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# An ePro to eMarket SciQuest Sandwich

Session #26696  
March 25, 2009



Anaheim, California



# Presenter

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- David Best
- Senior ERP Analyst
- Seven Years with ERP
- Past Associate Director of Purchasing
- 42 Year Seminole



# Co-Presenter

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- Amar Tekriwal
- EPR Analyst IV
- 7 Years as a PeopleSoft Developer



# Overview

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Florida State University partnered with SciQuest Inc. during 2008 to implement an electronic marketplace that provides users with access to shop among online catalogs and place orders seamlessly using PeopleSoft requisitions, workflow approval, commitment control, and EDX dispatch.





# Agenda

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The 16 week core project ran concurrently with fiscal year end close and PO rollover, yet was completed successfully and within budget by:

- Controlling the scope of the project;
- Using in-house resources; and
- Leveraging SciQuest's software and project management expertise.



# Florida State University

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**.....a public university with an emphasis on research, education and public service.**

- **Located in Tallahassee, the capital city of Florida**
- **Over 39,000 students**
- **Over 14,000 employees**
- **Annual Operating Budget: \$1.1B**



# FSU and Oracle

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- Big Bang go live with PeopleSoft Financials version 8.4 on July 1, 2004 and HR on December 17, 2004.
- Currently on FIN version 8.9, MP5.
- Upgrade to FIN version 9.0, MP5 and conversion from DB2 to an Oracle Database...Go Live on April 6, 2009.



# FSU and SciQuest

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- Product Research
- Consortium ITN
- Product Licenses
  - *Spend Director, Total of 50 Catalogs*
    - Four Content Packs (10 ea) for hosted and/or Punch-out Catalogs
    - One Science Catalog Pack(10 ea)
    - One Chemical Structure Search Tool
    - One E & I Catalog license
  - *Order Manager*



# Project Plan Miles Stones

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Planning Session	May 14, 2008
Kickoff	June 5 - 6
Design Session 1	June 19
Design Session 2	July 19
Solution Validation	August 5 - 12
Migration to QA	August 12
User Acceptance Testing	August 19 – September 5
Site Cleanout	September 5
Migration to Production	September 8
Transition to Support	October 6
Campus-wide Rollout	January 23, 2009



# Supplier Selection and Enablement

SciQuest Supplier Master List								
	A	B	C	D	E	F	G	H
27	Supplier	Supplier Name	The Science Catalog <sup>(1)</sup>	Premium Hosted Catalogs	Punch Out Enabled <sup>(2)</sup>	cXML PO Enabled <sup>(3)</sup>	cXML Invoice Enabled <sup>(4)</sup>	Provide HigherEd List Price
28	Total Suppliers		379	403	133	116	23	39
29	5105156	21st Century Biochemicals, Inc			✓			
30	5105092	A GOFF TRANSPORTATION			✓			
31	2625	A&D Weighing	✓					
32	1296	A. Daigger & Co.	✓					
33	5105311	AAF International			✓			
34	7163	Aalborg Instruments & Controls Inc.	✓					
35	40634	AbCam Ltd.			✓			
36	12452271	ABCR GmbH & Co. (US - Science Catalog)	✓					
37	5104829	ABCR GmbH & Co. KG			✓			
38	123910	AbD Serotec	✓					
39	123944	ABgene (Advanced Biotechnologies Ltd.)			✓			
40	4223	ABgene, Inc. / Formerly Marsh Bio Products	✓					
41	4068701	Abgent Inc	✓					
42	1369	Absolute Standards Inc.	✓					
43	11625922	Access Computer Products, Inc			✓			
44	3345	Accurate Chemical and Scientific	✓					
45	19906	Accurate Surgical & Scientific Instruments Corp. / ASSI	✓					
46	9295	Ace Glass Inc.	✓					
47	4681	Acros Maybridge - Fisher Scientific			✓			
48	124447	Active Motif	✓					
49	13925	Adam Equipment, Inc.	✓					
50	123934	ADInstruments	✓					
51	5104848	Advanced Audio Visual			✓			
52	12481673	Advanced Bioscience Laboratories, Inc.	✓					
53	3076	Advanced ChemTech / Crensalus	✓					



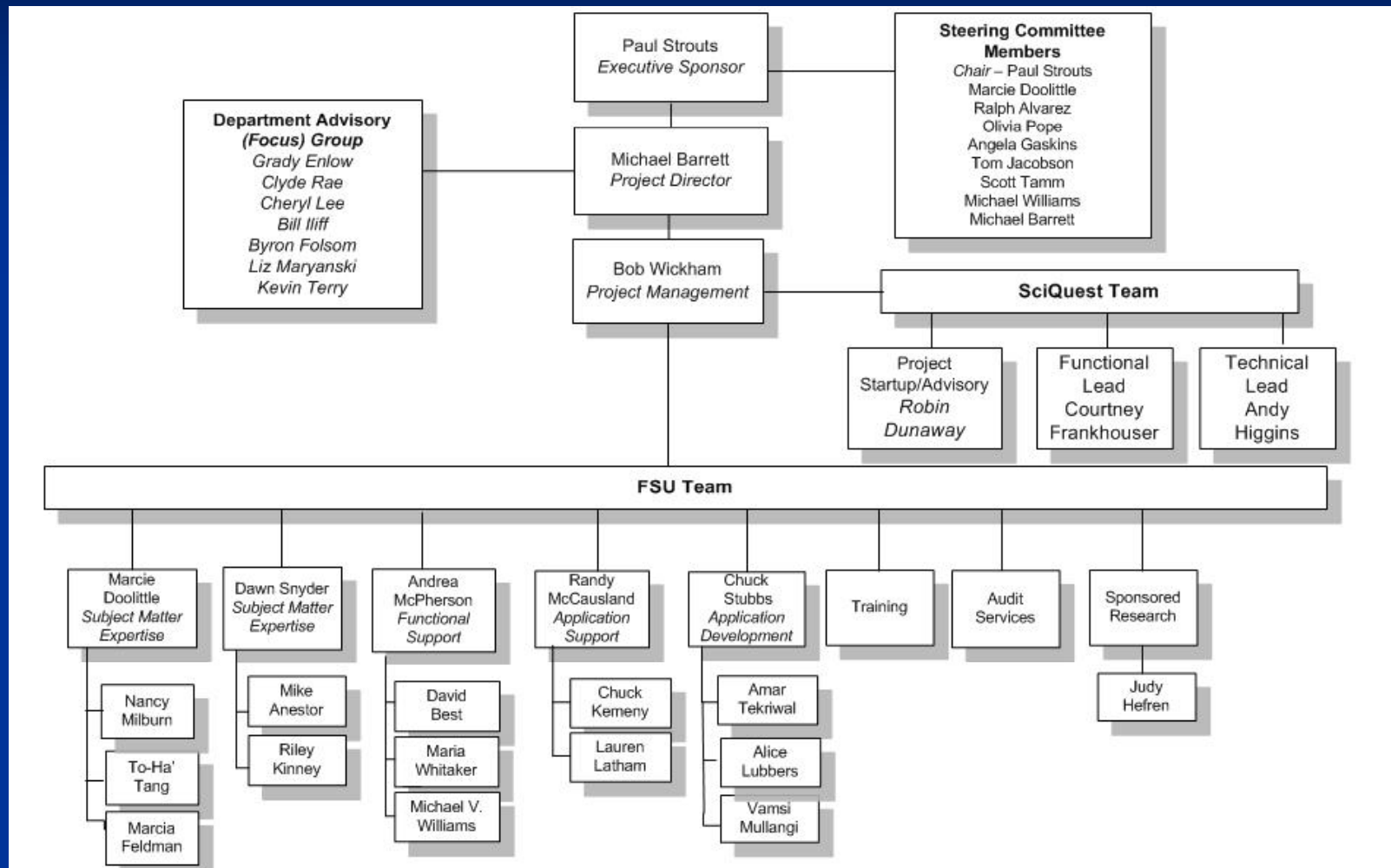
# FSU Supplier Recommendations

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- *Top 34 Candidates Identified*
  - Spend, Catalog Type, Supplier Capabilities
- *Strategic Sourcing and Contracts*
  - FSU Contracts
  - Piggyback Contracts
  - Documentation and Price/Product Validation
    - Original Catalog Load
    - Update Tool from SciQuest
- *Ongoing Selection and Enablement*



# Project Teams and Tools





# BaseCamp

The screenshot shows the 'Project overview & activity' section of a project page. Red arrows point from the following text to specific elements on the page:

- Primary means of communication** points to the 'Messages' tab.
- Provided by SciQuest** points to the 'SciQuest' logo in the right sidebar.
- For all Project Participants** points to the 'People' tab.
- Issue Tracking and Document Posting** points to the list of project activities (comments and messages).
- Contact Info and Participation** points to the 'People on this project' list in the right sidebar.



# SharePoint

Home - SciQuest - Windows Internet Explorer

https://erp.intranet.fsu.edu/ERP%20Project%20Archive/SciQuest/default.aspx

File Edit View Favorites Tools Help

Home - SciQuest

Welcome Best, David

ERP Intranet ERP Calendar ERP Issue Tracker Active ERP Projects Team Sites Document Center ERP Project Archive App Support Knowledge Base

View All Site Content

**Documents**

- SciQuest Project Documentation

**Lists**

- SciQuest Project - Related Links
- SciQuest - Project Calendar
- SciQuest Issue Tracking

**Discussions**

**Sites**

**People and Groups**

[Recycle Bin](#)

ERP Intranet > ERP Project Archive > SciQuest

SciQuest Implementation in the OMNI FI system

**SciQuest - Project Calendar**

There are currently no upcoming events. To add a new event, click "Add new event" below.

☐ Add new event

**SciQuest Issue Tracking**

Issue ID	Environment	Area	Issue Title	Owner	Assigned To	Issue Status	Migration Status	Priority	Due Date	Responsible for R
2	DEV	Requisition	Mod to disallow vendor changes for SQ reqs	Best, David	Gibson, Karen	Withdrawn	In DEV	Medium	8/8/2008 12:00 AM	Technical Develop Team
5	DEV	Reports	Data elements for future reporting	Best, David	Tang, To-Ha	Withdrawn		High	8/6/2008 12:00 AM	

☐ Add new item

**SciQuest Project Documentation**

Type	Name	Modified By
	E-Market Integration Documents	Tekriwal, Amardeep V
	Enablement Status	McCausland, Angela
	Cart 8 small	Wickham, Bob
	Cart 7 small	Wickham, Bob

**Adopted for Project Management within the ERP Department**

**In-House Technical Development Issue Tracking**

**ERP Project Archive and Document Repository**



# Integration Overview

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- Direct Connect and PV Dispatch
  - *Implementation Standards*
  - *EDX Dispatch to Order Manager*
- Integration Broker
  - *Technological Backbone of Direct Connect*
  - *Facilitates Synchronous Messaging*
    - Message Structure
    - Message Format
    - Transport Disparities



# Integration Overview Continued

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- webMethods

- *Third party software*
- *Integrates business processes through real-time, controlled, and secure connections*
- *Hub architecture*
- *Reformat/map data for SciQuest*



# LDAP Integration for User Authentication

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## ■ Standard Steps

- *User logs into SciQuest via application login page.*
- *Enters username and password*
- *If authentication is LDAP or if user does not exist, a request is sent to the customers LDAP server.*
- *If successful, user is redirected to Selectsite*



# LDAP Integration for User Authentication

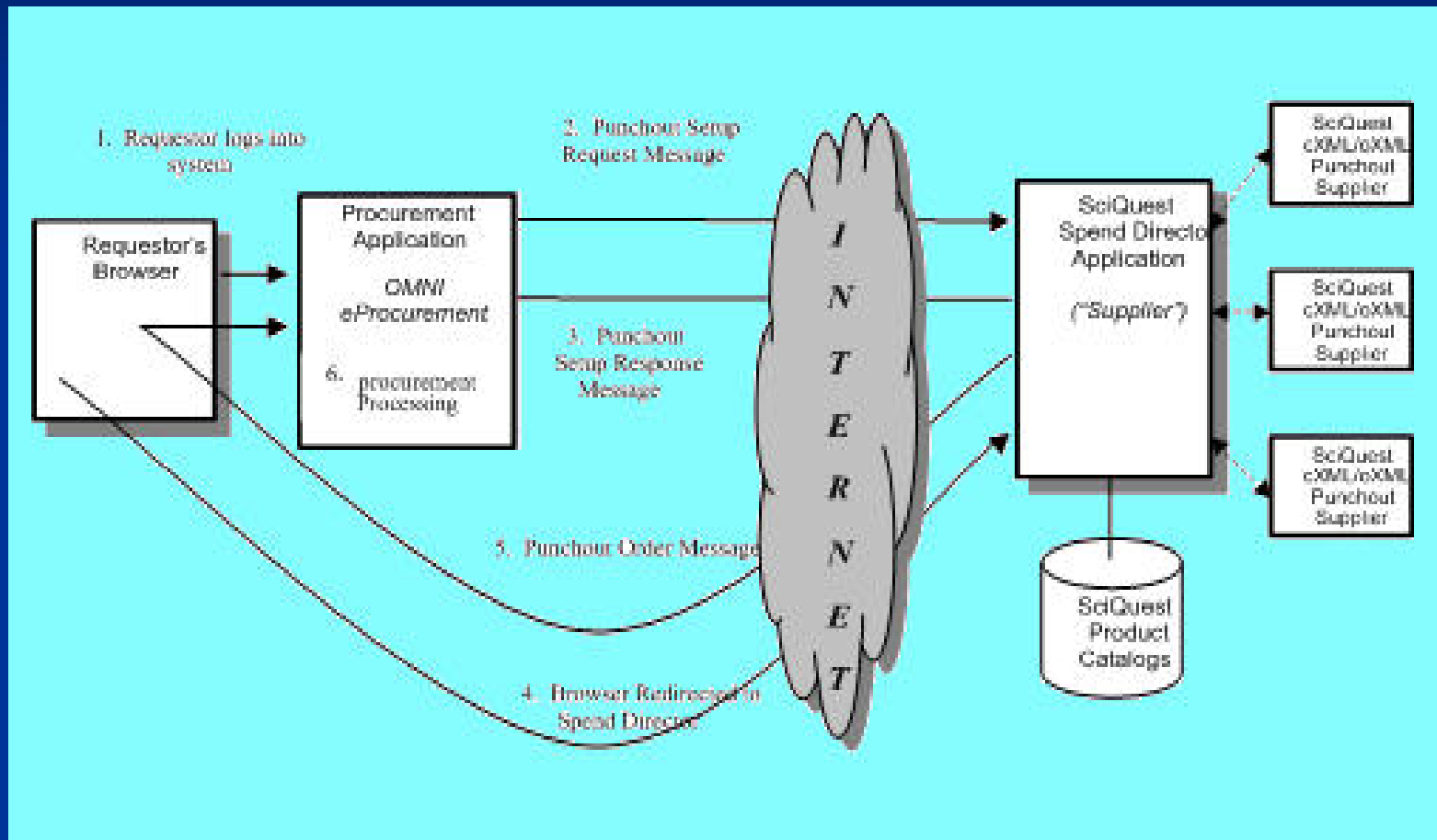
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## ■ FSU Steps

- *User Logs into OMNI and punches out to SciQuest*
- *Automatically Create Users upon first login and successful LDAP authentication*
- *Automatically Approve Users*
- *Session and Inactivity Timeouts*
- *User Information*



# Punch-in and Cart Return



# How It Looks Online

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- Shopper Signs in to OMNI and Punches Out to SciQuest
- Shops from among hosted or punchout catalogs
- Saves and assigns a cart
- Requester Punches Out and Returns Cart to OMNI Requisition





# How It Looks Online

The screenshot displays the FSU OMNI user portal. At the top, a red banner contains the text "ONLINE MANAGEMENT OF NETWORKED INFORMATION", "SQUAEP", and "FLORIDA STATE UNIVERSITY". Below this, a navigation bar includes "Welcome! PAYNE, JIMMY", the date "Tue, Mar 17, 09", and a "Sign out" link. A "Personalize:" section offers links for "Content" and "Layout".

The main content area is divided into several sections:

- Employee Central:** A sidebar menu with icons for "Financials" (links to employee functions, Expense Reports, Travel Authorizations), "HR / Payroll" (links to Benefits Summary, Compensation History, Direct Deposit, Job Opening Search/Application, View Paycheck, Personal Information Summary, Email Addresses, Home and Mailing Address, Timesheet, W-4 Information, W-2/W-2c Consent, View/Print W2 Forms, W-2 Reissue Request, Certify Effort), and "Resources and Applications" (links to Job Aids, Budget Office, Controller, Human Resource, FSU Help Desk, Purchasing, Travel).
- OMNI FINANCIALS 9.0:** A box with a "Financials 9.0" link and the text "Access OMNI Financials 9.0".
- OMNI HR 9.0:** A box with a "Human Resources 9.0" link and the text "Access OMNI Human Resources 9.0".
- FSU Budget Crisis Committee:** A section with a red exclamation mark icon and the text "important!". It contains a paragraph about the committee's formation in response to state fiscal problems and its mission to review financial challenges and develop recommendations. It also mentions that materials will be placed in a Blackboard Organization and accessible at <http://campus.fsu.edu/budget>.
- OMNI e-Market:** A box with a shopping cart icon and links for "OMNI E-Market" and "OMNI e-Market OMNI online shopping".
- e-ORR - Online Role Requests:** A box with a "Actions" link and a "Submit Online Role Request" link.

FSU OMNI user signs in to portal home page, from which he can punch out to the e-Market as a shopper without entering OMNI Financials



# How It Looks Online

The screenshot displays the OMNI E-Market website interface. At the top, a navigation bar includes links for 'home', 'my favorites', 'product search', 'carts', 'history', 'profile', and 'customize'. A search bar is located on the right, with a dropdown menu set to 'Catalog No. (SKU)' and a 'Go' button. The main content area is divided into several sections:

- Welcome Jimmy Payne:** A personalized greeting in a red-bordered box.
- Organization Message:** A section for organizational updates.
- Review:** A section with links to 'History' and 'Draft Carts'.
- My Resources:** A section listing 'Recent Enhancements', 'email: nmilburn@admin.fsu.edu', and 'phone: +1 (850) 644-6850'.
- Purchasing Showcase:** A section titled 'Featured Suppliers' with logos for 'Applied Biosystems', 'BIO-RAD', and 'Fisher Scientific'. The 'Fisher Scientific' logo is circled in red.
- All Category Search:** A section with a search bar and options to 'Select to search for items that have all keywords entered (more...)' and 'Include similar terms'. A 'Search' button is present.
- Other Searches:** A section with a 'Browse by:' dropdown menu set to 'Supplier', and a 'Punchout' button circled in red.
- Hosted and Punchout Catalogs:** A section with logos for 'PerkinElmer', 'VWR International', 'Dell', 'GoVConnection', 'hp', and 'WORKING FOR YOU'.

Callouts highlight specific features: 'Showcase Catalogs' points to the 'Purchasing Showcase' section; 'History by cart and/or PO' points to the 'Review' section; 'Many search and compare options.' points to the 'All Category Search' section; and 'Hosted and Punchout Catalogs' points to the 'All Category Search' section.



# How It Looks Online

**OMNI E-Market** Jimmy Payne profile | Return to OMNI

2009-03-17 JFPAYNE 01 | 3 item(s), 141.06 USD

Search for Catalog No. (SKU) Go

home | my favorites | product search | **carts** | profile | customize

active cart | draft carts | my favorites | my recent carts

**Carts are names and described.**

Cart Name: 2009-03-17 JFPAYNE 01  
Description:   
Priority: Normal

Save

Please include additional add note... info about order here

**Assigns cart to requester using Dept ID for search.**

**Assign Cart**

Assign Cart To: Angelena Lang  
Search for an assignee  
☐ Add to Profile

Note To Assignee: Get rid of the paper!

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign Cancel

**Lots of details and more available.**

Supplier / Line Item Details

Show line details

Office Max Contract more info...

Fulfillment Address 1  
150 East Pierce Road, Itasca, IL 60143 US

The items were retrieved from an external supplier site, therefore your ability to edit or view the items in this application may be limited. Click this message for more details.

Click the link to MODIFY ITEMS | VIEW ITEMS Punchout returned: 3/17/2009 8:00:20 PM Line(s): 1, 2, 3

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	OfficeMax - Under the Desk Shredder - Under the Desk Shredder more info...	K7OM00733	EA	112.49	1 EA	112.49 USD	<input type="checkbox"/>
2	Rubbermaid - Standard Wastebaskets - Gray, 15-1/4 W x 20 H x 11 D, 10.25 Gal. more info...	K629578	EA	7.37	1 EA	7.37 USD	<input type="checkbox"/>
3	Glad - Drawstring ForceFlex Kitchen Bags - White, 13 Gal., 100/Cartron more info...	K670427	BX	21.20	1 BX	21.20 USD	<input type="checkbox"/>
Supplier subtotal						141.06 USD	
Subtotal						141.06	
Total						141.06 USD	

Save



# How It Looks Online

**OMNI FINANCIALS**  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

**SQNAFI**

**FLORIDA STATE UNIVERSITY**

Welcome! LANG, ANGELENA Tue, Mar 17, 09 Home Worklist Favorites Sign Out

**Menu**

- Customer Contracts
- Vendors
- Purchasing
- eProcurement
  - Buyer Center
  - FSU MBE Reports
  - Create Requisition
  - Manage Requisitions
  - Receive Items

**Requisition Summary**  
There are no lines on this request.  
Please add new line in order to save this requisition.  
Total Lines: 0  
Total Amount (USD): 0

**Create Requisition**

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: FSU01 Florida State University

\*Requester: AKLANG LANG, ANGELENA

\*Currency: USD

Requisition Name: EMarket Cart for JFPAYNE

Medium

**Line Defaults**

Note: The defaults specified below will be applied to requisition lines.

Vendor: 0000005914 Vendor Location: 001

Category: Unit of Measure:

[Locate a Minority Owned Business](#)

**Shipping Defaults**

Ship To: SMAGLAB [Modify Shipping Address](#)

Due Date: Attention:

**Accounting Defaults**

Chartfields1 Details Asset Information

Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory B
SMAGLA	FSU01	227000	110						

Continue

**Requester Creates Req and Line Defaults**

**Category and UOM will come with cart**

**Enters shipping and accounting information**





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**Create Requisition**

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

**Requisition Summary**  
There are no lines on this request.  
Please add new line in order to save this requisition.  
Total Lines: 0  
Total Amount (USD): 0

**Web Special Request**

Logo	Merchant	Description
	<a href="#">E-Market</a>	Order Office Supplies, Lab Supplies, Computer Equipment and Accessories, Software etc.

[Review and Submit](#)

**To add items requester clicks  
link to E-Market.**



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Angelana Lang profile | Return to OMNI

Select Draft Cart or Add Item to Cart

Search for Catalog No. (SKU) Go

home | my favorites | product search | **carts** | history | profile | customize

active cart **draft carts** | my favorites | my recent carts

Create Cart

Assign Substitute

**Requisition Summary**  
There are no lines on this request.  
Please add new line in order to save this requisition.  
Total Lines: 0  
Total Amount (USD): 0

**Drafts Assigned To Me**

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	2009-01-21 nmilburn 01	1/21/2009		43.10 USD	Delete
	2009-03-17 JFPAYNE 01	3/17/2009		141.06 USD	Delete

**Requester is automatically assigned role at SelectSite and clicks to view draft carts assigned to her.**



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**Requisition Summary**  
There are no lines on this request.  
Please add new line in order to save this requisition.  
Total Lines: 0  
Total Amount (USD): 0

**Cart - Draft Carts**  
Angelena Lang profile | Return to OMNI

home | my favorites | product search

active cart | draft carts | my favorites | my recent carts

Create Cart Add Products Edit Cart Submit Cart to Omni or Assign Cart Save

**Supplier / Line Item Details**

Show line details For selected line items Add To Favorites Go

**Office Max Contract** more info... PO Number To Be Assigned

Fulfillment Address 1  
150 East Pierce Road, Itasca, IL 60143 US

The items were retrieved from an external supplier site, therefore your ability to edit or view the items in this application may be limited.  
Click this message for more details.  
Click the link to MODIFY ITEMS | VIEW ITEMS Punchout returned: 3/17/2009 8:00:20 PM Line(s): 1, 2, 3

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 OfficeMax - Under the Desk Shredder - Under the Desk Shredder K7OM00733 more info...		EA	112.49	1 EA	112.49 USD	
2 Rubbermaid - Standard Wastebaskets - Gray, 15-1/4 W x 20 H x 11 D, 10.25 Gal. more info...	K629578	EA	7.37	1 EA	7.37 USD	
3 Glad - Drawstring ForceFlex Kitchen Bags - White, 13 Gal., 100/ Carton more info...	K670427	BX	21.20	1 BX	21.20 USD	
Supplier subtotal					141.06 USD	



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## Create Requisition

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  Florida State University  
\*Requester:  LANG, ANGELENA  
Requisition Name:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▷ <input type="checkbox"/> 1	<a href="#">OfficeMax - Under the Desk Shr</a>	OFFICEMAX	1.0000	Each	112.49000	112.4
▷ <input type="checkbox"/> 2	<a href="#">Rubbermaid - Standard Wastebas</a>	OFFICEMAX	1.0000	Each	7.37000	7.3
▷ <input type="checkbox"/> 3	<a href="#">Glad - Drawstring ForceFlex Ki</a>	OFFICEMAX	1.0000	Box	21.20000	21.2
<b>Total Amount:</b>						141.06 U

☐ Select All / Deselect All

**Justification/Comments**  

☐ Send to Vendor
☐ Show at Receipt
☐ Show at Voucher

[Find more items](#)

**Requisition Summary**  

Description	Qty	UOM
OfficeMax - Under the Desk...	1	EA
Rubbermaid - Standard Wast...	1	EA
Glad - Drawstring ForceFle...	1	BOX
<b>Total Lines:</b> 3		
<b>Total Amount (USD):</b> 141.06		

All of the line details are returned with the cart to the PS requisition.

All requester does is Save and Submit.





# Punch-in and Cart Return

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- Givens
  - *cXML 1.2 standard (Ariba's standard format for exchanging XML documents)*
  - *UNSPSC used as commodity code for PunchOutOrderMessage*
- PunchoutSetup Request
- PunchoutSetup Response
- Cart return



# Punch-in and Cart Return

Sample of elements contained in a Punchout Cart Return Message

cXML Field Name	Spend Director Usage
<u>BuyerCookie</u>	Unique session id established by PeopleSoft in the <u>PunchOutSetupRequest</u>
<u>PunchOutOrderMessageHeader/Total/Money</u>	The total value of the line items included in this shopping cart
<u>ItemIn</u> quantity=""	The returned value indicates the quantity of item indicated by the <u>ItemIn</u> details.
<u>ItemIn/ItemID/SupplierPartID</u>	Value from supplier to identify item
<u>ItemIn/ItemID/SupplierPartAuxiliaryID</u>	This field should be passed back for edits in subsequent request messages
<u>ItemIn/ItemDetail/UnitPrice</u>	The price of a single unit of the item
<u>ItemIn/ItemDetail/Description</u>	The description of the item
<u>ItemIn/ItemDetail/UnitOfMeasure</u>	The unit of measure of the single unit item
<u>ItemIn/ItemDetail/Classification</u> domain="UNSPSC"	The UNSPSC as defined in the hosted catalog system
<u>ItemIn/ItemDetail/Classification</u> domain="SPSC"	The same as UNSPSC as above
<u>ItemIn/ItemDetail/Classification</u> domain="Controlled"	This the product flag for Controlled items
<u>ItemIn/ItemDetail/Classification</u> domain="Green"	This the product flag for Green items
<u>ItemIn/ItemDetail/Classification</u> domain="Hazardous"	This the product flag for Hazardous items
<u>ItemIn/ItemDetail/Classification</u> domain="Radioactive"	This the product flag for Radioactive items
<u>ItemIn/ItemDetail/Classification</u> domain="RadioactiveMinor"	This the product flag for Radioactive Minor items
<u>ItemIn/ItemDetail/Classification</u> domain="SelectAgent"	This the product flag for Select Agent items
<u>ItemIn/ItemDetail/Classification</u> domain="Toxin"	This the product flag for Toxic items
<u>ItemIn/ItemDetail/ManufacturerPartId</u>	The part id from the hosted category as given to SciQuest
<u>ItemIn/ItemDetail/ManufacturerName</u>	The manufacturer name from the hosted category as given to SciQuest
<u>ItemIn/SupplierId</u> domain="DUNS"	The supplier DUNS as defined in the SciQuest hosted category or provided by Florida State University for that specific supplier
Extrinsic Name="CartID."	This field is the internal SciQuest cart id and will need to be passed back in the PO Import
Extrinsic Name="CartLineID"	This field is the internal SciQuest cart line id, and will need to be passed back in the PO Import. This field eliminates the need to pass back additional information about the item ordered in the PO Import and will create a link between the



# Punch-in and Cart Return

## 2.6.3 Sample PunchoutOrderMessage

```
<?xml version="1.0" encoding="UTF-8"?>
<XML payloadID="1064411382096.8249201448520156842@sciquest.com" version="1.2"
xml:lang="en-US" timestamp="2008-09-24T09:49:42-05:00">
  <Header>
    <From>
      <Credential domain="DUNS">
        <Identity>015996366</Identity>
      </Credential>
    </From>
    <To>
      <Credential domain="NetworkId">
        <Identity>AN01000122053-I</Identity>
      </Credential>
    </To>
    <Sender>
      <Credential domain="DUNS">
        <Identity>015996366</Identity>
      </Credential>
      <UserAgent>SciQuest HigherMarkets</UserAgent>
    </Sender>
  </Header>
  <Message deploymentMode="test">
    <Status code="200" text="Success">Success</Status>
    <PunchOutOrderMessage>
      <BuyerCookie>AFRETB68898</BuyerCookie>
      <PunchOutOrderMessageHeader operationAllowed="edit">
        <Total>
          <Money currency="USD">5555.00</Money>
        </Total>
      </PunchOutOrderMessageHeader>
      <Item quantity="1">
        <ItemID>
          <SupplierPartID>987654</SupplierPartID>
          <SupplierPartAuxiliaryID>Req123456-456789</SupplierPartAuxiliaryID>
        </ItemID>
        <ItemDetail>
          <UnitPrice>
            <Money currency="USD">470.00</Money>
          </UnitPrice>
          <Description xml:lang="en">AFLP CORE REAGENT KIT</Description>
          <UnitOfMeasure>KIT</UnitOfMeasure>
          <Classification domain="SPSC">12352200</Classification>
          <Classification domain="UNSPSC">12352200</Classification>
          <Classification domain="CommodityCode" />
          <Classification domain="Controlled">false</Classification>
          <Classification domain="Green">false</Classification>
          <Classification domain="Hazardous">false</Classification>
          <Classification domain="Radioactive">false</Classification>
          <Classification domain="RadioactiveMinor">false</Classification>
        </ItemDetail>
      </Item>
    </PunchOutOrderMessage>
  </Message>
</XML>
```

Unique  
and  
required  
to  
publish  
EDX PO

UNSPSC  
Category  
Code

Hazard Flags



# PO Dispatch Via EDX

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- Online Single PO Dispatch from Core PO or ePro
- Batch Publishing via PV\_DISPATCHER
- Monitor EDX Dispatch in ePro and Integration Broker
- Research Sent POs in SciQuest Order Manager



# PO Dispatch Via EDX

**OMNI FINANCIALS**  
**ONLINE MANAGEMENT OF NETWORKED INFORMATION** **SQNAFI** **FLORIDA**

Welcome! BEST, DAVID Tue, Mar 24, 09

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**Online Dispatcher**

**Search Criteria**

Business Unit: FSU01 PO Number: Vendor: Buyer: Include Dispatched PO Clear Search

**P O Listing** Customize Find View All First 1-3 of 3 Last

Process Status	PO ID	PO Date	PO Status	Buyer Name	Vendor	Name
<input type="checkbox"/>	0000414555	02/26/2009	Approved	SULLIVAN, PHYLLIS	0000016668	HP PUBLIC SECTOR
<input type="checkbox"/>	0000414539	02/26/2009	Approved	Miller, Geneva	0000020581	OFFICEMAX
<input checked="" type="checkbox"/>	0000414518	02/26/2009	Approved	LYBBERT, NICHOLAS	0000003352	QIAGEN

Select All DeSelect All

Dispatch PO

Return to Dispatch Purchase Orders

**Buyer can dispatch POs via EDX from the eProcurement Online Dispatcher. However, this will publish the PO but not create a process that will be listed in Process Monitor.**



# PO Dispatch Via EDX

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ONLINE MANAGEMENT OF NETWORKED INFORMATION

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- Financial Gateway
- VAT and Intrastat
- Commitment Control
- General Ledger
- Statutory Reports

## Maintain Purchase Order

### Purchase Order

Unit: FSU01

PO ID: 0000414555

Copy From:

PO Status: Approved

Budget Status: Valid

☐ Hold From Further Processing

\*PO Date: 02/26/2009 [Vendor Search](#)

Vendor: HPPUBILC [Vendor Details](#)

\*Vendor ID: 0000016668 HP PUBLIC SECTOR

\*Buyer: PWSULLIVAN SULLIVAN, PHYLLIS

PO Reference: Online Src From Req 0000415215

Doc Tol Status: Valid

Receipt Status: Not Recvd

\*Dispatch Method: EDX [Dispatch](#)

**Amount Summary**

Merchandise: 218.00

Freight/Tax/Misc: 0.00 [Calculate](#)

8.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Add Comments](#)

[Add Items](#) [Purchasing](#)

**Lines**

Line	Item	Description	Qty	Unit	Category	Price	Amount	Status
1		HP Photosmart A440	1.0000	EA	432121	88.00000	88.00	Active
2		Freight	1.0000	EA	781216	10.00000	10.00	Active
3		HP LaserJet P1005	1.0000	EA	432121	120.00000	120.00	Active

[View Printable Version](#)

\*Go to:

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

**EDX Dispatch from Core PO launches the PV\_DISPATCH process for all eligible POs to the PO vendor.**

**Windows Internet Explorer**

Purchase Order, 0000414555, has not been dispatched. The process instance number is 1614076. (10208,46)

You may use the Process Monitor to find out why the scheduled process did not succeed.

[OK](#)





# PO Dispatch Via EDX

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    - Reports
    - Administer Procurement

**Batch Dispatcher**

Run Control ID: PV\_DISPATCH

Business Unit: FSU01

Buyer Name:

Vendor ID:

From Date: 09/08/2008

Through Date: 01/01/2099

[Return to Dispatch Purchase Orders](#)

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[Report Manager](#) [Process Monitor](#) [Run](#)

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**Use PV\_DISPATCH for regular batch processing**

**Run control for scheduled App Engine Process**



# PO Dispatch Via EDX

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- Program Management
- Project Costing

**Criteria to limit searches**

**PO Dispatch Message Log**  
Search by the following criteria :  
\*Business Unit:  PO Number:  Buyer:   
Date From:  Through Date:  Status:   
Click to run the process for updating the Marketplace order status.

PO No.	Date	PO Status	Status	Message
0000417429	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.
0000417414	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.
0000417413	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.
0000417412	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.
0000417400	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.
0000417399	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.
0000417395	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.
0000417392	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.
0000417391	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.
0000417384	03/17/2009	Dispatched	Published	Purchase Order is dispatched and published.

  
[Return to Dispatch Purchase Orders](#)

**Monitor Dispatch in the Message Log.**  
**Published indicates successful EDX**





# PO Dispatch Via EDX

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- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)

[New Window](#) | [Help](#) |

**Sync Message Details**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search by:** Unique Identifier  It starts with

☐ Case Sensitive

[Advanced Search](#)

**Search Results**  
[View All](#)

First  1 100 of 226

Unique Identifier	Service Operation	Service Operation Version	Transaction Type	Pub/Sub Timestamp
<a href="#">03cf7db6-07f8-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 8:34:26.530450AM
<a href="#">8ea87d1e-0804-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 10:04:13.443741AM
<a href="#">93ea4a32-0804-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 10:04:22.232465AM
<a href="#">961aa694-0804-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 10:04:25.908576AM
<a href="#">987f95ac-0804-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 10:04:29.922221AM
<a href="#">9ab4ca90-0804-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 10:04:33.625964AM
<a href="#">967a16d8-081d-11de-94e0-dcd41d64b1dd</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 1:03:24.009033PM
<a href="#">694335de-082a-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 2:35:11.570209PM
<a href="#">6e7ec054-082a-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 2:35:20.329322PM
<a href="#">70e865f2-082a-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 2:35:24.376328PM
<a href="#">73464508-082a-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 2:35:28.349843PM
<a href="#">754a5c86-082a-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 2:35:31.730556PM
<a href="#">77c2af72-082a-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 2:35:35.877625PM
<a href="#">19bdb108-0837-11de-8680-f79d1d3ab05d</a>	PV_ORDER	VERSION_1	OutSync	03/03/2009 4:06:01.616156PM

**When a EDX dispatch runs to error status check the message details in Integration Broker.**



# PO Dispatch Via EDX

The screenshot displays the OMNI Financials web application interface. The top navigation bar includes the OMNI Financials logo, the text "ONLINE MANAGEMENT OF NETWORKED INFORMATION", and the Florida State University logo. The user is logged in as "BEST, DAVID" on "Tue, Mar 17, 09". The main menu on the left lists various system components, with "PeopleTools" and "Integration Broker" circled in red. The main content area shows "Synchronous Details" for a transaction. The transaction information includes: Transaction ID: 03cf7db6-07f8-11de-8680-f79d1d3ab05d, Service Operation: PV\_ORDER, Service Version: VERSION\_1, Transaction Type: OutSync, and Status: DONE. There are buttons for "Archive" and "Delete Tem". Below this, a box contains details about the publisher (FSU\_BATCH), destination publish node (FSU\_PO\_DISPATCH), publishing node (PSFT\_EP), final destination (FSU\_PO\_DISPATCH), and pub/sub timestamp (03/03/09 8:34:26.530450AM). The log type is set to "Request - Transformed". There are links for "View XML" and "View IB Info". At the bottom, there are buttons for "Return to Search", "Previous in List", and "Next in List". A red arrow points from the "Synchronous Details" section to the "View original or transformed PO order message." text.

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### Synchronous Details

Transaction ID: 03cf7db6-07f8-11de-8680-f79d1d3ab05d  
Service Operation: PV\_ORDER  
Service Version: VERSION\_1  
Transaction Type: OutSync  
Status: DONE

[Archive](#)  
[Delete Tem](#)

Publisher: FSU\_BATCH  
Destination Publish Node: FSU\_PO\_DISPATCH  
Publishing Node: PSFT\_EP  
Final Destination: FSU\_PO\_DISPATCH  
Pub/Sub Timestamp: 03/03/09 8:34:26.530450AM  
Log Type: Request - Transformed

Non-Repudiation ID:  
Updated: 03/03/09 8:34:36AM

[View XML](#) [View IB Info](#)

[Return to Search](#) [Previous in List](#) [Next in List](#)

**View original or transformed PO order message.**



# PO Dispatch Via EDX

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      - Monitoring
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        - Asynchronous Details
        - Synchronous Services
        - Synchronous Details
      - File Utilities
- OMNI Portal Home
- Tax Center
- My Personalizations

**Message XML**

XML

```
<Request deploymentMode= production >  
<OrderRequestHeader type="new" orderID="FSU01.0000416455"  
<Total>  
<Money currency="USD">140.3</Money>  
</Total>  
<ShipTo>  
<Address addressID="SRING5401A">  
<Name xml:lang="en">RINGLING MUSEUM OF ART-SECURIT</Name>  
<PostalAddress name="SRING5401A">  
<DeliverTo>MOORE, JACQUELYN / MOORE, JACQUELYN</DeliverTo>  
<Street>RINGLING MUSEUM OF ART</Street>  
<Street>5401 BAY SHORE RD</Street>  
<City>SARASOTA</City>  
<State>FL</State>  
<PostalCode>34234</PostalCode>
```

OK Cancel

**View online or cut and paste to research for errors**





# PO Dispatch Via EDX

OMNI E-Market

David Best profile | logout

Purchase Order Search

Search for Cart No. [ ] Go

home | my favorites | product search | carts | history | profile | user mgt | more >>

PO History | Cart History | my purchase orders | search exports

New Search | Select Query | Save Query | Request Export

Results per page 10 Number of POs Matching Search Criteria: 234 Page 1 of 24

PO No. ^	Supplier ^	Creation Date/Time v	PO Total v	Cart No. ^	Requisitioner ^	Supplier Status
0000417429	GovConnection	3/17/2009 5:35 PM	908.17 USD	10225901	Haire, Kambria	Sent
0000417414	Office Max Contract	3/17/2009 5:34 PM	82.82 USD	10326563	Johnson, Dana	Sent
0000417413	Office Max Contract	3/17/2009 5:34 PM	497.38 USD	10326000	Paschal, Melanie	Sent
0000417412	Hewlett-Packard Company	3/17/2009 5:34 PM	76.00 USD	10314668	Parish, David	Sent
0000417384	Office Max Contract	3/17/2009 5:34 PM	794.48 USD	10310995	Soto, Stephanie	Sent
0000417358	Grainger, Inc.	3/17/2009 5:34 PM	193.01 USD	10288032	Moore, Jacquelyn	Sent
0000417400	Office Max Contract	3/17/2009 4:06 PM	134.27 USD	10322667	Montgomery, Robert	Sent
0000417399	Office Max Contract	3/17/2009 4:06 PM	38.18 USD	10321747	Saunders, Sandra	Sent
0000417392	Fisher Scientific	3/17/2009 4:06 PM	131.76 USD	10289714	Pierre, Manouchka	Sent
0000417391	Fisher Scientific	3/17/2009 4:06 PM	1,411.71 USD	10228052	Williams, Daphne	Sent

Results per page 10 Page 1 of 24

**SciQuest Order Manager receives EDX POs and sends them to the Catalog suppliers based upon the suppliers profile, preference and capability.**



# PO Dispatch Via EDX

**OMNI E-Market** | David Best | profile | logout | Status - PO 0000417429 | Search for Cart No. | Select Draft Cart or Add Item to Cart

home | my favorites | product search | carts | **history** | profile | user mgt. | more >>

**PO History** | Cart History | my purchase orders | search exports

PO/Reference No. **0000417429 Revision 0**  
 Supplier **GovConnection** | Available Actions: Add Notes to History | Go

**Status** | Purchase Order | Revisions | PO Approvals | Shipments | History

**General Information**

PO/Reference No. **0000417429**

Revision No. 0

Supplier Name GovConnection [more info...](#)

Purchase Order Date 3/17/2009

Total 908.17

Requestor Name Kambria Haire

Requestor Phone

Requestor Email kkh04@fsu.edu

Cart Number 10225901 [view](#) | [print](#)

**Document Status**

Supplier Sent To Supplier [view](#)

Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed:  
cXML (Electronic Integration)

Distribution Date/Time 3/17/2009 5:35 PM

Dispatch **✓ Completed** (3/17/2009 5:35 PM)

**Line Item Status**

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier
1	Open Box ThinkPad X200 : 2.4GHz Intel Core 2 Duo 12.1in display <a href="#">more info...</a>	9124341	EA	881.49	1 EA	881.49 USD	Sent To Supplier
2	Mini Optical Mouse with 31 in. Retractable Cord for Notebook Laptop <a href="#">more info...</a>	6348999	EA	13.20	1 EA	13.20 USD	Sent To Supplier
3	13.3" Laptop Attache Case <a href="#">more info...</a>	7731711	EA	13.48	1 EA	13.48 USD	Sent To Supplier
<b>Total</b>						<b>908.17 USD</b>	

See configuration for this PO

**SciQuest Order Manager Provides a wealth of information on each order.**



# PO Dispatch Via EDX

You forwarded this message on 3/13/2009 3:25 PM.  
Extra line breaks in this message were removed.

From: support@scquest.com  
To: support@scquest.com; Tekriwal, Amardeep V; Best, David; Tang, To-Ha'  
Cc:  
Subject: FSU PROD PO 0000417218 non-200 XML response

Sent: Fri 3/13/2009 2:34 PM

**PO identified by PO\_ID**

webMethods has posted the FSU PO Import document to SelectSite, but received a 201 response. A 200 (Success) message has been returned to the calling program, however investigation is required to resolve the issue.

SCIQUEST SUPPORT: If a 201 response was returned, it is a data issue, and it is the responsibility of FSU to correct it. It would be advisable to contact them proactively and offer assistance if required, however. If some other error code was returned (such as a 500), we should investigate the cause of the error.

RESPONSE:

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE PurchaseOrderMessage SYSTEM "http://solutions.scquest.com/app\_docs/dtd/po/PO.dtd">
<PurchaseOrderMessage version="2.0">
  <Header>
    <MessageId>
      1236969247439
    </MessageId>
    <Timestamp>
      2009-03-13T14:34:07.439-04:00
    </Timestamp>
  </Header>
  <ResponseMessage>
    <Status>
      <StatusCode>
        201
      </StatusCode>
      <StatusText>
        XML parsing executed and completed successfully, but failed due to invalid data
      </StatusText>
    </Status>
  </ResponseMessage>
</PurchaseOrderMessage>
</PurchaseOrderMessage>
```

**Email alerts are sent immediately when an EDX dispatch encounters an error**





# Direct Connect Setup

---

- One Time by IT-Technical and IT-App Support
- One Time by Functional
- Linked Supplier Setup



# Direct Connect Setup

PunchOut Direct Connect setup

Technical Team  
configures gateways.

## Initial configuration (Technical Team)

### 1) Ensure the Gateway has a URL and Connectors loaded.

Go to Menu > PeopleTools > Integration Broker > Configuration > Gateways

Open the local gateway

Enter the gateway server URL and Load Gateway Connectors if needed.

## Gateways

Gateway ID: LOCAL

☒ Local Gateway ☒ Load Balancer

URL:

[Ping Gateway](#)

## Physical Gateways

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

URL	Properties
1	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>

[Load Gateway Connectors](#)

## Connectors

[Customize](#) | [Find](#) | [First](#) | [1-10 of 10](#) | [Last](#)

*Connector ID	Description	*Connector Class Name	Properties
1 AS2TARGET		AS2TargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>
2 FILEOUTPUT		SimpleFileTargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>
3 FTPTARGET		FTPTargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>
4 GETMAILTARGET		GetMailTargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>
5 HTTPTARGET		HttpTargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>
6 JMS TARGET		JMSTargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>
7 LDAP TARGET		LDAPTargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>
8 PSFT81TARGET		PSFT81TargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>
9 PSFTTARGET		PSFTTargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>
10 SMTP TARGET		SMTPTargetConnector	<a href="#">Properties</a> <a href="#">+</a> <a href="#">-</a>

Save.

Technical Team  
activates Service  
Operation.

### 2) Activate the Service Operation (One Time Setup)

Go to Main Menu > PeopleTools > Integration Broker > Service Operations

Open PV\_DC\_CONNECT\_REQST

One time setups



# Direct Connect Setup

## FUNCTIONAL STEPS:

- 1) Create Direct Connect Type (One-Time)  
Go to Main Menu > eProcurement > Administer Procurement > Maintain Supplier Integration > Direct Connect Methods

**One time functional task**

### Direct Connect Methods

Direct Connect Method: PUNCHOUT\_SCIQS  
Root Package ID: FSU\_PV\_EXTERNAL\_APP\_SUPP  
Application Class Path: DirectConnectSciQuest  
Description: SciQuest EXTRINSIC method

**Access via ePro  
Administer  
Procurement**

Properties		Customize	Find	View All	First	1-13 of 13	Last
Property Name	Description						
1 ALLOW_EDIT	'Y' if vendor allows editing of items via PunchOut						
2 ALLOW_SHIPPING_EDIT	'Y' if vendor allow shipping info. while editing						
3 ALLOW_VIEW	'Y' if vendor allows viewing of item descriptions						
4 CATEGORY_ID	Default Category ID for this vendor						
5 FROM_DOMAIN	Header.From.Credential.domain						
6 FROM_IDENTITY	Header.From.Credential.Identity						
7 KEYWORDS	Search keywords						
8 LOAD_PORTAL	Load Portal upon return from vendor's site ('Y'/'N')						
9 SENDER_DOMAIN	Header.Sender.Credential.domain						
10 SENDER_IDENTITY	Header.Sender.Credential.Identity						
11 SHARED_SECRET	Header.Sender.Credential.SharedSecret						
12 TO_DOMAIN	Header.To.Credential.domain						
13 TO_IDENTITY	Header.To.Credential.Identity						

[Return to Administer Procurement](#)

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

- 2) Create EDX Dispatch Type (One-Time)  
Go to Main Menu > eProcurement > Administer Procurement > Maintain Supplier Integration > EDX PO dispatch Types



# Direct Connect Setup

Functional Task for every vendor.

Access via ePro  
Administer  
Procurement

## 3) Create the Linked Supplier Information. (For Every new vendor)

Go to Main Menu > eProcurement > Administer Procurement > Maintain Supplier Integration > Linked Suppliers

Enter Linked Supplier information.  
Choose Linked Supplier Type of 'Direct Connect Supplier'.  
Choose the Vendor of your choice.

**NOTE:** The Direct Connect Node is only required for SciQuest vendor. For all other vendors please leave that field blank.

Linked Suppliers **Supplier Properties**

### Linked Suppliers

Type: Direct Connect Supplier  
SetID: SHARE FSU Standard SetID  
Vendor ID: 0000018924 Location: 001

EDX PO Dispatch Type:

PO Dispatch Node:

Direct Connect Method:

Direct Connect Node:

[Return to Administer Procurement](#)

Linked Suppliers | [Supplier Properties](#)

Direct Connect Node is  
only for the vendor:  
SciQuest



# Direct Connect Setup

[Linked Suppliers](#)
[Supplier Properties](#)

## Linked Suppliers

Type: Direct Connect Supplier

SetID: SHARE FSU Standard SetID

Vendor ID: 0000018924 Location: 001

[Load Direct Connect Properties](#)

Load and then enter property values.

Customize   Find   View 10   First 1-13 of 13 Last			
	Property Name	Property Value	Description
1	ALLOW_EDIT	Y	Y if vendor allows editing of
2	ALLOW_SHIPPING_EDIT	Y	Y if vendor allow shipping info.
3	ALLOW_VIEW	Y	Y if vendor allows viewing of item
4	CATEGORY_ID	00001	Default Category ID for this vendor
5	FROM_DOMAIN	Florida State University	Header.From.Credential.domain
6	FROM_IDENTITY		Header.From.Credential.Identity
7	KEYWORDS	SciQuest	Search keywords
8	LOAD_PORTAL	N	Load Portal upon return from
9	SENDER_DOMAIN		Header.Sender.Credential.domai
10	SENDER_IDENTITY	3XXXX0289	Header.Sender.Credential.Identity
11	SHARED_SECRET	7XXXXX0Pn	Header.Sender.Credential.Shared
12	TO_DOMAIN		Header.To.Credential.domain
13	TO_IDENTITY		Header.To.Credential.Identity

Click Supplier Properties tab.

Click the Load Direct Connect Properties button.

Enter the setup data for this vendor.



# New Roles for OMNI Users

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- Window Shopper (view only)
- Shopper
  - *Shop*
  - *Assign Carts*
    - Three Digit Departments
- Requester
  - *Shop*
  - *Assign Carts*
  - *Return Carts to OMNI Requisition*





# Other Issue Areas of the Project

---

- Name, Logo, Colors
- Category Codes
- UOM
- PO Acknowledgements
- Ship To Addresses



# Ship To Addresses

L142      fx      Qiagen can append the PO number to the attn: line.					
A		J	K	L	M
<b>Supplier Enablement Functional Spec.</b>		<b>* Office Max 0000020581 (1DT_2ST)</b>	<b>Perkin Elmer (0000005117 )</b>	<b>*Qiagen (0000003352) 2DT_1ST</b>	<b>*Sigma (2DT_1ST)</b>
1	a. What is the character limit for BillTo code?	6			
33	Does the vendor ship to the address on the PO or do they use an internal shipping code from their own system?	Internal Code, uses Shipto Code	Goods will be shipped to the internal shipping code and address configured. Shipto code from cXML is used to map to internal maintained code and shipment is done to address configured for that code at PerkinElmer.	Address on cXML PO.	Need list of Address Codes; reads address off of the PO and compares to Code
34	a. What is the character limit for ShipTo code?	6			
35	DeliverTo lines	1, 26 character max	1, 40      Attention to: Can put into 2 deliver to lines		2, 35
36	a. What is the maximum number of <DeliverTo> lines that the vendor can support?			One line 40 characters	
37	b. What is the maximum character limit for each of these lines?				
38	Street lines	2, 26 character max per line; system truncates after 26 characters	2 - does not read from PO.		1, 35
39	a. What is the maximum number of <Street> lines that the vendor can support?				
40	b. What is the maximum character limit for each of these lines?			One Line. 60 characters	
41					

**Reduce Ship To Addresses to lowest common denominator!**



# Ship To Addresses

**OMNI FINANCIALS**  
ONLINE MANAGEMENT OF NETWORKED INFORMATION

**SQNAFI**

**FLORIDA STATE UNIVERSITY**

Welcome! BEST, DAVID Tue, Mar 17, 09

Home Worklist Favorites Sign Out

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

**Menu**

- Customer Contracts
- Items
- Procurement Card Center
- Reports
- Administer Procurement
- My Profile
- Services Procurement
- Sourcing
- Grants
- Program Management
- Project Costing
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable

**Location Definition** [Location Detail](#)

SetID: SHARE Location Code: SBFS100C

**Location Definition** Find | View All First 1 of 3 Last

\*Eff Date: 10/20/2008 Active \*Descr: MARINE LAB

USA United States Prefix:

Address 1: UNDERWATER RESEARCH DIVING PRO Phone: 850/644-8298

Address 2: SLIGER BLDG STE RM 100 Ext:

Address 3: 2035 E PAUL DIRAC DR Fax: 850/644-8297

City: TALLAHASSEE ☐ In City Limit

County: Postal: 32306-2761

State: FL Florida Jurisdiction:

Building #: Floor #: Sector:

Save Return to Search Previous in List Next in List Add Update/Display Include History

**Code scheme is S, Bldg, Rm #, Alpha Char**

**This address will fail EDX dispatch because it has three address line and over 30 Char in Address 1**



# Ship To Addresses

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- Changed over 800 Delivery Locations to conform with lowest common denominator among supplier Ship To requirements:
  - *Limit of two address lines*
  - *Limit of thirty characters per address line*
  - *Manual task that required research*
  - *Implemented address line conventions*



# Ship To Addresses

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- Late customization to add Attention field value from requisition header defaults to the POPO005 and FSUPOPO5 SQR processes.
  - *Header and body of PO*
  - *PO line spacing tight when used with line comments*
  - *Random Names on Core PO requisitions*



# Go Live and Rollout

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- SciQuest Environments
  - *User Integration Testing (UIT)*
  - *Production Environment*
- Live Order Cleanout and Crossover
- Pilot Rollout to Selected Departments
  - *Temporary Role, Security and Permissions*
  - *Live Order Testing with Suppliers*
- University-Wide Rollout





# Three Month Review

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## ■ Lessons Learned

- *Become tighter and more consistent in contract negotiations*
- *Need a greater portfolio of suppliers*
- *Need to reduce Blanket POs*

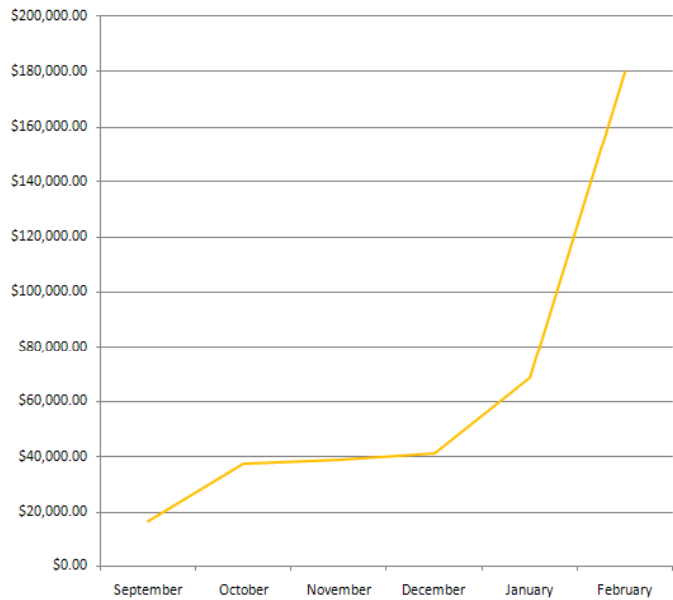
## ■ Usage

- *600 Requester enabled*
- *Volume of orders and total spend rising sharply*



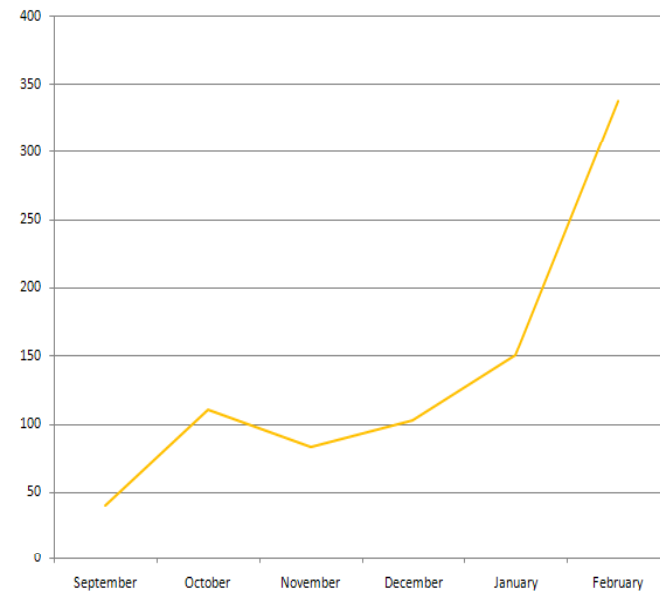
# Three Month Review

## Total Spent By Month



Total Spent By Month	
Month	Amount
September	\$16,401.06
October	\$37,097.37
November	\$38,687.85
December	\$40,837.84
January	\$68,456.62
February	\$179,631.54
Total Spend: \$381,112.28	

## Total PO Count By Month



Total PO Count By Month	
Month	Count
September	40
October	110
November	83
December	103
January	150
February	338
Total PO Count 824	



# Three Month Review

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## ■ Best Features

- *Shopper like ease of finding items and saving carts*
- *Requesters like not having to keystroke enter line items*

## ■ Worst Features

- *Approvers must approve more requisitions*
- *Ship To address changes*
- *Buyers save time in sourcing*



# Three Month Review

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## ■ ROI

- *Provost wants to see cost per transaction over time to evaluate success*
- *Need to work on spend matrixes for accurate evaluation*
  - % of addressable spend in eMarket vs. Peoplesoft
  - Number of suppliers enabled
  - Time spent from req to check
  - Elimination of errors in orders



# Questions?

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# Contacts

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- David Best
- Senior Business Analyst
- Enterprise Resource Planning
- Florida State University
- E-mail: *dbest@admin.fsu.edu*
  
- Amar Tekriwal
- ERP Analyst IV
- Enterprise Resource Planning
- Florida State University
- E-mail: *atekriwal@admin.fsu.edu*





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