

## Directions for Placing an Order

Log on to IVEE Portal Go to: My Workflow Click "OK" when user information comes up

Click on "Purchasing & Payables" Click on "Purchasing" Click on "Control Panel"

Wait for Control Panel to load

Click on the green plus sign Enter information that is indicated by the arrow in a circle

Click on the green plus sign The following screen will come up:

Enter description and unit price  
(Again, enter information that is indicated by the arrow in a circle

then fill in quantity

and select account from drop down menu.

Tax should be zero

Enter freight (If you don't add an amount it defaults to 10%)

If this is all you are ordering click on Insert, Save, \* and then Close

A screen will come up with your request. There is a box to check next to a message "Submit for approval. Check this box, click save, and you are done.

| Part No.   | Unit | Unit Price | Qty. | Ext. Price    | Tax           | Freight       |
|------------|------|------------|------|---------------|---------------|---------------|
| WS12819950 | EA   | 3.7400     | 1    | \$3.74        | \$0.00        | \$0.00        |
| WS12819950 | EA   | 2.7600     | 1    | \$2.76        | \$0.00        | \$0.00        |
| WS12819920 | EA   | 2.7600     | 1    | \$2.76        | \$0.00        | \$0.00        |
| WS12819940 | EA   | 2.7600     | 1    | \$2.76        | \$0.00        | \$0.00        |
| WS12819960 | EA   | 2.7600     | 1    | \$2.76        | \$0.00        | \$0.00        |
| WS12819970 | EA   | 2.7600     | 1    | \$2.76        | \$0.00        | \$0.00        |
|            |      |            |      | <b>923.44</b> | <b>\$0.00</b> | <b>\$0.00</b> |

\*If you are ordering more than one item, click on Insert, and Save and it will take you to a new screen like this with the same Req. Number. Continue to add items until you are done. Click Insert and Save after the last one and click on Close. It will show you a listing of items requested under this number. Check the box next to submit for approval, click save, and you are done.