



pennsylvania

DEPARTMENT OF GENERAL SERVICES

SAP

Supplier
Relationship
Management

SRM 7.0

**Requisitioning &
Receiving**



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Welcome!



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Introductions



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Course Objectives

Course Objectives

- After successfully completing this course, you will be able to:
 - Navigate through SRM
 - Set User Attributes
 - Understand the *Team Shopping Cart* functionality
 - Utilize SRM search functions to shop for items
 - Locate and View Statewide Contracts
 - Process a Shopping Cart, to include:
 - Create a Shopping Cart
 - Create a Shopping Cart from the MSCC Catalog
 - Create a Shopping Cart from a Punch-Out Catalog
 - Edit a Shopping Cart
 - Delete a Shopping Cart

Course Objectives (cont'd)

- Check the status of Shopping Carts
- Receive in MIGO
- Update Business Partner

Agenda

- Navigate through SRM
- Set User Attributes
- Team Shopping Cart
- Locate & View Statewide Contracts
- Create a Shopping Cart
- Edit a Shopping Cart
- Delete a Shopping Cart
- Check the status of Shopping Carts
- Receive in MIGO
- Business Partner Update

Requisitioning

Navigating Through SRM

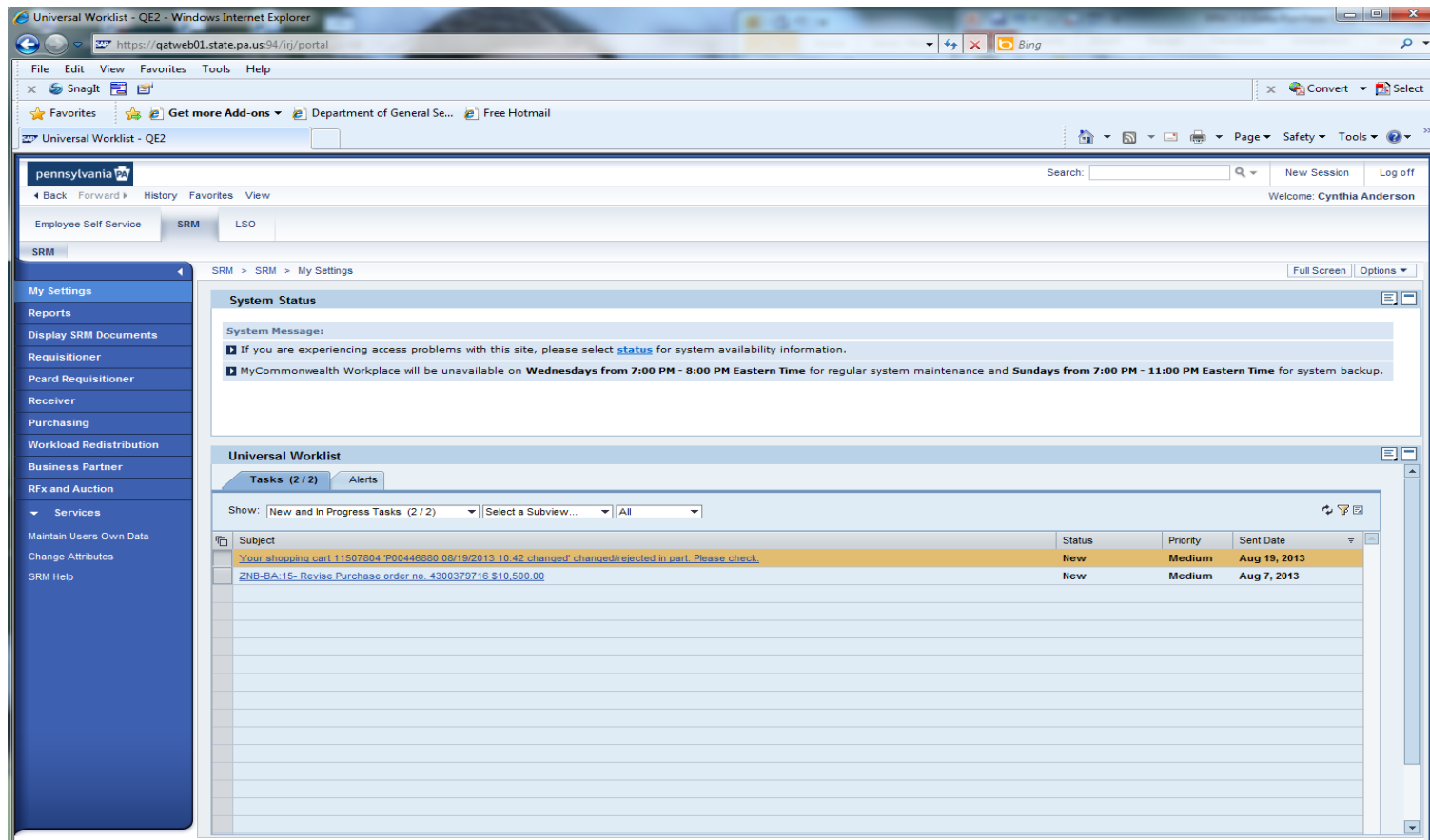
Requisitioning

- A brief review of the SRM Requisitioning screens is displayed on the next series of slides
- These screens will be used throughout the course

Requisitioning: Navigation

Logging In

The SAP/SRM Portal Desktop is accessible through www.myworkplace.state.pa.us



The screenshot displays the SAP/SRM Portal Desktop interface within a Windows Internet Explorer browser window. The browser address bar shows the URL <https://qatweb01.state.pa.us:94/ij/portal>. The page title is "Universal Worklist - QE2".

The interface includes a navigation menu on the left with the following items: My Settings, Reports, Display SRM Documents, Requisitioner, Pcard Requisitioner, Receiver, Purchasing, Workload Redistribution, Business Partner, RFX and Auction, Services, Maintain Users Own Data, Change Attributes, and SRM Help.

The main content area is titled "SRM > SRM > My Settings" and contains a "System Status" section with the following system messages:

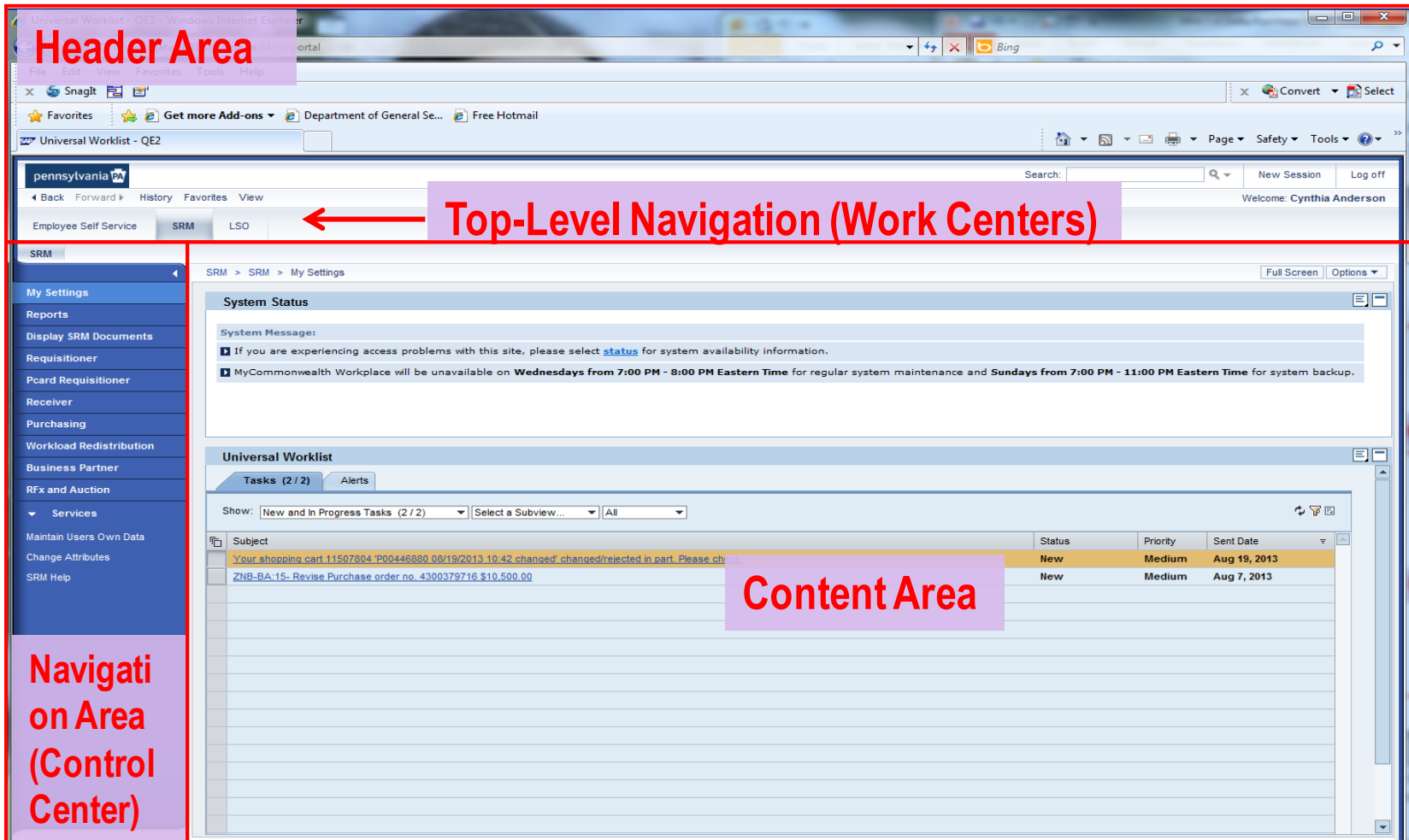
- If you are experiencing access problems with this site, please select [status](#) for system availability information.
- MyCommonwealth Workplace will be unavailable on **Wednesdays from 7:00 PM - 8:00 PM Eastern Time** for regular system maintenance and **Sundays from 7:00 PM - 11:00 PM Eastern Time** for system backup.

Below the system status is the "Universal Worklist" section, which displays a table of tasks. The table has columns for Subject, Status, Priority, and Sent Date. The current view shows 2 tasks:

Subject	Status	Priority	Sent Date
Your shopping cart 11507804 'P00446880 08/19/2013 10:42 changed' changed/rejected in part. Please check.	New	Medium	Aug 19, 2013
ZNB-BA 15- Revise Purchase order no. 4300379716 \$10,500.00	New	Medium	Aug 7, 2013

Requisitioning: Navigation

Portal Desktop Landscape



The screenshot shows a web browser window displaying the SRM portal. The browser address bar shows 'Universal Worklist - QE2'. The portal header includes the Pennsylvania logo, a search bar, and user information: 'Welcome: Cynthia Anderson'. Below the header is a navigation bar with tabs for 'Employee Self Service', 'SRM', and 'LSO'. A red arrow points to the 'SRM' tab, labeled 'Top-Level Navigation (Work Centers)'. On the left side, there is a vertical navigation menu under the 'SRM' tab, listing various functions like 'My Settings', 'Reports', 'Display SRM Documents', etc. A red box highlights this menu, labeled 'Navigation Area (Control Center)'. The main content area, labeled 'Content Area', displays 'System Status' with a message about system availability and a 'Universal Worklist' table showing tasks.

Header Area

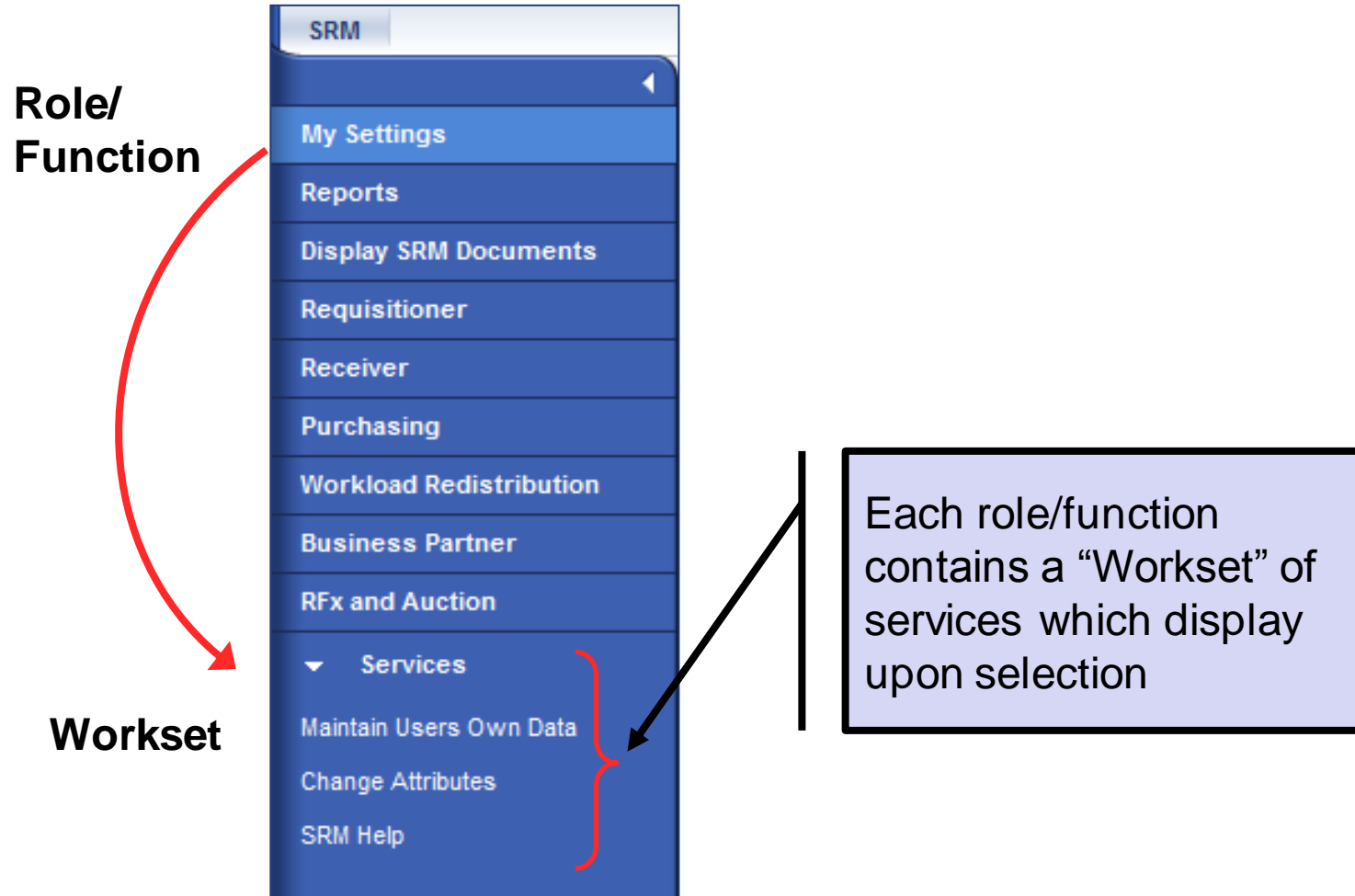
Top-Level Navigation (Work Centers)

Navigation Area (Control Center)

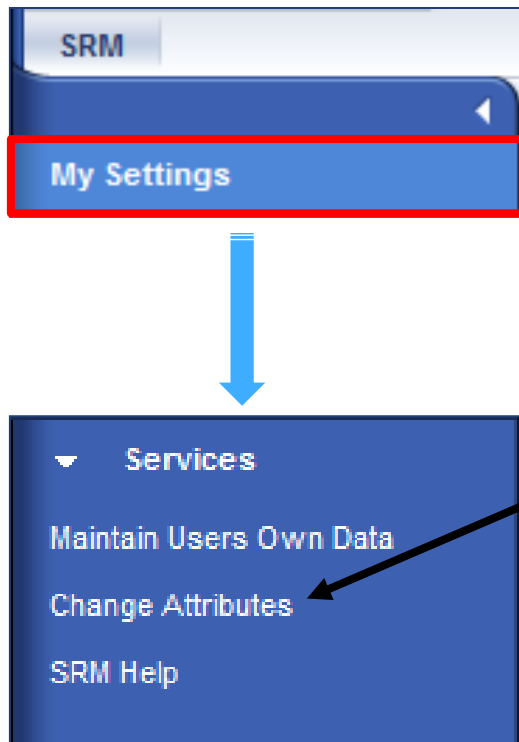
Content Area

Subject	Status	Priority	Sent Date
Your shopping cart 11507804 'P00446880 08/19/2013 10:42 changed' changed/rejected in part. Please ch	New	Medium	Aug 19, 2013
ZNR-BA-15- Revise Purchase order no. 4300379716 \$10,500.00	New	Medium	Aug 7, 2013

Requisitioning: Navigation



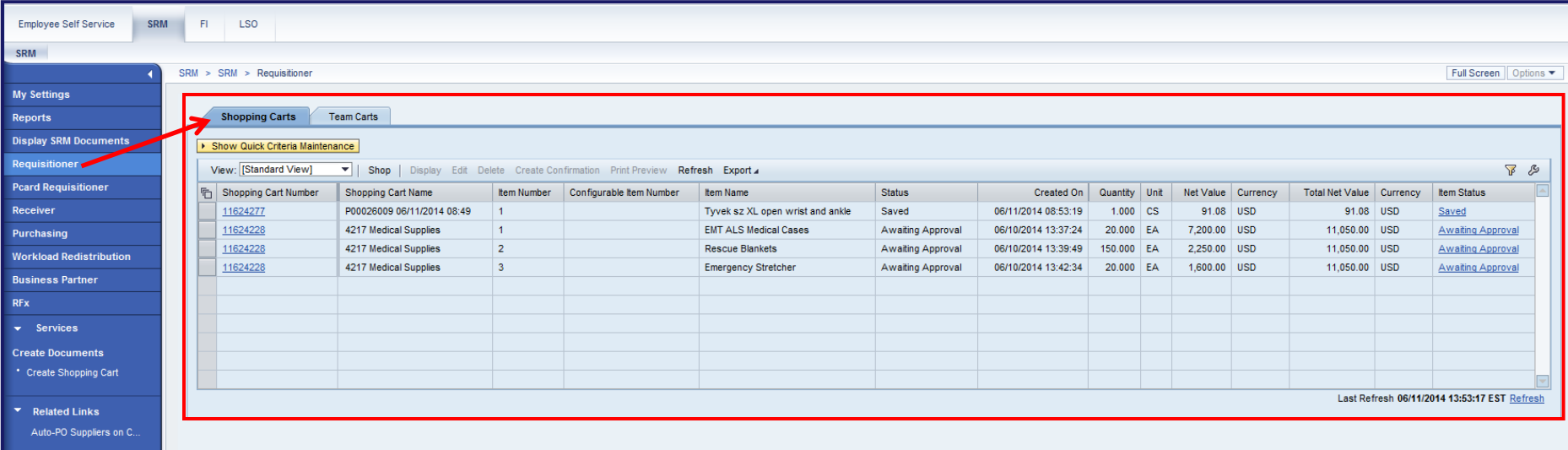
Requisitioning: Navigation



- When you first login to SRM 7.0, you must establish your *Attributes* before you can start shopping
- *Change Attributes* link is also used to establish “Team Shopping” settings
- These topics will be discussed in further detail as we move along in our course

Requisitioning: Navigation

Personal Object Worklist (POWL)



Employee Self Service SRM FI LSO

SRM

SRM > SRM > Requisitioner

Full Screen Options

Shopping Carts Team Carts

Show Quick Criteria Maintenance

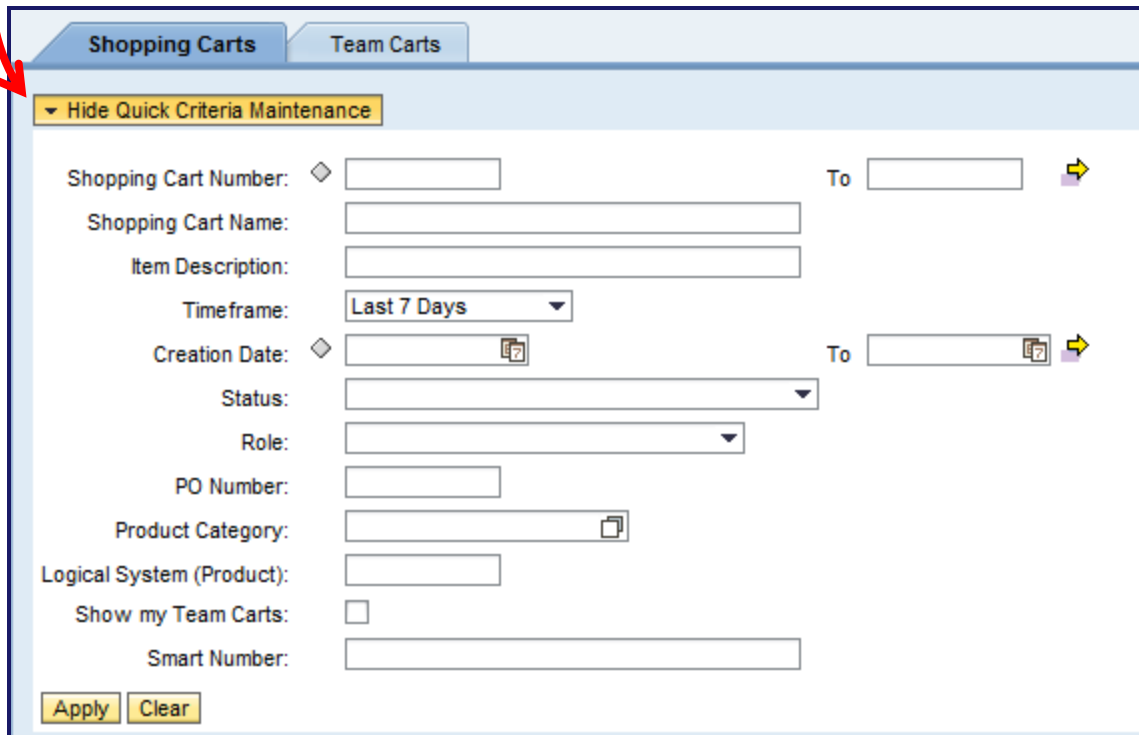
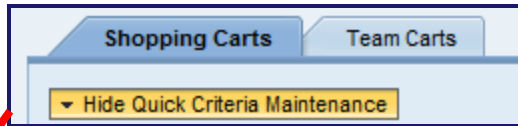
View: [Standard View] Shop Display Edit Delete Create Confirmation Print Preview Refresh Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status	Created On	Quantity	Unit	Net Value	Currency	Total Net Value	Currency	Item Status
11624277	P00026009 06/11/2014 08:49	1		Tyvek sz XL open wrist and ankle	Saved	06/11/2014 08:53:19	1.000	CS	91.08	USD	91.08	USD	Saved
11624228	4217 Medical Supplies	1		EMT ALS Medical Cases	Awaiting Approval	06/10/2014 13:37:24	20.000	EA	7,200.00	USD	11,050.00	USD	Awaiting Approval
11624228	4217 Medical Supplies	2		Rescue Blankets	Awaiting Approval	06/10/2014 13:39:49	150.000	EA	2,250.00	USD	11,050.00	USD	Awaiting Approval
11624228	4217 Medical Supplies	3		Emergency Stretcher	Awaiting Approval	06/10/2014 13:42:34	20.000	EA	1,600.00	USD	11,050.00	USD	Awaiting Approval

Last Refresh 06/11/2014 13:53:17 EST [Refresh](#)

- The POWL is located in the content area of the portal desktop
 - It is a query-driven worklist containing procurement documents from your work area
 - The Active Queries displayed will vary depending upon the selected Workset

Requisitioning: Navigation



Shopping Carts Team Carts

▼ Hide Quick Criteria Maintenance

Shopping Cart Number: To →

Shopping Cart Name:

Item Description:

Timeframe: Last 7 Days ▼

Creation Date: [?] To [?] →

Status: ▼

Role: ▼

PO Number:

Product Category: [?]

Logical System (Product):

Show my Team Carts:

Smart Number:

Apply Clear

- You may display additional fields for your query by selecting the **SHOW QUICK CRITERIA MAINTENANCE** button
- Enter applicable criteria
- **DO NOT** run search with all fields blank

Requisitioning: Navigation

Personal Object Worklist (POWL)

Shopping Carts | Team Carts

Show Quick Criteria Maintenance

View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status	Created On	Quantity	Unit	Net Value	Currency	Total Net Value	Currency	Item Status
11624277	P00026009 06/11/2014 08:49	1		Tyvek sz XL open wrist and ankle	Saved	06/11/2014 08:53:19	1.000	CS	91.08	USD	91.08	USD	Saved
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11624228	4217 Medical Supplies	3		Emergency Stretcher	Awaiting Approval	06/10/2014 13:42:34	20.000	EA	1,600.00	USD	11,050.00	USD	Awaiting Approval

Last Refresh 06/11/2014 13:53:17 EST [Refresh](#)

- Results of the selected query are displayed in a table format
- “One-Step” buttons are available at the top of each query
 - To make additional One-Step options available, choose a document to work with
- To open the Shopping Cart, select the Shopping Cart Number link

Requisitioning: Navigation

Sample Document Landscape (Shopping Cart)

Shop in 3 steps: Step 2 (Shopping Cart (1 item))

[Previous](#)
[Next](#)
[Order](#)
[Close](#)
[Save](#)
[Check](#)

❗ Fund must be entered for non-asset account assignment categories
❗ Line 1: No G/L account was entered; enter a G/L account
❗ Line 1: Error in account assignment for item 1
❗ Line 1: Enter a value in the mandatory field Cost Center in account assignment

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Items in Shopping Cart

[Details](#)
[Add Item](#)
[Copy](#)
[Paste](#)
[Duplicate](#)
[Delete](#)
[Filter Settings](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier
1	Material		Furniture	56101500	FURNITURE	18.0000	EA	350.00	USD		1		12/19/2013	1	0		None
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		11/22/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		11/22/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		11/22/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		11/22/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		11/22/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		11/22/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		11/22/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		11/22/2013	0	0		
													Total Value	6,300.00	USD		
													Tax amount	0.00	USD		
													Total Val. (Gross)	6,300.00	USD		

Setting User Attributes

Requisitioning: Setting User Attributes

- Select **My Settings**

Left navigation pane under – Services


- Select **Change Attributes**



Requisitioning: Setting User Attributes

- Select the EDIT button

Display Document:

 Edit

Employee ID 703389 Name Cynthia Anderson

▼ Personal Data

Form of Address: Academic Title:

First Name: Last Name:

Position User Account

Organizational Assignment

Department: 00157140; GS Strtgc Spt Aud Div

Position: 50266525; Admv Ofr 2

Functional Assignment

Department Head Of:

Purchasing Group: 50008932 ; DGS Central Purchase Purchasing Group

Department Address

Street/ House Number:

Postal Code/ City:

Country:

Department Address Details

Building:

Floor/ Room Number:

Inhouse Mail:

Communication Type:

Phone Number/ Extension:

Fax Number / Extension:

E-Mail:

Attributes for Position Admv Ofr 2

Attribute:

- Select the Attributes dropdown

Requisitioning: Setting User Attributes

Attribute:

- Account assignment category*
- Attachment
- Cost Center
- Default printer*
- Delivery address***
- Flag: Forward Work Item*
- Fund*
- Grant
- Local Currency*
- Plant***

- There are two (2) mandatory Attributes:
 - Delivery Address
 - Plant

Requisitioning: Setting User Attributes

Attribute:

<input type="radio"/>	Standard	<input type="checkbox"/>	Deactivate
-----------------------	----------	--------------------------	------------

- Select Delivery Address from the dropdown
- Select the ADD LINE button

The default Delivery Address attribute is set by typing in the assigned delivery address number.

- Select the STANDARD radio button.
- Select the CHECK button, then the SAVE button at the top of the SRM screen

Attribute:

<input type="radio"/>	Standard	<input type="checkbox"/>	Deactivate	Value Description	<input type="text" value="175500"/>	Value	<input type="checkbox"/>	Changeable
<input checked="" type="radio"/>		<input type="checkbox"/>					<input checked="" type="checkbox"/>	

Requisitioning: Setting User Attributes

Attribute: Logical system:

	Standard	Excluded		Plant

- Select Plant from the dropdown
 - A second option will display; from this option select R/3 Backend*
 - Upon this selection you will receive options to choose your plant
 - Select the appropriate option and select the SAVE button at the top of your SRM screen

Attribute: Logical system:

	Standard	Excluded	Changeable	Plant	Logical system	Company Code	Description	BusinessPartner
	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	PC1CLNT110	COPA	DGS	300438
	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1502	PC1CLNT110	COPA	DGS Administration	300440
	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1504	PC1CLNT110	COPA	DGS Bureau of Procurement	301375
	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1501	PC1CLNT110	COPA	DGS Property Management	300439
	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	1503	PC1CLNT110	COPA	DGS Public Works	300441

Team Shopping

Requisitioning: Team Shopping

- What is Team Shopping?
 - The functionality, “Team Shopping,” was added within SRM 7.0
 - Team Shopping, allows the Requisitioner (within an agency/plant) to establish substitutes, and these substitutes can process Shopping Carts on the Requisitioner’s behalf
 - Under 5.0, when a Requisitioner was on vacation or left the agency, only the administrator was able to process the else Shopping Carts

Requisitioning: Team Shopping

To use the functionality:

- The Requisitioner must establish substitutes in My Settings → Change Attributes → User Account tab
- Steps provided on the following slides

Requisitioning: Team Shopping

- Select **My Settings**

Left navigation pane under – Services

- Select **Change Attributes**




Requisitioning: Team Shopping

CHANGE ATTRIBUTES SCREEN

- Select the User Account tab

Display Document:

 Edit

Employee ID 317922 Name Ms. Angela Eshleman

▼ Personal Data

Form of Address: Academic Title:

First Name: Last Name:

Position **User Account**

Organizational Assignment

Department: 00152530; GS Bus Prcs Cnstitng Div

Position: 50266527; Admv Ofr 2

Functional Assignment

Department Head Of:

Purchasing Group: 50000080 ; DGS Central Purchasing Group

Department Address

Street/ House Number:

Postal Code/ City:

Country:

Department Address Details

Building:

Floor/ Room Number:

Inhouse Mail:

Communication Type:

Phone Number/ Extension:

Fax Number / Extension:

E-Mail:


Attributes for Position Admv Ofr 2

Attribute:

Requisitioning: Team Shopping

- Select the EDIT button to proceed with the assignment

Display Document:

 Edit

Employee ID 317922 Name Ms. Angela Eshleman

▼ Personal Data

Form of Address: Academic Title:

First Name: Last Name:

Position **User Account**

Standard Settings

User ID:

E-Mail:



Time Zone:

Language:

Date Format:

Decimal Notation:


My Procurement Substitutes for Team Purchasing

 Add Line  Remove [Settings](#)

Name of Substitute	Start Substitution On	End Substitution On

Persons I Represent As Substitute

[Settings](#)

Substitute For	Start Substitution On	End Substitution On
 The table does not contain any data		

- Your “Procurement Substitutes” will be the individual(s) processing Shopping Carts on your behalf
- Select the ADD LINE button to add individuals

Requisitioning: Team Shopping

▼ Personal Data

Form of Address: Academic Title:

First Name: Last Name:

Position **User Account**

Standard Settings

User ID:

E-Mail:

Time Zone:

Language:

Date Format:

Decimal Notation:

My Procurement Substitutes for Team Purchasing

[Settings](#)

Name of Substitute	Start Substitution On	End Substitution On
<input type="text"/>	<input type="text"/>	<input type="text"/>

Persons I Represent As Substitute

[Settings](#)

Substitute For	Start Substitution On	End Substitution On
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Use the search function to locate your "Procurement Substitute's" name

Requisitioning: Team Shopping

Search: Name of Substitute

Search Criteria Hide Search Criteria ?

User		+ -
Last name	Eshleman	+ -
First name	Angela	+ -

Results List: 1 results found for Name of Substitute

User	First name	Last name	E-Mail Address	User group	Valid from	Valid through	
<input type="checkbox"/>	P00068292	Angela	Eshleman	AESHLEMAN@PA.GOV	15DGS	02/01/2003	12/31/9999

- Enter the substitute(s) name in the appropriate fields, or enter the P00 (employee number) in the User field and select the SEARCH button
- Results will display, select the gray box or the User to transfer the information back to the “My Procurement Substitutes for Team Purchasing” section

Requisitioning: Team Shopping

▼ Personal Data

Form of Address: Academic Title:

First Name: Last Name:

Position **User Account**

Standard Settings

User ID:

E-Mail:

Time Zone:

Language:

Date Format:

Decimal Notation:

My Procurement Substitutes for Team Purchasing Settings

Name of Substitute	Start Substitution On	End Substitution On
<input type="checkbox"/> P00446880		<input type="text"/>

Persons I Represent As Substitute Settings

Substitute For	Start Substitution On	End Substitution On
The table does not contain any data		

- Complete the Start Substitute On and End Substitute On date fields

- The employee number populates the Name of Substitute field

Requisitioning: Team Shopping

- Select the SAVE button to save the updates

- If additional “Procurement Substitutes” are required, select the ADD LINE button and repeat the previous steps

Edit Document:

Save **Read Only** **Check**

Employee ID 317922 Name Ms. Angela Eshleman

▼ Personal Data

Form of Address: Academic Title:

First Name: Last Name:

Position **User Account**

Standard Settings

User ID:

E-Mail:

Time Zone:

Language:

Date Format:

Decimal Notation:

My Procurement Substitutes for Team Purchasing

Add Line **Remove** [Settings](#)

Name of Substitute	Start Substitution On	End Substitution On
P00446880	07/01/2013	07/15/2013

Persons I Represent As Substitute

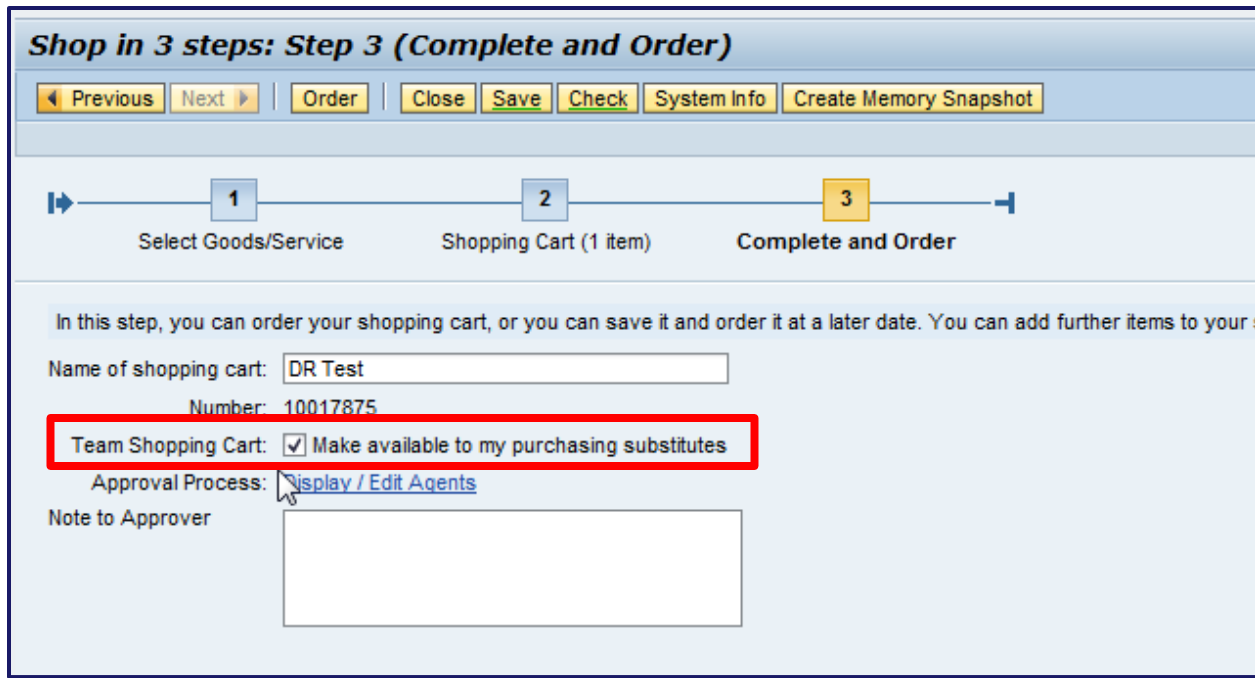
[Settings](#)

Substitute For	Start Substitution On	End Substitution On
The table does not contain any data		

Requisitioning: Team Shopping

To use the functionality:

- Within the Shopping Cart, the Team Shopping Cart box must be checked on Step 3 of the wizard, prior to ordering the Shopping Cart (the box will not be available if Step 1 has not been completed)



Shop in 3 steps: Step 3 (Complete and Order)

◀ Previous | Next ▶ | Order | Close | Save | Check | System Info | Create Memory Snapshot

1 Select Goods/Service | 2 Shopping Cart (1 item) | 3 Complete and Order

In this step, you can order your shopping cart, or you can save it and order it at a later date. You can add further items to your s

Name of shopping cart: DR Test

Number: 10017875

Team Shopping Cart: Make available to my purchasing substitutes

Approval Process: [Display / Edit Agents](#)

Note to Approver

NOTE: On a copied shopping cart, the Team Shopping Cart indicator will only be available for those carts created AFTER the Team Purchasing substitute(s) have been set.

Requisitioning: Team Shopping

Additional Information:

- Shopping Carts must be in a *Saved* status to use the Team Shopping Cart functionality
- Team Shopping Cart functionality does not apply to Plan Driven Procurement (PDP) Shopping Carts
- To switch back and forth between users when editing a Shopping Cart, the users must be set as a substitute for each other
- Team Shopping Carts Offer:
 - Find and edit/save carts – from the Team Shopping Cart POWL
 - Take Over – allows cart to be ordered by another user (in the event of leave/retirement)

Requisitioning: Team Shopping

Additional Information (cont'd)

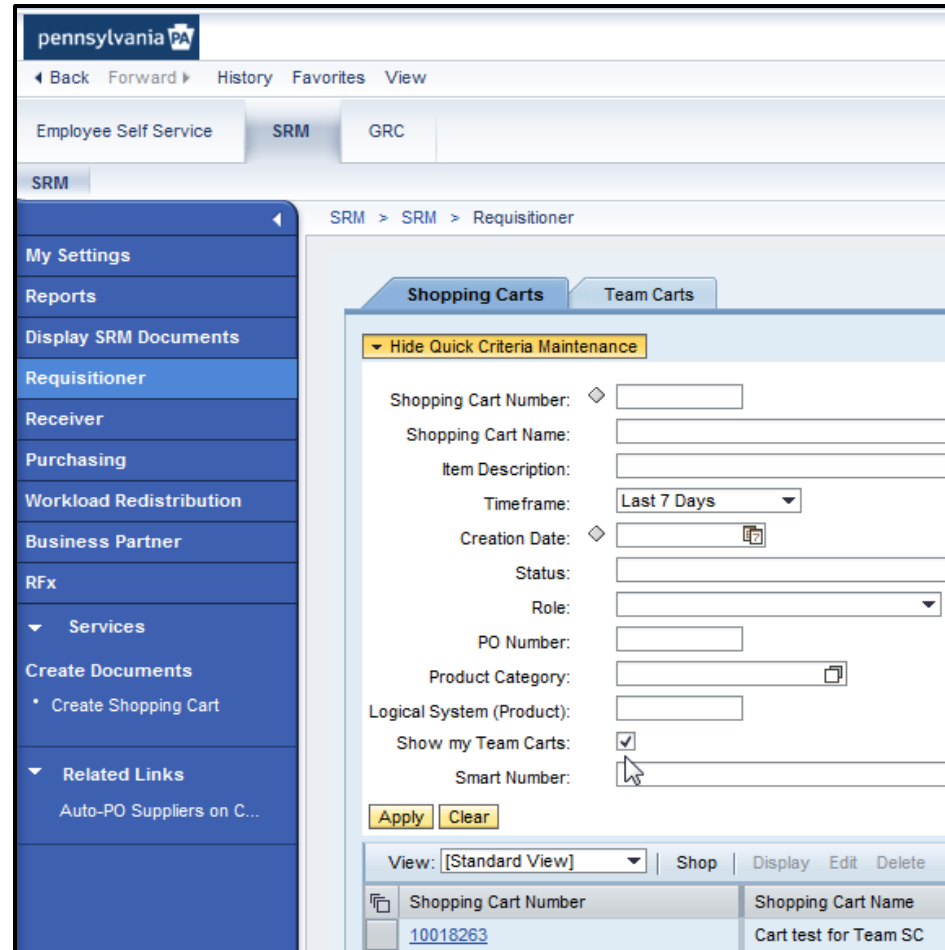
- In Display SRM Documents → Search All Shopping Carts, Team Shopping Carts have an indicator in the far right column:

Search Result									
Details Delete Create Follow-On Document Update Shopping Cart Back-End Data Update Messages Team Cart									Filter
Object Number	Name of Shopping Cart	Created By	Created On	Status	Total Value	Currency	Messages	Message Counter	Team Cart
▶ 10018262	Team SC Test	P00504742	03/31/2014	Saved	1,000.00	USD		0	<input checked="" type="checkbox"/>

Requisitioning: Team Shopping

Accessing Team Shopping Carts:

- A requisitioner's Team Shopping Cart will not display in the owner's Shopping Cart POWL until selecting the box for Show My Team Carts in the Quick Criteria Search



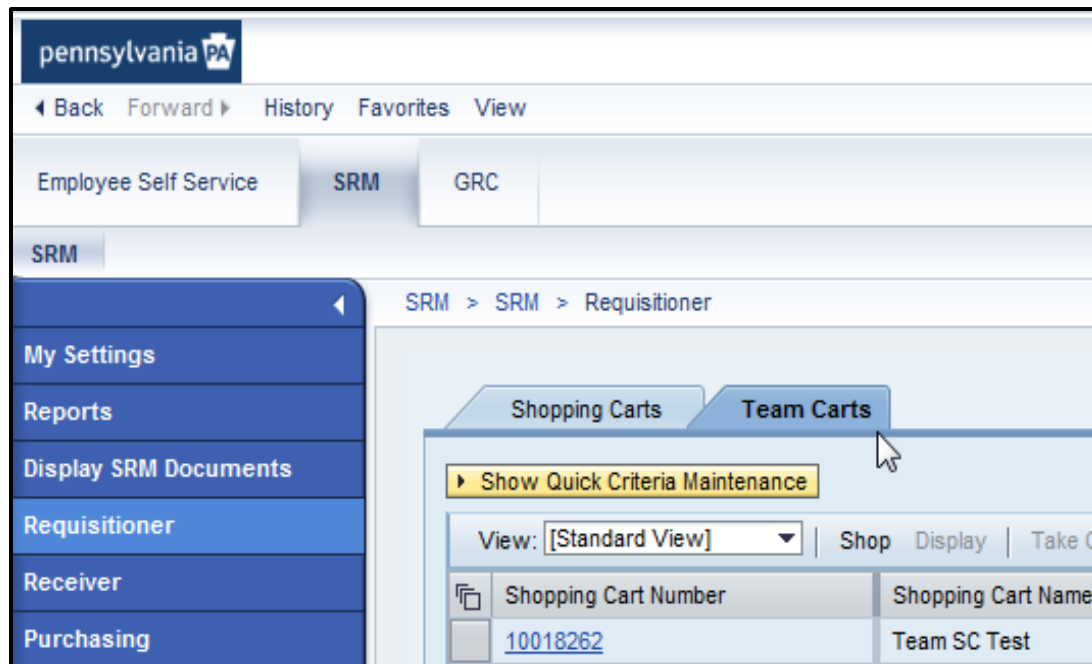
The screenshot shows the SRM Requisitioner interface. The left sidebar contains a navigation menu with options like 'My Settings', 'Reports', 'Requisitioner', and 'Services'. The main content area is titled 'SRM > SRM > Requisitioner' and has tabs for 'Shopping Carts' and 'Team Carts'. A 'Hide Quick Criteria Maintenance' button is visible. The search criteria form includes fields for Shopping Cart Number, Name, Description, Timeframe (set to 'Last 7 Days'), Creation Date, Status, Role, PO Number, and Product Category. The 'Show my Team Carts' checkbox is checked, and the 'Smart Number' field is populated with '10018263'. At the bottom, there are 'Apply' and 'Clear' buttons, and a table showing search results for Shopping Cart Number '10018263' with the name 'Cart test for Team SC'.

Shopping Cart Number	Shopping Cart Name
10018263	Cart test for Team SC

Requisitioning: Team Shopping

Accessing Team Shopping Carts:

- For a substitute to display a Team Shopping Cart, the Team Shopping Cart POWL must be used



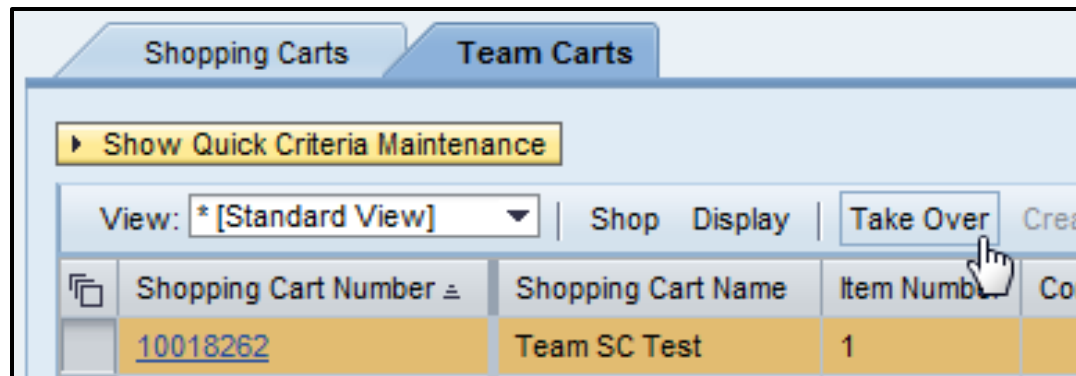
The screenshot shows the Pennsylvania SRM (Supplier Relationship Management) system interface. The top navigation bar includes "Employee Self Service", "SRM", and "GRC". The "SRM" tab is active, and a sidebar menu on the left lists various options, with "Requisitioner" selected. The main content area displays the "SRM > SRM > Requisitioner" path. Below this, there are two tabs: "Shopping Carts" and "Team Carts", with "Team Carts" being the active tab. A yellow button labeled "Show Quick Criteria Maintenance" is visible. Below the button, there is a "View:" dropdown menu set to "[Standard View]", followed by "Shop", "Display", and "Take O" buttons. A table below shows a list of shopping carts:

Shopping Cart Number	Shopping Cart Name
10018262	Team SC Test

Requisitioning: Team Shopping

Team Shopping Cart functionality includes “Take Over”:

- Take Over allows a substitute to order a cart created by a different user
- To use Take Over, highlight the cart in the Team Cart POWL, then select the TAKE OVER button



Requisitioning: Team Shopping

- Take Over functionality can also be performed by selecting the TAKE OVER button after opening a cart from Display SRM Documents → Search All Shopping Carts

Display Shopping Cart

[Print Preview](#) |
 [Close](#)
[Take Over](#)
[Refresh](#)
[Copy](#)

Number 10018262 **Document Name** Team SC Test **Status** Saved

▼ **General Data**

Buy on Behalf of: Jeffery Wright

Name of shopping cart:

Team Shopping Cart: Make available to my purchasing substitutes

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

▼ **Item Overview**

[Details](#) |
 [Add Item](#) |
 [Copy](#) |
 [Paste](#) |
 [Duplicate](#) |
 [Delete](#) |
 [Process All Items](#)

Line Number	Item Type	Product ID	Description	Product C
1	Material		test	51102724

Requisitioning: Team Shopping

- Upon ordering, the Team Shopping Cart will show the initial requisitioner as the creator, but will follow the workflow for the user who ordered the cart. Either the original requisitioner or substitute can change the cart while in workflow.
- While a taken over cart maintains the original requisitioner as the cart creator, the requisitioner ordering the cart is listed in the Buyer on Behalf of field

Display Shopping Cart

[Edit](#) | [Print Preview](#) | [Close](#) | [Refresh](#) | [Copy](#)

Number 11623686 Document Name Team Cart -- ordered/changed again Status Approved Created On 03/19/2014 08:20:21 **Created By Connie Barbee**

▼ General Data

Buy on Behalf of: Valerie Smith Approval Note

Name of shopping cart:

Team Shopping Cart: Make available to my purchasing substitutes

Approval Process: [Display / Edit Agents](#)

- Once a substitute takes over and orders a cart, the cart will display in the substitute's Team Cart POWL, as well as the Shopping Cart POWL (after checking "Show My Team Carts")

Locate and View Statewide Contracts

Department of General Services' (DGS') Statewide Contracts

- Addresses goods and services that are commonly used by most agencies, or are used by one or more agencies at locations throughout the Commonwealth
- Provides agencies with a practical and convenient ordering methodology
- Allows agencies to purchase small quantities at bulk rates
- DGS is responsible for: creating, negotiating, and managing the contract
- Agencies are required to: order their goods or services directly from the supplier(s) who holds the contract

Department of General Services' (DGS') Statewide Contracts

- Some examples of statewide contracts are:
 - UniqueSource Products & Services
 - Janitorial Supplies
 - Catering Services
 - Office Supplies
 - Commercial Furniture
 - Maintenance, Repair, Operation (MRO)

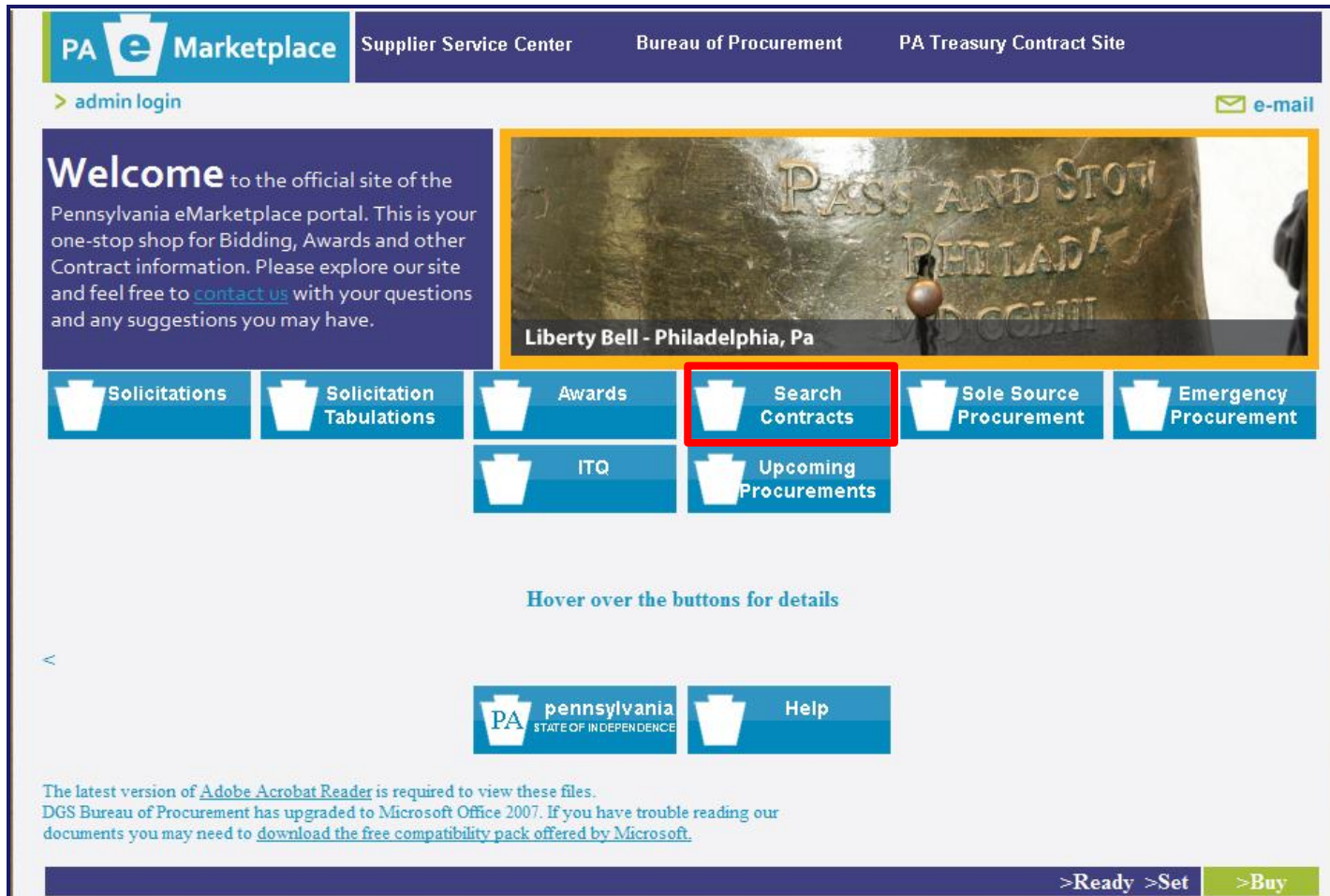
Contracts on eMarketPlace

- Open Internet Explorer
- In the Address line, enter the following address:
www.emarketplace.state.pa.us



Contracts on eMarketPlace

The eMarketPlace website enables you to search for contracts by selecting the Search Contracts section as shown below.



PA eMarketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

> admin login e-mail

Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.

Liberty Bell - Philadelphia, Pa

Solicitations Solicitation Tabulations Awards **Search Contracts** Sole Source Procurement Emergency Procurement

ITQ Upcoming Procurements

Hover over the buttons for details

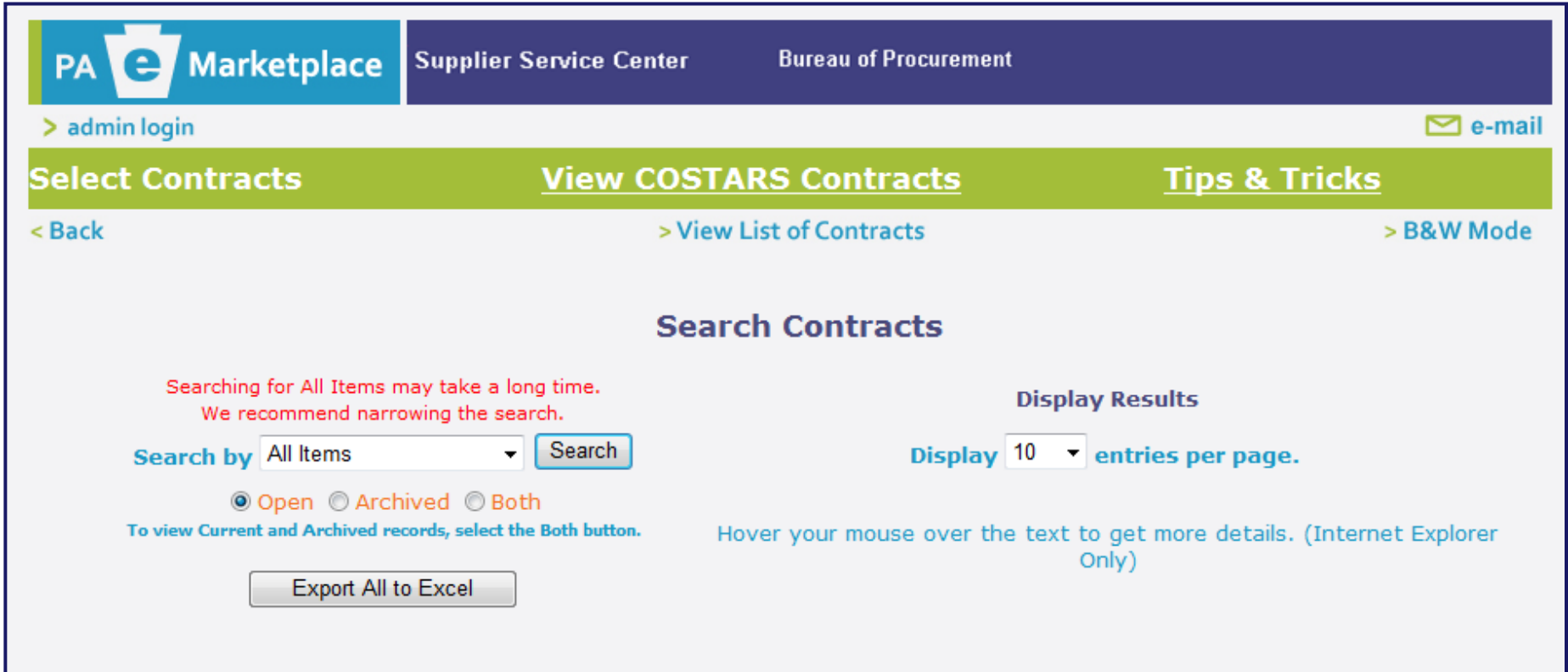
penⁿsylvaⁿia STATE OF INDEPENDENCE Help

The latest version of [Adobe Acrobat Reader](#) is required to view these files.
DGS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack offered by Microsoft](#).

>Ready >Set >Buy

Contracts on eMarketPlace

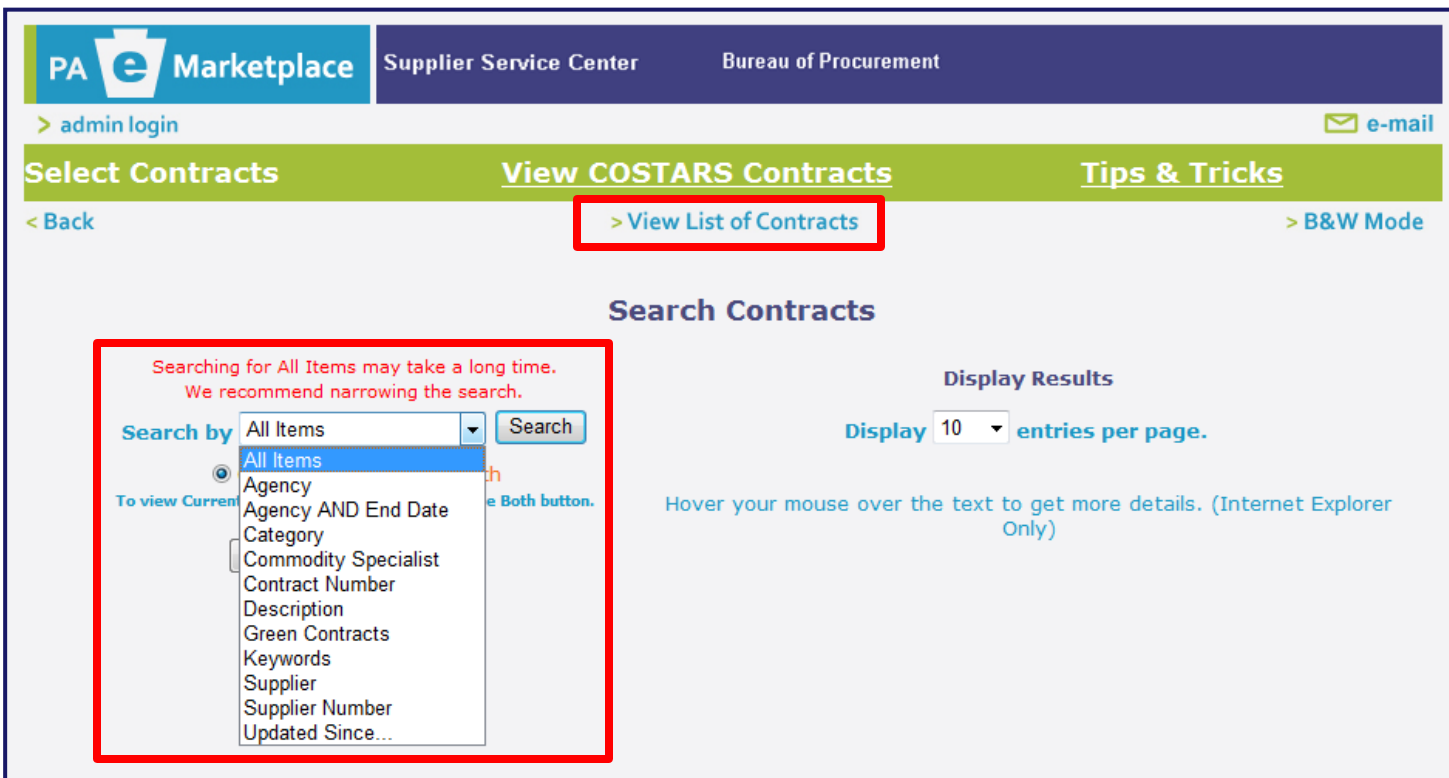
- This will open the Search Contracts screen as shown below



The screenshot shows the PA eMarketplace interface. At the top left is the logo "PA eMarketplace". To its right, in a dark blue header, are the text elements "Supplier Service Center" and "Bureau of Procurement". Below the logo is a link "> admin login" and an "e-mail" icon with a message envelope. A green navigation bar contains three links: "Select Contracts", "View COSTARS Contracts", and "Tips & Tricks". Below this bar are three links: "< Back", "> View List of Contracts", and "> B&W Mode". The main heading is "Search Contracts". A red warning message reads: "Searching for All Items may take a long time. We recommend narrowing the search." Below this is a search form with "Search by" and a dropdown menu set to "All Items", followed by a "Search" button. To the right, "Display Results" is shown with a "Display" label and a dropdown menu set to "10", followed by the text "entries per page.". Below the search form are three radio buttons: "Open" (selected), "Archived", and "Both". A note below the radio buttons says: "To view Current and Archived records, select the Both button." To the right of the radio buttons is a note: "Hover your mouse over the text to get more details. (Internet Explorer Only)". At the bottom left is a button labeled "Export All to Excel".

Contracts on eMarketPlace

Select the “Search by” dropdown to determine how you want to search for a contract. You can search open or archived contracts, or both. You can also view a list of contracts by selecting the link at the top of the page.

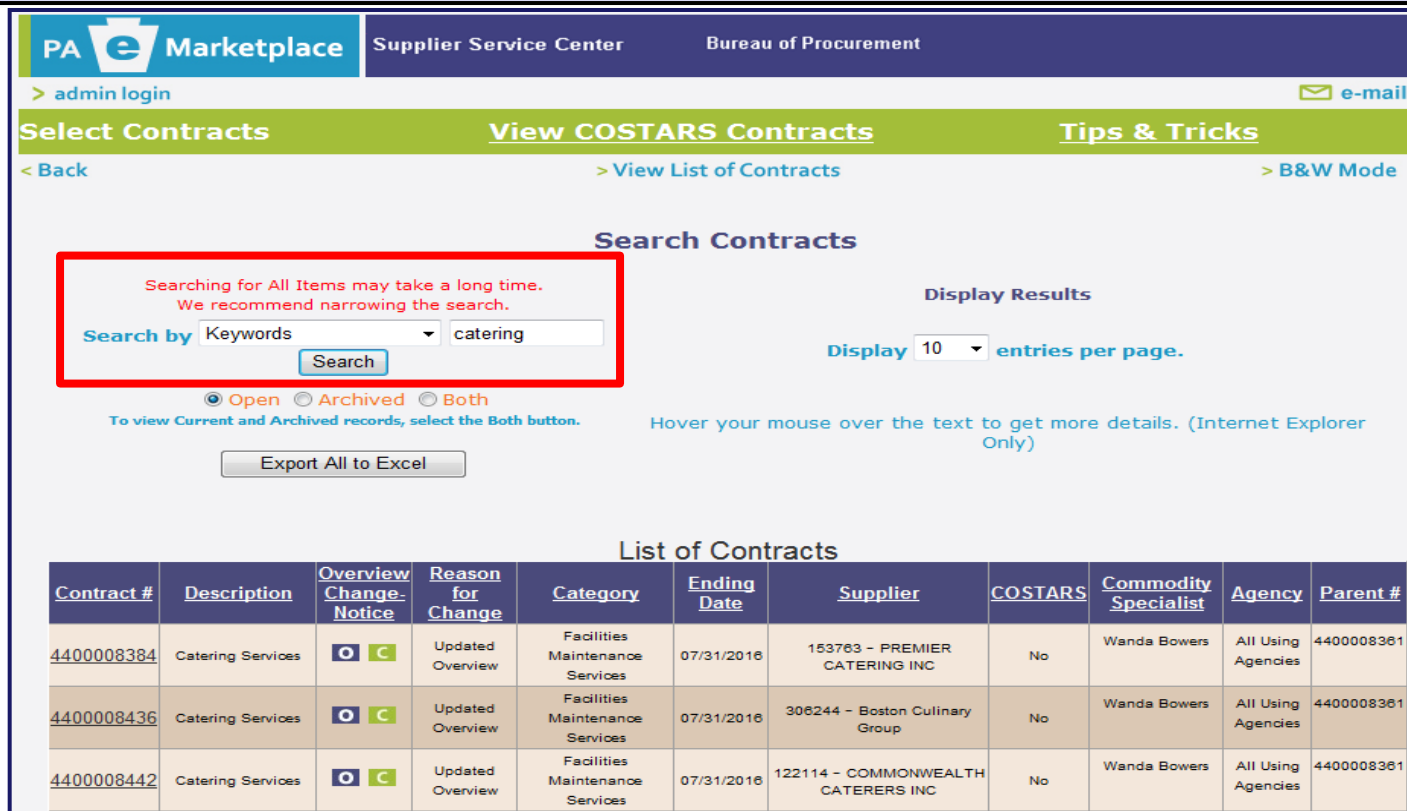


The screenshot displays the PA eMarketplace Supplier Service Center interface. At the top, there is a navigation bar with the PA eMarketplace logo, "Supplier Service Center", and "Bureau of Procurement". Below this, there are links for "admin login" and "e-mail". A green navigation bar contains "Select Contracts", "View COSTARS Contracts", and "Tips & Tricks". Below this, there are links for "< Back", "> View List of Contracts" (highlighted with a red box), and "> B&W Mode".

The main section is titled "Search Contracts". It features a search form with a "Search by" dropdown menu (highlighted with a red box) and a "Search" button. The dropdown menu is open, showing options: "All Items", "Agency", "Agency AND End Date", "Category", "Commodity Specialist", "Contract Number", "Description", "Green Contracts", "Keywords", "Supplier", "Supplier Number", and "Updated Since...". A red warning message above the dropdown reads: "Searching for All Items may take a long time. We recommend narrowing the search." To the right of the search form, there is a "Display Results" section with a "Display" dropdown set to "10" and the text "entries per page." Below this, there is a note: "Hover your mouse over the text to get more details. (Internet Explorer Only)".

Contracts on eMarketPlace

You may select a Keyword from the dropdown to do a keyword search. Another field opens for you to enter search criteria. In the example below, we entered the word “catering” and selected the SEARCH button. This provides all the contracts having to do with catering.



PA eMarketplace Supplier Service Center Bureau of Procurement

> admin login e-mail

Select Contracts View COSTARS Contracts Tips & Tricks

< Back > View List of Contracts > B&W Mode

Search Contracts

Searching for All Items may take a long time. We recommend narrowing the search.

Search by **Keywords**

Display Results Display entries per page.

Open Archived Both
To view Current and Archived records, select the Both button.


Hover your mouse over the text to get more details. (Internet Explorer Only)


List of Contracts

Contract #	Description	Overview Change-Notice	Reason for Change	Category	Ending Date	Supplier	COSTARS	Commodity Specialist	Agency	Parent #
4400008384	Catering Services	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Updated Overview	Facilities Maintenance Services	07/31/2018	153783 - PREMIER CATERING INC	No	Wanda Bowers	All Using Agencies	4400008381
4400008436	Catering Services	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Updated Overview	Facilities Maintenance Services	07/31/2018	308244 - Boston Culinary Group	No	Wanda Bowers	All Using Agencies	4400008381
4400008442	Catering Services	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Updated Overview	Facilities Maintenance Services	07/31/2018	122114 - COMMONWEALTH CATERERS INC	No	Wanda Bowers	All Using Agencies	4400008381

Contracts on eMarketPlace

To view the contract detail, select the Contract Number link. A new screen will display as shown on the next slide.

PA  Marketplace
Supplier Service Center
Bureau of Procurement

[> admin login](#)
 e-mail

Select Contracts
View COSTARS Contracts
Tips & Tricks

[< Back](#)
[> View List of Contracts](#)
[> B&W Mode](#)

Search Contracts

Searching for All Items may take a long time.
We recommend narrowing the search.

Search by Keywords ▼

Open
 Archived
 Both







To view Current and Archived records, select the Both button.

Display Results

Display 10 ▼ entries per page.






Hover your mouse over the text to get more details. (Internet Explorer Only)

List of Contracts

Contract #	Description	Overview Change-Notice	Reason for Change	Category	Ending Date	Supplier	COSTARS	Commodity Specialist	Agency	Parent #
4400009194	Catering Services	 	Updated Overview	Facilities Maintenance Services	07/31/2018	388782 - Strictly catering LLC	No	Wanda Bowers	All Using Agencies	4400008361
4400004306	Supplies Manufactured and Services Performed by Persons with Disabilities	 	03-15-2014 Change #2014-5 updated trash liner prices to be	None	02/28/2024	118289 - UniqueSource Products & Services	No	Betty Goodling-Weimer	All Using Agencies	998002
4400004695	Supplies Manufactured & Services Performed by Persons with Disabilities	 	04-01-2014 Updated trash liner prices. 03-27-2014 Added in	None	02/28/2024	118289 - UniqueSource Products & Services	Yes	Betty Goodling-Weimer	All Using Agencies	998002

Contracts on eMarketPlace

The Contract Details screen displays. Much of the information is similar to the main eMarketplace Contracts screen. A feature of this screen includes contracts that contain Green Products. Please be aware that these logos may not apply to all line items, but are specific to the overall contract. To view the Overview, select the blue “O” in the View Overview area. To view the Change Notice, select the green “C” in the View Change Notice area. To view the Contract, select the orange “C” in the View Contract File area.

Contract Details		
Contract #: 4400004695	Parent #:	998002
Description: Supplies Manufactured & Services Performed by Persons with Disabilities		
View Overview: 	View Contract File:	
View Change Notice: 	Reason For Change:	04-01-2014 Updated trash liner prices. 03-27-2014 Added inventoried material 298130. 03-03-2014 Updated telephone number for DGS program manager on contract overview form; 01-09-2014 Contract and contract overview were updated to change vendor name from
Category: None		
Ending Date: 02/28/2024		
Supplier Name: UniqueSource Products & Services	Supplier Number:	118289
Commodity Specialist: Betty Goodling-Weimer		
Agency: All Using Agencies		
Last Updated: 04/08/2014		
COSTARS: Yes	MSCC: <input type="checkbox"/>	PCard: P-Card Enabled
Solicitations: N/A	Tabs: N/A	Awards: N/A
 Green Seal Of Approval  Recycled Content		

Contracts on eMarketPlace

Contract Overview

Prior to utilizing this contract, the user should read the contract in its entirety.

CONTRACT DESCRIPTION

► Commonwealth agencies, which includes executive agencies, independent agencies, and state-affiliated entities, are mandated by law to purchase supplies manufactured and services performed by persons with disabilities when certain requirements are met. These contracts cover a variety of materials and services that have been pre-approved by DGS as a "carve-out" for UniqueSource Products & Services. The Carve-Out List is viewable on eMarketplace. The following is a general list of products/services by category:

- Clothing
- Decor
- Healthcare supplies
- Housekeeping/Janitorial Supplies
- Safety signs and clothing
- Office Supplies
- Services (call centers, boxed lunches/cold buffets, janitorial/custodial, lawn care, shredding, digital document and electronic content management, etc.)

CONTRACT INFORMATION

Contract Title	Supplies Manufactured & Services Performed by Persons with Disabilities ("UniqueSource")	
Contract Number	4400004306 & 4400004695	
Solicitation Number	N/A	
Original Validity Period	04/01/2009 - 03/31/2024	
Current Validity End Date & Renewals Remaining	60 days written notice of termination by either party (or until termination due to default).	
Point of Contact	Betty Goodling-Weimer, Program Manager	
Contact Phone Number	717-787-7324	
Contact Email Address	begoodling@pa.gov	
Pcard Enabled in SRM	Pcard Accepted	MSCC
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PRICING HIGHLIGHTS

There is no contract minimum order amount, except plastic liners and toilet tissue for which UniqueSource Products & Services can charge shipping/handling when the order total for each product type is less than \$250. If the order total per product type is less than \$250, please contact UniqueSource Products & Services for a shipping quote prior to processing the order.

DGS must establish fair market prices (FMP) for any & all materials/services purchased against these contracts. The materials referenced on both contracts have DGS established FMP's.

In addition, for Contract 4400004695, there are DGS-approved price lists for boxed lunches, cold buffets, draperies & curtains, sunscreen shades, venetian blinds, carpet cleaning services, embroidery services, & shredding services. A quote is not required when using these price lists.

All other specialty materials/services requires the purchaser to contact the DGS Program Manager to establish a FMP. Purchaser should allow ample time for FMP process. Purchaser must attach the DGS FMP determination to the PO in SRM.

PROCESS TO ORDER

► 4400004306 – Order non-inventoried materials via the punch-out catalog in SRM (p-card enabled). A PO is required for materials available in the punch-out catalog. The contract & price list of DGS-approved materials may be viewed at <http://www.emarketplace.state.pa.us/BidContractDetails.aspx?ContractNo=4400004306>

► 4400004695 – Order inventoried materials and/or specialty materials/services that are not available for purchase via the punch-out catalog. The contract and price lists may be viewed at <http://www.emarketplace.state.pa.us/BidContractDetails.aspx?ContractNo=4400004695>

Agencies are permitted to use pcard for specialty materials/services if the item being procured is within the pcard threshold; this includes recurring services as long as the annual total is within the pcard threshold. A PO is not required for pcard purchases of specialty materials/services, but DGS must still establish the FMP.

If you need to order a material/service & the applicable product category or

Contracts on eMarketPlace

Contract Change Order

CN Number: N/A
SRM Parent Number: N/A
SAP/SRM Contract Number: 4400004695
Change Number: 2014-2
Change Effective Date: 1/9/2014

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

For: All using Agencies of the Commonwealth
Subject: Goods Manufactured and Services Performed by Persons with Disabilities;
UniqueSource Products & Services
Contract Period: Beginning May 4, 2009 and Ending March 31, 2024 (Renewed Indefinitely)
Program Manager: Betty J. Goodling-Weimer, Tel. 717-787-7324, Fax 717-783-6241

CHANGE SUMMARY:

Effective immediately, PIBH has changed their vendor name to UniqueSource Products & Services ("UniqueSource"). Their SAP vendor number (118289) and tax identification number (23-1523064) will remain the same, but their web address has changed to www.UniqueSource.com. The contract overview form has been updated on eMarketplace.





You do not need to make any vendor name changes to open Purchase Orders that were previously issued to PIBH. The system will automatically update the vendor name on these Purchase Orders from PIBH to UniqueSource Products & Services.

The SRM punch-out catalog is still referenced as "PIBH". The name will be updated to UniqueSource as soon as we are able to switch over to the new URL.

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.


Contracts on eMarketPlace

- To view the Contract, select the View Contract File link

Contract Details		
Contract #: 4400004695	Parent #:	998002
Description: Supplies Manufactured & Services Performed by Persons with Disabilities		
View Overview: O	View Contract File: C	
View Change Notice: C	Reason For Change:	04-01-2014 Updated trash liner prices. 03-27-2014 Added inventoried material 298130. 03-03-2014 Updated telephone number for DGS program manager on contract overview form; 01-09-2014 Contract and contract overview were updated to change vendor name from
Category: None		
Ending Date: 02/28/2024		
Supplier Name: UniqueSource Products & Services	Supplier Number:	118289
Commodity Specialist: Betty Goodling-Weimer		
Agency: All Using Agencies		
Last Updated: 04/08/2014		
COSTARS: Yes	MSCC: <input type="checkbox"/>	PCard: P-Card Enabled
Solicitations: N/A	Tabs: N/A	Awards: N/A
 Green Seal Of Approval  Recycled Content		

Contracts on eMarketPlace

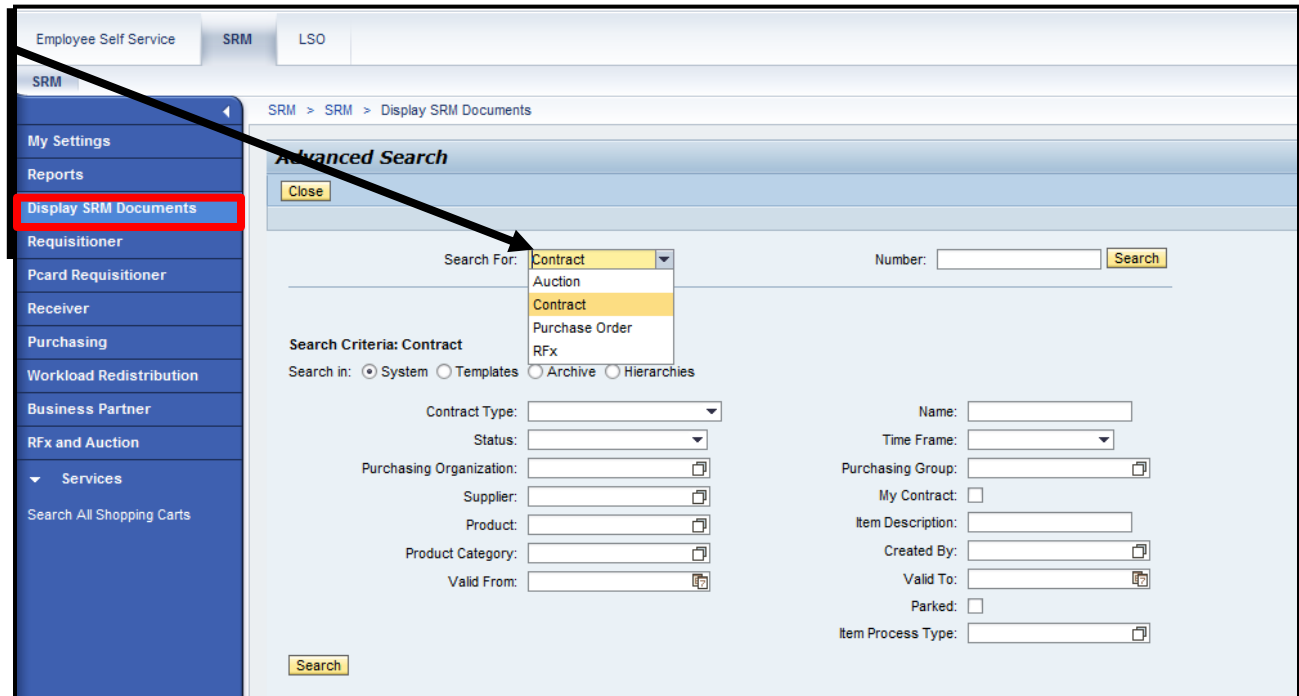
Copy of Fully Executed Contract

		Page 1 of 64 FULLY EXECUTED - CHANGE 8 - REPRINT Contract Number: 4400004695 Contract Change Effective Date: 04/01/2014 Valid From: 04/01/2009 To: 03/31/2024				
All using Agencies of the Commonwealth, Participating Political Subdivision, Authorities, Private Colleges and Universities		Purchasing Agent Name: Goodling Betty Phone: 717-787-7324 Fax: 717-783-6241				
Your SAP Vendor Number with us: 118289		Please Deliver To: To be determined at the time of the Purchase Order unless specified below.				
Supplier Name/Address: PA INDRY FOR THE BLIND DBA UNIQUESOURCE PRODUCTS & SRVS P.O. Box 5865 HARRISBURG PA 17110-0865 US Supplier Phone Number: 7172363610 Supplier Fax Number: 800-561-9794		Payment Terms NET 30				
Contract Name: UniqueSource inventory/special orders						
Solicitation No.:		Issuance Date:				
Supplier Bid or Proposal No. (if applicable):		Solicitation Submission Date:				
This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.						
Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	ASSEMBLY SERVICE	0.000		0.00	1	0.00
2	PACKAGING-REPACKAGING SERVICE	0.000		0.00	1	0.00
3	CALL CENTER/HELP DESK SERVICE	0.000		0.00	1	0.00
4	CARPET CLEANING SERVICE	0.000		0.00	1	0.00

Contracts in SRM

- In order to “shop” effectively against a contract, you should understand the layout and contents of the contract you are ordering against

- Select **Display SRM Documents**
- Select **Contract**



Employee Self Service SRM LSO

SRM

SRM > SRM > Display SRM Documents

Advanced Search

Close

Search For: **Contract**

Number: Search

Search Criteria: **Contract**

Search in: System Templates Archive Hierarchies

Contract Type:

Status:

Purchasing Organization:

Supplier:

Product:

Product Category:

Valid From:

Name:

Time Frame:

Purchasing Group:

My Contract:

Item Description:

Created By:

Valid To:

Parked:

Item Process Type:

Search

Contracts in SRM

Advanced Search

Search For:

Search Criteria: Contract

Search in: System Templates Archive Hierarchies

My Contract Parked

- Search for the desired Contract using common search criteria such as: Contract Number, Contract Name, Status and Timeframe. Select the SEARCH Button.

Contracts in SRM

Search Criteria: Contract

Search in: System Templates Archive Hierarchies

Contract Type:

Status:

Purchasing Organization:

Supplier:

Product:

Product Category:

Valid From:

Name:

Time Frame:

Purchasing Group:

My Contract:

Item Description:

Created By:

Valid To:

Parked:

Item Process Type:

Search Results: 25 Contracts

Number	Name	Purchasing Organization	Valid From	Valid To	Supplier	Status
4400010725	Un-Armed & Armed Security Guards	COPA Purchasing Organization	10/01/2012	07/31/2017	AM-GARD INC	Released
4400010424	Un-Armed & Armed Security Guards	COPA Purchasing Organization	10/01/2012	07/31/2017	MARLOWE E FREEMAN SR	Released
4400010376	Un-Armed & Armed Security Guards	COPA Purchasing Organization	09/18/2012	07/31/2017	SECURITY GUARD INC	Released
4400010375	Un-Armed & Armed Security Guards	COPA Purchasing Organization	09/18/2012	07/31/2017	GITTINGS PROTECTIVE SECURITY	Released
4400010366	Un-Armed & Armed Security Guards	COPA Purchasing Organization	09/11/2012	07/31/2017	Prestige Security Specialists Inc	Released
4400010365	Un-Armed & Armed Security Guards	COPA Purchasing Organization	09/11/2012	07/31/2017	Colonial Security Service	Released
4400010364	Un-Armed & Armed Security Guards	COPA Purchasing Organization	09/11/2012	07/31/2017	CAULEY DETECTIVE AGENCY INC	Released
4400010361	Un-Armed & Armed Security Guards	COPA Purchasing Organization	09/10/2012	07/31/2017	GRAHAM & GRAHAM SECURITY &	Released
4400010360	Un-Armed & Armed Security Guards	COPA Purchasing Organization	09/10/2012	07/31/2017	POND SECURITY SERVICE LLC	Released
4400010359	Un-Armed & Armed Security Guards	COPA Purchasing Organization	09/10/2012	07/31/2017	SECURITY GUARDS INC	Released

- Display the document from the Search Result

Contracts in SRM

Display SW Regular Contract 4400010725

Close Release Edit Copy Check Renew Print Preview Related Links

Contract Number 4400010725 Smart Number Un-Armed & Armed Security Guards Contract Type SW Regular Contract Status Released Supplier 178841 AM-GARD INC Contract Owner 820402 Jeffrey Henry

Overview Header Items Notes and Attachments Conditions Approval Tracking

General Header Data

Contract Number: 4400010725 Contract Owner: 820402 Jeffrey Henry
 Smart Number: Un-Armed & Armed Security G Target Value/ Currency: 12,000,000.00 USD
 Smart Number is External Release Value: 421,883.28 USD
 Contract Description: Basic Contract:
 Supplier: * 178841 AM-GARD INC
 Valid From / To: * 10/01/2012 - 07/31/2017
 Purchasing Organization: * COPA Purchasing Organization
 Purchasing Group: * YM4-1504-DGS BOP MAT Show Members

▼ Items

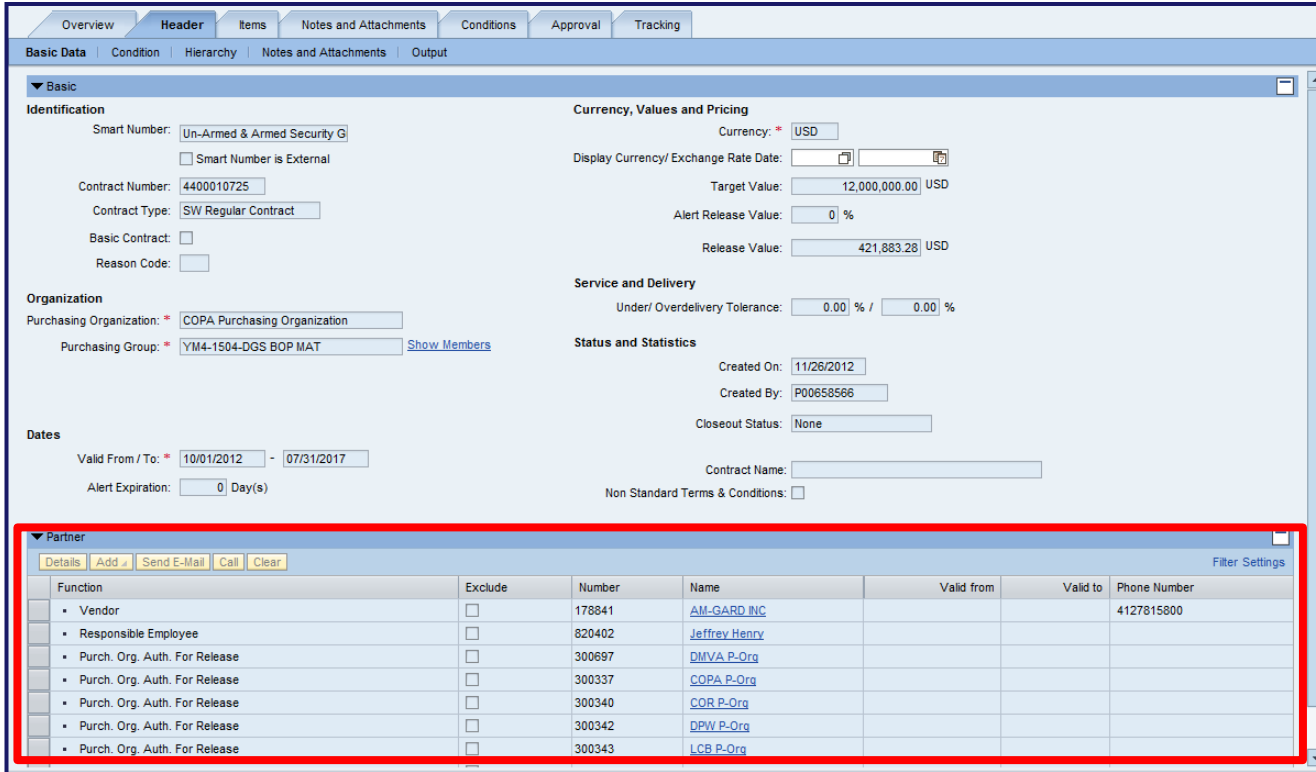
Details Select Add Item Exercise Option Copy Paste Duplicate Delete Filter Settings

Line Number	Item Category	Item Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Total Value	Price Per	Price Unit	Reference Item Number	Distribution	Block Local Sourcing
1	Product Category 1			Unarmed Security Guard Services	82121504	0.000			12,000,000.00	0.00	USD		1	0			<input type="checkbox"/>
2	Product Category 2			Armed Security Guard Services	82121504	0.000			12,000,000.00	0.00	USD		1	0			<input type="checkbox"/>

List of Items

- The Overview tab displays showing the contract validity period and line item overview which will contain the Product Category, Unit (of Measure), and price (if available)

Contracts in SRM



The screenshot displays the 'Basic' sub-tab of a contract record. The 'Partner' section is highlighted with a red box and contains the following table:

Function	Exclude	Number	Name	Valid from	Valid to	Phone Number
• Vendor	<input type="checkbox"/>	178841	AM-GARD INC			4127815800
• Responsible Employee	<input type="checkbox"/>	820402	Jeffrey Henry			
• Purch. Org. Auth. For Release	<input type="checkbox"/>	300697	DMVA P-Org			
• Purch. Org. Auth. For Release	<input type="checkbox"/>	300337	COPA P-Org			
• Purch. Org. Auth. For Release	<input type="checkbox"/>	300340	COR P-Org			
• Purch. Org. Auth. For Release	<input type="checkbox"/>	300342	DPW P-Org			
• Purch. Org. Auth. For Release	<input type="checkbox"/>	300343	LCB P-Org			

- Select the Header tab, Basic sub-tab to find the *Partner* information
 - The *Partner* section shows the following: Vendor information, the DGS Commodity Specialist responsible for the contract, and which Purchasing Organizations are permitted to issue POs against the Contract

Contracts in SRM

Overview Header Items **Notes and Attachments** Conditions Approval Tracking

▼ Notes Filter Settings

Add Clear

Assigned To	Category	Text Preview
Document Header	Header Text	The Department of General Services is issuing this contr...

▼ Attachments Filter Settings

Add Attachment Edit Description Versioning Delete

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	Act 235	Armed Guards.docx	1		<input type="checkbox"/>	<input type="checkbox"/>	docx	4	DDUNCAN	08/14/2012
Document Header	Standard Attachment	Price List.xls	Price List.xls	1		<input type="checkbox"/>	<input type="checkbox"/>	xls	26	DDUNCAN	08/14/2012
Document Header	Standard Attachment	Geographic Coverage.xls	Geographic Coverage.xls	1		<input type="checkbox"/>	<input type="checkbox"/>	xls	31	P00658566	11/26/2012
Document Header	Standard Attachment	CRP Clearance.pdf	CRP Clearance.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	39	P00658566	11/26/2012
Document Header	Standard Attachment	Neg CRP.doc	Neg CRP.doc	1		<input type="checkbox"/>	<input type="checkbox"/>	doc	73	P00658566	11/26/2012

- Select the Notes and Attachments tab to view text and attachments
 - The *Notes* area contains all relevant information in the text fields
 - Additional information may be contained in the Attachments

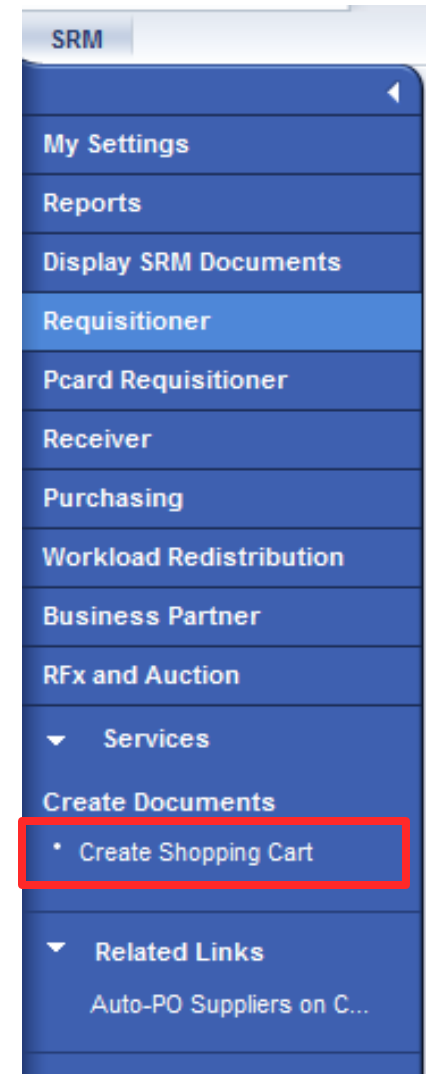
Create a Shopping Cart

Requisitioning: Create Shopping Cart

- Select **Requisitioner**

Left navigation pane under – Services

- Select **Create Shopping Cart**



Requisitioning: Create Shopping Cart

In SRM, you can select products to requisition two ways:

- Catalogs
 - Punch-out sites (supplier sites)
 - Warehouse (items available from agency warehouses)
 - Material/Service Contract Catalog (items from DGS statewide contracts which have been loaded into the catalog)
 - Internal Goods/Services (items with Product Numbers from DGS statewide contracts)
- Free Text “Describe Requirement”
 - Used when an item cannot be found in a catalog

Requisitioning: Create Shopping Cart

SHOP IN 3 STEPS

- The Shopping Cart Wizard, Catalogs, and Free Text (Describe Requirement) are prominent features in SRM 7.0 Requisitioning. While other features such as Find and Old Shopping Carts and Templates are also available.

Shop in 3 steps: Step 1 (Select Goods/Service)

◀ Previous | Next ▶ | Order | Close

➔
1
2
3
➔

Select Goods/Service
Shopping Cart (empty)
Complete and Order

Find:

Browse:

Old Shopping Carts and Templates Internal Goods/Services	CI WEBSITE - VIEW ONLY MRO - ARBILL - SAFETY MRO - Schaedler - Electrical and Sylvania Material/Service Contract Catalog(MSCC) VWR LAB SUPPLIES	COPA INTERNAL ECATALOG DGS - 1500 MRO - Grainger, Gen Electric MRO - Wesco - Phillips UniqueSource Products & Services
---	---	---

Free Text: [Describe what you need](#) If you cannot find it above

Requisitioning: Create Shopping Cart

STEP 1 (SELECT GOODS/SERVICE)

- Select a Catalog or Free Text to start the order process

Shop in 3 steps: Step 1 (Select Goods/Service)

◀ Previous | Next ▶ | Order | Close

1 2 3

Select Goods/Service | Shopping Cart (empty) | Complete and Order

Find: Go

Browse: [Old Shopping Carts and Templates](#) [CI WEBSITE - VIEW ONLY](#) [COPA INTERNAL ECATALOG DGS - 1500](#)
[Internal Goods/Services](#) [MRO - ARBILL - SAFETY](#) [MRO - Grainger, Gen Electric](#)
[MRO - Schaedler - Electrical and Sylvania](#) [MRO - Wesco - Phillips](#)
[Material/Service Contract Catalog\(MSCC\)](#) [UniqueSource Products & Services](#)
[VWR LAB SUPPLIES](#)

Free Text: [Describe what you need](#) If you cannot find it above

Requisitioning: Create Shopping Cart

Shop in 3 steps: Step 1 (Select Goods/Service)

◀ Previous | Next ▶ | Order | Close

1 2 3

Select Goods/Service | Shopping Cart (empty) | Complete and Order

Find: Go

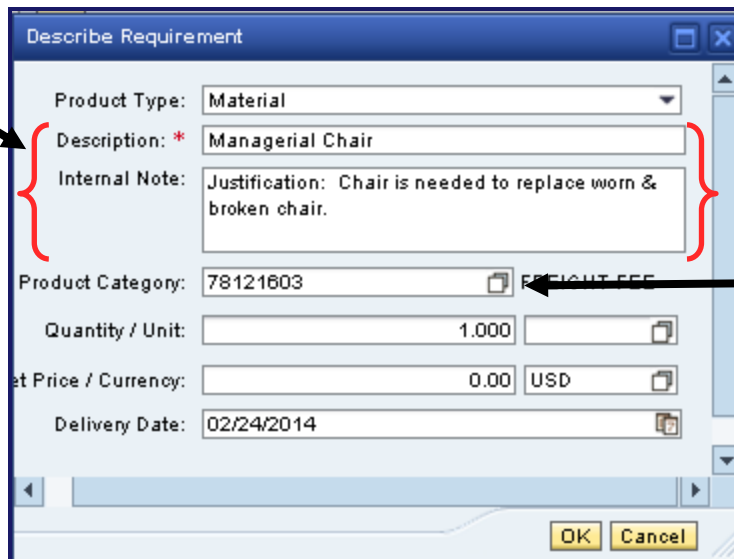
Browse: [Old Shopping Carts and Templates Internal Goods/Services](#) [CI WEBSITE - VIEW ONLY](#) [COPA INTERNAL ECATALOG DGS - 1500](#)
[MRO - ARBILL - SAFETY](#) [MRO - Grainger, Gen Electric](#)
[MRO - Schaedler - Electrical and Sylvania](#) [MRO - Wesco - Phillips](#)
[Material/Service Contract Catalog\(MSCC\)](#) [UniqueSource Products & Services](#)
[VWR LAB SUPPLIES](#)

Free Text: [Describe what you need](#) If you cannot find it above

- In this example, we are selecting "Free Text"

Requisitioning: Create Shopping Cart

- When the input screen displays, fill in the required Description field
- Also complete the Internal Note field (typically this field contains the justification)



Describe Requirement

Product Type: Material

Description: * Managerial Chair

Internal Note: Justification: Chair is needed to replace worn & broken chair.

Product Category: 78121603

Quantity / Unit: 1.000

Net Price / Currency: 0.00 USD

Delivery Date: 02/24/2014

OK Cancel

- Enter the applicable Product Category number if it is known, or select the match code to perform a search

Requisitioning: Create Shopping Cart

Product Category Search

Search Product Category

Display As: Flat List

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description:

Logical System:

Restrict Number of Value List Entries

Start Search

Item Detail 0 Unsaved data will be lost

Description	Category ID	Logical System
VET CLIN FURNITURE	42121700	PC1CLNT110
AUTOPSY FURNITURE	42261700	PC1CLNT110
FURNITURE POLISH/WAX	47131806	PC1CLNT110
FURNITURE CLEANERS	47131830	PC1CLNT110
RESTAURANT FURNITURE	48102000	PC1CLNT110
CAMPING FURNITURE	49121600	PC1CLNT110
FURNITURE & FURNISHI	56000000	PC1CLNT110
FURNITURE	56101500	PC1CLNT110
FURNITURE SET	56101532	PC1CLNT110
OUTDOOR FURNITURE	56101600	PC1CLNT110
OFFICE FURNITURE	56101700	PC1CLNT110
MODULAR FURNITURE CO	56101711	PC1CLNT110
GENERAL FURNITURE PA	56101900	PC1CLNT110
FURNITURE TOPS/WORK	56101901	PC1CLNT110
FURNITURE MOVING DIS	56101902	PC1CLNT110

OK

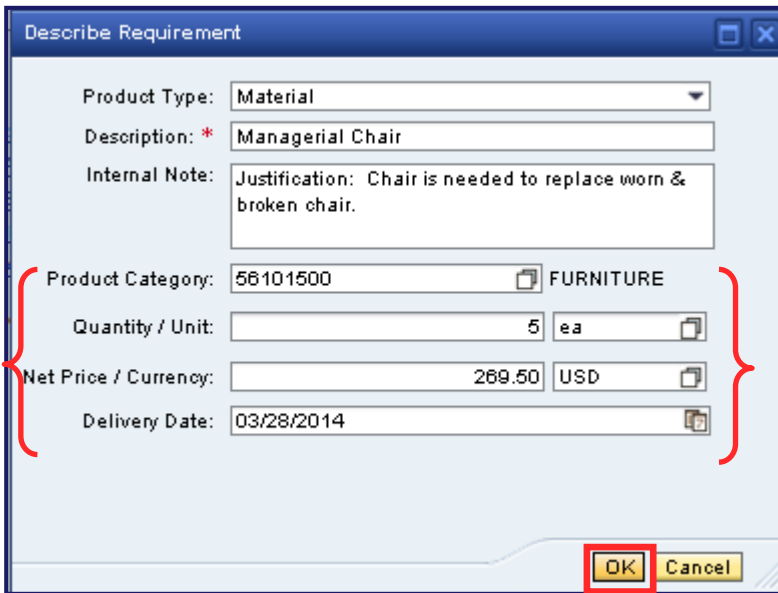
- Make an entry in the Description field

- Select the START SEARCH button

- When the search results display, select the gray box to highlight the row of the desired item

- Select the OK button

Requisitioning: Create Shopping Cart



Describe Requirement

Product Type: Material

Description: * Managerial Chair

Internal Note: Justification: Chair is needed to replace worn & broken chair.

Product Category: 56101500 FURNITURE

Quantity / Unit: 5 ea

Net Price / Currency: 269.50 USD

Delivery Date: 03/28/2014

OK Cancel



- The Product Category field is populated
- Complete the remaining fields:
 - Quantity
 - Unit of Measure (see next slide for further information on searching for the UOM)
 - Price
 - Delivery Date
- Select the OK button





Requisitioning: Create Shopping Cart

Search for Unit of Measure

- Selecting the match code next to the Unit of Measure field on the previous slide, will open up search criteria to locate your unit of measure as shown below
- Enter the unit of measure within the Unit text field with an * before and after
- Select the SEARCH button
- Select the gray box or the result itself and it will transfer back to the UOM field

Search: Unit of Measurement

Search Criteria Personal Value List Hide Search Criteria  

Commercial	is		 
Unit text	is	*Hour*	 

Maximum Number of Results:

Search

Results List: 1 results found for Unit of Measurement

Commercial	Unit text
H	Hour

Requisitioning: Create Shopping Cart

STEP 2 (SHOPPING CART)

Shop in 3 steps: Step 2 (Shopping Cart (1 item))

◀ Previous Next ▶ Order Close Save Check

! Fund must be entered for non-asset account assignment categories
 ! Line 1: No G/L account was entered; enter a G/L account
 ! Line 1: Error in account assignment for item 1
 ! Line 1: Enter a value in the mandatory field Cost Center in account assignment

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Items in Shopping Cart
 Details Add Item Copy Paste Duplicate Delete Filter Settings

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier
1	Material		Managerial Chair	56101500	FURNITURE	5.000	EA	269.50	USD		1		12/19/2013	1	0		None
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		12/03/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		12/03/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		12/03/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		12/03/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		12/03/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		12/03/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		12/03/2013	0	0		
*	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		12/03/2013	0	0		
Total Value 1,347.50 USD Tax amount 0.00 USD Total Val. (Gross) 1,347.50 USD																	

• Select the DETAILS button or the Line Item Number to view the details of the line item

Requisitioning: Create Shopping Cart

- Line item detail is in a tabular format just below the Item Overview

Shop in 3 steps: Step 2 (Shopping Cart (1 item))

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Items in Shopping Cart

[Filter Settings](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier
1	Material		Managerial Chair	56101500	FURNITURE	5.000	EA	269.50	USD		1		12/19/2013	1	0		None
	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		12/03/2013	0	0		

Total Value 1,347.50 USD
Tax amount 0.00 USD
Total Val. (Gross) 1,347.50 USD

Details for item 1 Managerial Chair

Identification

Item Type:
 Product ID:
 Description: *
 Product Category: FURNITURE

Currency, Values and Pricing

Order Quantity / Unit: Each
 Ordered Quantity / Unit:
 Open Quantity / Unit:
 Price / Currency: Price Unit

Organization

Purchasing Group: [Show Members](#)
 Company Code: COMMONWEALTH OF PA

Service and Delivery

Location / Plant: DGS Bureau of Procurement
 Storage Location:
 Goods Recipient: Cynthia Anderson
 Delivery Date:

Further Properties

Supplier Product Number:

Proceed Using P-CARD?:

Requisitioning: Create Shopping Cart

Item Data tab

- The Item Data contains the basic information required on an order such as the Description, Product Category, Order Quantity, Unit (of measure), Price, Plant, Storage Location, Delivery Date, and P-Card information.

Details for item 1 Managerial Chair

Item Data | Account Assignment | Notes and Attachments | Delivery Address | Sources of Supply | Approval Process Overview

Identification

Item Type: Material

Product ID:

Description: * Managerial Chair

Product Category: 56101500 FURNITURE

Organization

Purchasing Group: DGS Central Purchase Purchasing Group [Show Members](#)

Company Code: COPA COMMONWEALTH OF PA

Further Properties

Supplier Product Number:

Currency, Values and Pricing

Order Quantity / Unit: 5.000 EA Each

Ordered Quantity / Unit: 0.000

Open Quantity / Unit: 5.000 EA

Price / Currency: 269.50 USD Price Unit 1

Service and Delivery

Location / Plant: 301375 DGS Bureau of Procurement

Storage Location:

Goods Recipient: 703389 Cynthia Anderson

Delivery Date: 12/19/2013

Proceed Using P-CARD?:

- Populate open fields as applicable

Requisitioning: Create Shopping Cart

Account Assignment tab

- Select the Account Assignment tab to enter the cost assignment which typically includes the fund and general ledger

Details for item 1 Wood Chipper

Item Data | **Account Assignment** | Notes and Attachments | Delivery Address | Sources of Supply | Approval Process Overview

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage | Details | Add Line | Copy | Paste | Duplicate | Delete | Split Distribution | Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account
0001		100.00	Cost Center	1522110211	Bur Vehicle Mgmt	6361100

Details for Item 0001 : Cost Center

Basic Data

Percentage: * 100.00

Account Assignment Category: Cost Center

Cost Center: * 1522110211 Bur Vehicle Mgmt

Fund Center: 1522110000 Purchasing Fund

Functional Area: 1310 Facil, Prop and Comm Mgt

Controlling Area: COPA

General Ledger Account: 6361100 Office Supplies

Business Area: 15

Fund: 5000900000 Purchasing Fund

Commitment Item: 6361100 Office Supplies

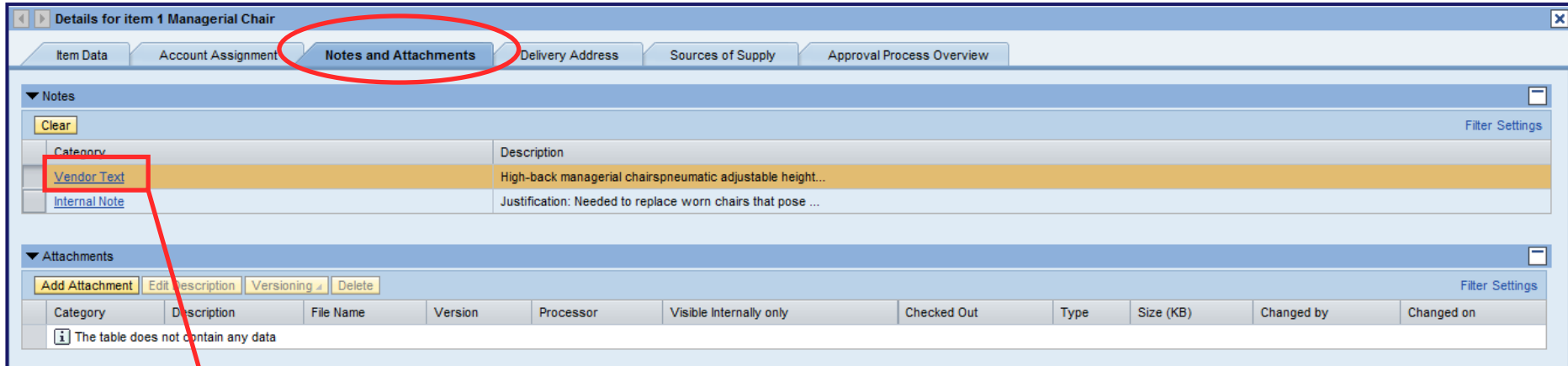
Cost Distribution Percentage

Number	Acc	Percentage
0001		By Quantity
		By Value

- The account assignment can be split by Percentage, Quantity, or Value
- Action buttons allow you to add a line, copy, paste, duplicate, and delete

Requisitioning: Create Shopping Cart

Notes and Attachments tab



Details for item 1 Managerial Chair

Item Data | Account Assignment | **Notes and Attachments** | Delivery Address | Sources of Supply | Approval Process Overview

Notes

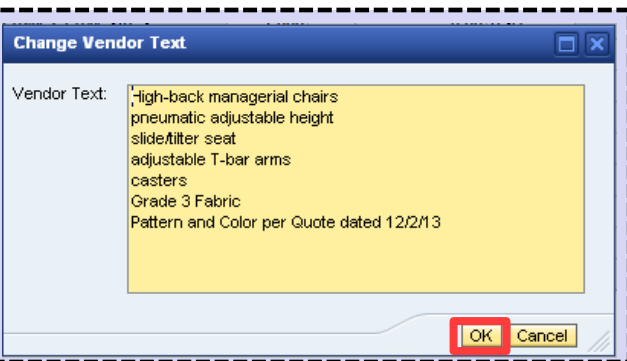
Clear Filter Settings

Category	Description
Vendor Text	High-back managerial chairspneumatic adjustable height...
Internal Note	Justification: Needed to replace worn chairs that pose ...

Attachments

Add Attachment Edit Description Versioning Delete Filter Settings

Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										



Change Vendor Text

Vendor Text:

High-back managerial chairs
pneumatic adjustable height
slide/filter seat
adjustable T-bar arms
casters
Grade 3 Fabric
Pattern and Color per Quote dated 12/2/13

OK Cancel

- Select the Vendor Text link to add a note to be viewed by the supplier
 - Type or paste the text into the box and select the OK button
- Select the Internal Note to add a Justification or information you want to remain internal to COPA employees
- If needed, use the CLEAR button to remove an existing note

Requisitioning: Create Shopping Cart

Details for item 1 Managerial Chair

Item Data Account Assignment **Notes and Attachments** Delivery Address Sources of Supply Approval Process Overview

▼ Notes

Clear Filter Settings

Category	Description
Vendor Text	High-back managerial chairspneumatic adjustable height...
Internal Note	Justification: Needed to replace worn chairs that pose ...

▼ Attachments

Add Attachment Edit Description Versioning Delete Filter Settings

Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

Add Attachment

Here, you can upload a file and attach it to the selected item

File: H:\Sales quote for Chair P... Browse...

Description:

Visible Internally only:

OK Cancel

- Select the ADD ATTACHMENT button to browse for a document
 - Attach the document by selecting the OK button

Requisitioning: Create Shopping Cart

Details for item 1 Managerial Chair

Item Data | Account Assignment | **Notes and Attachments** | Delivery Address | Sources of Supply | Approval Process Overview

▼ Notes

Clear Filter Settings

Category	Description
Vendor Text	High-back managerial chairs pneumatic adjustable height...
Internal Note	Justification: Needed to replace worn chairs that pose ...

▼ Attachments

Add Attachment | **Edit Description** | Versioning ▾ | Delete Filter Settings

Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	Sales quote for Chair PO	Sales quote for Chair PO.docx	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	docx	33	P00446880	12/03/2013

- If applicable, use the EDIT DESCRIPTION or DELETE buttons
- Do not use the VERSIONING button as we are not utilizing this functionality
 - If edits to an attachment are required, delete the current version and replace it with the revised version

Requisitioning: Create Shopping Cart

Delivery Address tab

- Review the Delivery Address, and if applicable, the delivery address can be changed by selecting the match code in the Name field and searching for a different address using various criteria.

Details for item 1 Managerial Chair

Item Data | Account Assignment | Notes and Attachments | **Delivery Address** | Sources of Supply | Approval Process Overview

[Reset](#)

If the item is to be delivered to a different address, enter the new address here

Name: EXEC BRANCH <input type="text"/>	Additional Name: Executive Branch <input type="text"/>
C/O: BOP FOR PL <input type="text"/>	Phone Number / Extension: 717-787-4719 <input type="text"/>
Fax Number/Extension: 717-783-6241 <input type="text"/>	E-Mail: <input type="text"/>
Building: <input type="text"/>	Floor / Room: <input type="text"/>
Street / House Number: Forum Place 555 Walnut Street - 6th <input type="text"/>	Postal Code / City: 17101 Harrisburg <input type="text"/>
District: <input type="text"/>	Postal Code / P.O.Box: <input type="text"/>
Country: US <input type="text"/> USA	Region: PA <input type="text"/> Pennsylvania

Requisitioning: Create Shopping Cart

Source of Supply tab

- The Sources of Supply refers to the supplier who has been identified to provide the material or service. Available sources of supply are generated based on the Shopping Cart line item's Product Category. In the example below we purchased furniture (56101500).

Details for item 1 Managerial Chair

Item Data | Account Assignment | Notes and Attachments | Delivery Address | **Sources of Supply** | Approval Process Overview

No supplier has been assigned; select and assign one of the following sources of supply

Sources of Supply

Assign Supplier | Compare Suppliers Filter

Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Unit	In Supplier List	Priority Rank	Priority Description	Interlinkage
100245	DCI INC	4400009388	1	Seating		250.00	USD	1	EA	No	0		No
100245	DCI INC	4400009388	2	Tables		250.00	USD	1	EA	No	0		No
100245	DCI INC	4400009388	3	Library, Classroom, Music & Dormatory		250.00	USD	1	EA	No	0		No
100245	DCI INC	4400009388	4	Free Standing Office		250.00	USD	1	EA	No	0		No
100245	DCI INC	4400009388	5	Healthcare Furniture		250.00	USD	1	EA	No	0		No

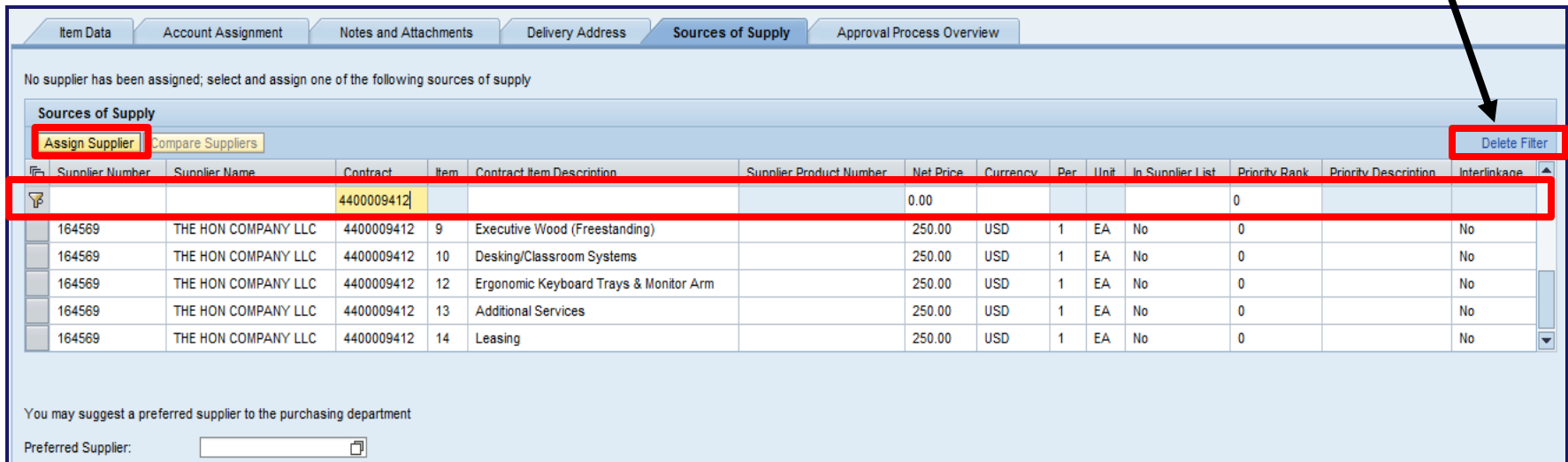
You may suggest a preferred supplier to the purchasing department

Preferred Supplier:

- Add a Preferred Supplier, if applicable

Requisitioning: Create Shopping Cart

- Select the Filter option to narrow your search options
 - For example: if known enter a specific contract number as shown below
- Select the Delete Filter (toggle) option to close the filter



No supplier has been assigned; select and assign one of the following sources of supply

Sources of Supply

Assign Supplier Compare Suppliers Delete Filter

Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Unit	In Supplier List	Priority Rank	Priority Description	Interlinkane
		4400009412				0.00					0		
164569	THE HON COMPANY LLC	4400009412	9	Executive Wood (Freestanding)		250.00	USD	1	EA	No	0		No
164569	THE HON COMPANY LLC	4400009412	10	Desking/Classroom Systems		250.00	USD	1	EA	No	0		No
164569	THE HON COMPANY LLC	4400009412	12	Ergonomic Keyboard Trays & Monitor Arm		250.00	USD	1	EA	No	0		No
164569	THE HON COMPANY LLC	4400009412	13	Additional Services		250.00	USD	1	EA	No	0		No
164569	THE HON COMPANY LLC	4400009412	14	Leasing		250.00	USD	1	EA	No	0		No

You may suggest a preferred supplier to the purchasing department

Preferred Supplier:

- Select the required result, then select the ASSIGN SUPPLIER button
 - This process must be done for each line item

Requisitioning: Create Shopping Cart

Approval Process Overview tab

Details for item 1 BEDSHEET,FITTED,PERCALE,WHT,35X80X6

Item Data | Account Assignment | Notes and Attachments | Delivery Address | Sources of Supply | **Approval Process Overview**

Current Status:
 Current Process Step:
 Currently Processed By:
 Approval Process Data: [Download as XML](#)

Header | Item

Header Approval Status

[Add Approver](#) | [Remove Approver](#) | [Settings](#)

Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By
001	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach ; Vicky Chichi ; Judy Kiner-Smith ; Susan Reinhold ; Elizabeth Lenhart			
002	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach ; Susan Reinhold ; Elizabeth Lenhart			

- Review of the Workflow is available through the Approval Process Overview tab

Requisitioning: Create Shopping Cart

Ad Hoc Approver

Shop in 3 steps: Step 3 (Complete and Order)

◀ Previous Next ▶ Order Close Save Check

1 2 3

Select Goods/Service Shopping Cart (3 items) Complete and Order

Name of shopping cart: P00068292 08/07/2013 08:25

Number: 10011734

Approval Process: [Display / Edit Agents](#)

Note to Approver

- Select the Display/Edits Agents link in Step 3 to Ad Hoc an Approver to the Shopping Cart

- Select the ADD APPROVER button

Details for item 1 BEDSHEET,FITTED,PERCALE,WHT,35X80X6

Item Data Account Assignment Notes and Attachments Delivery Address Sources of Supply Approval Process Overview

Current Status: Initial

Current Process Step:

Currently Processed By:

Approval Process Data: [Download as XML](#)

Header Item

Header Approval Status

Add Approver Remove Approver

Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By	Settings
• 001	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach;Vicky Chichi;Judy Kiner-Smith;Susan Reinhold;Elizabeth Lenhart				
• 002	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach;Susan Reinhold;Elizabeth Lenhart				

Requisitioning: Create Shopping Cart

Ad Hoc Approver

Details for item 1 Wood Chipper

Item Data | Account Assignment | Notes and Attachments | Delivery Address | Sources of Supply | **Approval Process Overview**

Current Status:
 Current Process Step:
 Currently Processed By:
 Approval Process Data: [Download as XML](#)

Header | Item

Header Approval Status

		Status	Processor	Received
001	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach;Vicky Chichi;Judy Kiner-Smith;Susan Reinhold;Elizabeth Lenhart	
002	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach;Susan Reinhold;Elizabeth Lenhart	

Buttons: Add Approver, Remove Approver, Add Approver Above Selected Line, Add Approver Below Selected Line

- If additional approvals are required, select the point of entry
- Select the ADD APPROVER button and choose one of the dropdown options

Requisitioning: Create Shopping Cart

Ad Hoc Approver



Add Approver

Approver ID: 

Name:

Department:

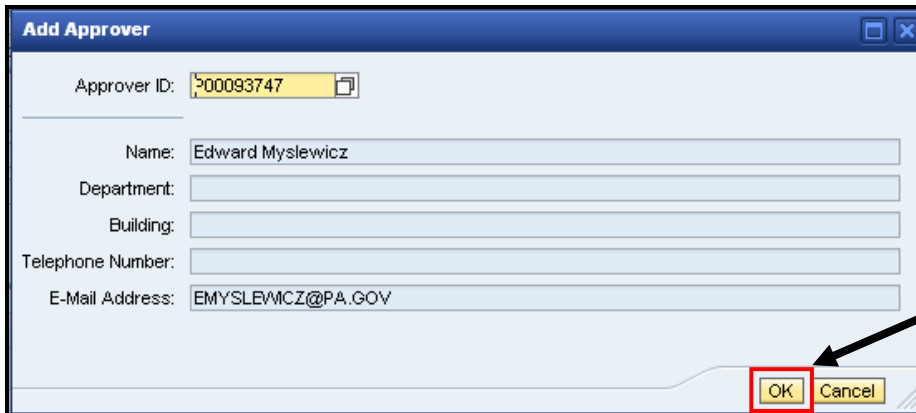
Building:

Telephone Number:


E-Mail Address:

OK Cancel

- When the input screen displays, type in the applicable employee number
- If the employee number is not known, select the match code to perform a search



Add Approver

Approver ID: 00093747 

Name: Edward Myslewicz

Department:

Building:

Telephone Number:

E-Mail Address: EMYSLEWICZ@PA.GOV

OK Cancel

- Select the OK button to proceed

Requisitioning: Create Shopping Cart

Ad Hoc Approver

Details for item 1 Wood Chipper

Item Data | Account Assignment | Notes and Attachments | Delivery Address | Sources of Supply | **Approval Process Overview**

Current Status:
 Current Process Step:
 Currently Processed By:
 Approval Process Data: [Download as XML](#)

Header | Item

Header Approval Status

[Add Approver](#) | [Remove Approver](#) | [Settings](#)

Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By
001	SRM Shopping Cart Completion	Open (No Decision Made)	Edward Myslewicz			
002	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach;Vicky Chichi;Judy Kiner-Smith;Susan Reinhold;Elizabeth Lenhart			
003	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach;Susan Reinhold;Elizabeth Lenhart			

- The Ad Hoc Approver's name displays in the assigned sequence

Requisitioning: Create Shopping Cart

- To continue adding items to the Shopping Cart, select Step 1
- To complete the order, select Step 3

Shop in 3 steps: Step 2 (Shopping Cart (1 item))

Previous Next Order Close Save Check

1 2 3

Select Goods/Service Shopping Cart (1 item) Complete and Order

Total Value	1,800.00	USD
Tax amount	0.00	USD
Total Val. (Gross)	1,800.00	USD

Details for item 1 Wood Chipper

Item Data Account Assignment Notes and Attachments Delivery Address Sources of Supply Approval Process Overview

Current Status:

Current Process Step:

Currently Processed By:

Approval Process Data: [Download as XML](#)

Header Item

Header Approval Status

Add Approver Remove Approver Settings

Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By
001	SRM Shopping Cart Completion	Open (No Decision Made)	Edward Myslewicz			
002	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach;Vicky Chichi;Judy Kiner-Smith;Susan Reinhold;Elizabeth Lenhart			
003	SRM Shopping Cart Completion	Open (No Decision Made)	Terri Heimbach;Susan Reinhold;Elizabeth Lenhart			

Requisitioning: Create Shopping Cart

STEP 3 (COMPLETE AND ORDER)

Shop in 3 steps: Step 3 (Complete and Order)

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Name of shopping cart:

Number: 10011881

Approval Process: [Display / Edit Agents](#)

Note to Approver:

- Enter the name of the Shopping Cart (see next slide for DGS naming convention)
- Select the ORDER button; OR
- Select the SAVE button and retrieve the Shopping Cart later via your POWL

Shop in 3 steps

Shopping cart "Eshleman_Wood Chipper 08-21-2013" with number 10011881 ordered successfully

Items in Shopping Cart																		
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier	
1	Material		Wood Chipper	21100000	AGRICULTURAL & FORES	1.000	EA	1,800.00	USD		1		10/01/2013	2	2	Awaiting Approval	None	
																Total Value	1,800.00	USD
																Tax amount	0.00	USD
																Total Val. (Gross)	1,800.00	USD

- Message displays showing Shopping Cart number

Requisitioning: Create Shopping Cart

Naming Your Document

- There is a 40-character limit on the document's name
 - Characters include letters, punctuation, and spaces
- The name must include:
 - 4-digit UNSPSC code (ref: www.unspsc.org)
 - Space or Dash
 - Noun that describes the item or Contract Title (no abbreviations)

Note: Sole Source Shopping Carts should begin with SS.

- Example:
 - 2517 Radial Tires

Create Shopping Cart from the MSCC Catalog

Requisitioning: Create Shopping Cart from the MSCC Catalog

STEP 1 (SELECT GOODS/SERVICE)

Shop in 3 steps: Step 1 (Select Goods/Service)

◀ Previous | Next ▶ | Order | Close

1 2 3

Select Goods/Service | Shopping Cart (empty) | Complete and Order

Find: Go

Browse: [Old Shopping Carts and Templates](#) [CI WEBSITE - VIEW ONLY](#) [COPA INTERNAL EC CATALOG DGS - 1500](#)
[Internal Goods/Services](#) [MRO - ARBILL - SAFETY](#) [MRO - Grainger, Gen Electric](#)
[MRO - Schaedler - Electrical and Sylvania](#) [MRO - Wesco - Phillips](#)
[Material/Service Contract Catalog\(MSCC\)](#) [UniqueSource Products & Services](#)
[VWR LAB SUPPLIES](#)

Free Text: [Describe what you need](#) If you cannot find it above

- In our second example, we are selecting the Material/Service Contract Catalog (MSCC)

Requisitioning: Create Shopping Cart from the MSCC Catalog

- The SRM-MDM Product Catalog screen opens into a search window
- Enter search criteria in any of the applicable fields and select the SEARCH button
- If your first search attempt does not deliver the desired results, you must select the RESET SEARCH button before attempting another search

[Back to application](#)

SRM-MDM Product Catalog

Items: 0
Price: 0.00

Search Search Criteria

Keyword: [Advanced Search](#)

Supplier Part Number: Contains Product ID: Contains

Contract: Contains Long Description: Contains

Category **Supplier**

• [All]
• [None]

Select Supplier

[All]
 BF GOODRICH
 CORRECTIONAL INDUSTRIES
 Goodyear Tire and Rubber Co.
 Hot Diggity
 Raspberry Company
 STANUM

Found 350 item(s) of 350 and showing 1 to 10

Products

List View

Results Per Page: 10

Select	Quantity	Action	Product ID	Short Description	Supplier	Supplier Part Number	Order Unit	Price Information	Price Base Quantity	Minimum Quantity	Minimum Quantity UoM	Special Search Terms
<input type="checkbox"/>	1		326855	27 TIRE TRUCK COMM-LH ALL POS-11R25S-H	BF GOODRICH	001-035-2145	Each	36.00 USD	1 Each	1	Each	210202 1:4400006339;
<input type="checkbox"/>	1		326856	27 TIRE TRUCK COMM-LH ALL POS-11R28S-H	BF GOODRICH	001-025-2051	Each	25.00 USD	1 Each	1	Each	210202 1:4400006339;
<input type="checkbox"/>	1		326864	28 TIRE TRUCK COMM-LH ALL POS-11R21S-H	BF GOODRICH	002-563-5698	Each	85.00 USD	1 Each	1	Each	210202 1:4400006339;
<input type="checkbox"/>	1			Alloy Rims	Goodyear Tire and Rubber Co.	006-897-4100	Each	80.00 USD	1 Each	1	Each	210219 1:4400006193;
<input type="checkbox"/>	1		305983	APRON, BIB	CORRECTIONAL INDUSTRIES	001-0010-0001	Each	5.75 USD	1 Each	1	Each	170796 1:4400002052;

Requisitioning: Create Shopping Cart from the MSCC Catalog

- The results will display on the MSCC Catalog screen
- Adjust the number of rows per page, if desired, using the dropdown arrow

Found 8 item(s) of 350 and showing 1 to 8

Products

List View

Add to Cart

 Results Per Page: 10

Select	Quantity	Action	Product ID	Short Description	Supplier	Supplier Part Number	Order Unit	Price Information	Price Base Quantity	Minimum Quantity	Minimum Quantity UoM	Special Search Terms
<input checked="" type="checkbox"/>	250		306258	BAG,LAUNDRY_SELF LCK,12COVER,BLU,24X30	CORRECTIONAL INDUSTRIES	001-0010-0028	Each	18.25 USD	1 Each		Each	170796 1:4400002052;
<input type="checkbox"/>	1		306259	BAG,LAUNDRY_SELF LCK,12COVER,GRN,24X30	CORRECTIONAL INDUSTRIES	001-0010-0029	Each	18.25 USD	1 Each		Each	170796 1:4400002052;
<input type="checkbox"/>	1		306260	BAG,LAUNDRY_SELF LCK,12COVER,ORN,24X30	CORRECTIONAL INDUSTRIES	001-0010-0030	Each	22.50 USD	1 Each		Each	170796 1:4400002052;
<input type="checkbox"/>	1		306261	BAG,LAUNDRY_SELF LCK,12COVER,WHT,24X30	CORRECTIONAL INDUSTRIES	001-0010-0031	Each	22.50 USD	1 Each		Each	170796 1:4400002052;
<input type="checkbox"/>	1		306262	BAG,LAUNDRY_SELF LCK,12COVER,YEL,24X30	CORRECTIONAL INDUSTRIES	001-0010-0032	Each	22.50 USD	1 Each		Each	170796 1:4400002052;
<input checked="" type="checkbox"/>	250		306263	BAG,LAUNDRY_SELF LCK,18COVER,BLU,40X40	CORRECTIONAL INDUSTRIES	001-0010-0033	Each	22.50 USD	1 Each		Each	170796 1:4400002052;
<input type="checkbox"/>	1		306264	BAG,LAUNDRY_SELF LCK,18COVER,GRN,40X40	CORRECTIONAL INDUSTRIES	001-0010-0034	Each	22.50 USD	1 Each		Each	170796 1:4400002052;
<input type="checkbox"/>	1		306265	BAG,LAUNDRY_SELF LCK,18COVER,YEL,40X40	CORRECTIONAL INDUSTRIES	001-0010-0035	Each	24.75 USD	1 Each		Each	170796 1:4400002052;

- Select the items by placing a checkmark within the checkboxes and enter the desired quantity to be ordered
- Select the ADD TO CART button

NOTE: The above steps alone will not bring the item into your Shopping Cart

Requisitioning: Create Shopping Cart from the MSCC Catalog

[Back to application](#)

SRM-MDM Product Catalog

Items: 2
Price: 10,187.50 USD

[View Cart](#) [Check Out](#)

Search Search Criteria

Keyword: [Search](#) [Reset Search](#) [Advanced Search](#)

Supplier Part Number: [Contains](#) Product ID: [Contains](#)

- To exit the catalog and continue processing the Shopping Cart, select the Check Out link
 - This will transfer your items into the Shopping Cart as shown below

Shop in 3 steps: Step 2 (Shopping Cart (2 items))

[Previous](#) [Next](#) [Order](#) [Close](#) [Save](#) [Check](#)

1 Select Goods/Service 2 Shopping Cart (2 items) 3 Complete and Order

Items in Shopping Cart

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Filter](#) [Settings](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes	Attachments	Supplier
1	Material	306258	BAG,LAUNDRY,SELF LCK,12COVER,BLU,24X30	24111506	LAUNDRY NETS/BAGS	250.000	EA	18.25 USD	1	09/04/2013	1	0	CORRECTIONAL INDUSTRIES(170796)	
2	Material	306263	BAG,LAUNDRY,SELF LCK,18COVER,BLU,40X40	24111506	LAUNDRY NETS/BAGS	250.000	EA	22.50 USD	1	09/04/2013	1	0	CORRECTIONAL INDUSTRIES(170796)	
	Undefined Item Type					1.000		0.00 USD	1	08/20/2013	0	0		

Requisitioning: Create Shopping Cart from the MSCC Catalog


Compare Two or More Items in COPA ECatalog or MSCC

- Select items to compare by placing checks in the boxes to the left of the items
- Select the COMPARE button

Select	Quantity	Action	Product ID	Short Description	Supplier	Supplier Part Number	Order Unit	Price Information	Price Base Quantity
<input type="checkbox"/>	1		314408	APRON COT BLU-WHT STRIPED OSFA	Correctional Industries	001-0010-0001	Each	5.75 USD	1 Each
<input type="checkbox"/>	1		314410	APRON TWILL NVY OSFA	Correctional Industries	001-0010-0003	Each	5.75 USD	1 Each
<input type="checkbox"/>	1		314413	APRON TWILL WHT L	Correctional Industries	001-0010-0011	Each	5.75 USD	1 Each
<input type="checkbox"/>	1		314412	APRON TWILL WHT M	Correctional Industries	001-0010-0010	Each	5.75 USD	1 Each
<input type="checkbox"/>	1		314409	APRON TWILL WHT OSFA	Correctional Industries	001-0010-0002	Each	5.75 USD	1 Each
<input type="checkbox"/>	1		314411	APRON TWILL WHT S	Correctional Industries	001-0010-0009	Each	5.75 USD	1 Each
<input checked="" type="checkbox"/>	100		312328	BAG ATTACHE NYL SOFT STYLE BLK	Correctional Industries	003-0030-0001	Each	25.75 USD	1 Each
<input checked="" type="checkbox"/>	250		312329	BAG COMMISSARY MSH DRWSTRING YEL 24X36	Correctional Industries	003-0030-0006	Each	7.00 USD	1 Each
<input checked="" type="checkbox"/>	250		312330	BAG COMMISSARY MSH YEL 24X36	Correctional Industries	003-0030-0005	Each	6.00 USD	1 Each




Requisitioning: Create Shopping Cart from the MSCC Catalog

SRM-MDM Catalog


 Items: 0
Price: 0.00

Item Comparison

[Back to Search](#)

Fields	Item 1	Item 2	Item 3
	Remove Item	Remove Item	Remove Item
Quantity	1	1	1
Action			
Supplier	Correctional Industries	Correctional Industries	Correctional Industries
Category			
Short Description	BAG ATTACHE NYL SOFT STYLE BLK	BAG COMMISSARY MSH DRWSTRNG YEL 24X36	BAG COMMISSARY MSH YEL 24X36
Long Description	Bag Attache Nylon	Mesh Yellow 24 H X 36 W Drawstring And Closure Tab	Mesh Yellow 24 H X 36 W No Drawstring
Product ID	312328	312329	312330
Product Group	ATTACHES	DUFFEL BAGS	DUFFEL BAGS
Manufacturer Part Number	003-0030-0001	003-0030-0006	003-0030-0005
External Manufacturer			
Delivery Time in Days	30	30	30
Price Information	25.75 USD	7.00 USD	6.00 USD
Price Base Quantity	1 Each	1 Each	1 Each
Supplier Part Number	003-0030-0001	003-0030-0006	003-0030-0005
Minimum Quantity	0	0	0
Total Price	25.75 USD	7.00 USD	6.00 USD

[Back to Search](#)

- The selected items are displayed side-by-side for simple comparison




Requisitioning: Create Shopping Cart from the MSCC Catalog

- An item may be added to your Shopping Cart from this screen
- Enter the quantity of the desired item
- Select the SHOPPING CART icon
- Follow the procedures to complete a Shopping Cart as demonstrated earlier in the course; OR
- Return to the search without adding an item to the Shopping Cart by selecting the BACK TO SEARCH button

SRM-MDM Catalog

Item Comparison

Back to Search

Fields	Item 1	Item 2	Item 3
	Remove Item	Remove Item	Remove Item
Quantity	1	300	300
Action			
Supplier	Correctional Industries	Correctional Industries	Correctional Industries
Category			
Short Description	BAG ATTACHE NYL SOFT STYLE BLK	BAG COMMISSARY MSH DRWSTRNG YEL 24X36	BAG COMMISSARY MSH YEL 24X36
Long Description	Bag Attache Nylon	Mesh Yellow 24 H X 36 W Drawstring And Closure Tab	Mesh Yellow 24 H X 36 W No Drawstring
Product ID	312328	312329	312330
Product Group	ATTACHES	DUFFEL BAGS	DUFFEL BAGS
Manufacturer Part Number	003-0030-0001	003-0030-0006	003-0030-0005
External Manufacturer			
Delivery Time in Days	30	30	30
Price Information	25.75 USD	7.00 USD	6.00 USD
Price Base Quantity	1 Each	1 Each	1 Each
Supplier Part Number	003-0030-0001	003-0030-0006	003-0030-0005
Minimum Quantity	0	0	0
Total Price	25.75 USD	7.00 USD	6.00 USD

Back to Search

Requisitioning: Create Shopping Cart from the MSCC Catalog

SRM-MDM Product Catalog

Items: 2 [View Cart](#)
Price: 3,600.00 USD [Check Out](#)

Search Search Criteria

Keyword: [Search](#) [Reset Search](#) [Advanced Search](#)

Supplier Part Number: [Contains](#) Product ID: [Contains](#)
Contract: [Contains](#) Long Description: [Contains](#)

Category	Supplier
• [All]	<input type="checkbox"/> Cleveland Brothers
• [None]	<input type="checkbox"/> Coburn Chemical
	<input type="checkbox"/> CompServices, Inc.
	<input type="checkbox"/> Computer Aid Inc
	<input type="checkbox"/> Concord
	<input type="checkbox"/> Consumer Satisfaction Services
	<input type="checkbox"/> Count Electronics

• Select the Check Out link

Requisitioning: Create Shopping Cart from the MSCC Catalog

Details for item 1 BAG,LAUNDRY,SELF LCK,12COVER,BLU,24X30

Item Data | Account Assignment | Notes and Attachments | Delivery Address | Sources of Supply | Approval Process Overview

Identification

Item Type: Material

Product ID: 306258

Description: BAG,LAUNDRY,SELF LCK,12COVER,BLU,24X30 [Show Item In Catalog](#)

Product Category: 24111506 LAUNDRY NETS/BAGS

Organization

Purchasing Group: DGS Central Purchasing Group [Show Members](#)

Company Code: COPA COMMONWEALTH OF PA

Further Properties

Supplier Product Number: 001-0010-0028

Currency, Values and Pricing

Order Quantity / Unit: 250.000 EA Each

Ordered Quantity / Unit: 0.000

Open Quantity / Unit: 250.000 EA

Price / Currency: 18.25 USD Price Unit 1

Service and Delivery

Location / Plant: 73 DGS

Storage Location:

Goods Recipient: 337344 Angela Eshleman

Delivery Date: 09/04/2013

Proceed Using P-CARD?:

- Note: If you have been assigned a Purchasing Card (P-Card), the contract you are ordering from is P-Card Enabled, and your order is less than \$10,000, select the Proceed Using P-CARD checkbox located on the Item Data sub-tab*

– Refer to the next slide for the definition of the term P-Card Enabled

Requisitioning: Create Shopping Cart from a **Catalog**

- As a reminder, when a P-Card is used as the method of payment for a catalog item, the contract may be designated *P-Card Accepted*, *P-Card Enabled*, or both
 - P-Card Accepted means that the supplier has agreed to accept the P-Card as a method of payment for contract items
 - The items might be ordered via the supplier's external website, the telephone, or by walking into their store/office
 - P-Card Enabled means that the contract has been set up (e.g. enabled) in SRM to allow the Shopping Cart to be ordered and paid for directly with the P-Card

Create Shopping Cart from a Punch-Out Catalog

Requisitioning: Create Shopping Cart from a Punch-Out Catalog

STEP 1 (Select Goods from Punch-Out Catalog)

Shop in 3 steps: Step 1 (Select Goods/Service)

◀ Previous Next ▶ Order Close

1 2 3

Select Goods/Service Shopping Cart (empty) Complete and Order

Find: Go

Browse: [Old Shopping Carts and Templates](#) [CI WEBSITE - VIEW ONLY](#) [COPA INTERNAL ECATALOG DGS - 1500](#)
[Internal Goods/Services](#) [MRO - ARBILL - SAFETY](#) [MRO - Grainger, Gen Electric](#)
[MRO - Schaedler - Electrical and Sylvania](#) [MRO - Wesco - Phillips](#)
[Material/Service Contract Catalog\(MSCC\)](#) [UniqueSource Products & Services](#)
[VWR LAB SUPPLIES](#)

Free Text: [Describe what you need](#) If you cannot find it above

To select items to purchase, you have the option to choose from the various Punch-Out (Supplier) Catalogs.

For example:

- MRO
- UniqueSource (previously known as PIBH)

Requisitioning: Create Shopping Cart from a Punch-Out Catalog

STEP 1 (Select Goods from Punch-Out Catalog)

Shop in 3 steps: Step 1 (Select Goods/Service)

◀ Previous | **Next ▶** | Order | Close

1 2 3

Select Goods/Service | Shopping Cart (empty) | Complete and Order

Find:

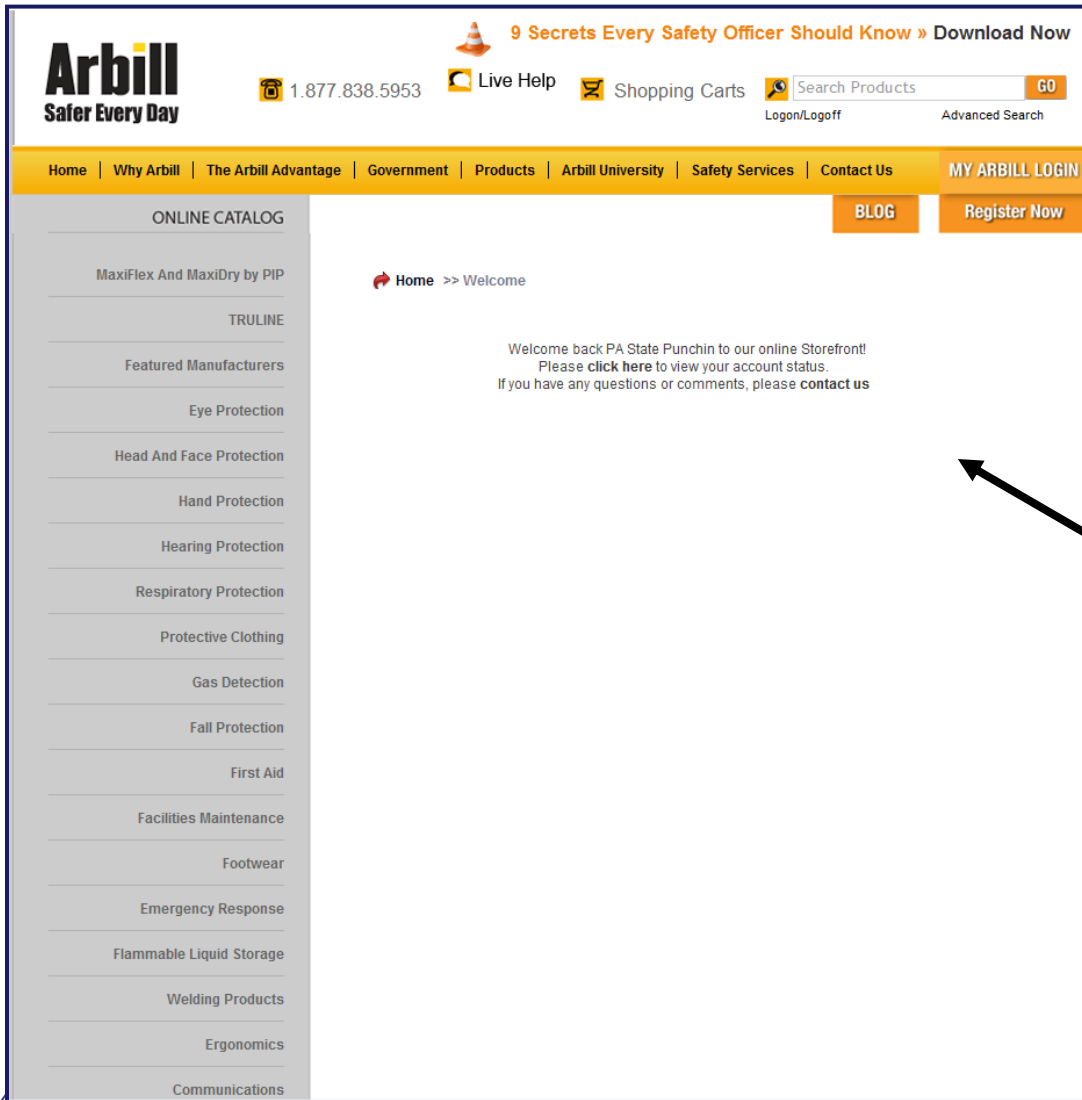
Browse:

Old Shopping Carts and Templates	CI WEBSITE - VIEW ONLY	COPA INTERNAL ECATALOG DGS - 1500
Internal Goods/Services	MRO - ARBILL - SAFETY	MRO - Grainger, Gen Electric
	MRO - Schaedler - Electrical and Sylvania	MRO - Wesco - Phillips
	Material/Service Contract Catalog(MSCC)	UniqueSource Products & Services
	VWR LAB SUPPLIES	

Free Text: [Describe what you need](#) If you cannot find it above

- For this example, we are going to select an MRO catalog

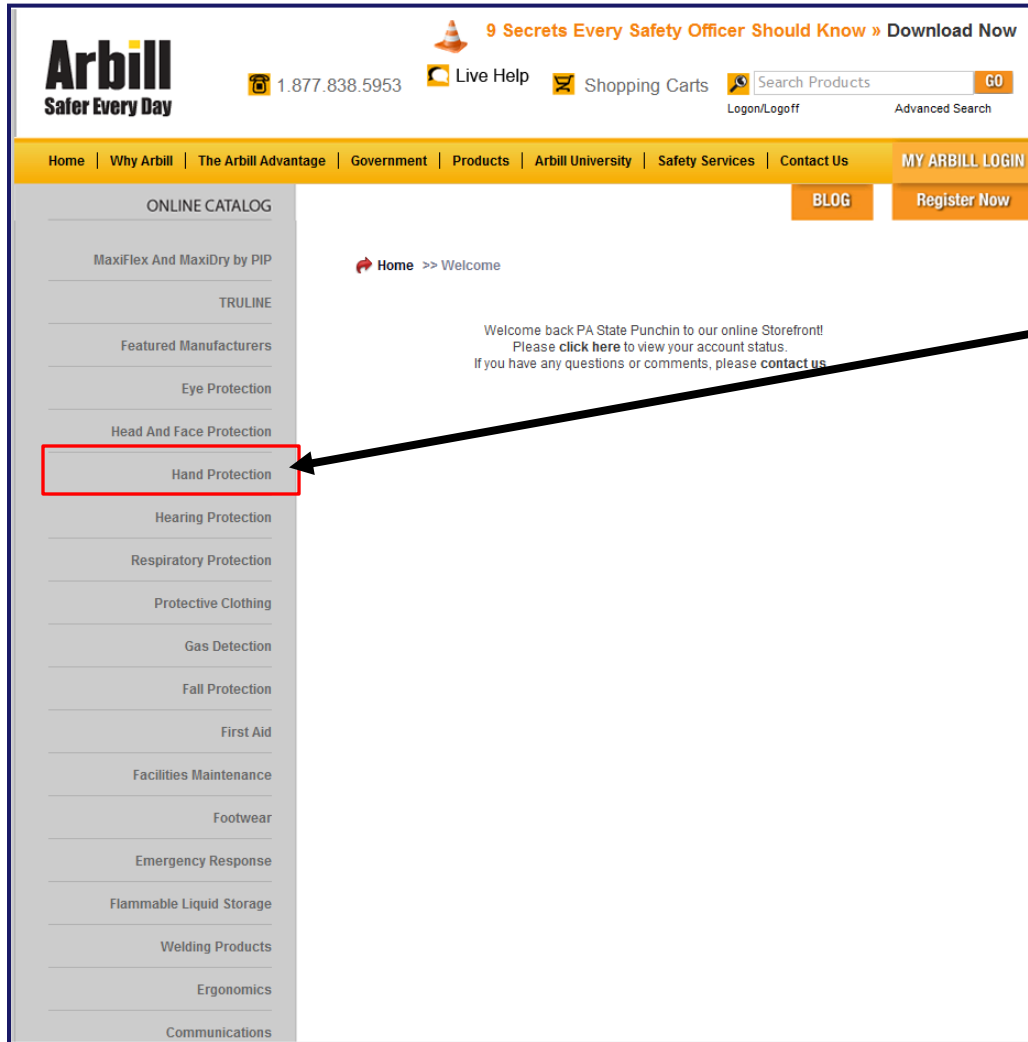
Requisitioning: Create Shopping Cart from a Punch-Out Catalog



The screenshot shows the Arbill website interface. At the top left is the Arbill logo with the tagline "Safer Every Day". To the right of the logo is a phone number "1.877.838.5953" and a "Live Help" icon. Further right are links for "Shopping Carts" and a search bar labeled "Search Products" with a "GO" button. Below the search bar are "Logon/Logoff" and "Advanced Search" options. A navigation bar contains links for "Home", "Why Arbill", "The Arbill Advantage", "Government", "Products", "Arbill University", "Safety Services", "Contact Us", and "MY ARBILL LOGIN". Below the navigation bar are "BLOG" and "Register Now" buttons. The main content area features a "Home >> Welcome" message and a welcome message for "PA State Punchin" with a link to view account status and a contact link. A left sidebar lists various product categories under "ONLINE CATALOG".

- The catalog displays in a new window
- Each site has its own look and feel, but allows the ability to search and select items for the Shopping Cart
- Some sites refer to the Shopping Cart as a Shopping Cart, while others refer to it as a Requisition, Cart, or other similar term

Requisitioning: Create Shopping Cart from a Punch-Out Catalog



Arbill
Safer Every Day

1.877.838.5953 Live Help Shopping Carts Search Products GO

Logon/Logoff Advanced Search

9 Secrets Every Safety Officer Should Know » Download Now

Home | Why Arbill | The Arbill Advantage | Government | Products | Arbill University | Safety Services | Contact Us MY ARBILL LOGIN

ONLINE CATALOG

MaxiFlex And MaxiDry by PIP

TRULINE

Featured Manufacturers

Eye Protection

Head And Face Protection

Hand Protection

Hearing Protection

Respiratory Protection

Protective Clothing

Gas Detection

Fall Protection

First Aid

Facilities Maintenance

Footwear

Emergency Response

Flammable Liquid Storage

Welding Products

Ergonomics

Communications

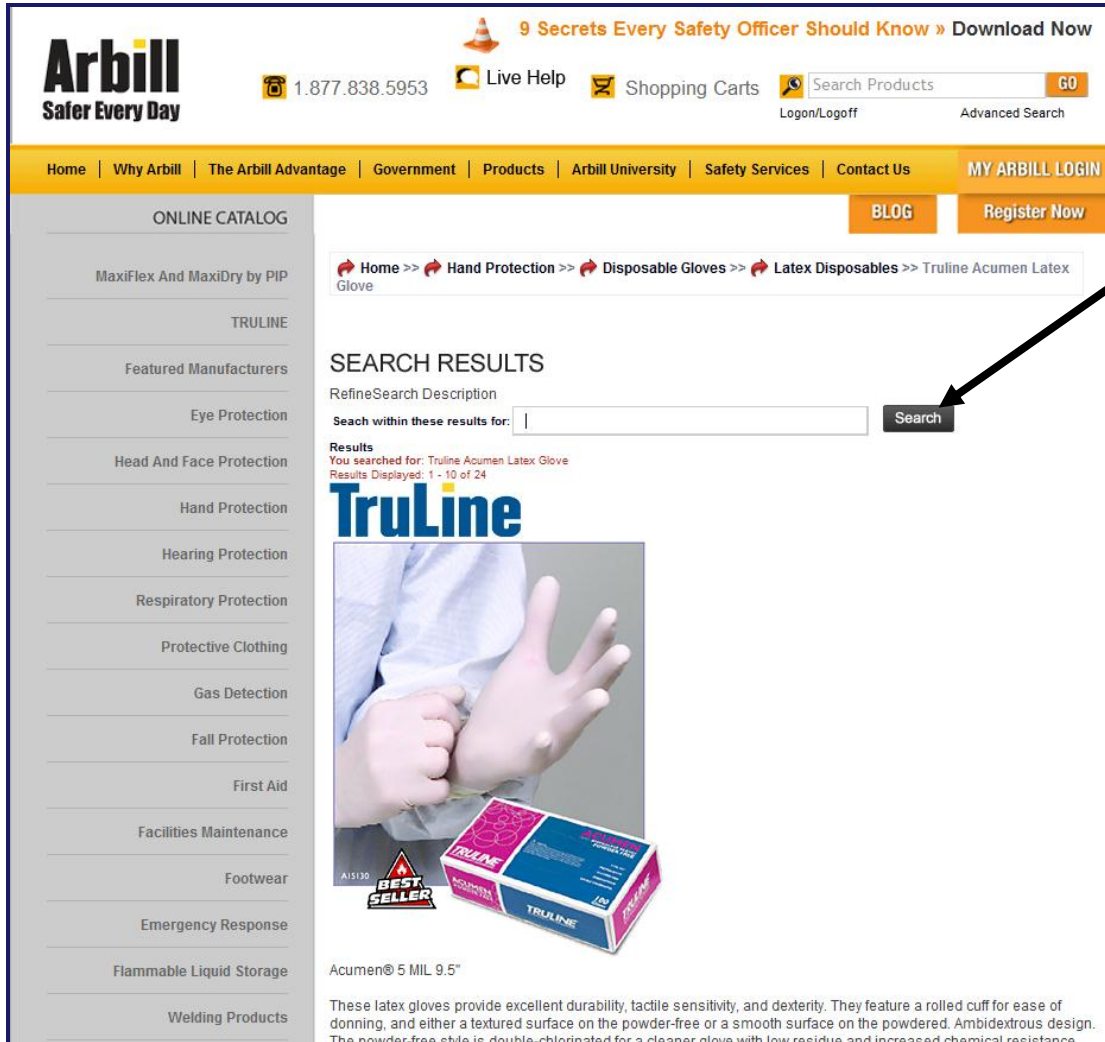
Home >> Welcome

Welcome back PA State Punchin to our online Storefront!
Please [click here](#) to view your account status.
If you have any questions or comments, please [contact us](#).

BLOG Register Now

- Search the supplier site for the items that are required
- For the example shown, we have selected Hand Protection from the Online Catalog

Requisitioning: Create Shopping Cart from a Punch-Out Catalog



Arbill
Safer Every Day

1.877.838.5953 Live Help Shopping Carts Search Products GO Logon/Logoff Advanced Search

9 Secrets Every Safety Officer Should Know » Download Now

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ONLINE CATALOG

MaxiFlex And MaxiDry by PIP

TRULINE

Featured Manufacturers

Eye Protection

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Hearing Protection

Respiratory Protection

Protective Clothing

Gas Detection

Fall Protection

First Aid

Facilities Maintenance

Footwear

Emergency Response

Flammable Liquid Storage

Welding Products

Home >> Hand Protection >> Disposable Gloves >> Latex Disposables >> Truline Acumen Latex Glove

SEARCH RESULTS

RefineSearch Description

Search within these results for: Search

Results
You searched for: Truline Acumen Latex Glove
Results Displayed: 1 - 10 of 24

TruLine

Acumen® 5 MIL 9.5"

These latex gloves provide excellent durability, tactile sensitivity, and dexterity. They feature a rolled cuff for ease of donning, and either a textured surface on the powder-free or a smooth surface on the powdered. Ambidextrous design. The powder-free side is double-chlorinated for a cleaner glove with low residue and increased chemical resistance.

- In this example, we demonstrate the ability to search on the supplier site

Requisitioning: Create Shopping Cart from a Punch-Out Catalog









QUICK ORDER PAD


#	Product Code	Quantity
1		
2		
3		
4		
5		

ADD TO CART

RECENTLY VIEWED ITEMS

No items found

A151333	 Industrial Grade Powdered Sz L	2224 BX available	\$7.70/BX	100	100	<input type="text"/>
A151334	 Industrial Grade Powdered Sz XL	685 BX available	\$7.70/BX	100	100	<input type="text"/>
A151341	 Industrial Grade Powder-Free Sz S	1864 BX available	\$11.40/BX	100	100	<input type="text" value="10"/>
A151342	 Industrial Grade Powder-Free Sz M	3528 BX available	\$9.50/BX	100	100	<input type="text" value="10"/>
A151343	 Industrial Grade Powder-Free Sz L	9349 BX available	\$7.91/BX	100	100	<input type="text" value="10"/>
A151344	 Industrial Grade Powder-Free Sz XL	3678 BX available	\$9.50/BX	100	100	<input type="text"/>
A151301	 Exam Grade Powdered Sz S	1018 BX available	\$10.91/BX	100	100	<input type="text"/>
A151302	 Exam Grade Powdered Sz M	1680 BX available	\$10.91/BX	100	100	<input type="text"/>

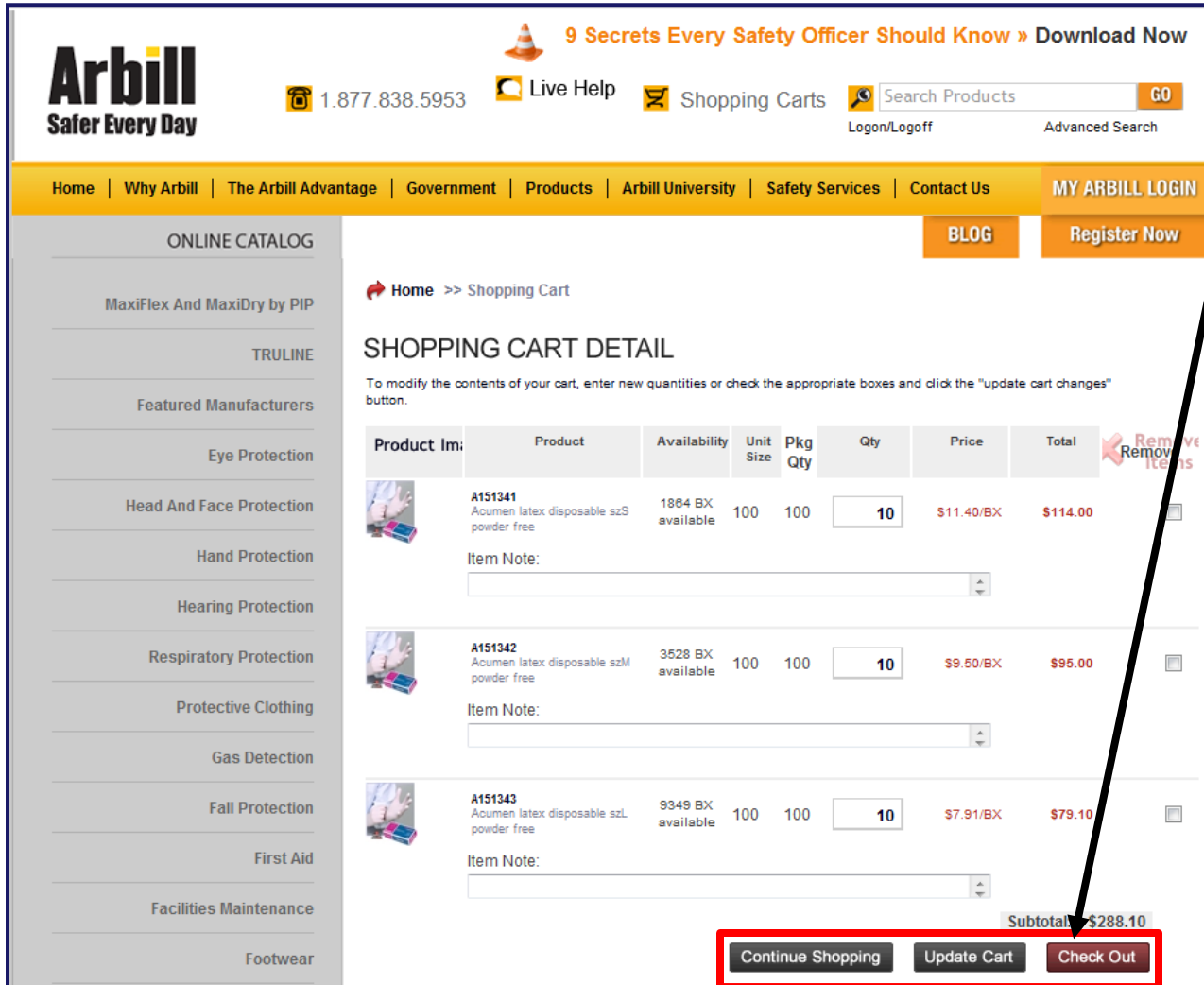
 Click to view pricing & stock availability

Add Quantities to Cart

Add Quantities to List

- When the results display, enter the Quantity for the items we want to order
- Select the “ADD QUANTITIES TO CART” button
- Note that for some sites, you are prompted to enter a checkmark beside the item you want to order along with a quantity, while other sites you only have to enter the Quantity to be ordered

Requisitioning: Create Shopping Cart from a Punch-Out Catalog



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1.877.838.5953 Live Help Shopping Carts Search Products GO

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ONLINE CATALOG

MaxiFlex And MaxiDry by PIP

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Hearing Protection

Respiratory Protection

Protective Clothing

Gas Detection

Fall Protection

First Aid




Facilities Maintenance

Footwear

Home >> Shopping Cart

SHOPPING CART DETAIL

To modify the contents of your cart, enter new quantities or check the appropriate boxes and click the "update cart changes" button.

Product Im:	Product	Availability	Unit Size	Pkg Qty	Qty	Price	Total
	A151341 Acumen latex disposable szS powder free	1864 BX available	100	100	10	\$11.40/BX	\$114.00
Item Note:							
	A151342 Acumen latex disposable szM powder free	3528 BX available	100	100	10	\$9.50/BX	\$95.00
Item Note:							
	A151343 Acumen latex disposable szL powder free	9349 BX available	100	100	10	\$7.91/BX	\$79.10
Item Note:							
							Subtotal \$288.10

Continue Shopping Update Cart Check Out

- The “Shopping Cart Detail” screen displays, review the contents of your Shopping Cart for accuracy
- If quantities ordered are incorrect, modify the content of your Shopping Cart by entering the new quantity and select the UPDATE CART button
- To add additional items select the CONTINUE SHOPPING button; OR to remove items select the checkbox to remove and select the UPDATE CART button
- Upon completion, select the CHECK OUT button to add the items to the SRM Shopping Cart from the Supplier’s site

Requisitioning: Create Shopping Cart from a Punch-Out Catalog

STEP 2 (Shopping Cart) Wizard Screen:

Shop in 3 steps: Step 2 (Shopping Cart (3 items))

◀ Previous Next ▶ Order Close Save Check

1 2 3

Select Goods/Service Shopping Cart (3 items) Complete and Order

Items in Shopping Cart

Details Add Item Copy Paste Duplicate Delete Filter Settings

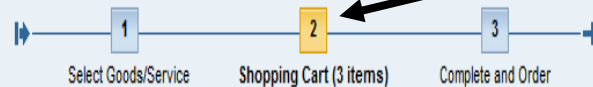
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier
1	Material		Acumen latex disposable szS powder free	46180000	PERSONAL SAFETY & PR	10.000	BOX	11.40 USD			1		01/13/2014	0	0		ARBILL INDUSTRIES INC(118249)
2	Material		Acumen latex disposable szM powder free	46180000	PERSONAL SAFETY & PR	10.000	BOX	9.50 USD			1		01/13/2014	0	0		ARBILL INDUSTRIES INC(118249)
3	Material		Acumen latex disposable szL powder free	46180000	PERSONAL SAFETY & PR	10.000	BOX	7.91 USD			1		01/13/2014	0	0		ARBILL INDUSTRIES INC(118249)
"	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00 USD			1		12/30/2013	0	0		
"	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00 USD			1		12/30/2013	0	0		
"	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00 USD			1		12/30/2013	0	0		
"	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00 USD			1		12/30/2013	0	0		
"	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00 USD			1		12/30/2013	0	0		
"	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00 USD			1		12/30/2013	0	0		
"	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00 USD			1		12/30/2013	0	0		
													Total Value	288.10	USD		
													Tax amount	0.00	USD		
													Total Val. (Gross)	288.10	USD		

- Upon selecting the CHECK OUT button, the items are transferred from the Supplier's site to SRM and are added to the Shopping Cart as shown above

Requisitioning: Create Shopping Cart from a Punch-Out Catalog

Shop in 3 steps: Step 2 (Shopping Cart (3 items))

◀ Previous Next ▶ Order Close Save Check



- Notice that you are in Step 2 of the Shopping Cart Wizard Screen

Items in Shopping Cart

Details Add Item Copy Paste Duplicate Delete

Filter Settings

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier
1	Material		Acumen latex disposable szS powder free	46180000	PERSONAL SAFETY & PR	10.000	BOX	11.40	USD		1		01/13/2014	0	0		ARBILL INDUSTRIES INC(118249)
2	Material		Acumen latex disposable szM powder free	46180000	PERSONAL SAFETY & PR	10.000	BOX	9.50	USD		1		01/13/2014	0	0		ARBILL INDUSTRIES INC(118249)
3	Material		Acumen latex disposable szL powder free	46180000	PERSONAL SAFETY & PR	10.000	BOX	7.91	USD		1		01/13/2014	0	0		ARBILL INDUSTRIES INC(118249)

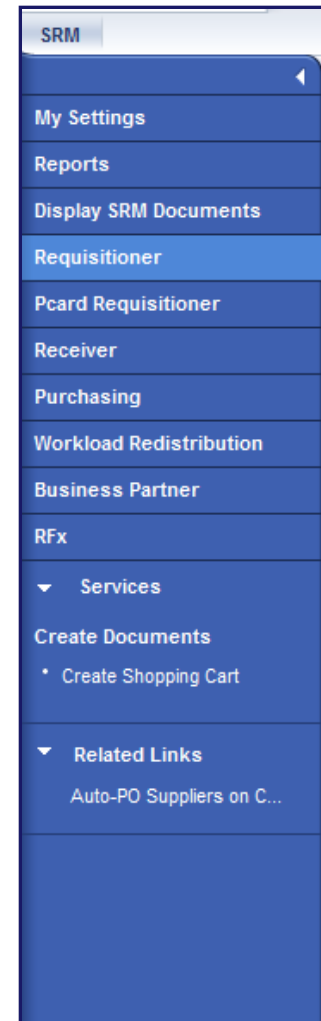
- Within the “Items in Shopping Cart” area, the line item detail displays the Description, Product Category, Product Category Description, Quantity, Unit (of measure), Net Price, Per, Delivery Date and the Supplier. This information is all defaulted from the Supplier’s site.
- To complete and order the Shopping Cart, all required fields for each line item must be entered as discussed earlier in the course

Edit a Shopping Cart

REQUISITIONING: EDITING A SHOPPING CART

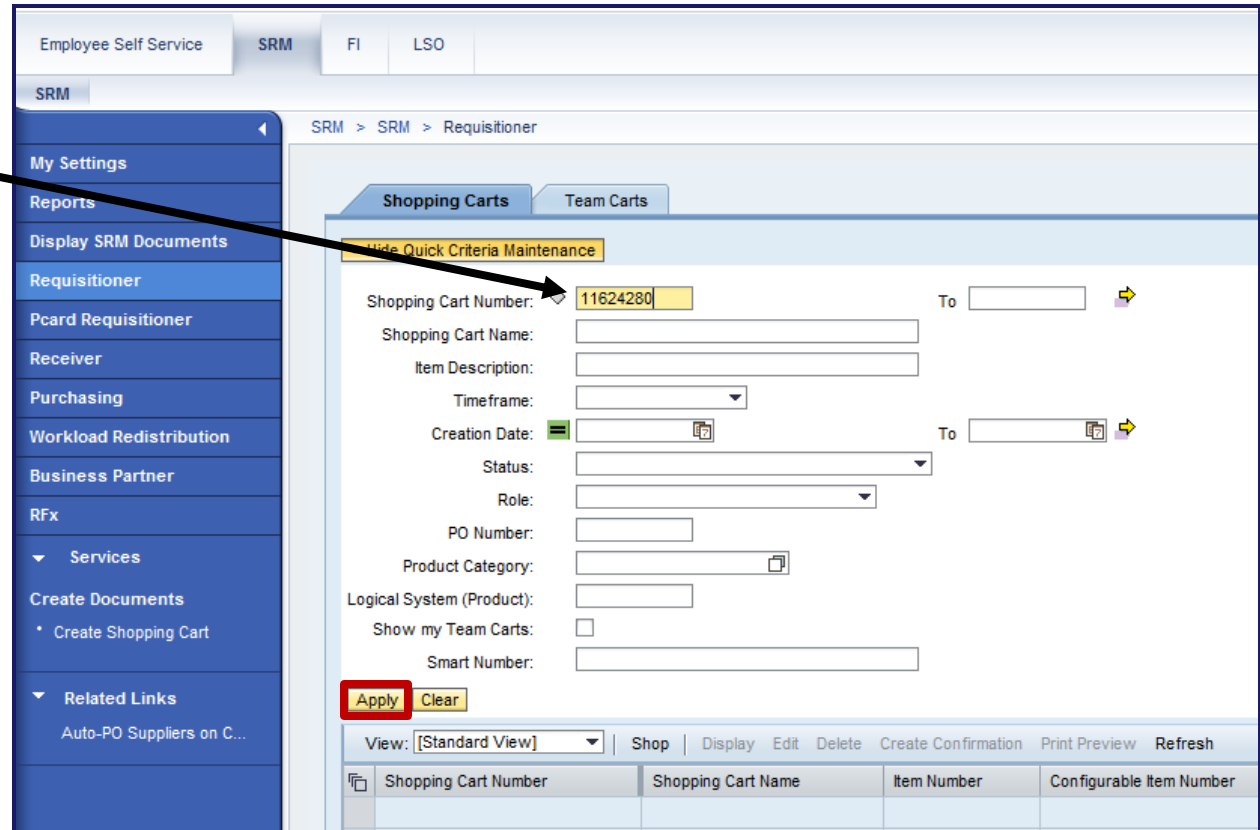
Select Requisitioner

This will open the POWL as shown on the next slide.



REQUISITIONING: EDITING A SHOPPING CART

- Enter the Shopping Cart number, or other applicable criteria to locate the Shopping Cart
- Select the APPLY button
- *Caution: Do NOT run your POWL queries without entering criteria, it will slow the system down considerably*



Employee Self Service SRM FI LSO

SRM

SRM > SRM > Requisitioner

Shopping Carts Team Carts

Hide Quick Criteria Maintenance

Shopping Cart Number: 11624280 To

Shopping Cart Name:

Item Description:

Timeframe:

Creation Date: To

Status:

Role:

PO Number:

Product Category:

Logical System (Product):

Show my Team Carts:

Smart Number:

Apply Clear

View: [Standard View] | Shop | Display Edit Delete Create Confirmation Print Preview Refresh

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number

REQUISITIONING: EDITING A SHOPPING CART

- The Shopping Cart displays on the lower portion of the POWL screen
- Notice that the Shopping Cart number is displayed multiple times (this occurs only when ordering more than one item)
- Selection of the Shopping Cart number will open the Shopping Cart with all line items in one Shopping Cart

SRM > SRM > Requisitioner

Shopping Carts | Team Carts

Hide Quick Criteria Maintenance

Shopping Cart Number: To

Shopping Cart Name:

Item Description:

Timeframe:

Creation Date: To

Status:

Role:

PO Number:

Product Category:

Logical System (Product):

Show my Team Carts:

Smart Number:

View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
11624280	4217 Medical Supplies	1		EMT ALS Medical Cases	Saved
11624280	4217 Medical Supplies	2		Rescue Blankets	Saved
11624280	4217 Medical Supplies	3		Emergency Stretcher	Saved

REQUISITIONING: EDITING A SHOPPING CART

- The Shopping Cart document displays with all Line Items in the Shopping Cart
- Select the EDIT button to activate the “Edit” mode

Shop in 3 steps: Step 2 (Shopping Cart (3 items))

◀ Previous Next ▶ Order **Edit** Close

1 2 3

Select Goods/Service Shopping Cart (3 items) Complete and Order

Items in Shopping Cart

Details Add Item Copy Paste Duplicate Delete Process All Items ▾

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit
1	Material		EMT ALS Medical Cases	42171915	EMERGENCY MEDICAL TE	20.000	EA
2	Material		Rescue Blankets	42171701	EMERGENCY/RESCUE BLA	150.000	EA
3	Material		Emergency Stretcher	42171611	EMERGENCY RESPONSE L	20.000	EA

REQUISITIONING: EDITING A SHOPPING CART

Shop in 3 steps: Step 2 (Shopping Cart (3 items))

◀ Previous Next ▶ Order Close Read Only Save Check

1 2 3

Select Goods/Service Shopping Cart (3 items) Complete and Order

Items in Shopping Cart

Details Add Item Copy Paste Duplicate Delete Process All Items Filter Settings

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier
1	Material		EMT ALS Medical Cases	42171915	EMERGENCY MEDICAL TE	20.000	EA	360.00	USD		1		01/24/2014	1	0	Saved	None
2	Material		Rescue Blankets	42171701	EMERGENCY/RESCUE BLA	150.000	EA	15.00	USD		1		01/24/2014	1	0	Saved	None
3	Material		Emergency Stretcher	42171611	EMERGENCY RESPONSE L	20.000	EA	80.00	USD		1		01/24/2014	1	0	Saved	None
	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		01/08/2014	0	0		
	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		01/08/2014	0	0		
	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		01/08/2014	0	0		
	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		01/08/2014	0	0		
	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		01/08/2014	0	0		
	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		01/08/2014	0	0		
	Undefined Item Type			80121800	FAMILY LAW SVCS	1.000		0.00	USD		1		01/08/2014	0	0		
Total Value 11,050.00 USD Tax amount 0.00 USD Total Val. (Gross) 11,050.00 USD																	

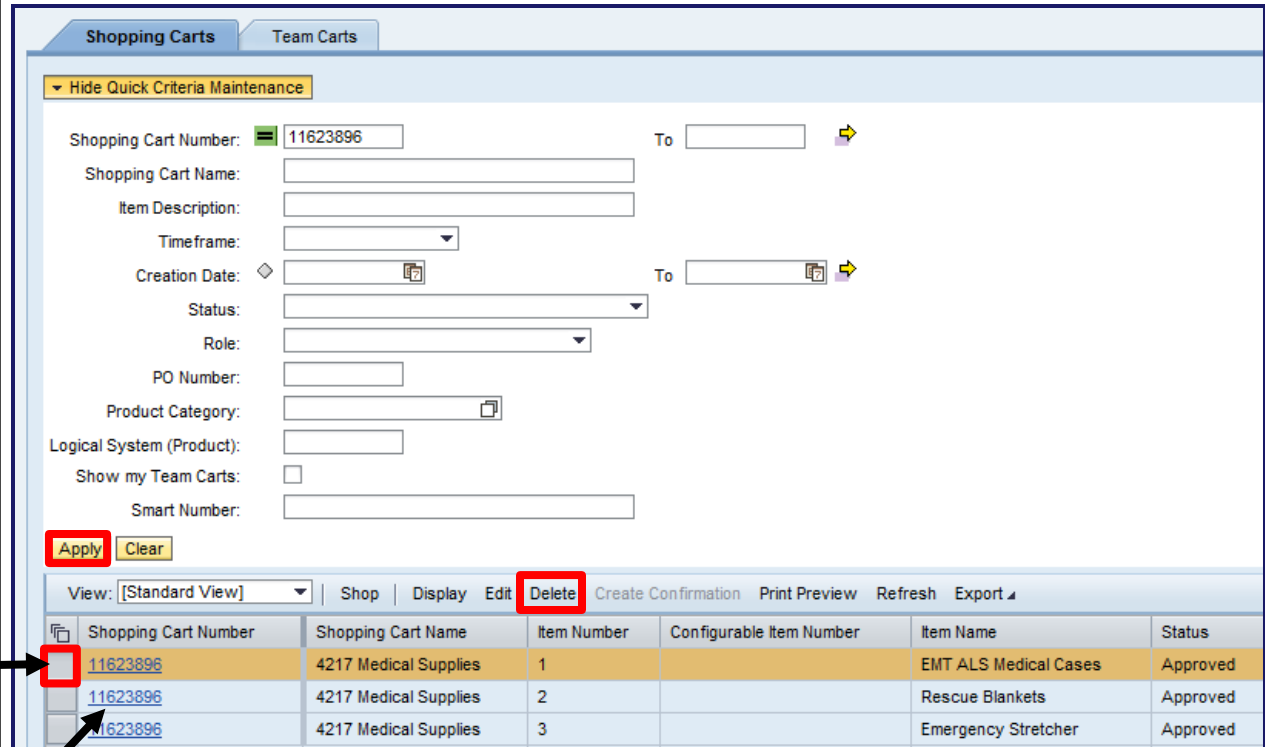
- Once in the “Edit” mode, fields that are grayed out cannot be edited. Once edits have been made, select the CHECK button to ensure the Shopping Cart has no errors. Finish the Shopping Cart by selecting the ORDER button to save your changes.

Deleting a Shopping Cart

REQUISITIONING: DELETING A SHOPPING CART

There are two methods for deleting a Shopping Cart, first:

- From the POWL, enter the applicable criteria
- Select the APPLY button
- The Shopping Cart displays on the lower portion of the POWL screen
- Select the *Gray* box to highlight the row of the desired item and select the EDIT button
- OR select the Shopping Cart number hyperlink to open the Shopping Cart in "Edit" Mode



The screenshot shows the 'Shopping Carts' interface with the following search criteria:

- Shopping Cart Number: 11623896
- Shopping Cart Name: [Empty]
- Item Description: [Empty]
- Timeframe: [Dropdown]
- Creation Date: [Date Range]
- Status: [Dropdown]
- Role: [Dropdown]
- PO Number: [Empty]
- Product Category: [Dropdown]
- Logical System (Product): [Empty]
- Show my Team Carts:
- Smart Number: [Empty]

Buttons: **Apply** (highlighted), Clear

View: [Standard View] | Shop | Display | Edit | **Delete** (highlighted) | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
11623896	4217 Medical Supplies	1		EMT ALS Medical Cases	Approved
11623896	4217 Medical Supplies	2		Rescue Blankets	Approved
11623896	4217 Medical Supplies	3		Emergency Stretcher	Approved

REQUISITIONING: DELETING A SHOPPING CART

- The Shopping Cart document displays with all Line Items in the Shopping Cart
- Select the EDIT button to activate the “Edit” mode, if applicable

Display Shopping Cart

Number 11512722 Document Name 4217 EMT Medical Supplies Status Approved Created On 01/09/2014 15:29:10 Created By Virgen Colon

▼ Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit
1	Material		EMT ALS Medical Cases	42171915	EMERGENCY MEDICAL TE	20.000	EA
2	Material		Rescue Blankets	42171701	EMERGENCY/RESCUE BLA	150.000	EA
3	Material		Emergency Stretcher	42171611	EMERGENCY RESPONSE L	20.000	EA

REQUISITIONING: DELETING A SHOPPING CART

- Once the EDIT button is selected, the action buttons become active
- You have the option to delete line items by selecting the *Gray* box(s) and the DELETE button

Edit Shopping Cart

Number 11512722 **Document Name** 4217 EMT Medical Supplies **Status** Approved **Created On** 01/09/2014 15:29:10 **Created By** Virgen Colon

▼ **General Data**

Buy on Behalf of: Virgen Colon Approval Note

Name of shopping cart:

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

▼ **Item Overview**

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit
<input type="checkbox"/> 1	Material		EMT ALS Medical Cases	42171915	EMERGENCY MEDICAL TE	20.000	EA
<input type="checkbox"/> 2	Material		Rescue Blankets	42171701	EMERGENCY/RESCUE BLA	150.000	EA
<input type="checkbox"/> 3	Material		Emergency Stretcher	42171611	EMERGENCY RESPONSE L	20.000	EA

- A message will display as shown

Edit Shopping Cart

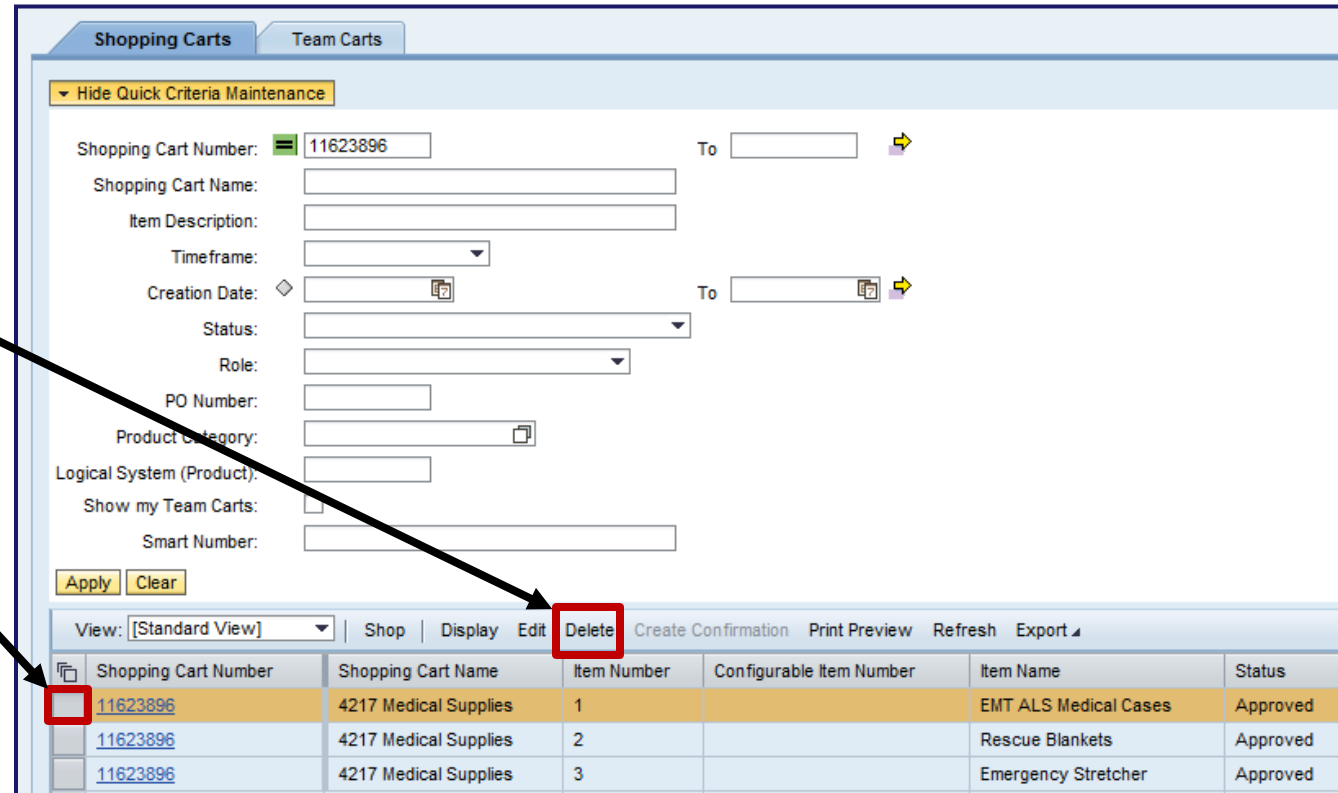
Shopping cart item has been deleted

Number 11512722 **Document Name** 4217 EMT Medical Supplies **Status** Approved

REQUISITIONING: DELETING A SHOPPING CART

Another method for deleting a Shopping Cart is:

- From the POWL, select the Shopping Cart number to be deleted
- Select the *Grey* box to highlight the row of the desired item and select the DELETE button



Shopping Carts | Team Carts

Hide Quick Criteria Maintenance

Shopping Cart Number: To

Shopping Cart Name:

Item Description:

Timeframe:

Creation Date: To

Status:

Role:

PO Number:

Product Category:

Logical System (Product):

Show my Team Carts:

Smart Number:

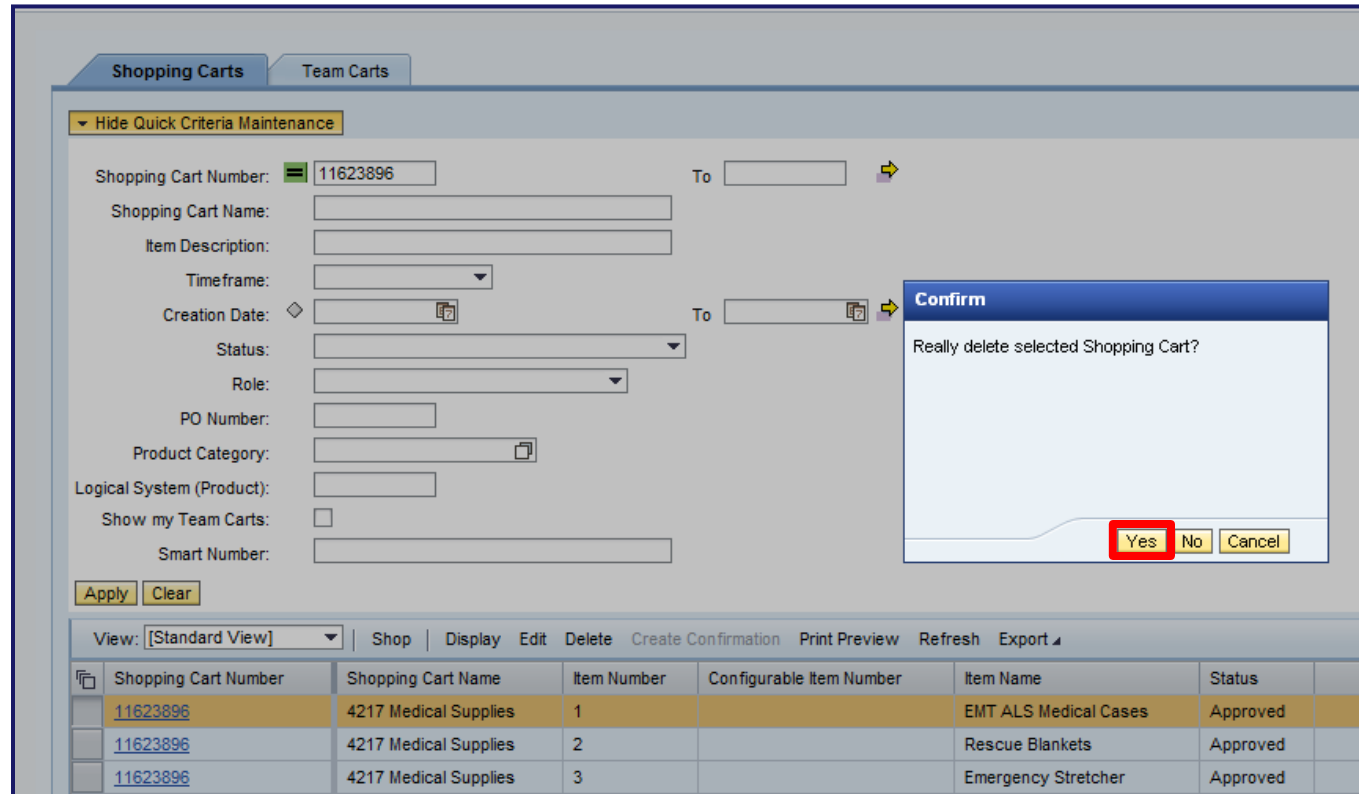
Apply Clear

View: [Standard View] | Shop | Display | Edit | **Delete** | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
<input type="checkbox"/> 11623896	4217 Medical Supplies	1		EMT ALS Medical Cases	Approved
<input type="checkbox"/> 11623896	4217 Medical Supplies	2		Rescue Blankets	Approved
<input type="checkbox"/> 11623896	4217 Medical Supplies	3		Emergency Stretcher	Approved

REQUISITIONING: DELETING A SHOPPING CART

- A message box appears prompting you to confirm the Shopping Cart to be deleted by selecting the (YES, NO, or CANCEL) button
- Select the YES button to confirm Shopping Cart deletion



The screenshot shows the 'Shopping Carts' interface with a 'Confirm' dialog box overlaid. The dialog asks 'Really delete selected Shopping Cart?' and has 'Yes', 'No', and 'Cancel' buttons. The 'Yes' button is highlighted with a red box.

Shopping Cart Number: 11623896

Shopping Cart Name:

Item Description:

Timeframe:

Creation Date:

Status:

Role:

PO Number:

Product Category:

Logical System (Product):

Show my Team Carts:

Smart Number:

Buttons: Apply, Clear

View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
11623896	4217 Medical Supplies	1		EMT ALS Medical Cases	Approved
11623896	4217 Medical Supplies	2		Rescue Blankets	Approved
11623896	4217 Medical Supplies	3		Emergency Stretcher	Approved

REQUISITIONING: DELETING A SHOPPING CART

- A message displays confirming Shopping Cart number xxxxxxxx was successfully deleted

Shopping cart 0011623896 was successfully deleted

Shopping Carts | Team Carts

Hide Quick Criteria Maintenance

Shopping Cart Number: To

Shopping Cart Name:

Item Description:

Timeframe:

Creation Date: To

Status:

Role:

PO Number:

Product Category:

Logical System (Product):

Show my Team Carts:

Smart Number:

Apply Clear

View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
11623896	4217 Medical Supplies	1		EMT ALS Medical Cases	Approved
11623896	4217 Medical Supplies	2		Rescue Blankets	Approved
11623896	4217 Medical Supplies	3		Emergency Stretcher	Approved

Check Shopping Cart Status

REQUISITIONING: CHECK SHOPPING CART STATUS

To check the status of a Shopping Cart:

- From the POWL, enter applicable criteria
- Select the APPLY button

SRM > SRM > Requisitioner

Hide Quick Criteria Maintenance

Shopping Cart Number: To

Shopping Cart Name:

Item Description:

Timeframe: Last 7 Days

Creation Date: To

Status:

Role:

PO Number:

Product Category:

Logical System (Product):

Show my Team Carts:

Smart Number:

Apply **Clear**


View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status
11512710	Demo Time Test 1-9-14 CA	3		Emergency Stretcher	Approved
11512710	Demo Time Test 1-9-14 CA	4		Emergency Hospital Services	Approved
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	1		EMT ALS Medical Cases	Approved
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	2		Rescue Blankets	Approved
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	3		Emergency Stretcher	Approved
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	4		Emergency Hospital Services	Approved
11512671	Emergency Supplies-Svc 1-8-13 CKA	1		EMT ALS Medical Cases	Approved
11512671	Emergency Supplies-Svc 1-8-13 CKA	2		Rescue Blankets	Approved
11512671	Emergency Supplies-Svc 1-8-13 CKA	3		Emergency Stretcher	Approved
11512671	Emergency Supplies-Svc 1-8-13 CKA	4		Emergency Hospital Services	Approved

REQUISITIONING: CHECK SHOPPING CART STATUS

SRM > SRM > Requisitioner Full Screen Options


Hide Quick Criteria Maintenance

Shopping Cart Number: To 

Shopping Cart Name:

Item Description:


Timeframe:

Creation Date: To 

Status:

Role:



PO Number:

Product Category: 

Logical System (Product):

Show my Team Carts:

Smart Number:

View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export  

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status	Created On	Quantity	Unit	Net Value	Currency	Total Net Value	Currency	Item Status
11512710	Demo Time Test 1-9-14 CA	3		Emergency Stretcher	Approved	01/09/2014 08:35:28	500.000	EA	30,000.00	USD	255,000.00	USD	Cannot Be Ordered
11512710	Demo Time Test 1-9-14 CA	4		Emergency Hospital Services	Approved	01/09/2014 08:35:28	500.000	H	125,000.00	USD	255,000.00	USD	Cannot Be Ordered
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	1		EMT ALS Medical Cases	Approved	01/08/2014 11:15:12	500.000	EA	75,000.00	USD	255,000.00	USD	Follow-on Document Created
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	2		Rescue Blankets	Approved	01/08/2014 11:17:37	1,000.000	EA	25,000.00	USD	255,000.00	USD	Follow-on Document Created
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	3		Emergency Stretcher	Approved	01/08/2014 11:17:37	500.000	EA	30,000.00	USD	255,000.00	USD	Follow-on Document Created
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	4		Emergency Hospital Services	Approved	01/08/2014 11:17:37	500.000	EA	125,000.00	USD	255,000.00	USD	Follow-on Document Created
11512671	Emergency Supplies-Svc 1-8-13 CKA	1		EMT ALS Medical Cases	Approved	01/08/2014 09:48:02	500.000	EA	75,000.00	USD	255,000.00	USD	In Purchaser's Worklist
11512671	Emergency Supplies-Svc 1-8-13 CKA	2		Rescue Blankets	Approved	01/08/2014 10:02:08	1,000.000	EA	25,000.00	USD	255,000.00	USD	In Purchaser's Worklist
11512671	Emergency Supplies-Svc 1-8-13 CKA	3		Emergency Stretcher	Approved	01/08/2014 10:02:08	500.000	EA	30,000.00	USD	255,000.00	USD	In Purchaser's Worklist
11512671	Emergency Supplies-Svc 1-8-13 CKA	4		Emergency Hospital Services	Approved	01/08/2014 10:02:08	500.000	H	125,000.00	USD	255,000.00	USD	In Purchaser's Worklist

Last Refreshed: 01/13/2014 09:11:01 EST [Refresh](#)

- The screen shown above displays the results of your search showing the *Item Status*
- Select the Shopping Cart number to display the Shopping Cart

REQUISITIONING: CHECK SHOPPING CART STATUS

Display Shopping Cart

[Edit](#) | [Print Preview](#) | [Close](#) | [Show my Tasks](#) | [Refresh](#) | [Copy](#)

Number: 11511005 | Document Name: P00446880 09/04/2013 10:14 | Status: Awaiting Approval | Created On: 09/04/2013 10:14:18 | Created By: Cynthia Anderson

Item Overview

[Details](#) | [Add Item](#) | [Copy](#) | [Paste](#) | [Duplicate](#) | [Delete](#) | [Process All Items](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier
1	Material		Hard Hat	46181701	HARD HATS	1,000.000	EA	12.00	USD		1		02/05/2014	1	0	Awaiting Approval	None

Total Value: 12,000.00 USD
 Tax amount: 0.00 USD
 Total Val. (Gross): 12,000.00 USD

Details for item 1 Hard Hat

[Item Data](#) | [Account Assignment](#) | [Notes and Attachments](#) | [Delivery Address](#) | [Sources of Supply](#) | [Approval Process Overview](#) | [Related Documents](#) | [Table Extensions](#)

Current Status: Active
 Current Process Step: SRM Shopping Cart Completion
 Currently Processed By: Vicky Chichi,Angela Ortiz
 Approval Process Data: [Download as XML](#)

Item

Approval Status Details for Selected Item

Sequence	Process Step	Level Status	Status	Processor	Received On	Processed On	Forwarded By	Agent Determination
001	SRM Shopping Cart Completion	Completed (Level was Processed)	Approved	Terri Heimbach	01/13/2014 09:28:37	01/13/2014 09:29:33		Agents for SC approval step
002	SRM Shopping Cart Completion	Active (Assigned Process is Running)	Open (No Decision Made)	Vicky Chichi,Angela Ortiz	01/13/2014 09:29:36			Agents for SC approval step

- For this example, the “Display Shopping Cart” screen appears showing the Item Status column for the line item as “Awaiting Approval”
- Select the DETAILS button and select the Approval Process Overview sub-tab to view the details of the approval workflow
- Notice that there are two levels of Approvals for this Shopping Cart. The status of one Approval shows the Shopping Cart is Approved while the other Approval shows the status as still being Open (NO Decision Made). An indication that the Shopping Cart is not fully approved and still awaiting approval.

REQUISITIONING: CHECK SHOPPING CART STATUS

SRM > SRM > Requisitioner

Full Screen Options

Hide Quick Criteria Maintenance

Shopping Cart Number: To

Shopping Cart Name:

Item Description:

Timeframe: Last 7 Days

Creation Date: To

Status:

Role:

PO Number:

Product Category:

Logical System (Product):

Show my Team Carts:

Smart Number:

Apply Clear

View: [Standard View] Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status	Created On	Quantity	Unit	Net Value	Currency	Total Net Value	Currency	Item Status
11512710	Demo Time Test 1-9-14 CA	3		Emergency Stretcher	Approved	01/09/2014 08:35:28	500.000	EA	30,000.00	USD	255,000.00	USD	Cannot Be Ordered
11512710	Demo Time Test 1-9-14 CA	4		Emergency Hospital Services	Approved	01/09/2014 08:35:28	500.000	H	125,000.00	USD	255,000.00	USD	Cannot Be Ordered
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	1		EMT ALS Medical Cases	Approved	01/08/2014 11:15:12	500.000	EA	75,000.00	USD	255,000.00	USD	Follow-on Document Created
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	2		Rescue Blankets	Approved	01/08/2014 11:17:37	1,000.000	EA	25,000.00	USD	255,000.00	USD	Follow-on Document Created
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	3		Emergency Stretcher	Approved	01/08/2014 11:17:37	500.000	EA	30,000.00	USD	255,000.00	USD	Follow-on Document Created
11512673	4217 Emergency Supplies-Svc 1-8-14 CKA	4		Emergency Hospital Services	Approved	01/08/2014 11:17:37	500.000	EA	125,000.00	USD	255,000.00	USD	Follow-on Document Created
11512671	Emergency Supplies-Svc 1-8-13 CKA	1		EMT ALS Medical Cases	Approved	01/08/2014 09:48:02	500.000	EA	75,000.00	USD	255,000.00	USD	In Purchaser's Worklist
11512671	Emergency Supplies-Svc 1-8-13 CKA	2		Rescue Blankets	Approved	01/08/2014 10:02:08	1,000.000	EA	25,000.00	USD	255,000.00	USD	In Purchaser's Worklist
11512671	Emergency Supplies-Svc 1-8-13 CKA	3		Emergency Stretcher	Approved	01/08/2014 10:02:08	500.000	EA	30,000.00	USD	255,000.00	USD	In Purchaser's Worklist
11512671	Emergency Supplies-Svc 1-8-13 CKA	4		Emergency Hospital Services	Approved	01/08/2014 10:02:08	500.000	H	125,000.00	USD	255,000.00	USD	In Purchaser's Worklist

Last Refresh 01/13/2014 09:11:01 EST Refresh

- Enter applicable search criteria in the POWL
- Review the information in the Item Status column of the POWL
- Displayed in the Item Status column are Shopping Carts with a status of "Follow-on Document Created"
- Select the number of the desired Shopping Cart to display the Shopping Cart

REQUISITIONING: CHECK SHOPPING CART STATUS

Display Shopping Cart

[Edit](#) [Print Preview](#) [Close](#) [Refresh](#) [Copy](#)

Number: 11511741 | Document Name: P00446880 10/07/2013 14:40 | Status: Approved | Created On: 10/07/2013 14:40:24 | Created By: Cynthia Anderson

General Data

Buy on Behalf of: 703389 Cynthia Anderson | Approval Note:
 Name of shopping cart: P00446880 10/07/2013 14:40
 Approval Process: [Display / Edit Agents](#)
 Document Changes: [Display](#)

Item Overview

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Process All Items](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Item Status	Supplier
1	Material	245/60R18		25172504	AUTOMOBILE/LIGHT TRU	100.000	EA	205.86	USD		1		10/21/2013	2	1	Purchase order created	GOODYEAR TIRE & RUBBER COMPANY, INC(161302)

Total Value 20,586.00 USD
Tax amount 0.00 USD
Total Val. (Gross) 20,586.00 USD

Details for item 1 245/60R18

[Item Data](#) [Account Assignment](#) [Notes and Attachments](#) [Delivery Address](#) [Sources of Supply](#) [Approval Process Overview](#) [Related Documents](#) [Table Extensions](#)

History

View: United States Dollar

Document	Name	Document Number	Back-End Document Number	Status	Date	Quantity	Unit	Value	Currency
Shopping Cart	245/60R18	11511741/1		Follow-on Document Created	10/07/2013	100.000	EA	20,586.00	USD
	Total					100.000	EA	20,586.00	USD
Purchase Order	245/60R18	4300385820/1		Awaiting Approval	11/09/2014	100.000	EA	20,586.00	USD
	Total					100.000	EA	20,586.00	USD

- Select the DETAILS button to review the line item details
- To display the follow-on document information, select the Related Documents sub-tab
- To display the follow-on document, select the hyperlinked document number

Receiving in MIGO

Goods Receipt – Purchase Order (MIGO)

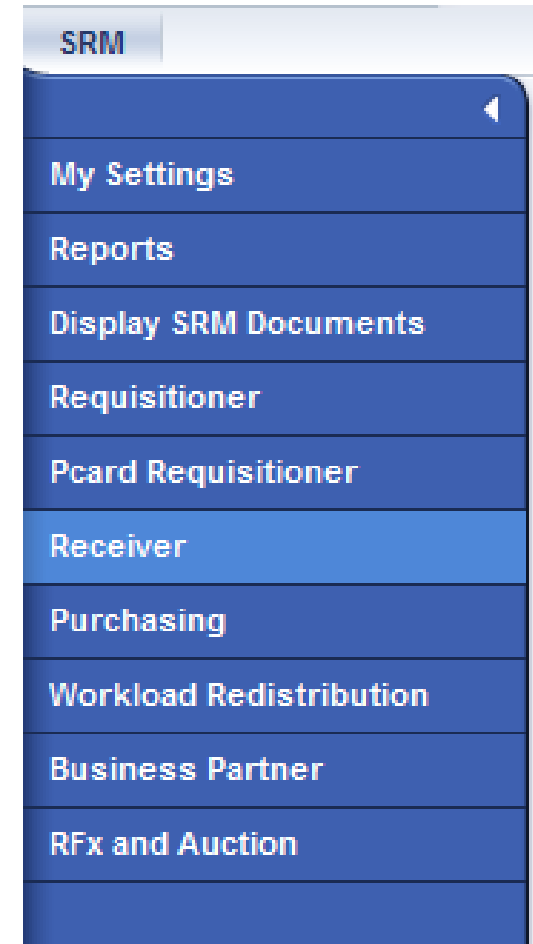
Movement Type 101

Goods Receipt – Purchase Order (MIGO)

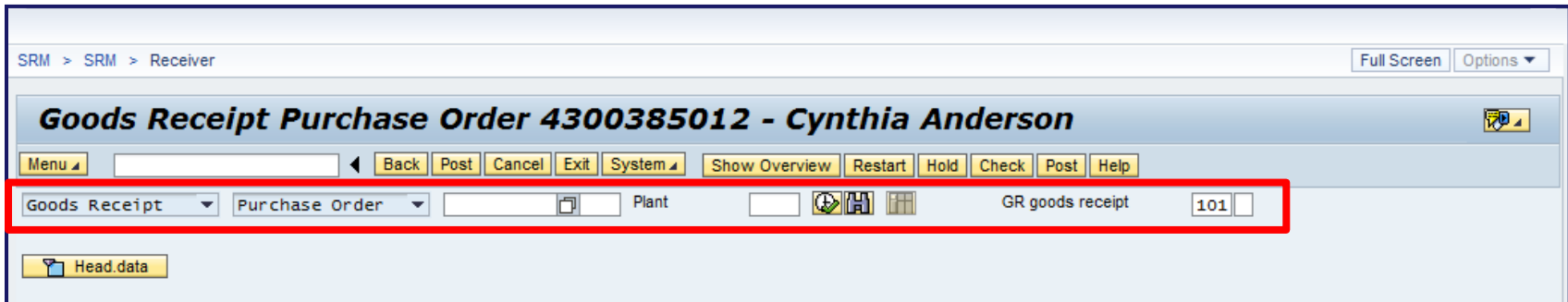
- Receivers perform this procedure to receive goods that have been delivered based on a Purchase Order (PO), or from another Commonwealth location based on a Stock Transport Order (STO) for inventoried material
- The associated paperwork, or STO should include the PO number, which is used as reference to copy the expected items and quantities to be received
- Inventory quantities, and General Ledger (G/L) accounts are updated by the system when the Goods Receipt (GR) is completed

Goods Receipt – Purchase Order (MIGO)

- Select **Receiver** from the left navigation pane



Goods Receipt – Purchase Order (MIGO)

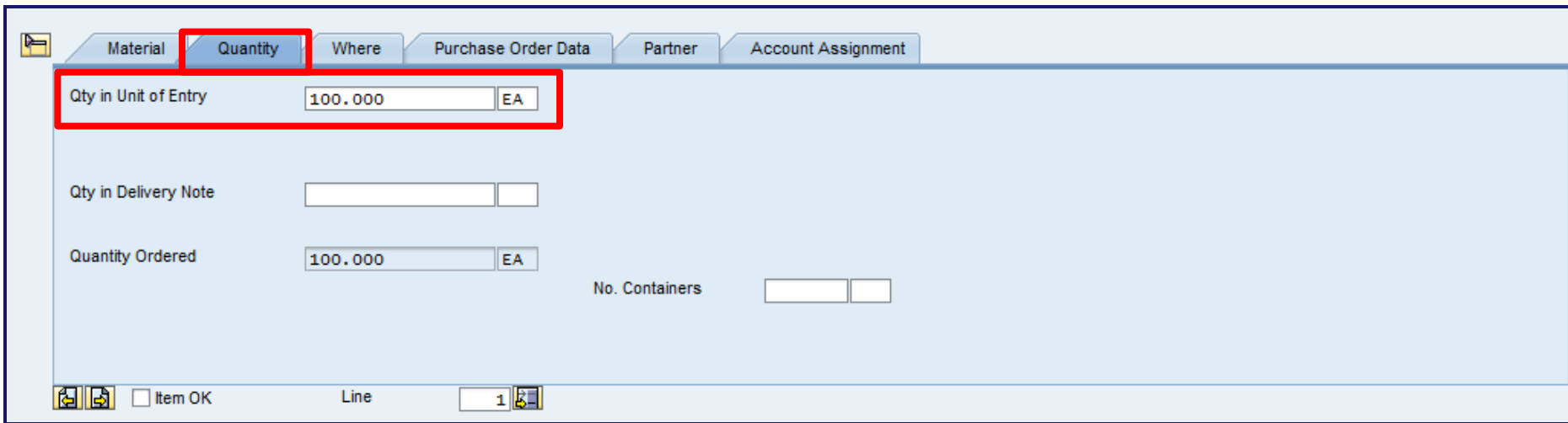


The screenshot shows the SAP MIGO transaction interface. The breadcrumb path is SRM > SRM > Receiver. The title bar reads "Goods Receipt Purchase Order 4300385012 - Cynthia Anderson". Below the title bar is a menu bar with buttons: Menu, Back, Post, Cancel, Exit, System, Show Overview, Restart, Hold, Check, Post, Help. A red box highlights the input fields: "Goods Receipt" (dropdown), "Purchase Order" (dropdown), a text field, "Plant" (dropdown), a date field, a time field, a grid icon, "GR goods receipt" (text), and a text field containing "101". A "Head data" button is located below the input fields.

- Select the Goods Receipt from the Business Transaction Type field dropdown menu
- Select Purchase Order from the Reference field dropdown menu and enter the relative document number in the appropriate field
- Enter Movement Type 101
- Select the EXECUTE button

Goods Receipt – Purchase Order (MIGO)

- Select the Quantity tab
- The Qty in Unit of Entry field will default to the quantity to be received
 - If a Goods Receipt was done previously, this field will show the remaining quantity
 - Verify quantity is correct, if not, change the quantity to what was actually received



The screenshot shows the SAP MIGO (Goods Receipt - Purchase Order) interface. The 'Quantity' tab is selected and highlighted with a red box. The 'Qty in Unit of Entry' field is also highlighted with a red box and contains the value '100.000' and the unit 'EA'. Other fields include 'Qty in Delivery Note', 'Quantity Ordered' (100.000 EA), and 'No. Containers'. The 'Line' field at the bottom shows '1'.

Field	Value	Unit
Qty in Unit of Entry	100.000	EA
Qty in Delivery Note		
Quantity Ordered	100.000	EA
No. Containers		

Goods Receipt – Purchase Order (MIGO)

- Select the Where tab
- Verify the Plant is correct
- Verify the Storage Location in the Item Overview is correct

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Bu...	G/L Account	Batch	Valuation T...	M...
1	245/60R18	<input type="checkbox"/>	100.000	EA		1577101000	15	6399999			10

Where | Purchase Order Data | Partner | Account Assignment

Movement Type: 101 + GR for acct. assgt. Stock type: Unrestricted u

Plant: DGS Bureau of Procurement 1504

Goods recipient:
 Unloading Point:
 Text:

Item OK Line: 1

Goods Receipt – Purchase Order (MIGO)

- Select the checkbox for the Item OK field
- Select the CHECK button

Goods Receipt Purchase Order 4300385012 - Cynthia Anderson

Menu | Back | Post | Cancel | Exit | System | Show Overview | Restart | Hold | **Check** | Post | Help

Goods Receipt | Purchase Order | P | Plant | GR goods receipt | 101

Head data

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Bu...	G/L Account	Batch	Valuation T...	M...
1	245/60R18	<input type="checkbox"/>	100.000	EA		1577101000	15	6399999			10

Material | Quantity | **Where** | Purchase Order Data | Partner | Account Assignment

Movement Type: 101 | + GR for acct. assgt. | Stock type: Unrestricted u

Plant: DGS Bureau of Procurement | 1504

Goods recipient:

Unloading Point:

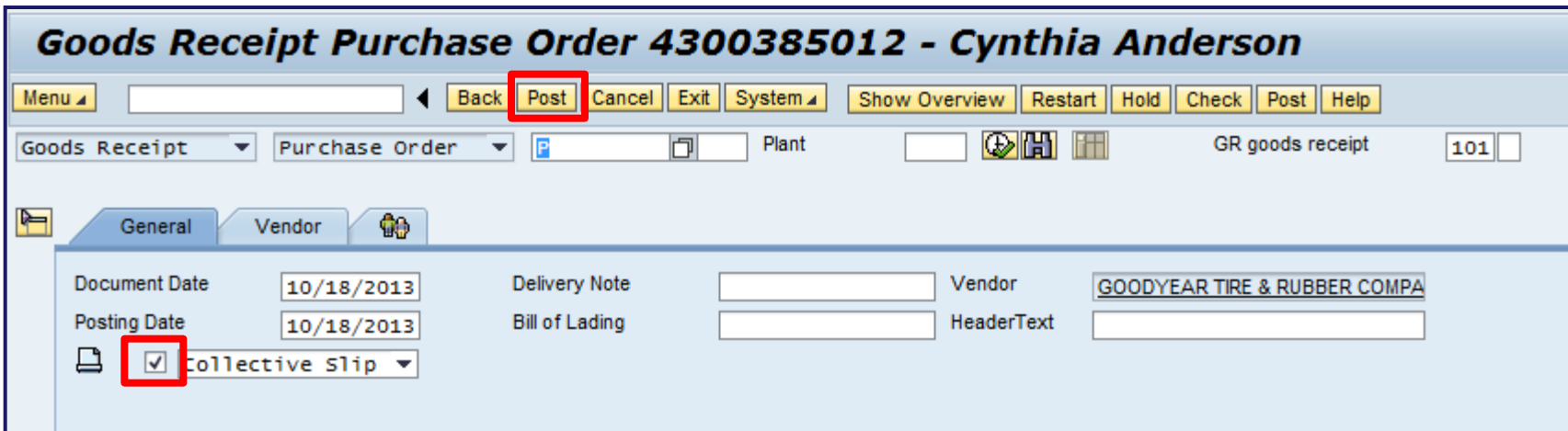
Text:

Item OK | Line 1

Goods Receipt – Purchase Order (MIGO)

If an error was detected by the system: the message will display the necessary correction.


- Select the checkbox next to the PRINTER icon to generate a print request for the document
- Select the POST button




Goods Receipt Purchase Order 4300385012 - Cynthia Anderson


Menu ◀ Back **Post** Cancel Exit System ◿ Show Overview Restart Hold Check Post Help

Goods Receipt ▾ Purchase Order ▾ P Plant GR goods receipt 101

General Vendor 

Document Date Delivery Note Vendor
Posting Date Bill of Lading HeaderText
  Collective Slip ▾

Otherwise, the system message “Document is O.K.” will display at the bottom of the screen.

 Document is O.K.

Goods Receipt – Purchase Order (MIGO)

Goods Receipt Purchase Order - Cynthia Anderson

Menu | Back | Cancel | Exit | System | Show Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase Order | Plant | GR goods receipt | 101

General | Vendor

Document Date: 10/18/2013 | Delivery Note: | Posting Date: 10/18/2013 | Bill of Lading: | HeaderText: | Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Batch	Valuation T...	M...	Stock Type	Pint

Material | Quantity | Where

Material document 5004553463 posted

QCP | qqpdca0u

The Goods Receipt Purchase Order XXXXXXXXXX – User Name screen displays with a status bar message that the receipt of the material is complete.

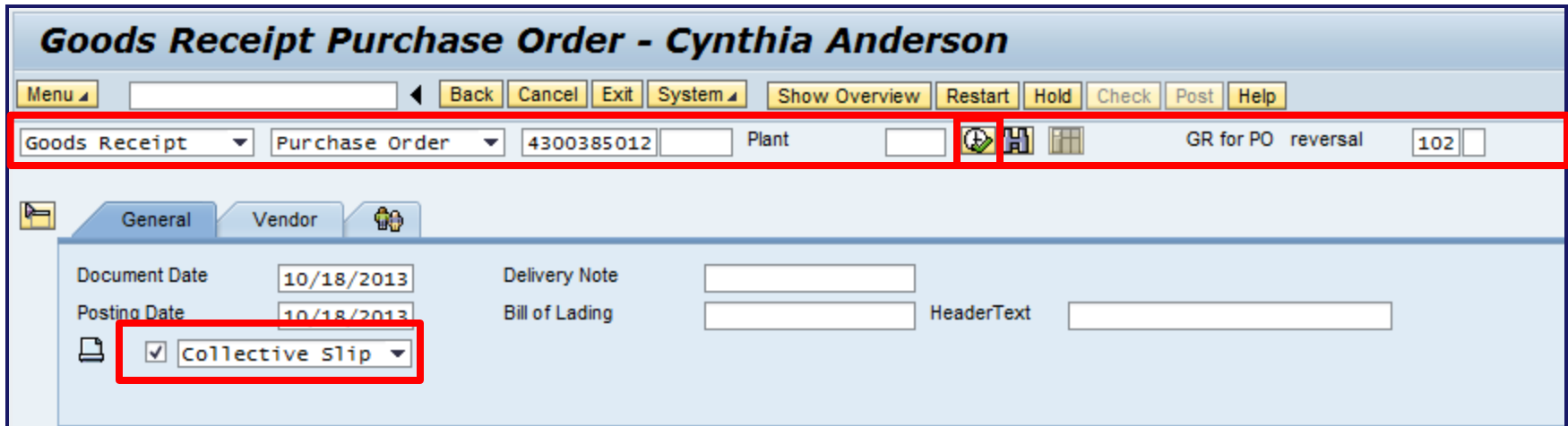
Goods Receipt – Reversal (MIGO)

Goods Receipt – Reversal (MIGO)

- Receivers perform this procedure when an adjustment is needed to the quantity of a PO's line item.
 - The reversal needs to occur due to incorrect quantities received, or a line item was received in error.

Goods Receipt – Reversal (MIGO)

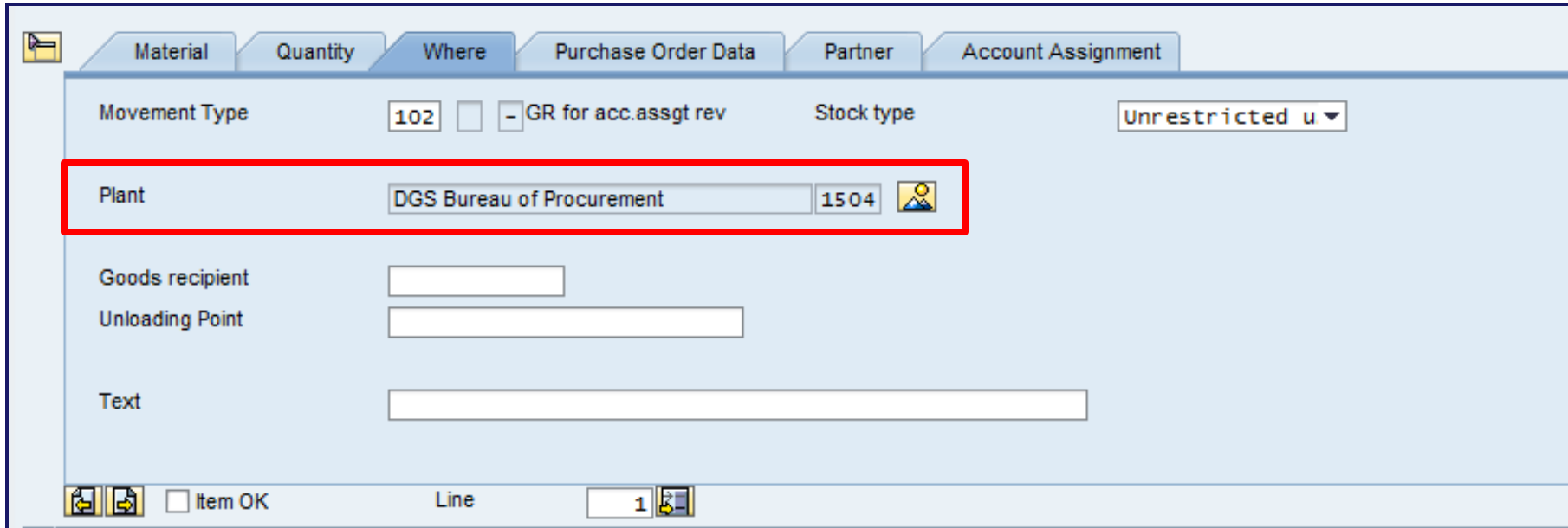
- Select Goods Receipt from the Business Transaction Type field dropdown menu
- Select Purchase Order from the Reference field dropdown menu
- Enter the PO number in the appropriate field
- Select the checkbox between the PRINTER icon and the individual slip field if a print out of this transaction is required. *Note: Change the individual slip to collective slip.*
- Select the EXECUTE button



The screenshot shows the SAP MIGO transaction screen. The title bar reads "Goods Receipt Purchase Order - Cynthia Anderson". The top menu bar includes "Menu", "Back", "Cancel", "Exit", "System", "Show Overview", "Restart", "Hold", "Check", "Post", and "Help". The main data entry area is highlighted with a red box and contains the following fields: "Goods Receipt" (dropdown), "Purchase Order" (dropdown), "4300385012" (text), "Plant" (text), a printer icon, a green checkmark icon, a grid icon, "GR for PO reversal" (text), and "102" (text). Below this, the "General" tab is active, showing "Document Date" and "Posting Date" both set to "10/18/2013". The "Delivery Note" and "Bill of Lading" fields are empty. The "HeaderText" field is also empty. A red box highlights the printer icon, a checked checkbox, and a dropdown menu set to "Collective Slip".

Goods Receipt – Reversal (MIGO)

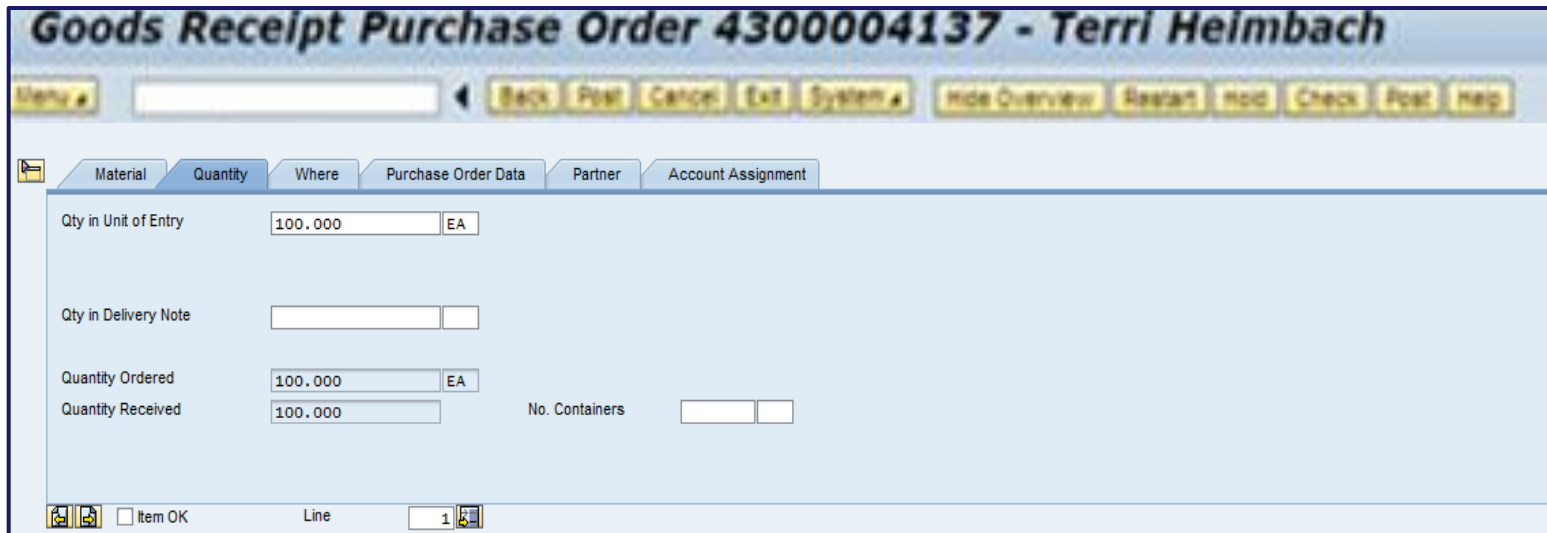
- Select the Where tab
- Verify the Plant is correct



The screenshot shows the SAP MIGO (Goods Receipt Reversal) form. The 'Where' tab is selected. The 'Plant' field is highlighted with a red box, showing 'DGS Bureau of Procurement' and '1504'. Other fields include 'Movement Type' (102), 'Stock type' (Unrestricted u), 'Goods recipient', 'Unloading Point', and 'Text'. The 'Line' field at the bottom shows '1'.

Field	Value
Movement Type	102
Stock type	Unrestricted u
Plant	DGS Bureau of Procurement 1504
Goods recipient	
Unloading Point	
Text	
Line	1

Goods Receipt – Reversal (MIGO)



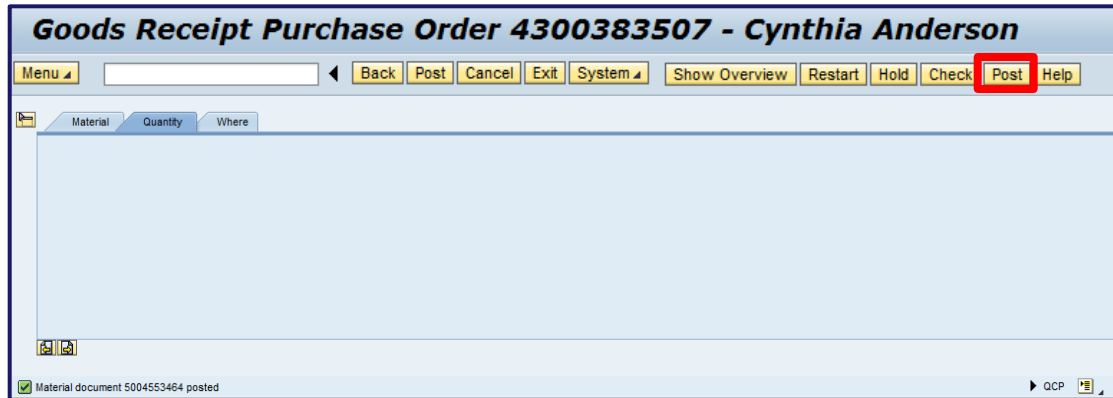
The screenshot shows the SAP MIGO interface for a Goods Receipt Purchase Order. The title bar reads "Goods Receipt Purchase Order 4300004137 - Terri Heimbach". Below the title bar is a menu bar with buttons for "Back", "Post", "Cancel", "Exit", "System", "Hide Overview", "Restart", "Mod", "Check", "Post", and "Help". The main area has several tabs: "Material", "Quantity", "Where", "Purchase Order Data", "Partner", and "Account Assignment". The "Quantity" tab is selected. The form contains the following fields:

Qty in Unit of Entry	100.000	EA	
Qty in Delivery Note			
Quantity Ordered	100.000	EA	
Quantity Received	100.000	No. Containers	

At the bottom left, there is a checkbox labeled "Item OK" which is currently unchecked. At the bottom center, there is a "Line" field with the value "1".

- Select the Quantity tab
- Change the Qty in Unit of Entry field to the quantity of material being reversed
- Select the Item OK checkbox for the line item
- Repeat actions until all items requiring the reversal action have been checked
- Select the CHECK button

Goods Receipt – Reversal (MIGO)



The system checks for possible errors that need to be corrected before the transaction can be posted. If no errors exist, the system displays a message indicating that the “Document is O.K.”

Document is O.K.

- Select the POST button

The Goods Receipt Purchase Order – User Name screen displays with a message of the material document number posted.

Goods Return – Purchase Order (MIGO)




Goods Return – Purchase Order (MIGO)


- The purpose of this procedure is to return goods that have been received based on a PO. This does not apply to STOs. The Movement Type is 122.
- Receivers perform this procedure when the Receiving Plant has received incorrect quantities, incorrect goods, damaged and/or outdated goods

Goods Return – Purchase Order (MIGO)

Goods Receipt Purchase Order - Cynthia Anderson

Menu ▾ [] ◀ Back Cancel Exit System ▾ Show Overview Restart Hold Check Post Help

Goods Receipt ▾ Purchase Order ▾ 4300385012 [] Plant []    RE return to vendor 122 []

General Vendor 

Document Date 10/18/2013 Delivery Note []
 Posting Date 10/18/2013 Bill of Lading [] HeaderText []

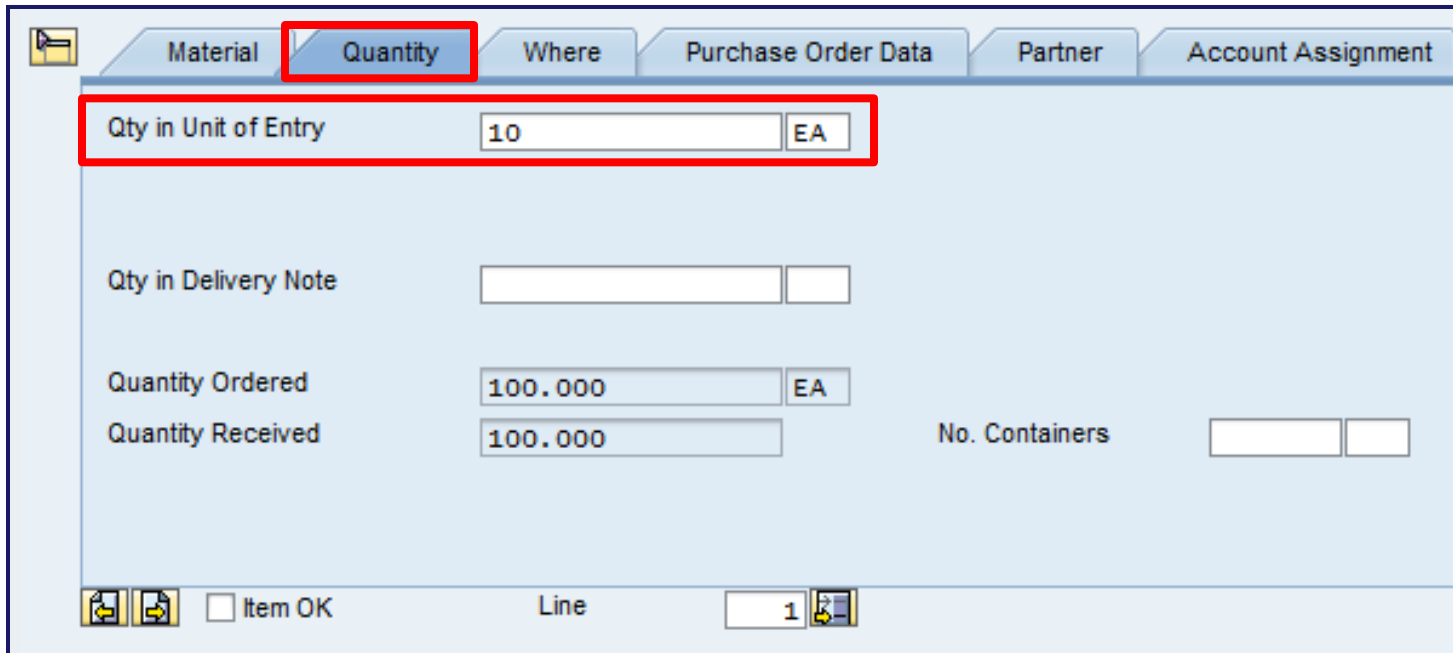
Collective Slip ▾
 Individual Slip
 Individual Slip with Inspection Text

Line	Mat.	OK	Qty in UnE	EUn	SLoc	Batch	Valuation T...	M...	Stock Type	Plnt
	Collective Slip									

- Select the Goods Receipt from the Business Transaction Type field dropdown menu
- Select Purchase Order from the Reference field dropdown menu
- Enter the PO number in the appropriate field
- Enter Movement Type 122
- Select Collective Slip from the Printing dropdown menu
- Select the EXECUTE button

Goods Return – Purchase Order (MIGO)

- Select the Quantity tab
- Enter the Qty in Unit of Entry. This is the amount that will be returned to the supplier.

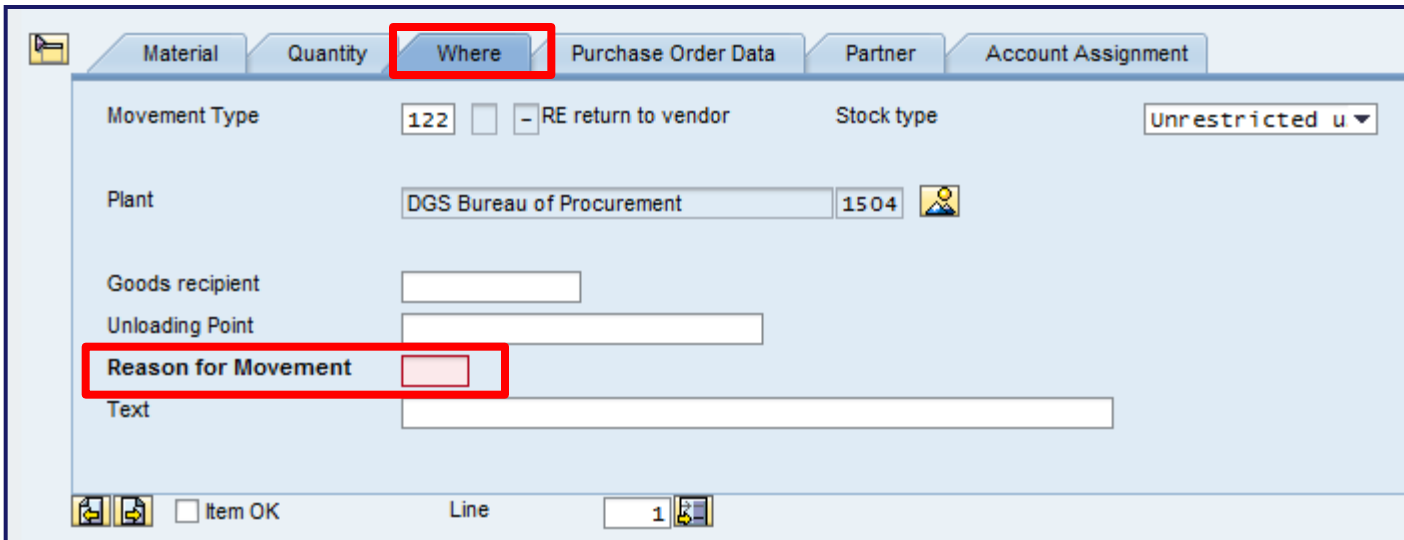


The screenshot shows the SAP MIGO 'Quantity' tab. The 'Qty in Unit of Entry' field is highlighted with a red box and contains the value '10' with the unit 'EA'. Other fields include 'Qty in Delivery Note', 'Quantity Ordered' (100.000 EA), 'Quantity Received' (100.000), and 'No. Containers'. The 'Item OK' checkbox is unchecked, and the 'Line' field shows '1'.

Field	Value	Unit
Qty in Unit of Entry	10	EA
Qty in Delivery Note		
Quantity Ordered	100.000	EA
Quantity Received	100.000	
No. Containers		

Goods Return – Purchase Order (MIGO)

- Select the Where tab
- Select the Reason for Movement match code



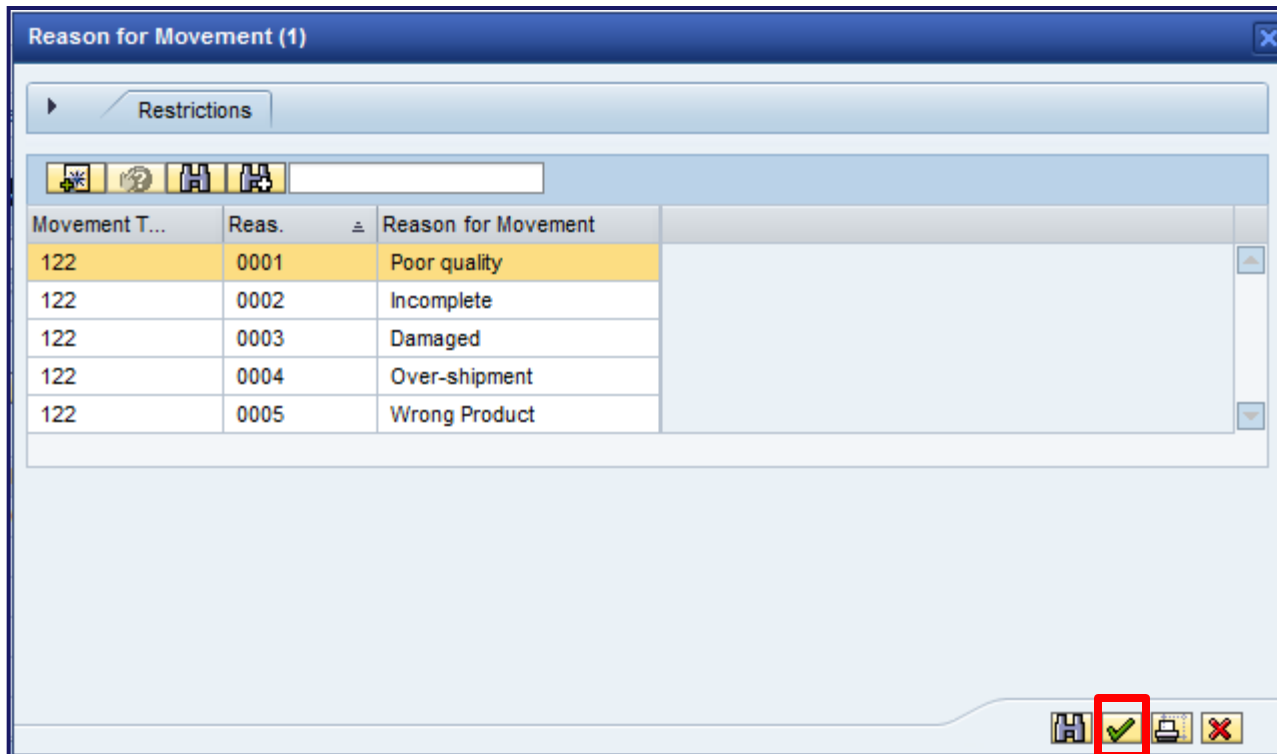
The screenshot shows the SAP MIGO 'Where' tab interface. The 'Where' tab is highlighted with a red box. The 'Reason for Movement' field is also highlighted with a red box. The 'Movement Type' is set to 122, and the 'Stock type' is set to Unrestricted u. The 'Plant' is DGS Bureau of Procurement 1504. The 'Line' field is set to 1.

Field	Value
Movement Type	122
Stock type	Unrestricted u
Plant	DGS Bureau of Procurement 1504
Reason for Movement	[Redacted]
Line	1

Goods Return – Purchase Order (MIGO)

- Select the applicable reason from the list and select the CONTINUE button

Example: 0001 – Poor quality



Reason for Movement (1)

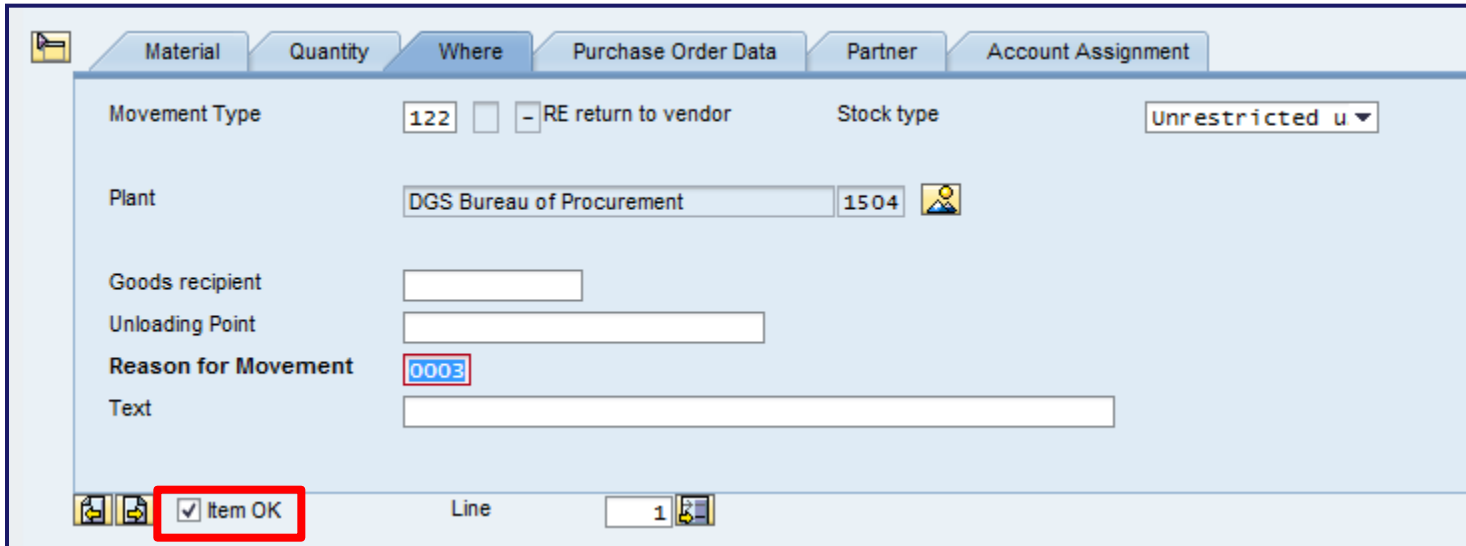
Restrictions

Movement T...	Reas.	Reason for Movement
122	0001	Poor quality
122	0002	Incomplete
122	0003	Damaged
122	0004	Over-shipment
122	0005	Wrong Product

CONTINUE (green checkmark icon)

Goods Return – Purchase Order (MIGO)

- Select the Item OK checkbox



The screenshot shows the SAP MIGO (Goods Return) form. The 'Where' tab is selected. The 'Reason for Movement' field is set to '0003'. The 'Item OK' checkbox is checked and highlighted with a red box. The 'Line' field is set to '1'.

Field	Value
Movement Type	122
RE return to vendor	<input type="checkbox"/>
Stock type	Unrestricted u
Plant	DGS Bureau of Procurement 1504
Goods recipient	
Unloading Point	
Reason for Movement	0003
Text	
Item OK	<input checked="" type="checkbox"/>
Line	1

Goods Return – Purchase Order (MIGO)

- Select the CHECK button

Goods Receipt Purchase Order 4300385012 - Cynthia Anderson

Menu | Back | Post | Cancel | Exit | System | Show Overview | Restart | Hold | **Check** | Post | Help

Goods Receipt | Purchase Order | Plant | RE return to vendor | 122

Head data

Line	Sta...	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Bu...	G/L Account	Batch	Valuation T...
1	00	245/60R18	<input checked="" type="checkbox"/>	10.000		EA	1577101000	15	6399999		

Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Movement Type: 122 RE return to vendor | Stock type: Unrestricted u

Plant: DGS Bureau of Procurement 1504

Goods recipient:

Unloading Point:

Reason for Movement: 3 Damaged

Text:

Item OK | Line: 1

Document is O.K. | QCP | qcpcda0u

The screen displays the message “Document is OK.” – Select the POST button.

Goods Return – Purchase Order (MIGO)

Goods Receipt Purchase Order - Cynthia Anderson

Menu | Back | Cancel | Exit | System | Show Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase Order | Plant | RE return to vendor 122

General | Vendor

Document Date: 10/18/2013 | Delivery Note: | Posting Date: 10/18/2013 | Bill of Lading: | HeaderText: | Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Batch	Valuation T...	M...	Stock Type	Pint

Material | Quantity | Where

Material document 5004553468 posted





QCP | qcpcda0u

The screen will display the message “Material document 5XXXXXXXXXX posted.”

Purchase Order and Shopping Cart Business Partner Update

Business Partner Update

- If the Commonwealth business partner associated with the Purchase Order or Shopping Cart has retired or has been separated from the organization, end users receive a “No Address Found” hard stop

	No address found for partner function type Goods Recipient
	No address found for partner function type Requester
	User does not exist
	Partner 0000318230 is blocked

Business Partner Update

- The following slides provide instructions for executing a new transaction, enabling purchasing agents to change the retired business partner to another active partner within the organization
- The updates should be made to the Purchase Order and, where applicable, to the associated Shopping Cart
- The business partner update transaction has been added to the SRM Purchasing Role

Important Note: If the Purchase Order is in a “Held” status, it must be returned to an “Ordered” status before updating the business partner. If the business partner is updated on a “Held” document, the business partner will not update properly.

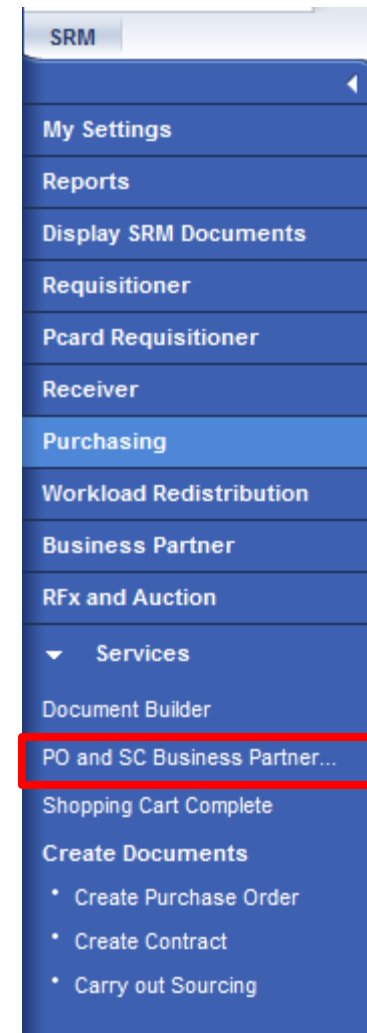
Business Partner Update

- **Select Purchase**

Left navigation pane under – Services

- **Select PO and SC Business Partner Update**

Note: The update program requires a document number and the new business partner



Business Partner Update

Change Business Partner in SRM Documents

Menu ▾ [] ◀ Back Save as Variant... Cancel Exit System ▾ Execute

Document Number [*] to [] ▶

Object Type [*]

New Business Partner [*]

Test Run

- Enter the Document Number – a Purchase Order or Shopping Cart number
- Enter the Object Type (this is the document type such as Purchase Order, Shopping Cart, Solicitation, or Contract)

Business Trans. Cat. (1)

Restrictions

Trans. Cat.	Trans. Type Descr.
BUS2000113	Contract
BUS2121	Shopping Cart
BUS2200	RFx
BUS2201	Purchase Order
BUS2202	Supplier Quote
BUS2203	Confirmation
BUS2205	Incoming Invoice
BUS2206	Supplier List
BUS2208	Auction
BUS2209	Purch. Order Response
BUS2210	Invoice Default
BUS2230	SUS Purchase Order
BUS2231	Shipping Notif.
BUS2232	SUS PO Confirmation
BUS2233	SUS Confirmation
BUS2234	SUS Invoice

Business Partner Update

New Business Partner

Test Run

- Enter the New Business Partner Number (different from the employee number) – if unknown, this can be found by using the search functionality

Business Partner Number (1)

Partners by address | Partners, General | Partners by BP Role | Partners by bank details

City

Postal Code

Street

House Number

Country Key

Name 1/last name

Name 2/First name

Search term 1

Search term 2

Business Partner

Valid On

Maximum No. of Hits

Business Partner Number (1)

Partners by address | Partners, General | Partners by BP Role | Partners by bank details

Country ...	Name 1/last name	Name 2/First name	Search ter...	Search ter...	Partner
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319
US	ESPELAND	VALERIE	ESPELAND	VALERIE	707319

Business Partner Update

- Select the “Test Run” box at the bottom
- Select the EXECUTE button

Change Business Partner in SRM Documents

Menu ▾ ◀ Back Save as Variant... Cancel Exit System ▾ Execute

Document Number to

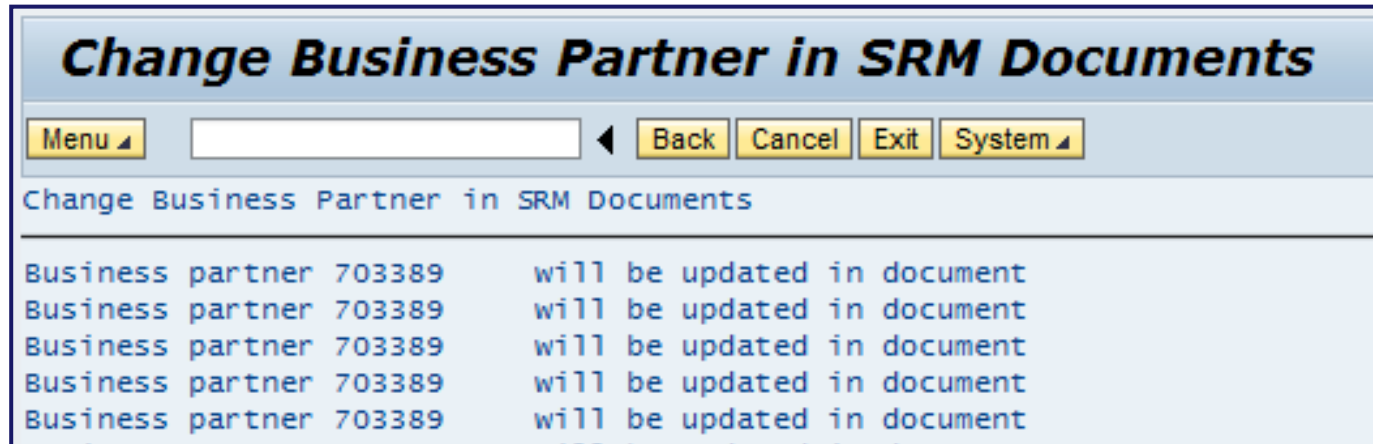
Object Type

New Business Partner

Test Run

Business Partner Update

- Receive message that document can be updated with new business partner:



Change Business Partner in SRM Documents

Menu ▾ ◀ Back Cancel Exit System ▾

Change Business Partner in SRM Documents

Business partner 703389	will be updated in document
Business partner 703389	will be updated in document
Business partner 703389	will be updated in document
Business partner 703389	will be updated in document
Business partner 703389	will be updated in document

- Select the BACK button

Business Partner Update

- Deselect the “Test Run” box
- Select the EXECUTE button

Change Business Partner in SRM Documents

Menu ▾ ◀ Back Save as Variant... Cancel Exit System ▾ **Execute**

Document Number to

Object Type

New Business Partner

Test Run

Business Partner Update

- Business partner has been successfully updated

Change Business Partner in SRM Documents

Menu ▾ ◀ Back Cancel Exit System ▾

Change Business Partner in SRM Documents

703389	has been changed
703389	has been changed
703389	has been changed
703389	has been changed

Business Partner Update

- If the document is unable to be updated, the message may look something like this:

```
Program to Update BP
```

```
Active version of Document does not have reference to partner 305389
```



- Select the BACK button and enter the correct business partner number
- If the document is awaiting approval, you will need to make a small text change and “order” to retrigger the zero-step workflow
- If that fails, please submit an online remedy ticket

Summary

- Now that you have successfully completed this course, you are able to:
 - Navigate through SRM
 - Set User Attributes
 - Understand the *Team Shopping Cart* functionality
 - Utilize SRM search functions to shop for items
 - Process a Shopping Cart, to include:
 - Create a Shopping Cart
 - Create a Shopping Cart from the MSCC Catalog
 - Create a Shopping Cart from a Punch-Out Catalog
 - Edit a Shopping Cart
 - Delete a Shopping Cart

Summary (cont'd)

- Check the status of Shopping Carts
- Receive in MIGO
- Update Business Partner

Knowledge Checks

Knowledge Check

1. Team Shopping Carts may be accessed by any Requisitioner in SRM
 - a. True
 - b. False

Knowledge Check

2. Team Shopping is enabled in which area within the Requisitioning role?
 - a. The POWL
 - b. Maintain User's Own Data
 - c. Change Attributes
 - d. Business Partner

Knowledge Check

3. Which of the following catalogs takes you to a supplier's website to purchase?
 - a. Free Text (Describe Requirement)
 - b. Material/Service Contract Catalog (MSCC)
 - c. Punch-Out Catalog
 - d. COPA eCatalog

Knowledge Check

4. Can you use a P-Card to purchase from a Free Text (Describe Requirement) Shopping Cart?
 - a. Yes
 - b. No

Knowledge Check

5. Receiving goods that have been delivered based on a PO, or from another Commonwealth location based on a STO for inventoried material can be performed by entering:
 - a. Movement Type 101
 - b. Movement Type 102
 - c. Movement Type 122
 - d. All of the above

Knowledge Check

6. A reversal of Goods Receipt due to quantities received, or line items received in error can be performed by entering Movement Type 102.
 - a. True
 - b. False

Knowledge Check

7. To return goods that have been received on a PO, the Receiving Plant must perform a Movement Type 122.
 - a. True
 - b. False



pennsylvania

DEPARTMENT OF GENERAL SERVICES

SAP

Supplier
Relationship
Management

SRM 7.0

**Requisitioning
& Receiving**

Thank you!