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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.

The screenshot shows the 'Requisition Summary' page for a requisition titled 'Purchasing & Central Services'. The page includes a menu on the left, a header with navigation links, and a main content area with a 'Requisition Summary' section. A red box highlights the 'Edit Defaults' link in the top right corner.

Menu

- Campus Self-service
- Enterprise Planning
- Production Planning
- Items
- Vendors
- Purchasing
- Inventory
- eProcurement
 - eProcurement Home Page
 - Create Requisition**
 - Manage Approvals
 - Manage Requisitions
 - Buyer Station
 - Run Purchase Order Processes
 - Expedite Requisition
 - Quick Source Requisition
 - Dispatch Purchase Orders
 - Approve Change Requests
 - Manage Purchase Orders
 - Receive Items
 - Procurement Card
 - Maintain Items
 - Procurement Analysis
 - Reports
 - Procurement Application Admin
- Accounts Payable

Requisition Summary

Submitted by: Briones, Sylvia A

Requisition Title:

[Edit Defaults](#)

[Item Templates](#) [Special Request](#) [Copy Bid Vendors](#)

Req needs vendor setup

[Cancel Requisition](#)

To add an item to this Requisition, click one of the options on the menu above.

[eProcurement Home](#) [Manage Requisitions](#)

2. Click on the Vendor Lookup link.

The screenshot shows the 'Requisition Defaults' page for requisition 'seb0038 on FSQA - Quality Assurance'. The page includes a menu on the left, a header with navigation links, and a main content area with 'Line Defaults' and 'Distribution Defaults' sections. A red box highlights the 'Vendor Lookup' link in the 'Line Defaults' section.

Menu

- My Favorites
- Campus Self-service
- eProcurement
 - eProcurement Home Page
 - Create Requisition**
 - Manage Approvals
 - Manage Requisitions
 - Buyer Station
 - Run Purchase Order Processes
 - Expedite Requisition
 - Quick Source Requisition
 - Dispatch Purchase Orders
 - Approve Change Requests
 - Manage Purchase Orders
 - Receive Items
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 - Maintain Items
 - Procurement Analysis
 - Reports
 - Procurement Application Admin
- Accounts Payable

Requisition Defaults

Default Override

Override Suggested Vendor

Consolidate with other Reqs

Line Defaults

Vendor: [Vendor Lookup](#)

Buyer:

Ship To: GSB 144C HSC Central Receiving

Due Date: BT

Category: Unit of Measure:

SpeedChart Key:

Distribution Defaults

[More Details](#) [More Details 2](#) [Asset](#)

Line	Pct	GL Unit	Account	Alt Acct	Fund	Dept	Class	Project	Fund Srce	Affiliate	Item Typ
1	1	H8763						Project			

3. Click on the Product Code Sherlock.


Vendor Search

Name: Find

City: Reset

Country: USA State: Product Code

Postal Code: Vendor Type:

 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: begins with

[Advanced Lookup](#)

Search Results

[View All](#) First 1-19 of 19 Last

<u>Standard Industry Code</u>	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:

City:

Country: State:

Postal Code: **Vendor Type:** **Product Code**

 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

Vendor Search

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

i 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: State:
 Postal Code: Vendor Type: Product Code

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 telephone icon 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:

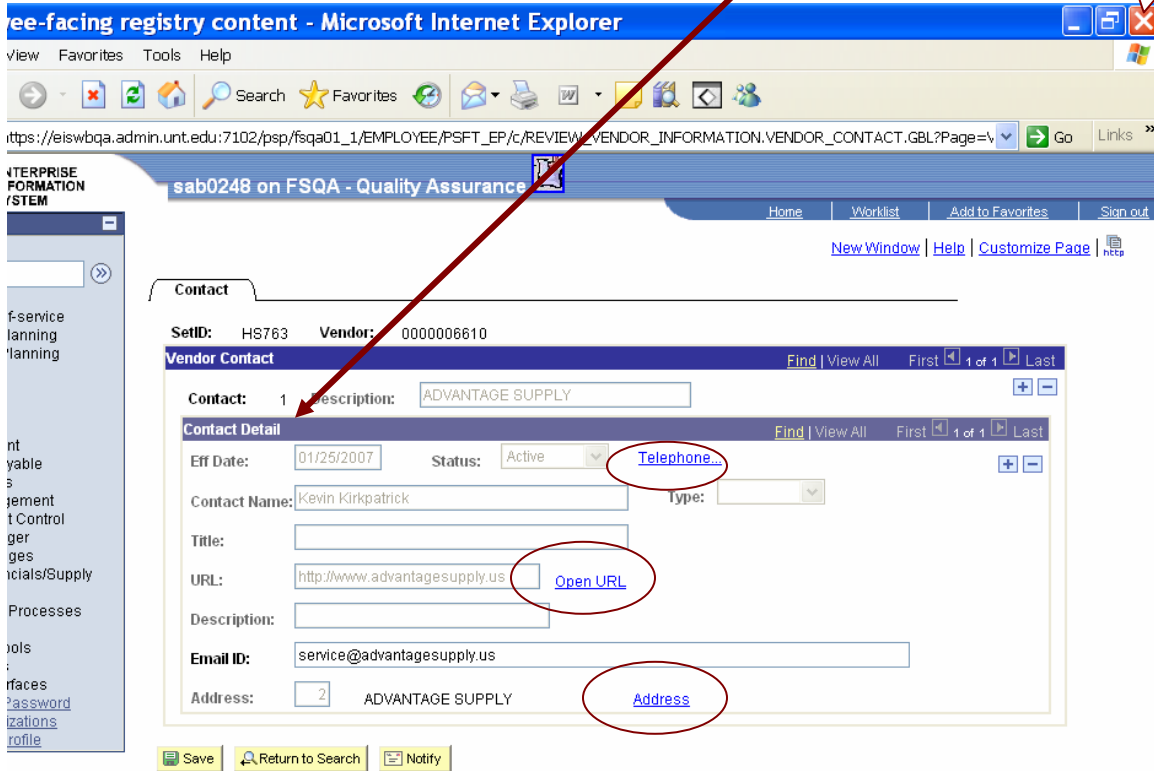
Select Vendor Vendor Details Vendor Contact

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

[New Window](#) |

Contact Telephones

Phone Information			
Type	Prefix	Telephone	Phone Extension
BUSN		817/377-8094	
FAX		817/377-8095	

OK Cancel

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

Enterprise Information System - Microsoft Internet Explorer

View Favorites Tools Help

Search Favorites

https://eiswbqa.admin.unt.edu:7102/psp/fsqa01_1/EMPLOYEE/PSFT_EP/e/?url=http%3a%2f%2fwww.advantagesupply.us

Go Links

ENTERPRISE INFORMATION SYSTEM

sab0248 on FSQA - Quality Assurance

Home Worklist Add to Favorites Sign out

Advantage Supply

ADVANCED SEARCH

PRODUCTS

- Computer Devices
- Office Furniture
- Facility Supplies

Your Online Solution For **OFFICE PRODUCTS**

HUB SBA NCTRCA

Customer Login:

Account Number:

Password: **SUBMIT**

[Registration](#)

HOME **GUEST CATALOG** **EXTRA SERVICES** **SPECIAL OFFERS** **NEW CUSTOMERS** **CONTACT US**

Latest News

[Advantage Supply Awarded Certificate of Achievement From TxDot](#) for successful completion of the TxDot-Small Business LINC Protege Program

WELCOME TO YOUR OFFICE SUPPLY SOURCE

Advantage Supply is the single best source for over 30,000 products--everything from paper clips to furniture to janitorial and industrial supplies. Because we have so many products

SERVICES

Advantage Supply provides fast, personalized delivery and repair services.

Advantage Supply offers state-of-the-art, on-line shopping, credit card and purchase order capabilities.

13. From the [Vendor Contact](#) page, close the window to return to the [Vendor Search](#) screen.

Home | Worklist | Add to Favorites
New Window | Help | Customize

Contact

SetID: HS763 Vendor: 0000006610

Vendor Contact Find | View All First 1 of 1 Last

Contact: 1 Description: ADVANTAGE SUPPLY

Contact Detail Find | View All First 1 of 1 Last

Eff Date: 01/25/2007 Status: Active Telephone...

Contact Name: Kevin Kirkpatrick Type:

Title:

URL: http://www.advantagesupply.us Open URL

Description:

Email ID: service@advantagesupply.us

Address: 2 ADVANTAGE SUPPLY Address

Save Return to Search Notify

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

Employee-facing registry content - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Wordpad Explorer

Address: https://eiswbqa.admin.unt.edu:7102/psp/fsqa01_2/EMPLOYEE/PSFT_EP/c/REVIEW_VENDOR_INFORMATION.VENDOR_CONTA Go Links

ENTERPRISE INFORMATION SYSTEM sab0248 on FSQA - Quality Assurance Home | Worklist | Add to Favorites | Sign out

New Window | Help

Menu

Search:

- My Favorites
- Campus Self-service
- Enterprise Planning
- Production Planning
- Items
- Vendors
- Purchasing
- Inventory
- eProcurement
- Accounts Payable
- eSettlements
- Asset Management
- Commitment Control
- General Ledger
- Data Exchanges
- Set Up Financials/Supply Chain
- Background Processes
- Worklist
- Reporting Tools
- PeopleTools
- Custom Interfaces
- Change My Password
- My Personalizations
- My System Profile

Contact

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = HS763

Vendor ID: begins with

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1
HS763	0000006610	ADVANTAGE-001	(blank)	ADVANTAGE SUPPLY

Vendor Search

Name:

City:

Country: State:

Postal Code: Vendor Type: Product Code:

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 of 13 Last

Name	Address	City	State	Vendor Type			
9 TO 5 OFFICE PRODUCTS CTR INC	PO BOX 612487	DFW	TX	HUB	<input checked="" type="checkbox"/>		
ADVANTAGE SUPPLY	PO BOX 471103	FORT WORTH	TX	HUB	<input checked="" type="checkbox"/>		
CAPITAL BUSINESS PRODUCTS	2935 IRVING BLVD STE 208	DALLAS	TX	HUB	<input checked="" type="checkbox"/>		
DIVERSIFIED OFFICE PRODUCTS	311 N STEMMONS STE 200	DALLAS	TX	HUB	<input checked="" type="checkbox"/>		
HONORE OFFICE PRODUCTS INC	PO BOX 494445	GARLAND	TX	HUB	<input checked="" type="checkbox"/>		
HONORE OFFICE PRODUCTS INC	15330 LBJ FWY #201	MESQUITE	TX	HUB	<input checked="" type="checkbox"/>		
PARTNERS BUSINESS PRODUCTS	310 E TRINITY BLVD STE 800	GRAND PRAIRIE	TX	HUB	<input checked="" type="checkbox"/>		
PDME INC	HURRICANE OFFICE SUPPLY	CEDAR PARK	TX	HUB	<input checked="" type="checkbox"/>		
PDME INC	BLDG 1 STE 100	CEDAR PARK	TX	HUB	<input checked="" type="checkbox"/>		
PDME INC	BLDG 2 STE 208	CEDAR PARK	TX	HUB	<input checked="" type="checkbox"/>		
PDME INC	BLDG 2 STE 208	CEDAR PARK	TX	HUB	<input checked="" type="checkbox"/>		
WESTERN PAPER CO INC	935 AVE R	GRAND PRAIRIE	TX	HUB	<input checked="" type="checkbox"/>		
WESTERN PAPER CO INC	PO BOX 535188	GRAND PRAIRIE	TX	HUB	<input checked="" type="checkbox"/>		

15. Selection returns to Edit Defaults screen.

Requisition Defaults

Default Override Override Suggested Vendor Consolidate with other Reqs

Line Defaults

Vendor: One Time Address

Buyer:

Ship To: HSC Central Receiving

Due Date:

Category: Unit of Measure:

SpeedChart Key:

Distribution Defaults

Customize | Find | View All | First 1 of 1 Last

Distributions

Line	Pct	GL Unit	Account	Alt Acct	Fund	Dept	Class	Project	Fund Srce	Affiliate	Item Type
1	1	<input type="text" value="HS763"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Project"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>