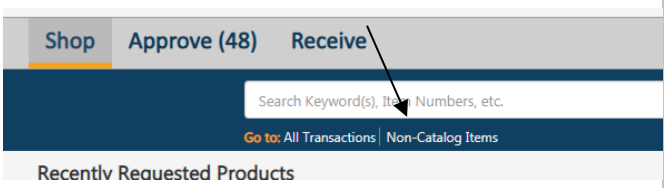
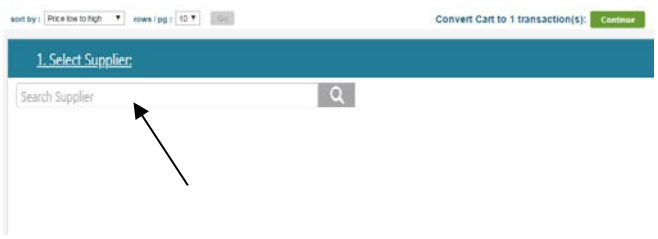
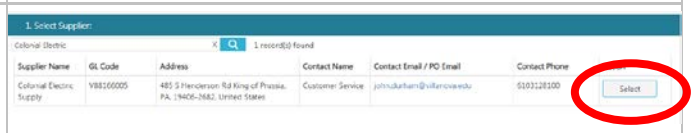
ESM easyPurchase:
How to Process an Order

NOVA buy

Version 2.0

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	
3. To create a non-catalog (not punch-out) select **Non-Catalog Items.**	
4. Once you have selected Non-Catalog Items, 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.	
5. Select the desired vendor. If the vendor has multiple addresses, be sure to choose the correct address.	
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. *******	

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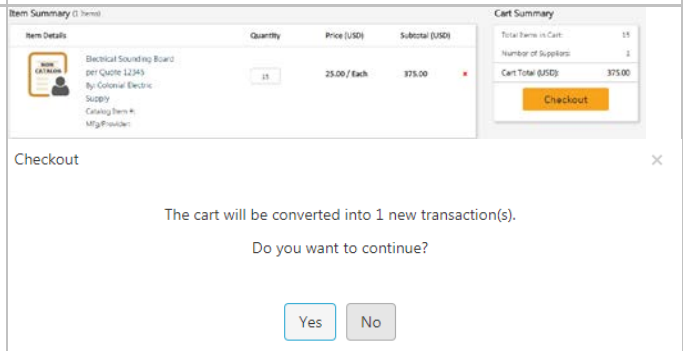
7. Your items will be added to the cart in the top right part of the screen. Once you have finished adding items, click on the Cart 15.

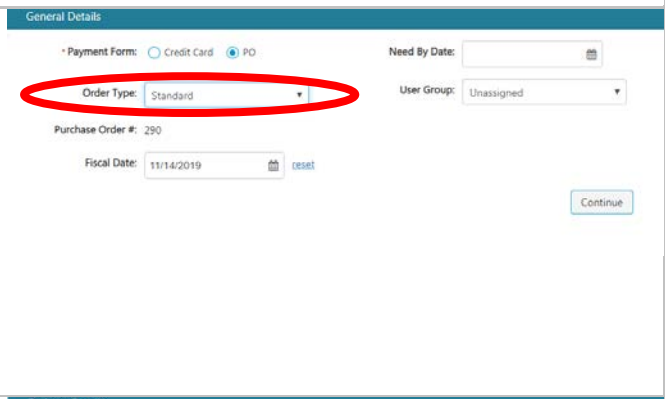
8. Once you have reviewed that all items have been correctly added to the cart, select Checkout, and "Yes".



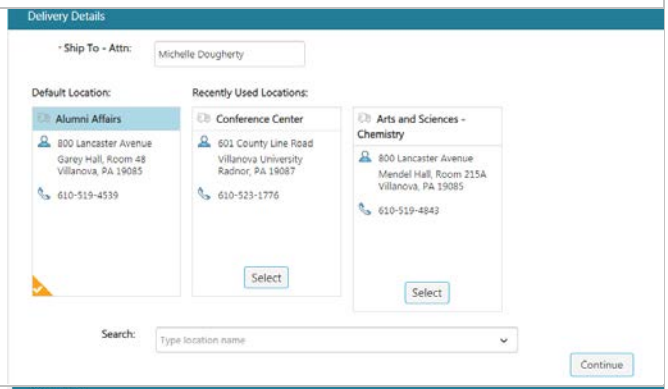
9. Choose Payment Form, Order Type (defaults to Standard unless defined below) and choose Continue.

Order Types:

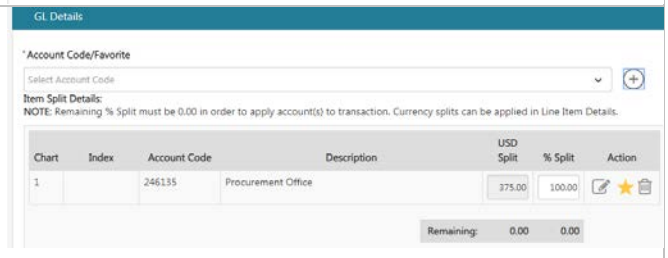
- Office Basics Direct Bill- FOR ALL OFFICE BASICS ORDERS.
- XSE Copier Lease- For any 5-year copier lease through XSE.
- Change Order- Changes to original PO.
- Standing Order- 1-year order that encumbers entire amount on PO.

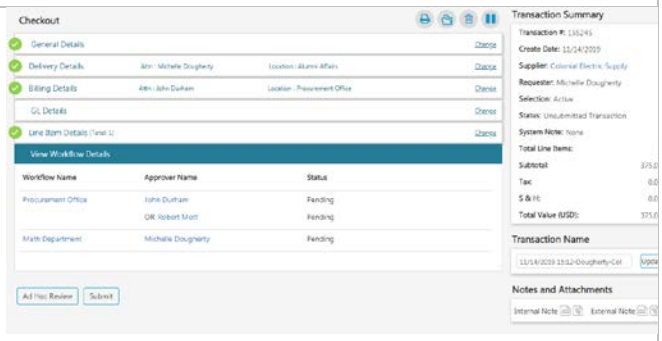
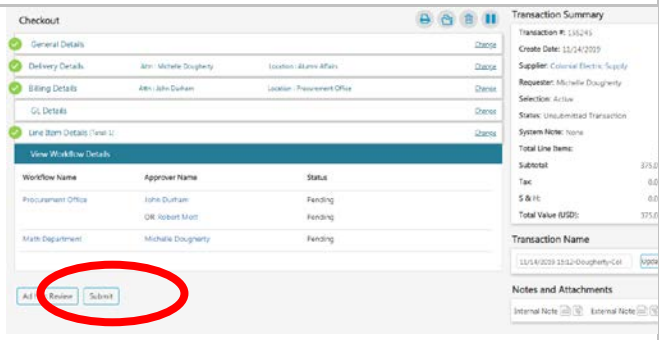


10. Update "Delivery Details", then continue.



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.



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 Basicssetup. **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.*
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.