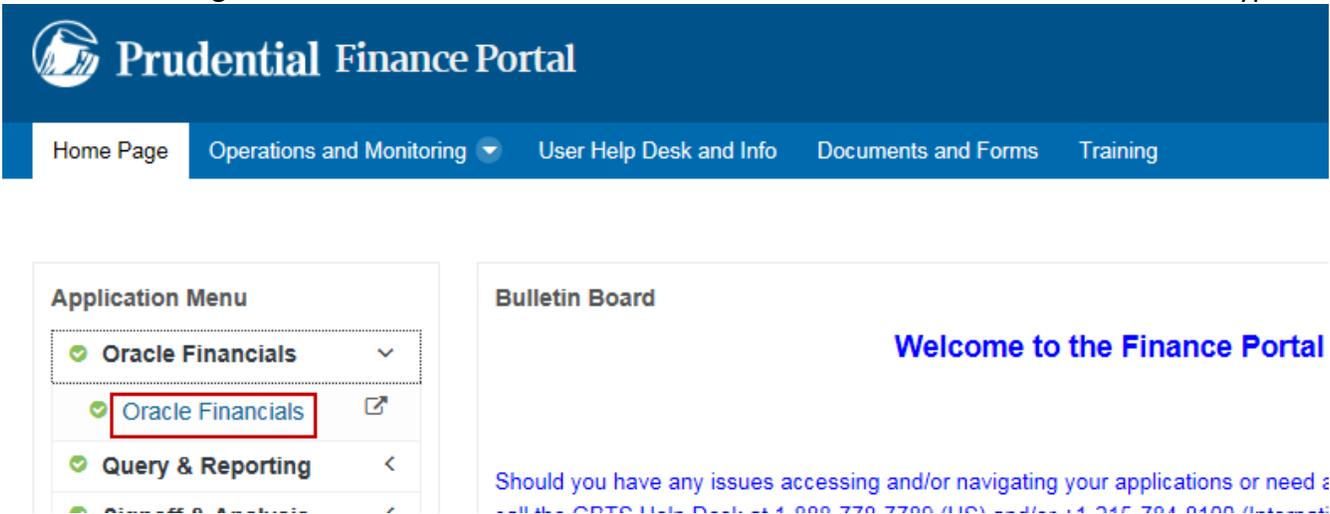


Oracle Quick Reference Guide Purchasing Promotional Items

1. Type “FSA” in your internet explorer browser and hit enter. Enter your computer xID and password:



2. You will be brought to the Finance Portal. Click on Oracle Financials then the Oracle Financials hyperlink.



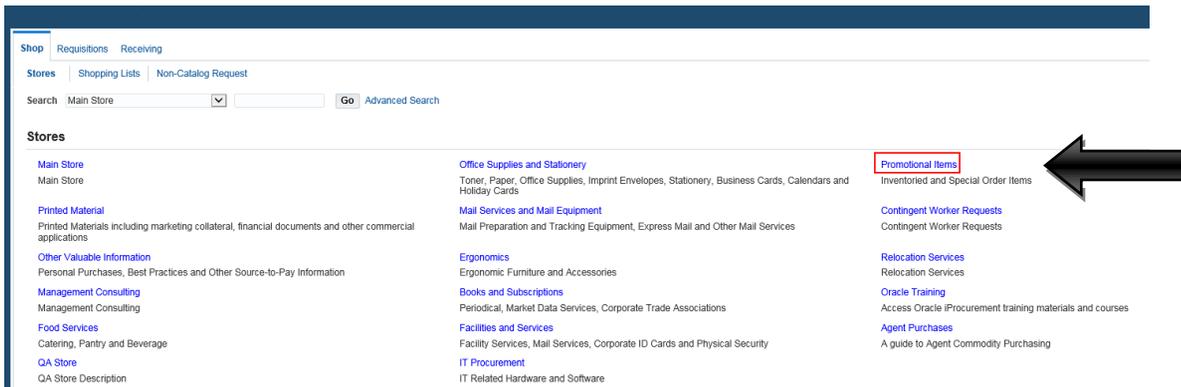
Note – typing in “BUYIT” in your internet explorer browser prompts you to log in just like above however instead of bringing you to the Finance Portal it brings you directly to the iProcurement Home Page (Screenshot from Step 4 below).

Oracle Quick Reference Guide Purchasing Promotional Items

3. Navigate to PFI US PO Requester > iProcurement > iProcurement Home Page.



4. Within the Shop tab of iProcurement select the “Promotional Items” hyperlink then select the vendor you wish to view. Steps 5-7 show the process of placing an order for a special, “non-catalog” order. Before proceeding you must have worked with the vendor offline so that they can create the quote number. Once you have this number you may proceed to step 5. Steps 8-13 show the process of reviewing the catalog directly from the vendor’s site.



Oracle Quick Reference Guide Purchasing Promotional Items

Shop Requisitions Receiving Contractors

Stores Shopping Lists Non-Catalog Request Contractor Request

Search Promotional Items Go Advanced Search

Shop: Stores >

Shop Promotional Items

Inventoried and Special Order Items

Name
CFJ Manufacturing
Staples Promotional Items
Best Practices - Promotional Items
MPS Punchout

5. Click on “Oracle Quotes” (top navigation bar).

Onli... HIVE Application Home Oracle BIEE Home Time Reporting & Absenc... CA Clarity PPM Login

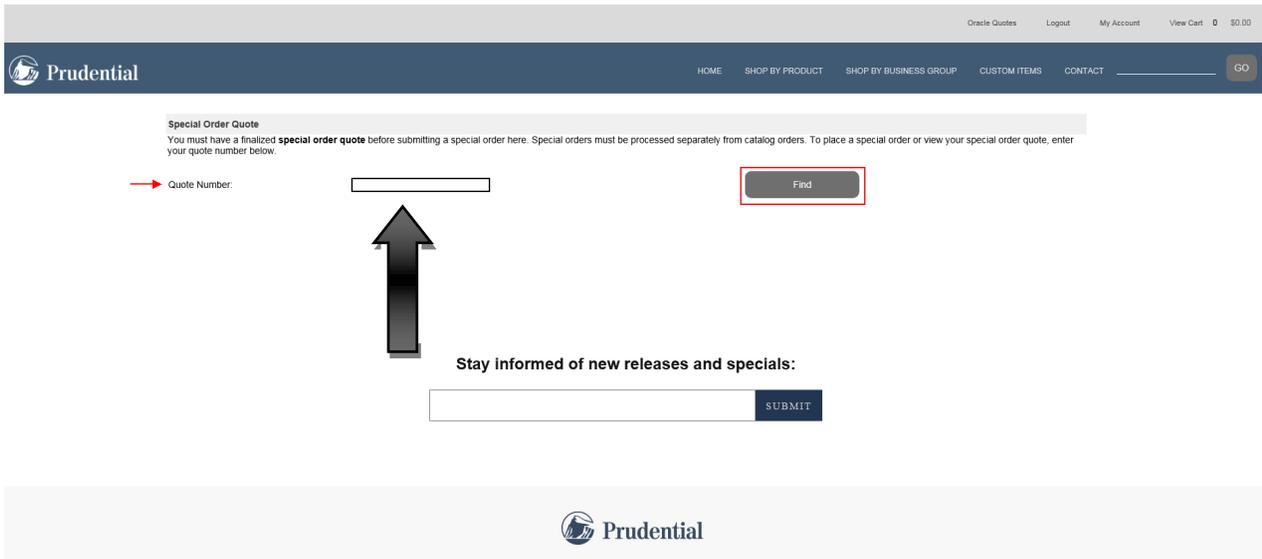
Oracle Quotes Logout My Account View Cart 0 \$0

HOME SHOP BY PRODUCT SHOP BY BUSINESS GROUP CUSTOM ITEMS CONTACT

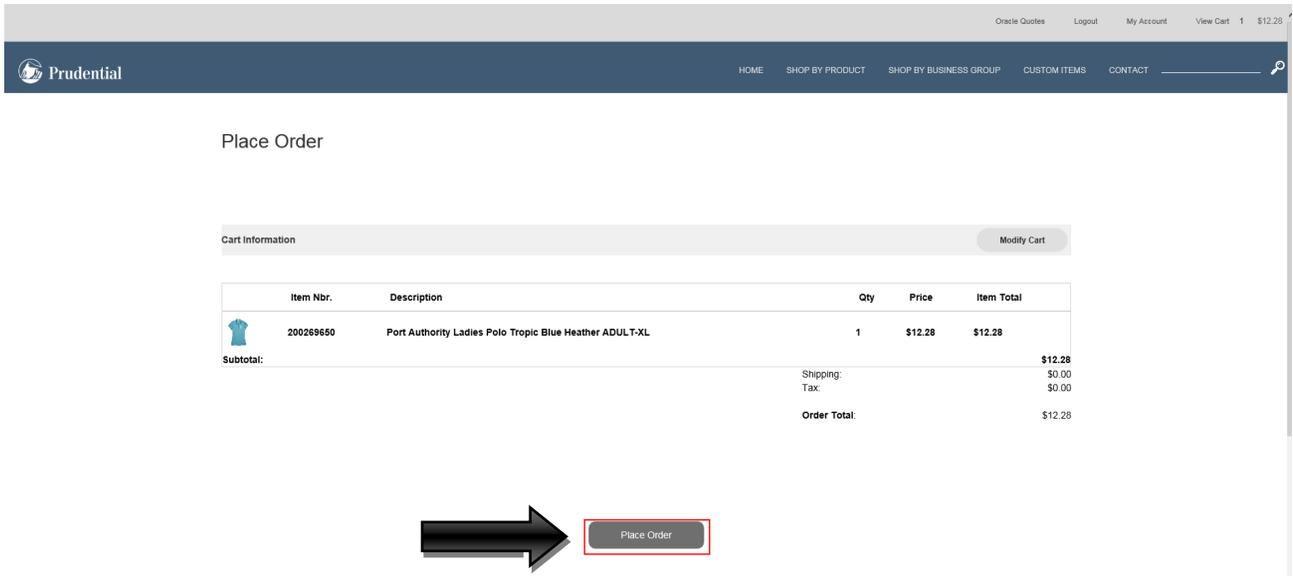
Prudential Branded

6. Enter the Staples Promotional Products Quote number in the box (quote # should have been provided to you by the vendor). Click “Find” (quote detail will be displayed). If quote detail does not display, contact the vendor – all contact information can be found within the Best Practices document within the Promotional Items storefront above.

Oracle Quick Reference Guide Purchasing Promotional Items



7. Click on Place Order



8. ...Continuing from step 4 above. You may choose any of the options to search for products or use the search feature:



Oracle Quick Reference Guide Purchasing Promotional Items

9. Once you find the desired item, click on it and input the quantity. You can view Inventory availability dates if needed. Select Add to Cart.

HEADWEAR



2-TONE CAP

200299259

Description:

- Cotton twill.
- Fabric strap with hook-and-loop closure.
- Five panel design.
- Import. Embroidery. Gunmetal/Black.

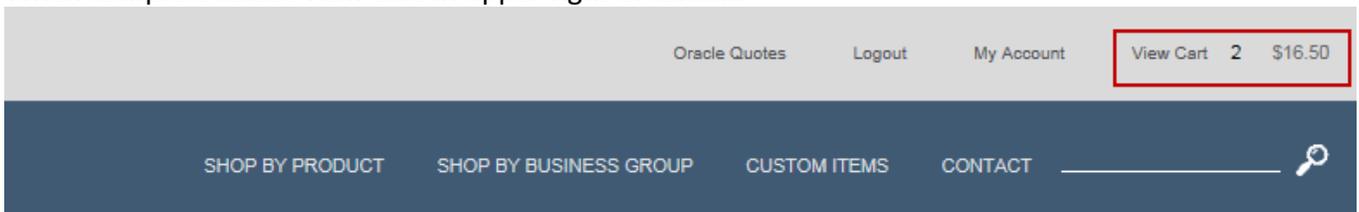
Item ID	In-Stock	Qty
299259	338	<input type="text" value="1"/>

\$5.75

View Inventory Availability Dates

Add to Cart

10. When complete select View Cart in upper right of screen:



11. Review the cart and make updates or add Signature Cards, if needed. When complete click Check Out:

Oracle Quick Reference Guide Purchasing Promotional Items

View Cart

Cart Information

Note: Changing Quantity to 0 will remove item from your cart.

	Item	Description	Qty	Price	Item Total
Remove		2-Tone Cap Gunmetal	<input type="text" value="2"/>	\$5.75	\$11.50
Subtotal:					\$11.50
Shipping:					\$0.00
Order Total:					\$11.50

[Update](#)

Cart Options

Include Signature Card with Order

Yes, include Signature Card

One Signature Card included per order. By including the Signature Card next steps after selecting Check Out will require setting up your Signature Card for the order.

[Check Out](#) Begins the checkout process.

[Empty Cart](#) Clears all items from your cart.

12. Select Shipping then click Continue:

Payment

Use a Promo Code

Do you have an Promo Code that you would like to use on this order? Enter the Promo Code below and then click 'Apply to Order'.

Promo Code:

[Apply to Order](#)

Your order total: **\$11.50**

Shipping Method

Choose a method of shipping.

Delivery in 3-7 business days

[Continue](#)

13. Review finally then click Place Order.

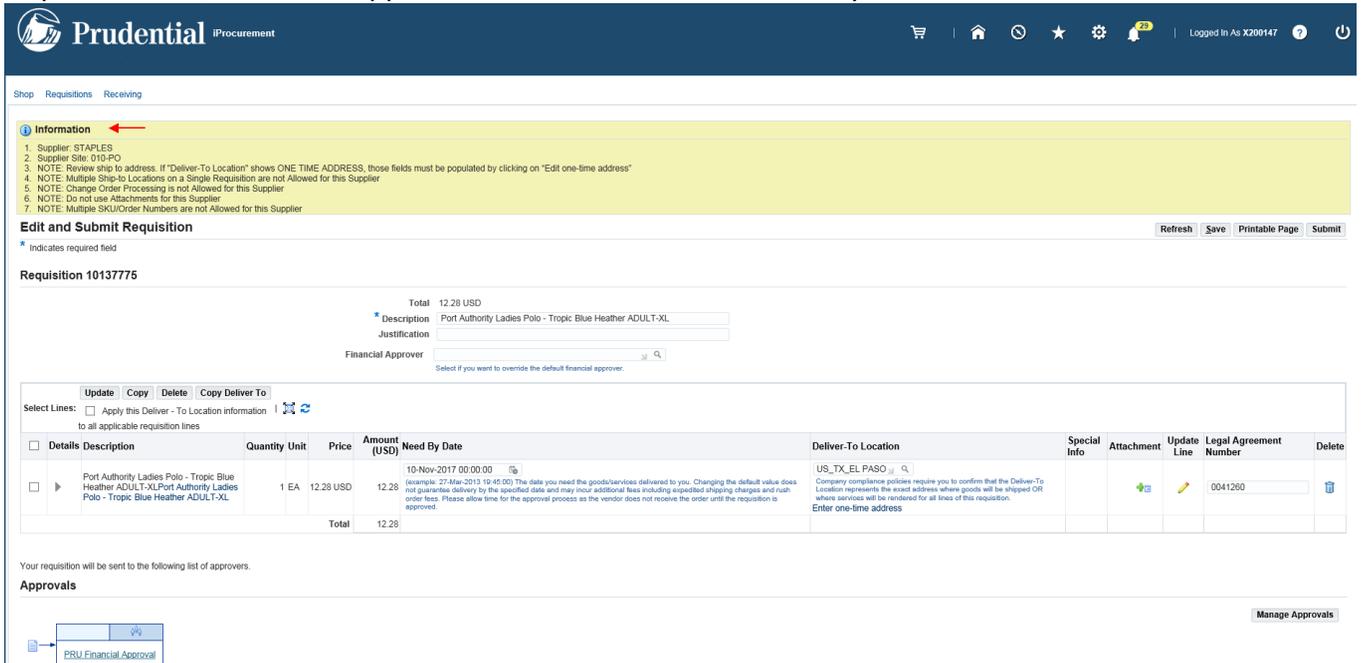
Oracle Quick Reference Guide Purchasing Promotional Items

Place Order

Cart Information					Modify Cart
Item Nbr.	Description	Qty	Price	Item Total	
 200299259	2-Tone Cap Gunmetal	2	\$5.75	\$11.50	
Subtotal:					\$11.50
				Shipping:	\$0.00
				Tax:	\$0.00
				Order Total:	\$11.50

Place Order

14. After placing the order, system will bring you back to iProcurement. Items will populate into your requisition cart/form and supplier information is shown above in yellow.



Information

- Supplier: STAPLES
- Supplier Site: 010-PO
- NOTE: Review ship to address. If "Deliver-To Location" shows ONE TIME ADDRESS, those fields must be populated by clicking on "Edit one-time address"
- NOTE: Multiple Ship-to Locations on a Single Requisition are not Allowed for this Supplier
- NOTE: Change Order Processing is not Allowed for this Supplier
- NOTE: Do not use Attachments for this Supplier
- NOTE: Multiple SKU/Order Numbers are not Allowed for this Supplier

Edit and Submit Requisition Refresh Save Printable Page Submit

* Indicates required field

Requisition 10137775

Total 12.28 USD
 Description Port Authority Ladies Polo - Tropic Blue Heather ADULT-XL
 Justification
 Financial Approver

Select if you want to override the default financial approver.

Update Copy Delete Copy Deliver To

Select Lines: Apply this Deliver - To Location information to all applicable requisition lines

Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Attachment	Update Line	Legal Agreement Number	Delete
<input type="checkbox"/>	Port Authority Ladies Polo - Tropic Blue Heather ADULT-XL	1	EA	12.28 USD	12.28	10-Nov-2017 00:00:00	US_TX_EL_PASO				0041260	
					Total	12.28						

Your requisition will be sent to the following list of approvers.

Approvals Manage Approvals

PRU Financial Approval

15. If you leave the Financial Approver section blank it will default to your manager. If you need to change it, select the magnifying glass and choose another Financial Approver.

Oracle Quick Reference Guide Purchasing Promotional Items

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Edit and Submit Requisition Refresh Save Printable Page Submit

* Indicates required field

Requisition 10126599

Total 50.00 USD

* Description (details of order) Open field for description

Justification

Financial Approver Select if you want to override the default financial approver.

Update Copy Delete Copy Deliver To

Select Lines: Apply this Deliver - To Location information to all applicable requisition lines

Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Attachment	Update Line	Legal Agreement Number	Delete
<input type="checkbox"/>	(details of order) Open field for description	1	EA	50 USD	50.00	08-Nov-2017 00:00:00 <small>Example: 27-Mar-2013 10:45:00 The date you need the goods/services delivered to you. Changing the default value does not guarantee delivery by the specified date and may incur additional fees including expedited shipping charges and rush order fees. Please allow time for the approval process as the vendor does not receive the order until the requisition is approved.</small>	ONE TIME ADDRESS <small>Company compliance policies require you to confirm that the Deliver-To Location represents the exact address where goods will be shipped OR where services will be rendered for all lines of this requisition.</small>				0032154	
Total						50.00						

Your requisition will be sent to the following list of approvers.

Approvals Manage Approvals

```

    graph LR
      A[PRU Financial Approval] --> B[PRU Operational Compliance Approval]
      B --> C[PRU Operational Compliance Approval 2]
  
```

Notes And Attachments

16. Please note: If you do not have a Pru location assigned to you, a message will appear to edit the ONE TIME ADDRESS line. If this happens, select the Edit one-time address button towards the right of the screen.

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Edit and Submit Requisition Refresh Save Printable Page Submit

* Indicates required field

Requisition 10126599

Total 50.00 USD

* Description (details of order) Open field for description

Justification

Financial Approver Select if you want to override the default financial approver.

Update Copy Delete Copy Deliver To

Select Lines: Apply this Deliver - To Location information to all applicable requisition lines

Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Attachment	Update Line	Legal Agreement Number	Delete
<input type="checkbox"/>	(details of order) Open field for description	1	EA	50 USD	50.00	08-Nov-2017 00:00:00 <small>Example: 27-Mar-2013 10:45:00 The date you need the goods/services delivered to you. Changing the default value does not guarantee delivery by the specified date and may incur additional fees including expedited shipping charges and rush order fees. Please allow time for the approval process as the vendor does not receive the order until the requisition is approved.</small>	ONE TIME ADDRESS <small>Company compliance policies require you to confirm that the Deliver-To Location represents the exact address where goods will be shipped OR where services will be rendered for all lines of this requisition.</small>				0032154	
Total						50.00						

Your requisition will be sent to the following list of approvers.

Approvals Manage Approvals

```

    graph LR
      A[PRU Financial Approval] --> B[PRU Operational Compliance Approval]
      B --> C[PRU Operational Compliance Approval 2]
  
```

Notes And Attachments

i. After clicking on “Edit One Time address” you may choose to Create a New One-Time Address or Select Existing One-Time Address. For future use of the address, Click on Save Address and Apply.

Oracle Quick Reference Guide Purchasing Promotional Items

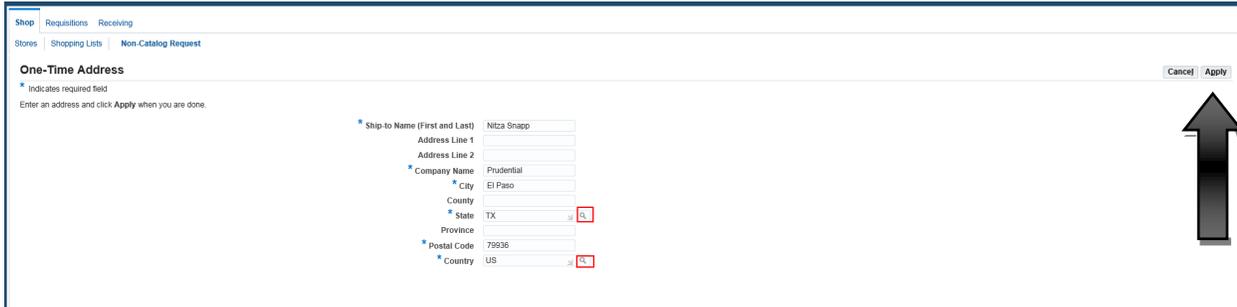
Shop | Requisitions | Receiving

Stores | Shopping Lists | Non-Catalog Request

One-Time Address Cancel | Apply

* Indicates required field
Enter an address and click Apply when you are done.

* Ship-to Name (First and Last) Nitza Snapp
 Address Line 1
 Address Line 2
 * Company Name Prudential
 * City El Paso
 * Country
 * State TX
 * Province
 * Postal Code 79936
 * Country US



ii. If you want all line items to ship to the same address, click the “Apply this Deliver-To Location...” checkbox on Selected Lines: left hand upper corner, Click “Copy Deliver To”.

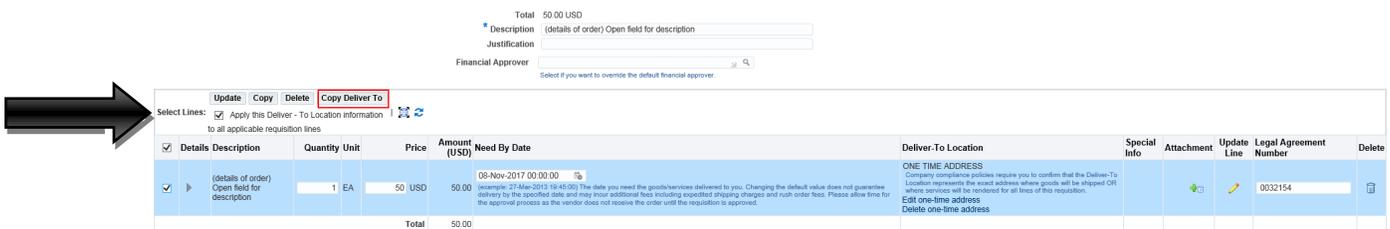
Requisition 10126599

Total 50.00 USD
 * Description (details of order) Open field for description
 Justification
 Financial Approver

Update | Copy | Delete | **Copy Deliver To**

Select Lines: Apply this Deliver - To Location information to all applicable requisition lines

Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Attachment	Update Line	Legal Agreement Number	Delete
<input checked="" type="checkbox"/>	(details of order) Open field for description	1	EA	50 USD	50.00	08-Nov-2017 00:00:00	ONE TIME ADDRESS Company compliance policies require you to confirm that the Deliver-To Location represents the exact address where goods will be shipped OR where services will be rendered for all lines of this requisition. Edit one-time address Delete one-time address				0032154	
Total					50.00							

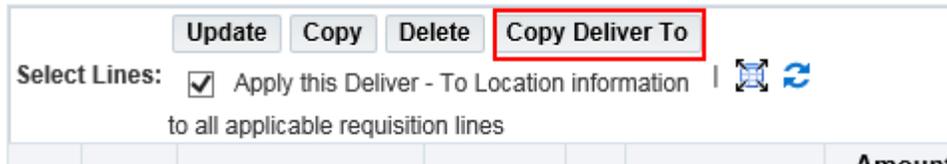


Your requisition will be sent to the following list of approvers.

Update | Copy | Delete | **Copy Deliver To**

Select Lines: Apply this Deliver - To Location information to all applicable requisition lines

Amount



Oracle Quick Reference Guide Purchasing Promotional Items

17. Review page and if correct, select Submit

Shop | Requisitions | Receiving

Stores | Shopping Lists | Non-Catalog Request

Shop: Non-Catalog Request >

Edit and Submit Requisition Refresh Save Printable Page **Submit**

* Indicates required field

Requisition 10126599

Total 50.00 USD

* Description (details of order) Open field for description

Justification

Financial Approver

Select if you want to override the default financial approver.

Update Copy Delete Copy Deliver To

Select Lines: Apply this Deliver - To Location information to all applicable requisition lines

<input type="checkbox"/>	Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Attachment	Update Line	Legal Agreement Number	Delete
<input type="checkbox"/>		(details of order) Open field for description	1	EA	50	USD	08-Nov-2017 00:00:00 (T)	ONE TIME ADDRESS Company compliance policies require you to confirm that the Deliver-To Location represents the exact address where goods will be shipped OR where services will be rendered for all lines of this requisition. Edit one-time address Delete one-time address				0032154	
						Total	50.00						

Oracle Quick Reference Guide Purchasing Promotional Items

18. Once approved, the system will notify you via email and automatically send PO to the vendor.

New Reply Reply to All Forward Display More

FYI: Purchase Requisition 10061888 has been approved
[procurement.operations](#) to: DINARDO, JOSEPH
Please respond to s2presponses

05/12/2015 05:42 PM
[Show Details](#)

From: TRUSCOTT, BETTY	Description: ARC BELLA UMBRELLA
To: DINARDO, JOSEPH	Requisition Total: 1,500.00 USD
Sent: 12-May-2015 21:40:04	Attachments:
ID: 6691435	

Requisition Lines

Line	Description	Supplier	Location	Unit	Quantity	Price (USD)	Amount (USD)	Legal Agreement Number	Dist #	Entity	Account	Sub Account	Product Group	Cost Center	Location	Dist Amount
1	ARC BELLA UMBRELLA	STAPLES	US_NJ_GC3_F13EA		100	13	1,300.00	0041260	1	15001	76315	99999	41001	712105	9999	1,300.00
2	Fulfillment AS	STAPLES	US_NJ_GC3_F13EA		100	2	200.00	0041260	1	15001	76315	99999	41001	712105	9999	200.00
3	NOTECARD	STAPLES	US_NJ_GC3_F13EA		100	0	0.00	0041260	1	15001	76315	99999	41001	712105	9999	0.00

Approval Sequence

Num	Name	Action	Action Date	Note
1	JOSEPH DINARDO	Submitted	12-May-2015 16:08:56	
2	ELIZABETH L TRUSCOTT (PRU Financial Approval)	Approved	12-May-2015 21:40:04	

NOTE: Your requisition must be fully approved before a PO is sent to the vendor.

Oracle Quick Reference Guide Purchasing Promotional Items

19. Upon receipt of a PO#, the vendor will email you an Order Acknowledgement with details of your order along with estimated ship and in-hands date information.

New Reply Reply to All Forward Display More



ORDER CONFIRMATION - PRUDENTIAL INSURANCE (084644195)

Holmes, Heidi to: Joseph Dinardo

Cc: "Martin, Eileen", Elizabeth Truscott

05/13/2015 12:16 PM

[Show Details](#)

ORDER CONFIRMATION

Dear JOSEPH DINARDO,

Thank you for your order. This email confirms your order has been placed. Please contact your Staples Promotional Products Representative with any questions at 712-737-0832 or by email at Heidi.Holmes@Staples.com.

Order Number: 084644195

Order Date: 05/13/2015

Purchase Order: 90056202

Shipping Address

PRUDENTIAL
JOSEPH DINARDO
3 GATEWAY CTR
NEWARK, NJ 071024061

Shipping Method

UPS/GRND COMM

Order Quantity	Backorder Quantity	Item	Description	Decoration	Unit Price	Extended Price
100	N/A	001	ARC BELLA UMBRELLA		\$13.00	\$1300.00
100	N/A	M110-2888	Fulfillment AS		\$2.00	\$200.00

Digital Proof Time: 2 business days
Production Time: 7 business days
(does not include shipping days)

Your estimated Ship Date is 05/28/2015

Your estimated In Hands Date is 06/01/2015

Subtotal: \$1500.00

- Please note: Applicable sales tax and freight will be added to your invoice.
- Ordered quantities are subject to a 10% overage/underage unless otherwise noted. Invoicing will be based on actual quantities shipped.

Thank you for your order. We appreciate your business. prudential.commerchandise.com