

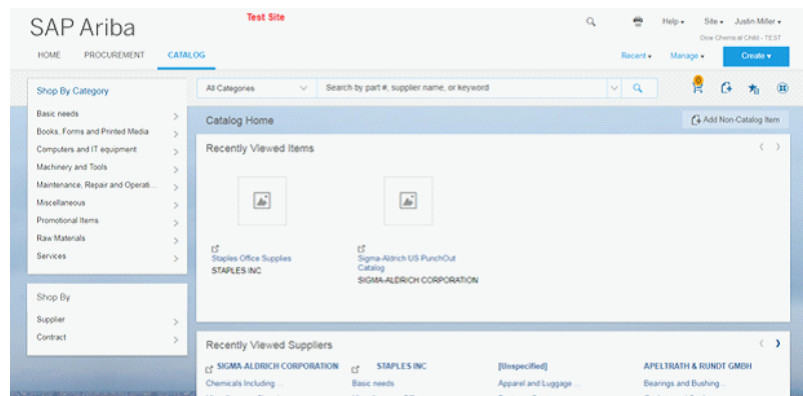
Quick Reference Guide

Welcome to your new TierOne site

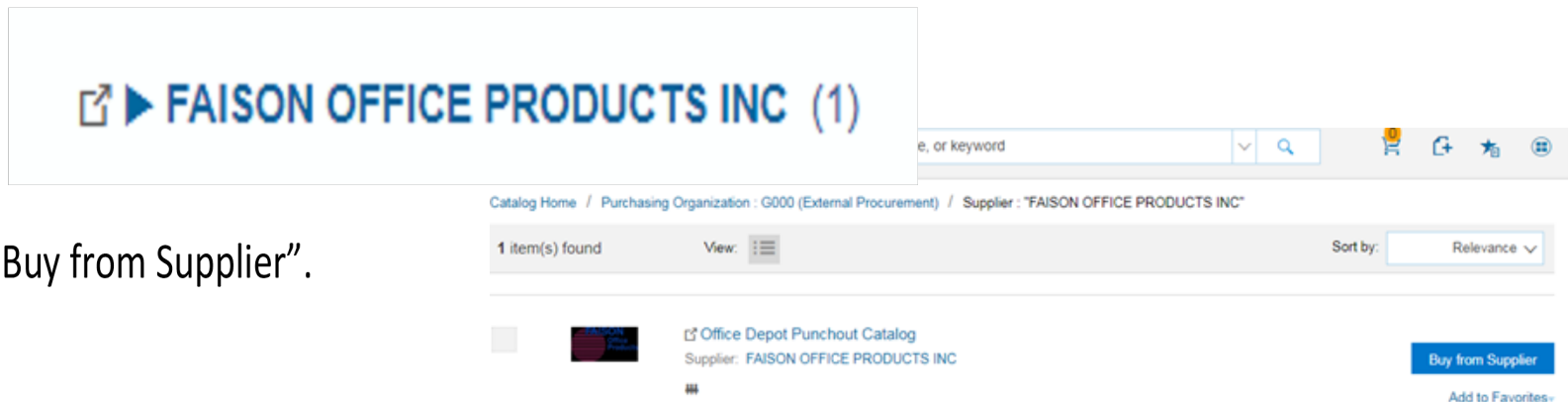


LOGIN

Go to the e-procurement punchout link on your desktop.



1. Navigate to "Shop By"-> "All Suppliers", and select the supplier.



Select "Buy from Supplier".

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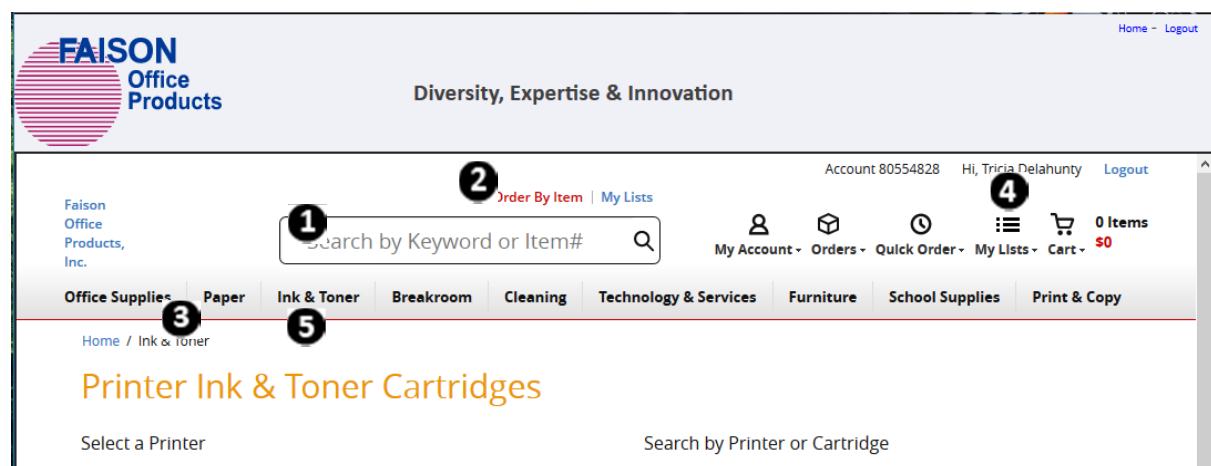
For order questions or product info please contact Faison Office Products Customer Service at dow@faisonopc.com or dupont@faisonopc.com



Once you are in the ordering site, you will search for your desired items, add the items to your cart and then transfer them back to the Dow Dupont eprocurement site.

WAYS TO SHOP In the Faison/Office Dept Site

1. Search by Keyword or Item#
2. Order by Item #
3. Category
4. My Shopping Lists
5. Ink & Toner



Search by Keyword or Item#

The search field allows you to shop for items by simply entering in a keyword or Part ID in the SEARCH field and selecting the search icon.

Order by Item Number

Located at the top of the screen is the "Order by Item #" feature which allows you to simply list the part ID and quantity of the item(s) you wish to add to your cart.

Category

By moving your mouse over the category headings, you can narrow your search by selecting your desired item category.

Shopping / Favorites List

You may create a shopping list to locate items you purchase frequently in one easy to find place. Selecting My Shopping Lists on the home page will allow you to create a new list or view previously created shopping lists.

Ink & Toner

This is where you can easily filter through various printing supplies to find the appropriate ink or toner for your machine.

MY SHOPPING LISTS

To create a shopping list . . .

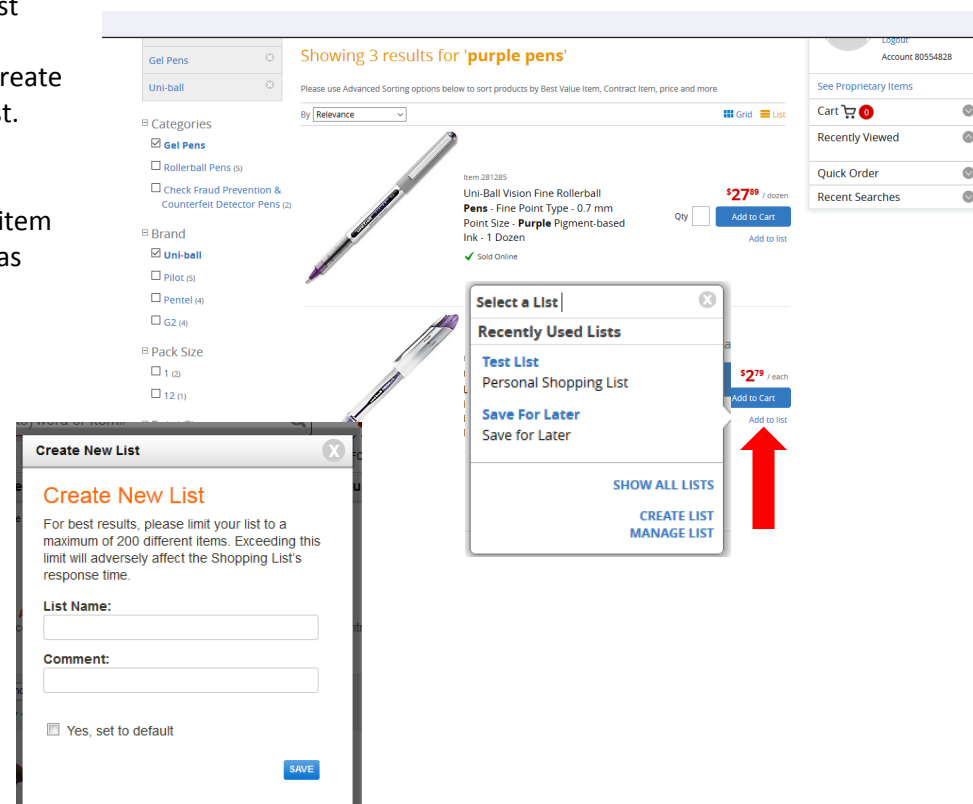
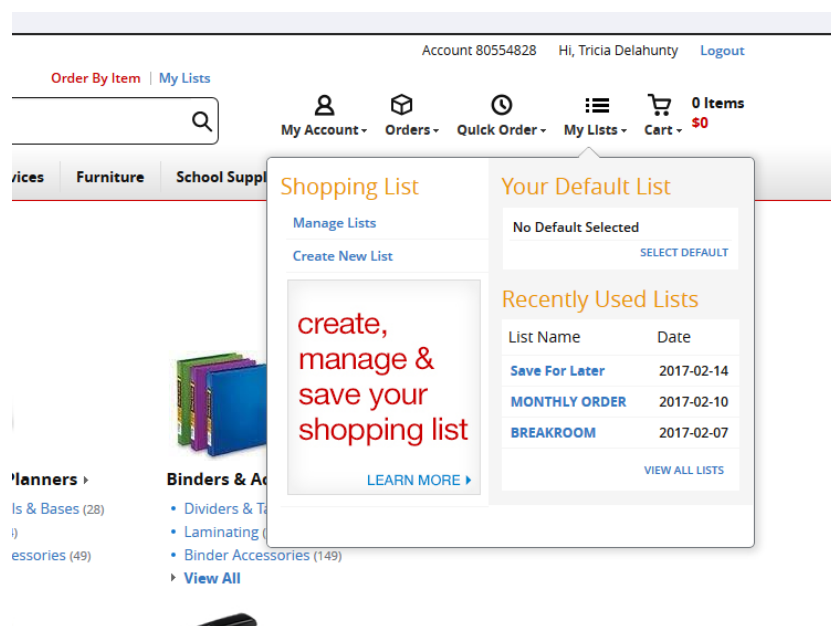
- Locate the item that you would like to add to the shopping list
- Select “Add to Shopping List”
- A window will pop up. This window gives you the ability to create a new list or add the selected item to an existing shopping list.

To add an item to an existing shopping list

- Select the Shopping list name of where you want to add the item
You will receive a pop up window that indicates your item was added successfully

Create a new shopping list

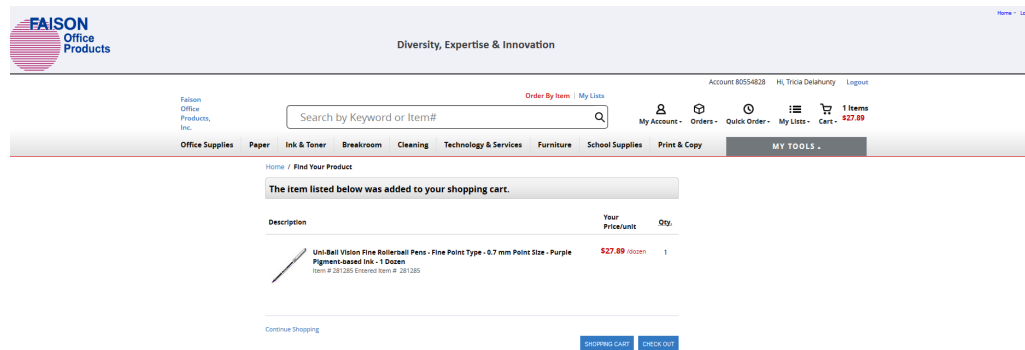
- Select “Create List”
- Enter the name of your new shopping list and select SAVE



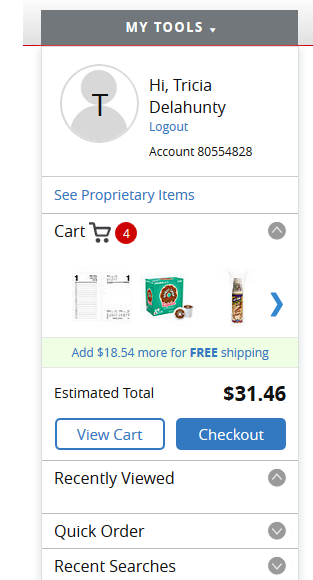
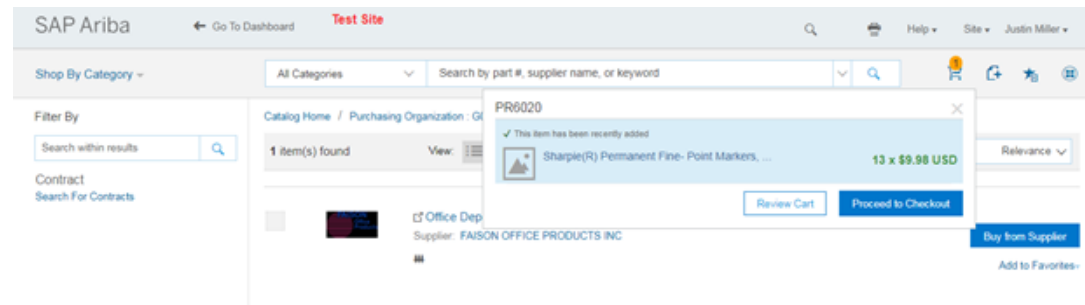
You can access your shopping lists from the Navigation Bar under My Lists. Click on the appropriate Shopping Lists.
Select the item(s) to add to your cart and adjust the quantity.
Select “Add to Cart” to add the items into your shopping cart.

CHECKING OUT

To complete your order you can VIEW CART - All items added into the shopping cart will be displayed and CHECK OUT or Select CHECK OUT for the MY TOOLS Menu. Your items will be transferred from the online ordering site to the Dow Dupont e-procurement punchout site.



6. Cart contents will punch back into Ariba.





7. Name the "Title" test number # and what type of PO you are sending. (e.g. Test #2: 1 multiline catalog PO)

SAP Ariba [Go To Dashboard](#) **Test Site** [Help](#) [Site](#) Justin Miller

PR6020: Test #1: single line catalog PO [Print](#) [Continue Shopping](#) [Delete](#) [Save](#) [Submit](#)

Summary

Title:

Purchasing Unit: GL001

On Behalf Of:

Delay Purchase Until:

Company Code:

Rush Category:

Header Note:

My Labels: [Apply Label...](#)

Deliver To Person: * Miller, Justin (J)

Need-by Date: *

Cart Summary

FAISON OFFICE P... (1)	\$129.74 USD
Total (1 item)	\$129.74 USD

8. Designate a "Need By" date to continue and the add the correct "Company Code" to continue.

On Behalf Of:

Delay Purchase Until:

Company Code:

Rush Category:

Header Note:

My Labels: [Apply Label...](#)

Deliver To Person: * Miller, Justin (J)

Need-by Date: *

Comments:

☐ Visible to Supplier

9. Highlight all line items then navigate to "Actions"-> "Edit".



▼ Line Items

1 Item Total Show Details

☒	No.	Type	Description	Qty	Unit	Net Price	Total Amount
☒	1	*	Sharpie(R) Permanent Fine-Point Markers, ...	13	dozen	\$9.98 USD	\$129.74 USD

Actions More Import Accounting Update Total

10. Configure the "Bill To", "GL Account", "Cost Center", "Plant", and "Purchase Group" fields. For "Bill to"/ "Ship to" fields, reference the file attached below that has valid "Bill to"/ "Ship to" pairs. Reference the Taxfree column (Column A) for taxable/ non-taxable plant pairs. Yes denotes Non Taxable, while No denotes taxable. If the fields are flagged as red, a different configuration will have to be used, work with the specific supplier to confirm the "Bill to"/ "Ship to" pairs that are configured in their test environment. Note that the company code used in step 8 has to match the Bill to value used. The "Unloading Point" field is a text field that needs to be populated, however in the test environment any value can be input (e.g. Back of Building).

Accounting - by Line Item

Account Assignment: *

Item Category: *

Bill To: *

GL Account:

Cost Center: *

Shipping - by Line Item

Plant: * ⓘ

Deliver To Person: * Miller, Justin (J)

Need-by Date: * ⓘ

Alternate Delivery Address: ⓘ

Unloading Point: * ⓘ

Purchase Group: *

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11. After the test PO is fully configured, click "Submit" to send the PO.

1 Item Total Show Details

No.	Type	Description	Qty	Unit	Net Price	Total Amount
1		WATER, DOUBLE-PROCESSED CELL CULTURE	1	each	\$11.20 USD	\$11.20 USD

[Actions](#) [More](#) [Import Accounting](#) [Update Total](#)

[Continue Shopping](#) [Delete](#) [Save](#) [Submit](#)

12. After submitting, you will be navigated back to the home screen. Select "View Requisition", to ensure the PO released properly.

SAP Ariba Go To Dashboard Test Site Help Site Justin Miller

HOME **PROCUREMENT** CATALOG Recent Manage Create

Shop By Category

- Basic needs
- Books, Forms and Printed Media
- Computers and IT equipment
- Machinery and Tools
- Maintenance, Repair and Operati...

All Categories Search by part #, supplier name, or keyword

✓ The requisition has been submitted.

[Add Label](#) [View Requisition](#)

Catalog Home [Add Non-Catalog Item](#)

13. Select the "History" tab, review the status of the PO. If the PO status shows "Set Back to Composing for ERP Push Errors", then click on the PO, and repeat steps 7-11 with correct information. The top right status of "Composing" is a second check that shows the PO has not been sent. If this problem persists, contact tech support to review the error log.

PR5991 - test Status: Composing

[Print](#)

[Summary](#) [Orders](#) [Receipts](#) **[History](#)**

History

Date	User	Real User	Action	Summary
Tue, 24 Jul, 2018 10:20 AM	aribasystem		Composing	PR5991 set back to composing due to ERP push errors.
Tue, 24 Jul, 2018 10:19 AM	Justin Miller		Approval not required	PR5991 required no approval.
Tue, 24 Jul, 2018 10:19 AM	Justin Miller	Justin Miller	Submitted	PR5991 submitted for approval.

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14. A successful PO release will show "PO# Successfully Sent to ERP" in the history tab as shown below. The status at top right will show "Ordered".



PR5979 - TEST4: 1 multi-line Catalog Purchase Order Status: **Ordered**

[Copy](#) [Change](#) [Cancel](#) [Receive](#) [Print](#)

[Summary](#) [Orders](#) [Receipts](#) [History](#)

History

Date	User	Real User	Action	Summary
Thu, 19 Jul, 2018 12:28 PM	aribasystem		Ordered	Order 6300015982 was successfully sent to ERP.
Thu, 19 Jul, 2018 12:28 PM	Justin Miller	Justin Miller	Submitted	PR5979 submitted for approval.
Thu, 19 Jul, 2018 12:28 PM	Justin Miller		Approval not required	PR5979 required no approval.

RETURNS

- Contact customer service at 888.664.3307
 - provide PO# or Order number
- Customer service will process the return and provide you with a return number and instructions on what to do with the package(s) being retruned.