UAB FN Document Entry/Approval Purchasing: Supplier Item Catalog

When users are creating Purchase Order Requisitions with suppliers that are on the UAB contract price-tape, ordering from the catalog is helpful. It is especially helpful when a user is searching for an item and item number that is not readily known. None of the items shown in this catalog may be updated. They are inquiry only. The Supplier Item Catalog may also be accessed from within the Requisition form.

UAB FN Document Entry/Approval \rightarrow Purchasing \rightarrow Supplier Item Catalog

1. After selecting *Supplier Item Catalog*, the **SEARCH SUPPLIER ITEM CATALOG** window will appear.

earch Supplier it em C	atalog frankriger frankriger frankriger frankriger frankriger frankriger frankriger frankriger frankriger frank	~~~~	
Commodity		Requisition Template	
ltem			
Category Set		Category	
ltem, Rev		Description	
Job			
	Line description contains the wo	rds in sequence only:	
Supplier			
Supplier		Site	
	Sourced Suppliers Only	Supplier Item	
	/		
Due Date		Deliver-To Organization	
Line Type			Show External Locations
UOM		Deliver-To Location	
		Currency	
		Clear	Eind
			- ind
	/		

- 2. Click in the LINE DESCRIPTION CONTAINS THE WORDS IN SEQUENCE ONLY field.
- 3. Enter your search criteria enclosed in percent signs (example: %pens%).
- 4. Press the **TAB** key to advance to the **SUPPLIER** field.

UAB FN Document Entry/Approval Purchasing: Supplier Item Catalog

- 5. Enter the name of the desired supplier followed by a percent sign (example: **Staples%**).
- 6. Press the **TAB** key.
- 7. A **SUPPLIERS** LOV may appear if there is more than one supplier by that name. Choose the correct supplier by double-clicking on the name.

Suppliers (PC-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-				***********
Find staples%				
Supplier		Number		On Hold
STAPLES		169082		
STAPLES NATL ADVANTAGE		142186		*
STAPLES-03		177045		
STAPLES-04		167667		*
	Eind	<u>o</u> k <u>c</u>	ancel	

8. The **SEARCH SUPPLIER ITEM CATALOG** window will look similar to the one below. Click on the **FIND** button.

UAB FN Document Entry/Approval Purchasing: Supplier Item Catalog

Search Supplier Item (Datalog Control Control Control		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Commodity		Requisition Template	
⊂ ltem ———			
Category Set		Category	
ltem, Rev		Description	
Job		—	
	Line description contains the	e words in sequence only:	
	%pens%		
⊂ Supplier			
Supplier	STAPLES	Site	
	Sourced Suppliers Only	Supplier Item	
Due Date		Deliver-To Organization	
Line Type			Show External Locations
UOM		Deliver-To Location	
		Currency	
		Clear	Find

9. The **SUPPLIER ITEM CATALOG** window will appear with your search results.

😑 Supplier Item Catalog (UAB Operating Unit) । २२२२२२२२२२२२२२२२२२२२२२२२२२२२२२२२२२२								
Negotiated Sources	Prior Purcha	ses S	ourcing Rules	Requisit	tion Templates			
3								
Supplier	ltem	Commodity	Description		Supplier Item	Unit of Measu	L	
STAPLES	STA.797860	Office.Suppli	e: BLACK CLIP	DISPENS	797860	Each		
STAPLES	STA.797860	Office.Suppli	e: BLACK CLIP	DISPENS	797860	Each	1	
STAPLES	STA.512318	Office.Suppli	e: C60 DISPENS	ER W/12	512318	Package	2	
STAPLES	STA.512318	Office.Suppli	e: C60 DISPENS	ER W/12	512318	Package	2	
					,		۵× ا	

Note: UAB will **not** be utilizing the **PRIOR PURCHASES** or the **REQUISITION TEMPLATES** tabs at this time.

The **PRIOR PURCHASES** tab lists all of the prior purchases for that item from Staplesnot just your personal purchases, but everyone's.

UAB FN Document Entry/Approval Purchasing: Supplier Item Catalog

- 10. To view the LINE UOM (UNIT OF MEASURE), LINE PRICE, BREAK QUANTITY, and BREAK PRICE, Use the *horizontal scroll bar*.
- 11. Use the *vertical scroll bar* to view additional items.

OSupplier Item Cat	alog (UAB Operating I	Unit) (POPOPOPOP					× لا ₹	
Negotiated Sou	irces Prior Pur	chases	Sourcing Rules	Requi	sition Templates			
ø								
	Supplier Item	Unit of Measu	Line Price	Amount	Break Quantity	Break Price		
IP DISPENS	797860	Each	1.68				A	
IP DISPENS	797860	Each	1.68		1	1.68		
NSER W/12	512318	Package	23.6					
NSER W/12	512318	Package	23.6		1	23.6		
							×,	
	_							

12. To view the entire description, you can widen the column. To do so, *place your cursor on the line between two columns.*

😑 Supplier Item Catalog (UAB Ope	🗧 😑 Supplier Item Catalog (UAB Operating Unit) - 200000					
Negotiated Sources P	rior Purchases	N	Vega	otiated Sources	Pri	ior Purchases
3			3			
Description	Supplier Item			Description	+	Supplier Item
BLACK CLIP DISPENS	797860		e	C60 DISPENSER	W/12	512318
BLACK CLIP DISPENS	797860		e	C60 DISPENSER	W/12	512318
C60 DISPENSER W/12	512318		e	C60 TAPE DISPI	ENSER	567884
C60 DISPENSER W/12	512318		e	C60 TAPE DISPI	ENSER	567884
			Ĩ			
					_	

- 13. When the mouse pointer changes to a double-headed arrow, *hold down the mouse key and drag to the right.*
- 14. Release the mouse when most of the description can be read. Most columns can be reduced in size or widened using this method.

UAB FN Document Entry/Approval Purchasing: Supplier Item Catalog

15. Once the correct item has been located, write down the item number so that the number can be entered on a future requisition.

Return to Top