

Log in to Procure+

Welcome

Registered Users please log in:

Username:

Password:

Problems logging in?
[Click here](#)

- Your Username and Password have been provided to you. If you have problems logging on, please contact your system administrator.

Your Home Page

The screenshot shows the ePlus Procure+ home page. The navigation menu includes: Home, Requisitioning, Purchasing, Sourcing, Inventory, Invoicing, Assets, Reporting, Navigator, Options, Approvals, System Administration. The user is logged in as Jackie Admin. The dashboard displays the following summary cards:

10	Requisitions in process	2	Requisitions ready to receive
0	Requirements in Buyer's Queue	7	POs Past Due
7	Open Purchase Orders	2	POs Received with no Invoices

Additional sections include: Dashboard, User Communication, and a footer note: "P+ user communication can go here. It can be text or HTML format."

- Click on "Requisitioning," then "South Dakota catalog" to access the South Dakota Catalog

Complete a Quick Cart Requisition

The screenshot displays the e+ Procure web application interface. At the top, there is a navigation bar with the e+ logo on the left, a welcome message "Welcome Jackie Admin" in the center, and "Help About Logout" on the right. Below this is a secondary navigation bar with links: Home, Requisitioning, Purchasing, Sourcing, Inventory, Invoicing, Reporting, Navigator, Options, Approvals, and System Administration. The main content area includes a search bar with a "Keyword" dropdown and a "GO" button, and a "Punchouts" section with a "STAPLES" logo. A "Shopping Cart" widget in the top right corner shows "No Items" and "Sub-Total : 0.00 USD". A red arrow points to the "Quick Cart" link in the main content area.

- Select "Quick Cart"

Complete a Quick Cart Requisition

Home Requisitioning Purchasing Sourcing Inventory Invoicing Reporting Navigator Options Approvals System Administration

Home Favorites Help Search: Keyword [GO] Advanced

Back | Home | Quick Shopping Cart

Cart | Quick Cart | Cancel | Checkout | Shopping Cart

Shopping Cart
No Items
Sub-Total : 0.00
USD

QuickCart Filter

Select SKU or MPN	Enter the Number	QTY	Short Description	Supplier Name	UOM	Cost
Supplier SKU	20G0350	1	Laserjet Printers, Lexmark International, Inc., Dimen	Northwest Printer Supply	Each	1251.00000
Supplier SKU	28S0600	1	Laserjet Printers, Lexmark International, Inc., Dimen	Northwest Printer Supply	Each	1599.00000
Supplier SKU						
Supplier SKU						
Supplier SKU						
Supplier SKU						
Supplier SKU						
Supplier SKU						

Add More Items Finish Clear

- Enter the item number and quantity.
- Once the item number is found in the catalog all additional required fields will be populated
- Select "Finish" when completed

Complete a Quick Cart Requisition

The screenshot shows the ePlus Procure+ Shopping Cart interface. At the top, there is a navigation bar with links for Home, Requisitioning, Purchasing, Sourcing, Inventory, Invoicing, Reporting, Navigator, Options, Approvals, and System Administration. A search bar is located below the navigation bar. The main content area displays a shopping cart with two items. A 'Shopping Cart' summary box is visible in the top right corner, showing 'Items: 2' and 'Sub-Total: 2850.00 USD'. Below the cart items, there are buttons for 'Update Cart', 'Clear Cart', 'Checkout', and 'Continue Shopping'. The 'With Selected' section shows '0' items. The table below lists the items in the cart.

	Actions	SKU	Product Description	Supplier Name	Unit	Cost	Total
<input type="checkbox"/>	Qty: 1.0000 [edit] [delete]	20G0350	Laserjet Printers, Lexmark International, Inc., Dimensions: 17.2" X 20.6" X 16" (L x D x H), Print Color: Monochrome, Speed: 40 PPM, Resolution: 1200 x 1200 dpi, Power: 110 Volt, Paper Size: Reg/Legal, Location: Houston, Lead Time: 5 Days	Northwest Printer Supply	Each	1251.00000 USD	1251.00000 USD
<input type="checkbox"/>	Qty: 1.0000 [edit] [delete]	28S0600	Laserjet Printers, Lexmark International, Inc., Dimensions: 9.8" X 15.6" X 13.9" (L x H x D), Print Color: Black, Speed: 40 ppm, Resolution: 1200 x 1200 dpi, Power: 110 Volt, Paper Size: Reg/Legal, Location: Houston, Lead Time: 6 Days	Northwest Printer Supply	Each	1599.00000 USD	1599.00000 USD

Page Size: 10

SubTotal: 2850.00 USD

On Behalf Of: Jackie O'dea (jodea)

Total: 2850.00 USD

- The items are added to the Shopping Cart
- At this point you can edit the cart, continue shopping or checkout