

# 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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**Create Requisition**

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: UVM01 University of Vermont

Requester: [redacted] Darcy Pientka \*Currency: USD

Requestion Name: **COMIS - S Smith, Medicine** Priority: Medium

Line Defaults

Continue

Requisition Summary  
There are no lines on this request.  
Please add new line in order to save this requisition.

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

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Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [redacted] Search

Search Catalog

\*Select a catalog: Purchasing Category Tree

Choose from available catalogs in the dropdown list  
Navigate categories by clicking folders  
View items in a category by clicking the category name  
Use the checkboxes to select categories to search below

Search Catalog

Search contains all of the following search fields entered:

Description: [redacted]  
Manufacturer: [redacted]  
Manufacturer's Item ID: [redacted]  
Vendor: [redacted]  
Vendor Item ID: [redacted]  
**Item ID: COMIS**  
UPN ID: [redacted]

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.

The screenshot shows the 'Create Requisition' interface. The 'Manufacturer's Item ID' is 'COMIS'. The search results table is as follows:

Item Description	Vendor	Mfg Name	Price	Curr	UOM	Quantity	Actions
COMIS-Dell Custom Quote Call	Computer Depot		0.000	USD	Each	1,000	Add
Latitude E6320, 2.70GHZ, 4GB, 320G	Computer Depot		1489.000	USD	Each	1,000	Add
Latitude E6320, 2.7GHZ, 4GB, 320G	Computer Depot		2049.000	USD	Each	1,000	Add
Latitude E6420, 2.7GHZ/4GB/320	Computer Depot		1877.000	USD	Each	1,000	Add
Latitude E6420, 2.7GHZ/4GB/320	Computer Depot		1318.000	USD	Each	1,000	Add
OptiPlex 790/D, 3.4GHZ/4GB/500	Computer Depot		949.000	USD	Each	1,000	Add
OptiPlex 790/D, 3.4GHZ/4GB/500	Computer Depot		1260.000	USD	Each	1,000	Add

Buttons at the bottom: Add, Add to favorites, Compare. Link: 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:

The screenshot shows the 'Review and Submit' stage of the requisition. The 'Requisition Lines' table is as follows:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Latitude E6320 2.7GHZ/4GB/320G	Computer Depot	1,000	Each	1,489.000	1,489.000

The 'Accounting Lines' table is as follows:

Line	Status	Dist Type	Location	Quantity	Percent	Amount	GL Unit	Account	Oper Unit	Dept	Fund	Fund Affil	Source
1	Open		000000C	1.0000	100.0000	1,489.00	UVM01	80014	00	00000	000		000000

Buttons at the bottom: Save as Template, Save & submit, Save & preview approvals, Cancel requisition, Find more Items.

9. Click on the small arrow to the left of the Line Item.
- This allows you to change the chart string that this computer will be charged against.
  - 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.

The screenshot shows the 'Create Requisition' interface in PeopleSoft. The 'Requisition Lines' table is as follows:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	COMIS-Dell Custom Quote - C	Computer Depot	1.0000	Each	0.000	0.000

The 'Requisition Summary' on the left indicates 1 total line and a total amount of 0 USD.

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

The screenshot shows the 'Line Comments' interface. The 'Line Comments' table is as follows:

Line	Description	Quantity	Unit	Price
1	COMIS-Dell Custom Quote - C	1.0000	Each	USD

The comment text is: eQuote #22222222, \$1978 For J Smith, Medicine

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.