

## Eagle Buy Frequently Asked Questions

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## Eagle Buy Frequently Asked Questions

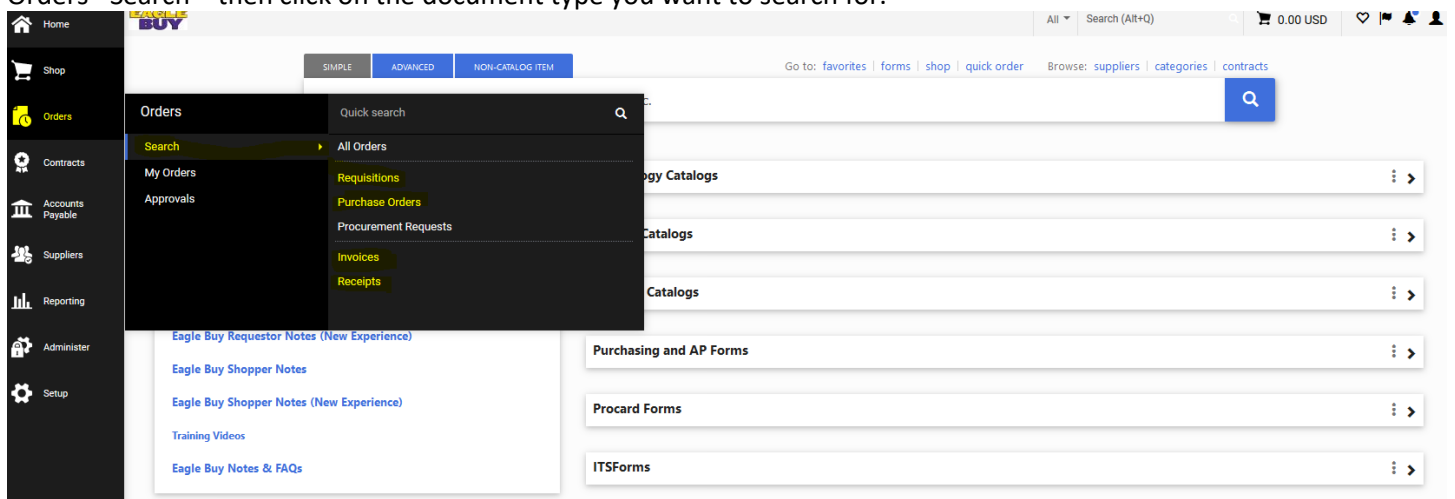
### How do I log into Eagle Buy?

Your username & password is the same username & password you use to log into your computer at your desk. (Example = [eaglebuy@ntech.edu](mailto:eaglebuy@ntech.edu) Username = eaglebuy)

### How do I search for Documents?

(Requisition, Purchase Order, Receipt)

On the left hand side of your screen choose the icon that looks like piece of paper and a clock  
Orders –Search – then click on the document type you want to search for.

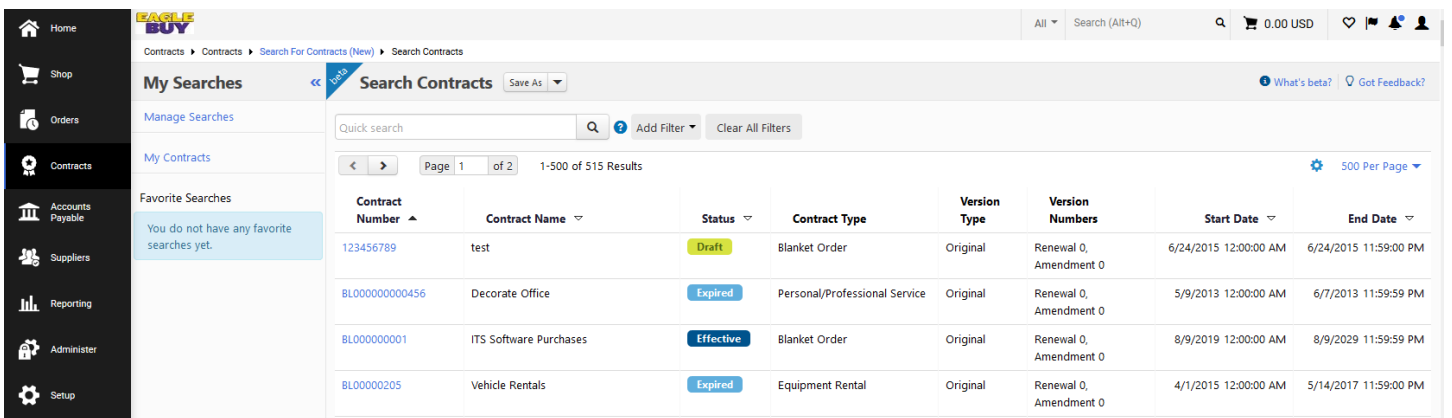
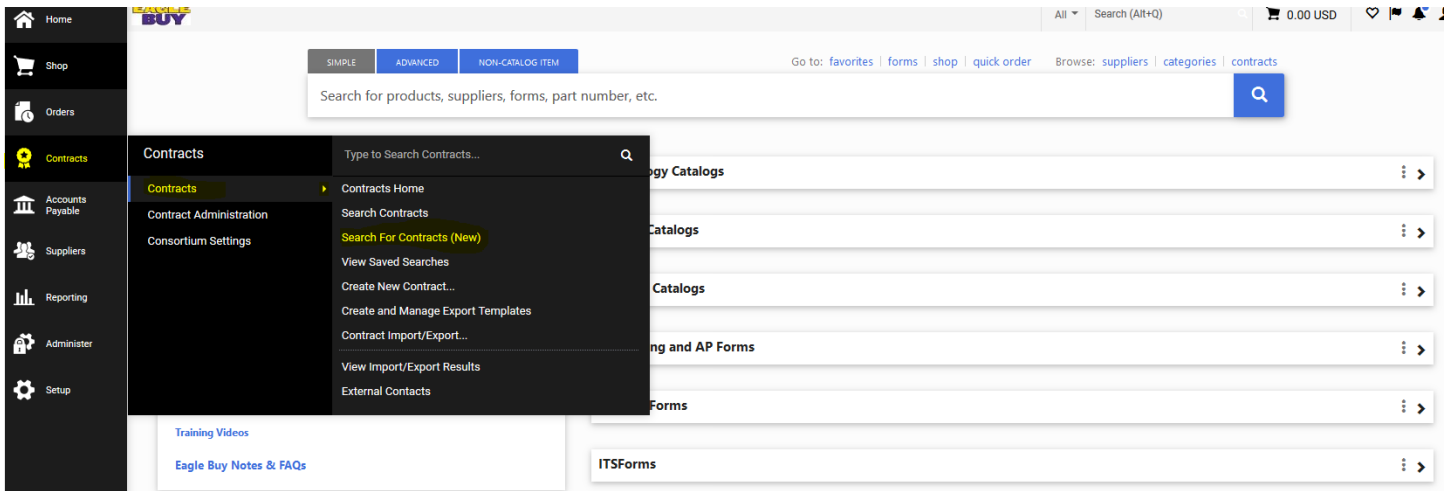


The screenshot shows the 'Search Requisitions' page in the Eagle Buy system. The breadcrumb trail is 'Orders > Search > Requisitions > Search Requisitions'. The page title is 'My Searches << Search Requisitions' with a 'Save As' button. There are filters for 'Created Date: Last 90 days' and a 'Quick search' field. The table displays 1-53 of 53 results, with 500 items per page. The table columns are: Requisition Number, Supplier, Requisition Name, Requisition Status, Prepared For, Submitted Date, and Total Amount.

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
2832602	Staples Business Advantage	2nd Test PO for Tina	Completed	Donna Wallis	11/19/2019 1:41:59 PM	86.30 USD
2832294	Staples Business Advantage	Test PO for Tina	Completed	Donna Wallis	11/19/2019 9:18:23 AM	82.96 USD
2825463	Staples Business Advantage	2019-11-13 dwallis 05	Pending	Donna Wallis	11/13/2019 12:56:21 PM	5,800.00 USD
2825436	Legend Fitness	2019-11-13 dwallis 04	Pending	Donna Wallis	11/13/2019 12:54:03 PM	5,100.00 USD
2825435	Staples Business Advantage	2019-11-13 dwallis 03	Pending	Donna Wallis	11/13/2019 12:49:49 PM	5,500.00 USD
2825434	Staples Business Advantage	2019-11-13 dwallis 02	Pending	Donna Wallis	11/13/2019 12:47:54 PM	6,000.00 USD
2825432	Fisher Scientific	2019-11-13 dwallis 01	Pending	Donna Wallis	11/13/2019 12:46:01 PM	13,000.00 USD
2825441	CDW Government Inc	Monitors for Research Office	Pending	Donna Wallis	11/13/2019 12:41:52 PM	340.56 USD
2825431	CDW Government Inc	Admissions Hardware	Pending	Donna Wallis	11/13/2019 12:39:08 PM	2,653.89 USD
2825376	CDW Government Inc	Keyboard and Mice for Fit	Pending	Donna Wallis	11/13/2019 12:37:13 PM	148.37 USD
2825427	CDW Government Inc	Monitors for Water Center staff	Pending	Donna Wallis	11/13/2019 12:35:35 PM	373.47 USD

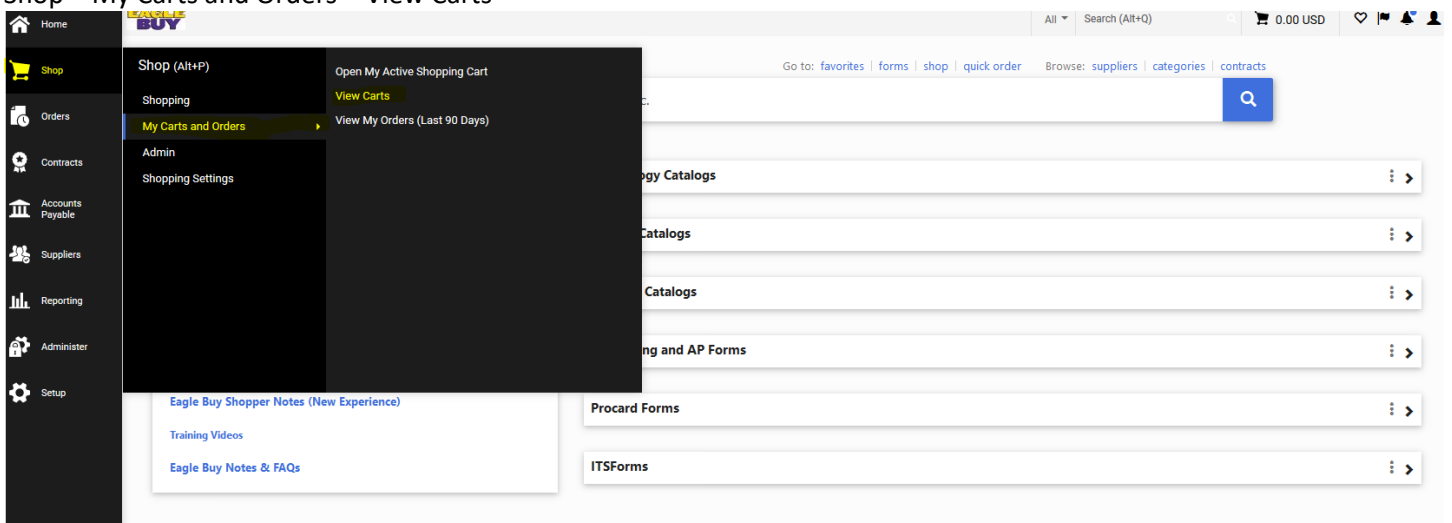
## How do I search for Contracts?

On the left hand side of your screen choose the icon that looks like a medal or an award.  
 Catalogs and Contracts – View Contracts – Search For Contracts



## How do I find my Draft Carts?

On the left hand side of your screen choose the icon that looks like a shopping cart  
 Shop – My Carts and Orders – View Carts



Shop > My Carts and Orders > View Carts > Draft Carts > Draft Carts

**Cart Management** Create Consolidated Cart Create Cart ?

Draft Carts Assigned Carts

> Filter Draft Carts

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2724401	2019-07-26 evaughn 02		7/26/2019	0.00 USD	View
Normal	2769280	2019-09-20 evaughn 02		9/20/2019	0.00 USD	View
Normal	2800476	2019-10-25 evaughn 04		10/25/2019	0.00 USD	View
Normal	2800517	2019-10-25 evaughn 05		10/25/2019	0.00 USD	View

## How do I start a new Cart when I have an Active Cart already started?

On the left hand of your screen choose the Shopping cart icon

Go to My Carts and Orders

Click on Open My Active Shopping Cart or View Carts

In the upper left hand corner click on the "Create Cart" button

Now your cart is empty and ready to start a new cart

When you are ready to go back to your original cart you will look under your View Carts.

Shop (Alt+P)

- Open My Active Shopping Cart
- View Carts
- My Carts and Orders > View My Orders (Last 90 Days)
- Admin
- Shopping Settings

Shop > My Carts and Orders > View Carts > Draft Carts > Draft Carts

**Cart Management** Create Consolidated Cart Create Cart ?


Draft Carts Assigned Carts

> Filter Draft Carts

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2724401	2019-07-26 evaughn 02		7/26/2019	0.00 USD	View
Normal	2769280	2019-09-20 evaughn 02		9/20/2019	0.00 USD	View
Normal	2800476	2019-10-25 evaughn 04		10/25/2019	0.00 USD	View
Normal	2800517	2019-10-25 evaughn 05		10/25/2019	0.00 USD	View
Normal	2838105	2019-11-26 evaughn 01		11/26/2019	0.00 USD	View

The screenshot shows the Eagle Buy Shopping Cart interface. At the top, there is a search bar with the text "Search for products, suppliers, forms, part number, etc." and a magnifying glass icon. Below the search bar, the cart is empty, displaying "0 Items" and "ACTIONS FOR 0 SELECTED ITEMS". A message states "Your shopping cart is empty! [Click here to start shopping](#)". On the right side, there is a summary box for "Estimate (USD)" showing a total of "0.00" and a "PROCEED TO CHECKOUT" button. The top navigation bar includes "Home", "Shop", "Orders", "Contracts", "Accounts Payable", "Suppliers", "Reporting", "Administer", and "Setup". The user's profile icon is visible in the top right corner.

## How do I assign a substitute Approver?

At the top, on the right side of your screen click on the person profile icon 

Click on View My Profile

Click on Ordering and Approval Settings

Click on View Assigned Approval Folders

Put a check mark in the box to the right of the folder you want to assign a substitute too

From the dropdown at the top select Assign Substitute to Selected Folders

Click Go

In the box that pops up you will enter the name of the Substitute

If you want to assign the substitute for a certain date range put a check mark in the box next to Include Date Range for Substitution. Fill in the Start date and the End Date.

Click Assign

The screenshot shows the Eagle Buy user profile page for Emily Vaughn. The page features a search bar at the top with the text "Search for products, suppliers, forms, part number, etc." and a magnifying glass icon. Below the search bar, there is a "Welcome to the Eagle Buy Test System!" message. The main content area is divided into two columns. The left column contains links for "Commodity Codes", "Eagle Buy Requestor Notes", "Eagle Buy Requestor Notes (New Experience)", and "Eagle Buy Shopper Notes". The right column contains a list of catalogs: "Technology Catalogs", "Science Catalogs", "Supplies Catalogs", and "Purchasing and AP Forms". On the right side, there is a user profile menu with options: "View My Profile", "Dashboards", "Manage Searches", "Manage Search Exports", "Set My Home Page", "Search Help For A Solution", "My Pending Requisitions (158)", "My Recently Completed Requisitions (9)", "My Pending Purchase Orders (19)", and "My Recently Completed Purchase Orders (7)". At the bottom right, there are "LOGOUT" and "HELP" buttons.

Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administrator

**EMAGLE BUY** My Profile > View Assigned Approval Folders

**Emily Vaughn**  
User Name evaughn

- User Profile and Preferences >
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >**
  - User Purchasing and Approval Limit Values
  - PunchOut Access
  - Product Views
  - View Assigned Approval Folders**
  - Permission Settings >

**View Assigned Approval Folders**

Showing 1 - 5 of 5 Results **All Folder Results** Assign Substitute to Selected Folders Go

Results Per Page 20 Sort by: Folder name ascending Page 1 of 1 ?

Folder Name	Approver	Substitute	Actions
My PR Approvals	Emily Vaughn		<input type="checkbox"/>
New Supplier Form	Emily Vaughn		<a href="#">Remove Approver</a> <input type="checkbox"/>
ProcCard	Emily Vaughn		<a href="#">Remove Approver</a> <input type="checkbox"/>
Purchasing New Supplier	Emily Vaughn		<a href="#">Remove Approver</a> <input checked="" type="checkbox"/>
There is no commodity code on this item:CHECK:(All Values)		Emily Vaughn	<a href="#">Remove Approver</a> <input type="checkbox"/>

Search Details  
Filtered by Type: Requisitions

Refine Search Results  
Type Requisitions

## Assign Substitute

Include Date Range for Substitution

**Substitute Name \*** Wallis, Donna

**Start Date \*** 11/26/2019 12:00 AM  
mm/dd/yyyy hh:mm a

**End Date \*** 12/03/2019 12:00 AM  
mm/dd/yyyy hh:mm a

\* Required

[Assign](#) [Close](#)

Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administrator

**EMAGLE BUY** My Profile > View Assigned Approval Folders

**Emily Vaughn**  
User Name evaughn

- User Profile and Preferences >
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >
  - User Purchasing and Approval Limit Values
  - PunchOut Access
  - Product Views
  - View Assigned Approval Folders**
  - Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

**View Assigned Approval Folders**

Showing 1 - 5 of 5 Results **All Folder Results** Assign Substitute to Selected Folders Go

Results Per Page 20 Sort by: Folder name ascending Page 1 of 1 ?

Folder Name	Approver	Substitute	Actions
My PR Approvals	Emily Vaughn		<input type="checkbox"/>
New Supplier Form	Emily Vaughn		<a href="#">Remove Approver</a> <input type="checkbox"/>
ProcCard	Emily Vaughn	Donna Wallis Start Date: 11/26/2019 12:00 AM End Date: 11/30/2019 12:00 AM	<a href="#">Remove Substitute</a> <input type="checkbox"/>
Purchasing New Supplier	Emily Vaughn		<a href="#">Remove Approver</a> <input type="checkbox"/>
There is no commodity code on this item:CHECK:(All Values)		Emily Vaughn	<a href="#">Remove Approver</a> <input type="checkbox"/>

Search Details  
Filtered by Type: Requisitions

Refine Search Results  
Type Requisitions

Approver  
Emily Vaughn (5)

Substitute  
Donna Wallis (1)

## How do I withdraw a Requisition that has been submitted?

Open up the requisition and on the left hand side of the screen look for “Requisition”.  
Select Withdraw Entire Requisition from the drop down.

A box will appear that will ask you to enter a reason for withdrawing.

Click on the blue “OK” button

The screenshot shows the EagleBuy interface for requisition 2838106. The 'Requisition' dropdown menu is open, with 'Withdraw Entire Requisition' highlighted. The requisition details are as follows:

Shipping		Billing	
<b>Ship To</b>	Attn: Emily Vaughn Derryberry Hall RM: 301 1 William L. Jones Dr. Cookeville, TN 38505 United States	<b>Bill To</b>	Tennessee Technological University Accounts Payable P.O. Box 5037 Cookeville, TN 38505 United States
<b>Description</b>	no value	<b>Credit Card Info</b>	No credit card has been assigned.
<b>Prepared by</b>	Emily Vaughn	<b>Billing Options</b>	Accounting Date 11/26/2019
<b>PO Clauses</b>	<a href="#">View details</a>		
<b>Department</b>	Purchasing (Business Services / Purchasing)		
<b>PO Distribution</b>	Send the PO to the		

On the right side, a 'Pending' summary box shows:

Pending	
<b>Total (USD)</b>	
Subtotal	400.00
	<b>400.00</b>
<a href="#">What's next for my order?</a>	

**Withdraw Entire Requisition** ✕

**⚠** Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.

Reason

---

expand | clear

1000 characters remaining

OK
CANCEL

**Requisition** ▾ : **2838106**

Summary Taxes/S&H Comments History

General	Shipping	Billing
<b>Status</b> <span style="color: red;">← Withdrawn</span> <small>(11/26/2019 11:52 AM)</small>	<b>Ship To</b> Attn: Emily Vaughn Derryberry Hall RM: 301 1 William L. Jones Dr. Cookeville, TN 38505 United States	<b>Bill To</b> Tennessee Technological University Accounts Payable P.O. Box 5037 Cookeville, TN 38505 United States
<b>Submitted</b> 11/26/2019 11:48 AM		
<b>Cart Name</b> Projector for Conference Room		
<b>Description</b> no value		
<b>Prepared by</b> Emily Vaughn		<b>Credit Card Info</b> No credit card has been assigned.
<b>PO Clauses</b> <span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">1</span> <a href="#">View details</a>		

Withdrawn	
<b>Total (USD)</b>	0.00
<b>Subtotal</b>	0.00

**What's next for my order?** [➔](#)

## How do I add an item that is on contract to my cart?

- On the home page in the “Shop at the top Bar” enter the contract number, item, or supplier name
- Click the magnifying glass icon to search.
- Once you find your item – Click “Add to Cart”
- Click on the shopping cart icon in the top right of your screen.
- You can name your cart if you want, and then Proceed to Checkout.

- Now you need to work on the online requisition
- Click on each Section and fill in the required information until there are no issues to correct.
- Attach your invoice in “Internal Notes and Attachments”
- When done, click Submit.

**Search Results** : 1


Go to: [favorites](#) | [forms](#) | [shop](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

By Supplier
<input type="checkbox"/> Sherwin Williams (1)

By Category
<input type="checkbox"/> Paints or varnishes or lacquers production services (1)

By Commodity Code
<input type="checkbox"/> 967 (1)

By Packaging UOM
<input type="checkbox"/> EA (1)

 <p><b>Paint</b> from Sherwin Williams</p> <p style="text-align: right;"><b>18.00 USD</b></p> <p style="text-align: right;">1 <a href="#">ADD TO CART</a></p>
--



Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administrator Setup

BUY

All Search (Alt+Q) 18.00 USD

Shopping Cart : Paint for the Purchasing Office

SIMPLE ADVANCED NON-CATALOG ITEM

Search for products, suppliers, forms, part number, etc.

1 Item ACTIONS FOR 0 SELECTED ITEMS

Sherwin Williams 1 Item 18.00 USD

Item	Description	Price	Quantity	Total
1	Paint	18.00	1	18.00

Contract BL00008211  
Paint for Warehouse Stock

Commodity Code 967  
Production and Manufacturing Services

Estimate (USD)  
Total: 18.00

PROCEED TO CHECKOUT  
ASSIGN CART

Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administrator Setup

BUY

All Search (Alt+Q) 18.00 USD

Requisition : 2838130

Summary Taxes/S&H Comments History

**General**

Cart Name: Paint for the Purchasing Office

Description: no value

Prepared by: Emily Vaughn

Prepared for: Emily Vaughn

PO Clauses: Edit | View details

Department: Purchasing (Business Services / Purchasing)

PO Distribution: no value (Required)

**Shipping**

Ship To: no address (Required)

**Billing**

Bill To: Tennessee Technological University  
Accounts Payable  
P.O. Box 5037  
Cookeville, TN 38505  
United States

Credit Card Info: No credit card has been assigned.

Billing Options: Accounting Date: no value

**Accounting Codes**

Index	Chart	Account	Fund	Organization	Program	Activity
no value (Required)	no value	no value (Required)	no value	no value	no value	no value

**Draft**

Correct these issues. They will prevent you from submitting your request.

Required: PO Distribution  
Required: Shipping address  
Required: Index  
Required: Account

Total (USD)  
Subtotal: 18.00  
Total: 18.00

SUBMIT REQUISITION  
ASSIGN CART

What's next for my order?

## How do I order from a Supplier that doesn't have a catalog and is not on a TTU Contract?

On the home page above the "Shop at the top Bar" click on non-catalog item

Click on Supplier search – Enter Supplier Name and click search

Once you find the supplier you are looking for click on the word "Select" to populate the supplier.

Next fill in Catalog No., Product Description, Quantity, Price Estimate, Packaging, & Commodity code

Now click Save & Close

To find your item – go to the top right corner & find the icon that looks like a shopping cart

Click on the shopping cart icon and when the box opens click on "View My Cart"

You can name your cart if you want, and then Proceed to Checkout.

Now you need to work on the online requisition – click on each Section and fill in the required information until every section has a green check mark. If you have a quote, from the supplier, be sure and attach it in the External Notes & Attachments section. When done, click Submit.

### Add Non-Catalog Item ✕

**Supplier:** Existing Supplier ▼

Select Supplier

**Item** ▼

Catalog No.	Product Description	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each <span>▼</span>

254 characters remaining

**Additional details** ▼

Commodity Code   Product Flags

★ Required fields

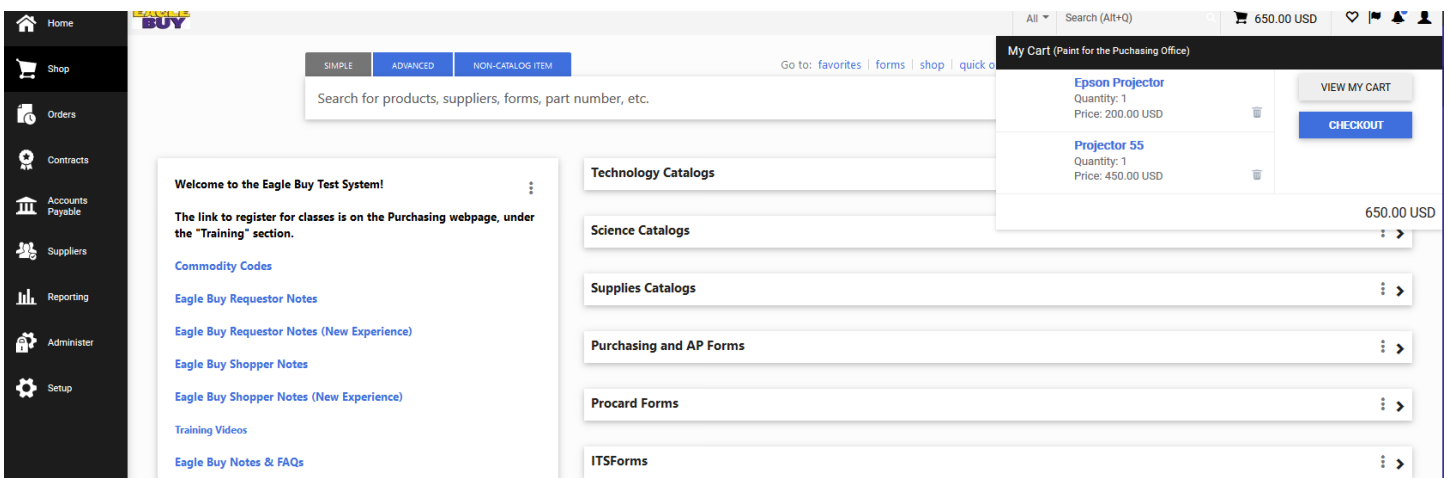
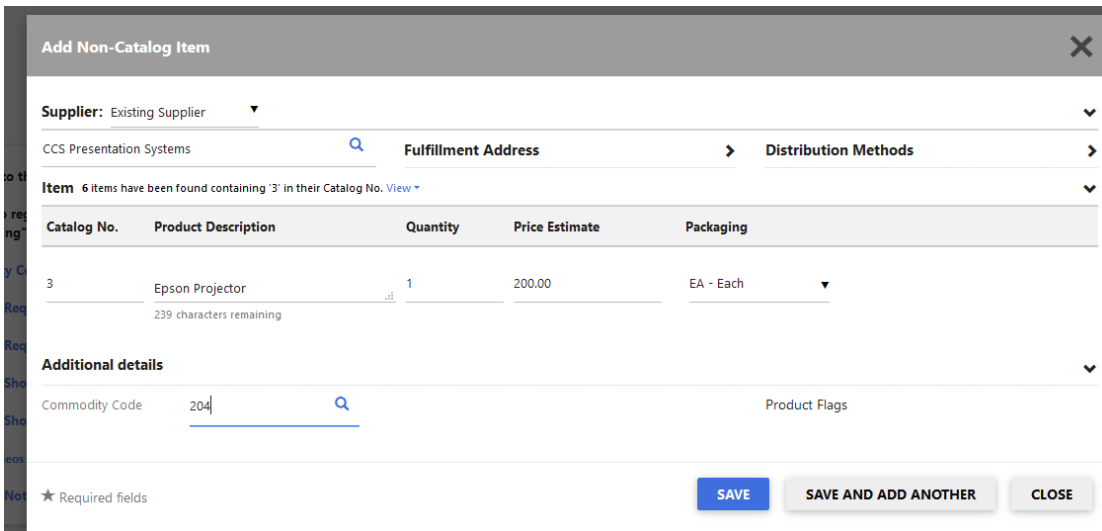
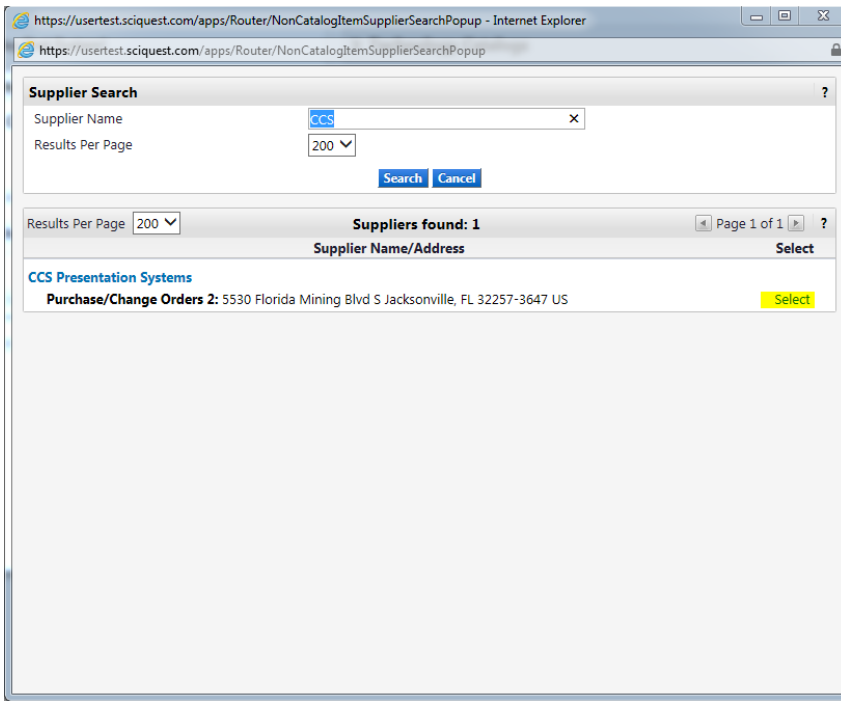
https://userstest.sciquest.com/apps/Router/NonCatalogItemSupplierSearchPopup?Tmstmp=145046936265 - Internet Explorer

https://userstest.sciquest.com/apps/Router/NonCatalogItemSupplierSearchPopup?Tmstmp=145046936265978

### Supplier Search ?

Supplier Name

Results Per Page  ▼



**Shopping Cart** : Projector for RM 302 Saving...

Estimate (USD)  
Total: 650.00

**2 Items**      ACTIONS FOR 0 SELECTED ITEMS

CCS Presentation Systems		2 Items	650.00 USD
1	<p><b>Projector 55</b>      450.00      1 Each      450.00</p> <p>Commodity Code: 204 Computer PC's and Peripherals</p>		
2	<p><b>Epson Projector</b>      200.00      1 Each      200.00</p> <p>Commodity Code: 204 Computer PC's and Peripherals</p>		

**PROCEED TO CHECKOUT**  
**ASSIGN CART**

**Requisition** : 2838130

Summary   Taxes/S&H   Comments   History

General	Shipping	Billing
<p><b>Cart Name</b>: Projector for RM 302</p> <p><b>Description</b>: no value</p> <p><b>Prepared by</b>: Emily Vaughn</p> <p><b>Prepared for</b>: Emily Vaughn</p> <p><b>PO Clauses</b>: <a href="#">Edit</a>   <a href="#">View details</a></p> <p><b>Department</b>: Purchasing (Business Services / Purchasing)</p> <p><b>PO Distribution</b>: no value <b>Required</b></p>	<p><b>Ship To</b></p> <p>Attn: Derryberry Hall RM: 1 William L. Jones Dr. Cookeville, TN 38505 United States <b>Address is incomplete</b></p>	<p><b>Bill To</b></p> <p>Tennessee Technological University Accounts Payable P.O. Box 5037 Cookeville, TN 38505 United States</p> <p><b>Credit Card Info</b></p> <p>No credit card has been assigned.</p> <p><b>Billing Options</b></p> <p>Accounting Date: no value</p>

Index	Chart	Account	Fund	Organization	Program	Activity
no value <b>Required</b>	no value	no value <b>Required</b>	no value	no value	no value	no value

**Draft**

**Correct these issues.** They will prevent you from submitting your request.

- Required: PO Distribution
- Address is incomplete: Shipping address
- Required: Index
- Required: Account

**Total (USD)**  
Subtotal: 650.00  
**650.00**

**SUBMIT REQUISITION**  
**ASSIGN CART**

What's next for my order?

## Do I send the PO to the Supplier?

- Catalog Suppliers on Home Page - Send the PO
- Ordering Goods which haven't been delivered yet – Send the PO
- Using Procard to pay for purchase – Send the PO
- Services which have already been performed/or you already have an invoice – Do **NOT** send the PO
- On all FORMS it does NOT matter which option you choose.

## Why didn't the rest of my accounting codes populate after saving the Index & Account code?

To enter your Accounting Codes, you only need to enter the Index and the Account Code, and then when you click **Save**, the other fields will automatically fill in. If you click Save and the other fields do not populate on their own, then there is a problem with the Index you entered. Take another look at it to make sure it isn't a typo. If it was entered correctly (remember, no dashes), then the Index might not be set up yet, so you will have to contact Kacee Abbott. If you contact Kacee at this point, before you submit the requisition, it will save you the hassle of having the requisition returned to you by Banner.

## When my requisition has a pending status where do I go to find where it stands?

Orders – then click on Search and choose Requisitions.

Next click on “What’s next for my order?” - This shows where the requisition is in the workflow process

Click on Comments tab to read any comments

History Tab -- Provides you with who & date/ time detail of when the requisition was approved

The screenshot shows the Eagle Buy system interface. The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administrator, and Setup. The 'Orders' menu is expanded, showing sub-options: Search, My Orders, Approvals, Requisitions, Purchase Orders, Procurement Requests, Invoices, and Receipts. The main content area displays a search bar and a list of categories like Technology Catalogs, Catalogs, and Purchasing and AP Forms.

The screenshot shows the 'Search Requisitions' page. It includes a search bar, filters, and a table of requisition results. The table has columns for Requisition Number, Supplier, Requisition Name, Requisition Status, Prepared For, Submitted Date, and Total Amount.

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
2838106	CCS Presentation Systems	Projector for Conference Room	Withdrawn	Emily Vaughn	11/26/2019 11:48:53 AM	0.00 USD
2832602	Staples Business Advantage	2nd Test PO for Tina	Completed	Donna Wallis	11/19/2019 1:41:59 PM	86.30 USD
2832294	Staples Business Advantage	Test PO for Tina	Completed	Donna Wallis	11/19/2019 9:18:23 AM	82.96 USD
2825463	Staples Business Advantage	2019-11-13 dwallis 05	Pending	Donna Wallis	11/13/2019 12:56:21 PM	5,800.00 USD
2825436	Legend Fitness	2019-11-13 dwallis 04	Pending	Donna Wallis	11/13/2019 12:54:03 PM	5,100.00 USD
2825435	Staples Business Advantage	2019-11-13 dwallis 03	Pending	Donna Wallis	11/13/2019 12:49:49 PM	5,500.00 USD
2825434	Staples Business Advantage	2019-11-13 dwallis 02	Pending	Donna Wallis	11/13/2019 12:47:54 PM	6,000.00 USD

**Requisition 2825463**

**General**

Status: Pending (Account Approval)

Submitted: 11/13/2019 12:56 PM

Cart Name: 2019-11-13 dwallis 05

Description: no value

Prepared by: Donna Wallis

PO Clauses: [Edit](#) | [View details](#)

Department: Purchasing (Business Services / Purchasing)

PO Distribution: Send the PO to the Supplier

**Shipping**

Ship To: Attn: Donna Wallis, Warehouse, RM: 100, 915 Whitney Ave., Cookeville, TN 38505, United States

**Billing**

Bill To: Tennessee Technological University, Accounts Payable, P.O. Box 5037, Cookeville, TN 38505, United States

Credit Card Info: No credit card has been assigned.

Billing Options: Accounting Date: 11/13/2019

**Accounting Codes**

Index	Chart	Account	Fund	Organization	Program	Activity
256002	T	78120	110001	123000	400	no value
Admissions Office	Tennessee Tech	Equipment	Unesignated E and G	Admissions Office	Student Services	

**Internal Notes and Attachments**

Internal Note: no value

**External Notes and Attachments**

Note to all Suppliers: no value

**Pending Summary**

Total (USD): 5,800.00

Subtotal: 5,800.00

**What's next for my order?**

Workflow:

- Show skipped steps:
- Banner Budget Authorization: Completed System
- Budget Exceeded: Notification Sent
- Index Approval: Approved Stephen Keller
- Account Approval: Active
- Final Review: Future
- Banner Budget Authorization 2: Future

## How do I save my accounting codes as favorites?

At the top, right hand side of your screen, click on the profile person icon.

Choose View My Profile

Choose Default User Settings

Under Default User Settings choose – Custom Field and Accounting Code Defaults

Now choose the tab Code favorites – Click Add

Type in a Nickname for each account code -- Select your Index and Account code and click Save

**Emily Vaughn**

Go to: [favorites](#) | [forms](#) | [shop](#) | [quick order](#)

Search for products, suppliers, forms, part number, etc.

**Welcome to the Eagle Buy Test System!**

The link to register for classes is on the Purchasing webpage, under the "Training" section.

[Commodity Codes](#)

[Eagle Buy Requestor Notes](#)

[Eagle Buy Requestor Notes \(New Experience\)](#)

[Eagle Buy Shopper Notes](#)

**Technology Catalogs**

**Science Catalogs**

**Supplies Catalogs**

**Purchasing and AP Forms**

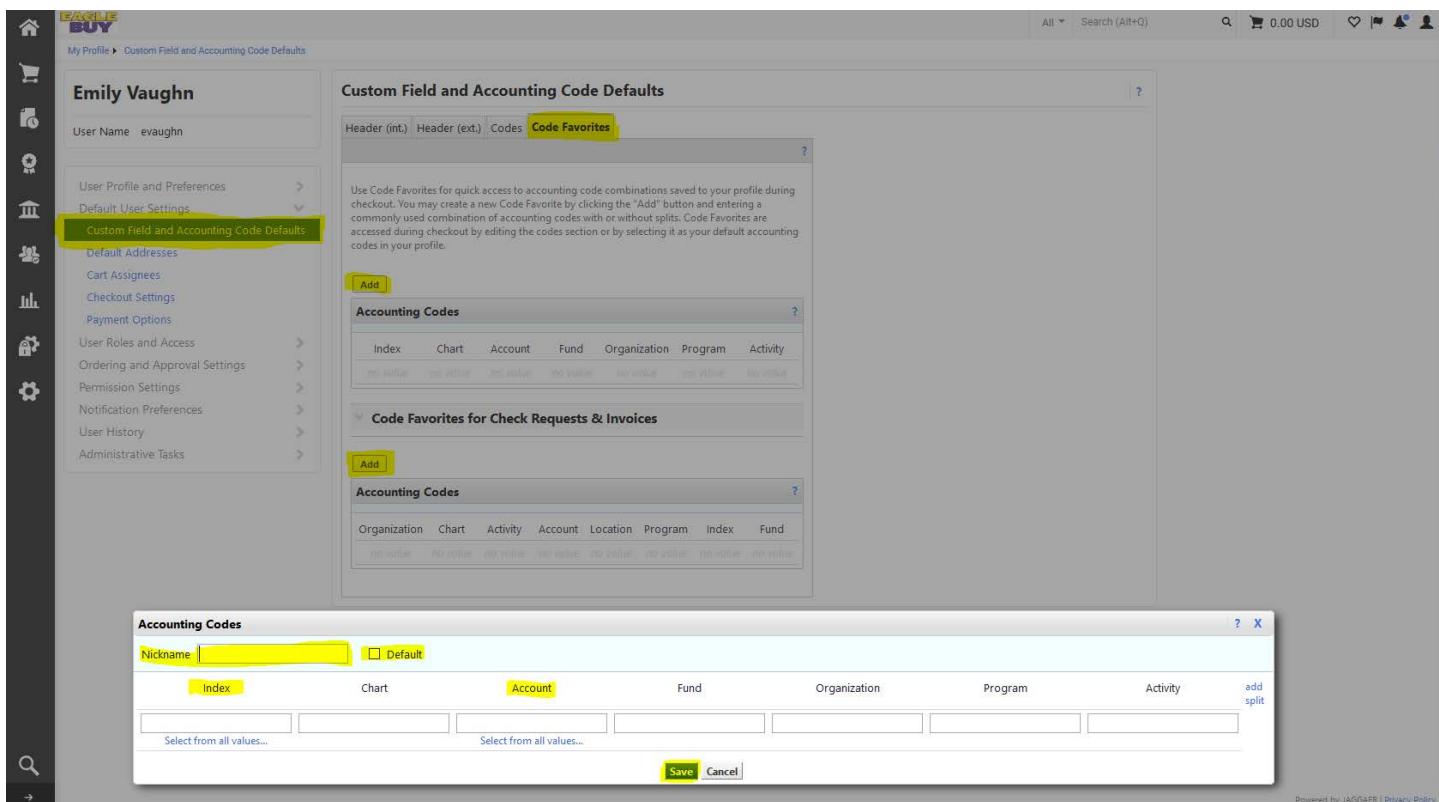
**My Pending Requisitions** (158)

**My Recently Completed Requisitions** (9)

**My Pending Purchase Orders** (19)

**My Recently Completed Purchase Orders** (7)

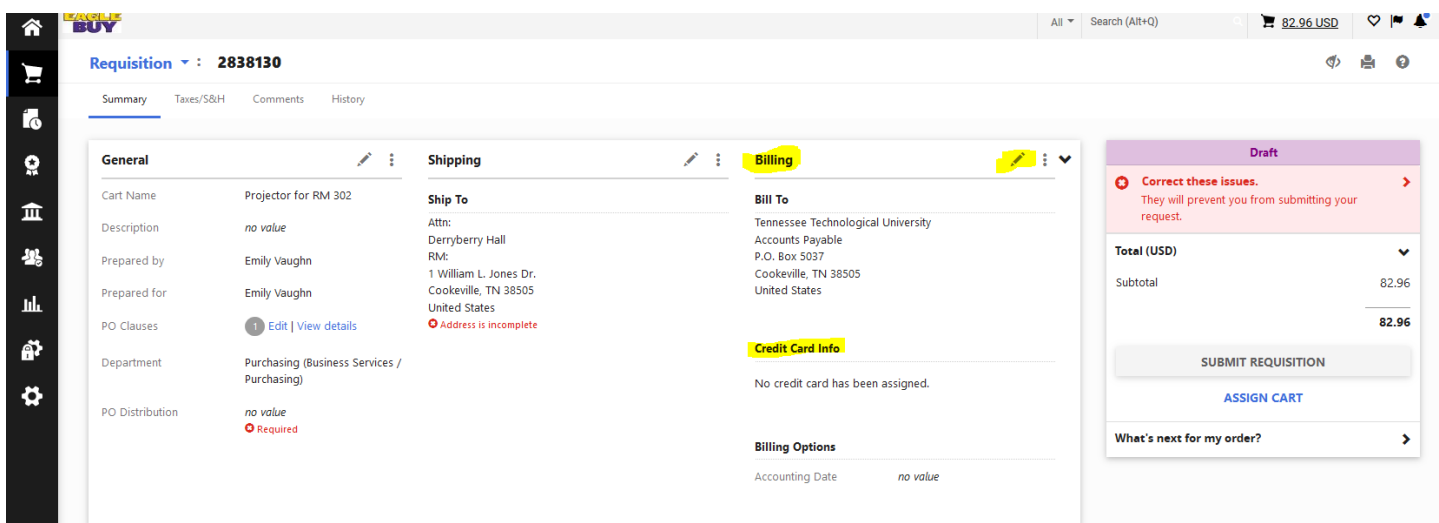
[Logout](#) [Help](#)



## Procards

Please continue to use procards whenever possible. You will get your order placed and delivered much faster. Always use procard for Staples orders.

- To use procard, edit the Billing Section of the requisition.



**Edit Billing** ✕

**Bill To**

**Current Address** – Tennessee Technological University, Accounts Payable, P.O. Box 5037, Cookeville, TN 38505, United States

Search additional  Results Per Page 10

**Credit Card Info**

Select a new credit card

**New credit card**

Cardholder Name: Emily Shopper

Card Number: 4111111111111111

Card Security Code: 123

Expiration Date: 1 / 2020

Add to your credit cards

Name this card (e.g. My )

Select one of your credit cards

Emily

Emily Shopper

Select no credit card

No credit card assigned

**Billing Options**

Accounting Date

★ Required fields

**EAGLE BUY**
All Search (Alt+Q)
82.96 USD

**Requisition** : 2838130

Summary Taxes/S&H Comments History

General	Shipping	Billing
Cart Name: Projector for RM 302	<b>Ship To</b>	<b>Bill To</b>
Description: no value	Attn: Derryberry Hall	Tennessee Technological University
Prepared by: Emily Vaughn	RM: 1 William L. Jones Dr.	Accounts Payable
Prepared for: Emily Vaughn	Cookeville, TN 38505	P.O. Box 5037
PO Clauses: <a href="#">Edit</a>   <a href="#">View details</a>	United States	Cookeville, TN 38505
Department: Purchasing (Business Services / Purchasing)	<span style="color: red;">⚠ Address is incomplete</span>	United States
PO Distribution: no value <span style="color: red;">⚠ Required</span>		
		<b>Credit Card Info</b>
		Cardholder Name: Emily Shopper
		Card Number: 4111111111111111
		Card Security Code: 123
		Expiration Date: 1/2020
		<b>Billing Options</b>
		Accounting Date: no value

**Draft**

⚠ Correct these issues.

They will prevent you from submitting your request.

<b>Total (USD)</b>	
Subtotal	82.96
	82.96

[ASSIGN CART](#)

[What's next for my order?](#)

## How do I save my Procard so I don't have to enter it each time?

At the top, right hand side of your screen, click on your name

Choose View My Profile

Under Default User Settings choose – Payment Options

Click Add a New Card Button and fill in your information

Then Click Save



OR

You can also add the procard in the Draft Requisition Under the Billing Section by clicking the pencil icon.

Click New credit card radio button and fill in your information  
 Then Click the box next to “Add to your credit cards” and give the card info a name.

**Requisition** : 2838130

Summary | Taxes/56H | Comments | History

General	Shipping	Billing
<b>Cart Name</b> Projector for RM 302 <b>Description</b> no value <b>Prepared by</b> Emily Vaughn <b>Prepared for</b> Emily Vaughn <b>PO Clauses</b> <a href="#">Edit</a>   <a href="#">View details</a> <b>Department</b> Purchasing (Business Services / Purchasing) <b>PO Distribution</b> no value <span style="color: red;">ⓘ Required</span>	<b>Ship To</b> <b>Attn:</b> Derryberry Hall <b>RM:</b> 1 William L. Jones Dr. Cookeville, TN 38505 United States <span style="color: red;">ⓘ Address is incomplete</span>	<b>Bill To</b> Tennessee Technological University Accounts Payable P.O. Box 5037 Cookeville, TN 38505 United States  <b>Credit Card Info</b> No credit card has been assigned.  <b>Billing Options</b> Accounting Date no value

**Draft**

Correct these issues.

They will prevent you from submitting your request.

<b>Total (USD)</b>	▼
Subtotal	82.96
	<b>82.96</b>

SUBMIT REQUISITION  
ASSIGN CART

What's next for my order? >

**Edit Billing**

**Bill To**  
 Current Address - Tennessee Technological University, Accounts Payable, . . . , P.O. Box 5037, . . . , Cookeville, TN 38505, United States

Search additional  Results Per Page 10 ▼

**Credit Card Info**

Select a new credit card

New credit card

Cardholder Name: Emily Shopper

Card Number: 4111111111111111

Card Security Code: 123

Expiration Date: 1 ▼ 2020 ▼

Add to your credit cards

Select one of your credit cards

Emily

Emily Shopper

Select no credit card

No credit card assigned

**Billing Options**

Accounting Date

★ Required fields

SAVE CHANGES
CANCEL

**Requisition 2838130**

Summary Taxes/S&H Comments History

**General**

Cart Name: Projector for RM 302  
 Description: no value  
 Prepared by: Emily Vaughn  
 Prepared for: Emily Vaughn  
 PO Clauses: [Edit](#) | [View details](#)  
 Department: Purchasing (Business Services / Purchasing)  
 PO Distribution: no value Required

**Shipping**

**Ship To**  
 Attn: Derryberry Hall  
 RM:  
 1 William L. Jones Dr.  
 Cookeville, TN 38505  
 United States  
Address is incomplete

**Billing**

**Bill To**  
 Tennessee Technological University  
 Accounts Payable  
 P.O. Box 5037  
 Cookeville, TN 38505  
 United States

**Credit Card Info**  
 Cardholder Name: Emily Shopper  
 Card Number: 4111111111111111  
 Card Security Code: 123  
 Expiration Date: 1/2020

**Billing Options**  
 Accounting Date: no value

**Draft**

Correct these issues.  
 They will prevent you from submitting your request.

Total (USD) 82.96  
 Subtotal 82.96

[SUBMIT REQUISITION](#)  
[ASSIGN CART](#)

What's next for my order? [>](#)

## Procard Purchases – My Order didn't go through normal Approval Process

Remember that when you enter your procard number on a requisition, the requisition will not go through the normal approval process (with the exception of Technology Purchases). The system was designed that way, so don't panic.

## Paying against a contract

(i.e., Canon, Enterprise, Smith Electric, etc.) – when you are submitting a requisition to pay an invoice against a contract, please remember to attach your invoice to the requisition. Your approver will need to see the invoice, and Accounts Payable needs to see it, too.

## Invoices for Services

Most services that are set up on a blanket order (i.e., Enterprise, Unifirst, Smith Electric, etc.) are set up with a unit price of \$1.00. When you create a PO against this type of blanket order, you must enter a dollar and cents amount in the Quantity box in your cart and then hit tab to update the extended price.

**Search Results: 4**

**By Supplier**

- Graybar Electric Company Inc (3)
- Smith Electric (1)

**By Category**

- Wallplates (2)
- Blowers (1)
- Electrical system services (1)

**By Commodity Code**

- 100.010

**Primary Electrical Services**  
 from Smith Electric  
 1.00 USD  
[ADD TO CART](#)

**HVAC Accessory, Type Belt Drive Blower Motor, Valtis 115/230 V**  
 from Graybar Electric Company Inc  
 6.34 USD  
[ADD TO CART](#)

**SMTH 30255 1G TELE 13.32IN DIA HOLE**  
 from Graybar Electric Company Inc  
 6.34 USD  
[ADD TO CART](#)

**SMTH 30255 2G YTOG/1 BLANK STRAP MT**  
 from Graybar Electric Company Inc  
 52.93 USD  
[ADD TO CART](#)

**Shopping Cart** ▾ : Projector for RM 302

Search for products, suppliers, forms, part number, etc.

299.99 Items ACTIONS FOR 0 SELECTED ITEMS ▾

Smith Electric ▾		299.99 Items	299.99 USD	
1	 Primary Electrical Services Contract: BL00008093 ▾ Primary Electrical Services Commodity Code: 910 Building Maintenance, Install, Repair Services	1.00	299.99 1/Each	299.99

**Estimate (USD)** ▾  
Total: 299.99  
[PROCEED TO CHECKOUT](#)  
[ASSIGN CART](#)

## Order Status

Once your order has been converted to a PO, you can check the status of it and make sure the vendor received it by opening the History tab for that PO. For the catalog suppliers, the history will show “success: 200” when the supplier receives your order. For other suppliers, you will see an action titled “Delivery Notification,” which will tell you the date and time your PO was faxed to the supplier.

## Splitting Account Codes

When you submit a Requisition, and you need to split the accounting codes, (i.e, provide two different indexes), please choose “Amount of Price,” not % of Price, from the dropdown arrow. After choosing Amount of Price, you enter the actual dollar-and-cents amount of each split in the last box to the right. The system defaults to % of Price, so you need to be careful about choosing Amount of Price when you split.

**Requisition** ▾ : 2838130

Summary Taxes/S&H Comments History

**Accounting Codes**

Index	Chart	Account	Fund	Organization	Program	Activity
no value	no value	no value	no value	no value	no value	no value
Required		Required				

**Internal Notes and Attachments**

Internal Note	no value
Internal Attachments	ADD

**External Notes and Attachments**

Note to all Suppliers	no value
Attachments for all suppliers	ADD

## Receiving in Eagle Buy

Procard Orders -- those PO numbers will begin with a "PC" in Eagle Buy **do not** need to be received.

Banner one-time PO's (the PO's that you create in Eagle Buy to encumber funds) do need to be received in Eagle Buy, but not in Banner. These PO's will show up on your Orders search, with a number that begins with "P."

## Receiving a PO/ Creating a Receipt

When your requisition completes workflow it creates a PO. Open up the PO that was created and go to the upper left-hand side where it says "Purchase Orders". In the drop down box you will select "Create Cost Receipt" or "Create Quantity Receipt" as appropriate - then click go. Change Receipt Name to the Invoice Number. Change Receipt Date to date service was performed or the date you received the items. Enter dollar amount of service or the number of items in the Cost or Quantity box at bottom. Click on Save Updates. Click Complete.

When you receive a PO (create a receipt), please name your receipt to match the invoice. Receipt Name is a field we didn't discuss in training, but it helps A/P match up the receipts to invoices if you name your receipt "Inv. #xxxxxx." Receipt Name is located at the top of the Receipt, toward the left, just above Receipt Date.

**EAGLE BUY** All Search (Alt+Q) 299.99 USD

**Purchase Order** P0084044 5 of 27 Results

- Add Comment
- Add Notes to History
- Cancel PO
- Finalize Revision
- Create Quantity Receipt
- Create Credit Memo
- Create Cost Receipt
- Create Invoice
- Print Fax Version

Shipping Information		Billing/Payment	
<b>Ship To</b>		<b>Bill To</b>	
Attn: Donna Wallis Derryberry Hall RM: 301 1 William L. Jones Dr. Cookeville, TN 38505 United States		Tennessee Technological University Accounts Payable P.O. Box 5037 Cookeville, TN 38505 United States	
ShipTo Address Code	DH	BillTo Address Code	AP
<b>Delivery Options</b>		<b>Billing Options</b>	
Expedite	No	Accounting Date	11/1/2019
Ship Via	Best Carrier-Best Way	Payment Terms	
		F.O.B.	Destination
<b>End User Information</b>			
Owner Name	Donna Wallis		
Owner Phone	+1 931-372-3492		
Owner Email	dwallis@trntech.edu		

**Completed**

Total (USD)	
Subtotal	275.00
	275.00

**Related Documents** >

**What's next?** >

**Internal Information**

Internal Attachments [ADD](#)

Internal Note *no value*

**EAGLE BUY** Emily Vaughn Action Items 1 Notifications 4 0.00 USD

Orders and Documents > Document Search > Search Documents > New Qty Receipt

Summary Comments (0) History Delete Add PO Save Updates Complete

Exact Match: PO No. P0029504

**Header Information**

Receipt Name Invoice # 123456    Receipt Create Date 12/21/2015 9:36:09 AM    Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	12/19/2015		A-Z Office Resource	Emily Vaughn

Location     Carrier     DELIVERY

Attn: Donna Wallis  
Derryberry Hall  
RM: 301  
1 William L. Jones Dr.  
Cookeville, TN 38505  
United States

Tracking No.   
Flexible Text Field   
Flexible Text Field 2   
Flexible Drop Down   
Attachments  [Attach/Link](#)  
Notes (1,000 Chars. Max)

**Receipt Lines**

Line Details

Show Receipt Details For Selected Lines: Remove Selected Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0029504	1	Chairs	1	4 EA		4		Received	<input type="button" value="Remove Line"/> <input type="button" value="Receive &amp; Return"/>

Delete Add PO Save Updates Complete

## How do I know when to create a receipt?

When your requisition completes workflow it creates a one-time Purchase Order that you will receive against. When the purchase Order completes workflow you will see a green check. Once you see the green check you can create a receipt against the Purchase Order.

To get an email and or a notification in Eagle Buy do the following:

Go to the top right of your screen in Eagle Buy and click on your name

Click on View my profile

Click on Notification Preferences

Under Purchase Orders (the eighth one down) – PO Workflow Complete

Change the drop down to Email or Email & Notifications

The screenshot shows the Eagle Buy homepage. At the top right, the user's name "Emily Vaughn" is displayed with a dropdown arrow. The dropdown menu is open, showing options: "View My Profile", "Dashboards", "Set My Home Page", "Logout", "Search Help For A Solution", "My Pending Requisitions" (with a red notification badge showing "2"), "My Recently Completed Requisitions" (with a red notification badge showing "11"), "My Pending Purchase Orders" (with a red notification badge showing "14"), and "My Recently Completed Purchase Orders" (with a red notification badge showing "9").

The screenshot shows the "Notification Preferences: Purchase Orders" page. The left sidebar shows the user's name "Emily Vaughn" and a list of navigation options, with "Purchase Orders" highlighted. The main content area is a table of notification preferences for purchase orders.

Notification Preference	Current Setting
Prepared By - PO Workflow complete	None
Prepared By - PO sent to Supplier	None
Prepared By - PO line item(s) rejected	None
Prepared By - PO rejected	Notification
PO submitted into Workflow	Notification
PO pending Workflow approval	None
PO Workflow Notification available	None
<b>PO Workflow complete</b>	<b>None</b>
PO sent to supplier	Notification
PO Line Item Ship Notice	None
PO line item(s) rejected	Notification
PO rejected	Notification
PO line item Backorder notice	Notification
PO line item Cancellation notice	Notification

The screenshot shows the 'Notification Preferences: Purchase Orders' page for user Emily Vaughn. The page is divided into a left sidebar with navigation options and a main content area with a table of notification settings. The table has three columns: the notification event, the preference type (Default or Override), and the notification type (dropdown menu). The 'Email & Notification' option is highlighted in green.

Notification Event	Preference Type	Notification Type
Prepared By - PO Workflow complete	Override	None
Prepared By - PO sent to Supplier	Override	None
Prepared By - PO line item(s) rejected	Override	None
Prepared By - PO rejected	Override	Notification
PO submitted into Workflow	Override	Notification
PO pending Workflow approval	Override	None
PO Workflow Notification available	Override	None
PO Workflow complete	Override	Email & Notification
PO sent to supplier	Override	Notification
PO Line Item Ship Notice	Override	None
PO line item(s) rejected	Override	Notification
PO rejected	Override	Notification
PO line item Backorder notice	Override	Notification
PO line item Cancellation notice	Override	Notification

Buttons: Save Changes, Cancel

## Why am I getting an error when adding a Form to my cart?

Error Message = "Cannot add this do-not-mix form to the active cart because the cart already contains items that do not match this form's type."

Forms cannot be added to a cart that contains services/commodity items. The cart will need to be emptied or items moved to a draft cart.

## Purchasing Forms

When using the Purchasing Forms (Routing Forms and Procard forms), you will notice that the Form shows a price of \$5,000, regardless of the dollar amount of your contract or procard limit. Everything in Eagle Buy has to have a "price," and \$5,000 is the price I assigned to Purchasing Forms. You cannot change the price, but don't worry about it. Your approver and the Purchasing department will read the true dollar amount that you listed inside the Form, and that's the amount that really matters.

## Dual Service Agreements

Your first step would be to go to the Purchasing webpage (<https://www.tntech.edu/purchasing/>), click on TTU Purchasers, click on Forms, and click on Dual Services Agreement under the Form Agreements category. Use that template and fill in the specific contract information, just like you did before. When you are done, you will need to save that .pdf somewhere that you can retrieve it. (You might have to print it and run it through a copier or scanner.)



Log in to Eagle Buy and on the Home Page, click on Dual Services Routing Form. Fill in all the blanks (the bold type ones are required.) Toward the bottom of the form is a place where you can attach your draft agreement. That's where you will attach your template. Click on Add Attachment, Browse to find your file, Open it, and click Save. When you are done filling in all the blanks in the Routing Form, scroll to the top of the Form, and beside Available Actions, choose Add and Go to Cart and click Go.

Now that Form will be in your cart. You can name your cart if you want, and then Proceed to Checkout.

Now you need to work on the online requisition – click on each section, and fill in required information. When done, click Submit.


Your Form and Agreement will be automatically routed to your approver, and then to Purchasing. After we have received all the signatures we need, we will create a Contract in Eagle Buy and we will notify you that it's done. Later, when you get invoiced, you will use that contract to initiate payment.

The screenshot displays the Eagle Buy website interface. At the top, there is a navigation bar with the user's name 'Emily Vaughn', 'Action Items', 'Notifications', and '0.00 USD'. Below the navigation bar is a search bar with the text 'Shop Everything' and a 'Go' button. The main content area is divided into several sections:

- Technology Catalogs**
- Science Catalogs**
- Supplier Catalogs**
- AP Forms**
- Routing Forms** (highlighted in yellow)
  - Contract / Agreement Routing Form
  - Software Routing Form
  - Dual Services Routing Form** (highlighted in yellow)
  - Clinical Affiliation Routing Form
  - Grant Side Contract Routing Form
  - Blanket Order Routing Form (Standb)
  - Library Subscription Routing Form
  - Pre-Approved Contract
- Procure Forms**
- Order Forms**

On the left side of the page, there is a sidebar with various links and information, including 'Welcome to Eagle Buy!', 'The link to register for Training Classes is on the Purchasing webpage, under the "Training" link.', 'New Apple Punchout Catalog', 'New Software Purchases', 'Having problems with the punchout catalogs?', and 'Eagle Buy Frequently Asked Questions'.

**Dual Services Routing Form** Available Actions: [Add and go to Cart](#) [Go](#) [Close](#)



**Dual Services Routing Form**

**Instructions**

The following guidelines apply to Dual Services contracts, which are agreements between Tennessee Technological University and any TBR/UT Institution or State Agency:

- All contracts require the approval of the Director or Assistant Director of Purchasing, or the Vice-President for Planning & Finance.
- Dual Services contracts for over \$1500 with a State Agency must be signed by the Department of Finance and Administration.
- All proposed contracts shall be approved and executed by all parties prior to the effective start date; the Purchasing Department will obtain all necessary signatures.
- Submitter must complete and attach a Dual Services Agreement draft to this routing form. The Dual Services Agreement template can be found on the Purchasing webpage, under Forms, Form Agreements.
- To obtain accurate salary and withholding data, the Submitter must first contact the Contractor's Human Resources Department.

This completed and authorized Dual Services Routing Form must accompany all dual services contracts or amendments/addenda to contracts and must be routed to Purchasing prior to contract start date.

<b>Requesting Department</b>		<b>Campus Box</b>	
Department Name	History	Campus Box	5064
Contact Person's Name	Amy Foster	Email Address	afoster@tntech.edu
Phone Number	931-372-3332	Fax	931-372-3484
<b>Contractor Information</b>		<b>Contractor's Phone</b>	
Contractor Name	Nashville State Community College	Contractor's Phone	615-353-3323
Contact Person	Becky Abusorf	You <b>must</b> provide either an email address or a fax number for the Contractor, otherwise they cannot be loaded into Eagle Buy.	
Address	120 White Bridge Road	Contractor's Email	Beckyabusorf@nsc.edu
City	Nashville	Contractor's Fax	
State / Province	TN		
Zip Code	37209		
<b>Contract Description</b>		<b>Total Contract Amount (including renewals)</b>	
(Provide brief description of goods / services below.)		2,208.24	
Purpose of Contract	Teachin History 2010-009	Commodity Code	924
Provide the name of the Employee performing the service.	Carolyn Powell	Please attach here a copy of your draft agreement. Purchasing will review and may modify the agreement(s) before executing.	
Term of Contract		Internal Attachments	
Start Date	08/24/15	<a href="#">Add Attachments</a>	
End Date	12/12/15	Carolyn Powell.docx (25k) <a href="#">Remove</a>	
Number of Renewals	0	Comments / URL	
Person designated to monitor contract	Dr. Jeff Roberts		
Phone	931-372-335		
Email	jroberts@tntech.edu		
Frequency of Contract Monitoring (choose below)	As Applicable		

**Approvals**

I certify that I have read the attached contract/agreement. I recognize that while the Office of Business Services and/or University Legal Counsel may analyze the contract from a legal or policy perspective, it is the responsibility of the individual(s) approving this form to ensure that the terms are sufficient and/or practical for departmental needs; to monitor and ensure compliance; to monitor expiration and payment; and to confirm that the terms of the contract/agreement are in accordance with applicable grant terms.

**Need Help?**

If you need assistance with this form or have questions about the policy, please contact the Purchasing Department at (931) 372-3491.

<b>Supplier</b>	TTU Purchasing
<b>Fulfillment Address</b>	Fulfillment Address 1: (preferred) 606 S04 Cookeville, TN 38505
<b>Supplier Phone</b>	+1 (931) 372-3491

**Total** 2,208.24  
[See configuration for this form](#)


Emily Vaughn
Action Items
Notifications
2,208.24 USD


Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 05645935 - Draft Requisition

**Shopping Cart** for Emily Vaughn [Continue Shopping](#)

Name this cart:  1 Item(s) for a total of **2,208.24**

[Proceed to Checkout](#) or [Assign Cart](#)

Have you made changes? [Update](#) [Help](#) [Empty cart](#) Perform an action on (0 items selected) [Select All](#)

Product Description	Unit Price	Quantity	Total
Item added on Dec 21, 2015  <a href="#">Dual Services Routing Form</a> open form... Commodity Code 924 Educational Services	2,208.24 USD	1	2,208.24 USD

[See configuration for this requisition](#)  
[view carts](#)  
[view cart history](#)

**Requisition 2838130**

Summary Taxes/S&H Comments History

**General**

Cart Name: Projector for RM 302

Description: no value

Prepared by: Emily Vaughn

Prepared for: Emily Vaughn

PO Clauses: [Edit](#) | [View details](#)

Department: Purchasing (Business Services / Purchasing)

PO Distribution: no value  
Required

**Shipping**

Ship To

Attn: Tennessee Technological University  
Dierryberry Hall  
RM: Accounts Payable  
1 William L. Jones Dr. P.O. Box 5037  
Cookeville, TN 38505  
United States  
Address is incomplete

**Billing**

Bill To

Tennessee Technological University  
Accounts Payable  
P.O. Box 5037  
Cookeville, TN 38505  
United States

**Billing Options**

Accounting Date: no value

**Accounting Codes**

Index	Chart	Account	Fund	Organization	Program	Activity
no value Required	no value	no value Required	no value	no value	no value	no value

**Accounting Codes**

Index Chart Account Fund Organization Program Activity

no value no value no value no value no value no value no value

Required Required

**Draft**

**Correct these issues.**  
They will prevent you from submitting your request.

Required: PO Distribution  
Address is incomplete: Shipping address  
Required: Index  
Required: Account

**Total (USD)**

Subtotal 1,245.45

1,245.45

SUBMIT REQUISITION

ASSIGN CART

What's next for my order?

## How do I submit one-time purchases in Eagle Buy that need to be bid?

On the home page above the "Shop at the top Bar" click on non-catalog item

Click on Supplier search – Enter "TBD" for the Supplier Name and click search

Once you find the supplier "TBD" click on the word "Select" to populate the supplier.

Catalog No. - If you don't have one just use a "1"

Next in Product Description - give brief description of item(s)

Continue filling in Quantity, Price Estimate, Packaging, & Commodity Code accordingly

Now click Save & Close

To find your item – go to the top right corner & find the icon that looks like a shopping cart

Click on the shopping cart icon and when the box opens click on "View My Cart"

You can name your cart if you want, and then Proceed to Checkout.

Now you need to work on the online requisition

Click on each Section, and fill in required information.

PO Distribution -- Send the PO to Supplier

Attach the specifications of the item(s) that you want bid

Attach a list of bidders

When done, click Submit.

When the requisition gets to Final Review then Purchasing will do the normal bid process. Once the Supplier is determined purchasing will change the requisition to reflect the appropriate Supplier and Price. Purchasing will then approve the requisition and it will create a PO that is sent to the Supplier.

**Add Non-Catalog Item** ✕

**Supplier:** Existing Supplier ▼

Select Supplier  🔍

**Item** ▼

Catalog No.	Product Description	Quantity	Price Estimate	Packaging
	<input type="text" value=""/>			EA - Each <span style="float: right;">▼</span>

254 characters remaining

**Additional details** ▼

Commodity Code  🔍 Product Flags

★ Required fields

SAVE
SAVE AND ADD ANOTHER
CLOSE

**Add Non-Catalog Item** ✕

**Supplier:** Existing Supplier ▼

TBD-Use for Items to be bid  🔍 Fulfillment Address > Distribution Methods >

**Item** 12 items have been found containing '1' in their Catalog No. [View](#) ▼

Catalog No.	Product Description	Quantity	Price Estimate	Packaging
1	Brief Description - Ex. Projectors <input type="text" value=""/> <span style="float: right;">🔍</span>	1	30000	EA - Each <span style="float: right;">▼</span>

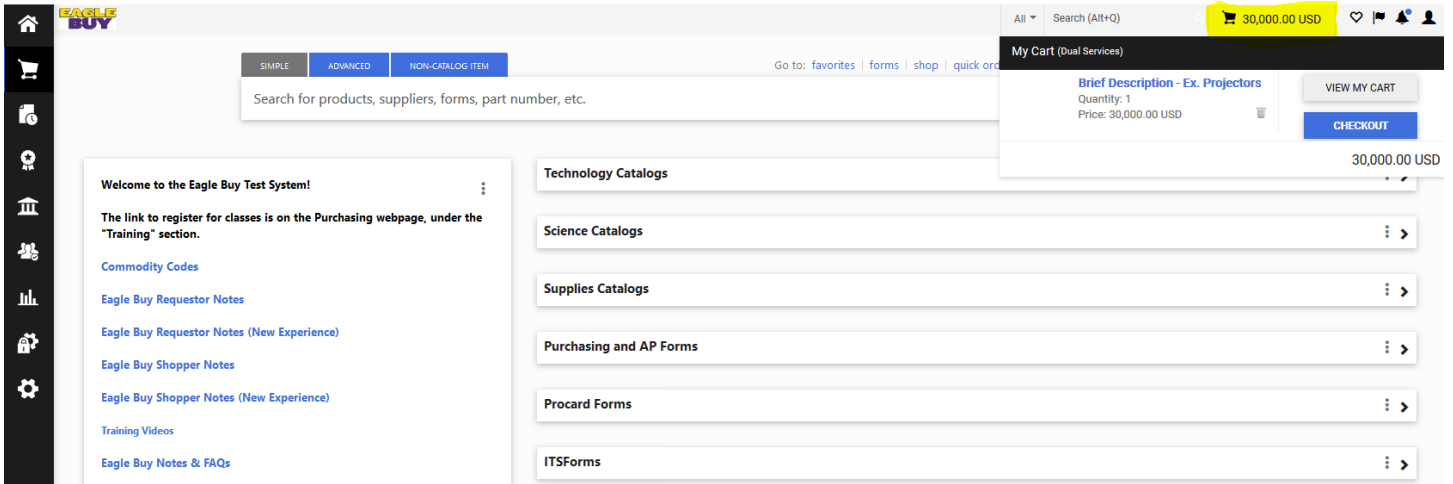
220 characters remaining

**Additional details** ▼

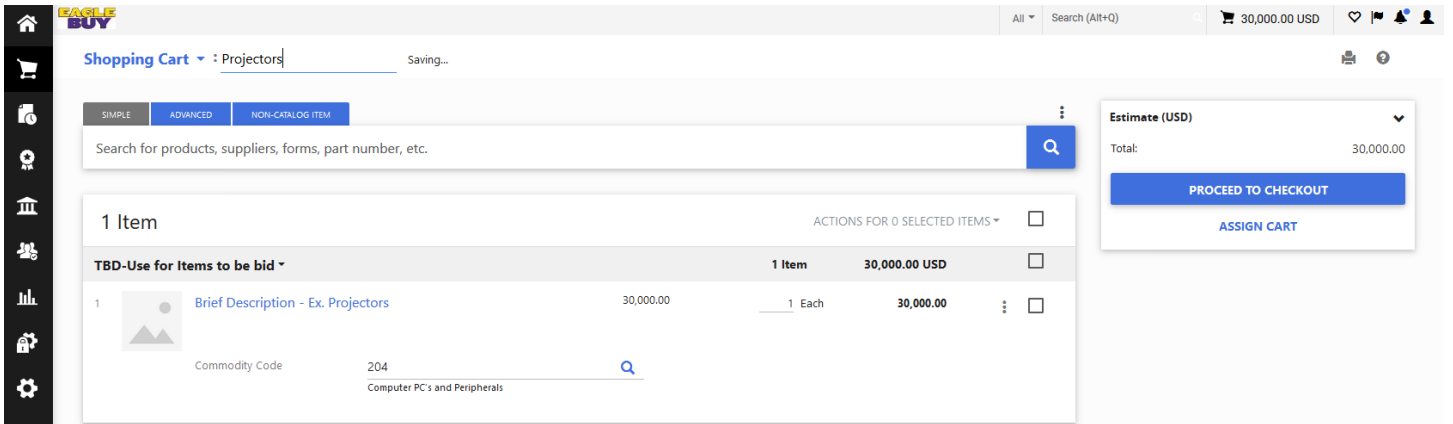
Commodity Code  🔍 Product Flags

★ Required fields

SAVE
SAVE AND ADD ANOTHER
CLOSE




The image shows the home page of the Eagle Buy Test System. At the top, there is a navigation bar with the Eagle Buy logo, a search bar, and a cart icon showing a total of 30,000.00 USD. Below the navigation bar, there are tabs for 'SIMPLE', 'ADVANCED', and 'NON-CATALOG ITEM'. A search bar prompts the user to search for products, suppliers, forms, or part numbers. On the left, a 'Welcome to the Eagle Buy Test System!' message provides instructions on how to register for classes. Below this, there are several links for commodity codes, requester notes, shopper notes, training videos, and FAQs. On the right, a 'My Cart (Dual Services)' summary shows a 'Brief Description - Ex. Projectors' with a quantity of 1 and a price of 30,000.00 USD. Below the cart summary, there are several catalog categories: Technology Catalogs, Science Catalogs, Supplies Catalogs, Purchasing and AP Forms, Procard Forms, and ITSForms.



The image shows the shopping cart page in the Eagle Buy Test System. The cart title is 'Shopping Cart' and it contains one item: 'Projectors'. The cart total is 30,000.00 USD. The item details show a quantity of 1, a unit price of 30,000.00, and a total price of 30,000.00. The item is described as 'Brief Description - Ex. Projectors' with a commodity code of 204 and a description of 'Computer PC's and Peripherals'. On the right side of the page, there is a summary box showing the 'Estimate (USD)' total of 30,000.00 and two buttons: 'PROCEED TO CHECKOUT' and 'ASSIGN CART'.

1 Item		ACTIONS FOR 0 SELECTED ITEMS	
<b>TBD-Use for Items to be bid</b>			
1	Brief Description - Ex. Projectors	30,000.00	1 Each 30,000.00
Commodity Code: 204		Computer PC's and Peripherals	


Emily Vaughn ▼ ★ Action

Shop > My Carts and Orders > Open My Active Shopping Cart > General - 1480651 - Draft Requisition

[Return to shopping cart](#)

**⚠ Almost ready to go! The list below needs to be addressed before the request can be submitted.**

- Required field: PO Distribution

Submit Requisition
Assign Cart

**Requisition: 1480651**  
Projectors

Status: **Draft**  
Document Total: **200.00 USD**  
[What's next for my order?](#)

Requisition ▼

- General** ✔
- Shipping ✔
- Billing ✔
- Accounting Codes ✔
- Internal Notes and Attachm... ✔
- External Notes and Attachm... ✔
- Supplier Information ✔
- Final Review ✔

Comments

Attachment Overview

PR Approvals

PO Preview

**General**

Document Actions ▼ | History | | ?

Cart Name: Projectors edit

Description: *no value*

Prepared by: Emily Vaughn

Prepared for: Emily Vaughn

PO Clauses: edit clauses...

28 AP Invoice Email view all clauses - (1)

Department: Business Services / Purchasing (Business Services / Purchasing)

PO Distribution: *no value*

⚠ Required field


**Lines** Selected Line Item Actions ▼

**TBD-Use for Items to be bid**

[more info...](#)

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Brief description - Projectors <a href="#">more info...</a> General (same as header)	1	Each	200.00	1 Each	200.00 USD	<input type="checkbox"/>
						<b>Supplier subtotal</b>	<b>200.00USD</b>
						<b>Subtotal</b>	<b>200.00</b>
						<b>Total</b>	<b>200.00 USD</b>

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.


All Search (Alt+F)
30,000.00 USD ♥ 🔔 👤

Requisition ▼ : **2838130**

Summary Taxes/S&H Comments History

**General** ✎

Cart Name: Projectors

Description: *no value*

Prepared by: Emily Vaughn

Prepared for: Emily Vaughn

PO Clauses: 1 [Edit | View details](#)

Department: Purchasing (Business Services / Purchasing)

PO Distribution: *no value* ⚠ Required

**Shipping**

**Ship To**

Attn: Derryberry Hall  
RM: 1 William L. Jones  
Cookeville, TN 38506  
United States ⚠ Address is incomplete

**Edit General** ✕

**General**

Cart Name: Projectors

Description:

Prepared by: Emily Vaughn

Prepared for: Emily Vaughn 🔍

PO Clauses: 1

Department: Purchasing (Business Services / Purchasing)

PO Distribution: SELECT -

Organization Values

Do Not Send the PO to the Supplier

Send the PO to the Supplier

★ Required fields

**Billing Options**

Accounting Date: *no value*

Draft

⚠ Correct these issues.

They will prevent you from submitting your request.

Total (USD) ▼

Subtotal 30,000.00

30,000.00

SUBMIT REQUISITION

ASSIGN CART

What's next for my order? ➔

**Requisition : 2838130**

Summary | Taxes/S&H | Comments | History

General	Shipping	Billing
<p>Cart Name: Projectors</p> <p>Description: no value</p> <p>Prepared by: Emily Vaughn</p> <p>Prepared for: Emily Vaughn</p> <p>PO Clauses: <a href="#">Edit</a>   <a href="#">View details</a></p> <p>Department: Purchasing (Business Services / Purchasing)</p> <p>PO Distribution: Send the PO to the Supplier</p>	<p><b>Ship To</b></p> <p>Attn: Derryberry Hall</p> <p>RM: 1 William L. Jones Dr. Cookeville, TN 38505 United States</p> <p><b>Address is incomplete</b></p>	<p><b>Bill To</b></p> <p>Tennessee Technological University</p> <p>Accounts Payable</p> <p>P.O. Box 5037</p> <p>Cookeville, TN 38505</p> <p>United States</p> <p><b>Credit Card Info</b></p> <p>Cardholder Name: Purchasing Shopper</p> <p>Card Number: 4111111111111111</p> <p>Card Security Code: 123</p> <p>Expiration Date: 1/2020</p> <p><b>Billing Options</b></p> <p>Accounting Date: no value</p>

**Draft**

**Correct these issues.** They will prevent you from submitting your request.

**Total (USD)**

Subtotal: 30,000.00

**30,000.00**

[SUBMIT REQUISITION](#)

[ASSIGN CART](#)

What's next for my order? [>](#)

**Requisition : 2838130**

Summary | Taxes/S&H | Comments | History

General	Shipping	Billing
<p>Cart Name: Projectors</p> <p>Description: no value</p> <p>Prepared by: Emily Vaughn</p> <p>Prepared for: Emily Vaughn</p> <p>PO Clauses: <a href="#">Edit</a>   <a href="#">View details</a></p> <p>Department: Purchasing (Business Services / Purchasing)</p> <p>PO Distribution: Send the PO to the Supplier</p>	<p><b>Ship To</b></p> <p>Attn: Derryberry Hall</p> <p>RM: 1 William L. Jones Dr. Cookeville, TN 38505 United States</p> <p><b>Address is incomplete</b></p>	<p><b>Bill To</b></p> <p>Tennessee Technological University</p> <p>Accounts Payable</p> <p>P.O. Box 5037</p> <p>Cookeville, TN 38505</p> <p>United States</p> <p><b>Credit Card Info</b></p> <p>Cardholder Name: Purchasing Shopper</p> <p>Card Number: 4111111111111111</p> <p>Card Security Code: 123</p> <p>Expiration Date: 1/2020</p> <p><b>Billing Options</b></p> <p>Accounting Date: no value</p>

**Draft**

**Correct these issues.** They will prevent you from submitting your request.

Address is incomplete: Shipping address

Required: Index

Required: Account

**Total (USD)**

Subtotal: 30,000.00

**30,000.00**

[SUBMIT REQUISITION](#)

[ASSIGN CART](#)

What's next for my order? [>](#)

**Contract Notifications** – for those of you who have asked us to set up contracts or blanket orders for you, you will start receiving emails from Eagle Buy giving you contract information. Specifically, the emails will tell you that a contract has just expired. These are informational only – you do not need to take any action. The link in the email does not work anyway, so just file or delete the email as appropriate.

**Staples Returns** – I have had questions about how to handle Staples returns. Our rep at Staples stated that we should call Customer Service at 877-826-7755 with the order number and they will be able to issue a pick-up/credit.

**Attachments** – Quotes, Proposal, Invoice

**External Notes/Attachments** – the supplier needs to see the attachment (i.e. a Quote or Proposal for what you are ordering), make sure to do an External Note or Attachment.

**Internal Notes/Attachments** - can only be viewed by us at TTU.

## Cheat Sheet

TYPE OF ACTIVITY	ACTIVITY	EXAMPLES	CAN I PAY WITH PROCARD?	PO DISTRIBUTION	STEPS TO TAKE
MAKING A PURCHASE	ORDER FROM A CATALOG SUPPLIER	Buying a monitor from Dell; Buying supplies from Staples	Yes (always use procard for Staples)	Always Send the PO to the Supplier	Click on the Supplier's logo to access their catalog. Create your cart and transfer your cart to Eagle Buy. Proceed to checkout. If procard is used, no receiving is necessary.
	ORDER FROM A NON-CATALOG	Buying a projector from CCS; Buying furniture from A-Z		Always Send the PO to the Supplier	Click on the Non-Catalog Item link (located directly above Shop-at-the-Top bar). Fill in: supplier, product description, catalog number, quantity, price, and commodity code. Add to cart. Proceed to checkout. (Attach quote to the requisition.) If procard is used no receiving
	ORDER FROM A TTU BLANKET ORDER	Buying athletics apparel on contract; Buying lab tests on contract	Yes	Send the PO to the Supplier unless you phone/fax in the order	In the Shop-at-the-Top search box, enter the Contract Number, supplier name, or item name. Add item(s) to your cart. Proceed to checkout. If procard is used, no receiving is necessary.
PAYING AN INVOICE	PAY A ONE-TIME PURCHASE ORDER	Paying an invoice for a computer from Dell	No	Do not Send PO to the Supplier	When your order is delivered, receive it in Eagle Buy.
	PAY FROM A TTU CONTRACT/BLANKET ORDER	Paying a Canon invoice; Paying a Enterprise invoice	No	Do not Send PO to the Supplier	When the invoice is received, bring up the contract from the Shop-at-the-Top search bar, by entering the contract number, supplier name, or item description. Put the item (s) in your cart. Proceed to checkout, complete requisition, and Submit. After all approvals are done and PO is created, receive PO in Eagle Buy.
	PAY NEITHER OF THE ABOVE	Paying a FedEx invoice; Paying an Appliance Mart invoice	Yes	Does not matter which you choose	Click on the Check Request Form from the Home page. Enter required information. Attach the invoice. Add to cart, proceed to checkout, and complete and submit the requisition. However, if you want to pay with procard, just contact supplier directly and do not use Check Request Form. No receiving necessary. If the invoice was emailed to you from AP, please reply to AP's email telling them you paid on Procard. If you received the invoice directly, you don't need to contact AP at all.
REQUESTING AN ACTION	REIMBURSE EMPLOYEE / STUDENT	Reimbursing an employee who entertained a candidate	n/a	Does not matter which you choose	Click on the Check Request Form from the Home page. Enter required information. Attach the receipt(s). Add to cart, and proceed to checkout. Mail original receipt(s) to AP.
	INITIATE A CONTRACT / BLANKET ORDER	Requesting a new Personal Services contract for a speaker	n/a	Does not matter which you choose	Click on the appropriate Contract / Agreement Routing Form from the Home page. Enter the required information. Attach the draft agreement or license agreement. Add to cart and proceed to checkout. Submit requisition when done.
	TAKE PROCARD ACTIONS	Requesting a new procard or credit increase to existing procard	n/a	Does not matter which you choose	Click on the appropriate Procard Form. Fill in required information and add to cart. Proceed to checkout and Submit requisition when done.