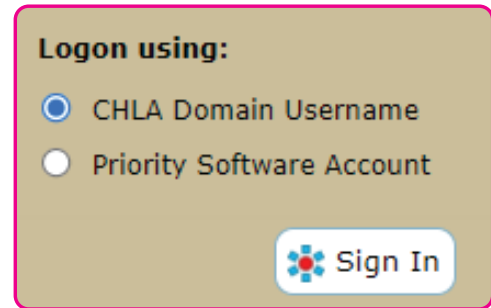


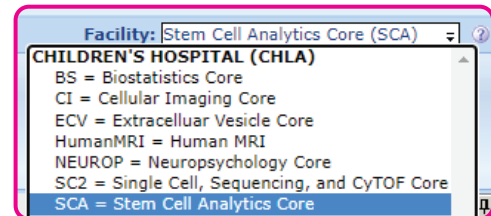
INSTRUCTIONS

1. Log into [CoreConnect](#).

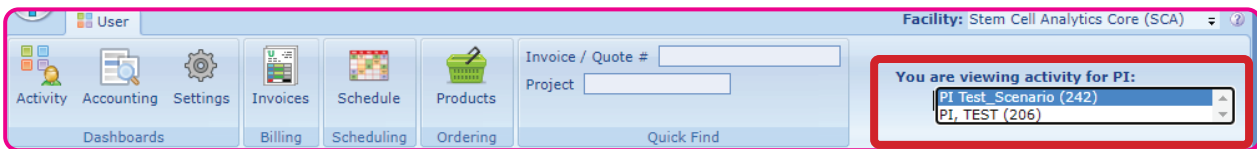
- **FOR INTERNAL USERS:** If you have a CHLA email and password, select **CHLA Domain Username** (Okta single sign on) to sign in.
- **FOR EXTERNAL USERS:** If you do **not** have a CHLA email and password, select **Priority Software Account** (email address and unique password) to sign in.



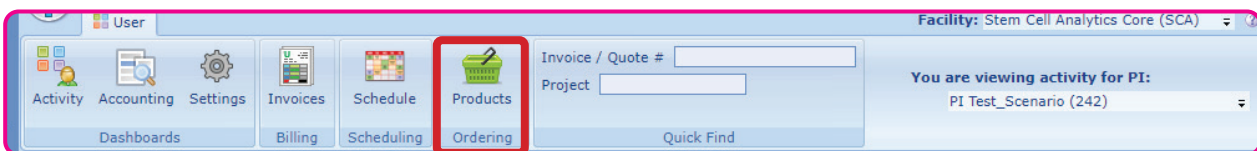
2. Select the **facility** from the right corner.



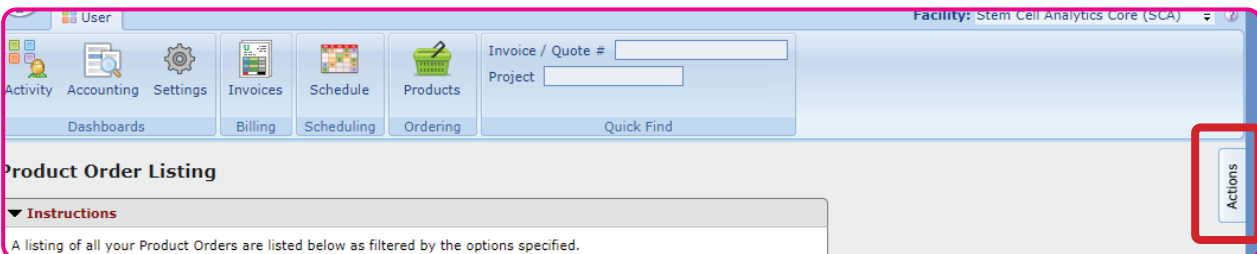
3. Confirm that the **correct PI Lab** is selected if you are a member of more than one lab.



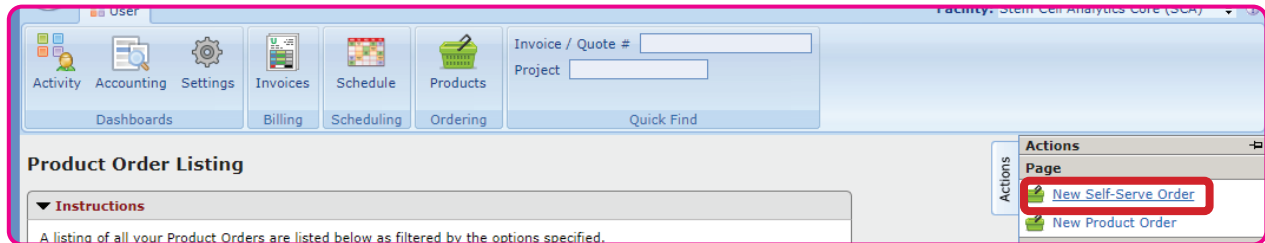
4. Click **Products**.



5. On the far right corner of the screen, Click the **Actions** tab if it is not already open.



6. Select **New Self-Service Order** from the Action drop down on the right of the screen.

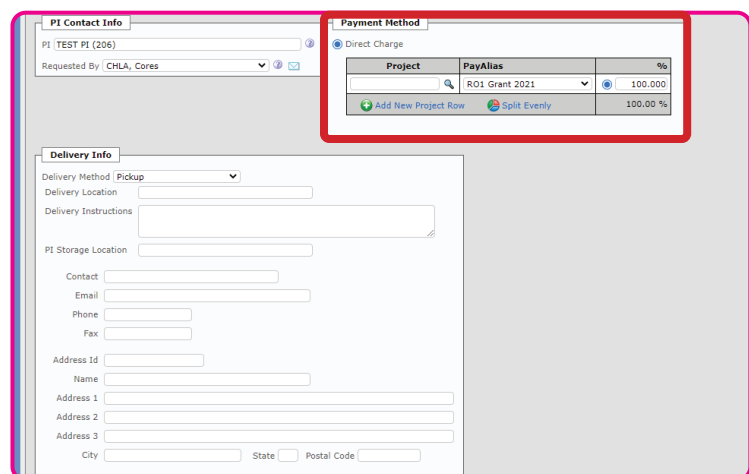
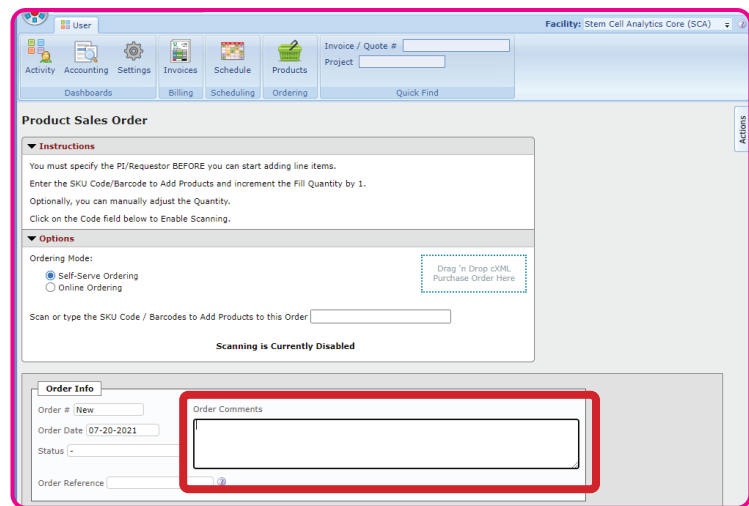


7. On the newly loaded Product Sales Order screen, scroll to the **Payment Method** section and select a valid **Project ID** or **PayAlias** to charge to.

****NOTE:** If necessary, you can add comments under the Order Comments field.

A valid Project ID or PayAlias must be entered to complete the product purchase.

For more information, go to the [CoreConnect FBS: Set Up PayAliases job aid](#).



8. Scroll down to the **Order Form** section and click on the **magnifying glass** to select the product.

The screenshot shows the 'Order Form' section of the system. It features a table with columns for Product, Quantity, Unit Price*, Extended*, Tracking Code, and Actions. The 'Product' column contains a search input field with the placeholder text 'Enter the SKU Code or Equivalent' and a magnifying glass icon. A red box highlights the magnifying glass icon. The table shows one row with 'Ordered: 1.000', 'Unit Price: \$ 7.03', and 'Extended: \$ 7.03'. Below the table is a 'Comments' field and an 'Add New Product Row' button. At the bottom, there are 'View Receipt' and 'Submit' buttons.

After clicking the magnifying glass the following will pop up with items that the Core has available for purchase.

Select the **product** to purchase, and type in the desired quantity. The Unit price will display and the Extended will reflect the total for that product item.

To add additional products for purchase, click **Add New Product Row**. To remove the product, click **Delete**.

This screenshot shows the dropdown menu that appears after clicking the magnifying glass. The menu lists various products such as '1000ul_fl_tips - 1000 ul filter tips', '10ml_glass_pipet - 10 ml Glass pipets', and '10ml_pipets - 10 ml pipets'. The '10ml_pipets - 10 ml pipets' option is highlighted. The background shows the 'Order Form' table with the 'Product' field now containing the selected item name.

The screenshot shows the 'Order Form' table with the '10ml_pipets - 10 ml pipets' product selected. The 'Quantity' is 'Ordered: 5.000', 'Unit Price' is '\$ 8.04', and 'Extended' is '\$ 40.22'. The 'Delete' button in the 'Actions' column is highlighted with a red box. The 'Add New Product Row' button is also highlighted with a red box. The 'View Receipt' and 'Submit' buttons are visible at the bottom.

9. Once all products and quantities are added, click **Submit** to complete the purchase.

Order Form

Product	Quantity	Unit Price*	Extended*	Tracking Code	Actions
<input type="text" value="50ml_fl_bottle - 50 ml Filter bottle"/> <div style="font-size: 0.8em; margin-top: 5px;"> Comments </div>	Ordered: <input type="text" value="5.000"/> Non-Stock Item	\$ 5.49	\$ 27.43		✕ Delete
<input type="text" value="10ml_pipets - 10 ml pipets"/> <div style="font-size: 0.8em; margin-top: 5px;"> Comments </div>	Ordered: <input type="text" value="5.000"/> Non-Stock Item	\$ 8.04	\$ 40.22		✕ Delete
+ Add New Product Row			\$ 67.65		

* All pricing show is estimated and may not include applicable discounts / surcharges calculated on the actual invoice and rounding due to split payments.

10. Once Submit is clicked, a pop up will confirm your intent to purchase. Click Yes to proceed with the purchase or No to cancel the request. Click on the **desired option**.

Order Confirmation

?

You will NOT be able to change the Order Details once it is Submitted.

Are you ready to submit this order?

Yes

No

11. Once Yes is selected, an invoice will display. The invoice may be emailed or printed. Please note that the CoreConnect system will save a copy of the invoice to the PI Lab's accounting view. Click Close to close out the invoice web view.

After you close the invoice web view, the screen will reflect a new Product Sales Order page. From here, you may sign out of CoreConnect if all product purchases have been completed.



Children's Hospital of Los Angeles
Stem Cell Analytics Core

Receipt

Order # 1018
Order Date 07-20-2021
Order Reference -
PO # -

Sold To:
TEST PI (206)
Cores at CHLA Cores@chla.usc.edu

Quantity	Per	SKU Code	Description	Unit Price*	Extended*
5.000	ea	50ml_fl_bottle	50 ml Filter bottle	\$ 5.49	\$ 27.43
5.000	bag	10ml_pipets	10 ml pipets	\$ 8.04	\$ 40.22
Total					\$ 67.65

PayAlias	Project	Project Description	Amount	Percentage
RO1 Grant 2021	RDD010797	Project Name Here	\$ 67.65	100.000 %
			\$ 67.65	100.000 %

* All pricing shown is estimated and may not include applicable sales tax / discounts / surcharges to be calculated on the actual invoice and rounding due to split payments.

Email
Print
✕ Close