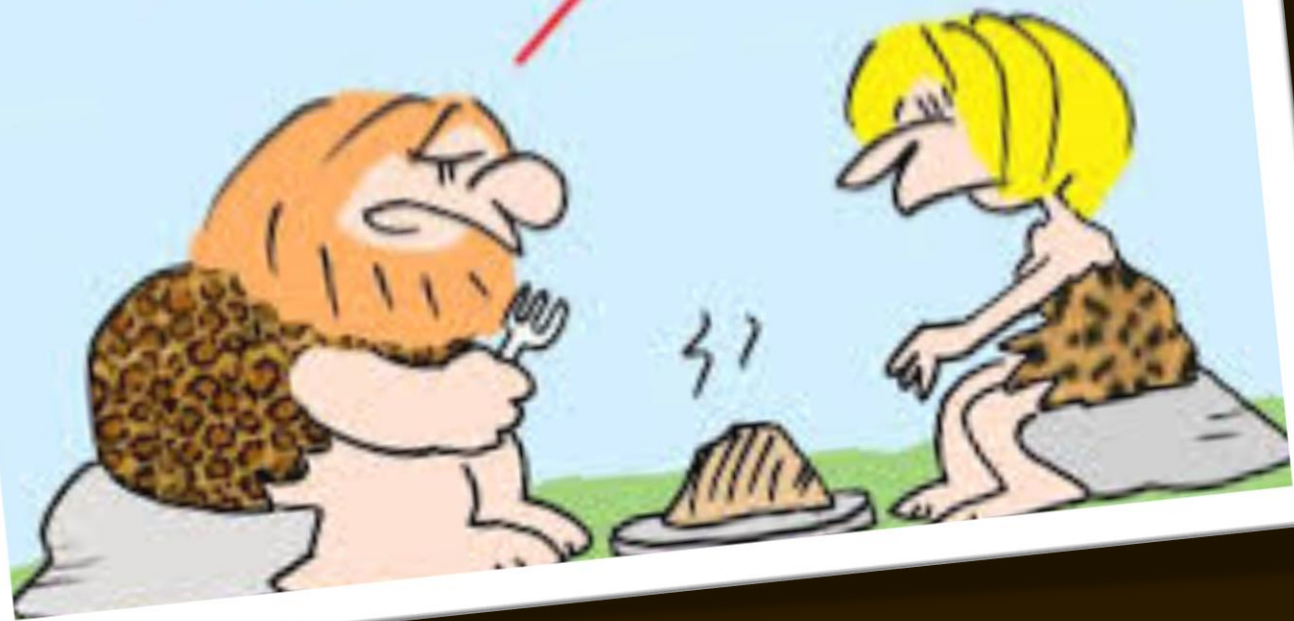




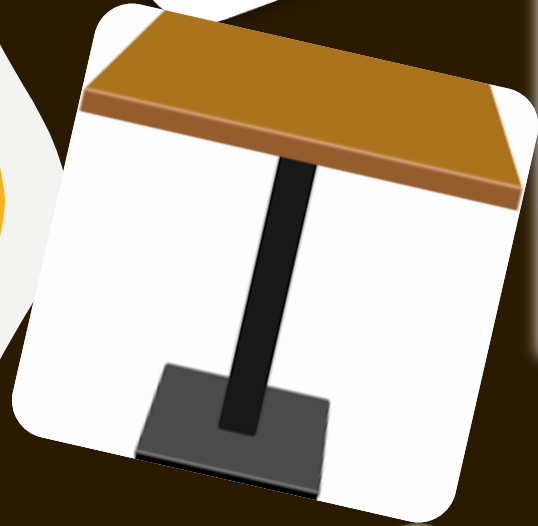
TABLE TALK

**MARCH IS PROCUREMENT MONTH
KPPA 2017**

**"I WISH SOMEBODY WOULD
INVENT THE TABLE!"**



**PRESENTED BY JOAN GRAHAM &
SHELBY LUBY**



AND IT WAS SO

ARE YOU FULLY UTILIZING PROCUREMENT TABLES?

Identify key procurement tables

Discuss the purpose and benefits of key tables

Tips and reminders

TABLES & PAGES

- SHOP - Shopper
- CAUTH – Cited Authority
- COMM – Commodity
- PLOC – Procurement Location
- RQHISTM – My Requests
- URCTRL – Universal Requestor Control
- PRCUID – Procurement Management
- SOCAT – Solicitation Category
- AUTHREF – MA Reference for Departments
- PEEVALR – Vendor Performance Evaluator
- DEPT – Department
- USER – Procurement User
- WBUYR – Buyer Team
- WTY – Warranty
- LFDOSCH – Lifecycle Document Search
- LINQ – Lifecycle Inquiry



JUMP TO

The screenshot shows the top navigation bar of the CGI Advantage application. The 'Jump to:' search box is highlighted with a yellow starburst. Below the search bar, a dark blue navigation bar contains the following menu items: Procurement, Accounts Payable, Accounts Receivable, Budget, and Cost Accounting. The left sidebar is titled 'eMARS Production' and includes the following sections: Message Center, Search (with sub-items Page Search, Document Catalog, and eMARS Reporting), History, Favorites, and Administration. The top right of the page features utility icons for Home, Personalize, Accessibility, App Help, and About.

Enter Page Codes to Jump Directly to the Page

SHOP

Jump to: SHOP



Go



Home

Procurement

Accounts Payable

Accounts Receivable

Budget

Co

Shopper



0 Items : \$0.00

Edit Shopping Cart

Proceed to Checkout

Wildcard for Shopper is % (not *)

Check Sources of Supply :

- Select All
or check Sources to be searched:
- Inventory
- MA Catalog Items
- PunchOut Catalogs
- Master Agreements
- Similiar Purchases
- Commodities



Search For :

Advanced Search:

Department :

Warehouse :

Commodity :

Expiration Date :

Vendor :

Include Expired Agreements :

Price (from) :

Mandatory Source Enabled :

Price (to) :

Search

Clear Search Fields

WILDCARD SEARCH EXAMPLES

*

APPLICABLE WILDCARD CHARACTERS FOR OTHER TABLES

- **Asterick (*)** – Type *vehicle* in the description and return documents with vehicle in the description field on the LFDOSCCH page
- **Colon (:)** – Type 1/1/2017 : 3/15/2017 in the Create Date field on the Document Catalog to view documents created on or after 1/1/2017 and on or before 3/15/2017
- **Greater than Sign (>)** – Type >1/1/2017 in the Create Date field on the Document Catalog to view all documents created after January 1, 2017
- **Greater than or Equal to (>=)** – Type >=1/1/2017 in the Create Date field on the Document Catalog to view all documents created on or after January 1, 2017
- **AND** – Type POMEROY AND TABLET between two words in the Search For field on the Shopper page to find all items containing both words.

CAUTH

Jump to: CAUTH Go Home Personalize

Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Cited Authority

Cited Authority	Document Code	Doc Dept	Procurement Type ID	Description	Effective From	Effective To
✓ FAP220-15-00	CT	ALL	18	Acquisition of Real Property	01/01/2006	01/01/2020
FAP220-15-00	CT2	ALL	18	Acquisition of Real Property	01/01/2006	01/01/2020
FAP220-11-00	MA	785	7	Emergency Purchases: Construction Projects	01/01/2006	01/01/2020
FAP220-11-00	PO	ALL	7	Emergency Purchases: Construction Projects	01/01/2006	01/01/2020
FAP220-11-00	PO2	ALL	7	Emergency Purchases: Construction Projects	01/01/2006	01/01/2020
FAP220-11-00	PRC	ALL		Emergency Purchases: Construction Projects	01/01/2006	01/01/2020
FAP220-17-00	CT	ALL	7	Competitive Negotiations - Construction Related	01/01/2006	01/01/2020
FAP220-17-00	CT2	ALL	7	Competitive Negotiations - Construction Related	01/01/2006	01/01/2020
KRS45A.045(8)	CT	ALL	24	GSA Based Contracts		
KRS45A.045(8)	CT2	ALL	25	GSA Based Contracts		

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

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Cited Authority :
Effective From :
Description :
Effective To :

Document Code :
Document Minimum :

Doc Dept :
Document Maximum :

Procurement Type ID :
Additional Info :

Procurement Type : Real Property

Utilized :

Cited Authority :

Document Code :

Doc Dept :

[Ok](#) [Clear](#) [Cancel](#)

Search - Internet Explorer

https://emars.ky.gov/webapp/finonline/advantage/AMSIImages/Empty.h

COMM

Jump to: 

Procurement | Accounts Payable | Accounts Receivable

Commodity	Name	Active	Tax Profile
✓ 01500	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACH	Yes	
00500	ABRASIVES	Yes	
01000	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	Yes	
01900	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS	Yes	
02000	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLA	Yes	

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

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ **General Information**


*Commodity :

*Class :

Item :

Group :

Detail :


Category : 

*Name :

Active :

Structured Commodity :

Match Indicator :

Tax Profile : 

Keyword Search :

NAICS :

Commodity :

Class :

Item :

Group :

Detail :

Name :

[Ok](#) [Clear](#) [Cancel](#)

PLOC

Jump to: Go

Procurement | Accounts Payable | Accounts Receivable

Procurement Location

Procurement Location	Location Name	Location Type	Department
✓ 10000	OIG, DIVISION OF AUDITS - FRANKFORT	Shipping	723
10001	OIG, DIVISION OF AUDITS - FRANKFORT	Billing	723
10002	OIG, DIVISION OF AUDITS - PADUCAH	Billing	723
10003	OIG, DIVISION OF AUDITS - PRESTONSBURG	Billing	723
10004	OIG, DIVISION OF AUDITS - SOMERSET	Billing	723

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

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Procurement Location : Contact Code :

*Location Name :

*Location Type :

Department :

Attention :

Address 1 :

Address 2 :

City :

State :

Zip Code :

Country :

County :

Procurement Location :

Location Name :

Location Type :

Department :

[Ok](#) [Clear](#) [Cancel](#)

RQHISTM

Jump to:

Procurement | Accounts Payable | Accounts Receivable

My Requests

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

Doc Dept :

Document Code :

Document ID :

Requestor :

Buyer :

Team :

When you jump to RQHISTM, you can view the RQS' and UR's that you have created



	Document	Function	Phase	Created	Description	Total	Issuer	Requestor	Buyer	Team
✓	UR-758-1400030646-1	New	Final	06/11/2014	test repunchout	\$4,967.25	SRM0018	SRM0018		
	UR-758-1600010676-1	New	Final	11/04/2015	test	\$11.00	SRM0018	SRM0018		

First Prev Next Last

[Requisition History \(Line-level\)](#)

[All Requests](#) [Lifecycle Inquiry](#)

URCTRL


Jump to: URCTRL  Go  Home

Procurement | Accounts Payable | Accounts Receivable | Budget


Universal Requestor Control


Commodity	Class	Item	Group	Detail	Department	Threshold Amount	Under Procurement Type	Over Procurement Type
-----------	-------	------	-------	--------	------------	------------------	------------------------	-----------------------

First Prev Next Last

Save Undo Delete Insert Copy Paste [Search](#) 

General Information

Commodity : 

Department : 

Threshold Amount :

Class :

Item :



Group :



Detail :



Description :



Department :


Threshold Information

Under Procurement Type ID :  Over Procurement Type ID : 

Under Buyer ID :  Over Buyer ID : 

Under Buyer Team :  Over Buyer Team : 

Commodity : 410*  

Department : 520 

[Ok](#) [Clear](#) [Cancel](#)

URCTRL

Universal Requestor Control

	Commodity	Class	Item	Group	Detail	Department	Threshold Amount	Under Procurement Type	Over Procurement Type
✓	41000	410	00			520	\$1,000.00	Unclassified	Unclassified
	41003	410	03			520	\$1,000.00	Unclassified	Unclassified
	41006	410	06			520	\$1,000.00	Unclassified	Unclassified
	41009	410	09			520	\$1,000.00	Unclassified	Unclassified
	41012	410	12			520	\$1,000.00	Unclassified	Unclassified
	41015	410	15			520	\$1,000.00	Unclassified	Unclassified
	41018	410	18			520	\$1,000.00	Unclassified	Unclassified
	41024	410	24			520	\$1,000.00	Unclassified	Unclassified
	41030	410	30			520	\$1,000.00	Unclassified	Unclassified
	41033	410	33			520	\$1,000.00	Unclassified	Unclassified

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

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Information

Commodity : 41000

Department : 520

Threshold Amount : \$1,000.00

Class : 410

Item : 00

Group :

Detail :

Description : FURNITURE: HEALTH CARE AND HOSPITAL FACILITY

Department : State Police J

Threshold Information

Under Procurement Type ID : 1

Unclassified

Under Buyer ID :

Under Buyer Team : KSP

KENTUCY STATE POLICE

Over Procurement Type ID : 1

Unclassified

Over Buyer ID :

Over Buyer Team : OMPS

OFFICE OF MATERIAL AND PROCUREMENT SVCS



PRCUID

Jump to: PRCUID Go

Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Procurement Management

Procurement Folder	Procurement Title	Procurement Type ID	Buyer	Manager	Procurement Total	Last Completed State	Status	Estimated Completion
--------------------	-------------------	---------------------	-------	---------	-------------------	----------------------	--------	----------------------

First Prev Next Last [All Procurements](#) [Assigned To Me](#) [Assigned To My Team](#) [Procurements I Manage](#) [Procurements My Team Manages](#)

[Search](#) [Update Procurement](#) [Protests](#)

General Information

Procurement Folder :	<input type="text"/>	Dollar Range :	<input type="text"/>
Procurement Title :	<input type="text"/>	Manager :	<input type="text"/>
Procurement Type ID :	<input type="text"/>	Manager Team :	<input type="text"/>
Procurement Type :	<input type="text"/>	Buyer :	<input type="text"/>
Procurement Total :	<input type="text"/>	Buyer Team :	<input type="text"/>
Original Procurement Total :	<input type="text"/>	Total Deadline Extended By Days :	<input type="text"/>
Number of States :	<input type="text"/>	Estimated Completion :	<input type="text"/>
Complexity Code :	<input type="text"/>	Closed Date :	<input type="text"/>
Last Completed State :	<input type="text"/>	Discarded :	<input type="checkbox"/>
Status :	<input type="text"/>	Historical Procurement Folder :	<input type="checkbox"/>
Protest Filed? :	<input type="checkbox"/>		

Available States

Procurement State	State Complete	State Amount	Issuing Office	Procurement Created
-------------------	----------------	--------------	----------------	---------------------

First Prev Next Last

Milestones

Procurement State	Description	Required	Estimated Completion	Completed	Complete
-------------------	-------------	----------	----------------------	-----------	----------

Save Undo First Prev Next Last

Documents

Procurement State	Document	Function	Phase	Vendor	Description	Created
-------------------	----------	----------	-------	--------	-------------	---------

[New Document](#) First Prev Next Last [Bid Deposit](#) [Procurement Bond](#) [Contract Assignment](#) [Letter Of Credit](#) [Liquidated Damages](#) [Warranty](#) [Vendor Correspondence](#) [Insurance Certificate](#) [Retainage Summary](#)
[MA Reference for Authorization Department](#) [Vendor Solicitation List](#)

Notes

Procurement State	User ID	User Name	Date Entered	Comments
-------------------	---------	-----------	--------------	----------

[Procurement Notes](#) First Prev Next Last

Related Documents

Request Date	Category	Sub Category	Status	Document	Function	Phase
--------------	----------	--------------	--------	----------	----------	-------

First Prev Next Last

Procurement Folder :

Procurement Title :

Procurement Type ID :

Discarded :

Buyer :

Manager :

Buyer Team :

Estimated Completion :

Historical Procurement Folder :

[Ok](#) [Clear](#) [Cancel](#)

PRCUID

Procurement Management

Procurement Folder	Procurement Title	Procurement Type ID	Buyer	Manager	Procurement Total	Last Completed State	Status	Estimated Comp
✓ 4185045	KDFWR - FISHERIES HERBICIDES	24	NZJ0036	NZJ0036	\$5,800.00	Award	OK	06/14

First Prev Next Last [All Procurements](#) [Assigned To Me](#) [Assigned To My Team](#) [Procurements I Manage](#) [Procurements My Team Manages](#)

[Search](#) [Update Procurement](#) [Protests](#)

General Information

Procurement Folder : 4185045	Dollar Range :
Procurement Title : KDFWR - FISHERIES HERBICIDES	Manager : NZJ0036
Procurement Type ID : 24	Manager Team :
Procurement Type : Standard Goods	Buyer : NZJ0036
Procurement Total : \$5,800.00	Buyer Team :
Original Procurement Total : \$62,132.15	Total Deadline Extended By Days : 0
Number of States : 6	Estimated Completion : 06/14/2016
Complexity Code : 3	Closed Date :
Last Completed State : Award	Discarded : <input type="checkbox"/>
Status : OK	Historical Procurement Folder : <input type="checkbox"/>
Protest Filed? : <input type="checkbox"/>	

Available States

Procurement State	State Complete	State Amount	Issuing Office	Procurement Created
✓ All States				
Requisition	Yes	\$62,132.15	Kentucky Fish And Wildlife Resources	04/29/2016
Solicitation	Yes			
Solicitation Response	Yes			
Evaluation	Yes			
Award	Yes	\$5,800.00	Office Of The Controller	03/07/2017
Post Award	No			

First Prev Next Last

- Procurement folder
- The first procurement document created initiates the Procurement Folder
- Single source for all documentation associated with a given procurement
- Easily view all pertinent information related to a procurement across procurement state

PRCUID

Available States

Procurement State	State Complete	State Amount	Issuing Office	Procurement Created
✓ All States				
Requisition	Yes	\$62,132.15	Kentucky Fish And Wildlife Resources	04/29/2016
Solicitation	Yes			
Solicitation Response	Yes			
Evaluation	Yes			
Award	Yes	\$5,800.00	Office Of The Controller	03/07/2017
Post Award	No			

First Prev Next Last

Milestones

Procurement State	Description	Required	Estimated Completion	Completed	Complete
-------------------	-------------	----------	----------------------	-----------	----------

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

Documents

Procurement State	Document	Function	Phase	Vendor	Description	Created
✓ Award	MA.758.1700000001.1	New	Historical (Final)	VC0000001968	Aquatic Herbicides	07/05/2016
Post Award	MA.758.1700000001.1	New	Historical (Final)	VC0000001968	Aquatic Herbicides	07/05/2016
Solicitation Response	SRW.758.1600001717.1	New	Final		Herbicides - Fisheries	06/23/2016
Evaluation	EV.758.1700000007.1	New	Final		Herbicides - Fisheries	07/01/2016
Requisition	RQS.660.1600000806.1	New	Final		KDFWR - FISHERIES HERBICIDES	02/23/2016
Solicitation	RFB.758.1600000893.3	Modification	Final		Herbicides - Fisheries	06/09/2016
Solicitation Response	RFB.758.1600000893.3	Modification	Final		Herbicides - Fisheries	06/09/2016
Solicitation Response	SRW.758.1600001698.1	New	Final		Herbicides - Fisheries	06/21/2016
Solicitation	RFB.758.1600000893.1	New	Historical (Final)		Herbicides - Fisheries	05/25/2016
Solicitation Response	RFB.758.1600000893.1	New	Historical (Final)		Herbicides - Fisheries	05/25/2016

[New Document](#)
[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Bid Deposit](#)
[Procurement Bond](#)
[Contract Assignment](#)
[Letter Of Credit](#)
[Liquidated Damages](#)
[Retainage Detail](#)
[Renewal](#)
[Claims Tracking](#)
[MA Reference for Authorization Department](#)
[Vendor Solicitation List](#)


Notes

Procurement State	User ID	User Name	Date Entered	Comments
-------------------	---------	-----------	--------------	----------

[Procurement Notes](#) First Prev Next Last

- Capability to filter by Procurement State
- Provides links to related documents
- Capability to include notes
- Can access the Procurement Folder from any related procurement document by clicking the Procurement Folder link

SOCAT


Jump to: 

Procurement | Accounts Payable | Accounts Receivable

Solicitation Category

Solicitation Category	Description	Default Solicitation Category
✓ AG	Agricultural	No
ANI	Animal Related	No
ARC	Architectural	No
AV	Audio/Video	No
BUI	Building Supply	No
CHE	Chemicals	No
CLO	Clothing	No
CON	Construction	No
DEM	Demolition	No
EDU	Educational	No

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

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#) 

Solicitation Category :

Description :

Default Solicitation Category :

AUTHREF

- Search for Master Agreements by your department
- Search for multiple departments by using asterisk * or comma ,

MA Reference for Authorized Departments

Document	Department	Department Name	Spending Limit	Total Ordered Amount	Active
✓ MA.605.1100000704	729	Behavioral Health, Developmental & Intellectual Disabilities	0.00	779.29	Yes
MA.758.0600000331	721	CHFS - Office Of The Secretary	0.00	5179014.44	Yes
MA.758.0600000331	723	Office Of Inspector General	0.00	1198.37	Yes
MA.758.0600000331	728	Department For Public Health	0.00	1189.17	Yes
MA.758.0600000331	729	Department For Mental Health And Mental Retardation Services	0.00	1193044.35	Yes
MA.758.0600000524	721	CHFS - Office Of The Secretary	0.00	23255.01	Yes
MA.758.0600000524	729	Behavioral Health, Developmental & Intellectual Disabilities	0.00	37419.00	Yes
MA.758.0600000681	721	CHFS - Office Of The Secretary	0.00	6000.00	Yes
MA.758.0600000703	721	CHFS - Office Of The Secretary	0.00	30839.68	Yes
MA.758.0600000785	721	CHFS - Office Of The Secretary	0.00	317114.03	Yes

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

[Save](#) [Units](#) [Search](#)

Doc Code : MA Department : 729
Doc ID : 1100000704 Behavioral Health, Developmental & Intellectual Disabilities
Doc Dept : 605 Spending Limit : 0.00
Total Ordered Amount : 779.29
Total Expended Amount : 0.0
Available Amount :
No Limit :
Active :

Doc Code :
Doc Dept :
Doc ID :
Department : 605, 625
[Ok](#) [Clear](#) [Cancel](#)

Doc Code :
Doc Dept :
Doc ID :
Department : 72*
[Ok](#) [Clear](#) [Cancel](#)

PEEVALR

Jump to: PEEVALR  Go

Procurement | Accounts Payable | Accounts Receivable | Budget | Cost A

Vendor Performance Evaluator

	<u>Award Document</u>	<u>Award Department</u>	<u>Award ID</u>	<u>Evaluator Last Name</u>	<u>Evaluator First Name</u>
✓	CT	520	0700001256	ELLIOTT	SHIRLEY
	CT	520	0700001258	ELLIOTT	SHIRLEY
	CT	520	0700001258	THURMAN	SHARON
	CT	520	0700001443	ELLIOTT	SHIRLEY
	CT	660	0700001518	DUVALL	SHARON


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

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Award Document :

*Award Department :

*Award ID :

*Evaluator ID : 


ELLIOTT
SHIRLEY

*Evaluator Department : 

Kentucky State Police

- This table allows OPS to assign evaluators to an award
- Performance Evaluation (PE) documents can only be completed by evaluators on the list for a specific award.
- Contact Shelby Luby to be assigned to a contract
- PE's are required for Master Agreement renewals

DEPT


Jump to: DEPT  Go

Procurement | Accounts Payable | Accounts Receivable | Budget | Cost A


Department


Department	Name	Active	Effective From	Effective To
✓ 005	General Assembly	Yes		
010	Legislative Research Commission	Yes		
020	Judicial Form Retirement System	Yes		
025	Judicial Department	Yes		
030	Unified Prosecutorial System	Yes		

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

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#) 


General Information

*Department : 005 Effective From : 

*Name : General Assembly Effective To : 

*Short Name : Gen Assembly L Active :

 Budgeting :

*AR Unit Inference : Infer from Document ID 

Base Department :

Department :

Name :

[Ok](#) [Clear](#) [Cancel](#)

USER

Jump to:

Procurement | Accounts Payable | Accounts Receivable | Budget | Cost

Procurement User

User ID	Name	Phone	Department	Unit	Office Location
✓ AAOMPS	OFFICE OF MATERIAL & PROCUREMENT TEAM	502-564-4510	758	OMPS	Finance Ofc of Procurement Svc
ACA0001	ANNE COLDIRON		035	UNIT	Department of Agriculture
C35EST	CONTRACTOR ESTIMATE DATABASE	502-564-3500	625	2000	KYTC Div of Const Procurement
C35R092A	C35R092A INTERFACE		625	2600	KYTC Div of Const Procurement
C35R092B	C35R092B INTERFACE		625	2000	KYTC Div of Const Procurement

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

Details

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*User ID :

Name : OFFICE OF MATERIAL & PROCUREMENT TEAM

Department : 758

Unit :

Phone : 502-564-4510

Shipping Location :

Billing Location :

Tax Profile :

Accounting Profile :

Accounting Template :

*Office Location :

Procurement Administrator :

User ID :

Shipping Location :

Billing Location :

Unit :

[Ok](#) [Clear](#) [Cancel](#)

WBUYER

Jump to: WBUYR

Procurement | Accounts Payable | Accounts Receivable

Buyer Team

Team	Team Name	Manager	Evaluation Team
CHFS OCO	CHFS-OFFICE OF CONTRACT OVERSIGHT PSC	NPW0035	No
CHFS PSC	CHFS-PERSONAL SERVICE CONTRACTS	NPW0035	No
<input checked="" type="checkbox"/> CHFS SEC	CHFS-OFFICE OF THE SECRETARY	MJW0122	No

First Prev Next Last

Details

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Team : CHFS SEC

*Team Name : CHFS-OFFICE OF THE S

*Manager : MJW0122

Evaluation Team :

Description : CHFS Commodity Buyer Team

Buyer	Buyer Name
<input checked="" type="checkbox"/> MJW0122	SARAH E SMITH
MPT0019	KIM L WOOLUMS
MSR0012	Melissa Jeffers
NTH0034	VICKY JAMES
NTJ0045	David Hecker


When changes in personnel occur contact Shelby Luby to update your buyer team

Team :

Manager :

[Ok](#) [Clear](#) [Cancel](#)

WTY

Jump to: 


Procurement | Accounts Payable | Accounts Receivable

Warranty

Warranty Number	Warranty Type	Commodity	Short Description	Commodity Line	Procurement Folder
-----------------	---------------	-----------	-------------------	----------------	--------------------

First Prev Next Last

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Procurement Folder : 

*Warranty Number :

*Award Document :

*Award Department :


*Award Number :


*Commodity Line :

Commodity :

*Vendor Line :

Vendor :

Effective From : 

Effective To : 

Warranty Duration (in Days) :

*Warranty Type :

Comments :

Historical Procurement Folder :

[Procurement Management](#)

- Create warranty records for equipment purchased
- Linked to the award document
- View in Procurement Folder

LFDOCSCH


Jump to: LFDOCSCH  Go

Procurement | Accounts Payable | Accounts Receivable

Lifecycle Document Search



Document Identifier

Doc Code :  Doc Unit :
Doc Dept. : Doc ID :

Document Description

Document Description :

User Information

Document State

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

- Search by description or partial description
- Enter a value in the **Doc Code** field and at least one of the following fields: **Doc Dept**, **Doc Unit**, **Doc ID**, **Document Description**, **Create User ID** or **Create Date** and click **Browse**

Code	Dept.	Unit	ID	Function	Version	Phase	Document Description	Create User ID	Create Date
------	-------	------	----	----------	---------	-------	----------------------	----------------	-------------

First Prev Next Last

 [Lifecycle Inquiry](#)

LFDOCSCH

Jump to: LFDOCSCH Home

Procurement | Accounts Payable | Accounts Receivable | Budget

Lifecycle Document Search

Document Identifier

Doc Code : PO* Doc Unit :
Doc Dept. : 75* Doc ID : 1*

Document Description

Document Description : *LICENSE*

User Information

Document State

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

	Code	Dept.	Unit	ID	Function	Version	Phase	Document Description	Create User ID	Create Date
✓	PO2	758	CNTL	1000005842	New	1	Final	Periscope (NIGP Site License) 2011	PMW0024	4/30/10
	PO2	758	CNTL	1100004681	New	1	Final	Periscope (NIGP Site License) 2012	SJJ0023	4/13/11
	PO2	758	CNTL	1200004969	New	1	Final	Periscope (NIGP Site License) 2013	SJJ0023	4/4/12
	PO2	758	CNTL	1400002410	New	1	Final	Periscope (NIGP Site License) 2014	SJJ0023	10/8/13
	PO2	758	CNTL	1400005366	New	1	Final	Periscope (NIGP Site License) 2015	SJJ0023	4/14/14
	PO2	758	CNTL	1500003931	New	1	Final	Periscope (NIGP Site License) 2016	SJJ0023	3/10/15
	PO2	758	CNTL	1700000055	New	1	Final	Periscope (NIGP Site License) 2017	PHJ0161	7/5/16

First Prev Next Last

[Lifecycle Inquiry](#)

- Access directly to documents
- Link to Lifecycle Inquiry (LINQ) to view the complete chain of documents

LINQ

Lifecycle Inquiry



[Clear](#)

Document Search

Document Code :

Document Department :

Document ID :

Document Filter

- Click **Forward** or **Backward** buttons to perform a query
- **Backward** search allows you to view documents that reference PO2 758 1000005842 that were created before the PO2
- **Forward** search allows you to view documents that reference PO2 758 1000005842 that were created after the PO2

Document ID	Function	Version	Document Description	Create User ID	Acceptance Date
-------------	----------	---------	----------------------	----------------	-----------------

First Prev Next Last


Forward

Backward


Download To Excel

LINQ

Lifecycle Inquiry

 [Clear](#)

Document Search

Document Code : 

Document Department :

Document ID :

- **Forward** document reference example
- Access reference documents from this page
- Capability to download results to Excel

Document Filter

Document Code : From Date:  To Date: 

Results for Search Document: PO2 - 758- 100005842

	<u>Document ID</u>	Function	Version	Document Description	Create User ID	<u>Acceptance Date</u>
✓	PO2.758.1000005842.1	New	1	Periscope (NIGP Site License) 2011	PMW0024	05/06/2010
	AD.758.AD10000423804.1	New	1		emarsprd	05/17/2010
	PRC.758.1000215004.1	New	1	DP 100784 / PO2 758 10*5842 / FCONOF	RMM0018	05/17/2010

First Prev Next Last

Forward

Backward

Download To Excel

VENDOR TABLES

- VCUST – Vendor/Customer
- BTYP – Business Type
- VENDCMBT – Vendor Commodity by Business Type
- VENDCOMM – Vendor Commodity
- VENDCOM2 – Vendor Commodity Maintenance
- VENDNOT – Vendor Notifications
- VIR – Vendor Invoice Registry
- VTH – Vendor Transaction History



VCUST

CGI Advantage

Jump to: VCUST  Go

Welcome, Joan Graham


Procurement | Accounts Payable | Accounts Receivable

- Close
- ✓ Vendor/Customer
- General Info
- Headquarters
- Organization
- Disbursement Options
- Prenote/EFT
- Remittance Advice
- Vendor Terms
- Accounts Receivable
- eMALL
- Location Information
- Executive Compensation
- Change Management
- Address
- Business Type
- Service Area
- Commodity
- Authorized Dept.
- Prevent Spending
- Certification
- Vendor User Information

Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status
-----------------	------------	-----------	----------------------	------------------------

First Prev Next Last [Attachments](#)

Save Undo Delete Insert Copy Paste [Search](#) 


General Info

Vendor/Customer :	<input type="text"/>	Restrict Use by Department :	<input type="checkbox"/>
Legal Name :	<input type="text"/>	Miscellaneous Account :	<input type="checkbox"/>
Alias/DBA :	<input type="text"/>	Internal Account :	<input type="checkbox"/>
Vendor Active Status :	<input type="text" value="v"/>	Third Party Only :	<input type="checkbox"/>
Vendor Approval Status :	<input type="text"/>	Third Party Vendor :	<input type="checkbox"/>
Customer Active Status :	<input type="text" value="v"/>	Third Party Customer :	<input type="checkbox"/>
Customer Approval Status :	<input type="text"/>	Inventory Customer :	<input type="checkbox"/>
Location Name :	<input type="text"/>	Never Archive :	<input type="checkbox"/>
First Name :	<input type="text"/>	Restrict VSS Access :	<input type="text" value="v"/>
Middle Name :	<input type="text"/>	Discontinue - No New Business :	<input type="checkbox"/>
Last Name :	<input type="text"/>	Prevent MA Reference :	<input type="checkbox"/>
Company Name :	<input type="text"/>	PunchOut Enabled :	<input type="checkbox"/>
Vendor Performance Rating :	<input type="text"/>	Re-PunchOut Enabled :	<input type="checkbox"/>
		Electronic Order Enabled :	<input type="checkbox"/>
		Active From :	<input type="text" value=""/>
		Active To :	<input type="text" value=""/>
		Last Usage Date :	<input type="text" value=""/>
		Department :	<input type="text" value=""/>
		Unit :	<input type="text" value=""/>

Legal Name :	<input type="text"/>	Last Name :	<input type="text"/>
Alias/DBA :	<input type="text"/>	Vendor Active Status :	<input type="text" value="v"/>
Vendor/Customer :	<input type="text"/>	Customer Active Status :	<input type="text" value="v"/>
Taxpayer ID Number :	<input type="text"/>	VSS Registered :	<input type="text" value="v"/>
Ok Clear Cancel			

- Contains primary information about a vendor
- Search for vendors prior to adding or requesting a vendor is added

BTYP

Jump to: 

Procurement | Accounts Payable | Accounts Receivable

Business Type

<u>Business Type ID</u>	<u>Business Type</u>	<u>Minority Type allowed</u>
✓ B065	Hispanic or Latino	No
B066	Native Hawaiian/Pacific Island	No
B067	Other Ethnic Minority Group	No
B080	Service-disabled Veteran Owned	No
B100	Veteran Owned Small Business	No
B120	Women owned/ WBE	No
C020	Cert by KYTC or other state	No
C040	Cert by Lville Human Rel Comm	No
C060	Cert by Lville/Jeff Sewer Dstr	No
C080	Cert by Natl Min Supp Dev Cnl	No

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

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Business Type ID :

Business Type :

Minority Type allowed :

Business Type ID :

Business Type :

[Ok](#) [Clear](#) [Cancel](#)

- Business Types identify the type of ownership for a business
- Search by Business Type description

VENDCMBT

Jump to: 

[Procurement](#) | [Accounts Payable](#) | [Accounts Receivable](#)

Vendor Commodity by Business Type

Vendor/Customer	Business Type ID	Commodity Code
✓ VC0000094159	B080	28581
VC0000094159	B080	34548
VC2000003637	B080	15030
VC2000003637	B080	20400
VC2000003637	B080	20410
VC2000003637	B080	20448
VC2000003637	B080	20454
VC2000003637	B080	20476
VC2000003637	B080	20477
VC2000003637	B080	20488

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

[Search](#)

Vendor/Customer :

Business Type ID :

Business Type :

Commodity Code :

Commodity Name :

- Identify vendors by business type
- Useful in locating vendors with a specific Business Type for obtaining quotes

Vendor/Customer :

Business Type ID :

Commodity Code :

[Ok](#) [Clear](#) [Cancel](#)

VENDCOMM

Vendor Commodity

Vendor Commodity Search

Vendor/Customer	Commodity	Commodity Description	Last Solicited Date	Last Date Awarded
✓ VC000000605	20400	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS		07/06/2013
VC0000001349	20400	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS		
VC0000001492	20400	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS		
VC0000001699	20400	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS		
VC0000001975	20400	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS		

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

Vendor Commodity Search

[Search](#)

Vendor/Customer : Commodity Description : Last Solicited Date :

Commodity : Last Date Awarded :

[Top](#)

[Vendor/Customer Detail](#)

- Search for vendors registered for a specific commodity
- Select the line of a vendor and click on Vendor/Customer Detail link to jump to the vendor's customer record

Vendor/Customer :

Legal Name :

Commodity :

Commodity Description :

[Ok](#) [Clear](#) [Cancel](#)

VENDCOM2

Jump to: Go

Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Vendor Commodity Maintenance

Vendors Details

Vendor/Customer	Legal Name	Alias/DBA	Organization Type	Vendor Active Status	Customer Active Status
✓ VC0000028547	DEERE & COMPANY	JOHN DEERE GOVERNMENTAL & NATIONAL SALES	Company	Active	Inactive

First Prev Next Last

[Search](#)

Vendor/Customer : Company Name : DEERE & COMPANY
 Legal Name : DEERE & COMPANY Organization Type :
 Alias/DBA : JOHN DEERE GOVERN Vendor Active Status :
 First Name : Customer Active Status :
 Middle Name :
 Last Name :

[Vendor/Customer Detail](#)

▼Assigned Commodity Details

[Search](#)

[Assign Commodities](#)

[Select All \(on this page\)](#) [Clear All \(on this page\)](#) [Delete Selected](#)

Vendor/Customer : Last Name :

Legal Name : Vendor Active Status :

Alias/DBA : Customer Active Status :

[Ok](#) [Clear](#) [Cancel](#)

Commodity	Description	Class	Item	Group	Detail	Last Solicited Date	Last Date Awarded	Assigned By	Assigned On
<input type="checkbox"/> 02018	Agricultural Implement: Dozer Blades (For Farm Tractors)							emarsprd	8/15/07
<input type="checkbox"/> 02020	Grain Drying Equipment							emarsprd	8/15/07
<input type="checkbox"/> 02023	Agricultural Equipment: Ensilage Cutters							emarsprd	8/15/07
<input type="checkbox"/> 02025	Agricultural Equipment: Farm Wagons							emarsprd	8/15/07
<input type="checkbox"/> 02027	Agricultural Equipment: Feed Mills and Mixers							emarsprd	8/15/07
<input type="checkbox"/> 02028	Agricultural Equipment: Feed Wagons							emarsprd	8/15/07

- Search by vendor to see the commodities assigned to the vendor
- Vendor register for commodities during the registration process

VENDNOT

Jump to:

Home Personalize Accessibility App Help About

Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Vendor Notification

[Menu](#) [Back](#)

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

SO Doc Code : Vendor Code :
SO Doc Dept :
SO Doc ID :

SO Doc Code	SO Doc Dept	SO Doc ID	Amendment	Vendor Code	Contact Name	VSS User ID	Correspondence Type	Email Address	Date/Time Sent	Email/Letter Type
✓ RFB	758	1700000584	0		Georgetown Southern States		Email	MIKE.FARMER@SSCOOP.COM	02-14-2017 19:30	VENNOT
RFB	758	1700000584	0		Versailles, Farm, Home & Garden		Email	JMG5860@WINDSTREAM.NET	02-14-2017 19:30	VENNOT
RFB	758	1700000584	0		Woodford Feed Company		Email	DWP.WOODFORDFEED@QX.NET	02-14-2017 19:30	VENNOT
RFB	758	1700000584	0	VC0000086734	BROWN GWYNN		Email	DFSETOWN@DIXIEFARMSTORE.COM	02-14-2017 19:30	VENNOT
RFB	758	1700000584	0	VS1000007617	Justin Lacy	cuttingedge/c	Email	JUSTINLACY10@YAHOO.COM	02-14-2017 19:30	VENNOT
RFB	758	1700000584	0	VS1000005461	Diane Toscano	dianet14	Email	DIANE.TOSCANO@LOCHBRIDGE.COM	02-14-2017 19:30	VENNOT
RFB	758	1700000584	0	VS0000026639	Lisa C Frith	SigmaOrganics	Email	LISAFRITH@SIGMATURF.COM	02-14-2017 19:30	VENNOT
RFB	758	1700000584	0	VC0000105313	MICHAEL A. MILLS		Email	MILLS@QX.NET	02-14-2017 19:30	VENNOT
RFB	758	1700000584	0	VC0000104881	JOHN CARROLL	61118911801	Email	JCARROLL@CARROLL-KRON.COM	02-14-2017 19:30	VENNOT
RFB	758	1700000584	0	VS0000021705	Christy Adams	sol-christy	Email	CHRISTY@SOLARITY.COM	02-14-2017 19:30	VENNOT

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

[Vendor Solicitation List](#)

- Search for notifications sent for a specific solicitation by entering the solicitation search criteria in the fields at the top clicking **Browse**
- Provides an audit trail of all notifications sent to vendors in reference to a solicitation

VENDNOT

Vendor Notification



[Browse](#)

SO Doc Code : Vendor Code :

SO Doc Dept :

SO Doc ID :

SO Doc Code	SO Doc Dept	SO Doc ID	Amendment	Vendor Code	Contact Name	VSS User ID	Correspondence Type	Email Address	Date/Time Sent	Email/Letter Type
✓ RFB	005	1500000610	0	VC0000083955	EDWARD CALLIHAN	58185331916	Email	EDWARD_CALLIHAN@HOMEDEPOT.COM	03-09-2015 19:31	VENNOT
RFB	605	0600000262	0	VC0000083955	EDWARD CALLIHAN		Email	edward_callihan@homedepot.com	08-10-2006 14:26	
RFB	605	0600000262	0	VC0000083955	EDWARD CALLIHAN	58185331916	Email	edward_callihan@homedepot.com	08-10-2006 14:26	
RFB	605	0600000262	0	VC0000083955	EDWARD CALLIHAN		Email	edward_callihan@homedepot.com	08-30-2006 15:14	
RFB	605	0600000262	0	VC0000083955	EDWARD CALLIHAN	58185331916	Email	edward_callihan@homedepot.com	08-30-2006 15:14	
RFB	605	0600000262	0	VC0000083955	EDWARD CALLIHAN		Email	edward_callihan@homedepot.com	08-30-2006 22:19	
RFB	605	0600000262	0	VC0000083955	EDWARD CALLIHAN	58185331916	Email	edward_callihan@homedepot.com	08-30-2006 22:19	
RFB	605	0600000262	0	VC0000083955	EDWARD CALLIHAN		Email	edward_callihan@homedepot.com	08-31-2006 16:25	
RFB	605	0600000262	0	VC0000083955	EDWARD CALLIHAN	58185331916	Email	edward_callihan@homedepot.com	08-31-2006 16:25	
RFB	605	0600000307	0	VC0000083955	EDWARD CALLIHAN		Email	edward_callihan@homedepot.com	08-24-2006 21:33	

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

[Vendor Solicitation List](#)


- Search for notifications sent to a specific vendor by entering the vendor search criteria in the fields at the top clicking **Browse**
- Provides an audit trail of notifications sent to the specific vendor for all solicitations

VIR

Vendor Invoice Registry

[Menu](#) [Back](#)

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

Vendor Code : 

Vendor Invoice Number :

Vendor Code	Vendor Name	Alias/DBA	Vendor Invoice Number	Vendor Invoice Line Number	Invoice Document Number	CL	Multiple Reference Flag	Document Amount	Ref Date
VC0000028547	JOHN DEERE COMPANY		000002	1			No	\$0.00	06/04/2007
VC0000028547	JOHN DEERE COMPANY		00001	1			No	\$0.00	06/06/2007
VC0000028547	JOHN DEERE COMPANY		00002	1			No	\$0.00	06/06/2007
✓ VC0000028547	JOHN DEERE COMPANY		00720122	2			No	\$7,899.21	06/30/2010
VC0000028547	JOHN DEERE COMPANY		0072012201	1			No	\$7,899.21	06/30/2010
VC0000028547	JOHN DEERE COMPANY		00936651	1			No	\$4,504.15	04/07/2011
VC0000028547	JOHN DEERE COMPANY		00949730	1			No	\$6,046.40	04/07/2011
VC0000028547	JOHN DEERE COMPANY		00984422	1			No	\$8,926.21	04/07/2011
VC0000028547	JOHN DEERE COMPANY		00984422	2			No	\$1,102.05	04/07/2011
VC0000028547	JOHN DEERE COMPANY		00984422	3			No	\$319.16	04/07/2011

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

[Vendor Transaction History](#)

- Search by entering the Vendor Code in the field at the top clicking **Browse**
- Provides an audit trail of invoices recorded in eMARS for the specific vendor
- Select a record and link to Vendor Transaction History to determine if a check was issued

VTH

Vendor Transaction History



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

Vendor Customer Code : VC0000028547

Address ID :

Vendor Invoice Number : 00720122

Bank Account Code :

Record Date :

Budget Fiscal Year :

Accounting Period :

Department :

Unit :

Object :

Document Type :

Document Code :

Event Type :

Check Number :

Check Description :

Fiscal Year :

Fund :

Sub Fund :

Sub Unit :

Sub Object :

[Calculate Total](#)

	<u>Record Date</u>	<u>Document</u>	Phase	VL	CL	AL	AL Amount	<u>Referenced Document</u>	<u>Vendor Invoice Number</u>	Bank Account Code	<u>Check Number</u>	Check Description
✓	6/30/10	AD.758.AD10000483731	F	1		2	\$7,899.21	PRC.660.1000250914	00720122	G1	000000015345361	KDFWR - PO 00720122
	6/30/10	PRC.660.1000250914	F	1	2	1	\$7,899.21	DO.660.1000019896	00720122	G1		KDFWR - PO 00720122

First Prev Next Last [Download](#)

[Vendor Invoice Registry](#)
[Matching Status](#)
[Disbursement Query](#)
[Check Reconciliation](#)
[Paid Checks](#)
[Customer Information](#)
[Lifecycle Inquiry](#)

- When accessing Vendor Transaction History (VTH) from the Vendor Invoice Registry (VIR) the selected Vendor/Customer Code and the Vendor Invoice Number are automatically populated
- Click **Browse** to locate referenced documents
- Provides link to referenced documents

Vendor Transaction History



[Browse](#)

Vendor/Customer Code :

Address ID :

Vendor Invoice Number :

Bank Account Code :

Record Date :

Budget Fiscal Year :

Accounting Period :

Department :

Unit :

Object :

Document Type :

Document Code :

Event Type :

Check Number :

Check Description :

Fiscal Year :

Fund :

Sub Fund :

Sub Unit :

Sub Object :

[Calculate Total](#)

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number
✓ 7/17/06	DO2.625.0600000041	F	1	1	1	\$43,529.52				
7/17/06	DO2.625.0600000041	F	1	2	1	\$1,246.40				
7/17/06	DO2.625.0600000041	F	1	3	1	\$615.00				
7/17/06	DO2.625.0600000041	F	1	4	1	\$250.00				
7/17/06	DO2.625.0600000041	F	1	5	1	\$550.00				
7/26/06	DO2.625.D-05374582	F	1	1	1	\$261,929.20				
7/26/06	DO2.625.D-05374292	F	1	1	1	\$52,385.84				
7/26/06	DO2.625.D-05374292	F	1	2	1	\$885.60				
7/26/06	DO2.625.D-05374292	F	1	3	1	\$393.60				
7/26/06	DO2.625.D-05374292	F	1	4	1	\$615.00				

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

- Allows you to search for specific vendor transactions
- Various means of searching by entering specific search criteria and clicking **Browse**

