Shopping – Punch-out Catalog Order
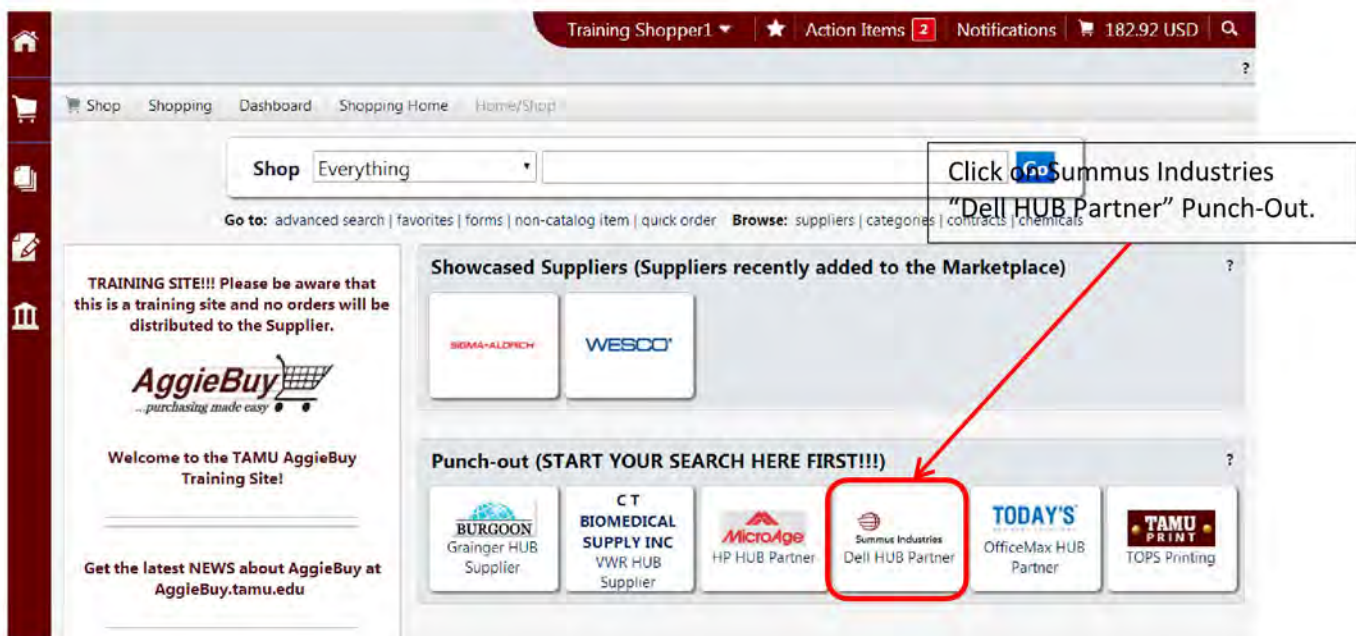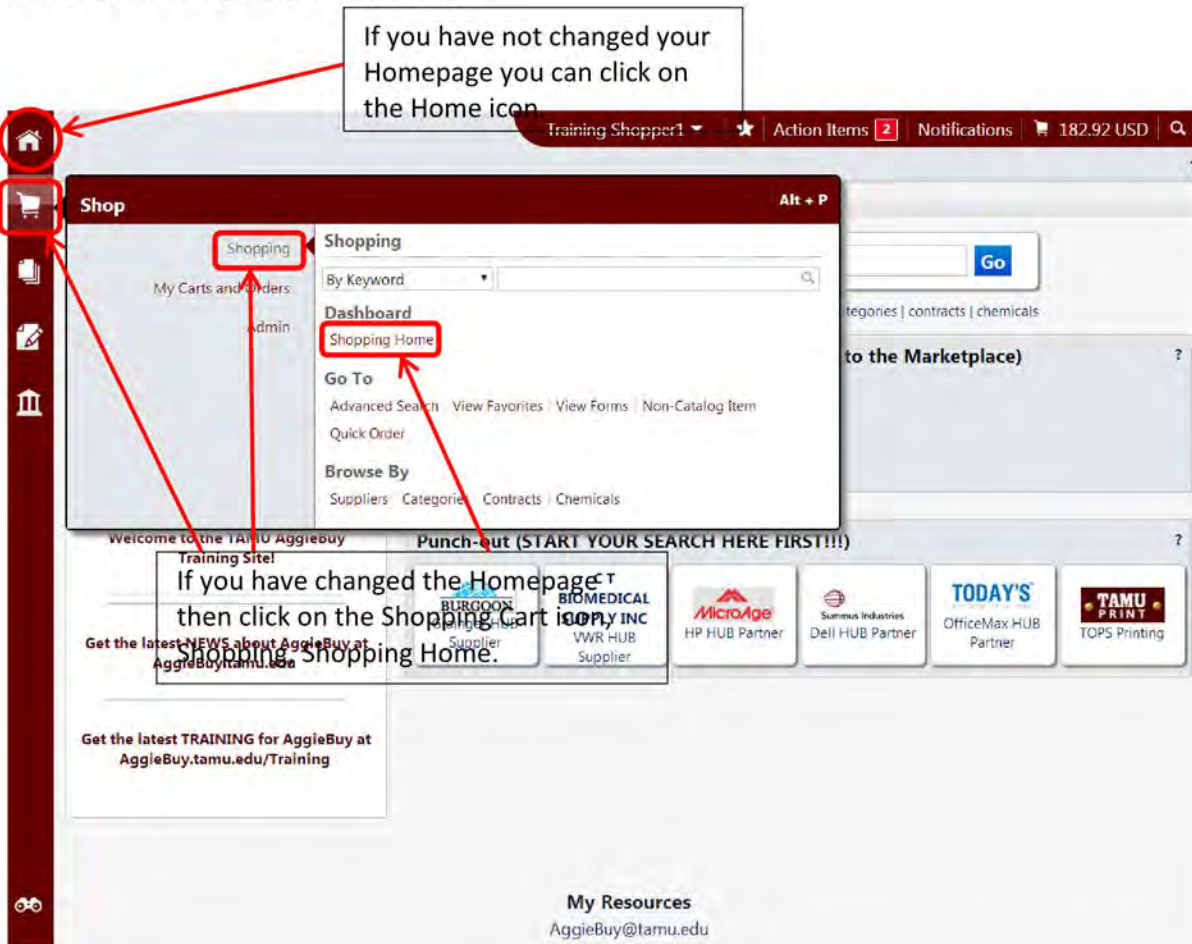
Table of Contents

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**

Return to AggieBuy

Buy Online or Call 1-800-388-8239

Texas A&M University   Logout

(Dell)   **Shop**   **My Premier**

Keyword or Service Tag Search   **Search**

Order Status   E-Quotes   Help

Standard Configurations

Premier   Welcome to Premier

Standard Configurations

Texas A&M University Desktop

9020 SFF - Tamu Standard
Price $1,779.97
Instant
Savings $1,027.50

Price   **$752.47**

Customize   Add to Cart

9020 All in one-TAMU Standard
Price $1,853.99
Instant
Savings $1,033.90

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

Messages

Get Started

Click on the category names in your organization's online store, services and more.

▶ Read More

▶ Contact Your Account Team

> 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

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

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]

> 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

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.

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

➜ Continue

4

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

Submit Order Requisition

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

ℹ **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

Submit Order Requisition

5

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*.

Required Fields

<u>Shopper:</u>   The only field that is **Required** to be filled in by the Shopper is "**Order Category**".

<u>Department Allocator:</u>   "**Order Category**", "**Fund Type**", "**Ship To**" and "**Bill To**" are **Required** fields if you are a Department Allocator.

6

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
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	
Report Reference B	

Pre-Pay & Add

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
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	
Report Reference B	

Pre-Pay & Add

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

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	Pre-Pay & Add ☐
Share cart	No user groups available	Route to Procurement Services ☐
Prepared by	Training Shopper1	
Prepared for	Training Shopper1	Emergency (attach justification) ☐
	Select a different user...	
Cart Description/Purpose	Laptop for Dr. Jones	Sole Source (attach justification) ☐
Order Category	1 - Regular	Contract Number [_____]
	Select from all values...	
Fund Type	Local	
	Select from all values...	
Report Reference A	[_____]	
Report Reference B	[_____]	

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

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	Pre-Pay & Add ☐
Share cart	No user groups available. Click here to create shared cart user groups.	Route to Procurement Services ☐
Prepared by	Training Allocator15	
Prepared for	Training Allocator15	Emergency (attach justification) ☐
	Select a different user...	Sole Source (attach justification) ☐
Cart Description/Purpose	Laptop for Dr. Jones	
Order Category	1 - Regular	Contract Number
	Select from all values...	Do Not Encumber ☐
	⊗ Required field	
Fund Type	Local	
	Select from all values	
Report Reference A	[_____]	
Report Reference B	[_____]	
Bypass Dept Allocator	☐	

Start Date	[_____]
End Date	[_____]
Rush the Pymt Process	☐
Special Payment Method	[_____]
	Select from all values...
Trade-In	☐
Create Asset Manually	☐
Add to Asset Number	[_____]
IFR (Item for Resale)	☐

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

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

Check the "Bypass Dept Allocator" box if you do not need it to go to another Department Allocator. If you do not check this box it will go into the Department Allocator step and you will **not** be able to approve it. NOTE: Only users with the Department Allocator role will see this box.

Check the "Item for Resale" box if you intend to resell all the items on this requisition.

If there is a Special Payment Method you will click on "**Select from all values...**" and choose the correct one. Also, in Internal Notes you will enter the information needed to fulfill the request.

Values:

Accounting Only
Enclosure (copy) to accompany Check
Enclosure (original) to accompany Check
Foreign Bank Draft
Manual Check Request
Overnight Check
Pick-up Check
Wire Transfer – Foreign Currency
Wire Transfer – US Dollar

Once the Header information is entered and you have clicked on Save you can add or fix your items.

When the Header information is filled out and the items look correct click "**Proceed to Checkout**".

Be sure to click "**Save**" before doing anything else.

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.

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

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

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.

1. To find other Ship To addresses click on "**click here**".

2. Now click "**select from org addresses**".

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**".

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**".

When you click "Save this address for future use" you will see a check box to make the address the default address. Do Not change the Name of the address.

Accounting Codes

Will show the current Fiscal Year.

Member ID is the campus code.

Click "**Edit**" to enter/change the Department and Account 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 <u>cannot</u> type it in the blank.

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**".

When the correct Department Code is found click "**select**".

Accounting Codes

Fiscal Year		Department Code	Account Code	Report Reference C	Report Reference D	add sp
2010		02-GOLD				

Select from profile values...
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".

Accounting Codes

Account Code

Hide profile values...

02-237237-00000 - Gold Mine Designated Account

Recalculate and Save   Cancel

To find an Account Code not in your profile click **"Select from all values..."** and enter the 6 digit account code preceded by the campus code. Click **"Search"**.

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

Account Code

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
02-237237-00000 - Gold Mine Designated Account
02-270260-00000 - Procurement Services
02-270260-99999 - Test 12/15/10
02-400053-00000 - Nsf-Graduate Research Fello...
02-400054-00000 - Nsf-Graduate Research Fello...
02-400055-00000 - Nsf-Graduate Research Fello...
02-420010-00000 - Gold Mine Grant Account

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

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

Accounting Codes

Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	add split
2010	02	02-GOLD	02-237237-00000			

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

recalculate / validate values

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

Recalculate and Save   Cancel

13

Internal Notes and Attachments

1. Click "**Add Attachment**"

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
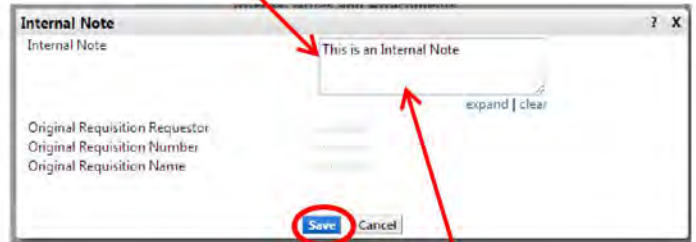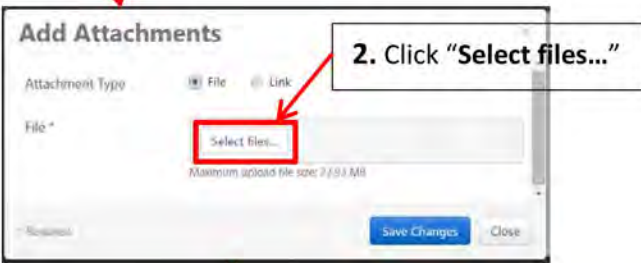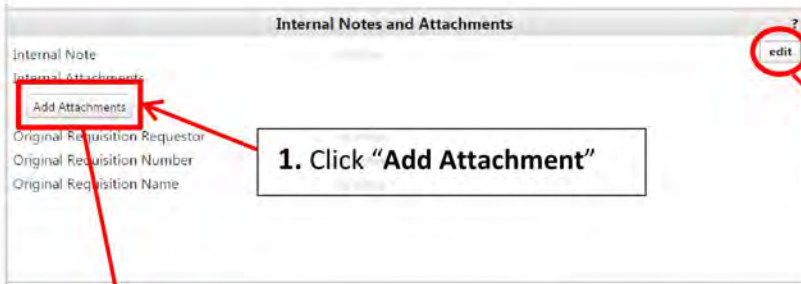
2. Click "**Select files…**"

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.

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**".

Now you can see the note you entered and the file(s) you attached. To view the attachment, click the file name. The file can also be removed if it incorrect.

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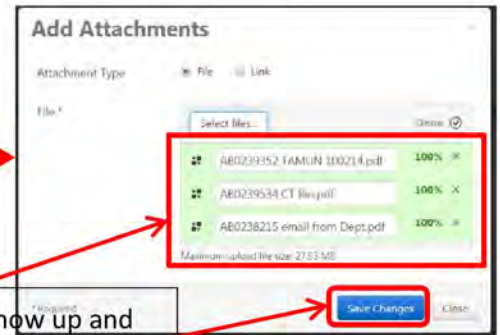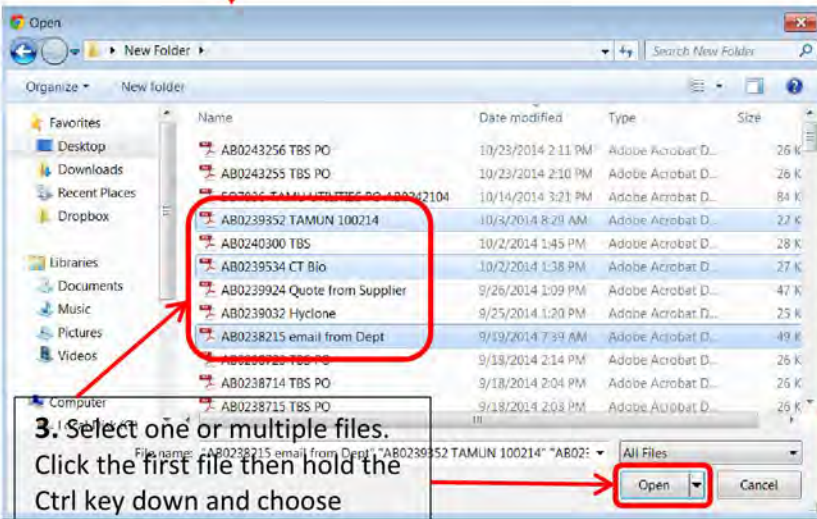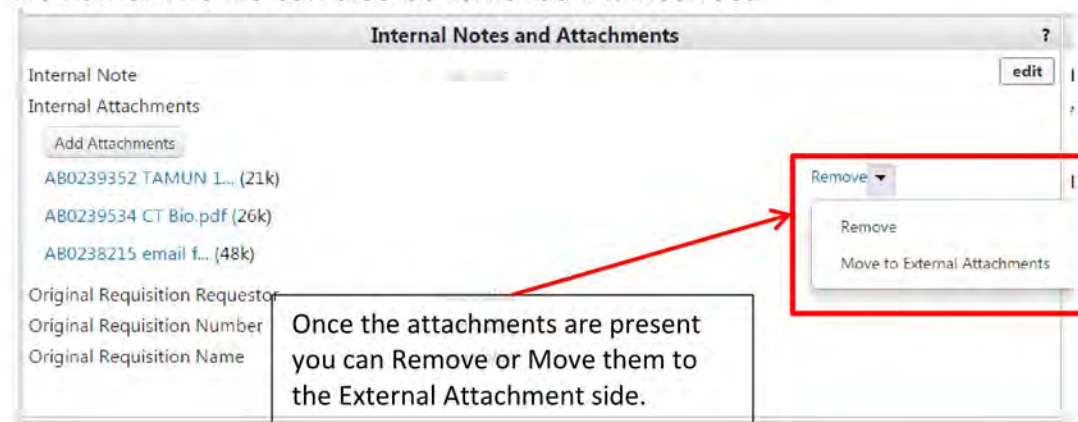
External Notes and Attachments

External Notes and Attachments are done the same way as the Internal Notes and Attachments. Just remember this information will be sent to the Supplier.
If you received a Quote you will want to attach it under External Notes and Attachments.

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

1. Click "**Add**

2. Click "**Select**

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.

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**".

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.

15

After you have everything filled out you can click "**Submit Order**".
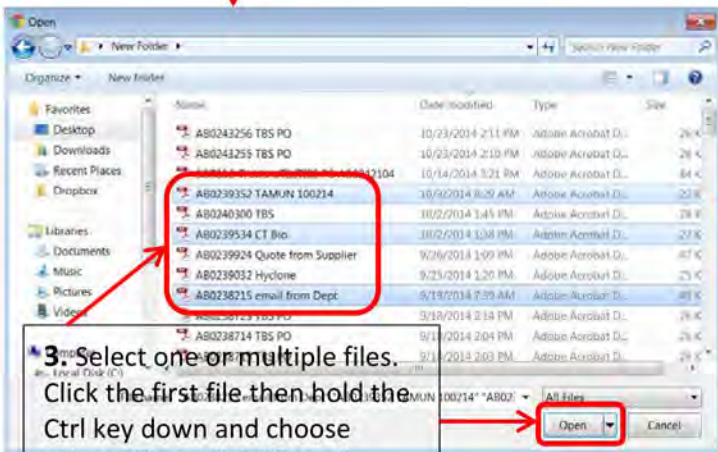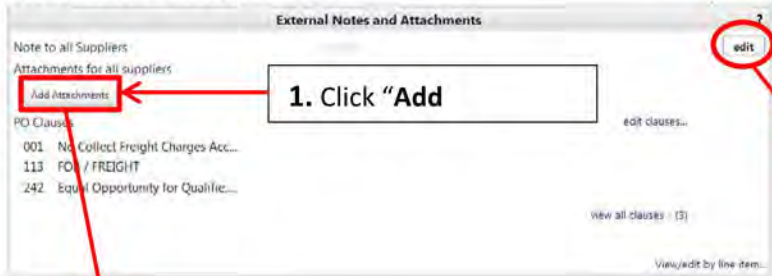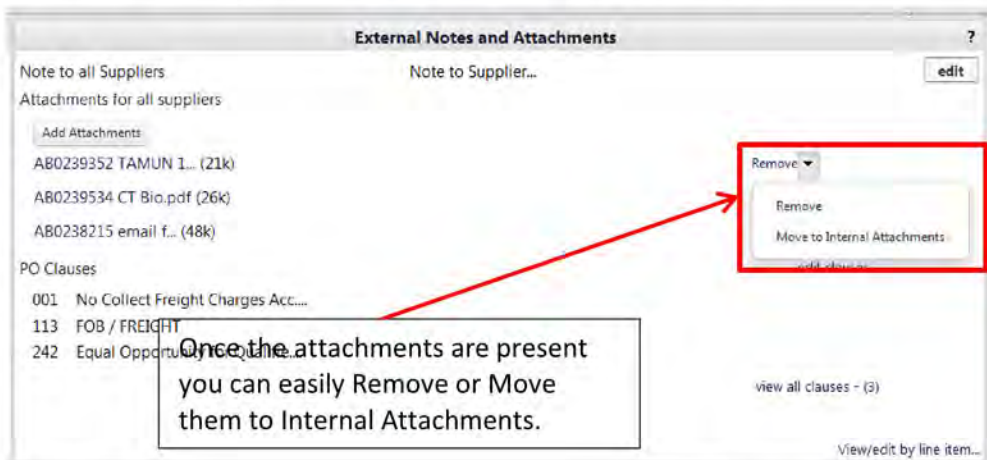
Shop   My Carts and Orders   Open My Active Shopping Cart ▾   Summary - 1107400 - Draft Requisition

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

⊕ Return to shopping cart   ⊕ Continue Shopping

⊙ **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 (2)   History

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

Hide header   Hide value descriptions

General			Shipping			Billing	
Ordering Department	02-GOLD (02-GOLD)	edit	Ship To		edit	Bill To	edit
Cart Name	CAG-Summus-Laptop		Attn Training Allocator15			Texas A&M University	
Share cart			TAMUG - CENTRAL RECEIVING			Financial Management Operations	
Prepared by	Training Allocator15		ROOM 102			ATTN: Accounts Payable	
Prepared for	Training Allocator15		1001 TEXAS CLIPPER RD			750 Agronomy Road - Suite 3101	
Cart Description/Purpose	Laptop for Dr. Jones		GALVESTON, TX 77554			6000 TAMU	
Order Category	1 - Regular		United States			College Station, TX 77843-6000	
Fund Type	Local					United States	
	Local		Delivery Options		edit		
Report Reference A			Ship Via	Best Carrier-Best Way		View/edit by line item...	
Report Reference B			Requested Delivery Date				
Pre-Pay & Add	x						
Route to Procurement Services	x		Buyer Information		edit		
Emergency (attach justification)	x		Buyer Buyer Email Buyer Phone Number				
Sole Source (attach justification)	x						
Contract Number							
Do Not Encumber	x		⊕ User does not have the necessary permissions to view the custom fields associated with this section.				
Start Date			View/edit by line item...				
End Date							
Rush the Pymt Process	x						
Special Payment Method							
Trade-In	x						
Create Asset Manually	x						
Add to Asset Number							
IFR (Item for Resale)	x						
Bypass Dept Allocator	x						

View/edit by line item...

Accounting Codes

Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	edit
2010	02 Texas A&M University	02-GOLD 02-The Gold Mine	02-237237-00000 Gold Mine Designated Account			

View/edit by line item...

Internal Notes and Attachments			External Notes and Attachments		
Internal Note	This is an Internal Note	edit	Note to all Suppliers	Note to Supplier...	edit
Internal Attachments			Attachments for all suppliers		
AB0085015 Email a... (78k)	remove		AB0205828 email f... (10k)	remove...	
add attachment...			add attachment...		
Original Requisition Requestor			PO Clauses		
Original Requisition Number			1 No Collect Freight Charges Acc....		
Original Requisition Name			113 FOB / FREIGHT		
			view all clauses - (2)		

View/edit by line item...

Supplier / Line Item Details

Hide line details   For selected line items Add To Favorites ▾ Go

SUMMUS INDUSTRIES ⚑ ☰ more info...   Contract Number   edit
02-SUMMUS INDUSTRIES edit   PO Number   To Be Assigned
245 COMMERCE GREEN BLVD, SUITE 155, SUGARLAND, TX 77478 US   Pricing Code
                                                 Quote number

Add non-catalog item for this supplier...   View/edit by line item...

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: 3/11/2014 10:22:23 AM
Line(s): 1

	Product Description		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price		
1	Latitude E6530;Dell Latitude E6530 ⊕ more info...		225-2672	EA	1,095.89	1 EA	1,095.89 USD		edit
	Manufacturer Name	Dell	Commodity Code	43211503	Internal Note				
	Manufacturer Part Number	225-2672		Notebook computers | 5760 <$500,	Internal Attachments				
	Supplier Part Auxiliary ID	1011108399839\1		5787 <$5k, 8435	add attachment...				
	more info...				External Note				
					Attachments for supplier				
					add attachment...				

Supplier subtotal   1,095.89
Shipping   0.00
Handling   0.00
Supplier total   1,095.89 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   1,095.89
Shipping   0.00
Handling   0.00
Total   1,095.89 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	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