

## Placing an Open Order

An Open Order is a purchase order issued to a vendor, against which specified purchases may be made for a specified period of time. When repeated purchases of the same type of supply items are expected, multiple purchase requisitions may be eliminated by establishing an open order. Open orders allow requestors to make repetitive purchases of miscellaneous low cost supplies, items for resale, or to pay for lease/rentals, and maintenance contracts throughout the current fiscal year.

Open Order guidelines:

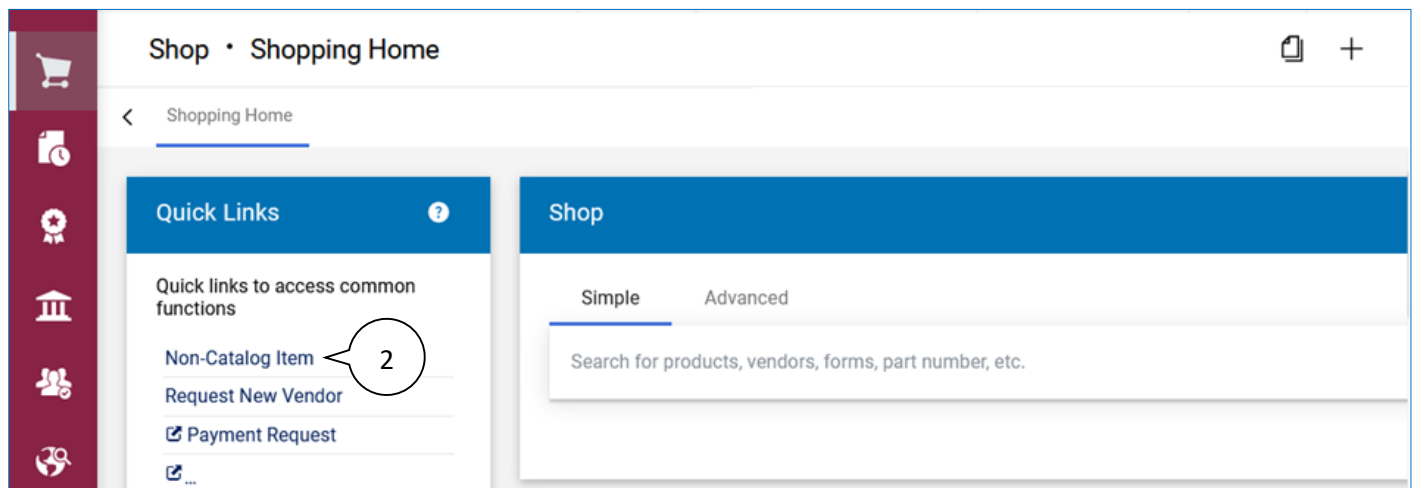
- ❖ procurement is repetitive in nature;
- ❖ will require multiple invoices;
- ❖ difficult to quantify over a period of time;
- ❖ should not exceed or cross fiscal periods (July 1– June 30); and
- ❖ follow the same procurement rules as any other purchase order.

For Open Orders:

- ❖ Goods will generally be purchased in lots (**LO**) and are “Cost Receive” rather than quantity.
- ❖ Services must be purchased in lots (**LO**) and are “Cost Receive”.

**Important:** *Ensure your active cart is empty, or create a new cart prior to beginning an Open Order. Open Orders cannot be mixed with any other products or services.*

1. Login to **myNMSU** → Click the **AggieMart** link  on the left side of the screen.



2. Click the **Non-Catalog Item** link in the **Quick Links** section of the home page.

The **Non-Catalog Item** window is displayed:

**Add Non-Catalog Item**

Existing Vendor | **Vendor Not Known**

Jasons Test Company

**Distribution Methods**

**Item**

Description *	Catalog No.	Quantity *	Price	Packaging
Maintenance service <small>235 characters remaining</small>		1	2500.00	LO

**Additional Details**

★ Required fields

Save | Save And Add Another | Close

3. Find and select the vendor by using the **Vendor Search** function or by entering the name in the **Select Vendor** field.
4. Enter the **Description**.
5. Enter a **Quantity** of 1.
6. Enter the **Price**.
7. Click on the **Packaging** drop-down and select the appropriate type.
  - Goods will generally be purchased in lots (**LO**).
  - Services must be purchased in lots (**LO**).
8. Click **Save**. Clicking **Close** will cancel this item.

AGGIEMART TEST

All | Search (Alt+Q) | 2,500.00 USD

Shop • Shopping Home | **My Cart (Services for BOS)**

Maintenance service  
Quantity: 1  
Price: 2,500.00 USD

View My Cart | Checkout

2,500.00 USD

Quick Links

Quick links to access common functions

Simple | Advanced

9. Click on the **Cart icon**.
10. Click on **View My Cart**.

Shopping Cart • 3294133

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, vendors, forms, part number, etc.

1 Item

Jasons Test Company - 1 Item - 2,500.00 USD

VENDOR DETAILS

Item	
1	Maintenance service
	2,500.00
LO - Lot	1 LO - Lot
	2,500.00

ITEM DETAILS

Contract [choose contract...](#)

Details

For Chris Stamm

Name Services for BOS

Estimate (2,500.00 USD)

Total: 2,500.00

11. Go to the line item → Click on the **choose contract...** link.

Change Price

Select a Price and Contract Here

Step 1: Select a Price

2,500.00 USD (Current price)

No Contract

C-PRO-CC-025 (Test 12-29)

C-PRO-PA-041 (PA Test 4)

No Contract

Save Close

12. For **Step 2: Select a Contract** → Click the drop-down arrow to select a contract if one exists.


13. If a contract is not listed → Click **Close**.

14. After making the appropriate selection → Click **Save**.

The screenshot shows a shopping cart interface. At the top, it displays 'Shopping Cart • 3294133' and navigation buttons for 'Assign Cart' and 'Proceed To Checkout'. A search bar is located below the cart title. The main cart area shows '1 Item' from 'Jasons Test Company' for a total of '2,500.00 USD'. Under 'VENDOR DETAILS', there is a table with one item: 'Maintenance service' with a quantity of '1' and a price of '2,500.00'. Below the table, there is a section for 'ITEM DETAILS' with a callout '15' pointing to the 'Contract' field, which is set to 'C-PRO-PA-041'. On the right side, a 'Details' panel shows the user 'Chris Stamm' and an 'Estimate (2,500.00 USD)' with a 'Total' of '2,500.00'. A callout '16' points to the 'Assign Cart' and 'Proceed To Checkout' buttons.

- 15. The contract will be attached to your cart.
- 16. Click **Assign Cart** or **Proceed to Checkout**.

The **Draft Requisition** screen will be displayed:

- 17. Complete all requisition sections. If dual year, enter the correct Fiscal Year End Information (Billing) and Delivery Date (Shipping)
- 18. Go to the **Open Orders** section → Click the **Edit**  icon.

The **Edit Open Order** dialog box will be displayed.

- 19. Click the **Open Order or Cost Declining** checkbox.
- 20. Enter the **PO Start Date** and **PO End Date** (not to exceed 1 year).
- 21. Click **Save Changes**.

Requisition • 3294133

Summary PO Preview Comments Attachments History

General

Funding

Business Purpose

Open Orders

Open Order or Cost Declining ✓

Draft

Total (2,500.00 USD)

Subtotal 2,500.00

2,500.00

What's next for my order?

Next Step Department Approval

22. Click on **Place Order** or **Assign Cart**. *Note: the options available to you depend on your role in AggieMart. A Purchaser (**Shopper+**) will see both options, whereas a Requester (**Shopper**) will see only Assign Cart.*