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 header makes identifying required fields easy, even for new system users. It also outlines each step in the ordering process, specifies which items must be corrected before proceeding, and which items may require attention.
Make edits and order updates with user-friendly change options. Easily view the current state of the order in the order workflow.
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 Shopping Cart Process: in TSUS Marketplace

Current Process
Shopping Cart—Checkout
New User Interface: Locations to Add Quotes and Attachments.

Internal Notes and Attachments

- **Internal Notes and Attachments**
  - Internal Note: no value
  - Date: 3/30/2021
  - Add Internal Attachments
  - B&H Photo_Quote 202103
  - 3D_TEST.docx

External Notes and Attachments

- **External Notes and Attachments**
  - Note to All Suppliers: no value
  - Date: 3/30/2021
  - Add Attachments for All Suppliers
  - B&H Photo_Quote 202103
  - 3D_TEST.docx
  - PO Clauses

Purchasing Use Only

- Send to Bid: no value

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*Attach notes for internal communications here.* 

*Attach notes for vendors here.*
New User Interface: Location to Add and Amend Contract Documents.

Click to select price or contract.

New Interface

Attaching the Contract in a Purchase Requisition

Click to attach contract.
Shopping Cart—Checkout

Shopping Cart Process New Interface

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 (038409-BLK)
- Sharpie Permanent Marker, Fine Point, Black, 12/Pack (30001)
- Staples Invisible Tape, 3/4" x 1 1/2", 12/Pack (52380P/12)
- Staples Sticky Standard Notes, 3" x 3", 100 Sheets/Pack, 12 Pads/Pack (533YR12/62564)
- 75% Ethyl Alcohol Wipes, 50/Pack (W-07524)
- Paper Mate Flexgrip Elite Retractable Ballpoint Pens, Fine Point, Blue Ink, 12/Pack (85683)

<table>
<thead>
<tr>
<th>Item</th>
<th>Catalog No.</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>442901</td>
<td>3.99</td>
<td>Qty: 1 PK - Pack</td>
<td>3.99</td>
</tr>
<tr>
<td>2</td>
<td>125328</td>
<td>5.40</td>
<td>Qty: 1 DZ - Dozen</td>
<td>5.40</td>
</tr>
</tbody>
</table>

Item Details

Commodity Code

Office Equipment and Acc...
Requisition Submitted—Current System

You can view or print this at: Requisition 142148089, or via the Search Requisitions page

Next Steps
- 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition number</td>
<td>142148089 Quick View</td>
</tr>
<tr>
<td>Requisition status</td>
<td>Pending</td>
</tr>
<tr>
<td>Cart name</td>
<td>2021-03-24 SLE81 01</td>
</tr>
<tr>
<td>Requisition date</td>
<td>3/24/2021</td>
</tr>
<tr>
<td>Requisition total</td>
<td>26.88 USD</td>
</tr>
<tr>
<td>Number of line items</td>
<td>1</td>
</tr>
</tbody>
</table>
Requisition Submitted—Confirmation

Requisition Confirmation of Submission—New Interface

New User Interface
Requisition/Order Completed

### Order Completed Current TSUS Marketplace System

#### Summary
- **Status**: Completed (3/24/2021 11:40 AM)
- **Submitted**: 3/24/2021 8:39 AM
- **Cart Name**: 2021-03-24 TSEB1 01
- **Description**: Office Supplies for SAP Team
- **Priority**: Normal
- **Prepared by**: Stacy Evens
- **COVID-19**: N

#### Accounting Codes
- **Account Assignment Category**: K
- **Storage Location**: JCKL Technology Resources
- **Purchasing Group**: Office Supplies
- **PO Type**: BC
- **Limit**: no value
- **Expected Value**: no value
- **Overall Limit**: no value
- **Valid Start Date**: no value
- **Valid End Date**: no value
- **Fund**: 20011021
- **Cost Center**: 1212000000
- **Internal Order**: no value
- **WBS Element**: no value
- **G/L Account**: 730000
- **Asset**: no value
- **Asset Sub-Number**: no value

#### Internal Notes and Attachments
- **Internal Note**: no note
- **Internal Attachments**: no note

#### External Notes and Attachments
- **External Note**: Note to all Suppliers
- **External Attachments**: no note

#### Purchasing Use Only
- **Note to all Suppliers**: no note
- **Attachments for all suppliers**: no note
Requisition / Order Completed

Requisition/Order Completed—New Interface

New User Interface
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number</td>
<td>101536868</td>
</tr>
<tr>
<td>Supplier Invoice No.</td>
<td>3465163366</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>Staples/Summus</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>12/23/2020</td>
</tr>
<tr>
<td>Due Date</td>
<td>2/21/2021</td>
</tr>
<tr>
<td>Terms</td>
<td>Net 0</td>
</tr>
<tr>
<td>Invoice Name</td>
<td>no value</td>
</tr>
<tr>
<td>Match Status</td>
<td>Do Not Match</td>
</tr>
<tr>
<td>Invoice Source</td>
<td>Electronic</td>
</tr>
<tr>
<td>Contained substituted item(s)</td>
<td>yes</td>
</tr>
<tr>
<td>Credit Reason</td>
<td>no value</td>
</tr>
<tr>
<td>RMA Number</td>
<td>no value</td>
</tr>
</tbody>
</table>

**Address Information**

- **Remit To**: Staples National Advantage, Dept. 411, P.O. Box 330613, Atlanta, GA 30353-0621, United States
- **Bill To**: Atkins Invoices, 74775 P.O. Box 747, San Marcos, TX 78667-0747, United States

**Payment Information**

- Accounting Date: 12/23/2020
- F.O.B.: N/A
- Payment Method: Unknown
- Discount, tax, shipping & handling:
  - Discount: 0.00 USD
  - Tax 1: 0.00 USD
  - Tax 2: 0.00 USD
  - Shipping: 0.00 USD
  - Handling: 0.00 USD
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
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**

![Image of TSUS Marketplace Search Options]

- **Orders**
  - Search
  - My Orders
- **Approvals**
- **Quick search**
  - My Requisitions
  - My Purchase Orders
  - My Invoices
  - My Procurement Requests

New User Experience interface is coming soon. Please click here for more info.
Purchasing Search Features are more robust in the new Interface as shown in the comparison below.

New Interface Search Options (Available with User Profiles)