1. Access the business portal from your browser by entering the following web address; <u>http://cc-sharepoint/bp</u>. The site will display the page below;



2. Click "Employee".



3. Click "Purchase Requests".

The care them tave	ites roois riep								
Site Actions 👻 🔡 Bro	wse Page						Company: Clarendon Co	llege 👻	Will.Thompson
Employee (Center + Purcha	se Requests							
Create a purch	ase request.								
Home Employee	Manager Compar	IY						Search this site	\$
Employee Center	Purchase Requ	est List							
Home	To view the purcha	se request details, select the purcha	se request and dick View Request.						
Pav	New Reques	t 🧮 View Request 🛍 Copy	y Request 🔯 Edit Request						
Benefits	Filter by: My op	en requests 🔻 🗗							
Skills and Training	Requisition ID	Title	Total Status	Created Assigned To	Modified By	Modified			
Timecard Entry	REQ0000016	Travel-Lunch, 7/31/12	\$10.64 Pending Final	8/1/2012 Annette Ferguson	Will.Thompson (will.th	8/1/2012			
HR Documents - Submitted by Me									
HR Documents - Assigned to Me									

4. To start a new PO click "New Request".

Purchase Request List								
To view the purchase request details, select the purchase	request and click View Request.							
📑 New Request) 🏢 View Request 🗎 Copy R	Request 🞲 Edit Request							
Filter by: My open requests 🔹 🍯								
Requisition ID Title	Total Status							
REQ0000016 Travel-Lunch, 7/31/12	\$10.64 Pending Final							

- 5. When the screen below appears, enter the title of the purchase request in the "Title" description box. This should be a short summary of item or items that are being purchased.
- 6. Click "New Item".

🗲 🕣 📅 http	:// cc-sharepoint /BP/Employee/Req	uisition%20Management%20Pag	es/Purch 🔎 🗝 🖒 🗙 [Purchase Request Details	×
File Edit View	Favorites Tools Help				
Site Actions 👻 📷	Browse Page				
Create a	vee Center → Purchase Red purchase request.	quest Details			
Home Employe	e Manager Company				
Purchase Reque	st Details	Item 5.			
Title: *	Death Star		Created B	Will.Thompson (will.thompson - CLA
Requisition ID:	REQ0000020	li	tem 6.	8/13/2012	
Add items to your	purchase request, then save or su	Ibmit the purchase request.			
New Item	🛛 Edit Item 🗙 Delete Item	Printer-Friendly Version	🛾 Approval History 🊱	Go Back To Purchase Rec	juest List
Item Number	Description	Vendor	🛆 Ac	count Site	Required By
No items found. T	Fo add an item, click New Item.				

- 7. After clicking the "New Item" icon the "Add Item" box will appear.
- 8. In the "Item Number" box, enter the item number of the item in numerical sequence. This means, for the first item enter a 1, for the second item enter a 2, etc....
- 9. Next enter the description of the item in the "Description" box.

Add Item: Death Star							
Jse this page to a	dd a new item to this purchase request, or to edit or view an existing item.						
Item Number *	P						
	Enter or select an item number						
Description							
	Enter the item you are requesting.						
Vendor *	ρ						
	Enter or select a vendor.						
Account *	<i>p</i>						
	Select an account number.						
Site	21						
0.1	Enter or select a site.						
Price	\$0.00						
Oupotity *	Enter price.						
Quantity	Enter quantity you want to receive.						
Unit of Measure							
	Enter the unit of measure.						
Extended Price	\$0.00						
	The extended price is automatically calculated (price x quantity)						
Required By	8/16/2012						
	Select the date you need the item by.						
Comments	A						
	Ψ.						
* indicates a field	is required before final approval						

10. When entering a vendor the vendor selection list must be used. To see the list click the magnifying glass located to the right of the "Vendor" box.



11. If you attempt to enter a vendor without using the listing the message below will appear. If the vendor list, discussed in the next items, does not list the desired vendor see Nancy. Nancy will update or add the needed vendor to the list.



12. When the magnifying glass is clicked, as discussed in item 10, the "Select Vendor" dialog box will appear as shown below. Click the "Show All Vendors" button at the bottom of the dialog box (see the circled item in the image below).

	Select Vendor Webpage Dialog
en	Business Portal - Requisition Management Select Vendor
est	Select the vendor you want for this purchase request item.
	🔎 Find
en	Query returned no results.
:co	
te	
rice	
ua	
nit	
<te< th=""><th></th></te<>	
eq	
m	
	Select and Close Cancel Show All Vendors
ind	

- 13. When the list appears, all vendors will be listed in alphabetical order. To narrow the list of vendors do the following; (please see image below and corresponding item letters.)
 - a. Click the "Find" link or magnifying glass icon,
 - b. Select either "Vendor Name" or "Vendor ID" in the first box,
 - c. Select "Begins With" in the next box,
 - d. Then enter the first letter or letters of the vendor name,
 - e. And then click the "green arrow" box.

Select Vendor '	Webpage Dialog		×
Business Portal - Requ Select Ven	uisition Management dor		a.
b.	C. purchase d.	e.	Pind
Vendor ID 🔻	Begins With 👻 cdw	CI	ear
Vendor ID	Name		
1-800PLUMBER	1-800 PLUMBER		^
1-SOURCEEL	1-SOURCE ELECTRONIC COMPONE		
1STBANK&T	1ST BANK & TRUST OF MEMPHIS		
3DTECHNOL	3D TECHNOLIGIES,LLC.		
3HALLNATUR	3 H ALL NATURAL BEEF		
4-IMPRINT	4-IMPRINT INC.		=
4IMPRINT	4imprint, Inc.		
A&RMECHANI	A & R MECHANICAL SERVICES		
A&TYARD	A & T YARD SERVICES		
A-1 FLOORC	A-1 FLOOR COVERING INC.		
A-TEXBOILE	A-TEX BOILER SALES & SERVICE		
AAASIGNS	AAA SIGNS		
AACC	AACC 2012 PASI		
		Previo	us Next 🕨
Select a	nd Close Cancel Show A	ssigned Ve	indors

14. After you have clicked the "green arrow" box you should get your result, see example below. Now click the "Select and Close" button.

Select Vendor	Webpage Dialog	_		×				
Business Portal - Requisition Management Select Vendor								
Select the vendor yo	u want for this purd	hase request item.						
			<u></u>	• Find				
Vendor ID 🔻	Begins With 💌	cdw	🔁 Clear					
Vendor ID	Name							
CDWGOVERNM	CDW GOVERNI	MENT INC						
Select a	and Close	Cancel	Show Assigned Vendors	s				

15. After selecting the vendor the "Vendor" information box will be completed. Click the "magnifying glass" to the right of the "Account" box to see the account number listing.

RequisitionLine	Webpage Dialog							
Business Portal - Requisition Management Add Item: Death Star								
Use this page to ad	d a new item to this purchase request, or to edit or view an existing item.							
Item Number *	1 P							
Description	Tye Fighters							
Vendor *	CDWGOVER							
Account *								
Site	21							
Price	enter or select a site. \$0.00							
Quantity *	I							
Unit of Measure	Each							
Extended Price	Enter the unit of measure.							
Required By	The extended price is automatically calculated (price x quantity) 8/16/2012							
Comments	Select the date you need the item by.							
* indicates a field is	* indicates a field is required before final approval							
Save and Close Cancel								
•	III •							

16. Click on the appropriate account number and then click the "Select and Close" button.



- 17. Enter the "Site" number. This will be the first two digits of your account number.
- 18. Enter the price of the item in the "Price" box.
- 19. Enter the quantity of the items in the "Quantity" box.
- 20. Enter the unit of measure in the "Unit of Measure" box.
- 21. The "Extended Price" box will automatically be entered based on the completion of the information above.
- 22. Enter the "Required By" date.
- 23. If needed, enter any comments or notes in the "Comments" field.
- 24. Click the "Save and Close" button to save this item.

Business Portal - Requisition Management Add Item: Death Star Use this page to add a new item to this purchase request, or to edit or view an existing item. Item Number * 1 Enter or select an item number Description Tye Fighters Enter or select a vendor. Account * 21-5022-00-10-5210 CDW GOVER Select an account number. Site 21 Enter or select a site. Price \$1,000,000.00 Enter price. Quantity * 2000									
Business Portal - Requisition Management Add Item: Death Star Use this page to add a new item to this purchase request, or to edit or view an existing item. Item Number * 1 Enter or select an item number Description Tye Fighters Enter the item you are requesting. Vendor * CDWGOVERNM CDWGOVERNM Enter or select a vendor. Account * 21-5022-00-10-5210 -Equipmen Select an account number. Site 21 Price \$1,000,000.00 Enter price. Quantity * 2000									
Add Item: Death Star Use this page to add a new item to this purchase request, or to edit or view an existing item. Item Number * Enter or select an item number Description Tye Fighters Enter the item you are requesting. Vendor * CDWGOVERNM CDW GOVER Enter or select a vendor. Account * 21-5022-00-10-5210 CDW GOVER Select an account number. Site 21 Fnice Enter or select a site. Price Enter or select a site. Price Enter price. Quantity * 2000	Business Portal - Requisition Management								
Use this page to add a new item to this purchase request, or to edit or view an existing item. Item Number * Enter or select an item number Description Tye Fighters Enter the item you are requesting. Vendor * CDWGOVERNM CDW GOVER Enter or select a vendor. Account * 21-5022-00-10-5210 CDW GOVER Select an account number. Site 21 Enter or select a site. Price Enter or select a site. Price Enter price. Quantity * 2000	Add Item: Death Star								
Use this page to add a new item to this purchase request, or to edit or view an existing item. Item Number • Enter or select an item number Description Tye Fighters Enter the item you are requesting. Vendor • CDWGOVERNM CDW GOVER Enter or select a vendor. Account • 21-5022-00-10-5210 CDW GOVER Select an account number. Site 21 Enter or select a site. Price Enter or select a site. Price Enter price. Quantity • 2000									
Item Number * 1 Enter or select an item number Description Tye Fighters Enter the item you are requesting. Vendor * CDWGOVERNM CDW GOVER Enter or select a vendor. Account * 21-5022-00-10-5210 - Equipmen Select an account number. Site 21									
Item Number * 1 Enter or select an item number Description Tye Fighters Enter the item you are requesting. Vendor * CDWGOVERNM Enter or select a vendor. Account * 21-5022-00-10-5210 Select an account number. Site 21 Enter or select a site. Price Enter or select a site. Price Enter price. Quantity * 2000									
Enter or select an item number Description Tye Fighters Enter the item you are requesting. Vendor * CDWGOVERNM Enter or select a vendor. Account * 21-5022-00-10-5210 Select an account number. Site 21 Enter or select a site. Price \$1,000,000.00 Enter price. Quantity *									
Description Tye Fighters Enter the item you are requesting. Vendor * CDWGOVER.M CDW GOVER Enter or select a vendor. Account * 21-5022-00-10-5210 -Equipmen Select an account number. Site 21									
Enter the item you are requesting. Vendor * CDWGOVERNM Enter or select a vendor. Account * 21-5022-00-10-5210 Select an account number. Site 21 Price \$1,000,000.00 Enter price. Quantity *									
Vendor * CDWGOVERNM CDW GOVER Enter or select a vendor. Account * 21-5022-00-10-5210 - Equipmen Select an account number. Site 21									
Enter or select a vendor. Account * 21-5022-00-10-5210 Select an account number. Site 21 Enter or select a site. Price \$1,000,000.00 Enter price. Quantity *									
Account * 21-5022-00-10-5210 Select an account number. Site 21 Enter or select a site. Price \$1,000,000.00 Enter price. Quantity * 2000									
Select an account number. Site 21 Enter or select a site. Price \$1,000,000.00 Enter price. Quantity * 2000									
Site 21 Enter or select a site. Price \$1,000,000.00 Enter price. Quantity * 2000									
Enter or select a site. Price \$1,000,000.00 Enter price. Quantity * 2000									
Price \$1,000,000.00 Enter price. Quantity * 2000									
Enter price. Quantity * 2000									
Quantity * 2000									
Enter quantity you want to receive.									
Unit of Measure Each									
Enter the unit of measure.									
Extended Price \$2,000,000,000.00									
The extended price is automatically calculated (price × quantity)									
Required By 8/16/2012									
Select the date you need the item by.									
Comments									
* indicates a field is required before final approval									
Save and Close Cancel									
۲	•								

25. If your request exceeds your budget the following message will be displayed.



26. That concludes the adding of one item to a PO. If there is an additional item, click the "New Item" box to enter it.

Site Actions 👻 할	Browse Page							Company: <test></test>	▼ Will.Thompson ▼
Create a p	Employee Center > Purchase Request Details Create a purchase request.								
Home Employee Manager Company Search this site 👂								site 👂 🕜	
Purchase Request	t Details								
Title: * Requisition ID:	Death Star REQ0000020		Created	By: Will.Thompso 8/13/2012	on (will.thompson - CL ²				
Add items to your p	Add items to your purchase request, then save or submit the purchase request.								
🖃 New Item 💷	Edit Item 🗙 Delete Item 🖺	Printer-Friendly Version	🗓 Approval History 🕻	Go Back To Purchase F	Request List				
Item Number	Description Type Fighters	Vendor	Accou	nt 22-00-10-5210	Site	Required By 8/16/2012	Price	Quantity Unit	Extended Price
	i ye righters	CONCOVERIN	(2) 21/30	22-00-10-0210	21	0/10/2012	\$1,000,000.00	My approval limit: \$0.00	\$2,000,000,000.00

27. Repeat steps 8 through 26 for every additional item.

ſ	RequisitionLine W	/ebpage Dialog	x							
	Business Portal - Reg	usition Management	0							
L	Add Itom Death Ctar									
L	Add Item: Death Star									
	Use this page to add a	a new item to this purchase request, or to edit or view an existing iter	m.							
L	Item Number *	Storm Trooper								
L		Enter or select an item number								
	Description									
		Enter the item you are requesting.								
	Vendor *	CDWGOVERNM DCDW GOVER								
1		Enter or select a vendor.								
	Account *	21-5022-00-10-5210 🔎 -Equipmen								
l		Select an account number.								
l	Site	21								
l		Enter or select a site.								
l	Price	\$0.00								
l		Enter price.								
l	Quantity *	1								
l		Enter quantity you want to receive.								
l	Unit of Measure									
l		Enter the unit of measure.								
l	Extended Price	\$0.00								
1		The extended price is automatically calculated (price × quantity)								
I	Required By	8/16/2012								
l	Comments	Select the date you need the item by.								
	comments	·								
l		Ψ								
II	* indicatos a field is m	aquired before final approval								
	malcates a nelu IS R	equirea perore milit approvai								
		Save and Close Cancel								
	4									
U	•		•							

28. When the PO is finished, you should get a result similar to the screen image below.

Site Actions 👻 😏	Browse Page						Cor	npany: <test></test>	▼ Will.Thompson ▼	
Create a	Employee Center > Purchase Request Details Create a purchase request.									
Home Employe	Home Employee Manager Company Search this atte 👂 🖗									
Purchase Reque	Purchase Request Details									
Title: * Requisition ID:	Title.* Desh Bar Created Byr Will.Thompson (will.thompson - CL) Requisition 10: E00000020 Created: 8/13/2012 Medified Dyr Will.Thompson (will.thompson - CL)									
Comments from V	Comments From Will,Thompson - CLARENDON) on 8/13/2012 Copied From :									
Review the items i	Review the items included in this purchase request and then approve it or perform one of the alternate tasks located under the More Tasks link.									
副 View Item 追Printer-Friendly Version 望Approval History 🥝 Go Back To Purchase Request List										
Item Number	Description	Vendor	۵	Account	Site	Required By	Price	Quantity Unit	Extended Price	
1	Tye Fighters	CDWGOVERNM	۵	21-5022-00-10-5210	21	8/16/2012	\$1,000.000.00	2000 Each	\$2,000,000,000.00	
2	Storm Trooper	CDWGOVERNM	۵.	21-5022-00-10-5210	21	8/16/2012	\$100.00	100000 Each	\$10,000,000.00	
3	Evil Dark Side Jedi	CDWGOVERNM	۵	21-5022-00-10-5210	21	8/16/2012	\$100,000.00	1 Each My approval limit: \$0.	\$100,000.00 \$2,010,100,000.00	

29. Important...IMPORTANT...IMPORTANT!!!! After you have finished the PO you will either "Save" it or "Submit" it. The "Save" and "Submit" buttons, as shown below are located at the bottom of the displayed image above. Select "<u>Save</u>" it if you plan to come back later and enter more items or edit any of the existing items. Select "<u>Submit</u>" it if the PO is complete and you are ready to send it on for approval and purchase.

Show More Tasks 😽	Save	Submit

30. Once the PO has been submitted the PO will appear in the Purchase Request List as shown below. Use this screen to check the status of a purchase request. You may also view the request by clicking the "View Request" icon. You may also copy the request and use it to create a new request by clicking the "Copy Request" icon.

→ → 📅 http://cc-sharepoint/BP/Employee/Requisition%20Management%20Pages/Purch 오 - Ċ × 📅 Purchase Requests										
File Edit View Favorites Tools Help										
Site Actions 🔹 💓 Browse Page										
Employee Center > Purchase Requests Create a purchase request.										
Home Employee Manager Company										
Employee Center	Purchase Request List									
Profile	To view the purchase request details, select the purchase request and click View Request.									
Pay	📾 New Request 💷 View Request 💷 Copy Request 💷 Edit Request									
Benefits	Filter by: My open requests 🔹									
Skills and Training	Requisition ID	Title	Total	Status	Created	Assigned To	Modified By	Modified		
Timecard Entry	REQ0000019	Will's Computer	\$20.00	Pending Final	6/6/2012	Phil Shirley	Annette Ferguson (an	6/6/2012		
HR Documents - Submitted by Me	REQ0000020	Death Star	\$2,010,100,0	Pending Final	8/13/2012	Annette Ferguson	Will.Thompson (will.th	8/13/2012		
HR Documents - Assigned to Me										
Purchase Requests										