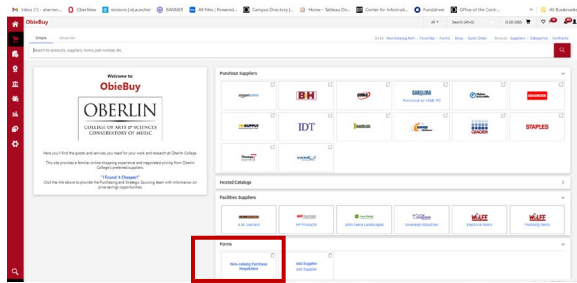


OBIEBUY QUICK REFERENCE FOR NON-CATALOG PURCHASE REQUISITION

Step 1: Log into Obiebuy through Overview. From Home screen select Non-catalog Purchase Requisition



Step 2: Enter Supplier, options may appear verify selection by matching up address that auto populates to the invoice.

Supplier Information

Existing Supplier

Supplier *

RSM US LLP

RSM US LLP

Fulfillment Address

BU Business 1
331 W 3rd Street Suite 200
Davenport, Iowa 52801 United States

Distribution Method *

The system will distribute purchase orders using the method(s) indicated below:

☐ Check this box to customize order distribution information.

Email (HTML Body) ffusionp@oberlin.edu

Enter "New Supplier" as the supplier if you cannot find a supplier in the search or if it is a new vendor to be added.

Step 3: Answer Questions below: Yes to Sole Proprietor if this is the only vendor able to provide the service; otherwise No. Then, No to the next two questions.

Enter "New Supplier" as the supplier if you cannot find a supplier in the search or if it is a new vendor to be added.

Sole Source Provider? *

☐ Yes

☒ No

Comments Added to Requisition? *

☐ Yes

☒ No

Send PO to supplier? *

☐ Yes

☒ No

Step 4: For Single Line Invoice (not breaking up into separate Invoice Lines) Enter brief description, Manufacturer # = Invoice #, Quantity = 1, then Price = invoice total

Line Items

Item Instructions

Please enter quantity and of resource product description, part number and price into the lines below.

Enter "No" for Manufacturer Part No. Field if this is a Service Order.

Enter Additional Product details, when selecting a service, the UOM should be "S" to designate that it is a continuous purchase of a service.

Line Item Detail

Product/Service Description *	Manufacturer Part No. *	Quantity *	Price of Item *
2022 Audit	0001-0001-0001-0001	1	2000

Go On Previous Item

Then, attach Internal Invoice and Save Changes

Add Attachments

Attachment Type ☒ File ☐ Link

File(s) *

Drop File or Browse

Max. File Size: 5.0 MB

Internal Attachments

Internal Attachments

★ Required fields

Save Changes Close

Step 5: Add to Cart

All Search (Alt+Q) 0.00 USD

Close Add And Go To Cart

Step 6: Check Mark and Process to Checkout

Obiebuy Shopping Cart # 177010101

1 Item

Item	Quantity	Unit Price	Ext Price
2022 Audit	1	2000.00	2000.00

Go On Previous Item

Go On Next Item

Process to Checkout

Step 7: Edit by Clicking on Pencil and Add Index / Account

Accounting Codes

Chart	Index	Account	Fund	Organization	Program
1	no value	no value	no value	no value	no value

Step 8: Place Order

Search (Alt+Q) 2,000.00 USD

Assign Cart Place Order

Please note, these instructions are only for simple invoice payment requests. Do not forget to "Ok to Pay due by mo/dy/yr" after Requisition is converted to Purchase Order.