



Updated: 7/11/2013

1. Create a Shopping Cart	4. Add information to highlighted fields			
Home Procurement / Contracts	Add Item with Free Description			
Process Transactions Manage Shopping Carts		Product Type:	Material	
Control Navigation		Description: *	Contract Test	
Manage Shopping Carts		internal Note.		
Services		Product Category:	96700	A Letter, Material
Create Shopping Cart		Quantity / Unit:	1000	EA 🗇
Portal Favorites 📃 🗖		Net Price / Currency:	1	USD 🗇
		Delivery Date:	06/30/2014	I 7
2. Rename Shopping Cart				
▼ General Data			Add to Item Ove	rview Cancel
Buy on Behalf of: Sharon Williams Smitheal	i i	E Click "Add	to Itom Quantiow"	
Name of shopping cart: Work Order #9999		Add to Item		
Default Settings: <u>Set Values</u>				
Approval Process: Display / Edit Agents		6. Click "Deta	ails"	
Document Changes: <u>Display</u>	tem Overview			
		Details	Add Item (Conv	
	; l	Dotailo		
3. Click "Add Item" & select "With Free	l I	7. Click "Sour	ces of Supply /Service Ag	gents" tab
Description"				
▼ Item Overview		Sour	rces of Supply / Service Agent	s
Details Add Item Copy Paste Duplicate				
Line N With Free Description c		8. Find and H	ighlight the Contract to b	be used and
General Stores Distribution Catalog		Click "Assi	gn Supplier"	
Follet Educational Catalog	Sources of Supply			
Grainger Catalog		Assign Supplier Co	ompare Suppliers	
K12Marketplace Textbook Catalog		Supplier Number	Supplier Name	Contract 4400001712
- Nis computer center		1000003270	AXIS CONSTRUCTION INC	4400001853
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9. Click The "Account Assignment" tab Account Assignment	13. Add the Functional Area Code Grant: NOT_RELEVANT Functional Area: 0000-8500-12401
10. Click the "Details" button Cost Distribution Percentage Details	14. Add the General Ledger Code General Ledger Account: 580001 Business Area:
II. Change Account Assignment Category to "WBS Element" Details for Item 0001 : WBS element Percentage: * 100.00	15. Click "Check"
12. Add the WBS Element Code	16. Click the "Certification Box"
WBS Element: * F-300256-03-401-99	17. Click "Order" Order