Maine Street Marketplace to view diversity spending by supplier

Go to https://mycampus.maine.edu (single sign on required)



1. Go to Orders

Search

All Orders

- 2. Click on My Searches
- 3. Click on Manage Searches
- 4. Click on Diversity Supplier Spend

5. Click on Invoice Report Spend with Diversity Suppliers (Update Accounting Date and Add Project Codes)

6. Update with the Supplier Classes, Accounting Dates and Invoice Status selections that you want to view.

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灖		Invoices Receipts	Eived Contract Payment(r)	Sola Source	Construction		
	Register for upcoming W UMS Contract Templates	EBINARS - click here - click here.	 ✓ Office, Publications, and General Suppliers 				
	University of Maine Syste click here (posted 3.20.19)	m Goods/Services Contract database -	Office Supplies & Furniture	sodex. CATERTRAX	Complete Book Books/ Periodicals/ Subsi		
	Sales Representatives Con click <u>here</u> . (posted 5.13.19)	ntact Information (catalog suppliers) -	✓ Facilities & Maintenance Suppliers				
	New - Medline Catalog - Sodexo Catalog Update	Download information flyer here (posted 9.16.2020) • Download the new User Guide here (updated 3.26.2020)	GRAINGER Industrial/Facilities Supplies	Tours Industrial/ Facilities Supplies	Graybar Electric/ Datacom/ Sec		
	WB Mason Office Supply a tips - click here (posted 12.11.1	and Furniture PunchOut Catalog. For catalog search	Advantage Gas/ Valley Natl	Carefican Education Supplies	Lindustrial/Facilities Sur		
	Agrient PunchOut Catalog 3.12.19) Lowe's - Enhanced Punch viewed here. (posted 4.25.19)	g (scientific suppliers) - click nere for an overview. (posted	 ✓ Technology Suppliers 				
	An overview of the Lowe's	catalog and contact information can be					

1. Go to Orders

Search All Orders



2. Click on My Searches

3. Click on Manage Searches



4. Click on Diversity Supplier Spend



5. Click on Invoice Report Spend with Diversity Suppliers (Update Accounting Date and Add Project Codes)

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	SPRAQUE OPERATING RESOURCES	82156002	More services	1,000.00 USD	in Process	Pending	 UMS Finance 	Bragg, Emily			
ы	SHI INTENTL CORP	82155341	COMPLETEBOOK COM ©	73.66 USD	Payable	Complete	 UMS Campus Specific Services 	Jacobson, Matthew			
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	Invoice Source 🗸	82152905	SHI INTRNTL CORP ()	98.00 USD	In Process	Pending	 UMS Campus Specific Services 	Drake, Thomas			
	Digital Mailroom Import 507	82152887	CASADY DESIGN ()	4,760.00 USD	In Process	Pending	 UMS Strategic Procurement 	Campbell, Melissa			
	Supplier Portal	82152531	MN ASSOC INC 0	3,000.00 USD	Paid	Complete	2/5/2021 UMF Special Services/Exchange	Hebert, Jennifer			
	Manual Show More	82152516	CERTIFIED INTERPRETING LLC 0	366.00 USD	In Process	Pending	 UMS Human Resources 	Eddy, Lisa			
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	UMA Computer Services Augusta (UMA Computer Services Augusta)	82146261	SHI INTRNTL CORP ()	2,225.88 USD	In Process	Pending	- UMS Procurement Operations	Noblet, Michael			
	UM Cooperative Extension Admin (UM Cooperative Extension Admin)	82146250	SHI INTRNTL CORP ()	2,205.68 USD	In Process	Pending	- UMS Procurement Operations	Noblet, Michael			
	UM Vice Pres Student Affairs (UM 45) Vice Pres Student Affairs)	82145233	SHI INTRNTL CORP ()	7,532.00 USD	Paid	Complete	1/12/2021 UMS ITS Chief Info Officer	Ferrante, Judith			
٩	♥ See More C Show More	82144826	KNOWLEDGE SVCS 0	1,138.24 USD	Paid	Complete	2/3/2021 UMS ITS Admin Systems Dev&Suppo	rt Caron, Cathy			

6. Update with the Supplier Classes, Accounting Dates and Invoice Status selections that you want to view.

Notes:

Add award project codes These are for Invoices not PO Accounting date and PO in fiscal year Created vs accounting invoices arrive end of June, more consistent with general ledger based on accounting date of invoice Enter only project codes needed Pay status = paid/payable Contact adam.corrigan@maine.edu for assistance