

Open a Purchase Order

This tip sheet guides you through the process of creating a purchase order for non-standard computer equipment. Our current standard is Dell computers.

Step 1: Request a Quote

1. Obtain a quote from the vendor.
2. When the quote meets your requirement, seek email approval from your CIO for purchasing a non-standard computer.

Note: You will need to upload the quote and email approval to your REQ in PeopleSoft.

Step 2: Use the Quote to open a Requisition in eBuy

Once you have reviewed the quote carefully, use the Quote to open a requisition in eBuy.

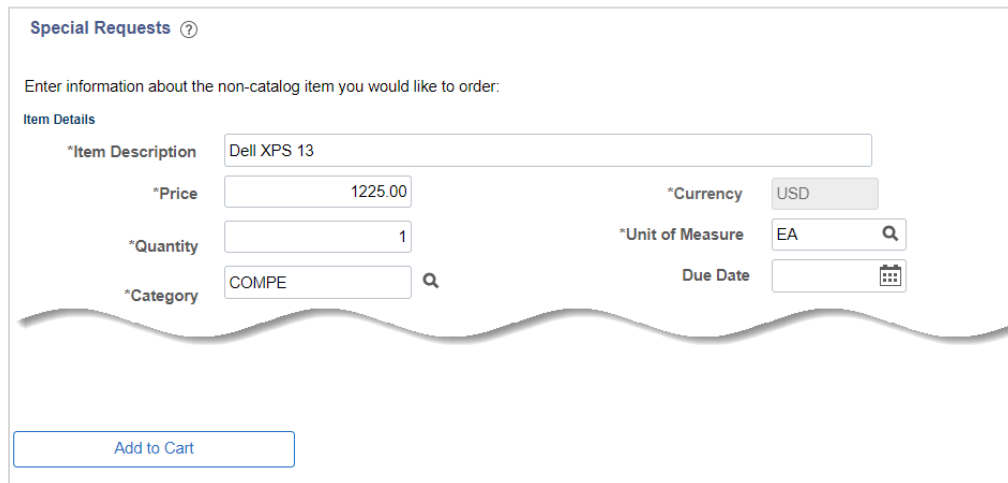
I. Login to **PeopleSoft > eBuy > Requisition**

II. Complete the next screen: **REQUISITION SETTINGS**

- a. Click **OK**. Then, click **Special Requests**

III. Complete the next screen: **SPECIAL REQUESTS**

- a. Complete the * required fields: Item Description, Price Quantity, Category and Unit of Measure.
- b. Click **Add to Cart**.
- c. If you have additional items, continue to enter each item. When finished entering all items, click **Checkout**.



Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	Dell XPS 13	*Currency	USD
*Price	1225.00	*Unit of Measure	EA
*Quantity	1	Due Date	
*Category	COMPE		

Add to Cart

IV. Complete the next screen: **CHECKOUT – REVIEW and SUBMIT**

- a. In the Requisition Lines section, under **Comments**, click **Add**.

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Edit
1	Dell XPS 13		DELL MARKETING LP	1.0000	EACH	1225.0000	1225.00		Add	A



- b. In the **Comments** field, enter the **Dell quote number**.
c. Click **Add Attachments** and **upload the quote from Dell**.

Line Comment

Business Unit 0100 Requisition Date 03/21/2022 [Help](#)
Status Pending

Line 1

Comments

Entered On:

1 Quote 3000115385177.3 **B**

Send to Supplier Show at Receipt Show at Voucher

[Add Attachments](#) **C**

OK Cancel

- d. Click **OK**. Then, click **Save & submit**.