

Purchase Order Download & OCULUS Insert Instructions

Log into MFMP.

Open a purchase requisition.

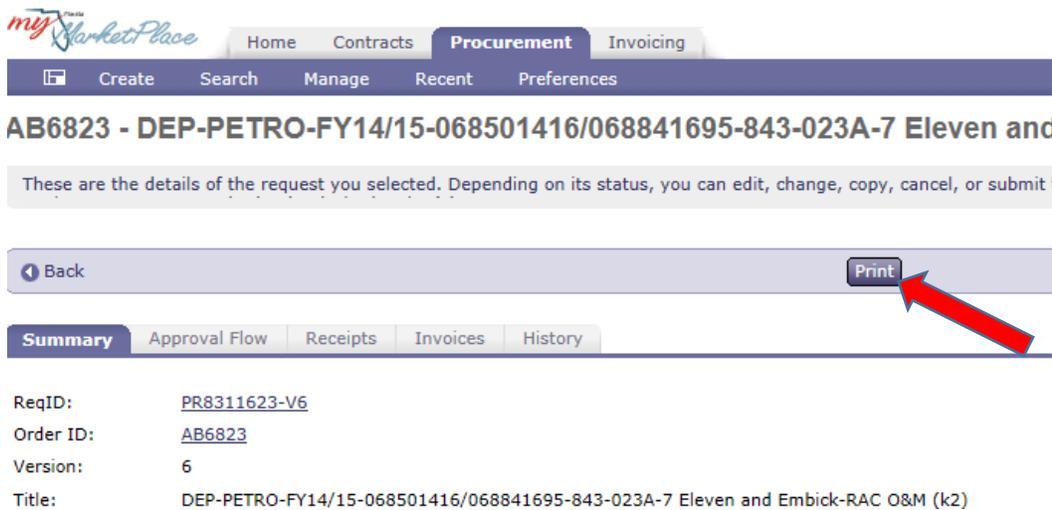
Click the ORDERS Tab.

Click the purchase order number shown under Order ID.

Summary	Approval Flow	Orders	Receipts	History
Orders (1)				
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.



The screenshot shows the 'myFlorida Market Place' interface. The navigation bar includes 'Home', 'Contracts', 'Procurement', and 'Invoicing'. Below the navigation bar, there are tabs for 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area displays the purchase order ID 'AB6823 - DEP-PETRO-FY14/15-068501416/068841695-843-023A-7 Eleven and' and a description: 'These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit'. Below this, there is a 'Back' button and a 'Print' button, with a red arrow pointing to the 'Print' button. At the bottom, there is a 'Summary' tab and a list of details: 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 purchase order.



Order No. AE2445

Version Number: 1
Internal Version: false
Issued on Tue, 22 Dec, 2015
Created on Tue, 22 Dec, 2015 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 B - Schedule of Pay Items & Other Related Documents - 579200527.xlsm	Download
Attachment A - WA Scope of Work - 579200527.pdf	Download
Add Attachment	

Open Attachment A and any other attachments in pdf format (i.e. cost share agreements, figures, etc.) and save them to your computer in the location that is easily accessible such as the Desktop.

Open Attachment B, 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, 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. The document date should be the purchase order issued date.

 Fiscal	8519074	12-15-2015	12-15-2015	WORK ORDER - TASK ASSIGNMENT R	PO#AE1D40
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Changed (RFC) Purchase Orders follow the same steps as above, but Attachment A does not have to be included unless Attachment A was not included in a previous insert or it was edited for the Change Order. Changed Purchase Orders do include the RFC and all supporting documents included with the change order (i.e. quotes, figures, emails etc.) as well as the revised Attachment B.



CHANGED: Order No. AD6BC5

Version Number: 4
Internal Version: false
Issued on Mon, 28 Dec, 2015
Created on Mon, 28 Dec, 2015 by Ariba System

