

**Georgia Tech**  **Facilities Management**

**BuzzMart User-Guide**

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## How to Create a (General) Requisition in BuzzMart

1. Login Techworks
2. Click on “My Work” Tab
3. Click “BuzzMart” Icon under “Applications & Resources”
4. Click on the “Shop” Icon (see toolbar on the left)
5. Click “View Forms”
6. Select Non-Contract Item or Services Form
7. Enter Supplier/Vendor/Contractor Name
8. Enter **Detailed** Description- Include Building Name/# & Detailed Description of Item/Service (Ex: Boggs Building- Boiler No. 4 repair per attached Quote No. 52487 dated 3/26/16)
9. Enter Quantity & Unit Price
10. NIGP Code: Identifies what the product is
  - a. Click “Search”
  - b. Enter keyword in “Description contains...” box
  - c. Click “Search”
  - d. Select the appropriate code
11. Select “Hold Payment”, if applicable (BuzzMart automatically creates a 2-way match (PO and Invoice) to pay for goods or services on requisitions under \$3,000. Select the **“Hold Payment for Receiving”** box, if goods or services must be verified before payment can be issued. **Note:** If the **“Hold Payment for Receiving”** box is selected, BuzzMart will require a **receipt** and a **Finance Approver** to match the exception before payment can be issued.)
12. Click Go
13. Review
14. Click Proceed to Checkout
15. Enter in accounting codes
  - a. Project # (90.....)
  - b. Acct# ( 714100 – supplies/materials | 715100- repairs & maintenance)

- c. Spend Dept (*click the middle link and enter first 3#'s of project#*)
  - d. Spend Authority- Approver of request
  - e. Finance Approver- John Richardson
16. Click Save icon
  17. Click Summary Tab
    - a. Add scanned attachment under Internal & External Notes Section (*Only include the quote/proposal under the External Notes Section*)
    - b. Check scanned attachment to make sure it's the right one
  18. Under the "General" section, click "edit" to add the name of the individual you are preparing the requisition for & AiM Project No. (*if applicable*) and click "save".
  19. Click "Edit" under "Ext. Price" to enter Work Order No. if applicable
  20. Click Shipping Tab to Enter Shipping Information
  21. Click Save icon
  22. Click Place Order or Assign Cart

### **How to Create a Requisition in BuzzMart for a Vendor under a Statewide or Georgia Tech Contract**

1. Login Techworks
2. Click on "My Work" Tab
3. Click "BuzzMart" Icon under "Applications & Resources"
4. Click on the "Shop" Icon (*see toolbar on the left*)
5. Click "View Forms"
6. Select Non-Catalog Form
7. Enter Supplier/Vendor/Contractor Name
8. Enter N/A for Catalog #
9. Enter **Detailed** Description & Reference **Contract #** in Description (*Ex: A. French Bldg. HVAC System Leak Repair per attached Proposal No. 02547899455 dated 3/26/16 – Contract No. 50300-ML9*)
10. Enter Quantity & Unit Price
11. Capital Expense

- a. Check box = No (*this will be the case most of the time*)
  - b. Uncheck box = Yes
12. NIGP Code (*Identifies type of product/service*)
  - a. Click “search”
  - b. Enter keyword in “Description contains...” box
  - c. Click “Search”
  - d. Select the appropriate code
13. Select Contract
14. Attach supporting documentation
15. Click Go
16. Click Proceed to Checkout
17. Enter in accounting codes
  - a. Project # (90.....)
  - b. Acct# ( **714100** – supplies/materials | **715100**- repairs & maintenance)
  - c. Spend Dept (*click the middle link and enter first 3#'s of project#*)
  - d. Spend Authority- Approver of request
  - e. Finance Approver- John Richardson
18. Click Save icon
19. Click Summary Tab
  - a. Add scanned attachment under Internal & External Notes Section (*Only include the quote/proposal under the External Notes Section*)
  - b. Check scanned attachment to make sure it's the right one
20. Under the “General” section, click “edit” to add the name of the individual you are preparing the requisition for & AiM Project No. (*if applicable*) and click “save”.
21. Click “Edit” under “Ext. Price” to enter Work Order No. if applicable
22. Click Shipping Tab to Enter Shipping Information
23. Click Save icon
24. Click Place Order or Assign Cart

## How to Obtain a Purchase Order No. for an Invoice

1. Login Techworks
2. Click on “My Work” Tab
3. Click “BuzzMart” Icon under “Applications & Resources”
4. Click on the “Shop” Icon (*see toolbar on the left*)
5. Click “View Forms”
6. Select Confirming Order Only Form
7. Enter the Supplier/Vendor
8. Select Purchase Type: Confirming Order
9. Enter **Detailed** Description (*Example: “Chiller Plant PM parts per attached Invoice No. 03546 dated 3/25/16”*)
10. Enter Quantity: 1
11. Enter Unit Price = Invoice Amount
12. NIGP Code (*Identifies type of product/service*)
  - a. Click “search”
  - b. Enter keyword in “Description contains...” box
  - c. Click “Search”
  - d. Select the appropriate code
13. Click Go
14. Click Proceed to Checkout
15. Enter Accounting Codes
16. Attach Supporting Documentation (**Internal Notes Section Only**)
17. Enter Shipping Info
18. Click Place Order or Assign Cart
19. Once the PO# is assigned, please do the following to pay the invoice:
  - a. Write the PO# on the invoice
  - b. Sign & Date the invoice
  - c. Scan & Email the Invoice to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu) (*include the PO# in the subject line of email*)

## **How to Make Changes to a Purchase Order in BuzzMart**

1. Login Techworks
2. Click on “My Work” Tab
3. Click “BuzzMart” Icon under “Applications & Resources”
4. Click on the “Shop” Icon (*see toolbar on the left*)
5. Click “View Forms”
6. Select [Purchasing Change Request Form](#)
7. Enter PO#
8. Select Type of Change
9. Send to Supplier: Select “Yes” or “No”
10. Enter **Detailed** Description (*Example: “Deduct \$32.86 from project account #903194120 due to item being discontinued”. Requested by: Jane Doe*)
11. Click Go
12. Enter NIGP code from original PO
13. Click Proceed to Checkout
14. Enter Account Codes- *Refer to Original PO if necessary*
15. Click on Summary Tab to upload supporting documentation
16. Click Place Order or Assign Cart

## **How to Create a Cost Receipt in BuzzMart**

1. Click on Quick Search Icon in the Top Right-Hand Corner on Main Homepage
2. Enter PO# & Hit Enter
3. Click on PO#
4. Click on the drop down menu next to “Available Actions” and select “Create Cost Receipt”
5. Click Go
6. Enter the amount you want to receive/pay
7. Click Complete

## Frequently Asked Questions

**1. How do I get access to BuzzMart?**

- a. Submit your transcript showing that you have taken the required training ([www.trainsweb.gatech.edu](http://www.trainsweb.gatech.edu)) along with a signed BuzzMart Role Request Form from your Department Head to [sgadmin@business.gatech.edu](mailto:sgadmin@business.gatech.edu).

**2. I used to have access to BuzzMart but I can no longer login. Why?**

- a. If your employment status has changed, you will be listed as inactive. Contact [sgadmin@business.gatech.edu](mailto:sgadmin@business.gatech.edu) to determine if a request form needs to be resubmitted.

**3. How do I find out the status of my order?**

- a. Navigate to the requisition, click on the PR Approvals tab to see where the order is in the workflow process.

**4. How do I delete a requisition?**

- a. Requisitions cannot be deleted. You can withdraw a requisition as long as it is still in the workflow process. Navigate to your requisition and on the right hand side under "Available Actions" choose "Withdraw Entire Requisition". This puts the requisition back into your Draft Cart. You can choose "Draft Carts" from the menu and then delete that cart.

**5. Why do I have to receive a purchase order in BuzzMart?**

- a. Ideally, a receipt should be entered immediately if goods or services have been received and/or completed. All Purchase Orders over \$3,000 require a "Receipt" in BuzzMart before payment can be issued.

**6. I have an invoice for my PO, how do I get it paid?**

- a. Scan the invoice and email it to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)

**7. Where do I go to check the status of an invoice payment?**

- a. PO/Invoice Payment Inquiry - <https://reports.gatech.edu/POInquiry/index1.jsp>

**8. Once the PO has been submitted, how can I get a copy?**

- a. Navigate to the PO in BuzzMart. On the right hand side of the PO, there is an "Available Actions" tab with a drop down list. From the drop down list, choose



“Print Fax Version” and click “Go”. A copy of the PO will appear in another window.

**9. Once a requisition is submitted in BuzzMart, how do I add an attachment or link without withdrawing the requisition?**

- a. Access the “Comments” tab in the requisition. Click on the “Add Comment” button. At the bottom of the “Add Comment” window that appears, there is a browse area to attach a file or link to the requisition.

**10. If there is a Statewide or GT Agency Contract with a supplier, where do I find the contract?**

- a. In BuzzMart, browse under the shopper bar. Click on the “Contracts” link. You can browse for a search by the contract number, keywords, contract name, contract type, supplier, or contract owner. Enter the information into the “Quick Search” field or click on the “Advanced Search Options”.

**11. What is a Document Search?**

- a. A “Document Search” provides the ability to search Requisitions, Purchase Orders, & Invoices across dates relative to the current date (e.g. yesterday or last month). When doing this, user will be presented with search results that span across multiple document types.

**12. Can a Vendor be setup in BuzzMart providing a W-9 Form only?**

- a. **No.** All New US trade vendors, consultants, service providers, and honoraria recipients must register as a vendor using the e-Vendor Profile Form Portal by accessing the following link: <http://www.procurement.gatech.edu/vendor>
- b. Contact [vendor.help@business.gatech.edu](mailto:vendor.help@business.gatech.edu) for assistance with e-Vendor Profile Form or vendor set-up and updates.

**13. How do I update a vendor’s address in BuzzMart?**

- a. Send an email to [vendor.help@business.gatech.edu](mailto:vendor.help@business.gatech.edu) to update a vendor’s address

**14. Once Accounts Payable receives an invoice, what is the turn-around time?**

- a. Invoices are prioritized to ensure that aged invoices are processed first to minimize past-due payments. 'Rush' payments, Facilities Contracts (Construction), Sub-agreements (Sub-awards), and Check Requests are processed and paid within 1-3 business days. Trade vendor terms are net 30 days.

**15. I have an invoice for goods/services that does not have a Purchase Order No. How can I get this paid?**

- a. If you receive an invoice that is not associated with a PO and the invoice is **less than \$9,999**, use the **Confirming Order Only Form** in BuzzMart. No PO will be sent to the vendor. Use that PO # to approve the invoice and email it to Accounts Payable.
- b. If the invoice is received in Accounts Payable and does not reference a BuzzMart PO (but has a ship-to address that references the department that placed the order), the invoice will be routed to the department's WebNow queue for approval.

**16. If goods and services are bundled together, is an affidavit (E-Verify) needed?**

- a. If the "services" portion of the purchase is greater than \$2499, then an affidavit is required. If the services are less than \$2499 (*even if the total purchase is greater than \$2499*), then the affidavit is not required.

**17. If a change order is submitted on a PO for services that results in the total value exceeding \$2499, is an affidavit (E-Verify) required?**

- a. Yes, an affidavit (E-Verify) is required.

**18. If a vendor has no employees, do they need to complete an affidavit (E-Verify) form?**

- a. O.C.G.A.13-10-91 allows for contractors to submit a driver's license in lieu of the affidavit if they have no employees. Please note that the driver's license must be issued by a state within the United States that verifies lawful immigration status prior to issuing the driver's license (Georgia drivers licenses are therefore acceptable).

**19. If I get an E-Verify affidavit, where do I send it?**

- a. Email the affidavit to [vendor.help@business.gatech.edu](mailto:vendor.help@business.gatech.edu)

**20. How long are the affidavits (E-Verify) valid?**

- a. Affidavits (E-Verify) are valid for one year.

**21. Who can I contact if I have a question concerning the E-Verify process?**

- a. Please contact [purchasing.ask@business.gatech.edu](mailto:purchasing.ask@business.gatech.edu) for all questions related to E-Verify requirements.

**22. Where can I find Georgia Tech's E-Verify Affidavit?**

- a. **FACILITIES ACCOUNTING** folder on Facilities Shared Storage (L:) drive

**23. If I get a Certificate of Insurance (COI), where do I send it?**

- a. Email COI to [brenda.cochran@facilities.gatech.edu](mailto:brenda.cochran@facilities.gatech.edu)

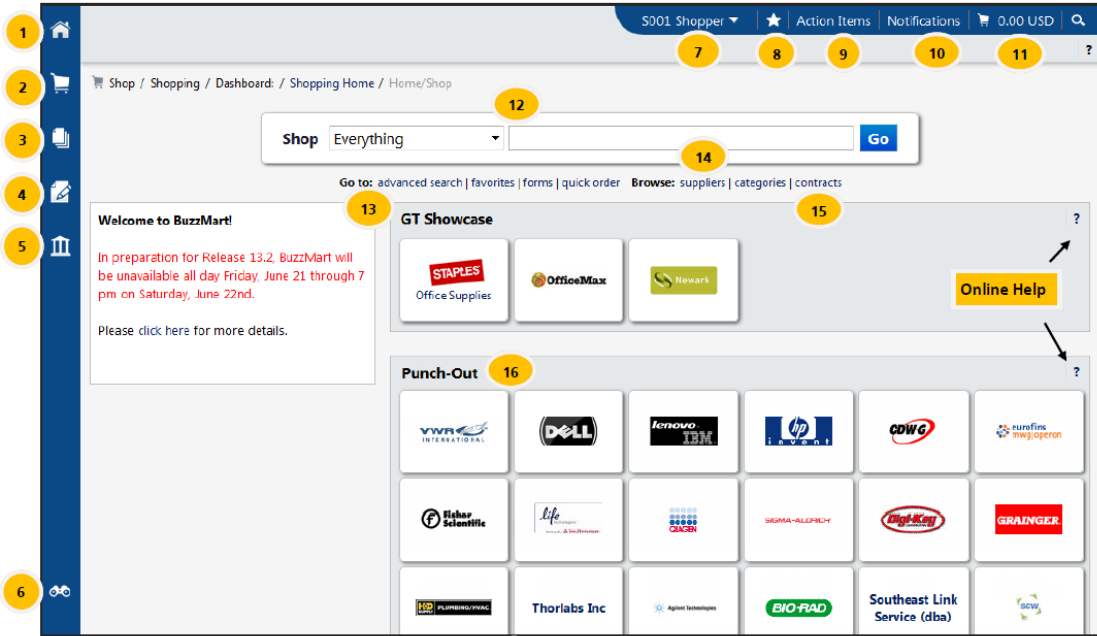
**24. Where can I find Georgia Tech's (DOAS) Insurance Requirements?**

- a. **FACILITIES ACCOUNTING** folder on Facilities Shared Storage (L:) drive

# APPENDIX 1- BUZZMART AT A GLANCE

## BuzzMart

At-a-Glance: Home /Shop



- |   |   |  |   |
|---|---|--|---|
| <p>1 Home/Shop Main Home page<br/>Shopping : Perform searches. Retrieve Carts and Orders</p> <p>2 Document Search for requisitions, purchase orders, invoices, and receipts</p> <p>3 Catalogs and Contracts: Search for mandatory vendors and contracts</p> | <p>5 Accounts Payable: Review and take action on Vouchers</p> <p>6 Menu Search: Search for website features and pages</p> <p>7 User Profile</p> <p>8 Bookmark Tag: Save any page as a favorite for direction navigation</p> | <p>9 Action Items: View tasks to complete</p> <p>10 Notifications: Review current notifications, e.g. Assigned Carts</p> <p>11 Active Cart: Review current cart items and running subtotal and Checkout</p> <p>12 Top Search: Enter keyword terms, supplier name, part number, etc. for search</p> | <p>13 Advanced Search: Enter specific details for search</p> <p>14 Browse Suppliers: Review current suppliers</p> <p>15 Browse Contracts: Review current contracts</p> <p>16 Punch-Out Shopping: Punch out to vendor catalogs</p> |
|---|---|--|---|

The screenshot shows a shopping cart for 'R001 Requestor'. At the top, there's a 'Continue Shopping' button (2) and a summary of 1,000 items for a total of 56,790.00 USD. A 'Proceed to Checkout' button (3) is also visible. Below this, there's an 'Update' button (4) and an 'Online Help' link. A vendor banner for 'HD Supply Facilities Maintenance LTD' (5) is shown with a gold star icon (6). The main cart table lists two identical items: 'HEAVY DUTY BED FRAME TWIN "FOB"' with a unit price of 56.79 USD, a quantity of 500, and a total of 28,395.00 USD. Each item row has an 'Add to Favorites' button (7), a 'Remove' button (8), and a 'More Actions' dropdown (9). The quantity field for each item is highlighted with a callout (10).

- 1 **Cart Name:** Recommendation to personalize name for easy retrieval
- 2 **Continue Shopping:** Return to home page to begin a new search
- 3 **Proceed to Checkout:** Click to enter requisition details
- 4 **Update:** Click after making changes
- 5 **Vendor Info:** Policy Tip-One vendor per Shopping Cart
- 6 **eVerify Icon:** Gold star represents the vendor has completed the eVerify requirements for twelve months
- 7 **Add to Favorites:** Add specific line items to Favorites folder
- 8 **Remove:** Delete specific line item from the Shopping Cart
- 9 **More Actions:** Move to another Cart or add to Draft Cart
- 10 **Details:** Line item quantity (can update), unit price and extended price

# BuzzMart

## At-a-Glance: Accounting Codes

**Accounting Codes**

Project No. Account Spend Department Spend Authority Finance Department Financial Approver add split

Accounting Codes (same as header) EA

2	HEAVY DUTY BED FRAME TWIN "FOB"	more info...	981140	1 EA	56.79 500 EA	28,395.00 USD	edit
---	---------------------------------	--------------	--------	------	--------------	---------------	------

Accounting Codes (same as header) edit

1 **Requisition Checkout Steps**

2 **Place Order:** Click to create a requisition

3 **Accounting Codes:** Enter required details

4 **Project No.:** Project number that will pay for the items

5 **Account:** Select appropriate chart of accounts code for general ledger

6 **Spend Authority:** Select home department then name from menu

7 **Financial Approver:** Select home department then name from menu

8 **Add Split:** Option to split expenses by project numbers or accounts

9 **Save:** Click to save accounting details

10 **Line Edit:** Click to edit line item details such as specific account code different from the other lines

## APPENDIX 2- BUZZMART FORMS

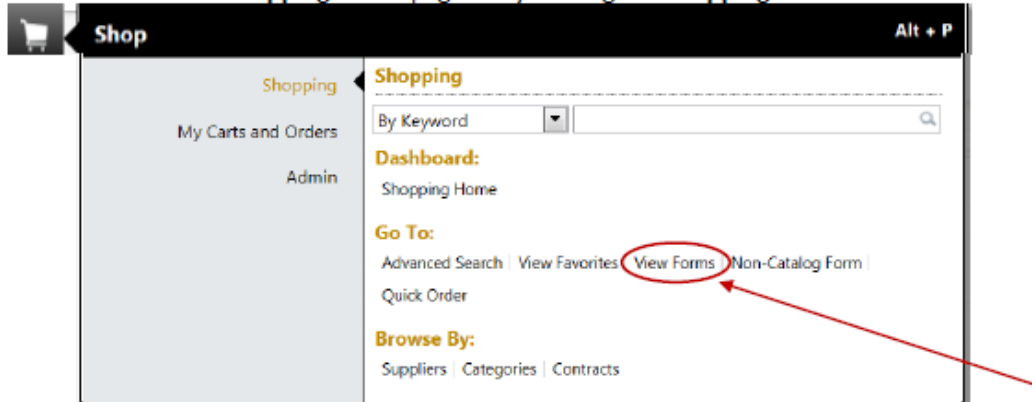
Forms are used to purchase items that are not available in BuzzMart's hosted or punch-out catalogs. Access Forms by clicking on the Shopping Icon OR if associated with a supplier's contract, through the search results.

There are several types of forms available.

Explanations of each one are outlined in this manual and are shown on the form itself.

- **Bid Form**
- **Confirming Order Only Form**
- **Non-Catalog Form**
- **Non-Contract Items Form**
- **Purchasing Change Request Form**

Access Forms from Shopping Home page or by clicking the Shopping Cart Menu and View Forms.



**Confirming Order Form** is used for the following three types of purchases:

- Confirming Order which is a request for payment when the items are less than \$4,999, have already been received and/or the invoice is available.
- Facilities Department for Construction/Public Works
- Sub-Agreements that are pre-approved by the Office of Sponsored Programs

The Confirming Order Form will create a PO for internal processing only; the vendor will not receive the PO. The invoice must be submitted through ImageNow (apinvoices@gatech.edu) with the PO number written on it for approval and payment processing. **NOTE:** Sub-Agreement invoices will be processed through OSP first and then routed to the department for approval and then to Accounts Payable.

**Confirming Order Only** Available Actions: Add and go to Cart Go Close

**Supplier Information** ?

Enter Supplier   
or  
supplier search | request new vendor

**General Product or Service Details** ?

The fields below are required for requesting products or services

Form Type: Confirming Order

**Purchase Type**: Please select... (dropdown menu open showing: Please select., Confirming Order, Construction/Facilities, Sub Agreement, 254 characters remaining, expand | clear)

Product/Service Description:

**Quantity**:

**Unit Price**:

**NIGP Code**:  search...

Hold Payment for Receiving:

**Additional Product Details** ?

The fields below are optional

Packaging (UOM):  EA - Each

Total 0.00



**Non-Catalog Form** should be completed and added to the Shopping Cart for goods or services that are on either a State of Georgia or Georgia Tech contract, but are not available in a BuzzMart catalog. The BuzzMart user can search the vendor's website or talk with the vendor to get a quote, e.g. item information, SKU#, product description, cost, etc. The Non-Catalog form requires a contract number which can be found on BuzzMart's "Browse Suppliers" or "Browse Contracts." Contracts can also be found on the Team Georgia Marketplace webpage (<https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia>) by creating an account as a contract shopper for Georgia Tech and viewing State Contracts.

**Non-Catalog Form**
Available Actions: Add and go to Cart Go Close

---

**Supplier Info** ?

<b>Supplier</b>	Staples Inc. <a href="#">more info...</a> <a href="#">select different supplier</a>
<b>Fulfillment Address</b>	Fulfillment Address 1: (preferred) 3040 Route 50 North N Saratoga Springs, NY 12806 US <a href="#">select different fulfillment center</a>
<b>Distribution</b>	The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information. <input type="checkbox"/>
Email (HTML Body)	GOVERNMENTTEAM@STAPLES.COM

Note: This form should not be used to request a new vendor

---

**General Product or Services Details** ?

**Additional Product or Services Details** ?

The fields below are required for requesting products or services.

Form Type	Non-Catalog Form
Catalog No.	<input type="text" value="198844"/>
Product/Service Description	<input style="width: 90%;" type="text" value="Auto-fill part for scanner"/> <small>228 characters remaining <a href="#">expand</a>   <a href="#">clear</a></small>
Quantity	<input type="text" value="2"/>
Unit Price	<input type="text" value="1250"/>
Capital Expense	<input type="checkbox"/>
NIGP Code	<input type="text" value="60072"/> <small>search...</small>
<small>Please select a contract. If the contract is not displayed, enter the contract number.</small>	
Contract	<a href="#">select contract...</a>

**Additional Product Details** ?

Additional Product Details Instructions *The fields below are optional for product requests only.*

Packaging (UOM)	<input type="text"/> EA - Each
Product Size	<input type="text"/>
Manufacturer Name	<input type="text"/>
Manufacturer Part No	<input type="text"/>

**Total** 0.00

**Non-Contract Items or Services Form** is used for goods or services not on contract. Examples for this form include consultants, services (the Statement of Work must be attached) and goods. Items greater than \$10,000 require the Sole-Source section to be completed including attaching any additional documents, such as approved EDP form (for IT goods and service purchases), price verification documents, quotes, completed Consulting /Services Required Info Form (for consultants or services), and special delivery of acceptance testing criteria. This form requires a new vendor to complete the Vendor Profile Form which can be found at [www.procurement.gatech.edu/payables](http://www.procurement.gatech.edu/payables) in the AP Forms Section. Also, vendors must complete the eVerify process if services greater than \$2,500 are being rendered.

Non-Contract Items or Services Available Actions: Add and go to Cart Go Close

**Supplier Info**

Enter Supplier

or  
supplier search | request new vendor

---

**General Product or Service Details** ?

The fields below are required for requesting products or services.

Form Type: Non-Contract

Product/Service Description: Semi-Conductor Stabilizer  
229 characters remaining expand | clear

Quantity: 7

Unit Price: 1,200

NIGP Code: 49082 search...

---

**Additional Product or Service Details** ?

For purchases below \$3,000, check the **Hold Payment for Receiving** if the purchase must be verified as being received before payment can be issued.  
Hold Payment for Receiving

**Complete the following only if the total purchase is \$10,000 or more.**

**SOLE SOURCE/SOLE BRAND JUSTIFICATION**

Why is this specific product/service required?  
Unique Product/Service (Sole Brand Justification):  
These parts are required for new and updated technology on the building rooftop mechanisms.  
1809 characters remaining expand | clear

Is this the only known source of the product/service? Why?  
Unique provider (Sole Source Justification):  
Yes, this part has been designed for the technological needs and will provide the unique data required to complete projects that rely on this part and data.  
1094 characters remaining expand | clear

Price Analysis: Is this a fair and reasonable price? Yes

**Attach one or more of the following documents: published price list with items requested circled, invoice from the company of comparable sale to another institution, GSA schedule price.**

Internal Supporting Attachments  
add attachment...

---

**Additional Product Details** ?

The fields below are optional for product requests only.

Packaging (UOM): EA - Each

Product Size:

Manufacturer Name:

Manufacturer Part No:

---

Special Payment Terms: Net 30 Days  
1888 characters remaining expand | clear

Special Delivery Instructions: Will be shipped to each building directly for installations and configuration.  
1823 characters remaining expand | clear

Acceptance Testing: First 30 days after configuration and integration with systems.  
1817 characters remaining expand | clear

If this requires a Consulting or Service Agreement, please attach a completed Consulting/Service Required Information form.

Total 0.00

**Purchasing Change Request Form** is used for changing line items on POs that are Non-Catalog, Non-Contract, Bid, and Confirming Order.

Fill out the Change Request for the following changes:

- Quantity changes to a line item,
- Canceling a line item or an entire PO
- Making a project and/or accounting change,
- Closing an encumbrance.

**NOTE:** Any changes to the purchase order after the payment must be done with a journal entry. Change Requests cannot be done on POs that have Catalog or Punch-Out Catalog line items. These changes must be made using a journal entry after payment is made.

**Purchasing Change Request**
Available Actions: Add and go to Cart Go Close

---

**Instructions**

Changes to Purchase Orders that have already been paid will need to be done with a Journal Entry.

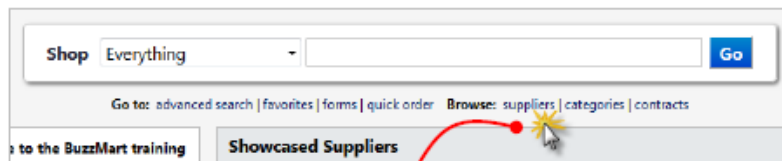
PO Change Instructions	Purchase Order Information
<p><b>Change Order Policy/Procedure</b></p> <p>The Change Order form is used to request specific changes to a purchase order, as listed below. The form will be routed to Business Services for processing.</p> <p><b>Change orders should only be used for the following:</b></p> <ul style="list-style-type: none"> <li>Canceling a purchase order</li> <li>Canceling a line item on purchase order</li> <li>Closing a purchase order to relieve an open encumbrance</li> <li>Adding a line item to a purchase order</li> <li>Change quantities for a purchase order line</li> <li>Change Project and/or Account No for a purchase order</li> </ul> <p><b>Please note all change details in the text box including:</b></p> <p>Instructions regard the change(s) to be made Project and account number</p>	<p><b>Supplier</b></p> <p><b>Fulfillment Address</b></p> <p><b>PO Number</b> <input type="text" value="1234567891"/></p> <p><b>Type of change:</b> <input type="text" value="Please select..."/></p> <p><b>Send to Supplier?</b> <input type="checkbox"/></p> <p><b>Please describe the required change for this PO in detail:</b></p> <div style="border: 1px solid gray; padding: 2px; min-height: 100px;"> <p>Please add 7 more pipe lines for PO 1234567891</p> </div> <p style="font-size: small;">154 characters remaining <span style="float: right;">expand   clear</span></p> <p><b>Requested by</b> <input type="text"/></p>
<b>Total</b> <span style="float: right;">0.00</span>	

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## APPENDIX 3- BROWSE SUPPLIERS & CONTRACTS IN BUZZMART

One best practice in BuzzMart is to know if your Suppliers have an approved [vendor profile](#) with Georgia Tech and if they have established contract pricing. Additionally, Suppliers who provide services for \$2,500 or more must have completed GT's [E-Verify process](#).

Browse Suppliers from BuzzMart's homepage:



















Click to enter search criteria such as name and type

-  Non-catalog vendor
-  Hosted catalog vendor
-  Punch-out vendor
-  E-Verified for 12 months

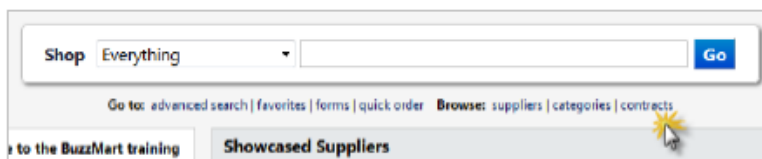
Click to expand Search for Supplier Filter ? [back to shop...](#)

Showing 1 - 20 of 25 results

Results per page 20 Sort by: Best Match Page 1 of 2 legend ?

Supplier Name	Type	Preference	Supplier Name	Type	Preference
ABS-American Building Services LLC			GA Tech Hotel & Conference Center (dba)		
Applied Biosystems			Grainger		
Armstrong Relocation			Hewlett Packard		
Bid Supplier			LENOVO US Inc		
Bio-Rad Laboratories			Life Technologies		

Georgia Tech employees are required to use Georgia Tech's contracted vendors and the State of Georgia's contract vendors whenever possible. Use the Browse contracts link on BuzzMart's main page to search and review mandatory contracts.



Search For Contract ?

advanced search options...

Quick search

Enter search terms, e.g., contract name, description, etc.

Advanced Search options are available

## APPENDIX 4- CREATE A BUZZMART RECEIPT



### Create a BuzzMart Receipt



**BuzzMart receipts** are required on all Purchase Orders that total \$3,000 or more and on PO's that are marked to hold for receiving. To mark that the PO must be held for receiving, please use the Non-Contract Items or Services Form. The vendor will not receive a payment until the PO has appropriate BuzzMart receipts indicating items have been received.

When the items or services are physically received, the recipient should log into BuzzMart to create the receipt. (**NOTE:** Shoppers and Requesters automatically have the Receiver role. Financial Approvers and Spend Authority Approvers can request the Receiver role via the BuzzMart Access Request form if they want to create BuzzMart receipts.)

If a receipt has not been entered in the system, the BuzzMart user who initiated the shopping cart will receive a system-generated email when an invoice has been entered in the system and is ready for payment. After an extended number of days of no receipt status, the PO will be sent to the Financial Approver's match exception cue.

Open the Purchase Order and review the details to confirm the **PO/Reference Number** and that the requested items have been received. Review the Receiving column for any previously entered receipts to prevent over-receiving. From the Available Actions menu, select **Create Quantity Receipt** or **Create Cost Receipt**; click Go.

PO/Reference No. **7150096358** Revision 0  
Supplier **Staples**

Status: Purchase Order | Revisions | PO Approvals | Shipments | Receipts | Vouchers | Comments | Attachments (1) | History

General Information		Document Status	
PO/Reference No.	<b>7150096358</b>	A/P status	Open
Revision No.	0	Workflow	Completed (9/6/2011 11:56 AM)
Supplier Name	Staples <a href="#">more info...</a>	Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed.
Purchase Order Date	9/6/2011	Distribution Data/Time	Manual 9/6/2011 11:56 AM
Total	3,510.30	Supplier	Sent To Supplier
Owner Name	Susan Rolly		
Owner Phone	+1 (404) 555-5555		
Owner Email	susan.edwards@orgdev.gatech.edu		
Requisition Number	550210 <a href="#">view</a>   <a href="#">print</a>		

Line Item Status									
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1 ✓ Vertiflex Condiment Caddy, 7 Compartments, Black, 5 1/4"H x 8 3/4"W x 10"D <a href="#">more info...</a>	662113	EA	69.02	40 EA	2,760.80 USD	Sent To Supplier	none	none	No Matches
2 ✓ Ampad Envirotec™ Gummed 100% Recycled Clasp Envelopes, #97, 26 b., Natural Brown, 10" x 13", 110/Bx <a href="#">more info...</a>	659399	BX	14.99	50 BX	749.50 USD	Sent To Supplier	none	none	No Matches
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.						<b>Total</b>	<b>3,510.30 USD</b>		

**Quantity Receipts** can be used to account for the quantity of items, such as one case of paper on a 10 case of paper purchase order.

**Cost Receipts** can be used to account for the cost of items, such as \$1,000 of a \$10,000 Purchase Order.

**NOTE:** If the line item has a quantity of one, it should be received one time. In this example, if there are partial deliveries, the cost receipt should be used.

## Receipt Header

The Receipt Header information is not required to create a BuzzMart receipt however entering data provides the best audit trail for delivery information. Complete the basic requested information: Packing Slip Number, Delivery Carrier, and Notes. Use the Attach/Link for attachments such as an image of the packing slip.

Exact Match: PO No. 7150096358

Receipt Name: 2011-09-19 susanrequestor 02  
Receipt Create Date: 9/19/2011 1:50:30 PM

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	9/19/2011 mm/dd/yyyy	12345test	Staples	Susan Rely (GT)

RECEIPT ADDRESS  
Name: Susan Rely  
Room:  
Department:  
MRDC  
801 Ferst Dr  
Atlanta, GA 30332  
United States

CARRIER  
Carrier: DHL Express  
Tracking No.: 12345test  
Attachments:  
Notes (1,000 Chars. Max): Partial shipment delivered

## Receipt Lines

The BuzzMart Receipt will display the default value represented on the Purchase Order for each item. Enter/update the value for each line item. Click **Remove Line** if the items were not physically received. After entering all of the receipt header and receipt line information, click **Complete**.

Quantity receipt

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	Select
7150096358	1	Vertiflex Condiment Caddy, 7 Compartments, Black, 5 1/4"H x 8 3/4"W x 10"D	662113	40 EA		40		Received	Remove Line Receive & Return	<input type="checkbox"/>
7150096358	2	Ampad Envirotec™ Gummed 100% Recycled Clasp Envelopes, #37, 26 lb., Natural Brown, 10" x 13", 110/Bx	659399	50 BX		50		Received	Remove Line Receive & Return	<input type="checkbox"/>

Cost receipt

Product Name	Catalog No.	Qty/Cost Ordered	Previous Receipts	Cost	Line Status	Actions	Select
Curve Desk Pad, Black, 20"H x 36"W	815990	1,295.60		1,295.60	Cost Received	Remove Line Receive/Cancel	<input type="checkbox"/>
2012 Visual Organizer Recycled Steno Calendar, Jan.-Dec., Wall, 15 1/2" x 22"	857989	2,222.50		2,222.50	Cost Received	Remove Line Receive/Cancel	<input type="checkbox"/>

## APPENDIX 5- INVOICE PAYMENTS



### Invoice Payments

Invoice payments can be reviewed in BuzzMart or on Business Services [Payment Inquiry page](#).

For BuzzMart, the settlement status column will display the invoice status.

View invoice info

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ 7200030933	Staples Inc	3/8/2011 10:23 AM	20940794		Sent	Fully Vouchered Fully Matched With Substituted Invoice Items	33.21 USD
✓ 7150157662	Ingrained Inc	11/21/2013 1:01 PM	45332040			No Matches	205.63 USD
✓ 7150157661	Sodexo Inc & Affiliates	11/21/2013 1:01 PM	45332292			Fully Vouchered Fully Matched	159.50 USD

To review payments in BuzzMart, open the PO and click on the Vouchers tab:

Return to Search Results 1 of 268 results Purchase Order Number(s) 7200030933

PO/Reference No. **7200030933 Revision 0** Available Actions: Add Comment

Supplier **Staples Inc**

**Invoicing Summary**

Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
Q0000715	3151253476	3/9/2011	4/8/2011	Voucher	Paid Substituted Items	33.21 USD	System

To review payment information on the Business Services website, navigate to the [Payment inquiry](#) page and enter the PO number:

PO/Campus Reference #   
(Format 10 digits)

Invoice #   
(Invoice # and/or starts with)

Voucher ID

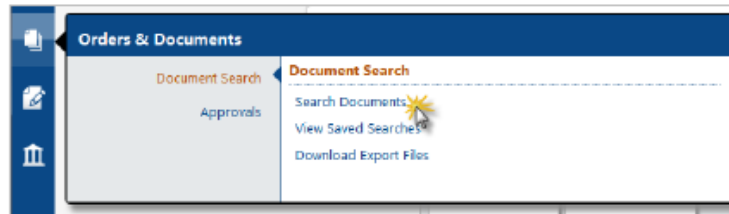
Payment Ref# (Ck#)

Remit Vendor Name   
Search by full or partial vendor name.  
To search for an individual enter Last Name, First Name.



## APPENDIX 6- DOCUMENT SEARCH

Document Search provides the ability to search across Requisitions, Purchase Orders, Invoices, and Receipts. Use relative date ranges and other search criteria, such as Dept ID, Project ID #s, Supplier's name to receive results that span across documents. Filters are easy clicks that narrow the results instantaneously. Other features include saving the search terms for easy retrieval, and exporting the data to excel.



### Simple Search

Search on a variety of fields: Requisition #, Purchase Order #, Invoice #, Supplier Invoice #, Contract #, Catalog #, Receipt #, Requisition Name, or Supplier Name. If multiple fields are specified in the simple search box, it will be treated as an "AND" search.

A screenshot of a simple search interface. It features a search box with a dropdown menu set to 'All Documents', a text input field, a date range dropdown set to 'All Dates', and a 'Go' button. Below the search box is a prompt: 'Enter search terms such as document numbers, suppliers, and product information.' At the bottom, there are links: 'Go to: advanced search | my requisitions | my purchase orders | my invoices'. A yellow arrow points from the 'advanced search' link to the next section.

### Advanced Search:

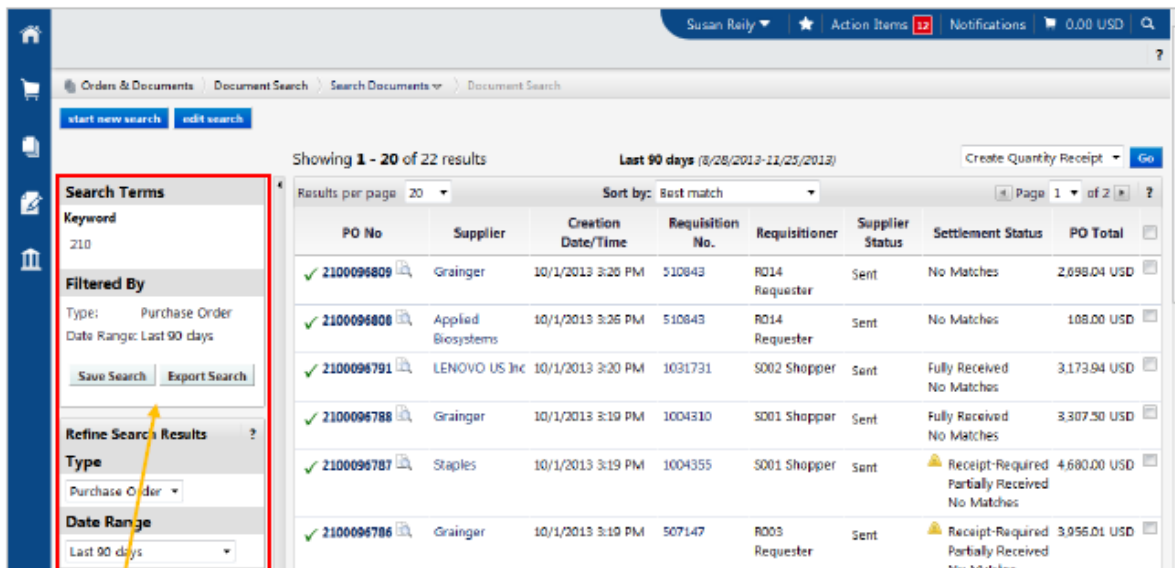
If desired, click on the advanced search link to utilize additional search options. For example, use specific department ID's or project ID's.

A screenshot of an advanced search interface. It has a search box with a dropdown menu set to 'All Documents' and a 'Go' button. Below the search box are several sections of search criteria, each with a 'Go' button at the bottom right. The sections are: 'General Document Identification' with a 'Document Number(s)' field; 'Document Information' with fields for 'Participant(s)', 'Owner', 'Date' (with a dropdown set to 'All Dates'), 'Total Amount', 'Supplier', 'Department', and 'Business Unit'; and 'Item/Product Information' with fields for 'Catalog Number(SKU)' and 'Product Description'.



## Refine Search Results

Use post-search **Filter Options** to further refine search results (click on a link to add it to search terms). The list of results will be updated immediately.



The screenshot shows a web application interface for document search. On the left, a sidebar contains navigation icons. The main content area is titled "Orders & Documents" and "Document Search". It features a search bar with the keyword "210" and a "Last 90 days" filter. Below the search bar, there are sections for "Search Terms", "Filtered By", and "Refine Search Results". The "Refine Search Results" section has a "Type" dropdown set to "Purchase Order" and a "Date Range" dropdown set to "Last 90 days". A red box highlights the "Save Search" and "Export Search" buttons. An orange arrow points from the "Save Search" button to the "Save Search Terms" section below. The main results area shows a table with columns: PO No, Supplier, Creation Date/Time, Requisition No., Requisitioner, Supplier Status, Settlement Status, and PO Total. The table contains 7 rows of data, each with a green checkmark in the first column.

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
2100096809	Grainger	10/1/2013 3:26 PM	510843	RD14 Requester	Sent	No Matches	2,699.04 USD
2100096808	Applied Biosystems	10/1/2013 3:26 PM	510843	RD14 Requester	Sent	No Matches	109.00 USD
2100096791	LENOVO US Inc	10/1/2013 3:20 PM	1031731	S002 Shopper	Sent	Fully Received No Matches	3,173.94 USD
2100096788	Grainger	10/1/2013 3:19 PM	1004310	S001 Shopper	Sent	Fully Received No Matches	3,307.50 USD
2100096787	Staples	10/1/2013 3:19 PM	1004355	S001 Shopper	Sent	Receipt-Required Partially Received No Matches	4,680.00 USD
2100096786	Grainger	10/1/2013 3:19 PM	507147	R003 Requester	Sent	Receipt-Required Partially Received No Matches	3,956.01 USD

## Save Search Terms

Click Save Search to re-run the same search terms which may produce new and updated results. Previous Saved Searches are available to run from the Document Search icon.

## Export Search Results

Select to export search results to an Excel file. The export process includes naming the file and submitting it as a request to the BuzzMart server. When the file is ready, the "completed" status will display on the Document Search icon. The Excel file will be embedded in a zip folder. Click to open and extract the file and then double-click to open the Excel file.