Placing a Field Order Online

Go to www.uwsuper.edu

Click on My E-hive in the bottom right hand corner of the website.
Log into My E-Hive Login.
Click Place Field Order

**Step 1**

Verify the purchase cannot be made via pro card. If the purchase can be completed via pro card a Field Order is unnecessary.

If the order can’t be placed on a pro card click Proceed on UW-Superior Field Order Request
Step 2

Fill out applicable lines. Buyer- Your name is the buyer. Ship to: the name of the person receiving or requesting the goods or services.

Enter the ten digit cost center number in the Cost Center field.

*If you are allocating costs to two cost centers, enter one cost center in the cost center field and the other in the secondary cost center field.
**Vendor ID:**

Enter the Vendor ID # if known.

Or: Click the magnifying glass to find the vendor ID# if the vendor ID# is unknown.

The Look Up box will appear. There are many options available for search criteria. Searching by vendor name may be the most efficient search method. Use the drop down menu to select ‘begins with’ or ‘contains’ to begin your vendor search.
If your vendor does appear in your search click the Vendor ID on the left and the vendor information will
default into your field order. Confirm that the information defaulted in is correct.

*If you are unable to locate the vendor #; enter 099999 as the number and manually enter the vendor’s
information. Anytime a new vendor is used, you will need to obtain a W9 from the vendor to create an
order. (See New Vendors Requiring a W9)

*If the address that defaults in is not the correct address you would like to place the order to you will have
to manually enter the vendor information as described above.
**Step 3**

This is where you fill in the description of the goods or services being requested.

Enter the quantity needed.

Tab over to the next box and enter the unit this may be such things as; EA (each), LOT, etc.

Tab over to the Product Description & Stock number. Enter a detailed description of the item being purchased. Be sure to included dates, model numbers, etc. Examples: One Night Lodging for Jane Doe August 23, 2010. Widget model #3672, T-shirt – Blue – Large.

Tab over to unit price. Enter the unit price.

Tab over to the Total Amount. The program will automatically calculate this amount from the quantity and unit price.
If you are entering more than one item; click on the plus sign (+) to add an additional line.

*If you are using two cost centers you will have to specify the dollar amount allocated to each cost center. Enter the amount to be allocated in the first cost center and the remaining amount will default into the second cost center.

Once all of the information needed is included click proceed to continue onto the next step.
**Step 4**

Use the drop down menu to select the shipping terms & payment terms.

**Shipping Terms:**

Select *Destination* if shipping & handling are included in the price and will not be added to the total of the invoice.

Select *Destination PP/Add* if shipping & handling has not already been added to the price and will be added onto the invoice total.

If the product is not going to be shipped the default selection would be Destination.
Payment Terms:

Select *30 Days* if the vendor will be mailing an invoice to Accounts Payable that can be paid within 30 days of receiving the invoice. This covers 95% of all orders and is the ‘default’.

Select *Check w/Order (mail)* if you would like a check mailed out to the vendor as soon as the order is received & processed. This typically applies to things such as entertainment contracts, registrations, or memberships.

Select *Check w/Order (pick-up)* if you would like a check processed and held in the business office for pick up. The check must be picked up by the requestor, in the business office. This is often done when an entertainer is coming to campus and would like to be paid directly after the performance.

Enter a Vendor contact name if applicable.

Enter the contract number if applicable.
Remarks:

Enter any additional information pertaining to the order. Such as quote numbers or shipping comments. Enter a couple spaces; type UWS CODE. Purchasing will fill in the appropriate budget code when received, if you are not familiar with UW account codes.

Once you have completed this page click on Place Order. Your order will automatically be emailed to yourself as well as the Purchasing Office. You can obtain a copy of the order through your email. **You are then responsible to print out a copy (on a tan colored sheet of paper) for the vendor. This copy must then be sent out to the vendor with a copy of the terms & conditions attached.**