TECHNOLOGY CONNECTION
a Tulane University owned and operated enterprise

More information and full instructions on the digital IT system can be found on the TAMS website at: https://tams.tulane.edu/content/electronic-its

# How to submit a digital IT form to Technology Connection:

1. First request a quote for the products you need by emailing your specifications to tcorders@tulane.edu. Once you have a quote which <u>meets your specifications and contains your correct shipping & billing information</u>, proceed to Step 2.

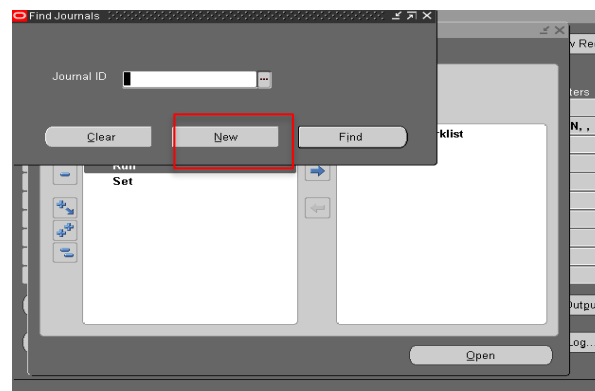2. Using the University Electronic IT system, initiate an IT.
   https://ebs.tulane.edu
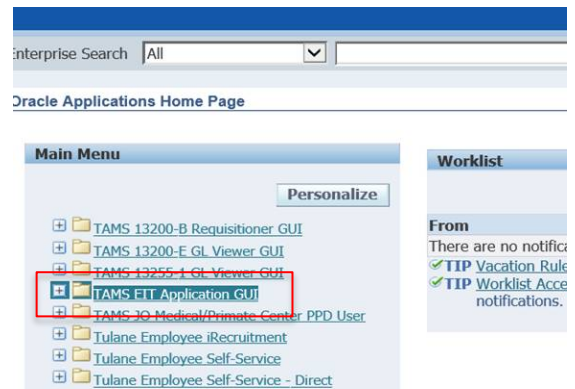
3. Select <u>TAMS EIT Application GUI</u> – (click the "+" sign)
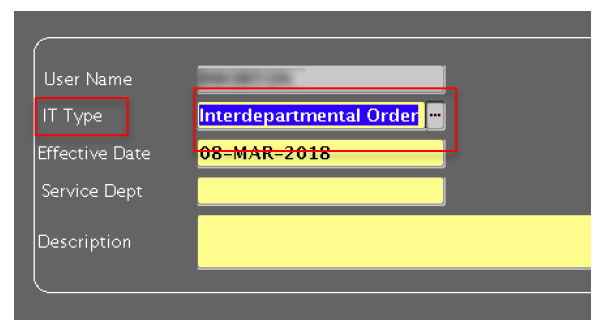

4. Select EIT process
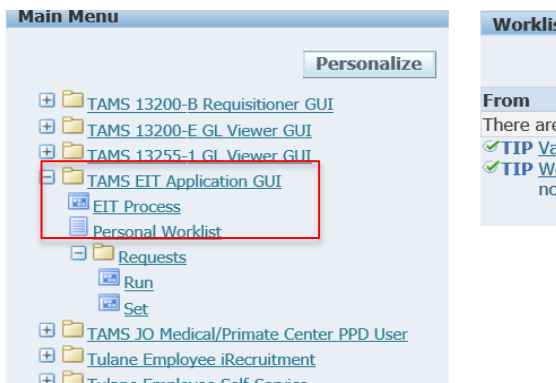
5. Select New

6. In the "IT Type" field select **Interdepartmental Order**:
   by either typing an I and return or
   by selecting the button with 3 dots on the right.

7. In the Service Dept field select:
   56210 Technology Connection
   By either typing 56210 and return or
   Selecting from the list

User Name	
IT Type	Interdepartmental Order
Effective Date	08-MAR-2018
Service Dept	56210 – TECHNOLOGY CON

Description

Service Deparment

Find %tech

Servicing_Department
12710 – TECHNOLOGY SERVICES/INFRASTRUCTURE VP
56210 – TECHNOLOGY CONNECTION STORE

Account/Project

8. In the **Description** box, include:
   a. The Technology Connection Quote #
   b. Contact name and phone number
   c. Any additional description you wish to describe the order

User Name		Contact Number	5049883106
IT Type	Interdepartmental Order	Journal ID	I000277
Effective Date	08-MAR-2018	IT Status	
Service Dept	56210 – TECHNOLOGY CON	Pending Approval	
Description	Quote# 56555 contact John Smith, 504-555-1212, Two 13" Macbook pro laptops with AppleCare.		

9. Accounting lines:
   a. In the <u>Accounting/Project field</u> enter your **account #,**
   b. in the <u>Natural Account</u> enter **8861- RECHARGE-COMPUTERS/COMPUTER-RELATED SERVICES**
   c. IF THIS IS A COVID-19 EXPENSE YOU MUST USE USE DEPT USE CODE **8091**
   d. in the <u>line description</u> enter what you would like to appear on your budget statement
   e. In the <u>debit field</u> enter the **total amount** of the quote
      (You may split the cost between multipe accounts by entering multiple lines.)

| a | b | c | | | | | | | | | | | | | | | | d | e |

Account/ Project	Natural Account	Dept Use	Task	Award	Exp Type	GL Activity/ Grant Exp Date	Line Description	Debit
222222	8861-RE	0000				08-MAR-201	TC56555 two 13" Macbooks for J. Smith	2,400.00

Send to Service Org

10. **You must** attach a copy of the Tech Connect quote to your EIT, or it will be rejected by Accounting.

11. Once you have completed your account information and other fields select "Send to Service Org"

Keep in mind additional appprovals and routing may occur before your IT arrives at Technology Connection.