



CORE Oklahoma

**State of Oklahoma
P130 Release of StateWide Contracts**

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RELEASING OF CONTRACTS FROM REQUISITIONS

Overview:

When Commitment Control is turned on for Purchasing, Contracts cannot be manually copied over in a Purchase Order. In order to release the contracts, the process has to start from a requisition.



I CREATE A REQUISITION

Follow P108 Creating Requisition Manual to complete a requisition.

NOTE: You do not have to input vendor default information as this will go through an RFQ.

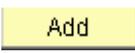
II CREATE AN RFQ USING THE REQUISITION

Navigation: Purchasing> Request for Quotes> Add Update RFQs>Add a New Value

A screenshot of a web application interface titled "Request Quote". It features two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs, there are two input fields: "Business Unit:" with the value "58000" and a search icon, and "RFQ ID:" with the value "NEXT". A yellow "Add" button is positioned below the "RFQ ID" field. At the bottom of the form, there are two blue links: "Find an Existing Value" and "Add a New Value".

Business Unit-Defaults to specific agency for each User

RFQ ID-Defaults to Next. The system will auto number each RFQ upon saving.

Click the  button.



Request Quotes

Business Unit: 58000 RFQ ID: NEXT [View Printable Version](#)
 Request Date: 10/09/2007 'Status: Open 'DtM Open: 10/09/2007 5:53PM CDT
 'Currency: USD 'Origin: AGY Agency 'DtM Close:
 Reference:

Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	SS Flag	SS Type	Description	Agency Requisition Number	Category	'UOM	Quantity	Price
1									

'Go to: [Copy From](#) Dispatch History [Catalog](#) [Exchange Rate](#) [Header Details](#) [Dispatch Vendor List](#)
[Header Comments](#) [Send Email](#) [Item Vendors](#) ... More ...

Select the [copy from](#) link

Enter Copy Criteria

Copy Template
 'Copy From: [Request For Quotes](#)

Selection Criteria
 Business Unit: 58000
 'Select Req Lines: RFQ Required
 'Copy Method: Override Existing RFQ

Copy Criteria
 RFQ ID:

Copy all Req/RFQ lines

Change the "Copy From" to Requisition



Enter Copy Criteria

Copy Template
'Copy From: Requisitions

Selection Criteria
Business Unit: 58000
'Select Req Lines: RFQ Required
'Copy Method: Override Existing RFQ

Copy Criteria

<input type="checkbox"/> Specific Requisition	<input type="text"/>	<input type="checkbox"/> Specific Contract	<input type="text"/>
<input type="checkbox"/> Specific Buyer	<input type="text"/>	<input type="checkbox"/> Specific Origin	<input type="text"/>
<input type="checkbox"/> Specific Vendor	<input type="text"/>	<input type="checkbox"/> Specific Category	<input type="text"/>
<input type="checkbox"/> Exclude Auto Source Item		<input type="checkbox"/> Stockless Item	
<input type="checkbox"/> Include Inventory Items		<input type="checkbox"/> Include Reqs With No Vendor	<input type="checkbox"/> Copy all Req/RFQ lines

OK Cancel Refresh

Change the "Select Req Lines" to Req Lines

Enter Copy Criteria

Copy Template
'Copy From: Requisitions

Selection Criteria
Business Unit: 58000
'Select Req Lines: Req Lines
'Copy Method: Override Existing RFQ

Copy Criteria

<input checked="" type="checkbox"/> Specific Requisition	<input type="text"/>	<input type="checkbox"/> Specific Contract	<input type="text"/>
<input type="checkbox"/> Specific Buyer	<input type="text"/>	<input type="checkbox"/> Specific Origin	<input type="text"/>
<input type="checkbox"/> Specific Vendor	<input type="text"/>	<input type="checkbox"/> Specific Category	<input type="text"/>
<input type="checkbox"/> Exclude Auto Source Item		<input type="checkbox"/> Stockless Item	
<input type="checkbox"/> Include Inventory Items		<input type="checkbox"/> Include Reqs With No Vendor	<input type="checkbox"/> Copy all Req/RFQ lines

OK Cancel Refresh



Click the Radio box located to the left of "Specific Requisition" and input a Requisition number.

Enter Copy Criteria

Copy Template
*Copy From: Requisitions

Selection Criteria
Business Unit: 58000
*Select Req Lines: Req Lines
*Copy Method: Override Existing RFQ

Copy Criteria

<input checked="" type="checkbox"/> Specific Requisition	<input type="text" value="5800001034"/>	<input type="checkbox"/> Specific Contract	<input type="text"/>
<input type="checkbox"/> Specific Buyer	<input type="text"/>	<input type="checkbox"/> Specific Origin	<input type="text"/>
<input type="checkbox"/> Specific Vendor	<input type="text"/>	<input type="checkbox"/> Specific Category	<input type="text"/>
<input type="checkbox"/> Exclude Auto Source Item		<input type="checkbox"/> Stockless Item	
<input type="checkbox"/> Include Inventory Items		<input type="checkbox"/> Include Reqs With No Vendor	<input type="checkbox"/> Copy all Req/RFQ lines

OK Cancel Refresh

Click the button.



Select lines to copy

Business Unit: 58000 Requisition ID: 5800001034

Lines

Details More Details

Sel	Item	Description	Req Qty	UOM	Price
<input type="radio"/>	06700516143	Cleaner, for pvc pipe and cond		CAN	20

OK Cancel Refresh

Click the Radio box located to the left of the Requisition Line and click the  button.

Request Quotes

Business Unit: 58000 RFQ ID: NEXT [View Printable Version](#)

Request Date: 10/02/2007 *Status: Open *DtMn Open: 10/09/2007 5:53PM CDT

*Currency: USD *Origin: AGY Agency DtMn Close:

Reference: From Req ID - 5800001034

Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	SS Flag	SS Type	Description	Agency Requisition Number	Category	UOM	Quantity	Price
1	06700516143			Cleaner, for pvc pipe		06700516	CAN	5.0000	20.00000

Go to: [Copy From](#) Dispatch History [Catalog](#) [Exchange Rate](#) [Header Details](#) [Dispatch Vendor List](#)
[Header Comments](#) [Send Email](#) [Item Vendors](#) ... More ...

Save Notify Refresh Related Links Add Update/Display

Input a DtMn Close Date and if needed click the  button.



Request Quotes

Business Unit: 58000 RFQ ID: 5800000398 [View Printable Version](#)
 Request Date: 10/02/2007 'Status': Open DTm Open: 10/09/2007 5:53PM CDT
 'Currency': USD 'Origin': AGY Agency DTm Close: 10/10/2007 5:53PM CDT
 Reference: From Req ID - 5800001034

Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	SS Flag	SS Type	Description	Agency Requisition Number	Category	'UOM	Quantity	Price
1	06700516143			Cleaner, for pvc pipe		06700516	CAN	5.0000	20.00000

'Go to: Copy From Dispatch History [Catalog](#) [Exchange Rate](#) [Header Details](#) [Dispatch Vendor List](#)
[Header Comments](#) [Send Email](#) [Item Vendors](#) ... More ...

Click the link [Dispatch vendor list](#) on the bottom of the page..

RFQ Dispatch Vendor List

Unit: 58000 RFQ ID: NEXT From Req ID - 5800000991

Vendor Group Find | View All First 1 of 1 Last

'Quote Group ID:

Vendors Customize | Find | View All | First 1 of 1 Last

Sel	'Vendor	'Location	To Dispatch	Short Vendor Name	Name	Method
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			Print

[Dispatch Lines](#) [Vendor Details](#) [Vendor Lookup](#)

Click the [Vendor Lookup](#) Link.



Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

Search Results Customize | Find | View All | First 1 of 1 Last

<input type="checkbox"/>	<u>Vendor ID</u>	<u>Location</u>	<u>Address</u>	<u>Short Vendor Name</u>	<u>Name 1</u>	<u>Withholding Applicable</u>
<input type="checkbox"/>						

Vendor Detail Address Select All Deselect All

To get a list of registered vendors input the Category Code and Select a Type.

In this example we used R17 for registered vendor in FY 2007. Click the Lookup icon for a list of valid values.



Vendor Search

Search Criteria

Name: ShortName:
 City: State:
 Country: Postal:
 Class: Type:
 Max Rows: Category:

1 to 3 of 3

Search Results [Customize](#) | [Find](#) | [View All](#) | [First](#) 1-3 of 3 [Last](#)

Sel	Vendor ID	Location	Address Sequence Number	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>	0000266761	0001	1	ED AND C L-001	ED AND C LLC	Y
<input type="checkbox"/>	0000266765	0001	1	NATIONAL F-020	NATIONAL FOOD DISTRIBUTORS LLC	Y
<input type="checkbox"/>	0000269793	0001	1	CPI FOODS-001	CPI FOODS INC	N

Vendor Detail Address [Select All](#) [Deselect All](#)

Click on the Radio Box to the left of the vendor to select or to select all vendors click the [Select All](#) link.

Click the button.

RFQ Dispatch Vendor List

Unit: 58000 RFQ ID: NEXT

Vendor Group [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

*Quote Group ID:

Vendors [Customize](#) | [Find](#) | [View All](#) | [First](#) 1-3 of 3 [Last](#)

Sel	*Vendor	*Location	To Dispatch	Short Vendor Name	Name	Method
<input type="checkbox"/>	<input type="text" value="0000269793"/>	<input type="text" value="0001"/>	<input type="checkbox"/>	CPI FOODS-001	CPI FOODS INC	Print <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	<input type="text" value="0000266761"/>	<input type="text" value="0001"/>	<input type="checkbox"/>	ED AND C L-001	ED AND C LLC	Print <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	<input type="text" value="0000266765"/>	<input type="text" value="0001"/>	<input type="checkbox"/>	NATIONAL F-020	NATIONAL FOOD DISTRIBUTORS LLC	Print <input type="button" value="+"/> <input type="button" value="-"/>

[Dispatch Lines](#) [Vendor Details](#) [Vendor Lookup](#)

Click the button.



Request Quotes

Business Unit: 58000 RFO ID: NEXT [View Printable Version](#)
 Request Date: 09/19/2007 'Status: Open 'DtTm Open: 09/19/2007 4:38PM CDT
 'Currency: USD 'Origin: AGY Agency 'DtTm Close: 09/30/2007 4:38PM CDT
 Reference: From Req ID - 5800000991

Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	SS Flag	SS Type	Description	Agency Requisition Number	Category	'UOM	Quantity	Price
1	03936152350			Macaroni Long form,		03936152	CS	10.0000	

Go to: [Copy From](#) Dispatch History [Catalog](#) [Exchange Rate](#) [Header Details](#) [Dispatch Vendor List](#)
[Header Comments](#) [Send Email](#) [Item Vendors](#) ... More ...

Change the Status to Approved and click the  button.

Request Quotes

Business Unit: 58000 RFO ID: 5800000399 [View Printable Version](#)
 Request Date: 09/19/2007 'Status: Approved 'DtTm Open: 09/19/2007 4:38PM CDT
 'Currency: USD 'Origin: AGY Agency 'DtTm Close: 09/30/2007 4:38PM CDT
 Reference: From Req ID - 5800000991

Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	SS Flag	SS Type	Description	Agency Requisition Number	Category	'UOM	Quantity	Price
1	03936152350			Macaroni Long form,		03936152	CS	10.0000	

Go to: [Copy From](#) Dispatch History [Catalog](#) [Exchange Rate](#) [Header Details](#) [Dispatch Vendor List](#)
[Header Comments](#) [Send Email](#) [Item Vendors](#) ... More ...

RFQ ID has been assigned.



III ADD VENDOR RESPONSES

Navigation: Purchasing> Request for Quotations> Add/Update Vendor Responses

Enter Responses
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] 58000

RFQ ID: [begins with] []

Vendor Name: [begins with] []

Vendor ID: [begins with] []

Vendor Location: [begins with] []

Search Clear Basic Search Save Search Criteria

Input RFQ ID and click the **Search** button.

Enter price, minimum quantity and click on the 'Rspnded' check box located to the left of the line.

Maintain Responses

Business Unit: 58000 RFQ ID: 5800000382 Reference: From Req ID - 5800000991

Vendor: 0000068856 Name: LEGACY FOODS LLC Location: 0001

*Terms: [00] *Currency: [USD] Dollar Vendor Ref. Quote: []

*Response Date Time: [09/19/2007 4:59PM] Select All Clear All

Lines Customize | Find | View All |

Rspnded	Item ID	Description	Min Qty	Quantity	UOM	Price	Req Price	Req Curr
<input checked="" type="checkbox"/>	03936152350	Macaroni Long	5.0000	10.0000	CS	99.00000		USD

Document Status Exchange Rate Response Header Details Response Comments Send Email

Save Return to Search Previous in List Next in List Notify Refresh

Click the **Save** button. Update each vendor response.



IV AWARD QUOTES

Navigation: Purchasing> Request for Quotes> Award Quotes> Analyze Quotes page

Award Quote
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: begins with

RFQ ID: begins with

RFQ Status: =

Origin: begins with

Buyer: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Input RFQ ID and click the button.

Analyze Quote [Create PO/Contract](#)

Business Unit: 58000 **RFQ ID:** 5800000382 From Req ID - 5800000991 **Currency Code:** USD

Award List of Items to Vendor:

List of Items to Award										
Line	Item	Description	UOM	Quantity	Price	Curr	Due Date	Lead Time	Terms	Freight Trm
1	03936152350	Macaroni Long form, plain, regular, 7 oz. package - 24 pkgs/case	CS	10.0000		USD			00	FOB DEST

List of Vendors who Responded											
Vendor	Location	Short Vndr Name	Qty Award	UOM	Price	Curr	Quantity	Due Date	Lead Time	Terms	Freight Trm
0000010806	0001	SYSCO FOOD	<input type="text"/>	CS	98.00000	USD	10.0000			00	FOB DEST
0000068856	0001	LEGACY FOO	5.0000	CS	99.00000	USD	10.0000			00	FOB DEST

Total Qty Awarded: 5.0000 **Order Qty:** 0.0000

[Document Status](#)

Select the quote to be awarded and enter 'Qty Award'. Click the button.



V CREATE CONTRACT

Click on the "Create PO/Contract Tab.

Analyze Quote | **Create PO/Contract**

Business Unit: 58000 RFQ ID: 5800000382 From Req ID - 5800000991

List of Vendors who Responded Find | View All First 2 of 2 Last

Vendor: LEGACY F00-001 0001 Currency: USD Create

'Create Form Type: **Contracts RFQ/Resp. Currency** 'PO Type: Opn Market

PO/Contracts Defaults

Buyer: TJOHNSON Theresa Johnson (580) Origin: AGY

Begin Dt: 09/19/2007 Ship To: 09000

Dispatch Method: Location: 09000

Tax Exempt Flag 736017987 Match Action: Standard

ID: Match Rule: STANDARD

List of Items to Award Customize | Find | View All First 1 of 1 Last

Sel	Line	Item	Description	Qty Ordered	PO Qty	Qty Award	'Distribute by
<input checked="" type="checkbox"/>	1	03936152350	Macaroni Long form, plain,	5.0000		5.0000	Qty

[Distribution](#)

In the Create Form Type select "Contracts RFQ Resp. Currency", click the "Create" Radio Box, and click the Save button.



VI APPROVE CONTRACT

Contract
[Create Releases](#)
[Review Releases](#)

SetID: 00000

Contract ID: 000000000000000000000001358

Status: Open

▼ Header

Process Option: General Contract

Vendor: LEGACY FOO-00 [Vendor Search](#)

Vendor ID: 0000068856 LEGACY FOODS LLC [Primary Contact Info](#)

Begin Date: 09/19/2007

Expire Date:

Currency: USD CRRNT

Primary Contact:

Vendor Contract Ref:

Description: From Req ID - 5800000991

Master Contract ID:

Tax Exempt

[Add Comments](#)

[Contract Activities](#)

[Primary Contact Info](#)

[Activity Log](#)

[Document Status](#)

[Thresholds & Notifications](#)

Amount Summary

Maximum Amount:	0.00	USD
Total Line Released Amount:	0.00	
Open Item Amount Released:	0.00	
Total Released Amount:	0.00	

▶ Order Contract Options

▶ Voucher Contract Options

Add Items From

[Catalog](#) [Item Search](#)

Lines Cus

[Details](#)
 [Order By Amount](#)
 [Item Information](#)
 [Default Schedule](#)
 [Release Amounts](#)
 [Release Quantities](#)
 [...]

Line	Item	Line Src Flag	Line SSrc Type	Description	Agency Req Nbr	UOM	Category	Merchandise Amt
1	<input type="text" value="03936152350"/>	<input type="checkbox"/>	<input type="text"/>	Macaroni Long	<input type="text"/>	CS	03936152	495.00

[View Category Hierachy](#) [Category Search](#)



VII CREATE A NEW REQUISITION TO RELEASE THE CONTRACT

Navigation: Purchasing> Requisitions>Add/Update Requisitions>Add a new value:

Requisitions

[Find an Existing Value](#) **Add a New Value**

Business Unit:

Requisition ID:

[Find an Existing Value](#) | [Add a New Value](#)

Click the button.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Open

Requisition ID: NEXT [Copy From](#) **Budget Status:** Not Chk'd

Hold From Further Processing

▼ **Header**

***Requester:** CORE05 CORE05 [Requisition Defaults](#)

***Requestion Date:** 10/28/2007 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

***Currency Code:** USD Dollar

Accounting Date: 10/28/2007

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details **Ship To/Due Date** **Status** **Vendor Information** **Item Information** **Attributes** **Contract** **Sourcing Controls**

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category	Price
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>	0

[View Printable Version](#) *Go to:

Input Item ID and click the button.



Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

▼ Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 10/28/2007 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar

Accounting Date: 10/28/2007

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line Customize

Details Ship To/Due Date Status **Vendor Information** Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category	Price
1	03936152350			Macaroni Long form,		0.0000	CS	03936152	0

[View Printable Version](#) *Go to:

Input a Quantity and click on the "Vendor Information Tab.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

▼ Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 10/28/2007 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar

Accounting Date: 10/28/2007

Amount Summary

Total Amount: 6.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line Customize | Find | View All | First 1 of 1 Last

Details Ship To/Due Date Status **Vendor Information** Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Vendor	Vendor Name	Location
1	03936152350			Macaroni Long form,	0000217348	SHAVER FOODS LLC	0001

[View Printable Version](#) *Go to:



NOTE: If there is a Vendor for this Item, which is different from the contract vendor, then that vendor id will be populated from the Item ID and will need to be changed to the contracts Vendor ID.

Click on the [Contract](#) Tab,

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 10/28/2007 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar

Accounting Date: 10/28/2007

Amount Summary

Total Amount: 495.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line Customize | Find | View All | First 1 of 1 Last

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Contract ID	Contract Line
1	03936152350	<input type="checkbox"/>		Macaroni Long form,		

[View Printable Version](#) *Go to: [...More...](#)

Save Notify Refresh Add Update/Display

Input the Contract ID and Contract Line, Click the Refresh button.



Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open
 Requisition ID: NEXT Copy From Budget Status: Not Chk'd
 Hold From Further Processing

▼ Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)
 *Requisition Date: 10/28/2007 [Requester Info](#) [Add Comments](#)
 Origin: AGY Agency [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 10/28/2007

Amount Summary

Total Amount: 495.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category	Price
1	03936152350	<input type="checkbox"/>		Macaroni Long form,		5.0000	CS	03936152	99.00000

[View Printable Version](#) *Go to:

In this example the unit price did not need to be changed. Click the Schedule Icon

Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 10/28/2007
 Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line

Find | View All First 1 of 1 Last

Line	Item	Quantity	Amount
1	03936152350 Macaroni Long form, plain, reg	5.0000 CASE	495.00 USD

Schedule

Customize | Find | View All First 1 of 1 Last

Details

Sched	*Ship To	Quantity	Price	Amount	Due Date	Status
1	09000	5.0000	99.00000	495.00		Active

[Add Ship To Comments](#)

Click on the Distribution Icon



Maintain Requisitions

Distribution

Requisition ID: NEXT Item: 03936152350 [Macaroni Long form, plain, reg](#)

Line: 1 Status: Active

Schedule: 1

Ship To: 09000 OSF-ADMIN Quantity: 5.0000 CS

*Distribute by: Open Quantity: 5.0000

Amount: 495.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distributions

Chartfields Details Asset Information

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding
1	Open	100.0000	<input type="text" value="5.0000"/>	495.00	<input type="text" value="09000"/>	<input type="text" value="534110"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Input the distribution information and click the button.

Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 10/28/2007

Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Quantity	Amount
1	03936152350 Macaroni Long form, plain, reg	5.0000 CASE	495.00 USD

Schedule Customize | Find | View All | 1 of 1

Details

Sched	*Ship To	Quantity	Price	Amount	Due Date	Status
1	<input type="text" value="09000"/>	<input type="text" value="5.0000"/>	<input type="text" value="99.00000"/>	495.00	<input type="text"/>	Active

[Add Ship To Comments](#)

Click the button.



Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: 5800001053 [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 10/28/2007 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar

Accounting Date: 10/28/2007

Amount Summary

Total Amount: 495.00 USD

Add Items From: [Purchasing Kit](#) [Catalog](#) Select Lines To Display

[Item Search](#) [Requester Items](#) Line: To: [Retrieve](#)

Line [Details](#) [Ship To/Due Date](#) [Status](#) [Vendor Information](#) [Item Information](#) [Attributes](#) [Contract](#) [Sourcing Controls](#) [Customize](#) | [Find](#) | [View All](#)

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	*UOM	Category	Price	Amount	Status
1	03936152350	<input type="checkbox"/>		Macaroni Long form,		5.0000	CS	03936152	99.00000	495.00	Open

[View Printable Version](#) *Go to: [...More...](#)

[Save](#) [Notify](#) [Refresh](#)

After saving the requisition, click on the [Sourcing Controls](#) Tab.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: 5800001053 [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 10/28/2007 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar

Accounting Date: 10/28/2007

Amount Summary

Total Amount: 495.00 USD

Add Items From: [Purchasing Kit](#) [Catalog](#) Select Lines To Display

[Item Search](#) [Requester Items](#) Line: To: [Retrieve](#)

Line [Details](#) [Ship To/Due Date](#) [Status](#) [Vendor Information](#) [Item Information](#) [Attributes](#) [Contract](#) [Sourcing Controls](#) [Customize](#) | [Find](#) | [View All](#)

Line	Item	SS Flag	Line SSrc Type	Description	Source Status	*Source Date	Calculate Price	Override Suggested Vendor	Consolidate with other Regs
1	03936152350	<input type="checkbox"/>		Macaroni Long form,	Available	10/28/2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[View Printable Version](#) *Go to: [...More...](#)

[Save](#) [Notify](#) [Refresh](#)



NOTE that the system will not allow you to turn off the Calculate Price or turn on the suggested vendor check box. The Calculate price option will look for the Contract Price first and if it doesn't find one, the process looks for Item Vendor Price following a hierarchy.

NOTE: While creating a requisition without a contract specified in it, you have the flexibility to turn this option off in order to let the sourcing process use the item price from the requisition instead of following the item vendor price hierarchy.

The requisition is ready to be Pre-Approved, Budget checked and Approved.



VIII SOURCE THE REQUISITION INTO A PURCHASE ORDER

Requisition Selection:

Requisitions can either be manually selected for sourcing or can be selected as a part of auto sourcing process. Here, we will go over manual selection.

Navigation: Purchasing> Purchase Orders> Stage/Source Requests> Requisition Selection

Requisition Selection

Sourcing

Search Criteria

Business Unit:

Origin:

Buyer:

Max Rows:

Vendor ID:

Include Reqs With No Vendor

Category:

Include Inventory Items

Requisition ID:

Exclude Auto Source Item

Contract ID:

Selection Options

Define PO All Lines From Req

Check Item Available 'PO Item Vendor Option:

Select Requisition Lines Customize | Find | View All | First 1 of 1 Last

Sourcing Requisitions Change Vendor

Include	Vendor ID	Vendor	Vendor Location	PO Qty	PO UOM	Item	Description	Req ID
<input type="checkbox"/>	0000068856	LEGACY FOO-001	0001	5.0000	CS	03936152350	Macaroni Long form, plain, req	5800000993

Enter the Vendor ID and/or Requisition ID or select from the list retrieved by clicking the magnifying glass next to the respective fields.

After entering the required information, click the SEARCH button which will bring up the requisition line in the bottom section of the page.



Define PO check box: Select to define purchase orders using the structure of requisitions as they appear on this page, instead of letting the system create it using the predefined rules

If selected, the information that you view on the Requisition Selection - Sourcing page is exactly what will be on the purchase order and each requisition line that you source will be on its own purchase order line, even if others exist for the same item.

If you want to use the Define PO check box, you must select this check box before selecting requisitions for sourcing. Similarly, if you don't want to use the Define PO check box, you must clear the check box before selecting requisitions for sourcing.

Select Requisition Lines section: Click on the Check Box "Include" in order to select the line for staging. Once you do this, the [Staging Information](#) Link on the bottom of the page will be enabled.

The screenshot shows a web interface titled "Select Requisition Lines". It has tabs for "Sourcing", "Requisitions", and "Change Vendor". Below the tabs is a table with the following columns: Include, Vendor ID, Vendor, Vendor Location, PO Qty, PO UOM, Item, Description, Req ID, and Line #. One row is highlighted in green, with the "Include" checkbox checked. Below the table are "Select All" and "Clear All" buttons. At the bottom, a "Staging Information" link is highlighted in blue.

Include	Vendor ID	Vendor	Vendor Location	PO Qty	PO UOM	Item	Description	Req ID	Line #
<input checked="" type="checkbox"/>	0000068856	LEGACY FOO-001	0001	5.0000	CS	03936152350	Macaroni Long form, plain, reg	5800000993	1

Select All Clear All

[Staging Information](#)

Click the link to go to Staging Information page:
In this page you will be able to change the distribution details if needed.



Requisition Selection

Staging Information

[Return to Sourcing Page](#)

Header

Unit: 58000 PO Date: 09/19/2007 [Header Details](#)
 Vendor: 0000068856 LEGACY FOO-001 User Assign ID [Use Procurement Card](#)
 Loc: 0001 PO ID:
 Buyer: TJOHNSON Theresa Johnson (580) Origin: AGY

Line / Schedule

Line: 1 Sched: 1 Due Date: [Receiving/Inspect Information](#)
 Item ID: 03936152350 [Macaroni Long form, plain, reg](#) Time Due:
 Req Qty: 5.0000 CS Freight Terms: FOB DEST Free on board at Destination
 Price: 99.000000 Ship Via: COMMON Common Carrier
 Amount: 495.00 USD Ship To: 09000 OSF - ADMINISTRATION
 Distribute by: Quantity Physical Nature: Goods

Distributions

Distrib Line	PO Qty	Amount	Percent	Location	'GL Unit	Entry Event	'Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
1	5.0000	495.00	100.0000	09000	09000		TBD					08

After making any changes click the Save button. This will stage the requisition in the staging tables and you will be taken to the previous page. The requisition line will not show up on this page anymore as it is already in the staging table.



Purchase Order Calculate

Navigation: Purchasing> Purchase Orders> Stage/Source Requests> PO Calculation>Add a New value

PO Calculations

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Enter a new value for the Run Control ID and click the button.

Run Controls

Run Control ID: PO_CALCULATE [Report Manager](#) [Process Monitor](#)

POCalculate Selection Criteria

Process Instance:

Business Unit: To Business Unit:

System Source:

PO Process that built row:

Buyer: Lisa Martin (580)

Item SetID: Item ID:

Category:

Sourcing Method

Basic

Flexible

Split

Cumulative

Accumulate Level:

PO Calculate Process Options

*Buyer:

*Consolidation Method:

Origin:

Purchase Order Date:

Purchase Order Reference:

Pre-Approve Vendor

Build POs as Approved

Flexible Sourcing Controls

Lead Time Factor %:

Ship to Priority Factor %:

Price Factor %:

Vendor Priority Factor %:



Purchase Order Selection Criteria

- Business Unit-Input a from and to Business Unit
- Buyer-Input the buyer on the requisition. If there is no buyer on the requisition then this must be left blank or a buyer needs to be added to the requisition.

Purchase Order Processing Options

- **Buyer-Input Buyer to use on the Requisition.**
- **Pre-Approve radio box must be selected or the process will not complete until vendor is approved.**
- **Build Purchase Order's as Approved-DCS has asked for Purchase Orders to be created in an Open status so this should not be selected.**

Click the **Run** button.

Process Scheduler Request

User ID: CORE05 Run Control ID: PO_CALCULATE

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Calculations	PO_POCALC	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

Server-PSUNX

Click the **OK** button.



Run Controls

Run Control ID: PO_CALCULATE [Report Manager](#) [Process Monitor](#)

Process Instance: 4660394

POCalculate Selection Criteria

Process Instance:

Business Unit: To Business Unit:

System Source:

PO Process that built row:

Buyer: Lisa Martin (580)

Item SetID: Item ID:

Category:

Sourcing Method

Basic

Flexible

Split

Cumulative

Accumulate Level:

PO Calculate Process Options

*Buyer: Lisa Martin (580)

*Consolidation Method:

Origin:

Purchase Order Date:

Purchase Order Reference:

Pre-Approve Vendor

Build POs as Approved

Flexible Sourcing Controls

Lead Time Factor %:

Ship to Priority Factor %:

Price Factor %:

Vendor Priority Factor %:

To review the job, click on the Process Monitor Link. Never cancel the job while it is still processing. This will leave you requisitions in a batch process.



Purchase Order Create

Navigation: Purchasing> Purchase Orders> Stage/Source Requests> PO Creation>Add a New value

Create Purchase Orders

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Enter a new value for the Run Control ID and click the **Add** button.

Create PO

Run Control ID: PO_CREATE [Report Manager](#) [Process Monitor](#) **Run**

PO Creation Selection Criteria

Process Instance:

Business Unit: Business Unit To:

Buyer: Lisa Martin (580)

PO Creation Options

Calculate PO Line Numbers

Hold From Further Processing

Allow Dispatch When Appr

Save **Notify** **Add** **Update/Display**

- **Input from and To Business Unit**
- **Input Buyer- The Buyer used here must match the Buyer on the Requisition or it will not be selected. If there is not a Buyer on the Requisition then the field must be left blank.**
- **Calculate Purchase Order Line Number-This button should be selected so the Purchase Order lines will be assigned in order, if not selected then the Purchase Order lines will be the Requisition line.**
- **Hold from Further Processing-Optional**



- **Allow Dispatch When Appr-Insure this is selected so the Purchase Order will be available to dispatch.**



Auto Sourcing Process:

The Auto Sourcing process enables you to select both Purchase Order CALCULATE and Purchase Order CREATE processes and runs it in the right sequence i.e., PO_CALC first and then the PO_CREATE. This process can be run at demand by user or can be scheduled as a batch process to run at specified intervals. (Special Training will be required.)

Navigation: Purchasing> Purchase Orders> Stage/Source Requests> PO Auto Sourcing>Add a New value

A screenshot of a web application interface titled "PO Auto Source". It features two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. Below the tabs is a text input field labeled "Run Control ID:" containing the text "PO_AUTO_SRC". Below the input field is a yellow "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Enter a new value for the Run Control ID and click the  button.



Objectives Tab

Objectives Options Results

Run Control ID: PO_AUTO_SRC [Report Manager](#) [Process Monitor](#)

[Select Individual Processes](#)

Create Purchase Orders From

Select all of the sources from where you would like the purchase orders created. Select the Options tab to specify Selection criteria and PO creation options that correspond with the selected sources.

Approved Requisitions Planned Orders / Prod. Mgmt:

Staged Requisitions

Request For Quotes

Contracts

Transactions in Sourcing Workbench in a 'Ready' status

All Other Sources

Buyer **Check Inventory**

A Buyer is required. It is used on the purchase order only if another one is not found on the staging tables or default hierarchy, or if the transactions are consolidated by buyer.

'Buyer: Theresa Johnson (580)

Select if you would like the system to first check Inventory before creating a purchase order. This option is available for Requisitions, Planned Orders, Production Management, and the option All Other Sources.

Check Inventory First

Apply Change Requests From **Source From Inventory**

Planning Source From Inventory

All Other Sources

- Click the Staged Requisition Radio Box located to the left.
- Input a Buyer ID. This buyer will be used if one cannot be found in the Hierarchy.



Options Tab

Objectives		Options		Results	
Run Control ID: PO_AUTO_SRC		Report Manager Process Monitor		<input type="button" value="Run"/>	
Expand All		Collapse All			
▼ Staged Requisitions, WOs, RFQ, and 'All Other Sources' Selection Criteria					
Process Instance:	<input type="text"/>	Sourcing Method			
Business Unit:	<input type="text" value="58000"/>	To Business Unit:	<input type="text" value="58000"/>	<input checked="" type="checkbox"/> Basic	
System Source:	<input type="text"/>	<input checked="" type="checkbox"/> Flexible			
Buyer:	<input type="text" value="TJOHNSON"/>	<input checked="" type="checkbox"/> Split			
Item SetID:	<input type="text"/>	Item ID:	<input type="text"/>	<input checked="" type="checkbox"/> Cumulative	
Category:	<input type="text"/>	Accumulate Level:	<input type="text" value="Run"/>		
▼ Purchase Order Options					
*Consolidation Method:	<input type="text" value="Business Unit, Vendor"/>				
Origin:	<input type="text" value="AGY"/>	Flexible Sourcing Controls			
Purchase Order Date:	<input type="text"/>	Lead Time Factor %:	<input type="text"/>		
Purchase Order Reference:	<input type="text" value="REQUISITION 5800000993"/>				
<input checked="" type="checkbox"/> Pre-Approve Vendor	Ship to Priority Factor %: <input type="text"/>				
<input type="checkbox"/> Build POs as Approved	Price Factor %: <input type="text"/>				
<input type="checkbox"/> Calculate PO Line Numbers	Vendor Priority Factor %: <input type="text"/>				
<input type="checkbox"/> Hold From Further Processing					
<input checked="" type="checkbox"/> Allow Dispatch When Appr					
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Previous tab"/>	<input type="button" value="Next tab"/>	<input type="button" value="Add"/> <input type="button" value="Update/Dis"/>

Under Requisition Criteria;

- **Input from and To Business Unit**
- **Input Buyer-** The Buyer used here must match the Buyer on the Requisition or it will not be selected. If there is not a Buyer on the Requisition then the field must be left blank.

Under Purchase Order Option;

- **Pre-Approve radio box must be selected** or the process will not complete until vendor is approved.
- **Build Purchase Orders as Approved-DCS** has asked for Purchase Orders to be created in an Open status so this should not be selected.



- Calculate Purchase Order Line Number-This button should be selected so the Purchase Order lines will be assigned in order, if not selected then the Purchase Order lines will be the Requisition line.
- Hold from Further Processing-Optional
- Allow Dispatch When Appr-Insure this is selected so the Purchase Order will be available to dispatch.

Click the **Run** button.

Process Scheduler Request

User ID: CORE41 Run Control ID: PO_AUTO_SRC

Server Name: Run Date: 09/19/2007

Recurrence: Run Time: 6:06:52PM **Reset to Current Date/Time**

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Automatic Purchasing Sourcing	PO_AUTO_SRC	Application Engine	Web	TXT	Distribution

OK **Cancel**

Process Scheduler Request page will open up, the server “PSNUN” must be used, click the **OK** button to kick off the process.

You will be returned to the objectives tab upon clicking OK. Click on the Results tab, to view the results of the process. Alternatively, click on the link to process monitor from this tab and view, if the process completed successfully.



Results Tab

If you click the RETRIEVE button on the Results Tab, the process status keeps changing from 'queued' to 'processing' to 'success'. In the Sourcing Results section, the Stage Status shows the current status of the process, such as 'POCALC in Process', 'POCREATE in Process' and finally 'Completed'

Run Status of 'Queued':

Objectives Options **Results**

Run Control ID: PO_AUTO_SRC [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 4650588

Select Status to View: [Retrieve](#)

Process Run Status: **Queued**

Sourcing Results						
Business Unit	PO Stg Type	PO Stage ID	Line	Sched	Stage Status	Message
Stage Status						

Customize | Find | First 1 of 1 Last

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)



Run Status of 'Processing' with Stage Status of 'Purchase Order Create in Process':

Objectives Options **Results**

Run Control ID: PO_AUTO_SRC [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 4650588

Select Status to View: All [Retrieve](#)

Process Run Status: **Processing**

Sourcing Results [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Business Unit	PO Stg Type	PO Stage ID	Line	Sched	Stage Status	Message
58000	Other	0000020096	1	1	PO Create in Process	

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

Run Status of 'Success' with a Stage Status of 'Completed'

Objectives Options **Results**

Run Control ID: PO_AUTO_SRC [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 4650588

Select Status to View: All [Retrieve](#)

Process Run Status: **Success**

Sourcing Results [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Business Unit	PO Stg Type	PO Stage ID	Line	Sched	Stage Status	Message
58000	Other	0000020096	1	1	Completed	

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)



During all these stages, you have the ability to click on the link on Stage Status and it will take you to Sourcing Workbench. You also can navigate to the sourcing workbench and retrieve your purchase order.

Navigation: Purchasing> Purchase Orders > Stage/Source Requests> Sourcing Workbench

Sourcing Workbench

Sourcing Details

Process Instance: 4650588	Item ID: 03936152350
Business Unit: 58000	Macaroni Long form, plain, req
Line: 1	PO Stg Type: Other
Schedule: 1	PO Stage ID: 0000020096

[Expand All](#) [Collapse All](#)

Staging Information

Stage Status: Completed	PO Process: Onln Srce
Staged Vendor: <input type="text" value="0000068856"/> LEGACY F00-001	System Source: PO Online
Vendor Loc: <input type="text" value="0001"/>	Sourcing Method:

Let POCalc Override Vendor? [Eligible Vendors](#) [Pricing Information](#)

PO ID: 5809006109 [Schedule Details](#)

Source Transaction Information

Procurement Card For Payment

Requested Price

Click on the PO ID link to go to the Purchase Order. Alternatively follow the Navigation to retrieve the purchase order:

Navigation: Purchasing> Purchase Orders> Add/Update Purchase Order.

