TECHMART
SOS & PPS BUYER
USER GUIDE
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Folders

Overview

Folders appear in the **Review** section of the Homepage and contain items for notification and items for review and/or approval.

The number of folders a user can see is determined by the roles assigned to the User (See Profile→Roles).

Some folders are created dynamically and are visible only when there are items to view in the Folder.

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Folder Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Requisitions</td>
<td>The <strong>My Requisitions</strong> hyperlink takes the user to their <strong>My Requisitions</strong> page. This folder contains notification and summary information about purchase requisitions submitted. Users with <strong>TechMart Requisitioner</strong> role will have this folder.</td>
</tr>
<tr>
<td>My Req Approvals</td>
<td>The <strong>My Req Approvals</strong> hyperlink takes approvers to the requisition approval summary page. This folder contains catalog and non-catalog requisitions that are in the midst of the approval process and are pending your approval. Users with <strong>Caltech Buyer</strong> and <strong>Default Approver</strong> will have this folder.</td>
</tr>
<tr>
<td>Purch Agent (plus SOS Buyer’s last name, first name)</td>
<td>The <strong>Purch Agent</strong> hyperlink takes SOS Buyers to the requisition approval summary page. This folder contains non-catalog requisitions that are in the midst of the approval process and are pending your assignment. Users with <strong>Caltech Buyer</strong> and <strong>Default Approver</strong> will have this folder.</td>
</tr>
<tr>
<td>Folder Name</td>
<td>Folder Overview</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| PPS Buyer: *(plus PPS Buyer's last name)* | The **PPS Buyer**: hyperlink takes PPS Buyers to the requisition approval summary page. This folder contains non-catalog requisitions that are in the midst of the approval process and are pending your assignment.  
Users with **Caltech Buyer** and **Default Approver** will have this folder.                                                                                                                                                                                                                     |
| My PO Approvals             | The **My PO Approvals** hyperlink takes approvers to the purchase order approval summary page. This folder contains purchase orders that are in the midst of the approval process and are pending your approval.  
Users with **Caltech Buyer** and **Default Approver** will have this folder.                                                                                                                                                                                                                  |
| Team Lead                   | The **Team Lead** hyperlink takes approvers to the purchase order approval summary page. This folder contains purchase orders that are in the midst of the approval process and are pending your approval.  
Users with **TechMart Approver** will have this folder.                                                                                                                                                                                                                                          |
| Contract Requisition        | The **Contract Requisition** hyperlink takes Contracting Officers to the Subcontracts approval summary page. This folder contains research subcontract requisitions that are in the midst of the approval process and are pending your assignment.  
Users with **Caltech Buyer** and **Default Approver** may have this folder.                                                                                                                                                                                                                 |
### What folders should I have?

<table>
<thead>
<tr>
<th>If I have this role...</th>
<th>I may have this folder...</th>
</tr>
</thead>
<tbody>
<tr>
<td>TechMart Requisitioner</td>
<td>My Requisitions</td>
</tr>
<tr>
<td>Default Approver</td>
<td>My Req Approvals</td>
</tr>
<tr>
<td></td>
<td>My PO Approvals</td>
</tr>
<tr>
<td>Caltech Buyer</td>
<td>Purch Agent</td>
</tr>
<tr>
<td></td>
<td>PPS Buyer</td>
</tr>
<tr>
<td></td>
<td>My Req Approvals</td>
</tr>
<tr>
<td></td>
<td>My PO Approvals</td>
</tr>
<tr>
<td></td>
<td>Contract Requisitions</td>
</tr>
<tr>
<td>TechMart Approver</td>
<td>Team Lead</td>
</tr>
</tbody>
</table>
What goes into my folders?

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>What you will find inside…</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Requisitions</td>
<td>Requisitions for which you are the Preparer. Status of a Requisition may be one of the following:</td>
</tr>
<tr>
<td></td>
<td>✓ Approved</td>
</tr>
<tr>
<td></td>
<td>✗ Rejected</td>
</tr>
<tr>
<td></td>
<td>← Withdrawn</td>
</tr>
<tr>
<td></td>
<td>➕ Pending Approval</td>
</tr>
<tr>
<td></td>
<td>➕ Pending, but line item(s) rejected</td>
</tr>
<tr>
<td></td>
<td>✓ Approved, but line item(s) rejected</td>
</tr>
<tr>
<td>My Req Approvals</td>
<td>Requisitions you have assigned to yourself and Requisitions that someone has forwarded to you. Status of a Requisition may be one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Not Assigned</td>
</tr>
<tr>
<td></td>
<td>• Assigned</td>
</tr>
<tr>
<td></td>
<td>• Notification</td>
</tr>
<tr>
<td></td>
<td>• Active</td>
</tr>
<tr>
<td>Purch Agent (plus SOS Buyer’s last name, first name)</td>
<td>• Non-Catalog Requisitions sent to you (regardless of dollar amount) because the Preparer of the Req identified you as their SOS Buyer. <strong>NOTE: If no SOS Buyer is identified when preparing the Req, it would go to the PPS Buyer associated with the Department Code associated with the Req.</strong></td>
</tr>
<tr>
<td></td>
<td>• Non-Catalog Requisitions forwarded to you (regardless of dollar amount) from another Caltech Buyer</td>
</tr>
<tr>
<td></td>
<td>• Non-Catalog Requisitions that were “Return to Shared Folder”</td>
</tr>
<tr>
<td>Folder Name</td>
<td>What you will find inside…</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------</td>
</tr>
</tbody>
</table>
| PPS Buyer: *(plus*** PPS Buyer’s last name)* | • Non-Catalog Requisitions sent to you (regardless of dollar amount) because the Department Code associated with the Requisition is assigned to you as the PPS Buyer  
• Non-Catalog Requisitions forwarded to you (regardless of dollar amount) from another Caltech Buyer  
• Non-Catalog Requisitions that were “Return to Shared Folder” |
| My PO Approvals | Non-Catalog Purchase Orders whose associated Department Code is assigned to you as the PPS Buyer. These Purchase Orders are originally created by an SOS Buyer and then sent to you for completion because the Order is over the SOS Buyer’s approval limit. |
| Team Lead | This is a shared folder. You will find Non-Catalog Purchase Orders that require a Team Leads approval because the Order is over the PPS Buyer’s approval limit. |
| Contract Requisitions | This is a shared folder. You will find Non-Catalog Research Subcontract Orders that require a Contracting Officers a approval |
My Req Approvals

Assign a Requisition

Requisitions in your Purch Agent or PPS Buyer folder must be “assigned” before the Order can be completed and before changes can be made.

1. From the Homepage, click on your Purch Agent or PPS Buyer folder hyperlink to open up your folder.

2. Scroll down until you reach your Purch Agent or PPS Buyer folder. Find a Requisition you want to process and click the Assign button to send the Requisition to your My Req Approvals folder.

NOTE: Simply clicking on the Requisition Number while it is in your Purch Agent or PPS Buyer folder will only allow you to view the Requisition. You cannot modify the Order until you click assign.
Complete a Requisition

Completing a Requisition in TechMart as an SOS or PPS Buyer will generate a Purchase Order Number

NOTE:
- If the Requisition is within your approval limit, the Purchase Order will automatically be sent to the Supplier via e-mail or fax if their fax number or e-mail address is loaded in their Oracle supplier profile. If no fax number or e-mail address is loaded in their Oracle supplier profile, TechMart will e-mail the Purchase Order to the PPS Team Leads shared e-mail. A PPS Team Lead will forward the Purchase Order to the appropriate buyer for mail distribution
- If the Requisition is over your approval limit and
  - you are an SOS Buyer, the Purchase Order will be automatically be sent to the PPS Buyer assigned to the Department Code associated with the Requisition for further processing and approval
  - you are a PPS Buyer, the Purchase Order will automatically be sent to the Team Leads folder for further processing and approval

1. From your My Req Approvals folder locate the Requisition you assigned to yourself. Click on the Requisition Number to open it up

**NOTE:** Never click the Quick Action button in My Req Approvals. Certain information must be completed prior to approval

2. In the Supplier Info section of the Requisition, complete the following fields with your information by choosing from the list of values (your list of values will contain only those items previously loaded in your Profile): Purch Agent (your name), Position (your approval limit), and Phone (your Caltech phone number)
NOTE: If you fail to complete the **Position** field with your information, your order will go to the Missing Position/Supplier folder where a TechMart Analyst will have to forward the Order back to you for correction.

3. Click **Save Updates** to save your changes.

4. From the **Available Actions** list of values, select **Completed** and click **Go**.
Modify/Review Requisition Details

Before you select `Completed` and click `Go`, you may be required to take some action or make some modifications to the Order.

Available Actions

Return a Requisition to a Shared Folder

1. With your Requisition open, select `Return to Shared Folder` from the `Available Actions` list of values and click `Go`.

2. The Requisition is sent back to your Purch Agent or PPS Buyer folder.
Put a Requisition on Hold

1. With your Requisition open, select **Hold** from the **Available Actions** list of values and click **Go**

2. In the pop-up window, enter your reason for putting the Requisition on hold and click **Hold**

3. The system will take you back to your **My Req Approvals** folder. The Requisition will remain on hold until another **Available Action** is chosen
**Forward a Requisition**

1. With your Requisition open, select **Forward to** from the **Available Actions** list of values and click **Go**.

2. In the pop-up window, complete one or more fields and click **Search**. The more fields you complete, the more you will narrow your search results.

3. In the pop-up window, select a user by clicking on the radio button and click **Choose Selected User**. If your search did not return the results you expected click **New Search**.
4. In the pop-up window, enter a reason for forwarding the Requisition and click **Forward**.

5. The system will take you back to your **My Req Approvals** folder. The Requisition will be sent to the new user’s **My Req Approvals** folder.
Add Notes to a Requisition

1. With your Requisition open, select **Notes** from the **Available Actions** list of values and click **Go**

2. In the pop-up window, enter your note and click **Attach**

3. Click on the Requisition’s **History** tab to view your note
Summary Tab

Reject a Requisition Line

1. With your Requisition open, select a line item on the Requisition you want to reject by clicking in the Select box for that line. A check mark will appear.

2. From the Requisition Details list of values, select Reject Selected Items and click Go.

3. In the pop-up window, enter a reason for rejecting the Requisition line(s) and click Reject Line Item.

4. The status icon of a rejected line will change from ☑ to ☑️.
Un-reject a Requisition Line

1. A Requisition line can be un-rejected before it is completed. With your Requisition open, select a rejected line item on the Requisition you want to un-reject by clicking in the Select box for that line. A check mark will appear.

2. From the Requisition Details list of values, select Un-reject Selected Items and click Go.

3. The status icon of an un-rejected line will change from ✗ to ✅.
Add a Requisition Line Item to your Favorites

1. With your Requisition open, select a line item on the Requisition you want to add to your favorite’s folder by clicking in the Select box for that line. A check mark will appear.

2. From the Requisition Details list of values, select Add To Favorites and click Go.

3. In the pop-up window, select the destination folder for the item. You may also edit the item name and quantity here. Click Submit.
4. The system will display the following message:

![Add To Favorites]

Favorite product has been added successfully

[Close]
Details Tab

Within the Details Tab of a Requisition, you can modify the shipping address, delivery method, tax and equipment screening certification information, and the POETA at the line level or at the header level, where a single modification can apply to all the lines of the Requisition.

NOTE: To modify Requisition details at the Header Level, select and click one of the buttons below from the Edit Details – for all products section; any changes made will apply to all Requisition line items.

To modify Requisitions details at the Line Level select and click one of the buttons below from the External Purchases section; any changes made will apply only to the line(s) item selected.

Modify the Shipping Address

1. With your Requisition open, click the Ship To button to open the Ship To Info screen.
2. Verify the lines you want to modify are selected with a checkmark.
3. In the **Workspace** section, to modify the shipping address, select a new address from the **Select Address** list of values

**NOTE:** The items loaded in your Addresses profile determine this list of values.

4. To modify the contact information, complete the **Contact Line 1** field as needed.

5. Click **Save and Apply to Selected Products** to save your changes. Each line item selected will display the updated information.

6. Click **Return To Review** to return to the **Details Tab**.
Verify the Billing Address

**NOTE:** Caltech has only one billing address – Payment Services. This address cannot be modified

1. With your Requisition open, click the Bill To button to open the Bill To Info screen

2. Verify the billing address

![Bill To Info Screen]

3. Click **Return To Review** to return to the Details Tab


**Modify the Delivery Method**

1. With your Order open, click the **Delivery** button to open the **Delivery** screen.

2. Verify the lines you want to modify are selected with a checkmark.

3. In the **Workspace** section, to modify the delivery method, select a new method from the **Ship via** list of values. You can also check the **Expedite** box to flag an item as a rush. This flag will be included with the order when placed. You can also identify a **Requested Delivery** date.

4. Click **Save and Apply to Selected Products** to save your changes. Each line item selected will display the updated information.

5. Click **Return To Review** to return to the **Details Tab**.
**Modify Tax Information**

1. With your Order open, click the **Supplier & Internal Info** button to open the **Supplier & Internal Info** screen.

2. Verify the lines you want to modify are selected with a checkmark.

3. In the **Workspace** section, to modify the tax information, select a new tax command from the **Tax Information** list of values.

4. Click **Save and Apply to Selected Products** to save your changes. Each line item selected will display the updated information.

5. Click **Return To Review** to return to the **Details Tab**.
Modify the Equipment Certification Information

1. With your Order open, click the Supplier & Internal Info button to open the Supplier & Internal Info screen.

2. Verify the lines you want to modify are selected with a checkmark.

3. In the Workspace section, to modify the equipment screening certification information, select Yes or No from the Equipment Screening Certification list of values.

4. Click Save and Apply to Selected Products to save your changes. Each line item selected will display the updated information.

5. Click Return To Review to return to the Details Tab.
Modify the POETA & Expenditure Type (Split POETA)

1. With your Requisition open, click the POETA button to open the Accounting Codes screen.

2. Verify the lines you want to modify are selected with a checkmark

3. In the Workspace section, to modify the POETA and Expenditure Type, select a new Project, Task, Award, and Expenditure Type from each list of values.

   NOTE: The items loaded in your Custom Fields profile determine these lists of values. If you want to enter a POETA combination that is not loaded in your Custom Fields profile, you may manually enter the combination in the blank fields to the right of each list of values.

   - POETA combinations must be entered exactly as they are currently loaded in Oracle.
   - POETA combinations entered incorrectly will result in an error message.
   - Only POETA combinations that are active (open) will display and be available in TechMart.
4. To split a POETA select the method by which you want to split from the Split list of values and click **Split**

<table>
<thead>
<tr>
<th>Code</th>
<th>Action</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAL.00065 -- R01 M311756</td>
<td>1 -- 1</td>
<td>$1</td>
</tr>
</tbody>
</table>

5. In the new **Value** section, enter the second POETA/Expenditure Type combination manually or choose from each list of values. Click **Add Split** to add additional splits
6. In the **Value** section of each split, assign a value to each split (this is based on the method of split you have selected). For example, **Amount of Qty** on a line item with Quantity 5 can be split as follows, 4 & 1 and 2 & 3. Click **Recalculate** to verify your split is mathematically correct. To remove a split click **Remove**.

7. Click **Save and Apply to Selected Products** to save your changes. Each line item selected will display the updated information.

8. Click **Return To Review** to return to the **Details Tab**.
Modify Requisition Supplier Name: New or Unknown Supplier

A Supplier Name may be modified at any point before the Requisition becomes a Purchase Order. A Supplier Name should be modified if the Preparer selected the wrong Supplier Name or the Supplier Name field reads *New Supplier* or *Unknown Supplier*.

NOTE: If you fail to change the Supplier Name from *New* or *Unknown Supplier* to a valid Supplier Name, your Order will go to the Missing Position/Supplier folder, where a TechMart Analyst will have to forward the Order back to you for correction.

1. With your Requisition open, click on the product name to open the Non-Catalog form

2. If the Supplier is a *New Supplier*, locate the New Supplier’s information in the New Supplier Info field. Provide this information to Supplier Management who will add this Supplier to the Supplier Database.
3. Once Supplier Management notifies you that the Supplier has been added, click **Search** in the **Supplier Info** field of the **Non-Catalog form**.

4. In the **Non-Catalog Item Form**, remove the current contents of the **Supplier Name** field.

5. In the **Supplier Name** field, enter the first few letters of the New Supplier’s name and click **Search** to bring up a list of Suppliers.

6. Select a Supplier by clicking on the radio button and click **Choose Selected Supplier**.
7. The system will take you back to the Non-Catalog form. Verify the New Supplier Info

8. From the Available Actions list of values select **Save Values** and click **Go**

9. Select **Return** and click **Go**

10. The system will take you back to the Requisition. Verify New Supplier name

11. Click **Save Updates**
Non-Catalog Forms

Modify Requisition

- **Supplier Name** (See *My Req Approvals* → *Modify/Review Requisition Details* → *Modify the Requisition Supplier Name: New or Unknown Supplier*)

- **Order Distribution (Fax or E-Mail)**: Allows you to change the method of order distribution on an order-by-order basis. The default method for all other orders will not be affected by your change on a particular order. Order distribution may be made via fax or e-mail

- **Item Number**
- **Product Name**
- **Quantity**
- **Unit of Measure (UOM)**
- **Unit Price**
- **Amount**

**NOTE:** If the Requisition contains multiple line items, you must click on the appropriate line item Product Name to modify its details

1. With your Requisition open, click on the product name to open the Non-Catalog form

2. Modify the fields of the Non-Catalog form as needed

3. From the *Available Actions* list of values select **Save Values** and click **Go**
4. Select **Return** and click **Go**

5. The system will take you back to the Requisition. Verify the updated information

6. Click **Save Updates**
My PO Approvals

SOS Buyer’s My PO Approvals Folder

An SOS Buyer’s My PO Approvals folder provides Purchase Order notification only. Purchase Orders found in this folder are those that have been completed by the SOS Buyer – the Order is within their approval limit. This folder also contains Purchase Orders that have been created by the SOS Buyer and systematically sent to a PPS Buyer for completion – the Order is over the SOS Buyer’s approval limit. Clicking on the Purchase Order Number will open the Order for viewing.

NOTE: In the Action list of values for My PO Approvals folder (pictured below), Approve, Hold, and Return to Shared Folder will result in the following message (the remaining Actions, Forward, Remove Notification and Remove All Notifications may be performed):

The action you have selected cannot be applied to an item in Notification state.
**PPS Buyer's My PO Approvals Folder**

**Assign a Purchase Order**

Purchase Orders in a PPS Buyer's PPS Buyer folder are Purchase Orders that an SOS Buyer has initiated and are systematically sent to the PPS Buyer for completion – Orders are over the SOS Buyer's approval limit. Purchase Orders in your PPS Buyer folder must be “assigned” before the Order can be completed and before changes can be made.

1. From the Homepage, click on your PPS Buyer folder hyperlink to open up your folder.

2. Click **Purchase Orders** on the menu bar located on the left side of the screen.
3. Find a Purchase Order you want to process and click the Assign button to send the Purchase Order to your My PO Approvals folder.

NOTE: Simply clicking on the Purchase Order Number while it is in your PPS Buyer folder will only allow you to view the Purchase Order. You cannot modify the Order until you click assign.
Complete a Purchase Order

“Completing” a Purchase Order in TechMart will automatically send the Purchase Order to the Supplier if their fax number or e-mail address is loaded in their Oracle supplier profile. If no fax number or e-mail address is loaded in their Oracle supplier profile, TechMart will e-mail the Purchase Order to the PPS Team Leads shared e-mail. A PPS Team Lead will forward the Purchase Order to the appropriate buyer for mail distribution.

**NOTE:**

- If the Purchase Order is within your approval limit, the Purchase Order will automatically be sent to the Supplier as noted above.
- If the Purchase Order is over your approval limit, the Purchase Order will automatically be sent to the Team Leads folder for further processing and approval.

1. From your **My PO Approvals** folder locate the Purchase Order you assigned to yourself. Click on the Purchase Order Number to open it up.

   ![My PO Approvals Table]

2. In the **Purchase Order Summary** section of the Purchase Order, complete the following fields with your information by choosing from the list of values (your list of values will contain only those items previously loaded in your Profile): Purch Agent (your name), Position (your approval limit), and Phone (your Caltech phone number).

   **NOTE:** If you fail to complete the Position field with your information, the printed Purchase Order will display the SOS Buyer as the Purchasing Agent for the Order along with their contact information.
3. Click **Save Updates** to save your changes

4. From the **Available Actions** list of values, select **Completed** and click **Go**
Modify/Review Purchase Order Details

Before you select Completed and click Go, you may be required to take some action or make some modifications to the Order

Available Actions

Return Purchase Order to a Shared Folder

1. With your Purchase Order open, select Return To Shared Folder from the Available Actions list of values and click Go

2. The Purchase Order is sent back to your PPS Buyer folder
**Put a Purchase Order on Hold**

1. With your Purchase Order open, select **Hold** from the **Available Actions** list of values and click **Go**

2. In the pop-up window, enter your reason for putting the Purchase Order on hold and click **Hold**

3. The system will take you back to your **My PO Approvals** folder. The Purchase Order will remain on hold until another **Available Action** is chosen.
Forward a Purchase Order

1. With your Purchase Order open, select Forward from the Available Actions list of values and click Go

2. In the pop-up window, complete one or more fields and click Search. The more fields you complete, the more you will narrow your search results.
3. In the pop-up window, select a user by clicking on the radio button and click **Choose Selected User**

If your search did not return the results you expected click **New Search** and enter different criteria for your search.

4. In the pop-up window, enter a reason for forwarding the Purchase Order and click **Forward**
5. The system will take you back to your **My PO Approvals** folder. The Purchase Order will be sent to the new user’s **My PO Approvals** folder.
Add Notes to a Purchase Order

1. With your Purchase Order open, select Notes from the Available Actions list of values and click Go

2. In the pop-up window, enter your note and click Attach

3. Click on the PO History tab to view your note
Summary Tab

Reject Selected Line Items

1. With your Purchase Order open, select a line item on the Purchase Order you want to reject by clicking in the Select box for that line. A check mark will appear.

2. From the Line Item Details list of values, select Reject Selected Line Items and click Go.

3. In the pop-up window, enter a reason for rejecting the Purchase Order line(s) and click Reject Line Item.

4. The status icon of a rejected line will change from 📡 to 🛑.
**Un-Reject Selected Line Items**

1. A Purchase Order line can be un-rejected before it is completed. With your Purchase Order open, select a rejected line item on the Purchase Order you want to un-reject by clicking in the **Select** box for that line. A check mark will appear.

   ![Un-Reject Selected Line Items](image)

   - Line Item Details
   
<table>
<thead>
<tr>
<th>Line No.</th>
<th>Approval Status</th>
<th>Taxable</th>
<th>Product Name</th>
<th>Catalog No.</th>
<th>Unit Price</th>
<th>Qty/UDH</th>
<th>Extended Price</th>
<th>Status</th>
<th>Requisition Number</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>✔️</td>
<td>Accumaxx cell detachment solution of proteolytic, collagenolytic and DNase enzymes</td>
<td>SCR005</td>
<td>125.69</td>
<td>590</td>
<td>62,560.00</td>
<td>USD</td>
<td>New Order</td>
<td>✔️</td>
</tr>
</tbody>
</table>

   Shipping, Handling, and Tax charges are calculated and charged by each supplier.

   | Subtotal | 62,560.00 | USD |
   | TOTAL | 62,560.00 | USD |

2. From the **Line Item Details** list of values, select **Un-Reject Selected Line Items** and click **Go**

   ![Un-Reject Selected Line Items](image)

   - Line Item Details
   
<table>
<thead>
<tr>
<th>Line No.</th>
<th>Approval Status</th>
<th>Taxable</th>
<th>Product Name</th>
<th>Catalog No.</th>
<th>Unit Price</th>
<th>Qty/UDH</th>
<th>Extended Price</th>
<th>Status</th>
<th>Requisition Number</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>✔️</td>
<td>Accumaxx cell detachment solution of proteolytic, collagenolytic and DNase enzymes</td>
<td>SCR005</td>
<td>125.69</td>
<td>590</td>
<td>62,560.00</td>
<td>USD</td>
<td>New Order</td>
<td>✔️</td>
</tr>
</tbody>
</table>

   Shipping, Handling, and Tax charges are calculated and charged by each supplier.

   | Subtotal | 62,560.00 | USD |
   | TOTAL | 62,560.00 | USD |

3. The status icon of an un-rejected line item will change from 🌆 to 🌂
Details Tab

Within the Details Tab of a Purchase Order, you can modify the delivery method, tax and equipment screening information, and the POETA at the line level or at the header level, where a single modification can apply to all the lines of the Purchase Order. You may also modify the shipping address at the header level only.

NOTE: To modify Purchase Order details at the Header Level, select and click one of the buttons below from the Edit Details – for all products section; any changes made will apply to all Purchase Order line items.

To modify Purchase Order details at the Line Level select and click one of the buttons below from the Line Item Details section; any changes made will apply only to the line(s) item selected.

Modify the Shipping Address

1. With your Purchase Order open, click the Ship To button to open the Ship To Info screen.

2. In the Workspace section, to modify the shipping address, select a new address from the Select Address list of values.

   NOTE: The items loaded in your Addresses profile determine this list of values.
3. To modify the contact information, complete the **Contact Line 1** field as needed.

4. Click **Save and Apply to Selected Products** to save your changes.

5. Click **Return To Review** to return to the Details Tab to view the updated information.
Verify the Billing Address

NOTE: Caltech has only one billing address – Payment Services. This address cannot be modified

1. With your Purchase Order open, click the Bill To button to open the Bill To Info screen

2. Verify the billing address

3. Click Return To Review to return to the Details Tab

Modify the Delivery Method

See My Req Approvals→Details Tab→Modify the Delivery Method (page 24)

Modify the Tax Information

See My Req Approvals→Details Tab→Modify the Tax Information (page 25)

Modify the Equipment Certification Information

See My Req Approvals→Details Tab→Modify the Equipment Certification Information (page 26)

Modify the POETA & Expenditure Type (Split POETA)

See My Req Approvals→Details Tab→Modify the POETA & Expenditure Type (Split POETA) (page 27)
Modify the Purchase Order Supplier Name: New or Unknown Supplier

A Supplier Name may be modified at any point before the Requisition becomes a Purchase Order. If a Purchase Order has already been assigned to a Requisition then the Supplier Name cannot be modified. See MY Req Approvals→Modify/Review Requisition Details→Modify the Requisition Supplier Name: New or Unknown Supplier (page 30)
Non-Catalog Forms

Modify Purchase Order

- Item Number
- Product Name
- Quantity
- Unit of Measure (UOM)
- Unit Price
- Amount

1. With your Purchase Order open, click on the product name to open the Non-Catalog form

2. Modify the fields of the Non-Catalog form as needed

3. From the Available Actions list of values select **Save to Purchase Order** and click **Go**

4. Select **Return** and click **Go**

5. The system will take you back to the Purchase Order. Verify the updated information

6. Click **Save Updates**
Attachments

Where to look for Requisition Attachments

Attachments may be found in five areas of a Requisition and are identified with a bullet (∗). To view the attachment, simply click on the attachment hyperlink:

- **Header Level**
  - Internal Info section (1): Viewable by Caltech only
  - Supplier Info section (2): Viewable by Caltech and Supplier
- **Line Level (Details Tab)**
  - Supplier & Internal Info section (3): Viewable by Caltech and Supplier
  - Internal Info section (4): Viewable by Caltech only
- **Non-Catalog Form (click on product name)** → Internal Info section (5): Viewable by Caltech only
### External Purchases

<table>
<thead>
<tr>
<th>Status</th>
<th>Product Name</th>
<th>Supplier</th>
<th>Item No.</th>
<th>Unit Price</th>
<th>Qty/Buy</th>
<th>Extended Price</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Accumax cell detachment solution of proteolytic, collagenolytic and DNase enzymes</td>
<td>Chemicon</td>
<td>90006</td>
<td>$5.605</td>
<td>120/ML</td>
<td>$169.80</td>
<td></td>
</tr>
</tbody>
</table>

**Ship To**
- Date: [Blank]
- Name: [Blank]
- Address: 391 S. Holliston Ave
- City: Pasadena, CA 91125
- Country: United States

**Bill To**
- Date: [Blank]
- Name: [Blank]
- Address: 391 S. Holliston Ave
- City: Pasadena, CA 91125
- Country: United States

<table>
<thead>
<tr>
<th>PO Number</th>
<th>PO Number</th>
<th>PO Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Be Assigned</td>
<td>To Be Assigned</td>
<td>To Be Assigned</td>
</tr>
</tbody>
</table>

**PO Information**
- Project: A81.00001
- Task: 1
- Amendment: OAID.CITRESSEARCH
- Expenditure: Bank Charges
- Organization: [Blank]

**Internal Notes**
- Internal Note: This is an Internal Note added in the Line Level of Internal Info
- Attachments: Internal Info Link, Internal Info Attachment

### Internal Info

**Note to Buyer**

Please rush! Laboratory experiment pending receipt of items.

**Attachments**

- Internal Attachments
- Product Requirement Document
- Accumax Data Sheet
  - Attach Link
Where to look for Purchase Order Attachments

Attachments may be found in three areas of a Purchase Order and are identified with a bullet (•). To view the attachment, simply click on the attachment hyperlink:

- Purchase Order Summary → Supplier Info section (1): Viewable by Caltech and Supplier
- Line Item Details (Details Tab) → Supplier & Internal Info section (2): Viewable by Caltech and Supplier
- Non-Catalog Form (click on product name hyperlink to open form) → Internal Info section (3): Viewable by Caltech only
<table>
<thead>
<tr>
<th>Internal Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note to Buyer</strong></td>
</tr>
<tr>
<td>Note to Buyer: Please rush delivery!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attachments</strong></td>
</tr>
<tr>
<td>Internal Attachments</td>
</tr>
</tbody>
</table>
Add/Remove an Attachment

1. With your Requisition or Purchase Order open, select the button in the section where you want to add your attachment.

2. In the pop-up window, you may attach a document by clicking the button and/or attach a URL or link to a document by entering the URL address in the Link/URL field.

3. Name your attachment by completing the File Name and File/URL Name fields. You may not name two attachments with the same name.
4. Click **Attach Document** if you have attached a document.

   Click **Link Document/URL** if you have attached a link. Your attachments will appear in the lower half of the pop-up window.

5. To remove an attachment select the attachment you want remove by clicking in the **Remove** box for that attachment. Click **Remove**

6. Click **Close**
What Attachments flow to Oracle?

- Internal Attachments do not flow to Oracle and are viewable only in TechMart

- External Attachments do flow into Oracle as an attachment at either the Header or at the Line Level depending on where the Attachment was added in TechMart (Header or Line Level).

  NOTE: External Attachments added in TechMart appear only as a URL in Oracle and it is recommended that Attachments be viewed in TechMart rather than Oracle

- Attachments added in a Non-Catalog form do flow into Oracle as an Attachment at the Header Level
Notes

Where to look for Requisition Notes

Notes may be found in five areas of a Requisition and may be identified with a paper icon ( ). To view the note, simply click on the paper icon:

- **Header Level**
  - Internal Info section (1): Viewable by Caltech only
  - Supplier Info section (2): Viewable by Caltech and Supplier
- **Line Level (Details Tab)** → Supplier & Internal Info section (3): Viewable by Caltech only
- **Non-Catalog Form** (click on product name hyperlink to open form)
  - Internal Info section (4): Viewable by Caltech only
  - External Info section (5): Viewable by Caltech and Supplier
| Note to Buyer | Please rush! Laboratory experiment pending receipt of items. |
| Help: Please provide any internal attachments below. | |
| Internal Attachments | Attachments |
| Internal Attachments | • Product Requirement Document |
| Internal Attachments | • Accumax Data Sheet |
| Internal Attachments | Attach/Link |
| Supplier Instructions | Partial Shipments OK. |
Where to look for Purchase Order Notes

Notes may be found in five areas of a Purchase Order and may be identified with a paper icon (       ). To view the note, simply click on the paper icon:

- **Purchase Order Summary** → Supplier Info section (1): Viewable by Caltech and Supplier
- **Line Item Details (Details Tab)** → Supplier & Internal Info section (2): Viewable by Caltech and Supplier
- **Non-Catalog Form** (click on product name hyperlink to open form)
  - **Internal Info section (3):** Viewable by Caltech only
  - **External Info section (4):** Viewable by Caltech and Supplier
- **Requisition Notes** (click on the Requisition number hyperlink) → Internal Info Section (5): Viewable by Caltech only
What Notes flow to Oracle?

- Internal Notes do not flow to Oracle and are viewable only in TechMart.
- External Notes do flow into Oracle as an attachment at either the Header or at the Line Level depending on where the Note was added in TechMart (Header or Line Level).
- Notes added in a Non-Catalog form do flow into Oracle as an attachment at the Header Level.
Missing Position/Supplier Folder

What goes into this folder?

The Missing Position/Supplier folder contains Requisitions or Purchase Orders that have at least one of the following:

- The Supplier Name field reads “New Supplier” or “Unknown Supplier”
- The Position filed is not complete

Because these are considered incomplete Orders, they are systematically sent to this folder for correction

Who has access to this folder?

Because it is anticipated that very few Orders will ever go into this folder, currently, only two TechMart Analyst have access – Sherri Weed and Suzy Dollar

How do I get my Order out of the Missing Position/Supplier folder?

In order to get your Order out of this folder, a TechMart Analyst will automatically forward your Order to you for correction. No communication is required on your part. You may, however, receive a phone call from a TechMart Analyst who will explain why your Order went to this folder.

Upon receipt of the Order back into your My Req Approvals/ My PO Approvals folder, please complete your Order by either updating the Supplier Name field with a valid Supplier Name or fill in the Position field with your position information
**Order Type/PO Delivery**

Depending on the Order Type, a Purchase Order may or may not be electronically distributed to the Supplier via fax or email. Below is an Order Type matrix, which defines what Order Types generate Purchase Orders and whether those Purchase Orders are electronically distributed to the Supplier.

<table>
<thead>
<tr>
<th>Order Type</th>
<th>PO #</th>
<th>PO Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spot Buy</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Contract Agreements &amp; Change Requests</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Request&lt;sup&gt;1&lt;/sup&gt;</td>
<td>⊗</td>
<td>⊗</td>
</tr>
<tr>
<td>Construction&lt;sup&gt;2&lt;/sup&gt;</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>LIGO&lt;sup&gt;3&lt;/sup&gt;</td>
<td>✓</td>
<td>⊗</td>
</tr>
<tr>
<td>Research Subcontract&lt;sup&gt;4&lt;/sup&gt;</td>
<td>⊗</td>
<td>⊗</td>
</tr>
<tr>
<td><strong>Equipment/Leases</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Loan</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Lease Agreement</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Maintenance Agreement</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Rental Agreement</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consulting Services</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>General Services</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Temporary Staffing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Unauthorized Orders</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice Attached</td>
<td>✓</td>
<td>⊗</td>
</tr>
<tr>
<td>Reimbursement</td>
<td>✓</td>
<td>⊗</td>
</tr>
</tbody>
</table>

<sup>1</sup> **Change Requests**: Buyers will receive requests for change orders via TechMart; however, no Purchase Order will be generated upon completion of the Requisition. Buyers must process the Change Request in Oracle.

<sup>2,3</sup> **Construction and LIGO**: These Orders require you to reference an Oracle Contract Agreement number in the **Supplier & Internal Info** section (see below) of TechMart. This number is required so the Order associates itself with the existing Oracle Contract Agreement when it is loaded in Oracle. If an Oracle Contract Agreement does not exist, you are required to generate this number in Oracle before you issue a TechMart Purchase Order.

*NOTE: Oracle Contract Agreement numbers may be pre-loaded in your profile (see Profile→Custom Fields→Supplier→Contract Number)*
4 **Research Subcontracts**: Requisitions identified with an Order Type of Research Subcontract will be sent to a **Research Subcontract** folder (which is accessible by selected Contracting Officers only). The Contracting Officers are required to assign themselves Orders belonging to them. Assigned Orders will then flow into the Contracting Officer’s **My Req Approvals** folder for processing. No Purchase Order will be generated upon completion of the Requisition. Contracting Officers must process the Research Subcontract in Oracle.

**NOTE**: SciQuest shall use commercially reasonable efforts to ensure that the SciQuest Spend Director and Order Manager Applications deliver ninety-five percent (95%) of all orders submitted to Suppliers within five (5) minutes of final submission and further that ninety-nine percent (99%) of all orders shall be delivered within four (4) hours of final submission ("Order Delivery"). Notwithstanding the foregoing, SciQuest shall not be responsible for any Order Delivery failures that result from: (i) failure of Caltech’s hardware or software; (ii) failure of or rejection by intended Supplier’s hardware or software; (iii) results from the failure of a communication service or other outside service or equipment not within the control of SciQuest; or (iv) any such failure that is due to reasons beyond the reasonable control of SciQuest.
Order Maintenance

Assign/Un-Assign a Substitute

If you anticipate being out of the office you can temporarily assign your future incoming Orders to a backup (substitute) Buyer. Orders currently in your folder will remain in your folder for you to process

1. Open your [My Req Approvals/My PO Approvals] folder

2. Click [Assign Substitute] located above your folder

3. In the pop-up window, complete one or more fields and click Search. The more fields you complete, the more you will narrow your search results
4. In the pop-up window, select a user by clicking on the radio button and click **Choose Selected User**

If your search did not return the results you expected click **New Search** and enter different criteria for your search.

5. The name of your substitute will appear above your folder.

6. To end the substitution, click [End Substitution] located above your folder.
Order History

PO and Req Search

By PO Number, Req Number or Supplier/SKU

1. From the Homepage, click Order History

2. Verify PO Search or Req Search is selected (depending on your query)
3. Depending on your available search criteria, enter a Purchase Order number in the **by PO. No** tab; a Requisition number in the **by Requisition** tab; or a Supplier Name in the **by Supplier/SKU** tab (available only in a Req Search). Click

4. Your search results will appear as pictured below. Clicking on the PO No. or Requisition No. hyperlink will take you to those screens and allow you to view order history.
Filter Search

1. From the **by PO. No** tab, **by Requisition** tab, or the **by Supplier/SKU** tab enter your search criteria and check the **Filter** box to activate the **Filters** and the **PO Status Filters** section.

2. Refine your query by
   - Start and End Date
   - PO Departments
   - PO Status

3. Click **Search**
Save a Query

1. From the **by PO. No** tab, **by Requisition** tab, or the **by Supplier/SKU** tab enter your search criteria and check the Filter box to activate the Filters and the PO Status Filters section.

2. Refine your query you want to save.

3. Click **Search**.
4. From the search results screen select **Save Query**

5. In the pop-up window, name your search in the *Query Name* field and give it a description. Click **Save**
6. The system will display the following message. Click **Close**

```
Save Query

The query was saved successfully.
```

Close
Select a Query

1. From the Homepage, click **Order History**

2. Verify **PO Search** or **Req Search** is selected (this will depend on where your query is saved)

3. Select **Select Query**

4. In the pop-up window, select the query you want to run by clicking in the Select box for that query. A checkmark will appear
5. From the list of values, select **Load Query** or **Run Query** and click **Go**

**Load Query**: Allows you to modify the existing criteria of your saved query before you run it

**Run Query**: Allows you to obtain a report based on the existing criteria of your saved query

6. To delete an existing Query, select **Delete** from the list of values and click **Go**
Approval Status

You may review the approval status of a Purchase Order at any time during the approval cycle.

1. **Using Order History**, search for a Purchase Order using the Purchase Order or Requisition Number

2. Click on the Purchase Order number hyperlink

3. With your Purchase Order open, select the **Approval Status** tab

The Approval Status of every order may vary. Located on the left menu bar is a **Legend** to help you identify the status of a step and where the Order may be located.
Printing

Requisitions and Purchase Orders may be printed at any time when the following icon is present 📨. Search for a Requisition or Purchase Order using PO or Requisition Search

Purchase Orders printed from the **Summary** tab of a Purchase Order will print high level information

### Purchase Order Summary

<table>
<thead>
<tr>
<th>Priority</th>
<th>PO/Reference No.</th>
<th>RS Date</th>
<th>Total</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>0000002</td>
<td>07/30/2005</td>
<td>$120.00 USD</td>
<td>Grainger, Inc.</td>
</tr>
</tbody>
</table>

**Supplier Info**

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Grainger, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>100 Grainger Parkway, Lake Forest, IL 60045-9281, US</td>
</tr>
<tr>
<td>Phone</td>
<td>(800) 977-2252 x 1000</td>
</tr>
<tr>
<td>Fax</td>
<td>(800) 977-2252 x 1000</td>
</tr>
<tr>
<td>Note to Supplier</td>
<td>Note not attached</td>
</tr>
</tbody>
</table>

**Purchase Info**

<table>
<thead>
<tr>
<th>Purchase Order Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>Note to Supplier</td>
</tr>
</tbody>
</table>

**Bill To Info**

<table>
<thead>
<tr>
<th>Bill To Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Institute of Technology</td>
</tr>
<tr>
<td>2100 E California St.</td>
</tr>
<tr>
<td>Pasadena, CA 91125</td>
</tr>
<tr>
<td>United States</td>
</tr>
</tbody>
</table>

**Ship To Info**

<table>
<thead>
<tr>
<th>Ship To Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dori Shindohuku</td>
</tr>
<tr>
<td><a href="mailto:dori.shindohuku@caltech.edu">dori.shindohuku@caltech.edu</a></td>
</tr>
<tr>
<td>Phone: (626) 798-2340</td>
</tr>
<tr>
<td>California Institute of Technology</td>
</tr>
<tr>
<td>2100 E California St.</td>
</tr>
<tr>
<td>Pasadena, CA 91125</td>
</tr>
<tr>
<td>United States</td>
</tr>
</tbody>
</table>

### Line Item Details

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Approval Status</th>
<th>Taxable</th>
<th>Description</th>
<th>Catalog No.</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Extended Price</th>
<th>Status</th>
<th>Requisition Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>✔</td>
<td>No</td>
<td>Test Data: Widget</td>
<td>Test 2342-00</td>
<td>30.00</td>
<td>4 x 1</td>
<td>$120.00 USD</td>
<td>Sent To Supplier (6/3/2005)</td>
<td>32312214</td>
</tr>
</tbody>
</table>

Shipping, Handling, and Tax charges are calculated and charged by each supplier.

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>$120.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>$120.00 USD</td>
</tr>
</tbody>
</table>
Purchase Orders printed from the **Details** tab of a Purchase Order will print low level information (i.e. Delivery Method, POETA, and Expenditure Type)

**NOTE:** Purchase Orders sent to Suppliers will be similar the one pictured below, however they will not contain Accounting Information

---

<table>
<thead>
<tr>
<th>Purchase Order Summary</th>
<th>Supplier Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO Reference No.</strong></td>
<td>G.8888</td>
</tr>
<tr>
<td><strong>PO Date</strong></td>
<td>6/3/2005</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>120.00 USD</td>
</tr>
<tr>
<td><strong>Supplier</strong></td>
<td>Granger, Inc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Note to Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granger, Inc.</td>
<td>Note not attached</td>
</tr>
</tbody>
</table>

**Address:**
100 Orange Parkway
Lake Forest, IL 60045-5201
US

**Phone:**
+1 (877) 262-5782 ext.1

**Fax:**
+1 (877) 262-5787

**Dept Code:**
GQ

**Purch Agent:**
Marquez, Monte

**Position:**
PPS Buyer 4

**Phone:**
+1 (866) 273-2206

**Request:**

---

<table>
<thead>
<tr>
<th>Line Item Details</th>
<th>Supplier &amp; Internal Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approval Status</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Line Item</strong></td>
<td>Text Delta Widget</td>
</tr>
<tr>
<td><strong>Catalog No.</strong></td>
<td>Text 2245-DC</td>
</tr>
<tr>
<td><strong>Unit Price</strong></td>
<td>20.00 USD</td>
</tr>
<tr>
<td><strong>Qty/UN</strong></td>
<td>4 EA</td>
</tr>
<tr>
<td><strong>Extended Price</strong></td>
<td>120.00 USD</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Sent to Supplier</td>
</tr>
<tr>
<td><strong>Requisition Number</strong></td>
<td>22012124</td>
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</tbody>
</table>

**Line Item Details**

<table>
<thead>
<tr>
<th><strong>Category</strong></th>
<th><strong>Delivery</strong></th>
<th><strong>POETA</strong></th>
<th><strong>Expenditure</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship Via</td>
<td>Best Carrier-Last Mile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested Delivery</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POETA**

<table>
<thead>
<tr>
<th><strong>Accounting Info</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project</strong></td>
</tr>
<tr>
<td><strong>Task</strong></td>
</tr>
<tr>
<td><strong>Expenditure Type</strong></td>
</tr>
<tr>
<td><strong>Bank Charges</strong></td>
</tr>
<tr>
<td><strong>Organization</strong></td>
</tr>
</tbody>
</table>

**Total**

120.00 USD

**Shipping, Handling, and Tax charges are calculated and charged by each supplier.**

---

<table>
<thead>
<tr>
<th><strong>Subtotal</strong></th>
<th>120.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>120.00 USD</td>
</tr>
</tbody>
</table>