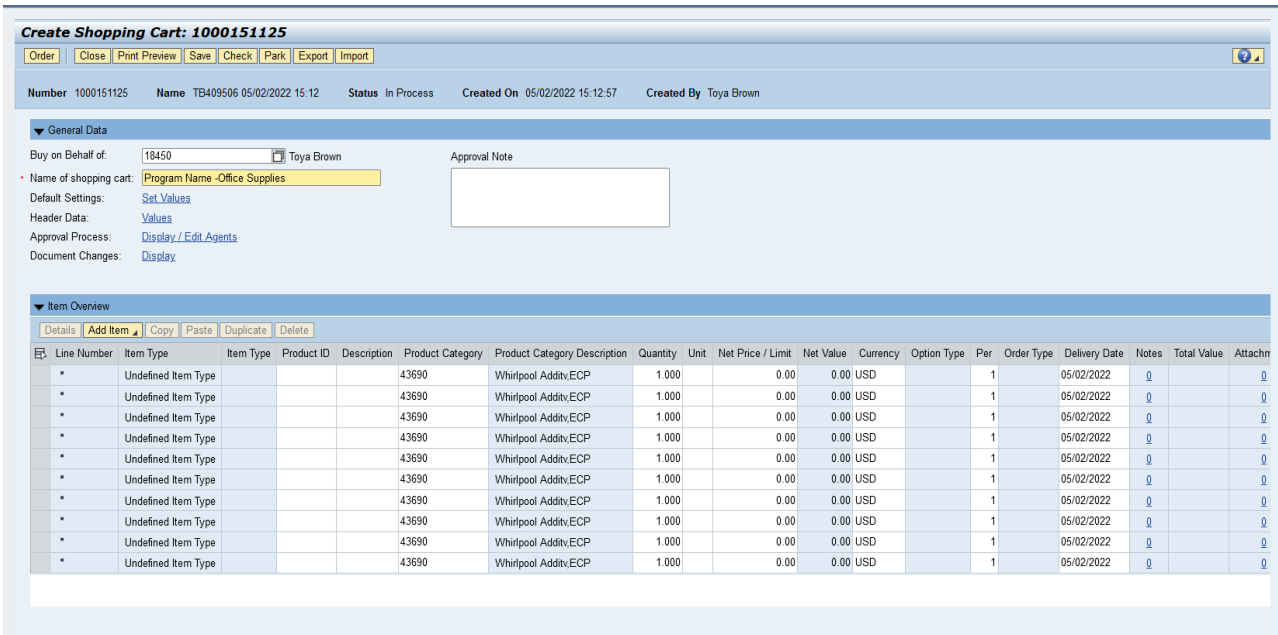


# CREATING A SHOPPING CART FROM MAGIC CONTRACTS

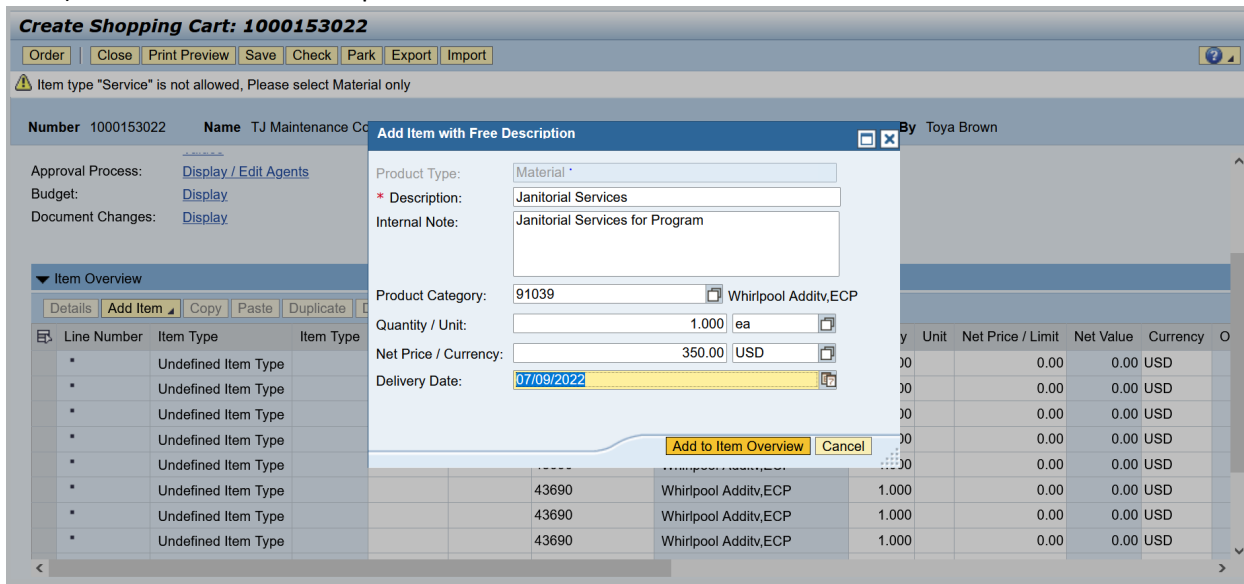
The screenshot displays the Procurement Work Center interface. At the top, there is a navigation bar with icons for Home, Employee Self-Service, Procurement, e-Grants, General Applications, Analytics, and Identity Management. Below this, a sub-navigation bar shows 'Procurement Work Center' and 'Reports'. The main content area is divided into several sections:

- Requisitioning**: Includes links for 'Create Documents', 'Shopping Cart', 'Shopping Cart Template', 'Central Functions', and 'Rejected Shopping Carts'.
- Purchasing**: Includes links for 'Create Documents', 'Purchase Order', 'Central Functions', 'Carry Out Sourcing', 'Document Builder', 'Rejected Shopping Carts', 'Purchase Order Details Report', and 'Remove GR Indicators'.
- Business Partner**: Includes links for 'Create Documents' and 'Supplier List'.
- Workload Redistribution**: Includes a link for 'Workload Redistribution'.
- Contract Management**: Includes links for 'Create Documents', 'Contract', and 'Contract Download Report'.
- Strategic Sourcing**: Includes links for 'Create Documents', 'RFx', 'Bid Tabulation Report', 'Reverse Auction Report', and 'Rfx Details Report'.
- Workflow**: Includes a link for 'Universal Worklist' and a description: 'Workflow is a tool to help automate complex business processes where more than one user is involved. The Universal Worklist is a tool that allows you to manage tasks from multiple sources. You can manage your tasks, receive alerts and handle notifications.'
- Utilities**: Includes a link for 'Advanced Search' and a description: 'All utility functions can be found here for Procurement. Search for existing shopping carts and other documents. View Asset Validation Table. Display all the current asset validations available. Material Description Report. Report to lists Material numbers and Long Description.'

1.) Click on Shopping Cart



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



- 5.) Add Description, Product Category (NIGP List), Quantity / Unit, Price, Delivery Date
- NOTE: Description of the service (i.e. janitorial, security, speaker)  
 Product Category (NIGP Listing of products, i.e. 91039 -Janitorial Services)  
 Net Price: Price of the Item  
 Quantity/Unit of Measures: Quantity Ues ( EA-each)  
 Delivery Date should be chosen 2 -3 weeks from cart submission.

Note: The product category that is listed on any MAGIC contract must be used.

6.) Click "Add to Item Overview"

**Create Shopping Cart: 1000151125**

Order Close Print Preview Save Check Park Export Import

Funds Management error, Account 62085000 requires an assignment to a CO object  
 Funds Management error, Value BLANK / SPACE is invalid for account assignment element "fund"  
 Line 1: Funds Management error; No funds center entered/derived in item 00001 (SOMS//)  
 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 item 1

Number 1000151125 Name Program Name -Office Supplies Status In Process Created On 05/02/2022 15:12:57 Created By Toya Brown

**General Data**

Buy on Behalf of: 18450 Toya Brown Approval Note

Name of shopping cart: Program Name -Office Supplies

Default Settings: Set Values

Header Data: Values

Approval Process: Display / Edit Agents

Budget: Display

Document Changes: Display

**Item Overview**

Details Add Item Copy Paste Duplicate Delete

| Line Number | Item Type           | Item Type | Product ID | Description     | Product Category | Product Category Description | Quantity | Unit | Net Price / Limit | Net Value | Currency | 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    | 0     | 1.99        |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |

7.) Click "Details"

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

**Create Shopping Cart: 1000151125**

Order Close Print Preview Save Check Park Export Import

Funds Management error, Account 62085000 requires an assignment to a CO object  
 Funds Management error, Value BLANK / SPACE is invalid for account assignment element "fund"  
 Line 1: Funds Management error; No funds center entered/derived in item 00001 (SOMS//)  
 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 item 1

Number 1000151125 Name Program Name -Office Supplies Status In Process Created On 05/02/2022 15:12:57 Created By Toya Brown

**Item Overview**

Details Add Item Copy Paste Duplicate Delete

| Line Number | Item Type           | Item Type | Product ID | Description     | Product Category | Product Category Description | Quantity | Unit | Net Price / Limit | Net Value | Currency | 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    | 0     | 1.99        |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |
| *           | Undefined Item Type |           |            |                 | 43690            | Whirlpool Additiv,ECP        | 1.000    |      | 0.00              | 0.00 USD  |          |             | 1   |            | 05/02/2022    | 0     |             |

**Details for item 1 Correction Tape**

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview User-Specified Status

**Identification**

Item Type: Material

Product ID: Correction Tape

Description: Correction Tape

Catalog: Correction Fluid

Product Category: 61529 Correction Fluid

**Currency, Values and Pricing**

Order Quantity / Unit: 1.000 EA each

Ordered Quantity / Unit: 0.000

Open Quantity / Unit: 1.000 EA

Price / Currency: 1.99 USD Price Unit 1

Net to Exped Price:

8.) Click "Account Assignment" tab

## Create Shopping Cart: 1000153022

Order | Close | Print Preview | Save | Check | Park | Export | Import

Line 1: Warning: Item 0000000002: Delivery date 07/09/2022 is not a working day.

Number 1000153022    Name TJ Maintenance Contract    Status In Process    Created On 06/27/2022 19:43:16    Created By Toya Brown

### Details for item 1 Janitorial Services

Item Data | **Account Assignment** | Notes and Attachments | Delivery Address/Performance Location | Sources of Supply / Service Agents

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

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

| Number | Accounting Line Number | Percentage | Account Assignment Category | Assign Number |
|--------|------------------------|------------|-----------------------------|---------------|
| 0001   |                        | 100.00     | Cost Center                 | 1201033201    |

#### Details for Item 0001 : Cost Center

|                              |                                     |                                     |                                     |
|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Basic Data</b>            | Fund:                               | 2220100000 <input type="checkbox"/> |                                     |
| * Percentage:                | 100.00                              | Budget Period:                      | 2022-A2 <input type="checkbox"/>    |
| Account Assignment Category: | Cost Center                         | Repair & Maint Serv                 | <input type="checkbox"/>            |
| * Cost Center:               | 1201033201 <input type="checkbox"/> | Supive Servs-Acc                    |                                     |
| Fund Center:                 | 1201033201 <input type="checkbox"/> | Unfunded Accounting Line:           | <input type="checkbox"/>            |
|                              |                                     | Privacy:                            | No Privacy <input type="checkbox"/> |
| Grant:                       | NRGRANT <input type="checkbox"/>    | NOT RELEVANT GRANT                  |                                     |
| Functional Area:             | 12010115 <input type="checkbox"/>   | GENERAL ADMINISTRATION              |                                     |
| Controlling Area:            | SOMS                                |                                     |                                     |
| General Ledger Account:      | 61500000 <input type="checkbox"/>   | Repair & Maint Serv                 |                                     |
| Business Area:               | 1201 <input type="checkbox"/>       |                                     |                                     |

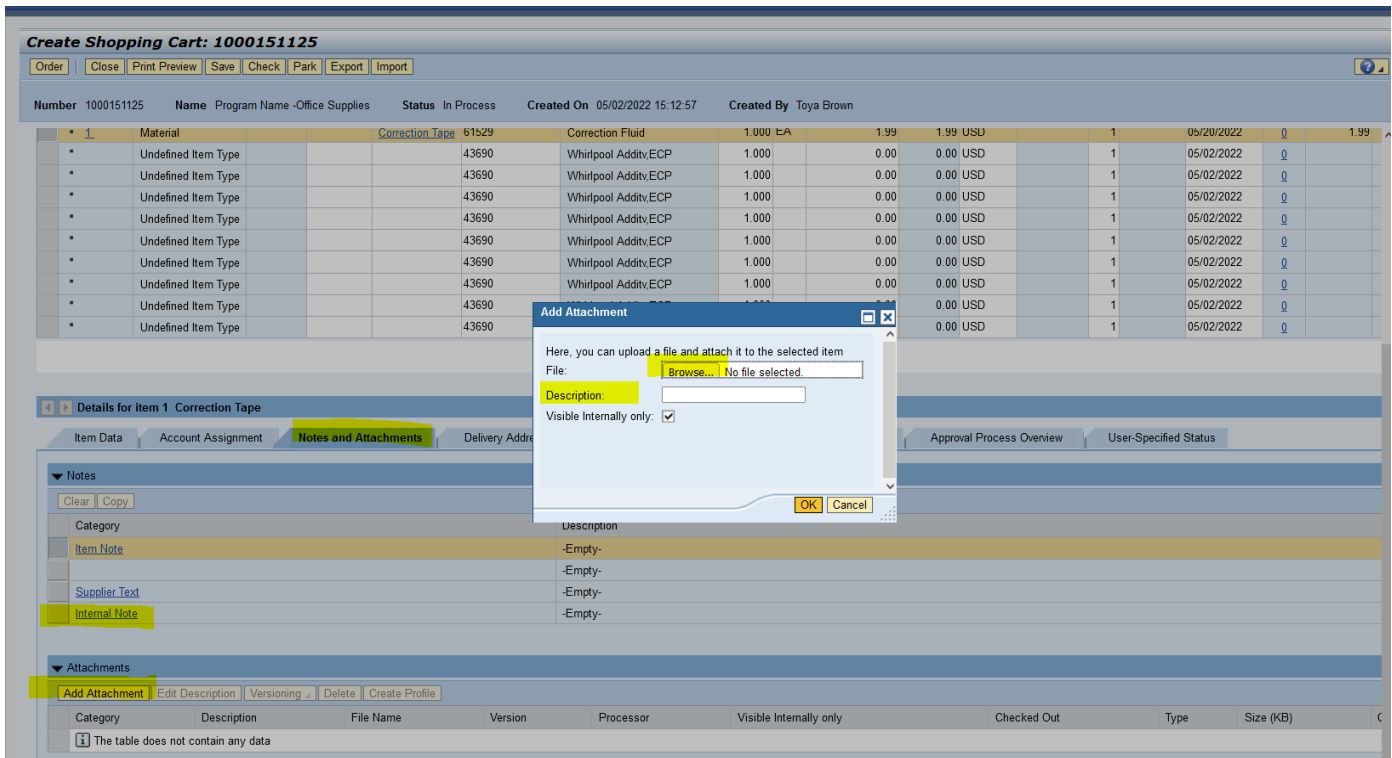
9.) Click "Details" under the Account Assingment Tab

10.) Cost Center Line fill in Program Office "Cost Center" i.e. 1201234567

Or

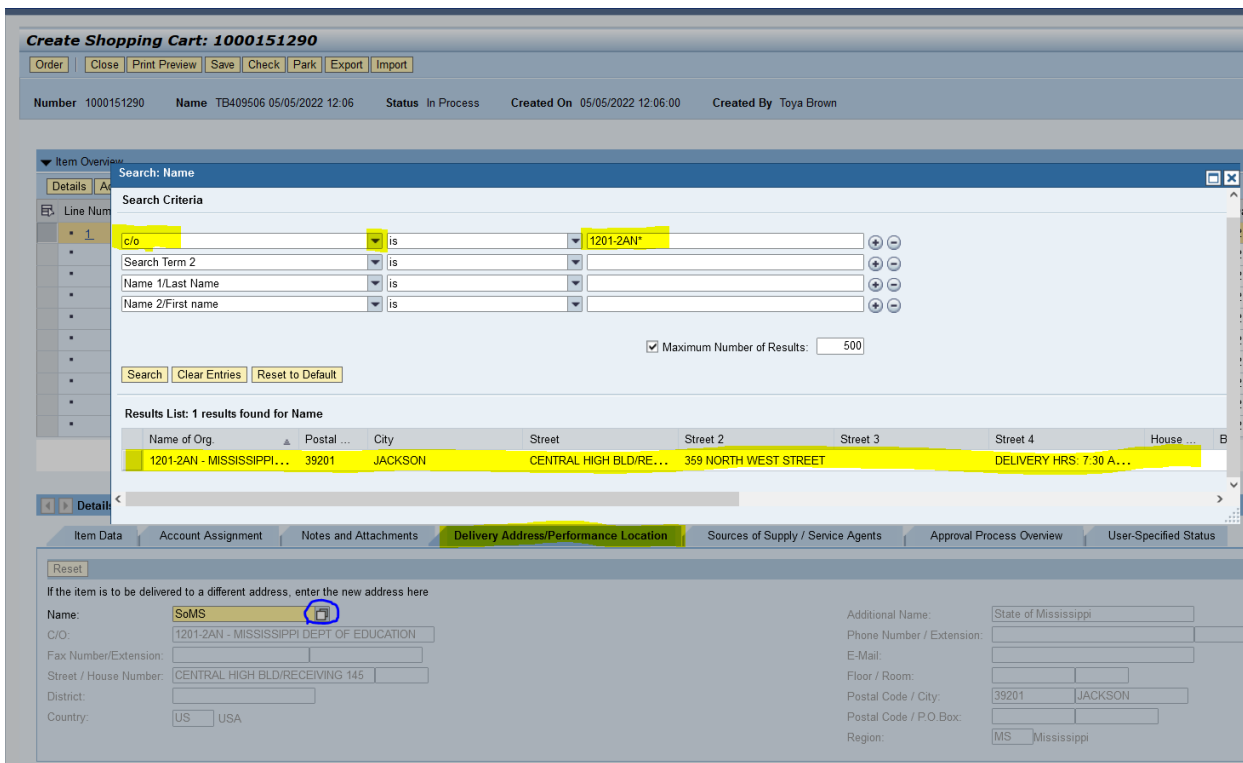
Internal Order Number do not fill in a cost center, enter the "IO" i.e. 3100000123

11.) Click "Check"




12.) Click "Notes and Attachments" tab

13.) Add Attachments (Attach supporting documentation: requisitions, contract and other supporting documents.)



14.) Click "Delivery Address / Performance Location" to add where items ordered will be shipped.

15.) In order to search for the delivery address, click on the  The Search Criteria will display

Click on  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

16.)Click “Sources of Supply /Service Agent” tab. (The supplier that will be supplying services from approved MAGIC contract should be listed under the sources of supply.)

17.)Scroll down to locate supplier associated on the approved contract. Once supplier is displayed, select the supplier, and click “Assign Supplier”. Supplier information will populate.

**Create Shopping Cart: 1000153022**

Order | Close | Print Preview | Save | Check | Park | Export | Import

⚠ Line 1: Warning: Item 0000000002: Delivery date 07/09/2022 is not a working day.

| Number     | Name                    | Status     | In Process | Created On          | Created By            | Quantity | Unit Price | Total Price | Currency | Per | Unit | In Supplier List | Priority Rank | Priority Description |
|------------|-------------------------|------------|------------|---------------------|-----------------------|----------|------------|-------------|----------|-----|------|------------------|---------------|----------------------|
| 1000153022 | TJ Maintenance Contract | In Process |            | 06/27/2022 19:43:16 | Toya Brown            | 1        | 0.00       | 0.00        | USD      | EA  | EA   | No               | 0             | No Priority          |
| *          | Undefined Item Type     |            |            | 43690               | Whirlpool Additiv.ECP | 1,000    | 0.00       | 0.00        | USD      | 1   | EA   | No               | 0             | No Priority          |
| *          | Undefined Item Type     |            |            | 43690               | Whirlpool Additiv.ECP | 1,000    | 0.00       | 0.00        | USD      | 1   | EA   | No               | 0             | No Priority          |
| *          | Undefined Item Type     |            |            | 43690               | Whirlpool Additiv.ECP | 1,000    | 0.00       | 0.00        | USD      | 1   | EA   | No               | 0             | No Priority          |
| *          | Undefined Item Type     |            |            | 43690               | Whirlpool Additiv.ECP | 1,000    | 0.00       | 0.00        | USD      | 1   | EA   | No               | 0             | No Priority          |
| *          | Undefined Item Type     |            |            | 43690               | Whirlpool Additiv.ECP | 1,000    | 0.00       | 0.00        | USD      | 1   | EA   | No               | 0             | No Priority          |
| *          | Undefined Item Type     |            |            | 43690               | Whirlpool Additiv.ECP | 1,000    | 0.00       | 0.00        | USD      | 1   | EA   | No               | 0             | No Priority          |
| *          | Undefined Item Type     |            |            | 43690               | Whirlpool Additiv.ECP | 1,000    | 0.00       | 0.00        | USD      | 1   | EA   | No               | 0             | No Priority          |
| *          | Undefined Item Type     |            |            | 43690               | Whirlpool Additiv.ECP | 1,000    | 0.00       | 0.00        | USD      | 1   | EA   | No               | 0             | No Priority          |
| Total      |                         |            |            |                     |                       |          |            |             |          |     |      |                  |               |                      |

**Details for item 1 Janitorial Services**

Item Data | Account Assignment | Notes and Attachments | Delivery Address/Performance Location | **Sources of Supply / Service Agents** | Approval Process Overview | User-Specified Status

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

**Sources of Supply**

Assign Supplier | Compare Suppliers | Display Contract

| Supplier Number | Supplier Name                 | Contract   | Item | Contract Item Description | Supplier Product Number | Net Price | Currency | Per | Unit | In Supplier List | Priority Rank | Priority Description |
|-----------------|-------------------------------|------------|------|---------------------------|-------------------------|-----------|----------|-----|------|------------------|---------------|----------------------|
| 3102010065      | TACKLE Technologies, LLC      |            | 0    |                           |                         | 0.00      |          | 0   | EA   | Yes              | 0             | No Priority          |
| 3102095914      | TJ MAINTENANCE SERVICES, LLC  | 8200061238 | 1    | Janitorial Services       | 91039                   | 0.00      | USD      | 1   | EA   | No               | 0             |                      |
| 3102095914      | TJ MAINTENANCE SERVICES, LLC  | 8200061238 | 2    | Janitorial Services       | 91039                   | 0.00      | USD      | 1   | EA   | No               | 0             |                      |
| 3102052937      | TMG SERVICE PROFESSIONALS     |            | 0    |                           |                         | 0.00      |          | 0   | EA   | Yes              | 0             | No Priority          |
| 3102098159      | Temp's Heating & Cooling, LLC |            | 0    |                           |                         | 0.00      |          | 0   | EA   | Yes              | 0             | No Priority          |

You may suggest a preferred supplier to the purchasing department

Preferred Supplier:

Supplier Master Record: [Display](#)

See screen view below:

Note: If you have the supplier’s number that is listed on the contract, then the supplier’s 10 digit number can be typed in the box that shows “Preferred Supplier”. Example of a supplier’s number is 3102095914.

**Details for item 1 Janitorial Services**

Item Data | Account Assignment | Notes and Attachments | Delivery Address/Performance Location | **Sources of Supply / Service Agents** | Approval Process Overview | User-Specified Status

**Remove Assigned Supplier**

The Item Will Be Ordered from the Following Supplier:

Supplier:  TJ MAINTENANCE SERVICES, LLC

Purchasing Info Record:

Location / Plant:  Supplier Master Record: [Display](#)

Contract / Item: [8200061238/1](#)

Delivery Date:

18.)Click “check”

19.)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.