UAB FN Document Entry/Approval
Purchasing: Supplier Item Catalog

When users are creating Purchase Order Requisitions with suppliers that are on the UAB contract price-tape, ordering from the catalog is helpful. It is especially helpful when a user is searching for an item and item number that is not readily known. None of the items shown in this catalog may be updated. They are inquiry only. The Supplier Item Catalog may also be accessed from within the Requisition form.

UAB FN Document Entry/Approval → Purchasing → Supplier Item Catalog

1. After selecting *Supplier Item Catalog*, the **SEARCH SUPPLIER ITEM CATALOG** window will appear.

2. Click in the **LINE DESCRIPTION CONTAINS THE WORDS IN SEQUENCE ONLY** field.

3. Enter your search criteria enclosed in percent signs (example: *%pens%*).

4. Press the **TAB** key to advance to the **SUPPLIER** field.

5. Enter the name of the desired supplier followed by a percent sign (example: ***Staples%***).

6. Press the **TAB** key.

7. A **SUPPLIERS** LOV may appear if there is more than one supplier by that name. Choose the correct supplier by double-clicking on the name.
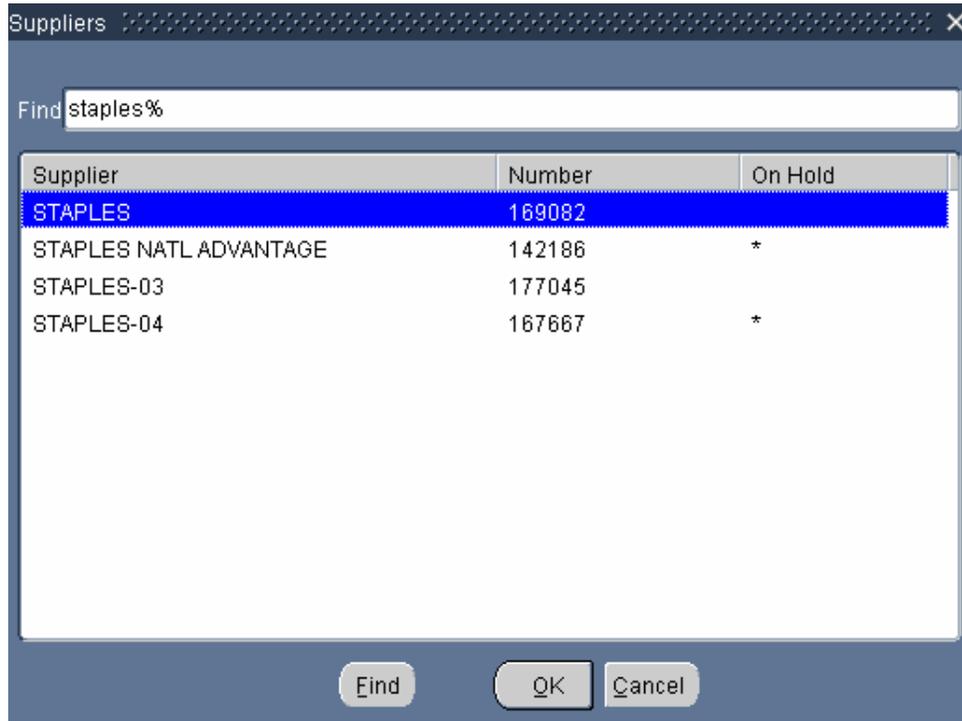
8. The **SEARCH SUPPLIER ITEM CATALOG** window will look similar to the one below. Click on the **FIND** button.

9. The **SUPPLIER ITEM CATALOG** window will appear with your search results.

Note: UAB will **not** be utilizing the **PRIOR PURCHASES** or the **REQUISITION TEMPLATES** tabs at this time.

The **PRIOR PURCHASES** tab lists all of the prior purchases for that item from Staples– not just your personal purchases, but everyone's.

10. To view the **LINE UOM (UNIT OF MEASURE), LINE PRICE, BREAK QUANTITY,** and **BREAK PRICE, U**se the *horizontal scroll bar*.

11. Use the *vertical scroll bar* to view additional items.
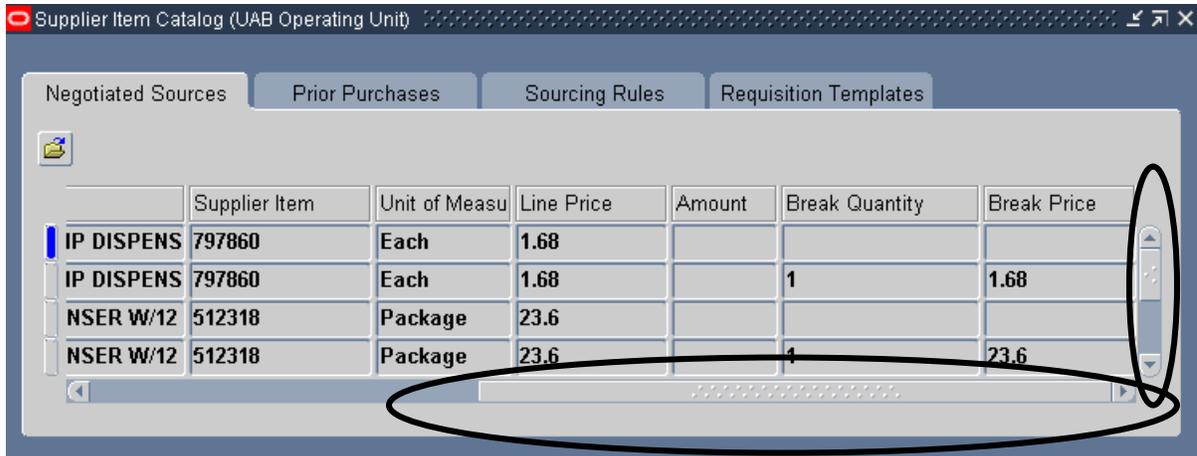
12. To view the entire description, you can widen the column. To do so, *place your cursor on the line between two columns.*
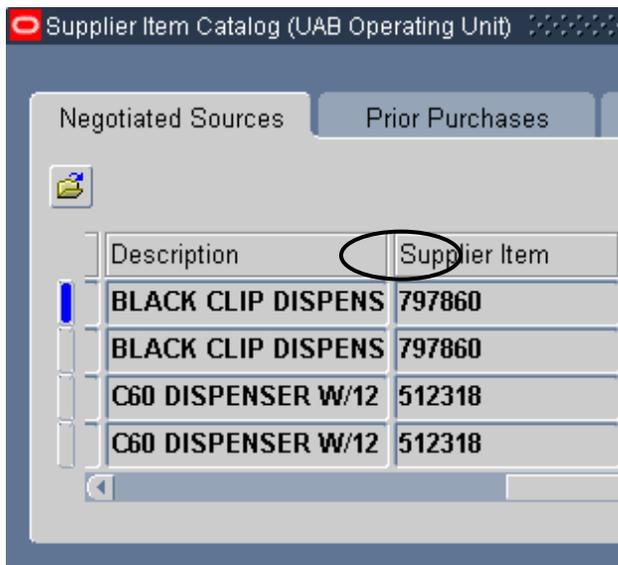
13. When the mouse pointer changes to a double-headed arrow, *hold down the mouse key and drag to the right.*

14. Release the mouse when most of the description can be read. Most columns can be reduced in size or widened using this method.

15. Once the correct item has been located, write down the item number so that the number can be entered on a future requisition.