**UNIVERSITY** Completing an IT Hardware Request Form

#### Title: Completing an IT Hardware Request Form

**OBJECTIVE:** Completing an IT Hardware Request Form

**CONTENTS**:

### Lesson 1: Completing an IT Hardware Request Form

#### Title: Completing an IT Hardware Request Form



#### **Completing an IT Hardware Request Form** Jenifer Barnett

Last Updated: 1/22/25

2

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		ñ	Shop + Shopping + View Forms					
	Known		Back to Shopping Home					
			IT Hardware Request	Suppliers				Request Actions 👻 History ?
		Ĺ	Form Number 14969170	Suppliers				
		<u>o</u>	Purpose Procurement Request Status Incomplete	Supplier	*Supplier Not Known Sonoma State University (SOXMP Beach, California 90802 United St	-1): 401 Golden Shore, Long ates		
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#### Completing an IT Hardware Request Form Jenifer Barnett Last Updated: 1/22/25

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5	Checkout	Shopping Cart * Shopping Cart	Assign Cart     Proceed To Checkout				
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	<b>≏</b>	<ul> <li>SUPPLIER DETAILS Sonoma State University P2P (SDXMP-2): 1235 Way, San Diego, California 92126</li> </ul>	United States			Jenifer Barnett	
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	م	if Hardware	Asset				
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6	In the Requisition page, complete all required requisition fields including chartfield information.	CHARTFIELD           Business Unit         Fund         DeptiD         Account         Account Override         Program           SOCMP         SOTID_SOCMP         3068_SOCMP         616002_SOCMP         no value         no value           IT Hardware Request         Contract:         no value         No         No         No	Values have been overridden for O > this line Clas Project no value  
	information.	2     Monitor     EA     30       ^     ITEM DETAILS     Taxable     ✓       Commodity Code     115002 / IT Hardware     Taxable     ✓       Override Receiving Required     X     Asset     ✓       Prepayment     no value     Asset     ✓       PO Clauses     Add/View         Tax Code     RNP Rohmert Park Sales Tax         ^     CMARTFIELD         Business Unit     Fund     DeptiD     Account     Account Override	2 600.00 ···
		SOCMP SOLODO 3068, SOCMP 3068, SOCMP 616902, SOCMP no value no value tonoma State University CSU Operating Hund Accounts Physicile TT Hardware	no value no value
7	If you want to communicate comments for the IT team, that is located here but not required.	Requisition • 4156564 Bormmay Taxet551 FO Produce Connection Hostory	Al • Seerk (Ah-9) 1,193.20 USO 🐺 🛇 🖗 🕰 🔔

8	Once completed the Requisition	23 1 2 2 3	Requisition •	4156564 Taxes/58H PO Preview Commenta	Attachments History	A8 -	Al = Seanth (An-2) 1197350 (20) ₹ ♥ ( <sup>20</sup> ) € Φ				
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		<b>由</b> 場 び 山	Transaction Deta Cart Name Business Unit		big To Activ John Start Honersky Activ John Start Honersky Branchold Sciences Start Honersky Branchold Sciences Deliver To Deniver To Location Branchold Sciences Start Start Note Start Sciences Start Sciences Start Start Note Start Sciences Start Sci		Accounting Date no walker PO Type no walker Accounting Vitasiant X PO X Mutch Vitar PO X Network V X Network V No walker Reference D no walker		Shipping, supplier, checking Subtotal Sales Tax Use Tax Shipping Handling	0.00	
					Due Date no va	be	Values vary by line.		Next Step	Wait for Validation 1	
				b	Bill To Accounts Payable, Sonoma Sta Sonoma State University 1801 East Cotati Ave Rohmert Park, CA 94928 United States	te University			Workflow	,	
9	Click "SEARCH and search for Nick Arnold	tory Jnive	ersity	Assign Cart: U Assign Cart To: Note To Assignee	ser Sear	ch no value or SEARCH	Amor PO	Assign unt-Only / Blanket	(	X ///. Close	

#### Completing an IT Hardware Request Form Jenifer Barnett Last Updated: 1/22/25

	User Search		×
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	First Name 👩		
	User Name 🕤		
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value		Search Clo	ose
State	University		

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10	Click on the + button on the right.	User Search         X           Nere Search         Ider Name         Email         Phone         Action           Arnold, Nick         \$\$00000595         amoldin@sonoma.edu         Ider
		C0.8
11	You can add a note if needed and then click Assign.	Assign Cart: User Search $ imes$
		Assign Cart To: Arnold, Nick or SEARCH
		Add to Profile
		Note To Assignee:
		rsit Assign Close
		РО
12	Once the Requisition has been assigned to	Option 1- Complete the requisition and submit into the workflow on behalf of the requestor.
	Nick Arnold. He or someone else on the IT Equipment Team will do one	Option 2- (For a non punchout supplier) Return the requisition to requestor with instructions, product details, supplier and attach the quote. Requestor will complete the requisition and submit it to the workflow
	of the following:	Option 3- (For a punchout Supplier) IT will Return or Reject the requisition; IT will start a new cart with punchout catalog and assign the shopping cart to the requester. The requestor should complete the cart and submit the requisition into the workflow.

#### Title: Viewing your cart before completed

1	To monitor your assigned cart, click on View Carts	Crganiza 9 11 125 23	apinvoice@sonoma		o get your questions answered in real time. Pl	n CSUBUY! his time. Please report issues to the F Yease visit https://finance.sonoma.ed	du/procurement for more information	n.	Quick Links View Carts My Requisitions My Prochase Orders Search for Supplier Request New Supplier & CSUBUY Help	. 0.00 USD 🕴	. o ka	0
2	Click on the Assigned Carts Tab	Subject         Subject <t< th=""><th>Assigned Carts</th><th>D Property Cert Name &amp; PRo6 XMP-AR-03 TEST TEST</th><th>Cart Description</th><th>Data Created A 9/4/2024 4/4/2024 11/4/2024</th><th>642.32 USD</th><th>Al Created By ∴ Carrie Schniet Karla Garcia Lupo Jerifer Barnett</th><th>Search (Alt-O) Assigned To Jentire Bano Jentire Bano Jentire Bano Jentire Bano Jentire Bano Jentire Bano</th><th>ett</th><th></th><th>Coor Allocat</th></t<>	Assigned Carts	D Property Cert Name & PRo6 XMP-AR-03 TEST TEST	Cart Description	Data Created A 9/4/2024 4/4/2024 11/4/2024	642.32 USD	Al Created By ∴ Carrie Schniet Karla Garcia Lupo Jerifer Barnett	Search (Alt-O) Assigned To Jentire Bano Jentire Bano Jentire Bano Jentire Bano Jentire Bano Jentire Bano	ett		Coor Allocat

#### Title: Viewing your requisition once submitted into workflow

2	Once the IT Equipment Team submits the cart into work flow you can find it under My Requisitions The summary will		
	also show you what step the requisition is in workflow.	Summary Pending Total (1,193.50 USD) Shipping, Handling, and Tax charges are calculated and supplier. The values shown here are for estimation pur checking, and workflow approvals.	
		Subtotal Sales Tax Use Tax Shipping Handling	1,100.00 93.50 0.00 0.00 0.00 <b>1,193.50</b>
		What's next? Workflow Submitted 11/27/2024 4:21 PM Submitted · 11/27/2024 4:21 PM · Jenifer Bar Start - Parallel Steps	
		Requisition Validation 1 Completed Wait for Validation 1 Approved End - Parallel Steps	
		Initial Review     Pending · Unassigned	

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