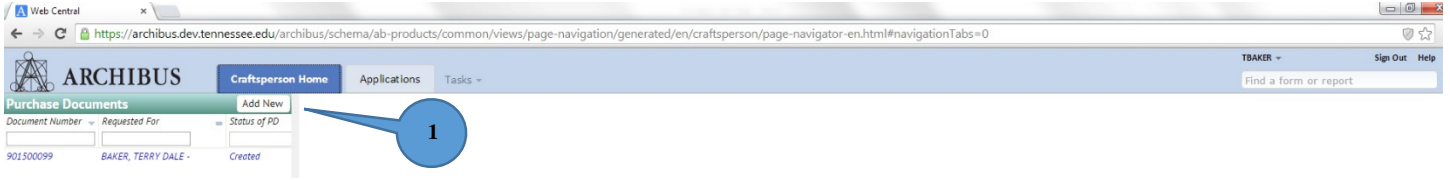
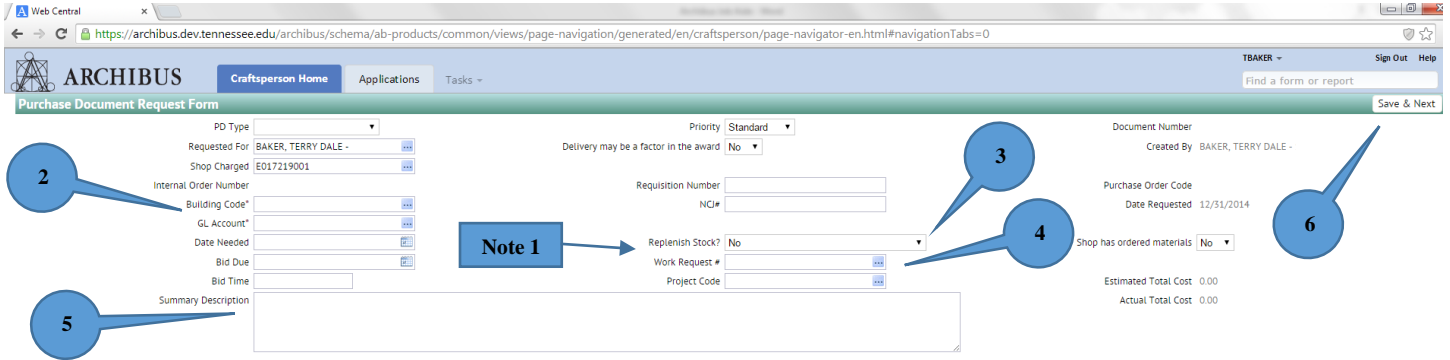


SUBMITTING A PURCHASE DOCUMENT (PD Add / Edit under Purchase Documents on Employee Home Page)



1. Click “Add New.”



2. Select “Building Code” and “GL Account.” Use 436100 for Maintenance and Repair orders. Use 439100 for Operating Supplies orders.

Note: Enter other items as needed per your specific PD.

3. If replenishing stock, select which warehouse or stock.

4. If associated with a Work Request, select those using the ellipses button. When entering a work request number, the building number will auto populate.

Note 1: Enter replenish stock information or work request number, but not both.

5. Enter summary description (very basic description having 10 words or less) of items.

6. Click “Save & Next.”

SUBMITTING A PURCHASE DOCUMENT CONTINUED

Web Central
https://archibus.dev.tennessee.edu/archibus/schema/ab-products/common/views/page-navigation/generated/en/craftsperson/page-navigator-en.html#navigationTabs=0

ARCHIBUS
Craftsperson Home Applications Tasks -
Find a form or report

Purchase Document Review / Edit
Save Submit

PD Type [dropdown]
Requested For: BAKER, TERRY DALE -
Shop Charged: E017219001
Internal Order Number: [input]
Building Code: 50110100 [dropdown]
Austin Peay Building
GL Account: 436100 [dropdown]
MAINTENANCE & REPAIRS
Date Needed: [input]
Bid Due: [input]
Bid Time: [input]
Summary Description: [text area]

Priority: Standard [dropdown]
Delivery may be a factor in the award: No [dropdown]

Requisition Number: [input]
NCI#: [input]

Replenish Stock?: OFFICE SUPPLIES/SHOP STOCK [dropdown]
Work Request #: [input]
Project Code: [input]

Document Number: 901500126
Created By: BAKER, TERRY DALE -

Purchase Order Code: [input]
Date Requested: 12/31/2014

Shop has ordered materials: No [dropdown]

Estimated Total Cost: 0.00
Actual Total Cost: 0.00

Purchase Document Item(s)
No records to display.
Add Item Delete Item(s)

Purchase Document Bid / Vendor(s)
No records to display.
Add Vendor Delete Vendor(s)

Supporting Information

Pickup or Delivery?: Delivery [dropdown]
Delivery Location: 2233 Volunteer Boulevard, Knoxville, TN 37996

Specifications: [text area]

Buyer Instructions: [text area]

Notes: [text area]

Document 1: Upload a document [input] [arrow]

Note 1

7. Click “Add Item” to add the item to be purchased. Fill in item description on new window. Enter “N/A” if you do not have a part number.
8. Click “Add Vendor” to add a vendor for the item to be purchased. Fill in vendor info on new window.
9. If needed, add any Specifications / Buyer Instructions / Notes.
10. Click “Submit.” You may also click the adjacent “Save” button if you need to gather information for the PD. The PD will not be submitted for approval until the “Submit” button is clicked.

Note: After submission, PD routing for approval is automatic.

Note 1: Clicking the arrow will allow you to select and upload electronic files to the PD.