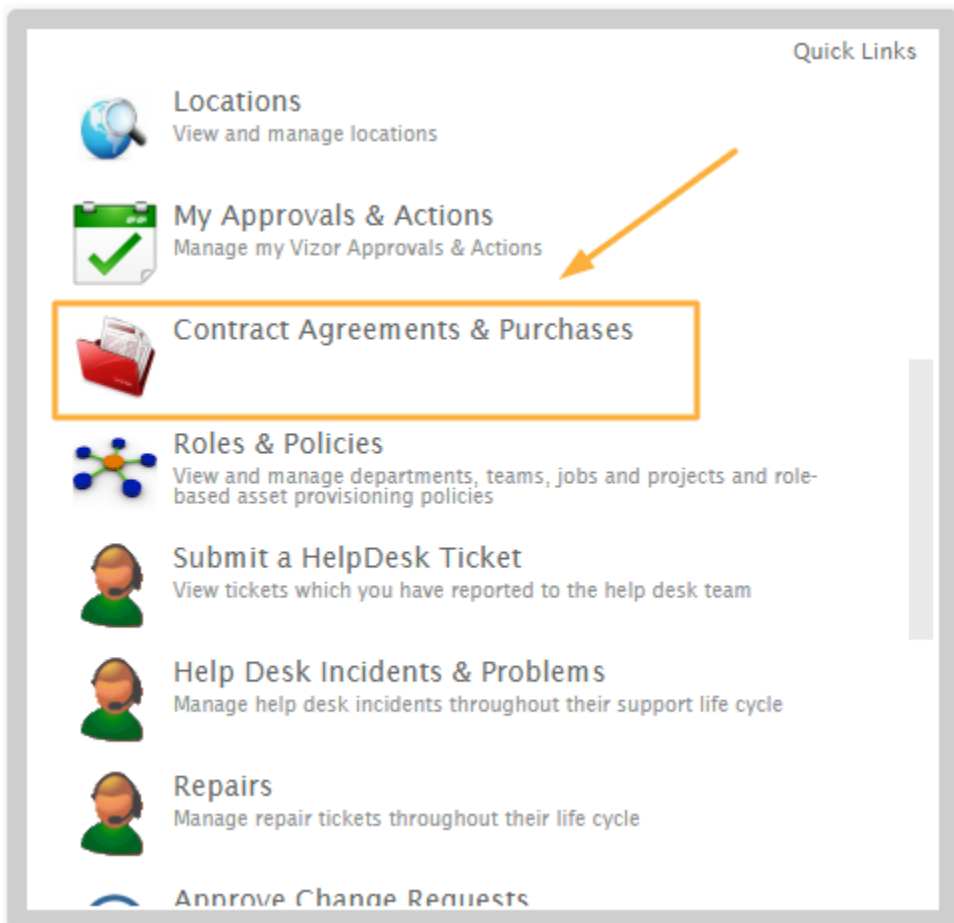










Navigating Purchases in VIZOR

Click the Contract Agreements & Purchases Quick Link



The image shows a 'Quick Links' menu in the VIZOR system. The menu items are listed vertically, each with an icon and a description. The 'Contract Agreements & Purchases' item is highlighted with an orange rectangular border. An orange arrow points from the top right towards this item. The other items are: 'Locations' (magnifying glass icon), 'My Approvals & Actions' (checkmark icon), 'Roles & Policies' (network icon), 'Submit a HelpDesk Ticket' (person icon), 'Help Desk Incidents & Problems' (person icon), 'Repairs' (person icon), and 'Approve Change Requests' (circular arrow icon).

Quick Links

-  **Locations**
View and manage locations
-  **My Approvals & Actions**
Manage my Vizor Approvals & Actions
-  **Contract Agreements & Purchases**
-  **Roles & Policies**
View and manage departments, teams, jobs and projects and role-based asset provisioning policies
-  **Submit a HelpDesk Ticket**
View tickets which you have reported to the help desk team
-  **Help Desk Incidents & Problems**
Manage help desk incidents throughout their support life cycle
-  **Repairs**
Manage repair tickets throughout their life cycle
-  **Approve Change Requests**

To add a new purchase to the database, click the Add New Purchase button

Contract Agreements & Purchases

VIZOR

Reports Password Options Homepage Log Off

Agreements & Purchase Orders

Search for a Purchase...


ID	Name	Type	Date	PO Number	Invoice Number	Supplier	Total with Tax	Status	Cost Center	
1002	Device Maintenance	Purchase	8/6/2019	--	65631656461	Microsoft Corporatio	0	Active / F	--	
1001	Device Maintenance	Purchase	8/5/2019	--	16546126854	Microsoft Corporatio	\$ 20,000.00	Active / F	--	
1001	Dell Computer Set	Purchase	8/5/2019	--	--	Dell	\$ 27,685.00	Active / F	--	
1140	Pens - General Use	Purchase	3/1/2019	7532	--	Amazon	\$ 219.00	Active / F	--	
1120	Microsoft Visio 2016	Purchase	2/24/2019	5684522	52353464	Insight	\$ 6,751.00	Active / F	--	
1136	Vizor 2017	Purchase	2/22/2019	351211	--	<Direct from Vendor	\$ 2,200.00	Inactive	--	
1059	SharePoint CAL 2016	Purchase	2/15/2019	657654	--	<Direct from Vendor	\$ 9,000.00	Active / F	Cost Cent	
1134	Vector Issue Tracker	Purchase	2/2/2019	764322	--	<Direct from Vendor	\$ 1,800.00	Inactive	--	
1122	Windows 7 Professional	Purchase	1/4/2019	868757	--	Softchoice	\$ 4,725.00	Active / F	--	
1000	INV111	Purchase	1/1/2019	PO111	INV111	--	\$ 4,500.00	Active / F	Cost Cent	
1146	Microsoft Office 2016	Purchase	12/28/2018	PO920282	--	Microsoft Corporatio	\$ 540.00	Active / F	--	
1100	Salesforce	Purchase	12/12/2018	823745	--	<Direct from Vendor	\$ 27,000.00	Active / F	--	
1098	Microsoft Agreement	Agreement	12/5/2018	--	--	<Direct from Vendor	0	Active / F	--	
1096	Microsoft Office 2016	Purchase	11/30/2018	PO839211	INV4549	Insight	\$ 1,980.00	Active / F	--	
1118	Microsoft Office 365	Purchase	11/20/2018	546457	--	<Direct from Vendor	\$ 11,440.00	Inactive	--	
1108	Adobe Creative Cloud	Purchase	7/2/2018	2207	--	<Direct from Vendor	\$ 17,475.00	Inactive	--	
1113	Microsoft Office 2016	Purchase	5/11/2018	76578	--	SHI International	\$ 1,500.00	Inactive	--	
1126	PC-Duo Host 2018	Purchase	5/10/2018	756567	--	<Direct from Vendor	\$ 2,016.00	Active / F	--	
1128	PC-Duo Master 2018	Purchase	5/10/2018	53463464	--	<Direct from Vendor	\$ 1,400.00	Active / F	--	
1139	Adobe Photoshop CS6	Purchase	5/10/2018	6456	--	SHI International	\$ 2,275.00	Inactive	--	
1132	Vector Issue Tracker	Purchase	2/2/2018	324456	--	<Direct from Vendor	\$ 1,800.00	Inactive	--	

Page 1 of 1 (54 matches)

Add New Agreement

Add New Purchase

To add a new agreement to the database, click the Add New Agreement button













































Contract Agreements & Purchases

Agreements & Purchase Orders

Reports Password Options Homepage Log Off


Search for a Purchase...

ID	Name	Type	Date	PO Number	Invoice Number	Supplier	Total with Tax	Status	Cost Center	
1002	Device Maintenance	Purchase	8/6/2019	--	65631656461	Microsoft Corporatio	0	Active / F	--	 
1001	Device Maintenance	Purchase	8/5/2019	--	16546126854	Microsoft Corporatio	\$ 20,000.00	Active / F	--	 
1001	Dell Computer Set	Purchase	8/5/2019	--	--	Dell	\$ 27,685.00	Active / F	--	 
1140	Pens - General Use	Purchase	3/1/2019	7532	--	Amazon	\$ 219.00	Active / F	--	 
1120	Microsoft Visio 2016	Purchase	2/24/2019	5684522	52353464	Insight	\$ 6,751.00	Active / F	--	 
1136	Vizor 2017	Purchase	2/22/2019	351211	--	<Direct from Vendor	\$ 2,200.00	Inactive	--	 
1059	SharePoint CAL 2010	Purchase	2/15/2019	657654	--	<Direct from Vendor	\$ 9,000.00	Active / F	Cost Cent	 
1134	Vector Issue Tracker	Purchase	2/2/2019	764322	--	<Direct from Vendor	\$ 1,800.00	Inactive	--	 
1122	Windows 7 Professic	Purchase	1/4/2019	868757	--	Softchoice	\$ 4,725.00	Active / F	--	 
1000	INV111	Purchase	1/1/2019	PO111	INV111	--	\$ 4,500.00	Active / F	Cost Cent	 
1146	Microsoft Office 201	Purchase	12/28/2018	PO920282	--	Microsoft Corporatio	\$ 540.00	Active / F	--	 
1100	Salesforce	Purchase	12/12/2018	823745	--	<Direct from Vendor	\$ 27,000.00	Active / F	--	 
1098	Microsoft Agreement	Agreement	12/5/2018	--	--	<Direct from Vendor	0	Active / F	--	 
1096	Microsoft Office 201	Purchase	11/30/2018	PO839211	INV4549	Insight	\$ 1,980.00	Active / F	--	 
1118	Microsoft Office 365	Purchase	11/20/2018	546457	--	<Direct from Vendor	\$ 11,440.00	Inactive	--	 
1108	Adobe Creative Clou	Purchase	7/2/2018	2207	--	<Direct from Vendor	\$ 17,475.00	Inactive	--	 
1113	Microsoft Office 201	Purchase	5/11/2018	76578	--	SHI International	\$ 1,500.00	Inactive	--	 
1126	PC-Duo Host 2018	Purchase	5/10/2018	756567	--	<Direct from Vendor	\$ 2,016.00	Active / F	--	 
1128	PC-Duo Master 2018	Purchase	5/10/2018	53463464	--	<Direct from Vendor	\$ 1,400.00	Active / F	--	 
1139	Adobe Photoshop CS	Purchase	5/10/2018	6456	--	SHI International	\$ 2,275.00	Inactive	--	 
1132	Vector Issue Tracker	Purchase	2/2/2018	324456	--	<Direct from Vendor	\$ 1,800.00	Inactive	--	 

Page 1 of 1 (54 matches)

Add New Agreement

Add New Purchase

To Delete a purchase or agreement, click on the delete button  on the right side of the record






















Contract Agreements & Purchases

VIZOR

Reports Password Options Homepage Log Off

Agreements & Purchase Orders


Search for a Purchase...

ID	Name	Type	Date	PO Number	Invoice Number	Supplier	Total with Tax	Status	Cost Center	
1002	Device Maintenance	Purchase	8/6/2019	--	65631656461	Microsoft Corporatio	0	Active / F	--	
1001	Device Maintenance	Purchase	8/5/2019	--	16546126854	Microsoft Corporatio	\$ 20,000.00	Active / F	--	
1001	Dell Computer Set	Purchase	8/5/2019	--	--	Dell	\$ 27,685.00	Active / F	--	
1140	Pens - General Use	Purchase	3/1/2019	7532	--	Amazon	\$ 219.00	Active / F	--	
1120	Microsoft Visio 2016	Purchase	2/24/201	5684522	52353464	Insight	\$ 6,751.00	Active / F	--	
1136	Vizor 2017	Purchase	2/22/201	351211	--	<Direct from Vendo	\$ 2,200.00	Inactive	--	
1059	SharePoint CAL 201	Purchase	2/15/201	657654	--	<Direct from Vendo	\$ 9,000.00	Active / F	Cost Cent	
1134	Vector Issue Tracker	Purchase	2/2/2019	764322	--	<Direct from Vendo	\$ 1,800.00	Inactive	--	
1122	Windows 7 Professic	Purchase	1/4/2019	868757	--	Softchoice	\$ 4,725.00	Active / F	--	
1000	INV111	Purchase	1/1/2019	PO111	INV111	--	\$ 4,500.00	Active / F	Cost Cent	
1146	Microsoft Office 201	Purchase	12/28/20	PO920282	--	Microsoft Corporatio	\$ 540.00	Active / F	--	
1100	Salesforce	Purchase	12/12/20	823745	--	<Direct from Vendo	\$ 27,000.00	Active / F	--	
1098	Microsoft Agreemen	Agreement	12/5/201	--	--	<Direct from Vendo	0	Active / F	--	
1096	Microsoft Office 201	Purchase	11/30/20	PO839211	INV4549	Insight	\$ 1,980.00	Active / F	--	
1118	Microsoft Office 365	Purchase	11/20/20	546457	--	<Direct from Vendo	\$ 11,440.00	Inactive	--	
1108	Adobe Creative Clou	Purchase	7/2/2018	2207	--	<Direct from Vendo	\$ 17,475.00	Inactive	--	
1113	Microsoft Office 201	Purchase	5/11/201	76578	--	SHI International	\$ 1,500.00	Inactive	--	
1126	PC-Duo Host 2018	Purchase	5/10/201	756567	--	<Direct from Vendo	\$ 2,016.00	Active / F	--	
1128	PC-Duo Master 2018	Purchase	5/10/201	53463464	--	<Direct from Vendo	\$ 1,400.00	Active / F	--	
1139	Adobe Photoshop CS	Purchase	5/10/201	6456	--	SHI International	\$ 2,275.00	Inactive	--	
1132	Vector Issue Tracker	Purchase	2/2/2018	324456	--	<Direct from Vendo	\$ 1,800.00	Inactive	--	

Page 1 of 1 (54 matches)

Add New Agreement

Add New Purchase

To Print a purchase or agreement, click on the Print button  on the right side of the record

To Edit a purchase or agreement, double-click on a record or click on the text in the row
































































Contract Agreements & Purchases

VIZOR

Reports Password Options Homepage Log Off

Agreements & Purchase Orders

Search for a Purchase...

ID	Name	Type	Date	PO Number	Invoice Number	Supplier	Total with Tax	Status	Cost Center	
1002	Device Maintenance	Purchase	8/6/2019	--	65631656461	Microsoft Corporatio	0	Active / F	--	  
1001	Device Maintenance	Purchase	8/5/2019	--	16546126854	Microsoft Corporatio	\$ 20,000.00	Active / F	--	  
1001	Dell Computer Set	Purchase	8/5/2019	--	--	Dell	\$ 27,685.00	Active / F	--	  
1140	Pens - General Use	Purchase	3/1/2019	7532	--	Amazon	\$ 219.00	Active / F	--	  
1120	Microsoft Visio 2016	Purchase	2/24/201	5684522	52353464	Insight	\$ 6,751.00	Active / F	--	  
1131	Vizor 2017	Purchase	2/22/201	351211	--	<Direct from Vendor	\$ 2,200.00	Inactive	--	  
1059	SharePoint CAL 2014	Purchase	2/15/201	657654	--	<Direct from Vendor	\$ 9,000.00	Active / F	Cost Cent	  
1134	Vector Issue Tracker	Purchase	2/2/2019	764322	--	<Direct from Vendor	\$ 1,800.00	Inactive	--	  
1122	Windows 7 Professic	Purchase	1/4/2019	868757	--	Softchoice	\$ 4,725.00	Active / F	--	  
1000	INV111	Purchase	1/1/2019	PO111	INV111	--	\$ 4,500.00	Active / F	Cost Cent	  
1146	Microsoft Office 201	Purchase	12/28/20	PO920282	--	Microsoft Corporatio	\$ 540.00	Active / F	--	  
1100	Salesforce	Purchase	12/12/20	823745	--	<Direct from Vendor	\$ 27,000.00	Active / F	--	  
1098	Microsoft Agreemen	Agreement	12/5/201	--	--	<Direct from Vendor	0	Active / F	--	  
1096	Microsoft Office 201	Purchase	11/30/20	PO839211	INV4549	Insight	\$ 1,980.00	Active / F	--	  
1118	Microsoft Office 365	Purchase	11/20/20	546457	--	<Direct from Vendor	\$ 11,440.00	Inactive	--	  
1108	Adobe Creative Clou	Purchase	7/2/2018	2207	--	<Direct from Vendor	\$ 17,475.00	Inactive	--	  
1113	Microsoft Office 201	Purchase	5/11/201	76578	--	SHI International	\$ 1,500.00	Inactive	--	  
1126	PC-Duo Host 2018	Purchase	5/10/201	756567	--	<Direct from Vendor	\$ 2,016.00	Active / F	--	  
1128	PC-Duo Master 2018	Purchase	5/10/201	53463464	--	<Direct from Vendor	\$ 1,400.00	Active / F	--	  
1139	Adobe Photoshop CS	Purchase	5/10/201	6456	--	SHI International	\$ 2,275.00	Inactive	--	  
1132	Vector Issue Tracker	Purchase	2/2/2018	324456	--	<Direct from Vendor	\$ 1,800.00	Inactive	--	  

Page 1 of 1 (54 matches)

Add New Agreement

Add New Purchase

A window will pop up, where you can edit all the available information of that specific purchase or agreement

Edit Purchase

Update the information for the Purchase.

History

Details

Name: Status:

PO Number: See More Details: No Yes

Purchase Date: Supplier:

Auto Renew Purchase: No Yes

Line Items:

Line #	Asset Type	Product	Quantity	Unit Price	Total	Description	Start
1	Vizor		500	\$ 4.40	\$ 2,200.00	Vizor Software 2017	2/22/2019

Total: Comments:

Taxes:

Total with Tax:

ID: 1136

* This color indicates a required field

Back Next OK Apply Close

Add... Edit... Edit Alerts... Remove