



Statewide Master Agreement IP16, Ordering Tips

NOTE: If Release Order exceeds \$250,000.00, Agencies must complete a CDO

Step 1:

Type "URCATS" in the *Jump-To* box at the top of the page. Press enter or click "Go". The Universal Requestor Catalog Search page will appear.

Step 2:

Uncheck all of the "Included Sources" boxes, except for *MA Catalog Items*. In the *Search For* field, type "HP Inc" and hit Enter or click *Browse*. This will ensure that only items for the current IP16 are pulled. **Users should no longer enter the Commodity Code 43210000 in the *Search For* field.**

The screenshot shows the "Universal Requestor Catalog Search" interface. At the top, there are "Browse" and "Clear" links. Below that is a "General" section with a "Search For" field containing "HP INC". Underneath, there are several checkboxes for "Included Sources of Supply": "Master Agreements" (unchecked), "Inventory" (unchecked), "Commodity Codes" (unchecked), "MA Catalog Items" (checked), and "Purchase History" (unchecked).

Step 3:

In the Create Order/Payment section, enter your agency's Department and Unit, your agency's ID prefix (such as DNR or DMV) and check the *Auto Numbering* box.

The screenshot shows the "Universal Requestor Catalog Search" interface with the "Create Order/Payment" section expanded. It contains the following fields: "Order Type" set to "ADO", "Department" set to "0947", "ID" (empty), "Payment Type" set to "PRC", "Unit" (empty), and "Auto Numbering" (checked).



Statewide Master Agreement IP16, Ordering Tips

Step 4:

In the catalog grid, select the item(s) you want to order by checking the box(es) on the left side of the catalog pages. Use the *First*, *Previous*, *Next*, and *Last* to navigate the catalog pages.

	PunchOut	Unit	Unit Price	Vendor Name	Alias/DBA	CL Description	Description	Commodity Code	Commodity Specifications	Supplier Part Number	Source	Expiration
<input type="checkbox"/>	No	EA	\$45.00	HP INC		OPTIONAL: Nylon Backpack	Computer Equipment and Accessories	43210000	The computer and it's accessories	PE840A	CMA 0212 SWC0000000023	09/30/2017
<input type="checkbox"/>	No	EA	\$921.00	HP INC		Power Laptop - No image	Computer Equipment and Accessories	43210000	The computer and it's accessories	PWRNB	CMA 0212 SWC0000000023	09/30/2017
<input type="checkbox"/>	No	EA	\$704.00	HP INC		Power PC - No image	Computer Equipment and Accessories	43210000	The computer and it's accessories	PWRPC	CMA 0212 SWC0000000023	09/30/2017
<input type="checkbox"/>	No	EA	\$15.00	HP INC		OPTIONAL: External Enhanced Keyboard (USB)	Computer Equipment and Accessories	43210000	The computer and it's accessories	QY776AA	CMA 0212 SWC0000000023	09/30/2017
<input type="checkbox"/>	No	EA	\$7.00	HP INC		OPTIONAL: External 2-button mouse w/scroll (USB)	Computer Equipment and Accessories	43210000	The computer and it's accessories	QY777AA	CMA 0212 SWC0000000023	09/30/2017
<input checked="" type="checkbox"/>	No	EA	\$805.00	HP INC		Standard Laptop - No image	Computer Equipment and Accessories	43210000	The computer and it's accessories	STDNB	CMA 0212 SWC0000000023	09/30/2017

Step 5:

Once you have selected the items, click *Create Delivery Order* at the bottom of the page (second row, third from the left).

<input checked="" type="checkbox"/>	No	EA	\$805.00	HP INC		Standard Laptop - No image	Computer Equipment and Accessories	43210000	The computer and it's accessories	STDNB	CMA 0212 SWC0000000023	09/30/2017
<input type="checkbox"/>	No	EA	\$521.00	HP INC		Standard PC - no image	Computer Equipment and Accessories	43210000	The computer and it's accessories	STDPC	CMA 0212 SWC0000000023	09/30/2017
<input type="checkbox"/>	No	EA	\$30.00	HP INC		OPTIONAL: Tablet Stylus	Computer Equipment and Accessories	43210000	The computer and it's accessories	T4Z24AA	CMA 0212 SWC0000000023	09/30/2017
<input type="checkbox"/>	No	EA	\$33.00	HP INC		OPTIONAL: 4 GB Memory (single)	Computer Equipment and Accessories	43210000	The computer and it's accessories	T7B76AA	CMA 0212 SWC0000000023	09/30/2017
<input type="checkbox"/>	No	EA	\$48.20	HP INC		OPTIONAL: 8GB Memory (single)	Computer Equipment and Accessories	43210000	The computer and it's accessories	T7B77AA	CMA 0212 SWC0000000023	09/30/2017

[First](#) [Prev](#) [Next](#) [Last](#)

[Start New Request](#) [Add To Current Request](#) [View Current Request](#) [Catalog Line Details](#) [Buy From Supplier](#)

[Add Selected Lines to MALS](#) [View MALS Records](#) [Create Delivery Order](#) [Create Payment](#) [Start New MA Comparison](#)

Step 6:

Once the Agency Delivery Order/Central Delivery Order is created, some necessary information must be completed, such as *Description*, *Requestor Issuer Buyer*, *Shipping and Billing*, accounting information, and quantities. Some descriptive information on the commodity lines will not appear until "Validate" is clicked. Credit Terms have been consistently slowing down orders. Please list credit/payment terms in the Extended Description section of the ADO to avoid delays. **Please be aware that Agencies and West Virginia State Entities with wvOASIS access must submit the ADO to the IP Board for review and approval through wvOASIS. Any WV-39s received from Agencies or Entities with wvOASIS access will be rejected.** Please use the following steps to submit your purchase to the IP Board:



Statewide Master Agreement IP16, Ordering Tips

In the Header Section, click on the *Reporting* tab (the eighth from the left). In the *Reporting 2* field, choose option *10 – CTO IP Board* from the pick list. Leave the *Reporting 1* field as is.

Header

General Information | Contract Details | Reference | Requestor Issuer Buyer | Modification | Extended Description | Default Shipping/Billing | **Reporting** | Fixed Asset Intent Reference | Document Information

Reporting 1: 10

Request for Quotation

Reporting 2: 10

CTO IP Board

Reporting 3:

Reporting 4:

Reporting 5:

Reporting 6:

Reporting 7:

Once the ADO/CDO has been completed, validated, and submitted into workflow, the 1st Level Approver will take the task and approve, which will send the document to your agency's 3rd Party Approver's worklist. The 3rd Party Approver must reassign the ADO to the IP Board's worklist, using the following instructions:

When the document appears in the 3rd Party Approver's worklist, he/she will check the box for the document and from the *Action Menu* at the top of the page, select the *Reassign* function (fifth one down).

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Worklist

Select Worklist: 3rd Party Appr Dept:0231 [Change Worklist Role Order](#)

Level:

Code:

Dept:

ID:

Submitter ID:

Escalated Item:

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

Level	Code	Dept	ID	Escalated Item	Comments	Creator ID	Submitter ID	Date	Reason	Message	
<input checked="" type="checkbox"/>	4	ADO	0231	OOT1700000001	No	No	mcallisterj	mcallisterj	2/16/2017 12:02:30 PM	Apply approval	Reporting Field 2 is populated. Please Assign to the correct 3rd party Approver

First Prev Next Last [Approve](#) [Reject](#) [Take Task](#) [Return Task](#) [Refresh](#)

[Menu](#) [Recall](#)

- Approve
- Unapprove
- Reject
- Reject All
- Reassign**
- Take Task
- Return Task
- Manual Route
- Bypass Approvals
- Track Work In Progress

After selecting *Reassign*, type "blair*" in the *UserID* field and click *Browse* or hit Enter to search.

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

User ID: blair*

Department:

Unit:

User ID	Department	Unit
<input checked="" type="checkbox"/> pizatellaj	0100	0100



Statewide Master Agreement IP16, Ordering Tips

Once the search results are returned, select “blairlo1” with the Department of 0210 and Unit of 2220. Press *Select* and your ADO/CDO will be reassigned to the IP Board.

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

User ID :

Department :

Unit :

User ID	Department	Unit
✓ blairlo1	0210	2220
blairsa1	0313	9496
blairla1	0511	3158

First Prev Next Last [Select](#) [Cancel](#)

You can verify this step by looking at the document’s workflow. If done correctly, you will see the document is assigned to Louis Blair, 3rd Party Approver. If changes are requested, the IP Board will reject the document. If approved, it will continue through the workflow.

Track Work in Progress - ADO - 0231 - OOT1700000001 - 1

Date Submitted : 2/16/2017 Submitter : Justin McAllister

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
10	3	3	2017-02-16	ADO Lvl 1 Dept:0231	Approved	Justin McAllister
10	4	4	2017-02-21	3rd Party Appr Dept:0231	Approved	Louis Blair
✓ 10	5	5	2017-02-21	ADO Lvl 2 Dept:0231	Pending	

[View Log](#)

Agencies and West Virginia State Entities without wvOASIS:

Please be sure to email your WV-39 to the IP Board at IP.Board@wv.gov for approval. Once they have reviewed your request, you will receive an email approving your request or requesting changes, if necessary. If approved, you will receive an IP Board approval memo. Once approval is received, you may submit your WV-39 and IP Board approval memo to HP at ORDERS-PROCESSING-USA@hp.com for processing.

If you need assistance utilizing the catalog in wvOASIS, please contact the wvOASIS Help Desk (Mon-Fri, 7AM to 5PM):

Phone (304) 558-6708

Toll Free (855)666-8823

helpdesk@wvoasis.gov