

## Changing Business Unit on AggieBuy Requisitions

When College of Engineering departments and other personnel associated with TAMU, create requisitions in AggieBuy on 100% TEES (campus code 28) funds, the “Business Unit” (top field within your shopping cart) needs to be changed from 02-TAMU to 28-Texas A&M Engineering Experiment Station. Unfortunately, this field cannot be changed directly so *you will need to update the “Prepared for” field*. We have set up generic department users for each TAMU department with TEES funds for this process to work. It is important that the following steps be followed so that your requisitions on TEES funds route to the proper back office (TEES vs TAMU) for both Purchasing and Accounts Payable staff to process. Changing this field will mean that a CC28 shipping address will need to be completed along with a CC28 billing address (these are defaults you can set in your [AggieBuy profile](#)).

Steps to change the Business Unit from 02-TAMU to 28-TEES

1. Notice in the below example that the “Business Unit” default is 02-TAMU and the “Prepared by” and “Prepared for” fields are the same person.

2. Click on “Select a different user...” under “Prepared for”. In the “Last Name” field of the popup window, put your FAMIS department code and press search.

### User Search

|                                       |   |
|---------------------------------------|---|
| Last Name                             | <input type="text" value="elen"/>               |
| First Name                            | <input type="text"/>                            |
| User Name                             | <input type="text"/>                            |
| Email                                 | <input type="text"/>                            |
| Business Unit                         | <input type="text" value="Business Unit Name"/> |
| Ordering Department                   | <input type="text"/>                            |
| Position                              | <input type="text"/>                            |
| Results Per Page                      | <input type="text" value="10"/>                 |
| <input type="button" value="Search"/> |   |

3. Select the 28-XXXX department code that corresponds to your department. In this example, 28-ELEN and click “select” as the action.

| Name ▲                      | User Name ▲ | Email ▲              | Phone | Action                                  |
|-----------------------------|-------------|----------------------|-------|---|
| 28-ELEN, TEES ORDERING DEPT | 28-ELEN     | DUMMY@TEES.TAMUS.EDU |       | <input type="button" value="[select]"/> |

- Notice that the Business Unit on your shopping cart has been changed to 28-Texas A&M Engineering Experiment Station (28) as well as the “Prepared for” field updated to the “TEES Ordering Dept 28-XXXX”.

Home | Shop | Documents | Contracts | Accounts Payable | Suppliers | Reporting | Administer

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 89992488 - Draft Requisition

Shopping Cart for Holley Toschlog

Add Non-Catalog Item Save

|                          |   |                                    |                          |
|--------------------------|---|------------------------------------|--------------------------|
| Business Unit            | 28-Texas A&M Engineering Experiment Station (28)                        | Pre-Pay & Add                      | <input type="checkbox"/> |
| Cart Name                | 2017-06-28 801005071 01   | Route to Procurement Services      | <input type="checkbox"/> |
| Share cart               | No user groups available. Click here to create shared cart user groups. | Emergency (attach justification)   | <input type="checkbox"/> |
| Prepared by              | Holley Toschlog   | Sole Source (attach justification) | <input type="checkbox"/> |
| Prepared for             | TEES ORDERING DEPT 28-ELEN  | Contract Number                    | <input type="text"/>     |
| Cart Description/Purpose | Select a different user...  | Do Not Encumber                    | <input type="checkbox"/> |
| Order Category           | 1 - Regular   |                                    |                          |
| Fund Type                | Select from profile values...   |                                    |                          |
| Report Reference A       | Select from all values...   |                                    |                          |
| Report Reference B       | Select from all values...   |                                    |                          |

- When you are on the “Summary” tab of the requisition, make sure you have a 28 “Ship To” address and a 28 “Bill To” address selected. Remember that you can set up defaults in your profile (discussed above).

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | General | Shipping | Billing | Accounting Codes | External Notes and Attachments | Supplier Info | Taxes/S&H

Hide header Hide value descriptions?

| General   | Shipping                                     | Billing                                      |
|---|--|--|
| Business Unit: 28-Texas A&M Engineering Experiment Station (28) <span>edit</span> | Ship To: <i>no address</i> <span>edit</span> | Bill To: <i>no address</i> <span>edit</span> |
| Cart Name: 2017-06-28 101009606 01  | Delivery Options: <span>edit</span>          | View/edit by line item...                    |
| Prepared by: Karen Gregory  | Ship Via: Best Carrier-Best Way              |  |
| Prepared for: Karen Gregory   | Requested Delivery Date: <i>no value</i>     |  |
| Cart Description/Purpose: <i>no value</i>   |  |  |
| Order Category: 1 - Regular   |  |  |

- We would love to add a department email address to each of these generic department “users” so your department can be aware if documents have issues (AggieBuy has some built-in email notifications). We would appreciate it if you would please let us ([teesaggiebuyhelp@tamu.edu](mailto:teesaggiebuyhelp@tamu.edu)) know an email address to associate with your generic department user if the one you that the email in AggieBuy is not accurate.