Step-by-Step Guide

Canceling Goods Receipt Confirmation

1. Obtain the Confirmation number by displaying either the Shopping Cart or the Purchase Order and viewing the Related Documents tab.

2. On the Shopping page, click on the Advanced Search link.

3. Search for the Confirmation document by entering the Confirmation number and clicking the Search button.
4. Select the Line Item of the item you wish to cancel by highlighting it. Then click the Cancel button.

5. Confirm the Cancelation by clicking Yes.

6. Repeat steps 4 and 5 for any other Line Items you wish to cancel. You can select multiple Line Items by holding the CTRL and SHIFT keys while clicking on the lines.

7. When you have canceled all the Line Items you wish, click the Confirm button.
8. You will receive a notification.
Step-by-Step Guide

Entering Goods Receipt Status, Multiple Cart Search

1. On the Buy@Duke tab, click on the Receiving page.

2. The list labeled Purchase Orders-Confirmations Pending shows all currently pending confirmations in the Buy@Duke system.

3. Narrow the list by clicking on the Show Quick Criteria Maintenance button.

4. Enter your Requestor number by clicking on the search button in the Requestor field.

Revised Date: 1/3/2013 10:56 AM
5. In the subsequent **Business Partner Number** box, enter your last name in the **Name 1/last name field** and click the **Start Search** button.

6. In the resulting box, select your name by clicking on the gray button on the left side of the line and click **OK**.

7. Click the **Apply** button. The resulting list will show the carts for which you are the Shopper or Submitter.
8. Narrow the list further by selecting other criteria, such as Timeframe or Item Description.

9. Click the gray button on the left side of the line that shows the Purchase Order whose Goods Receipt you wish to Confirm.

10. Click the Create Confirmation button.

11. Complete the Confirmation.
Changing View of Carts in Work List

The shopping cart work list on the Buy@Duke Shopping page can be customized to meet the needs of an individual user.

1. Select the **Setting** link on the far right of the screen.

2. In the resulting screen, select the **Display** tab.

3. Check the **Hierarchy** box and click the **Define** button.
4. In the resulting screen, move the rows from the left box to the right box to build a hierarchy. Once you have selected all the columns in the order you wish, click **OK**.

5. To save the settings, select **Save As**.

6. Enter a name in the **Description** field and click **OK**.
7. If you would like to have this customized view as the first view you seen when you log into Buy@Duke, check the Initial View Box.

8. Click Apply to display the changes.

9. Below is an example of a shopping cart Work List view with the hierarchy set by cart approval status, then cart name, then item names.
10. Below is an example of a shopping cart Work List view with the hierarchy set by cart creator, then cart reviewer, then item status, then cart name, then item names.
Step-by-Step Guide

Creating a Standing Order Shopping Cart

1. Click on the Create Shopping Cart link to open a new page.

2. On the Create Shopping Cart page, review the information at the top and in the General Data section. Rename the cart and add a note to the Approval Note field following your department’s guidelines.

3. Click on the Add Item button and select Standing Order.
4. In the **Add Item as Standing Order** box, fill in the fields:

- **Description**: the goods or services to be ordered;
- **Material Group**;
- **Value Limit**: the upper limit of what you expect to spend for the duration of the Standing Order;
- **Expected Value**: the amount you actually expect to spend for the duration of the Standing Order;
- **Required**: the date of the duration of the Standing Order. Not entering correct date values in these fields will result in an error and the order will not be processed.
- **Supplier**: the number that identifies the Supplier that is providing the goods or services.

5. Click **OK**. This will place the information from the Standing Order box in the Shopping Cart.

6. Review the Detail information about the cart and make any appropriate changes.

7. Submit the Shopping Cart.

8. Once the Shopping Cart has been approved and the Standing Order is created, users will process orders as they have done previously.