



# eProcurement Vocabulary

Directions: 1.) Open in **Microsoft Word** 2.) **CTRL-F** to search for a word or words.

Note: Words in **bold**, within the definitions, can be found within this glossary.

TERM	DEFINITION
FOAPAL (Accounting String)	This code determines where an item will be charged and who will need to approve it.
Approver	Someone in CMU with the responsibility of reviewing and approving items that others want to purchase. This individual is part of the Organizational Hierarchy. Once a <b>Requisition</b> is approved, a <b>Purchase Order</b> is automatically generated and sent to the vendor.
Cart	The Shopping Cart contains those items selected for purchase and can contain items from multiple vendors. It must be submitted and "assigned" to a <b>Requisitioner</b> (and <b>Approver</b> ) before a <b>Purchase Order</b> is created.
Catalogs and Forms	On the SOURCE360 website, this is a collection of tiles that represent vendors who provide CMU special pricing and terms. This area also includes CMU Request Forms.
Dashboard	The normal landing page when a user logs into the system. There can be multiple dashboards for any organization – specific to <b>Roles</b> (e.g., <b>Approvers</b> ), functions (e.g., Accounts Payable), or just to give users a choice.
Enablement (catalog/supplier)	The process of creating a catalog within SOURCE360, from which end-users will shop. The effort typically involves collaboration between representatives from the supplier, the system/software provider, and the University.
Hosted Catalog	Electronic content that is submitted by the supplier into SOURCE360. The pricing for this type of catalog is static, until a new price file is submitted. Hosted catalog content is visible to shoppers via the search bar or the supplier <b>Sticker</b> on the <b>Dashboard</b> .
JAGGAER	The software service provider that is the platform for CMU <b>eProcurement</b> and several other campus eProcurement systems.
Live Price	This is viewable only on limited amount of <b>Punch-out Catalogs</b> . It allows users to check in real-time the price for a <b>Punchout Catalog</b> item. Indicated by a "price tag" icon.



Marketplace	Online buying system, branded SOURCE360, that allows customers to shop for goods & services from the University’s preferred and contracted suppliers.
Permissions	The various designations, within SOURCE360, that allow users to perform specific functions, such as approving documents. These are generally given to users through the <b>Roles</b> that are assigned to them.
Punch-out Level 1 (catalog)	Feature which allows a <b>Shopper</b> to access a CMU specific version of a supplier's website with CMU-specific pricing and products. A shopper can add items to his or her shopping <b>Cart</b> on the supplier’s site, then return that <b>Cart</b> to the e-procurement system for workflow and PO processing.
Punch- Out Level 2 (smart find)	This type of <b>Punch-out</b> allows the user to see items from a supplier’s punch-out in the search results normally containing only <b>Hosted Catalog</b> items. The search result simply informs the user that a specific supplier sells the item they searched for, and it provides a link to the punch-out site to view the item details. From there, it operates the same as <b>Level 1</b> punch-out.
Purchase Order	A legal document placing an order to a vendor for a product or service based on the details specified in the approved Purchase <b>Requisition</b> form.
Receiver	The role of entering an <b>eProcurement</b> receipt of good and services. Any CMU <b>Shopper</b> can receive a good or service and log the receipt into <b>eProcurement</b> .
Requisition	A request to purchase a good or service.
Requestor	CMU Faculty or Staff in the <b>Role</b> of Activity Manager or Finance Manager. The Requisitioner has attended training to get the necessary <b>Permissions</b> to turn a <b>Cart</b> into a <b>Requisition</b> .
Shopper	All CMU Faculty or Staff have shops for good/services that they would like to purchase for their Activity Center. The Shopper then assigns the <b>Cart</b> to a <b>Requisitioner</b> who applies the correct Account Codes to the goods or services. The Shopper cannot apply an Account Codes to a <b>Requisition</b> .
Roles	The designation(s), given to users of the e-procurement system, that define what <b>Permissions</b> they have within the system. For example, someone with ‘requester’ role can submit an order, while a ‘window shopper’ can only shop.



eProcurement

Showcase	A collection of supplier <b>Stickers</b> (aka tiles), often grouped by category or function. Users can click on the sticker to either enter the supplier's <b>Punch-out</b> or search their <b>Hosted Catalog</b> .
Sticker	The identifier for a supplier within the <b>Showcase</b> , typically a white square with the supplier's logo in the center.
Workflow	Workflow is a sequence of steps involved in moving from the beginning to the end of a process. Workflow steps may include approvals, such as for fund source; or they may system steps, such as validating information entered on a form.