

# Bus Charter Requisitions

*NOTE: This is a temporary workaround until the commodity code mapping is corrected in the P2P system.*

Follow the steps below to complete a requisition for bus charters:

1. Navigate to **Goods and Services Request > Select Supplier > Select Transportation Charters from the Dropdown Menu.**
2. Enter the first line of your quote on the form.
3. Click **Save to Cart and Add Another** to continue adding lines. When done adding all lines and ready to checkout, **click Add and go to Cart.**
4. Change the Commodity Code to 160006 Bus Charter Services, then click **Proceed to Checkout.**
5. If your travel is out of state, enter account number “606002” in the **Account Override** box.
6. Click **Save.**
7. Click **Submit Request.**

**Review and Submit** Request Actions ▾ | History | ?

✓ Required Fields Complete

Section	Progress
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

← Previous
Add to Favorites
Add and go to Cart ▾

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- Add and go to Cart
- Save to Cart and Add Another
- Add to Cart and Return
- Add to new Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision

# QUICK REFERENCE GUIDE

## 1 Item

### Acco Engineered Systems Inc · 1 Item · 1,500.00 USD

^ SUPPLIER DETAILS Fulfillment Center 2 : 1493 Cambridge Street, San Jose, California 90024 United States

Contract *no value*

Item	Catalog No.	Size/Packaging	Unit Price	Quantity
Goods and Services Request				
Contract:	Select price or contract...			

1 arrival  
Procurement Request: Goods and Services Request EA 1,500.00 Qty: 1

#### ^ ITEM DETAILS

Performance Start Date

Commodity Code

160006



4



Performance End Date

Bus Charter Services

more info...

Asset



DeptID

Account

Account Override

Program

D10821\_BKCMP



606001\_BKCMP

606002\_BKCMP



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