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.

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		[select]

4. 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".

5. 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).

6. 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) know an email address to associate with your generic department user if the one you that the email in AggieBuy is not accurate.