

TXMAS Quote Order User Guide for State Agencies

Important: Obtain a formal quote from the TXMAS contractor or authorized dealer. An electronic copy of the quote is required to be attached to your order in Texas SmartBuy. All entities are encouraged to view the [Contract Details](#) page before placing orders in Texas SmartBuy.

Login to your account at www.txsmartbuy.com.

PLEASE LOGIN TO ACCESS YOUR WEB APPLICATIONS

WARNING - RESTRICTED GOVERNMENT SYSTEM

This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal and state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws. If you need a web applications id, Please Contact your Superuser

Login Credentials

Email Address (required)

Password (required)

[Sign In](#)

[Forgot password?](#)

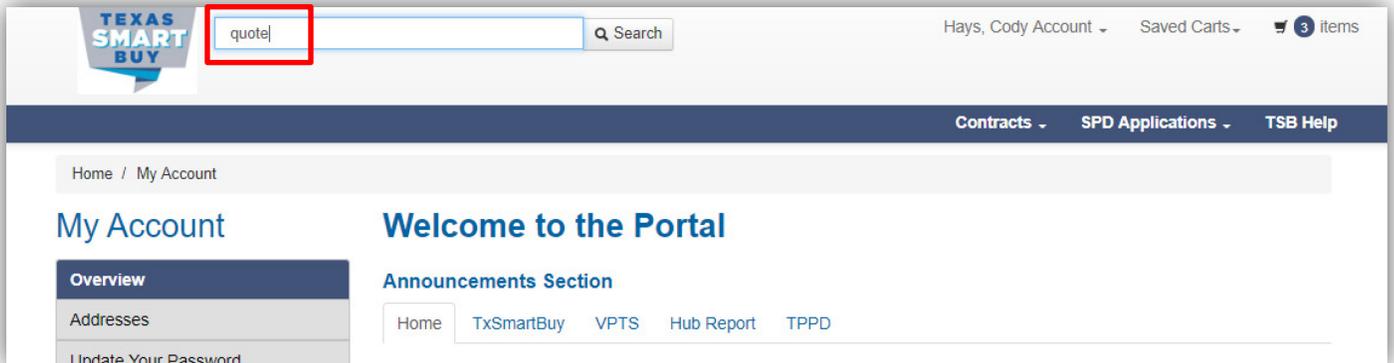
To search for and add TXMAS contract items to the cart, enter the manufacturer/supplier part number, TXMAS contract number, item description or contractor name. Also, be sure to visit the [Contract Details](#) pages for specific ordering instructions. **State agencies must enter a minimum of 20 line items in the Texas SmartBuy shopping cart prior to using the TXMAS quote order line item for contract items for all TXMAS orders.**



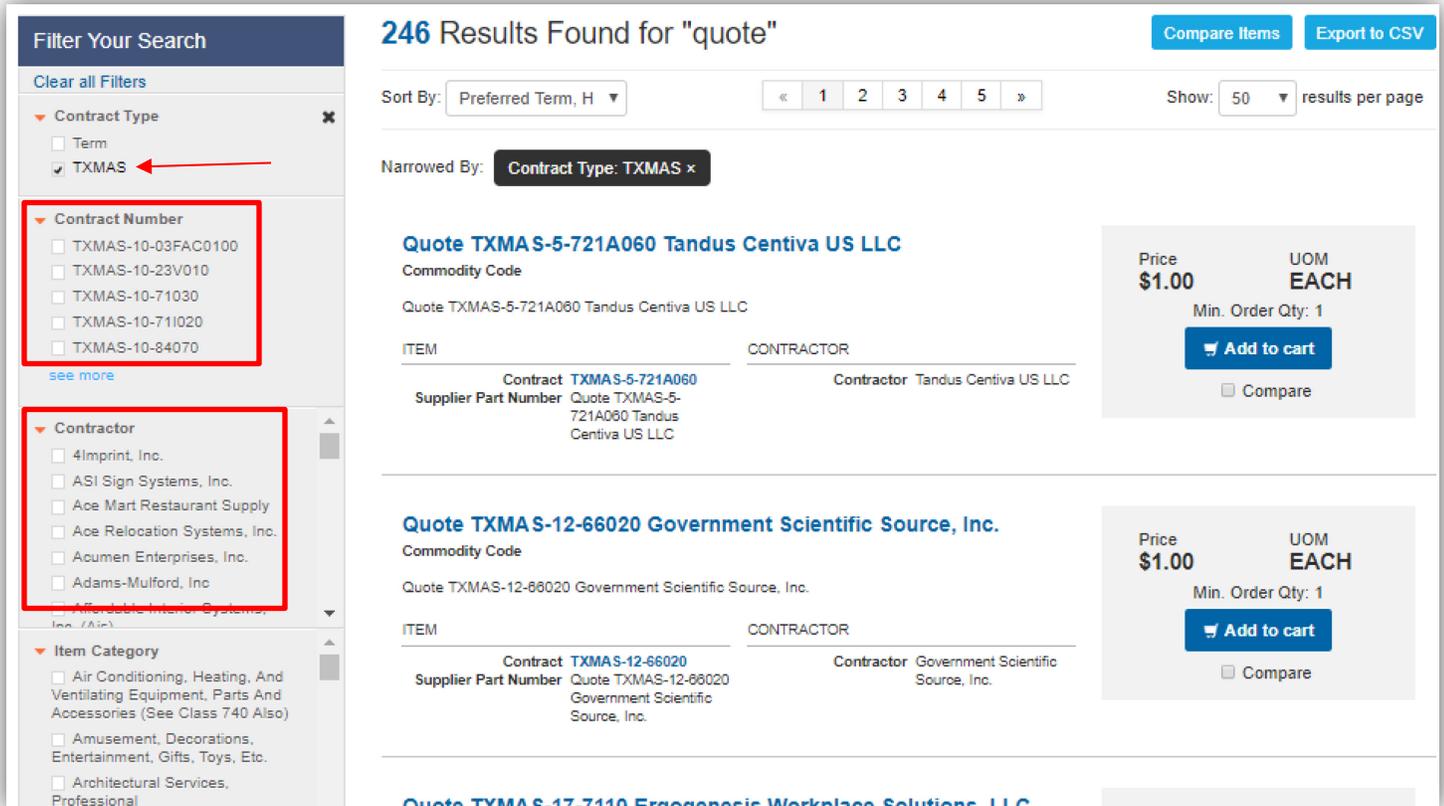
TEXAS
SMART
BUY

 Search

Once the 20 contract line items are added to the cart, simply enter the word 'quote' into the search bar at the top of the screen.



Using the filters on the left side of the screen, select **TXMAS** as the contract type. Then select either the applicable **TXMAS Contract Number** or the **Contractor** in order to narrow your search results.



You can now select the applicable quote line item for the TXMAS contractor and **Add to cart**.

Filter Your Search

Clear all Filters

- Contract Type
 - TXMAS
- Contract Number
 - TXMAS-17-7101
- Contractor
 - 4Imprint, Inc.
 - ASI Sign Systems, Inc.
 - Ace Mart Restaurant Supply
 - Ace Relocation Systems, Inc.
 - Acumen Enterprises, Inc.
 - Adams-Mulford, Inc.
 - Affordable Interior Systems, Inc. (AIA)
- Item Category
 - Furniture: Office

1 Result Found for "quote"

Sort By: Preferred Term, H Show: 50 results per page

Narrowed By: Contract Type: TXMAS x Contractor: Ergonom-Corporation-dba-ERG-International x

TXMAS Furniture Quote - Ergonom Corp. DBA ERG International

Commodity Code
TXMAS Furniture Quote - Ergonom Corp. DBA ERG International

ITEM	CONTRACTOR
Contract TXMAS-17-7101	Contractor: Ergonom Corporation dba ERG International

Price **\$1.00** UOM **EACH**
Min. Order Qty: 1

[Add to cart](#) Compare

Sort By: Preferred Term, H Show: 50 results per page

In the Quantity field, enter the total dollar amount for the quoted TXMAS contract items. Select the authorized dealer using the dropdown box, if applicable. Then select whether you have validated the quoted pricing against the base contract or not. In the Additional Charges section, enter any Incidental Charges, i.e., installation, labor, freight, shipping, etc. You can also enter any volume discounts using the Charges tab.

Note: The order could be rejected if 1) the Texas SmartBuy Admin Fee is listed as an Incidental charge and 2) the dealer (& the dealer address) listed on the quote is not an authorized dealer as listed on the contract.

Add Item to Cart

Item Information

Quantity: Commodity Code:
Dealer: Unit Price: \$1.00 per EACH
Description:
TXMAS Furniture Quote - Ergonom Corp. DBA ERG International

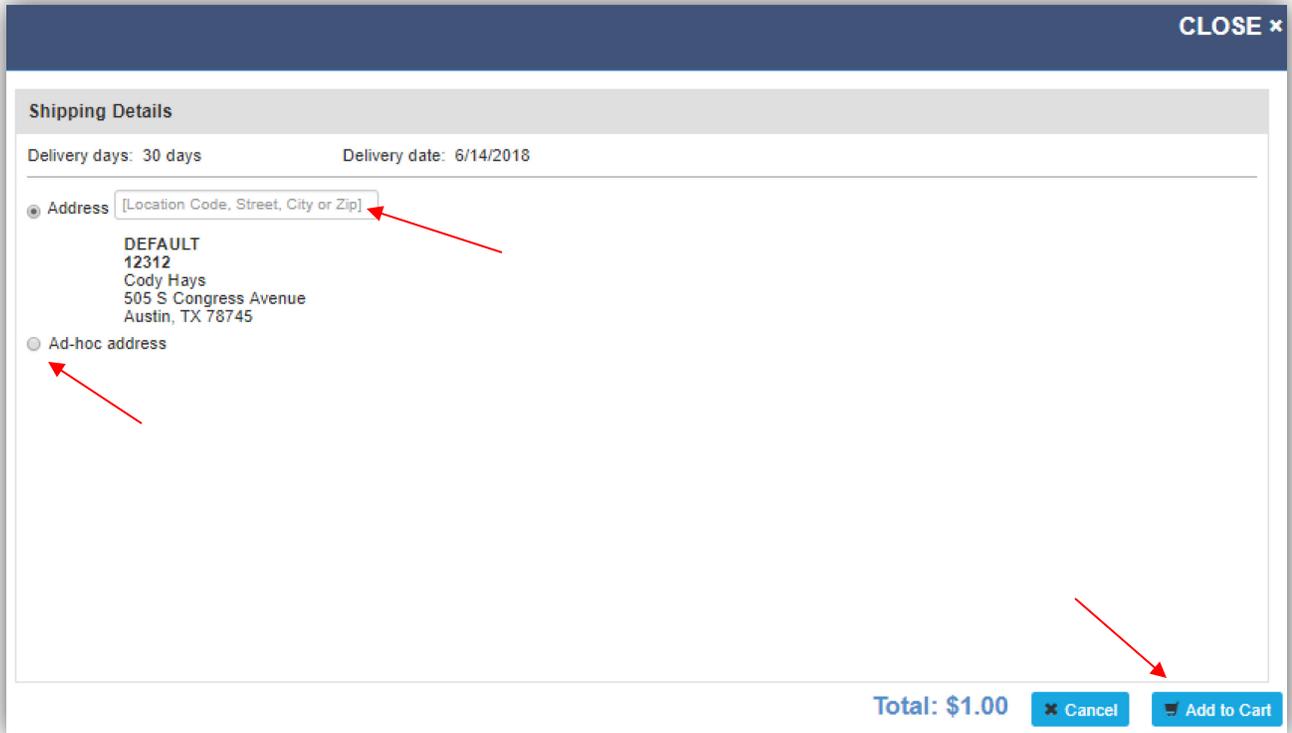
Has the quoted price(s) been validated?

Additional Charges **TXMAS Incidentals \$0.00** **Charges \$0.00** Subtotal: \$0.00

Price	Description
\$ <input type="text"/>	<input type="text"/>

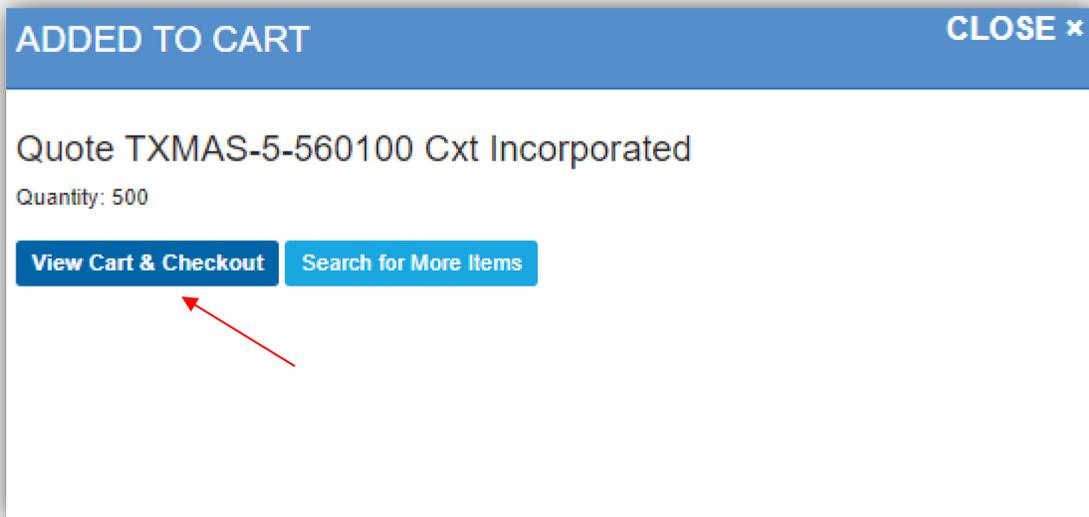
[Add New](#)

You can use an address from your Address Book, use your default shipping address, or manually enter an ad hoc shipping address (one-time use address not listed in your Address Book). Click **Add to cart**.



A modal window titled "Shipping Details" with a "CLOSE x" button in the top right corner. It displays "Delivery days: 30 days" and "Delivery date: 6/14/2018". Under the "Address" section, there is a text input field with a placeholder "[Location Code, Street, City or Zip]". Below this, a default address is listed: "DEFAULT 12312 Cody Hays 505 S Congress Avenue Austin, TX 78745". An "Ad-hoc address" option is also present. At the bottom right, there is a "Total: \$1.00" label, a "Cancel" button, and an "Add to Cart" button. Red arrows point to the input field, the "Ad-hoc address" radio button, and the "Add to Cart" button.

You may View Cart & Checkout or continue shopping. Selecting **View Cart & Checkout** will take you to the My Cart page to proceed.



A modal window titled "ADDED TO CART" with a "CLOSE x" button in the top right corner. It displays "Quote TXMAS-5-560100 Cxt Incorporated" and "Quantity: 500". At the bottom, there are two buttons: "View Cart & Checkout" and "Search for More Items". A red arrow points to the "View Cart & Checkout" button.

On the My Cart page, select Choose File to upload and attach the contractor quote document to the Texas SmartBuy PO. Make sure the Order Total matches the quote you received from the contractor. Select Proceed to Checkout to go to the final screen.

My Cart

[+ Start New Cart](#) [Share Cart](#) [Save Cart As...](#) [Delete Cart](#)

Item	Shipping Address	Price	Qty	UOM	Subtotal	
TXMAS Furniture Quote - Ergonom Corp. DBA ERG International	12312 Cody Hays 505 S Congress Avenue Austin, TX 78745 <i>Delivery days: 60</i>	\$1.00	500	EACH	\$500.00	Edit Delete

Dealer: 1st Class Solutions : 8808 79th Street Lubbock, TX
Item Detail: TXMAS Furniture Quote - Ergonom Corp. DBA ERG International
Contractor: Ergonom Corporation dba ERG International
Contract: TXMAS-17-7101
Min. Order Quantity: 1

Pickup Date: 7/16/2018

Add Note to Item

Attach File to Item

No file chosen

Order Total: \$500.00

[Search for More Items](#) [Print](#) [Export Cart to CSV](#) [Proceed to Checkout](#)

On the Finalize Your Order screen, either use your default billing address or select another billing location from your Address Book. Enter an **Internal Tracking Number** (your requisition/PO number or any other number you might be using internally). You can also add a note, attach another file and save this order for any time in the future.

Finalize Your Order

Select a Billing Address (Required)

Billing Address

Location Code, Street, City or Zip 

D01-2

1365 North Main Street
D01-2
Paris, TX 75460
(512) 123-4567

Enter Internal Tracking Number (required)

Internal Tracking Number

Add a Note to Your Order (optional)

Attach a file to Your Order (optional)

 Attach File: No file chosen

Favorite Order (optional)

Enter a name for this order and it will be saved as a favorite order.

Favorite Order Name

Finally, review your Order Summary and select Complete Checkout. Your order is now complete! The purchase order will be placed on hold pending Statewide Procurement Division (SPD) review. Once approved, you and the contractor/dealer will receive an email confirmation receipt with a copy of the PO attached.

Order Summary Edit Order

Item	Shipping Address	Price	Qty	UOM	Subtotal
Quote TXMAS-5-560100 Cxt Incorporated	12312 Cody Hays 505 S Congress Avenue Austin, TX 78745 Delivery days: 30	\$1.00	500	EACH	\$500.00

Item Detail: Quote TXMAS-5-560100 Cxt Incorporated
Contractor: CXT Incorporated
Contract: TXMAS-5-560100
Min. Order Quantity: 1

[File: TSBM-contract-list.xlsx](#)

Item Subtotal: \$500.00
Delivery Subtotal: \$0.00

Order Total: \$500.00

[Continue Shopping](#) [Complete Checkout](#)