



1. Log on to the OneLink Supplier Portal and click the **EOT WorkBench** tile
2. Select the **Search Parameters** link

OL Supplier Portal Exhibit Summary

Search Parameters

99 rows

Exhibit Details Additional Details Show All

Exhibit No Lease Sch# EOT ID EOT Status Lessor ID Lessor Name Lease Start Date Lease End Date

3. Enter the desired search criteria e.g., **Exhibit NO**, **Lessor**, **Expiring Before** date
4. Click the **Search** button

Search Parameters

Exhibit No

Lease Sch#

Lessor

Supplier ID

EOT Status

Expiring Before

(OR)

Expiring Before (in days)

Search Clear



EOT Workbench - Lessor

5. Select the **Exhibit No** (number) from the search results

Exhibit No: EOT Status:

Lease Sch#: Expiring Before:

Lessor: (OR)

Supplier ID: Expiring Before (in days):

1 row

Exhibit No	Lease Sch#	EOT ID	EOT Status	Lessor ID	Lessor Name	Lease Start Date	Lease End Date
<input type="checkbox"/> No <input checked="" type="checkbox"/> EXB000006374	KFH71918-001	1	In Progress			03/01/2020	02/28/2023

6. Click the **Download Exhibit Data** button

▼ Exhibit Details

Exhibit No: C015758 EOT ID: 1

Lease Start Date: 01/01/2018 Lessor:

Lease End Date: 04/30/2018 Contract Number:

[Default buyout distributions](#)

EOT Details

Exhibit Line#	Serial ID	Item Description	Exhibit Quantity	FMV%	FMV Purchase Price	End Of Term Code	Buyout Quantity	Buyout Unit Price	Buyout Amount (UnitPrice*Qty)	New Serial ID
1	53GBG	7014	1	<input type="text"/>	<input type="text"/>	Buyout	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	53GCG	7014	1	<input type="text"/>	<input type="text"/>	Buyout	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	878F7	9117	1	<input type="text"/>	<input type="text"/>	Buyout	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	879A7	9117	1	<input type="text"/>	<input type="text"/>	Buyout	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EOT Attachments

1 row

Add	View	Delete	Filename	Attachment Description
1 <input type="button" value="Add"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/>



EOT Workbench - Lessor

7. Make the necessary updates e.g., FMV %, FMV Purchase Price , Serial Number

Note: Ensure the data is entered correctly

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Instructions:																		
2	1. Do not Delete/Insert rows into the file (Do not delete the instructions also while upload as system will process only from 8th row)																		
3	2. Do not modify the Key columns (Exhibit ID, EOT ID, Exhibit Line No, PO BU, PO ID, PO Line #, Sched No, Distribution Line#)																		
4	3. Keep the formats for the columns as (PO BU: PO_XXXXX, PO ID: PO_XXXXXXXXXX, GL BU: GL_XXXXX, PC BU: PC_XXXXX)																		
5	4. Valid EOT Codes are: (BUY, RET, EXT, MUL)																		
6																			
7	Exhibit ID	EOT ID	Exhibit Lin	PO BU	PO ID	PO Line #	Sched No	Manufact	Serial Nur	Part#	Item Desc	Vendor	Exhibit Qu	Original A	Exhibit Me	Current Re	HPAM Sta	FMV %	FMV Purc
8	C015758	1	1	PO_96500	PO_00000	1	1	53GBG			7014	1E+08	1	0	6718.4	146.46		0	0
9	C015758	1	2	PO_96500	PO_00000	1	1	53GCG			7014	1E+08	1	0	6718.4	146.46		0	0
10	C015758	1	3	PO_96500	PO_00000	1	1	878F7			9117	1E+08	1	0	407478.9	8882.54		0	0
11	C015758	1	4	PO_96500	PO_00000	1	1	879A7			9117	1E+08	1	0	407478.9	8882.54		0	0
12																			

8. Click **Upload Exhibit CSV** button and upload the updated Exhibit file

Exhibit No C015670

Lease Start Date 01/01/2018

Lease End Date 03/30/2019

EOT ID 1

Lessor

Contract Number

[Download Exhibit Data](#)

[Upload Exhibit CSV](#)

Default buyout distributions

Attached File C015670-001-0019151-012_(1).csv



EOT Workbench - Lessor

9. Optionally, update the Exhibit in OneLink

Note: Update the desired fields, such as FMV %, FMV Purchase Price.

EOT Details

EOT Decision Info | Exhibit Details | Additional Details | Show All

Exhibit Line#	Serial ID	Item Description	Exhibit Quantity	FMV%	FMV Purchase Price	End Of Term Code	Buyout Quantity	Buyout Unit Price
1	C02ZJ06ZMD6M	MacBook Pro 16" Touchbar	1	22.00		Buyout		
3	FVFZQDL6L40Y	MacBook Pro 13"	1	22.00		Buyout		

10. Click the **Save for Later** button

11. Click the **Send Notification** button

Note: An email will be sent to Treasury for further processing.

EOT Details

EOT Decision Info | Exhibit Details | Additional Details | Show All

Status	Validation Errors	Exhibit Line#	Serial ID	Item Description	Exhibit Quantity	FMV%	FMV Purchase Price	End Of Term Code	Buyout Quantity	Buyout Unit Price
✓	No Errors Found.	1		Selenia Dimensions 2D System with AWS 8000	1	200.00		Buyout		
✓	No Errors Found.	2		Cenova with ImageChecker CAD (R2SYS-2200 and R2LIC-2101-2) - GPO/ IDN/ GOVT ONLY	1	200.00		Buyout		

EOT Attachments

1 row

Add	View	Delete	Filename	Attachment Description
1	Add	View	Delete	

Save for Later | Send Notification | Submit for Approval

[Return to Summary Page](#)



EOT Workbench - Lessor

Note: You can log back into OneLink and check the **EOT Status** to check on the progress of the Exhibit

OL Supplier Portal Exhibit Summary

Search Parameters

99 rows

Exhibit Details Additional Details Show All

Exhibit No	Lease Sch#	EOT ID	EOT Status	Lessor ID	Lessor Name	Lease Start Date	Lease End Date
No C015669	001-0018980-014	1	In Progress			01/01/2018	04/30/2019