

What's ew...

October 2022

Business Managers' Meetings

Jessica Winet-Fleer

Business Services

https: www.stata.com order purchase-order

Order PO-000158012

Saint Louis University StateCorp LLC

Purchase Order

Drop files to attach of the control of the control

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Order - Open

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anne.becker@slu.edu

anne.becker@slu.edu or

billikenbuyadmin@s u.edu

Central Processing

accountspayable@slu.edu

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Grants/Research Workday Financials Workday R

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<u>matt.renaud@slu.edu</u>

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plied Beh vioral Analysis om D007 S11-2SW to S01-2

-2 Arts and Sciences Instructional to S08-2

S08-2

Sciences 08-2

https://www.slu.edu/compliance-ethics/hotline.php.

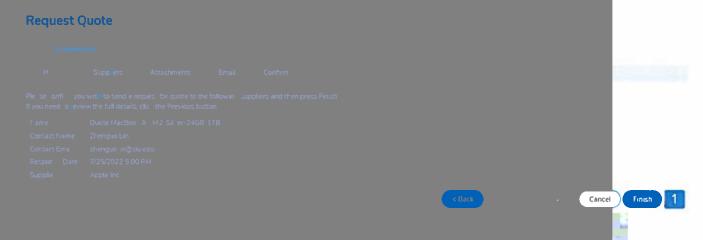


Select Apple Inc. from the Supplier drop-down menu (you can type it or scroll down), Click on "Add". Repeat this step to add additional suppliers. Once you have added all the suppliers you wish to include in the RFQ, Click "Continue":

You can add attachments on the next screen by dragging and dropping them or uploading them Click "Last" to move the final screen before submitting your quote request.



Review your quote request details. Select 'Back" to return to previous screens to edit. Select 'Finish" to send the RFQ to the suppliers.

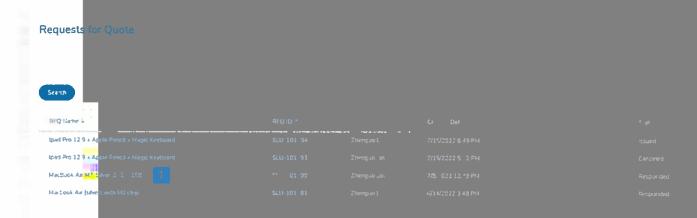


You will be notified by email when suppliers have responded to your quote. At that time you should review your quotes to determine which supplier's quote best meets your needs.

You can in tiate a purchase requisition by following this job aid and selecting "Connect to Supplier Website" to be taken into Billiken Buy:



Select the Request for Quote that you wish to view:



Review the Quote header details and select "View" to see each supplier's response:



