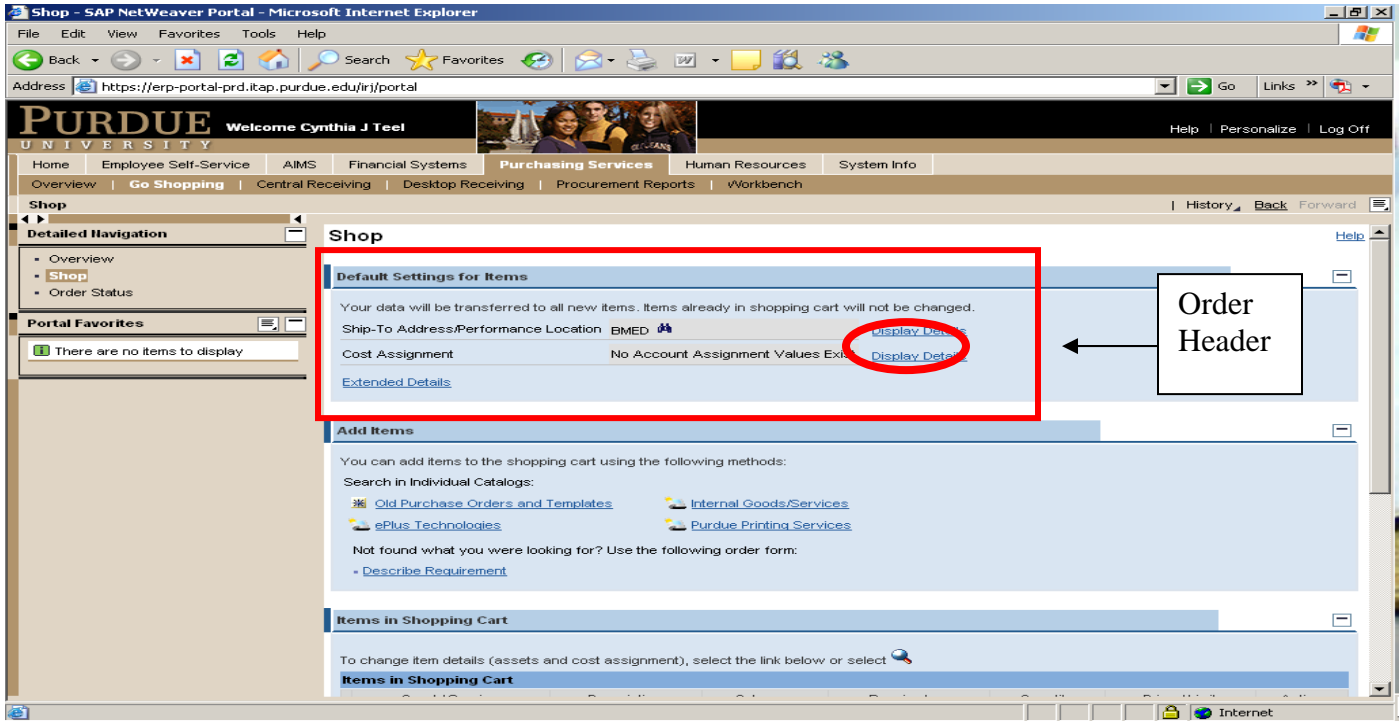


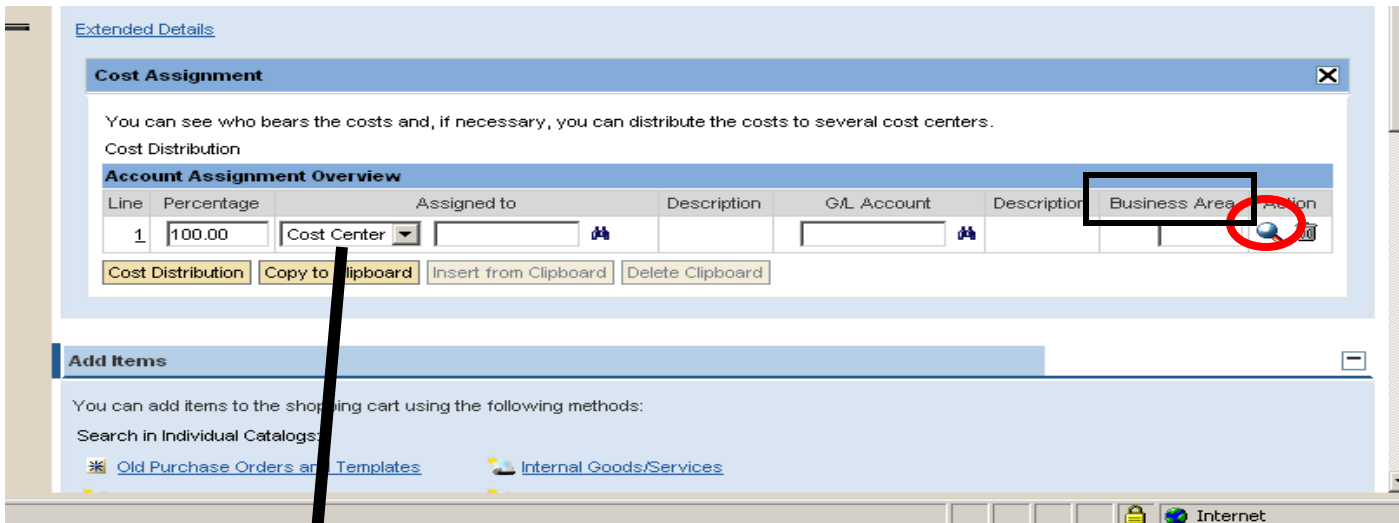
Screenshot examples for placing a Describe Requirement order

The screenshot shows the SAP NetWeaver Portal interface in Microsoft Internet Explorer. The browser address bar displays <https://erp-portal-prd.itap.purdue.edu/irj/portal>. The page header includes the Purdue University logo, a welcome message for Cynthia J Teel, and navigation links for Help, Personalize, and Log Off. A horizontal menu bar contains several tabs: Home, Employee Self-Service, AIMS, Financial Systems, **Purchasing Services**, Human Resources, and System Info. Below this, a secondary menu includes Overview, **Go Shopping**, Central Receiving, Desktop Receiving, Procurement Reports, and Workbench. On the left side, a 'Detailed Navigation' pane lists Overview, **Shop**, and Order Status. Below that, a 'Portal Favorites' section shows a message: 'There are no items to display'. The main content area is titled 'Shop' and contains several sections: 'Default Settings for Items' with information about data transfer and links for 'Ship-To Address/Performance Location' (BMED) and 'Cost Assignment' (No Account Assignment Values Exist); 'Add Items' with search methods and links to 'Old Purchase Orders and Templates', 'Internal Goods/Services', 'ePlus Technologies', and 'Purdue Printing Services'; and 'Items in Shopping Cart' with a search icon. A link for 'Describe Requirement' is visible under the 'Not found what you were looking for?' section.

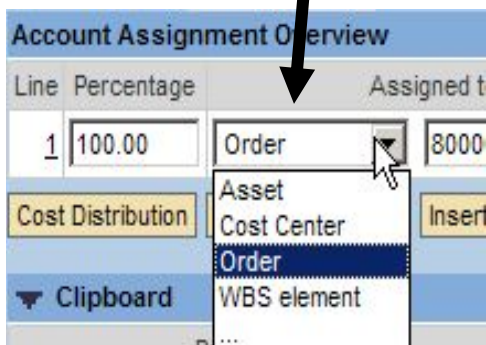
Once logged-in, go to the Purchasing Services tab, select Go Shopping, select Shop



In the header, click on Display Details for the Cost Assignment



Enter the appropriate account information here. Once the header information is filled in, the accounts will default to each line item on this order.



When you order from an account that starts with **8000####**, you must change the cost center to **order** in the cost assignment pull down box. When you order from an account that starts with **4014009###**, you can leave the cost assignment box alone since it defaults to cost center.

After entering the Order number or Cost Center number, tab over to the Business Area and enter 40. Then click on the magnifying glass.

Cost Assignment ✕

[Back to Account Assignment Overview](#)

Account Assignment Item Details 1

Percentage	Assigned to	Description	G/L Account	Description	Business Area
100.00	Cost Center 4014017000		524125	Office Supplies	40

Cost Center:

Order:

Fund:

Controlling Area:

If you are ordering on a 4014#####, this is what your screen should look like

Internet

[Extended Details](#)

Cost Assignment ✕

[Back to Account Assignment Overview](#)

Account Assignment Item Details 1

Percentage	Assigned to	Description	G/L Account	Description	Business Area
100.00	Order 8000016611		524125	Office Supplies	40

Order: P Irazoqui-SOLX, Inc.

Fund:

Controlling Area:

If you are ordering on a 80000#####, this is what your screen should look like

Internet

Enter the Fund number then scroll down to “add items”

Add Items ☰

You can add items to the shopping cart using the following methods:

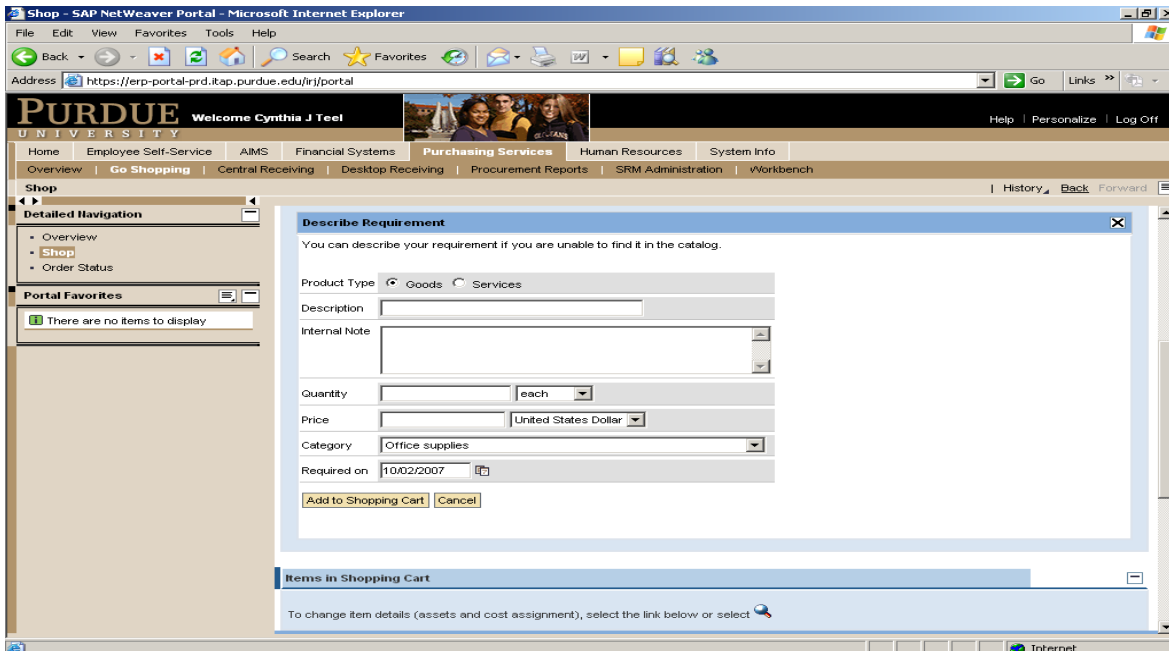
Search in Individual Catalogs:

- [Old Purchase Orders and Templates](#)
- [Internal Goods/Services](#)
- [ePlus Technologies](#)
- [Purdue Printing Services](#)

Not found what you were looking for? Use the following order form:

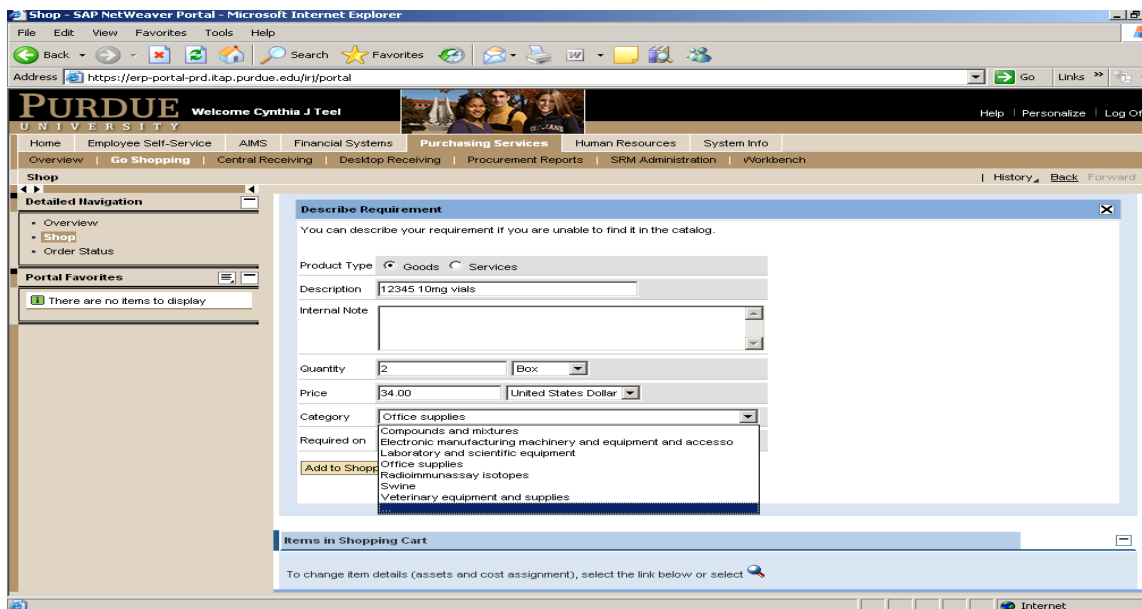
- [Describe Requirement](#)

Click on Describe Requirement

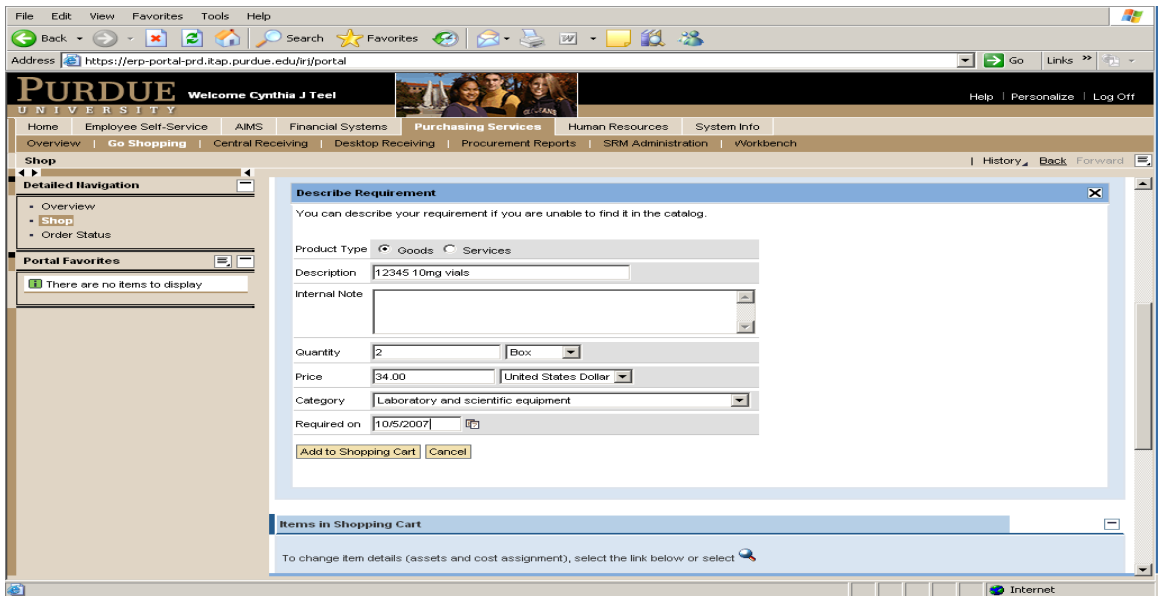


In the Description field, put a brief description of the product.

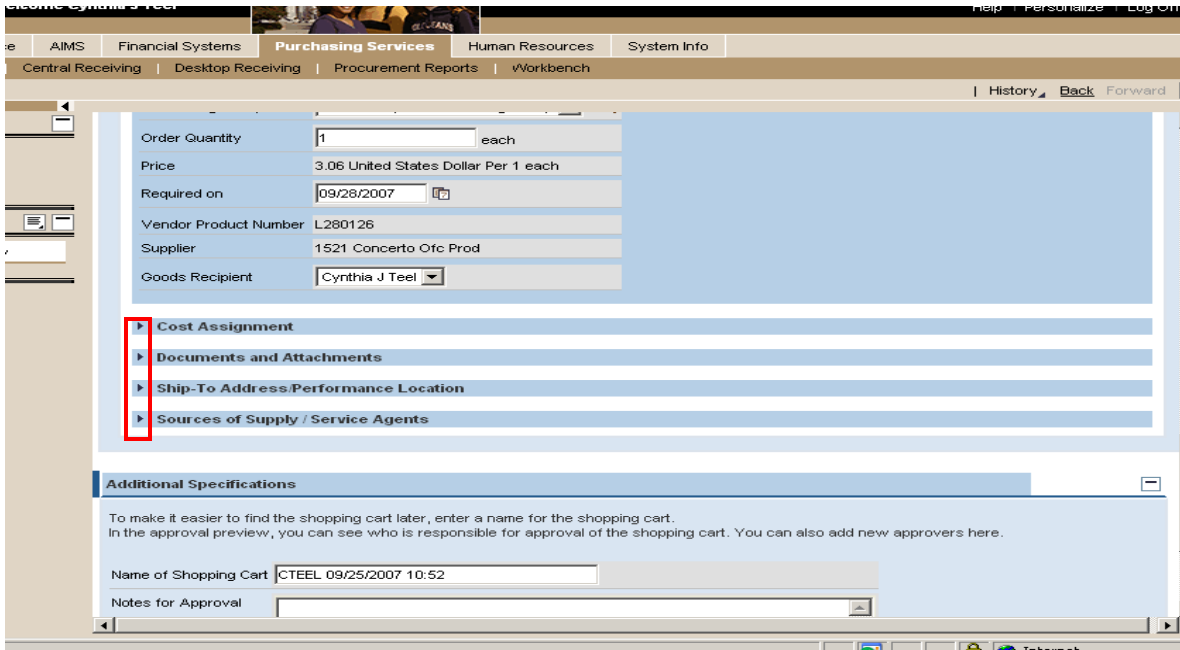
Enter the quantity, unit of measurement, and price.



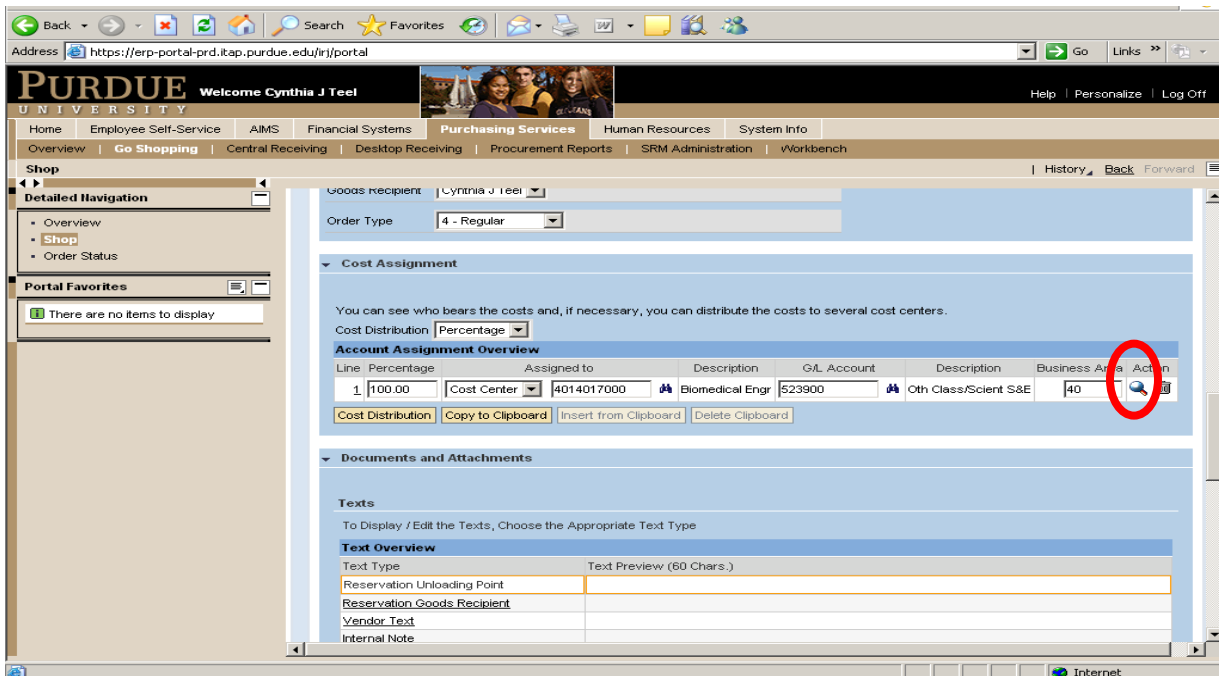
Select a Category by using the drop down box.



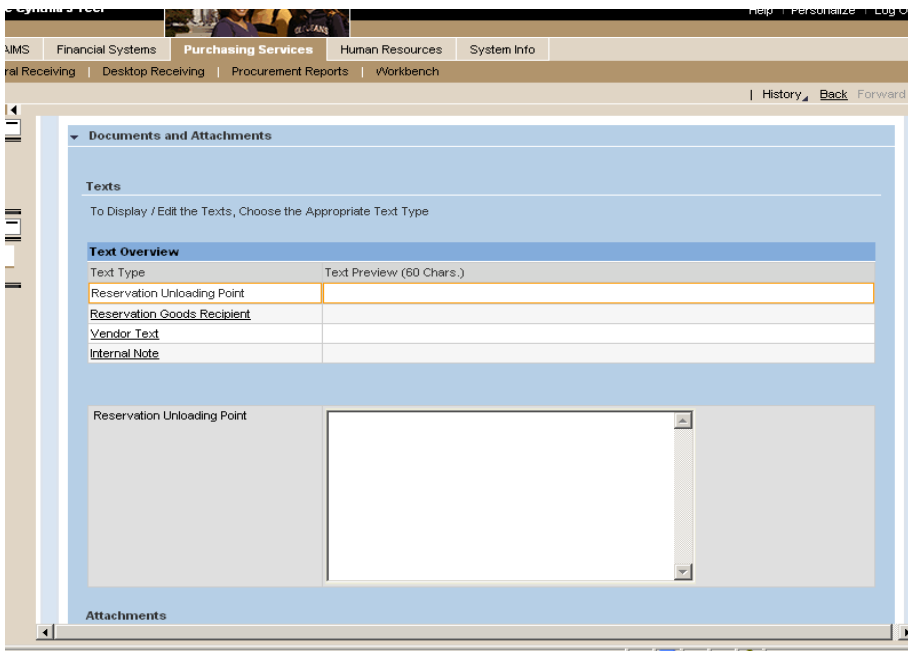
Click on Add to Shopping Cart



Open each of the arrows for Cost Assignment, Documents and Attachments, Ship to Address, and Source of Supply by clicking on each arrow



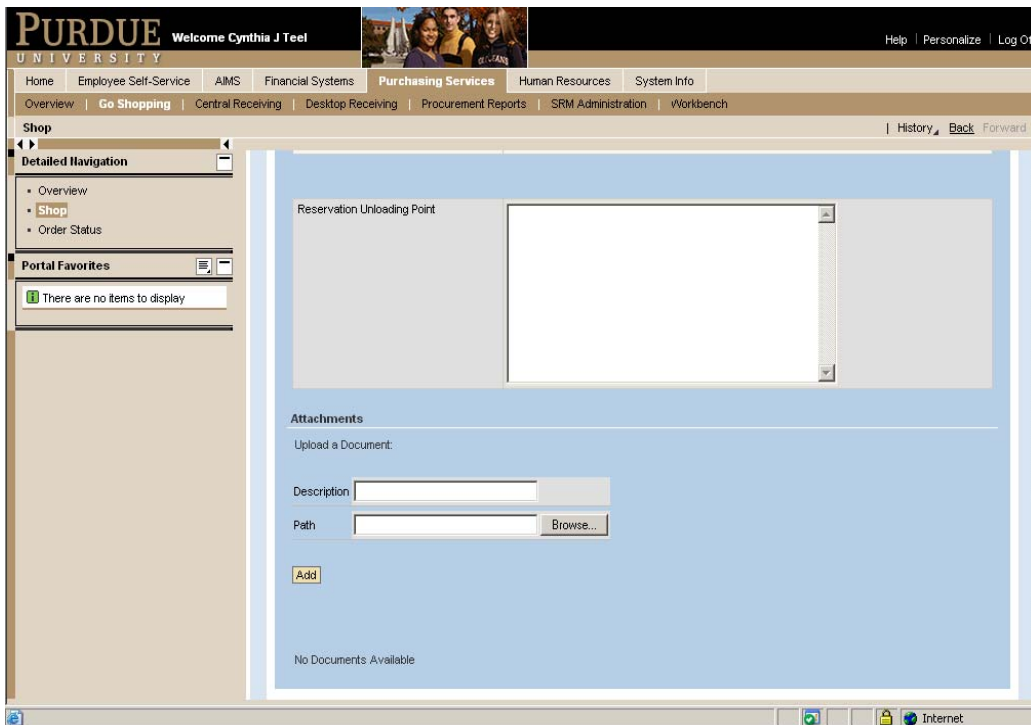
Double check the Cost Assignment. Click on the magnifying glass to check the fund number. Many times, the G/L account will change.



Scroll down to Documents and Attachments. Click on the Vendor Text field and enter the catalog number and any information for the vendor such as a quote number or if you need the order to be expedited.

The internal note field is a field for any special instructions you have for the purchasing group.

You will be able to tell which field you are in by the yellow box surrounding the field you are in.



Scroll down to the Attachments section. This is where you will add any quotes, SRM New Supplier Requests, or any other documents that need to be attached pertaining to the order.

To add an attachment, click on Browse. Choose the file and click open. This will add the file to the Path field. Put a description in the description field. For example, if it is a quote, the description should be quote. Then click Add.

If the information only needs to be seen by Purdue personnel (such as a New Supplier Request) click the box labeled Inter.

UNIVERSITY

Home Employee Self-Service AIMS Financial Systems **Purchasing Services** Human Resources System Info

Overview **Go Shopping** Central Receiving Desktop Receiving Procurement Reports SRM Administration Workbench

Shop History Back Forward

Detailed Navigation

- Overview
- Shop**
- Order Status

Portal Favorites

There are no items to display

If the item is to be delivered to a different address, you enter the new address here.
Note: If you enter address data here, Name and Country fields are mandatory

Name	BMED
Other Name	Weldon School of Biomedical Engineering
c/o	
Telephone Number	765-494-7279
Fax	
E-Mail Address	
Building	
Floor / Room	
Street/House Number	206 S Intramural Drive
Postal Code / City	47907-2032 West Lafayette
District	
Postal Code / P.O. Box	
Country	USA

Internet

Scroll down to the Ship to Address information and double check the location for delivery

PURDUE UNIVERSITY Welcome Cynthia J Teel

Home | Employee Self-Service | AIMS | Financial Systems | **Purchasing Services** | Human Resources | System Info

Overview | **Go Shopping** | Central Receiving | Desktop Receiving | Procurement Reports | SRM Administration | Workbench

Shop

Detailed Navigation

- Overview
- Shop**
- Order Status

Portal Favorites

There are no items to display

Ship-To Address/Performance Location

Sources of Supply / Service Agents

No vendor assigned


You can order from the following vendors
Once you have assigned a vendor, you can also assign service agents

Vendor Overview

	Name	Vendor	Contract	Item	Price	Currency	Per	In Vendor List
<input type="radio"/>	Agilent Tech Inc Life Sci & Chem Analysis M/S BU2-	229			0.00		0	X
<input type="radio"/>	AlixZ Serv & Intl LLC	7830			0.00		0	X
<input type="radio"/>	Allied Elects Inc	328			0.00		0	X
<input type="radio"/>	Applied Biosystems	538			0.00		0	X
<input type="radio"/>	Biologix Research Co LLC	877			0.00		0	X

Assign Vendor

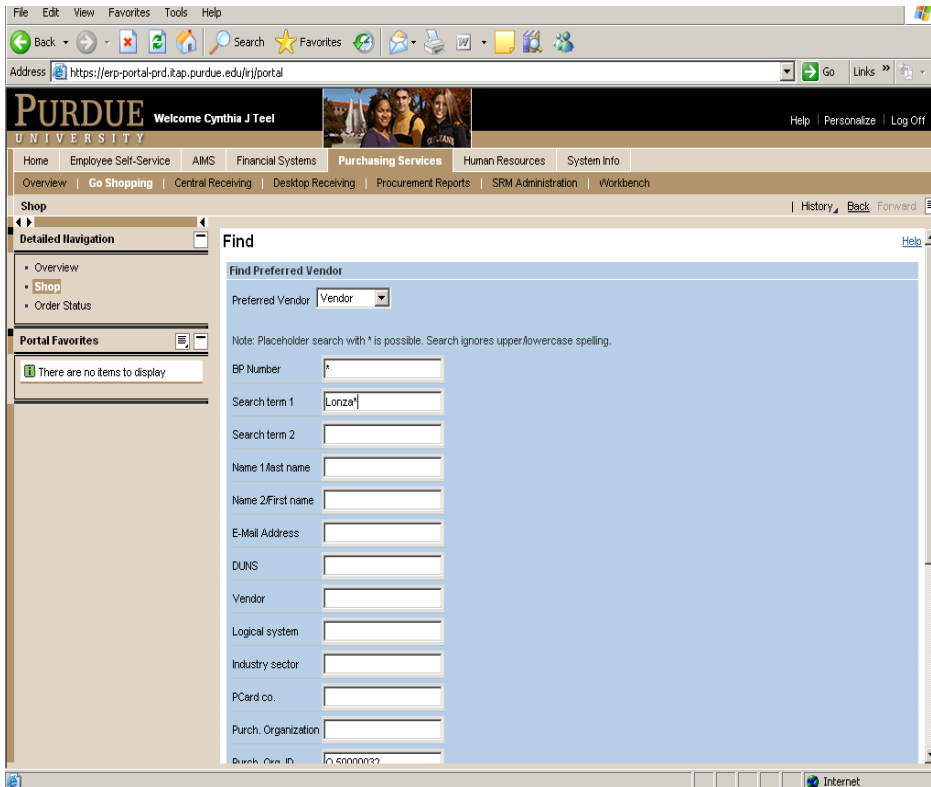
If you want to suggest another vendor to the purchasing department, enter your preferred vendor:

Preferred Vendor 

SRM approved vendors for the product category you picked

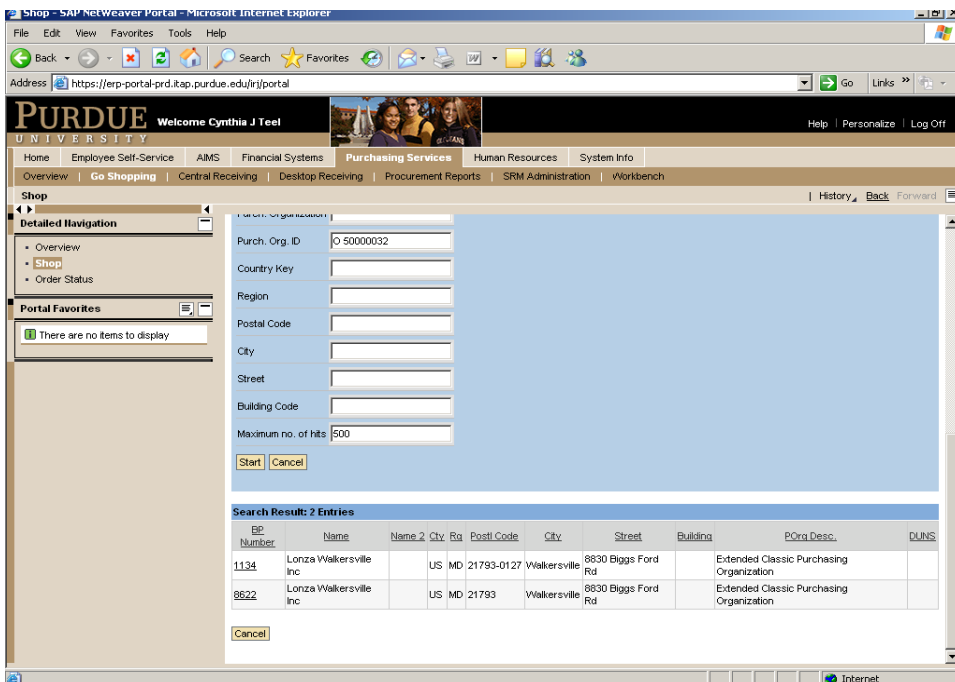
In the Sources of Supply, you need to pick a vendor.

If the Vendor is not listed in the Vendor Overview box, you must assign the vendor. To assign the preferred vendor, click on the binoculars.

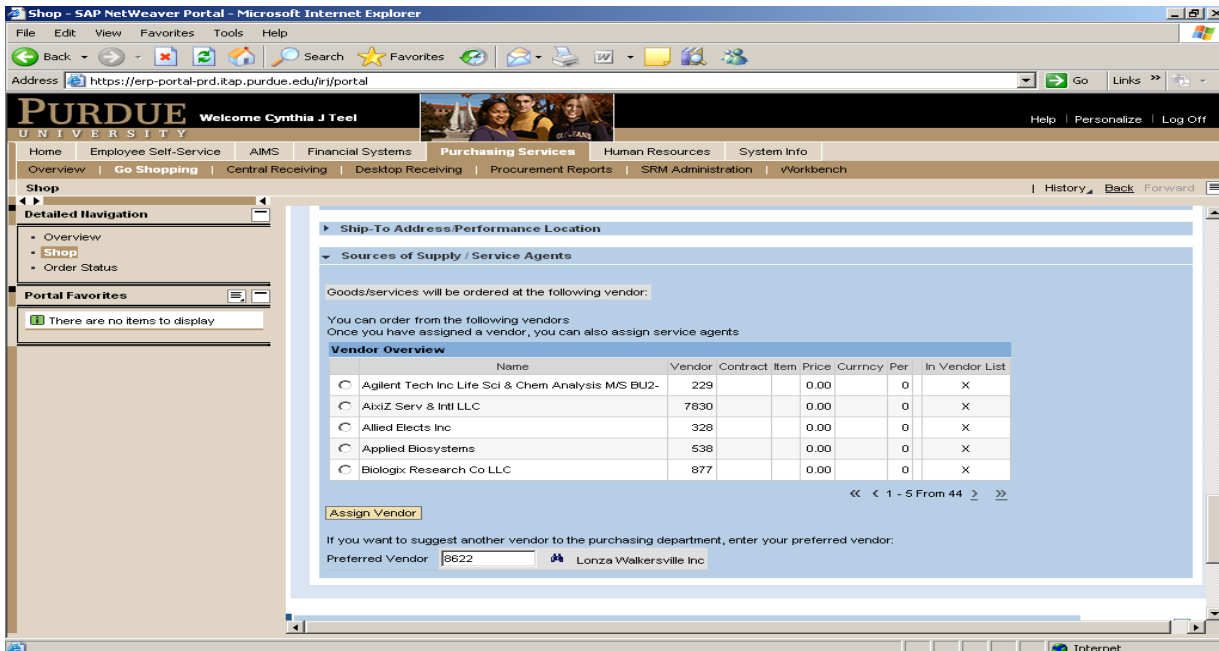


Enter the vendor you prefer in Search Term 1 box followed by an asterisk.

Scroll down and click start

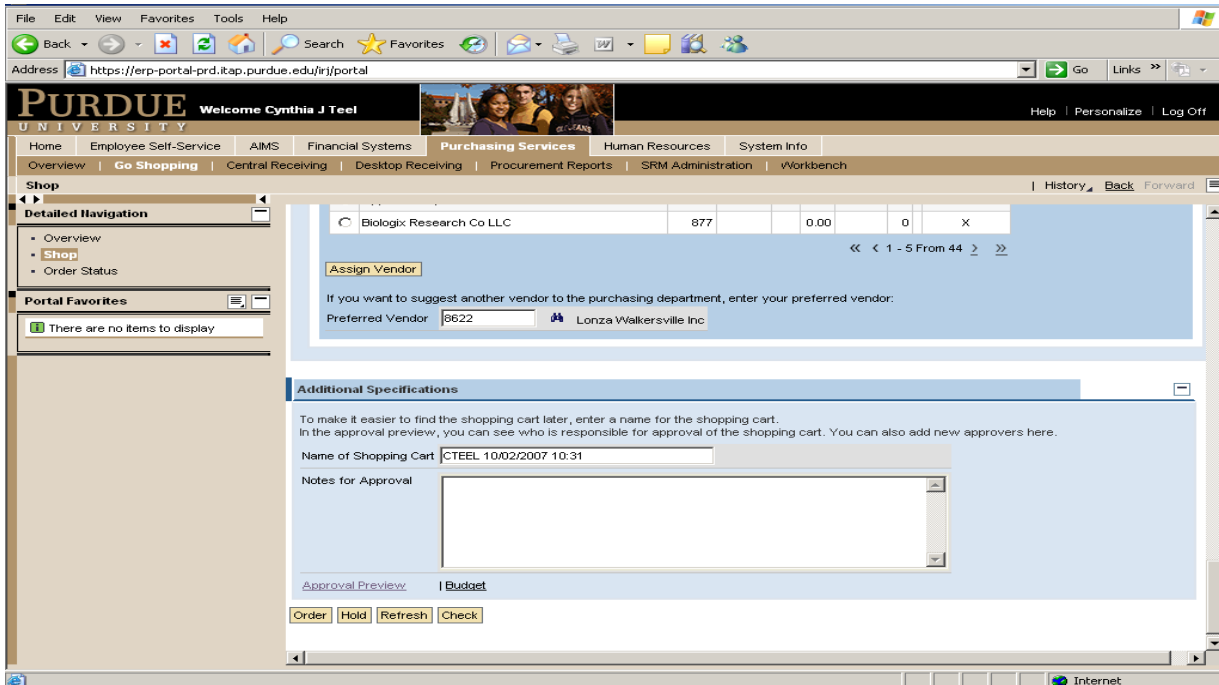


Click on the BP number for the vendor you are choosing



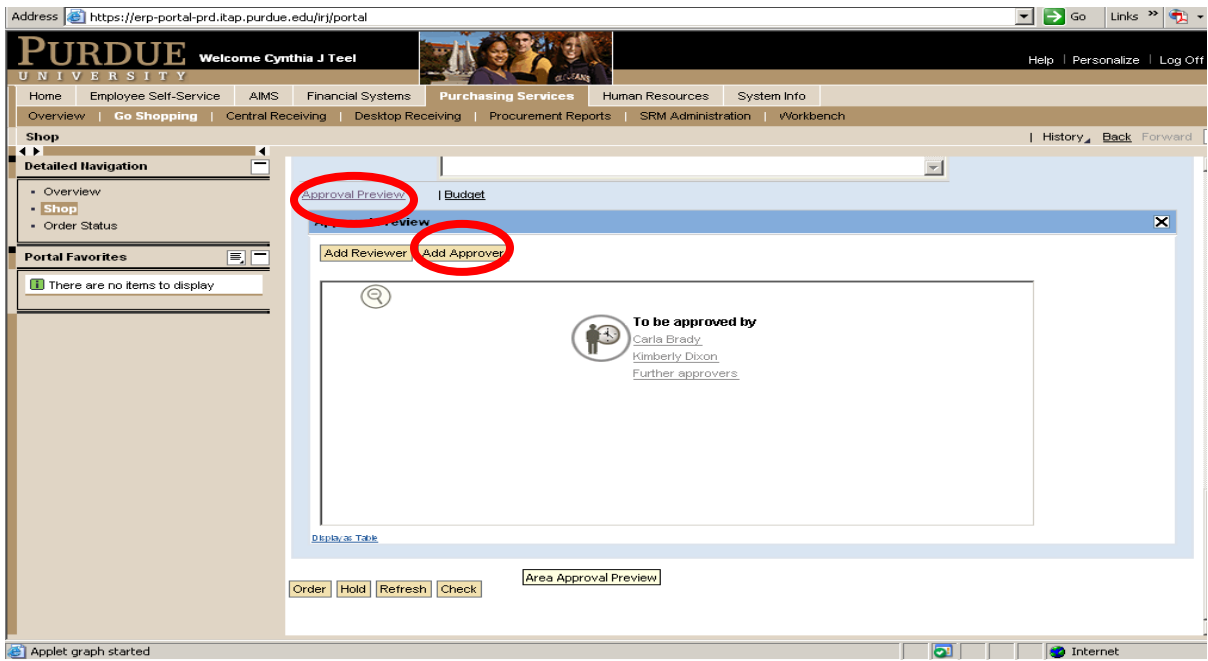
After you have clicked on the BP number, it will bring you to the screen above. Notice in the Preferred Vendor box, it has chosen our vendor.

If you have multiple line items, you must pick a vendor on every line.

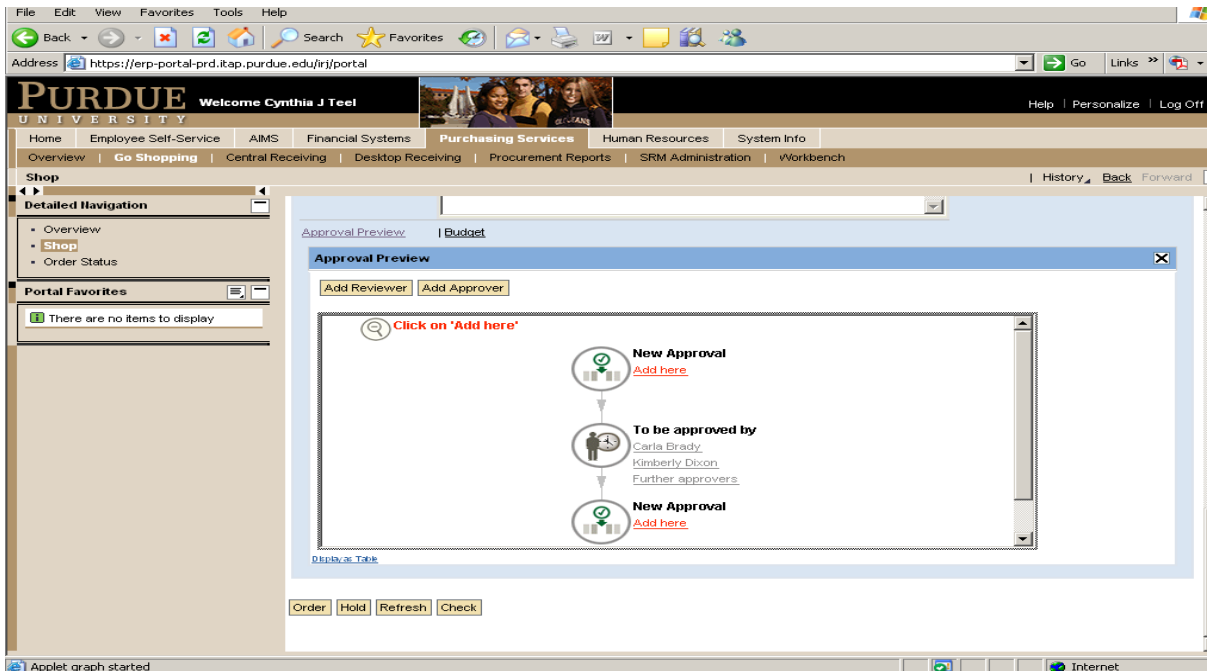


In the Additional Specifications box, Name your shopping cart. Always start you shopping cart name with the shortened number abbreviation for your department, then the PI/requestor, your initials, then the Vendor, and a brief description if possible. For example, if you ordered vials from Lonza, the shopping cart name would be: 41409/Wodicka/CT/Lonza/Vials

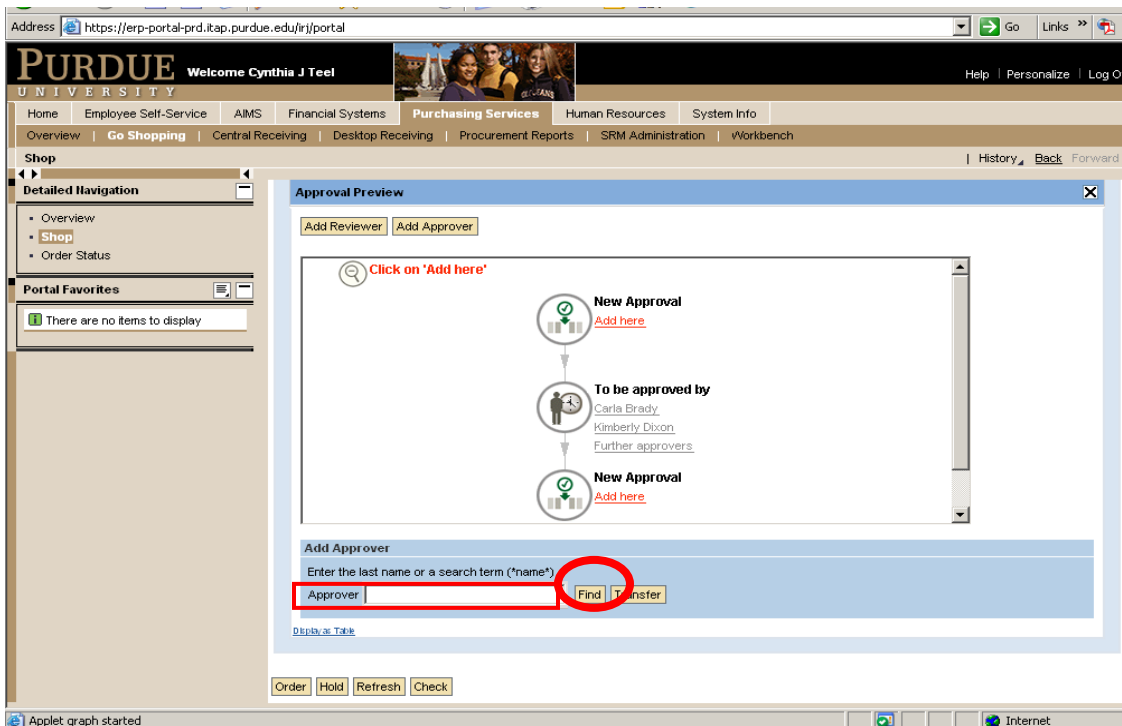
↑ ↑ ↑ ↑
PI Initials Vendor Description



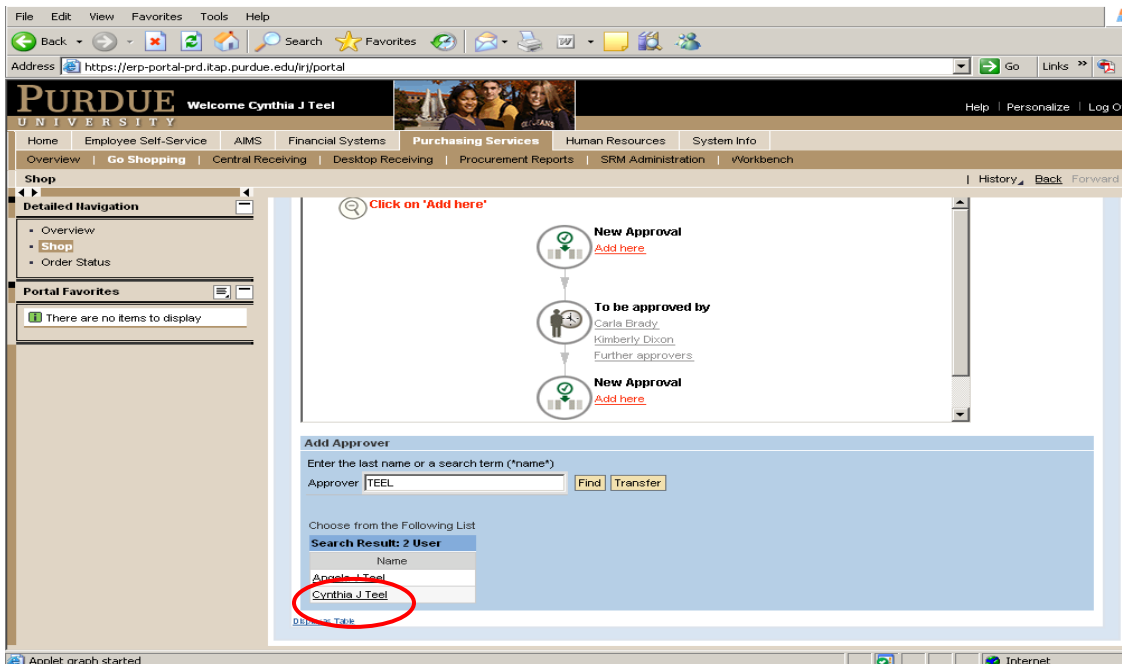
To add your account clerk as an approver, click on Add Approver.



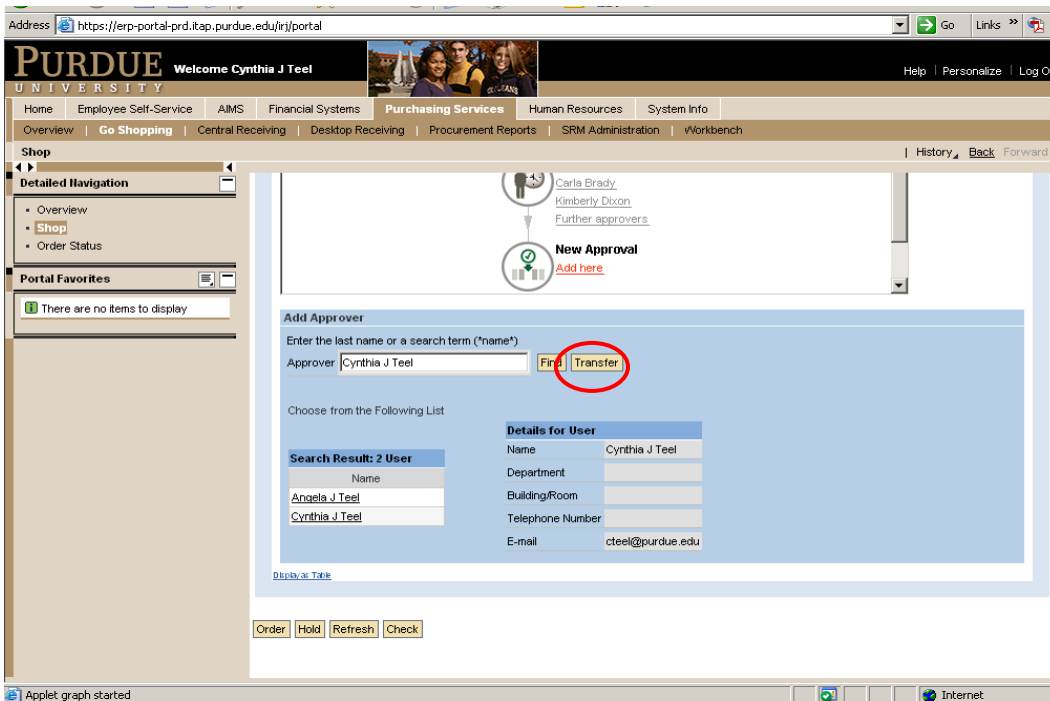
Click on Add Here for the level of approver that you want to add. The account clerk is always before the pre-entered fiscal approvers.



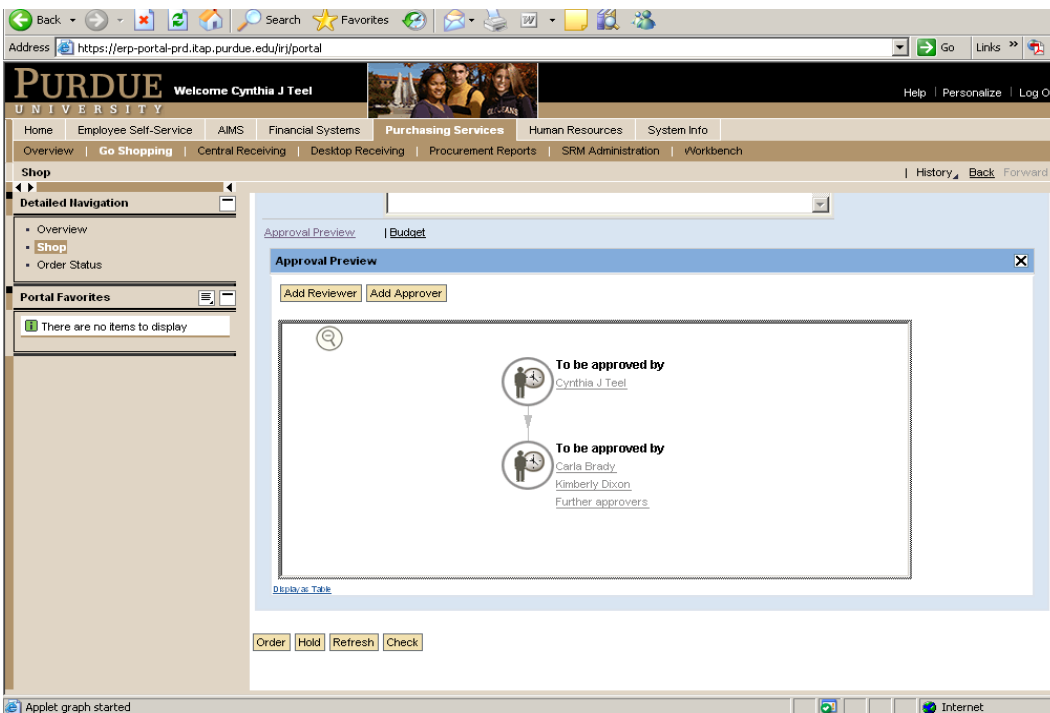
After clicking on Add Here, your screen will change. It will have an Approver box where you will enter the last name of the desired approver (for this example: *Teel*) and then click Find.



Click on Cynthia J Teel



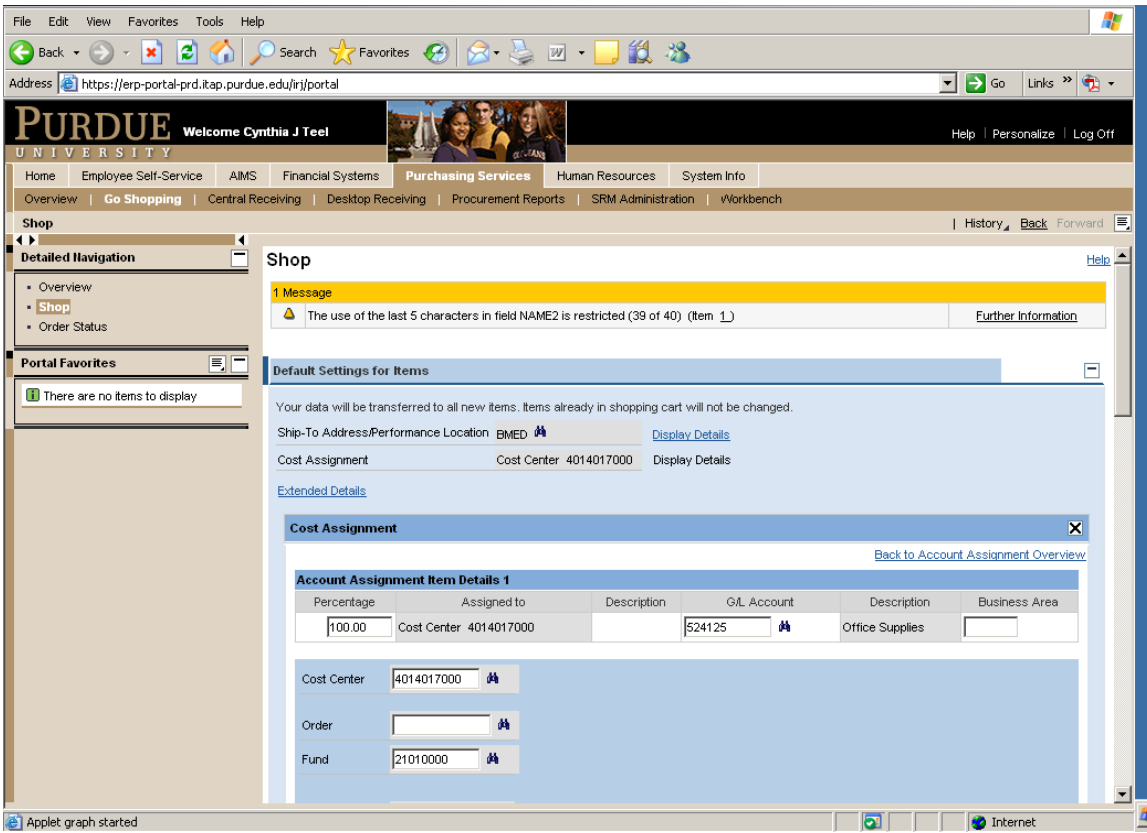
Once the Cynthia J Teel appears in the Approver box, click Transfer



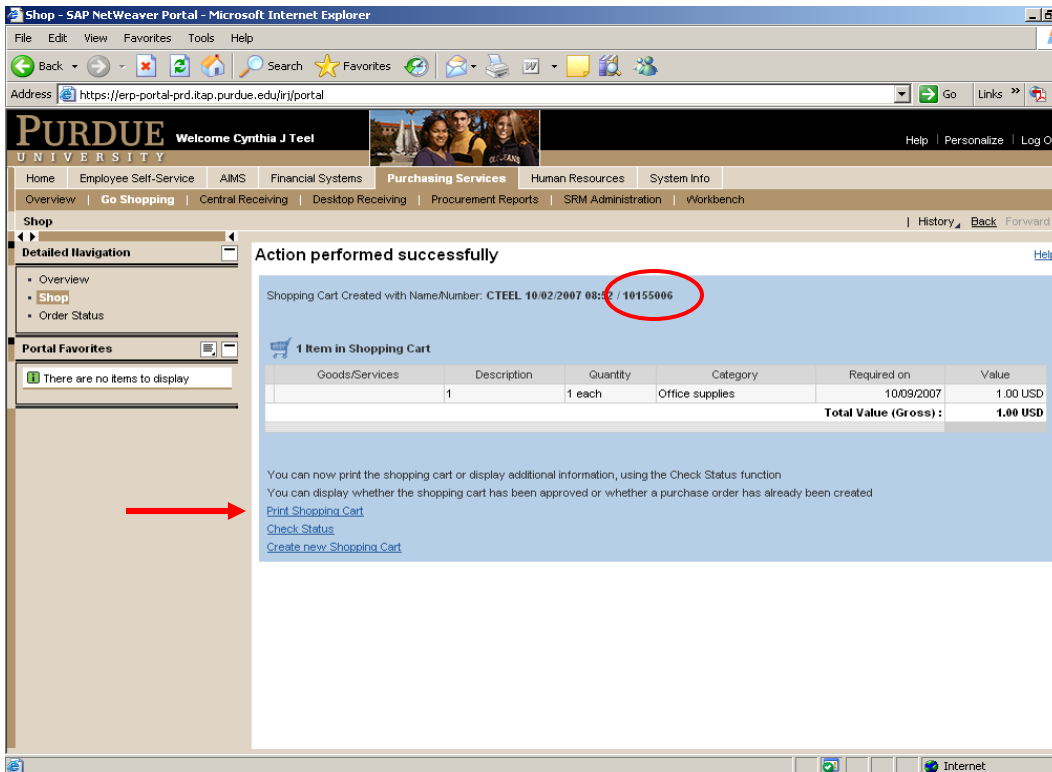
If you have completed this correctly, your screen will have the approval path as shown above.

Click on the Check button at the bottom of the order. This will check your order for any errors. If you have any errors, they will be listed at the top of your order.

Yellow errors are “ok.” Red and Orange errors need to be corrected before submitting your order



If only yellow errors are shown, you can place the order by scrolling to the bottom and clicking on Order.



After clicking on Order, your screen will look like this.

You need to print your shopping cart and wait for the PO# to be assigned (see PowerPoint handout for instructions on how to find this) and then bring this paperwork along with your signed purchase request form to the business office.