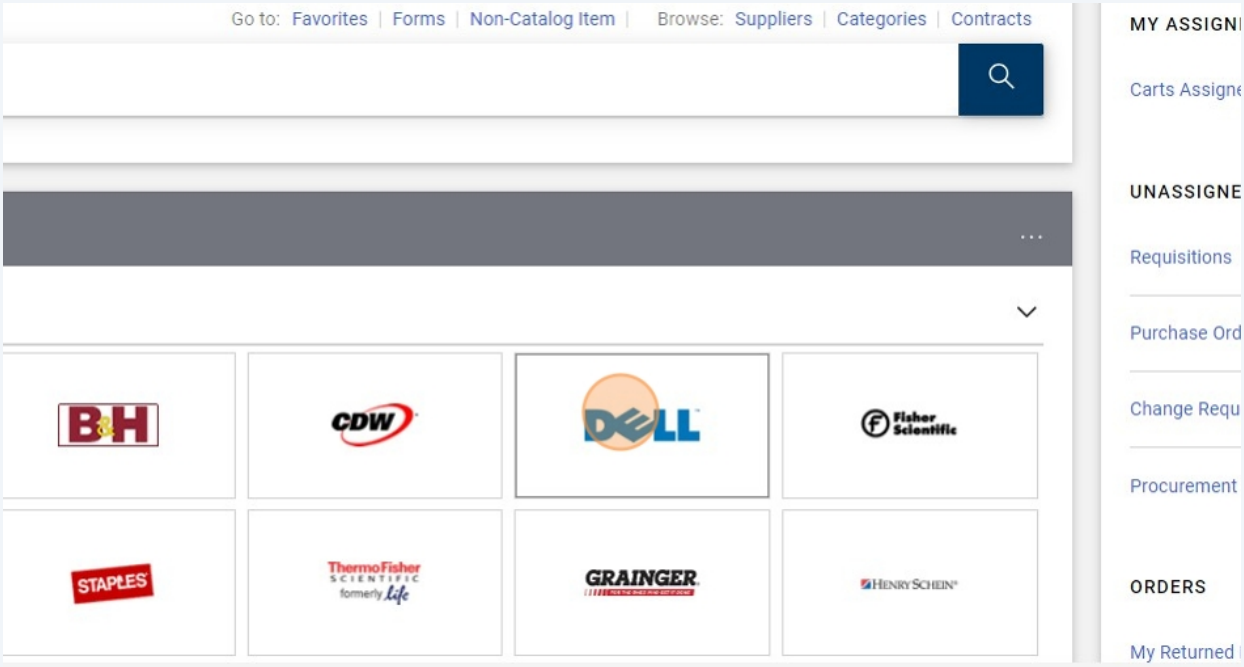
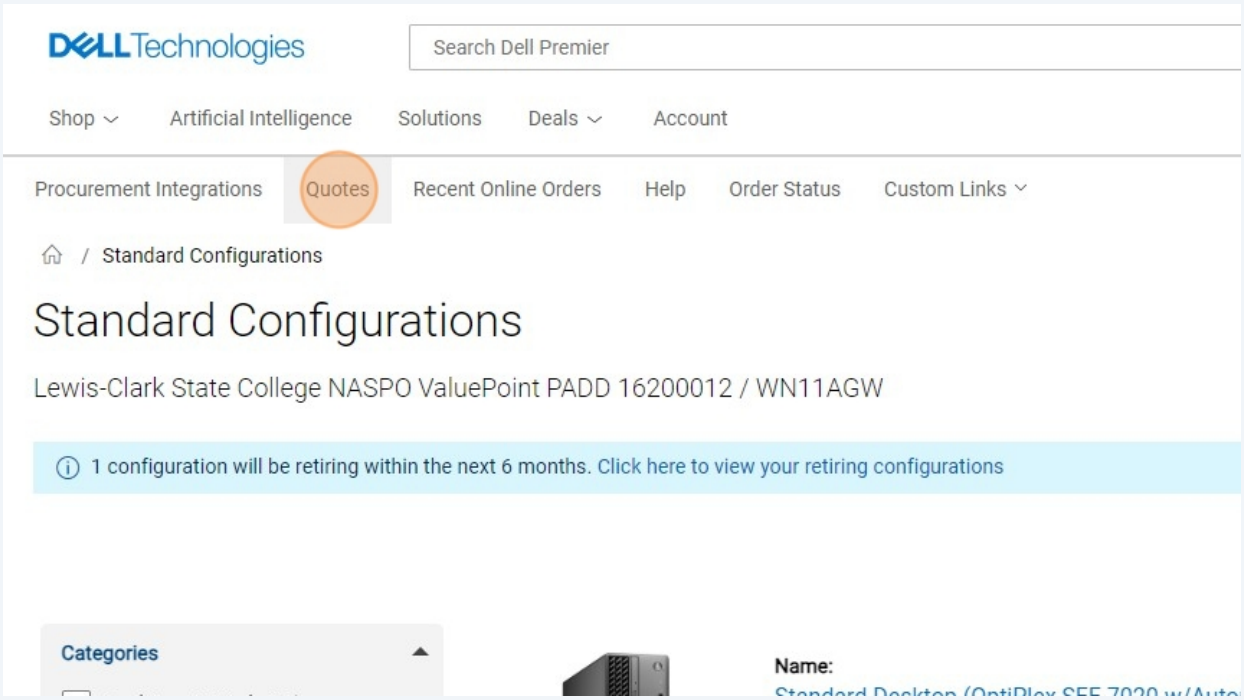
How to Create an Order for IT-Related Items with Notes

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.

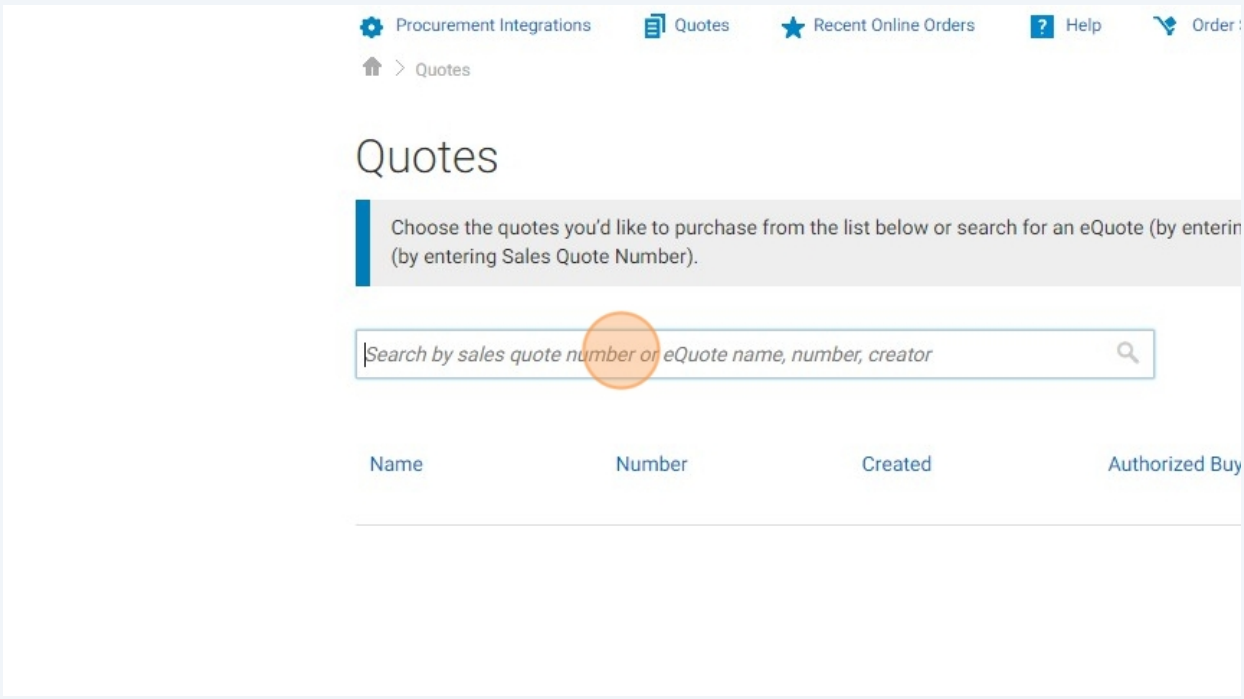
1 For Dell, punch out using the Dell tile.



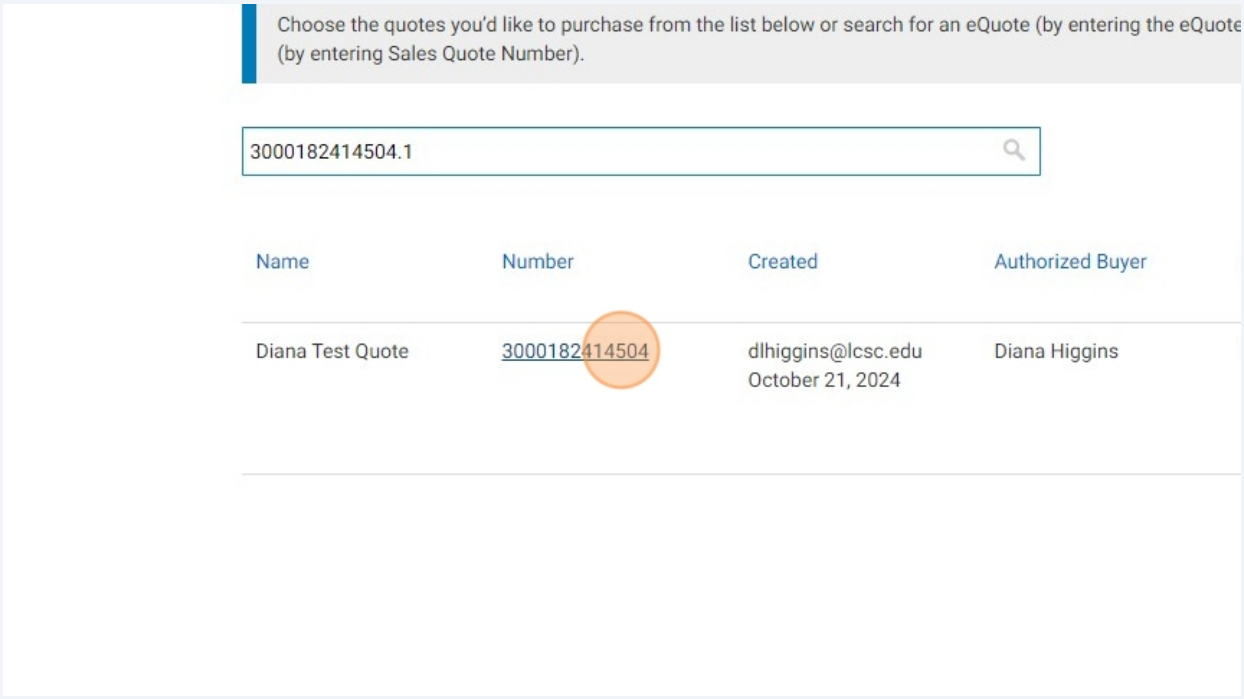
2 Click "Quotes" to access the quote number provided by IT.



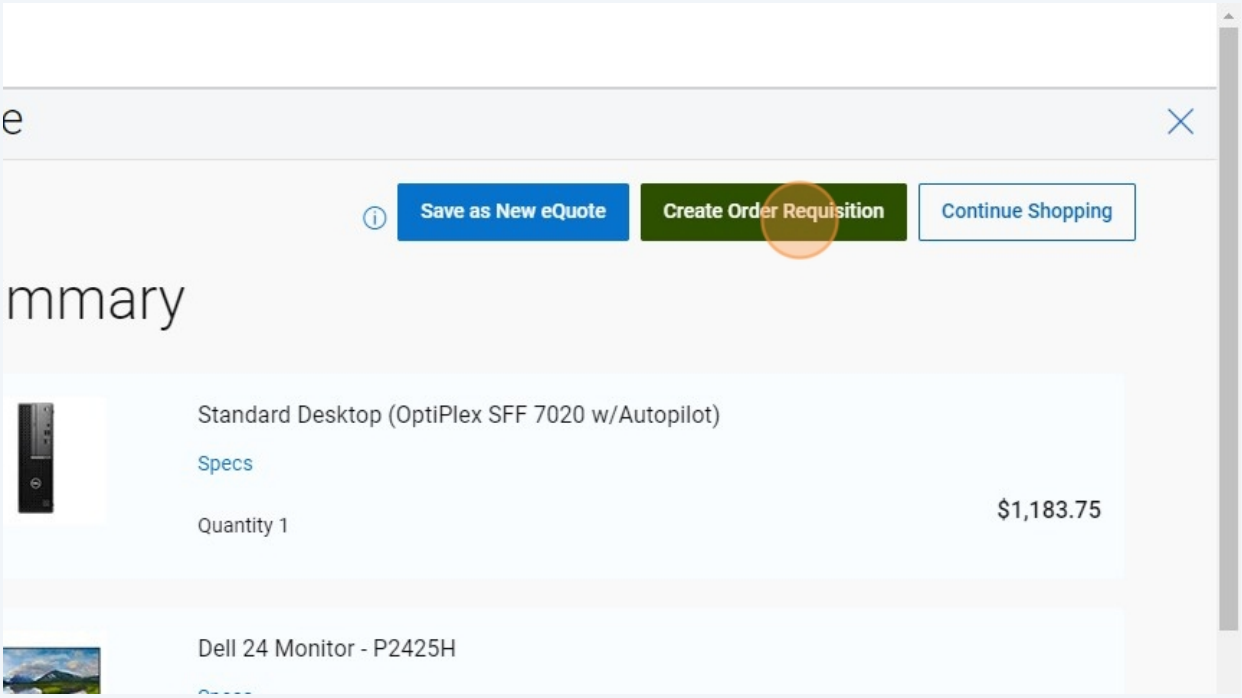
3 Enter the Quote number here.



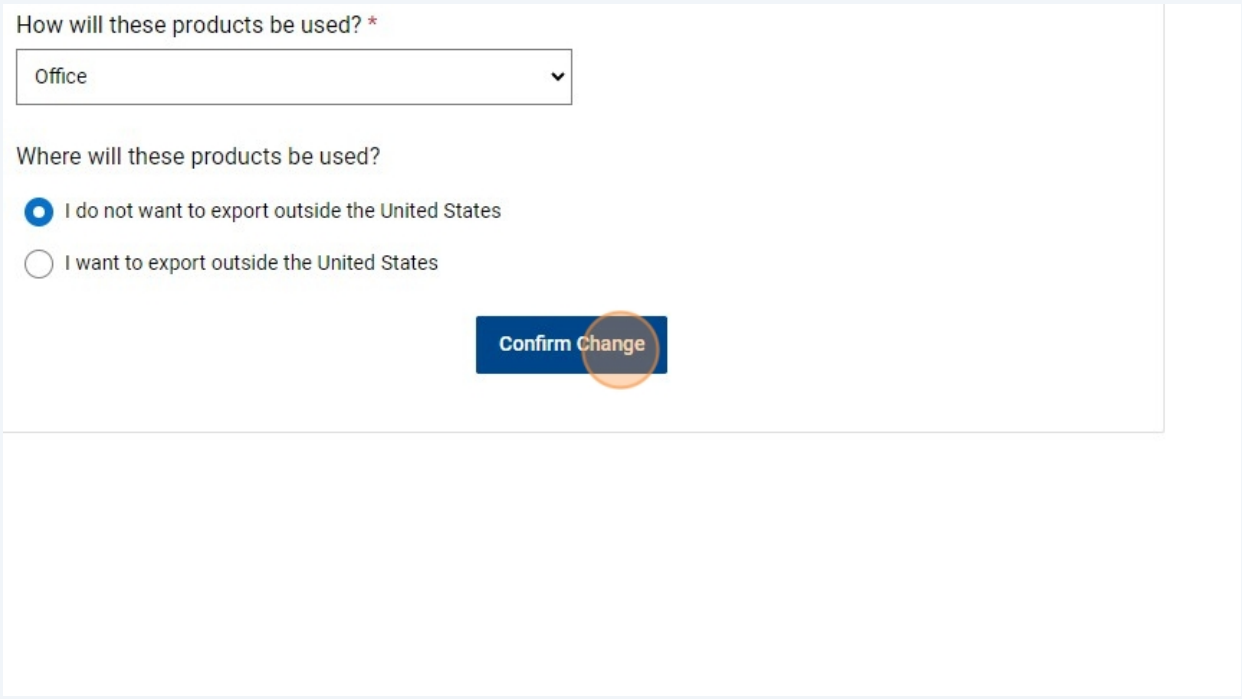
4 Click on the quote number, or on the "View Details" button.



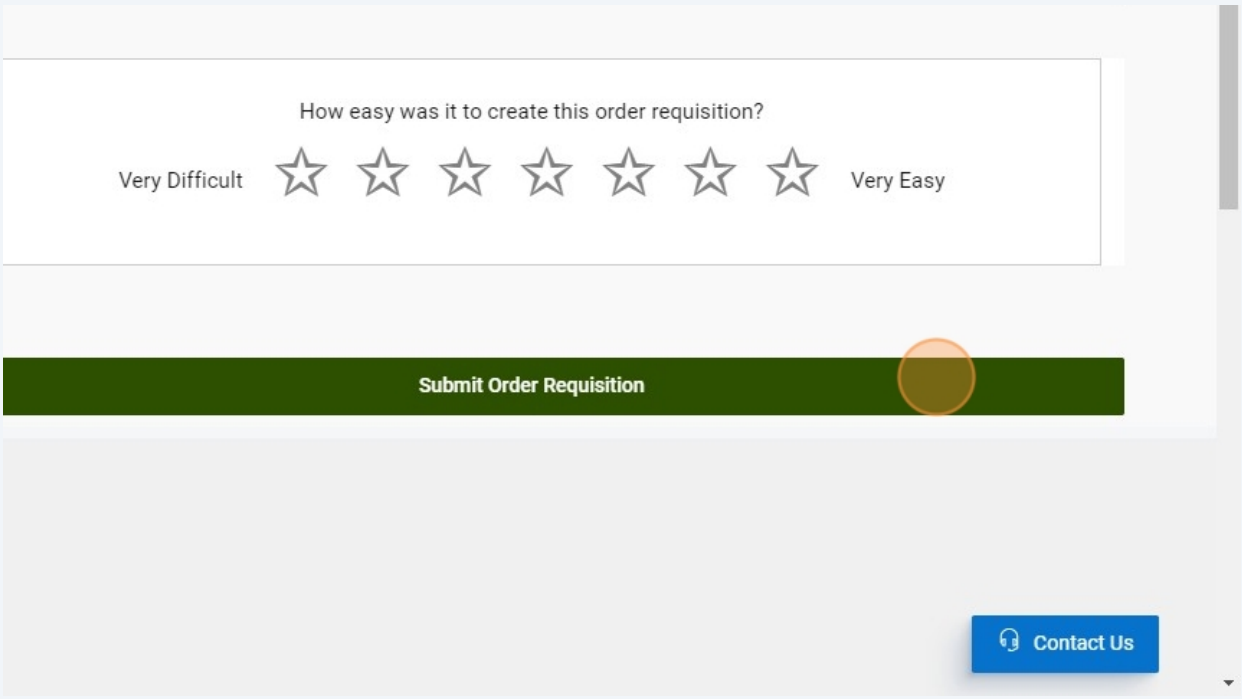
5 Click "Create Order Requisition."



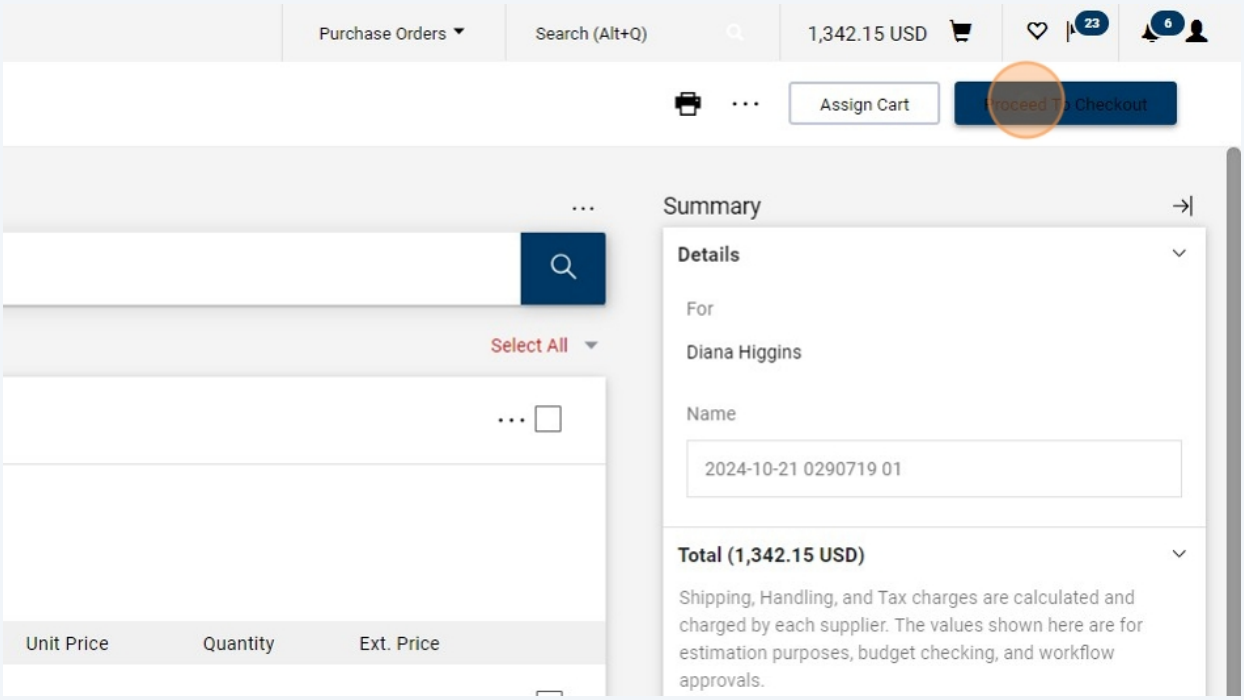
6 Click here to dismiss this question.



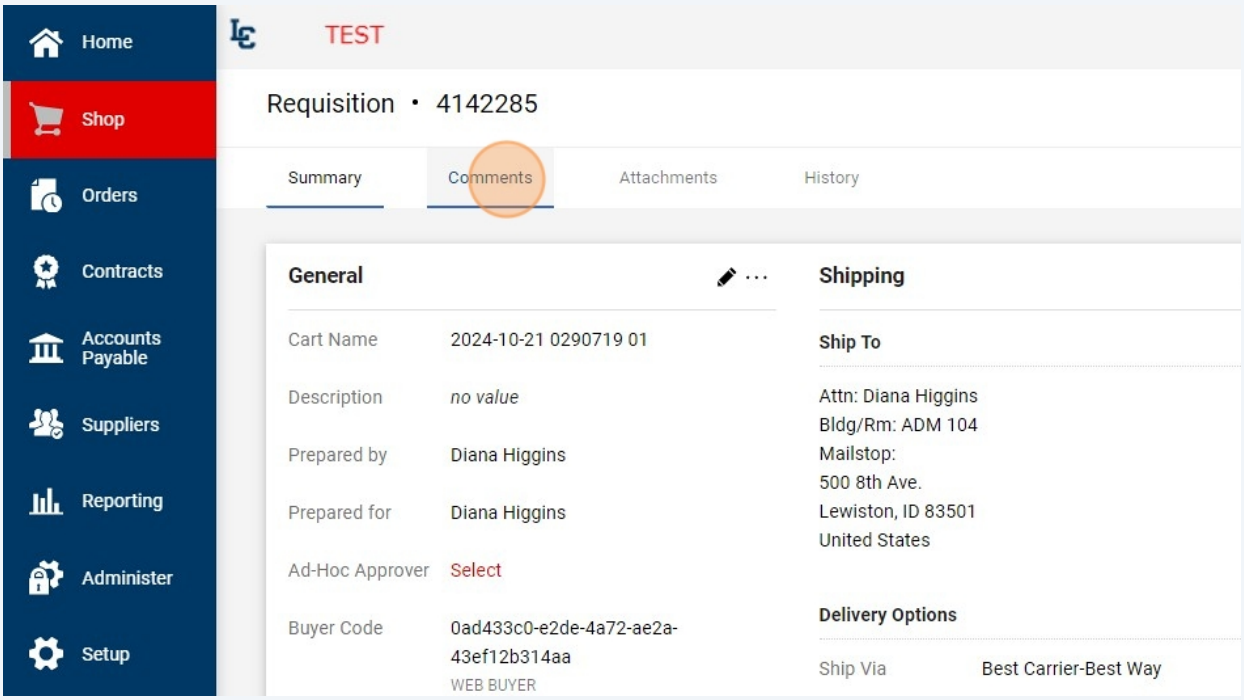
7 Click "Submit Order Requisition"



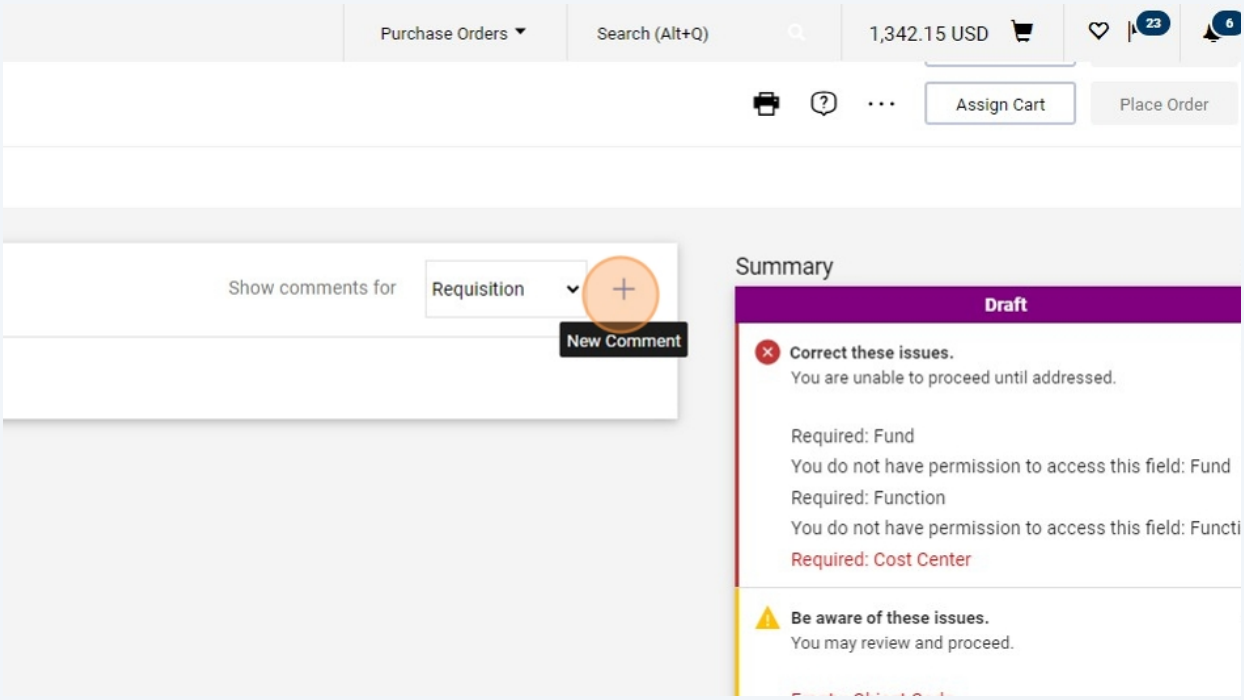
8 Back in Jaggaer, click "Proceed To Checkout."



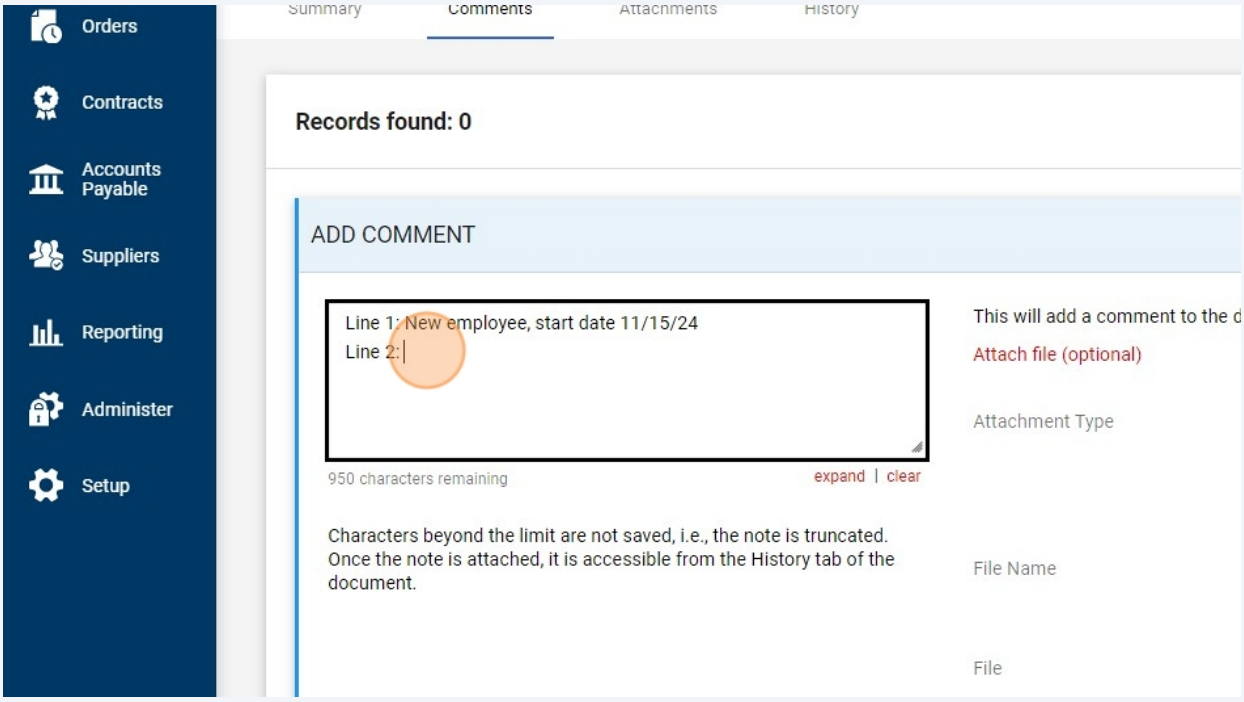
9 Click "Comments"



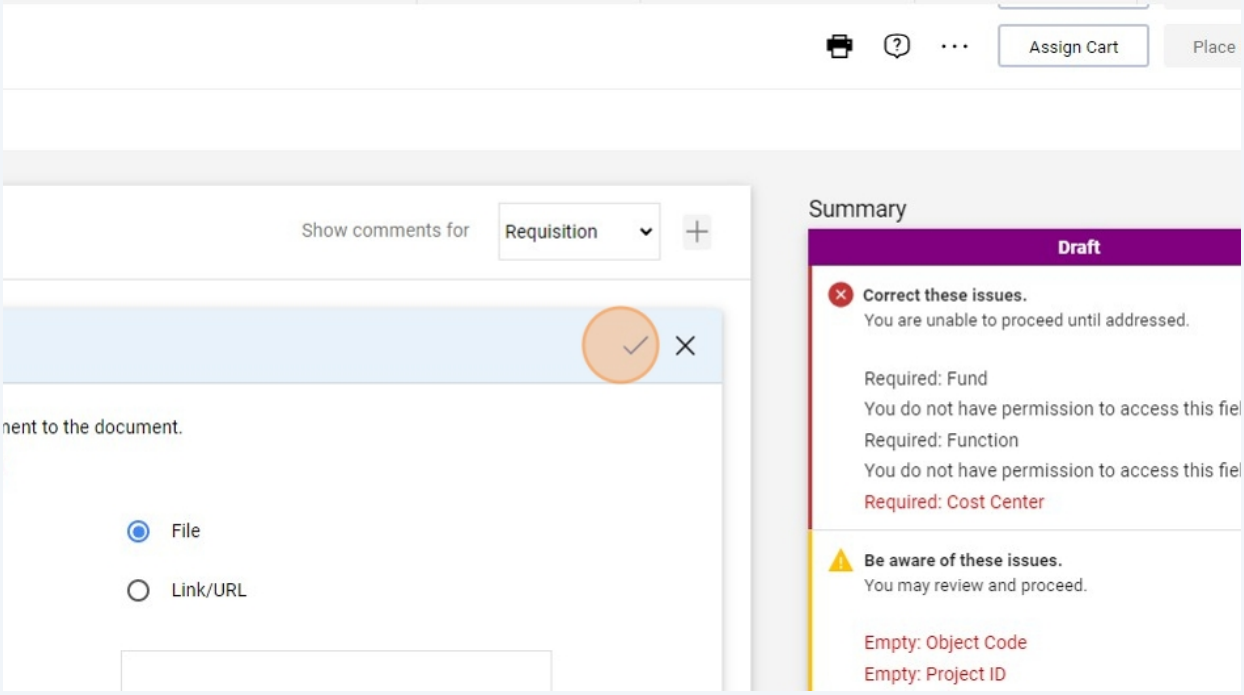
10 Click this button to open the comment field.



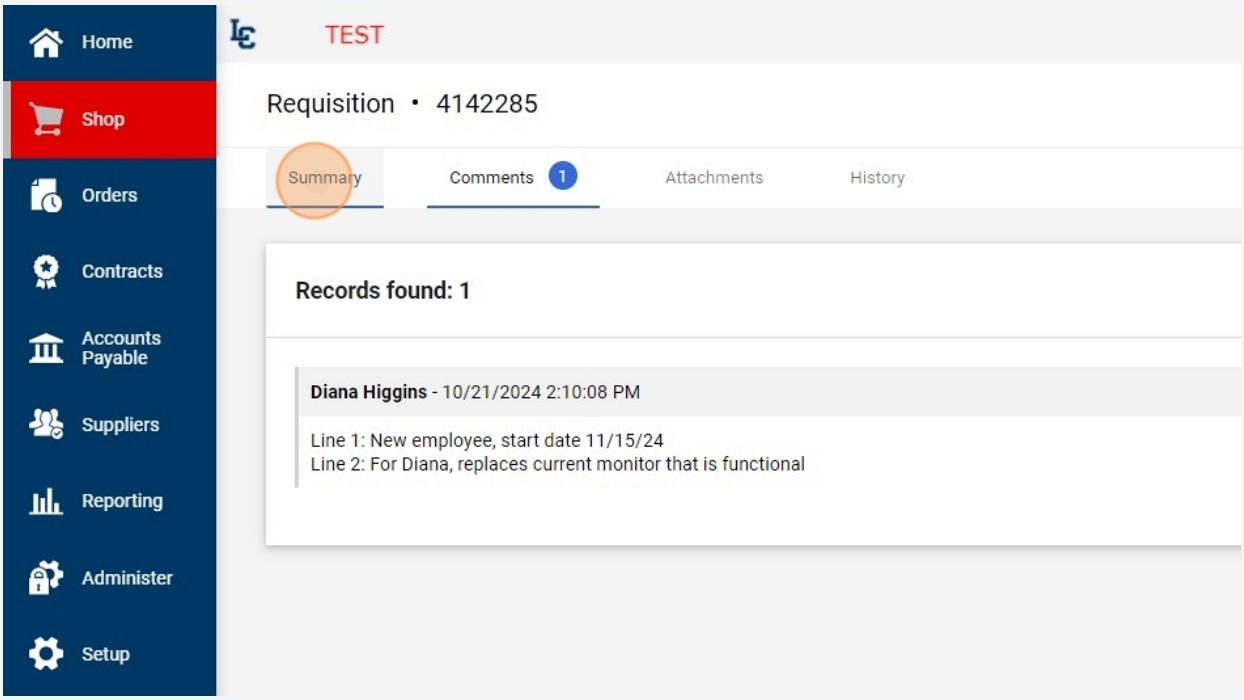
11 Type a comment for each item on the PO, indicating whether the item is needed by a certain date (new hire) or is urgent (employee without a computer or monitor), or simply replacing something (current one is still functional).



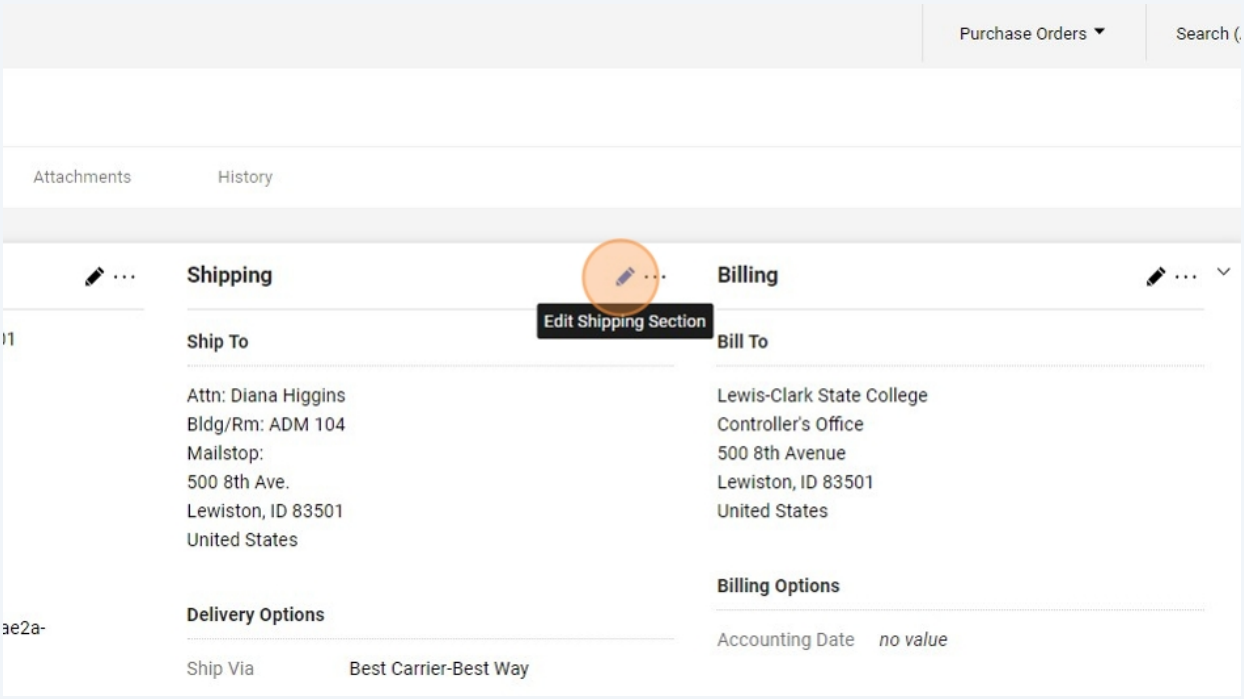
12 Click this button when you've typed the comment to save it.



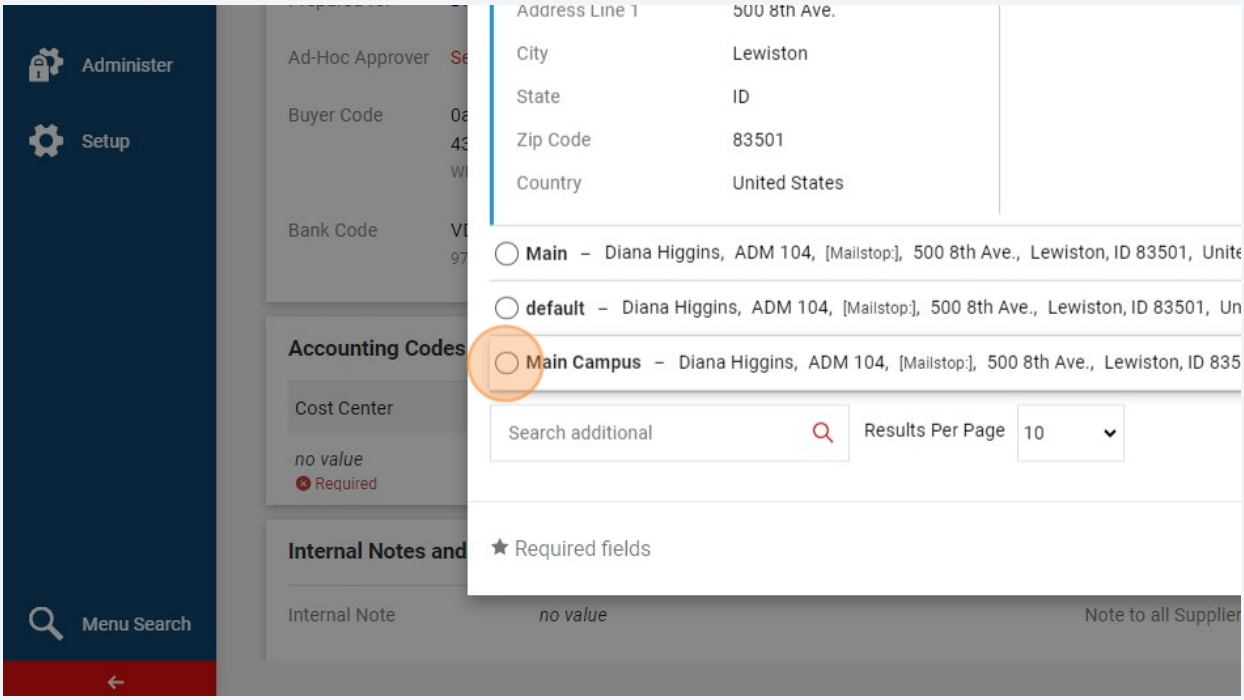
13 Click "Summary" to go back to the body of the req.



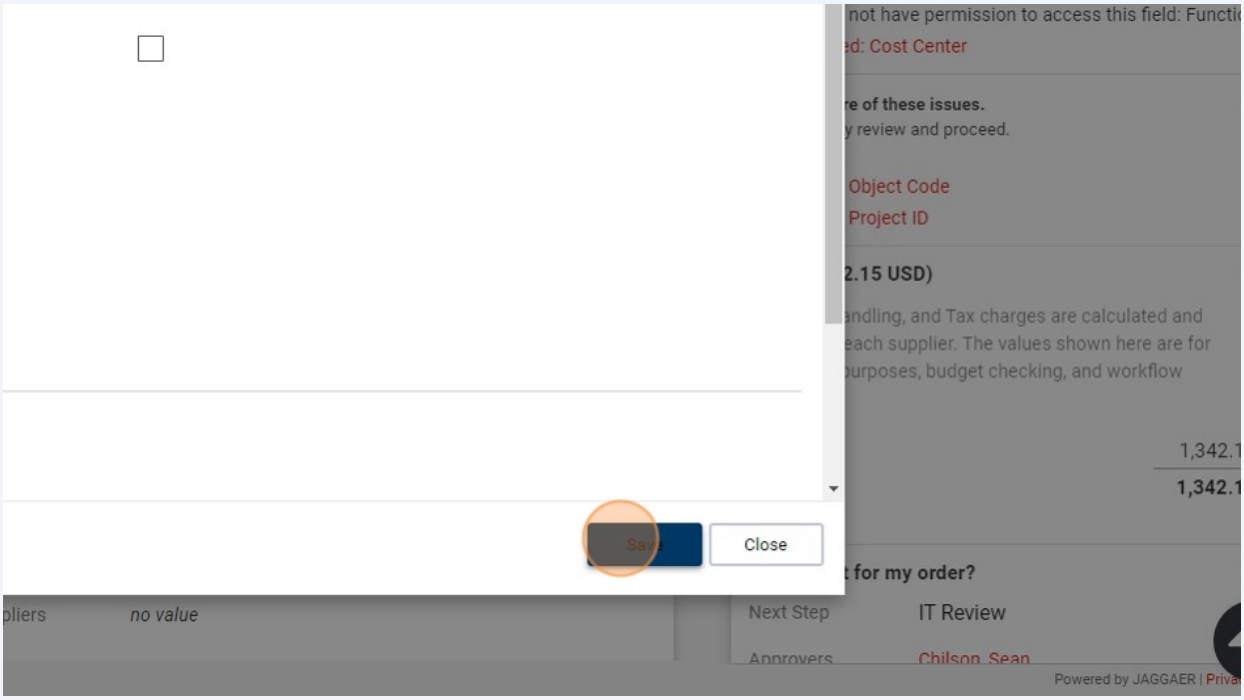
14 Click this button to update the Ship To address if you are not located on the main Lewiston campus. (If you are on campus, disregard.)



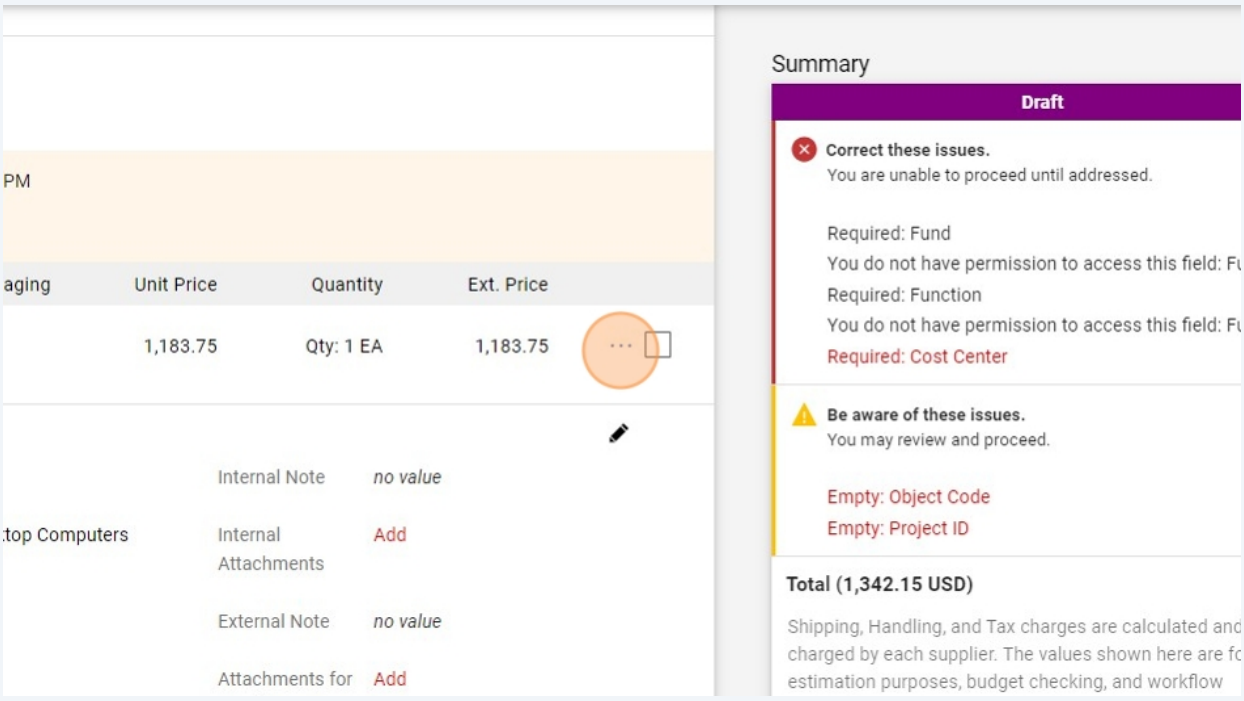
15 Select the Main Campus address if you are not located on the main Lewiston campus. (If you are on campus, disregard.)



16 Click "Save"

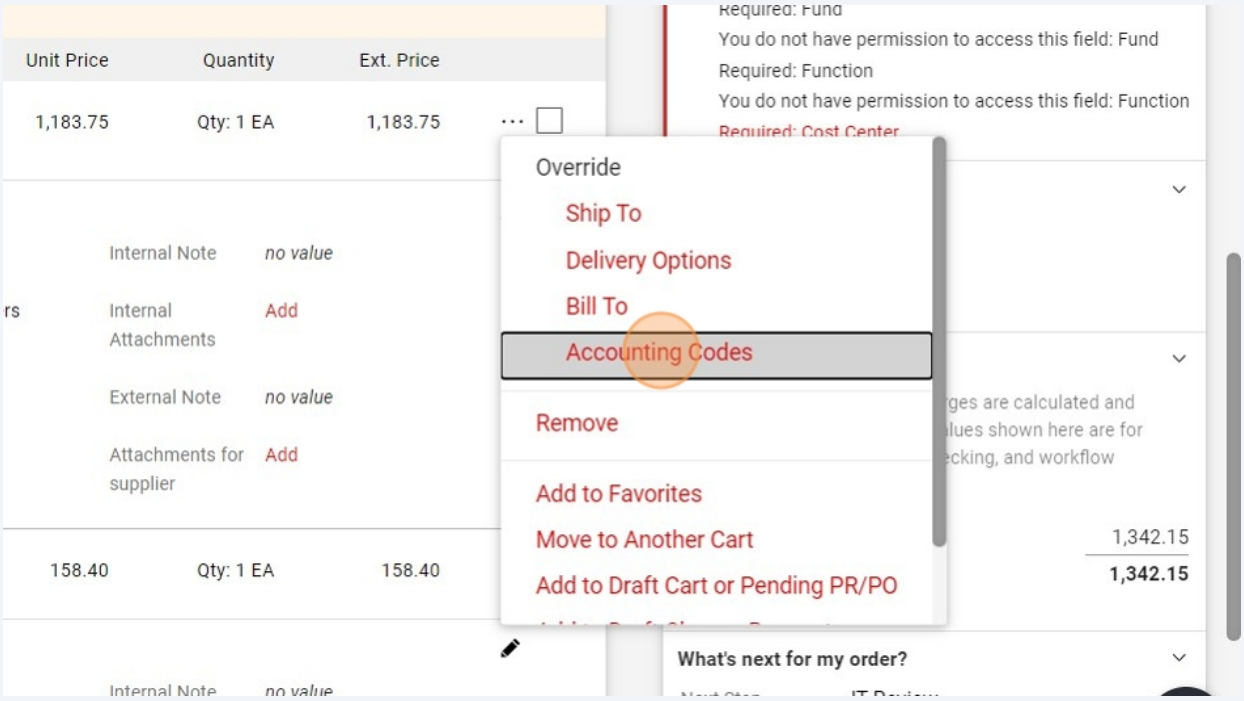


17 Click the three dots to assign cost center info at the line level.

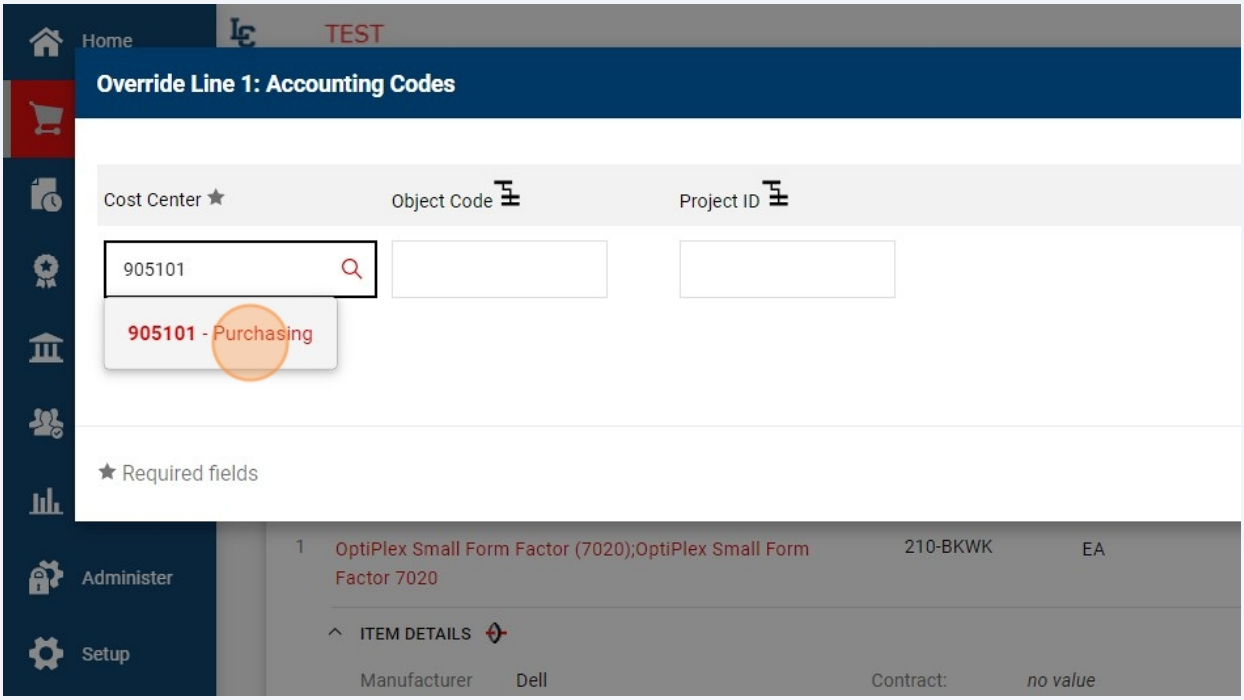


If all items are on the same cost center and using the same object code, you can enter this information at the header level and skip to step

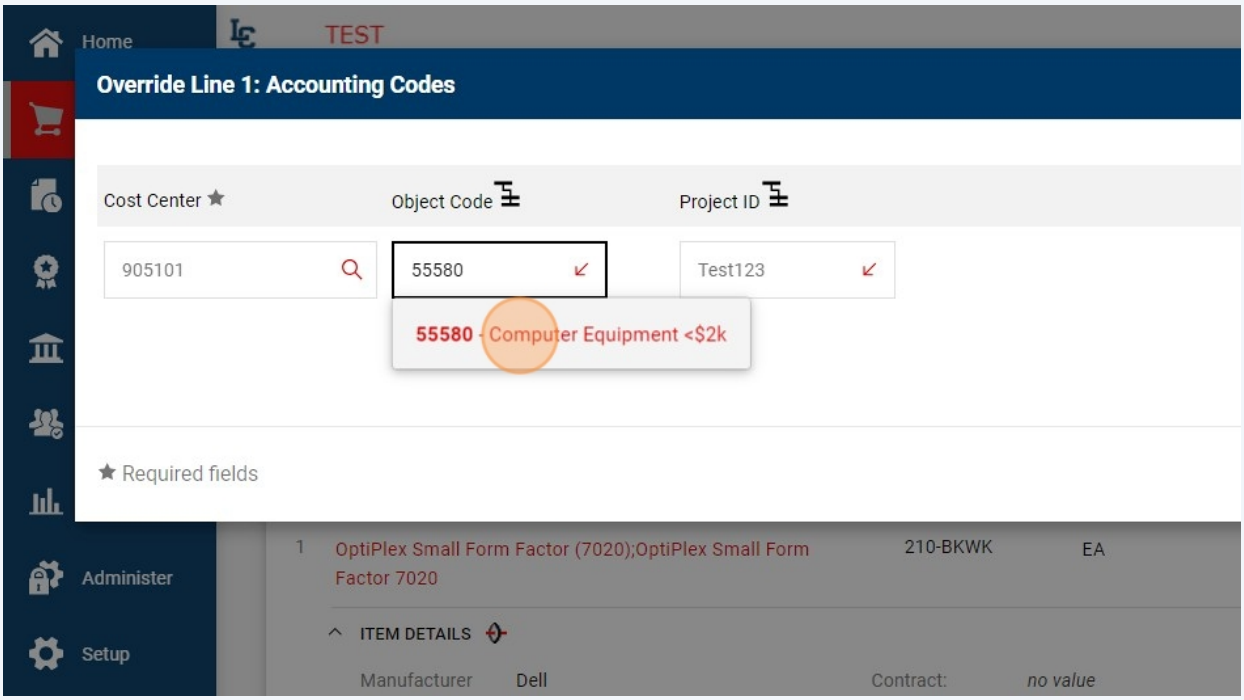
18 Click "Accounting Codes"



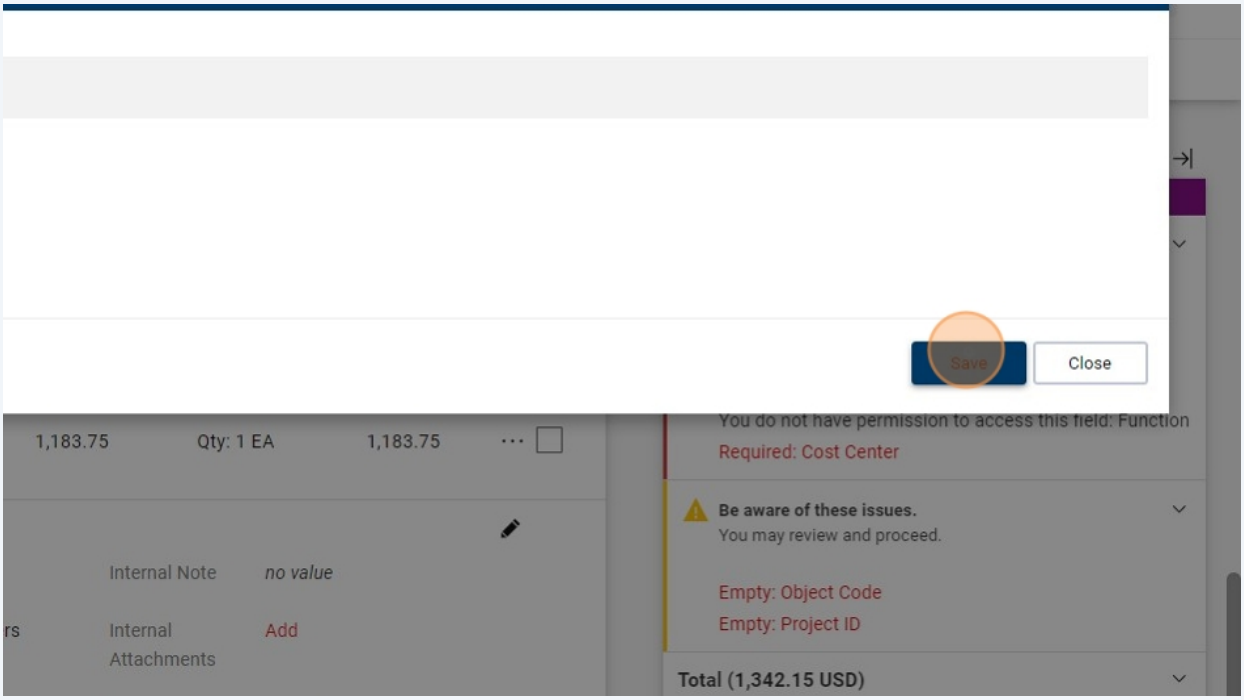
19 Click here to enter cost center.



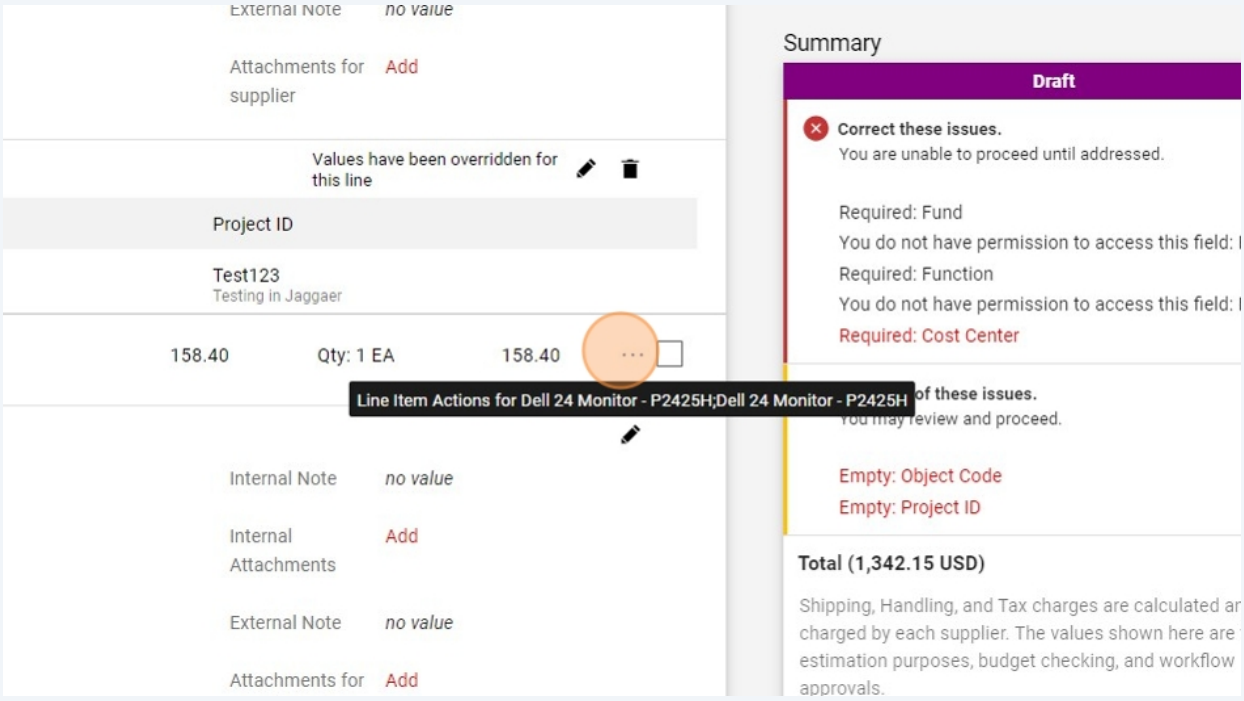
20 Click here to enter object code.



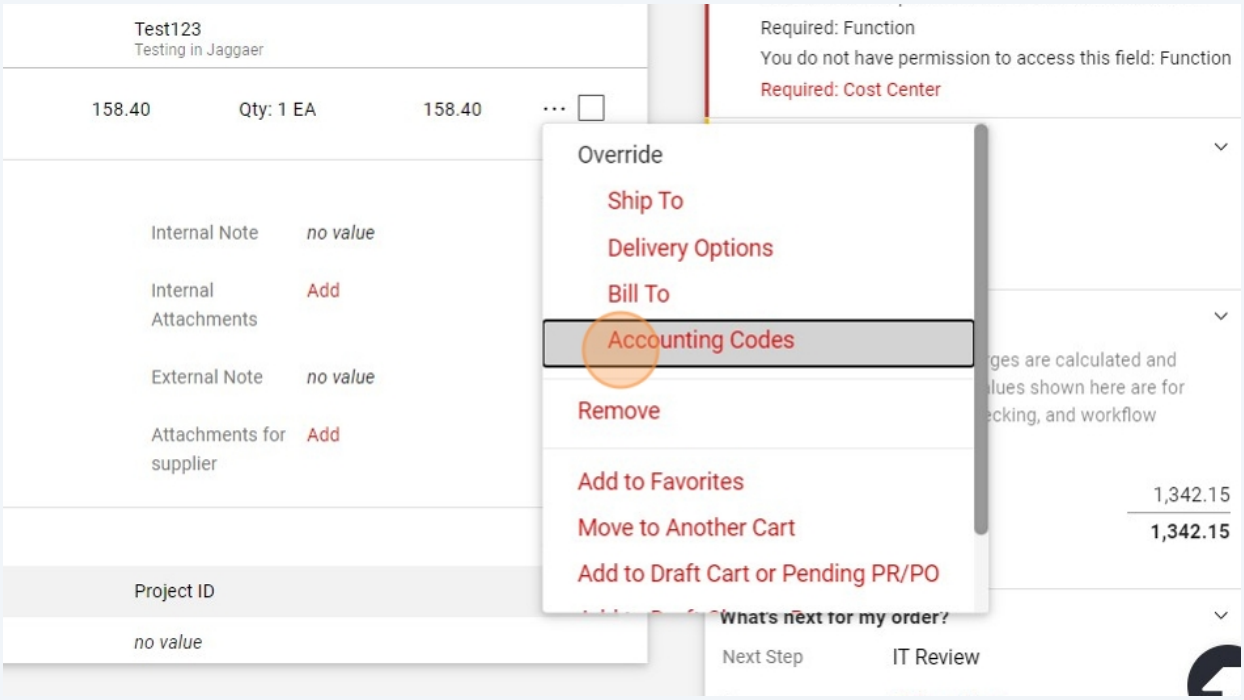
21 Click "Save"



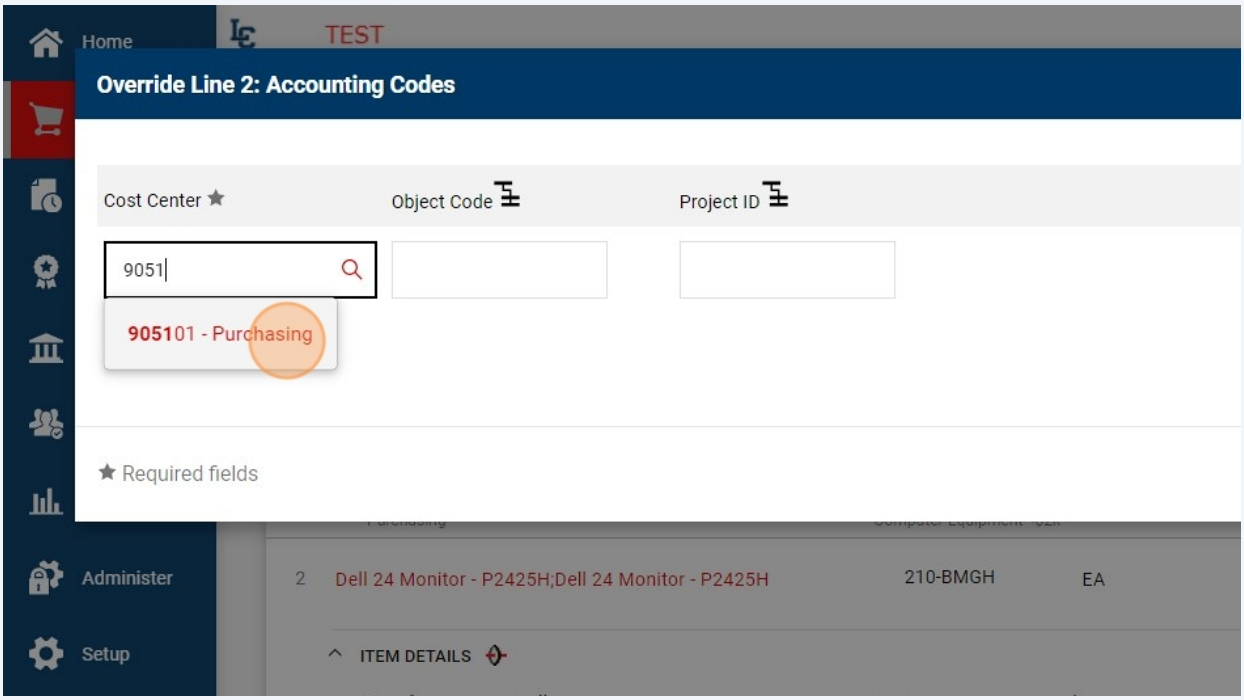
22 Click this button to repeat for the next line.



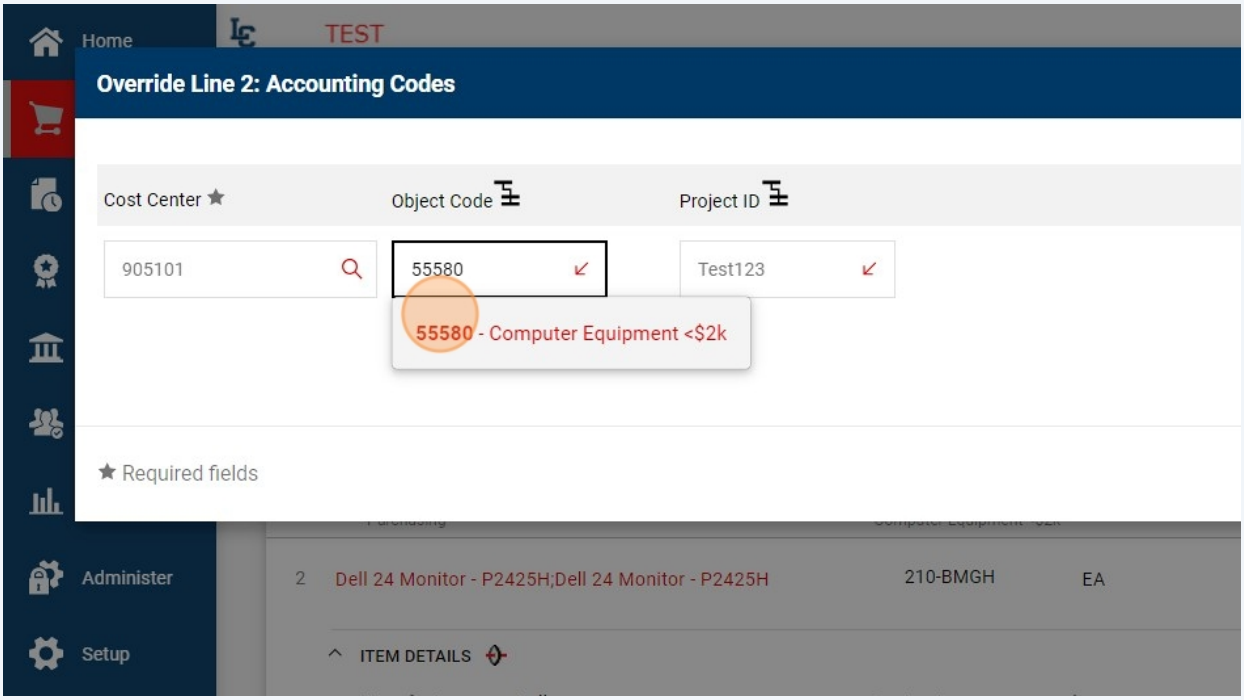
23 Click "Accounting Codes"



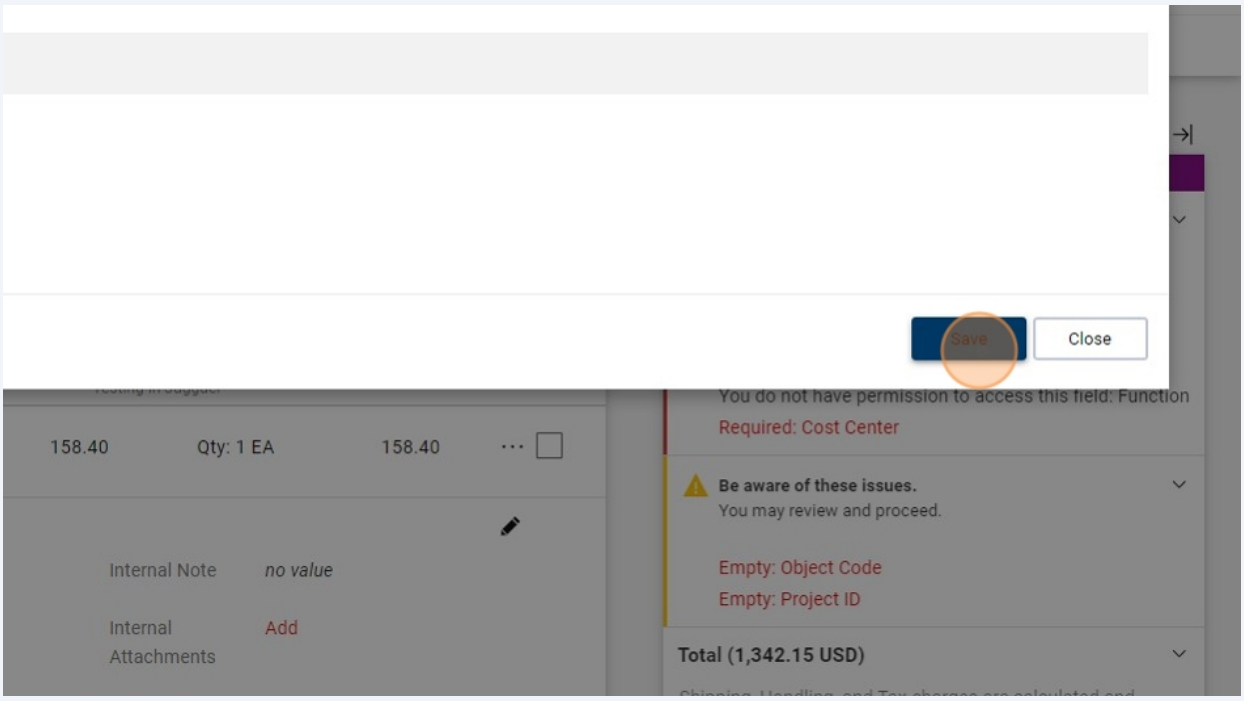
24 Click here to enter cost center.



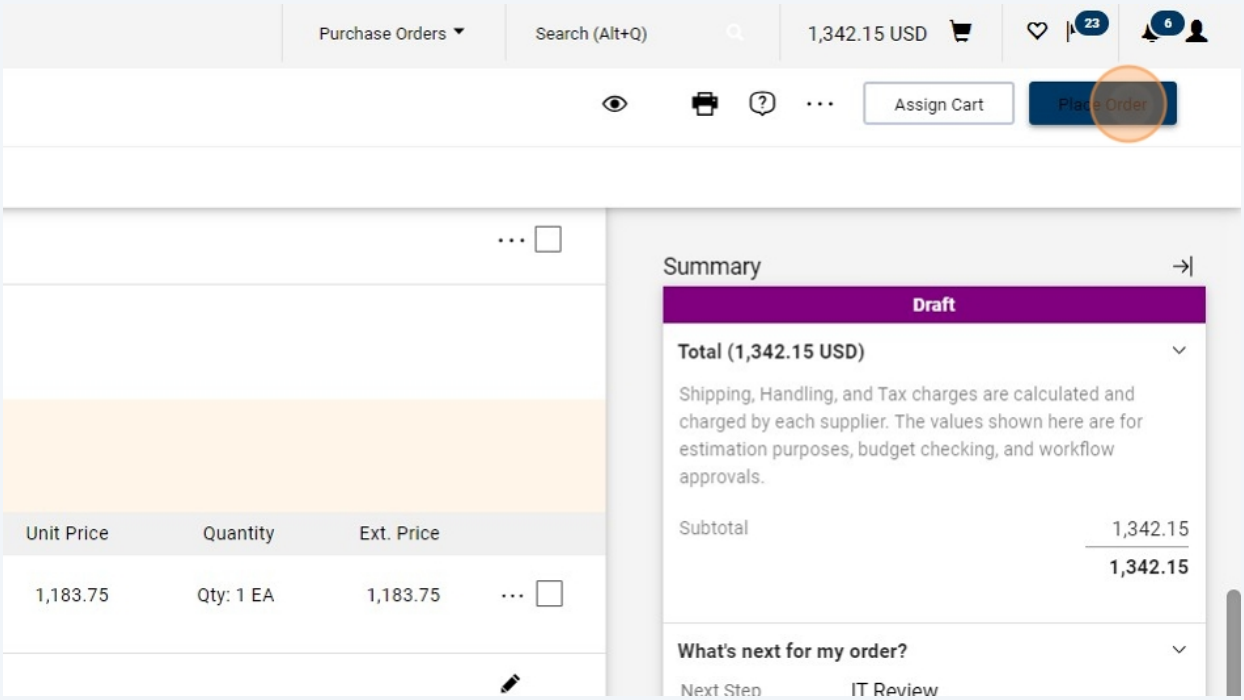
25 Click here to enter object code.



26 Click "Save"

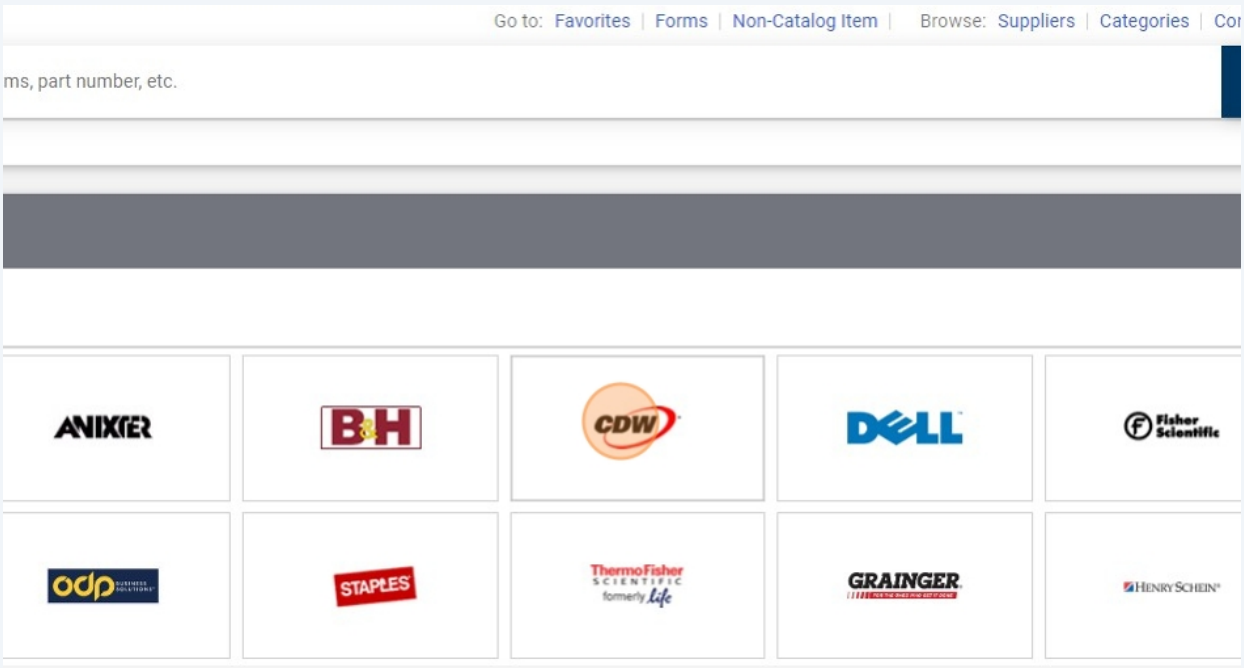


27 Click "Place Order"

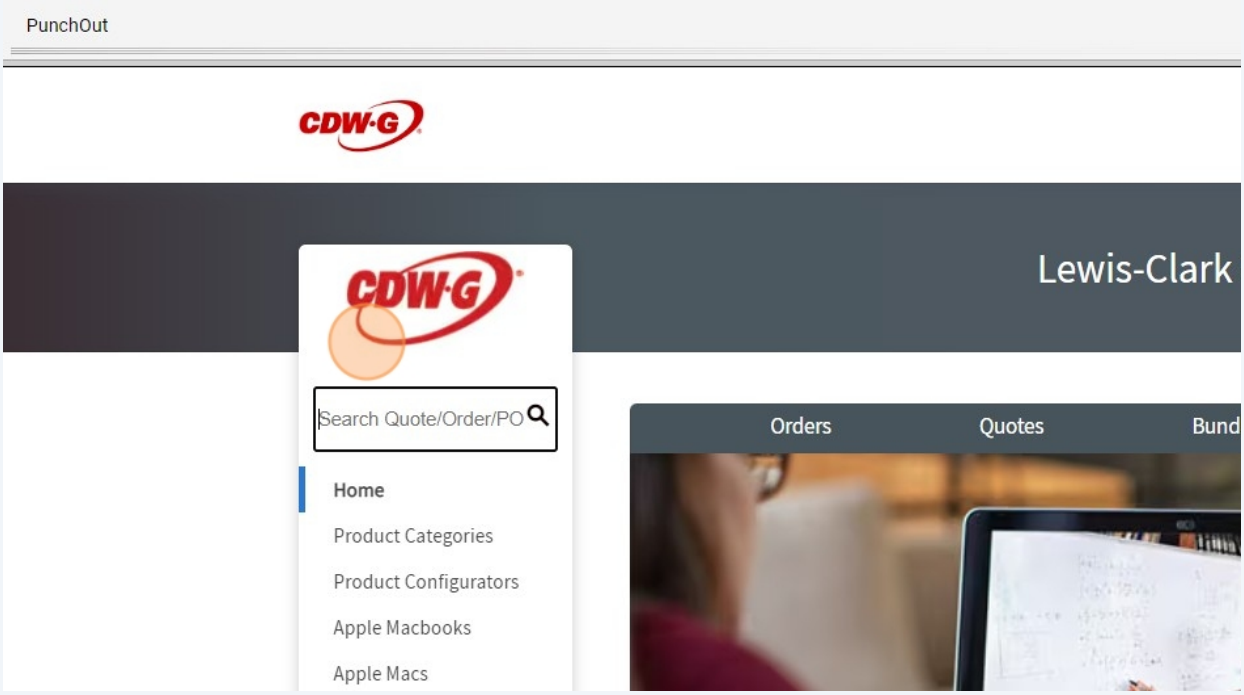


How to Place an Order Requisition in Shopping Dashboard

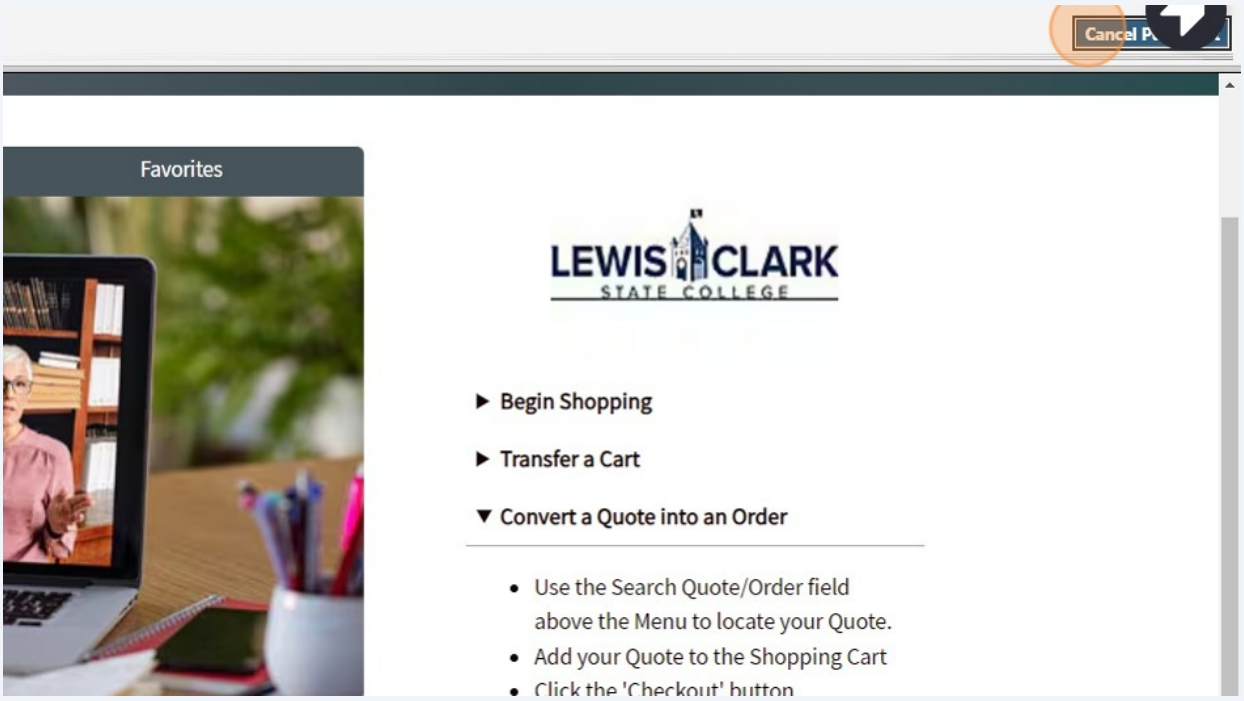
1 Click this image. to punch out through CDWG.



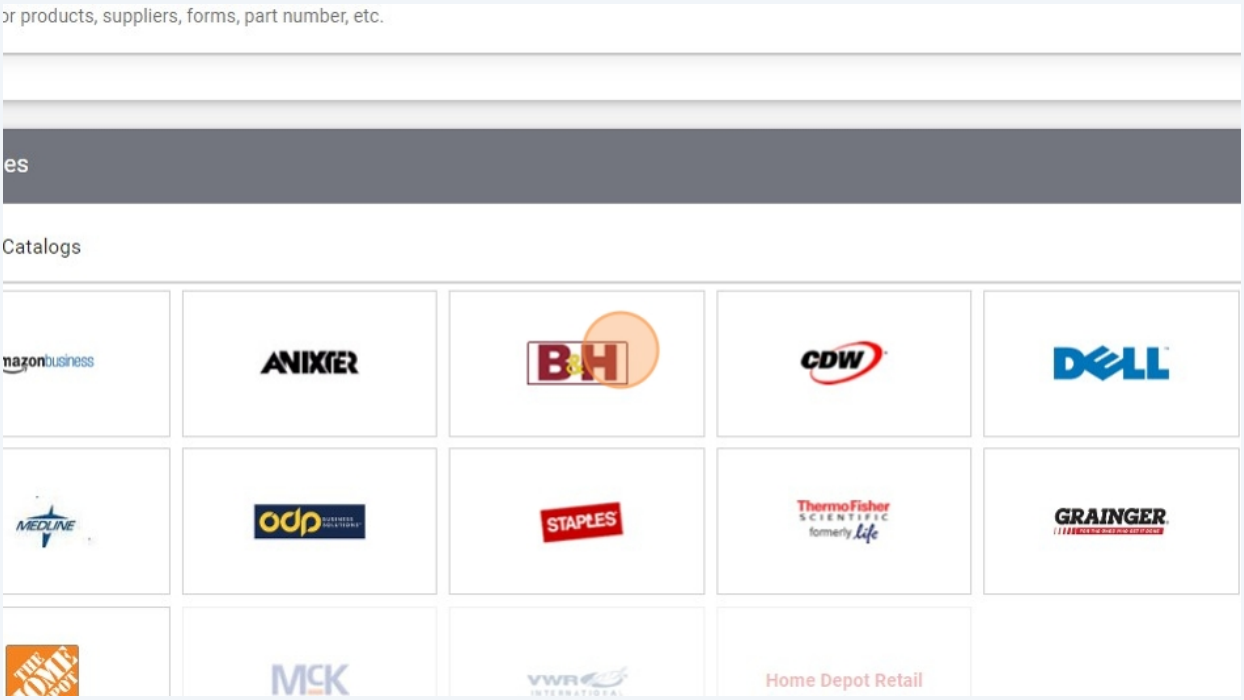
2 Click the "Search Quote/Order/PO" field and enter your quote number.



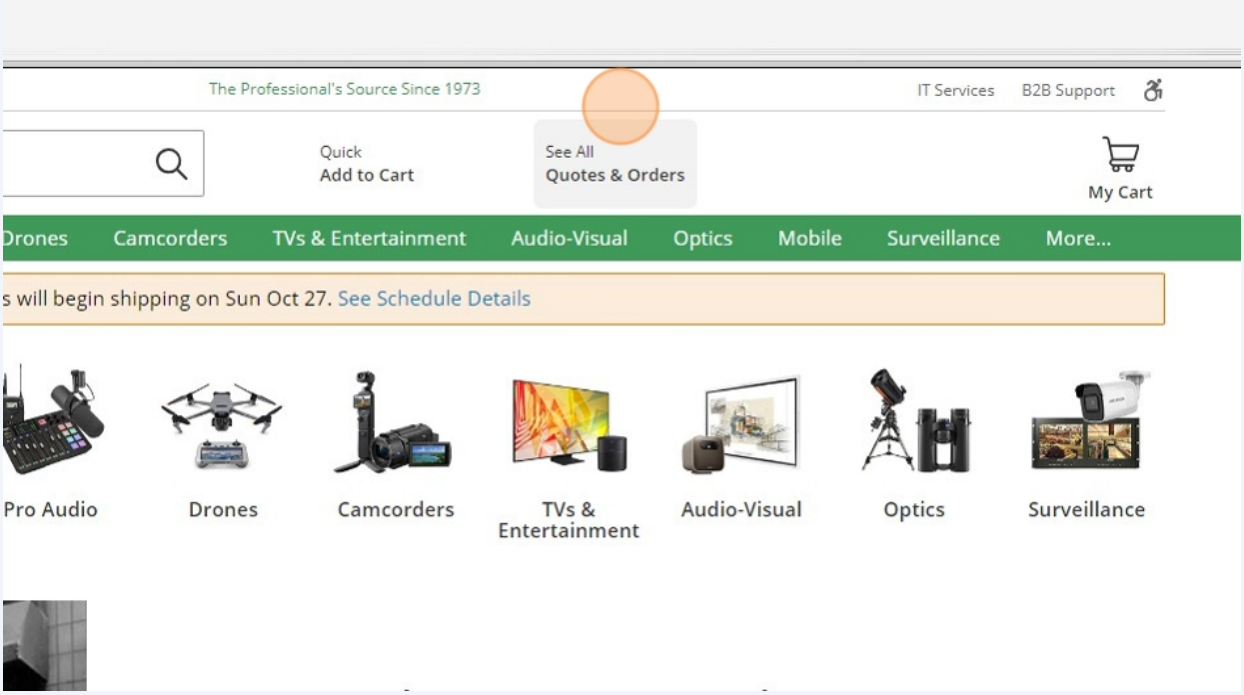
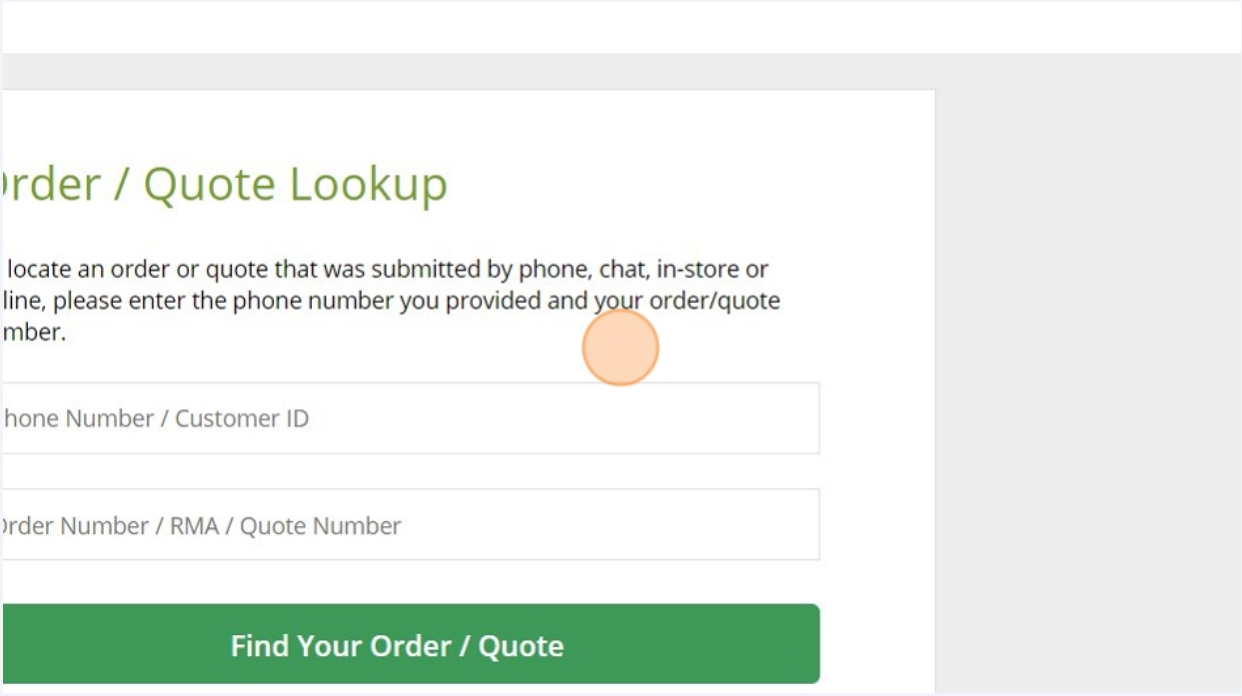
3 There are detailed instructions on the site.



4 Click this image to punch out through B&H Photo.



5 Click "See All Quotes & Orders."



6 Enter your quote information. Note: You will need to provide the phone number of the person who provided the quote, and the Customer ID. Both are available on the quote.