## 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.

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Buyer Center     Create Requisition     Manage Requisitions	Create Requisition           I. Define Requisition         Image: Add Items and Services	2. Deview and Submit
Approve Requisitions     Receive Items     Procurement Card Center     Reports     My Profile	A Define Requisition     Constraints     Constraints	3. Review and Submit
Services Procurement     Grants     III	Requester: Darcy Pientka Requisition Name: COMIS - S Smith, Medicine	*Currency: USD Q Priority: Medium 🗸
Requisition Summary There are no lines on this request. Please add new line in order to	Line Defaults Continue	
Total Lines: 0 Total Amount (USD): 0		

- 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.

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6. Enter "COMIS" into the Item ID field and click the Search button.

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Buyer Center     Create Requisition     Manage Requisitions     Approve Requisitions     Receive Items	Create Requisition           L Define Requisition         2. Add Items and Services         3. Review and Submit
- Procurement Card Center	Add lines to the requisition, specifying the information necessary to procure each item or service.
- Reports	
- My Profile	Search: Q Search
Services Procurement     Grants	Catalog Favorites Templates Forms Web Special Request
I III F	Browse Catalog
	Select a catalog: Purchasing Category Tree     Choose from available     catalogs in the dropdown list
Requisition Summary There are no lines on this request. Please add new line in order to save this requisition.	<ul> <li>Left Right D ALL_UVM_CATEGORIES</li> <li>Navigate categories by cicking folders</li> <li>New items in a category by cicking the category mame</li> <li>Use the checkboxes to select categories to search below</li> </ul>
Total Lines: 0	
Total Amount (USD): 0	Search Catalog
	Search contains all of the following search fields entered: Description: Manufacturer: Manufacturer's Item ID:
	Vendor:
	Vester rem ID:
	Item ID: COMIS
	UPIND.
	Include Images
	Review and Submit

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.

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Procurement ▲ ▶ Buyer Center ▲	Manufacturer's Item ID:							
- Create Requisition	Vendor:							
- Manage Requisitions	Vendor Item ID:							
- Approve Requisitions - Receive Items	Item ID: COM							
- Procurement Card Center	UPN ID:							
- Reports								
<u>My Profile</u> Services Procurement	Include Images							
Grants	7 Results							
4	Sort Items:					Sh	ow Imag	es
	Item Description -			First			of 7	Last
Requisition Summary				1134		1 - 1	017	
There are no lines on this	Details [tem Ds 🖽							
request. Please add new line in order to	tem Description	Vendor	Mfg Name	Price	Curr	MOL	Quam	
save this requisition.	Call	e Computer Depot		0.000	USD E	Each	1.000	📜 Add
Total Lines: 0 Total Amount (USD): 0	Latitude E6320,2.70GHZ,4GB,320	Computer Depot		1489.000	USD E	Each	1.000	Add
	E6320,2.7GHZ,4GB,320G	Computer Depot		2049.000	USD E	Each	1.000	HAD AD
	Latitude E6420. 2.7GHz/4GB/320	Computer Depot		1877.000	USD E	Each	1.000	H Add
	Latitude E6420, 2.7GHz/4GB/320	Computer Depot		1318.000	USD E	Each	1.000	HAD AD
	DetiPlex 790/D, 3.4GHz/4GB/500	Computer Depot		949.000	USD E	Each	1.000	📑 Add
	DetiPlex 790/D, 3.4GHz/4GB/500	Computer Depot		1260.000	USD E	Each	1.000	📜 Add
	Select All / Deselect All							
-	📫 🕅 🍂 Add to favo	orites 🤷 🕵 Con	npare					
-	Review and Submit							

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:

			ty of Vern	nont												
		Peopl	eSoft.													
Þ	Procurement Buyer Center	Î,	reate Requ	icition												
- 1	Create Requisition Manage Requisitions		-	e Requisit	tion	E:	2. Add Ite	ems and Serv	lices	1	3. Review	and Subr	nit			
	Approve Requisitions Receive Items Procurement Card Center	Po Po	view the details of													
	Reports My Profile		usiness Unit:	UVM01	Univers	sity of Vermon	·									
⊳ Se	ervices Procurement rants	-	equester:	dpientka				cy Pientka		,	Currency:	USD	Q			
<	III	▶ R	isition Name:	COMIS -	S Smith, Me	dicine					Priority:	Mediur	n 🔻			
Rec	quisition Summary	R	isition Lines	-41					0						_	
De	scription Qty UOP		<u>Line</u> <u>Descrip</u> ⊽ □ 1 Latitude		7GHZ/4GB/3		Vendor N Computer		Quantity	<u>001</u>	_	Price 1.489.00		otal 9.00 📑 (	0	
	GHZ/4GB/					-						1,400.00	о I,40	0.00 0	-	
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lota	al Amount (USD): 1,489.0		Shipping Line		Due D		000071 🔍	Quantit	ty: 1.0000 Shipping Add					1		
			Status:	Active Darcy Pie	*Ship	10: 0000			Shipping Aug	1635						
			Attention:	Darcy Fie	anna											
			*Distribute by		<ul> <li>Spee</li> </ul>	dChart:	Q									
			Accounting Line Chartfields1	es Details	Asset Info	rmation										
			Line St	atus	Dist Type	*Location	Quantity	Percent		GL Unit		Oper Unit	Dept		Fund Affil	Source
	•		1 Op	ben		0000000	1.0000	100.0000	1,489.00	UVM01	Q 80014	२ 🔽 🔍	00000 🔍	000 🔍	Q	000000 Q
			Select All / De	eselect All							Total Amou	nt: 1,4	39.00 USD			
			🖵 📌 🛛 Add to	favorites	Mod 🔜	ify Line / Shipp	oing / Account	ing 📋 Del	ete							
			Save as Template													
	_		•		preview app	orovals 🗙 (	Cancel requis	ition	Find more	items						

- 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.

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Buyer Center – Create Requisition	Create Requisition								
Manage Requisitions     Approve Requisitions	1. Define Requisition 2. Add Items and Services 3. Review and Submit								
- <u>Receive Items</u> - <u>Procurement Card Center</u>	Review the details of your requisition, make any necess	Review the details of your requisition, make any necessary changes, and submit it for approval.							
	Business Unit: UVM01 University of Vermo	ont							
Services Procurement	Requester: dpientka	Darcy Pientka	*Currency: USD	Q					
	Requisition Name:		Priority: Medium 💌	1					
Requisition Summary	Requisition Lines								
Description Qty UOM COMIS-Dell Custom 1 EA	Line Description	Vendor Name Quantit	ty <u>UOM</u> <u>Price</u>	Total					
Quote	COMIS-Dell Custom Quote - C	Computer Depot 1.0	000 Each 0.000	0.00 🖺 🖓					
Total Lines: 1	E Colort All (Decolort All								
Total Amount (USD): 0	Select All / Deselect All		Total Amount:	USD					
	Add to favorites 🔜 Modify Line / Shi	pping / Accounting 🗍 Delete							
	Save as Template								
	Save & submit Save & preview approvals	Cancel requisition Find mor	<u>e items</u>						

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

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Buyer Center	Create Reguisition
<ul> <li>Create Requisition</li> </ul>	i
- Manage Requisitions	Line Comments
Approve Requisitions     Receive Items	
- Procurement Card Center	
- Reports	Line Description Quantity Unit Price
- My Profile	1 COMIS-Dell Custon, Suote - C 1.0000 Each USD
Services Procurement	eQuote #22222222, \$1978
	For J Smith, Medicine
Requisition Summary	
Description Qty UOM	
COMIS-Dell Custom 1 EA	
Quote	Send to Vendor Show at Receipt Show at Voucher
Total Lines: 1	Add Attachment
Total Amount (USD): 0	
	OK Cancel

- 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.