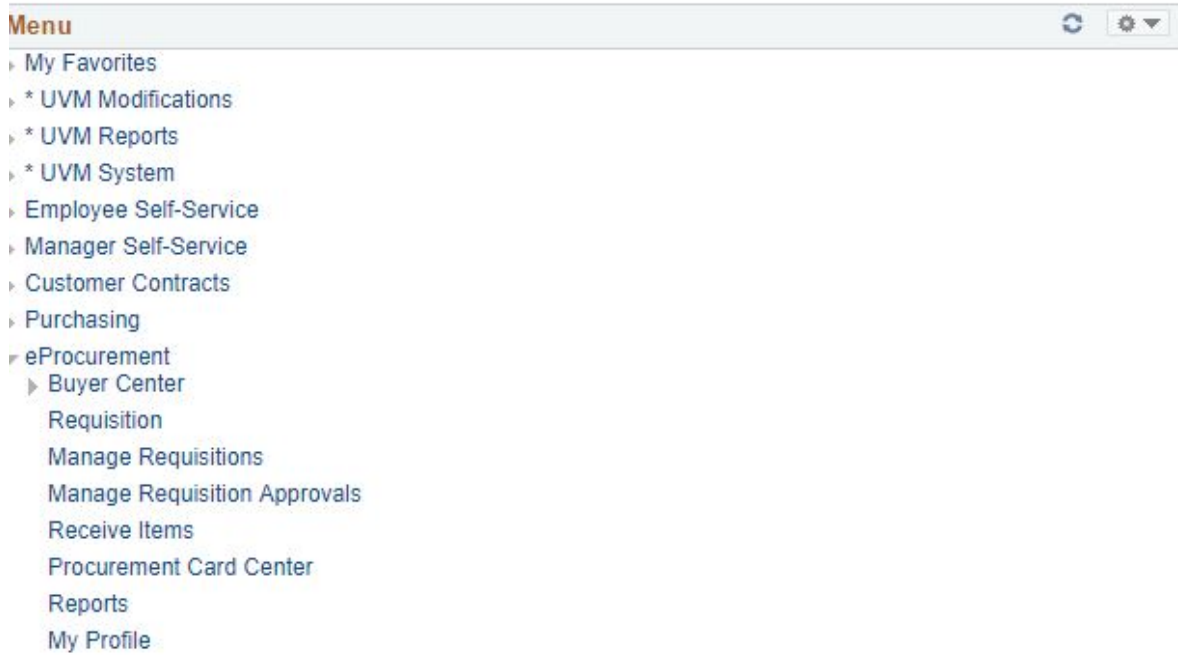## COMIS Computer Ordering Instructions

Contact Lindsey Hullfish with any questions: X61764 or lindsey.hullfish@med.uvm.edu

1) Within PeopleSoft Financials select **eProcurement > Requisition**

The University of Vermont
PeopleSoft Finance 9.2

Menu
- My Favorites
- * UVM Modifications
- * UVM Reports
- * UVM System
- Employee Self-Service
- Manager Self-Service
- Customer Contracts
- Purchasing
- eProcurement
  - Buyer Center
  - Requisition
  - Manage Requisitions
  - Manage Requisition Approvals
  - Receive Items
  - Procurement Card Center
  - Reports
  - My Profile

2) Select **Depot Catalog** on the Create Requisition page

Create Requisition

Welcome   Denise Townsend   Home

Request Options   ▼   Search All   ▼

Enter search criteria or select   Catalog
from the menu on the right to   Browse Catalogs
begin creating your requisition.
                                           Depot Catalog
                                           Purchasing Category Tree

3) Within the search area, type in 'COMIS' and click 'Search'

Create Requisition ⓘ

Welcome Denise Townsend

🏠 Home ✳ My Preferences ⚙ Requisition Settings | 🛒 0 Lines [Checkout]

Request Options ▼   Search [Catalog ▼] [COMIS] [Search] Advanced Search

Filter by

Category Path
Depot

Browse Catalogs > Select + Sign for Categories

☐ Select All/Deselect All   Add Selected To: 🛒 Cart   🔍 Compare   📂 Favorites   📋 Templates

4) Select the computer you would like to order, enter the quantity and click 'Add'

Request Options ▼   Search [Catalog ▼] [COMIS] [Search] Advanced Search

All Request Options

Catalog
  Depot Catalog
  Purchasing Category Tree

Special Requests

Favorites

Recently Ordered

Search "COMIS"
Catalog - 26 results returned.
☐ Select All/Deselect All   Add Selected To: 🛒 Cart   🔍 Compare   📂 Favorites   📋 Templates

Catalog Search Results ⓘ   Find   First ◀ 1-26 of 26 ▶ Last

☑   COMIS-Surface Pro 4 2.6GHz i5

      ✔ Inventory (Not Available)
                Item ID 11001606-00   Supplier Computer Depot   ⭐ Preferred
         Supplier Item ID   Supplier ID UVM_DEPOT   More...
            Mfg Item ID   Manufacturer
                  Price 1730.0000   USD   Manufacturer ID
                  UOM Each   Lead Time 30
              Quantity [1] 🛒 [Add]   📂 Add to Favorites   📋 Add to Template(s)

5) You will see the computer has been added to your chart at the top of the page. Click checkout (only order one computer at a time per requisition).

🏠 Home ✳ My Preferences ⚙ Requisition Settings | 🛒 1 Line [Checkout]

Search [Catalog ▼] [COMIS] [Search] Advanced Search

Search "COMIS"
Catalog - 26 results returned.
☐ Select All/Deselect All   Add Selected To: 🛒 Cart   🔍 Compare   📂 Favorites   📋 Templates

6) Type into the requisition name area: 'COMIS – the person's name you are ordering the computer for – department'

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences   Requisition Settings

Requisition Summary

Business Unit UVM01   University of Vermont   Requisition Name COMIS - Sandy Gauthier (CME)

*Requester dtownsen   Denise Townsend   Priority Medium ▼

*Currency USD

Cart Summary: Total Amount 896.00 USD

7) Make sure to review and/or update the chart string to the **correct chart sting** to charge the order to
8) Once reviewing the requisition to make sure it is accurate, **click 'save and submit'**
9) <u>DO NOT CHECK BUDGET –</u> either click home or manage requisitions. The depot will approve of the order and you will receive a requisition confirmation email.

Confirmation

Your requisition has been submitted.

Requested For Denise Townsend   Number of Lines   1

Requisition Name COMIS - Sandy Gauthier (CME)   Total Amount   896.00 USD

Requisition ID 0000161539

Business Unit UVM01

Status Pending

Priority Medium

Budget Status Not Checked

View printable version   Edit This Requisition   Check Budget

Depot Buyer

▼   **COMIS - Sandy Gauthier (CME):Pending**

Depot Buyer

Pending
    Multiple Approvers
    Depot Buyer

Apply Approval Changes

Create New Requisition   Manage Requisitions