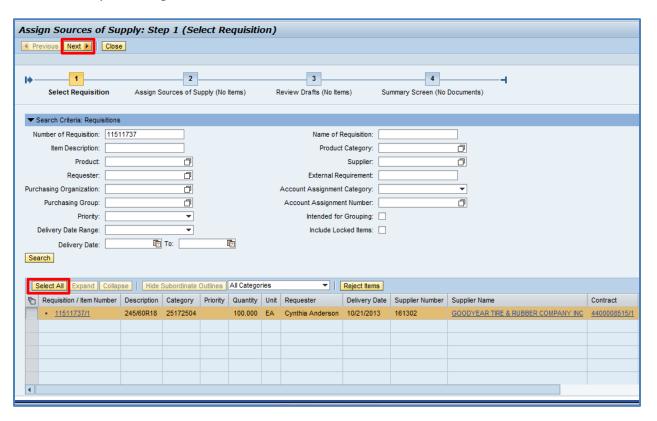
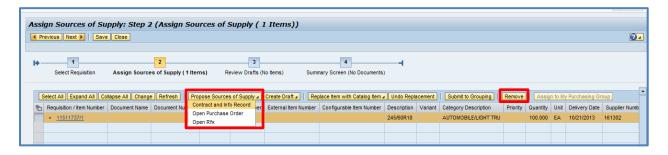
Propose Source of Supply – Carry Out Sourcing

1. Search for your cart in the Carry Out Sourcing process using any of the applicable criteria. Select the APPLY button. When the results appear, select all line items in the cart by choosing the SELECT ALL button. Select the NEXT button.



(If you have selected an incorrect cart, or if you did not select all the line items on the cart(s), select the REMOVE button to send line items back to the previous screen; select the PREVIOUS button to take yourself back. Then select the correct cart or if selecting additional line items, select the SELECT ALL button to bring all items into the Assign Source of Supply process.)

2. Select the Propose Source of Supply and a dropdown menu will display, from the dropdown menu select Contract and Info Record to see if a Contract exists.



3. A dialog box will display either a list of Suppliers, Contracts, or the text "No sources of supply found." If a list of contracts appears, select the applicable Contract and select the ASSIGN AND CREATE DRAFT PURCHASE ORDERS button.



4. If a dialog box displays stating "No sources of supply found", select the CLOSE button and enter a Supplier in the Supplier Number field

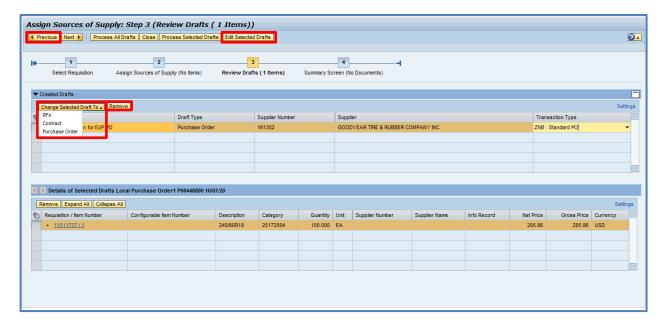




5. This will create your draft and take you to step 3 of the wizard. Enter your Draft Name; select your Transaction Type and select the EDIT SELECTED DRAFTS button.

At any time, if you determine that you have selected the incorrect draft you can change the selected draft by selecting the CHANGE SELECTED DRAFT TO button. A dropdown menu will display allowing you to change without leaving this screen.

As in the last step, you can also move back a step by selecting the REMOVE button, then selecting the PREVIOUS button to take you back a step in the process.



6. The PO will display in the "edit" mode. Proceed by processing the PO as you would typically process your orders.