

**WSSU BANNER  
FINANCE**

***E-PROCUREMENT  
SU Express***



**WSSU**

***Training Exercise Manual***

***Purchasing Services***  
***Winston Salem State University***  
***July, 2015***

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# E-Procurement

## What is E-Procurement?

It is a *Business to Business (B2B) web based system* that will enhance our current requisitioning process.

- **75% E-Procurement processes**
- **25% Businesses that are not set-up through E-Procurement**

## How does it work?

The web based shopping cart method is used to process orders.

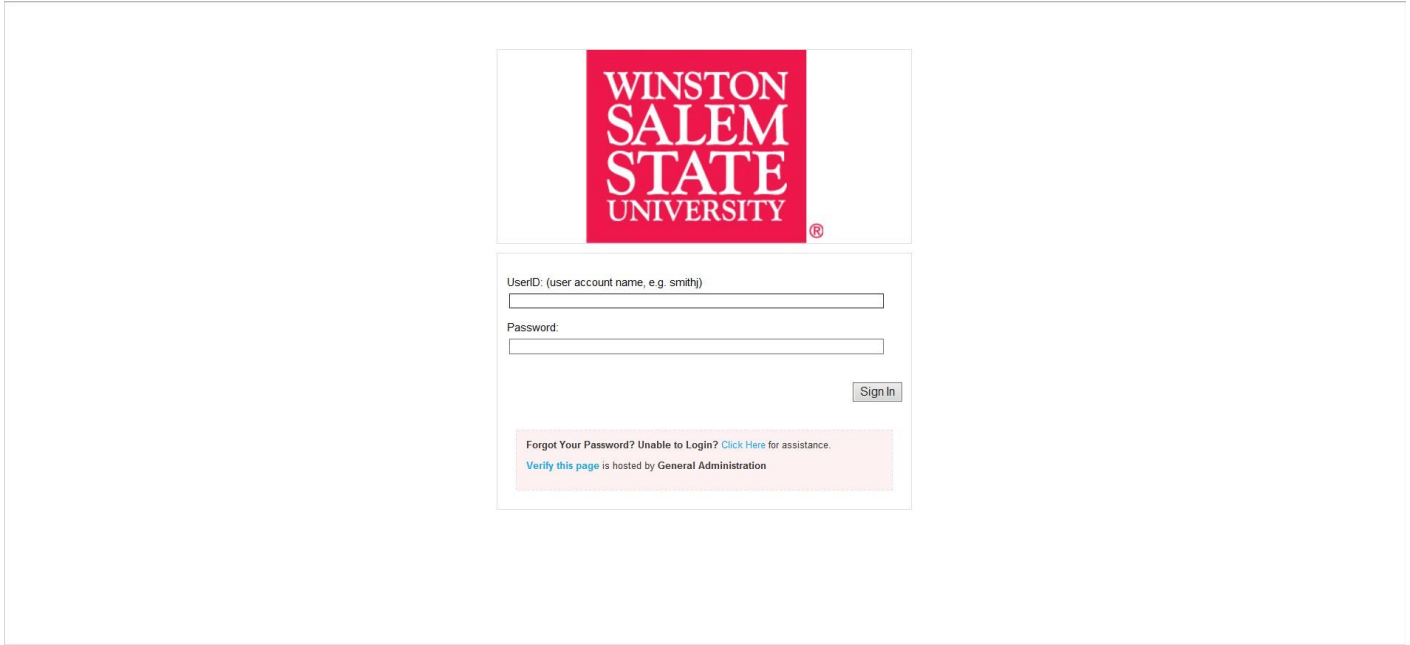
## What are some of the benefits?

- **Point and click method used which will save time and cost**
- **Multiple vendors on one requisition done thru shopping cart process.**
- **Timeline of activity provided throughout entire process**
- **Increased discounts provided to WSSU due to other state schools/agencies utilizing Sci-Quest E-Procurement system.**

## Logging into E-Procurement

<https://usertest.sciquest.com/apps/Router/SAMLAUTH/WinstonSalemState>

(NOTE: TEST URL LINK)



WINSTON  
SALEM  
STATE  
UNIVERSITY

UserID: (user account name, e.g. smith)

Password:

Forgot Your Password? Unable to Login? [Click Here](#) for assistance.  
Verify this page is hosted by General Administration

- Input User name example: valentineje (lowercase)
- Password (Network Password)
- Sign In

Getting Started.....

1. **Always check FGIBAVL in Banner before inputting a requisition**

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

Budget Availability Status FGIBAVL (WSSUPROD)

Chart: W Fund: 117026 Purchasing  
 Fiscal Year: 15 Organization: 53200 Purchasing  
 Index: Account: 919900 Other Contract Serv(14)  Pending Documents  
 Commit Type: Both Program: 170 Institutional Support

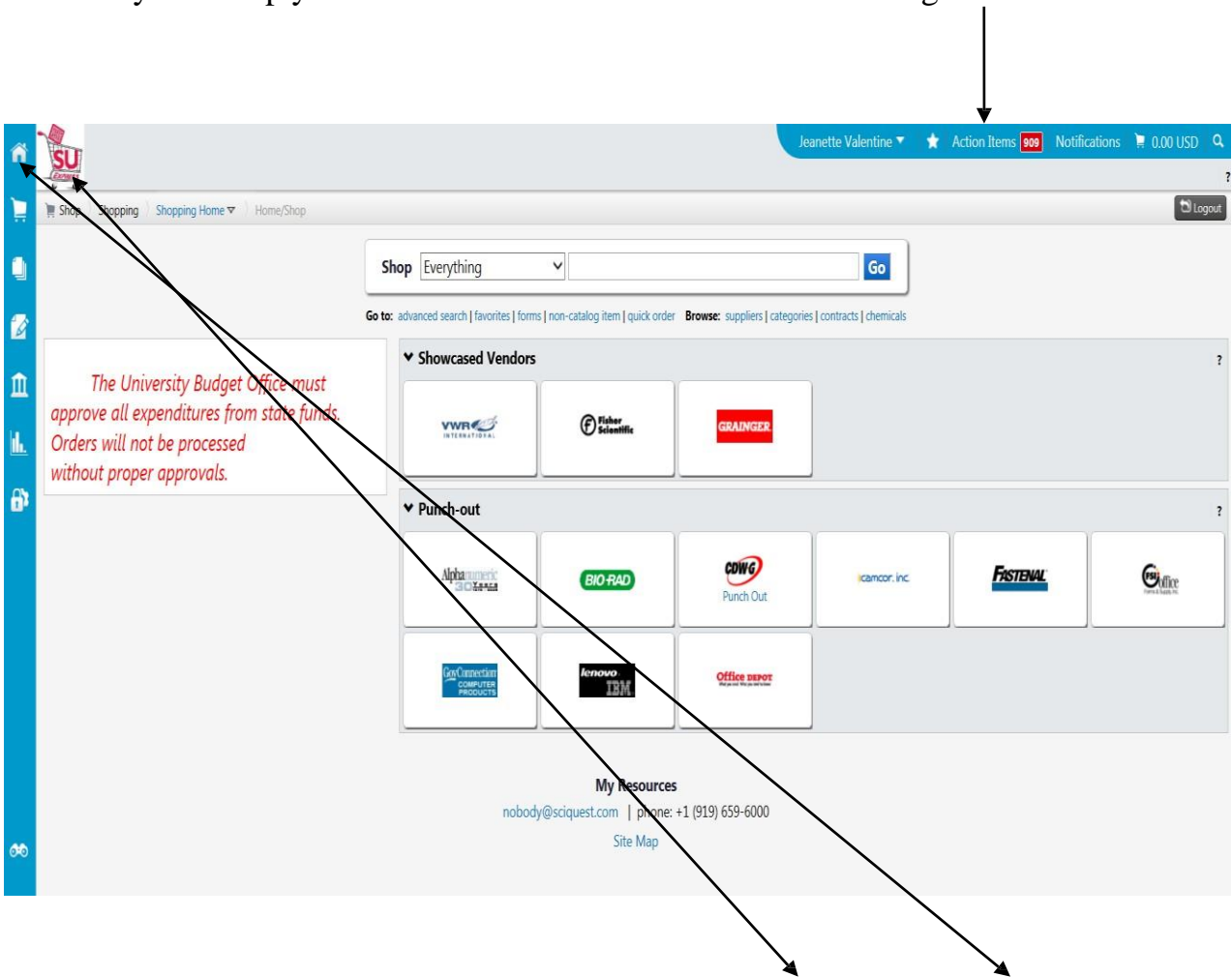
Control Keys —> Fund: 117026 Organization: 53200 Account: 919900 Program: 170

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
920000	Supplies and Materials Pool(L4)	800.00	0.00	0.00	800.00	<input type="checkbox"/>
932000	Communications Pool(L4)	2,600.00	0.00	0.00	2,600.00	<input type="checkbox"/>
943000	Rent Lease Oth Equip Pool(L4)	5,000.00	0.00	0.00	5,000.00	<input type="checkbox"/>
Total:		8,400.00	0.00	0.00	8,400.00	

Account Code. Duplicate Item to view Pending Documents.  
 Record: 1/3 | ... | <OSC>

Home Page.....

2. Always clear up your “Action Items”. See below on Home Page



To return to your home screen, you can click the shopping cart, or the house.

# Three categories used in SU Express

## **Showcased Vendors**

Multiple Supplier catalogs are combined into one internal virtual catalog. This is very handy for searching across multiple catalogs at once.

## **Punch-out**

Individual external supplier catalogs. Each Punch-out site will have a unique layout and function differently for specified categories.

## **Non-Catalog**

An order form designed to accommodate purchases for products not available through hosted or punch-out catalogs.

# Showcased Vendors

When items are searched, all items throughout the catalog which meet criteria will appear.

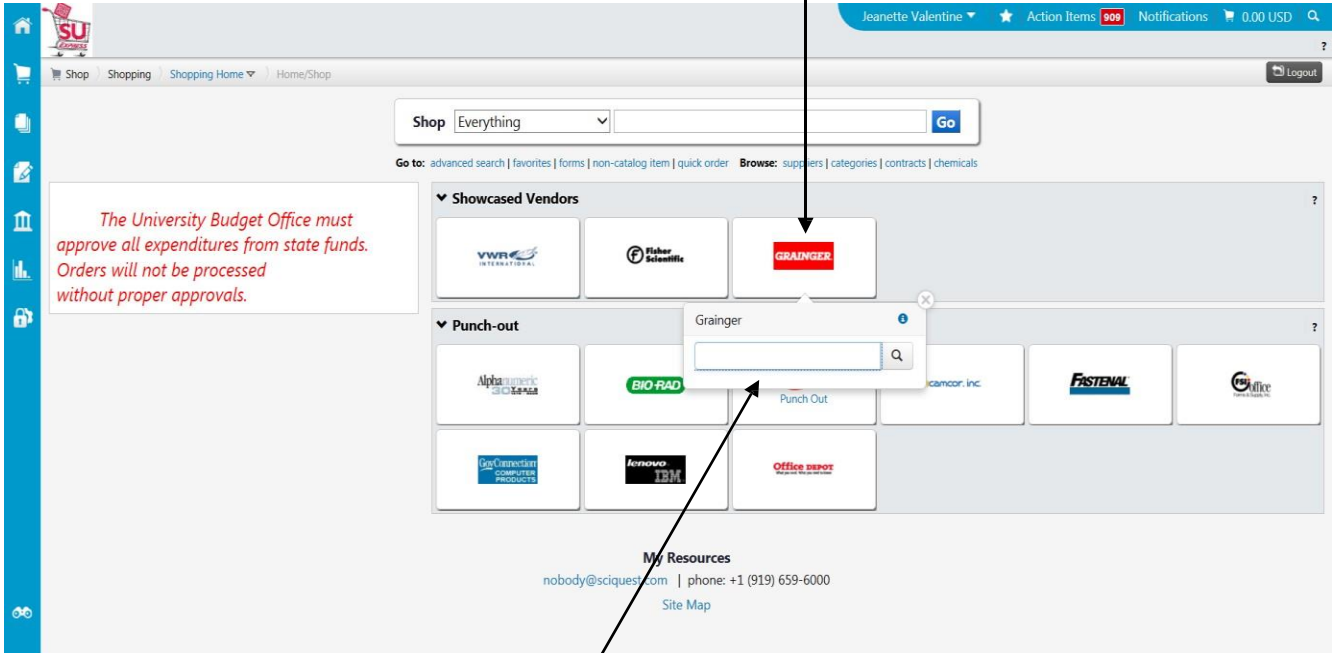




# Exercise 1 - Showcased Vendors

## 1. Under Showcased Vendors

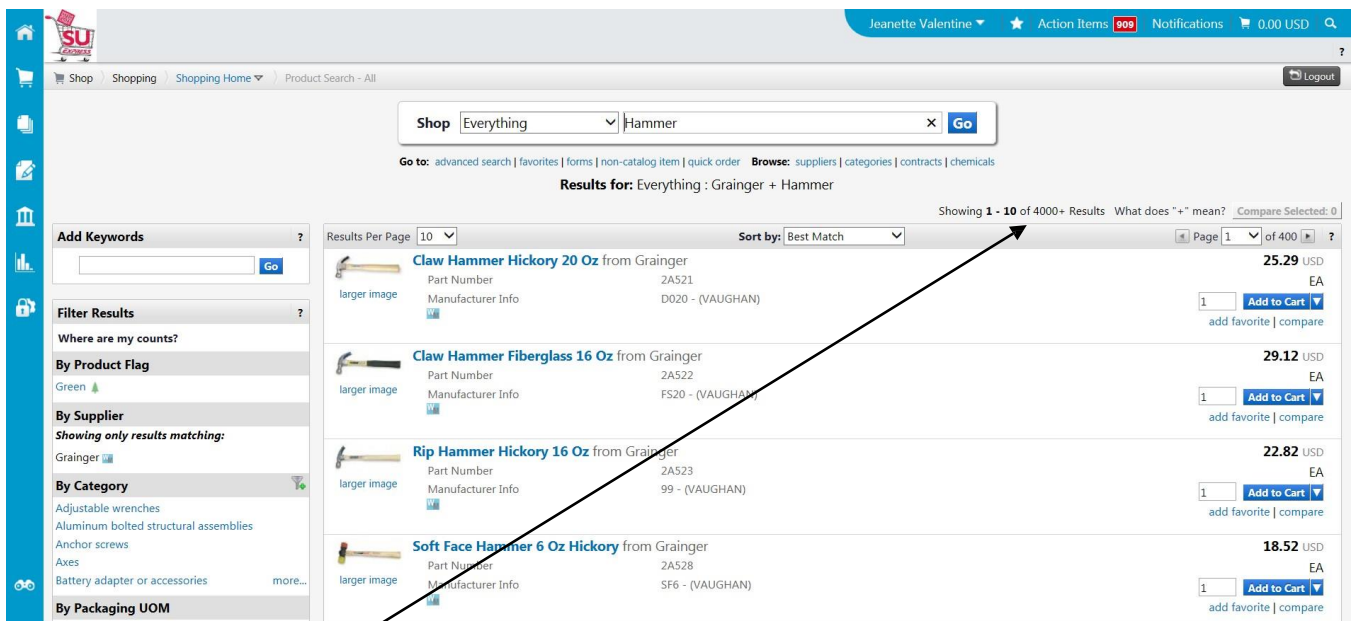
- Click Grainger



2.

A box will appear

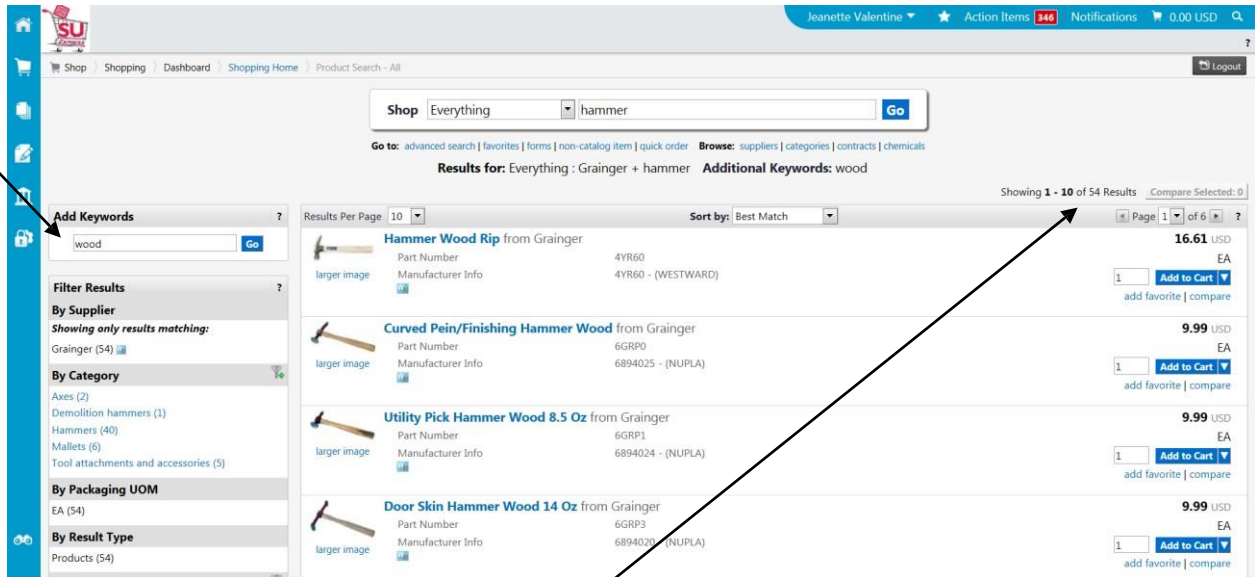
- Inside the box type.....hammer
- Click the magnifying glass



The word hammer returned \_\_\_\_\_ results

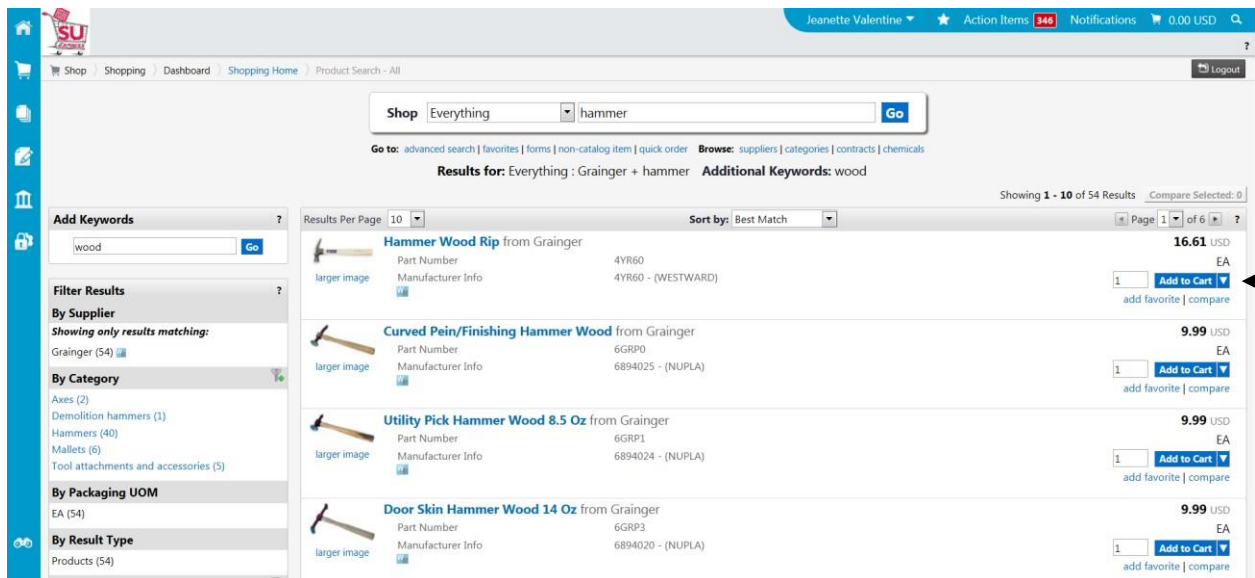
3. Under “Add Keywords”

- Type...wood
- Click **GO**



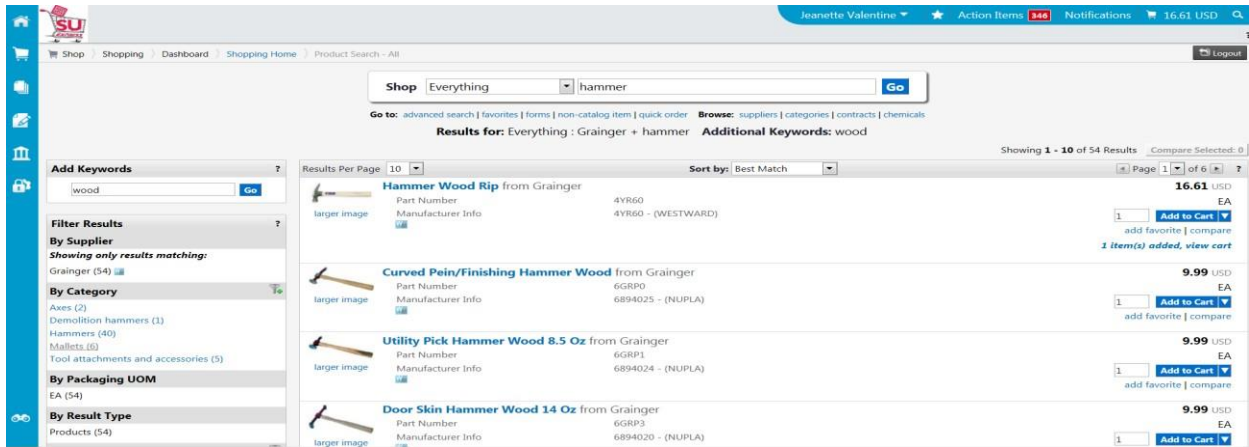
{ Search has narrowed down the results. Note: See by category }

4. Click item 1 by clicking “**Add to cart**” (highlighted in blue)

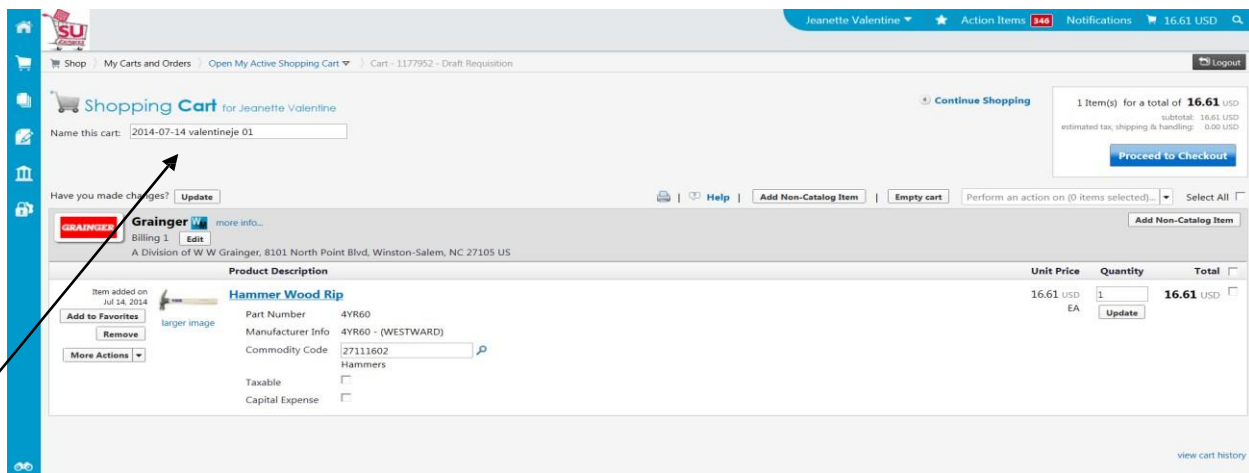


Note: Under add favorite\compare, see new added line - **1 item(s) added, view cart**

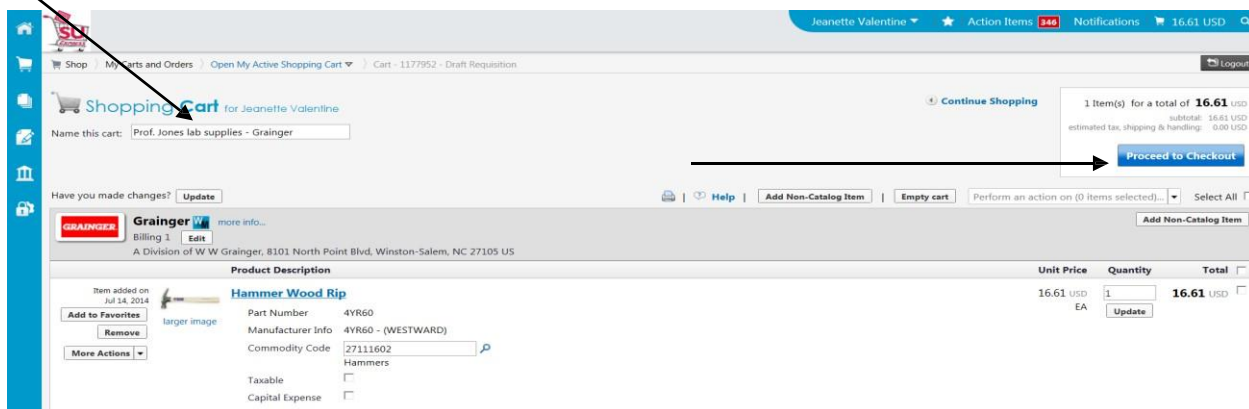
5. Click .....1 item(s) added, view cart



6. Name this Cart: Currently displays today's date and your user name. Rename cart so that you can later identify this requisition. For example: Prof. Jones lab supplies- Grainger

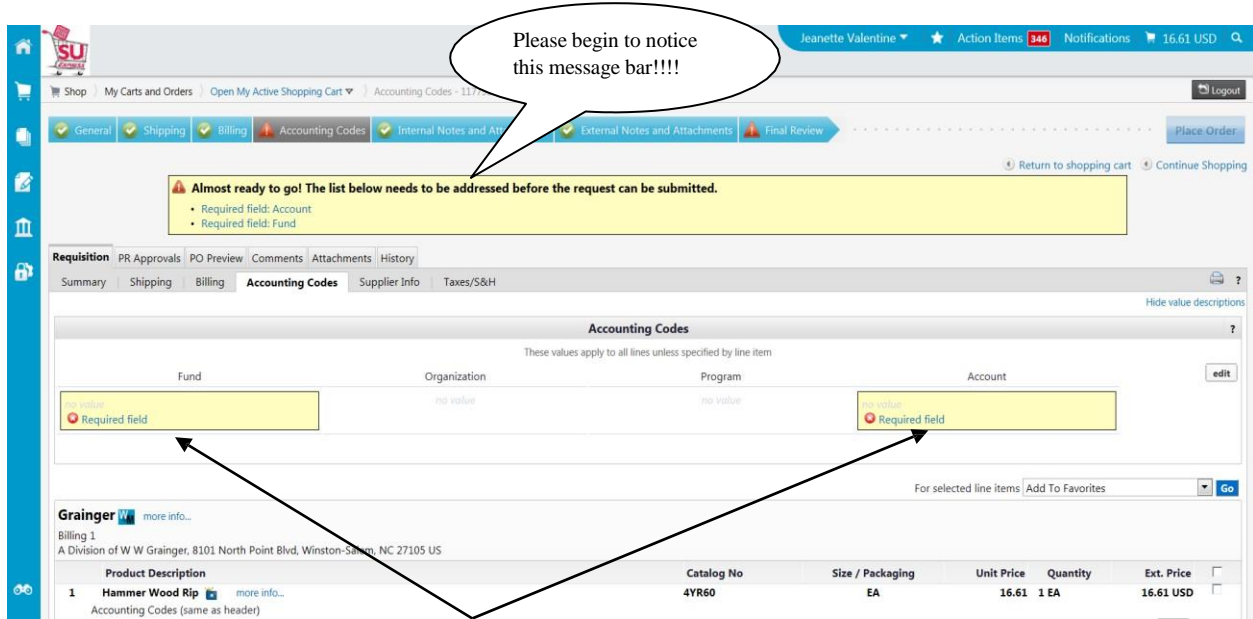


7. Click Update



8. After cart is named, click "Update" then click "Proceed to Checkout"

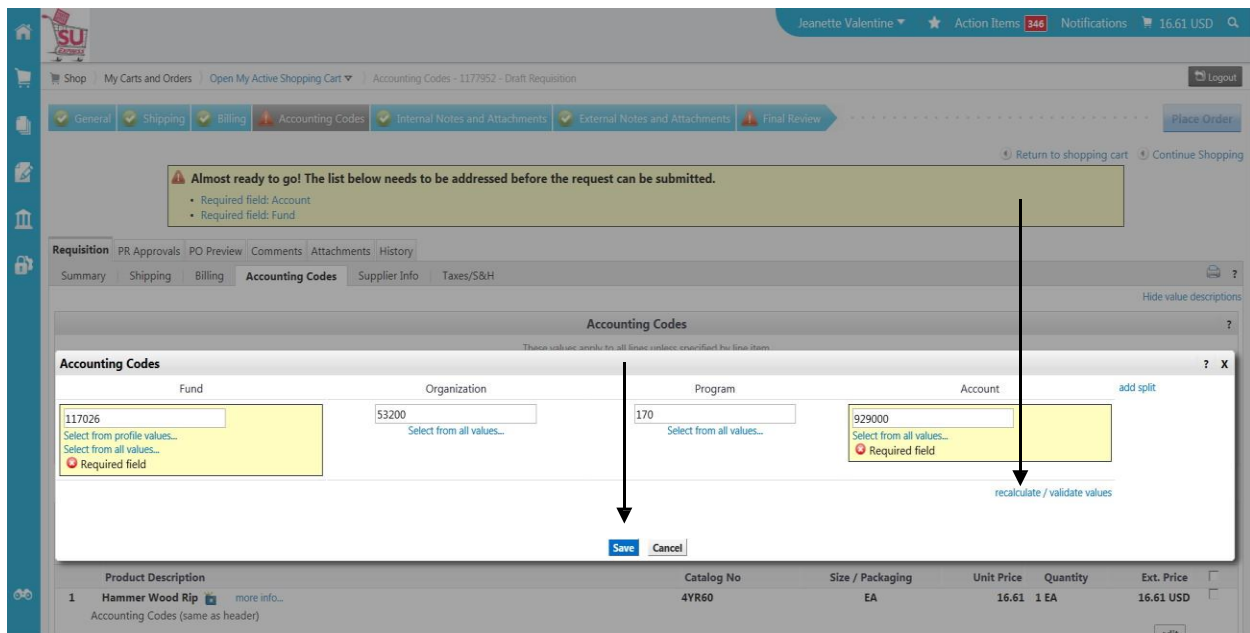
9. The below highlighted message bar will inform you of the required field(s) that must be addressed. Note: Message required fields are subject to change for our exercises.



10. Click highlighted “Required field” under fund code. For class exercise, Input fund listed on handout. Click on account, Note: Account code 929000 is for class purposes only.

Note: Please always use correct account code that coincide with description of what you are ordering in Production Environment.

11. Click “recalculate/validate values” and save



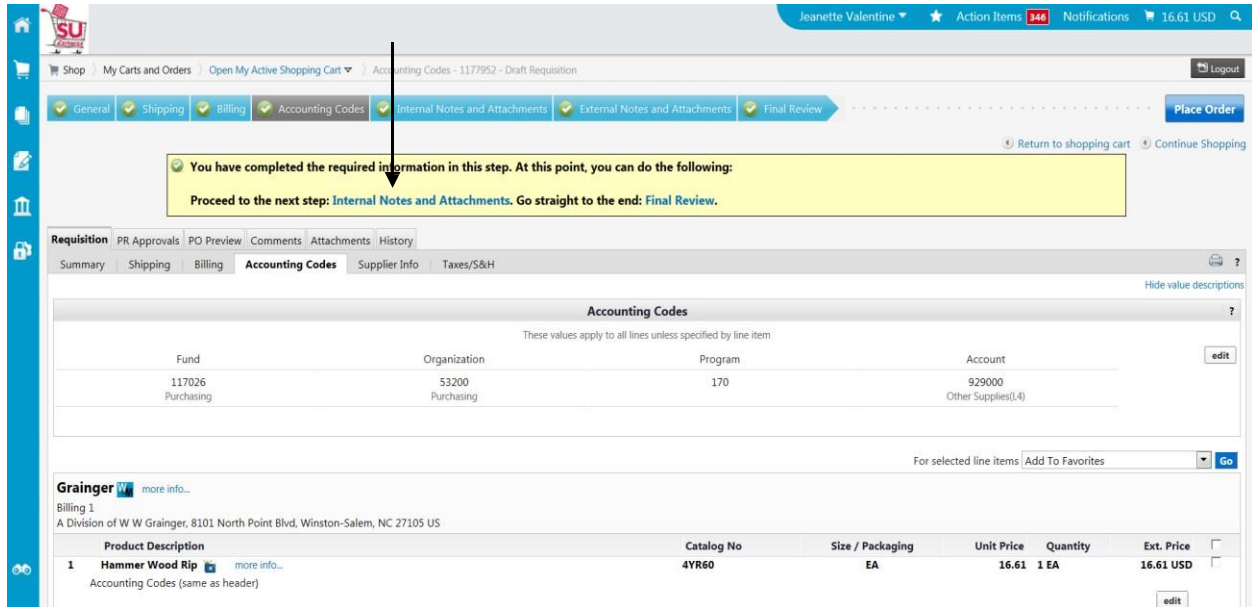
12. Note: Ship to may appear 1st time until you have been set up.

Raise your hand and we will assist. Note: You will not have this problem in production; we will set up your ship to for you.

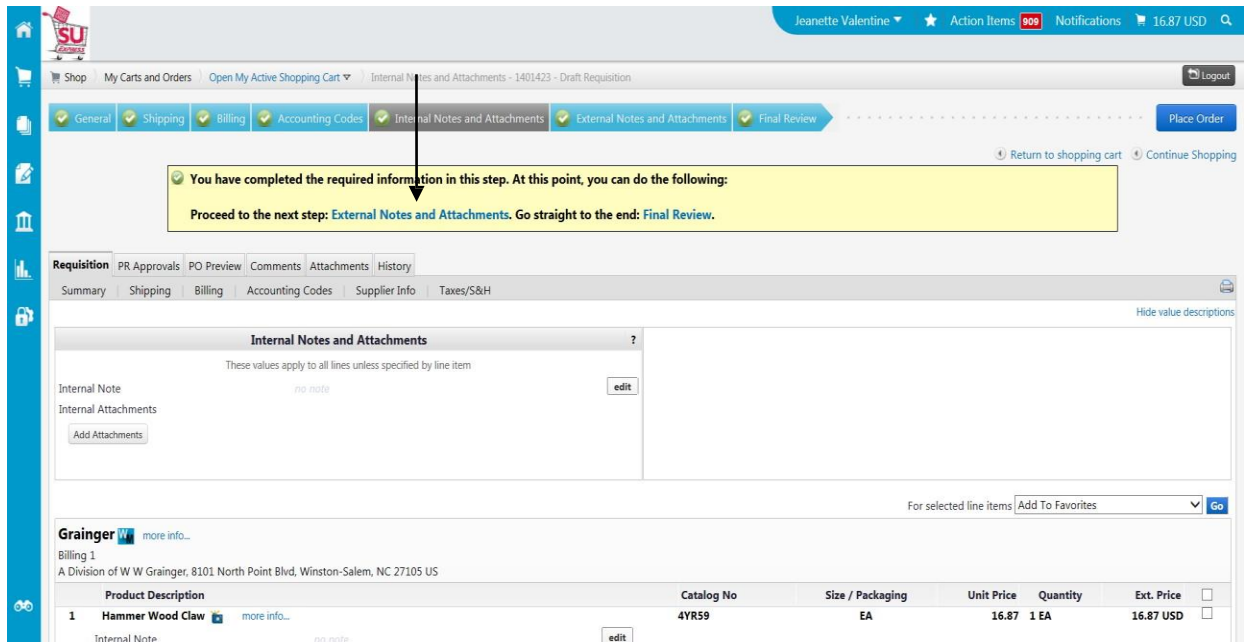
13. Internal and External Notes and attachments

- Internal Notes and attachments are messages and attachment to share with your Purchasing Buyer
- External Notes and attachments are for the vendor

14. Click "Internal Notes and Attachments"



Click External Notes and Attachments



15. Internal & External note: Click edit and type your note to Buyer. Click Save

Internal & External attachment: Click add attachment. Type a file name, click file and import file from desktop, stick or drives

## 16. Click Final Review

The screenshot shows the 'Final Review' step of a requisition process. A yellow message box at the top states: "You have completed the required information in this step. At this point, you can do the following: Proceed to the next step: Final Review." The breadcrumb trail includes: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, External Notes and Attachments, and Final Review. The 'Final Review' step is highlighted. Below the message box, there are tabs for Requisition, PR Approvals, PO Preview, Comments, Attachments, and History. The 'Summary' tab is selected, showing a table with columns: Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, and Ext. Price. A single line item is visible: 1 Hammer Wood Rip, Catalog No 4YR60, Size / Packaging EA, Unit Price 16.61, Quantity 1 EA, Ext. Price 16.61 USD. An 'External Notes and Attachments' section is also visible, containing a note to all suppliers.

Note: Final review will display entire order – review order to make sure no changes are required.

The screenshot shows the 'Summary' page of the requisition. A yellow message box at the top states: "All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page." The breadcrumb trail includes: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, External Notes and Attachments, and Final Review. The 'Final Review' step is highlighted. Below the message box, there are tabs for Requisition, PR Approvals, PO Preview, Comments, Attachments, and History. The 'Summary' tab is selected, showing a table with columns: General, Shipping, and Billing. The 'General' section includes Cart Name (Prof. Jones lab supplies - Grainger), Description (no value), Priority (Normal), Prepared by (Jeanette Valentine), Standing Order (marked with a red X), and PO Class Code (no value). The 'Shipping' section includes Ship To (Attn: Jeanette Valentine, Phone: +1 (336) 750-2803, Room: 111, Winston-Salem State University, 601 S Martin Luther King Jr. Dr, Alumni House, Winston-Salem, NC 27110, United States) and Delivery Options (Expedite marked with a red X, Ship Via Best Carrier-Best Way, Requested Delivery Date no value). The 'Billing' section includes Bill To (Accounts Payable, 601 S. Martin Luther King Jr. Dr, Winston-Salem, NC 27110, United States) and Credit Card Info (No credit card has been assigned).

**NOTE: For your file, audit purposes, approval, etc, please PRINT requisition before you click PLACE ORDER.**

## 17. Click Place Order

# CONGRATULATIONS, you have successfully placed your first order!!!!!!!

The screenshot displays a web interface for a university's e-procurement system. At the top, a navigation bar includes the user name 'Jeanette Valentine', a star icon, 'Action Items 346', 'Notifications', and a currency indicator '0.00 USD'. Below this, a breadcrumb trail shows 'Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 1177952'. A vertical sidebar on the left contains icons for home, shopping cart, document, printer, building, and lock. The main content area features a 'Requisition Information' panel with a green checkmark icon and the following text: 'Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).' Below this, a summary paragraph states: 'Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.' A table follows with the following data:

Requisition number	1177952 <a href="#">view</a>
Requisition status	Pending
Cart name	Prof. Jones lab supplies - Grainger
Requisition date	7/14/2014
Requisition total	16.61 USD
Number of line items	1

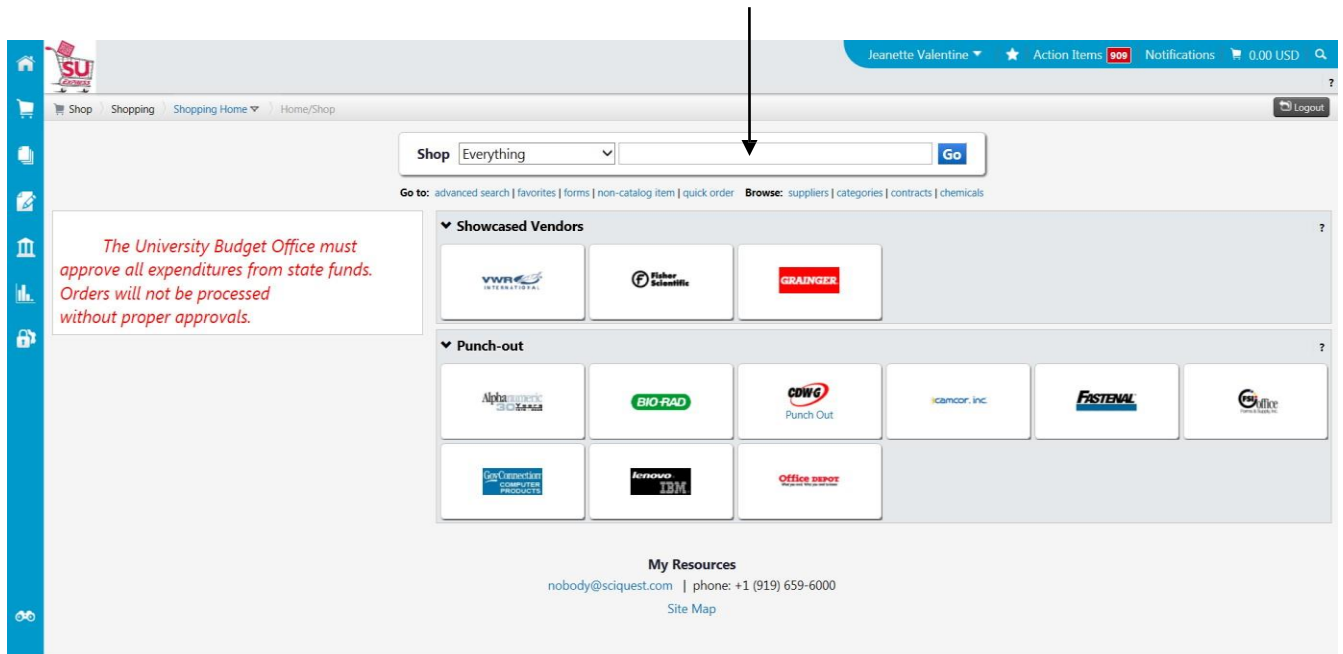
Below the table, the text reads: 'What would you like to do next? Here are links to some common actions.' This is followed by a bulleted list of actions:

- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

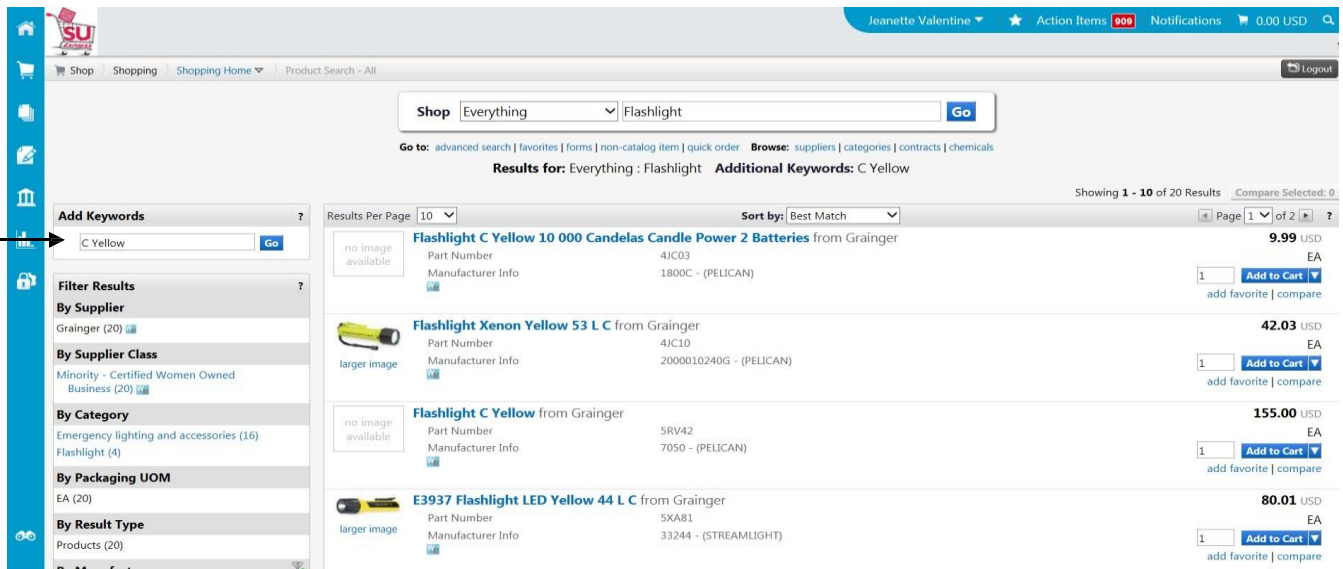


# Comparison Method of Showcased Vendors

1. Beside Shop everything input Flashlight and click **Go**



2. Under Add Keywords, type .....C Yellow and click **Go**



3. Note: Listed under “filter results” by supplier, you may have various vendors to compare prices
4. Click **Add to Cart** for any of the flashlights and see if you can complete requisition on your own.  
Note: If not, assistance is available.

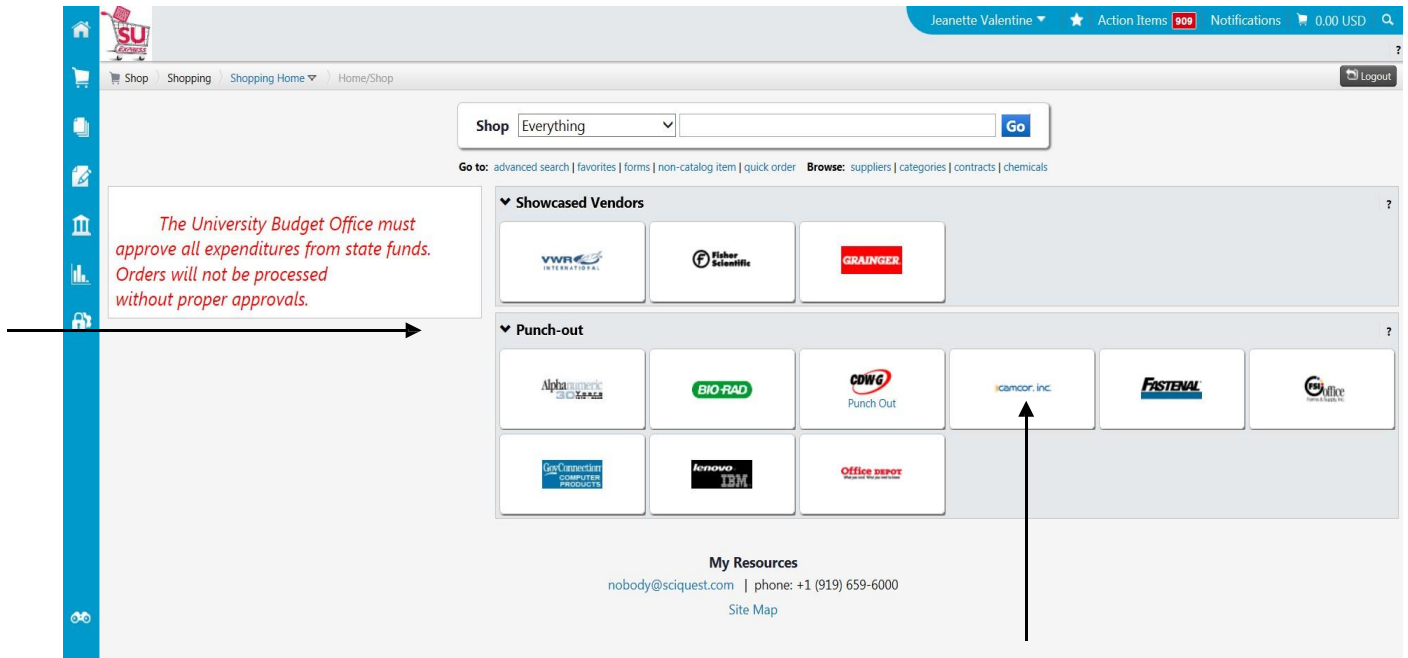
# Punch-Out Catalog

Takes you to specific external requested vendor and their catalog information

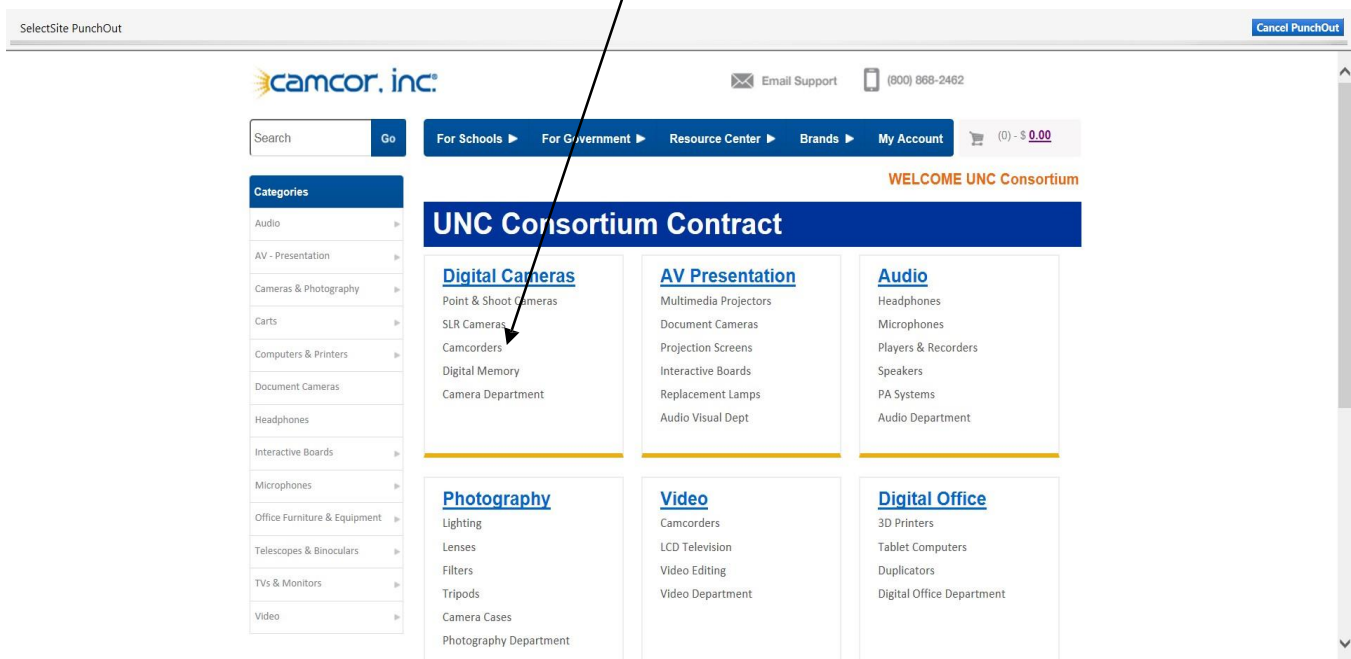


# Exercise 2 – Punch-Out Catalog

1. Under Punch-Out, click “Camcor, Inc”. (you are taken directly to the vendor catalog)



2. Under Digital Cameras – click “Camcorders”



**Please note: This is a PunchOut request and each vendor setup will be different.**

**FYI – if the wrong vendor is clicked, you can cancel and return to home page.**



SelectSite PunchOut

Cancel PunchOut



Email Support (800) 868-2462

Search Go For Schools For Government Resource Center Brands My Account (0) - \$ 0.00

**Refine your Search**

Filter Selections

Select choices below and then Click: FILTER SELECTIONS button to update selections

- Resolution
- Brand
- Optical Zoom
- Memory Type
- Price Range

Home >> Video/Camcorders

WELCOME UNC Consortium

## Video Camcorders



Looking to make a video for your next school project or office meeting? We carry camcorders from Panasonic, Sony and Cannon which make shooting high quality video easier than ever. With a variety of video cameras available, we've got the right camcorder at the right price.

1 2 3 Next

**Categories**

- Audio
- AV - Presentation
- Cameras & Photography
- Carts
- Computers & Printers
- Document Cameras
- Headphones

 <p><b>FREE SHIPPING</b></p> <p>Canon VIXIA XA10 Professional Camcorder</p>	 <p><b>FREE SHIPPING</b></p> <p>Canon XA25 Digital Camcorder - 3.5" -</p>	 <p><b>FREE SHIPPING</b></p> <p>Canon XA20 Digital Camcorder - 3.5" -</p>
--	--	--

3. Click on any camcorder
4. Click “Add to Cart” and review order
5. Click “check out”
6. You will see “Punchout Order Review” - Click “Submit Order”
7. Don’t forget to edit Name of Cart and click update – click “Proceed to Checkout”

The screenshot shows a web-based shopping cart interface. At the top, the user is identified as 'Jeanette Valentine' with a balance of '419.99 USD'. The cart contains one item: a Canon VIXIA HFR62 32gb Full HD Camcorder. The item details include a unit price of 419.99 USD, a quantity of 1, and a total of 419.99 USD. A note indicates a \$30.00 instant rebate is available through October 31, 2015. The interface includes navigation buttons like 'Add to Favorites', 'Remove', and 'More Actions', as well as a 'Proceed to Checkout' button.

Product Description	Unit Price	Quantity	Total
Item added on Aug 7, 2015 <b>Canon VIXIA HFR62 32gb Full HD Camcorder . includes \$30.00 Instant Rebate good thru 31-Oct-2015</b> Part Number: 113356373 Manufacturer Info: 0278C004 - (CANON) Commodity Code: 45121516 Lab Video Cameras Taxable: <input type="checkbox"/> Capital Expense: <input type="checkbox"/>	419.99 USD	1	419.99 USD

**NOTE: CHECKOUT PROCEDURES ARE THE SAME FOR ANY OF THE THREE CATALOG CHOICES**

8. Click highlighted “Required field” input appropriate information

**Note: Use fund and account on provided handout**

Accounting Codes

Fund	Organization	Program	Account
no value Required field	no value	no value	no value Required field

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Canon VIXIA HFR62 32gb Full HD Camcorder , includes \$30.00 Instant Rebate good thru 31-Oct-2015	113356373	EA	419.99	1 EA	419.99 USD

9. After “Required field” information is inputted, click “recalculate and save”

Accounting Codes

Fund	Organization	Program	Account
117037 Select from profile values... Select from all values... Required field			929000 Select from all values... Required field

recalculate / validate values

Save Cancel

10. Insert internal/external notes and attachments, click Final Review

**Note: Final Review will display entire order.**

**NOTE: For audit purposes, approval etc, please PRINT requisition before you click PLACE ORDER.**

# 11. Click Place Order

Jeanette Valentine | Action Items: 909 | Notifications | 419.99 USD

Shop | My Carts and Orders | Open My Active Shopping Cart | Summary - 1401460 - Draft Requisition | Logout

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review | Place Order

Return to shopping cart | Continue Shopping

**All done! The required information has been completed and this request is ready to be submitted.**  
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info | Taxes/S&H

General	Shipping	Billing
<b>Cart Name</b> 2015-08-07 Jeanette's camcorder	<b>Ship To</b> Attn: Jeanette Valentine Phone: +1 (336) 750-2803 Room: 111 Winston-Salem State University 601 S Martin Luther King Jr. Dr Alumni House Winston-Salem, NC 27110 United States	<b>Bill To</b> Accounts Payable 601 S. Martin Luther King Jr. Dr Winston-Salem, NC 27110 United States
<b>Description</b> no value	<b>Delivery Options</b> Expedite Ship Via: Best Carrier-Best Way Requested Delivery Date: no value	<b>Credit Card Info</b> No credit card has been assigned. manage your cards...
<b>Priority</b> Normal		<b>Billing Options</b> Accounting Date: no value
<b>Prepared by</b> Jeanette Valentine		
<b>Standing Order</b> X		
<b>PO Class Code</b> no value		

Jeanette Valentine | Action Items: 909 | Notifications | 0.00 USD

Shop | My Carts and Orders | Open My Active Shopping Cart | Submitted - Requisition 1401460 | Logout

**Requisition Information**

**Congratulations! You have successfully submitted your request. If you need to view or print a copy, click Quick View or view its status on the Approvals Tab.**

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number	1401460 <a href="#">view</a>
Requisition status	Pending
Cart name	2015-08-07 Jeanette's camcorder
Requisition date	8/7/2015
Requisition total	419.99 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)



# Non-Catalog Items

It is recommended that shoppers purchase from hosted or punch-out catalogs. However there are times when items are not available from either source. This is when Non- catalog items are chosen.



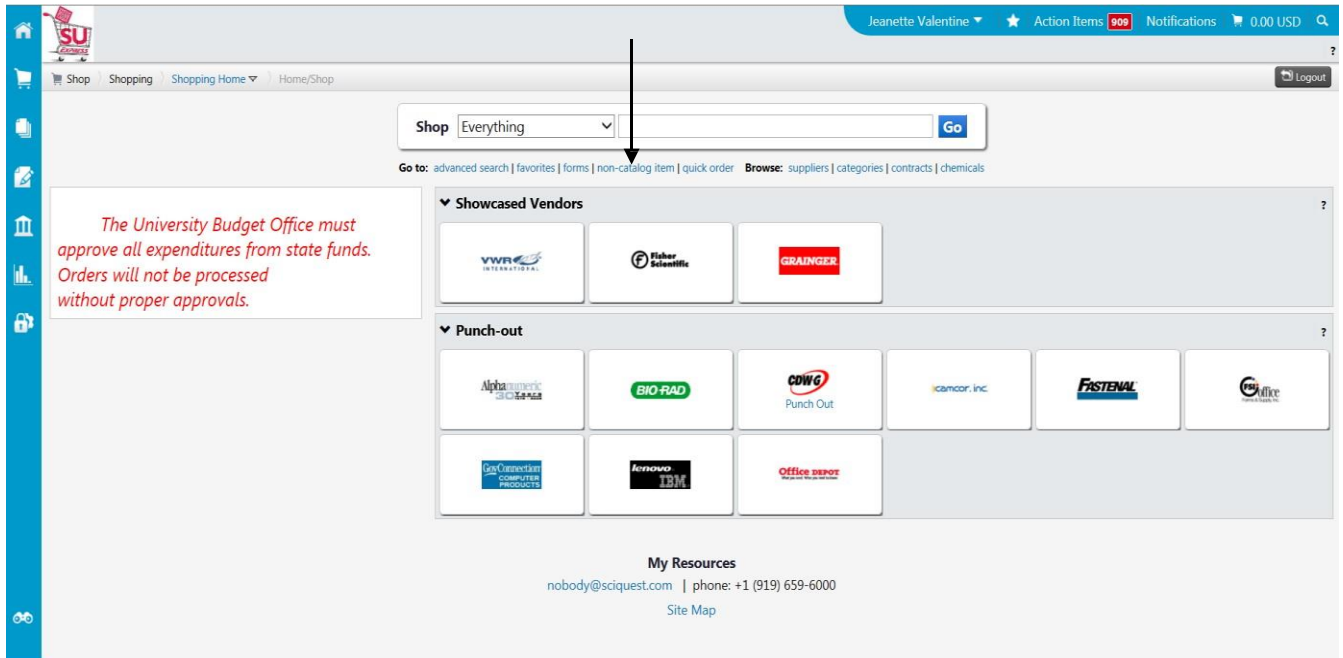
10 function pocket tool

[Contact Us](#)

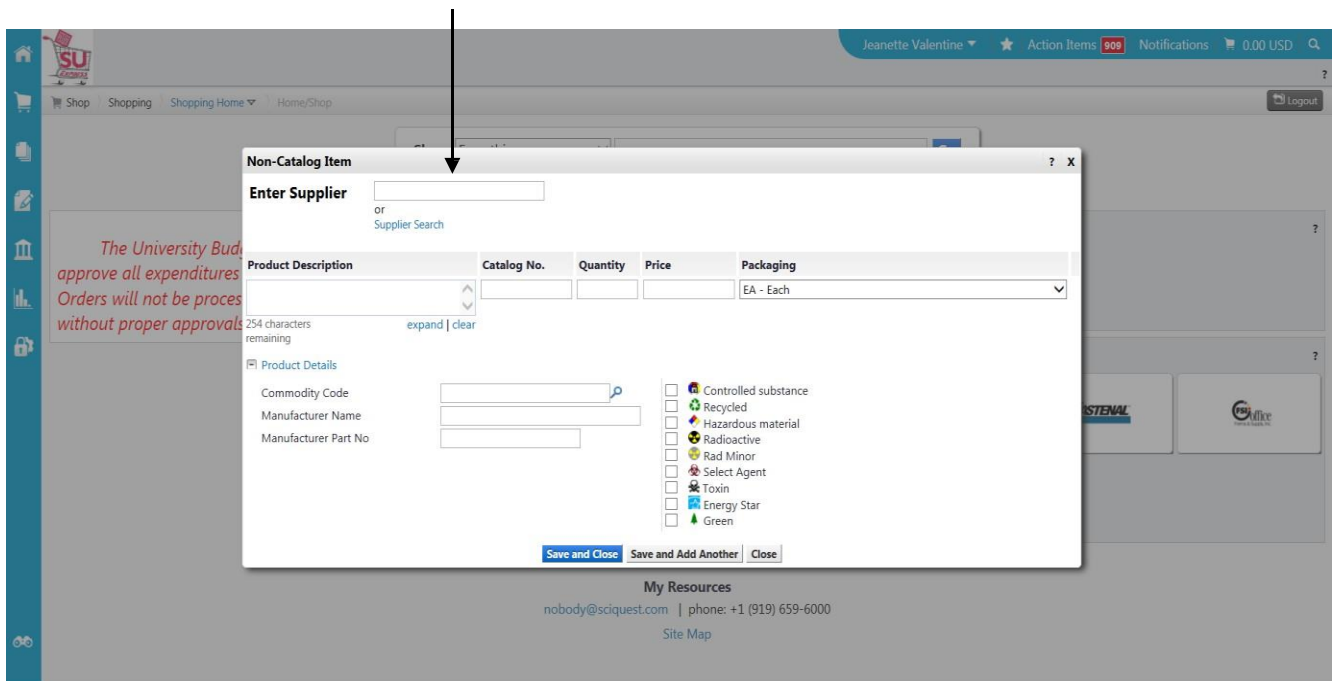
**No items at this time!**

# Exercise 3 – Non Catalog

1. Click on Non-Catalog item (located below Shop Search Box)

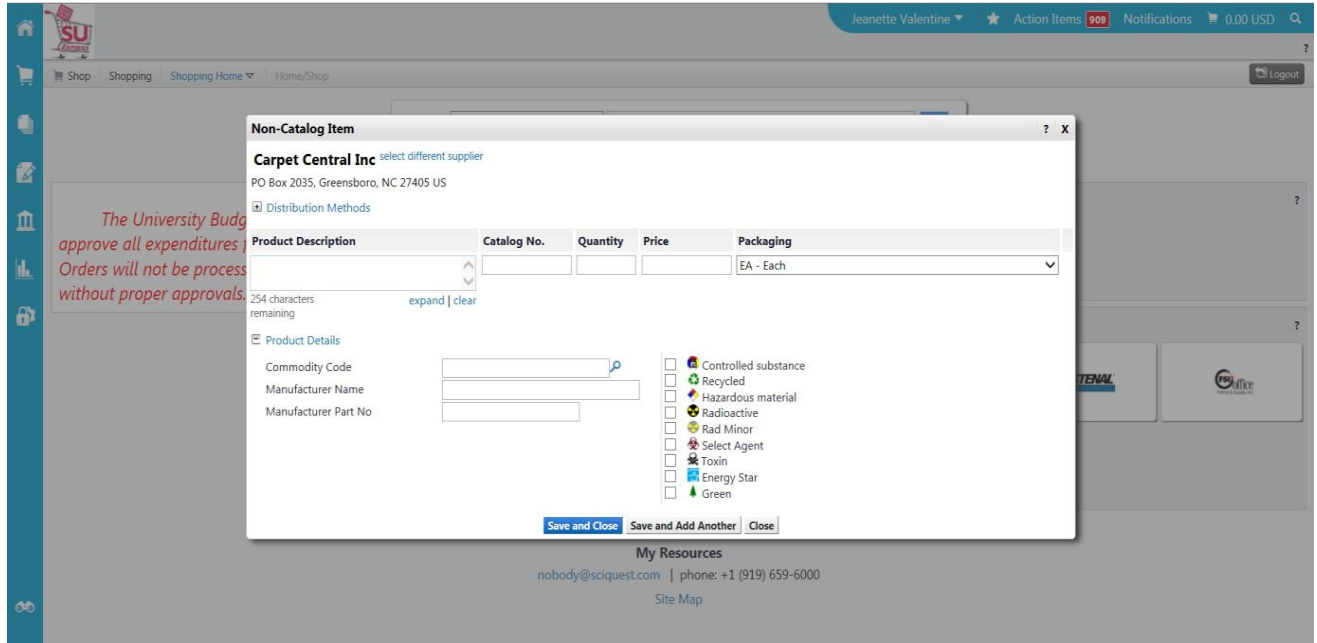


2. Type Carpet Central Inc.  
Note: If vendor is not listed, contact Purchasing Services.

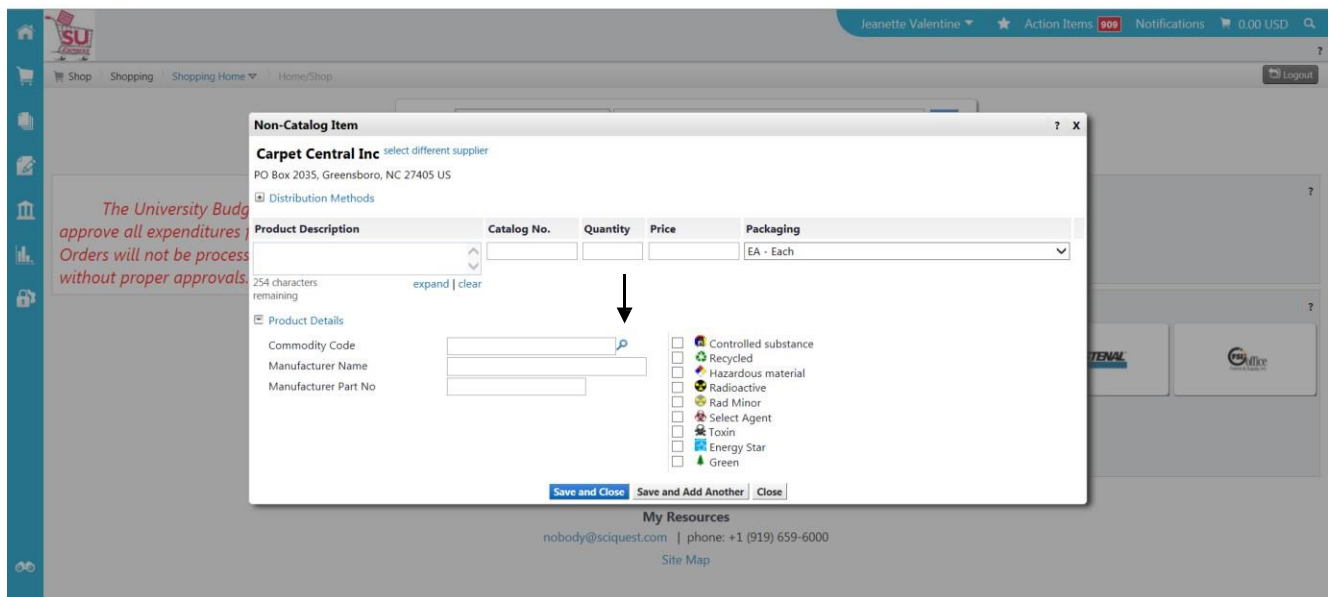


3. Fill in all required fields:

Product Description	<b>Carpet for Red Room in Thompson Center</b>
Catalog No	<b>C456789</b>
Quantity	<b>1</b>
Price Estimate	<b>50.00</b>
Packaging	<b>yd</b>



4. Click search light next to “commodity code”



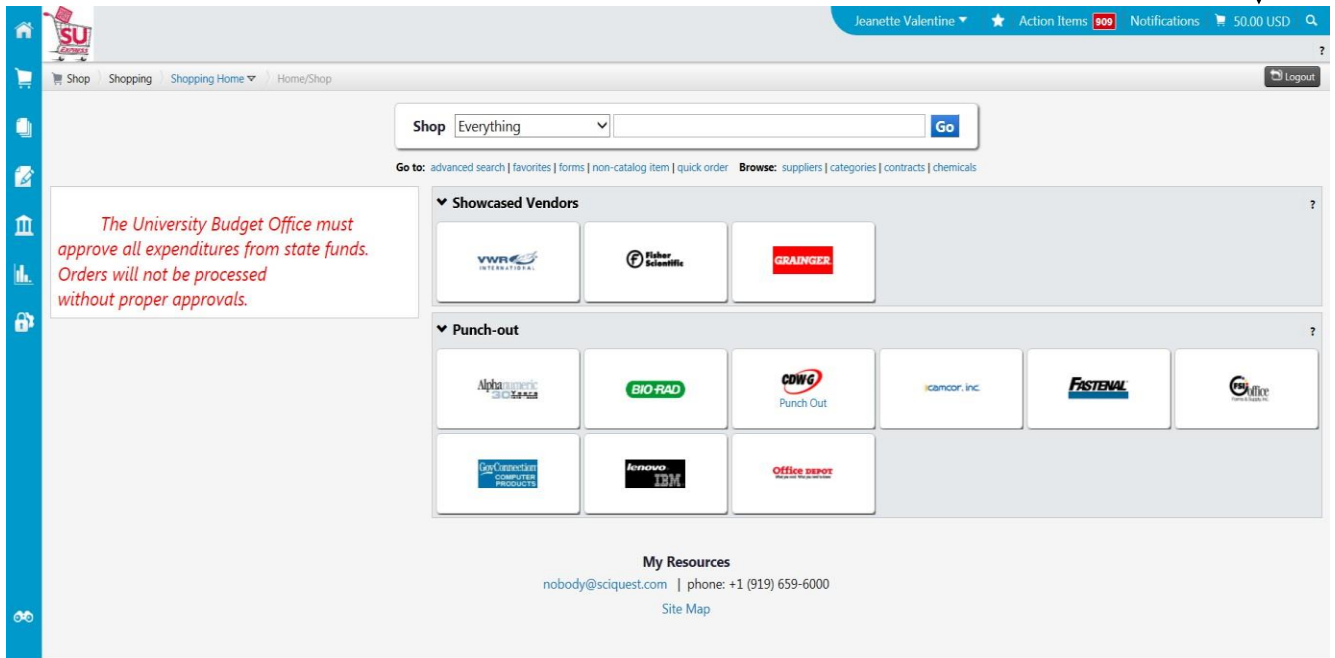
5. Beside Description contains – type..... **Carpet**
6. Click “search”
7. Select - **Carpeting**

If you know that the product is recycled, green, hazardous material, etc., mark it by placing a check mark in the checkbox next to appropriate product.

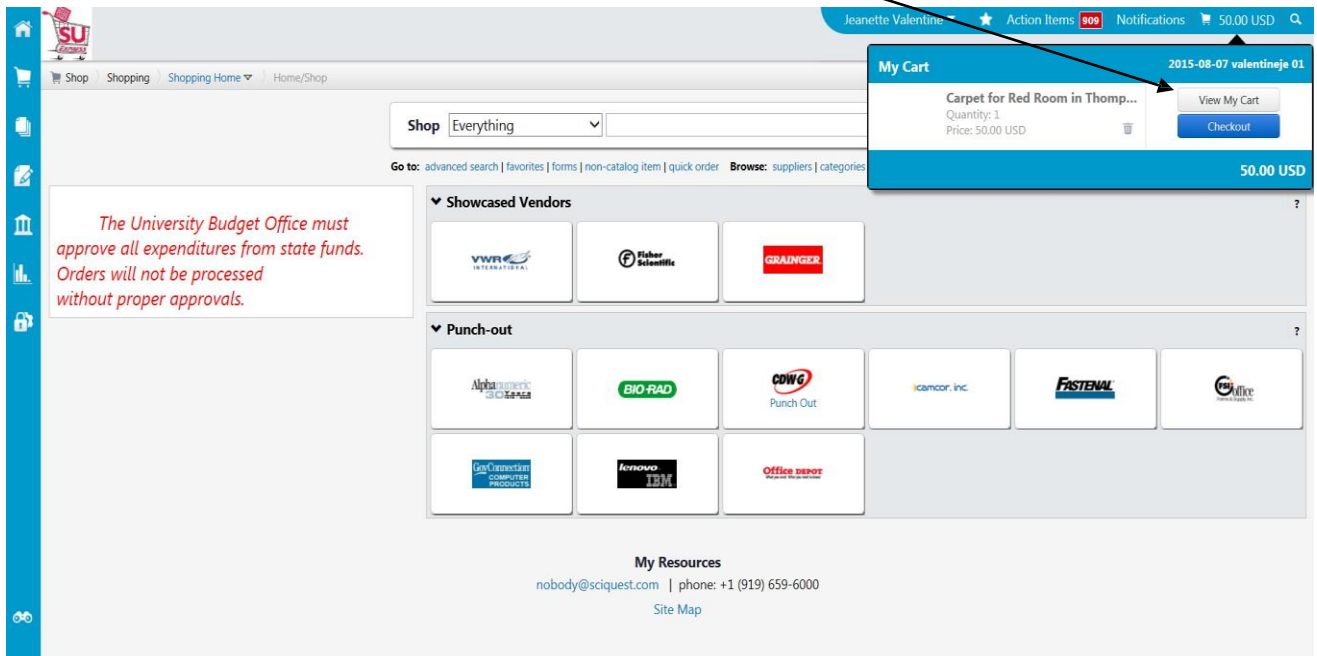
If ordering Multiple items, **click Save and Add Another**. This will allow you to run reports according to the types of purchase.

Note: If ordering one item, **click Save and Close**

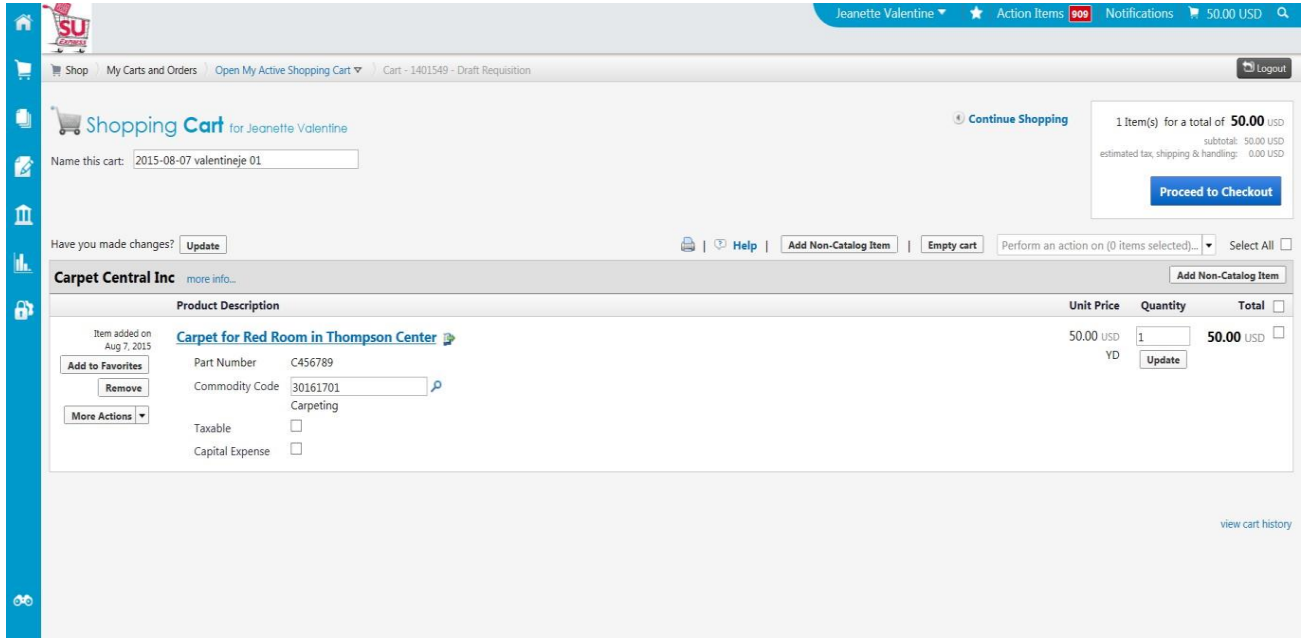
8. Click the link that shows the cart and dollar value



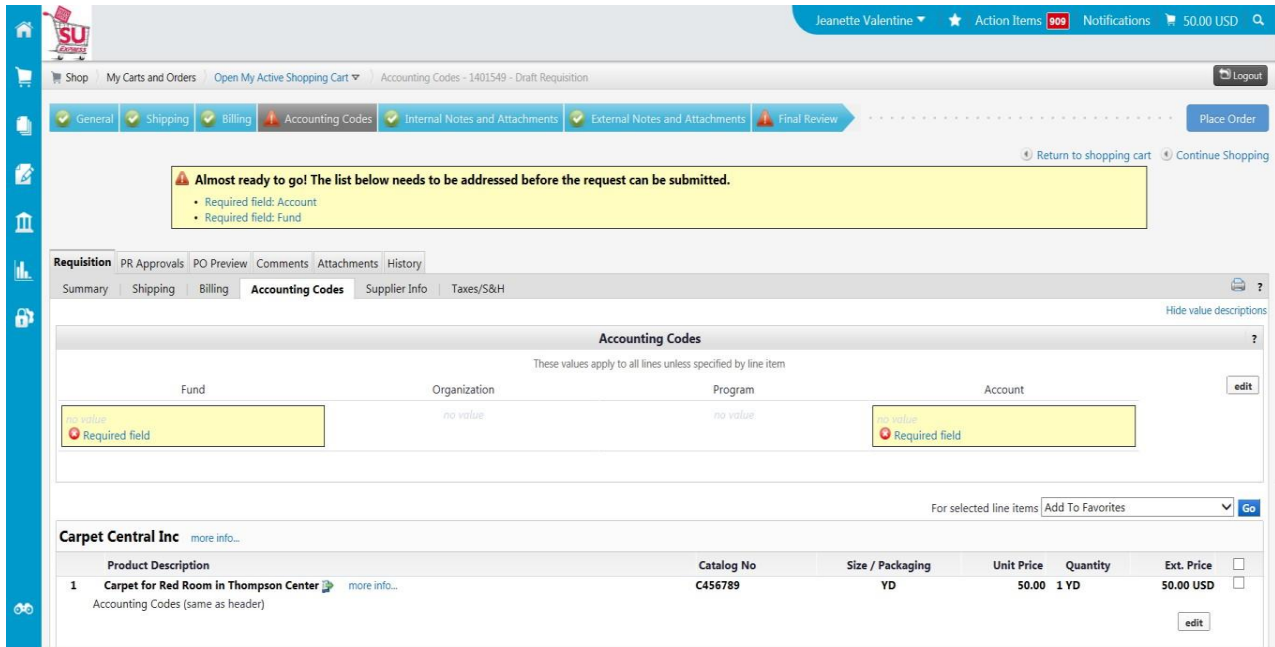
9. A popup window will appear, click “view my cart”



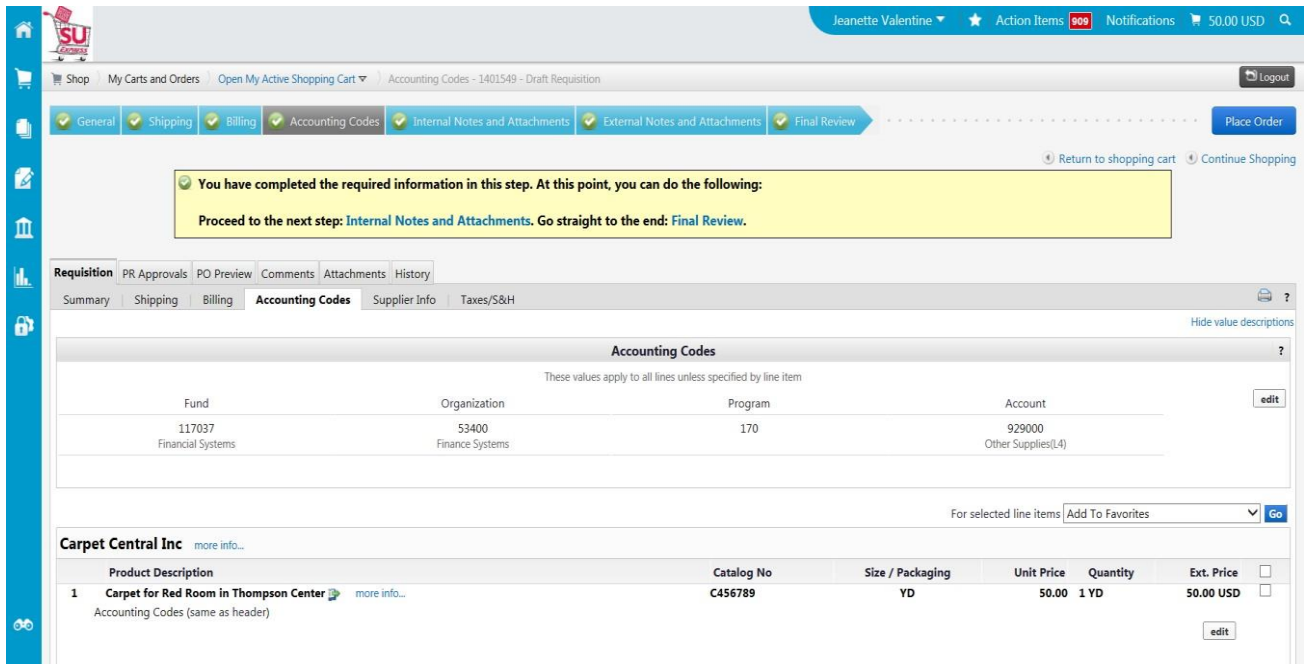
10. Name this cart and click “update”
11. Click **Proceed to Checkout**



12. Input Fund and Account Code as in previous exercises
13. Recalculate and Save

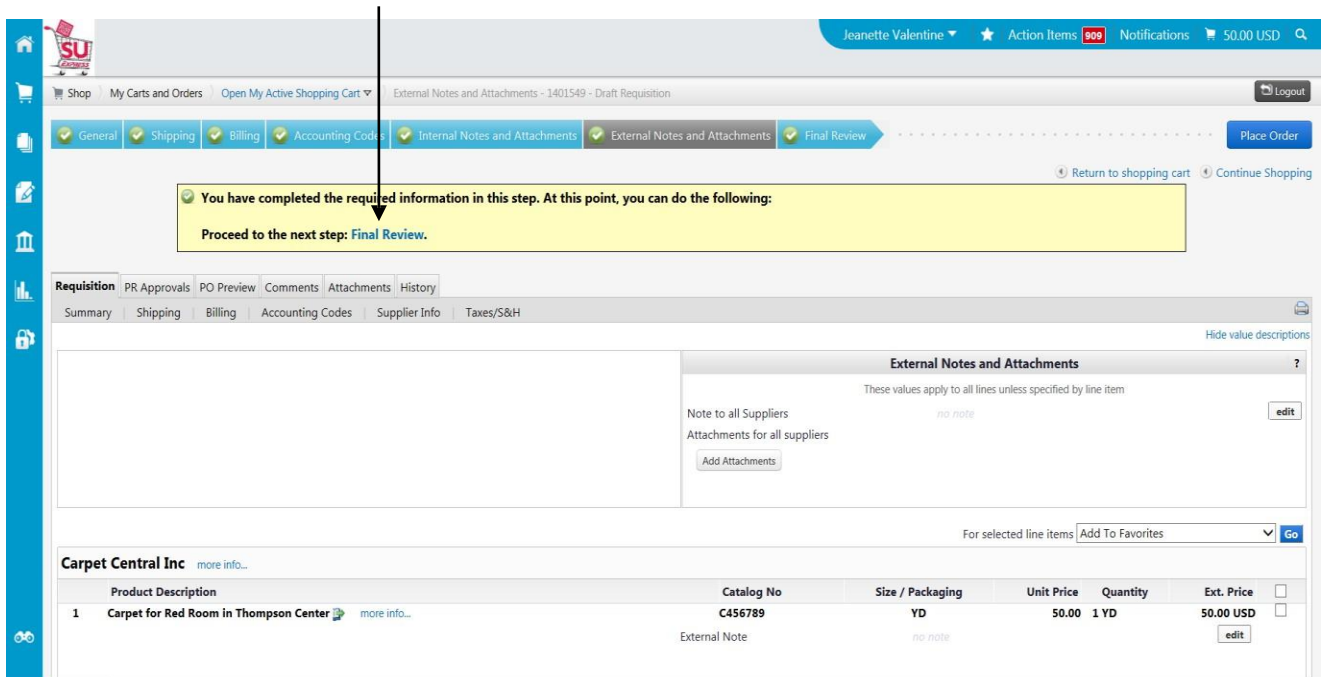


14. Insert internal/external notes and attachments.



15. Click "Final Review"

Note: Final Review will display entire order



**NOTE: For audit purposes, approval etc, please PRINT requisition before you click PLACE ORDER.**

16. Click **Place Order**

**Requisition** PR Approvals PO Preview Comments Attachments History

**Summary** Shipping Billing Accounting Codes Supplier Info Taxes/S&H

General	Shipping	Billing
<b>Cart Name</b> 2015-08-07 Red room carpet <a href="#">edit</a> <b>Description</b> <i>no value</i> <b>Priority</b> Normal <b>Prepared by</b> Jeanette Valentine <b>Standing Order</b> ✗ <b>PO Class Code</b> <i>no value</i>	<b>Ship To</b> <a href="#">edit</a> Attr: Jeanette Valentine Phone: +1 (336) 750-2803 Room: 111 Winston-Salem State University 601 S Martin Luther King Jr. Dr Alumni House Winston-Salem, NC 27110 United States  <b>Delivery Options</b> Expedite ✗ <a href="#">edit</a> Ship Via Best Carrier-Best Way Requested Delivery Date <i>no value</i>	<b>Bill To</b> <a href="#">edit</a> Accounts Payable 601 S. Martin Luther King Jr. Dr Winston-Salem, NC 27110 United States  <b>Credit Card Info</b> <a href="#">edit</a> No credit card has been assigned. manage your cards...  <b>Billing Options</b> <a href="#">edit</a> Accounting Date <i>no value</i>

View/edit by line item...

**Requisition Information**

✓ **Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).**

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number	1401549 <a href="#">view</a>
Requisition status	Pending
Cart name	2015-08-07 Red room carpet
Requisition date	8/7/2015
Requisition total	50.00 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

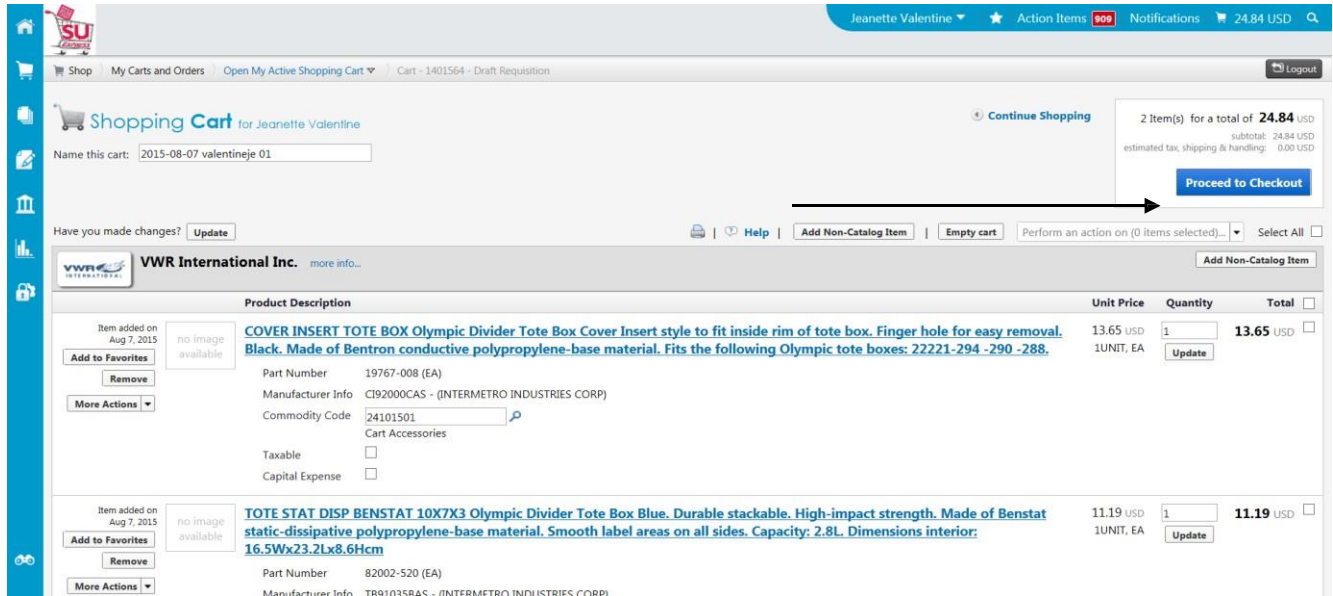
https://userstest.sciquest.com/apps/Router/Home?tmstmp=1438963382409 125%



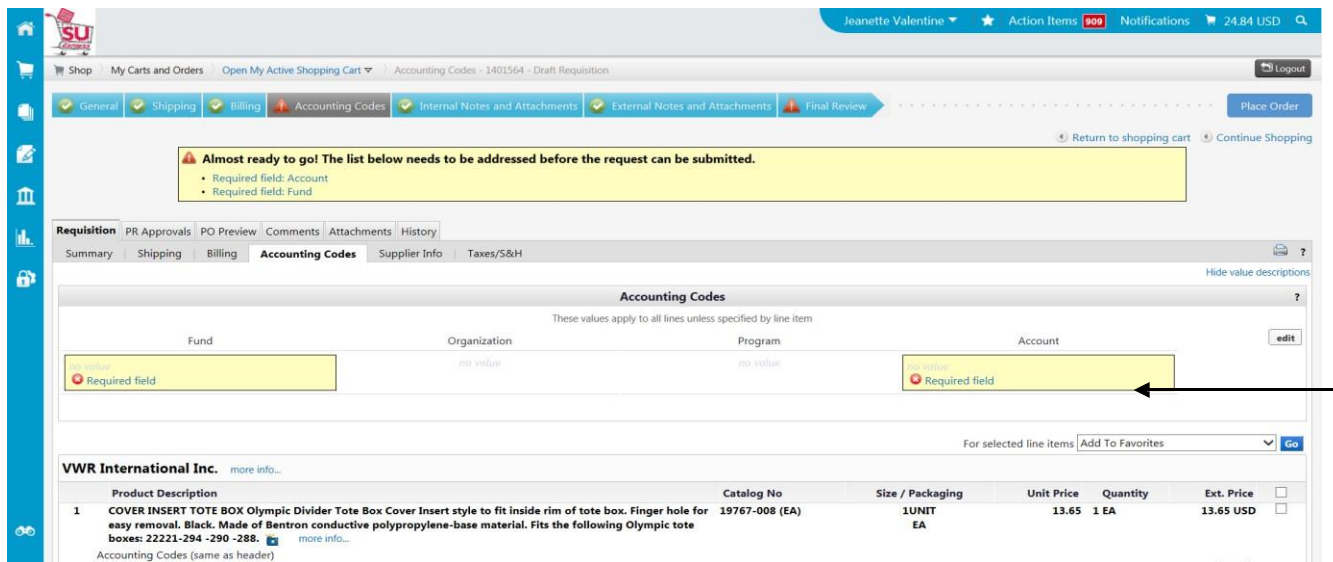
# SPLITTING ACCOUNT CODES

For this exercise, please go to the **VWR** catalog and search for “Divider Tote Box”. Place two (2) items in your cart. Click ..... *1 item(s) added, view cart*

1. After clicking - Proceed to Checkout



2. Click Required Field and input Account Code
3. Click “recalculate” and save



4. If split is required per line, stroll to line item that needs to be adjusted, Click box beside Ext. Price and click **edit**

**Accounting Codes**

These values apply to all lines unless specified by line item

Fund	Organization	Program	Account
117037 Financial Systems	53400 Finance Systems	170	929000 Other Supplies(L4)

For selected line items

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 COVER INSERT TOTE BOX Olympic Divider Tote Box Cover Insert style to fit inside rim of tote box. Finger hole for easy removal. Black. Made of Bentrion conductive polypropylene-base material. Fits the following Olympic tote boxes: 22221-294 -290 -288. <a href="#">more info...</a>	19767-008 (EA)	1UNIT EA	13.65	1 EA	13.65 USD

5. Click “add split”

**Accounting Codes**

These values apply to all lines unless specified by line item

Fund	Organization	Program	Account
117037 Financial Systems	53400 Finance Systems	170	929000 Other Supplies(L4)

For selected line items

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
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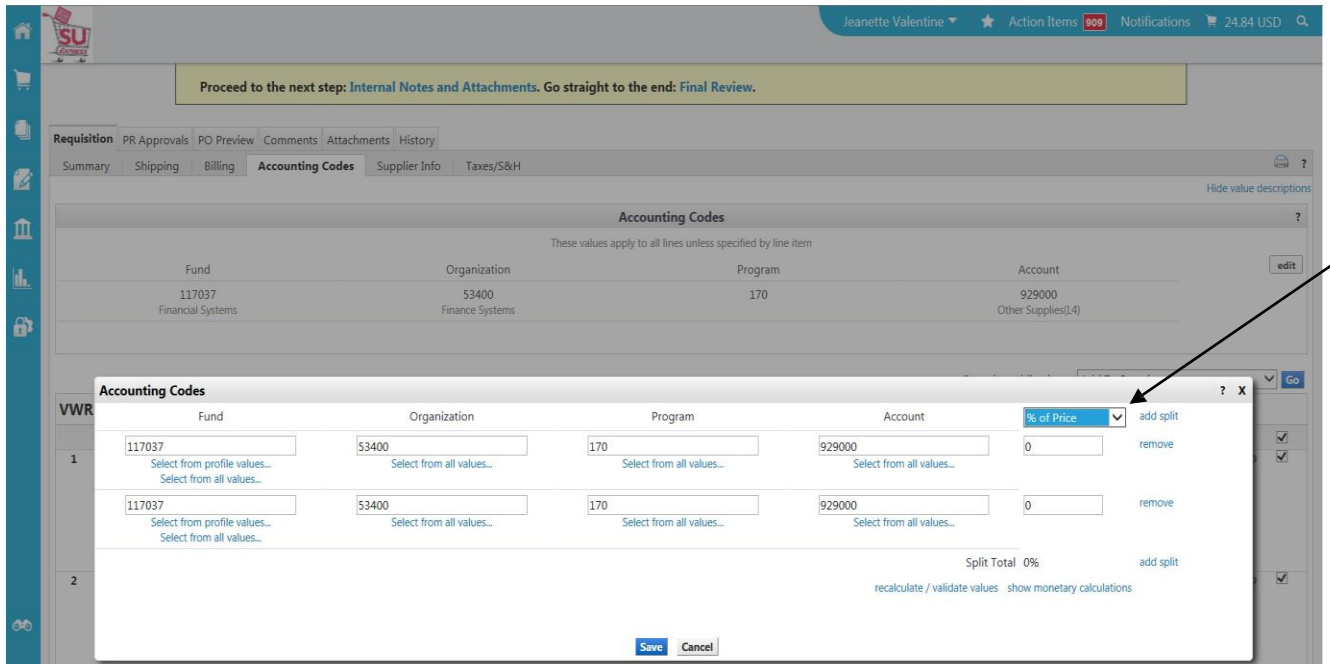
**Accounting Codes**

Fund	Organization	Program	Account
<input type="text" value="117037"/> <small>Select from profile values... Select from all values...</small>	<input type="text" value="53400"/> <small>Select from all values...</small>	<input type="text" value="170"/> <small>Select from all values...</small>	<input type="text" value="929000"/> <small>Select from all values...</small>

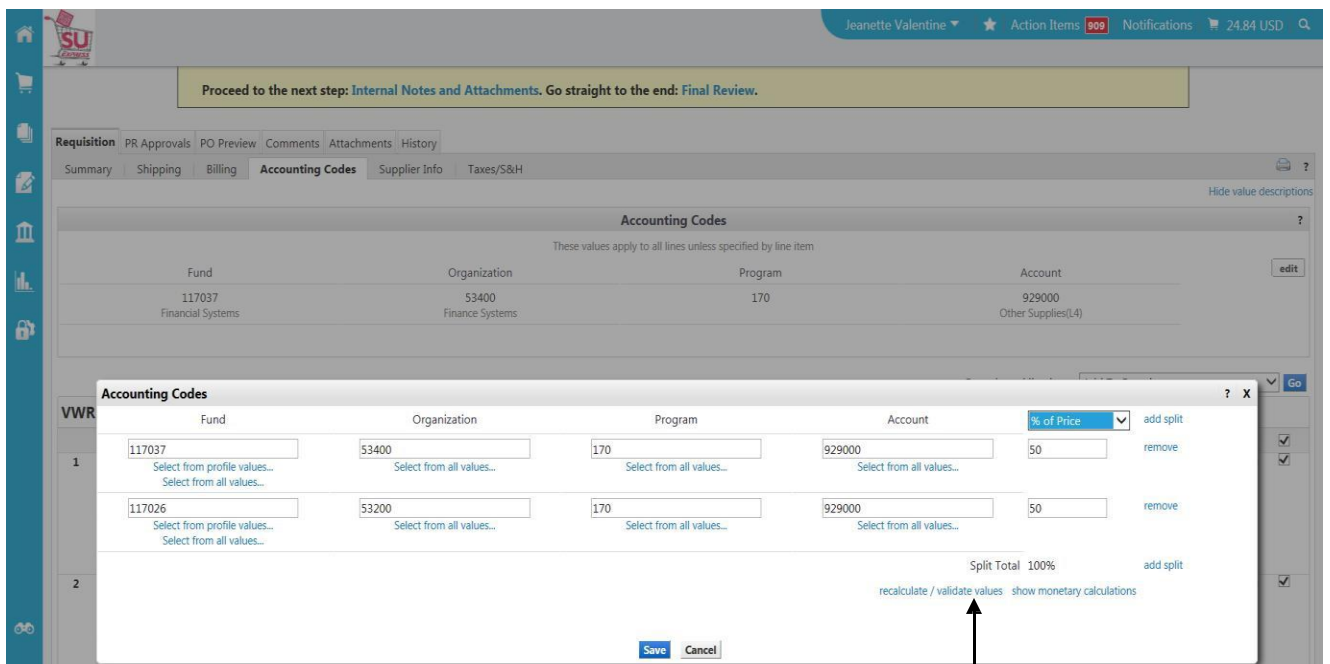
recalculate / validate values

6. Click drop down boxes beside add split: Choose method

- % of Price
- % of Quantity
- Amount of Price



7. Input appropriate Account Codes and split method



8. Click “recalculate” and “save”

9. Notice how the line looks being split between two account codes

Accounting Codes

These values apply to all lines unless specified by line item

Fund	Organization	Program	Account
117037 Financial Systems	53400 Finance Systems	170	929000 Other Supplies(L4)

copy to other lines  
Accounting Codes values vary by line

For selected line items Add To Favorites Go

**VWR International Inc.** more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 COVER INSERT TOTE BOX Olympic Divider Tote Box Cover Insert style to fit inside rim of tote box. Finger hole for easy removal. Black. Made of Bentrion conductive polypropylene-base material. Fits the following Olympic tote boxes: 22221-294 -290 -288. more info...	19767-008 (EA)	1UNIT EA	13.65	1 EA	13.65 USD

Accounting Codes

values have been overridden for this line

Fund	Organization	Program	Account	% of Price
117037 Financial Systems	53400 Finance Systems	170	929000 Other Supplies(L4)	50%
117026 Purchasing	53200 Purchasing	170	929000 Other Supplies(L4)	50%

copy to other lines

Note: If you have only one item being split, perform the split at Header record under Accounting Codes

Shop My Carts and Orders Open My Active Shopping Cart Accounting Codes - 1401564 - Draft Requisition Logout

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Place Order

You have completed the required information in this step. At this point, you can do the following:  
Proceed to the next step: Internal Notes and Attachments. Go straight to the end: Final Review.

Return to shopping cart Continue Shopping

Accounting Codes

These values apply to all lines unless specified by line item

Fund	Organization	Program	Account
117037 Financial Systems	53400 Finance Systems	170	929000 Other Supplies(L4)

copy to other lines  
Accounting Codes values vary by line

For selected line items Add To Favorites Go

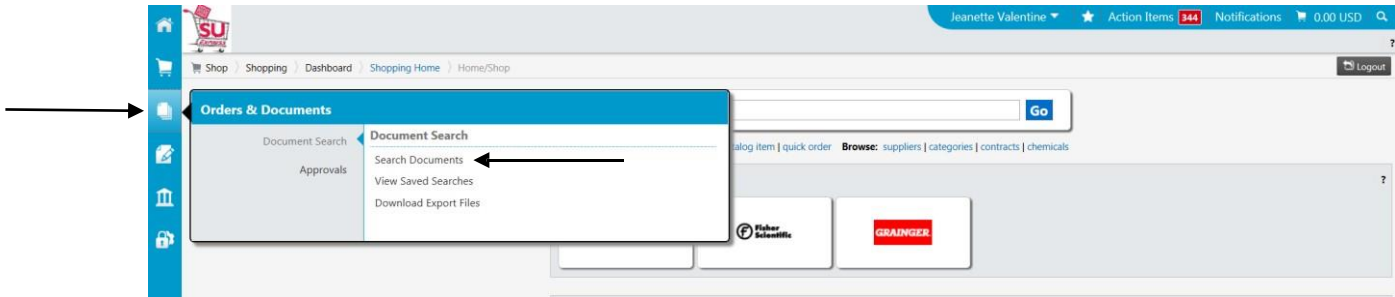
**VWR International Inc.** more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 COVER INSERT TOTE BOX Olympic Divider Tote Box Cover Insert style to fit inside rim of tote box. Finger hole for easy removal. Black. Made of Bentrion conductive polypropylene-base material. Fits the following Olympic tote boxes: 22221-294 -290 -288. more info...	19767-008 (EA)	1UNIT EA	13.65	1 EA	13.65 USD

# Document Search

## Simple Search

1. Click on the “document search” tab.



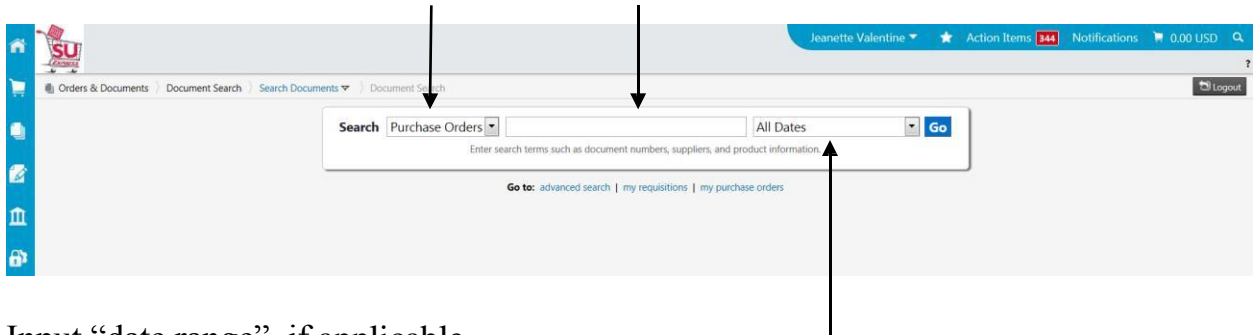
2. Click “Search Documents” from the drop down menu.

3. Method 1

- Click All Documents /Requisition and/or Purchase Order from drop down

### Method 2

- Input other data such as document number, user id, vendor name etc.



4. Input “date range”, if applicable.

5. All results that match the criteria will return.

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
1176242	Requisitions	Jean Scales	7/10/2014 3:45 PM	VWR International Inc.	9.80 USD
1176149	Requisitions	Jeanette Valentine	7/10/2014 3:40 PM	VWR International Inc.	0.00 USD
1176134	Requisitions	Jeanette Valentine	7/10/2014 3:11 PM	Carpet Central Inc	0.00 USD
1176035	Requisitions	Jeanette Valentine	7/10/2014 2:48 PM	Camcor Inc	0.00 USD
1168582	Requisitions	Jeanette Valentine	7/10/2014 1:59 PM	Grainger	0.00 USD
P0017300	Purchase Orders	Jacqueline Jenkins	6/26/2014 7:29 AM	Bio-Rad Laboratories	264.00 USD
1168493	Requisitions	Jacqueline Jenkins	6/26/2014 7:28 AM	Bio-Rad Laboratories	264.00 USD
P0017299	Purchase Orders	Jacqueline Jenkins	6/26/2014 7:21 AM	Bio-Rad Laboratories	477.00 USD
1168513	Requisitions	Jacqueline Jenkins	6/26/2014 7:09 AM	Bio-Rad Laboratories	477.00 USD
P0017298	Purchase Orders	Jacqueline Jenkins	6/26/2014 6:59 AM	Bio-Rad Laboratories	1,290.00 USD
1168510	Requisitions	Jacqueline Jenkins	6/26/2014 6:58 AM	Bio-Rad Laboratories	1,290.00 USD
P0017297	Purchase Orders	Jacqueline Jenkins	6/26/2014 6:53 AM	Bio-Rad Laboratories	765.01 USD
1168509	Requisitions	Jacqueline Jenkins	6/26/2014 6:52 AM	Bio-Rad Laboratories	765.01 USD

6. To “Refine Search Results” change fields on the left side of the screen.

## Advance Search

1. Click on the “advanced search” link.

2. Click the “document type”.

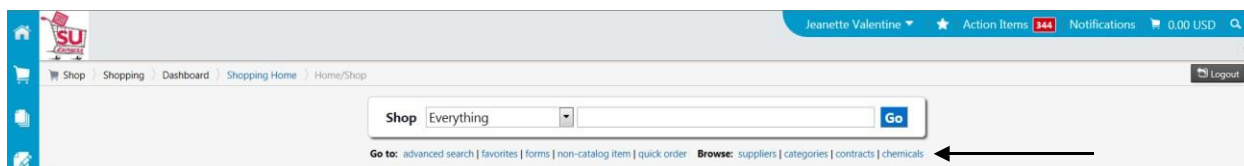
3. Fill in the necessary fields
4. Click
5. All results that match the criteria will return.

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
1401564	Requisitions	Jeanette Valentine	8/7/2015 11:25 AM	VWR International Inc.	24.84 USD
1401549	Requisitions	Jeanette Valentine	8/7/2015 11:03 AM	Carpet Central Inc	50.00 USD
1401460	Requisitions	Jeanette Valentine	8/7/2015 10:05 AM	Camcor Inc	419.99 USD
1401423	Requisitions	Jeanette Valentine	8/7/2015 7:46 AM	Grainger	16.87 USD
1400439	Requisitions	Jean Scales	8/5/2015 2:38 PM	Carpet Central Inc	50.00 USD
✓ P0018119	Purchase Orders	Jeanette Valentine	7/20/2015 11:07 AM	Andrea M Thompson	450.00 USD
✓ 1389999	Requisitions	Jeanette Valentine	7/20/2015 10:58 AM	Andrea M Thompson	450.00 USD
✓ P0018111	Purchase Orders	Jacqueline Jenkins	7/20/2015 10:23 AM	Cindy's Dry Cleaning	2.00 USD
✓ 1391571	Requisitions	Jacqueline Jenkins	7/20/2015 10:21 AM	Cindy's Dry Cleaning	2.00 USD
✓ P0018110	Purchase Orders	Jacqueline Jenkins	7/20/2015 9:59 AM	Cindy's Dry Cleaning	2.00 USD
✓ 1391580	Requisitions	Jacqueline Jenkins	7/20/2015 9:56 AM	Cindy's Dry Cleaning	2.00 USD
✓ P0018109	Purchase Orders	Jacqueline Jenkins	7/20/2015 8:24 AM	Cindy's Dry Cleaning	2.00 USD
✓ 1391485	Requisitions	Jacqueline Jenkins	7/20/2015 8:22 AM	Cindy's Dry Cleaning	2.00 USD
✗ 1390023	Requisitions	Mary Fries	7/16/2015 9:14 AM	Grainger	0.00 USD
1390022	Requisitions	Elaina Barron	7/16/2015 9:06 AM	Carpet Central Inc	50.00 USD
1390020	Requisitions	Constance Daniels	7/16/2015 9:05 AM	Carpet Central Inc	50.00 USD
1389974	Requisitions	Elaina Barron	7/16/2015 9:04 AM	VWR International Inc.	18.55 USD
1389972	Requisitions	Megan Edwards	7/16/2015 9:04 AM	Carpet Central Inc	50.00 USD
1389971	Requisitions	Louis Forrissi	7/16/2015 9:03 AM	VWR International Inc.	9.80 USD
1389989	Requisitions	Elaina Barron	7/16/2015 8:51 AM	VWR International Inc.	18.55 USD

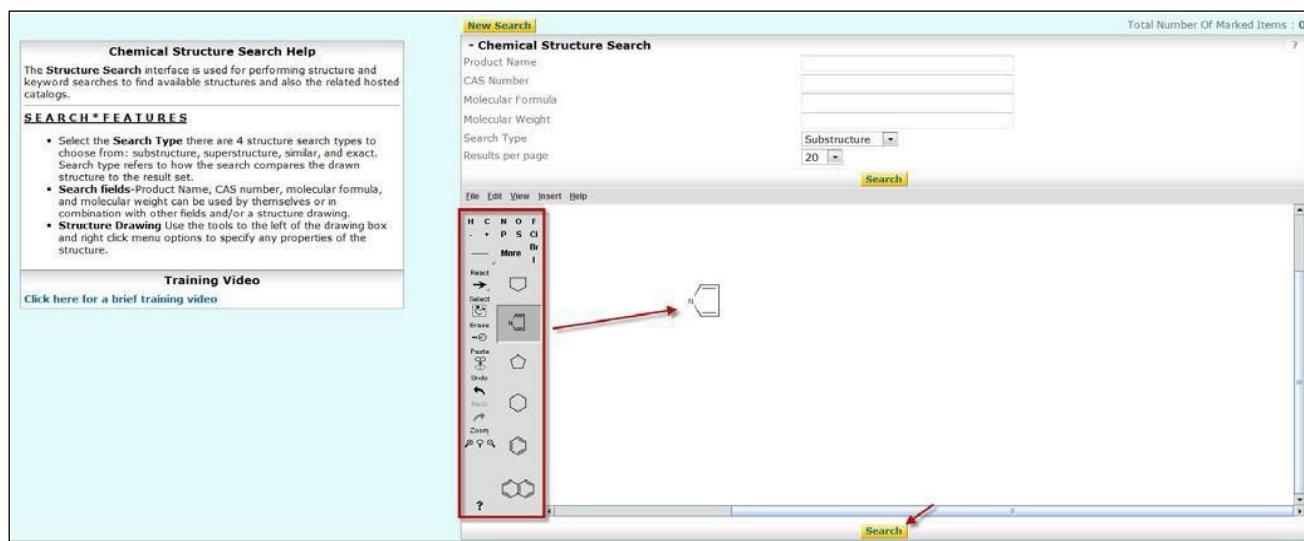
6. To "Refine Search Results" changes fields on the left side of the screen.

# Chemical Structure Search

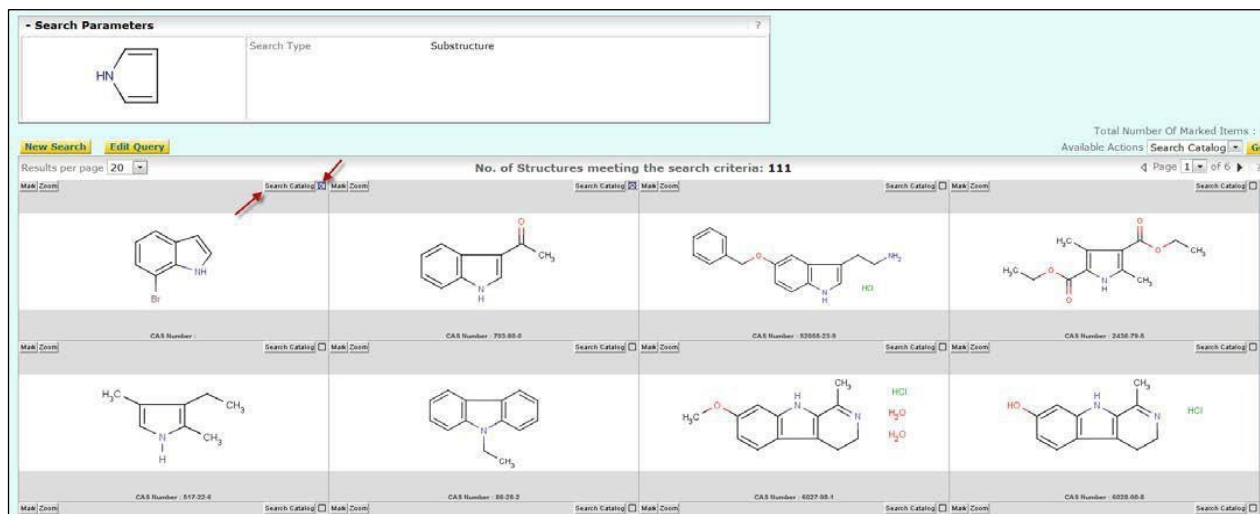
1. Click on the “chemicals” link on the home page.



2. Using the structures to the right drag and drop them on the blank page to create a structure to search for. Click “Search”.



3. The search returns all elements that contain the structure.
4. Check the box beside all the elements you wish to perform a catalog search with. Click “search catalog” next to one of the selected elements.





5. The search will return all items available within the hosted catalogs.

The screenshot shows a web application interface for a procurement system. At the top, there is a search bar with the text 'Shop Lab Supplies' and a search term '86282'. Below the search bar, the results are displayed as follows:

**Results for: Lab Supplies : 86282**

Showing 1 - 10 of 21 Results

Sort by: Best Match

Results Per Page: 10

Page 1 of 3

**N-Ethylcarbazole; 98.50%; 500g; F.W. 195.26; C14H13N; M.P. 66-70 degree C; Primary CAS: 86-28-2; 1/EA** from Fisher Scientific

Part Number	AC118215000	N/A
Manufacturer Info	118215000 - (Acros Organics)	500g, EA
CAS Number	86-28-2	Not Available

**9-ETHYLCARBAZOLE, 98% (HPLC)** from Sigma Aldrich

Part Number	62043-250G	9.99 USD
Manufacturer Info	62043 - (SIGMA-ALDRICH)	250g, EA
CAS Number	86-28-2	

**N-Ethylcarbazole, Technical** from Spectrum Chemicals & Laboratory Products

Part Number	E2498-25GM	44.03 USD
Manufacturer Info	E2498-25GM - (Spectrum Chemical)	25g, EA
CAS Number	86-28-2	

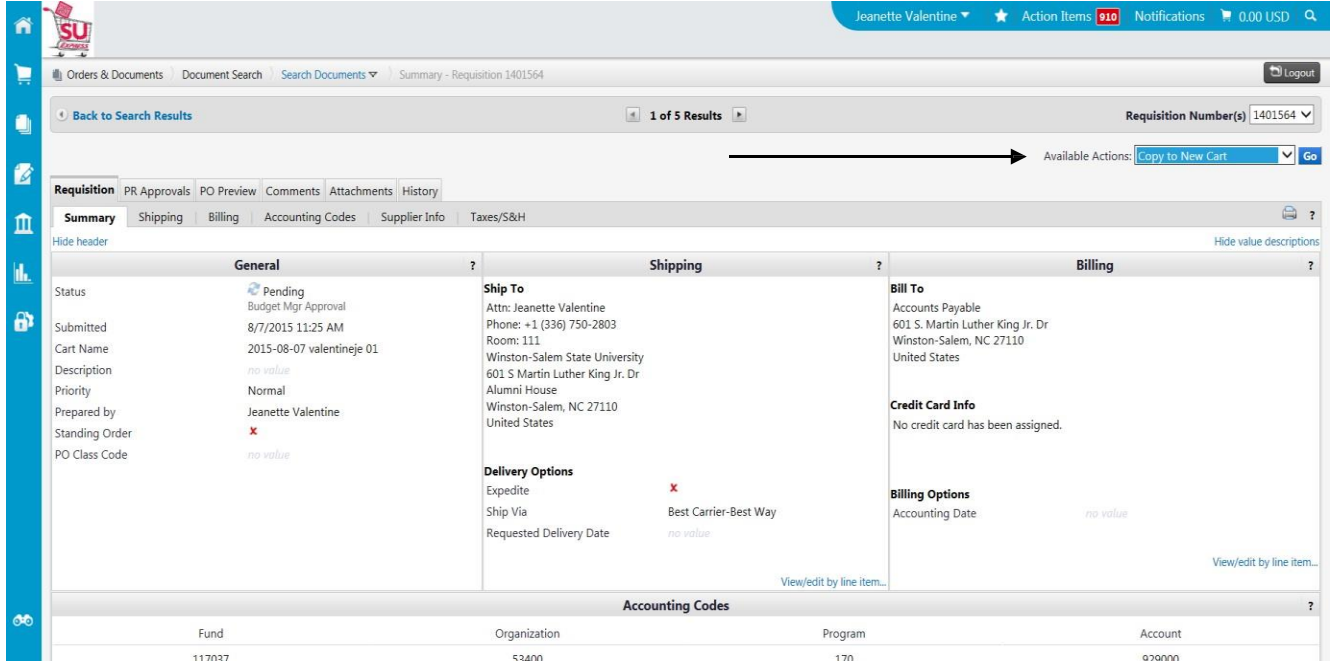
**N-Ethylcarbazole, Technical** from Spectrum Chemicals & Laboratory Products

Part Number	E2498-100GM	85.17 USD
Manufacturer Info	E2498-100GM - (Spectrum Chemical)	100g, EA
CAS Number	86-28-2	

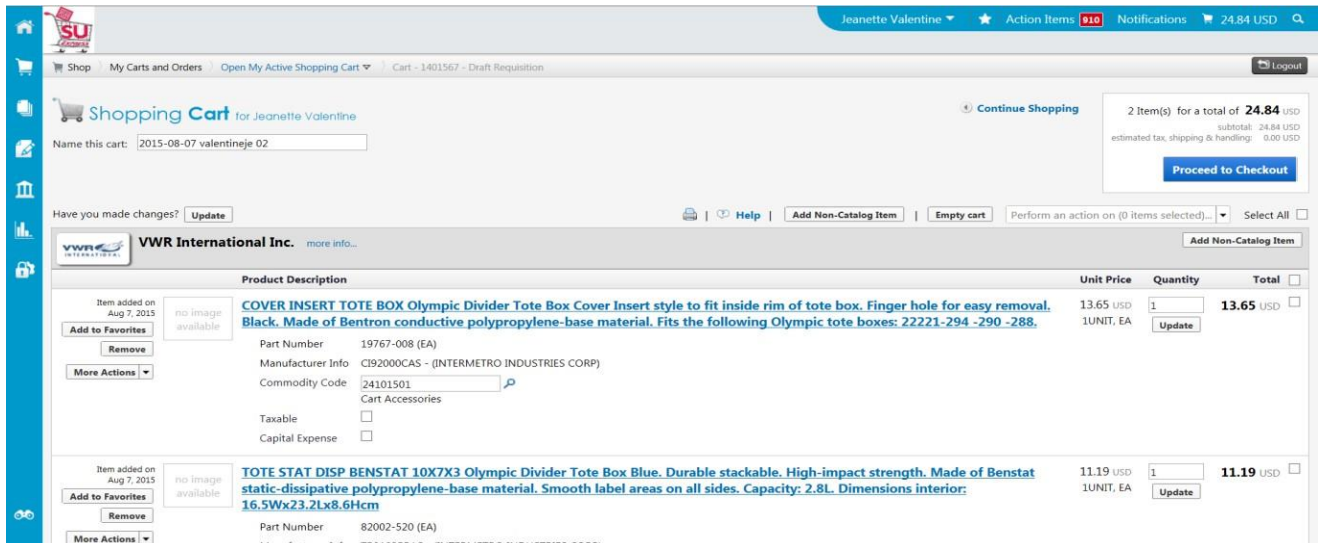
The left sidebar contains filter options: Add Keywords, Filter Results, By Supplier (Fisher Scientific (1), Sigma Aldrich (3), Spectrum Chemicals & Laboratory Products (6), VWR International Inc. (11)), By Supplier Class (State Contract Supplier (1)), By Category (Biochemical Reagents (1), Derivatization Reagents (2), Fine Chemicals (11), Organosilicon Compounds (3), Specialty Organic Chemicals (4)), and By Packaging UOM.

# Copy to Cart

1. Do a document search and bring up the requisition for VWR International Inc.
2. Under available actions dropdown, select “copy to new cart”, click go.



3. A new shopping cart opens. Change name, click update, and proceed to checkout.



4. Complete your requisition. If you have any problems, please ask for assistance.

## **NOTES:**

1. REVIEW requisition tabs
  - PR Approvals
  - PO Review
  - Comments
  - Attachments
  - History
  
2. SU Express production cite

## **REMINDERS:**

- Always check your budget prior to submitting your requisition
- Always check and make sure you have selected the correct address for the vendor
- Always check and make sure the vendor has a fax number, if there is no fax, make sure Purchasing has updated the vendor file with an email address for PO distribution
- When you have more than “1” line item, do not split at the header, split at the line
- Always attach your quotes internally and externally
- Most importantly, if your purchase is under \$2500 and the vendor accepts the p-card, please use it.