

Changed Purchase Order Download & OCULUS Insert Instructions

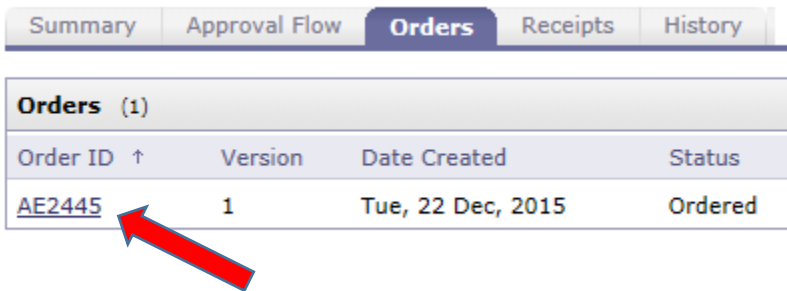
Open a changed purchase requisition. It will have a version (V) number. Make sure the status is ordered.



ID	Date ↓	From	Status
PR8916974-V5	8/15/2016	Jane A. Williams (Contracts)	Ordered

Click the ORDERS Tab.

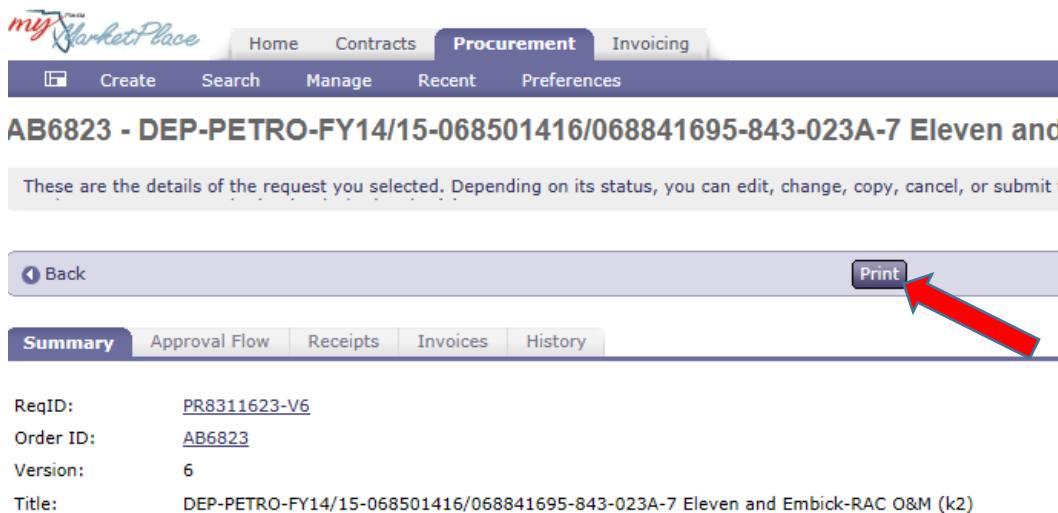
Click the purchase order number shown under Order ID.



Order ID ↑	Version	Date Created	Status
AE2445	1	Tue, 22 Dec, 2015	Ordered

This will open the purchase order to the Summary tab.

Click the Print button.



myMarketPlace

Home Contracts **Procurement** Invoicing

Create Search Manage Recent Preferences

AB6823 - DEP-PETRO-FY14/15-068501416/068841695-843-023A-7 Eleven and

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit

Back **Print**

Summary Approval Flow Receipts Invoices History

ReqID: [PR8311623-V6](#)
Order ID: [AB6823](#)
Version: 6
Title: DEP-PETRO-FY14/15-068501416/068841695-843-023A-7 Eleven and Embick-RAC O&M (k2)

This will show you the changed purchase order.



CHANGED: Order No. AD6A92

Version Number: 5
Internal Version: false
Issued on Tue, 16 Aug, 2016
Created on Tue, 16 Aug, 2016 by Ariba System

Right click and

- 1) Select CONVERT WEB PAGE TO PDF;
or
- 2) Select PRINT then select ADOBE PDF as your printer.

Which option you choose depends on your computer's capabilities.

Save the document to a location you can easily access, such as your Desktop.

Close out PO webpage to go back to the MFMP screen. Scroll down to the Attachments.

Attachments

File Name ↑
Attachment A - SA Scope of Work - 379814220.pdf Download
PO AD6A92 - CO 3, Tk 3 & PO End Date - 379814220.pdf Download
Attachment B (Revision 2) - Schedule of Pay Items & Other Related Documents - 379814220.xlsm Download

Open the Change Order PDF included in Attachments and save whole file including the quotes, figure, etc. to your computer in the location that is easily accessible such as the Desktop.

If there is a cost change for this change order. Open Attachment B (Revision #), click ENABLE EDITING at the top and/or ENABLE CONTENT, then go to FILE where you can

- 1) Select SAVE AS ADOBE TO PDF. Under Conversion Range select the ENTIRE WORKBOOK.
or
- 2) Select PRINT. Then select ADOBE PDF under printers. Be sure to select the whole workbook under Settings.

Save this document to your computer in the same location as the other attachments.

Open your saved purchase order page. Go to TOOLS. Select ORGANIZE PAGES. Select INSERT. Select FROM FILE. Select Attachment A (if needed), Attachment B and all other documents downloaded from MFMP and select OPEN. Be sure to select AFTER (location) and LAST (page) as the location for the insert so that the PO page is first.

Insert the saved attachments into the PO PDF document. Save changes.

Log in to OCULUS. Insert the saved PO page with all attachment included into OCULUS under Fiscal-WORK ORDER – TASK ASSIGNMENT RELATED. Save it as the PO#XXXXXX – CO#X. The document date should be the changed purchase order issued date.

<input checked="" type="checkbox"/>	<input type="checkbox"/>			Fiscal	8500380	01-19-2016	01-19-2016	WORK ORDER - TASK ASSIGNMENT R	PO#AA1320 CO#6
<input type="checkbox"/>	<input type="checkbox"/>			Classroom Remediation	8500380	01-14-2016	01-14-2016	OPERATION AND MAINT. REMEDIAL	OSM REPORT