

PROCESSING PC ORDERS WITH NWS – Vendor CodeBlue Technology LLC #108728

- You must have sufficient funds in the appropriate capital account **before** creating your requisition.
- You must attach an electronic copy of your CodeBlue quote to your requisition.

1. Select Financial Management > Procurement > Purchasing > **Requisitions**

- Press “**New**”

2. From the Department drop-down box, select the entry that includes “IT Routing” in the name; tab to the next field.

The screenshot shows the NWS City of Hampton - LIVE System interface for creating a requisition. The 'Vendor' field is highlighted with a red circle, and the 'Department' field is highlighted with a blue circle. The 'Purchasing Address' is set to 'CODEBLUE TECHNOLOGY LLC - Prin'. The 'G/L Date' is 05/18/2016 and the 'Deliver by Date' is 06/01/2016. The 'Description' is 'Computer Order for (example---Risk Management)'. The 'Category' is 'Standard' and the 'Form Type' is 'SSRS - SSRS'. The 'Item' section shows 'Computer Equipment.CE-Comp Equi' with a description of 'CodeBlue Quote # 00000001' and a price per unit of \$0.00. The 'Detail' section shows 'Vendor Part Number', 'Employee', 'Ship Via' (VEND-Vendor - Vendor Delivers), 'Ship To' (C222 - C222-RISK MGMT), and 'Freight Terms' (None - No Shipping Charges). There are buttons for 'Save', 'Save/New Item', 'Save/New Requisition', 'Delete Item', 'Delete Requisition', and 'Reset' at the bottom.

Enter the following header info:

3. Vendor # **108728** – **CodeBlue Technologies LLC** (*NOTE – this is a change effective May 26, 2016*)
4. COMPUTER ORDER for DEPARTMENT NAME in description field (Ex: COMPUTER ORDER for TREAS)
 - In the notepad area type: **RFP 09-6187-12**
5. SSRS for Form Type
6. Select Purchasing address = CodeBlue Technology LLC, 5000 Monument Ave., Richmond VA, 23230
7. Enter a Deliver by Date that’s at least 2 weeks from the GL Date shown

In the ITEM area, enter the following:

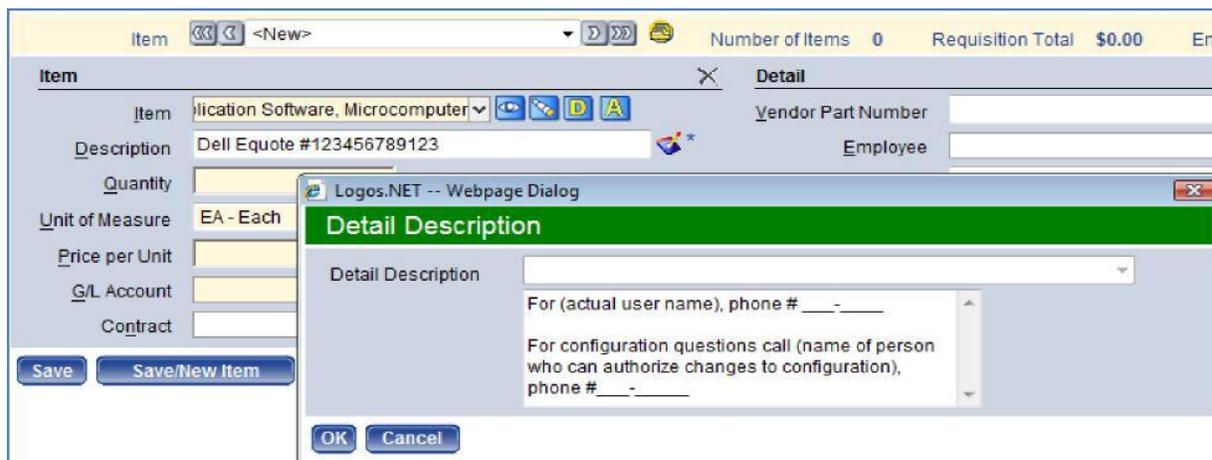
8. Item Prompt: Enter Computer Equipment in the Description field and press Search. Select commodity code GRP6.207.79.
9. Description: CodeBlue Quote, followed by your quote number
10. Quantity, Unit of Measure, Price per Unit: enter info from your quote
11. G/L Account: must use an 08260 account code
12. Ship Via: VEND – Vendor Delivers
13. Ship To: Your department code
14. Freight Terms: None

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***** Press Save before going further *****

If you receive a message that you're creating an asset under \$1,000, press "Accept."

15. Press the notepad icon to add more detail to your item description as shown below:



The screenshot shows the NWS software interface. The main window is titled 'Item' and contains fields for 'Item', 'Description', 'Quantity', 'Unit of Measure', 'Price per Unit', 'G/L Account', and 'Contract'. The 'Item' field is set to 'Application Software, Microcomputer' and the 'Description' field is set to 'Dell Equote #123456789123'. A 'Detail Description' dialog box is open over the main window, with a text area containing the following text: 'For (actual user name), phone # ____-____' and 'For configuration questions call (name of person who can authorize changes to configuration), phone # ____-____'. The dialog box has 'OK' and 'Cancel' buttons.

Include:

- the name of the individual who will use the pc,
- their phone number,
- the name of the person who can authorize changes to the configuration if necessary,
- their phone number.

16. Add more hardware Items to the requisition as required.

17. Attach your Equote(s) using the NWS "Documents" feature shown here. >

18. Press Save.

19. Approve the requisition (both level 1 & level 2).

20. Forward your approved requisition to an IT approver.



To approve your computer order, IT needs both a hardware requisition (Infian) *and* an MS Office software license requisition (SHI). Only after IT receives both requisitions can they be reviewed.

- Once we determine that your quotes are active and your requisitions are complete, IT will approve the requisitions and send you an NWS note to post them.
- After you post them, they will be available for Procurement to process as purchase orders. You should track the progress of your purchase orders through the links in your requisitions.
- IT will receive a copy of the completed PO's from Procurement after the Buyer has completed the posting process. We will place your order after we receive the PO information.

**** NOTE: Hardware pricing may fluctuate as much as 5% from the date you create your equote and the date your order is placed. ****