

E-PROCUREMENT SU Express



Training Exercise Manual

Purchasing Services

Winston Salem State University July, 2015

Table of Contents

What is E-Procurement	Page 3
Logging into E-Procurement	Page 4
Getting Started	Page 5
Home Page	Page 6
Buying Categories	Page 7
Showcased Vendors	Pages 8 - 17
Internal, External Notes and Attachments	Pages 13 - 14
Punch-out Catalog	Pages 18 - 24
Non-Catalog	Pages 25 - 32
Splitting Funds	Pages 33 - 36
Document Search	Pages 37 - 39
Chemical Structure Search	Pages 40 - 41
Copy to Cart	Page 42
Notes	Page 43

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.

E-Procurement Manual

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. smithj) Password: Sign In
Forgot Your Password? Unable to Login? Click Here for assistance. Verify this page is hosted by General Administration

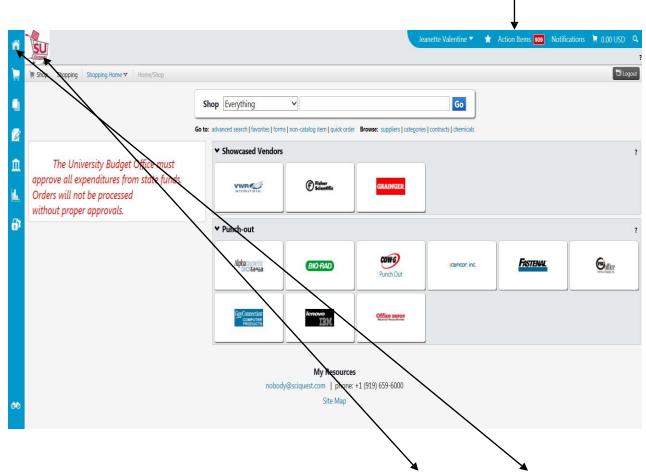
- Input User name example: valentineje (lowercase)
- Password (Network Password)
- Sign In

Getting Started.....

1. Always check FGIBAVL in Banner before inputting a requisition

🛓 Oracle Fusi	ion Middleware Forms Services: 0	Open > FGIBAVL			le l	- • ×
Eile Edit Or	ptions Block Item Record Qu	iery Tools Help				
(🔒 🔌 🖺	🍋 🛋 🖻 🎓 🏅) i 😰 📾 🔀 i 🗛 i 占	l 🖪 🕒 I 🕾 🚈 I 🍕	: [🕀 [🖗 [🛞 [💡 [Х	
🦉 Budget Av	ailability Status FGIBAVL (WSSU	JPROD)	000000000000000000000000000000000000000	000000000000000000000000000000000000000		≚ ×
Chart: Fiscal Ye Index Commit		Fund: 1170 Organization: 5320 Account: 9199 Program: 170 Organization: 5320	00 Purchasing 000 Other Contract Se 01 Institutional Supp		Pending Documents	5
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Delense	Pending ocuments
920000	Supplies and Materials Pool(L4)	800.00	0.00	0.00	800.00	
932000	Communications Pool(L4)	2,600.00	0.00	0.00	2,600.00	
943000	Rent Lease Oth Equip Pool(L4)	5,000.00	0.00	0.00	5,000.00	
	i i					
	ļļ					
	<u> </u>					
	Total:	8,400.00	0.00	0.00	8,400.00	
•			0.00		8,400.00	ТР.
Account Cod Record: 1/3	le. Duplicate Item to view Pending	g Documents.	C>			

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.



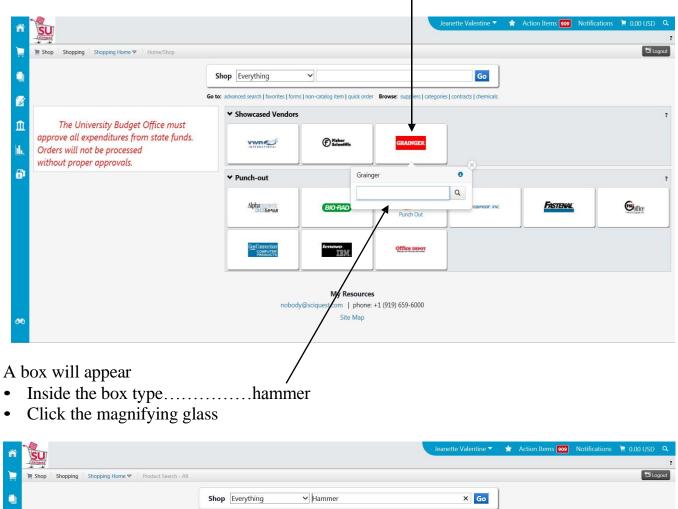




Exercise 1 - Showcased Vendors

1. Under Showcased Vendors

• Click Grainger



12		Go to		catalog item quick order Browse: suppliers categories contracts ch	nemicals
			Results to	r: Everything : Grainger + Hammer	
Ê	Add Keywords ?	Results Per Page	10 🗸	Sort by: Best Match	wing 1 - 10 of 4000+ Results What does "+" mean? <u>Compare Selected:</u>
<u>d.</u>	Go	(law Hammer Hickory 20 Oz from Part Number	n Grainger 2A521	25.29 USD EA
6 1	Filter Results ?	larger image	Manufacturer Info	D020 - (VAUGHAN)	1 Add to Cart v add favorite compare
	Where are my counts?				
	By Product Flag	F	law Hammer Fiberglass 16 Oz f Part Number	2A522	29.12 USD FA
	Green 🗼	larger image	Manufacturer Info	FS20 - (VAUGHAL)	1 Add to Cart V
	By Supplier		W		add favorite compare
	Showing only results matching: Grainger 📷	6 R	ip Hammer Hickory 16 Oz from Part Number		22.82 USD
	By Category	larger image	Part Number Manufacturer Info	2A523 99 - (VAUGHAN)	EA 1 Add to Cart V
	Adjustable wrenches Aluminum bolted structural assemblies		•		add favorite compare
	Anchor screws	Se Se	oft Face Hammer 6 Oz Hickory		18.52 USD
	Axes Battery adapter or accessories more	larger image	Part Nuproer Manufacturer Info	2A528 SF6 - (VAUGHAN)	EA 1 Add to Cart
	By Packaging UOM				add favorite compare

The

2.

3. Under "Add Keywords"

- Type....wood
- Click GO

	W Shopping Dashboard Shopping Hor	me)Product Sear	ch - All				t) Log
•			Shop Everything • ha	mmer	Go		
			Go to: advanced search favorites forms non-cata Results for: Everything : Gra	alog item quick order Browse: suppliers ca ainger + hammer Additional Key			
I						Showing 1 - 1	10 of 54 Results Compare Selecte
	Add Keywords ?	Results Per Pa	ge 10 💌	Sort by: Best Match	•	2	● Page 1 ● of 6 ●
	wood	6-	Hammer Wood Rip from Grainger				16.61 USI
			Part Number	4YR60			E/
	Filter Results ?	larger image	Manufacturer Info	4YR60 - (WESTWARD)			1 Add to Cart
	By Supplier						add favorite compar
	Showing only results matching:	1	Curved Pein/Finishing Hammer Wo	od from Grainger		/	9.99 Ust
	Grainger (54) 🔤	5	Part Number	6GRP0			E/
		larger image	Manufacturer Info	6894025 - (NUPLA)			1 Add to Cart
	b) antegoty						add favorite compar
	Axes (2) Demolition hammers (1)				/		
	Hammers (40)	-	Utility Pick Hammer Wood 8.5 Oz f	fom Grainger 6GRP1	/		9.99 USI
	Mallets (6)	larger image	Manufacturer Info	6894024 - (NUPLA)			1 Add to Cart
	Tool attachments and accessories (5)						add favorite compar
	By Packaging UOM						and interne Learning
	EA (54)	6	Door Skin Hammer Wood 14 Oz fro				9.99 USI
-	By Result Type		Part Number	6GRP3			E/
0.0	Products (54)	larger image	Manufacturer Info	6894020 (NUPLA)			1 Add to Cart add favorite compar

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

4. Click item 1 by clicking "Add to cart" (highlighted in blue)

SU			Jeanette Valentine 🔻	🖈 Action Items 👪 Notifications 🌹 0.00 USD 🔍
Garman				7
🐂 Shop 🔵 Shopping 👌 Dashboard 👌 S	Shopping Home) Pro	duct Search - All		D Logout
		Shop Everything	hammer Go	
		Go to: advanced search favorites fo	ms non-catalog item quick order Browse: suppliers categories contracts chemica	
			thing : Grainger + hammer Additional Keywords: wood	
		Results for Every	anng and nger a nammer and and a negative as nood	Showing 1 - 10 of 54 Results Compare Selected: 0
		ts Per Page 10 -	Sort by: Best Match	
Add Keywords				Page 1 • of 6 • ?
wood	Go	Hammer Wood Rip from (arainger 4YR60	16.61 USD
1	larg	per image Manufacturer Info	4YR60 4YR60 - (WESTWARD)	EA
Filter Results	?	111		add favorite compare
By Supplier				
Showing only results matching:	1		mmer Wood from Grainger	9.99 USD
Grainger (54) 🔤	lara	Part Number Manufacturer Info	6GRP0 6894025 - (NUPLA)	EA
By Category	Te larg		0004020 - (NOPEA)	1 Add to Cart V add favorite compare
Axes (2)				add lavointe compare
Demolition hammers (1)	*	Utility Pick Hammer Woo		9.99 USD
Hammers (40) Mallets (6)		Part Number	6GRP1	EA
Tool attachments and accessories (5)	larg	ger image Manufacturer Info	6894024 - (NUPLA)	1 Add to Cart V
By Packaging UOM				add favorite compare
EA (54)	1	Door Skin Hammer Wood	14 Oz from Grainger	9.99 USD
By Result Type	6	Part Number	6GRP3	EA
Products (54)	larg	ger image Manufacturer Info	6894020 - (NUPLA)	1 Add to Cart 🔻
Froducts (54)				add favorite compare

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

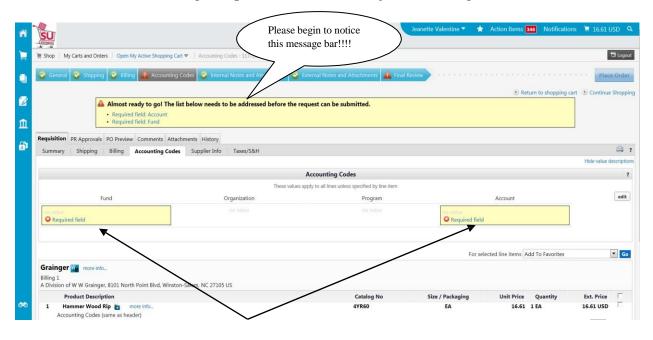
r SU				Jeanette Valentine 🔻	🖈 Action Items 346	Notifications 🐂 16.61 USD
Hand Shopping > Dashboard > Shopping Hor	me) Product Searc	n - All				ti Logo
•		Shop Everything	• hammer	Go		
1 2	c		orms non-catalog item quick order Browse: supp ything : Grainger + hammer Addition		lis	
血					Showing 1	- 10 of 54 Results Compare Selected
Add Keywords ?	Results Per Pag	je 10 💌	Sort by: Best	Match 💌		Page 1 of 6 💌
wood Go	<i>k</i>	Hammer Wood Rip from Part Number	4YR60			16.61 USD EA
Filter Results ?	larger image	Manufacturer Info	4YR60 - (WESTWARD)			1 Add to Cart ▼ add favorite compare
By Supplier						1 item(s) added, view cart
Showing only results matching:						
Grainger (54) 🔤	1		ammer Wood from Grainger			9.99 USD
By Category To		Part Number Manufacturer Info	6GRP0 6894025 - (NUPLA)			EA
Axes (2) Demolition hammers (1)	larger image	Manufacturer Info	0894052 - (MONTY)			1 Add to Cart ▼ add favorite compare
Hammers (40) Mallets (6)	-	Utility Pick Hammer Woo	od 8.5 Oz from Grainger			9.99 USD
Tool attachments and accessories (5)		Part Number	6GRP1			EA
By Packaging UOM	larger image	Manufacturer Info	6894024 - (NUPLA)			1 Add to Cart 🔻
EA (54)						add favorite compare
By Result Type	6	Door Skin Hammer Woo				9.99 USD
Products (54)	larger image	Part Number Manufacturer Info	6GRP3 6894020 - (NUPLA)			EA

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

	Jeanette Valentine 👻 🛣 Action Items 🔒	Notifications H 16.61 05D
📜 🗮 Shop) My Carts and Orders) Open My Active Shopping Cart 🔻) Cart - 1177952 - Draft Requisition		ta Logou
Shopping Cart for Jeanette Valentine Name this cart: 2014-07-14 valentineje 01	Continue Shopping	1 Item(s) for a total of 16.61 USD subtotal: 16.61 USD estimated tax, shipping & handling: 0.00 USD
≜		Proceed to Checkout
Have you made charges? Update	Help Add Non-Catalog Item Empty cart Perform an action of the second s	on (0 items selected) 💌 Select All
GRAINWASS Grainger W more info ADivision of W W Grainger, 8101 North Point Blvd, Winston-Salem, NC 27105 US		Add Non-Catalog Item
Product Description	Unit	Price Quantity Total
Item added on Hammer Wood Rip	16.61	
Add to Favorites Part Number 4YR60		EA Update
Remove Manufacturer Info 4YR60 - (WESTWARD)		
Hammers		
Taxable Capital Expense		
∞ Click Update		view cart his
	Jeanette Valentine 👻 📌 Action Items 💵	Notifications 🔭 16.61 USD
	Jeanette Valentine 🔻 🔺 Action Rems 🔤	view cart hist Notifications 🍗 16.61 USD
Image: Stop () Ministra and Orders () Cpen My Active Shopping Cart () Cart - 1177952 - Draft Requisition	Jeanette Valentine 🔻 🔺 Action Rems 🔤	Notifications 🕷 16.61 USD
Shop M arts and Orders) Open My Active Shopping Cart Cart - 1177852 - Draft Requisition Shopping Cart for Jeanette Valentine		Notifications 🐂 16.61 USD
		Notifications 7 16.61 USD
A A		Notifications ¥ 16.61 USD URL 1 Item(s) for a total of 16.61 subtrait estimated ta, shaping & handing Proceed to Checkory
Shop M ert and Orders) Open My Active Shopping Cart Cart - 1177952 - Draft Requisition Shopping Cart for Jeanette Voluntine Name this cart: Prof. Jones Lab supplies - Grainger Have you made changes? Update Cart - 1177952 - Draft Requisition Shopping Cart for Jeanette Voluntine Mame this cart: Prof. Jones Lab supplies - Grainger Mane this cart: Prof. Jones Lab supplies - Grainger Mane this cart: Prof. Jones Lab supplies - Grainger	• Continue Shopping	Notifications W 16.61 USD Litem(s) for a total of 16.61 estimated tax, shapping & handling: 0.00 Proceed to Checkot a on (0 hems selected). Select A
Stop) M etc and Orders) Open My Active Shopping Cart Cart - 1177852 - Draft Requisition Shopping Cart for Jeanette Valentine Name this cart Prof. Jones lab supplies - Grainger Have you made changes? Update Grainger @ more info	• Continue Shopping	Notifications T 16.61 USD Item(s) for a total of 16.61 autora: 16.61 au
Shop Muntt and Orders Open My Active Shopping Cart Cart - 1177952 - Draft Requisition Shopping Cart for Jeanette Volumine Name this cart Prof. Jones Lab supplies - Grainger Have you made changes? Update Controls I I I I I I I I I I I I I I I I I I I	Continue Shopping Deform an action	Notifications × 16.61 USD time of the second of the seco
Sop Morts and Orders Open My Active Shopping Cart Cart - 1177952 - Draft Requisition Sopping Cart for Jacanetic Volumbre Name this cart: Prof. Jones lab supplies - Grainger Have you made changes? Update Control of the Mort Point Blvd, Winston-Salem, NC 27105 US Product Description Mainter Wood Rip Mainter Wood Rip Mainter Wood Rip Market of Terrentse	Continue Shopping Deform an action	1 Item(s) for a total of 16.61 subtatil 16.5 edinated La, shipping & handling: 0.02 Proceed to Checkor (non (0) Items selected) Select 1 Add Non-Catalog It Price Quantity Total
Shop Murts and Orders Open My Active Shopping Cart Cart - 1177952 - Draft Requisition Shopping Cart for Jeanette Valentine Name this cart Prof. Jones Lab supplies - Grainger Have you made changes? Update Control of the Cart o	Continue Shopping Deform an action	Notifications > 16.61 USD I Item(s) for a total of 16.61 USD I Item(s) for a total of 16.61 USD Proceed to Checkor Add Non-Catalog N Profee Quantity Total S1 USD 1 16.61 USD
Stop M ret and Orders Open My Active Shopping Cart Cart - 1177952 - Draft Requestion Shopping Cart for Jeanetie Valentine Name this cart Prof. Jones lab supplies - Grainger Have you made changes? Update Grainger Inde info. Billing 1 Ent Cartionality Code (Constrained in the Constrained in the Constra	Continue Shopping Deform an action	Notifications > 16.61 USD 1 Item(s) for a total of 16.61 white its shapping A harding is Proceed to Checkoo Add Non-Catalog IR E Price Quantity Total 51 USD 1 16.61 USD
Shop M ret and Orders) Open My Active Shopping Cart Cart - 1177852 - Draft Requisition Shop Din Cart for Jeanette Volentine Name this cart: Prof. Jones lab supplies - Grainger Have you made changes? Update Frainger more inc. lilling 1 mail A Division of W Orainger, 8101 North Point Blud. Winston-Salem, NC 27105 US Port Number: 4VR80 Manufacture ind 4VR80 (WESTWARD) Commodity Code (27111602 P)	Continue Shopping Deform an action	Notifications ➤ 16.61 USD Item(s) for a total of 16.61 without 16.65 Proceed to Checkou Proceed to Checkou Con (0 items selected) • Select A Add Non-Catalog Re Proceed to Checkou Con (0 items selected) • Select A Con

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

ñ	SU			Jeanette Valentine 🔹 🔺	Action Items 346	Notifications 🍹 16.61 USD 🔍
1	Shop My Carts and Orders Open My Active Shopping	g Cart 🗢 🌖 Accounting Codes - 1177952 - Draft Requisiti				to Logout
	👻 General 🧟 Shipping 🔮 Billing 🗼 Account	ing Codes 🔮 Internal Notes and Attachments	External Notes and Attachments	al Review		Place Order
		e list below needs to be addressed before the	a service to a submitted		🕚 Return to	shopping cart (1) Continue Shopping
Ê	Required field: Account Required field: Fund	e list below needs to be addressed before the	e request can be submitted.			
8	Requisition PR Approvals PO Preview Comments A					
	Summary Shipping Billing Accounting Co	des Supplier Info Taxes/S&H				Hide value descriptions
			Accounting Codes			?
	Accounting Codes	Thece value	see annly to all lines unless exertified by line item			? X
	Fund	Organization	Program		Account	add split
	117026 Select from profile values Select from all values Required field	53200 Select from all values	170 Select from all values	929000 Select from all values Required field		
			Ļ		recalculate / va	lidate values
			Save Cancel			
æ	Product Description		Catalog No	Size / Packaging		antity Ext. Price
	Hammer Wood Rip more info Accounting Codes (same as header)		4YR60	EA	16.61 1 EA	16.61 USD

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"

1	SU			Jeanette Valentine 🔻 対	Action Items 346 Notifications	🗎 16.61 USD 🔍
	Shop My Carts and Orders Open My Active Shopping Cart	Accounting Codes - 1177952 - Draft Requisition				법 Logout
	🧟 General 🧟 Shipping 🧟 Billing 🖉 Accounting Co	des 🧧 Internal Notes and Attachments 👰 E	xternal Notes and Attachments Final	Review		Place Order
8		uired information in this step. At this point, ernal Notes and Attachments, Go straight t			Return to shopping car	Continue Shoppin
	Requisition PR Approvals PO Preview Comments Attachm	ents History				0
	Summary Shipping Billing Accounting Codes	Supplier Info Taxes/S&H				Hide value description
			Accounting Codes			?
		These values a	pply to all lines unless specified by line item			
	Fund	Organization	Program		Account	edit
	117026 Purchasing	53200 Purchasing	170		929000 Other Supplies(L4)	
				For se	elected line items Add To Favorites	Go
	Grainger more info Billing 1 A Division of W W Grainger, 8101 North Point Blvd, Winston-S	alem, NC 27105 US				
	Product Description		Catalog No	Size / Packaging	Unit Price Quantity	Ext. Price
10	Hammer Wood Rip more info Accounting Codes (same as header)		4YR60	EA	16.61 1 EA	16.61 USD

Click External Notes and Attachments

*	Terr.		Jeanette Valentine 🔻	🚖 Action Items 🧕	Notifications	🗎 16.87 USD 🔍
	SU Lense					
1	🐂 Shop 🗍 My Carts and Orders 👌 Open My Active Shopping Cart 🗢 🤇 Internal Nates and Attachments - 1401423 - Draft Requisition					Dogout
	📀 General 😨 Shipping 👻 Billing 🗣 Accounting Codes 🗢 Internal Notes and Attachments 🗣 External Notes and	nd Attachments 🧟 Fin	nal Review			Place Order
				🕚 Reti	im to shopping carl	t 🖲 Continue Shopping
 ☑ ① 	You have completed the required information in this step. At this point, you can do t Proceed to the next step: External Notes and Attachments. Go straight to the end: File	-				
ы.	Requisition PR Approvals PO Preview Comments Attachments History					
	Summary Shipping Billing Accounting Codes Supplier Info Taxes/S&H					
6						Hide value descriptions
	Internal Notes and Attachments ?					
	These values apply to all lines unless specified by line item					
	Internal Note no note edit					
	Internal Attachments					
	Add Attachments					
			Fi	or selected line items Ac	d To Favorites	✓ Go
	Grainger W more info_					
	Billing 1 A Division of W W Grainger, 8101 North Point Blvd, Winston-Salem, NC 27105 US					
6 10	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
0-0	1 Hammer Wood Claw 📷 more info	4YR59	EA	16.87	1 EA	16.87 USD
	Internal Note no note edit					

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

I

											_
SU						Jeanette Valentine	* *	Action Items	346 Notifications	🗑 16.61 U	SD
My Carts and O	Orders 🕴 Open My Active Shopping Cart 🗢	External Note	es and Attachments - 117	7952 - Draft Requisition						E.	🖻 Log
🥝 General 🙋 Shipp	oing 😨 Billing 😨 Accounting Cod	es 🥝 Interna	I Notes and Attachme	nts 🥏 External Not	es and Attachments 📀 Fin	al Review				Place	Ord
	You have completed the requ	ired informati	ion in this step. At t	this point, you can	do the following:			🕚 Ri	eturn to shopping cart	t 🕚 Continue	Shop
	Proceed to the next step: Fina										
Summary Shipping	als PO Preview Comments Attachmi g Billing Accounting Codes	Supplier Info	Taxes/S&H								
same, sampling	and a second second	sobbuct rue	Tonical Social							Hide value de	escript
						External	Notes and	Attachments			
						These values appl	ly to all lines	unless specified by	/ line item		
					Note to all Suppliers Attachments for all supplier add attachment						edi
							Farrels	rted line items	Add To Favorites		• G
							FUI Sele	cica mie nema li			
Grainger W more i Billing 1 A Division of W W Grain	info nger, 8101 North Point Blvd, Winston-Sa	ilem, NC 27105 U	US				FOT Sele	ered inte nema j			
Billing 1 A Division of W W Grain Product Desc	nger, 8101 North Point Blvd, Winston-Sa cription	ilem, NC 27105 U	US		Catalog No	Size / Packag		Unit Price	Quantity	Ext. Price	
Billing 1 A Division of W W Grain	nger, 8101 North Point Blvd, Winston-Sa cription	llem, NC 27105 U	US		Catalog No 4YR60 External Note	Size / Packag EA	jing	Unit Price		Ext. Price 16.61 USD	C C

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

ñ	SU					Jeanet	te Valentine 🔻	\star Action Ite	ems 346 No	otifications	🗎 16.61 USD 🛛 🔍
Ì	Shop) My Carts and Or	ders) Open My Active Shopping Cart 🔻) Summa	ary - 117795	52 - Draft Requisition							D Logout
0	🔮 General 🔮 Shippi	ng 🔮 Billing 🧟 Accounting Codes 🔮 In	iternal No	tes and Attachments 🔮 Exterr	al Notes and Attachments 🔗 Fin	nal Review	• • • • • • • • •				Place Order
2 11	5	All done! The required information has Once you have reviewed the details, you							 Return to sh 	opping cart	Ocontinue Shopping
•	Requisition PR Approva Summary Shipping	s PO Preview Comments Attachments Histo Billing Accounting Codes Supplier		axes/S&H							e ?
	Hide header	General	?		Shipping	?			Billing		Hide value descriptions
	Cart Name Description Priority Prepared by Standing Order PO Class Code	Prof. Jones lab supplies - Grainger no velore Normal Jeanette Valentine X no velore	edit	Ship To Attr.: Jeanette Valentine Phone: +1 (336) /50-2803 Room: 111 Winston-Salem State University 601 S Martin Luther King Jr. Dr Alumni House Winston-Salem, NC 27110 United States		edit	Bill To Accounts Payable 601 S. Martin Lut Winston-Salem, 1 United States Credit Card Info No credit card ha	her King Jr. Dr NC 27110		manage	edit edit
				Delivery Options Expedite Ship Via Requested Delivery Date	X Best Carrier-Best Way	edit	Billing Options Accounting Date			manage)	our cards

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 !!!!!!!!!

ñ	SU			Jeanette Valentine 🔻	🗙 Action Items 346	Notifications	🗎 0.00 USD 🔍
þ	Shop) My Carts and Orders) Ope	n My Active Shopping Cart 🔻) Submitted - Requisition	on 1177952				🗂 Logout
0		Requisition Information			?		
2		Congratulations! You have suc status on the Approvals Tab.	cessfully submitted your request. If you need to view	or print a copy, click Qu	ick View 🖻 or view its		
Û		Here is a summary of the requisition. Yo	u can also retrieve this requisition at any time via the doc	ument history search page	5		
8		Requisition number	1177952 view				
		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				
		What would you like to do next? Here a	e 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 					
		create new orant cart					
60							

Comparison Method of Showcased Vendors

1. Beside Shop everything input Flashlight and click Go

ñ	SU			Jei	anette Valentine 🔻 🛛 ★	Action Items 909	Notifications	0.00 USD	۹
1	Shopping Shopping Home ♥ Home/Shop							🔁 Logo	? out
		Shop Everything	~	¥	Go				
1		Go to: advanced search favorites form	ns non-catalog item quick orde	r Browse: suppliers categories	contracts chemicals				
血	The University Budget Office must	✓ Showcased Vendors							?
ш.	approve all expenditures from state funds. Orders will not be processed without proper approvals.		(F) Fisher Scientific	GRAINGER					
9,		✓ Punch-out							?
		Alphanemeric 30X+++a	(BIO RAD)	Punch Out	Icamcor. inc.	FASTENAL		Soffice	
			lenovo IBM.	Office paper					
		noboo	My Resource dy@sciquest.com phone:						
6 0			Site Map	- (, 0000					

2. Under Add Keywords, typeC Yellow and click Go

1	SU			Jeanette Valentie	ine 🔻 🔺 Action Items 🚥 Notifications 🌹 0.00 US
1	Shop > Shopping > Shopping Home ▼ > Pro	duct Search - All			1
			Shop Everything	✓ Flashlight	Go
2				forms non-catalog item quick order Browse: suppliers categories contracts ch : Everything : Flashlight Additional Keywords: C Yellow	
血	Add Keywords	Results Per P		Sort by: Best Match	Showing 1 - 10 of 20 Results Compare Sel
1.0			Flashlight C Yellow 10	000 Candelas Candle Power 2 Batteries from Grainger	9.99
	C Yellow Go	no image available	Part Number	4JC03	
A 2	Filter Results		Manufacturer Info	1800C - (PELICAN)	1 Add to Car
	By Supplier				add favorite com
	Grainger (20)		Flashlight Xenon Yellov	v 53 L C from Grainger	42.03
			Part Number	4JC10	
	By Supplier Class	larger imag	Manufacturer Info	2000010240G - (PELICAN)	1 Add to Car
	Minority - Certified Women Owned Business (20)		1. All		add favorite com
	By Category		Flashlight C Yellow from	n Grainger	155.00
	Emergency lighting and accessories (16)	no image available	Part Number	5RV42	
	Flashlight (4)		Manufacturer Info	7050 - (PELICAN)	1 Add to Car
	By Packaging UOM		104		add favorite com
	EA (20)		E3937 Flashlight LED Y	ellow 44 L C from Grainger	80.01
	By Result Type	larger imag	Part Number	5XA81	
0	Products (20)	larger imag	Manufacturer Info	33244 - (STREAMLIGHT)	1 Add to Car
	By Manufacturer				add favorite com

- 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.

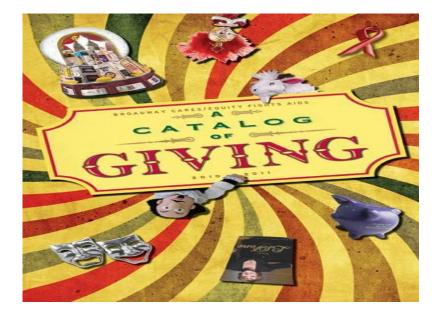
Note: If not, assistance is available.

Punch-Out Catalog

Takes you to specific external requested vendor and their catalog information

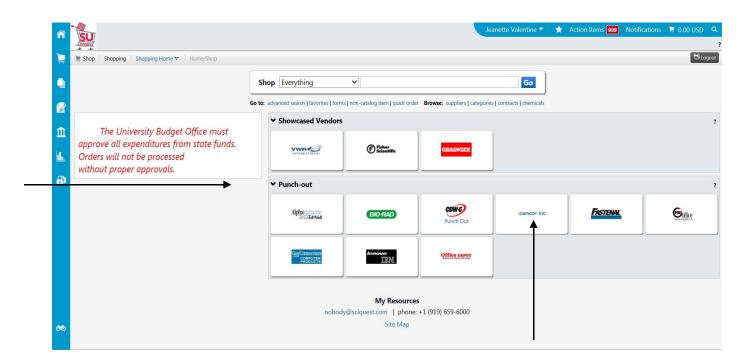






Exercise 2 – Punch-Out Catalog

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

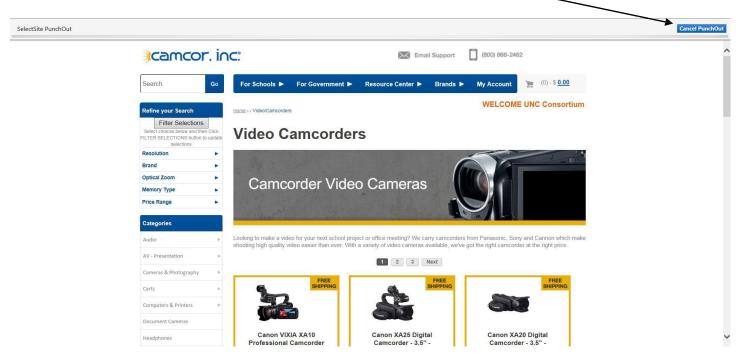


2. Under Digital Cameras – click "Camcorders"

		/			
SelectSite PunchOut		/			Cancel
)camcor. inc	= /	Email Support	(800) 868-2462	
	Search Go	For Schools ► For Government	► Resource Center ► Brands ►	My Account 📜 (0) - \$ <u>0.00</u>	
	Categories	/		WELCOME UNC Consortium	
	Audio 🕨	UNC Consortiu	n Contract		
	AV - Presentation			100000000	
	Cameras & Photography	Digital Cameras Point & Shoot Cameras	AV Presentation Multimedia Projectors	Audio Headphones	
	Carts 🕞	SLR Cameras	Document Cameras	Microphones	
	Computers & Printers	Camcorders	Projection Screens	Players & Recorders	
	Document Cameras	Digital Memory	Interactive Boards	Speakers	
	Headphones	Camera Department	Replacement Lamps Audio Visual Dept	PA Systems Audio Department	
			Audio Visual Dept	Addo Department	
	Interactive Boards				
	Microphones 🕨	Photography	Video	Digital Office	
	Office Furniture & Equipment	Lighting	Camcorders	3D Printers	
	Telescopes & Binoculars	Lenses	LCD Television	Tablet Computers	
	TVs & Monitors	Filters	Video Editing	Duplicators	
	Video >>	Tripods Camera Cases	Video Department	Digital Office Department	
	video	Photography Department			

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.



- 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"

ñ	SU										Jeanett	te Valentin	e 🔻 🔺	Actio	n Items 909	Notific	cations	¥ 419	.99 USD	٩
	Shop My Carts and	Orders Open My Active	Shopping Cart 🔻) Cart - 1401	1460 - Draft Rec	quisition													DIO	gout
	Name this cart: 2015-0	g Cart for Jeanett 08-07 valentineje 01	e Valentine										۰ Cc	ontinue S	Shopping		l tax, shippir	subte ig & handl	419.99 otal: 419.99 ing: 0.00 Checkou	USD USD
1	Have you made change	S? Update							👁 Help	Add	d Non-Catalog	Item	Empty car	t Per	form an action	n on (0 ite				
b.	Cam	cor Inc more info															6	Add Non	-Catalog Ite	2m
6 3		up was retrieved from the ess this item(s) on the sup																		
		Product Description													Uni	t Price	Quantit	/	Total	
	Item added on Aug 7, 2015 Add to Favorites Remove More Actions	Canon VIXIA HFR Part Number Manufacturer Info Commodity Code Taxable Capital Expense	62 32gb Full H 113356373 0278C004 - (CA 45121516 Lab Video Came	NON)	rder , inclue	<u>des \$30.00</u>) Instant Re	ebate goo	<u>d thru 31-(</u>	<u>Oct-20</u>	<u>15</u>				419	99 usd EA	;	¹ 419	9.99 USD	
6 0																			view cart h	istory

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

~	-			Jeanette Valentine 🔻	🛧 Action Items 909	Notifications	📜 419.99 US	DQ
Â	SU							
1	🐂 Shop 👌 My Carts and Orders 👌 Open My Active Shopping Cart 🔻	Accounting Codes - 1401460 - Draft Requ	isition				B	Logout
0	🧟 General 🧟 Shipping 📀 Billing 🕼 Accounting Cod	des 🥝 Internal Notes and Attachments	🧟 External Notes and Attachments 🛕 Fir	nal Review			Place 0	Order
2	-				Return	to shopping cart	Continue Sl	hopping
M	Almost ready to go! The list Required field: Account	below needs to be addressed before	the request can be submitted.					
血	Required field: Fund							
L.	Requisition PR Approvals PO Preview Comments Attachm	ents History						
<u>.</u>	Summary Shipping Billing Accounting Codes	Supplier Info Taxes/S&H						?
a t							Hide value des	criptions
			Accounting Codes					?
			values apply to all lines unless specified by line item				r	
	Fund	Organization	Program		Account		1	edit
	no value Required field			no value Required	d field			
				1	or selected line items Add	To Favorites	~	Go
	Camcor Inc more info							
	Product Description		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
6 00	1 Canon VIXIA HFR62 32gb Full HD Camcorder , inc	ludes \$30.00 Instant Rebate good thru 3	1-Oct-2015 - more 113356373	EA	419.99 1	EA	419.99 USD	
	Accounting Codes (same as header)						edit	

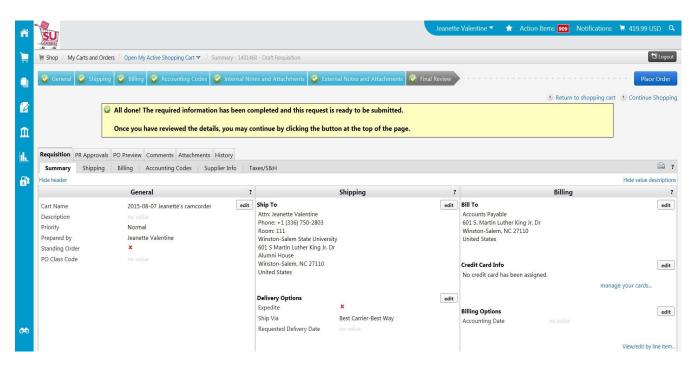
9. After "Required field" information is inputted, click "recalculate and saye"

							\		
4	~	COLUMN THE REAL PROPERTY AND INC.					Jeanette Valentine 🔻	Action Items 909	Notifications 📜 419.99 USD 🔍
	•	SU						/	
١		Cart Name	2015-08-07 Jeanette's camco	rder edit	Ship To		edit Bill To	/	edit
- 23		Description			Attn: Jeanette Valentine Phone: +1 (336) 750-2803		Account a	/able 1 Luther King Jr. Dr	
1		Priority	Normal		Room: 111		Winsten-Sale	em, NC 27110	
	2	Prepared by	Jeanette Valentine		Winston-Salem State University 601 S Martin Luther King Jr. Dr		United State	5	
2	ġ	Standing Order PO Class Code	no value		Alumni House		/	\	
	≤	PO Class Code			Winston-Salem, NC 27110 United States		Credit Card		edit
1	ĩ				Onited States		No credit ca	rd has been assigned.	
4	-								manage your cards
1					Delivery Options Expedite	x	edit		
L.	<u>n.</u>				Ship Via	Best Carrier-Best Way	Billing Optio		edit
4	32				Requested Delivery Date	no value	Accounting I	Date no volue	
	•								
							v/edit by line item	\	View/edit by line item
					Acc	ountina Codes			2
		Accounting Codes						1	? X
		Fund		Organi	zation	Program		Account	add split
		117037					929000		
		Select from profile values					Select from		
		Select from all values Required field					Q Requir	ed field	
						_ /		recelculate	/ validate values
						1		Tecalculate	y vondute vondes
	10					Save Cancel			
e	HO I	Add Attachments				Add Attachments			

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

Note: Final Review will display entire order.

SU				Jeanette Valentine 🔻	📩 🖈 Action Items 🧕	9 Notifications	🗎 🗎 419.99 L	JSD C
Shop My Carts and Orde	ers 👌 Open My Active Shopping Cart	 Accounting Codes - 1401460 - Draft Requisition 	n				6	🗅 Logout
😵 General 🥝 Shipping	g 🥝 Billing 🤗 Accounting Ce	odes <table-cell> Internal Notes and Attachments 🧟</table-cell>	External Notes and Attachments 🥝 Fir	nal Review			Place	e Order
	You have completed the rec	uired information in this step. At this poi	nt, you can do the following:		④ Re	turn to shopping ca	t 🕚 Continue	Shoppir
1	Proceed to the next step: In	ternal Notes and Attachments. Go straigh	t to the end: Final Review.					
Requisition PR Approvals	PO Preview Comments Attach	nents History						
Summary Shipping	Billing Accounting Codes	Supplier Info Taxes/S&H						?
×							Hide value d	
-			Accounting Codes					?
		These value	s apply to all lines unless specified by line item					
F	und	Organization	Program		Account			edit
	.7037 al Systems	53400 Finance Systems	170		929000 Other Supplies(L4)			
					For selected line items	dd To Favorites		✓ Go
Camcor Inc more info)							
Product Descrip	otion		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
Canon VIXIA HF info Accounting Codes (-	cludes \$30.00 Instant Rebate good thru 31-0	ct-2015 🔶 more 113356373	EA	419.99	1 EA	419.99 USD	
	some as neadery						edit	



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

11. Click Place Order

SU						
Shop My Carts and Orders	→ Open My Active Shopping Cart マ → Summa	ary - 1401460 - Draft Requisition				🔁 Logout
A						
🦉 General Shipping	Silling Sccounting Codes Silling	nternal Notes and Attachments 😨 Ex	ternal Notes and Attachments	Final Review		Place Order
					Return to shop	ping cart 🕚 Continue Shopping
0	All done! The required information has	s been completed and this request	t is ready to be submitted.			
	Once you have reviewed the details, yo	ou may continue by clicking the bu	utton at the top of the page.			
	PO Preview Comments Attachments Histo					۽ 🖨
Summary Shipping Hide header	Billing Accounting Codes Supplier I	Info Taxes/S&H				Hide value descriptions
nide neader	General	?	Shipping	?	Billing	?
Cart Name	2015-08-07 Jeanette's camcorder	edit Ship To		edit	Bill To	edit
Description	no value	Attn: Jeanette Valentine		1	Accounts Payable	
Priority	Normal	Phone: +1 (336) 750-2803 Room: 111			601 S. Martin Luther King Jr. Dr Winston-Salem, NC 27110	
Prepared by	Jeanette Valentine	Winston-Salem State Univer			United States	
Standing Order	x	601 S Martin Luther King Jr. Alumni House	. Dr			
PO Class Code		Winston-Salem, NC 27110 United States			Credit Card Info	edit
		United States			No credit card has been assigned.	
						manage your cards
		Delivery Options Expedite	x	edit		
		and a second sec			Billing Options	edit
		Ship Via	Best Carrier-Best Way		Accounting Date	
		Ship Via Requested Delivery Date	Best Carrier-Best Way no volue	Jeanette	Accounting Date no velue 2 Valentine T Action Items 999 Notifica	View/edit by line item
SU		Requested Delivery Date		Jeanette		tions 🍹 0.00 USD 🔍
Shop My Carts and Orders) Open My Active Shopping Cart 💌) Submitted	Requested Delivery Date		Jeanette		
Shop My Carts and Orders) Open My Active Shopping Cart マ) Submitted Requisition Information	Requested Delivery Date		Jeanette		tions 🍹 0.00 USD 🔍
Shop My Carts and Orders	Requisition Information	Requested Delivery Date	no value			tions 🍹 0.00 USD 🔍
Shop My Carts and Orders	Requisition Information Congratulations! You status on the Approva	I - Requisition 1401460 have successfully submitted you	no value	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View or view its	tions 🍹 0.00 USD 🔍
Shop My Carts and Orders	Requisition Information Congratulations! You status on the Approva Here is a summary of the requise	Requested Delivery Date 1 - Requisition 1401460 have successfully submitted you Is Tab. sition. You can also retrieve this rec	no value	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View or view its	tions 🍹 0.00 USD 🔍
Shop My Carts and Orders	Requisition Information Congratulations! You status on the Approva Here is a summary of the requis Requisition number	Requested Delivery Date 1 - Requisition 1401460 have successfully submitted you is Tab. sition. You can also retrieve this rec 1401460 view	no value	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View or view its	tions 🍹 0.00 USD 🔍
Shop My Carts and Orders	Requisition Information Image: Congratulations! You is status on the Approva Here is a summary of the requisive requisition number Requisition number Requisition status	Requested Delivery Date 1 - Requisition 1401460 have successfully submitted you Is Tab. sition. You can also retrieve this rec 1401460 view Pending	no volue	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View or view its	tions 🍹 0.00 USD 🔍
Shop My Carts and Orders	Requisition Information Image: Congratulations! You is status on the Approvance of the status on the Approvance of the requisition status is a summary of the requisition number is requisition number is requisition status is cart name	Requested Delivery Date 1 - Requisition 1401460 have successfully submitted you Is Tab. sition. You can also retrieve this rec 1401460 view Pending 2015-08-07 Je	no value	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View or view its	tions 🍹 0.00 USD 🔍
Shop My Carts and Orders	Requisition Information Image: Congratulations! You is status on the Approvance of the status on the Approvance of the requisition status Requisition number Requisition status Cart name Requisition date	Requested Delivery Date 1- Requisition 1401460 have successfully submitted you Is Tab. sition. You can also retrieve this rec 1401460 view Pending 2015-08-07 Je 8/7/2015	no volue	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View 🗟 or view its	tions 🍹 0.00 USD 🔍
Shop My Carts and Orders	Requisition Information Image: Congratulations! You is status on the Approvance Here is a summary of the requisition number Requisition number Requisition status Cart name Requisition date Requisition total	Requested Delivery Date 1- Requisition 1401460 have successfully submitted you Is Tab. sition. You can also retrieve this rec 1401460 view Pending 2015-08-07 Je 8/7/2015 419.99 USD	no volue	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View 🗟 or view its	tions 🍹 0.00 USD 🔍
Shop) My Carts and Orders	Requisition Information Image: Congratulations! You is status on the Approvance of the status on the Approvance of the requisition status Requisition number Requisition status Cart name Requisition date	Requested Delivery Date 1- Requisition 1401460 have successfully submitted you Is Tab. sition. You can also retrieve this rec 1401460 view Pending 2015-08-07 Je 8/7/2015	no volue	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View 🗟 or view its	tions 🍹 0.00 USD 🔍
► Shop My Carts and Orders	Requisition Information Image: Congratulations! You is status on the Approvance of the status on the Approvance of the requisition number Requisition number Requisition number Requisition status Cart name Requisition date Requisition total Number of line items What would you like to do next	Requested Delivery Date 1- Requisition 1401460 have successfully submitted you Is Tab. sition. You can also retrieve this rec 1401460 view Pending 2015-08-07 Je 8/7/2015 419.99 USD	no value r request. If you need to view quisition at any time via the do canette's camcorder	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View 🗟 or view its	tions 🍹 0.00 USD 🔍
► Shop My Carts and Orders	Requisition Information Image: Congratulations! You I status on the Approval status on the Approval Here is a summary of the requisition number Requisition number Requisition status Cart name Requisition date Requisition total Number of line items What would you like to do next • Search for another item	Arequisition 1401460 Arequisition 1401460 Area successfully submitted your Is Tab. Sition. You can also retrieve this rec 1401460 view Pending 2015-08-07 Je 8/7/2015 419.99 USD 1	no value r request. If you need to view quisition at any time via the do canette's camcorder	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View 🗟 or view its	tions 🍹 0.00 USD 🔍
► Shop My Carts and Orders	Requisition Information Image: Congratulations! You is status on the Approval status on the Approval there is a summary of the requise requisition number Requisition number Requisition status Cart name Requisition date Requisition total Number of line items What would you like to do next • Search for another item • View order history	Requested Delivery Date 1- Requisition 1401460 have successfully submitted you is Tab. sition. You can also retrieve this rec 1401460 view Pending 2015-08-07 Je 8/7/2015 419.99 USD 1 ? Here are links to some common	no value r request. If you need to view quisition at any time via the do canette's camcorder	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View 🗟 or view its	tions 🍹 0.00 USD 🔍
Shop My Carts and Orders	Requisition Information Image: Congratulations! You I status on the Approval status on the Approval Here is a summary of the requisition number Requisition number Requisition status Cart name Requisition date Requisition total Number of line items What would you like to do next • Search for another item • View order history • Check the status of an order • Return to your home page	Requested Delivery Date 4- Requisition 1401460 have successfully submitted you Is Tab. sition. You can also retrieve this rec 1401460 view Pending 2015-08-07 Je 8/7/2015 419.99 USD 1 eter	no value r request. If you need to view quisition at any time via the do canette's camcorder	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View 🗟 or view its	tions 🍹 0.00 USD 🔍
Shop) My Carts and Orders	Requisition Information Image: Congratulations! You is status on the Approval status on the Approval status of the requisition number Requisition number Requisition number Requisition status Cart name Requisition date Requisition total Number of line items What would you like to do next • Search for another item • View order history • Check the status of an order	Requested Delivery Date 4- Requisition 1401460 have successfully submitted you Is Tab. sition. You can also retrieve this rec 1401460 view Pending 2015-08-07 Je 8/7/2015 419.99 USD 1 eter	no value r request. If you need to view quisition at any time via the do canette's camcorder	w or print a co	• Valentine ▼ ★ Action Items @00 Notifica ? py, click Quick View 🗟 or view its	tions 🍹 0.00 USD 🔍

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)

	ñ	SU			Jea	nette Valentine 🔻 🔺 🛧	Action Items 909 N	Notifications	📜 0.00 USD	٩
	1	Image: Shopping Shopping Home ▼ Home/Shop							DLogo	? out
	0		Shop Everything	~		Go				
	2		Go to: advanced search favorites form	is non-catalog item quick ord	er Browse: suppliers categories	contracts chemicals				
	Î	The University Budget Office must	✤ Showcased Vendors							?
	ш L	approve all expenditures from state funds. Orders will not be processed without proper approvals.	INTERNATIONAL	Flaker Scientific	GRAINGER					
	6)	wanout proper approvas.	♥ Punch-out							?
			Alphanumeric GOX4444	BIO RAD	Punch Out	camcor, inc.	FASTENAL		Gullee	
			GasCameetian commutas PRODUCTS	lenovo. IBM.	Office paper					
8	ø ®		nobod	My Resource y@sciquest.com phone Site Map						

2. Type Carpet Central Inc.

Note: If vendor is not listed, contact Purchasing Services.

			1									
ñ	SU							Jeanette Valentine 🔻	🖈 Action Items 909	Notifications	📜 0.00 USD	۹
	Lannon -											2
	M Shop Shopping Shopping Home	▼ Home/Shop									DLog	out
		Non-Catalog Item		-1.*	- 1				? X			
		Enter Supplier	or									
			Supplier Search									?
血	The University Bud											
	approve all expenditures	Product Description		Catalog No.	Quantity	Price	Packaging		_			
ii.	Orders will not be proces		0				EA - Each		~			
	without proper approvals	254 characters	expand clea	ir i								
8		remaining										
		Product Details										*
		Commodity Code			Q		Controlled substance					
		Manufacturer Name					Recycled Hazardous material		STENA		Coffice	
		Manufacturer Part No	1				😵 Radioactive					
							😌 Rad Minor 🕏 Select Agent					-
							🐱 Select Agent					
							Energy Star					
							A Green					
				Sav	e and Close	Save and Ad	d Another Close					
			_			My Res	OUTCAS					
				not	odv@scique		phone: +1 (919) 659-6000					
					7	Site I						
60												

3. Fill in all required fields:

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

ñ	CI I						Jeanette Valentine 🔻	🛊 Action	Items 909	Notifications	🗎 0.00 USD 🔍
	Lanus										?
1	The Shop Shopping Shopping Home	▼ Home/Shop									🗂 Logout
۹		Non-Catalog Item						?	x		
-		Carpet Central Inc select different supplie	er								
		PO Box 2035, Greensboro, NC 27405 US									
Â	The University Budg	Distribution Methods									?
ш.			Catalog No.	Quantity	Price	Packaging					
ih.	Orders will not be process	^				EA - Each			-		
	without proper approvals.										
67		remaining									?
		Product Details									
		Commodity Code		م		Controlled substance			TENAL		Confice
		Manufacturer Name Manufacturer Part No				 Hazardous material Radioactive 				B	torest land in
		Manufacturer Part No				😔 Rad Minor					
						 ♦ Select Agent ♀ Toxin 					
						🛃 Energy Star					
						A Green					
			Sa	ve and Close	Save and A	Add Another Close					
					My Res						
			nob	ody@sciques		phone: +1 (919) 659-6000					
6 0					Site M	мар					

4. Click **search light** next to "commodity code"

n	SU						Jeanette Valentine 🔻	🖈 Action Items 909	Notifications	🗎 0.00 USD 🔍
	Shop Shopping Shopping Home	▼ Home/Shop								D Logout
	The University Budg	Product Description	Catalog No.	Quantity	Price	Packaging EA - Each	1	× ۲ •		2
8		Commodity Code Manufacturer Name Manufacturer Part No		ve and Close		ardous material lioactive I Minor ett Agent in rgy Star en		TENAL	•	? Outline
<i>0</i> 10			nobe	ody@sciques	My Resource t.com phone: Site Map	; +1 (919) 659-6000				

Commodity Code	Search	?
Code starts with		
Description contains		
	Search	

- 5. Beside Description contains type..... Carpet
- 6. Click "search"
- 7. Select Carpeting

ñ	SI I						Jeanette Valentine 🔻	🖌 Action Ite	ems 909	Notifications	📜 0.00 USD	Q,
	Lienne											?
1	The Shop Shopping Shopping Home	▼ Home/Shop									🔁 Logo	out
		Non-Catalog Item						?	x			
-		Carpet Central Inc select different suppl	ier									
2		PO Box 2035, Greensboro, NC 27405 US										
	The University Budg	Distribution Methods										?
	approve all expenditures (Product Description	Catalog No.	Quantity	Price	Packaging						
th.	Orders will not be process	^				EA - Each		~				
	without proper approvals.											
8	1 1 11	remaining										,
		E Product Details										-
	-	Commodity Code 30161	1701	Q		Controlled substance Recycled			TENAL		6	
		Manufacturer Name			🔶	Hazardous material			TETHEL	0.	Confice	
		Manufacturer Part No				Radioactive Rad Minor						
					0 8	Select Agent						
						Toxin Energy Star						
						Green						
			Sa	ve and Close	Save and Add A	Another Close						
					My Resour	ces						
			nob	ody@sciques	t.com phor	ne: +1 (919) 659-6000						
					Site Map							

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

								•	
ñ	CIT				Jeanette Valentine 🔻	🖈 Action Items 909	Notifications	📜 50.00 USD	٩
									?
1	🐂 Shop 👌 Shopping 👌 Shopping Home 🗢 👌 Home/Shop							DLog	jout
0		Shop Everything	~		Go				
1		Go to: advanced search favorites form	is non-catalog item quick orde	er Browse: suppliers cate	gories contracts chemicals				
		✓ Showcased Vendors							?
۵ الد	The University Budget Office must approve all expenditures from state funds. Orders will not be processed without proper approvals.	WIR CO	(Fisher Scientific	GRAINGER.					
9,		✓ Punch-out							?
		Alphanimeric Gioxenna	BIO RAD	Punch Out	Icamcor, inc	FASTENA	E	Confice	
		GnyConnextient Conservation PRODUCTS	lenovo IB所	Office paper					
670		nobod	My Resource y@sciquest.com phone: Site Map						

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

ñ	SU			Jea	nette Valentine 🔹 🖈	Action Items 909 Notifi	cations 📜 50.00 USD 🔍
)	Shopping Shopping Home Home/Shop				My Cart		2015-08-07 valentineje 01
0		Shop Everything	~		Carpet for Quantity: 1 Price: 50.00 (Red Room in Thomp	View My Cart Checkout
		Go to: advanced search favorites for	ns non-catalog item quick ord	ler Browse: suppliers categorie	5		50.00 USD
	The University Budget Office must	✤ Showcased Vendors	5				?
۵ ۱	approve all expenditures from state funds. Orders will not be processed without proper approvals.		() Fisher Scientific	GRAINGER.			
9,		✓ Punch-out					?
		Alpharumeric GOX#468	(BIO RAD)	Punch Out	camcor, inc.	FASTENAL	Gutte
		Gor Carrentian computer products	lenovo IBM.	Office DEPOT			
6 20		noboo	My Resource dy@sciquest.com phone Site Map				

- Name this cart and click "update" Click Proceed to Checkout 10.
- 11.

Shop My Carts and	Orders Open My Active	Shopping Cart 🔻 👌 Car	- 1401549 - Draft Requisition					🔁 Logou
Shoppin	g Cart for Jeanet 08-07 valentineje 01	te Valentine			🖲 Contin		Item(s) for a tota ated tax, shipping & H	subtotal: 50.00 USE
łave you made change				🚔 🏹 Help 🛛 Add Non-Catalog	Item Empty cart	Perform an action on (0	items selected)	Checkout Select All
Carpet Central I	Product Description					Unit Price		Total
Item added on Aug 7, 2015	Carpet for Red Ro	oom in Thompson (Center 🍺			50.00 USD	1	50.00 USD
Add to Favorites Remove	Part Number Commodity Code	C456789 30161701	Q				Update	
More Actions V	Taxable	Carpeting						
	Capital Expense							view cart hist

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

ñ	- CIT			Jeanette Valentine 🔻 🛛 🜟	Action Items 909 Notificatio	ns 📜 50.00 US	D Q
	SO						
	F Shop My Carts and Orders Open My Active Shopping Ca	rt 🗢 🕖 Accounting Codes - 1401549 - Draft Requisition				5	Logout
	Seneral Shipping Shipping Accounting	Codes 🧟 Internal Notes and Attachments 🧟	External Notes and Attachments	I Review		Place (Order
					Return to shopping c	art 🛞 Continue Sl	hopping
Ø		st below needs to be addressed before the r	equest can be submitted.				
Â	Required field: Account Required field: Fund						
ih.	Requisition PR Approvals PO Preview Comments Attac	hments History					
	Summary Shipping Billing Accounting Codes	Supplier Info Taxes/S&H					2 ?
6 3						Hide value des	criptions
			Accounting Codes				?
		These values	apply to all lines unless specified by line item				
	Fund	Organization	Program		Account		edit
	no value Required field			Required field			
				For sel	ected line items Add To Favorites	~	Go
	Carpet Central Inc more info						
	Product Description		Catalog No	Size / Packaging	Unit Price Quantity	Ext. Price	
		more info	C456789	YD	50.00 1 YD	50.00 USD	
æ	Accounting Codes (same as header)					edit	

14. Insert internal/external notes and attachments.

ñ	Jeanette Valentine 🔻 🖈 Action Items 🚥 Notification	🗎 🗑 50.00 USD 🔍
Þ	Shop My Carts and Orders Open My Active Shopping Cart Accounting Codes - 1401549 - Draft Requisition	DLogout
0	📀 General 🧟 Shipping 😔 Billing 😨 Accounting Codes 😨 Internal Notes and Attachments 🧟 External Notes and Attachments	Place Order
2 1 1 1	Return to shopping car 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.	Continue Shopping
<u>ii.</u>	Requisition PR Approvals PO Preview Comments History Summary Shipping Billing Accounting Codes Supplier Info Taxes/S&H	2 ?
6 3		Hide value descriptions
	Accounting Codes	?
	These values apply to all lines unless specified by line item	edit
	Fund Organization Program Account 11/037 53400 170 929000 Financial Systems Finance Systems Other Supplicies(L4)	eur
	For selected line items Add To Favorites	Go
	Carpet Central Inc more info Product Description Catalog No Size / Packaging Unit Price Quantity	Ext. Price
ø	Product Description Catalog No Size / Packaging Unit Price Quantity 1 Carpet for Red Room in Thompson Center (a) more info C456789 YD 50.00 1 YD Accounting Codes (same as header) Accounting Codes (same as header) Image: Catalog No I YD Image: Catalog No I YD	Ext. Price

15. Click "Final Review"

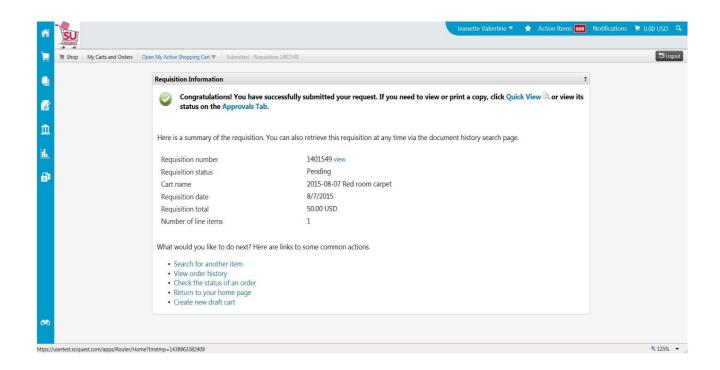
Note: Final Review will display entire order

							_
ñ	SU			eanette Valentine 🔻 🔰	Action Items 909 Notification	ons 📜 50.00 USD	۹
۱.	My Carts and Orders Open My Active Shopping Cart	External Notes and Attachments - 140154	19 - Draft Requisition			(D Log	out
1	🧟 General 🧟 Shipping 🧟 Billing 🔮 Accounting Cod	les 🛜 Internal Notes and Attachments	External Notes and Attachments Final Rev	iew		Place Orde	er
					Return to shopping	cart 🕚 Continue Shop	ping
	You have completed the required the requi	uited information in this step. At this	s point, you can do the following:				
血	Proceed to the next step: Fina	al Review.					
<u>iii.</u>	Requisition PR Approvals PO Preview Comments Attachme						0
~	Summary Shipping Billing Accounting Codes	Supplier Info Taxes/S&H					
93						Hide value descript	
				External Notes an			?
				These values apply to all line	es unless specified by line item		_
			Note to all Suppliers			edi	t
			Attachments for all suppliers				
			Add Attachments				
							_
				For s	elected line items Add To Favorites	✓ G	o
	Carpet Central Inc more info						
	Product Description		Catalog No	Size / Packaging	Unit Price Quantity	Ext. Price	
	1 Carpet for Red Room in Thompson Center 🎲 mo	ore info	C456789	YD	50.00 1 YD	50.00 USD	
۵۵			External Note			edit	

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

16. Click Place Order

ñ	SU				li j	Jeanett	e Valentine 🔻	🛧 Action Iter	ns 909	Notifications	📜 50.00 USD 🔍
Þ	Shop My Carts and Or	rders 🕴 Open My Active Shopping Cart 🔻 👌 Summ	ary - 140154	9 - Draft Requisition							DLogout
0	🎯 General 🥝 Shippi	ng 🧟 Billing 😵 Accounting Codes 🧟 I	nternal No	tes and Attachments 📀 Exter	nal Notes and Attachments 🔗 Fir	nal Review					Place Order
	L. L							٩	Return	to shopping cart	Continue Shopping
ĭ ■		All done! The required information ha Once you have reviewed the details, you have reviewed the details.									
<u>d.</u>		Is PO Preview Comments Attachments Histo	*								A ?
-	Summary Shipping	Billing Accounting Codes Supplier	Info Ta	axes/S&H							
93	Hide header		1.25			10.20					Hide value descriptions
		General	?		Shipping	?			Billing		?
	Cart Name Description Priority Prepared by Standing Order PO Class Code	2015-08-07 Red room carpet no volce Normal Jeanette Valentine X	edit	Ship To Attn: Jeanette Valentine Phone: +1 (336) 750-2803 Room: 111 Winston-Salem State Universit 601 S Martin Luther King Jr. Di Alumni House		edit	Bill To Accounts Payable 601 S. Martin Lut Winston-Salem, United States	ther King Jr. Dr NC 27110			edit
				Winston-Salem, NC 27110 United States			Credit Card Info No credit card ha	as been assigned.			edit
										manage	e your cards
				Delivery Options Expedite	x	edit					
				Ship Via	Best Carrier-Best Way		Billing Options				edit
6 0				Requested Delivery Date	no value		Accounting Date				
											View/edit by line item



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

ñ	SU	Jeanette Valentine 🔻 🔺 Action Items 🚾 Notifications 🌹 24.84 USD 🔍
1	Shop My Carts and Orders	Open My Active Shopping Cart O Cart - 1401564 - Draft Requisition
• 2	Name this cart: 2015-08-07 v	
Ш.	Have you made changes? Up	Proceed to Checkout
9,		Product Description Unit Price Quantity Total
	Item added on Aug 7, 2015 Add to Favorites Remove	
	More Actions	Manufacturer Info CI92000CAS - (INTERMETRO INDUSTRIES CORP) Commodity Code 24101501 Cart Accessories
		Taxable Capital Expense
	Item added on Aug 7, 2015 no im-	
650	Add to Favorites	16.5Wx23.2Lx8.6Hcm
	More Actions 💌	Part Number 82002-520 (EA) Manufacturer Info TB91035BAS - (INTERMETRO INDUSTRIES CORP)

- 2. Click Required Field and input Account Code
- 3. Click "recalculate" and save

hop My Carts and Orders Open My Active Shopping C	Cart 🗢 🧳 Accounting Codes - 1401564 - Draft Requisition				🗂 Logout
General 🤡 Shipping 🥥 Billing 🌲 Accounting	g Codes 🧟 Internal Notes and Attachments 📀 Exter	rnal Notes and Attachments 👗 Final f	Review		• • • Place Order
				Return to shopping ca	art 🕚 Continue Shopping
Almost ready to go! The Required field: Account Required field: Fund	list below needs to be addressed before the reque	est can be submitted.			
uisition PR Approvals PO Preview Comments Atta	chments History				
ummary Shipping Billing Accounting Code	es Supplier Info Taxes/S&H				2 ?
					Hide value descriptions
	Ac	counting Codes			?
	These values apply	to all lines unless specified by line item			
Fund	Organization	Program		Account	edit
o volue Required field			Required field	1	
			For se	elected line items Add To Favorites	Go
WR International Inc. more info					
Product Description		Catalog No	Size / Packaging	Unit Price Quantity	Ext. Price
	te Box Cover Insert style to fit inside rim of tote box. F		1UNIT	13.65 1 EA	13.65 USD

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

					Concernance of the second
🖌 General 🤗 Shipping 🤗 Billing 🔗 Accounting C	odes 🥝 Internal Notes and Attachments 😨 Ex	cternal Notes and Attachments	leview		Place Order
				Return to shopping call	art 📧 Continue Shoppin
You have completed the re	quired information in this step. At this point,	you can do the following:			
Proceed to the next step: In	ternal Notes and Attachments. Go straight to	o the end: Final Review.			
					-
quisition PR Approvals PO Preview Comments Attach Summary Shipping Billing Accounting Codes					2 ?
					Hide value description
		Accounting Codes			?
	These values ap	oply to all lines unless specified by line item			
Fund	Organization	Program		Account	edit
117037 Financial Systems	53400 Finance Systems	170		929000 Other Supplies(L4)	
			For s	elected line items Add To Favorites	Go
WR International Inc. more info					
Product Description		Catalog No	Size / Packaging	Unit Price Quantity	Ext. Price
	Box Cover Insert style to fit inside rim of tote box e polypropylene-base material. Fits the following		1UNIT EA	13.65 1 EA	13.65 USD

5. Click "add split"

Carriers .								
	Proceed to the next step: In	ternal Notes and Attachments. Go straig	nt to the end: Final Review.					
Requisition PR Approv	als PO Preview Comments Attach	ments History						
Summary Shipping	Billing Accounting Codes	Supplier Info Taxes/S&H						Cu
						Н	ide value de	escr
			Accounting Codes					
		These value	es apply to all lines unless specified by line item					
	Fund	Organization	Program		Account			
	117037	53400	170		929000			
	incial Systems	Finance Systems			Other Supplies(L4)			
				For se	ected line items Add To	Pavorites		~
VWR Internation	al Inc. more info							
Product Des	ription		Catalog No	Size / Packaging	Unit Price Qu	antity Ex	ct. Price	
		Box Cover Insert style to fit inside rim of tote	box. Finger hole for 19767-008 (EA)	1UNIT	13.65 1 EA		.65 USD	E
Accounting C	odes						? X	
	Fund	Organization	Program	Ac	count	add split		
11703		53400	170	929000			- 8	
	elect from profile values Select from all values	Select from all values	Select from all values	Select from	m all values		- 8	
2					recalculate / validate val	ues	P	E

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

- % of Price
- % of QuantityAmount of Price

SU				Jeanette Valentine 🔻	🖈 Action Items 👳	9 Notifications	🗏 24.84 USD 🤇
-4 <u>C479803</u> -44-	Proceed to the next	step: Internal Notes and Attachments. G	o straight to the end: Final Review.				
Requisitio	n PR Approvals PO Preview Comments	Attachments History					
Summary	y Shipping Billing Accounting	Codes Supplier Info Taxes/S&H					
							Hide value description
			Accounting Codes				1
			These values apply to all lines unless specified by	line item			
	Fund	Organization	Progra		Account		edit
	117037	53400	170		929000		/
	Financial Systems	Finance Systems			Other Supplies(L4)		
						/	/
	ccounting Codes						? X
VWR	Fund	Organization	Program	Account	% of Price	add split	
	117037	53400	170	929000	0	remove	
1	Select from profile values Select from all values	Select from all values	Select from all values	Select from all values			×
	117037	53400	170	929000	0	remove	
	Select from profile values Select from all values	Select from all values	Select from all values	Select from all values			
				2	Split Total 0%	add split	
2				recalculate / validate	values show monetary calc	ulations	

7. Input appropriate Account Codes and split method

EXPRISS							
	Proceed to the next	step: Internal Notes and Attachments.	Go straight to the end: Final Review.				
Requisitio	PR Approvals PO Preview Comments	s Attachments History					
Summary	y Shipping Billing Accounting	g Codes Supplier Info Taxes/S&H					
							Hide value
			Accounting Codes				
			These values apply to all lines unless specified by	line item			
	Fund	Organization	Progra	m	Account		
	117037	53400	170		929000		
	Financial Systems	Finance Systems			Other Supplies(L4)		
	Accounting Codes				· · · · ·		? X
VWR	Accounting Codes Fund	Organization	Program	Account	% of Price	add split	? X
VWR	Fund	53400	170	929000	% of Price	add split remove	? X
	Fund				Marca and and and and and and and and and an		? X
VWR	Fund 117037 Select from profile values	53400	170	929000	Marca and and and and and and and and and an		? X
VWR	Fund 117037 Select from profile values Select from all values	53400 Select from all values	170 Select from all values	929000 Select from all values	50	remove	? X
1 1	Fund 117037 Select from profile values Select from all values 117026 Select from profile values	53400 Select from all values	170 Select from all values	929000 Select from all values 929000 Select from all values	50	remove	? X
VWR	Fund 117037 Select from profile values Select from all values 117026 Select from profile values	53400 Select from all values	170 Select from all values	929000 Select from all values 929000 Select from all values Sp	50	remove remove	? X
1 1	Fund 117037 Select from profile values Select from all values 117026 Select from profile values	53400 Select from all values	170 Select from all values	929000 Select from all values 929000 Select from all values Sp	50 50 plit Total 100%	remove remove	? X
1 1	Fund 117037 Select from profile values Select from all values 117026 Select from profile values	53400 Select from all values	170 Select from all values	929000 Select from all values 929000 Select from all values Sp	50 50 plit Total 100%	remove remove	? X

8.

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

equisition PR Approvals PO Preview Comments Atta	chments History				
Summary Shipping Billing Accounting Code	s Supplier Info Taxes/S&H				
					Hide value des
		Accounting Codes			
	These v	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 se	ected line items Add To Favorites	
copy to other lines		Catalon No.		lected line items Add To Favorites	Fyt Price
Accounting Codes values vary by line	tive polypropylene-base material. Fits the fol		For se Size / Packaging 1UNIT EA	dected line items Add To Favorites Unit Price Quantity 13.65 1 EA	Ext. Price 13.65 USD
Accounting Codes values vary by line //WR International Inc. more info Product Description COVER INSERT TOTE BOX Olympic Divider To easy removal. Black. Made of Bentron conduc boxes: 22221-294 -290 -288. more info Accounting Codes	tive polypropylene-base material. Fits the fol	tote box. Finger hole for 19767-008 (EA)	Size / Packaging 1UNIT	Unit Price Quantity	Ext. Price
Accounting Codes values vary by line AVWR International Inc. more info Product Description COVER INSERT TOTE BOX Olympic Divider To easy removal. Black. Made of Bentron conduc boxes: 22221-294 - 290 - 288. more info Accounting Codes Q values have been overridden for this line	tive polypropylene-base material. Fits the fo	tote box. Finger hole for 19767-008 (EA) Ilowing Olympic tote	Size / Packaging 1UNIT EA	Unit Price Quantity 13.65 1 EA	Ext. Price 13.65 USD

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

SU				leanette Valentine 🔻 🔺	r Action Items 909 N	lotifications 📜 24.8	84 US
Shop My Carts and	Orders Open My Active Shopping Cart	Accounting Codes - 1401564 - Draft Requisition					5
🥝 General 📀 Ship	pping 🥝 Billing 🔗 Accounting Co	ides 🥝 Internal Notes and Attachments 🧟 Ext	ternal Not: s and Attachments 🧟 Final Re	view			Place
					Return to s	hopping cart 🕚 Conti	inue S
		uired information in this step. At this point, y ternal Notes and Attachments. Go straight to					
Requisition PR Approv	vals PO Preview Comments Attachn	nents History					
Summary Shippin	ng Billing Accounting Codes	Supplier Info Taxes/S&H					
		,	Accounting Codes			Hide val	ue de
			by to all lines unless specified by line item				
	Fund	Organization	Program		Account		
	117037 nancial Systems	53400 Finance Systems	170		929000 Other Supplies(L4)		
Fin							
Fin copy to other lines Accounting Codes v.	alues vary by line						
copy to other lines	alues vary by line			For se	elected line items Add To Fi	avorites	
copy to other lines	nal Inc. more info		Catalog No	For se	elected line items Add To Fi	11	ice

Document Search

Simple Search

1. Click on the "document search" tab.

<u> </u>	SU						
	Shop Shopping Dashboard	Shopping Home) Home/Shop					
	Orders & Documents				Go		
	Document Search	Document Search	ralog item Louick o	rder Browse: suppliers catego	ries I contracts I chemical	J	
	Approvals	Search Documents				-	
π		View Saved Searches					
		Download Export Files					
⊕ ∟			(F) Fisher Scientific	GRAINGER			

- 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.

		Jeanette	Valentine 👻 📩 Action Iter	ms 👪 Notifications 🗦 0.00 USD 🔍
Document Search	Search Documents 🗢 🌖 Document Search	•		Diogout
	Search Purchase Orders -	All Dates	Go	
	Enter search terms such as documen	t numbers, suppliers, and product information.		
2	Go to: advanced search	my requisitions my purchase orders		
Ê				
en la				

4. Input "date range", if applicable.

5. All results that match the criteria will return.

Orders & Documents Document Search Se	arch Documents 😎) Document Sear	ch				to Logou
Start New Search Edit Search						
	Showing 1 - 20 of 41 Results		Last 30 d	ays (6/12/2014-7/11/2014)		
Filtered by	Results Per Page 20		Sort by:	Best match		Page 1 of 3 🕨
Type: All Documents	Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
Date Range: Last 30 days	2 1176242 🖎	Requisitions	Jean Scales	7/10/2014 3:45 PM	VWR International Inc.	9.80 U
Save Search Export Search	× 1176149 🖎	Requisitions	Jeanette Valentine	7/10/2014 3:40 PM	VWR International Inc.	0.00 U
	× 1176134 0	Requisitions	Jeanette Valentine	7/10/2014 3:11 PM	Carpet Central Inc	0.00 U
Refine Search Results ?	× 1176035 🛝	Requisitions	Jeanette Valentine	7/10/2014 2:48 PM	Camcor Inc	0.00 US
Туре	× 1168582 🖎	Requisitions	Jeanette Valentine	7/10/2014 1:59 PM	Grainger	0.00 U
All Documents	✓ P0017300 🔍	Purchase Orders	Jacqueline Jenkins	6/26/2014 7:29 AM	Bio-Rad Laboratories	264.00 U
Date Range	✓ 1168493 [™]	Requisitions	Jacqueline Jenkins	6/26/2014 7:28 AM	Bio-Rad Laboratories	264.00 US
Last 30 days	V P0017299 🗟 🛙	Purchase Orders	Jacqueline Jenkins	6/26/2014 7:21 AM	Bio-Rad Laboratories	477.00 US
Supplier 🐐	✓ 1168513 🗟 Ø	Requisitions	Jacqueline Jenkins	6/26/2014 7:09 AM	Bio-Rad Laboratories	477.00 U
Bio-Rad Laboratories (36)	✓ P0017298 🖎	Purchase Orders	Jacqueline Jenkins	6/26/2014 6:59 AM	Bio-Rad Laboratories	1,290.00 U
VWR International Inc. (2) Camcor Inc (1)	✓ 1168510 ¹ / ₁	Requisitions	Jacqueline Jenkins	6/26/2014 6:58 AM	Bio-Rad Laboratories	1,290.00 U
Grainger (1) [more]	✓ P0017297	Purchase Orders	Jacqueline Jenkins	6/26/2014 6:53 AM	Bio-Rad Laboratories	765.01 US
Department	1168509	Requisitions	Jacqueline Jenkins	6/26/2014 6:52 AM	Bio-Rad Laboratories	765.01 U

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

	n Orders & Documents) Document Search	Sear	ch Documents 🗢 🌖 Document Searc	h :				🗂 Logout
	Start New Search Edit Search		Showing 1 - 20 of 41 Results		Last 30 da	ays (6/12/2014-7/11/2014)		
3	Filtered by	•	Results Per Page 20		Sort by:	Best match		Page 1 of 3 🕨 1
	Type: All Documents		Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
1	Date Range: Last 30 days		2 1176242	Requisitions	Jean Scales	7/10/2014 3:45 PM	VWR International Inc.	9.80 USE
	Save Search Export Search	× 1176149 🖎	Requisitions	Jeanette Valentine	7/10/2014 3:40 PM	VWR International Inc.	0.00 USE	
Ν			× 1176134 🖻	Requisitions	Jeanette Valentine	7/10/2014 3:11 PM	Carpet Central Inc	0.00 USE
)	Refine Search Results 7		× 1176035 🖎	Requisitions	Jeanette Valentine	7/10/2014 2:48 PM	Camcor Inc	0.00 USD
Ϊ	Туре		× 1168582 🖎	Requisitions	Jeanette Valentine	7/10/2014 1:59 PM	Grainger	0.00 USD
	All Documents		✓ P0017300 🗟	Purchase Orders	Jacqueline Jenkins	6/26/2014 7:29 AM	Bio-Rad Laboratories	264.00 USD
	Date Range		✓ 1168493	Requisitions	Jacqueline Jenkins	6/26/2014 7:28 AM	Bio-Rad Laboratories	264.00 USD
	Last 30 days		✓ P0017299 🕰 🛙	Purchase Orders	Jacqueline Jenkins	6/26/2014 7:21 AM	Bio-Rad Laboratories	477.00 USD
	Supplier		✓ 1168513 🔍 Ø	Requisitions	Jacqueline Jenkins	6/26/2014 7:09 AM	Bio-Rad Laboratories	477.00 USD
	Bio-Rad Laboratories (36)		✓ P0017298	Purchase Orders	Jacqueline Jenkins	6/26/2014 6:59 AM	Bio-Rad Laboratories	1,290.00 USD
	VWR International Inc. (2) Camcor Inc (1)		✓ 1168510 🗟	Requisitions	Jacqueline Jenkins	6/26/2014 6:58 AM	Bio-Rad Laboratories	1,290.00 USD
	Grainger (1) [more	1	✓ P0017297 🖎	Purchase Orders	Jacqueline Jenkins	6/26/2014 6:53 AM	Bio-Rad Laboratories	765.01 USD
	Department		1168509	Requisitions	Jacqueline Jenkins	6/26/2014 6:52 AM	Bio-Rad Laboratories	765.01 USD

Advance Search

1. Click on the "advanced search" link.

		Jeanette Valentine 🔻 🔺 Ac
Orders & Documents) Document Search) Search	Documents ♥) Document Search	All Dates 🔽 Go
	Enter search terms such as docume	ent numbers, suppliers, and product information.

2. Click the "document type".

r SU			3	Jeanette Valentine 🔻	🖈 Action Items 💷	Notifications	🗎 0.00 USD 🔍
Comes	ocument Search						7 D Logout
 Orders & Documents Document Search Documents Orders & Documents Documents Orders & Documents 	Go te: sir Search All Document Idd Document Number(s) Document Number(s) Owner Date Total Amount Supplier Department Item/Product Informa Catalog Number(SKU Product Description	is v entification an All Dates contact	ns my purchase orders my fo	orms			7 The logout
50	Product Flags		tance 📄 🚰 Energy Star	al			
Fill in the necessary fields							
Click							

5. All results that match the criteria will return.

					Jeanette Valentine 🔻	🖈 Action Items 910 No	otifications 📜 0.00 USD 🔍
Search Details	?	Results Per Page 20 V		Sort by:	Best match 🗸		▲ Page 1 ♥ of 397 ▶ ?
		Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
Filtered by		2 1401564 🖎	Requisitions	Jeanette Valentine	8/7/2015 11:25 AM	VWR International Inc.	24.84 USD
Type: All (Type: All Documents Date Range: All Dates	<i>2</i> 1401549 🖎	Requisitions	Jeanette Valentine	8/7/2015 11:03 AM	Carpet Central Inc	50.00 USD
		<i>≈</i> 1401460 🖎	Requisitions	Jeanette Valentine	8/7/2015 10:05 AM	Camcor Inc	419.99 USD
Save Sea	ch Export Search	<i>2</i> 1401423 🕰	Requisitions	Jeanette Valentine	8/7/2015 7:46 AM	Grainger	16.87 USD
1		<i>2</i> 1400439 🖎 🛙	Requisitions	Jean Scales	8/5/2015 2:38 PM	Carpet Central Inc	50.00 USD
Refine Search I	Results ?	✓ P0018119 🕰	Purchase Orders	Jeanette Valentine	7/20/2015 11:07 AM	Andrea M Thompson	450.00 USD
Type		✓ 1389999 BL	Requisitions	Jeanette Valentine	7/20/2015 10:58 AM	Andrea M Thompson	450.00 USD
All Documents	~	✓ P0018111 🕰	Purchase Orders	Jacqueline Jenkins	7/20/2015 10:23 AM	Cindy's Dry Cleaning	2.00 USD
Air Documents		✓ 1391571 🕰	Requisitions	Jacqueline Jenkins	7/20/2015 10:21 AM	Cindy's Dry Cleaning	2.00 USD
Date Range		✓ P0018110 🕰	Purchase Orders	Jacqueline Jenkins	7/20/2015 9:59 AM	Cindy's Dry Cleaning	2.00 USD
All Dates	~	✓ 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
Supplier	T.	✓ 1391485	Requisitions	Jacqueline Jenkins	7/20/2015 8:22 AM	Cindy's Dry Cleaning	2.00 USD
Office Depot (43) Grainger (1449)	5)	× 1390023 🕰	Requisitions	Mary Fries	7/16/2015 9:14 AM	Grainger	0.00 USD
Fisher Scientific (Contract of the second s	<i>2</i> 1390022 🕰	Requisitions	Elaina Barron	7/16/2015 9:06 AM	Carpet Central Inc	50.00 USD
Carpet Central In	: (462) [more]	2 1390020 🕰	Requisitions	Constance Daniels	7/16/2015 9:05 AM	Carpet Central Inc	50.00 USD
Department	T.	2 1389974 🕰	Requisitions	Elaina Barron	7/16/2015 9:04 AM	VWR International Inc.	18.55 USD
No Department (Name (Name) (36		2 1389972 🕰	Requisitions	Megan Edwards	7/16/2015 9:04 AM	Carpet Central Inc	50.00 USD
Division of Nursin	ig (Division of Nursing)	2 1389971 🖻	Requisitions	Louis Forrisi	7/16/2015 9:03 AM	VWR International Inc.	9.80 USD
(150)		2 1389989 2	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.

3.

4.

Chemical Structure Search

1. Click on the "chemicals" link on the home page.

ñ	CIT					Jeanette Valentine 🔻	*	Action Items 344	Notifications	🐂 0.00 USD	٩
	DO										?
1	Ten Shop) Shopping) Dashboard) Shopping Home) Home/Shop	5								10 Lo	gout
		Shop	Everything	•		Go	ĺ				
		Go to: advar	nced search favorites f	iorms non-catalog iten	n quick order Browse: suppliers	categories contracts chemicals	◄				

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

	New Search		Total Number Of Marked Items : 0
Chemical Structure Search Help The Structure Search interface is used for performing structure and keyword searches to find available structures and also the related hosted catalogs.	Chemical Structure Search Product Name CAS Number Molecular Formula		13
 SEARCH * FEATURES Select the Search Type there are 4 structure search types to choose from: substructure, superstructure, similar, and exact. Search type refers to how the search compares the drawn structure to the result set. 	Molecular Weight Search Type Results per page	Substructure • 20 • Search	
 Search Fields-Product Name, CAS number, molecular formula, and molecular weight can be used by themselves or in combination with other fields and/or a structure drawing. Structure Drawing Use the tools to the left of the drawing box and right click menu options to specify any properties of the structure. 	File Lott View Insert Help H C N O F - + P S Cl 		Å
Training Video Click here for a brief training video]	
	, 00,	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.

- Search P	arameters			2		
	HN	Search Type	Substructure			
New Search	Edit Query					Total Number Of Marked Items : 0 Available Actions Search Catalog SG
Results per pa	age 20 💽	1	No. of Structures meeting			4 Page 1 € of 6 ▶ 2
Mate Zoom		Search Catalog E Mass Zoom	Search Catalog	1 Mas Zseen	Search Catalog Mark Zoon	Swaroh Catalog 🔲 🗖
			Сн,		1H ₂	ньс ньс сн,
Mate Zoom	CA3 Number :	Search Catalog 🗆 Mask Zoom	CA8 Number 703.00.6 Search Catalog	CAS Number 152055 23.8	Search Catalog 🗆 Mark Zoom	CAS Humber : 2458.756.
	H ₃ C	4.		Hyc - O	на. Н20	HO HOL
Mate Zoom	CA5 Number : 517-32-4	Search Gatalog 🗇 Mask Zoom	CA3 Humber : 89-28-2 Search Catalog	CAS Bunder : 6027-08-1	Search Catalog 🗌 Mak (Seon	CAS Number : 6028.80.8 Search Catalog

E-Procurement Manual

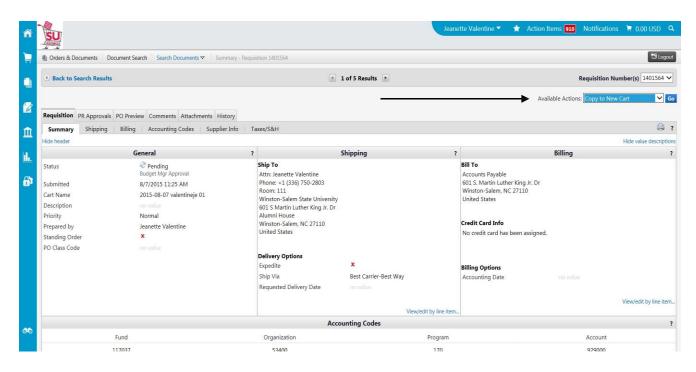
Winston Salem State University

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

		mstn 🔎 - 🔒 🖒 🗙 🎯 Product Searc	Ch - La	n 🗙 🛪 🗞 Convert 🔹 🖡
e t	lit View Favorites Tools Help		° n	
	Suggested Sites Mainsaver Web Module M B	anner INB 😰 httpsramtech.wssu.edu-s		• 🔝 • 🖃 🖷 • Page • Safety • Tools • 🔞 •
	CIT		Jeanette Valentine 🔻 🖈 Actio	n Items 🚮 Notifications 🍹 0.00 USD 🔍
	- Carmen			
	H Shop Shopping Dashboard Shopping Home	Product Search - Lab Supplies		🗂 Logout
l,		Shop Lab Supplie	es 🔹 86282 Go	
		Go to: advanced search fav	vorites forms non-catalog item quick order Browse: suppliers categories contracts chemicals	
2			Results for: Lab Supplies : 86282	
				Showing 1 - 10 of 21 Results Compare Selected: 0
П	Add Keywords ?	Results Per Page 10 💌	Sort by: Best Match	Page 1 V of 3 Pa
	and a second			
Br	Go		00g; F.W. 195.26; C14H13N; M.P. 66-70 degree C; Primary CAS: 86-28-2; 1/EA	N/A
		from Eicher Crientific		
		from Fisher Scientific		500g, EA
	Filter Results ?	Part Number	AC118215000	Not Available
		Part Number Manufacturer Info	AC118215000 118215000 - (Acros Organics)	Not Available
	By Supplier	Part Number Manufacturer Info CAS Number	AC118215000 118215000 - (Acros Organics) 86-28-2	Not Available
	By Supplier To	Part Number Manufacturer Info CAS Number	AC118215000 118215000 - (Acros Organics) 86-28-2	Not Available add favorite compare
	By Supplier Tisher Scientific (1)	Part Number Manufacturer Info CAS Number P-ETHYLCARBAZOLE, 98% (H	AC118215000 118215000 - (Acros Organics) 86-28-2 IPLC) from Sigma Aldrich 62043-250G 62043 - (SIGMA-ALDRICH)	Not Available add.faxorite compare 9.99 USD
	By Supplier Fisher Scientific (1) Sigma Aldrich (3) Spectrum Chemicals & Laboratory Products (6)	Part Number Manufacturer Info CAS Number PETHYLCARBAZOLE, 98% (H Part Number	AC118215000 118215000 - (Acros Organics) 86-28-2 IPLC) from Sigma Aldrich 62043-250G	Not Available add.favorite compare 9.99 USD 250g. EA
	By Supplier Tester Scientific (1) Tester Scientific (1) Tester Scientific (1) Tester Scientific (1) Septertum Chemicals & Laboratory Products (6) WKR International Inc. (11)	Part Number Manufacturer Info CAS Number PETHYLCARBAZOLE, 98% (H Part Number Manufacturer Info CAS Number	AC118215000 118215000 - (Acros Organics) 86-28-2 IPLC) from Sigma Aldrich 62043-250G 62043 - (SIGMA-ALDRICH) 86-28-2	Not Available add favorite compare 9.99 USD 250g, EA 1 Add to Cart Y add favorite compare
	By Supplier To Sentific (1) The Sentific (2) The Sentific (2) The Sentific (3) Septertum Chemicals & Laboratory Products (6) WR International Inc. (11) By Supplier Class State Contract Supplier (1) The Sentification of	Part Number Manufacturer Info CAS Number Part Number Manufacturer Info CAS Number N-Ethylcarbazole, Technical f	AC118215000 118215000 - (Acros Organics) 86-28-2 IPLC) from Sigma Aldrich 62043 - (SIGMA-ALDRICH) 86-28-2 from Spectrum Chemicals & Laboratory Products	Not Available add_favorite compare 9.99 USD 250g.EA 1 Add favorite compare add favorite compare 44.03 USD
	By Supplier Television Control of the Second	Part Number Manufacturer Info CAS Number PETHYLCARBAZOLE, 98% (H Part Number Manufacturer Info CAS Number	AC118215000 118215000 (Acros Organics) 86-28-2 HPLC) from Sigma Aldrich 62043-250G 62043 - (SIGMA-ALDRICH) 86-28-2 from Spectrum Chemicals & Laboratory Products E2498-25GM	Not Available add_favorite compare 9,99 USD 250g. EA 1 Add to Cart V add favorite compare 44.03 USD 25g. EA
	By Supplier To the scientific (1) and the scientific (2) and the scientific (3) and the science of the science	Part Number Manufacturer Info CAS Number 9-ETHYLCARBAZOLE, 98% (H Part Number Manufacturer Info CAS Number N-Ethylcarbazole, Technical f Part Number	AC118215000 118215000 - (Acros Organics) 86-28-2 IPLC) from Sigma Aldrich 62043 - (SIGMA-ALDRICH) 86-28-2 from Spectrum Chemicals & Laboratory Products	Not Available add favorite compare 9.99 USD 250g. EA 1 Add to Cart ¥ add favorite compare 44.03 USD 25.02.6 1 Add to Cart ¥
	By Supplier Television Control of the Second	Part Number Manufacturer Info CAS Number PETHYLCARBAZOLE, 98% (H Part Number Manufacturer Info CAS Number N-Ethylcarbazole, Technical f Part Number Manufacturer Info	AC118215000 118215000 (Acros Organics) 86-28-2 HPLC) from Sigma Aldrich 62043-250G 62043 - (SIGMA-ALDRICH) 86-28-2 from Spectrum Chemicals & Laboratory Products E2498-25GM E2498-25GM (Spectrum Chemical)	Not Available add_favorite compare 9,99 USD 250g. EA 1 Add to Cart V add favorite compare 44.03 USD 25g. EA
	By Supplier Sigma Aldrich (3) Spectrum Chemicals & Laboratory Products (6) VWR International Inc. (11) By Supplier Class State Contract Supplier (1) By Category Glochemical Reagents (1) Derivatization Reagents (2) Fine Chemicals (11) Organosilico Compounds (3)	Part Number Manufacturer Info CAS Number Part Number Part Number Nanufacturer Info CAS Number N-Ethylcarbazole, Technical f Part Number Manufacturer Info CAS Number	AC118215000 118215000 (Acros Organics) 86-28-2 HPLC) from Sigma Aldrich 62043 - SIGMA-ALDRICH) 86-28-2 from Spectrum Chemicals & Laboratory Products E2498-25GM E2498-25GM E2498-25GM (Spectrum Chemical) 86-28-2	Not Available add_favorite compare 250g. EA 1 Add ta Carti V add favorite compare 25.g. EA 1 Add to Cart V add favorite compare
œ	By Supplier To Scientific (1) and To Scientific (2) and Scientific (2) and Spectrum Chemicals & Laboratory Products (6) VWR International Inc. (11) By Supplier Class State Contract Supplier (1) and By Category To Science (2) Fine Chemical Reagents (2) Fine Chemical (1)	Part Number Manufacturer Info CAS Number Part Number Part Number Nanufacturer Info CAS Number N-Ethylcarbazole, Technical f Part Number Manufacturer Info CAS Number	AC118215000 118215000 (Acros Organics) 86-28-2 HPLC) from Sigma Aldrich 62043-250G 62043 - (SIGMA-ALDRICH) 86-28-2 from Spectrum Chemicals & Laboratory Products E2498-25GM E2498-25GM (Spectrum Chemical)	Not Available add favorite compare 9,99 USD 250g, EA 1 Add to Cont Y add favorite compare 44.03 USD 25g, EA 1 Add to Cont Y

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.

SU	Jeanette Valentine 🔻 🔺 Action It	ems 910 Not	tifications	🌹 24.84 USD 🔍
Thop My Carts and	ters 🖒 Open My Active Shopping Cart 🗢 👘 Cart - 1401567 - Diraft Requisition			🔁 Logou
Name this cart: 2015-0	Cart for Jeanette Valentine ③ Continue Shop 37 valentineje 02		ated tax, shipping	total of 24.84 USC subtotal: 24.84 USC g & handling: 0.00 USC eed to Checkout
Have you made change:	Update Cardinal Inc. more info	an action on (0 il) 👻 Select All 🛛
	Product Description	Unit Price	Quantity	Total
Item added on Aug 7, 2015 Add to Favorites Remove More Actions	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 Bentron conductive polypropylene-base material. Fits the following Olympic tote boxes: 22221-294 -290 -288. Park Number 19767-008 (EA) Commodity Code Cognoc 4: (DITEMETRO INDUSTRIES CORP) Commodity Code Capital Expense	13.65 USD 1UNIT, EA	1 Update] 13.65 ∪sp □
Item added on Aug 7, 2015 Add to Favorites Remove More Actions	Image TOTE STAT DISP BENSTAT 10X7X3 Olympic Divider Tote Box Blue. Durable stackable. High-impact strength. Made of Benstat static-dissipative polypropylene-base material. Smooth label areas on all sides. Capacity: 2.8L. Dimensions interior: 16.5Wx23.2Lx8.6Hcm Part Number 82002-520 (EA) Made detures lefe. 7891035655, (NTERMATER) INDUSTRIES CORP.	11.19 USD 1UNIT, EA	1 Update	11.19 usp 🗆

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.