MIT Integrates eCommerce with SAP

Presented by: Thomas Hoole, C.P.M.
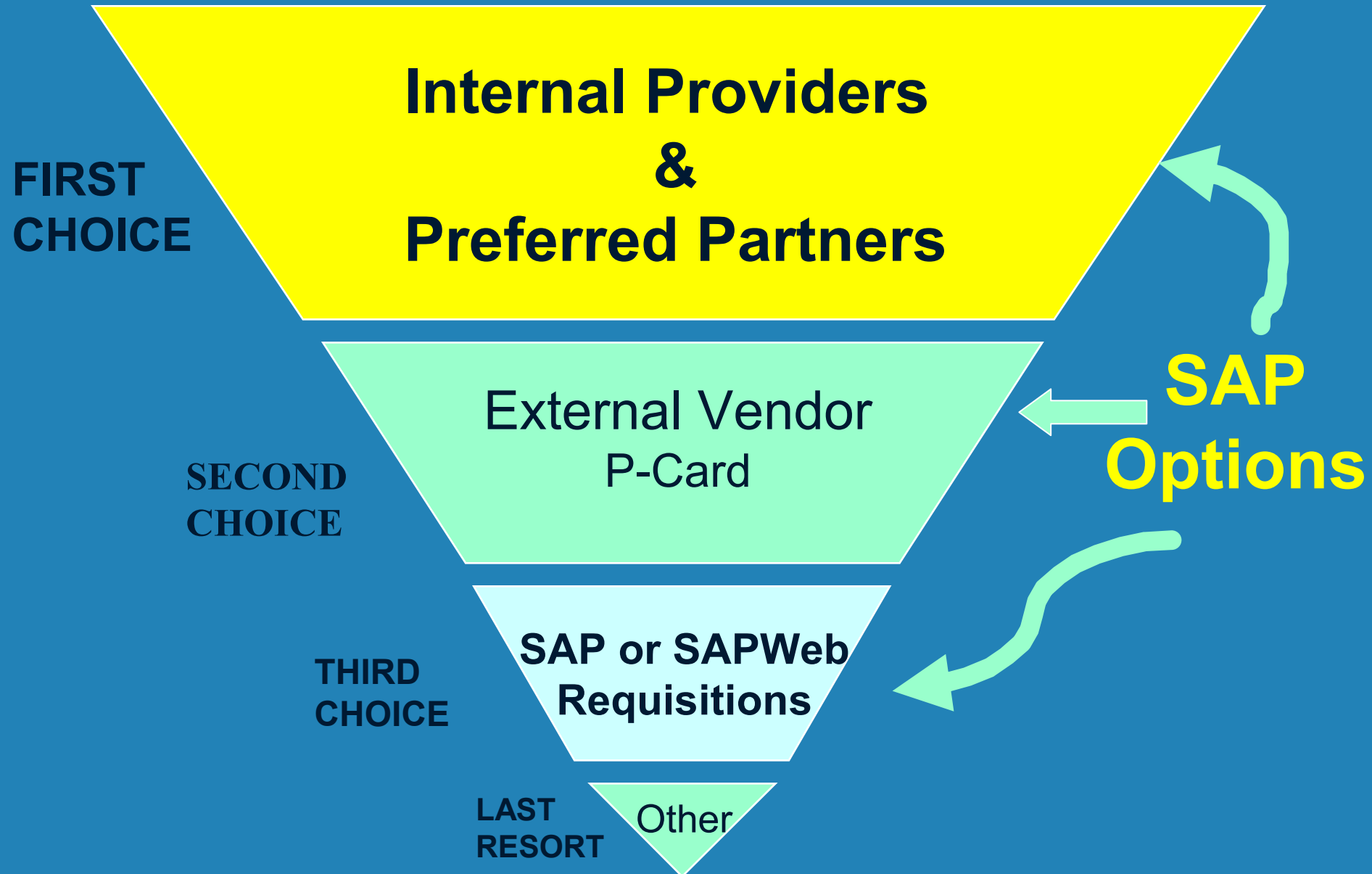
Michael McNamara, C.P.M.

Agenda

- General Information

- MIT Procurement Strategy

- Why eCommerce

- MIT eCommerce Tools

- Future Consideration

- Current Statistics

- Closing Remarks and Questions

MIT General Information

- 10,000 students 8,200 faculty/staff
- 15,000 Cost Objects
- $350-400 million spend/year
- 85,000 purchase orders/year
- 20,000+ vendors on file
- Reengineering 1995
  - Partnerships July 1996
  - Implemented SAP September 1996
  - Procurement Strategy

The MIT Procurement Strategy

**Internal Providers
&
Preferred Partners**

FIRST CHOICE

External Vendor
P-Card

SECOND CHOICE

**SAP or SAPWeb
Requisitions**

THIRD CHOICE

Other

LAST RESORT

SAP Options

Why eCommerce?

- U.S. Business-to-Business eCommerce predicted to climb to $2.8 trillion by 2003
- 90% will be Internet-based
- eCommerce will account for 24% of all B2B transactions

Why eCommerce at MIT

- MIT web oriented
- Allows for local placement of orders
- Decreases order fulfillment cycle
- Reduce/eliminate training
- Tool to help achieve Procurement Strategy
- Allows purchasing personnel to concentrate on value added services
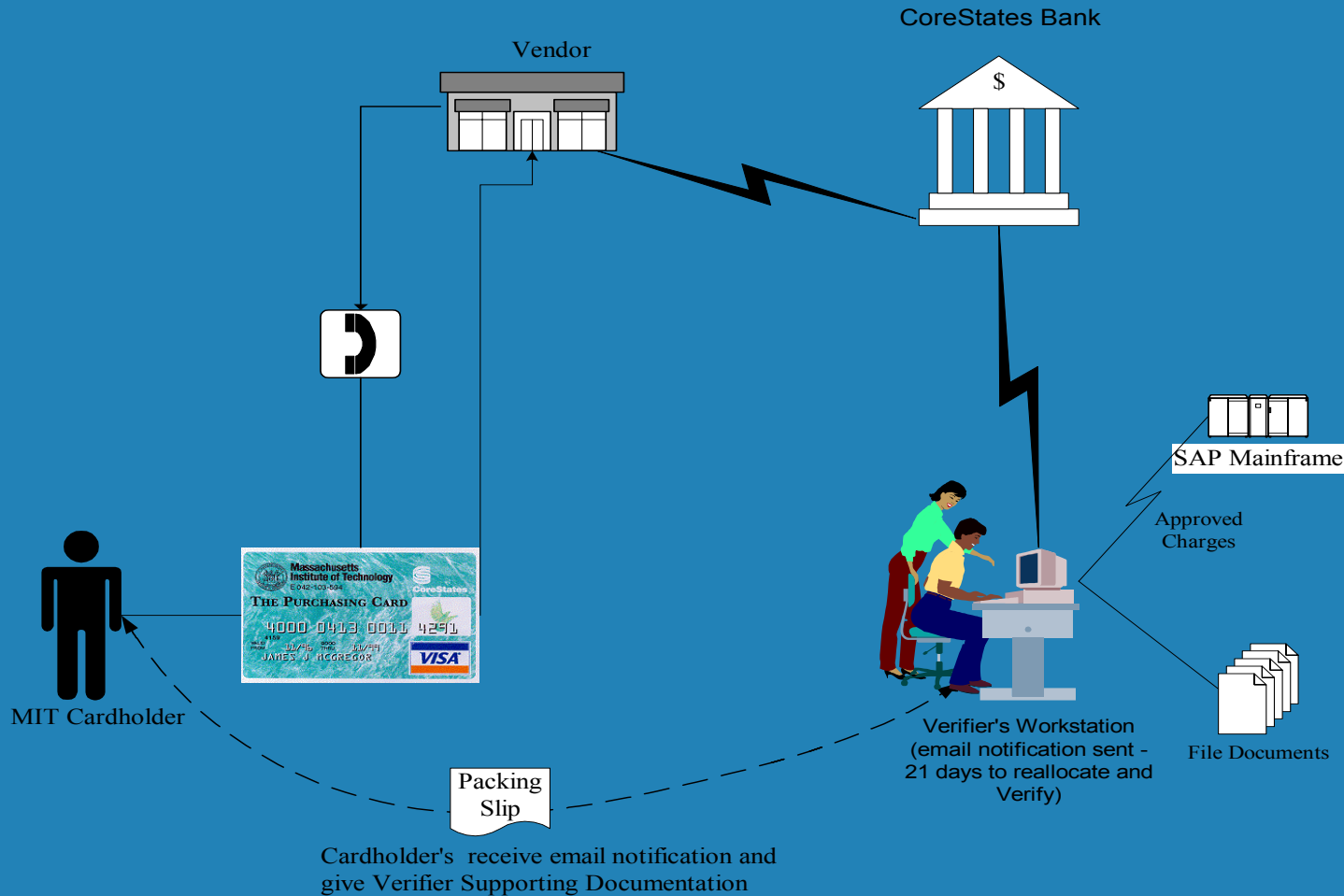
MIT E-Commerce Tools

- P-Card – receives electronic files and uses SAP workflow for approvals
- SAPweb – MIT developed web requisitioning front-end to SAP
- ECAT - electronic catalog, ordering and payment system

MIT Procurement Card

- Daily transaction and monthly billing files sent via FTP into drop box

- MIT designed ABAP program used to upload into SAP as Parked Documents

- Workflow used to route to Approver

- Allows reallocation of Cost Object and G/L Accounts

MIT P-Card Process Flow

CoreStates Bank

Vendor

SAP Mainframe

Approved Charges

Massachusetts
Institute of Technology.
E 042-103-504
THE PURCHASING CARD
4000 0413 0011 4291
CoreStates
11/96 11/99
JAMES J. MCGREGOR
VISA

File Documents

MIT Cardholder

Verifier's Workstation
(email notification sent -
21 days to reallocate and
Verify)

Packing
Slip

Cardholder's receive email notification and
give Verifier Supporting Documentation

Work item   Edit   Goto   Extras   Settings   Folder   System   Help

Number of entries 286

Click on EX Column to execute

St	EX	Description	AT	Rec. on	Substitute for
☐	■	🔍 VIPCard 100350HOOLE_____ POLAND SPG WT $ 8.00		03/28/2000	
☐	■	🔍 VIPCard 100824HOOLE_____ PEARL ART & C $ 10.14		03/28/2000	
☐	■	🔍 VIPCard 100171HOOLE_____ AN ADJUSTMENT $(76.95)		03/28/2000	
☐	■	🔍 VIPCard 100171HOOLE_____ AN ADJUSTMENT $(195.95)		03/28/2000	
☐	■	🔍 VIPCard 100658HOOLE_____ ORIEL INSTRUM $ 265.78		03/28/2000	
☐	■	🔍 VIPCard 100171HOOLE_____ AN ADJUSTMENT $(29.95)		03/28/2000	
☐	☐	🔍 VIPCard 100202HOOLE_____ ON PAPER_____ $ 54.00		03/28/2000	
☐	☐	🔍 VIPCard 100205HOOLE_____ AMAZON.COM * $ 23.90		03/28/2000	
☐	☐	🔍 VIPCard 100387HOOLE_____ 21ST CENTURY_ $ 1495.50		03/28/2000	
☐	☐	🔍 VIPCard 100401HOOLE_____ AIN PLASTICS_ $ 217.51		03/28/2000	
☐	☐	🔍 VIPCard 100248HOOLE_____ VIDEOTRANSFER $ 41.00		03/28/2000	
☐	☐	🔍 VIPCard 100062HOOLE_____ AMERSHAM PHAR $ 55.00		03/28/2000	
☐	☐	🔍 VIPCard 100062HOOLE_____ ROCHE DIAGNOS $ 492.80		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ BERTUCCI'S #0 $ 84.00		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ MIT HARVARD C $ 78.95		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ EDUCAUSE_____ $ 120.00		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ RISTORANTE TO $ 207.35		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ SKILLPATH/COM $ 199.00		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ HIGH PRESSURE $ 183.70		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ DELL'S APPLIA $ 151.95		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ AVIS RENT-A-C $ 70.22		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ ACTIVE CAMBRI $ 39.67		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ MIT HARVARD C $ 84.97		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ UNIVERSITY ST $ 20.76		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ STRUCTURE PRO $ 75.50		03/28/2000	
☐	☐	🔍 VIPCard CCADM HOOLE_____ FRAMEKING EXP $ 14.76		03/28/2000	
☐	☐	🔍 VIPCard 101341HOOLE_____ OMEGA ENGINEE $ 488.40		03/28/2000	
☐	☐	🔍 VIPCard 101342HOOLE_____ DKC*DIGI KEY_ $ 149.42		03/28/2000	
☐	☐	🔍 VIPCard 101332HOOLE_____ PICANTE MEXIC $ 50.95		03/28/2000	
☐	☐	🔍 VIPCard 101341HOOLE_____ VWR SCIENTIFI $ 13.35		03/28/2000	
☐	☐	🔍 VIPCard 101319HOOLE_____ AUSTIN GRILL- $ 28.68		03/28/2000	
☐	☐	🔍 VIPCard 101331HOOLE_____ ALIBRIS*BOOKS $ 38.95		03/28/2000	
☐	☐	🔍 VIPCard 101316HOOLE_____ DKC*DIGI KEY_ $ 390.14		03/28/2000	
☐	☐	🔍 VIPCard 101316HOOLE_____ AVNET ELECTRO $ 243.10		03/28/2000	
☐	☐	🔍 VIPCard 101316HOOLE_____ BORDERS.COM__ $ 53.10		03/28/2000	

Sorted in descending order according to " Date received "

SF5 (1) (030)   pine   INS   10:13AM

Post Parked Document: Overview

Display currency   Fast entry   Tax amounts

Can Post here by clicking Document>Post or Reallocate by clicking on Fast Entry Screen

Document date	03/21/2000	Doc. type |SC| Company code |COR|
Posting date	03/28/2000	Period |9| Currency |USD|
Document number	200050975	Fiscal year |2000| Translation dte 03/28/2000
Reference	100350HOOLE	Trading part.BA
Doc.header text	20000323	Texts exist

Line items

#	PK	GLacct	GLacctDesc	CCenter	Order	WBS	Line item text	Amount
1	50	200030	VISA Purch				Visa Ref#: 24	8.00-
2	40	420226	Materials	1633500			POLAND SPG WTR	8.00

D 8.00   C 8.00   Itm 2   0.00

Other line items

PstKy [ ] Account [   ] ⊿ Sp.G/L [ ] Trans.type [   ] New co.code [   ]

SF5 (1) (030) ▼ | pine | INS | 10:16AM

Document Goto Extras Settings System Help

Document menu:
- Change
- Display
- Check   Shift+F6
- Delete
- Complete   Shift+F5
- Park document Shift+F4
- **Post**   Ctrl+S
- Exit   Shift+F3

MIT   ☐ Calculate tax

Post Document

		ost ctr	Order	WBS element	Due date
	Amount	Text			
50	200030				
	8.00	Visa Ref#: 243990000823270000479136			
40	420226	1633500			
	8.00	POLAND SPG WTR00202606 IDIRECT MRKTERS/MO-TO			

Modify G/L Account

Or Cost Object

Split Dollar
Amount up to 999
times

Other line items

PstKy ☐ Account [_____] Sp.G/L ☐ Trans.type [____] New co.code [____]

SF5 (1) (030) pine INS 10:21AM

SAPWeb Requisitioning

- MIT developed web front end
- SAP Gui not required
- Digital Certificate authentication
- Easy to use
- Functionality
  - Create requisition
  - Display requisition
  - Display Purchase Order
  - Find a requisition

File   Edit   View   Go   Communicator   Help

Bookmarks   Location: http://web.mit.edu/sapweb/

Welcome to

SAP*web*

MIT's web interface to purchasing in SAP

SAP
web

NOTICE: VWR Scientific can now be accessed from the SAPweb home page.
Follow the link under 'Partner Vendors' in the **Purchasing section**.

Getting Started | Purchasing | Practice | Related Web Pages

Getting Started	About SAPweb
	Get Web Certificates
	Requirements for using SAPweb
	Business Rules for purchasing at MIT
	Special Requisitions (Blanket Orders, Subcontracts, Change Orders)
	Training
Purchasing	Create a Requisition
	Display a Requisition
	Find a Requisition
	Display a Purchase Order
	Partner Vendors
	NECX
	Office Depot
	BOC Gases
	VWR Scientific *<< NEW!*
Practice	Create a PRACTICE Requisition *(coming soon)*
	Display a PRACTICE Requisition *(coming soon)*
	Find a PRACTICE Requisition *(coming soon)*

Create SAP Requisition

Initial Screen: Specify type of requisition

External Vendor ▼

External Vendor
Internal Provider

Number of line items on requisition form: 1 to 5 ▼

Generate Req Form

Create SAP Requisition

SAP web

This Requisition will be created against the Production SAP system. Real funds will be committed.

General Information

These will be applied to all line items. You will NOT be able to override these values for individual items.

Field		Value
Requisitioner	**Requisition created by:**	*UserId:* **mcnamara** *Name :* **Michael J Mc Namara**
	Requisitioner: (name of person for whom goods are being requisitioned)	MNamara
Delivery Options	**Deliver To:** (name)	MNamara
	Deliver Loc: (MIT Bldg-Room/Phone Required)	E19-370 / 3/7247
Vendor	**Desired Vendor:** (six-digit SAP vendor code)	Name Search (Lookup vendor by name) 10002 HARVARD COOPERATIVE SOCIETY
Other Tracking	**Requisition Tracking Number:** (if any, e.g. paper req. number)	

File   Edit   View   Go   Communicator   Help

(mm/dd/yyyy)   Line Item Total $1.0

Line Item 00030

[Clear Item]
[Copy Previous]

Short Text:
Books

Add more text to line item: [↓]

Quantity: **Units:**   **Price per Unit:**
5   EA [↓] x   20

Delivery Date: **Material Group:**
04/23/200   1810 [↓]
(mm/dd/yyyy)

Distrib: **Cost Obj:** **G/L Acct:**
100 %   164370   42080 [↓]
___ %   _____   _____ [↓]
___ %   _____   _____ [↓]

Distrib. percents must total 100%

Line Item Total $100.0

Line Item 00040

[Clear Item]
[Copy Previous]

Short Text:
Books

Add more text to line item: [↓]

Quantity: **Units:**   **Price per Unit:**
2   EA [↓] x   15

Delivery Date: **Material Group:**
04/23/200   1810 [↓]
(mm/dd/yyyy)

Distrib: **Cost Obj:** **G/L Acct:**
100 %   164370   42080 [↓]
___ %   _____   _____ [↓]
___ %   _____   _____ [↓]

Distrib. percents must total 100%

Line Item Total $30.0

Line Item 00050

[Clear Item]
[Copy Previous]

Short Text:
Books

Add more text to line item: [↓]

Quantity: **Units:**   **Price per Unit:**
3   EA [↓] x   10

Delivery Date: **Material Group:**
04/23/200   1810 [↓]
(mm/dd/yyyy)

Distrib: **Cost Obj:** **G/L Acct:**
100 %   164370   42080 [↓]
___ %   _____   _____ [↓]
___ %   _____   _____ [↓]

Distrib. percents must total 100%

Line Item Total $30.0

Total Req Amount $162.0

[Submit Requisition]   [Clear Form]

File Edit View Go Communicator Help

Create Requisition - Netscape

Purchase Requisition 10098050 successfully created.

⊙ Display this requisition
○ Create another requisition, using this requisition as a template
○ Create a new requisition
○ Go to SapWeb Home

Go!

...ion

...AP system. Real funds

...e values for individual items.

Field		Value
Requisitioner	Requisition created by:	*UserId*: **mcnamara** *Name* : **Michael J Mc Namara**
	Requisitioner: (name of person for whom goods are being requisitioned)	MNamara
Delivery Options	**Deliver To:** (name)	MNamara
	Deliver Loc: (MIT Bldg-Room/Phone Required)	E19-370 / 3/7247
Vendor	**Desired Vendor:** (six-digit SAP vendor code)	Name Search (Lookup vendor by name) 10002 HARVARD COOPERATIVE SOCIETY

Document: Done

Start | Create SAP Requisition... | Requisition - Release C... | Microsoft PowerPoint - ... | Create Requisition... | 3:28 PM

List   Edit   Goto   System   Help

Requisition - Release Completely Effected   1

Requisition	Vendor	Text	
	Short Text2	Amount	GL Account
		66,700.00	420298
10097999	DELL MARKETING L.P.	Dell Computer per attached configuration	
	(Reference E-quote: E000169835	3,060.00	421818
10098006	NEWPORT CORPORATION	C/O 4500227517	
	Confirming order - do not dupl	396.00	420226
10098010	TENCOR INSTRMENTS	CHANGE PRICE service call for UV1280	
	change PO# 4500207196 - price	1,460.00	420220
10098011	TRITECH INTERNATIONAL	Altimeter	
	AUV submarine competitions, Tr	1,000.00	421588
10098031	SUN MICROSYSTEMS	SunSpectrum Silver Support	
	Confirming order - do not dupl	4,218.96	420338
10098039	ORIEL INSTRUMENTS	C/O: 4500227390	
	Confirming order - do not dupl	85.00	421818
10098044	SHAUGHNESSY AHERN	Blanket Order / Storage Charges	
	Confirming order - do not dupl	950.00	420226
10098047	CAMELOT SPECIAL EVENTS	tables 18"x8'	
	Confirming order - do not dupl	393.75	420226
10098049	SIGMA ALDRICH CO	17,617-6 triflic anh 5 g	
		210.20	420128
10098050	HARVARD COOPERATIVE SOCIETY	Stuff	
	Confirming order - do not dupl	162.00	420800

PS1 (1) (030) ▼   dogwood   OVR   0.02

Start | Create SAP Requisition - N... | Requisition - Release... | Microsoft PowerPoint - [SA... | 3:30 PM

Display Requisition
Requisition Number 0010098050

For questions about this data, contact MIT Purchasing (x3-7241) or MIT Accounts Payable (x3-0965).

Overall Summary *
(Line Item Summary/Notes appear below)

Identifying Information	**SAP Purchase Requisition Number:**	**0010098050**
	Related Tracking Number:	
History	**Date Created:**	04/14/2000
	Created by:	MCNAMARA
	Date Approved:	04/14/2000
	Date Related PO Generated:	04/14/2000
	Related SAP PO Number:	4500228473
Vendor Information	**Vendor Number:**	0000100027
	Vendor Name/Address:	HARVARD COOPERATIVE SOCIETY 3 CAMBRIDGE CENTER CAMBRIDGE MA 02142-1613
Requisitioner	**Requisition Created for:**	MNamara
	Requested Delivery Date:	04/23/2000

```
t Center 1643700    GENERAL PURCHASING OPERATING EXPENSE      April      2000
ervisor   SHEA /DIANE J
```

Document	Trans Date	Description	Amount	Check
		Total Cost El. 420258	113.88-	
		420920 Post Mail & Ship		
100825654	04/19/2000	Intl Mail 3/19-4/20 pcs =3	0.76	
100827924	04/24/2000	Domestic meter mail 3/19-4/14 pcs = 466	168.77	
100829343	04/25/2000	Post Due & BRM 01-03/2000	124.73	
		Total Cost El. 420920	294.26	
		T O T A L	307.38	

```
t Center 1643700    GENERAL PURCHASING OPERATING EXPENSE      April      2000
ervisor   SHEA /DIANE J
```

C O M M I T M E N T   L I S T I N G

e Document	Trans.Date	GL Acc	Vendor Name/ Description	Ordered	Invoiced	Remai
d 4500191025	11/30/1999	420226	CREATIVE OFFICE PAVI	812.50	0.00	812.50
d 4500193158	11/15/1999	420800	DIAMOND	50.00	0.00	50.00
d 4500228473	04/23/2000	420800	HARVARD COOPERATIVE	162.00	0.00	162.00
q 10026607	03/24/1999	420226	MATERIAL INSTALLATIO			50.00
d 4500230243	04/01/2000	420258	OFFICE DEPOT	39.10	0.00	39.10
d 4500204818	01/07/2000	420298	SFI/HANO	7,585.00	6,805.50	781.61

```
                                    Total Remaining Commitment      1,895.21
```

File   Edit   View   Go   Communicator   Help

Display Invoice/Payment History
Purchase Order Number 4500112536

For questions about this data, contact MIT Purchasing (x3-7241) or MIT Accounts Payable (x3-0965)

PO Summary

Vendor Name/ Address:	COVANCE 1223 S 47TH ST RICHMOND,CA 94804-4609	Total PO Amount:	$200.00
		Total Amount Outstanding:	$0.00

Invoice/Payment Summary

Invoices								Payments	
SAP Doc. Number	Vendor Invoice Number	Posting Date	Invoice Date	G/L Acct Charged	Cost Obj Charged	Distrib. Amount	Total Invoice Amount	Actual or (Planned) Payment Date	Check Number
5100429110	906768	08/06/1998	07/29/1998	420226	6527000	$232.50	$232.50	08/26/1998	00582637
						Invoiced Amounts to Date:	$232.50		
						Payments Already Issued:	$232.50		
						Payments Still Scheduled:	$0.00		

Document: Done

MIT ECAT

- First vendor live February 1999
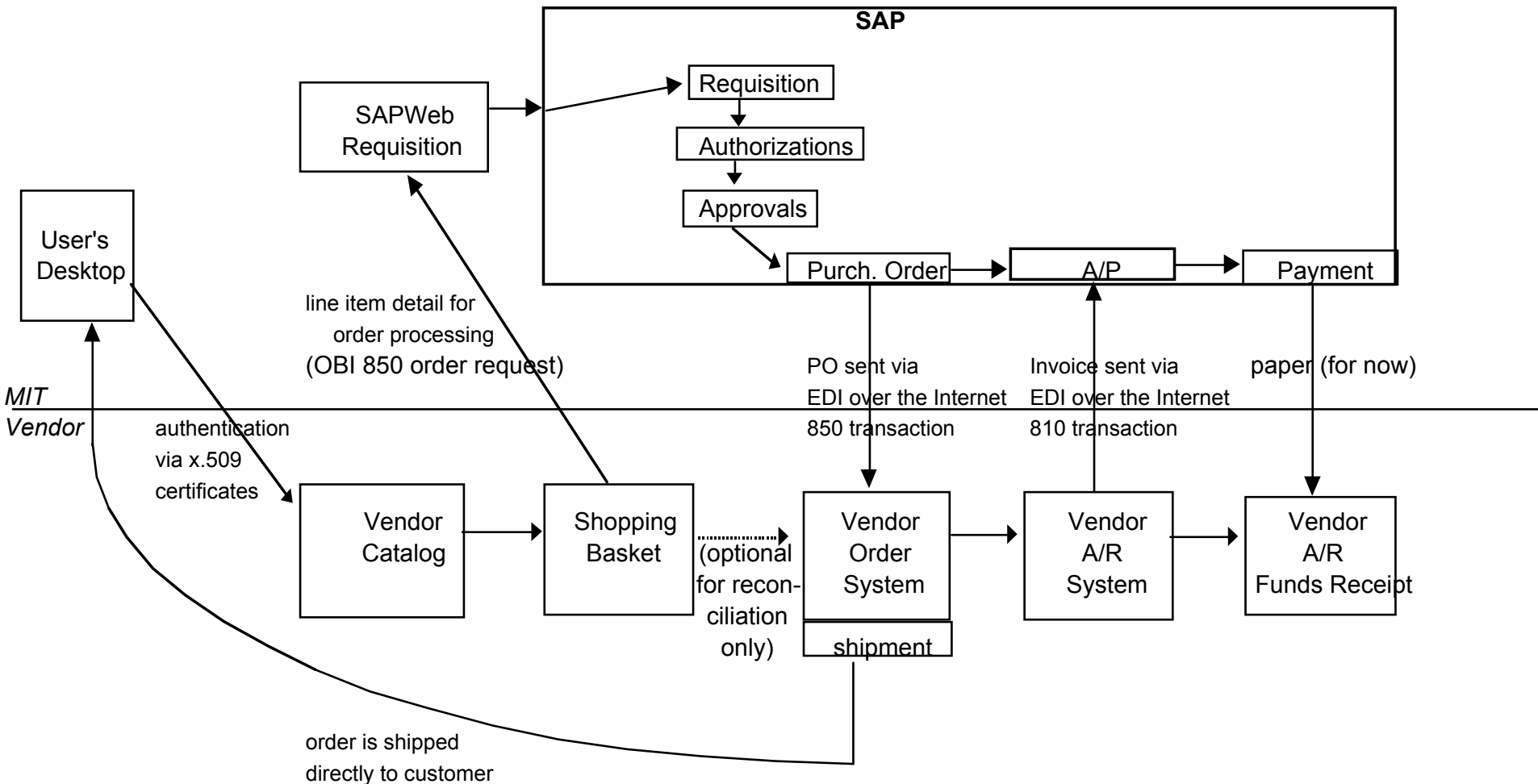- Currently four vendors operational
  - NECX (Computer products)
  - BOC Gases
  - Office Depot
  - VWR Scientific

ECAT Design/Strategy

- Preferred vendor relationships
- Vendor capabilities – OBI, EDI
- Vendor managed product catalogs
- Authentication – digital certificates
- Integration with SAP for requisitioning, authorizations, approvals, payment processing, reporting, etc.

ECAT Design

SAP

SAPWeb Requisition → Requisition → Authorizations → Approvals → Purch. Order → A/P → Payment

line item detail for order processing (OBI 850 order request)

PO sent via EDI over the Internet 850 transaction

Invoice sent via EDI over the Internet 810 transaction

paper (for now)

MIT
Vendor

User's Desktop

authentication via x.509 certificates

Vendor Catalog → Shopping Basket → (optional for recon-ciliation only) → Vendor Order System → Vendor A/R System → Vendor A/R Funds Receipt

shipment

order is shipped directly to customer

Advantages of the Model

- Fully integrated with SAP
- Modular design
- Familiar look and feel for users
- Takes full advantage of vendors' value-added services (e.g. MSDS sheets)
- Allows procurement staff to focus on vendor relationship management

Disadvantages of the Model

- Multiple vendor sites - different capabilities, different navigation
- Many components to maintain
- Not scalable to all vendors
- Batch processes within SAP and at vendor sites mean that orders are not quite real time

On this page: ECAT2 Information | Select ECAT2 Vendor | Help and Other Information

MIT Items in Office Depot

To find MIT-specific items handled by Office Depot, such as letterhead, pre-printed envelopes, pink memo pads, exam books, etc., type **mit** in the Product Search box and click **Find**. Also, before placing your next order for copying paper, check the recycled paper items highlighted on the Office Depot Welcome page.

ECAT2 Information

ECAT2 is MIT's second-generation Web-based system for purchasing directly from selected MIT partner vendors. ECAT2 is integrated into SAPweb for quick creation of requisitions. ECAT2 works as follows:

- **Certificates**: Access to the vendors' Web sites, electronic catalogs, and ordering systems relies on MIT Web certificates -- the same certificates you now use with MIT's other secure Web services, such as SAPweb. If you need to get certificates, see Web Certificates at MIT.
- **Netscape 4.6**: Access to ECAT2 vendors also requires the use of at least Netscape 4.6. If you try to access an ECAT2 vendor with an earlier version of Netscape, the vendor's Web site returns a message saying that your personal certificate has expired, even though it may not have. To download Netscape 4.6, go to the Web page Netscape 4.6 for MIT and follow the instructions.
- The vendors' Web sites contain up-to-date catalogs, with improved searching and browsing features. System performance is improved and stabilized for better reliability.
- Prices in the vendors' catalogs reflect discounts to MIT.
- You select items from the vendor's catalog to create an order.
- The order you prepare at a vendor's Web site creates an SAPweb requisition. This requisition feeds into MIT's SAP system for approval, after which the vendor is notified to fulfill the order -- all done electronically.
- Authorization to order through ECAT2 is based on your SAP profile. If you are not sure that you are set up in SAP, check with your department's financial administrator or AO. You may also check your own SAP requistioning authorizations by going to the Web Interface to the Roles Database and select the link "My authorizations" (requires certificates).
- Dollar limits on orders are geared to your own purchasing authorization limits.

Select an ECAT2 Vendor

Office Depot

NECX

BOC Gases

VWR Scientific

Help and Other Sources of Information

MIT ECAT2 Guide To Ordering From Vendor Partners

Covers prerequisites for using ECAT2, where to get help, restricted and blocked items in ECAT2, and tips for navigating the vendor catalogs.

ECAT2 Stock Answers and Other Information

SAPweb

Web Certificates at MIT

MIT Procurement Department

Purchasing Guidelines

MIT Property Office

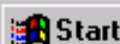Capitalization Policy

Coding of Equipment Purchases

Please send your comments, suggestions, and questions to **business-help@mit.edu**. Thank you.

MIT ECAT2 and ECAT are restricted to MIT internal use.

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Office DEPOT
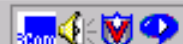
BUSINESS SERVICES
DIVISION

MIT strongly encourages the use of recycled products ♲

Copy paper (8.5" x 11") is now available with post consumer waste content (pcw) and case prices listed below.

SKU # 371031 Envirographics 100% recycled; 100% pcw $29.10

SKU # 371671 Envirographics 50% recycled; 30% pcw $28.50

SKU# 371691   Xerox 30% recycled; 30% pcw $28.70

Welcome **Michael J Mc Namara**. Please Enter the following information to specify the name and address of the person to whom this order will be delivered:

Ship To Name: Michael J Mc Namara

Ship To Bldg-Room (for example, E19-370):   E19-370
Please enter in ALL UPPERCASE Characters

Submit

File   Edit   View   Go   Communicator   Help

Office DEPOT

WELCOME!

Michael J Mc Namara of M.I.T.

Shopping Cart
Subtotal: $0.00   0 items
Go to Cart

Back to: ▶ **Home & Browse**

Product Search

pens

▶ **Search Options**   **Find**

Shopping Services

Quick Order by Item #
Custom Shopping Lists
Custom Stamps
Supplies QuickFind
Order Tracking/History

Account Center

▶ **Account Settings**

Logout

Extended Services

▶ **Workplace Ergonomics**
▶ **FAQ**
▶ **Find a store**

Click a Category

▶ Books, Software & Maps
▶ Calendars & Planners
▶ Computer & Printer Supplies
▶ Computers, Printers, Peripherals
▶ Desk Accessories
▶ Filing, Binders & Storage
▶ Furniture
▶ Maintenance, Breakroom Supplies
▶ Office Machines & Telephones
▶ Office, Label & Mailing Supplies
▶ Paper, Forms, Envelopes
▶ Pens, Pencils & Markers
▶ Presentation Supplies & Equipment
▶ School Supplies
▶ Copiers & Fax Machines

Document: Done

Office DEPOT

WELCOME!

Michael J Mc Namara of M.I.T.

Shopping Cart
Subtotal: $0.00   0 items
Go to Cart

Back to: ▶ **Home & Browse**

Product Search

▶ **Search Options**   **Find**

Shopping Services

Quick Order by Item #

Custom Shopping Lists

Custom Stamps

Supplies QuickFind

Order Tracking/History

Account Center

▶ **Account Settings**

Logout

Extended Services

▶ **Workplace Ergonomics**
▶ **FAQ**
▶ **Find a store**
▶ **Online Training**

Search Results

203 matches for "pens" were found.
Page 1 of 21 shown.

Refine Search: [   ]

Search   **Start Over**

Search Results

Item Name ITEM#	MFG#	RETAIL	PRICE	UNIT	AVAIL	Quantity	Add to Shopping Cart	Add to Custom List
Bic® Cristal™ Ballpoint Pens								
Bic® Cristal™ Ballpoint Pens, Medium Point, Black, Box Of 12						Add [ ] to	+CART	+LIST
375006	MS11BK	$4.44	$2.440	dozen	179			
Bic® Cristal™ Ballpoint Pens, Medium Point, Blue, Box Of 12						Add [ ] to	+CART	+LIST
375014	MS11BL	$4.44	$2.440	dozen	131			
Bic® Cristal™ Ballpoint Pens, Medium Point, Red, Box Of 12						Add [ ] to	+CART	+LIST
375022	MS11RED	$4.44	$2.440	dozen	30			
Bic Metal Point Rollerball Pens								
Bic Metal Point Rollerball Pens, 0.4 mm, Fine Point, Red, Box of 12						Add [ ] to	+CART	+LIST
375071	RE11RED	$16.68	$4.950	dozen	29			
Bic Metal Point Rollerball Pens, 0.4 mm, Fine Point, Blue, Box of 12						Add [ ] to	+CART	+LIST
375089	RE11BLU	$16.68	$4.950	dozen	15			
Bic Metal Point Rollerball Pens, 0.4 mm, Fine Point, Black, Box of								

Document: Done

File   Edit   View   Go   Communicator   Help

Office DEPOT

WELCOME!

Michael J Mc Namara of M.I.T.

Shopping Cart
Subtotal: $0.00   0 items
Go to Cart

Back to: ▶ **Home & Browse**

Product Search

▶ **Search Options**   **Find**

Shopping Services

Quick Order by Item #

Custom Shopping Lists

Custom Stamps

Supplies QuickFind

Order Tracking/History

Account Center

▶ **Account Settings**

Logout

Extended Services

▶ **Workplace Ergonomics**

▶ **FAQ**

▶ **Find a store**

Won't smear, slip or clog. Makes sharp, legible carbons. Transparent body shows exact amount of ink remaining in pen. Color of cap indicates ink color. Medium point. Nonrefillable.

Item Name						Quantity	Add to Shopping Cart	Add to Custom List
ITEM#	MFG#	LIST	PRICE	UNIT	AVAIL			
Bic® Cristal™ Ballpoint Pens, Medium Point, Black, Box Of 12						Add 1 to	+CART	+LIST
375006	MS11BK	$4.44	$2.440	dozen	179			

Product Details

Ink Color	black
Point	medium
Quantity	12 per pack
Refillable	no

MIT Net Price

Availability

▶ **Back to top**

Document: Done

File Edit View Go Communicator Help

Office DEPOT

WELCOME!

Michael J Mc Namara of M.I.T.

Shopping Cart
Subtotal: $2.44   1 item
Go to Cart

Back to: ▶ **Home & Browse**

Product Search

▶ **Search Options**   **Find**

Shopping Services

Quick Order by Item #

Custom Shopping Lists

Custom Stamps

Supplies QuickFind

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Account Center

▶ **Account Settings**

Logout

Extended Services

▶ **Workplace Ergonomics**

▶ **FAQ**

▶ **Find a store**

▶ **Online Training**

Add to your Shopping Cart

The item listed below was added to your shopping cart.

Quantity	Item #	MFG #	Item Description	Unit of Measure	Your Price	Total Price
1	375006	MS11BK	Bic® Cristal™ Ballpoint Pens, Medium Point, Black, Box Of 12	dozen	$2.440	$2.44

▶ **Continue shopping**

Document: Done

File   Edit   View   Go   Communicator   Help

Office DEPOT

WELCOME!

Michael J Mc Namara of M.I.T.

Shopping Cart
Subtotal: $2.44   1 item

Go to Cart

Back to: ▶ **Home & Browse**

Product Search

Search
Options   **Find**

Shopping Services

Quick Order by Item #

Custom Shopping Lists

Custom Stamps

Supplies QuickFind

Order Tracking/History

Account Center

▶ **Account Settings**

Logout

Extended Services

▶ **Workplace Ergonomics**
▶ **FAQ**
▶ **Find a store**

The items listed below will be posted for processing.

Quantity	Backorder Quantity	Item #	Item Description	Your Price	Total Price
1	0	375006	Bic® Cristal™ Ballpoint Pens, Medium Point, Black, Box Of 12	2.440	2.44

Click continue to finalize your purchase.

Continue

Document: Done

Create SAP Requisition for Partner Vendor

General Information
This information will be applied to all line items.

Field		Value
Requisitioner & Receiver	**Requisition created by:**	**Michael J Mc Namara** [mcnamara@MIT.EDU]
	For Receiver:	**Michael J Mc Namara** - 000-000-0000xM.I.T.
	Requisitioner's SAP ID:	MNamara
Delivery Options	**Deliver To:**	Michael J Mc Namara (MNamara)
	Delivery Location:	E19-370
	Additional Delivery Info:	ZONE 936
Vendor	**Desired Vendor:**	*SAP Code Vendor Name* 106444 Office Depot
	Vendor Order Number:	0101520317 ←
Texts	**Internal Notes:** (optional)	MIT-internal notes about requisition. *Justification is not required for partner vendor orders.*

Vendor Confirmation #

Detail Information

Document: Done

Detail Information

	Item Summary	Account Assignment
Line Item # 1	**Short Text:** Bic® Cristal™ Ballpoint Pens, **Long Text:** Bic® Cristal™ Ballpoint Pens, Medium Point, Black, Box Of 12 **Quantity:** **Units:** **Price per Unit:** 1 EA X 2.44 **Delivery Date:** 04/27/2000 **Material Group:** 1020 Office Equipment **SKU/Vendor Part Number:** 375006	**Distrib:** **Cost Obj:** **G/L Acct:** 100 % 1633507 420258 ___ % ___ ___ ___ % ___ ___ *Distrib. percents must total 100*
Total # of Line Items: 1		*Total Amount:* 2.44

Send requisition to SAP ← Click to Submit to SAP

Press button only once.

For business questions, contact MIT Purchasing (x3-7241) or MIT Accounts Payable (x3-0965).
For technical questions, contact business-help@mit.edu.

Create Requisition - Netscape

Purchase Requisition 10100023 created

Account Assignment

Distrib:	Cost Obj:	G/L Acct:	
100 %	1633507	420258	⬇
%			⬇
%			⬇

Distrib. percents must total 100

Material Group:

1020 Office Equipment ▼

SKU/Vendor Part Number:

375006

Total # of Line Items: 1	*Total Amount:* 2.44

Send requisition to SAP

Press button only once.

For business questions, contact MIT Purchasing (x3-7241) or MIT Accounts Payable (x3-0965).
For technical questions, contact business-help@mit.edu.

SAP web

Display Purchase Order
PO Number 4500230718

For questions about this data, contact MIT Purchasing (x3-7241) or MIT Accounts Payable (x3-0965).

Overall Summary

Identifying Information	SAP Purchase Order Number:	4500230718
	Related Requisition Number:	0010100023
	Related Tracking Number:	0101520317
Creation Information	Date Created:	04/26/2000
	Created By (Purchasing Agent):	KATERINA
	Purchasing Group Code:	UKN
Vendor Information	Vendor Number:	106444
	Vendor Name/Address:	OFFICE DEPOT 45 DUNHAM RD BILLERICA,MA 01821
Shipment/ Payment Summary	Requested Delivery Date:	04/27/2000
	Goods Recipient:	MNamara
	Unloading Point:	E19-370/000-0000
	Total PO Amount:	$2.44

Go to Invoice/ Payment History

Line Item Summary

Item No.	Short Text (description/notes)	Mat. Grp.	Qty Req.	Unit of Measure	x	Unit Price	=	Total Price	Distrib. (% or Qty)	Distrib. Amount	Cost Obj to Charge	G/L Acct to Charge
		Item Information							**Account Distribution/Assignment ***			
00010	Bicr Cristal Ballpoint Pens, 375006	1020	1	EA	x	$2.44	=	$2.44	100 %	$2.44	1633507	420258
						Total PO Amount:		$2.44				

Document: Done

ost Center 1633507   PROCUREMENT M&S   **April   2000**
upervisor   SHEA /DIANE J

y Document	Trans Date	Description	Amount	Check
		Total Cost El. 801008	7,781.73-	
		T O T A L	1,872.68	

ost Center 1633507   PROCUREMENT M&S   **April   2000**
upervisor   SHEA /DIANE J

C O M M I T M E N T   L I S T I N G—(BOs excluded)

ype Document	Trans.Date	GL Acc	Vendor Name/ Description	Ordered	Invoiced	Rem
Req 10086992	02/25/2000	420226	1000 vendor surveys as created by Steve			80.00
Fnd 2000000772	02/01/2000	420050	Travel yr end fcst - $25k			10,000.00
Fnd 2000000772	02/01/2000	420226	M&S yr end fcst- $34k budget + $15k contingency			19,000.00
Fnd 2000000772	02/01/2000	420258	Office Supplies yr end — $15k			6,000.00
Fnd 2000000772	02/01/2000	420262	Outside svc yr end fcst- $23k			11,000.00
Fnd 2000000772	02/01/2000	420294	Printed forms yr end fcst-$10k			5,000.00
Fnd 2000000772	02/01/2000	420344	Seminar Exp yr end fcst-$10K yr end			8,000.00
Fnd 2000000772	02/01/2000	420890	Subscriptions yr end fcst-$10k			5,000.00
Fnd 2000000772	02/01/2000	420920	Postage yr end fcst-$10k yr end			5,000.00
Fnd 2000000772	02/01/2000	421753	Total telecom yr end fcst (all G/Ls) -$28k			10,000.00
Fnd 2000000772	02/01/2000	421818	Tot yr end equip fcst-$23K			17,000.00
Ord 4500227365	04/11/2000	420338	ADCOM PRODUCTS INC	885.00	0.00	885.00
Ord 4500224152	03/28/2000	420226	LANIER PROFESSIONAL	125.00	0.00	125.00
Ord 4500224356	03/29/2000	420226	LANIER PROFESSIONAL	135.00	0.00	135.00
Ord 4500227798	04/12/2000	420226	LANIER PROFESSIONAL	45.00	0.00	45.00
Ord 4500230328	04/25/2000	420226	LANIER PROFESSIONAL	462.00	0.00	462.00
Ord 4500228148	05/04/2000	420226	MAURICE F HORAN CO	1,072.00	0.00	1,072.00
Ord 4500215274	02/24/2000	420258	OFFICE DEPOT	316.00	158.00	158.00
Ord 4500230656	04/27/2000	420258	OFFICE DEPOT	118.17	0.00	118.17
Ord 4500230718	04/27/2000	420258	OFFICE DEPOT	2.44	0.00	2.44
Ord 4500225995	04/06/2000	420226	RAININ INSTRUMENT CO	4,904.10	0.00	4,904.10
Ord 4500229267	04/21/2000	422102	RAININ INSTRUMENT CO	6,570.31	0.00	6,570.31

                                          Total Remaining Commitment   110,557.02

Detail Transaction Report

System   Help

Download   Sort

```
Cost Center 1633507     PROCUREMENT M&S              April      2000
Supervisor  SHEA /DIANE J
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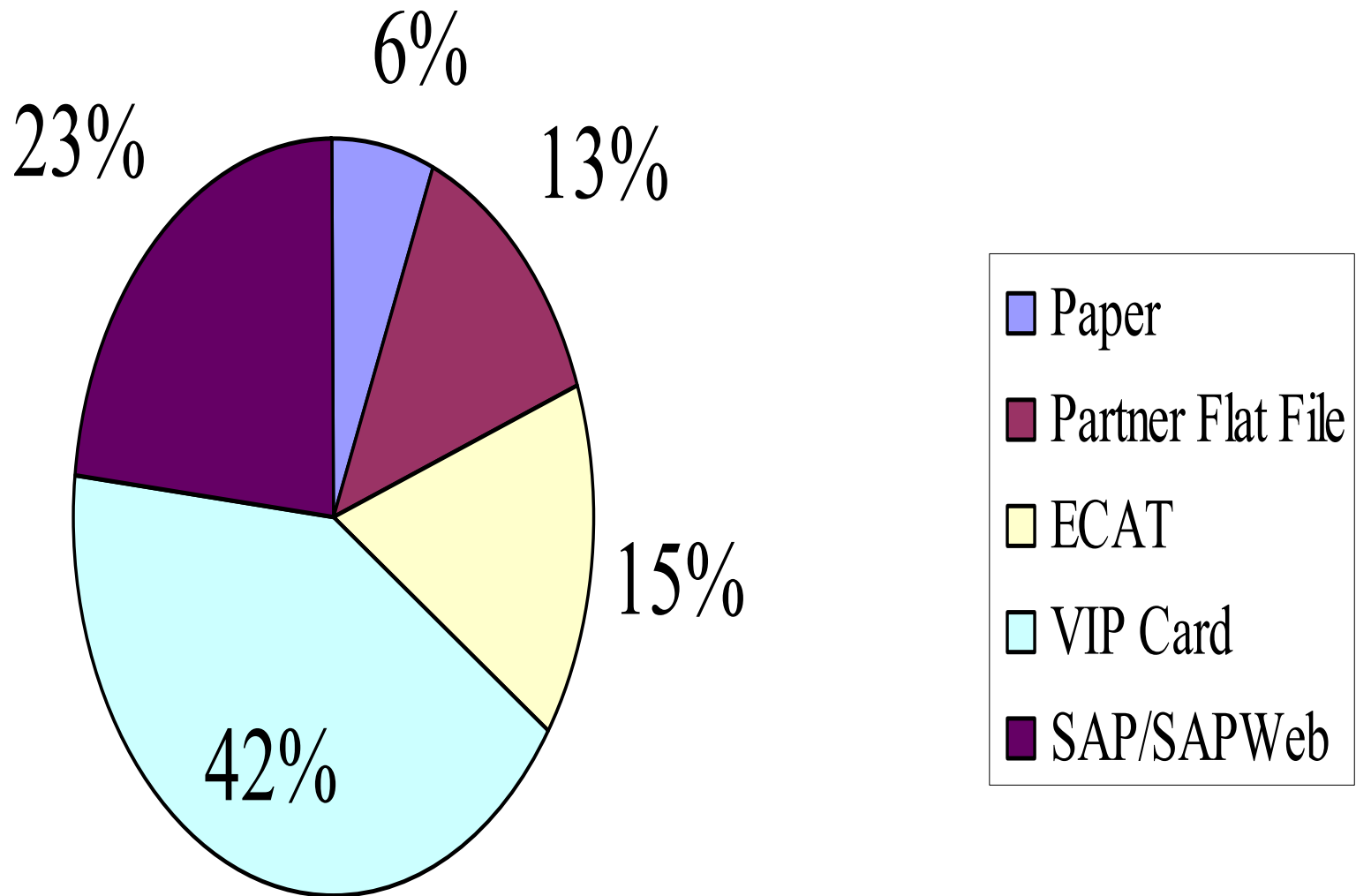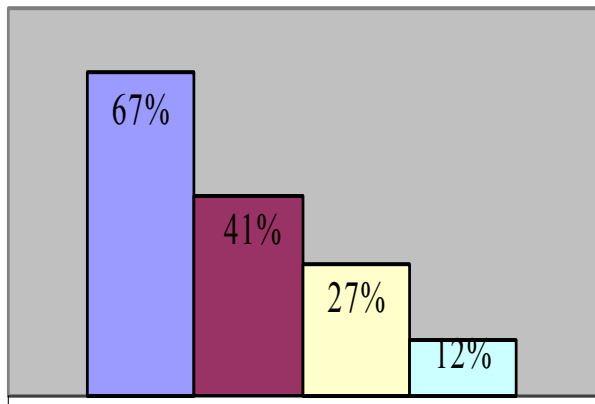
Ty	Document	Trans Date	Description	Amount	Check
			420226 Materials and Servic		
RN	5100763828	03/24/2000	112823 4500214335 LANIER PROFESSIONAL SERVICES INC	45.00	20026397
RN	5100762823	03/21/2000	111877 4500222105 RAININ INSTRUMENT COMPANY INC	1,656.28	20025192
SC	200083923	04/11/2000	101048SHEA ADCOM PRODUCTS BUSINESS SUPP	103.00	
SC	200084013	04/11/2000	100002HARMON POLAND SPG WTR00202606 DIRECT MRKTER	33.40	
			Total Cost El. 420226	1,837.68	
			420258 Office Supplies		
EI	5100765127	04/13/2000	1638168216 4500227706 OFFICE DEPOT	21.97	
EI	5100765127	04/13/2000	1638168216 4500227706 OFFICE DEPOT	1.38	
EI	5100765127	04/13/2000	1638168216 4500227706 OFFICE DEPOT	79.00	
EI	5100765127	04/13/2000	1638168216 4500227706 OFFICE DEPOT	57.00	
EI	5100765127	04/13/2000	1638168216 4500227706 OFFICE DEPOT	0.32	
EI	5100765127	04/13/2000	1638168216 4500227706 OFFICE DEPOT	7.92	
EI	5100762204	04/07/2000	3405200851 4500226259 OFFICE DEPOT	11.02	
EI	5100769469	04/21/2000	3621744634 4500229323 OFFICE DEPOT	57.00	
EI	5100769469	04/21/2000	3621744634 4500229323 OFFICE DEPOT	2.72	
EI	5100766185	04/18/2000	6702103202 4500227960 OFFICE DEPOT	0.90	
EI	5100766185	04/18/2000	6702103202 4500227960 OFFICE DEPOT	7.68	
EI	5100766185	04/18/2000	6702103202 4500227960 OFFICE DEPOT	4.81	
EI	5100766185	04/18/2000	6702103202 4500227960 OFFICE DEPOT	4.81	
EI	5100761087	04/06/2000	7208886072 4500226005 OFFICE DEPOT	2.44	
EI	5100761087	04/06/2000	7208886072 4500226005 OFFICE DEPOT	2.44	
EI	5100761087	04/06/2000	7208886072 4500226005 OFFICE DEPOT	24.74	
EI	5100761087	04/06/2000	7208886072 4500226005 OFFICE DEPOT	24.20	
EI	5100761087	04/06/2000	7208886072 4500226005 OFFICE DEPOT	32.10	
EI	5100761095	04/06/2000	8814782083 4500226042 OFFICE DEPOT	2.44	
			Total Cost El. 420258	344.89	
			420262 Outside Services		
RN	5100758305	03/20/2000	333161501 4500222005 DUN & BRADSTREET INFO SERVICES	1,941.80	20017420
			Total Cost El. 420262	1,941.80	
			420338 Service Contracts		
RN	5100770865	04/01/2000	2315P 4500228140 ADCOM PRODUCTS INC	350.00	20030530

PS1 (1) (030)   beech   OVR   08:35AM

Issues to Consider

- Can SAP solutions be utilized? e.g. B2B, ITS, mySAP.com
- Individual vendor relationships vs. catalog aggregators
- Many vendors don't understand university environment
- What standard(s) will prevail? e.g. EDI vs. XML vs. OBI
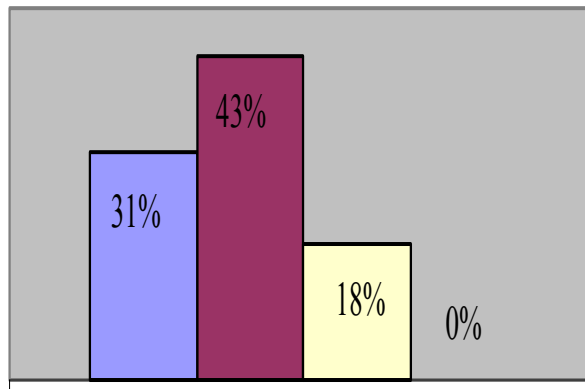- What should be the role of internal providers in strategy
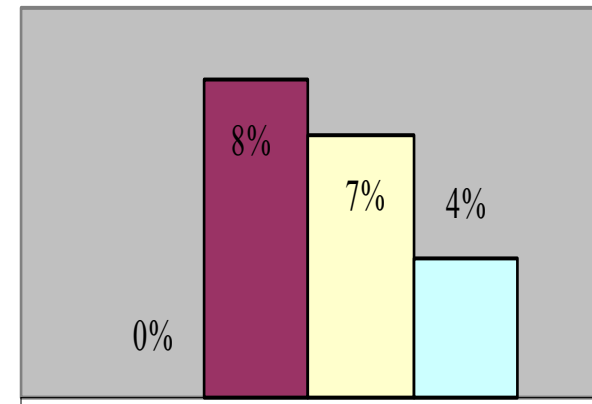
February 2000 Percentage Breakdown

6%

13%

23%

15%

42%

- Paper
- Partner Flat File
- ECAT
- VIP Card
- SAP/SAPWeb
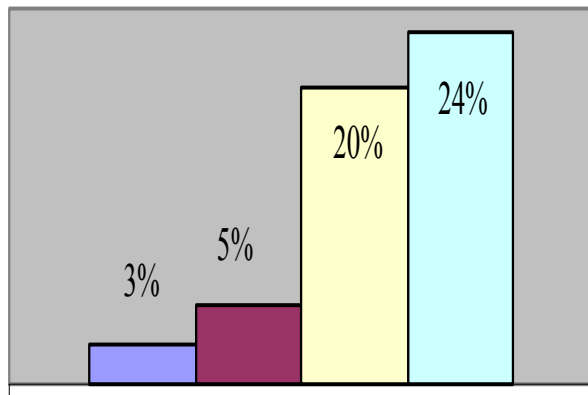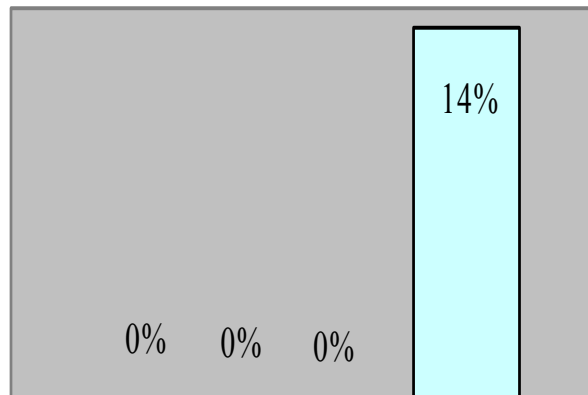
Additional Resources
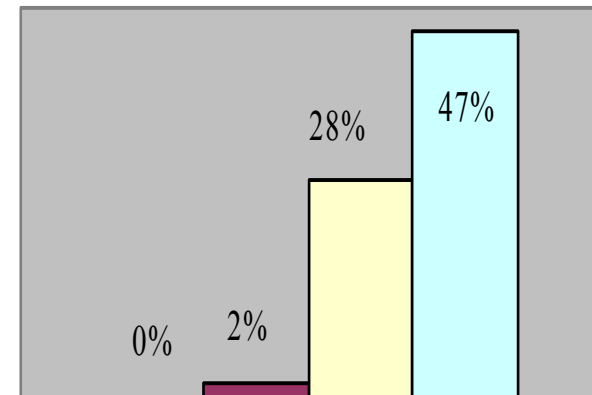
- http://web.mit.edu/purchasing/
- http://web.mit.edu/sapweb/
- http://web.mit.edu/ecat/
- thoole@mit.edu
- mcnamara@mit.edu