

Quick Buy

Beginning with ProcureAZ version 9.0, the Quick Buy Search field has been added to the main tool bar which will allow the user to search for items from their home page and not just when creating a requisition. ProcureAZ will search the item description to find relevant matches. Search results using Quick Buy will include all document types matching that item and allow you to add that item directly to a requisition or initiate a punchout.

Navigation

The Quick Buy search field is located in the navigation bar, and is accessible from any screen in the application.

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Home	Items >	Documents Y									
Vendors N	 Image: A set of the set of the			Quick Buy			Find It			BuySpeed S	upport
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			(opyright © 2011	Periscope Hol	ldings, Inc Al	Rights Reserved.				

Quick buy search results will be displayed, as will the available requisitions that the user may add the items. Only requisitions that are in 1RI – In Progress will be displayed as possible options. The search data will auto- populate the Search field in the advance search.

Searching for an item

To begin a search in Quick Buy, simply type the desired term(s) in the Quick Buy field and click Find It

The monitor screen will briefly dim while the search is conducted.

The results shown will combine selectable items and punchout items together, and the user will be able to punchout from the results screen. You can also add Inventory, Release, Open Market and RPA items directly to a new or existing requisition from the result set.

Code Browse My Account C	ustomer Ser	vice About	t	Curren	t Organiz	ation: State Procurement Office 😴 January 25, 2011 12:12:39 PM CST 🔎 🍘	17			
ne Items * Docum	ents * V	endors *					Nio	ole 1		
Requisition ADSP0	011-000	00887 - 5	earch Items			Status: 181 - ir	Progress	1		
Search Using: Copy Paper Search										
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RPA Results		-			_					
Search By:	Demand	Requisition	Inventory Release Open Mark	et RPA						
Price Under \$25(1,341)	() RPA tem Test for BSPD-643			Unit Price	NON	Class Class Bern	Commodity Code	PO		
\$25 to \$50 (598) \$50 to \$100 (603) \$100 to \$200 (344)				\$56.329	EA - Each	220 - CONTROLLING, NDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLES 51 - Sound Analysis Equipment and Accessories. Noise lifeters and Disaineters, Sound Level lifeters, etc. (Including Noise Centrol Enclosures, etc)				
\$200 & Above (245 More Vendors		0	RPA ten Test for 8SPD-643	\$56.329	EA - Each	229 - CONTROLLING, NDCATING, MEASURING, MONTDRING, AND RECORDING INSTRUMENTS AND SUPPLES 61 - Sound Analysis Equipment and Accessories, Nose Weters and Dosimeters, Sound Level Inters, etc. (Including Noise Control Enclosures, etc.)		BPA		
A & A Cottages A & H Contracting Services, Inc	1	0	RPA tem Test for BSPD-643	\$56 329	EA - Each	220 - CONTROLLING, NDICATING, NEASURING, MONTORING, AND RECORDING INSTRUMENTS AND SUPPLES 81 - Sound Analysis Equipment and Accessories. Noise Meters and Dosimeters, Sound Level Meters, etc. (Including Noise Control Enclosures, etc.)		BPA		
A & K Security Inc A & S Paving, Inc. 4 & S Paving, INC.	6	0	RPA, tem Test for BSPO-643	\$56.329	EA - Each	226 - CONTROLING, NEIXATING, MEASURING, MONTORING, AND RECORDING INSTRUMENTS AND SUPPLIES §1 - Sound Analysis Raulprinni and Accessories. Noise Meters and Dosimeters, Sound Level Meters, etc. (Including Noise Control Enclosures, etc)				
More	8	0	TEst of BSPD-639 for RPA requisition	\$75.69	EA - Each	056 - ART LOUPMENT AND SUPPLIES 48 - Letter Cutting Machine		SPA		
	0		Test BSPD-643 tem 1	\$25.69	EA - Each	090 - BAKERY EQUIPHENT, COMMERCIAL 00 - SILCER, Bread		RPAS		
		0	bspd-643 (TEM 2	\$20.00	EA - Each	000 - BAXERY EQUIPMENT, COMMERCIAL 88 - Tables, Bakens'				
		0	Test BSPD-843 Dept Access Only	\$10.25	EA - Each	050 - ART EQUIPMENT AND SUPPLES 69 - Recycled Art Equipment and Supples				







Quick Buy

	Quick Buy Search Results														
	Search Using: envelope Find It														
	Advanced Searc	Advanced Search =													
	Release Results														
	Release														
	Search By:	<< first	< prev 1	<u>2</u> <u>next</u> ≽	<u>last⇒></u>										
\langle	Any Price • <u>Up to \$2 (16)</u> • Over \$20 (25)	Select	Quantity	<u>Minimum</u> <u>Order</u> Quantity	<u>Item</u> Description	<u>Unit</u> <u>Cost</u>	<u>uom</u>	<u>Vendor</u> <u>Name</u>	<u>Class</u> <u>Class Item</u>	Discount <u>%</u>	<u>Master</u> <u>Blanket #</u>	<u>Direct</u> <u>Release</u> <u>Allowed</u>			
	Any Vendor • <u>Neopost (7)</u> • <u>Pitney Bowes</u> (34)		0	0	DA30 DA300 Envelope Printer (Mailing Equipment and Maintenance)	\$3496.50	EA - Each	<u>Pitney</u> <u>Bowes</u>	600 - OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES 71 -	0.00%	<u>EPS050076-</u> <u>A2-2-A16</u> / <u>82</u>	Yes			
			0	0	DASC DA50S Envelope Address Printer Black & White (Mailing Equipment and Maintenance)	\$5089.00	EA - Each	<u>Pitney</u> <u>Bowes</u>	600 - OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES 71 -	0.00%	<u>EPS050076-</u> <u>A2-2-A16</u> / <u>83</u>	Yes			
			0	0	DA5S D55S Envelope Address Printer: Color (Mailing Equipment and Maintenance)	\$6363.00	EA - Each	<u>Pitney</u> <u>Bowes</u>	600 - OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES 71 -	0.00%	<u>EPS050076-</u> <u>A2-2-A16</u> / <u>84</u>	Yes			

Results will display the first 25 records found on each tab. If there are more than 25 records returned, additional records may be accessed by choosing the page number or Next link.

Results may be filtered by using the links under Any Price or Any Vendor to select a price range or vendor name. Once selected, to return to the full list of results, click the Any Price or Any Vendor link.



The number of single line items allowed on requisitions, purchase orders (except Master Blanket POs), and invoices is 25 items. Additionally, the total number of accounting lines on a document is limited to 75 separate accounting strings.

Creating a Requisition from a Search

The Quantity column of the search results is editable to allow the line items to be added to a requisition. After adding a quantity to one or more items, choose from the options at the bottom of the page to add to an existing requisition, add to a new requisition, or exit.







Quick Buy

Collected Denvil-Vilen											
Select a Requisition <											
Select	Requisition #	Description	Entered Date	<u>Total</u>							
No records found.											
<< first < prev next > last >>											
Add to New Req & Exit Add to New Req & Next Page Add to Req & Exit Add to Req & Next Page Cancel & Exit											
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To create a new requisition, choose Add to New Req & Exit or Add to New Req & Next Page (to add additional search items).

To add item selections to an existing requisition, choose Add to Req & Exit or Add to Req and Next Page. A list of In-Progress Requisitions will display for you to select which Req to add your items to. If there are no available In-Progress Requisitions, then you will have to create a New Req.



