ECinteractivePLUS®: eProcurement

Updated December 2019
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About eProcurement

eProcurement (electronic procurement, also called supplier exchange) is a business-to-business (computer-to-computer) process whereby companies purchase goods and services from various suppliers. This can include everything from indirect goods like light bulbs, uniforms, and office supplies to direct goods for manufacturing products. Since it’s virtually paperless, unlike placing orders by telephone, fax, or email, eProcurement provides a faster and more efficient method for purchasing goods, with the added bonus of fewer errors.

eProcurement can also be an important part of any company’s overall strategy for reducing costs. Helping your customers reduce costs by offering eProcurement can increase your revenue opportunities.

Setting Up eProcurement

Using eProcurement takes some planning and setup.

Obtaining eProcurement Licenses

The first step involves obtaining eProcurement licenses. The eProcurement license you obtain is linked to your main account. You must have one, separate license for each eProcurement system with which you plan to communicate (Systems Applications and Products (SAP), Ariba, Oracle, and so forth). To obtain eProcurement licenses, contact ECI Sales for assistance.

Setting eProcurement License Authentication Parameters

Once you have your licenses, you must set authentication parameters so your shoppers can access the eProcurement site. The authentication parameters include an identity (user name) and a shared secret (password). To set authentication parameters, use an XPath and a corresponding value. When you do, the Procurement system sends ECinteractivePLUS® an XML document using the XPath properties you set.

Note: An XPath is a query language for reading data within an XML (Extensible Markup Language) document. XPaths notify the system which path to use to access the site. It helps to think of authentication parameters as a user name and password. They help the system identify and authenticate users when they try to open the site. Just as paths, user names, and passwords must be valid before the site can be opened, your parameters must also be valid and recognized.

1. On the Administrative Web page, click eProcurement Admin.

2. Choose eProcurement Management. The eProcurement License Management dashboard opens.

   The page is divided into several sections:
   - **License Statistics**: This section lets you view the total number of eProcurement licenses you have and the number of licenses currently active.
   - **Recently Viewed Licenses**: This section displays the licenses most recently viewed. To quickly access or edit license information, click the license’s name. The eProcurement License View page automatically opens.
   - **Sales Statistics**: This section lets you view the number of eProcurement orders placed this month and year-to-date. This section helps you track your eProcurement sales volume.

Note: You can filter the information in the following section using the License Name and Partner boxes. Click the box by which to filter and enter the limiting information, and then click the down arrow to the right of the box and select the filter.
• **eProcurement License Assignments**: This section appears at the bottom of the page. It lets you perform a variety of maintenance tasks.
  
  • To view the External Partner Log, click the View Transaction Log link. See the heading **Viewing the External Partner Log**.
  
  • To change the eProcurement license’s status, click Active (✔️) and Inactive (❌). At the Please Confirm prompt, click OK.
  
  • To delete an existing license, click ❌. At the Are You Sure prompt, click OK.
  
  • To view or change settings for a license, click 🎯. See the heading **Specifying eProcurement License Settings and Preferences (Optional)**.
  
  • To change departmental settings, click the Dept Settings link. See the heading **eProcurement License Department Settings** for details.
  
  • To change partner settings, click the Partner Settings link. See the heading **eProcurement License Partner Settings** for details.
  
  • To view eProcurement orders, click the Orders link. See the heading **Viewing eProcurement Orders** for details.
  
  • To open the CCI Viewer page, click the CCI link. See **Using CCI Viewer** for details.
  
  • To view eProcurement orders, click ✅ beside the license to view. See the heading **Viewing the eProcurement Change Log**.

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**Note:** As you navigate, links appear at the top of the page. Click to return to the previously accessed page or to the eProcurement Dashboard.
Specifying the Parameters

Setting up your eProcurement authentication parameters is mainly a one-time process. Once set, you should not have to frequently adjust your parameter settings.

1. Under the eProcurement License Assignments heading, click beside the license for which to set authentication parameters. The eProcurement License View page opens.

2. In the XPaths, Account & Preferences section, click beside XPath Properties. The Edit eProcurement License page opens.

3. Use this page to set the authentication parameters.

   3.1 Click the down arrow in the Select XML Transaction Type box and choose the transaction type for this license.

      • **Punchout**: Choose this option to set the XPath properties for the Punchout site.
      • **Purchase Order**: Choose this option to set the XPath properties for purchase orders.
      • **All**: Select this option to set the XPath properties to work with both Punchout and purchase orders.

   3.2 Click the down arrow in the Select XPath Property box and select Authenticate.

   3.3 Click the down arrow in the XPath box and select the path to use for this punchout site, purchase order, or both.

<table>
<thead>
<tr>
<th>Set Authentication Parameters for this eProcurement license.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Partner</strong>: eProcurement xXML ()</td>
</tr>
<tr>
<td>Here you will set the authentication (identity and shared secret) for this eProcurement license using property values found in the request xml. In addition you can set the property values for user name and user email that will allow your users to create favorite lists. Lastly, you can set the override property value that will allow you to override license settings (this property can also be modified under Department Settings).</td>
</tr>
<tr>
<td><strong>Select XML Transaction Type</strong>: Punchout</td>
</tr>
<tr>
<td><strong>Select XPath Property</strong>: Authenticate</td>
</tr>
<tr>
<td>Currently viewing XPaths for the default PunchOut Request.</td>
</tr>
<tr>
<td>XPaths:</td>
</tr>
<tr>
<td>□ XML/Header [@ValidXPath returning 1 node with no Text value]</td>
</tr>
<tr>
<td>□ XML/Header/From [@ValidXPath returning 1 node with no Text value]</td>
</tr>
<tr>
<td>□ XML/Header/From/Credentials/Type [@ValidXPath returning 3 nodes]</td>
</tr>
<tr>
<td>□ XML/Header/From/Credentials/@domain [@ValidXPath returning 3 nodes]</td>
</tr>
<tr>
<td>□ XML/Header/From/Credentials/@type [@ValidXPath returning 3 nodes]</td>
</tr>
<tr>
<td>□ XML/Header/From/Credentials/[@domain = &quot;sorabnetworkUsa&quot;] [@ValidXPath returning 3 nodes]</td>
</tr>
<tr>
<td>□ XML/Header/From/Credentials/[@type = &quot;marketplace&quot;] [@ValidXPath returning 1 node with no Text value]</td>
</tr>
<tr>
<td>□ XML/Header/To/Credentials/[@domain = &quot;sorabnetworkUsa&quot;] and [@type = &quot;marketplace&quot;] [@ValidXPath returning 1 node with no Text value]</td>
</tr>
<tr>
<td>□ XML/Header/To/Credentials/[@ValidXPath returning 1 node with no Text value]</td>
</tr>
</tbody>
</table>

**Note**: If you receive the punchout or purchase order XPath information from the license partner, click the Load New XML button and enter the information in the Load Request XPath box.
3.4 Click the Value box and enter the value to use for this XPath, or leave it blank to use the value in the XML.

3.5 When finished, click Add. The information is added to the bottom of the page.

**Note:** To edit an existing XPath setting, click 
. Enter the new XPath and Used Value in the appropriate boxes. Click Save. To delete an XPath setting, click 
. At the Are You Sure prompt, click OK.

4. When finished, click Save.

### Setting Additional eProcurement License Parameters (Optional)

To use eProcurement, you must set authentication XPath parameters. However, there are additional XPath parameter settings you can also specify, including User Email, User Name, and Override.

Override authentication parameter settings can be used with departments. Since the eProcurement license is linked to your main account, you can use overrides to slightly alter the authentication parameters for use with your departments. This way, you can enable departmental accounting, billing, and cost center capabilities.

While not required, user name and user email parameters let you personalize your shopper’s experience. These parameters help the system identify the individuals logging in by email address and user name. When the user logs in, the system can display text, welcoming the shopper by name - Welcome Back, Mary, for example. This also allows your shoppers the ability to create favorite lists. User emails help the system identify the user to whom confirmation emails should be sent.

1. On the Edit eProcurement License page, click the down arrow in the Select XML Transaction Type box and choose the transaction type for this license, Punchout, Purchase Order, or All.

2. Click the down arrow in the Select XPath Property box and select User Email, User Name, or Override.

3. Click the down arrow in the XPath box and select the path to use. When setting User Email or User Name paths, you can also click the XPath box and enter the text EMAIL or NAME. A list of XPaths matching the term you specify are shown. This helps narrow your search.

**Note:** If you receive the punchout or purchase order XPath information from the license partner, you can click the Load New XML button and enter the information in the Load Request XPath box.
4. If setting the XPath for user emails or user names, leave the Value box blank. The XPath for user emails is used when sending confirmation emails. The XPath for user names is used for the Welcome page, Favorites Lists, Order Management, and Who Called information. If you are setting up an XPath for an Override, click the Value box and enter the value to use for this XPath or leave it blank to use the value in the XML.

5. When finished, click Add. The information is added to the bottom of the page.

6. Click Save.

**Specifying eProcurement License Settings and Preferences**

The eProcurement License View page provides a user-friendly way to manage your license details. It also lets you specify your license preferences and your department and partner settings for the license.
1. Click eProcurement Admin and choose eProcurement Management.

2. Under eProcurement License Assignments section, click ⌁ beside an eProcurement license name, or in the Recently Viewed Licenses section, click the license name. The eProcurement License View page opens.

3. Click ⌁ beside License Name/Partner to change the eProcurement license name and/or partner setting for a specific license. However, the system also retains the original settings.
   3.1 Enter the new name over the existing name. Remember, this is the actual partner’s name.
   3.2 Click the down arrow to choose the license partner.
   3.3 Click Save.

4. Click the options in the Status section to set the existing status for this license.
   4.1 Click Enable to make the license active.
   4.2 Click Disable to make the license inactive.

**Note:** The account number assigned to the license must first be added and synced using the Account Management page.

5. The XPaths Account & Preferences section lets you change the XPath settings for the license. You can specify each of the following:
   - **XPath Properties:** Click ⌁. The Edit eProcurement License page opens. This page lets you choose the XML transaction type, the XPath property, the XPath, and the Value. For details, see the previous heading Setting Additional eProcurement License Parameters.
   - **Account:** Click ⌁. Choose the account to assign to this license. Click the down arrow in the Account Name box and choose the account. You can also click ⌁ Use Grid to Select Options. To filter the list, use the Account Code and Account Name boxes by which to limit. Click Save.
   - **Preferences:** You can set preferences for the license, including the following:
     - Click the Automatically Refresh on Exit box to refresh the Web page after the Procurement site is closed.
     - Click the Use Custom Header box to specify that this license use a custom header. Then, click the Custom Header URL box and enter the URL address where the header resides.
     - Click the Send Email for Invalid Punchout Override box to send an email to the individual(s) listed in the Email Addresses box when an invalid punchout override occurs.
     - Click the Send Email for Purchase Order Events boxes for each occurrence where the system should send an email to the individual(s) listed in the Email Address box.
     - Click the Email Address box and enter the address of each person to send the email to. To specify more than one, separate each email address with a semicolon.

6. The User Group Settings section includes the Alt/Sub through Price settings. To view settings, click ⌁.
   6.1 To edit, click ⌁ beside the information to change.
   6.2 When finished, click Save.
7. The Location section lets you change or view your general ledger location, inventory location, and printer settings. Click beside the information to change. When finished, click Save.

8. Use the Catalog Groups section to view and change your global catalog groups. Click beside the information to change. When finished, click Save.

9. Use the Contract/Laundry List: This section lets you view and set up your contracts and laundry lists. Click beside the information to change. When finished, click Save. Click the View All link to view a list of all the contracts and laundry lists you have set up.

10. The CCI section lets you view the status of your combination catalog indexes.

11. The Quantity On Hand section lets you make changes to your quantity on hand settings. Click beside the information to change. When finished, click Save.

12. Buttons at the top of the page let you access department and partner settings.

12.1 Click the Dept Settings button to view or change department information. For details, see the previous heading eProcurement License Department Settings.

12.2 Click the Partner Settings button to specify your partner license settings. See the heading eProcurement License Partner Settings.

eProcurement License Department Settings
This page lets you specify the back office system department that this eProcurement license uses. Additional boxes open, depending on the option selected.

<table>
<thead>
<tr>
<th>Department Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use one Department for this Account.</td>
</tr>
<tr>
<td>Use a value found in the Request as the Department.</td>
</tr>
<tr>
<td>Use a value found in the Request to override default account settings.</td>
</tr>
</tbody>
</table>

Settings
Select the default department for this eProcurement license.

- Blank Department

XPaths that will be used to find the override value per request.

- PunchOut- cXML/Request/PunchOutSetupRequest/Extrinsic[@name = 'randomKey']
- PurchaseOrders- cXML/Request/PunchOutSetupRequest/Extrinsic[@name = 'randomKey']

eProcurement License Overrides

<table>
<thead>
<tr>
<th>Value</th>
<th>Account</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- department code
- TINA'S TIRE SHOP
- TINA'S TIRE SHOP
- CCI

Continue to next page
1. From the eProcurement License View page, click the Dept Settings button.

2. Under Department Handling, specify the back office system department that this license uses.
   
   • **One Department for this Account**: Click this option to use only one department for this license. Under Settings, click the down arrow to choose the default department to use.

   • **Use a Value Found in the Request as the Department**: Click this option to use the value of the override XPath as the department code for this license. The XPaths to be used to find the department code for the request appear at the bottom of the page. If this section defaults to None or to edit an existing XPath, click . For details, see the previous heading Setting Additional eProcurement License Parameters (Optional).

   • **Use a Value Found in the Request to Override Default Account Settings**: Click this option to use the XPath setting to retrieve overrides stored with this license. The XPaths used to find the department code for the request appear at the bottom of the page. If this section defaults to None or to edit an existing XPath, click . For details, see the previous heading Setting Additional eProcurement License Parameters (Optional).

3. At the bottom of the page, the eProcurement License Overrides section lets you add a new override and change its settings, and import or export information. For more details, see the heading eProcurement License Overrides.

   **Note:** To delete an override, click . At the Are You Sure prompt, click OK.

4. When finished, click Save.

### eProcurement License Overrides

When you select the Use a Value Found in the Request to Override Default Account Settings option on eProcurement License Department Settings page, the eProcurement License Overrides section appears at the bottom of the page. This section lets you add a new override, change an existing one, import or export information, and delete an override.

1. To add a new override, do the following:
   
   1.1 Click the Add New Override option.

   1.2 Click the Value box and enter the value for this override.

   1.3 Click the down arrow and choose the default department for this override, if any.

   1.4 Click the down arrow and choose the default attention for this override, if any.

   1.5 When finished, click . The new override is added to the list.

2. To specify additional settings for this override, click . The Procurement wizard opens. The Value through Contract tabs let you specify override settings for this specific license only. The Value box displays the value name you set. Click Next.

   **Note:** Using the Procurement wizard, you can override the account, department, location settings, catalogs, and contract/laundry lists.
2.1 Click the down arrow in the Account Name box and select the customer to assign this license. You can also click the Use Grid to Select Options link to select the customer by setting limits. When finished, click Next.

2.2 Click the down arrow in the Department box to select a department for this eProcurement override.

2.3 Click Next. The Location page opens. The Location through Contract pages let you specify eProcurement override settings just as you would when setting up a customer’s account.

2.4 Click each option to assign. When finished with each page, click Next. For more details, see the Add Customers topic in your Administrative online documentation.

2.5 When you complete the settings, the eProcurement License page re-opens.

3. If you receive a list of codes, you can easily import them. To do so, click \( \text{Import} \). The Import wizard opens.

3.1 Click the Field Delimiter section and indicate how the information should be separated, Comma or Space, for example.

3.2 You can import using one or more files of the same delimited format or you can manually mass enter the information.

   - To use a delimited file, click the My File Has a Header Row check box to exclude column headers from being imported as a separate record. Then, click the Import Items From File check box. Click Select and scroll to the location on your hard drive where the file is stored. Select it and click Open. To add another file, click Add. Continue to add as many files as needed.

   - To manually enter information, click the Manually Enter Items box. Enter each line.

3.3 In the Duplicate Value Handling, indicate whether to ignore duplicates, overwrite duplicates, or merge duplicate entries.
3.4 Click Next. The information opens. To sort, click the column headers. To limit, enter the information in the box and choose the filter. Click ✗ to delete a line from the list.

3.5 Click Next to validate against your back office system. If there is any invalid data in the file, it appears so you can make corrections. Click ✗ to delete a line.

3.6 Click Finish to import the information into the database.

4. To export the information to a CSV file, click Export to CSV.

4.1 When prompted, click Open to open the file immediately, or click Save to save the file to the hard drive.

4.2 When finished viewing, close the file.
**eProcurement License Partner Settings**

You can view your eProcurement license partner settings and view details concerning a specific override. You can also change information shown in the Value box.

1. From the eProcurement License View page, click the Partner Settings button. The eProcurement Partner for License page opens.

   ![Partner Settings Table](image)

   - **Key**: 
     - CallResponsePost
   - **Value**: true

2. To view details concerning a specific override, click ![View Override](image).

3. Click the Value box and make the necessary changes.

4. When finished, click Update.

**Viewing the External Partner Log**

This page automatically opens when you click the View Transaction Log link on the eProcurement Management page. When accessed this way, you can view only eProcurement partner log detail.

If you access the External Partner Log page by clicking the Site Info Training Toolbar or Admin Site menu option on the left side of the page, the External Partner Log is not limited to only eProcurement detail. For more information concerning Order Management, see your Administrative online documentation.

**Viewing eProcurement Orders**

You can specify to view and limit to only your eProcurement orders. When you access Order Management from within eProcurement, you can set additional limits.

Open eProcurement Order Management from the main eProcurement page and set the appropriate limits. Then, click the new Limit check box.
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Order Management
View all submitted orders here. You can also resubmit any orders that failed or had errors when they were submitted.

Search for Orders You Want to View
Indicate the submitted orders you want to view by specifying a date range, an order number or an account number.

- Status Date Range: [Start Date] [End Date]
- Order Number:
- Account: [Select an Account], You must select one account!
- Limit to Procurement Purchase Orders Only

Using CCI Viewer
This page lets you view eProcurement information. From the eProcurement Management page, click the CCI link in the eProcurement License Assignments section. The CCI Viewer automatically opens. For more information, see your Administrative online documentation.

Viewing the eProcurement Change Log
This page automatically opens when you click corresponding to the license to view on the eProcurement Management page. It lets you view eProcurement change information.

1. After you click beside the license to view, the eProcurement Change Log page opens.
2. Five columns of information display. Each column heading can be clicked to re-sort the data. For example, click the By column heading to re-sort by user name from ascending to descending order.
3. Since this page can become cluttered with information, you can set limits using each of the following columns.
   - **Logged Action**: Displays the type of action performed to the eProcurement license, create or update, for example.
   - **Logged Object**: Displays the section of the eProcurement license changed, authentication or license setting, for example.
   - **Comments**: Displays the name of the eProcurement license or other information that has been updated.
   - **Modified**: Displays the date and time the information was updated.
   - **By**: Displays the user name of the individual who changed the information.
4. Click the box by which to limit and enter the information. Then, click the down arrow to the right of the box and select the limit.
UNSPSC Mapping (Optional)

This page lets you map categories in your custom catalogs to the United Nations Standard Products and Services Code® (UNSPSC). UNSPSC offers an open, multi-sector standard for efficient, accurate classification of products and services. Using this cost-free service, you can search the code on their website to locate commodity codes that you can use for your company.


2. Click the down arrow and select a catalog to map.

3. Click the Include Custom Items for Mapping box to include any custom items you may have set up to be mapped, along with wholesaler items.

4. When the list opens, click beside the catalog description for which to enter a UNSPSC code.

5. Click the UNSPSC box and enter the code.

6. After the code has been entered, click .

7. Continue entering UNSPSC codes for the categories to be mapped. See Step 2-6.

8. When finished, click Save.

Testing Your eProcurement Settings

You can easily test your eProcurement settings from within the Administrative Web site. Doing so lets you identify issues and problems with your settings.

1. On the Administrative Web page, click eProcurement Admin and choose eProcurement Tester.

2. Click the down arrow in the License box and choose the eProcurement license to test.

3. The XML request information for the license you selected appears in the XML Request box. This is the XML the system uses to test the settings.

4. Select the license type by choosing the Punchout or PO option. You can also manually enter or paste a different XML request to test in the XML Request box.
5. Once you have the XML request information selected, you can do the following:
   - Click the Send to URL button to post the XML request to your eProcurement license.
   - Click the Load Request button to find all valid XPath values for the XML request shown.
   - Click the Custom URL box to post the XML request to the custom address you specified. Click Send to Custom URL.

   **Note:** If you are testing an Ariba license, you can click the Ignore DTD Errors box to ignore any DTD errors that could occur during the testing phase.

6. Information appears in the Response box.

   **Note:** If you are testing a punchout XML request and the request succeeds, a link appears below the Response box. Click this link to view the punchout site using the license.

7. To test an XPath, enter the path in the XPath box and click the Test button. The return information is shown in the Response box.

8. After you view Response information, click Get Log to review routing detail for the license. This information lists the actual requests and responses.
Routing Log
This informational page lets you view and track your eProcurement license data.

2. Click the down arrow and select a license for which to view details.
3. Seven columns of information display: Create Date, Entity, Task ID, Task Name, Event ID, Event Name, and Message.
4. Since this page can become cluttered with information, you can set limits. Click the box by which to limit and enter the information. Then, click the down arrow to the right of the box and select the limit. The list refreshes, containing only the information specified.

PO Queue
The PO Queue page provides a user-friendly way to view and track your eProcurement information. This page also lets you resubmit an order or an invoice to the back office business system for processing.

1. On the Administrative Web page, click eProcurement Admin and select PO Queue.
2. Click the down arrow in the License box and select the license to view. You can also choose All Licenses to view detail for all licenses you have set up.
3. In the Transactions section, you can click the following links:
   - # PO’s Queued: Shows the created date, order number, source ID, Status, PO XML information, and Resubmit details. Go to Step 5.
   - # Waiting For Invoiced Status: Shows the order status information, including billing and shipping addresses, line item details, and eProcurement tracking data. Go to Step 5.
   - # Waiting for Invoice Sent: Displays information concerning the invoices that have been sent. This includes the created date, order number, source ID, Status, PO XML information, and Resubmit details. Go to Step 5.
   - # Transactions in Progress: Displays information concerning the transactions that are waiting to be processed. This includes the created date, order number, source ID, Status, PO XML information, and Resubmit details. Go to Step 5.
   - # Error Transactions: Shows details concerning transactions that were not properly processed. This includes the created date, order number, source ID, Status, PO XML information, and Resubmit details. Go to Step 5.
4. In the Search For Transactions section, you can select the transaction(s) to view using a set of limits.
   4.1 Click the down arrow in the Quick Search box and select the Today’s Transactions, Yesterday’s Transactions, All Transactions, or only Error Transactions.
   4.2 Click the Sort ID box and enter the sort identification to use.
   4.3 Click the Order Number box and enter the order number by which to search.
   4.4 Click the Start Date and End Date boxes and enter the beginning and ending dates by which to search. You can also select the date using the calendar.
4.5 When finished, click Go.

5. When the information opens, you have the ability to Resubmit the order or Resubmit the Invoice.

   - **Resubmit Order**: If an order does not contain an order number and its status is not set to new or in the shopper’s cart, you can resubmit the order. In the Resubmit column, click the Resubmit Order link. At the Are You Sure prompt, click OK. The Status ID of the transaction is updated and the page refreshes and displays the Set Procurement Transaction To Be Re-Ordered message.

   - **Resubmit Invoice**: If a transaction does not have an order number and its status is not yet submitted, you can resubmit the invoice. This means you can re-invoice transactions even if completed. This is useful when invoices are lost in the mail, for example. If the order status indicates that the process has not been submitted or has failed, in the Resubmit column, click the Resubmit Invoice link. At the Are You Sure prompt, click OK. The Status ID of the transaction is updated and the page refreshes, displaying the Set Procurement Transaction To Be Re-Invoiced message.

6. When finished viewing data and submitting orders and invoices, click the Back button.

**Note**: Several of the pages above allow you to set additional limits. Click the box by which to limit and enter the information.