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

3	Please select							
0	Supplier Not		C Andreas Andreas					
		ĥ						
	Known		Back to Shopping + View Points					
			IT Hardware Request	Bequest Actions - History 2				
		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		
		俞	Instructions		b			
			Suppliers 🗸	Search Registered S	Suppliers			
		5	Form Fields	Supplier				
		20	Review and Submit	Zip Code	Within 5 Mil	les v		
		ul						Clear Q Search
								(Previous Next)
4	Complete the Form	r CSI	UBUYW				AI •	Search (Alt+O) 1,193.50 USD 🗮 🛇 🏴 💭
•	Fields indicating	2	Shopping Cart • Shopping Cart					Assign Cart Proceed To Checkour
		6	3 Items					Summary ->
	items needed,	8	*Supplier Not Known - 3 Items - 1,100.00 USI	•			🗆	Details ~
	budget amount and	血	SUPPLIER DETAILS Sonoma State University P2P (S0X	MP-2) : 1235 Way, San Diego, California 9212	26 United States			Jenifer Barnett
	, in a second se	45	Contract no value					Total (1,193.50 USD) ~
	quantity.	35	Rem	Ca	talog No. Size/Packaging	Unit Price Quantity	Ext. Price	supplier, transmig, and has charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
		nh.	Contract: Select pri	e or contract		4		Subtotal # 1,100.00 Sales Tax 93.50
			ound pr				-	Use Tax 0.00 Shipping 0.00
			1 Laptop Procurement Request: IT Hardware Request		EA	500.00 Qty: 1	500.00	Handling 0.00
			∧ ITEM DETAILS					
			Commodity Code 115002	٩	Taxable	~		
					Asset			
			IT Hardware Request					
			Contract: Select pri	e or contract				
			2 Monitor Procurement Request: IT Hardware Request		EA	300.00 Qty: 2	600.00	
			^ ITEM DETAILS					
			Commodity Code 115002	٩	Taxable	\checkmark		
			11 Hardware		Asset			
		a , →						Provent No. 1000120 - Discourt D
								- TH and the 329 PM ;

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

5	Select Proceed to	CSUBUY	Search (Alt+0) 1,193.50	uso <mark>r 🖮 🗢 P^{OO} 💭</mark>			
5		Shopping Cart * Shopping Cart	👁 🖶 ···· Assign C	art Proceed To Checkout			
		3 items	Summary	*			
	<u> </u>	*Supplier Not Known - 3 Items - 1,100.00 USD			🗆	Details For	Ý
	≏	 SUPPLIER DETAILS Sonoma State University P2P (SDXMP-2) : 1235 Way, San Diego, California 92 	2126 United States			Jenifer Barnett	
	46	Contract no value				Total (1,193.50 USD) Stimming Mandling and Tax change are	v
	3	liem	Catalog No. Size/Packaging	Unit Price Quar	intity Ext. Price	supplier. The values shown here are for e checking, and workflow approvals.	stimation purposes, budget
	ade	Contract: Select price or contract		b		Subtotal 🖈 Salles Tax Use Tax	1,100.00 93.50 0.00
		1 Laptop Procurement Request. IT Hardware Request	EA	500.00 Qr	Ry: 1 500.00	Shipping Handling	0.00
		rem Defauls Commodity Code 115002 C	۲axable	\checkmark			1,193.50
		IT Hardware	Asset				
		IT Hardware Request Contract: Select price or contract					
		2 Monitor Procurement Request If Hardware Request	EA	300.00 Qr	ity: 2 600.00		
		TIEM DETAILS Commodity Code 115002 C	L Taxable	\checkmark			
	م	(1 Hardware	Asset				
							Powered by J40SAER (Privacy P
μ	==						. CR 44 84 329 PM ,

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 a rain for this line Class Project no value no value
		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	0.00 2 600.00 ··· Values have been overridden for values have
		SOCMP SOLODO 3068, SOCMP 3068, SOCMP 616002, SOCMP no value no value tonoma State University CSU Operating Hund Accounts Physible 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 Tasar 551 FO Produce Connection Hostory	Al • Seent (Ah-Q) 1,193.20 USO ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ₩ Augp Cerl Scient Report

8	Once completed the Requisition	23 1 2 2 3	Extremy All - Requisition - 4156564 Extremy Extremy Taxacitati PO Provine Comments Allaboration History							•0) 1.193.50 USD ₹ ♥ № ↓ ⊕ ① … Assign Cart Schemic Request	91
page, Assign Cart		8	General Information				PO Information	,	Summar	/ →	
	p	由 場 び 山	Transaction Deta Cart Name Business Unit	ulle TEET Soloma State University P2P (2004P)	Skip To Anto: - Keller Samett Receiving Genome State Linkversity 190 Lata Costa Are Sametr Pice, CAVE Usade Linkver Deliver To Control Linkver State Vision State Control Linkver Control Linkver		Accounting Date PO Type Amount-Only / Blanket PO Multi-Year PO Terma/FOB Override Needed Reference ID Do Not Distribute	no velue xo velue × × xo velue ×	Total (1, Shipping supplier, checking Subtotal Sales Tai Use Tax Shipping Handling	ord 19350 000 V Natollis, and Tax charges are calculated and charges of bradget and workshow approxis. 1,100.00 0,00 0,00 1,100.0	
					Due Date no va	be	Values vary by line.		Next Step	Wait for Validation 1	
				Da	Bill To Accounts Payable, Sonoma Sta Sonoma State University 1801 East Cotati Ave Rohmert Park, CA 94928 United States	te University			Workflow	Approver (DO NOT DELETE), 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		×
у	Last Name 😗	arnold	
	First Name 👩		
	User Name 🕤		
versit	Email 😑		
	Business 🕠 Unit	Sonoma State University P2P (SOXMP)	
0110 EVENS	Role 😑	~	
st Ca	Results Per Page	10 ~	
value		Search Clo	ose
State	University		

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

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	☆ ^{CSU} 〒 6 ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・	JBUY ₩ Shop • Shop Organization M	sping Home Page Message As you begin using the application, or genronced sectors and the sectors and the		IOMA STAT NIVERSITY Data University Process 6-Pg (P2P) yang and the analysis and the analysis	E b COURT the time Preserved Harden Early of the PP Preserved Harden Early Courted and the PP	P Team (Procurement/Acc	count Payable) at formation.	U Seal Quik Yio My Sea Rec (6 (arch (Alt+Q) Ck Links w Carts Requisitions 	Q 0.00	uso 🗮	Q Q	
2	Click on the Assigned Carts Tab	★ 月 12 0: 白 第 令 当	BUY + BUY + Cart Managem Draft Carts Assigned Cart Sign Substitute Sign Substitute Cormal Cormal	en en teo you't subjeter e subjet	Looping Carl Name FRG 6 Stopping Carl Name FRG 6 Star Ar-S 1157	Curl Description	Date Created A 94/2024 94/2024	Tetal Total	Created By ▲ 0.00 USO Corris Schmidt 3.20 USO Janifer Barnett	AI ~ 5	Search (Alt+Q) Assigned Jenifer Ba Jenifer Ba Joy Ming 4	Q 0.1	00 USD 😿	Create C	

Title: Viewing your requisition once submitted into workflow

1	Once the IT Equipment Team submits the cart into work flow you can find it under My Requisitions		All Seends (Ahl-C) Q 0.00 USD V V V V V
2	The summary will		
	what step the	Summary	\rightarrow
	requisition is in	Pending	
	workflow	Total (1,193.50 USD)	~
	worknow.	Shipping, Handling, and Tax charges are calculated and cha supplier. The values shown here are for estimation purpose checking, and workflow approvals.	rged by each s, budget
		Subtotal	1,100.00
		Sales Tax	93.50
		Use Tax	0.00
		Shipping	0.00
		Handling	0.00
			1,193.50
		What's next?	~
		Workflow	
		Submitted 11/27/2024 4:21 PM Submitted · 11/27/2024 4:21 PM · Jenifer Barnett Start - Parallel Steps Requisition Validation 1	
		Completed	
		Wait for Validation 1 Approved	
		End - Parallel Steps	
		Initial Review Pending · Unassigned	

Completing an IT Hardware Request Form Jenifer Barnett

Last Updated: 1/22/25