



All previous catalogs associated with CMA IP12 have been discontinued and replaced by one catalog that is associated with Commodity Line 15, Commodity Code 43210000. Below are tips for creating Agency Delivery Orders that reference the new catalog.

**\* NOTE: If Release Order is excess of \$250,000.00 Order Type will be a CDO \***

- Step 1: Type URCATS in the Jump-to box. Press enter or click Go. The Universal Requestor Catalog Search page will appear.
- Step 2: Enter Commodity Code 43210000 in the Search For field. Deselect all Sources of Supply except MA Catalog Items. Click Browse.

This will retrieve the new catalog lines only. Note that the letters **WV** have been appended to all Supplier Part Numbers.

- Step 3: In the Create Order/Payment section, enter your Unit, your agency's ID prefix (such as DNR or DMV) and select Auto Numbering. (If you forget to complete the fields in this section, you may see duplicate catalog lines on your ADO/CDO.)

- Step 4: In the grid, select the catalog lines you want by clicking the box at the beginning of the line. Use the First, Previous, Next, and Last links at the bottom of the grid to view various pages of the catalog.

PunchOut	Unit	Unit Price	Vendor Name	Alias/DBA	CL Description
<input type="checkbox"/>	No	EA	\$715.00	HEWLETT PACKARD COMPANY	GIS/Eng. Class PC - no image
<input checked="" type="checkbox"/>	No	EA	\$853.00	HEWLETT PACKARD COMPANY	Standard Laptop - No image
<input type="checkbox"/>	No	EA	\$9.00	HEWLETT PACKARD COMPANY	Standard PC 64-bit image loading service
<input type="checkbox"/>	No	EA	\$9.00	HEWLETT PACKARD COMPANY	Standard PC 32-bit image loading service



Step 5: Once you have selected your catalog lines, click Create Delivery Order at the bottom of the page.

<input checked="" type="checkbox"/>	No	EA	\$42.00	HEWLETT PACKARD COMPANY	Leather Carrying Case	Computer
<input type="checkbox"/>	No	EA	\$19.00	HEWLETT PACKARD COMPANY	2 GB Memory (single)	Computer

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[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](#)

The steps (above) will create an Agency Delivery Order/ Central Delivery Order in draft phase which you can finish by adding quantities, accounting, billing, and shipping information. At the commodity line level, some descriptive information is not inferred from the catalog until the Validate button is clicked. So, please keep that in mind.

If you need assistance, please contact the wvOASIS Help Desk:

Phone (304) 558-6708

Toll Free (855) 666-8823

Mon-Fri (7am to 5pm)

[helpdesk@wvOASIS.gov](mailto:helpdesk@wvOASIS.gov)