

HCO B2P Cart Naming Conventions & RQ Descriptions

When adding a Non-Catalog Item:

Non-Catalog Item

Enter Supplier

or
Supplier Search

Description	Catalog No.	Quantity	Price	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

254 characters remaining [expand](#) | [clear](#)

Product Details

Manufacturer Name

Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Description = Product Description
this should match an invoice line
this is what prints out to the DL

254 character max

When you Save and Close you get to the Shopping Cart page:

Shopping Cart for Theresa Ross

Cart Name

Requisition Description or Business Purpose

Standing Amount Based PO

Optional Search Field

Requisition Description or Business Purpose: please include Funding Sponsor (i.e. NSF or NASA or STScI) & Nickname (i.e. common term that will help note that this is the correct fund being charged)

100 character max

Requisition Description or Business Purpose: please include Funding Sponsor (i.e. NSF or NASA or STScI) & Nickname (i.e. common term that will help note that this is the correct fund being charged)

100 character max

Comments: 1000 character max plus attachments

HCO Sponsored Cart Naming Convention: for orders that contain HCO Sponsored expenditures (org: 31460), please include the PI Last Name after the date (i.e. 2020-11-18 SMITH...) so that it is clear which Research Administrator should take on that cart assignment. This naming convention should also be used when carts are split coded between HCO sponsored and any non-sponsored account as the assignment of the cart will still need to take place by a 31460 approver at some point in the approval flow.

If a cart does not contain any HCO Sponsored (org: 31460) charges, no cart naming convention is required (specifically HCO Non-Sponsored orgs 31450 and 31470 or Astronomy org 31430).

100 Character max