

## 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.

The screenshot shows the 'Shopping Cart' page for user 'Holley Toshlog'. The 'Business Unit' is set to '02-Texas A&M University (02)'. The 'Prepared by' and 'Prepared for' fields both show 'Holley Toshlog'. A red box highlights the 'Prepared for' field, and a yellow box highlights the 'Select a different user...' link below it. Other fields include 'Cart Name', 'Share cart', 'Cart Description/Purpose', 'Order Category', 'Fund Type', 'Report Reference A', 'Report Reference B', and 'Bypass Dept Allocator'. There are also checkboxes for 'Pre-Pay & Add', 'Route to Procurement Services', 'Emergency (attach justification)', 'Sole Source (attach justification)', 'Do Not Encumber', 'Start Date', 'End Date', 'Rush the Pymt Process', 'Special Payment Method', 'Trade-In', 'Create Asset Manually', 'Add to Asset Number', and 'IFR (Item for Resale)'.

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**

**First Name**

**User Name**

**Email**

**Business Unit**

**Ordering Department**

**Position**

**Results Per Page**

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.