



## Delivery Order (DO) Quick Reference Guide

### Introduction

A Delivery Order (DO) is created to procure items from an established Master Agreement (MA). If the item meets the following requirements, the user selects the appropriate commodity code and initiates a Universal Requestor (UR) document for that commodity.

There are two business cases for creating a DO document:

1. Order item(s) from a Master Agreement Catalog
2. Paying an invoice from a Master Agreement

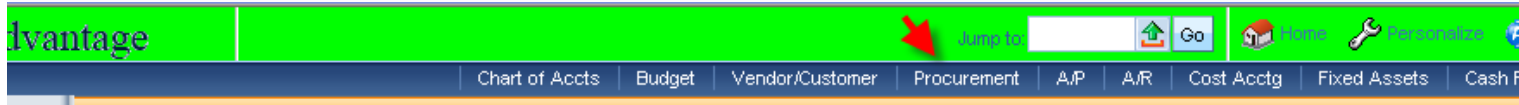
### State of Maine Policy

Use the Master Agreement Catalog Search to create a DO if you are ordering items that are already loaded into a catalog. If the DO exceeds \$5000 it will require two levels of approval.

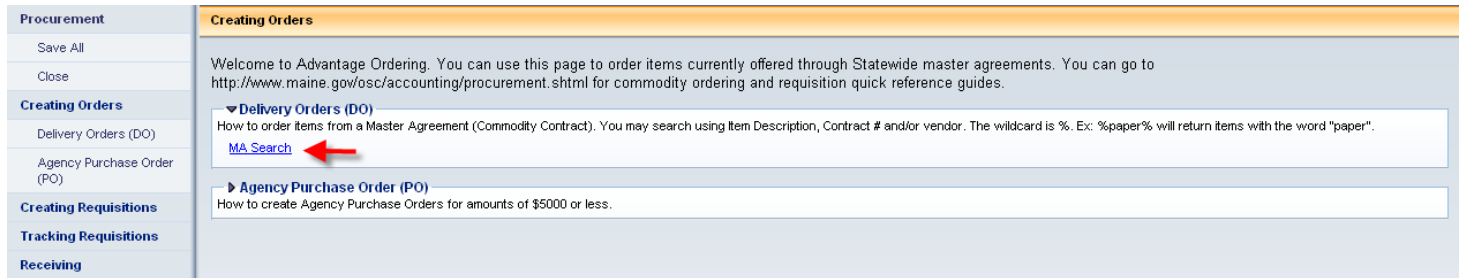
If your DO is under \$5000, it is up to you to use the Print function to email the order to the vendor. If your DO is over \$5000, then a DOP Buyer will send the order to the vendor, as long as it is not a confirmation.

### Creating a DO from the Master Agreement Catalog

From the workspace at the top of your page click on Procurement:



To start your Delivery Order click on MA Search:





## Delivery Order (DO) Quick Reference Guide

You are now on the Universal Requester Catalog Search page also known as URCATS. Since you are doing a Delivery Order (DO) against a Master Agreement (MA) please uncheck all boxes except for the Master Agreements and MA Catalog Items:

Chart of Accts | Budget | Vendor/Customer | Procurement | A/P | A/R

### Universal Requestor Catalog Search

[Browse](#) [Clear](#)

▼ **General**

Search For :

Included Sources **Master Agreements**  **Inventory**  **Commodity Codes**   
of Supply: **MA Catalog Items**  **Purchase History**

In the search for field put in the commodity code or the name of the item you are looking for and either hit your enter key or click on Browse – for this exercise I am going to put in keyboard tray:

Universal Requestor Catalog Search

[Browse](#) [Clear](#)

▼ **General**

Search For :

Included Sources **Master Agreements**  **Inventory**  **Commodity Codes**   
of Supply: **MA Catalog Items**  **Purchase History**

► **Advanced**

▼ **Create Request**

Department :  ID :  Shipping Location :   
Unit :  Auto Numbering :  Billing Location :

► **Create Order Payment**

PunchOut	Unit	Unit Price	Vendor Name	Alias/DBA	CL Description	Description	Commodity Code	Commodity Specifications	Supplier Part Number	Source	Expiration
<input type="checkbox"/> No	EA	\$49.00	WB MASON CO INC		bridge desk corners, attach to keyboard tray	FURNITURE: OFFICE	42500	Extend at current pricing	DE100	<a href="#">MA 18P 11102700000000000110</a>	10/31/2014
<input type="checkbox"/> No	EA	\$31.00	WB MASON CO INC		bridge desk corners, attach to keyboard tray	FURNITURE: OFFICE	42500	Extend at current pricing	DE250 1	<a href="#">MA 18P 11102700000000000110</a>	10/31/2014

First Prev Next Last







## Delivery Order (DO) Quick Reference Guide

Under the Create Request section fill out the following fields:

- Department: - this will be your agency number, I am using 18P as that is my agency number
- Unit: This is your workflow unit number associated with your approver(s) – this unit will start with a WF\* followed by two numbers. My workflow number is WF07 which you will see in the example below.
- Where all procurement documents need to be auto numbered you will check the Auto Numbering box.
- **New** in this upgrade you can now enter in your Shipping & Billing locations which will follow through to the UR and DO document.





▼ Create Request


Department : 18P  ID :  Shipping Location : 18P01 

Unit : WF07  Auto Numbering :  Billing Location : 18P02 

Next you will want to put a check in the box next to the item(s) you want to order. For the purpose of this exercise I will choose the 1<sup>st</sup> item and then click on “Start New Request.”

► Create Order Payment

	PunchOut	Unit	Unit Price	Vendor Name	Alias/DBA	CL Description	Description	Commodity Code	Commodity Specifications	Supplier Part Number
<input checked="" type="checkbox"/>	No	EA	\$49.00	W B MASON CO INC		bridge desk corners, attach to keyboard tray	FURNITURE: OFFICE	42500	Extend at current pricing  	DE100 <a href="#">M</a>
<input type="checkbox"/>	No	EA	\$31.00	W B MASON CO INC		bridge desk corners, attach to keyboard tray	FURNITURE: OFFICE	42500	Extend at current pricing  	DE250 1 <a href="#">M</a>

First Prev Next Last 

[Start New Request](#) [Add To Current Request](#) [View Current Request](#) [Catalog Line Details](#) [Buy From Supplier](#)



## Delivery Order (DO) Quick Reference Guide

You will now be at the Commodity Comparison Sheet page. You will now have to check the Request box and put in the Quantity that you need – then click on Save. Once you have done this go to the bottom of the page and click on Create Request. (If you have a need to order additional items you could click on Add Item to Request instead – this would bring you back to the URCATS page to select additional items).

Chart of Accts Budget

### Commodity Comparison Sheet

Request	Quantity	Supplier Part Number	Commodity
<input checked="" type="checkbox"/>	<input type="text" value="2.00000"/>	DE100	42500 bridge

[Delete](#) [Save](#) First Prev Next Last

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[Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Doc Dept :   
Doc Unit :   
Shipping Location :    
Accounting Template :    
Delivery Date :    
Requesting Unit :    
Ship Whole Indicator :   
Warehouse :

[Create Request](#) [Add Item to Request](#) [Add Vendor Quotes](#)



## Delivery Order (DO) Quick Reference Guide

You will now be at the Universal Requester (UR) page and the document brings you up in the Step 1:header section. In this section you would put a description in the Document Description field and put your Requester ID in the Requester ID field (which would be the same as your Issuer ID. If you want you could add something in the Document Name field – such as “This order is for Dave” (this field is optional)). Once you have entered your information you can click on Save. **Note:** Delivery Date is optional – if this is a confirmation you do not need to enter it.

Step 1:header

General Information | Contact | Extended Description | Additional Information | Document Information | Reporting

Document Name:

Document Description: Keyboard Tray

Requestor ID: tdemerchant

Issuer ID: tdemerchant

Shipping Location: 18P01

Billing Location: 18P02

Delivery Date:

Accounting Profile:

Total of Header Attachments: 0

Total of All Attachments: 0

Generated Documents Successfully Processed:

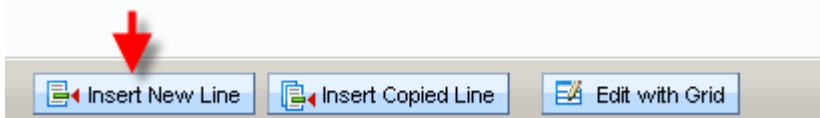
Actual Amount: \$98.00

PunchOut Order:

Save Undo Ship/Bill To Lines Load Accounting Profile

Next click on Step 4:Commodity to view your information. If you have a need to change the Quantity you can do so on this page and click save. If you have no changes you can proceed to Step 5: Accounting.

Step 5:Accounting – You will notice that the fields are grayed out. You will need to click on the “Insert New Line tab (located below this section) to open the fields so that you can insert information.





## Delivery Order (DO) Quick Reference Guide

Click on the Fund Accounting tab and enter in your Fund, Department, Unit, Sub Unit and Object and click on Save. If you are using a Balance Sheet account then you would not fill in the Object field but the BSA field instead.

General Information	Fund Accounting	Detail Accounting
	<p>→ Fund: <input type="text"/></p> <p>Sub Fund: <input type="text"/></p> <p>→ Department: <input type="text"/></p> <p>→ Unit: <input type="text"/></p> <p>→ Sub Unit: <input type="text"/></p> <p>Appr Unit: <input type="text"/></p>	<p>→ Object: <input type="text"/></p> <p>Sub Object: <input type="text"/></p> <p>Revenue: <input type="text"/></p> <p>Sub Revenue: <input type="text"/></p> <p>BSA: <input type="text"/></p> <p>Sub BSA: <input type="text"/></p> <p>OBSA: <input type="text"/></p> <p>Sub OBSA: <input type="text"/></p> <p>Dept Object: <input type="text"/></p> <p>Dept Revenue: <input type="text"/></p>

If your agency want you to fill out the Detailed Accounting section you can click on this Tab to enter information here and click save. You may also have other field in this section to fill out – this is just a sample

General Information	Fund Accounting	Detail Accounting
	<p>Location: <input type="text"/></p> <p>Sub Location: <input type="text"/></p> <p>Activity: <input type="text"/></p> <p>Sub Activity: <input type="text"/></p> <p>Function: <input type="text"/></p> <p>Sub Function: <input type="text"/></p>	<p>Reporting: <input type="text"/></p> <p>Sub Reporting: <input type="text"/></p> <p>Task: <input type="text"/></p> <p>Sub Task: <input type="text"/></p> <p>Task Order: <input type="text"/></p> <p>Major Program:</p> <p>→ Program: <input type="text"/></p> <p>→ Phase: <input type="text"/></p> <p>→ Program Period: <input type="text"/></p>

If you want to split code to use another accounting string just simply click on Insert New line to enter your second line of coding. You can use as many lines of coding that you want.

### Optional:

If you had multiple commodity lines and you want the same accounting lines to be applied to all the lines you would use Step 2: Accounting Distribution. Insert New Line, Under General Information indicate Distribution percent (often times it is 100%,) click on Fund Accounting to enter your accounting string then click save. This will activate the Disbriute Accounting Lines button (lower right corner of section). Once you press this button the accounting string you put in will be applied to all commodity lines.



## Delivery Order (DO) Quick Reference Guide

Now you are ready to Validate & Submit your document. Once the UR is final you will notice a DO number on Step 7: Created Documents.

<b>Step 2: Accounting Distribution</b>	<b>Total Lines:</b> 0	<b>Line:</b> none	<b>Distribution %:</b> none
<b>Step 3: Commodity Group</b>	<b>Total Lines:</b> 1	<b>Line:</b> 1	<b>Description:</b> Requests for purchase from agreement: MA 18P 1110270000000000110
<b>Step 4: Commodity</b>	<b>Total Lines:</b> 1	<b>Line Number:</b> 1	<b>Commodity:</b> 42500 <b>Quantity:</b> 2.00000
<b>Step 5: Accounting</b>	<b>Total Lines:</b> 1	<b>Accounting Line:</b> 1	<b>Line Amount:</b> \$98.00
<b>Step 6: Comparison</b>	<b>Total Lines:</b> 1	<b>Commodity:</b> 42500	<b>Vendor Name:</b> W B MASON CO INC <b>Unit Price:</b> \$49.00 <b>Quantity:</b> 2.00000
<b>Step 7: Created Documents</b>	<b>Total Lines:</b> 1	<b>Line:</b> 1	<b>Document ID:</b> DO,18P,20141010000000000013

Go ahead and click on Step 7

Now you can click on the DO link to open up your Delivery Order.

<b>Step 6: Comparison</b>	<b>Total Lines:</b> 1	<b>Commodity:</b> 42500	<b>Vendor Name:</b> W B MASON CO INC	<b>Unit Price:</b> \$49.00	<b>Quantity:</b> 2.00000
<b>Step 7: Created Documents</b>	<b>Total Lines:</b> 1	<b>Line:</b> 1	<b>Document ID:</b> DO,18P,20141010000000000013		

Line	Description	Document ID	Phase	Document Status
1	FURNITURE: OFFICE	<a href="#">DO,18P,20141010000000000013</a>	Draft	Held

From 1 to 1 Total: 1

If you find you need to change some information or attach a document you can click on the edit button to activate the document – then you can make your changes and save. If this is a confirmation, on the header on the right hand side check the confirmation box and make sure to attach the invoice.

Delivery Order(DO) Dept: 18P ID: 20141010000000000013 Ver: 1 Function: New Phase: Draft Modified by Idemerchant, 10/15/2014

Header #1

General Information | Contract Details | Reference | Requestor Issuer Buyer | Modification | Extended Description | Default Shipping/Billing | Reporting | Fixed Asset Intent Reference | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Keyboard Tray

Actual Amount: \$98.00

Closed Amount: \$0.00

Closed Date:

Supplier Received Date:

Open Amount: \$98.00

Total of Header Attachments: 1

Total of All Attachments: 1

Open Accrual Amount: \$0.00

Amendment Number:

PCard ID:

PCard Exp:

Card Number:

Cardholder Name:

Accounting Profile:

Procurement Folder: 1598803

Procurement Type: Delivery Order

Procurement Type ID: 2

Cited Authority:

Confirmation Order:

Blanket Agreement:

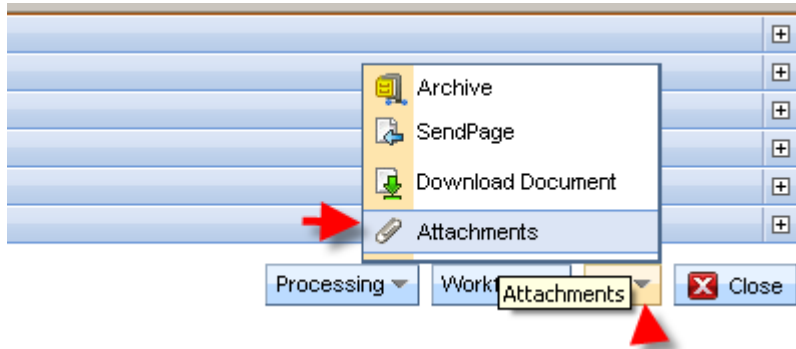
Electronic Order Type:

Last Print Date:



## Delivery Order (DO) Quick Reference Guide

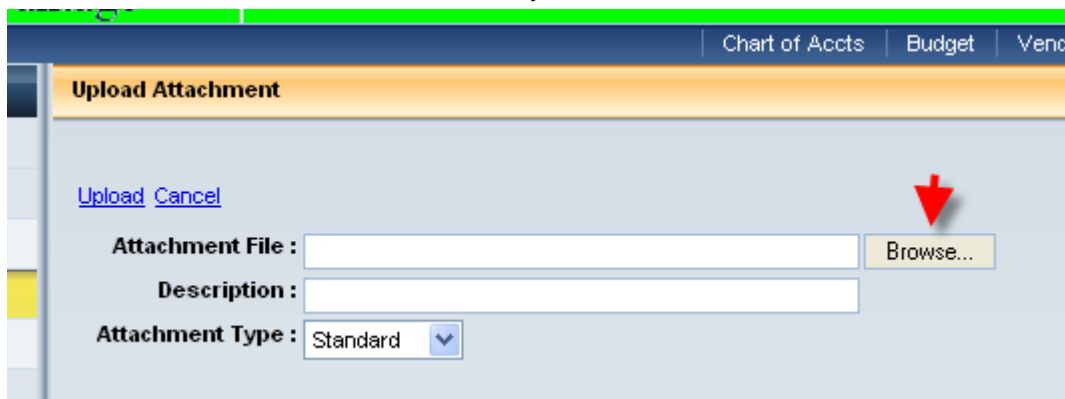
If you need to attach a document you would click the File button in the lower right hand corner and choose Attachments.



Click the upload button (if it isn't underlined then you'll know that you did not click on Edit to activate the document – if this happened then you can click Return to Document to do so).



Click on Browse to select the document you want to attach:

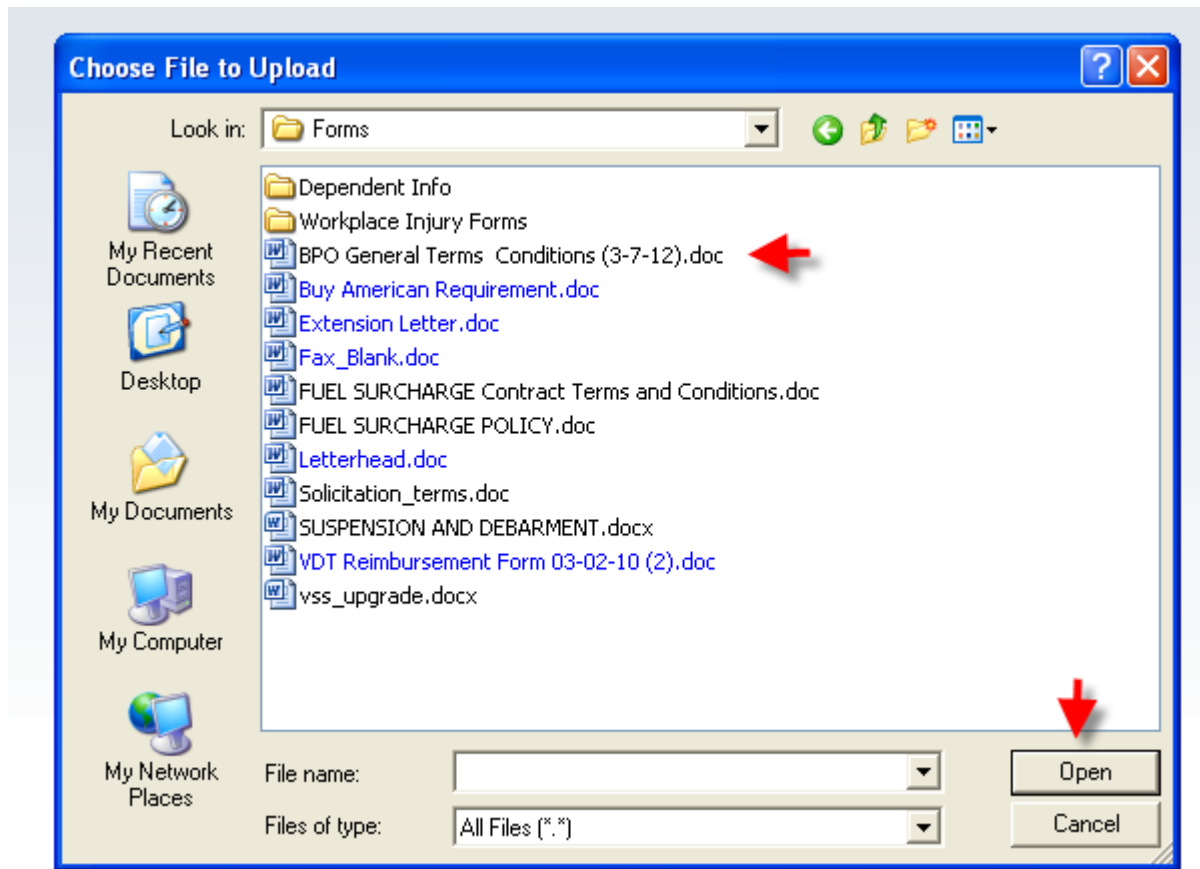




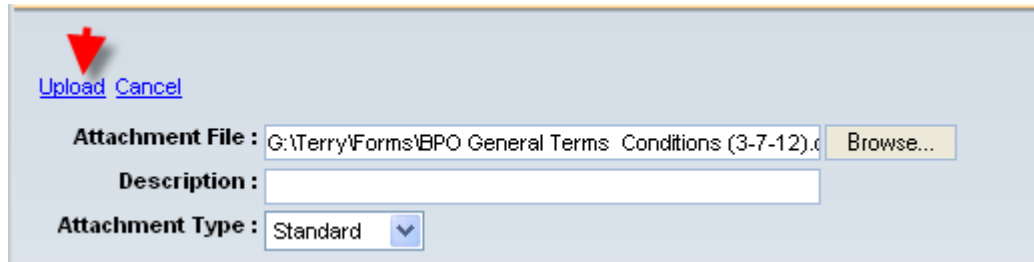


## Delivery Order (DO) Quick Reference Guide

Choose your file and click on open or simple double click on the file



Once file is in – click upload again and this will attach your file.





## Delivery Order (DO) Quick Reference Guide

File Name	Type	Date	User ID	Primary State
✓ BPO General Terms Conditions (3-7-12).doc	Standard	10/10/14	tdemerchant	New

First Prev Next Last

[Upload](#) [Search](#) [Download](#) [Delete](#) [Restore](#)

**File Name :** BPO General Terms Conditions (3-7-12).doc **Description :**

**Type :** Standard

**Date :** 10/10/14

**User ID :** tdemerchant

**Primary State :** New

[Return to Document](#)  
[View Attachment History](#)

You can choose to upload as many files you want performing the same steps one at a time. Once you have all your documents attached you can return to the document.

Once your DO is complete you are all set to Validate & Submit. This will put your document in pending status. Your approver does not get an e-mail so you may want to alert them that they have a document to be approved. If your order is under \$5000 you will only have one approver. If it is over \$5000 then you will have two approvers on your side and then it workflows over to the Division of Purchases where a buyer will approve the document and send it along to the vendor (if not confirming).

Delivery Order(DO) Dept: 01A ID: 20140506000000007242 Ver.: 1 Function: New Phase: Pending

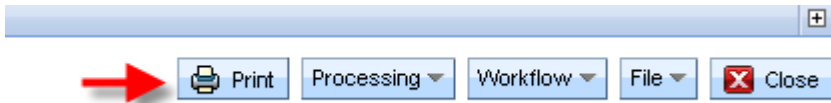
If your order is under \$5000 and your approver has approved it to final then it will be up to you to send the order to the vendor.

Delivery Order(DO) Dept: 18P ID: 20140604000000007282 Ver.: 1 Function: New Phase: Final



## Delivery Order (DO) Quick Reference Guide

To send your DO to the vendor, choose the print button in the lower right hand corner.



Under the Print Output Type – choose the drop down box to select “E-Mail”

Under the Print Job – use the drop down to select Email DO to vendor then click print




## Delivery Order (DO) Quick Reference Guide


Even though the Document will say “Document print job was successfully submitted” please be assured that the document was e-mailed to the vendor.




You could also choose to print a document for your records by performing the same steps except under the Print Job you would choose Email DO to Issuer/Requester and the system will e-mail you a pdf of the document to print off.

**Print**

Print Output Type: E-MAIL 

Print Job: Email DO to Issuer/Requestor 

Print Resource: EMAIL 


Hide Inactive Procurement Lines :

Email Address:

Email Subject:

Email Message:

Sender's Email:

 [Print](#) [Cancel](#)



## Delivery Order (DO) Quick Reference Guide

Or you could select PDF in the dropdown section under Print Output Type – View Forms will be checked and when you click on Print the system will generate a pdf document that you can print out.

**Print**

**Print Output Type** PDF

**Print Job** Delivery Order (PDF Format)

**Print Resource** PDF file generator

**Hide Inactive Procurement Lines :**

**View Forms**

**View Forms Description**

[Print](#) [Cancel](#)

If you run into any problem and require assistance you can call any of the Purchases Staff to assist you in completing your document. Purchases Staff information can be located on the Division of Purchases website at <http://www.maine.gov/purchases/info/contact.shtml>.