

Selecting a Distributor for Blanket Release

ProcureAZ Master Blanket Purchase Orders can have Distributors associated with a given blanket that allows a customer the option of purchasing from the Vendor Distributor rather than the Primary Vendor/Contractor.

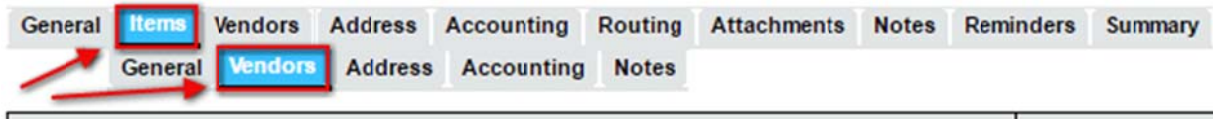
Create a Release Requisition as you normally would. As expected, once items are added to the requisition they will by default be associated with the Primary vendor.

If there are Distributors associated with the Master Blanket, you can select them on the Requisition, Items>Vendors sub-tab and replace the Primary with your choice from the Distributors.

Selecting a Distributor

Once you have created a Release Requisition and added Line Items to it from a Master Blanket Purchase Order:

Click on the **Items Tab**, then Click on the Vendors **sub-Tab**



The Items>Vendor tab will list the Items on the Requisition, Items Description, Vendor Name, City, State and Phone



The image shows the 'Items > Vendors' sub-tab selected. At the top, there are buttons for 'Lookup Vendor' and 'Apply to Selected'. Below this is a table with the following columns: Item #, Item Description, Vendor Name, City, State, Phone, and Select All. The table contains four rows of data, all with the same vendor name 'ProcureAZ Help Desk1' and phone number '(123)456-7890'.

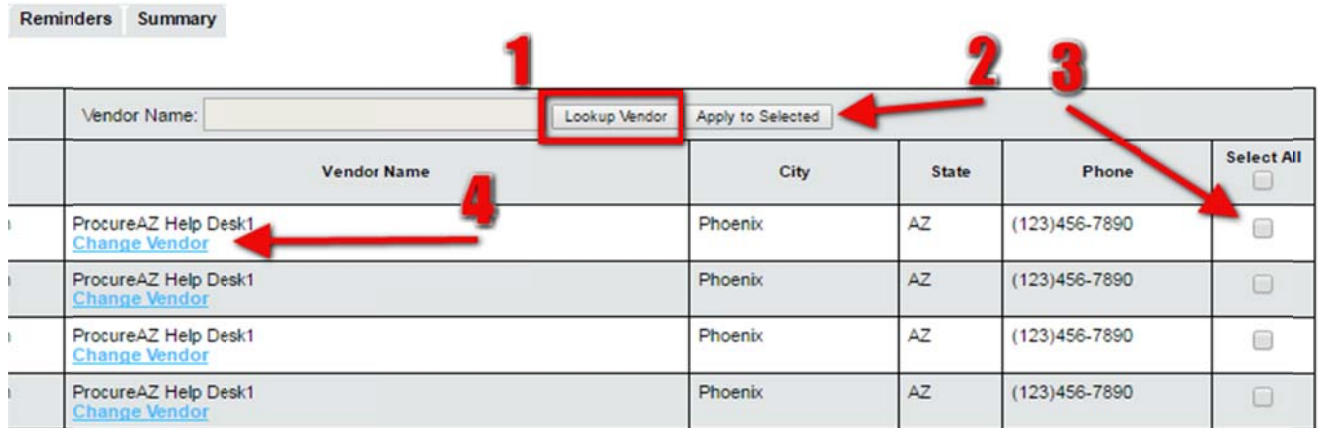
Item #	Item Description	Vendor Name	City	State	Phone	Select All
1	INSIDE PLANT-Horizontal station cable runs, copper, voice, data & video (pricing with universal workstation outlets and ...	ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>
2	INSIDE PLANT-Horizontal station cable runs, copper, voice, data & video (pricing with universal workstation outlets and ...	ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>
3	INSIDE PLANT-Horizontal station cable runs, copper, voice, data & video (pricing with universal workstation outlets and ...	ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>
4	INSIDE PLANT-Horizontal station cable runs, copper, voice, data & video (pricing with universal workstation outlets and ...	ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>

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The look-up and selection options on the Items>Vendors sub-tab and location on the screen:

1. **Lookup Vendor** – opens window listing available Distributors to select from.
2. **Apply to Selected** – applies Distributor selected to item(s)
3. **Select Checkbox**- selection(s) to change vendor
4. **Change Vendor** - opens window listing available Distributors to replace Primary on specific item

Reminders Summary



Vendor Name	City	State	Phone	Select All
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>

Click on Lookup Vendor button to open Distributors list:



Vendor Name: **Lookup Vendor** Apply to Selected

In the pop-up window you **Select** Distributor of choice and Click on the Select button

Release Requisition ADSP015-00257358 - Vendor Distributor List Status: 1RI - In Progress

Master Blanket/Contract #ADSP015-087932: Ordering from a Distributor

Select a vendor from the master blanket/contract vendor distributors list:

Select	Vendor ID	Vendor Name	Alternate ID	Address	City	State	Contact Name	Phone
<input checked="" type="radio"/>	00000705	Abrasives & Equipment of Arizona, Inc.	PZ000000705	4175 S. Fremont Ave. Suite 105	Tucson	AZ	Frank Bedard	(123)456-7890
<input type="radio"/>	000020446	Jim Malusa	PZ000020446	2609 East Waverly	Tucson	AZ	Jim Malusa	(123)456-7890
<input type="radio"/>	000022048	Gottschalk	PZ000022048	5941 North Echo Canyon Dr.	Phoenix	AZ	Judi Gottschalk	(123)456-7890
<input type="radio"/>	000024833	ICE Systems, LLC	PZ000024833	1800 Foxridge Drive	Kansas City	KS	Stefan Zauchenberger	(123)456-7890
<input type="radio"/>	000028035	F & F PRODUCTION	PZ000028035	10 Gaskin Lane	Jackson	NJ	David Feimster	(123)456-7890

Select Close Window

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Select Items to replace Primary with Distributor

Vendor Name: <u>Abrasives & Equipment of Arizona,</u> <input type="button" value="Lookup Vendor"/> <input type="button" value="Apply to Selected"/>				
Vendor Name	City	State	Phone	Select All
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input checked="" type="checkbox"/>
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input checked="" type="checkbox"/>
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>

The Vendor Distributor is now selected to receive a Release PO for Items 1 and 2 of the requisition.

Vendor Name	City	State	Phone	Select All
<u>Abrasives & Equipment of Arizona, Inc.</u> Change Vendor	Tucson	AZ	(123)456-7890	<input type="checkbox"/>
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>
<u>Abrasives & Equipment of Arizona, Inc.</u> Change Vendor	Tucson	AZ	(123)456-7890	<input type="checkbox"/>
ProcureAZ Help Desk1 Change Vendor	Phoenix	AZ	(123)456-7890	<input type="checkbox"/>

Once the Release Requisition is Approved, 2 POs will be generated with one to Send the Primary and the other a Distributor from the Master Blanket PO.