

# Shopping – Non-Catalog Orders

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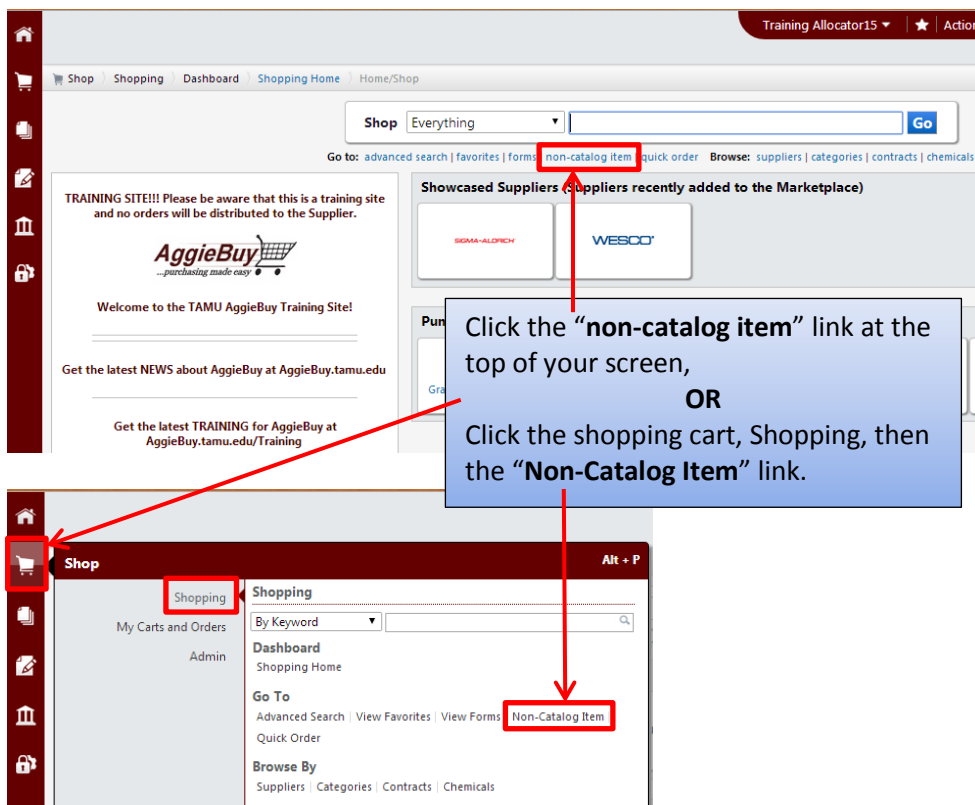
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## How to Create a Non-Catalog Order

### Quick steps:

1. Click the **“non-catalog item”** link (pg. 1)
2. Enter Supplier (pg. 2)
3. Enter Product Description, Catalog No., Quantity, Price Estimate and Packaging (pg. 2)
4. Click **“Save and Close”** or **“Save and Add Another”** if you have more items (pg. 2-3)
5. Click the shopping cart icon in the upper right corner of the screen (pg. 3)
6. Click **“View My Cart”** (pg. 3)
7. Enter the applicable Header Information (pg. 4-6)
8. Click **“Save”** (pg. 7)
9. Check to see if Supplier and product information is correct (pg. 7)
10. Click one of the blue **“Proceed to Checkout”** buttons (pg. 7)
11. Check the General and Shipping information (pg. 8-9)
  - a. Add or update the information as needed
12. Click the **“Edit”** button in the Accounting Codes section below the Header info (pg. 10-11)
  - a. Enter the accounting codes, or edit the codes that defaulted.
  - b. Click the blue **“Recalculate and Save”** button in the box below the codes
13. Enter Internal Notes and add Attachments, if applicable (pg. 12)
14. Enter External Notes and add Attachments, if applicable (pg. 13)
15. Enter the Quote number (if applicable) (pg. 14)
16. After everything has been entered click the blue **“Submit Order”** button (pg. 15)

To create a requisition for an item not selected from an AggieBuy punch-out or hosted catalog, or an AggieBuy Contract:



If the requisition is going to be processed by Procurement Services and you would like for one or more suppliers to be considered as sources, enter "Suggested Supplier" then enter the names of the suppliers in the Internal Notes field.

If you do not see the supplier you need, enter "New Supplier" in the box. When entering New Supplier you will need to add the supplier information in the Internal Notes. (See page 12)

Results per page 10 Suppliers found: 1 Page 1 of 1

Supplier Name/Address	Select
CENTRAL ELECTRICAL SUPPLY 02-CENTRAL ELECTRICAL SUPPLY: PO BOX 4226 BRYAN, TX 778054226 US 02-CENTRAL ELECTRICAL SUPPLY OF BRYAN INC: P O BOX 4226 BRYAN, TX 778054226 US	Select Select

Click "Save and Add Another" to enter more items.

There are numerous Packaging choices. Please select the one most applicable to your item. Try not to use "Lot".

**Non-Catalog Item** ? X

Recently added items:

Supplier Name	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity
CENTRAL ELECTRICAL SUPPLY	3M™ Performance Plus Wire Connector R/Y+JUG, 4000 per Case	R/Y+JUG	CS	57.00 USD	2 CS

**CENTRAL ELECTRICAL SUPPLY** [select different supplier](#)

Fulfillment Address 02-CENTRAL ELECTRICAL SUPPLY: (preferred)  
PO BOX 4226  
BRYAN, TX 778054226 US  
[select different fulfillment center](#)

[-] Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
3M™ Highland™ Wire Connector H-30, Blue, 22-16 AWG, 100 per Box 254 characters remaining <a href="#">expand</a>   <a href="#">clear</a>	H-30-BOX	5		BX - Box

[-] Product Details

[Save and Close](#) [Save and Add Another](#) [Close](#)

After you have entered all the items click "Save and Close".

Training Allocator15 | Action Items 430 | Notifications | 164.00 USD

Shop | Shopping | Dashboard | Shopping Home | Home/Shop

Shop Everything

Go to: advanced search | favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

TRAINING SITE!!! Please be aware that this is a training site and no orders will be distributed to the Supplier.

**AggieBuy**  
...purchasing made easy

Welcome to the TAMU AggieBuy Training Site!

Get the latest NEWS about AggieBuy at [AggieBuy.tamu.edu](#)

Get the latest TRAINING for AggieBuy at [AggieBuy.tamu.edu/Training](#)

Showcased Suppliers (Suppliers recently added to the Marketplace)

BURGOON Grainger HUB Supplier | CT BIOMEDICAL SUPPLY INC VWR HUB Supplier | MicroAge HP HUB Partner | Sunmax Industries Dell HUB Partner | TODAY'S OfficeMax HUB Partner | TAMU PRINTS TOPS Printing

Punch-out (START YOUR SEARCH HERE FIRST!!!)

Click the Shopping Cart.

Training Allocator15 | Action Items 430 | Notifications | 164.00 USD

**My Cart** 2014-04-14 Allocator15 01

no image available	3M™ Highland™ Wire Connect... Quantity: 5 Price: 50.00 USD	<a href="#">View My Cart</a> <a href="#">Checkout</a>
no image available	3M™ Performance Plus Wire C... Quantity: 2 Price: 114.00 USD	

164.00 USD

Click "View My Cart".

Depending on your Role your Shopping Cart might look different than the one below. For specific Role Cart view see *pages 4-6*.

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

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

- Required field: Order Category

7 Item(s) for a total of **164.00 USD**

**Supplier / Line Item Details**

**CENTRAL ELECTRICAL SUPPLY** [more info...](#)  
 02-CENTRAL ELECTRICAL SUPPLY [edit](#)  
 PO BOX 4226, BRYAN, TX 778054226 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 3M™ Performance Plus Wire Connector R/Y+JUG, 4000 per Case <a href="#">more info...</a>	R/Y+JUG	CS	57.00	2 CS	114.00 USD
2 3M™ Highland™ Wire Connector H-30, Blue, 22-16 AWG, 100 per Box <a href="#">more info...</a>	H-30-BOX	BX	10.00	5 BX	50.00 USD
<b>Supplier subtotal</b>					<b>164.00USD</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.

Subtotal	<b>164.00</b>
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>164.00 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 make sense to you or what your department prefers. Ex. YourInitials-Company-Items

Cart Name	CAG-Central Ele-Wire Connecto	Pre-Pay & Add <input type="checkbox"/>
Share cart	No user groups available	
Prepared by	Training Allocator15	
Prepared for	Training Allocator15	
Cart Description/Purpose	Wire Connectors-Stock	
Order Category	1 - Regular	
Fund Type	Local	
Report Reference A		
Report Reference B		

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

Order Category is a **required** field for everyone. 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.

Non-Catalog 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-Wire Connecto	Pre-Pay & Add <input type="checkbox"/>
Share cart	No user groups available	
Prepared by	Training Allocator15	
Prepared for	Training Allocator15	
Cart Description/Purpose	Wire Connectors-Stock	
Order Category	1 - Regular	
Fund Type	Local	
Report Reference A		
Report Reference B		

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.  
 When Pre-Pay & Add is checked FMO will automatically pay what is 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-Wire Connectors  
 Share cart: No user groups available  
 Prepared by: Training Allocator15  
 Prepared for: Training Allocator15  
 Cart: Wire Connectors-Stock  
 Description/Purpose: [blank]  
 Order Category: 1 - Regular  
 Fund Type: [blank]  
 Report Reference A: [blank]  
 Report Reference B: [blank]

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

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

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 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-Wire Connectors  
 Share cart: No user groups available. Click here to create shared cart user groups.  
 Prepared by: Training Allocator15  
 Prepared for: Training Allocator15  
 Cart: Wire Connectors-Stock  
 Description/Purpose: [blank]  
 Order Category: 1 - Regular  
 Fund Type: [blank]  
 Report Reference A: [blank]  
 Report Reference B: [blank]

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

Start Date: [blank]  
 End Date: [blank]  
 Rush the Pymt Process:   
 Special Payment Method: Select from all values...  
 Trade-In:   
 Create Asset Manually:   
 Add to Asset Number: [blank]  
 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 on Save you can add or fix 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.

**Proceed to Checkout**

**Save**

Non-Catalog 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.

If you need to change/fix the line item click on the Product Description.  
If you need to add more items click **“Add non-catalog item for this supplier...”**

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

- Header: "Shop | My Carts and Orders | Open My Active Shopping Cart | Cart - 1128712 - Draft Req" and a "Continue Shopping" link.
- Warning: "Almost ready to go! The list below needs to be addressed" with a sub-item "Required field: Order Category".
- Cart Summary: "Shopping Cart for Training Allocator15", "7 Items for a total of 164.00 USD", and a "Proceed to Checkout" button.
- Form Fields: "Add Non-Catalog Item" section with fields for "Cart Name", "Share cart", "Prepared by", "Prepared for", "Cart Description/Purpose", "Order Category", "Fund Type", "Report Reference A", "Report Reference B", and "Bypass Dept Allocator".
- Supplier/Line Item Details: "CENTRAL ELECTRICAL SUPPLY" with address "02-CENTRAL ELECTRICAL SUPPLY, PO BOX 4226, BRYAN, TX 778054226 US".
- Table of Line Items:

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	3M™ Performance Plus Wire Connector R/Y+JUG, 4000 per Case	R/Y+JUG	CS	57.00	2	CS 114.00 USD
2	3M™ Highland™ Wire Connector H-30, Blue, 22-16 AWG, 100 per Box	H-30-BOX	BX	10.00	5	BX 50.00 USD
Supplier subtotal						164.00USD
- Summary: "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." and a table with "Subtotal 164.00", "Shipping 0.00", "Handling 0.00", and "Total 164.00 USD".
- Buttons: "Save" and "Proceed to Checkout".



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.

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

- Required field: Order Category

**Shipping Section:**

**Ship To** [edit]

Attn Training Allocator15  
TAMUG - CENTRAL RECEIVING  
ROOM 102  
1001 TEXAS CLIPPER RD  
GALVESTON, TX 77554  
United States

**Delivery Options** [edit]

Ship Via: Best Carrier-Best Way  
Requested Delivery Date: no value

**Buyer Information** [edit]

Buyer: no value | Buyer Email: no value | Buyer Phone Number: no value

**Billing Section:**

**Bill To** [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

**Callout 1 (Ship To):** 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.

**Callout 2 (Bill To):** 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

**Bill To** [?] [X]

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
- Country: United States

[Save] [Cancel]

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

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.

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".

Shipping address

Address Details

Attn: Cindy

Department: TEXAS A&M UNIVERSITY COLLEGE OF

2. Now click "select from org addresses".

Address Search

Nickname / Address: Biology

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 PET 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".

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

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".

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.

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.

# 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**

ID	Department Code	Account
	Select from profile values... Select from all values...	

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.

**Accounting Codes**

Member ID	Department Code	Account
	Hide profile values... 02-GOLD - 02-The Gold Mine 02-PURS - 02-Procurement Services	

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	Description
02-gold	

Search

Click to filter search results

Results per page 20 Values Found 1 Page 1 of 1

Value	Description
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 Account Code Report Reference C Report Reference D add sp

02-GOLD Select from profile values... Select from all values... Select from profile values... Select from all values...

Recalculate and Save Cancel

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"**.

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"**.

Accounting Codes

Account Code

Hide profile values...

02-237237-00000 - Gold Mine Designated Account

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

02-237237-00000 - Gold Mine Designated Account

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
- 02-237237-00000 - Gold Mine Designated Account
- 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

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

Click to filter search results

Results per page 20 Values Found 36 Page 1 of 2

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

Accounting Codes

Fiscal Year Member ID Department Code Account Code Report Reference C Report Reference D add split

2010 02 02-GOLD 02-237237-00000

Select from profile values... Select from profile values... Select from profile values... Select from profile values... Select from all values...

recalculate / validate values

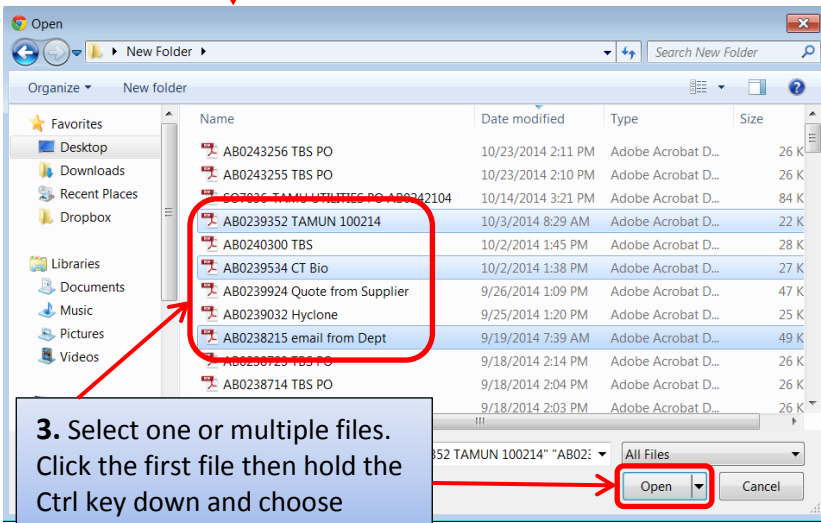
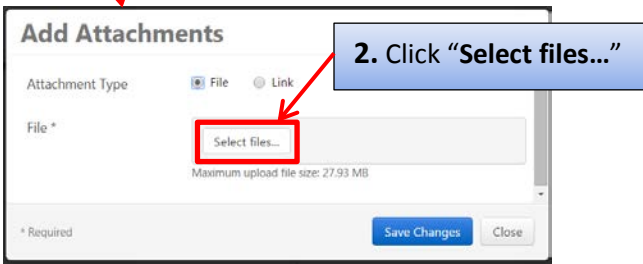
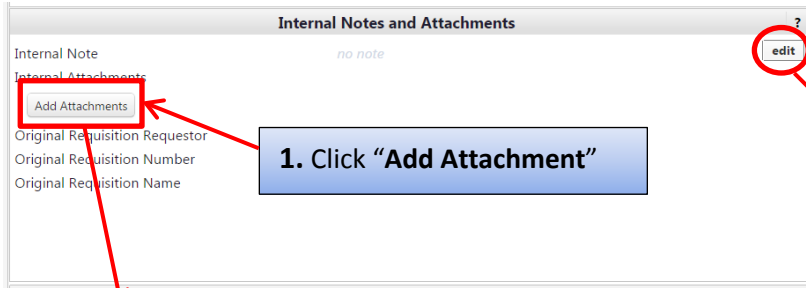
When everything is filled in click **"Recalculate and Save"**. Double check that it saved the information you selected.

Recalculate and Save Cancel

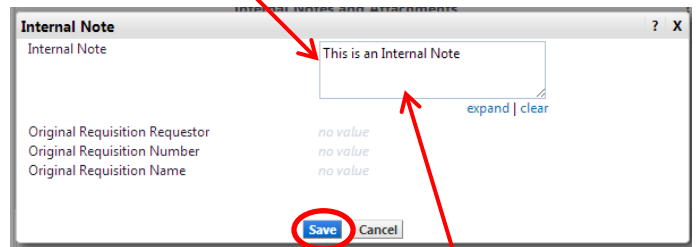
# Internal Notes and Attachments

Internal Notes are used for:

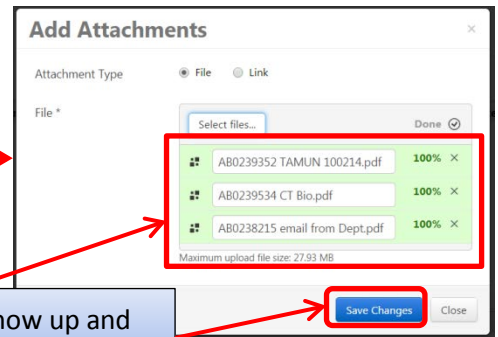
1. New Supplier information
2. Trade in information
3. Suggested Supplier list
4. Reason for Rushed Payment
5. Information for Special Payment Method
6. Any other notes that are pertinent to the requisition



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

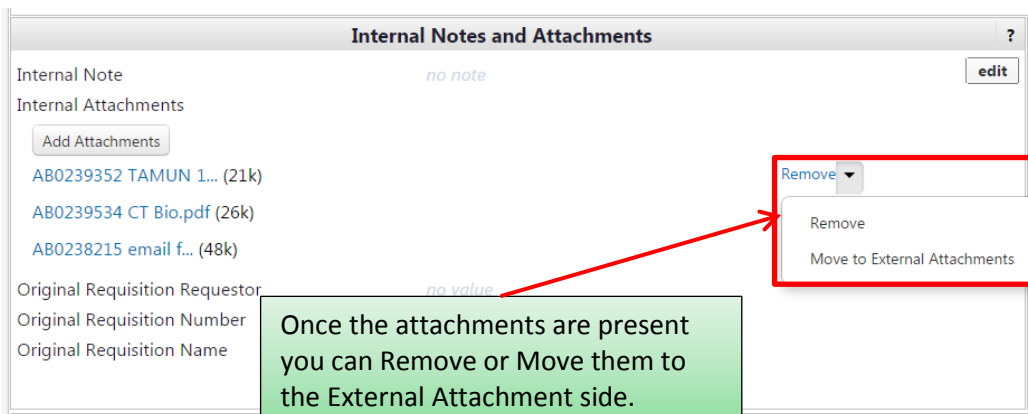


Enter in the information and click "Save". Once you hit Save the information you entered is permanently saved in the document's history for anyone to view.



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

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.



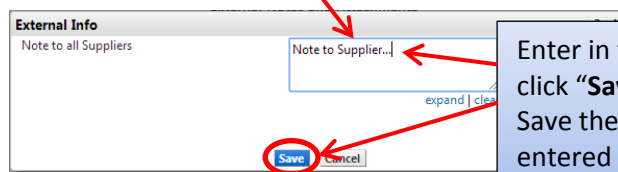
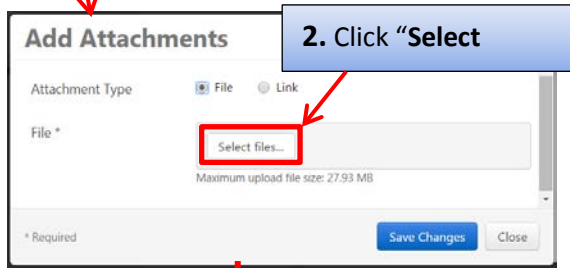
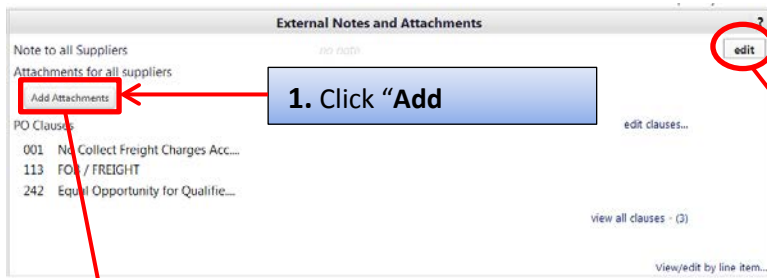
Once the attachments are present you can Remove or Move them to the External Attachment side.

## External Notes and Attachments

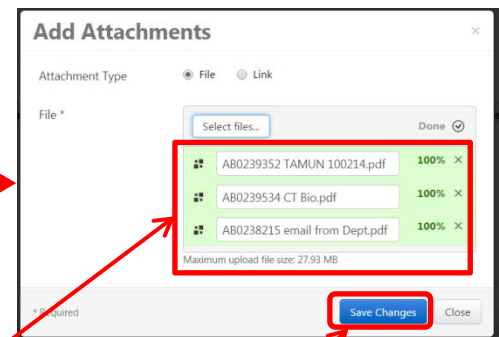
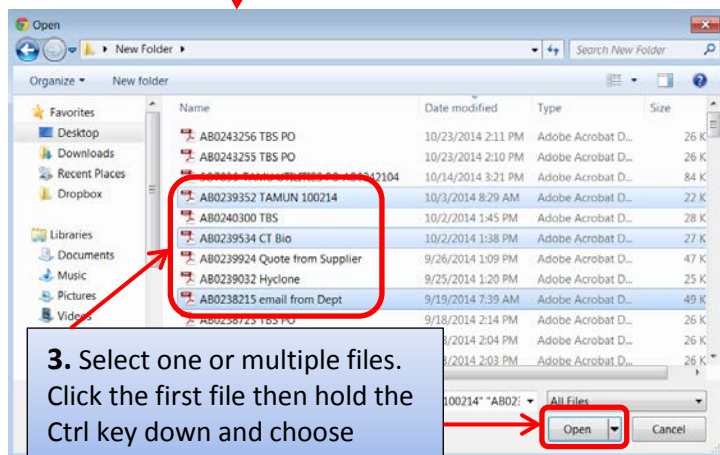
External Notes and Attachments are done the same way as the Internal Notes and Attachments. Just remember this information will be sent to the Supplier.

If you received a Quote you will want to attach it under External Notes and Attachments.

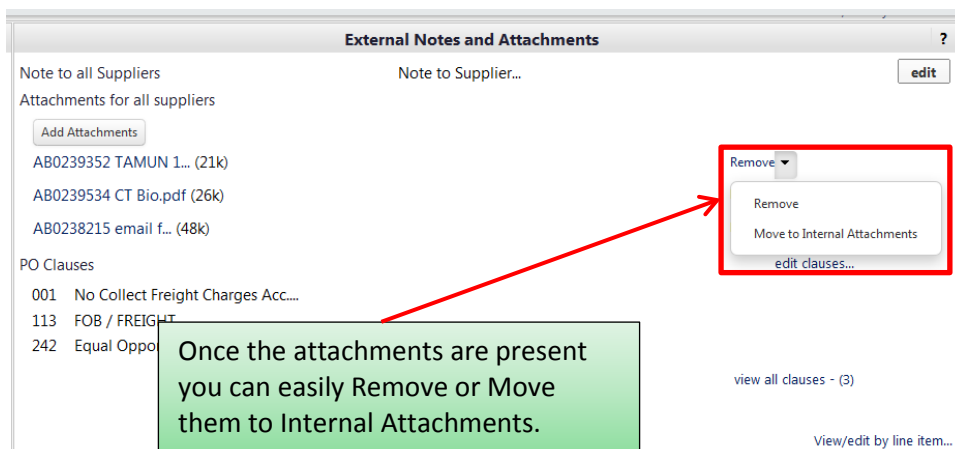
- External Notes are used for:
1. Special Packaging Instructions
  2. Special Contact Information
  3. Any other notes pertinent to the Supplier.
  4. Written Quotations from suppliers.



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.



If you received a quote from the supplier attach it in the External Attachments and enter the quote number.

External Notes and Attachments

Note to all Suppliers Note to Suppliers

Attachments for all suppliers

Quote 684957682.pdf (25k) Remove

PO Clauses edit clauses...

001 No Collect Freight Charges Acc...  
113 FOB / FREIGHT  
242 Equal Opportunity for Qualifie... view all clauses - (3)

View/edit by line item...

For selected line items Add To Favorites

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

View/edit by line item...

Enter the Quote number and click "Save".

Supplier only fields

Contract Number no value  
PO Number To Be Assigned  
Pricing Code  
Quote number 684957682

When processing an **Avinext** quote.  
Enter the quote number as show above and enter the Catalog No on each line item as show on *page 2*.

When processing a **Summus (Dell)** quote.

1. Get the quote from Dell and then create a **Summus** non-catalog PO, not a Dell Direct – always go through Summus unless directed to use Dell Direct by Procurement Services.
2. Enter the Quote number in the Catalog Number field on the first line item only  
-Quotes enter in: EQ:XXXXXX (**EQ:** has to be in front of your quote number with no spaces)  
-Quotes from Dell Sales: Q:XXXXXX (**Q:** has to be in front of your quote number with no spaces)
3. One Requisition per quote!

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

Shop My Carts and Orders Open My Active Shopping Cart Summary - 1129074 - Draft Requisition

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

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.

Summary 
  PR Approvals 
  PO Preview 
  Comments 
  Attachments 
  History 
  External Notes and Attachments 
  Supplier Info 
  Taxes/S&H

General	Shipping	Billing
Ordering Department: 02-GOLD (02-GOLD) Cart Name: CAG-Central Ele-Wire Connectors Share cart Prepared by: Training Allocator15 Prepared for: Training Allocator15 Cart Description/Purpose: Wire Connectors-Stock Order Category: 1 - Regular Fund Type: Local 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	Ship To: Attn Training Allocator15 TAMUG - CENTRAL RECEIVING ROOM102 1001 TEXAS CLIPPER RD GALVESTON, TX 77554 United States Delivery Options: Best Carrier-Best Way Ship Via: no value Requested Delivery Date: no value Buyer Information: Buyer, Buyer Email, Buyer Phone Number User does not have the necessary permissions to view the custom fields associated with this section.	Bill To: Texas A&M University Financial Management Operations ATTN: Accounts Payable 750 Agronomy Road - Suite 3101 6000 TAMU College Station, TX 77843-6000 United States

Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D
2010	02 Texas A&M University	02-GOLD 02-The Gold Mine	02-237237-0000 Gold Mine Designated Account	no value	no value

Internal Notes and Attachments	External Notes and Attachments
Internal Note: no note Internal Attachments: add attachment... Original Requisition Requestor: no value Original Requisition Number: no value Original Requisition Name: no value	Note to all Suppliers: Attachments for all suppliers Quote 668039722 (175k): add attachment... PO Clauses: 1 No Collect Freight Charges Acc..., 113 FOB / FREIGHT

Supplier / Line Item Details

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

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 3M™ Performance Plus Wire Connector R/Y+JUG, 4000 per Case	R/Y+JUG	CS	57.00	2 CS	114.00 USD
2 3M™ Highland™ Wire Connector H-30, Blue, 22-16 AWG, 100 per Box	H-30-BOX	BX	10.00	5 BX	50.00 USD
Supplier subtotal					164.00
Shipping					0.00
Handling					0.00
Supplier total					164.00USD


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	164.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>164.00USD</b>



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

### 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](#)