In this Module…

ePro Enhancements
VENDOR INFORMATION

The purpose of this module is to provide an overview of enhanced features that have been added to ePro to facilitate and simplify access to HUB and non-HUB vendors.

Enhancements, combined with current search features that exist in ePro, allow the user to locate vendors by products/services and to access all vendor contact information while still in ePro.

Module Objectives

Upon completion of this module, you will be familiar with:

- Creating a Requisition using new vendor features
    - Edit Defaults
    - Vendor Lookup
        - Product Code
        - Vendor Type
    - Vendor Search
    - Vendor Contact Detail Information
        - Contact Telephones
        - Contact Address
        - Vendor Website

ePro Enhancements

1. Open **Edit Defaults** from the Requisition Summary Page.

2. Click on the **Vendor Lookup** link.

3. Click on the **Product Code** Sherlock.

Vendor Search

Name:		Find
City:		Reset
Country:	USA 🔍 State:	
Postal Code:		Vendor Type: 🔍 Product Code 🔍

ℹ️ Enter search criteria to find a vendor.

Product Code:
Allows users to pull a list of vendors based on the type of items they sell.

Return to Requisition Defaults

4. The **Look Up Product Code** list can now be viewed. Click on the appropriate **Standard Industry Code** to select the product code. This pulls a list of vendors based on the type of items they sell.

Look Up Product Code

Search by: Standard Industry Code ▾ begins with [   ]

[Look Up] [Cancel] Advanced Lookup

Search Results

View All   First ◀ 1-19 of 19 ▶ Last

Standard Industry Code	Description
175-00	Chemical Lab Equipment & Supplies
200-00	Clothing: Shirts, Uniforms
204-00	Computer Hardware & Peripherals
208-00	Computer Software
425-00	Furniture: Office
475-00	Medical Supplies
490-00	Lab Equip: Nuclear, Optical & Physical
493-00	Lab Equip: Biochemistry, Chemistry
495-00	Lab Equip: Biology, Microbiology, Zoology
600-00	Office Machines: Calculators, Shredders
605-00	Office Mechanical Aids: Staplers
610-00	Office Supplies: Ribbons
615-00	Office Supplies: General: Binders, Folders, Labels
645-00	Paper: Office, Print Shop
785-00	School Equipment & Supplies
803-00	Sound Systems, Components, & Accessories
840-00	Television Equipment & Accessories
910-00	Building Maintenance, Installation & Repair

5. The code is placed in the **Product Code** field. Another search option is the **Vendor Type**.

Vendor Search

Name:			Find
City:			Reset
Country:	USA	State:	
Postal Code:		Vendor Type:	Product Code 615-00

ℹ Enter search criteria to find a vendor.

Vendor Type

Return to Requisition Defaults

6. **Vendor Type** allows you to search for HUB; Certified Minority, Non-HUB; or Minority Vendors (neither HUB nor Minorities certified by other agencies).

Select one of the following values:

ADV	Advertising
CER	Certified Minority, Non-HUB
CNS	Consultant
CNT	Contractor
ENT	Entertainment
FRG	Foreign Supplier
GVT	Government Agency
HUB	Historically Underutilized Bus
MNR	Minority Vendor
PR	Public Relations
TRD	Tradesman
TRN	Transportation
TRV	Travel Related Services

Cancel

Vendor Search

Name:	[ ]	Find
City:	[ ]	Reset
Country:	USA 🔍 State: [▾]	
Postal Code:	[ ] Vendor Type: HUB 🔍 Product Code 615-00 🔍	

ℹ️ Enter search criteria to find a vendor.

Return to Requisition Defaults

7. Multiple search criteria can be used to narrow results. After criteria are selected, click on Find.

Name:	[ ]	Find
City:	[ ]	Reset
Country:	USA 🔍 State: [▾]	
Postal Code:	[ ] Vendor Type: HUB 🔍 Product Code 615-00 🔍	

Click **View All** if all the vendors do not display

Your Search returned the list of items below:

✔ Select Vendor   📇 Vendor Details   ☎ Vendor Contact

Customize | Find | View All | 🔠   First ◀ 1-13 of 13 ▶ Last

Name	Address	City	State	Vendor Type			
9 TO 5 OFFICE PRODUCTS CTR INC	PO BOX 612487	DFW	TX	HUB	✔	📇	☎
ADVANTAGE SUPPLY	PO BOX 471103	FORT WORTH	TX	HUB	✔	📇	☎
CAPITAL BUSINESS PRODUCTS	2935 IRVING BLVD STE 208	DALLAS	TX	HUB	✔	📇	☎
DIVERSIFIED OFFICE PRODUCTS	311 N STEMMONS STE 200	DALLAS	TX	HUB	✔	📇	☎
HONORE OFFICE PRODUCTS INC	PO BOX 494445	GARLAND	TX	HUB	✔	📇	☎
HONORE OFFICE PRODUCTS INC	15330 LBJ FWY #201	MESQUITE	TX	HUB	✔	📇	☎
PARTNERS BUSINESS PRODUCTS	310 E TRINITY BLVD STE 800	GRAND PRAIRIE	TX	HUB	✔	📇	☎
PDME INC	HURRICANE OFFICE SUPPLY	CEDAR PARK	TX	HUB	✔	📇	☎
PDME INC	BLDG 1 STE 100	CEDAR PARK	TX	HUB	✔	📇	
PDME INC	BLDG 2 STE 208	CEDAR PARK	TX	HUB	✔		

☎

New **Vendor Contact** button

8. Click on the <u>telephone icon</u> for vendor contact information.

| Name: | | Find |
| City: | | Reset |

Country:	USA 🔍	State:	⬇			
Postal Code:		Vendor Type: HUB 🔍 Product Code 615-00 🔍				

Your Search returned the list of items below:

✔ Select Vendor　　📇 Vendor Details　　☎ Vendor Contact

Customize | Find | View All | ▦　　First ◀ 1-13 of 13 ▶ Last

Name	Address	City	State	Vendor Type			
9 TO 5 OFFICE PRODUCTS CTR INC	PO BOX 612487	DFW	TX	HUB	✔	📇	☎
ADVANTAGE SUPPLY	PO BOX 471103	FORT WORTH	TX	HUB	✔	📇	☎
CAPITAL BUSINESS PRODUCTS	2935 IRVING BLVD STE 208	DALLAS	TX	HUB	✔	📇	☎
DIVERSIFIED OFFICE PRODUCTS	311 N STEMMONS STE 200	DALLAS	TX	HUB	✔	📇	☎
HONORE OFFICE PRODUCTS INC	PO BOX 494445	GARLAND	TX	HUB	✔	📇	☎
HONORE OFFICE PRODUCTS INC	15330 LBJ FWY #201	MESQUITE	TX	HUB	✔	📇	☎
PARTNERS BUSINESS PRODUCTS	310 E TRINITY BLVD STE 800	GRAND PRAIRIE	TX	HUB	✔	📇	☎
PDME INC	HURRICANE OFFICE SUPPLY	CEDAR PARK	TX	HUB	✔	📇	☎
PDME INC	BLDG 1 STE 100	CEDAR PARK	TX	HUB	✔	📇	☎
PDME INC	BLDG 2 STE 208	CEDAR PARK	TX	HUB	✔	📇	☎

9. This new window will allow you to view the **Contact Detail** information. You can also click on the Telephone and Address links for further information. In addition, you can open the URL for the vendor's website, if available.

Close window to return to the list of vendors
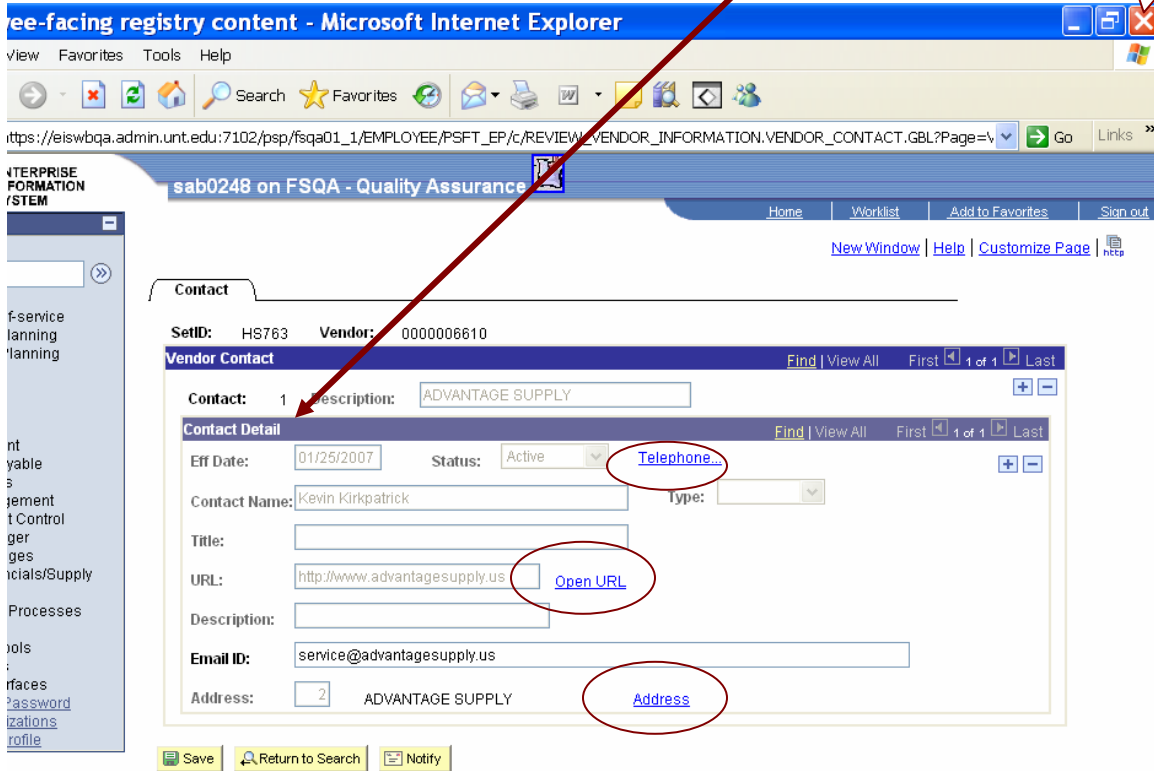
10. Contact Telephones

Click the OK or Cancel button to return to the **Vendor Contact** page

11. Contact Address

Contact Address

Country:	USA	United States
Address 1:	PO BOX 471103	
Address 2:		

City:	FORT WORTH			
County:			Postal:	76147
State:	TX	Texas		

Return

> Click on the Return button to return to the **Vendor Contact** page

12. Vendor website

> Close window to return to the **Vendor Contact** page

13. From the **Vendor Contact** page, close the window to return to the **Vendor Search** screen.

14. If you click on the Return to Search button, you will see the window below.

Close this window to return to the **Vendor Search** screen

Vendor Search

Name:			Find
City:			Reset
Country:	USA 🔍	State: ▾	
Postal Code:		Vendor Type: HUB 🔍 Product Code 615-00 🔍	

Select vendor by clicking on the corresponding check mark

Your Search returned the list of items below:

✔ Select Vendor 📑 Vendor Details ☎ Vendor Contact

Customize | Find | View All | ▦ First ◀ 1 13 ▶ Last

Name	Address	City	State	Vendor Type			
9 TO 5 OFFICE PRODUCTS CTR INC	PO BOX 612487	DFW	TX	HUB	✔	📑	☎
ADVANTAGE SUPPLY	PO BOX 471103	FORT WORTH	TX	HUB	✔	📑	☎
CAPITAL BUSINESS PRODUCTS	2935 IRVING BLVD STE 208	DALLAS	TX	HUB	✔	📑	☎
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PDME INC	HURRICANE OFFICE SUPPLY	CEDAR PARK	TX	HUB	✔	📑	☎
PDME INC	BLDG 1 STE 100	CEDAR PARK	TX	HUB	✔	📑	☎
PDME INC	BLDG 2 STE 208	CEDAR PARK	TX	HUB	✔	📑	☎
PDME INC	BLDG 2 STE 208	CEDAR PARK	TX	HUB	✔	📑	☎
WESTERN PAPER CO INC	935 AVE R	GRAND PRAIRIE	TX	HUB	✔	📑	☎
WESTERN PAPER CO INC	PO BOX 535188	GRAND PRAIRIE	TX	HUB	✔	📑	☎

15. Selection returns to **Edit Defaults** screen.

Requisition Defaults

○ Default ⊙ Override

☑ Override Suggested Vendor
☐ Consolidate with other Reqs

Line Defaults

Vendor:	0000006610 🔍 000 🔍
	Vendor Lookup One Time Address
Buyer:	🔍
Ship To:	GSB 144C 🔍 HSC Central Receiving
Due Date:	📅
Category:	🔍 Unit of Measure: 🔍

SpeedChart Key: 🔍

Distribution Defaults Customize | Find | View All | ▦ First ◀ 1 of 1 ▶ Last

| Distributions | More Details | More Details 2 | Asset | ▦ |

Line	Pct	GL Unit	Account	Alt Acct	Fund	Dept	Class	Project	Fund Srce	Affiliate	Item Type		
1	1	HS763 🔍	🔍	🔍	🔍	🔍	🔍	Project	🔍	🔍	🔍	➕	➖

OK   Cancel