

TechBuy Guidelines for Entering Requisitions for Registration Fees

The following guidelines are intended to provide assistance for individuals entering requisitions for registration fees in TechBuy. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

1. Enter a requisition using the Conference and Registration Form.
2. In the **Registration Information** section:
 - Select the correct vendor and check on the box to customize the distribution information. Purchase orders for registration fees are not faxed to the organizations, so uncheck the **Fax** information and enter your email address in the **Email** field. Uncheck the **Manual** box.

The screenshot shows the 'Distribution' section of the form. It includes a heading 'Distribution' and a sub-heading 'The system will distribute purchase orders using the method(s) indicated below:'. Below this is a checkbox labeled 'Check this box to customize order distribution information.' which is checked. There are four main options: 'Fax', 'Email (HTML Body)', 'Manual', and 'Vendor Contact (for manual entries)'. The 'Fax' option is checked and has a callout bubble that says 'First, check this box.' The 'Email (HTML Body)' option is unchecked and has a callout bubble that says 'Second, uncheck this box.' The 'Manual' option is checked and has a callout bubble that says 'Third, check this box & enter your email address.' The 'Vendor Contact (for manual entries)' option is checked and has a callout bubble that says 'Last, uncheck this box.' There is also a text input field for a phone number containing '+1 (312) 606-0728'.

- In the **Registration Representatives** field, enter the name or names of the employees in your department that are to be included in the registration.
- If the form includes more than one person, enter the number of individuals attending in the **Quantity** field and the unit cost for each registration fee in the **Registration Costs** field. The extended (total) amount will be shown on the line item of the requisition. In **Packaging**, enter "1."

The screenshot shows the 'Registration Representatives' field with the text 'John Smith, Mary Davis'. Below it is the 'Quantity' field with the value '2'. The 'Packaging (UOM)' field has the value '1' and a dropdown menu showing 'EA - Each'. The 'Registration Costs' field has the value '100.00'.

3. In the **Registration Details** section, list the conference/event start and end dates, the title, and the location (city and state). Enter a brief description of the conference, including a benefit statement.
4. Provide a departmental contact and then make sure all the required information has been entered and go to your shopping cart.
5. Click on the **Review** button and review the requisition.
 - Use the 7N0013 Registration Fees Employees account code for all employee registration fees.
 - Be sure to scan and attach a copy of the registration form in the **External Notes and Attachments** section.
 - Add an internal note if you want to pick up the check and mail it yourself. (Be sure to include your email address.)

Notes:

- If you are also paying the organization for other items, such as a membership fee or subscription, all the items must be submitted on one requisition so that only one PO is created. Submit the items on Non-Catalog forms, clicking on "Add to Cart and Return." Be sure the information required for each item is included in the **Description of Goods and Services** field. (Please refer to the "How To" guides for memberships and subscriptions.)