Creating and Using Personal Value List in Buy@Duke

Add entries to PVL using Buy@Duke Personalization

Use Add Line to create additional entries

Attribute WBS, Cost Center, or GL
Add entries to PVL using Standard Search (example for WBS shown)

To add new entry to Personal Value List – select a line and click OK button

Click this link to Return to the Personal Value List
Adding to a PVL for Vendors, Material Groups is done from the Standard Search (Material Group example shown)

Select line and use the Add to Personal Value List button
To View and Select entry from Personal Value List

Mouse Click on Fields to obtain the Dropdown Search Box
Select a Personal Value and Transfer to Shopping Cart

Personal Values are shown in POP up window - to transfer value to shopping cart select line and click OK
To Do A Standard Search

Click on General Value List To Search for More Entries
To Delete Entries from Personal Value List

Note: Cost Center, WBS, GL entries from Buy@Duke Personalization -- must be deleted through Personalization