

COMIS Computer Ordering Instructions

Contact Denise Townsend with any questions: X61764 or denise.townsend@med.uvm.edu

1) Within PeopleSoft Financials select **eProcurement > Requisition**



The University of Vermont

PeopleSoft Finance 9.2

Menu

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2) Select **Depot Catalog** on the Create Requisition page

Create Requisition ?

Welcome Denise Townsend

Home

Request Options

Search All

Enter search criteria or select from the menu on the right to begin creating your requisition.



Catalog

Browse Catalogs

Depot Catalog

Purchasing Category Tree

6) Type into the requisition name area: 'COMIS – the person's name you are ordering the computer for – department'

Checkout - Review and Submit

Review the item information and submit the req for approval.

 My Preferences  Requisition Settings

Requisition Summary

Business Unit	<input type="text" value="UVM01"/>	University of Vermont	Requisition Name	<input type="text" value="COMIS - Sandy Gauthier (CME)"/>
*Requester	<input type="text" value="dtownsen"/>	Denise Townsend	Priority	<input type="text" value="Medium"/>
*Currency	<input type="text" value="USD"/>			

Cart Summary: Total Amount 896.00 USD

- 7) Make sure to review and/or update the chart string to the **correct chart sting** to charge the order to
- 8) Once reviewing the requisition to make sure it is accurate, **click 'save and submit'**
- 9) **DO NOT CHECK BUDGET** – either click home or manage requisitions. The depot will approve of the order and you will receive a requisition confirmation email.

Confirmation

Your requisition has been submitted.

Requested For	Denise Townsend	Number of Lines	1
Requisition Name	COMIS - Sandy Gauthier (CME)	Total Amount	896.00 USD
Requisition ID	0000161539		
Business Unit	UVM01		
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		

 View printable version

 Edit This Requisition

 Check Budget


Depot Buyer

▼ **COMIS - Sandy Gauthier (CME):Pending**

Depot Buyer

Pending

Multiple Approvers
Depot Buyer



Apply Approval Changes

 Create New Requisition

 Manage Requisitions