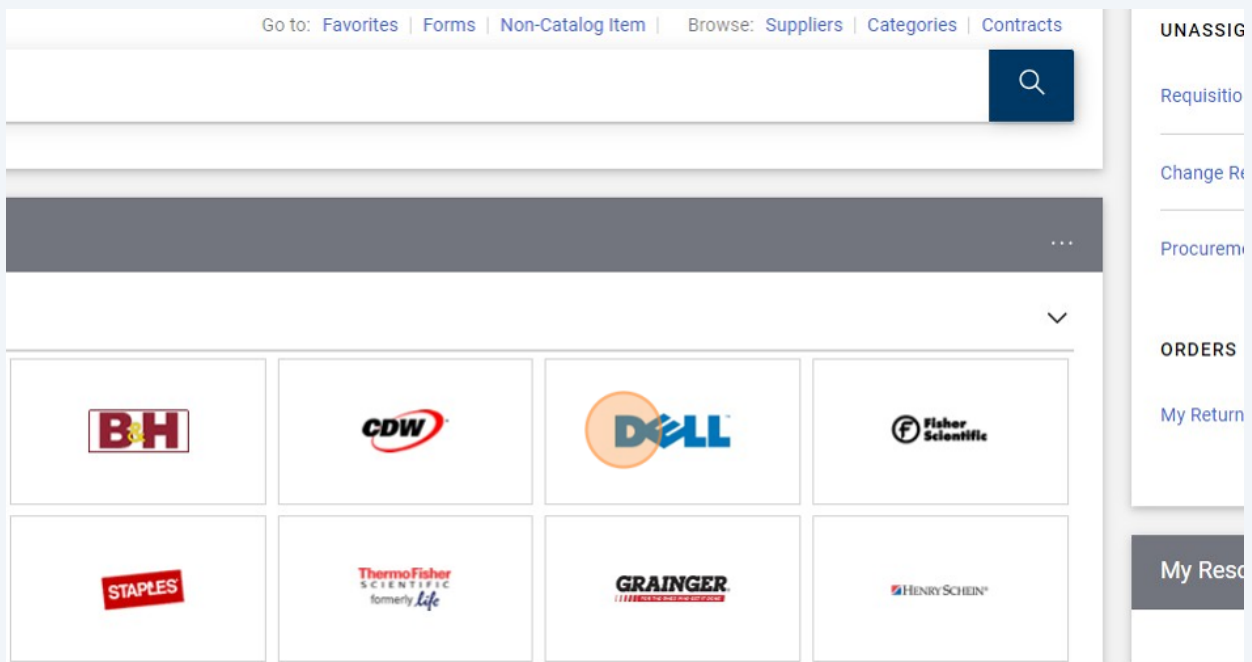


How To Create An Order for IT-Related Items with Notes

IT requires the following information to be added to each Jaggaer Requisition for IT-related products. This requirement applies all Dell requisitions, and any other vendor requisitions allocated to an IT object code.

- 1 For Dell, punch out using the Dell tile.




2 Click "Quotes" to access the quote number provided by IT.

The screenshot shows the Dell Technologies website navigation bar. The 'Quotes' menu item is highlighted with an orange circle. Below the navigation bar, the breadcrumb trail shows 'Standard Configurations'. The main heading is 'Standard Configurations' with the sub-heading 'Lewis-Clark State College NASPO ValuePoint PADD 16200012 / WN11AGW'. A light blue notification bar states: '4 configurations will be retiring within the next 6 months. Click here to view your retiring configurations'. Below this, a 'Categories' dropdown menu is visible, and another light blue notification bar states: 'This configuration will end-of-life soon depending on supply availability. Dell recommends the OptiPlex Small Form Factor (7020) as a possible replacer'.

3 Enter the quote number here.

The screenshot shows the 'Quotes' page on the Dell website. At the top, there are two promotional banners: 'Choose OptiPlex all-in-ones and compact desktops for security and reliability' with a 'Shop Desktop Deals' button, and 'Small and light laptops and 2-in-1s with scalable features to fit your need' with a 'Shop Laptop Deals' button. Below these is a grey box with the text: 'Choose the quotes you'd like to purchase from the list below or search for an eQuote (by entering Sales Quote Number)'. A search bar is highlighted with an orange circle, containing the placeholder text: 'Search by sales quote number or eQuote name, number, creator'. Below the search bar is a table with columns for 'Name', 'Number', and 'Created'. At the bottom left, there is a home icon and the text '> Quotes'. A red circle is visible in the bottom left corner of the page.


4 Click "View Details."

Expires	Purchased	 Subtotal / Total Price
June 9, 2024	No	\$2,392.93 \$2,392.93



[View Details](#)

5 Click "Create Order Requisition."

eQuote ×

 [Save as New eQuote](#) [Create Order Requisition](#) [Continue Shopping](#)

Summary

	Standard 15" Laptop (Latitude 5550 w/Autopilot) Specs Quantity 1	\$1,238.88
	Dell Wired combo KM300 Specs Quantity 1	\$32.19

6 Click here to dismiss this question.

How will these products be used? *

Office

Where will these products be used?

I do not want to export outside the United States

I want to export outside the United States

Confirm Change

7 Click "Submit Order Requisition"

How easy was it to create this order requisition?

Very Difficult

1

2

3

4

5

6

7

Very Easy

Submit Order Requisition

Contact Us

8 Back in Jaggaer, click "Proceed To Checkout."

The screenshot shows the Jaggaer checkout interface. At the top, there is a navigation bar with 'Purchase Orders', a search bar, and a total amount of 2,392.93 USD. Below this, there are buttons for 'Assign Cart' and 'Proceed To Checkout', with the latter being circled in orange. The main content area is split into two columns. The left column contains a search bar and a table with columns for 'Unit Price', 'Quantity', and 'Ext. Price'. The right column is titled 'Summary' and contains a 'Details' section with the name 'Diana Higgins' and a 'Total (2,392.93 USD)' section with a note about shipping and tax charges.

9 Click "Comments"

The screenshot shows the Jaggaer requisition page for requisition 4022001. The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area has tabs for 'Summary', 'Comments', 'Attachments', and 'History', with 'Comments' circled in orange. Below the tabs, there is a list of items and a table with columns for 'Item', 'Catalog No.', and 'Size/Packaging'. The 'ITEM DETAILS' section is expanded, showing manufacturer information and contract details.

Item	Catalog No.	Size/Packaging
1 Base;Dell Latitude 5550 BTX Base	210-BLMN	EA

ITEM DETAILS

Manufacturer Name	Dell	Contract:	no value
Manufacturer Part Number	210-BLMN	Commodity Code	43211503 / Laptop Comp
Supplier Part	3000000111485\1		

10 Click this button to open comment field.

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Purchase Orders' (dropdown), 'Search (Alt+Q)' (input), '2,392.93 USD' (currency), and a shopping cart icon with '14' items. Below the navigation bar, there are icons for a printer, a help bubble, and a menu. A 'New Comment' button is highlighted with an orange circle and a tooltip. The main content area is divided into two sections: 'Show comments for Requisition' (dropdown) and 'Summary'. The 'Summary' section is titled 'Draft' and contains a red error message: 'Correct these issues. You are unable to proceed until addressed.' Below this, there are three required fields: 'Required: Fund', 'Required: Function', and 'Required: Cost Center'. A yellow warning icon is present at the bottom of the summary section with the text 'Be aware of these issues.'

11 Click this button when you've typed the comment.

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Purchase Orders' (dropdown), 'Search (Alt+Q)' (input), '2,392.93 USD' (currency), and a shopping cart icon with '14' items. Below the navigation bar, there are icons for a printer, a help bubble, and a menu. A 'New Comment' button is highlighted with an orange circle and a tooltip. The main content area is divided into two sections: 'Records found: 0' and 'Summary'. The 'Records found: 0' section contains a form titled 'ADD COMMENT' with a text area containing three lines of text: 'Line 1: New employee, start date 4/1/24', 'Line 2: Current keyboard is malfunctioning', and 'Line 3: Machine reaches replacement age 9/1/24, but is functioning'. Below the text area, there are fields for 'Attachment Type' (File, Link/URL), 'File Name', and 'File'. A 'Choose File' button and an 'Upload your file' button are also present. The 'Summary' section is titled 'Draft' and contains a red error message: 'Correct these issues. You are unable to proceed until addressed.' Below this, there are three required fields: 'Required: Fund', 'Required: Function', and 'Required: Cost Center'. A yellow warning icon is present at the bottom of the summary section with the text 'Be aware of these issues.' Below the warning, there is a section titled 'Empty: Object Code' and a 'Total (2,392.93 USD)' section. The 'Total' section shows 'Subtotal' and 'Total' both at '2,392.93'. At the bottom, there is a 'What's next for my order?' section with 'Next Step' and 'IT Review'.

12 Click "Summary" to go back to the body of the req.

13 Click the three dots to assign cost center info at the line level.



If all items are on the same cost center and using the same object code, you can enter this information at the header level.

14 Click "Accounting Codes"

The screenshot shows a shopping cart interface with a table of items and a dropdown menu. The table has columns for Unit Price, Quantity, and Ext. Price. The first item has a unit price of 1,238.88 and a quantity of 1 EA. The second item has a unit price of 32.19 and a quantity of 1 EA. The dropdown menu is open, showing options: Override, Ship To, Delivery Options, Bill To, Accounting Codes (highlighted), Remove, Add to Favorites, Move to Another Cart, and Add to Draft Cart or Pending PR/PO. A warning message is visible: "You do not have permission to access this field: Function Required: Cost Center".

Unit Price	Quantity	Ext. Price
1,238.88	Qty: 1 EA	1,238.88
32.19	Qty: 1 EA	32.19

Accounting Codes

15 Type cost center.

The screenshot shows a web application interface for 'Override Line 1: Accounting Codes'. The 'Cost Center' field is highlighted with a search icon and contains the text '905101'. A dropdown menu is open below the field, showing a suggestion '905101 - Purchasing' with an orange circle highlighting the text. The 'Object Code' field is empty. Below the form, a table lists items with columns for 'Item', 'Catalog No.', and 'Size/Packaging'. The first row shows '1 Base;Dell Latitude 5550 BTX Base' with '210-BLMN' and 'EA'.

Item	Catalog No.	Size/Packaging
1 Base;Dell Latitude 5550 BTX Base	210-BLMN	EA

16 Double-click the Object Code field to overwrite with either 56499 (\$1000+) or 55580.

The screenshot shows the same web application interface. The 'Object Code' field is highlighted with a search icon and contains the text '56499'. A dropdown menu is open below the field, showing a suggestion '56499 - Computer Equi' with an orange circle highlighting the text. The 'Cost Center' field now contains '905101'. The table below the form is identical to the previous screenshot.

Item	Catalog No.	Size/Packaging
1 Base;Dell Latitude 5550 BTX Base	210-BLMN	EA



Repeat for each line.

17

Click "Save"

Unit Price	Quantity	Ext. Price	
1,238.88	Qty: 1 EA	1,238.88	...

Internal Note: no value

Save Close

You do not have permission to access this field: Function
Required: Cost Center

Be aware of these issues.
You may review and proceed.

Empty: Object Code

Total (2,392.93 USD)

18 Click "Place Order"

The screenshot shows a web application interface for purchase orders. At the top, there is a navigation bar with 'Purchase Orders' and a search bar. The cart total is 2,392.93 USD. Below the navigation bar, there are icons for eye, print, help, and a menu, followed by 'Assign Cart' and a circled 'Place Order' button. The main content area is split into two panels: 'Billing' and 'Summary'.

Billing

Bill To

Lewis-Clark State College
Controller's Office
500 8th Avenue
Lewiston, ID 83501
United States

Billing Options

Accounting Date *no value*

Summary

Draft

Total (2,392.93 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	2,392.93
	2,392.93

What's next for my order?