

3. Select the Propose Source of Supply button
 - a. Select Contract and Info Record to see if a Contract exists.

Note: If the Product Category is correct in the Shopping Cart, Contract information should display.

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

4. If a list of Contracts displays, select the applicable Contract and line item
 - a. Select the Assign and Create Draft Purchase Orders button to assign the Contract to a draft Purchase Order.

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

5. If the Assign and Create Draft Purchase Order button is selected, proceed to Step 7.
6. If "No sources of supply found" displays, select the Close 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

☒ No sources of supply found

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

- a. Select the Create Draft button
 - i. Select Purchase Order from the dropdown
- b. Select the Next button

Assign Sources of Supply: Step 2 (Assign Sources of Supply (6 Items))

◀ Previous Next ▶ Save Close

1 Select Requisition 2 Assign Sources of Supply (6 Items) 3 Review Drafts (1 Item) 4 Summary Screen (No Documents)

Create Draft for Selected Requisitions

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

Requisition / Item Number	Document Name	Document Number	Draft Type	Item Number	Supplier	Supplier Number	Configurable Item Number	Description	Variant	Category Description	Price
12321372/1			Purchase Order					testing 1		TRANSPORT OPERATIONS	

7. This will create a draft Purchase Order and automatically move to step 3 of Carry Out Sourcing. In the Review Drafts, enter the Draft Name following the DGS Naming Convention
8. Select the Transaction Type
 - a. Select the type of Purchase Order
9. Select the Edit Selected Drafts button to move the draft into the Edit mode
 - a. **Do Not** select the Process All Drafts or Process Selected Drafts buttons as this will send the document into the approval process, or in the case of an Auto-PO, directly to the supplier.

Note: At any time, if it is determined that an incorrect draft type was selected, users can change the draft type by selecting the Change Selected Draft To button. A dropdown menu will display allowing users to change the type without leaving this step.

As in the previous step, users can move back a step by selecting the Remove button, then selecting the Previous button to go back a step in the process.

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

◀ Previous Next ▶ Process All Drafts Process Selected Drafts Edit Selected Drafts Remove

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

▼ Created Drafts

Change Selected Draft To Remove

Draft Name	Draft Type	Supplier Number	Supplier	Transaction Type
Local Purchase Order1 P00446880 04/12/20	Purchase Order	100040	HAUSWORTH FURNITURE COMPANY	ZHS - Standard PO

Details of Selected Drafts Local Purchase Order1 P00446880 04/12/20

Requisition / Item Number	Configurable Item Number	Description	Category	Quantity	Unit	Supplier Number	Supplier Name	Info Record	Net Price	Gross Price	Currency
12321372/1		Managerial Seating	56101550	1.000	EA				565.95	565.95	USD

10. The Purchase Order will display in the Edit mode. Proceed by processing the Purchase Order in the manner it would typically be processed.