

Purchasing Training

June 29, 2023

Purchase Requisition

The screenshot displays the Texas A&M University AggieBuy website. The top navigation bar includes the university logo, a search bar, and a currency selector set to 180.00 USD. Below the navigation bar, there are links for 'Simple' and 'Advanced' search options, and a 'Go to' menu with options like 'Non-Catalog Item', 'Favorites', 'Forms', 'Shop', 'Trade-In', 'Quick Order', 'Browse', 'Suppliers', 'Categories', 'Contracts', and 'Chemicals'. A search bar is also present with the placeholder text 'Search for products, suppliers, forms, part number, etc.'. The main content area is divided into two sections: 'Office Supplies / Furniture / Books/Promotional' and 'Computers / Technology'. Each section contains a grid of supplier logos and their roles as HUB partners. The 'Office Supplies' section includes logos for TEJAS (Staples HUB Partner), Office Depot (Office Depot HUB Partner), HBI (Steelcase HUB Partner), Complete Book (HUB), integ (Business Cards & Stationery), and Club Colors. The 'Computers / Technology' section includes logos for Summit Industries (Dell HUB Partner), Avinext (HUB - Downloadable Quotes), 12th MAN TECHNOLOGY (HUB Reseller Apple/ PC Products), shi (HUB - Computers & Electronics), BH (Audio Visual Equipment), and Connection (Computers & Electronics). A vertical sidebar on the left contains icons for home, shopping cart, user profile, and other navigation options.

- Start at your shopping home page
- Select “Non-Catalog Item” located at the top ribbon

Purchase Requisition

Add Non-Catalog Item [X]

Existing Supplier

Select Supplier [Q]

Item [v]

Product Description *	Catalog No. *	Quantity *	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> USD	EA - Each [v]

254 characters remaining

Additional Details [>]

★ Required fields

Save Save And Add Another Close

- Enter your selected vendor or Suggested Supplier. Suggested Supplier is used when you don't know who you will purchase the item/service from – Procurement Services will issue a bid/RFP/RFQ or Informal Quote to determine the supplier

Purchase Requisition

The screenshot shows a web form titled "Add Non-Catalog Item" with a dark red header and a close button (X) in the top right corner. Below the header, there is a section for "Existing Supplier" with a search box labeled "Select Supplier" and a magnifying glass icon. The main section is titled "Item" and contains a table with the following columns: "Product Description" (marked with a star), "Catalog No." (marked with a star), "Quantity" (marked with a star), "Price Estimate", and "Packaging". The "Price Estimate" column has a value of "USD" and the "Packaging" column has a dropdown menu with "EA - Each" selected. Below the table, there is a text area for "Additional Details" with a right-pointing arrow. At the bottom left, there is a legend for "★ Required fields". At the bottom right, there are three buttons: "Save" (blue), "Save And Add Another" (grey), and "Close" (grey).

Product Description ★	Catalog No. ★	Quantity ★	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="USD"/>	<input type="text" value="EA - Each"/>

- Product Description – enter what you want to buy. You have a limited space here, so in some cases you need to provide an attachment with the complete description.
- Catalog # – “NA” if you don’t have one
- Quantity – enter the number you wish to purchase
- Price Estimate – this is the unit price
- Packaging – select the best UOM for the item

Purchase Requisition

The screenshot shows a web form titled "Add Non-Catalog Item" with a dark red header and a close button (X) in the top right corner. Below the header, there is a section for "Existing Supplier" with a search box labeled "Select Supplier" and a magnifying glass icon. The main section is titled "Item" and contains a table with the following columns: "Product Description" (marked with a star), "Catalog No." (marked with a star), "Quantity" (marked with a star), "Price Estimate", and "Packaging". The "Price Estimate" column shows "USD" and the "Packaging" column shows "EA - Each" with a dropdown arrow. Below the table, there is a text input field with a "254 characters remaining" indicator. At the bottom left, there is a legend for "★ Required fields". At the bottom right, there are three buttons: "Save" (blue), "Save And Add Another" (grey), and "Close" (grey).

- Click “Save” if you only have one item. If you have multiple items, click “Save and Add Another” until you have entered all items.
- By clicking “Save” your items will go to your cart

Purchase Requisition

The screenshot shows the Texas A&M University purchasing website. At the top, there is a navigation bar with the university logo, a search bar, and a shopping cart icon showing 27,984.00 USD. Below the navigation bar, there are tabs for 'Simple' and 'Advanced' search, and a search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.'. The main content area features a 'Welcome to Texas A&M University's Purchasing and e-Commerce Website!' message. To the right, there are two category sections: 'Office Supplies / Furniture / Books/Promotional' and 'Computers / Technology'. The 'Office Supplies' section displays a grid of partner logos including TEJAS (Staples HUB Partner), PDME (Office Depot HUB Partner), Hi (Steelcase HUB Partner), Complete Book (HUB), integ (Business Cards & Stationery), and Club Colors.

- The system will automatically take you back to the shopping home page.
- Click on the “Shopping Cart” in the upper right corner.
- Click “View my Cart”

Purchase Requisition

Shopping Cart • Shopping Cart Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Business Unit: 02-Texas A&M University (02) Pre-Pay & Add Do Not Encumber

Cart Name: 2020-10-05 102004022 01 Emergency (attach justification) Rush the Pymt Process

Share cart: No user groups available

Prepared by: Patricia Winkler Sole Source (attach justification) Special Payment Method:

Prepared for: Patricia Winkler

Contract Number:

Cost Receipt Required:

Cart Description/Purpose: Training for TAMUSA

Start Date:

IFR (Item for Resale):

End Date:

Trade-In:

Software and/or Cloud Services (attach IT Review Form):

Create Asset Manually:

Order Category: 1 - Regular

Add to Asset Number:

Report Reference A:

Details

Total (27,984.00 USD)

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 *	27,984.00
Shipping	0.00
Handling	0.00
Total *	27,984.00

- Cart Name – This is where you will update the cart Name that makes sense to you.
- Prepared For – if you are doing this for someone – you need to update this field. It will default to your name.
- Cart Description – This can be the same as the Name. I see departments change the name and leave the description blank

Purchase Requisition

Shopping Cart • Shopping Cart Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Business Unit: 02-Texas A&M University (02) Pre-Pay & Add Do Not Encumber

Cart Name: 2020-10-05 102004022 01 Emergency (attach justification) Rush the Pymt Process

Share cart: No user groups available

Prepared by: Patricia Winkler Sole Source (attach justification) Special Payment Method:

Prepared for: Patricia Winkler

Contract Number:

Cost Receipt Required

Cart Description/Purpose: Training for TAMUSA

Start Date:

IFR (Item for Resale)

End Date:

Trade-In

Software and/or Cloud Services (attach IT Review Form)

Create Asset Manually

Order Category: 1 - Regular

Add to Asset Number:

Report Reference A:

Details

Total (27,984.00 USD)

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 *	27,984.00
Shipping	0.00
Handling	0.00
Total *	27,984.00

- Software and/or Cloud Services – This is the form the “02” campus needs to complete and submit for approval. This does not apply to TAMUSA
- Order Category – Regular Order, Confirming Order, Payment Request



Order Category

- **Regular Order** – this should be the most common category utilized. This is when you want the purchase order to issue to the vendor.
- **Confirming Order** – this is used rarely. This category will NOT issue a purchase order to the vendor. Example – if you placed an order for a chair for \$500.00. The vendor accepted your order via email, but you want to encumber your money. The system will automatically issue the Purchase Order, so you have a document to pay against.
- **Payment Request** – this should be the most rarely used category. This will NOT send a copy of the PO to the vendor. This is used when you need to pay the vendor. Example – Exempt purchase and you have a formal agreement executed and need to make a payment.

Purchase Requisition

Shopping Cart • Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Business Unit: 02-Texas A&M University (02)

Cart Name: 2020-10-05 102004022.01

Share cart: No user groups available

Prepared by: Patricia Winkler

Prepared for: Patricia Winkler

Cart Description/Purpose: Training for TAMUSA

Software and/or Cloud Services (attach IT Review Form):

Order Category: 1 - Regular

Report Reference A:

Pre-Pay & Add

Emergency (attach justification)

Sole Source (attach justification)

Contract Number:

Start Date:

End Date:

Do Not Encumber

Rush the Pymt Process

Special Payment Method:

Cost Receipt Required

IFR (Item for Resale)

Trade-In

Create Asset Manually

Add to Asset Number:

Proceed To Checkout

Details

Total (27,984.00 USD)

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 *	27,984.00
Shipping	0.00
Handling	0.00
Total *	27,984.00

- Report Reference A and B – these are free text fields. Some business offices elect to enter data that they search against.
- Route to Procurement Services – if you need the requisition to route to Procurement but the dollar value is below your delegation (\$10K) you must select this or the system will issue the purchase order.

Purchase Requisition

Shopping Cart • Shopping Cart

Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Business Unit: 02-Texas A&M University (02)

Cart Name: 2020-10-05 102004022 01

Share cart: No user groups available

Prepared by: Patricia Winkler

Prepared for: Patricia Winkler

Cart Description/Purpose: Training for TAMUSA

Software and/or Cloud Services (attach IT Review Form):

Order Category: 1 - Regular

Report Reference A:

Pre-Pay & Add

Emergency (attach justification)

Sole Source (attach justification)

Contract Number:

Start Date:

End Date:

Do Not Encumber

Rush the Pymt Process

Special Payment Method:

Cost Receipt Required

IFR (Item for Resale)

Trade-In

Create Asset Manually

Add to Asset Number:

Details

Total (27,984.00 USD)

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 *	27,984.00
Shipping	0.00
Handling	0.00
Total *	27,984.00

- Pre-Pay Add – if you know the vendor will be charging you freight and adding to the invoice, you can check this box.
- Emergency – if you have an emergency purchase, you will check this box and attach the justification in the “internal attachments”
- Sole Source – if a sole source you will check this box and attach the justification in the internal attachments

Purchase Requisition

Shopping Cart • Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Business Unit: 02-Texas A&M University (02) Pre-Pay & Add Do Not Encumber

Cart Name: 2020-10-05 102004022.01 Emergency (attach justification) Rush the Pymt Process

Share cart: No user groups available

Prepared by: Patricia Winkler Sole Source (attach justification) Special Payment Method

Prepared for: Patricia Winkler

Contract Number:

Cart Description/Purpose: Training for TAMUSA

Start Date:

End Date:

Software and/or Cloud Services (attach IT Review Form)

Order Category: 1 - Regular

Cost Receipt Required

IFR (Item for Resale)

Trade-In

Create Asset Manually

Report Reference A:

Add to Asset Number

Proceed To Checkout

Details

Total (27,984.00 USD)

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 *	27,984.00
Shipping	0.00
Handling	0.00
Total *	27,984.00

- Contract Number – if you are purchasing something against a contract – enter the number here – Example – E&I Contract EI00140, TAMUS Master Order C2021-1414
- Start and End Date – typically used with services or leases – enter applicable information

Purchase Requisition

Shopping Cart • Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Business Unit: 02-Texas A&M University (02)

Cart Name: 2020-10-05 102004022.01

Share cart: No user groups available

Prepared by: Patricia Winkler

Prepared for: Patricia Winkler

Cart Description/Purpose: Training for TAMUSA

Software and/or Cloud Services (attach IT Review Form):

Order Category: 1 - Regular

Report Reference A:

Pre-Pay & Add

Emergency (attach justification)

Sole Source (attach justification)

Contract Number:

Start Date:

End Date:

Do Not Encumber

Rush the Pymt Process

Special Payment Method:

Cost Receipt Required

IFR (item for Resale)

Trade-In

Create Asset Manually

Add to Asset Number:

Proceed To Checkout

Details

Total (27,984.00 USD)

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 *	27,984.00
Shipping	0.00
Handling	0.00
Total *	27,984.00

- Select only if they apply to purchase –
 - Do Not Encumber
 - Rush the Pymt Process
 - Special Payment Method
 - Cost Receipt Required
 - IFR (item for resale)
 - Trade-in
 - Create Asset Manually
 - Add to Asset Number

Purchase Requisition

Suggested Supplier · 347 Items · 27,984.00 USD

^ SUPPLIER DETAILS

Contract Number *no value* PO Number To Be Assigned

Pricing Code Quote number

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 This is where you enter your line item description for item #1	Cat # or NA	EA	20.00	<input type="text" value="4"/> EA	80.00	... <input type="checkbox"/>

^ ITEM DETAILS

Contract: [Select price or contract...](#)

Internal Note

1000 characters remaining [expand](#) | [clear](#)

External Note

1000 characters remaining [expand](#) | [clear](#)

2 Description for item #2	NA	CS	5.00	<input type="text" value="6"/> CS	30.00	... <input type="checkbox"/>
---	----	----	------	-----------------------------------	-------	------------------------------

^ ITEM DETAILS

Contract: [Select price or contract...](#)

Internal Note

1000 characters remaining [expand](#) | [clear](#)

External Note

- This is where you can review your line items and make any changes necessary.
- Internal & External Notes can be added per each item.
- Reminder – external vendor can see

Purchase Requisition

Shopping Cart • Shopping Cart

Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Business Unit: 02-Texas A&M University (02) Pre-Pay & Add Do Not Encumber

Cart Name: Training TAMUSA - Furniture Emergency (attach justification) Rush the Pymt Process

Share cart: No user groups available

Prepared by: Patricia Winkler Sole Source (attach justification) Special Payment Method

Prepared for: Patricia Winkler

Details >

Total (27,984.00 USD) v

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 *	27,984.00
Shipping	0.00
Handling	0.00
Total *	27,984.00

- Make sure your total is correct – located right side of screen.
- If all is correct, Select “Proceed to Checkout”

Purchase Requisition

Requisition • 136622813 Submit Order

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing						
Business Unit 02-Texas A&M University (02)	Ship To <i>no address</i>	Bill To Texas A&M University-Accounts Payable ***Do Not Mail Invoices*** Email invoices to invoices@tam.u.edu 750 Agronomy Rd Suite 3101 6000 TAMU College Station, TX 77843-6000 United States						
Ordering Department 02-PURS (02-PURS)	Delivery Options	Accounting Info						
Cart Name Training TAMUSA - Furniture	Ship Via Best Carrier-Best Way	Do Not Encumber <input checked="" type="checkbox"/>						
Share cart No user groups available	Requested Delivery Date <i>no value</i>	Rush the Pymt Process <input checked="" type="checkbox"/>						
Prepared by Patricia Winkler	Pre-Pay & Add <input checked="" type="checkbox"/>	Special Payment Method <i>no value</i>						
Prepared for Patricia Winkler	Procurement Services	Cost Receipt Required <input checked="" type="checkbox"/>						
Cart Description/Purpose Training for TAMUSA	<table><thead><tr><th>Buyer</th><th>Buyer Email</th><th>Buyer Phone Number</th></tr></thead><tbody><tr><td><i>no value</i></td><td><i>no value</i></td><td><i>no value</i></td></tr></tbody></table>	Buyer	Buyer Email	Buyer Phone Number	<i>no value</i>	<i>no value</i>	<i>no value</i>	IFR (Item for Resale) <input checked="" type="checkbox"/>
Buyer	Buyer Email	Buyer Phone Number						
<i>no value</i>	<i>no value</i>	<i>no value</i>						
Software and/or Cloud Services (attach IT Review Form) <input checked="" type="checkbox"/>	Emergency (attach justification) <input checked="" type="checkbox"/>	Trade-In <input checked="" type="checkbox"/>						
Order Category 1 - Regular	Sole Source (attach justification) <input checked="" type="checkbox"/>	Create Asset Manually <input checked="" type="checkbox"/>						
Report Reference A <i>no value</i>	Contract Number <i>no value</i>							
Report Reference B <i>no value</i>	Start Date <i>no value</i>							

- You will now have a draft requisition and the system has assigned a requisition number. The number is in the upper left corner.
- Second chance to review everything again
- Correct Something – Click on the pencil in the upper right corner of each column, that will allow you to correct anything in that column.

Purchase Requisition

Requisition • 136622813 Submit Order

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing						
Business Unit 02-Texas A&M University (02)	Ship To <i>no address</i>	Bill To Texas A&M University-Accounts Payable ***Do Not Mail Invoices*** Email invoices to invoices@tamu.edu 750 Agronomy Rd Suite 3101 6000 TAMU College Station, TX 77843-6000 United States						
Ordering Department 02-PURS (02-PURS)	Delivery Options	Accounting Info						
Cart Name Training TAMUSA - Furniture	Ship Via Best Carrier-Best Way	Do Not Encumber <input checked="" type="checkbox"/>						
Share cart No user groups available	Requested Delivery Date <i>no value</i>	Rush the Pymt Process <input checked="" type="checkbox"/>						
Prepared by Patricia Winkler	Pre-Pay & Add <input checked="" type="checkbox"/>	Special Payment Method <i>no value</i>						
Prepared for Patricia Winkler	Procurement Services	Cost Receipt Required <input checked="" type="checkbox"/>						
Cart Description/Purpose Training for TAMUSA	<table><thead><tr><th>Buyer</th><th>Buyer Email</th><th>Buyer Phone Number</th></tr></thead><tbody><tr><td><i>no value</i></td><td><i>no value</i></td><td><i>no value</i></td></tr></tbody></table>	Buyer	Buyer Email	Buyer Phone Number	<i>no value</i>	<i>no value</i>	<i>no value</i>	IFR (Item for Resale) <input checked="" type="checkbox"/>
Buyer	Buyer Email	Buyer Phone Number						
<i>no value</i>	<i>no value</i>	<i>no value</i>						
Software and/or Cloud Services (attach IT Review Form) <input checked="" type="checkbox"/>	Emergency (attach justification) <input checked="" type="checkbox"/>	Trade-In <input checked="" type="checkbox"/>						
Order Category 1 - Regular	Sole Source (attach justification) <input checked="" type="checkbox"/>	Create Asset Manually <input checked="" type="checkbox"/>						
Report Reference A <i>no value</i>	Contract Number <i>no value</i>							
Report Reference B <i>no value</i>	Start Date <i>no value</i>							

Draft

Total (27,984.00 USD)

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	27,984.00
Shipping	0.00
Handling	0.00
	27,984.00

What's next for my order?



Next Step
Department Allocator

Approvers
[Barzak, Paul Admin](#)
[Benford, Lewis](#)
[Harris, Leann](#)
[Marquart, Cailleigh](#)
[Price, Mcavan](#)
[Ramirez, Ariana](#)
[Sow, Aissata Youssou](#)
[Vazquez, Erica](#)




Workflow

- Ship to – This should automatically default for you, if not you can use the pencil to open that column and select the correct address.

Purchase Requisition

Accounting Codes  ... 

Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routing1
2021	02 Texas A&M University	no value	no value	no value	no value	no value	no value	no value

Internal Notes and Attachments  ... **External Notes and Attachments**  ... 

Internal Note	no value	Note to all Suppliers	no value
Internal Attachments	Add	Attachments for all suppliers	Add
		PO Clauses	3 Edit View details

- Account Codes – You will need to input your accounting information
- Internal Notes and Attachments – this is where you will add anything that is in reference with this purchase. Use AggieBuy as your filing cabinet. This way you can find everything in one place.
- Notes – this is where you can communicate to Procurement what you need, provide additional information
- External Notes & Attachments – this is for the vendors to see

Purchase Requisition

347 Items

Suggested Supplier · 347 Items · 27,984.00 USD

^ SUPPLIER DETAILS

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

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 This is where you enter your line item description for item #1	Cat # or NA	EA	20.00	<input type="text" value="4"/> EA	80.00
^ ITEM DETAILS					
Contract:	no value	Internal Note	no value		
Commodity Code	no value	Internal Attachments	Add		
		External Note	no value		
		Attachments for supplier	Add		
2 Description for item #2	NA	CS	5.00	<input type="text" value="6"/> CS	30.00
^ ITEM DETAILS					
Contract:	no value	Internal Note	no value		
Commodity Code	no value	Internal Attachments	Add		
		External Note	no value		

- Line items – you will need to review each line item – make sure it is correct. Description should be clear as to what you are ordering.
- Commodity Code – this will need to be entered for each item – click on the pencil within the item details section for each item to bring up the dialog box

Purchase Requisition

The screenshot shows a web-based form titled "Edit Line 1: Item Details". At the top, there is a dark red header with the title and a close button (X). Below the header, the form is organized into several sections:

- Line Item Description:** A text area containing "1 This is where you enter your line item description for item #1".
- Contract:** A text area with the placeholder "Select price or contract...".
- Commodity Code:** A text area with a magnification glass icon (Q) for searching.
- Internal Note:** A text area with a character limit of "1000 characters remaining" and "expand | clear" options.
- External Note:** A text area with a character limit of "1000 characters remaining" and "expand | clear" options.

At the bottom right, there are "Save" and "Close" buttons. The background of the form is white, and the overall interface is clean and professional.

- Commodity Code – click on the magnification glass icon to bring up the search box.
- When searching for the commodity, you need to think about the object code as well. These two values are tied together.
- Does this item need to be inventoried? What is the unit price? Is it a consumable?

Purchase Requisition

Commodity Code Search

Code starts with... Filter
Clear All Filters

< > Page 1 of 200 1-20 of 4000 Results 20 Per Page ▾

Code ↑	Description	
10000000	Live Plant and Animal Material and Accessories and 5767 <\$5k, 8610	+
10100000	Live animals 5767 <\$5k, 8610	+
10101500	Livestock 5767 <\$5k, 8610	+
10101501	Cats 5767 <\$5k, 8610	+
10101502	Dogs 5767 <\$5k, 8610	+
10101504	Mink 5767 <\$5k, 8610	+
10101505	Rats 5767 <\$5k, 8610	+
10101506	Horses 5767 <\$5k, 8610	+
10101507	Sheep 5767 <\$5k, 8610	+
10101508	Goats 5767 <\$5k, 8610	+

Close


Commodity Code Search

Code starts with... Filter
Clear All Filters

Code ↑	Description	
56101700	Office furniture 5752 <\$5k, 8421	+
72153606	Office furniture installation service 5670	+

Close

Purchase Requisition

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	This is where you enter your line item description for item #1	Cat # or NA	EA	20.00	<input type="text" value="4"/> EA	80.00 ⋮
^ ITEM DETAILS 						
Contract:	<i>no value</i>	Internal Note	<i>no value</i>			
Commodity Code	56101700 / Office furniture 5752 <\$5k, 8421	Internal Attachments	Add			
		External Note	<i>no value</i>			
		Attachments for supplier	Add			

- Click the “+” mark on your selection and it will populate your field. This will need to be done for each item.

Purchase Requisition

Draft

Total (27,984.00 USD) ▾

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	27,984.00
Shipping	0.00
Handling	0.00
	<hr/>
	27,984.00

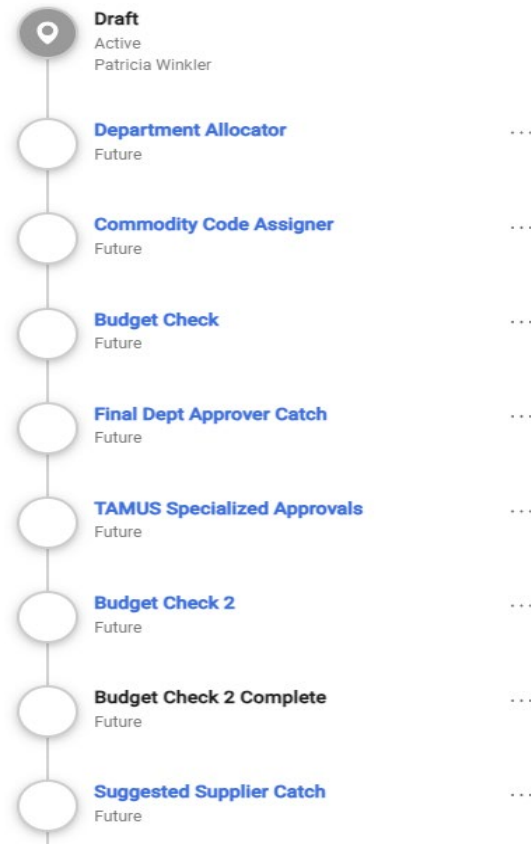
What's next for my order? ▾

Next Step Department Allocator

Approvers

- Barzak, Paul Admin
- Benford, Lewis
- Harris, Leann
- Marquart, Cailleigh
- Price, Mcavan
- Ramirez, Ariana
- Sow, Aissata Youssou
- Vazquez, Erica

Workflow  



- Make sure your total is correct
- What's next for my order?
 - This will tell you where your document is and where it will be going.
 - You can click on each desk to find out who is on that desk

Purchase Requisition



TAMUS Specialized Approvals

Future



Special Routing1 - Catch folder for no value

Beth Loubet

LOUBET@TAMU.EDU

+1 979-847-8827

Kyle Metcalf

KMETCALF@TAMU.EDU

+1 979-845-8772

Maryjo Derrick

MJD0815@TAMU.EDU

+1 979-458-4340

William Stilley

WSTILLEY@TAMU.EDU

+1 979-847-8833

- If my document is pending at the “TAMUS Specialized Approvals” desk, click on that title and it will provide a list of individuals on that desk. You can reach out to any of them to question the status.

Purchase Requisition

Requisition • 136622813

Summary

Taxes/S&H

PO Preview

Comments

Attachments

History

Records found: 0

Show comments for

Requisition



ADD COMMENT



This is where Procurement Services will communicate with you

This will add a comment to the document. To email a comment the cart must first be submitted.

Attach file (optional)

Attachment Type

File

Link/URL

File Name

You can attach any file to comments

File

Choose File

Upload your file

940 characters remaining

expand | clear

No comments have been added

- Upper Ribbon, right under the requisition number.
- Comments – this is where Procurement will communicate with you
- Attachments – you can see all attachments here – internal and external
- History – you can see what has happened to this requisition from the beginning
- Summary – always takes you back to the main screen

Purchase Requisition

Requisition • 136622813 Submit Order

Summary Taxes/S&H PO Preview Comments Attachments History

^ SUPPLIER DETAILS

Contract Number *no value* PO Number To Be Assigned

Pricing Code *no value* Quote number *no value*

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 This is where you enter your line item description for item #1	Cat # or NA	EA	20.00	4 EA	80.00

^ ITEM DETAILS

Contract *no value* Internal Note *no value*

Draft

Total (27,984.00 USD)

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	27,984.00
Shipping	0.00
Handling	0.00

- You are ready to submit your requisition – you have doubled checked everything, added your attachments, you have a commodity code for each item and your accounting is correct.
- Click “Submit Order” – upper right corner



Purchase Requisition

- You will submit a purchase requisition for all orders that need to come to Procurement Services
 - Bids
 - RFP's
 - RFQ's
- Procurement will review your request once received and determine if we will issue an RFP or Invitation to Bid
- Procurement will discuss this with you to determine the best solicitation for the project.
- Procurement will communicate with you through the comments
- Procurement will attach all files to the requisition.



Questions????