

User
Guide

Umoja Requisitioning

v1.1 (09 Jun 2015)

User
Guide



Table of Contents

Module 1: Enterprise Roles	1
Enterprise Roles & Responsibilities	1
Module 2: Related Umoja Courses	2
Module Introduction	2
Course Pre-Requisites	2
Module 3: Key Terminology	3
Module Introduction	3
Key Terminology	3
Module 4: Requisitioning/Procurement Process Overview	6
Module Introduction	6
Material and Service Masters	6
Issuance from Stock vs. Procurement Action.....	7
Budget Availability and Consumption	7
Process Overviews.....	9
End to End Process in Umoja (ECC and SRM) and the Funds Impact	13
Low Value Acquisitions.....	14
Steps in Creating a Shopping Cart	15
Module 5: Create a Shopping Cart (Add Items to a Shopping Cart)	16
Contract Catalog Items.....	16
Create Shopping Lists and Add Items from Shopping Lists	29
Product Category Contracts	37
Internal Goods and Services (Method 1)	39
Internal Goods and Services (Method 2)	44
Freight Line	47
Services Overview.....	48
Old Shopping Carts and Shopping Cart Templates	51
Create a Shopping Cart Template	54
Rations and Fuel (DFS/DPKO Only).....	56
Module 6: Create a Shopping Cart: Complete Shopping Cart Tabs	57
Item Data Tab.....	57
Item Data Tab - Direct Procurement	65
Account Assignment Tab - Account Assignment Categories Overview	67

Cost Center	69
Order and WBS Element	72
Unfunded.....	75
Asset	77
Direct Material (Inventory Items).....	82
Real Estate (Lease-In).....	84
Notes and Attachments Tab	86
Delivery Address/Performance Location Tab.....	89
Sources of Supply/Service Agents Tab.....	90
Availability Tab	91
Approval Process Overview Tab.....	92
Module 7: Create a Shopping Cart – Ad Hoc Approver, Check, and Order	93
Approval Process Overview & Add Ad-Hoc Approver	93
Check and Order	97
Module 8: Administration of Shopping Carts	100
Approved/Rejected Shopping Carts Overview	100
Approved/Rejected Shopping Carts.....	102
Amend.....	106
Cancel.....	111
Administration of Shopping Carts: View and Take Over Team Carts	113
Tracking Shopping Cart Status and Follow-On Documents	117
Monitoring Budget and Shopping Cart/Purchase Order Budget Consumption	121
Module 9: Service Entry Sheets	123
Module 10: Letters of Assist (DFS Only)	124
Module 11: Strategic Deployment Stocks (DFS/Missions Only)	125
Module 12: Memorandum of Understanding (DFS Only)	126
Module 13: Supply Chain Frequently Asked Questions	127

Module 1: Enterprise Roles

Enterprise Roles & Responsibilities

The table below illustrates the Enterprise Roles that are involved in the Requisitioning/Procurement Process.

Enterprise Role	Responsibilities
Requisitioner	Creates Shopping Carts (previously referred to as Purchase Requisitions) for goods (for consumption), services and Independent Contractors and Consultants. Creates 'Reservations' for items to be obtained from inventory. Creates Service Entry Sheets for receipt of services in ECC.
Requisitioner – Direct Procurement	Same activities as the 'Requisitioner' plus can create Shopping Carts for goods <u>that will go into inventory</u> .
Approver	Reviews and approves or rejects supply chain documents such as: - Shopping Carts, Low Value Acquisition Purchase Orders (POs) and Service Entry Sheets OR - RFxs (solicitation documents), POs and contracts OR - Letters of Assist (DFS, NY only) OR - MOU POs/Contracts (FBFD, DFS, NY only) In order to be assigned the specific approval authority above in Umoja, the user requires the appropriate delegation of authority.
Low Value Acquisitioner	Creates Purchase Orders under the Low Value Acquisition process for requirements not exceeding \$4,000 USD. Creates Service Entry Sheets in ECC for the receipt of LVA service.
Buyer	Processes Shopping Carts through RFxs (solicitations), POs and contracts, and submits for approval.
Buyer Supervisor	Manages groups of Buyers; performs workload redistribution; allocates Shopping Carts to Buyers.
Buyer LOA	Creates Purchase Orders for Letters of Assist (DFS, NY only).
MOU Purchaser	Creates Purchase Orders for goods and/or services under military MOUs (FBFD, DFS, New York only).

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Module 2: Related Umoja Courses

Module Introduction

The courses listed below are required pre-requisite that must be completed.

Course Pre-Requisites

Required Level 1 and Level 2 Courses

Level 1 (CBT):

- Umoja Overview
- Umoja Master Data & Coding Block Overview
- Umoja Funds Management Overview
- Umoja Material Master Data Overview
- Umoja Requisitioning Overview
- Umoja Real Estate Management Overview (if processing lease requirements)

Level 2 (CBT):

- Umoja ECC Navigation
- Umoja SRM Navigation
- Umoja BI Navigation

Required Level 3 Courses

Level 3 (ILT):

- Umoja Requisitioning

Level 3 (CBT)

- Umoja Service Receipt Process – Non HR
- Umoja Requisitioning and Approvals (Approver Enterprise Role Only)
- Umoja Low Value Acquisitioners (LVA Enterprise Role Only)

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Module 3: Key Terminology

Module Introduction

This module provides a listing of the key terminology used throughout the Requisitioning courses.

Key Terminology

Key Term	Responsibilities
Account Assignment	It is the funding information that is needed for all Shopping Carts/LVAs (includes applicable Funds and Funds Centers) before being submitted for approval.
Account Assignment Category	Identifies the type of funding for the procurement action (for example Cost Center, WBS, Internal Order) and appears in the Shopping Cart/LVA. This determines the type of account assignment data that is needed for an item.
Account Availability Check (AVC)	Refers to an automated check conducted before Shopping Carts are ordered to verify if the required funds are available. If funds are not available, the Shopping Cart cannot be submitted for approval.
Business Partner	It is any entity that is involved in a transaction, such as a vendor who sends an invoice. Vendors registered in UNGM are replicated in Umoja (Umoja ECC and SRM) as Business Partners. Business Partners can also be UN organizations, UN Staff Members and other parties.
Contract Catalog	It is a searchable database of goods and services that can be sourced from existing Systems and Local Contracts from which Requisitioners can add items to their Shopping Carts.
Cost Center	It is a cost object that represents a unit of the organization that collects costs and revenues for on-going operations or functions i.e. 10076 = Supply Section. This is derived (populated automatically) based on the information in the user's profile and can be amended as required.
ERP Central Component (ECC)	The main Umoja component comprising various modules.
Fund	In Umoja, it represents the foundation for tracking, controlling and reporting on available financial resources and is typically linked to an entity i.e. 10UNA = UNON, 20OLA = UNIFIL
Fund Center	It is an organizational unit within the FM module that controls a budget. It is automatically derived from the Cost Center.
Goods Receipt	It is a document generated to acknowledge the receipt of delivered goods.
Intangible Asset	An asset that is not physical in nature i.e. patents, trademarks and software.
Invoice	A vendor generated document that indicates the products/services, quantities and agreed prices for products/services delivered by the vendor.

Key Term	Responsibilities
International Public Sector Accounting Standards (IPSAS)	A set of accounting standards issued by the IPSAS Board for use by public sector entities around the world in the preparation of financial statements.
Low Value Acquisition (LVA)	It is a Purchase Order (PO) used for requirements not exceeding \$4,000 USD, issued without the direct involvement of Procurement. This replaces the current Short Form PO and Direct Expenditure processes.
Material Document	A system document generated for receipt of listed items (goods or services) in Umoja. The Goods Receipt and a Service Receipt processes both generate and post a Material Document which is used as a reference by many upstream and downstream activities in Umoja (e.g. invoice processing).
Material Master	Material Master records contain all the information about the materials that the UN procures, stores and ships (Product Categories, Product IDs, etc.). The integration of all information about a material into a single record eliminates redundancy and makes it possible to store material data for all relevant system components in a single, central database. It is used to populate Shopping Carts, identify the goods required and is used in many other Supply Chain and Finance processes.
Movement Type	A three-character field in the Umoja ECC system used to describe the type of material movement that needs to be performed. It is used for all types of goods movement in Umoja, such as receipts and reversals.
Product Category	It represents the general type of product or material and is part of the Material or Service Master Record. Product categories are a subset of United Nations Standard Products and Services Code (UNSPSC) classifications. A Product Category usually contains multiple Product IDs.
Product ID	It is the unique, specific ID number of a particular material or service that is a sub-set of a Product Category. This is identical to the Material or Service Number fields in ECC and is part of the Material or Service Master Record. The Product ID is not derived from the Product Category, but created by the UN during codification.
Purchase Order	A typically buyer-generated document that authorizes a purchase transaction. Any service line items on a PO will require a Service Entry Sheet to confirm receipt and enable invoice matching. Goods will require a Goods Receipt (also known as a Material Document).
RFx	It is a generic term for a Solicitation document. The 'x' signifies that the solicitation document could either be an RFQ, RFP or ITB.
Service Entry Sheet	Similar to a Goods Receipt in purpose, a system document generated to acknowledge receipt/delivery of services (also known as a Material Document in Umoja).
Service Master	It is equivalent to the Material Master, but is for all services procured by UN. Service Master records are also stored in the same central database as Material Master Records.

Key Term	Responsibilities
Shopping Cart	It is a term used in Umoja SRM for what is currently referred to as a Purchase Requisition.
SRM (Supplier Relationship Management)	It is a Web-based Umoja application/component used specifically for procurement and requisitioning activities.
UNSPSC (United Nations Standard Products and Services Code)	It is a UN system used by Umoja to classify products according to their category.
Work Overview	It is the screen in Umoja SRM that lists all the tasks that require action by the User such as approvals (Approver) or required revisions to Shopping Carts (Requisitioner).
Workflow	It refers to Shopping Carts, or other financial/procurement documents, being automatically routed to the appropriate person(s) for review and approval.

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Module 4: Requisitioning/Procurement Process Overview

Module Introduction

This module provides an review of the Requisitioning/Procurement process and key concepts.

Material and Service Masters

With the introduction of the integrated Material and Service Masters (Master Data), the Requisitioning process will be streamlined:

- Shopping Carts are created identifying the required goods and services by selecting the appropriate **Product Categories and linked Product IDs** maintained centrally in the Material/Service Masters
- The **Product Category** represents the general type of product/service and is part of the Material or Service Master Record. Product categories are a subset of United Nations Standard Products and Services Code (UNSPSC) classifications. A Product Category is usually linked to multiple Product IDs.
- The **Product ID** is the unique, specific ID number for a particular material or service that is a sub-set of a Product Category. The Product ID is not derived from the Product Category, but is created by the UN during codification.
- For example, the item selected is:
 - Product Category: 43211501 (Desktop Computer)
 - Product ID: 1500010454 (Computer All in One)
- Product IDs are critical as they are required to perform downstream processes such as inventory.
- Product Category/IDs also derive a great deal of information for the Requisitioner (i.e. G/L Account, budget commitment line, etc.) that is required in the Shopping Cart.

For more information refer to the **Umoja Material Master Data Overview** and **Umoja Master Data and Coding Block Overview CBT** courses.

Issuance from Stock vs. Procurement Action

Similar to the current business practice, a Requisitioner should always determine if the required material/goods are already available, locally, in their Plant's inventory/stock prior to commencing a procurement activity (i.e. raising a Shopping Cart, previously referred to as a Purchase Requisition).

In Umoja, the Requisitioner can run a Stock Availability Report (Stock Overview) in ECC (T-Code: ZLE_STCK_OVRVW) to verify the availability of a material at their Plant, on the required date. Additional policies and/or guidance maybe issued in this respect by the responsible authority.

If the material is available at their Plant, the Requisitioner can create a Reservation to request the issuance of the material from stock. Information on how to create Reservation is available in the Logistics Job Aids such as **How to Create, Certify and Approve Reservations for Inventory** found in iSeek and in the **Umoja Local Inventory Goods Movement CBT** course.

If local stock is not available, the Requisitioner can then raise a Shopping Cart to commence procurement action.

Budget Availability and Consumption

As a reminder, then the Shopping Cart Order button is clicked, Umoja performs an Account Availability Check (AVC) based on the Cost/Fund Center selected. The AVC is an automated check conducted before Shopping Carts are ordered to verify if the required funds are available. If funds are not available, the Shopping Cart cannot be submitted for approval.

As a Requisitioner, verifying funding prior to issuance of a Shopping Cart is useful. However, following the approval of a Shopping Cart it is critical that the **Requisitioner regularly monitor the consumption of funds** against the Shopping Cart and any resultant Purchase Order(s).

The timely conversion of Shopping Carts to Purchase Orders is important to meet operational needs and to ensure IPSAS compliance in terms of receipt. Shopping Carts that remain open in Procurement continue to pre-commit funds even if no further procurement action is required. Purchase Orders commit funds and therefore, should be monitored with particular consideration given to new IPSAS requirements and operational needs.

The following are helpful ECC T-Code Monitoring Tools:

1. T-Code: FMAVCR02 (ECC)

Overview:

- Standard Funds Management report which allows you to view available budget based on relevant criteria; e.g. Overall Fund level (and Fund Centre if required).

Useful for:

- Reviewing Budget Available at an overall Fund (and Fund Centre level if required).
- Monitoring Budget Consumption.

2. T-Code: FMRP_RFFMEP1AX (ECC)

Overview:

- Standard Funds Management report which allows you to view all FM postings (at a line item level) for a business transaction which has posted to FM.
- For Procurement activities, specifically useful for reviewing FM status of Shopping Carts and Purchase Orders.

Useful for:

- Reviewing Shopping Carts which are still consuming funding (i.e. have not been processed into approved Purchase Orders).
- Reviewing Purchase Orders which are still consuming funding (i.e. have not been fully received/closed). This is specifically useful for monitoring prior period carry forward obligations which are due to expire.

3. T-Code: ME2N (ME2L and ME2K)

Overview:

- Used to display a number of Purchase Orders (PO) in one report. Similarly T-Code ME2L which views POs by Vendor and ME2K which views POs by Account Assignment may be very useful.

Useful for:

- Reviewing and analyzing the status of each PO document.



Note:

Refer to the **Job Aid** found on iSeek **ME2N – Display of Purchasing Documents** for full instructions and details.

For full instructions and details on the use of these T-Codes refer to the **Job Aid found on iSeek Procurement Indicators Health Check**.

Process Overviews

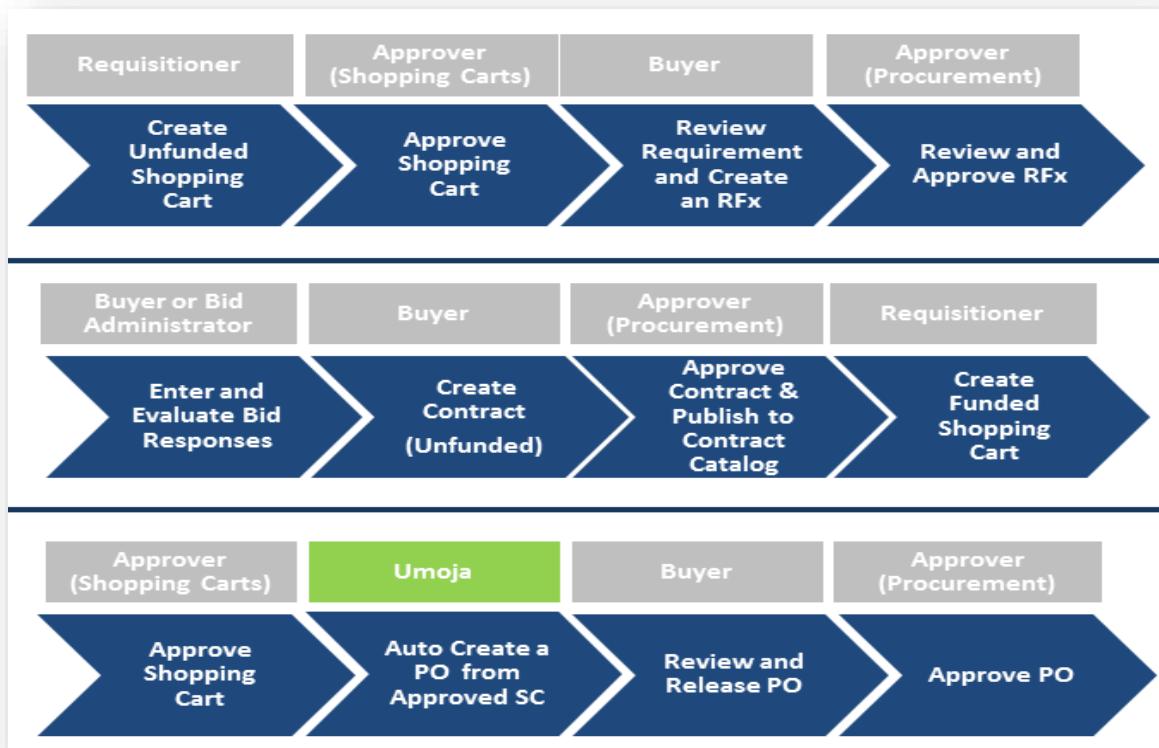
One-Time Buy



1. A funded Shopping Cart (previously referred to as a Requisition) is created identifying the required goods and services by selecting the appropriate Product Category for the item(s) and the related Product ID (typically linked) that are maintained in the Material and Service Masters.
2. The Shopping Cart is sent for approval (SA Approver role), and once approved, it is forwarded to the Buyer.
3. The Buyer creates an RFx (solicitation) and sends it for approval (SA Approver role).
4. Offers are evaluated, a Purchase Order is created by the Buyer, sent for approval (SA Approver role) and issued.

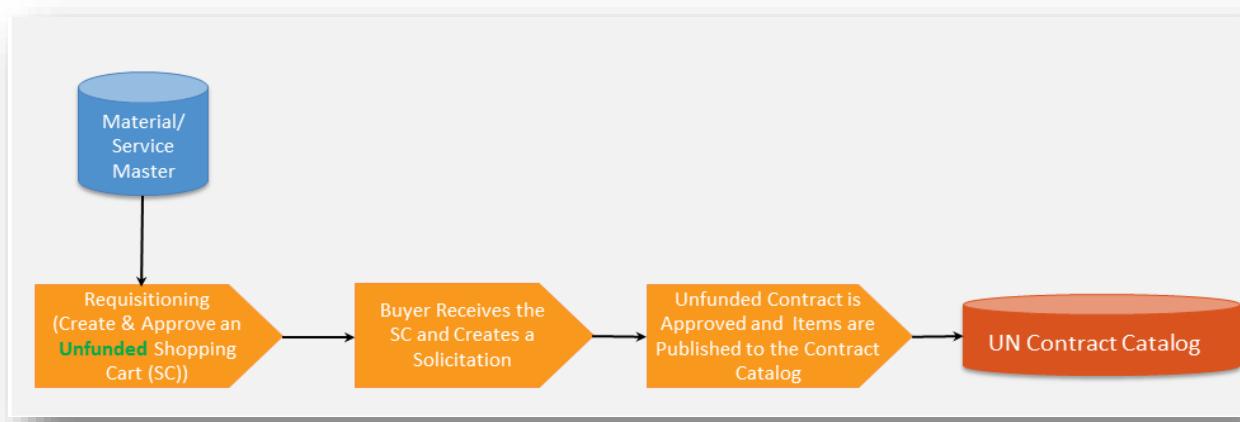
Reoccurring Requirement: No Existing Contract

This involves a two-step process: an Unfunded Contract is solicited and awarded/published (Contract Catalog items); and then Funded Shopping Carts are created 'as and when required' to procure goods/services or to fund contracts.



Step-by-Step Instructions

1. Create an **Unfunded Shopping Cart** to Result in an Unfunded Contract/Contract Catalog

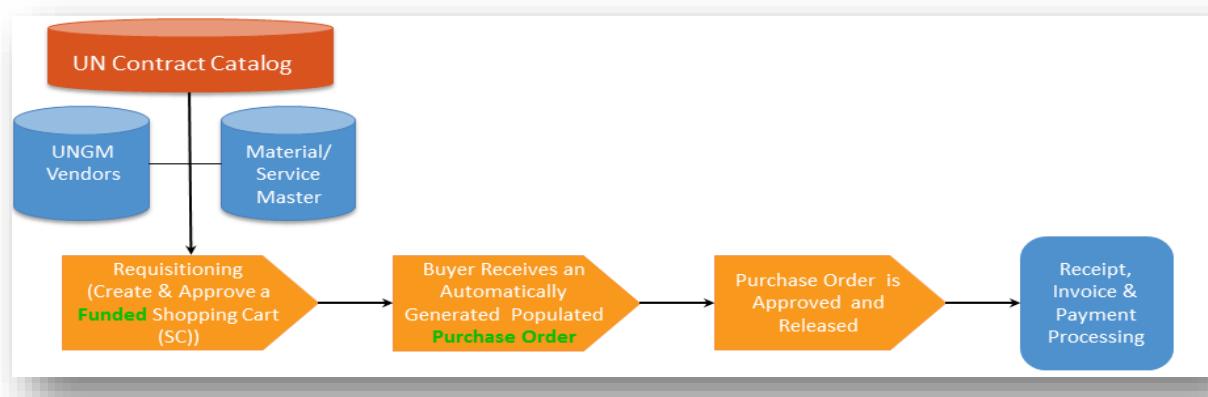


- The Requisitioner creates an Unfunded Shopping Cart with an estimated 'Not to Exceed' value based on the lifetime of the requirement, that is then sent for approval (SA Approver role)
- The Buyer solicits and evaluates offers and an unfunded contract is approved: SA Approver role i.e. Systems Contract, Local Contract (multiple fiscal period etc.)
- Upon approval, the items are 'published' to the Contract Catalog at the line item level based including the contractual terms such as pricing, Incoterm(s), delivery period etc.

**Note:**

An Unfunded Shopping Cart can result only in an Unfunded Contract. This is published to the Contract Catalog on an line item basis (i.e. Systems Contracts, multiple fiscal period).

2. Create a **Funded Shopping Cart** Selecting Contract Catalog Item(s) Resulting in a Purchase Order:



- The Requisitioner creates a Funded Shopping Cart selecting items from the Contract Catalog to procure goods/services (includes price, Incoterm etc.) or to add funding to a multiple fiscal period contract.
- Upon the approval of the Shopping Cart (SA Approver role) the Buyer receives a **populated Purchase Order** (item data is automatically transferred between documents).
- The Buyer reviews the Purchase Order, submits it for Approval (SA Approver role) and it is released following approval.

Summary



With the introduction of the UN Contract Catalog and integrated Master Data, the Requisitioning process will be more streamlined:

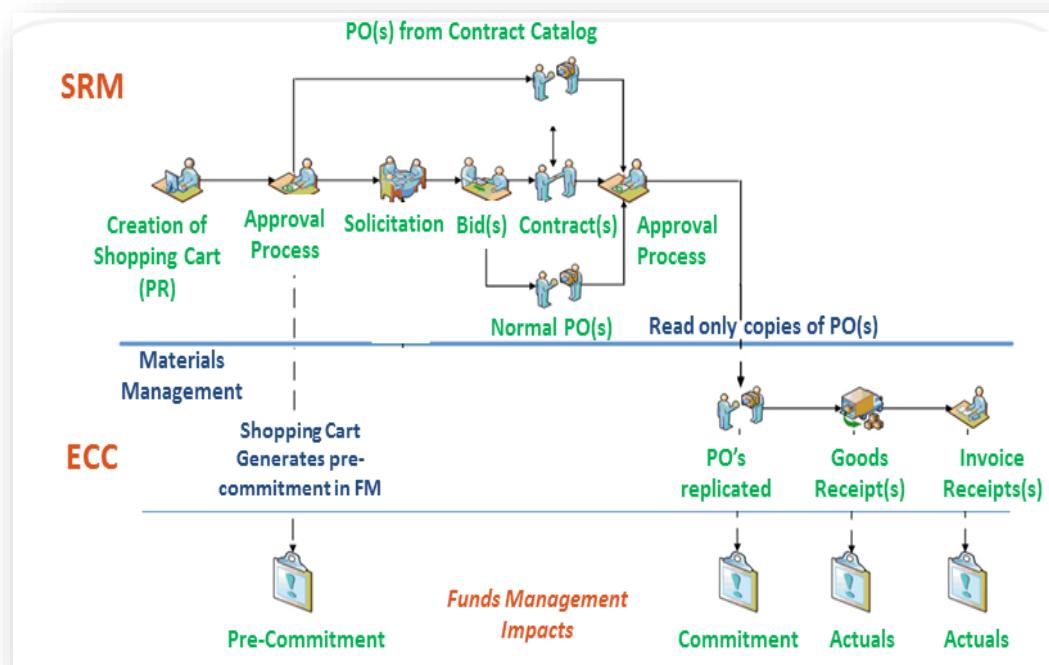
- For re-occurring requirements (Systems Contracts, multiple fiscal period contracts etc.), items can be solicited and published to the Contract Catalog (includes price, Incoterms if applicable etc.).
- **Contract Catalog items** are added to the Shopping Carts and upon approval (SA Approver), Umoja **generates a populated Purchase Order** (Product Category, ID, item, price etc.) that is forwarded to the Buyer for review, approval (SA Approver) and release.
- For **items that are not Contract Catalog items**, Material and Service Masters Data allows Requisitioners to add goods/services to **Shopping Carts for solicitation**.
- Upon approval, a Shopping Cart is forwarded to the Buyer for solicitation.



Note:

Workflow in SRM will automatically route Shopping Carts, Solicitations and Purchase Orders to Buyers/Approvers based on configuration done in Umoja. The Workflow and authorities in Umoja is based upon delegations of authority and is configured in a manner so that the documents will be routed only to the authorized user(s) for approval. For example, Shopping Carts are routed only to those Approvers who have the appropriate Certifying Officer delegation and Solicitations, Purchase Orders/Contracts only to those with the required delegation of procurement authority.

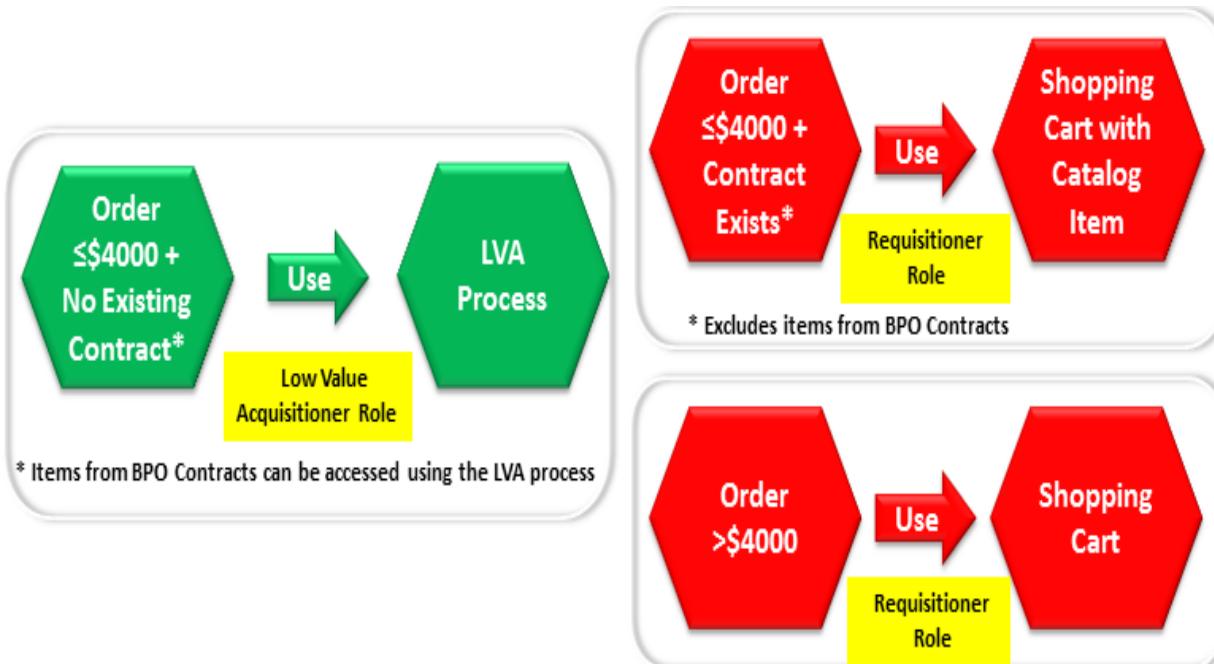
End to End Process in Umoja (ECC and SRM) and the Funds Impact



- **SRM** (Supplier Relationship Management): a web-based application to carry out all Procurement functions in Umoja
- **ECC** (ERP Central Component) - primary application used to carry out all other functions in Umoja.
- Requisitioners will almost always be working in SRM - except for the Service Receipt Process for Services which is a transaction completed using Service Entry Sheets in Umoja ECC.
- The approved Shopping Cart (SRM) creates a Pre-commitment in ECC and the approved Purchase Order (SRM) creates a Commitment in ECC.

Low Value Acquisitions

The scenario in green below is for action by the Low Value Acquisitioner Role. The red scenarios are for action by the Requisitioner or Requisitioner – Direct Procurement Roles only.



- The Low Value Acquisition (LVA) process is used for requirements that do **not exceed \$4,000 USD** and are not created using contract catalog items (these are items that are linked to an existing contract - Systems or Local). Note the exception is if the item is a contract catalog item from an existing Blanket Purchase Order (more to follow on this).
- The **Low Value Acquisitioner Enterprise Role** is required to undertake the LVA process in Umoja.
- An approved LVA is a Purchase Order for goods or services and replaces the Short Form purchase order and Direct Expenditures. The above illustrates the process to be used when ordering based on the requirement's estimated value and existing contract status.
- The LVA Role may be assigned to Requisitioners, but not all users with the LVA Role will have the Requisitioning Role i.e. such as Low Value Acquisitioners in departments/offices not undertaking other requisitioning.

- The detailed steps for creating an LVA are covered in the **Umoja Low Value Acquisitions CBT** course.

Steps in Creating a Shopping Cart

Once the need to procure goods/services is established and prior to creating the Shopping Cart, the Requisitioner/Requisitioner – Direct Procurement should determine the total requirements (consolidated procurement) for the goods or services and the estimated total life-time value of the requirement i.e. one-time buy or a multiple fiscal period contract or Systems Contract (value estimated over the proposed lifetime).

Umoja does not change the requirements to follow the UN Rules, Regulations and guidelines as it relates to Requisitioning/Procurement. Umoja is only an advanced system and tool to streamline and facilitate our work.

Process Overview

The steps to create and approve a Shopping Cart are as follows:



Each of these steps will be described in detail in the next module.

* * * * *

Module 5: Create a Shopping Cart (Add Items to a Shopping Cart)

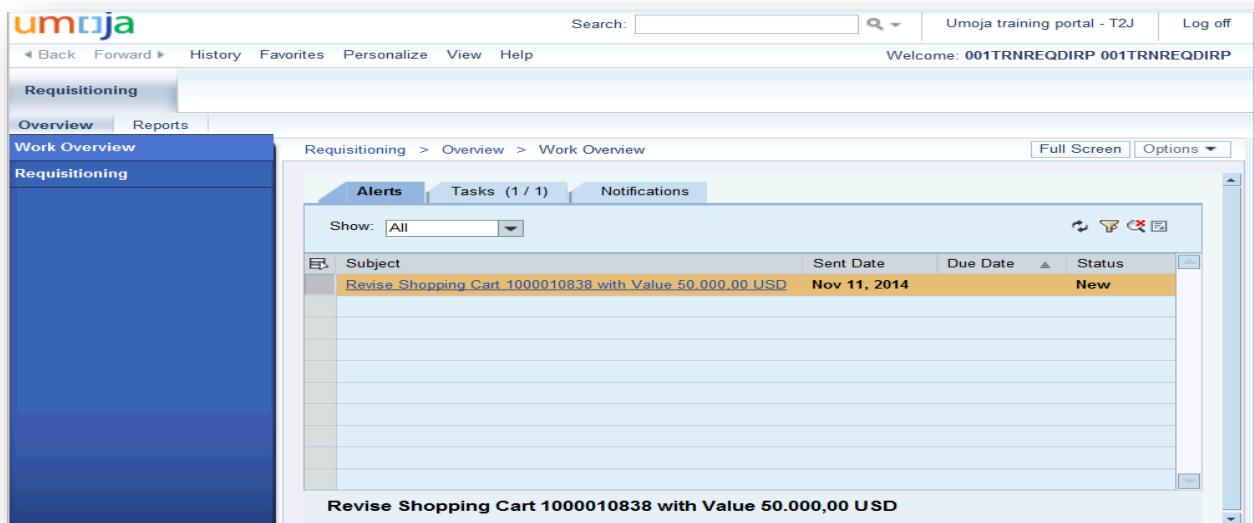


Contract Catalog Items

Step-by-Step Instructions

1. Log into SRM (Requisitioner or Requisitioner – Direct Procurement Enterprise Roles).

Requisitioning Home Screen:



Note:

- Explore the main areas of the home screen (refer to the **SRM Navigation CBT course**):
 - Alert, Tasks, Notification Tabs advise pending actions
 - Left Hand Navigation Area provides optional actions
 - History - SRM history of functions/transactions
 - Favorites - add a work function as a Favorite (that is Requisitioning)
 - View – full screen
 - Reports - basic reporting from SRM (more to follow on Reports)

- Recall, as required, use T-Code *FMAVCR02 (ECC)* to verify the budget availability prior to creating a Shopping Cart. Tools (refer to the **Procurement Indicators Health Check Job Aid** found on iSeek for full instructions and details).
- **Reminder:** When the Shopping Cart is ordered, Umoja will conduct an automatic Account Availability Check (AVC) based on the Cost/Fund Center selected to verify if the required funds are available. If funds are not available, the Shopping Cart cannot be submitted for approval.

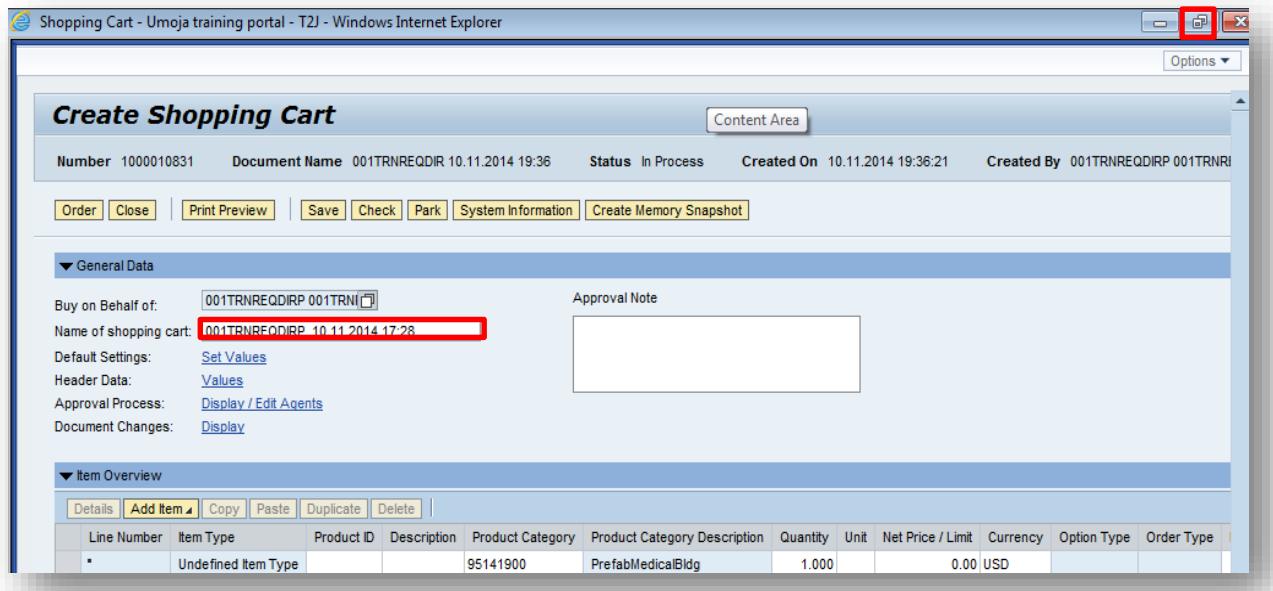
The screenshot shows the Umoja Requisitioning interface. On the left, there is a blue navigation bar with tabs for Overview and Reports. Under Work Overview, the Requisitioning tab is selected and highlighted with a red box. Under Create Documents, the Shopping Cart option is also highlighted with a red box. The main content area displays the 'Requisitioning > Overview > Requisitioning' page. It features a section titled 'Active Queries' with links for Shopping Carts (All 3), Saved (0), Awaiting Approval (0), and Team Carts (0). Below this is a table titled 'Shopping Carts - All' with a 'Create Shopping Cart' button highlighted with a red box. The table lists three items: X-rays Items (Shopping Cart Number 1000010854, Status Awaiting Approval, Item Number 1, Item Name Viewer:X-Ray, Quantity 11), X-rays Items (Shopping Cart Number 1000010854, Status Awaiting Approval, Item Number 2, Item Name Generator:X-Ray, Quantity 1), and X-ray Table (Shopping Cart Number 1000010838, Status In your Inbox, Item Number 1, Item Name Table:X-Ray, Quantity 100).

2. Click **Requisitioning** in the blue Navigation Bar on the left (if you have more than one tab visible at the top of the page click **Requisitioning** to access the screen above).
3. Under Create Documents on the left hand menu click **Shopping Cart** or click **Create Shopping Cart** in the center of the screen to open the Create Shopping Cart screen



Note:

- The **Requisitioning Overview** page is displayed where all of your previous Shopping Carts at the line item level are displayed with their current status. Team Carts can also be viewed in this area and searches can be made based on predefined filters, more to follow on this later in the User Guide.
- Click **Shopping Cart Number** to have the Shopping Cart Number appear only once in this column. Although the line items will still appear on individual rows, it may make it easier to quickly identify Shopping Carts.

Create Shopping Cart Screen:

4. Click  in the upper right hand corner to expand the window.
5. Click in the **Name of Shopping Cart** field.
6. Revise the name of the Shopping Cart so that you can easily identify it later based on the commodity, user name etc. Note some offices may choose to use a naming convention. Note Umoja will allow you to use the same name for multiple Shopping Carts so please carefully verify the name before ordering.

**Note:**

Review the major components of screen as covered in the **Requisitioning Overview CBT course**:

- Shopping Cart details at top of page (number, name, status (In Process, Saved, Awaiting Approval, Approved etc.)
- Buttons – only the buttons to the left the Park button are in use (Check button is used to check the Shopping Cart to ensure there are no errors prior to ordering)
- It is highly recommended to periodically press the Save button when adding items/working on the Shopping Cart. This will ensure that the data is saved in the event of being timed out of the system or in the event of any unexpected issue. Once the cart is Saved the Edit button in the upper left corner must be clicked to continue working on the Shopping Cart.
- Under **General Data**:
 - **Buy on Behalf** - not currently in use
 - **Default Settings** - allows defining pre-set criteria for things like Account assignment, Funds etc. Useful for adding many items to a Shopping Cart.

- **Header Data** - not currently in use
- **Approval Process** – to view the Approver(s) of the Shopping Cart and to add an ad-hoc approver (more details to follow)
- **Document Changes** – audit trail of the changes made to the Shopping Cart with what changed, who changed it and when (date/time). After approval, also view the commitment documents and accounting documents created in the ECC backend (under Related Documents tab).
- **Create Memory Snapshot** – not currently in use.
- **Item Overview Section** (lower section of the screen) – lists the items in your Shopping Cart. Scroll right to view all columns and the total value of the Shopping Cart is shown at the bottom far right.

The screenshot shows the 'Create Shopping Cart' interface. At the top, there's a header with fields for Number (1000010831), Document Name (001TRNREQDIR 10.11.2014 19:36), Status (In Process), Created On (10.11.2014 19:36:21), and Created By (001TRNREQDIRP). Below the header are several buttons: Order, Close, Print Preview, Save, Check, Park, System Information, and Create Memory Snapshot. The main area has a 'General Data' section with fields for Buy on Behalf of (001TRNREQDIRP 001TRNI), Approval Note, Name of shopping cart (X-ray Table), Default Settings (Set Values), Header Data (Values), Approval Process (Display / Edit Agents), and Document Changes (Display). Below this is an 'Item Overview' section with a table. The table has columns: Line N, With Free Description, ID, Description, Product Category, Product Category Description, Quantity, Unit, Net Price / Limit, Currency, Option Type, and Order. There are six rows in the table, each corresponding to a method of adding items: Internal Goods/Services, Limit Item, Old Shopping Carts and Templates, As Service Order, As Service Request, and UNIFIL Contract Catalog. The 'Add Item' button in the 'With Free Description' column is highlighted with a red box.

7. Click **Add Item** to view the drop-down menu with the options to add items to the Shopping Cart.

**Note:**

- Recall the 3 methods to add items to the Shopping Cart: Internal Goods/Services; Old Shopping Carts/ Shopping Cart Templates; and Contract Catalog items. Contract Catalog is the preferred method whenever possible.
- Contract Catalog items are those goods/services on Systems Contracts and Local Contracts. This is always the preferred method to add items to the Shopping Cart. Once the Shopping cart is approved, the items will go directly to a Purchase Order that is forwarded to Procurement for review and approval. Items not on the Contract Catalog will result in a Shopping Cart that typically requires solicitation.

- Limit Item, As Service Order and As Service Request are not in use. With Free Description is used in limited situations and more on this to follow under Product Category Contracts.

8. Click **UNIFIL Contract Catalog**. Once deployed, the name of your office name will typically appear in place of 'UNIFIL'. The Contract Catalog will include those Procurement Division Contract Catalog items that are accessible by your office.

9. Click in the **Keyword field** at the top of the Procurement Catalog (Contract Catalog) page to conduct a search for the required good or service by description. Type a Keyword(s) to describe the required good/service that will be used to conduct a search.



Note:

- There are various methods to conduct a search such as by category or supplier or other search criteria found at the top of the page. The fields displayed below the top line (Incoterm Key etc.) are called the Advanced Search fields. To hide/unhide all but the top line of the search fields click **Advanced Search** at the top of the page.
- Conducting a 'Wildcard' search, by placing asterisks (*) on either side of the word, will list all matches containing the word anywhere in the description.
- Select a word that will narrow the results. For example, for an x-ray table search for the word 'x-ray' vs. 'table'. Also don't be too specific as this may not yield any results.
- The Contract Reference Number is the Procurement Division/Procurement Office's contract number. The Contract ID is the Umoja generated contract number.

10. Click **Search** beside the Keyword field where you have entered the word.

The screenshot shows the Umoja Procurement Catalog interface. In the search bar, 'x-ray*' is entered in the 'Keyword:' field. The results table displays 7 items found, showing details like supplier name, product description, and price. A red box highlights the right-pointing scroll arrow at the bottom right of the results table.

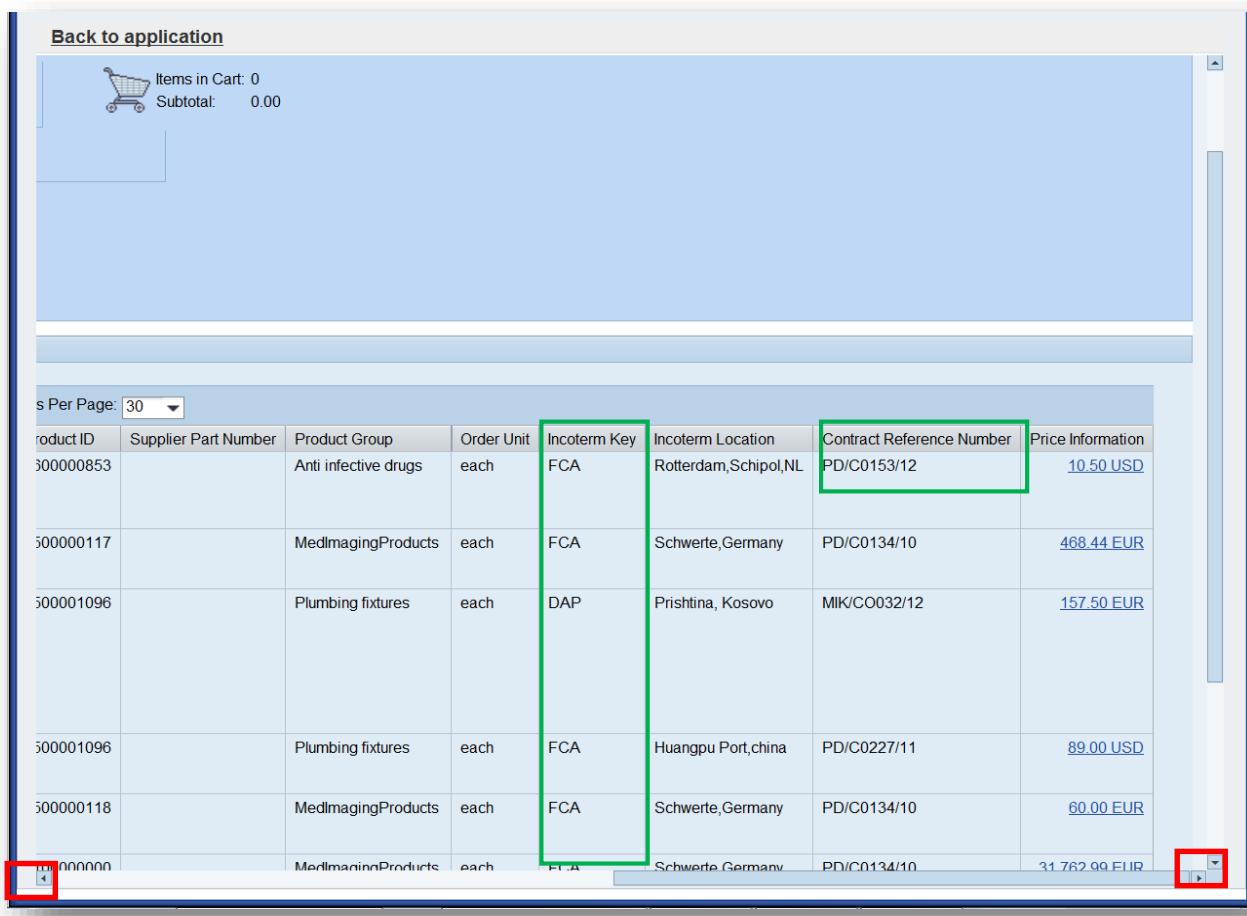
Select	Quantity	Action	Supplier	Short Description	Long Description	Product ID	Supplier Part Number	Product Category
<input type="checkbox"/>	1		Imres BV	Chlorhexidine Spray 0.2% Mint	chlorhexidine di-gluconate 0.2 % spray, mint flavour, 60 ml	1600000853		Anti i
<input type="checkbox"/>	1		Fleischhacker GmbH & Co. KG	Table X-Ray	X-ray table	1500000117		Medi
<input type="checkbox"/>	1		N.P.T. "METAL PROJEKT"	Tray Shwr	SHOWER TRAYS - LENGTH = 60CM, WIDTH = 60CM, DEPTH = 10CM MADE OF FIBRE GLASS - ACRYL	1500001096		Plum
<input type="checkbox"/>	1		Caravan Engineered Structures, Inc.	Tray Shwr	Shower tray	1500001096		Plum
<input type="checkbox"/>	1		Fleischhacker GmbH & Co. KG	Viewer X-Ray	X-ray View box	1500000118		Medi
<input type="checkbox"/>	1		Fleischhacker GmbH & Co. KG	X-Ray Mach Mob	X-ray machine, with developer	2100000000		Medi

11. Click the icon at the bottom right hand side of the page to scroll to the right to view more information about the Contract Catalog items resulting from the Keyword search.

Note:

The results are shown in the table with information about the Contract Catalog item including the Supplier Name, descriptions, Product ID Number, Incoterm, price, contract number etc. Recall that these are goods/services on existing contracts such as systems contracts, multiple fiscal period etc. and are listed at the line item level.

12. Review the information, scrolling up and down using the arrow on the lower left hand corner and move to the next pages as required. Click the  icon to scroll back when done.



s Per Page:	30	Product ID	Supplier Part Number	Product Group	Order Unit	Incoterm Key	Incoterm Location	Contract Reference Number	Price Information
500000853		Anti infective drugs	each	FCA	Rotterdam,Schipol,NL	PD/C0153/12	10.50 USD		
500000117		MedImagingProducts	each	FCA	Schwerle,Germany	PD/C0134/10	468.44 EUR		
500001096		Plumbing fixtures	each	DAP	Prishtina, Kosovo	MIK/CO032/12	157.50 EUR		
500001096		Plumbing fixtures	each	FCA	Huangpu Port,china	PD/C0227/11	89.00 USD		
500000118		MedImagingProducts	each	FCA	Schwerle,Germany	PD/C0134/10	60.00 EUR		
500000000		MedImagingProducts	each	FCA	Schwerle,Germany	PD/C0134/10	31.762.99 EUR		

**Note:**

- Contract Catalog Items are listed at the line item level from the published Contract. A line item from a Contract can be listed more than once if there is more than 1 Incoterm available for that item under the Contract.
- For items with Incoterms requiring freight forwarding i.e. EXW, FCA etc., the Requisitioner must add a freight line (i.e. estimated at for example 15% of the price). If not done, the system prompts and requires the Requisitioner to add one prior to submitting the Shopping Cart for approval. More on adding freight lines will follow under adding items from Internal Goods/Services – Freight Line.
- If unsure which Incoterm to select, contact the Procurement Office to discuss as they ultimately determine the most appropriate Incoterm.
- Note the Contract Reference Number is the Procurement Division or Local contract.

Back to application

Procurement Catalog

Search Criteria Shopping Lists

Keyword: "x-ray" Search Advanced Search Browse By: Category Supplier

Incoterm Key: All Plant: All

Product Group: Contains Long Description: Contains

Incoterm Location: Contains Contract Reference Number: Contains

Contract Price: Equals Amount:

Contract ID:

Items in Cart: 0 Subtotal: 0.00

Refine Search

Search Keyword: Search

Category

- [All] ✓
- Anti infective drugs
- Dental equipment and supplies
- Medical diagnostic imaging and nuclear medicine
- Plumbing fixtures

Supplier

- [All] ✓
- Caravan Engineered Structures, Inc.
- Fleischhacker GmbH & Co. KG
- Imres BV
- N.P.T. "METAL PROJEKT"

Found 7 item(s) of 113818 and showing 1 to 7

Select	Quantity	Action	Supplier	Short Description	Long Description	Product ID	Supplier Part Number	Pr
<input type="checkbox"/>	1		Imres BV	Chlorhexidine Spray 0.2% Mint	chlorhexidine di-gluconate 0.2 % spray, mint flavour, 60 ml	1600000853		Ar
<input type="checkbox"/>	1		Fleischhacker GmbH & Co. KG	Table X-Ray	X-ray table	1500000117		M
<input type="checkbox"/>	1		N.P.T. "METAL PROJEKT"	Tray_Shwr	SHOWER TRAYS - LENGTH = 60CM, WIDTH = 60CM, DEPTH = 10CM MADE OF FIBRE GLASS - ACRYL	1500001096		Pl
<input type="checkbox"/>	1		Caravan Engineered Structures, Inc.	Tray_Shwr	Shower tray	1500001096		Pl
<input type="checkbox"/>	1		Fleischhacker GmbH & Co. KG	Viewer X-Ray	X-ray view box	1500000118		M
<input type="checkbox"/>	1		Fleischhacker GmbH & Co. KG	X-Ray Mach_Mob	X-ray machine, with developer	2100000000		M

13. Click the **highlighted hyperlink of the item name** (i.e. Table X-ray) in the Short Description column to view more information about the Contract Catalog item.



Note:

- Shopping Lists** – allows a user to add items from previously saved Shopping Lists (more to follow on Contract Catalog Shopping Lists).
- Supplier/Category fields** – filters the search further by selecting a Supplier or Category (click in the box by the Supplier or Category and the results will filter automatically).
- Narrow your search by using the entering additional search criteria at the top of the page and click **Search** at the top of the page. Note:
 - Contract Reference Number is the Procurement Division/Local Contract number
 - Contract ID is the Umoja assigned contract number
- Compare - select more than one item and click **Compare** to view the items' characteristics side by side.

14. Click **Back to Search** to return to the Procurement Catalog screen.

The screenshot shows the 'Item View' screen for a procurement catalog item. At the top, there are buttons for 'Back to Search', 'Previous Item', and 'Next Item'. Below that, it says 'Item 1 of 7:'. The product details are listed as follows:

Supplier:	Fleischhacker GmbH & Co. KG
Short Description:	Table:X-Ray

Below the supplier information, it says 'Price information : 468.44 EUR:'. There is a quantity input field set to '1', and buttons for 'Add to Cart' and 'Add to Shopping List'.

The 'Details' tab is selected, showing the following product information:

Long Description ::	X-ray table
Product ID ::	1500000117
Product Group ::	MedImagingProducts
Order Unit ::	each
Incoterm Key ::	FCA
Incoterm Location ::	Schwerin,Germany
Contract Reference Number ::	PD/C0134/10

Under 'Price Information ::', there is a table:

Quantity	Reference	Price Information	Lower bound	Price Base Quantity	Action
1	4700000198/174	468.44 EUR	1	1 each	

At the bottom, there are buttons for 'Back to Search', 'Previous Item', and 'Next Item'.

Note:

- The Contract Reference Number is included. Request additional information from the Buyer or for Procurement Division contracts refer to this link to obtain contract information:
<http://extranet.unsystem.org/pd/contracts.htm>
- The Reference number under Price Information at the bottom of the page is the Umoja assigned reference number.
- If you see two prices and a number under "Lower Bound" – it indicates that a pricing condition on the contract exists for volume discounts (the second number under lower bound indicates the threshold quantity for the discount).

15. Click in the icon in the Select column to choose the required Contract Catalog item(s). Multiple selections can be made; however, it is typically advisable to create one Shopping Cart per Supplier in order to facilitate downstream processes such as freight etc. Enter the quantity under the Quantity column. Note there will be various other opportunities to enter/amend the quantity during the Create Shopping Cart process.

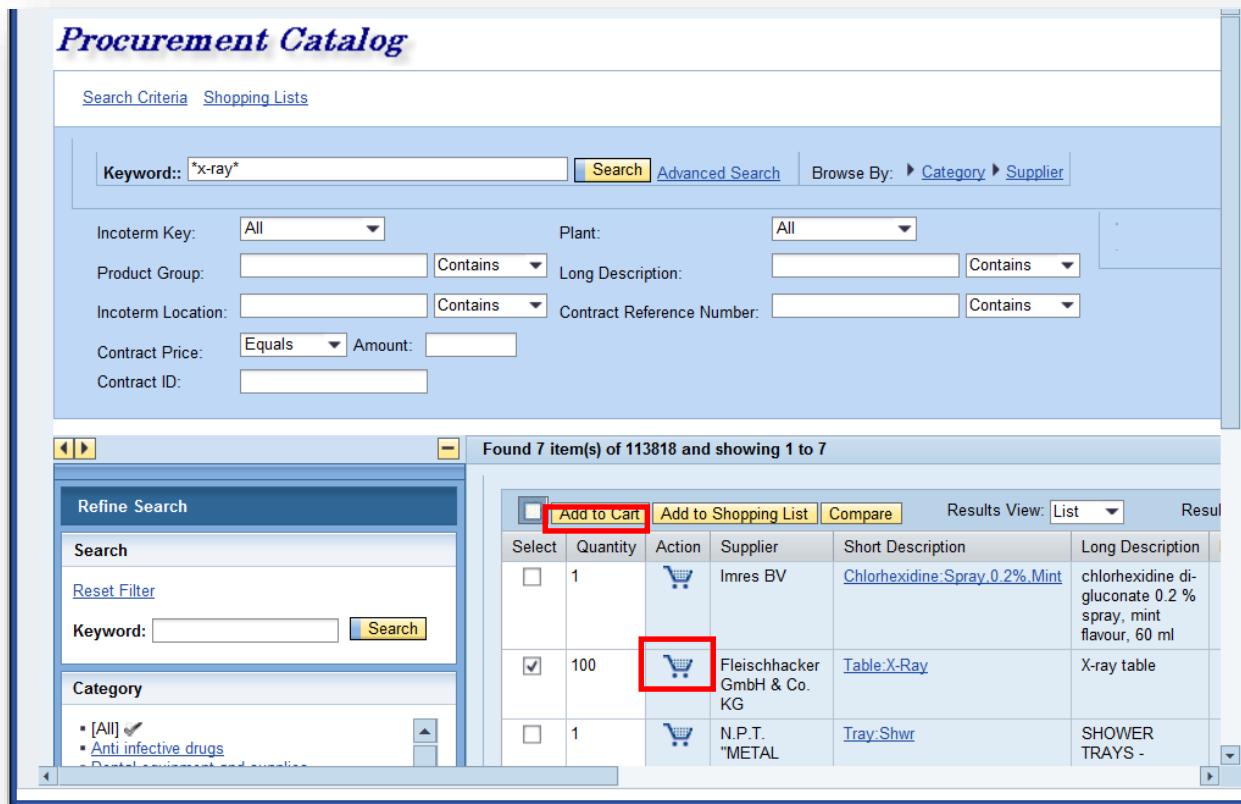
The screenshot shows the 'Procurement Catalog' search interface. The search term 'x-ray' is entered in the Keyword field. The results table displays 7 items, with the first item selected (indicated by a checked 'Select' checkbox) and its quantity set to 1. A red box highlights the 'Select' checkbox for the first item. The table includes columns for Select, Quantity, Action, Supplier, Short Description, and Long Description.

Select	Quantity	Action	Supplier	Short Description	Long Description
<input type="checkbox"/>	1		Imres BV	Chlorhexidine Spray 0.2% Mint	chlorhexidine di-gluconate 0.2 % spray, mint flavour, 60 ml
<input checked="" type="checkbox"/>	1		Fleischhacker GmbH & Co. KG	Table X-Ray	X-ray table
<input type="checkbox"/>	1		N.P.T. "METAL"	Tray Shwr	SHOWER TRAYS -

Note:

To return to the Create Shopping Cart screen at any time while in the Procurement Catalog screen without adding items, click **Back to Application** in the upper left corner.

16. Click **Add to Cart** to add the item to the Cart, or click the  icon to add the items to the Cart.



The screenshot shows the Umoja Requisitioning Procurement Catalog. At the top, there is a search bar with the keyword "x-ray". Below the search bar are various filters: Incoterm Key (All), Product Group (Contains), Incoterm Location (Contains), Contract Price (Equals), and Contract ID. The main area displays a grid of search results with 7 items found. The columns include Select, Quantity, Action, Supplier, Short Description, and Long Description. The "Action" column contains icons for "Add to Cart" (highlighted with a red box) and "Add to Shopping List". The first item in the list has a checked "Select" box and a quantity of 1. The second item has a checked "Select" box and a quantity of 100, with its "Action" icon also highlighted with a red box. The third item has an unchecked "Select" box and a quantity of 1.

Select	Quantity	Action	Supplier	Short Description	Long Description
<input type="checkbox"/>	1		Imres BV	Chlorhexidine Spray 0.2% Mint	chlorhexidine di-gluconate 0.2 % spray, mint flavour, 60 ml
<input checked="" type="checkbox"/>	100		Fleischhacker GmbH & Co. KG	Table X-Ray	X-ray table
<input type="checkbox"/>	1		N.P.T. "METAL"	Tray Shwr	SHOWER TRAYS -

17. Click **View Cart** If you would like to view the item(s) in your Cart before checking out, or click **Check Out** to add item(s) and return to the Create Shopping Cart screen without reviewing the items.

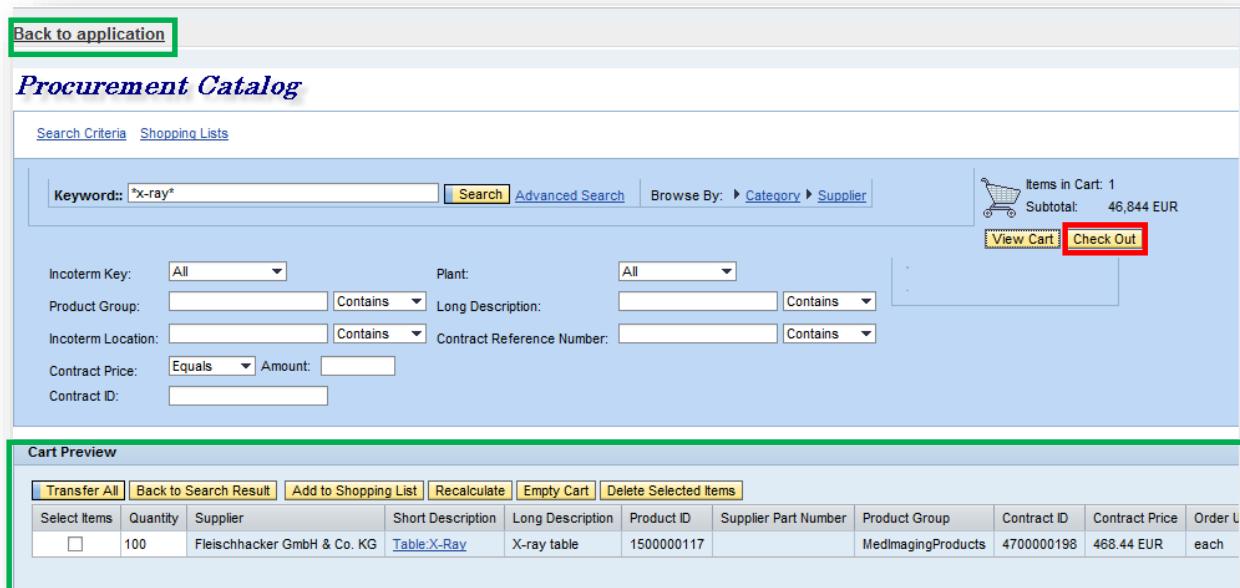
The screenshot shows the Umoja Requisitioning Procurement Catalog. At the top, there is a search bar with 'Keyword: *x-ray*' and buttons for 'Search' and 'Advanced Search'. To the right of the search bar is a shopping cart icon with the text 'Items in Cart: 1 Subtotal: 46,844 EUR'. Below the search bar are several filter options: 'Incoterm Key: All', 'Plant: All', 'Product Group: Contains', 'Long Description: Contains', 'Incoterm Location: Contains', 'Contract Reference Number: Contains', 'Contract Price: Equals', 'Amount: [text input]', and 'Contract ID: [text input]'. A green box highlights the shopping cart icon and its text. Below these filters is a search result summary: 'Found 7 item(s) of 113818 and showing 1 to 7'. On the left, there is a 'Refine Search' sidebar with a 'Search' section containing a 'Reset Filter' button and a 'Keyword: [text input]' field with a 'Search' button. The main results table has columns: Select, Quantity, Action, Supplier, Short Description, Long Description, Product ID, and Supplier Part Number. Two rows of results are visible:

Select	Quantity	Action	Supplier	Short Description	Long Description	Product ID	Supplier Part Number
<input type="checkbox"/>	1		Imres BV	Chlorhexidine:Spray,0.2%,Mint	chlorhexidine di-gluconate 0.2 % spray, mint flavour, 60 ml	1600000853	
<input type="checkbox"/>	100		Fleischhacker	Table:X-Ray	X-ray table	1500000117	

Note:

The number of items in the Cart and the total dollar value is displayed in the upper right hand corner.

18. Review the information under the **Cart Preview** section. If desired, amend the quantity or delete any unrequired items and click **Check Out** to add the item(s) and return to the Create Shopping Cart home page.



The screenshot shows the Umoja Requisitioning Procurement Catalog interface. At the top, there is a search bar with 'Keyword: *x-ray*' and a 'Search' button. Below the search bar are various filters: Incoterm Key (All), Plant (All), Product Group, Long Description, Incoterm Location, Contract Reference Number, Contract Price (Equals), and Contract ID. To the right, a shopping cart icon shows 'Items in Cart: 1' and 'Subtotal: 46,844 EUR'. Below the filters is a red box around the 'Check Out' button. The main area is titled 'Cart Preview' and contains a table with one item:

Select Items	Quantity	Supplier	Short Description	Long Description	Product ID	Supplier Part Number	Product Group	Contract ID	Contract Price	Order U
<input type="checkbox"/>	100	Fleischhacker GmbH & Co. KG	Table:X-Ray	X-ray table	1500000117		MedImagingProducts	4700000198	468.44 EUR	each

 **Note:**

- If a proposed Shopping Cart with Procurement Division Contract Catalog items will increase the cumulative value expended against that Contract to 75% or more, Procurement Division will be required to approve any resultant Purchase Order. The Purchase Order will be routed to a Procurement Division Buyer by Umoja for approval after the approval of the SA Approver (Contracting Authority in Umoja). Note this applies only to Procurement Division's Systems Contracts and not Local Systems Contracts.
- At any time, **Back to Application** in the upper left corner to revert to the Create Shopping Cart home page.

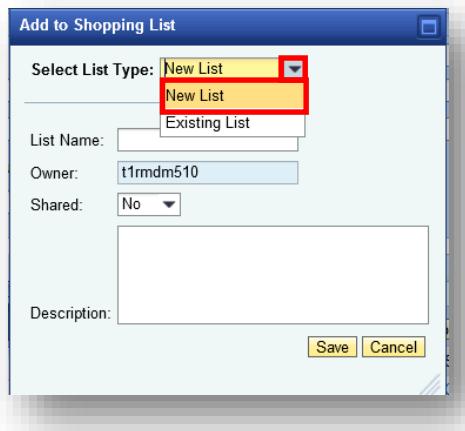
Create Shopping Lists and Add Items from Shopping Lists

Step-by-Step Instructions

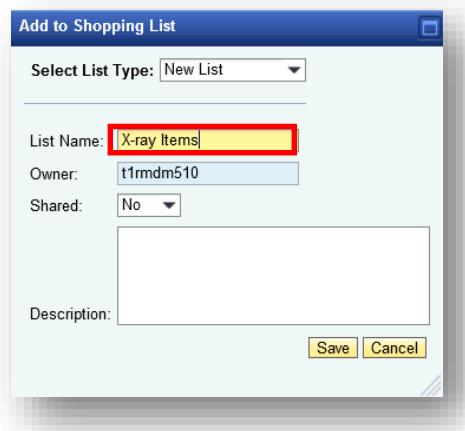
1. To create a Shopping List of commonly ordered Contract Catalog items, click in the icon to the left of the required items to select while in the Procurement Catalog screen.
2. Click **Add to Shopping List** when finished selecting items.

The screenshot shows the Umoja Procurement Catalog screen. At the top, there is a search bar with 'Keyword: "x-ray"' and a search button. Below the search bar are various filters: Incoterm Key (All), Plant (All), Product Group (Contains), Long Description (Contains), Incoterm Location (Contains), Contract Reference Number (Contains), Contract Price (Equals), and Contract ID. On the right side, there is a shopping cart icon with 'Items in Cart: 0' and 'Subtotal: 0.00'. The main area displays a grid of products found by the search query. The grid has columns for Select, Quantity, Action, Supplier, Short Description, Long Description, Product ID, and Supplier Part Number. The first two rows in the grid have their 'Select' checkboxes checked and are highlighted with red boxes. The 'Action' column for these rows contains a shopping cart icon. The 'Supplier' column lists Imres BV, Fleischhacker GmbH & Co. KG, and N.P.T. "METAL PROJEKT". The 'Short Description' column lists 'Chlorhexidine Spray 0.2% Mint', 'Table X-Ray', and 'Tray Shwr'. The 'Long Description' column provides detailed descriptions of each item. The 'Product ID' column lists 1600000853, 1500000117, and 1500001096. The 'Supplier Part Number' column is empty for all three items.

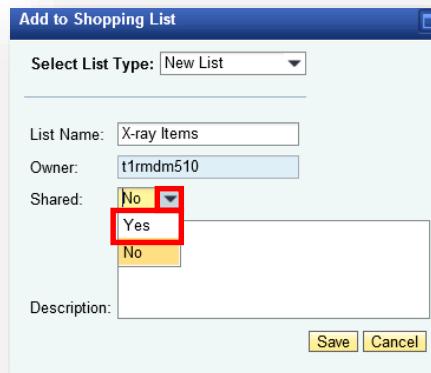
3. In the pop-up window, click the  icon beside Select List Type to view the drop down menu of the types of lists.
4. Click **New List** to create a new Shopping List of Contract Catalog items. Note you can also add the selected items to an existing Shopping List by selecting Existing List.



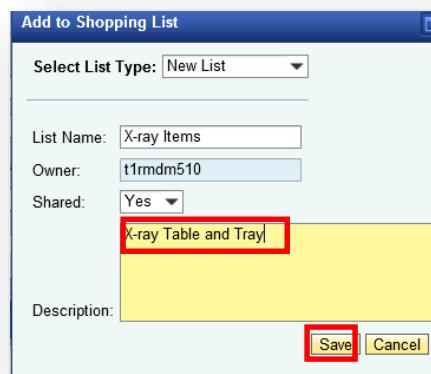
5. Click in the **List Name field** and type a description of the Shopping List items that will assist in easily identifying it in the future.



6. Click the icon to view the drop down options for Shared (allows other Requisitioners in your organizational unit to view your Shopping List or not). Click **Yes** to let other Requisitioners view your Shopping List.



7. Click in the description field and enter a description of the items in the Shopping Cart.
8. Click **Save**.



9. Click **Shopping Lists** to access the Shopping Lists of the Contract Catalog items.

The screenshot shows the 'Procurement Catalog' interface. At the top, there is a search bar with 'Search Criteria' and a red box highlighting 'Shopping Lists'. Below the search bar are various filters: Incoterm Key (All), Plant (All), Product Group (Contains), Long Description (Contains), Incoterm Location (Contains), Contract Reference Number (Contains), Contract Price (Equals), Amount, and Contract ID. The main area displays a grid of search results:

Select	Quantity	Action	Supplier	Short Description	Long Description
<input type="checkbox"/>	1		Imres BV	Chlorhexidine:Spray.0.2%.Mint	chlorhexidine di-gluconate 0.2 % spray, mint flavour, 60 ml
<input type="checkbox"/>	1		Fleischhacker GmbH & Co.	Table:X-Ray	X-ray table

10. Click in the blank field under the Name column and type a keyword to filter the results. Asterisks are not required in this field to conduct a Wildcard search.

11. Click the  icon to filter the Shopping Lists based on the word entered.

[Back to application](#)

Procurement Catalog

[Search Criteria](#) [Shopping Lists](#)

Keyword: *x-ray* [Advanced Search](#) [Browse By:](#)  [Category](#)  [Supplier](#)

Incoterm Key: All

Plant:

All

Product Group:

Contains

Long Description:

Contains

Incoterm Location:

Contains

Contract Reference Number:

Contains

Contract Price:

Equals

Amount:

Contract ID:

[Back to Search](#) [New](#) [Edit](#) [Delete](#) [Share/Unshare](#)

	Name	Owner	Shared	Empty	Description
	x-ray				
	X-ray Machines	t1rmdm510	Yes	No	Dental and mobile machines
	X-ray Items	t1rmdm510	Yes	No	X-ray table and tray
	Shower Tray Items	t1rmdm510	No	No	Table and Shower Tray
	Module A	q3mmdm200	Yes	Yes	
	4700001752 - Diesel	q3mmdm200	Yes	Yes	4700001752 - Diesel with optional components

12. Click  to the left of the Shopping List(s) to view the Contract Catalog items in that Shopping List which will be listed at the bottom of the page.

[Back to application](#)

[Back to Search](#) [New](#) [Edit](#) [Delete](#) [Share/Unshare](#)

	Name	Owner	Shared	Empty	Description
	x-ray				
	X-ray Machines	t1rmdm510	Yes	No	Dental and mobile machines
	X-ray Items	t1rmdm510	Yes	No	X-ray table and tray
	Shower Tray Items	t1rmdm510	No	No	Table and Shower Tray
	Module A	q3mmdm200	Yes	Yes	
	4700001752 - Diesel	q3mmdm200	Yes	Yes	4700001752 - Diesel with optional components

Found 2 item(s) of 113818 and showing 1 to 2

Select	Quantity	Action	Supplier	Short Description	Long Description	Product ID	Supplier Part Number	Product Group	Order Unit
<input type="checkbox"/>	1		Fleischhacker GmbH & Co. KG	Table X-Ray	X-ray table	1500000117		MedImagingProducts	each
<input type="checkbox"/>	1		N.P.T. "METAL PROJEKT"	Tray:Shwr	SHOWER TRAYS - LENGTH = 60CM, WIDTH = 60CM, DEPTH = 10CM MADE OF FIBRE GLASS - ACRYL	1500001096		Plumbing fixtures	each

  Page: [1](#) Of: [1](#)  

0 items present in the Cart

 **Note:**

To revert to the full list of Shopping Lists, delete the filter word entered on the first line of the Name column and click the  icon.

13. Use the scroll buttons at the bottom of the page to move up and down and across to view all items and related information.

14. Click **Add to Cart**.

The screenshot shows a web-based application window titled "Launchpad Start URL - Umoja training portal - T2J - Windows Internet Explorer". The main content area is titled "Back to application" and displays a table of items. The table has columns: Name, Owner, Shared, Empty, and Description. One row is highlighted in yellow, showing "X-ray Items" as the name, "t1rmdm510" as the owner, "Yes" as shared, "No" as empty, and the description "X-ray table and tray". Below the table, a message says "Found 2 item(s) of 113818 and showing 1 to 2". A grid below lists two items: "Table:X-Ray" and "Tray:Shwr". Both items have checkboxes checked under "Select" and "Quantity" (set to 1). The "Action" column contains a shopping cart icon. The "Supplier" column lists "Fleischhacker GmbH & Co. KG" and "N.P.T. 'METAL PROJEKT'". The "Short Description" column lists "Table:X-Ray" and "Tray:Shwr". The "Long Description" column provides detailed descriptions of the items. The "Product ID" column lists "1500000117" and "1500001096". The "Supplier Part Number" column is empty. The "Product Group" column lists "MedImagingProducts" and "Plumbing fixtures". The "Order Unit" column lists "each" and "each". At the bottom left, it says "0 items present in the Cart". At the bottom right, there are scroll buttons.

Note:

On this screen, Shopping Lists can be deleted or edited to delete items. To add items to Shopping Lists follow Steps 1 and 2 above to select the items and on Step 3 click Existing List.

15. Click **Check Out** to add the items and return to the Create Shopping Cart screen or click **View Cart** to review the Cart prior to Check Out, **or click Back to Search** to return to the Procurement Catalog (Contract Catalog) Screen to add additional items or to exit the Shopping List Screen at any time.

[Back to application](#)

Procurement Catalog

Search Criteria Shopping Lists

Keywords: "x-ray*" Advanced Search

Items in Cart: 2 Subtotal: 625.94 EUR

Incoterm Key: All Plant: All

Product Group: Contains Long Description: Contains

Incoterm Location: Contains Contract Reference Number: Contains

Contract Price: Equals Amount:

Contract ID:

Name	Owner	Shared	Empty	Description
x-ray				
X-ray Machines	t1rmdm510	Yes	No	Dental and mobile machines
X-ray Items	t1rmdm510	Yes	No	X-ray table and tray
X-ray Shower Trays	t1rmdm510	No	No	Fibre glass trays

Found 2 item(s) of 113818 and showing 1 to 2

Add to Cart Results View: List Results Per Page: 30

Select	Quantity	Action	Supplier	Short Description	Long Description	Product ID	Supplier Part Number	Product Group	Order Unit	Incoterm Key	Incoterm Location
<input type="checkbox"/>	1		Fleischhacker GmbH & Co.	Table X-Ray	X-ray table	1500000117		MedImagingProducts	each	FCA	Schwerle, German

Product Category Contracts

Overview

There are certain types of contracts/items in the Contract Catalog that do not list all of the individual line items covered under the contract. This is the case for contracts covering a large number of different products/items, often with frequently changing prices such as Blanket Purchase Orders for Transport spare parts or certain Systems Contracts. The level of effort to maintain these contracts would be prohibitive. These are referred to as Product Category Contracts.

Recall that typically both the Product Category and Product ID are required for items. The name Product Category Contract is given because these contracts typically only contain a high level Product Category (UNSPSC code with a generic description) but does not list specific Product IDs (UN created code with a more specific description). In addition, it would not typically list each line item. For example there may be one Product Category specified such as '25170000 Transport Components', however, under the contract there could be thousands of spares offered based on a referenced price list or catalog.

Note:

By selecting a Contract Catalog item, the approved Shopping Cart result in a populated Purchase Order forwarded to Procurement for review, approval and release without the need for solicitation. In addition, the Product Category line item links to the Catalog to ensure that we record the commitment against the Contract's NTE.

Ordering a Product Category Contract Catalog Item:

The Requisitioner creates a Funded Shopping Cart and selects a Product Category Contract item from the Contract Catalog. The Requisitioner must select/assign an appropriate Product ID to each item prior to submitting the Shopping Cart for approval. The items would not indicate pricing and the exacts items and applicable pricing would be obtained from an external price list/catalog. Note that there may be several Contract Catalog items under the Product Category contract, each with a different Product Category.

Note:

Address any questions regarding Product Categories/Product IDs to the central the Material Master Data Team: umoja-mmsm@un.org.

Typically, to place an order from a Product Category Contract, the Requisitioner will:

1. Search for the Product Category Contract Catalog item by using the Contract Number or by the Product Category i.e. 25170000 Transport Components' (note the Product ID field will be blank for Product Category Contract items).
2. Add it to a Funded Shopping Cart
3. Search and add the most appropriate Product ID (click MatchCode beside the Product ID field) from the Material/Service Master available in that Product Category i.e Product ID '1200018806 Filter:TPT,Nissan,1640501TO1' or if no specific Product ID exists use a generic Product ID '1200018470 Filter:TPT'

4. Refer to the Supplier's external Price List/Catalog (or other as stated in the Contract Catalog). Add the price and the item part number/description as required (particularly if using a generic Product ID) , to the Shopping Cart

As explained earlier, the cost and effort to create and maintain individual Product IDs for each and every item that the UN procures is prohibitive. Particularly for low dollar value items and spare parts. Therefore, if an exact Product ID cannot be identified, a user can select a high level generic Product ID i.e. '1200018470 Filter:TPT' or Product ID 1200002407 'Spare:TPT' are linked to Product Category '25170000 Transport Components'. To the degree possible, however, attempts should be made to first locate the exact Product ID.

Creating a Product Category Contract:

To initiate the process to establish a goods/services Product Category Contract, the Requisitioner creates an Unfunded Shopping Cart (more information follows in subsequent chapters). Add an item(s) with a Product Category only (no Product ID) to the Shopping Cart using Internal Goods/Services. Note that on the Item Data Tab an entry must be made in the 'Description' field or the Shopping Cart cannot be ordered.

Typically, the individual items will not have an estimated value as a price list will be used to identify the required items at the time of ordering. The Requisitioner attaches a list of the proposed items to the Shopping Cart.

Procurement awards a contract and publishes the Product Category Contract items to the Contract Catalog with no price. As indicated above, to place an order from the Product Category Contract, the items are selected from the Contract Catalog. These items will include only a Product Category and the Requisitioner must assign a relevant Product ID to the items prior to ordering the Shopping Cart. The item will not indicate pricing, and the Requisitioner will select the exact items and prices from an external price list/catalog.



Note:

For detailed steps and additional information, refer to the **iSeek Product Category Contracts Job Aid**.

Internal Goods and Services (Method 1)

Overview

The 2nd method to add item(s) to a Shopping Cart is Internal Goods/Services and there are 2 methods to add them to the Shopping Cart. This should be used only if a Contract Catalog item (good/service) is not available for the requirement.

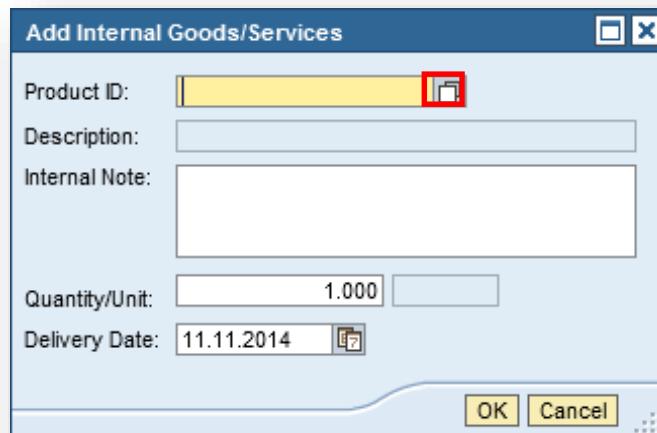
Step-by-Step Instructions

1. On the Create Shopping Cart screen, click **Add Item** to view the drop-down menu with the options to add items to the Shopping Cart. Click **Internal Goods/Services**.

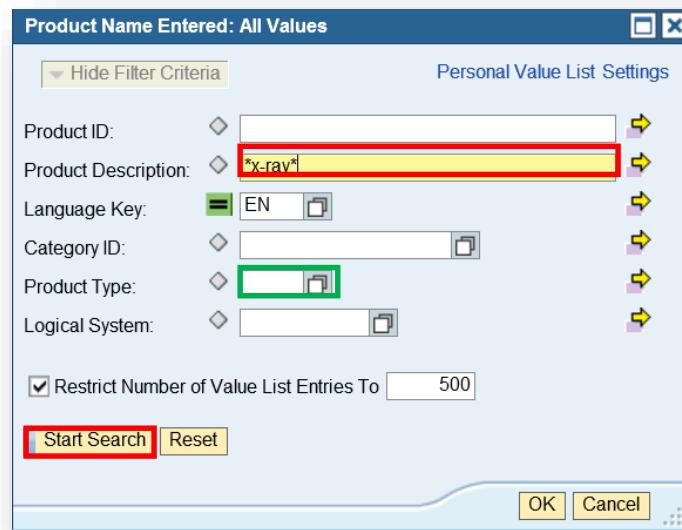
Create Shopping Cart

Number 1000010912	Document Name 002TRNREQDIR 14.11.2014 21:20	Status In Process	Created On 14.11.2014 21:20:37	Cre				
Order Close Print Preview Save Check Park System Information Create Memory Snapshot								
General Data								
Buy on Behalf of:	002TRNREQDIRP 002TR	Approval Note						
Name of shopping cart:	X-ray Table							
Default Settings:	Set Values							
Header Data:	Values							
Approval Process:	Display / Edit Agents							
Document Changes:	Display							
Item Overview								
Details Add Item Copy Paste Duplicate Delete								
Line N	With Free Description	ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit
▪	Internal Goods/Services		95141900	PrefabMedicalBldg		1.000		0.00 L
▪	Limit Item		95141900	PrefabMedicalBldg		1.000		0.00 L
▪	Old Shopping Carts and Templates		95141900	PrefabMedicalBldg		1.000		0.00 L
▪	As Service Order		95141900	PrefabMedicalBldg		1.000		0.00 L
▪	As Service Request		95141900	PrefabMedicalBldg		1.000		0.00 L
▪	UNIFIL Contract Catalog		95141900	PrefabMedicalBldg		1.000		0.00 L
▪	Undefined Item Type		95141900	PrefabMedicalBldg		1.000		0.00 L
▪	Undefined Item Type		95141900	PrefabMedicalBldg		1.000		0.00 L

2. Click the  (Matchcode) icon in the pop-up window to access the search screen of the Internal Goods and Services. Recall, these are maintained centrally in the Material and Service Masters.



3. Click in the **Product Description** field and enter a word for the search. Remember to use the asterisks in order to conduct a Wildcard search. If desired, click on Product Type Matchcode icon to select either '01 Material' or '02 Service'. This is not required but it will further filter the results. Click **Start Search**.



Note:

The Product Type field has two possible values: **01 for Material** and **02 for Service**, select one if desired to narrow the results (not required). If the field is pre-populated verify it is correct or clear the entry as appropriate.

4. Click  to the left of the required item to select and click **OK** to add the item.

Product Name Entered: All Values

Product ID:
Product Description: *x-ray*
Language Key: EN
Category ID:
Product Type:
Logical System:

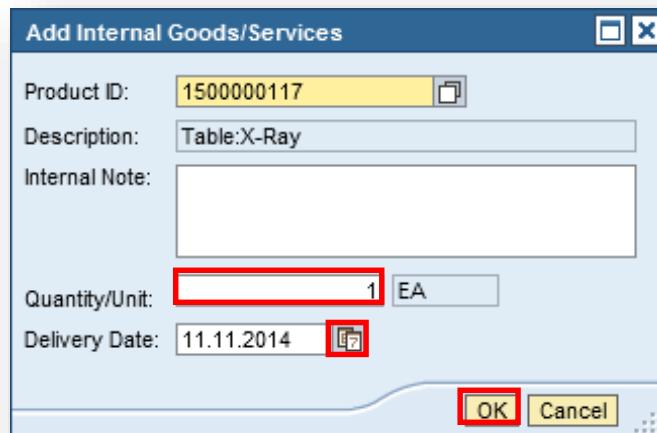
Restrict Number of Value List Entries To 500

Product ID	Description	Category ID	Product Type	Logical System	Category
1500000014	Developer:Dental X-Ray	42150000	01	T1ECLNT510	DentalEq
1500000015	X-Ray Mach:Dental	42150000	01	T1ECLNT510	DentalEq
1500000017	Table:X-Ray	42200000	01	T1ECLNT510	MedImagi
1500000018	Viewer:X-Ray	42200000	01	T1ECLNT510	MedImagi
1500000869	Drape:X-Ray Shield	42200000	01	T1ECLNT510	MedImagi
1500001675	Vest:X-Ray Shield	42200000	01	T1ECLNT510	MedImagi
1500001676	Collar:X-Ray Shield	42200000	01	T1ECLNT510	MedImagi
1500004419	Generator:X-Ray	41110000	01	T1ECLNT510	Meas,Ob
1500004721	Envelope:X-Ray	44121500	01	T1ECLNT510	Mailing su
1500004722	Envelope:X-Ray,10x12in	44121500	01	T1ECLNT510	Mailing su

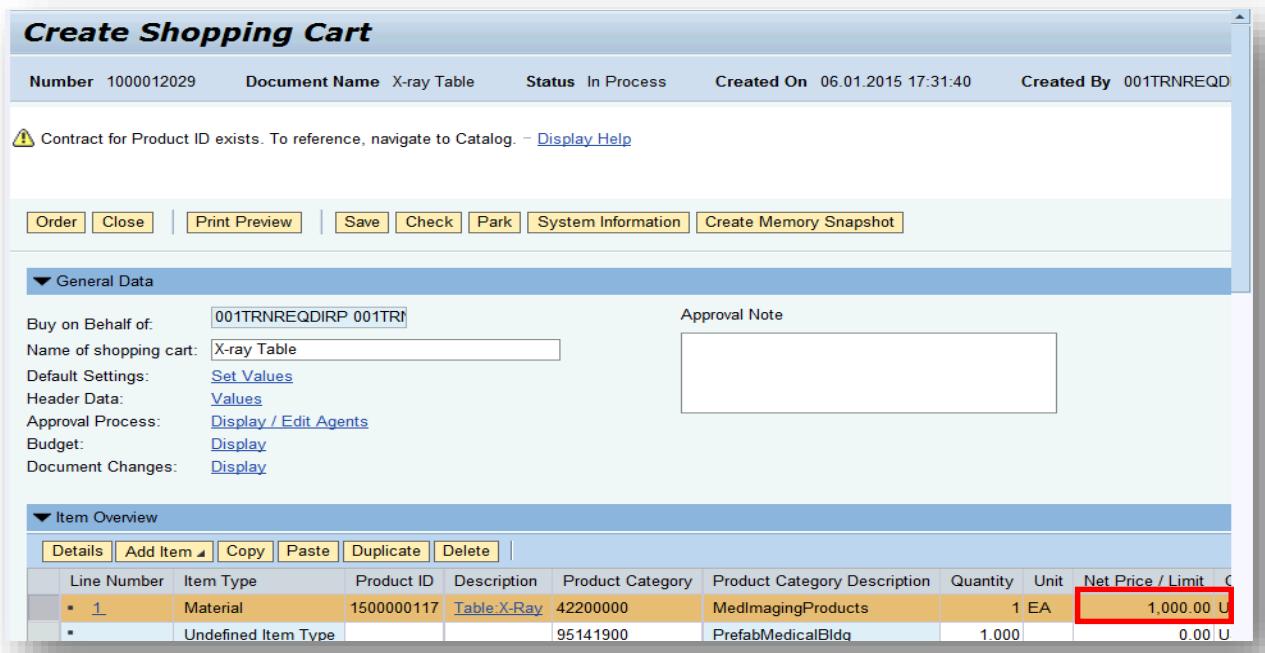
Note:

- Generic Product IDs are included to support Shopping Carts where the relevant Product ID is not found (e.g. 1200002407 is 'Spare:TPT', in Product Category 25170000 and can be used for an unlisted Transport spare parts). Other examples exist and can be viewed by listing all the Product IDs within a particular Product Category.
- Verify that the Product Category linked to the selected Product ID is correct. Product IDs may have similar descriptions but are linked to different Product Categories.
- Refer to iSeek for helpful information on Material and Services Master Records including the selection of Product Categories and IDs: https://iseek-newyork.un.org/departmental_page/material-master-reference
- Material and Services Masters are maintained centrally. To add a new Material/Service Master, an iNeed request must be completed and forwarded to the Material Master Data Team for review and action as appropriate.
- Address questions on selecting the appropriate Product Categories and Product IDs, the Material/Service Masters etc. to the Material Master Data Team: umoja-mmsm@un.org .

5. In the pop-up window, enter the required delivery date in the **Delivery Date** field or click the  icon to access a calendar. **Enter the quantity**. Click **OK** to add the item and return to the Create Shopping Cart screen.



6. Enter the estimated **Net Price** per unit and amend the quantity as required.



Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Order
1	Material	1500000117	Table X-Ray	42200000	MedImagingProducts	1	EA	1,000.00	U
-	Undefined Item Type			95141900	PrefabMedicalBldq	1.000		0.00	U

7. Review the total estimated value of the Shopping Cart at any time by scrolling to the far right of the Create Shopping Cart screen.

The screenshot shows a software interface for managing a shopping cart. At the top, there's a header bar with various buttons and status information. Below this is a toolbar with buttons for Print Preview, Save, Check, Park, System Information, and Create Memory Snapshot. The main area contains a table of items in the shopping cart, with columns for Item Type, Product ID, Description, Product Category, Product Category Description, Quantity, Unit, Net Price / Limit, Currency, Option Type, Order Type, Per, Delivery Date, Notes, Attachments, Account Assignment, Item Status, and Supplier. One row in the table is highlighted with an orange background. In the bottom right corner of the main area, there is a small red-bordered box containing three lines of text: "Total Value 1,000.00 USD", "Tax amount 0.00 USD", and "Total Val. (Gross) 1,000.00 USD".

Internal Goods and Services (Method 2)

Step-by-Step Instructions

1. Another method to add Internal Goods/Services is to click in a blank Product ID field and click the  (Matchcode) icon to open the search pop-up window.

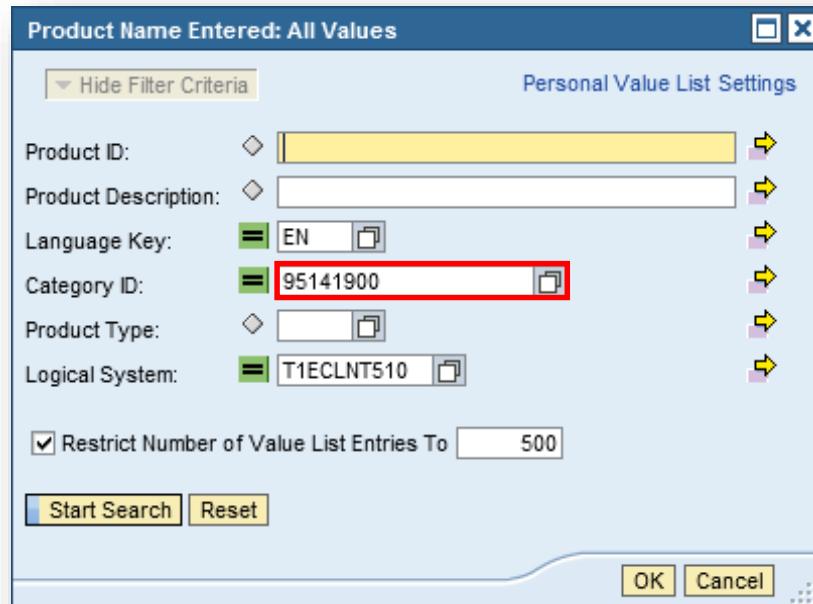
Create Shopping Cart

Number 1000010913	Document Name 002TRNREQDIR 14.11.2014 22:01	Status In Process	Created On 14.11.2014 22:01:28	Created By					
Order Close Print Preview Save Check Park System Information Create Memory Snapshot									
General Data									
Buy on Behalf of:	002TRNREQDIRP 002TRN 	Approval Note							
Name of shopping cart:	X-ray Table								
Default Settings:	Set Values								
Header Data:	Values								
Approval Process:	Display / Edit Agents								
Document Changes:	Display								
Item Overview									
Details Add Item ▾ Copy Paste Duplicate Delete									
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	U
#	Undefined Item Type	<input type="text" value=""/>	95141900	PrefabMedicalBldg		1.000		0.00	U
#	Undefined Item Type		95141900	PrefabMedicalBldg		1.000		0.00	U
#	Undefined Item Type		95141900	PrefabMedicalBldg		1.000		0.00	U

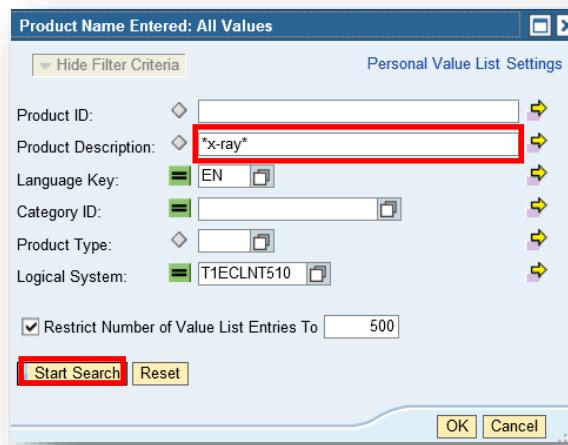
 **Note:**

If the Product ID if known, enter it directly in the **Product ID** field and click **Enter** on your keyboard to refresh/load the screen. Make changes to quantity, price and delivery directly in the line item row.

2. In the pop-up window, review and delete as appropriate any pre-populated data as this will filter the results. For example, in the below, the Category ID (Product Category) field is populated so only items with this Product Category will be displayed. Delete this entry if appropriate.



3. Type a word to describe the good or service in the Product Description field to conduct the search using asterisks for a Wildcard search. Click **Start Search**.



4. Click  to the left of the required item to select. Click **OK** in the bottom right corner to add the item and return to the Create Shopping Cart screen. Click **Enter** on your keyboard to refresh/load the screen. Enter the estimated **Net Price** per unit and amend the quantity if required.

Product Name Entered: All Values

Product ID:	<input type="text"/>	
Product Description:	<input checked="" type="text" value="*X-ray*"/>	
Language Key:	<input checked="" type="text" value="EN"/>	
Category ID:	<input type="text"/>	
Product Type:	<input type="text"/>	
Logical System:	<input checked="" type="text" value="T1ECLNT510"/>	

Restrict Number of Value List Entries To

Product ID	Description	Category ID	Product Type	Logical System	Category I
1500000014	Developer:Dental X-Ray	42150000	01	T1ECLNT510	DentalEqu
1500000015	X-Ray Mach:Dental	42150000	01	T1ECLNT510	DentalEqu
1500000017	Table:X-Ray	42200000	01	T1ECLNT510	MedImagi
1500000018	Viewer:X-Ray	42200000	01	T1ECLNT510	MedImagi
1500000869	Drape:X-Ray Shield	42200000	01	T1ECLNT510	MedImagi
1500001675	Vest:X-Ray Shield	42200000	01	T1ECLNT510	MedImagi
1500001676	Collar:X-Ray Shield	42200000	01	T1ECLNT510	MedImagi
1500004419	Generator:X-Ray	41110000	01	T1ECLNT510	Meas,Obs
1500004721	Envelope:X-Ray	44121500	01	T1ECLNT510	Mailing su
1500004722	Envelope:X-Ray,10x12in	44121500	01	T1ECLNT510	Mailing su

Freight Line

Step-by-Step Instructions

5. If a freight line is required and the Product ID is known it can be typed directly into the **Product ID field** on the Create Shopping Cart screen (the most commonly used Product ID for freight at this time is **3000259**). Click **Enter** on your keyboard to refresh/load the screen. Enter the **Quantity** and estimated **Net Price** per unit (e.g. 15% of unit price – amount to be based on internal instructions).

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type
1	Material	1500000117	Table:X-Ray	42200000	MedImagingProducts	1	EA	1,000.00	USD	
2	Service	3000259	Freight Charge on Purchase	78100000	Mail,CargoServ	1	EA	200.00	USD	
	Undefined Item Type			95141900	PrefabMedicalBldo.	1.000		0.00	USD	

Note:

The requirement for freight is dependent on the Incoterm. In the case of Contract Catalog items, the Incoterm is typically fixed based on the terms of the Contract. It is entered by Procurement into Umoja when the Contract Catalog items are published and cannot be changed by the Requisitioner. Contact the Procurement Section should you have any questions about the freight line when creating the Shopping Cart.

Services Overview

Overview

The Requisitioning process for services is identical to requisitioning for goods. However, the Shopping Cart must be set up in a way that facilitates the potential for partial receipt and payment of services in Umoja if required.

The Requisitioner must plan for and be aware of how the service is expected to be delivered and if partial service delivery/payment will be required. This is to ensure that the downstream service receipts can be made for a partial service delivery.

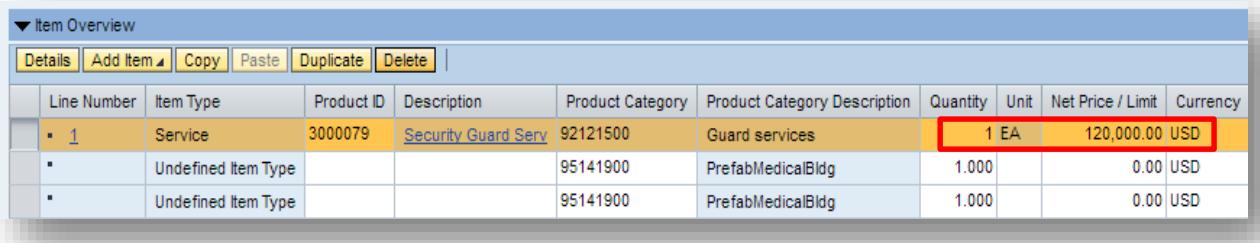
Recall that a specific unit of measure is linked to each Product/Service Master ID. Some units of measure do allow a less than 100% receipt that corresponds with the planned frequency (e.g. months, weeks, etc.), however, some may not (e.g. each with a quantity of 1).

Consider the example that a security guard service is required for one year at an estimated cost of \$120,000. If the unit of measure is 'each' and the quantity is '1' each at \$120,000 (estimated annual cost) then it won't be possible to receive any partial deliveries (monthly etc.). Only one receipt can be made since the quantity is 1.

Example #1

Let's take a look at this example in Umoja and how to avoid this issue when raising a Shopping Cart:

a. Shopping Cart for Quantity 1:



▼ Item Overview										
Details Add Item Copy Paste Duplicate Delete										
	Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
▪	1	Service	3000079	Security Guard Serv	92121500	Guard services	1 EA		120,000.00 USD	
▪		Undefined Item Type			95141900	PrefabMedicalBldg	1.000		0.00 USD	
▪		Undefined Item Type			95141900	PrefabMedicalBldg	1.000		0.00 USD	

 **Note:**
As noted above, the Requisitioner creates a Shopping Cart for 1 year of security guard services estimated at \$120,000 (see the Umoja Shopping Cart screen shot above). The relevant Product/Service Master ID has been selected and the item has been added to the Shopping Cart. The unit of issue and quantity is 1 EA (each) for the one year of service at a total estimated cost of \$120,000 (estimated price of \$10,000 per month). The Purchase Order is issued on this basis.

When the time comes to receive this service in Umoja, the Requisitioner finds that the service provider is supposed to be paid monthly after each month of security guard service is 'delivered' (i.e. partial service delivery). However, partial payment cannot be made on this Purchase Order as the quantity is 1 and 1 cannot be received/split into 12 portions.

b. Shopping Cart for Quantity 12:

Item Overview											
	Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	
▪	1	Service	3000079	Security Guard Serv	92121500	Guard services	12	EA	10,000.00	USD	
▪		Undefined Item Type			95141900	PrefabMedicalBldg	1.000		0.00	USD	
▪		Undefined Item Type			95141900	PrefabMedicalBldg	1.000		0.00	USD	



One way to create a Shopping Cart that will allow for partial receipt by month for an annual contract is to indicate a quantity of 12 EA (each representing a month) at \$10,000 each (see the Umoja Shopping Cart screen shot above). This way, the user receiving services will be able to receive 1 'unit' each month at \$10,000 with a total contract value of \$120,000 over the 12 months.

c. Shopping Cart with Individual Lines Items:

Item Overview											
	Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	
▪	1	Service	3000079	Security Guard Serv	92121500	Guard services	1	EA	10,000.00	USD	
▪	2	Service	3000079	Security Guard Serv	92121500	Guard services	1	EA	10,000.00	USD	
▪	3	Service	3000079	Security Guard Serv	92121500	Guard services	1	EA	10,000.00	USD	



Another option to facilitate partial delivery receipts is to create individual line items for each unit of service to be received (e.g. each representing a month/day etc.).

d. Shopping Cart with the Price and Quantity ‘Flipped’:



Item Overview												
Details Add Item Copy Paste Duplicate Delete												
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order	
1	Service	3000079	Security Guard Serv	92121500	Guard services	120,000	EA	1.00	USD			
	Undefined Item Type			95141900	PrefabMedicalBldg	1.000		0.00	USD			

Note:

In the case of requirements that are to be ordered/received on an ‘as and when required basis’, the actual expenditure for the billing period is not known. For example, in the scenario of a 1 year security guard contract in which the services are requested on ‘as and when required basis’, with an approved Not to Exceed value of \$120,000. The contractor invoices monthly in arrears for actual services rendered. The invoice amount can fluctuate each month as the quantity is on an ‘as and when required basis’.

In this scenario, in order to facilitate partial receipt and monthly payment based on actuals, simply **flip the quantity and price** (e.g. quantity 120,000 Units @ \$1 EA as opposed to quantity 1 @ \$120,000). See the Umoja Shopping Cart screen shot above. This allows for a variation in service delivery/payment based on actual varying usage.

Old Shopping Carts and Shopping Cart Templates

Overview

The 3rd recommended option to add an item(s) is Old Shopping Carts and Templates.

Step-by-Step Instructions

1. Click Add Item. Click Old Shopping Carts and Templates.

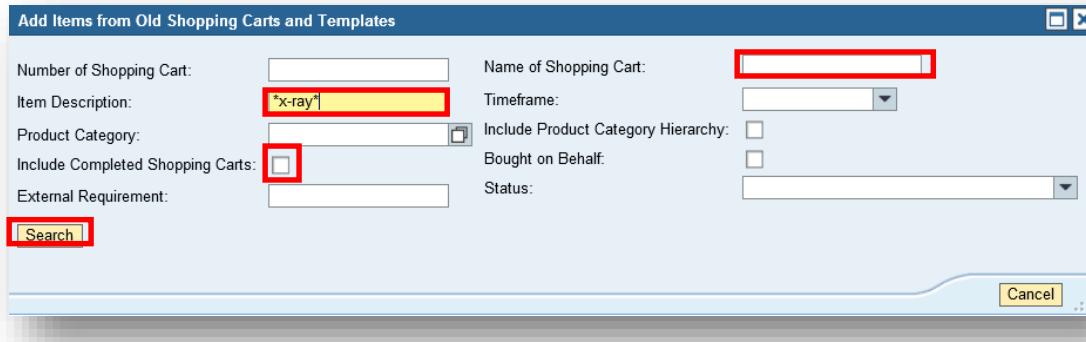
The screenshot shows the 'Create Shopping Cart' window. At the top, there are tabs for Order, Close, Print Preview, Save, Check, Park, System Information, and Create Memory Snapshot. Below these are sections for General Data and Item Overview. In the General Data section, fields include Buy on Behalf of (002TRNREQDIRP 002TRI), Name of shopping cart (X-ray Table), Default Settings (Set Values), Header Data (Values), Approval Process (Display / Edit Agents), and Document Changes (Display). The Item Overview section has tabs for Details, Add Item (which is highlighted with a red box), Copy, Paste, Duplicate, and Delete. A table lists items with columns for Line N, Description, ID, Product Category, Product Category Description, Quantity, Unit, and Net Price / Limit. One row, 'Old Shopping Carts and Templates', is also highlighted with a red box.

Line N	With Free Description	ID	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit
-	Internal Goods/Services	42200000	MedImagingProducts	1 EA	0.00	L	
-	Limit Item	95141900	PrefabMedicalBldg	1.000	0.00	L	
-	Old Shopping Carts and Templates	95141900	PrefabMedicalBldg	1.000	0.00	L	
-	As Service Order	95141900	PrefabMedicalBldg	1.000	0.00	L	
-	As Service Request	95141900	PrefabMedicalBldg	1.000	0.00	L	
-	UNIFIL Contract Catalog	95141900	PrefabMedicalBldg	1.000	0.00	L	
-	Undefined Item Type	95141900	PrefabMedicalBldg	1.000	0.00	L	

Note:

Shopping Cart templates can have a mix of Contract Catalog items, items from Internal Goods and Services etc. Reminder: Shopping Lists contain only Contract Catalog items and can be accessed only from the Procurement (Contract) Catalog screen.

2. Click the icon beside Include Completed Shopping Carts to increase the search results. Enter the name of the Shopping Cart if known or a word in the Item Description field with asterisks to conduct a Wildcard search. Click Search.

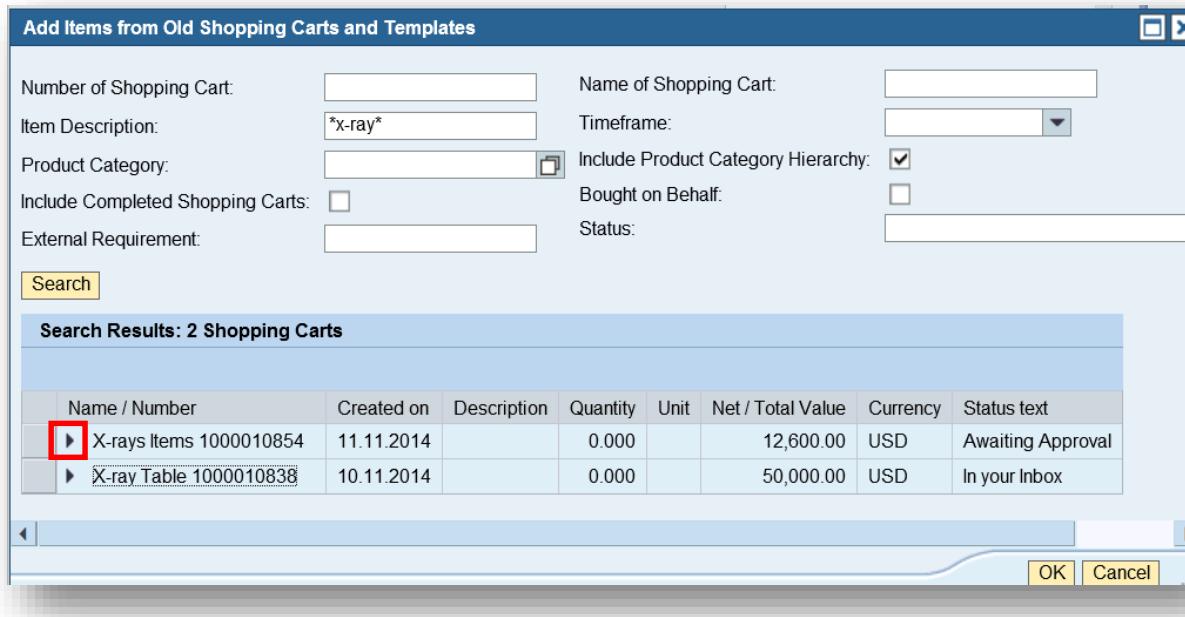


 **Note:**

There are various ways to filter your search including by Shopping Cart Number, Name, item description etc. or leave all fields blank to view all carts and click **Search**.

- Include Product Category Hierarchy – not in use
- External Requirement terms used for SCs originating from ECC (e.g. from Plant Maintenance processes)

3. Click the  icon beside the appropriate Shopping Cart/Template, if it has more than 1 item, to expand and view the items in each.



Name / Number	Created on	Description	Quantity	Unit	Net / Total Value	Currency	Status text
X-rays Items 1000010854	11.11.2014		0.000		12,600.00	USD	Awaiting Approval
X-ray Table 1000010838	10.11.2014		0.000		50,000.00	USD	In your Inbox

4. Click icon to the left of the required Shopping Cart/Template Name to select all items contained in the Shopping Cart/Template. For individual items, click the icon by the desired item only. Hold down the Control Key for multiple selections. Click **OK** to add the item(s) and return to the Create Shopping Cart screen.

Add Items from Old Shopping Carts and Templates

Number of Shopping Cart:	<input type="text"/>	Name of Shopping Cart:	<input type="text"/>
Item Description:	<input type="text" value="*X-ray*"/>	Timeframe:	<input type="button" value="▼"/>
Product Category:	<input type="text"/>	Include Product Category Hierarchy:	<input checked="" type="checkbox"/>
Include Completed Shopping Carts:	<input type="checkbox"/>	Bought on Behalf:	<input type="checkbox"/>
External Requirement:	<input type="text"/>	Status:	<input type="text"/>

Search

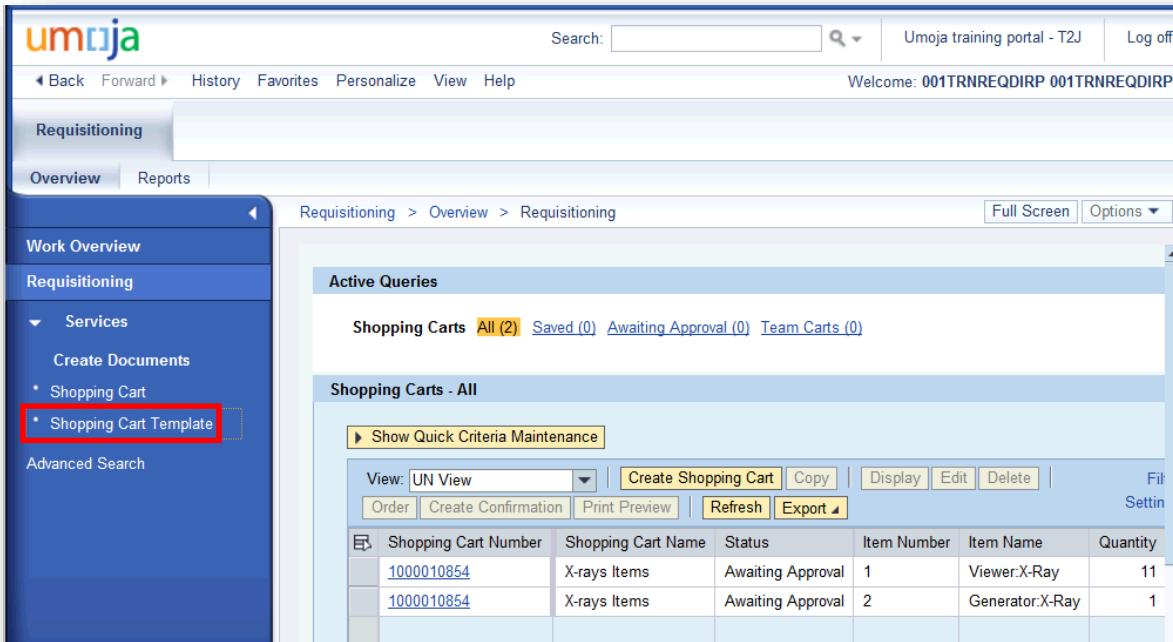
Search Results: 2 Shopping Carts

Name / Number	Created on	Description	Quantity	Unit	Net / Total Value	Currency	Status text
<input type="checkbox"/> X-rays Items 1000010854	11.11.2014		0.000		12,600.00	USD	Awaiting Approval
▪ Item 1		VIEWER:X-RAY	11	EA	12,100.00	USD	
▪ Item 2		GENERATOR:X-RAY	1	EA	500.00	USD	
▶ X-ray Table 1000010838	10.11.2014		0.000		50,000.00	USD	In your Inbox

Create a Shopping Cart Template

Step-by-Step Instructions

1. Click **Shopping Cart Template** under Create Documents on the Requisitioning home screen.



The screenshot shows the Umoja Requisitioning application interface. The left sidebar has a blue navigation bar with the following structure:

- Work Overview
- Requisitioning
 - Services
 - Create Documents
 - Shopping Cart
 - Shopping Cart Template** (highlighted with a red box)
- Advanced Search

The main content area shows the "Requisitioning > Overview > Requisitioning" path. The "Active Queries" section displays "Shopping Carts All (2) Saved (0) Awaiting Approval (0) Team Carts (0)". The "Shopping Carts - All" section contains a table with the following data:

Shopping Cart Number	Shopping Cart Name	Status	Item Number	Item Name	Quantity
1000010854	X-rays Items	Awaiting Approval	1	Viewer:X-Ray	11
1000010854	X-rays Items	Awaiting Approval	2	Generator:X-Ray	1

Note:

A Template can only be created by clicking **Shopping Cart Template** on the Requisitioning home screen at the beginning of the process. If create Shopping Cart is selected it will not be possible to save it later as a Template.

2. **Name the Template** to describe the requirement, including the word 'Template' so that it can be easily identified in the future. Add items as explained above and click **Save as Template**.

Create Shopping Cart Template:1000010926

Number	1000010926	Document Name	001TRNREQDIR 16.11.2014 20:08	Status	In Process	Created On	16.11.2014 20:08:55	Create
Close Print Preview Check Save As Template (highlighted) Park System Information Create Memory Snapshot								
General Data								
Buy on Behalf of:	001TRNREQDIRP 001TRN							
Name of shopping cart:	X-ray Table Template (highlighted)							
Default Settings:	Set Values							
Header Data:	Values							
Document Changes:	Display							
Item Overview								
Details Add Item ▾ Copy Paste Duplicate Delete								
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit
#	Undefined Item Type		95141900	PrefabMedicalBldg		1.000		0.00 USD

Rations and Fuel (DFS/DPKO Only)

Overview

Raising Shopping Carts for Rations and Fuels requires special attention due to the nature of the requirements. Refer to **Processing of Transactions Related to Rations & Fuel (PK & SPM) Job Aid** posted on iSeek for full instructions and details.

* * * * *

Module 6: Create a Shopping Cart: Complete Shopping Cart Tabs

Item Data Tab

Step-by-Step Instructions

- After adding all items to the Shopping Cart, return to the Create Shopping Cart Screen. Click **Details** or the Line Number of the item to access the Item Data Tab and view all Shopping Cart Tabs. If **Details** is greyed out press **Enter** on your keyboard to refresh/load the screen to activate the **Details** button.

Create Shopping Cart Content Area

Number 1000010945 Document Name 001TRNREQDIRP 18.11.2014 16:28 Status In Process Created On 18.11.2014 16:28:28 Created By 001TRNREQDIRP 001TRNRE

! Line 1: Account 77172510 requires an assignment to a CO object
! Line 1: No funds center entered/derived in item 00001 (1000/77172510/)
! Line 1: Error in account assignment for item 1
! Line 1: Enter a value in the mandatory field Cost Center in account assignment
! Contract for Product ID exists. To reference, navigate to Catalog. – [Display Help](#)

[Order](#) [Close](#) | [Print Preview](#) | [Save](#) [Check](#) [Park](#) [System Information](#) [Create Memory Snapshot](#)

General Data

Buy on Behalf of:	001TRNREQDIRP 001TRN	Approval Note
Name of shopping cart:	X-ray Table	
Default Settings:	Set Values	
Header Data:	Values	
Approval Process:	Display / Edit Agents	
Budget:	Display	
Document Changes:	Display	

Item Overview

Details	Add Item	Copy	Paste	Duplicate	Delete						
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order Type
1	Material	1500000117	Table:X-Ray	42200000	MedImagingProducts	100	EA	0.00	USD		
▪	Undefined Item Type		95141900	PrefabMedicalBldg		1.000		0.00	USD		
▪	Undefined Item Type		95141900	PrefabMedicalBldg		1.000		0.00	USD		

Note:

- Each Shopping Cart Tab must be completed separately for each line item in the Shopping Cart.
- Items can also be added or deleted on this screen.

2. Review only the first 7 tabs. Note the total estimated value of the items in the Shopping Cart can be viewed in the lower right hand corner.

Screenshot of the Umoja Requisitioning application interface:

- General Data:** Shows requisition details like "Buy on Behalf of: 001TRNREQDIRP 001TRN", "Name of shopping cart: X-ray Table", and "Default Settings: Set Values".
- Approval Note:** A large empty text area for notes.
- Item Overview:** A grid showing multiple items. One item is highlighted with a yellow background and orange border. The columns include Line Number, Item Type, Product ID, Description, Product Category, Product Category Description, Quantity, Unit, Net Price / Limit, Currency, Option Type, Order Type, Per, Delivery Date, Notes, Attachments, Account Assignment, and Item Sta. A red box highlights the "Cost Center" column.
- Total Value Tax amount Total Val. (Gross):** A text box in the bottom right corner of the item overview grid.
- Details for item 1 Table:X-Ray:** A detailed view for the selected item. The "Item Data" tab is active, showing fields like Description (Table:X-Ray), Product Category (42200000 MedImagingProducts), and Price / Currency (0.00 USD). Other tabs include Account Assignment, Notes and Attachments, Delivery Address/Performance Location, Sources of Supply / Service Agents, Availability, Approval Process Overview, User-Specified Status, and Subcontracting.
- Review the first 7 Tabs only - moving LEFT TO RIGHT starting with 'Item Data'**: A yellow box highlights the instruction above the detailed view.

3. In the Item Data tab, click the **Purchasing Group** icon to view the drop down list of Purchasing Groups to whom the document(s) will be routed once the Shopping Cart is approved. Recall, the approved Shopping Cart results in either a pre-populated Purchase Order (Contract Catalog Item) or a Shopping Cart (non-Contract Catalog Item). Click **Show Members** to view the users in the selected Purchasing Group to whom the document(s) will be routed once the Shopping Cart is approved. All of the members listed will have initial access to the Shopping Cart or Purchase Order.

The screenshot shows the 'Details for item 1 Table:X-Ray' window. The 'Item Data' tab is active. In the 'Purchasing Group' dropdown, 'UNIFIL Proc Unit - 1' is selected and highlighted with a red box. To its right, a button labeled 'Show Members' is also highlighted with a red box. The rest of the window displays various configuration fields for the requisition, including currency, values, and service delivery details.

**Note:**

- Workflow automatically routes Shopping Carts and other documents in SRM to the Approver, Buyer etc. The Purchasing Group field is pre-populated based on the Requisitioner's Default Settings maintained at the Header Level of the Shopping Cart. The Shopping Cart Approver is based on the Cost/Fund Center selected under the Account Assignment tab (more to follow).
- Users may see one or more options in the Purchasing Group as per the Org Structure set up in Umoja. There may also be a Human Resources and/or Letters of Assist (LOA - for HQ) purchasing group also available.
- Staff may be required to route actions to other procurement locations (e.g. regional or HQ requisitioning and/or procurement office). The User must ensure that the correct Group is selected otherwise the document(s) may be routed to an incorrect Purchasing Group. If routing is required to a Purchasing Group to which the Requisitioner does not have access, the Requisitioner should liaise with the Buyer Supervisor. The Buyer Supervisor will be able to reallocate across Purchasing Groups, once the Shopping Cart is approved.

4. When finished reviewing, click **Cancel** to return to the Item Data tab screen.



5. Review the item **quantity** and amend if required. The unit of issue is linked to the Product ID selected and cannot be changed by the Requisitioner.
6. Click in the **Price/Currency field** and enter the estimated price if not already done at an earlier stage. The Price is the estimated price per unit or the Contract Catalog price per unit (cannot be changed). In some cases the price may be based on a Price Unit (see below).
7. If required, change the currency by entering a new currency in the Currency field located beside the Price field. Alternately, click the **Matchcode icon** to view/select the available currencies.

Details for item 1 Table:X-Ray

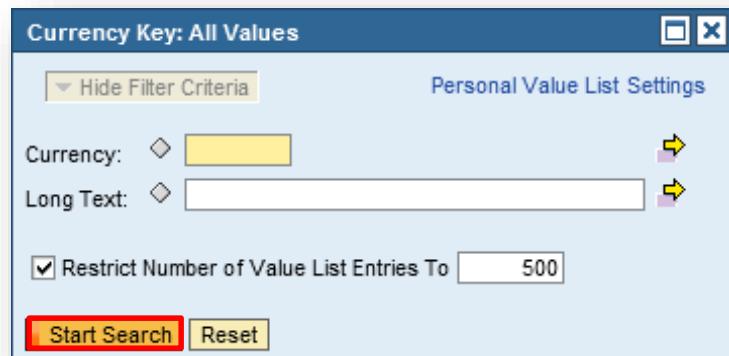
Item Data		Account Assignment		Notes and Attachments		Delivery Address/Performance Location		Sources of Supply / Service Agents		Availability		Approval			
Identification															
Item Type:	Material														
Product ID:	15000000117														
Description:	Table:X-Ray														
Product Category:	42200000	MedImagingProducts													
Order as Direct Material:	<input type="checkbox"/>														
Subcontracting:	<input type="checkbox"/>														
Company Code:	1000	United Nations													
Supplier Product Number:															
Organization															
Purchasing Group:	UNIFIL Proc Unit - 1	Show Members													
UN Fields															
Reference Main Item:															
Main Item Line Number:															
Currency, Values and Pricing															
Order Quantity / Unit:	100	EA		each											
Ordered Quantity / Unit:	0.000														
Open Quantity / Unit:	100	EA													
Price / Currency:	1000	USD		<input type="checkbox"/>		Price Unit	1								
Not to Exceed Price:	<input type="checkbox"/>														
Not Separately Priced:	<input type="checkbox"/>														
Delivery Priority:	00														
Goods Receipt:	<input type="checkbox"/>														
Invoice Receipt:	<input type="checkbox"/>														
Goods Receipt Non-Valuated:	<input type="checkbox"/>														
Tax / Amount:	V0:No Tax	0.00 USD													
Service and Delivery															
Service Master Record:	Display														
Delivery Date:	28.02.2015	<input type="checkbox"/>													
Location / Plant:	1110000020	<input type="checkbox"/>		UN Office at											
Storage Location:	4101	<input type="checkbox"/>		W BMTU Store											
Incoterm Key/ Location:	<input type="checkbox"/>														
Goods Recipient:	1110019868	<input type="checkbox"/>		001TRNREQDIRP 001TRN											
Incremental Funding Active:	<input type="checkbox"/>														

Order Close Print Preview Save Check Park System Information Create Memory Snapshot

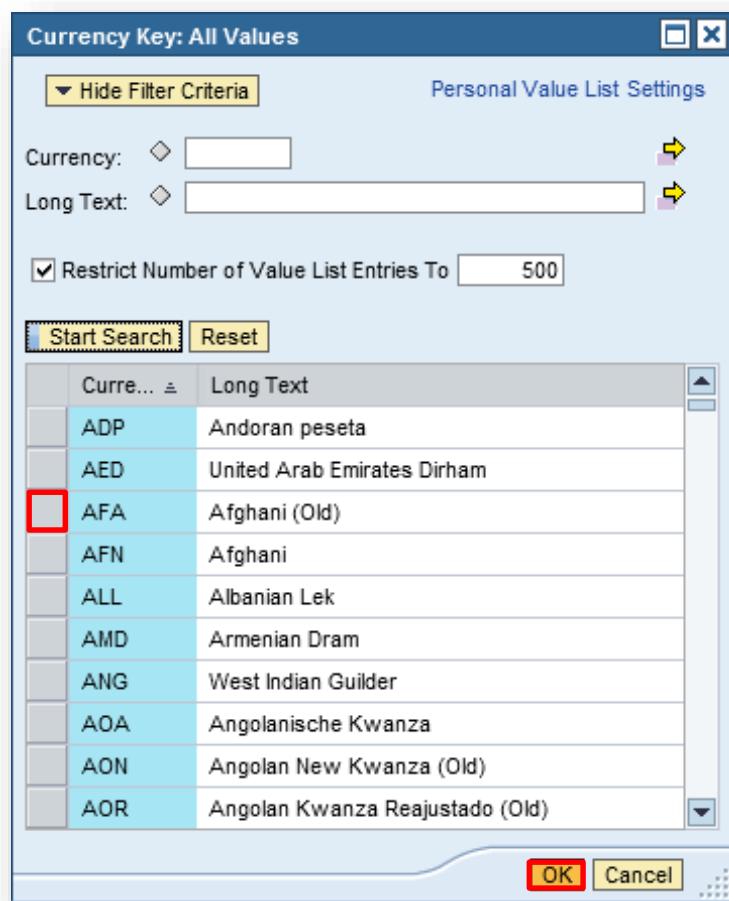
 Note:

- Umoja cannot accommodate a Price per unit with more than 2 decimal points. The Price Unit field has been established so that while the unit of issue remains unchanged the pricing can be based on multiples of 1. For example, Sand estimated at .143 per kg can be entered at a Price of \$1.43 for a Price Unit of 10. Verify the total estimated value in the lower right hand corner of the Create Shopping Cart screen remains the same to ensure the Price Unit and calculation has been entered correctly.
- Supplier Product Number is the supplier's specific supplier part number i.e. may have been entered in the Contract Catalog. This will also print on the Purchase Order.
- Not all fields are in use such as:
 - Subcontracting; Not to Exceed Price; Not Separately Priced; Delivery Priority; Goods Receipt; Invoice Receipt; Goods Receipt Non-Valuated; Service Master Record; Incremental Funding
 - UN Fields (Reference Main Item and Main Item Line Number) are under development for future user with optional items but are not currently in use.

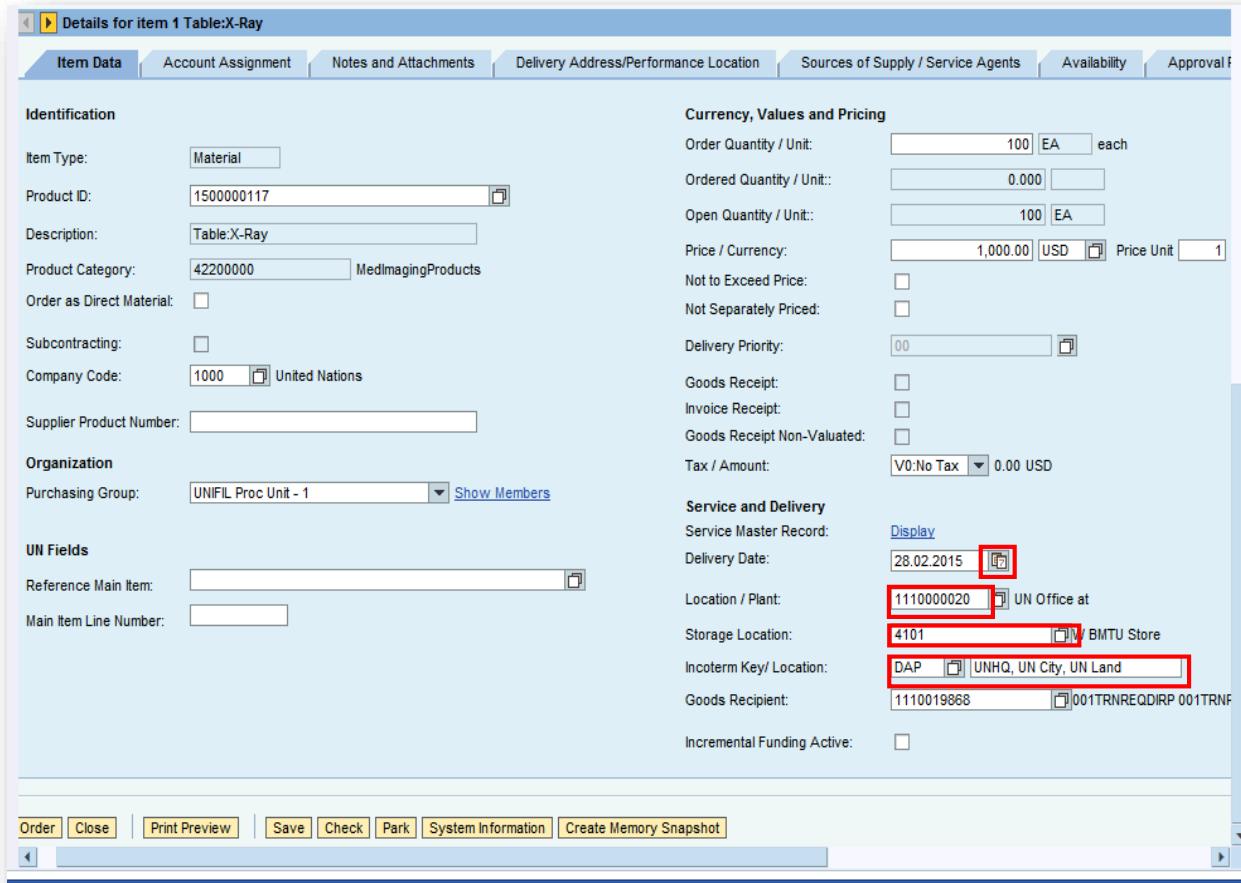
8. Leave the fields blank and click **Start Search** to view all available currencies or enter specifics in one of the search fields (using the asterisk for a Wildcard search) to narrow the results.



9. Click on the grey box to the left of the desired currency to select. Click **OK** to return to the Item Data screen.



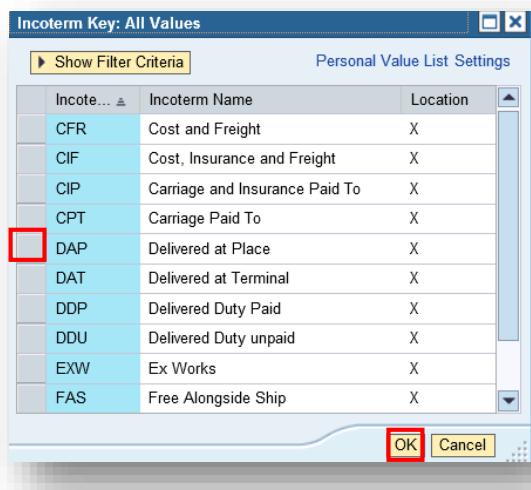
10. Review the delivery date and if required, enter a revised delivery date in the Delivery Date field. Alternately, click  icon to open a calendar in order to select a new date.
11. As required, review/enter the Incoterm into the Incoterm Key/Location field or click  icon to review the Incoterm options. The Incoterm selected by the Requisitioner is considered as suggested. The Buyer makes the final decision on which Incoterm is most appropriate.



Note:

- If the required **delivery date is to be in the past** for some exceptional reason (i.e. justified Ex Post Facto), enter a sufficient date to allow time for the approval of the Shopping Cart. Include an Internal Note to Buyer to advise the actual delivery date in the past. The Buyer can change the date on the Purchase Order.
- Carefully review the **Location/Plant** to ensure this is correct. The Location/Plant cannot be changed downstream and serious repercussions can occur if it is not correct. This is extremely important as this indicates **which entity can perform the receipt of goods/services in Umoja** and is different than the Delivery Address. The Location/Plant field is pre-populated based on the Requisitioner's User Profile created when access is granted but can be modified as required. This is very important for those undertaking centralized procurement with delivery to other offices or entities.

- The **Storage Location** is applicable only to requirements that will be sent to inventory. Items to be sent to inventory can only be requisitioned by those with the 'Requisitioner – Direct Procurement' Enterprise Role (more on this in the next section of the User Guide). If the Storage Location field pre-populated in a Shopping Cart for non-inventory items, simply disregard this field.
12. Click the **grey box** beside the required Incoterm to select and click **OK**. Carefully review all of the entries on the Item Data tab screen before moving to the next tab, Account Assignment.



Item Data Tab - Direct Procurement

Overview

The ability to raise a Shopping Cart for Direct Procurement items is granted only to users with the Requisitioner – Direct Procurement Enterprise Role. Direct Procurement in Umoja means that the items procured will be sent to ‘Inventory’. Direct Procurement (Inventory) items should be added to the Shopping Cart in the usual ways as detailed earlier in the User Guide.

The decision to procure items for Inventory must be made by the Requisitioner **at the creation of the Shopping Cart**. Items can not be inventoried at a later date if the selection is not made at this point.

The main differences in the Shopping Cart, although limited, are on the Item Data and Account Assignment tabs (more to follow on the Account Assignment tab).

Step-by-Step Instructions

1. The Item Data Tab should be completed as detailed earlier, with the following exceptions:
 - o Check the **Order as Direct Material** box. Once this box is checked it cannot be unchecked.
 - o Verify that the **Storage Location** for the inventory is populated and is correct (data typically automatically populates based on the User’s Profile).

The screenshot shows the 'Details for item 1 Table:X-Ray' window with the 'Item Data' tab selected. The 'Identification' section includes fields for Item Type (Material), Product ID (1500000117), Description (Table:X-Ray), Product Category (42200000 MedImagingProducts), and Order as Direct Material (checkbox checked). The 'Currency, Values and Pricing' section includes Order Quantity / Unit (100), Ordered Quantity / Unit (0.00), Open Quantity / Unit (10), Price / Currency (500.00), Not to Exceed Price (checkbox), Not Separately Priced (checkbox), Delivery Priority (00), Goods Receipt (checkbox), Invoice Receipt (checkbox), Goods Receipt Non-Valuated (checkbox), and Tax / Amount (V0:No Tax). The 'Service and Delivery' section includes Service Master Record (Display), Delivery Date (31.01.2015), Location / Plant (1110000020 UN), Storage Location (4101), Incoterm Key/ Location (DAP), and Goods Recipient. The 'UN Fields' section includes Reference Main Item and Main Item Line Number.

 **Note:**

- Carefully review all of the entries on the Item Data tab screen before moving to the next tab, Account Assignment.
- The Goods Recipient field that typically pre-populates with the information of the User who is creating the Shopping Cart, is automatically cleared once the Order as Direct Material box is checked. Entry in this field is not required.

Account Assignment Tab - Account Assignment Categories Overview

Review

While the default Account Assignment Category of “Cost Center” is typically used in many offices for the majority of Shopping Carts, it may be necessary to select another option. The key categories to be familiar with are:

Cost Center

Used for the **majority** of Shopping Carts, this option will charge the selected Cost Center (defaulted based on the Requisitioner’s user attributes) for the estimated amount i.e. 10076 (Supply Section).

Asset

An item defined as an Asset under IPSAS i.e. valued at $\geq \$20,000$ USD ($\geq \$5,000$ USD for specified smaller entities) and for certain items (i.e. vehicles) valued at $\geq \$5,000$ USD.

Order (Internal Order)

Used to collect costs and revenues for a **specific event/simple project** that has defined start and end dates and is usually temporary in nature and where costs should be segregated from other events or on-going operations to enable more detailed monitoring. Users would be advised when to requisition against an Internal Order.

WBS (Work Breakdown Structure)

Used only for larger projects associated with the **Project Management module** of Umoja. Users would be advised when to requisition against a WBS.

Unfunded

Unfunded Shopping Carts are typically used to initiate the solicitations process to create an ‘Unfunded Contract’ i.e. Systems Contract, multi-year contract, BPO. A funded Shopping Cart will subsequently be required to issue a PO to procure items or add internal funding.

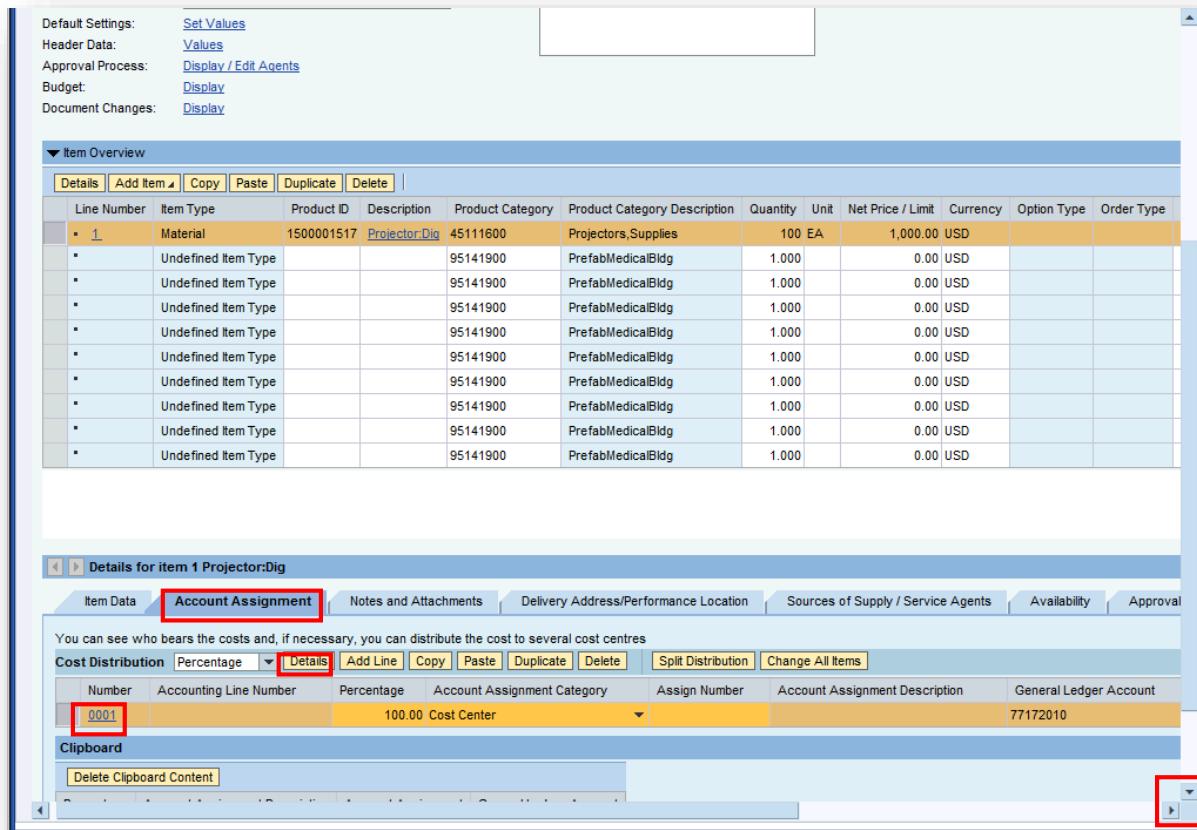


Note:

The **Direct Material Account Assignment Category** is also in use but is not for selection by the User. Rather it is defaulted when the option Order as Direct Material (items for inventory) is selected by the User in the Item Data Tab. The Order as Direct Material option is only available to Users with the Requisitioner – Direct Procurement Enterprise Role.

Step-by-Step Instructions

1. Click the **Account Assignment Tab**. Click **Details** or the line item number hyperlink to view the Account Assignment Tab fields.
2. Click the  icon in the lower right corner to scroll down the screen and view the fields.

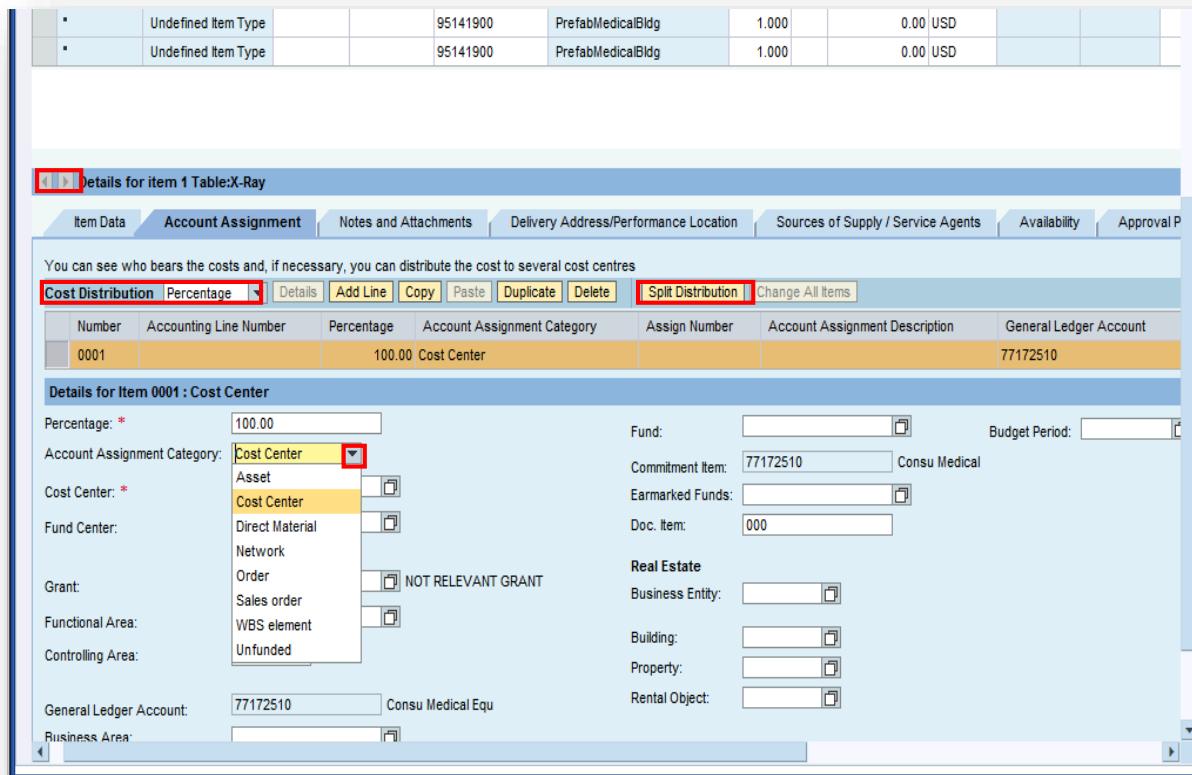


The screenshot shows the Umoja Requisitioning application interface. At the top, there are several configuration options: Default Settings (Set Values), Header Data (Values), Approval Process (Display / Edit Agents), Budget (Display), and Document Changes (Display). Below these is the 'Item Overview' section, which displays a grid of items. The first item in the grid is highlighted with a yellow background and has the line number '1'. The grid columns include Line Number, Item Type, Product ID, Description, Product Category, Product Category Description, Quantity, Unit, Net Price / Limit, Currency, Option Type, and Order Type. In the 'Account Assignment' tab, there is a table for cost distribution. The first row of this table is highlighted with a yellow background and contains the number '0001'. The table columns are Number, Accounting Line Number, Percentage, Account Assignment Category, Assign Number, Account Assignment Description, and General Ledger Account. The value '100.00 Cost Center' is listed under the Accounting Line Number column. At the bottom right of the application window, there is a scroll down icon.

Cost Center

Step-by-Step Instructions

1. Follow the instructions detailed earlier to open the Account Assignment Tab. Click the  icon beside the Account Assignment Category field to view the drop-down menu of options.

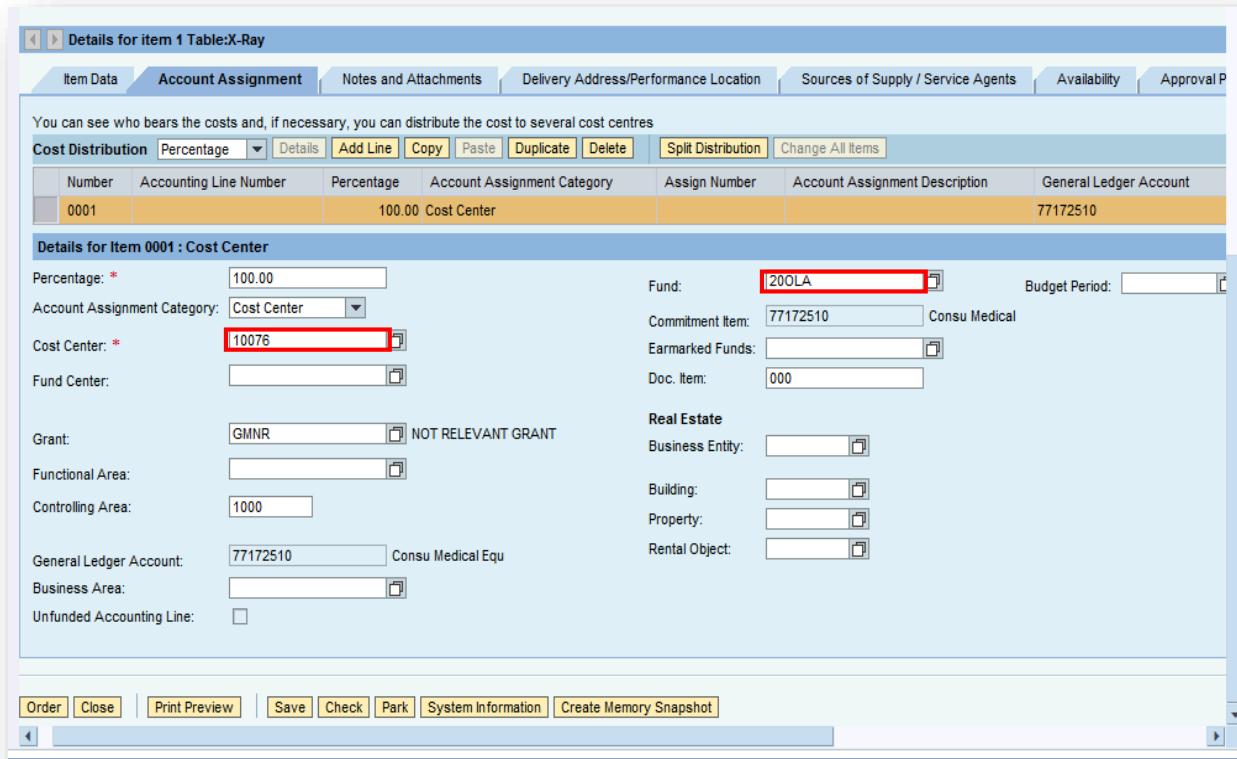


The screenshot shows the 'Account Assignment' tab for item 1. The 'Cost Center' dropdown menu is open, showing various categories. The 'Cost Center' option is selected. Other visible fields include Percentage (100.00), Account Assignment Category (Cost Center), Assign Number, Account Assignment Description, General Ledger Account (77172510), Fund, Commitment Item (77172510 Consu Medical), Earmarked Funds, Doc. Item (000), Real Estate, Business Entity, Building, Property, and Rental Object.

Note:

- **Cost Center** is typically the default in SRM.
- **Cost Distribution/Split Distribution** is not currently in general use. For goods, to split the costs of a Shopping Cart item between Cost Centers, it is necessary to create a new line item for each Cost Center/Account Assignment. Cost/Split Distribution can be used in some limited scenarios for services. As will be explained later in the User Guide, each cost Center assigned will require that Cost Center Approver (Certifying Officer) approve that line. The Shopping Cart will not be fully approved/released until all lines have been approved.
- Enter the **Account Assignment information individually** for each line item. If there is more than one item in the Shopping Cart, the arrows in the upper left corner can be used to move between items on the same tab i.e. view and complete the Account Assignment tab screen for item 2, 3 and so on by clicking the forward arrow. This feature is available on all tabs if there is more than one item in the Shopping Cart.

2. Click **Cost Center** from the drop down menu to select as the Account Assignment Category if not already defaulted.
3. Click in the **Cost Center field** and enter the Cost Center that will fund Shopping Cart. If the field is pre-populated, verify/revise it as necessary. Press **Enter** on your keyboard and note that the Fund Center field will then populate.
4. Click on the **Fund field** and **enter the fund**. Press **Enter** on your keyboard and note that the Budget Period, Functional Area and Business Area will also automatically populate.



The screenshot shows the 'Details for item 1 Table:X-Ray' window. The 'Account Assignment' tab is active. In the 'Cost Distribution' section, the 'Fund' field contains '200LA'. Below this, in the 'Details for Item 0001 : Cost Center' section, the 'Fund' field is also highlighted with a red box. Other fields visible include 'Percentage' (100.00), 'Account Assignment Category' (Cost Center), 'Cost Center' (10076), 'Fund Center', 'Grant' (GMNR), 'Functional Area', 'Controlling Area' (1000), 'General Ledger Account' (77172510), 'Business Area', and 'Unfunded Accounting Line'. Buttons at the bottom include Order, Close, Print Preview, Save, Check, Park, System Information, and Create Memory Snapshot.

Note:

- In SRM, the Cost Center is used in **Workflow**. The Cost Center determines to whom the Shopping Cart will be sent for review/approval i.e. to the Certifying Officer of the selected Cost Center. The Cost Center field will typically pre-populate based on the User's Profile. This can be revised as needed.
- Recall, upon approval, a **Funded Shopping Cart** generates a Pre-commitment against the Cost Center in Funds Management. A Commitment is generated upon the approval of the resultant Purchase Order(s).
- **Earmarked Funds** in Umoja is not currently being used for Shopping Carts.
- **Controlling Area** always defaults to 1000 = United Nations.
- The **Fund** represents the entity/budget source under which the goods/services are procured.

5. Carefully review the Account Assignment tab entries before moving to the next tab, Notes and Attachments.

The screenshot shows the 'Details for item 1 Table:X-Ray' window. The 'Account Assignment' tab is selected. A note at the top says: 'You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres'. Below this, there is a table with one row:

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account
0001		100.00	Cost Center	10076	UNIFIL Supply Sctn	77172510

Below the table, under 'Details for Item 0001 : Cost Center', are various fields:

Percentage: *	100.00	Fund:	200LA	UNIFIL	Budget Period:	P15
Account Assignment Category:	Cost Center	Commitment Item:	77172510	Consu Medical	Earmarked Funds:	
Cost Center: *	10076	Doc. Item:	000			
Fund Center:	10076	Real Estate				
Grant:	GMNR	Business Entity:				
Functional Area:	11BD0010	Building:				
Controlling Area:	1000	Property:				
General Ledger Account:	77172510	Rental Object:				
Business Area:	P003					
Unfunded Accounting Line:						

At the bottom of the window are buttons: Order, Close, Print Preview, Save, Check, Park, System Information, Create Memory Snapshot.

Note:

- Do not use the **Copy or Paste** buttons for Account Assignment information on Shopping Carts with more than one line item. It overwrites the General Ledger Account Number and causes a mismatch between the General Ledger Account and the Product Category for all subsequent line items. This mismatch also carries forward to follow-on documents (Purchase Order etc.) and causes serious negative repercussions downstream.

Order and WBS Element

Step-by-Step Instructions

1. Follow the instructions above to open the Account Assignment Tab. Click the  icon beside the Account Assignment Category field to view the drop-down menu of options.
2. As appropriate, click **Order** or **WBS Element** to select as the Account Assignment Category.



The screenshot shows the 'Details for Item 0001 : Cost Center' window. In the 'Account Assignment Category' field, 'Cost Center' is selected and highlighted with a yellow background. A red box with a white arrow points to the dropdown arrow icon next to the selection. Below the dropdown, the menu is open, showing 'Order' and 'WBS element' as options, both of which are also highlighted with yellow backgrounds and have red boxes with white arrows pointing to them. Other options in the menu include 'Asset', 'Cost Center', 'Direct Material', and 'Network'. The rest of the window displays various fields like Fund, Commitment Item, Earmarked Funds, Doc. Item, Business Entity, Building, Property, and Rental Object, all of which are currently empty or have their default values.

3. The Cost Center field disappears and a new field either **Order or WBS Element** appears based on the selection above.
4. Complete the Order or WBS Element field with the reference number provided by the appropriate office and press **Enter** on the keyboard. The Fund Center will populate automatically based on reference number entered.

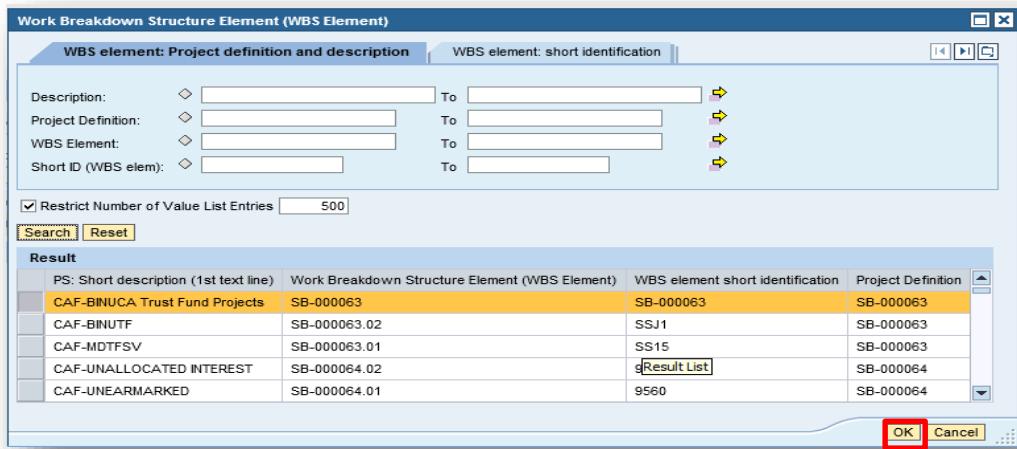
Details for item 1 Table:X-Ray

Item Data								Account Assignment		Notes and Attachments		Delivery Address/Performance Location		Sources of Supply / Service Agents		Availability		Approval Process				
You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres								Cost Distribution		Percentage	Details	Add Line	Copy	Paste	Duplicate	Delete	Split Distribution	Change All Items				
Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	Gen															
0001		100.00	Order			77172510	Con															
Details for Item 0001 : Order								Fund Center:		Order: *		Fund:		Budget Period:		Commitment Item:		Earmarked Funds:		Doc. Item:		
Percentage: *	100.00	Account Assignment Category:	Order	Fund:		Budget Period:		77172510	Consu Medical	Earmarked Funds:		Doc. Item:	000									
Fund Center:		Order: *		Fund:		Budget Period:		77172510	Consu Medical	Earmarked Funds:		Doc. Item:	000									
Grant:	GMNR	Functional Area:		Business Entity:		Building:		Real Estate		Property:		Rental Object:										
Controlling Area:	1000	General Ledger Account:	77172510 Consu Medical Equ	Business Entity:		Building:		Business Entity:		Property:		Rental Object:										
General Ledger Account:	77172510	Business Area:		Building:		Property:		Business Entity:		Rental Object:												
Unfunded Accounting Line:				Property:		Rental Object:																

Details for Item 0001 : WBS element

Percentage: *	100.00	Account Assignment Category:	WBS element	Fund:		Budget Period:	
Fund Center:		WBS Element: *		Commitment Item:	77172510	Consu Medical	
Grant:	GMNR	Functional Area:		Earmarked Funds:			
Controlling Area:	1000	General Ledger Account:	77172510 Consu Medical Equ	Doc. Item:	000		
General Ledger Account:	77172510	Business Area:		Real Estate			
Unfunded Accounting Line:				Business Entity:			

5. If required, click the  icon beside the Order or WBS Element field (see above) to view the above pop-up search window. Note the Order pop-up is similar as the screen shot above. Search as required, click the **grey box** to the left of the appropriate reference number and click **OK** in the bottom right to add the reference number to the field and return to the Account Assignment tab.



6. Carefully review the Account Assignment tab entries before moving to the next tab, Notes and Attachments.

**Note:**

In either the Order or WBS Element pop-up window, leave all fields blank and click **Search** to view the possible reference numbers. If using this method to select a reference number, the selection must be confirmed with/by the responsible officer prior to ordering the Shopping Cart.

Unfunded

Step-by-Step Instructions

1. Follow the instructions outlined earlier to open the Account Assignment Tab. Click the  icon beside the Account Assignment Category field to view the drop-down menu of options.
2. Click **Unfunded** to select as the Account Assignment Category.

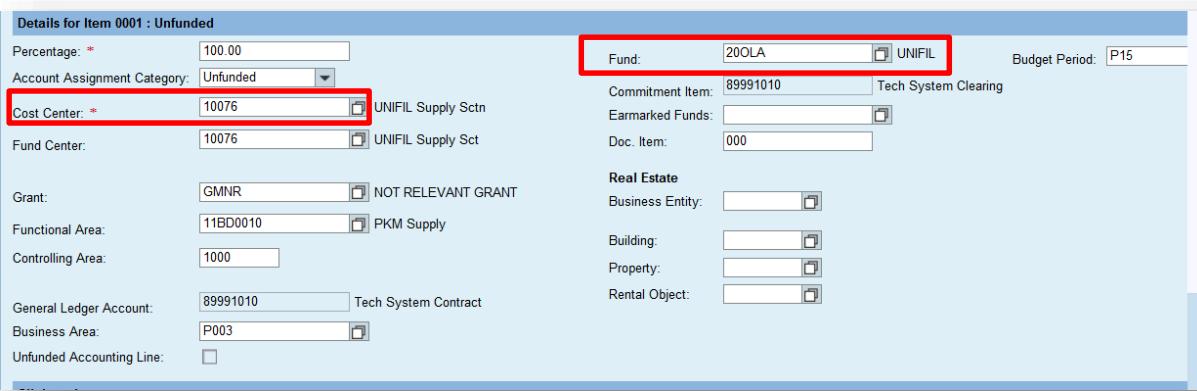


The screenshot shows the 'Details for Item 0001 : Cost Center' window. In the 'Account Assignment Category' dropdown, 'Cost Center' is selected. Below it, the 'Unfunded' option is highlighted with a red box. Other options include Asset, Cost Center, Direct Material, Network, Order, Sales order, and WBS element.

Note:

- Recall, Unfunded Shopping Carts are raised to create Contracts (Unfunded) resulting in **Contract Catalog Items** such as Systems Contracts, multiple fiscal period contracts, Blanket Purchase Orders etc. with an approved NTE (Not to Exceed) value. As and when required, a Funded Shopping Cart(s) is raised to issue a Purchase Order to procure items or add funding for the fiscal period (i.e. lease contract).
- The Unfunded Shopping Cart should typically include the **estimated value** over the lifetime of the requirement i.e. this can be entered in the Item Data Tab.

3. Enter the **Cost Center** and the **Fund** and press **Enter** on the keyboard (the Fund Center, Business Area and Budget Period will automatically populate).
4. Carefully review the Account Assignment tab entries before moving to the next tab, Notes and Attachments.



Details for Item 0001 : Unfunded

Percentage: *	100.00	
Account Assignment Category:	Unfunded	
Cost Center: *	10076	UNIFIL Supply Sctn
Fund Center:	10076	UNIFIL Supply Sct
Grant:	GMNR	NOT RELEVANT GRANT
Functional Area:	11BD0010	PKM Supply
Controlling Area:	1000	
General Ledger Account:	89991010	Tech System Contract
Business Area:	P003	
Unfunded Accounting Line:		
Fund: 200LA UNIFIL Budget Period: P15		
Commitment Item: 89991010 Tech System Clearing		
Earmarked Funds:		
Doc. Item: 000		
Real Estate		
Business Entity:		
Building:		
Property:		
Rental Object:		

 **Note:**

Although the Shopping Cart is Unfunded, the **Cost Center** is required as it determines to whom the Shopping Cart will be routed via Workflow for approval. Upon approval, the Unfunded Shopping Cart and resulting Unfunded Contract will have no financial impact in Umoja.

Asset

Overview

Items should be added to the Shopping Cart based on the description. The Requisitioner must verify if a product is considered to be a Asset in accordance with the IPSAS guidelines i.e. it is valued at $\geq \$20,000$ USD (or $\geq \$5,000$ USD for specified smaller entities) or for certain items (i.e. vehicles) valued at $\geq \$5,000$ USD.

Product IDs for Assets valued at \$20,000 USD or more typically start with 21 i.e. the Product ID for a Computer, Server, Standalone (Asset) is 2100001083. Recall Product IDs are created by the UN's Master Data Maintenance Team in consultation with the Business. However, smaller offices that have the lower IPSAS Asset threshold of \$5,000 may have Assets with product IDs not starting with 21. Further guidance from the Business on Assets may be issued.

Step-by-Step Instructions

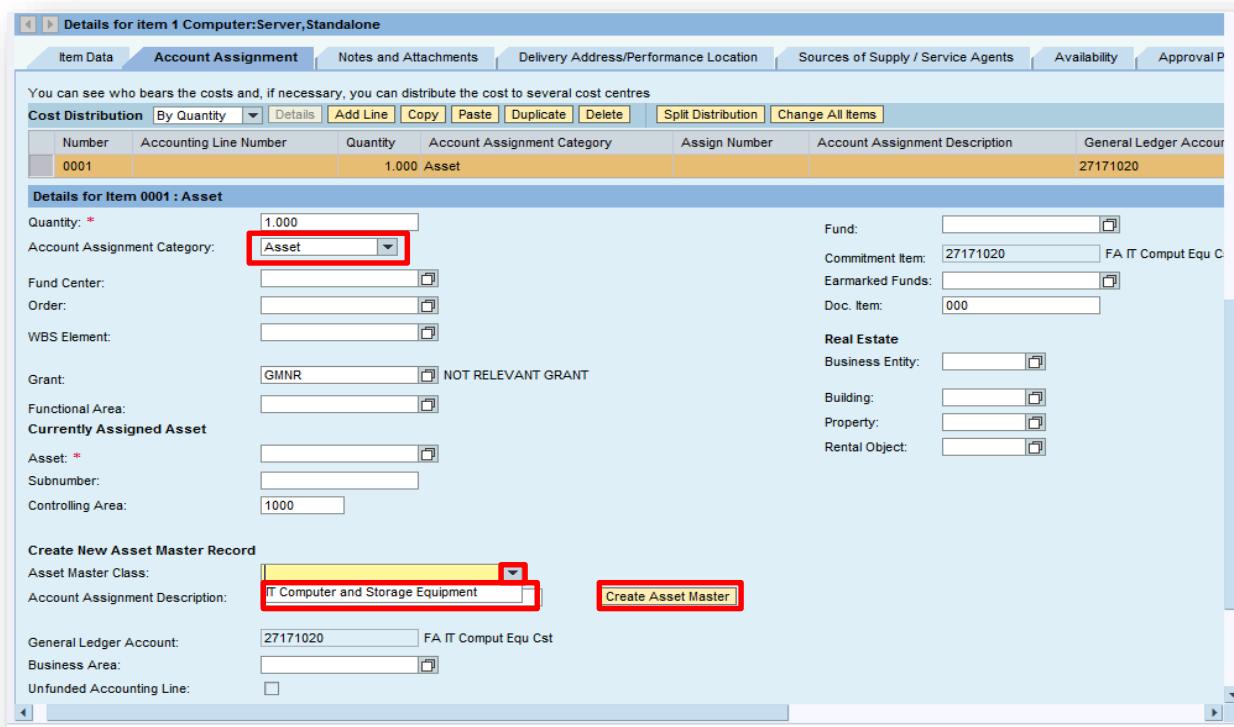
1. Follow the instructions outlined earlier to open the Account Assignment tab.

The screenshot shows the 'Details for item 1 Computer:Server,Standalone' screen. The 'Account Assignment' tab is selected. A table titled 'Cost Distribution' lists one item: Number 0001, Accounting Line Number 1.000, Asset Category, Assign Number, Account Assignment Description, and General Ledger Account 27171020. Below this, the 'Details for Item 0001 : Asset' section contains fields for Quantity (1.000), Account Assignment Category (Asset, highlighted with a red box), Fund Center, Order, WBS Element, Grant (GMNR, NOT RELEVANT GRANT), Functional Area, and various Real Estate fields (Business Entity, Building, Property, Rental Object). Under 'Currently Assigned Asset', fields include Asset (27171020 FA IT Comput Equ Cst), Subnumber, and Controlling Area (1000). A 'Create New Asset Master Record' section includes fields for Asset Master Class, Account Assignment Description, and a 'Create Asset Master' button. At the bottom, fields for General Ledger Account (27171020 FA IT Comput Equ Cst), Business Area, and Unfunded Accounting Line are shown.

**Note:**

If an item with a Product ID beginning with 21 is selected, the **Account Assignment Category** automatically defaults to Asset and the appropriate General Ledger Account is also defaulted.

2. If the item is deemed an Asset in accordance with IPSAS and the **Account Assignment Category** field is not already populated with Asset, click the  icon beside the Account Assignment category field and click to view the drop-down menu options. Double click on **Asset** select.
3. Each Asset will require an individual, unique Asset Master Record number. Click the  icon beside the Asset Master Class field and click on the defaulted description to select. Click **Create Asset Master**.



The screenshot shows the 'Details for item 1 Computer:Server,Standalone' window. The 'Account Assignment' tab is active. In the 'Details' section, the 'Account Assignment Category' dropdown is set to 'Asset'. In the 'Create New Asset Master Record' section, the 'Asset Master Class' dropdown is set to 'IT Computer and Storage Equipment' and the 'Create Asset Master' button is visible.

4. Enter the **Fund Center or Order or WBS Element** field as appropriate and the **Fund** (if not already populated). Press **Enter** on the keyboard.

The screenshot shows the 'Details for item 1 Computer:Server,Standalone' screen. The 'Account Assignment' tab is selected. In the 'Cost Distribution' section, the 'Fund Center' field contains '10076' and the 'Fund' field contains '200LA'. Both fields are highlighted with red boxes. Other visible fields include 'Quantity' (1.000), 'Account Assignment Category' (Asset), 'Assign Number' (4200000020), 'Account Assignment Description' (Computer:Server,Standalone), and 'General Ledger Account' (27171020).

Note:

The Asset field becomes populated with a **unique Asset Master Record** number. This information is also displayed at the top of the Account Assignment Tab for this unit.

5. Each individual unit of a Asset line item will require a unique Asset Master Record number. If the line item has a quantity greater than 1, click **Add Line**. If not, proceed to Step 8 below.

Note:

Only use Add Line. Do not use Copy, Paste or Duplicate as this will duplicate all information of the line 001 including the Asset Master Record number and Account Assignment Description. Recall each Asset (unit) in a line item requires a unique Asset Master Record number.

6. A 2nd line is added on the Account Assignment Tab. Click the **grey box** to the left of the added line to select. Click **Create Asset Master**.

The screenshot shows the 'Account Assignment' tab of the Umoja Requisitioning application. At the top, there are tabs for Item Data, Account Assignment (which is selected), Notes and Attachments, Delivery Address/Performance Location, Sources of Supply / Service Agents, Availability, and Approval. Below the tabs, a message says 'You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres'. A 'Cost Distribution' section has a dropdown menu set to 'By Quantity'. Buttons include Details, Add Line, Copy, Paste, Duplicate, Delete, Split Distribution, and Change All Items. A table lists items with columns: Number, Accounting Line Number, Quantity, Account Assignment Category, Assign Number, Account Assignment Description, and General Ledger Acc. Row 0001 has quantity 1.000 Asset and assign number 4200000020. Row 0002 has quantity 1.000 Asset and assign number 27171020. A green box highlights row 0002. Below the table, a section titled 'Details for Item 0002 : Asset' contains fields for Quantity (1.000), Account Assignment Category (Asset), Fund Center, Order, WBS Element, Grant (GMNR), Functional Area, and Currently Assigned Asset (Asset: 000, Subnumber: 1000). To the right, sections for Real Estate (Business Entity, Building, Property, Rental Object) and Financials (Fund, Commitment Item, Earmarked Funds, Doc. Item) are shown. At the bottom, a 'Create New Asset Master Record' section includes fields for Asset Master Class (IT Computer and Storage Equipment), Account Assignment Description, General Ledger Account (27171020 FA IT Comput Equ Cst), and Business Area, followed by a 'Create Asset Master' button.

 **Note:**

In our example, line item 001 has a quantity of 2. The 2nd line added above is the second unit of quantity 2 in line item 001. The top of the Account Assignment Tab screen indicates that these are the Details for Item 1 and the 2nd unit is listed as Number 2 of Item 1 in order to assign a **Asset Master Record** number only. This should not be confused with adding items to the Shopping Cart as the process of assigning Asset Master Records numbers has no impact on the number of items/quantity in the Shopping Cart.

7. The 2nd unit in line item 001 is assigned a unique Asset Master Record number and Account Assignment Description. Complete the **Fund Center** and **Fund** fields and press **Enter** on the keyboard.
8. Carefully **review the Account Assignment tab** entries before moving to the next Tab, Notes and Attachments.

Details for item 1 Computer:Server,Standalone

Number	Accounting Line Number	Quantity	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Acc
0001		1.000	Asset	4200000020	Computer:Server,Standalone	27171020
0002		1.000	Asset	4200000021	Computer:Server,Standalone	27171020

Details for Item 0002 : Asset

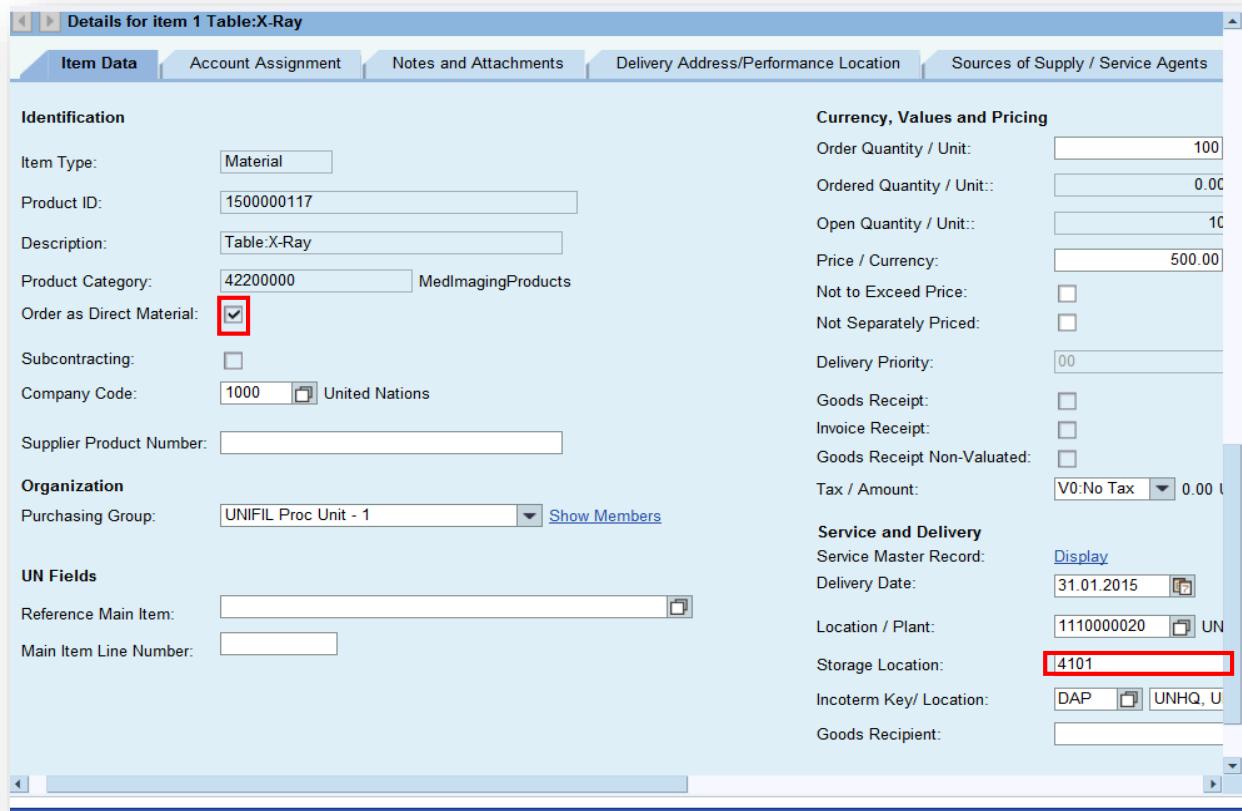
Quantity: *	1.000	Fund:	200LA
Account Assignment Category:	Asset	UNIFIL	
Fund Center:	10076	UNIFIL Supply Sct	FA IT Comput
Order:		Earmarked Funds:	
WBS Element:		Doc. Item:	000
Grant:	GMNR	NOT RELEVANT GRANT	
Functional Area:			
Currently Assigned Asset			
Asset: *	4200000021	Computer:Server,Standalone	
Subnumber:	0		
Controlling Area:	1000		
Real Estate			
Business Entity:		Building:	
		Property:	
		Rental Object:	
Create New Asset Master Record			
Asset Master Class:	IT Computer and Storage Equipment		
Account Assignment Description:		Create Asset Master	
General Ledger Account:	27171020	FA IT Comput Equ Cst	
Business Area:	P003		

Note:

- Repeat steps 4 -6 for each unit in a line item that is deemed an Asset under IPSAS. For example, if line item 001 of the Shopping Cart has a quantity of 5, then 5 lines must appear at the top of the Account Assignment Tab screen. Each item requires a unique Asset Master Record number and the Fund Center and Fund must be completed for each unit.
- Move between Account Assignment tab screens for each unit by clicking the grey box to the left of desired item if required.

Direct Material (Inventory Items)

Review



The screenshot shows the 'Details for item 1 Table:X-Ray' window. The 'Item Data' tab is selected. Key fields visible include:

- Identification:**
 - Item Type: Material
 - Product ID: 1500000117
 - Description: Table:X-Ray
 - Product Category: 42200000 MedImagingProducts
 - Order as Direct Material:
 - Subcontracting:
 - Company Code: 1000 United Nations
 - Supplier Product Number: [empty]
- Currency, Values and Pricing:**
 - Order Quantity / Unit: 100
 - Ordered Quantity / Unit: 0.00
 - Open Quantity / Unit: 10
 - Price / Currency: 500.00
 - Not to Exceed Price:
 - Not Separately Priced:
 - Delivery Priority: 00
 - Goods Receipt:
 - Invoice Receipt:
 - Goods Receipt Non-Valuated:
 - Tax / Amount: V0:No Tax 0.00
- Organization:**
 - Purchasing Group: UNIFIL Proc Unit - 1
- UN Fields:**
 - Reference Main Item: [empty]
 - Main Item Line Number: [empty]
- Service and Delivery:**
 - Service Master Record: [Display](#)
 - Delivery Date: 31.01.2015
 - Location / Plant: 1110000020 UN
 - Storage Location: 14101
 - Incoterm Key/ Location: DAP UNHQ, U
 - Goods Recipient: [empty]

Note:

Recall that as previously mentioned, the decision to procure items to be inventoried can only be made at the time of the creation of the Shopping Cart. To do so, the **Order as Direct Material** box must be checked on the Item Data tab. Ensure that the **Storage Location** is populated and correct.

Step-by-Step Instructions

1. The Account Assignment Category automatically populates to **Direct Material** when the Order as Direct Material box is checked on the Item Data tab. Typically the **Fund Center, Fund, Budget Period and Functional Area** are derived based on the Plant and Storage Location on the Item Data tab. Ensure the entries are correct.
2. Carefully **review the Account Assignment** tab entries before moving to the next tab, Notes and Attachments.

The screenshot shows the Umoja Requisitioning software interface. The top navigation bar includes tabs for Item Data, Account Assignment (which is currently selected), Notes and Attachments, Delivery Address/Performance Location, and Sources of Supply / Service Agents. Below the tabs, there is a message: "You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres". A toolbar with buttons for Cost Distribution, Percentage, Details, Add Line, Copy, Paste, Duplicate, Delete, Split Distribution, and Change All Items is visible. The main data area displays a table for item 0002, showing a single row with the following data: Number (0002), Accounting Line Number (highlighted in orange), Percentage (100.00), Account Assignment Category (Direct Material), Assign Number (highlighted in orange), and Account Assignment Description (highlighted in orange). Below the table, a section titled "Details for Item 0002 : Direct Material" contains various fields: Percentage (100.00), Account Assignment Category (Direct Material), Fund Center (J0076, highlighted in yellow), Grant (GMNR), Functional Area (11BD0010), Controlling Area (empty), General Ledger Account (empty), Business Area (empty), Unfunded Accounting Line (checkbox), Fund (20OLA), Commitment Item (17175010), Business Entity (checkbox), Building (checkbox), Property (checkbox), and Rental Object (checkbox). The "Fund Center" field (J0076) is highlighted with a red box.

Note:

There is no General Ledger Account for Direct Materials as it is processed in the back-end directly.

Real Estate (Lease-In)

Overview

Umoja manages Real Estate portfolios including the commercial procurement/leasing of property (lease-in) and the leasing of holdings to other entities (lease-out).

Typically, the Requisitioner will raise an Unfunded Shopping Cart to lease a premises. Procurement will issue the resulting Unfunded Contract (lease-in contract) and publish the lease contract item(s) to the Contract Catalog i.e. 3 year lease contract at \$10,000 per month. Recall for services it is important to create the Funded and Unfunded Shopping Carts in a manner that facilitates partial deliveries based on the anticipated billing cycle as required.

The Requisitioner will then raise a Funded Shopping Cart to obligate funds for the financial period (i.e. 12 months at \$10,000 per month) by selecting and adding the lease-in Contract Catalog Item to the Shopping Cart. Once approved, this Shopping Cart will result in a Purchase Order that will create a Commitment of funds in Umoja.

During the creation of the lease-in Funded Shopping Cart, the Requisitioner will be required to enter the **Real Estate** data requested on the Account Assignment Screen (see the screen shot above i.e. Business Entity, Building, Property, Rental Object). This information will be provided by an Umoja User with the Enterprise Role of **Facilities Planner**. In this way, Umoja will track all such activity related to leases.

In most cases, the Requisitioner of the lease-in Shopping Cart will also be assigned the Enterprise Role of Facilities Planner and will complete and attend the required courses. If you are a Requisitioner and have not been assigned the Facility Planner Enterprise Role please review the **Umoja Real Estate Management Overview CBT** course posted on iSeek for useful information.

For full details on the creation of lease-in requirements refer to **Create Space Rental Requisition - Lease-in Process Job Aid** on iSeek.

Step-by-Step Process

1. For Shopping Carts related to a lease-in, complete the **Real Estate fields** based on the data provided by the Facilities Planner.
2. Carefully review the Account Assignment tab entries before moving to the next tab, Notes and Attachments.

Details for item 1 Lease:Building Space

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description
0001		100.00	Cost Center	10076	UNIFIL Supply Sctn

Details for Item 0001 : Cost Center

Percentage: * 100.00 Fund: 20OLA UNIFIL

Account Assignment Category: Cost Center Commitment Item: 74102010 OE Infra Ren

Cost Center: * 10076 UNIFIL Supply Sctn Earmarked Funds: Doc. Item: 000

Fund Center: 10076 UNIFIL Supply Sct

Grant: GMNR NOT RELEVANT GRANT

Functional Area: 11BD0010 PKM Supply

Controlling Area: 1000

General Ledger Account: 74102010 OE Infra RentPremise

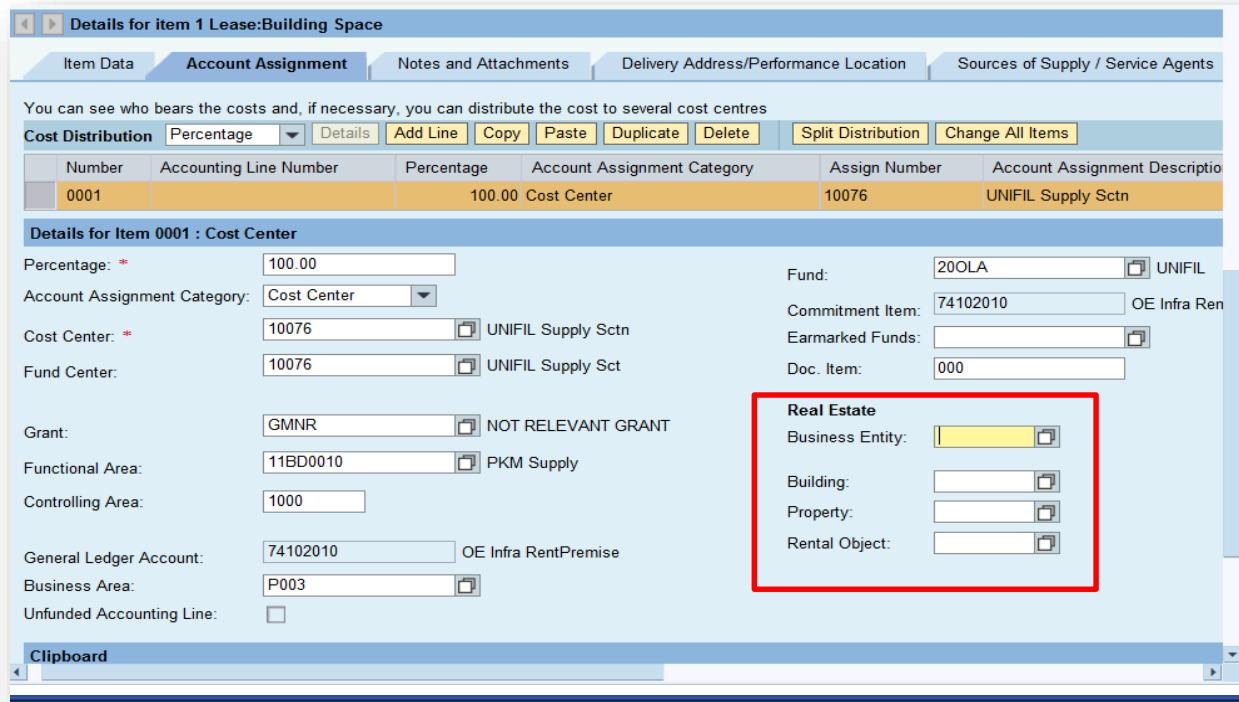
Business Area: P003

Unfunded Accounting Line:

Real Estate (highlighted with a red box)

Business Entity:	
Building:	
Property:	
Rental Object:	

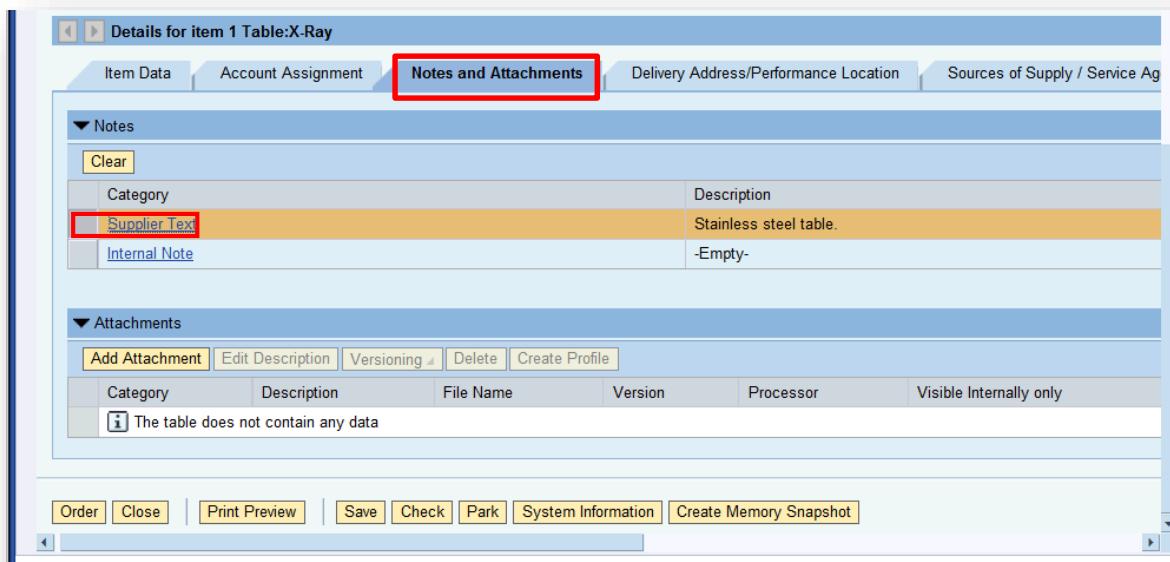
Clipboard



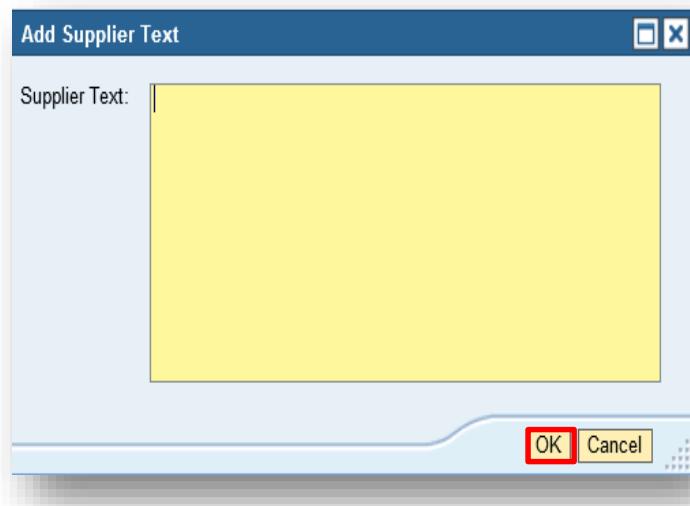
Notes and Attachments Tab

Step-by-Step Instructions

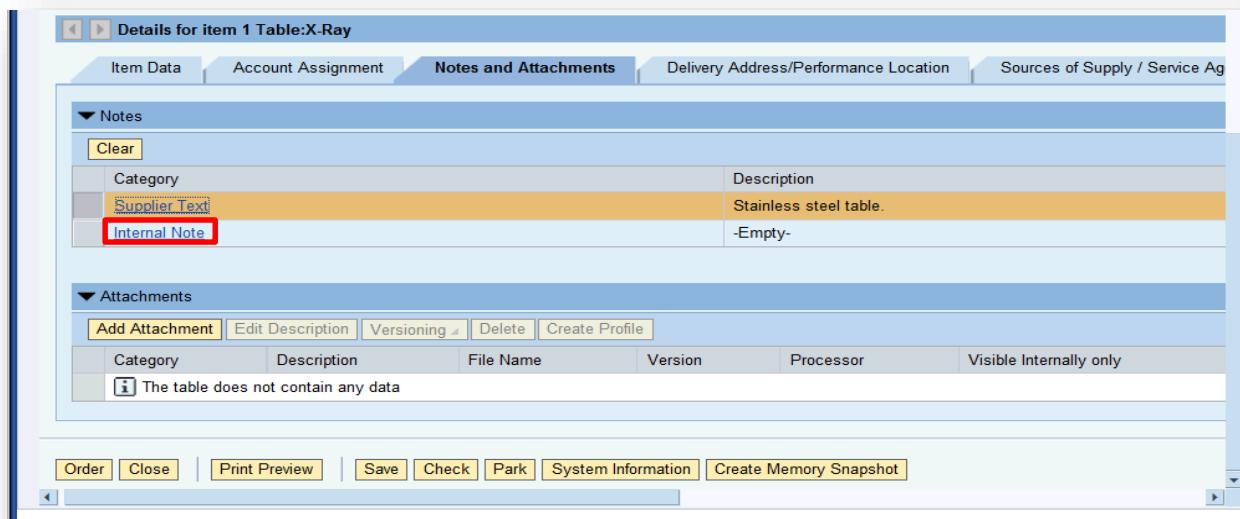
1. Click the **Notes and Attachments** Tab.
2. Click **Supplier Text** to enter text to be viewed by the Supplier(s) and Buyer such as additional specifications etc. This is due to the fact that the Product ID/Category description in the Material/Service Master may not be detailed enough.



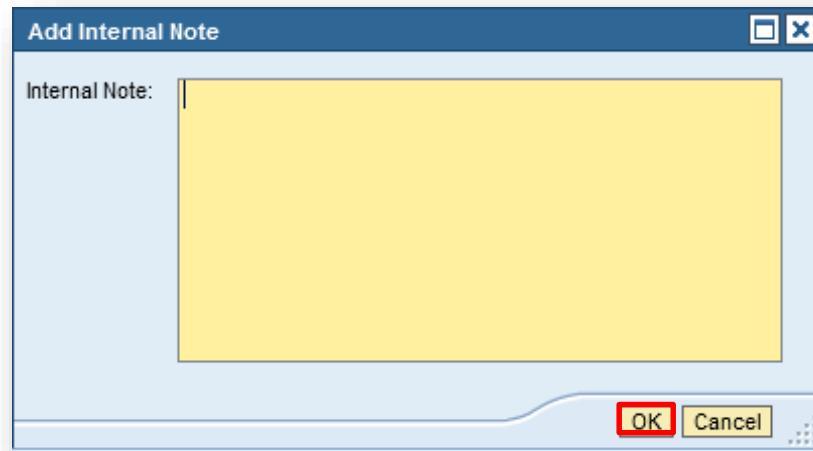
3. As required, enter any additional information for the Supplier(s) and click **OK**. There does not seem to be a limit on the number of characters.



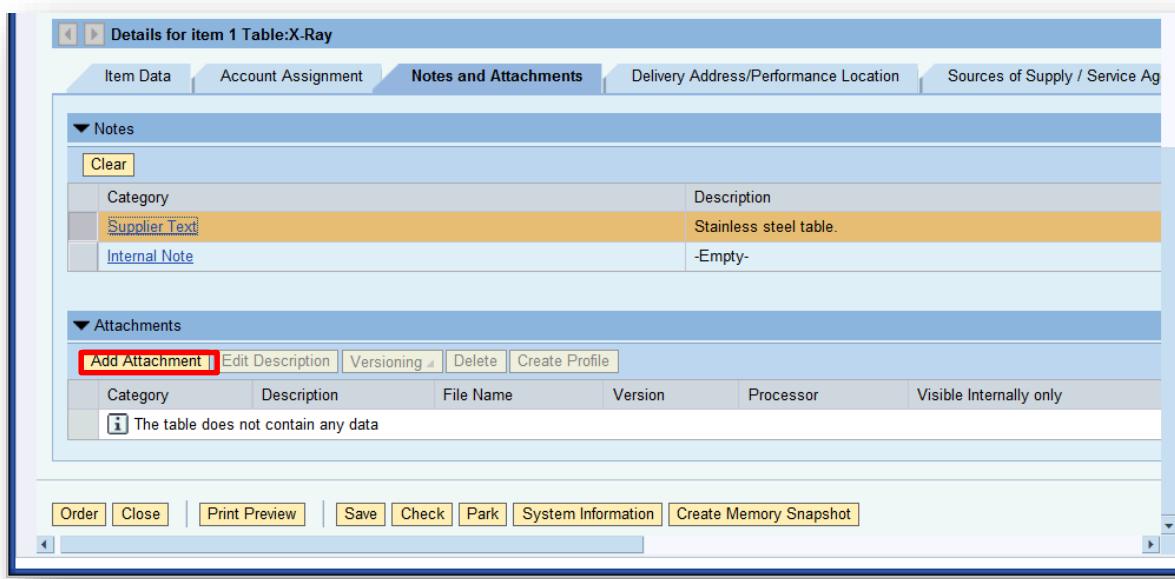
4. Click **Internal Note** to include an internal note for the Buyer if required. This note will not be visible by the Supplier(s).



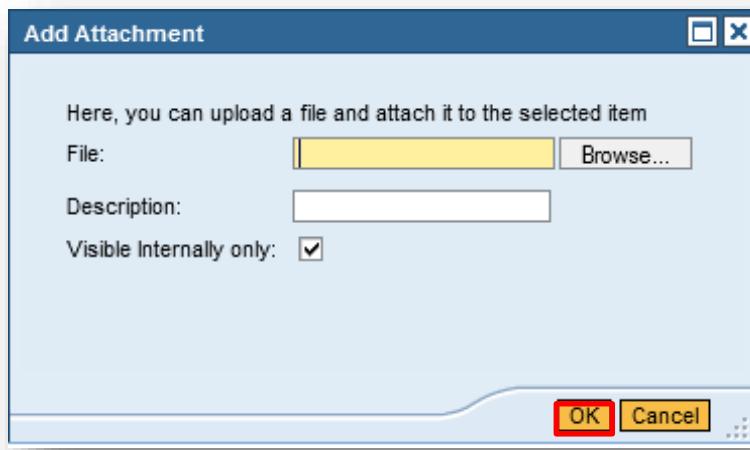
5. As required, enter any additional information for the Buyer and click **OK**. For example, urgency, request to establish Systems Contracts or Blanket Purchase Order, 'refer to attached specifications or SOW' etc.



6. Click **Add Attachment** to add additional specifications, SOW, TOR, a list of items for a BPO etc. Limit the size of the attachment as Umoja is not a document management system.



7. Upload an attachment if required, add a description in the Description field and click **OK**.



Note:

If you experience technical issues and are unable to attach a document, refer to iSeek and the Production Support & How-to Guide called **Technical Guide (Umoja Access Layer – User Guide)**. This will provide instructions on how to ensure proper system configuration for attachments.

Delivery Address/Performance Location Tab

Step-by-Step Instructions

1. Click the **Delivery Address/Performance Location** tab. Carefully review/ensure that the information is correct before moving to the next tab, particularly if the Shopping Cart is being raised for delivery to another entity.

The screenshot shows a software interface titled "Details for item 1 Table:X-Ray". At the top, there are several tabs: "Item Data", "Account Assignment", "Notes and Attachments", "Delivery Address/Performance Location" (which is highlighted with a red box), "Sources of Supply / Service Agents", "Availability", and "Approvals". Below the tabs, there is a form for entering delivery address information. The form fields include: Name (UNIFIL HQ), C/O, Fax Number/Extension (961 1 925000 (5403)), Street / House Number (Main Street), District, Country (LB Lebanon), Additional Name (UN Interim Force in Lebanon), Phone Number / Extension (961 1 925000 (5391)), E-Mail, Floor / Room, Postal Code / City (Naqura, So), Postal Code / P.O.Box, and Region. At the bottom of the form, there are buttons for "Order", "Close", "Print Preview", "Save", "Check", "Park", "System Information", and "Create Memory Snapshot".

Note:

- During set-up and configuration, each entity will determine their delivery address/locations in the system.
- This information is pre-populated based on information in the User's Default Settings at the Header Level of the Shopping Cart.
- For offices with centralized supply chain functions, be sure to confirm the correct location (e.g. if requisitioning/procuring on behalf of other offices/entities).

Sources of Supply/Service Agents Tab

Step-by-Step Instructions

1. Click the **Sources of Supply/Service Agents** tab. Based on the Product Category/ID of each item, Umoja will indicate if a Contract Catalog Item and therefore a Source of Supply/Service Agent exist. The Contract Catalog can be selected if desired, however, no action is necessary on this tab.

Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency
1110001338	Fleischhacker GmbH & Co. KG	4700000198	623	MedImagingProducts		0.00	USD
1110001338	Fleischhacker GmbH & Co. KG	4700000198	174	Table:X-Ray	461111-0146-000005	636.47	USD

Note:

- If an item **has been** added using the **Contract Catalog**, the Vendor and Contract information are already assigned and can be viewed on the Sources of Supply tab.
- If an item **has not been** added using the **Contract Catalog** and if no Systems or Local Contract Catalog Items have been identified by Umoja, this Tab will be blank.
- If an item **has not been** added using the **Contract Catalog**, Umoja will indicate if a Systems or Local Contract Catalog Item exists. Under the Sources of Supply/Service Agents Tab, a list of the related Contract Catalog items is displayed. If deemed suitable, a Supplier (Contract Catalog Item) can be assigned by clicking the grey box on the line to the left of required Source of Supply and clicking Assign Supplier. Note that the unit price will change from your estimated price to that of the Contract Catalog item.
- Reminder, each line item has a corresponding Sources of Supply/Service Agents tab. Use the arrows in the upper left corner to move between line items on the Tab.

Availability Tab

Step-by-Step Instructions

1. Click the **Availability** Tab.

The screenshot shows a software interface for managing requisitions. At the top, there's a navigation bar with tabs: Item Data, Account Assignment, Notes and Attachments, Delivery Address/Performance Location, Sources of Supply / Service Agents, Availability (which is highlighted in blue), Approval Process Overview, User-Specified Status, and Subcontracting. Below the tabs, there's a section titled "Check Availability" with a red error message: "Requested quantity not available on specified date". It shows a product code (15000000117) and a quantity of 10 EA. To the right, there are fields for Description ("TableX-Ray") and Delivery date ("06.01.2015"). A note below states: "Requested quantity not available on another date or at another plant". At the bottom of the screen, there are several buttons: Order, Close, Print Preview, Save, Check, Park, System information, and Create Memory Snapshot. There are also navigation arrows on the right side of the main content area.

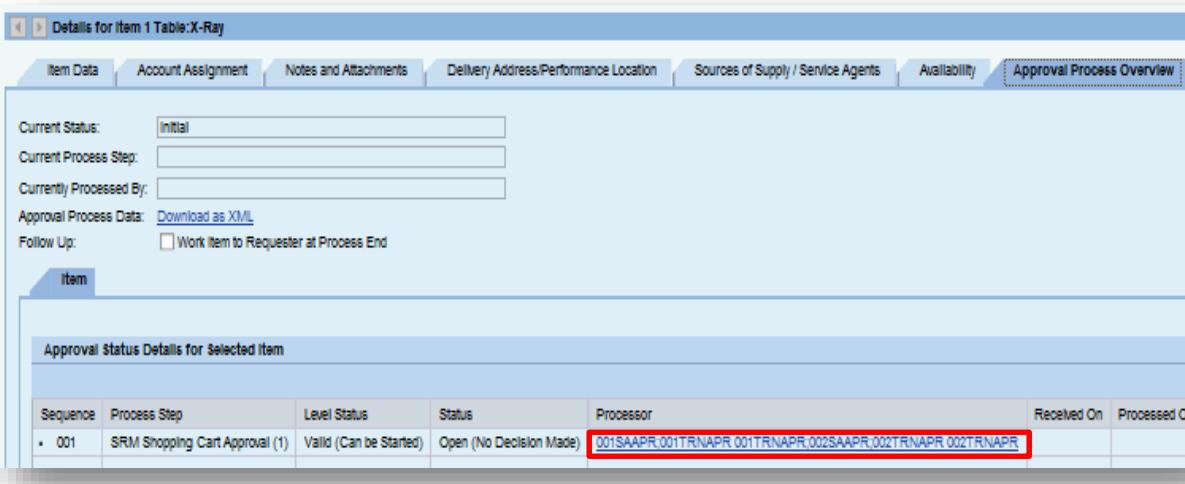
Note:

- Prior to creating a Shopping Cart, Requisitioners should run the **Stock Availability Report** (Stock Overview) in ECC (T-Code: ZLE_STCK_OVRVW) to verify the availability of a material at their Plant, on the required date and create a stock Reservation as appropriate.
- Although still under development, the **Availability tab** will be another tool to use in conjunction with the above to view stock availability prior to finalizing the Shopping Cart.
- Requisitioners need to follow **local and other guidance** on determining if an item will be obtained from inventory, raising a Shopping Cart etc. Typically, this should take place prior to creating a Shopping Cart.

Approval Process Overview Tab

Step-by-Step Instructions

1. Click the **Approval Process Overview** tab to view those who are authorized to approve the Shopping Cart in Umoja (under Processor column) based on the Cost/Fund Center(s) selected. Click the  icon in the lower right corner to scroll down the page to view the Shopping Cart's Approver(s) if required.
2. When finished reviewing, click the  icon to scroll to the top of the page to view the Header – General Data.



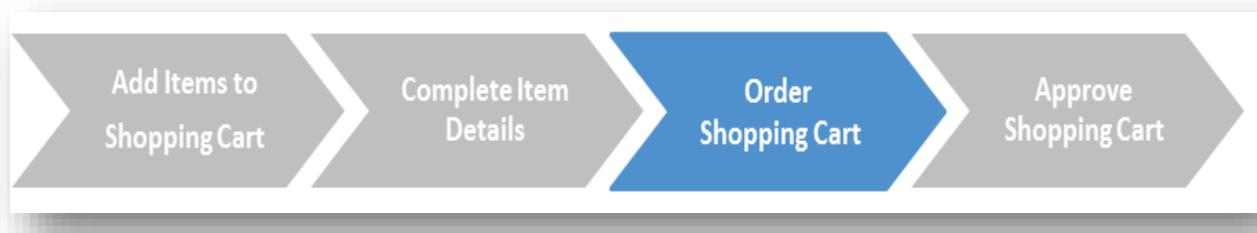
Sequence	Process Step	Level Status	Status	Processor	Received On	Processed On
001	SRM Shopping Cart Approval (1)	Valid (Can be Started)	Open (No Decision Made)	001SAAPR.001TRNAPR.001TRNAPR.002SAAPR.002TRNAPR.002TRNAPR		

Note:

- **Workflow** routes the document to the Approver mapped against the relevant Cost/Fund Center. This is based on the Certifying Officer Delegation.
- It is possible to have **more than 1 eligible approvers** configured to a Cost/Fund Center in order to ensure coverage, however, only 1 has to approve the document to release it.
- Approval is **by line item**. If two lines have different Cost/Fund Centers, the Cost Center Approver can only approve that line (the other one will be greyed out). However, both have to approve before the Shopping Cart goes forward (or one line deleted).
- **Follow-Up** (Work Item to Requestor at Process End) check box is not in use.
- Umoja does not replace the need to obtain other required approvals such as **Local Procurement Authority** etc.
- Recall, the **status of any Shopping Cart** can be viewed from the Requisitioning Work Overview on the Requisitioning home page screen.

Module 7: Create a Shopping Cart – Ad Hoc Approver, Check, and Order

Overview



Approval Process Overview & Add Ad-Hoc Approver

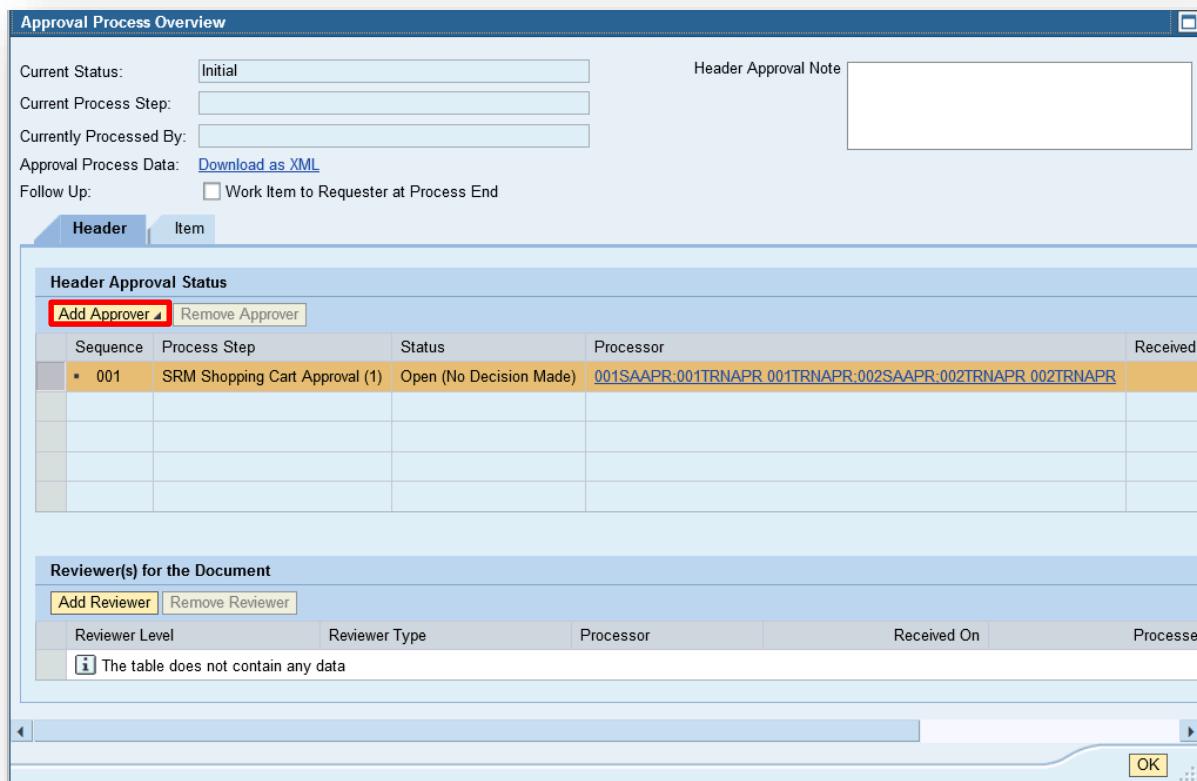
Step-by-Step Instructions

- At the Header Level, under the General Data section to the right of Approval Process, click **Display/Edit Agent**. This is an alternate method to view the Shopping Cart's Approver(s) in addition to clicking the Approval Process Overview tab as previously explained.

Create Shopping Cart

Number 1000012039	Document Name 001TRNREQDIR 07.01.2015 23:40	Status In Process	Created On 07.01.2015 23:40:59	Create					
<input checked="" type="checkbox"/> No source of supply found for item									
Order Close Print Preview Save Check Park System Information Create Memory Snapshot									
General Data									
Buy on Behalf of:	001TRNREQDIRP 001TRI	Approval Note							
Name of shopping cart:	X-ray Table								
Default Settings:	Set Values								
Header Data:	Values								
Approval Process:	Display / Edit Agents								
Budget:	Display								
Document Changes:	Display								
Item Overview									
Details Add Item Copy Paste Duplicate Delete									
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Comments
1	Material	1500000117	Table X-Ray	42200000	MedImagingProducts	1 EA		1,000.00 US	
	Under-Floor X-Ray Table			05144000	ProstheticMedicalProducts	1,000		0.00 US	

2. If required, an ad-hoc Approver can also be added to the Shopping Cart. Click **Add Approver**.



The screenshot shows the 'Approval Process Overview' window. At the top, there are fields for 'Current Status' (Initial), 'Header Approval Note' (empty), 'Current Process Step' (empty), 'Currently Processed By' (empty), 'Approval Process Data' (Download as XML), and 'Follow Up' (checkbox 'Work Item to Requester at Process End'). Below these are tabs for 'Header' (selected) and 'Item'. The 'Header Approval Status' section contains a table with one row:

Sequence	Process Step	Status	Processor	Received On	Processed On
001	SRM Shopping Cart Approval (1)	Open (No Decision Made)	001SAAPR:001TRNAPR:001TRNAPR:002SAAPR:002TRNAPR:002TRNAPR		

Below this is a 'Reviewer(s) for the Document' section with a table showing no data:

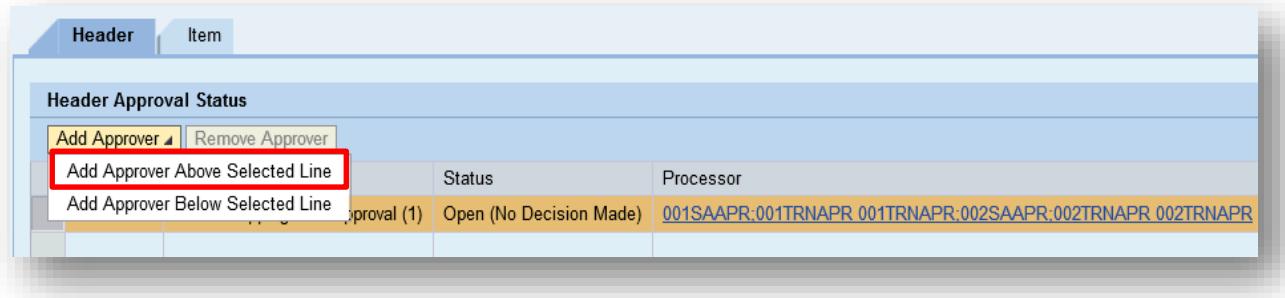
Reviewer Level	Reviewer Type	Processor	Received On	Processed On
The table does not contain any data				

At the bottom right are 'OK' and 'Cancel' buttons.

Note:

- Note the **ad-hoc Approver** could be added for a technical review etc. However, this has no financial impact as only the authorized Approver of the Cost Center can approve the funding element of the Shopping Cart.
- If rejected by the ad-hoc Approver, the Shopping Cart will be returned to the Requisitioner for review and editing.
- Use the **Add Reviewer** button to send an information copy (only) to a User. This does not have any impact on the workflow or approval of the the document.
- Shopping Carts for **Letters of Assist** require the ad-hoc approval of the authorized authority in Procurement Division. See the chapter on Letters of Assist to obtain full details.

3. Click Add Approver Above Selected Line.



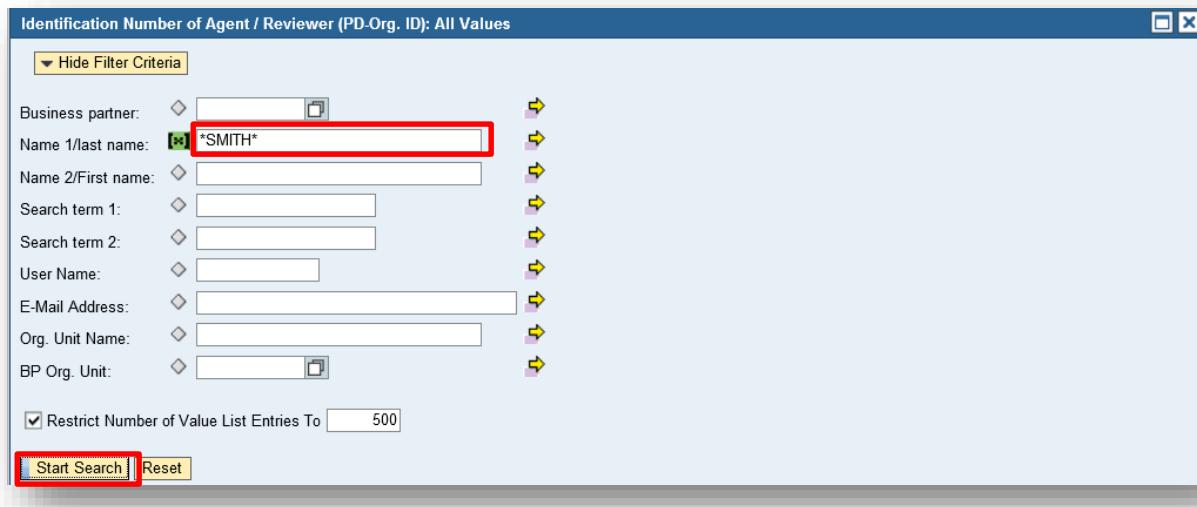
 **Note:**

Note it is suggested to add the ad-hoc Approver before the Shopping Cart Approver(s) (indicated under the Processor column). Both approvals are required in Umoja for the Shopping Cart to move to Procurement but the Approver listed under Processor in Umoja is the only user that can approve the financial impact on the Cost Center/Fund Center.

4. Enter the Approver ID in the Approver ID field if known and click OK to return to the Approval Process Overview screen. Otherwise click the  Matchcode icon to open the search pop-up window.

The screenshot shows a modal dialog box titled 'Add Approver'. It contains several input fields: 'Approver ID' (with a red box around it), 'Name', 'Department', 'Building', 'Telephone Number', and 'E-Mail Address'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

5. To search for the ad-hoc Approver by name, type in the name using the asterisks on either side of the name in order to conduct a Wildcard search. Click **Start Search**. Once identified, **double click** on the name to select and click **OK** to return to the Process Approval Overview screen. The ad-hoc Approver's name will appear in the row above that of the Approver. Click **OK** to return to the Create Shopping Cart screen.



The screenshot shows a search dialog box titled "Identification Number of Agent / Reviewer (PD-Org. ID): All Values". It contains several input fields and buttons. The "Name 1/last name" field has the value "*SMITH*" entered and is highlighted with a red box. The "Start Search" button at the bottom left is also highlighted with a red box. Other fields include "Business partner", "Name 2/First name", "Search term 1", "Search term 2", "User Name", "E-Mail Address", "Org. Unit Name", and "BP Org. Unit". There is also a checkbox for "Restrict Number of Value List Entries To" with a value of 500.

Check and Order

Step-by-Step Instructions

1. On the Create Shopping Cart screen, enter a **note for the Approver at the Header Level** in the Approval Note field if required.
2. **Ensure that you have named the Shopping Cart** in order easily identify it later. As previously mentioned, some offices may choose to implement a naming convention for Shopping Carts in Umoja.
3. The line item(s) in the Shopping Cart are listed separately in the Item Overview section of the Create Shopping Cart screen. **Review** the line item(s) and the associated details previously entered in the Item Data Tabs. Revise as required.

Create Shopping Cart

Number	1000012053	Document Name	X-ray Table and Viewer	Status	In Process	Created On	08.01.2015 21:55:28	Created By	001TF																																																		
<p>⚠ Contract for Product ID exists. To reference, navigate to Catalog. - Display Help</p> <p>⚠ Contract exists. To reference, select contract in Source of Supply tab - Display Help</p>																																																											
<p>Order Close Print Preview Save Check Park System Information Create Memory Snapshot</p>																																																											
<p>▼ General Data</p> <table border="1"><tr><td>Buy on Behalf of:</td><td>001TRNREQDIRP 001TRI</td><td>Approval Note</td></tr><tr><td>Name of shopping cart:</td><td>X-ray Table and Viewer</td><td>Please note this requirement is urgent.</td></tr><tr><td>Default Settings:</td><td>Set Values</td><td></td></tr><tr><td>Header Data:</td><td>Values</td><td></td></tr><tr><td>Approval Process:</td><td>Display / Edit Agents</td><td></td></tr><tr><td>Budget:</td><td>Display</td><td></td></tr><tr><td>Document Changes:</td><td>Display</td><td></td></tr></table>										Buy on Behalf of:	001TRNREQDIRP 001TRI	Approval Note	Name of shopping cart:	X-ray Table and Viewer	Please note this requirement is urgent.	Default Settings:	Set Values		Header Data:	Values		Approval Process:	Display / Edit Agents		Budget:	Display		Document Changes:	Display																														
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Budget:	Display																																																										
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Details	Add Item	Copy	Paste	Duplicate	Delete																																																						
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1	Material	1500000117	Table X-Ray	42200000	MedImagingProducts	5	EA	1,000.00	USI																																																		
2	Material	1500000118	Viewer X-Ray	42200000	MedImagingProducts	1	EA	5,000.00	USI																																																		
	Undefined Item Type			95141900	PrefabMedicalBldg	1.000		0.00	USI																																																		

Note:

- Details for the item **previously entered** such as the Product ID, Description, Product Category, Quantity, Net Price, Currency, Delivery Date, Account Assignment Category and Assigned Supplier can be **reviewed and modified** in this area (use the bar or arrow at the bottom right of the screen to scroll right to view all columns).
- Only the fields of the item that is not 'highlighted' can be modified i.e. in the above, only line Item 1 fields can be modified. Click on the appropriate field to modify. To modify line Item 2 fields, click on the grey box to the left of the line for Item 1. The line and information for line Item 1 will become highlighted. Line Item 2 information can now be modified.

4. Use the **sliding bar** at the bottom of the screen or the arrow on the far right bottom of the screen to scroll right. **Review the total value of the Shopping Cart.** When finished, scroll left and up to the Header Level at the top of the Create Shopping Cart screen.

5. Click **Check** at the top of the screen and the system will check the Shopping Cart for any potential errors or warnings.

Create Shopping Cart

Number	1000012055	Document Name	X-ray Table and Viewer	Status	In Process	Created On	08.01.2015 23:16:31	Created By	00
<p>! Funds Management error; Overall budget exceeded by 10,000.00 USD (UN Payro II Fund Check Lev.) for several document items from item 00001 on</p> <p>! Contract for Product ID exists. To reference, navigate to Catalog. – Display Help</p> <p>! Contract exists. To reference, select contract in Source of Supply tab – Display Help</p>									
<input type="button" value="Order"/> <input type="button" value="Close"/> <input type="button" value="Print Preview"/> <input type="button" value="Save"/> <input style="outline: 2px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Check"/> <input type="button" value="Park"/> <input type="button" value="System Information"/> <input type="button" value="Create Memory Snapshot"/>									

 Note:

- Error  : If an error is displayed it must be rectified before the Shopping Cart can be ordered. For example: an error is displayed if there is a missing Fund, Account Assignment or other critical Funds Management error. Recall the system performs an automatic Account Availability Check (AVC) to confirm that funding exists based on the Cost/Fund Center selected. If sufficient funds do not exist, the Shopping Cart cannot be ordered (more to follow on verification of funding under Monitoring Budget and Consumption below).

To verify available funds and/or monitor budget consumption (Shopping Carts and Purchase Orders) refer to the ECC T-Code monitoring tools **Procurement Indicators Health Check Job Aid** on iSeek. Full details are provided in this document on how to perform ECC reports using T-Codes *FMAVCR02* (Review Available Budget, Monitor Budget Consumption) and *FMRP_RFFMEP1AX* (Review Shopping Carts and Purchase Orders Consuming Budget).

- Warning  : If a warning is displayed, the user should review the warning and make necessary adjustments, if needed. However, the Shopping Cart can still be ordered, even if there is an active warning. For example: a warning is displayed if an existing Contract Catalog Item is available for the product(s) in the Shopping Cart. As previously advised, click the 'Sources of Supply/Service Agent' Tab to view any possible Contract CatalogItem/Sources if applicable. The Contract Catalog Item/Supplier can be added to the Shopping Cart from this screen if desired.

Module 8: Administration of Shopping Carts

Approved/Rejected Shopping Carts Overview

Overview



After it is ordered, the Shopping Cart is routed through Workflow to the appropriate Approver for review and approval or rejection. The Approver is based on delegation of authority (i.e. Certifying Officer (s) linked to the Fund Center referenced on the Shopping Cart line item) and the corresponding Organizational Structure maintained in Umoja.

As well as appearing in the Approver's Work Overview Work List (Alerts/Tasks) in SRM, Umoja also sends an email to the Approver alerting them that their action is required to review the Shopping Cart. The Requisitioner will receive an email notification when the Shopping Cart is approved or rejected.

The full details of the process of approving a Shopping Cart in SRM are covered in the **Umoja Requisitioning and Procurement Approvals CBT course**.

The Requisitioner will receive an email notification advising when the Shopping Cart has been approved (or rejected). Once approved, the **Related Documents tab** (see above) will become visible in the Item Details of the approved Shopping Cart. The Related Documents tab displays the follow-on documents (i.e. RFx, Contract, Purchase Order etc.) which have been created for the line item(s), along with their status, dates etc. This is a valuable way to view and track the progress of the Shopping Cart.

The screenshot shows a software interface titled 'Details for item 1 Nail,Concrete,50mm'. At the top, there are several tabs: 'Item Data', 'Account Assignment', 'Notes and Attachments', 'Delivery Address/Performance Location', 'Sources of Supply / Service Agents', 'Approval Process Overview', and 'Related Documents'. The 'Related Documents' tab is currently selected. Below the tabs, there is a section titled 'History' with a dropdown menu set to 'European Euro'. A table follows, showing document details:

Document	Name	Document Number	Back-End Document Number	Status	Date
Shopping Cart	Nail,Concrete,50mm	1000000860/1		Follow-on Document Created	10.08.2013
	Total				
RFx	Nail,Concrete,50mm	320000045/1		Published	10.08.2013
	Total				

Note:

Back-End Document – recall that when a PO is created in SRM it is replicated in ECC (refer to the User Guide chapter on Requisitioner/Procurement Process Overview - End to End Process in Umoja (ECC and SRM) and the Funds Impact). Once the PO is replicated in ECC, the PO reference number will be indicated under Back-end Document Number column.

Approved/Rejected Shopping Carts

If a Shopping Cart is rejected by the Approver, follow-up action from the Requisitioner is required. The Requisitioner may:

- ‘Accept’ the Approver’s decision of rejection, resulting in the deletion of the line item on the Shopping Cart. If there is only one line item in Shopping Cart, the entire Shopping Cart is rejected/deleted by accepting the decision otherwise only that line is deleted.
- Make the required changes, corrections or edits and then re-submit (i.e. Order) the Shopping Cart again for approval.

Below are the steps a Requisitioner can perform once a Shopping Cart is rejected:



Step-by-Step Instructions

1. Click Requisitioning at the left top corner of the screen.
2. Click on the hyperlink Subject of the selected Shopping Cart to open it in a new window. If the Alerts/Tasks list does not automatically appear click Work Overview in the left hand navigation menu.

The screenshot shows the Umoja Requisitioning application interface. The left sidebar has a blue background with navigation links: 'Requisitioning' (highlighted with a red box), 'Overview', and 'Reports'. The main content area shows a breadcrumb path: 'Requisitioning > Overview > Work Overview'. Below this is a grid titled 'Alerts' with columns for 'Subject', 'Sent Date', 'Due Date', and 'Status'. Three tasks are listed:

Subject	Sent Date	Due Date	Status
Accept Decision / Adjust Shopping Cart Number 1000012072	Today		New
Revise Shopping Cart 1000012038 with Value 1.000.00 USD	Jan 7, 2015		New
Revise Shopping Cart 1000010838 with Value 50.000.00 USD	Nov 11, 2014		New

3. **Review any Notes** regarding the rejection that may have been included by the Approver in the Approval Note field.
4. **Click Accept** to accept the rejection and delete the rejected line item. If there is only 1 line item the whole Shopping Cart is deleted. If there is more than 1 item(s), the approved document is then routed to procurement if the remaining item(s) has been approved.
5. **If changes are required (other than deleting the item(s) in its entirety), click Edit to open the Shopping Cart for editing.**

Accept Changes of Shopping Cart:1000012072

Number 1000012072	Document Name X-ray Table (12 Jan 15)	Status Awaiting Approval	Created On 12.01.2015	Accept Changes of Shopping Cart
Edit	Close	Print Preview	Accept	Save Check Delete System Information Create Memory Snapshot

General Data

Buy on Behalf of:	001TRNREQDIRP 001TRN	Approval Note
Name of shopping cart:	X-ray Table (12 Jan 15)	Add Comment
Header Data:	Values	
Approval Process:	Display / Edit Agents	
Budget:	Display	
Document Changes:	Display	

Item Overview

Details	Add Item	Copy	Paste	Duplicate	Delete	Process All Items				
Line Number	Rejected	Approved	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price
1	<input checked="" type="radio"/>	<input type="radio"/>	Material	1500000117	Table:X-Ray	42200000	MedImagingProducts	5	EA	

6. **Make the required changes and click Order to re-order the revised Shopping Cart.**
The Shopping Cart will be routed via Workflow back to the authorized Approver(s) for review and approval.

Change Shopping Cart and Order: 1000012072

Number	1000012072	Document Name	X-ray Table (12 Jan 15)	Status	Awaiting Approval	Created On	12.01.2015 21:03:12	Created By																											
<p>⚠ Contract for Product ID exists. To reference, navigate to Catalog. - Display Help</p> <p>⚠ Contract exists. To reference, select contract in Source of Supply tab - Display Help</p> <p>[Order] Close Print Preview Save Check Park Delete System Information Create Memory Snapshot</p>																																			
<p>▼ General Data</p> <table><tr><td>Buy on Behalf of:</td><td>001TRNREQDIRP 001TRI</td><td>Approval Note</td></tr><tr><td>Name of shopping cart:</td><td>X-ray Table (12 Jan 15)</td><td>Reduce quantity to 4. (001TRNAPR 12.01.2015 21:05:47 CET)</td></tr><tr><td>Default Settings:</td><td>Set Values</td><td>Add Comment</td></tr><tr><td>Header Data:</td><td>Values</td><td></td></tr><tr><td>Approval Process:</td><td>Display / Edit Agents</td><td></td></tr><tr><td>Budget:</td><td>Display</td><td></td></tr><tr><td>Document Changes:</td><td>Display</td><td></td></tr></table>									Buy on Behalf of:	001TRNREQDIRP 001TRI	Approval Note	Name of shopping cart:	X-ray Table (12 Jan 15)	Reduce quantity to 4. (001TRNAPR 12.01.2015 21:05:47 CET)	Default Settings:	Set Values	Add Comment	Header Data:	Values		Approval Process:	Display / Edit Agents		Budget:	Display		Document Changes:	Display							
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Name of shopping cart:	X-ray Table (12 Jan 15)	Reduce quantity to 4. (001TRNAPR 12.01.2015 21:05:47 CET)																																	
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Document Changes:	Display																																		
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Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit																											
1	Material	1500000117	Table X-Ray	42200000	MedImagingProducts	4	EA	1,250.00 US																											
	Undefined Item Type			95141900	PrefabMedicalBldg	1.000		0.00 US																											

Amend

Overview

If the Shopping Cart has been **ordered, but not yet approved**, select the Shopping Cart:

- You can click the **Edit button**, and then proceed to make any edits as required. When the Order button is clicked after editing, a message will warn you that the Shopping Cart will be re-entered into the approval queue, but you can continue.
- You can click the **Delete button** to cancel the Shopping Cart and a message will warn you that the Shopping Cart will be removed from the approval queue, but you can continue.

If the Shopping Cart has been **ordered and approved**:

- **Contact your Procurement Office** for assistance, referencing your Shopping Cart number, as changes cannot be made by Requisitioner.
- Typically the Shopping Cart **will need to be rejected** and a new cart with corrected information submitted for approval.
- **Procurement rejects by line item** so if there is more than 1 item the whole Shopping Cart does not need to be rejected.

Step-by-Step Instructions

1. To amend or cancel a Shopping Cart that has been ordered but not approved (only) navigate to the Requisitioning home page. Click **Requisitioning** in the blue Navigation Bar on the left (if you have more than one tab visible at the top of the page click **Requisitioning** to access the screen above).
2. Enter the **Shopping Cart Number** and click **Apply**.
3. **Click on the hyperlink of the Shopping Cart Number** to open it in a new window.

The screenshot shows the Umoja Requisitioning application interface. The left sidebar is blue and contains navigation links: Work Overview, Requisitioning (which is highlighted with a red box), Services (Create Documents, Shopping Cart, Shopping Cart Template), and Advanced Search. The main content area has a breadcrumb trail: Requisitioning > Overview > Requisitioning. It displays an 'Active Queries' section with a link to 'Shopping Carts - All (1)'. Below this is a search form for 'Shopping Carts - All' with fields for Shopping Cart Number (containing '1000012072'), Shopping Cart Name, Item Description, Timeframe, Creation Date, Status, PO Number, Product Category, Bought on Behalf, Including Completed Shopping Carts (with checked checkboxes), and Show my Team Carts. The 'Apply' button is highlighted with a red box. At the bottom of the search form is a toolbar with buttons for View, UN View, Create Shopping Cart, Copy, Display, Edit, Delete, Order, Create Confirmation, Print Preview, Refresh, and Export. A 'Filter Settings' link is also present. A table below the toolbar lists the single shopping cart entry: Shopping Cart Number (1000012072), Shopping Cart Name (X-ray Table), Status (Approved), Item Number (1), Item Name (Table X-Ray), and Quantity (4). The entire screenshot is framed by a thick grey border.

The screenshot shows the Umoja Requisitioning application. On the left, a blue sidebar menu titled 'Requisitioning' has 'Services' expanded, showing 'Create Documents' with 'Shopping Cart' and 'Shopping Cart Template' options, and an 'Advanced Search' link. The main content area is titled 'Requisitioning > Overview > Requisitioning'. It displays 'Active Queries' with tabs for 'Shopping Carts' (highlighted), 'All (26)', 'Saved (0)', 'Awaiting Approval (0)', and 'Team Carts (55)'. Below this is a search form for 'Shopping Carts - Team Carts' with fields for 'Shopping Cart Number', 'Shopping Cart Name', 'Item Description', 'Timeframe', 'Creation Date', 'Status', and 'Smart Number'. Buttons for 'Apply' and 'Clear' are at the bottom of the form. A toolbar below the form includes 'View: [Standard View]', 'Shop', 'Display', 'Take Over', 'Create Confirmation', 'Print Preview', 'Refresh', and 'Export'. A table below the toolbar shows a single row of data: Shopping Cart Number (1000011007), Shopping Cart Name (Driver Set Test), Item Number (1), Configurable Item Number (empty), Item Name (empty), and Status (Awaiting Approval). The date 24 11 20 is also visible.

Note:

- Alternately click **All** under Active Queries. Ensure all fields are cleared and that the 'Show my Team Carts' and 'Including Completed Shopping Carts' is clicked **Apply**. **Click on the hyperlink of the Shopping Cart Number to open it in a new window.**

To view a list of Shopping Carts for you/your team, ensure the **Team Carts** to the right of the Shopping Carts under Active Queries is highlighted. If not click on it. Ensure all fields are cleared and that the 'Show my Team Carts' and 'Including Completed Shopping Carts' is clicked **Apply**. **Click on the hyperlink of the Shopping Cart Number to open it in a new window.**

- When working in this screen click **Refresh** as required to ensure that the most up to date information is displayed.

4. In the Display Shopping Cart screen click **Edit** to open the Shopping Cart for editing. As mentioned, this is the procedure for amending Shopping Carts that have **not yet been approved only**. If the Shopping Cart has been approved, contact your Procurement Office as typically the Shopping Cart will need to be rejected and a new Shopping Cart with corrected information submitted for approval.

Display Shopping Cart: 1000010979

Number 1000010979 Document Name Projector - Digital Status Awaiting Approval Created On 21.11.2014 21:54:04 Created By 001TRNREQDIRP 001TRNREQDIRP

Edit Close Print Preview Show my Tasks Refresh Copy System Information Create Memory Snapshot

General Data

Buy on Behalf of: 001TRNREQDIRP 001TRN Approval Note

Name of shopping cart: Projector - Digital

Header Data: Values

Approval Process: Display / Edit Agents

Budget: Display

Document Changes: Display

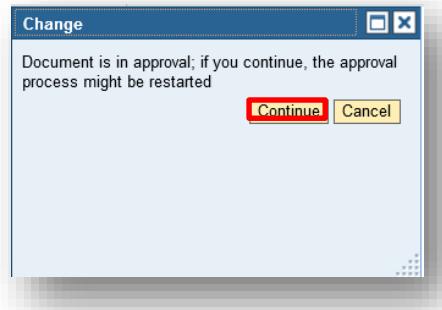
Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order Type	Per
1	Material	1500001517	Projector-Dig	45111600	Projectors,Supplies	1	EA	500.00	USD			1

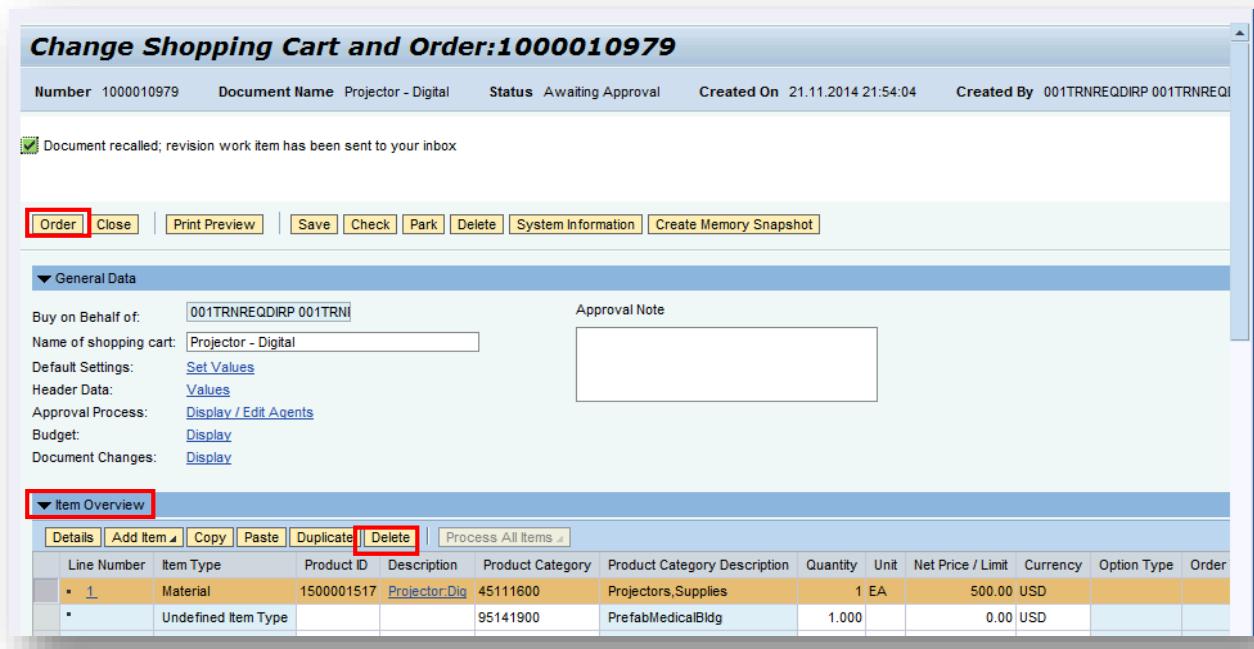
Note:

Note the status of the Shopping Cart is displayed at the top of the Display Shopping Cart screen.

5. **The warning above is displayed** because the Shopping Cart has been Ordered and is Awaiting Approval. If edited, the Shopping Cart will be recalled from the Approver and must be re-ordered after making the necessary changes. Click **Continue**.



6. Make the required changes and click **Order** to re-order the revised Shopping Cart. The Shopping Cart will be route via Workflow to the authorized Approver(s) for review and approval.



Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order
1	Material	1500001517	Projector-Dig	45111600	Projectors,Supplies	1	EA	500.00	USD		
	Undefined Item Type			95141900	PrefabMedicalBldg	1.000		0.00	USD		

 **Note:**

- Changes can include adding, deleting or modifying items and information contained in the Tabs (Item Data, Account Assignment, Notes and Attachments etc.) or cancelling line items.
- To delete individual line items, highlight the line item by clicking in the row or by clicking the grey box to the left of the line. Click **Delete** in the **Item Overview** section only (clicking

Delete at the Header Level will delete the entire Shopping Cart - refer to the following chapter on Cancel Shopping Carts.

Cancel

Step-by-Step Instructions

1. **To cancel a Shopping Cart in its entirety, follow steps 1-5 in the section above on Amend Shopping Carts. As mentioned, this is the procedure for cancelling Shopping Carts that have not yet been approved only. If the Shopping Cart has been approved, contact your Procurement Office as typically the Shopping Cart will need to be rejected by that office.**
2. Click **Delete** at the Header Level to delete the Shopping Cart in its entirety.

Change Shopping Cart and Order:1000010979

Number 1000010979	Document Name Projector - Digital	Status Awaiting Approval	Created On 21.11.2014 21:54:04	Created By 001TRNREQDIRP 001TRNREQI
-------------------	-----------------------------------	--------------------------	--------------------------------	-------------------------------------

Document recalled; revision work item has been sent to your inbox

[Order](#) [Close](#) | [Print Preview](#) | [Save](#) [Check](#) [Park](#) [Delete](#) [System Information](#) [Create Memory Snapshot](#)

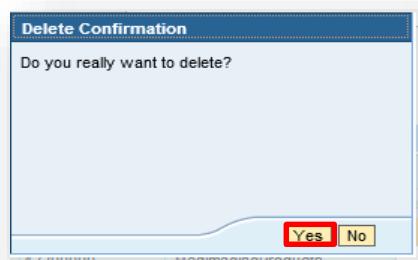
General Data

Buy on Behalf of:	001TRNREQDIRP 001TRN	Approval Note
Name of shopping cart:	Projector - Digital	
Default Settings:	Set Values	
Header Data:	Values	
Approval Process:	Display / Edit Agents	
Budget:	Display	
Document Changes:	Display	

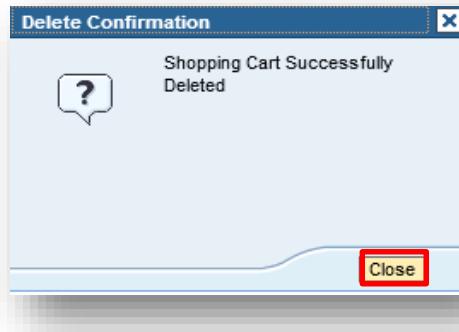
Item Overview

Details	Add Item ▾	Copy	Paste	Duplicate	Delete	Process All Items ▾						
	Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order
▪ 1	Material	1500001517	Projector_Dig	45111600	Projectors,Supplies		1 EA		500.00	USD		
▪	Undefined Item Type			95141900	PrefabMedicalBldg		1.000		0.00	USD		

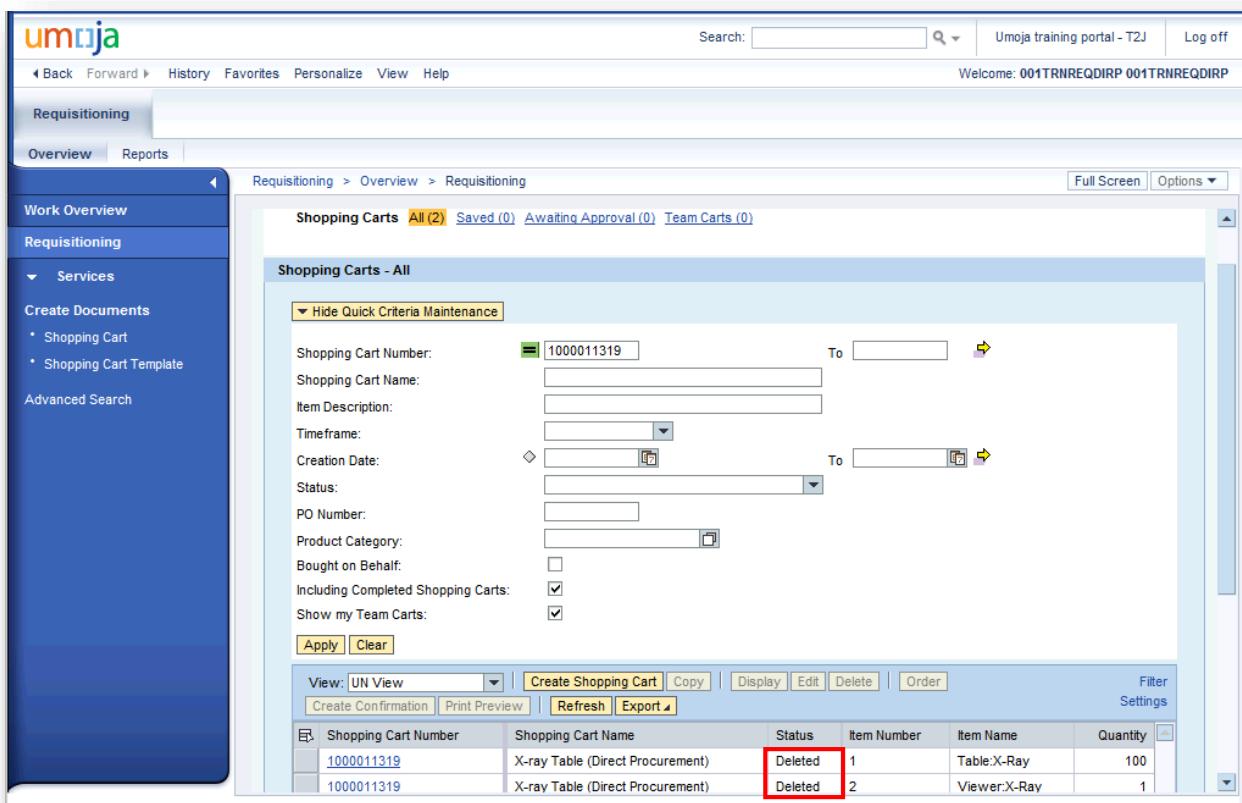
3. A warning will be displayed, click Yes to proceed.



4. Click **Close** to return to the Requisitioning Home Page.



5. Note the cancelled Shopping Cart now shows the status of **Deleted** (displayed in this view at the line item level so therefore the display is 1 line per line item).



The screenshot shows the Umoja Requisitioning application interface. The left sidebar has a blue header "Requisitioning" and a "Services" section under "Create Documents" containing "Shopping Cart" and "Shopping Cart Template". Below this is an "Advanced Search" section. The main content area shows a breadcrumb path "Requisitioning > Overview > Requisitioning". The title bar says "Shopping Carts All (2) Saved (0) Awaiting Approval (0) Team Carts (0)". The main form is titled "Shopping Carts - All" with a "Hide Quick Criteria Maintenance" button. It includes fields for Shopping Cart Number (1000011319), Shopping Cart Name, Item Description, Timeframe, Creation Date, Status (highlighted with a red box), PO Number, Product Category, Bought on Behalf, Including Completed Shopping Carts (checked), and Show my Team Carts (checked). Buttons for "Apply" and "Clear" are at the bottom. Below this is a toolbar with "View: UN View", "Create Shopping Cart", "Copy", "Display", "Edit", "Delete", "Order", "Create Confirmation", "Print Preview", "Refresh", and "Export". A "Filter Settings" button is also present. The main grid displays two rows of shopping cart data:

Shopping Cart Number	Shopping Cart Name	Status	Item Number	Item Name	Quantity
1000011319	X-ray Table (Direct Procurement)	Deleted	1	Table:X-Ray	100
1000011319	X-ray Table (Direct Procurement)	Deleted	2	Viewer:X-Ray	1

Administration of Shopping Carts: View and Take Over Team Carts

Overview

The Team Cart functionality allows Requisitioners to view and edit Shopping Carts of other Requisitioners within the same Organizational Unit (e.g. Section). After a Requisitioner creates and saves a Shopping Cart, it automatically becomes visible to others of the same unit.

Requisitioners of the same unit can ‘take over’ and edit any Shopping Carts in **Saved status** and can also view (only) other Shopping Carts in their section that are in Approved and Awaiting Approval status. This is useful when the person is on leave and a fellow team member must finalize a partially completed Shopping Cart for example.

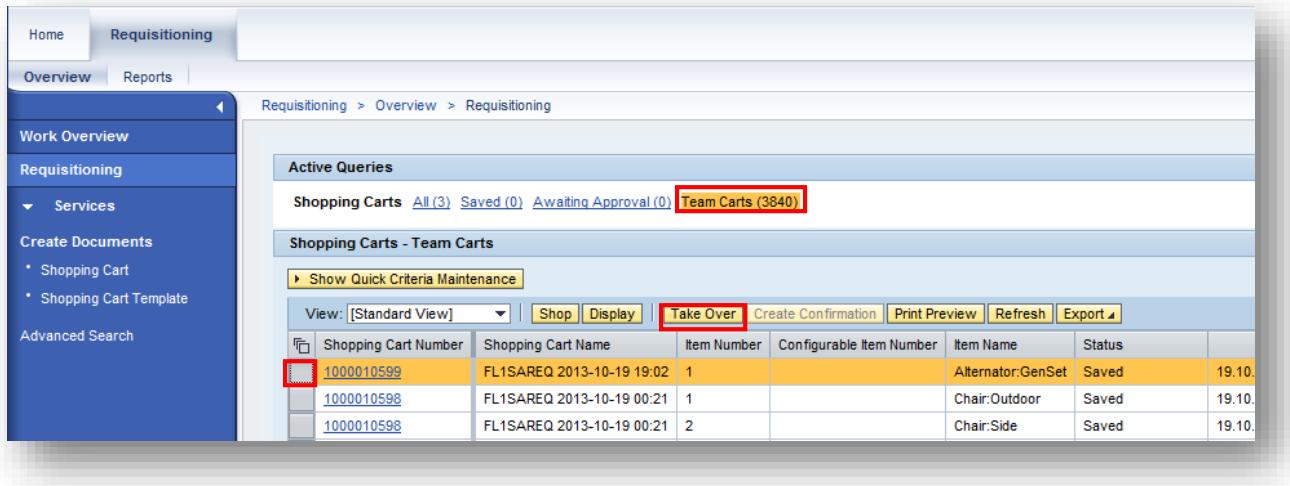
There is no workflow associated with this take over action. The system will not automatically notify the other Requisitioner that you have taken over their Shopping Cart so this should be done outside of Umoja i.e. via e-mail.

Step-by-Step Instructions

1. Initially, in the Quick Criteria Maintenance filter, all Requisitioners must **flag the check box Show my Team Carts and click Apply**. This is required for **each** predefined Active Query (i.e. All, Saved, and Awaiting Approval) in the Quick Criteria Maintenance filter. This step needs to be performed only for the first time in each query, as this check box will subsequently remain flagged unless cleared in the filter criteria.

The screenshot shows the Umoja Requisitioning interface. On the left is a navigation sidebar with 'Overview', 'Reports', 'Work Overview', 'Requisitioning', 'Services' (expanded), 'Create Documents' (with 'Shopping Cart' and 'Shopping Cart Template' options), and 'Advanced Search'. The main area shows 'Requisitioning > Overview > Requisitioning'. Under 'Active Queries', it lists 'Shopping Carts All (66)', 'Saved (19)', 'Awaiting Approval (3)', and 'Team Carts (25)'. Below this is the 'Shopping Carts - All' search panel. It includes fields for 'Shopping Cart Number', 'Shopping Cart Name', 'Item Description', 'Timeframe', 'Creation Date', 'Status', 'PO Number', 'Product Category', 'Bought on Behalf', 'Including Completed Shopping Carts', and 'Show my Team Carts'. The 'Show my Team Carts' checkbox is checked and has a red border around it. At the bottom are 'Apply' and 'Clear' buttons, with 'Apply' also having a red border.

2. In the Active Queries section, click the **Team Carts query** link. A list of all Shopping Carts created by other Requisitioners within the same Organizational Unit will be listed.
3. Identify and **click in the grey box** to the left of the Saved Shopping Cart to be taken over.
4. Click **Take Over**.



The screenshot shows the Umoja Requisitioning application interface. The top navigation bar includes 'Home', 'Requisitioning' (selected), 'Overview', and 'Reports'. The left sidebar has sections for 'Work Overview', 'Requisitioning' (selected), 'Services' (with 'Shopping Cart' and 'Shopping Cart Template' options), 'Create Documents', and 'Advanced Search'. The main content area is titled 'Requisitioning > Overview > Requisitioning' and displays 'Active Queries'. Under 'Active Queries', there are links for 'Shopping Carts' (All (3)), 'Saved (0)', 'Awaiting Approval (0)', and 'Team Carts (3840)' (which is highlighted with a red box). Below this is a table titled 'Shopping Carts - Team Carts' with columns: View, Shopping Cart Number, Shopping Cart Name, Item Number, Configurable Item Number, Item Name, and Status. The table contains three rows of data, each with a checkbox in the first column (the first one is checked and highlighted with a red box). The 'Take Over' button in the toolbar above the table is also highlighted with a red box.

 **Note:**

If the Shopping Cart has more than 1 line item, only 1 line item needs to be selected in order to take over the entire Shopping Cart.

A message will appear towards the top of the page confirming that the Shopping Cart has been taken over.

 You have successfully taken on the ownership of shopping cart 1000010599

5. Identify the Shopping Cart that was taken over, click on the **Shopping Cart number hyperlink** to open the Shopping Cart. Edit as required and Save or Order as appropriate.

Requisitioning > Overview > Requisitioning

Shopping Cart Number	Shopping Cart Name	Status	Item Number	Item Name
1000010599	FL1SAREQ 2013-10-19 19:02	Saved	1	Alternator:GenSet

6. Click on **Edit** to make any necessary changes to the Shopping Cart

Shop in 4 steps

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order 4 Confirmation

◀ Previous Next ▶ Close **Edit** (highlighted with red box) System Info Create Memory Snapshot

Items in Shopping Cart											
Details Add Item Copy Paste Duplicate Delete Process All Items											
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order
1	Material	1500001518	Riveting Set:Nut & Stud	27112400	FastenerSettingTool	1	EA	5.00	USD		

7. Make any necessary changes and click **Next**

Shop in 4 steps

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order 4 Confirmation

◀ Previous **Next** (highlighted with red box) Close Read Only Save Check System Info Create Memory Snapshot

Items in Shopping Cart											
Details Add Item Copy Paste Duplicate Delete Process All Items											
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order
1	Material	1500001518	Riveting Set:Nut & Stud	27112400	FastenerSettingTool	1	EA	5.00	USD		

8. Make any further necessary changes and click **Order** or **Save and Close** as appropriate

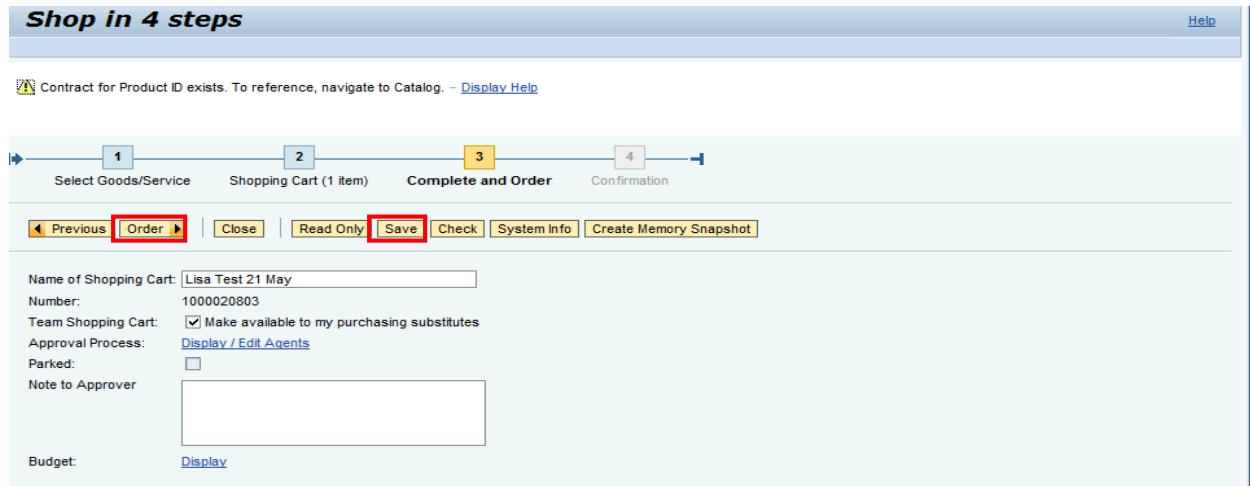
Shop in 4 steps

⚠ Contract for Product ID exists. To reference, navigate to Catalog. – [Display Help](#)

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order 4 Confirmation

◀ Previous **Order** ▶ Close | Read Only **Save** | Check | System Info | Create Memory Snapshot

Name of Shopping Cart: Lisa Test 21 May
Number: 1000020803
Team Shopping Cart: Make available to my purchasing substitutes
Approval Process: [Display / Edit Agents](#)
Parked:
Note to Approver:
Budget: [Display](#)

9. If the Shopping Cart is Ordered the Confirmation screen will appear. Click **Close** to return to the Requisitioning home page.

Shop in 4 steps

⚠ Contract for Product ID exists. To reference, navigate to Catalog. – [Display Help](#)
✓ Shopping cart "Lisa Test 21 May" with number 1000020803 ordered successfully

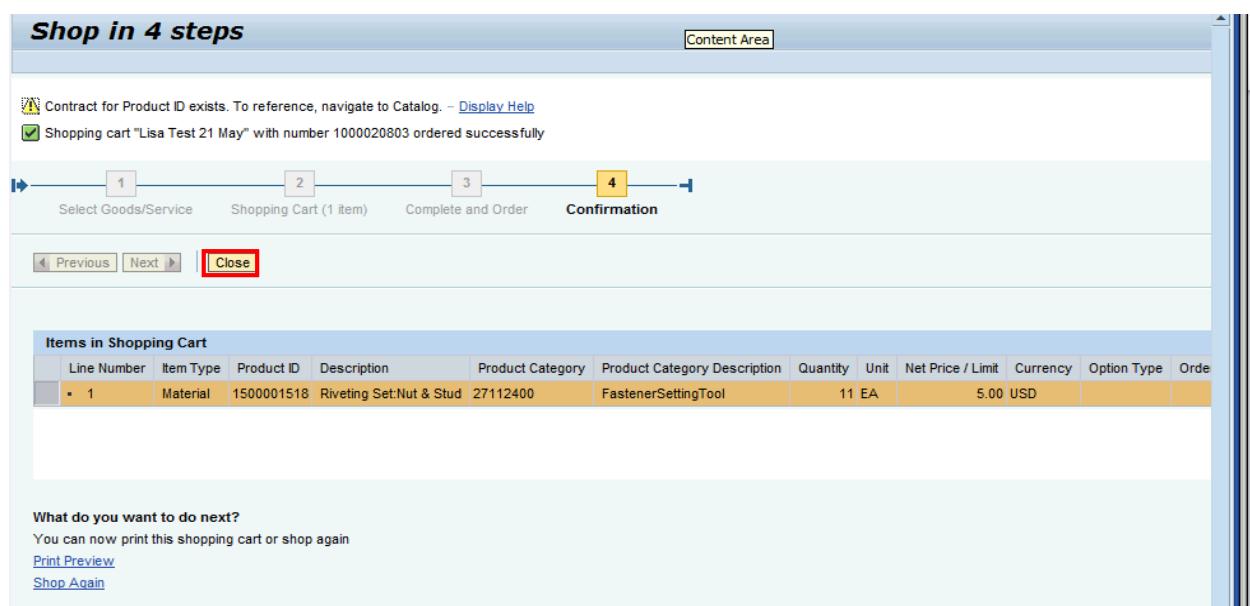
1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order 4 Confirmation

◀ Previous **Next** ▶ **Close**

Items in Shopping Cart

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order
1	Material	1500001518	Riveting Set:Nut & Stud	27112400	FastenerSettingTool	11	EA	5.00	USD		

What do you want to do next?
You can now print this shopping cart or shop again
[Print Preview](#)
[Shop Again](#)



Tracking Shopping Cart Status and Follow-On Documents

Overview

The Requisitioner will receive an email notification advising that the Shopping Cart has been approved (or rejected). Once approved, a Related Documents tab will become visible in the Item Details of the approved Shopping Cart. The Related Documents tab displays the follow-on documents (i.e. RFx, Contract, Purchase Order etc.) which have been created for the line item(s), along with their status, dates etc. This is a valuable way to view and track the progress of the Shopping Cart.

Step-by-Step Instructions

1. To view the Related Documents Tab, locate and open the approved Shopping Cart. To do so, navigate to the Requisitioning home page. Click **Requisitioning** in the blue Navigation Bar on the left (if you have more than one tab visible at the top of the page click **Requisitioning** to access the screen above).
2. Enter the **Shopping Cart Number** and click **Apply**.
3. **Click on the hyperlink of the Shopping Cart Number to open it in a new window.**

The screenshot shows the Umoja Requisitioning application. The left sidebar is blue and contains navigation links: Work Overview, Requisitioning (which is highlighted with a red box), Services (Create Documents, Shopping Cart, Shopping Cart Template), and Advanced Search. The main content area has a title bar "Requisitioning > Overview > Requisitioning". Below this is a section titled "Active Queries" with a link to "Shopping Carts All (1) Saved (0) Awaiting Approval (0) Team Carts (0)". The main form is titled "Shopping Carts - All" and includes a "Hide Quick Criteria Maintenance" button. It has fields for Shopping Cart Number (containing "1000012072" with a red box around it), Shopping Cart Name, Item Description, Timeframe, Creation Date, Status, PO Number, Product Category, Bought on Behalf, Including Completed Shopping Carts, Show my Team Carts, and buttons for Apply and Clear. At the bottom are buttons for View (UN View, Create Shopping Cart, Copy, Display, Edit, Delete, Order, Create Confirmation, Print Preview, Refresh, Export), Filter Settings, and a table with columns: Shopping Cart Number, Shopping Cart Name, Status, Item Number, Item Name, and Quantity. The first row of the table also has a red box around its Shopping Cart Number cell.

4. On the Display Shopping Cart screen click **Related Documents** Tab in the bottom right hand corner.

Display Shopping Cart: 1000012072

Number 1000012072 Document Name X-ray Table Status Approved Created On 12.01.2015 21:03:12 Created By 001TRNREQD/RP 001TRNREQD/RP

General Data

Buy on Behalf of: 001TRNREQD/RP 001TRN
Name of shopping cart: X-ray Table
Header Data: Values
Approval Process: Display / Edit Agents
Document Changes: Display
Commitment Documents: Display

Approval Note: Reduce quantity to 4.
(001TRNAPR 12.01.2015 21:05:47 CET.) Add Comment

Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order Type	Per	Delivery Date	Notes	Attachments	Account Assignment	Item Status
• 1	Material	150000017	Table X-Ray	42200000	MedImagingProducts	4	EA	1,250.00	USD			1	12.01.2015	9	9	Cost Center (10076)	In Purchase

Total Value
Tax amount
Total Val. (GRC)

Details for item 1 Table:X-Ray

Identification

Item Type: Material

Currency, Values and Pricing

Order Quantity / Unit: 4 EA each

Related Documents

5. Review the history of **related follow-on documents** (i.e. RFx, Contract, Purchase Order etc.) which have been created for the line item(s), along with the status, dates etc. This is a valuable way to view and track the progress of the Shopping Cart.

Details for item 1 Nail,Concrete,50mm

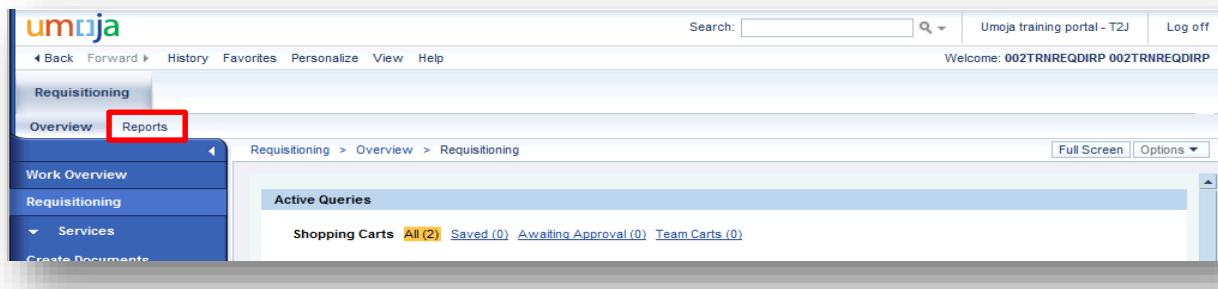
Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview Related Documents

History

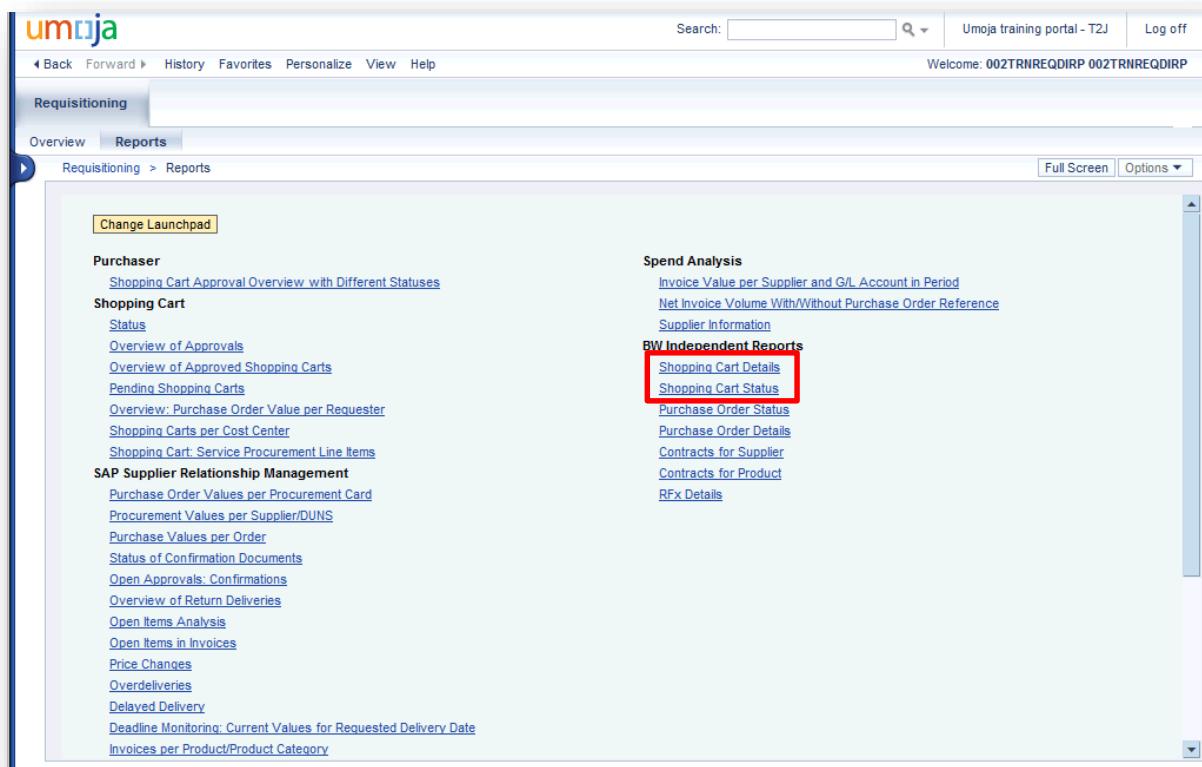
View: European Euro

Document	Name	Document Number	Back-End Document Number	Status	Date
Shopping Cart	Nail,Concrete,50mm	1000000860/1		Follow-on Document Created	10.08.2013
Total					
RFx	Nail,Concrete,50mm	320000045/1		Published	10.08.2013
Total					

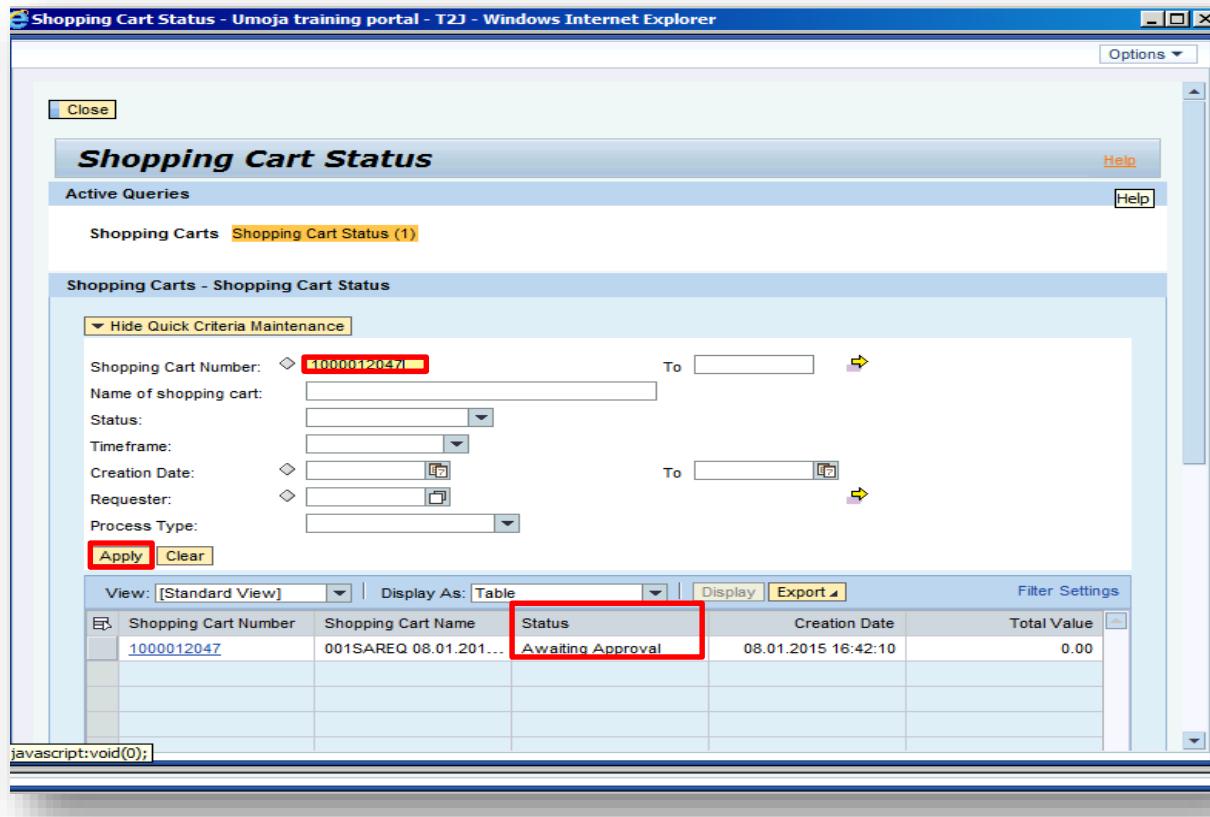
6. Alternately to view the Shopping Cart status, click **Reports** in the upper left corner of the Requisition Home Page.



7. Open the screen of the desired report (Shopping Cart Details or Shopping Cart Status) by **clicking on the report hyperlink**. Note only the 'BW Independent Reports' are working at this time.



8. Enter the Shopping Cart number and click **Apply**. The status of the Shopping Cart is displayed. Click **Close** when finished and **Overview** in the upper left corner to return to the Requisitioner Home Page.



The screenshot shows the "Shopping Cart Status" application window. In the search criteria section, the "Shopping Cart Number" field contains "1000012047". The "Status" column in the results table for this cart is highlighted with a red box and contains the value "Awaiting Approval".

Shopping Cart Number	Shopping Cart Name	Status	Creation Date	Total Value
1000012047	001SAREQ 08.01.201...	Awaiting Approval	08.01.2015 16:42:10	0.00

Monitoring Budget and Shopping Cart/Purchase Order Budget Consumption

Overview

As a Requisitioner, verifying funding prior to issuance of a Shopping Cart is useful. However, following the approval of a Shopping Cart it is critical that the **Requisitioner regularly monitor the consumption of funds** against the Shopping Carts and any resultant Purchase Orders.

The timely conversion of Shopping Carts to Purchase Orders is important to meet operational needs and to ensure IPSAS compliance. Shopping Carts that remain open in Procurement continue to pre-commit funds even if no further procurement action is required. Purchase Orders commit funds and therefore, should be monitored with particular consideration given to IPSAS and delivery requirements.

The following are helpful ECC T-Code Monitoring Tools:

1. T-Code: FMAVCR02 (ECC)

Overview:

- Standard Funds Management report which allows you to view available budget based on relevant criteria e.g. Overall Fund level (and Fund Centre if required)

Useful for:

- Reviewing Budget Available at an overall Fund (and Fund Centre level if required).
- Monitoring Budget Consumption.

2. T-Code: FMRP_RFFMEP1AX (ECC)

Overview:

- Standard Funds Management report which allows you to view all FM postings (at a line item level) for a business transaction which has posted to FM.
- For Procurement activities, specifically useful for reviewing FM status of Shopping Carts and Purchase Orders.

Useful for:

- Reviewing Shopping Carts which are still consuming funding (i.e. have not been processed into approved Purchase Orders). Review status with the buyers regularly.
- Reviewing Purchase Orders which are still consuming funding (i.e. have not been fully received/closed). This is specifically useful for monitoring prior period carry forward obligations which are due to expire.

Refer to **Procurement Indicators Health Check** and **View Budget Availability Report Job Aids** on iSeek for full instructions and details.

3. T-Code: ME2N (ME2L and ME2K)

Overview:

- Used to display a number of Purchase Orders (PO) in one report. Similarly T-Code ME2L which views POs by Vendor and ME2K which views POs by Account Assignment may be very useful.

Useful for:

- Reviewing and analyzing the status of each PO document.

Refer to **ME2N – Display of Purchasing Documents Job Aid** on iSeek for full instructions and details.

Module 9: Service Entry Sheets

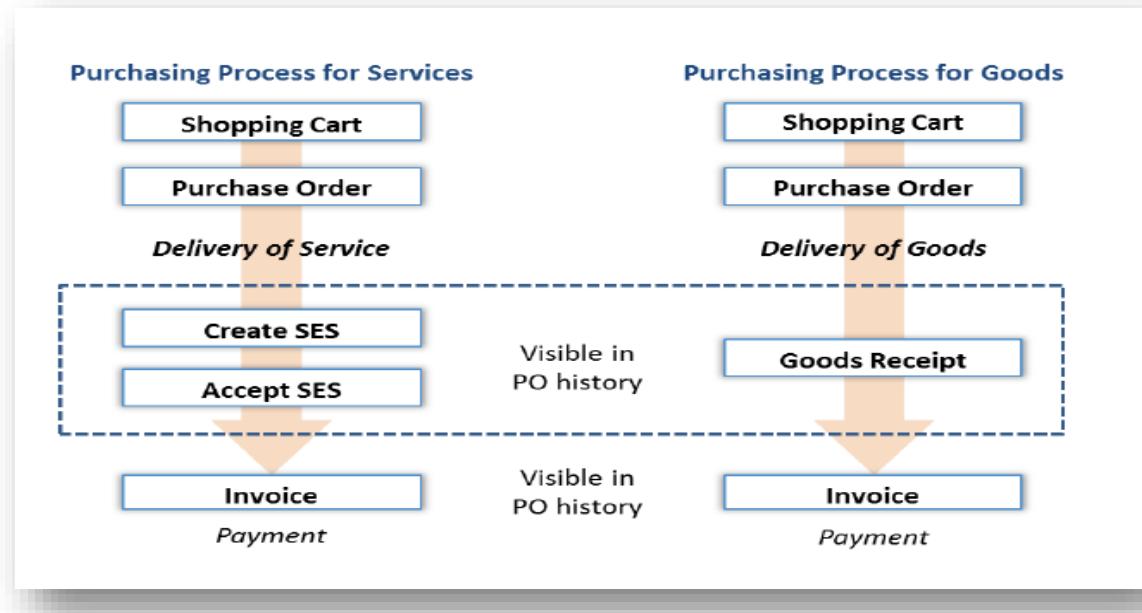
Overview

In Umoja, goods are received by users with the Receiving User/Virtual Direct Receiving User Enterprise Role. However, the **Requisitioner, Requisitioner – Direct Procurement or Low Value Acquisitioner must receive the services** in Umoja and must be **approved by the Shopping Cart Approver**. This applies to the receipt of goods and services under Letters of Assists as well.

Note: freight services must be received in this way whether the freight is a line item in a Purchase Order for goods or a separate Purchase Order has been issued for the freight.

When a user receives services in Umoja ECC, the user creates a **Service Entry Sheet (SES)** in ECC using *T-Code ML81N* in order to confirm delivery of the services. SES' are required when a user must receive services that have been contracted (i.e. a Purchase Order for services).

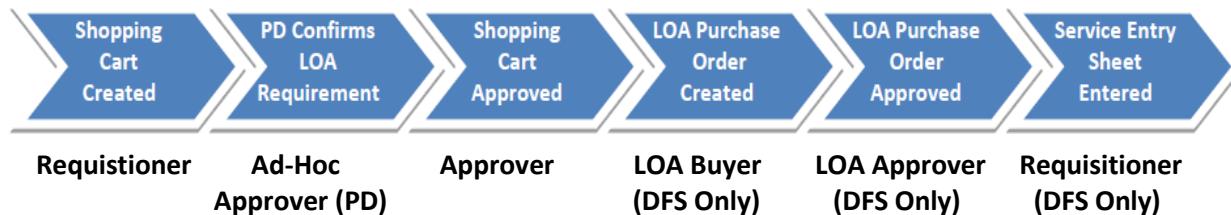
This process records the performance of the services rendered. The SES must be approved and there must be an approved SES in place before an invoice can be processed in order for the UN to pay for the services received. SES' are similar to Goods Receipt documents that used for Material/Goods Purchase Orders. Note that in the UN, all intangible goods (e.g. software, copyrights) are received using the SES.



Refer to the **Umoja Service Receipt Process – Non HR CBT Course** and the **Service Receipt Process** and **Add Attachment to Service Entry Sheet Job Aids** in iSeek for full instructions and details.

Module 10: Letters of Assist (DFS Only)

Overview



Letters of Assist (LOA) are **contractual documents** that the **UN issues to Member States**, authorizing them to provide special supplies or services typically to a UN Peacekeeping Mission or field mission. The UN either agrees to purchase the goods or services from the Member State or authorizes the Government to supply them, subject to reimbursement by the UN. LOAs are currently only created/approved by DFS, NY staff. The above shows the process flow of the LOAs.

The Shopping Cart is created in the usual manner by the Requisitioner. However, the LOA Purchasing Group must be selected from the Purchasing Group drop-down to ensure the proper routing of the approved document to the Umoja User with the Buyer LOA Enterprise Role (DFS only).

In addition, the Shopping Cart requires the ad-hoc approval of the appropriate authority in Procurement Division, as well as, the approval of the Approver (Cost/Fund Center approver i.e. Certifying Officer).

Once the Shopping Cart is approved by the both, the LOA Buyer processes the Purchase Order and submits it to the LOA Approver (DFS Only). Recall that via Workflow, SRM automatically routes certain documents for approval. The Workflow and authorities in Umoja is based upon delegations of authority. In this case, only DFS currently possesses the delegation of authority for LOAs, so the Workflow is configured in a manner so that the purchase order will be routed only to the authorized DFS user(s) for approval.

The receipt of goods and services under the LOA is the same as for all Shopping Carts. For services received, the Requisitioner enters the Service Entry Sheet. Goods receipt is processed by the Receiving User or the Virtual Receiving User.

Refer to the Umoja Create Letter of Assist Job Aid in iSeek and the Umoja Requisitioning and Approvals CBT course for full instructions and details.

Module 11: Strategic Deployment Stocks (DFS/Missions Only)

Overview

The Concept of Strategic Deployment Stocks (SDS) can be defined as a Department of Peacekeeping Operation's material reserve which is intended to meet operational requirements for supporting the deployment of peacekeeping missions. SDS supports rapid deployment and the initial operational capability of a complex peacekeeping mission. The mission that receives the SDS will pay on the basis of replenishment costs.

Refer to **Umoja SDS Equipment Transfer, SDS Process Flow and SDS Transfer and Accounting Job Aids in iSeek** for full instructions and details.

Module 12: Memorandum of Understanding (DFS Only)

Placeholder: Cluster 4 Deployment

Module 13: Supply Chain Frequently Asked Questions

Overview

Refer to the **Supply Chain Frequently Asked Questions Job Aid** on iSeek.

This helpful document is a compilation of frequently asked questions by the end users of the Umoja Supply Chain solution and corresponding solutions or answers as provided by the Umoja Support Team. This document shall serve as a practical guide for end users and support teams in troubleshooting and resolving common issues and queries.