

United States Department of Agriculture
Purchasing Pegasys 7.8
User Guide – Guide Summary



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Guide Summary

The Purchasing User Guide is divided into 5 documents, which contains the following sections.

Document 1

- Section 1: How to Use this Guide
- Section 2: Pegasys Homepage & Navigation
- Section 3: Pegasys Purchasing Overview
- Section 4: Working With Purchasing Forms and Documents
- Section 5: Reservations & Requests

Document 2

- Section 6: Orders
- Section 7: Receipts
- Section 8: Estimated Accruals
- Section 9: Recurring Profiles

Document 3

- Section 10: Approvals & Vendors
- Section 11: Standard Purchasing Reports
- Section 12: Blanket Purchase Agreements
- Section 13: Appendix A: Field Descriptions (13.1 – 13.5)

Document 4

- Section 13: Appendix A: Field Descriptions (13.6 - 13.9)

Document 5

- Section 14: Appendix B: Form Mappings
- Section 15: Appendix C: Document Types
- Section 16: Appendix D: Transaction Types