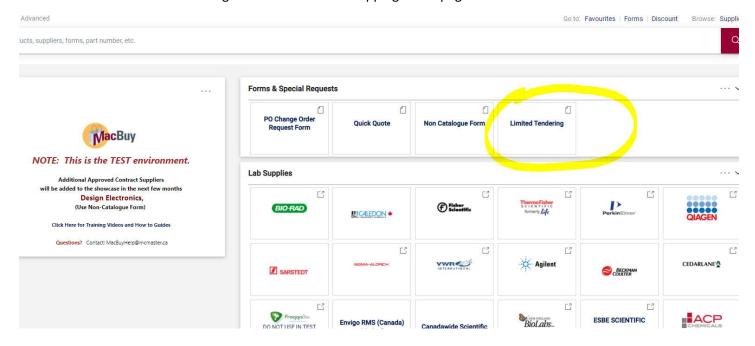
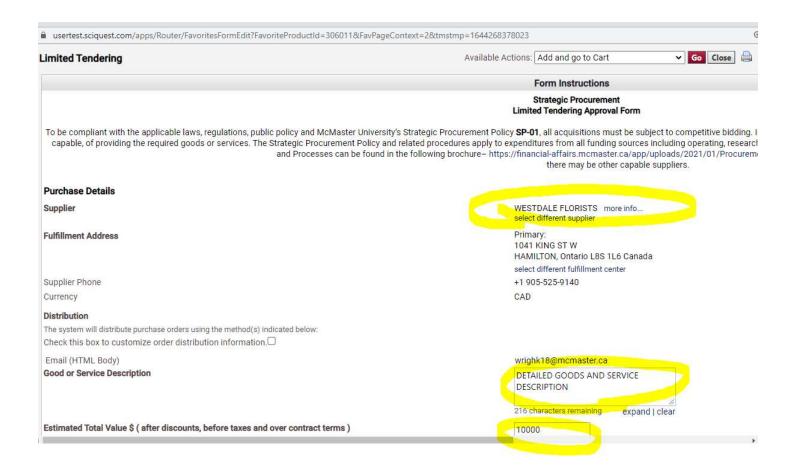
How to Create a Limited Tendering Form in MacBuy

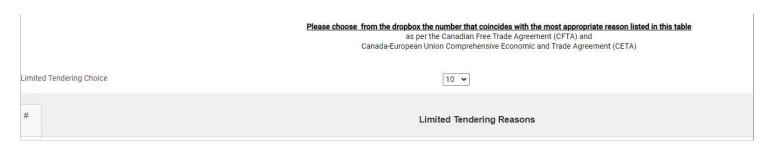
Click the Limited Tendering Form tile from the shopping home page



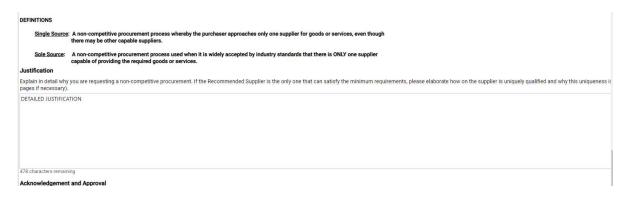
The FORM will open > Search for Supplier > Complete Goods and Services Description > add Est Total Value of items (before tax)



Choose a number from the drop-down box coincides with the most appropriate reason



Add as much detail as possible in the Justification section



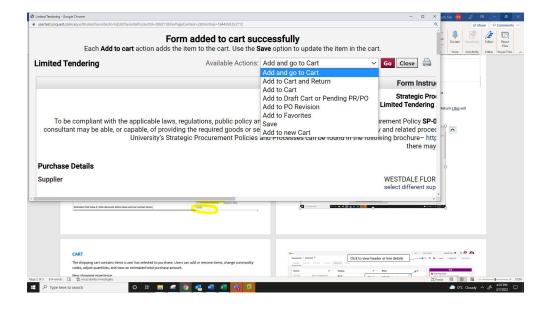
Once you are complete at the top right-hand corner you will select ADD AND GO TO CART

***** If you have MORE than 1 line item to add to the Limited Tendering Form you can add additional lines

In available actions (top right corner) use drop down menu you can select

- > ADD TO CART AND RETURN (this will empty the form and you can add another line with new information)
- ADD TO CART (this will ADD your line item and return to the form with all information still available you can override items

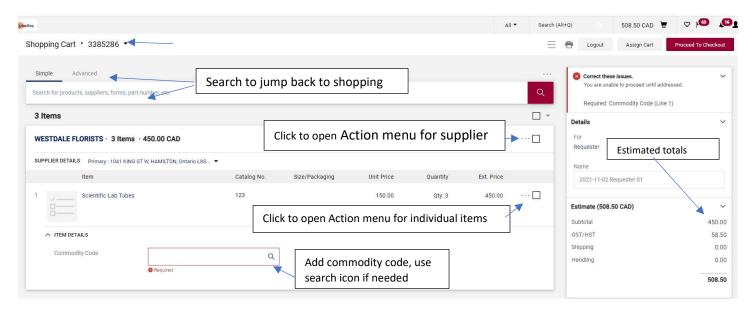
Once you are complete and have finished adding the lines, go back to the RIGHT-HAND CORNER of the screen and select ADD AND GO TO CART



This will bring you to complete the requisition.

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, adjust quantities, and view an estimated total purchase amount.

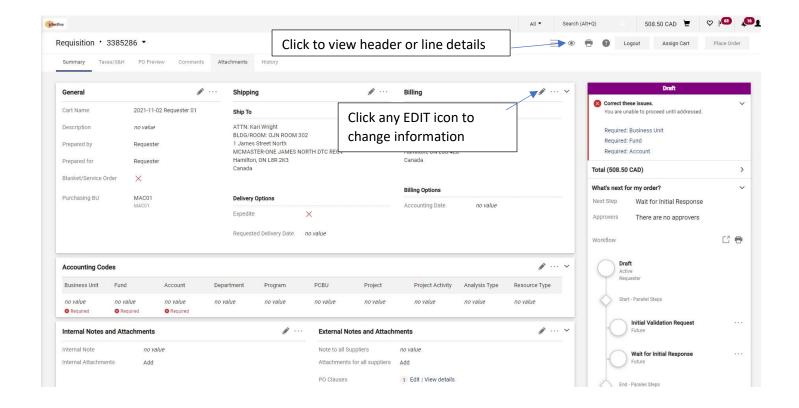
- Add commodity code
- Proceed to CHECK OUT



Checkout

Tabs at the top of the page contain additional information about the document. Items are listed in the bottom section.

- Click tabs to view and edit information within them.
- Click the edit / icon to modify information in a section.
- Click the actions *** icon to see actions that can be performed for the area you are in. In the Items section, on individual items, you will see actions that can be applied that item only. If you select the icon near the top of the Items section, you will see actions that can be taken for all selected items.
- Click the drop-down menus next to headings see a list of additional actions that can be taken. For example, clicking the drop-down menu next to the Requisition heading displays Continue Shopping or Add Comment actions. Select a line item and open the Actions menu to see a list of actions that can be taken for the selected items.
- The right sidebar shows document totals, primary actions, and related documents. Users can also view approval workflow information in the **What's next for my order?** section.
- Click the FILTER VIEW icon 💿 view or hide header and line-item details, line items only, or accounting codes only.
 - Confirm that you have completed the shipping address, chartfield string and added any internal/external attachments as necessary



Once complete HIT PLACE ORDER

