



## 6 Create a Delivery Order- Reference MA with Catalog

- **Note:** Refer to Section 5 for steps to create the DO. This section gives direction on creating Delivery Order using the Catalog

Step 1. Search for the MA that will be used to create the DO from the Catalog using URSRCHMA.

Step 2. Using the URSRCHMA table select the commodity line where the Catalog exist.

- In some cases the Catalog line will be the only existing commodity line
- If the Catalog exists with other commodity lines, use the line noted as Catalog in extended description field

Step 3. Select the Commodity Line on the MA that contains the Catalog

Agreement Code : MA  
 Agreement Dept : IS  
 Agreement ID : 00000000100

▼ Query

MA Commodity Line :  
 Commodity Code :  
 Commodity Description :  
 CL Description :

▼ Results

☐ Deliver All Lines    Order Type : DO    Department : IS    ID :  
☐ Deliver All Unselected Lines    Unit :    Auto Numbering : ☒

Commodity Line	Commodity	Description	CL Description	Vendor	Vendor Legal Name	Ref Type	Quantity	Unit	Unit Price	Discount Percentage	Cost-Plus Percentage	Cost-Plus Fixed Amount	Service Contract Amount	Extended
<input checked="" type="checkbox"/> 1	6153300047510	OFFICE SUPPLIES - COMPLETE LINE	OFFICE SUPPLIES COMPLETE LINE PRICING BASED ON DISCOUNT O	051258	OFFICE DEPOT, INC.	Final	0.00000		\$0.00	10.00%		\$0.00		catalog 905104
<input type="checkbox"/> 2	6153300047510	OFFICE SUPPLIES - COMPLETE LINE	OFFICE SUPPLIES CORE LIST OF MOST FREQUENTLY ORDERED ITEM	051258	OFFICE DEPOT, INC.	Final	0.00000		\$0.00	0.00%		\$0.00		OFFICE S CORE LI
<input type="checkbox"/> 3	6800400008608	AMMUNITION-9MM LUGAR CONTROLLED	AMMO	051258	OFFICE DEPOT, INC.	Final	0.00000		\$0.00	0.00%		\$0.00		9MM LUG ATTACH
<input type="checkbox"/> 4	3402800005361	FIRE EXTINGUISHER-STAFF TRAINING-	FIRE EXTINGUISHER-STAFF TRAINING-	051258	OFFICE DEPOT, INC.	Final	0.00000	EA	\$0.00	0.00%		\$0.00		FIRE EXT STAFF T

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[Add Selected Lines to MALS](#)    [View MALS Records](#)    [Create Delivery Order](#)    [Cancel](#)

Step 4. Then click [Create Delivery Order](#)

**Result:** Delivery Order is created

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Step 5. Complete the Header and vendor sections only, and then validate the DO.

**Result:** The commodity code on the referenced MA will infer into the DO Commodity Code section

Step 6. Click  by Supplier Part Number to view the Catalog.

**Result:** This will take you to the Catalog Table

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**Choose**

[Browse](#) [Clear](#)

MA Commodity Line :

Supplier Part Number :

Unit :

Item Description :

Commodity Code :


Mfr Part Number :

Manufacturer :

	Status	Phase	Supplier Part Number	Item Description	Unit	List Price	Commodity Code	Manufacturer	Mfr Part Number
<input type="checkbox"/>	Active	Final	SPCAT100002	ZIPDISK, PC/MAC, 250MB, 4 PK SKU# 905914	PKG	\$19.02	6153300047510	OFFICE DEPOT	MAN NO - 100002
<input type="checkbox"/>	Active	Final	SPCAT100004	ZIPDISC, PC/MAC, 250MB, 8/PK SKU# 910864	PKG	\$33.97	6153300047510	OFFICE DEPOT	MAN NO - 100004
<input type="checkbox"/>	Active	Final	SPCAT100005	WITE OUT MULTI SHITE 12PK SKU# 340840	DZ	\$3.60	6153300047510	OFFICE DEPOT	MAN NO - 100005
<input type="checkbox"/>	Active	Final	SPCAT100006	WALLET, LTR, 3.5", DK.BLU SKU# 936914	EA	\$1.31	6153300047510	OFFICE DEPOT	MAN NO - 100006
<input type="checkbox"/>	Active	Final	SPCAT100007	VLM BRSTL67# 8.5 X 11 WHITE SKU# 462327	PKG	\$3.83	6153300047510	OFFICE DEPOT	MAN NO - 100007
<input type="checkbox"/>	Active	Final	SPCAT100008	TYPEWRITER, BUSINESS CLASS SKU# 632755	EA	\$350.43	6153300047510	OFFICE DEPOT	MAN NO - 100008
<input type="checkbox"/>	Active	Final	SPCAT100009	TRANSPARENCY, WRITE ON, 100 SKU# 337843	BOX	\$4.15	6153300047510	OFFICE DEPOT	MAN NO - 100009
<input type="checkbox"/>	Active	Final	SPCAT100010	TRANSPARENCY, OD BRAND, W/S SKU# 337810	BOX	\$7.65	6153300047510	OFFICE DEPOT	MAN NO - 100010
<input type="checkbox"/>	Active	Final	SPCAT100011	TAPE, VHS, T 160, MAXELL, 3 PA SKU# 107401	PKG	\$2.58	6153300047510	OFFICE DEPOT	MAN NO - 100011
<input type="checkbox"/>	Active	Final	SPCAT100012	TAPE, TRANSPARENT, 3M, 3/4 X 1 SKU# 172395	ROLL	\$1.08	6153300047510	OFFICE DEPOT	MAN NO - 100012

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Step 7. The blank search fields help cut processing time by querying out only the items you want. Wild card characters such as (\*) (,) and (< > =) can be utilized to assist in the search.

Step 8. When search fields are populated, click on [Browse](#) at the top of the page and not  on the key board to initiate the search. Using Enter on the keyboard will take you back to the commodity line.

**Result:** **Note:** Search fields are case sensitive unlike other fields in the eCaps system that converts text fields to all capital (upper case) letters.

Step 9. After the search is successful, click the check box next to that item to create your commodity line.

Step 10. Multiple items may be selected and eCAPS will create the commodity lines for you.

Step 11. Now click

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Choose

[Browse](#) [Clear](#)

MA Commodity Line :

Supplier Part Number :

Unit :

Item Description : 'PENS','PAPER'

Commodity Code :

Mfr Part Number :

Manufacturer :

	Status	Phase	Supplier Part Number	Item Description	Unit	List Price	Commodity Code	Manufacturer	Mfr Part Number
<input checked="" type="checkbox"/>	Active	Final	SPCAT100073	PUNCH, PAPER, 2 HOLE, 20 SHEET SKU# 825307	EA	\$3.11	6153300047510	OFFICE DEPOT	MAN NO - 100073
<input checked="" type="checkbox"/>	Active	Final	SPCAT100097	PENS, MED, PT, RSVP, 12PK, BLA SKU# 120675	DZ	\$2.92	6153300047510	OFFICE DEPOT	MAN NO - 100097
<input checked="" type="checkbox"/>	Active	Final	SPCAT100232	DISPENSER, TAPE, DESKTOP, 3/4" SKU# 173336	EA	\$1.40	6153300047510	OFFICE DEPOT	MAN NO - 100232
<input type="checkbox"/>	Active	Final	SPCAT100233	DISPENSER, HAND, TAPE, SKI, SKU# 310072	EA	\$0.43	6153300047510	OFFICE DEPOT	MAN NO - 100233
<input type="checkbox"/>	Active	Final	SPCAT100245	CLIP, PAPER, JUMBO, WRDLBRND SKU# 808907	PKG	\$1.90	6153300047510	OFFICE DEPOT	MAN NO - 100245
<input type="checkbox"/>	Active	Final	SPCAT100246	CLIP, PAPER, JUMBO, SMOOTH, SKU# 429175	BOX	\$0.15	6153300047510	OFFICE DEPOT	MAN NO - 100246
<input type="checkbox"/>	Active	Final	SPCAT100247	CLIP, PAPER, JUMBO, SMOOTH, SKU# 308239	BOX	\$2.04	6153300047510	OFFICE DEPOT	MAN NO - 100247
<input type="checkbox"/>	Active	Final	SPCAT100248	CLIP, PAPER, #1 REG, SMOOTH, SKU# 429266	BOX	\$0.05	6153300047510	OFFICE DEPOT	MAN NO - 100248
<input type="checkbox"/>	Active	Final	SPCAT100249	CLIP, PAPER, #1 REG, SMOOTH, SKU# 308478	BOX	\$0.69	6153300047510	OFFICE DEPOT	MAN NO - 100249
<input type="checkbox"/>	Active	Final	SPCAT100332	CUP, COLD, PAPER, 8 OZ, 100 PK SKU# 983346	PKG	\$3.41	6153300047510	OFFICE DEPOT	MAN NO - 100332

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- Step 12. Click Validate to infer the associated information from the Catalog to the commodity line fields.

Line	Commodity	CL Description	Line Amount	Open Amount	Closed Amount	Modified
1	6153300047510	PUNCH, PAPER, 2 HOLE, 20 SHEET SKU# 825307	\$0.00	\$0.00	\$0.00	false
2	6153300047510	PENS, MED, PT, RSVP, 12PK, BLA SKU# 120675	\$0.00	\$0.00	\$0.00	false
3	6153300047510	DISPENSER, TAPE, DESKTOP, 3/4" SKU# 173336	\$0.00	\$0.00	\$0.00	false

From 1 to 3 Total: 3

Go to line:  Go

List View

General Information Reference Shipping/Billing Specification Matching Retainage Tolerance Discount

CL Description: PUNCH, PAPER, 2 HOLE, 20 SHEET SKU# 825307

Purchasing Group/Warehouse:

Commodity: 6153300047510

OFFICE SUPPLIES - COMPLETE LINE

Stock Item Suffix:

Supplier Part Number: SPCAT100073

Line Type: Item

Quantity: 0.00000

UOM: EA

Unit Price: \$2.799

Discounted Unit Price: \$2.799

Cost-Plus Unit Price:

List Price: \$3.11

Fixed Asset: ☐

Lock Order Specs: ☒

Lock Catalog List Price: True

Allow Promotional Pricing: ☐

Vendor Preference Level: 99

Inactive Line: ☐

Commodity Specs:

Extended Description: PUNCH, PAPER, 2 HOLE, 20 SHEET SKU# 825307

Non-Reserved Funding Open Amount \$0.00

Total:

Item Sub Total: \$0.00

Save Undo Insert New Line Insert Copied Line Edit with Grid Related Actions

- Step 13. Complete the required data entry fields on the Commodity Line and the Accounting section.
- Step 14. After required data elements have been entered, Click on **Validate**.

**Result:** If no errors were found, a message will be displayed at the top of the document indicating that the "Document has been validated successfully." Otherwise, correct any errors and revalidate the document.

[View All](#) 1 of 1 | Document validated successfully

- Step 15. Click **Submit**.

**Result:** The document will be submitted for processing and approval only if it has no outstanding errors.

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