Welcome!

Konica Minolta
Ordering of copy paper using the UTMB home web page
From the home page
Select Business & Finance then Business Operations and Facilities
Property Services

Supply Chain Management
http://www.utmb.edu/supplychain/

Accounts Payable
Accounts Payable is responsible for processing the payment of goods and services to both internal and external vendors in compliance with standard practices and external regulations/requirements. The processes that are administered by Payables include: Travel and Business Reports, Non-Purchase Order Payments and Purchase Order Payments. Accounts Payable works closely with Logistics and Purchasing to accomplish their goal of accurate payment processing and the maintenance of vendor/supplier relationships.

Customer Support & Help Desk
The Customer Support & Help Desk team provides customer service support for those who order goods and services for their department. They provide PeopleSoft eProcurement problem resolution, training, and updates on processes and procedures.

Cylinder Operations...
Select Warehouse Operations

- Informatics
- Mail Services
- Shipping
- Supply Chain Data Analytics
- Surplus Property
- Warehouse Operations
Materials Management Warehouse Operations is responsible for providing various consumable medical and surgical supplies, dry ice, gas cylinders and hurricane supplies in support of UTMB's mission.

These supplies are available from the Materials Management Warehouse located at 14th and Strand and can be delivered to you, or the customer can go to the warehouse to pick up their supplies.

To order supplies use the following links:

- PeopleSoft User
- Non-PeopleSoft User
Enter your Username & Password and click the Login button. If logging thru People Soft You are already logged in.
1- Complete all fields
2- Click Save.
This will return you back to
the initial sign in screen.
Enter your class code
and click submit or
using the find class or
project from frs number
Please select the customer with (KM) that's the paper will be charged to, you might not see this screen.
If you have only one customer number.
Note your contact/department/phone/EID are now automatically inserted. You are required to complete items circled in RED, click Update.

Optional – If you need to modify pickup location/contact, you may do so at the GREEN highlighted items. Please input this item number (88888) then enter the qty and then click add to cart. **Note please only order this item with this process don’t order any other items.
1- Enter Tag #, Serial # or Description in the appropriate box.
2- Click the button to the left of the box you entered your info to add your item to the cart.

Then click View Cart

---

**Materials Management**

**Welcome Robert Hirschkorn**

- **Start Over**
- **Recall Cart**
- **View Full Catalog**
- **Order by Item No**

**Recent Orders:**

- **Recent Order Status**
- **View Cart**

<table>
<thead>
<tr>
<th>Cart</th>
<th>Qty</th>
<th>Item No</th>
<th>Description</th>
<th>Price</th>
<th>Order Unit</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add to Cart</td>
<td>1</td>
<td></td>
<td>Enter Item Number and Quantity</td>
<td></td>
<td></td>
<td>Your cart contains 1 items. (update)</td>
</tr>
</tbody>
</table>
You will notice 2 items has populated in your cart. You may continue to add additional items until complete. Once complete, you may continue to “Check Out” or you may “View Cart”/“Edit Cart” to make changes.

Then process to checkout please make sure you are only ordering this item (88888).
In View Cart – If your equipment info is correct, proceed forward by clicking "Check Out". If your equipment info needs correcting, click "Return" to go back one screen and click "Edit Cart". Please verify the Inumber and then click continue.
Please verify Delivery info and then continue to checkout.

<table>
<thead>
<tr>
<th>Delivery Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>L No: L28038</td>
</tr>
<tr>
<td>Building: MATERIALS MGMT WAREHOUSE</td>
</tr>
<tr>
<td>Room: 16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Robert H. Hirschkorn</td>
</tr>
<tr>
<td>Phone: (409) 772-5349</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:rhhirsch@utmb.edu">rhhirsch@utmb.edu</a></td>
</tr>
</tbody>
</table>

Comments / Special Instructions

Order will be picked up at the warehouse. Do NOT deliver.

Continue

Start Over
Date: Monday, February 25, 2013

Web pricing is subject to change without notice and is not warranted to be in effect at time of order.

If required, the current unit price may be obtained by calling Materials Management at (409) 772-5349.

**CONTACT INFORMATION:**

Robert H. Hirschkorn  
Phone: (409) 772-5349  
Email: rhhirsch@utmb.edu

**DELIVERY INFORMATION:**  
On-Campus Delivery To: MATERIALS MGMT WAREHOUSE  
Loc code: L28038  
Room: 16

**BILLING INFORMATION:**

Account: PS Class Project 11397  
PS: UTMBGF2232102101139711397  
Tracking No: 20130225039  
Customer ID: KM0334

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Item No</th>
<th>Description</th>
<th>Unit Price</th>
<th>Unit Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>CT</td>
<td>88888</td>
<td>COPY PAPER 8.5 X 11 WHT KONICA</td>
<td>$29.90</td>
<td>$29.90</td>
</tr>
</tbody>
</table>

Total: $29.90

Please submit order, once again please make sure you are only ordering this item (88888).
Your order is in process
Thank You