



9.2 Financials Upgrade

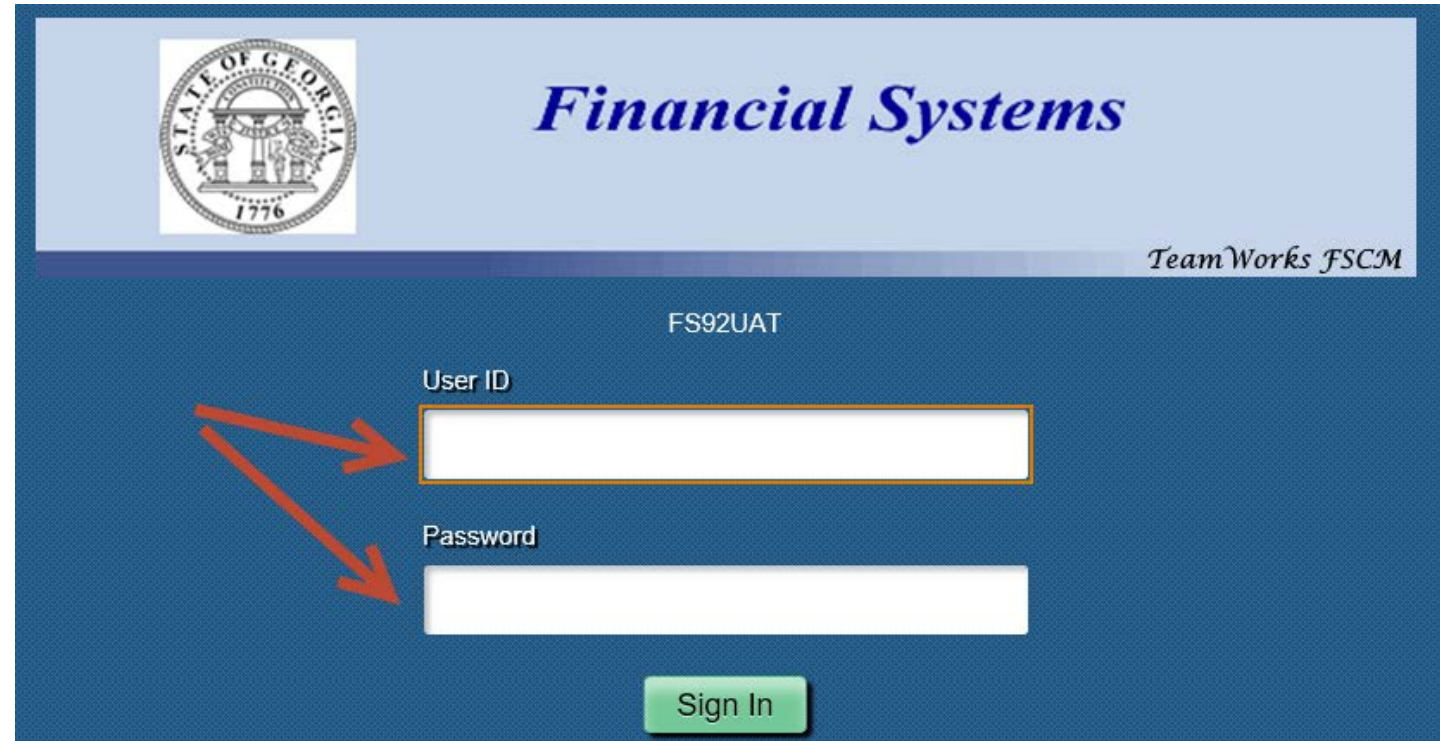
# eProcurement



# Agenda

- Navigation
- Procurement WorkCenter
- Creating a Requisition
- Approving a Requisition
- Managing Requisitions
- Requisition Selection
- Questions

Log on with your current user id/password combination.



STATE OF GEORGIA  
1776

*Financial Systems*

*TeamWorks FSCM*

FS92UAT

User ID

Password

Sign In

# Home Page

Click on the Procurement tile

The screenshot shows the 'TeamWorks' Home Page dashboard. The top navigation bar includes the 'TeamWorks' logo, a 'Home' dropdown menu, and icons for home, menu, and help. The dashboard is organized into several tiles:

- News and Announcements:** Features a red speech bubble icon with the text 'latest news'.
- Payables:** Features an envelope icon with the word 'INVOICE' on it.
- Procurement:** Features a shopping cart icon. A red arrow points from the 'Payables' tile to this tile.
- Purchase Orders:** Features a circular cluster of icons representing various business processes.
- Approvals:** Features a document icon with a green checkmark and a '0' at the bottom right.
- My Favorites:** Features a single yellow star icon.
- Requisition:** Features a yellow shopping cart icon with a document inside.

# Home Page

Click on the Procurement tile to go to the Procurement WorkCenter

Home Procurement WorkCenter

Procurement WorkCenter

Main Reports/Queries Pagelets

Links

eProcurement

- Requisition
- Manage Requisitions
- Manage Requisition Approvals
- DOAS Quick Reference Guide List

Purchasing

- Add/Update POs
- Review Purchase Orders
- Approve Amounts
- Approve ChartFields
- Dispatch POs
- Add/Update Receipts
- Activity Summary
- Buyer's Workbench

My Work

Edit Filters

Pending Approvals

## News and Announcements

### Financials 9.2 Upgrade Introductory Videos

1. [Homepage](#) (1:35)
2. [WorkCenters](#) (2:06)
3. [Mobile Approvals](#) (1:23)

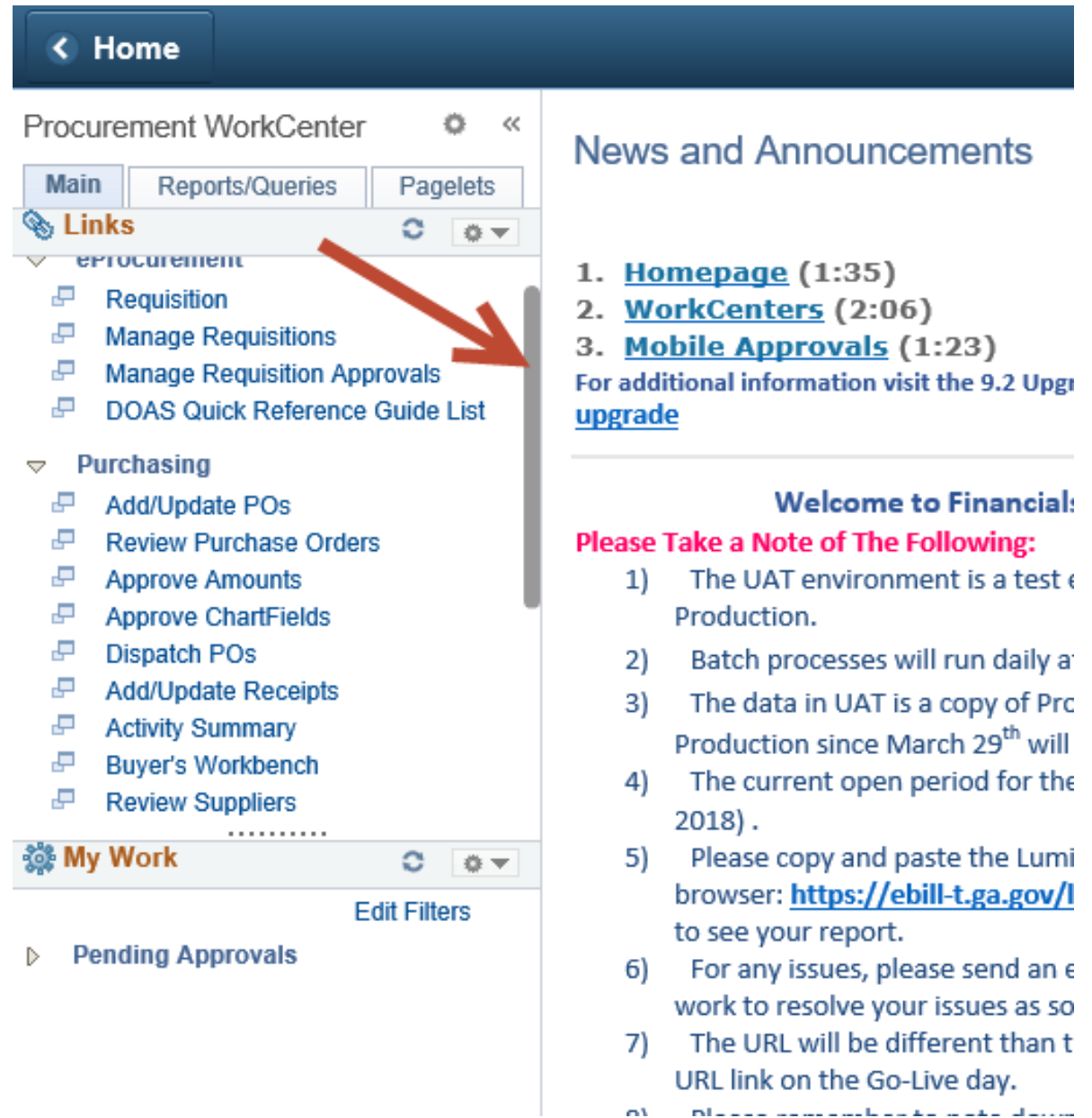
For additional information visit the 9.2 Upgrade page at <https://sao.georgia.gov/financials-92-upgrade>

### Welcome to Financials 9.2 Upgrade Training Database

**Please Take a Note of The Following:**

- 1) The UAT environment is a test environment: Performance may not be the same as Production.
- 2) Batch processes will run daily at 4 pm starting on Monday, June 18<sup>th</sup>.
- 3) The data in UAT is a copy of Production from March 29<sup>th</sup>, 2018. Anything added to Production since March 29<sup>th</sup> will **NOT** be in the UAT environment.
- 4) The current open period for the UAT environment is Period 12 & 1 (June & July 2018).
- 5) Please copy and paste the Luminist Test URL to your web browser: <https://ebill-t.ga.gov/luminist/luminist.html>. Please allow for 30 minutes to see your report.
- 6) For any issues, please send an email to [FS92Upgrade@sao.ga.gov](mailto:FS92Upgrade@sao.ga.gov) The team will

Procurement WorkCenter menu is based on your security profile. You will see the options that are set up for your profile. To scroll through the options, put your cursor on the gray scroll bar.



The screenshot shows the Procurement WorkCenter interface. At the top, there is a navigation bar with a "Home" button. Below it, the "Procurement WorkCenter" title is displayed. The main navigation area includes tabs for "Main", "Reports/Queries", and "Pagelets". A "Links" section is expanded, showing a list of options under "eProcurement" and "Purchasing". A red arrow points to the gray vertical scroll bar on the right side of the menu. Below the menu, there is a "My Work" section with a gear icon and a refresh button. The right side of the page features a "News and Announcements" section with a list of items and a "Welcome to Financial" message.

Home

Procurement WorkCenter

Main Reports/Queries Pagelets

Links

eProcurement

- Requisition
- Manage Requisitions
- Manage Requisition Approvals
- DOAS Quick Reference Guide List

Purchasing

- Add/Update POs
- Review Purchase Orders
- Approve Amounts
- Approve ChartFields
- Dispatch POs
- Add/Update Receipts
- Activity Summary
- Buyer's Workbench
- Review Suppliers

My Work

Edit Filters

Pending Approvals

News and Announcements

1. [Homepage](#) (1:35)
2. [WorkCenters](#) (2:06)
3. [Mobile Approvals](#) (1:23)

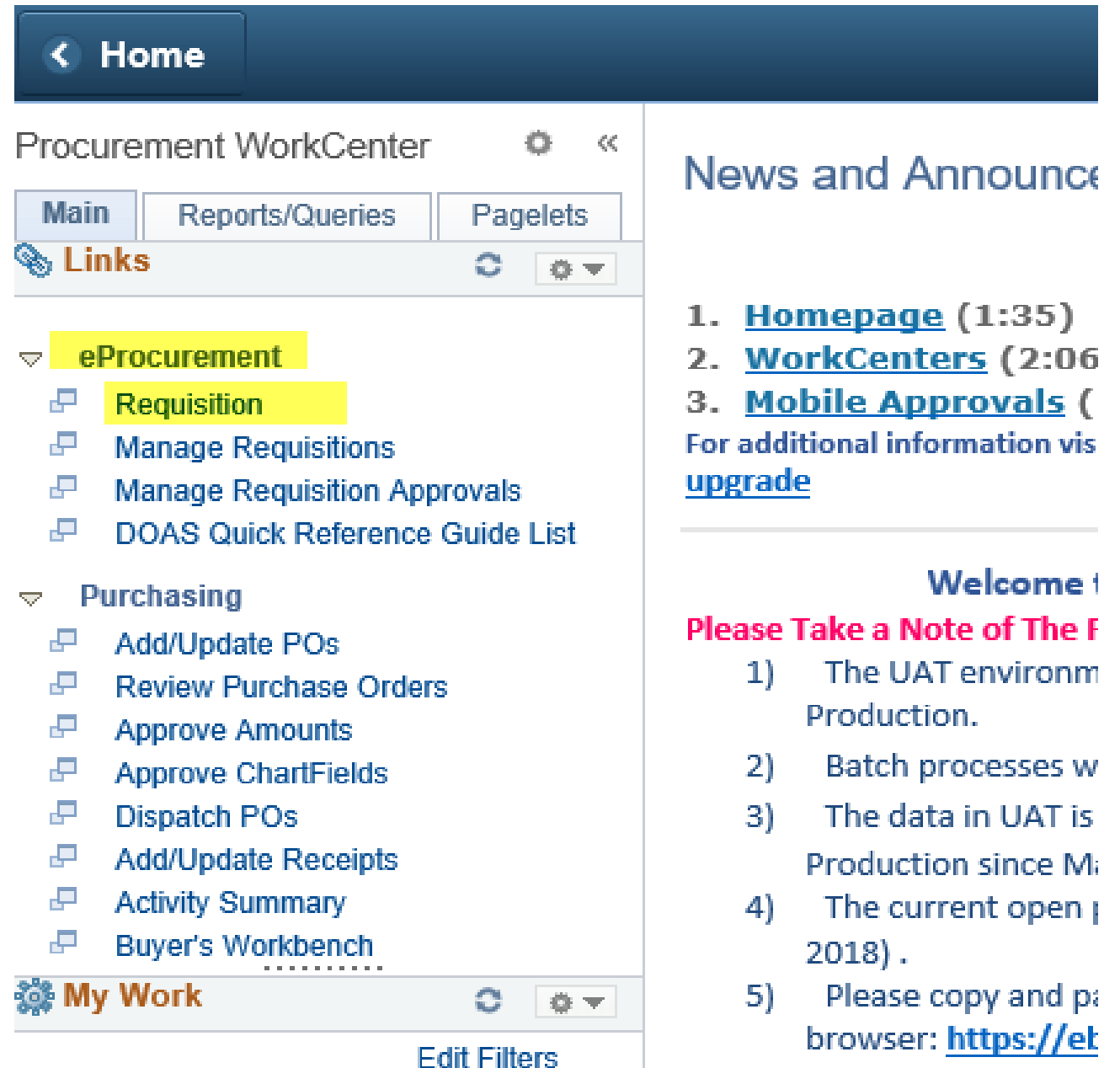
For additional information visit the [9.2 Upgrade](#)

Welcome to Financial!

Please Take a Note of The Following:

- 1) The UAT environment is a test environment and is not for Production.
- 2) Batch processes will run daily at 11:00 PM.
- 3) The data in UAT is a copy of Production since March 29<sup>th</sup> will be used for testing.
- 4) The current open period for the 2018 UAT is from 03/29/2018 to 05/15/2018.
- 5) Please copy and paste the Lumi browser: <https://ebill-t.ga.gov/lumi> to see your report.
- 6) For any issues, please send an email to [ebill@t.ga.gov](mailto:ebill@t.ga.gov) to work to resolve your issues as soon as possible.
- 7) The URL will be different than the UAT URL link on the Go-Live day.
- 8) Please remember to save your work frequently.

To create a requisition, click on the Requisition menu option under the eProcurement menu.



The screenshot shows the Procurement WorkCenter interface. At the top, there is a dark blue header with a 'Home' button. Below the header, the page title 'Procurement WorkCenter' is displayed with a settings gear icon and a double arrow icon. The main navigation area includes tabs for 'Main', 'Reports/Queries', and 'Pagelets'. Below these tabs is a 'Links' section with a refresh icon and a settings gear icon. The 'eProcurement' menu is expanded, showing 'Requisition' highlighted in yellow, along with 'Manage Requisitions', 'Manage Requisition Approvals', and 'DOAS Quick Reference Guide List'. The 'Purchasing' menu is also expanded, listing 'Add/Update POs', 'Review Purchase Orders', 'Approve Amounts', 'Approve ChartFields', 'Dispatch POs', 'Add/Update Receipts', 'Activity Summary', and 'Buyer's Workbench'. At the bottom, there is a 'My Work' section with a refresh icon and a settings gear icon, and an 'Edit Filters' link.

News and Announcements

1. [Homepage](#) (1:35)
2. [WorkCenters](#) (2:06)
3. [Mobile Approvals](#) (For additional information visit [upgrade](#))

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**Welcome!**

**Please Take a Note of The Following:**

- 1) The UAT environment is now in Production.
- 2) Batch processes will be running in Production.
- 3) The data in UAT is now in Production since March 2018.
- 4) The current open requisitions are in Production (as of 3/2018).
- 5) Please copy and paste the URL into your browser: <https://et>

# Requisition Settings page

Procurement WorkCenter

Home Procurement WorkCenter

Requisition Settings

Main Reports/Queries Pagelets

Links

eProcurement

- Requisition
- Manage Requisitions
- Manage Requisition Approvals
- DOAS Quick Reference Guide List

Purchasing

- Add/Update POs
- Review Purchase Orders
- Approve Amounts
- Approve ChartFields
- Dispatch POs
- Add/Update Receipts
- Activity Summary
- Buyer's Workbench
- Review Suppliers

Suppliers

- Review Suppliers

Sourcing

My Work Edit Filters

Pending Approvals

Business Unit 44100 Dept Behavioral Hlth& Dev Disb

Requester BARNPAU2 Pauline Barnett 404/212-4718

\*Currency USD Accounting Date 09/25/2018

Requisition Name [ ] Priority Medium

Card Number [ ] Expiration Date [ ]

Use Procurement Card

**Default Options** ?

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

**Line Defaults** ?

Supplier [ ] Category [ ]

Supplier Location [ ] Unit of Measure [ ]

Buyer [ ]

**Shipping Defaults**

Ship To PO\_016003

Due Date [ ] Attention [ ]

**Distribution Defaults**

SpeedChart [ ]

**Accounting Defaults** Personalize | Find | [ ] [ ] First 1 of 1 Last

Chartfields1 Details Asset Information [ ]

Dist	Percent	Location	GL Unit	Account	Fund	Dept	Fund Src	Program	Class	PC Bus Unit
1	[ ]	PO_016003	44100	614003	10100	4410900826	01	6900402	301	44100

OK Cancel



# Create Requisition page

[Home](#) **Procurement WorkCenter**

[Create Requisition](#) ?

Welcome **Pauline Barnett 404/212-4718**

[Home](#) [My Preferences](#) [Requisition Settings](#) | [0 Lines](#) [Checkout](#)

**Request Options** Search  [Search](#) [Advanced Search](#)

**Web**  
Georgia Virtual Catalogs

**Express Item Entry**


**Special Requests**

**Favorites**

**Templates**

**ePro Services**  
Fixed Cost Service  
Variable Cost Service  
Time and Materials

**Web** ?

Merchant	Description
 <b>Team Georgia Marketplace</b>	<b>Georgia Virtual Catalogs</b> Team Georgia Marketplace virtual catalogs contain goods and services that are available via statewide contracts or agency specific contracts. The virtual catalogs allow requesters to search Georgia-specific catalogs available through our marketplace.

# Adding Items

[Home](#) Procurement WorkCenter

**Create Requisition** ?

Welcome **Pauline Barnett 404/212-4718**

[Home](#) [My Preferences](#) [Requisition Settings](#) | [0 Lines](#) [Checkout](#)

**Request Options** Search  [Search](#) [Advanced Search](#)

**Web**  
[Georgia Virtual Catalogs](#)

**Express Item Entry**

**Special Requests**

**Favorites**

**Templates**

**ePro Services**  
[Fixed Cost Service](#)  
[Variable Cost Service](#)  
[Time and Materials](#)

### Special Requests

Enter information about the non-catalog item you would like to order:

**Item Details**

*Item Description	<input type="text"/>
*Price	<input type="text"/>
*Quantity	<input type="text"/>
*Category	<input type="text"/>
*Currency	<input type="text" value="USD"/>
*Unit of Measure	<input type="text"/>
Due Date	<input type="text"/>

[NIGP LOOKUP](#)

**Supplier**

Supplier ID

Supplier Name

Supplier Item ID

[Suggest New Supplier](#)

**Manufacturer**

Mfg ID

Manufacturer

Mfg Item ID

**Additional Information**

Send to Supplier     Show at Receipt     Show at Voucher

**Request New Item**

Request New Item    A notification will be sent to a buyer regarding this new item request.

[Add to Cart](#)



## Adding Items

Enter the required item information. Look up the NIGP code if needed. Click Add to Cart

### Special Requests

Enter information about the non-catalog item you would like to order.

#### Item Details

\*Item Description

\*Price  \*Currency

\*Quantity  \*Unit of Measure

\*Category    Due Date

#### Supplier

Supplier ID

Supplier Name

Supplier Item ID

[Suggest New Supplier](#)

#### Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

#### Additional Information

Send to Supplier  Show at Receipt  Show at Voucher

#### Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

# Items in your Shopping Cart

Procurement WorkCenter

Home | My Preferences | Requisition Settings | **2 Lines** | Checkout

Request Options | Search: All

Special Requests

Item Details

\*Item Description:  \*Price:  \*Quantity:  \*Category:  **NIGP LOOKUP**

Supplier

Supplier ID:  Supplier Name:  Supplier Item ID:  [Suggest New Supplier](#)

Manufacturer

Mfg ID:

Shopping Cart

Description	Qty	UOM
GREEN WIDGETS	10	EA
WHITE WIDGETS	10	EA

Total Lines 2 Total Amount 400.00

Click on Lines link

Hover cursor over Lines link

Close Checkout

# When all items are entered, click on the Checkout button

**Procurement WorkCenter**

[Home](#) [My Preferences](#) [Requisition Settings](#) | [2 Lines](#) **Checkout**

Create Requisition ?

Welcome Pauline Barnett 404/212-4718

Request Options Search All Search Advanced Search

**Special Requests** ?

Enter information about the non-catalog item you would like to order:

**Item Details**

\*Item Description

\*Price  \*Currency

\*Quantity  \*Unit of Measure

\*Category  **NIGP LOOKUP** Due Date

**Supplier**

Supplier ID

# Checkout – Review and Submit (top half of the page)

[Home](#) **Procurement WorkCenter** [New Window](#) | [Help](#) | [Personalize Page](#)

## Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

### Requisition Summary

Business Unit	44100	Dept Behavioral Hlth& Dev Disb	Requisition Name	9.2 DEMO
Requester	BARNPAU2	Pauline Barnett 404/212-4718	Priority	Medium
*Currency	USD	<input type="checkbox"/> Authorized DPA		
Card Number	*****01264 (VISA)	Accounting Date	09/25/2018	
Expiration Date	09/30/2019			
	<input checked="" type="checkbox"/> Use Procurement Card			

**Cart Summary: Total Amount 400.00 USD**

Expand lines to review shipping and accounting details [Add More Items](#)

### Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<input type="checkbox"/> 1	GREEN WIDGETS			10.0000	Each	25.0000	250.00		Add	
<input type="checkbox"/> 2	WHITE WIDGETS			10.0000	Each	15.0000	150.00		Add	

Select All / Deselect All

Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

**Total Amount 400.00 USD**

# Checkout – Review and Submit (bottom half of the page)

## Shipping Summary

 [Edit for All Lines](#)

Ship To Location	PO_016003
Address	DBHDD-Georgia Regional Hospital - Atlanta 3073 Panthersville Road, Bldg #26 Decatur, GA 30034-3828
Attention To Comments	Pauline Barnett 404/212-4718

## Requisition Comments and Attachments

Enter requisition comments

Send to Supplier     Show at Receipt     Shown at Voucher


[Add more Comments and Attachments](#)


## Approval Justification

Enter approval justification for this requisition


 [Check Budget](#)

 [Save & submit](#)

 [Save for Later](#)

 [Add More Items](#)

 [Preview Approvals](#)

 [Add Request Document](#)



# Confirmation page



## Confirmation

Your requisition has been submitted.

Requested For Pauline Barnett 404/212-4718

Number of Lines 2

Requisition Name 9.2 DEMO

Total Amount 400.00 USD

Requisition ID 0000110025

Business Unit 44100

Status Pending

Priority Medium

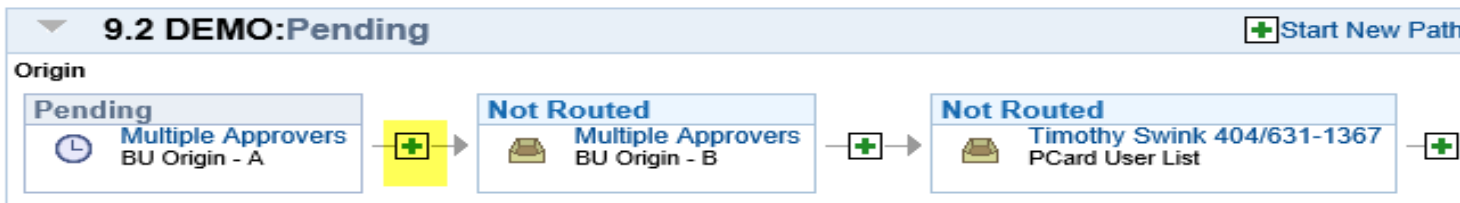
Budget Status Not Checked

View printable version

Edit This Requisition

Check Budget

## Origin Stage



Apply Approval Changes

Create New Requisition

Manage Requisitions



# Create a Virtual Catalog Requisition

The screenshot displays the Procurement WorkCenter interface. The top navigation bar includes a 'Home' button and the title 'Procurement WorkCenter'. Below this, there are tabs for 'Main', 'Reports/Queries', and 'Pagelets'. A 'Links' section is visible, containing a tree view with categories like 'eProcurement' (with sub-items: Requisition, Manage Requisitions, Manage Requisition Approvals, DOAS Quick Reference Guide List) and 'Purchasing' (with sub-items: Add/Update POs, Review Purchase Orders, Approve Amounts, Approve ChartFields, Dispatch POs, Add/Update Receipts, Activity Summary, Buyer's Workbench, Review Suppliers). A 'My Work' section is also present, showing 'Pending Approvals' and an 'Edit Filters' button.

**News and Announcements**

**Financials 9.2 Upgrade Introductory Videos**

1. [Homepage](#) (1:35)
2. [WorkCenters](#) (2:06)
3. [Mobile Approvals](#) (1:23)

For additional information visit the 9.2 Upgrade page at <https://sao.georgia.gov/financials-92-upgrade>

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**Welcome to Financials 9.2 Upgrade Training Database**

**Please Take a Note of The Following:**

- 1) The UAT environment is a test environment: Performance may not be the same as Production.
- 2) Batch processes will run daily at 4 pm starting on Monday, June 18<sup>th</sup>.
- 3) The data in UAT is a copy of Production from March 29<sup>th</sup>, 2018. Anything added to Production since March 29<sup>th</sup> will **NOT** be in the UAT environment.
- 4) The current open period for the UAT environment is Period 12 & 1 (June & July 2018).
- 5) Please copy and paste the Luminist Test URL to your web browser: <https://ebill-t.ga.gov/luminist/luminist.html>. Please allow for 30 minutes to see your report.
- 6) For any issues, please send an email to [FS92Upgrade@sao.ga.gov](mailto:FS92Upgrade@sao.ga.gov) The team will work to resolve your issues as soon as possible.
- 7) The URL will be different than the current URL, SAO will send the new Production URL link on the Go-Live day.
- 8) Please remember to note down your Favorites as you will need to re-enter in Production when we go live.

**On Behalf of SAO TeamWorks team, I would like to Thank you for your ongoing support.**

# Requisition Settings page

< Home Procurement WorkCenter

>>

### Requisition Settings

Business Unit: 44100 Dept Behavioral Hlth& Dev Dis Requisition Name: 9.2 WEBINAR  
Requester: BARNPAU2 Pauline Barnett 404/212-4718 Priority: Medium  
\*Currency: USD  Authorized DPA  
Card Number: \*\*\*\*\*01264 (VISA) Accounting Date: 09/27/2018  
Expiration Date: 09/30/2019  Use Procurement Card

**Default Options** ?

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.  
 Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

**Line Defaults** ?

Supplier: [ ] Category: [ ]  
Supplier Location: [ ] Unit of Measure: [ ]  
Buyer: [ ]

**Shipping Defaults**

Ship To: PO\_016003  
Due Date: [ ] Attention: [ ]

**Distribution Defaults**

SpeedChart: [ ]

**Accounting Defaults** Personalize | Find | [ ] [ ] First 1 of 1 Last

Chartfields1 | Details | Asset Information [ ]

Dist	Percent	Location	GL Unit	Account	Fund	Dept	Fund Src	Program	Class	PC Bus Unit
1	[ ]	PO_016003	44100	614003	10100	4410900826	01	6900402	301	44100

< [ ] >

OK Cancel

# Click on the Georgia Virtual Catalog link

[Home](#) **Procurement WorkCenter**

[Create Requisition](#) ?


Welcome **Pauline Barnett 404/212-4718**

[Home](#) [My Preferences](#) [Requisition Settings](#) | [0 Lines](#) [Checkout](#)

Request Options   [Advanced Search](#)

**Web** ?

- [Georgia Virtual Catalogs](#)
- [Express Item Entry](#)
- [Special Requests](#)
- [Favorites](#)
- [Templates](#)
- [ePro Services](#)
  - [Fixed Cost Service](#)
  - [Variable Cost Service](#)
  - [Time and Materials](#)

Merchant	Description
 <a href="#">Team Georgia Marketplace</a>	<a href="#">Georgia Virtual Catalogs</a> Team Georgia Marketplace virtual catalogs contain goods and services that are available via statewide contracts or agency specific contracts. The virtual catalogs allow requesters to search Georgia-specific catalogs available through our marketplace.

The Virtual Catalog page displays. There are no changes in the Virtual Catalog. This will look the same as it does today.

**Procurement WorkCenter**

Pauline Barnett 404/212-4718 | 0.00 USD | Search (Alt+Q)

Home | Shop | Documents | Contracts | Reporting

### Shopping Dashboard

Shop > Shopping > Shopping Home > Shopping Dashboard

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

#### My Draft or Assigned Carts

View: All Drafts

No results found

#### Shop From the Top

Search: Everything | Product Keywords, Description, Supplier, ...

**Shortcuts**  
Favorites | Forms | Non-Catalog Item | Quick Order

**Browse**  
Suppliers | Categories | Contracts

#### SPD Contract Spotlight

"Stay Warm and Cozy for Less" - Natural Gas: 9999-SPD-SPD0000054

	Gas South Link...
	SCANA Energy Link...

#### System Notifications

\*\*\*\*\* UIT \*\*\*\*\*

No alerts/notifications at this time.

#### Catalog Discrepancy

[Catalog Discrepancy Form](#)

#### Punchout Catalog Showcase

**Office & Laboratory Supplies**

- Paper and Toner
- Biological and Laboratory
- Biological and Laboratory


Save the Dates: Georgia Procurement Conference 2019! | 9/24/2018 7:00 AM

# Add Items to Cart

< Home Procurement WorkCenter Home Menu Search

Team Georgia Marketplace Punchout Your JAGGAER Session will expire in: 18:24 [Reset Session](#) [Cancel PunchOut](#)


**SHOP** Account Number... Messages **1** Help ▾ My Account ▾

**STAPLES** Business Advantage  Shopping Cart: \$0.00 [Review Cart \(0\)](#)

SEARCH  RECENTLY PURCHASED BROWSE CATEGORIES ▾ QUICK ORDER ▾ YOUR LISTS ▾ YOUR DASHBOARD ▾

## RECOMMENDED FOR YOU


On Contract



★★★★★  
Staples® Copy Paper, 20 Lb., 92 Bright, 8 1/2" x 11", White, 10-Ream Cas...  
**\$31.75** CT/5000

1 [Add to Cart](#)


On Contract



★★★★★  
Sharpie® Fine Point Permanent Markers, Black, 1/Dz (30001)  
**\$9.44** DZ/12

1 [Add to Cart](#)


On Contract



★★★★★  
Staples® Perforated Notepad, Wide Ruled, White, 8 1/2" x 11 3/4" ...  
**\$3.21** DZ/12

1 [Add to Cart](#)


On Contract



★★★★★  
BIC Round Stic Xtra-Life Ballpoint Pens, Medium Point, Black Ink, 60/Pack  
**\$7.38** PK/60

1 [Add to Cart](#)

On Contract



★★★★★  
Clorox Disinfecting Wipes, Value Pack, Crisp Lemon and Fresh Scent - 3 Pa...  
**\$10.01** PK/3

1 [Add to Cart](#)

[Feedback](#)

# Review Cart and Submit Order

Procurement WorkCenter



Team Georgia Marketplace Punchout Your JAGGAER Session will expire in: 16:16 [Reset Session](#) [Cancel PunchOut](#)

STAPLES Business Advantage  [RECENTLY PURCHASED](#) [BROWSE CATEGORIES](#) [QUICK ORDER](#) [YOUR LISTS](#) [YOUR DASHBOARD](#) \$52.65

## My Cart

[Print as PDF](#)

### Items for Delivery

	<p><a href="#">BIC Round Stic Xtra-Life Ballpoint Pens, Medium Point, Black Ink, 60/Pack (GSM609-BLK)</a></p> <p>Staples Item # 442901 MFR Item # GSM609BLK Customer Item # 442901</p> <p><a href="#">ON CONTRACT</a></p>	\$7.38 PK/60	<input type="text" value="1"/> <a href="#">Remove</a>	<b>\$7.38</b>
	<p><a href="#">Post-it Super Sticky Notes, 3" x 3" Canary Yellow, 90 Sheets/Pad, 12 Pads/Pack (65412SSCY)</a></p> <p>Staples Item # 562896 MFR Item # 65412SSCY Customer Item # 562896</p>	\$13.52 PK/12	<input type="text" value="1"/> <a href="#">Remove</a>	<b>\$13.52</b>

Subtotal \$52.65

**TOTAL \$52.65**

**SUBMIT ORDER**

[Feedback](#)

[https://ac-order.staplesadvantage.com/webapp/wcs/stores/servlet/StplShowItem?cust\\_sku=442901&catalogId=1&item\\_id=5...](https://ac-order.staplesadvantage.com/webapp/wcs/stores/servlet/StplShowItem?cust_sku=442901&catalogId=1&item_id=5...)

# Confirm Cart and Click Proceed to Checkout then Assign Cart

Home Procurement WorkCenter Pauline Barnett 404/212-4718 52.65 USD Search (Alt+Q)

Team Georgia Marketplace

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

## Team Georgia Marketplace™ Shopping Cart for Pauline Barnett 404/212-4718

Name this cart: 2018-09-27 BARNPAU2 01

3 Item(s) for a total of **52.65** USD

[Proceed to Checkout](#) or [Assign Cart](#)

Have you made changes? [Update](#) [Help](#) [Add Non-Catalog Item](#) [Empty Cart](#) [Create New Cart](#) Perform an action on (0 items selected)... [Select All](#)

**STAPLES** **Staples** [more info...](#)  
Fulfillment Address 1  
3040 Route 50 North, N Saratoga Springs, NY 12866 US

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 9/27/2018 10:11:04 AM

Line(s): 1, 2, 3

Product Description	Unit Price	Quantity	Total
<a href="#">Staples Copy Paper, 20 Lb., 92 Bright, 8 1/2" x 11", White, 10-Ream Case (135848)</a> Part Number: 135848 Manufacturer Info: 135848 - (Domtar) Contract: 99999-001-SPD0000103-0001 <a href="#">more info...</a> Office Supplies <a href="#">change...</a> NIGP: <input type="text" value="64533"/> Copy Paper - Specialized High Speed (Included Recycled)	31.75 CT	<input type="text" value="1"/>	<b>31.75</b>
<a href="#">Post-it Super Sticky Notes, 3" x 3" Canary Yellow, 90 Sheets/Pad, 12 Pads/Pack (65412SSCY)</a>	13.52	<input type="text" value="1"/>	<b>13.52</b>

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# Checkout – Review and Submit page top half

## Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences

Requisition Settings

### Requisition Summary

Business Unit	44100	Dept Behavioral Hlth& Dev Disb	Requisition Name	9.2 WEBINAR
Requester	BARNPAU2	Pauline Barnett 404/212-4718	Priority	Medium
*Currency	USD	<input type="checkbox"/> Authorized DPA		
Card Number	*****01264 (VISA)	Accounting Date	09/27/2018	
Expiration Date	09/30/2019			
	<input checked="" type="checkbox"/> Use Procurement Card			

### Cart Summary: Total Amount 52.65 USD

Expand lines to review shipping and accounting details

Add More Items

### Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<input type="checkbox"/> 1	Staples Copy Paper, 20 Lb., 92		STAPLES CONTRACT & COMMERCIAL INC	1.0000	Cartons	31.7500	31.75		Add	
<input type="checkbox"/> 2	Post-it Super Sticky Notes, 3"		STAPLES CONTRACT & COMMERCIAL INC	1.0000	Packages	13.5200	13.52		Add	
<input type="checkbox"/> 3	BIC Round Stic Xtra-Life Ballp		STAPLES CONTRACT & COMMERCIAL INC	1.0000	Packages	7.3800	7.38		Add	

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount 52.65 USD



# Checkout – Review and Submit bottom half of page

## Shipping Summary

 [Edit for All Lines](#)

<b>Ship To Location</b>	PO_016003
<b>Address</b>	DBHDD-Georgia Regional Hospital - Atlanta 3073 Panthersville Road, Bldg #26 Decatur, GA 30034-3828
<b>Attention To</b>	Pauline Barnett 404/212-4718
<b>Comments</b>	

## Requisition Comments and Attachments

Enter requisition comments

2018-09-27 BARNPAU2 01 

Send to Supplier

Show at Receipt

Shown at Voucher

[Edit more Comments and Attachments](#)


## Approval Justification


Enter approval justification for this requisition

 [Check Budget](#)

 [Save & submit](#)

 [Save for Later](#)

 [Add More Items](#)

 [Preview Approvals](#)

 [Add Request Document](#)

# Confirmation page

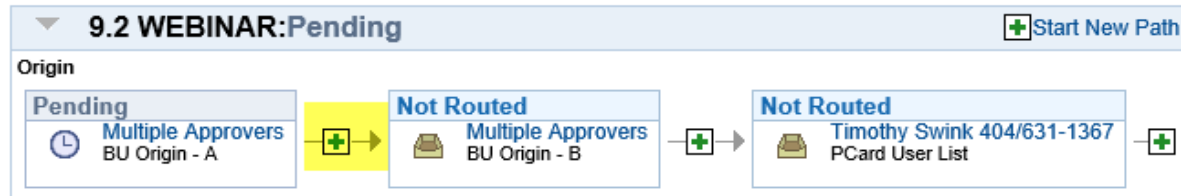
## Confirmation

Your requisition has been submitted.

Requested For	Pauline Barnett 404/212-4718	Number of Lines	3
Requisition Name	9.2 WEBINAR	Total Amount	52.65 USD
Requisition ID	0000110026		
Business Unit	44100		
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		

View printable version   Edit This Requisition   Check Budget

## Origin Stage



Apply Approval Changes

Create New Requisition   Manage Requisitions

# Mobile Requisition – For Use Off-Site with a Mobile Device

TeamWorks

Home



News and Announcements



Payables



Procurement



Purchase Orders



Approvals



0

My Favorites



Requisition



# My Orders displays – Requisitions created by the user

Home Requisition

search

2




**My Orders** 50 rows











- Recently Ordered Items
- Favorites
- Web Suppliers
- Special Requests

Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Total Amount
EDX 1	48400/0000068869	09/26/2018	TASWINK	PO(s) Dispatched	18.88 USD
EDX TEST	48400/0000068868	09/26/2018	TASWINK	PO(s) Dispatched	45.27 USD
EDX 2	48400/0000068870	09/26/2018	TASWINK	PO(s) Dispatched	45.27 USD
TEST	48400/0000068867	09/13/2018	TASWINK	Approved	150.00 USD
TEST	48400/0000068866	09/13/2018	TASWINK	Approved	120.00 USD
0000068864	48400/0000068864	09/10/2018	TASWINK	Pending	100.00 USD
0000068865	48400/0000068865	09/10/2018	TASWINK	Pending	100.00 USD
0000068863	48400/0000068863	09/07/2018	TASWINK	Pending	150.00 USD
0000068862	48400/0000068862	08/01/2018	TASWINK	Approved	9.00 USD
0000068857	48400/0000068857	05/31/2018	TASWINK	Approved	269.66 USD



# Requisition Approvals – Click on the Homepage Approvals tile




*TeamWorks* Home   

<b>News and Announcements</b> 	<b>Asset Management</b> 	<b>General Ledger</b> 	<b>Payables</b> 
<b>Procurement</b> 	<b>Purchase Orders</b> 	<b>Receivables</b> 	<b>Approvals</b>  <span>52</span>
<b>My Favorites</b> 	<b>Requisition</b> 		

# Pending Approvals list displays – Click a requisition to approve it

<a href="#">Home</a>		Pending Approvals				
View By	Type					
All	50					
Requisition	50					
Some transactions are not displayed.						
		<b>All</b>			50 rows	
<b>Requisition</b>	March Office 2016 - 44100 / 0000078667 Angel Ford 404/243-2110		Routed			
164.05 USD	Medium Priority		03/22/2016		>	
<b>Requisition</b>	016 SWCC Staples Supplies - 44100 / 0000082218 Kimberly Otelus 404/244-2938		Routed			
390.48 USD	Medium Priority		06/16/2016		>	
<b>Requisition</b>	SSPHA - Dr. Charles Li - 44100 / 0000085592 Angel Ford 404/243-2110		Routed			
200.00 USD	Medium Priority		09/07/2016		>	
<b>Requisition</b>	016-SWC-STAPLES-SUPPLIES - 44100 / 0000092511 Kecia Boyd 404/212-3669		Routed			
974.88 USD	Medium Priority		03/06/2017		>	
<b>Requisition</b>	016-SWC-STAPLES - 44100 / 0000094020 Shawn Silvera 404/212-3600		Routed			
380.80 USD	Medium Priority		04/12/2017		>	
<b>Requisition</b>	016-SWC-GRAINGER-SUPPLIES - 44100 / 0000095353 Lynn Bayonne 404/212-4784		Routed			
424.59 USD	High Priority		05/12/2017		>	
<b>Requisition</b>	017-SWCC-DELL - 44100 / 0000096600 Champagne Tucker 404/212-4617		Routed			
99.35 USD	Medium Priority		06/09/2017		>	
<b>Requisition</b>	016-SWC-STAPLES-SUPPLIES - 44100 / 0000099837 Keyonna Jiggetts 404/212-5485		Routed			
615.02 USD	Medium Priority		08/22/2017		>	
<b>Requisition</b>	016-SWCC-Staples supplies - 44100 / 0000100159 Clark-McDaniel,Dionne 404/243-		Routed			
2,568.97 USD	Medium Priority		08/28/2017		>	

# Requisition – top half of page

[← Pending Approvals](#) **Requisition**   

**Request for 016-SWCC-Grainger-Supplies**  
842.06 USD [Approve](#) [Deny](#) [Pushback](#)

Header is pending your approval

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**Summary**

<b>Business Unit</b> 44100	<b>Requisition ID</b> 0000109948
<b>Routed Date</b> March 28, 2018	<b>Requisition Date</b> March 28, 2018
<b>Requester</b> Sandra Sheppard 404/212-4690	<b>Entered by</b> Sandra Sheppard 404/212-4690
<b>Approval Justification</b> 2018-03-28 SHEPSAN2 01 016-SWCC-Grainger 99999-001-SPD0000114-0003 Sandra Sheppard 661 Supplies are needed for daily use in EVS Department	<b>Budget Header Status</b> Valid
<b>Origin</b> 016	<a href="#">Edit Requisition</a>

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**▼ More Information**

<b>Card Number</b>
<b>Name</b>