

# Shopping – Contract Order

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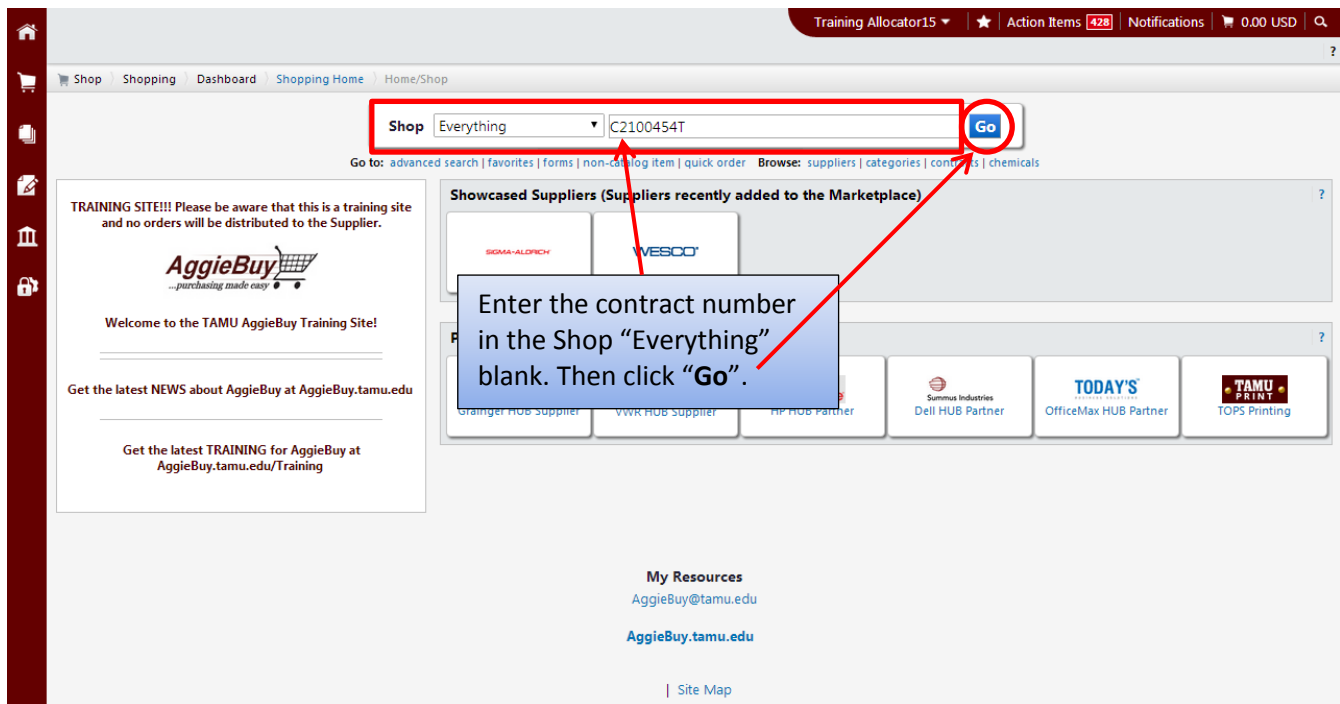
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# How to Order from a Contract

## Quick steps:

1. Enter Contract Number, Supplier Name, or Keyword in shop search box (pg. 1)
2. Enter Quantity next to the item (pg. 2)
3. Click **“Add to Cart”** (pg. 2)
4. Repeat steps 2 & 3 until all items are added to cart (pg. 2)
5. Click on your shopping cart (pg. 2)
6. Click **“View My Cart”** (pg. 2)
7. Enter Header Information (pg. 3-5)
8. Click **“Save”** (pg. 6)
9. Review items and confirm the Supplier information (pg. 6)
10. Click **“Proceed to Checkout”** (pg. 6)
11. Check the General and Shipping information (pg. 7-8)
  - a. Correct information if needed
12. Click **“Edit”** in the Accounting Codes section (pg. 9-10)
  - a. Enter or correct accounting codes
  - b. Click **“Recalculate and Save”**
13. Enter Internal Notes and Attachments (pg. 11)
14. Enter External Notes and Attachments (pg. 12)
15. After everything has been entered click **“Submit Order”** (pg. 13)

A contract has been set up by Procurement Services and you need to purchase items from this contract. You or someone in your department should know the contract number (contracts were call the Master Orders in FAMIS).



NOTE: Using Supplier Name or Keyword for your search may produce results not associated with the contract. The Contract Number will not appear with non-associated items.

Results for: Everything : C2100454T Showing 1 - 17 of 17 results Compare Selected: 0

Sort by: Best Match Page 1 of 1

<p><b>GENERAL PURPOSE CONTRACTORS 24 V COIL - 2 POLE 24 VOLT 40 AMP</b> from CENTRAL ELECTRICAL SUPPLY</p> <p>Part Number: FUR45GG20AJ Contract Number: C2100454T more info... Refrigeration Parts</p>	<p>13.98 USD EA Add to Cart</p>
<p><b>LINE TAP VALVE 1/4 - 3/8" LINE - OEM# SUPBPV31</b> from CENTRAL ELECTRICAL SUPPLY</p> <p>Part Number: SUPBPV31 Contract Number: C2100454T more info... Refrigeration Parts</p>	<p>EA Add to Cart</p>
<p><b>STAY SILV 45% 4 OZ ROLL - OEM# SS45 4</b> from CENTRAL ELECTRICAL SUPPLY</p> <p>Part Number: SS45 4 Contract Number: C2100454T more info... Refrigeration Parts</p>	<p>72.27 USD EA 5 Add to Cart 5 item(s) added, view cart</p>
<p><b>G5 TWIN RECOVERY UNIT - OEM# APPGSTWIN</b> from CENTRAL ELECTRICAL SUPPLY</p> <p>Part Number: APPGSTWIN Contract Number: C2100454T more info... Refrigeration Parts</p>	<p>697.33 USD EA 1 Add to Cart</p>
<p><b>R134A SYSTEM THERMOSTAT - P/N JOHA19ABC24C</b> from CENTRAL ELECTRICAL SUPPLY</p> <p>Part Number: JOHA19ABC24C Contract Number: C2100454T more info... Refrigeration Parts</p>	<p>61.98 USD EA 5 Add to Cart 5 item(s) added, view cart</p>
<p><b>LOW PRESSURE CUTOUT SWITCH 25-65 DEGREES - P/N BTSLP2565</b> from CENTRAL ELECTRICAL SUPPLY</p> <p>Part Number: BTSLP2565 Contract Number: C2100454T more info... Refrigeration Parts</p>	<p>17.90 USD EA 1 Add to Cart</p>

All the items for the contract entered will show up. Enter in the quantity. Click "Add to Cart". Repeat on each line item that needs to be ordered.

To see complete terms and other details about the contract, click "more info" on any line item.

Here it shows the item was added to your cart.

Training Allocator15 | Action Items 428 | Notifications 671.25 USD

My Cart 2014-05-01 Allocator15 01

no image available	<p><b>R134A SYSTEM THERMOSTAT - ...</b> Quantity: 5 Price: 309.90 USD</p>	<p>View My Cart Checkout</p>
no image available	<p><b>STAY SILV 45% 4 OZ ROLL - OE...</b> Quantity: 5 Price: 361.35 USD</p>	

671.25 USD

Results for: Everything : C2100454T

Sort by: Best Match

**VOLT 5 KW 5/8" - OEM #HHE50000FC** 13.98 USD EA Add to Cart

**RS 24 V COIL - 2 POLE 24 VOLT 40 AMP** 17.02 USD EA Add to Cart

Click the Shopping Cart.

Click "View My Cart".

Depending on your Role your Shopping Cart might look different than the cart below, that is, it may have fewer header fields. For the different Role-specific Cart views see *pages 4-5*.

Here is your cart number. This will become the Requisition number when the cart is submitted.

**Supplier / Line Item Details**

For selected line items: [Add To Favorites](#) [Go](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 STAY SILV 45% 4 OZ ROLL - OEM# S545 4 <a href="#">more info...</a>	SS45 4	EA	72.27	5 EA	361.35 USD
2 RL34A SYSTEM THERMOSTAT - P/N JOHA19ABC24C <a href="#">more info...</a>	JOHA19ABC24C	EA	61.98	5 EA	309.90 USD
<b>Supplier subtotal</b>					<b>671.25USD</b>
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.					
<b>Subtotal</b>					<b>671.25</b>
Shipping					0.00
Handling					0.00
<b>Total</b>					<b>671.25 USD</b>

## Required Fields

Shopper: The only field that is **Required** to be filled in by the Shopper is “**Order Category**”.

Department Allocator: “**Order Category**”, “**Fund Type**”, “**Ship To**” and “**Bill To**” are **Required** fields if you are a Department Allocator.

# Shopper View

Change the Cart Name to something that makes sense to you or what your department prefers.  
Ex. YourInitials-Company-Item Type

Cart Name	CAG-Central Ele-Refrig Parts	Pre-Pay & Add <input type="checkbox"/>
Share cart	No user groups available	
Prepared by	Training Allocator15	
Prepared for	Training Allocator15 <a href="#">Select a different user</a>	
Cart Description/Purpose	Refrigerant Parts	
Order Category	1 - Regular <a href="#">Select from all values...</a>	
Fund Type	<a href="#">Select from all values...</a>	
Report Reference A		
Report Reference B		

Cart Description/Purpose: Enter what the item is for or whom it is for.  
Ex. Chairs for Lab 201

Order Category is a **required** field for all roles. Click on "**Select from all values...**" then select either "**Regular**" or "**Confirming – Do Not Distribute**".  
Regular-Supplier will receive a copy of the Purchase Order.  
Confirming-Do Not Distribute-PO will be created but the supplier will not receive a copy.

Contract orders can either be Regular or Confirming. If you mark this as a Confirming Order you will need to attach the Invoice on the next screen under Internal Attachments.

Cart Name	CAG-Central Ele-Refrig Parts	Pre-Pay & Add <input type="checkbox"/>
Share cart	No user groups available	
Prepared by	Training Allocator15	
Prepared for	Training Allocator15 <a href="#">Select a different user...</a>	
Cart Description/Purpose	Refrigerant Parts	
Order Category	1 - Regular <a href="#">Select from all values...</a>	
Fund Type	<a href="#">Select from all values...</a>	
Report Reference A		
Report Reference B		

Pre-Pay & Add

Click on the box next to "Pre-Pay & Add" if your department allows the supplier to charge shipping on this particular order, but could not provide an estimate or exact shipping amount. If you receive a quote that shows estimated shipping costs add it as a line item in lieu of using "Pre-Pay & Add".  
  
When Pre-Pay & Add is checked FMO will automatically pay the amount of freight charges on the invoice.

Report Reference A & B are alpha-numeric and can be used to enter a second set of books number, Project Name, or anything else you would like. What is nice about using these is you can search by them in the Advanced Document Search page.

Fund Type is designated by the account number(s) used. Shoppers might not know what the Fund Type is but Department Allocators will know and will select this information. Click on "**Select from all values...**" and select Federal, Local, or State.

# Shopper-Extended View

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If you have an order that is less than \$10K and you want Procurement Services to bid the item(s) out or otherwise determine a source this box will need to be checked.

Cart Name: CAG-Central Ele-Refrig Parts  
 Share cart: No user groups available  
 Prepared by: Training Allocator15  
 Prepared for: Training Allocator15  
 Cart: Refrigerant Parts  
 Order Category: 1 - Regular  
 Fund Type: [Select from all values...]  
 Report Reference A: [ ]  
 Report Reference B: [ ]

Pre-Pay & Add   
 Route to Procurement Services   
 Emergency (attach justification)   
 Sole Source (attach justification)   
 Contract Number: [ ]

Start Date: [ ]  
 End Date: [ ]  
 Rush the Pymt Process   
 Special Payment Method: [Select from all values...]  
 Trade-In   
 Create Asset Manually   
 Add to Asset Number: [ ]

Enter the AggieBuy Contract Number or, if still valid, the FAMIS Master Order.

Enter in the start and end date if this requisition will be for a contract or copier order.

If the requisition is an Emergency or Sole Source you will need to check the appropriate box. The applicable form will need to be filled out and attached in "Internal Notes and Attachments". The forms are located may be accessed by hovering your mouse over the field name or from: [AggieBuy.tamu.edu/forms/](http://AggieBuy.tamu.edu/forms/)

Rush the Pymt Process: Check this box if you need the Payment Process to be rushed. This will not rush the requisition through just the payment. Also, enter into "Internal Notes" the reason the payment needs to be rushed.

# Department Allocator View

Cart Name: CAG-Central Ele-Refrig Parts  
 Share cart: No user groups available. [Click here to create shared cart user groups.](#)  
 Prepared by: Training Allocator15  
 Prepared for: Training Allocator15  
 Cart: Refrigerant Parts  
 Order Category: 1 - Regular  
 Fund Type: [Select from all values...]  
 Report Reference A: [ ]  
 Report Reference B: [ ]  
 Bypass Dept Allocator

Pre-Pay & Add   
 Route to Procurement Services   
 Emergency (attach justification)   
 Sole Source (attach justification)   
 Contract Number: [ ]  
 Do Not Encumber

Start Date: [ ]  
 End Date: [ ]  
 Rush the Pymt Process   
 Special Payment Method: [Select from all values...]  
 Trade-In   
 Create Asset Manually   
 Add to Asset Number: [ ]  
 IFR (Item for Resale)

Only check "Do Not Encumber" if this requisition is going to be turned into a contract.

Fund Type is **required** if you are a Department Allocator.

Check the "Bypass Dept Allocator" box if you do not need it to go to another Department Allocator. If you do not check this box it will go into the Department Allocator step and you will **not** be able to approve it. NOTE: Only users with the Department Allocator role will see this box.

Check the "Item for Resale" box if you intend to resell all the items on this requisition.

If there is a Special Payment Method you will click on "Select from all values..." and choose the correct one. Also, in Internal Notes you will enter the information needed to fulfill the request.

**Values:**  
 Accounting Only  
 Enclosure (copy) to accompany Check  
 Enclosure (original) to accompany Check  
 Foreign Bank Draft  
 Manual Check Request  
 Overnight Check  
 Pick-up Check  
 Wire Transfer – Foreign Currency  
 Wire Transfer – US Dollar

Once the Header information is entered and you have clicked "Save" you can add or edit your items.

When the Header information is filled out and the items look correct click "Proceed to Checkout".

Be sure to click "Save" before doing anything else.

The screenshot shows a shopping cart interface with the following elements:

- Header:** "Shopping Cart for Training Allocator15", "10 Item(s) for a total of 671.25 USD", "Continue Shopping", and "Proceed to Checkout" (highlighted with a red box).
- Form Fields:** Cart Name (CAG-Central Ele-Refrig Parts), Share cart, Prepared by (Training Allocator15), Cart Description/Purpose (Refrigerant Parts), Order Category (1 - Regular), Fund Type, Report Reference A/B, Bypass Dept Allocator, Pre-Pay & Add, Route to Procurement Services, Emergency (attach justification), Sole Source (attach justification), Contract Number, Start Date, End Date, Rush the Pymt Process, Special Payment Method, Trade-In, Create Asset Manually, Add to Asset Number, IFR (Item for Resale).
- Supplier / Line Item Details:** "CENTRAL ELECTRICAL SUPPLY", "02-CENTRAL ELECTRICAL SUPPLY", "PO BOX 4226, BRYAN, TX 778054226 US". Contract Number: C2100454T (highlighted with a red box). PO Number: To Be Assigned. Pricing Code: [empty]. Quote number: [empty].
- Table:**

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 STAY SILV 45% 4 OZ ROLL - OEM# SS45 4	SS45 4	EA	72.27	5	EA 361.35 USD
2 R134A SYSTEM THERMOSTAT - P/N JOHA19ABC24C	JOHA19ABC24C	EA	61.98	5	EA 309.90 USD
<b>Supplier subtotal</b>					<b>671.25USD</b>
<b>Subtotal</b>					<b>671.25</b>
Shipping					0.00
Handling					0.00
<b>Total</b>					<b>671.25 USD</b>
- Annotations:** A "Save" button is circled in red. A green box explains that contract orders can be Regular or Confirming, and that invoices must be attached for confirming orders. Another green box explains that the contract number for selected items will show in the Contract Number area and with each line item. A red box highlights the contract number "C2100454T" in the form and in the table. A "Proceed to Checkout" button is highlighted with a red box.

Contract orders can either be Regular or Confirming. If you mark this as a Confirming Order you will need to attach the Invoice on the next screen under Internal Attachments.

The contract number for the item(s) selected will show in the Contract Number area and with each line item.

If you would like to add more contract items click the "Home" icon and follow the instructions on page 1.

You now see the checkout page. If you did not fill in the required information on the previous page you will see a warning. If you click on the “Required field:....” it will take you to what needs to be filled out.

**Almost ready to go! The list below needs to be addressed before the request can be submitted.**

- Required field: Order Category

General	Shipping	Billing
Ordering Department: 02-GOLD (02-GOLD) <input type="button" value="edit"/>	<b>Ship To</b> <input type="button" value="edit"/> Attn Training Allocator15 TAMUG - CENTRAL RECEIVING ROOM 102 1001 TEXAS CLIPPER RD GALVESTON, TX 77554 United States	<b>Bill To</b> <input type="button" value="edit"/> Texas A&M University Financial Management Operations ATTN: Accounts Payable 750 Agronomy Road - Suite 3101 6000 TAMU College Station, TX 77843-6000 United States
Cart Name: CAG-Central Ele-Refrig Parts	<b>Delivery Options</b> <input type="button" value="edit"/> Ship Via: Best Carrier-Best Way Requested Delivery Date: no value	<input data-bbox="1364 850 1518 871" type="button" value="View/edit by line item..."/>
Share cart	<b>Buyer Information</b> <input type="button" value="edit"/> Buyer: no value   Buyer Email: no value   Buyer Phone Number: no value	
Prepared by: Training Allocator15		
Prepared for: Training Allocator15		
Cart Description/Purpose: Refrigerant Parts		
Order Category: no value <input type="button" value="Required field"/>		
Fund Type: no value		
Report Reference A: no value		
Report Reference B: no value		
Pre-Pay & Add: x		
Route to Procurement Services: x		
Emergency (attach justification): x		
Sole Source (attach justification): x		
Contract Number: no value		
Do Not Encumber: x		
Start Date: no value		
End Date: no value		
Rush the Pymt Process: x		
Special Payment Method: no value		
Trade-In: x		
Create Asset Manually: x		
Add to Asset Number: no value		
IFR (Item for Resale): x		
Bypass Dept Allocator: x		

The “Ship To” information can be defaulted in your Profile (see Profile Settings User Guide page 9) or click “edit” and select another Ship To address. This is not required for Shoppers but is required for Department Allocators.

The “Bill To” address should already be filled in. If it is not click “edit” and choose either “02-TAMU Bill-To” or “02-TAMUG Bill-To” (only customers on the Galveston campus will have the option.)

### Bill To

Complete the fields below to enter your billing address for this order. If you need to make a change, select a different address from the available options.

Billing address: select from org addresses

Address Details

Contact Line 1	02-TAMU Bill-To
Contact Line 2	10 TAMUG Bill-To
Contact Line 3	Financial Management Operations
Address Line 1	ATTN: Accounts Payable
Address Line 2	750 Agronomy Road - Suite 3101
City	6000 TAMU
State	College Station
Zip Code	TX
Country	77843-6000
	United States

If you have not set your default “Bill To” click on the drop down next to Billing address. Click on “02-TAMU Bill-To” or “02-TAMUG Bill-To”. Then click “Save”. (To set your “Bill To” see Profile Settings User Guide page 11.)



# Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

Address Details

Attn: Training Allocator15

Department: TAMUG - CENTRAL RECEIVING

ROOM: 102

Address Line 1: 1001 TEXAS CLIPPER RD

City: GALVESTON

State: TX

Zip Code: 77554

Country: United States

If your profile has more than one Ship To click on the drop down and choose the one you want to use.

"Attn" and "Room" lines can be changed.

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

To choose a different address, [click here](#)

Address Details

Attn: Training Allocator15

Department: TAMUG - CENTRAL RECEIVING

ROOM: 102

Address Line 1: 1001 TEXAS CLIPPER RD

City: GALVESTON

State: TX

Zip Code: 77554

Country: United States

1. To find other Ship To addresses click on "click here".

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

Address Details

Attn: Cindy

Department: TEXAS A&M UNIVERSITY COLLEGE OF

2. Now click "select from org addresses".

Address Search

Nickname / Address

Text

3. Enter in "02-" followed by your FAMIS 3 digit address code. If you do not know your address code you can enter in your department name or mail stop. Then click "Search".

Click to filter search results

Results per page: 20

Addresses Found: 23

Name	Address	
02-075	Attn Cynthia Gillar BIOLOGY IT DEPT. BSBW BLDG. ROOM 425 3258 TAMU COLLEGE STATION, TX 77843-3258 United States	<input type="button" value="select"/>
02-149	Attn C PLANT L F PE ROOM 2132 T COLLE United	<input type="button" value="select"/>
02-349	Attn C VET MED PATHOBIOLOGY VMS BLDG. 507 ROOM 119 4467 TAMU COLLEGE STATION, TX 778434467 United States	<input type="button" value="select"/>
02-491	Attn Cynthia Gillar DEVELOPMENT BIOLOGY INSTITUTE BSBW BLDG. ROOM 356 3258 TAMU COLLEGE STATION, TX 77843-3258 United States	<input type="button" value="select"/>
02-578	Attn Cynthia Gillar BIOLOGY DEPT. BSBE BLDG. ROOM 101 3258 TAMU COLLEGE STATION, TX 77843 United States	<input type="button" value="select"/>

4. Locate the address you are looking for and click "select".

5. The Attn information and Room information can be modified. If you would like to save this address for future use click on the check box next to "Save this address for future use". Click "Save".

Shipping address

Address Details

Attn: Cynthia Gillar

Department: BIOLOGY DEPT.

Bldg/Rm: BSBE BLDG.

ROOM: 101

Address Line 3: 3258 TAMU

City: COLLEGE STATION

State: TX

Zip Code: 77843

Country: United States

Save this address for future use

When you click "Save this address for future use" you will see a check box to make the address the default address. Do Not change the Name of the address.

Save this address for future use

Name this address (e.g. Main St)

02-578

Check this box to make this the default address in the future.

# Accounting Codes

**Accounting Codes**

Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	edit
2010	02 Texas A&M University	no value	no value			

Will show the current Fiscal Year.

Member ID is the campus code.

Click "Edit" to enter/change the Department and Account Codes.

**Accounting Codes**

If you have multiple Department Codes in your profile click on "Select from profile values..." Then click the dropdown and select the code you need.

If your Department Code is not set-up as a default in your Profile you need to either "Select from Profile values..." or "Select from all values...". You cannot type it in the blank.

Recalculate and Save Cancel

**Accounting Codes**

To find a Department Code click not in your profile "Select from all values..." enter the 4 to 5 alpha department code preceded by the campus code. Click "Search".

Custom Field Search

Value: 02-gold

Description:

Search

Recalculate and Save Cancel

Click to filter search results

Results per page: 20 Values Found 1 Page 1 of 1

Value	Description	select
02-GOLD	02-The Gold Mine	

When the correct Department Code is found click "select".

If you have multiple Account Codes in your profile click **"Select from profile values..."** Then click the dropdown and click the code you need.

Department Code: 02-GOLD  
Account Code: Select from profile values...  
Report Reference C:   
Report Reference D:   
Buttons: Recalculate and Save, Cancel

Accounting Codes

Account Code

Hide profile values...

02-237237-00000 - Gold Mine Designated Account

Buttons: Recalculate and Save, Cancel

To find an Account Code not in your profile click **"Select from all values..."** and enter the 6 digit account code preceded by the campus code. Click **"Search"**.

If your Account Code is not set-up as a default in your Profile you need to either **"Select from Profile values..."** or **"Select from all values..."**. If you enter in the account code be sure to check the account after you click **"Recalculate and Save"**.

If you have 10 or fewer accounts a dropdown box will appear allowing you to click on the account number you want.

02-237237-00000

Hide all values...

- 02-237237-00000 - Gold Mine Designated Account
- 02-131400-00000 - Gold Mine State Account
- 02-185000-00000 - Research for the Gold Mine
- 02-270260-00000 - Procurement Services
- 02-270260-99999 - Test 12/15/10
- 02-400053-00000 - Nsf-Graduate Research Fello...
- 02-400054-00000 - Nsf-Graduate Research Fello...
- 02-400055-00000 - Nsf-Graduate Research Fello...
- 02-420010-00000 - Gold Mine Grant Account

Custom Field Search

Value: 02-132500

Description:

Search

Click to filter search results

Results per page: 20 Values Found 36 Page 1 of 2

Value	Description	
02-132500-00000	Geography	<a href="#">select</a>
02-132500-00073	CS-Sbednarz-400073 Nsf	<a href="#">select</a>
02-132500-00081	CS-Richardson-TAMU 400081	<a href="#">select</a>
02-132500-04434	Cs Geography-Liu TAMU S/G 404434	<a href="#">select</a>
02-132500-04435	Cs Geography-Sbednar TAMU Sg 404435	<a href="#">select</a>
02-132500-06001	Faculty Recruitment-Hum Env Rel	<a href="#">select</a>
02-132500-06002	Faculty Recruitment-Surficial Proce	<a href="#">select</a>
02-132500-06003	Faculty Recruitment-Heyman	<a href="#">select</a>
02-132500-10000	Faculty Savings - Sherman	<a href="#">select</a>
02-132500-12000	Faculty Dev - Hugill	<a href="#">select</a>
02-132500-15000	Faculty Savings - Sui	<a href="#">select</a>
02-132500-17000	Antigua Fac Savings - Brannstrom	<a href="#">select</a>
02-132500-20000	Qep - Bednarz, R.	<a href="#">select</a>
02-132500-21000	Faculty Savings - O'reilly	<a href="#">select</a>

When the desired Account Code is found click **"select"**.

Accounting Codes

Fiscal Year: 2010  
Member ID: 02  
Department Code: 02-GOLD  
Account Code: 02-237237-00000  
Report Reference C:   
Report Reference D:   
Buttons: recalculate / validate values

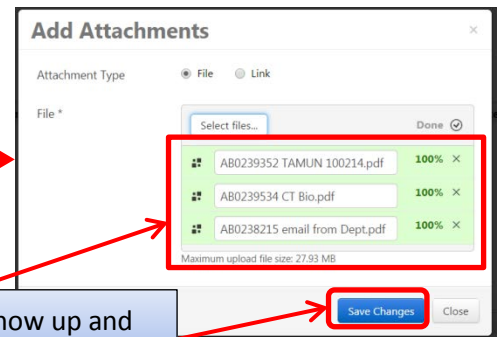
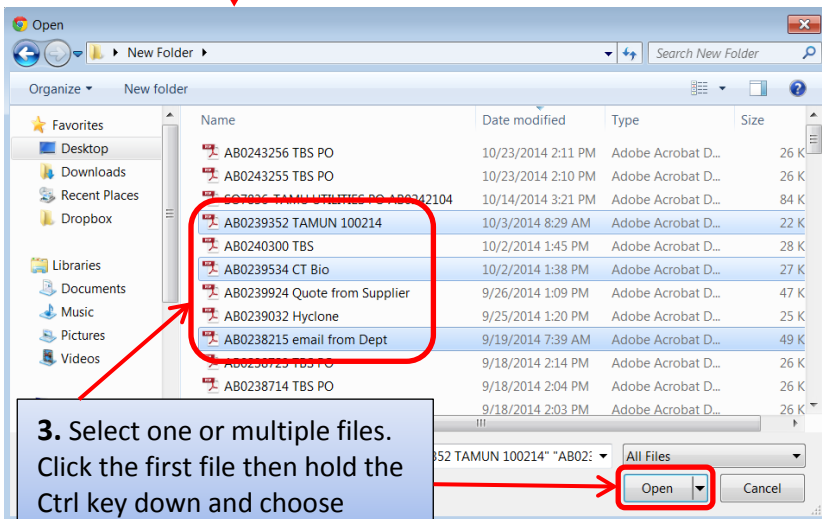
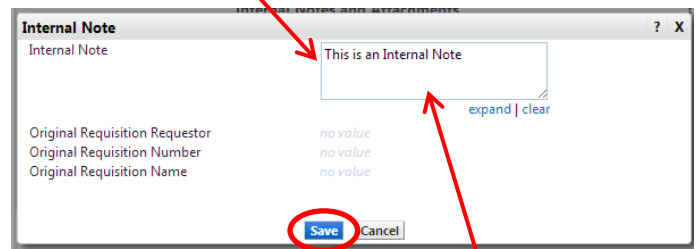
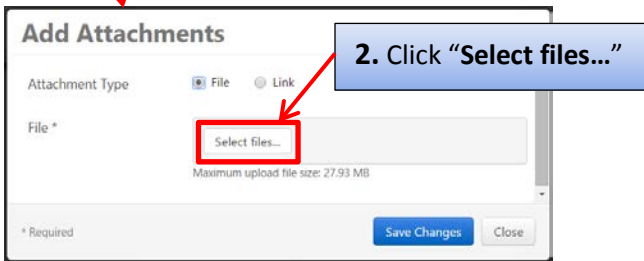
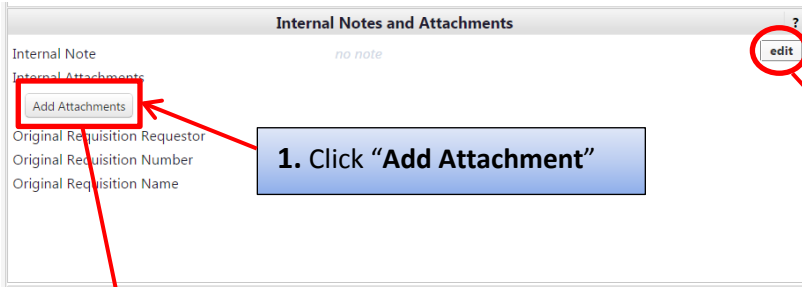
When everything is filled in click **"Recalculate and Save"**. Double check that it saved the information you selected.

Buttons: Recalculate and Save, Cancel

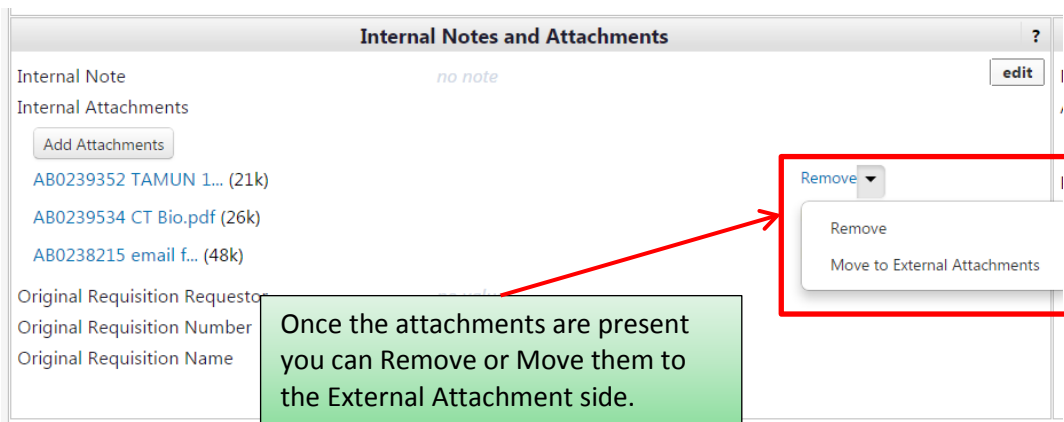
# Internal Notes and Attachments

Internal Notes are used for:

1. New Supplier information
2. Trade in information
3. Suggested Supplier list
4. Reason for Rushed Payment
5. Information for Special Payment Method
6. Any other notes that are pertinent to the requisition



Now you can see the note you entered and the file(s) you attached. To view the attachment, click the file name. The file can also be removed if it incorrect.



## External Notes and Attachments

External Notes and Attachments are done the same way as the Internal Notes and Attachments. Just remember this information will be sent to the Supplier. If you received a Quote you will want to attach it under External Notes and Attachments.

External Notes are used for:

1. Special Packaging Instructions
2. Special Contact Information
3. Any other notes pertinent to the Supplier.
4. Written Quotations from suppliers.

**1. Click "Add"**

**2. Click "Select"**

**3. Select one or multiple files. Click the first file then hold the Ctrl key down and choose others. Then click "Open".**

**4. Your files will show up and then you click "Save Changes".**

Enter in the information and click "Save". Once you hit Save the information you entered is permanently saved in the document's history for anyone to view.

Now you can see the note you entered and the file(s) you attached. To view the attachment, click the file name. The file can also be removed if it incorrect.

**Once the attachments are present you can easily Remove or Move them to Internal Attachments.**

After you have everything filled out and attached click **“Submit Order”**.

Shop | My Carts and Orders | Open My Active Shopping Cart | Summary - 1140127 - Draft Requisition

General
  Shipping
  Billing
  Accounting Codes
  Internal Notes and Attachments
  External Notes and Attachments
  Final Review

Return to shopping cart | Continue Shopping

**All done! The required information has been completed and this request is ready to be submitted.**  
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Hide header | Hide value descriptions

General		Shipping		Billing	
Ordering Department	02-GOLD (02-GOLD)	Ship To	Attn Training Allocator15	Bill To	Texas A&M University
Cart Name	CAG-Central Ele-Refrig Parts		TAMUG - CENTRAL RECEIVING		Financial Management Operations
Share cart			ROOM 102		ATTN: Accounts Payable
Prepared by	Training Allocator15		1001 TEXAS CLIPPER RD		750 Agronomy Road - Suite 3101
Prepared for	Training Allocator15		GALVESTON, TX 77554		6000 TAMU
Cart Description/Purpose	Refrigerant Parts		United States		College Station, TX 77843-6000
Order Category	1 - Regular				United States
Fund Type	Local				
Report Reference A	no value	Delivery Options	Ship Via	Best Carrier-Best Way	
Report Reference B	no value		Requested Delivery Date	no value	View/edit by line item...
Pre-Pay & Add	x				
Route to Procurement Services	x	Buyer Information	Buyer	Buyer Email	Buyer Phone Number
Emergency (attach justification)	x		no value	no value	no value
Sole Source (attach justification)	x				
Contract Number	no value		User does not have the necessary permissions to view the custom fields associated with this section.		
Do Not Encumber	x				View/edit by line item...
Start Date	no value				
End Date	no value				
Rush the Pymt Process	x				
Special Payment Method	no value				
Trade-In	x				
Create Asset Manually	x				
Add to Asset Number	no value				
IFR (Item for Resale)	x				
Bypass Dept Allocator	x				

View/edit by line item...

Accounting Codes					
Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D
2010	02	02-GOLD	02-237237-00000	no value	no value
	Texas A&M University	02-The Gold Mine	Gold Mine Designated Account		

View/edit by line item...

**Supplier / Line Item Details**

Hide line details | For selected line items: Add To Favorites | Go

**CENTRAL ELECTRICAL SUPPLY** more info...  
02-CENTRAL ELECTRICAL SUPPLY edit  
PO BOX 4226, BRYAN, TX 778054226 US

Add non-catalog item for this supplier...


Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 STAY SILV 45% 4 OZ ROLL - OEM# 5S45 4 more info... UNSPSC 40-10-17-00 Commodity Code 40101700 Cooling   5752 <\$5k, 8424	SS45 4	EA	72.27	5 EA	361.35 USD
2 R134A SYSTEM THERMOSTAT - P/N JOHA19ABC24C more info... UNSPSC 40-10-17-00 Commodity Code 40101700 Cooling   5752 <\$5k, 8424	JOHA19ABC24C	EA	61.98	5 EA	309.90 USD
Supplier subtotal					671.25
Shipping					0.00
Handling					0.00
Supplier total					671.25USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	671.25
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>671.25 USD</b>

After clicking Submit Order you will see the “Congratulations!” page. This lets you know the requisition has been sent to the next step in the approval workflow.

### Requisition Information ?

 **Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).**

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number	1140127 <a href="#">view</a>
Requisition status	Pending
Cart name	CAG-Central Ele-Refrig Parts
Requisition date	5/9/2014
Requisition total	671.25 USD
Number of line items	2

What would you like to do next? Here are links to some common actions.

- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)