

PeopleSoft Special Instructions – Select Purchase Address

Affected contracts:

- QPA#10159A, Sherwin-Williams / MAB
Vendor ID# 7877
- QPA##10158, PPG (Pittsburgh & Porter Paints)*
Vendor ID# 51533

***For the fastest delivery of PPG paint and paint supplies, please contact
Theresa Alexander first before placing orders:**

Phone: (317) 538-9626

E-mail: talexander@ppg.com

**(Information associated with Sherwin-Williams / MAB is used in this document
for training purposes. The process applies to PPG contract as well.)**

Follow the normal process to create a requisition through eProcurement. Expedite it to a purchase order through the usual manner when it is Approved Status with a valid budget check. The purchase order will default with Order and Remit to addresses in Indianapolis as established through the QPA defaults.

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At this point, it would be most beneficial for you to navigate to Vendors>Vendor Information>Add/Update>Vendors and search for Vendor ID 0000007877. When the results are displayed you will see there are a number of active Addresses (order addresses throughout the State). Find the Sherwin Williams office closest to your facility or one that best meets your needs.

The screenshot shows the PeopleSoft Vendor Information Add/Update screen for Vendor ID 0000007877. The vendor name is SHERWIN WILLIAMS CO. The screen displays various fields for vendor information, including SetID, Vendor ID, Vendor Short Name, Vendor Name, Order, Remit To, Status, Persistence, Classification, HCM Class, Open for Ordering, Withholding, and VAT. Below this information is a table of Active Addresses.

Addr	Description	Address Line 1	Address Line 2
1	1 *****6850-	428 N VERMILTON	
2	2 *****6850L01	101 E MAIN ST	

You can sort the columns by clicking on one of the column headers with an underscore as shown on the screen below where the city column has been sorted into alphabetical order.

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Addr	Description	Address Line 1	Address Line 2	City	State
1	3	****6850-02	627 MERIDIAN ST	ANDERSON	IN
2	53	No Auditor of State Payment	1902 N WAYNE ST	ANGOLA	IN
3	50	****6850-23	PO BOX 277962	ATLANTA	IN
4	40	****6850-15	PO BOX 402339	ATLANTA	GA
5	54	No Auditor of State Payment	7508 BEECHWOOD CTR RD	AVON	IN
6	49	No Auditor of State Payment	2325 HOLLINS FERRY RD	BALTIMORE	MD
7	55	No Auditor of State Payment	1411 JAMES AVE	BEDFORD	IN
8	43	No Auditor of State Payment	1091 E NAPIER	BENTON HARBOR	MI
9	7	****6850-06	1091 E NAPIER AVE	BENTON HARBOR	MI
10	56	No Auditor of State Payment	2654 E 10TH ST	BLOOMINGTON	IN
11	57	No Auditor of State Payment	1945 E NATIONAL RD	BRAZIL	IN
12	58	No Auditor of State Payment	80 E GARNER RD	BROWNSBURG	IN
13	59	No Auditor of State Payment	831 S RANGE LINE RD STE 1	CARMEL	IN
14	60	No Auditor of State Payment	230 W CARMEL DR	CARMEL	IN
15	8	****6850-07	101 PROSPECT AVE. N.W.	CLEVELAND	OH
16	6	No Auditor of State Payment	2920 N NATIONAL RD	COLUMBUS	IN
17	61	No Auditor of State Payment	114 W 30TH ST	CONNERSVILLE	IN
18	42	****6850-17	115 N WASHINGTON ST	CRAWFORDSVILLE	IN
19	62	No Auditor of State Payment	1851 S US HWY 231	CRAWFORDSVILLE	IN
20	1	****6850-	428 N VERMILTON	DANVILLE	IL
21	63	No Auditor of State Payment	137 N 2ND ST	DECATUR	IN
22	64	No Auditor of State Payment	907 JOLIET ST	DYER	IN
23	66	No Auditor of State Payment	2216 INTERCHANGE DR	ELlettsville	IN

For the following example purchase order we want to use the Anderson office for the order address so make a note of the number in the “Addr” column which in this case is 3.

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Maintain Purchase Order

Purchase Order

Unit: 00061 PO Status: Pend Appr
 PO ID: NEXT Budget Status: Not Chk'd
 Copy From: [] Hold From Further Processing

Header

'PO Date: 05/14/2009 Vendor Search
 Vendor: SHERWINWIL-001 Vendor Details
 'Vendor ID: 0000007877 SHERWIN WILLIAMS CO
 'Buyer: J005563 Geer, Jeania-061
 PO Reference: []
 Doc Tol Status: Valid
 Receipt Status: Not Recvd
 'Dispatch Method: Print Dispatch
 Amount Summary
 Merchandise: 25.000
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 25.000 USD

Header Details PO Activities Add ShipTo Comments
 PO Defaults
 Add Comments

Add Items From
 Purchasing Kit Catalog Item Search

Lines

Line	Item	Description	PO Qty	'UOM	Category	Price	Amount
1		Eggshell Enamel	1.0000	GLL	312115	25.00000	25.00

Navigate to eProcurement>Buyer Center>Manage Purchase Orders to pull up your purchase order. Click on the blue link labeled Vendor Details (to the right of the vendor name box). The following page will display the order address that is currently on the purchase order.

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Manage Purchase Orders - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://financial.gmis.in.gov/psp/fsp/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PO_LIST.GBL?PORTALPARAM_PTCNAV=EP_PV_PO_LIST_GBL&EOPP.SCNode=ERP&EOPP.SCPort=...

ENGCOMPASS

Home Worklist Add to Favorites Sign out

New Window | Help | Customize Page |

Maintain Purchase Order

Vendor Details -- SHERWIN WILLIAMS CO

Unit: 00061 PO ID: NEXT Vendor: SHERWINWIL-001

'Location': 000001

'Address': 93

Contact:

Salesperson:

Terms: AREAR 35 Days in Arrears

Basis Dt Type: Inv Date

Vendor Details Message

Country: USA United States Prefix:

Address 1: 3434 S EAST ST Fax:

Address 2: Prefix:

Address 3: Phone:

Address 4:

City: INDIANAPOLIS

Country: ZIP code: 46227

State: IN Indiana

OK Cancel Refresh

Done Local intranet

start Inbox Microsoft Out... Manage Purchase Or... Sherwin Williams ord...

12:55 PM

Click on the magnifying glass to search for the correct address or simply enter the correct Address number in the box. Please do not change the location on the purchase order as the remit address is in Indianapolis is correct. You can click on the yellow Show Address Details to confirm the order address is correct (as shown below).

PeopleSoft Special Instructions – Select Purchase Address

Manage Purchase Orders - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://financial.gmis.in.gov/pspp/fsp/d/EMPLOYEE/ERP/c/JPV_MAIN_MENU.PV_PO_LIST.GBL?PORTALPARAM_PTCNAV=EP_PV_PO_LIST_GBL&EOPP_SCNode=ERP&EOPP_SCPort=...

ENGCOMPASS Home Wishlist Add to Favorites Sign out

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Maintain Purchase Order

Vendor Details -- SHERWIN WILLIAMS CO

Unit: 00061 PO ID: NEXT Vendor: SHERWINWL-001

'Location': 000001

'Address': 3

Contact:

Salesperson:

Terms: AREAR 35 Days in Arrears

Basis Dt Type: Inv Date

Address Details

Country: USA United States Prefix:

Address 1: 627 MERIDIAN ST Fax:

Address 2: Prefix:

Address 3: Phone:

Address 4:

City: ANDERSON

County: ZIP code: 48016-1515

State: IN Indiana

Done Local intranet

start Inbox Microsoft Out... Manage Purchase Or... Sherwin Williams orde... 12:56 PM

Click ok to return to the purchase order panel and then you can click on the blue link labeled "View Printable Version" to confirm that the purchase order information is correct. At this point you can finish processing the purchase order as required.