

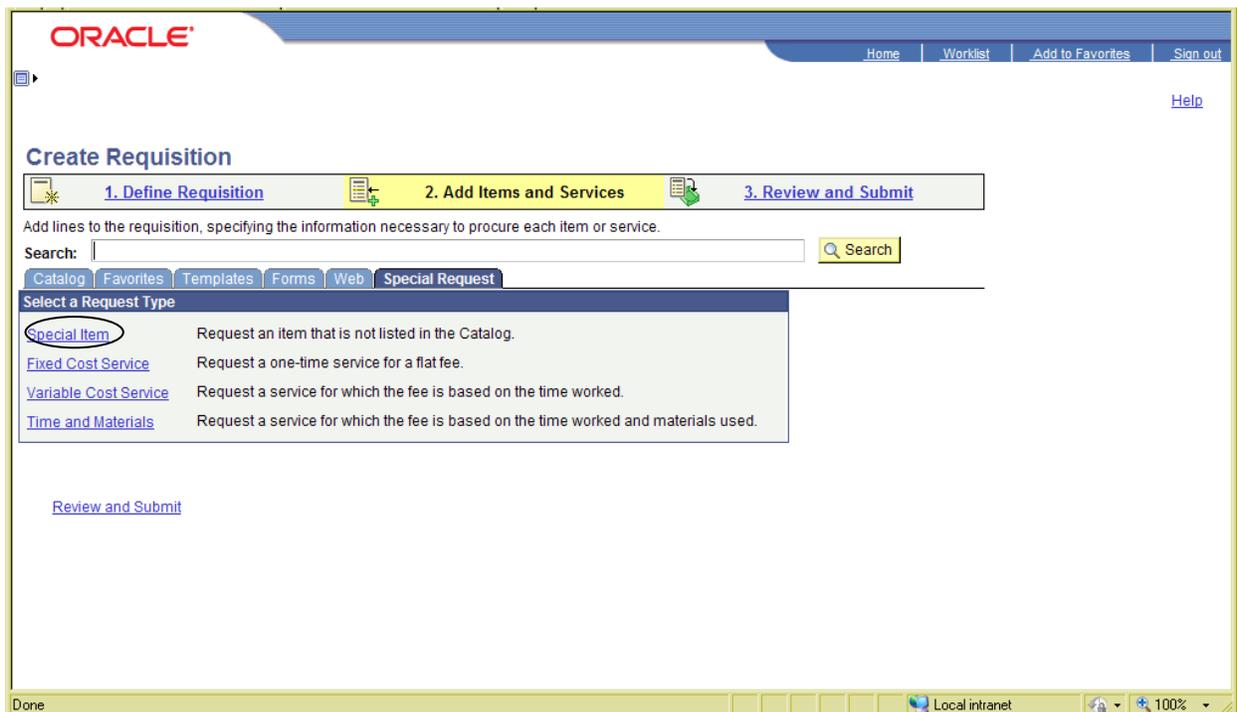
ITSW1008

How to Issue a Release

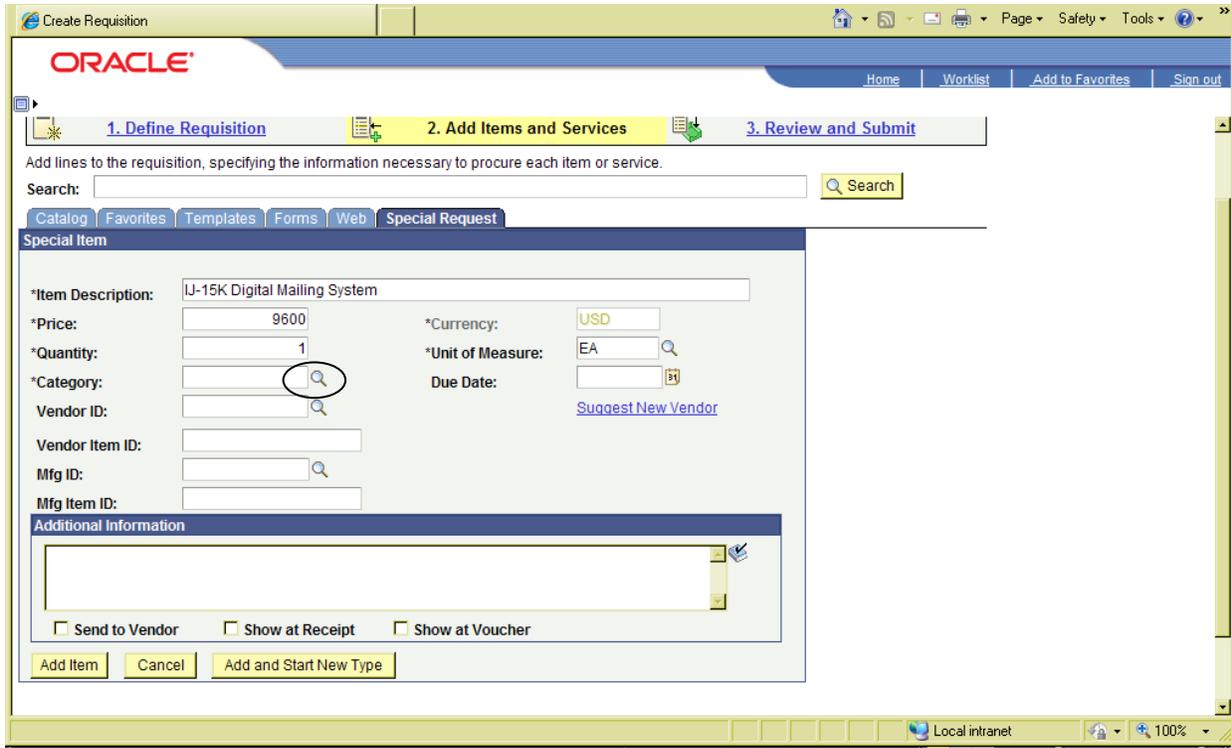
The statewide contracts for ITSW1008 are the “order by description” contracts. There are no specific item IDs assigned to these contracts. Below are the screenshots how to issue a release against the contracts.

Option # A: Issue an e-Pro requisition

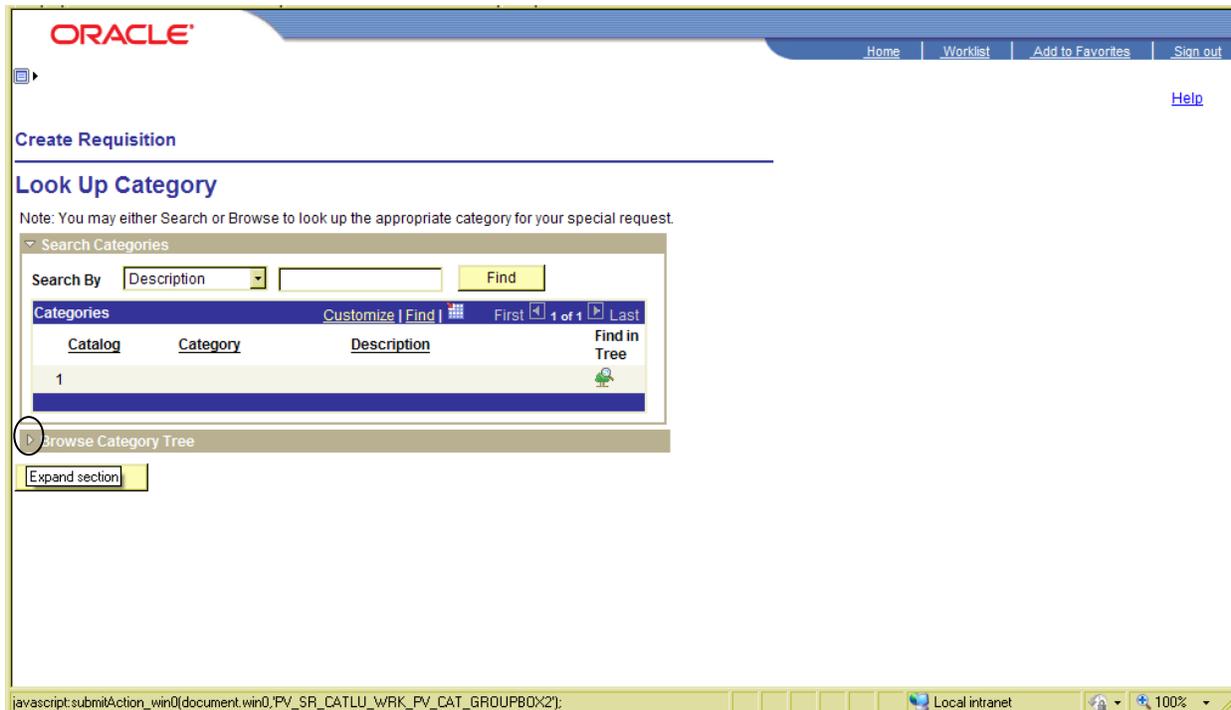
A.1. Select “Special Request” tab, and click on “Special Item” link



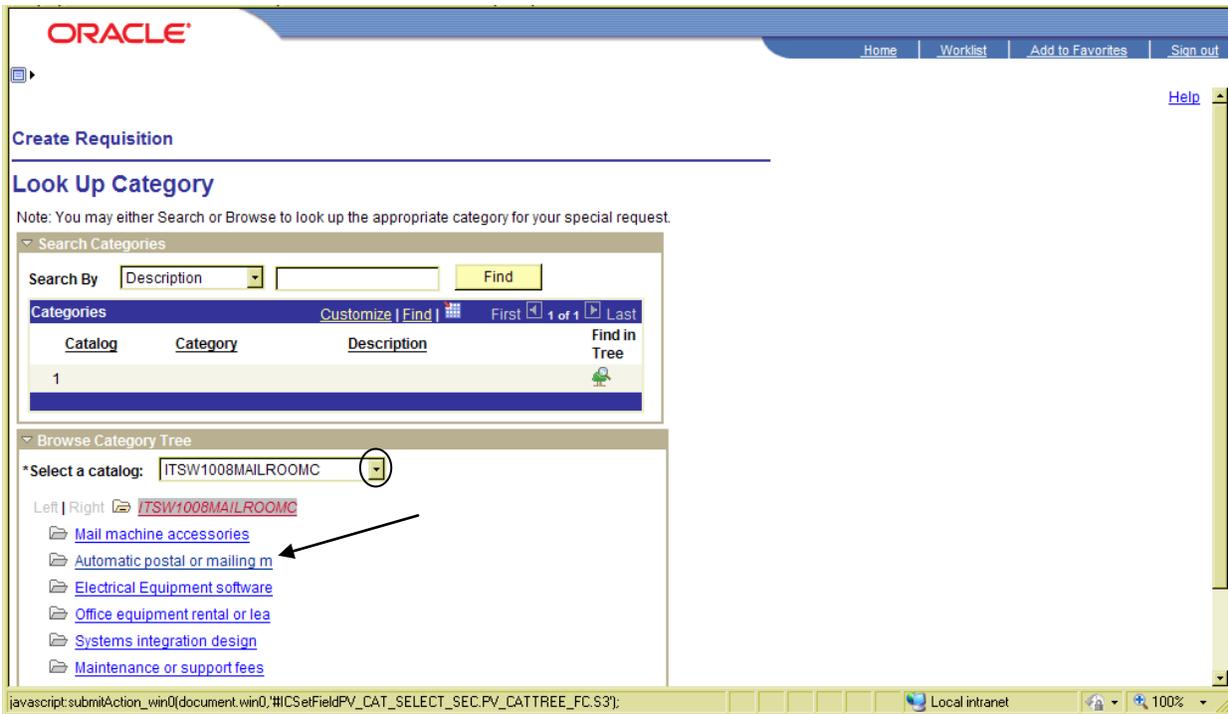
A.2. Type specific description of items/services required. For example, if this is for a purchase of product, you may state “IJ-15K Digital Mailing System”, enter a price, quantity and appropriate Unit of Measure. For category code, select the magnify glass next to it as shown below.



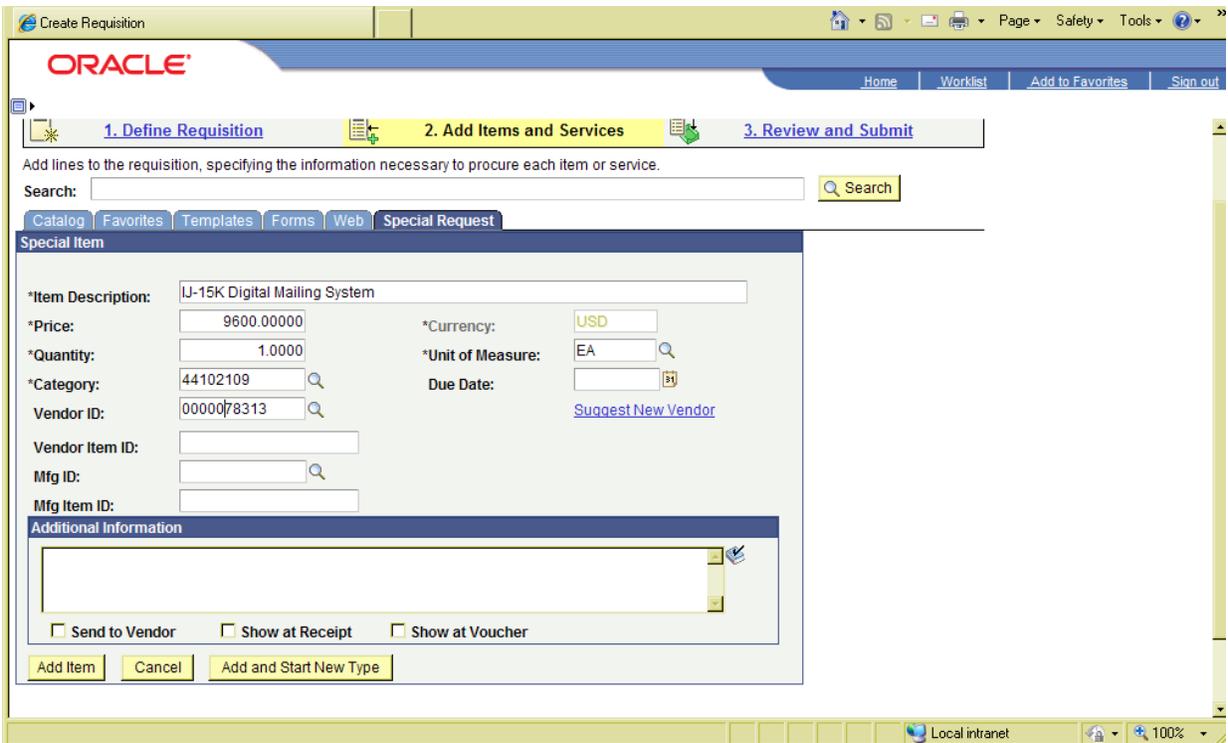
A.3. On the 'Look Up Category' page, click on the triangle next to "Browse Category Tree"



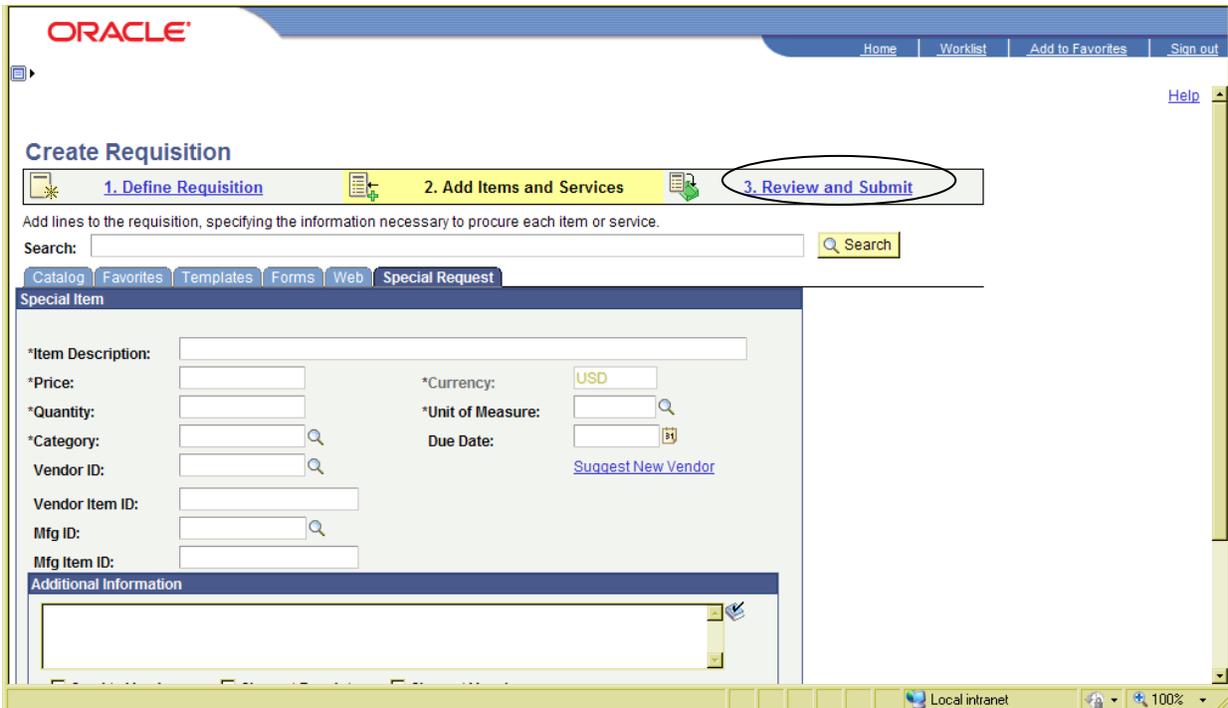
A.4. Click the drop down list and select "ITSW1008MAILROOMC", then select the appropriate category code. In this example, "Automatic postal or mailing machine" is selected.



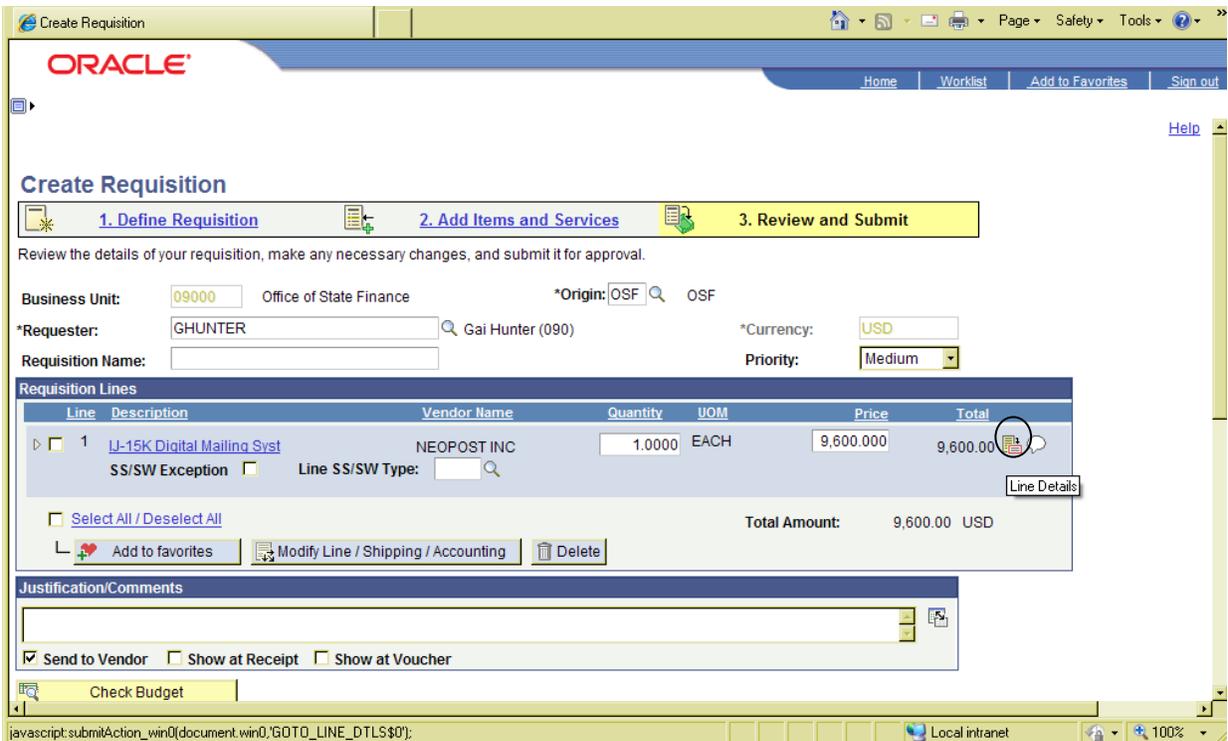
A.5. The category code for automatic postal or mailing machine is entered by the system. Complete with the vendor ID. And select "Add Item".



A.6. Select the step #3: Review and Submit to see a line item or repeat the steps #2-5 to add additional items/services as needed.



A.7. Select the "line detail" icon on line #1.



A.10. Complete the requisition as needed.

Option # B: Issue a non e-Pro requisition (regular way of requisition/purchase order creation).

B.1. Enter category code (must match one of the category codes assigned to the SW contract), description, quantity and preferred unit of measure. Go to “vendor information” tab and enter vendor ID and location. Then go to “contract” tab and insert the appropriate contract ID. Line number is not required. Complete other information as needed.

The screenshot shows the Oracle 'Add/Update Requisitions' web application. The requisition ID is 'NEXT' and the budget status is 'Not Chk'd'. The requester is 'Gai Hunter (090)' and the requisition date is '05/21/2012'. The origin is 'OSF' (Office of State Finance) and the currency is 'USD'. The total amount is '9,600.00 USD'. The 'Vendor Information' tab is active, showing a table with one line item:

Line	Item	SS/SW Exception	Line SS/SW Type	Description	Vendor	Vendor Name	Location
1				J-15K Digital Mailing	0000078313	NEOPOST INC	0017

Buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Upc' are visible at the bottom of the form.

