Checkout Western Marketplace

Checkout Screen Layout

1. **Icon area** – Icon availability will change depending upon the status of the order.
   - Archive - Places order in Archives (recommend do not use)
   - Trash Can – Deletes a transaction
   - Place order on Hold (recommend, do not use)
   - Make a Copy of a transaction
   - View an Order

2. **Transaction Summary** – high level overview of the transaction. The useful information in this area is “Status”

3. These **header lanes** are areas which expand to complete the various checkout actions. Click on the item to expand or hit the Change hyperlink.
Tip – Anytime there is a “Continue” button you need to click it!

4. Area where notes and attachments (internal and to vendor) will be visible for review.

5. Action buttons to forward the order for completion or to Request Approval.

Clicking each header lane such as “General Details” “Delivery Details” “Billing Details” “GL Details” “Line Item Details” “View Workflow Details” will open the area. This allows a user to make changes, updates or easily see the information in each area.

A green check mark next to the summary header indicates the area is complete.
Release method – For catalog orders, and registered non-catalog suppliers, this will default to Electronic. PO’s will be emailed or feed electronically to suppliers. If the release method remains “Manual” then after the PO is approved, a copy of the PO must be sent to the vendor by the department or by purchasing.

Tip: If the vendor has a punchout catalog the order system is usually all electronic – no human reads any notes. If you have any special instructions on an order you should call the vendor immediately after the order is places.

Order Type - **Note – It is important to select the correct Order type!**

- **Catalog – this is the default.** If the supplier is one of the suppliers with logos on the Shop page, and you are not ordering special items (furniture from a quote), the Order Type is: Catalog.

- **Non-Catalog** - You will use this order type when you are using a vendor that is not a catalog vendor. (There is no Logo for the vendor on the shop page or the order is with a furniture vendor with a special quote.)

Invalid Transaction Alert – When you have a non-catalog order and you do not change the order type when requesting approval you will receive “Transaction is invalid. Please check System Note for more details.” Click “Alert”. A message will appear advising that you need to change your order type to non-catalog.
08/29/2018 10:44 PT

Transaction Validation: Non-Catalog Order Type
Validation Message:
Under General Details please change your order type to non-catalog.

Contract Number – If you have a contract number please enter the number here.

Commodity Code – You may start typing a generic description such as paper, or furniture by placing your cursor in the field. This is also a true drop down field, but there are over 150 codes. There is also an up-to-date list available in the Reference Guides.

(Tip, Hit Continue!)

Delivery and Billing Details

<table>
<thead>
<tr>
<th>Delivery Details</th>
<th>Billing Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Susan Banton</td>
<td>Location: Business and Financial Systems</td>
</tr>
<tr>
<td>Attn: Accounts Payable</td>
<td>Location: Accounts Payable</td>
</tr>
</tbody>
</table>

To access the delivery detail area, click the line item or the “Change” hyperlink.

You may change the Ship To – Attn Name. Note, this only changes the Attn to name.
Your default shipping location will appear first.

To ship to an alternate location enter the search area. A drop down is available or you may search.

**TIP:** Search locations are by name, enter as few letters as possible to have additional options appear.

Once the location is selected it will pop up in the recently used locations.

To select the new location make sure the location is highlighted and then hit Continue.

You can verify the location was changed by closing the Delivery details area. (Click the header labeled Delivery Details) The lane will collapse and the location where you are shipping to will show as “Location.”
You may not change the billing details area, so this area can be skipped. All invoices are to be sent directly to Accounts Payable.

**GL Details**

If you have previously used an accounting string and marked it as a favorite it should be available by selecting the code from the drop down menu. If you do not need to make any changes or enter split accounting detail once you select the account all you need to do is hit “Continue.”

Note – every few months ESM refreshes their solution which means some previously used accounting segments will not be available and will need to be saved as favorite.

If a FOAPAL is available in the drop down but you need to edit the “E” code skip down to the instruction area “Editing a Favorite FOAPAL.”

*When No Accounting String or FOAPAL “favorites” available*

If you do not have any accounting segments available in the drop down you will select the plus sign.

![GL Details](image)

The following screen will appear.

* Account Code/Favorite

Select Account Code

**Chart of Accounts:**

- Select Chart

**Fast Index:**

- Select Index

**Item Split Details:**

**NOTE:** Remaining USD / % Split must be 0.00 in order to apply account(s) to transaction

<table>
<thead>
<tr>
<th>Chart</th>
<th>Index</th>
<th>Account Code</th>
<th>Description</th>
<th>USD Split</th>
<th>% Split</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Remaining: 349.99</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

Remaining: 349.99 100.00
• Select > Chart of Account
  Choices are 1, 2 or 3

• Enter a FAST Index – You must start typing the Index, this is not a true drop down, it is a
  type ahead list. A Fast Index is a short cut for data entry. This will populate the screen below –
  except for the Account.
• The Fast Index will populate:
  • Fund
  • Organization
  • Account will be LEFT Blank – You will need to complete.
  • Program
  • Activity (Optional)
  • Location (Optional)

• If you know the account code, place your cursor in the account code area, start typing the E
  Code, and select the desired account code. This is not a true drop down, you must start typing
  something to bring up a shortened list.

• If you do not know the account code place your cursor in area and start typing a general high level
  description. This is not a true drop down, you must start typing something to bring up a
  shortened list.

• Once the selection is blue you may click the line or your mouse and field will populate.
• Hit apply and the screen will change.

Editing a Favorite FOAPAL – A New Feature!
You may now select the previously used accounting segment and have the ability to edit the account or
“E” code, or add an activity code. Once it is highlighted you may click your mouse or enter and the code
will appear in the area below. You may add more than one accounting string at this stage of the
transaction and edit it after selection.
If everything is correct except the expense code (E111 in this example) you may now edit the accounting string. You select the edit icon and the GL detail entry screen appears. You may now change any one of the FOAPAL elements and then hit “Apply” If you have no other changes hit Continue.

**Splitting the accounting string (Split Funding) by Percentages**

If you need to split the funding string by a percentage amount, change the % Split amount and select the edit icon and hit continue. You will then enter your new chart, Fast Index, account and hit apply. You then need to enter the percentage of the split, ensure the remaining amount is 0.00 and hit Continue.
Splitting the accounting string (Split Funding) by individual lines

When you need to charge each line to an accounting segment the process is performed at the **Line Detail Lane and not in the GL Detail lane.**

Click on the Line Item Details - then click more.....

<table>
<thead>
<tr>
<th>Item Details</th>
<th>Quantity</th>
<th>Contract Price</th>
<th>Subtotal</th>
<th>Tax</th>
<th>S &amp; H</th>
<th>Item Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Digit Handheld Calculator</td>
<td>1</td>
<td>7.73 / Each</td>
<td>7.73</td>
<td>0.67</td>
<td>0.00</td>
<td>8.40</td>
</tr>
</tbody>
</table>

Notes and Attachments:
- Internal Note
- Note to Vendor

<table>
<thead>
<tr>
<th>Item Details</th>
<th>Quantity</th>
<th>Contract Price</th>
<th>Subtotal</th>
<th>Tax</th>
<th>S &amp; H</th>
<th>Item Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIC Round Stic Grip Ballpoint Pens</td>
<td>1</td>
<td>3.34 / Box</td>
<td>3.34</td>
<td>0.29</td>
<td>0.00</td>
<td>3.63</td>
</tr>
</tbody>
</table>

Notes and Attachments:
- Internal Note
- Note to Vendor

When the line item detail appears you then click GL Details the screen view below will change to the GL detail screen

Line Item Detail – Item Details:
Either select a saved accounting segment (see arrow above) or click the “plus/add” icon. Once you are at the line detail level the selection or entry process is the same as when the accounting segment was entered in the GL Detail lane.

**Line Item Detail Continued**

You may click the Click the Line Item Detail or the “Change” link to view the line item detail.
When Line Item Detail screen is expanded you may change the quantity being ordered, delete the line, see additional item or GL details, attach a note to the order and upload attachments.

When the line detail is available to delete the line hit the little red “X” next to the more…. link.

Adding a Note or an Attachment

There are two places you can perform these functions. First, over on the screen under Line item detail and

Second, over on the right hand side of the screen under “Transaction Name.” You may use either area to perform these functions. Remember, for catalog orders vendors do not read notices and do not accept attachments. It is only on the non-catalog orders that vendors will read notes and accept attachments.

- **Note to Vendor** – “Add” “Attachment” Icons – These are two separate functions. For non-catalog orders you may include a note and or attachment. The majority of the catalog order vendors will
not see **nor read** any note or attachment because the order is feed electronically into their order system.

- **Internal Note – “Add” “Attachment” Icons** - These are two separate functions. It is a good idea to provide a short description of the order to your Approver.

For non-catalog orders where you select “Add Supplier to the Marketplace” provide information to the buyer about the vendor you wish to use in the Internal Note Area.

Icons change color when there is a note or attachment.

### Line Item Details

<table>
<thead>
<tr>
<th>Item Details</th>
<th>Quantity</th>
<th>Contract Price</th>
<th>Subtotal</th>
<th>Tax</th>
<th>S &amp; H</th>
<th>Item Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Depot(R) Brand Self-Stick Notes, 3 x 3, Yellow, 100 Sheets Per Pad, Pack Of 18</td>
<td>4</td>
<td>4.01 / PK</td>
<td>16.04</td>
<td>1.40</td>
<td>0.00</td>
<td>17.44</td>
</tr>
</tbody>
</table>

Hitting “more…..: expands the line item information.

**Line Item Details**

If the commodity code field is blank select a commodity code and hit Update.

**GL Details**

To verify the line item accounting string click GL Details.
Splitting the Accounting string by dollar amounts

If you wish to change the split amounts you will do so in the line item detail and then GL Detail area. Make your changes and then hit “Update” at the bottom of the screen.

Once your changes are made you may close the screen. Hit Continue.

The order may go through a validation process.

You may then forward the transaction or Request approval.

Forwarding

When you forward an order to another user, it becomes their order to finish. DO not forward the order to your approver. When you Request Approval the order will automatically go to the budget authority listed in the Marketplace workflow.
**Marking an accounting segment a favorite**

If you wish to mark an accounting segment as a favorite click the star. When the star changes color the accounting segment will be saved as a favorite and be available on the account code select drop down.

**View Workflow Details**

You may view where your order will be sent for the review and approval process by clicking the View Workflow Details area. This cannot be changed by a user, only the system administrator may change the default routings.

Each step of the workflow must be handled before the individuals listed later in the routing can act upon the order. If an order is active or pending with an approver it is waiting for them to take action.

**Viewing and Printing an Order**

After an order has been completed and approved you may view the order and then print the order.

To view the order click the “eye” icon.
To print, select the print icon. To close this screen scroll down and hit cancel.

Re-Release Order

If you receive an email message asking you to “Re-Release Order” you will go to All Transactions, find the order and once the order is brought up in the Checkout area scroll down to the bottom and select “Re-Release Order.”
Delete a Transaction

To delete an Unsubmitted or rejected transaction you click the trash can icon.

Contacts and Information:

Completing the Marketplace Order/ Order Status/ Questions or where do I buy something?

Call Business Services/Purchasing at x3340 or x6341
Karen McKinnon, Contracts Specialist x2314

For Payment information on Marketplace orders, call Accounts Payable (X2490) or email Accounts.Payable@wwu.edu

Account Codes: Consult your Department or Division Budget expert or call Diane Hack, Acctg Svcs (x3040.) You may also click here Expense Codes

- Commodity Codes: There is a list available online here: Reference Guides
- Vendor returns see: Vendor Return Policies
- There is a Frequently asked Question Guide available online here: FAQ's
- If you have questions about cancelling an order or the status of an order call the specific Vendor. Many of the vendors have contact information available on their Punch-out catalog sites. You may also call Purchasing at (X3340 or x6341) or email Purchasing@wwu.edu
- If you have questions about receiving online, call or email Purchasing (X3340 or x6341) Purchasing@wwu.edu
- System Issues: Call (x2430) or email WWU ESM support ESM.support@wwu.edu for the following items: 1. Log On Issues/ User Set-up and Roles 2. No Workflow available or Workflow change, and 3. System Alert messages.