Purchase Manager User Guide

Basware P2P 18.2

Table of Contents

1 Purchasing Navigation

1.1 Requisitions Menu

The following table lists each of the **Requisition** menu headings with the corresponding user rights.

Table 1: Requisition Menu User Rights

Menu Heading	Menu Links	Required Permissions
Request/Shop	Search Catalog	Access to Purchasing Module
	Vendor Punchout	Can Establish Vendor Connect Sessions (90)
	Shopping Cart	Access to Purchasing Module
	Favorites	Access to Purchasing Module
	Off Catalog Request	Can Create Free Form Order Requests (36)
	Suggest Item	Can Suggest Items (7)
	Manage RFQs	Manage Own RFQs (43) OR Manage All Quotes (144)
Approve	Order Request	Approve Requests (1)
	All Approvals	Approve Requests (1)
Receive	Receive Order Requests	
	PO Manager with Filters	
Manage/Track	Manage Requests	Manage Own Order Request (29) OR Manage All Order Requests (30) OR Can Receive Items for Selected Locations (33)
	Search Requests	Access to Purchasing Module
	All Requests	Access to Purchasing Module
	Open Requests	Access to Purchasing Module
	Old Requests	Access to Purchasing Module

1.2 Purchase Orders Menu

The following table lists each of the **Purchase Order** menu headings with the corresponding permissions.

Table 2: Purchase Order Menu User Rights

Menu Heading	Menu Links	Required Permissions
Purchase	Items to Order	Manage Purchase Orders (8)
Receive	Request	Can Receive Items for Selected Locations (33)
	Purchase Order	Manage Purchase Orders (8) OR Can Receive Items for Selected Locations (33) OR Can Reconcile Purchase Orders (34)

Table 2: Purchase Order Menu User Rights (continued)

Menu Heading	Menu Links	Required Permissions
Manage/Track	Purchase Orders	Manage Purchase Orders (8) OR Can Reconcile Purchase Orders (34)
	PO Search	Manage Purchase Orders (8) OR Manage All Order Requests (30) OR Can Receive Items for Selected Locations (33) OR Can Reconcile Purchase Orders (34)
	Standing Orders	Manage Standing Orders (42)
	Blanket Orders	Manage Standing Orders (42)

1.3 Quick Access Carousel - Requisition

The Quick Access Carousel allows you to access the catalog, vendor punchouts, off catalog requests, items with forms, and your favorites. The actions displayed in the carousel are dependent on your user rights.

Forms tile

The **Forms** tile is not available if there are no items in the system with forms.

If you are assigned user right *35 – Restrict to Order from Pick Lists*, the **Forms** tile is not available. If you are assigned user right *72 – Restrict to View Base Units of Catalog Items*, then only the base units for items are available in the drop-down list. Only items with forms in a **Published** status are available in the drop-down list. Items with forms in **Disabled** status are not displayed in the drop-down list. Discontinued items regardless of the form status do not appear in the drop-down list. All rule restrictions are applied before items are available in the drop-down list. Inventory items are available in the drop-down list. However, if they are ordered via this process, they are ordered from the preferred vendor and not the warehouse vendor.

2 Catalog Search

2.1 Add Catalog Items to the Shopping Cart

Location: Requisitions > **Request/Shop** > **Search Catalog**

Some items may have minimum/maximum order requirements. You can only bypass these if you have permission *65 - Bypass vendor minimum/item quantity restrictions*.

To search for items in the catalog and add them to the shopping cart:

1. Select the category from the drop-down list and enter the search criteria in the **Search** field.
   - To search for a partial word, add an asterisk (*) to the keyword search.
2. Click .
3. Locate the item to be ordered, enter the quantity you want to order, and click **Add to Cart**. For items with the item quantity break icon , discounts are available for higher quantity orders. Click the icon to view the quantity break points for discounts.

You can also search the catalog from the Dashboard using the **Search Catalog** tile on the Quick Access Carousel.

Trouble finding the item you're looking for? See Helpful Search Techniques for Database Searches.

To edit items after adding them to the shopping cart, see Revise Requests.

2.2 Helpful Search Techniques for Database Searches

Plural Words

Problems with plural words: Search terms entered in the keyword text box are taken literally, letter-for-letter. Always consider optional ways of spelling the search term if the results are not correct.

Example

All glove products in the catalog are entered this way:

- Glove, exam, non-sterile
- Glove, surgical, sterile

Searching for the term *gloves* does not find these products. The system looks for each letter consecutively (g-l-o-v-e-s). With the “s” at the end, the word *glove* is not found.

Solution: Search using the base of a word, such as *glove* to find *glove* or *gloves*.

Multiple Words

Problems with combined words: Many users are inclined to use the product's full name when using one of the terms is more likely to produce a better result. For example, the following product information is in the database: Glove, exam, non-sterile. A user may want to use the search term *exam glove*. When the system searches the database, it is not able to match *exam glove* to *glove, exam*. Solution: Search for either *exam* or *glove*.

Abbreviations

Problems with abbreviations: Supplier-provided product names and descriptions are often shortened to accommodate maximum lengths in a data field. For example, a nurse might search for a diagnostic test kit for *streptococcus*. It is very unlikely that the product data from a supplier actually lists the entire word. Solution: Search for strep, test, kits, or diagnostic.

2.3 Save Catalog Search

If you tend to search for the same items, you can save the search keywords to easily access later.

To save a catalog search:

1. From the search result page, click **Save As**.

   May instead be labeled as **Save this search**.

2. Enter a name for the search.
3. Click **Save**.

The search can be accessed from the **My Searches** tab or the **Search** tile on the dashboard.

2.4 View and Run Saved Catalog Searches

Location: **Requisitions** > **Request/Shop** > **Search Catalog** > **My Search** tab

You can use the **My Search** tab to view your previous search and saved searches. You can also delete saved searches.

The last item in the **My Search** box is last search that you have performed. The last search that you perform is always saved, regardless of if you log out or if the session times out.

To view and run a saved search:

1. Click the **Saved Search Name** link to view the keywords for that search.
2. Click **Search**.

2.5 Favorites

Favorites are subsets of the catalog. You can use favorites as a short list of commonly requested items or you may be restricted to Favorites, meaning that you cannot search or request any other items from the catalog. The system administrator decides which method to employ on an individual or group basis.

If you are restricted to Favorites, then items in Favorites appear when the **Search Items** link is selected. Otherwise, to access Favorites, click the **Favorites** or **Manage Favorites** link in the **Request/Shop** menu group.

Off-catalog items can be added to Favorites.

You can perform several actions with favorites:

- Create your own favorites
- Create favorites for another user
- Create favorites for a group of users
- Delete a user or group favorites list
- Delete line items from a user or group favorites list

2.5.1 Delete User/Group Favorites Lists

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Favorites**

If a **Manage Favorites** link also exists, use that instead.

The following permissions are required:

- 91 - Manage User's Favorites
- 95 - Manage Group Favorites

This is to delete all favorites for a user or group. If you'd prefer to delete select items on a user's or group's list, see Delete Line Item from User/Group Favorites List.

To delete a user/group favorites list entirely:

1. Click the **Administration** link, if shown. If not shown, move on to step 2.
2. Select the group/user whose favorites list is to be deleted from the **Select Favorites For** field.
3. Click **Delete Favorites**.

The user's or group's favorites lists are deleted.

2.5.2 Delete Line Item from User/Group Favorites List

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Favorites**

If a **Manage Favorites** link also exists, use that instead.

The following permissions are required:

- 91 - Manage User's Favorites
- 95 - Manage Group Favorites

To delete a line item from a user/group favorites list:

1. Click **Administration**, if shown. If not shown, move on to step 2.
2. Select the group/user from the **Select Favorites For** field that the line item is to be deleted, and click **Select Favorites**.
3. Select the check box in the **Delete** column for the particular line item.
4. *(Optional)* To delete the same line item from other lists select the list in the **Delete marked items from additional favorites selected** field using the icon.
   This is after the last favorites item on the page.
5. Click **Delete Marked Items**.

2.6 Add Catalog Items for Comparison

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Search Catalog**

You can compare up to five catalog items. If you add more than five items, the last five selected items are displayed.

You can add items from different searches.

To add items for comparison:

1. Search for an item in the catalog as normal.
2. Select the **Compare** or **Add to compare** checkbox below the item SKU.
3. Repeat for up to five catalog items.
4. Click **Add to Compare** if shown.
5. Click **View compare** or **Compare**.

You are taken to the Compare Items page, where you can see details about all items and choose to add one or more of the items to your cart.

2.7 Catalog Item Ratings

Related Permissions:

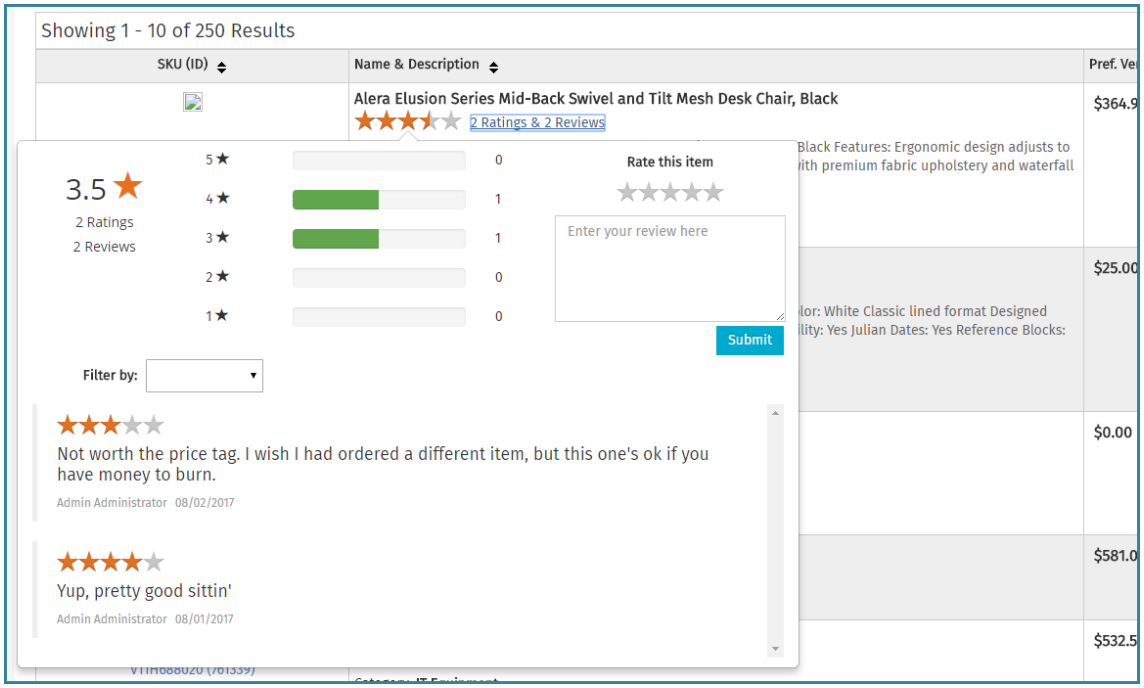
- 301 - Can View User Reviews
- 302 - Can Create User Reviews

Items in the system catalog can be rated to help other users make smart purchasing decisions. This is especially helpful for large catalogs that may have several similar options for a type of product. With permission *302*, you can rate the items or vendors on a 1-to-5 star scale and leave a review with comments. With permission *301*, you can view the average rating, ratings breakdown, and reviews left by other users.

Item ratings can be viewed on the following pages:

- Catalog Search
- View Item
- Compare Items
- Shopping Cart
- Items to Order
- Withdrawal Bin (Inventory users only)

When viewing items ratings, you can filter by Rating, Date, or user's first or last name.



2.7.1 Leave Reviews for Catalog Items

Location: You can add reviews from the following locations

- Catalog Search
- View Item
- Compare Items
- Shopping Cart
- Items to Order

You must have the following permission to leave a review:

- 302 - Can Create User Reviews

You can leave reviews for products in the catalog to inform other users of your experience with the items.

To leave a review for an item:

1. From either the item catalog or the Items to Order page, search for and find the item for which you want to leave a review.
2. Click **# Ratings and # Reviews** beside the item's star rating.
3. To the right of the modal, click the number of stars you want to give the item. Ratings must be given in whole stars, between 1 and 5.
4. *(Optional)* Enter the text of your review in the text box.
5. Click **Submit**.

2.8 Vendor Punchouts

With Vendor Punchouts, you can directly connect to a vendor's site to search for items.

The following permission is required:

- 90 - Can Establish Vendor Connect Sessions

If the vendor has an active contract with **Allow Price Updates** set to **No**, the shopping cart reflects the contract price, not the price set by the vendor.

Level 1

Vendor Punchouts level 1, you are taken to the vendor's website to search for and order the desired items. When you complete the order on the vendor's website, you are returned to the shopping cart to complete the order in the system. No ordered items are added to the system's catalog during the ordering process.

Level 2

Vendor Punchout Level 2 provides the ability to search for products within the system's catalog and order them via the Vendor Punchout process. Vendor Punchout Level 2 is a combination of standard Vendor Punchout (Level 1) with a Catalog Interchange Format (CIF).

Once items are ordered through the Vendor Punchout Level 2 process, the items are added to the system's catalog as standard items. This includes items that are not included in the CIF map.

- When a vendor is configured for Vendor Punchout Level 2, the items in the CIF map, when searched for, display a **Buy Online** action. This indicated that it is a Vendor Punchout item.

- After clicking **Buy Online**, you are redirected to the vendor's Vendor Punchout website with the item selected and added to your online cart. Once you are finished ordering, check out, transfer the order, and the items are placed in your shopping cart.

Workflow to Request Items with Vendor Punchout

1. The requester selects a vendor and clicks **Connect**.
2. A pop-up window appears containing a message informing the requester that the system is connecting to the vendor's site.
3. Once the connection is established, the vendor's website appears. The requester navigates the site, and selects an item to purchase.
4. The requester clicks **Checkout** and then clicks the **Transfer Shopping Cart** on the vendor's site. The pop-up window closes and the item from the vendor's shopping cart is now in the requester's shopping cart in the system.
5. The requester clicks **Finish Request**. The form to create the order request appears.
6. The requester enters information in the related fields and clicks **Create Order Request**. The order request information appears indicating that the request has been sent for approval.
7. If approval is needed, the approver is notified and approves the request through the normal approval steps.

When you re-order a vendor punchout item by clicking the item on an old order request, it places the item into the shopping cart, but you must use the **VC Setup** link to connect to the vendor site and reorder the item.

Replenishment orders cannot be created through Vendor Punchouts unless the vendor can accept orders without shopping cart references.

Notice the red arrow next to the **VC Setup** link. This is a warning that the item in the shopping cart needs vendor setup. You must edit vendor punchout items on the vendor website using the **VC Setup** link. If edits are made in the shopping cart, the order is not correct.

2.8.1 Order Items Using Vendor Punchouts

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Vendor Punchouts**

You must have the following permission:

- 90 - Can Establish Vendor Connect Sessions

To search for items using vendor punchout:

1. Select a vendor from the drop-down list.
2. Click **Connect**.
3. Search through the vendor's online catalog.
4. Complete the order using the vendor's website.
   Once you click the **Transfer Shopping Cart** action or the link to order the item, the secondary window closes and the item appears in your shopping cart.

Some vendors restrict you from adding items that are not in their catalog in the system. If the vendor has that restriction and you attempt to add an item that is not already in their system catalog, you will see a stop message.

In the shopping cart, the **VC Edit** link under the item number information accesses the order on the vendor's website. Click **VC Edit**modify an existing order or order other items. The green circle informs you that the item in the shopping cart is ready to order.

2.9 Suggest Items

This functionality provides you with the ability to suggest items for the company's catalog. We recommend all users without the ability to create off-catalog requests have permission to suggest items for the catalog.

You must have the following permission to suggest items:

- 7 - Can Suggest Items

If you are a catalog administrator, you can approve suggested items and add them to the catalog. You must have one of the following permissions:

- 19 - Manage Catalogs
- 78 - Review Suggested/Custom Items

2.9.1 Suggest Items for Catalog

Location: **Requisitions** > **Request/Shop** > **Suggest Item**

To suggest an item:

1. Complete the required fields.
2. *(Optional)* Enter **Notes to Approver** to send a message to all users with permission *8 - Manage POs*.
3. Click **Submit Item**.

The suggested item is sent to the catalog administrator for approval and is stored as a temporary item. If the administrator approves the item, it is made a permanent part of the catalog and you receive a message notifying you that the item is available to order. Depending on your system configuration, the item may be automatically ordered for you upon approval.

2.9.2 Add Suggested Item to Catalog

You must be have at least one of the following permissions to approve suggested items:

- 19 - Manage Catalogs
- 78 - Review Suggested/Custom Items

To add a suggested item to the catalog:

1. Log in as an approver for a suggested item.
2. Click the **Messages** icon in the notification area.
3. Click the preview lines of the message to be read.
4. Click the **link** to review the item.
5. To edit the quantity of the item ordered by the user, change the value in the **Initial User Order Quantity** field.
6. When finished reviewing the details:
   - If the item is to be added to the catalog, click **Approve**.
   - If the item is to be declined from the catalog, click **Decline**.

If the system is configured to do so, then the item is automatically ordered on behalf of the user who suggested the item once the item is approved.

3 Shopping Cart Management

3.1 Shopping Cart

Items are held in the shopping cart until you create an order request. The items remain there even if you log out of the system. You can perform many different functions in the shopping cart, including:

- Revise a request
- Add accounts coding information to the request
- Import a shopping cart
- Attach documents to individual items or the entire request
- Change vendor or price
- Manage favorites
- Create and run a request for quote (RFQ)

Users with specific assigned user rights are able to view and access the **Edit** link and perform editing functions on the item such as vendor selection, units of measure, and inventory stock status type.

Hyperlinks for the item SKU, vendor name, and/or warehouse associated to the item (**W**) are available. Click them to see more information about the item, vendor, or warehouse.

To view the vendor information, you must have at least one of the following permissions:

- 11 - Manage Vendors
- 19 – Manage Catalogs
- 28 – View All Directories
- 71 –View Purchasing Vendors

To view the warehouse information, the item must be associated to and stocked in the warehouse, and you must be assigned to the warehouse.

The information displayed for account code headings, user defined field headings, and the information in the actual fields varies by organization.

The shopping cart also can show the amount saved by the requester off the list price, or MSRP, of the items in the shopping cart. This is called the **List Price Savings**. It can be calculated based on the MSRP uploaded with the item, or based on the savings from a contract with a vendor.

3.2 Multiple Shopping Carts

Depending on your system configuration, you may have the ability to enable several shopping carts during the requesting stage of the procurement process.

Multiple Shopping Cart Features

- You can rename the cart.
- You can have a maximum of five (5) shopping carts at one time.
- You can attach documents to individual carts.
- You can move items from one cart to another.
- You can delete the carts.

3.2.1 Move Items From One Shopping Cart to Another

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Shopping Cart**

Multiple shopping carts must be enabled for your organization.

To move items:

1. Check the **Select** checkbox for the line items that are being moved from one shopping cart to another.
2. From the drop-down list next to the **Move To** action, select the shopping cart the items are being moved to.
3. Click **Move To**.

3.3 Add Attachments to Shopping Cart

Location: Shopping Cart

You must have the following permission:

- 72 - Can Attach Documents for Purchase Orders and Expenses

Attachments can be added to the entire shopping cart. When the order request is created, the attachment is included as a header-level attachment to the order request.

To attach documents in the shopping cart:

1. Click the **Attachment** icon next to the shopping cart name.
2. Select if the attachment type is **Vendor Attachment** or **Internal Attachment**.
3. *(Optional)* Enter **Notes** in the text field.
4. Click **Choose File** and select the file to upload from the file explorer.
5. Click **Upload**.

To attach a file to a line item, instead of to the entire shopping cart, see Attach Files to Line Items in the Shopping Cart.

3.4 Revise Requests

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Shopping Cart**

There are times when adjustments need to be made to items already placed in the shopping cart. You can edit the quantity, add an accounts string, and delete any line items before the request is processed.

To edit the quantity for a line item, place the cursor in the **Quantity** field for that line item and enter the new value. Remember to save changes.

To delete a line item, select the checkbox for that line item and click **Delete** in the **Quantity** field.

To add or edit an account code on a request:

1. To add an accounts string, enter or select the value in the **Account Code** field.
2. To edit an accounts string, click the **Edit** icon .

   To apply account code splits, click to access the **Account Code Splits** page.

3. Enter or select the appropriate coding type (if applicable) and segments.
4. Click **Save & Return**.

3.4.1 Apply Account Codes to Many Items in Cart

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Shopping Cart**

In some cases, you need to edit all or segments of the account codes for more than one item in the shopping cart. The **Edit Account Code** page provides this functionality.

This process is for organizations with the Accounting Code Selection type configured as **Text Entry**, **Selectable**, or **Lookup**. For split field entry, see Apply Account Code Segments to Items using Split Field Entry Format.

To edit account codes and apply edits to several items in the cart:

1. Next to the **Account Code** field, click .
2. Select or enter the appropriate account code in the **Account Code** field.
3. Select **Yes** beside **Apply Accounts Coding Data to Selected Items in Shopping Cart**.
4. Select the check box next to each item to which the accounts coding data should be applied.
5. Click **Save & Return**.

3.4.2 Apply Account Code Segments to Items using Split Field Entry Format

Location: Shopping Cart, Order Request, Expense Draft, Expense Report. Any item from which you can edit account codes

---

This process is for organizations with the Accounting Code Selection type configured as **Split Field Entry**. For **Text Entry**, **Selectable**, or **Lookup**, see Apply Account Codes to Many Items in Cart.

Accounts coding segments can be applied to many items in the cart or expense report from the **Edit Account Code** page. With **Split Field Entry** enabled, you can select which segments to apply to which items. If cascading is enabled and a child segment is selected to be applied to many items, the parent segment is also automatically selected and applied. This functionality is not available from the **Split Account Codes** page.

To apply accounts coding segments to several items:

1. To edit an accounts string with splits, click displayed beside the **Account Code** field for the line item to be edited.
2. Select the appropriate account code segments in the **Account Code** field.
3. Enter the split percent or split amount to be applied to that coding in the appropriate field.
4. *(Optional, expense drafts only)* Add a Purpose field to the transaction. This text will be added to the Description field for the expense item(s) it is applied to.
5. *(Optional)* Add coding notes to each split as needed.
6. Click **Add Split**.
7. Repeat until 100% of the item cost has been allocated to an account code.
8. Select **Yes** beside **Apply Selected Coding Segments to Selected Line Items in Shopping Cart**.
9. Select the check boxes beside the segments to be applied, and select the check boxes beside the items to which the segments are to be applied.
10. Click **Save & Return**.

3.4.3 Import Split Accounts Coding Data

Location: Shopping Cart

The following system setting must be enabled to import split accounts coding data:

- 977 - Accounting Code: Allow use of Code Split Template

Before splitting account codes, ensure you have all desired items in the shopping cart to complete the request. Additionally, you must have an Accounting Splits import map created in order to import the data. This functionality is only available from the shopping cart.

1. Click the split icon for the line item the split is to be applied.
2. Click **Apply Split Template**.

3. Select the **Import Map** to use with the import.
4. Click **Choose File** and browse for the file to import.
5. Click **Import**.
   The import analysis page displays.
6. If needed, review and correct the data using **Review and Correct**.
7. When all data is correct, click **Save and Import Now** to apply the split coding data to the line.

The splits data displays on the Split Account Code page.

3.5 Items with Forms

The shopping cart is where items with forms can be edited. Each form has different uses and is configured differently. An item can only have one form associated with it. However, a form can be associated with many items.

You can edit form attributes (data attributes) from the shopping cart. Required attributes have asterisks beside their names. Click to edit the form.

- Cost and quantity are always positive numbers.
- If you change the vendor in the modal, the system updates the currency to match the current vendor.
- The cost shown in the modal is the original vendor's cost in the original vendor's currency. If you change the vendor, make sure you update the cost to match the current vendor's currency and not the currency of the original vendor.
- The fields in the modal allow up to four decimal places.

Limitations

Standing orders are not compatible with forms. When you try to add items with forms to a new or existing standing order, an error message is displayed.

The **Quantity**, **Cost**, and **Vendor** fields are disabled on forms when an item qualifies for material transfer or an item belongs to an item assembly and is grouped under the item assembly in the shopping cart. Additionally, price calculations are disabled.

3.6 Special Functions

The **Special Functions** menu contains actions that you can perform on the cart. The options may change based on user permissions or system configuration.

For multiple cart users: When performing any special functions such as creating favorites and RFQs, only the items in the active cart (highlighted cart) are considered.

System administrators have the ability to limit or add special functions for users/groups on an as needed basis. Abilities within special functions vary according to a user's profile.

The available special functions are:

- Attach a file to a line item
- Import a shopping cart
- Add items to user or group favorites
- Create a standing order
- Create an item assembly
- Set line codes for items
- Assign multiple ship-to locations
- Associate assets to line items
- Select trade-in assets
- Add the selected lines to a purchase order
- Change an item's recommended vendor
- Create an RFQ
- Create a blanket PO request or addendum request

3.6.1 Attach Files to Line Items in the Shopping Cart

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Shopping Cart**

You must have the following permission to attach files:

- 76 - Can Attach Documents for Purchase Orders and Expenses

You can attach documents to individual line items when creating an order request. This functionality is useful when you need specific instructions, engineering drawings, or technical specifications for a particular item. To add attachments to an entire purchase order, see Edit Purchase Order.

Vendors that are set up to receive purchase orders via email receive two separate incoming messages. The first email message is the purchase order and the second email message is the attachment to be reviewed by the vendor. Vendors set up to receive purchase orders via fax receive the purchase order and the attachment together when the purchase order is delivered.

To attach a file to a line item in the shopping cart:

1. Check the check box on the line item the file should be attached to.
2. Click **Special Functions** > **Attach File**.
3. Click **Browse** and select the file to attach from the available list of files.
4. Click **Attach**.
5. Click **Shopping Cart**.

3.6.2 Add Items to a Standing Order

Location: Shopping Cart

You must have the following permission:

- 42 - Manage Standing Orders

You also cannot set item shipment locations for items to be added to a standing order.

You can create standing orders in order to automate as much of the requesting and purchasing process as possible. If you often request the same items in the same time intervals, standing orders can help manage this process easily and quickly.

Standing orders are set up to be delivered automatically depending on date. Standing orders are the same items ordered from the same vendors that are released at a specified time. Standing orders are ideal for items that are constantly and predictably ordered. Standing orders create new purchase orders for every cycle. Standing orders created for items on contracts reflect the current contract status for every order – if the contract expires, the next order placed no longer has a contract associated with it.

To create or add items to a standing order:

1. Populate the Shopping Cart with all the items you wish to include in the standing order.
2. Click **Special Functions** > **Add All to a Standing Order**.
3. Select the standing order to which the item should be added. For a new standing order, select **New Standing Order**.
4. If creating a new standing order, fill out all required fields.
   - Max Repetitions: enter the number of times to process the standing order. To indicate an unlimited number of times, enter -1.
5. Click **Add Standing Order**/**Edit Standing Order**.

The standing order is created/updated with the items from the shopping cart. The order is processed on the day and at the frequency defined during standing order creation.

3.6.3 Add Items to an Item Assembly

Location: Shopping Cart

One of the following permissions is required to add items to an item assembly:

- 66 - Can Add Items to Item Assemblies
- 67 - Manage Item Assemblies

Item assemblies enable you to order a group of items that are routinely ordered simultaneously. A great example of an item assembly is *new hire desk supplies*, which includes a desk set, computer, and telephone. Rather than purchase the individual items, the requester can simply search and submit a request for *new hire desk supplies*.

The name of an item assembly is a virtual name. The name is not an actual item in the catalog as are the other items associated with the item assembly.

1. Populate the Shopping Cart with all the items you wish to include in the item assembly.
2. Click **Special Functions** > **Add All To an Item Assembly**.
3. Select whether to add the item to a **New** or **Existing** assembly.
4. Fill out all required information.
5. Click **Add Assembly**/**Add to Assembly**.

The items are added to the specified item assembly. The item assembly can be found by searching the catalog for the item assembly name.

3.6.4 Import Shopping Cart

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Shopping Cart**

To import a shopping cart, you cannot have the following restrictive permissions:

- 35 - Restrict to Order from Pick Lists
- 152 - Restrict User from Making Requests

You can import items to your shopping cart from **Special Functions**. Shopping cart item imports are useful when you receive item quotes from a vendor and you need to add the items to a shopping cart.

Important Information about Shopping Cart Imports

- A shopping cart import map must exist before you can import a shopping cart.
- You can import items to an empty shopping cart or to a shopping cart that already contains items.
- You cannot import duplicate items into the shopping cart.
- You cannot import item assemblies.
- You cannot import suggested items.
- You can import off catalog request items if the selected import map allows it.
- Shopping cart imports are limited to 250 records.
- Shopping cart imports are not available for Material Transfer shopping carts.
- Shopping cart imports are not available for inventory withdrawals.
- You cannot schedule shopping cart imports.
- A downloadable error report is available if any errors occurred.
- After a successful import, the shopping cart may take longer to load due to the re-evaluation of vendor assignments. The load time is dependent on the size of the import.

To import a shopping cart:

1. Click **Special Functions** > **Import Shopping Cart**.
2. Select an import map from the **Import Map** drop-down list.
3. In **Upload a File**, select a file to upload.
4. Click **Import**.
   As long as the file has one good record, then the **Import Now** action is displayed.
5. Click **Import Now** to proceed with the import, or **Reject Import** to completely reject the import.
6. Click **Cancel** to leave the page.
   The import is still available in the import work queue.

3.6.5 Change Vendor or Price for Off Catalog Line Items

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Shopping Cart**

To change the assigned vendor and vendor price during approval, the following permissions are required:

- 1 - Approve Requests

- 142 - Can Change Vendor Assignment during Approval

You can change the vendor and price information for off catalog items in the shopping cart.

To change the vendor or price for off catalog items:

1. Click **Special Functions** > **Change Recommended Vendor**.
   - To change the price, enter the new price in the price column.
   - To change the vendor, select the new vendor using the icon. Select the checkbox next to each item to be reassigned.
2. Click **Reassign Vendor**.

3.6.6 Set Line Item Account Codes

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Shopping Cart**

To set accounts coding information or user-defined fields for line items:

1. Click **Special Functions** > **Set Line Codes**.
2. Enter the Udef values or account codes for the line items as needed.
3. Click **Save Line Codes**.

3.6.7 Create Urgent Requests

Sometimes users need to have order requests processed quickly, bypassing approval routes, to get their items on time.

Location: Shopping Cart

User must have the following permission: 310 - Can Create Urgent Requests

Urgent requests cannot be created for material transfer orders or replenishment orders.

With the appropriate permission, you can create urgent requests in the Shopping Cart. This function is to be used when you need the items you are ordering more quickly than you could get them if you had to wait on approvals. When you create an urgent request, several changes to the ordering process occur:

- You are required to enter a Reason for Urgent Request when you create the order request.
- The items go immediately to Items to Order or to a purchase order, if the vendor is set to auto-generate a PO.
- A group of users, determined by system setting, is notified that you have created an urgent request.

To create an urgent request:

1. Search for an item, enter a quantity for an item, and click **Add to Cart**.
2. Click the **Shopping Cart** icon in the upper right corner.
3. Verify the items and quantity are correct.
4. Click **Special Functions** > **Create Urgent Request**
5. Complete the required fields.

See Order Request Creation for explanations of the fields.

The **Replenish** field is not available for urgent requests.

6. Ensure that you enter a **Reason for Urgent Request**. The group notified of the urgent request will be sent this information.
7. Click **Create Urgent Order Request**.

3.7 Favorites

Favorites are subsets of the catalog. You can use favorites as a short list of commonly requested items or you may be restricted to Favorites, meaning that you cannot search or request any other items from the catalog. The system administrator decides which method to employ on an individual or group basis.

If you are restricted to Favorites, then items in Favorites appear when the **Search Items** link is selected. Otherwise, to access Favorites, click the **Favorites** or **Manage Favorites** link in the **Request/Shop** menu group.

Off-catalog items can be added to Favorites.

You can perform several actions with favorites:

- Create your own favorites
- Create favorites for another user
- Create favorites for a group of users
- Delete a user or group favorites list
- Delete line items from a user or group favorites list

3.7.1 Create Individual Favorites

The following permission is required to create your individual favorites:

- 37 - Can Create Custom Favorites List

To create individual favorites:

1. Search for items to add to your favorites and add to the shopping cart.

   Only add items to the cart that you want in your favorites list - you cannot select individual items from the cart to add to **Favorites**.
2. Navigate to the shopping cart.
3. Click **Special Functions** > **Add All to Favorites**.
4. Click **My Lists**.

5. Select **I want to add to my existing favorites list(s)** or **I want to create a new favorites list**.
   - If this is an existing list, select the list name from the **Lists** field.
   - If this is a new list, enter the list name in the **New List Name** field.
6. Click **Add**.

3.7.2 Create Individual Favorites for Other Users

The following permission is required to create favorites for others:

- 91 - Manage Users' Favorites List

To create individual favorites for another user:

1. Search for items to add to favorites and add them to the shopping cart.

   Only add items to the cart that you want in the user's favorites list - you cannot select individual items from the cart to add to **Favorites**.
2. Navigate to the shopping cart.
3. Click **Special Functions** > **Add All to Favorites**.
4. Click **Other User Lists**.
5. Select **Add to an Existing Favorites List** or a **New Favorites List**.
   - If this is an existing list, enter the username in the **User** field. Select the appropriate list from the **Lists** field.
   - If this is a new list, enter the list name in the **New List Name** field.
6. In the **Select Users** field, enter the user names.
7. Click **Add**.

3.7.3 Create Favorites List for Group

The following permissions are required:

- 91 - Manage User's Favorites
- 95 - Manage Group Favorites

Group lists enables administrators to restrict the visibility of catalog items to groups of users. Administrators who have the right permissions are able to create favorite lists for groups and restrict users to view only items on favorites.

When you log in and you are assigned to one of these groups, click the **Favorites** link. The items attached to that group’s favorites list appear on the **Favorites List** page.

To create a favorites list for a group:

1. Search for items to add to the group’s favorites list and add to the shopping cart.

   Only add items to the cart that you want in the group's favorites list - you cannot select individual items from the cart to add to Favorites.

2. Navigate to the shopping cart.
3. Click **Special Functions** > **Add All to Favorites**.
4. Select the group.
5. Click **Add**.

3.8 RFQs

With the RFQ functionality, you can solicit bids on catalog items, organize vendor responses for evaluation, and accept or decline items for inclusion into the catalog. This feature enables customers to have many RFQs processing at one time.

You can perform the following actions:

- Build requests for quotes (RFQs) from the shopping cart, Items to Order page, or Detail Approval page
- Deliver RFQs to multiple vendors manually or via disk, email, or fax.
- Input vendor responses manually or via file
- Compare vendor responses
- Transfer accepted quotes to the catalog

The following permissions are required to manage RFQs:	
43	Manage Own RFQs
144	Manage All Quotes

At least one of the following permissions is required to create an RFQ:	
43	Manage Own RFQs
144	Manage All Quotes

To begin the RFQ process, add the catalog items to the shopping cart that are to be considered in the quote. To do this add the items from the shopping cart, the **Items to Order** page, or the **Detail Approval** page.

In **Allow Vendors to Submit Incomplete Bids**, select **Yes**, if vendors are allowed to submit incomplete bids. This is useful if the vendor intends to supply only part of the line items on the RFQ.

3.8.1 Create RFQs from Shopping Cart

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Shopping Cart**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

To create an RFQ from the shopping cart:

1. Click **Special Functions**.
2. Click **Create RFQ**.

3. *(Optional)* If items in the shopping cart need to be deleted at this point, select the **Delete Items from Shopping Cart** check box.
4. Complete the required fields.

   Ensure **Add Items from Request bin** is set to **Yes**. The request bin is the shopping cart.
5. Click **Add RFQ**.

3.8.2 Create RFQs from Items to Order page

Location: **Dashboard** > **Purchase Orders** > **Purchase** > **Items to Order**

You must have the following permissions:

- 8 - Manage Purchase Orders
- 43 - Manage Own RFQs OR 144 - Manage All Quotes

To create an RFQ from the **Items to Order** page:

1. Check the **Select Checkbox** for the items to add to the RFQ.
2. Click **Generate RFQ**.
3. Complete the required fields.
4. Click **Add RFQ**.

3.8.3 Create RFQ from Detail Approval Page

Location: **Dashboard** > **Requisitions** > **Approve** > **Order Requests**

The following permission is required to create an RFQ from the **Detail Approval** page:

- 1 - Approve Requests
- 43 - Manage Own RFQs OR 144 - Manage All Quotes

To create an RFQ from the **Detail Approval** page:

1. From the approval list, select the order request an RFQ is to be created for, and click the **Reference #** link.
2. Check the **SEL** checkbox for the items to be added to the RFQ.
3. Click **Create RFQ**.
4. Complete the required fields.
5. Click **Add RFQ**.

3.8.4 Add RFQ Headers

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

On occasion, you may need to create an RFQ that has no catalog or off-catalog items on it. Do so from the **Manage RFQs** page. However, you cannot deliver an RFQ that does not have any items.

To add an RFQ header with no items:

1. Click **Add Header**.
2. Complete the required fields.
3. For the **Add Item from Shopping Cart** field, select **No**.
4. Click **Add RFQ**.

3.8.5 Edit RFQ Headers

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

The editable fields are dependent on the RFQ status.

To edit the header details:

1. Select the RFQ whose header details are to be edited, and click **Edit Header**.
2. Edit the necessary fields.
3. Click **Edit RFQ Header**.

3.8.6 Delete RFQs

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

Delivered RFQs cannot be deleted.

To delete an RFQ:

1. Select the RFQs to be deleted, and click **Delete**.
2. Click **OK**.

3.8.7 Add or Edit Attachments to RFQs

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

You cannot add, view, or edit attachments for RFQs that are closed.

To add or edit attachments to an RFQ:

1. Select the RFQ to attach the files to and click **Attachments**.
2. Using the **Browse** button in the **Attachment** field, select the file to be attached.
3. *(Optional)* Add description for the attachment in the **Description** field.
4. Click **Attach File**.
5. To delete the attachment select the **Delete** check box for that item and click **Delete Files**.

3.8.8 Preview RFQs for Printing

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

To preview an RFQ:

1. Select the RFQ to preview and click **Print Preview**.
2. Select the vendor and the print format from the drop-down lists.

   Available options for print format are web and PDF.
3. Depending on whether you want to view the vendor's response, select **Yes** or **No** for the **Vendor Responses** field.
4. Click **Select**.

3.8.9 RFQ Delivery

RFQs can be delivered to vendors using the following methods:

- Manual
- Disk
- Email
- Fax

The following permission is required to deliver an RFQ to a vendor:

- 11 - Manage Vendors

Send RFQ Access Information to Vendors: Check this box to send the Vendor Portal information if any, to the selected vendors. This field is available when Vendor Portal is enabled.

Additional information is available when Vendor Portal is enabled.

3.8.10 Deliver RFQs Manually

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

Additionally, the vendor's **Process RFQs Via** option must be set to **Manual**. For instructions on how to change this setting, refer to the *Purchase Manager Admin Guide.*

To deliver an RFQ manually:

1. Select the RFQ to be delivered manually, and click **Print Preview**.
2. Print the RFQ.
3. Select the RFQ and click **Deliver**.
4. Select the vendors the RFQ is to be delivered to.
5. Click **Deliver RFQ**.

The printed RFQ must to be manually sent to the vendors.

3.8.11 Deliver RFQs via Disk

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

Additionally, the vendor's **Process RFQs Via** option must be set to **Disk**. For instructions on how to change this setting, refer to the *Purchase Manager Admin Guide.*

To deliver an RFQ by disk:

1. Select the RFQ and click **Deliver**.
2. Select the vendors the RFQ is to be delivered to.
3. Click **Deliver RFQ**.
4. On the **RFQ Delivery Report** page, click the hyperlinked file name under the header **RFQ Delivery status for vendors**.

   The file has a `.xls` extension.
5. Choose the computer location to save the file to.

The file is downloaded to the specified location. To send the file to a vendor, either transfer the information to a disk or attach the file to an email addressed to the vendor.

3.8.12 Deliver RFQs via Email

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

Additionally, the vendor's **Process RFQs Via** option must be set to **Email**. For instructions on how to change this setting, refer to the *Purchase Manager Admin Guide.*

To deliver an RFQ by email:

1. Select the RFQ and click **Deliver**.
2. Select the vendors to whom the RFQ is to be delivered.
3. Click **Deliver RFQ**.

The RFQ is sent to the email address specified in the vendor's profile.

3.8.13 Deliver RFQs via Fax

Location: **Dashboard** > **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

Additionally, the vendor's **Process RFQs Via** option must be set to **Fax**. For instructions on how to change this setting, refer to the *Purchase Manager Admin Guide.*

To deliver an RFQ by fax:

1. Select the RFQ and click **Deliver**.
2. Select the vendors the RFQ is to be delivered to.
3. Click **Deliver RFQ**.

The RFQ is delivered to the fax number set in the vendor's profile.

3.8.14 Vendor Responses to RFQs

You can update RFQs in two ways after a vendor responds, depending on how the RFQ was delivered:

You can update prices for RFQs that have been delivered and are not closed for bidding.

- Update information manually: RFQs that the vendors have responded to either manually or by fax.
- Update by uploading the responses file: RFQ responses that are delivered as a file.

If the RFQ response was sent via email, the vendor responses are updated automatically.

3.8.14.1 Update Prices Manually for RFQs

Location: **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

To update the prices manually for an RFQ:

1. Select the RFQ the prices are to be added to and click **Update Prices**.
2. Select the vendor whose response needs to be updated.
3. Select **No** for **Update from File** radio button.
4. Click **Select**.
5. Complete the fields with the responses sent from the vendors.
6. Click **Save**.

3.8.14.2 Update Prices from File for RFQs

Location: **Requisitions** > **Request/Shop** > **Manage RFQs**

You must have the following permissions:

- 43 - Manage Own RFQs OR 144 - Manage All Quotes

To update the RFQ prices from a file:

1. Select the RFQ the prices to add to and click **Update Prices**.
2. Select the vendor whose response needs to be updated.
3. Select **Yes** for **Update from File**.
4. Select the file that contains the vendor responses.
5. Click **Select**.

3.8.15 RFQ Bidding Closure

You can close the RFQ bidding process manually before its due date.

The status of an RFQ must be **Ready** for the quoted item prices to be transferable to the catalog. If all the responses have been received for each item, or if the expiration date for the RFQ (as set in the header) has been reached, the RFQ's status automatically changes to **Ready**. You can set an RFQ manually to **Ready** by highlighting the RFQ from the list and clicking **Close Bidding/Close**. This can be useful if the bid analysis needs to be performed before the due date if all the vendor responses have been received.

3.8.16 Bid Analysis

You can use the **Bid Analyzer** to perform different activities on the RFQ such as:

- View the RFQ details such as the items on the RFQ, view bids sent by vendors as a summary or in detail. The minimum, maximum, and average price is calculated for each line item and presented with the results of the vendor response.

- Assign the bids to vendors on an individual line item basis or you can assign all the bids to one vendor
- View certain bid reports
- Update the catalog
- Add items on the RFQ to the shopping cart of the user

Tools

The **Tools** tab on the **RFQ Bid Analyzer** shows reports. The available reports are:

- **Bid History Report**: This report displays the summary of the number of bid responses submitted by vendor.
- **Assigned Bids Report**: This report displays the number of submitted responses versus the number of bids assigned by vendor.
- **Vendor Price Variance Report**: This displays the variance in price between the submitted price and the catalog price per item for each vendor.
- **RFQ Totals by Vendor**: This report displays the submitted price total for each vendor.

Order Items

On the **Order Items** tab, you can add the items on the RFQ to the shopping cart. You can choose the items you wish to add to the shopping cart.

Bid Detail

The **Bid Detail** tab lists all responses to the RFQ by item. It also informs of the number of items assigned to vendors and the number still unassigned.

RFQ Items

The **RFQ Items** tab allows you to delete or make edits to line items on the RFQ and update the RFQ as needed.

RFQ Vendors

The **RFQ Vendors** tab displays an overview of all the vendors on the RFQ that have submitted bids.

3.8.16.1 Assign All RFQ Line Items to One Vendor

Location: **Requisitions** > **Request/Shop** > **Manage RFQs**

To assign all the line items to one vendor:

1. Select the RFQ whose bid is to be assigned, and click **Bid Analyzer**.
2. Select the vendor the bid is to be assigned in the **Vendor** field.
3. Click **Assign**.

3.8.16.2 Assign Individual Line Items to Different Vendors

Location: **Requisitions** > **Request/Shop** > **Manage RFQs**

To assign individual line items to different vendors:

1. Select the RFQ the bid is to be assigned, and click **Bid Analyzer**.

2. Click on the header level to view the detailed response for each vendor for all line items.
3. On the detailed line item level, in the **Assigned Vendor** column, select the radio button for the vendor that the bid is to be assigned.
4. Click **Save Bids**.

3.8.16.3 Delete Line Items from RFQ

Location: **Requisitions** > **Request/Shop** > **Manage RFQs**

To delete line items from an RFQ:

1. Select the RFQ line items to be deleted, and click **Bid Analyzer**.
2. Click the **RFQ Items** tab.
3.

   To select all the line items at once, click the red square in the **Delete** column.

   Check the **Delete** check box for the line items to be deleted from the RFQ, and click **Revise RFQ**.

3.8.16.4 View RFQ Bid Reports

Location: **Requisitions** > **Request/Shop** > **Manage RFQs**

To view bid reports:

1. Select the RFQ whose bid reports are to be viewed, and click **Bid Analyzer**.
2. Click the **Tools** tab.
3. Click the report to be viewed.

3.8.16.5 Transfer RFQ Items to Catalog

Location: **Requisitions** > **Request/Shop** > **Manage RFQs**

Updating RFQ information in the main catalog may involve associating the information to a contract with the assigned vendor, updating catalog prices, and so on. In addition, you can make the selected vendor a preferred vendor for the items affected by the RFQ.

Catalog updates are performed for RFQs only when bidding is closed.

To transfer items:

1. Select the RFQ whose bids are to be updated, and click **Bid Analyzer**.
2. Click the **Transfer** tab.
3. Depending on the tasks to be performed on the assigned bids, select the desired radio buttons.
4. Click **Continue**.

3.8.16.6 Add Items to Shopping Cart from RFQ

Location: **Requisitions** > **Request/Shop** > **Manage RFQs**

To add RFQ items to the shopping cart for requisition:

1. Select the RFQ whose items are to be added to the shopping cart, and click **Bid Analyzer**.
2. Click the **Order Items** tab.
3. Select the items to add to the shopping cart by selecting the order check box for those line items.
4. Click **Add Items to Shopping Cart**.

3.9 Multiple Ship-To Locations

Multiple ship-to locations allow you to ship different parts or amounts of the order request to different locations. To achieve this, enter a combination of quantity to ship and the locations to ship to on the **Location Shipments** page. You can import locations shipments from previous order requests. Multiple ship-to location assignments are associated by line items. The system calculates tax based on each location shipment.

The following permission is required to manage multiple ship-to locations:

- 163 - Can Assign Location Shipments

There are two ways to create and assign multiple ship-to locations. To assign them for one line item, use the **L** link in the shopping cart. To assign them for the entire order, use the **Special Functions** drop-down list in the shopping cart.

Multiple Ship-To Location Templates

If you often split up orders in the same way using multiple ship-to locations, you can create a template to speed up the process. See the instructions for how to:

- Create Multiple Ship-to Location Import Template
- Import Multiple Ship-To Settings from Another Request Template
- Remove Shipment Template

Setup

It is recommended that you use a virtual location to track multiple ship-to shipments. For receiving, you can be assigned to the virtual location or assigned permission *166 – Can Receive for Default Location*.

When you use a virtual location and you are creating multiple ship-to location orders, you need to be assigned to this virtual location. If you are not, you cannot order or receive for this location.

The virtual location is a placeholder for multiple ship-to locations. It is a way for you to identify by location the order request and purchase order to have multiple ship-to locations.

If you are creating multiple ship-to orders, you need to be assigned to the virtual location as well as the other locations you are creating the multiple ship-to shipments for.

Receivers assigned to the locations that the items are shipped to are able to receive multiple ship-to orders.

Limitations

When creating an order request using multiple ship-to locations:

- All items on the order request must have a multiple shipment location assignment.
- You are not able to add lines to a purchase order with multiple ship-to locations from the shopping cart using the **Special Functions** drop-down list.
- Allocations for locations must equal 100%.
- You cannot add order requests with multiple shipment location assignments to existing purchase orders.
- You cannot add warehouse items on the same order request.
- You cannot create transfer orders using the multiple ship-to location functionality.
- You cannot create blanket orders using the multiple ship-to location functionality.
- You cannot create standing orders using the multiple ship-to location functionality.
- You must convert order requests with multiple ship-to location assignments to a purchase order on their own. You cannot combine them with other order requests.
- Purchase orders that have multiple ship-to location assignments are not displayed in the **Add to Purchase Order** page.
- Line item substitution is not allowed on multiple ship-to location purchase orders.
- You cannot add lines to multiple ship to purchase orders.
- You cannot add off catalog lines during invoice entry.

3.9.1 Assign Multiple Ship-To Location Assignment for One Line Item

Location: Shopping Cart

You must have the following permission:

- 163 - Can Assign Location Shipments

To create a multiple ship-to location assignment for a single line item using the **L** link:

1. Navigate to the shopping cart with all desired items in it.
2. Click the **L** link.
3. Click .
4. Select the desired location or locations.

   When selecting all the locations at the same time, the assigned quantities have to be equal and not exceed the total quantity.

5. Click **Add Location Shipment**.

   The location or locations assigned are displayed below the **Location** field with the assigned quantity. The **Shipment Quantity** field displays the remaining quantity to be assigned.

   Do not press ENTER. This returns the user to the shopping cart.

6. Once you have assigned all of the line item to locations, click **Finish**.

   You must assign 100% of the order to locations before the order request can be created.

3.9.2 Assign Multiple Ship-To Locations for Entire Order

Location: Shopping Cart

You must have the following permission:

- 163 - Can Assign Location Shipments

To assign multiple ship-to locations for the entire order request:

1. Navigate to **Shopping Cart** and ensure all desired items are in it.
2. Click **Special Functions** > **Assign Multiple Ship-To Locations**.
3. Select **Assign quantity and locations**.
4. Click **Next**.
5. You have several options:
   - To assign the same quantities for each location, enter the quantity in the text box.
   - To return to the **Location Shipments Detail** view and assign locations and quantities by item, click **Detail by Location**.
   - To import ship-to location information from a template, click **Import from Template**.
   - To distribute the remaining item amount equally among all locations, click **Distribute Remainder Equally**.
   - To return to the shopping cart, click **Cancel**.
6. When you have chosen locations and amounts, click **Next**.
7. Add locations to the **Assign locations for** list using the text field at the bottom of the page.

   You can search by name, accounts string, group, city, or state.
8. Click **Add Locations** to add the selected locations to the list, and click **Remove Location** to remove selected locations from the list.
9. When you have selected all desired locations, click **Next**.
10. Confirm that all amounts and locations are correct.
    - Click **Save & Continue** to return to the **Location Shipments Wizard** and assign any remaining stock to locations.
    - Click **Save & Exit** to return to the shopping cart.

3.9.3 Import Multiple Ship-To Settings from Another Request Template

Location: Shopping Cart

You must have the following permission:

- 163 - Can Assign Location Shipments

You can create templates using order requests that have multiple ship-to locations on them. The templates are created from the **Manage Requests** page. You must create the templates from an order request with multiple ship-to locations before the templates are available.

Create location templates from the **Order Request List** page.

To import from another request template:

1. Navigate to the shopping cart and ensure all desired items are in it.
2. Click **Special Functions** > **Assign Multiple Ship-To Locations**.
3. Select **Import from Another Request Template**.
4. Click **Next**.
5. Click **Next**.
6. Select the template from which to import multiple ship-to values from the drop-down list.
7. Select whether to distribute the quantities equally among all locations or to use locations and percentages from the template.
8. Click **Next**.
9. *(Optional)* Click **Detail by Location** to view and edit all locations and quantity assignments.
10. When everything is correct, click **Finish**.

3.9.4 Create Multiple Ship-to Location Import Template

Location: **Requisitions** > **Manage/Track** > **Manage Requests**

You must have the following permission:

- 163 - Can Assign Location Shipments

To create a multiple ship-to location import template:

1. Filter for and select the order request that has multiple ship-to location assignments for the template that needs to be created.
2. Click **Create Shipment Template**.
3. Enter the name of the multiple ship-to location template.
4. In the **Item Line** drop-down list, select the item whose location allocation is to be used.
5. Click **Make Item Distribution Template**.

3.9.5 Remove Shipment Template

Location: **Requisitions** > **Manage/Track** > **Manage Requests**

You must have the following permission:

- 163 - Can Assign Location Shipments

To remove a shipment template:

1. Filter for shipment templates from the **Filter** drop-down list and click **Submit**.
2. Select the shipment template to be removed.
3. Click **Remove Shipment Template**.
4. Click **OK**.

3.9.6 Assign Multiple Ship-To Locations - Continue from Previous

Location: Shopping Cart

With **Continue from Previous**, you can pick up where you left off if you were in the middle of assigning ship-to locations for a large order.

To continue from previous:

1. Navigate to the shopping cart in which you had previously been working.
2. Click **Special Functions** > **Assign Multiple Ship-To Locations**.
3. Select the **Continue from Previous** radio button.
4. Click **Next**.
5. Continue configuring multiple ship-to information.

4 Requisition

4.1 Order Request Creation

You can create order requests in several ways:

- From catalog items
- For item assemblies
- From off-catalog items
- From previous order requests

Table 3: Order Request Page Field Definitions

Field	Definition
On Behalf Of	Allows the user to select on whose behalf the order request is being created. This is an optional, permissions-based field, visible when a user has permission *14 - Can Change Requester Name on Order Request* or if the user is a delegate for another user. The list of users displayed are the users who have been assigned as the delegate user using the in/out status option and/or all users that have the same ship-to location as the logged in user. Depending on system configuration, the on-behalf-of user may be the first user to approve the request. The remaining users on the approval route do not see the request until the on-behalf-of approver approves the request.
Approval Start Manager	Allows the user to select the first manager to whom the request is sent for approval. Requires User Attribute Types configuration under the Managers type and for Approval Managers to be selected under the user's profile. If the option N/A is selected in the drop-down, the approval route follows the hierarchy based on the user's manager. This functionality allows the user to route the request to their direct manager if the manager is not listed in the Approval Start Manager drop down.
FYI Notifications	Enables the requester to select other users to be notified that a request has been created.
Ship To	Location to which the order is shipped (determines allocation). Users with permission 13 – Can Change Ship-To Location during Requesting enabled are able to change the ship-to location using the drop down list displaying the list of all the locations they have permissions for.
Ship Via	Select a delivery option per the organization's setup.
FOB	Enter free/freight on board shipping information. Only displays if system setting 1032 - Enable Freight on Board (FOB) is set to Yes.
References 1 and 2	Enter optional reference information. These fields can be hidden if they are not being used.
Udef fields	Enter information to collect specific company information. These are optional fields.

Table 3: Order Request Page Field Definitions (continued)

Field	Definition
Special Instructions	Enter instructions that are delivered to the vendor on the purchase order.
Approval Notes	Enter notes that are delivered to each person in the approval chain associated with the user. These are internal notes.

4.1.1 Create Order Requests by Searching the Catalog

Location: **Requisitions** > **Request/Shop** > **Search Catalog**

To create an order request by searching the catalog:

1. Search for an item, enter a quantity for an item, and click **Add to Cart**.
2. Click the **Shopping Cart** icon in the upper right corner.
3. Verify the items and quantity are correct.
4. Click **Finish Request**.
5. Complete the required fields.

   See Order Request Creation for explanations of the fields.
6. Click **Create Order Request**.

Depending on system configuration and your user rules, the order request may go into approval, go to the Items to Order List, or automatically create a purchase order.

4.1.2 Create Order Requests with Off-Catalog Items

Location: **Requisitions** > **Request/Shop** > **Off Catalog Request**

To request off-catalog items, you must have the following permission:

- 36 - Can Create Off Catalog ORs

Periodically, you need to create orders for non-catalog items. For such orders you can use off-catalog line items to enter the item details and create an order request.

When the Inventory module is enabled and the system is configured to do so, off-catalog items that are received into inventory are automatically converted to standard catalog items.

To create an off catalog request:

1. Select a vendor from the Vendor Search Grid.

   If the vendor does not exist in the system, click **Add Vendor** to add the vendor, then return to the **Off Catalog Request** page.
2. Enter the required item information for each item and click **Process**.
3. Verify the item information and click **Add to Shopping Cart**.

When you create an off catalog request item with a SKU that matches an existing item in the catalog, the **Off Catalog OR Verification** page displays the items with the matching SKUs. This allows you to select the item from the catalog instead of creating an unnecessary off catalog request.

4. From the shopping cart, click **Finish Request**.
5. Complete the required fields.

   See Order Request Creation for explanations of the fields.
6. Click **Create Order Request**.

4.1.2.1 Vendor Search Grid

An advanced vendor search grid is available for you to select vendors efficiently. This is available for Off Catalog requests and on the Items to Order page.

On Items to Order page, it is available on the following tabs:

- Ready to Order
- Require Vendor Assignment
- Ready for Re-Approval

Multiple filters are available and applicable to make the search easier:

- Vendor Name
- Vendor ID
- Vendor Account Code
- Vendor Account Number
- Vendor Type
- Vendor Address
- Vendor Currency
- Taxable
- User Defined fields for vendors (if configured)
- Average Ratings

Only one vendor can be selected.

Vendor Ratings

Allows you to rate vendors based off of your individual experience with the vendor. You can share knowledge as they relate to individual vendors. This will provide a way for you as well as other users to benefit from ratings by reviewing them and making a purchase and/or doing vendor negotiations.

Permission 301 - Can View User Reviews & permission 302 - Can Create User Reviews are required to view and/or add ratings

A Star rating system is used with 5 stars being the best. You can click on the link besides the stars to add a review with ratings or to view ratings with reviews that are already present. If the vendor does not have

any ratings or reviews the stars will be grey in color. The stars will have orange color filled for the number of stars, depending on the average number of ratings for a vendor.

4.1.3 Create Order Requests from Previous Requests

Location: **Requisitions** > **Manage/Track** > **Manage Requests**

To create an order request from a previous request, at least one of the following permissions is required:

- 29 - Manage Own ORs
- 30 - Manage All ORs

To make the process of adding items to shopping cart easier, you can use previous requests if the current order is similar to a previous order.

When you are adding form information from an order request to the shopping cart, you must select **Keep Requisition Price and Vendor** if you want to maintain the same quantity and price information. If you do not select **Keep Requisition Price and Vendor**, the quantity and price defaults to the original catalog value while the form values are maintained.

To create an order request from a previous request:

1. Use the **Filter** at the top to specify certain requests, or click **Submit** to display all the order requests.
2. Select the order request that is similar to the request to be created and click **View Requests**.
3. Click the **Select** check box beside each line item to be added to the new request.
4. If the price and/or vendor differ from the current catalog information and you wish to keep the original price and vendor settings, select **Keep Requisition Price and Vendor**.
5. Click **Add Items to Shopping Cart**.
6. From the **Shopping Cart**, click **Finish Request**.
7. Complete the required fields.

   See Order Request Creation for explanations of the fields.
8. Click **Create Order Request**.

4.1.4 Create Order Requests for Item Assemblies

Location: **Requisitions** > **Request/Shop** > **Search Catalog**

Item assemblies enable you to order a group of items that are routinely ordered simultaneously. A great example of an item assembly is *new hire desk supplies*, which includes a desk set, computer, and telephone. Rather than purchase the individual items, the requester can simply search and submit a request for *new hire desk supplies*.

The name of an item assembly is a virtual name. The name is not an actual item in the catalog as are the other items associated with the item assembly.

To create an order request for an item assembly:

1. Search the catalog for the item assembly to be ordered.
2. Enter the quantity.
3. Click **Add to Request**.
4. Go to the **Shopping Cart**.

   The item assembly name, the number of items, and the total amount are displayed in the gray bar above the actual items in the item assembly.
5. Click **Finish Request**.
6. Complete the required fields.

   See Order Request Creation for explanations of the fields.
7. Click **Create Order Request**.

When an order request has many item assemblies that contain the same line item and the line item is declined for one item assembly, all matching line items from the remaining item assemblies need to be declined as well.

4.1.5 Create Urgent Requests

Sometimes users need to have order requests processed quickly, bypassing approval routes, to get their items on time.

Location: Shopping Cart

User must have the following permission: 310 - Can Create Urgent Requests

Urgent requests cannot be created for material transfer orders or replenishment orders.

With the appropriate permission, you can create urgent requests in the Shopping Cart. This function is to be used when you need the items you are ordering more quickly than you could get them if you had to wait on approvals. When you create an urgent request, several changes to the ordering process occur:

- You are required to enter a Reason for Urgent Request when you create the order request.
- The items go immediately to Items to Order or to a purchase order, if the vendor is set to auto-generate a PO.
- A group of users, determined by system setting, is notified that you have created an urgent request.

To create an urgent request:

1. Search for an item, enter a quantity for an item, and click **Add to Cart**.
2. Click the **Shopping Cart** icon in the upper right corner.
3. Verify the items and quantity are correct.
4. Click **Special Functions** > **Create Urgent Request**
5. Complete the required fields.

   See Order Request Creation for explanations of the fields.

The **Replenish** field is not available for urgent requests.

6. Ensure that you enter a **Reason for Urgent Request**. The group notified of the urgent request will be sent this information.
7. Click **Create Urgent Order Request**.

4.2 Order Request Management

Requisitions > **Manage/Track** > **Manage Requests** is the central location for all order request-related activities. You can perform the following:

- View Order Request Details
- Recall Order Requests
- Add Discussion Notes to Order Requests
- Manually End Receiving on Order Requests
- Restart Receiving Order Requests
- Delete Order Requests

If needed you can also search for order requests using simple or advanced search.

Depending on the permissions assigned to you, you can perform all or some of the above-mentioned actions against your requests or all requests for any location to which they are assigned.

At least one of the following permission is required to manage order requests:

- 29 - Manage Own ORs
- 30 - Manage All ORs

Order Request Statuses

You can view order requests in all statuses at **Requisitions** > **Manage/Track** > **All Requests**.

To view only **Open** order requests, go to **Requisitions** > **Manage/Track** > **Open Requests**. Open requests are in one of the following statuses:

- User Opened
- Ordered
- In Approval
- Partially Received
- In Purchasing

To view only **Closed** order requests, go to **Requisitions** > **Manage/Track** > **Closed Requests**. Closed requests are in one of the following statuses:

- User Closed
- Fully Received
- Declined

4.2.1 View Order Request Details

Location: **Requisitions** > **Request/Shop** > **Manage Requests**

Optional permission:

- 149 - Can View POs for Requests
- 39 - View Contracts

You can view the details of the selected order request such as the line items on the request and order request header details. The page also provides links to access the associated purchase order if you have permission *149 - Can View POs for Requests* enabled. For order requests that have been ordered, you are able to preview the PO by viewing the order request if you have the proper permission and can view the transaction history of the order request. If a contract is associated with the order request, with permission *39 - View Contracts* you can click the contract name to view the contract details.

The Shipped column, which displays only if you have Inventory Manager enabled, displays the number of items shipped from a warehouse. If the order request is not a transfer order, the field always reads 0 (zero).

To view details for an order request:

1. Select **Show All** from the **Filter** drop-down list.
2. Enter the order request number in the **Keyword** field, and click **Submit**.
3. Select the order request whose details are to be viewed, and click **View Requests**.

4.2.2 Recall Order Requests

Location: **Requisitions** > **Request/Shop** > **Manage Requests**

Use **Recall Request** to undo a request sent to a manager for approval. You cannot recall order requests whose status is **In Purchasing**.

To recall an order request from approval:

1. In the **Filter** field select **In Approval**.
2. Click **Submit**.
3. Select the order request to recall, and click **Recall Request**.
4. Click **OK**.

The order request is removed from the approvers' approval queues.

4.2.3 Add Discussion Notes to Order Requests

Location: **Requisitions** > **Request/Shop** > **Manage Requests**

You can enter a note as the requester or approver for an order request. Any user who can view the order request is able to view the discussion note. The requester receives a notification of all discussion notes added to the request, and the discussion note author can select approvers who also receive the notification. This function is located above the request header information.

Discussion notes can also be added during detail approval.

To add notes to an order request:

1. Under **Order Request List**:
   - Select **Show All** from the **Filter** drop-down list, enter the order request number in the **Keywords** field, and click **Submit**.
   - Select an option from the **Sort** field (in the upper right corner) and click **Submit**.
2. Select the order request to add notes to, and click **View Requests**.
3. In the **Discussion Notes** section, click **Add Note**.
4. *(Optional)* Choose the users to send the note to. The field uses typeahead functionality, so type the first few letters of the user's name to get a list of possible matches.
5. *(Optional)* Enter a Subject for the discussion note.
6. Enter the discussion note and click **Submit**.

The note is displayed in the Notes table and any specified users receive a notification with the note. Users can click the Subject line to view the entire note, or click Reply to reply to the message.

4.2.4 Delete Order Requests

Location: **Requisitions** > **Request/Shop** > **Manage Requests**

You cannot delete an order request if a purchase order has been issued against the order request or items have been received against the order request.

To delete an order request:

1. Click **Submit** to display all the order requests.
2. Select the order request to delete, and click **Delete Request**.
3. Click **OK**.

4.2.5 View All Order Requests

To view order requests with any status:

1. From the Dashboard, click **Requisitions** on the menu bar.
2. Click the **Manage Requests** menu item under the **Request/Shop** menu group.

4.2.6 View Open Order Requests

Open requests have one of these statuses:

- User Opened
- Ordered
- In Approval
- Partially Received
- In Purchasing

To view open order requests:

1. From the Dashboard, click **Requisitions** on the menu bar.
2. Click **Manage/Track** > **Open Requests**.

4.2.7 View Old Order Requests

Any order request that has one of these statuses is considered as old requests:

- User Closed
- Fully Received
- Declined

To view old order requests:

1. From the Dashboard, click **Requisitions** on the menu bar.
2. Click **Manage/Track** > **Old Requests**.

4.3 Search for Order Requests - Simple

Location: Requisitions > **Manage/Track** > **Search Requests**

To search for an order request by type, request number, or start/end date:

1. Click the **Simple Request Search** tab.
2. Enter information in the fields to narrow your search and click **Search Requests**.

4.4 Search for Order Requests - Advanced

Location: Requisitions > **Manage/Track** > **Search Requests**

To search for an order request using many different types of information:

1. Enter the desired information to search for.
2. Click **Search Requests**.

If your search returns no results, try removing or shortening some field information to perform a broader search.

5 Request Approval

5.1 FYI Notifications

If your system is configured to do so, you can send a user such as a manager or other approver an FYI notification after creating an order request.

To send FYI notifications, populate the **FYI Notifications** field when creating an order request.

To view FYI notifications that have been sent to you, navigate to **Requisitions** > **Approve** > **FYI Notifications** and click the order request number to view the request. This action fills the **Date Reviewed** field with the date and time you viewed the request.

5.2 Order Request Approval Management

If you are an approver for users' order requests, you can manage all approval activities from **Requisitions** > **Approve** > **Order Request**. From this page, you can approve or decline order requests in several ways:

- At the summary level - best if you want to approve or decline the entire request without making any changes. Your system may or may not be configured to allow summary approvals.
- At the detail level - best if you want to only approve part of the request, or need to make changes to the cost, vendor, accounts coding, or other information.

Once you have approved a request, it may be confirmed or may be sent to the next approver in the route, depending on your system configuration.

If needed, you can return the order request to the previous approver. This is useful if the previous approver needs to change information on the request.

5.2.1 Approve Entire Requests at Summary Level

Location: **Requisitions** > **Approve** > **Order Requests**

The system must be configured to allow summary approval and decline of order requests.

To approve an entire request at the summary level:

1. Search for the order requests to approve.
2. Select the order requests to be approved by clicking the checkbox.
3. Click **Approve** and **Yes**.

Depending on the type of routing selected, the order request is sent to the next user in the approval chain, or the fully-approved request is sent to purchasing.

5.2.2 Decline Entire Requests at Summary Level

Location: **Requisitions** > **Approve** > **Order Requests**

The system must be configured to allow summary approval and decline of order requests.

To decline an entire request at the summary level:

1. Select the order requests to be declined.
2. Enter the reason for declining the request in the **Reason for Decline** window.
3. Click **Decline.**
4. Enter the reason for the declining the requests.
5. Click **Decline.**

The original request creators receive a message stating that the order requests were declined. If the system is configured to do so, any previous approvers also receive a notification that the requests were declined.

5.2.3 Return Order Requests to Previous Approver

Location: **Requisitions** > **Approve** > **Order Requests**

You can return a request to the previous approver for re-approval if needed. The request is only re-routed to the prior approver, not many approvers back.

To return order requests to the previous approver:

1. Select the order requests to be returned to a previous approver.
2. Click **Return**.

The order requests are sent to the previous approver in the approval route. Any approval actions other than the most recent one remain intact.

5.2.4 Replace Users in Approval Routing

Location: Requisitions > **Manage/Track** > **Manage Requests**

The replacement approver's status must be set to **In**. Additionally, you must have the following permission to replace users in approval routing:

- *401 - Can Replace Users in Approval Route*

You can replace one user with another in an order request's approval route. This is helpful when an approver goes on vacation and a request is in the queue that must be approved immediately.

To replace users in approval routing:

1. Search for and select the order request whose approver needs to be replaced and click **Replace Approval Users**.

2. Click .
3. Select a user from the pop-up window and click **Select**.

The approver is replaced.

5.2.5 Dynamic Approver Substitution

When configured to do so, the system is able to perform dynamic approver substitutions whenever a user's status changes to/from **Out**.

Features of Dynamic Approver Substitution

- Any open or pending approvals in a user's queue are redirected to the substitute when the user changes the status to **Out** and selects a substitute.
- Users cannot choose a substitute user who is currently on vacation.
- If the user's return date has passed, all submitted requests are routed to the user as normal on or after that date, regardless of the user's out of office status. Requests submitted before the user's return date, but not yet approved, remain with the substitute approver unless the system is configured to instead revert these to the user when the user manually changes their status back to IN.

  The user's status remains OUT until they manually change it back to IN, regardless of if the return date has passed.

  .
- Audit messages are recorded for user status changes.
- Audit messages are recorded for all approval route substitutions and reversals.
- Many substitute chains are possible (User A goes on vacation, chooses user B as substitute. User B then goes on vacation, and chooses user C as a substitute, and so on.)

5.2.6 Approve or Reject Order Requests at Line Item Level

Location: Requisitions > Approve > Order Requests

The following permissions are optional, but provide more functionality during detail approval:

- 105 - Can Add and Remove Line Items during Approval
- 140 - Can Edit Unit Cost of Line Items While Approving
- 142 - Can Change Vendor Assignment during Approval

You can approve or decline order requests at the detail level, line by line, if desired. This is helpful if you want to decline certain items on the order request without declining the entire request, or if you need to edit the cost, vendor, or included items on the request. If the line items to approve have a form associated with it, the form name with a collapsible view is provided below the item name.

To approve or reject requests at the line item level:

1. Click the **Reference No. link** for the order request to approve/reject based on the line items.

   Only one order request can be approved at a time at the detail level.

2. Select the checkbox for the line items that are being approved. Any line left unchecked will be declined.
3. Make any edits necessary to the order request line items:
   - Edit the cost for a line item
   - Change the assigned vendor
   - Add, edit, or split accounts coding information
   - Delete line items
   - Add new line items
   - Add an approver to the approval route
4. *(Optional)* Enter any notes for other approvers in the **Approval Notes** field.
5. *(Optional)* Enter any notes to be sent to the requester in the **Note to Requester** field.
6. Click **Process**.

The confirmation message on the detail approval page includes a count of the number of items you are approving and rejecting. If all lines are unchecked and you click **Process**, the entire order is rejected.

5.2.6.1 Edit Cost for Line Items During Approval

Location: Requisitions > **Approve** > **Order Requests**

You must have the following permission to edit a unit cost while approving a request:

- 140 - Can Edit Unit Cost of Line Items While Approving

You can edit the line item's cost before the approval is processed.

To edit the cost of a line item:

1. Click the **Reference No.** link for the order request to be approved.

   Only one order request can be approved at a time.
2. Edit the price in the **Cost** field.
3. Select the checkbox to approve the line items.

   If there are other line items in the request to approve, check the boxes for those also.
4. Click **Process**.

The selected items are approved with the updated price.

5.2.6.2 Change Assigned Vendor for Line Items During Approval

Location: Requisitions > **Approve** > **Order Requests**

You must have the following permissions to change the assigned vendor and vendor price during approval:

- 142 - Can Change Vendor Assignment during Approval

You can change the line item's vendor before the approval is processed.

To reassign the vendor for a line item:

1. Click the **Reference No link** for the order request to be edited.

   Only one order request can be edited at a time.

2. Check the box for the line item for which the vendor is to be changed.
3. Click by the **Reassign Vendor** field and select the new vendor.
4. Click **Reassign**.
5. In the **Assign Price** page, enter the appropriate cost and unit item number in the respective fields.
6. Click **Create Vendor Pricing**.
7. Continue approving the request as normal (see Approve or Reject Order Requests at Line Item Level).

The selected items are approved with the updated vendor information.

5.2.6.3 Add and Split Account Codes During Approval

Location: Requisitions > **Approve** > **Order Requests**

The following permissions are required to use split account codes:

- *63 - Can Split Accounting Codes*

You can add account codes during the approval process. In order to add account codes, you must approve requests at the detail level. Using (Edit) or (Split), either enter a standard line item account code or split the line item among different codes. In addition, you can add the account codes to several or all order request items instead of adding account codes for each line separately, if they are all to be coded in the same way. You cannot use (Edit) if accounts coding splits are present - you must use (Split).

The **Apply Split Accounts String Data to Selected Line Items in Order Request** option is only displayed when **Multiple Ship-To Locations** is enabled.

To add and split account codes during approval:

1. Click the **Reference No.** link for the order request to be approved.
2. To edit accounts coding without splits, click . To add or split the account codes, click .
3. On the page:
   - Add an account code by entering the necessary values in the **Account Code** fields.
   - (**Split Account Code** page only) Split the line item among different codes by entering an account code in the **Split Code** field and either the percentage of the cost in the **Split Percent** field or the amount in the **Split Amount** field. Click **Add**. Continue entering account codes and split percentages/amounts until the total percentage is 100.
4. *(Optional)* To apply the entered account code or account code splits to all items on the order request, select the **Yes** radio button to **Apply Split Accounts String Data to Selected Line Items in Order Request**.
5. Select the order request items in the grid below to which the accounts coding information should be added.
6. Click **Done**.

7. Continue approving the request as normal (see Approve or Reject Order Requests at Line Item Level).

The order request is approved with the updated accounts coding information.

5.2.6.4 Delete Line Items During Order Request Approval

Location: Requisitions > **Approve** > **Order Requests**

You must have the following permission to delete line items from an order request during approval:

- *105 - Can Add and Remove Line Items during Approval*

After you delete line items, the request does not need to be reapproved by previous approvers. The modified request proceeds to the next approver in the route if applicable. The original requester is notified when an item is removed from the order request. When you delete a line from an order request, the request is immediately locked for editing. No other approver can access the order request for editing or approval until you send the order for continued approval or revert your changes. Locked order requests display a green padlock on the **Documents to Approve** grid.

Users with permission *30 - Manage ORs* are able to revert any locked order request from the **View Request** page.

To delete line items during approval:

1. Click the **Reference No.** for the order request to edit.
2. Click the checkbox in the Select field beside the item to be deleted.
3. Click **Delete**, then click **OK**.
4. Continue approving the request as normal (see Approve or Reject Order Requests at Line Item Level).

The item is removed from the order request. The order request is locked and cannot be edited by other users until it is sent for continued approval or the changes are reverted by the current approver.

5.2.6.5 Add Line Items During Order Request Approval

Location: Requisitions > **Approve** > **Order Requests**

You must have the items you wish to add to the order request in your shopping cart. You only have the option to add all items from the cart to the order request, so ensure no unwanted items are in your shopping cart.

You must have the following permission to add line items to an order request during approval:

- 105 - Can Add and Remove Line Items during Approval

When an approver adds a line to an order request, the request is immediately locked for editing. No other approver can access the order request for editing or approval until the current approver sends the order for reapproval or reverts it. Locked order requests display a green padlock on the **Documents to Approve** grid.

Users with permission *30 - Manage ORs* are able to revert any locked order request from the View Request page.

If the amount added to the cart exceeds the percentage change or amount change specified in the system's configuration, the request must be reapproved by all previous approvers in the route.

To add items to an order request during approval:

1. Click the **Reference No.** for the order request to be edited.
2. Locate the **Adding Items from Cart** pane on the **Detailed Approval** page. If needed, use the **Select a Cart** drop-down list to select the shopping cart to use.
3. *(Optional)* Click **View Cart in New Tab** to view the cart and edit its contents.
4. Click **Add Cart to Order Request**.
5. Click **Add Items**.

   If desired, select **Delete items from the Shopping Cart** after adding.
6. Click **Send for Reapproval** to keep the changes and resubmit the order request through the approval route.

   To delete all changes, click **Revert**.

5.2.6.6 Edit Approval Routing During Order Request Approval

Location: Requisitions > **Approve** > **Order Requests**

For you to add an approver to a route, the approver's status must be set to **In**. Additionally, you must have the following permission to add users to an approval route:

- 75 - Can Add Users to Approval Route

In some cases, you may realize you need to add an additional approver for an order request before it can be fully processed, or the upcoming approvers should approve the document in a different order.

When adding approvers to the route the following conditions apply:

- A new approver can only be inserted after the current active approver.
- The current approver or any previous approver cannot be moved up or down in the approval route.
- Only the user who added the approver can delete the added approver.
- When there are many rules in effect, the selection of the approver under the rule determines where the approver should go in the rule chain. Most often, the added approvers are placed in the approval route directly after the active approver.

To edit the approval routing on an order request:

1. Click the **Reference No.** link for the order request to be approved.

   Only one order request can be approved at a time.
2. In the **Edit Approval Routing** section, start entering the name of the user to add to the approval route in the **Input** box.

   This field uses typeahead. The more often a name is typed, the sooner the field recognizes the sequence of letters.
3. Select the user name to be added. The additional user now appears in routing list with the status of open.
4. *(Optional)* Adjust the list of users to follow a chain routing effect using ^ and v.
5. To remove a user you previously added, click ✖.

The order request status is **In Approval** with the new routing users displayed for the remaining routing when the order request is viewed.

5.2.7 View Approval History and Order Details

Location: Requisitions > **Approve** > **Approval History**

From **Approval History**, you can view all requests that have been submitted to you for approval. You can view all details of the requests. Click the **ID Number** link of the order request to view all details associated to it.

5.3 Item Re-approval

Depending on system configuration, an approver may need to re-approve a request due to changes to the price, vendor, or accounts coding information. When an item is sent for re-approval, the existing approval route is archived and the approval route is recalculated.

Any items immediately sent for re-approval are sent to the approver with the normal notifications. However, if an item is ready for re-approval but the requester does not want to send it for approval yet, they can mark it as **Ready for Re-approval** from the **Items to Order** page.

When the item is re-approved, it shows up in the **Items to Order** page again with an icon indicating it has been successfully rerouted and re-approved.

If you are a requester or buyer and need to mark an item as ready for re-approval, see Mark Items as Ready for Re-approval. To then send an item to the approver for approval, see Send Items Ready for Re-approval to Approval.

5.3.1 Mark Items as Ready for Re-approval

Location: Purchase Orders > **Items to Order**

To place an item in Ready for Re-approval:

1. Make any necessary changes to cost, vendor, or accounts coding to the item under consideration.
2. Select **Save Changes and Send for Re-approval Later**.
3. Click **Submit.**

The item is moved to the **Ready for Re-approval** tab.

When you are ready, send the item for approval.

5.3.2 Send Items Ready for Re-approval to Approval

Location: Purchase Orders > **Items to Order**

The item to be reapproved must have been placed in the **Ready for Re-approval** tab. See Mark Items as Ready for Re-approval.

To send an item in **Ready for Re-approval** to approval:

1. Click the **Ready for Re-approval** tab.
2. Click the check box for the lines that are to be sent back to approval.
3. Click **Send for Re-Approval**.

The approvers are informed of the item requiring approval, and it proceeds through the approval route as normal. Information regarding the archived approval routes is displayed on the **Detail Approval** page.

5.4 View Archived Approval Routing on Order Request Detail Page

Location: Requisitions > **Manage/Track** > **Manage Requests**

When an item has been rerouted for approval, you can view archived routes on the **Approval Detail** page and on the **Order Request Detail** page.

To view archived approval routing on the **Order Request Detail** page:

1. Select the order request whose archived approval routing is to be viewed.
2. Click **View Requests**.
3. Click the **Click Here to View Archived Approval Routes** link to view the archived approval routes.

6 Purchasing

6.1 Items to Order

The **Items to Order** page is a central location from which buyers can generate grouped purchase orders by location, vendor, or request. Requests go to the **Items to Order** page if they do not have a vendor assigned or if the vendor's **Auto Generate PO** setting is set to *No*. You can perform many actions from the **Items to Order** page:

- Reassign vendors to order requests
- Change unit prices
- Hold items to be ordered later
- Lock items to prevent other users from editing them
- Add items to existing purchase orders
- Assign vendors to previously unassigned items
- Decline order requests
- Generate a purchase order for specific items, by vendor and location, by request, or by vendor and request.

The system remembers which tab you are working on if you leave the **Items to Order** page and return to it after logging out or being timed out.

You must have the following permission to manage items to order:

- 8 - Manage Purchase Orders

Additionally, an administrator must assign you to locations to manage.

Filtering

To use the **Set Permanent Filter** tab, contact your Client Care Team or Implementation Support Team.

6.1.1 Reassign Vendor for Items

Location: Purchase Orders > **Purchase** > **Items to Order**

You can change the vendor for items that are ready to order.

To re-assign a different vendor to a line item:

1. Select the line items to assign a different vendor by checking the **Select** check box for those line items.
2. Click  beside the **Reassign Vendor** field.
3. Choose the new vendor from the Vendor Search Grid.
4. Click **Reassign**.

5. *(Optional)* Enter the part number and price.

   If prompted for a price, this means that the catalog does not have a price for this item from that vendor.

6. Click **Create Vendor Pricing**.

If required by the configured rules, the item is routed for reapproval. For more information, see Item Re-approval.

6.1.2 Change Price for Items

Location: Purchase Orders > **Purchase** > **Items to Order**

The following permission is required to change line item prices:

- 56 - Can Change Item Price on Items to Order Page

Pricing changes may need to be performed when special promotions are running or when price discounts can be realized from bulk purchases. Depending on system configuration, the item may need to be re-approved after you change the price.

To change price for a line item:

1. Select the line items to change the price by checking the **Select** check box for those line items.
2. Click **Change Price**.
3. In the **Change Price** page, enter the new price in the **Cost** field and click **Change Price**.

   If the change does not require re-approval, you have completed changing the price and are returned to the **Items to Order** page.

4. If the change requires re-approval, select whether you would like to:
   - **Save changes and send for re-approval later**: the item is moved to the **Ready for Reapproval** tab
   - **Save changes and send for re-approval now**: the item is sent through the required approval route and the approvers are notified.
5. Click **Submit**.

If required by the configured rules, the item is routed for reapproval. For more information, see Item Re-approval.

6.1.3 Hold Items for Later

Location: Purchase Orders > **Purchase** > **Items to Order**

To put the item on hold, it must not be locked.

If an item is not ready to be ordered yet, you can choose to **Hold for Later**. The item is moved out of the **Ready to Order** list and into a separate **On Hold** list. The affected items cannot be added to a generated PO.

When it is time to order the item, you can select the item and click **Release From Hold** to move the item back to the **Ready to Order** list.

Every time an item is put on hold or released, an audit entry is logged.

All items in the **On Hold** list can be viewed and managed by all buyers with access to the **Items to Order** page. If you want to prevent other buyers from modifying the item, lock it instead.

The three **Generate** actions on the **Items to Order** page do not allow purchase order generation if any line item for the selected combination is on hold.

To place an item on hold from the **Items to Order** page:

1. From the **Ready to Order** tab, locate the item to put on hold and select the check box to the right of the item.
2. At the bottom of the **Ready to Order** list, click **Hold for Later**.
   The item is moved to the **On Hold** list.
3. To release the hold, select the item and click **Release from Hold**.

6.1.4 Lock Items Ready to Order

Location: Purchase Orders > **Purchase** > **Items to Order**

A user can choose to lock an item to prevent other users from modifying or ordering the item until it is unlocked. Only the user who locked the item can make modifications or unlock it.

A locked item displays a padlock icon in the Select field of the grid - green for the user who locked the item, red for all other users. The user can hover on the icon to see who locked the item in a tooltip.

The user who locked the item can perform any action to the item, including generating an RFQ, PO, blanket PO, add to PO, reassign vendor, change price, or decline. All of these actions automatically remove the lock on the item.

Locked items cannot be put on hold.

To lock items:

1. From the **Ready to Order** tab, locate the items to lock and select the check boxes to the right of the items.
2. At the bottom of the **Ready to Order** list, click **Lock Lines**.
   The line displays a green padlock. You are now the only user who can edit that item.
3. To unlock an item you previously locked, select the check box to the right and click **Unlock Lines**.
   The padlock is removed and the item can be edited by other users.

An item is automatically unlocked if the user performs any of the following actions to the item successfully:

- Generate RFQ
- Generate PO
- Generate Blanket PO
- Add to PO
- Reassign
- Change Price
- Decline

6.1.5 Add Line Items to Existing Purchase Orders

Location: Purchase Orders > **Purchase** > **Items to Order**

You must have the following permission to add new requests to existing orders:

- 142 - Can Add Line Items to Open POs/TOs

You can add a new item request to an existing purchase order for a change order. The new request is added to an existing purchase order from the **Items to Order** page. This updates the change history and PO status.

When you add line items to a delivered purchase order, the purchase order is not automatically delivered again.

To add line items on an order request to an existing purchase order:

1. Select the check box for the line items to add to an existing purchase order.

   When selecting line items to add to a purchase order, verify the ship-to location and the vendor for the new line item are the same as for the existing purchase order.

2. Click **Add to PO**.
3. From the list of POs that meet the eligibility criteria, select the purchase order to add the line items to by selecting the **Add** radio button and click **Submit**.

The items are added to the purchase order. If the purchase order has already been delivered to the vendor, you must notify the vendor of the changes to the purchase order.

6.1.6 Assign Vendors to Items to Order

Location: Purchase Orders > **Purchase** > **Items to Order**

Order requests for items that are not associated with a vendor are displayed under the **Require Vendor Assignment** tab on the **Items without Vendor Assignment** page.

To assign a vendor:

1. Click the **Require Vendor Assignment** tab.
2. Select the line items to assign a vendor to by checking the check box for those line items.
3. Click  beside the **Assign Vendor** field.
4. Choose the new vendor from the Vendor Search Grid pop-up page.
5. Click **Assign**.
6. *(Optional)* Enter the part number and price.

   If prompted for a price, this means that the catalog does not have a price for this item for that vendor.
7. Click **Create Vendor Pricing**.

6.1.7 Decline Items from Items to Order

Location: Purchase Orders > **Purchase** > **Items to Order**

Sometimes you need to decline line items on an order request even after they have gone through various stages of approval. A note is sent to the requester letting the requester know that the item was declined for purchase. You can add further explanation in the **Note to Requester** field.

To decline an order request:

1. Check the **Select** check box for the line items to decline.
2. *(Optional)* Add a reason for declining in the **Note to Requester** field.
3. Click **Decline**.

6.1.8 Purchase Order Generation

After selecting the appropriate vendor for an order request, you can choose from three distinct purchasing formats. Each formatting option allows greater flexibility and aids in the decision making process.

You must have the following permission to generate purchase orders:

- 8 - Manage Purchase Orders.

Additionally, you must be assigned to the locations for which you want to generate purchase orders.

You can create purchase orders for order requests in different ways:

- By Selected Items: creates purchase orders for all selected items. If items from several vendors are selected, a purchase order is created for each vendor.
- Vendor and Location: Select an available vendor and location in the drop-down list to automatically create an purchase order with all items that meet that criteria.
- Vendor and Request: Select an available vendor and order request number to create a purchase order with all items from that order request that have the specified vendor.
- By Request: Automatically creates as many purchase orders as necessary to order all items in the selected request. Each vendor/location combination receives a separate purchase order.

Blanket Purchase Orders

Generate Blanket PO generates blanket purchase orders for items in **Items to Order**. The quantity requested for the item must be one, and the item must be an off catalog item. If the quantity is greater than one, then a blanket purchase cannot be created.

6.1.8.1 Generate Purchase Orders for Line Items

Location: Purchase Orders > **Purchase** > **Items to Order**

When generating a purchase order and line items with different vendors are selected, individual purchase orders are created for each vendor.

To create a purchase order for line itemss in the items to order list:

1. Check the **Select** check box for the line items to generate a purchase order.
2. Click **Generate PO**.

One purchase order is created for each vendor.

6.1.8.2 Generate Purchase Orders by Vendor and Location

Location: Purchase Orders > **Purchase** > **Items to Order**

To generate purchase order by vendor and location:

1. In the **Purchase Order by Vendor and Location** drop-down list, select the vendor and location combination for which the purchase orders are to be generated.
2. Click **Generate.**

6.1.8.3 Generate Purchase Orders by Requests

Location: Purchase Orders > **Purchase** > **Items to Order**

To generate a purchase order by order request:

1. In the **Purchase Order by Request** drop-down list, select the order request for which the purchase orders need to be generated.
2. Click **Generate**.

The purchase orders are generated, with a separate purchase order for each vendor/location combination.

6.1.8.4 Generate Purchase Orders by Vendor and Request

Location: Purchase Orders > **Purchase** > **Items to Order**

To generate a purchase order by vendor and request:

1. In the **Purchase Order by Vendor and Request** drop-down list, select the vendor and request combination for which the purchase orders need to be generated.
2. Click **Generate**.

6.2 Purchase Order Management

From the **Manage Purchase Orders** page, you can perform all the required actions to complete a purchase order. Purchase orders are listed on this page with one of the following statuses:

- New
- Ordered
- Confirmed
- Placed
- Partially Received
- Fully Received
- Partially Received Reconciled
- Fully Received Reconciled

The following permission is required:

- 8 - Manage Purchase Orders

The admin must also assign locations to the user using the **Select Locations** link beside this permission on the **User/Group Permission** page.

You can perform the following actions for purchase orders, depending on your user permissions:

- View purchase order details
- Edit a purchase order
- Delete line items
- Substitute line items using off-catalog items or catalog items
- Add line items
- Receive items on the purchase order
- Return items that were previously received
- Reconcile the purchase order
- Close purchase order
- Delete purchase order and return items to the Items to Order list or reject the order request
- View a print preview
- Deliver a purchase order, marking it as placed, and marking it as confirmed
- Add, edit, or view payment information
- Search for purchase orders

6.2.1 Purchase Order Search

You can use the PO search feature to locate specific purchase orders.

A tilde (~) at the end of a field means a beginning match. For example, if *home~* is entered in the *vendor* field, then Home Depot as well as Home Decorators could be returned.

A variety of methods can be used to search for POs. PO number, keywords, and SKU information may be used as well as various other filtering options such as the ship-to location, type of POs, item categories, and status.

Enter or select the criteria for your search and click **Search POs**. The purchase orders matching the entered criteria are returned.

6.2.2 Edit Purchase Order

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You may need to edit information on purchase orders before or after delivering them to vendors. Depending on when the editing is performed, all or only certain fields can be edited.

The amount of editing you can perform depends on the permissions you have:

- You need permission *126 – Manage Projects or 137 – View Selected Projects* to view the **View Projects** page.
- With specific permissions, the actual PO number can be changed. When a purchase order number is edited, the new purchase order number cannot contain the following symbols: \ / “ : * ? < > |
- Changes may be made to the ship-to location (need permission *103 – Can Change Ship-To Location on POs*), bill-to location, ship via method, and payment term.
- Additional information may be added such as tracking numbers, FOB information, due dates, specific references, tax information (if applicable) and any other instructions using the user-defined fields.
- Changes can be made to the currency if user has permission *88 – Can Change Currency on POs*.
- Changes in the quantity and pricing can be made if the user has permission *64 – Can Change Price/Quantity on POs*. When the user changes the cost of a line item, the start cost of the item is updated for all off-catalog items. The start cost is updated for catalog items if the system is configured to do so and (if item is on an active contract) the price change flag on the contract is set to **Yes**.

To edit a purchase order:

1. Select the purchase order to be edited, and click .
2. Make changes to the editable fields as needed.
3. When **Recalculate Tax** is selected, the tax is recalculated based on the tax amount assigned to the ship-to location regardless of the amount entered in the **Tax** field. When **Recalculate Tax** is not selected, the amount entered in the **Tax** field is used.

   Select the **Recalculate Tax** checkbox to recalculate taxes based on the changes made.
4. Click **Save Purchase Order**.

Changes made to the purchase order are captured in the **Revision History** on the **Purchase Order Detail** page, where you can view of the purchase order and all values edited.

6.2.3 View Purchase Order Details

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You may need to see specific information about a PO before it is sent to the designated vendor. Additional links are available to access other pages in the system from this page. When there is more than one order request associated with a purchase order, links are provided for all the associated order requests. If the line items have a form associated with it, the form name with a collapsible view is provided below the item name.

To view the details of a purchase order:

1. Search or filter for the purchase order to view.
2. Click the PO number link in the grid.

The purchase order information displays.

The Shipped column, which displays only if you have Inventory Manager enabled, displays the number of items shipped from a warehouse. If the purchase order is not a transfer order, the field always reads 0 (zero).

6.2.4 Delete Line Item on Purchase Order

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

To delete a line item from a purchase order, the purchase order must not be delivered to the vendor. Additionally, you must have the following permission to delete purchase order line items:

- 101 - Can Substitute/Delete PO Items

To delete line items:

1. Select the purchase order with the line item to be deleted, and click .
2. The icon is only displayed when a purchase order has more than one line item.

   Scroll to the line items header, locate the line to be deleted, and click .
3. Click **Yes**.

The item is removed from the purchase order. If items were deleted from a transfer order, then a message is sent to the manager for that warehouse stating that a line item was deleted from the transfer order.

6.2.5 Substitute Items On Purchase Orders Using Off Catalog Items

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You need the following permission to substitute items on a purchase order:

- 101 - Can Substitute/Delete PO Items

You can substitute purchase order items as needed before delivering the PO to the vendor.

To substitute a line item with a catalog item, see Substitute Items on Purchase Orders Using Catalog Items.

To substitute a line item with an off catalog item:

1. Select the purchase order with line items to be substituted, and click .
2. Click the icon.
3. Enter the required item details and click **Process**.
4. On the next page verify the item details and click **Finish Substitution**.

6.2.6 Substitute Items on Purchase Orders Using Catalog Items

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You need the following permission to substitute items on a purchase order:

- 101 - Can Substitute/Delete PO Items

To substitute line items using the catalog:

1. Select the purchase order with line items to be substituted, and click .
2. Click the icon.
3. Click the **Catalog Substitution** tab.
4. Search for the item to substitute using simple search, browse, or advanced search and click **Search Items**.
5. Select the **Substitute** radio button for that line item.
6. Click **Substitute with Selected Item**.

6.2.7 Add Line Items to Open Purchase Orders or Transfer Orders

Location: Shopping Cart

You must have the following permission to add purchase order line items:

- 142 - Can Add Line Items to Open POs/TOs

You can add line items to existing purchase orders or transfer orders. Shopping cart items can be added to open purchase orders (POs) or transfer orders (TOs) when the vendor for the line items in the shopping cart matches any existing POs or TOs created by the users. The vendors can be either the parent vendor or the child vendor.

To add line items to the shopping cart to existing POs or TOs:

1. Search for items to add to the existing purchase order or transfer order, and add the items to the shopping cart.
2. Click the **Special Functions** link in the shopping cart.
3. Click **Add Lines**.
4. Select the **Add** radio button for the purchase order or transfer order to add the line items.
5. Click **Add Lines**.

A message is sent to the warehouse manager when line items are added to an existing transfer order.

6.2.8 Delete Purchase Orders

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

Additionally, the system must be configured to allow purchase order deletion.

Once a purchase has been received against or reconciled, the purchase order cannot be deleted. A purchase order with the status of **Post Approval Change** cannot be deleted.

When you delete a purchase order, you have the choice to return the items back to the Items to Order list to be included on a later purchase order, or to decline the associated order requests.

To delete a purchase order:

1. Select the purchase order to delete and click . You can select more than one to delete at once.
2. Choose whether or not to decline the order requests associated with the purchase order. If you decline the order requests, the items do not return to the Items to Order page. If you do not decline the order requests, the items return to the Items to Order page.
3. Click **OK**.

The purchase order is deleted. If you've chosen to decline the order request, the order request is declined. If not, items are returned to the **Items to Order** page, from which they can be added to a new purchase order. The corresponding order request then shows a status of *In purchasing*.

6.2.9 Close Purchase Orders

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You can close purchase orders if the organization needs to have a record of an order being initiated or edited, and completed to include the edits. For instance, if an order is over or under received and no further action is required on that purchase order, the purchase order can be manually closed against further action.

Closed purchase orders are assigned the status of **User Closed** and can be reconciled in the same manner as a fully received purchase order.

Closing a purchase order does not close the order request associated with the purchase order.

To close a purchase order:

1. Select the purchase order to close. You can select more than one purchase order.
2. Click **More Actions** > **Close PO**.

The PO status changes to **User Closed**.

6.2.10 Preview and Print Purchase Orders

Location:Purchase Orders > **Manage/Track** > **Purchase Orders**

You can view or print all information sent to the vendor using the Print Preview function.

To preview one or more purchase orders:

1. Select the purchase orders to preview. You can select more than one purchase order at a time.
2. Click the .

6.2.11 Deliver Purchase Orders to Vendors

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

After creating a purchase order, you must deliver it to a vendor. Vendors can be configured to have purchase orders delivered via:

- cXML Vendor Connect
- EDI - ICC
- Email (sent as PDF)
- Fax
- Manual
- xCBL Vendor Connect

When you click **Deliver**, the purchase order is sent to the vendor in their configured method. If *manual* is the selected method, you must manually send the purchase order to a vendor (such as through the mail or through email).

To deliver a purchase order to a vendor:

1. Select the purchase order to deliver.
2. Click .

The status of the purchase order is changed to **Delivered**.

Depending upon the method of delivery, either purchase orders automatically update as placed or you must select the PO and click **Mark as Placed** if the vendor accepts manually placed purchase orders. The statuses that can be indicated for a purchase order and their explanations are listed below:

- **Delivered**: The purchase order has been sent by the system, but not yet received by the receiving end such as the fax or the email on the vendor side.

- **Non-Deliverable**: The system has sent the purchase order and the vendor side has rejected it for some reason such as 3 attempts for a fax with a failed response.
- **Placed**: The purchase order has been placed and received on the vendor's end.
- **Confirmed**: The purchase order has been received by the vendor via fax, EDI, or Vendor Portal and a confirmation has been returned.

6.2.12 Manually Mark Purchase Order as Placed

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You may need to mark a purchase order as placed if the vendor is set to receive purchase orders manually. Marking it as placed indicates that the vendor has received the purchase order.

To mark a purchase order as placed:

1. Select the purchase order that has been delivered manually.
2. Click **More Actions** > **Mark as Placed**.

The status of the purchase order is changed to **Placed**.

6.2.13 Manually Mark Purchase Order as Confirmed

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You may need to mark a purchase order as confirmed if the vendor is set to receive purchase orders manually. Marking it as confirmed indicates that the vendor has received the purchase order and sent back confirmation of it.

To mark a purchase order as confirmed:

1. Select the purchase order that has been delivered and received by the vendor.
2. Click **More Actions** > **Mark as Confirmed**.

The status of the placed purchase order is changed to **Confirmed**.

6.2.14 Enter Payment Information for a Purchase Order

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You must have the following permission to enter payments against a purchase order:

- 148 - Add Payments

Additionally, the purchase order must have an invoice associated to it.

Payments cannot be entered against warehouse orders.

You can enter invoice payment information related to a purchase order using the **Enter Payment** action.

To enter payment information against a purchase order:

1. Select a purchase order for which payment information needs to be entered.
2. Click **More Actions** > **Enter Payment**.
3. Enter all the payment information, the invoice number, and the amount.
4. To add more invoice information click the action with the + icon in the **Add Payment** column to display additional lines.
5. Click **Save Payment.**

6.2.15 Edit Payment Information for a Purchase Order

Location: Invoicing > **Invoice Dashboard**

You must have the following permission to edit payment information:

- 147 - Manage Payments

To edit payment information against a purchase order:

1. Click the **Payments** tab.
2. Select the payment that needs to be edited, and click **Edit Payment**.
3. Edit the necessary fields.
4. Click **Save Payment**.

6.2.16 View Payment Information for a Purchase Order

Location: Invoicing > **Invoice Dashboard**

You must have the following permission to view payment information:

- 147 - Manage Payments

To view payment information:

1. Click the **Payments** tab.
2. Select the payment to view, and click **View Payment**.

6.3 Differences between Standing Orders and Blanket Orders

Standing Orders	Blanket Purchase Orders
Standing orders are repeating orders.	Blanket Orders are purchase contracts with vendors.
Creates a new purchase order for each occurrence.	Tracks progress or milestone payments as agreed with the vendor.
Used when specific products or services are needed on a regular basis.	Used for non-specific / one time, unknown products, or services.
Tracks and reports individual products or service purchases.	Tracks invoice payments against the contract amount.

Standing Orders	Blanket Purchase Orders
Specific line items (that is defined products or services) are needed on standing orders.	No specific line item is required.
Ends based on the end date or maximum occurrence.	Ends if the maximum amount is reached or due date has passed.
Standing orders are not vendor specific.	Blanket orders are vendor specific.

6.4 Standing Orders

You can create standing orders in order to automate as much of the requesting and purchasing process as possible. This is an efficient way to repeatedly request orders during a specified time interval.

Standing orders are orders set up to be delivered automatically depending on date. Standing orders are the same items ordered from the same vendors that are released at a specified time. Standing orders are ideal for items that are constantly and predictably ordered. Standing orders create new purchase orders for every cycle. Standing orders created for items on contract reflect the current contract status for every order – if the contract expires, the next order placed no longer has a contract associated with it.

The following permission is required to manage standing orders:

- 42 - Manage Standing Orders

6.4.1 Create Standing Orders

Location: Shopping Cart

You must have the following permission to create a standing order:

- 42 - Manage Standing Orders

Items added to a standing order remain in the shopping cart after the standing order is created.

To create a standing order from the shopping cart:

1. Search for items to be added to the standing order, and add them to the shopping cart.
2. Click the **Special Functions** link on the top right corner of the header.
3. Click **Add Standing Order**.
4. Complete the required fields.
   - **Repeat Every/On**: Works in combination with the repeat interval to determine when a standing order runs. Provide the number of intervals or the day of month that this standing order is repeated. Example 1: If week has been selected as the repeat interval and a 3 is entered in the repeat every/on field, then this standing order runs every 3 weeks. Example 2: If 4 is entered in the repeat every/on field and day of month is

selected from the repeat intervals list then the standing order runs every 3rd of the month at night so it is ready to be ordered on the 4th. Valid entries range from 1 to 31.

- **Max Repetitions**: Determines how many times this standing order can be run. The current count (number of times this standing order already has run) is displayed in the Edit page in the row labeled repeated. Enter a -1 to indicate unlimited number of runs. Example: 10

5. Click **Add Standing Order**.

The standing order is created. It placed at 11pm on the specified activation date, and thereafter on the date and interval specified in the standing order details.

6.4.2 Delete Standing Orders

Location: Purchase Orders > **Manage/Track** > **Standing Orders**

You must have the following permission to delete a standing order:

- 42 - Manage Standing Orders

To delete an entire standing order:

1. Select the standing order to be deleted and click **Delete Order**.
2. Click **OK**.

6.4.3 Delete Line Items on Standing Orders

Location: Purchase Orders > **Manage/Track** > **Standing Orders**

You must have the following permission to delete items on a standing order:

- 42 - Manage Standing Orders

To delete specific line items on a standing order:

1. Select the standing order to be edited and click **Edit Items**.
2. Select the items to be deleted by checking the **Delete** check box.
3. Click **Edit Standing Order**.

6.4.4 Edit Standing Orders

Location: Purchase Orders > **Manage/Track** > **Standing Orders**

You must have the following permission to edit a standing order:

- 42 - Manage Standing Orders

To edit a standing order:

1. Select the standing order to be edited and click **Edit Order**.
2. Edit the required fields.
3. When finished, click **Edit Standing Order [No.]**.

6.5 Blanket Order Management

Blanket orders are orders that have one purchase order number and a quantity of one, with a set dollar amount. This practice allows many items to be ordered under the same account from one vendor. Blanket orders are common practice within purchasing departments.

You can only create blanket orders from an off catalog request with one line item that has a quantity of one.

The following permissions are required to manage blanket orders:

- 42 - Manage Standing Orders
- 36 - Can Create Free Form ORs

You can work with blanket purchase orders in several ways:

- Create Blanket Purchase Orders
- Create Addendum Blanket Purchase Order Requests
- Edit Blanket Purchase Orders

6.5.1 Create Blanket Purchase Orders

Location: Requisitions > **Request/Shop** > **Off Catalog Request**

You must have the following permissions to manage blanket orders:

- 42 - Manage Standing Orders
- 36 - Can Create Free Form ORs

To create a blanket purchase order:

1. Select the vendor to be used for the blanket order in the **Vendor** field.
2. Add the item details used as the default blanket line item, including SKU, description, account code, category, and any applicable vendor contract.
3. Enter `1` in **Qty** field and enter the amount for the blanket order in the **Unit Price** field.
4. Click **Process**.
5. On the **Off Catalog Order Request Verification** page, click **Add to Shopping Cart**.
6. Click **Special Functions** > **Create Blanket PO Request**.
7. Complete the required fields.

Field Name	Definition
PO Number	Enter the purchase order number to be assigned to the Blanket PO.
Description	The description for the blanket PO entered on the **Off Catalog Entry** page. This is an editable field.
Deactivation Date	Select the date from when the blanket PO is no longer valid. This must be a future date.
Max PO amount	The total amount on the blanket PO.

Field Name	Definition
Invoicing	Allows user to select whether this blanket PO needs to be received or directly invoiced using free form invoicing.

8. Click **Create Blanket PO Request**.
9. If a blanket order ID is generated, click the **Items to Order** link in **Purchase** menu group
10. Select the check box for the generated blanket OR and click **Generate PO**.

6.5.2 Edit Blanket Purchase Orders

Location: Purchase Orders > **Manage/Track** > **Blanket Orders**

BPOs cannot be edited from the **Edit PO** page.

To edit a blanket purchase order:

1. Select the order to be edited, and click .
2. Edit the necessary fields.
3. Click **Edit Blanket PO**.

6.5.3 Create Addendum Blanket Purchase Order Requests

Location: Requisitions > **Request/Shop** > **Off Catalog Request**

With addendum blanket POs, you can add additional funds to a blanket purchase order for a vendor.

To create an addendum blanket purchase order request:

1. Add a line item with the desired amount and a quantity of 1 and click **Process**.
2. On the **Off Catalog Request Verification** page, click **Add to Shopping Cart**.
3. Click **Special Functions**.
4. Click **Create Blanket PO Addendum Req**.
5. Select the blanket order to add the line item to and click **Create Blanket PO Request**.

The additional amount is added to the blanket purchase order.

7 Receiving

7.1 Item Receipt

Receiving is next to the last step in the purchase order cycle. It is crucial that you receive items into the system so that vendors can be paid in a timely manner.

The accounting department uses the information entered from receiving during reconciliations. Receiving can also calculate vendor lead time by determining how much time has elapsed from order creation until receipt of goods, which is used to determine who the fastest vendor for future orders is.

You can perform many actions while receiving:

- Receive Order Requests
- Receive Purchase Orders
- Add Lines to POs While Receiving
- Receive Items by Location
- Receive All Outstanding Shipments
- Manually End Receiving on Order Requests
- Restart Receiving Order Requests

Items may be received from different locations.

- Using Manage Requests
- Using Open Requests
- Using All Requests
- From Purchase Orders link
- From Task Center

Items can be received by order requests or purchase orders. The primary difference between receiving in **Manage Requests** and **Purchase Orders** is found in the numbering system. If receiving is done in **Manage Requests**, the receiving is against the order request number, which may contain many purchase orders. If receiving is performed in **Purchase Orders**, then receiving is against an actual purchase order number. Your system configuration determines whether you receive against purchase orders or order requests.

When you click **Receive Items** from the **Order Request List** page, the **Receive Items** page is displayed. Adjust the quantity received by entering the appropriate number in the **Received** field.

Receive Over/Under

You may receive over/under the actual order based on permissions. When less than the quantity ordered or part of the entire request is received, the order request list displays the request as **Partially received**. After specifying the quantity received, information needs to be entered in the **Receiving Reference Number** field. This is an area for the packing slip number. The packing slip is required. If no packing slip is available, indicate that it is missing.

Store in Warehouse is a function of the inventory system and may be seen when receiving if the organization has the Inventory module. If the item is for a user, it defaults to **Do not warehouse**. If the item is ordered for a warehouse, then the warehouse name is displayed in this field. Warehouse storage can be changed if the user has the correct permissions.

If the system is configured to do so, then items being received can be received as assets when the checkbox is checked. The system limits you to receiving a maximum of 500 assets per receiving. If more than 500 assets are to be received, it is recommended that partial receipts are performed until all assets have been received. If the item being received is already an established asset, the checkbox is checked by default and cannot be unchecked.

- When Asset Manager is enabled and the **Set Date in Service** field is set to **Yes** for the receiving location, the received date is the date in service date are the same for the asset.
- The date in service determines when depreciations starts for an asset.
- When assets are received from a vendor, the receipt information is stored in the **Assets** table.
- Asset receipt information is not affected by returns, transfers, shipments, and so on.

7.2 Partially Received Orders

The page below shows an order request with two items. One of the items has been received and one item is still outstanding. The system splits the information on this page so the user knows exactly what needs to be received.

The system provides a receiving history reference showing the user what quantity was previously received.

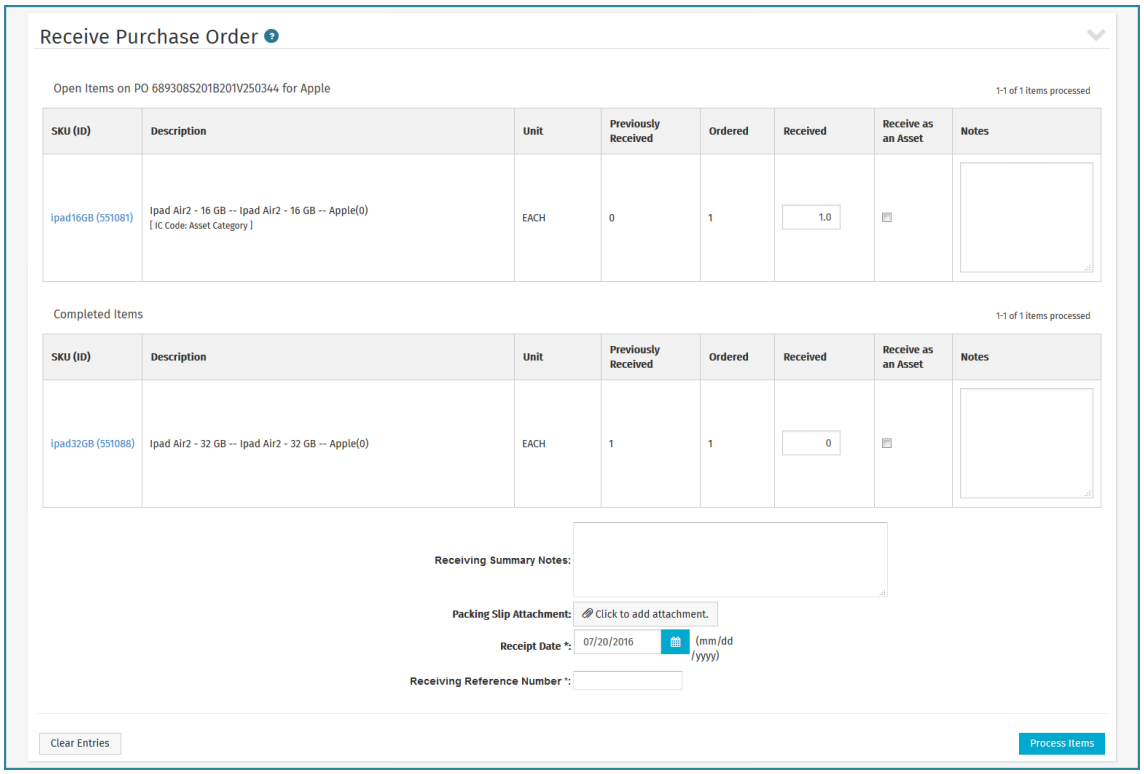


Figure 1: Receive Purchase Orders – Partially Received Orders

Partially received orders may also require partial reconcilation. See Partially Reconcile Purchase Orders for more information.

7.3 Receive Order Requests

Location: Requisitions > **Receive** > **Receive Order Requests**

You must have the following permissions to receive items from the **Receive Order Requests** page:

- 2 - Can Receive Items on Own Order Requests
- 33 - Can Receive Items for Selected Locations
- 166 - Can receive for Default Location

Also, one of the following two permissions is required:

- 29 - Manage Own ORs
- 30 - Manage All ORs

To receive an order request:

1. Select the order request to receive and click **Receive**.

   The **Select Receiving PO** page is displayed when users select an order request with items from different vendors that have not yet been placed with the vendors. The PO radio action must be selected to receive against that PO.

2. If needed, select the related purchase order to receive items to. Click **Select Purchase Order**.
3. *(Optional)* Enter the lot number and expiration date in the **Lot Number** and **Expiration** columns respectively.
4. Enter the number of items received in the **Received** column.
5. If there are many lot numbers and expiration dates click the ⊞ icon.
6. Enter the lot # and expiration date for the second lot and the number of items received for this lot and expiration date in the **Received** column for that line.
7. *(Optional)* Enter any **Notes** or **Summary Notes**.
8. If enabled, enter the **Receipt Date**.
9. Enter the packing slip number in the **Receiving Reference No** field.
10. *(Optional)* Add an attachment.
11. *(Optional)* If the receiving is for a warehouse, select the warehouse in the **Store in Warehouse** drop-down list.
12. Click **Process Items**.
13. Click the view **Receiving Report** link.

7.4 Receive Order Requests from Order Request List

Location: Requisitions > **Manage/Track** > **All Requests or Open Requests**

To receive from the All Requests page, you must have one of the following permissions:

- 2 - Can Receive Items on Own Order Requests
- 33 - Can Receive Items for Selected Locations

To receive from the Order Request Management page:

1. Click the **Receive** link for the order request line to receive.
2. Follow the steps in Receive Order Requests.

7.5 Receive Purchase Orders

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You must have the following permission to receive from the Purchase Orders page:

- 33 - Can Receive Items for Selected Locations

- **Receive PO**, **View PO**, and **Print Preview** on the **Manager Purchase Order List** page are the actions available to a user with only permission *33 – Can Receive Items for Selected Locations*.
- Users with permission *8 – Manage POs* have additional actions on the Manage Purchase Orders page.

The format of receiving items from purchase orders is the same as receiving for order requests. Receiving against purchase orders can be accessed from the Purchase Orders tab under the Receive menu group. Select the order to be received and click **Receive PO**. All following pages are the same as with order request receiving except the multiple PO choices in the PO page.

Your system configuration determines whether or not POs with a status of new can be received.

To receive from the **Purchase Order** page:

1. Find and select the purchase order to receive and click **Receive PO**.
2. Follow the steps in Receive Order Requests.

7.6 Add Lines to POs While Receiving

Location: Purchase Orders > **Receive** > **Receive Purchase Orders**

You must have the following permissions to add purchase order lines during receiving:

- 92 - Can Add Additional Line Items while Receiving
- 36 - Can Create Free Form Order Requests

When you receive goods for his corporation, each line item as it appears on the packing slip needs to be recorded in the system. Occasionally there are incidental charges on the packing slip that the supplier did not notify the buyer. So of course, those charges, substitutions, and so on, do not appear on the purchase order. When you are checking off the line items during receiving, you see that there is a discrepancy due to these extra items. To track the extra items, you can add additional lines to the purchase order during receipt.

To add lines to a PO while receiving:

1. Select the purchase order to add lines to and click **Receive PO**.
2. Click **Add Lines**.
3. Enter the required information for the items being added.
4. Click **Process**.
5. Click **Finish Line Additions**.
6. Enter a receiving reference, click **Process Items**, and the status of the purchase order is now **Fully received**.

If you are limited to adding lines using permission *93 – Restrict Adding Line Items during Receiving to a Preset Value*, while receiving to a dollar amount you are limited to adding line items up to only the dollar limit specified during system configuration

7.6.1 Receiving Tolerances by User

Receiving tolerances can be configured on the **Add/Edit Users** page and can be defined as the percentage by which you can exceed the cost of items that is authorized to be received for a PO.

Receiving tolerance can be specified as a number between 0 and 1.

If the receiving tolerance is set for you, then it overrides the receiving tolerance set in system settings .

With the following permission, you can bypass the receiving tolerances determined by system settings.

- Permission 3520 – Bypass receiving tolerances for receiving discrepancy approval.

You can also override the system by going to the **Edit PO** page and editing the **Receiving Tolerance** value.

7.7 Receive Items by Location

Location: Purchase Orders > **Receive** > **Receive Purchase Orders**

You must have at least one of these permissions to receive for multiple locations:

- 2 - Can Receive Items on Own Order Requests
- 33 - Can Receive Items for Selected Locations
- 166 - Can Receive for Default Location

- Only the user's assigned locations are available.
- If a large number of locations are assigned, do not receive for all the locations at the same time. Performance is impacted.

To receive items by location:

1. Select the purchase order with multiple ship-to locations to receive and click **Receive**.

   The **Receive Items** page is displayed.
2. Click **Search** to select a location.
3. Select the location.

   Many locations can be selected.
4. Click **Done**.
5. Click **Next**.
6. Enter the quantity received and the receiving reference number.
7. Click **Process Items**.

7.8 Receive All Outstanding Shipments

Location: Purchase Orders > **Receive** > **Receive Purchase Orders**

If you are not to receive for your default location (permission 166) but you have permission 33, then you cannot have permissions 2, 8, and 34.

To receive all outstanding shipments:

1. Select the purchase order with multiple ship-to locations to receive and click **Receive PO**.
2. Click **Receive All Outstanding Shipments**.
3. Enter the quantity received and the receiving reference number.
4. Click **Process Items**.

7.9 Auto-Receipt by PO Line

Purchase orders can be configured to auto-receive line items during invoicing. This feature eliminates the need for manual receiving for more reliable categories of items and to avoid receiving discrepancies.

When auto-receive by PO line is enabled, the PO is automatically received when the PO is reconciled. The invoice goes through the appropriate workflow process set up by the company. However, the lines marked for auto-receive do not go to the receiving discrepancy work queue.

When **Auto-Receive during Invoice** is set to **Yes** for a category and system setting 984 is set to **No**, the category setting overrides the system setting.

You can also override the system by going to the **Edit PO** page and editing the value in the **Auto Receive** column of the **Line Items** table.

7.9.1 Override Auto-Receive by PO Lines

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

To override auto-receive by PO line:

1. Select the purchase order whose auto-receive feature needs to be overridden and click **Edit PO**.
2. In the **Auto-Receive** column on the **Line Items** table, click the **Yes** or **No** radio button for the lines that need to be changed.
3. Click **Save Purchase Order**.

If the auto-receive feature was changed to **Yes**, then the lines marked yes are automatically received when the PO is reconciled. If the auto-receive feature was changed to**No**, then the lines marked no need to be received before the PO is reconciled.

7.10 Manually End Receiving on Order Requests

Location: **Requisitions** > **Manage/Track** > **Manage Requests**

If you are finished receiving items against an order request, you can manually end the receiving process. This is useful for requests that have over or under shipments.

End receiving only works for order requests which have been ordered, partially received, or have been enabled to be received.

To end manually the receiving process for an order request:

1. Use the list filters to find the desired order request.
2. Select the order request that receiving is to end on, and click **End Receiving**.

The system changes the status of the order request to **User closed**. If the system is configured to do so, purchase orders associated with order requests which have receiving manually ended are set to closed.

7.11 Restart Receiving Order Requests

Location: **Requisitions** > **Manage/Track** > **Manage Requests**

If you need to make changes to the number of items received for an order request whose status is *fully received*, then you must restart receiving for the request.

To restart the receiving process for an order request:

1. Select **Fully Received** from the **Filter** drop-down list and click **Submit**.
2. Select the order request to receive and click **Restart Receiving**.

The order request's status is changed to **User Opened** and the order request is no longer displayed in the received order requests list. You can now continue receiving for the order request.

7.12 Transfer Order Receipt

Inventory transfer items can be configured so they are *always received* into a warehouse, *never received* into a warehouse, or the *user decides* if the item is to be received into a warehouse or not. This configuration is implemented at the item category level.

- When Asset Manager is enabled and the **Set Date in Service** field is set to **Yes** for the receiving location, the received date is the date in service date are the same for the asset.
- The date in service determines when depreciations starts for an asset.

Receiving Against a Transfer Order Not Shipped

The transfer order cannot be received because it has not been shipped from the source warehouse. In this case, the order request is called a transfer order because the items are being sent to the final destination from a company warehouse. In this case, the user cannot receive items that have not been shipped.

Transfer orders are associated with Inventory Manager.

8 Reconciliation

8.1 Purchase Order Reconciliation

Accounting departments usually have three different process checks when reconciling invoices. Item validation check, item price check, and receipt of goods check.

Of the three process checks, the trigger for accounting payments to be generated is the receipt of goods and reconciliation. During ideal invoice reconciliation, the accounting department has a one to one match during the three checks mentioned above.

Reconciliation allows accounting departments to enter invoices with purchase orders to release invoice for payment. For organizations tracking list price savings, the savings for items are also updated when the purchase order is reconciled.

There are two choices for reconciliation. You can invoice items that are not received or invoice items that have been received. The organization's reconciliation policies typically state whether one or both options are available.

You must have the following permission to create purchase order invoices:

- 34 - Can Create Purchase Order Invoice

For more information about invoice masks and their settings, refer to Chapter 1 of the *Invoice Manager's Administration Guide*.

Table 4: Invoice Entry Shortcut Keys

Field Name	Key Sequence
Header	CTRL+ALT+H
Vendor	CTRL+ALT+V
Attachment	CTRL+ALT+A
Notes	CTRL+ALT+N
Details	CTRL+ALT+D

For invoice entry masks, the cursor defaults to the field with the lowest tab sequence (number). This is typically the first data field on the invoice.

The default cursor affects the following pages:

- Invoice Entry from Reconcile Purchase Order page
- Invoice Entry from the Vendor Portal
- Entering a new invoice from the Manage Invoice page
- Viewing an invoice from the Manage Invoice page
- Viewing an invoice in the Inbound Work queue from the Manage Invoice page
- Viewing an invoice in the pre-process work queue from the Manage Invoice page

8.1.1 Enter Purchase Order Invoices

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

To reconcile standard purchase orders:

1. From the **Purchase Order** list, select the purchase order to be reconciled.
2. Click **Reconcile PO**.
3. Enter the required information and any additional information.
   - Click the **Notes** tab if notes need to be added. Enter the note, search for a user to notify, and click **Add** to add the note.
   - Click the **Attachment** tab if an attachment needs to be added. Enter an attachment description (defaults to the attachment name) and click **Attach**. Select the appropriate file and click **Add**.
   - If the image needs to be replaced, click **Replace**. The file type must be PDF
4. Click **Process** to process the invoice and return to the **Purchase Order** list or **Process + Next** to continue to the next invoice.

If you need to make changes to the entered invoice, you can do the following actions:

- Edit Purchase Order Invoice Notes
- Delete Purchase Order Invoice Notes
- Add Line Items to Purchase Order Invoices
- Replace Purchase Order Invoice Images
- Convert Attachment to Purchase Order Invoice Image
- Delete Purchase Order Invoice Image
- Adding Attachments During Invoice Entry

8.1.2 Edit Purchase Order Invoice Notes

Location: Invoice entry page of desired invoice

To edit previously entered invoice notes on a purchase order invoice:

1. Navigate to the invoice entry page.
2. Click the **Notes** tab.
3. In the table, find the note to edit and click in the **Notes** cell.
4. Click anywhere outside the cell to finish editing.

   Changes are saved automatically.

8.1.3 Delete Purchase Order Invoice Notes

Location: Invoice entry page of desired invoice

1. Navigate to the invoice entry page.

2. Click the **Notes** tab.
3. In the table, find the note to delete and click .

8.1.4 Add Line Items to Purchase Order Invoices

Location: Invoice entry page of desired invoice

If the invoice mask configuration allows, users can add line items to an invoice during the invoice entry process. This feature is intended to add line items that are not already on the purchase order.

To add line items to an invoice during invoice entry:

1. Navigate to the invoice entry page.
2. Click the **Details** tab.
3. Click **New Line** in the details section.
4. Enter the item SKU, name, category, quantity, and cost.
5. Press Enter or click below the added line to save the information.
6. If needed, return to the **Header** tab and adjust the **Invoice Total** to balance the invoice.

   An imbalanced invoice cannot be processed.

8.1.5 Replace Purchase Order Invoice Images

Location: Invoice entry page of desired invoice

Invoice images can be replaced while the invoice is in the inbound or pre-process work queue. Users with permission *3502 - Manage Invoices* can replace the image throughout the invoicing process.

To replace an invoice image:

1. Navigate to the **Invoice Entry** page.
2. Click **Replace** on the **Image** page.
3. Select the correct invoice image.

8.1.6 Convert Attachment to Purchase Order Invoice Image

Location: Invoice entry page of desired invoice

A PDF file attached to the invoice in the **Attachments** tab can be converted into the invoice image.

To convert an attachment to an invoice image:

1. Navigate to the **Invoice Entry** page.
2. Click the **Attachment** tab.
3. Click the icon beside the attachment to be converted.
4. Click **Yes**.

8.1.7 Delete Purchase Order Invoice Image

Location: Invoice entry page of desired invoice

To delete an invoice image:

1. Navigate to the **Invoice Entry** page.
2. Click **Delete** on the invoice image.
3. Click **Yes**.

8.1.8 Adding Attachments During Invoice Entry

Location: Invoice entry page of desired invoice

You can add many attachments to an invoice using the **Attachments** tab on the **Invoice Entry** page. The attachments can be of many types, including PDF, JPEG, RTF, etc.

Only PDF attachments can be converted to invoice images

To add attachments during invoice entry:

1. Enter all of the appropriate information in the invoice header.
2. Click the **Attachments** tab.
3. Click **Attach**, select the document to be attached, and click **Open**.

8.1.9 Reconciliation of Blanket Purchase Orders

Reconciliation of blanket purchase orders varies from normal reconciliation.

Blanket purchase orders can be invoiced two ways. You can first receive items against a blanket purchase order and invoice those lines (invoicing against receipts) or you can directly invoice against a purchase order and add line items during reconciliation (free-form invoicing).

When creating blanket order requests, you need to select which invoicing option is used for that specific blanket purchase order.

When you apply tax, freight, and discounts to a blanket purchase order, the system evenly distributes the amount to each line. This applied for blanket purchase orders against receipts and free form invoicing. If the vendor is configured for auto tax calculation and a purchase order is generated for the blanket order the system does not auto calculate the tax. If a blanket purchase order invoice is voided, the entire extended cost – including the prorated freight and tax – are returned to the main line.

You must have the following permission to reconcile blanket purchase orders:

- 34 - Can Create PO Invoice

8.1.9.1 Reconcile Blanket POs Against Receipts

Purchase Orders > **Manage/Track** > **Purchase Orders**

One of the following permissions is required to invoice against receipts:

- 2 - Can Receive Items on Own Order Requests
- 33 - Can Receive Items for Selected Locations

You can receive blanket purchase orders by adding the line items that were ordered on the blanket PO and then invoicing for that amount. If blanket orders need to be received before they can be invoiced, the option **against receipts for invoicing** needs to be selected when creating or editing the blanket order.

To create invoice against receipts:

1. Select *standing/blanket PO* in the second filter field, click **Filter/Sort**.
2. Select the blanket purchase order to be received, and click **Receive PO**.
3. Enter the *line item details* for the items that were ordered against the blanket order.
4. Enter the *reference number* in the **Receiving Reference No.** field and click **Process**.
5. Click the **Purchase Orders** link, select *standing/blanket PO* in the **Second Filter** field, and click **Filter/Sort**.
6. Select the blanket purchase order that was received in step 4 and click **Reconcile PO**.
7. Select the check box for the line items being reconciled on this invoice.
8. Enter the required information including the invoice number and the invoice total.

   Any vendor contract associated to the blanket PO is automatically added to all items reconciled against the blanket PO.

9. Click **Process**.

   We recommend not using the **Add Line** option even though it is available.

8.1.9.2 Reconciling Blanket PO with Free-Form Invoicing

Location: Purchase Orders > **Manage/Track** > **Purchase Orders**

You must have the following permission to reconcile blanket purchase orders:

- 34 - Can Create PO Invoice

To be able to invoice the blanket purchase order without receiving, free form invoicing should be used when creating or editing the blanket purchase order.

Any invoice entered against a blanket PO that has not been received goes through financial approval regardless if the amount on the invoice matches the PO or is less than the PO amount.

To reconcile a blanket PO without receipts:

1. From the **Purchase Order** list, select the blanket PO to be reconciled.
2. Click **Reconcile PO**.
3. Click the **Details** tab, then click **New Line**.

4. Enter the item category, item SKU, name, unit, invoice unit cost, and invoice quantity.

   The **Ext. Cost** is automatically calculated.
5. Click the line below.

> Any vendor contract associated to the blanket PO is automatically added to all items reconciled against the blanket PO.

6. Click the **Header** field.
7. Enter **Invoice Number**.
8. Enter the invoice total and the other required fields.
9. Click **Process**.

The purchase order is sent for approval to a user/group based on the financial discrepancy rule setup in the system.

8.1.10 Reconciliation Before Receipt of Goods

There are times when an invoice from a vendor is received prior to receiving the items on the purchase order. Therefore, only two of the three accounting verification checks can be performed, item validation and item price check.

An invoice setting dictates whether invoice reconciliation can occur before receipt. The invoice setting **Enforce 3-way Match**, if set to **Yes**, requires receipt of goods before reconciliation.

If a purchase order is reconciled without receipts, insufficient receipts, or with a new line item, the invoice is sent to the invoice receiving discrepancy work queue. Users who have access to the work queue or the receiver need to receive the purchase order before the invoice can be sent for payment.

8.1.11 Partially Reconcile Purchase Orders

Purchase Orders > **Manage/Track** > **Purchase Orders**

There are times when an invoice from a vendor is received that only contain some of the items on a purchase order. All three verification checks can be performed for the items on the invoice.

To partially reconcile items where only some of the line items have been received:

1. From the **Purchase Order** list, select a partially received PO to be reconciled.
2. Click **Reconcile PO**. Only the line items that have been received are displayed in the list.
3. Perform the item validation check as well as the item price check.
4. Enter the required information for the invoice, verify that the line items to reconcile are checked, and click **Process**.
5. After receiving the remaining item on a purchase order, select the PO and click **Reconcile PO** to finish reconciliation.

8.2 Invoice Discrepancy

When the three-way match does not succeed, the invoice is *in discrepancy*. The type of discrepancy is defined by which match failed, as shown in the following diagram.

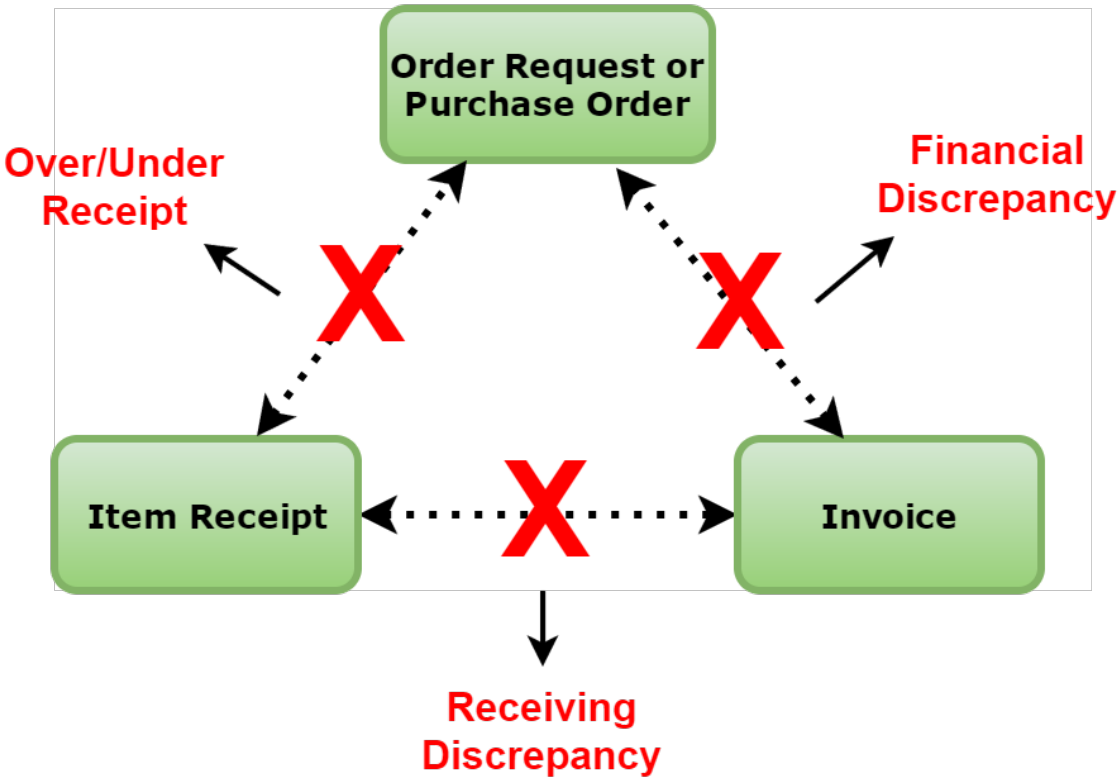


Figure 2: Three-Way Matching Errors

The receiving discrepancy feature allows organizations to ensure that receipts are entered before invoices are released for payment and the financial discrepancy feature ensures that any change to the approved purchase order amounts are appropriately handled for proper dispute resolution and compliance with internal or external control requirements such as SOX.

Financial Discrepancy – Triggered when the invoice cost does not match the purchase order cost based on the threshold set up. Financial discrepancy is set up using rules in the system.

Invoice settings that affect financial discrepancy:

- Max Percentage to flag discrepancies
- Max Amount to flag discrepancies
- Enable Flagging of Discrepant Purchase Orders

The above functions allow organizations to automate discrepancy resolution of PO invoices while maintaining control to prevent unauthorized invoice payments. To review items in financial discrepancy, see Review Items in Financial Discrepancy. For more information on scenarios that trigger financial discrepancy, see Financial Discrepancy Scenarios.

Receiving Discrepancy – Triggered when the invoice is entered against line items that have not been received or the user is invoicing for a quantity greater than the received quantity. Receiving discrepancy is set up using work queues in the system.

Invoice settings that affect receiving discrepancy:

- Max Wait Days for Receiving Discrepancy
- Wait Period for Receiving Discrepancies

On occasion, an invoice can be fully reconciled before all items are received. For details, see Receiving Discrepancy Scenarios. To review items in receiving discrepancy, see Review Items in Receiving Discrepancy.

8.2.1 Financial Discrepancy Scenarios

Prerequisites for the following financial discrepancy scenarios:

- Create an invoice discrepancy rule
- Enable invoice setting **Enable Flagging of Discrepant Purchase Orders**
- Discrepancy setting of thresholds are set up using invoice settings
  - Maximum Percentage Difference to flag PO Discrepancy: 0.1 (10%)
  - Maximum Amount Difference to flag PO Discrepancy: 7 ($7)
- Financial Discrepancy rule is set up

Scenario	PO Cost	Invoice Cost	Quantity Invoiced	Result
1	$50	$54	4	Amount: $54 - $50 = $4 < $7 % Difference: 4/50 = 0.08 < 0.1 No financial discrepancy is triggered.
2	$50	$56	4	Amount: $56 - $50 = $6 < $7 % Difference: 6/50 = 0.12 > 0.1 Financial discrepancy is triggered.
3	$50	$58	4	Amount: $58 - $50 = $8 > $7 % Difference: 8/50 = 0.16 > 0.1 Financial discrepancy is triggered.
4	$50	$42	4	Amount: $50 - $42 = $8 > $7 Financial discrepancy is triggered if invoice setting *Enable Disc for Invoice Overages* is set to No. No financial discrepancy is triggered if invoice setting *Enable Disc for Invoice Overages* is set to Yes.

8.2.2 Review Items in Financial Discrepancy

Location: Invoicing > **Invoice Dashboard**

You must have the following permission to review invoices in financial discrepancy:

- 1 - Approve Requests

Financial discrepancy is sent to approvers based on the invoice discrepancy rule set up in the system.

Discrepancies can be routed to:

- Requester
- Purchaser
- Department Contact
- Project Manager
- Last Approver
- Last Approval Path
- PO Creator
- User
- Group

To review items in financial discrepancy:

1. Click **Financial** in the **Discrepancy** queue.
2. Select the invoice to be reviewed and click the red **Review** icon.
3. The reviewer can choose to **Void**, **Short Pay**, **Decline**, or **Approve** the invoice.

Invoice totals cannot be adjust during financial discrepancy approval.

Action Name	Definition
Void	Allows the user to void the invoice under review. The invoice is returned to the queue for editing and reapproval.
Short Pay	Allows the user to authorize payment for less than the amount specified on the invoice. This could be because of short shipments, defective goods, promotional programs, or other reasons. If you select **Short Pay**, you must provide a reason in the **Short Pay Reason** text entry box.
Decline	Allows the user to decline the invoice under review and refuse payment to the vendor.
Approve	Allows the user to approve the invoice under review for the full amount.

Once a resolution is determined for the invoice, the creator of the invoice receives a message stating the resolution and the date of its completion if invoice setting **Enable Notification for Invoice Resolution to Invoice Creator** is set to **Yes**.

8.2.3 Receiving Discrepancy Scenarios

Prerequisites to flag invoices for receiving discrepancy:

- Work queues are enabled and a work queue for receiving discrepancy is set up
- Invoice setting **Enable Flagging of Discrepancy Purchase Orders** is set to **Yes**
- On the vendor profile for the purchase order's vendor, **Auto Rec on Inv** is set to **No**

The following scenarios trigger receiving discrepancies:

No Receipt

1. The PO has one line item with a quantity of five.
2. No receiving was performed.
3. The invoice is for a quantity of five items.
4. The invoice is sent to receiving discrepancy for a quantity of five because the invoice was for five items over the amount received (zero).

Insufficient Receipt

1. The PO has one line item with a quantity of five.
2. A quantity of three was received.
3. The invoice is for a quantity of five items.
4. The invoice is sent to receiving discrepancy for a quantity of two because the invoice is for two items more than were received.

New Line Item

1. The PO has one line item with a quantity of five.
2. Five items were received.
3. The invoice is for a quantity of five items and one free form item.
4. The invoice is sent to receiving discrepancy for a quantity of one because the invoice was for one item over the amount received.

If the invoice is for fewer items than were received, no receiving discrepancy is triggered.

Additional Receiving Discrepancy Scenarios

Scenario	Order Quantity	Receiving	Reconcile/Invoice	Receiving Discrepancy?
Multiple shipments - one receipt but multiple invoices.	5	The order is sent in three shipments but received at the same time. • Quantity - 1 • Quantity - 3 • Quantity - 1	There are three invoices because of the three shipments. The first invoice shows a quantity of 1 and needs to be invoiced for 1 even though the PO line indicates 5. The PO line on the invoice must be changed to match the invoice quantity of 1. The second invoice shows a quantity of 3 and needs to be invoices for 3. The third invoice shows a quantity of 1 and need to be invoiced for 1. This time, the PO line does not need to be changed because the PO line and the invoice match.	No receiving discrepancy exists because the full quantity of five was received.
No Receipt	5	No shipment received.	The invoice is for 5. The PO lines indicate 5. Nothing needs to be changed.	There is a discrepancy for 5 because 5 were invoiced, but 5 were not received.
Partial Receipt	5	Received 3.	The invoice is for 5. The PO lines indicate 5. Nothing needs to be changed.	There is a discrepancy for 2 because 5 were invoiced, but 5 were not received.

- Users cannot change the quantity to be received for items in the receiving discrepancy work queue.
- Users with permission 3520 - Bypass Receiving Tolerances for Receiving Discrepancy Approval are able to receive above the set receiving tolerances when approving invoices in receiving discrepancy.

Partial Receipt / Full Invoice Reconciliation

In some cases the user receives a full invoice from a vendor, but has only partially received the items on the invoice. For example:

A purchase order contains one line with a quantity of 20. Five of the 20 have been received, but the invoice from the vendor charges for all 20 items.

If the accounting department wants a one-to-one match between invoices and payment checks, the best option is to create the invoice in the system with a quantity of 20. Because the invoice quantity does not match the received quantity, the invoice is placed in receiving discrepancy. It will be made ready for payment when the other 15 items are received and the received quanitty matches the invoiced quantity.

8.2.4 Review Items in Receiving Discrepancy

Location: Invoicing > **Invoice Dashboard**.

You must have the following permission to review invoices in financial discrepancy:

- 1 - Approve Requests

You must also be set up to process invoices in the **Receiving Discrepancy** work queue.

To approve or decline items in **Receiving Discrepancy**:

1. Navigate to the **Receiving Discrepancy** work queue from the Dashboard:
   - In the Tasks area, click the link for **Items in Receiving Discrepancy Work Queue**
   - Click **Invoicing** > **Invoice Dashboard** and locate **Receiving Discrepancy** in the **Discrepancy tasks** area.
2. Select the invoice to be reviewed and click the icon.
3. You then have three options:
   - If the items were received, you can approve the invoice.
   - If the items have not been received, you can return to the page after item receipt or simply receive the request.
   - If the items have not been received, have been cancelled, or have been returned, you can decline the invoice.
4. Review the invoice. Click **Decline** or **Approve** as appropriate.

If approved, the **Invoice Task Center** is displayed with a confirmation message. The quantity received on the purchase order is updated to the quantity ordered.

Index

A

B

C

D

E

F

I

M

O

P

Q

R

S

T

U

V