

Log in to Procure+

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 system home page. The navigation menu includes: Home, Requisitioning, Purchasing, Sourcing, Inventory, Invoicing, Assets, Reporting, Navigator, Options, Approvals, System Administration. The 'Requisitioning' menu is expanded, showing: South Dakota Catalog, Copy Existing Requisition, My Open Requisitions, Shopping cart, Search Requisitions. The dashboard displays the following statistics:

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

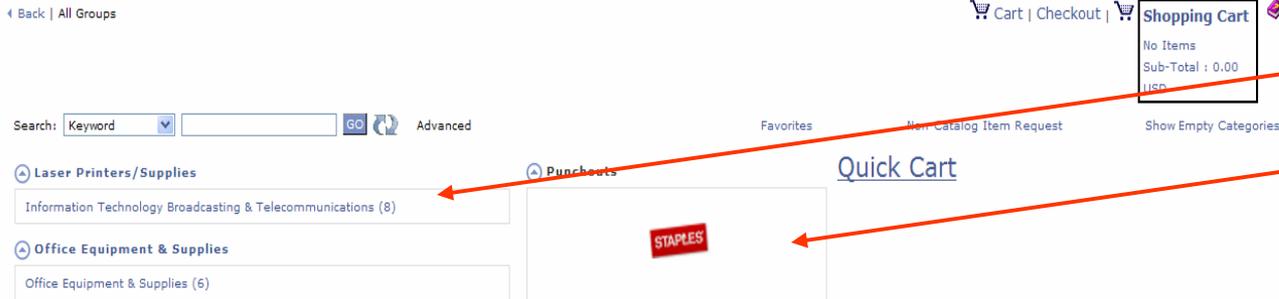
Below the statistics are sections for Dashboard and User Communication.

- Click on "Requisitioning" and then "South Dakota Catalog" to access the catalog of items.



Prerequisites: the SoSD catalog items and Punch-outs are maintained in the Supplier Portal.

Catalog Lookup Options



- To view Items, you can drill down through the Catalog Tree, select External Catalog to access a Punch-out; or

- Use the Search Feature. Advanced search returns results by entering words or phrases that appear in the Description field of the product. You can enter a word or phrase and Procure+ displays a list of the products whose description either contains the word or phrase or contains a word or phrase that sounds like the word or phrase entered.

The screenshot shows the 'Advanced Search' interface. It has a 'Domain' section with two radio buttons: 'Search All Categories' (selected) and 'Search only within Current Category'. Below this are three checked checkboxes: 'Find Categories', 'Find Items', and 'Find Word Forms'. The 'Find Results' section has four input fields for different search criteria: 'with all the words:', 'with the exact phrase:', 'with at least one of the words:', and 'without the words:'. The 'Limit search to the selected suppliers:' section has two columns: 'Available Suppliers' and 'Selected Suppliers'. The 'Available Suppliers' column lists: 'Barcoding.com (278116)', 'Barcoding.com Test (276118A)', 'Blue Ice Technology (407554)', 'Cash Systems (12345)', 'CDW Direct, LLC (340788)', 'MoreDirect (386227)', 'Northwest Printer (1234567890)', and 'Office Supply Warehouse (11205)'. There are navigation arrows between the columns. At the bottom, there are 'Narrow Search' input fields with 'Filter' buttons and a 'Catalog Search' button.

Item Catalog Page

With Selected:  
 Displaying 1 - 8 of 8

<input type="checkbox"/>	Actions	SKU ▲	Product Description	Supplier Name	Unit	Cost
<input type="checkbox"/>	Qty: <input type="text" value="1"/>  	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
<input type="checkbox"/>	Qty: <input type="text" value="1"/>  	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
<input type="checkbox"/>	Qty: <input type="text" value="1"/>  	5500/N	Laserjet Printers, Xerox Corp., Dimensions: 25.2 inches (W) X 19.6 inches (H) X 20.7 inches (D), Print Color: Color, Speed: 50 PPM, Resolution: True 1200 X 1200 dpi, 600 X 600 dpi, Power: 110 Volt, Paper Size: Letter & Legal, Location: Houston	Northwest Printer Supply	Each	995.00000 USD

- Items are selected and placed into your Shopping cart 2 ways:
 - Enter the quantity on an individual item and select the cart below the QTY field; OR
 - Use the “selected boxes to select several items and check the shopping cart to place all of the items in the cart.

Shopping Cart Confirmation

With Selected:

Displaying 1 - 2 of 0

<input type="checkbox"/>	Actions	SKU	Product Description	Supplier Name	Unit	Cost	Total
<input type="checkbox"/>	Qty: 1.0000 	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 	2850600	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:

SubTotal: 2850.00 USD

On Behalf Of:

Associate Buyer 1 (BUYER1)
 Sr. Buyer 2 (BUYER2)
 Test1112 2222A (Test1112)
 Sue Hamden (SHAMDEN)
 Stephanie Hutz (SHUTZ)
 Kim Lazarus (KLAZARUS)
 Tim Mickel (timshopper)
 Bryan Morgan (BMORGAN)

Subject to one or more of the following: U.S. Patent Nos. 6,023,683; 6,055,516; 6,505,172; 6,892,185; 6,182,127; 6,510,459; 7,047,211; 7,904,348; and corresponding foreign patents.
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- You can make updates to your items in the Shopping Cart, Continue Shopping or Checkout
- When you are finished shopping, select "Checkout"



SoSD Shoppers may use the Order on Behalf of feature to populate Requestor information on Requisition

Requisition Results Page – Order Summary

Submit Accounting Notes Events Print Attachments View Approvals Transaction Summary Advanced Save For Later Use Exit

Requisition Detail

Header Address Additional Info Items * Indicates mandatory field.

Requisition Header

Requisition Number: REQ-64
 Requisition Status: Future Requisition
 Date Due: * 02/19/12 Contract Requisition:
 Indicates header field selected for updating Requisition line(s).

Requisition Items

Item Number	Description	Quantity	U/M	Unit Price	U/M	Item Total
1	07193 8.5x12.5 Blue manuscript covers with a 3/4 inch score	1.0000	RM	72.0000	RM	72.00
Requisition SubTotal:						72.00
Tax:						0.00
Shipping:						0.00
Total:						72.00 USD

- When you check out the contents of your cart (create a requisition), or view or update an existing requisition, the Order page is the central screen the Requisitions module displays for a requisition.
- Note the Requisition number that was created.

Requisition – Address Tab

Requisition Detail

Header | **Address** | Additional Info | Items * Indicates mandatory field.

Requisition Header

Requisition Number: REQ-64
Requisition Status: Future Requisition
Date Due: * 02/19/12 Contract Requisition:
 Indicates header field selected for updating Requisition line(s).

Ship To Center	Bill To Center	Final Destination Center
Center Name: * FINANCE PURCHASING <input type="checkbox"/> <input type="checkbox"/>	Center Name: * FINANCE PURCHASING <input type="checkbox"/> <input type="checkbox"/>	Center Name: * FINANCE PURCHASING <input type="checkbox"/> <input type="checkbox"/>
Address ID: * 0101 <input type="checkbox"/> <input type="checkbox"/>	Address ID: * 0101 <input type="checkbox"/> <input type="checkbox"/>	Address ID: * 0101 <input type="checkbox"/> <input type="checkbox"/>
Attention:	Attention:	
Addr 1: 300 NORTH LASALLE	Addr 1: 300 NORTH LASALLE	
City: Chicago	City: Chicago	
County:	County:	
State: IL	State: IL	
Postal Code: 60654	Postal Code: 60654	
Country: USA	Country: USA	

- By default, displays the addresses assigned to your user account.

Requisition – Additional Information Tab

Requisition Detail

Header	Address	Additional Info	Items	* Indicates mandatory field.
Requisition Header				
Requisition Number:	REQ-64			
Requisition Status:	Future Requisition			
Date Due:	* 02/19/12	<input type="checkbox"/>	Contract Requisition:	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Indicates header field selected for updating Requisition line(s).			
Requestor:	Jackie O'Dea		Project Code:	
Created By:	Jackie O'Dea	<input type="checkbox"/>	Currency:	USD
Distribution:	* Chicago Purchasing	<input type="checkbox"/>		
Buyer:		<input type="checkbox"/>		
GL & Commodity:	* 5150-00303 Supplies-General Off	<input type="checkbox"/>		
Approver:				
Approval Class:	* No Approvals			
Type of Use:		<input type="checkbox"/>		
Supplier:	ALL-STATE INTERNATIONAL , INC.	<input type="checkbox"/>		

Requestor: The requestor is the same as the creator unless the "order on behalf" of feature is used.

Requisition – Accounting

Reset Page Save Update Selected Lines Delete Exit

Account Codes

Updates to this global section may be applied to selected Line(s) below.

Percent	LOC	FAC	ACCT	SUB	BUDG	CLIM	PROJ	Delete	
100.00000	01	01	5150	00303	99338			<input type="checkbox"/>	
Grand Total:		72.00							

More

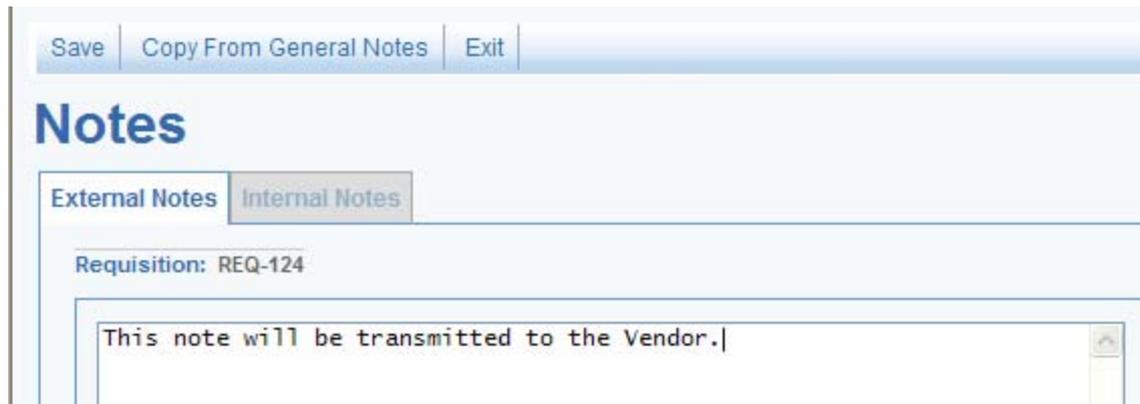
Select	Line	Percent	Amount	Fix	LOC	FAC	ACCT	SUB	BUDG	CLIM	PROJ	Delete
<input type="checkbox"/>	1	100.00000	0.00	<input type="checkbox"/>	01	01	5150	00303	99338			<input type="checkbox"/>
Item Total:		72.00		8.5x12.5 Blue manuscript covers with a ¼ inch score								

More

Display Limit: Last Line Number: 1 Jump to Line:

- When you select the “**Accounting**” or “Edit Accounting Information” option for a transaction the Account Codes page is the page Procure+ displays for the account codes assigned to a transaction (or transaction line item). The Account Codes page enables you to update the accounts charged for a transaction.
- If your organization is using formatted posting account numbers, Procure+ also displays the Account Entry dialog. This dialog enables you to enter each segment of the current posting account code by entering/ selecting each segment value.
- Click “Save” to continue.

Requisition – Notes



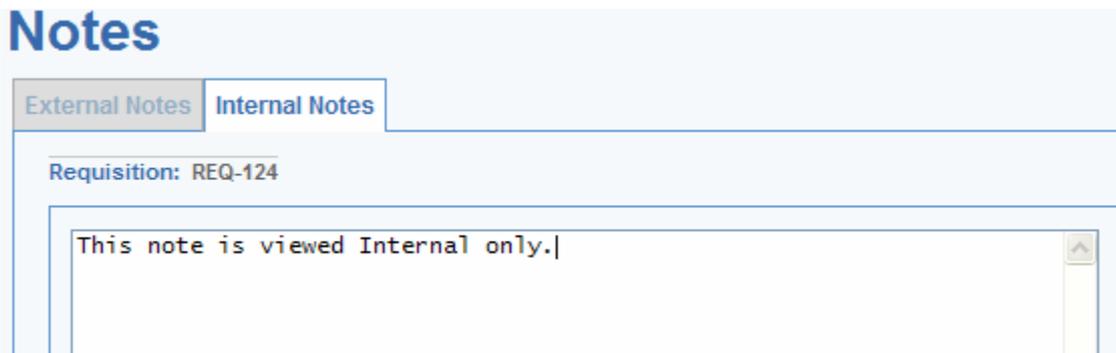
Save | Copy From General Notes | Exit

Notes

External Notes | Internal Notes

Requisition: REQ-124

This note will be transmitted to the Vendor.



Notes

External Notes | Internal Notes

Requisition: REQ-124

This note is viewed Internal only.

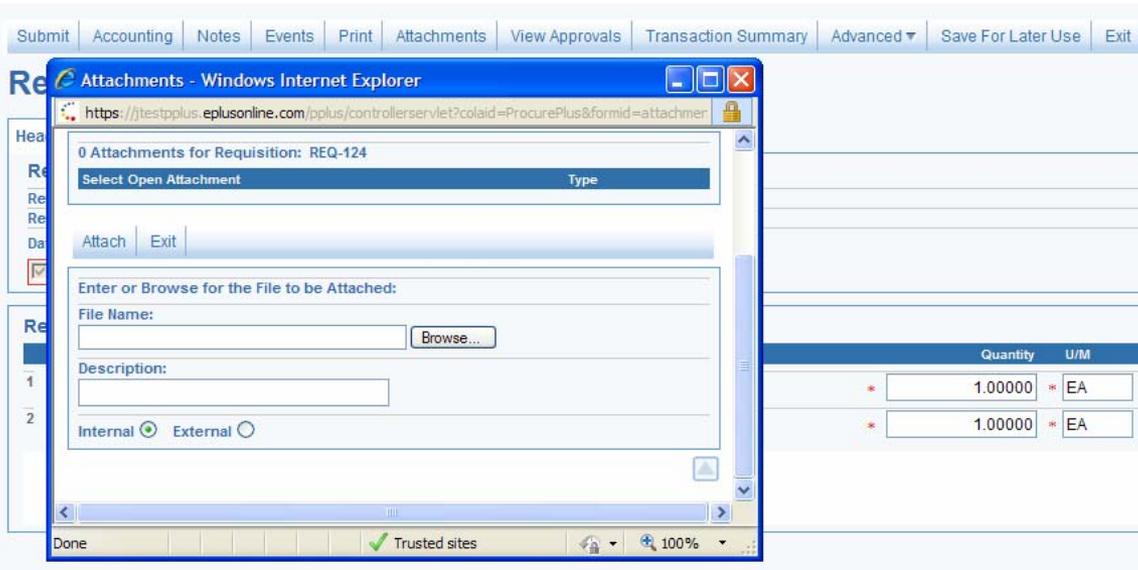
- Click "Notes" to access the entry screen for **External Notes** or **Internal Notes** at the "Header" level.
- External Notes will print on Purchase Orders sent to vendors.
- Internal Notes will stay on the transaction and will not print on Purchase Orders.
- Enter notes in the appropriate text box or boxes.
- Click "Save" to continue.

Requisition – Print

<p>Your Logo Goes Here</p>	<p>Requisition</p>	<p>Requisition Number REQ-64-0</p>
<p>Ship To: FINANCE PURCHASING 300 NORTH LASALLE Chicago IL 60654 United States of America</p>		<p>Bill To: FINANCE PURCHASING 300 NORTH LASALLE Chicago IL 60654 United States of America</p>
<p>Final Destination: FINANCE PURCHASING 300 NORTH LASALLE Chicago IL 60654 United States of America</p>		<p>Date: 02/19/12 Time: 11:46:28 Entered: 02/19/12 Due: 02/19/12</p>
<p>Approval: NONE Date: _____ No Approvals</p> <p>Requestor: JODEA1 Jackie O'Dea</p> <p>Commodity: 5150-00303 5150-00303 Supplies-General Off</p> <p>Status: REQF Date: 02/19/12 Future Requisition</p> <p>Buyer: _____</p> <p>Supplier: 130314 ALL-STATE INTERNATIONAL , INC.</p>	<p>Due: 02/19/12</p> <p>Project Code: _____</p> <p>Distribution: CHIPURCH</p> <p>Currency: USD U. S. Dollar</p>	

- Click "Print" to access a Printer Friendly version of the Requisition Order.
- The Order will display on the screen and is available to print.
- Click "Exit" to continue and return to the Order Summary Page.

Requisition – Attachments



- Click "Attachments" and the dialogue box will walk you through attaching files. Note: you will be able to "browse" for the file (s).

Requisition Submit



The following Requisition has been submitted: REQ-64

If your Requisition requires approval, it will be automatically routed to the Approvers.

- After clicking “Submit” to process the Requisition the confirmation will be displayed.

Requisition Submitted - Modify

Modify Accounting Notes Events Print Attachments View Approvals Transaction Summary Advanced ▾ Exit

Requisition Detail

Header	Address	Additional Info	Items
Requisition Header			
Requisition Number:	REQ-64		
Requisition Status:	Requisition Ready to Proceed		
Date Due:	02/19/12	Contract Requisition:	<input type="checkbox"/>

Requisition Items						
Item Number	Description	Quantity	U/M	Unit Price	U/M	Item Total
1	▼ 07193 8.5x12.5 Blue manuscript covers with a 3/4 inch score	1.0000	RM	72.0000	RM	72.00
Requisition SubTotal:						72.00
Tax:						0.00
Shipping:						0.00
Total:						72.00 USD

- To modify a requisition that has been submitted, select Modify from the tab or drop down menu.
- A requisition may be modified until a purchase order has been assigned to the req.

Requisition – Options Menu

Submit Accounting Notes Events Print Attachments View Approvals Transaction Summary **Advanced** Save For Later Use Exit

Cancel Requisition
Global Line Update

Requisition Detail

Header Address Additional Info **Items** * Indicates mandatory field.

Requisition Header

Requisition Number: REQ-124
 Requisition Status: Future Requisition
 Date Due: * 10/31/11 Contract Requisition:
 Indicates header field selected for updating Requisition line(s).

Requisition Items

Item Number	Description	Quantity	U/M	Unit Price	U/M	Item Total
1	20G0350 Laserjet Printers, Lexmark International, Inc., Dimensions:	1.00000	EA	1,251.00000	EA	1,251.00000
2	28S0600 Laserjet Printers, Lexmark International, Inc., Dimensions:	1.00000	EA	1,599.00000	EA	1,599.00000

Requisition SubTotal: 2,850.00000
 Tax: 0.00000
 Shipping: 0.00000
Total: 2,850.00000

- Click "Select Advanced" and the drop down menu will display.
- Several of the options are available via buttons at the top of the page AND via the drop down menu.

Requisition Detail

Header Address Additional Info **Items** * Indicates mandatory field.

Requisition Header

Requisition Number: REQ-124
 Requisition Status: Future Requisition
 Date Due: * 10/31/11 Contract Requisition:
 Indicates header field selected for updating Requisition line(s).

Requisition Items

Item Number	Description	Quantity	U/M	Unit Price	U/M	Item Total
1	20G0350 Laserjet Printers, Lexmark International, Inc., Dimensions:	1.00000	EA	1,251.00000	EA	1,251.00000
2	28S0600 Laserjet Printers, Lexmark International, Inc., Dimensions:	1.00000	EA	1,599.00000	EA	1,599.00000

Requisition SubTotal: 2,850.00000
 Tax: 0.00000
 Shipping: 0.00000
Total: 2,850.00000

Options Menu – Global Line Update

Update All Requisition Lines | Return to Requisition Information

Global Line Update

Requisition: REQ-52

Header Component	Header Current Value	Update Lines
Ship To Center	FINANCE PURCHASING	<input type="checkbox"/>
Ship To Address	0101	<input type="checkbox"/>
Bill To Center	FINANCE PURCHASING	<input type="checkbox"/>
Bill To Address	0101	<input type="checkbox"/>
Final Destination Center	FINANCE PURCHASING	<input type="checkbox"/>
Final Destination Address	0101	<input type="checkbox"/>
Buyer		<input type="checkbox"/>
Supplier	ALL-STATE INTERNATIONAL , INC.	<input type="checkbox"/>
<small>Requisition lines selected from a Catalog will not be included in the Supplier update.</small>		
Commodity	5160-00310 Dup/E&S	<input type="checkbox"/>
New Supplier Information		<input type="checkbox"/>
Type of Use		<input type="checkbox"/>
Date Due	02/16/12	<input type="checkbox"/>
Accounting Information	Account Codes	<input type="checkbox"/>

- **Global Line Update:**
Use this option to update the line information of each line item on the requisition to match the header information on the requisition.
- When you select the **Global Line Update** option from the **Options** drop-down the Global Line Update page displays. The page lists each piece of information you can update and the value entered at the header level for each.
- Enter a checkmark next to each piece of information you want to update for all line items, and then click the **"Update All Order Lines"** option. Procure+ updates this information for each line item of the requisition and redisplay the Order page.

Requisition – Options Menu

Submit | Accounting | Notes | Events | Print | Attachments | View Approvals | Transaction Summary | Advanced ▼ | Save For Later Use | Exit

Requisition Detail

Header | Address | Additional Info | Items * Indicates mandatory field.

Requisition Header

Requisition Number: REQ-124

Requisition Status: Future Requisition

Date Due: * 10/31/11 Contract Requisition:

Indicates header field selected for updating Requisition line(s).

Requisition Items

Item Number	Description	Quantity	U/M
1	▼ 20G0350 Laserjet Printers, Lexmark International, Inc., Dimensions:	* 1.00000	* EA
2	▼ 28S0600 Laserjet Printers, Lexmark International, Inc., Dimensions:	* 1.00000	* EA

- Select the 'Submit' tab when you are finished modifying the Requisition