

Propose Source of Supply – Carry Out Sourcing

1. Search for your cart in the Carry Out Sourcing process using any of the applicable criteria. Select the APPLY button. When the results appear, select all line items in the cart by choosing the SELECT ALL button. Select the NEXT button.

Assign Sources of Supply: Step 1 (Select Requisition)

◀ Previous **Next ▶** Close

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

▼ Search Criteria: Requisitions

Number of Requisition: 11511737 Name of Requisition:

Item Description: Product Category:

Product: Supplier:

Requester: External Requirement:

Purchasing Organization: Account Assignment Category:

Purchasing Group: Account Assignment Number:

Priority: Intended for Grouping:

Delivery Date Range: Include Locked Items:

Delivery Date: To:

Search

Select All Expand Collapse Hide Subordinate Outlines All Categories Reject Items

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract
• 11511737/1	245/60R18	25172504		100.000	EA	Cynthia Anderson	10/21/2013	161302	GOODYEAR TIRE & RUBBER COMPANY INC	4400008515/1

(If you have selected an incorrect cart, or if you did not select all the line items on the cart(s), select the REMOVE button to send line items back to the previous screen; select the PREVIOUS button to take yourself back. Then select the correct cart or if selecting additional line items, select the SELECT ALL button to bring all items into the Assign Source of Supply process.)

2. Select the Propose Source of Supply and a dropdown menu will display, from the dropdown menu select Contract and Info Record to see if a Contract exists.

Assign Sources of Supply: Step 2 (Assign Sources of Supply (1 Items))

◀ Previous Next ▶ Save Close

1 Select Requisition 2 Assign Sources of Supply (1 Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Select All Expand All Collapse All Change Refresh **Propose Sources of Supply** Create Draft Replace Item with Catalog Item Undo Replacement Submit to Grouping Remove Assign to My Purchasing Group

Requisition / Item Number	Document Name	Document Number	External Item Number	Configurable Item Number	Description	Variant	Category Description	Priority	Quantity	Unit	Delivery Date	Supplier Number
• 11511737/1					245/60R18		AUTOMOBILE/LIGHT TRU		100.000	EA	10/21/2013	161302

- A dialog box will display either a list of Suppliers, Contracts, or the text “No sources of supply found.” If a list of contracts appears, select the applicable Contract and select the ASSIGN AND CREATE DRAFT PURCHASE ORDERS button.

Proposed Sources for Selected Items

Select Cheapest Offers | Deselect All | Group Table by: Item | Restriction of Sourcing: Sources of Supply that Match Primary and Secondary Criteria | Display mode: Display All Eligible Items | Settings

Requirement : Product -> Supplier Name (Supplier Number)	Contract / Purchase Order	Quantity	Unit	Price	Currency	Price Unit	Price Per	Quoting	Variance	In Supplier List	Priority
11511737/1:245/60R18		0.000		0.00							
<input checked="" type="checkbox"/> GOODYEAR TIRE & RUBBER COMPANY INC (161302)	Contract 4400008515 / 1	0.000	EA	205.86	USD	1	EA				
<input type="checkbox"/> MICHELIN NORTH AMERICA INC (101759)	Contract 4400008516 / 1	0.000	EA	205.86	USD	1	EA				
<input type="checkbox"/> TITAN TIRE CORPORATION (380896)	Contract 4400008517 / 1	0.000	EA	205.86	USD	1	EA				

For Selected Items: **Assign and Create Draft Purchase Orders** | Assign Only | Close

- If a dialog box displays stating “No sources of supply found”, select the CLOSE button and enter a Supplier in the Supplier Number field

Proposed Sources for Selected Items

Select Cheapest Offers | Deselect All | Group Table by: Item | Restriction of Sourcing: Sources of Supply that Match Primary and Secondary Criteria | Settings

Display mode: Display All Eligible Items

Requirement : Product -> Supplier Name (Supplier Number) | Contract / Purchase Order | Quantity | Unit | Price | Currency | Price Unit | Price Per | Quoting | Variance | In Supplier List | Priority

No sources of supply found

For Selected Items: Assign and Create Draft Purchase Orders | Assign Only | **Close**

Assign Sources of Supply: Step 2 (Assign Sources of Supply (1 Items))

Previous | Next | Save | Close

1 Select Requisition | 2 **Assign Sources of Supply (1 Items)** | 3 Review Drafts (No Items) | 4 Summary Screen (No Documents)

of Supply | Create Draft | Replace Item with Catalog Item | Undo Replacement | Submit to Grouping | Remove | Assign to My Purchasing Group

Item Number	External Item Number	Configurable Item Number	Description	Variant	Category Description	Priority	Quantity	Unit	Delivery Date	Supplier Number
1			245/60R18		AUTOMOBILE/LIGHT TRU		100.000	EA	10/21/2013	161302

- This will create your draft and take you to step 3 of the wizard. Enter your Draft Name; select your Transaction Type and select the EDIT SELECTED DRAFTS button.

At any time, if you determine that you have selected the incorrect draft you can change the selected draft by selecting the CHANGE SELECTED DRAFT TO button. A dropdown menu will display allowing you to change without leaving this screen.

As in the last step, you can also move back a step by selecting the REMOVE button, then selecting the PREVIOUS button to take you back a step in the process.

Assign Sources of Supply: Step 3 (Review Drafts (1 Items))

Previous Next Process All Drafts Close Process Selected Drafts Edit Selected Drafts

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (1 Items) 4 Summary Screen (No Documents)

Created Drafts

RFX	Draft Type	Supplier Number	Supplier	Transaction Type
Contract				
Purchase Order	Purchase Order	181302	GOODYEAR TIRE & RUBBER COMPANY INC	ZNB - Standard PO

Details of Selected Drafts Local Purchase Order1 P00446880 10/07/20

Requisition / Item Number	Configurable Item Number	Description	Category	Quantity	Unit	Supplier Number	Supplier Name	Info Record	Net Price	Gross Price	Currency
11511737 / 1	245/60R18	245/60R18	25172504	100.000	EA	181302	GOODYEAR TIRE & RUBBER COMPANY INC	205.86	205.86	205.86	USD

- The PO will display in the “edit” mode. Proceed by processing the PO as you would typically process your orders.