

On eShop orders based on a supplier quote or proposal, please be sure to attach the quote or proposal as an “External Attachment”, so that the supplier receives a copy of the quote along with the Purchase Order terms and conditions.

The screenshot shows a web browser window displaying a requisition summary page. The browser's address bar shows the URL: https://solutions.sciquest.com/apps/Router/ReqSummary?ReqId=40667159&NavLevel1=Nav_Approvals&NavLevel2=Nav_MyApprovals&ResultsSelectedId=40667159_1&NavDataKey=1372088436566neo.sciquest.com:203&xtmstp=1372088462730. The page title is "Summary - Requisition 40667159".

The main content area is divided into several sections:

- General:** Status: Pending Final Review (6/24/2013 9:26 AM). Cart Name: 2013-06-18 mgann 01. Description: no value. Prepared by: Matthew Gann. Invoice Already Exists: X. PCard Order: X.
- Shipping:** Ship To: Contact Name Matthew Gann, Dept: Chancellor Office, 1415 Murfreesboro RD, STE 340, Nashville, TN 37217-3733, United States. Delivery Options: Expedite, Ship Via: Best Carrier-Best Way (no value), Req Delivery.
- Billing:** Bill To: Accounts Payable, Tennessee Board of Regents, 1415 Murfreesboro Road, Suite 344, Nashville, TN 37217, United States. Credit Card Info: No credit card has been assigned. Billing Options: Accounting Date: 6/24/2013.
- Accounting Codes:** Fund: 110001 (TBR Undesignated E&G), Program: 450 (Institutional Support), Activity: no value, Location: no value.
- Internal Notes and Attachments:** Internal Note: no note. Internal Attachments: Apple Proposal (11k) (add attachment...).
- External Notes and Attachments:** Note to all Suppliers, Attachments for all suppliers (add attachment...).
- Supplier / Line Item Details:** Supplier: Apple Computer, Inc. PO Number: To Be Assigned. Product Description: 1 AirPort Time Capsule - 3TB. Catalog No: ME182LL/A. Size / Packaging: EA. Unit Price: 379.00. Quantity: 1 EA. Ext. Price: 379.00 USD. Supplier subtotal: 379.00 USD.

A red callout box with white text is overlaid on the page, pointing to the "External Notes and Attachments" section. The text in the callout box reads: "The Apple Proposal should be included as an 'External Attachment' not an 'Internal Attachment'".

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