

# Shopper



## Customer Resource Center

eMARS Training

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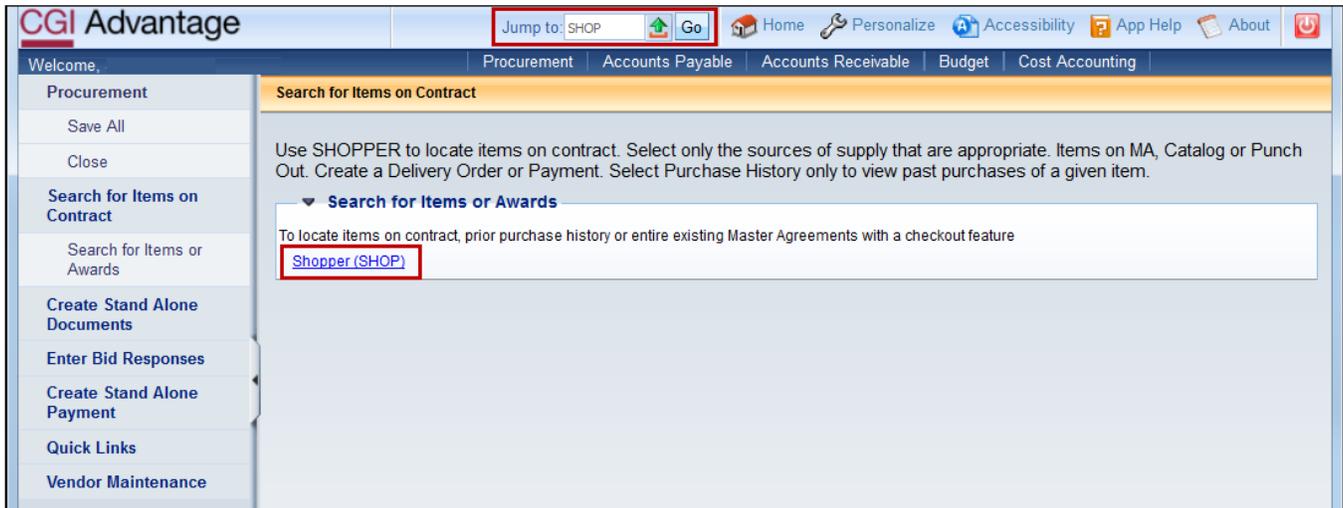
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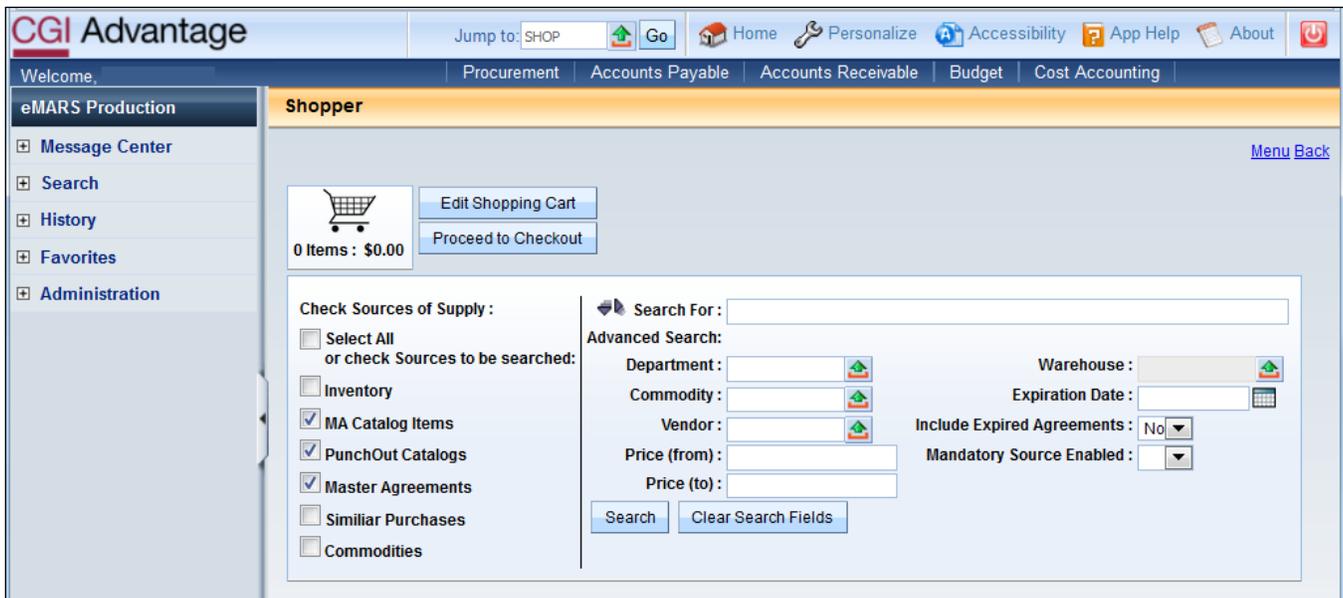
# Introduction to Shopper

In eMARS 3.10, Shopper (**SHOP**) has replaced **URCATS** and **URSRCHMA**. Shopper is the starting point to procure the items/services you need that are available from a Master Agreement (MA).

You can get to Shopper by opening the Procurement Workspace and clicking on Shopper under Search for Items or Awards, or by typing SHOP in the Jump to field and clicking Go.



From the Shopper page, before beginning any search, deselect all **Sources of Supply** except **MA Catalog Items, PunchOut Catalogs and Master Agreements**. This means that the inquiry will only search for Master Agreements, Catalog Items, and PunchOut MAs. (All three catalog types can be selected here.)



When searching for items/services to procure, there are several ways, discussed in this manual, to locate the items/service on Shopper:

1. [Search Using the MA Number](#)
2. [Search Using Supplier Part Number](#)
3. [Search Using Descriptions](#)
4. [Search for PunchOut MAs](#)
5. [Search for MA with Multiple Vendors](#)

The **Search For** field allows you to enter any search information you know about an item/service. The Search For field can be blank as long as a value is entered in at least one of the following Advanced Search fields: Vendor or Commodity.

The Search For field searches across the following fields:

- Commodity Code
- Commodity Description
- Keywords from the Commodity (COMM) table (Only applicable if Commodities is selected as the Source of Supply)
- Commodity Line Description
- Manufacturer Name/Part Number (internal catalogs and MA Commodity Line specifications)
- Document ID
- Catalog Maintenance table: Territory Available, Supplier Auxiliary ID Text 1, Text 2, Text 3

The **Advanced Search** fields, Vendor or Commodity, can also be used to locate item(s)/service(s) on Shopper.

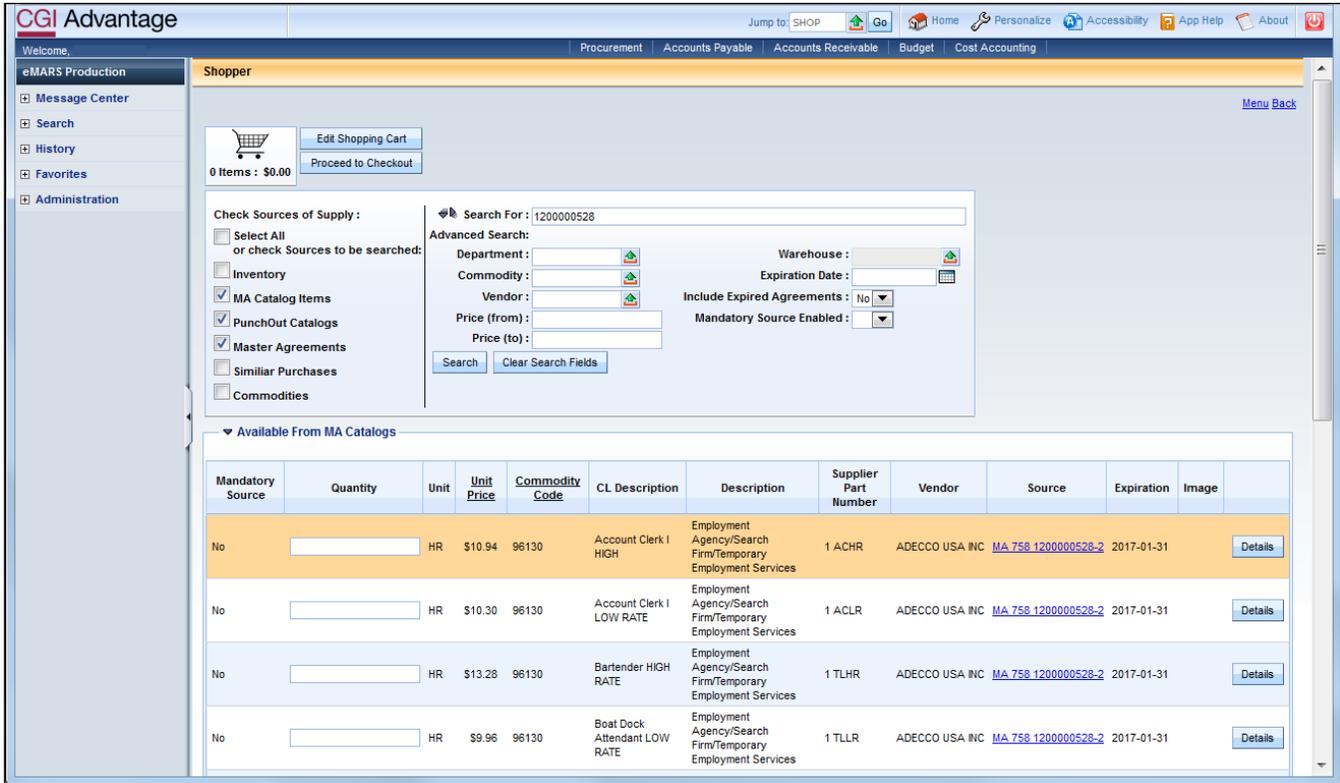
When using the Shopper search, it is important to include detailed information in the **Search For** field. This will ensure a quick and relevant search for the desired items. If the Master Agreement document ID or Vendor Code is known, this should be included into the search for field.

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# Search Using the MA Number

Shopper allows users to search by the Master Agreement (MA) number. Using this method will return all items on the MA, either on the catalog or MA commodity lines. The search can be narrowed by also using descriptions with the MA number (click the link to review how to [Search Using Descriptions](#)).

When searching on Shopper with the MA number, type the MA number (ALL 10 digits) in the **Search For** field and click **Search**.



The screenshot shows the Shopper interface with the search results for MA number 120000528. The search criteria are: Search For: 120000528, Department: (empty), Warehouse: (empty), Commodity: (empty), Vendor: (empty), Price (from): (empty), Price (to): (empty). The search results table is as follows:

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source	Expiration	Image
No		HR	\$10.94	96130	Account Clerk I HIGH	Employment Agency/Search Firm/Temporary Employment Services	1 ACHR	ADECCO USA INC	<a href="#">MA 758 120000528-2</a>	2017-01-31	<a href="#">Details</a>
No		HR	\$10.30	96130	Account Clerk I LOW RATE	Employment Agency/Search Firm/Temporary Employment Services	1 ACLR	ADECCO USA INC	<a href="#">MA 758 120000528-2</a>	2017-01-31	<a href="#">Details</a>
No		HR	\$13.28	96130	Bartender HIGH RATE	Employment Agency/Search Firm/Temporary Employment Services	1 TLHR	ADECCO USA INC	<a href="#">MA 758 120000528-2</a>	2017-01-31	<a href="#">Details</a>
No		HR	\$9.96	96130	Boat Dock Attendant LOW RATE	Employment Agency/Search Firm/Temporary Employment Services	1 TLLR	ADECCO USA INC	<a href="#">MA 758 120000528-2</a>	2017-01-31	<a href="#">Details</a>

**Note:** When searching using the MA number, if the catalog is large you will need to narrow down the search as there is a limitation of 2,000 lines returned. The MA number can be used with [supplier part numbers](#) or [descriptions](#).

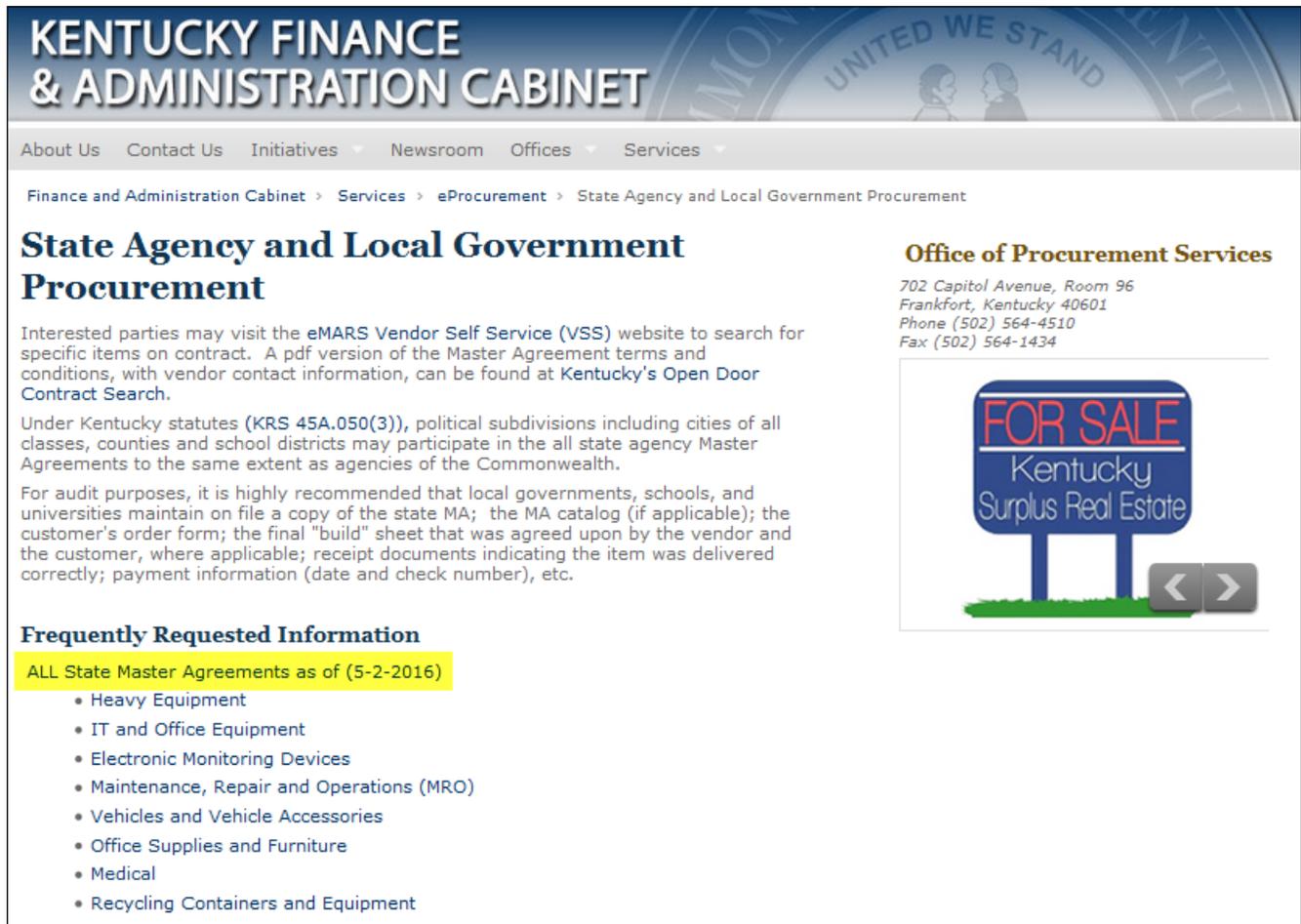
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## Determining Master Agreement Number

If the MA number is unknown, it can be determined by reviewing the ALL State Master Agreement report on the eProcurement website.

To locate the report, go to [eprocurement.ky.gov](http://eprocurement.ky.gov).

Click the link for [State Agency and Local Government Procurement](#)



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### State Agency and Local Government Procurement

Interested parties may visit the eMARS Vendor Self Service (VSS) website to search for specific items on contract. A pdf version of the Master Agreement terms and conditions, with vendor contact information, can be found at [Kentucky's Open Door Contract Search](#).

Under Kentucky statutes (KRS 45A.050(3)), political subdivisions including cities of all classes, counties and school districts may participate in the all state agency Master Agreements to the same extent as agencies of the Commonwealth.

For audit purposes, it is highly recommended that local governments, schools, and universities maintain on file a copy of the state MA; the MA catalog (if applicable); the customer's order form; the final "build" sheet that was agreed upon by the vendor and the customer, where applicable; receipt documents indicating the item was delivered correctly; payment information (date and check number), etc.

#### Frequently Requested Information

ALL State Master Agreements as of (5-2-2016)

- Heavy Equipment
- IT and Office Equipment
- Electronic Monitoring Devices
- Maintenance, Repair and Operations (MRO)
- Vehicles and Vehicle Accessories
- Office Supplies and Furniture
- Medical
- Recycling Containers and Equipment

**Office of Procurement Services**  
702 Capitol Avenue, Room 96  
Frankfort, Kentucky 40601  
Phone (502) 564-4510  
Fax (502) 564-1434



Open the ALL State Master Agreement report. This will open in Excel. This document can be sorted by vendor, MA Number, document description, etc.

Please contact the Office of Procurement Services or the Customer Resource Center for further assistance locating a Master Agreement.

Office of Procurement Services: (502) 564-4510

Customer Resource Center: (502) 564-9641

# Search Using Supplier Part Number

Shopper will also search by supplier part number(s). This search method allows users to only display items/services with the supplier part number entered in the Search For field. Users also have the ability to search using multiple supplier part numbers, or partial supplier part numbers.

When searching on Shopper by the Supplier Part Number(s), there are different ways to determine the supplier part number needed:

1. Invoice from Vendor
2. Review the MA
3. Review the catalog of the MA
4. Contact the Vendor
5. Contact the Buyer

## Search for Single Supplier Part Number

Type the supplier part number in the **Search For** field then click **Search**.

The screenshot shows the CGI Advantage Shopper interface. At the top, there is a navigation bar with links for Home, Personalize, Accessibility, App Help, and About. Below this is a breadcrumb trail: Procurement > Accounts Payable > Accounts Receivable > Budget > Cost Accounting. The main content area is titled 'Shopper' and includes a shopping cart icon with '0 Items : \$0.00' and buttons for 'Edit Shopping Cart' and 'Proceed to Checkout'. A search form is visible with the following fields and values:

- Search For: ZEB20510
- Advanced Search:
  - Department: [empty]
  - Commodity: [empty]
  - Vendor: [empty]
  - Price (from): [empty]
  - Price (to): [empty]
- Warehouse: [empty]
- Expiration Date: [empty]
- Include Expired Agreements: No
- Mandatory Source Enabled: [empty]

Below the search form, there is a section titled 'Available From MA Catalogs' which contains a table of search results:

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source
No	[input field]	DZ	\$4.37	61500	PEN,RECT BALLPOINT,BK	OFFICE SUPPLIES, GENERAL	ZEB20510	CARDINAL OFFICE PRODUCTS INC	<a href="#">MA 758 1400000374</a>

At the bottom of the table, there are navigation links: 'First Prev Next Last' and an 'Add to Cart' button.

Only the supplier part number entered in the Search For field will be displayed in the search results. From here, enter the **Quantity** and select **Add to Cart**.

## Search for Multiple Supplier Part Numbers

Type the supplier part numbers in the **Search For** field. Separate each with a comma (.). Then click **Search**.

Example: ZEB20510, ZEB20520, ZEB20530

The screenshot shows the 'Shopper' interface in CGI Advantage. The search bar contains 'ZEB20510, ZEB20520, ZEB20530'. Below the search bar, there are several filters and options:

- Check Sources of Supply:**
  - Select All or check Sources to be searched:
  - Inventory
  - MA Catalog Items
  - PunchOut Catalogs
  - Master Agreements
  - Similar Purchases
  - Commodities
- Advanced Search:**
  - Department: [ ]
  - Commodity: [ ]
  - Vendor: [ ]
  - Price (from): [ ]
  - Price (to): [ ]
  - Warehouse: [ ]
  - Expiration Date: [ ]
  - Include Expired Agreements: [No]
  - Mandatory Source Enabled: [ ]

The search results are displayed in a table under the heading 'Available From MA Catalogs':

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source	Expiration	Image
No	[ ]	DZ	\$4.37	61500	PEN,RECT BALLPOINT,BK	OFFICE SUPPLIES, GENERAL	ZEB20510	CARDINAL OFFICE PRODUCTS INC	MA 758.1400000374	2016-09-30	<a href="#">Details</a>
No	[ ]	DZ	\$4.37	61500	PEN,RECT BALLPOINT,BE	OFFICE SUPPLIES, GENERAL	ZEB20520	CARDINAL OFFICE PRODUCTS INC	MA 758.1400000374	2016-09-30	<a href="#">Details</a>
No	[ ]	DZ	\$4.37	61500	PEN,RECT BALLPOINT,RD	OFFICE SUPPLIES, GENERAL	ZEB20530	CARDINAL OFFICE PRODUCTS INC	MA 758.1400000374	2016-09-30	<a href="#">Details</a>

At the bottom of the table, there are navigation buttons: 'First', 'Prev', 'Next', 'Last', and 'Add to Cart'.

Only the supplier part numbers entered in the Search For field will be displayed in the search results. From here, enter the **Quantity** for each and select **Add to Cart**.

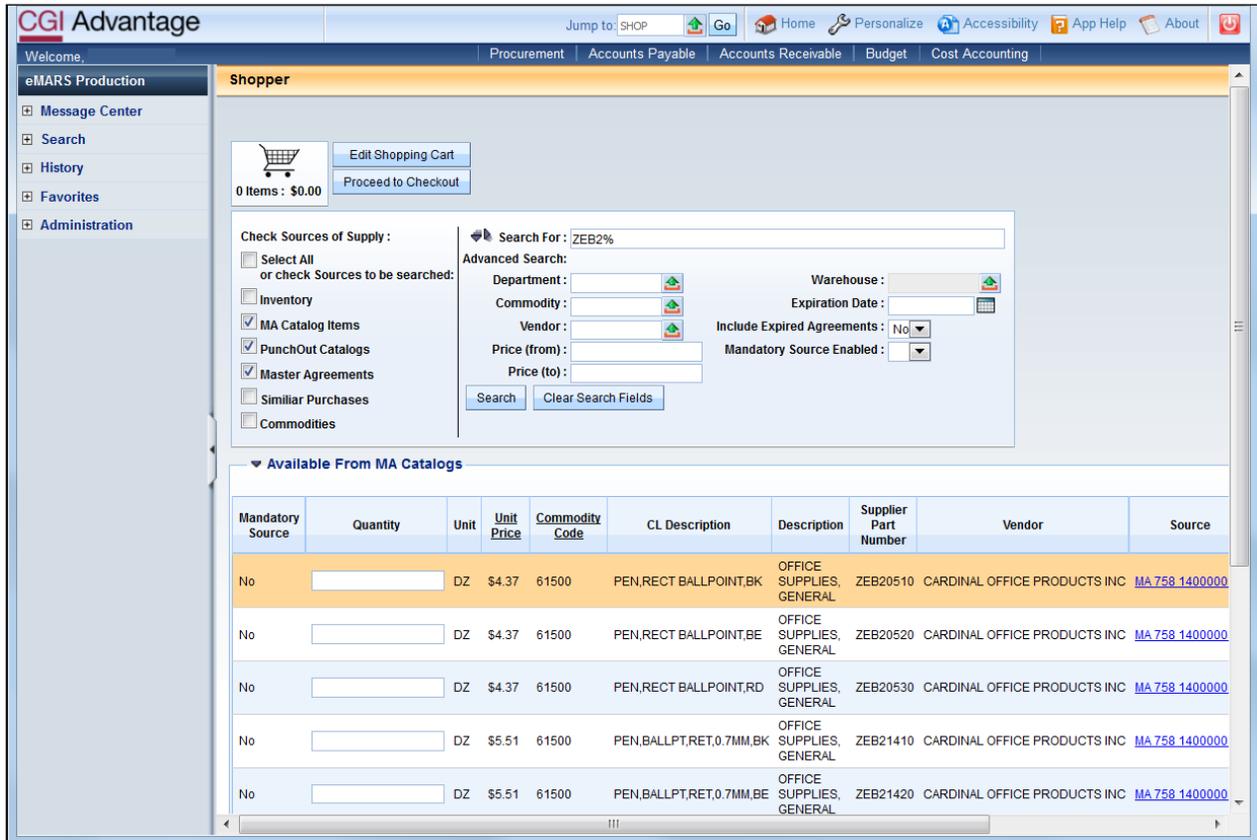
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## Search for Partial Supplier Part Number

When using a partial supplier part number to search on Shopper, the use of the wildcard is needed in order to return results. The standard eMARS wildcard character of the asterisk (\*) does not work on Shopper. Please use the percent character (%) instead. This is the exception to the rule.

Type the partial supplier part number in the **Search For** field followed by the percent character (%). Then click **Search**.

Example: ZEB2%



The screenshot shows the Shopper application interface. At the top, there is a navigation bar with 'Jump to: SHOP' and various utility links. Below this, a sidebar contains 'Message Center', 'Search', 'History', 'Favorites', and 'Administration'. The main content area is titled 'Shopper' and features a shopping cart icon with '0 Items : \$0.00' and buttons for 'Edit Shopping Cart' and 'Proceed to Checkout'. A search form is visible with the following fields and values:

- Search For: ZEB2%
- Advanced Search: Department, Commodity, Vendor, Price (from), Price (to)
- Warehouse, Expiration Date, Include Expired Agreements (No), Mandatory Source Enabled

Below the search form, a section titled 'Available From MA Catalogs' displays a table of search results:

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source
No	<input type="text"/>	DZ	\$4.37	61500	PEN,RECT BALLPOINT,BK	OFFICE SUPPLIES, GENERAL	ZEB20510	CARDINAL OFFICE PRODUCTS INC	<a href="#">MA 758 1400000</a>
No	<input type="text"/>	DZ	\$4.37	61500	PEN,RECT BALLPOINT,BE	OFFICE SUPPLIES, GENERAL	ZEB20520	CARDINAL OFFICE PRODUCTS INC	<a href="#">MA 758 1400000</a>
No	<input type="text"/>	DZ	\$4.37	61500	PEN,RECT BALLPOINT,RD	OFFICE SUPPLIES, GENERAL	ZEB20530	CARDINAL OFFICE PRODUCTS INC	<a href="#">MA 758 1400000</a>
No	<input type="text"/>	DZ	\$5.51	61500	PEN,BALLPT,RET,0.7MM,BK	OFFICE SUPPLIES, GENERAL	ZEB21410	CARDINAL OFFICE PRODUCTS INC	<a href="#">MA 758 1400000</a>
No	<input type="text"/>	DZ	\$5.51	61500	PEN,BALLPT,RET,0.7MM,BE	OFFICE SUPPLIES, GENERAL	ZEB21420	CARDINAL OFFICE PRODUCTS INC	<a href="#">MA 758 1400000</a>

The search will produce a set of results that are sorted based on relevancy (that is, based on how closely the item matches the search criteria entered).

From here, browse through the search results enter the **Quantity** for each item/service needed and select **Add to Cart**.

It may also be helpful to use descriptions to search with partial supplier part numbers. (See [Search Using Descriptions](#) for more information.)

Please contact the Office of Procurement Services or the Customer Resource Center for further assistance locating supplier part numbers.

Office of Procurement Services: (502) 564-4510

Customer Resource Center: (502) 564-9641

## Browsing MA Catalog

When searching for an item that exists on a large *Master Agreement Catalog* it is helpful to have an electronic copy of that catalog to use as a resource. Once a copy of the catalog has been downloaded users will be able reference this spreadsheet to locate the supplier part number and extended description included on the *Master Agreement*.

The following are steps to download a copy of a *Master Agreement Catalog*:

1. Open the desired *Master Agreement* within eMARS.
2. Navigate to the *Commodity Line* component.
3. Click *File* on the bottom right of the page.
4. Select the Attachments page.
5. Locate the most current version of the catalog, and highlight it.
6. Click *Download*.
7. Save the Excel spreadsheet to your *Desktop*.

Once the copy has been saved to your desktop, it may be referenced when making payments or processing *Delivery Orders* against the *Master Agreement*. The spreadsheet may be sorted based on the *Supplier Part Number*, *Unit Price*, *Item Description*, etc. Once you have located the item(s), the *Supplier Part Number*, *Unit Price*, *Item Description*, etc. may then be entered into the **Shopper** Search For field. The master agreement catalogs should be deleted from the desktop periodically as the Master Agreements will be modified as needed.

**[Continued on Next Page]**

## Search Using Descriptions

Sometimes the MA number or supplier part number are unknown. Shopper also has functionality to search key word descriptions.

1. Name of Vendor
2. Vendor Code
3. Item/Service to Procure
4. Color
5. Price

## Search Using Reserved Words & Characters

Using reserve words and characters when searching with descriptions on Shopper will refine the search results. The table below shows how reserve word and characters work to assist in searching for items/services on Shopper.

Reserved Word	Reserved Character	Examples	Search Result
AND	&	computer & mouse computer AND mouse	Returns catalog records with both terms. Relevancy is increased based on the number of times both words occur.
ACCUM	,	Computer, Mouse, Wireless Computer ACCUM Mouse ACCUM Wireless	Returns catalog records with either or both terms. Relevancy is increased based on the number of times both words occur
OR		laptop   notebook laptop OR notebook	Returns catalog records with either laptop or notebook in any of the fields.
NOT	~	Notebook ~ MA12344 Notebook NOT MA12344	Excludes records that contain the specified key word. In this example it would return records with the word notebook which does not have MA12344 in any of the fields.

## Search Using the Wildcard

The percent character (%) may also be used as a wildcard to replace individual characters. For instance the search query “boo%” would return results for both “book” and “boot”. Or any word that starts with “boo” like “booster” or “Boone”.

**Note:** The standard eMARS wildcard character of the asterisk (\*) does not work on this inquiry. Please use the percent character (%) instead. This is the exception to the rule.

# Search for PunchOut MAs

PunchOut Master Agreements allow users to shop directly on the vendor’s website via a connection through eMARS. In order to locate the PunchOut MAs on Shopper, type PUNCHOUT in the Search For field then click **Search**.

**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:

Commodity:

Vendor:

Price (from):

Price (to):

Warehouse:

Expiration Date:

Include Expired Agreements:

Mandatory Source Enabled:

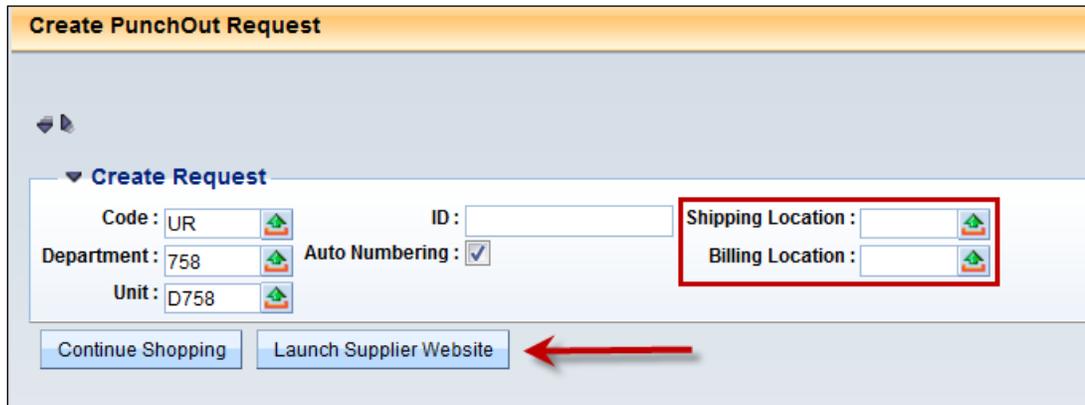
This will bring up the PunchOut MAs under **Available From PunchOut Catalogs**. Check the **Select Catalog** box for the PunchOut vendor you need to purchase from, and then click **Buy From Supplier**.

▼ Available From PunchOut Catalogs								
Select Catalog	Mandatory Source	Commodity Code	CL Description	Description	Vendor	Source	Expiration	Image
<input type="checkbox"/>	No	57800	Fastenal Punchout	MISCELLANEOUS PRODUCTS	Fastenal	<a href="#">MA 758 PUNC1300000002</a>	2017-02-28	
<input type="checkbox"/>	No	57800	Grainger PunchOut	MISCELLANEOUS PRODUCTS	GRAINGER INDUSTRIAL SUPPLY	<a href="#">MA 758 PUNC1400000001</a>	2017-02-28	
<input type="checkbox"/>	No	02000	John Deere Punchout - All Terrain and Utility Vehicles	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLA)	DEERE & COMPANY	<a href="#">MA 758 PUNC1600000002</a>	2016-09-27	
<input type="checkbox"/>	No	02000	John Deere Punchout - Lawn and Garden, Mower and Tractor	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLA)	DEERE & COMPANY	<a href="#">MA 758 PUNC1600000003</a>	2016-12-15	
<input type="checkbox"/>	No	02000	John Deere Punchout - NASPO ValuePoint Ground Maintenance	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLA)	DEERE & COMPANY	<a href="#">MA 758 PUNC1600000004</a>	2017-11-04	
<input type="checkbox"/>	No	47500	Medline Punchout	HOSPITAL, SURGICAL, AND RELATED MEDICAL ACCESSORIES AND SUND	MEDLINE IND INC	<a href="#">MA 758 PUNC1500000002</a>	2017-05-31	
<input type="checkbox"/>	No	57800	MSC DIRECT PUNCHOUT	MISCELLANEOUS PRODUCTS	SID TOOL CO INC	<a href="#">MA 758 PUNC1400000002</a>	2017-03-01	
<input type="checkbox"/>	No	20800	SHI Punchout	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)	SOFTWARE HOUSE INTERNATIONAL	<a href="#">MA 758 PUNC1400000003</a>	2016-12-31	
<input type="checkbox"/>	No	42000	Steelcase Punchout	FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY,	ORI Acquisition, Inc.	<a href="#">MA 758 PUNC1300000003-1</a>	2016-12-09	
<input type="checkbox"/>	No	59930	Steelcase Punchout Delivery and Installation	INSTALLATION	ORI Acquisition, Inc.	<a href="#">MA 758 PUNC1300000003-1</a>	2016-12-09	

First Prev [Next](#) [Last](#)  ←

**NOTE:** PunchOut Master Agreements will be identified by “PUNC” in the Document ID. Example: MA 758 PUNC13000000###

Enter your agencies Shipping and Billing Location and click **Launch Supplier Website**.



**Create PunchOut Request**

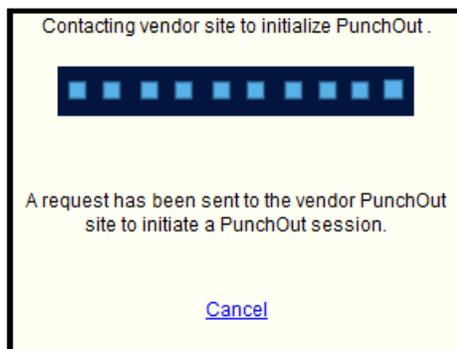
▼ **Create Request**

Code : UR  ID :

Department : 758  Auto Numbering :  Shipping Location :  

Unit : D758  Billing Location :  

A message will appear that the vendor's website is opening.



The vendor's website will open in a separate window.

**[Continued on Next Page]**

# Search for MA with Multiple Vendors

Some Master Agreements in eMARS are setup with multiple vendors.

Master Agreement(MA) Dept: 758 ID: 1300000919 Ver.: 7 Function: Modification Phase: Final Modified by NVM0013 03/31/2016

Document Navigator: Header, Renewal Period, Authorized Department, Authorized Unit, **Vendor**, Business Type, Commodity, Commodity T & C, Sub Vendor, Terms and Conditions, Award Details, Surety/Insurance, Supporting Documents

Vendor Total Lines: 123 Vendor Line: 1 Vendor Customer: VC0000024745 Legal Name: GOODYEAR TIRE & RUBBER CO.

Vendor Line	Vendor Customer	Legal Name	Not to Exceed Amount	Total Ordered Amount
1	VC0000024745	GOODYEAR TIRE & RUBBER CO.		\$237,527.26
2	VC0000019681	ALEXANDRIA TIRE CENTER		\$0.00
3	VC0000125867	AMERICAN TIRE INC		\$0.00
4	VC0000081419	APPALACHIAN TIRE PRODUCTS		\$0.00
5	VC0000081418	APPALACHIAN TIRE PRODUCTS		\$0.00
6	VC0000102437	ASSURED AUTO CARE INC		\$0.00
7	VC0000102438	ASSURED AUTO CARE INC		\$0.00
8	VC0000094509	AUTO WORKS		\$0.00
9	VC0000101323	BERGER'S OK TIRE STORE		\$0.00
10	VC0000027605	AARON'S BEST ONE OF MOREHEAD		\$0.00

From 1 to 10 Total: 123

General Information: Vendor Customer: VC0000024745, Legal Name: GOODYEAR TIRE & RUBBER CO., Address Code: AD001, 1144 E. MARKET ST. Vendor Contact ID: PC001, Vendor Contact Name: DEBBIE FREAR, Vendor Contact Phone: 330-796-4603, Vendor Contact Email: Debbie\_Frear@Goodyear.com

It is important to note that when searching for these MAs on Shopper, only the Primary vendor will be displayed.

CGI Advantage

Welcome Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Shopper

0 Items: \$0.00

Check Sources of Supply:  Select All or check Sources to be searched:  Inventory  MA Catalog Items  PunchOut Catalogs  Master Agreements  Similar Purchases  Commodities

Advanced Search: Search For: 1300000919  
 Department: Warehouse: Expiration Date: Vendor: Include Expired Agreements: No Mandatory Source Enabled: Search Clear Search Fields

Available From MA Catalogs

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source	Expiration	Image
No		EA	\$1.00	86300	\$1.00 STATE TIRE FEE	TIRES AND TUBES	\$1.00 STATE TIRE FEE	GOODYEAR TIRE & RUBBER CO.	MA 758 1300000919	2019-03-31	Details
No		EA	\$119.94	86300	245/40ZR17 91W EAGLE F1 ASYM ALL-SEASON	TIRES AND TUBES	104037357	GOODYEAR TIRE & RUBBER CO.	MA 758 1300000919	2019-03-31	Details
No		EA	\$112.99	86300	255/40ZR17 94W EAGLE F1 ASYM ALL-SEASON	TIRES AND TUBES	10440357	GOODYEAR TIRE & RUBBER CO.	MA 758 1300000919	2019-03-31	Details

The vendor can be changed on the DO or PRC created from Shopper.

On the DO, the vendor can be changed on the Header under the Reference tab. Enter the vendor line number of the secondary vendor from the MA in the Agreement Vendor Line field.

The screenshot shows the 'Reference' tab in the 'Header' section of a Delivery Order (DO) in the CGI Advantage system. The 'Agreement Vendor Line' field is highlighted with a red box and contains the value '1'. A 'Pick List' icon (a green arrow pointing up) is visible next to the field. The interface also shows various other fields like 'Agreement Code', 'Agreement Dept', 'Agreement ID', and 'Internal Award Number'. At the bottom, there is a table with columns for Accounting Distribution, Vendor, Commodity, Accounting, Posting, Special Instructions, and Supporting Documents.

If the vendor line number is unknown, click the Pick List  to view, browse and search the vendors on the referenced MA.

The 'Choose' dialog box displays a list of vendors. The columns are Document Code, Document Id, Doc Dept, Vendor Line, Vendor Customer, and Legal Name. The first row is highlighted in orange.

	Document Code	Document Id	Doc Dept	Vendor Line	Vendor Customer	Legal Name
<a href="#">Select</a>	MA	1300000919	758	1	VC0000024745	GOODYEAR TIRE & RUBBER CO.
<a href="#">Select</a>	MA	1300000919	758	2	VC0000019681	ALEXANDRIA TIRE CENTER
<a href="#">Select</a>	MA	1300000919	758	3	VC0000125867	AMERICAN TIRE INC
<a href="#">Select</a>	MA	1300000919	758	4	VC0000081419	APPALACHIAN TIRE PRODUCTS
<a href="#">Select</a>	MA	1300000919	758	5	VC0000081418	APPALACHIAN TIRE PRODUCTS
<a href="#">Select</a>	MA	1300000919	758	6	VC0000102437	ASSURED AUTO CARE INC
<a href="#">Select</a>	MA	1300000919	758	7	VC0000102438	ASSURED AUTO CARE INC
<a href="#">Select</a>	MA	1300000919	758	8	VC0000094509	AUTO WORKS
<a href="#">Select</a>	MA	1300000919	758	9	VC0000101323	BERGER'S OK TIRE STORE
<a href="#">Select</a>	MA	1300000919	758	10	VC0000027605	AARON'S BEST ONE OF MOREHEAD

Buttons: [Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

On the PRC, the vendor can be changed on the Vendor line under the Agreement Reference tab. Enter the vendor line number of the secondary vendor from the MA in the Agreement Ref Vendor Line field.

The screenshot shows the 'Agreement Reference' tab in the CGI Advantage application. The 'Agreement Ref Vendor Line' field is highlighted with a red box and contains the value '1'. Other fields include 'Agreement Ref Code: MA', 'Agreement Ref Dept: 758', and 'Agreement Ref ID: 1300000919'. The vendor information table below shows a single entry for Vendor Line 1, Vendor Customer VC0000024745, and Legal Name GOODYEAR TIRE & RUBBER CO. with a Line Amount of 0.00.

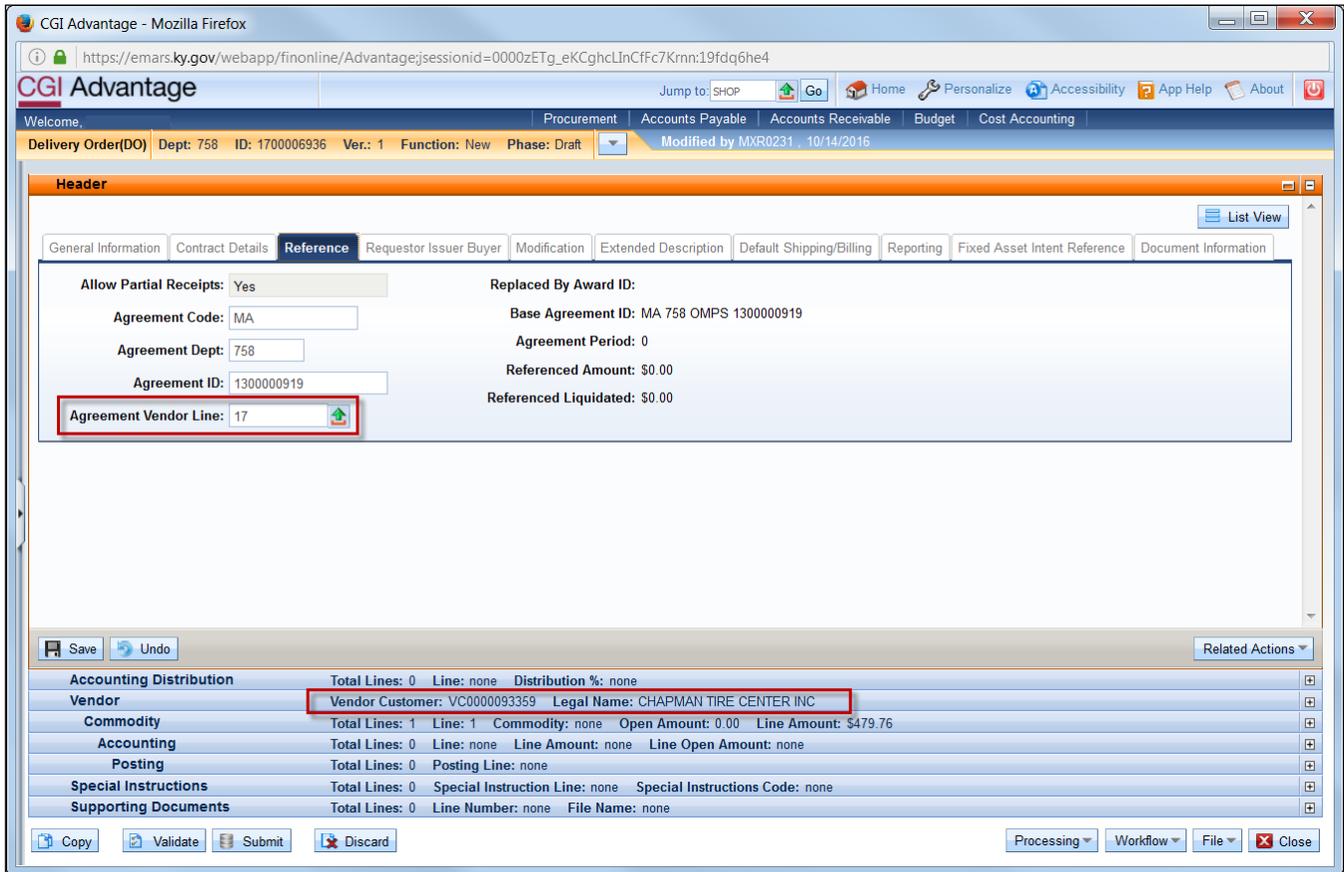
Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC0000024745	GOODYEAR TIRE & RUBBER CO.	0.00

If the vendor line number is unknown, click the Pick List  to view, browse and search the vendors on the referenced MA.

The 'Choose' screen displays search filters and a table of vendors. The table columns are Vendor Line, Vendor Customer, Legal Name, Alias/DBA, City, Address 1, and Vendor Contact Phone. The first vendor listed is GOODYEAR TIRE & RUBBER CO. with Vendor Line 1 and Vendor Customer VC0000024745.

Vendor Line	Vendor Customer	Legal Name	Alias/DBA	City	Address 1	Vendor Contact Phone
Select 1	VC0000024745	GOODYEAR TIRE & RUBBER CO.		AKRON	1144 E. MARKET ST.	330-796-4603
Select 2	VC0000019681	ALEXANDRIA TIRE CENTER		ALEXANDRIA	8117 ALEXANDRIA PIKE	859-635-0441
Select 3	VC0000125867	AMERICAN TIRE INC		BARDSTOWN	121 BANJO ST	502-348-3018
Select 4	VC0000081419	APPALACHIAN TIRE PRODUCTS		PIKEVILLE	332 MAYO TRAIL	606-432-0131
Select 5	VC0000081418	APPALACHIAN TIRE PRODUCTS		ASHLAND	2721 GREENUP AVE	606-324-5923
Select 6	VC0000102437	ASSURED AUTO CARE INC		LOUISVILLE	9005 GALENE DR	502-267-8986
Select 7	VC0000102438	ASSURED AUTO CARE INC		LOUISVILLE	4037 TAYLORSVILLE RD	502-456-0860
Select 8	VC0000094509	AUTO WORKS		WHITESBURG	P. O. BOX 744	606-633-0141
Select 9	VC0000101323	BERGER'S OK TIRE STORE		ELIZABETHTOWN	1412 N DIXIE HWY	270-737-6244
Select 10	VC0000027605	AARON'S BEST ONE OF MOREHEAD		MOREHEAD	1022 EAST MAIN ST	606-784-7569

Once the correct secondary vendor has been selected, on either DO or PRC, click **Save** to pull in the secondary vendor information.



CGI Advantage - Mozilla Firefox  
 https://emars.ky.gov/webapp/finonline/Advantage.jsessionid=0000zETg\_eKCghcLnCfc7Kmn:19fdq6he4

CGI Advantage  
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Welcome  
 Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Delivery Order(DO) Dept: 758 ID: 1700006936 Ver.: 1 Function: New Phase: Draft Modified by MXR0231 10/14/2016

**Header**

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

Allow Partial Receipts: Yes Replaced By Award ID:  
 Agreement Code: MA Base Agreement ID: MA 758 OMPS 1300000919  
 Agreement Dept: 758 Agreement Period: 0  
 Agreement ID: 1300000919 Referenced Amount: \$0.00  
 Referenced Liquidated: \$0.00  
 Agreement Vendor Line: 17

Save Undo Related Actions

<b>Accounting Distribution</b>	Total Lines: 0 Line: none Distribution %: none
<b>Vendor</b>	Vendor Customer: VC0000093359 Legal Name: CHAPMAN TIRE CENTER INC
<b>Commodity</b>	Total Lines: 1 Line: 1 Commodity: none Open Amount: 0.00 Line Amount: \$479.76
<b>Accounting</b>	Total Lines: 0 Line: none Line Amount: none Line Open Amount: none
<b>Posting</b>	Total Lines: 0 Posting Line: none
<b>Special Instructions</b>	Total Lines: 0 Special Instruction Line: none Special Instructions Code: none
<b>Supporting Documents</b>	Total Lines: 0 Line Number: none File Name: none

Copy Validate Submit Discard Processing Workflow File Close