

Strategic Marketing and Communications and Purchasing are coordinating a centralized purchase of Temple branded masks. SM+C will facilitate individual orders by accepting TUmarketplace requisition forms. The orders will be fulfilled and shipped from the supplier directly to your department. Orders can be submitted at any time and will be available for shipment by mid-July.

WHY SUBMIT A REQUISITION?

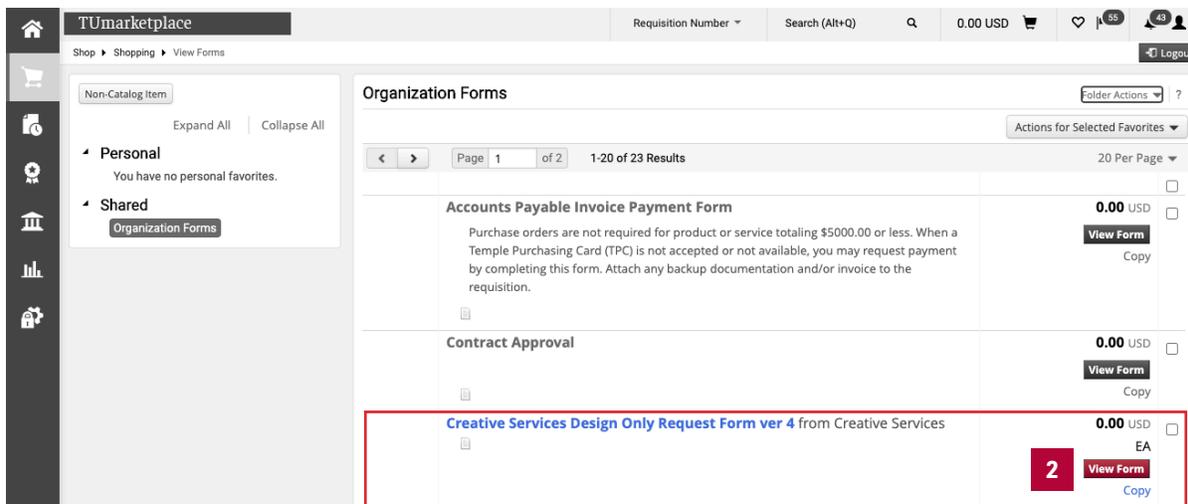
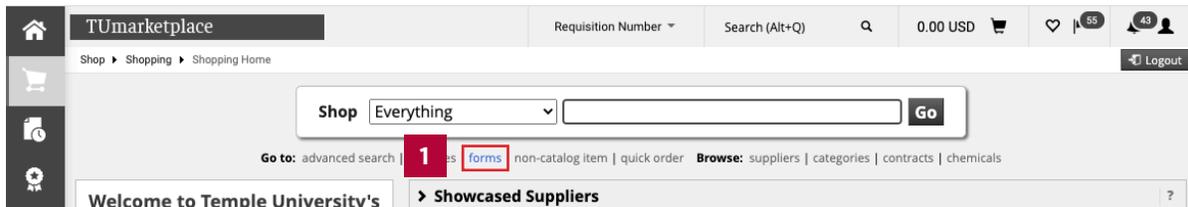
Following a requisition process allows your department to approve the purchase request and enables Strategic Marketing and Communications to process payments on your behalf and charge back to your FOAPAL.

HOW DOES YOUR DEPARTMENT GET CHARGED BACK?

Once Strategic Marketing and Communications receives confirmation of shipment from the supplier, incurred expenses will be jetted from the FOAPAL provided on the requisition.

SUBMIT A REQUISITION

1. In TUmarketplace, click on the **Forms** section and submit the **Creative Services Design Only Request Form Ver 4**.
2. Click **View Form** to start submitting your request.



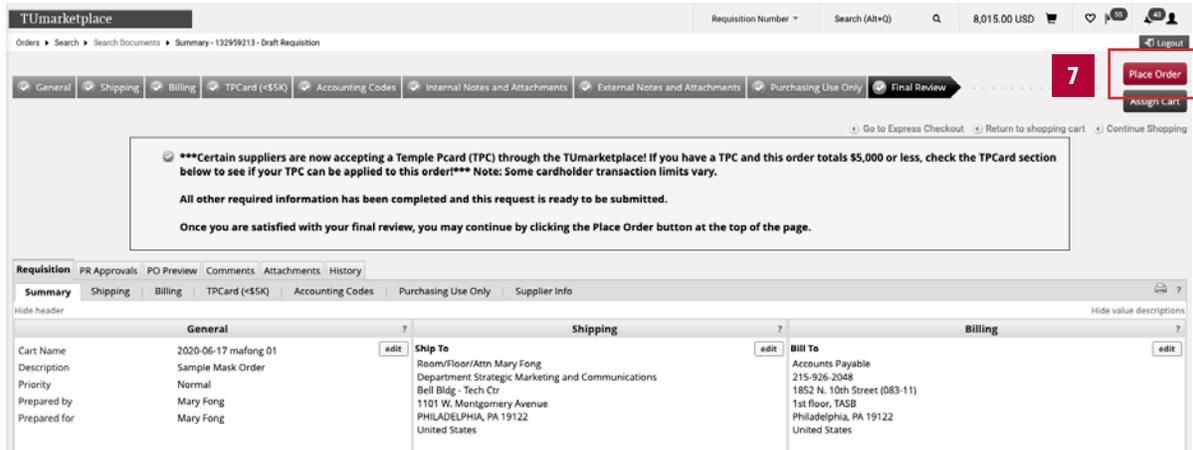
3. Enter the following information.
 - a. Product description: **Temple T branded masks**. Quantity: **XXX**
(important that you add your quantity here)
 - b. Describe design services requested: This is an old form. Use this field for your shipping address
(Important: include the shipping address where someone will be available to receive the order—supplier will be shipping directly to you.)
 - c. Desired quantity: Enter “**1**” in this field because this form cannot calculate your total for you.
 - d. Estimated cost/budget: Masks are \$1.60 each (Please note: \$15.00 will be added to your total for fulfillment and shipping.) Calculate your total (\$1.60 x your quantity + \$15.00 shipping).
 - e. Requested delivery date: Date of submission. Masks will be shipped within 24 hours of receipt of order.
 - f. Contact information: Enter the person who is placing the order and will be the main point of contact. Please use your cell phone number if you are working from home.
 - g. Packaging (UOM): 1 EA-Each

4. Once form is completed, go to **Available Actions** and select **Add and go to cart**. Click **Go**.

5. Click **Proceed to Checkout** and fill in the required fields.
 - a. Accounting Codes: Add FOAPAL that will be charged.
 - b. Internal Notes and Attachments: None necessary

6. Click **Final Review** and review all information and final total.

7. When complete, click **Place Order**. Record your requisition number. After signature approval, the requisition will be received in Strategic Marketing and Communications. We will record the order and forward it to the supplier for fulfillment. Supplier will ship masks within 24 hours of receipt of order.



If you have questions, please send an email to Mary Ann Fong, mafong@temple.edu.