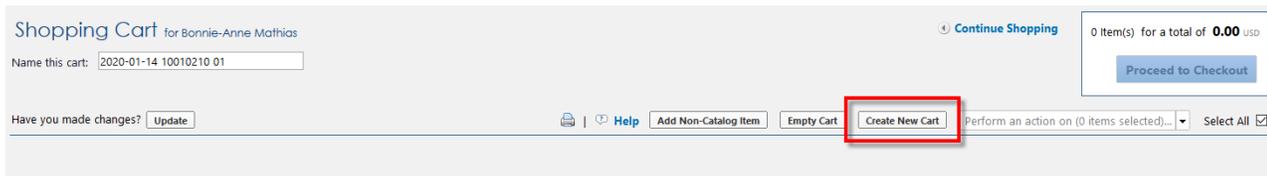


Creating a requisition for a SubAward

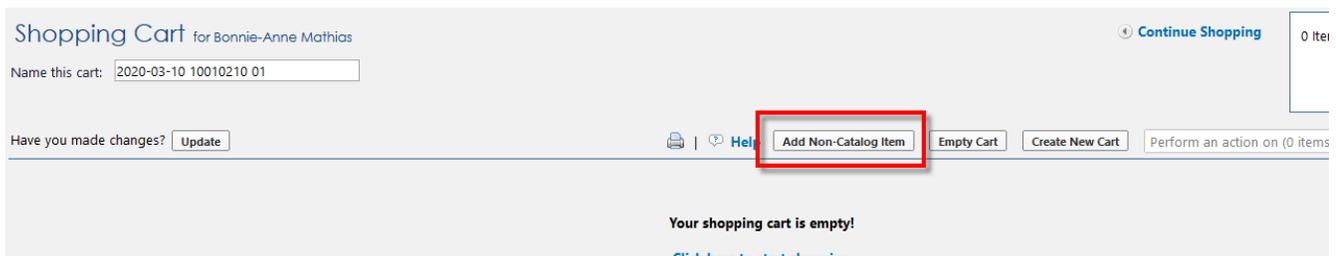
From the BuyWays page, click on the shopping cart icon on the top right side, then click 'View My Cart'



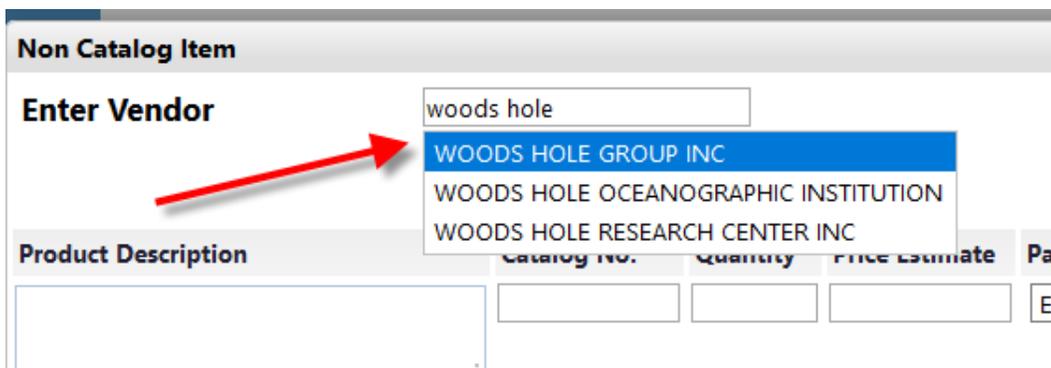
Click on the 'Create New Cart' button. Note: Do not skip this step as it clears any leftover information from the cart from previous requisitions



Click the 'Add Non-Catalog Item' button



Type the vendor name in the field – BuyWays will start to show results after the first 3 letters until you can choose the vendor needed



Check the Fulfillment Address is the one you need. If there is a different address, choose 'Select Different Fulfillment Center' to see the options available.

Non Catalog Item

WOODS HOLE GROUP INC [select different vendor](#)

Fulfillment Address PM 81 TECHNOLOGY PARK DR: (preferred)
81 TECHNOLOGY PARK DR
EAST FALMOUTH, MA 02536 US
[select different fulfillment center](#)

+ [Distribution Methods](#)

Check the Distribution method is where you need the PO delivered. If the distribution method is 'Manual', it is your responsibility to send the PO to the vendor.

[select different fulfillment center](#)

[Distribution Methods](#)

The system will distribute purchase orders using the method(s) indicated below:

Check this box to customize order distribution information.

Fax - - -

Email (HTML Attachment) lukes@whgrp.com

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
				EA - Each

Line 1 is created for the first \$25,000 of the sub award by entering the description, NA for the Catalog Number, then a quantity of 1.

Non Catalog Item

WOODS HOLE GROUP INC [select different vendor](#)

Fulfillment Address PM 81 TECHNOLOGY PARK DR: (preferred)
81 TECHNOLOGY PARK DR
EAST FALMOUTH, MA 02536 US
[select different fulfillment center](#)

+ [Distribution Methods](#)

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Harbor Islands in Coastal Flood Protection water. Dates 5/1/18 - 12/31/20. 112 characters remaining expand clear	NA	1	25000	EA - Each

[Save and Close](#) [Save and Add Another](#) [Close](#)

Add line 2 for the amount of the sub award over \$25,000, then click 'Save and Close'

Non Catalog Item

WOODS HOLE GROUP INC [select different vendor](#)

Fulfillment Address PM 81 TECHNOLOGY PARK DR: (preferred)
81 TECHNOLOGY PARK DR
EAST FALMOUTH, MA 02536 US
[select different fulfillment center](#)

[Distribution Methods](#)

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Harbor Islands in Coastal Flood Protection water. Dates 5/1/18 - 12/31/20. 112 characters remaining expand clear	NA	1	35300	EA - Each

Save and Close Save and Add Another Close

Select the Commodity Code for each line using the drop down box

Shopping Cart for Bonnie-Anne Mathias

Name this cart:

Have you made changes?

[Help](#)

WOODS HOLE GROUP INC [more info...](#)

PM 81 TECHNOLOGY PARK DR
81 TECHNOLOGY PARK DR, EAST FALMOUTH, MA 02536 US

Product Description

[Research subaward to conduct research for Dr Paul Kirshen - Boston Harbor Islands in Coastal Floo](#)

Part Number NA

Commodity Code

- SubAward/SubContract
- Lease/Rental Equipment (Excludes Information Technology)
- Lease/Rental Equipment - Information Technology
- Library Materials
- Mailings
- Maintenance & Repair Supplies
- Medical Supplies
- Memorials/Donations
- Moving Services
- Nautical Supplies
- Non Employee Expenses
- Office and Administrative Supplies
- Operational Services, includes CFS
- Printing/Copying
- Promotional Items
- Radioactive Material
- Rental Event Equipment
- SubAward/SubContract



WOODS HOLE GROU

PM 81 TECHNOLOGY PARK
81 TECHNOLOGY PARK DR,

Product Description

[Research subaward](#)

Part Number

Commodity Code

Have you made changes?

[Highlight All](#) [Match Case](#) [Match Diacritics](#) [Whole Words](#) 2 of 2 matches

In the top right corner, choose 'Proceed to Check Out'

Shopping Cart for Bonnie-Anne Mathias

2 Item(s) for a total of **60,300.00** USD

Proceed to Checkout

Have you made changes? Perform an action on (0 items selected)...

WOODS HOLE GROUP INC [more info...](#)

PM 81 TECHNOLOGY PARK DR
81 TECHNOLOGY PARK DR, EAST FALMOUTH, MA 02536 US

Product Description	Unit Price	Quantity	Total
Research subaward to conduct research for Dr Paul Kirshen - Boston Harbor Islands in Coastal Flood Protection water. Dates 5/1/18 - 12/31/20.	25,000.00	<input type="text" value="1"/>	25,000.00

Add your Address information on the 'Shipping' tab

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address [select from org addresses](#)

Address Details

Attn: *

Internal Rm/FI/Ste: *

Contact Line 4 Internal Bldg:

Internal Phone: *

Address Line 1 UMASS Boston

Address Line 2 Central Receiving

Address Line 3 100 Morrissey Blvd

City Boston

State MA

Zip Code 02125

Country United States

On the Account Code tab, enter the chartfield string information by clicking on the 'edit' button to the right of the screen, then 'Save'

Accounting Codes

These values apply to all lines unless specified by line item

Business Unit	Speedtype	Account	Request Budget Override	SpeedType Class	Class	Fund
UMBOS Select from profile values...	110618-B Select from all values... Required field	757275-B Select from all values... Required field	no value Select from all values... Clear selected value...	no value		no value

You just now override the Account Code on the line for the over \$25,000 amount by clicking on 'Edit' button on the line

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Billing | **Accounting Codes** | Supplier Info

Hide value descriptions

Accounting Codes

These values apply to all lines unless specified by line item

Business Unit	Speedtype	Account	Request Budget Override	SpeedType Class	Class	Fund	Department	Program	Project	edit
UMBOS Boston	110618-B Role of Harbor Islands in Coas	757275-B Subrecipients up to \$25K	no value	none-B	no value	53306-B Local Grants & Contracts	B018100000-B SFE - Dean's Office	B00-B Research	S20180000041069-B Role of Harbor Islands in Coas	<input type="button" value="edit"/>

For selected line items

WOODS HOLE GROUP INC [more info...](#)

PM 81 TECHNOLOGY PARK DR
81 TECHNOLOGY PARK DR, EAST FALMOUTH, MA 02536 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Subaward more info... Accounting Codes (same as header)	NA	EA	25,000.00	1 EA	25,000.00 USD	<input type="checkbox"/>
2 SubAward more info... Accounting Codes (same as header)	NA	EA	35,300.00	1 EA	35,300.00 USD	<input type="checkbox"/>

Overwrite the Account code with the over 25K value of 757270-B, then save

Accounting Codes					
Business Unit	Speedtype	Account	Request Budget Override	SpeedType Class	Class
UMBOS Select from profile values...	110618-B Select from all values...	757270-B Select from all values...	no value Select from all values... Clear selected value...	none-B	Select from all valu

Save Cancel

Go to the Final Review tab and review your requisition information to ensure it is accurate. Attach any supporting documents using the 'Add Attachments' function. If all is correct, you can either Assign the cart if you are a shopper, or submit the Requisition if you are a requisitioner.

Logout

Submit Requisition

Assign Cart

Cart Continue Shopping