

Sam's Club Purchases

Vendor #25

Vendor Sourcing: PACE #P00170

Non-Membership Holders

(NOT PICKED UP BY THE WAREHOUSE)

- Create a shopping cart at samsclub.com (Must be set to North Richland Hills location and all items must be available for pick up)
- Enter a blanket PO (Amount)
- Notate reason for requisition in the "Vendor Sourcing Notes" section
 - Description of event or meeting
 - Date(s) of event or meeting
 - Description of supplies – example: Office Supplies
 - **Specify the requested date & time to pick-up order at Sam's**
- List out the generic types of items to be purchased on ONE line
- Total cost needs to be rounded up
- **Delivery reference needs to state who will be picking up the order**
- **Attach shopping cart to requisition (See instructions below)**
- Once PO approved purchasing will place order & notify you when the order is set for pick up
- "Delivery Reference" will pick up order at customer service desk
- Email receipt to purchasing
- Purchasing will liquidate the PO

Warehouse Pick Up Only

(ONLY FOR ORDERS > \$250 OR LARGE ITEMS)

- Create a shopping cart at samsclub.com (Must be set to North Richland Hills location and all items must be available for pick up)
- Enter a blanket PO (Amount)
- Notate reason for requisition in the "Vendor Sourcing Notes" section
 - **Must state "For Warehouse Pickup"**
 - Description of event or meeting
 - Date(s) of event or meeting
 - Description of supplies – example: Office Supplies
- List out the generic types of items to be purchased on ONE line
- **Attach shopping cart**
- Once approved Purchasing places the order with Sam's
- Warehouse will pick-up and deliver to the location indicated on the PO
- Purchasing will liquidate the PO

Membership Holders

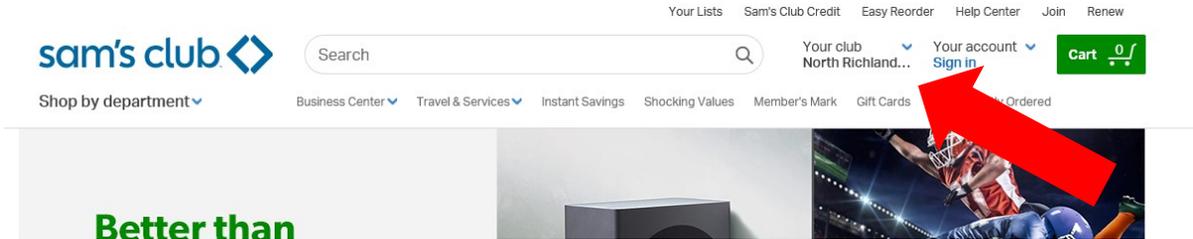
(CAMPUS/DEPT. MUST HAVE THEIR OWN MEMBERSHIP CARD)

- Complete Purchase Request Form or enter P-Card requisition for orders over threshold
- If over threshold, in P-Card Requisition: Notate reason for requisition in the "Vendor Sourcing Notes" section
 - Description of event or meeting
 - Date(s) of event or meeting
 - Description of supplies – example: Office Supplies
- Once approved the purchase can be made in-person or pick and pull option
- Warehouse cannot pick up pick and pull orders placed by the campus/dept.
- Once purchase is complete the p-card transaction must be reconciled in Munis

Creating a Shopping Cart

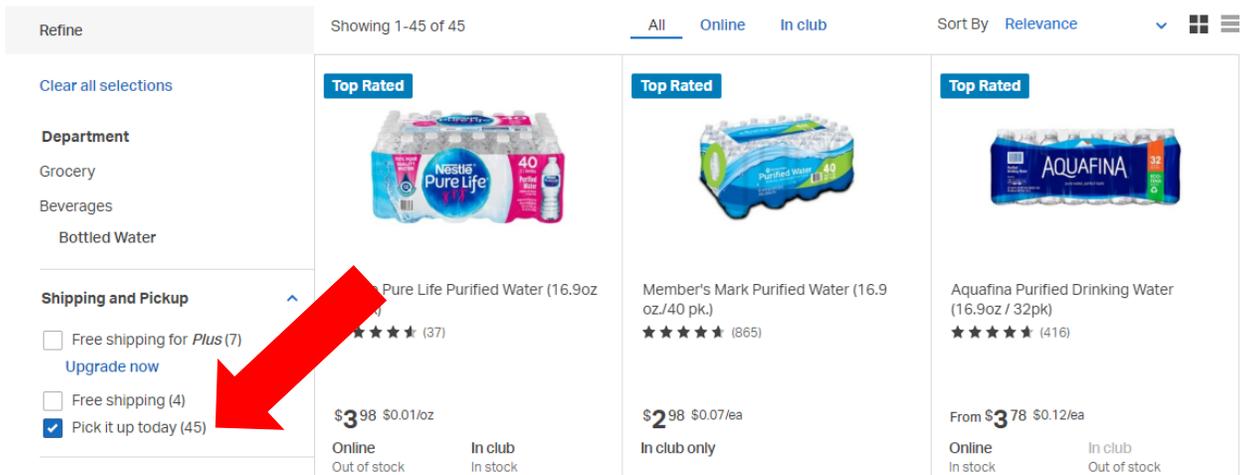
Creating a Shopping Cart

1. Go to <https://www.samsclub.com/>
2. Set "Club" to North Richland Hills locations

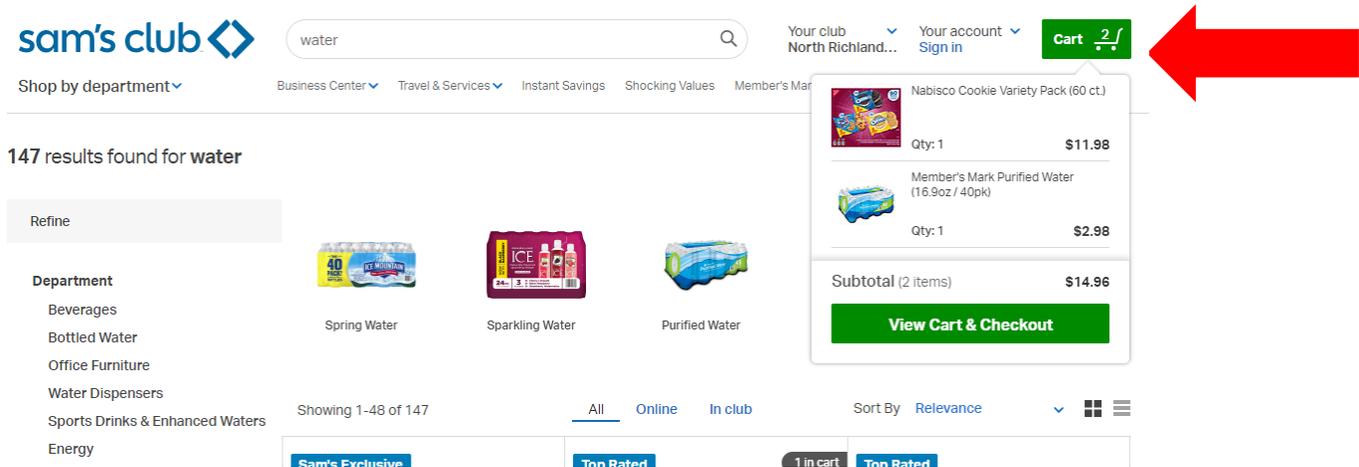


3. Search for desired items
4. Narrow search to "Pick it up today" items

Bottled Water



5. Add desired items to cart
6. Once done adding items click "Cart"



Creating a Shopping Cart

7. Click "View Cart & Checkout"

The screenshot shows the Sam's Club website interface. At the top, there is a search bar with 'water' entered. Below the search bar, there are navigation links for 'Shop by department', 'Business Center', 'Travel & Services', 'Instant Savings', 'Shocking Values', and 'Member's Mark'. The main content area displays '147 results found for water' with a 'Refine' button and a list of department categories: Beverages, Bottled Water, Office Furniture, Water Dispensers, Sports Drinks & Enhanced Waters, and Energy. Three product images are shown: Spring Water, Sparkling Water, and Purified Water. A shopping cart overlay is visible in the top right corner, showing the items added to the cart: Nabisco Cookie Variety Pack (60 ct.) for \$11.98 and Member's Mark Purified Water (16.9oz / 40pk) for \$2.98. The subtotal is \$14.96. A red arrow points to the 'View Cart & Checkout' button in the cart overlay.

8. Print Cart

Option 1- Print Cart, scan and attach to Munis requisition

Or

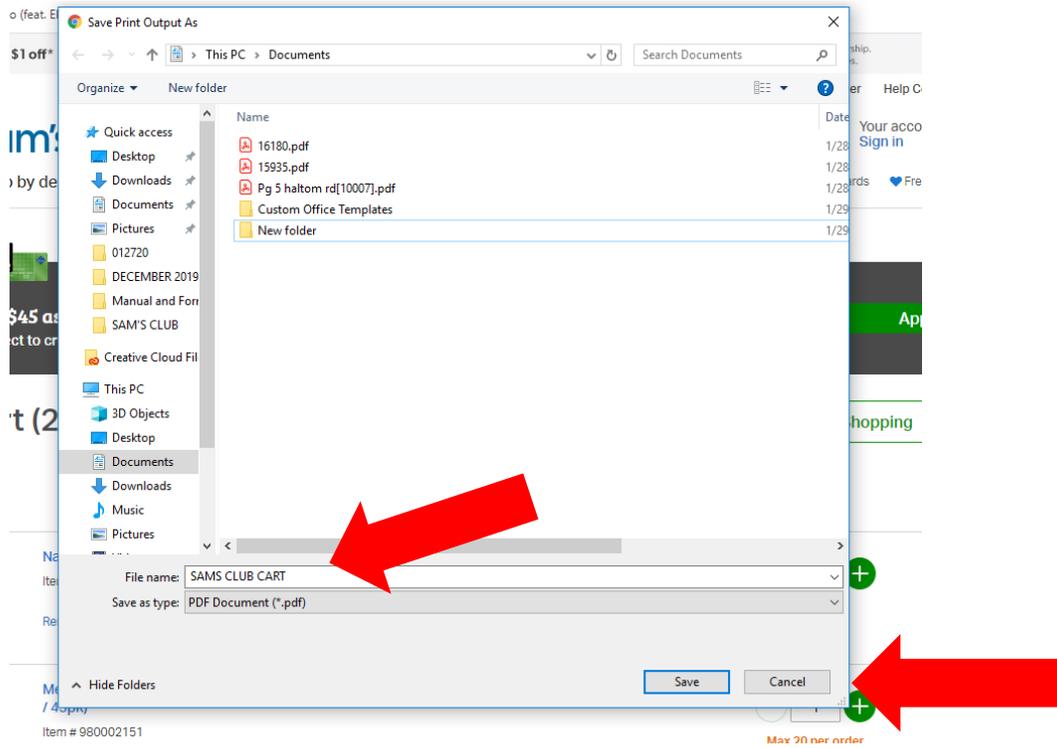
Option 2- Save Cart as PDF file

1. Ctrl + P, set destination to Microsoft Print to PDF and Print

The screenshot shows a Microsoft Print dialog box overlaid on the Sam's Club website. The dialog box has the following settings: 'Print' (13 sheets of paper), 'Destination' (Microsoft Print to PDF), 'Pages' (All), 'Layout' (Portrait), and 'Color' (Color). A red arrow points to the 'Microsoft Print to PDF' destination. Below the dialog box, the website shows the item 'Member's Mark Purified Bottled Water (16.9oz / 45pk)' with a price of \$3.36 and a quantity of 1. The subtotal is \$15.34. A red arrow points to the 'Print' button in the dialog box.

Creating a Shopping Cart

2. Enter File Name and save to desired destination



3. File is now ready to save as PDF and can be attached to Requisition in Munis