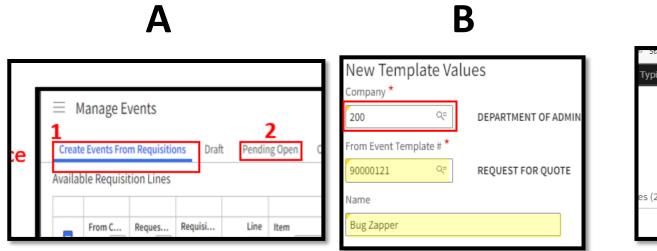
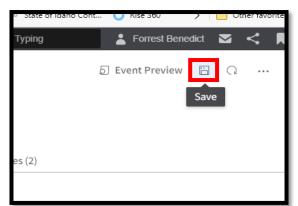
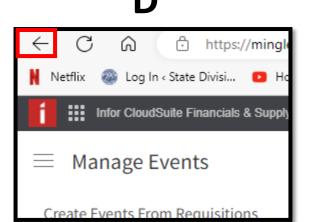
# Luma Navigation Helps

- A. Click in numerical sequence ie 1, 2, 3... to complete the page
- B. Fill in or click fields that have a <u>around it or highlighted in vellow</u>
- 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

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erts	Event Buyer Weighting







Selected for purchase order creation imesρ Buyer  $^{\scriptstyle \lor}$ ≡ Manage Purchase Requests Forrest Benedict Create Purchase Orders from Requests Purchase Requests Purchase Orders Available Requests 8 Advanced Selection Select Description Line Reques... Quantity Buy UOM Unit Company Item Ven... Purcha... Buyer System Source... Requesti... Reg... Priority Ship To... PO Code [A] 🔻 [A] 🔻 [A] 🔻 [A] ▼ 🤤 Q= Q=  $\equiv \bullet$ =-=- $\equiv \bullet$ =- ₿ =-[A] 🔻 [A] 🔻 [A] 🔻 Search Ŧ =-=-0 1 0 273932 200-1200 200 703425 O Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 30338 P-99 Requisitions 3 482 0 MAIK 2.0000 EA Home Cambridge(R) Limited(R) 30 Recycled Business Notebook, 8 1/2 3 482 200 422515 30338 P-99 Requisitions ① 2 ③ 273932 200-1200 0 MAIN 4.0000 EA <u>482</u>
 0 TUL PENS 1 TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr 30338 P-99 3 3 273932 200-1200 MAIN 200 Requisitions 1.0000 12 Manage Purchase Requests TUL GEL PEN 1 TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr 30338 P-99 ③ <u>482</u> ① 4 ③ 273932 200-1200 0 MAIN 200 Requisitions 1.0000 12 Manage Purchase Orders 3 484 0 1 0 285811 200-7100 200 727611 Office Depot(R) Brand Color Copier Paper, Ledger Size (11 x 30338 P-99 CMPS Requisitions 4.0000 CA 294152 Alliance(R) Postal Bands, Size #64, 3 1/2 x 1/4 30338 P-99 1 3 285811 200-7100 0 CMPS 200 Requisitions 485 5.0000 BG + Manage Other Processes ③ <u>490</u> 0 1 0 266840 200-3010 200 498949 Five Star(R) Notebook, 8 1/2 x 11, 5 Subjects, College Ruled 30338 P-99 Requisitions CMPS 1.0000 EA  $\checkmark$ 3 491 1 3 256840 200-3010 CMPS 200 203349 () Sharpie(R) Fine Point Permanent Markers, Gray Barrel, Black 30338 P-99 3 266840 Requisitions 1.0000 DZ + Manage Suppliers 1 **Refresh Buyer Cubes** Alerts Purchase Order Acknowledgements Create Report Selected Requests Recently Created Purchase Orders Create Purchase Order + Append to Purchase Order Remove 1 - D Set 'As Of Date' Descri... Ve... Bu... Sourc... Quan... Buy U... Unit ... Total. P... 🌲 Buyer Date Vendor Comp... Item Opera... Line Reque... Re.... Com... Status =• [A] 🔻 [A] 🔻  $\equiv \bullet$  $\equiv \mathbf{v}$  $\equiv$   $\bullet$  $\equiv \bullet$ =∙₿ [A] 🔻 =•  $\equiv \bullet$ [A] 🔻  $\equiv \bullet$ ₿ [A] 🔻 =-=-=-=-957 VOLMER, SANDRA K. 12/1/2023 Printed MCKESSON CORP 250 957 249 SAYER, NICOLE L. 12/1/2023 FACEBOOK INC Released 957 FAVELA, JOSE A. 11/29/2023 Printed 248 WAXIES ENTERPRISES INC 957 CORBETT, WILLIAM J. Printed 247 11/28/2023 IDAHO ASSOC OF COUNTY ASSESSOR 957 WADDELL, PATRICIA 11/28/2023 Printed 246 US BANK NATIONAL ASSOCIATION - PCARD 957 STODDARD, ANGELEE M. 11/28/2023 Printed 245 FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC 957 244 STODDARD, ANGELEE M. 11/28/2023 PCARD GENERIC VENDOR Printed 957 STODDARD, ANGELEE M. 11/28/2023 PCARD GENERIC VENDOR Printed 243 No Purchase Order Requests Selected 957 STODDARD, ANGELEE M. 11/28/2023 Printed 242 PCARD GENERIC VENDOR Select available Purchase Order Requests from list above. 957 FAVELA, JOSE A. 11/28/2023 Printed 241 PCARD GENERIC VENDOR 957 VOLMER, SANDRA K 11/24/2023 FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC Acknow 240 957 CAPEL CHRISTINA 11/22/2023 DCADD CENEDIC VENDOR Printed  $|\langle | \rangle > | \rangle$ Settings (1)

Buyer ~	≡ Mai	nage Purch	ase Requests														
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Create Report	· · · · · · · · · · · · · · · · · · ·		
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		Release Purchase Order Combine to a single PO Line	ONAL ASSOCIATION - PCARE
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	AN	Notification will be sent after the Purchase Order is created. View 'My Actions' to see the Purchase Order creation status.	RC VENDOR
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			Licuration.

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

<u>^</u>																						
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- Verify all information is correct
- 1 Select "Release" when done

		Current Statu	<sup>Is</sup> 1
$\equiv$ Purchase Order 374			-J Release 🖉 Þ 🖺 Q
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 Q=	©	Vendor *           30338         Q <sup>a</sup> FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC	
Purchase From P-99 Q=	PUNCHOUT VENDOR - FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC	Ship To *         CMPS         Q=         ADMIN CAPITOL MALL CENTRAL PO	STAL SERVICES
Purchase Order Date     12/18/2023		Delivery Date 12/18/2023	
Reference 1		Reference 2	
PO Code			

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 BEFC 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

• Status changes from "Unreleased" to "Released. Not Issued"

• Right click on PO or Double Click PO to issue it

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Forrest Benedict	Create Purchase Or	rders from Requests Purchase Requests	Purchase Orders													_
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+ Manage Other Processes	200	TUL PENS	TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr	<ol> <li>30338</li> <li>30338</li> </ol>					D <u>3</u> () 27		0			1.0000 12	0.0000	
	200	TUL GEL PEN	TUL® Retractable Gel Pens, Medium Point, 0.7 mm, Silver Barr	<ol> <li>30338</li> <li>30338</li> </ol>					D <u>4</u> () 27		0	CMPS		1.0000 12	0.0000	
+ Manage Suppliers	200	727611 294152	Office Depot(R) Brand Color Copier Paper, Ledger Size (11 x     Alliance(R) Postal Bands, Size #64, 3 1/2 x 1/4	<ul> <li>30338</li> <li>30338</li> </ul>					D <u>1</u> () 28		0	CMPS		4.0000 CA 5.0000 BG	63.5900	
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Right Click Option

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· ·		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 Offfice Supplies PT
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+ Manage Other Processes		200	367	308026	Giffins, Lori Ann K.	11/29/2023	<u>5956</u>	WW GRAINGER INC	P-99	IFSOB	12/8/2023	86.99	USD	Transmitted via EDI Successful	IFSOB Equip Supplies LM
+ Manage Suppliers		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
		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
Refresh Buyer Cubes		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
Alerts		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
Alero		200	362	308026	Giffins, Lori Ann K.	11/27/2023	5956	WW GRAINGER INC	P-99	IFSOB	11/27/2023	54.36	USD	Transmitted via EDI Successful	IFSOB Air Filters LM
Purchase Order Acknowledgements		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
		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
Create Report		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
Set 'As Of Date'		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
		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
		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
		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
		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
		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
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Forrest Benedict	Company Purchase Order 200 - DEPARTMENT OF ADMINISTRATION 374	Total Status Document 9.99 USD Issued for EDI 12/18/2023 10:25:16 AM View
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Alerts		standard-terms-and-conditions_may-2021 (3).pdf
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