

Need to Order in Bulk?

[Download Bulk Order Form Here](#)

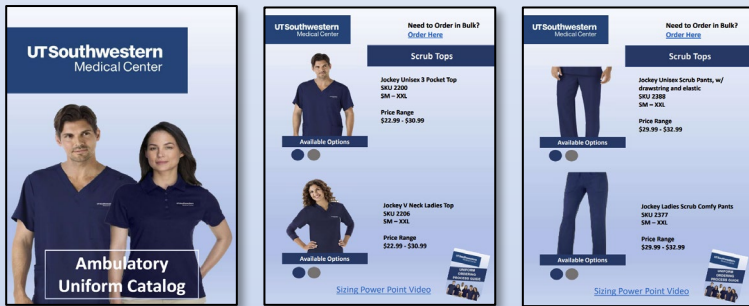
Once Bulk Order Form is Completed

Attach Form to Branded Goods Request Form on the [Procurement Portal](#)

UNIFORM ORDERING PROCESS

Step 1: Select Uniforms from the [Ambulatory Uniform Catalog](#)

- Using the catalog, decide which uniforms you need
- Determine quantity, size, color and styles



Step 2: Enter information into the [Uniform Bulk Order Form](#) (excel spreadsheet)

- Using the provided order form, Follow the form instructions tab, and complete form

NOTE: Attach the requisition form to the external note of the branded goods from in the procurement portal.

UT Southwestern Medical Center

Uniform Bulk Order Form

Date: March 1, 2023

American Business Solutions

Ship to: [Name]
 Attach this requisition form to the external note of the branded goods form in the procurement portal

Enter Quantity and Select your Item Number from the drop down
 Blue Row has Polo Shirts and Port Authority Shirts
 White Row has Scrubs, Jackets, and Cardigans

Did you need an Embroidery?
 Drop Down Yes or No

Logo and Color design
 Drop Down
 White
 Grey
 Blue

Select your Logo Position from the Drop down
 Select your Garment Color from the Drop down

White Gray Navy

Select your Size from the drop down
 Small
 Medium
 Large
 Extra Large

Utilize the link below for sizing information
 [Sizing Instruction Video](#)

Select if you would like a Personalization added to your uniform.
 Drop down selection

Type in the decoration Name, Credentials, Department, Division, or your own text to be added on to your uniform.
 Reminder: Each Row filled out would correspond to the uniform selected

John Doe, MD
 University Clinic
 On this example, a decoration text has been added to the right chest of the Scrub Top Uniform.

Qty	Item Number and Product Description	Embroidery	Logo and Color	Logo Position	Garment Color	Size	Personalization	Decoration Text - Name and Credentials	Decoration Text - Dept or Division
3	88183 Mens Polo Shirt	Yes	White	UTSW Medical Center LEFT Chest	White	SM	Yes		
	78183 Womens Polo Shirt	Yes	Grey	UTSW Medical Center RIGHT Chest	Grey	M	No		
	3508 Mens Port Authority Long Sleeve Dress Shirt	No	Blue		Navy	L			
	4008 Womens Port Authority Long Sleeve Shirt					XL			
	3508 Mens Port Authority Short Sleeve Shirt					XXL			
	4008 Womens Port Authority Short Sleeve Shirt								
	2200 Unisex Scrub Top								
	2206 Womens V Neck Scrub Top								
	2388 Unisex Scrub Pants								
	2377 Womens Scrub Pants								
	2299 Mens Tech Jacket								
	2299 Womens Tech Jacket								
	1425 Mens V-Button Cardigan								
	1048 Womens Knit Cardigan								

Selecting drop down will show the Polo Shirts and Port Authority Shirts available.

Selecting drop down will show the Scrubs, jackets, and Cardigans

Use the Ambulatory Uniform Catalog for Reference to all item Numbers and Product Descriptions

[Sizing Power Point Video](#)

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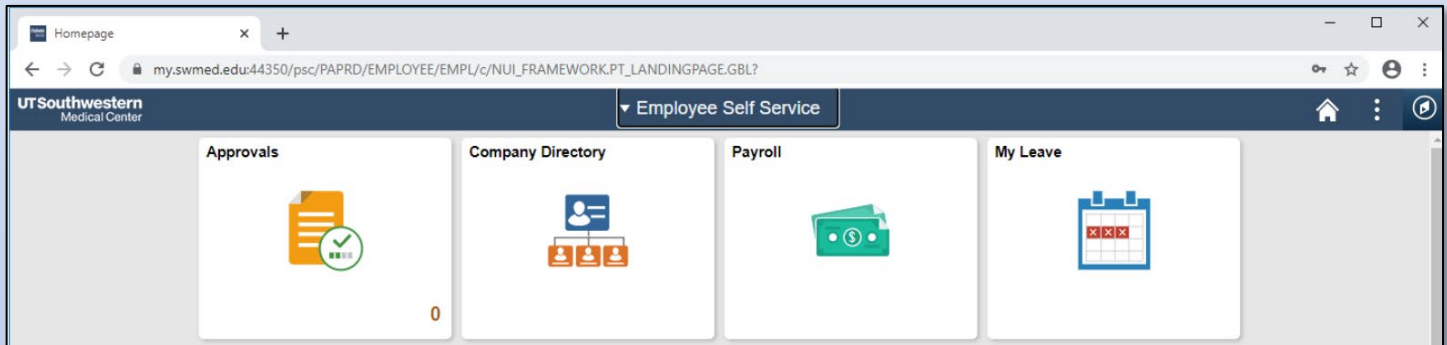
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UNIFORM ORDERING PROCESS

Step 3: Placing order in UT Southwestern Procurement Portal

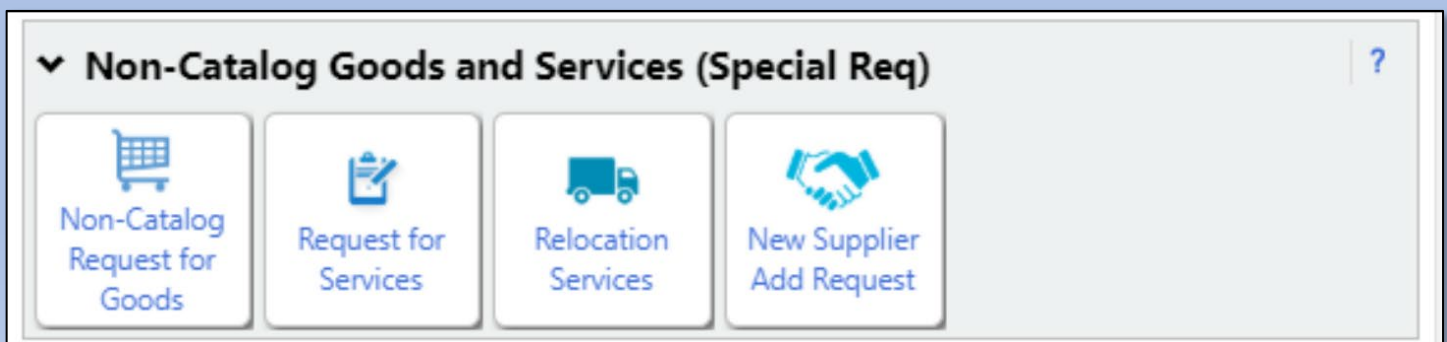
- Log onto UT Southwestern site through a supported browser
- In the upper right corner choose MY UTSW (this will require your UTSW log in and password)
- In the Quick Links section to the right, choose People Soft (this may prompt you to log in again)
- Select the diamond icon to the far right, this is the navbar



- Opening the navbar link, choose Procurement Portal (again this will prompt you for your UTSW login and password)

Step 4: Submit UTSW Procurement Portal Requisition

- Create a UTSW Procurement Portal requisition using the Non-Catalog Request for Goods (Special Req) tile.



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UNIFORM ORDERING PROCESS

- Fill out ALL required fields
- It is very important that you select the Supplier UTSW-AUXILIARY SVCS STUDENT STORES NORTH or UTSW-AUXILIARY SVCS STUDENT STORES SOUTH

- Helpful Commodity Codes:

Class	53101800	Coats and jackets
Class	53102700	Uniforms
Class	53103000	T-shirts
Commodity	53101602	Men's shirts
Commodity	78121603	Freight fee
Class	78121600	Material handling services

[Link to how to use Commodity Codes](#)

- Business Justification - ITEM NOT IN PUNCH OUT or CATALOG

Supplier	UTSW-AUXILIARY SVCS STUDENT STORES NORTH more info... select different supplier
Fulfillment Address	UTSW-AUXILIARY SERVICES STUDEN: (preferred) 5323 HARRY HINES BLVD DALLAS, TX 75390-8804 USA
Distribution	The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information <input type="checkbox"/> Email (HTML Attachment) Sarah.Moreno@UTSouthwestern.edu Contract select contract...
Item Information ?	
Item Information	
Catalog No.	<input type="text"/>
Product Description	<input type="text"/> 254 characters remaining expand clear
Quantity	<input type="text"/>
Packaging (UOM)	<input type="text"/> EA - Each <input type="button" value="v"/>
Price	<input type="text"/>
Amount Only	<input type="checkbox"/>
Expected Delivery Date	<input type="text"/> <input type="button" value="calendar"/> mm/dd/yyyy
Business Justification	=====
	<input type="text" value="Please select..."/> <input type="button" value="v"/>

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Item Information ?	
Item Information	
Catalog No.	<input type="text"/>
Product Description	<input type="text"/> 254 characters remaining expand clear
Quantity	<input type="text"/>
Packaging (UOM)	<input type="text"/> EA - Each
Price	<input type="text"/>
Amount Only	<input type="checkbox"/>
Expected Delivery Date	<input type="text"/>  mm/dd/yyyy
Business Justification	<input type="text" value="Please select..."/>

- **Red Arrow Denotes:** Please note product descriptions for clarity for approvers. Once all fields required are completed, submit the requisition.
- The requisition will be sent to APPROVERS, and finally UNIVERSITY STORES for approval
- Once Final approval is given, a Purchase Order number will be issued for this requisition
- The order will be placed, using that specific purchase order

Step 5: Receiving of goods

- You will be notified via email for your in-store pickup or drop shipment delivery date by UniversityStore@mednet.swmed.edu

[Sizing Power Point Video](#)