DEFINITIONS:

Non-Catalog Order: A requisition for goods or services unavailable through one of the established punch-out catalogs.

Punch-out Catalog Order: A requisition for goods or services using an integration of DustyBuy and the supplier's online catalog. Available Punch-Out Catalogs include office supplies, furniture, textbooks, computers, IT-related equipment, scientific and medical supplies, and MRO supplies.

Non-PO Invoice: A Non-PO Invoice is created to process a payment for under $10,000. Appropriate uses of a Non-PO Invoice include reimbursing employees, travel expenses for non-TAMIU employees, subscriptions for which an invoice has been received, and payment to an independent contractor for which an invoice has been received. Additional information can be found in the **Purchasing Procedures Manual**.

Important fields to fill out when creating a requisition or invoice.

Cart Name: This description will identify what is being purchased. The description will populate FAMIS when reviewing your account's transaction information.

Ship-to: A ship-to address must be included with every document. This allows Central Receiving to identify who a package belongs to.

Department Code: The Department Code identifies which department will pay for the goods or services. Department Codes can be found by either searching using the magnifying glass icon or typing the department code starting with 16-.

Account Code: The Account Code identifies which account will pay for the goods or services. Account Codes can be found by either searching using the magnifying glass icon or typing the Account Code starting with 16-.

Internal Notes/Attachments: Include IT-approved quotes, IT-Security documents (TX RAMP, VPATs, Security) approvals, insurance documents, if necessary, quotes, executed contracts, Sole Source justifications, etc.

Catalog No: The Item number/SKU of the goods or services being purchased. If not available, enter N/A.

Commodity code: The code used to identify the good or service being procured. A cheat sheet of commonly used codes will be available **here**.

NAVIGATION ICONS:

Icon	Name	Description
Home	Home	Selecting the home icon will take you back to your DustyBuy homepage. By default, this will be your shopping dashboard.
Shop	Shop	The shop areas allows you to complete quick searches, view the shopping page, access forms and bookmarks, view non-catalog items, and place orders. The quick-key access combination is **ALT+P.**
Orders	Orders	The orders area allows you to access requisitions, purchase orders, change requests, procurement requests, invoices, and receipts
Accounts Payable	Accounts Payable	The Accounts Payable area contains all tasks related to invoicing, receipts, and any other AP forms and documents.

Icon	Name	Description
Q	Quick Search	The quick search allows you to search for a purchase order, requisition, invoice, or a user. The quick-key access combination is **ALT+Q**.
♡	Bookmarks	Bookmarks allow you to access frequently used sections of the system quickly. You may add, remove, or modify bookmarks as you deem necessary.
🔔	Notifications	Notifications inform you of items that need your attention. The notifications that you have enabled in your user profile will show up in this area.
🛒	Shopping Cart	The shopping cart contains items that you have selected to purchase. You can add or remove items, adjust quantities, and view an estimated total purchase amount.
⚑	Action Items	Action items are assigned to you for approval. These tasks require some form of action from you. A number will display with the action item icon if applicable.
👤	Profile	The user profile contains basic information about your account. You can add or update your information (including language and time zone), gain quick access to your dashboard, view your recent orders, manage your searches, and/or set your desired home page.