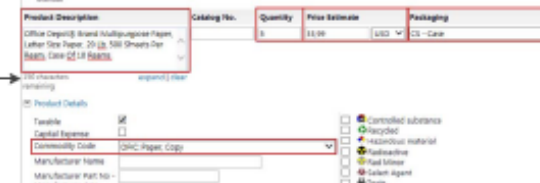

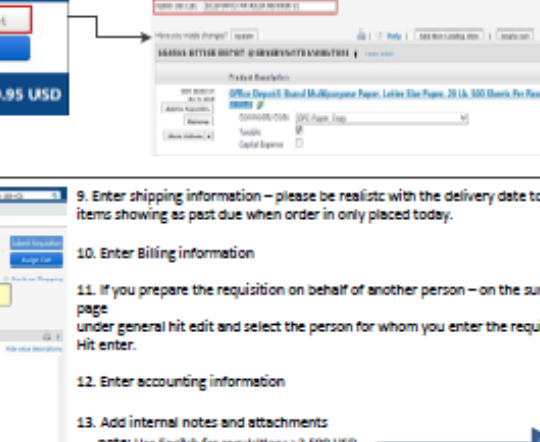


Create an Order		<p>3. Product description – detailed product description so supplier understands what we are going to buy.</p> <p>4. Quantity – put in number of pieces, hours, etc.</p> <p>5. Price – put in single price (price per piece, hour, etc).</p> <p>6. Commodity – select the correct commodity from the dropdown menu. Note: The requisitioner is required to have alignment from commodity leaders for indirect spend over 10K. (I.E. Marketing Leader, IT Leader, Sales or Legal Leader)</p> <p>7. Hit save and close</p>
Open Order		<p>8. Click on shopping cart symbol on the top right, then click checkout</p>
Details		<div data-bbox="1227 917 1725 1176"> <h3>Internal Notes and Attachments Check list:</h3> <ol style="list-style-type: none"> Justification for the spend – why do we need this? Example 1: \$300K spend request to support \$1M in revenue Example 2: \$300K spend request to support 500K cost savings/avoidance Example 3: Requirement to support Audit, Safety, Risk or Facility Danaher Preferred Vendor? Example: Yes/No (If no, see item C) Do we have alternative quotes? (Minimum of 3 or rational for all requisitions over \$5,000) Rationale Example: No competitor for utilities, contracted vendor, specialized service Has this been negotiated? (provide cost comparison or rational) Rationale Example: contracted vendor with locked in rate Is this spend within the latest forecast? Example: unplanned cost, planned spend Add attachments Example: quotes, negotiate quote, contract </div>