

# TSUS Marketplace User Interface Improvements

## Launching April 11, 2021

Beginning April 11th, Purchasers will see changes in the TSUS Marketplace interface which will improve the user experience. The screens have been updated to provide clearer direction on required items, better visibility on order status, and more robust search features. The screens below demonstrate a few of the improvements.

**Creating Orders:** The new TSUS Marketplace interface Requisition <sup>1</sup> header makes identifying required fields <sup>2</sup> easy, even for new system users. It also outlines each step <sup>3</sup> in the ordering process, specifies which items must be corrected <sup>4</sup> before proceeding, and which items may require attention <sup>5</sup>.

**1** → Requisition : 3214862

**2** → COVID-19 Required

**2** → Account Assignment Category Required

**2** → Storage Location Required

**2** → G/L Account Required

**3** → Draft

**4** → Correct these issues. You are unable to proceed until addressed.

- Required: COVID-19
- Required: Account Assignment Category
- Required: Storage Location
- Required: G/L Account

**5** → Be aware of these issues. You may review and proceed.

- Empty: Description

| Section   | Field                      | Value  | Status   |
|-----------|----------------------------|--|----------|
| General   | Cart Name                  | 2021-03-22 SEvens 01   |          |
|           | Description                | no value   | Empty    |
|           | Priority                   | Normal   |          |
|           | Prepared by                | Stacy Evens  |          |
|           | Prepared for               | Stacy Evens  |          |
|           | Buyer Name                 | no value   |          |
|           | COVID-19                   | no value   | Required |
| WorkQuest | no value                   |  |          |
| Shipping  | Ship To                    | Stacy Evens<br>Room JCK 614<br>Bldg JC Kellam<br>305 River Ridge Pkwy<br>University Distribution Center<br>San Marcos, TX 78666<br>United States |          |
|           | Bill To                    | Attn: Invoices<br>P.O. Box 747<br>San Marcos, TX 78667-0747<br>United States   |          |
|           | Billing Options            | Accounting Date: no value  |          |
|           | Accounting Codes           | Account Assignment Category: no value  | Required |
|           | Storage Location: no value | Required   |          |
|           | Aim PO: no value           |  |          |
|           | Aim PO Type: no value      |  |          |
|           | Work Order: no value       |  |          |
|           | Phase: no value            |  |          |

**Total (33.32 USD)**

|              |              |
|--------------|--------------|
| Subtotal     | 33.32        |
| Shipping     | 0.00         |
| Handling     | 0.00         |
| <b>Total</b> | <b>33.32</b> |

Place Order

Assign Cart

**What's next for my order?**

Next Step: Initial Budget Check

Approvers: There are no approvers

Workflow: Show skipped steps

Make edits<sup>6</sup> and order updates with user-friendly change options. Easily view the current state<sup>7</sup> of the order in the order workflow.

### Internal Notes and Attachments

|                      |                 |
|----------------------|-----------------|
| Internal Note        | <i>no value</i> |
| Internal Attachments | <b>Add</b>      |

### External Notes and Attachments

|                               |                              |
|-------------------------------|------------------------------|
| Note to All Suppliers         | <i>no value</i>              |
| Attachments for All Suppliers | <b>Add</b>                   |
| PO Clauses                    | <b>1</b> Edit   View details |

### Purchasing Use Only

|             |                 |
|-------------|-----------------|
| Send to Bid | <i>no value</i> |
|-------------|-----------------|

**6 Items**

Staples/Summus · 6 Items · 33.32 USD

#### SUPPLIER DETAILS

|              |                 |              |                 |
|--------------|-----------------|--------------|-----------------|
| Contract     | <i>no value</i> | PO Number    | To Be Assigned  |
| Account Code | <i>no value</i> | Pricing Code | <i>no value</i> |
| Quote number | <i>no value</i> | PO Clauses   | <b>Add</b>      |

Need to make changes? **MODIFY ITEMS** | **VIEW ITEMS** Item(s) was retrieved on: 3/22/2021 3:27:10 PM

- BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 60/Pack (GSM609-BLK)
- Sharpie Permanent Marker, Fine Point, Black, 12/Pack (30001)
- Staples Invisible Tape, 3/4" x 1,296", 12/Pack (52380P12)
- Staples Stickies Standard Notes, 3" x 3", 100 Sheets/Pad, 12 Pads/Pack (S33YR12/52564)
- 75% Ethyl Alcohol Wipes, 50/Pack (W-07524))
- Paper Mate FlexGrip Elite Retractable Ballpoint Pens, Fine Point, Blue Ink, 12/Pack (85583)

| Item   | Catalog No. | Unit Price | Quantity         | Ext. Price |
|--|-------------|------------|------------------|------------|
| 1 BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 60/Pack (GSM609-BLK) | 442901      | 3.99       | Qty: 1 PK - Pack | 3.99       |

#### ITEM DETAILS

33.32

Place Order

Assign Cart

#### What's next for my order?

Next Step **Initial Budget Check**

Approvers There are no approvers

Workflow

Show skipped steps

**Draft**  
Active  
Stacy Evens

Initial Budget Check  
Future

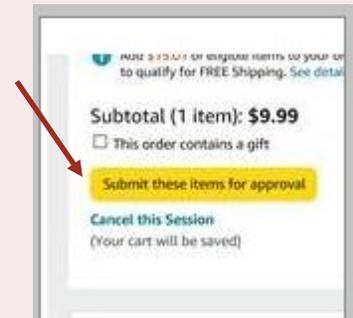
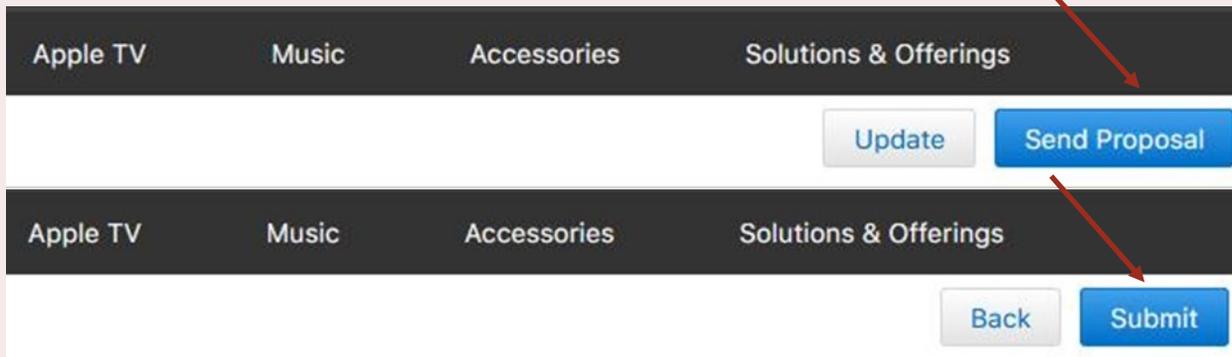
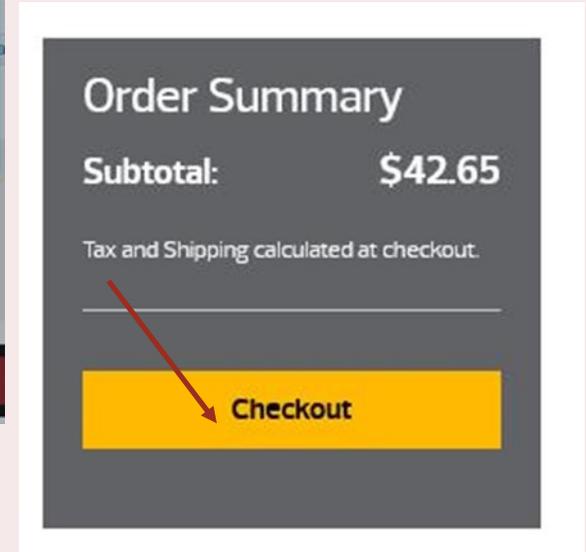
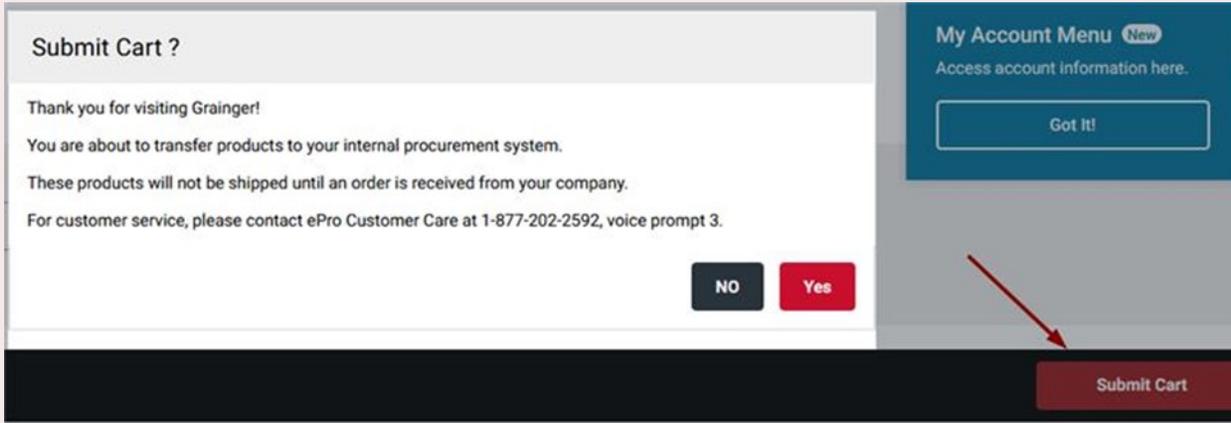
Cost Center Review  
Future

Second Budget Check  
Future

Create PO  
Future

Finish  
Future

**NOTE: Not all vendors take you immediately to the Cart when processing an order. See examples below. Simply click through  until you reach normal cart functions. Each vendor operates differently within TSUS Marketplace.**



# Current Process

## Shopping Cart—Checkout

### Current Shopping Cart Process: in TSUS Marketplace

Shopping Cart for Stacy Evens

Name this cart:

Have you made changes? [Update](#)

[Continue Shopping](#)

5 Item(s) for a total of **31.11** USD  
subtotal: 31.11 USD  
 estimated tax, shipping & handling: 0.00 USD

[Proceed to Checkout](#) or [Assign Cart](#)

**STAPLES** Staples/Summus [more info...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 3/31/2021 4:19:26 PM

Line(s): 1, 2, 3, 4, 5

Perform an action on (0 items selected)... [Select All](#)

[Add Non-Catalog Item](#)

| Product Description   | Unit Price | Quantity | Total    | <input type="checkbox"/> |
|---|------------|----------|----------|--------------------------|
| <p><b>Paper Mate InkJoy 50ST Ballpoint Pens, Medium Point, 1.0mm, Black, 60 Count (2013311)</b></p> <p>Part Number 24357085</p> <p>Manufacturer Info 2013311 - (SANFORD CORP)</p> <p>Contract TXST-SRCWL-2020-5890-Procure <a href="#">more info...</a><br/>Office Supply Catalog Solutions <a href="#">change...</a></p> <p>Commodity Code <a href="#">Office Equipment and Ac</a></p> | 3.66       | 1        | 3.66     | <input type="checkbox"/> |
|   |            | BX       | Shipping | <input type="checkbox"/> |
|   |            |          | Handling | <input type="checkbox"/> |
|   |            |          | 0.00 USD |                          |
|   |            |          | 0.00 USD |                          |
| <a href="#">Update</a>  |            |          |          |                          |
| <p><b>Sharpie Permanent Marker, Fine Point, Black, 12/Pack (30001)</b></p> <p>Part Number 125328</p> <p>Manufacturer Info 30001 - (SANFORD CORP)</p> <p>Contract TXST-SRCWL-2020-5890-Procure <a href="#">more info...</a><br/>Office Supply Catalog Solutions <a href="#">change...</a></p> <p>Commodity Code <a href="#">Office Equipment and Ac</a></p>                              | 5.48       | 1        | 5.48     | <input type="checkbox"/> |
|   |            | DZ       | Shipping | <input type="checkbox"/> |
|   |            |          | Handling | <input type="checkbox"/> |
|   |            |          | 0.00 USD |                          |
|   |            |          | 0.00 USD |                          |
| <a href="#">Update</a>  |            |          |          |                          |

## New Interface

### Attaching Documents, Quotes, SB20s, and other Forms

#### New User Interface: Locations to Add Quotes and Attachments.

| Fund                     | Cost Center                        | Internal Order  | WBS Element     | G/L Account                                  | Asset           | Asset Sub-Number |
|--------------------------|------------------------------------|-----------------|-----------------|--|-----------------|------------------|
| 2000011021<br>Des Method | 1212000000<br>Tech Resources Admin | <i>no value</i> | <i>no value</i> | 733000<br>Parts Furnishings and<br>Equipment | <i>no value</i> | <i>no value</i>  |

| Internal Notes and Attachments           |                 |     | External Notes and Attachments           |                       |     | Purchasing Use Only |                 |
|--|-----------------|-----|--|-----------------------|-----|---------------------|-----------------|
| Internal Note                            | <i>no value</i> |     | Note to All Suppliers                    | <i>no value</i>       |     | Send to Bid         | <i>no value</i> |
| Internal Attachments                     | Date            | Add | Attachments for All Suppliers            | Date                  | Add |                     |                 |
| ↓ B&H Photo_Quote 202103<br>30_TEST.docx | 3/30/2021       | ... | ↓ B&H Photo_Quote 202103<br>30_TEST.docx | 3/30/2021             | ... |                     |                 |
|  |                 |     | PO Clauses                               | 1 Edit   View details |     |                     |                 |

*Attach notes for internal communications here.*

*Attach notes for vendors here.*

# New Interface

## Attaching the Contract in a Purchase Requisition

### New User Interface: Location to Add and Amend Contract Documents.

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 3/31/2021 2:28:21 PM

- TK1173345T General Purpose Motor Capacitor-StartRun Open Dripproof 14 HP Nameplate RPM 1725 48 Frame Voltage 115208-230 60 Hz 1 Phase 2.41.2-1.2 Full Load Amps No. of Speeds 1 Motor Mounting Type Rigid Base Motor Mounting Position Horizontal or Vertical

| Item  | Catalog No. | Unit Price | Quantity         | Ext. Price |                              |
|---|-------------|------------|------------------|------------|------------------------------|
| 1 TK1173345T General Purpose Motor Capacitor-StartRun Open Dripproof 14 HP Nameplate RPM 1725 48 Frame Voltage 115208-23... | 20CL63      | 203.75     | Qty: 2 EA - Each | 407.50     | ... <input type="checkbox"/> |

^ ITEM DETAILS 

|                            |           |                |          |                               |          |
|----------------------------|-----------|----------------|----------|-------------------------------|----------|
| Manufacturer Name          | DAYTON    | Contract:      | no value | Internal Note                 | no value |
| Manufacturer Part Number   | 20CL63    | Commodity Code | no value | Internal Attachments          | Add      |
| Supplier Part Auxiliary ID | WWG20CL63 | PO Clauses     | Add      | Notes for All Suppliers       | no value |
|                            |           |                |          | Attachments for All Suppliers | Add      |

[more info...](#)

*Click to attach contract.*

Edit Line 1: Item Details ✕

1 TK1173345T General Purpose Motor Capacitor-StartRun Open Dripproof 14 HP Nameplate RPM 1725 48 Frame Voltage 115208-230 60 Hz 1 Phase 2.41.2-1.2 Full Load Amps No. of Speeds 1 Motor Mounting Type Rigid Base Motor Mounting Position... 20CL63 203.75 Qty: 2 EA - Each 407.50

Contract:  Internal Note

Commodity Code  Internal Attachments  1000 characters remaining expand | clear

PO Clauses  Notes for All Suppliers  1000 characters remaining expand | clear

*Click to select price or contract.*

# Shopping Cart—Checkout

## Shopping Cart Process New Interface

Shopping Cart 2021-03-22 SEvens 01

Simple Advanced ...

Search for products, suppliers, forms, part number, etc.

**6 Items** ☐ ▼

**Staples/Summus · 6 Items · 33.32 USD** ... ☐

**SUPPLIER DETAILS**

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 3/22/2021 3:27:10 PM

- BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 60/Pack (GSM609-BLK)
- Sharpie Permanent Marker, Fine Point, Black, 12/Pack (30001)
- Staples Invisible Tape, 3/4" x 1,296", 12/Pack (52380P12)
- Staples Stickies Standard Notes, 3" x 3", 100 Sheets/Pad, 12 Pads/Pack (S33YR12/52564)
- 75% Ethyl Alcohol Wipes, 50/Pack (W-07524)
- Paper Mate FlexGrip Elite Retractable Ballpoint Pens, Fine Point, Blue Ink, 12/Pack (85583)

| Item  | Catalog No. | Unit Price | Quantity          | Ext. Price |       |
|---|-------------|------------|-------------------|------------|-------|
| 1  BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 60/Pack (GSM609-BLK) | 442901      | 3.99       | Qty: 1 PK - Pack  | 3.99       | ... ☐ |
| <b>^ ITEM DETAILS</b>   |             |            |                   |            |       |
| Commodity Code <input type="text" value="Office Equipment and Acc..."/>                         |             |            |                   |            |       |
| 2  Sharpie Permanent Marker, Fine Point, Black, 12/Pack (30001)                                 | 125328      | 5.48       | Qty: 1 DZ - Dozen | 5.48       | ... ☐ |
| <b>^ ITEM DETAILS</b>   |             |            |                   |            |       |
| Commodity Code <input type="text"/>   |             |            |                   |            |       |

**Estimate (33.32 USD)** ▼

Subtotal 33.32

Shipping 0.00

Handling 0.00

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**33.32**

[Proceed To Checkout](#)

[Assign Cart](#)

# Requisition Submitted—Confirmation

## Requisition Submitted—Current System

 **TSUS Marketplace**

Shop ▶ My Carts and Orders ▶ Open My Active Shopping Cart ▶ Submitted - Requisition 142148089 Logout

0.00 USD     

New User Experience interface is coming soon. Please click here for more info.

### Requisition Submitted

**Next Steps**

You can view or print this at: [Requisition 142148089](#), or via the [Search Requisitions](#) page

- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

#### Requisition Summary

|                      |                                      |
|----------------------|--------------------------------------|
| Requisition number   | 142148089 <a href="#">Quick View</a> |
| Requisition status   | Pending                              |
| Cart name            | 2021-03-24 SLE81 01                  |
| Requisition date     | 3/24/2021                            |
| Requisition total    | 26.88 USD                            |
| Number of line items | 1                                    |

# Requisition Submitted—Confirmation

## Requisition Confirmation of Submission—New Interface

Simple **Advanced**      Go to: [Non-catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#)      Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Search for products, suppliers, forms, part number, etc. 

### ✔ Requisition 3214862 Submitted

| Summary              |                      | Options   |
|----------------------|----------------------|---|
| Requisition number   | 3214862              |  Print |
| Requisition status   | Pending              | Recent orders   |
| Cart name            | 2021-03-22 SEvens 01 | Return to your home page  |
| Requisition date     | 3/24/2021            |   |
| Requisition total    | 33.32 USD            |   |
| Number of line items | 6                    |   |

# Requisition/Order Completed

## Order Completed Current TSUS Marketplace System

THE TEXAS STATE UNIVERSITY SYSTEM **TSUS Marketplace**
All ▾ Search (Alt+Q) 🔍 0.00 USD 🛒 1 🔔 👤

Orders ▸ Search ▸ Requisitions ▸ Summary - Requisition 142148089

🔔 New User Experience interface is coming soon. Please click here for more info.

◀ Back to Results
17 of 1022 Results ▾ ⏪ ⏩
Available Actions: Copy to New Cart Go

Requisition
PR Approvals
Comments
Attachments
History

Summary
Shipping
Billing
Accounting Codes
Supplier Info
Taxes/S&H

Hide header Hide value descriptions

| General   | Shipping  | Billing  |
|---|---|--|
| <b>Status</b> <span style="color: green;">✔</span> Completed<br>(3/24/2021 11:40 AM)<br><b>Submitted</b> 3/24/2021 8:39 AM<br><b>Cart Name</b> 2021-03-24 SLE81 01<br><b>Description</b> Office Supplies for SAP Team<br><b>Priority</b> Normal<br><b>Prepared by</b> Stacy Evens<br>COVID-19 N<br>No | <b>Ship To</b><br>Stacy Evens<br>Room 720<br>Bldg JCK<br>305 River Ridge Pkwy<br>University Distribution Center<br>San Marcos, TX 78666<br>United States<br><br><a href="#">View/edit by line item...</a> | <b>Bill To</b><br>Attn: Invoices<br>P.O. Box 747<br>San Marcos, TX 78667-0747<br>United States<br><br><b>Billing Options</b><br>Accounting Date <span style="float: right;">no value</span><br><br><a href="#">View/edit by line item...</a> |

Accounting Codes

| Account Assignment Category | Storage Location             | Aim PO   | Aim PO Type | Work Order | Phase    |
|-----------------------------|------------------------------|----------|-------------|------------|----------|
| K<br>Cost Center            | JCKL<br>Technology Resources | no value | no value    | no value   | no value |

| Purchasing Group                 | PO Type                | Limit    | Expected Value | Overall Limit | Valid Start Date (Enter MMDDYYYY) | Valid End Date (Enter MMDDYYYY) |
|----------------------------------|------------------------|----------|----------------|---------------|-----------------------------------|---------------------------------|
| CPO<br>Central Purchasing Office | BC<br>Bobcatalog Local | no value | no value       | no value      | no value                          | no value                        |

| Fund                     | Cost Center                        | Internal Order | WBS Element | G/L Account                   | Asset    | Asset Sub-Number |
|--------------------------|------------------------------------|----------------|-------------|-------------------------------|----------|------------------|
| 2000011021<br>Des Method | 1212000000<br>Tech Resources Admin | no value       | no value    | 730000<br>Consumable Supplies | no value | no value         |

[View/edit by line item...](#)

| Internal Notes and Attachments                              | External Notes and Attachments   | Purchasing Use Only   |
|---|--|---|
| <b>Internal Note</b> no note<br><b>Internal Attachments</b> | <b>Note to all Suppliers</b> no note<br><b>Attachments for all suppliers</b> | <span style="border: 1px solid #ccc; border-radius: 50%; padding: 5px; display: inline-block;">☰</span> |

Current System

# Requisition / Order Completed

## Requisition/Order Completed—New Interface

**Requisition** ▾ : 3214862 👁️ 🖨️ ?

**Summary** Taxes/S&H Comments Attachments History

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|   |                                |                                 |
|---|--------------------------------|---------------------------------|
| <b>General</b> ⋮  | <b>Shipping</b> ⋮              | <b>Billing</b> ⋮ ▾              |
| <b>Status</b> ✓ Completed<br><small>(3/24/2021 8:04 AM)</small> | <b>Ship To</b>                 | <b>Bill To</b>                  |
| <b>Submitted</b> 3/24/2021 7:57 AM                              | Stacy Evens                    | Attn: Invoices                  |
| <b>Cart Name</b> 2021-03-22 SEvens 01                           | Room JCK 614                   | P.O. Box 747                    |
| <b>Description</b> Office Supplies for TR                       | Bldg JC Kellam                 | San Marcos, TX 78667-0747       |
| <b>Priority</b> Normal  | 305 River Ridge Pkwy           | United States                   |
| <b>Prepared by</b> Stacy Evens                                  | University Distribution Center |                                 |
| <b>Buyer Name</b> <i>no value</i>                               | San Marcos, TX 78666           |                                 |
| <b>COVID-19</b> N<br>NO   | United States                  |                                 |
| <b>WorkQuest</b> <i>no value</i>                                |                                |                                 |
|   |                                | <b>Billing Options</b>          |
|   |                                | Accounting Date <i>no value</i> |

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|                                    |                      |
|------------------------------------|----------------------|
| <b>Accounting Codes</b> ⋮ ▾        |                      |
| <b>Account Assignment Category</b> | K                    |
|                                    | Cost Center          |
| <b>Storage Location</b>            | JCKL                 |
|                                    | Technology Resources |
| <b>Aim PO</b>                      | <i>no value</i>      |
| <b>Aim PO Type</b>                 | <i>no value</i>      |
| <b>Work Order</b>                  | <i>no value</i>      |
| <b>Phase</b>                       | <i>no value</i>      |

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|                            |  |
|----------------------------|--|
| <b>Completed</b>           |  |
| <b>Total (33.32 USD)</b>   | ▾  |
| Subtotal                   | 33.32  |
| Shipping                   | 0.00   |
| Handling                   | 0.00   |
|                            | <hr/> 33.32  |
| <b>Related Documents</b> ▾ |  |
| Purchase Order: 3100184180 | 🖨️   |
| <b>What's next?</b> ▾      |  |
| Workflow 🖨️                |  |
| <input type="checkbox"/>   | Show skipped steps                                     |
| ↓                          | <b>Submitted</b><br>3/24/2021 7:57 AM<br>Stacy Evens   |
| ↓                          | <b>Initial Budget Check</b><br>Completed ⋮             |
| ↓                          | <b>Cost Center Review</b><br>Approved<br>Stacy Evens ⋮ |
| ↓                          | <b>Second Budget Check</b><br>Completed ⋮              |
| ↓                          | <b>Create PO</b><br>Completed ⋮                        |

# Purchase Order View

The TSUS Marketplace Purchase Order View will change going forward. Both the current and New Interface Views are displayed below.

## Current View

TSUS Marketplace

All ▾
Search (Alt+Q) 🔍
0.00 USD 🛒
📌
🔔
👤

Orders ▸ Search ▸ All Orders ▸ Summary - Supplier Invoice No. 3465163366 (Doc. No. 101536868)

🔔 New User Experience Interface is coming soon. Please click here for more info.

◀ Back to Results
13 of 8314 Results ▾
⏪ ⏩

|                      |                       |                      |  |                   |                               |                 |
|----------------------|-----------------------|----------------------|--|-------------------|-------------------------------|-----------------|
| Invoice Number       | <b>101536868</b>      | Supplier Account No. |  | Available Actions | <span>Resend Invoice ▾</span> | <span>Go</span> |
| Supplier Invoice No. | <b>3465163366</b>     |                      |  |                   |                               |                 |
| Supplier Name        | <b>Staples/Summus</b> |                      |  |                   |                               |                 |

Buyer Invoice
Approvals
Matching
Comments
Attachments
History

Summary
General
Discount, Tax, Shipping & Handling
Codes

Hide header
Hide value descriptions

| General  | Addresses                          | Note/Attachments |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
|--|------------------------------------|------------------|------------|------------|----------------|-----------|----------------------|------------|---------------|------------------------------|---|------------------------------------|----------|------------|----------|--------|--------------|----------|--------------|--------------|----------------|------------|------------------------------|------------------------------------|---------------|----------|------------|----------|---|-----------------|--|----------------------------|--|-----------|--|---------------|--|------------------------|--|---------------|--|----------------|--|----------------|--|--------------|--|---------------------------|--|---------------|--|--|---------------|---------|---------------|---------|----------------------|--|--|-------------|--|-------------|----------------------|--|--|-------------|--|-------------|
| <table style="width: 100%; border-collapse: collapse;"> <tr><td>Invoice Type</td><td>Invoice</td></tr> <tr><td>Pay Status</td><td>In Process</td></tr> <tr><td>Invoice Number</td><td>101536868</td></tr> <tr><td>Supplier Invoice No.</td><td>3465163366</td></tr> <tr><td>Supplier Name</td><td>Staples/Summus  more info...</td></tr> <tr><td>Invoice Date</td><td>12/23/2020</td></tr> <tr><td>Due Date</td><td>2/21/2021</td></tr> <tr><td>Terms</td><td>Net 60</td></tr> <tr><td>Invoice Name</td><td>no value</td></tr> <tr><td>Match Status</td><td>Do Not Match</td></tr> <tr><td>Invoice Source</td><td>Electronic</td></tr> <tr><td>Contains substituted item(s)</td><td><span style="color: red;">✘</span></td></tr> <tr><td>Credit Reason</td><td></td></tr> <tr><td>RMA Number</td><td>no value</td></tr> </table> | Invoice Type                       | Invoice          | Pay Status | In Process | Invoice Number | 101536868 | Supplier Invoice No. | 3465163366 | Supplier Name | Staples/Summus  more info... | Invoice Date  | 12/23/2020                         | Due Date | 2/21/2021  | Terms    | Net 60 | Invoice Name | no value | Match Status | Do Not Match | Invoice Source | Electronic | Contains substituted item(s) | <span style="color: red;">✘</span> | Credit Reason |          | RMA Number | no value | <table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2"><b>Remit To</b></td></tr> <tr><td colspan="2">Staples National Advantage</td></tr> <tr><td colspan="2">Dept. ATL</td></tr> <tr><td colspan="2">Po Box 530621</td></tr> <tr><td colspan="2">Atlanta, GA 30353-0621</td></tr> <tr><td colspan="2">United States</td></tr> <tr><td colspan="2"><b>Bill To</b></td></tr> <tr><td colspan="2">Attn: Invoices</td></tr> <tr><td colspan="2">P.O. Box 747</td></tr> <tr><td colspan="2">San Marcos, TX 78667-0747</td></tr> <tr><td colspan="2">United States</td></tr> </table> | <b>Remit To</b> |  | Staples National Advantage |  | Dept. ATL |  | Po Box 530621 |  | Atlanta, GA 30353-0621 |  | United States |  | <b>Bill To</b> |  | Attn: Invoices |  | P.O. Box 747 |  | San Marcos, TX 78667-0747 |  | United States |  | <table style="width: 100%; border-collapse: collapse;"> <tr><td>External Note</td><td>no note</td></tr> <tr><td>Internal Note</td><td>no note</td></tr> <tr><td colspan="2">External Attachments</td></tr> <tr><td></td><td style="text-align: right;"><b>Size</b></td></tr> <tr><td></td><td style="text-align: right;"><b>Date</b></td></tr> <tr><td colspan="2">Internal Attachments</td></tr> <tr><td></td><td style="text-align: right;"><b>Size</b></td></tr> <tr><td></td><td style="text-align: right;"><b>Date</b></td></tr> </table> | External Note | no note | Internal Note | no note | External Attachments |  |  | <b>Size</b> |  | <b>Date</b> | Internal Attachments |  |  | <b>Size</b> |  | <b>Date</b> |
| Invoice Type   | Invoice                            |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Pay Status   | In Process                         |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Invoice Number   | 101536868                          |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Supplier Invoice No.   | 3465163366                         |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Supplier Name  | Staples/Summus  more info...       |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Invoice Date   | 12/23/2020                         |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Due Date   | 2/21/2021                          |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Terms  | Net 60                             |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Invoice Name   | no value                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Match Status   | Do Not Match                       |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Invoice Source   | Electronic                         |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Contains substituted item(s)   | <span style="color: red;">✘</span> |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Credit Reason  |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| RMA Number   | no value                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| <b>Remit To</b>  |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Staples National Advantage   |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Dept. ATL  |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Po Box 530621  |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Atlanta, GA 30353-0621   |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| United States  |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| <b>Bill To</b>   |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Attn: Invoices   |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| P.O. Box 747   |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| San Marcos, TX 78667-0747  |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| United States  |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| External Note  | no note                            |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Internal Note  | no note                            |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| External Attachments   |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
|  | <b>Size</b>                        |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
|  | <b>Date</b>                        |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Internal Attachments   |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
|  | <b>Size</b>                        |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
|  | <b>Date</b>                        |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Payment Information  | Discount, Tax, Shipping & Handling |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| <table style="width: 100%; border-collapse: collapse;"> <tr><td>Accounting Date</td><td>12/23/2020</td></tr> <tr><td>F.O.B.</td><td>N/A</td></tr> <tr><td>Payment Method</td><td>Unknown</td></tr> <tr><td>Record No.</td><td>no value</td></tr> <tr><td>Record Date</td><td>no value</td></tr> </table>   | Accounting Date                    | 12/23/2020       | F.O.B.     | N/A        | Payment Method | Unknown   | Record No.           | no value   | Record Date   | no value                     | <table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">Discount, tax, shipping &amp; handling</td></tr> <tr><td>Allocation</td><td>Weighted</td></tr> <tr><td></td><td>Header-level</td></tr> <tr><td>Discount</td><td>0.00 USD</td></tr> <tr><td>Tax 1</td><td>0.00 USD</td></tr> <tr><td>Tax 2</td><td>0.00 USD</td></tr> <tr><td>Shipping</td><td>0.00 USD</td></tr> <tr><td>Handling</td><td>0.00 USD</td></tr> </table> | Discount, tax, shipping & handling |          | Allocation | Weighted |        | Header-level | Discount | 0.00 USD     | Tax 1        | 0.00 USD       | Tax 2      | 0.00 USD                     | Shipping                           | 0.00 USD      | Handling | 0.00 USD   |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Accounting Date  | 12/23/2020                         |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| F.O.B.   | N/A                                |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Payment Method   | Unknown                            |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Record No.   | no value                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Record Date  | no value                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Discount, tax, shipping & handling   |                                    |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Allocation   | Weighted                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
|  | Header-level                       |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Discount   | 0.00 USD                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Tax 1  | 0.00 USD                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Tax 2  | 0.00 USD                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Shipping   | 0.00 USD                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |
| Handling   | 0.00 USD                           |                  |            |            |                |           |                      |            |               |                              |   |                                    |          |            |          |        |              |          |              |              |                |            |                              |                                    |               |          |            |          |   |                 |  |                            |  |           |  |               |  |                        |  |               |  |                |  |                |  |              |  |                           |  |               |  |  |               |         |               |         |                      |  |  |             |  |             |                      |  |  |             |  |             |

View/edit by line item...

# Purchase Order View

The TSUS Marketplace Purchase Order View will change going forward. Both the current and New Interface Views are displayed below.

## New Interface View

The screenshot displays the 'Purchase Order View' for PO 3100184179, Revision 0. The interface includes a top navigation bar with search and utility icons, a breadcrumb trail, and a main content area with three panels: General Information, Document Status, and a workflow summary.

**General Information**

|                     |  |
|---------------------|--|
| PO/Reference No.    | 3100184179   |
| Revision No.        | 0  |
| Supplier Name       | Summus Grainger                                      |
| Purchase Order Date | 3/19/2021  |
| Total               | 3,632.33   |
| Owner Name          | Stacy Evens  |
| Owner Phone         |  |
| Owner Email         | sle81@txstate.edu                                    |
| Requisition Number  | 3211374 <a href="#">view</a>   <a href="#">print</a> |

**Document Status**

|            |                                 |
|------------|---------------------------------|
| A/P status | Open                            |
| Workflow   | ✓ Completed (3/19/2021 9:03 AM) |

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

|                               |                   |
|-------------------------------|-------------------|
| cXML (Electronic Integration) | no value          |
| Distribution Date/Time        | 3/19/2021 9:03 AM |
| Supplier                      | Sent To Supplier  |

**Completed Summary**

|                      |                 |
|----------------------|-----------------|
| Total (3,632.33 USD) |                 |
| Subtotal             | 3,632.33        |
| Shipping             | 0.00            |
| Handling             | 0.00            |
|                      | <b>3,632.33</b> |

**Related Documents**

Requisitions: 3211374 [print](#)

**What's next?**

Workflow [print](#)

Show skipped steps

- Submitted (3/19/2021 9:02 AM) Stacy Evens
- Revise PO Completed ...
- Send PO to Supplier Completed ...
- Send PO to SAP Completed ...
- Completed (3/19/2021 9:03 AM)

New User Interface

The new interface provides screens that are clear and easy to read, communicating error messages, and identifying the source of order failures.

The screenshot displays a 'Rejected' order summary and a workflow history. The summary shows a total of 0.00 USD for subtotal, shipping, and handling. The workflow history shows three steps: Submitted, Initial Budget Check (Canceled/Rejected), and Rejected (the current status).

| Rejected                |             |
|-------------------------|-------------|
| <b>Total (0.00 USD)</b> | ▼           |
| Subtotal                | 0.00        |
| Shipping                | 0.00        |
| Handling                | 0.00        |
|                         | <hr/>       |
|                         | <b>0.00</b> |

**What's next?** ▼

Workflow 

Show skipped steps

↓ **Submitted**  
3/18/2021 9:59 AM  
Stacy Evens

↓ **Initial Budget Check** ...  
Canceled (Rejected)

**Rejected**  
3/18/2021 9:59 AM

Purchasing Search Features are more robust in the new Interface as shown in the comparison below.

### Current TSUS Marketplace Search Options

The screenshot displays the current TSUS Marketplace interface. At the top left, there is a dark red sidebar with icons for Home, Shopping Cart, Orders, Approvals, and Users. The main header area includes the TSUS logo and the text 'THE TEXAS STATE UNIVERSITY SYSTEM' and 'TSUS Marketplace'. Below the header, there is a breadcrumb trail: 'Shop > Shopping > Shopping Home'. A light blue banner contains an information icon and the text: 'New User Experience interface is coming soon. Please click here for more info.' The main content area is divided into two columns. The left column has a dark red background and contains the following menu items: 'Orders', 'Search', 'My Orders' (with a right-pointing arrow), and 'Approvals'. The right column has a dark red background and contains a search bar with the text 'Quick search' and a magnifying glass icon. Below the search bar, there is a list of menu items: 'My Requisitions', 'My Purchase Orders', 'My Invoices', and 'My Procurement Requests'.

Purchasing Search Features are more robust in the new Interface as shown in the comparison below.

### New Interface Search Options (Available with User Profiles)

