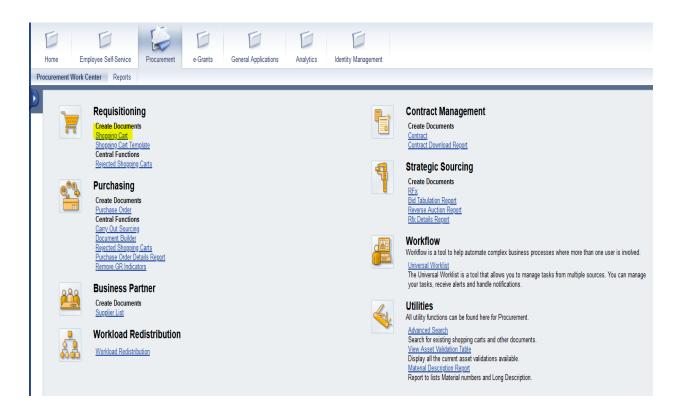
CREATING A SHOPPING CART



1.) Click on Shopping Cart

me TB409506 05/02/2 am Name -Office Suppl ilues i i i v i v i c t i t Aqents	🗍 Toya Brown		vated On 05/02/2022 15:12:57	Created By	Foya Brown							
am Name -Office Suppl alues		Appro	val Note									
am Name -Office Suppl alues		Appro	val Note									
ilues I	es											
1												
-												
. / Edit Agente												
Υ.												
/ Paste Duplicate	Delete											
Item Type	Product ID Des	scription Product Categor	y Product Category Description	Quantity Unit	Net Price / Limit	Net Value Currency	Option Type	Per Order Type	Delivery Date	Notes	Total Value	Atta
ltem Type		43690	Whirlpool Addity,ECP	1.000	0.00	0.00 USD		1	05/02/2022	<u>0</u>		
Item Type		43690	Whirlpool Addity,ECP	1.000	0.00	0.00 USD		1	05/02/2022	<u>0</u>		
Item Type		43690	Whirlpool Addity,ECP	1.000	0.00	0.00 USD		1	05/02/2022	Q		
Item Type		43690	Whirlpool Addity,ECP	1.000	0.00	0.00 USD		1	05/02/2022	Q		
Item Type		43690	Whirlpool Addity,ECP	1.000	0.00	0.00 USD		1	05/02/2022	<u>0</u>		
Item Type		43690	Whirlpool Addity,ECP	1.000	0.00	0.00 USD		1	05/02/2022	Q		
Item Type		43690	Whirlpool Addity,ECP	1.000	0.00	0.00 USD		1	05/02/2022	<u>0</u>		
		43690	Whirlpool Addity,ECP	1.000	0.00	0.00 USD		1	05/02/2022	0		
Item Type		+3030	wimpoor Addity,EGF		0.00	0.00 000			CONCLILOLL	⊻		
Item Type Item Type		43690	Whirlpool Addity,ECP	1.000	0.00			1	05/02/2022	0		
	Y Paste Duplicate kem Type kem Type kem Type kem Type kem Type kem Type	Paste Duplicate Delete tem Type Product ID De tem Type 4 tem Type 4	Item Type Product ID Description Product Categor Item Type 43690 43690 Item Type 43690 Item Type 43690 Item Type 43690 Item Type 43690 Item Type 43690 43690 Item Type 43690 Item Type 43690	Item Type Product ID Description Product Category Product Category Description Item Type 43690 Whirlpool Addity.ECP Item Type 43590 Whirlpool Addity.ECP	Item Type Product ID Description Product Category Product Category Description Quantity Unit Item Type 43690 Whirlpool Addity.ECP 1.000 Item Type 43690 Whirlpool Addity.ECP 1.000	New Type Product DD Description Product Category Product Category Description Quantity Unit Net Price / Limit Item Type Main 43690 Whirlpool Addity.ECP 1.000 0.000 Item Type Main 43690 Whirlpool Addity.ECP 1.000 0.000 Item Type Main MainSol Whirlpool Addity.ECP 1.000 0.000 Item Type MainSol 43690 Whirlpool Addity.ECP 1.000 0.000	Paste Duplicate Deter 1 Nem Type Product Di Description Product Category Product Category Number Categ	Nem Type Product D Description Product Category Product Category Description Quantity Unit Net Price / Limit Net Value Currency Option Type Item Type Main Main A3560 Whirlpool Addity.ECP 1.000 0.000 USD USD Main Main<	Item Type Product ID Description Product Category Product Category Description Quart Unit Net Price / Linit Net Value Currency Option Type Per Option Type <	Normal Section Sectina Section Sectina Section Section Section Section Section Section	Image: Normal System	Image: Normal State

- 2.) Name Shopping Cart (Optional)
- 3.) Click "Add Item"
- 4.) Click "With Free Description"

Create Shopp	ing Cart: 100	015112	5																
Order Close F	Print Preview Save	Check Pa	ark Export	Import															81
Number 100015112	5 Name TB40		000 45-40	Status In	D	C	0000 45-40-57	Caratad											
Number 100015112	5 Name 1840	9506 05/02/2	022 15:12	Status In	Process	Created On 05/02/	2022 15:12:57	Created B	y Toya Brown										
▼ General Data																			
Buy on Behalf of:	18450	ĺ	🗍 Toya Brow	'n		Approval Note													
Name of shopping ca	art: Program Name -	Office Suppli	es																
Default Settings:	Set Values																		
Header Data:	Values																		
Approval Process:	<u>Display / Edit Ag</u>	<u>ents</u>																	
Document Changes:	<u>Display</u>					Add Item with Free	Description												
						Product Type:	Material												
						* Description:	Correction Tap)		_	- 1								
Details Add Ite	n Copy Paste	Duplicate	Delete			Internal Note:					- 1								
E Line Number				Description	Product C							Currency	Option Type	Per C	Order Type	Delivery Date	Notes	Total Value	Attachm
•	Undefined Item Type				43690							JSD		1		05/02/2022	<u>0</u>		<u>0</u>
•	Undefined Item Type				43690	Product Category:	61529		🗇 Whirlpoo	I Addity, ECP	, I	JSD		1		05/02/2022	<u>0</u>		<u>0</u>
•	Undefined Item Type				43690	Quantity / Unit:			1.000 EA	đ	l	JSD		1		05/02/2022	<u>0</u>		<u>0</u>
•	Undefined Item Type				43690	Net Price / Currency:			1.99 USD	٥	l	JSD		1		05/02/2022	<u>0</u>		<u>0</u>
•	Undefined Item Type				43690	Delivery Date:	05/21/2022			7	l	JSD		1		05/02/2022	<u>0</u>		<u>0</u>
	Undefined Item Type				43690						l	JSD		1		05/02/2022	<u>0</u>		<u>0</u>
	Undefined Item Type				43690			_				JSD		1		05/02/2022	<u>0</u>		<u>0</u>
•	Undefined Item Type				43690			Ac	ld to Item Over	view Canc	el ""i l	JSD		1		05/02/2022	<u>0</u>		<u>0</u>
•	Undefined Item Type				43690	Whirlpool Ad	ditv,ECP	1.000		0.00	0.00 (JSD		1		05/02/2022	Q		<u>0</u>
•	Undefined Item Type				43690	Whirlpool Ad	ditv,ECP	1.000		0.00	0.00 (JSD		1		05/02/2022	<u>0</u>		<u>0</u>
	Undefined Item Type				43690	Whirlpool Ad	ditv,ECP	1.000		0.00	0.00 (JSD		1		05/02/2022	<u>0</u>		

5.) Add Description, Product Category (NIGP List), Quanity / Unit, Price, Delivery Date

NOTE: Description of the item (i.e. Paper, pens, or note pads)

Net Price: Price of the Item

Quanity/Unit of Measures: Quanity (How Many Items)/Unit (Box- Box, Dozen – DZ, or Each- EA) Delevary Date should be chosen 2 -3 weeks from cart submission.

Product Category Search:

	Print Preview Save	Check Par	k Export	Import									
ine 1: No funds c	2085000 requires an as: enter entered/derived in count assignment for ite	item 00001 (5000/)					Sea	rch Product Category			
ine 1: Enter a val	ue in the mandatory fiel	d Cost Center							Disp	<u>sonal Value List</u> Iay As:	Hierar	chy 💌	
mber 10001511	163 Name TB409	506 05/03/20	22 13:02	Status In Pro	cess	Created On 05/	03/2022 13:02:21	Created By Toya E		: Placeholder search with * is p	oossible. Search ignores upp	er/lowercase spelling.	
r General Data									Prod	luct Category ID:			
y on Behalf of:	18450	T	Tova Brown			Approval Note				cription:	office	supplies*	
me of shopping (cart: TB409506 05/03/	2022 13:02				Add Item with Fre	e Description			cal System:			
fault Settings:	Set Values						(Mariana)			lestrict Number of Value List Er	tries		
ader Data:	Values					Product Type:	Material			rt Search Reset			
proval Process:	Display / Edit Age	ants				* Description: Internal Note:			Se	earch Result			
idget:	Display					internal Note.						Expand All Col	lapse All
cument Changes	s: <u>Display</u>							~		Description	Category ID	Logical System	^
						Product Category:	43690			 Material Group 	R3MATCLASS		
Item Overview							10000	1.000	1	 Material Group Log 	R3MATCLASSPEACLNT1	00	
	em 🖌 Copy Paste	Duplicate	Delete			Quantity / Unit:				▼ Office Supplies,	61500	PEACLNT100	
Details				Description	Dead	Net Price / Currence		0.00		 Adding Machi 	61503	PEACLNT100	
Line Number	item type	item type	Floquet ID	Correction Tape		Delivery Date:	05/03/2022			 Add Mach Pa 	61504	PEACLNT100	
Line Number					61529					 Adhesive & A 	61505	PEACLNT100	
Line Number	Material				42000						01505		
• 1	Undefined Item Type				43690			Add to Item		 Ashtrays, De… 	61507	PEACLNT100	
• 1	Undefined Item Type Undefined Item Type				43690			Add to Item		Ashtrays, De Binders			_
• 1	Undefined Item Type Undefined Item Type Undefined Item Type				43690 43690	Whirl	ool Addity,ECP	1.000			61507	PEACLNT100	
• 1	Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type				43690 43690 43690	Whirl Whirl	ool Addity,ECP	1.000		 Binders 	61507 61509	PEACLNT100 PEACLNT100	
• 1	Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type				43690 43690 43690 43690	Whirl Whirl Whirl	ool Addity,ECP ool Addity,ECP	1.000 1.000 1.000		BindersBinder Sheets	61507 61509 61511	PEACLNT100 PEACLNT100 PEACLNT100	
• 1	Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type				43690 43690 43690 43690 43690	Whid Whid Whid Whid	ool Addity,ECP ool Addity,ECP ool Addity,ECP	1.000 1.000 1.000 1.000		Binders Binder Sheets Blotters and	61507 61509 61511 61513	PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100	
• 1	Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type				43690 43690 43690 43690 43690 43690	Whird Whird Whird Whird Whird	iool Addity,ECP iool Addity,ECP iool Addity,ECP iool Addity,ECP	1.000 1.000 1.000 1.000 1.000		Binders Binder Sheets Blotters and Boards: Calendar	61507 61509 61511 61513 61514	PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100	
• 1	Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type				43690 43690 43690 43690 43690 43690 43690	Whird Whird Whird Whird Whird Whird Whird	iool Addity,ECP iool Addity,ECP iool Addity,ECP iool Addity,ECP iool Addity,ECP	1.000 1.000 1.000 1.000 1.000 1.000		Binders Binder Sheets Blotters and Boards: Calendar Books, Office	61507 61509 61511 61513 61514 61515	PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100	
• 1	Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type				43690 43690 43690 43690 43690 43690	Whird Whird Whird Whird Whird Whird Whird	iool Addity,ECP iool Addity,ECP iool Addity,ECP iool Addity,ECP	1.000 1.000 1.000 1.000 1.000		Binders Binder Sheets Blotters and Boards: Calendar Books, Office Box Files	61507 61509 61511 61513 61514 61515 61515 61517	PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100 PEACLNT100	

Click on to search for product. The Search Product Category screen will appear. Type in a description of the product and click "Start Search". Locate the item, highlight the item, click "ok" for your selection. NOTE: Place an (*) in front of and behind the the product that is being searched.

6.) Click "Add to Item Overview"

	Print Preview Save	Cheek D-	de Europ	Import										
														[
	nt error; Account 62085													
	ent error; Value BLANK													
	nagement error; No func 2085000 requires an as			1 item 00001 (SON	AS//)									
	2085000 requires an as center entered/derived in			5000/)										
	count assignment for its		00110/0200	3000/										
umber 10001511	125 Name Progra	am Name -Of	fice Supplies	Status In F	Process Create	ed On 05/02/2022 15:12:57	Created By To	oya Brown						
 General Data 														
uy on Behalf of:	18450		Toya Brown		Approval Not	e								
ime of shopping o	cart: Program Name -	Office Supplie	s											
efault Settings:	Set Values													
ader Data:	<u>Values</u>													
proval Process:	Display / Edit Ag	ents												
udget:	Display													
ocument Changes														
ocument Changes														
 Item Overview 														
 Item Overview 		Duplicate	Delete				_	_						
Item Overview	s: <u>Display</u>			Description	Product Category	Product Category Description	Quantity Unit	Net Price / Limit	Net Value Currency	Option Type	Per Orde	er Type Delivery Date	Notes	Total Va
Item Overview	s: <u>Display</u>				Product Category 61529	Product Category Description Correction Fluid	Quantity Unit 1.000 EA	Net Price / Limit		Option Type	Per Orde	er Type Delivery Date 05/20/2022	Notes	
Item Overview Details Add Ite Line Number	s: <u>Display</u> em _ Copy Paste Item Type			Correction Tape	0,				1.99 USD	Option Type			Q	Total Va
Item Overview Details Add Ite Line Number 1	s: <u>Display</u> em <u>Copy</u> Paste Item Type Material			Correction Tape	61529	Correction Fluid	1.000 EA	1.99	1.99 USD 0.00 USD	Option Type		05/20/2022		
Item Overview Details Add Ite Line Number	s: Display em _ Copy Paste Item Type Material Undefined Item Type Undefined Item Type			Correction Tape	61529 43690	Correction Fluid Whirlpool Addity,ECP Whirlpool Addity,ECP	1.000 EA 1.000	1.99 0.00	1.99 USD 0.00 USD 0.00 USD	Option Type		05/20/2022	<u>0</u> 0 0	
Item Overview Details Add Itu Line Number	s: Display			Correction Tape	61529 43690 43690	Correction Fluid Whirlpool Addity,ECP Whirlpool Addity,ECP Whirlpool Addity,ECP	1.000 EA 1.000 1.000	1.99 0.00 0.00	1.99 USD 0.00 USD 0.00 USD 0.00 USD	Option Type		05/20/2022 05/02/2022 05/02/2022	<u>0</u> 0 0 0	
Item Overview Details Add Itu , Line Number • <u>1</u> •	s: Display em Copy Paste Item Type Material Undefined Item Type Undefined Item Type Undefined Item Type			Correction Tape	61529 43690 43690 43690	Correction Fluid Whirlpool Addity,ECP Whirlpool Addity,ECP Whirlpool Addity,ECP Whirlpool Addity,ECP	1.000 EA 1.000 1.000 1.000	1.99 0.00 0.00 0.00	1.99 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD	Option Type		05/20/2022 05/02/2022 05/02/2022 05/02/2022	0 0 0 0 0	
Item Overview Details Add Itu Line Number	s: Display em Copy Paste Item Type Material Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type			Correction Tape	61529 43690 43690 43690 43690	Correction Fluid Whirlpool Addity,ECP Whirlpool Addity,ECP Whirlpool Addity,ECP Whirlpool Addity,ECP Whirlpool Addity,ECP	1.000 EA 1.000 1.000 1.000 1.000 1.000	1.99 0.00 0.00 0.00 0.00	1.99 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD	Option Type		05/20/2022 05/02/2022 05/02/2022 05/02/2022 05/02/2022	0 0 0 0 0 0 0	
Item Overview Details Add Itu Line Number 1.	s: Display em Copy Paste Item Type Material Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type			Correction Tape	61529 43690 43690 43690 43690 43690 43690 43690	Correction Fluid Whirlpool Addity.ECP Whirlpool Addity.ECP Whirlpool Addity.ECP Whirlpool Addity.ECP Whirlpool Addity.ECP Whirlpool Addity.ECP	1.000 EA 1.000 1.000 1.000 1.000 1.000 1.000	1.99 0.00 0.00 0.00 0.00 0.00 0.00 0.00	1.99 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD 0.00 USD	Option Type		05/20/2022 05/02/2022 05/02/2022 05/02/2022 05/02/2022 05/02/2022 05/02/2022	0 0 0 0 0 0 0 0	
Item Oveniew Details Add It Line Number 1	s: Display em Copy Paste Item Type Material Undefined Item Type Undefined Item Type Undefined Item Type Undefined Item Type			Correction Tape	61529 43690 43690 43690 43690 43690	Correction Fluid Whirlpool Addity,ECP Whirlpool Addity,ECP Whirlpool Addity,ECP Whirlpool Addity,ECP Whirlpool Addity,ECP	1.000 EA 1.000 1.000 1.000 1.000 1.000	1.99 0.00 0.00 0.00 0.00 0.00	1.99 USD 0.00 USD	Option Type		05/20/2022 05/02/2022 05/02/2022 05/02/2022 05/02/2022 05/02/2022	0 0 0 0 0 0 0	

7.) Click "Details"

Note: The error messages shown are to let you know that the cost center information must be entered.

							im Name -O		Nom Oremen
						Delete	Duplicate	em 🖌 Copy Paste	
Net Value Currency Option Type Per Order Type Delivery Date Notes Total	t Price / Limit Net	Quantity Unit	Product Category Description	Product Catego	Description	Product ID	Item Type	Item Type	Line Number
1.99 USD 1 05/20/2022 Q	1.99	1.000 EA	Correction Fluid	61529	Correction Tape			Material	• 1
0.00 USD 1 05/02/2022 0	0.00	1.000	Whirlpool Addity,ECP	43690				Undefined Item Type	•
0.00 USD 1 05/02/2022 Q	0.00	1.000	Whirlpool Addity,ECP	43690				Undefined Item Type	
0.00 USD 1 05/02/2022 Q	0.00	1.000	Whirlpool Addity,ECP	43690				Undefined Item Type	•
0.00 USD 1 05/02/2022 Q	0.00	1.000	Whirlpool Addity,ECP	43690				Undefined Item Type	•
0.00 USD 1 05/02/2022 0	0.00	1.000	Whirlpool Addity,ECP	43690				Undefined Item Type	•
0.00 USD 1 05/02/2022 Q	0.00	1.000	Whirlpool Addity,ECP	43690				Undefined Item Type	•
0.00 USD 1 05/02/2022 Q	0.00	1.000	Whirlpool Addity,ECP	43690				Undefined Item Type	•
0.00 USD 1 05/02/2022 Q	0.00	1.000	Whirlpool Addity,ECP	43690				Undefined Item Type	•
0.00 USD 1 05/02/2022 0	0.00	1.000	Whirlpool Addity,ECP	43690				Undefined Item Type	•
0.00 USD 1 05/02/2022 0.00 USD 1 05/02/2022	0.00	1.000 1.000	Whirlpool Addity,ECP Whirlpool Addity,ECP	43690 43690				Undefined Item Type Undefined Item Type	•

8.) Click "Account Assignment" tab

Note: If you have an IO Skip number 9 and 10. Go to 11.

nber 10001511	25 Name Progra	am Name -O	ffice Supplies	Status In I	Process Create	ed On 05/02/2022 15:12:57	Created By T	oya Brown							
Item Overview															
Details Add Ite	em 🖌 Copy Paste	Duplicate	Delete												
Line Number	Item Type	ltem Type	Product ID	Description	Product Category	Product Category Description	Quantity Unit	Net Price / Limit	Net Value Curr	ency Option Type	Per	Order Type	Delivery Date	Notes	Total Value
• 1	Material			Correction Tape	61529	Correction Fluid	1.000 EA	1.99	1.99 USD		1		05/20/2022	<u>0</u>	1.9
•	Undefined Item Type				43690	Whirlpool Addity,ECP	1.000	0.00	0.00 USD		1		05/02/2022	<u>0</u>	
	Undefined Item Type				43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD		1		05/02/2022	<u>0</u>	
· .	Undefined Item Type				43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD		1		05/02/2022	<u>0</u>	
	Undefined Item Type				43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD		1		05/02/2022	<u>0</u>	
•	Undefined Item Type				43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD		1		05/02/2022	<u>0</u>	
•	Undefined Item Type				43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD		1		05/02/2022	<u>0</u>	
	Undefined Item Type				43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD		1		05/02/2022	<u>0</u>	
•	Undefined Item Type				43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD		1		05/02/2022	<u>0</u>	
1.00	Undefined Item Type				43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD		1		05/02/2022	<u>0</u>	
Details for	item 1 Correction Ta		Notes and Att	achments	Delivery Address/Pe	erformance Location So	burces of Supply	Service Agents	Approval Pr	ocess Overview	Us	er-Specified	Status		
	have the sector and 3	necessarv.	you can distr	ibute the cost to s	everal cost centres										
u can see who	bears the costs and, in					Split Distribution Change									

9.) Assign Number - Enter the 10 digit Cost Center for your Program Area

10.) Click "Check" (Fund and Account Assignment Description should populate.)Note: Message – Shopping Cart has no erros. Skip numbers 11-14, go to number 15.

Create Shopping Cart: 1000151125				
Order Close Print Preview Save Check Park Export Import				0.
Line 1: Account 62085000 requires an assignment to a CO object Line 1: No funds center entered/derived in item 00001 (SOMS/62085000/) Line 1: Error in account assignment for fare 1 Line 1: Enter a value in the mandatory field Order in account assignment				
Number 1000151125 Name Program Name -Office Supplies Status In Process Cre	ated On 05/02/2022 15:12:57 Created By Toya Brown			
Item Data Account Assignment Notes and Attachments Delivery Address	Performance Location Sources of Supply / Service Agents	Approval Process Overview	User-Specified Status	^
You can see who bears the costs and, if necessary, you can distribute the cost to several cost centre Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete	Split Distribution Change All Items			
Number Accounting Line Number Percentage	Account Assignment Category Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description
0001 100.0	0 Order		62085000	Office Supplies
Details for Item 0001 : Order				
Basic Data	Fund:			
* Percentage: 100.00 Account Assignment Category: Order	Budget Period:			
Fund Center:	Office Supplies			
* Order:	Privacy: No Privacy			
Grant: NRGRANT INOT RELEVANT GRANT				
Functional Area:				
Controlling Area: SOMS				
General Ledger Account: 62085000 Office Supplies				
Business Area:				

- 11.) Click "Details" under the Account Assingment Tab
- 12.) Under Details for Item 001; Account Assignment Category "Click the Down Arrow" and choose "Order"
- 13.) Order "Type the IO" ex: 3100000123
- 14.) Click "Check" (Fund and Cost Ceter associated with IO should populate.)

Close	Print Preview Save Check Par	k Export Import									
per 100015	51125 Name Program Name -Off	ice Supplies Status	In Process	Created On 05/02/2022 15:12:57	Created By Toya B	rown					
• 1	Material	Correction Ta	pe 61529	Correction Fluid	1.000 EA	1.99	1.99 USD	1	05/20/2022	Q	1.9
•	Undefined Item Type		43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD	1	05/02/2022	<u>0</u>	
•	Undefined Item Type		43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD	1	05/02/2022	<u>0</u>	
•	Undefined Item Type		43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD	1	05/02/2022	<u>0</u>	
•	Undefined Item Type		43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD	1	05/02/2022	<u>0</u>	
•	Undefined Item Type		43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD	1	05/02/2022	<u>0</u>	
•	Undefined Item Type		43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD	1	05/02/2022	<u>0</u>	
•	Undefined Item Type		43690	Whirlpool Addity, ECP	1.000	0.00	0.00 USD	1	05/02/2022	<u>0</u>	
•	Undefined Item Type		43690	Add Attachment	1 000		0.00 USD	1	05/02/2022	<u>0</u>	
•	Undefined Item Type		43690				0.00 USD	1	05/02/2022	0	
	for item 1 Correction Tape	stes and Attachments	Delivery Add	Description:	ttach it to the selected it No file selected.	em	Approval Process O	veniew User-Sn	ecified Status		
Item Data	a Account Assignment No	stes and Attachments	Delivery Add	File: Browse Description:	No file selected.		Approval Process Ov	verview User-Spo	ecified Status		
Item Data Notes Clear Cop	a Account Assignment No	otes and Attachments	Delivery Add	File: Browse Description: Visible Internally only:	No file selected.	em Cancel	Approval Process Ov	verview User-Spr	ecified Status		
Item Data Notes Clear Cop Category	a Account Assignment No	otes and Attachments	Delivery Add	File: Browse Description: Visible Internally only: V Uescription	No file selected.		Approval Process Ov	verview User-Spr	ecified Status		
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- 15.) Click "Notes and Attachments" tab
- 16.) Add Attachments (Attach supporting doucumentation: quote(s), requsitions, and other supporting documents.)

	pping Cart: 1000151	200					
-	Print Preview Save Check						
		T and Export [Import]					
umber 100015	51290 Name TB409506 05/0	05/2022 12:06 Status In Proce	created On 05/05/2022 12:06:	00 Created By Toya Brown			
✓ Item Overview	w						
Details Ar	Search: Name						
Line Num	Search Criteria						
		is					
	c/o Search Term 2	is	▼ <mark>1201-2AN*</mark>				
	Name 1/Last Name	v is	• •				
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•			✓ M	aximum Number of Results: 5	10		
•	Search Clear Entries Reset	t to Default					
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17.) Click "Delivery Address / Performance Location" to add where items ordered will be shipped.

18.)In order to search for the delivery address, click on the \Box

The Search Criteria will display

Click on **V** Change "Search Term 1" to "C/O" from the drop down list.

In third column on the same line type 1201-2AN*, click "Search"

Shipping Locations:

1201-2AN Central High Bldg Receiving 145, 359 North West Street (Delivery 7:30 am -2:00pm) 1201-2AS Office of Textbooks, 500 Greymont Avenue

nber 100	000151290														
•		lame TB409506 05/05/2	2022 12:06 Status I		Created On 05/08		By Toya Brown								
1.1		eu item Type		40000			000	0.00	0.00 000				05/05/202	-	
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ltem I supplier	ier has been assig	ount Assignment	Notes and Attachments ne of the following sources		Address/Performanc	e Location Sources	f Supply / Service	Agents	Approval Pro	cess Overview	User	Specified	Status	_	
Item I supplier Sources	n Data Acc ier has been assig es of Supply	ount Assignment	ne of the following sources		Address/Performanc	e Location Zources	f Supply / Service	Agents	Approval Pro	cess Overview	User	Specified	Status		
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Item I supplier Sources Assign 31020 31000	n Data Acc ier has been assig es of Supply n Supplier Com oplier Number (2091613	ount Assignment ned; select and assign or pare Suppliers Display Supplier Name Southern Pine Inspe	ne of the following sources	s of supply	st Item 0 0				er a	Vet Price	_	Per 0	Unit EA EA	Yes	0
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19.)Click "Sources of Supply /Service Agent" tab. (The supplier that will be supplying the items purchased.)20.)Scroll down to locate supplier. Once supplier is displayed, select the supplier, and click "Assign Supplier". Supplier information will populate.

See screen view below:

Note: If you have the supplier's number, then the supplier's 10 digit number can be typed in the box that shows "Preferred Supplier". Ex. of a supplier's number is 3100034063.

Details for item 1	Correction Tape						
Item Data Ac	count Assignment	Notes and Attachments	Delivery Address/Performance Location	Sources of Supply / Service Agents	Approval Process Overview	User-Specified Status	
Remove Assigned Suppl	lier						
The Item Will Be Ordered	from the Following Sup	oplier:					
Supplier:	3100034063	Staples Inc				Contract / Item:	8200052968/19
Purchasing Info Record:							05/27/2022
Location / Plant:	MS DEPT OF EDUCA	TION Supplier Master Record:	<u>Display</u>				

21.)Click "check"

22.)Click "Save" if need to return to the SC later or if shopping cart is complete, click "Order" and shopping cart will route to program office approver. Once approved by program office approver, shopping cart will route to procurement for processing to receive a PO.