



University of Connecticut Health Center HuskyBuy Training Manual

PROCEDURE NUMBER: 2010-P7

HOW TO PROCESS AN EMERGENCY ORDER

OVERVIEW:

The emergency order form is used only for emergency orders with a total amount less than \$10,000. Only personnel who are authorized to place emergency orders are allowed to use the emergency order form. The emergency order form allows you to purchase only one (1) line item per form.

PROCEDURE:

STEP 1: SEARCH FOR EMERGENCY ORDER FORM

- Select **forms** on the navigation tab.
- Scroll down and search for the applicable form.
- Click on **Emergency Order**.

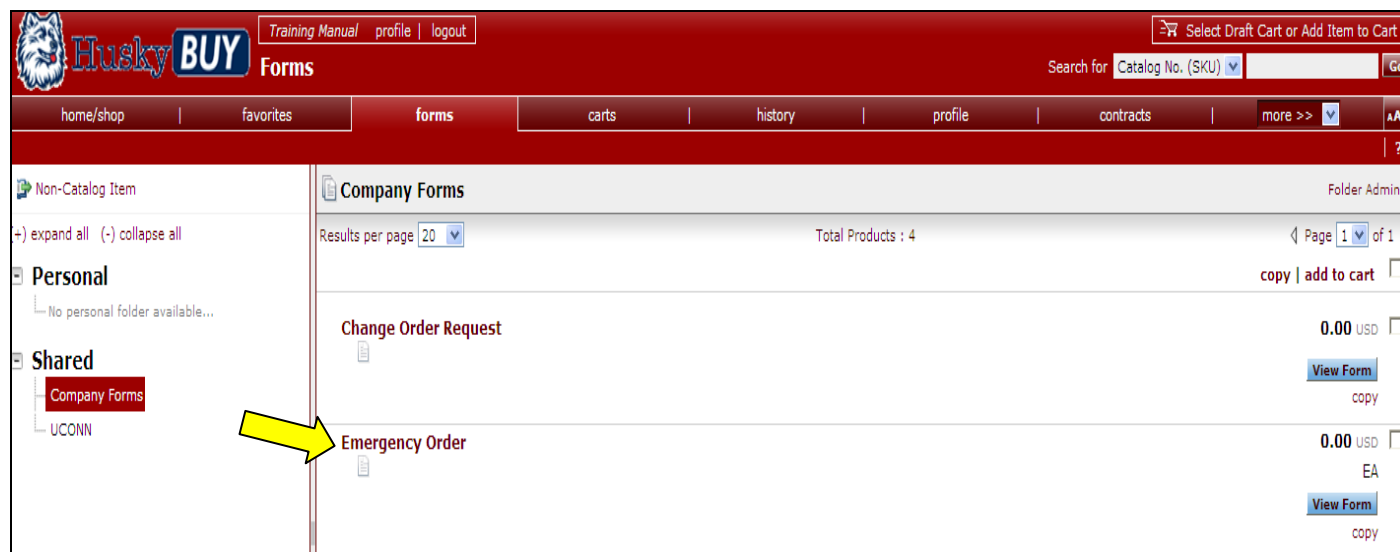


Figure 1

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STEP 2: COMPLETE EMERGENCY ORDER FORM

Supplier Info

1. Enter Supplier – enter the Supplier’s name. Once the name appears click on the Supplier’s name to select it.

NOTE: To search for a Supplier, click on supplier search and a pop-up box will appear. Click on Search and the entire supplier list will appear. Click on Select next to the correct Supplier’s address.

NOTE: If you are unable to find the Supplier you were searching for, please contact the Purchasing Services Department.

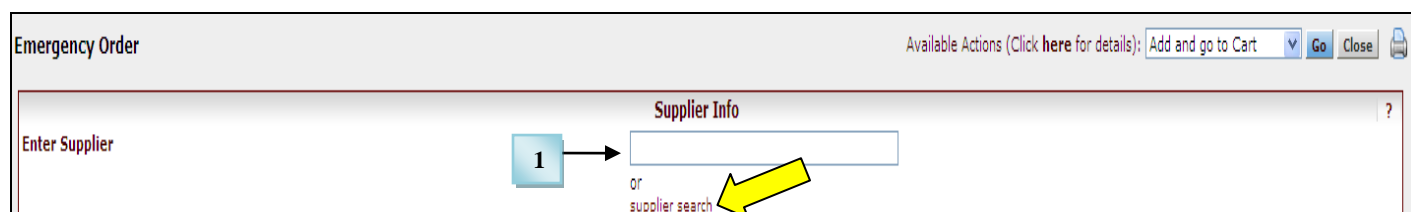


Figure 2

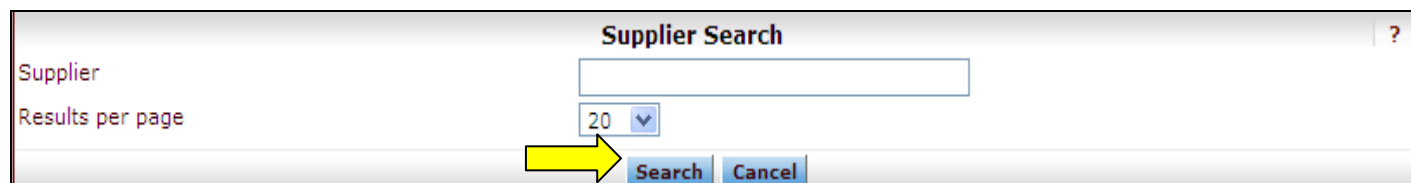


Figure 3



Figure 4

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General Info

2. **Catalog No.** – enter the catalog number (SKU) of the required item. If you do not know the catalog number, enter "Unknown"
3. **Product Description** – enter detailed information about the product or service. This can include the product name and a description of the product. Include any information that would be relevant to the Supplier.
4. **Quantity** – enter the required quantity for the product described.
5. **Packaging (UOM)** – enter a quantity for the unit of measure in the first field. Click on the drop-down arrow to select a unit of measure. Packaging is broken up into two components: Packaging UOM and UOM dimension. **Ex. A** enter "3" in the first field for gram and select "G-Gram" from the drop-down menu.

Ex. A

6. **Estimated Price** – enter the estimated or actual price associated with the product described.
7. **Product Size** – enter the appropriate quantity value for the product size in the first field. Select the product size dimension from the drop-down menu. **Ex. B** enter "5" in the first field for quantity and select "centimeter" from the drop-down menu for the dimension for a product size of 5cm.

Ex. B

8. **Manufacturer Name** – enter the name of the item's manufacturer, if known.
9. **Manufacturer Part No** – enter the part number of the item's manufacturer, if known.
10. **General Notes** – this is an optional field in which you can enter a note to be viewed internally.

The screenshot shows a web form titled "General Info" with a sidebar on the left listing fields: Non-Configurable Fields (General Instructions, Catalog No., Product Description), Quantity (Quantity, Packaging (UOM)), Estimated Price, Configurable Fields (Product Size, Manufacturer Name, Manufacturer Part No), and General Notes. The main form area contains the following elements with numbered callouts:

- 2: A text input field for "Catalog No." with the prompt "Please complete the information below:" above it.
- 3: A large text area for "Product Description" with "254 characters remaining" and "expand | clear" links below it.
- 4: A text input field for "Quantity".
- 5: A dropdown menu for "Packaging (UOM)" currently showing "EA - Each".
- 6: A text input field for "Estimated Price".
- 7: A dropdown menu for "Product Size" with a text input field to its left.
- 8: A text input field for "Manufacturer Name".
- 9: A text input field for "Manufacturer Part No".
- 10: A large text area for "General Notes" with "1000 characters remaining" and "expand | clear" links below it.

Figure 5

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External Info

The external attachments section provides another location for adding supporting documents to the published form. Attachments are distributed to the Supplier with fax and email purchase orders.

11. External Attachments – click on add attachment and a pop-up box will appear

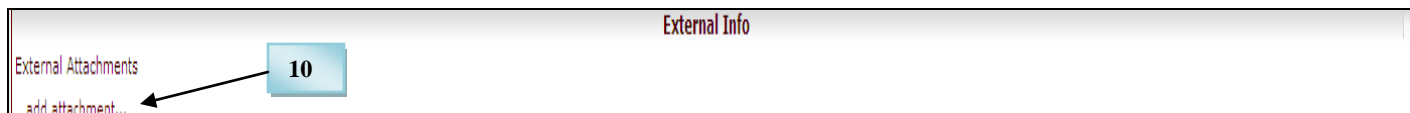


Figure 6

WEBSITE LINKS:

- **Attachment Type** – click on the drop-down arrow and select Link/URL.
- **File/URL Name** – enter the name of the website.
- **Link/URL** – enter the website address.
- Click on **Save**.

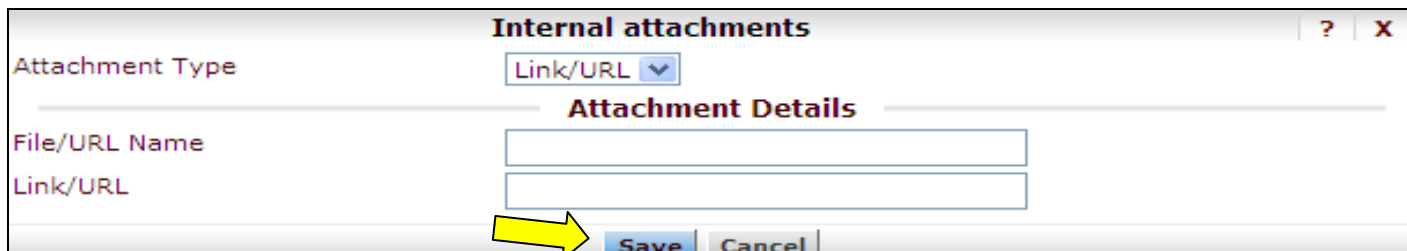


Figure 7

FILES:

- Save the document to your computer.
- **Attachment Type** – click on the drop-down arrow and select File.
- **File Name** – enter the name of the file.
- **File** – click on **Browse** and attach the document that was saved on your computer.
- Click on **Save**.

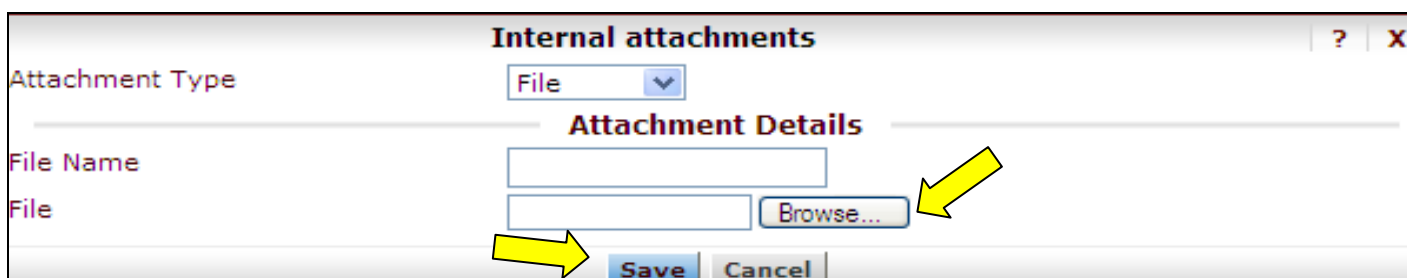


Figure 8

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STEP 3: ADDING AN EMERGENCY ORDER FORM TO YOUR SHOPPING CART

- Click on the drop-down arrow located to the right of the **Available Actions** field to choose an “add to” preference.
- **Add And Go To Cart** – will add the item to your currently active shopping cart and redirect you to the **carts** navigation tab and **active carts** sub-tab.
- **Add To Cart and Return** – will add the item to your currently active shopping cart and allow you to complete another emergency order form.
- **Add To Cart** – will add the item to your currently active shopping cart.
- **Add To Draft Cart** – will add the item to an existing draft shopping cart.
- **Add To Favorites** – will add the item to a destination folder. You have the ability to rename the item as well as create a new folder. View audio visual *Lesson #5 Managing Favorites* for additional information.
- Select an “add to” preference and click on **Go**.

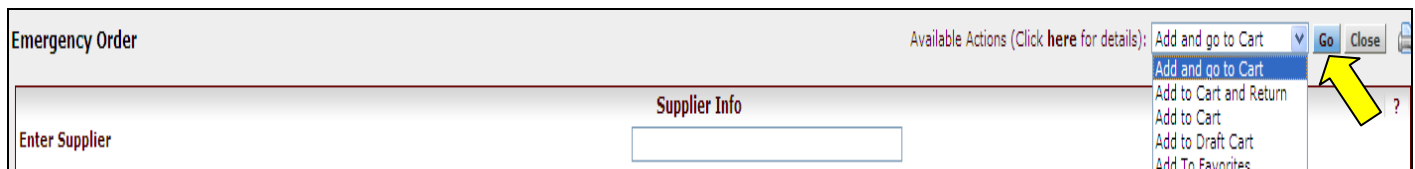


Figure 9

NOTE: To assign your shopping cart, proceed to *Procedure #2010-P3 How To Assign An Active Shopping Cart* for further instructions.

NOTE: To place your order, proceed to *Procedure #2010-P8 How To Submit Your Purchase Requisition* for further instructions.

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