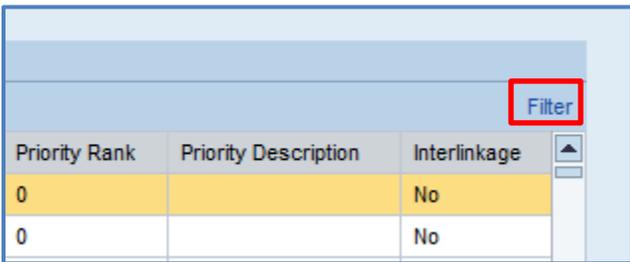


Using the Filter Option to Locate Sources of Supply

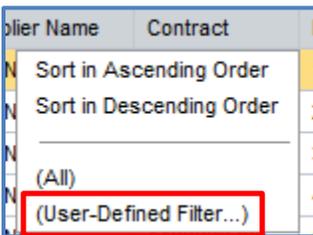
The screenshot below is a full screenshot of the Source of Supply tab.

Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Unit	In Supplier List	Priority Rank	Priority Description	Interlinkage
100245	DCI INC	4400009388	1	Seating		855.95	USD	1	EA	No	0		No
100245	DCI INC	4400009388	2	Tables		855.95	USD	1	EA	No	0		No
100245	DCI INC	4400009388	3	Library, Classroom, Music & Dormatory		855.95	USD	1	EA	No	0		No
100245	DCI INC	4400009388	4	Free Standing Office		855.95	USD	1	EA	No	0		No
100245	DCI INC	4400009388	5	Healthcare Furniture		855.95	USD	1	EA	No	0		No

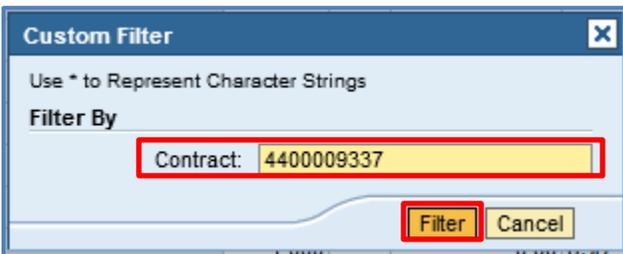
1. Select the Filter option



2. Select the column you want to filter by, then select the User-Defined Filter



3. Enter your criteria in the space provided and select the FILTER button



4. The information will display.

In the example the Contract column was selected and the contract number was entered into the field. Once the filter button was selected, only that contract displayed.

Sources of Supply							
Assign Supplier		Compare Suppliers					
Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	
162319	ALLSTEEL INC	4400009337	1	Seating		855.95	
162319	ALLSTEEL INC	4400009337	2	Tables		855.95	
162319	ALLSTEEL INC	4400009337	3	Library, Classroom, Music		855.95	
162319	ALLSTEEL INC	4400009337	4	Free Standing Office		855.95	
162319	ALLSTEEL INC	4400009337	6	Lounge & Meeting Room		855.95	

5. Select the line item of the contract and select the ASSIGN SUPPLIER button

Note: You must add a Source of Supply for each line item in a Shopping Cart.