

Non Catalog Requisition

Click "REQUISITION".

Welcome to the Walters State purchasing system, SciQuest (Jaggaer)!

We are bid limit for the following vendors: BK Graphics, ACME Printing, A-Z Office Supply, Personal Computer Systems and Morristown Signs. Before contacting the vendor for quotes you need to contact Purchasing.

If you need to order food for an event or t-shirts please contact Purchasing prior to be sure you are following proper protocol.

All vendors must be registered with TSM per TBR. The process could take a minimum of 2 days to months to complete. If you need help in finding a vendor please contact purchasing. If a vendor is in process, you may enter requisition with Bid vendor and Purchasing will update once vendor is approved in TSM.

If you receive a invoice please forward to Accounts Payable in interoffice mail or by email to accountspayable@ws.edu. You may also select accounts payable as an individual to send comments to in SciQuest.

Confirming orders will not be sent to the vendor. (i.e. Walmart Blanket PO etc)

When you receive your purchased items YOU

Shop Everything [Go]

Go to: advanced search | favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

Punchout Catalogs

- amazon
- FBI
- BH
- CDWG
- CAROLINA
- DELL
- Fisher Scientific
- STAPLES
- GRAINGER

Hosted Catalogs

- TBR

Campus Forms

- Meal Requisition
- WSSC Travel Authorization
- WSSC Travel claim for Employee, ...

Frequently Used Non-Catalog Vendors

Powered by JAGGAER | Privacy Policy

Place your cursor in the "Enter Supplier" field. Type Vendor's name. Select and click "Save and Close"

the Walters State

Non-Catalog Item

Enter Supplier

or Supplier Search | Enter Manually | not known

Product Description	Catalog No.	Product Size	Quantity	Price Estimate	Packaging
					EA - Each

254 characters remaining expand | clear

Product Details

Commodity Code

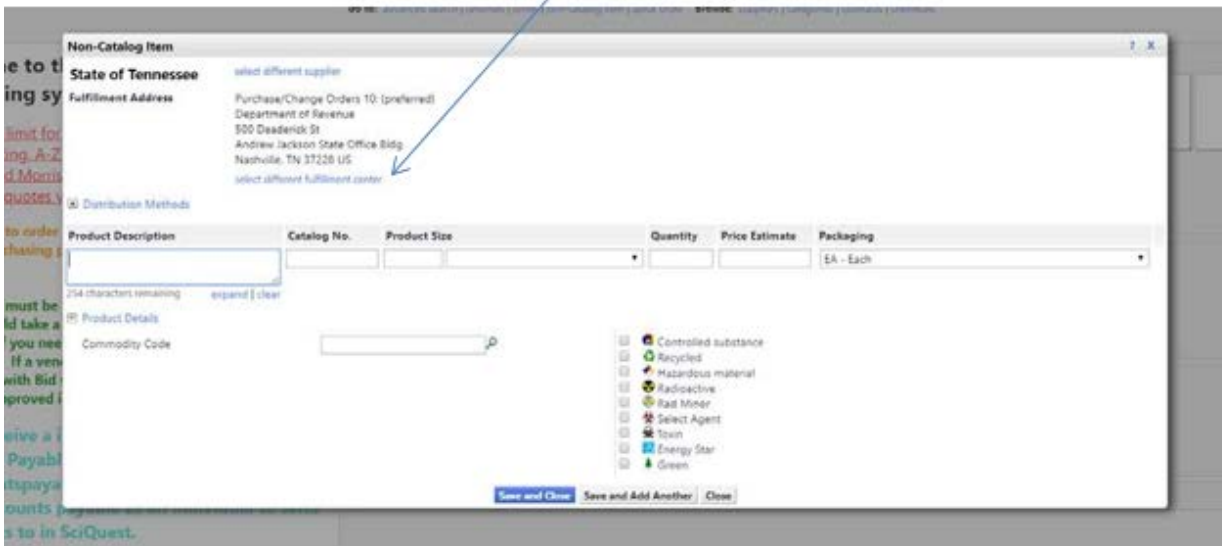
- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Save and Close Save and Add Another Close

Note: If vendor cannot be found a vendor form must be completed before continuing. If vendor is in process click not known.

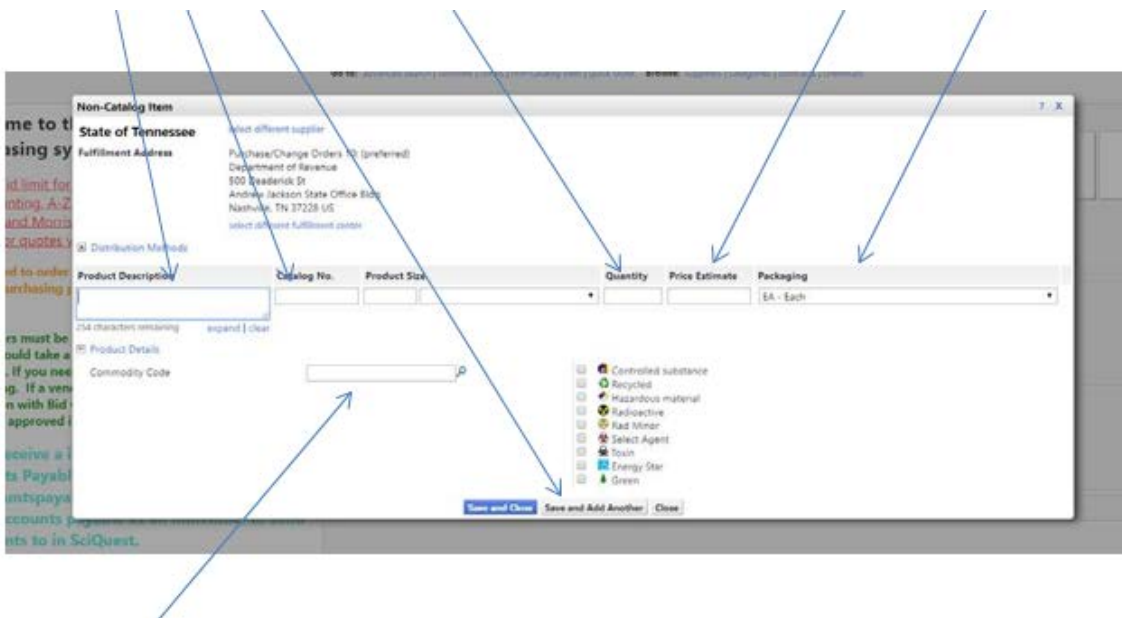
If this is a bid related purchase or vendor in process you will use the vendor Bid vendor.

Verify correct address. If not correct, select “select different fulfillment center”

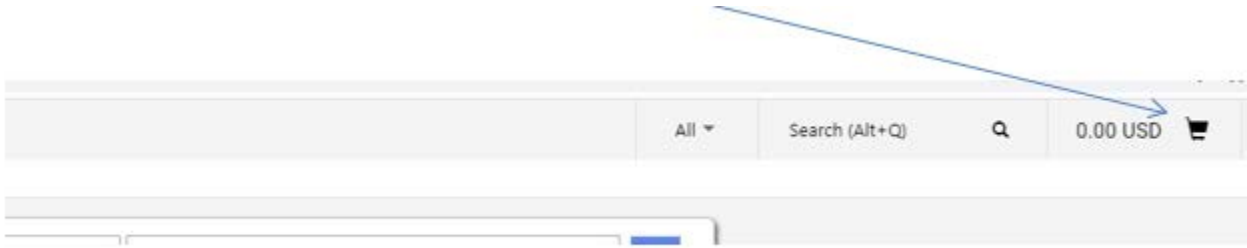



Type necessary information: In this example a “Catalog No.” is not required but you will enter if you have information. Save and Close.

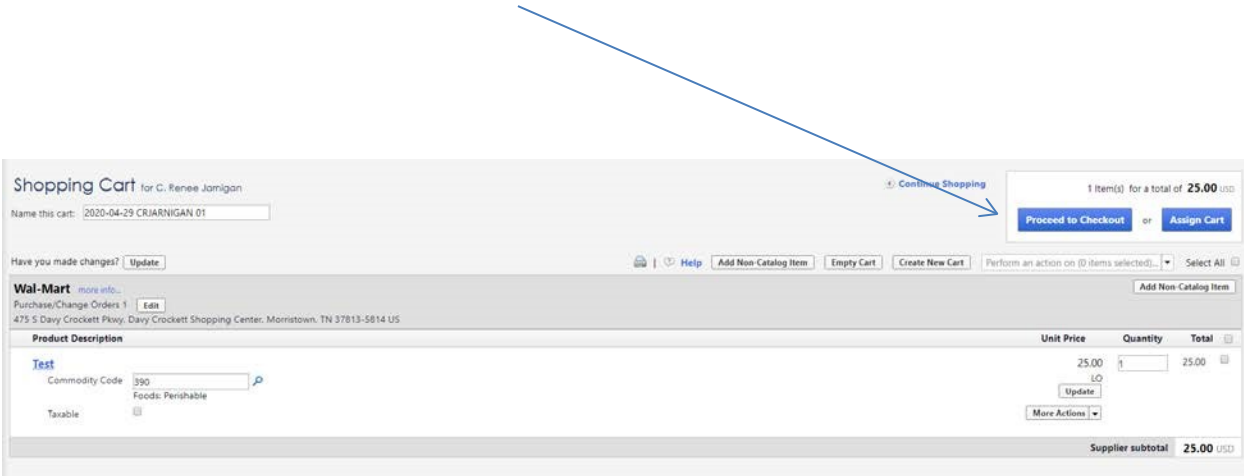
Be sure to enter commodity code. If you don't know you can search to find one. If you cannot find it call purchasing for assistance.



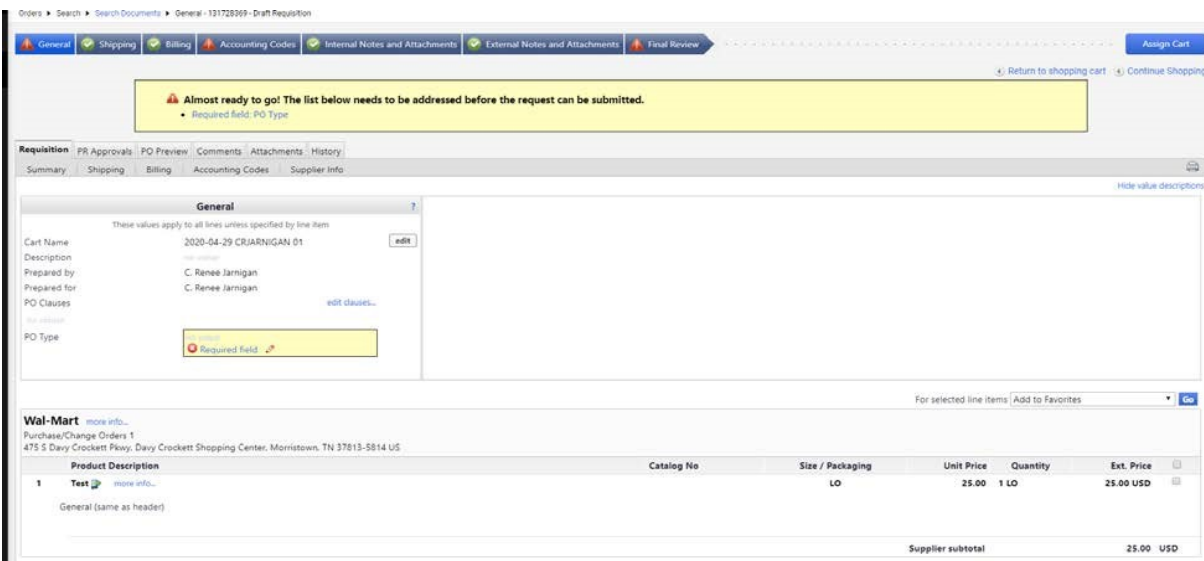
Click your shopping cart.



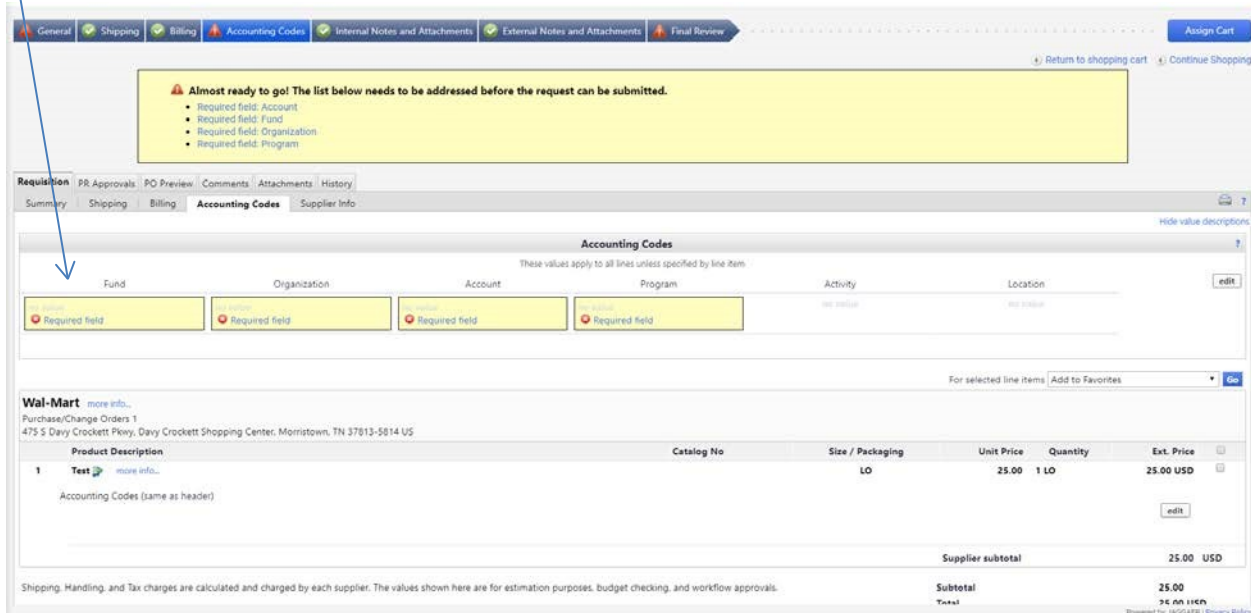
Here is example . Proceed to Checkout or assign cart.



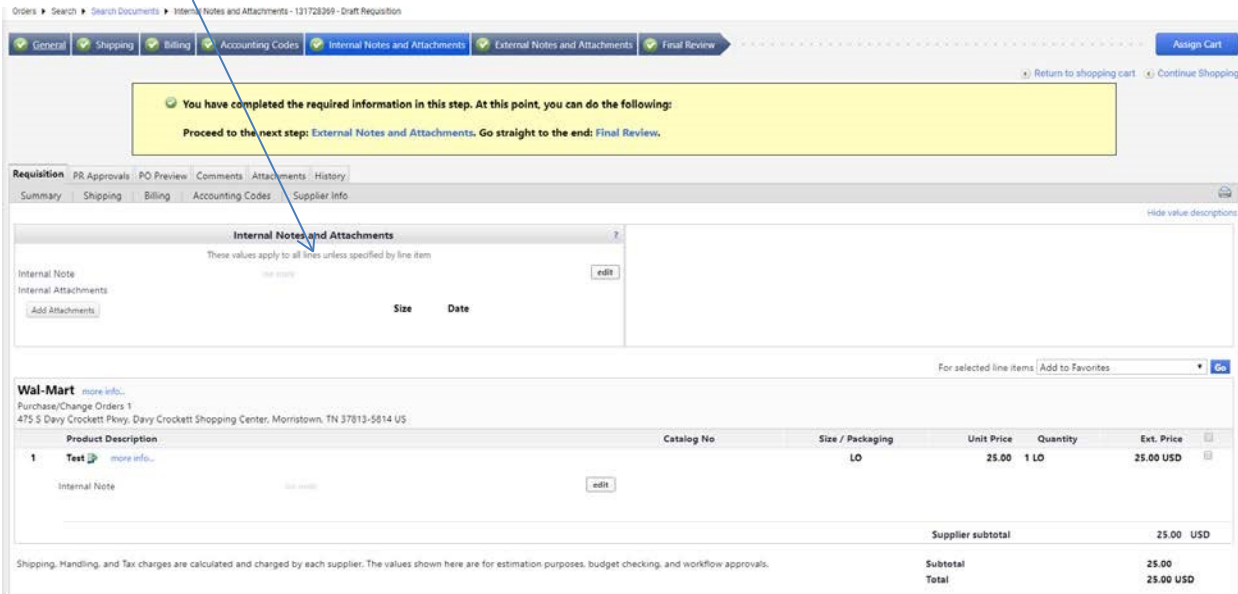
You need to be sure you have green arrows across top. Complete screens then choose proceed to checkout or Assign cart.



Edit the "Accounting Codes" by clicking each one and select values and you will see search box.



Verify all information is correct, change if necessary (example: Shipping, internal notes, external notes)
Internal Notes and Attachments (for Walters State use), External Notes and Attachments (Vendor use)



Note: External notes may not be allowed with some Vendors. Also, external notes will delay delivery due to special order handling. In this case Internal Notes and Attachments consisted of:

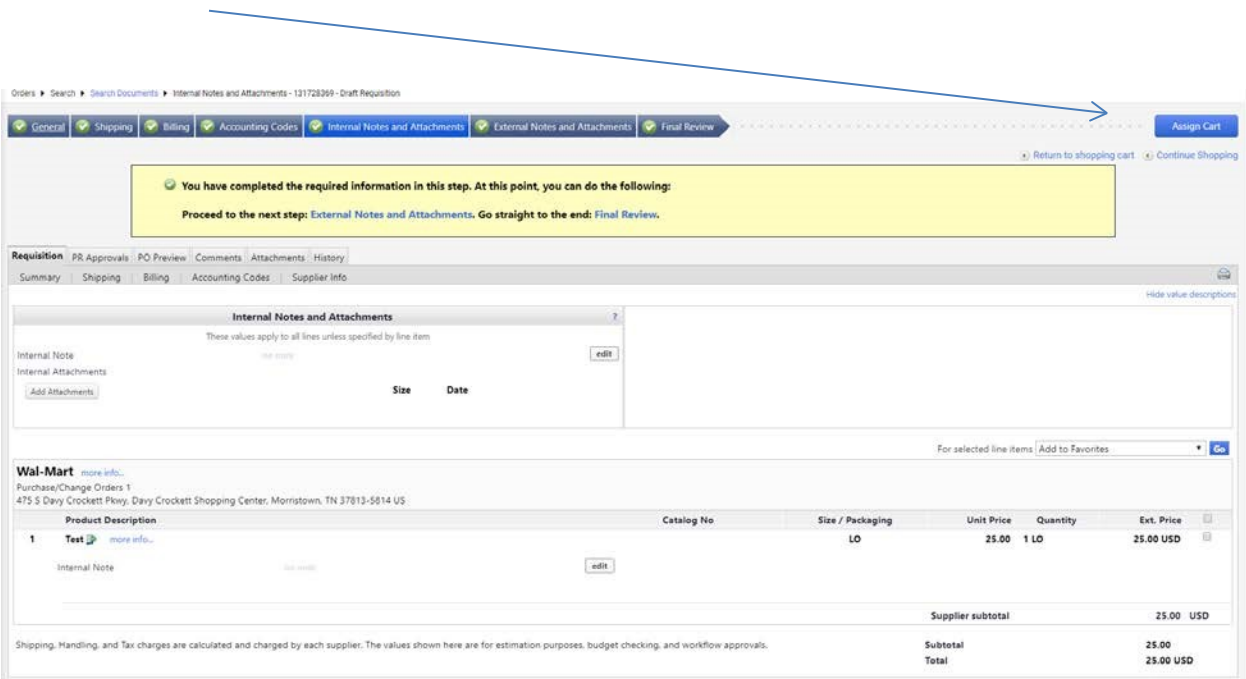
To attend: Beverly Bonner, Tracey Watson, Jeff Snell, Julianne Davis-Cole

Title: "Revolution Diagnosis and Treatment Using the DSM"

Place: Knoxville, TN When: Feb 22, 2013 heck

required in advance

Click Submit requisition or assign cart



Orders > Search > Search Documents > Internal Notes and Attachments - 131728269 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: External Notes and Attachments. Go straight to the end: Final Review.

Requisition PR Approvals PO Preview Comments Attachments History

Summary Shipping Billing Accounting Codes Supplier Info

Internal Notes and Attachments
These values apply to all lines unless specified by line item

Internal Note
Internal Attachments
Add Attachments

Size Date

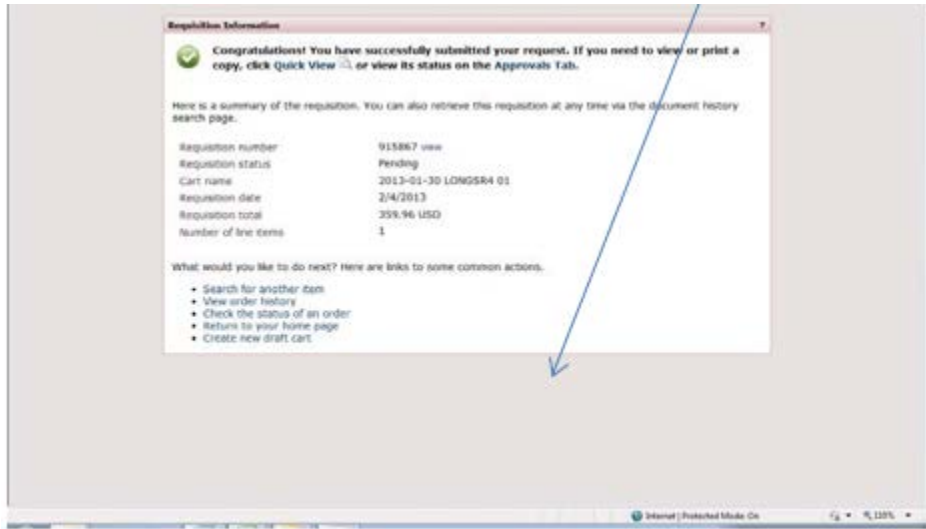
For selected line items Add to Favorites Go

Wal-Mart more info:
Purchase/Change Orders T
475 S Davy Crockett Pkwy, Davy Crockett Shopping Center, Morristown, TN 37813-5614 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Test <small>more info...</small>		LO	25.00	1 LO	25.00 USD
Internal Note <small>see note</small>					
Supplier subtotal					25.00 USD
Subtotal					25.00
Total					25.00 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.

When completed, you will see this screen. Make note of the Requisition number. An email will be sent



Requisition Information

Congratulations! You have successfully submitted your request. If you need to view or print a copy, click Quick View or view its status on the Approvals Tab.

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number:	915867 <small>view</small>
Requisition status:	Pending
Cart name:	2013-01-30 LONGSR4 01
Requisition date:	2/4/2013
Requisition total:	359.96 USD
Number of line items:	1

What would you like to do next? Here are links to some common actions.

- Search for another item
- View order history
- Check the status of an order
- Return to your home page
- Create new draft cart

Internal | Protected Mode On | 115%

Any questions call Purchasing at 423-585-6960 and 423-585-6852 or email purchasing@ws.edu