

Quick Guide
- Travel Agency Authorization
11/18/09
HokieMart Will Deliver PO

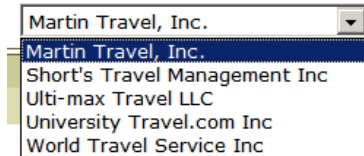
From Main Screen of HokieMart:

- Click “Travel Agency Authorization.”

From the drop-down menu,

- Choose the desired contract vendor.

Catalog No. will be the **traveler’s name**.



- Complete the “General Info” section of the form.
- Add External or Internal Notes and Attachments if desired.

From the Available Actions drop-down menu:

- Click “Add and go to Cart.”
- Click “Go.”

User will now be in the **Cart – Draft Requisition**.



- Complete the PR using instructions:
 - Edit the Cart
 - Review the Cart
 - Submit the PR
- Follow the instructions for Requisition and Purchase Order Follow-up.

(See Requestor Guide for an example of a Travel Agency Authorization.)