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 set up as a Service
2. Paying an invoice from a Master Agreement set up as a Service

State of Maine Policy

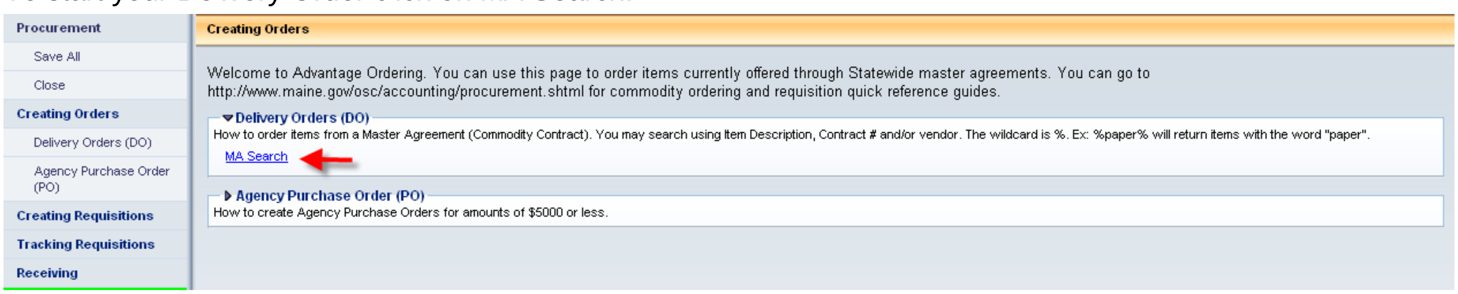
Use the Master Agreement Catalog Search to create a DO if you are ordering items from an MA with a service commodity type. If the DO exceeds $5,000 it will require two levels of approval.

If your DO is under $5,000, it is up to you to use the Print function to email the order to the vendor. If your DO is over $5,000, then a Division of Purchases Buyer will send the order to the vendor, as long as it is not a confirmation (you've already ordered the item or service and have an invoice).

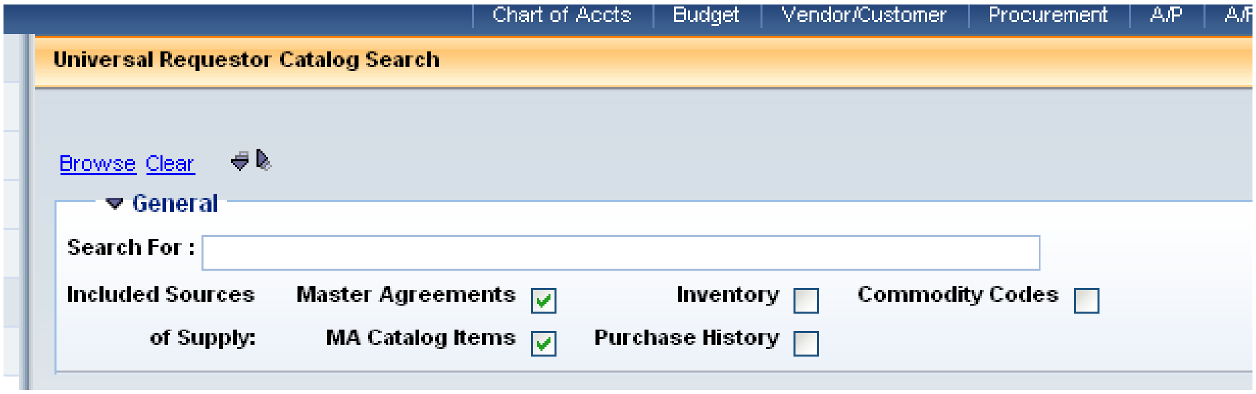
Creating a DO from the Master Agreement Catalog

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

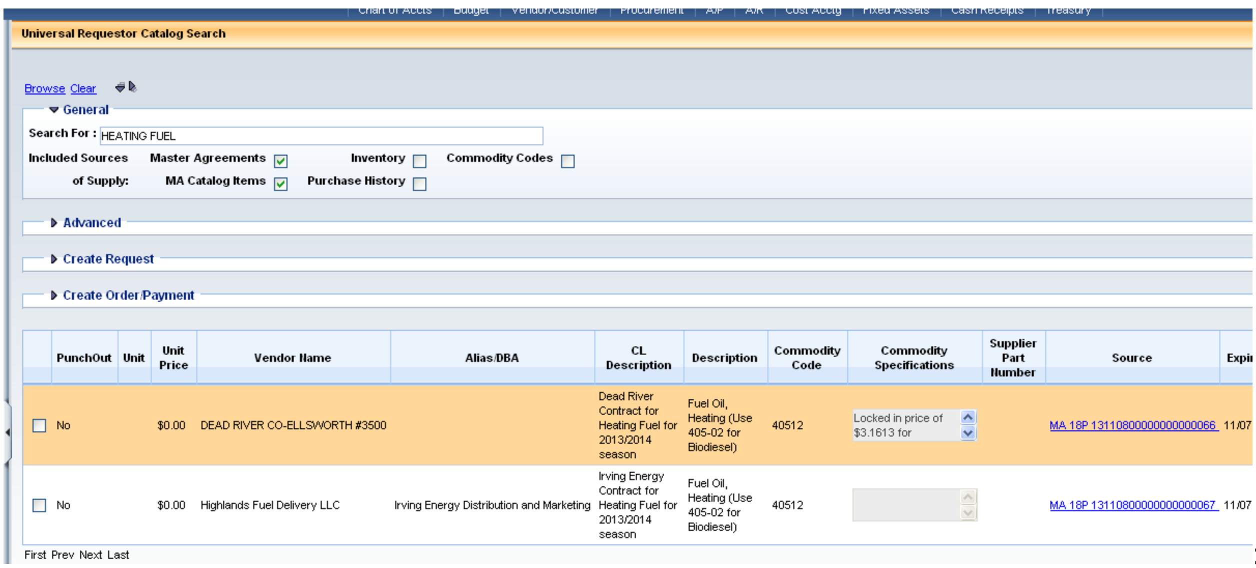
To start your Delivery Order click on MA Search:



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:

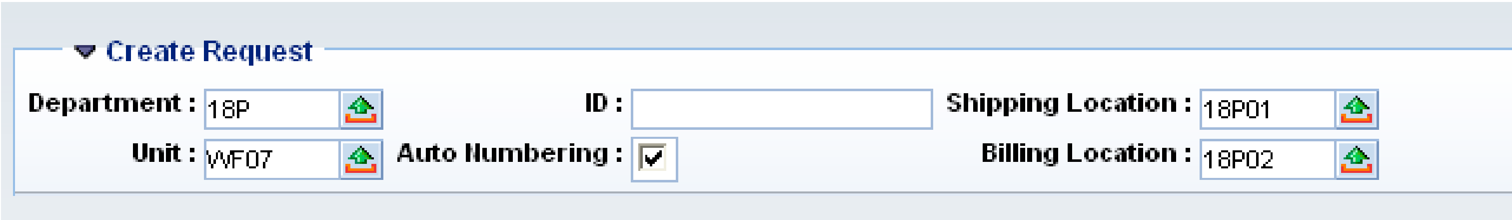


In the search for field put in the commodity code or the name of the item you are looking for and either hit your enter key or click on Browse – for this exercise I am going to put in Heating Fuel

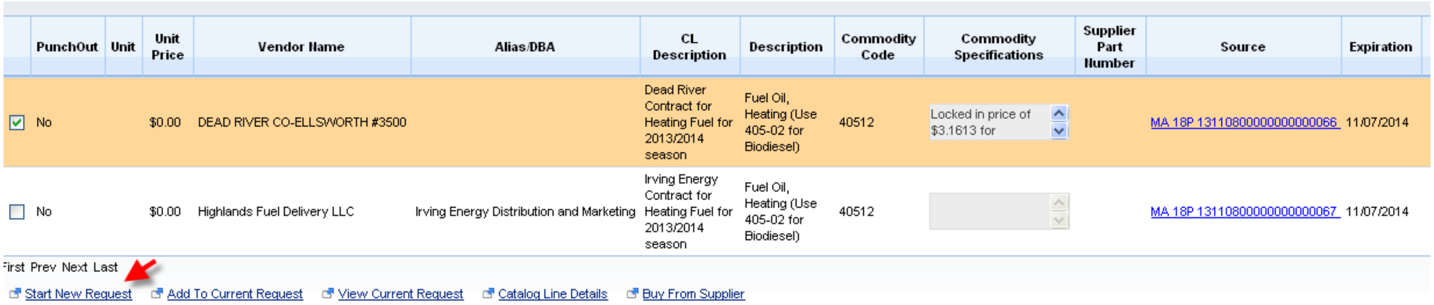


Under the Create Request section fill out the following fields:

- Department: - this will be your agency number, I am using 18P as that is my agency number
- Unit: This is your workflow unit number assoicated 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 infer to the UR and DO document.



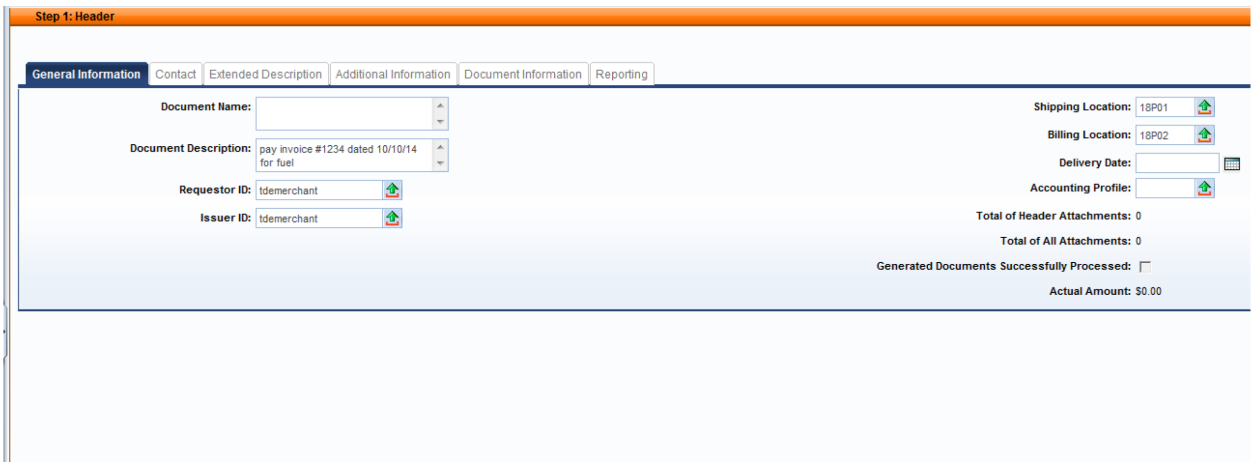
Next you will want to put a check in the box next to the vendor you have an invoice for. For the purpose of this exercise I will choose the Dead River MA and then click on “Start New Request”.



	PunchOut	Unit	Unit Price	Vendor Name	Alias/DBA	CL Description	Description	Commodity Code	Commodity Specifications	Supplier Part Number	Source	Expiration
☑	No		$0.00	DEAD RIVER CO-ELLSWORTH #3500		Dead River Contract for Heating Fuel for 2013/2014 season	Fuel Oil, Heating (Use 405-02 for Biodiesel)	40512	Locked in price of $3.1613 for		MA 18P 1311080000000000066	11/07/2014
☐	No		$0.00	Highlands Fuel Delivery LLC	Irving Energy Distribution and Marketing	Irving Energy Contract for Heating Fuel for 2013/2014 season	Fuel Oil, Heating (Use 405-02 for Biodiesel)	40512			MA 18P 1311080000000000067	11/07/2014

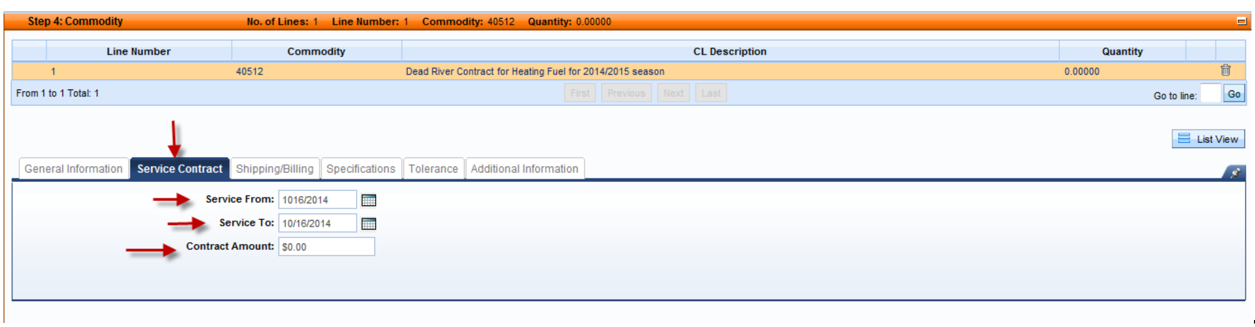
You will now be at the Commodity Comparison Sheet page. You will now have to check the Request box BUT you will not need to put a quantity as this is paying for a service so you will keep it as zero and proceed to click on Save. Once you have done this go to the bottom of the page and click on Create Request.

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.

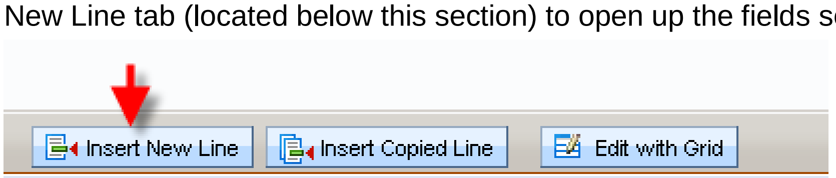


Next click on Step 4:Commodity to view your information. Now click on the tab “Service Contract”

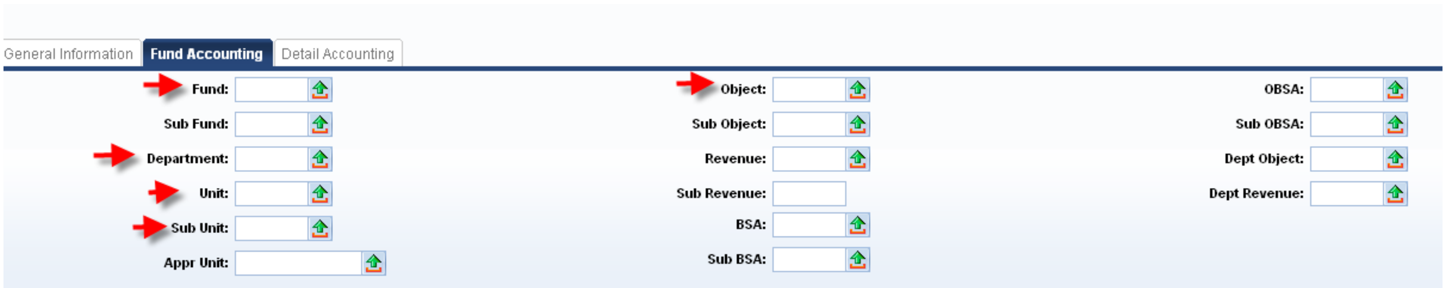
Enter in the Service From, Service To dates and the Contract Amount (amount on your invoice or quote) and click save. Then proceed to Step 5 Accounting.



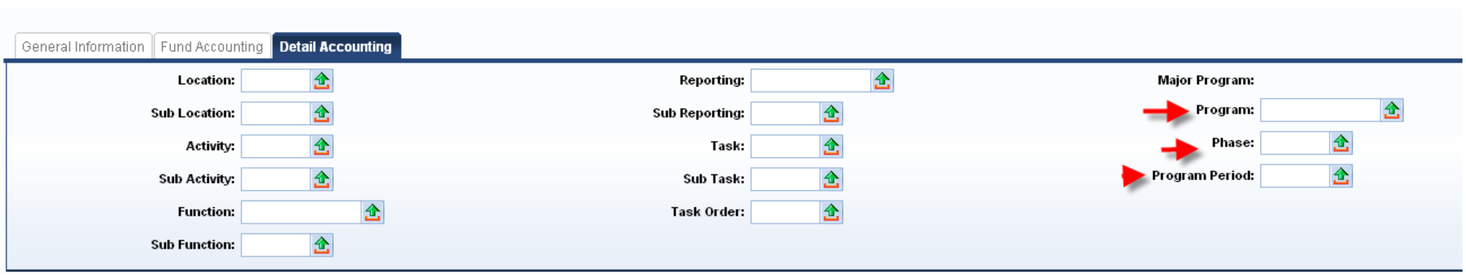
Step 5:Accounting – You will notice that the fields are grayed out. You will need to click on the “Insert New Line tab (located below this section) to open up the fields so that you can insert information.



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.



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

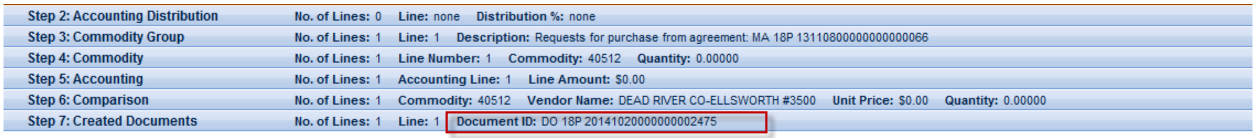


If you want to split code to use another accounting string just simply click on Insert New line to enter your second line of coding. You can use as many lines of coding that you want.

Optional:

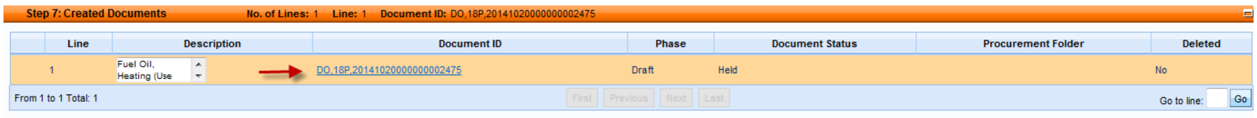
If you had multiple commodity lines and you want the same accounting lines to be applied to all the lines you would use Step 2: Accounting Distribution. Insert New Line, Under General Information indicate Distribution percent (often times it is 100%,) click on Fund Accounting to enter your accounting string then click save. This will activate the Disbribute 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.

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.

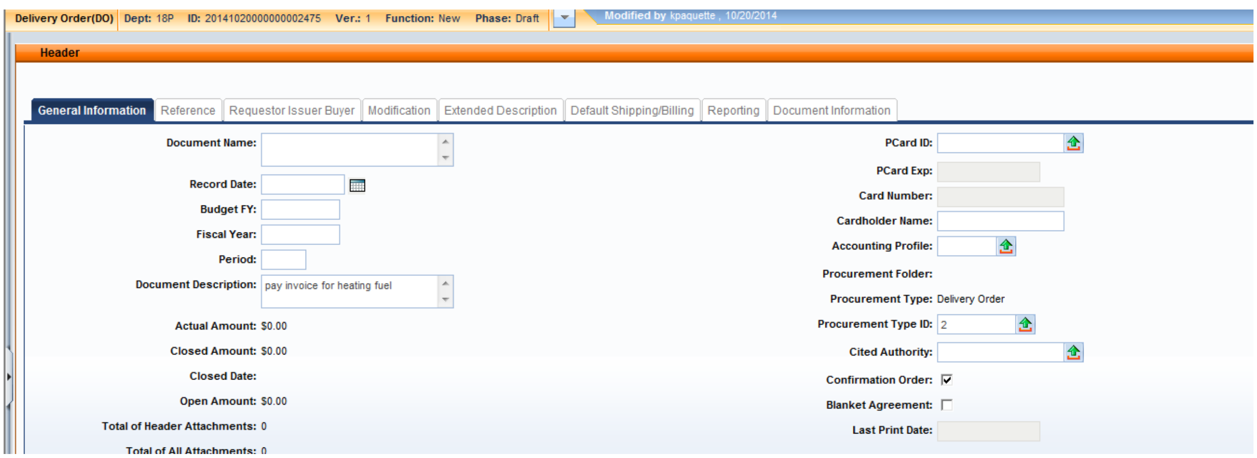


Go ahead and click on Step 7

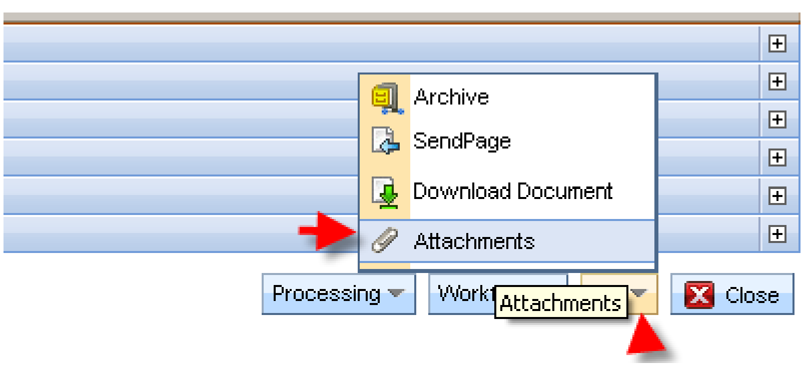
Now you can click on the DO link to open up your Delivery Order.



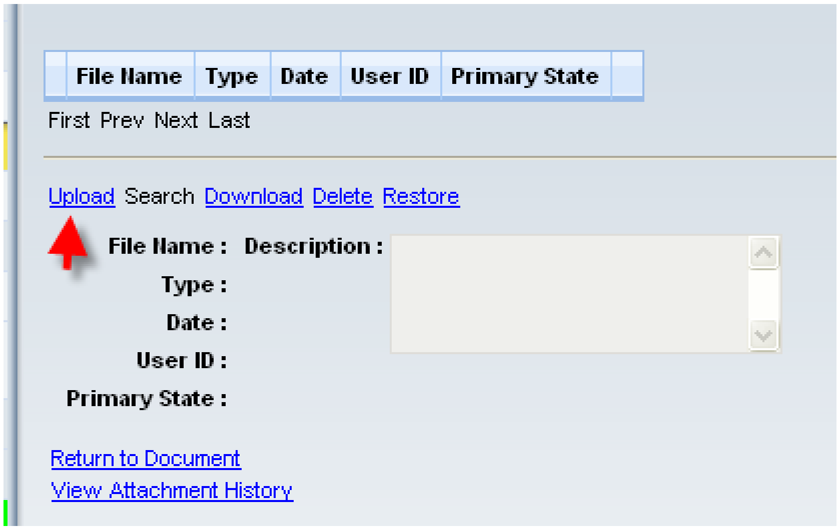
If you find you need to change some information or attach a document you can click on the edit button to activate the document – then you can make your changes and save. If this is a confirmation, on the header on the right hand side check the confirmation box and make sure to attach the invoice.



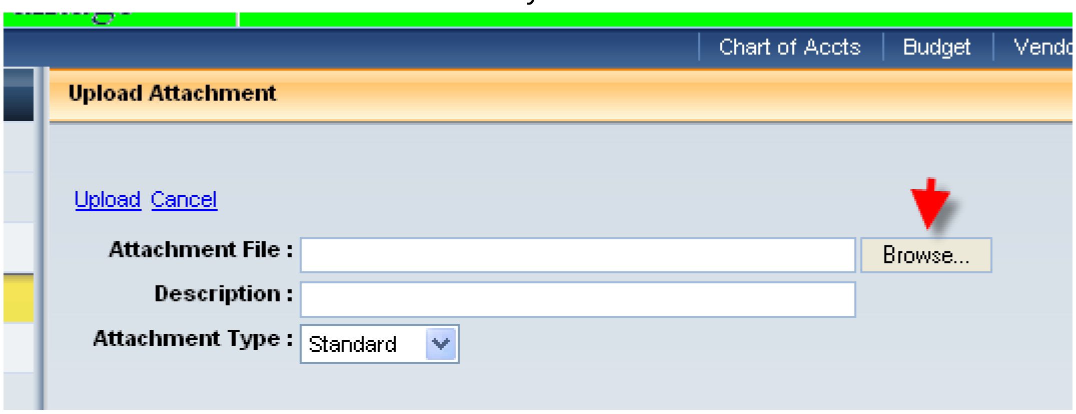
If you need to attach a document you would click the File button in the lower right hand corner and choose Attachments.



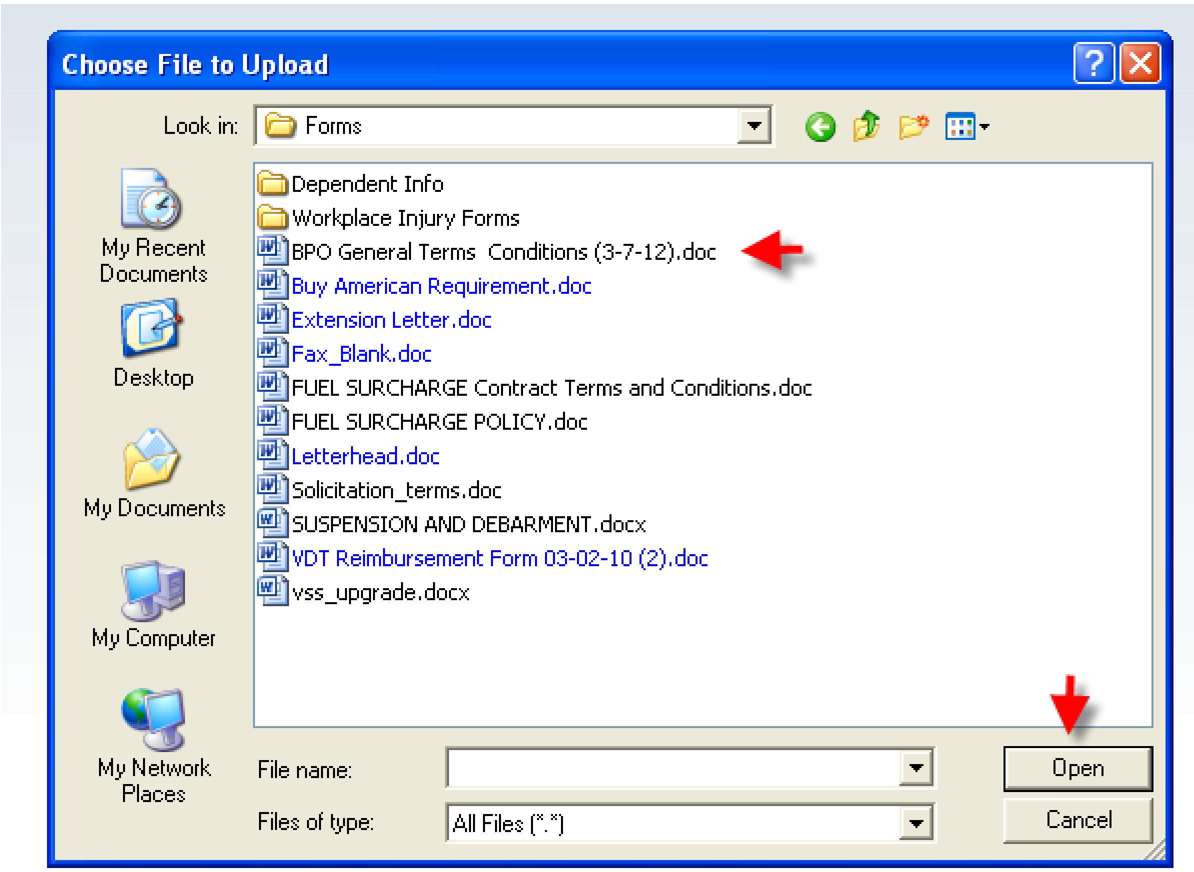
Click the upload button (if it isn't underlined then you'll know that you did not click on Edit to activate the document – if this happened then you can click Return to Document to do so).



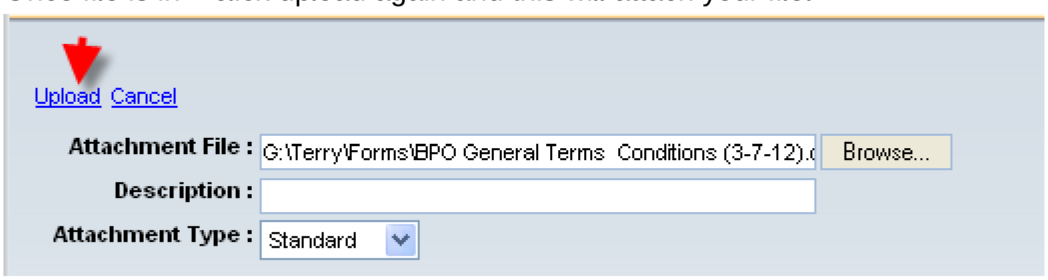
Click on Browse to select the document you want to attach:

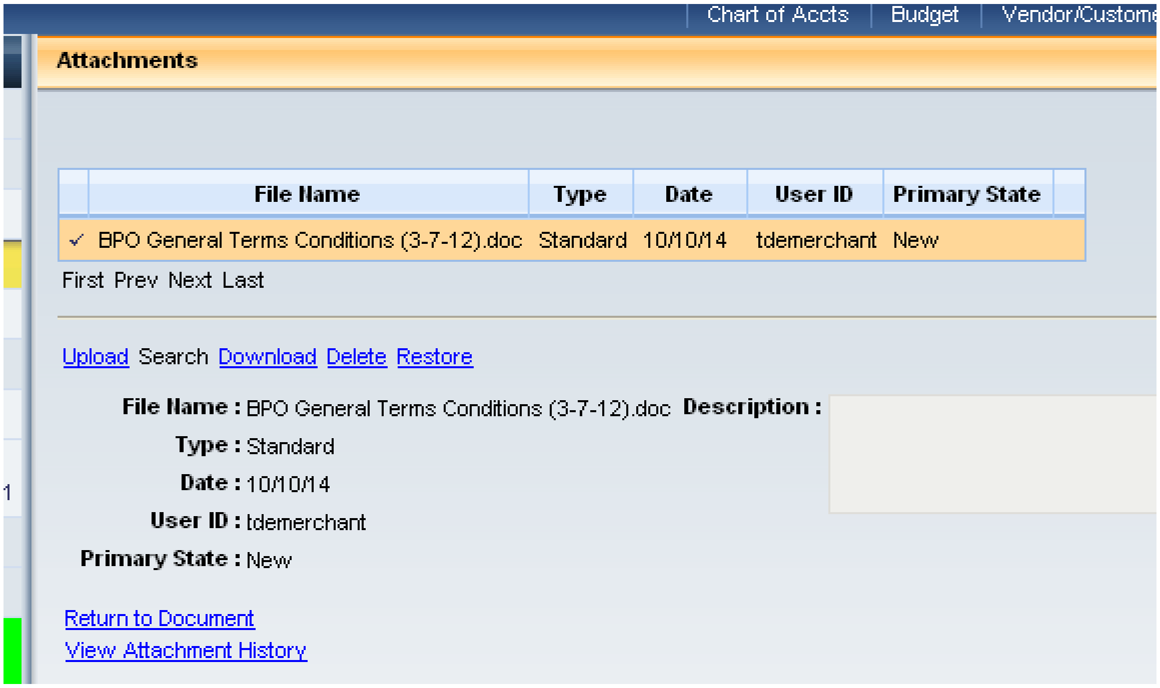


Choose your file and click on open or simple double click on the file



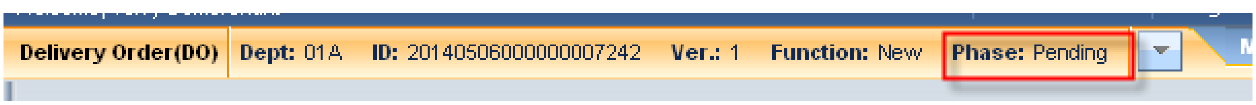
Once file is in – click upload again and this will attach your file.





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.

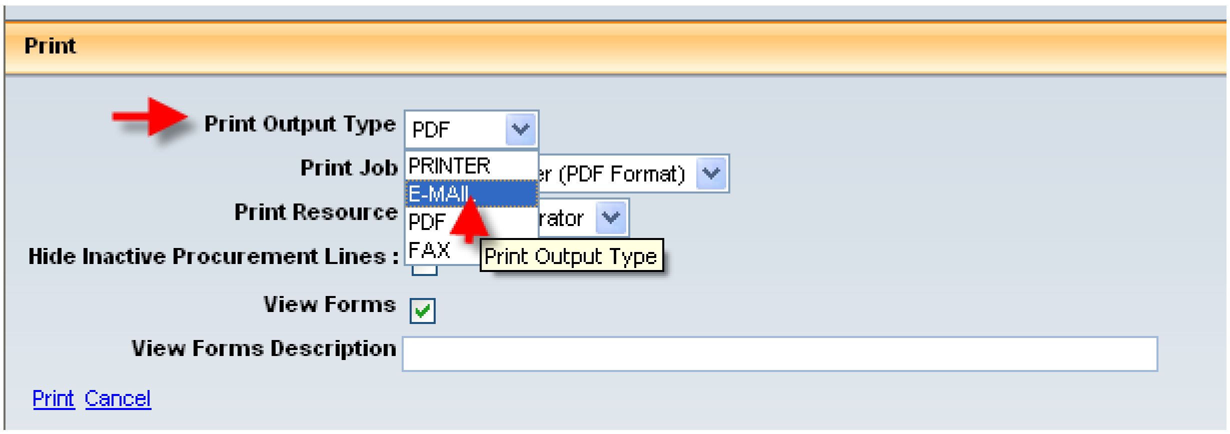
Once your DO is complete you are all set to Validate & Submit. This will put your document in pending status. Your approver does not get an e-mail so you may want to alert them that they have a document to be approved. If your order is under $5000 you will only have one approver. If it is over $5000 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).



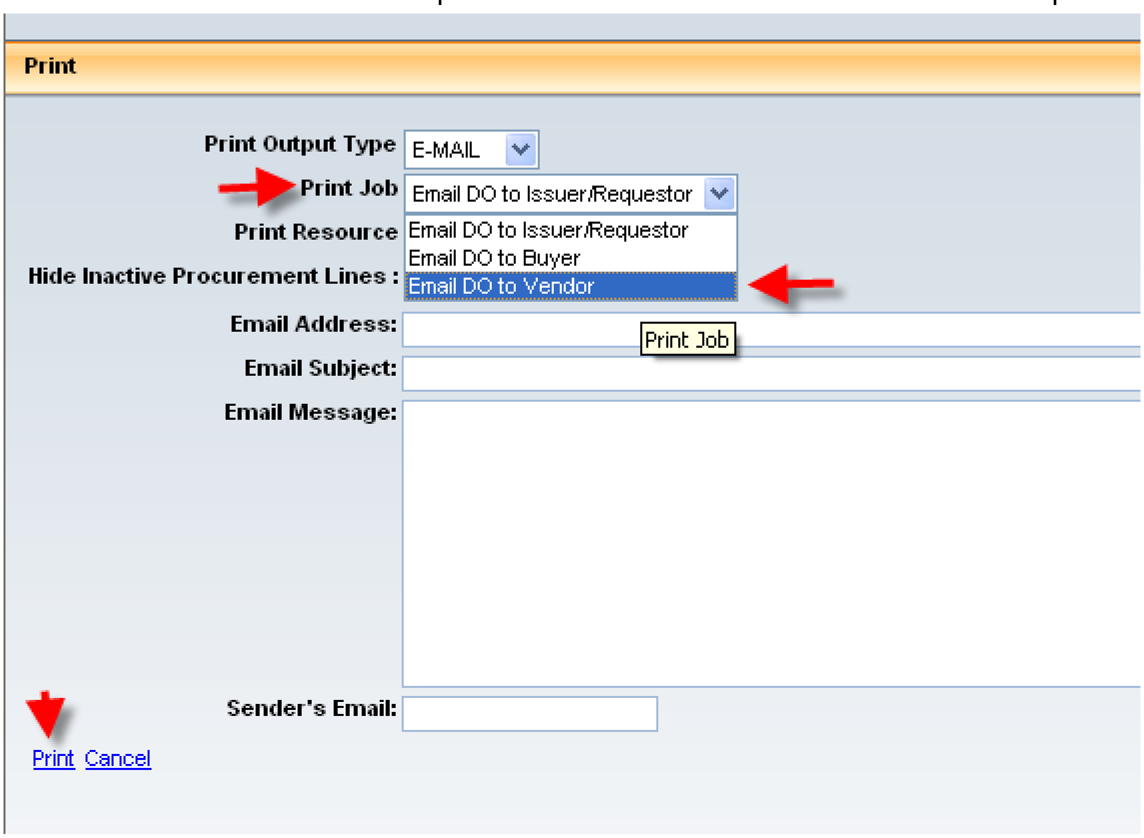
If your order is under $5000 and your approver has approved it to final then it will be up to you to send the order to the vendor (if not a confirmation).

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

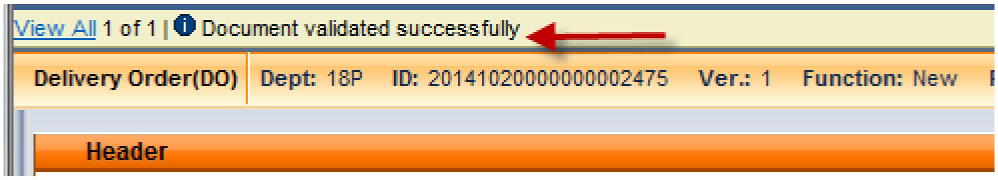
Under the Print Output Type – choose the drop down box to select “E-Mail”



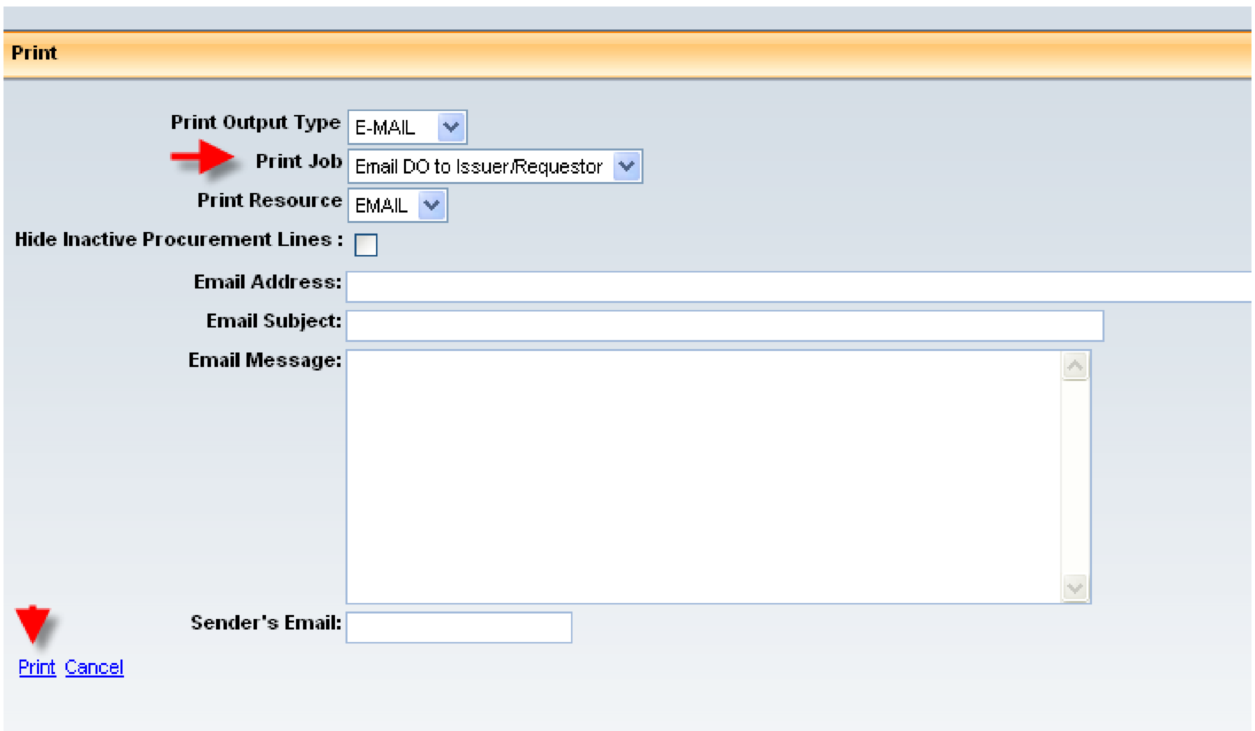
Under the Print Job – use the drop down to select Email DO to vendor then click print



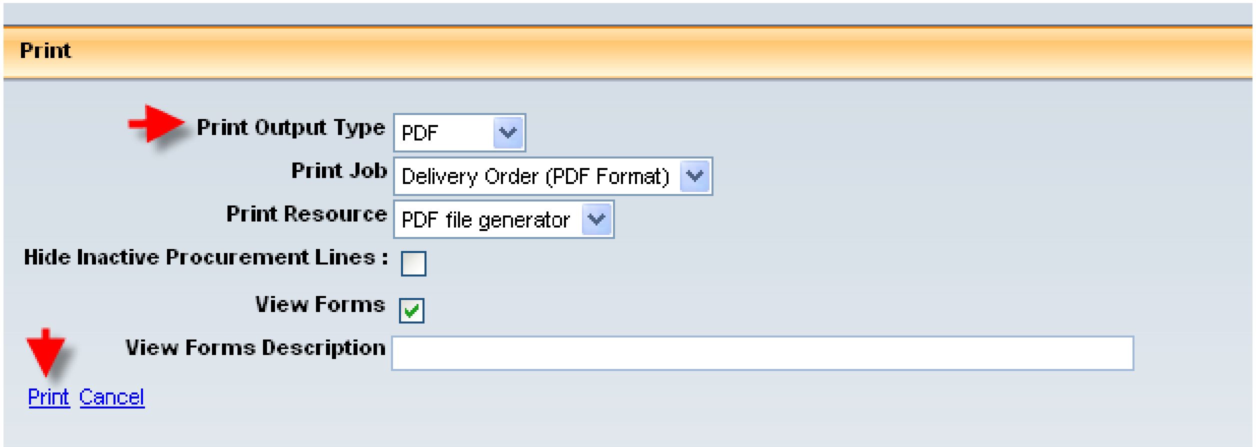
Even though the Document will say “Document print job was successfully submitted” please be assured that the document was e-mailed to the vendor.



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.



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.



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.