Purchasing Computer Systems for COMIS use

1. You, or your budget manager, need to log into PeopleSoft.
2. On the left hand bar, navigate to eProcurement, Buyer Center, Create Requisition.
3. Be sure you click on item one along the top – Define Requisition.

4. Enter the requisition name in the format:
   a. COMIS – First Initial Last Name, Department
   b. **NOTE**: you must be sure to do this step as this is how the Computer Depot knows that you are a COMIS user. If done correctly, a Footprints entry will be created and assigned to the COMTS staff for proper set up and placement of the computer. If you have anything unique about this set up, you should call the COM Service Center (656-7300) with details one business day after placing the order in PeopleSoft.
5. Click the Continue button.
6. Enter "COMIS" into the Item ID field and click the Search button.

7. A screen will appear with approximately 7 choices similar to what you see below. Choose the item(s) you like, the quantity, and click the Add button.

8. Once you have all the items selected and added, click on the "Review and Submit" link at the bottom of the page. This will bring up a page similar to the following:

9. Click on the small arrow to the left of the Line Item.
   a. This allows you to change the chart string that this computer will be charged against.
   b. Be sure the chart string is accurate - if there are errors, the Computer Depot will be in touch to resolve..

10. Be sure to include the information on your custom quote.
    c. The Depot would have sent you a quote that contained a price and eQuote#. You must include this in the Notes section of the order.

11. List the eQuote#, the cost quoted and the name of the person who the computer is for including their department.
    d. Then Click OK

12. Here is your last chance to be sure all required information is included and accurate.
    e. Note the Line Description to be sure you ordered the computer system you intended.
    f. Be sure the quantity and price are accurate.
13. When you are done, click the Save & Submit button.
    g. This will generate a Requisition number which you will need to note down. You may call either the Computer Depot or the COM Service Center and receive status on the computer order and deployment by referencing this number.
    h. Once you see the Requisition number (at the time of this writing the req # is in the format 000007XXXXX where the X's are numbers that are increased by one with each new req entered into the *entire* PeopleSoft system), you are finished. Do not click "Check Budget" or any other item. Either Log out if you are done or return to Create Requisition on the left hand side to order additional items.