

Shopping – Punch-out Catalog Order

Table of Contents

How to create a Punch-out Catalog Order	1
Quick Steps	1
Adding Punch-out items	2-5
Shopping Cart Header.....	6-8
Required Fields.....	6
Shopper View	7
Shopper Extended View	8
Department Allocator View	8
Shopping Cart Review.....	9
Checkout Summary Page	10-14
Billing Address	10
Shipping Address.....	11
Account Codes.....	12-13
Internal Notes and Attachments.....	14
External Notes and Attachments	15
Submitting Order	16-17

How to Create a Punch-out Catalog Order

Quick steps:

1. Click the icon of the Punch-out Catalog you wish to browse. The selected supplier's catalog will automatically open within AggieBuy - a few open a new browser window. (pg. 2)
2. Search for item(s) to order (pg. 3)
3. Follow the "checkout/submit order" instructions within the punchout. Your order will be automatically downloaded into your AggieBuy Shopping Cart (pg. 3-5)
4. Enter the applicable Header Information (pg. 6-8)
5. Click "**Save**" (pg. 9)
6. Review items and confirm the supplier's information (pg.9)
7. Click one of the blue "**Proceed to Checkout**" buttons (pg. 9)
8. Check the General and Shipping information (pg. 10-11)
 - a. Add or update the information as needed
9. Click "**Edit**" in the Accounting Codes section (pg. 12-13)
 - 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
10. Enter Internal Notes and Attachments, if applicable (pg. 14)
11. Enter External Notes and Attachments, if applicable (pg. 15)
12. After everything has been entered click "**Submit Order**" (pg. 16-17)

We will begin with adding an item to a cart from a punch-out supplier. Many of the punch-out suppliers market products that have optional or configurable requirements. Since Summus Industries, Dell's HUB partner, sells computers which are configurable we will use Summus as our example.

Go to your Shopping Home page.

If you have not changed your Homepage you can click on the Home icon.

If you have changed the Homepage then click on the Shopping Cart icon, Shopping, Shopping Home.

Click on Summus Industries "Dell HUB Partner" Punch-Out.

AggieBuy Punchout

Your AggieBuy Session will expire in: **27:38** [Reset Session](#)

Buy Online or Call 1-800-388-8239

Texas A&M University Logout

Shop My Premier

Keyword or Service Tag Search Search

Order Status **E-Quotes** Help

Standard Configurations

Premier Welcome to

Standard Configurations

Texas A&M University Desktop

9020 SFF - Tamu Star
Price \$1,779.97
Instant Savings \$1,027.50
Price **\$752.47**
Customize Add to Cart

9020 All in one-TAMU
Price \$1,853.99
Instant Savings \$1,033.99
Price **\$820.00**
Customize Add to Cart

Texas A&M University Laptops

Latitude E6530
Price \$1,310.00
Instant Savings \$458.50
Price **\$851.50**
Customize Add to Cart

If Dell/Summus sent an e-quote you can click on "E-Quotes" link and find your quote then add it to the cart.

There is a countdown timer when you are in a punch-out. When it gets close to 0 click on the "Reset Session" button and the timer will restart.

Click on the "Return to AggieBuy" if you accidentally clicked into the punch-out or if you just wanted to look an item up but do not want to put it into your cart.

Standard computer bundles may be modified by clicking "Customize" or it can be "Added to Cart" as is.

Select Components

1. COMPONENTS 2. REVIEW SUMMARY

Latitude E6530
Price \$1,310.00
Instant Savings \$458.50
Price **\$851.50**
Preliminary Ship Date: 3/24/2014
Print Summary

SYSTEM OPTIONS

Processor
This system can be configured with 2nd or 3rd generation Intel® Core™ Processors

3rd gen Intel® Core™ i5-3230M Processor (2.6GHz, 3M cache)

Help Me Choose

- 3rd gen Intel® Core™ i7-3740QM Processor (2.7GHz, 6M cache, Upgradable to Intel® vPro™ technology) [add \$175.50]
- 3rd gen Intel® Core™ i5-3230M Processor (2.6GHz, 3M cache) [Included in Price]
- 3rd gen Intel® Core™ i5-3340M Processor (2.7GHz, 3M cache, Upgradable to Intel® vPro™ technology) [add \$32.50]
- 3rd gen Intel® Core™ i5-3380M Processor (2.9GHz, 3M cache, Upgradable to Intel® vPro™ technology) [add \$65.00]
- 3rd gen Intel® Core™ i7-3540M Processor (3.0GHz, 4M cache, Upgradable to Intel® vPro™ technology) [add \$136.50]

Operating Systems
Your system does not come with an operating system recovery disk. For an additional cost, you may select a recovery media disk if desired.

Windows 7 Home Premium,Media, 32-bit, English

- Windows 7 Home Premium,Media, 32-bit, English [Included in Price]

Latitude E6530
Price \$1,310.00
Instant Savings \$458.50
Price **\$851.50**
Preliminary Ship Date: 3/24/2014
Print Summary

Review Summary
Add To Cart


If you chose to customize the computer then you will go through the list picking out what you prefer. As you do this the price will change. Once finished click "Add To Cart".

My Cart

Cart | E-Quotes

Summary View | Detail View

Print Cart | Continue Shopping | Save as E-quote | Create Order Requisition

Latitude E6530	Remove Item	Qty	Unit Price
 Latitude E6530 Dell Latitude E6530, Windows 7 Home Premium,Media, 32-bit, English Adjust System Estimated Ship date: 3/24/2014		1 Update Total	\$1,094.60
Sub-total			\$1,094.60

Coupon Entry

Enter coupon number

Apply Coupon

Note: Coupon savings are only applied to items you have added to your cart.

Sub-total \$1,094.60
Tax --

Print Cart | Continue Shopping | Save as E-quote | Create Order Requisition

Essential Add-Ons

E-Port Plus "Ships Separately" \$142.35

Add to Cart

Click "Continue Shopping" if you need to add more items to your cart.

If you are finished with your order click "Create Order Requisition".

Each punch-out might have a different phrase. ie. "Add to Cart", "Add to Basket", "Add to Requisition"

Shipping

Secure Shopping Guarantee | Norton SECURED powered by VeriSign

SHIPPING | PAYMENT | VERIFY & SUBMIT ORDER REQUISITION

* Indicates Required Fields

Continue

Shipping & Handling Method

Shipping Option

No Charge - Lowest Cost 3-5 Day Delivery

* Trade Compliance

I WILL NOT export this order outside the United States.

I WILL export this order outside the United States.

The export of any product and software purchased from Dell must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding product(s) to be exported, their destination or their end-use.

Continue

Select the appropriate "Trade Compliance" and click "Continue". (Not all punch-outs address Trade Compliance.)

SHIPPING PAYMENT **VERIFY & SUBMIT ORDER REQUISITION**

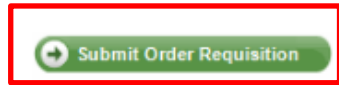
Your Order Requisition is nearly complete. Please review the following details and edit if necessary. Select "Submit Order Requisition" (bottom right) to submit.

Unless you have a separately signed agreement between you and Dell that specifically applies to this order, by clicking on the "Submit Your Order" button, you agree to Dell's [COMMERCIAL TERMS OF SALE](#) (for purchases meant for internal use), or the [RESELLER TERMS OF SALE](#) (for purchases meant for resale), as well as Dell's [WARRANTY](#) and applicable [SERVICE DESCRIPTION\(S\)](#). THESE TERMS CONTAIN IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, INCLUDING LIMITATIONS OF LIABILITY. These terms are hereby fully incorporated into the transaction and are available in hardcopy from Dell upon request.

Purchase Order View

View/Print Cart

- [Print Order Summary](#)
- [Print Order Details](#)



Order Requisition Date and Time:
February 24, 2014 4:02 PM CST

Click "Submit Order Requisition"

Shipping & Handling Information

Shipping & Handling Method
No Charge - Lowest Cost 3-5 Day Delivery

Contact Information


Billing Information

Payment Method
Credit Terms

Contract Code
TOF54ABO

Order Summary Detailed View

Please review the contents of your order for accuracy before placing your order
- Specific information about each item in your cart is available by selecting the "Detail View" link

Latitude E6530	Qty	Unit Price
 Latitude E6530 Dell Latitude E6530, Windows 7 Home Premium,Media, 32-bit, English	1	\$1,094.60
Sub-total		\$1,094.60
		Total Price
Sub-total		\$1,094.60
Tax		--

REMINDER: Please use the link located at the top of the page above to print your Order details before you submit your order requisition



Because the punch-out sites are maintained by the suppliers the process to check-out will be different for each site. Also, please be aware that you cannot add an item from a punch-out supplier to your favorites list in AggieBuy, but some of the punch-out suppliers allow you to develop a favorites list within their site.

When you complete your order in the punch-out site it will automatically download into your AggieBuy Shopping Cart for completion. **REMEMBER ALL PUNCH-OUT ORDERS ARE “REGULAR”!**

Depending on your Role your Shopping Cart might look different than the one below. For specific Role Cart view see *pages 7-8*.

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

Shopping Cart for Training Allocator15

1 Item(s) for a total of 1,095.89 USD

Proceed to Checkout

Supplier / Line Item Details

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Latitude E6530;Dell Latitude E6530	225-2672	EA	1,095.89	1 EA	1,095.89 USD
Supplier subtotal					1,095.89USD
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					1,095.89
Shipping					0.00
Handling					0.00
Total					1,095.89 USD

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-Summus-Laptop	Pre-Pay & Add <input type="checkbox"/>
Share cart	No user groups available	
Prepared by	Training Shopper1	
Prepared for	Training Shopper1 Select a different user...	
Cart Description/Purpose	Laptop for Dr. Jones	
Order Category	1 - Regular Select from all values...	
Fund Type	Local Select from all values...	
Report Reference A	<input type="text"/>	
Report Reference B	<input type="text"/>	

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**". All Punch-out orders will be Regular. 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.

REMEMBER ALL PUNCH-OUT ORDERS ARE "REGULAR"!

Cart Name	CAG-Summus-Laptop	Pre-Pay & Add <input type="checkbox"/>
Share cart	No user groups available	
Prepared by	Training Shopper1	
Prepared for	Training Shopper1 Select a different user...	
Cart Description/Purpose	Laptop for Dr. Jones	
Order Category	1 - Regular Select from all values...	
Fund Type	Local Select from all values...	
Report Reference A	<input type="text"/>	
Report Reference B	<input type="text"/>	

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.

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.

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.

Shopper-Extended View

[Back to Table of Contents](#)

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-Summus-Laptop
 Share cart: No user groups available
 Prepared by: Training Shopper1
 Prepared for: Training Shopper1
 Cart: Laptop for Dr. Jones
 Description/Purpose: [blank]
 Order Category: 1 - Regular
 Fund Type: Local
 Report Reference A: [blank]
 Report Reference B: [blank]

Pre-Pay & Add:
 Route to Procurement Services:
 Emergency (attach justification):
 Sole Source (attach justification):
 Contract Number: [text box]
 Start Date: [text box]
 End Date: [text box]
 Rush the Pymt Process:
 Special Payment Method: Select from all values...
 Trade-In:
 Create Asset Manually:
 Add to Asset Number: [text box]

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/

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

Pre-Pay & Add:
 Route to Procurement Services:
 Emergency (attach justification):
 Sole Source (attach justification):
 Contract Number: [text box]
 Do Not Encumber:
 Start Date: [text box]
 End Date: [text box]
 Rush the Pymt Process:
 Special Payment Method: Select from all values...
 Trade-In:
 Create Asset Manually:
 Add to Asset Number: [text box]
 IFR (Item for Resale):

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

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

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.

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.

- 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.

Shopping Cart for Training Allocator15

1 Item(s) for a total of **1,359.00 USD**

Save **Proceed to Checkout**

Cart was saved successfully

Cart Name: CAG-Summus-Laptop

Share cart: No user groups available. [Click here to create shared cart user groups.](#)

Prepared by: Training Allocator15

Cart Description/Purpose: Laptop for Dr. Jones

Order Category: 1 - Regular

Fund Type: Local

Supplier / Line Item Details

SUMMUS INDUSTRIES 245 COMMERCE GREEN BLVD, SUITE 155, SUGARLAND, TX 77478 US

Contract Number: no value

PO Number: To Be Assigned

Pricing Code: [input field]

Quote number: [input field]

The item(s) in this group was retrieved from the supplier's website. What does this mean?
Need to make changes? **MODIFY ITEMS** [VIEW ITEMS](#) Item(s) was retrieved on: 12/1/2014 4:00:01 PM

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 E6440:Latitude E6440	210-AAJ	EA	1,359.00	1 EA	1,359.00 USD
Supplier subtotal					1,359.00USD

A few punch-out catalogs will let you go back into the punch-out and fix/add items. If the punch-out will allow this you will see **“Modify Items”**.

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 Message:
 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"/> Cart Name CAG-Summus-Laptop Share cart Prepared by Training Allocator15 Prepared for Training Allocator15 Cart Description/Purpose Laptop for Dr. Jones Order Category no value Required field <input type="button" value="edit"/> Fund Type Local Report Reference A no value Report Reference B no value Pre-Pay & Add <input checked="" type="checkbox"/> Route to Procurement Services <input checked="" type="checkbox"/> Emergency (attach justification) <input checked="" type="checkbox"/> Sole Source (attach justification) <input checked="" type="checkbox"/> Contract Number no value Do Not Encumber <input checked="" type="checkbox"/> Start Date no value End Date no value Rush the Pymt Process <input checked="" type="checkbox"/> Special Payment Method no value Trade-In <input checked="" type="checkbox"/> Create Asset Manually <input checked="" type="checkbox"/> Add to Asset Number no value IFR (Item for Resale) <input checked="" type="checkbox"/> Bypass Dept Allocator <input checked="" type="checkbox"/>	Ship To <input type="button" value="edit"/> Attn Training Allocator15 TAMUG - CENTRAL RECEIVING ROOM 102 1001 TEXAS CLIPPER RD GALVESTON, TX 77554 United States Delivery Options <input type="button" value="edit"/> Ship Via Best Carrier-Best Way Requested Delivery Date no value Buyer Information <input type="button" value="edit"/> Buyer Buyer Email Buyer Phone Number no value value no value	Bill To <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

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

Billing address select from org addresses
 02-TAMU Bill-To

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

Department:

ROOM:

Address Line 1:

City:

State:

Zip Code:

Country:

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:

Department:

ROOM:

Address Line 1:

City:

State:

Zip Code:

Country:

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:

Department:

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 77843-4467 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:

Department:

Bldg/Rm:

ROOM:

Address Line 3:

City:

State:

Zip Code:

Country:

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)

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

Accounting Codes

The screenshot shows a table with columns: Fiscal Year, Member ID, Department Code, Account Code, Report Reference C, and Report Reference D. The first row contains: 2010, 02 Texas A&M University, no value, no value, and an edit button. Callouts include: 'Will show the current Fiscal Year.' pointing to '2010'; 'Member ID is the campus code.' pointing to '02 Texas A&M University'; and 'Click "Edit" to enter/change the Department and Account Codes.' pointing to the 'edit' button.

The screenshot shows a dropdown menu for 'Department Code' with options: 'Select from profile values...' and 'Select from all values...'. Callouts include: '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.' pointing to the first option; and '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.' pointing to the second option.

The screenshot shows a 'Custom Field Search' dialog with a 'Value' field containing '02-gold' and a 'Search' button. Callouts include: '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".' pointing to the search criteria; and '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.' pointing to the dropdown menu in the background.

The screenshot shows search results for '02-GOLD' with description '02-The Gold Mine'. A 'select' button is visible in the bottom right corner of the result row. A callout says: 'When the correct Department Code is found click "select".' pointing to the 'select' button.

Accounting Codes

2010

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

Department Code: 02-GOLD

Account Code: Select from profile values...
Select from all values...

Report Reference C: Select from all values...

Report Reference D: Select from all values...

recalculate / validate values

Recalculate and Save Cancel

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

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

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	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

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: Select from all values...

Report Reference D: Select from all values...

recalculate / validate values

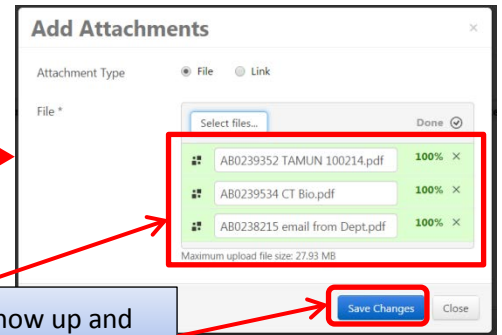
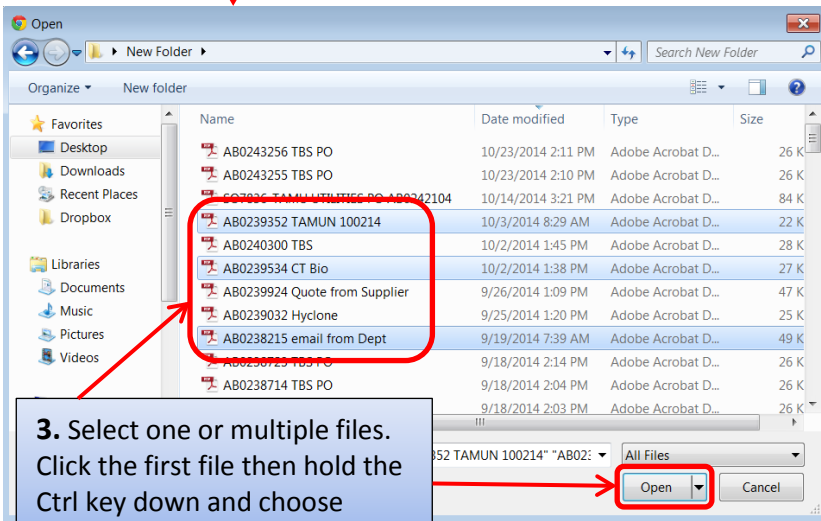
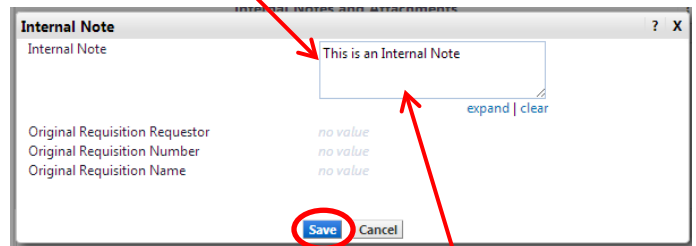
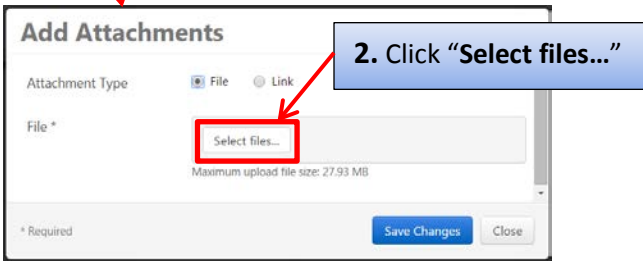
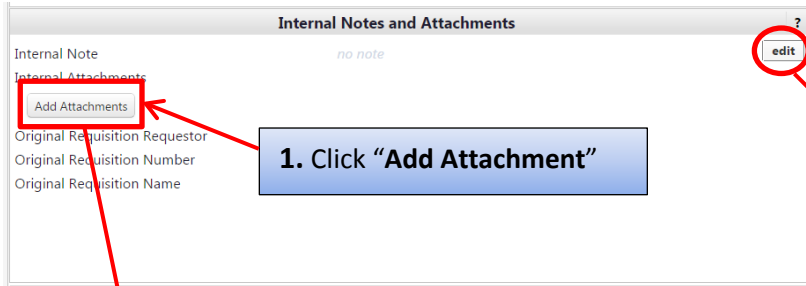
Recalculate and Save Cancel

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

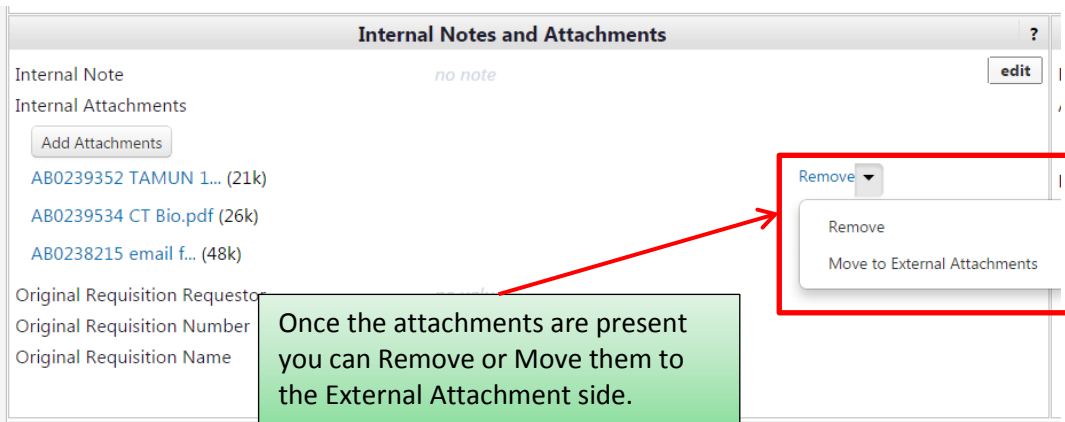
Internal Notes and Attachments

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 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	1107400 view
Requisition status	Pending
Cart name	CAG-Summus-Laptop
Requisition date	4/14/2014
Requisition total	1,095.89 USD
Number of line items	1

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](#)