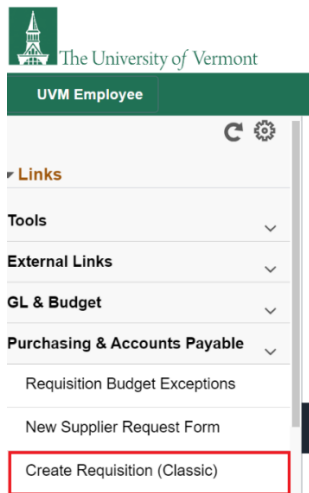


COMTS Computer Ordering Instructions

Contact Lindsey Hullfish with any questions: lindsey.hullfish@med.uvm.edu

- 1) Within PeopleSoft Financials select **UVM Business Mgr Work Center > Create Requisition**



- 2) Select **Depot Catalog** on the Create Requisition page

Create Requisition ?

Welcome Lindsey Hullfish

[Home](#) [My Preferences](#) [Req](#)

Request Options

Search All

Enter search criteria or select from the menu on the right to begin creating your requisition.



Catalog

Browse Catalogs



Web

Browse Supplier Websites

Purchasing Category Tree
Depot Catalog



Special Requests

Create a non-catalog request



Forms

Create and Submit Forms

- 3) Select **Larner College of Medicine** under Category Path

Create Requisition ?

Welcome Lindsey Hullfish

[Home](#) [My Preferences](#) [Requisition Settings](#)

Request Options

Search Catalog

Filter by

Category Path

Depot

Larner College of Medicine

Browse Catalogs > Select + Sign for Categories

Select All/Deselect All

Add Selected To:

[Cart](#)

[Compare](#)

[F](#)

Catalog Search Results ?

4) Select the hardware you would like to order, enter the quantity and click “Add”

Create Requisition ?

Welcome Lindsey Hullfish

Home My Preferences Requisition Settings | 0 Lines Checkout

Request Options Search Catalog Search Advanced Search

Filter by

Browse Catalogs > Select + Sign for Categories

Category Path
Larner College of Medicine - P

Larner College of Medicine

Select All/Deselect All Add Selected To: Cart Compare Favorites Templates

Catalog Search Results ?

Pro Wireless Keyboard & Mouse

Item ID	LCOM-KM5221W	Supplier	Computer Depot
Supplier Item ID		Supplier ID	UVM_DEPOT
Lead Time		Manufacturer	
Mfg Item ID		Manufacturer ID	
Price	40.0000	UPN Type	
UOM	Each	UPN ID	

Quantity Add Add to Favorites Add to Template(s)

5) You will see the computer has been added to your chart at the top of the page. Click “Checkout”

Create Requisition ?

Welcome Lindsey Hullfish

Home My Preferences Requisition Settings | 1 Line Checkout

Request Options Search Catalog Search Advanced Search

Filter by

Browse Catalogs > Select + Sign for Categories

Category Path
Larner College of Medicine - P

Larner College of Medicine

Select All/Deselect All Add Selected To: Cart Compare Favorites Templates

Catalog Search Results ?

Pro Wireless Keyboard & Mouse

Item ID	LCOM-KM5221W	Supplier	Computer Depot
Supplier Item ID		Supplier ID	UVM_DEPOT
Lead Time		Manufacturer	
Mfg Item ID		Manufacturer ID	
Price	40.0000	UPN Type	
UOM	Each	UPN ID	

Added to cart

Quantity Add Add to Favorites Add to Template(s)

6) Type into the requisition name area: “COMTS – The name of the person you are ordering the hardware for – Department”

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit University of Vermont **Requisition Name**

*Requester Lindsey Hullfish Priority

*Currency

Cart Summary: Total Amount 40.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
1	Dell Pro Wireless Keyboard & M	LCOM-KM5221W	Computer Depot	1.0000	Each	40.0000	40.00

7) Make sure to review and/or update the chart string to the **correct chart sting** to charge the order to

8) If purchasing a custom quote, attach the quote provided by the Computer Depot to the requisition

9) Once you have reviewed the requisition for accuracy, click “**Save & submit**” then “**Check Budget**”

Once the Depot approves the order, you will receive a requisition confirmation email.