E-Procurement System Tutorial
Creating a Hosted Catalog Purchase Order
E-Procurement is an online system which allows the user to purchase products/services from vendors.

Creating a Purchase Order – Hosted
This will allow you to shop from the catalogs that have been established by selected vendors. There are several search options available to browse for products. Which include vendor, catalog number and various other descriptions.

➢ Click on the **Shop** drop down menu to select a category, and type the keyword of the item you are search for and then click on the **Go** button.

➢ Choose the quantity and click **Add to Cart**. You can also add any items to your **Favorite** folder or select different item to compare.

- ✓ If you are finished shopping, click **your shopping cart** (located in the top right of the page).

- ✓ If there are additional items that need to be added to the cart, continue shopping. Multiple items can be added from as many vendors as desired to the cart. This can be done for punch out and non-catalog vendors as well.

- ✓ Select any items to be removed by clicking the select box located to the far right of the line item. Click the drop-down menu that reads **Perform an action on**. Click **Remove Selected Items**. Click **Go.**
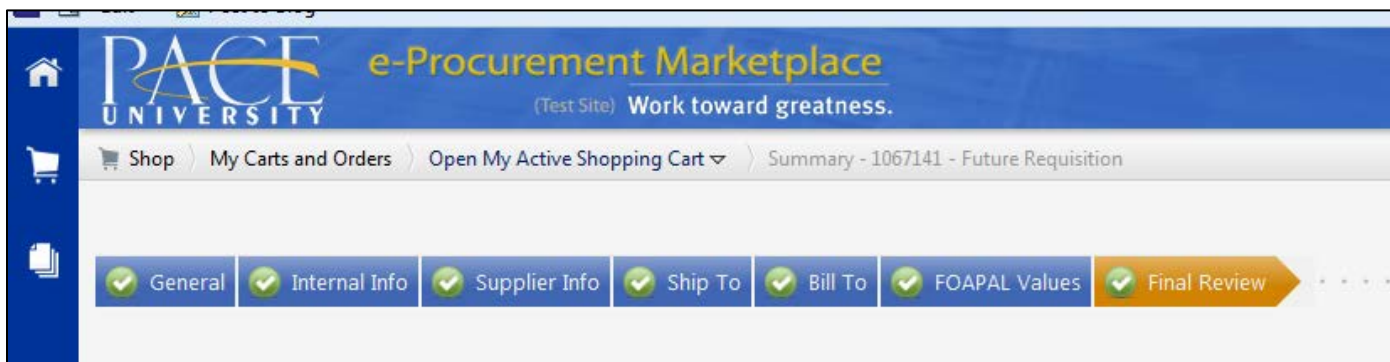
  Note: unwanted items are deleted.
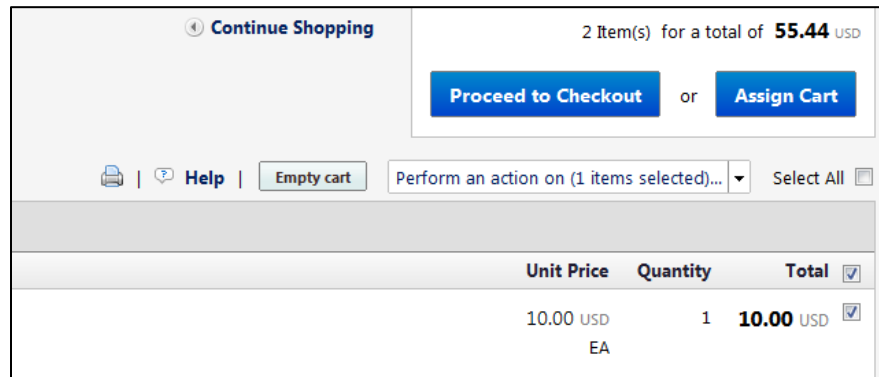
- ➢ Once all desired items are in your cart, click **Proceed to Checkout.**

Final Review

Verify all the information (Ship To, Bill To, FOAPAL Values etc.) is correct before sending the information to the vendor. In this section, the user has the ability to edit the entire document, or each line item individually.

➢ To adjust the **Summary** information, click **Edit** (located in the upper right of the corresponding box) for the particular section which needs adjusting. After changes have been made, click **Save**.

➢ To adjust any **FOAPAL Value** information, click **Edit** (located in the upper right of the corresponding box) to modify any values listed. After changes have been made, click **Save**.

➢ To adjust **Supplier/Line Item Details**, click **Edit** (located in the upper right of the corresponding box) for the particular item which needs adjusting. After changes have been made, click **Save**.

➢ Once all edits have been completed, click **Place Order**.
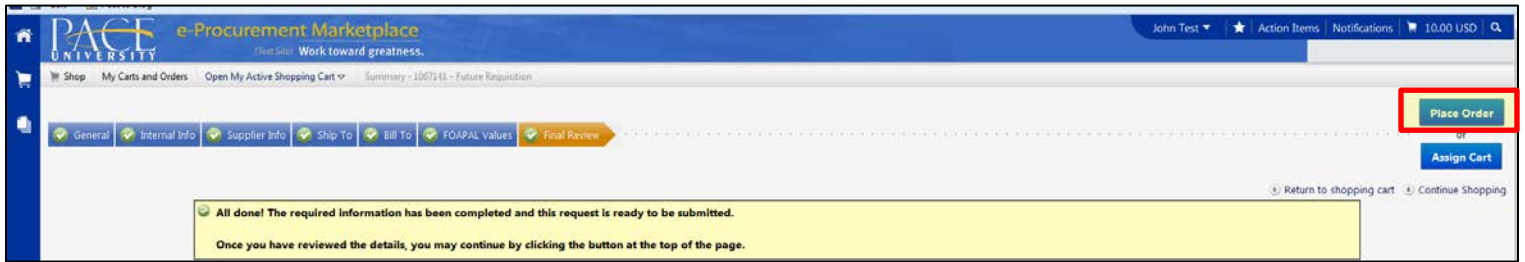
*The user will receive a **requisition number** and a confirming email.

Viewing the Requisition status:

➢ Click the **requisition number** to view the status of the order placed.

➢ Click the **PR Approvals** tab to view the status of your requisition.

➢ Click the **History** tab to view details of the requisition workflow.

➢ Click the **Requisition** tab and scroll to the bottom right to retrieve the Purchase Order number.