ESM easyPurchase:
How to Process an Order

NOVAbuy

Processing an Order

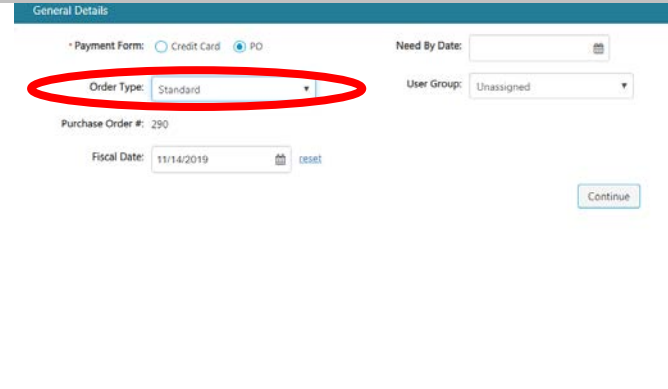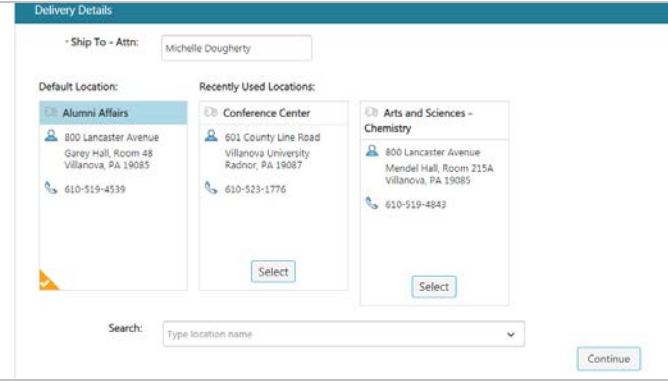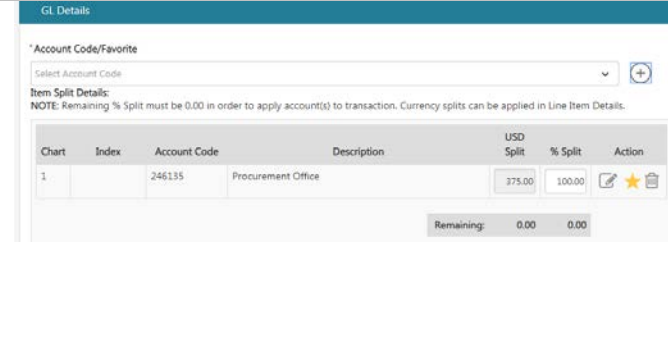| Follow these steps:	Additional Information
1. There are 2 types of orders that can be processed in NOVAbuy, one is **Punch-Out Order** (aka catalog) and the other is a **Non-Catalog Order.**	
2. To create a **Punch-Out Order**, click one of the company logos on the NOVAbuy landing page. • For punch-out items, you will shop on the company's website, and bring the desired items back to NOVAbuy. Please skip to step	SE GROUP B&H CDW DELL GovConnection **Scientific Supplies** VWR CAROLINA Fisher Scientific SIGMA-ALDRICH
3. To create a non-catalog (not punch-out) select **Non-Catalog Items.**	Shop Approve (48) Receive Search Keyword(s), Item Numbers, etc. Go to: All Transactions | Non-Catalog Items Recently Requested Products
4. Once you have selected <u>Non-Catalog Items</u>, enter the supplier which you are using in the indicated field. ** If the search does not furnish results, try entering less information. *For example, for PECO Energy, try entering PECO.* And hit enter, or the magnifying glass.	sort by : Price low to high ▼ rows / pg : 10 ▼ Convert Cart to 1 transaction(s): Continue **1. Select Supplier:** Search Supplier
5. Select the desired vendor. If the vendor has multiple addresses, be sure to choose the correct address.	1. Select Supplier: Colonial Electric X Q 1 record(s) found Supplier Name | GL Code | Address | Contact Name | Contact Email / PO Email | Contact Phone Colonial Electric Supply | V88160005 | 485 S Henderson Rd King of Prussia, PA, 19406-2682, United States | Customer Service | john.durham@villanova.edu | 6103128100 | Select
6. Enter all information pertaining to your order in the Item/Service field, select the unit of measure, quantity and list price. *** You can continue to fill in the remaining fields but the information will NOT BE TRANSMITTED to the vendor or Banner. **_	1. Select Supplier: Colonial Electric Supply Change 2. Add Item *Item/Service: Electrical Sounding Board per Quote 12345 MFG/Provider: MFG/Provider Part #: *UOM: Each ▼ ⑦ Catalog Item #: *Qty: 15 UPC: List Price: 25.00 USD CAS Number: S & H: USD ▼ Add to Cart

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7. Your items will be added to the cart in the top right part of the screen. Once you have finished adding items, click on the 🛒 Cart 15 .	(screenshot of New Non-Catalog Item page with Cart circled in red)
8. Once you have reviewed that all items have been correctly added to the cart, select **Checkout** , and "Yes".	(screenshot of Item Summary and Checkout confirmation: "The cart will be converted into 1 new transaction(s). Do you want to continue?" with Yes / No buttons)
9. Choose Payment Form, Order Type (defaults to Standard unless defined below) and choose Continue. Order Types: • <u>Office Basics Direct Bill</u>- FOR ALL OFFICE BASICS ORDERS. • <u>XSE Copier Lease</u>- For any 5-year copier lease through XSE. • <u>Change Order</u>- Changes to original PO. • <u>Standing Order</u>- 1-year order that encumbers entire amount on PO.	(screenshot of General Details with Order Type circled in red)
10. Update "Delivery Details", then continue.	(screenshot of Delivery Details page)
11. Next, you will input the **Index & Expense Code.** When using an index/expense for the first time you will be required to search for it, select the ⊕ button. However, if you continue to use the same number combinations, your favorites will be saved, and you only need to select the drop-down arrow.	(screenshot of GL Details page)

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12. You can search all the index and account codes by number or text; however, **you will only be able to process orders based on what access you have in Banner.**
 	
    a. **With Office Basics orders, the index and account code that will be charged will be the default account that is associated with your original Office Basics setup.**
    b. **However, you will still be required to enter an index and account code into these fields. Please use the numbers associated with your Office Basics**
    c. **account. If you do not know what that is, please contact Office Basics.**
	If searching for index numbers or account codes, you will only be able to see 50 numbers at a time using the drop-down arrow. If you begin typing in the numbers, that will limit your selection. You can also search via text in the fields to the right.
	
	Index: 246135 - Procurement Office
	Account: 7311 - Supplies - Office
	
	Apply Cancel

13. Select continue to move past the line item details, then before submitting, you will be able to view the "approval route" details.	
14. Select Submit. Your order has now been submitted for approval.	