Purchase Orders Training
Agenda

• Overview
• Creation & Setup
• Items
• Vendors
• Addresses
• Accounting
• Attachments
• Internal Communication
• Vendor Notification
• Change Order
Overview
Overview – What is a Purchase Order?

Purchase Order documents (POs) in Buy A&M allow users to communicate any agreement with a vendor to provide goods and/or services. The type of PO will determine whether the agreement is for a one-time purchase, a term contract, or an order against a term contract.

POs are completed by indicating the type of PO and the vendor, and adding the items that represent the good/services to be provided. For one-time purchases, the shipping and billing address(es), and accounting information must also be designated.
## Overview – Purchase Order Types

<table>
<thead>
<tr>
<th>Purchase Order Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open Market</strong></td>
<td>Open Market POs support the one-time purchase of off-contract commodities/services. Standard Open Market POs can only be created by BP users, either from scratch, by converting Requisitions or Bids, or by cloning previous POs. Direct Open Market POs can only be created by DA users with the “Department Buyer” role designation. Direct Open Market POs are automatically created when a Direct Open Market Requisition is approved. Direct Open Market POs are sent to the vendor by the user that created the corresponding Requisition, and are not routed through procurement.</td>
</tr>
<tr>
<td><strong>Release</strong></td>
<td>Release POs support the purchase of on-contract commodities/services. Standard Release POs can only be created by BP users converting an approved Standard Release Requisition. Direct Release POs are automatically created when a Direct Release Requisition is approved. Direct Release POs are sent to the vendor by the user that created the corresponding Requisition, and are not routed through procurement.</td>
</tr>
<tr>
<td><strong>Blanket</strong></td>
<td>Blanket POs capture term contract agreements and allow for the processing of Release Requisitions against them for the life of the contract. BP users set the term of the Blanket PO and can limit which Organizations and Departments are able to process Releases off of the Blanket PO as well as how much each can spend.</td>
</tr>
<tr>
<td><strong>Contract</strong></td>
<td>Like Blankets, Contract POs capture term contract agreements and allow for the processing of Release Requisitions against them for the life of the contract. However, Contract POs require users to associate every Item on the contract with an 11-digit NIGP Commodity Code. Contracts must also be associated with a Catalog.</td>
</tr>
</tbody>
</table>
# Overview – PO Documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Purpose</th>
<th>Created By</th>
</tr>
</thead>
</table>
| Purchase Order (PO) | • Send orders to vendors  
                      • Setup and manage term contracts                  | • Basic Purchasing                            |
| Change Order        | • Manage change orders and contract amendments  
                      • Access via Purchase Order                     | • Department Access (optional – change orders only)  
                      • Basic Purchasing                                |
| Receipt             | • Record receipt, return and cancellation of ordered goods/services  
                      • Access via Purchase Order                       | • Department Access (optional)  
                      • Basic Purchasing                                  |
## Overview – PO Statuses

<table>
<thead>
<tr>
<th>Status Name</th>
<th>Meaning</th>
<th>Available Actions</th>
<th>Actions Permitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Progress</strong></td>
<td>The initial status of new documents. The document is still being</td>
<td>• Edit&lt;br&gt;• Submit for Approval&lt;br&gt;• Clone (creates a new copy of the document)&lt;br&gt;• Cancel</td>
<td>• All BP users</td>
</tr>
<tr>
<td></td>
<td>completed by the creator.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ready for Approval</strong></td>
<td>The document has been submitted for approval and is travelling down an approval path.</td>
<td>• Approval/Disapproval&lt;br&gt;• Edit (accounting and commodity code information only)&lt;br&gt;• Clone&lt;br&gt;• Cancel</td>
<td>• Current approver</td>
</tr>
<tr>
<td><strong>Returned</strong></td>
<td>The document was disapproved by an approver.</td>
<td>• Reopen (returns document to “In Progress” status)&lt;br&gt;• Clone&lt;br&gt;• Cancel</td>
<td>• All BP users</td>
</tr>
<tr>
<td><strong>Ready to Send</strong></td>
<td>The document has been approved and is ready to be sent to a vendor or vendors.</td>
<td>• Change Order&lt;br&gt;• Send to vendor&lt;br&gt;• Clone&lt;br&gt;• Cancel</td>
<td>• All BP users&lt;br&gt;• DA users (only their own Direct Releases and Direct Open Markets)</td>
</tr>
<tr>
<td><strong>Sent</strong></td>
<td>The document has been sent to the vendor.</td>
<td>• Change Order&lt;br&gt;• Receive&lt;br&gt;• Clone&lt;br&gt;• Cancel</td>
<td>• All BP users&lt;br&gt;• DA users (can only Receive against POs from their Dept/Loc)</td>
</tr>
<tr>
<td><strong>Partial Receipt</strong></td>
<td>A portion of the ordered goods/services have been received.</td>
<td>• Change Order&lt;br&gt;• Receive&lt;br&gt;• Clone</td>
<td>• All BP users</td>
</tr>
<tr>
<td><strong>Complete Receipt</strong></td>
<td>All of the ordered goods/services have been received.</td>
<td>• Change Order&lt;br&gt;• Receive&lt;br&gt;• Clone</td>
<td>• All BP users</td>
</tr>
<tr>
<td><strong>Cancelled</strong></td>
<td>The document has been cancelled.</td>
<td>• Clone</td>
<td>• All BP users</td>
</tr>
</tbody>
</table>
Creation & Setup
Creation & Setup – Basic Purchasing Role
### Open Market Requisition ADSPO10-00000304

#### Header Information
- **Requisition Number:** ADSPO10-00000304
- **Short Description:** test
- **Status:** 1RRP - Ready for Purchasing
- **Department:** ABA - Accountancy Board
- **Location:** ABA - Accountancy Board
- **Entered Date:** 02/04/2010
- **Requisition Type:** Open Market
- **Requestor:** Chris Harris
- **Purchaser:** System Administrator
- **Contact:** Chris Harris
- **Contact Phone:** (555)555-5555
- **Estimated Cost:** $10.00
- **Print Format:** Requisition
- **Required By Date:**
- **Type Code:**
- **Fiscal Year:** 2010
- **Alternate ID:**

#### Approval Actions
- **Options:**
  - Disapprove

#### Buttons
- Convert to Bid
- Convert to PO
- Cancel Requisition
- Clone Requisition
- Print
Creation & Setup – Converting Open Market Requisitions

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Recommended Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Replace casters for office chairs</td>
<td>9000000930 - AL'S ACE HARDWARE</td>
</tr>
<tr>
<td>2</td>
<td>Ethernet cords</td>
<td>900000085 - GRAINGER</td>
</tr>
</tbody>
</table>

- Single PO using selected reference vendor
- Multiple POs using item recommended vendors

PO Type of the New Purchase Order: Open Market

Convert to PO | Exit
**Creation & Setup – Converting Open Market Requisitions (cont.)**

- **Single PO using selected reference vendor**
- **Multiple POs using item recommended vendors**

Choose vendor(s)

**PO Type of the New Purchase Order:** Open Market

---

**Open Market Requisition ADSPO10-00000560 - Convert to Purchase Order(s)**

Status: 1RPP - Ready for Purchasing

Look up vendor for selected item(s): 

Please select item(s) before looking up vendor.

<table>
<thead>
<tr>
<th>Select Item</th>
<th>Item #</th>
<th>Description</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Replace casters for office chairs</td>
<td>000004091 - Construction To...</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Ethernet cords</td>
<td>000004091 - Construction To...</td>
</tr>
</tbody>
</table>

A PO will be generated for each distinct vendor. Items with a common vendor will be combined onto a single PO.

---

Convert to PO  Exit
Creation & Setup – Converting Requisitions (cont.)

Open Market Requisition ADSPO10-00000561 - Purchase Order(s) Created

The following Purchase Order(s) were created:

<table>
<thead>
<tr>
<th>PO #</th>
<th>Vendor</th>
<th>Total</th>
<th>Date Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSPO10-0000316</td>
<td>Construction Tool &amp; Supply</td>
<td>$400.00</td>
<td>08/17/2010</td>
<td>3PI - In Progress</td>
</tr>
<tr>
<td>ADSPO10-0000317</td>
<td>TRIGGI EDIGGER ENTERPRISES, LLC</td>
<td>$100.00</td>
<td>08/17/2010</td>
<td>3PI - In Progress</td>
</tr>
</tbody>
</table>

OK
Creation & Setup –
Cloning Requisitions & POs

Create a New Purchase Order

Please select the method to create a new purchase order:
- Create a purchase order from scratch.
- Clone a purchase order from another purchase order.
- Create a purchase order from requisitions.

PO Type of the New Purchase Order: **Blanket**, **Contract**, **G2P Blanket**, **Open Market**

Approval Path:

There are no approval paths found for this Purchase Order.

Options:
- Cancel PO
- Clone PO
- Print
- Print Vendor Copy
## Search Existing Purchase Order to Clone to New Blanket Purchase Order

<table>
<thead>
<tr>
<th>Search Using:</th>
<th>ALL of the criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO #</strong></td>
<td>Release Number</td>
</tr>
<tr>
<td><strong>PO Description</strong></td>
<td>Alternate ID</td>
</tr>
<tr>
<td><strong>PO Type</strong></td>
<td>Buyer</td>
</tr>
<tr>
<td><strong>Header Major Status</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Header Minor Status</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Type Code</strong></td>
<td><strong>PO Date (MM/DD/YYYY)</strong></td>
</tr>
<tr>
<td><strong>Catalog</strong></td>
<td><strong>Update Date (MM/DD/YYYY)</strong></td>
</tr>
<tr>
<td><strong>Required Date (MM/DD/YYYY)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Vendor ID</strong></td>
<td><strong>Vendor Name:</strong></td>
</tr>
<tr>
<td><strong>Fiscal Year</strong></td>
<td><strong>Item Description</strong></td>
</tr>
<tr>
<td><strong>NIGP Class</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NIGP Item</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Commodity Code</strong></td>
<td><strong>Stock Item Number</strong></td>
</tr>
</tbody>
</table>

**Master Blanket/Contract only**

[Find & Clear buttons]
Creation & Setup – Cloning Requisitions & POs (cont.)

**Blanket Results**

<table>
<thead>
<tr>
<th>Select</th>
<th>Purchase Order #</th>
<th>Purchase Order Date</th>
<th>Description</th>
<th>DeptLoc</th>
<th>Purchaser</th>
<th>Vendor Name</th>
<th>Total</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS070083-1-A2</td>
<td>05/23/2007</td>
<td>High Speed Copier</td>
<td>STA/STA</td>
<td>Alicia Bewsey</td>
<td>Xerox Corporation</td>
<td>$0.00</td>
<td>3PS-Sent</td>
</tr>
<tr>
<td></td>
<td>PS080015-1-A1</td>
<td>10/19/2007</td>
<td>HAVA Project Manager Consulting</td>
<td>STA/STA</td>
<td>Alicia Bewsey</td>
<td>Stender Consulting</td>
<td>$0.00</td>
<td>3PS-Sent</td>
</tr>
</tbody>
</table>

**Master Blanket Purchase Order ADSPO10-000198**

- **PO Number:** ADSPO10-000198
- **Short Description:** Digital Microwave Radio Equipment
- **Purchaser:** Harris, Chris
- **Fiscal Year:** 2010
- **Department:** DMM - Department of Mines and Minerals
- **Location:** DMM - Museum

**Master Blanket Purchase Order ADSPO10-000197 - Search Items**

**Search Using:** ALL of the criteria

- **PO #**
- **Header Description**
- **Release Number**
- **PO Date (MM/DD/YYYY)**
- **Buyer**
- **Vendor ID**
- **Update Date (MM/DD/YYYY)**
- **Vendor Name**
- **Catalog**
- **PO Type**
- **Required Date (MM/DD/YYYY)**
- **Major Header Status**
- **Minor Header Status**

**Search Fields:**

- **Type Code:** Multi-Agency, Single-Agency

Periscope Holdings, Inc.
Creation & Setup – Create New

Create a New Purchase Order

Please select the method to create a new purchase order:

- Create a purchase order from scratch.
- Clone a purchase order from another purchase order.
- Create a purchase order from requisitions.

PO Type of the New Purchase Order:

Select PO Type:
- Blanket
- Contract
- C2B Blanket
- Open Market

Release: 0
Status: 3PI - In Progress
Receipt Method: Quantity

PO Type: Blanket
Organization: State Procurement Office

Print Format:
- Purchase Order, Internal Copy
**Creation & Setup – Award Bid**

### Bid Tabulation Information

**Bid Tabulation for Bid #ADSPO10-00000113**

- **Total Item Count:** 3
- **Total Awarded Quote Count:** 1
- **Bid Status:** 2BA - Bid Approved (Ready for Vendor Awarding)

<table>
<thead>
<tr>
<th>Cancelled</th>
<th>Item Info/Quote Info</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
<td>AutogSD Architecture 2011 Subscription Renewal GSD</td>
<td><strong>1.0</strong></td>
<td><strong>$150.00</strong></td>
</tr>
<tr>
<td></td>
<td>Item #1: Print Sequence: 1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Status: 2BA - Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AutoGSD Architecture 2012 Subscription Renewal GSD</td>
<td><strong>1.0</strong></td>
<td><strong>$175.00</strong></td>
</tr>
<tr>
<td></td>
<td>Item #3: Print Sequence: 3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Status: 2BA - Cancelled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**

- **Vendor Gross Total:** $325.00
- **Vendor Discount:** $0.00
- **Vendor Net Total:** $325.00
- **Preference Discount:** $0.00
- **Evaluation Total:** $0.00
- **Vendor Freight:** $0.00
- **Awarded:** $150.00

**Eval Codes:**

**Pref Codes:**

---

Evaluation Code Descriptions:

**Low Item Price**
Bid ADSPO10-00000113 - Purchase Order Creation Preview

1 purchase order will be created for the following quote:

<table>
<thead>
<tr>
<th>Quote #</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Total Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000187</td>
<td>000004191</td>
<td>The Wilkins Group LLC</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Purchase order creation options:
- Include Narrative Items
- Include Bid Attachments
- Include Bid Tab Attachments
- Include Bid Notes
- Include Quote Subcontractors

Click 'Continue' button to create PO or click 'Cancel & Exit' button to cancel the PO creation and return to the bid tabulation summary page.

Open Market Bid ADSPO10-00000113 - Purchase Order(s) Created

The following Purchase Order(s) were created:

<table>
<thead>
<tr>
<th>PO #</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Total</th>
<th>Date Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSPO10-000199</td>
<td>000004191</td>
<td>The Wilkins Group LLC</td>
<td>$150.00</td>
<td>05/10/2010</td>
<td>3PI - In Progress</td>
</tr>
</tbody>
</table>

Periscope Holdings, Inc.
Creation & Setup – Setup Overview

Open Market Purchase Order ADSPO10-000310

- PO Number: ADSPO10-000310
- Short Description*: Testing Kit
- Purchaser: Harris, Chris
- Fiscal Year: 2010
- Department*: CEA - Chiropractic Examiners Board
- Location*: CEA - Chiropractic Examiners Board
- PO Type: Open Market
- Status: 3PI - In Progress
- Receipt Method: Quantity
- Organization: State Procurement Office
- Entered Date: 08/12/2010 06:05:14 PM
- Required Date (MM/DD/YYYY):
- Control Code:

Print Format: *
Alternate ID:
Promised Date (MM/DD/YYYY):
Days ARO: 0
Creation & Setup – General Tab

Periscope Holdings, Inc.
## Creation & Setup –
### General Tab Standard Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Short description of the PO. 100 character limit.</td>
</tr>
<tr>
<td>Purchaser</td>
<td>The Basic Purchasing user that owns the document.</td>
</tr>
<tr>
<td>Receipt Method</td>
<td>The Quantity Receipt Method means that users will only be able to receive ordered items by the quantity that was delivered. This is the preferred method for commodities. The Dollar Receipt Method means that users will only be able to receive ordered items by an invoiced dollar amount. This is the preferred method for services. Note that the receipt method can also be set by individual Item on the order.</td>
</tr>
<tr>
<td>PO Type</td>
<td>The type of Purchase Order that is being created.</td>
</tr>
<tr>
<td>Department / Location</td>
<td>The business units that are placing the order. Generally, these are the units that originally requested the Items. They will automatically transfer from cloned and converted documents, as well as awarded Bids.</td>
</tr>
<tr>
<td>P-card Enabled</td>
<td>Selecting this check box signals your intent to utilize a P-card to pay for this order.</td>
</tr>
<tr>
<td>Type Code</td>
<td>Not currently used for one-time purchases.</td>
</tr>
<tr>
<td>Print Format</td>
<td>The format of the PO that will print when selecting the Print button on the Summary tab. This can be changed while the PO is in any status.</td>
</tr>
<tr>
<td>Alternate ID</td>
<td>Any information input into this field will be overwritten with data from AFIS.</td>
</tr>
<tr>
<td>Required Date</td>
<td>The date by which you require delivery of all of the goods/services being ordered. Note that providing a required date may increase freight costs if special delivery is required.</td>
</tr>
<tr>
<td>Control Code</td>
<td>The Control Code field enables agencies to identify the purchase order by an alternate number. Control Code is NOT a search field available when using the Advanced Search feature.</td>
</tr>
<tr>
<td>Retainage %</td>
<td>Optional fields for recording various purchase order terms.</td>
</tr>
<tr>
<td>Contact Instructions</td>
<td>Contact instructions for vendors and customers regarding the purchase order.</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>If selected, the tax rate will automatically be applied to all Items on the contract when ordered.</td>
</tr>
</tbody>
</table>
Creation & Setup – General Tab Fields (cont.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>USAS Document Type</td>
<td>USAS Document Type</td>
</tr>
<tr>
<td>User Ref / Ref 4</td>
<td>User Ref</td>
</tr>
<tr>
<td>RPA Receive Date</td>
<td>RPA Receive Date</td>
</tr>
<tr>
<td>PCC Code</td>
<td>PCC Code</td>
</tr>
<tr>
<td>LDT Codes 1-6</td>
<td>LDT Codes 1-6</td>
</tr>
<tr>
<td>Receipt Method</td>
<td>Quantity / Dollars</td>
</tr>
<tr>
<td>PO Type</td>
<td>PO Type Specified</td>
</tr>
<tr>
<td>Print Format*</td>
<td>The format of the PO that will print when selecting the Print button on the Summary tab. This can be changed while the PO is in any status.</td>
</tr>
<tr>
<td>Alternate ID</td>
<td>DO NOT USE. Any information input into this field will be overwritten with data from FAMIS.</td>
</tr>
<tr>
<td>Promised Date</td>
<td>The date the vendor has promised to deliver all of the goods/services being ordered. If PO Items have been solicited, this date will carry over from the awarded vendor’s Quote to their resulting PO.</td>
</tr>
<tr>
<td>Days ARO / Retainage % / Discount %</td>
<td>Optional fields for recording various purchase order terms.</td>
</tr>
</tbody>
</table>
Creation & Setup – Tabs to Skip

### General Information
- **PO Number:** 000641
- **Description:** Nobles, Audrey
- **Fiscal Year:** 2014
- **Department:** DEPT1 - Dept 1
- **Location:** LOC1 - Location 1
- **Entered Date:** 06/24/2013 09:51:54 AM
- **Print Format:** PO Print Form
- **Actual Cost:** $550.00

### Release Details
- **Status:** In Progress
- **Receipt Method:** Dollars
- **PO Type:** Open Market
- **Organization:** Organization 1

### Other Information
- **User Ref:**
- **RFL Released Date:** 06/24/2013 09:51:54 AM
- **User Last Updated:** Audrey Nobles
Items
Items – Items Tab w/ No Items

There are no items. Please click 'Add Item' or 'Search Items' below to add an item.
Items – Open Market PO Item Search
## Results - Blanket Items

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Item Description</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Class Class Item</th>
<th>Commodity Code</th>
<th>PO # / Line #</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>GLUESTICK, REMVBLE, 29OZ : A100151</td>
<td>$0.81</td>
<td>PKG - Package</td>
<td>615 - OFFICE SUPPLIES, GENERAL 60 - Office Supplies, General (Not Otherwise Classified)</td>
<td>AD040506-A1-1-A11/1</td>
<td>3PS - Sent</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GLUE STIC 26 OZ, 3 PK : A100164</td>
<td>$1.37</td>
<td>PKG - Package</td>
<td>615 - OFFICE SUPPLIES, GENERAL 60 - Office Supplies, General (Not Otherwise Classified)</td>
<td>AD040506-A1-1-A11/2</td>
<td>3PS - Sent</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GLUE STIC 3 PK DISAPP : A100214</td>
<td>$1.37</td>
<td>PKG - Package</td>
<td>615 - OFFICE SUPPLIES, GENERAL 60 - Office Supplies, General (Not Otherwise Classified)</td>
<td>AD040506-A1-1-A11/3</td>
<td>3PS - Sent</td>
<td></td>
</tr>
</tbody>
</table>
### Results - Blanket Items

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Item Description</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Class</th>
<th>Commodity Code</th>
<th>PO # / Line</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>GLUESTICK REMOVABLE, 26GZ : A100151</td>
<td>$0.81</td>
<td>PKG - Package</td>
<td>615 - OFFICE SUPPLIES, GENERAL 66 - Office Supplies, General (Not Otherwise Classified)</td>
<td>AD040506-A1.1-A11 / 1</td>
<td>3PS - Sent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>GLUE STIC 26 OZ 3 PK : A100164</td>
<td>$1.37</td>
<td>PKG - Package</td>
<td>615 - OFFICE SUPPLIES, GENERAL 66 - Office Supplies, General (Not Otherwise Classified)</td>
<td>AD040506-A1.1-A11 / 2</td>
<td>3PS - Sent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>GLUE STIC 3PK DISAPP : A100214</td>
<td>$1.37</td>
<td>PKG - Package</td>
<td>615 - OFFICE SUPPLIES, GENERAL 66 - Office Supplies, General (Not Otherwise Classified)</td>
<td>AD040506-A1.1-A11 / 3</td>
<td>3PS - Sent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>GLUE STICKS 24 PK : A10M00097</td>
<td>$7.70</td>
<td>PKG - Package</td>
<td>615 - OFFICE SUPPLIES, GENERAL 66 - Office Supplies, General (Not Otherwise Classified)</td>
<td>AD040506-A1.1-A11 / 4</td>
<td>3PS - Sent</td>
<td></td>
</tr>
</tbody>
</table>
# Items – Open Market PO Item Search (cont.)

## Results - Open Market

<table>
<thead>
<tr>
<th>PO #</th>
<th>PO Date</th>
<th>Description</th>
<th>Dept/Loc</th>
<th>Purchaser</th>
<th>Vendor Name</th>
<th>Total</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSPO10-00000089</td>
<td>11/19/2009</td>
<td>Requisition for School Buses and Financial Assistance</td>
<td>ADOA/GSDG</td>
<td>Valerie Bailey</td>
<td>Arizona Bus Sales</td>
<td>$39,950.00</td>
<td>3PI - In Progress</td>
</tr>
<tr>
<td>ADSPO10-00000090</td>
<td>11/19/2009</td>
<td>Requisition for School Buses and Financial Assistance</td>
<td>ADOA/GSDG</td>
<td>Valerie Bailey</td>
<td>Thermo King West</td>
<td>$1,250.00</td>
<td>3PI - In Progress</td>
</tr>
</tbody>
</table>

[Exit Button]
Items – Open Market PO Item Search (cont.)

Results

No records found.

Open Market Purchase Order ADSPO10-000310

Status: 3PI - In Progress

General | Items | Vendor | Address | Accounting | Routing | Attachments | Notes(1) | Change Orders | Reminders | Summary

| General |

General Item Information Validation Errors

- This document has no normal/orderable items.

There are no items. Please click 'Add Item' or 'Search Items' below to add an item.

Search Inventory Items | Search Items | Add Item | Exit
Items – Adding New Open Market Items

![Image of the Open Market Purchase Order ADSPO10-000310 form]

**Open Market Purchase Order ADSPO10-000310**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Print Sequence</th>
<th>Item Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.0</td>
<td>Normal</td>
</tr>
</tbody>
</table>

**General Information**

- **Item Status:** 3PL - In Progress
- **Description:**

**Receipt Method**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Net Unit Cost</th>
<th>UOM</th>
<th>Discount %</th>
<th>Total Discount Amt.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0</td>
<td>0.00</td>
<td>$0.00</td>
<td>EA</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**NGP Class**

- Tax Rate:
- Tax Amount: $0.00
- Freight: $0.00
- Extended Amount: $0.00

**Commodity Code:**

- Manufacturer:
- Brand:
- Model:
- Make:
- Packaging:

---

Periscope Holdings, Inc. 33
# Items – Adding New Open Market Items: Standard Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Sequence*</td>
<td>The order the items will appear to vendors. The default sequence is the order that the items are added to the document.</td>
</tr>
<tr>
<td>Item Type*</td>
<td>Can be either “Normal” or “Narrative.” Normal items can be ordered while Narrative items cannot. Narrative items only permit you to enter a <strong>Description</strong> and a <strong>Print Sequence</strong>.</td>
</tr>
<tr>
<td>Description*</td>
<td>The definition of the good or service being ordered. For Narrative items, the Description can be instructions or other information.</td>
</tr>
<tr>
<td>Receipt Method</td>
<td>The <strong>Quantity</strong> Receipt Method means that users will only be able to receive this Item by the quantity that was delivered. This is the preferred method for commodities. The <strong>Dollar</strong> Receipt Method means that users will only be able to receive this Item by an invoiced dollar amount. This is the preferred method for services. Note that the Receipt Method can also be set for all Items on the General Tab.</td>
</tr>
<tr>
<td>Quantity*</td>
<td>The total number of the item being ordered.</td>
</tr>
<tr>
<td>Unit Cost*</td>
<td>The cost of one unit of the item.</td>
</tr>
<tr>
<td>UOM*</td>
<td>The unit of measure for the item.</td>
</tr>
<tr>
<td>Discount %</td>
<td>The standard discount percentage for each unit of the item. Negative numbers entered here signify a markup. You cannot enter both a <strong>Discount %</strong> and <strong>Total Discount Amount</strong>.</td>
</tr>
<tr>
<td>Total Discount Amount</td>
<td>The dollar discount for each unit of the item. Negative numbers entered here signify a markup. You cannot enter both a <strong>Discount %</strong> and <strong>Total Discount Amount</strong>.</td>
</tr>
<tr>
<td>NIGP Class*</td>
<td>The 3-digit NIGP Class code for the item. You can either type in the code, select a code from the dropdown, or use the eyeglass icon to conduct a keyword search for the appropriate code.</td>
</tr>
<tr>
<td>NIGP Class-Item*</td>
<td>The 2-digit NIGP Class-item code for the item.</td>
</tr>
<tr>
<td>Commodity Code</td>
<td>The 11-digit NIGP Detail code for the item. Use the <strong>Lookup Commodity Code</strong> button to search for the appropriate code. This is an optional field. Most agencies will not use this field.</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>The tax rate that should be applied to this item. This is an optional field.</td>
</tr>
<tr>
<td>Freight</td>
<td>The estimated freight charges associated with ordering the desired quantity of the item.</td>
</tr>
<tr>
<td>Manufacturer /</td>
<td>The specific product details. These fields are optional.</td>
</tr>
<tr>
<td>Brand / Model /</td>
<td></td>
</tr>
<tr>
<td>Make / Pckg</td>
<td></td>
</tr>
</tbody>
</table>
Items – Adding New Open Market Items: Commodity Codes

Commodity and Service Codes

Search

NIGP Class: [Dropdown]
NIGP Class Item: [Dropdown]
NIGP Keyword: [Field] ball bearing
Search using: [Dropdown] ALL of the criteria

NIGP Code Browse

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>105-12</td>
<td>Ball Bearings and Parts</td>
</tr>
<tr>
<td>615.67</td>
<td>Paper Clips, Ball Bearing</td>
</tr>
</tbody>
</table>

Save & Exit  Cancel & Exit
Items – Adding New Open Market Items: Custom Fields

![Open Market Purchase Order ADSPO10-000310](Image)

**Open Market Purchase Order ADSPO10-000310**

<table>
<thead>
<tr>
<th>Receipt Method</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Net Unit Price</th>
<th>UOM</th>
<th>Discount %</th>
<th>Total Discount Amt.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Item Details**

- **Item #:**
- **Print Sequence:** 2.0
- **Item Status:** 3PL - In Progress
- **Description:**
- **Item Type:** Normal

**NGP Class:**
- **NGP Class Item:**
- **Commodity Code:**

**Manufacturer:**
- **Brand:**
- **Model:**

**Make:**
- **Packaging:**

**Buttons:**
- **Save & Add New**
- **Save & Exit**
- **Save & Continue**
Items – Items Tab w/ Items

Open Market Purchase Order ADSPO10-000166

Sort Items
Delete Items

Edit Items
Change Print Sequence
Change Quantity

View corresponding documents

This order is given for immediate acceptance by the seller. Unless notified to the contrary within 10 calendar days, the...
## Items – Detail Screen: Open Market PO Items

### Open Market Purchase Order ADSPO10-000166

- **Status:** 38% - In Progress

#### General Tab
- **Item #:** 1
- **Item Status:** 3P - In Progress
- **Bid #:** ADSPO10-0000010 / 1
- **Description:** Full Service Generator Maintenance Agreement Per the Scope of Work

#### Receipt Method

<table>
<thead>
<tr>
<th>Receipt Method</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Net Unit Cost</th>
<th>UOM</th>
<th>Discount %</th>
<th>Total Discount Amt.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>1.0</td>
<td>10.00</td>
<td>10.00</td>
<td>MO</td>
<td>0.0</td>
<td>0.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>

- **NGC Class:** 936 - EQUIPMENT MAINTENANCE AND REPAIR
- **NGC Class Item:** 39 - Generators, Portable and Static
- **Commodity Code:**

- **Manufacturer:**
- **Brand:**
- **Model:**

#### Additional Fields
- **Tax Rate:**
- **Tax Amount:** $0.00
- **Freight:** $0.00
- **Extended Amount:** $10.00

---

Periscope Holdings, Inc.
## Items – Detail Screen: Release PO Items

**Release Purchase Order ADSPO10-000205-2**

**Status:** 3PI - In Progress

### General Tab
- **Item #:** 2
- **Print Sequence:** 2.0
- **Item Type:** Normal
- **Minimum Order Quantity:** 0.0
- **Description:** Solar installation services

### Receipt Method

<table>
<thead>
<tr>
<th>Receipt Method</th>
<th>Quantity</th>
<th>Catalog Price/Unit Cost</th>
<th>Net Unit Cost</th>
<th>UOM</th>
<th>Discount %</th>
<th>Total Discount Amt.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dollars</td>
<td>1.0</td>
<td>0.00</td>
<td>$0.00</td>
<td>HR</td>
<td>0.0</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Price Reference

- **NGP Class:** 290 - ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
- **NGP Class Item:** 90 - SOLAR WATER HEATING SYSTEMS AND ACCESSORIES
- **Commodity Code:**

### Tax Details
- **Tax Rate:** PX - 8.300% - PHOENIX
- **Extended Amount:** $0.00

### Manufacturer

- **Model:**
- **Brand:**
- **Make:**
- **Packaging:**

### Buttons
- **Save & Exit**
- **Save & Continue**
- **Reset**
- **Cancel & Exit**
## Items – Release PO Item Search

### Search Items - Purchase Order ADSPO10-000205: Release 2

<table>
<thead>
<tr>
<th>Search Using:</th>
<th>ALL of the criteria ▼</th>
</tr>
</thead>
</table>

### Search Fields:
- **Item #**
- **Item Type** ▼
- **Item Description**
- **NIIGP Class** ▼
- **NIIGP Class Item** ▼
- **Commodity Code**

Enter a quantity for cost items or select the checkbox for narrative items. If unit cost is $0.00, then catalog price and reference number are required.

<table>
<thead>
<tr>
<th>Quantity / Select</th>
<th>Minimum Order Quantity</th>
<th>Item Description</th>
<th>Unit Cost</th>
<th>UOM</th>
<th>Class Class Item</th>
<th>Commodity Code</th>
<th>Discount %</th>
<th>Catalog Price</th>
<th>Catalog Reference #</th>
<th>Master Blanket # / Line #</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0</td>
<td>0.0</td>
<td>Solar energy systems purchases to include design, installation, and maintenance services for energy generating facilities...</td>
<td>$168000.00</td>
<td>EA - Each</td>
<td>290 - ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND</td>
<td></td>
<td>0.0%</td>
<td>ADSPO10-000205</td>
<td>ADSPO10-000205 / 2</td>
<td></td>
</tr>
<tr>
<td>0.0</td>
<td>0.0</td>
<td>FOR BLANKET USE ONLY - Solar installation services chargeable at $75/hr</td>
<td>$0.00</td>
<td>HR - Hour</td>
<td>290 - ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND</td>
<td></td>
<td>0.0%</td>
<td>0.0</td>
<td>ADSPO10-000205 / 3</td>
<td></td>
</tr>
</tbody>
</table>
**Items – Release PO Items w/o Unit Pricing**

### Release Purchase Order ADSPO10-000205:2

Status: 3PI - In Progress

#### General Item Information Validation Errors

- Items with a Unit Cost of zero dollars, $0.00, must have their Receipt Method set to Quantity. Items with the following numbers must be updated: [2].

**Sort by Column:** Print Sequence ▼ □ Sort Descending □

<table>
<thead>
<tr>
<th>Item #</th>
<th>Links</th>
<th>Print Sequence</th>
<th>Receipt Method</th>
<th>Quantity</th>
<th>Minimum Order Quantity</th>
<th>Catalog Price/Unit Cost</th>
<th>Net Unit Cost</th>
<th>UOM</th>
<th>Discount %</th>
<th>Total Discount Amt.</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Freight</th>
<th>Total Cost</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master Blanket # / Line #: ADSPO10-000205:2 Rq # / Item #: ADSPO10-000000653 / 1</td>
<td>Detail</td>
<td>1.0</td>
<td>1.0</td>
<td>8.0</td>
<td>$168,000.00</td>
<td>$158,000.00</td>
<td>EA - Each</td>
<td>0.00</td>
<td>$6.00</td>
<td>PK - 0.30%</td>
<td>$13944.00</td>
<td>$0.00</td>
<td>$151944.00</td>
<td>□</td>
</tr>
<tr>
<td>2</td>
<td>Master Blanket # / Line #: ADSPO10-000205:3</td>
<td>Detail</td>
<td>2.0</td>
<td>10.0</td>
<td>0.0</td>
<td>Enter Info</td>
<td>$0.00</td>
<td>HR - Hour</td>
<td>0.00</td>
<td>$6.00</td>
<td>PK - 0.30%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Please save your changes before sorting. Otherwise, your changes will be lost.

---

**Periscope Holdings, Inc.**

41
# Items – Release PO Items w/o Unit Pricing

## Release Purchase Order ADSPO10-000205:2

<table>
<thead>
<tr>
<th>Item #</th>
<th>Print Sequence *</th>
<th>Item Type</th>
<th>Item Status</th>
<th>Minimum Order Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>3PI - In Progress</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Description:**
FOR BLANKET USE ONLY - Solar installation services chargeable at $75/hr

## Receipt Method

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Printing Cheryl Unit Cost</th>
<th>Net Unit Cost</th>
<th>UCMR</th>
<th>Discount %</th>
<th>Total Discount Amt.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>0.00</td>
<td>$0.00</td>
<td>HR</td>
<td>0.0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Price Reference #**

- **NGP Class:** 290 - ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
- **NGP Class Item:** 990 - Solar Water Heating Systems and Accessories
- **Commodity Code:**

**Tax Rate:** PX - 8.300% - PHOENIX
**Tax Amount:** $0.00
**Freight:** $0.00
**Extended Amount:** $0.00

## Manufacturer/Brand/Model

**Make:**
**Packaging:**

---

**Save & Exit**  **Save & Continue**  **Reset**  **Cancel & Exit**
# Items – Release PO Items Tab

## Release Purchase Order ADSPO10-000205:2

<table>
<thead>
<tr>
<th>Item #</th>
<th>Links</th>
<th>Print Sequence</th>
<th>Print Sequence</th>
<th>Item Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>2.0</td>
<td></td>
<td>(250 - 80) Solar installation services chargeable at $75/hr</td>
<td>$10830.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HR-Hour</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$500.00%</td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$850.00</td>
<td>$850.00</td>
</tr>
</tbody>
</table>

Please save your changes before sorting. Otherwise, your changes will be lost.

Save & Continue   Search Inventory Items   Search Items   Cancel & Exit
### Items – Item-Level Tabs

#### Open Market Requisition ADSPO10-00000132

**Status:** 1IR - In Progress

<table>
<thead>
<tr>
<th>Item #</th>
<th>Print Sequence</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Net Unit Cost</th>
<th>UOM</th>
<th>Total Discount Amt.</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Freight</th>
<th>Total Cost</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.0</td>
<td>Replace casters for office chairs</td>
<td>50.0</td>
<td>$8.38</td>
<td>$8.38</td>
<td>EA - Each</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$419.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total** $419.00

*Pcard is enabled. If you would like to turn off pcard please go to 'General' page to uncheck the 'Pcard Enabled' checkbox. Please save your changes before sorting. Otherwise, your changes will be lost.*
Vendors
### Vendors – Vendors Tab

**Vendor ID:** 9000003849  
**Vendor Name:** Periscope Holdings, Inc.

**Vendor Address:**
- **General Mailing Address:** Brian Utley 211 East 7th Street Suite 1100  
  Austin, TX 78701  
  US  
  Email: charris@periscopeholdings.com  
  Phone: (512)472-5062

**Payment Terms:** Net 30  
**Shipping Method:** United Parcel Service

**Freight Terms:** Freight Prepaid  
**Shipping Terms:** Cost and Freight

---

**Periscope Holdings, Inc.**
Vendors –
Open Market PO Vendor Search

[Image of a screenshot showing a vendor search interface with highlighted buttons: Save & Continue, Apply Vendor Terms to PO, Lookup & Change Vendor.]
<table>
<thead>
<tr>
<th>Select</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Alternate ID</th>
<th>Last PO Date</th>
<th>Last Bid Date</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Contact Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9000020730</td>
<td>APS Energy Services Company, Inc.</td>
<td></td>
<td></td>
<td></td>
<td>60 E. Rio Salado Parkway Suite 1001</td>
<td>Tempe</td>
<td>AZ</td>
<td>Bob Geoffen</td>
<td>(602) 744-5022</td>
</tr>
<tr>
<td></td>
<td>000001231</td>
<td>Abacus Project Management, Inc.</td>
<td></td>
<td></td>
<td></td>
<td>3030 N. Central Ave., Ste. 1207</td>
<td>Phoenix</td>
<td>AZ</td>
<td>Ruth Knapp</td>
<td>(602) 265-6670</td>
</tr>
<tr>
<td></td>
<td>000002372</td>
<td>Adam Bronnenkant, P.E.</td>
<td></td>
<td></td>
<td></td>
<td>23650 N. 84th Place</td>
<td>Scottsdale</td>
<td>AZ</td>
<td>Adam Bronnenkant</td>
<td>(602) 994-5740</td>
</tr>
<tr>
<td></td>
<td>000003662</td>
<td>Alpine Power Systems</td>
<td></td>
<td></td>
<td></td>
<td>4383 Park Rd</td>
<td>Benicia</td>
<td>CA</td>
<td>Amanda Salinas</td>
<td>(707) 525-8030</td>
</tr>
<tr>
<td></td>
<td>000001894</td>
<td>American Solar Electric, Inc.</td>
<td></td>
<td></td>
<td></td>
<td>1475 N. Scottsdale Rd. Suite 410</td>
<td>Scottsdale</td>
<td>AZ</td>
<td>Econ Scott</td>
<td>(480) 994-1440</td>
</tr>
<tr>
<td></td>
<td>000003287</td>
<td>Apex Engineering &amp; Automation, LLC</td>
<td></td>
<td></td>
<td></td>
<td>3016 N Dobson Rd Suite 5</td>
<td>Chandler</td>
<td>AZ</td>
<td>David Parker</td>
<td>(480) 459-5230</td>
</tr>
</tbody>
</table>
Vendors – Release PO Vendor Search

Release Purchase Order ADSPO10-000205:2 - Vendor Distributor List

Master Blanket/Contract #ADSPO10-000205: Solar Energy Systems

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Alternate ID</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Contact Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>000001894</td>
<td>American Solar Electric, Inc.</td>
<td></td>
<td>1475 N. Scottsdale Rd. Suite 410</td>
<td>Scottsdale</td>
<td>AZ</td>
<td>Sean Seitz</td>
<td>(480)994-1440</td>
</tr>
<tr>
<td></td>
<td>000003651</td>
<td>EnergyPro, Inc.</td>
<td></td>
<td>2262 S. Wesley 2262 S Wesley</td>
<td>Mesa</td>
<td>AZ</td>
<td>Nicholas Koontz</td>
<td>(400)34-7336</td>
</tr>
<tr>
<td></td>
<td>000004198</td>
<td>Arizona Solar Concepts</td>
<td></td>
<td>1415 E University Dr.</td>
<td>Tempe</td>
<td>AZ</td>
<td>Clint Taylor</td>
<td>(480)446-3600</td>
</tr>
</tbody>
</table>
### Open Market Purchase Order ADSPO10-000310

**Status:** In Progress

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Alternative ID</th>
<th>Vendor Name</th>
<th>Preferred Delivery Method</th>
<th>Vendor Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>90000003849</td>
<td></td>
<td>Periscope Holdings, Inc.</td>
<td>Email</td>
<td>General Mailing Address - Brian Utley 211 East 7th Street Suite 11...</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Terms:** Net 30  
**Shipping Method:** United Parcel Service  
**Freight Terms:** Freight Prepaid  
**Shipping Terms:** Cost and Freight

- **Save & Continue**  
- **Apply Vendor Terms to PO**  
- **Lockup & Change Vendor**

Periscope Holdings, Inc.
Vendors – Vendor Addresses

### Vendor Details

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Alternative ID</th>
<th>Vendor Name</th>
<th>Preferred Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000003849</td>
<td></td>
<td>Periscope Holdings, Inc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Address</th>
<th>Remit-to Address</th>
<th>Payment Terms</th>
<th>Freight Terms</th>
<th>Shipping Method</th>
<th>Shipping Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Mailing Address - Brian Utley 211 East 7th Street Suite 11...</td>
<td>Brian Utley 211 East 7th Street Suite 1100 Austin, TX 78701 US Email: <a href="mailto:charris@periscopeholdings.com">charris@periscopeholdings.com</a> Phone: (512)472-5062</td>
<td>Net 30</td>
<td>Freight Prepaid</td>
<td>United Parcel Service</td>
<td>Cost and Freight</td>
</tr>
<tr>
<td>Po Mailing Address</td>
<td>General Mailing Address - Brian Utley 211 East 7th Street Suite 11...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brian Utley 211 East 7th Street Suite 1100 Austin, TX 78701 US Email: <a href="mailto:charris@periscopeholdings.com">charris@periscopeholdings.com</a> Phone: (512)472-5062</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Periscope Holdings, Inc.**
### Vendors – Vendor Subcontractors

#### Open Market Purchase Order ADSPO10-000310

**Status:** 3PI - In Progress

<table>
<thead>
<tr>
<th>General</th>
<th>Items</th>
<th>Vendor</th>
<th>Address</th>
<th>Accounting</th>
<th>Routing</th>
<th>Attachments</th>
<th>Notes(1)</th>
<th>Change Orders</th>
<th>Reminders</th>
<th>Summary</th>
</tr>
</thead>
</table>

**Options for subcontractor processing:**
- Enable prime vendor payment entry:  
  - [ ]

- Enable subcontractor payment acknowledgement:  
  - [ ]

#### Vendor Subcontractor List

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Alternative ID</th>
<th>Vendor Name</th>
<th>Effective Date (MM/DD/YYYY)</th>
<th>Expiration Date (MM/DD/YYYY)</th>
<th>Estimated Dollar</th>
<th>Estimated Percent</th>
<th>Deactive (Date Deactivated)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/17/2010</td>
<td></td>
<td>0.00</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Include Primary Vendor in the Vendor Distributor List

#### Vendor Subcontractor Payments

There are no payments.

**Please save your changes before looking up and adding vendor subcontractors. Otherwise, your changes will be lost.**

**Buttons:**
- Save & Continue
- Reset
- Lookup & Add Vendor Subcontractors
## Vendors – Vendor Subcontractors (cont.)

### Lookup & Add Vendors - Purchase Order ADSPO10-000312

<table>
<thead>
<tr>
<th>Select</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Alternate ID</th>
<th>Last PO Date</th>
<th>Last Bid Date</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Contact Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09000353212</td>
<td>AAAEK</td>
<td></td>
<td></td>
<td></td>
<td>1845 NW Grand Ave</td>
<td>Phoenix</td>
<td>AZ</td>
<td>Gary Stinson</td>
<td>(602) 254-1116</td>
</tr>
<tr>
<td></td>
<td>0900022355</td>
<td>Arizona Des Sales</td>
<td></td>
<td></td>
<td></td>
<td>P.O. Box 68038</td>
<td>Phoenix</td>
<td>AZ</td>
<td>Dale Courrier</td>
<td>(602) 437-2255</td>
</tr>
<tr>
<td></td>
<td>0900014436</td>
<td>Auto Safety House</td>
<td></td>
<td></td>
<td></td>
<td>2630 W Buckeye Road</td>
<td>Phoenix</td>
<td>AZ</td>
<td>Cora Crittle</td>
<td>(602) 365-5461</td>
</tr>
<tr>
<td></td>
<td>090001370</td>
<td>Azure Dynamics</td>
<td></td>
<td></td>
<td></td>
<td>9 Forbes Rd</td>
<td>Woburn</td>
<td>MA</td>
<td>Beth Silverman</td>
<td>(781) 932-9009</td>
</tr>
<tr>
<td></td>
<td>0900036393</td>
<td>Brakes &amp; Lube on the Go</td>
<td></td>
<td></td>
<td></td>
<td>5740 North 62nd Drive</td>
<td>Glendale</td>
<td>AZ</td>
<td>Laquan Givers</td>
<td>(602) 366-0366</td>
</tr>
<tr>
<td></td>
<td>0900005069</td>
<td>Courtesy Chevrolet</td>
<td></td>
<td></td>
<td></td>
<td>1203 E Camelback Rd.</td>
<td>Phoenix</td>
<td>AZ</td>
<td>Phil Graziano</td>
<td>(602) 278-3353</td>
</tr>
</tbody>
</table>

### Find Vendors for All Commodity Codes on the PO
### Vendors – Vendor Subcontractors (cont.)

#### Vendor Subcontractor List

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Alternative ID</th>
<th>Vendor Name</th>
<th>Effective Date (MM/DD/YYYY)</th>
<th>Expiration Date (MM/DD/YYYY)</th>
<th>Estimated Dollar</th>
<th>Estimated Percent</th>
<th>Deactivate (Date Deactivated)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>900002255</td>
<td></td>
<td>Arizona Bus Sales</td>
<td>08/17/2010</td>
<td></td>
<td>0.00</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Include Primary Vendor in the Vendor Distributor List

#### Vendor Subcontractor Payments

There are no payments.

- Please save your changes before looking up and adding vendor subcontractors, sorting table. Otherwise, your changes will be lost.

- Save & Continue   Reset   Lookup & Add Vendor Subcontractors
Addresses
## Addresses – Overview

**Open Market Purchase Order ADSPO10-000312**

<table>
<thead>
<tr>
<th>Ship-to Address</th>
<th>Bill-to Address</th>
</tr>
</thead>
</table>
| SPO - State Procurement Office  
100 N 15th Ave.  
Suite 104  
Phoenix, AZ 85007  
US  
Email: test@goperiscope.com  
Phone: (602)542-5511 | GAO - General Accounting Office  
MSD Accounting  
100 N. 15th Avenue  
Suite 201  
Phoenix, AZ 85007  
US  
Email: test@goperiscope.com  
Phone: (602)542-5575 |
Addresses – Header-level Tab
Addresses – Items-level Tab

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Ship-to Address</th>
<th>Bill-to Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full Service Generator Maintenance Agreement Per the Scope of Work</td>
<td>SPO - State Procurement Office</td>
<td>ADOA - MSD Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State Procurement Office 100 N 15th Ave. Suite 104 Phoenix, AZ 85007 US Email: <a href="mailto:test@goperiscope.com">test@goperiscope.com</a> Phone: (602)542-3511</td>
<td>MSD Accounting 100 N. 15th Avenue Suite 201 Phoenix, AZ 85007 US Email: <a href="mailto:test@goperiscope.com">test@goperiscope.com</a> Phone: (602)542-9675</td>
</tr>
<tr>
<td>2</td>
<td>Service Generator - Hourly Rate. Overtime rates to include travel. <strong>Hourly rates for work outside the scope of W. View Detail</strong></td>
<td>SPO - State Procurement Office</td>
<td>ADOA - MSD Accounting</td>
</tr>
</tbody>
</table>

Ship-to Address: 

Bill-to Address: 

[Image of the Open Market Purchase Order ADSPO10-000167 with highlighted sections for the Items-level Tab and selected areas for the ship-to and bill-to addresses.]
Accounting
Accounting – Overview

Open Market Purchase Order 0000412

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>3PI - In Progress</td>
</tr>
<tr>
<td>Validation Errors</td>
<td>Accounting distribution is missing and required.</td>
</tr>
</tbody>
</table>

**Total Extended Amount**: 500.00
**Unapplied Distribution Amount**: 500.00

<table>
<thead>
<tr>
<th>Account Code</th>
<th>100.0</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>0.0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

(Total amount must equal the total of the individual account amounts.)

[Optional note: If using Save Based on Dollars, entered dollar amounts may be adjusted during Rebuild for All items to ensure proper item account transactions.]

Save Based on Dollars | Save Based on Percentages | Rebuild for All Items | Reset
Accounting – Header-level Tab

[Image of an Open Market Purchase order form with highlighted fields and values]

Total Extended Amount: $500.00
Unapplied Distribution Amount: $500.00

Accounting Distribution: 100.0% in Dollars: $0.00

Validation Error: Accounting distribution is missing and required.
Accounting – Header-level Tab (cont.)

### Open Market Requisition AGENCYR13000080

<table>
<thead>
<tr>
<th>General</th>
<th>Items</th>
<th>Vendors</th>
<th>Address</th>
<th>Accounting</th>
<th>Routing</th>
<th>Attachments</th>
<th>Notes</th>
<th>Reminders</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Extended Amount = 10.00
Unapplied Distribution Amount = 10.00

<table>
<thead>
<tr>
<th>Delete</th>
<th>Fiscal Year</th>
<th>FUND</th>
<th>FUNCTION</th>
<th>OBJECT</th>
<th>SCC</th>
<th>SUBJECT</th>
<th>OPU</th>
<th>IL</th>
<th>JOB</th>
<th>Percent</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.0</td>
<td>0.00</td>
</tr>
<tr>
<td>Account Code:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

If using Save Based on Dollars, entered dollar amount may be adjusted during Rebuild for All Items to ensure proper item account transactions.

- Save Based on Dollars
- Save Based on Percentages
- Rebuild for All Items
- Reset

Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.
<table>
<thead>
<tr>
<th>Campus</th>
<th>DEPT</th>
<th>BU-DEPT</th>
<th>ACCOUNT</th>
<th>SUPPORT ACCT</th>
<th>BUSINESS UNIT</th>
<th>CR-1</th>
<th>CR-2</th>
<th>CR-3</th>
<th>CLASS CODE</th>
<th>RES</th>
<th>EXEC</th>
<th>DIV</th>
<th>COLL</th>
<th>Percent</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>BREG</td>
<td>215010</td>
<td>00000</td>
<td>4010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.0</td>
<td>500.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.0</td>
<td>500.00</td>
</tr>
</tbody>
</table>

If using Save Based on Dollars, entered dollar amounts may be adjusted during Rebuild for All Items to ensure proper item account transactions.
Accounting – Items-level Tab

Open Market Purchase Order ADSPO10-000252

Open Market Purchase Order 0000412

Periscope

Buy A&M Online ©2013. Periscope Holdings, Inc. 64
Accounting – Items-level Tab (cont.)

[Image of a software interface with a tab labeled 'Accounting']

Open Market Purchase Order 0000412

Validation Errors
- Error 1: Accounting class is missing and required.

Item #1: membership for Chamber of Commerce is already past just need to pay

<table>
<thead>
<tr>
<th>Item</th>
<th>Campus</th>
<th>Dept</th>
<th>Sub-Dept</th>
<th>Account</th>
<th>Support Account</th>
<th>BUSCODE (DBI)</th>
<th>ORI</th>
<th>OR2</th>
<th>OR3</th>
<th>Class Code</th>
<th>Rev</th>
<th>Treq</th>
<th>Oreq</th>
<th>Dtv</th>
<th>Cdl</th>
<th>Percent</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>EREG</td>
<td></td>
<td></td>
<td>21020</td>
<td>12000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>ER</td>
<td>ER</td>
<td></td>
<td></td>
<td></td>
<td>100.0</td>
<td>0</td>
</tr>
</tbody>
</table>

Go to next: Current Page

Save Based on Dollar
Save Based on Percentage
Reset
Cancel & Exit

Periscope Holdings, Inc.
Attachments
### Open Market Purchase Order ADSPO10-000167

**Status:** 3PI - In Progress

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Show Vendor</th>
<th>Attached By</th>
<th>Attached Date</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specifications</td>
<td></td>
<td>✓</td>
<td>Chris Harris</td>
<td>08/17/2010</td>
<td></td>
</tr>
</tbody>
</table>

**Attachments**

- **Attachments Tab**

- **Save & Continue**

- **Add Attachment**
Attachments – Attaching Files
Attachments – Downloading Attachments

Open Market Purchase Order ADSPO10-000167

- Name: Specifications
- Description: Specifications
- File: Specifications.doc
- Location: ADSPO
- Size: 10,752 bytes
- Uploaded: 08/17/2010 01:37:38 PM
- Last Modified On Disk: 08/17/2010 01:06:05 PM
- Uploaded By: Chris Harris

Do you want to open or save this file?
- Name: Specifications.doc
- Type: Microsoft Office Word 97 - 2003 Document, 10.5...
- From: procurets.az.gov

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
### Open Market Purchase Order ADSPO10-000167

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Show Vendor</th>
<th>Attached By</th>
<th>Attached Date</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specifications</td>
<td></td>
<td>✔</td>
<td>Chris Harris</td>
<td>08/17/2010</td>
<td></td>
</tr>
</tbody>
</table>

**Status:** 3PI - In Progress

**Delete**
Internal Communication
Internal Communication –
Notes Tab
## Internal Communication – Item-Level Notes Tab

### Open Market Purchase Order ADSPO10-000167

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full Service Generator Maintenance Agreement Per the Scope of Work</td>
</tr>
<tr>
<td>2</td>
<td>Service Generator - Hourly Rate+Overtime*** rate to include travel *Hourly Rates are for work outside the Scope of Work...View Detail</td>
</tr>
</tbody>
</table>

### Item #1: Full Service Generator Maintenance Agreement Per the Scope of Work

<table>
<thead>
<tr>
<th>Delete</th>
<th>Note Date</th>
<th>User</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save & Continue  |  Save & Exit  |  Reset  |  Cancel & Exit
Internal Communication – Reminders Tab
Vendor Notification
Vendor Notification – Summary Tab

Open Market Purchase Order ADSPO10-000158

<table>
<thead>
<tr>
<th>General</th>
<th>Items</th>
<th>Vendor</th>
<th>Address</th>
<th>Accounting</th>
<th>Routing</th>
<th>Attachments</th>
<th>Notes</th>
<th>Change Orders</th>
<th>Reminders</th>
<th>Summary</th>
</tr>
</thead>
</table>

**Overall Validation Errors**
- This document has no normal/orderable items.

![Action Buttons]

- [Submit for Approval]
- [Cancel PO]
- [Clone PO]
- [Print]
- [Print Vendor Copy]
Vendor Notification – Submit for Approval

Master Blanket Purchase Order ADSPO10-000199

The following approval paths meet the document criteria.

<table>
<thead>
<tr>
<th>Approval Path</th>
<th>Path Type</th>
<th>Path Priority Sequence</th>
<th>Description</th>
<th>Dollar Range</th>
<th>Approvers</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROC</td>
<td>Procurement</td>
<td>30</td>
<td>Procurement Approvals</td>
<td>$0.00-$9,999,999,999,999.00</td>
<td>James Scarboro 1 Primary Jean Clark 2 Primary</td>
</tr>
</tbody>
</table>

Please click Continue to continue submitting the document, or click Cancel & Exit to cancel the document submission and go back to the document.

---

Master Blanket Purchase Order ADSPO10-000199

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

- Manually add approvers
- Automatic approval

Please select an approver if you want to manually add approvers.

[Approver] [Add Approver]

[Save & Continue] [Cancel & Exit]
## Vendor Notification – Approval

### Master Blanket Purchase Order ADSPO10-000199

**Status:** 3PRA - Ready for Approval

#### Approval Path

<table>
<thead>
<tr>
<th>Approver</th>
<th>Level</th>
<th>Approver Type</th>
<th>Date Requested</th>
<th>Date Approved/Disapproved/Canceled</th>
<th>Approved/Disapproved/Canceled by</th>
<th>Comment View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Harris</td>
<td>1</td>
<td>Primary</td>
<td>05/11/2010 02:44:41 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Administrator</td>
<td>2</td>
<td>Primary</td>
<td>05/11/2010 02:44:41 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Master Blanket Purchase Order ADSPO10-000199

**Status:** 3PRT - Returned

#### Approval Path:

<table>
<thead>
<tr>
<th>Delete</th>
<th>Approver</th>
<th>Order Sequence</th>
<th>Approval Path ID</th>
<th>Level</th>
<th>Approver Type</th>
<th>Date Requested</th>
<th>Date Approved/Disapproved</th>
<th>Date Approved/Disapproved by</th>
<th>Comment View</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chris Harris</td>
<td>1</td>
<td>Primary</td>
<td>1</td>
<td>Primary</td>
<td>05/11/2010 02:44:41 PM</td>
<td>05/11/2010 04:24:07 PM</td>
<td>Chris Harris</td>
<td></td>
</tr>
<tr>
<td></td>
<td>System Administrator</td>
<td>2</td>
<td>Primary</td>
<td>2</td>
<td>Primary</td>
<td>05/11/2010 02:44:41 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Reopen PO] [Clone PO] [Print] [Print Vendor Copy]
Change Orders
Change Orders – Creation

Open Market Purchase Order ADSPO10-000313

There are no change order for this document.

Create Change Order
### Change Order (In Progress) - Release Purchase Order ADSPO10-000221:1

#### Change Order Details
- **Status:** 3PS - Sent
- **Sort by Column:** Print Sequence
- **Sort Descending:** off

<table>
<thead>
<tr>
<th>Item #</th>
<th>Links</th>
<th>Item Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master Blanket # / Line #: ADSPO10-000221 / 1 &lt;br&gt; Req # / Item #: ADSPO10-0000425 / 1</td>
<td>(095 - 05) Barber Chairs - 2 arms, heavy-duty hydraulic; black, treated leather; chrome base. Should be boilable to floor.</td>
<td>$18050.00</td>
</tr>
</tbody>
</table>

**Total:** $18050.00

---

Please save your changes before sorting. Otherwise, your changes will be lost.

[Save & Continue] [Search Inventory Items] [Search Items]
Change Orders – Summary Tab

### Change Order (In Progress) - Release Purchase Order ADSPO10-000221:1

**General**  **Items**  **Subcontractors**  **Address**  **Accounting**  **Attachments**  **Summary**  **Back to PO**

**Comment for the whole change order:**

### Header/Item Changes

<table>
<thead>
<tr>
<th>Modified Field</th>
<th>Item #</th>
<th>Description</th>
<th>User Updated</th>
<th>Date Updated</th>
<th>Show to Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>1</td>
<td>Quantity changed from &quot;5&quot; to &quot;7.0&quot;</td>
<td>Chris Harris</td>
<td>05/17/2010 02:21:28 PM</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Comment:**

### Item Accounting Changes

There are no recorded item accounting changes.

### Bilateral Change Order

- [ ] Bilateral Change Order Enabled (Approval by Vendor will be required)

**Buttons:**

- **Save & Continue**
- **Submit for Approval**
- **Delete Change Order**
### Change Orders – Applying a Change Order

**Change Order (Ready to Send) - Master Blanket Purchase Order ADSPO10-000199**

<table>
<thead>
<tr>
<th>Modified Field</th>
<th>Item #</th>
<th>Description</th>
<th>User Updated</th>
<th>Date Updated</th>
<th>Show to Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item status changed</td>
<td>1</td>
<td>Item 1 canceled</td>
<td>Chris Harris</td>
<td>05/12/2010 08:35:36 AM</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Attachment Changes**

<table>
<thead>
<tr>
<th>Modified Field</th>
<th>File</th>
<th>Description</th>
<th>User Updated</th>
<th>Date Updated</th>
<th>Show to Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flu #</td>
<td>Specifications</td>
<td>File 'Specifications' deleted</td>
<td>Chris Harris</td>
<td>05/12/2010 08:35:36 AM</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Approval Path**

There are no approval paths found for this change order.

*After you click 'Apply Change Order', all the changes will be updated in the real document and vendor will be notified if you choose to show some changes to vendor.*

### Vendor Notification Result

**Subject:** Change Order Notification - PO # ADSPO10-000199, AutoGSD Architecture Subscription Renewal

**Email Recipients**

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000003349</td>
<td>Periscope Holdings, Inc.</td>
<td><a href="mailto:charris@periscopeholdings.com">charris@periscopeholdings.com</a></td>
</tr>
</tbody>
</table>
### Change Orders – Vendor Acknowledgement

**Home - Welcome Back Vendor User**

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>Organization</th>
<th>Purchase Order Date</th>
<th>Fiscal Year</th>
<th>Description</th>
<th>Status</th>
<th>Vendor Name</th>
<th>Total</th>
<th>Number of Change Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSPO10-000199</td>
<td>State Procurement Office</td>
<td>05/10/2010</td>
<td>2010</td>
<td>AutoGSD Architecture Subscription Renewal</td>
<td>3PS - Periscope</td>
<td>$0.00</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Download Acknowledgement**

- [ ] I am acknowledging receipt of this purchase order and/or its change order(s).
- [ ] Notify requester of receipt of this purchase order and/or its change order(s).

![Message from webpage]

- You must acknowledge receipt of this purchase order prior to viewing.

**Primary Vendor Information & PO Terms**

- **Vendor:** Periscope Holdings, Inc.
  - Address: 211 East 7th Street, Suite 1100, Austin, TX 78701, US
  - Email: charris@periscopeholdings.com
  - Phone: (512)472-9902

- **Payment Terms:** TBD
- **Shipping Method:** F.O.S.T.
- **Freight Terms:** TBD

**PO Acknowledgements:**

<table>
<thead>
<tr>
<th>Document</th>
<th>Notifications</th>
<th>Acknowledged Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>Emailed to <a href="mailto:charris@periscopeholdings.com">charris@periscopeholdings.com</a> at 05/11/2010 04:38:02 PM</td>
<td></td>
</tr>
<tr>
<td>Change Order 1</td>
<td>Emailed to <a href="mailto:charris@periscopeholdings.com">charris@periscopeholdings.com</a> at 05/12/2010 06:37:26 AM</td>
<td></td>
</tr>
</tbody>
</table>