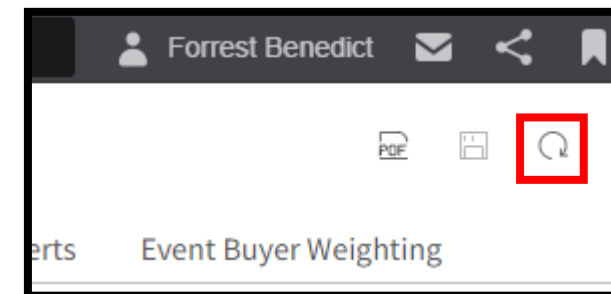


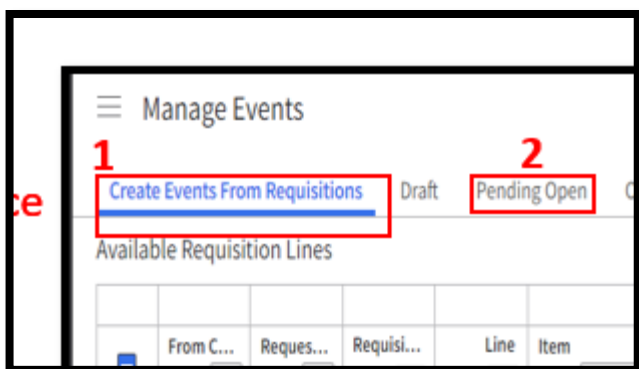
Luma Navigation Helps

- A. Click in numerical sequence ie 1, 2 ,3... to complete the page
- B. Fill in or click fields that have a around it or highlighted in yellow
- C. If you make changes to a page, ensure you save it before moving on
- D. Use the webpage back arrow to go to previous page.
- E. Refresh webpage if change/item can't be seen

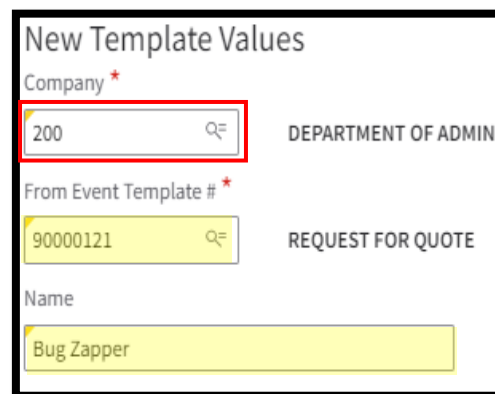
E



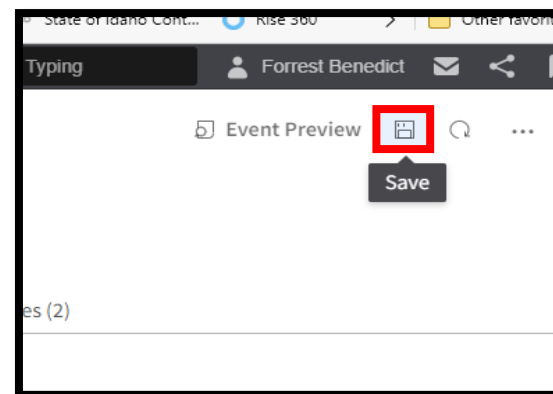
A



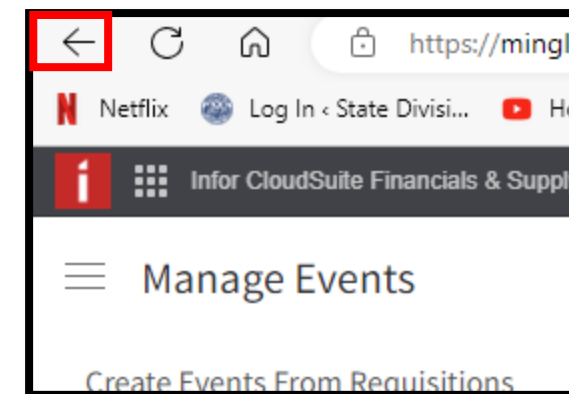
B



C



D



Create PO from Request

Selected for purchase order creation X

Buyer ▾

Forrest Benedict

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+ Manage Other Processes

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Settings ⓘ ?

Manage Purchase Requests

Create Purchase Orders from Requests

Available Requests

| | Company | Item | Description | Ven... | Purcha... | Buyer | System | Source... | Line | Reques... | Requesti... | Req... | Priority | Ship To... | PO Code | Quantity | Buy UOM | Unit |
|-------------------------------------|---------|-------------|--|--------|-----------|--------|--------------|-----------|------|-----------|-------------|--------|----------|------------|---------|----------|---------|------|
| <input type="checkbox"/> | 200 | 703425 | Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 | 30338 | P-99 | | Requisitions | 482 | 1 | 273932 | 200-1200 | | | MAIN | | 2.0000 | EA | 5 |
| <input type="checkbox"/> | 200 | 422515 | Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 | 30338 | P-99 | | Requisitions | 482 | 2 | 273932 | 200-1200 | | | MAIN | | 4.0000 | EA | 3 |
| <input type="checkbox"/> | 200 | TUL PENS | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 3 | 273932 | 200-1200 | | | MAIN | | 1.0000 | 12 | 0 |
| <input type="checkbox"/> | 200 | TUL GEL PEN | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 4 | 273932 | 200-1200 | | | MAIN | | 1.0000 | 12 | 0 |
| <input type="checkbox"/> | 200 | 727611 | Office Depot(R) Brand Color Copier Paper, Ledger Size (11 x | 30338 | P-99 | | Requisitions | 484 | 1 | 285811 | 200-7100 | | | CMPS | | 4.0000 | CA | 63 |
| <input type="checkbox"/> | 200 | 294152 | Alliance(R) Postal Bands, Size #64, 3 1/2 x 1/4 | 30338 | P-99 | | Requisitions | 485 | 1 | 285811 | 200-7100 | | | CMPS | | 5.0000 | BG | 10 |
| <input type="checkbox"/> | 200 | 498949 | Five Star(R) Notebook, 8 1/2 x 11, 5 Subjects, College Ruled | 30338 | P-99 | | Requisitions | 490 | 1 | 266840 | 200-3010 | | | CMPS | | 1.0000 | EA | 9 |
| <input checked="" type="checkbox"/> | 200 | 203349 | Sharpie(R) Fine Point Permanent Markers, Gray Barrel, Black | 30338 | P-99 | 266840 | Requisitions | 491 | 1 | 266840 | 200-3010 | | | CMPS | | 1.0000 | DZ | 8 |

1

Select

2

Selected Requests

Create Purchase Order + Append to Purchase Order Remove ...

| | Comp... | Item | Descri... | Ve... | Bu... | Opera... | Sourc... | Line | Reque... | Re... | Quan... | Buy U... | Unit ... | Total... |
|--------------------------|---------|------|-----------|-------|-------|----------|----------|------|----------|-------|---------|----------|----------|----------|
| <input type="checkbox"/> | | | | | | | | | | | | | | |

No Purchase Order Requests Selected

Select available Purchase Order Requests from list above.

Recently Created Purchase Orders

| | Com... | P... | Buyer | Date | Vendor | Status |
|--------------------------|--------|------|----------------------|------------|---|------------|
| <input type="checkbox"/> | 957 | 250 | VOLMER, SANDRA K. | 12/1/2023 | MCKESSON CORP | Printed |
| <input type="checkbox"/> | 957 | 249 | SAYER, NICOLE L. | 12/1/2023 | FACEBOOK INC | Released.1 |
| <input type="checkbox"/> | 957 | 248 | FAVELA, JOSE A. | 11/29/2023 | WAXIES ENTERPRISES INC | Printed |
| <input type="checkbox"/> | 957 | 247 | CORBETT, WILLIAM J. | 11/28/2023 | IDAHO ASSOC OF COUNTY ASSESSOR | Printed |
| <input type="checkbox"/> | 957 | 246 | WADDELL, PATRICIA | 11/28/2023 | US BANK NATIONAL ASSOCIATION - PCARD | Printed |
| <input type="checkbox"/> | 957 | 245 | STODDARD, ANGELEE M. | 11/28/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Printed |
| <input type="checkbox"/> | 957 | 244 | STODDARD, ANGELEE M. | 11/28/2023 | PCARD GENERIC VENDOR | Printed |
| <input type="checkbox"/> | 957 | 243 | STODDARD, ANGELEE M. | 11/28/2023 | PCARD GENERIC VENDOR | Printed |
| <input type="checkbox"/> | 957 | 242 | STODDARD, ANGELEE M. | 11/28/2023 | PCARD GENERIC VENDOR | Printed |
| <input type="checkbox"/> | 957 | 241 | FAVELA, JOSE A. | 11/28/2023 | PCARD GENERIC VENDOR | Printed |
| <input type="checkbox"/> | 957 | 240 | VOLMER, SANDRA K. | 11/24/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledc |
| <input type="checkbox"/> | 957 | 239 | CARPEL, CHRISTINA | 11/22/2023 | PCARD GENERIC VENDOR | Printed |

Create PO from Request

Buyer ▼

Forrest Benedict

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🔍 Search

Manage Purchase Requests

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+ Manage Suppliers

Refresh Buyer Cubes

Alerts

Purchase Order Acknowledgements

Create Report

Set 'As Of Date'

Manage Purchase Requests

Create Purchase Orders from Requests Purchase Requests Purchase Orders

Available Requests

| <input type="checkbox"/> | Company | Item | Description | Ven... | Purcha... | Buyer | System | Source... | Line | Reques... | Requesti... | Req... | Priority | Ship To... | PO Code | Qu... |
|--------------------------|---------|-------------|--|--------|-----------|-------|--------------|-----------|------|-----------|-------------|--------|----------|------------|---------|-------|
| <input type="checkbox"/> | 200 | 703425 | Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 | 30338 | P-99 | | Requisitions | 482 | 1 | 273932 | 200-1200 | | | MAIN | | |
| <input type="checkbox"/> | 200 | 422515 | Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 | 30338 | P-99 | | Requisitions | 482 | 2 | 273932 | 200-1200 | | | MAIN | | |
| <input type="checkbox"/> | 200 | TUL PENS | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 3 | 273932 | 200-1200 | | | MAIN | | |
| <input type="checkbox"/> | 200 | TUL GEL PEN | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 4 | 273932 | 200-1200 | | | MAIN | | |
| <input type="checkbox"/> | 200 | 727611 | Office Depot(R) Brand Color Copier Paper, Ledger Size (11 x | 30338 | P-99 | | Requisitions | 484 | 1 | 285811 | 200-7100 | | | CMPS | | |
| <input type="checkbox"/> | 200 | 294152 | Alliance(R) Postal Bands, Size #64, 3 1/2 x 1/4 | 30338 | P-99 | | Requisitions | 485 | 1 | 285811 | 200-7100 | | | CMPS | | |
| <input type="checkbox"/> | 200 | 498949 | Five Star(R) Notebook, 8 1/2 x 11, 5 Subjects, College Ruled | 30338 | P-99 | | Requisitions | 490 | 1 | 266840 | 200-3010 | | | CMPS | | |

- 1 Removes Request from this list And populates back to the "Create Purchase Orders...List"
- 2 "Created Purchase Orders" move to the "Recently Created Purchase Orders"

- This Step releases the PO
 - Need to Issue PO to order

Selected Requests

| <input type="checkbox"/> | Com... | Item | Description | Ve... | B... | Oper... | Sour... | Line | Requ... | Re... |
|-------------------------------------|--------|--------|---|-------|-------|---------|---------|------|---------|-------|
| <input checked="" type="checkbox"/> | 200 | 203349 | Sharpie(R) Fine Point Permanent Markers, Gray Barrel, Black | 30338 | 26... | 200 | 491 | 1 | 26... | |
| Total | | | | | | | | | | |

NOTE: Double Click Line Item to View

Recently Created Purchase Orders

| <input type="checkbox"/> | Com... | P... | Buyer | Date | Vendor |
|--------------------------|--------|------|----------------------|------------|--------------------------------------|
| <input type="checkbox"/> | 957 | 250 | VOLMER, SANDRA K. | 12/1/2023 | MCKESSON CORP |
| <input type="checkbox"/> | 957 | 249 | SAYER, NICOLE L. | 12/1/2023 | FACEBOOK INC |
| <input type="checkbox"/> | 957 | 248 | FAVELA, JOSE A. | 11/29/2023 | WAXIES ENTERPRISES INC |
| <input type="checkbox"/> | 957 | 247 | CORBETT, WILLIAM J. | 11/28/2023 | IDAHO ASSOC OF COUNTY ASSESSOR |
| <input type="checkbox"/> | 957 | 246 | WADDELL, PATRICIA | 11/28/2023 | US BANK NATIONAL ASSOCIATION - PCARD |
| <input type="checkbox"/> | 957 | 245 | STODDARD, ANGELEE M. | 11/28/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS |
| <input type="checkbox"/> | 957 | 244 | STODDARD, ANGELEE M. | 11/28/2023 | PCARD GENERIC VENDOR |
| <input type="checkbox"/> | 957 | 243 | STODDARD, ANGELEE M. | 11/28/2023 | PCARD GENERIC VENDOR |
| <input type="checkbox"/> | 957 | 242 | STODDARD, ANGELEE M. | 11/28/2023 | PCARD GENERIC VENDOR |
| <input type="checkbox"/> | 957 | 241 | FAVELA, JOSE A. | 11/28/2023 | PCARD GENERIC VENDOR |
| <input type="checkbox"/> | 957 | 240 | VOLMER, SANDRA K. | 11/24/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS |
| <input type="checkbox"/> | 957 | 239 | CAPEL, CHRISTINA | 11/22/2023 | PCARD GENERIC VENDOR |

Create PO from Request

Buyer

Forrest Benedict

Manage Purchase Requests

Manage Purchase Orders

Manage Other Processes

Manage Suppliers

Refresh Buyer Cubes

Alerts

Purchase Order Acknowledgements

Create Report

Set 'As Of Date'

Manage Purchase Requests

Create Purchase Orders from Requests | Purchase Requests | Purchase Orders

Available Requests

| Company | Item | Description |
|---------|-------------|--|
| 200 | 703425 | Cambridge(R) Limited(R) 30 Recycled Business N |
| 200 | 422515 | Cambridge(R) Limited(R) 30 Recycled Business N |
| 200 | TUL PENS | TUL® Retractable Gel Pens, Medium Point, 0.7 mm |
| 200 | TUL GEL PEN | TUL® Retractable Gel Pens, Medium Point, 0.7 mm |
| 200 | 727611 | Office Depot(R) Brand Color Copier Paper, Ledger |
| 200 | 294152 | Alliance(R) Postal Bands, Size #64, 3 1/2 x 1/4 |
| 200 | 498949 | Five Star(R) Notebook, 8 1/2 x 11, 5 Subjects, Col |

Selected Requests

| Com... | Item | Description | Ve... |
|--------|--------|---|-------|
| 200 | 203349 | Sharpie(R) Fine Point Permanent Markers, Gray Barrel, Black | |
| Total | | | |

Create Purchase Order

Create Purchase Order

Selected purchase request: 1

Purchasing Company
200 DEPARTMENT OF ADMINISTRATION

Purchase requests for selected company will be processed.

New Purchase Order Values

Vendor
30338 FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC

Purchase From Location
P-99 PUNCHOUT VENDOR - FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC

Buyer
266840

Early Delivery Date
12/15/2023

This will default dates from purchase request

PO Code Override

Creation Options

Release Purchase Order Combine to a single PO Line

A Notification will be sent after the Purchase Order is created. View 'My Actions' to see the Purchase Order creation status.

Cancel **Submit**

Create PO from Request

NOTE: Refresh Screen to update any changes

PO Status

- **Unreleased** – In System but no PO created
- **Issued for EDI** - Punchout PO that has been issued and is waiting to be sent to the vendor (*automatically sends*)
- **Transmitted via EDI Successful** - Punchout PO that has been issued and successfully sent to the vendor

Buyer ▼

Forrest Benedict

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Manage Purchase Requests

Create Purchase Orders from Requests | Purchase Requests | Purchase Orders

Available Requests

| | Company | Item | Description | Ven... | Purcha... | Buyer | System | Source... | Line | Reques... | Requesti... | Req... | Priority | Ship To... | PO Code | Quantity | Buy UOM | Unit Cost | Total C... |
|--------------------------|---------|-------------|--|--------|-----------|-------|--------------|-----------|------|-----------|-------------|--------|----------|------------|---------|----------|---------|-----------|------------|
| <input type="checkbox"/> | 200 | 703425 | Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 | 30338 | P-99 | | Requisitions | 482 | 1 | 273932 | 200-1200 | 0 | | MAIN | | 2.0000 | EA | 5.9800 | 11 |
| <input type="checkbox"/> | 200 | 422515 | Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 | 30338 | P-99 | | Requisitions | 482 | 2 | 273932 | 200-1200 | 0 | | MAIN | | 4.0000 | EA | 3.4800 | 13 |
| <input type="checkbox"/> | 200 | TUL PENS | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 3 | 273932 | 200-1200 | 0 | | MAIN | | 1.0000 | 12 | 0.0000 | 0 |
| <input type="checkbox"/> | 200 | TUL GEL PEN | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 4 | 273932 | 200-1200 | 0 | | MAIN | | 1.0000 | 12 | 0.0000 | 0 |
| <input type="checkbox"/> | 200 | 727611 | Office Depot(R) Brand Color Copier Paper, Ledger Size (11 x | 30338 | P-99 | | Requisitions | 484 | 1 | 285811 | 200-7100 | 0 | | CMPS | | 4.0000 | CA | 63.5900 | 254 |
| <input type="checkbox"/> | 200 | 294152 | Alliance(R) Postal Bands, Size #64, 3 1/2 x 1/4 | 30338 | P-99 | | Requisitions | 485 | 1 | 285811 | 200-7100 | 0 | | CMPS | | 5.0000 | BG | 10.0900 | 50 |
| <input type="checkbox"/> | 200 | 498949 | Five Star(R) Notebook, 8 1/2 x 11, 5 Subjects, College Ruled | 30338 | P-99 | | Requisitions | 490 | 1 | 266840 | 200-3010 | | | CMPS | | 1.0000 | EA | 9.9900 | 9 |

Selected Requests

Create Purchase Order | Append to Purchase Order | Remove

| | Comp... | Item | Descri... | Ve... | Bu... | Opera... | Sourc... | Line | Reque... | Re... | Quan... | Buy U... | Unit ... | Total ... |
|--------------------------|---------|------|-----------|-------|-------|----------|----------|------|----------|-------|---------|----------|----------|-----------|
| <input type="checkbox"/> | | | | | | | | | | | | | | |

No Purchase Order Requests Selected

Select available Purchase Order Requests from list above.

Recently Created Purchase Orders

| | Company | P... | Buyer | Date | Vendor | Status |
|-------------------------------------|---------|------|-------------------------|------------|---|---------------------|
| <input checked="" type="checkbox"/> | 200 | 371 | BENEDICT II, FORREST T. | 12/15/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Unreleased |
| <input type="checkbox"/> | 200 | 370 | Giffins, Lori Ann K. | 11/30/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledged: Ack |
| <input type="checkbox"/> | 200 | 369 | Giffins, Lori Ann K. | 11/30/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledged: Ace |
| <input type="checkbox"/> | 200 | 368 | Giffins, Lori Ann K. | 11/29/2023 | GEM STATE PAPER & SUPPLY COMPANY | Printed |
| <input type="checkbox"/> | 200 | 367 | Giffins, Lori Ann K. | 11/29/2023 | WW GRAINGER INC | Transmitted via EDI |
| <input type="checkbox"/> | 200 | 366 | Giffins, Lori Ann K. | 11/29/2023 | BOISE APPLIANCE & REFRIGERATION CO | Printed |
| <input type="checkbox"/> | 200 | 365 | Giffins, Lori Ann K. | 11/29/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledged: Acc |
| <input type="checkbox"/> | 200 | 364 | Giffins, Lori Ann K. | 11/28/2023 | B&H FOTO & ELECTRONICS CORP | Needs approval |
| <input type="checkbox"/> | 200 | 363 | Giffins, Lori Ann K. | 11/27/2023 | BRADY COMPANIES LLC | Printed |
| <input type="checkbox"/> | 200 | 362 | Giffins, Lori Ann K. | 11/27/2023 | WW GRAINGER INC | Transmitted via EDI |
| <input type="checkbox"/> | 200 | 361 | Giffins, Lori Ann K. | 11/27/2023 | BRADY COMPANIES LLC | Printed |
| <input type="checkbox"/> | 200 | 360 | Giffins, Lori Ann K. | 11/27/2023 | CINTAS CORPORATION | Printed |

Double Click PO to View/Release

Create PO from Request

- Verify all information is correct
- 1 Select "Release" when done

Current Status

1

Release



Purchase Order 374

Company
200 - DEPARTMENT OF ADMINISTRATION

Purchase Order
374

Total
9.99 USD

Status
Unreleased

Main Lines Header Details Addresses Totals Line Defaults Retainage Add On Charges Comments Vendor Information User Fields ECF

Buyer

266840

Purchase From

P-99

PUNCHOUT VENDOR - FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC

Purchase Order Date

12/18/2023

Reference 1

PO Code

Vendor *

30338

FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC

Ship To *

CMPS

ADMIN CAPITOL MALL CENTRAL POSTAL SERVICES

Delivery Date

12/18/2023

Reference 2

Create PO from Request

- Once Released the PO goes for approval
 - Takes just a few minutes to get the following email

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE clicking on them. Contact the helpdesk or agency service desk with any concerns.

The request for Purchase Order Number 205 has been approved. Approval process is complete. Please find the details below.

Purchase Order Number: 205

Requester Name: Mark Ward

Agency: 200

Purchase Order Amount: 188.91

Status: Approved

The following information is for IT reference purposes only:

Data Area: IDAHO_PRD_FSM

Process Name: WFS022_W_IDPurchaseOrderApproval

Process Version: 5

Workunit: 948238

Create PO from Request

- Status changes from “Unreleased” to “Released. Not Issued”
- Right click on PO or Double Click PO to issue it

Buyer ▾

Forrest Benedict

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 Create Purchase Orders from Requests
 Purchase Requests
 Purchase Orders

Available Requests

| <input type="checkbox"/> | Company | Item | Description | Ve... | Purc... | B... | System | Sour... | Line | Requ... | Request... | Requ... | Priority | Ship ... | PO C... | Quan... | Buy U... | Unit Cost | Total C |
|--------------------------|---------|-------------------------------|--|-------|---------|-------|--------------|---------|------|---------|------------|---------|----------|----------|---------|---------|----------|--------------|---------|
| <input type="checkbox"/> | 190 | SC-48Z-UM EQUIVALENT | AC unit, Split Mount, 48,000BTU/4 Ton, Wall Mount, Single Zn | | | 28... | Requisitions | 32 | 2 | 26... | 190-2010 | | | PSC3 | | 1.0000 | EA | 7,000.0000 | 7,000 |
| <input type="checkbox"/> | 190 | 1 | Enhanced Fire Audit | | | 27... | Requisitions | 46 | 1 | 27... | 190-6020 | | | MAIN | | 1.0000 | 10 | 500,000.0000 | 500,000 |
| <input type="checkbox"/> | 190 | INSTRUCTOR SERVICES | IOEM-FARNSWORTH-CHUBBUCK | | | 30... | Requisitions | 243 | 1 | 28... | 190-6020 | | | MAIN | | 1.0000 | EA | 840.0000 | 840 |
| <input type="checkbox"/> | 190 | YG D60-586 | D5-Yukon high performance replacement ring & pinion gear set | 32218 | | 29... | Requisitions | 261 | 1 | 26... | 190-2010 | | | PSC3 | | 1.0000 | ST | 550.0000 | 550 |
| <input type="checkbox"/> | 200 | 703425 | Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 | 30338 | P-99 | | Requisitions | 482 | 1 | 27... | 200-1200 | | | MAIN | | 2.0000 | EA | 5.9800 | 11.96 |
| <input type="checkbox"/> | 200 | TUL PENS | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 3 | 27... | 200-1200 | | | MAIN | | 1.0000 | 12 | 0.0000 | 0.0000 |
| <input type="checkbox"/> | 200 | TUL GEL PEN | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 4 | 27... | 200-1200 | | | MAIN | | 1.0000 | 12 | 0.0000 | 0.0000 |
| <input type="checkbox"/> | 200 | 727611 | Office Depot(R) Brand Color Copier Paper, Ledger Size (11 x | 30338 | P-99 | | Requisitions | 484 | 1 | 28... | 200-7100 | | | CMPS | | 4.0000 | CA | 63.5900 | 254.36 |
| <input type="checkbox"/> | 200 | 294152 | Alliance(R) Postal Bands, Size #64, 3 1/2 x 1/4 | 30338 | P-99 | | Requisitions | 485 | 1 | 28... | 200-7100 | | | CMPS | | 5.0000 | BG | 10.0900 | 50.45 |
| <input type="checkbox"/> | 220 | TEMP STAFFING FOR FINANCE | Temporary Staffing for Finance | 33655 | | | Requisitions | 39 | 1 | 26... | 220-2008 | | | MAIN | | 1.0000 | EA | 25,507.0000 | 25,507 |
| <input type="checkbox"/> | 220 | BREKKY OR DINNER W/JOURNALIST | meal w/ journalist Heide Brandes, paying with personal card | | | | Requisitions | 53 | 1 | 25... | 220-3003 | | | MAIN | | 1.0000 | EA | 100.0000 | 100 |
| <input type="checkbox"/> | 220 | DINNER | Dinner with travel writer James Draven | | | | Requisitions | 68 | 1 | 27... | 220-3003 | | | MAIN | | 1.0000 | EA | 100.0000 | 100 |

Selected Requests

Create Purchase Order
 Append to Purchase Order
 Remove

| <input type="checkbox"/> | Comp... | Item | Descri... | Ve... | Bu... | Opera... | Sour... | Line | Reque... | Re... | Quan... | Buy U... | Unit ... | Total ... |
|---|---------|------|-----------|-------|-------|----------|---------|------|----------|-------|---------|----------|----------|-----------|
|  <p>No Purchase Order Requests Selected</p> <p>Select available Purchase Order Requests from list above.</p> | | | | | | | | | | | | | | |

Recently Created Purchase Orders

| <input type="checkbox"/> | Company | P... | Buyer | Date | Vendor | Status |
|--------------------------|---------|------|-------------------------|------------|---|-----------------------|
| <input type="checkbox"/> | 200 | 374 | BENEDICT II, FORREST T. | 12/18/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Released. Not issued |
| <input type="checkbox"/> | 200 | 372 | BENEDICT II, FORREST T. | 12/15/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Canceled |
| <input type="checkbox"/> | 200 | 371 | BENEDICT II, FORREST T. | 12/15/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Issued for EDI |
| <input type="checkbox"/> | 200 | 370 | Giffins, Lori Ann K. | 11/30/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledged: Ack - |
| <input type="checkbox"/> | 200 | 369 | Giffins, Lori Ann K. | 11/30/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledged: Accep |
| <input type="checkbox"/> | 200 | 368 | Giffins, Lori Ann K. | 11/29/2023 | GEM STATE PAPER & SUPPLY COMPANY | Printed |
| <input type="checkbox"/> | 200 | 367 | Giffins, Lori Ann K. | 11/29/2023 | WW GRAINGER INC | Transmitted via EDI S |
| <input type="checkbox"/> | 200 | 366 | Giffins, Lori Ann K. | 11/29/2023 | BOISE APPLIANCE & REFRIGERATION CO | Printed |
| <input type="checkbox"/> | 200 | 365 | Giffins, Lori Ann K. | 11/29/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledged: Accep |
| <input type="checkbox"/> | 200 | 364 | Giffins, Lori Ann K. | 11/28/2023 | B&H FOTO & ELECTRONICS CORP | Needs approval |
| <input type="checkbox"/> | 200 | 363 | Giffins, Lori Ann K. | 11/27/2023 | BRADY COMPANIES LLC | Printed |
| <input type="checkbox"/> | 200 | 362 | Giffins, Lori Ann K. | 11/27/2023 | WW GRAINGER INC | Transmitted via EDI S |

Create PO from Request

The screenshot shows a software interface with a table of requests at the top. Below it, a 'Selected Requests' section is empty, displaying a message: 'No Purchase Order Requests Selected. Select available Purchase Order Requests from list above.' A context menu is open over this section, listing various actions. The 'Issue Final' option is highlighted with a red box.

| Req | Item | Description | Quantity | Unit | Request Type | Vendor | Amount | Status |
|-----|-------------------------------|--|----------|------|--------------|--------|--------|----------------|
| 190 | YG 060-586 | D5-Yukon high performance replacement ring & pinion gear set | 32216 | | Requisitions | PSC3 | 1.0000 | ST 550.0000 |
| 200 | 703425 | Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 | 30338 | P-99 | Requisitions | MAIN | 2.0000 | EA 5.9800 |
| 200 | TUL PENS | TUL* Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | Requisitions | MAIN | 1.0000 | 12 0.0000 |
| 200 | TUL GEL PEN | TUL* Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | Requisitions | MAIN | 1.0000 | 12 0.0000 |
| 200 | 727611 | Office Depot(R) Brand Color Copier Paper, Ledger Size (11 x | 30338 | P-99 | Requisitions | CMPS | 4.0000 | CA 63.5900 |
| 200 | 294152 | Alliance(R) Postal Bands, Size #64, 3 1/2 x 1/4 | 30338 | P-99 | Requisitions | CMPS | 5.0000 | BG 10.0900 |
| 220 | TEMP STAFFING FOR FINANCE | Temporary Staffing for Finance | 33655 | | Requisitions | MAIN | 1.0000 | EA 25,507.0000 |
| 220 | BREKKY OR DINNER W/JOURNALIST | meal w/ Journalist Heide Brandes, paying with personal card | | | Requisitions | MAIN | 1.0000 | EA 100.0000 |
| 220 | DINNER | Dinner with travel writer James Draven | | | Requisitions | MAIN | 1.0000 | EA 100.0000 |

Selected Requests

Create Purchase Order + Append to Purchase Order Remove ...

Recently Created

- Open
- Search
- 200 Create
- 200 Create From Blanket
- 200 Create From Purchase Order
- 200 Create From Template
- 200 Quick Create
- 200 Cancel Purchase Order
- 200 Delete
- 200 Issue Final
- 200 Resequence
- 200 Update
- 200 Options
- Drill Around*

• Right Click Option

The screenshot shows a detailed view of Purchase Order 374. The 'Issue Final' button is highlighted with a red box. An arrow points from the 'Current Status' text to the 'Released, Not issued' status.

Purchase Order 374

Company: 200 - DEPARTMENT OF ADMINISTRATION
Purchase Order: 374
Total: 9.99 USD

Status: Released, Not issued

Buyer: 266840
Purchase From: P-99 PUNCHOUT VENDOR - FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC
Purchase Order Date: 12/18/2023

Vendor: 30338 FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC
Ship To: CMPS ADMIN CAPITOL MALL CENTRAL POSTAL SERVICES
Delivery Date: 12/18/2023

Current Status

• Double Click Option

Create PO from Request

1 Status Changes to Issued

Forrest Benedict

Home

Manage Purchase Requests

Manage Purchase Orders

+ Manage Other Processes

+ Manage Suppliers

Refresh Buyer Cubes

Alerts

Purchase Order Acknowledgements

Create Report

Set 'As Of Date'


Settings

Create Purchase Orders from Requests
Purchase Requests
Purchase Orders

Available Requests

| <input type="checkbox"/> | Company | Item | Description | Ve... | Purc... | B... | System | Sour... | Line | Requ... | Request... | Requ... | Priority | Ship ... | PO C... | Quan... | Buy U... | Unit Cost | Total |
|--------------------------|---------|-------------------------------|--|-------|---------|-------|--------------|---------|------|---------|------------|---------|----------|----------|---------|---------|----------|--------------|-------|
| <input type="checkbox"/> | 190 | SC-48Z-UM EQUIVALENT | AC unit, Split Mount, 48,000BTU/4 Ton, Wall Mount, Single Zn | | | 28... | Requisitions | 32 | 2 | 26... | 190-2010 | | | PSC3 | | 1.0000 | EA | 7,000.0000 | 7 |
| <input type="checkbox"/> | 190 | 1 | Enhanced Fire Audit | | | 27... | Requisitions | 46 | 1 | 27... | 190-6020 | | | MAIN | | 1.0000 | 10 | 500,000.0000 | 500 |
| <input type="checkbox"/> | 190 | INSTRUCTOR SERVICES | IOEM-FARNSWORTH-CHUBBUCK | | | 30... | Requisitions | 243 | 1 | 28... | 190-6020 | | | MAIN | | 1.0000 | EA | 840.0000 | |
| <input type="checkbox"/> | 190 | YG D60-586 | D5-Yukon high performance replacement ring & pinion gear set | 32218 | | 29... | Requisitions | 261 | 1 | 26... | 190-2010 | | | PSC3 | | 1.0000 | ST | 550.0000 | |
| <input type="checkbox"/> | 200 | 703425 | Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 | 30338 | P-99 | | Requisitions | 482 | 1 | 27... | 200-1200 | | | MAIN | | 2.0000 | EA | 5.9800 | |
| <input type="checkbox"/> | 200 | TUL PENS | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 3 | 27... | 200-1200 | | | MAIN | | 1.0000 | 12 | 0.0000 | |
| <input type="checkbox"/> | 200 | TUL GEL PEN | TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr | 30338 | P-99 | | Requisitions | 482 | 4 | 27... | 200-1200 | | | MAIN | | 1.0000 | 12 | 0.0000 | |
| <input type="checkbox"/> | 200 | 727611 | Office Depot(R) Brand Color Copier Paper, Ledger Size (11 x | 30338 | P-99 | | Requisitions | 484 | 1 | 28... | 200-7100 | | | CMPS | | 4.0000 | CA | 63.5900 | |
| <input type="checkbox"/> | 200 | 294152 | Alliance(R) Postal Bands, Size #64, 3 1/2 x 1/4 | 30338 | P-99 | | Requisitions | 485 | 1 | 28... | 200-7100 | | | CMPS | | 5.0000 | BG | 10.0900 | |
| <input type="checkbox"/> | 220 | TEMP STAFFING FOR FINANCE | Temporary Staffing for Finance | 33655 | | | Requisitions | 39 | 1 | 26... | 220-2008 | | | MAIN | | 1.0000 | EA | 25,507.0000 | 25 |
| <input type="checkbox"/> | 220 | BREKKY OR DINNER W/JOURNALIST | meal w/ journalist Heide Brandes, paying with personal card | | | | Requisitions | 53 | 1 | 25... | 220-3003 | | | MAIN | | 1.0000 | EA | 100.0000 | |
| <input type="checkbox"/> | 220 | DINNER | Dinner with travel writer James Draven | | | | Requisitions | 68 | 1 | 27... | 220-3003 | | | MAIN | | 1.0000 | EA | 100.0000 | |

Selected Requests

| <input type="checkbox"/> | Comp... | Item | Descri... | Ve... | Bu... | Opera... | Sour... | Line | Reque... | Re... | Quan... | Buy U... | Unit ... | Total ... |
|---|---------|------|-----------|-------|-------|----------|---------|------|----------|-------|---------|----------|----------|-----------|
|  <p>No Purchase Order Requests Selected</p> <p>Select available Purchase Order Requests from list above.</p> | | | | | | | | | | | | | | |

Recently Created Purchase Orders

| <input type="checkbox"/> | Company | P... | Buyer | Date | Vendor | Status |
|--------------------------|---------|------|-------------------------|------------|---|---------------------|
| <input type="checkbox"/> | 200 | 374 | BENEDICT II, FORREST T. | 12/18/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Issued for EDI |
| <input type="checkbox"/> | 200 | 372 | BENEDICT II, FORREST T. | 12/15/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Canceled |
| <input type="checkbox"/> | 200 | 371 | BENEDICT II, FORREST T. | 12/15/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Issued for EDI |
| <input type="checkbox"/> | 200 | 370 | Giffins, Lori Ann K. | 11/30/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledged: Ac |
| <input type="checkbox"/> | 200 | 369 | Giffins, Lori Ann K. | 11/30/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledged: Ac |
| <input type="checkbox"/> | 200 | 368 | Giffins, Lori Ann K. | 11/29/2023 | GEM STATE PAPER & SUPPLY COMPANY | Printed |
| <input type="checkbox"/> | 200 | 367 | Giffins, Lori Ann K. | 11/29/2023 | WW GRAINGER INC | Transmitted via EDI |
| <input type="checkbox"/> | 200 | 366 | Giffins, Lori Ann K. | 11/29/2023 | BOISE APPLIANCE & REFRIGERATION CO | Printed |
| <input type="checkbox"/> | 200 | 365 | Giffins, Lori Ann K. | 11/29/2023 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Acknowledged: Ac |
| <input type="checkbox"/> | 200 | 364 | Giffins, Lori Ann K. | 11/28/2023 | B&H FOTO & ELECTRONICS CORP | Needs approval |
| <input type="checkbox"/> | 200 | 363 | Giffins, Lori Ann K. | 11/27/2023 | BRADY COMPANIES LLC | Printed |
| <input type="checkbox"/> | 200 | 362 | Giffins, Lori Ann K. | 11/27/2023 | WW GRAINGER INC | Transmitted via EDI |

Print/Save PO Document

1 Double Click the PO needed

Forrest Benedict Buyer

Search

- Home
- Manage Purchase Requests
- Manage Purchase Orders**
- + Manage Other Processes
- + Manage Suppliers
- Refresh Buyer Cubes
- Alerts
- Purchase Order Acknowledgements
- Create Report
- Set 'As Of Date'

Manage Purchase Orders

Unreleased **Released** Unapproved All In Process Closed Alerts PO Search Line Search Lines By Origin AOC Search Receipt Search Encumbrances Contract Costs Diversity Audit History Line Audit History

Released Purchase Orders Quick Create

| | Comp... | Purchase Or... | ID | Buyer | Date | ID | Vendor | Pu... | Sh... | Delivery ... | Total | Curre... | Status | Reference 1 |
|-------------------------------------|---------|---------------------|--------|-------------------------|------------|-----------------------|---|-------|-------|--------------|----------|----------|--|--|
| | | | | [A] | | | [A] | | [A] | | | [A] | | [A] |
| <input checked="" type="checkbox"/> | 200 | 374 | 266840 | BENEDICT II, FORREST T. | 12/18/2023 | 30338 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | P-99 | CMPS | 12/18/2023 | 9.99 | USD | Issued for EDI | |
| <input type="checkbox"/> | 200 | 371 | 266840 | BENEDICT II, FORREST T. | 12/15/2023 | 30338 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | P-99 | CMPS | 12/15/2023 | 8.23 | USD | Issued for EDI | |
| <input type="checkbox"/> | 200 | 370 | 308026 | Giffins, Lori Ann K. | 11/30/2023 | 30338 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | P-99 | MAIN | 12/7/2023 | 609.76 | USD | Acknowledged: Ack - With Detail & Change | 2000 Directors Office Supplies PT |
| <input type="checkbox"/> | 200 | 369 | 308026 | Giffins, Lori Ann K. | 11/30/2023 | 30338 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | P-99 | CMPS | 12/8/2023 | 11.14 | USD | Acknowledged: Accepted | 7100 Postal Office Supplies SW |
| <input type="checkbox"/> | 200 | 368 | 308026 | Giffins, Lori Ann K. | 11/29/2023 | 23055 | GEM STATE PAPER & SUPPLY COMPANY | P-1 | FSOB | 12/15/2023 | 1,635.93 | USD | Printed | IFSOB Janitorial Supplies LM |
| <input type="checkbox"/> | 200 | 367 | 308026 | Giffins, Lori Ann K. | 11/29/2023 | 5956 | WW GRAINGER INC | P-99 | FSOB | 12/8/2023 | 86.99 | USD | Transmitted via EDI Successful | IFSOB Equip Supplies LM |
| <input type="checkbox"/> | 200 | 366 | 308026 | Giffins, Lori Ann K. | 11/29/2023 | 29073 | BOISE APPLIANCE & REFRIGERATION CO | P-1 | CHDN | 12/15/2023 | 130.00 | USD | Printed | Chdn Cafe Freezer Door Repair AR |
| <input type="checkbox"/> | 200 | 365 | 308026 | Giffins, Lori Ann K. | 11/29/2023 | 30338 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | P-99 | MAIN | 12/8/2023 | 128.99 | USD | Acknowledged: Accepted | 1200 Internal Support PBF Accts Payable |
| <input type="checkbox"/> | 200 | 364 | 308026 | Giffins, Lori Ann K. | 11/28/2023 | 935 | B&H FOTO & ELECTRONICS CORP | P-1 | CMPS | 12/15/2023 | 59.99 | USD | Needs approval | 5000 Risk Mgt Office Supplies JS |
| <input type="checkbox"/> | 200 | 363 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 2311 | BRADY COMPANIES LLC | P-99 | CMPS | 12/1/2023 | 196.00 | USD | Printed | CM FacSvcs Grounds Ice Melt |
| <input type="checkbox"/> | 200 | 362 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 5956 | WW GRAINGER INC | P-99 | FSOB | 11/27/2023 | 54.36 | USD | Transmitted via EDI Successful | IFSOB Air Filters LM |
| <input type="checkbox"/> | 200 | 361 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 2311 | BRADY COMPANIES LLC | P-1 | CHDN | 12/1/2023 | 1,928.33 | USD | Printed | CHDN Roosters Cafe Supplies DF |
| <input type="checkbox"/> | 200 | 360 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 5345 | CINTAS CORPORATION NO 2 | P-1 | CHDN | 12/1/2023 | 306.37 | USD | Printed | Chinden Restock 1st Aid Cabinets NW |
| <input type="checkbox"/> | 200 | 359 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 5692 | SHERWIN WILLIAMS COMPANY INC | P-1 | CHDN | 12/8/2023 | 2,294.55 | USD | Printed | CHDN B6 Paint - NW |
| <input type="checkbox"/> | 200 | 358 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 32768 | ACCO ENGINEERED SYSTEMS | P-1 | CHDN | 12/8/2023 | 5,654.00 | USD | Printed | Chinden B6 Pump Repairs HotWater Loop AR |
| <input type="checkbox"/> | 200 | 357 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 30338 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | P-99 | MAIN | 12/29/2023 | 15.99 | USD | Acknowledged: Ack - With Detail & Change | 5000 Risk Mgt Calendar JS |
| <input type="checkbox"/> | 200 | 356 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 5956 | WW GRAINGER INC | P-99 | CHDN | 12/8/2023 | 1,219.39 | USD | Printed | Chinden Common Area Mach/Equip Supplies |
| <input type="checkbox"/> | 200 | 355 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 30338 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | P-99 | MAIN | 12/15/2023 | 12.61 | USD | Released revision | 5000 Risk Mgt Office Supplies JS |
| <input type="checkbox"/> | 200 | 354 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 30338 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | P-99 | MAIN | 12/8/2023 | 187.80 | USD | Acknowledged: Ack - With Detail & Change | 5000 Risk Mgt Office Supplies JS |
| <input type="checkbox"/> | 200 | 353 | 308026 | Giffins, Lori Ann K. | 11/27/2023 | 30338 | FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | P-99 | CMPS | 12/15/2023 | 99.99 | USD | Acknowledged: Accepted | ADM DOP 4000 Contracts Supplies LE |

Print/Save PO Document

Forrest Benedict
Buyer

Home
Manage Purchase Requests
Manage Purchase Orders
+ Manage Other Processes
+ Manage Suppliers
Refresh Buyer Cubes
Alerts
Purchase Order Acknowledgements
Create Report
Set 'As Of Date'

Purchase Order 374

Cancel Purchase Order

Company: 200 - DEPARTMENT OF ADMINISTRATION | Purchase Order: 374 | Total: 9.99 USD | Status: Issued for EDI | 12/18/2023 10:25:16 AM | [Document View](#)

Main | Lines | Header Details | Addresses | Totals | Line Defaults | Retainage | Add On Charges | Comments (1) | Vendor Information | Issues And Acknowledgements | User Fields | ECF

Buyer: 266840 | Purchase From: P-99 | Purchase Order Date: 12/18/2023 | Reference 1: | PO Code: | Vendor: 30338 - FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC | Ship To: CMPS - ADMIN CAPITOL MALL CENTRAL POSTAL SERVICES | Delivery Date: 12/18/2023 | Reference 2: |

Print/Save PO Document

The screenshot displays a web application interface for managing purchase orders. The main content area shows details for Purchase Order 374, including the buyer (266840), purchase from (P-99), and vendor (PUNCHOUT VENDOR - FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC). The total amount is 9.99 USD. A sidebar on the left contains navigation options like 'Home', 'Manage Purchase Requests', and 'Manage Purchase Orders'. A 'Downloads' window is overlaid on the right, listing several files, with the top file, 'PurchaseOrderDocument (6).rtf', highlighted by a red box. The file list includes:

- PurchaseOrderDocument (6).rtf (Open file)
- PurchaseOrderDocument (5).rtf (Open file)
- Room 100 TV presentation_18 dec23.mp4 (Open file)
- standard-terms-and-conditions_may-2021 (3).pdf (Open file)
- PurchaseOrderDocument (4).rtf (Open file)

At the bottom of the Downloads window, there is a 'See more' link.