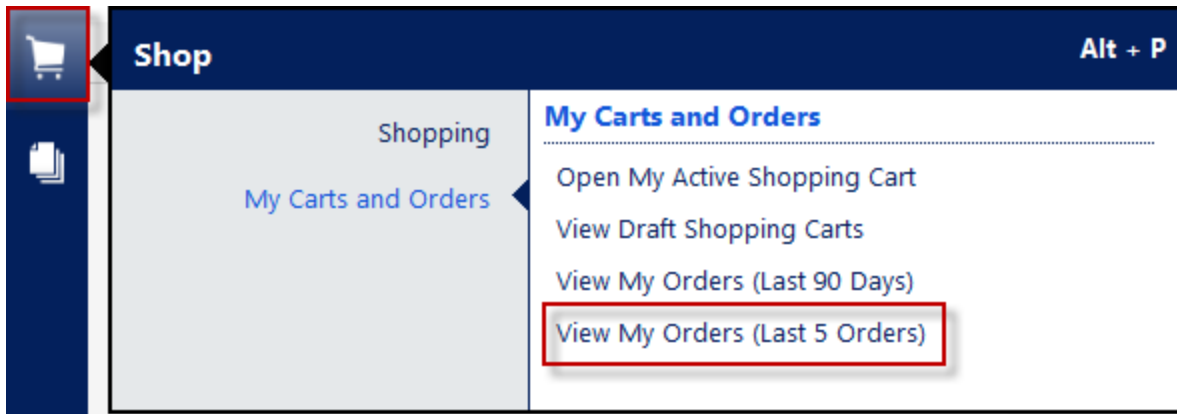


Resubmitting Catalog Orders in SRM

Overview: If a catalog order needs to be resubmitted in SRM, follow one of the two submission methods provided below. If you created the catalog order, use “method one.” If you did not create the catalog order, use “method two.”

METHOD ONE: Follow these instructions only if you created the catalog order.

1. Log in to SRM via the SRM MarketPlace (**BCM Intranet > Self Service > MarketPlace**).
2. Click **Go Shopping > Shop Full Functionality**.
3. Enter the **Set Values** for the shopping cart.
4. Click **Add Item** and select **Supplier Catalogs** from the drop-down menu.
NOTE: You will be routed to SciQuest.
5. Once you are in SciQuest, click **Shop > View My Orders (Last 5 Orders)** or press **Alt + P**.



6. Click **Resubmit Cart** for the corresponding basket that needs to be resubmitted.

My Recent Requisitions						?
Status	Requisition No.	Requisition Name	Requisition Date/Time	Requisition Total		
✓	1099010	2014-02-21 TRAIN1-12 01	2/21/2014 1:36 PM	2,091.94 USD	resubmit cart	
✓	639228	2011-09-21 TRAIN1-12 01	2/19/2014 8:42 AM	244.80 USD	resubmit cart	
✓	1096211	2014-02-18 TRAIN1-12 01	2/18/2014 3:49 PM	129.99 USD	resubmit cart	
✓	639221	2011-09-21 TRAIN1-12 01	9/21/2011 10:07 AM	1,085.90 USD	resubmit cart	
✓	639173	2011-09-21 TRAIN1-12 01	9/21/2011 9:58 AM	2,228.00 USD	resubmit cart	

NOTE: If you are not sure which basket needs to be resubmitted, click on the desired requisition number to display the associated items. You will be directed to the **Item Details** page.

- If you selected the incorrect basket, *right-click* and select **Back** to return to the list of recent requisitions.

Quick Reference Guide

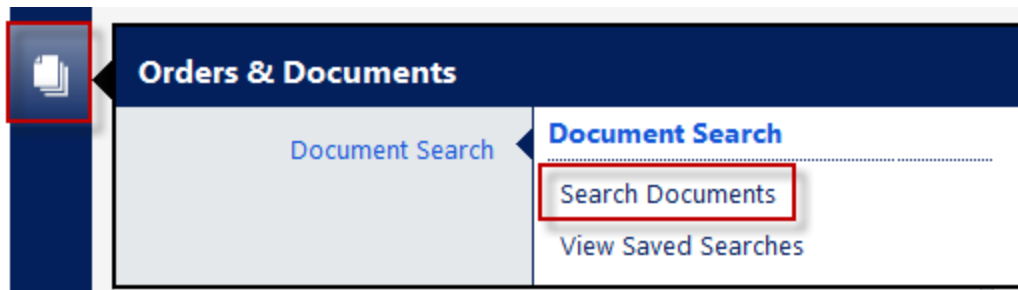
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- If you selected the correct basket, locate the **Available Actions** drop-down menu (located in the upper, right-hand corner of the **Items Details** page). Select **Resubmit Cart** and click **Go**.



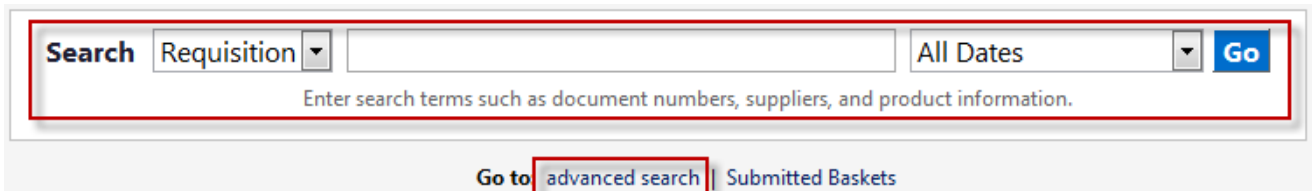
METHOD TWO: Follow these instructions only if you DID NOT create the catalog order, but need to resubmit the order.

1. Log in to SRM via the SRM MarketPlace (**BCM Intranet > Self Service > MarketPlace**).
2. Click **Go Shopping > Shop Full Functionality**.
3. Enter the **Set Values** for the shopping cart.
4. Click **Add Item** and select **Supplier Catalogs** from the dropdown menu.
NOTE: You will be routed to SciQuest.
5. Once you are in SciQuest, click **Orders & Documents > Search Documents**.



6. Using the **Search** box, enter the desired requisition (basket) number and click **Go**.

*NOTE: If you DO NOT know the basket number, click **Advanced Search** for additional search options. For instructions on performing an **Advanced Search**, refer to page three of this document.*



Quick Reference Guide

- Version: 14-0224-02
- Questions: srm-feedback@bcm.edu
- IT Help Desk: 713-798-8737

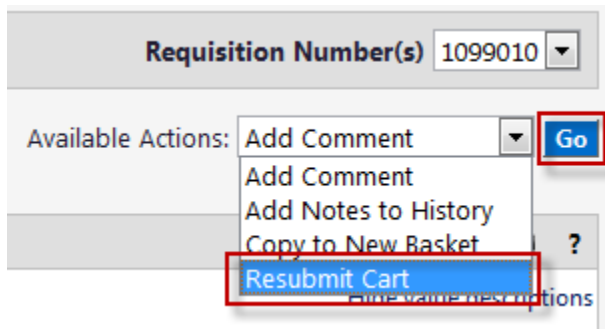
NOTE: If no search results display, there may be a security issue preventing you from retrieving someone else's catalog order. Please contact srm-feedback@bcm.edu for assistance.

- Once the search results display, click on the corresponding **Requisition No.** hyperlink.



Requisition No.	Supplier(s)
1099010	Dell
639228	Bio-Rad Laboratories (Stockroom / Freezer)
1096211	Office Max
1094163	Bio-Rad Laboratories (Stockroom / Freezer)
1094130	Expotech USA, Inc.

- Locate the **Available Actions** drop-down menu. Select **Resubmit Cart** and click **Go**.



Requisition Number(s) 1099010

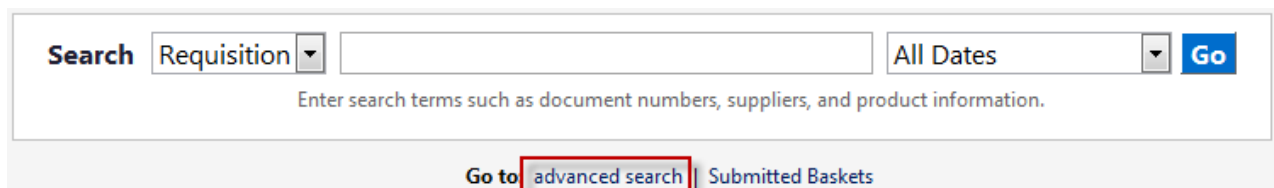
Available Actions: Add Comment Add Comment Add Notes to History Copy to New Basket **Resubmit Cart**

Go

Performing an Advanced Search to Locate a Requisition Number

If you need to resubmit a catalog order but do not know the basket number, follow the steps below to locate the basket through the **Advanced Search** feature.

- Within the SciQuest **Search Documents**, click **Advanced Search**.



Search Requisition [] All Dates [] **Go**

Enter search terms such as document numbers, suppliers, and product information.

Go to **advanced search** Submitted Baskets

- The **Advanced Search** displays, providing additional search criteria. Within the **Requisition Information** search area, it is useful to search for a desired basket using the **Prepared By** and **Date** criteria:

Quick Reference Guide

- Version: 14-0224-02
- Questions: srm-feedback@bcm.edu
- IT Help Desk: 713-798-8737

- Within the **Prepared By** field, enter the BCM user name of the person who created the basket. If you do not know the person's BCM user name, click the **Search** icon that appears to the right of the field and locate and select the desired person.
 - Within the **Date** criterion, click on the **All Dates** drop-down and select the desired option.
3. After completing all desired search fields, click **Go**.

The screenshot shows a search interface with the following elements:

- Search** dropdown menu set to **Requisition**.
- simple search** text on the right.
- Go** button highlighted with a red box.
- Requisition Identification** section:
 - Requisition Number(s) text input field.
 - Requisition Name text input field.
- Requisition Information** section:
 - Participant(s) text input field with a search icon.
 - Prepared For text input field with a search icon.
 - Prepared By** text input field with a search icon, highlighted with a red box.
 - Date** section:
 - Submit Date dropdown menu.
 - All Dates** dropdown menu, highlighted with a red box.
 - Total Amount dropdown menu.
 - Supplier text input field with a search icon.
 - Department text input field with a search icon.

4. A list of search results displays. Click on the desired requisition number to display the associated items.
- If you selected the incorrect basket, *right-click* and select **Back** to return to the list of recent requisitions.
5. If you selected the correct basket, locate the **Available Actions** dropdown menu. Select **Resubmit Cart** and click **Go**.

The screenshot shows the **Available Actions** dropdown menu with the following options:

- Add Comment
- Add Comment
- Add Notes to History
- Copy to New Basket
- Resubmit Cart** (highlighted with a red box)

The **Go** button is also highlighted with a red box.

Quick Reference Guide

- Version: 14-0224-02
- Questions: srm-feedback@bcm.edu
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