



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 three business cases for creating a DO document:

1. From Central Warehouse for an existing Master Agreement (MA) document
2. From a Master Agreement Catalog
3. When ordering through a supplier website

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, the Event Type on the Accounting section needs to be changed to PR05 (with the exception of Central Warehouse orders). DO's over \$5000 will also 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, except for Central Warehouse Orders as they are in the approval routing, documented on the previous page. 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.

For more information on this topic, please refer to the 302 Procurement Commodities training book on the OSC website. <http://inet.state.me.us/osc/accounting/advantage/advusermanual.html>

Creating a DO from the Master Agreement Catalog

<ol style="list-style-type: none"> 1. Login to Advantage and from the Workspaces, click <u>Procurement</u> (step not shown) 2. Click Catalog Orders. 	<p>Procurement</p> <ul style="list-style-type: none"> Save All Close Creating Orders <ul style="list-style-type: none"> Central Warehouse Orders Catalog Orders Delivery Orders (CRO) Create Agency Purchase Order (Optional) Creating Requisitions Tracking Requisitions/Contracts Receiving Service Awards RFP Services Evaluation of Bidder Responses Retainage 	<p>Creating Orders</p> <p>How to: 1) order items from the Central Warehouse 2) order items from a catalog items, how to order items less than \$2500.</p> <ul style="list-style-type: none"> ▼ Central Warehouse Orders How to order items from the Central Warehouse. You must use event type PR07 (non-encumb word "paper"). Central Warehouse Search ▶ Catalog Orders 2 How to order items from 2s. If purchasing with a P-Card, you must use event type PR07 ▶ Delivery Orders (CRO) How to order items from a Master Agreement (Commodity Contract). If using a P-Card, you must use event type PR07 with the word "paper". ▶ Create Agency Purchase Order (Optional) How to create Agency Purchase Orders for amounts of \$2500 or less.
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<p>3. Click <u>Catalog Search</u>.</p>	<p>Procurement</p> <ul style="list-style-type: none"> Save All Close Creating Orders <ul style="list-style-type: none"> Central Warehouse Orders Catalog Orders Delivery Orders (CRO) Create Agency Purchase Order (Optional) Creating Requisitions Tracking Requisitions/Contracts Receiving Service Awards RFP Services Evaluation of Bidder Responses Retainage <p>Creating Orders</p> <p>How to: 1) order items from the Central Warehouse 2) order items from a catalog, 3) order items, how to order items less than \$5000.</p> <ul style="list-style-type: none"> ▼ Central Warehouse Orders How to order items from the Central Warehouse. You must use event type PR07 (non-encumbering). The word "paper". Central Warehouse Search ▼ Catalog Orders How to order items from catalogs. If purchasing with a P-Card, you must use event type PR07. You must use the word "paper". Catalog Search 3 ▶ Delivery Orders (CRO) How to order items from a Master Agreement (Commodity Contract). If using a P-Card, you must use event type PR07 with the word "paper". ▶ Create Agency Purchase Order (Optional) How to create Agency Purchase Orders for amounts of \$5000 or less. 														
<p>4. The Universal Requestor Catalog Search (URCATS) page opens. Find contract (MA Document) by searching on the vendor name.</p> <p>5. Uncheck all boxes, except for Master Catalog Items.</p> <p>6. Click <u>Browse</u>.</p>	<p>Universal Requestor Catalog Search</p> <p>Browse Clear </p> <p>6 General</p> <p>Search For: <input type="text" value="PROLINE%"/> 4</p> <p>Included Sources: <input type="checkbox"/> Master Agreements <input type="checkbox"/> Inventory <input type="checkbox"/> Commodity Codes <input type="checkbox"/></p> <p>of Supply: <input checked="" type="checkbox"/> MA Catalog Items <input type="checkbox"/> Purchase History <input type="checkbox"/> 5</p> <p>▶ Advanced</p> <p>▶ Create Request</p> <table border="1"> <thead> <tr> <th>Supplier Part Number</th> <th>Vendor Name</th> <th>Alias/DBA</th> <th>CL Description</th> <th>Commodity Code</th> <th>Unit</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td colspan="7">First Prev Next Last</td> </tr> </tbody> </table> <p>Start New Request Add To Current Request View Current Request Catalog Line Details</p>	Supplier Part Number	Vendor Name	Alias/DBA	CL Description	Commodity Code	Unit	Unit Price	First Prev Next Last						
Supplier Part Number	Vendor Name	Alias/DBA	CL Description	Commodity Code	Unit	Unit Price									
First Prev Next Last															



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7. Select the items you are ordering from the catalog scrolling through the additional pages using the First, Prev, Next & Last functions at the bottom of the list.
8. Expand the **Create Request** section and enter your workflow for your Department Number in the **Unit** field.
9. Click **Auto Numbering**.
10. Click Start New Request.

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 :

8 Unit : Auto Numbering : **9**

	Supplier Part Number	Vendor Name	Alias/DBA	CL Description
<input type="checkbox"/>	'A20530	AramSCO Inc	AramSCO	GERMY GERM 1 LITER MANUAL PROLINE LIQU DISPENSER
<input type="checkbox"/>	141-60A	PROLINE ENVIRONMENTAL SYSTEMS		60mL AMBER GLASS VIAL
<input type="checkbox"/>	32011E-1232A	PROLINE ENVIRONMENTAL SYSTEMS		2mL amber glass 11mm 1000/CS
<input checked="" type="checkbox"/>	5140-11	PROLINE ENVIRONMENTAL SYSTEMS		11mm Silver 1000/CS
<input checked="" type="checkbox"/>	5160-11	PROLINE ENVIRONMENTAL SYSTEMS		11mm Silver seal, 1000/CS
<input type="checkbox"/>	B1202-10	PROLINE ENVIRONMENTAL SYSTEMS		120mL (4oz) Polypropylene Sterile 300/CS
<input type="checkbox"/>	B1202-TS	PROLINE ENVIRONMENTAL SYSTEMS		120mL (4oz) Polypropylene Sterile 300/CS
<input type="checkbox"/>	D0583-C6H806/LB	PROLINE ENVIRONMENTAL SYSTEMS		40mL clear glass vial 72/CS
<input checked="" type="checkbox"/>	D0799-2	PROLINE ENVIRONMENTAL SYSTEMS		20mL clear glass vial 72/CS
<input type="checkbox"/>	7 0-A	PROLINE ENVIRONMENTAL SYSTEMS		40ml VOA AMBER vial 100/CS

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

[Start New Request](#) **10** [To Current Request](#) [View Current Request](#) [Catalog Line Details](#)



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11. The Catalog Comparison Sheet page opens. Enter the following information:

- Request: Check the box
- Quantity: Enter the quantity for each commodity line.

12. Click Create Request.

Commodity Comparison Sheet

	a Request	b Quantity	Supplier Part Number	Commodity	CL Description	
✓	<input checked="" type="checkbox"/>	2	5160-11	17540	11mm Silver seal, 1000/CS	Glas
	<input checked="" type="checkbox"/>	3	B1202-10	17540	120mL (4oz) Polypropylene Sterile 300/CS	Glas
	<input checked="" type="checkbox"/>	1	D0799-2	17540	20mL clear glass vial 72/CS	Glas

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

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

Doc Dept: 10A
Doc Unit: WF01
Shipping Location:
Accounting Template:
Delivery Date:
Requesting Unit:
Ship Whole Indicator:
12 Warehouse:

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



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<p>13. The UR document page opens to the Header section (step not shown).</p> <p>14. Enter the following information in the General Information section:</p> <ul style="list-style-type: none"> a. Document Description b. Requestor ID: Click the pick list or type it in c. Shipping Location: Click the pick list and select the appropriate location d. Billing Location: Click the pick list and select the appropriate location <p>15. Click the Step 4: Commodity accordion bar.</p>	
<p>16. Click the Maximize /Restore button to enlarge the viewing area.</p>	

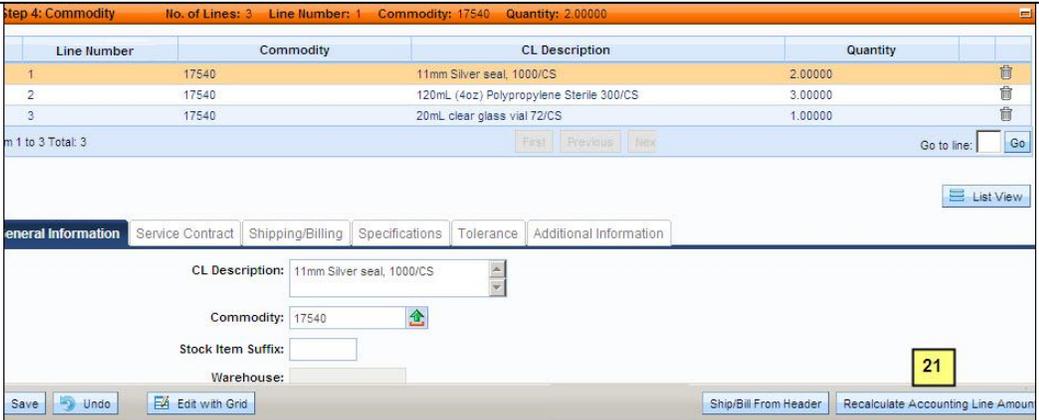
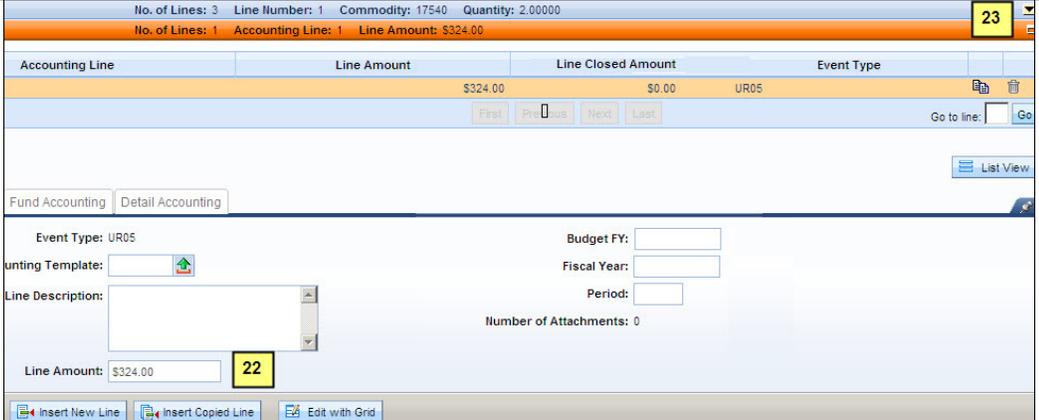
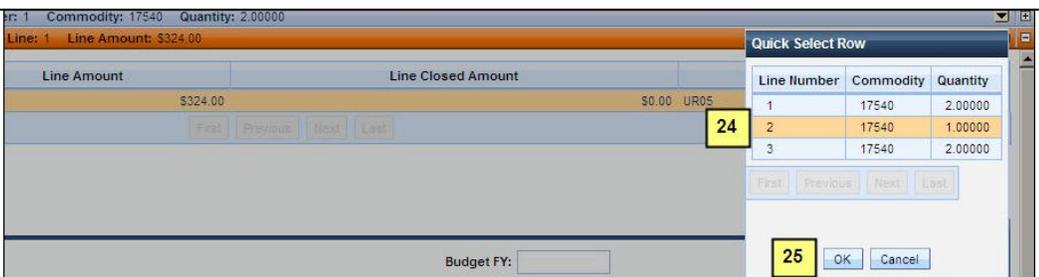
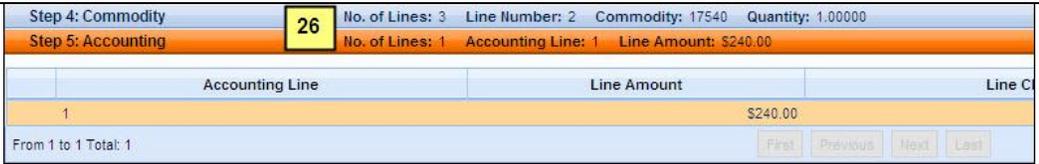


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<p>17. Verify each commodity line to ensure that your quantities are correct.</p> <p>18. Click Maximize/Restore once more to reopen the accordion view.</p>	
<p>19. Click the Step 5: Accounting accordion bar.</p>	
<p>20. Click Insert New Line.</p>	



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<p>21. From the Commodity line, you can click the Recalculate Accounting Line Amount button. This feature automatically inserts the values into the Line Amount for you and creates one accounting line for each commodity line.</p>	
<p>22. Go back to the Accounting line and confirm that the Line Amount field has the correct value.</p> <p>23. To view the other commodity lines and their associated accounting lines, you can use the Quick Switch button </p>	
<p>24. Select the commodity line of the accounting line that you want to view. In the screen shot below, we want to view the accounting lines associated with the second commodity line, so we click line number 2.</p> <p>25. Click OK.</p>	
<p>26. You can tell which commodity line and accounting line you are viewing based on the values on the accordion bar.</p>	



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27. Go back to Commodity line 1 and its accounting line (step not shown).
28. Click the **Fund Accounting** tab.

29. Enter the following information:
 - a. Fund
 - b. Dept
 - c. Unit
 - d. Sub-Unit
 - e. Object (or BSA - Fleet, Ferry, STAR and Facilities ONLY)
30. Repeat the same Quick Switch steps to populate the accounting lines of the remaining commodity lines (step not shown).
31. Click **Validate**. Check for errors. If errors are found, correct all errors and click Validate again.
32. Click **Submit**.

NOTE: UR documents submit to a Final phase, but the document does not workflow for approval.



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33. Click the **Step 7: Created Documents** accordion bar.

Step 5: Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$324.00

Accounting Line	Line Amount
1	\$324.00

From 1 to 1 Total: 1 First Pre

General Information Fund Accounting Detail Accounting

Event Type: UR05

Accounting Template:

Line Description:

Line Amount: \$324.00

Step 6: Comparison No. of Lines: 3 Commodity: 17540 Vendor Name: PROLINE ENVIRON

Step 7: Created Documents **33** No. of Lines: 3 Line: 1 Document ID: DO,10A,20110217000000002586

34. The page opens which will display your DO next to each commodity line you had entered in your UR. Click one of the DO links.

Step 7: Created Documents No. of Lines: 3 Line: 1 Document ID: DO,10A,20110217000000002586

Line	Description	Document ID	Phase
1	Glassware, Laboratory.	DO_10A_20110217000000002586	Draft
2	Glassware, Laboratory.	DO_10A_20110217000000002586	Draft
3	Glassware, Laboratory.	DO_10A_20110217000000002586	Draft

From 1 to 3 Total: 3 First Previous Next



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35. The DO document page opens to the Header section. Notice the document is now a New Draft document.

36. Click **Edit** at the bottom of the page.

NOTE: The Document Description, Shipping/Billing information and Amount are inferred from the UR document.

37. Select vendor, commodity and accounting sections to verify that all information is correct and make changes only if necessary; if all steps were followed correctly above in the UR phase you should not have to make any changes (step not shown).

Delivery Order(DO) Dept: 10A ID: 2011021700000002588 Ver.: 1 Function: New Phase: Draft Modified by kzi

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Header

General Information Reference Requestor Issuer Buyer Modification Extended Description Default Shipping/Billing

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: DO Catalog Ordering from Proline

Actual Amount: \$652.40

Closed Amount: \$0.00

Closed Date:

Accounting Distribution	No. of Lines: 0	Line: none	Distribution %: none
Vendor	Vendor Customer: VC1000073914	Legal Name: PROLINE ENVIRONMENTAL SYS	
Commodity	No. of Lines: 3	Line: 1	Commodity: 17540 Open Amount: \$324.00 Line
Accounting	No. of Lines: 1	Line: 1	Line Amount: \$324.00 Line Open Amount: \$324.00
Posting	No. of Lines: 0	Posting Line: none	
Special Instructions	No. of Lines: 0	Special Instruction Line: none	Special Instructions Code: no

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Edit Copy Validate Submit Discard



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38. If your order is over \$5,000, change the event type to PR05 (on the Accounting section) so that the order encumbers. If it is under \$5,000 then you can leave it as PR07.

39. Click **Validate**

40. Click **Submit**.

If your order is over \$5000, after your agency approver approves the order, it will route to a DOP buyer. The buyer will approve the order and send it along to the vendor; you will receive a copy. If your order is under \$5000, it will be up to you to send the order to the vendor. After your approver approves the order, it will go to Final.

Commodity		No. of Lines: 3	Line: 1	Commodity: 17540	Open Amount: \$324.00
Accounting		No. of Lines: 1	Line: 1	Line Amount: \$324.00	Line Open Amount: \$324.00
Line	Line Amount	Line Open Amount		Line Closed Amount	
1	\$324.00	\$324.00			
From 1 to 1 Total: 1				First	

General Information	Reference	Fund Accounting	Detail Accounting	Payment Details
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Event Type:	PR07	38
Accounting Template:		
Line Description:		
Line Amount:	\$324.00	
Reserved Funding:	No	
Line Closed Amount:	\$0.00	

Save	Undo	Insert New Line	Insert Copied Line	Edit with Grid
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Posting Line: none	No. of Lines: 0
Special Instruction Line: none	No. of Lines: 0

Copy	Validate	Submit	Discard
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