SAP Portal: Train-The-Trainer Instructor Guide

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Instructor Checklist

Room Logistics / Room Preparation

Timing:	Event: Facilitator logistics & preparation activities
2 weeks before the instructor-led sessions	1. Schedule meeting room logistics for instructor-led training. 2. Send Outlook meeting invites for student participation: - instructor-led dates / times / meeting rooms 3. Notify students to print online training job aids and bring to the instructor-led training sessions for reference - This is only a suggestion. All job aids are available from the online training during the instructor-led facilitation sessions.
2 days before the instructor-led sessions	1. Validate student completion of the online training. - Assess the student's readiness for the level and pace of learning activities based on their online training course completion. Use the ReportTracker reports to run student history – how to run the reports is available in the ReportTracker Appendix A.
30 minutes before the instructor-led sessions	1. Validate room logistics and set up are correct: - number of seats per each student - computer AC outlets function - Infocus machine operates and connects to your laptop - sufficient access to whiteboard and flipcharts - availability of colored pens (for whiteboard and/or flipcharts) 2. Connect your laptop to the Infocus machine and open: - An Internet Explorer window * for SAP Portal use during class - The online training course * open the course per the daily tasks 3. Prepare flip charts to facilitate: - Flipchart # 1: **Bin List Questions** - Flipchart # 2: **Daily Agenda Topic Areas**

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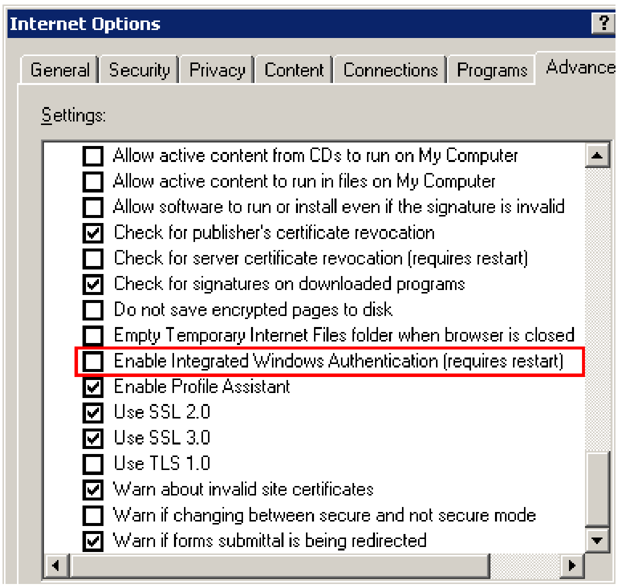
SAP Portal Access

System Set Up (enable your Internet Explore to allow access to SAP CONS)

1. Launch Internet Explorer. From the Menu bar, select **Tools** > **Internet Options…**
2. Select the **Advanced** tab
3. Scroll down and *uncheck* the setting for **Enable Integrated Windows Authentication**



4. Click the **Apply** button
5. Click the **OK** button
6. Close *all* IE windows
7. Launch a new IE session
   Note: If you have Circuit as your homepage, it will require you to log on with your IDSID & Password until you re-enable (check) the Enable Integrated Windows Authentication setting.

SAP CONS Downtimes (Unavailability)

The SAP CONS environment is down during regularly scheduled maintenance. During these times, access to the SAP Portal is unavailable and activities will need to planned around these downtimes by leveraging the online training simulations (to present task performance, discuss transaction features).

The regularly scheduled downtime is weekly: each **Tuesday, 8:00am – 12:00pm (PST)**

SAP CONS Logon ID's

1. Launch Internet Explorer. Enter the URL: https://employeeportalcons.intel.com/irj/portal
2. Enter the appropriate User ID & Password per the below list of functional area information

SAP CONS Logon ID's		
Functional Area	**User ID**	**Password**
Shopping Cart	EP_TEST_350	oregon*5
Purchasing (Transaction Specialist)	EP_TEST_385	oregon*5
Purchasing (PO Approver)	EP_TEST_390	oregon*5

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Creating A Shopping Cart

Online Course:
Creating A Shopping Cart

Task Performance Activities

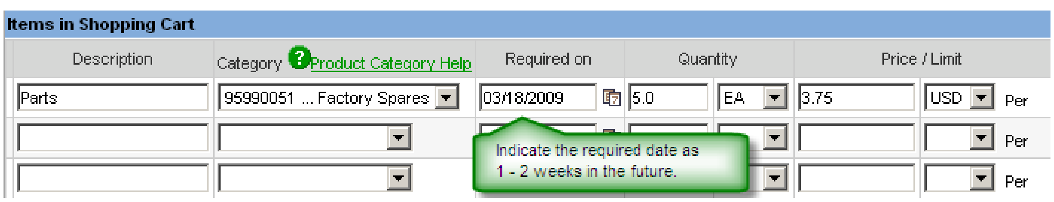
Use the below four examples of create Shopping Carts (SC) to demonstrate what and how SC requesters will complete tasks. Complete these four examples to illustrate:

- What data fields requesters use for Shopping Cart leading to a Requirement (PR) data transfer.
- Stage the availability of requirements in the system for you to later use for demonstrating key Purchasing activities, i.e., how to Create PO (from Worklist/Find, redistribute workload, etc.).

<table>
<tr><th colspan="2">Tasks</th><th>Activity Key Points</th></tr>
<tr><td colspan="3">Logon to the SAP CONS environment for a Shopping Cart requester
https://employeeportalcons.intel.com/irj/portal (EP_TEST_350 / PC: Oregon*5)</td></tr>
<tr><td colspan="3">Navigate to Create Shopping Cart:
1. Click the My Workspace tab
2. Click Purchasing Services
3. Click Create Shopping Cart</td></tr>
<tr><td>Example 1</td><td colspan="2">

1 Line Item Shopping Cart

1. Leave the **Shop For** (buy on behalf of) as defaulted.
2. Enter the line item information:



3. Click the **Details** icon for line item 1.
4. In the **Sources of Supply / Service Agents** section, select the contracted supplier for MCCANN RELATIONSHIP MARKETING INC MCCANN WORLD GRO 2130010071
5. In the **Documents and Attachments** section, add an attachment
6. In the Basic Data section, select the **Alternate Delivery Indicator** check box
7. Click the ***Check*** button to verify all data entry selections
8. Enter a distinct **Name of Shopping Cart** entry: <your name>, example 1
9. Click the **Order** button
10. **> Note:** Allow the system @ 5 minutes to authorize the SC as a requirement.

Write down the **requirement number** created: _______________ Example # 1

</td></tr>
</table>

Example 2

3 Line Items Shopping Cart

1. Leave the **Shop For** (buy on behalf of) as defaulted.
2. Enter the line item information:

Items in Shopping Cart

Description	Category Product Category Help	Required on	Quantity		Price / Limit		
Pencil	Office supplies	03/20/2009	1.000	EA	1.25	USD	Per 1 EA
Staple	Office supplies	03/20/2009	5.000	EA	4.00	USD	Per 1 EA
Paper	Office supplies	03/20/2009	8	RM	2.50	USD	Per 1 RM

3. Click the **Details** icon for line item 1.
4. In the **Sources of Supply / Service Agents** section, search and select the supplier for *each line item*: Vendor Name 1 PROTEUS*. From the search results, click to select the supplier number: 2143003946
5. With each line item having a selected supplier, click the ***Check*** button to verify all data entry selections.
6. Enter a distinct **Name of Shopping Cart** entry: <your name>, example 2
7. Click the **Order** button.
8. **> Note:** Allow the system @ 5 minutes to authorize the SC as a requirement.

Write down the **requirement number** created: _______________ Example # 2

Example 3

4 Line Items Shopping Cart (1 line = Limits, and two Vendors = 2 separate POs)

1. Leave the **Shop For** (buy on behalf of) as defaulted.
2. Enter the line item information:

Items in Shopping Cart

Description	Category Product Category Help	Required on	Quantity		Price / Limit		
Design Work	Ad Agency Services	04/15/2009	1.000	EA	25.00	USD	Per 1 EA
Brochure Printing	Ad Agency Services	04/15/2009	1.000	SET	80.00	USD	Per 1 SET
Advertising Insert Charge	Ad Agency Services	04/15/2009	1.000	EA	150.00	USD	Per 1 EA
Convention Lease	Ad Agency Services	04/15/2010	1.0	EA	800.00	USD	Per EA

3. Click the **Details** icon for line item 1.
4. In the Sources of **Supply / Service Agents** section, search and select the supplier for *lines 1 & 2 only*: Vendor Name 1 GST*. From the search results, click to select the supplier number: 1000061160
5. In the Sources of **Supply / Service Agents** section, search and select the supplier for *lines 3 & 4 only*: Vendor Name 1 MCCANN*. From the search results, click to select the supplier number: 2110021603
6. For line item 4, in the Basic Data section, click the Limit Shopping Cart ☑ to indicate the line is a Limit item. Enter a valid Start Date / End Date.
7. With each line item having a selected supplier, click the ***Check*** button to verify all data entry selections.
8. Enter a distinct **Name of Shopping Cart** entry: <your name>, example 3
9. Click the **Order** button.
10. **> Note:** Allow the system @ 5 minutes to authorize the SC as a requirement.

Write down the **requirement number** created: _______________ Example # 3

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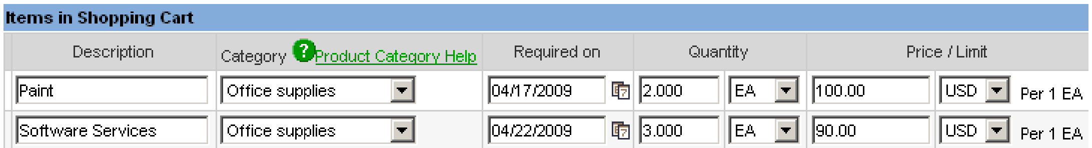
Example 4

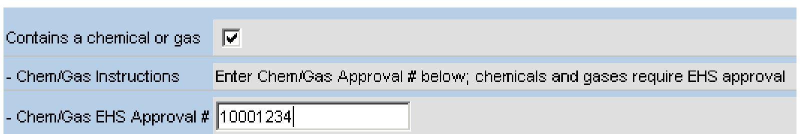
2 Line Items Shopping Cart (for Expedite and Hazmat line items)

1. Leave the **Shop For** (buy on behalf of) as defaulted.
2. Enter the line item information:



3. Click the **Details** icon for line item 1.
4. In the **Sources of Supply / Service Agents** section, search and select the supplier for lines 1 and 2: 

. From the search results, click to select the supplier number: 1000061160
5. In the **Basic Data** tab for line 1, check the *Contains a chemical or gas* check box, and provide a *Chem/Gas EHS Approval #.*



6. Click the **Details** icon for line item 2 and select the same supplier as line 1.
7. In the **Basic Data** tab for line 2, check the *Expedite Item* check box, and provide a - *Reason for Expedite* explanation.

8. With each line item having a selected supplier, click the ***Check*** button to verify all data entry selections.
9. Enter a distinct **Name of Shopping Cart** entry: <your name>, example 4
10. Click the **Order** button.
11. **> Note:** Allow the system @ 5 minutes to authorize the SC as a requirement.

Write down the **requirement number** created: ________________ Example # 4

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Example 5

2 Line Items Shopping Cart (to combine 'like' requirements or add a requirement to an existing PO)

1. Leave the **Shop For** (buy on behalf of) as defaulted.
2. Enter the line item information:

Items in Shopping Cart

Description	Category Product Category Help	Required on	Quantity		Price / Limit		
Office Chair	Office supplies	04/08/2009	1.000	EA	133.00	USD	Per 1 EA
File Cabinet	Office supplies	04/08/2009	1.000	EA	97.00	USD	Per 1 EA

3. Click the **Details** icon for line item 1.
4. In the **Sources of Supply / Service Agents** section, search and select the supplier for *each line item*: Vendor Name 1 GST*. From the search results, click to select the supplier number: 1000061160
5. With each line item having a selected supplier, click the ***Check*** button to verify all data entry selections.
6. Enter a distinct **Name of Shopping Cart** entry: <your name>, example 5
7. Click the **Order** button.
8. **> Note:** Allow the system @ 5 minutes to authorize the SC as a requirement.

Write down the **requirement number** created: _______________ Example # 5

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Indirect Procurement Overview

Online Course:
SAP Portal-Indirect Procurement Overview

Key Discussion Points

<table>
<tr><th colspan="2">Indirect Procurement Overview</th></tr>
<tr><th>Online Pg</th><th>Key Discussion Points</th></tr>
<tr><td>Pg 3</td><td>Review logon and navigation process to Operational Purchaser folder.</td></tr>
<tr><td>Pg 4</td><td>Recognize that fundamental Purchasing Processes are the same, with the inclusion of system managed and system impact Sourcing (contracts).

In the Purchasing Activities, build student familiarity with the 10 sub-folders and 33 individual transactions used by purchasing. Recognize primary tasks used:

<table>
<tr><th>Primary Transaction</th><th>Key Tasks</th></tr>
<tr><td>Purchase Orders > Process Purchase Orders</td><td>All change / display PO tasks</td></tr>
<tr><td>Sourcing > Carry Out Sourcing</td><td>All create PO tasks
All redistribute workload tasks</td></tr>
<tr><td>Purchase Order Display Lists > ME23N</td><td>Used to display ECC POs via SAP GUI</td></tr>
</table>

* Review each expandable folder and discuss when and why the individual transactions may be used (relevant to) by purchasing.</td></tr>
<tr><td>Pg 6</td><td>Discuss the criticality for students to understand SAP Environments importance for how users will function with regarding Two SAP Back-End Environments:

<table>
<tr><th>Primary Transaction</th><th>Key Tasks</th></tr>
<tr><td>SRM Environment “front end”</td><td>All create / change / display PO tasks</td></tr>
<tr><td>ECC Environment “back end”</td><td>Staging environment for PO transmittal (output) and AP invoicing
- for ECC 3000* series POs (approval POs)
Used for AP, Finance, & PO reporting tasks</td></tr>
<tr><td>CRS Environment “back end”</td><td>Staging environment for PO transmittal (output) and AP invoicing
- for CRS 2500* series POs (auto-approved POs)</td></tr>
</table>

* Return to the previous page 4, Purchasing Activities, and review which environment is used for the corresponding transactions

- transaction <u>with</u> a transaction code = ECC Environment
- transactions <u>without</u> a transaction code = SRM Environment
- transactions directly performed in CRS require logging into the SAP GUI
(for: Messages, CRS ME23N – Display Purchase Order, CRS Blocked Invoices)</td></tr>
<tr><td>Pg 7</td><td>Important to recognize that Portal Sessions are driven by how many browsers a user opens. Time out will occur if a session is idle for @ 2 hours or greater.
- Users will need to re-launch a browser and navigate to their task transaction.

Review the Portal System Features, and note similarities and unique features.</td></tr>
<tr><td>Pg 9</td><td>Identify that there are two methods to find System Application Help Access:
- iView Level Help applies to a specific, iView transaction
- Folder Level Help applies to all Help relevant to the job role folder</td></tr>
</table>

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Indirect Procurement Overview: Review / Practice

Review / Practice

Using your computer, have different students demonstrate their learning success by sharing with the class key learning items (with all students participating and providing support as needed): Have various students perform with the class …

- Launch SAP and access the *Operational Purchaser* folder.
  (Note: You must access the SAP '**cons**' environment using the correct ID's)

  Launch: https://employeeportalcons.intel.com/irj/portal (note: SAP cons)

Functional Area	User ID	Password
Purchasing (Transaction Specialist)	EP_TEST_385	oregon*5

- Discussion of various folders and transactions used by purchasing.
  * Create a game. The instructor provides various scenarios of task activities, i.e. create / change / display PO, display vendor information, display contract, setup PO Messages (when & why), reports, and have the class (in two teams) identify which folder > transaction may be used to find the scenario info.

- Illustrate the connection and user impact of SAP Environments
  * Create a group discussion. Write the 3 SAP environments on the white board (see below image) and have the students associate environment use and relevance to their task performance.

- Portal Sessions and Portal Navigation. Open two SAP sessions (have two Web browsers open to 'cons' > Operational Purchaser folder.

  - In one session, execute the transaction:
    Purchase Order Display Lists > ME23N Display Purchase Order (ECC)

  - In one session, execute the transaction:
    Sourcing > Carry Out Sourcing (SRM)

  * Recognize the various navigation buttons and icons used for specific purposes given different transactions 'land' in different environments.

- While in each of the above open transactions, use the iView embedded help (paper/pencil icon) to demonstrate where and how *Help* is accessed.

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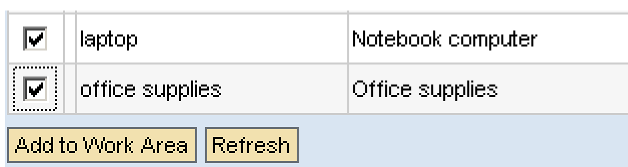
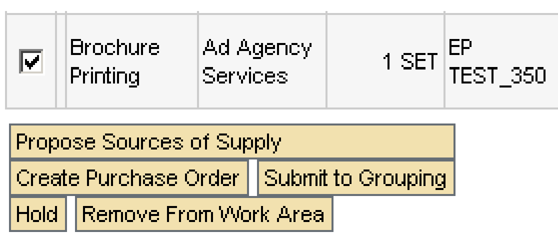
Indirect Procurement POs

Online Course:
SAP Portal-Indirect Procurement POs

Create PO

<table>
<tr><th colspan="2">Indirect Procurement POs - Create</th></tr>
<tr><th>Online Pg</th><th>Key Discussion Points</th></tr>
<tr><td>Pg 3</td><td>
• The Worklist indicates requirement line item(s) routed to a specific worklist.
- Routing is determined based on the Product Category + Company Code + Acct Assignmt
- Given various shopping cart line item elements, not all resulting requirement line items will necessarily route to one, specific worklist (line items may split between different worklists)
• A purchasing agent is assigned to only one, default worklist.
• Because there are at least two, distinct Worklists (per "back end" functionality), two PO document types exist:
- ECC "back end" = ECPO PO document type, with 3000* PO number
- CRS "back end" = ZCPO PO document type, with 2500* PO number
(The PO document type and logical number sequence will be important when determining display PO, blocked invoice, and reporting capabilities.)
</td></tr>
<tr><td>Pg 4</td><td>
• When using the Worklist to identify requirements that need processing as a PO, note the different columns and links (to further detailed information) available.
• In the Worklist screen sections, note the two areas, check box indicators, and button functionality used during Create PO:


1. Overview of Requirements


2. Work Area
1. Select the requirement(s) you want to process from Overview of Requirements
2. Click the Add to Work Area button
3. Select the requirement(s) you want to process in the Work Area
4. Click the Create Purchase Order button
</td></tr>
</table>

Use the 3 simulations provided to demonstrate the Create PO process steps using the Worklist functionality:

1	In the worklist, click on each individual requirement line item link to assess the line item information (from the Shopping Cart 'requirement' display view).
2	Select those line items you want to process as a purchase order.
3	Click the Add to Work Area button. *(Note any system errors that require PO changes while creating the purchase order)*
4	Click the Create Purchase Order button.
5	Click the Process PO button. Note: When the Process PO button is clicked, you are taken into the Change PO transaction to complete any required updates/changes needed to complete the PO. Note: When the Process PO button is clicked, you are taken into the Change PO transaction to complete any required updates/changes needed to complete the PO.
6	Complete any required changes to the PO while processing. - Click the Order button to complete creating the PO.

> Note: The 3 simulations provide key process activities including:

Simulation # 1: 1 requirement to 1 PO
- How to review and assess the requirement line(s) & contract
- How to make changes (to the payment terms) during Change PO processing

Simulation # 2: multiple requirements to 1 PO
- Limit line item on a PO (no line dollar value / total PO value for non-Limit lines)
- Never check the Unlimited box (for Limit line item) because it allows unlimited invoicing against the PO (regardless of line item dollar value)

Simulation # 3: multiple requirements to multiple POs
- Note the 3 distinct suppliers per the 6 lines selected for requirements
- Note the warning / error messages identify which requirement and line item

Note: In all create PO process steps, it is important to recognize that:

Process PO	Recommended: Click the Process PO button allows you to access Change PO
Create Purchase Order	Not Recommended: Click the Create PO button directly creates the PO without any changes or possible warning message updates

Pg 5

- Use the online course to review 10 distinct task activities that can be performed during the Create PO process (from within the Change PO mode functionality):

Account Assignment:	* note difference between change/split the account assignment
Attachment:	how to add an attachment
Contract:	how to add a contract to a requirement line item
GR / IR:	how to change the good receipt (GR) or invoice receipt (IR)
Goods Recipient:	* note to delete the recipient before change the goods recipient
Product Category:	how to change the product category
Price Conditions:	how to manually add price conditions (per business process needs)
Ship-To-Address:	* note distinction between single-multiple, and Intel/non Intel address
Standard Text:	* note to insert standard text from Basic Data section for Docs section
Supplier (Vendor):	* note to delete the supplier before change the supplier

<table>
<tr><td>Pg 6</td><td>

- Note: any purchasing group / purchasing organization can use the 'Find' capability to locate (find) a requirement line item(s) and process as Create PO.
- Use the online course to identify typical 'Find' search criteria fields based on the "extended search" data fields. Common search fields include:
- Number of Shopping Cart (the requirement number)
- Requester (the shopping cart creator's IDSID)
- Purchasing Organization or Purchasing Group
- Use the 2 simulations provided to demonstrate the Create PO process steps using the Find functionality:

Simulation # 1: Create PO using Find / Group 'like' requirements
- Note how to use Find to identify requirement(s) and then Add to Work Area
- Note that 'same supplier' number information will group the 'like' requirements

Simulation # 2: Use Find for expedite and limits requirements
- Discuss when it's appropriate to search for Expedite and/or Limits requirements
- Note how to use Find (for expedites and/or limits) and then Add to Work Area
</td></tr>
<tr><td>Review / Practice</td><td>

- Create PO

Logon to the SAP CONS environment for a Purchasing (Transaction Specialist)
https://employeeportalcons.intel.com/irj/portal (EP_TEST_385 / PC: Oregon*5)

Use your computer and have individual students demonstrate for the class the process steps for how to Create a PO.

- * Use the shopping cart requirement numbers you created during the Shopping Cart training for students to use for Create POs.

> Note: Given there are only 5 requirements that were created during the Shopping Cart training, select only 4 students to demonstrate the process to create PO using only the first 4 requirements (examples 1-4) that were created.

The other 1 requirement (example 5) will be used during Change PO to demonstrate how to add a new requirement to an existing PO.

Logon to the SAP CONS environment for Purchasing (Transaction Specialist)
https://employeeportalcons.intel.com/irj/portal (EP_TEST_385 / PC: Oregon*5)

Demonstrate any of the below change PO steps used during Create PO that are of interest and importance to the students: (refer to the next Change PO information for data element examples, as needed)

Account Assignment: * note difference between change/split the account assignment
Attachment: how to add an attachment
Contract: how to add a contract to a requirement line item
GR / IR: how to change the good receipt (GR) or invoice receipt (IR)
Goods Recipient: * note to delete the recipient before change the goods recipient
Product Category: how to change the product category
Price Conditions: how to manually add price conditions (per business process needs)
Ship-To-Address: * note distinction between single-multiple, and Intel/non Intel address
Standard Text: * note to insert standard text from Basic Data section for Docs section
Supplier (Vendor): * note to delete the supplier before change the supplier
</td></tr>
</table>

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Pg 7	• **Display Contract** Use the simulation provided to demonstrate the Display Contract process steps for identifying key contract information.
Pg 8	• **Redistribute Workload** Use the simulation provided to demonstrate the Redistribute Workload process steps. Note the following key points: - the task can be used to redistribute any requirement to any group (except between the 'back end' environments!!) - discuss when it is appropriate to redistribute workload (to send to another pgrp, to another porg & pgrp, to pull into your pgrp)

Change PO

Indirect Procurement POs - Change	
Online Pg	**Key Discussion Points**
Pg 11	• Process Purchase Orders: Worklist The worklist from this transaction is used to identify PO's that are currently in 'Held' status (due to error messages or further processing needs). Using the worklist screen, you can access either the Display or the Change PO functionality per each identified purchase order. - If a purchase order is 'Held', most likely a note may exist to clarify. • Process Purchase Orders: Find The 'Find' capability allows you to search (find) purchase orders based on the identified Extended Search data criteria fields. From the search results, you can access either the Display or the Change PO functionality. - Search criteria based on the Requirement number is available (if a requester calls for information and only knows the requirement) - Search criteria based on the ***Status*** is available (especially important to find "Release Rejected" status in order to identify POs that require changes per an approver's notes)
Pg 12	**Change PO** (Standard Tasks) Note that purchase order changes have several restrictions to consider: - You cannot change the Supplier on a created & *Ordered* PO (you can use the Delete button (p. 13 cancel/delete PO) to cancel the entire PO, release all requirement line items, and create a new PO) - Any GR (goods receipt) or IR (invoice receipt) activity restricts the available changes to only allow: * Attachments * Standard Text * Goods Recipient (only if no GR activity has occurred)

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Review / Practice

- Logon to the SAP CONS environment for a Purchasing (Transaction Specialist) https://employeeportalcons.intel.com/irj/portal (EP_TEST_385 / PC: Oregon*5)

  Use your computer and have individual students demonstrate for the class the process steps for how to Change a PO (**Standard Changes**).

- * Use the purchase order numbers you created during the Create PO training (using POs per examples 1 – 4).

  Have different students demonstrate in the CONS environment

<table>
<tr><th>Data Type</th><th>Data Element:</th></tr>
<tr><td>Account Assignment</td><td>Cost Center: Pgrp ZHD - 1200, ECPO, CC100
30574
51630
83410
WBS: Pgrp TME – 1205, ZCPO, CC<table><tr><td>C03540.01.01
C03540.01.02
C03541.01.01
C03541.01.02</td><td>E00300.30574.GEN
E00300.61890.GEN
E00300.61890.SUP</td></tr></table>Order: Pgrp ZHD – 1200, ECPO, CC100
HHA000309004
HHA000308101</td></tr>
<tr><td>Attachment</td><td>See Appendix B in this document</td></tr>
<tr><td>Contract</td><td>Changes made per PO supplier & prod. category</td></tr>
<tr><td>GR / IR</td><td>Changes made per check or uncheck</td></tr>
<tr><td>Goods Recipient</td><td>Goods Recipient search very time consuming!!</td></tr>
<tr><td>Product Category</td><td><table><tr><th>Pgrp ZHD, GIP ECC</th><th>Pgrp ZAP, GIP CRS</th></tr><tr><td>43211501</td><td>43211501</td></tr><tr><td>43211503</td><td>43211503</td></tr><tr><td>43211507</td><td>43211507</td></tr><tr><td>43211508</td><td>43211508</td></tr><tr><td>43211900</td><td>43211900</td></tr><tr><td>95990288</td><td>95990288</td></tr></table></td></tr>
<tr><td>Price Conditions</td><td>Changes made per bus. process & design needs</td></tr>
<tr><td>Ship-to Address</td><td>Change via: Intel or non-Intel design</td></tr>
<tr><td>Standard Text</td><td>Changes made per bus. process & design needs</td></tr>
<tr><td>Supplier (Invoicing Party)</td><td>Valid supplier Invoice Party changes
Search Result: 2 Entries<table><tr><th>Inv. Party</th><th>Name</th></tr><tr><td>2130010071</td><td>MCCANN RELATIONSHIP MARKETING INC</td></tr><tr><td>2130030501</td><td>MCCANN ERICKSON INC</td></tr></table></td></tr>
</table>

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<table>
<tr>
<td></td>
<td>

- Logon to the SAP CONS environment for a Purchasing (Transaction Specialist) https://employeeportalcons.intel.com/irj/portal (EP_TEST_385 / PC: Oregon*5)

  Use your computer and have individual students demonstrate for the class the process steps for how to Change a PO (**Additional Changes**).

- * Use the purchase order numbers you created during the Create PO training (using POs per examples 1 – 4, and 5).

  Have different students demonstrate in the CONS environment

<table>
<tr><th>Change Type</th><th>Data Element:</th></tr>
<tr><td>New requirement to existing PO</td><td>Use the existing PO from example # 4. Add both line items from the open requirement from example # 5.</td></tr>
<tr><td>New requirement to Limit PO</td><td>Note: this is systematically not possible.</td></tr>
<tr><td>Quantity / Price Changes</td><td>Change the quantity and price from example # 3.

Note: Changing the total PO value to be greater than > $1,500,000 will result in approval required.</td></tr>
<tr><td>Cancel / Delete a PO</td><td>Use the existing PO from example # 1. Use the Delete button to cancel the entire PO.

Note: Using the Delete button will 'open' the requirement line item(s) back in the Universal Worklist to allow reprocessing of a new PO.

** Note: Using the Delete button for a PO that contains a Limit line item will permanently remove the PO from the system – and does <u>not</u> 'open' the Limit line item for recommit on another PO.
-- Recommend <u>not</u> using the Delete button with any PO that contains a Limit line item.</td></tr>
<tr><td>Cancel / Delete a PO line item</td><td>Use the existing PO from example # 2. Cancel line item 3 on the PO ('trashcan'), and continue to cancel the requirement from Worklist or Find to prevent further processing.

** NOTE: You can cancel ('trashcan') a limit line item which will prevent invoicing and send a 'line cancelled' PO update communication to the supplier – while also retaining the requirement in the system for visibility via Display PO activities.</td></tr>
</table>

</td>
</tr>
<tr>
<td>Pg 14</td>
<td>

- Purchasing Messages

  Use the online course simulation to identify how to perform the PO Messages task activities.

</td>
</tr>
<tr>
<td>Pg 15</td>
<td>

- PO Versions

  Using the SAP CONS environment, use any of the PO examples you have completed changes (examples 1 – 4) and demonstrate the PO versions functionality and information presented.

</td>
</tr>
</table>

[return to TOC]

Display PO

<table>
<tr><th colspan="2">Indirect Procurement POs - Display</th></tr>
<tr><th>Online Pg</th><th>Key Discussion Points</th></tr>
<tr><td>Pg 18</td><td>

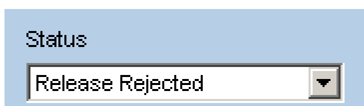
- Recognize that Display PO capabilities exist in the same Purchase Orders > *Process Purchase Orders* transaction as does Change PO capabilities.

  - Note that the Worklist and the Find features are present. The difference is that Display PO does not allow changes to occur, but access to this capability is performed the same as in Change PO.

  Worklist is used to: Display PO's that are Held and require further processing.

  Find is used to: Search for PO's in which the number is
  - known (use the PO number as your search criteria), or
  - unknown (use other search criteria to determine the PO number)

  ** Note: Use the Find feature and filter for Release Rejected status to find those PO's that have been created, but not approved. Release Rejected PO's should have Approval notes in the Header > Documents section to clarify change requirements.



  * Use the online training course simulation for:
  How To Display A Purchase Order using Process Purchase Orders: Find
  to walk-through each display screen on a PO. Talk to the respective screens and what/where students may expect to find key information.

  -- Create a "discovery game" where students identify something they want to know about the PO. Use the simulation navigation bar to move forward/backward in the simulation to find where the information is, or would, be displayed.
  -- Note: The simulation is built in a linear sequence from Header to Item Overview to Item Details, and corresponding sections.

</td></tr>
<tr><td>Pg 19-21</td><td>

- The following display capabilities are available using the online training reference material. Work with the classroom students to identify which transactions are of interest and value to students.

<table>
<tr><th>Folder:</th><th>Transactions</th></tr>
<tr><td>Business Partner</td><td>> Display Vendor
> Display Vendor Changes</td></tr>
<tr><td>Purchase Order Display Lists</td><td>> ME23N – Display Purchase Order (ECC)
> ME2N – Display by PO Number (w/ others)</td></tr>
<tr><td>Purchasing/AP Master Data
General Costing Information
Invoices Display</td><td>Review the available transactions per student interest and user needs.</td></tr>
</table>

</td></tr>
</table>

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Indirect Procurement Approve POs

Online Course:
SAP Portal-Indirect Procurement Approve POs

Approve / Reject PO

Indirect Procurement Approve POs	
Online Pg	**Key Discussion Points**
Pg 3	Review logon and navigation process to Universal Worklist.
Pg 4	Approval Task Flow: Align with the PO Approvers the identification of their typical approval process steps. What information do they verify to execute approval? The high-level approval steps include (refer to online course when discussing): 1. Access the Universal Worklist 2. Identify the PO you want to approve or reject 3. Review the PO approval criteria (verify with Approvers their criteria) 4. Click the Approve or Reject button * Important: Call out that the approval routing is dictated by the • CDIS HR Routing (reporting) structure • EAT (Expense Authorization Tool) Dollar Approval authorization Review the Universal Worklist navigation features to recognize where and how information can be sorted (filtered) and what the system information indicates.
Pg 5	**Approve PO** Use the simulation to demonstrate the process steps to access a purchase order intended to review and approve / reject. Note the key Header Data & Item Data sections where verification information is displayed. - Have the approvers reiterate to you where key information is displayed as you proceed through the simulation - Validate if there are other information elements they typically verify on the PO * Use the simulation's navigation bar to move forward/backward between screens if approvers need to see where their other elements exist on the PO * Verify if notes are applicable to be entered before clicking the Approve button
Pg 5	**Reject PO** Use the simulation to demonstrate the process steps to access a purchase order intended to review and approve / reject. - Have the approvers reiterate (verbally) where key information is displayed - Validate if there are other information elements they typically verify on the PO * Reiterate the importance to add an ***Approval Note*** in the Header Data so that the purchasing TS can make appropriate changes per instructions
Pg 6	**Add an Approver / Reviewer** Use the simulation to demonstrate the process steps to add an approver or a reviewer to a purchase order approval sequence. > Note: Reinforce that added approvers/reviewers ***cannot*** be removed from the sequence. Added approvers must complete their approval process steps for the PO to be released and transmitted to the supplier.

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Authorization Tasks

<table>
<tr><th colspan="2">Indirect Procurement Approve POs</th></tr>
<tr><th>Online Pg</th><th>Key Discussion Points</th></tr>
<tr><td>Pg 9</td><td>Forward Approval Items
Use the simulation to demonstrate the process steps to forward an approval item.
- Discuss with the approvers when/why reasons they may want to forward an approval item(s) to another approver. Discuss approval criteria considerations.</td></tr>
<tr><td>Pg 10</td><td>Assign Substitutes
Have the approvers identify the differences between each substitute type:
Active Will automatically route items to the active substitute's queue
- Used for proactive planning of approval coverage.

Passive Will <u>not</u> automatically route items to the passive substitute's queue
- Used for unexpected approval coverage needs.

Distinguish the 2-step process activities:
Step 1: Define the nominee (<u>who</u>) and type of substitute (<u>what</u>)
- Receive My Tasks radio button = Active
- Fill In For Me radio button = Passive

Step 2: Define when the substitution rule takes effect
- At Once
- On (select a start date)
- Off (turns off the rule activation)

Use the simulation to demonstrate the process steps to assign both an Active and a Passive substitute.

Note how to deactivate a substitute via:
(a) Permanent Removal [the Delete button], or
(b) Temporary Deactivation [the Turn Off button].</td></tr>
<tr><td>Pg 11</td><td>Substitute Approval Tasks
Use the simulation to demonstrate the process steps for how a Passive Substitute can ‘Take Over’ the approver’s work items and pull them into their Universal Worklist approval queue.</td></tr>
</table>

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Indirect Procurement Approve POs: Review / Practice

Review / Practice

Using your computer, have different students demonstrate their learning success by sharing with the class key learning items (with all students participating and providing support as needed): Have various students perform with the class …

- Launch SAP and access the *Universal Worklist*.
  (Note: You must access the SAP '**cons**' environment using the correct ID's)

  Launch: https://employeeportalcons.intel.com/irj/portal (note: SAP cons)

Functional Area	User ID	Password
Purchasing (PO Approver)	EP_TEST_390	oregon*5

- Upon launching the SAP portal (note: use SAP cons), access the Universal Worklist (UWL) and identify the navigation. Note: (a) how many approval items are in your UWL, (b) how to move up/down the list and next/previous pages, (c) how to sort the approval items per *Subject or *Sent columns, and (d) how to use the Show Filters feature to search ('Apply') for a PO.

- **Approve / Reject PO:** Open an approval item (suggestion: If you have created a PO, and changed the dollar value to require approval [>$2,000,000], use that PO to execute approve/reject PO tasks).

  - Have the approvers lead the discussion and review of PO criteria to determine: do the approvers want to Approve or Reject the PO?

  - Based on the approvers recognition of criteria and decision, proceed to follow business process to (a) add notes to the PO [particularly for Reject], and (b) identify the correct button to click for successful approve or reject.

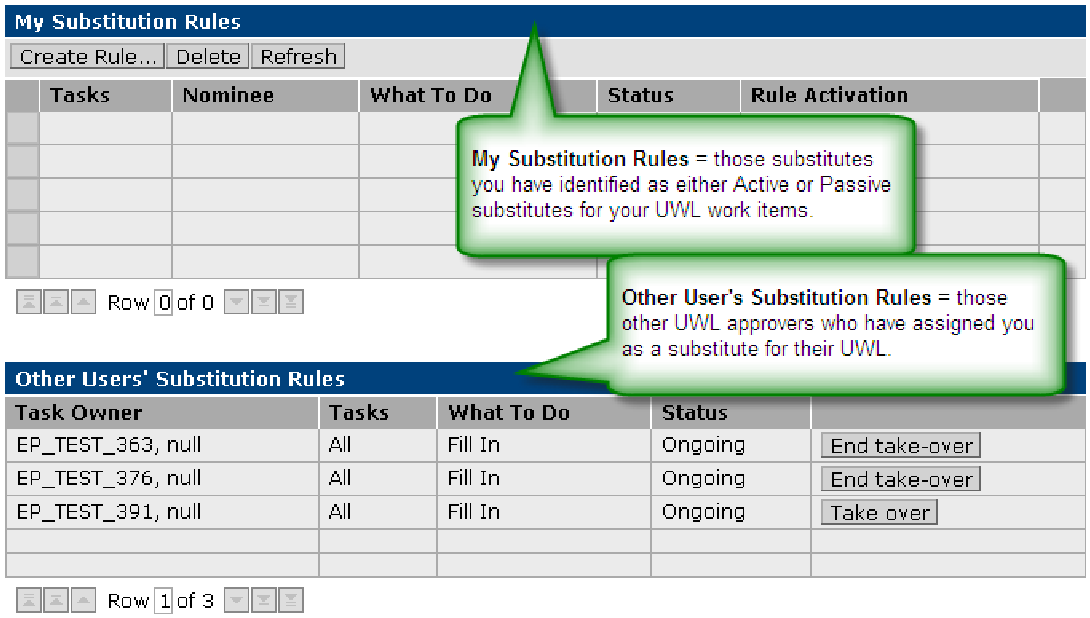
- **Add Approver / Reviewer:** Open an approval item, proceed to the Header Data > Approval section. Proceed to add:
  - Add Reviewer: Reviewer does not need to take action on approval sequence
  - Add Approver: Approver must take action on approval sequence
  ** to Find a reviewer or approver to add, use a broad search filter such as *ha* or *ch* (use the wildcard (*) for your search if a name is not known)*

  ** Note: Added reviewers and approvers cannot be removed once the PO is either Approved or Rejected (essentially: Saved in the system).

- **Forward Approval Items:** From your UWL window, use the Forward feature (yellow triangle) and forward a work item to another contact.
  * Note: The 'Search For People' capability from the cons environment is time consuming…you may need to allow several minutes. Search terms can use generic names such as *harris*, *smith*, or *joe*

Review / Practice

- **Assign Passive / Active Substitutes:** From your UWL window, recognize the system identification of:



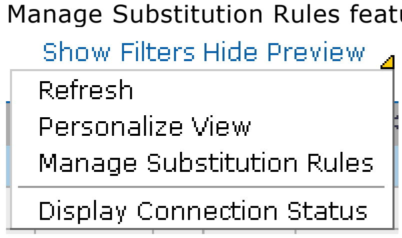
Add to your UWL functionality both an:
- ***Active*** Substitute, and
- ***Passive*** Substitute

* Note: The 'Search For Names' capability from the cons environment is time consuming…you may need to allow several minutes. Search terms for active people in the system to add as an Active or a Passive substitute include: *woodall*, *turner*, or *beller*

* Note: The quickest search names you can use are: EP_TEST_401 / EP_TEST_402 / EP_TEST_403 / EP_TEST_404 / EP_TEST_405

When you have completed demonstrating how to add both an Active and a Passive substitute, ***delete*** both substitutes from your UWL.

- **Passive Substitute Tasks:** From your UWL window, go to the Manage Substitution Rules feature



Click on one of the "Take over" buttons (see above image) per an assigned Passive Substitute rule access. Close the Manage Substitution Rules window. Then, from your UWL click on the Refresh link and note the number of work items that increase in your UWL.

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Blocked Invoice Resolution

Online Course:
AP Blocked Invoice Resolution Process in SAP ECC

Blocked Invoice Resolution for: Quantity or Price Block

Tasks	Activity Key Points

Open 3 browser windows in the SAP CONS environment each for:

https://employeeportalcons.intel.com/irj/portal

Functional Area	User ID	Password
Purchasing (Transaction Specialist)	EP_TEST_385	oregon*5

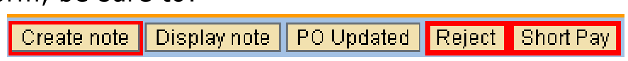
Navigate to the following three transactions per your 3 browser windows:

1. UWL (Universal Work List)
2. Invoice Processing Cockpit (for invoice history information – based on PO # or Cockpit #)
3. Process Purchase Order (for any Change PO requirements)

The following examples are UWL blocked invoices found in the UWL list items per logon ID # EP_TEST_385. Use these examples to demonstrate how to identify and research block reasons. Have the class participants compare/assess each block to determine the cause and appropriate resolution steps.

Important: For each demonstration you perform, be sure to:

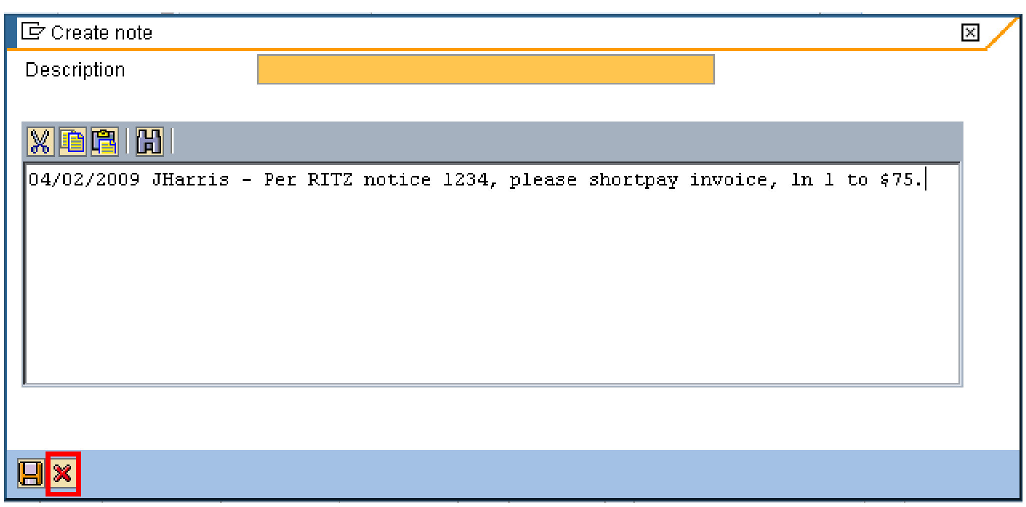
Never click the 'Reject' or 'Short Pay' buttons



(clicking either of these buttons will send the block back to AP and remove this example)

Demonstrate how to add your communication notes using the 'Create note' button

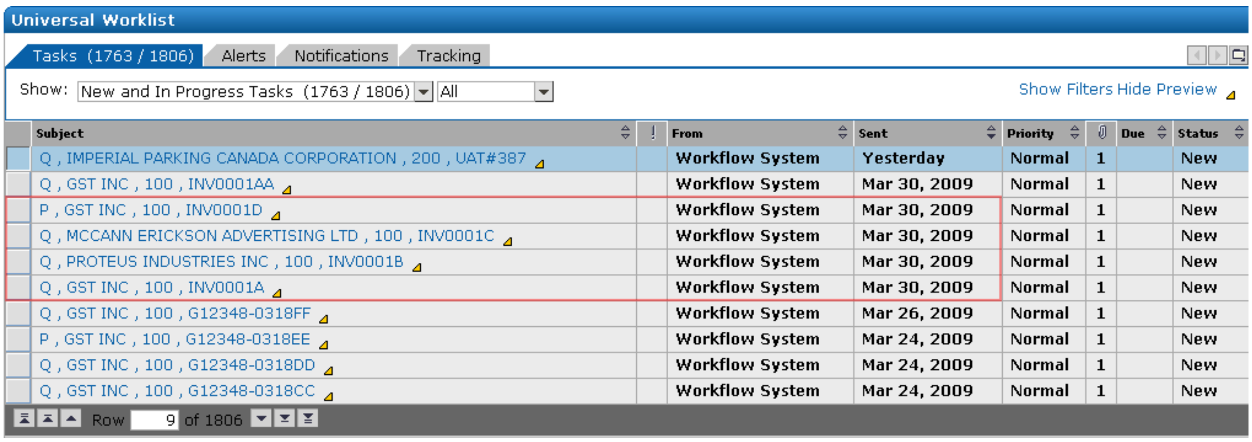
When you have completed your demonstration how to add notes -- before a user would click the 'Reject' or 'Short Pay' button (when working in production), always click the **Cancel** button ('X') to close the window without saving your notes - - - this will keep all examples 'clean'.



The following invoices are staged in the EP_TEST_385 UWL blocked invoice list:

P, GST INC, 100, **INV0001D**
Q, MCCANN ERICKSON ADVERTISING LTD, 100, **INV0001C**
Q, PROTEUS INDUSTRIES INC, 100, **INV0001B**
Q, GST INC, 100, **INV0001A**

> Note: You may need to click the 'Sent' column sort and use the 'Next item' or 'Next page' buttons to move through the ascending order of items to find the below four blocked invoices.

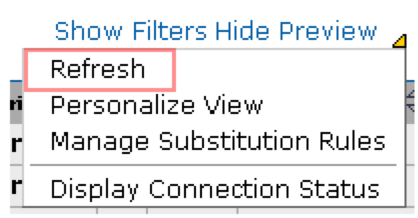


Subject	!	From	Sent	Priority		Due	Status
Q , IMPERIAL PARKING CANADA CORPORATION , 200 , UAT#387		Workflow System	Yesterday	Normal	1		New
Q , GST INC , 100 , INV0001AA		Workflow System	Mar 30, 2009	Normal	1		New
P , GST INC , 100 , INV0001D		Workflow System	Mar 30, 2009	Normal	1		New
Q , MCCANN ERICKSON ADVERTISING LTD , 100 , INV0001C		Workflow System	Mar 30, 2009	Normal	1		New
Q , PROTEUS INDUSTRIES INC , 100 , INV0001B		Workflow System	Mar 30, 2009	Normal	1		New
Q , GST INC , 100 , INV0001A		Workflow System	Mar 30, 2009	Normal	1		New
Q , GST INC , 100 , G12348-0318FF		Workflow System	Mar 26, 2009	Normal	1		New
P , GST INC , 100 , G12348-0318EE		Workflow System	Mar 24, 2009	Normal	1		New
Q , GST INC , 100 , G12348-0318DD		Workflow System	Mar 24, 2009	Normal	1		New
Q , GST INC , 100 , G12348-0318CC		Workflow System	Mar 24, 2009	Normal	1		New

INV0001A	Quantity block:	PO is for qty 10 ea @ $5.00/ea = $50.00 USD Invoice is for qty ***15*** ea @ $3.00/ea = $45.00 USD * Yes, GR has occurred for qty 10 ea
INV0001B	Quantity block:	PO is for qty 10 ea @ $5.00/ea = $50.00 USD Invoice is for qty 10 ea @ $5.00/ea = $50.00 USD * Yes, GR has occurred for only qty ***6*** ea (total for 3 Receipts)
INV0001C	Quantity block:	PO is for qty 3 ea @ 17.20/ea = $51.60 GBP Invoice is for qty 3 ea @ 17.20/ea = $51.60 GBP * ***No***, zero GR activity has occurred. * Note the status bar message if PO History button is clicked No purchase order history exists for item 00001
INV0001D	Price block:	PO has 2 lines: ln 1 - qty 5 ea @ $100.00/ea = $500.00 ln 2 – qty 2 ea @ $160.00/ea = $320.00 Invoice is for: ln 1 – qty 5 ea @ ***$250.00***/ea = $1250.00 ln 2 – qty 2 ea @ ***$300.00***/ea = $600.00

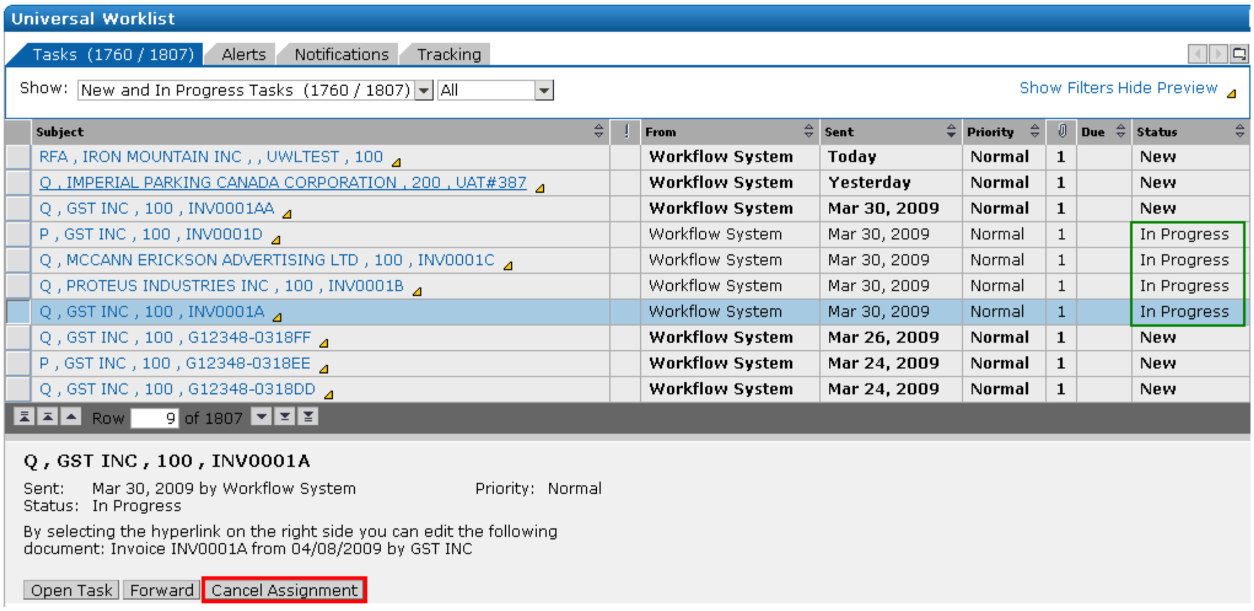
When you have completed each blocked item demonstration, click the 'Exit' button and close the blocked invoice window (not the UWL window, just the processing window).

After each demonstration is provided, click the 'Refresh' selection from the right corner.



With the ‘Refresh’ selection completed, note that each blocked invoice item is now indicated as “In Progress” status. This means the item is currently being processed.

To clear this status for other Super Users to effectively use each example, individually select each item (click on the box in the first column for each item) and click the ‘Cancel Assignment’ button.



Universal Worklist

Tasks (1760 / 1807) | Alerts | Notifications | Tracking

Show: New and In Progress Tasks (1760 / 1807) | All — Show Filters Hide Preview

Subject	!	From	Sent	Priority		Due	Status
RFA , IRON MOUNTAIN INC , , UWLTEST , 100		Workflow System	Today	Normal	1		New
Q , IMPERIAL PARKING CANADA CORPORATION , 200 , UAT#387		Workflow System	Yesterday	Normal	1		New
Q , GST INC , 100 , INV0001AA		Workflow System	Mar 30, 2009	Normal	1		New
P , GST INC , 100 , INV0001D		Workflow System	Mar 30, 2009	Normal	1		In Progress
Q , MCCANN ERICKSON ADVERTISING LTD , 100 , INV0001C		Workflow System	Mar 30, 2009	Normal	1		In Progress
Q , PROTEUS INDUSTRIES INC , 100 , INV0001B		Workflow System	Mar 30, 2009	Normal	1		In Progress
Q , GST INC , 100 , INV0001A		Workflow System	Mar 30, 2009	Normal	1		In Progress
Q , GST INC , 100 , G12348-0318FF		Workflow System	Mar 26, 2009	Normal	1		New
P , GST INC , 100 , G12348-0318EE		Workflow System	Mar 24, 2009	Normal	1		New
Q , GST INC , 100 , G12348-0318DD		Workflow System	Mar 24, 2009	Normal	1		New

Row 9 of 1807

Q , GST INC , 100 , INV0001A

Sent: Mar 30, 2009 by Workflow System   Priority: Normal

Status: In Progress

By selecting the hyperlink on the right side you can edit the following document: Invoice INV0001A from 04/08/2009 by GST INC

Open Task | Forward | Cancel Assignment

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Appendix A: ReportTracker Student History Reports

The following URL link and instructions support how to evaluate student online course completion status (pass/fail).

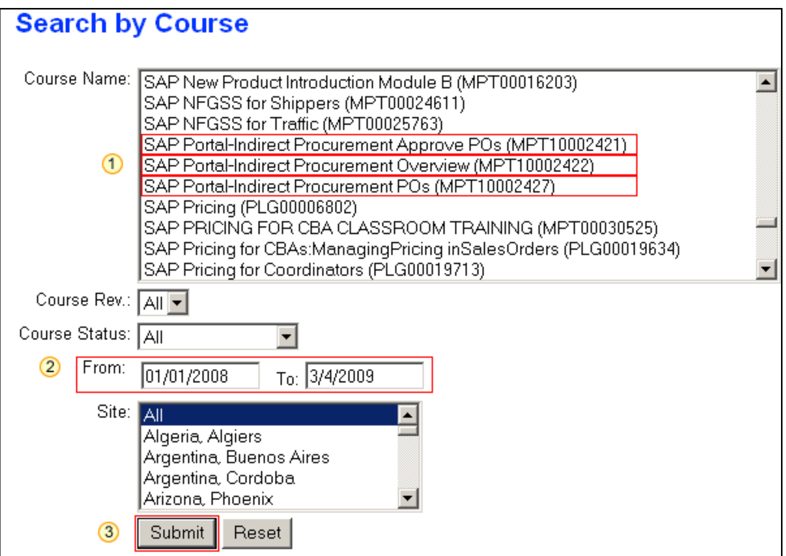
Tracking online course completion is needed by session Facilitators to assess level of student preparation to gauge content delivery (pace, level of detail) during the facilitation sessions.

1. Go to ReportTracker: http://elearning.intel.com/rt/
2. Enter your WWID.
3. Select the report search method you want. Most common report use is:

    1. by **Course Name** (best method!)
    2. by **Department**
    3. by **Student** (individual WWID)

4. Enter your search criteria and click the Submit button

    1. Select a course
       (1 course per report)
    2. Enter a date range
       (thru to present date)
    3. Click the Submit button



5. Assess the search results to determine student online course completion status:

Passed	Successfully completed the online course Quiz
In Process	Started the online course, but has not completed the Quiz
Retake	Attempted the online course Quiz multiple times to achieve *Pass*

Student ID	First Name	Last Name	Course Name	Course	Start Time	End Time	Duration	Last Visit	Retakes	Visits	Status
10004970	EAN LEE	KOAY	SAP Portal-Indirect Procurement	1	3/2/2009 23:20	3/2/2009 23:43	23 Minutes	3/2/2009 23:20	1	1	Passed
10058760	ANNA	BLOOM	SAP Portal-Indirect Procurement	1	1/13/2009 8:17			1/13/2009 8:17	0	1	In Process
10452554	BRENDA JOY	BAUTISTA	SAP Portal-Indirect Procurement	1	2/26/2009 3:43			2/26/2009 3:43	0	1	In Process
10523353	NIAMH	DOYLE	SAP Portal-Indirect Procurement	1	1/19/2009 8:55			1/19/2009 8:55	0	1	In Process
10538357	GUNAWATHY	RAMANUJAM	SAP Portal-Indirect Procurement	1	3/2/2009 22:34	3/2/2009 23:48	1 Hours 14 Minutes	3/2/2009 22:34	1	1	Passed
10574754	ANANTHI	A/P MUNUSAMY	SAP Portal-Indirect Procurement	1	3/2/2009 22:19	3/2/2009 22:51	0 Hours 32 Minutes	3/2/2009 22:42	1	3	Passed
10576013	JEFFREY	HARRIS	SAP Portal-Indirect Procurement	1	12/10/2008 16:44	1/28/2009 12:46	48 Days 20 Hours 2	2/28/2009 11:43	1	20	Passed
10611244	BETTY	JONES MYERS	SAP Portal-Indirect Procurement	1	2/2/2009 21:13			2/2/2009 21:13	0	1	In Process
10696101	JNAN	MADIREDDY	SAP Portal-Indirect Procurement	1	1/28/2009 12:19			1/28/2009 12:19	0	1	In Process
10710305	CAROLINA	VIQUEZ MARTINEZ	SAP Portal-Indirect Procurement	1	1/6/2009 14:43			2/4/2009 13:40	0	2	In Process
10710339	OLGA	POLOVAYA	SAP Portal-Indirect Procurement	1	3/2/2009 2:23			3/2/2009 2:23	0	1	In Process
10711727	LINDSAY	POWERS	SAP Portal-Indirect Procurement	1	2/17/2009 11:18	2/17/2009 11:27	9 Minutes	2/17/2009 11:18	1	1	Passed
10712358	MEENA	SATHAPPAN	SAP Portal-Indirect Procurement	1	3/2/2009 23:04	3/2/2009 23:40	0 Hours 36 Minutes	3/2/2009 23:04	1	1	Passed
11046904	KRISTINE	CAGUIOA	SAP Portal-Indirect Procurement	1	3/2/2009 19:59	3/2/2009 20:48	0 Hours 49 Minutes	3/2/2009 20:25	1	2	Passed
11077520	SHAI	MENACHEM	SAP Portal-Indirect Procurement	1	3/1/2009 8:58	3/3/2009 3:31	1 Days 18 Hours 33	3/1/2009 8:58	1	1	Passed
11103802	MEI KHAM	CHANG	SAP Portal-Indirect Procurement	1	2/24/2009 17:46			3/3/2009 5:33	0	3	In Process
11117143	HOOI CHEN	LEE	SAP Portal-Indirect Procurement	1	3/2/2009 23:08	3/2/2009 23:36	0 Hours 28 Minutes	3/2/2009 23:21	1	3	Passed
11222859	ANGIE	SOLIS MONGE	SAP Portal-Indirect Procurement	1	12/15/2008 9:19			2/16/2009 11:02	0	2	In Process
11226291	YING	LIU	SAP Portal-Indirect Procurement	1	2/10/2009 23:53	2/15/2009 22:56	4 Days 23 Hours 3 Minutes	2/15/2009 22:01	1	2	Passed
11229229	XIAOTIAN	DING	SAP Portal-Indirect Procurement	1	2/23/2009 16:45	2/23/2009 16:55	10 Minutes	2/23/2009 16:45	3	1	Retake
11229254	QIANG	LI	SAP Portal-Indirect Procurement	1	2/8/2009 22:52	2/9/2009 0:26	1 Hours 34 Minutes	2/8/2009 22:52	1	1	Passed
11229280	CHEN	ZHOU	SAP Portal-Indirect Procurement	1	3/1/2009 15:59	3/1/2009 16:05	6 Minutes	3/1/2009 15:59	1	1	Passed
11264560	JULIANA	BT ABDUL WAHAB	SAP Portal-Indirect Procurement	1	2/11/2009 23:20	2/11/2009 23:25	5 Minutes	2/11/2009 23:20	1	1	Passed
11268887	RAN	LI	SAP Portal-Indirect Procurement	1	2/20/2009 0:42			2/20/2009 0:43	0	10	In Process
11268888	QIONG	WU	SAP Portal-Indirect Procurement	1	2/5/2009 21:04	2/5/2009 21:16	12 Minutes	2/5/2009 21:04	1	1	Passed
11268893	XIAOXIA	REN	SAP Portal-Indirect Procurement	1	2/26/2009 18:30	2/26/2009 18:34	4 Minutes	2/26/2009 18:30	1	1	Passed
11275216	SYLVIA ELENA	PANIAGUA MOLINA	SAP Portal-Indirect Procurement	1	12/10/2008 12:13			1/22/2009 11:14	0	2	In Process
11276014	CHAI HUI	WANG	SAP Portal-Indirect Procurement	1	2/12/2009 0:27	2/12/2009 0:34	7 Minutes	3/2/2009 0:01	1	3	Passed
11276404	YUN JIE	LEONG	SAP Portal-Indirect Procurement	1	3/1/2009 18:25	3/1/2009 19:06	0 Hours 41 Minutes	3/2/2009 21:34	1	5	Passed

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Appendix B: Supplier Attachment (Quotes) examples #1 & #2

Suggestion: Open two new Word documents and copy/paste each of the below quotes into the separate, respective documents. Save each distinct quote example to your Documents folder for quick access when demonstrating how to add an attachment to a PO. You can title your two quote examples: Quote_Arrow_McCann.doc and Quote_Arrow_Electric.doc for easy identification.

ARROW MCCANN ERICKSON Price Quote

```
Quote #:          MCE0006448921
Quote Title:      Marketing Campaign Blitz


Ship Set 1

LINE ITEM DETAILS

LINE                                  LIST       UNIT      EXTENDED
ITEM     PART #/DESCRIPTION          PRICE      QTY     DISC      PRICE
PRICE
-----------------------------------------------------------------------------
-----------------
     1.0 CAMP2008: Sales  2,832,429.40       1      10%   2,832,429.40
2,832,429.40



      END USER
      Address 1           :
      Address 2           :
      Address 3           :
      City                :
      State/Province      :
      Zip                 :
      Country             :
      End User Market     :
      Contact First Name  :
      Contact Last  Name  :
      Contact Phone       :

----------------------------------------------------------------------
                                          Subtotal:   2,549,186.46
```

ARROW ELECTRIC SEMICONDUCTOR Price Quote

Quote #: CS15695687
Quote Title: Routed Configset

Ship Set 1

LINE ITEM DETAILS

LINE ITEM	PART #/DESCRIPTION	LIST PRICE	UNIT QTY	DISC	EXTENDED PRICE	PRICE
1.0	TLA7BB4R3 TLA7000 LOGIC ANALYZER 3750E 48 10/100/1000+2*10GE(X2),26 5W,IPB s/w	71825.00	1	25%	57460.00	689520.00
1.1	TLA7BB4C3 CALIBRATION SERVICE UNLIMITED WARRANTY	1656.25	1	25%	1325.00	15900.00
1.3	CAB-STACK-50CM TLA7BB4AS, INCREASE TO 32 MB RECORD Stacking Chamber Units	93186.25	1	25%	74549.00	894588.00

END USER
Address 1 :
Address 2 :
Address 3 :
City :
State/Province :
Zip :
Country :
End User Market :
Contact First Name :
Contact Last Name :
Contact Phone :

Subtotal: 1600008.00