Purchasing Training
May 16, 2024

Procurement Services

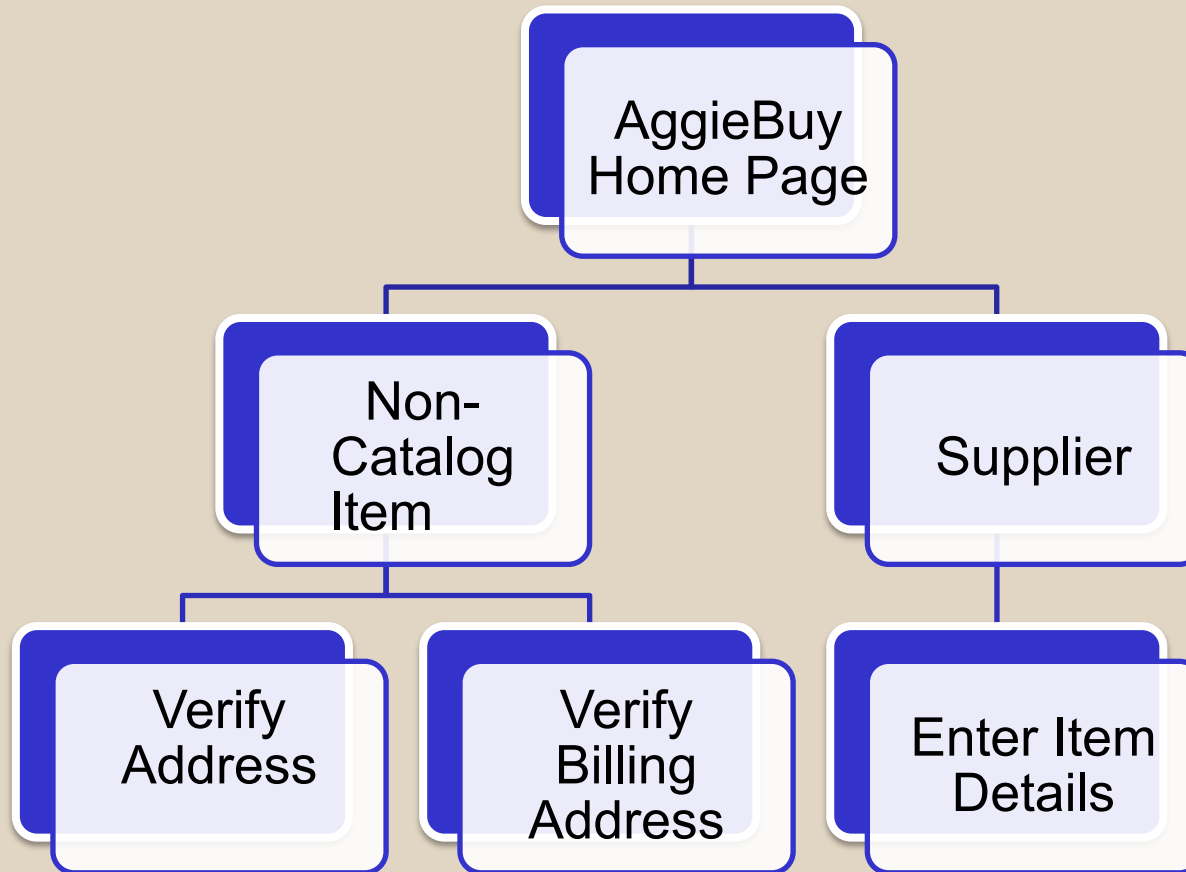*http://purchasing.tamu.edu/*

979-845-4570

AggieBuy Requisition Overview

What is a requisition?

A requisition is a request submitted within AggieBuy that provides details of the product(s) and/or service(s) you wish to purchase. The requisition will detail the accounting information, ship to and bill to as well as the description of the product and/or service.

A requisition is the means to communicate with Procurement Services.

AggieBuy Requisition Overview

AggieBuy Requistion

AggieBuy Requisition

AggieBuy Requisition

AggieBuy Commodity Code

AggieBuy Requisition

uggested Supplier · 505 Items · 502,500.00 USD

··· ☐

If you need to add additional non-catalog items; click on the three dots, then select **Add Non-Catalog Item**

Add Discount

Add Non-Catalog Item

Add Trade-In

SUPPLIER DETAILS

Contract Number	no value	PO Number	To Be Assigned
Pricing Code		Quote number	

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
Item Description	NA	EA	1,000.00	500 EA	500,000.00	☐

∧ ITEM DETAILS 📑

Contract: Select price or contract...

Internal Note

1000 characters remaining   expand | clear

Summary

0.00
dling
The
budget checking, a

Subtotal ★

Shipping

Handling

Total ★

AggieBuy Requisitions
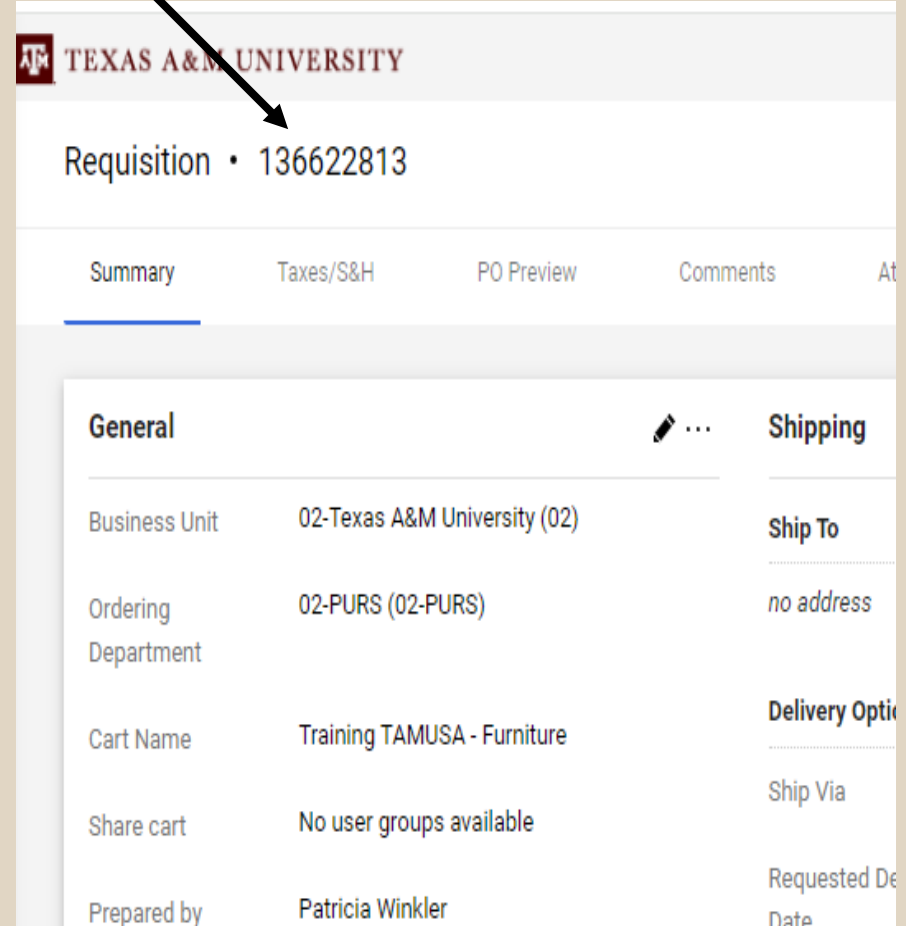
- Once you have added all your items select "Proceed to Checkout"

AggieBuy Requisition

- A requisition number has been assigned and it is in "Draft" form.

- The requisition can still be edited until you "submit".
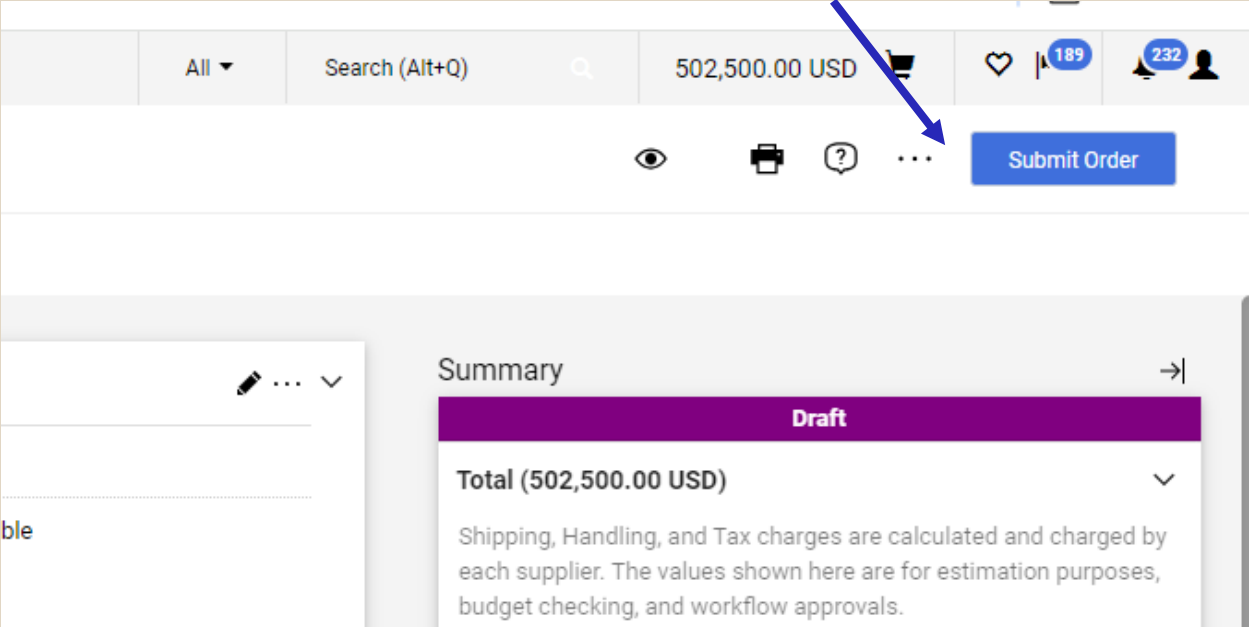
AggieBuy Requisition

- **Review all sections of the requisition**

  - General Area
  - Shipping Area
  - Billing Area
  - Accounting Codes

- **Internal Notes & Attachments**

  - Add all backup documentation for this request. Example – sole source justification, vendor quote, formal contract, etc.
  - Only visible by TAMUSA

AggieBuy Requisition

- External Notes and Attachments
  - Add attachments that you want the vendor to see. Example – Vendor Quote, Scope of Work, Formal Contract, etc.

- Procurement Services will review all attachments and may make modifications as needed

AggieBuy Requisition

- Accounting Codes
- Two Areas you can place your accounting information
  - Header Level
  - Item Level

AggieBuy Requisition

- Once you have your requisition complete, you are ready to "**Submit Order**"

AggieBuy Requisition

- Once you submit your requisition, it will enter the workflow.

- The path of the workflow depends on how your department is setup. Typical steps are Department Allocator, Approver Step and Final Signer.
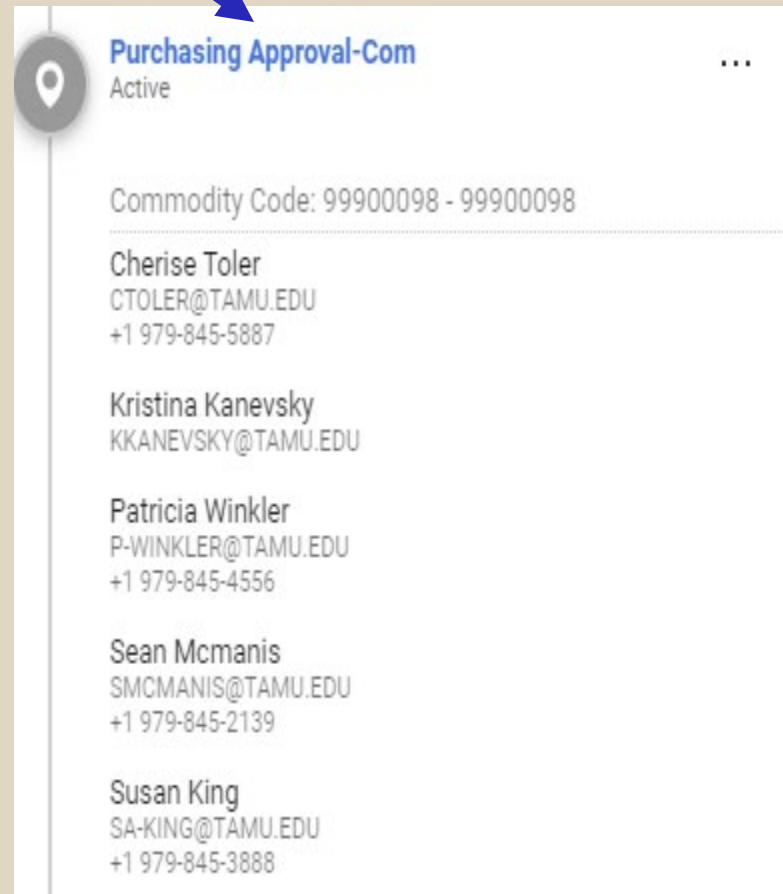
- All requisitions will stop at the commodity Code Assigner step, where the commodity code assigned at the line item will be double checked for accuracy.

AggieBuy Requisition

- Additional Steps to the workflow. Not all steps will be there for every requisition. It will depend on the commodity code assigned.
  - Specialized Approvals
  - Visual Compliance
  - Export Controls

Who's working this step?

Purchasing Approval-Com ...
Active

Commodity Code: 99900098 - 99900098

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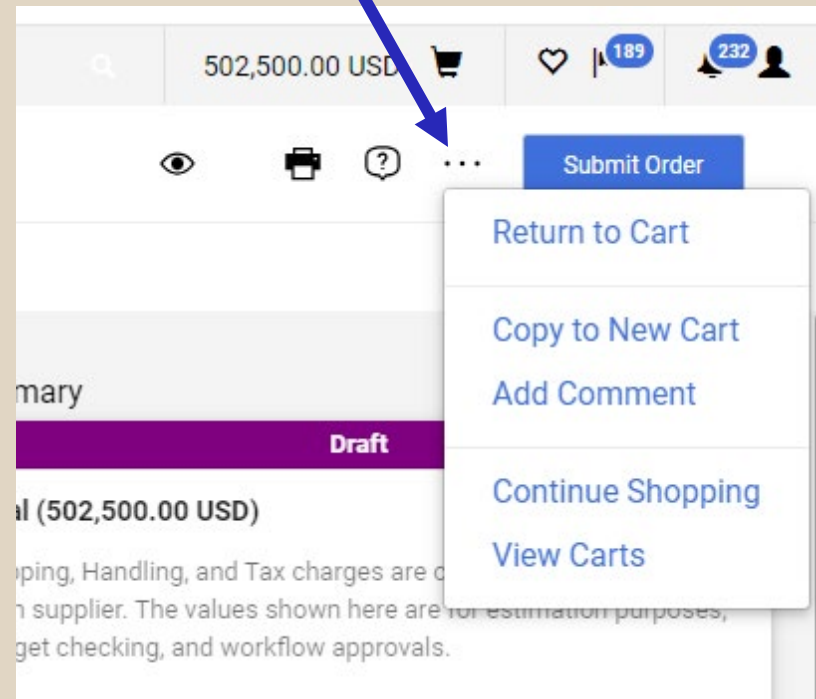
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AggieBuy Requisition

Additional Actions you can take on a "Draft" requisition.

- •Return to Cart
- •Copy to New Cart
- •Add Comment
- •Continue Shopping
- •View Carts

AggieBuy Requisitions

- How to view your "draft" carts and requisitions
  - Shop
  - My Carts and Orders
  - View Carts

AggieBuy Supplier On Boarding

- Supplier Search – if your vendor is not in the system. You can now send a request directly to the vendor from AggieBuy.
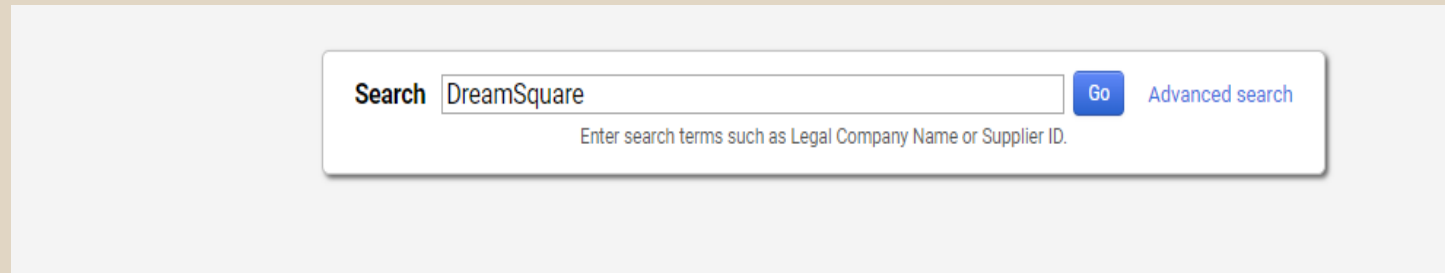
- Search under the "Suppliers" tab

- Search for Supplier

AggieBuy Requisitions

- In the "Search" box, type your Vendor name, hit "Go"

- AggieBuy will return a profile listing for the vendor or a message of "Results Not Found"

AggieBuy Supplier On Boarding

- Select "Invite Supplier"
- Registration Type will be "Award Profile"
- Provide Supplier Name and Email
- Click "Invite Supplier to Register

AggieBuy Supplier On Boarding

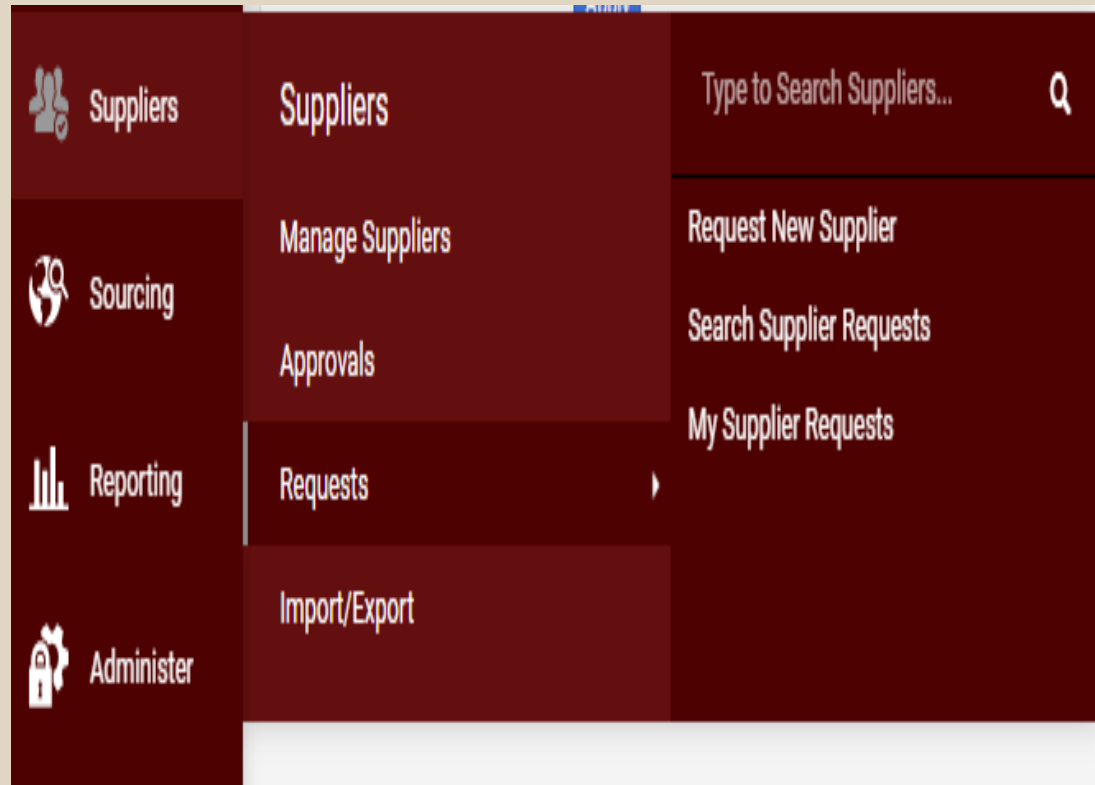- If there is a duplicate found, you will receive this message

AggieBuy Supplier On Boarding

- Additional way to request a new supplier
- Suppliers
  - Request
    - Request New Supplier
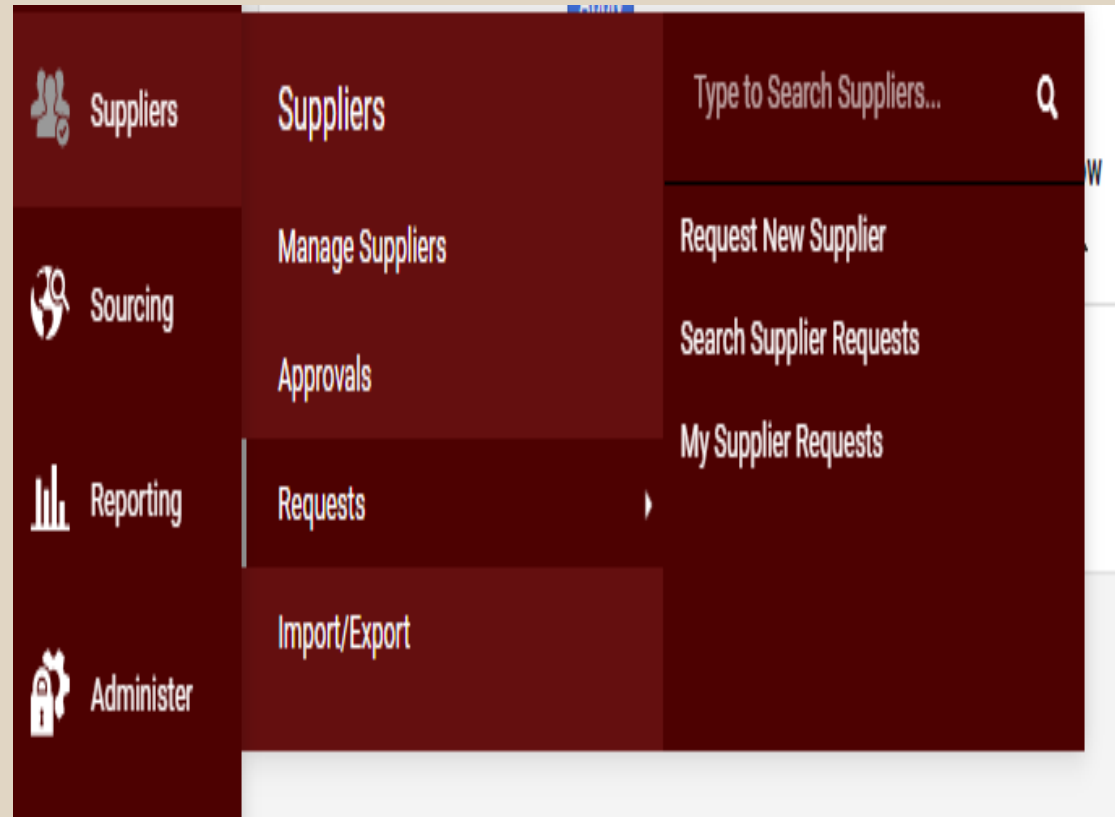
AggieBuy Supplier On Boarding

- Check status of your Supplier Request
  - Suppliers
    - Requests
      - My Supplier Request

AggieBuy Supplier On Boarding

AggieBuy Supplier On Boarding

Questions!

Submit all topics for next months training to –

P-winkler@tamu.edu

Subject Line – TAMUSA Training Topics