

Shopping – Quick Order

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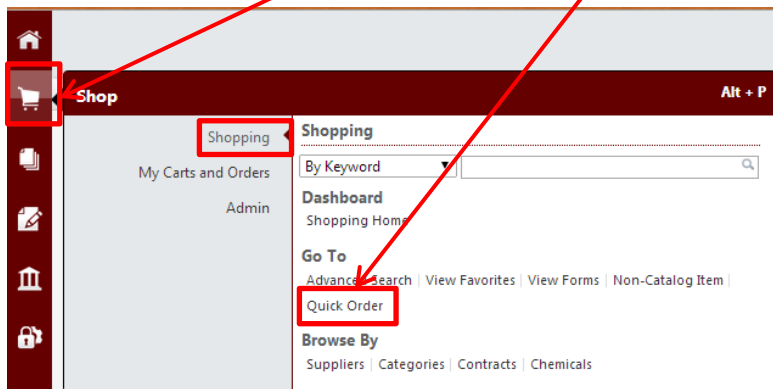
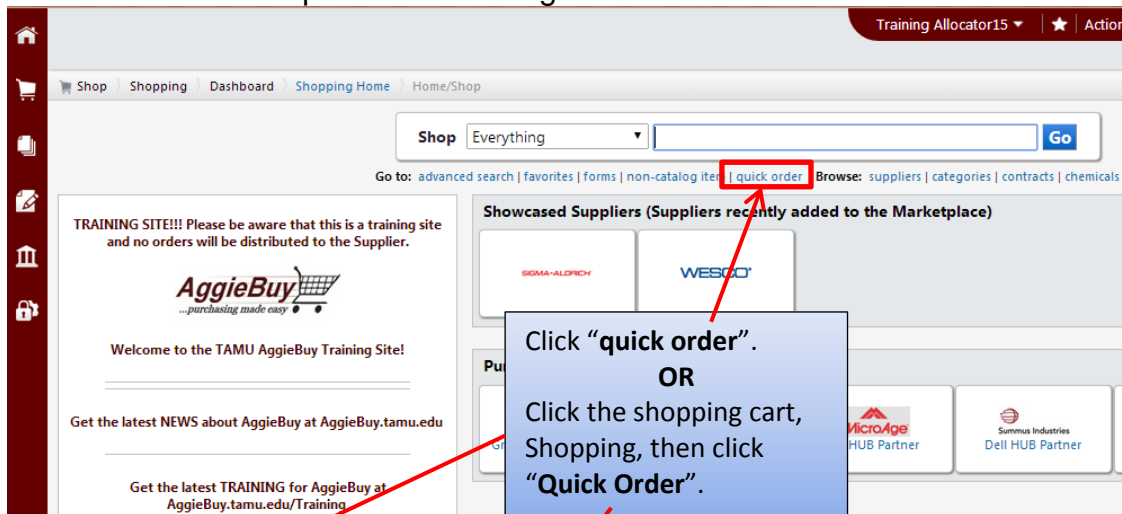
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How to do a Quick Order

Quick steps:

1. Click **“quick order”** (pg. 1)
2. Enter Part Number or Catalog Number (pg. 2)
3. Click **“Add to Active Cart”** (pg. 2-3)
4. If more than one Supplier can supply the item, click **“Add to Cart”** beside the item and Supplier chosen (pg. 3-4)
5. Click **“View My Cart”** (pg. 4)
6. Enter the applicable Header Information (pg. 5-7)
7. Click **“Save”** (pg. 8)
8. Check to see if Supplier and product information is correct (pg. 8)
9. Click one of the blue **“Proceed to Checkout”** buttons (pg. 8)
10. Check the General and Shipping information (pg. 9-10)
 - a. Add or update the information as needed
11. Click the **“Edit”** button in the Accounting Codes section below the Header info (pg. 11-12)
 - 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
12. Enter Internal Notes and Attachments, if applicable (pg. 13)
13. Enter External Notes and Attachments, if applicable (pg. 14)
14. After everything has been entered click the blue **“Submit Order”** button (pg. 15)

Quick Order allows users to enter and search for up to five product catalog number(s) and if exact matches are found, the items are automatically added to the cart. The Quick Order feature works with all hosted and some punch-out catalogs.



Quick Order [back to shop...](#)

Category:

Part Number (SKU):

Part Number (SKU):

Part Number (SKU):

Part Number (SKU):

Part Number (SKU):

Enter the part number/catalog number. You can enter more than one at a time.

Click "Add to Active Cart"

TEXAS A&M UNIVERSITY

Cynthia Gillar | Action Items | Notifications 44 | | Logout

Shop > Shopping > Go To > Quick Order > Quick Order - All

Quick Order [back to shop...](#)

Category:

Part Number (SKU):

Part Number (SKU):

Part Number (SKU):

Part Number (SKU):

Part Number (SKU):

Add To Cart Confirmation

Catalog No:	70395717420
Description:	CW 12345-219 MEGAFRAME SLIDING SHEL
Supplier:	WESCO DISTRIBUTION INC

This item was successfully added to your cart.

If there is only one match the item will be automatically put in your active cart.

If there is more than one match the matched items will be brought up for you to review. If “Order from Supplier” appears without a price that indicates that the item is from a “tier 2” Punch-out Catalog. Click “Order from Supplier” to see the price and place the order.

Quick Order back to shop...

Category:

Part Number (SKU):

Part Number (SKU):

Part Number (SKU):

Part Number (SKU):

Part Number (SKU):

Add to Active Cart

Enter the part number/catalog number. You can enter more than one at a time.

Click “Add to Active Cart”

Shop Everything

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

No exact match or multiple matches found. Refine search or select a result below.

Results for: Everything : v5280

Showing 1 - 3 of 3 results Compare Selected: 0

Results per page: 20 Sort by: Best Match Page 1 of 1

<p>Add Keywords</p> <input type="text"/> <input type="button" value="Go"/> <p>Filter Results</p> <p>By Supplier</p> <ul style="list-style-type: none"> CT BIOMEDICAL SUPPLY INC (1) VWR INTERNATIONAL (1) PROMEGA CORPORATION (1) <p>By Supplier Class</p> <ul style="list-style-type: none"> Catalog - (No \$ Limit) (2) E&I Supplier (1) TAMU Contract (1) HUB - Woman Owned (1) <p>By Category</p> <ul style="list-style-type: none"> Biochemical Reagents (1) Protein Phosphatases (2) 	<p>TRYPsin GOLD MASS SPEC GRADE from CT BIOMEDICAL SUPPLY INC</p> <p>Part Number: PAV5280 (EA)</p> <p>Manufacturer Info: V5280 (PROMEGA CORPORATION)</p> <p style="text-align: right;">Order from Supplier</p> <p>100microg, EA</p> <p>add favorite compare</p>
	<p>TRYPsin GOLD MASS SPEC GRADE from VWR INTERNATIONAL</p> <p>Part Number: PAV5280 (EA)</p> <p>Manufacturer Info: V5280 (PROMEGA CORPORATION)</p> <p style="text-align: right;">Order from Supplier</p> <p>100microg, EA</p> <p>add favorite compare</p>
	<p>V5280 Trypsin Gold, Mass Spectrometry Grade, 100microg from PROMEGA CORPORATION</p> <p>Part Number: V5280</p> <p>Manufacturer Info: V5280 (Promega Corporation)</p> <p style="text-align: right;">108.00 USD</p> <p>100microg, EA</p> <p><input type="text" value="1"/> <input type="button" value="Add to Cart"/></p> <p>add favorite compare</p>

For this match click on “Order from Supplier” and it takes you to the item in the punch-out catalog. Notice the price is cheaper than from Promega Corp. Enter our desired quantity and click “Add to Basket”. Follow the check-out prompts for this punch-out catalog.

VWR We Enable Science

Products Services Promotions Literature Investors Contact About VWR My Account

Search: | [Advanced](#) | [MSDS](#) | [Certificates](#)

Trypsin Gold, Promega®
Supplier: Promega

For mass spectrometry, A serine protease that specifically cleaves at the carboxylic side of lysine and arginine residues. The stringent specificity is essential for protein identification. Native trypsin is subject to autolysis, which broadens its specificity and results in additional peptide fragments that could interfere with database analysis on fragments determined in mass spectrometry. It has been manufactured to provide maximum specificity. Lysine residues in the porcine trypsin have been modified by reductive methylation, yielding a highly active and stable molecule that is extremely resistant to autolytic digestion. The specificity is further improved by TPCK treatment to inactivate any chymotrypsin present. The treated trypsin is then purified by affinity chromatography and lyophilized. Each lot is quality-tested and qualified for use with in-gel digestion and mass spectrometric analysis. The trypsin is provided in one vial and stability is ensured up to five freeze-thaw cycles.

Size	Supplier No.	VWR Catalog Number	Unit	Availability	Your Price	Quantity
100 µg	V5280	PAV5280	Each (100µG)	Direct from Supplier	\$104.57	0

Barcode Label Format: Avery L7162

Add to Shopping List

Existing List New List

Enter List Name:

If you enter more than one number at a time and both items have more than just one match you will see a result like this.

Click "Search" next to the one you want and it will show you the matches. Then you can enter the other number in quick order and look at those matches.

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 6-7*.

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

Supplier / Line Item Details

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 CW 12345-219 MEGAFRAME SLIDING SHEL	70395717420	EA	321.896	1 EA	321.90 USD
Supplier subtotal					321.90USD

Subtotal: 321.90
Shipping: 0.00
Handling: 0.00
Total: 321.90 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-Wesco-Megaframe	Pre-Pay & Add <input type="checkbox"/>
Share cart	No user groups available	
Prepared by	Training Allocator15	
Prepared for	Training Allocator15 Select a different user	
Cart Description/Purpose	Megaframe	
Order Category	1 - Regular Select from all values...	
Fund Type	Select from all values...	
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.

Quick 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-Wesco-Megaframe	Pre-Pay & Add <input type="checkbox"/>
Share cart	No user groups available	
Prepared by	Training Allocator15	
Prepared for	Training Allocator15 Select a different user...	
Cart Description/Purpose	Megaframe	
Order Category	1 - Regular Select from all values...	
Fund Type	Select from all values...	
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

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-Wesco-Megaframe	Pre-Pay & Add	<input type="checkbox"/>	Start Date	<input type="text"/>
Share cart	No user groups available	Route to Procurement Services	<input type="checkbox"/>	End Date	<input type="text"/>
Prepared by	Training Allocator15	Emergency (attach justification)	<input type="checkbox"/>	Rush the Pymt Process	<input type="checkbox"/>
Prepared for	Training Allocator15	Sole Source (attach justification)	<input type="checkbox"/>	Special Payment Method	Select from all values...
Cart	Megaframe	Contract Number	<input type="text"/>	Trade-In	<input type="checkbox"/>
Description/Purpose				Create Asset Manually	<input type="checkbox"/>
Order Category	1 - Regular			Add to Asset Number	<input type="text"/>
Fund Type	Select from all values...				
Report Reference A					
Report Reference B					

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-Wesco-Megaframe	Pre-Pay & Add	<input type="checkbox"/>	Start Date	<input type="text"/>
Share cart	No user groups available. Click here to create shared cart user groups.	Route to Procurement Services	<input type="checkbox"/>	End Date	<input type="text"/>
Prepared by	Training Allocator15	Emergency (attach justification)	<input type="checkbox"/>	Rush the Pymt Process	<input type="checkbox"/>
Prepared for	Training Allocator15	Sole Source (attach justification)	<input type="checkbox"/>	Special Payment Method	Select from all values...
Cart	Megaframe	Contract Number	<input type="text"/>	Trade-In	<input type="checkbox"/>
Description/Purpose		Do Not Encumber	<input type="checkbox"/>	Create Asset Manually	<input type="checkbox"/>
Order Category	1 - Regular			Add to Asset Number	<input type="text"/>
Fund Type	Select from all values...			IFR (Item for Resale)	<input type="checkbox"/>
Report Reference A					
Report Reference B					

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 "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

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.

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.

The screenshot shows a shopping cart interface for 'Cynthia Gillar'. At the top, there are navigation links: 'Shop', 'My Carts and Orders', 'Open My Active Shopping Cart', and 'Cart - 51385303 - D'. A 'Logout' button is in the top right. Below the navigation, there's a 'Continue Shopping' button and a summary: '1 Item(s) for a total of 321.90 USD'. A 'Proceed to Checkout' button is highlighted with a red box. The main form contains several sections: 'Add Non-Catalog Item', 'Cart Name' (CAG-Wesco-Megaframe), 'Share cart' (No user groups available), 'Prepared by' (Cynthia Gillar), 'Cart Description/Purpose' (Megaframe), 'Order Category' (1 - Regular), 'Fund Type' (Select from all values...), 'Report Reference A/B' (Select from profile values...), and 'Warehouse Name'. A 'Save' button is circled in red. A green callout box points to the 'Order Category' dropdown with the text: 'Quick 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.' Below this is the 'Supplier / Line Item Details' section for 'WESCO DISTRIBUTION INC'. A red box highlights the 'Add non-catalog item for this supplier...' link. A table lists items with columns: Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, Ext. Price. The first item is 'CW 12345-219 MEGAFRAME SLIDING SHEL' with a quantity of 1. A red box highlights the 'Quantity' field. A green callout box points to this field with the text: 'You can change the quantity by clicking in the blank below "Quantity" and changing the amount. If you need to add more items click "Add non-catalog item for this supplier..."'. At the bottom right, there is a 'Proceed to Checkout' button.

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.

The screenshot shows the checkout page for Texas A&M University. A yellow warning box at the top states: "Almost ready to go! The list below needs to be addressed before the request can be submitted." with a sub-item "Required field: Order Category". Three red boxes highlight specific sections: 1) A yellow box with a red arrow pointing to the "Required field" warning. 2) A box around the "Shipping" section, which includes "Ship To" (Attn Cindy Gillar, DEPT. OF PROCUREMENT SERVICES, c/o CENTRAL RECEIVING, ROOM STE-111, AGRONOMY RD, 1477 TAMU, COLLEGE STATION, TX 77845-1477, United States), "Delivery Options" (Ship Via: Best Carrier-Best Way), and "Buyer Information". 3) A box around the "Billing" section, which includes "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). A blue callout box on the right explains that the "Bill To" address should already be filled in, and if not, the user should click "edit" and choose either "02-TAMU Bill-To" or "02-TAMUG Bill-To". Another blue callout box at the bottom explains that the "Ship To" information can be defaulted in the user's profile or edited to select another address, which is not required for shoppers but is for department allocators.

Bill To

The "Bill To" form is shown with the following fields: Billing address (dropdown menu), Address Details (Contact Line 1, Contact Line 2, Contact Line 3, Address Line 1, Address Line 2, City, State, Zip Code, Country), and Save/Cancel buttons. The dropdown menu is open, showing "02-TAMU Bill-To" and "10-TAMUG Bill-To" as options. A red arrow points to the "02-TAMU Bill-To" option.

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:

Department: BIOLOGY DEPT.

Bldg/Rm:

ROOM:

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)

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.

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.

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: Report Reference D:

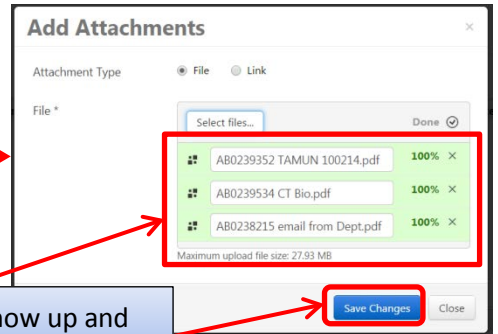
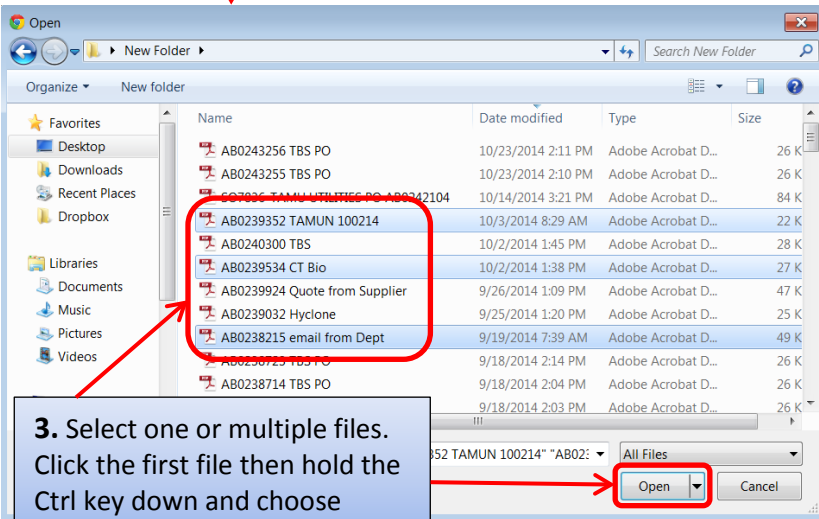
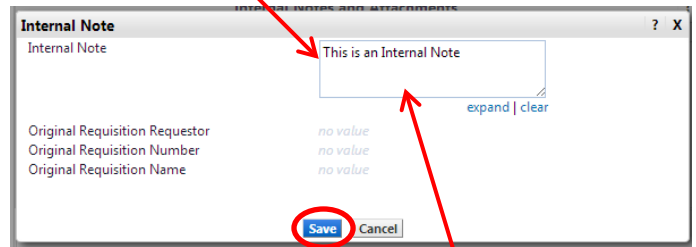
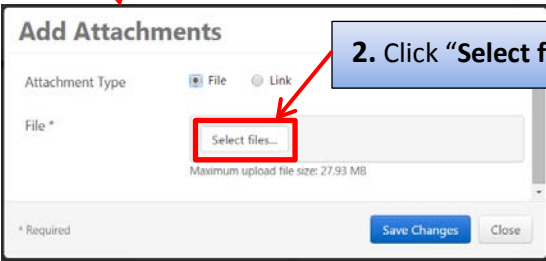
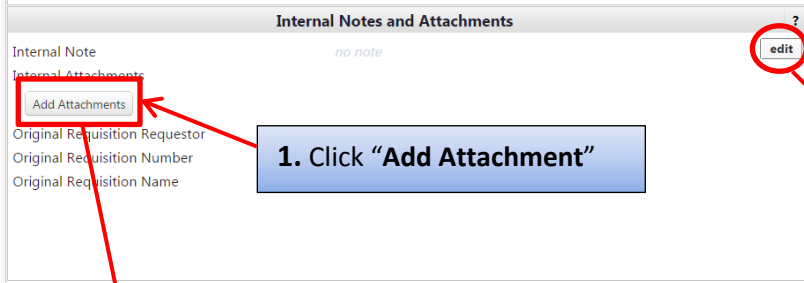
recalculate / validate values

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

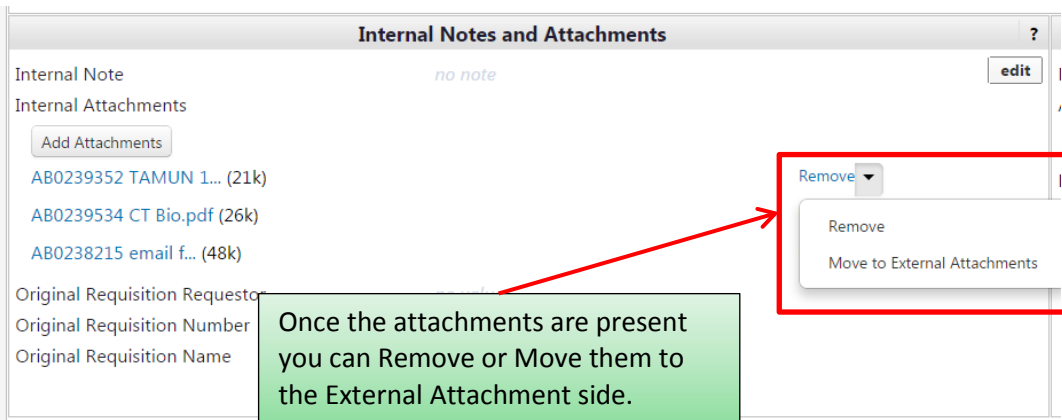
Internal Notes and Attachments

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".

External Info
Note to all Suppliers
Note to Supplier...
Save Cancel

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 click "Submit Order".

Shop My Carts and Orders Open My Active Shopping Cart Summary - 51385303 - Draft Requisition Logout

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.

Requisition PR Approvals PO Preview Comments Attachments History

Summary General Shipping Billing Accounting Codes External Notes and Attachments Supplier Info Taxes/S&H

Hide header Hide value descriptions

General		Shipping	Bill To
Ordering Department	02-PURS (02-PURS)	Ship To	Texas A&M University
Cart Name	CAG-Wesco-Megaframe	Attn Cindy Gillar	Financial Management Operations
Share cart		DEPT. OF PROCUREMENT SERVICES	ATTN: Accounts Payable
Prepared by	Cynthia Gillar	c/o CENTRAL RECEIVING	750 Agronomy Road - Suite 3101
Prepared for	Cynthia Gillar	ROOM STE-111	6000 TAMU
Cart Description/Purpose	Megaframe	1477 TAMU	College Station, TX 77843-6000
Order Category	1 - Regular	COLLEGE STATION, TX 77845-1477	United States
Fund Type	Local	United States	
Report Reference A	no value	Delivery Options	
Report Reference B	no value	Ship Via	Best Carrier-Best Way
Pre-Pay & Add	X	Requested Delivery Date	no value
Route to Procurement Services	X	Buyer Information	
Emergency (attach justification)	X	Buyer	Buyer Email
Sole Source (attach justification)	X	Buyer Phone Number	
Contract Number	no value		
Do Not Encumber	X	Report Codes-1	
Start Date	no value	Order Type	USAS One
End Date	no value		USAS Two
Rush the Pymt Process	X		LDT Code
Special Payment Method	no value		
Trade-In	X	Report Codes-2	
Create Asset Manually	X	Contract Workforce	X
Add to Asset Number	no value	State Order Number	no value
IFR (Item for Resale)	X	Non-Compliant	X
Warehouse Name	no value		
Route to Dept	X		
Bypass Dept Allocator	X		

Accounting Codes

Fiscal Year	Member ID	Department Code	Department Code Final Approver	Account Code	Executive Code	Division Code	College Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routing1
2014	02 Texas A&M University	02-PURS	02-PURS	02-272010-00000 Procurement Services	02-FN V.P. - Finance & Administration	02-FI Strategic Sourcing	no value	no value	no value	no value	no value	no value

Internal Notes and Attachments External Notes and Attachments

Supplier / Line Item Details

WESCO DISTRIBUTION INC

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 CW 12345-219 MEGAFRAME SLIDING SHEL	70395717420	EA	321.896	1 EA	321.90 USD


Supplier subtotal 321.90
Shipping 0.00
Handling 0.00
Supplier total 321.90USD

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 321.90
Shipping 0.00
Handling 0.00
Total 321.90 USD

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	51385303 view
Requisition status	Pending
Cart name	CAG-Wesco-Megaframe
Requisition date	7/30/2014
Requisition total	321.90 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](#)