

## *What's new...*

October 2022

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### **Business Managers' Meetings**

[Jessica Winet-Fleer](#)

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### **Business Services**

<https://www.stata.com/order/purchase-order>

# Order PO-000158012

Saint Louis University StateCorp LLC

## Purchase Order

Order # PO-000158012  
Buyer Jessica Bissade [Edit](#)  
Order Date 9/11/2022 10:01:11  
Created Date 7/1/2022 10:01:11  
Order Submission Send Electronically  
Payment Method Payment Account

Requisition  
Originals  
Title  
Organization Unit  
Comments

[Order Open](#)  
[Edit](#)  
[Purchase Order](#)

## Attachments

Drop files to attach or  
Size limit 50 MB  
Year

[anne.becker@slu.edu](mailto:anne.becker@slu.edu)

[billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu)

## Central Processing

[anne.becker@slu.edu](mailto:anne.becker@slu.edu) or

[accountspayable@slu.edu](mailto:accountspayable@slu.edu)

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Grants/Research

[matt.renaud@slu.edu](mailto:matt.renaud@slu.edu)

Workday Financials



[wdfinance@slu.edu](mailto:wdfinance@slu.edu)

Workday R

- CR FI

Applied Behavioral Analysis  
from D007 S11-2SW to S01-2

-2 Arts and Sciences Instructional to S08-2

S08-2

Sciences  
08-2

✉ <https://www.slu.edu/compliance-ethics/hotline.php>.

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Header	Suppliers	Attachments	Email	Confirm
RFQ Type Default				
RFQ Name Quote MacBook Air 142 Silver 24GB 1TB				
RFQ Description 24GB unified memory 8x 1TB				
Suppliers must respond by this date 5/00/2024				
Suppliers will send a reminder on this date Reminder Date				

**Select Apple Inc. from the Supplier drop-down menu (you can type it or scroll down), Click on “Add”. Repeat this step to add additional suppliers. Once you have added all the suppliers you wish to include in the RFQ, Click “Continue”:**

< Back

You can add attachments on the next screen by dragging and dropping them or uploading them. Click "Last" to move the final screen before submitting your quote request.

## Request Quote

Saint Louis University

Header Suppliers Attachments Email

Drop file, attach, or

File size limit 50MB

1

< Back

Continue >

Last

2 Cancel

Finish

Review your quote request details. Select "Back" to return to previous screens to edit. Select "Finish" to send the RFQ to the suppliers.

## Request Quote

Saint Louis University

Header Suppliers Attachments Email Confirm

Please confirm you wish to send a request for quote to the following suppliers and then press Finish. If you need to review the full details, click the Previous button.

Item Name Quote MacBook Air M2 Silver-24GB 1TB  
Contact Name Zhenguo Lin  
Contact Email zhenguo.lin@slu.edu  
Response Date 7/25/2022 5:00 PM  
Supplier Apple Inc

< Back

Cancel

Finish

1

You will be notified by email when suppliers have responded to your quote. At that time you should review your quotes to determine which supplier's quote best meets your needs.

You can initiate a purchase requisition by following this job aid and selecting "Connect to Supplier Website" to be taken into Billiken Buy:

The screenshot shows the Billiken Buy navigation menu for Saint Louis University. The menu items are: Home, Purchasing, and Transactions. Under Purchasing, there are four options: View Requests for Quote (with a blue '2' badge), View Invoices (with a blue 'none' badge), View Spend (with a blue 'none' badge), and Connect to Supplier Website (with a blue '1' badge). The Transactions section has a blue '1' badge.

## Select the Request for Quote that you wish to view:

### Requests for Quote

Search

RFQ Name	RFQ ID	Created	Status
ipad Pro 12.9 + Apple Pencil + Magic Keyboard	SLU-101-94	7/15/2022 6:49 PM	Issued
ipad Pro 12.9 + Apple Pencil + Magic Keyboard	SLU-101-93	7/15/2022 5:13 PM	Cancelled
MacBook Air M2 Silver 24GB 1TB	SLU-101-90	7/15/2022 12:19 PM	Responded
MacBook Air (silver) with M2 chip	SLU-101-81	7/14/2022 3:48 PM	Responded

## Review the Quote header details and select “View” to see each supplier’s response:

### RFQ MacBook Air M2 Silver 24GB 1TB

Header Attachments

Supplier	Expiry Date	Quote Name
Apple Inc.	7/15/2022 11:00 PM	MacBook Air M2 Silver-24GB-1TB

### Quote MacBook Air M2 Silver 24GB 1TB

View Add to Cart

Item	Quantity	Unit Price	Subtotal	Tax	Description	Char
13" MacBook Air M2 24GB 1TB Silver	1	\$1,999.00	\$1,999.00	\$	13" MacBook Air M2 24GB 1TB Silver	
12" MacBook Air M2 24GB 1TB Silver	1	\$1,499.00	\$1,499.00	\$	12" MacBook Air M2 24GB 1TB Silver	
2 Year AppleCare+ for MacBook Air (12" or 13" screen)	1	\$199.00	\$199.00	\$200	2 Year AppleCare+ for MacBook Air (12" or 13" screen)	
<p>Subtotal \$2,698.00                      Tax \$0.00                      Total \$2,698.00</p>						