

PROCESSING PC ORDERS WITH NWS

Vendor: Networking Technologies and Support Inc (NTS) #30783

- 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 displays the 'new world' system interface for creating a requisition. The header includes 'City of Hampton - LIVE System' and navigation links for 'myFavorites', 'Financial Management', and 'Maintenance'. The main area is titled 'Requisition List' and 'Requisition'. Below this is a toolbar with icons for various actions and an 'Entry' button. The form fields are organized into two columns. The left column contains 'Template', 'Department' (set to 'Risk Management-IT - Risk Management-IT Routing'), 'Vendor' (set to '30783 - NETWORKING TECHNOLOGIES AND SUPPORT INC'), 'Description' (set to 'Computer Order for (example - Risk Management)'), 'Category' (set to 'Standard'), and 'Form Type' (set to 'SSRS - SSRS'). The right column contains 'Purchasing Address' (set to 'NETWORKING TECHNOLOGIES AND'), 'G/L Date' (set to '07/26/2017'), 'Deliver by Date', 'Resolution Number', 'Bill To Location' (set to 'C222 - C222-RISK MGMT'), and 'Assigned to Buyer'. Below the form fields is a summary bar showing 'Number of Items' as 0, 'Requisition Total' as \$0.00, and 'Encumbered Amount' as \$0.00. The 'Item' section is expanded, showing 'Item' (set to 'Computer Equipment.CE-Comp Equip'), 'Description' (set to 'NTS Quote # 01-07/21/2017'), 'Quantity', 'Unit of Measure' (set to 'EA - Each'), 'Price per Unit' (set to '\$0.00'), 'G/L Account', and 'Contract'. The 'Detail' section shows 'Vendor Part Number', 'Employee', 'Ship Via' (set to 'VEND-Vendor - Vendor Delivers'), 'Ship To' (set to 'C222 - C222-RISK MGMT'), 'Freight Terms' (set to 'None - No Shipping Charges'), 'Confirming Request' (checkbox), '1099 Item' (checkbox), 'Tagable Item' (checkbox), and 'Create New Asset' (checkbox). At the bottom of the form are buttons for 'Save', 'Save/New Item', 'Save/New Requisition', 'Delete Item', 'Delete Requisition', and 'Reset'.

Enter the following header info:

3. Vendor # **30783 - Networking Technologies and Support Inc** (**NOTE – this is a change effective 1 August 2017**)
4. COMPUTER ORDER for DEPARTMENT NAME in description field (Ex: COMPUTER ORDER for Budget)
 - In the notepad area type: **RFP 2017-11/CLP**
5. SSRS for Form Type
6. Select Purchasing address = Networking Technologies and Support Inc, 14421 Justice Road Midlothian, VA, 23113
7. Enter a Deliver by Date that’s at least 2 weeks from the GL Date shown

In the ITEM area, enter the following:

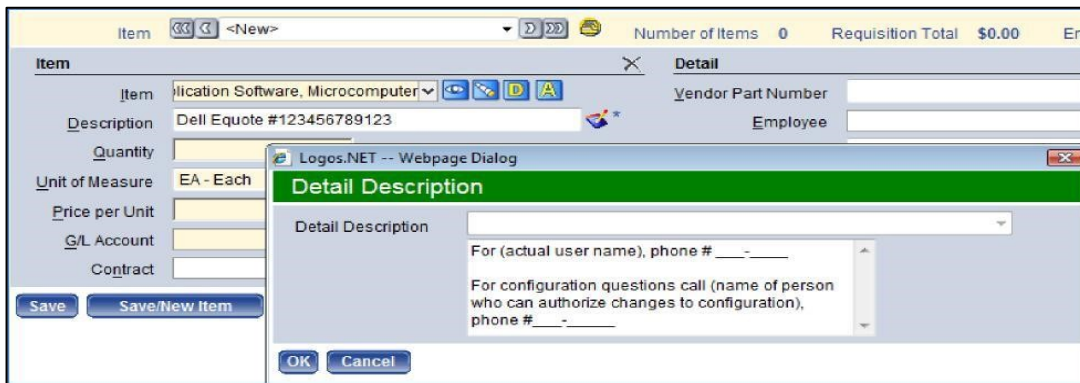
8. Item Prompt: Enter Computer Equipment in the Description field and press Search. Select commodity code GRP6.207.79.

9. Description: NTS 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 - Vendor Delivers
13. Ship To: Your department code
14. Freight Terms: None – No Shipping Charges

***** 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:



Include:

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

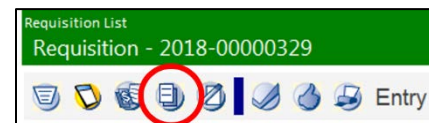
16. Add more hardware Items to the requisition as required.

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

18. Press Save.

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

20. Forward your approved item requisition to an IT approver.



To approve your computer order, IT needs both a hardware requisition (NTS) *and* a 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 quote and the date your order is placed. ****