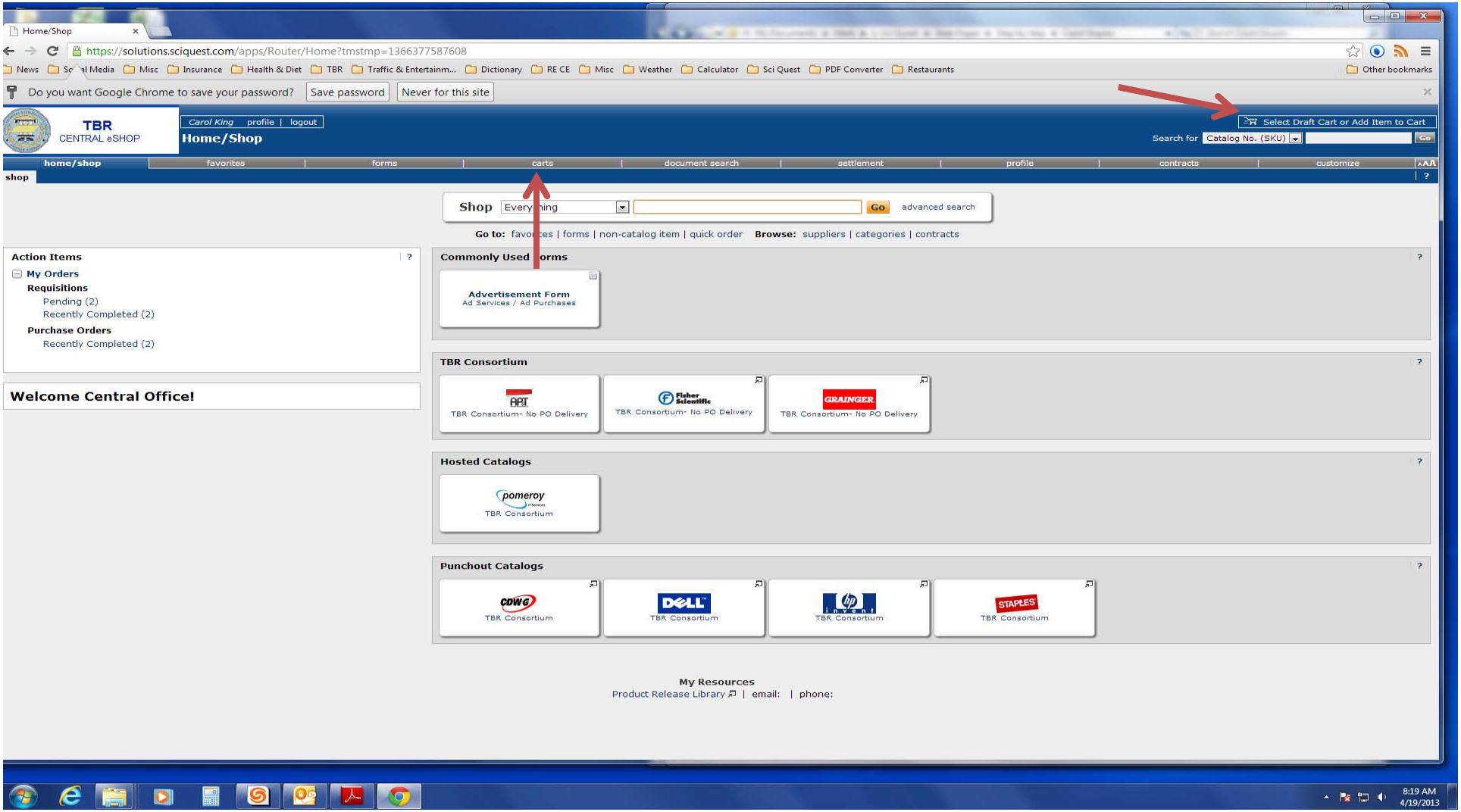
TBR
CENTRAL eSHOP

Training Presentation

Submitting a Requisition



The training for submitting a requisition begins with the creation of a shopping cart. As a Requestor, you may have created the cart or a Shopper may have created the cart and assigned the cart to you. Either way, you see what carts you have by clicking on the Carts tab on the Navigation Tabs bar or the carts window in the top right of the screen.

Cart - Draft Requisition

https://usertest.sciquest.com/apps/Router/SimpleCart?ReqId=920693&tmstmp=1366660730582

TBR CENTRAL eSHOP

Mark Hodges profile | logout

Cart - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

Shopping Cart for Mark Hodges

Name this cart: 2013-02-07 mhodges 02

Have you made changes? Update

Continue Shopping

33 Item(s) for a total of 98.67 USD

Proceed to Checkout or Assign Cart

Help | Add Non-Catalog Item | Empty cart | Perform an action on (0 items selected)... Select All

Staples Business Advantage more info...

Add Non-Catalog Item

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? MODIFY ITEMS | VIEW ITEMS Item(s) was retrieved on: 2/7/2013 10:56:43 AM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Feb 7, 2013 Remove Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk Part Number 233593 Manufacturer Info 23631 - (STAPLES) Contract 102 more info... 102_Staples change... Commodity Code 645 Paper for Office and Print Shop Use	2.99 USD PK change price...	33 Update	98.67 USD

See configuration for this requisition

view carts

view cart history

https://usertest.sciquest.com/apps/Router/ReqCart?tmstmp=1366660728419

2:59 PM 4/22/2013

From this page, you can remove the cart if it was created in error, name the cart or Proceed to Checkout.

Shipping - Draft Requisitio

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=2&tmstmp=1366662745073

TBR CENTRAL eSHOP

Mark Hodges profile | logout

Shipping - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Shipping address

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Shipping

These values apply to all lines unless specified by line item

Ship To edit

Shipping address: no address — Required field

Delivery Options edit

Expedite: ✗

Ship Via: Best Carrier-Best Way

Req Delivery: no value

For selected line items Add To Favorites Go

Staples Business Advantage more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD

Ship To (same as header) edit

Delivery Options (same as header) edit

Supplier subtotal 98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67

Total 98.67 USD

See configuration for this requisition

3:38 PM 4/22/2013

Once you select Submit Requisition, the next step is to fill in the Shipping, Billing and Accounting Codes information.

Please note that if the Ship To and Bill To addresses have been set, as covered on slides 9 – 13 of the of the User Registration and Login Training Presentation, it will not be necessary to fill in the Shipping and Billing information.

Shipping - Draft Requisitic

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=2&tmstmp=1366662745073

News | Social Media | Misc | Insurance | Health & Diet | TBR | Traffic & Entertainm... | Dictionary | RE CE | Misc | Weather | Calculator | Sci Quest | PDF Converter | Restaurants | Other bookmarks

TBR CENTRAL eSHOP

Mark Hodges profile | logout

Shipping - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Shipping address

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Shipping

These values apply to all lines unless specified by line item

Ship To edit

Shipping address: no address — Required field

Delivery Options edit

Expedite: ✗

Ship Via: Best Carrier-Best Way

Req Delivery: no value

For selected line items Add To Favorites Go

Staples Business Advantage more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD

Ship To (same as header) edit

Delivery Options (same as header) edit

Supplier subtotal 98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

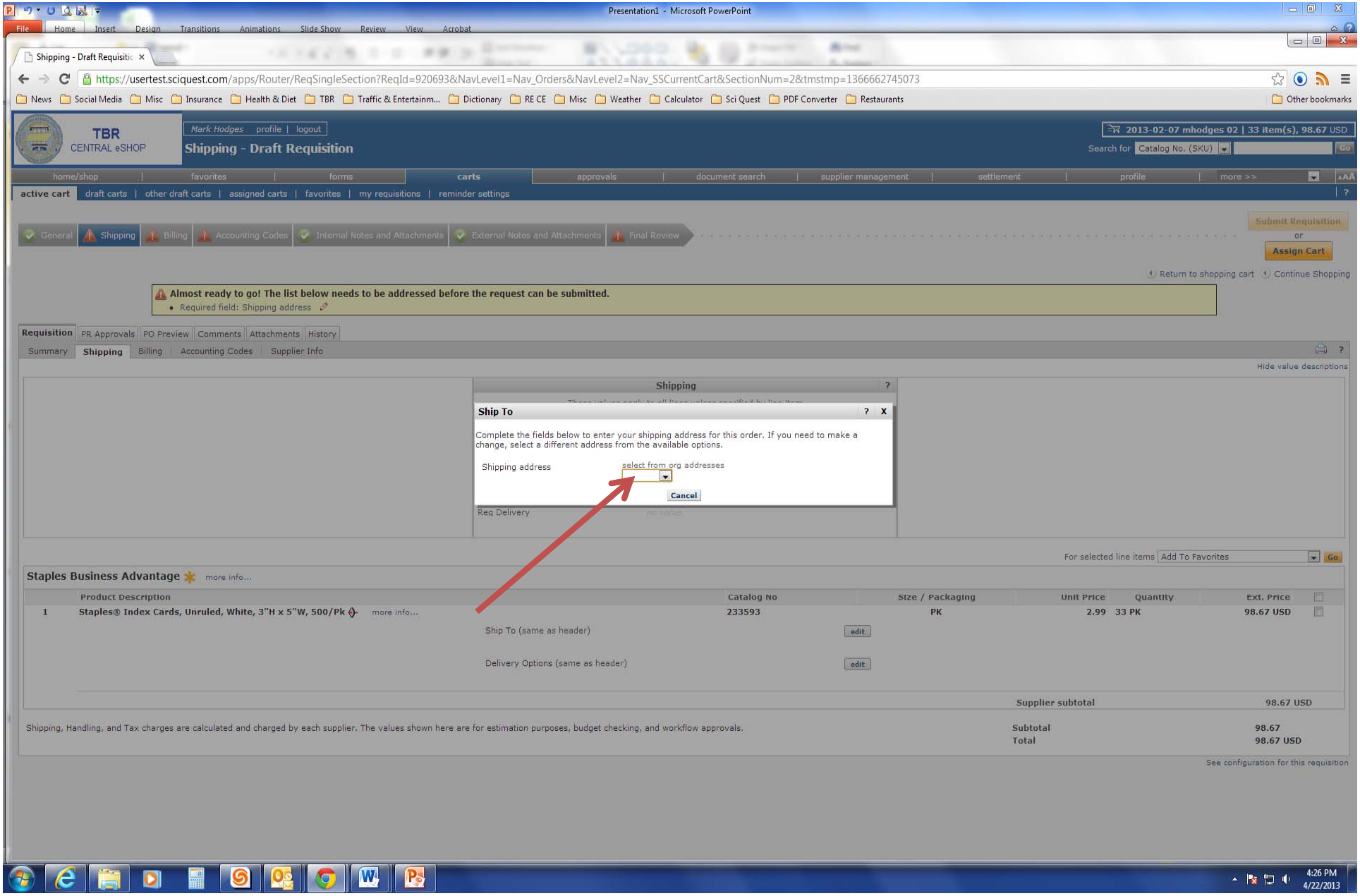
Subtotal 98.67

Total 98.67 USD

See configuration for this requisition

3:38 PM 4/22/2013

Click edit in the Shipping box to fill in the required shipping information.



A Ship To box will pop up with a drop menu. Select the correct suite number for the order to be shipped to.

Document10 - Microsoft Word

Shipping - Draft Requisitic

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=2&tmstmp=1366662745073

News | Social Media | Misc | Insurance | Health & Diet | TBR | Traffic & Entertainm... | Dictionary | RE CE | Misc | Weather | Calculator | Sci Quest | PDF Converter | Restaurants | Other bookmarks

TBR CENTRAL eSHOP

Mark Hodges profile | logout

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Shipping - Draft Requisition

Search for Catalog No. (SKU) Go

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active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Shipping address

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Shipping

Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address: select from org addresses MUF346

Address Details

Contact Name: Mark Hodges

Dept: Purchasing and Contracts

Address Line 1: 1415 Murfreesboro Rd.

Address Line 2: Suite 346

City: Nashville

State: TN

Zip Code: 37217

Country: United States

Save this address for future use

Save | Cancel

For selected line items Add To Favorites Go

Staples Business Advantage more info...

	Product Description	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	PK	2.99	33 PK	98.67 USD

Delivery Options (same as header) edit

Supplier subtotal 98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67

Total 98.67 USD

See configuration for this requisition

4:27 PM 4/22/2013

Once you have selected the appropriate suite, click on save.

Document10 - Microsoft Word

Shipping - Draft Requisitio

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=2&ScrollX=0&ScrollY=0&tmstmp=1366666083588

TBR CENTRAL eSHOP

Mark Hodges profile | logout

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Shipping - Draft Requisition

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: Billing. Go straight to the end: Final Review.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Shipping

These values apply to all lines unless specified by line item

Ship To edit

Shipping address

Contact Name Mark Hodges
Dept: Purchasing and Contracts
1415 Murfreesboro Rd.
Suite 346
Nashville, TN 37217
United States

Delivery Options edit

Expedite ✗

Ship Via Best Carrier-Best Way

Req Delivery no value

For selected line items Add To Favorites Go

Staples Business Advantage more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD
	Ship To (same as header) edit					
	Delivery Options (same as header) edit					
				Supplier subtotal		98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67
Total 98.67 USD

See configuration for this requisition

4:28 PM 4/22/2013

Notice shipping has changed from red to green. Next the Billing must be filled in. Billing can be selected from three different locations.

Document10 - Microsoft Word

Billing - Draft Requisition

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=3&tmstmp=1366666083946

TBR CENTRAL eSHOP

Mark Hodges profile | logout

Billing - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Billing address

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Billing

These values apply to all lines unless specified by line item

Bill To edit

Billing address: no address — Required field

Billing Options edit

Accounting Date: no value

For selected line items Add To Favorites Go

Staples Business Advantage more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD
			Bill To (same as header)			edit
			Billing Options (same as header)			
			Supplier subtotal			98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

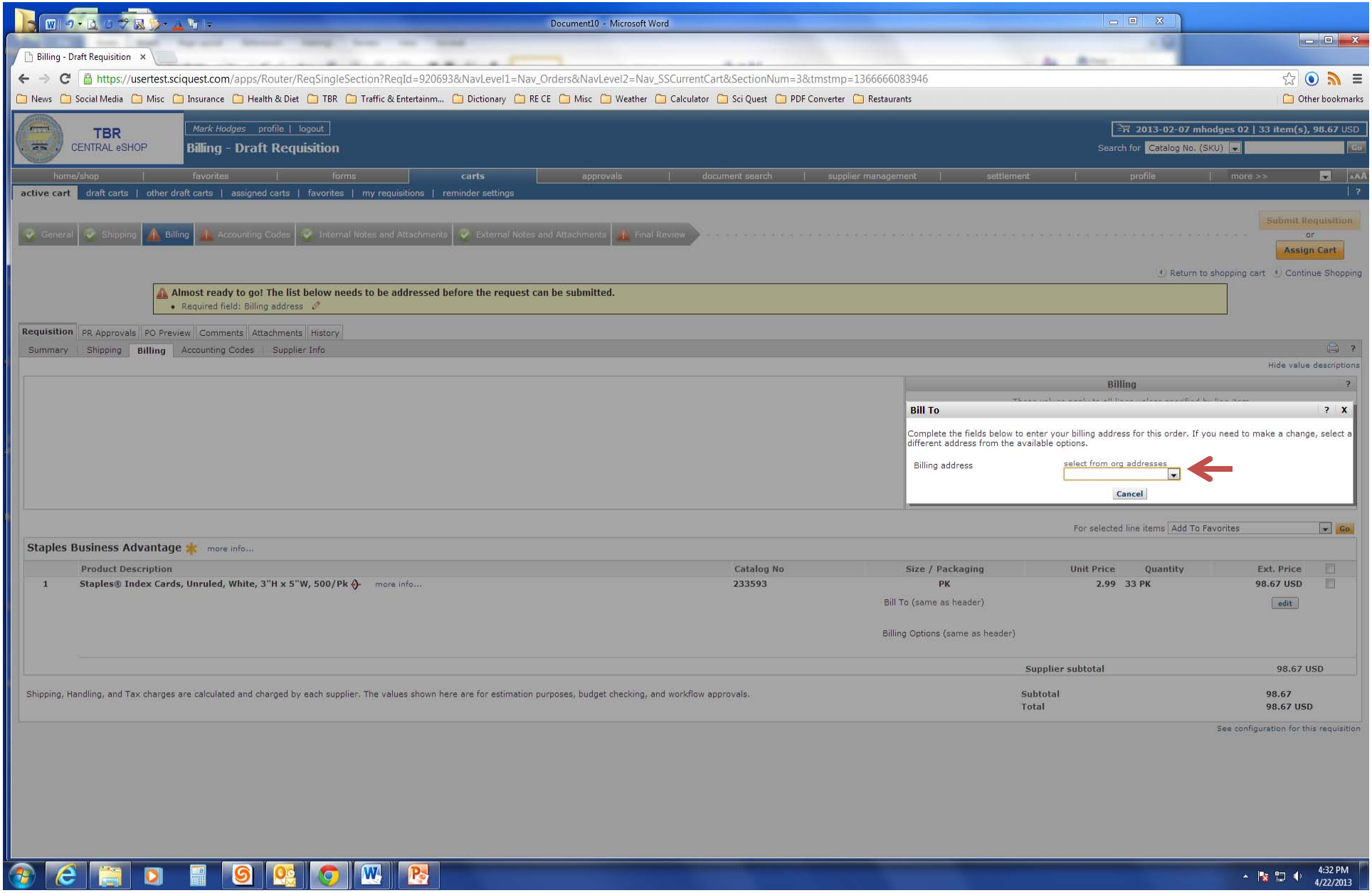
Subtotal 98.67

Total 98.67 USD

See configuration for this requisition

4:31 PM 4/22/2013

When you select on Billing the Billing box to the right opens up and displays an edit button to click.



Clicking on the edit button in the Bill To box opens up a drop down menu. Select Accounts Payable.

Document10 - Microsoft Word

Billing - Draft Requisition

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=3&tmstmp=1366666083946

TBR CENTRAL eSHOP

Mark Hodges profile | logout

Billing - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Billing address

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Staples Business Advantage more info...

	Product Description	Catalog No
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593

Supplier Subtotal 98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67

Total 98.67 USD

See configuration for this requisition

Billing

Bill To

Complete the fields below to enter your billing address for this order. If you need to make a change, select a different address from the available options.

Billing address — select from org addresses: Accounts Payable

Address Details

Contact Line 1	Accounts Payable
Contact Line 2	Tennessee Board of Regents
Address Line 1	1415 Murfreesboro Road
Address Line 2	Suite 344
City	Nashville
State	TN
Zip Code	37217
Country	United States

Save this address for future use

Save | Cancel

4:33 PM 4/22/2013

Once you click on Accounts Payable, click on save.

Billing - Draft Requisition

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=3&ScrollX=0&ScrollY=0&tmstmp=1366666458029

TBR CENTRAL eSHOP

Mark Hodges profile | logout

Billing - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: Accounting Codes. Go straight to the end: Final Review.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Billing

These values apply to all lines unless specified by line item

Bill To edit

Billing address

Accounts Payable
Tennessee Board of Regents
1415 Murfreesboro Road
Suite 344
Nashville, TN 37217
United States

Billing Options edit

Accounting Date no value

For selected line items Add To Favorites Go

Staples Business Advantage more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD
			Bill To (same as header)			edit
			Billing Options (same as header)			
			Supplier subtotal			98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67
Total 98.67 USD

See configuration for this requisition

4:34 PM 4/22/2013

Next the Accounting Codes must be filled in. Like Shipping and Billing, the Accounting Codes can be selected from three different locations.

Document10 - Microsoft Word

Accounting Codes - Draft

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=4&tmstmp=1366666458412

News | Social Media | Misc | Insurance | Health & Diet | TBR | Traffic & Entertainm... | Dictionary | RE CE | Misc | Weather | Calculator | Sci Quest | PDF Converter | Restaurants | Other bookmarks

TBR CENTRAL eSHOP

Mark Hodges profile | logout

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Accounting Codes - Draft Requisition

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

This sections contains organizational Accounting information that is captured with each request.

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Fund
- Required field: Organization

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Accounting Codes

These values apply to all lines unless specified by line item

edit

Fund	Organization	Account	Program	Activity	Location
no value Required field	no value Required field	no value Required field	450 Institutional Support	no value	no value

For selected line items Add To Favorites Go

Staples Business Advantage more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD
	Accounting Codes (same as header)					edit
				Supplier subtotal		98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67

Total 98.67 USD

See configuration for this requisition

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=4&tmstmp=1366666538389

4:35 PM 4/22/2013

Click on the edit button in the Accounting Codes box.

Document10 - Microsoft Word

Accounting Codes - Draft

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=4&tmstmp=1366666458412

News | Social Media | Misc | Insurance | Health & Diet | TBR | Traffic & Entertainm... | Dictionary | RE CE | Misc | Weather | Calculator | Sci Quest | PDF Converter | Restaurants | Other bookmarks

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Accounting Codes - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

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General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Fund
- Required field: Organization

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Accounting Codes

These values apply to all lines unless specified by line item

Accounting Codes

Fund	Organization	Account	Program	Activity	Location	add split
Select from profile values... Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field	450 Select from profile values... Select from all values... Clear selected value...			

Save | Cancel

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD
	Accounting Codes (same as header)					edit

Supplier subtotal 98.67 USD

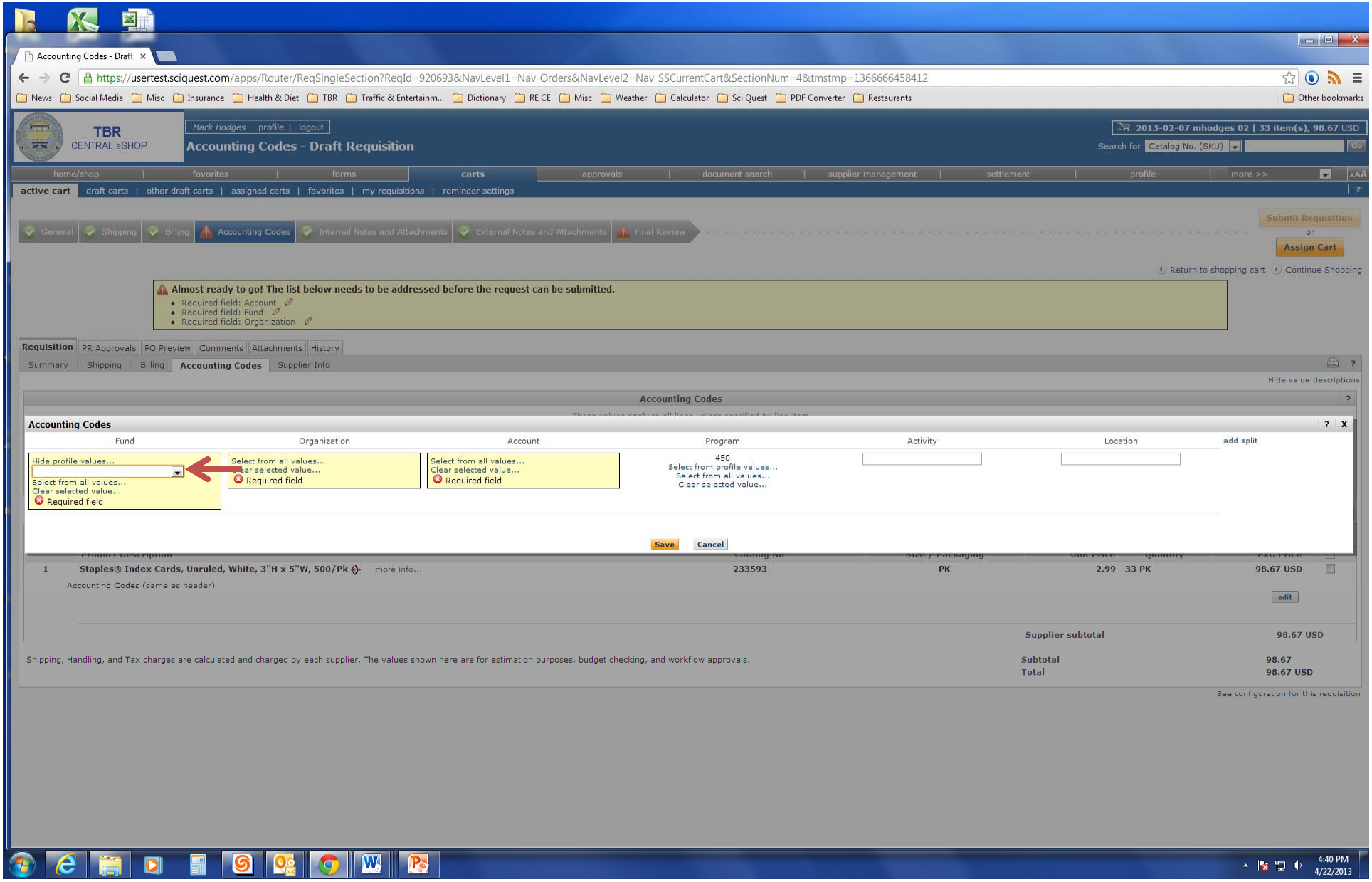
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67
Total 98.67 USD

See configuration for this requisition

4:37 PM 4/22/2013

Select from Profile Values for Fund.



Notice the drop down menu in the Fund box. Scroll down and select the appropriate fund value.

Document10 - Microsoft Word

Accounting Codes - Draft

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=4&tmstmp=1366666458412

News | Social Media | Misc | Insurance | Health & Diet | TBR | Traffic & Entertainm... | Dictionary | RE CE | Misc | Weather | Calculator | Sci Quest | PDF Converter | Restaurants | Other bookmarks

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Accounting Codes - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

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Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Fund
- Required field: Organization

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Accounting Codes

Accounting Codes

Fund	Organization	Account	Program	Activity	Location	add split
110001 Select from profile values... Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field	450 Select from profile values... Select from all values... Clear selected value...			

Save | Cancel

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD
	Accounting Codes (same as header)					edit
				Supplier subtotal		98.67 USD

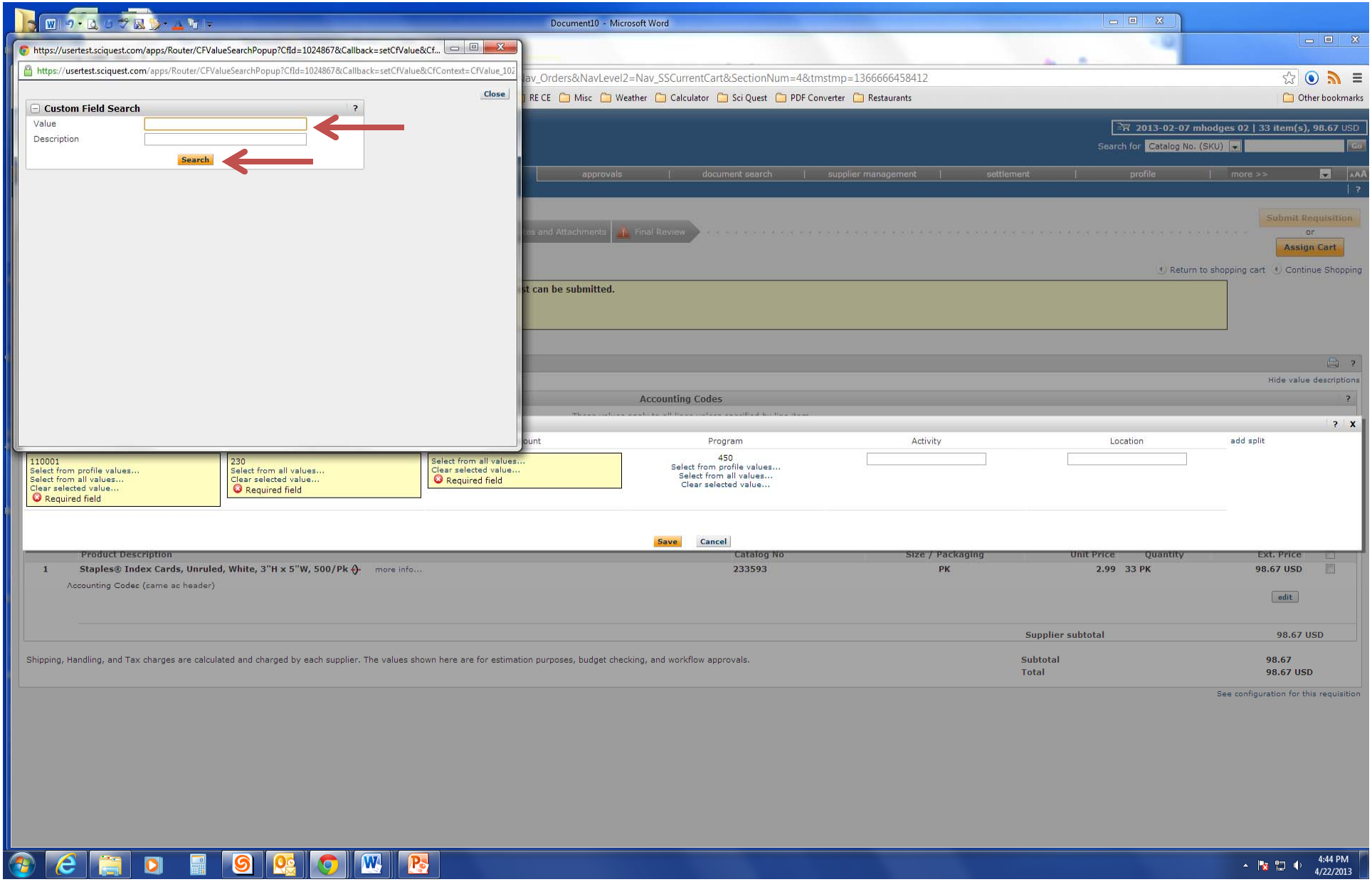
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67
Total 98.67 USD

See configuration for this requisition

4:41 PM 4/22/2013

Select from All Values on Organization. Once again a drop box will appear. Select the appropriate Org value.



If you know the correct Organization value, type it in the Value box and hit search, then select. If you do not know the correct Organization value, leave the value box blank and hit search and they will all appear. Scroll down until you find the correct Organization value and hit select.

Document10 - Microsoft Word

Accounting Codes - Draft

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=4&tmstmp=1366666458412

TBR CENTRAL eSHOP

Mark Hodges profile | logout

Accounting Codes - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Fund
- Required field: Organization

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Accounting Codes

Accounting Codes

Fund	Organization	Account	Program	Activity	Location	add split
110001 Select from profile values... Select from all values... Clear selected value... Required field	230 Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field	450 Select from profile values... Select from all values... Clear selected value...			

Save | Cancel

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD
	Accounting Codes (same as header)					edit
				Supplier subtotal		98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67
Total 98.67 USD

See configuration for this requisition

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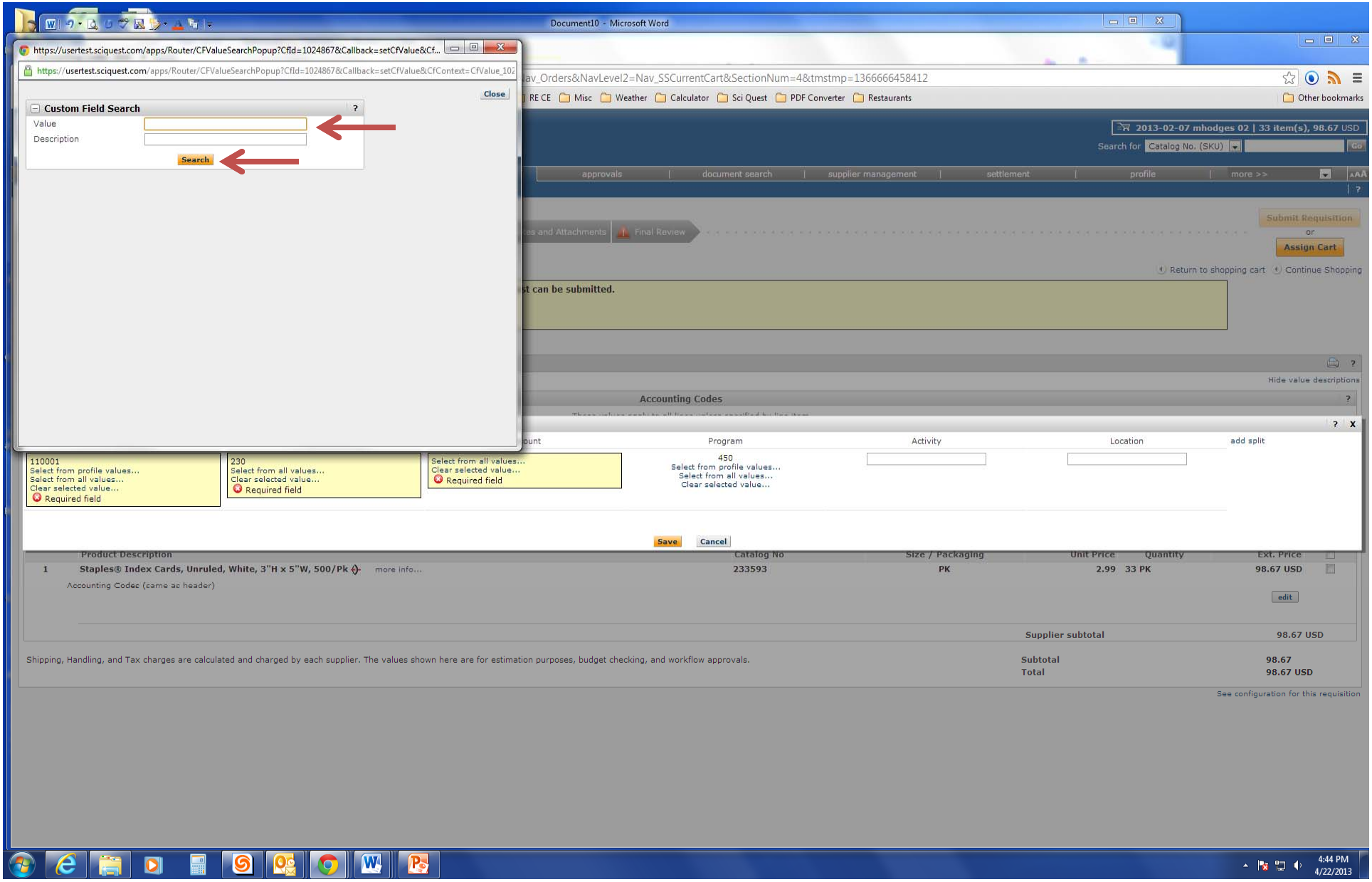
Select from All Values on Account. This time a drop down menu will not appear.



If you know the correct Account value, type it in the Value box and hit search, then select. If you do not know the correct Account value, leave the value box blank and hit search and they will all appear. Scroll down until you find the correct Account value and hit select.

Document10 - Microsoft Word

Accounting Codes - Draft

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=4&tmstmp=1366666458412

News | Social Media | Misc | Insurance | Health & Diet | TBR | Traffic & Entertainm... | Dictionary | RE CE | Misc | Weather | Calculator | Sci Quest | PDF Converter | Restaurants | Other bookmarks

TBR CENTRAL eSHOP

Mark Hodges profile | logout

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Accounting Codes - Draft Requisition

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Fund
- Required field: Organization

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Accounting Codes

Accounting Codes

Fund	Organization	Account	Program	Activity	Location	add split
110001 Select from profile values... Select from all values... Clear selected value... Required field	230 Select from all values... Clear selected value... Required field	74500 Select from all values... Clear selected value... Required field	450 Select from profile values... Select from all values... Clear selected value...			

Save | Cancel

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD

Accounting Codes (same as header)

edit

Supplier subtotal 98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67

Total 98.67 USD

See configuration for this requisition

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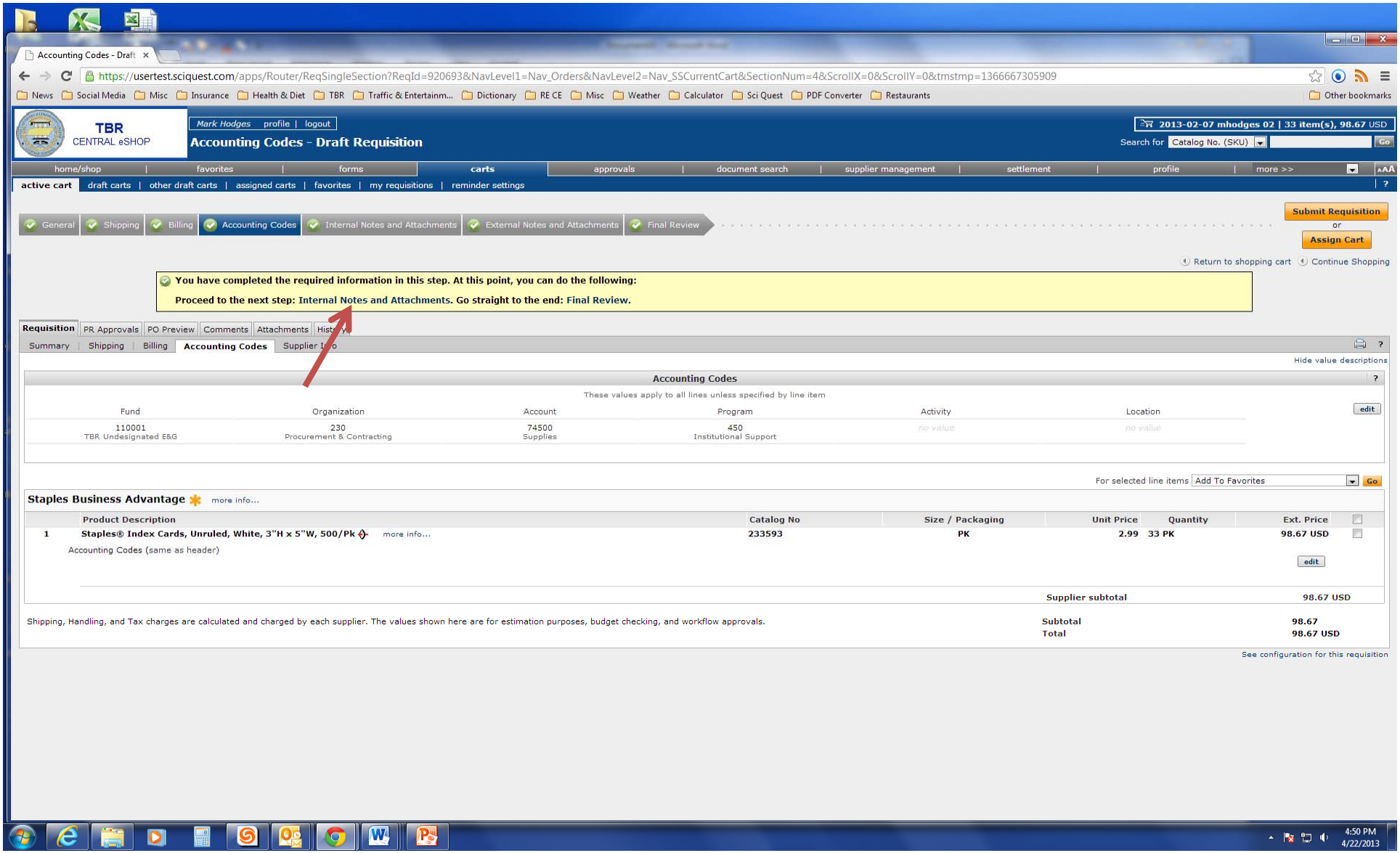
With the Fund, Organization and Account codes in place, hit save.



Click on Internal Notes and Attachments to add pertinent notes and/or to add supporting documentation such as invoices. Please note, Internal Notes and Attachments do not go to the vendor. These are only available to approved TBR Central eSHOP users.

Internal Notes and Attach

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=5&tmstmp=1366667306048

News | Social Media | Misc | Insurance | Health & Diet | TBR | Traffic & Entertainm... | Dictionary | RE CE | Misc | Weather | Calculator | Sci Quest | PDF Converter | Restaurants | Other bookmarks

TBR CENTRAL eSHOP

Mark Hodges profile | logout

Internal Notes and Attachments - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: External Notes and Attachments. Go straight to the end: Final Review.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Internal Notes and Attachments

These values apply to all lines unless specified by line item

Internal Note — no note — edit

Internal Attachments

add attachment...

For selected line items Add To Favorites Go

Staples Business Advantage more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD
	Internal Note — no note — edit					
				Supplier subtotal		98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67

Total 98.67 USD

See configuration for this requisition

4:52 PM 4/22/2013

Click on External Notes and Attachments if you have notes and/or attachments that need to go to the supplier, such as the supplier's quote. Please note, if you add these to Internal Notes and Attachments, the Supplier will note see them.

Internal Notes and Attach

https://usertest.sciquest.com/apps/Router/ReqSingleSection?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&SectionNum=5&tmstmp=1366667306048

News | Social Media | Misc | Insurance | Health & Diet | TBR | Traffic & Entertainm... | Dictionary | RE CE | Misc | Weather | Calculator | Sci Quest | PDF Converter | Restaurants | Other bookmarks

TBR CENTRAL eSHOP

Mark Hodges profile | logout

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Internal Notes and Attachments - Draft Requisition

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition
or
Assign Cart

Return to shopping cart | Continue Shopping

You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: External Notes and Attachments. Go straight to the end: Final Review.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide value descriptions

Internal Notes and Attachments

These values apply to all lines unless specified by line item

Internal Note no note edit

Internal Attachments

add attachment...

For selected line items Add To Favorites Go

Staples Business Advantage more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk more info...	233593	PK	2.99	33 PK	98.67 USD
	Internal Note no note edit					
				Supplier subtotal		98.67 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 98.67
Total 98.67 USD

See configuration for this requisition

4:52 PM 4/22/2013

Click on Final Review.

Summary - Draft Requisition

https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&tmstmp=1366667421845

TBR CENTRAL eSHOP

Mark Hodges profile | logout

Summary - Draft Requisition

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU)

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.

Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide header | Hide value descriptions

General

Cart Name: 2013-02-07 mhodges 02
Description: no value
Prepared by: Mark Hodges
Prepared for: Mark Hodges
PCard Order: x
Invoice Already Exists: x

Shipping

Ship To
Contact Name Mark Hodges
Dept: Purchasing and Contracts
1415 Murfreesboro Rd.
Suite 346
Nashville, TN 37217
United States

Delivery Options
Expedite: x
Ship Via: Best Carrier-Best Way
Req Delivery: no value

View/edit by line item...

Billing

Bill To
Accounts Payable
Tennessee Board of Regents
1415 Murfreesboro Road
Suite 344
Nashville, TN 37217
United States

Billing Options
Accounting Date: no value

View/edit by line item...

Accounting Codes

Fund	Organization	Account	Program	Activity	Location
110001 TBR Undesignated E&G	230 Procurement & Contracting	74500 Supplies	450 Institutional Support	no value	no value

View/edit by line item...

Internal Notes and Attachments

Internal Note: no note
Internal Attachments
add attachment...

External Notes and Attachments

Note to all Suppliers: no note
Attachments for all suppliers
add attachment...

Supplier / Line Item Details

Hide line details | For selected line items Add To Favorites Go

Staples Business Advantage more info...

PO Number: To Be Assigned
Quote number: no value

View/edit by line item...

Click on the edit button in the General box to check Pcard Order or Invoice Already Exists.

Summary - Draft Requisiti

https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=920693&NavLevel1=Nav_Orders&NavLevel2=Nav_SSCurrentCart&ScrollX=0&ScrollY=0&tmstmp=1366667680446

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TBR CENTRAL eSHOP

Mark Hodges profile | logout

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Summary - Draft Requisition

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

General | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | External Notes and Attachments | Final Review

Submit Requisition or Assign Cart

Return to shopping cart | Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.

Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition | PR Approvals | PO Preview | Comments | Attachments (1) | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info

Hide header | Hide value descriptions

General

edit

Cart Name	2013-02-07 mhodges 02
Description	no value
Prepared by	Mark Hodges
Prepared for	Mark Hodges
PCard Order	✓
Invoice Already Exists	✗

Shipping

edit

Ship To

Contact Name Mark Hodges
Dept: Purchasing and Contracts
1415 Murfreesboro Rd.
Suite 346
Nashville, TN 37217
United States

edit

Delivery Options

Expedite	✗
Ship Via	Best Carrier-Best Way
Req Delivery	no value

View/edit by line item...

Billing

edit

Bill To

Accounts Payable
Tennessee Board of Regents
1415 Murfreesboro Road
Suite 344
Nashville, TN 37217
United States

edit

Billing Options

Accounting Date no value

View/edit by line item...

Accounting Codes

edit

Fund	Organization	Account	Program	Activity	Location
110001 TBR Undesignated E&G	230 Procurement & Contracting	74500 Supplies	450 Institutional Support	no value	no value

View/edit by line item...

Internal Notes and Attachments

edit

Internal Note no note

Internal Attachments

Receipt.pdf (84k) remove...

add attachment...

External Notes and Attachments

edit

Note to all Suppliers no note

Attachments for all suppliers

add attachment...

Supplier / Line Item Details

Hide line details

For selected line items Add To Favorites Go

Staples Business Advantage more info...

edit

PO Number	To Be Assigned
Quote number	no value

View/edit by line item...

4:54 PM 4/22/2013

Click on the Submit Requisition button.

Submitted - Requisition 3

https://solutions.sciquest.com/apps/Router/ReqSubmitConfirmation?ReqId=38738490&tmstmp=1366316911906

News | Social Media | Misc | Insurance | Health & Diet | TBR | Traffic & Entertainm... | Dictionary | RE CE | Misc | Weather | Calculator | Sci Quest | PDF Converter | Restaurants | Other bookmarks

TBR CENTRAL eSHOP

Carol King profile | logout

Submitted - Requisition 38738490

Select Draft Cart or Add Item to Cart

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | document search | settlement | profile | contracts | customize

active cart | draft carts | assigned carts | favorites | my requisitions

Requisition Information

Congratulations! You have successfully submitted your request. If you need to view or print a copy, click Quick View or view its status on the Approvals Tab.

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number	38738490 view
Requisition status	Pending
Cart name	2013-04-12 cking 01
Requisition date	4/18/2013
Requisition total	784.60 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

- Search for another item
- View order history
- Check the status of an order
- Return to your home page
- Create new draft cart

3:28 PM 4/18/2013

Congratulation, you have successfully submitted a requisition in the TBR Central eSHOP!