

## Classic Requisition

*Prior to July 5, 2021*

buyND+

All

Search (Alt+Q)

5,000.00 USD

5

[Orders](#)
[Search](#)
[Requisitions](#)
[Edit Cart - Requisition 3265631](#)

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1 of 4 Results

Requisition

PR Approvals

Comments

Attachments

History

Summary

Internal Info

Fixed Asset Review/University Inventory

Shipping

Billing

Codes and FOAPAL

Supplier Info

General

Internal Info

Supplier Info

Cart Name

2021-05-12 asheline 04

Priority

Normal

Prepared by

Abigail Maines

Department

Procurement Services (Procurement Services)

Force Dept Approval

No

Note to Procurement

no value

Pricing Source

no value

Internal Note

no note

Internal Attachments

Contract Review

x

Visual Compliance Checked

x

Shipping Instruction

no value

Contract/Quote No.

no value

PS Contact

no value

Note to all Suppliers

no note

Accounting Date Override

no value

Attachments for all suppliers

Additional Notes or Clauses?

no clause

Shipping

Billing

Ship To

Contact Name Abigail Sheline

Dept. Name Procurement

CR1

Grace Hall

700 Grace Hall

Building GRAC

Notre Dame, IN 46556

United States

Bill To

Accounts Payable

(574) 631-8274

notredame@easyaccessap.com

(574) 631-6378

AP1

University of Notre Dame

725 Grace Hall

Notre Dame, IN 46556-5612

United States

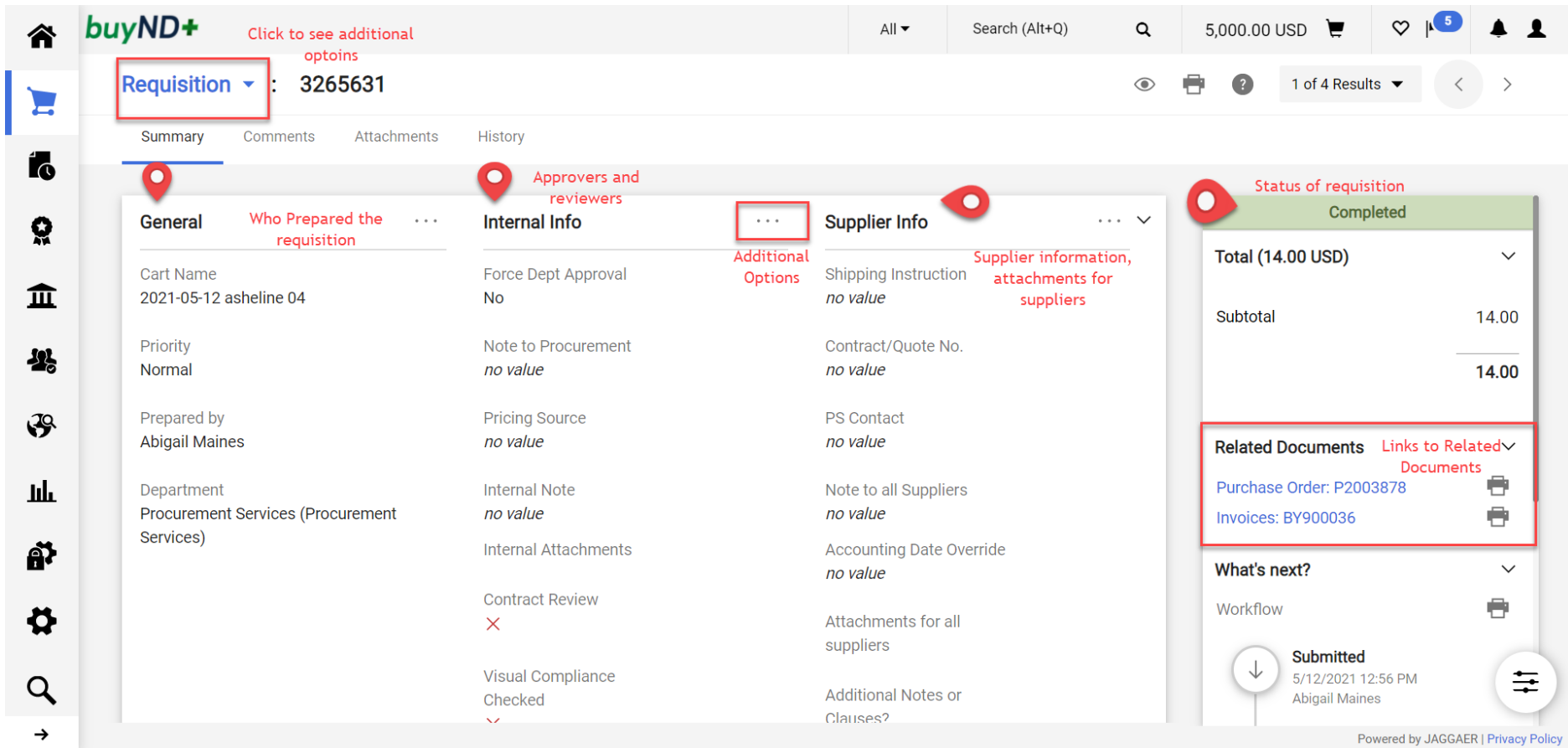
[https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=3265631&ResultsSelectedId=3265631&NavDataKey=T1622213884514\\_5988703771201058856\\_336&NavLevel1=Nav\\_Document\\_Search&NavLevel2=Nav\\_Document\\_Si...](https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=3265631&ResultsSelectedId=3265631&NavDataKey=T1622213884514_5988703771201058856_336&NavLevel1=Nav_Document_Search&NavLevel2=Nav_Document_Si...)

*Prior to July 5, 2021*

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## New Requisitions: *(after July 5, 2021)*

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, indicate whether the item is taxable or is a capital expense, adjust quantities and view an estimated total purchase amount.



**buyND+** Click to see additional optoins

Requisition : 3265631

Summary Comments Attachments History

**General** Who Prepared the requisition ...

Cart Name  
2021-05-12 asheline 04

Priority  
Normal

Prepared by  
Abigail Maines

Department  
Procurement Services (Procurement Services)

**Internal Info** ...

Force Dept Approval  
No

Note to Procurement  
no value

Pricing Source  
no value

Internal Note  
no value

Internal Attachments

Contract Review  
X

Visual Compliance  
Checked

**Supplier Info** ...

Shipping Instruction  
no value

Contract/Quote No.  
no value

PS Contact  
no value

Note to all Suppliers  
no value

Accounting Date Override  
no value

Attachments for all suppliers

Additional Notes or Clauses?

**Status of requisition**  
Completed

Total (14.00 USD)

Subtotal 14.00

14.00

**Related Documents** Links to Related Documents

Purchase Order: P2003878

Invoices: BY900036

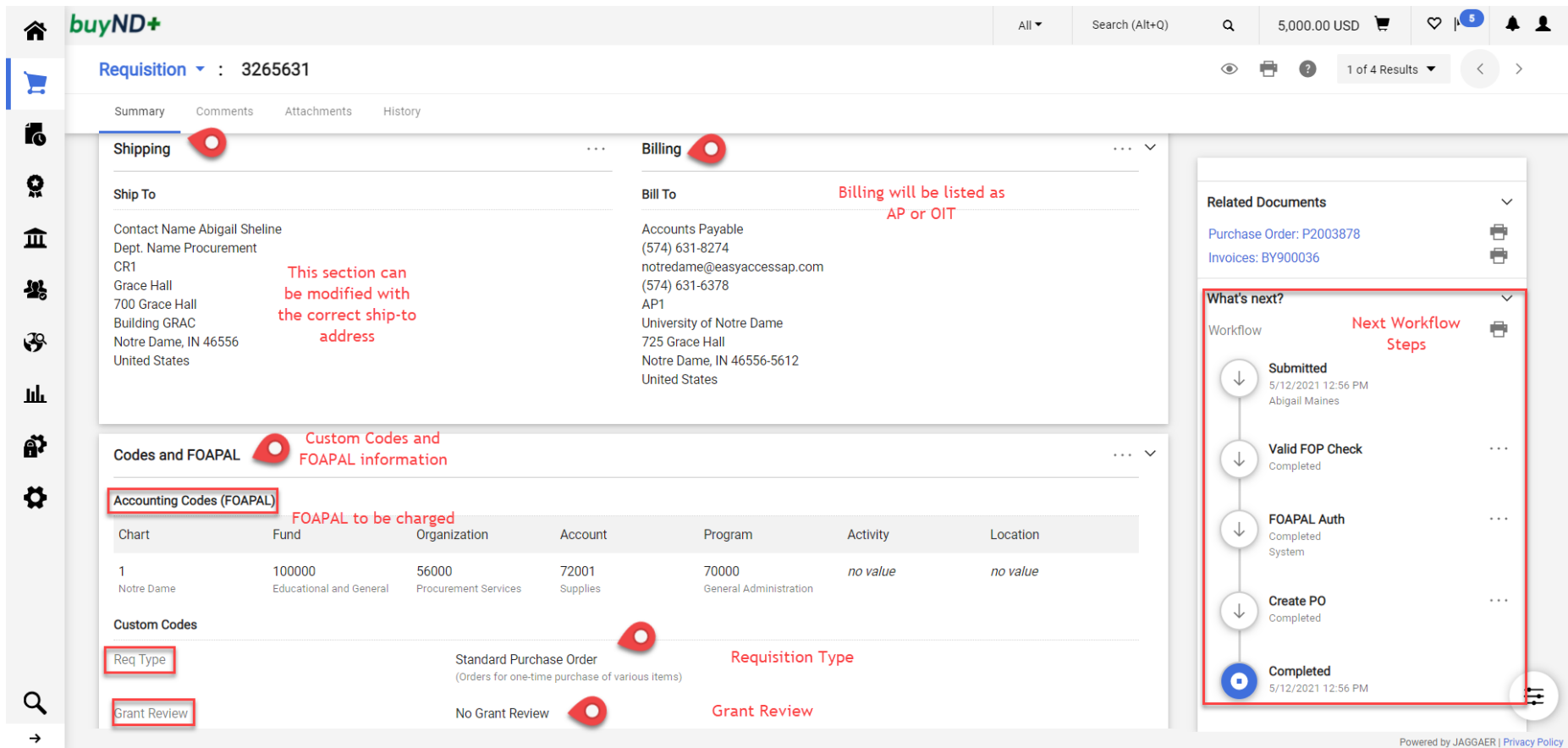
**What's next?**

Workflow

Submitted  
5/12/2021 12:56 PM  
Abigail Maines

## New Requisitions: *(after July 5, 2021)*

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, indicate whether the item is taxable or is a capital expense, adjust quantities and view an estimated total purchase amount.



**buyND+**

Requisition : 3265631

Summary Comments Attachments History

**Shipping**

Ship To

Contact Name Abigail Sheline  
Dept. Name Procurement  
CR1  
Grace Hall  
700 Grace Hall  
Building GRAC  
Notre Dame, IN 46556  
United States

**Billing**

Bill To

Accounts Payable  
(574) 631-8274  
notredame@easyaccessap.com  
(574) 631-6378  
AP1  
University of Notre Dame  
725 Grace Hall  
Notre Dame, IN 46556-5612  
United States

**Codes and FOAPAL**

Accounting Codes (FOAPAL)

Chart	Fund	Organization	Account	Program	Activity	Location
1 Notre Dame	100000 Educational and General	56000 Procurement Services	72001 Supplies	70000 General Administration	no value	no value

**Custom Codes**

Req Type

Standard Purchase Order  
(Orders for one-time purchase of various items)

Grant Review

No Grant Review

**Related Documents**

Purchase Order: P2003878  
Invoices: BY900036

**What's next?**

Workflow

Submitted  
5/12/2021 12:56 PM  
Abigail Maines

Valid FOP Check  
Completed

FOAPAL Auth  
Completed  
System

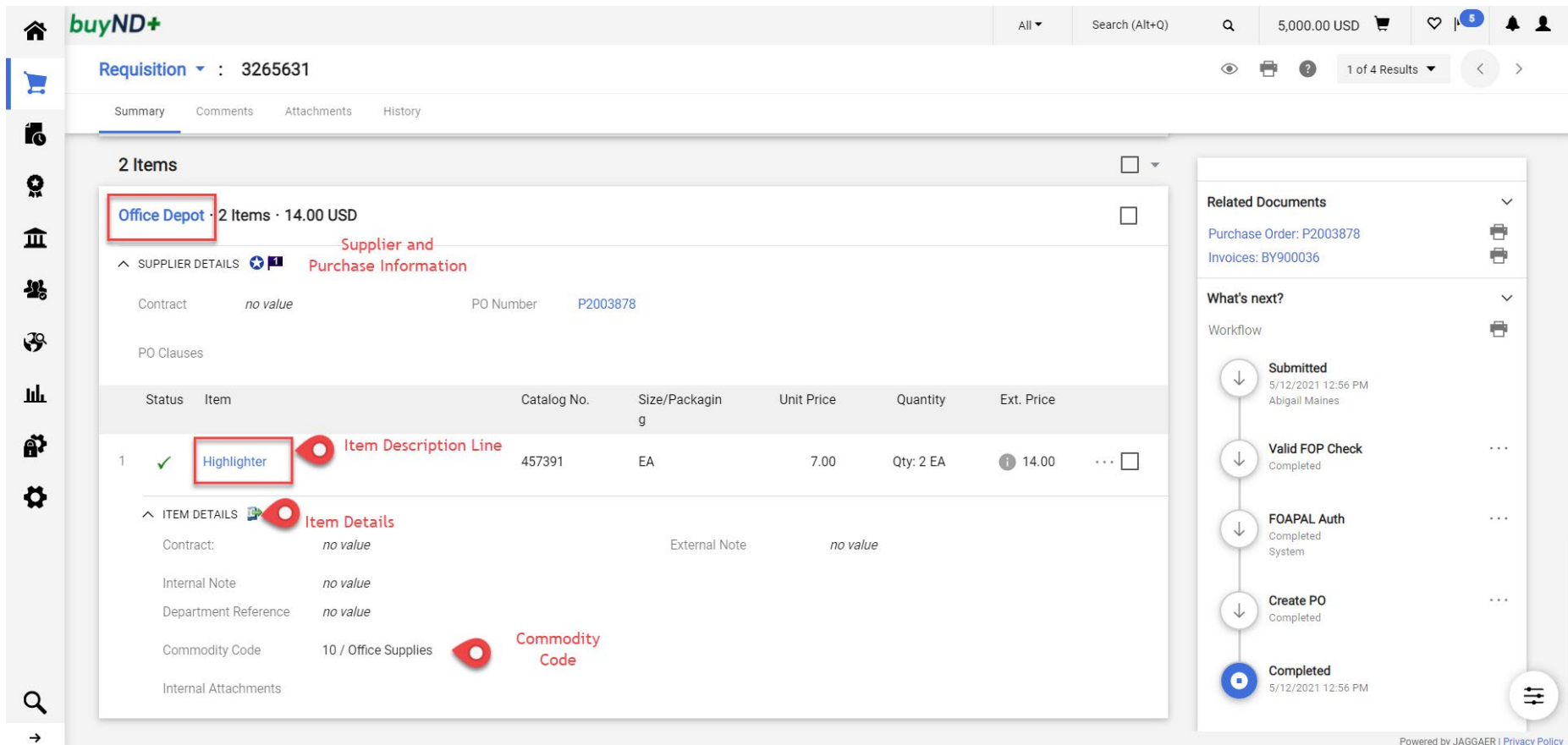
Create PO  
Completed

Completed  
5/12/2021 12:56 PM

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## New Requisitions: *(after July 5, 2021)*

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, indicate whether the item is taxable or is a capital expense, adjust quantities and view an estimated total purchase amount.



The screenshot displays the buyND+ requisition interface. At the top, the header shows the buyND+ logo, a search bar, and a shopping cart icon with a value of 5,000.00 USD. Below the header, the requisition number 3265631 is displayed. The main content area shows a summary of 2 items from Office Depot, totaling 14.00 USD. A table lists the items, with the first item being a Highlighter (Catalog No. 457391, Unit Price 7.00, Quantity 2 EA, Ext. Price 14.00). The interface includes sections for Supplier and Purchase Information, Item Details, and a workflow on the right side showing steps like Submitted, Valid FOP Check, FOAPAL Auth, Create PO, and Completed. Red callout boxes highlight the 'Office Depot' supplier, the 'Highlighter' item, and the 'Commodity Code' 10 / Office Supplies.

**2 Items**

**Office Depot** · 2 Items · 14.00 USD

**Supplier and Purchase Information**

Contract: no value PO Number: P2003878

PO Clauses

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓ Highlighter	457391	EA	7.00	Qty: 2 EA	14.00

**Item Description Line**

**Item Details**

Contract: no value External Note: no value

Internal Note: no value

Department Reference: no value

Commodity Code: 10 / Office Supplies

**Commodity Code**

**Related Documents**

Purchase Order: P2003878  
Invoices: BY900036

**What's next?**

Workflow

- Submitted: 5/12/2021 12:56 PM, Abigail Maines
- Valid FOP Check: Completed
- FOAPAL Auth: Completed System
- Create PO: Completed
- Completed: 5/12/2021 12:56 PM