

# UNIVERSITY OF DELAWARE **EXCHANGE**

Submitting a Non-Catalog Request

# What's different in UD Exchange?

## Commodity Codes

Previously, UD employees would manually select an account code and category code for their purchases

In UD Exchange, employees will select a commodity code which will automatically generate the correct account code for the purchase.

## Allocation

Previously, UD employees would allocate their Procurement Card purchases after the fact.

In UD Exchange, all purchases are allocated prior to ordering.



# Submitting a Non-Catalog Requisition

- Catalog shopping in UD Exchange uses hosted or punch-out catalogs where UD-specific items and prices are offered by UD-contracted suppliers. “**Non-catalog**” shopping refers to purchases where hosted or punch-out catalogs are not used.
- A **non-catalog requisition** can be initiated by a Shopper or initiated *and* submitted by a Requester in UD Exchange.
- A **non-catalog requisition** usually begins with a quote from a supplier.
- A supplier must be registered in UD Exchange prior to completing a non-catalog form.



# *Cassidy Painting Inc.*

Review the quote you have received from the supplier.

Take note of which items/services will need to be listed as separate line items on the non-catalog form

To: Mark Golden Date: 04/20/19

Company: University of Delaware

Email/Fax: WO#1041012 ACCT# MAIN175336

Project: Morris Library and Robinson Hall

## **BID AMOUNT: See Below**

Remarks/Clarifications:

Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows \$6,800.00

Morris Library: Power wash all sides of the building to remove dirt and mildew \$17,850.00

The quoted amount reflects the project conditions as presented at the time of pricing. Unforeseen field conditions will require a review of the quoted amount and must be addressed prior to the work continuing.

Not included: Wage rates, bond cost, floor coating or sealers, painting of exposed floor, staining of wood doors, p-lam finishes, caulking of cabinets and millwork, wall protection and accessories, wall coverings, nights or weekends

While it's not as important to list out ALL items if they are the same commodity (e.g., building materials), it IS important to separate goods from services.

The screenshot shows the University of Delaware Exchange website. A blue navigation menu is open on the left, with 'Shopping' selected. A sub-menu is visible, and 'Non-Catalog Item' is highlighted with a red arrow. The main content area displays search results for 'Non-Catalog Item', including categories like 'Office/Misc Supplies & Copiers', 'MRO/Facilities', 'Computer HW/SW', and 'Lab/Research Supplies'. A red box highlights the text 'In UD Exchange, go to Shopping > Non-Catalog Item'.

Shop (Alt+F) | By Keyword | Search... | Go To | Shopping Home | Advanced Search | View Favorites | View Forms | Non-Catalog Item | Quick Non-Catalog Item | Browse By | Suppliers | Categories | Contracts

University of Delaware Exchange!

services you need. The great experienced University of Delaware Exchange provides a familiar online shopping experience and negotiated pricing from

keyword or item number. When you find the item you need, just put it in your cart and submit. If you can't find what you need, click on the Non-Catalog Item form, and assign or submit.

base (Under Development)

Quick Links

- Guided Buying Checklists
- Commodity Code-Account Crosswalk
- Non-Catalog Item
- Request Contract

My Resources

- Product Release Library
- UDExchange@udel.edu
- Site Map

My Draft Carts

View: All Drafts

amazon

Misc. Supplies | Non-Catalog | Form | Non-Catalog | Non-Catalog

MRO/Facilities

- FERGUSON
- TRI-DIM Non-Catalog

Computer HW/SW

- Apple
- DELL
- UD UDeploy - SW Distribution
- Insight Non-Catalog

Lab/Research Supplies

My Requisitions

View as Graph | View as List

8

7



The screenshot shows the 'Shopping Home Page' of the University of Delaware Exchange. A 'Non-Catalog Item' window is open in the foreground. The window has a title bar with a question mark and a close button. Below the title bar is the text 'Non-Catalog Item'. The main content area of the window is titled 'Enter Supplier' and contains a text input field with the word 'cassidy' entered. A dropdown menu is open below the input field, displaying a list of search results: 'CASSIDY KATHERINE AMANDA', 'CASSIDY PAINTING' (which is highlighted in blue), 'BRIAN CASSIDY', 'Doing Business As: BRIAN CASSIDY BOOKSELLER', and 'PATLER CAITLIN CASSIDY'. Below the dropdown menu, there are fields for 'Description', 'Price', and 'Packaging'. The 'Packaging' field has a dropdown menu with 'EA' selected. At the bottom of the window, there are three buttons: 'Save and Close', 'Save and Add Another', and 'Close'. Red arrows and numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the window title, 2 points to the 'Enter Supplier' input field, and 3 points to the selected dropdown item.

1. The **Non-Catalog Item** window will appear.
2. Enter the name of the supplier into the **Enter Supplier** field.
3. Select the correct supplier from the list of results



## Shopping Home Page

## Organization Message

## Welcome to the University of Delaware Exchange!

Here you'll find the goods and services that the University of Delaware Exchange provides a familiar and preferred suppliers.

You can search for items by keyword in your shopping cart, and assign of Catalog Item link, complete the form

## Catalog &amp; Forms Showcase

## Office/Misc Supplies &amp; C

amazon

Misc Supplies

Non-Catalog

## MRO/Facilities

FERGUSON

Non-Catalog

## Quick Links

Guided Buying Checklists

Commodity Code-Account Crosswalk

## My Resources

## My Resources

Product Release Library

UDExchange@udel.edu

Site Map

## Non-Catalog Item

CASSIDY PAINTING select different supplier

**Fulfillment Address** Credit Card: (preferred)  
102 CASSIDY DRIVE  
NEWPORT, DE 19804-2440 US  
select different fulfillment center

## Distribution Methods

Description	Supplier Item Number	Quantity	Price	Packaging
Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows <small>146 characters remaining expand   clear</small>	Robinson	1	6800	EA

## Product Details

Commodity Code 

Save and Close

Save and Add Another

Close

Enter the information for the first line item of your requisition in the **Description, Supplier Item Number, Quantity, Price, and Packaging** fields.

Tip: copy and paste line item information directly from the quote you received from the supplier.



UNIVERSITY OF DELAWARE EXCHANGE

Shop > Shopping > Shopping Home > Shopping Home Page

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### Shopping Home Page

#### Organization Message

Welcome to the University of Delaware Exchange!

Here you'll find the goods and services that the University of Delaware Exchange provides a family of preferred suppliers.

You can search for items by keyword in your shopping cart, and assign or remove items from your shopping cart. To add a Catalog Item link, complete the form below.

#### Quick Links

- Guided Buying Checklists
- Commodity Code-Account Crosswalk

#### My Resources

My Resources

- Product Release Library
- UDExchange@udel.edu
- Site Map

#### Catalog & Forms Showcase

Office/Misc Supplies & Equipment

- amazon Misc. Supplies
- Canon Non-Catalog

MRO/Facilities

- FERGUSON
- TRI-DIM Non-Catalog

#### Non-Catalog Item


CASSIDY PAINTING [select different supplier](#)

**Fulfillment Address** Credit Card: (preferred)  
102 CASSIDY DRIVE  
NEWPORT, DE 19804-2440 US  
[select different fulfillment center](#)

Distribution Methods

Description	Supplier Item Number	Quantity	Price	Packaging
Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows 146 characters remaining <a href="#">expand</a>   <a href="#">clear</a>	Robinson	1	6800	EA

Product Details

Commodity Code  

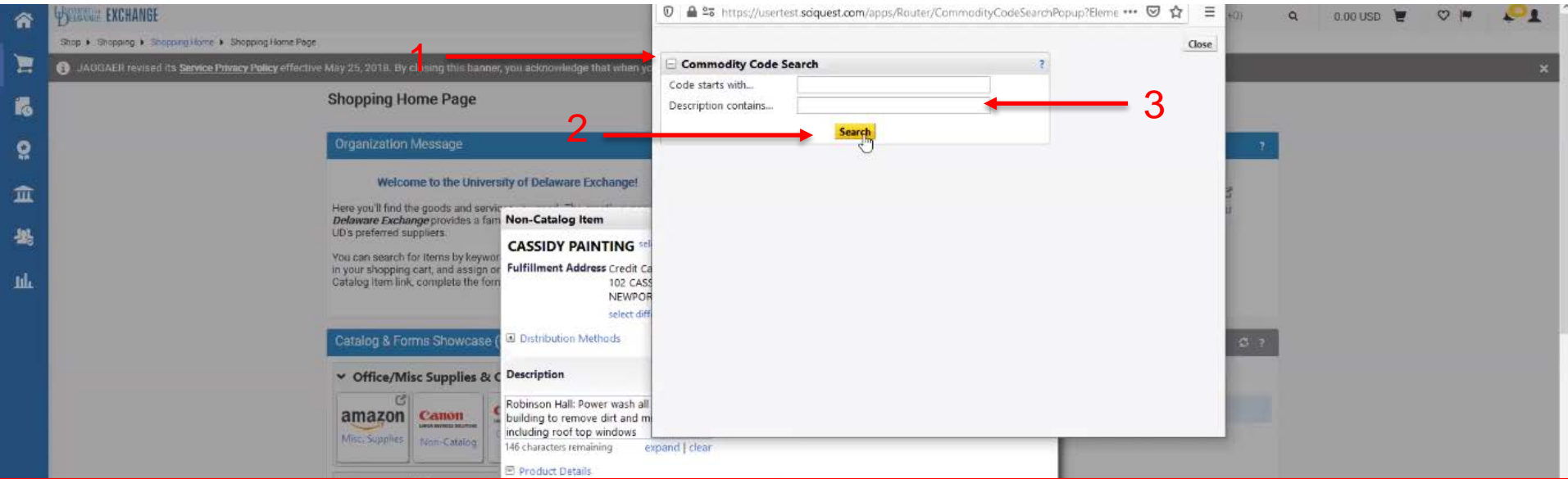
[Save and Close](#) [Save and Add Another](#) [Close](#)

You will be required to enter a Commodity Code for each line item.

Click the **magnifying glass** next to the **Commodity Code** field to search for codes.







1. The **Commodity Code Search** box will appear.
2. Click the **Search** button to see all commodity code options in a list.
3. You can also type various criteria in the **Code starts with** or **Description contains** fields to narrow your search.



UNIVERSITY OF DELAWARE EXCHANGE

Shopping Home Page

Organization Message

Welcome to the University of Delaware Exchange!

Here you'll find the goods and services that the University of Delaware Exchange provides a fast and easy way to purchase from our preferred suppliers.

Non-Catalog Item

amazon Misc. Supplies

Canon Non-Catalog

Robinson Hall: Power wash all building to remove dirt and m including roof top windows 146 characters remaining

Product Details

Commodity Code

MRO/Facilities

FERGUSON TRI-DMY Non-Catalog

Computer HW/SW

Apple DELL UD UDeploy - SW Distribution Insight Non-Catalog

Lab/Research Supplies

https://userstest.sciquest.com/apps/Router/CommodityCodeSearchPopup

Click to filter search results

Results Per Page 20 Results 78 Page 3 of 4

Code	Description	
47000000	Cleaning Equipment & Supplies	<a href="#">select</a>
48000000	Service Industry Machinery, Equipment & Supplies	<a href="#">select</a>
49000000	Sports, Recreational Equipment & Supplies	<a href="#">select</a>
50000000	Food Beverage & Tobacco Products	<a href="#">select</a>
51000000	Drugs & Pharmaceutical Products	<a href="#">select</a>
60000000	Musical Instruments, Games, Toys, Arts and Crafts, Educational Equipment & Supplies	<a href="#">select</a>
64000000	Financial Instruments, Products, Contracts & Agreements	<a href="#">select</a>
64151505	Financial Instruments (Digital Currency/Gift Cards)	<a href="#">select</a>
70000000	Farming, Fishing, Forestry & Wildlife Contracting Services	<a href="#">select</a>
71000000	Mining, Oil & Gas Services	<a href="#">select</a>
72000000	Building, Facility Construction & Maintenance Services	<a href="#">select</a>
73000000	Industrial Production & Manufacturing Services	<a href="#">select</a>
76000000	Industrial Cleaning Services	<a href="#">select</a>
77000000	Environmental Services	<a href="#">select</a>

Results Per Page 20 Page 3 of 4

javascript:select('value','76000000','Industrial Cleaning Services');

A listing of commodity codes will appear.

Select the code that most closely matches the item/service you are requisitioning.

UD Commodity codes are based on the UNSPSC Segment level. A crosswalk of Commodity Codes to Account codes is on the home page of UD Exchange.



1. The **Commodity Code** field will be filled with the code you selected.
2. Click **Save and Add Another** to add the next line item.

Repeat the previous steps until you have added all of your line items.

in your shopping cart, and assign of Catalog item link, complete the form

Catalog & Forms Showcase (

Office/Misc Supplies & C

amazon Misc. Supplies

Canon Misc. Supplies

MRO/Facilities

FERGUSON TRI-DIM Non-Catalog

Computer HW/SW

Apple DELL UDeploy - SW Distribution Insight Non-Catalog

Lab/Research Supplies

Fulfillment Address Credit Card: (preferred)  
102 CASSIDY DRIVE  
NEWPORT, DE 19804-2440 US  
select different fulfillment center

Distribution Methods

Description	Supplier Item Number	Quantity	Price	Packaging
Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows	Robinson	1	6800	EA

146 characters remaining expand | clear

Product Details

Commodity Code 76000000

Save and Close Save and Add Another Close

My Requisitions:  
View as Graph View as List



## Shopping Home Page

## Organization Message

## Welcome to the University of Delaware Exchange

Here you'll find the goods and services that the University of Delaware Exchange provides a fast and easy way to purchase from the University's preferred suppliers.

You can search for items by keyword in your shopping cart, and assign a Catalog Item link, complete the form

## Non-Catalog Item

## Recently added items:

Supplier Name	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity
CASSIDY PAINTING	Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows	Robinson	EA	6,800.00 USD	1 EA

CASSIDY PAINTING [select different supplier](#)

Once you have added all of your line items, click **Save and Close**.

## Office/Misc Supplies



Misc. Supplies



Non-Catalog

## MRO/Facilities



Non-Catalog



Non-Catalog

## Computer HW/SW



UDeploy - SW Distribution



Non-Catalog

## Distribution Methods

Description	Supplier Item Number	Quantity	Price	Packaging
Morris Library: Power wash all sides of the building to remove dirt and mildew	Morris Library	1	17850	EA

177 characters remaining [expand](#) | [clear](#)

## Product Details

Commodity Code

[Save and Close](#)[Save and Add Another](#)[Close](#)

## Lab/Research Supplies

## My Requisitions

View as Graph  View as List

6

7



UNIVERSITY OF DELAWARE EXCHANGE

Shop > Shopping > Shopping Home > Shopping Home Page

Success  
Item successfully added to cart

24,650.00 USD

My Cart

Morris Library: Power wash all sid...  
Quantity: 1  
Price: 17,850.00 USD

Robinson Hall: Power wash all si...  
Quantity: 1  
Price: 6,800.00 USD

24,650.00 USD

Organization Message

Welcome to the University of Delaware Exchange!

Quick Links

- Guided Buying Checklists
- Commodity Code-Account Crossw...

Catalog & Forms Showcase (Under Development)

Office/Misc Supplies & Copiers

- amazon Misc. Supplies
- Canon Non-Catalog
- Canon Quick Quote Form
- Non-Catalog
- Hilyard's Non-Catalog
- xerox Non-Catalog

MRO/Facilities

- FERGUSON
- TRI-DIM Non-Catalog

Computer HW/SW

- Apple
- DELL
- UD Distribution
- Insight Non-Catalog

Lab/Research Supplies

My Draft Carts

View: All Drafts

No results found

My Requisitions

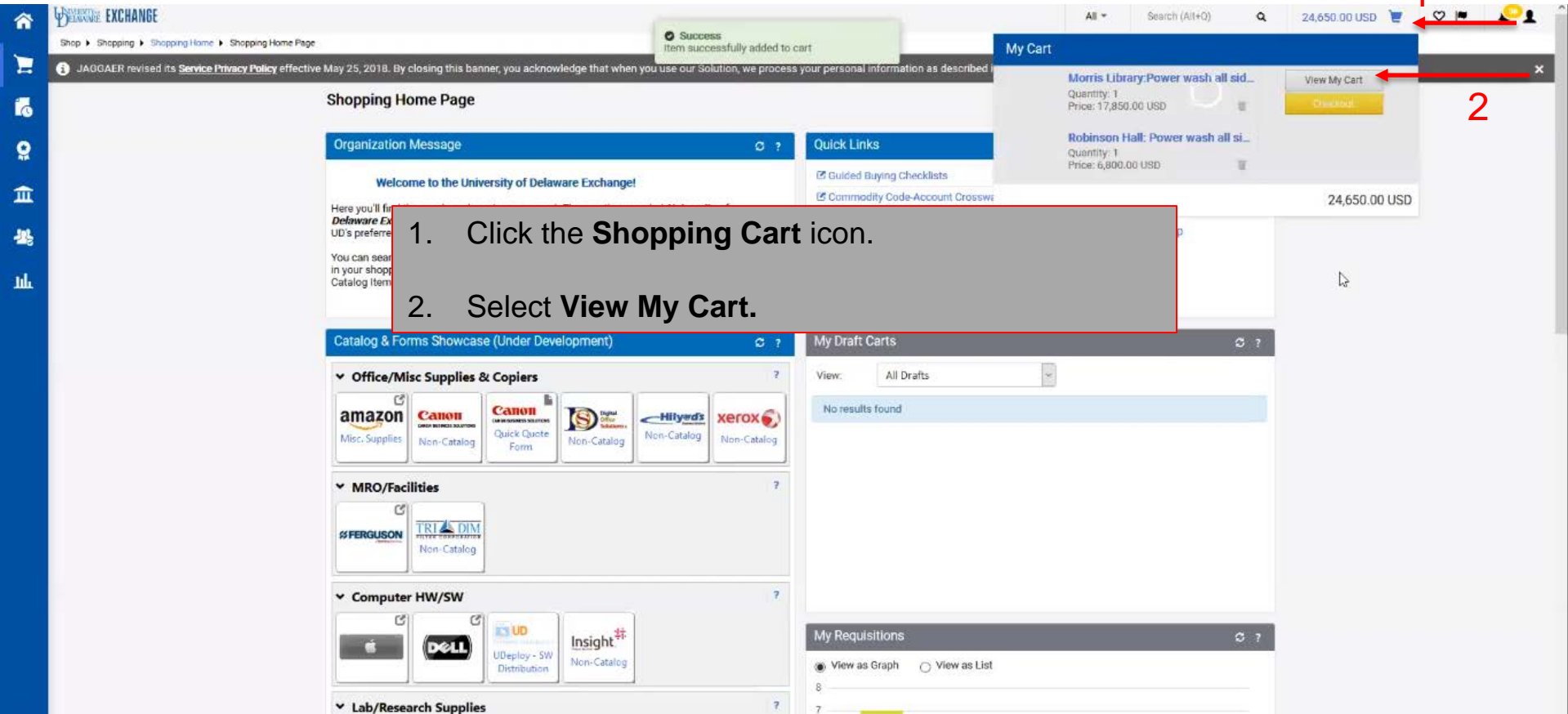
View as Graph View as List

8

7

1. Click the Shopping Cart icon.

2. Select View My Cart.



## Shopping Cart for Test2500 Requester

2 item(s) for a total of **24,650.00 USD**

Add Non-Catalog Item

Save

**Proceed to Checkout** or **Assign Cart**

Cart Name  ← 1

Description

Multi-Invoice/Payment

## Supplier / Line Item Details

Show line details

For selected line items 

Go

CASSIDY PAINTING [more info...](#)

Credit Card

102 CASSIDY DRIVE, NEWPORT, DE 19804-2440 US

Add non-catalog item for this supplier...

Contract *no value*

PD Number To Be Assigned

Quote number  ← 2

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows <a href="#">more info...</a>	Robinson	EA	6,800.00	<input type="text" value="1"/> EA	6,800.00 USD	<input type="checkbox"/>
2 Morris Library: Power wash all sides of the building to remove dirt and mildew <a href="#">more info...</a>	Morris Library	EA	17,850.00	<input type="text" value="1"/> EA	17,850.00 USD	<input type="checkbox"/>
Supplier subtotal					24,650.00	USD
Subtotal					24,650.00	
Total					24,650.00	USD

**Proceed to Checkout** or **Assign Cart**[view cart history](#)

1. Enter a name for your Shopping Cart in the **Cart Name** field.
2. Enter your quote number into the **Quote Number** field if applicable. Attachments and Shipping location can be accessed on the next page.
3. Click **Proceed to Checkout** to take the next steps on the form.

3



UNIVERSITY OF DELAWARE EXCHANGE

Orders > Search > Search Documents > Shipping - Draft Requisition

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< Return to shopping cart

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

- Required field: Shipping address
- Required field: SpeedType

Place Order Assign Cart

### Requisitions

Cassidy Power Washing

Status: **Draft**  
Document Total: 24,650.00 USD  
What's next for my order?

Requisitions ▾

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

PR Approvals

Comments

Attachment Overview

PO Preview

### Shipping

Document Actions History ?

#### Ship To

Shipping address

no address  
Required field

#### Delivery Options

Expedite  
Ship Via  
Requested Delivery Date

#### Lines

### CASSIDY PAINTING

more info...  
Credit Card  
102 CASSIDY DRIVE, NEWPORT, DE 19804-2440

Product Description

1	Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows	Robinson	EA	6,800.00	1 EA	6,800.00 USD	<input type="checkbox"/>
---	--	----------	----	----------	------	--------------	--------------------------

Ship To (same as header)

Delivery Options (same as header)

Shoppers may complete some *or* all of this information as desired – it is the **Requester's** job to confirm accuracy and completeness.

Choosing ***Proceed to Checkout*** turns the cart into a requisition.

There are a list of checkmarks on the left side of the page that must be completed before submission.

Once all required sections of the form have been completed, the checkmarks will turn green.



Orders > Search > Search Documents > General - Draft Requisition

- Required field: Shipping address
- Required field: SpeedType

### Requisitions

Cassidy Power Washing

Status: **Draft**

Document Total: 24,650.00 USD

What's next for my order?

Requisitions ▾

General	Shipping	Billing	Buyer Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### General

Document Actions ▾ History 🖨️ ?

Cart Name	Cassidy Power Washing
Description	no value
Priority	Normal
Prepared by	Test2500 Requester
Prepared for	Test2500 Requester
Purchasing Business Unit	UOD01 UNIVERSITY OF DELAWARE
eBuilder Process Instance	no value
Multi-invoice/Payment	x

[edit](#)

1 ← eBuilder Process Instance

2 ↑ edit

3 ← Multi-invoice/Payment

## General section:

Most information will be pre-filled from the information the Shopper entered.

1. The **eBuilder Process instance** field is for Facilities use only.
2. Facilities employees can add information to that field by clicking **edit**.
3. The **Multi-invoice/Payment** field is for use when the requisition will be paid in parts, for example if UD is to pay the vendor 20% up front and then the remaining 80% upon completion of the work.
  - This field does not need to be selected if each line item is to be paid in full as it is completed.
  - The requisitioner can select this option, or it can be selected by a Procurement Services staff member once the requisition reaches Procurement for review.





[Return to shopping cart](#)**Almost ready to go!** The list below needs to be addressed before the request can be submitted.

• Required field: Speed Type

[Place Order](#)[Assign Cart](#)**Requisitions**

Cassidy Power Washing

Status: **Draft**

Document Total: 24,650.00 USD

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

## Requisitions

General

**Shipping****Billing**

Buyer Information



Accounting Codes



Internal Notes and Attachm...



External Notes and Attach...



Supplier Information



Final Review



PR Approvals

Comments

Attachment Overview

PO Preview

**Shipping**

Document Actions History ?

**Ship To**[edit](#)

Shipping address

University of Delaware  
Attn: Mark Golden  
Room: PPD  
222 SOUTH CHAPEL STREET  
GENERAL SERVICES BUILDING  
Newark, DE 19716  
United States**Delivery Options**[edit](#)**Shipping section:**

Review the shipping address. If you have already saved a default shipping address to your profile, it will be pre-filled.

If you need to search for a campus address, you can click **edit**, and a search box will appear for you.

Ship To (same as header)

[edit](#)

[Return to shopping cart](#)**Almost ready to go!** The list below needs to be addressed before the request can be submitted.

• Required field: SpeedType

[Place Order](#) [Assign Cart](#)**Requisitions**

Cassidy Power Washing

Status: **Draft**  
Document Total: 24,650.00 USD  
[What's new for my order?](#)

## Requisitions

General Shipping **Billing** Buyer Information Accounting Codes Internal Notes and Attach... External Notes and Attach... Supplier Information Final Review 

PR Approvals

Comments

Attachment Overview

PO Preview

**Billing**

Document Actions History ?

**Bill To** [edit](#)

Billing address

Accounts Payable  
accountspayable@udel.edu  
222 South Chapel Street  
Newark, DE 19716  
United States**Billing Options** [edit](#)

Accounting Codes

**Lines****CASSIDY**[more info...](#)  
Credit Card  
102 CASSIDY DRIVE, NEWPORT, DE 19804-2440 US

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows <a href="#">more info...</a>	Robinson	EA	6,800.00	1 EA	6,800.00 USD	<input type="checkbox"/>
			Bill To (same as header)				<a href="#">edit</a>
			Billing Options (same as header)				
2	Morris Library: Power wash all sides of the building to remove dirt and	Morris	EA	17,850.00	1 EA	17,850.00 USD	<input type="checkbox"/>

**Billing section:**

There is only one central billing address for UD. It will be pre-filled.



[Return to shopping cart](#)**Almost ready to go!** The list below needs to be addressed before the request can be submitted.

• Required field: SpeedType

Place Order

Assign Cart

**Requisitions**

Cassidy Power Washing

Status: **Draft**  
Document Total: 24,650.00 USD  
[What's next for my order?](#)

## Requisitions

General Shipping Billing **Buyer Information** Accounting Codes Internal Notes and Attachm... External Notes and Attach... Supplier Information Final Review PR Approvals Comments Attachment Overview PO Preview **Buyer Information**

Document Actions | History | ?

## Lines

Selected Line Item Actions

**CASSIDY PAINTING**[more info...](#)

Credit Card

102 CASSIDY DRIVE, NEWPORT, DE 19804-2440 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 <b>Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows</b> <a href="#">more info...</a>	Robinson	EA	6,800.00	1 EA	6,800.00 USD	<input type="checkbox"/>
<input type="checkbox"/> User does not have the necessary permissions to view the custom fields associated with this section.						
2 <b>Morris Library: Power wash all sides of the building to remove dirt and mildew</b> <a href="#">more info...</a>	Morris Library	EA	17,850.00	1 EA	17,850.00 USD	<input type="checkbox"/>
<input type="checkbox"/> User does not have the necessary permissions to view the custom fields associated with this section.						
<b>Supplier subtotal</b>					<b>24,650.00</b>	<b>USD</b>

**Buyer Information section:**

Only Buyers in Procurement Services will see details of the requisition in this section.

The requisitioner will always see this section as complete with a green check mark.



UNIVERSITY OF DELAWARE EXCHANGE

Orders > Search > Search Documents > Accounting Codes - Draft Requisition

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< Return to shopping cart

✖ Almost ready to go! The list below needs to be addressed before the request can be submitted.  
 • Required field: SpeedType

Place Order Assign Cart

**Requisitions**  
 Cassidy Power Washing  
 Status: Draft  
 Document Total: 24,650.00 USD  
 What's next for my order?

**Accounting Codes** Document Actions History ?

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	edit
N/A N/A	no value Required field	no value	no value	no value	no value	no value	no value	no value	

Requisitions  
 General

## Accounting Codes section:

Any accounting fields that need to be completed will be marked as a required field.

You will notice that there is not a field to manually enter a UD account code or category code. *This information is all tied into the commodity code that the Shopper selected.*

Click on the blue **Required field** link to complete the required SpeedType information

PO Preview

Supplier subtotal 24,650.00 USD



UNIVERSITY OF DELAWARE EXCHANGE

Orders > Search > Search Documents > Accounting Codes - Draft Requisition

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< Return to shopping cart

Almost ready to go! The list below needs to be addressed before the request can be submitted.  
Required field: SpeedType

Place Order Assign Cart

### Requisitions

Cassidy Power Washing

Status: Draft  
Document Total: 24,650.00 USD  
What's next for my order?

Requisitions: 3

- General ✓
- Shipping ✓
- Billing ✓
- Buyer Information ✓
- Accounting Codes ✓
- Internal Notes and Attachments ✓

### Accounting Codes

Document Actions History ?

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	add split
N/A Select from profile values... Select from values...	no value Select from all values... Required field	no value	no value	no value	no value	no value	no value	no value Select from all values...	

recalculate / validate

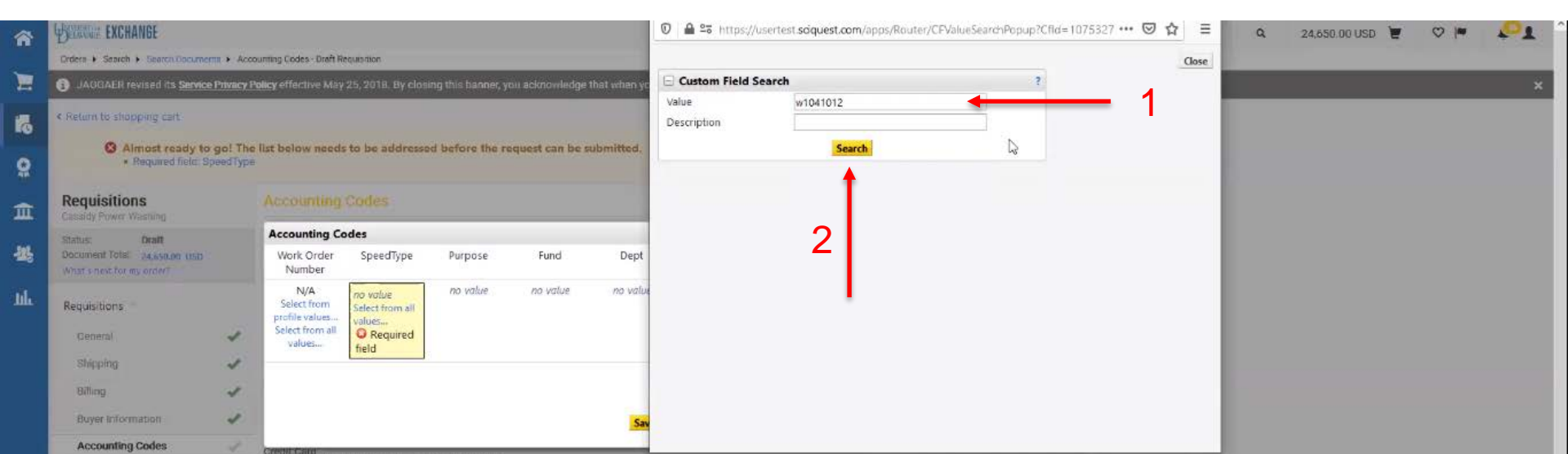
Save Cancel

Credit Card: 102 CASSIDY DRIVE, NEWPORT, DE 19804-2440 US

Supplier subtotal 24,650.00 USD

1. The **Accounting Codes** window will appear.
2. You can select the **SpeedType** you need from the **Select from all values** list.
3. If there is a **Work Order Number** associated with the requisition, you can select it from the **Select from all values** list.





If you click the **Select from all values** link under **Work Order Number**, a search box will appear.

1. Enter the Work Order Number
2. Click **Search**.

For Non-Facilities users, this functionality works the same with SpeedType.



UNIVERSITY OF DELAWARE EXCHANGE

Orders > Search > Search Documents > Accounting Codes - Draft Requisition

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< Return to shopping cart

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

- Required field: Speed Type

**Requisitions**  
Cassidy Power Washing

Status: **Draft**  
Document Total: 24,650.00 USD  
What's next for my order?

**Requisitions**

- General
- Shipping
- Billing
- Buyer Information
- Accounting Codes**
- Internal Notes and Attachments
- External Notes and Attachments
- Supplier Information
- Final Review

PR Approvals

Comments

Attachment Overview

PQ Preview

**Accounting Codes**

Work Order Number	SpeedType	Purpose	Fund	Dept
N/A Select from profile values... Select from all values...	no value Select from all values... <b>Required field</b>	no value	no value	no value

https://userstest.sdquest.com/apps/Router/CFValueSearchPopUp

Click to filter search results

Results Per Page: 20 Values Found 1 Page 1 of 1

Value	Description
W1041012	Power wash exterior at all ele

select

When you have found your Work Order Number, click **select**.

24,650.00 USD

Supplier subtotal 24,650.00 USD



UNIVERSITY OF DELAWARE EXCHANGE

Orders > Search > Search Documents > Accounting Codes - Draft Requisition

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< Return to shopping cart

Almost ready to go! The list below needs to be addressed before the request can be submitted.  
\* Required field: SpeedType

Place Order Assign Cart

### Requisitions

Cassidy Power Washing

Status: Draft  
Document Total: 24,650.00 USD  
What's next for my order?

Requisitions

- General ✓
- Shipping ✓
- Billing ✓
- Buyer Information ✓
- Accounting Codes ✓
- Internal Notes and Attachments ✓
- External Notes and Attachments ✓
- Supplier Information ✓
- Final Review
- PR Approvals
- Comments
- Attachment Overview
- PO Preview

### Accounting Codes

Document Actions History ?

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	add split
W1041012 Select from profile values... Select from all values...	MAIN175336 Select from all values... <b>Required field</b>	MAIN175336 Select from all values...	OPBAL Select from all values...	05801 Select from all values...	OPMNT Select from all values...	7000000000 Select from all values...	10000MAIN175336 Select from all values...	no value Select from all values...	

recalculate / validate

Save Cancel

21

1

Product Description

Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
------------	------------------	------------	----------	------------

1. All of the accounting information associated with your work order will be imported for you.
2. Click **Save**.





UNIVERSITY OF DELAWARE EXCHANGE

Orders > Search > Search Documents > Accounting Codes - Draft Requisition

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< Return to shopping cart

Almost ready to go! The list below needs to be addressed before the request can be submitted.  
Required field: SpeedType

Place Order Assign Cart

### Requisitions

Cassidy Power Washing

Status: Draft  
Document Total: 24,650.00 USD  
What's next for my order?

Requisitions

- General ✓
- Shipping ✓
- Billing ✓
- Buyer Information ✓
- Accounting Codes ✓
- Internal Notes and Attachments ✓
- External Notes and Attachments ✓
- Supplier Information ✓
- Final Review ✓

PR Approvals

Comments

Attachment Overview

PO Preview

### Accounting Codes

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	% of Price	add split
W1041012	MAIN175336 Select from all values... Required field	MAIN175336 Select from all values...	OPBAL Select from all values...	05801 Select from all values...	OPMNT Select from all values...	7000000000 Select from all values...	10000MAIN175336 Select from all values...	no value Select from all values...	% of Price % of Price % of Qty Amount of Price	remove
W1041012	MAIN175336 Select from all values...	MAIN175336 Select from all values...	OPBAL Select from all values...	05801 Select from all values...	OPMNT Select from all values...	7000000000 Select from all values...	10000MAIN175336 Select from all values...	no value Select from all values...	0	remove

Split Total 0% add split  
recalculate / validate show monetary calculations

Save Cancel

1. If you need to add a split, click **add split** and you can select from percentage of price, percentage of quantity, or amount of price.
2. Click **Save**.



[Return to shopping cart](#)

This order is ready to be placed.

[Place Order](#) [Assign Cart](#)**Requisitions**

Gassidy Power Washing

**Accounting Codes**

Document Actions History ?

Status:	Document Total:	Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	edit
Draft	24,650.00 USD	W1041012	MAIN175336	MAIN175336	OPBAL	05801	OPMNT	7000000000	10000MAIN175336	no value	

If you need to edit one of your line items to contain different accounting information than the rest of your requisition:

1. Click the **edit** button on the line item
2. Select the blue link of the section that you need to change.

Save any changes.

Although you can edit line item accounting, the header will appear the same; only the line will indicate whether it is the same as header or not. The data feeding PeopleSoft and UDataGlance will be what is on the line item.

**Accounting Codes**

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	add split
W1041012	MAIN175336	MAIN175336	OPBAL	05801	OPMNT	7000000000	10000MAIN175336	no value	
Select from profile values... Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	

recalculate / validate



[Return to shopping cart](#)

This order is ready to be placed.

[Place Order](#) [Assign Cart](#)**Requisitions**

Casidy Power Washing

Status: **Draft**  
Document Total: 24,650.00 USD  
[What's next for my order?](#)

## Requisitions ▾

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

PR Approvals

Comments

Attachment Overview

PO Preview

**Internal Notes and Attachments**

Document Actions ▾ History 🖨️ ?

Internal Note

no note

[edit](#)

Internal Attachments

[Add Attachments](#)

Size Date

## Lines

Selected Line Item Actions ▾

**Internal Notes and Attachments section:**

Click the **Add Attachments** button to attach any *internal* documentation such as approval emails that will *not* be shared with the supplier.

[Add Attachments](#)

2	<b>Morris Library:Power wash all sides of the building to remove dirt and mildew</b> 📎 <a href="#">more info...</a>	Morris Library	EA	17,850.00	1 EA	17,850.00 USD	<input type="checkbox"/>
---	---	----------------	----	-----------	------	---------------	--------------------------

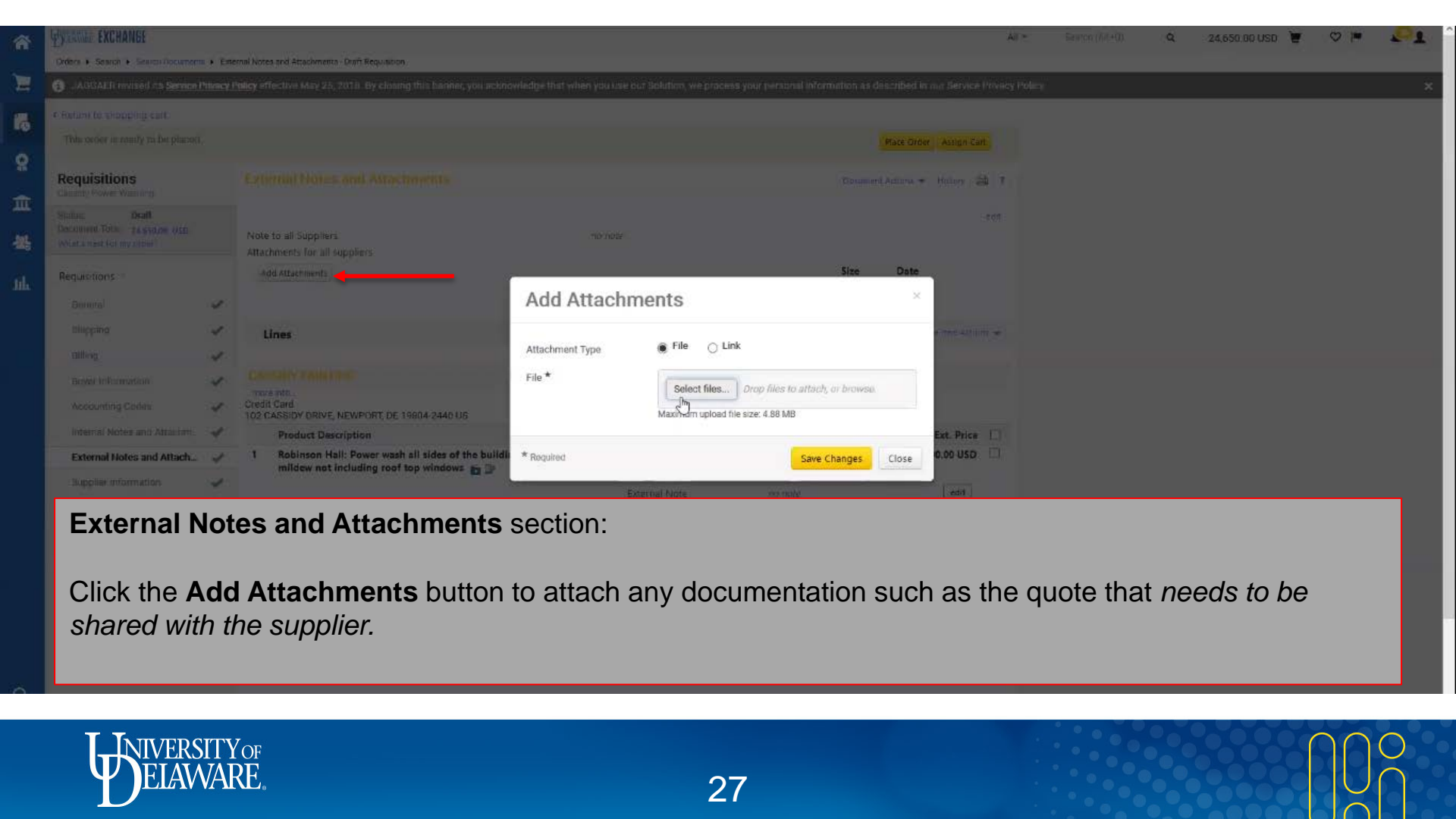
Internal Note

no note

[edit](#)

Internal Attachments

[Add Attachments](#)



**External Notes and Attachments section:**

Click the **Add Attachments** button to attach any documentation such as the quote that *needs to be shared with the supplier*.



[Return to shopping cart](#)

This order is ready to be placed.

[Place Order](#) [Assign Cart](#)**Requisitions**

Cassidy Power Washing

Status: **Draft**  
Document Total: **24,650.00 USD**  
[What's next for my order?](#)

## Requisitions ▾

- General
- Shipping
- Billing
- Buyer Information
- Accounting Codes
- Internal Notes and Attach...
- External Notes and Attach...

**Supplier Information** Final Review 

PR Approvals

Comments

Attachment Overview **1**

PO Preview

**Supplier Information**[Document Actions](#) [History](#) [🖨️](#) [?](#)**Lines**

Selected Line Item Actions ▾

**CASSIDY PAINTING**[more info...](#)Credit Card [edit](#)

102 CASSIDY DRIVE, NEWPORT, DE 19804-2440 US

Contract no value

PO Number To Be Assigned

Quote number JM-042319-1

[edit](#)[Add non-catalog item for this supplier...](#)

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	Robinson Hall Power wash all sides of the building to remove dirt and mildew no	Robinson	EA	6,800.00	1 EA	6,800.00 USD	<input type="checkbox"/>
	Change fulfill						

**Supplier Information section:**

Click the **edit** button if any changes need to be made to the supplier information, such as the fulfillment address.

Supplier subtotal 24,650.00 USD

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.

Subtotal 24,650.00

Total 24,650.00 USD



UNIVERSITY OF DELAWARE EXCHANGE

Orders > Search > Search Documents > Draft Requisition - Final Review - Draft Requisition

This order is ready to be placed. [Place Order](#) [Assign Cart](#)

### Requisitions

Casidy Power Washing

Status: **Draft**

Document Total: 24,650.00 USD

What's next for my order?

### Final Review

[Document Actions](#) [History](#) [Expand All](#) [Collapse All](#)

#### General

Requisition Information

Supplier Information

#### Shipping

**Final Review**

PR Approvals

Comments

Attachment Overview

PO Preview

**Ship To** [edit](#)

University of Delaware  
Attn: Mark Golden  
Room: PPD  
222 SOUTH CHAPEL STREET  
GENERAL SERVICES BUILDING  
Newark, DE 19716  
United States

**Delivery Options** [edit](#)

Expedite

Ship Via Best Carrier-Best Way

Requested Delivery Date no value

## Final Review section:

The Final Review allows you to scroll and review **all sections** of the requisition. In the Final Review, you can make any changes, *including to accounting information*, prior to submitting the requisition.

Each section of the Final Review has an **edit** button that you can click to make changes. You can also add attachments or specific notes to individual line items.



## Requisitions

Cassidy Power Washing

Status: Draft

Document Total: 24,650.00 USD

What's next for my order?

## Requisitions

General Shipping Billing Buyer Information Accounting Codes Internal Notes and Attachm... External Notes and Attach... Supplier Information Final Review 

## PR Approvals

[Comments](#)Attachment Overview 1

PO Preview

## Final Review

Document Actions

History

?

Expand All

Collapse All

## General

Cart Name	Cassidy Power Washing
Description	no value
Priority	Normal
Prepared by	Test2500 Requester
Prepared for	Test2500 Requester
Purchasing Business Unit	UOD01 UNIVERSITY OF DELAWARE
eBuilder Process Instance	no value
Multi-Invoice/Payment	x

Once all of the checkmarks are green, the requisition is ready to submit.

## Ship To

University of Delaware  
Attn: Mark Golden  
Room: PPD  
222 SOUTH CHAPEL STREET  
GENERAL SERVICES BUILDING  
Newark, DE 19716  
United States

## Delivery Options

Expedite	x
Ship Via	Best Carrier-Best Way
Requested Delivery Date	no value



Orders > Search > Search Documents > Approvals - Draft Requisition

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< Return to shopping cart

This order is ready to be placed. **3** → Place Order Assign Cart

### Requisitions

Cassidy Power Washing

Status: **Draft**

Document Total: 24,650.00 USD

What's next for my order?

Requisitions >

### PR Approvals

Comments

Attachment Overview **1**

PO Preview

### PR Approvals

Submitted Future

PR Validation Future

COA Approver Future [View approvers](#)

Dept Purchasing Specialist Future View approvers

Procurement Approval Future View approvers

PR Validation 2 Future

Wait for Validation Response Future View approvers

Wait for Validation Response 2 Future View approvers

Create PO Future

Finish

1. Prior to submitting the requisition, you can click **PR Approvals** to see all of the approval steps that the requisition will go through.
2. Some approval steps offer the option to click **View approvers** to see the name of the specific Approver that the requisition will route to after it is submitted.
3. When you are ready, click **Place Order**.





 **Requisition Submitted** **Next Steps**

You can view or print this at: [Requisition: 2993767](#), or via the [Document Search](#) page

- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

You will receive confirmation that your requisition has been submitted.

**Requisition Summary**

Requisition number	2993767 <a href="#">Quick View</a>
Requisition status	Pending
Cart name	Cassidy Power Washing
Requisition date	7/1/2020
Requisition total	24,650.00 USD
Number of line items	2



# Resources

[Procurement Services](#)  
[procurement@udel.edu](mailto:procurement@udel.edu)

