

Caltech



Purchasing

NEW USER TRAINING



Important Information to get Started:

Logging into TechMart: Log in to www.access.caltech.edu and click on “TechMart Purchasing” under the “Administrative Services”

TechMart Website:

<http://procurement.sites.caltech.edu/departments/techmart>

TechMart Help Email Address: TechMartHelp@Caltech.edu

TechMart Access Form (if you are requesting access to TechMart):

<http://procurement.sites.caltech.edu/departments/purchasing/purchasing-forms>

Fill out the Access Request Form and send it to your Custodian.

Custodian Listing by Division/Department:

<http://procurement.sites.caltech.edu/departments/purchasing/purchasing-forms/techmart-custodians-access-request-form>

TechMart Roles & Responsibilities

- **TechMart Shopper:** A TechMart user who can create catalog and non-catalog shopping carts. TechMart Shoppers have a zero-dollar approval limit, which means a Financial Approver must approve all shopping carts created by a TechMart Shopper. The Financial Approver is responsible for modifying the administrative details of the order, including PTA number(s).
- **TechMart Requisitioner:** A TechMart user who can create catalog and non-catalog shopping carts. A TechMart Requisitioner may have an approval limit from zero to unlimited. A Financial Approver must approve shopping carts created above a TechMart Requisitioner's approval limit. A TechMart Requisitioner is responsible for applying the appropriate administrative details of the order, including PTA number(s), shipping address, etc.
- **TechMart Approver:** A TechMart user who is responsible for approving a TechMart Requisitioner's shopping cart. A TechMart Approver can modify any administrative details of the order, including PTA number(s).

Policies & Procedures

Division/Department	Primary
Team Lead	Genelle Vinci
ASIC	Oswaldo Reategui
Athenaeum	Rudy Zepeda
B & F	Mayra Olivares
Biology	Phyllis Burton
CACR	Phyllis Burton
CCE	Mayra Olivares
DIR	Elisa Brink
EAS	Rudy Zepeda
Facilities	Chris Sierra
GPS	Oswaldo Reategui
HR	Phyllis Burton
HSS	Oswaldo Reategui
IMSS	Oswaldo Reategui
Library	Oswaldo Reategui
LIGO	Melanie McCandless
OGC	Elisa Brink
PMA	Elisa Brink
President	Phyllis Burton
Provost	Phyllis Burton
RSI	Mayra Olivares
SAS	Chris Sierra
Strategy Implementation Group	Mayra Olivares
Student Affairs	Chris Sierra
TMT	Elisa Brink
Independent Contractors Agreement	Elisa Brink, Mayra Olivares
MPA's & RFP's	Elisa Brink, Mayra Olivares, Oswaldo Reategui

Policies & Procedures Cont'd

<http://procurement.sites.caltech.edu/departments/purchasing/purchasing-policies-procedures>

Purchase Threshold	Competitive Requirements
Up to \$5,000	<ul style="list-style-type: none">• No requirement for competition, however, prudent and competitive business practices are encouraged
\$5,000.01 - \$10,000	<ul style="list-style-type: none">• Cost/Price Analysis conducted by Purchasing Services
\$10,000.01 and above	<ul style="list-style-type: none">• Informal Competition: At least two (2) quotes/proposals solicited by phone, e-mail, mail or fax• Formal Solicitation process conducted by Purchasing Services: If the Division or Department needs assistance for complex requirements, noncommercial goods and services, or for very high-value purchases. Formal solicitations include Request for Information (RFI), Request for Quotes (RFQ), and Request for Proposals (RFP)• A Noncompetitive Justification, completed by the Division or Department, is required for the following:<ol style="list-style-type: none">1. sole-source purchases;2. emergency purchases for supplies and/or services, if not procured immediately, will cause serious operational or financial loss, or where life and property must be protected;3. it is a follow-on purchase; or4. after solicitations to a number of sources, competition is determined inadequate

Department Buyers

Division/Department	Primary
Team Lead	Genelle Vinci
ASIC	Armando Munoz
Athenaeum	Rudy Zepeda
Biology	Phyllis Burton
CACR	Rachel Fisher
CCE	Rachel Fisher
DIR	Elisa Brink
EAS	Armando Munoz
Facilities	Chris Sierra
GPS	Rudy Zepeda
HR	Rachel Fisher
HSS	Armando Munoz
IMSS	Rudy Zepeda
Library	Armando Munoz
LIGO	Eric Garcia
PMA	Elisa Brink
President	Phyllis Burton
Provost	Phyllis Burton
SAS	Chris Sierra
Strategy Implementation Group	Chris Sierra
Student Affairs	Chris Sierra
Other Assignments:	
Consulting Agreements	Elisa Brink, Rachel Fisher, Chris Sierra
MPA's & RFP's	Elisa Brink, Rachel Fisher

Buyer Name	Phone Ext.
Armando Munoz	x2631
Elisa Brink	x4997
Chris Sierra	x4673
Phyllis Burton	x8429
Rachel Fisher	x8429
Rudy Zepeda	x2578

Welcome to TechMart!

Now, let's make this personal...

In TechMart, you can edit and customize your profile to meet your specific needs. In your profile, you can create Default PTA's, view your Purchasing Limit, check Financial Approvers, customize Email Notifications, etc.

The image displays two screenshots of the TechMart user interface. The left screenshot shows a user profile dropdown menu for Christopher Sierra, with options like 'View My Profile', 'Dashboards', and 'Manage Searches'. The right screenshot shows the 'User Profile and Preferences' settings page, with 'User's Name, Phone Number, Email, etc.' selected.

Christopher Sierra

Search (Alt+Q) 0.00 USD 8

Christopher Sierra

- View My Profile
- Dashboards
- Manage Searches
- Manage Search Exports
- Set My Home Page

Logout Help

Christopher Sierra

User Name csierra

User Profile and Preferences

- User's Name, Phone Number, Email, etc.
- Language, Time Zone and Display Settings
- App Activation Codes
- Early Access Participation
- Guided Tour Instructions
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

Profile Settings: Notification Preferences

1. Go to **Notification Preferences** and select the section you want to edit (i.e. Shopping Carts & Requisitions)
2. Click **Edit Section**
3. Change preferences to your specific needs
4. Save Changes

The screenshot shows the TechMart user interface. The top navigation bar includes the TechMart logo, the user name 'Rachel Fisher', and a shopping cart icon with '0.00 USD'. The breadcrumb trail is 'My Profile > Notification Preferences > Shopping, Carts & Requisitions'. The left sidebar menu is expanded to show 'Notification Preferences', which is highlighted in blue. The main content area is titled 'Notification Preferences: Shopping, Carts & Requisitions' and contains a table of notification settings. A red arrow labeled '1.' points to the 'Notification Preferences' menu item in the sidebar. Another red arrow labeled '2.' points to the 'Edit Section' link in the top right corner of the main content area.

Notification Type	Preference
Cart Shared Notice	None
Requisition submitted into Workflow	Email
Favorites Has Exported Notice	None
Favorites Has Imported Notice	None
Requisition pending Workflow approval	Email
Requisition Workflow Notification available	None
Requisition Workflow complete / PO created	None
Requisition line item(s) rejected	None
Requisition rejected	None

Profile Settings: Notification Preferences

Common Notifications for **Shoppers/Requisitioners**:

- Requisition submitted into Workflow
- Requisition Workflow complete/PO created
- PO Workflow complete
- Requisition rejected

Profile Settings: Default PTA's

1. Go to **Default User Settings** then **Custom Field and Accounting Code Defaults**
2. Select the **Codes** tab
3. Edit PTA Default Values

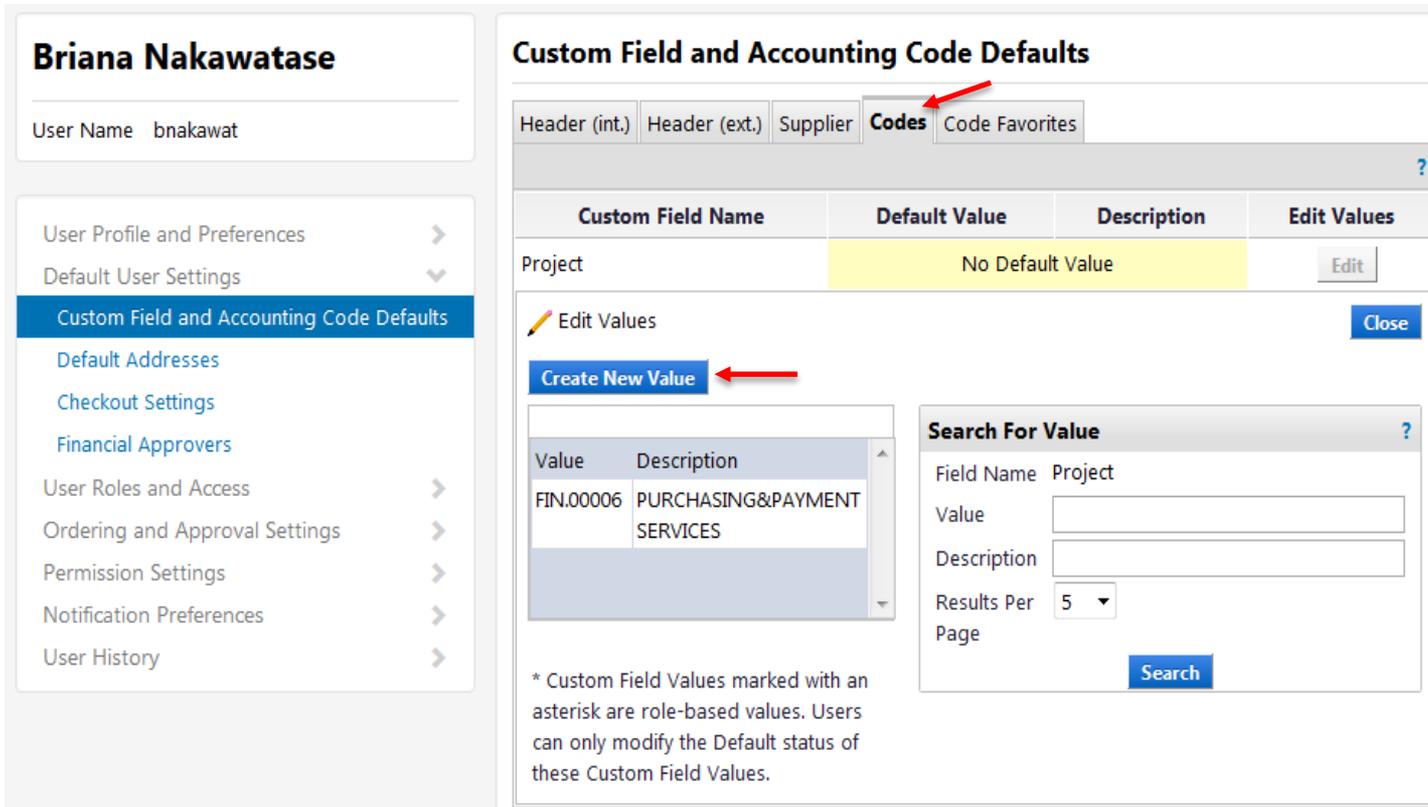
The screenshot shows the user profile settings for Briana Nakawatase. The user name is bnakawat. The navigation menu on the left includes: User Profile and Preferences, Default User Settings, Custom Field and Accounting Code Defaults (highlighted with a red arrow and '1.'), Default Addresses, Checkout Settings, Financial Approvers, User Roles and Access, Ordering and Approval Settings, Permission Settings, Notification Preferences, and User History. The main content area is titled 'Custom Field and Accounting Code Defaults' and has tabs for Header (int.), Header (ext.), Supplier, Codes (selected with a red arrow and '2.'), and Code Favorites. Below the tabs is a table with columns: Custom Field Name, Default Value, Description, and Edit Values. The table contains the following data:

Custom Field Name	Default Value	Description	Edit Values
Project	No Default Value		Edit
└ Task	No Default Value		Edit
└ Award	No Default Value		Edit
└ Expenditure	No Default Value		Edit
Organization	Caltech	Caltech	Edit

Red arrows and the number '3.' point to the 'Edit' buttons in the 'Edit Values' column of the table.

Profile Settings: Adding PTA's

Your default PTA will be the value you see when creating your cart. However, you can create many values for a Project, Task, and Award. They will all appear in a drop down list of values once they are added to your profile.



Briana Nakawatase

User Name bnakawat

- User Profile and Preferences >
- Default User Settings >
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Checkout Settings
- Financial Approvers
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier **Codes** Code Favorites

Custom Field Name	Default Value	Description	Edit Values
Project	No Default Value		Edit

Edit Values Close

Create New Value

Value	Description
FIN.00006	PURCHASING&PAYMENT SERVICES

Search For Value

Field Name Project

Value

Description

Results Per Page 5

Search

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Profile Settings: Adding PTA's

You can add **Code Favorites** if you know you will always have a split within the PTA's (i.e. 50/50 split or 60/40 split). Therefore, you don't have to manually enter the split amount each time you create a cart/requisition.

Genelle Vinci

User Name gvinci

- User Profile and Preferences >
- Default User Settings >
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Checkout Settings
- Financial Approvers
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

Custom Field and Accounting Code Defaults

Header (int.) | Header (ext.) | Supplier | Codes | **Code Favorites** ?

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

Add ?

Accounting Codes

Main Dept Split					
Project	Task	Award	Expenditure	Organization	% of Price
FIN.00001	1	GB.000007	no value	Caltech	50%
AVP/CONTROLLER	1	AVP/CONTROLLER		Caltech	
IMSS.ACS	1.1	GB.IMSS	no value	Caltech	50%
ACADEMIC	1.1	IMSS DIV GB		Caltech	
COMPUTING		FUNDS			
SERVICES					

Profile Settings: Viewing Financial Approvers

To view your Financial Approvers:

1. Go to **Default User Settings**
2. Select **Financial Approvers**

Briana Nakawatase

User Name bnakawat

1. [Default User Settings](#)

2. [Financial Approvers](#)

My Approvers			
Name	Requisitions	Purchase Orders	Vouchers
Kevin Speaks	✓	✓	✓
Genelle Vinci (Preferred Approver)	✓	✓	✓

Profile Settings: Viewing Purchasing & Approval Limit Values

To view your Purchasing & Approval limits:

1. Go to **Ordering and Approval Settings**
2. Select **User Purchasing and Approval Limit Values**

The screenshot shows the user profile settings for Genelle Vinci. The left sidebar contains a navigation menu with the following items: User Profile and Preferences, Default User Settings, User Roles and Access, Ordering and Approval Settings, User Purchasing and Approval Limit Values (highlighted in blue), PunchOut Access, Product Views, View Assigned Approval Folders, Permission Settings, Notification Preferences, and User History. Red arrows labeled '1.' and '2.' point to 'Ordering and Approval Settings' and 'User Purchasing and Approval Limit Values' respectively. The main content area displays the 'User Purchasing and Approval Limit Values' table.

User Purchasing and Approval Limit Values		
Requisition Limit	50,000.00	USD
Requisition Line Item Limit	50,000.00	USD
Requisition Approval Limit	50,000.00	USD
Requisition Line Item Approval Limit	50,000.00	USD
Purchase Order Limit	0.00	USD
Purchase Order Line Item Limit	0.00	USD
Purchase Order Approval Limit	0.00	USD
Purchase Order Line Item Approval Limit	0.00	USD
Limited Purchase Order Limit	0.00	USD
Line Item Limited Purchase Order Limit	0.00	USD

Catalog Suppliers

Punchout Supplier: Suppliers that have provided a special link to their online catalog. This Punchout link is unique to Caltech, accesses the Supplier's site that contains Caltech pricing, and then uploads the selected items from the Punchout Supplier into your TechMart Shopping Cart. To order from a Punchout Supplier, simply click on their logo and you will be directed to their catalog.

Hosted Catalog Supplier: Suppliers who have elected to provide their electronic catalog in TechMart. Suppliers have negotiated prices and terms that are advantageous to Caltech and electronically supplied their product information. To order from a Hosted Catalog Supplier, click on their logo and search for the product you are looking for.

Catalog Suppliers Cont'd

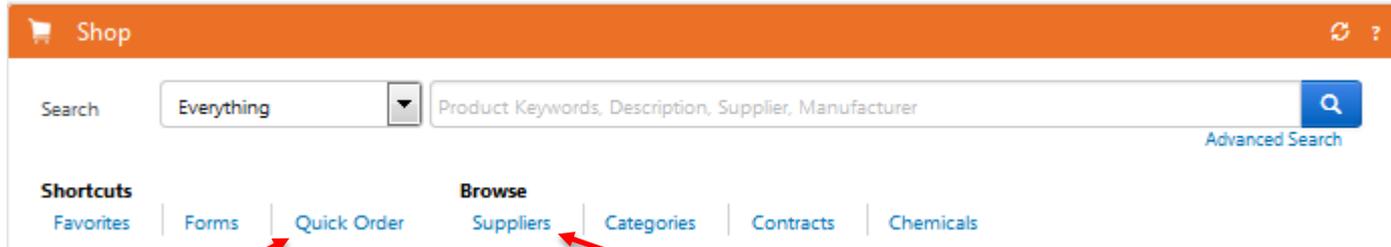
The image shows a grid of supplier cards organized into six categories:

- Compressed Gas:** Airgas (Punchout Catalog), Airgas (Non Catalog Specialty Orders).
- Office Supplies:** Office DEPOT (Free Shipping), Office Solutions (Problem solved. Punchout).
- Scientific & Lab Supplies:** Fisher Scientific, USA SCIENTIFIC, ThermoFisher SCIENTIFIC (formerly life, Punchout), SIGMA-ALDRICH, GE Healthcare, VWR INTERNATIONAL STORES (Stockroom Catalog), THORLABS.
- Maintenance, Repair & Operations:** GRAINGER, GraybaR, McMaster-CARR, MSC Industrial Supply Co. (Free Shipping), Lowe's Commercial SERVICES, SHERWIN-WILLIAMS, CDWG Preferred Partner.
- Life Science:** BIO-RAD, NEW ENGLAND BioLabs, Newport, Alfa Aesar (A Abraxis Market Company), PerkinElmer (Precision), QIAGEN.
- Electronic Components:** alliedelec.com, Dig-Key, NEWARK in one.
- Computers & Audio Visual:** B&H, TIG Technology Integration Group, DELL (with a red arrow pointing to a pop-out icon), CDWG Preferred Partner.

Note: Punchout Suppliers will have a pop out symbol  in the upper right-hand corner.

***Instructions on how to order through the Airgas Punchout:**
<http://procurement.sites.caltech.edu/contracted-suppliers/airgas>

Other Ways to Order from Catalog Suppliers



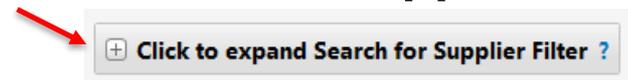
Quick Order

1. Click on **Quick Order**
2. Enter the Supplier's part number and select **Add to Active Cart**

A screenshot of a "Fast Order" form. It features a "Category" dropdown menu set to "Everything". Below this are five input fields, each labeled "Part Number (SKU)". At the bottom right of the form is a blue button labeled "Add to Active Cart". A red arrow points to this button.

Search the Supplier's Catalog

1. Click on **Suppliers**
2. Select **Click to expand Search for Supplier Filter**
3. Select **Supplier Type** from the dropdown menu and **Search**

A screenshot of a "Search For Supplier" form. It has a "Supplier" input field and a "Supplier Type" dropdown menu set to "Hosted Catalog". A blue "Search" button is at the bottom. A red arrow points to the "Supplier Type" dropdown menu.

Shopping in TechMart

The screenshot displays the TechMart Shop interface. At the top, there is a search bar with a dropdown menu set to 'Everything' and the search term '500 mL beaker'. Below the search bar, there are navigation links for 'Shortcuts' (Favorites, Forms, Quick Order) and 'Browse' (Suppliers, Categories, Contracts, Chemicals). The search results are displayed in a table format, showing two items:

Image	Product Description	Part Number	Manufacturer Info	Price	Quantity	Action
	326495-0500 BEAKER W/HANDLE 500ML CS24 BEAKER W/HANDLE 500ML CS24Low Form stable Beaker with Handle and molded graduations. Non drip large spout minimizes spillage. Autoclavable. Polypropylene has very good chemical resistance and may be used up to 135C. from VWR INTERNATIONAL [PO-BRISBANE]	30620-150 (CS)	326495-0500 - (DYNALON)			Order from Supplier 24Item, CS add favorite compare
	Beaker, Plastic; Graduated; Capac. 500mL; 1/EA BP0500 from FISHER SCIENTIFIC COMPANY LLC [PO-TUSTIN]	S63118	BP0500 - (United Scientific Supplies Inc)	3.01 USD	1	Add to Cart check availability add favorite compare

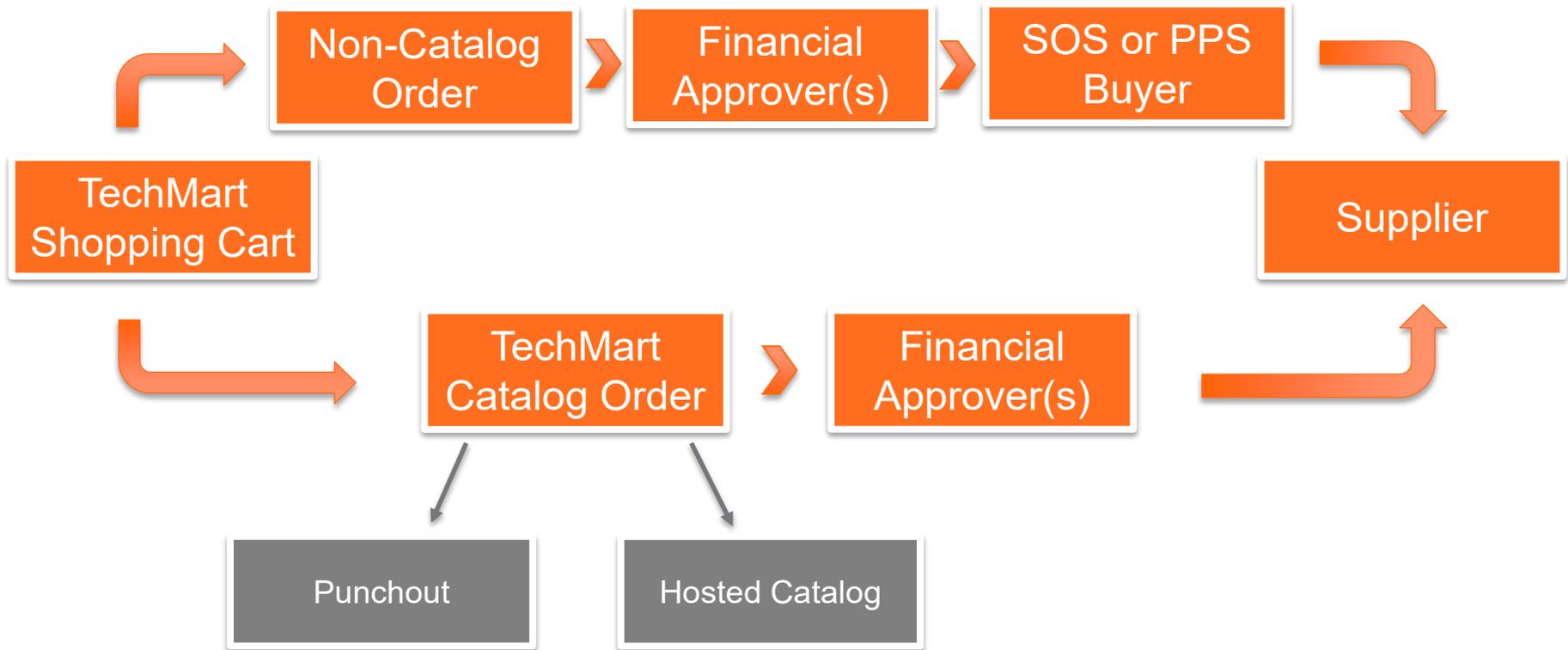
Red arrows point to the search bar, the 'Order from Supplier' link, and the 'Add to Cart' button.

If you are searching for a product but do not have a specific vendor in mind, you can use the **Shop** widget located on the TechMart Homepage. A list of items from our TechMart preferred vendors will appear that have “500 mL beaker” in the line item description. From here, you can select an item and **Add to Cart** or select **Order from Supplier**, which will take you directly to that product in that supplier’s Punchout catalog.

Non-Catalog Suppliers

Non-Catalog Supplier: All products not contained in either the Hosted or Punchout Catalogs are Non-Catalog orders. This could be because the Supplier has elected not to participate, is not technically capable of supplying data, or the volume does not warrant inclusion. Requisitions to Non-Catalog Suppliers are initiated through TechMart and are electronically routed for approval and then on to either an SOS Buyer or a Purchasing Services Agent to be placed with the Supplier.

Catalog vs. Non-Catalog Orders



TechMart Forms

- **Change Request:** Used to modify an existing Purchase Order (i.e. increase funds, change PTA, cancel PO, extend/renew existing agreement)
- **Compressed Gas – Airgas*:** Used for new Airgas specialty gas orders that cannot be ordered through the Airgas Punchout Catalog
- **Declining Balance:**
 - Declining PO – Blanket
 - Declining PO – Independent Contractor Services Agreement
 - Declining PO – Services Agreement
- **Research Subcontracts Declining Balance:** Used for Research Subcontracts including
- **JPL Work Order Form Request:** JPL Work Orders
- **Spot Buy:** Used to purchase goods and materials

Must use the **Ship To** address called “Cylinders”

***Instructions on how to order using the Airgas Form:**
<https://procurement.caltech.edu/contracted-suppliers/airgas>

TechMart Forms Cont'd: Custodian Access

- **Partial Sales & Use Tax Exemption:** Used for orders that qualify for a partial tax exemption under California Regulation 1525.4.

Only “Custodians” who have completed the Partial Sales & Use Tax Exemption Training will have access to this form.

***Additional information about the Partial Sales & Use Tax Exemption:**

https://procurement70.sites.caltech.edu/documents/7134/ca_partial_sales_use_tax_exemption.pdf

TechMart Forms Cont'd: Unauthorized Orders

- **Supplier After-the-Fact Request:** Used for invoices that require payment and whose line items are not listed on the Payment Request Usage List*

“Invoice Attached” indicates that goods and/or services have already been rendered in the absence of a Purchase Order, and the Supplier is solely seeking payment. These are to be used on a case by case basis, for special circumstances only. It is encouraged to obtain a quote and establish a Purchase Order (Contract) prior to the Supplier providing the goods and/or services. An “Invoice Attached” does not incorporate Caltech Terms and Conditions, nor does it include insurance requirements, creating risk and liability to the Institute. Therefore, it is imperative that all transactions follow Caltech Purchasing Policies and Procedures and “Invoice Attached” transactions are avoided as much as possible.

***Link to Payment Request Usage List:**

<https://procurement.caltech.edu/payment-terms/payment>

Life Cycle of a TechMart Order

Shopping Cart (Draft Requisition): The first step to ordering in TechMart involves adding items to your shopping cart (either from a Punchout/Hosted Catalog or a Form).

- *Shopping carts represent items selected for purchase from shoppers. They contain line items that represent goods/services being requested.*
- *Shopper, Requisitioner, or Approver can create a Shopping Cart*

Requisition: A Shopping Cart will turn into a Requisition once the “Place Order” button has been selected. This will generate a Requisition Number.

- *If a shopping cart exceeds your purchasing limit and requires approval from your Financial Approver, they will receive a Requisition in their TechMart queue to approve.*
- *Requisitioner or Approver can create a Requisition*

Life Cycle of a TechMart Order Cont'd

Purchase Order: A Purchase Order (PO) number will only be generated once the Requisition has been sent to the Supplier.

- *TechMart cannot issue a PO number before it is sent to the Supplier.*
- *TechMart will assign a unique PO number once the Requisition has been approved by the Financial Approver(s) and Buyer.*
- This is what a complete PO number from TechMart will look like:

Purchase Order
PO/Reference No.
6A-S297518

The preceding value represents the Department Code used for this order

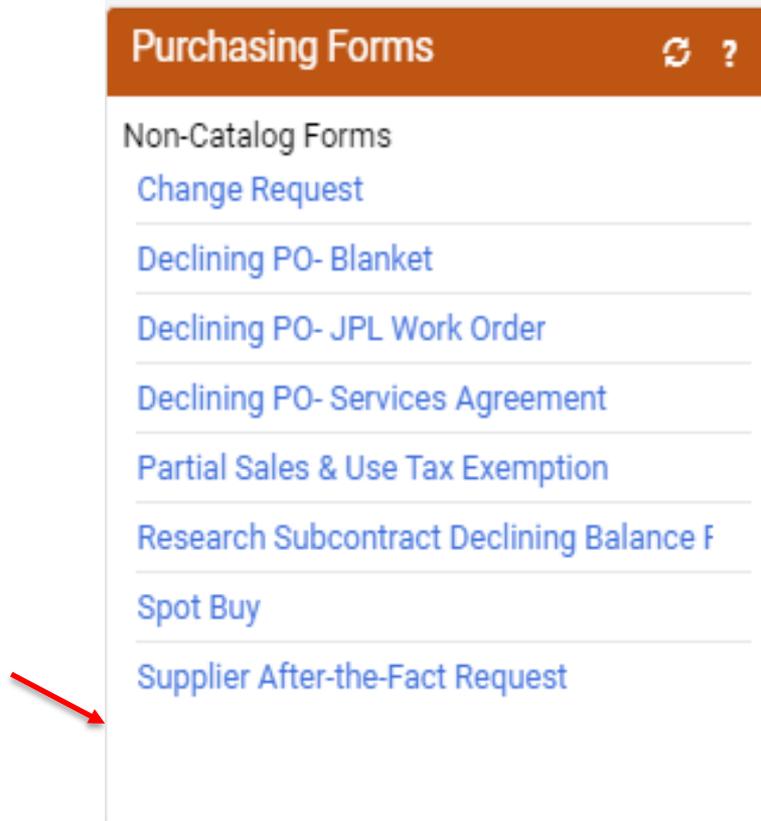
The subsequent value represents the unique PO number automated by the system

- When referencing a PO number to the Supplier, please use the entire number i.e. “6A-S297518”, as that is what they will have in their system.

Ordering from a Non-Catalog Supplier

To place an order from a Non-Catalog Supplier:

1. Select the appropriate Form type under the **Purchasing Forms** widget on the TechMart Homepage.



Ordering from a Non-Catalog Supplier Cont'd

Spot Buy Available Actions: Add and go to Cart

Supplier Info ?

Enter Supplier **2.**
or
Supplier Search

General Info ?

Non-Configurable Fields

General Info Please use this form for new Spot Buy orders. Attach any supporting documentation (i.e. supplier quotation, specifications, etc.) below, fax to your SOS/PPS Buyer, or mail to Purchasing Services at Mail Code 103-6. Please reference the Requisition Number on all documents.

Form Type Spot Buy

Item No. **3.**

Product Description **4.**
240 characters remaining expand | clear

Quantity **5.**

Unit of Measure **6.**

Estimated Price **7.**

Configurable Fields

Health and Safety

- Controlled substance
- Radioactive
- Rad Minor
- Toxin
- Energy Star
- Green

2. Enter Supplier Name

If you see “Try Searching Again” when you type the supplier name, this means the supplier is not in the TechMart database and will need to be added. Enter and select “New Supplier” (see step 8).

3. Enter the Item No. if available. If not, enter “N/A”.

4. Enter Product Description

5. Enter Quantity needed for that item

6. Enter UOM (change as necessary)

7. Enter Unit Estimated Price

Please use pre-tax price, as TechMart will automatically generate the tax.

Ordering from a Non-Catalog Supplier Cont'd

The screenshot shows a multi-section form for entering supplier information. The sections are: 'New Supplier Info.', 'Internal Info', and 'External Info'. Each section has a text area and an 'Add Attachments' button. Red arrows with numbers 8 through 12 point to these specific fields and buttons. At the bottom right, there is a 'Total' field with the value '0.00'.

New Supplier Info. 8. 1000 characters remaining expand | clear

Internal Info ?

Note to Buyer 9. 1000 characters remaining expand | clear

Internal Attachments 10. Add Attachments

External Info ?

Supplier Instructions 11. 1000 characters remaining expand | clear

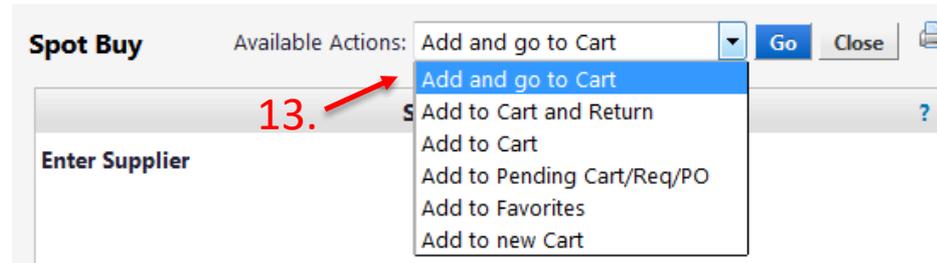
External Attachments 12. Add Attachments

Total 0.00

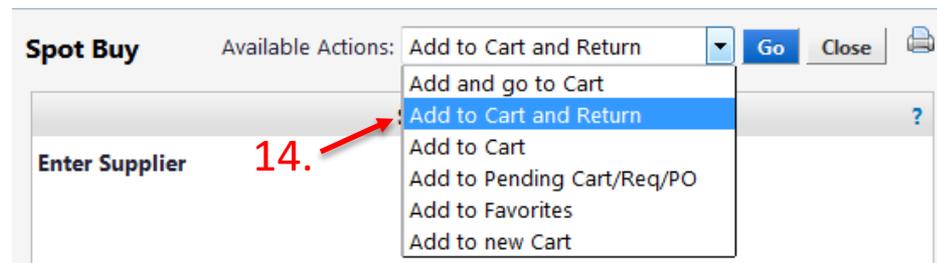
8. Enter New Supplier Info. for suppliers not found in the system:
i.e. Supplier Name, Supplier Address, Supplier Phone and Fax, Supplier Email, Contact Person (if available)
9. Enter any notes/instructions for your Buyer in the **Note to Buyer** field
10. You can **Add Attachments** for your Buyer under Internal Attachments
i.e. Quote(s), Noncompetitive Justification (if over \$10K)
11. Enter any notes/instructions for the Supplier in the **Supplier Instructions** field
12. You can **Add Attachments** for the Supplier under External Attachments

Ordering from a Non-Catalog Supplier Cont'd

13. If you are only adding one item to your shopping cart, select **Add and go to Cart** from the **Available Actions** dropdown then select **Go**. This will redirect you to your shopping cart.



14. If you are adding more than one item to your cart, select **Add to Cart and Return** then select **Go**. This will bring you back to the form where you can continue adding line items as needed.



Note: You cannot mix form types in a single shopping cart (i.e. Spot Buy and Supplier After-the-Fact). You must create a cart for each form type.

Managing Your Shopping Cart

Once you have added the item(s) you wish to purchase, you will be taken to your **Active Shopping Cart**. Here, you have the option to:

1. Name your Cart
Recommended as this will make it easier to locate your purchase in the future
2. Add (selected items) to Favorites
3. Remove (selected items) from your shopping cart
4. Move (selected items) to Another Cart
5. Change Supplier
6. Add (selected items) to Pending Cart/Req/PO

Shopping Cart for Rachel Fisher [Continue Shopping](#)

Name this cart: ← 1.

Share my cart with others: No user groups available

1 Item(s) for a total of **109.50** USD
subtotal: 100.00 USD
estimated tax, shipping & handling: 9.50 USD

[Proceed to Checkout](#)

Have you made changes? [Update](#) [Help](#) [Empty Cart](#) [Create New Cart](#) Perform an action on (0 items selected)

New Supplier [more info...](#)

Product Description	Unit Price	Quantity	Total	
 Test open form... Part Number 123 Taxable <input checked="" type="checkbox"/>	100.00 USD EA Update	1	100.00 USD	<input type="checkbox"/>
	Sales Tax		9.50 USD	
	Shipping		0.00 USD	
	Handling		0.00 USD	
	More Actions			
Supplier subtotal			109.50 USD	

Perform an action on (1 items selected)...

- Add to Favorites
- Remove Selected Items
- Move to Another Cart
- Change Supplier
- Add to Pending Cart/Req/PO

[Close](#)

*Select the line item(s)
you wish to perform
an action on*

Managing Your Shopping Cart Cont'd

From here, you can **Continue Shopping** if you wish to add additional items to your shopping cart or you can **Proceed to Checkout** if your cart is complete. Your Shopping Cart will be saved in TechMart until you Proceed to Checkout or the cart is deleted.

Shopping Cart for Rachel Fisher

[Continue Shopping](#)

Name this cart:

Share my cart with others No user groups available

1 Item(s) for a total of **109.50** USD
subtotal: 100.00 USD
estimated tax, shipping & handling: 9.50 USD

[Proceed to Checkout](#)

Have you made changes? [Update](#) [Help](#) [Empty Cart](#) [Create New Cart](#) Perform an action on (0 items selected)

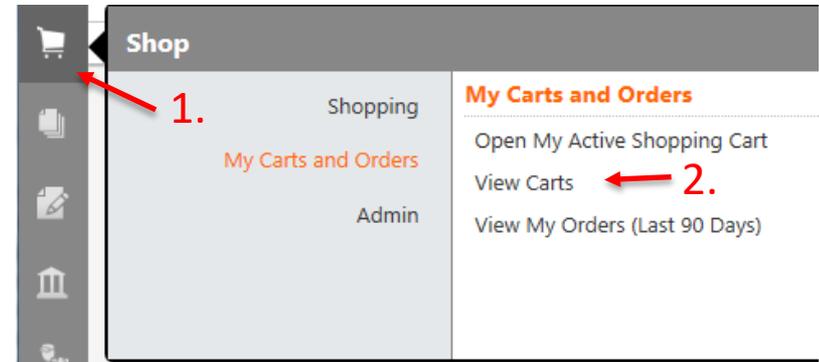
New Supplier [more info...](#)

Product Description	Unit Price	Quantity	Total	<input type="checkbox"/>
Test open form... Part Number 123 Taxable <input checked="" type="checkbox"/>	100.00 USD EA Update	1	100.00 USD	<input type="checkbox"/>
	More Actions	Sales Tax	9.50 USD	
		Shipping	0.00 USD	
		Handling	0.00 USD	
Supplier subtotal			109.50 USD	

View Your Shopping Cart

To view your Shopping Cart(s):

1. Click on the **Shop**  symbol from your TechMart menu bar
2. Select **View Draft Shopping Carts**



From here, you can (3) view which cart is Active, (4) open your Shopping Cart, or (5) delete your Shopping Cart.

Draft Carts  Assigned Carts

> Filter Draft Carts

Type ^	Cart Number ^	Shopping Cart Name ^	Cart Description	Date Created ^	Total ^	Action
Normal	102427212	Theresa Perez 1098376		4/25/2018	2,072.96 USD	View ▾
Normal	102428016	Darren Artura 1098209		4/25/2018	1,035.01 USD	View ▾
Normal 	102922578	Wallace, Rachel 1096818		5/7/2018	46,273.46 USD	View ▾
Normal	105157831 Active	2018-06-28 rfisher 01		6/28/2018	109.50 USD	View ▾

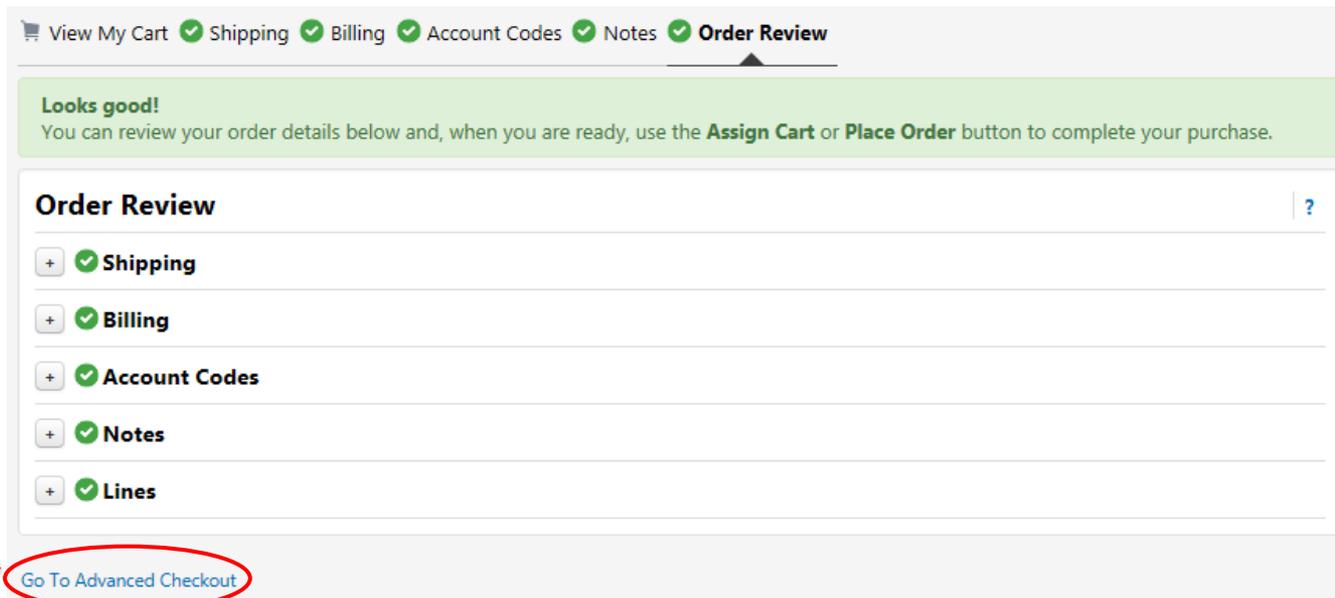
3. 

4. 

5. 

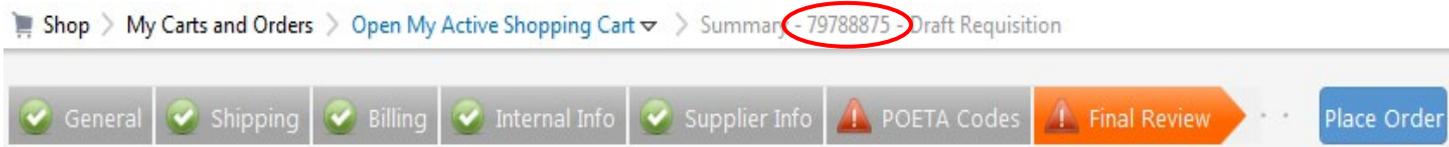
Draft Requisition

Select **Go to Advanced Checkout** which will take you to your draft requisition summary. This will prompt you to review each field of your draft requisition prior to placing the order.



The screenshot shows the 'Order Review' section of a draft requisition. At the top, there is a navigation bar with links: 'View My Cart', 'Shipping', 'Billing', 'Account Codes', 'Notes', and 'Order Review'. Below this is a green confirmation message: 'Looks good! You can review your order details below and, when you are ready, use the **Assign Cart** or **Place Order** button to complete your purchase.' The main content area is titled 'Order Review' and contains a list of expandable sections: 'Shipping', 'Billing', 'Account Codes', 'Notes', and 'Lines', each with a plus sign and a green checkmark. At the bottom of this section, a blue link 'Go To Advanced Checkout' is circled in red, with a red arrow pointing to it from the left.

Note: At this point, your requisition number will be generated.



The screenshot shows the breadcrumb navigation and the bottom navigation bar. The breadcrumb path is: 'Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 79788875 - Draft Requisition'. The requisition number '79788875' is circled in red. The bottom navigation bar contains several tabs: 'General', 'Shipping', 'Billing', 'Internal Info', 'Supplier Info', 'POETA Codes', 'Final Review', and 'Place Order'. The 'Final Review' tab is highlighted in orange, and the 'Place Order' button is blue.

Draft Requisition: General

The **General** section is where you can **edit**:

1. Cart Name

2. Priority

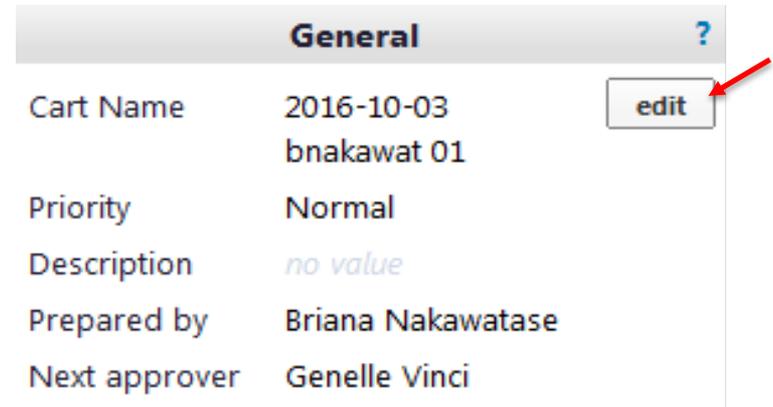
*For **RUSH** orders, change priority to “Urgent”*

3. Description (optional)

4. Approver

If your default approver is out for an extended period of time and will be unavailable to approve your requisition, you can select an alternate approver from your profile values.

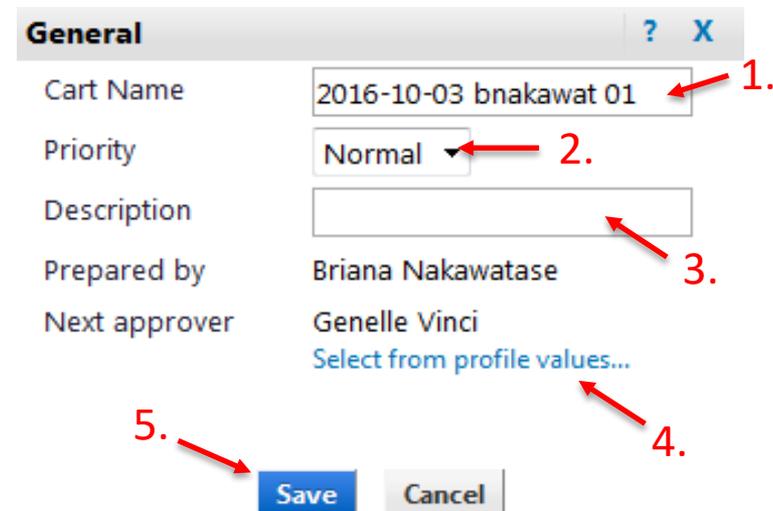
5. Click **Save**



The screenshot shows a 'General' section header with a question mark icon. Below it, the following fields are displayed in a read-only state:

Cart Name	2016-10-03 bnakawat 01	<input type="button" value="edit"/>
Priority	Normal	
Description	no value	
Prepared by	Briana Nakawatase	
Next approver	Genelle Vinci	

A red arrow points to the 'edit' button.



The screenshot shows the same 'General' section, but now it is in an editable state. Red arrows and numbers 1 through 5 indicate the steps for editing:

1. Points to the 'Cart Name' text box containing '2016-10-03 bnakawat 01'.
2. Points to the 'Priority' dropdown menu currently set to 'Normal'.
3. Points to the empty 'Description' text box.
4. Points to the 'Next approver' dropdown menu, which is currently set to 'Genelle Vinci' and has a link 'Select from profile values...' below it.
5. Points to the 'Save' button at the bottom.

The 'Save' button is highlighted in blue, and the 'Cancel' button is in grey.

Draft Requisition: Shipping

Edit current shipping address...

Fields in **bold** are required for checkout.

Attention:

Address Line 1

City

State

Zip Code

Country

Save this address for future use

Or choose from your addresses...

★ **CALTECH**
Briana Nakawatase
391 S Holliston Ave
Pasadena, CA 91125
United States

Your current default address

Or select a new address...

You can search by address nickname or use the address text field to search for any part of the address (e.g. street, building name, city).

Nickname / Address Text

Results Per Page

The **Shipping** section is where you can **edit**:

1. Ship to address
2. Delivery Options

*For **RUSH** orders, select “Expedite” and provide a need-by date in the “Delivery Date” field*

3. Click **Save**

Shipping ?

Ship To 1.

Attention: Briana Nakawatase
391 S Holliston Ave
Pasadena, CA 91125
United States

Delivery Options 2.

Expedite

Ship Via Best Carrier-Best Way

Delivery Date *no value*

Draft Requisition: Billing & Supplier Info

The **Billing** section indicates on the PO to the supplier where to send their invoice. This section will never need to be modified.

The **Supplier Info** section should have your Default Dept. Code. If not, manually enter your Dept. Code for this order.

Please do not edit

Billing ?	
Bill To	<input type="button" value="edit"/>
Caltech	
Payment Services	
P.O. Box 3237	
Scranton, PA 18505	
United States	

Supplier Info ?	
Dept Code	8Q <input type="button" value="edit"/>
Purch Agent	no value
Position	no value
Phone	no value
Fax	no value
Email	no value
Supplier Note	no note
Attachments for all suppliers	
<input type="button" value="Add Attachments"/>	
Requestor	no value

Draft Requisition: Internal Info

The Internal Info section is where you can:

1. Add Internal Attachments

Edit and:

2. Add an Internal Note

Note: Internal Note & Attachments will only be viewed by Caltech personnel

3. Certify Equipment Screening

*Only required if **all three** of the following criteria are met:*

(1) \$10K or more

(2) Classified as "Equipment"

(3) Federally funded

Once you have completed the screening (if required), select "Yes".

4. Click **Save**

*You will need to **View/edit by line item** if tax status varies per line (i.e. line 1 is "supplies" and line 2 is "fees")

Internal Info ?

Notification *no value* **edit**

Internal Note *no note*

Internal Attachments

Add Attachments **1.**

Equipment Screening Certification No

Internal Info ? X

Notification

Select from all values...

Internal Note

1000 characters remaining expand | clear **2.**

Equipment Screening Certification No **3.**

Select from profile values...

Select from all values...

Draft Requisition: POETA Codes

The **POETA Codes** section allows you to **edit** the PTA and Expenditure Type at the header level or **View/edit by line item** (line level).

Header level

POETA Codes					
Project	Task	Award	Expenditure	Organization	
no value ✖ Required field	Caltech Caltech	edit			

Line level

View/edit by line item...

Accounting Codes						
Project	Task	Award	Expenditure	Organization	% of Price	
FIN.00006 Select from profile values... Select from all values...	1.1 [PURCHASING] Select from profile values... Select from all values...	GB.000007 Select from profile values... Select from all values...	Supplies - Allocable Select from profile values... Select from all values...	Caltech Select from profile values... Select from all values...	50	add split remove
FIN.00006 Select from profile values... Select from all values...	1.2 [P-CARD] Select from profile values... Select from all values...	GB.000007 Select from profile values... Select from all values...	Supplies - Allocable Select from profile values... Select from all values...	Caltech Select from profile values... Select from all values...	50	remove

Split Total 100% add split

recalculate / validate values show monetary calculations

If you wish to split the POETA (i.e. 50/50, 60/40), select **add split** and fill in the desired POETA information.

Note: You cannot split a line item using awards with different equipment title information (i.e. Title to Caltech and Title to Government).

Draft Requisition: Adding Line(s)

Supplier / Line Item Details

Hide line details

New Supplier [more info...](#)

Product Description	
1	TechMart Example Item more info...

Internal Note

Internal Attachments

[Add Attachments](#)

Spot Buy

Available Actions: Save [Go](#)

Form History

3. [Add to Pending Cart/Req/PO](#)

4. [Go](#)

Supplier

New Supplier [more info...](#)

Add to Pending Cart/Req/PO

Active Cart ?

Select	Shopping Cart Name
<input checked="" type="radio"/>	2016-10-03 bnakawat 01 (79788875)

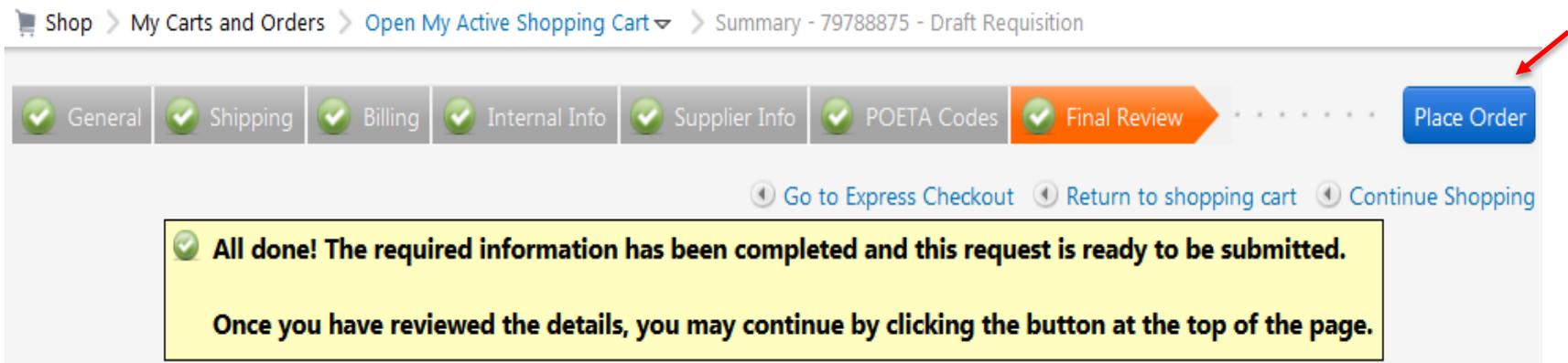
5. [Add to Pending Cart/Req/PO](#)

To add a line to your requisition:

1. Click into the line
This will reopen the form
2. Add product details for the additional item you want to purchase
i.e. Item No., Product Description, Qty., etc.
3. Select **Add to Pending Cart/Req/PO** from the **Available Actions** dropdown
Important: DO NOT select Save as this will change the existing line.
4. Click **Go**
This will open a new window
5. Select the Cart or Requisition you wish to add the line to and click **Add to Pending Cart/Req/PO**

Draft Requisition: Place Order

Once you have reviewed your draft requisition, you should see green check marks showing that each section has been completed. If you are missing a green check mark, you will need to go into that section and complete the required information. Once everything is complete, click **Place Order**.



Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 79788875 - Draft Requisition

General Shipping Billing Internal Info Supplier Info POETA Codes Final Review Place Order

Go to Express Checkout Return to shopping cart Continue Shopping

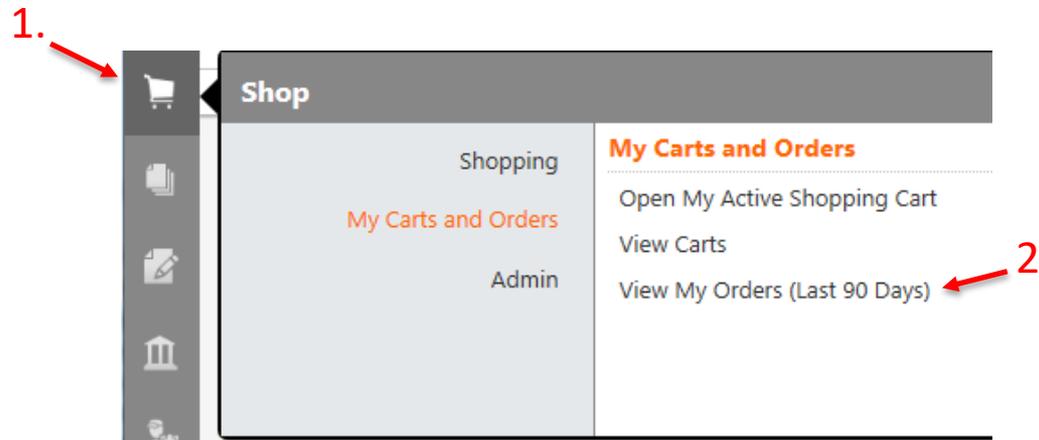
All done! The required information has been completed and this request is ready to be submitted.

Once you have reviewed the details, you may continue by clicking the button at the top of the page.

View Your Orders

To view your TechMart orders:

1. Click on the **Shop**  symbol from your TechMart menu bar
2. Select **View My Orders**



Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
102415350  	LARAGEN INCORPORATED	Manny De La Torre 1097400	Rachel Fisher	6/26/2018 10:24 AM	3,590.00 USD
105032681 	LEWIS BURKE ASSOCIATES LLC	2018-06-26 hdowns 01	Rachel Fisher	6/26/2018 9:59 AM	89,811.50 USD
102920689 	OFFICE DEPOT INC	Nuetzel, Katherine 1097744	Rachel Fisher	6/15/2018 11:40 AM	98.28 USD

Declining Balance PO Forms

There are 3 types of Declining Balance PO's:

Declining PO – Blanket

Declining PO – Independent Contractor Services Agreement

Declining PO – Services Agreement

Declining Balance PO – Form Details

1. Change to Payee/Supplier name to “*Supplier Name Declining Balance PO*”
2. Select **Next**

Declining Balance PO	
Form Number	1167794
Purpose	Procurement Request
Status	Incomplete
Instructions	
Details	✓
Suppliers	✓
Attachments	✓
Form Fields	✓
Review and Submit	

Details	
Payee/Supplier name *	<input type="text" value="Declining Balance PO"/> 
Purpose	Procurement Request
Template Title	Declining Balance PO
Form Type	Declining PO
Currency	USD

★ Required



Declining Balance PO – Form Details Cont'd

1. Type the Supplier Name in the **Supplier Field**
2. Select **Search**

Declining Balance PO

Form Number **1167794**
Purpose **Procurement Request**
Status **Incomplete**

Instructions
Details ✓
Suppliers ✓
Attachments ✓
Form Fields ✓
Review and Submit

Suppliers Request Actions | History | ?

Supplier Please select a fulfillment center below.

Manually Add Suppliers

Search Registered Suppliers

Supplier 1.

Relationship

Zip Code Within

Clear 2.

< Previous Next >

Declining Balance PO – Form Details Cont'd

1. Select the correct supplier and wait until the Action has changed to  **Selected**
2. Select **Next**

Declining Balance PO

Form Number **1167794**
Purpose **Procurement Request**
Status **Incomplete**

Instructions
Details 

Suppliers 

Attachments 
Form Fields 
Review and Submit

Suppliers

[Request Actions](#) | [History](#) | [?](#)

Supplier [New Supplier](#)
New Supplier:

[Manually Add Suppliers](#)

[> Modify Search](#)

Supplier Name	Doing Business As	Fulfillment Centers	Action
 New Supplier		New Supplier -	 Selected

[< Previous](#) [Next >](#)

1. 

2. 

Declining Balance PO – Form Details Cont'd

1. Add supporting documentation; these documents will also appear in the Requisition.
2. Select **Next**

Declining Balance PO

Form Number **1167794**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Details

Suppliers

Attachments

Form Fields

Review and Submit

Attachments [Request Actions](#) | [History](#) | [?](#)

Please add your attachments below.

[Add Attachment](#)

[< Previous](#) [Save Progress](#) [Next >](#)

1.

2.

Declining PO – Blanket

A Blanket Purchase Order (BPO) is a Declining Balance PO that authorizes multiple low-dollar purchases with a Supplier over the course of one year, whereby accurate projections of specific items/quantities needed cannot be made and the issuance of multiple Spot Buy PO's would incur unnecessary administrative costs. The purpose of a BPO is to eliminate repetitive administrative efforts by the campus requisitioner and Procurement Services by streamlining the ordering process.

Declining PO – Blanket

Criteria:

All BPO's are subject to Buyer review and analysis and can be disqualified if appropriate criteria are not met.

Eligibility Requirements	
✓	The total Purchase Requisition amount must fund one (1) year
✓	The PTA (account) used must be chargeable for the full year
✓	A minimum of 2 invoices per month or 24 invoices per year must be received
✓	The exact quantities ordered of specific items cannot be accurately projected

Requests that do not meet all of the requirements listed above must be submitted on a different TechMart form. Please contact a Purchasing Agent/Contracting Officer for further direction.

Declining PO – Blanket

Justification:

Justification

1. Each individual purchasing against this BPO has reviewed suppliers' catalogs and made a determination that the prices are fair and reasonable based on their personal knowledge of what an item costs, previous purchases for similar items, or competitor's pricing for similar items?

By submitting this, I certify the above to be true.

2. What is the business purpose for opening this BPO?

3. Does this BPO exceed \$10,000.00?

Yes No

If Yes, please list all other suppliers considered and reasons for not selecting those Suppliers:

4. Do you anticipate ordering any single item costing over \$5,000?

Yes No

If Yes; If any single item(s) cost more than \$5,000, they are disqualified from being ordered on a BPO. Please submit the item(s) on a different form or contact your Buyer for further directions.

I understand

5. Each individual purchasing against this BPO is responsible for reviewing Caltech's Hosted and PunchOut catalogs. Items available through a Hosted or PunchOut catalog should be ordered directly through the catalog?

I understand

Declining PO – Blanket

Renewals:

- BPO's are limited to 5 lines
- BPO's can be renewed annually for a maximum period of performance of 5 years
- To renew a BPO, submit a Change Request with a signed Blanket Purchase Order Renewal Form

Upon receiving the Change Request, your Buyer will perform an evaluation of the previous year to review eligibility requirements. If the PO did not meet the requirements a different PO Form must be used.

Declining PO – Independent Contractor Services Agreement

The Declining Balance PO type used to set up a new Independent Contractor Services Agreement with an individual or sole proprietor. An Independent Contractor Services Agreement should be initiated prior to the commencement of services. If you have already been invoiced for services rendered and there will be no continuing services, the Supplier After-the-Fact form should be used in lieu of the Declining Balance PO form.

Changes to Independent Contractors

- **California AB 5 Law:** Due to the new CA Assembly Bill 5 that went into effect on January 1, 2020, the process for Independent Contractors has changed for Caltech.
- **CA Assembly Bill 5** presumes individuals to be employees unless Caltech can satisfy all three of the ABC questions below:
 - A. Is the individual free from Caltech's control or direction in performing the work?
 - B. Does the work take place outside the usual course of business of Caltech?
 - C. Is the individual customarily engaged in an independent trade, occupation, profession, or established business of the work of the same nature?

Training Video: <https://caltech.app.box.com/s/vnwxncike2k83nscygywepv8mbpd84t5>

Training Guide: http://procurement.caltech.edu/documents/18042/IDC_Training.pdf

Declining PO – Services Agreement

The Declining Balance PO type used to set up a new Services Agreement with a Supplier that has a defined fee schedule, period of performance or purchase quantities (i.e. 5-year agreement, monthly billings, equipment maintenance agreement)

Note: If you have taxable and non-taxable items on your quote, please separate them on the Form Request so taxable items and non-taxable items are on separate lines. If tax information is not clearly identified on the quote, please use one line and your Buyer will assess.

Declining PO – Services Agreement

What type of Agreement will this be for? ★

- Services
 Materials & Services

Will services be performed in California? (If yes, may be subject to income tax withholding) ★

- Yes No

Will services be performed at Caltech? ★

- Yes No

Please describe the type of services (and materials) that will be purchased under this BPO. ★

2000 characters remaining

Did you receive an Agreement/Statement of Work/Quote from the Supplier? ★

- Yes No

Please attach Agreement/Statement of Work/Quote.

No File Attached

Upload

OR, if you select “No”

- Yes No

If not, please explain how the pricing schedule was determined ★

2000 characters remaining

Declining Balance PO Cont'd

1. If all sections have a ✓ **Add and go to Cart**

Review and Submit

Request Actions ▾ | History | ?

✓ Required Fields Complete

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

< Previous Add to Favorites Add and go to Cart ▾



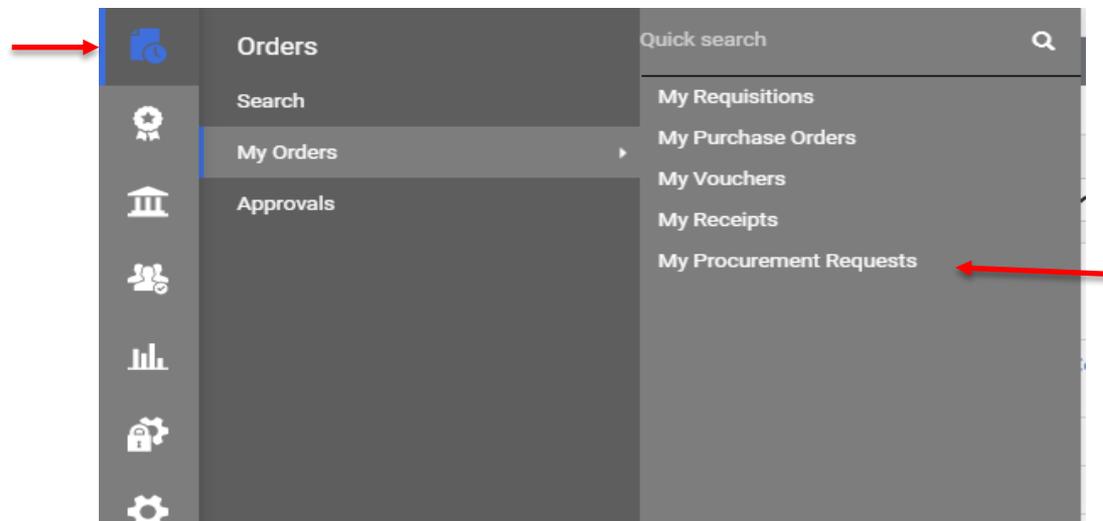
View Your Incomplete Form Requests

To view your Incomplete Form Requests:

(Declining Balance & Supplier After-the-Fact)

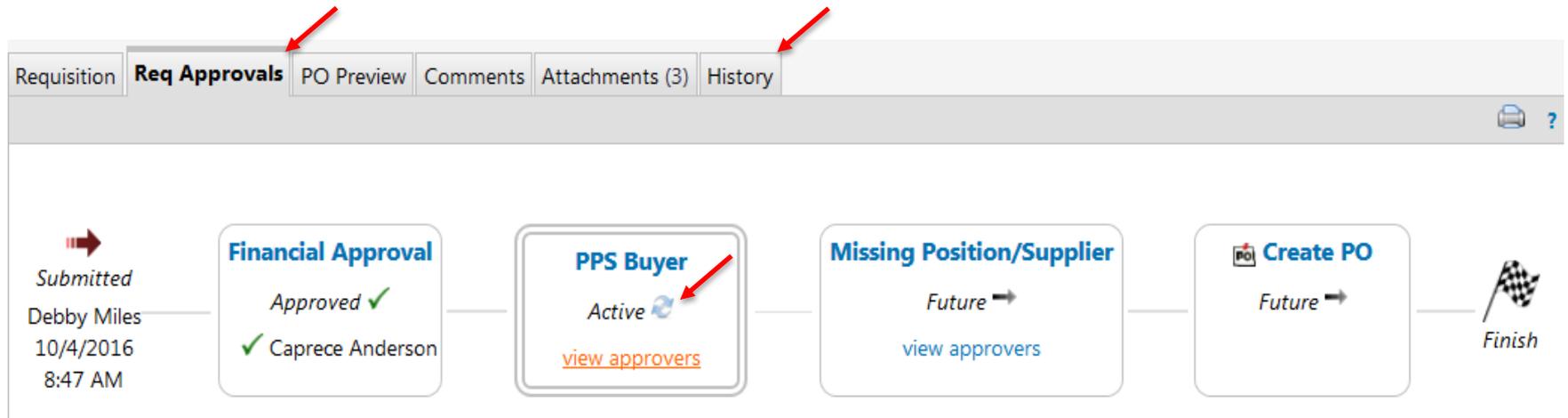
1. Click on the **Orders**  symbol from your TechMart menu bar
2. Select **My Orders**

This will bring up all form requests that you have started but have not yet added to a cart.



Requisition Status

- You can check status of your Requisition in the **Req Approvals** tab. The *Active*  symbol represents where your Requisition is currently sitting.
- You can also view the **History** tab for additional details.



What is my Purchase Order Number?

You can quickly locate your PO number from your Requisition. Once you are in the Requisition, scroll down to the bottom of the page to the **Supplier / Line Item Details** section. Here, you will find your PO Number.

Note: *You will not see a PO Number if your Requisition is still sitting with an Approver or Buyer.*

The screenshot shows the 'Supplier / Line Item Details' section of a procurement system. At the top, there is a header 'Supplier / Line Item Details' with a question mark icon. Below the header, there is a link 'Hide line details' and a dropdown menu 'Add to Favorites' with a 'Go' button. The main content area displays the supplier name 'THORLABS INC [PO-NEWTON1]' with an 'SBE' icon and a 'more info...' link. To the right, the 'PO Number' is listed as 'S297518', which is circled in red. A 'View/edit by line item...' link is also visible.

Supplier / Line Item Details
THORLABS INC [PO-NEWTON1] SBE more info...
PO Number: S297518 View/edit by line item...

Adding Favorites

2.  3. 

Spot Buy Available Actions: Add to Favorites Go Close

Supplier Information

Supplier KEYSIGHT
select different supplier

Fulfillment Address Fulfillment Location: [OOD] more info
PO Box 4026
Englewood, CO 80155-4026 US

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.
Email (HTML Body) usa_orders@keysight.com

General Info

Non-Configurable Fields

General Info Instructions Please use this form for new Spot Buy orders. Attach any supporting documentation (i.e. supplier quotation, specifications, etc.) below, fax to your SOS/PPS Buyer, or mail to Purchasing Services at Mail Code 103-6. Please reference the Requisition Number on all documents.

Form Type Spot Buy

Item No. 1

Product Description FAVORITE ITEM
227 characters remaining expand | clear

Quantity 1

Unit of Measure EA - Each

Estimated Price 10.00

If you want to add a frequently purchased item to your **Favorites**:

1. Select the appropriate Form type under the **Organizational Forms** widget on the TechMart Homepage.
2. Complete the form and select **Add to Favorites** from the Available Actions dropdown menu.
3. Click **Go**
This will open a new window

Adding Favorites Cont'd

Add Favorite [Close]

Step 1: Edit Item Details

KEYSIGHT TECHNOLOGIES INC [PO-ENGLEWOOD], Catalog No. 1

Item Nickname * FAVORITE ITEM

Description [Empty text area, 500 characters remaining]

Step 2: Select Destination Folder [Add New]

- Personal You have no personal favorites.
- Shared You have no shared favorites.

* Required [Save Changes] [Close]

Create Personal Folder [Close]

Name * Favorites Folder

Internal Name * EXAMPLE

Description [Empty text area, 238 characters remaining]

* Required [Save Changes] [Close]

Add Favorite [Close]

Step 1: Edit Item Details

KEYSIGHT TECHNOLOGIES INC [PO-ENGLEWOOD], Catalog No. 1

Item Nickname * FAVORITE ITEM

Description [Empty text area, 500 characters remaining]

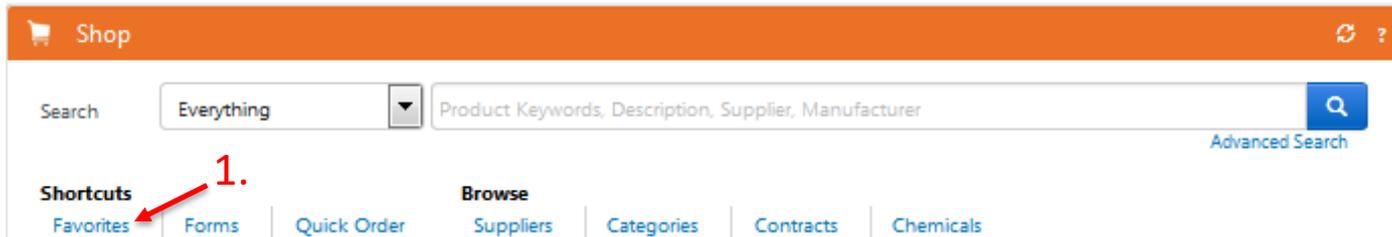
Step 2: Select Destination Folder [Add New]

- Personal Favorites Folder
- Shared You have no shared favorites.

* Required [Save Changes] [Close]

3. If you do not already have an existing Favorites destination folder, click **Add New** then **Top level personal folder** to create a folder.
4. You will need to name your personal folder and **Save Changes**.
5. Once your folder has been added, select your desired destination folder and **Save Changes**.

Managing Favorites



To access your saved Favorites:

1. Click on the **Favorites** shortcut under the **Shop** widget from the TechMart Homepage.
2. Check the box of the item(s) you wish to perform an action on, and open the **Actions for Selected Favorites** dropdown. From here, you can **Add to Cart**, **Edit**, **Move**, **Copy**, or **Delete**.
3. Select **View Form** to make any changes to the item (i.e. update price, quantity, etc.) then select **Save** and **Go** from the available actions within the form.

The screenshot shows the 'Favorites Folder' interface. On the left, there is a sidebar with 'Favorites' and 'Shared' sections. The main area displays a list of items. One item is selected, and a dropdown menu 'Actions for Selected Favorites' is open, showing options: 'Add to Cart', 'Edit', 'Move', 'Copy', and 'Delete'. A red arrow points to the 'Add to Cart' option with the number '2.'. Below the item, there is a 'View Form' button and a '10.00 USD' price tag. A red arrow points to the 'View Form' button with the number '3.'. The item description includes: 'FAVORITE ITEM from KEYSIGHT TECHNOLOGIES INC [PO-ENGLEWOOD]', 'Part Number 1', and 'Please use this form for new Spot Buy orders. Attach any supporting documentation (i.e. supplier quotation, specifications, etc.), fax to your SOS/PPS Buyer, or mail to Purchasing Services at Mail Code 103-6. Please reference the Requisition Number on all documents.'

NDA 889 Federal Regulation

1. Section 889 of the *John S. McCain National Defense Authorization Act* prohibits government contractors from providing the federal government with telecommunications or video surveillance equipment, systems, or services (or an essential component thereof) produced or provided by five Chinese companies and their subsidiaries and affiliates. The five prohibited Chinese companies are:
 - Huawei Technologies Company
 - ZTE Corporation
 - Hytera Communications Corporation
 - Hangzhou Hikvision Digital Technology Company
 - Dahua Technology Company
1. Separately, Section 889 prohibits government contractors from using these prohibited items or services, regardless of whether they are used in the performance of work under a federal contract. An updated list of these five companies' subsidiaries and affiliates can be found [here](#). (Note: Caltech credentials are required for access)
 - As a government contractor (recipient of federal funds), Caltech must comply with Section 889 across all transactions. Therefore, if you purchase goods or services on behalf of Caltech, **do not purchase any equipment, system, service, or component thereof produced or provided by these companies, their subsidiaries, or their affiliates**. Refer to the link above.
 - Section 889 provides narrow exceptions. If you believe that you require an exemption from Section 889's prohibitions, consult with the Director of Procurement Services or the Associate Director of Purchasing Services **prior to purchasing the prohibited item or service**.
 - For additional information, visit Caltech's NDA 889 webpage: <https://researchcompliance.caltech.edu/export/national-defense-authorization-act-ndaa-section-889>

caltech.edu