

## TXMAS Quote Processing Instructions

### What is a TXMAS Incidental?

Items/services **NOT** sold as standalone TXMAS contract items/services are Incidental charges (**Open Market Items**). If the incidental charge completes the system being bought, it may be sold along with the contract items/services to complete the PO. Items/services that might be incidentals are: installation, inside delivery or installation parts. The Incidentals vary on each contract. Please verify with the contractor whether these are incidentals or are a part of their TXMAS contract. For example, if you are buying furniture on a TXMAS contract (requiring installation which is not an item on their contract), the contractor or dealer can install it, and must quote the service as an incidental charge. These charges are entered into the price field on the TXMAS incidental tab.

1. Go to [www.txsmartbuy.com](http://www.txsmartbuy.com) log into TxSmartBuy
2. In the search bar, enter quote
3. Filter and choose the contractor name on the left hand side bar
4. Results will show TXMAS \_\_\_\_\_ Quote-Contractor Name
5. Add to Cart

### 1 Result Found for "quote"

[Compare Items](#)[Export to CSV](#)

Sort By: Preferred Term, ↑ Show: 50 results per page

Narrowed By:

#### TXMAS Office Furniture Quote Item

Commodity Code

TXMAS Office Furniture Quote

ITEM

Contract TXMAS-14-71020

CONTRACTOR

Contractor XYZ Corp.

Price  
**\$1.00**

UOM

5

[Add to cart](#)

Compare

Sort By: Preferred Term, ↑ Show: 50 results per page

### Sample Quote:

Quote #12345

XYZ Corp.

For Texas State Agency-#000

15 Chairs mesh back Item #456813.....\$1000.00

2 Tables Walnut 4X8 Item #546876.....\$305.89

Inside|delivery/installation charge.....\$120.00

6. The quote dollar amount for the product or services (**Non**-Incidental) must be entered as the quantity of the \$1 item. Example: The item quote is **\$1305.89** that is entered into the item qty.
7. Choose a dealers, if applicable from the drop down
8. TXMAS Open Market Incidental Charges: The incidental amount in this case is **\$120** it must be entered on the TXMAS Incidentals tab along with a description.
9. Enter Delivery date (if available)
10. Choose Shipping Address or enter an Ad hoc address
11. Add to Cart

**Add Item to Cart** CLOSE x

**Item Information**

Quantity:  Commodity Code:  
Unit Price: **\$1.00** per  
Dealer: Austin Business F Description:  
TXMAS Office Furniture Quote Item- XYZ Corp.

**Shipping Details**

Delivery date:  9 if available

Ship to saved address: 987 Major Lane, Abilene 10  
 Ad-hoc address

**Additional Charges** TXMAS Incidentals \$0.00 Charges \$0.00 Subtotal: \$0.00

Price	Description
\$ 120.	This is only used for open market incidental items NOT THE TOTAL QUOTE

8

**Total: \$** 1,425.89   11

12. Attach Quote: On the My Cart page attach your quote and in the add note put "see attached quote #..."

13. Proceed to Checkout

### My Cart

+ Start New Cart
Share Cart
Save Cart As...

Item	Shipping Address	Price	Qty	UOM	Subtotal	
TXMAS Office Furniture Quote Item- XYZ Corp.	987 Major Lane Abilene, TX 79601 <i>Delivery days: 30</i>	\$1.00	1305.89		\$1,305.89	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>Installation</b>		<b>Price</b> \$120.00	<b>Qty</b> 1		<b>Subtotal</b> \$120.00	

Dealer: Austin Business Furniture : 9300 United Dr., Bldg. 3, Ste. 140 Austin, TX  
Item Detail: TXMAS Office Furniture Quote Item-Office Master, Inc.  
Contractor:  
Contract: TXMAS-14-71020

Add Note to Item

Please See attached quote #12345

Attach File to Item

No file chosen

**Order Total: \$** 1,425.89

12