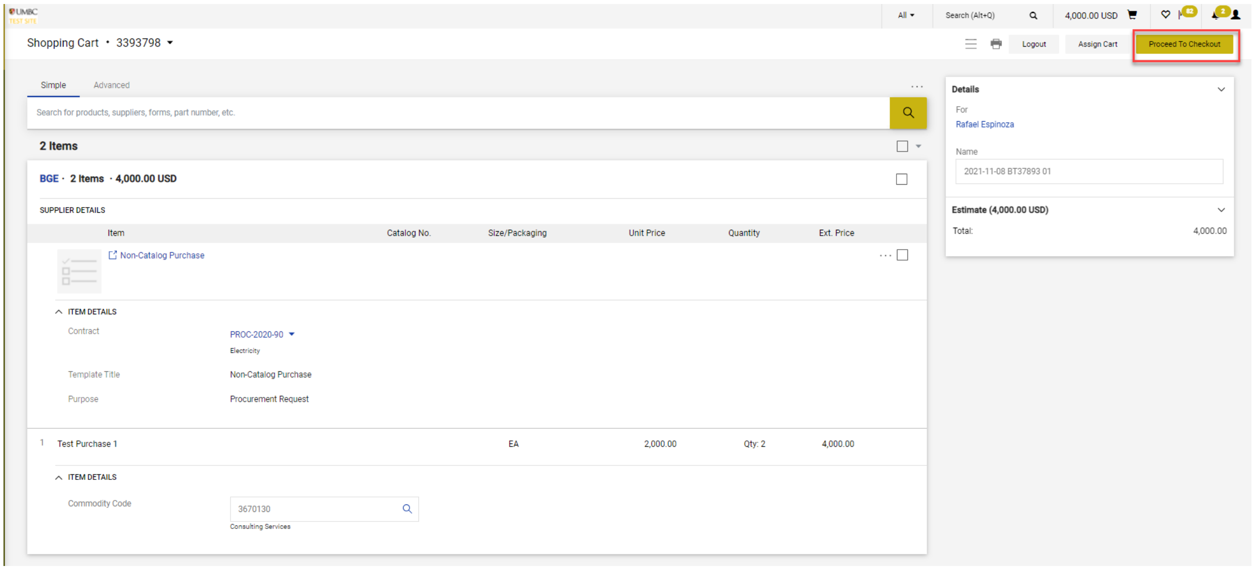
Checkout Process

1. Open the shopping cart you are ready to checkout with and click **Proceed to Checkout**.


UMBC
TEST SITE
All
Search (Alt+Q)
4,000.00 USD
Logout
Assign Cart
Proceed To Checkout
Simple
Advanced
Search for products, suppliers, forms, part number, etc.

Shopping Cart • 3393798

2 Items

BGE · 2 Items · 4,000.00 USD

SUPPLIER DETAILS

	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	Non-Catalog Purchase					
1	Test Purchase 1		EA	2,000.00	Qty: 2	4,000.00

ITEM DETAILS

Contract: PROC-2020-90
Electricity

Template Title: Non-Catalog Purchase

Purpose: Procurement Request

ITEM DETAILS

Commodity Code: 3670130
Consulting Services

Details

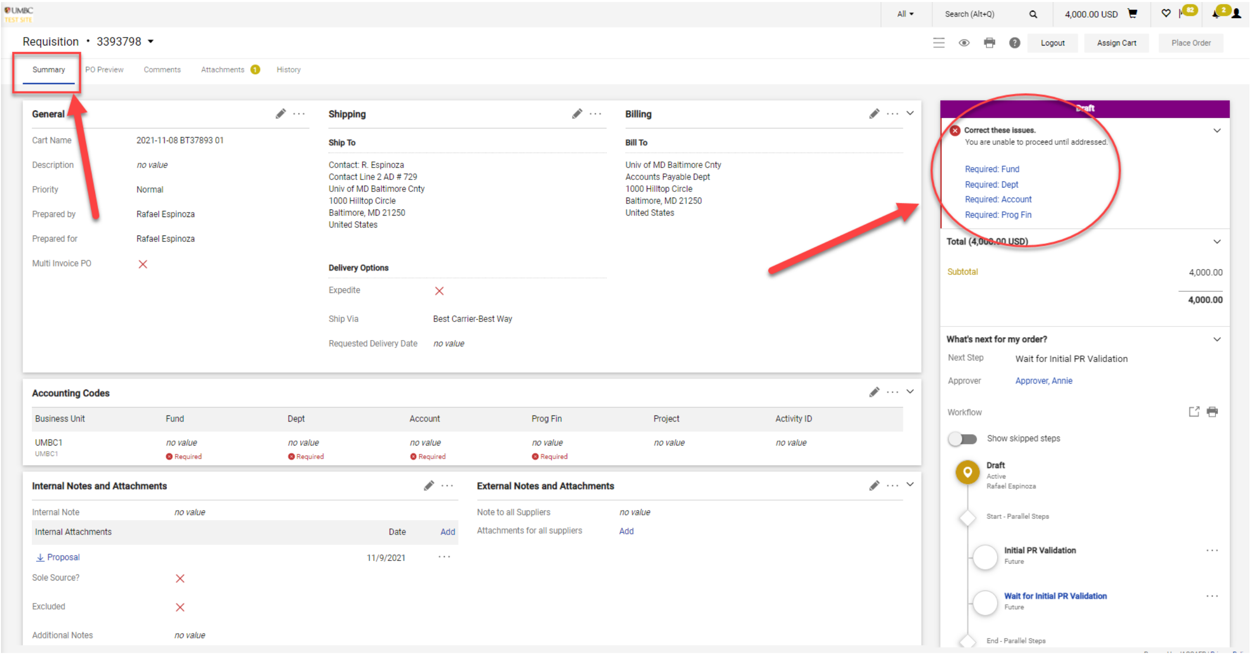
For: Rafael Espinoza

Name: 2021-11-08 BT37893 01

Estimate (4,000.00 USD)

Total: 4,000.00

2. The Summary section is where you can review the general cart information, supplier information, and product description. The first checkpoint during the checkout process is to identify what the requisition is missing in order to be submitted successfully (top right hand side- summary tab).


UMBC
TEST SITE
All
Search (Alt+Q)
4,000.00 USD
Logout
Assign Cart
Place Order
Summary
PO Preview
Comments
Attachments 1
History

Requisition • 3393798

General

Cart Name: 2021-11-08 BT37893 01
Description: *no value*
Priority: Normal
Prepared by: Rafael Espinoza
Prepared for: Rafael Espinoza
Multi Invoice PO: ✗

Shipping

Ship To

Contact: R. Espinoza
Contact Line 2 AD # 729
Univ of MD Baltimore Cnty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Delivery Options

Expedite: ✗
Ship Via: Best Carrier-Best Way
Requested Delivery Date: *no value*

Billing

Bill To

Univ of MD Baltimore Cnty
Accounts Payable Dept
1000 Hilltop Circle
Baltimore, MD 21250
United States

Draft

Correct these issues.
You are unable to proceed until addressed.

Required: Fund
Required: Dept
Required: Account
Required: Prog Fin

Total (4,000.00 USD)

Subtotal: 4,000.00

4,000.00

What's next for my order?

Next Step: Wait for Initial PR Validation
Approver: Approver, Annie

Workflow

Show skipped steps

Draft
Active
Rafael Espinoza

Start - Parallel Steps

Initial PR Validation
Future

Wait for Initial PR Validation
Future

End - Parallel Steps

Accounting Codes

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1 UMBC1	*no value* Required	*no value* Required	*no value* Required	*no value* Required	*no value*	*no value*

Internal Notes and Attachments

Internal Note: *no value*

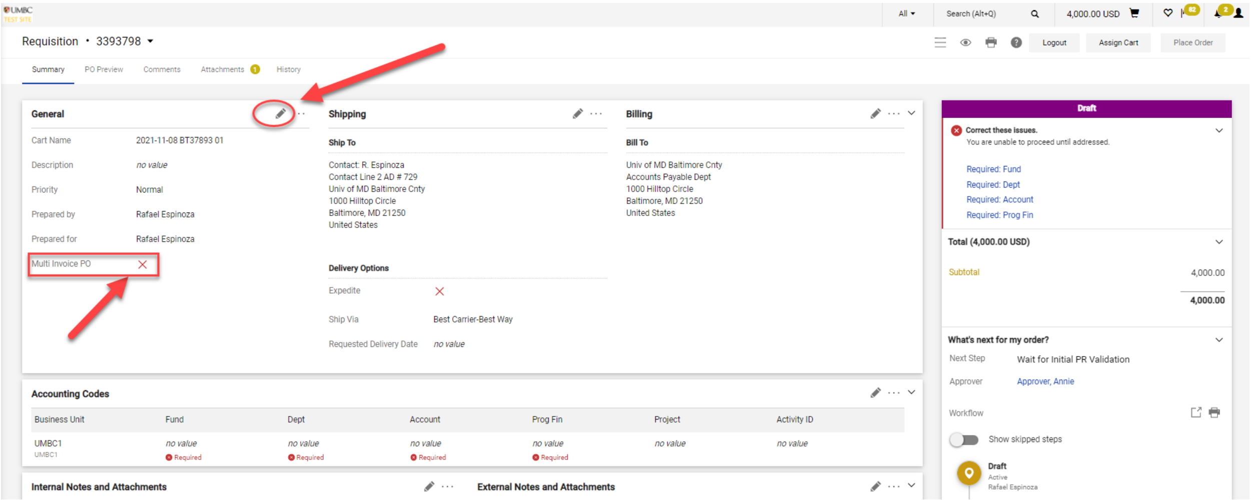
Internal Attachments	Date
Proposal	11/9/2021

Sole Source?: ✗
Excluded: ✗
Additional Notes: *no value*

External Notes and Attachments

Note to all Suppliers: *no value*
Attachments for all suppliers: Add

3. This is also where you would select the option to make the purchase order a “Multi Invoice PO” to allow for receiving to be performed by amount only. To edit the general information, click **Edit (Pencil Icon)**.



Requisition • 3393798

General

Cart Name	2021-11-08 BT37893 01
Description	*no value*
Priority	Normal
Prepared by	Rafael Espinoza
Prepared for	Rafael Espinoza
Multi Invoice PO	✗

Shipping

Ship To

Contact: R. Espinoza
Contact Line 2 AD # 729
Univ of MD Baltimore Cnty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Delivery Options

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

Billing

Bill To

Univ of MD Baltimore Cnty
Accounts Payable Dept
1000 Hilltop Circle
Baltimore, MD 21250
United States

Accounting Codes

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1 UMBC1	*no value* Required	*no value* Required	*no value* Required	*no value* Required	*no value*	*no value*

Internal Notes and Attachments

External Notes and Attachments

Draft

Correct these issues.
You are unable to proceed until addressed.

Required: Fund
Required: Dept
Required: Account
Required: Prog Fin

Total (4,000.00 USD)

Subtotal	4,000.00
	4,000.00

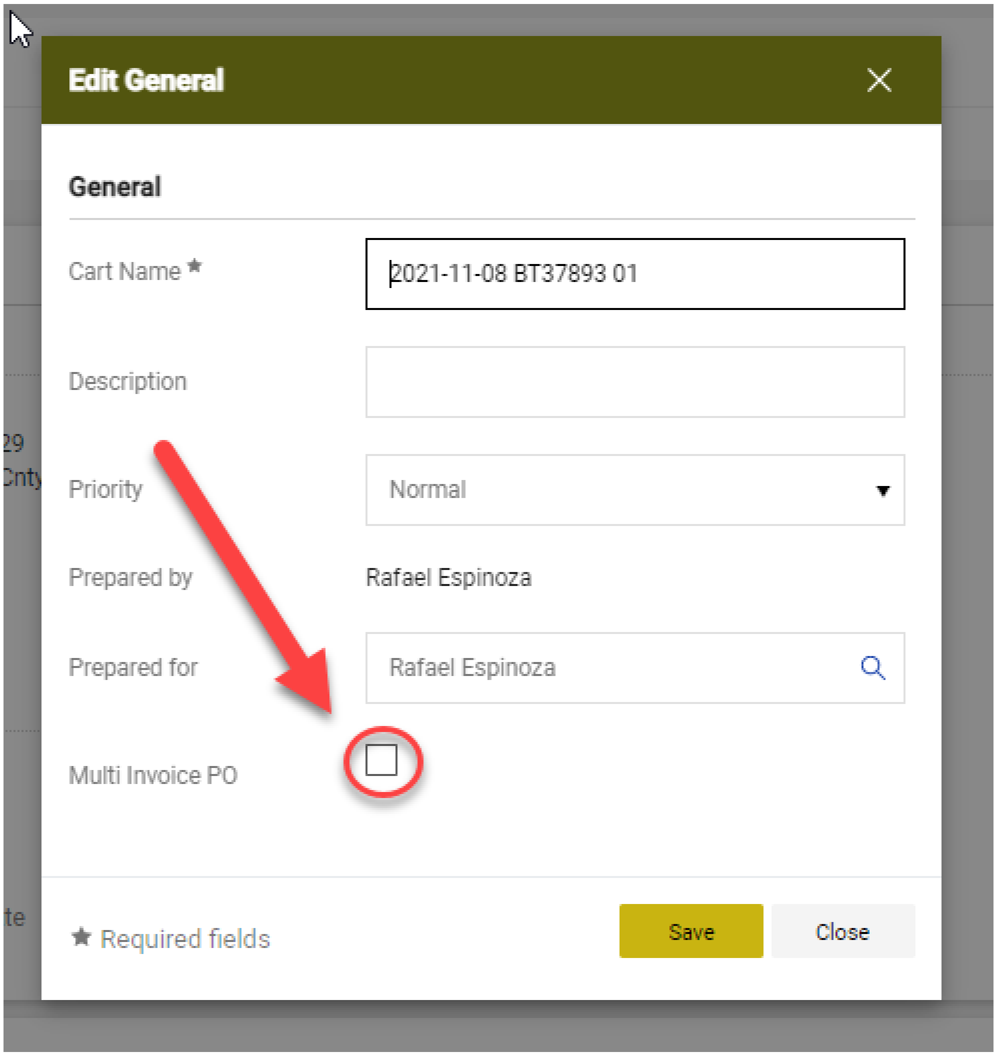
What's next for my order?

Next Step	Wait for Initial PR Validation
Approver	Approver, Annie

Workflow

Show skipped steps

Draft
Active
Rafael Espinoza



Edit General

General

Cart Name * 2021-11-08 BT37893 01

Description

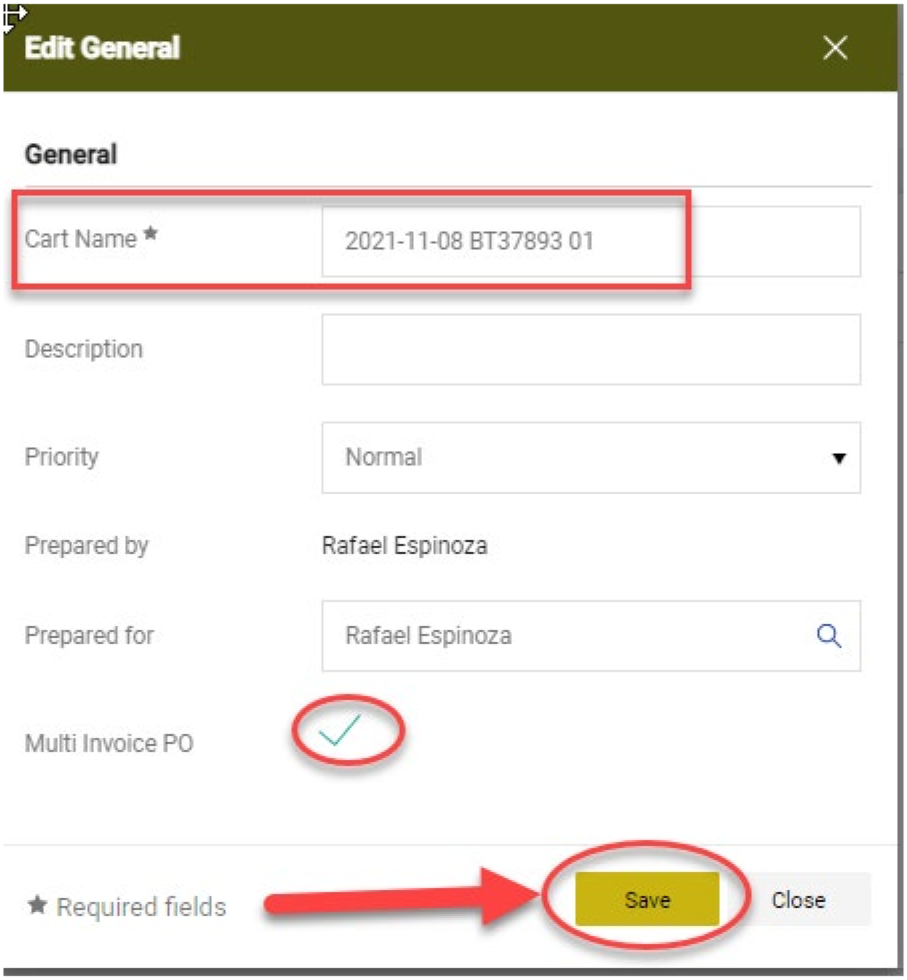
Priority Normal

Prepared by Rafael Espinoza

Prepared for Rafael Espinoza

Multi Invoice PO ☐

4. The **General** dialogue box will open. You have the option to enter or change the prepared for information, cart name, and description, and to select the multi invoice option. Click **Save** to close.

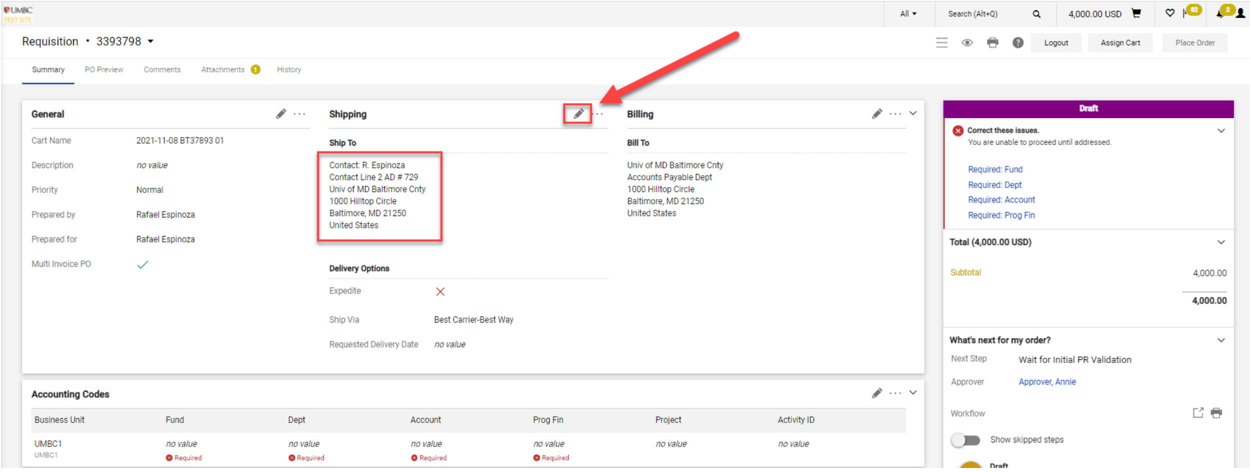


General

Cart Name *	2021-11-08 BT37893 01
Description	
Priority	Normal
Prepared by	Rafael Espinoza
Prepared for	Rafael Espinoza
Multi Invoice PO	✓

* Required fields

5. Once you have reviewed the **Summary** information, click on the **Shipping** edit pencil located on the left hand side of the screen. Your **Shipping Address** and **Delivery Options** should automatically default if you have set up a default on your profile. Otherwise, select the appropriate shipping address and complete all required information.


UMBC
TEST SITE
All
Search (Alt+Q)
4,000.00 USD
Logout
Assign Cart
Place Order

Requisition • 3393798

Summary
PO Preview
Comments
Attachments 1
History

General

Cart Name: 2021-11-08 BT37893 01
Description: *no value*
Priority: Normal
Prepared by: Rafael Espinoza
Prepared for: Rafael Espinoza
Multi Invoice PO: ✓

Shipping

Ship To

Contact: R. Espinoza
Contact Line 2 AD # 729
Univ of MD Baltimore Cnty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Delivery Options

Expedite: ✗
Ship Via: Best Carrier-Best Way
Requested Delivery Date: *no value*

Billing

Bill To

Univ of MD Baltimore Cnty
Accounts Payable Dept
1000 Hilltop Circle
Baltimore, MD 21250
United States

Draft

Correct these issues.
You are unable to proceed until addressed.

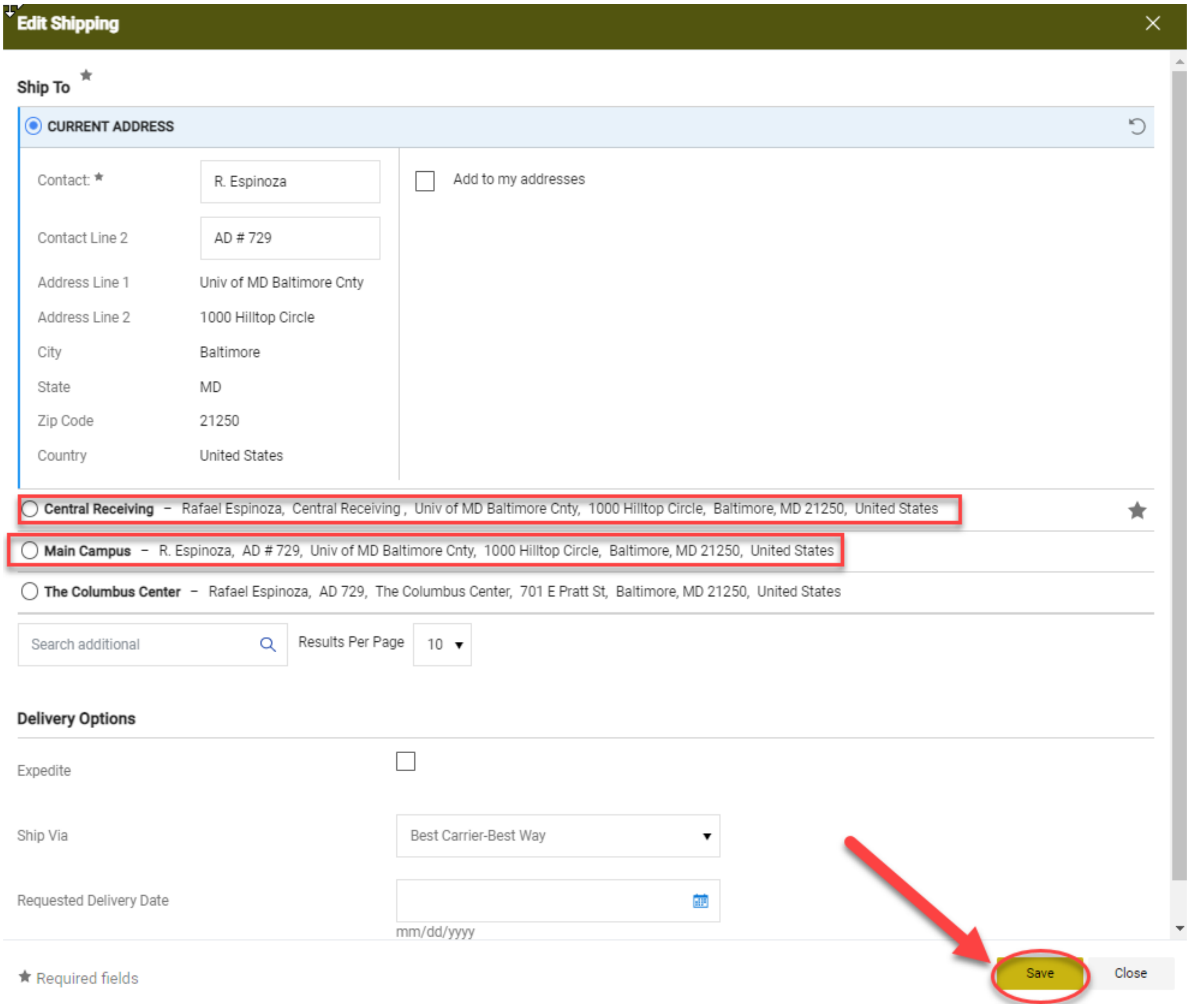
Required: Fund
Required: Dept
Required: Account
Required: Prog Fin

Total (4,000.00 USD)
Subtotal: 4,000.00
4,000.00

What's next for my order?
Next Step: Wait for Initial PR Validation
Approver: Approver, Annie
Workflow
Show skipped steps
Draft

Accounting Codes

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1 UMBC1	*no value* Required	*no value* Required	*no value* Required	*no value* Required	*no value*	*no value*


Edit Shipping

Ship To ★

● CURRENT ADDRESS

Contact: ★ R. Espinoza
Contact Line 2: AD # 729
Address Line 1: Univ of MD Baltimore Cnty
Address Line 2: 1000 Hilltop Circle
City: Baltimore
State: MD
Zip Code: 21250
Country: United States

☐ Add to my addresses

○ **Central Receiving** – Rafael Espinoza, Central Receiving, Univ of MD Baltimore Cnty, 1000 Hilltop Circle, Baltimore, MD 21250, United States ★

○ **Main Campus** – R. Espinoza, AD # 729, Univ of MD Baltimore Cnty, 1000 Hilltop Circle, Baltimore, MD 21250, United States

○ **The Columbus Center** – Rafael Espinoza, AD 729, The Columbus Center, 701 E Pratt St, Baltimore, MD 21250, United States

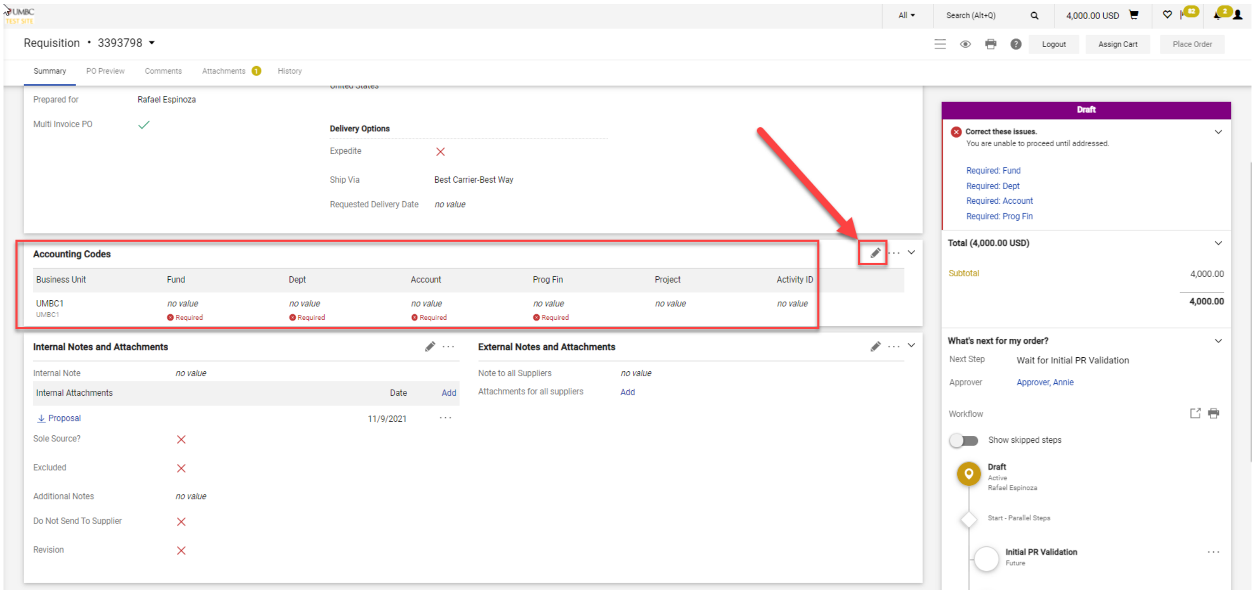
Search additional
Results Per Page
10

Delivery Options

Expedite: ☐
Ship Via: Best Carrier-Best Way
Requested Delivery Date: mm/dd/yyyy

★ Required fields

6. Next, you will need to enter your chart-string information. Under the **Accounting Codes** tab, click the **Edit** button located in the upper right hand side of the section. This information will automatically pre-populate if you have set up a default on your profile. If you want to use different accounting codes for different items in your cart, scroll down to the Lines section of the Accounting Codes tab and click the edit button on the line you wish to change.



Requisition • 3393798

Prepared for: Rafael Espinoza
Multi Invoice PO: ✓

Delivery Options
Expedite: ✕
Ship Via: Best Carrier-Best Way
Requested Delivery Date: *no value*

Accounting Codes

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1 UMBC1	*no value* Required	*no value* Required	*no value* Required	*no value* Required	*no value*	*no value*

Internal Notes and Attachments
Internal Note: *no value*

Internal Attachments	Date	Add
Proposal	11/9/2021	

Sole Source?: ✕
Excluded: ✕
Additional Notes: *no value*
Do Not Send To Supplier: ✕
Revision: ✕

External Notes and Attachments
Note to all Suppliers: *no value*
Attachments for all suppliers: Add

Correct these issues.
You are unable to proceed until addressed.

Required: Fund
Required: Dept
Required: Account
Required: Prog Fin

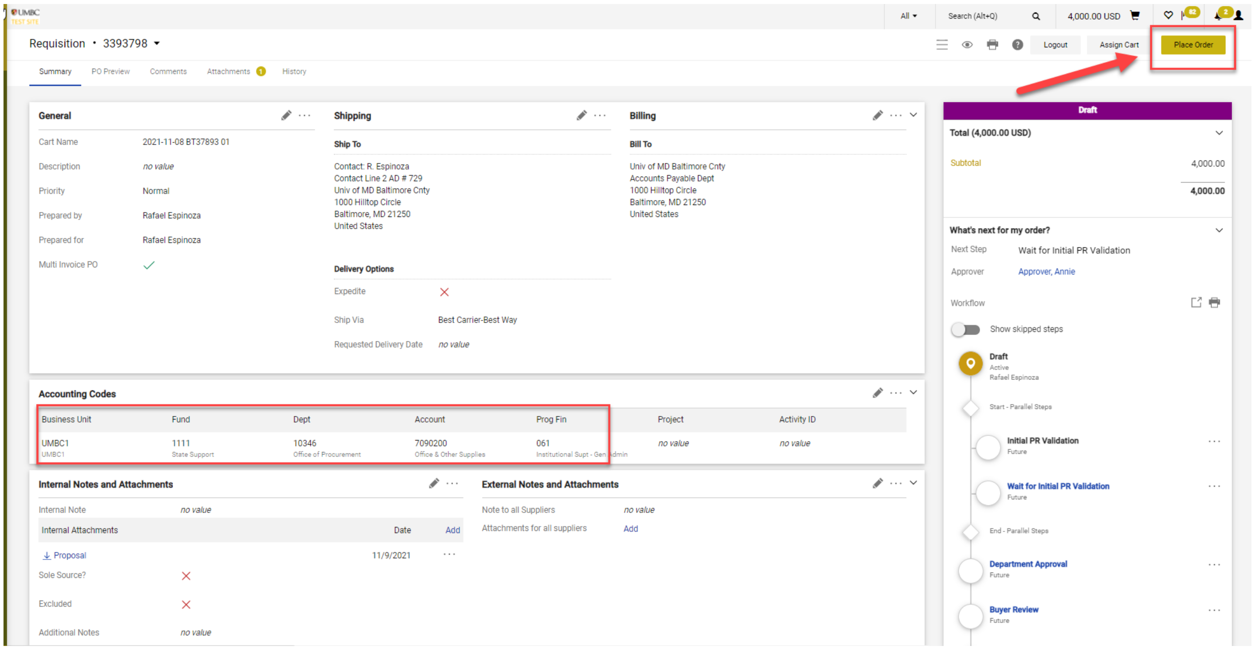
Total (4,000.00 USD)

Subtotal	4,000.00
	4,000.00

What's next for my order?
Next Step: Wait for Initial PR Validation
Approver: Approver, Annie

Workflow
Show skipped steps
Draft
Active
Rafael Espinoza
Start - Parallel Steps
Initial PR Validation
Future

7. After you enter the codes, attach any additional supporting documentation to the **Internal Notes and Attachments** section. Internal notes and attachments are not seen by the vendor, but are for internal use only.
8. Once internal attachments are uploaded, proceed to **External Notes and Attachments**. Documents attached in this section will be sent to the supplier once the purchase order is approved as part of the purchase order.
9. Review your order for any missing steps. Once you have entered all the required information, scroll up to the top of the page and click **Place Order**. It should be noted that the “Place Order” option is only available on *the requester role*. All other individuals will need to assign their order to a requester to have the order placed.


UMBC
TEST SITE
All
Search (Alt+Q)
4,000.00 USD
82
2
Logout
Assign Cart
Place Order
Summary
PO Preview
Comments
Attachments 1
History

Requisition • 3393798

General

Cart Name	2021-11-08 BT37893 01
Description	*no value*
Priority	Normal
Prepared by	Rafael Espinoza
Prepared for	Rafael Espinoza
Multi Invoice PO	✓

Shipping

Ship To

Contact: R. Espinoza
Contact Line 2 AD # 729
Univ of MD Baltimore Cnty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Delivery Options

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

Billing

Bill To

Univ of MD Baltimore Cnty
Accounts Payable Dept
1000 Hilltop Circle
Baltimore, MD 21250
United States

Accounting Codes

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1 UMBC1	1111 State Support	10346 Office of Procurement	7090200 Office & Other Supplies	061 Institutional Supt - Gen Admin	*no value*	*no value*

Internal Notes and Attachments

Internal Note	*no value*	
Internal Attachments	Date	Add
Proposal	11/9/2021	
Sole Source?	✗	
Excluded	✗	
Additional Notes	*no value*	

External Notes and Attachments

Note to all Suppliers	*no value*
Attachments for all suppliers	Add

Draft

Total (4,000.00 USD)

Subtotal	4,000.00
	4,000.00

What's next for my order?

Next Step	Wait for Initial PR Validation
Approver	Approver, Annie

Workflow

Show skipped steps

Draft
Active
Rafael Espinoza

Start - Parallel Steps

Initial PR Validation
Future

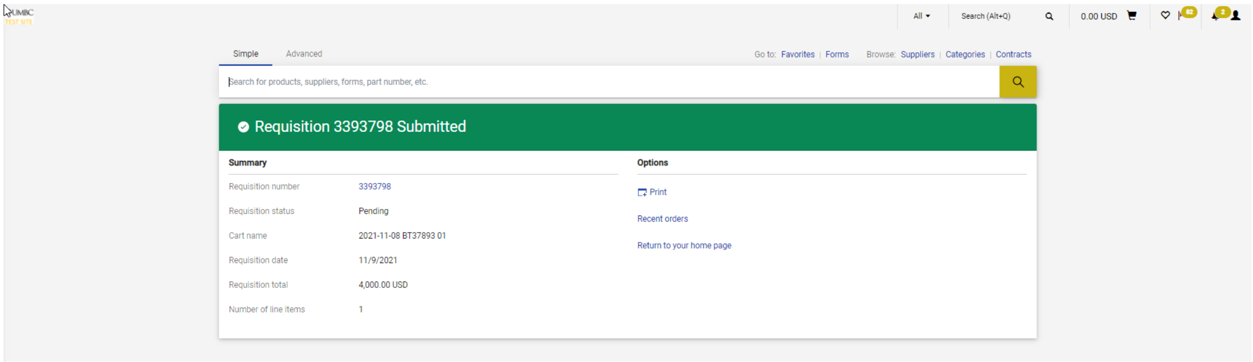
Wait for Initial PR Validation
Future

End - Parallel Steps

Department Approval
Future

Buyer Review
Future

10. After placing your order, you will see a confirmation screen that the requisition has been submitted. The **Requisition Summary** will also provide you with information regarding the submitted.


UMBC
TEST SITE
All
Search (Alt+Q)
0.00 USD
82
2
Simple
Advanced
Go to: Favorites | Forms
Browse: Suppliers | Categories | Contracts
Search for products, suppliers, forms, part number, etc.

Requisition 3393798 Submitted

Summary

Requisition number	3393798
Requisition status	Pending
Cart name	2021-11-08 BT37893 01
Requisition date	11/9/2021
Requisition total	4,000.00 USD
Number of line items	1

Options

Print
Recent orders
Return to your home page