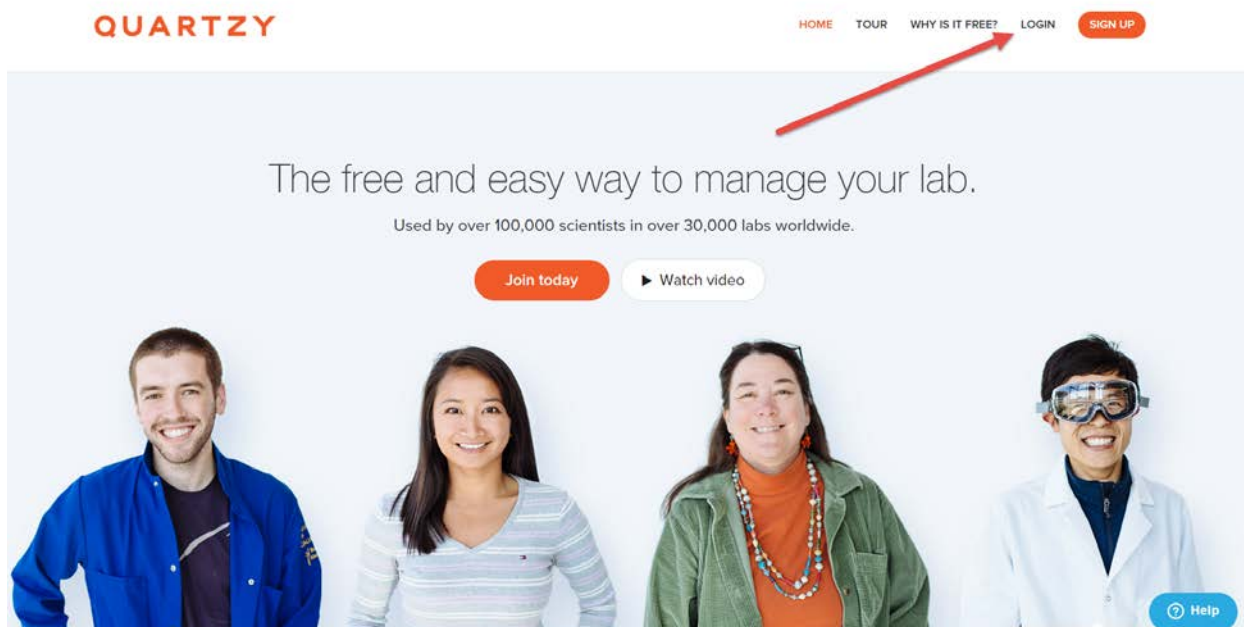


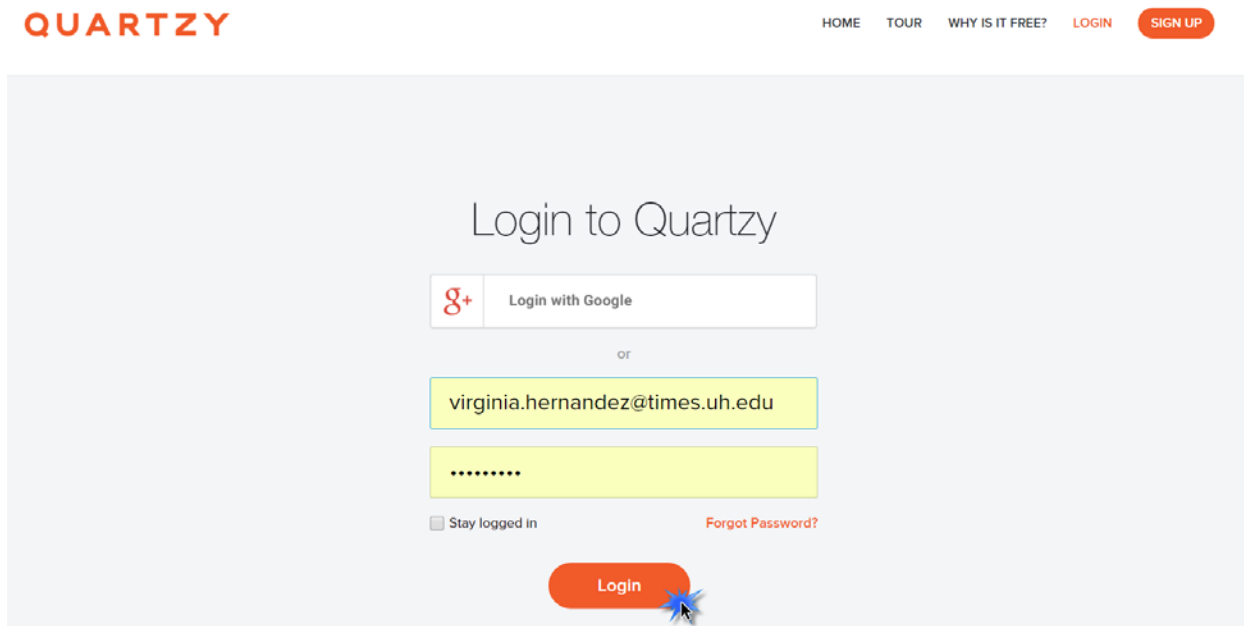
How to submit a request in QUARTZY

<https://www.quartzy.com/>

STEP 1: CLICK LOGIN



STEP 2: TYPE in your login credentials and CLICK LOGIN.



How to submit a request in QUARTZY

STEP 3: Search for your group

The screenshot shows the QUARTZY interface. On the left, a sidebar lists various groups under the heading 'All Groups'. A red callout box with the text 'Find your group' points to this sidebar. The main area displays a table of requests with columns for ITEM NAME, VENDOR, DETAILS, TOTAL, FROM, and SUBMITTED. The first row shows a request for 'RFA/TIMES Signage' from 'FastSigns' for a total of \$418.39, submitted by 'Andrew K.' on 'Mar 30'. A 'Purchase History' button is visible in the top right corner.

ITEM NAME	VENDOR	DETAILS	TOTAL	FROM	SUBMITTED
RFA/TIMES Signage <small>Approval email from Michele attached</small>	FastSigns N/A	Grant ID: BRWR_2416_TIMES-DC PO	\$418.39 1	Andrew K.	Mar 30 Mark Ordered

STEP 4: CLICK "Add Request"

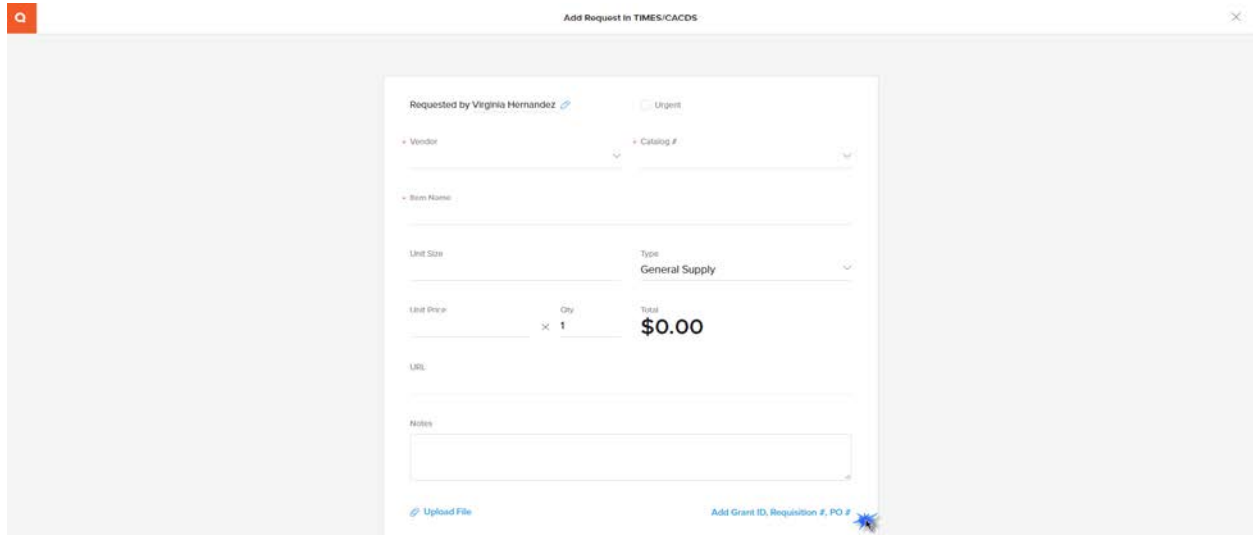
The screenshot shows the QUARTZY interface with the 'Add Request' button highlighted in the sidebar. The sidebar also shows a search bar and filter options for Vendor, Requested By, Grant ID, and Type. The main area displays the same table of requests as in the previous screenshot.


ITEM NAME	VENDOR	DETAILS	TOTAL	FROM	SUBMITTED
RFA/TIMES Signage <small>Approval email from Michele attached</small>	FastSigns N/A	Grant ID: BRWR_2416_TIMES-DC PO	\$418.39 1	Andrew K.	Mar 30 Mark Ordered

How to submit a request in QUARTZY

STEP 5: Type order details such as vendor, catalog #, item name, price & funding source.

- Click the blue hyper link “Add Grant ID, Requisition#, PO#” to drop down the funding source spacing provided.



Requested by Virginia Hernandez  Urgent

+ Vendor + Catalog #

+ Item Name

Unit Size Type

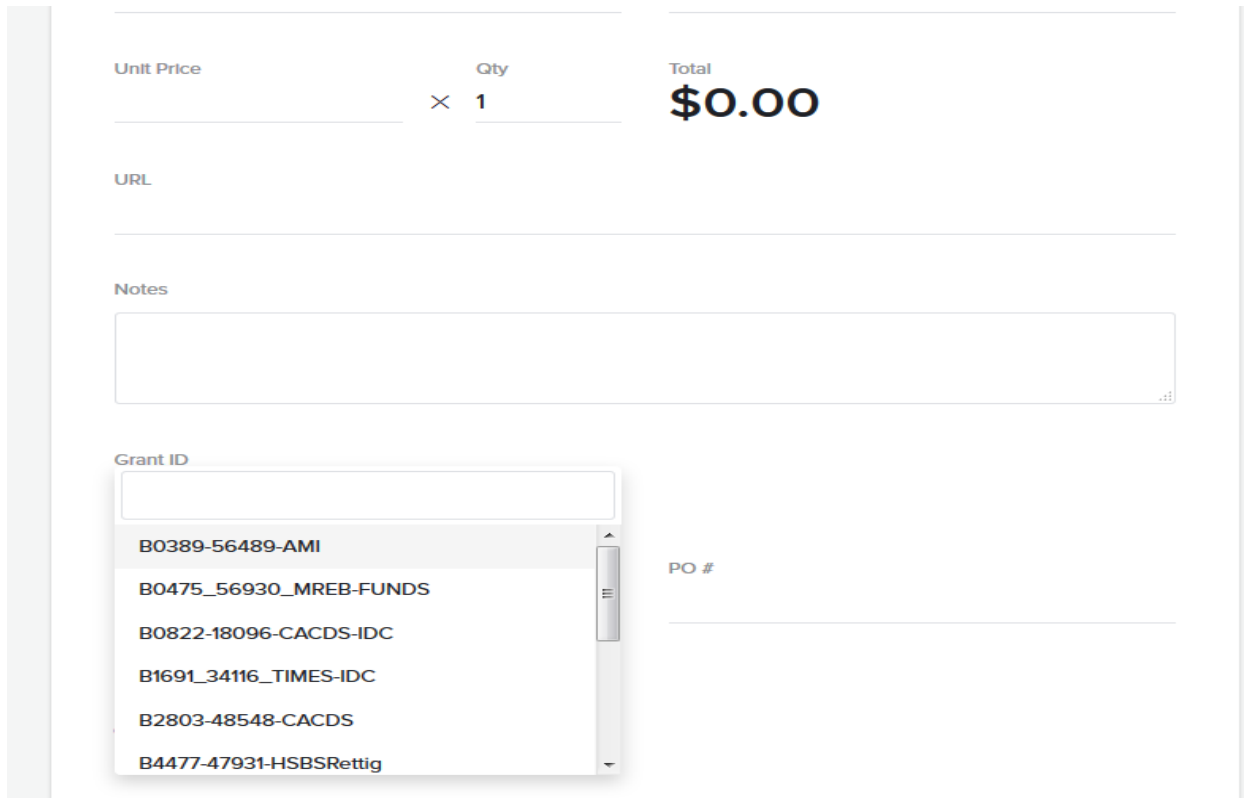
Unit Price × Qty Total **\$0.00**

URL

Notes

[Upload File](#) [Add Grant ID, Requisition #, PO #](#)

STEP 6: Click in the space labeled “Begin typing to search” and a list will drop down for you to select the appropriate funding source.



Unit Price × Qty Total **\$0.00**

URL

Notes

Grant ID

- B0389-56489-AMI
- B0475_56930_MREB-FUNDS
- B0822-18096-CACDS-IDC
- B1691_34116_TIMES-IDC
- B2803-48548-CACDS
- B4477-47931-HSBSRettig

PO #

How to submit a request in QUARTZY

The screenshot shows a web form for submitting a request. At the top, there are two dropdown menus: "Vendor" (Tejas Office Products) and "Catalog #" (RAC84360). Below these is the "Item Name" field, which contains "Disinfecting Wipes". Underneath, there are fields for "Unit Size" and "Type" (Office Supplies). A summary section shows "Unit Price" (15.25), "Qty" (2), and "Total" (\$30.50). A "URL" field contains a long link. A "Notes" text area is present. Below the notes are fields for "Grant ID" (with a dropdown arrow), "Requisition #", and "PO #". At the bottom left, there is an "Upload File" button. At the bottom of the form, there are three buttons: "Add Request" (highlighted with a mouse cursor), "Add Another Item", and "Cancel".

Vendor: Tejas Office Products

Catalog #: RAC84360

Item Name: Disinfecting Wipes

Unit Size: _____ Type: Office Supplies

Unit Price: 15.25 Qty: 2 Total: **\$30.50**

URL: <http://www.tejasoffice.com/ItemDisplayG.aspx?D1=Disinfecting-Wipes-7-x-8-Lemon-LimeO...>

Notes: _____

Grant ID: *Begin typing to search* ▼

Requisition #: _____ PO #: _____

[Upload File](#)

Add Request [+ Add Another Item](#) [Cancel](#)

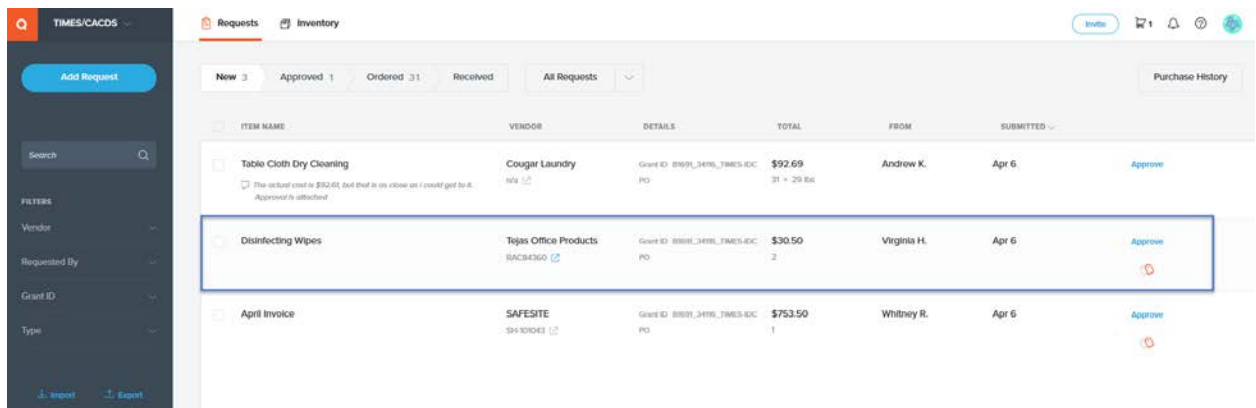
REMINDER: Always put in a cost center. Upload files if you have a sales quote or required forms. Once complete click "Add Request"

- The box labeled "item name" will vary depending on the request being submitted. When submitting a purchase request list the name of the item, example *filing folders*. When submitting items that is not a purchasing request list the name of that request, examples are Reimbursement, participant payment, gift card request, invoice.
- You have the capability to **attach** quotes, invoices & receipts etc.
- Feel free to provide any additional information in the box labeled "notes".

How to submit a request in QUARTZY

STEP 7: CLICK Add Request

- Should you have more than one request for the same vendor **CLICK** on the blue label that reads “+Add another item”
- Please note if you have a purchase request for a different vendor or alternative request you will need to click the top tab that reads “ORDER REQUESTS” and then proceed with steps 4-7.
- You can monitor your request and have the option to cancel the request for any reason prior to purchase.



The screenshot displays the QUARTZY interface with a sidebar on the left containing a search bar and filters for Vendor, Requested By, Grant ID, and Type. The main content area shows a table of requests under the 'Requests' tab. The table has columns for ITEM NAME, VENDOR, DETAILS, TOTAL, FROM, and SUBMITTED. Three requests are listed: 'Table Cloth Dry Cleaning' from Cougar Laundry, 'Disinfecting Wipes' from Tejas Office Products (highlighted with a blue border), and 'April Invoice' from SAFESITE. Each row includes a checkbox, a 'PO' status, a total amount, a requester name, a date, and an 'Approve' button.

ITEM NAME	VENDOR	DETAILS	TOTAL	FROM	SUBMITTED
<input type="checkbox"/> Table Cloth Dry Cleaning <small>The actual cost is \$92.69, but that is as close as I could get to it. Approval is attached.</small>	Cougar Laundry N/A	Grant ID: 889L3498_TIMES.EDC PO	\$92.69 31 x 29.66	Andrew K.	Apr 6
<input type="checkbox"/> Disinfecting Wipes	Tejas Office Products SAC84360	Grant ID: 889L3498_TIMES.EDC PO	\$30.50 2	Virginia H.	Apr 6
<input type="checkbox"/> April Invoice	SAFESITE S4-N2043	Grant ID: 889L3498_TIMES.EDC PO	\$753.50 1	Whitney R.	Apr 6

What will happen next

- You will receive an email once your order has been approved. The approval individual will vary depending on the funding source selected.
 - a) The next email after the item has been approved will notify you when the item has been processed/purchased.
 - b) The final email will notify you when the package has been received in room 371.
- ❖ Please contact Virginia Hernandez for all updates in Quartzly needed such as adding new employees, adding new funding sources or access to addition Quartzly groups.
- ❖ Email address: virginia.hernandez@times.uh.edu