

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 ¹ header makes identifying required fields ² easy, even for new system users. It also outlines each step ³ in the ordering process, specifies which items must be corrected ⁴ before proceeding, and which items may require attention ⁵.

Requisition 3214862

Summary | Taxes/SLH | PO Preview | Comments | Attachments | History

General	Shipping	Billing
Cart Name: 2021-09-22 SEvens 01	Ship To: Stacy Evens, Room JCK 614, Bldg JC Keilam, 305 River Ridge Pkwy, University Distribution Center, San Marcos, TX 78666, United States	Bill To: Attn: Invoices, P.O. Box 747, San Marcos, TX 78667-0747, United States
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		
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

Summary Panel:

Draft

Correct these issues. You are unable to proceed until addressed.

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

Be aware of these issues. You may review and proceed.

- Empty: Description

Total (33.32 USD)

Subtotal	33.32
Shipping	0.00
Handling	0.00
Total	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

Make edits⁶ and order updates with user-friendly change options. Easily view the current state⁷ of the order in the order workflow.

Internal Notes and Attachments

Internal Note
no value

Internal Attachments
Add

External Notes and Attachments

Note to All Suppliers
no value

Attachments for All Suppliers
Add

PO Clauses
1 Edit | View details

Purchasing Use Only

Send to Bid
no value

6 Items

Staples/Summus · 6 Items · 33.32 USD

SUPPLIER DETAILS

Contract
no value

Account Code
no value

Quote number
no value

PO Number
To Be Assigned

Pricing Code
no value

PO Clauses
Add

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

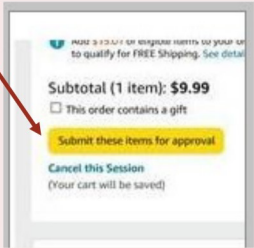
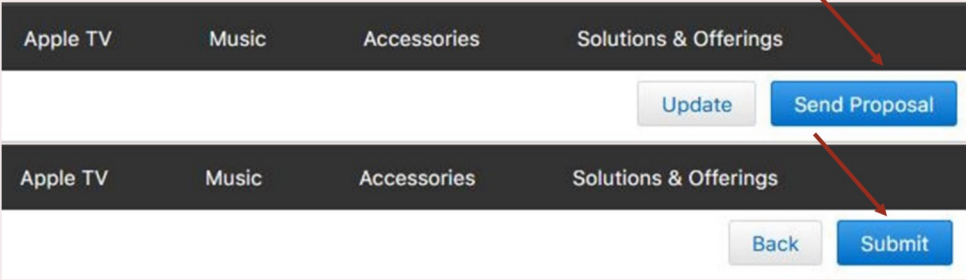
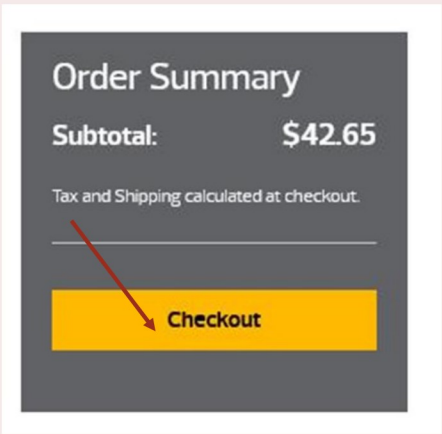
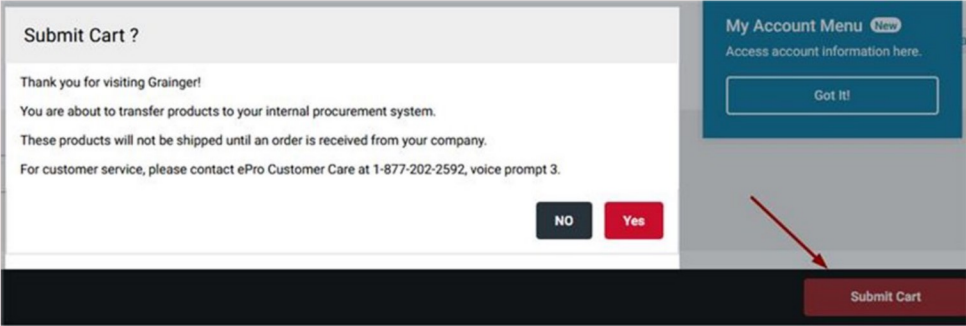
Future

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 Evans

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

Have you made changes? [Update](#)

[Help](#) [Add Non-Catalog Item](#) [Empty Cart](#) [Create New Cart](#) Perform an action on (0 items selected)... [Select All](#) [Add Non-Catalog Item](#)

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

Product Description	Unit Price	Quantity	Total	
Paper Mate InkJoy 50ST Ballpoint Pens, Medium Point, 1.0mm, Black, 60 Count (2013311)	3.66	1	3.66	<input type="checkbox"/>
Part Number 24357085	EX			
Manufacturer Info 2013311 - (SANFORD CORP)	Update	Shipping	0.00 USD	
Contract TXST-SRCWL-2020-5890-Procure... more info...		Handling	0.00 USD	
Office Supply Catalog Solutions change...				
Commodity Code Office Equipment and A A				
Sharpie Permanent Marker, Fine Point, Black, 12/Pack (30001)	5.48	1	5.48	<input type="checkbox"/>
Part Number 125328	DZ			
Manufacturer Info 30001 - (SANFORD CORP)	Update	Shipping	0.00 USD	
Contract TXST-SRCWL-2020-5890-Procure... more info...		Handling	0.00 USD	
Office Supply Catalog Solutions change...				
Commodity Code Office Equipment and A 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 Des Method	1212000000 Tech Resources Admin	no value	no value	733000 Parts Furnishings and Equipment	no value	no value

Internal Notes and Attachments	External Notes and Attachments	Purchasing Use Only
Internal Note no value	Note to All Suppliers no value	Send to Bid no value
Internal Attachments Date Add	Attachments for All Suppliers Date Add	
B&H Photo_Quote 202103 30_TEST.docx 3/30/2021	B&H Photo_Quote 202103 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	...

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:

Select price or contract...

Internal Note

1000 characters remaining expand clear

Commodity Code

Notes for All Suppliers

1000 characters remaining expand clear

PO Clauses

Save

Cancel

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	<div><div></div><div>BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 60/Pack (GSM609-BLK)</div></div>	442901	3.99	Qty: 1 PK - Pack	3.99	<div></div>
<div><div>ITEM DETAILS</div><div>Commodity Code<div>Office Equipment and Acc...</div></div></div>						
2	<div><div></div><div>Sharpie Permanent Marker, Fine Point, Black, 12/Pack (30001)</div></div>	125328	5.48	Qty: 1 DZ - Dozen	5.48	<div></div>
<div><div>ITEM DETAILS</div><div>Commodity Code<div></div></div></div>						

Estimate (33.32 USD)

Subtotal

33.32

Shipping

0.00

Handling

0.00


33.32

Proceed To Checkout





Assign Cart

Requisition Submitted—Confirmation

Requisition Submitted—Current System



XJUS Marketplace

All ▾
Search (Alt+Q)
0.00 USD





Logout

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

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 Quick View
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

SimpleAdvanced

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

Requisition number	3214862
Requisition status	Pending
Cart name	2021-03-22 SEvens 01
Requisition date	3/24/2021
Requisition total	33.32 USD
Number of line items	6

Options

🖨️ Print

Recent orders

Return to your home page

Requisition/Order Completed

Order Completed Current TSUS Marketplace 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 Results17 of 1022 Results

Available Actions: Copy to New CartGo

Requisition

PR Approvals

Comments

Attachments

History

Summary

Shipping

Billing

Accounting Codes

Supplier Info

Taxes/S&H

Hide header

Hide value descriptions

Status	General	Ship To	Billing
Submitted	3/24/2021 11:40 AM	Stacy Evens	Bill To
Cart Name	3/24/2021 8:39 AM	Room 720	Attn: Invoices
Description	2021-03-24 SLEB1 01	Bldg JCK	P.O. Box 747
Priority	Office Supplies for SAP Team	305 River Ridge Pkwy	San Marcos, TX 78667-0747
Prepared by	Normal	University Distribution Center	United States
COVID-19	Stacy Evens	San Marcos, TX 78666	Billing Options
	N	United States	Accounting Date
	No		no value

View/edit by line item...

View/edit by line item...

Accounting Codes

Account Assignment Category	Storage Location	Aim PO	Aim PO Type	Work Order	Phase
K	JCKL	no value	no value	no value	no value
Cost Center	Technology Resources				

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

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

View/edit by line item...

Internal Notes and Attachments

External Notes and Attachments

Purchasing Use Only

Internal Note

Internal Attachments

Note to all Suppliers

Attachments for all suppliers

Requisition / Order Completed

Requisition/Order Completed—New Interface

Requisition : 3214862

Summary

Taxes/S&H

Comments

Attachments

History

General

...

Status

✓ Completed
(3/24/2021 8:04 AM)

Submitted

3/24/2021 7:57 AM

Cart Name

2021-03-22 SEvens 01

Description

Office Supplies for TR

Priority

Normal

Prepared by

Stacy Evens

Buyer Name

no value

COVID-19

N
NO

WorkQuest

no value

Shipping

...

Ship To

Stacy Evens
Room JCK 614
Bldg JC Kellam
305 River Ridge Pkwy
University Distribution Center
San Marcos, TX 78666
United States

Billing

...

Bill To

Attn: Invoices
P.O. Box 747
San Marcos, TX 78667-0747
United States

Billing Options

Accounting Date
no value

Accounting Codes

...

Account Assignment Category

K
Cost Center

Storage Location

JCKL
Technology Resources

Aim PO

no value

Aim PO Type

no value

Work Order

no value

Phase

no value

Completed

Total (33.32 USD)

Subtotal33.32

Shipping0.00

Handling0.00

33.32

Related Documents

Purchase Order: 3100184180

What's next?

Workflow

Show skipped steps

Submitted
3/24/2021 7:57 AM
Stacy Evens

Initial Budget Check
Completed

Cost Center Review
Approved
Stacy Evens

Second Budget Check
Completed

Create PO
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

1

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 Results13 of 8314 Results

Invoice Number: 101536868Supplier Account No.
Supplier Invoice No. 3465163366
Supplier Name Staples/Summus

Available Actions Resend InvoiceGo

Buyer InvoiceApprovalsMatchingCommentsAttachmentsHistory

SummaryGeneralDiscount, Tax, Shipping & HandlingCodes

Hide header

General	Addresses	Note/Attachments
Invoice Type: Invoice Pay Status: In Process Invoice Number: 101536868 Supplier Invoice No. 3465163366 Supplier Name Staples/Summus more info...	Remit To Staples National Advantage Dept. ATL Po Box 530621 Atlanta, GA 30353-0621 United States Bill To Attn: Invoices P.O. Box 747 San Marcos, TX 78667-0747 United States	External Note: no note Internal Note: no note External Attachments: Size Date Internal Attachments: Size Date
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): Credit Reason: RMA Number: no value	Payment Information 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...

Current System

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

TSCS Marketplace

All
Search (Alt+Q)
0.00 USD
1
1

Purchase Order : 3100184179 Revision 0
1 of 106 Results

Status
Summary
Revisions
Confirmations
Shipments
Change Requests
Receipts
Invoices
Comments
Attachments
History

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 view | print

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

Total (3,632.33 USD)

Subtotal

3,632.33

Shipping

0.00

Handling

0.00

3,632.33

Related Documents

Requisitions: 3211374

What's next?

Workflow

Show skipped steps

Submitted

3/19/2021 9:02 AM

Stacy Evens

Revise PO

Completed

Send PO to Supplier

Completed

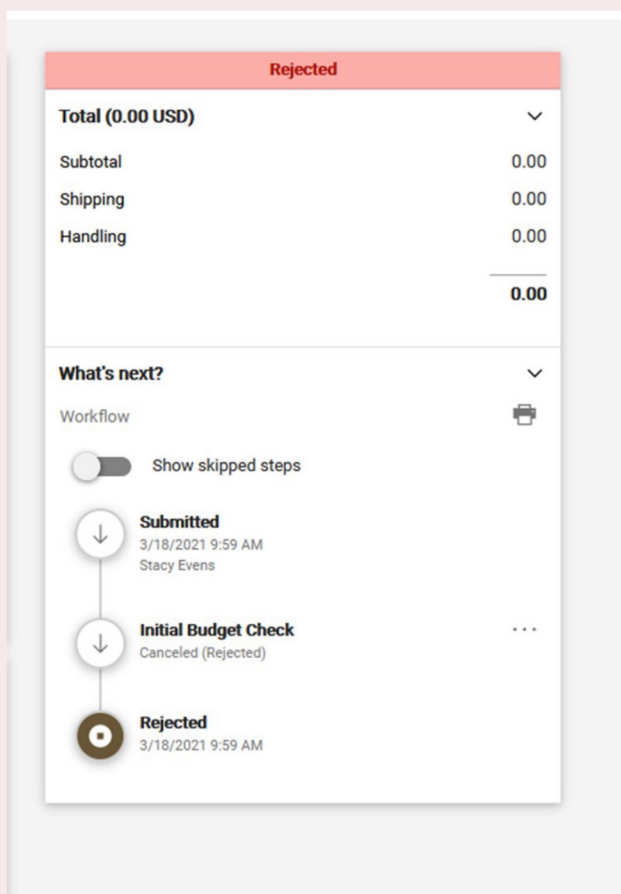
Send PO to SAP

Completed

Completed






3/19/2021 9:03 AM



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



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


Current TSUS Marketplace Search Options





TSUS Marketplace

Shop ▶ Shopping ▶ Shopping Home

 New User Experience interface is coming soon. [Please click here for more info.](#)

Orders

Search

My Orders ▶

Approvals

Quick search

My Requisitions

My Purchase Orders

My Invoices

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)

