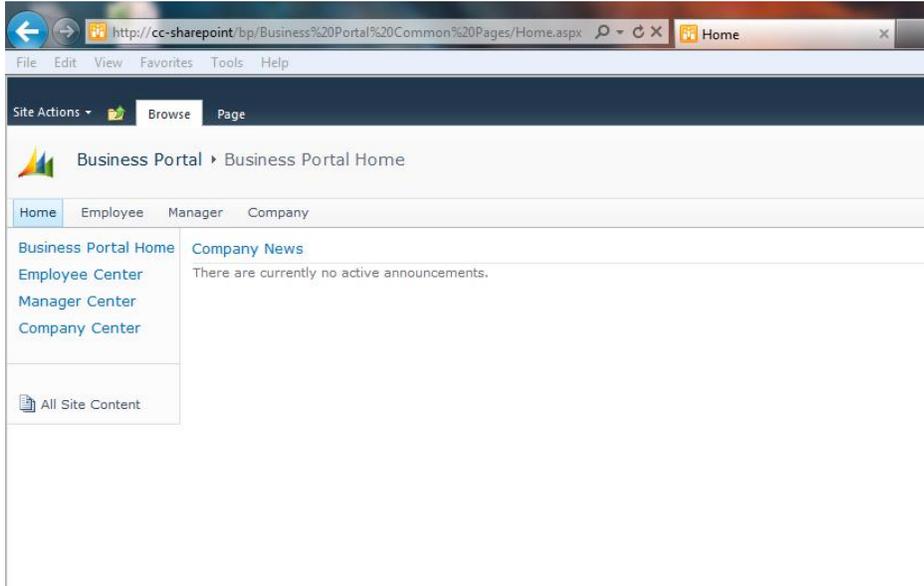
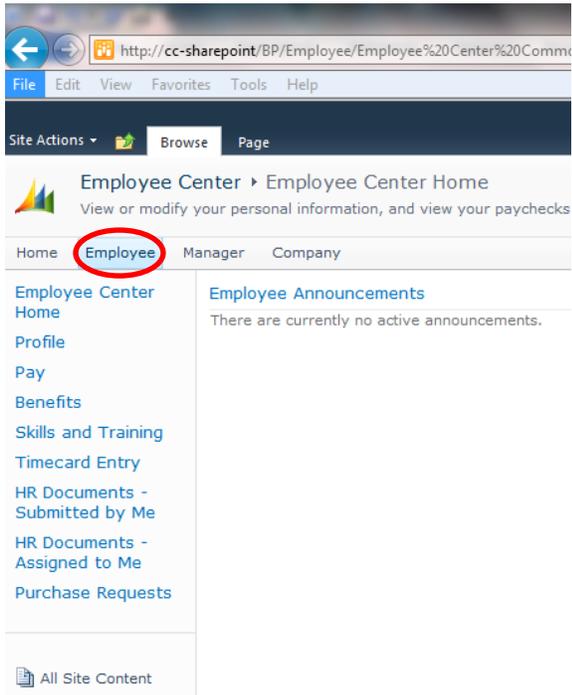


# How to Enter an Electronic PO

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

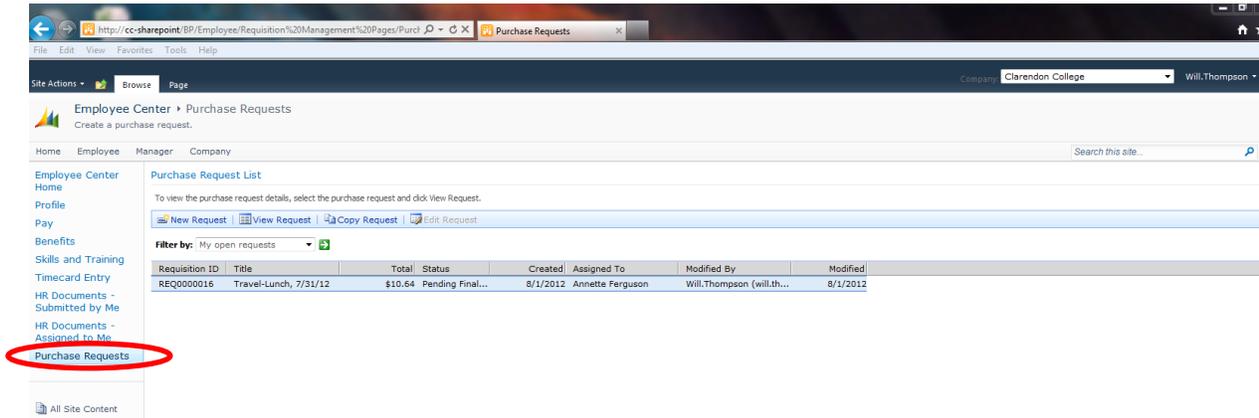


2. Click "Employee".

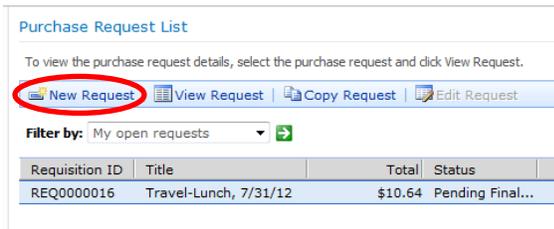


# How to Enter an Electronic PO

3. Click "Purchase Requests".

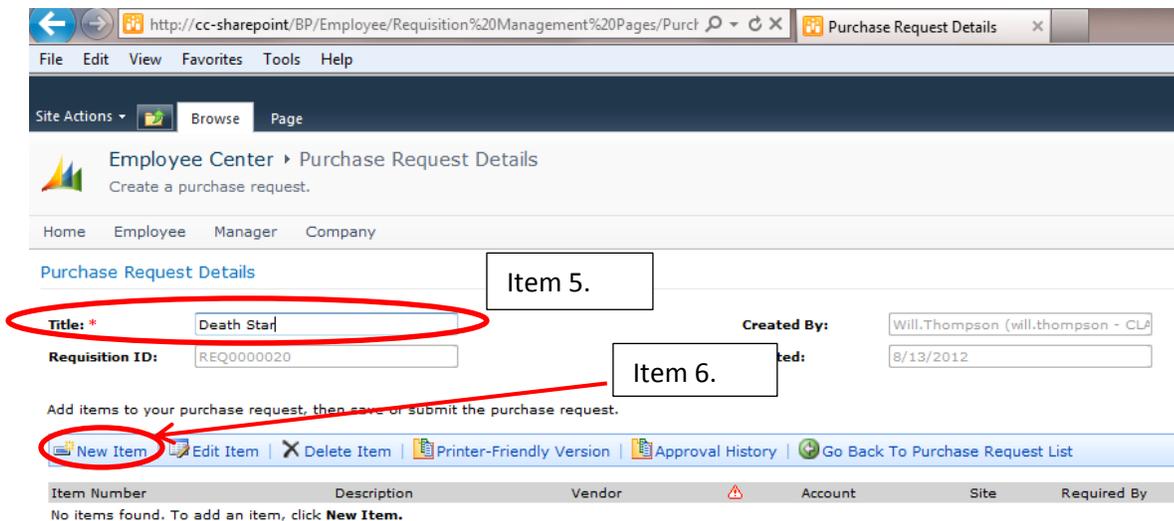


4. To start a new PO click "New Request".



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".



# How to Enter an Electronic PO

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.

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 \*

Description

Vendor \*

Account \*

Site

Price

Quantity \*

Unit of Measure

Extended Price

Required By

Comments

\* indicates a field is required before final approval

Save and Close Cancel

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.

Vendor \*

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.

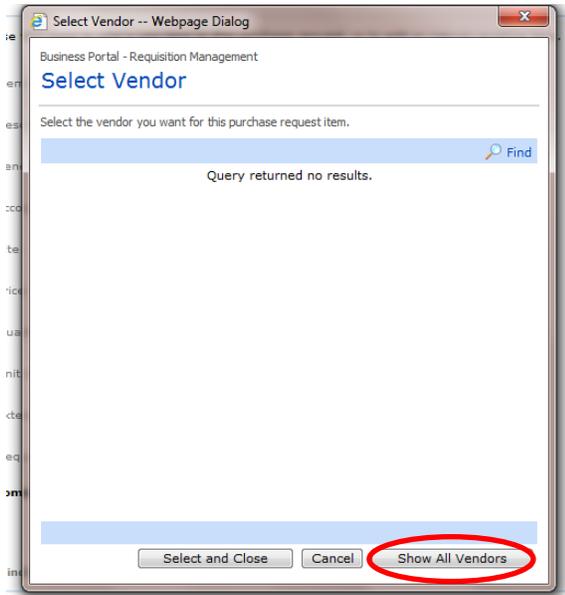
Error -- Webpage Dialog

The vendor does not exist. Enter or select another vendor.

OK

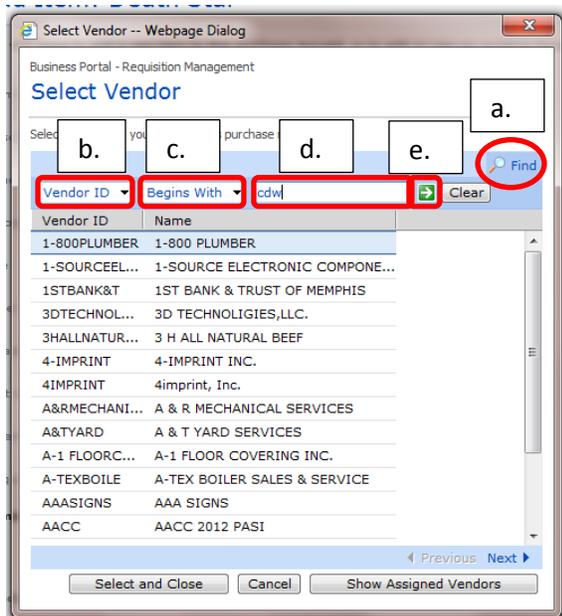
# How to Enter an Electronic PO

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).



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.)

- Click the “Find” link or magnifying glass icon,
- Select either “Vendor Name” or “Vendor ID” in the first box,
- Select “Begins With” in the next box,
- Then enter the first letter or letters of the vendor name,
- And then click the “green arrow” box.



# How to Enter an Electronic PO

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

Business Portal - Requisition Management

### Select Vendor

Select the vendor you want for this purchase request item.

Vendor ID Begins With  Find

Vendor ID	Name
CDWGOVERN	CDW GOVERNMENT INC

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.

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 \*

Description

Vendor \*   CDW GOVER...

Account \*

Site

Price

Quantity \*

Unit of Measure

Extended Price

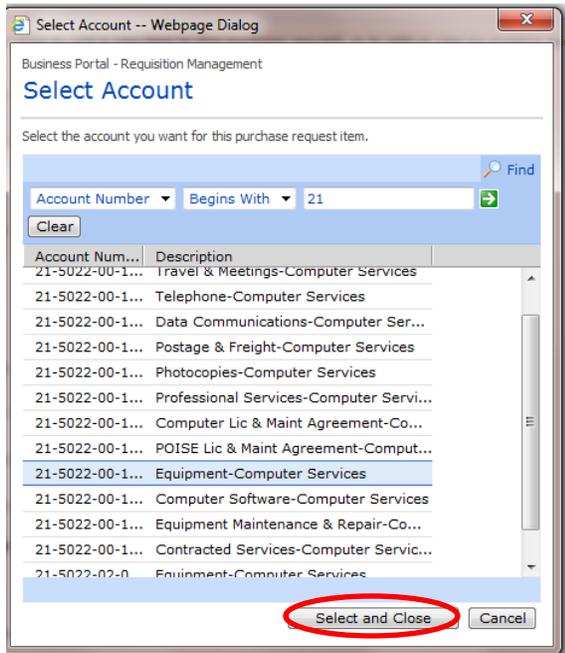
Required By

Comments

\* indicates a field is required before final approval

# How to Enter an Electronic PO

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



# How to Enter an Electronic PO

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 \*  Enter or select an item number

Description  Enter the item you are requesting.

Vendor \*  CDW GOVER... Enter or select a vendor.

Account \*  -Equipmen... Select an account number.

Site  Enter or select a site.

Price  Enter price.

Quantity \*  Enter quantity you want to receive.

Unit of Measure  Enter the unit of measure.

Extended Price  The extended price is automatically calculated (price x quantity)

Required By  Select the date you need the item by.

Comments

\* indicates a field is required before final approval

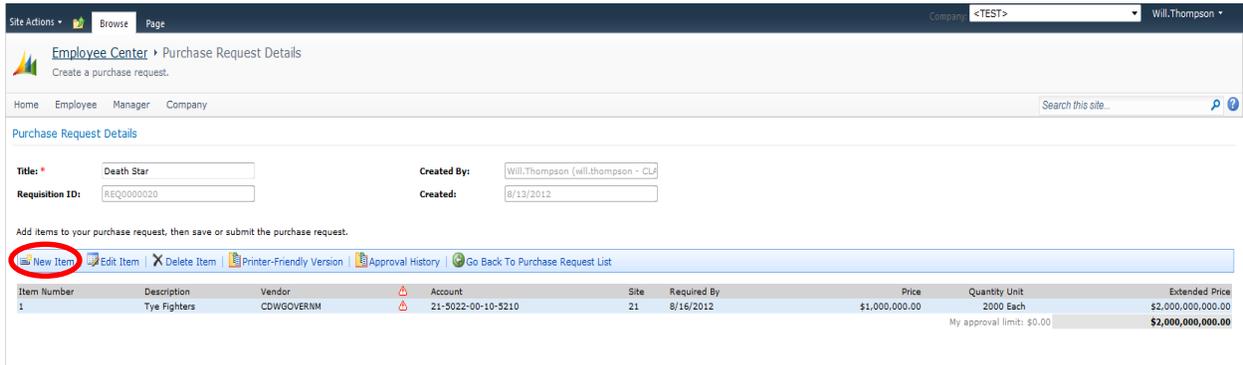
25. If your request exceeds your budget the following message will be displayed.

Question -- Webpage Dialog

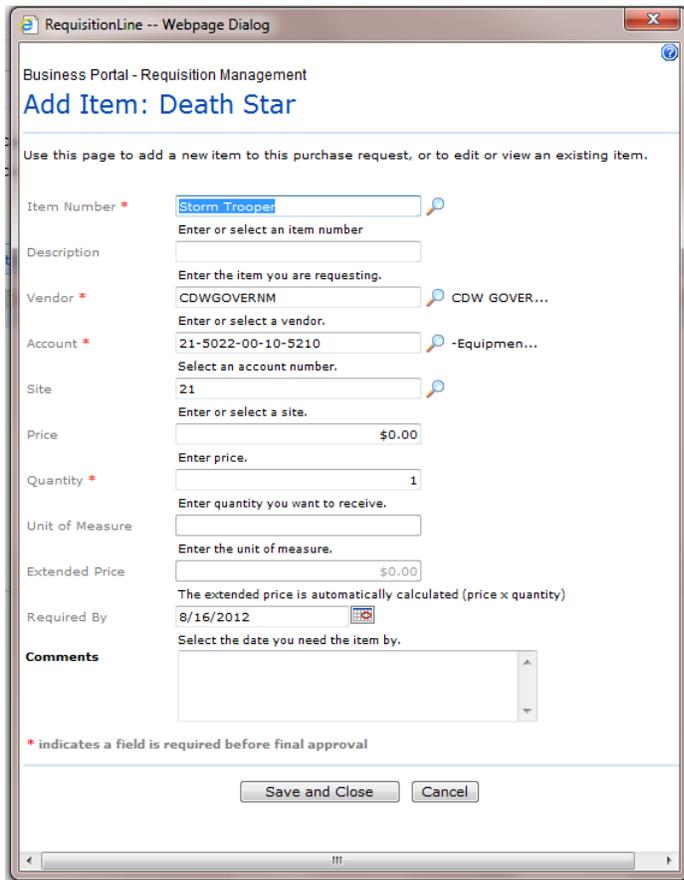
 The budget for account 21-5022-00-10-5210 has been exceeded by \$2,000,021,384.02. The budget amount for this account, including the variance, is \$150,829.95. Do you want to continue?

# How to Enter an Electronic PO

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.

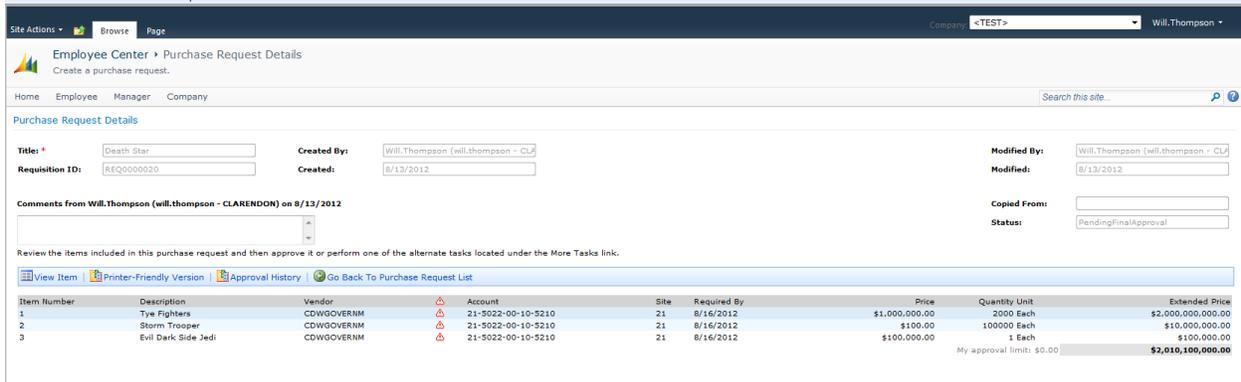


27. Repeat steps 8 through 26 for every additional item.



# How to Enter an Electronic PO

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



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 “Save” if you plan to come back later and enter more items or edit any of the existing items. Select “Submit” if the PO is complete and you are ready to send it on for approval and purchase.



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.

