

Introduction to the new Stockroom System

About this document

- This document describes the process for ordering from the JLab stockroom. For a more general instructions that also cover E-Commerce, use the following link:
 - https://www.jlab.org/div_dept/cio/mis/gss_ecommerce/punchout_instructions.pdf

Outline

- Overview
 - Differences from old stockroom system
 - What to expect with the new system
- Sample
 - Order from JLab stockroom
 - Checkout to JLab system

Current Webstock Application

The screenshot shows the Jefferson Lab WebStock application. At the top, there are navigation tabs: Logout, Favorites, Query, Authorize, Admin, and View. The main header includes 'Technical Stockroom and E-Commerce Requests' and 'Jefferson Lab WebStock'. A 'Breaking News' box reports a suspected overpricing by Renee Carter at 7954. Below this is a 'Top Level Catalog Index' with a 'Suppliers' section listing various categories like 'JLAB Onsite Technical Stockroom', 'Mech Supplies', 'Chemicals', 'Tools', 'Safety Shoes', 'Scientific Laboratory', 'Recycled Content Products', 'Mech Supplies', 'Electronics', 'Office Supply and Furniture', 'Computer Software & Supplies', 'Industrial Safety and Hygiene', and 'Fittings and Valves'. A search bar is present with 'Part#' and 'Keyword(s)' fields. At the bottom, there is a table with columns 'Brake?', 'Org', 'Limit', and 'Spent', and a 'Cart Status' section showing 'Total Items: 0', 'Tech Stock: \$0.00', and 'Vendor: \$0.00'. The footer includes 'HEFFNER' and '129.57.40.12'.

New GSS Punch-out E-commerce Application

The screenshot shows the Government Scientific Source (GSS) punch-out e-commerce application. The header features the GSS logo and contact information: 'Government Scientific Source, Inc.', '12351 Sunrise Valley Dr. Reston, VA 20191-3415', 'Phone: (800) 248-8030 Fax: (703) 734-1803', and 'Email: sales@govsci.com'. The navigation menu includes 'HOME', 'PRODUCTS & SUPPLIERS', 'STOCKROOM ITEMS', 'CONTACT', 'ITEM REQUEST', 'QUICK ORDER', 'FAVORITES LIST', and 'CART'. The main content area is divided into 'Search Products' and 'Available Vendors'. The 'Search Products' section has a search bar and a 'Total Vendor Count: 90' indicator. The 'Available Vendors' section lists numerous suppliers, including Ace Glass, Agilent Technologies, BD Discovery Labware, BD Microbiology, Bet-Ad, Best Glove, Bio-Rad Life Science, Biohit Inc, Boekel, Brandtech Scientific, Cerilliant, Chase Scientific, Chem Service, Chemglass Inc, Cole Parmer, Corning, Dako, Denver Instruments, Drummond Scientific, Eberbach, Electron Microscopy Sciences, Elvee, EMD Chemicals, EP Scientific Products LLC, Eppendorf, Fisher Safety, Grace Davison Discovery Sciences, Greiner Bio-One, Hach Company, Hamilton, Harvard Apparatus, Heathrow Scientific, Horiba Instruments, I-Chem, Ika, Inorganic Ventures, IRIS StatSpin Sample Processing, Jelo Tech, Jencons Scientific, Kimberly Clark Scientific, Kimble, Kontes, Lab Safety, LabChem Inc, Lakeland Industries Inc, LaMotte Chemical, Matrix Technologies, Millipore Corporation, Molecular BioProducts, Nalge, National Scientific, New England Biolabs, Newport, Norlake, Nunc, Ohaus Corporation, Owl Reparation Systems, Parker Hannifin, Perkin Elmer, and QIAGEN. The footer includes the JSA logo and the Jefferson Lab logo.

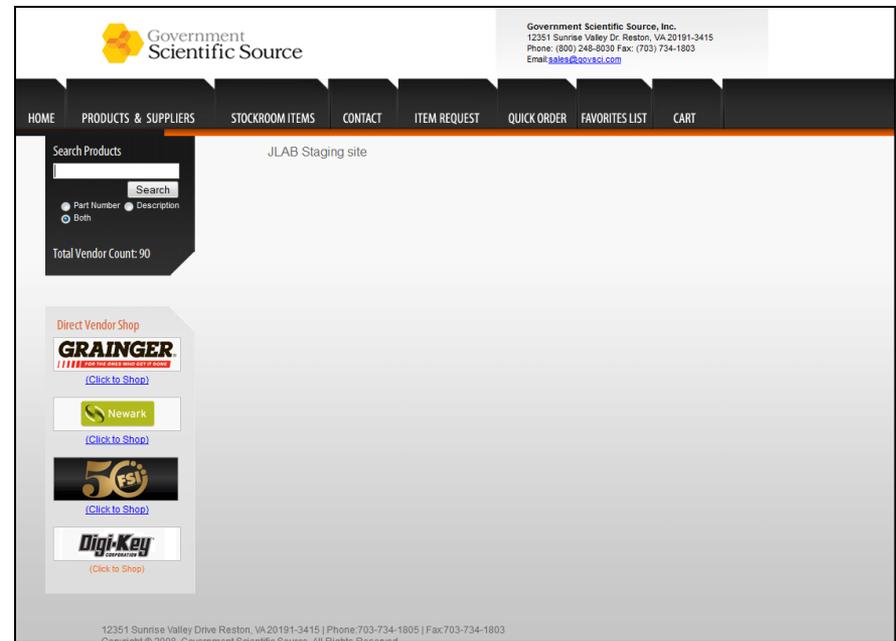
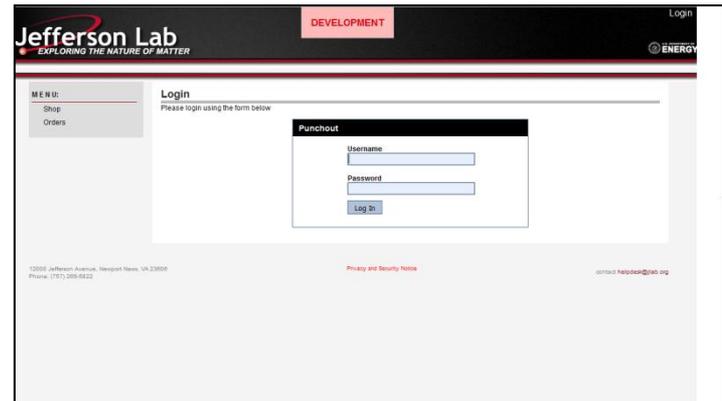
Overview

- The new stockroom withdrawal software is hosted by GSS
 - JLab sends our stockroom catalog to GSS
- Some things have not changed
 - Stockroom, Freestock inventories are still managed by JLab
 - Stockroom, Freestock orders are fulfilled as always
 - One-stop shopping for E-commerce, Stockroom, Freestock

What to expect

- You will start with a JLab site, logging in with your username and password
- You will then be forwarded to GSS, and you will be able to navigate their catalogs and the stockroom catalog
- When you are done shopping, you will be sent back to JLab for the final check-out process, where you will enter your POA and other information.

- Navigate to the new system
 - JLab Insight
 - Your personal bookmarks
 - Procurement web page
 - Link
 - <https://misportal.jlab.org/punchout/shop>
- You will be prompted for your JLab username and password



Ordering from the stockroom

- The JLab stockroom (and Freestock) are just static catalogs in the new GSS system. To navigate, click on the “Stockroom Items” tab at the top. You can then view items or use the links at the left to browse by category. If you know the stockroom item number, you can search for it using the search function at the top left of the screen.
- As with any static catalog, to purchase the item, enter the quantity desired and click on the “Cart” icon.

Government Scientific Source, Inc.
12351 Sunrise Valley Dr. Reston, VA 20191-3415
Phone: (800) 248-8030 Fax: (703) 734-1803
Email: sales@govsci.com

HOME PRODUCTS & SUPPLIERS STOCKROOM ITEMS CONTACT ITEM REQUEST QUICK ORDER FAVORITES LIST CART

Search Stockroom Items Products: Search

Part Number Description Both

Total Product Count: 9
Current page: 1

Brand: [JLAB_STOCK \(9\)](#)

Price Range: \$200.00 - \$300.00 (2) \$300.00 - \$400.00 (1) \$500.00 - \$1000.00 (1) Above \$1000.00 (0)

Category: [All Categories](#) [73 COMPUTERS EQUIPMENT](#) [7315 LAPTOP COMPUTERS](#) [7315 DESK TOP/TOWER COMPU](#) [7302 MONITORS, COMPUTER](#) [7305 COMPUTERS APPLE-MAC](#)

Search Results: 1 - 9 of 9 Total Records

Part #	Supplier	Discount Code	List Price	Sell Price	Unit	Qty	Action
701010001	JLAB_STOCK	NA	\$1,342.31	\$1,342.31	EA	1	Add to Cart
COMPUTER, LAP TOP, STANDARD GRADE, MOBILE, RUGGED DURABILITY, DELL LATITUDE E6520, HIGH PERFORMANCE, QUAD CORE CAPABLE, DELL COMPUTER # E6520, (DELL E-QUOTE # 1019084015885 (EFF: 07/17/2012)) (THIS IS BEING REPLACED BY: 701010011)							
701010010	JLAB_STOCK	NA	\$1,808.44	\$1,808.44	EA	1	Add to Cart
COMPUTER, LAP TOP, DEVELOPER SYSTEM, DELL PRECISION M4600 MOBILE WORKSTATION, PROFESSIONAL GRADE, 15.6" DESIGN, DELL COMPUTER # M4600, (DELL E-QUOTE # 1019084015885 (EFF: 07/17/2012)) (THIS IS BEING REPLACED BY: 701010011)							
701510000	JLAB_STOCK	NA	\$1,483.69	\$1,483.69	EA	1	Add to Cart
COMPUTER, WORK STATION, PRECISION T3500, DEVELOPER SYSTEM, WIDE RANGE OF APPLICATIONS, INTEL XEON TECHNOLOGY, DELL MODEL # T3500, (DELL E-QUOTE # 1015084821906 (EFF: 09/10/2012))							
701510001	JLAB_STOCK	NA	\$1,071.06	\$1,071.06	EA	1	Add to Cart
COMPUTER, DESKTOP, DELL, FULLY CUSTOMIZED, MINI-TOWER, EASY-TO-MANAGE, OPTIPLEX MT 9010, (DELL E-QUOTE # 1018939550449 (EFF: 11/15/2012)) (NOTE THIS IS REPLACEMENT FOR THE OPTIPLEX 990)							
701510020	JLAB_STOCK	NA	\$715.49	\$715.49	EA	1	Add to Cart
COMPUTER, DESKTOP, MINI-TOWER, BASIC SYSTEM, OPTIPLEX 390, DELL MODEL # OPTIPLEX 390 MT, (DELL E-QUOTE: 1016149290145 (EFF: 07/17/2012))							

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Email: sales@govsci.com

HOME PRODUCTS & SUPPLIERS STOCKROOM ITEMS CONTACT ITEM REQUEST QUICK ORDER FAVORITES LIST CART

Search Products: Search

Part Number Description Both

Total Vendor Count: 90

Direct Vendor Shop: [GRAINGER](#) [Newark](#) [50th Anniversary](#) [Digi-Key](#)

Cart Summary

Part #	Supplier	Price Unit	Qty	Line Total	Action
Granger Punchout 3HLG1	Granger	\$70.52 EA	1	\$70.52	Remove
Lanyard Assembly Kit, Do It Yourself, Stainless Steel, Finish Nylon Coated, Pin Dia. 3/64 In, Includes 20 ft of 7x7 Wire Rope with Clear Nylon Coating, 50 Aluminum Sleeves, 20 Eye Fillings, 10 Stainless Steel Tabs and Pliers for Cutting and Crimping.					
Newark Punchout 43W5302	Newark	\$35.00 EA	1	\$35.00	Remove
MODEL B ASSEMBLED BOARD ONLY, Silicon Manufacturer:Broadcom; Core Architecture:ARM; Core SubArchitecture:ARM11; Silicon Core Number:BCM2835; Kit Contents:Assembled Board Only; RoHS Compliant: Yes DISCLAIMER: Prices are based on qty brackets. Price subject to change pending qty update.					
CP420310	Agilent Technologies	\$0.26 EA	3	\$0.78	Remove
PLUG LP4-1					
Stockroom Product 701010010	STOCKROOM	\$1,808.44 EA	1	\$1,808.44	Remove
COMPUTER, LAP TOP, DEVELOPER SYSTEM, DELL PRECISION M4600 MOBILE WORKSTATION, PROFESSIONAL GRADE, 15.6" DESIGN, DELL COMPUTER # M4600, (DELL E-QUOTE # 1019084015885 (EFF: 07/17/2012)) (THIS IS BEING REPLACED BY: 701010011)					

Sub Total: \$1,914.74

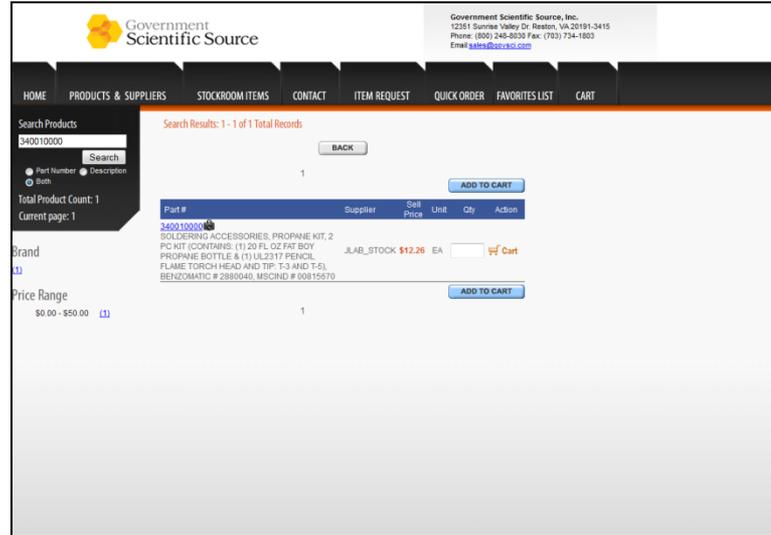
Overnight Shipping: No [CHANGE](#)

[CONTINUE CHECKOUT](#)



Ordering from the stockroom: part search

- The JLab stockroom (and Freestock) are just static catalogs in the system. To navigate, click on the “Stockroom Items” tab at the top. You can then view items or use the links at the left to browse by category. If you know the stockroom item number, you can search for it using the search function at the top left of the screen.
- As with any static catalog, to purchase the item, enter the quantity desired and click on the “Cart” icon.



The screenshot displays the Government Scientific Source website interface. At the top, the logo and contact information for Government Scientific Source, Inc. are visible. The navigation menu includes links for HOME, PRODUCTS & SUPPLIERS, STOCKROOM ITEMS, CONTACT, ITEM REQUEST, QUICK ORDER, FAVORITES LIST, and CART. The main content area shows search results for the part number 340010000. The search results table lists the part number, supplier (JLAB_STOCK), unit price (\$12.26), and unit quantity (EA). The description of the part is: "SOLDERING ACCESSORIES, PROPANE KIT, 2 PIC KIT (CONTAINS: (1) 20 FL. OZ FAT BOY PROPANE BOTTLE & (1) 1/2 IN. 2317 PEXICAL FLAME TORCH HEAD AND TIP, T-3 AND T-5), BENZOMATIC # 2880040, MSCIND # 00815670". There are "ADD TO CART" buttons next to the item details.

Part #	Supplier	Sell Price	Unit	Qty	Action
340010000	JLAB_STOCK	\$12.26	EA		<input type="text"/> <input type="button" value="Cart"/>

Checking out!

- When you are finally done shopping all punch-out and static catalogs, you are ready to check out to the JLab system. From your shopping cart, click the “Continue Checkout” button.
- This will bring you to the JLab system, where you can enter the POA for each item. Note that this sample screenshot includes both stockroom and E-Commerce items, which are handled slightly differently. You will be able to select any POA for E-Commerce items, but the stockroom POAs are limited to those for which you have authorization.
- When you are done entering the POAs, click on the “Create Order” button. Stockroom orders will be sent immediately.

Jefferson Lab
EXPLORING THE NATURE OF MATTER

DEVELOPMENT

Welcome heffner | Logout

ENERGY

MENU:
Shop
Orders
View Cart

Shopping Cart

Please add a POA for each item and click "Create Order" to process your order.

Item #	Part #	Description	Supplier	Unit	Price	Qty	Total	POA		
1	3HLG1 p	Lanyard Assembly Kit, Do it Yourself, Stainless Steel, Finish Nylon Coated, Pin Dia. 3/84 in. Includes 20 # of 7x7 Wire Rope with Clear Nylon Coating, 50 Aluminum Shaves, 20 Eye Fittings, 10 Stainless Steel Tabs and Pliers for Cutting and Comping.	GRANGER APPROVED VENDOR	EA	\$70.52	1	\$70.52		Remove	
2	43V5302 p	MODEL B ASSEMBLED BOARD ONLY Silicon Manufacturer Snapdragon; Core Architecture ARM; Core Substructure ARMv7; Silicon Core Number BCM2835; Kit Contents Assembled Board Only RoHS Compliant Yes	RASPBERRY PI	EA	\$35.00	1	\$35.00		Remove	
3	AGTCP420310EA p	PLUG LP4-1	Agilent Technologies	EA	\$0.26	3	\$0.78		Remove	
4	701010010	COMPUTER, LAP TOP DEVELOPER SYSTEM, DELL PRECISION M4500 MOBILE WORKSTATION PROFESSIONAL GRADE, 15.6" DESKTOP DELL COMPUTER # M4500 (DELL E-QUOTE # 151008407895) REF: 07172012) (THIS IS BEING REPLACED BY 701010011)	JLAB_STOCK	EA	\$1,808.44	1	\$1,808.44		Remove	
5	340010000	SOLDERING ACCESSORIES: PROPANE KIT, 2 PC KIT (CONTAINS 1) 20 FL. OZ FAT BOY PROPANE BOTTLE & (1) UL317 PENCIL FLAME TORCH HEAD AND TIP, 1-3 AND 1-5) BENZONATIC # 288040, RESINO # 00815670	JLAB_STOCK	EA	\$12.26	1	\$12.26		Remove	
							Total:	\$1,927.00	Update Cart	Create Order

Jefferson Lab
EXPLORING THE NATURE OF MATTER

DEVELOPMENT

Welcome heffner

MENU:
Shop
Orders

GOVSCI Order # 2

Punchout cart updated

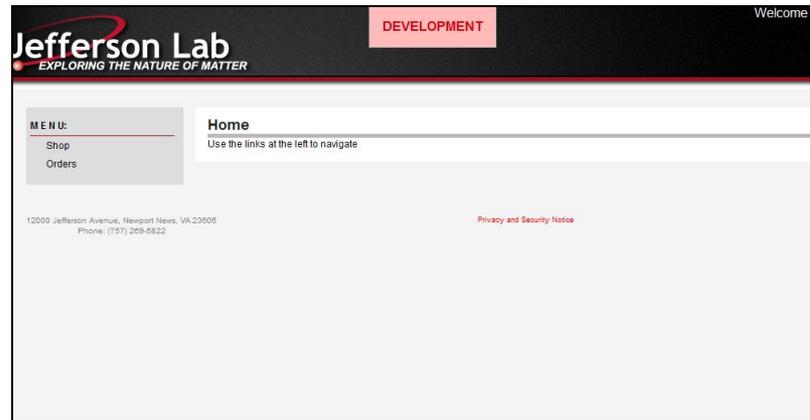
Requester: Heffner, Karl (kheffner@jlab.org) Order Received: 12/7/2012 9:49:30 AM Type: Vendor and Stockroom Order
 JLab Type: SURVACEBAP Price: 322339P Status: PR Sent
 Division: IT Division Summary POA: Order Status: Pending
 Org: MIS PO Sent:

Item #	Status	Part #	Description	Supplier	Unit	Price	Qty	Qty Delivered	Total	POA	MatReq/PRPO
1	p	3HLG1	Lanyard Assembly Kit, Do it Yourself, Stainless Steel, Finish Nylon Coated, Pin Dia. 3/84 in. Includes 20 # of 7x7 Wire Rope with Clear Nylon Coating, 50 Aluminum Shaves, 20 Eye Fittings, 10 Stainless Steel Tabs and Pliers for Cutting and Comping.	GRANGER APPROVED VENDOR	EA	\$70.52	1.0	0.0	\$70.52	ITBSI.MIS.43-001	947280 / 322339P /
2	p	AGTCP420310EA	PLUG LP4-1	Agilent Technologies	EA	\$0.26	3.0	0.0	\$0.78	ITBSI.MIS.43-001	947281 / 322339P /
3	p	701010010	COMPUTER, LAP TOP DEVELOPER SYSTEM, DELL PRECISION M4500 MOBILE WORKSTATION PROFESSIONAL GRADE, 15.6" DESKTOP DELL COMPUTER # M4500 (DELL	JLAB_STOCK	EA	\$1,808.44	1.0	0.0	\$1,808.44	ITBSI.MIS.43-025	947278 /



Other JLab functions

- You can also review previous orders and perform custom searches in the JLab system.



Orders

Please specify the criteria to search by:

Requester:

Order Created: Between and

Order Status:

Status:

Org:

Order #:

PR Num:

PO Num:

Order #	Requester	Org	Status	Order Created Date	PR	PO	Order Sent Date
1	Kari Heffner (heffner@jlab.org)	MIS	p	12/7/2012 8:34:06 AM	322338P		