

# eMarket

April 2019

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## **Requesters**

Sections 1 through 9, 11 through 14 are intended to assist Requesters in placing an order in eMarket and receiving it upon delivery.

## **Approvers**

Section 10 contains material to assist Approvers in approving orders from eMarket.

## **Buyers and SRMs**

Buyers and SRM's should become familiar with the content in all sections of the document.

# Table of Contents

Section 1 - Creating a Requisition in eMarket	
Log in to eMarket . . . . .	1
Creating a Requisition . . . . .	1
Section 2 – eMarket Home Page	
Home Page Banner . . . . .	6
Left Menu Navigation . . . . .	6
Instructions and Documentation . . . . .	7
Visit Store (Punchouts) . . . . .	7
Favorite Products . . . . .	8
Saved Searches . . . . .	9
Saved and Shared Carts . . . . .	10
Section 3 – Search and Search Results	
Search Bars. . . . .	12
Preferred Items . . . . .	12
Preferred Suppliers . . . . .	12
Klarity Search . . . . .	12
Quick Find . . . . .	13
Searching Punchout Catalogs. . . . .	14
Search Results. . . . .	16
Item Details . . . . .	17
Multiple Images . . . . .	17
Options . . . . .	17
Warranty . . . . .	17
Documents . . . . .	18
Section 4 - Suppliers	
Browsing Hosted Catalogs . . . . .	19
Quick Searches with Specific Suppliers . . . . .	20
Quick Find . . . . .	21
Section 5 - Packages	
Order Guides . . . . .	22
Bundles . . . . .	23
Favorite Products . . . . .	23
Section 6 - eForms	
Quick Form . . . . .	25

Section 7 – Shopping Cart	
Shopping Cart . . . . .	26
Cart History . . . . .	26
Text Field . . . . .	26
Price Comparison . . . . .	27
Section 8 – Submitting an Order	
Checkout - Review and Submit page . . . . .	28
Ship to Address and Location . . . . .	29
Attention To . . . . .	30
Due Date (Ship Date) . . . . .	30
General Ledger Account Codes . . . . .	30
Multiple General Ledger Account Codes . . . . .	30
Header Comments, Line Comments and Attachments . . . . .	31
Approval Justification . . . . .	33
Submitting the Order for Approval . . . . .	34
Additional Features of eMarket . . . . .	35
Requisition Name . . . . .	35
Deleting a Line from an Order . . . . .	36
Adding Additional Items . . . . .	36
Special Request Purchases . . . . .	37
Feedback . . . . .	38
Section 9 – Requisition Maintenance	
Printing a Requisition . . . . .	39
Canceling Requisitions . . . . .	40
Re-opening Canceled Requisitions . . . . .	41
Copying a Requisition . . . . .	41
Viewing Requisition Approvals . . . . .	42
Editing a Requisition . . . . .	43
Requisition Life Line or Requisition Cycle. . . . .	43
Email Notifications Received by Requesters . . . . .	44
Section 10 – Approvals	
Amount and Chartfield Approvals . . . . .	46
eMail Approval in Outlook . . . . .	46
eMail Link . . . . .	47
Approval Tile . . . . .	48
Worklist for Approvers . . . . .	49
Buyer Review of Special Requests . . . . .	50
eMail for Buyer Review . . . . .	50
Approval Tile . . . . .	51
Reqs in Pending Status Pagelet for Buyers . . . . .	51

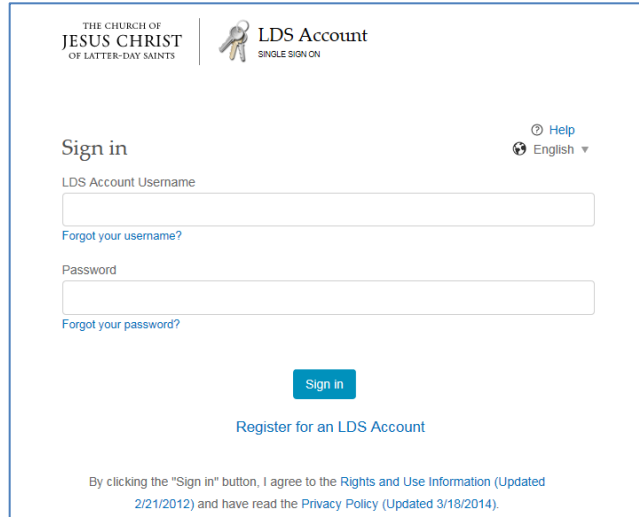
Section 11 – Receiving	
Receiving . . . . .	52
Viewing Received Items in Manage Requisitions . . . . .	54
Section 12 – Catalog Listing	
Catalog Listing . . . . .	55
Section 13 – Online Purchasing Reference Guide	
Purchasing Reference Guide . . . . .	56
Section 14 – Catalog Statistics	
Catalog Statistics . . . . .	57
Catalog Usage . . . . .	57
Catalog Item Usage . . . . .	58
Item Usage Across Catalogs . . . . .	58
Item Usage by Vendor . . . . .	59
Vendor Punchout Usage . . . . .	60
Special Requests Usage . . . . .	61
Section 15 – Catalog Load Process	
Punchout Catalog Creation . . . . .	62
Criteria for Punchout or Supplier Catalog Creation . . . . .	64
Purchasing Reference Guide (PRG) Creation . . . . .	64
Viewing the Online PRG . . . . .	66
New Supplier Catalog Creation . . . . .	67
File Preparation . . . . .	67
Excel File Format . . . . .	68
Request for Catalog Deletion . . . . .	70
Loading a File into eMarket . . . . .	71
Approving the Catalog . . . . .	73
Updates to PRG . . . . .	74
Updates to Existing Supplier Catalogs . . . . .	74
Update Timings. . . . .	76
Index . . . . .	77

# eMarket

## Section 1 - Creating a Requisition in eMarket

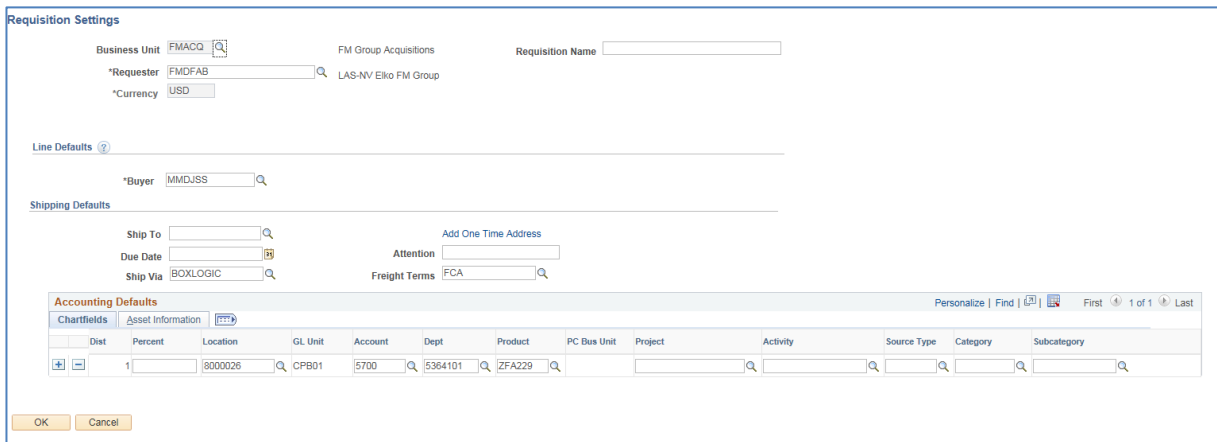
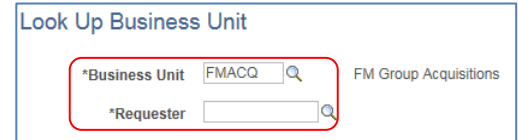
### Log in to eMarket

- From an internet browser window, type in <https://purchasing.ldschurch.org>
- Enter your **LDS Account** and **password**.



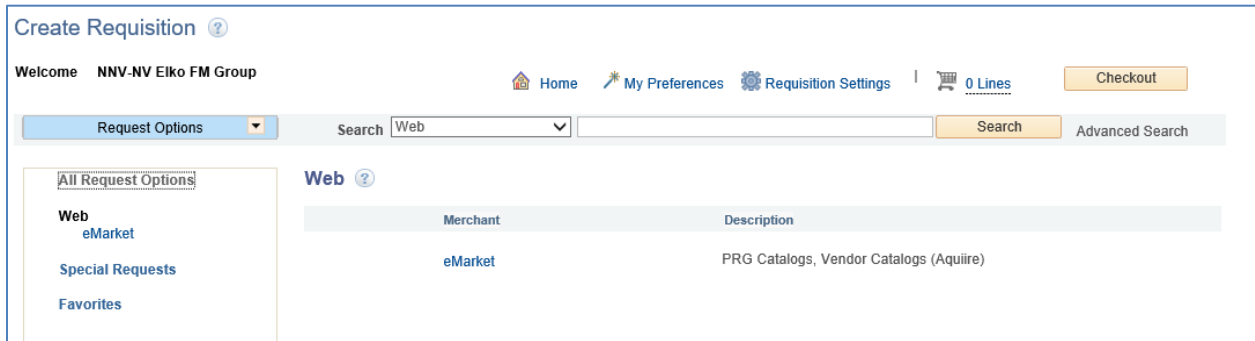
### Creating a Requisition





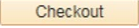
- From the main menu, navigate to **eMarket – Requisition**.
- Some users (mainly outside the US) will need to specify the **Business Unit** and **Requester group**, while others (mainly in the US) will skip over this step.
- Enter or change **Defaults** on the **Requisition Settings** page. Values entered here will carry down to each line entered in eMarket. For some, this information will default based on the requester group entered. Any defaulted information can be changed on this page.
- After entering values, click the **OK** button.



Dist	Percent	Location	GL Unit	Account	Dept	Product	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
1		8000026	CPB01	5700	5364101	ZFA229						

- The **Create Requisition** page is made of several sections and icons.

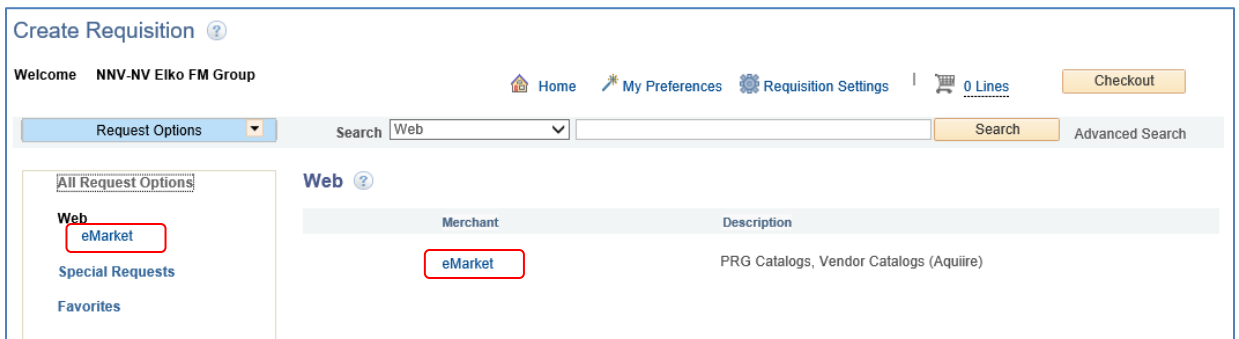


-  **Home** The **Home** icon is a short-cut to go back to the **Create Requisition** page.
-  **My Preferences** **My Preferences** (not used at this time)
-  **Requisition Settings** **Requisition Settings** is a short-cut that will go back to the **Requisition Setting** page to change shipping and accounting defaults on lines.
-  **0 Lines** The **Shopping Cart** icon is a quick way to display what is currently in the cart and checkout.
-  **Checkout** The **Checkout Button** transfers to the **Checkout – Review and Submit** page.

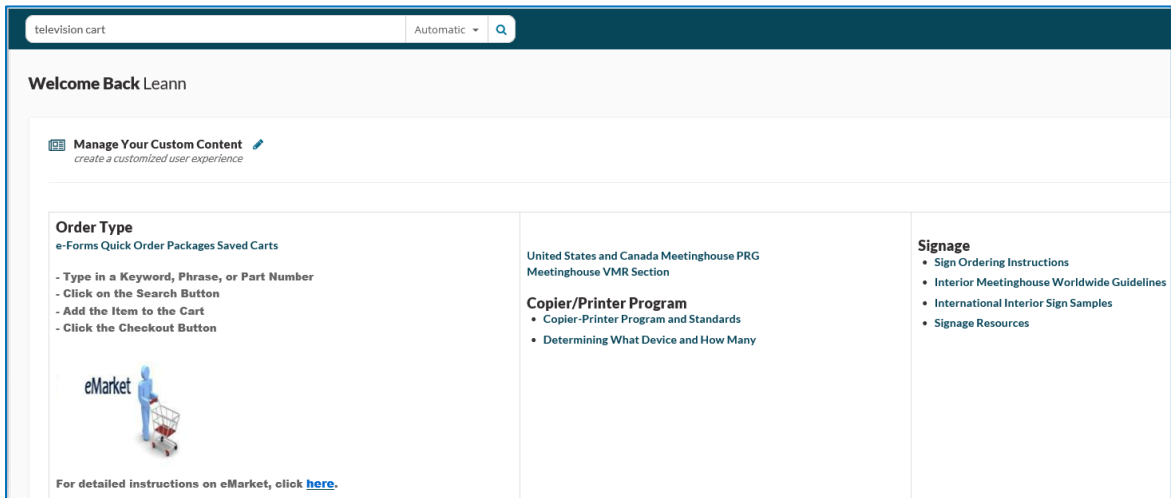


The **Left-hand Navigation Menu** is an easy way to access **eMarket**, **Special Requests**, and **Favorites** item entry.

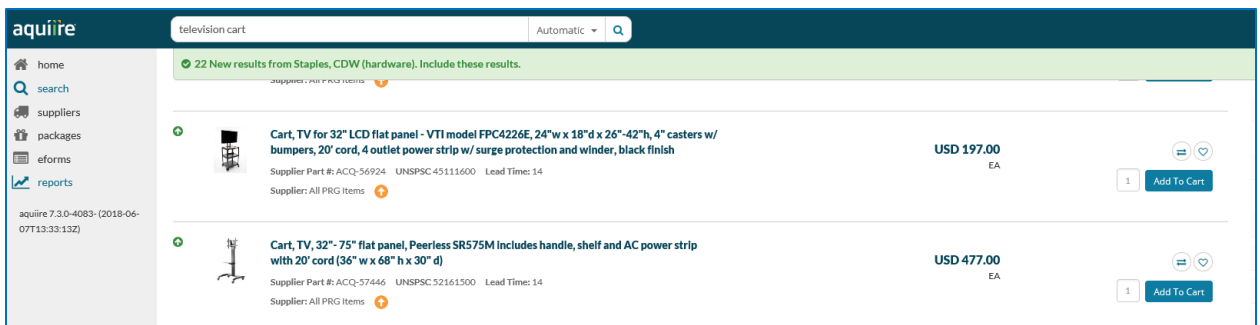
- On the **Create Requisition** page, click on the **eMarket** link (from either the **Left-Hand Menu** or the **Home** page) to search the catalog.



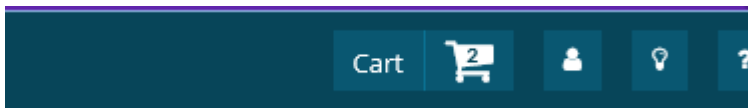
- From the **eMarket Home Search** page, enter a **Keyword** or **Part Number** in the Search box and click Search. In this example, television cart was entered to search on.



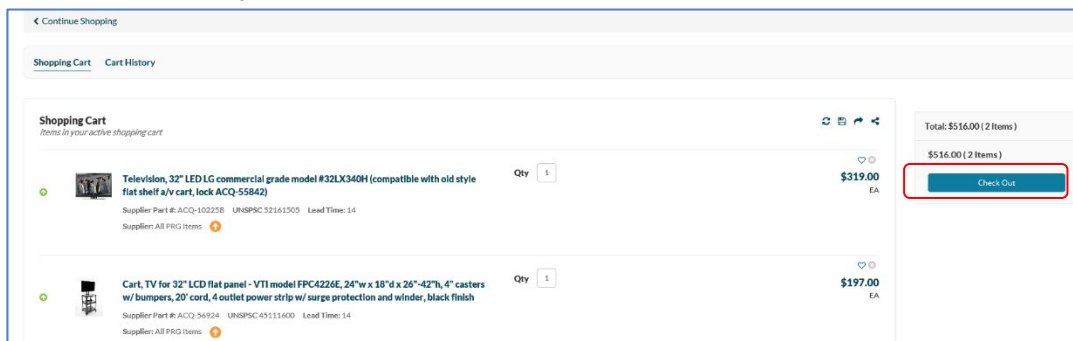
- Find the item you are looking for. Enter the quantity and click **Add to Cart**.



- Continue searching and adding items as needed.
- Once you have all the items in the cart, select the **Cart** icon at the right top of the page to review the items in the cart.



- Review the items in your cart and click the **Checkout** button.



- Go to **Checkout - Review and Submit** to review your order. Review **Ship To** and **Account** information from here. Then click the **Save & Submit** button to send the order for approval.

**Checkout - Review and Submit**  
Review the item information and submit the req for approval.

\* My Preferences    Requisition Settings

**Requisition Summary**

Business Unit     FM Group Acquisitions    Requisition Name

\*Requester     LAS-NV Elko FM Group

\*Currency

---

**Cart Summary: Total Amount 498.54 USD**

Expand lines to review shipping and accounting details + Add More Items

**Requisition Lines** ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Comments	Delete
1	Television, 29" LED LG model 2		TV Specialists Inc	2.0000	Each	249.2700	498.54	Add	Delete

**Shipping Line 1**

Ship To     Add Shipto Comments    Quantity

Address 3001 North 5th Street    Add One Time Address    Price 249.2700  
Elko, NV 89801

Attention To

Due Date

Ship Via

Freight Terms

**Accounting Lines**

\*Distribute By

Line	Status	*Location	Quantity	Percent	Merchandise Amt	GL Unit	*Account	Dept	Product
1	Open	8000026	2.0000	100.0000	498.54	CPB01	5700	5364101	ZFA229

Select All / Deselect All    Select lines to: + Add to Favorites

**Total Amount 498.54 USD**

---

**Requisition Comments and Attachments**

Enter requisition comments

PLEASE INCLUDE THE PURCHASE ORDER NUMBER WITH THE FOLLOWING INFORMATION ON THE BILL OF LADING:  
\*\* Notify customer 24 hours before delivery, Inside Delivery Required \*\*

Send to Supplier    Add more Comments and Attachments

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**Approval Justification**

Enter approval justification for this requisition

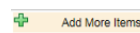
60 Preview Approvals    Provide Feedback

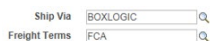
## Checkout – Review and Submit page Overview



**Requisition Settings** is a short-cut that will go back to the **Requisition Settings** page to change line defaults.



Select **Add More Items** button to be transferred back to the **Create Requisition** page.



**Ship Via** and **Freight Terms** are now available in eMarket. These values should rarely be changed from the default.



**Approval Justification** is a comment that appears for the Approver. Any notes for the Approver to review should be entered here.



# eMarket

## Section 2 – eMarket Home Page

### eMarket Home Page

The entire eMarket Home Page is displayed below. Several sections make up the home page.

- Home Page Banner
- Left Menu Navigation
- Instructions and Documentation
- Visit Store (Punchout access)
- Favorite Products
- Saved Searches
- Saved and Shared Carts

Each section of the home page will be explained in detail below.

The screenshot displays the eMarket Home Page interface. At the top, there is a dark blue header with the 'aquire' logo on the left, a search bar in the center, and 'Automatic' and a search icon on the right. Below the header is a navigation menu with icons for home, search, suppliers, packages, eforms, messages, metrics, reports, and configure. The main content area is titled 'Welcome Back Leann' and includes a 'Manage Your Custom Content' section with three columns: 'Order Type' (e-Forms Quick Order Packages Saved Carts), 'United States and Canada Meetinghouse PRG Meetinghouse VMR Section' (Copier/Printer Program), and 'Signage'. Below this are four sections: 'Favorite Products' (Television Kit, 24" Samsung LED), 'Visit Store' (Adorama), 'Saved Searches' (television, GOJO Orange Cleaner, orange cleaner), and 'Saved and Shared Carts' (Canon XF-105, Canon VIXIA HF R800, Accuforum Sign® SD6 3-Ring).

## Home Page Banner



**Universal Search Bar** is the first item location on the banner. This feature is located at the top of every page.

- Type in a **Keyword**
- You can also search for a **Supplier Part Number** or **Manufacturer Part Number**.
- You *cannot* search using symbols, such as an asterisk (\*).
- Hit **Enter** on the keyboard or click the Magnifying Glass to begin the search.
- Leave the Category option as Automatic.

**Cart** shows items currently in your cart. Click on it to complete the Checkout process.

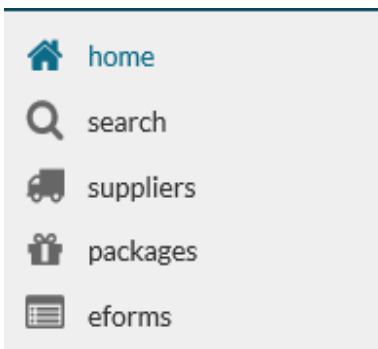
**View Profile** is the next icon. From here, you can see how you are setup in Aquire. You should not need to alter anything in your setup.

**Idea Icon** is not used. If you need to provide feedback, please use the Feedback link located on the Review and Submit page of eMarket.

The last icon is the **Help** icon. This Help feature is provided by Aquire. Note some functionality noted here, we do not use. If you use a Help link, use the link on the Home Page entitled – ‘For detailed Instruction on eMarket, click [here](#).’ or contact your purchasing representative.

## Left Menu Navigation

A quick way to navigate around eMarket is to use the **Left Menu Navigation**.



Each option will be described in detail in following sections, but a short description is provided below.

- **Home** – A quick link to navigate back to the Home page.
- **Search** – In addition to the Universal Search Bar, the Quick Find Feature is located here.
- **Suppliers** – A listing of all catalogs where browsing all items in a catalog may be a quick way to order an item.
- **Packages** – Navigate to Packages using this link.
- **eForms** – Use this area to enter a Special Request item.

## Instructions and Documentation


This area of the Home Page contains Church Purchasing information in the following areas:

- Quick links to areas in eMarket
- This **eMarket Help Document** (located under ‘For detailed Instruction on eMarket, click [here](#)’).
- US and Canada Meetinghouse PRG’s
- Instructions for Copiers and Printers
- Instructions on Signage for International and Domestic signs.


<p><b>Order Type</b> e-Forms Quick Order Packages Saved Carts</p> <ul style="list-style-type: none"><li>- Type in a Keyword, Phrase, or Part Number</li><li>- Click on the Search Button</li><li>- Add the Item to the Cart</li><li>- Click the Checkout Button</li></ul>  <p>For detailed instructions on eMarket, click <a href="#">here</a>.</p>	<p>United States and Canada Meetinghouse PRG Meetinghouse VMR Section</p> <p><b>Copier/Printer Program</b></p> <ul style="list-style-type: none"><li>• Copier-Printer Program and Standards</li><li>• Determining What Device and How Many</li></ul>	<p><b>Signage</b></p> <ul style="list-style-type: none"><li>• Sign Ordering Instructions</li><li>• Interior Meetinghouse Worldwide Guidelines</li><li>• International Interior Sign Samples</li><li>• Signage Resources</li></ul>
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## Visit Store (Punchouts)


**Visit Store** contains quick links to all the **Punchout** sites available to the business unit.


 **Visit Store**  
*search a single supplier site*


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 **Adorama**  
Adorama provides camera and photography accessories.

 **B&H Photo CHROME ONLY**  
B&H Photo provides photo, video, pro audio and digital imaging needs.

 **Border States**  
Border States is an electrical supply company.

 **CDW (hardware)**  
CDW is a leading provider of technology products and services for business, government and education.

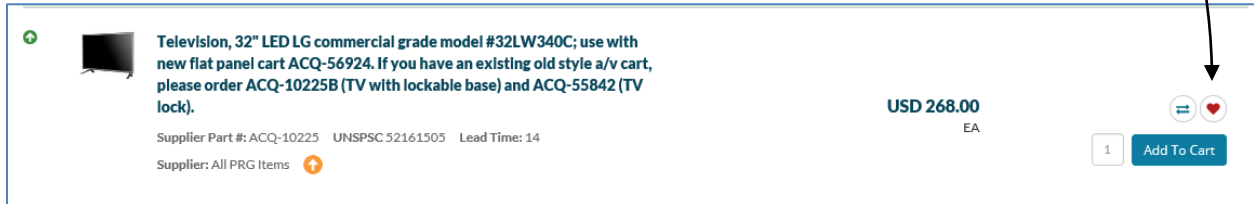
 **Contractors HVAC Supply**  
Various HVAC supplies for Church buildings.

 **Grainger**  
Grainger, a supplier of facilities maintenance products, helps local businesses maintain, repair, and operate their facilities.

## Favorite Products

When searching for an item, the requester can mark an item as a Favorite by clicking the **Favorite** (red heart) icon just above the **Add to Cart** button. Items can also be marked as **Favorites** in the Cart. When this is done, all favorite items display in the **Favorite Products** section of the **Home Page** for quick access.

Note the **View All** link at the bottom of this section to quickly access all Favorite Products.

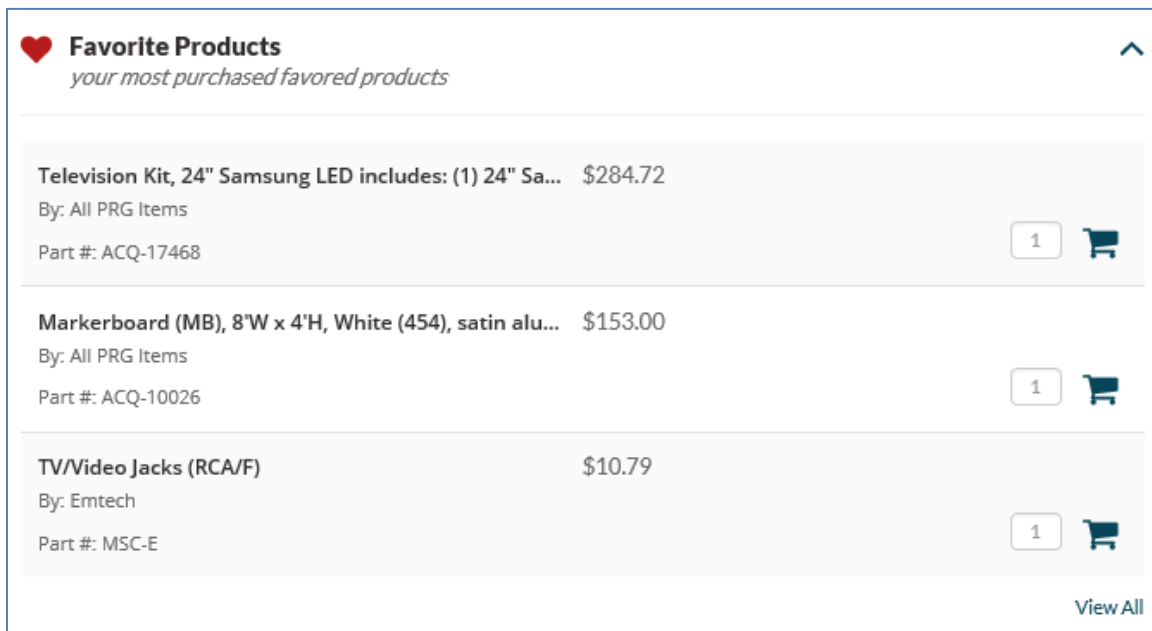


Television, 32" LED LG commercial grade model #32LW340C; use with new flat panel cart ACQ-56924. If you have an existing old style a/v cart, please order ACQ-10225B (TV with lockable base) and ACQ-55842 (TV lock).

Supplier Part #: ACQ-10225 UNSPSC 52161505 Lead Time: 14  
Supplier: All PRG Items

USD 268.00 EA

1 Add To Cart



### Favorite Products

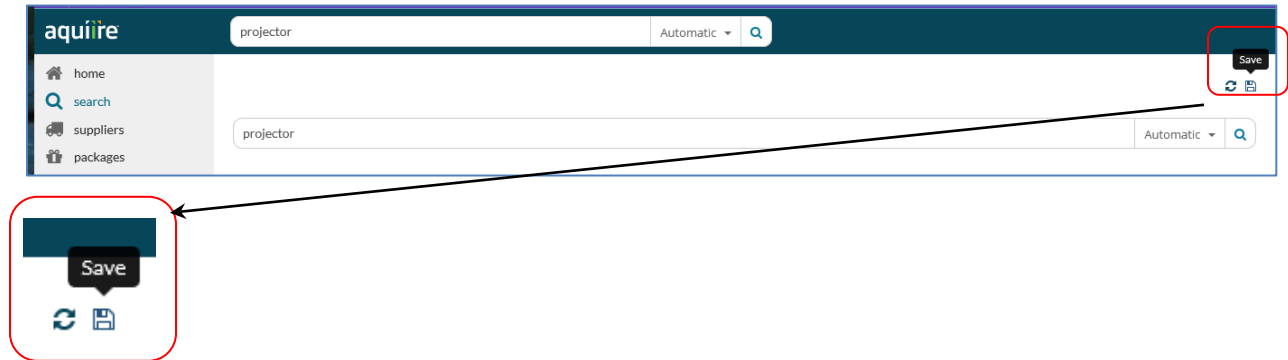
*your most purchased favored products*

Television Kit, 24" Samsung LED includes: (1) 24" Sa...	\$284.72
By: All PRG Items Part #: ACQ-17468	1
Markerboard (MB), 8"W x 4"H, White (454), satin alu...	\$153.00
By: All PRG Items Part #: ACQ-10026	1
TV/Video Jacks (RCA/F)	\$10.79
By: Emtech Part #: MSC-E	1

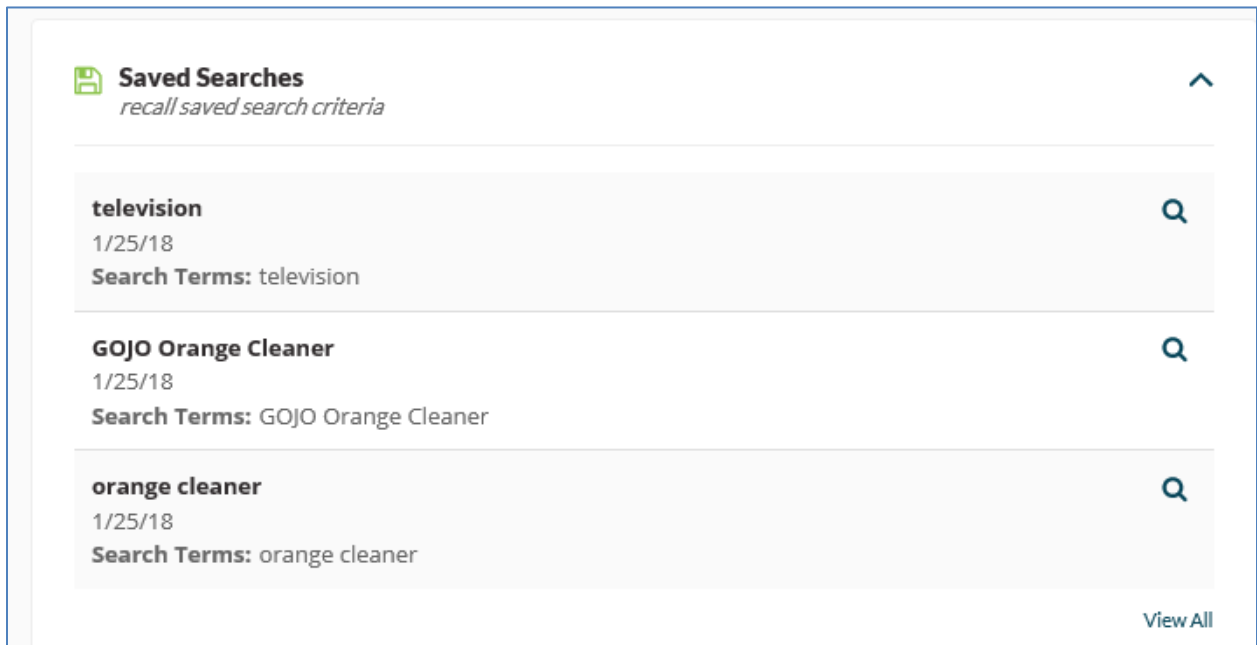
[View All](#)

## Saved Searches

If you have an important search term that you want to save, enter the search keyword and click the **Save** icon on the right side of the screen.

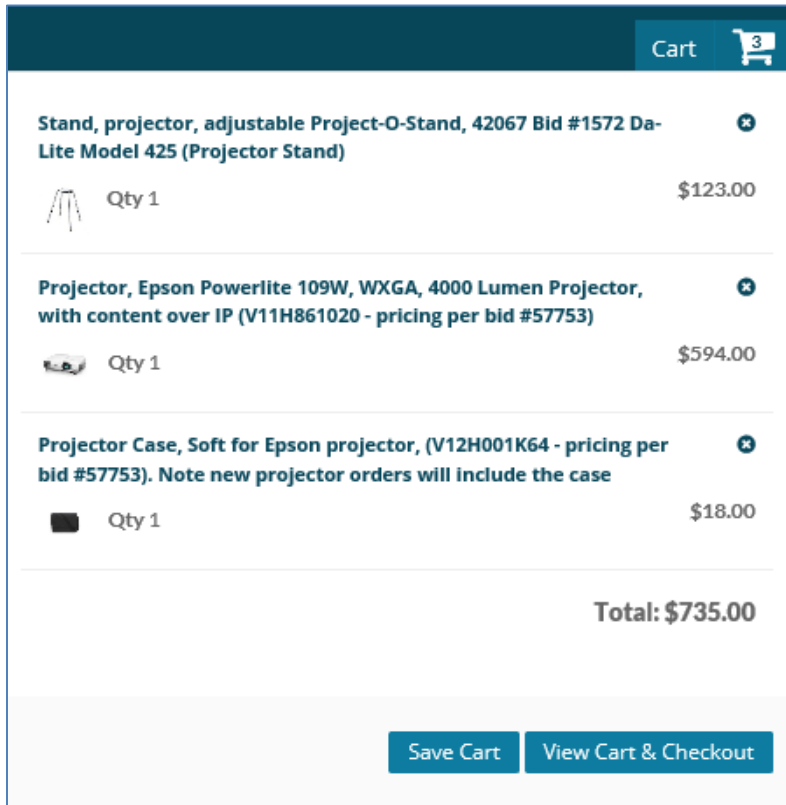


All saved searches can then be accessed on the **Saved Searches** area of the **Home Page**. Notice the **View All** link at the bottom. Clicking on this link will display all saved searches.

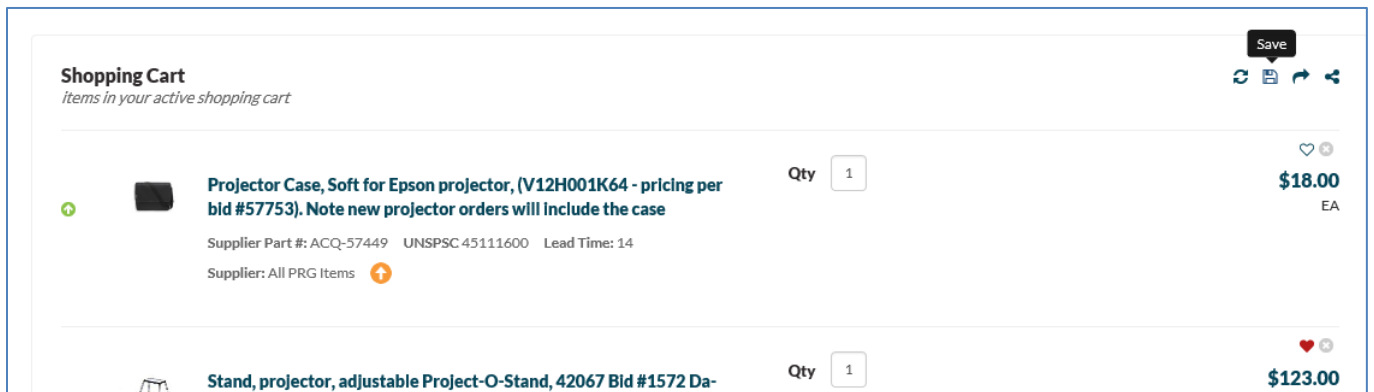


## Saved & Shared Carts

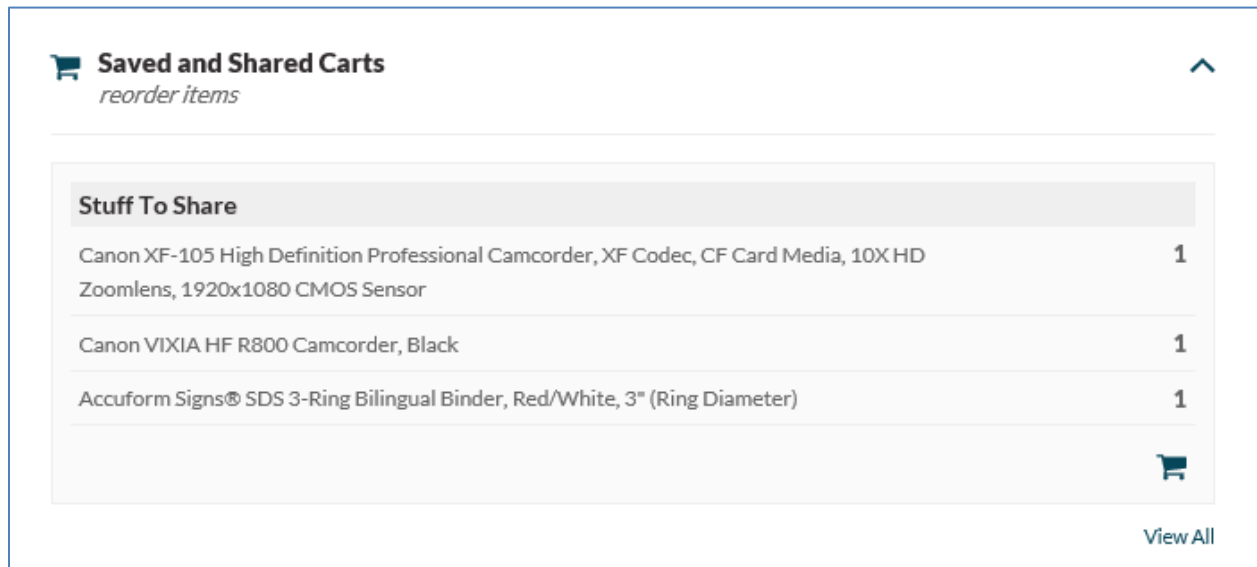
There are times when it is handy to order the same group of items routinely. Saving items in a Cart can be done by clicking the **Save Cart button** when hovering over the **Cart icon** on the Home Page Banner.



It can also be saved while in the **Cart** by clicking the **Save** icon.



Saved Carts can then be accessed under the **Saved and Shared Carts** section of the Home Page.



The screenshot displays the 'Saved and Shared Carts' interface. At the top, there is a shopping cart icon, the title 'Saved and Shared Carts', and a link 'reorder items'. Below this is a section titled 'Stuff To Share' which contains a list of three items, each with a quantity of 1. A shopping cart icon is visible at the bottom right of the list, and a 'View All' link is located at the bottom right of the entire section.

Stuff To Share	
Canon XF-105 High Definition Professional Camcorder, XF Codec, CF Card Media, 10X HD Zoomlens, 1920x1080 CMOS Sensor	1
Canon VIXIA HF R800 Camcorder, Black	1
Accuform Signs® SDS 3-Ring Bilingual Binder, Red/White, 3" (Ring Diameter)	1

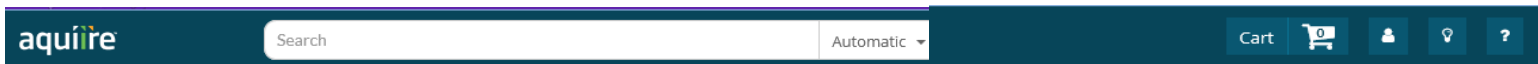
[View All](#)

# eMarket

## Section 3 – Search and Search Results

eMarket is filled with approved items from suppliers and catalogs. To find a product in eMarket, a search is conducted. Two search tools are available for use: **Search Bar** and **Quick Find**. **Filters** on the right side of the page can then be used to find items.

### Search Bars

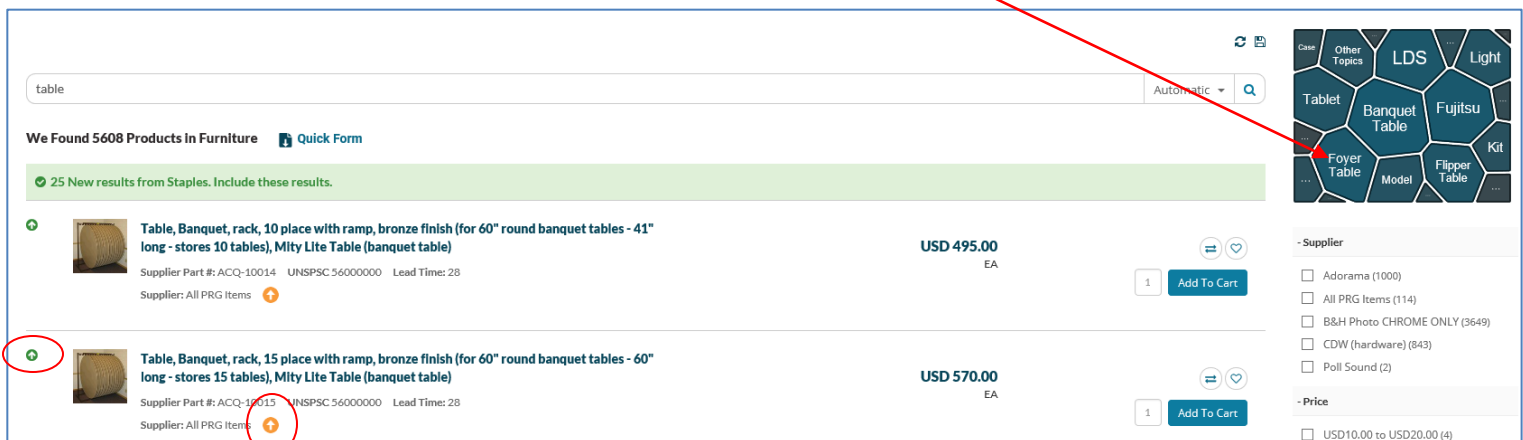


**Search Bars** are located at the top of every page. To find an item, do the following:

- Type in a **Keyword, Supplier Part Number** or **Manufacturer Part Number**.
- Click the **Enter** key to begin the search.

In this instance, the keyword *table* was entered. There are many items with the word *table* in the description.

The **Klarity Filter** on the right side of the page can be used to help filter to the desired item. If I was looking for Foyer Tables, I could click on the Foyer Table shape on the Klarity Filter. Foyer tables would then show.



Note: **Preferred Items** have a green circle notation to the left of the picture. **Preferred Suppliers** have an orange icon by the Supplier name. It is highly recommended Preferred Items be purchased.



Another way to find foyer tables is to enter *foyer table* as a keyword in the **Search Bar**. Immediately a list of foyer tables is returned. Notice the **Klarity Filter**. It begins to display attributes of foyer tables to help you narrow the search further.

**Note** that supplier part numbers, manufacturer part numbers, PRG item numbers, etc. can also be used as a search term.

After the item is located, add it to the Shopping Cart. Some items such as Signs have Options for color and language that must be selected before the item can be added to the cart.

## Quick Find

Located on the Search menu, **Quick Find** lets you quickly find and add different items to your shopping cart.

To use **Quick Find**

- Select **Supplier** in the Part Number field
- Select a **Supplier Name**
- Enter the **Supplier Part Number, Unit of Measure** and **Quantity**
- Click the **Quick Find** button.

The found item will then appear on the **Search Results** page where it can be added to the Cart.

**Quick Find** is handy when you have a list of known part numbers from a supplier to add.

The screenshot shows the 'Search the Marketplace' interface. At the top, there is a search bar with the text 'Search' and a dropdown menu set to 'Automatic'. Below the search bar, there is a blue button labeled 'Add Selected To Cart'. A search result is displayed with a green checkmark and a plus sign. The result includes a small image of a television, the title 'Television Kit, 24" Samsung LED Includes: (1) 24" Samsung model HG24NE470AF; (2) Item # 56011 - black nylon carrying bag; (3) Item # 56012 - detachable metal carrying handle; (4) - 6 ft. grounded three prong power extension cord.', the price '\$284.72 EA', and supplier information: 'Supplier Part #: ACQ-17468 UNSPSC 52161505 Lead Time: 14' and 'Supplier: All PRG Items'. There is also a quantity selector set to '1' and an 'Add To Cart' button.

## Searching Punchout Catalogs

Items from Punchouts can be accessed three ways

- **Visit Store**
- **Suppliers**
- **Via Searches**

**Punchout** catalogs are found under the **Visit Store** section of the Home page.

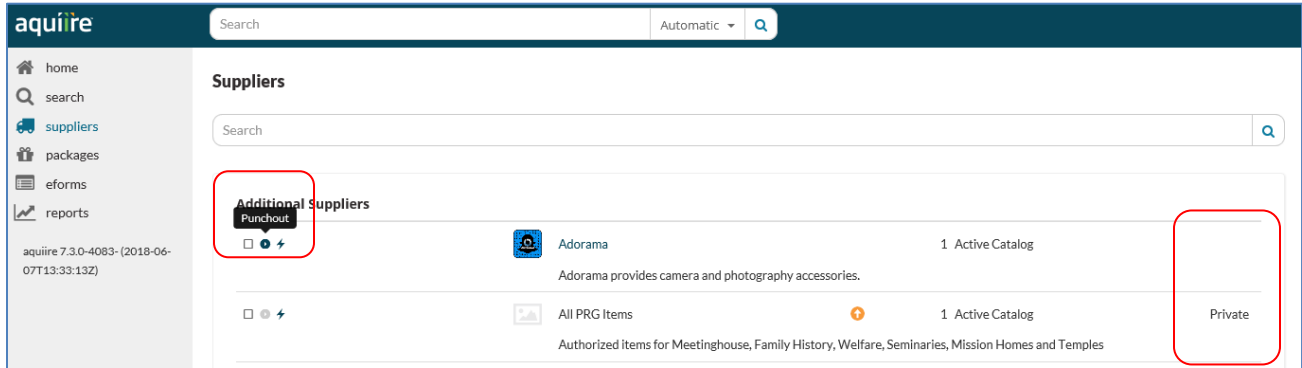
Click the name of the punchout to access the vendor's site.

Shop the site and checkout to return the desired items back into eMarket.

The screenshot shows the 'Visit Store' section with the subtitle 'search a single supplier site'. It lists three punchout catalogs: 'Adorama' (Adorama provides camera and photography accessories), 'B&H Photo CHROME ONLY' (B&H Photo provides photo, video, pro audio and digital imaging needs), and 'Border States' (Border States is an electrical supply company).

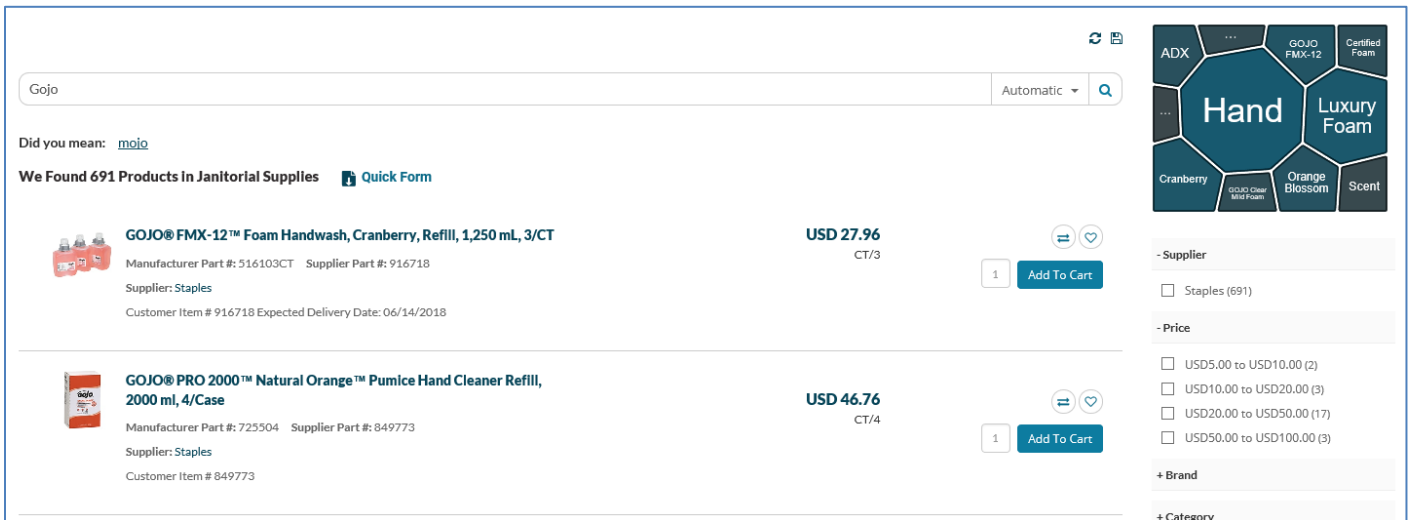
**Punchouts** can also be accessed on the **Suppliers** page by clicking the Punchout icon in the center. Punchout catalogs *do not* have the word *Private* on the right side of the page.

In this example Adorama is a punchout catalog, but All PRG Items is not.



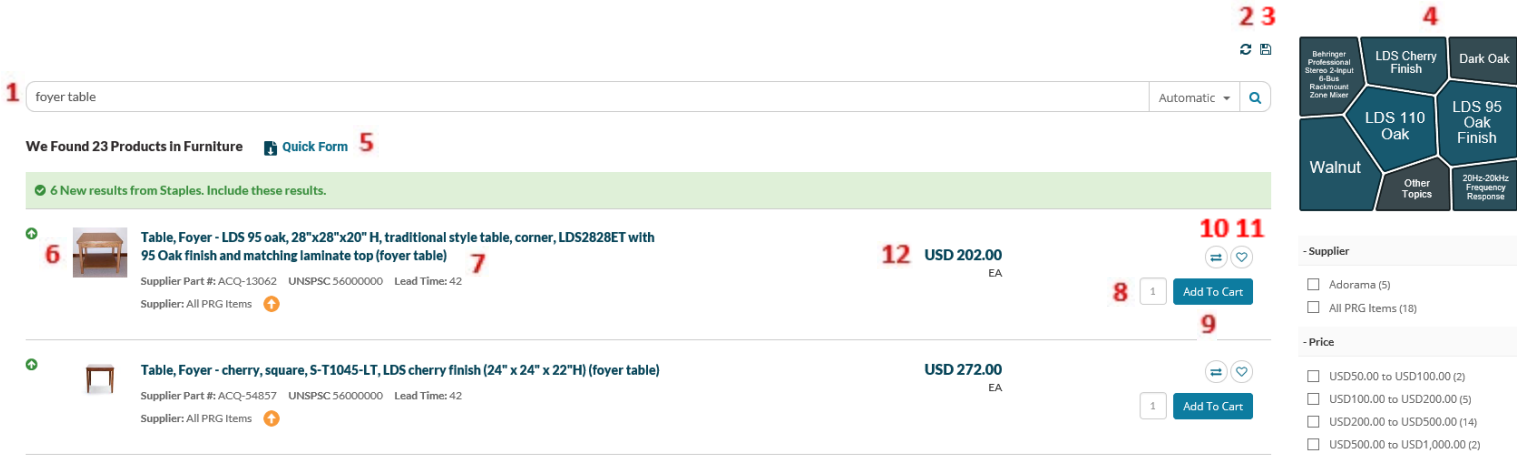
Using a **keyword search** is also another way to find items from a punchout catalog.

If a search of Gojo Hand Cleaner was launched, items from punchout suppliers would also be returned on the **Search Results** page.



# Search Results

The page where items are returned after a search is complete is called the **Search Results** page. There are many things to note on this page.



1. A new search can be launched from the **Search Bar**.
2. Using the **Refresh icon** will re-launch the current search.
3. **Saved Search** can be performed here.
4. Filtering down on the current search term is accomplished with the **Klarity** search tool and the right-hand search features.
5. Access to **Quick Form (Special Request Items)** can be launched from this page.
6. **Images** will expand out to view in a larger format when clicked on.
7. Clicking on the **blue description** will reveal much information about the item such as additional **images, documents, warranty information, authorized usage**, etc.
8. **Quantity** can be set.
9. **Add to Cart** button is available.
10. **Item Comparison** feature will allow the requestor to compare two or more items of a similar nature to view differences. This is done by clicking the Compare icon for two or more items. A **Compare Items** button will then appear at the top of the page where the comparison can be done.
11. An item can be marked as a **Favorite** from the Search Results page.
12. Items with tiered pricing are indicated by the words **Starting at** near the price. Examples of these items include signs, some furniture item, etc. (Note the example above does not show this feature. It is displayed on the next page.)

Compare 2 Products


## Item Details

Additional details for an item can be found by clicking the **blue description** of an item.

- Click on the description. The example below is for an organ.

### Browse Hosted Catalogs

We Found 4 Products



**WM47-LDS Organ with 2x External SP Speakerbox. 2x SP Finished Speaker Box for meetinghouse up to 1500 m3. 220-240 V. Including LDS Hymn player with 162 pre-recorded LDS hymns in 5 languages. 10 years on parts, 2 years on labour**

Starting at \$17,378.11

Supplier Part Number: WM47-LDS 2XSP Unit Of Measure: EA Lead Time: 70.0  
Minimum Order Quantity: 1 UNSPSC: 60130000  
Supplier Organs (Johannus)

1 Add To Cart

[Return to Previous Page](#) / [Product](#)

### 8 **WM47-LDS Organ with 2x External SP Speakerbox. 2x SP Finished Speaker Box for meetinghouse up to 1500 m3. 220-240 V. Including LDS Hymn player with 162 pre-recorded LDS hymns in 5 languages. 10 years on parts, 2 years on labour**

Manufacturer: Manufacturer Part #: Supplier Part #: WM47-LDS 2XSP



1



Plug Type <b>2</b> Select	Finish Select	Lead Time 70 Days <b>10</b>	1 Add To Cart
Starting at \$17,378.11 EA <b>3</b>			

Supplier: Organs (Johannus)

9

#### Description

Price includes transportation, installation, voicing and training. Choice of Pedalboard - AGO Radial Concave or BDO Straight Concave. Prelude Player - Standard.

#### Specifications

Catalog Name	NL-JOHANNUS
Quantity Per UOM	0.00
Warranty	10 years on parts, two years on labor
Weight	0.00
Last Updated Date	04/18/2018 <b>5</b>
Conversion Rate	1
Supplier URL	http://www.johannus.com/ <b>6</b>
Preferred Item Flag	true
VENDOR.ID	EURPS-15204
UNSPSC	60130000

#### Documents

7  Wood colors

1. **Multiple Images** appear on some items.
2. This is an example of an **item with options**. Before the item can be added to the cart, the options must be selected.
3. Items with options have the words '**Starting at**' as a preface to the price. Based on the options selected, some items can have different pricing. The correct price will be displayed in the cart.
4. **Warranty** information for the item appears on the Item Detail page.
5. The item's **last updated date** is displayed.
6. Several items have the **Supplier URL** information.

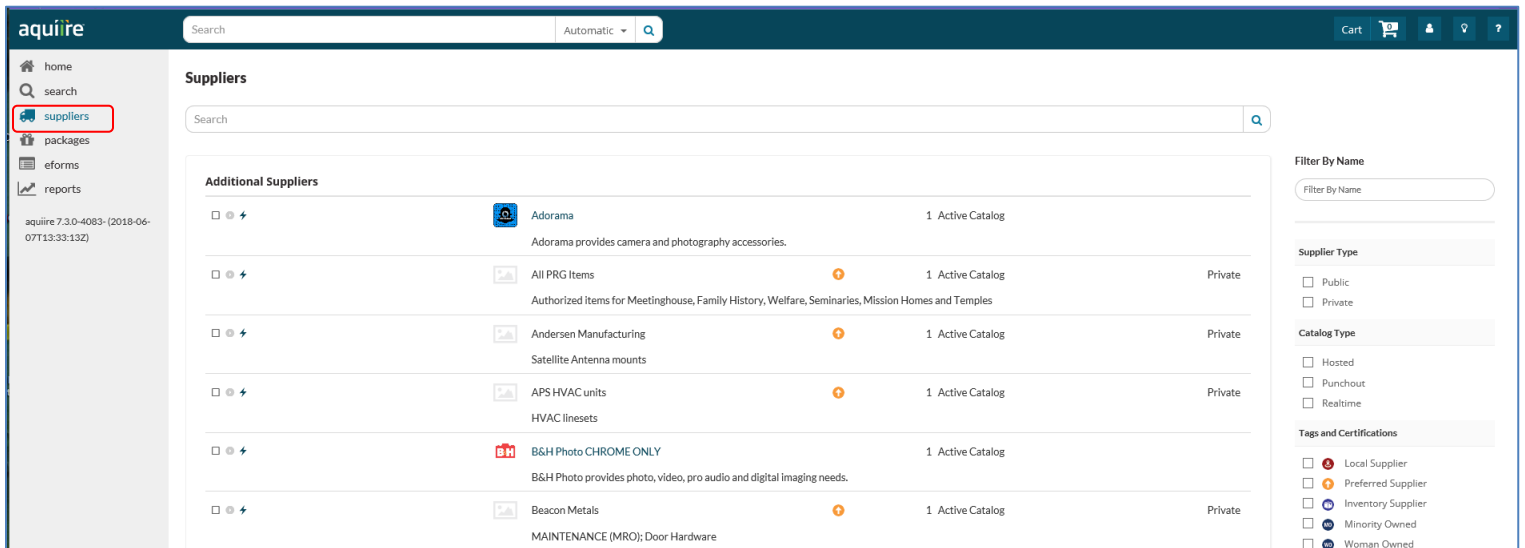
7. It is possible to attach **documents** pertaining to the item. If documents exist, they will be visible under the **Documents** section of the Item Details page.
8. **Preferred Items** are identified by a **green preferred icon**. It is highly recommended that preferred items be purchased.
9. **Preferred Catalogs** are identified by a **yellow preferred icon**.
10. **Lead-time** is displayed on the Item Details page.

# eMarket

## Section 4 - Suppliers

### Suppliers

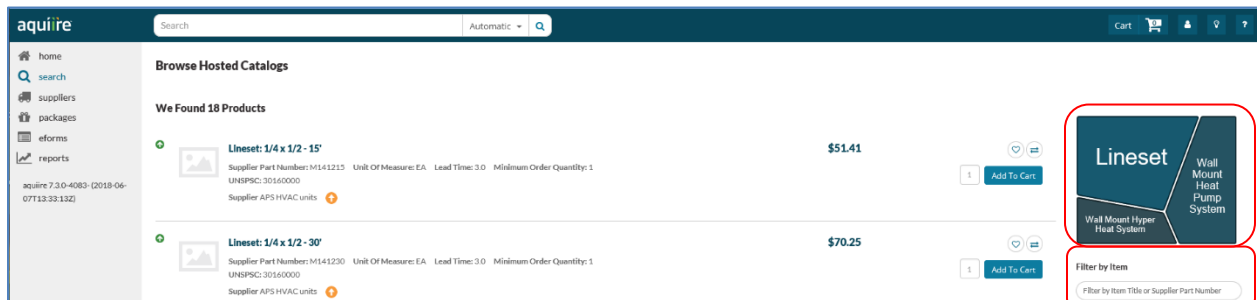
The **Suppliers** page displays all the active suppliers and catalogs assigned to the business unit you are ordering under.



Notice the three fields on the left-hand side of the page. They are most important to navigating the Supplier page.

### Browsing Hosted Catalogs – Icon

You can look at all items in a Hosted (Private) catalog by using the browse icon. For this example, the **Browse** icon next to the APS HAVC units catalog was selected. All items in the catalog are displayed. Scroll to find the item then add it to the cart. If the catalog is large, use the **Filter by Item** or the **Klarity Filter** to further find the item you are looking for. They are located on the right side of the page.

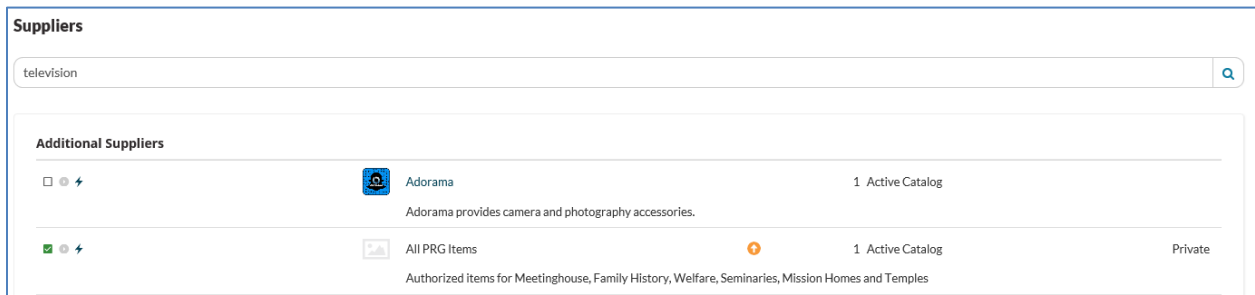


Items can be added to the cart from the **Browse Hosted Catalogs** page. They can be marked as **Favorites** or selected for **Comparison** from this page as well.

Note if the catalog listed on the **Suppliers** page is a punchout catalog, the **Browse** icon will allow you to **punchout** to the vendor's site.

### Quick Searches with Specific Suppliers – Icon

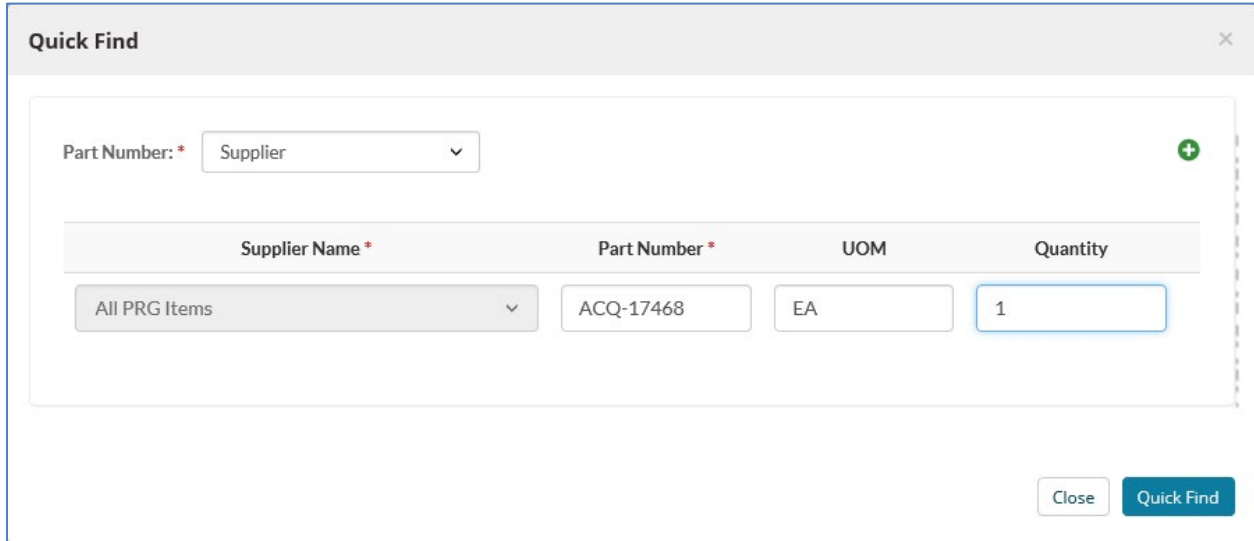
- Place a checkmark in the **Quick Search** field next to the supplier to search. Note that one or more suppliers can be searched.
- Enter a keyword in the Search Bar at the top of the page.
- Click Enter or the Magnifying Glass to launch the search.
- The Search Results page is displayed where items can then be added to the cart.





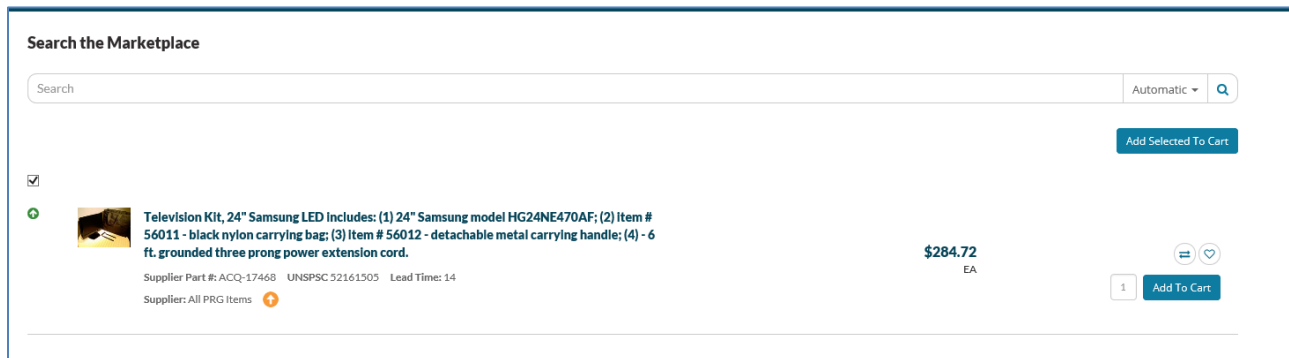
## Quick Find – Icon ⚡

- Click on the **Quick Find** icon next to the Catalog you desire to search.
- A window pops-up allowing you to enter the Supplier Part Number, Unit of Measure and Quantity of the item you are looking for.
- Click the Quick Find button at the bottom of the page.



The screenshot shows a 'Quick Find' dialog box with a close button (X) in the top right corner. It contains a 'Part Number: \*' field with a dropdown menu set to 'Supplier' and a green plus icon. Below this is a table with four columns: 'Supplier Name \*', 'Part Number \*', 'UOM', and 'Quantity'. The 'Supplier Name \*' field has a dropdown menu set to 'All PRG Items'. The 'Part Number \*' field contains 'ACQ-17468', the 'UOM' field contains 'EA', and the 'Quantity' field contains '1'. At the bottom right, there are 'Close' and 'Quick Find' buttons.

- The item is immediately returned on the **Search Results** page where it can be added to the cart.



The screenshot shows the 'Search the Marketplace' page. At the top, there is a search bar with the text 'Search' and a dropdown menu set to 'Automatic' with a search icon. Below the search bar is a blue button labeled 'Add Selected To Cart'. A search result is displayed with a checkbox checked and a green plus icon. The result includes a small image of a television kit, a description: 'Television Kit, 24" Samsung LED Includes: (1) 24" Samsung model HG24NE470AF; (2) Item # 56011 - black nylon carrying bag; (3) Item # 56012 - detachable metal carrying handle; (4) - 6 ft. grounded three prong power extension cord.', the price '\$284.72 EA', and the supplier information 'Supplier Part #: ACQ-17468 UNSPSC 52161505 Lead Time: 14 Supplier: All PRG Items'. At the bottom right of the result, there is a quantity field with '1' and an 'Add To Cart' button.

# eMarket

## Section 6 - eForms

### eForms

The **eForms** page houses the **Quick Form** feature that will allow a requester to enter an item that is not available through a catalog search. This is commonly called a **Special Request** purchase.

The screenshot shows the 'eForms' page in the Aquire system. The page title is 'eForms'. Below the title, there is a message: 'This page contains an assortment of user and company-created electronic forms to make it easier to purchase products and services not found in a catalog, such as catering or print services. EForms can be created for specific situations and used repeatedly. They can be assigned to specific departments or companies and tagged with keywords to show in search results. A given eForm can have only one template, but many new eForms can be created by copying a given eForm.' Below this message, there is a note: 'There are no eForms available. Once an eForm has been configured you will be able to create new instance here.' The main section is titled 'Quick Form' with the subtitle 'request items unavailable through product search'. The form contains several fields: 'Description \*' (text input), 'Supplier \*' (dropdown menu with 'Select Supplier'), 'Manufacturer Part Number' (text input), 'Supplier Part Number' (text input), 'Taxonomy' (dropdown menu with 'Select Taxonomy'), 'Quantity \*' (text input with '1'), 'UOM' (dropdown menu with 'EA - Each'), 'Unit Price \*' (text input), and 'Currency Code \*' (dropdown menu with 'USD'). At the bottom right, there is a 'Total: USD' label and an 'Add To Cart' button.

- **Description** – Enter the item’s description
- **Supplier** – Select **UNKNOWN** as the supplier
- **Manufacturer Part Number** – If known, enter the manufacturer part number
- **Supplier Part Number** – If known, enter the supplier part number
- **Taxonomy** – Select the UNSPSC code 00000000
- **Quantity** – Enter the Quantity.
- **Unit of Measure** – Enter the unit of measure.
- **Unit Price** – Enter the estimated price of the item.
- **Currency Code** – Select the currency of the transaction.
- Click on the **Add to Cart** button to add to your cart.

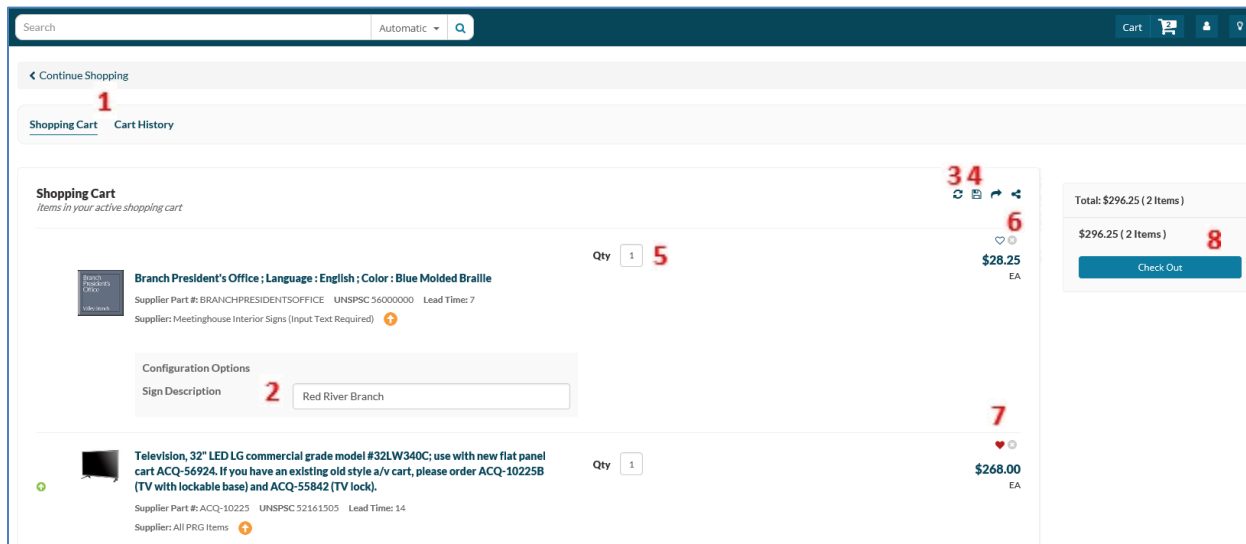
**Note:** When a requisition with a **Special Request** is saved, the buyer receives an email notification informing them of the line with an Unknown supplier. The Buyer will work to find the Supplier and the correct pricing. That information will be entered by him. When that information is entered, the requisition will be forwarded for approval.

# eMarket

## Section 7 – Shopping Cart

### Shopping Cart

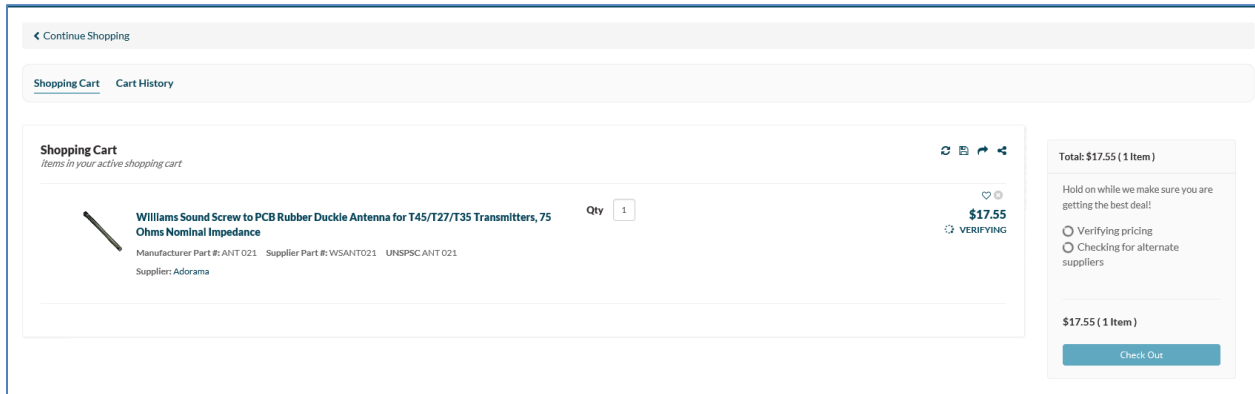
Selecting the **Shopping Cart** icon on the right Home Banner transfers you to the **Shopping Cart** page.



1. The **Shopping Cart** page has two tabs – **Shopping Cart** and **Cart History**.
  - **Shopping Cart** is the page where the Check Out occurs.
  - **Cart History** displays all the shopping carts that were checked out by you. This is an easy way to recall items from a previous day and add them to your cart.
2. Addition of **required text and descriptions** to complete an item purchase is also found on the Shopping Cart page. If you see a notation such as ***Enter Sign Details Here!***, be sure to enter the correct information it is requesting.
3. **Clear all** items in the cart by clicking this option.
4. **Save all** item in the cart for a future Saved Cart is done by clicking the Save icon.
5. **Quantities** can be changed on the Shopping Cart page.
6. A single item can be deleted from the cart by clicking the **Remove icon**.
7. **Favorite Products** can be added or removed on the Shopping Cart page.
8. The **Check Out** button is located here. Clicking this button will transfer the cart contents back into eMarket to be submitted for purchase.

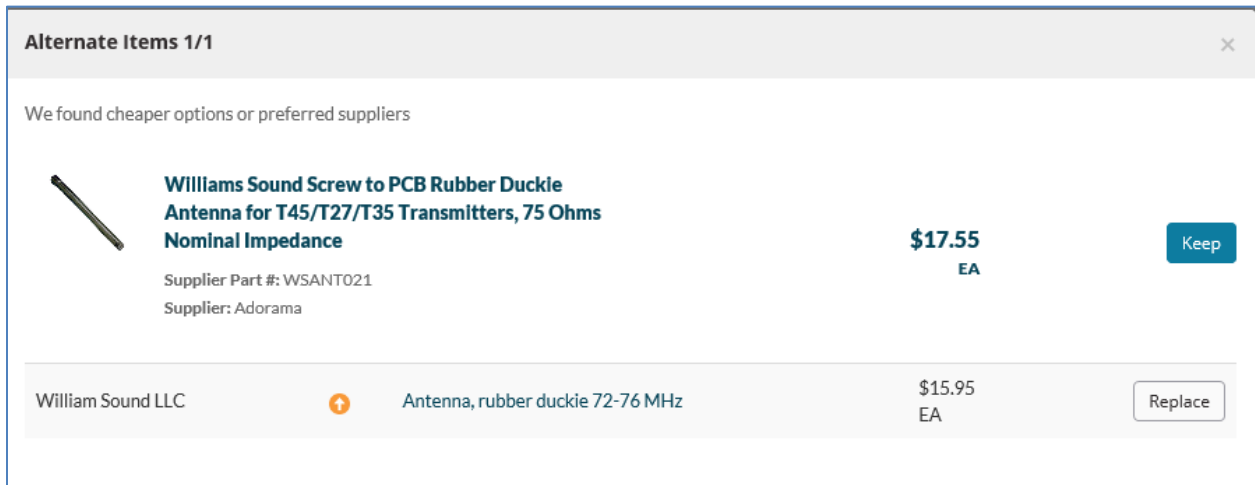
## Price Comparison

eMarket uses **manufacturer part numbers** to perform price comparisons between vendors. If you select an item with a manufacturer part number, you may see a series of pages telling you that **cart verification** is taking place to be sure you are getting the best pricing.



The screenshot shows a shopping cart interface. At the top left, there is a link to "Continue Shopping". Below it, there are tabs for "Shopping Cart" and "Cart History". The main section is titled "Shopping Cart" and contains one item: "Williams Sound Screw to PCB Rubber Duckie Antenna for T45/T27/T35 Transmitters, 75 Ohms Nominal Impedance". The quantity is set to 1, and the price is \$17.55. A "VERIFYING" status is shown next to the price. To the right, a summary box shows "Total: \$17.55 (1 Item)" and a "Check Out" button. Below the total, there is a message: "Hold on while we make sure you are getting the best deal!" with two radio button options: "Verifying pricing" (selected) and "Checking for alternate suppliers".

If an item is found that matches the one you are ordering that does have a lower price, you will see this page. You can replace the item you selected with the lower priced item by clicking the **Replace button**. You should always select an item with a **green preferred item** icon or a **yellow preferred vendor** icon when possible.



The screenshot shows a modal window titled "Alternate Items 1/1". It contains the message "We found cheaper options or preferred suppliers". The main item is the same "Williams Sound Screw to PCB Rubber Duckie Antenna for T45/T27/T35 Transmitters, 75 Ohms Nominal Impedance" with a price of \$17.55 EA and a "Keep" button. Below it, an alternate item is shown: "William Sound LLC" (marked with a green preferred vendor icon) selling "Antenna, rubber duckie 72-76 MHz" for \$15.95 EA, with a "Replace" button.

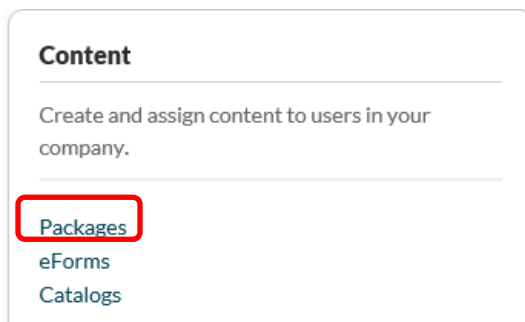
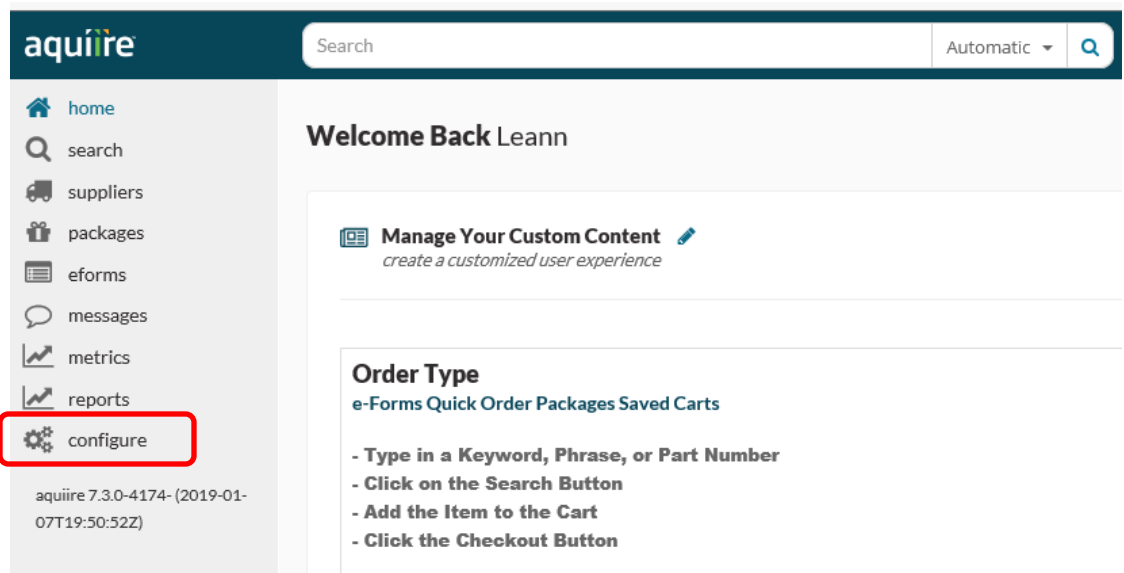
# eMarket

## Section 5 - Packages

### Packages

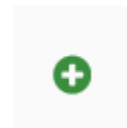
#### Creating a Package in eMarket

From the Home page in eMarket, click on the **Configure** icon on the left side of the page.



Click on the **Packages** link under the **Content** section of the page.

Click on the **Add icon** on the top right corner of the page.



**Create Package** ✕

**Package Name \***

**Description**

Allow Package to be searched

**Package Type**

**Filter Departments**

<input type="checkbox"/> Vanuatu
<input type="checkbox"/> Venezuela
<input type="checkbox"/> Venezuela-LDS Foundation
<input checked="" type="checkbox"/> Welfare
<input type="checkbox"/> Welfare - General Use Canada
<input checked="" type="checkbox"/> Welfare Services
<input type="checkbox"/> Welfare-Humanitarian
<input type="checkbox"/> Welfare-Humanitarian Canada
<input type="checkbox"/> Welfare-Latter-day Saint Charities
<input type="checkbox"/> Zimbabe CPB USD
<input type="checkbox"/> Zimbabwe USD

- Enter the **Package Name** and a **Description** of the package.
- Place a checkmark in the **Allow Package to be searched** box so items in the package appear in the search.
- Select **Bundle** as the Package Type.
- Select the Business Units that should see the package.
- **Save** the Package


### Adding Items to the Package



- Click the **Home** Icon on the left menu.
- Using the **Search Bar**, type the search criteria for the first item you desire to add to the cart.
- When the item is found, click on the third icon with the three ... above the **Add to Cart** icon.
- Select the **Add to Bundle** option.
- Select the correct **Bundle** from the drop-down list.
- Click the **Add Item** button.



**Add Item to Bundle** ×



**Crown PTH Heavy-Duty Pallet Jack/Hand Pallet Truck 27x48 5000 lb**

Supplier Part #:B0095URJSC  
Supplier: Amazon Business

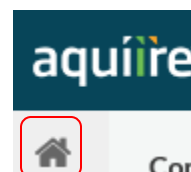
**\$499.00**  
EA

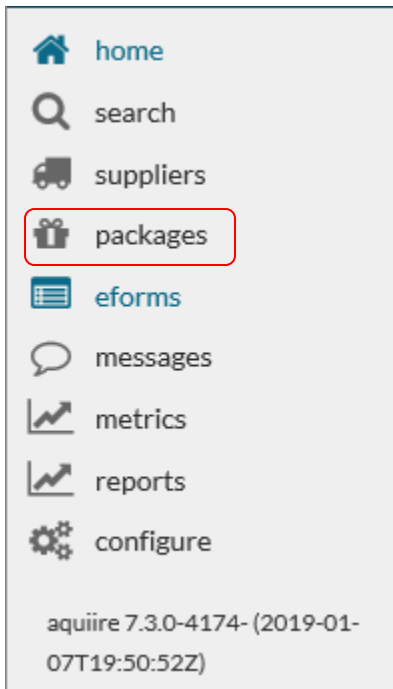
Welfare Items ▾

- Continue to Search and Add Items to the new package.

### Ordering from the package.

- Click the **Home** Icon on the left menu.

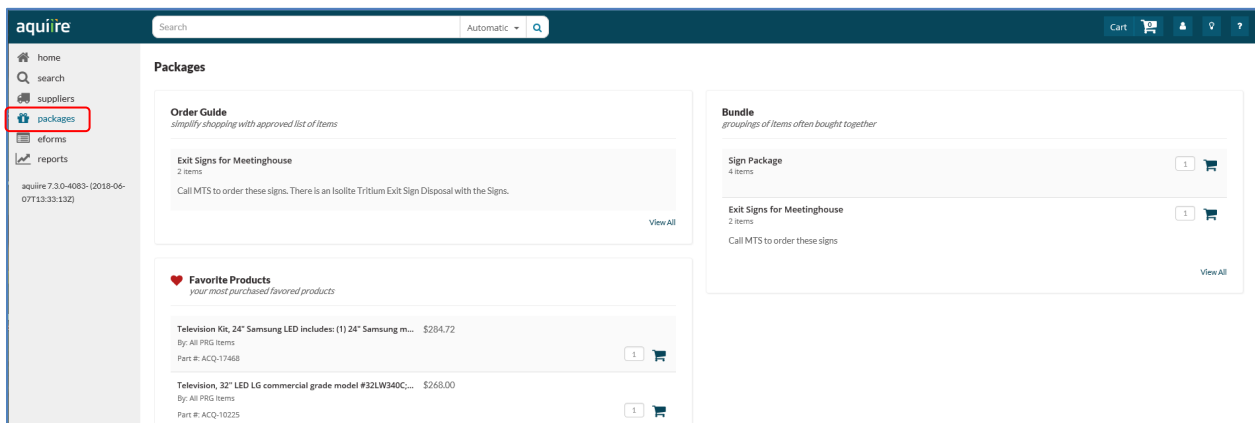




Click on the **Packages** left menu.

The **Packages** page displays three grouping to make finding items easier.

- **Order Guides** – Simplify shopping with approved list of items.
- **Bundle** – Groupings of items often bought together.
- **Favorite Products** – Your most purchased favored products.

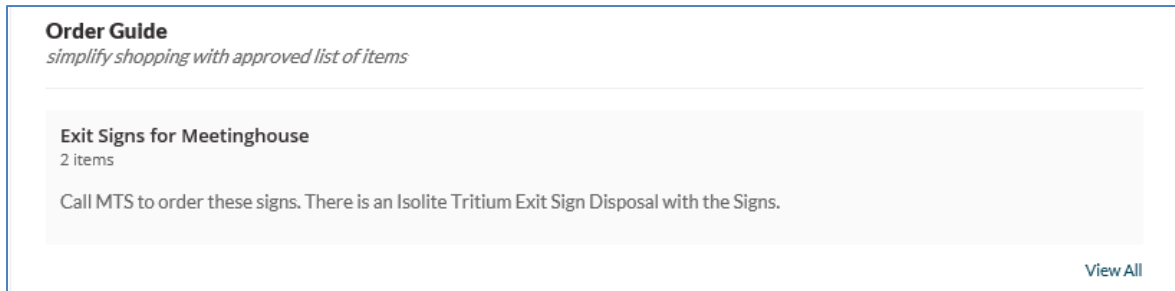


## Order Guides

**Order Guides** are pre-approved items defined to make purchases for specific products easier. For example, there may exist several Exit Signs to purchase, but the Order Guide defines the approved item. An Order Guide is not a list of preferred products, but one of approved products.

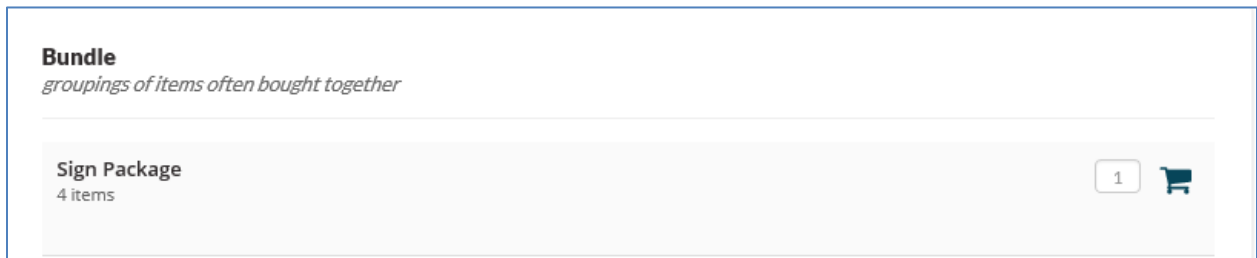


Each Order Guide has a title and instructions about the items in the guide. When selecting the guide, pages with descriptions, images, and further instructions are displayed. In some instances, items can be added to the cart from an Order Guide.



## Bundles

**Bundles** are groupings of products that are often bought together for certain events or routine orders. Bundles are defined by Purchasing Staff for ease of use and identification by requesters.




- Individual items within the bundle can be display by clicking on the bundle name or viewing the cart.
- Individual items within a bundle can be added or the entire bundle can be added.
- Items can be removed from the cart if necessary.


## Favorite Products


**Favorite Products** are items you have selected as your favorites. The **Package** page allows for quick access to Favorite Products.


Favorite products are easily added to the cart from this page.

 **Favorite Products**  
*your most purchased favored products*

---





**Television Kit, 24" Samsung LED includes: (1) 24" Samsung m...** \$284.72  
 By: All PRG Items  
 Part #: ACQ-17468 1 

**Television, 32" LED LG commercial grade model #32LW340C;...** \$268.00  
 By: All PRG Items  
 Part #: ACQ-10225 1 

**Stand, projector, adjustable Project-O-Stand, 42067 Bid #157...** \$123.00  
 By: All PRG Items  
 Part #: ACQ-17331 1 

[View All](#)

To **add a favorite** item to this page, select the **Favorite** icon. The heart will be red to indicate it is a favorite.

  **Rack, Bicycle, 5' foot length (fits 7 bikes), s-shape tube pipe (Bike Rack)** \$404.00  

Supplier Part Number: ACQ-50251 Unit Of Measure: EA Lead Time: 30.0 Minimum Order Quantity: 1  
 UNSPSC: 21100000 1 [Add To Cart](#)  
 Supplier All PRG Items

To **remove** the favorite notation, click on the red heart to deselect it.

# eMarket

## Section 8 - Submitting an Order

### Submitting an Order

After checking out of eMarket, completion of the order occurs on the **Checkout - Review and Submit** page.

#### Checkout - Review and Submit

Review the item information and submit the req for approval.

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

#### Requisition Summary

Business Unit  FM Group Acquisitions Requisition Name   
\*Requester  LAS-NV Elko FM Group  
\*Currency

#### Cart Summary: Total Amount 249.27 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

#### Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Comments	Delete
1	Television, 29" LED LG model 2		TV Specialists Inc	1.0000	Each	249.2700	249.27	<a href="#">Add</a>	<a href="#">Delete</a>

#### Shipping Line 1

Ship To  Add Shipto Comments Quantity   
Address 3001 North 5th Street Add One Time Address Price 249.2700  
Elko, NV 89801  
Attention To   
Due Date   
Ship Via   
Freight Terms

#### Accounting Lines

\*Distribute By

Accounting Lines										
Chartfields		Currency	Asset Information							
Line	Status	*Location	Quantity	Percent	Merchandise Amt	GL Unit	*Account	Dept	Product	
1	Open	8000026	1.0000	100.0000	249.27	CPB01	5700	5364101	ZFA229	

Select All / Deselect All

Select lines to: [Add to Favorites](#)

Total Amount 249.27 USD

#### Requisition Comments and Attachments

Enter requisition comments

PLEASE INCLUDE THE PURCHASE ORDER NUMBER WITH THE FOLLOWING INFORMATION ON THE BILL OF LADING:  
\*\* Notify customer 24 hours before delivery, Inside Delivery Required \*\*

Send to Supplier

[Add more Comments and Attachments](#)

#### Approval Justification

Enter approval justification for this requisition

Please approve. For Jackson project

[Save & submit](#) [Save for Later](#) [Add More Items](#) [Preview Approvals](#)

[Provide Feedback](#)

Review/enter the following information before submitting the order for approval:

- **Ship-To Address and Location**
- **Attention To**
- **Due Date (Ship Date)**
- **General Ledger Account Codes**
- **Multiple General Ledger Account Codes**
- **Header, Line and Standard Comments**
- **Attachments**
- **Approval Justification**

### Ship to Address and Locations

When clicking the search button on the **Ship To** field in eMarket, a list of addresses you have used in the last two years will be displayed. Select the address by clicking the **Select** link.

If you do not find the address you are looking for in the list, place a checkmark in the **Advanced Location Search** box.

Shipto Lookup

If your address is not in the list below, check the Advanced Search check box.

Advanced Search

Ship To Location	Select	Description	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	State	Postal Code	Country
1 8000018	Select	Blanding UT FM Group	260 South Main				Blanding	UT	84511	USA
2 8000026	Select	Elko NV FM Group	3001 North 5th Street				Elko	NV	89801	USA
3 8000182	Select	Gila Valley AZ FM Group	2597 N CHURCH AVE				CENTRAL	AZ	85531	USA
4 8002665	Select	Las Vegas NV East FM Group	511 S 9TH ST				LAS VEGAS	NV	89101-7010	USA
5 MMD	Select	Materials Management Dept.	50 East North Temple - 25th Floor				Salt Lake City	UT	84150	USA
6 8003351	Select	Sandy Granite UT FM Group	2925 E BENGAL BLVD				SALT LAKE CITY	UT	84121	USA
7 BCSUTAH	Select	Welfare Services ship to	5405 W 300 S				Salt Lake City	UT	84104	USA

Return

A new page will open allowing you to search for your address by description, country, state, city, or any combination of these fields.

Once you select your address and save the order, the address selected will appear in the first list. You will not need to locate the address again for a future order.

Shipto Lookup

If your address is not in the list below, check the Advanced Search check box.

Description

Country

State

City

Advanced Search

If the address is not found or incorrect, return to the Checkout - Review & Submit page and enter a Ship To code (usually the property number of the building you are shipping to) in the Ship To field. Click on the **Add One Time Address** link.

Enter the new address or correct the existing address.

If you want the new address to become a permanent record, place a checkmark in the **'Add as a permanent location?'** box.

Your request will send an email to Purchasing staff. You will receive a confirmation email from Purchasing with your new ship to code.

Country   United States Prefix

Address 1:  Phone

Address 2:  Ext

Address 3:

City:

Country:

State:   Alaska Postal:

Add as a permanent location?

## Attention To

Enter the name of the person to show as the **Attention To** in the address. This name appears on the purchase order and is sent to the supplier. If left blank, it defaults the requestor group name in.

## Due Date (Ship Date)

The preference is to leave the **Due Date** field blank unless there is a specific date the item is needed.

Ship To	5345863
Address	Petersburg 904 Sandy Beach Rd PETERSBURG, AK 99833
Attention To	Alex Johns
Due Date	03/04/2016


## General Ledger Account Codes

When previously requested, the **account**, **dept id**, and **product codes** will default. Review them. Change any that may be incorrect.

If there are no defaulted codes, they will need to be manually entered. Talk with your purchasing representative to discuss the possibility of defaulting them.

## Multiple General Ledger Account Codes

It is possible to enter **multiple account codes** for a single line. This is done by clicking the **Add a New Line** icon as shown above. Adjust the percentage between the multiple account code lines.

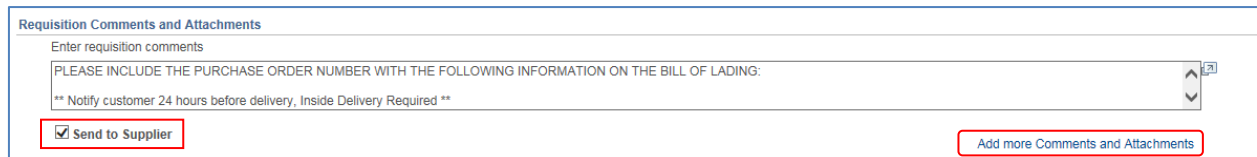
Accounting Lines													
Chartfields		Currency	Asset Information										
Line	Status	*Location	Quantity	Percent	Merchandise Amt	GL Unit	*Account	Dept	Product	PC Bus Unit	Project	Activity	
	1	Open	9000026	1.0000	100.0000	249.27	CPB01	5700	5364101	ZFA229			

## Header Comments, Line Comments, Standard Comments and Attachments

Requisition **Header Comments** are displayed at the bottom of the **Checkout - Review and Submit** page. The header comments appear on the top of each purchase order as information to the supplier when the **Send to Supplier** box is checked.

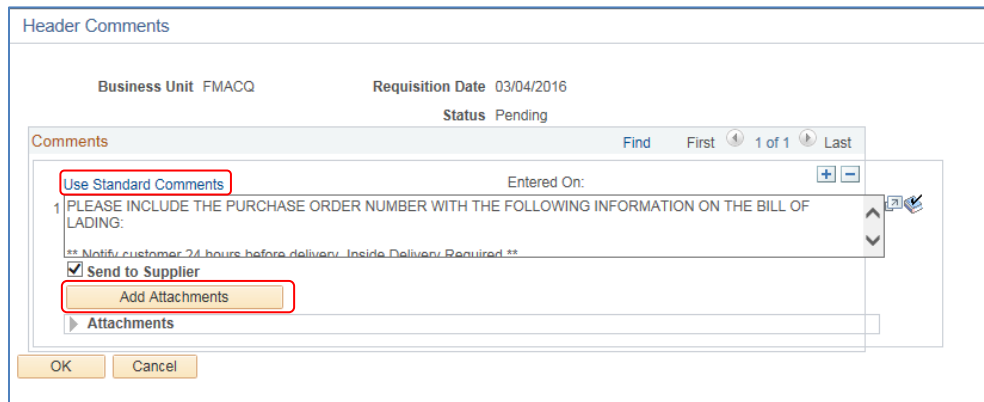
Text can be defaulted into the header comment field. If you would like header comment information defaulted on your orders, please contact your purchasing representative.

Notice the **Add More Comments and Attachments** link at the bottom of the page.



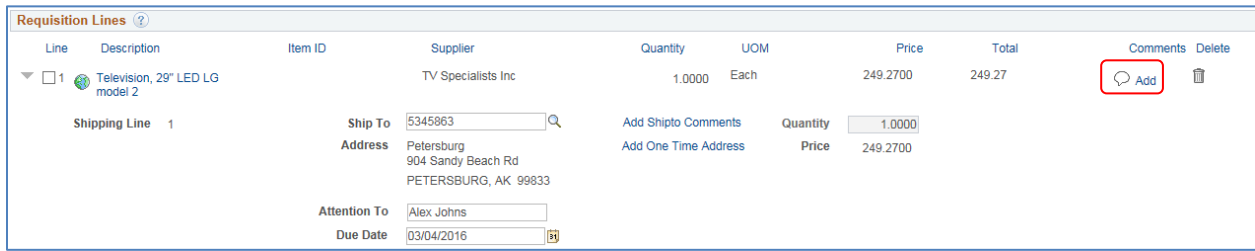
The screenshot shows a dialog box titled "Requisition Comments and Attachments". It contains a text area with the text: "PLEASE INCLUDE THE PURCHASE ORDER NUMBER WITH THE FOLLOWING INFORMATION ON THE BILL OF LADING:" followed by a smaller text: "\*\* Notify customer 24 hours before delivery, Inside Delivery Required \*\*". Below the text area is a checkbox labeled "Send to Supplier" which is checked. To the right of the dialog box is a button labeled "Add more Comments and Attachments".

- **Attachments** can be added to the header comment by clicking on this link.
- The use of a **Standard Comment** is also available under the **More Comments** link.



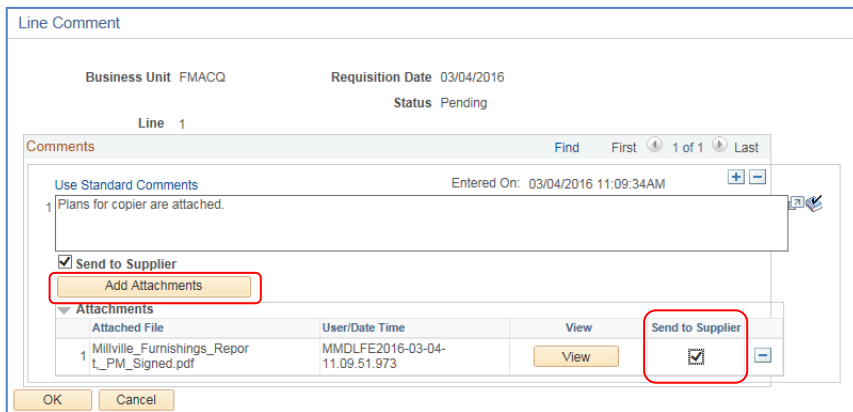
The screenshot shows a dialog box titled "Header Comments". It displays "Business Unit FMACQ" and "Requisition Date 03/04/2016". Below this, it says "Status Pending". There is a "Comments" section with a "Find" button and "First 1 of 1 Last" navigation. A "Use Standard Comments" link is highlighted with a red box. Below it, the same text as in the previous screenshot is shown: "PLEASE INCLUDE THE PURCHASE ORDER NUMBER WITH THE FOLLOWING INFORMATION ON THE BILL OF LADING:" and "\*\* Notify customer 24 hours before delivery, Inside Delivery Required \*\*". A "Send to Supplier" checkbox is checked and highlighted with a red box. Below that is an "Add Attachments" button, also highlighted with a red box. At the bottom of the dialog are "OK" and "Cancel" buttons.

**Line Comments** and **Attachments** can be added to any line of the order by clicking the **Comment Bubble** on the right side of each line.



Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Comments	Delete
1	Television, 29" LED LG model 2		TV Specialists Inc	1,000	Each	249.2700	249.27	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
Shipping Line 1		Ship To	5345863	Add Shipto Comments	Quantity	1,0000			
		Address	Petersburg 904 Sandy Beach Rd PETERSBURG, AK 99833	Add One Time Address	Price	249.2700			
		Attention To	Alex Johns						
		Due Date	03/04/2016						

Line comments are added in the large text area that will appear after clicking on the **Comment Bubble** or **Add link**. Remember to check the **Send to Supplier** box to have your comment(s) appear on the purchase order. Also note that **Standard Comments** may be used as a line comment.



Line Comment

Business Unit: FMACQ      Requisition Date: 03/04/2016  
Status: Pending

Line 1

Comments: Find    First    1 of 1    Last

Use Standard Comments      Entered On: 03/04/2016 11:09:34AM

1 Plans for copier are attached.

Send to Supplier

Attached File	User/Date Time	View	Send to Supplier
1 Milville_Furnishings_Repord_t_PM_Signed.pdf	MMDLFE2016-03-04-11.09.51.973	<input type="button" value="View"/>	<input checked="" type="checkbox"/>

## Attachments

Add attachments by clicking the **Add Attachments** button.

Select the **Send to Supplier** box and enter a comment in the line comment text box to have the attachment sent to the supplier.

Attachments can be viewed by selecting the **View** button. Multiple attachments can be added to each line.

## Approval Justification

Enter a note in the **Approval Justification** comment. The message here is displayed in the email attachment and on-line for the Approver to view.

**Approval Justification**

Enter approval justification for this requisition

Please approve. For Jackson project.



## Submitting the Order for Approval

When the order is final, click on the **Save & Submit** button at the bottom of the page.

The screenshot shows two main sections: "Requisition Comments and Attachments" and "Approval Justification".

**Requisition Comments and Attachments:** This section has a text area for "Enter requisition comments" containing the text: "PLEASE INCLUDE THE PURCHASE ORDER NUMBER WITH THE FOLLOWING INFORMATION ON THE BILL OF LADING: \*\* Notify customer 24 hours before delivery, Inside Delivery Required \*\*". Below the text area is a checkbox labeled "Send to Supplier" which is checked. To the right of the checkbox is a link "Add more Comments and Attachments".

**Approval Justification:** This section has a text area for "Enter approval justification for this requisition" containing the text: "Please approve. For Jackson project."

At the bottom of the form is a row of buttons: "Save & submit" (highlighted with a red box), "Save for Later", "Add More Items", "Preview Approvals", and "Provide Feedback".

If for some reason you would like to hold the order, you can select **Save for Later**. This will save the requisition, but not submit it for approval. You will then need to edit the requisition and click the **Save & Submit** button when ready.

After the requisition has been submitted for approval, a **Confirmation page** will appear and display information about the requisition, including the requisition number and who is responsible for approving the requisition.

The screenshot shows the "Confirmation" page for a requisition. It displays the following information:

- Requested For:** LAS-NV Elko FM Group
- Requisition Name:** 0000135771
- Requisition ID:** 0000135771
- Business Unit:** FMACQ
- Status:** Pending
- Number of Lines:** 1
- Total Amount:** 249.27 USD
- Approval Justification:** Please approve. For Jackson project.

Below the information are two links: "View printable version" and "Edit This Requisition".

**Chartfield / Amount**

**Requisition 0000135771: Pending**

**Amount**

- Pending:** Theodore Hyatt, ePro Amount Appr by Requester

**Chartfield**

- Pending:** Multiple Approvers, ePro Chartfield Appr by Reqstr

At the bottom of the chartfield section is a button "Apply Approval Changes".

At the bottom of the page are two links: "Create New Requisition" and "Manage Requisitions".

# Additional Features of eMarket

## Requisition Name

There may be occasions when it makes sense to give your requisition a name. For example, you may want to put in a building name or project name.

To enter a **Requisition Name**, click on the **Requisition Settings** or **Checkout - Review and Submit** tab and enter the Requisition Name in the field.

The screenshot shows the 'Requisition Settings' form. It includes the following fields: Business Unit (FMACQ), \*Requester (FMDFAB), \*Currency (USD), FM Group Acquisitions (LAS-NV Elko FM Group), and Requisition Name (Petersburg Project). The Requisition Name field is highlighted with a red box.


**Requisition Names** can be used as a search tool under **Manage Requisitions** and are also visible on the approval screens. You can use the same Requisition Name for multiple requisitions.

The screenshot shows the 'Manage Requisitions' interface. It features a search section with fields for Business Unit (FMACQ), Requisition ID, Date From (02/26/2016), Date To (03/04/2016), Requester, Request State (All but Complete), and Entered By. The Requisition Name field is highlighted with a red box. Below the search section is a table of requisitions with columns for Req ID, Requisition Name, BU, Date, Request State, and Total. The table contains several rows of requisition data.

Req ID	Requisition Name	BU	Date	Request State	Total
0000135771	0000135771	FMACQ	03/04/2016	Pending	249.27 USD
0000135770	0000135770	FMACQ	03/02/2016	Pending	2,627.37 USD
0000135769	0000135769	FMACQ	03/01/2016	PO(s) Created	93.98 USD
0000135768	0000135768	FMACQ	03/01/2016	PO(s) Created	664.27 USD
0000135767	0000135767	FMACQ	03/01/2016	PO(s) Created	192.65 USD
0000135766	0000135766	FMACQ	03/01/2016	PO(s) Created	147.00 USD
0000135765	0000135765	FMACQ	02/29/2016	PO(s) Dispatched	484.97 USD
0000135764	0000135764	FMACQ	02/29/2016	Partially Dispatched	3,840.87 USD
0000135763	0000135763	FMACQ	02/26/2016	PO(s) Created	498.54 USD

## Deleting a Line from an Order

It is easy to **delete** a line on your order. From the **Checkout - Review and Submit** page, click on the **Trash Can** icon on the right side of the line.

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Comments	Delete
1	Television, 29" LED LG model 2		TV Specialists Inc	1.0000	Each	249.2700	249.27	<a href="#">Add</a>	

Shipping Line	1
Ship To	<input type="text" value="5345863"/>
Address	Petersburg 904 Sandy Beach Rd PETERSBURG, AK 99833
Attention To	<input type="text" value="Alex Johns"/>
Due Date	<input type="text" value="03/04/2016"/>

Add Shipto Comments	Quantity	<input type="text" value="1.0000"/>
Add One Time Address	Price	249.2700

This removes the line from your order.

## Adding Additional Items

If you need to **add additional items** after you have checked out and are on the Checkout - Review and Submit page, you can still order the additional item(s) on the same requisition. This is done by simply clicking on one of two **Add More Items** buttons. One button is located at the bottom of the page. The other is near the top of the page.

Items can be added to an existing requisition until the requisition is approved.

<b>Requisition Comments and Attachments</b>	
Enter requisition comments	
<input type="text" value="PLEASE INCLUDE THE PURCHASE ORDER NUMBER WITH THE FOLLOWING INFORMATION ON THE BILL OF LADING:"/>	
<input type="text" value="** Notify customer 24 hours before delivery, Inside Delivery Required **"/>	
<input checked="" type="checkbox"/> Send to Supplier	<a href="#">Add more Comments and Attachments</a>
<b>Approval Justification</b>	
Enter approval justification for this requisition	
<input type="text" value="Please approve. For Jackson project."/>	
<input type="button" value="Save &amp; submit"/>	<input type="button" value="Save for Later"/>
<input type="button" value="Add More Items"/>	<a href="#">Preview Approvals</a>
<a href="#">Provide Feedback</a>	

## Special Request Purchases

There may be an occasion when you do not find the item you need to purchase in the web catalog portion of eMarket.

Enter these types of items by clicking on the **Special Request** link on the home **Create Requisition** page.

**Create Requisition** ?

Welcome **NNV-NV Elko FM Group**

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search Web Search Advanced Search

All Request Options

Web

eMarket

**Special Requests**

Favorites

Merchant	Description
eMarket	PRG Catalogs, Vendor Catalogs (Acquire)

**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 Item ID

**Additional Information**

Send to Supplier

Add to Cart

- Enter the **Item Description**
- Enter a **Price**. An estimate is sufficient.
- Enter the **Quantity** and **Unit of Measure**.
- Enter a comment if necessary, enter it under **Additional Information**. If the comment should go to the supplier, click the **Send to Supplier** flag.
- Click **Add Item** button.
- Go to **Checkout - Review and Submit** to complete the request.

The Buyer will receive your request and work with you and the Supplier on the purchase as needed.  
**Give us YOUR Feedback!**

We value your feedback! Scattered throughout the pages of eMarket are **Provide Feedback** links. Feedback is monitored and acted upon regularly by managers of the application.

[Provide Feedback](#)

# eMarket

## Section 9 - Requisition Maintenance

### Requisition Maintenance

Prior to purchase order creation, a requisition may be canceled, copied, edited, printed or re-opened (if previously canceled) at any time. You can also view the Requisition Cycle or Approvals for an order. This is done through the **Manage Requisition** pages.

**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: FMACQ  
Requisition Name: [Search]  
Requestion ID: [Search]  
Request State: All but Complete  
Date From: 02/26/2016  
Date To: 03/04/2016  
Requester: [Search]  
Entered By: [Search]  
PO ID: [Search]

Search Clear Show Advanced Search

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Total	
0000135771	0000135771	FMACQ	03/04/2016	Pending	249.27 USD	[Select Action] Go
0000135770	0000135770	FMACQ	03/02/2016	Pending	2,627.37 USD	[Select Action] Go
0000135769	0000135769	FMACQ	03/01/2016	PO(s) Created	93.98 USD	[Select Action] Go
0000135768	0000135768	FMACQ	03/01/2016	PO(s) Created	664.27 USD	[Select Action] Go
0000135767	0000135767	FMACQ	03/01/2016	PO(s) Created	192.65 USD	[Select Action] Go
0000135766	0000135766	FMACQ	03/01/2016	PO(s) Created	147.00 USD	[Select Action] Go
0000135765	0000135765	FMACQ	02/29/2016	PO(s) Dispatched	484.97 USD	[Select Action] Go
0000135764	0000135764	FMACQ	02/29/2016	Partially Dispatched	3,840.87 USD	[Select Action] Go
0000135763	0000135763	FMACQ	02/26/2016	PO(s) Created	498.54 USD	[Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

Provide Feedback

### Printing a Requisition

After your order has been submitted for approval, click on the **View printable version** link at the bottom of the page or select **View Print** from the drop down list on the Manage Requisition page.

**Chartfield / Amount**

Requisition 000087506: Pending View/Hide Comments

Amount: Pending Theodore Hyatt ePro Amount Appr by Requester

Chartfield: Pending Multiple Approvers ePro Chartfield Appr by Reqr

Comment History

Change Request/Line Approval Summary

Line	Item Description	Change Request	Line Re-Approval
1	Copier, Library, HP 4555H Bund		Routed for Approval

Submit Edit Requisition Apply Approval Changes

**View printable version** Manage Requisitions Create New Requisition

Approval History

<b>Business Unit:</b> FMACQ	<b>Requester:</b> FMDFAB	<b>Status:</b> Pending Approval																
<b>Requisition:</b> 0000087506	<b>Requested By:</b> LAS-NV Elko FM Group	<b>Currency:</b> USD																
<b>Requisition Name:</b> 0000087506	<b>Entered Date:</b> 8/15/13	<b>Requisition Total:</b> 3,223.66																
<b>Header Comments:</b> PLEASE INCLUDE THE PURCHASE ORDER NUMBER WITH THE FOLLOWING INFORMATION ON THE BILL OF LADING:																		
** Notify customer 24 hours before delivery, Inside Delivery Required **																		
** Contact Name: Ted Hyatt or Denise Wheat																		
** Contact Phone: 775-738-7129																		
<b>Line: 1</b>	<b>Item Description:</b> Copier, Library, HP 4555H Bundle (SKU CE738A#bqj) black & white MFD (networkable), copy/print/scan, 45PPM, includes: auto doc feeder, 500 sheet tray, bypass tray, auto duplex, auto collate, one replacement toner cartridge (SKU CE390X) and 5 year on-site	<b>Quantity:</b> 1.0000 <b>UOM:</b> EA <b>Price:</b> 3,223.66 <b>Line Total:</b> 3,223.66																
<b>Line Comments:</b> Plans for copier are attached.		<b>Line Status:</b> Pending																
<b>Ship Line: 1</b>	<b>Ship To:</b> 5345863	<b>Address:</b> Petersburg 904 Sandy Beach Rd PETERSBURG AK 99833 United States																
<b>Attention:</b> LAS-NV Elko FM Group	<b>Due Date:</b>	<b>Shipping Quantity:</b> 1.0000 <b>Shipping Total:</b> 3,223.66																
<table border="1"> <thead> <tr> <th>Dist</th> <th>Status</th> <th>Location</th> <th>Qty</th> <th>PCT</th> <th>Amount</th> <th>GL Unit</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Open</td> <td>8000026</td> <td>1.0000</td> <td>100.00</td> <td>3,223.66</td> <td>CPB01</td> <td>5700</td> </tr> </tbody> </table>			Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account	1	Open	8000026	1.0000	100.00	3,223.66	CPB01	5700
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account											
1	Open	8000026	1.0000	100.00	3,223.66	CPB01	5700											
<table border="1"> <thead> <tr> <th>Dept</th> <th>Product</th> </tr> </thead> <tbody> <tr> <td>5364101</td> <td>ZFA229</td> </tr> </tbody> </table>			Dept	Product	5364101	ZFA229												
Dept	Product																	
5364101	ZFA229																	
<table border="1"> <thead> <tr> <th>Open QTY</th> <th>Open Amt</th> </tr> </thead> <tbody> <tr> <td>1.0000</td> <td>0.0000</td> </tr> </tbody> </table>			Open QTY	Open Amt	1.0000	0.0000												
Open QTY	Open Amt																	
1.0000	0.0000																	

This pops up a second window where you can choose to display the account distribution.

### Canceling Requisitions

There may be times when you need to cancel a requisition. Requisitions can only be canceled if a purchase order has not yet been created for it.

To cancel a requisition, navigate to Manage Requisitions, find the requisition you need to cancel, and select **Cancel Requisition** from the drop down list of selected actions and click on the **Go** button.

Click the **Cancel Requisition** button. Requisitions will change to a Canceled status.

## Undo-Canceled Requisitions

eMarket allows the ability to re-open a canceled requisition.

To do this, navigate to Manage Requisitions, find the canceled requisition you need to reopen, and select **Undo-Cancel** from the drop down list of selected actions and click on the **Go** button.

**Manage Requisitions**

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: FMACQ Requisition Name: Request State: All but Complete Date From: 02/26/2016 Date To: 03/04/2016 Requester: Entered By: PO ID:

Search Clear Show Advanced Search

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Total	Action	Go
0000135771	0000135771	FMACQ	03/04/2016	Pending	249.27 USD	[Select Action]	Go
0000135770	0000135770	FMACQ	03/02/2016	Canceled	0.00 USD	Undo-Cancel	Go
0000135769	0000135769	FMACQ	03/01/2016	PO(s) Created	93.98 USD	View Cycle	Go
0000135768	0000135768	FMACQ	03/01/2016	PO(s) Created	664.27 USD	[Select Action]	Go
0000135767	0000135767	FMACQ	03/01/2016	PO(s) Created	192.65 USD	[Select Action]	Go
0000135766	0000135766	FMACQ	03/01/2016	PO(s) Created	147.00 USD	[Select Action]	Go
0000135765	0000135765	FMACQ	02/29/2016	PO(s) Dispatched	484.97 USD	[Select Action]	Go
0000135764	0000135764	FMACQ	02/29/2016	Partially Dispatched	3,840.87 USD	[Select Action]	Go
0000135763	0000135763	FMACQ	02/26/2016	PO(s) Created	498.54 USD	[Select Action]	Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

Provide Feedback

**Requisition Details for: Leann F Edwards**

Business Unit: FMACQ Date: 08/09/2013  
 Requisition Name: 0000087502 Status: Canceled  
 Requisition ID: 0000087502 Total: 0.00 USD

Line	Item Description	Status	Price	Qty	Total
1	Table, Picnic, anti-tip kit, galvanized steel...	Canceled	16.95000	Each 1.0000	16.95
2	Table, Picnic, Green, ADA 1 en 8 long alum...	Canceled	439.09000	Each 1.0000	439.09

If you would like to Resubmit this Requisition first click the "Reopen Requisition" button and then select the "Edit Requisition" from the Manage Requisitions page and click Go. Once you are at the Requisition Summary page click the "Save and Submit" button.

[Return to Manage Requisitions](#) **Reopen Requisition**

Click the **Re-open Requisition** button.

This puts the requisition in an Open status where you can then edit and submit it for approval.

## Copying a Requisition

eMarket allows the ability to copy an existing requisition to create another.

To do this, navigate to Manage Requisitions, find the requisition you need to copy, and select **Copy** from the drop down list of selected actions and click on the **Go** button.

**Manage Requisitions**

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: FMACQ Requisition Name: Request Status: All but Complete Date From: 08/09/2013 Date To: 08/16/2013 Requester: Entered By: PO ID:

Search Clear

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Total	Action	Go
0000087506	0000087506	FMACQ	08/15/2013	Pending	3,223.66 USD	Approvals	Go
0000087505	0000087505	FMACQ	08/09/2013	Pending	8.00 USD	Copy	Go
0000087504	0000087504	FMACQ	08/09/2013	Pending	301.95 USD	Receive	Go
0000087503	0000087503	FMACQ	08/09/2013	Denied	1,574.00 USD	View Cycle	Go
0000087502	0000087502	FMACQ	08/09/2013	Open	456.04 USD	View Print	Go
0000087501	0000087501	FMACQ	08/09/2013	Pending	16.95 USD	[Select Action]	Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report



## Viewing Requisition Approvals

You can easily find out who approved a requisition or who has yet to approve the requisition.

To do this, navigate to Manage Requisitions, find the requisition you need to look at, select **Approvals** from the drop down list of selected actions, and click on the **Go** button.

**Manage Requisitions**

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requisition ID:  Request Status:

Date From:  Date To:  PO ID:

Requester:  Entered By:

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Total		
0000087506	0000087506	FMACQ	08/15/2013	Pending	3,223.66 USD	Approvals	<input type="button" value="Go"/>
0000087505	0000087505	FMACQ	08/09/2013	Pending	8.00 USD	Copy	<input type="button" value="Go"/>
0000087504	0000087504	FMACQ	08/09/2013	Pending	301.95 USD	Edit	<input type="button" value="Go"/>
0000087503	0000087503	FMACQ	08/09/2013	Denied	1,574.00 USD	Receive	<input type="button" value="Go"/>
0000087502	0000087502	FMACQ	08/09/2013	Open	456.04 USD	View Cycle	<input type="button" value="Go"/>
0000087501	0000087501	FMACQ	08/09/2013	Pending	16.95 USD	View Print	<input type="button" value="Go"/>
						Select Action	<input type="button" value="Go"/>
						<Select Action>	<input type="button" value="Go"/>

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

**Approval Status**

Business Unit: FMACQ  
 Requisition ID: 0000087506  
 Requisition Name: 0000087506  
 Requester: [LAS-NV Eiko FM Group](#)  
 Entered on: 08/15/2013  
 Status: Pending  
 Priority: Medium  
 Total Amount: 3,223.66 USD  
 Requester's Justification: No justification entered by requester.

[View printable version](#)

**Line Information**

**Review/Edit Approvers**

**Chartfield / Amount**

**Requisition 0000087506: Pending**

**Amount**

Pending  
 Theodore Hvalt  
 ePro Amount Appr by Requester

**Chartfield**

Pending  
 Multiple Approvers  
 ePro Chartfield Appr by Reqstr

**Comment History**

Leann F Edwards at 08/16/13 - 9:35 AM  
[View History](#)

[Return to Manage Requisitions](#) [Approval History](#)

A page is displayed showing the approvers and the current status of the Requisition. If the color of the box is **blue**, the requisition is pending. If the color of the box is **green**, the requisition is approved. If the box is **red**, the requisition is denied.

If the transaction has been approved (denied) more than once, you can view the **Approval History** and comment **View History**.

## Editing a Requisition

Making changes to a requisition that has not yet been processed to a purchase order can be done through the Manage Requisition pages.

To do this, navigate to Manage Requisitions, find the requisition you need to edit and select **Edit** from the drop down list of selected actions. Click the **Go** button.

You will be transferred to the requisition entry pages.

**Manage Requisitions**

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requisition ID:  Request Status:

Date From:  Date To:  PO ID:

Requester:  Entered By:

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon:  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Total		
0000087506	0000087506	FMACQ	08/15/2013	Pending	3,223.66 USD	Approvals	Go
0000087505	0000087505	FMACQ	08/09/2013	Pending	8.00 USD	Copy	Go
0000087504	0000087504	FMACQ	08/09/2013	Pending	301.95 USD	Edit	Go
0000087504	0000087504	FMACQ	08/09/2013	Pending	301.95 USD	Receive	Go
0000087503	0000087503	FMACQ	08/09/2013	Denied	1,574.00 USD	View Cycle	Go
0000087502	0000087502	FMACQ	08/09/2013	Open	456.04 USD	View Print	Go
0000087502	0000087502	FMACQ	08/09/2013	Open	456.04 USD	[Select Action]	Go
0000087501	0000087501	FMACQ	08/09/2013	Pending	16.95 USD	<Select Action>	Go

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

When changes are made to a requisition, approvals are recalculated and new email notifications to the approvers are generated.

## Requisition Life Line or View Cycle

The **Requisition Life Line** or **View Cycle** refers to a series of icons found on the Manage Requisitions page. If you want to find out the **purchase order number, payment date, invoice amount**, etc. for your order, you can navigate to Manage Requisitions to find this information.

As the order goes through the Procure to Pay process, corresponding icons in the Life Line become active. When you click on any of the active icons, a new page opens displaying information relating to that icon. You can track the progress of your order by seeing which icons are active.

The **Life Line** can be viewed two ways:

1. By selecting **View Cycle** from the drop-down menu.

0000071883	0000071883	FMACQ	01/10/2013	PO Partially Created	281.00 USD	<Select Action>	Go
0000071882	0000071882	FMACQ	01/10/2013	Pending	60.00 USD	Approvals	Go
0000071881	0000071881	FMACQ	01/10/2013	Pending	119.30 USD	Copy	Go
0000071880	0000071880	FMACQ	01/10/2013	Pending	119.30 USD	Edit	Go
0000071880	0000071880	FMACQ	01/10/2013	Pending	119.30 USD	Receive	Go
0000071879	0000071879	FMACQ	01/09/2013	Pending	481.00 USD	View Cycle	Go
0000071879	0000071879	FMACQ	01/09/2013	Pending	481.00 USD	View Print	Go
0000071878	0000071878	FMACQ	01/09/2013	Pending	481.00 USD	[Select Action]	Go
0000071877	0000071877	FMACQ	01/03/2013	Denied	607.00 USD	<Select Action>	Go

### Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requisition ID:  Request Status:

Date From:  Date To:  PO ID:

Requester:  Entered By:

---

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:  
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Total	
0000087506	0000087506	FMACQ	08/15/2013	Pending	3,223.66 USD	<Select Action> Go

Requester: LAS-NV Eiko FM Group Entered By: Leann F Edwards Priority: Medium

Request Lifespan:

Line	Description	Status	Price	Quantity	UOM	Vendor
1	Copier, Library, HP 4555H Bu...	Pending Approval	3,223.66000 USD	1.0000	EA	Hewlett Packard Co

0000087505	0000087505	FMACQ	08/09/2013	Pending	8.00 USD	<Select Action> Go
0000087504	0000087504	FMACQ	08/09/2013	Pending	301.95 USD	<Select Action> Go
0000087503	0000087503	FMACQ	08/09/2013	Denied	1,574.00 USD	<Select Action> Go

2. To view the **Life Line** click the point by the Requisition Number downward on the Manage Requisition page.

### Email Notifications Received by Requesters

#### Denied Orders

If an order is denied, then requesters will receive the following email.

The following requisition has been "Denied".

Requester: FMDFAB  
 Business Unit: FMACQ  
 Requisition ID: 0000135716  
 Requisition Name: 0000135716  
 Date: 2016-02-01

Deny Comment: Double Denied

## Approved Orders

When your order is approved, requesters will receive the following email notification.

The following purchase order has been "Approved".

Business Unit: FMACQ

PO ID: 173024

PO Reference:

PO Date: 2016-01-28

Buyer: MMDJSS

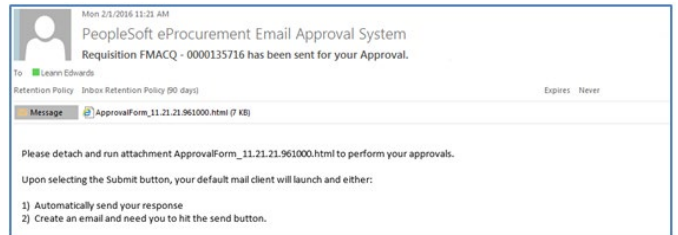
# eMarket

## Section 10 - Approvals

### Approvals

Approvals can be done the following ways:

- Via **Email**
- **Fluid Approvals Tile** on the Church Purchasing Services homepage.
- Directly online through the **Manage Requisition Approvals** and **Approve POs** pages
- On the **Worklist**



### Amount and Chartfield Approvals

#### eMail Approval in Outlook

When a requisition is submitted for approval, approvers receive an email notification. Approvers can approve the requisition directly in Outlook.

This is done by clicking on the **ApprovalForm.html** attachment in the email. This opens the email in the browser.

- **Review** the request.
- Select **Approve** from the **Action** drop down menu.
- Click the **Submit** button.

**Requisition Approval**

Business Unit: FMACQ  
 Requisition ID: 0000071984

Req Name: 0000071984  
 Total: 149.50 USD  
 Requester: FMDFAB  
 Requested by: LAS-INV Elko FM Group  
 Entered on: 2013-08-19  
 Created By: Learn F Edwards  
 Status: Pending Approval  
 Comments: No comments

Action:

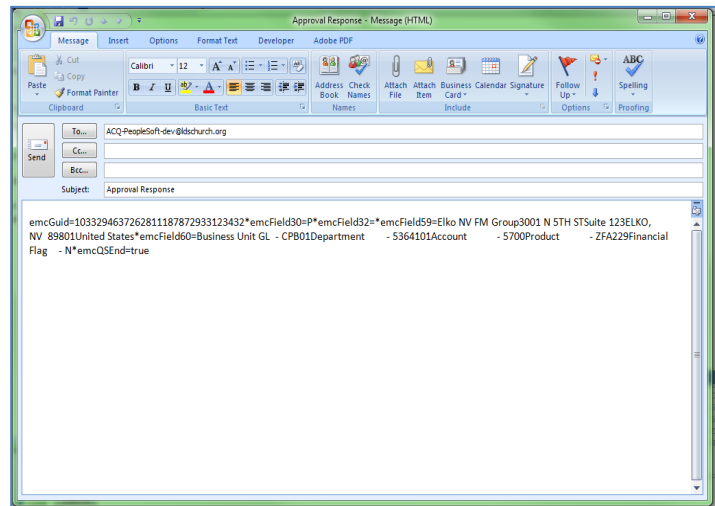
Enter Approver Comments:

Line	Item Description	Vendor Name	Qty	UOM	Price	Curren
1	Purell Instant Hand Sanitizer, Pump, Foam, 18 oz.	CORPORATEE-001	10	EA	14.95	USD

Comments may also be entered.

An email notification will appear.

Click on the email's **Send** button.



## eMail Approval Link

When a requisition is submitted for approval, approvers receive an email notification. At the bottom of each email is a link. The approver can click on the link.

### Requisition Approval

Business Unit: FMACQ  
Requisition ID: 0000071984

Req Name: 0000071984  
Total: 149.50 USD  
Requester: FMDFAB  
Requested By: LAS-NV Elko FM Group  
Entered on: 2013-08-19  
Created By: Leann F Edwards  
Status: Pending Approval  
Comments: No comments

Action:

Enter Approver Comments:

Line	Item Description	Vendor Name	Qty	UOM	Price	Currency	Ship to Address	Chartfields
1	Purell Instant Hand Sanitizer, Pump, Foam, 18 oz.	CORPORATEE-001	10	EA	14.95	USD	Elko NV FM Group 3001 N 5TH ST Suite 123 ELKO, NV 89801 United States	Business Unit Department Account Product Financial F

To approve or deny a requisition, choose the appropriate action(s) and click 'Submit,' or navigate directly to the approval page by clicking the link below:  
[https://purchasing01-dv-dev.ldschurch.org/psp/PURCHASING\\_DV/EMPLOYEE/ERP/c/PV\\_MAIN\\_MENU\\_PV\\_REQ\\_APPROVAL\\_GBL?Action=U&BUSINESS\\_UNIT=FMACQ&REQ\\_ID=0000071984](https://purchasing01-dv-dev.ldschurch.org/psp/PURCHASING_DV/EMPLOYEE/ERP/c/PV_MAIN_MENU_PV_REQ_APPROVAL_GBL?Action=U&BUSINESS_UNIT=FMACQ&REQ_ID=0000071984)

This will open the **Requisition Approval** page where the approver can review the requisition. Approval or Denial is done by click the appropriate buttons.

Pending Approvals

### Purchase Order

Deseret Industries Manufacturing  
287.60 USD

Header is pending your approval

**Summary**

Supplier: Deseret Industries Manufacturing	PO Total: 287.60 USD
PO ID: 207949	Status: Pend Appr
PO Date: 01/03/17	Business Unit: FMACQ
Buyer: Brett Hallstrom	Routed Date: 03/28/17

[Edit Purchase Order](#)

**More Information**

View Comments and Attachments >

View Purchase Order Details >

**Lines**

1	Songboard, LDS 110 oak finish (Includes Set of Numbers), 6963 (d-MHF_USA-)	287.60 USD
---	--	------------

1 row >

Approver Comments

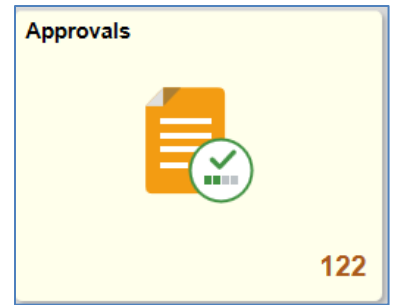
Approval Chain >

An approver may also enter comments.

## Approvals Tile

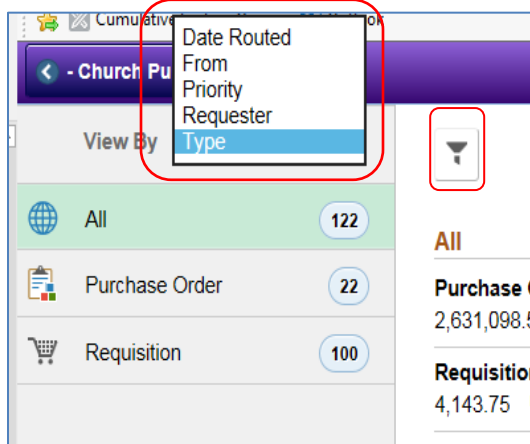
Located on the **Church Purchasing Services** homepage, the **Approvals Tile** will show the requisitions you need to approve.

Click on the tile.



- Church Purchasing Services		Pending Approvals	
View By	Type		
All	102	<b>All</b>	
Purchase Order	19	<b>Requisition</b>	FMACQ / 0000040372 RAL-NC Goldsboro FM Group
Requisition	83	1,108.68 USD	⚠ Medium Priority
		<b>Requisition</b>	FMACQ / 0000039337 RAL-NC Goldsboro FM Group
		50.52 USD	⚠ Medium Priority
		<b>Requisition</b>	FMACQ / 0000039709 RAL-NC Goldsboro FM Group
		10.00 USD	⚠ Medium Priority
		<b>Requisition</b>	FMACQ / 0000039982 RAL-NC Goldsboro FM Group
		115.00 USD	⚠ Medium Priority

A listing of all requisitions and purchase orders requiring approval is displayed.

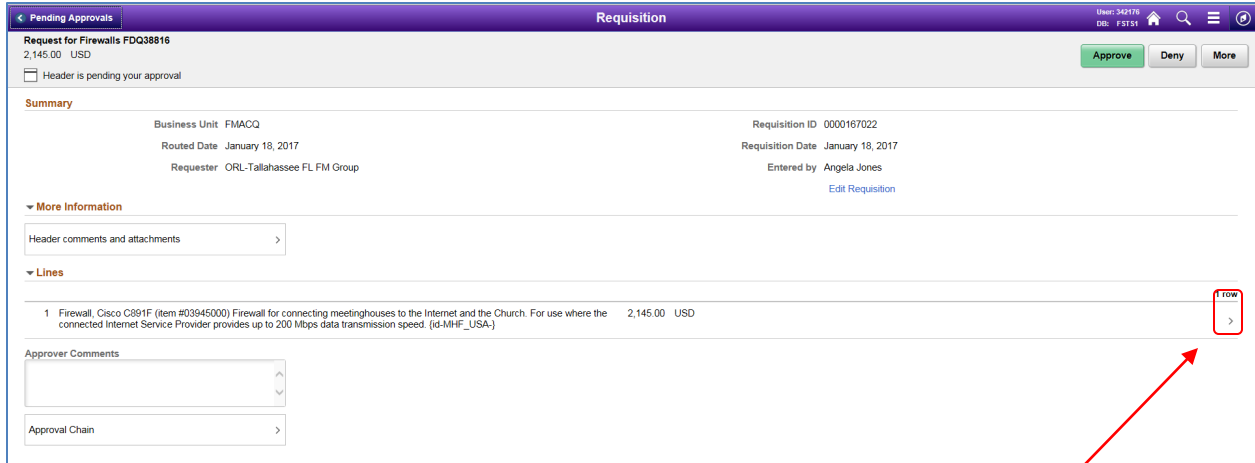


Note the **View By** and **Filter** icons on the page. These two icons allow you to organize your approval list by Purchase Order/Requisition, Requester, Dates, or the Person who triggered the entry. By default, the Type filter of Purchase Order is in place.

Note that clicking on just the Purchase Order or Requisition filters will allow you to perform Mass Approvals for multiple orders.

<b>Purchase Order</b> 287.60 USD	FMACQ / 207949 / Brett Hallstrom ⚠ Medium Priority	Routed 03/28/2011
-------------------------------------	---	----------------------

To see detail about the requisition or purchase order, click on the approval entry such as the one above. Notice the **> Expand icon** on the right end of the line. This means that detail exists that can be expanded out to view.



Much information is available on the **Requisition Approval** page.

- Click the **Approve** or **Deny** button to approve or deny the order.
- **View Comments and Attachments** button allows you to see that detail.
- **Chartfield** information can be viewed by drilling down to the shipping information then to the distribution information. Click the > **Expand icon** on each line.
- **Approval Chain** will allow you to see who needs to approve.
- **Edit Requisition** link will allow the approver to make a change to the requisition. *NOTE: When changes are made by the approver, both amount and chartfield approvals must occur again. It is possible to approve an order more than once because of this.*
- Note the > **Expand icon** on various parts of the page. Clicking on it will allow further drill-down.



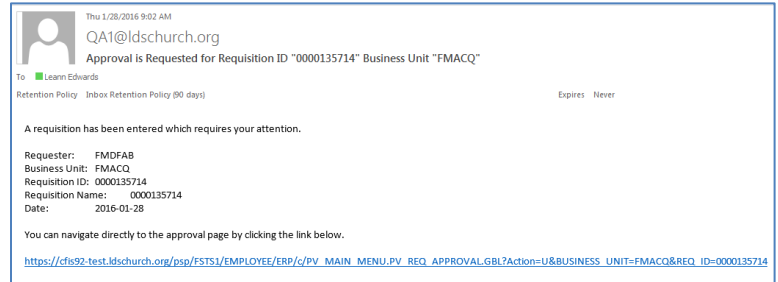
# Approvals

## Buyer Review of Special Requests

A Special Request is a requisition line created using the **Special Request** link in eMarket. It is an item that is not found in the catalog. Special Requests are forwarded to the Buyer to review pricing and supplier information.

There are three ways a buyer can find Special Request items to Review

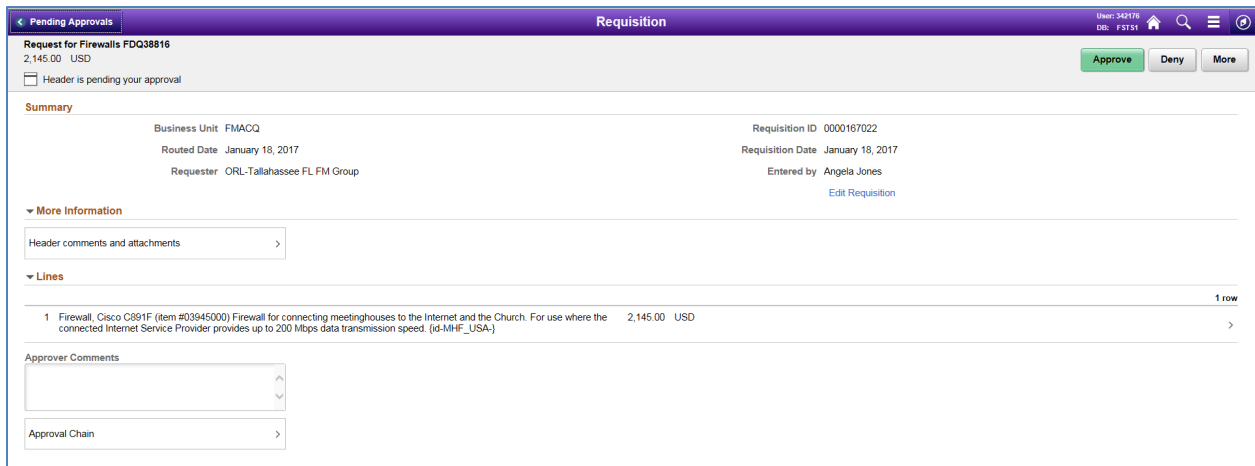
- eMail
- Approver Tile
- eMarket Reqs in Pending Status Pagelet.



## eMail for Buyer Review

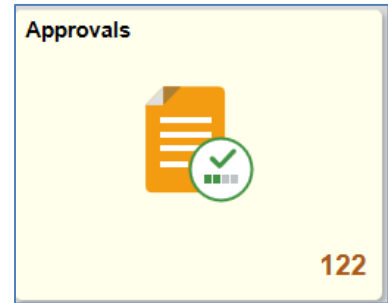
When a **Special Request** item is entered in eMarket, an email notification is immediately sent to the Buyer. The buyer can click on the URL link within the email to access the Special Request line.

The buyer is transferred to the Approval page. Clicking the **Edit Requisition** button takes the buyer to the page to view pricing and supplier information.



## Approver Tile

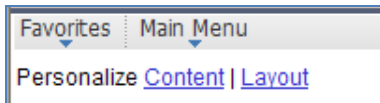
Buyers can access Special Request lines by clicking on the Approver Tile.



- Church Purchasing Services		Pending Approvals	
View By	Type		
All	102	<b>All</b>	
Purchase Order	19	<b>Requisition</b>	FMACQ / 0000040372 RAL-NC Goldsboro FM Group ⚠ Medium Priority
Requisition	83	<b>Requisition</b>	1,108.68 USD
		<b>Requisition</b>	FMACQ / 0000039337 RAL-NC Goldsboro FM Group ⚠ Medium Priority
		<b>Requisition</b>	50.52 USD
		<b>Requisition</b>	FMACQ / 0000039709 RAL-NC Goldsboro FM Group ⚠ Medium Priority
		<b>Requisition</b>	10.00 USD
		<b>Requisition</b>	FMACQ / 0000039982 RAL-NC Goldsboro FM Group ⚠ Medium Priority
		<b>Requisition</b>	115.00 USD

## Reqs in Pending Status Pagelet for Buyers

Buyers can turn on the eMarket Reqs in Pending Status pagelet through the **Content** link on the upper left corner of the page.



The pagelet shows all requisitions in pending status for a particular buyer and who has to approve the requisition.

Any requisition with the buyer's name as the approver has a Special Request line on it that needs attention. Buyers can access the requisition via their Worklist, Manage Requisitions or through the original email.

eMarket Reqs in Pending			
Buyer ID	Business Unit	Req ID	Approver Name
MMDJSS	FMACQ	0000042304	Julia S. Samoa
MMDJSS	FMACQ	0000042307	Julia S. Samoa
MMDJSS	FMACQ	0000042308	Julia S. Samoa
MMDJSS	FMACQ	0000042312	Julia S. Samoa
MMDJSS	FMACQ	0000042314	Julia S. Samoa
MMDJSS	FMACQ	0000042323	Julia S. Samoa
MMDJSS	FMACQ	0000042324	Julia S. Samoa
MMDJSS	FMACQ	0000042333	Dennis H McDonald
MMDJSS	FMACQ	0000042333	Theodore Hyatt
MMDJSS	FMACQ	0000042333	Bruce Chapman

[Full Query Results](#)

# eMarket

## Section 11 - Receiving


### Receiving

Every Tuesday morning a process runs that sends requesters an email notification if their order is past due and not currently received.

Fri 1/6/2016 11:21 AM  
purchasing@ldschurch.org  
Purchase Orders Requiring Receipt

To: ■ Leann Edwards

**LDS eMarket**



The following is a list of items that the ship date is already past or is in the near future.  
Click [here](#) to record the items that have been received. LDS Account login will be required. VPN is not required.

If you have trouble with the above link, make sure that you are logged into the VPN and click [here](#).

Purchase Order	Quantity	Ship Date	Item Description	Vendor	Req Name
FMACQ-170019	1	30-Sep-2015	Sign - Area of Refuge; Measurements: 24"W x 15.5"L (see attached)	Deseret Industries Manufacturing	#4 Area of Refuse sign

If you have any questions, please reply to the above email address.

To **receive** the item, click on one of the two [here](#) links in the email. You will be required to log in with your LDS Account.

The screen will open to the **Receiving** page located under **Purchasing (Custom) – Receiving – Record PO Receipts**. You can also navigate directly to this page without going through the email.

BU	PO	Line	Quantity Received	Mark as Received	Description	PO Qty	Qty Already Received	Due Date	PO Date	Supplier Name	Requisition Name	Shipto Description	Buyer Name
ACQ	FM161105CL	1	1.0000	Mark as Received	Tackboard (TB), 6' W x 4' H, Sterling (BR-077), wall mount, satin aluminum trim.	1.0000	0.0000	07/31/2015	07/15/2015	ADP Lemco		Grand Rapids MI FM Group	Julia S. Samoa
ACQ	FM161119C1	1	1.0000	Mark as Received	Table, Banquet, 30" x 96" model #80250 commercial grade, almond color with fixed bronze legs (banquet table)	1.0000	0.0000	11/11/2015	10/12/2015	Lifetime Products Inc		ST LOUIS FM GROUP	Julia S. Samoa
ACQ	FM164439CL	1	1.0000	Mark as Received	Desk, Office, LDS 110 oak 60" X 30" traditional style LDS3060DD, LDS 110 oak finish and matching laminate top	1.0000	0.0000	09/23/2015	08/24/2015	Jasper Group		Bellevue WA FM Group	Julia S. Samoa
ACQ	FM165047CL	1	1.0000	Mark as Received	Credenza, Traditional, walnut 66" X 20" traditional full LDS2085SC full with lock, LDS medium walnut finish and matching laminate	1.0000	0.0000	10/22/2015	09/10/2015	Jasper Group		Snowflake AZ FM Group	Julia S. Samoa
ACQ	FM165271CL	1	1.0000	Mark as Received	Chair, Mothers, Stationary, Taupe Color - Kashmiria #430-88	1.0000	0.0000	10/02/2015	09/02/2015	Flexsteel Industries Inc		Chicago IL North FM Group	Julia S. Samoa
ACQ	FM166134CL	1	2.0000	Mark as Received	Table, Banquet 60" round, almond color with bronze color fixed legs. Lifetime Professional grade, model 80252 (banquet table)	2.0000	0.0000	10/25/2015	09/25/2015	Lifetime Products Inc		Show Low AZ FM Group	Julia S. Samoa
ACQ	FM166707CL	1	1.0000	Mark as Received	Artwork, Framed: "In Favor with God" by Simon Dewey canvas fine arts reproduction, 32.25" x 41.25", gold frame w/ linen liner	1.0000	0.0000	10/16/2015	10/01/2015	Salt Lake Printing Center		Roanoke VA FM Group	Julia S. Samoa
ACQ	FM170017CL	1	1.0000	Mark as Received	Television, 47" TV LED LG commercial grade model #49LX341C; use with cart (ACQ-57446)	1.0000	0.0000	10/21/2015	10/14/2015	Wards		Lewiston ID FM Group	Julia S. Samoa
FMACQ	156152A	1	2.0000	Mark as Received	Tackboard (TB), 2 W x 4 H Sterling (BR-077), wall mount, satin aluminum trim	2.0000	0.0000	08/06/2015	07/07/2015	ADP Lemco		Vernal UT FM Group	Jed Johnson
FMACQ	163518	1	1.0000	Mark as Received	Teradek ViDiu H.264 Encoder	1.0000	0.0000	10/28/2015	06/30/2015	Salt Lake Distribution Center	0000127459	Des Moines IA FM Group	Julia S. Samoa
FMACQ	163518	1	1.0000	Mark as Received	Teradek ViDiu H.264 Encoder	1.0000	0.0000	10/28/2015	06/30/2015	Salt Lake Distribution Center	0000127459	Des Moines IA FM Group	Julia S. Samoa
FMACQ	172569	1	1.0000	Mark as Received	Listen CAT LDS-01-01; Listen Hard of Hearing System	1.0000	0.0000	11/04/2015	11/02/2015	Listen Technologies Corp		Tri-Cities WA FM Group	James Christensen
FMACQ	172569	1	1.0000	Mark as Received	Listen CAT LDS-01-01; Listen Hard of Hearing System	1.0000	0.0000	11/04/2015	11/02/2015	Listen Technologies Corp		Tri-Cities WA FM Group	James Christensen

Review the items. Click the **Mark as Received** button. The button will gray. A receipt entry will be created in the system and the status of the order updated.

ACQ	FM166134CL	1	2.0000	Mark as Received	Table, Banquet 60" round, almond color with bronze color fixed legs. Lifetime Professional grade, model 80252 (banquet table)
-----	------------	---	--------	------------------	---

The next time the process runs, the item will not be contained in the email.

If you have any problems receiving an item, send a note to [purchasing@churchofjesuschrist.org](mailto:purchasing@churchofjesuschrist.org). They can receive the item for you.

## Viewing Received Items in Manage Requisitions

Under Manage Requisitions, you can view in the status column which requisitions have been created, dispatched to the supplier, and received.

### Manage Requisitions

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:

Requisition Name:

Requisition ID:

Date From:

Request State:

Date To:

Requester:

Entered By:

PO ID:

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Total	
▶ 0000135772	0000135772	FMACQ	03/07/2016	Pending	10,000.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 0000135771	0000135771	FMACQ	03/04/2016	Pending	249.27 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 0000135770	0000135770	FMACQ	03/02/2016	Canceled	0.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 0000135769	0000135769	FMACQ	03/01/2016	PO(s) Created	93.98 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 0000135768	0000135768	FMACQ	03/01/2016	PO(s) Created	664.27 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 0000135767	0000135767	FMACQ	03/01/2016	PO(s) Created	192.65 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 0000135766	0000135766	FMACQ	03/01/2016	PO(s) Created	147.00 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 0000135765	0000135765	FMACQ	02/29/2016	PO(s) Dispatched	484.97 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>
▶ 0000135764	0000135764	FMACQ	02/29/2016	Partially Dispatched	3,840.87 USD	<input type="button" value="[Select Action]"/> <input type="button" value="Go"/>


As items are received, their individual status will change to **Received**.


After all the items on a requisition have been received, the overall status will change to received. Clicking the **Receiving** icon will show that information.


0000001175 0000001175 NZ1 11/11/2010 Received 4,409.04NZD


Requester: Materials Mgmt Entered By: Catherine Ma Priority: Medium


Request Lifespan:


  
[Requisition](#)


  
[Approvals](#)


  
[Inventory](#)


  
[Purchase Orders](#)

  
[Change Request](#)

  
[Receiving](#)

  
[Returns](#)

  
[Invoice](#)

  
[Payment](#)

Line Information							
Line	Description	Status	Price	Curr	Qty	UOM	Vendor
1	<a href="#">166QA Kaba Camlock</a>	Received	121.900	NZD	2.0000	EA	ACCURATE LOCKSMITHS LTD
2	<a href="#">180/152 COMPETITION STYLE VO...</a>	Received	84.620	NZD	2.0000	SE	GYMLEADER NEW ZEALAND LIMITED
3	<a href="#">3611468 Delta Shower 915x915...</a>	Received	799.200	NZD	5.0000	EA	PLACEMAKERS WHANGAPARAOA

# eMarket

## Section 12 – Catalog Listing

### Catalog Listing

Supplier Catalogs and PRG’s (Purchasing Reference Guides) can be seen online from the **Catalog Listing** pages.

Navigate to **eMarket – Catalog Listing**.

Examples of different search criteria that can be entered.

- Enter a **Business Unit** to find which catalogs can be seen under that business unit.
- If you know the technical **Catalog ID** or the **Catalog Description**, it can be entered.

The screenshot shows the 'Catalog Listing' search page. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with dropdown menus for 'Business Unit', 'eMarket Catalog ID', and 'Description', and a 'Catalog Type' dropdown menu with options: 'Multi-Vendor Catalog', 'PRG Catalog', and 'Vendor Catalog'. There is also a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- Select a **Catalog Type**. The three types are **PRG**, **Vendor Catalog**, or **Multi-Vendor Catalog**.

The screenshot shows the 'PRG Listing' page for 'Seminaries and Institutes - International'. It displays a list of items under the 'ATHLETICS (1 Item)' category. The item details are as follows:

Item ID	Furn Style	Item Price	UOM	EA	Lead Time	Preferred Item
52903	Universal	339,99000 USD	EA		30	*

The description for the item is: 'Volleyball Outdoor, one court portable, outdoor professional style. Includes poles, ground anchor stakes and net. Adjustable height.' The vendor is listed as 'BSN Sports LLC' with ID '210192'. Other categories listed include 'AUDIO VISUAL (9 Items)', 'CUSTODIAL (11 Items)', 'FURNISHINGS: Bookcase (1 Item)', 'FURNISHINGS: Chair (14 Items)', 'FURNISHINGS: Clock (2 Items)', and 'FURNISHINGS: Coat Rack (1 Item)'.

Note that these pages can be printed by typing Control-P on your keyboard OR by using the browser print capabilities.

# eMarket

## Section 14 –Catalog Statistics

### Catalog Statistics

Curious how much the catalogs for your area are being used? Wonder how much of a particular item is being purchased? **Catalog Statistics** is the place to go to find this and much more information.

Navigate to **eMarket – Vendor Catalogs – Catalog Statistics**.

### Catalog Usage

The **Catalog Usage** tab shows summary information of how often, quantity and spend of catalog(s) based on given criteria.

The screenshot displays the 'Catalog Usage' tab in the eMarket system. It includes search filters for Transactions From (01/01/2015), To (03/07/2016), Catalog ID (BR-CROMO), Buyer / SRM, and Business Unit. A 'Refresh' button is present. Below the filters is a table with the following data:

eMarket Catalog ID	Description	Times Used	Total Qty	Total Spend	Buyer Name	Last Updated Date	Catalog Type
1 BR-CROMO	Gráfica - CROMOSETE Ltda	19	31,750	224,843.50	Ana Urquidi	07/11/2015	Vendor

Navigation links at the bottom include: Catalog Usage | Catalog Item Usage | Item Usage Across Catalogs | Item Usage by Vendor | Vendor Punchout Usage

## Catalog Item Usage

The **Catalog Item Usage** tab shows how often each item in a particular catalog was purchased and the total spend for those items.

[Catalog Usage](#) | **[Catalog Item Usage](#)** | [Item Usage Across Catalogs](#) | [Item Usage by Vendor](#) | [Vendor Punchout Usage](#)

Use this page to determine how often items in a catalog are being used.

Transactions From  To

Catalog ID  Carioni

Personalize   Find   View All   First 1-2 of 2 Last						
	eMarket Catalog ID	Supplier Item ID	Vendor Item Description	Times Used	Total Qty	Total Spend
1	AR-CARIONI	SPA001	Silla Plegable para Adulto	40	2,402	2,154,594.00
2	AR-CARIONI	SPN002	Silla Plegable para Niño	17	241	187,980.00

## Item Usage Across Catalogs

There are times when a particular Supplier Item ID is found in multiple catalogs. The **Item Usage Across Catalogs** tab shows all catalogs the Supplier Item ID is in as well as quantities and spend.

[Catalog Usage](#) | [Catalog Item Usage](#) | **[Item Usage Across Catalogs](#)** | [Item Usage by Vendor](#) | [Vendor Punchout Usage](#)

Use this page to determine how often an item is being used across all catalogs including CP.

Transactions From  To

Supplier Item ID

Personalize   Find   View All   First 1-10 of 10 Last							
	eMarket Catalog ID	Description	Supplier Item ID	Vendor Item Description	Times Used	Total Qty	Total Spend
1	ALL_ITEMS	HQ Miscellaneous	ACQ-17468	Television Kit, 24" Samsung	0	0	0.00
2	CP-AR	Addition / Remodel	ACQ-17468	Television Kit, 24" Samsung LED	0	0	0.00
3	CP-MTG	Meetinghouse	ACQ-17468	Television Kit, 24" Samsung LED	17	49	17,968.34
4	CP-OTHER	Other / Additional Items	ACQ-17468	Television Kit, 24" Samsung LED	0	0	0.00
5	MHF_CAN_US	Meetinghouse - US Items for Canada	ACQ-17468	Television Kit, 24" Samsung	27	74	26,487.64
6	MHF_USA	Meetinghouse	ACQ-17468	Television Kit, 24" Samsung	242	580	215,117.30
7	MSH_USA	Mission Home	ACQ-17468	Television Kit, 24" Samsung	1	1	378.14
8	SMS-ADD	Additions and Remodels	ACQ-17468	Television Kit, 24" Samsung LED	0	0	0.00
9	SMS-MTG	FM Selection Records	ACQ-17468	Television Kit, 24" Samsung LED	8	22	6,263.84
10	TEM_SM	Temple	ACQ-17468	Television Kit, 24" Samsung	0	0	0.00



## Item Usage by Vendor

All items across several catalogs for a particular vendor can be shown on the **Item Usage by Vendor** tab. Quantities and spend are also displayed.

Catalog Usage   Catalog Item Usage   Item Usage Across Catalogs   <b>Item Usage by Vendor</b>   Vendor Punchout Usage						
Use this page to determine how often a vendor is being used. Results may take awhile.						
Transactions From <input type="text" value="01/01/2015"/>						
To <input type="text" value="03/07/2016"/>						
Supplier SetID <input type="text" value="ACQ"/>						
Vendor ID <input type="text" value="7245"/> TV Specialists Inc						
<input type="button" value="Refresh"/>						
Personalize   Find   View All   <input type="button" value="Print"/>   <input type="button" value="Export"/>						
First 1-34 of 34 Last						
eMarket Catalog ID	Description	Supplier Item ID	Vendor Item Description	Times Used	Total Qty	Total Spend
1 ALL_ITEMS	HQ Miscellaneous	ACQ-55921	Television, 29" LED	2	2	498.54
2 CES_USA	Seminaries and Institutes	ACQ-10138	Camera, Digital video,	1	1	286.42
3 CES_USA	Seminaries and Institutes	ACQ-10132	Tripod, Camera, 75"	1	1	36.52
4 MHF_USA	Meetinghouse	ACQ-17468	Television Kit, 24" Samsung	242	580	215,117.30
5 MHF_CAN_US	Meetinghouse - US Items for Canada	ACQ-17468	Television Kit, 24" Samsung	27	74	26,487.64
6 MHF_USA	Meetinghouse	ACQ-52514	CD/Radio/Cassette Player	27	53	2,554.07
7 WEBCAST	Meetinghouse Webcast Products	ACQ-57525	Camera, Sony PTZ EVI-D80 white	27	35	27,403.60
8 MHF_CAN_US	Meetinghouse - US Items for Canada	ACQ-10138	Camera, Digital video,	2	2	572.84
9 MHF_CAN_US	Meetinghouse - US Items for Canada	ACQ-10132	Tripod, Camera, 75"	2	2	73.04
10 MHF_CAN_US	Meetinghouse - US Items for Canada	ACQ-52514	CD/Radio/Cassette Player	3	3	144.57
11 MHF_USA	Meetinghouse	ACQ-10132	Tripod, Camera, 75"	12	13	474.76
12 CES_USA	Seminaries and Institutes	ACQ-52514	CD/Radio/Cassette Player	3	3	144.57
13 WEBCAST	Meetinghouse Webcast Products	ACQ-10138	Camera, Digital video,	5	5	1,432.10
14 MHF_USA	Meetinghouse	ACQ-10138	Camera, Digital video,	9	9	2,577.78
15 WELFARE_EMPTY	Welfare - Employment	ACQ-10138	Camera, Digital video,	1	1	286.42
16 MSH_USA	Mission Home	ACQ-17468	Television Kit, 24" Samsung	1	1	378.14
17 US-TVSPEC	TV Specialists	V13H010L42	Epson Replacement Lamp (ELPLP42)	3	3	419.70
18 US-TVSPEC	TV Specialists	LMPE191	Sony Replacement Lamp for VPL-EX7/70	2	2	518.26
19 US-TVSPEC	TV Specialists	10138	Sony Camcorder Kit	1	1	286.42
20 US-TVSPEC	TV Specialists	EVID80W	Sony Pan/Tilt/Zoom Camera - White	2	3	2,348.88

## Vendor Punchout Usage

Curious how often a punchout is used and what items are being purchased from the punchout catalogs? The **Vendor Punchout Usage** tab is the place to look.

Catalog Usage   Catalog Item Usage   Item Usage Across Catalogs   Item Usage by Vendor   <b>Vendor Punchout Usage</b>							
Use this page to determine how often a punchout vendor is being used.							
Transactions From <input type="text" value="01/01/2015"/> <input type="button" value="B"/>							
To <input type="text" value="03/07/2016"/> <input type="button" value="B"/>							
SetID <input type="text" value="ACQ"/>							
<input type="button" value="Refresh"/>							
Personalize   Find   View All   <input type="button" value="L21"/>   <input type="button" value="Table"/>   First <input type="button" value="Down"/> 1-19 of 19 <input type="button" value="Up"/> Last							
Supplier SetID	Vendor ID	Supplier Name	Times Used	Total Qty	Total Spend	Details	
1 ACQ	104511	Staples Advantage	4,554	19,587	522,839.91	Details	
2 ACQ	115463	En Pointe Technologies	0	0	0.00	Details	
3 ACQ	11877	Lexmark International Inc	0	0	0.00	Details	
4 ACQ	11898		0	0	0.00	Details	
5 ACQ	124721	Dell Marketing LP	917	4,793	2,786,849.06	Details	
6 ACQ	135742	PC Connection Inc	326	2,405	478,888.41	Details	
7 ACQ	141450	Dell Computer Corporation Canada	50	110	102,596.78	Details	
8 ACQ	190838	B and H Photo Video	438	1,833	422,516.36	Details	
9 ACQ	196254	Softchoice Corporation	8	93	14,412.71	Details	
10 ACQ	264144	Adorama Camera Inc	100	205	103,512.58	Details	
11 ACQ	299803	Staples Technology Solutions	10	84	55,549.50	Details	
12 ACQ	305210	CDW Direct	1,508	8,279	2,596,397.69	Details	
13 ACQ	306992	CDW Canada	16	24	13,916.86	Details	
14 ACQ	6303	Xerox Corporation	0	0	0.00	Details	
15 ACQ	6911	WW Grainger Inc	643	5,177	205,864.56	Details	
16 ACQ	7015	Electrical Wholesale Supply Co of Utah	274	12,315	70,485.91	Details	
17 ACQ	7245	TV Specialists Inc	2	11	132.00	Details	
18 ACQ	7422	Mountainland Supply LLC	229	513	69,342.80	Details	
19 ACQ	8072	Waxie Sanitary Supply	8,496	65,404	2,312,341.90	Details	

If the **Details** link is selected, a detailed listing of items quantities and spend from the punchout is displayed.

Vendor ACQ 306992 CDW Canada

Personalize | Find | View All | [Print] [Export] First 1-13 of 13 Last

Vendor Item ID	Item Description	Times Used	Total Qty	Total Spend
1 3031335	HP LaserJet Pro 400 M401dne printer monochrome laser	1	1	265.76
2 3172799	Lenovo ThinkPad T440p 20AW 14 Core i5 4300M Windows 8 Pro 64 bit 4	2	2	2,546.50
3 3147327	Lenovo ThinkPad Ultra Dock port replicator	2	2	482.32
4 3549557	Lenovo ThinkCentre M79 10CT A series A8 6500B 3 5 GHz 8 GB 250 GB	2	4	2,959.96
5 3335606	Lenovo ThinkPad T440p 20AN 14 Core i7 4700MQ Windows 7 Pro 64 bit	1	1	1,822.39
6 3143577	Lenovo ThinkPad Pro Dock port replicator	1	1	257.06
7 3678726	HP LaserJet Enterprise M605x printer monochrome laser	1	2	3,119.98
8 3672831	HP Input media tray feeder 500 sheets	1	2	695.98
9 3683707	HP envelope feeder 75 sheets	1	1	347.99
10 3636371	HP 81X High Yield black original LaserJet toner cartridge CF281	1	2	685.98
11 2280841	3M Under Desk CPU Holder CS200MB system under desk mounting kit	1	4	619.96
12 2827877	Lenovo ThinkPad Bluetooth Laser Mouse - mouse	1	1	55.99
13 842199	Lenovo ThinkPad Tablet Digitizer Pen - stylus	1	1	56.99

## Special Requests

Would you like to know the volume of **Special Requests** going through a SetID or a certain supplier? The Special Requests tab can show you that information.

Catalog Item Usage 
  Item Usage Across Catalogs 
  Item Usage by Vendor 
  Punchout Usage 
  **Special Requests**

Use this page to determine how often a special request is being used.

Transactions From  To   
 SetID

Personalize | Find | View All | [Print] [Export] First 1-50 of 66 Last

Supplier SetID	Vendor ID	Supplier Name	Times Used	Total Qty	Total Spend	Currency	Details
1 ACQ			55	894	113,065.59	USD	<a href="#">Details</a>
2 ACQ	104511	Staples Advantage	1	4	141.84	USD	<a href="#">Details</a>
3 ACQ	124721	Dell Marketing LP	3	10	1,243.02	USD	<a href="#">Details</a>
4 ACQ	131461	Salt Lake Printing Center	2	2	900.00	USD	<a href="#">Details</a>
5 ACQ	135110	Great Western Supply Inc	6	10	3,019.29	USD	<a href="#">Details</a>
6 ACQ	135742	PC Connection Inc	2	16	17,559.52	USD	<a href="#">Details</a>
7 ACQ	135784	CompView Inc	1	1	25.00	USD	<a href="#">Details</a>
8 ACQ	147381	AAF International	1	1	61.32	USD	<a href="#">Details</a>
9 ACQ	179324	Colonial Flag & Speciality	1	1	200.00	USD	<a href="#">Details</a>
10 ACQ	18346	Purchasing Division	10	309	1,170,871.83	USD	<a href="#">Details</a>
11 ACQ	188466	Emtech Electronics Inc	9	16	1,122.64	USD	<a href="#">Details</a>
12 ACQ	196254	Softchoice Corporation	4	18	1,689.52	USD	<a href="#">Details</a>
13 ACQ	203336	Software Technology Group	1	1	78,968.00	USD	<a href="#">Details</a>
14 ACQ	229217	Gustave A Larson Company	1	2	50.74	USD	<a href="#">Details</a>
15 ACQ	233530	Consultnet LLC	2	2	15,616.62	USD	<a href="#">Details</a>
16 ACQ	234257	Listen Technologies Corp	1	4	83.20	USD	<a href="#">Details</a>
17 ACQ	235636	TEKsystems Inc	1	1	41,418.76	USD	<a href="#">Details</a>
18 ACQ	236512	US Air Conditioning Distributors LLC	3	5	105.62	USD	<a href="#">Details</a>
19 ACQ	265398	Mark Eaton LLC	3	3	281.50	USD	<a href="#">Details</a>
20 ACQ	272533	BlueCat Networks USA Inc	1	2	2,400.00	USD	<a href="#">Details</a>
21 ACQ	273680	Wards	1	1	477.00	USD	<a href="#">Details</a>

Clicking on the **Details** link will show the specific details of the Special Request item(s). In this example, the Details link for Staples Advantage was selected.

Vendor ACQ 104511 Staples Advantage		Personalize   Find   View All     First  1 of 1  Last				
Supplier Item ID	Item Description	Requisition Price	Requisition Quantity	Merchandise Amount	Currency	Requester
1	Paper Towel Dispenser Item #805786	35.46000	4.0000	141.840	USD	DAL-TX Gilmer FM Group

# eMarket

## Section 13 – Online Purchasing Reference Guide

### Purchasing Reference Guide

PRG's (Purchasing Reference Guides) can be seen online from the **Purchasing Reference Guide** pages.

Navigate to **eMarket – Purchasing Reference Guide**.


- Select the **Purchasing Reference Guide** you desire to view.

As the page opens, use the **green arrows** to download the data. Once downloaded, use the **gray points** to expand and collapse the section.

PRG Listing

eMarket Catalog ID: SI\_INTNL    Seminars and Institutes - International

Use the green arrows below to download item data. Once downloaded, use the gray point to expand and collapse the section.

- ▶ APPLIANCES (4 Items)
- ▼ ATHLETICS (1 Item)
  - Item ID: 52903    Furn Style: Universal    Item Price: 339.99000 USD
  -  Volleyball Outdoor, one court  
portable, outdoor professional style. Includes poles, ground anchor stakes and net. Adjustable height.
  - UOM: EA    EA: \* Preferred Item \*    Lead Time: 30
  - Vendor: BSN Sports LLC    ID: 210192
- ▶ AUDIO VISUAL (9 Items)
- ▶ CUSTODIAL (11 Items)
- ▶ FURNISHINGS: Bookcase (1 Item)
- ▶ FURNISHINGS: Chair (14 Items)
- ▶ FURNISHINGS: Clock (2 Items)
- ▶ FURNISHINGS: Coat Rack (1 Item)

Purchase Reference Guide

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

eMarket Catalog ID: begins with [ ]  
Description: begins with [ ]

Case Sensitive

Search    Clear    Basic Search    Save Search Criteria

Search Results

View All    First    1-19 of 19    Last

eMarket Catalog ID	Description
CA-PRGITEMS	All Canadian PRG Items
CEACQ-ARTWORK	Central America Artwork
CES_USA	Seminaries and Institutes
FAM_HIST_USA	Family History
IT	IT Product Standards
IT_CAN	IT Product Standards - Canada
MHF_CAN	Meetinghouse - Canada
MHF_USA	Meetinghouse
MSH_USA	Mission Home
SI_CAN	Seminaries and Institutes - Canada
SI_INTNL	Seminaries and Institutes - International
TEM_SM	Temple
US-FAMILY	Welfare - Family Services
US-INTERNET	Meetinghouse Internet Equipment
US-PRGITEMS	All PRG Items
WEBCAST	Meetinghouse Webcast Products
WELFARE_BSS	Welfare - Bishop's Storehouse
WELFARE_DI	Welfare - Deseret Industries
WELFARE_EMPTY	Welfare - Employment

# eMarket

## Section 15 - Catalog Load Process

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### Catalog Load Process

There are three types of catalogs in eMarket:

- **Punchout Site** – An online catalog of items hosted by the supplier using HTML coding
- **PRG** – A catalog of items from the Purchasing Item File
- **Supplier Catalog** – An Excel load of items put together by the supplier and SRM

### Punchout Catalog Creation

The **Punchout Site** catalog is created by Aquire with a supplier that has cXML Punchout software. The supplier will have an electronic, online catalog for the Church with Church items and Church pricing.

- The SRM identifies the Supplier with Punchout Site capabilities for inclusion into eMarket.
- The SRM provides Church technical staff with the names of individuals from the supplier that will be the contacts for establishing the punchout catalog.
- Church technical staff forward those names to Aquire Product Manager who will contact those individuals. Aquire will be interested in obtaining credential information (URL, User Name, Password, etc.) and connection type (OCI, cXML) to establish a link between the supplier and Aquire.
- A kick-off phone call may need to be arranged by the SRM.
- Any questions between Aquire and the Supplier will need to be resolved by both Church technical staff and SRM.
- Once the link is established by Aquire in their Staging database, the SRM will be asked to verify the contents of the catalog.
- When the SRM verifies the catalog is correct, Aquire will move the catalog to production.

The criteria below should be considered for punchout creation.

## Criteria for Punchout or Supplier Catalog Creation



**Note on cXML Dispatch:** Suppliers that provide a punchout site catalog may also have the ability receive purchase orders via cXML Dispatch. The Church must have a valid **Master Service Agreement** with the supplier.

During the discussions with the Supplier’s technical staff, the SRM and Church technical staff will review the possibility of sending orders via cXML. Church technical staff will need credential information (URL, User Name, Password, etc.) from the supplier to establish the link between the Church and the supplier for cXML Dispatch.

### Purchasing Reference Guide (PRG) File Creation

The PRG is created from items within Purchasing’s Item file. Selected items are assembled into a PRG Catalog. Changes to item price and description are automatically updated within the PRG and data is sent into eMarket. The SRM defines the set of items to include in the PRG.

- Navigate to **eMarket – Vendor Catalogs – PRG Maintenance**
- Create a **Catalog ID** and click the **Add** button.

#### Guidelines for creating a Catalog ID

- The Catalog ID must be unique.
- Prefix the Catalog ID with the two-letter country code from the country it originates from, such as US-XXXXXX or GB-XXXXXX.
- Place a dash between the country code and the catalog name.
- The catalog name should be as short as possible – no longer than 10 characters.

Fill out information about the PRG Catalog describing it.

The screenshot shows the 'PRG Maintenance' form with the following details:

- eMarket Catalog ID:** US-CHAIRS
- Approved:**
- Catalog Type:** PRG Catalog
- Currency Code:** USD
- \*Catalog Name:** Chairs
- Catalog Description:** Meetinghouse Chairs
- Preferred Catalog:**
- Catalog Added Date:** 06/19/2018
- By:** MMDLFE
- \*Setid:** ACQ
- Buyer / SRM:** MMD0019
- Last Updated DateTime:**
- Last Exported DateTime:**
- Data File:** File Loaded
- Notes:** This catalog contains items from the item file for meetinghouse chairs
- Export Dates:** Goto Load File Page, Related Business Units
- Dynamic PRG:**
- Do NOT send as Standalone PRG:**
- Buttons:** Save, Request Catalog Deletion, Add, Update/Display

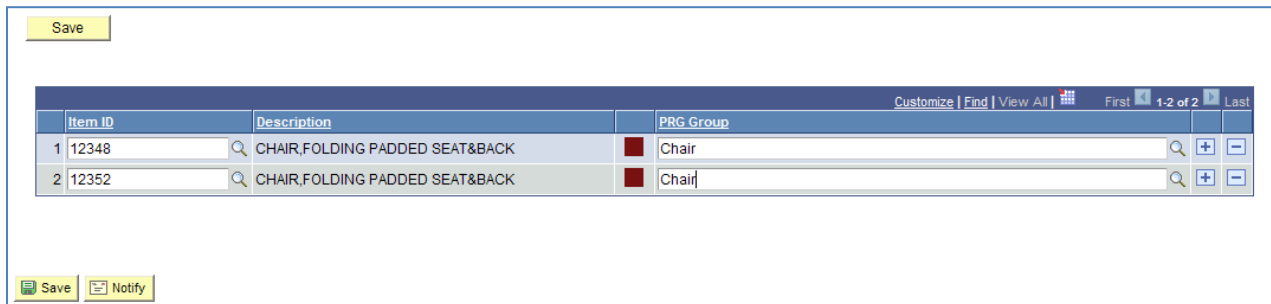
- Enter the **Catalog Name**. This is the name you want the catalog to appear in eMarket.



- Enter the **Catalog Description**. This text will show beneath the catalog name in eMarket.
- Enter the **SetID** of the Item file used to create the catalog.
- Indicate the SRM responsible for updating the PRG Catalog.
- The **Notes** field should be used for any detail you want to keep about the catalog.
- Enter the **currency code**.
- Indicate if it is a **Preferred Catalog**.
- Click the **Related Business Units** link. Enter the business units that should have visibility to the catalog.
- Click the **Save** button located at the bottom left corner of the vendor catalog page.

Upon saving, a grid will appear on the bottom of the page.

- Enter the **item numbers** from the item file to include in the PRG Catalog.
- Define a **PRG Group**. This is a free form field that will allow the definition of a grouping the item appears under in the on-line PRG page.



- When completed, click the **Save** button again.
- Approve the catalog by clicking the **Approve checkbox**.
- If you see a **red box** as shown in the above diagram, check for a problem with the item in the item file. Items with red boxes next to them will not appear in the PRG Catalog until the problem is resolved.

Note that when text in the **Catalog Name** or **Catalog Description** fields change, an email is sent to Church technical staff to update these fields in Aquire.

## Viewing the Online PRG

- The online PRG is found by navigating to **eMarket – Catalog Listing**. Select **Catalog Type of PRG Catalog**.

**Catalog Listing**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit begins with

eMarket Catalog ID begins with

Description begins with

Catalog Type =

- Multi-Vendor Catalog
- PRG Catalog
- Vendor Catalog

Search Clear Basic Search Save Search Criteria

PRG Listing

eMarket Catalog ID SI\_INTNL Seminars and Institutes - International

Use the green arrows below to download item data. Once downloaded, use the gray point to expand and collapse the section.

- ▶ APPLIANCES (4 Items)
- ▼ ATHLETICS (1 Item)
- ▶ AUDIO VISUAL (9 Items)
- ▶ CUSTODIAL (11 Items)
- ▶ FURNISHINGS: Bookcase (1 Item)
- ▶ FURNISHINGS: Chair (14 Items)
- ▶ FURNISHINGS: Clock (2 Items)
- ▶ FURNISHINGS: Coat Rack (1 Item)

Item ID	Furn Style	Universal	Item Price	339,99000 USD
Volleyball Outdoor, one court				
portable, outdoor professional style. Includes poles, ground anchor stakes and net. Adjustable height.				
Vendor BSN Sports LLC			UOM EA	* Preferred Item *
			Lead Time 30	ID 210192

- Also check on the **Church's Home Intranet** page under **Tools & Services – Purchasing Reference Guides**.

## **Steps for New Supplier Catalog Creation**

(See page 72 for steps to update an existing catalog.)

An initial decision should be made to determine if the catalog should contain multiple suppliers or just a single supplier.

### **File Preparation**

The supplier catalog process begins with the SRM identifying a supplier to be included in the eMarket catalog repository.

- The SRM forwards to the supplier the catalog Excel file format.
- The SRM and supplier work together to define the set of items to include in the catalog using Church pricing.
- The supplier prepares the Excel file and is responsible to maintain the pricing and items descriptions over time.
- The supplier forwards the completed Excel file to the SRM.
- The name of the file should begin with the two-letter country code followed by a dash, the supplier name and supplier id. Example: US-Company Name 3243.xlsx

**LDS eMarket - Aquire File Format**

7-Mar-2018

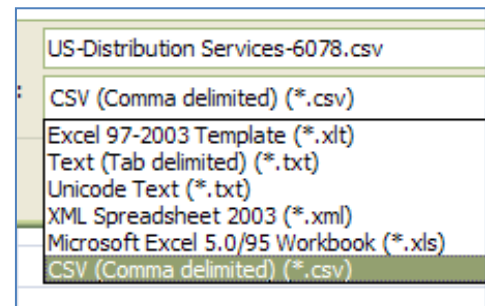
Spreadsheet Column	Field Purpose	Comments	Example	Required?	Length	Field Type	Field Name
A	Supplier Part Number	Supplier Part Numbers must be unique per catalog.	TFP 008	Required	30 Char		ITM_ID_VNDR
B	Unit of Measure	Must be a valid value from PeopleSoft.	EA	Required	3 Char		C_VNDR_UOM
C	Field Not Used - Leave Blank	Depreciated - No longer used.		Leave Blank	60 Char		C_VNDR_DESCR
D	Item Description	This should be a searchable item description including part numbers. This description will appear on the purchase order. Should be in the form of noun, adjectives.	Power Supply, 110VAC/12VAC	Required	254 Char		C_VNDR_DESCR254
E	Additional Item Description	This description will not appear on the purchase order	Additional Description goes here	Optional	254 Char		C_VNDR_DESCR254_2
F	Currency	Must be a valid value from PeopleSoft.	USD	Required	3 Char		C_VNDR_CURR_CD
G	Unit Price	Up to 5 decimals.	11.34	Required	10.5 SignedNumber		PRICE_PO
H	Lead Time	In Days	3	Required	3 Number		C_VNDR_LEAD_DAYS
I	UNSPS Code	Must be a valid value from PeopleSoft.	30160000	Required	8 Char		C_VNDR_UNSPSC
J	Product URL Image #1	First Image. Must contain a URL referencing the image.	http://www.williamssound.com/resources/products/web/ftp/ftp_008.png	Optional but Highly Recommended	150 Char		C_VNDR_IMAGE_URL
K	Thumbnail Product URL Image	Thumbnail Image. Must contain a URL referencing the image.	http://www.williamssound.com/resources/products/web/ftp/ftp_008.png	Optional but Highly Recommended	150 Char		C_VNDR_TN_IMG_URL
L	Option 1	Must be in the form of Title:variable1;variable2;variable3	Country:USA;Canada;Mexico	Optional	2,000 Long		C_VNDR_OPTION_1
M	Option 2	Must be in the form of Title:variable1;variable2;variable3	Language: English;French;Spanish	Optional	2,000 Long		C_VNDR_OPTION_2
N	Preferred Item	Y or N. Most items should be preferred so they filter to the top.	Y	Optional but Highly Recommended	1 Char		C_PREFERRED_ITEM
O	Price Option 1	Variable Pricing corresponding to Option 1. Must be in the form of 0;1.00;-2.00 9.99;9.99;9.99 There must be the same number of price options as there are option variables		Optional	2,000 Long		C_VNDR_OPT_PRICE_1
P	Price Option 2	Variable Pricing corresponding to Option 2. Must be in the form of 0;1.00;-2.00 9.99;9.99;9.99 There must be the same number of price options as there are option variables		Optional	2,000 Long		C_VNDR_OPT_PRICE_2
Q	Warranty Information		5 year warranty	Optional but Highly Recommended	250 Char		L_WARRANTY
R	Manufacturer Part Number		TFP 008	Optional but Highly Recommended	50 Char		C_ITM_ID_MFR
S	Manufacturer Name		Segate	Optional but Highly Recommended	60 Char		C_ITEM_MFR_NAME
T	Vendor's URL	Vendor's General URL referencing the Vendor's site.	http://www.williamssound.com	Optional	150 Char		C_VNDR_URL
U	Product URL Image #2	Second Image. Must contain a URL referencing the image.	http://www.williamssound.com/resources/products/web/ant/ant_021.png	Optional	150 Char		C_VNDR_IMAGE_URL_2
V	Product URL Image #3	Third Image. Must contain a URL referencing the image.	http://www.williamssound.com/resources/products/web/ftp/ftp_036.png	Optional	150 Char		C_VNDR_IMAGE_URL_3
W	Product URL Image #4	Fourth Image. Must contain a URL referencing the image.	http://www.williamssound.com/resources/products/web/ftp/ftp_016.png	Optional	150 Char		C_VNDR_IMAGE_URL_4
X	Product URL Image #5	Fifth Image. Must contain a URL referencing the image.	http://www.williamssound.com/resources/products/web/rpk/rpk_005.png	Optional	150 Char		C_VNDR_IMAGE_URL_5
Y	Document Attachment Label #1	Label for the first attachment	Antenna Doc	Optional	50 Char		C_ITM_ATT_LABEL_1
Z	Document Attachment URL #1	URL referencing the first document	https://www.williamssound.com/resources/products/web/ant/ant_024_man_en.pdf	Optional	150 Char		C_ITM_ATT_LINK_1
AA	Document Attachment Label #2	Label for the second attachment	Antenna 024 Instructions	Optional	50 Char		C_ITM_ATT_LABEL_2
AD	Document Attachment URL #3	URL referencing the third document	https://www.williamssound.com/resources/products/web/ant/ant_024_man_en.pdf	Optional	150 Char		C_ITM_ATT_LINK_3
AE	ECCN	Export Control Classification	3A001	Optional	16 Char		C_ECCN
AF	Harmonized Code	Harmonized Code	XXXX.XX.XXXX	Optional	14 Char		C_HARMONIZED_CD
AG	Country of Origin	Country of Origin (2 Character)	US	Optional	2 Char		COUNTRY_2CHAR
AH	Hazardous Flae	Hazardous Flae (Y or N)	N	Optional	1 Char		C_VNDR_HAZ_FLAG

This is the current eMarket Excel File Catalog format. Contact your ROM or Purchasing Representative for an electronic format of this file.

**Loading the File into eMarket**

The SRM oversees the initial catalog load into eMarket and approves the catalog when loaded. Two different file formats are accepted: .csv and .txt

- **Creating a .csv file**  
This is done by opening the Excel file; selecting 'File – Save As'; and changing the file type to 'CSV (Comma delimited) (\*.csv)' as shown in the diagram below.
- Save the .csv file on your desktop.



- If the file contains UNICODE characters, the file must be saved as a **Unicode Text (.txt) file**.

- Save the .txt file on your desktop.
- Within eMarket, navigate to **eMarket – Vendor Catalogs – Vendor Catalog**. Click on **Add a New Value**.

- Create a **Catalog ID** and click the **Add** button.

#### Guidelines for creating a **Catalog ID**:

- The Catalog ID must be unique.
- Prefix the Catalog ID with the two-letter country code from the country it originates from.
- Place a dash between the country code and the catalog name.
- The catalog name should be as short as possible – no longer than 10 characters.  
Examples include: US-DSRTBK, BR-INFO, AR-HUB, AU-BGC, US-RSD

Fill out information on the **Vendor Catalog** page describing the catalog.

- Enter the **Catalog Name**. This is the name you want the catalog to appear in eMarket.
- Enter the **Catalog Type**. **Vendor Catalog** type is for a catalog with a single supplier. This is the most common type.  
**Catalog Fragment** and **Catalog Shell** work together for a catalog with multiple suppliers. Each supplier will be defined as a fragment. Each fragment will contain items loaded from an Excel spreadsheet. Fragments are gathered together under the shell, which contains header-type fields.
- Enter the **Catalog Description**. This text will show in the text below the catalog name in eMarket.
- Enter the **Supplier ID**.
- Indicate the **SRM** responsible for the catalog.
- The **Notes** field should be used for any detail you want to keep about the catalog.
  - Enter the **currency code**.
  - If this is a **Preferred Catalog**, meaning you want Requesters to use the items in this catalog above other items, select the Preferred Catalog flag.

- Click on the **Related Business Units** link. Enter the business units that should have visibility to the catalog.

- Attaching the **Data File**
  - Attach the data file by clicking the **Attach Icon**.
  - **Browse** your desktop to find the file and **Upload** the file.



Click the **Save** button located at the bottom left corner of the vendor catalog page.



Be aware of the following:

- When text in the **Catalog Name** or **Catalog Description** fields change, an email is sent to Church technical staff to update these fields in Aquire.
- After a file is loaded, the **Attach Icon** will change to a **View Attachment Icon**. This will allow export of the current file.
- If a change to the catalog occurs, use the **Trash Can Icon** to delete the data file. Reattach the updated file using the **Attach Icon**.
- The **Export Dates** link will show you the dates the file uploaded to Aquire.
- If the catalog is no longer valid, click the **Request Catalog Deletion**. It will be deleted by someone at Headquarters within 1 day.



**Request Catalog Deletion**

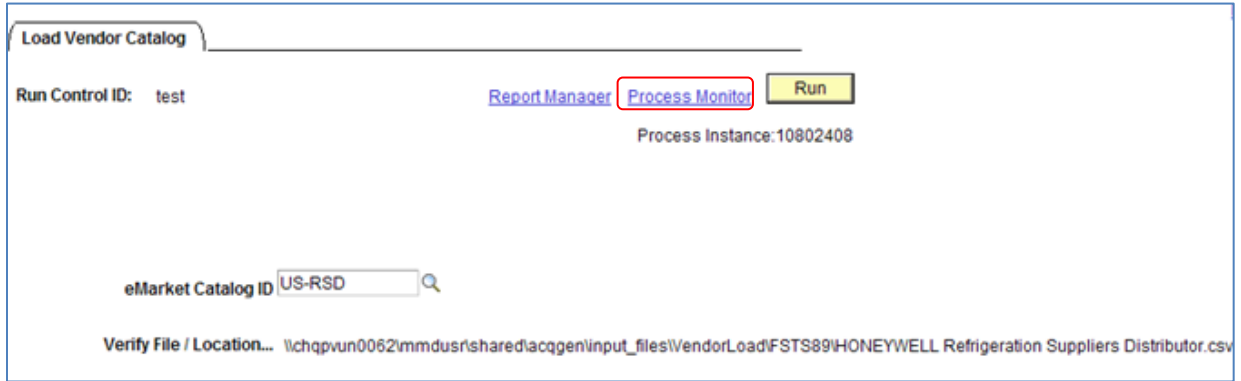
## Loading the File

- Click on the **Goto Load File Page** link.
- Click the **Run** button.  
Note that you can return to the Vendor Catalog Page by clicking the **Goto Vendor Catalog Page**.

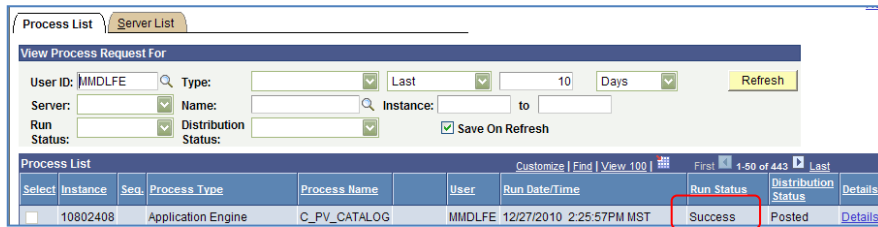
- Click the **OK** button on the Process Scheduler Request page.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Vendor Product Catalog Load	C_PV_CATALOG	Application Engine	Web	TXT	Distribution

- Click on the **Process Monitor** link.



Make sure the C\_PV\_CATALOG process runs to **Success**. If the Run Status shows **No Success**, stop and ask Church technical staff for help. If the process shows Success, the file is now loaded.





## Approving the Catalog

After the catalog has successfully been loaded into eMarket, it is ready for approval.

- Navigate to **eMarket – Vendor Catalogs – Vendor Catalog** and enter the Catalog ID.
- **Review** the contents of the catalog.
  - Verify pricing looks correct for items.
  - Verify the item description is correct.
  - Verify the number of items in the Excel file match the number of items in the catalog.
- **Approve** the catalog by click the Approve checkbox.

**Note:** You may receive a message when approving the catalog that a UNSPS code, lead time or unit of measure is invalid or missing. If that occurs, correct the Excel file, reload the file, and reapprove the catalog.

The screenshot displays the 'Vendor Catalog' management interface. At the top, there are navigation links: 'New Window', 'Help', 'Customize Page', and 'IB nets'. The main form includes the following fields and controls:

- eMarket Catalog ID:** US-RSD
- Approved:** A checked checkbox, highlighted with a red box.
- Catalog Type:** Vendor Catalog
- Currency Code:** USD
- \*Catalog Name:** Refrigeration Suppliers Distributor
- Catalog Description:** (Empty text area)
- Vinimaya Category:** MAINTENANCE (MRO); Meetinghouse Technical Services Pr
- Catalog Added Date:** 01/01/2011
- Last Updated Date:** 12/17/2011
- Last Exported Date:** 12/19/2011
- Vendor SetID / Vendor ID:** ACQ (with a search icon) and 6927 (with a search icon)
- Buyer / SRM:** KITCHENTE (with a search icon) and Thomas Kitchen
- File Name:** HONEYWELL Refrigeration Suppliers Distributor.csv
- Notes:** (Empty text area)
- Save:** A yellow button.
- Load...:** Products In Current File (with a dropdown arrow)

Below the form is a 'Catalog Products' table with the following data:

Vendor Item ID	Price	Override UOM
HONEYWELL ML7984A4009 - RSD	163.60000	

At the bottom right of the table, there are checkboxes for 'Do NOT FTP' (unchecked) and 'In File Flag' (checked). The table also includes navigation controls: 'Find', 'First', '1-9 of 9', and 'Last'.

## Aquire Setup of New PRG's and Supplier Catalogs




After the catalog is set up in eMarket, it must also be set up within Aquire's Catalog Admin tool by Church Technical Staff. This usually is completed within 24 hours of the catalog being approved.

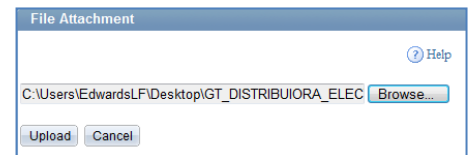
## Updates to PRG's

Updates to prices and item descriptions are managed by the Item Steward in the item file. PRG Catalogs are automatically ftp'd (transferred) to Aquire at 4:25 pm the day of the update.

## Updating Existing Supplier Catalogs

### File Update and Reloading

- The current file should be attached to the catalog.
- Click on the **Download icon** to open the current file. 
- Update any values to the catalog spreadsheet.
- When ready to reattach the updated file, use the **Trash Can Icon**  to delete the current data file. Reattach the updated file using the **Attach Icon**. 
- **Browse** your Desktop to find the file and **Upload** the new file.



Click the **Save** button located at the bottom left corner of the vendor catalog page.



Be aware of the following:

- When text in the **Catalog Name** or **Catalog Description** fields change, an email is sent to Church technical staff to update these fields in Aquire.
- After a file is loaded, the **Attach Icon** will change to a **View Attachment Icon**. This will allow export of the current file.



## Loading the New File

Vendor Catalog

eMarket Catalog ID: GT-DISTELEC  Approved \*Catalog Type: Vendor Catalog Currency Code: GTQ

\*Catalog Name: DISTRIBUIDORA ELECTRONICA S.A. Vinimaya Category: VENDOR CATALOGS

Catalog Description: [Empty]

Preferred Catalog:

Catalog Added Date: 01/01/2011

Last Updated Date: 11/16/2012

Last Exported Date: 11/17/2012

Vendor SetID / Vendor ID: CEACQ 168 Buyer / SRM: MMDSXA Scott Archbold

Data File  File Loaded

Notes: First loaded 24 January 2011

Export Dates [Goto Load File Page](#) [Related Business Units](#)

Save

- Click on the **Goto Load File Page** link.
- Click the **Run** button.

Load Vendor Catalog

Run Control ID: LoadVendorCatalog Report Manager Process Monitor

eMarket Catalog ID: GT-DISTELEC [Goto Vendor Catalog Page](#)

Attached File: GT\_DISTRIBUIORA\_ELECTRONICA\_168.bt

Save Return to Search Add Update/Disp

- Notice you can return to the Vendor Catalog Page by clicking the **Goto Vendor Catalog Page**.
- Click the **OK** button on the Process Scheduler Request page.

Process Scheduler Request

User ID: MMDLFE Run Control ID: LoadVendorCatalog

Server Name: PSNT Run Date: 01/21/2014

Recurrence: [Empty] Run Time: 2:09:53PM

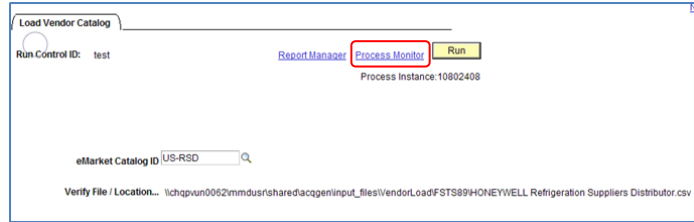
Time Zone: [Empty]

Process List

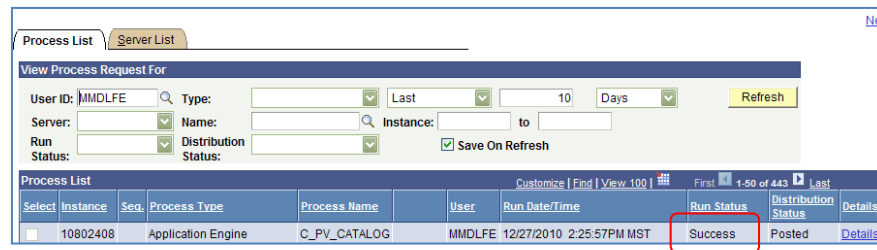
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Vendor Product Catalog Load	C_PV_CATALOG	Application Engine	Web	TXT	Distribution

OK Cancel

- Click on the **Process Monitor** link.

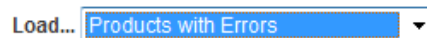


Make sure the C\_PV\_CATALOG process runs to **Success**. If the Run Status shows **No Success**, stop and ask Church technical staff for help. If the process shows Success, the file is now loaded.



After the catalog has successfully been loaded into eMarket, verify the following:

- The **File Loaded** flag is checked.  **File Loaded**
- The status of the catalog is still approved.  **Approved**
- If not approved, lines are in error status. To see lines in error status, select **Products with Errors** from the Load drop-down. Resolve the lines in error status by fixing the file and reloading it.



### Timing

All approved, updated catalogs will be updated on the Acquire side within 1 hour of the update.

# eMarket

## Index

.csv file . . . . .	68	Browsing Hosted Catalogs . . . . .	19
.txt file . . . . .	69	Bundles . . . . .	23
Account Codes . . . . .	29,30	Business Unit . . . . .	1
Add as a Permanent Location . . . . .	29	Buyer Review of Special Requests . . . . .	50
Add More Items . . . . .	4	Canceling Requisitions . . . . .	40
Add One-Time Address . . . . .	29	Cancelled Requisition Un-do . . . . .	41
Advanced Location Search . . . . .	29	Cart . . . . .	6
Amount Approval . . . . .	46	Cart History . . . . .	26
ApprovalForm.html . . . . .	46	Cart Verification . . . . .	27
Approval History . . . . .	42	Catalog Description . . . . .	55, 65
Approval Justification . . . . .	29, 33	Catalog Fragment . . . . .	69
Approval Tile . . . . .	46, 51	Catalog ID . . . . .	64, 69
Approvals . . . . .	46	Catalog Item Usage . . . . .	58
Approvals are Re-calculated . . . . .	43	Catalog Listing. . . . .	55
Approvals, Amount and Chartfield . . . . .	46	Catalog Load Process . . . . .	62
Approvals, View . . . . .	42	Catalog Name . . . . .	65, 69
Approvals via Email . . . . .	46	Catalog Shell . . . . .	69
Approvals via Online. . . . .	46	Catalog Statistics . . . . .	57
Approved Orders via Email . . . . .	45	Catalog Type . . . . .	55, 69
Approving Catalogs . . . . .	72	Catalog Usage . . . . .	57
Aquire File Format . . . . .	68	Chartfield Approval . . . . .	46
Aquire Setup . . . . .	73	Checkout . . . . .	26
Attach Icon . . . . .	70	Checkout – Review and Submit Page . . . . .	2, 28
Attachments . . . . .	31-32	Church’s Home Internet Page . . . . .	66
Attention To . . . . .	29, 30	Clear All in Cart . . . . .	26
Authorized Usage . . . . .	16	Comments, Header. . . . .	29, 31
Blue Description . . . . .	16, 17	Comments, Line. . . . .	29, 31
		Comments, Standard . . . . .	29, 31
		Compare Functionality . . . . .	16

Configuration Options . . . . .	26	eMarket Home Page . . . . .	5
Confirmation Page. . . . .	34	eMarket Link . . . . .	2
Copying a Requisition . . . . .	41	eMarket Reqs in Pending Status Pagelet . . . . .	51
Create Requisition . . . . .	1, 2	Excel File Catalog Format . . . . .	68
Criteria for Punchout . . . . .	63	Expand Icon . . . . .	48
Currency . . . . .	69	Export Dates Link. . . . .	70
cXML Dispatch . . . . .	64	Favorites . . . . .	23, 26
Data File . . . . .	70	Feedback . . . . .	38
Delete File . . . . .	74	File Format for Vendor Catalog . . . . .	68
Deleting a Catalog . . . . .	70	Filter . . . . .	48
Deleting a Line from an Order . . . . .	36	Filter by Item . . . . .	19
Denied Orders Email . . . . .	44	Fragment . . . . .	69
Dept ID . . . . .	30	Freight Terms . . . . .	4
Dispatch via cXML . . . . .	64	General Ledger Account Codes . . . . .	29, 30
Documentation . . . . .	7	Goto Load File Page Link . . . . .	71
Documents . . . . .	16, 18	Green Preferred Icon . . . . .	18, 27
Due Date . . . . .	29, 30	Header Comments . . . . .	29, 31
Editing a Requisition . . . . .	43	Home Page Banner. . . . .	6
eForms . . . . .	25	Home Intranet Page – View PRG . . . . .	66
eMail Approval in Outlook . . . . .	46	Images . . . . .	16
eMail Approval Link . . . . .	46	Images, Multiple . . . . .	17
eMail for Buyer Review . . . . .	50	Instructions and Documentation . . . . .	7
eMail Notifications . . . . .	44	Invoice Amount . . . . .	43
eMail Received by Requestors . . . . .	44	Item Comparison . . . . .	16
		Item Description Updates . . . . .	69

Item Details . . . . .	17	One Time Address . . . . .	29
Item Options . . . . .	17	Opening Canceled Requisitions . . . . .	41
Item Usage Across Catalogs . . . . .	58	Option Items . . . . .	17
Item Usage by Vendor . . . . .	59	Option Pricing (Starting At) . . . . .	16, 17
Item with Options . . . . .	17	Order Guides . . . . .	22
Keyword . . . . .	12	Packages. . . . .	22
Klarity Filter . . . . .	12, 19	Pagelet, Reqs in Pending Status . . . . .	46
Last Updated Date . . . . .	17	Part Number Search . . . . .	3
LDS Account . . . . .	1	Payment Date . . . . .	43
Lead-Time . . . . .	18	Preferred Catalogs . . . . .	65, 69
Left-Hand Navigation Menu . . . . .	2	Preferred Items . . . . .	12, 18
Left Menu Navigation . . . . .	6	Preferred Suppliers . . . . .	12
Life Line . . . . .	43	PRG . . . . .	56
Line Comments . . . . .	29,31	PRG (Purchasing Reference Guide) Creation . . . . .	64
Loading File into eMarket . . . . .	68, 71	PRG Maintenance . . . . .	64
Locations . . . . .	29	PRG Updates . . . . .	74
Log into eMarket . . . . .	1	PRG Viewing Online . . . . .	56, 66
Manage Requisitions . . . . .	39	Price Comparison . . . . .	26
Manufacturer Part Number . . . . .	12, 27	Price Updates . . . . .	74
Master Service Agreement . . . . .	64	Printing a Requisition . . . . .	39
Modify Shipping Address . . . . .	29	Process Monitor . . . . .	72, 76
More Comments . . . . .	31	Product Codes . . . . .	30
Multiple Account Codes for Same Item . . . . .	30	Product Keyword . . . . .	12
New Supplier Catalog Creation . . . . .	67	Products with Errors . . . . .	76
Notes . . . . .	65, 69	Provide Feedback . . . . .	38
		Punchout Catalog . . . . .	14
		Punchout Catalog Creation . . . . .	62

Punchout Criteria . . . . .	63	Requisition Settings . . . . .	1
Punchout Sites . . . . .	7	Requisition View Cycle . . . . .	43
Purchase Order Number . . . . .	43	Save & Submit Button . . . . .	34
Purchasing.ldschurch.org . . . . .	1	Save Cart Button . . . . .	10
Purchasing Reference Guide (PRG). . . . .	56	Save for Later . . . . .	34
Purchasing Reference Guide Creation . . . . .	64	Saved & Shared Carts . . . . .	10
Quick Find . . . . .	13, 21	Saved Searches . . . . .	9
Quick Form . . . . .	16, 25	Search Bar . . . . .	12
Quick Searches with Specific Suppliers . . . . .	20	Search Results . . . . .	16
Received . . . . .	54	Searching Punchout Catalogs . . . . .	14
Receiving . . . . .	52	Shell . . . . .	69
Record PO Receipts . . . . .	53	Ship Date. . . . .	29
Refresh Icon . . . . .	16	Ship-To Address . . . . .	29
Related Business Units Link . . . . .	65, 70	Ship Via . . . . .	4
Remove Icon in Cart . . . . .	26	Shopping Cart . . . . .	26
Removing a Catalog . . . . .	70	Special Requests . . . . .	16, 25
Re-Open Canceled Requisitions . . . . .	41	Special Request Purchases . . . . .	37, 61
Replace Button . . . . .	27	Standard Comments . . . . .	31
Reqs in Pending Status Pagelet – Buyers . . . . .	51	Starting at Price . . . . .	16, 17
Request Catalog Deletion . . . . .	70	Submitting an Order . . . . .	28, 34
Requestor Group . . . . .	1	Supplier Catalog Creation . . . . .	67
Required Text . . . . .	26	Supplier ID. . . . .	69
Requisition Cycle . . . . .	43	Supplier Part Number . . . . .	20
Requisition Life Line . . . . .	43	Supplier URL . . . . .	17
Requisition Maintenance . . . . .	39	Supplier’s Page . . . . .	15, 19
Requisition Name . . . . .	35	.txt file . . . . .	69
		Tile, Approval . . . . .	46, 51
		Timing, Catalog Update . . . . .	76



Trash Can Icon . . . . .	70
Unicode Text File . . . . .	69
Universal Search Bar . . . . .	6
Undo-Cancelled Requisition . . . . .	41
Update Timings . . . . .	76
Updates to PRG . . . . .	74
Updating Supplier Catalogs. . . . .	74
Upload . . . . .	70
URL, Supplier . . . . .	17
Usage, Catalog . . . . .	58
Usage, Items Across Catalogs. . . . .	58
Usage, Items by Vendors . . . . .	59
Usage, Vendor Punchout . . . . .	60
Vendor Catalog Setup . . . . .	69
Vendor Punchout Usage . . . . .	60
View Approvals . . . . .	42
View Attachment Icon. . . . .	70
View By . . . . .	48
View Cycle . . . . .	43
View History. . . . .	41
View Printable Version Link . . . . .	39
View Profile . . . . .	6
Viewing PRG Online. . . . .	56, 66
Viewing Requisition Approvals . . . . .	42
Viewing the Supplier Catalog Online . . . . .	55
Visit Store . . . . .	7, 14
Warranty . . . . .	16, 17
Yellow Preferred Icon . . . . .	18, 27