

PURCHASING/REQUESTING

RECORDS MANAGEMENT BOXES VIA LOBOMART

As of January 2019, UNM Records Management is handling ALL box requests through LoboMart. Once you've logged in to LoboMart, you can find the form under 'Internal Forms'.

If you are unable to log in to LoboMart, you may need to submit a BAR for 'Department Purchase Requisitioner.' There is no special training required for this role, just the basic training to access Banner.


The following steps will outline the procedure for purchasing new storage boxes as well as ordering boxes already stored with UNM Records Management.

THERE IS NO CHARGE FOR RETRIEVING OR SENDING BOXES ALREADY STORED WITH RECORDS MANAGEMENT

1. Log in to LoboMart using your UNM ID and password
(<https://solutions.sciquest.com/apps/Router/Login?OrgName=UNM>)
2. Under '**Internal Forms**' click on the UNM Records Management tile:



3. The Records Management Request will pop up; fill out necessary information:

Records Management Request Available Actions: 

Instructions ?
 Instructions Please complete the following form to request pick-up or return of boxes, or to order boxes and labels. Enter the number of requested boxes/labels to order/return/request. Required fields are in bold.

Supplier		Pick Up or Drop Off Location	
Supplier	UNM Records Management	Contact Name	<input type="text" value="John Doe"/>
Fulfillment Address	Fulfillment Center 1:	Building/Room Number	<input type="text" value="123"/>
		Special Instructions	<input type="text" value="Deliver to front desk"/>
			979 characters remaining expand clear

Item List

Description	Unit Price	Quantity	Ext. Price
Order Boxes	2.25	<input type="text" value="5"/>	
Order Labels	0.15	<input type="text" value="5"/>	
Total			0.00

[recalculate list total](#)

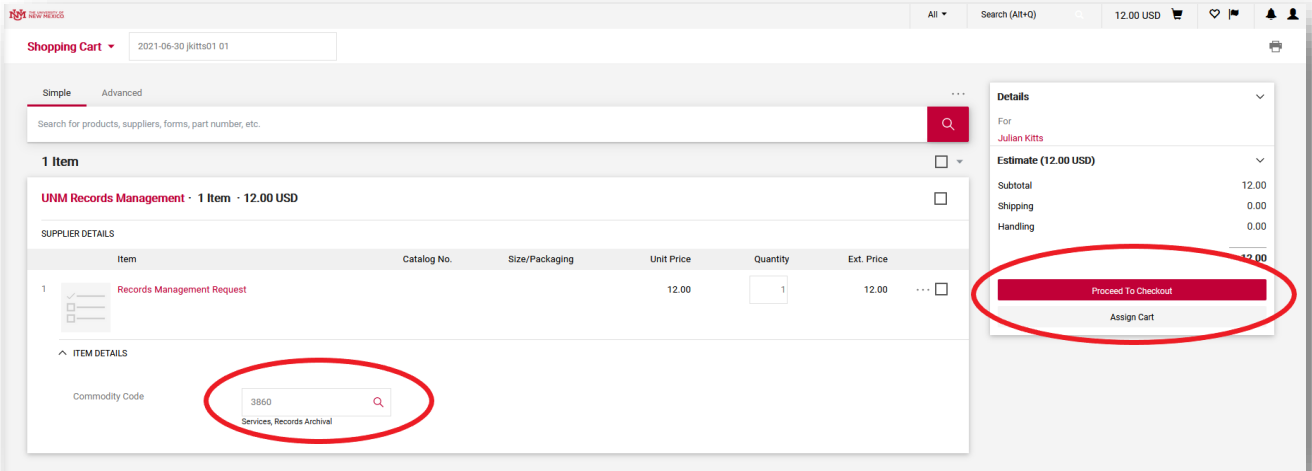
Pick up box(es) - Enter serial numbers of boxes to be picked up **To go TO Records Management**

Return Boxes - Enter serial number of boxes to be returned **Coming FROM Records Management**

Items Total: **Total** 0.00

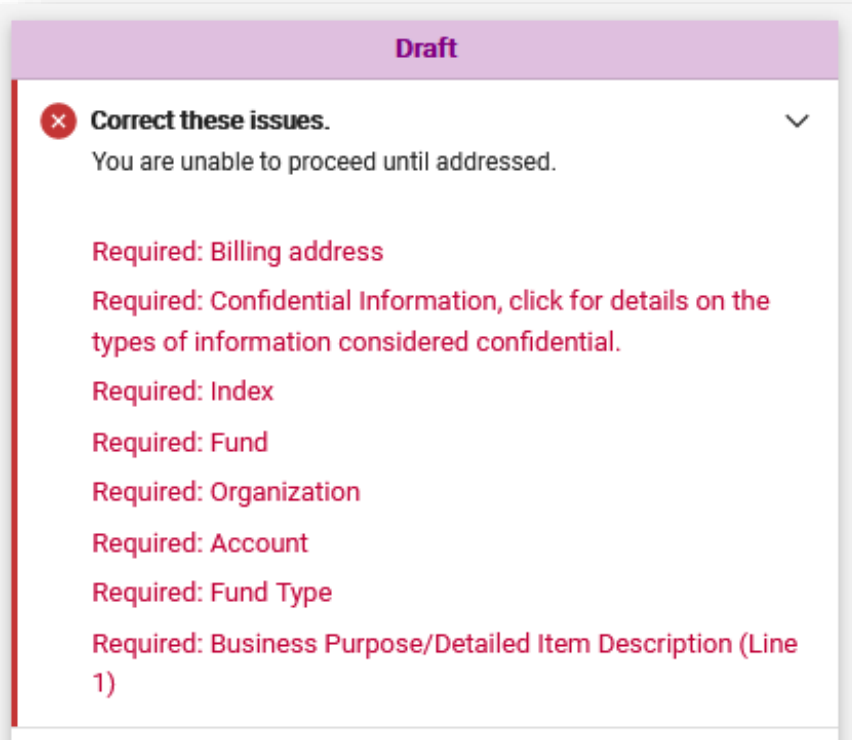
4. Click 'Go' on the top right

5. Enter commodity code 3860 and click ‘**Proceed to Checkout**’



The screenshot shows a shopping cart page for 'UNM Records Management'. The cart contains one item: 'Records Management Request' with a unit price of 12.00 and a quantity of 1. The total is 12.00 USD. In the 'ITEM DETAILS' section, the 'Commodity Code' field is set to '3860'. A red circle highlights this field. Another red circle highlights the 'Proceed to Checkout' button in the right-hand 'Details' sidebar.

YOU WILL BE REQUIRED TO ENTER THE FOLLOWING INFORMATION TO COMPLETE YOUR ORDER:

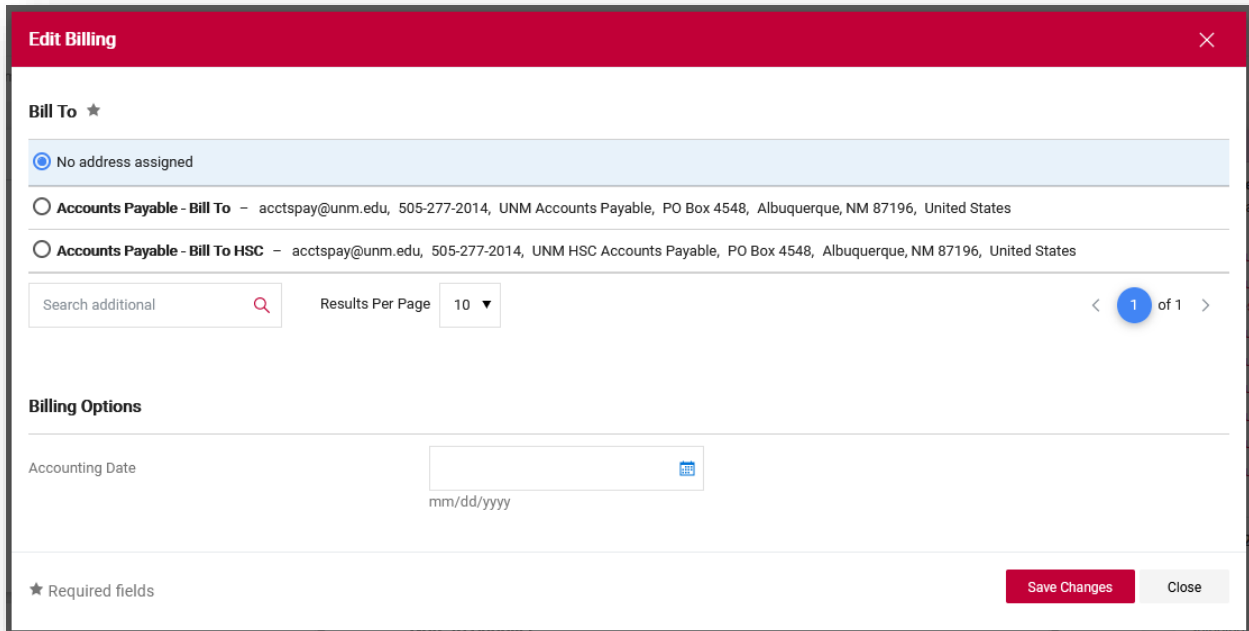


Draft

Correct these issues.
You are unable to proceed until addressed.

- Required: Billing address
- Required: Confidential Information, click for details on the types of information considered confidential.
- Required: Index
- Required: Fund
- Required: Organization
- Required: Account
- Required: Fund Type
- Required: Business Purpose/Detailed Item Description (Line 1)

- Click **‘Required: Billing address’** to edit billing and click the magnifying glass to search for billing address (**if you are an HSC department, select ‘Account Payable – Bill To HSC’, if not, select regular Accounts Payable**) and **Save Changes**:



Edit Billing ✕

Bill To ★

No address assigned

Accounts Payable - Bill To – acctspay@unm.edu, 505-277-2014, UNM Accounts Payable, PO Box 4548, Albuquerque, NM 87196, United States

Accounts Payable - Bill To HSC – acctspay@unm.edu, 505-277-2014, UNM HSC Accounts Payable, PO Box 4548, Albuquerque, NM 87196, United States

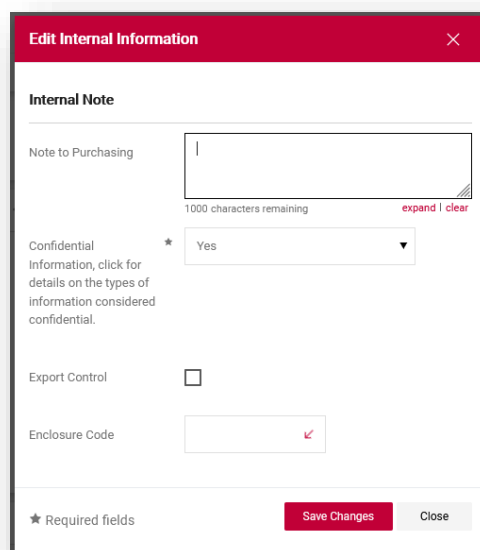
Search additional 🔍 Results Per Page 10 ▾ < 1 of 1 >

Billing Options

Accounting Date 📅

★ Required fields **Save Changes** Close

- To **‘Edit Internal Information’** select **‘Yes’** for confidential information and click **‘Save Changes’**:



Edit Internal Information ✕

Internal Note

Note to Purchasing 1000 characters remaining [expand](#) | [clear](#)

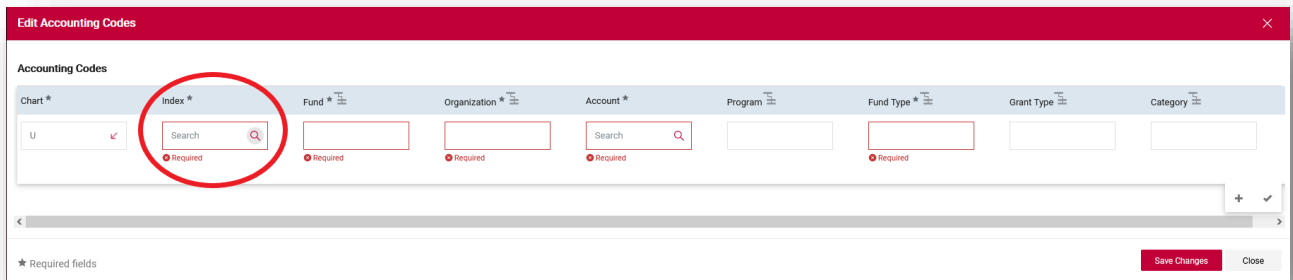
Confidential Information, click for details on the types of information considered confidential. ★ ▾

Export Control

Enclosure Code

★ Required fields **Save Changes** Close

8. Click '**Required: Index**' to edit Accounting Codes
9. Under Index, click the magnifying glass:



Edit Accounting Codes

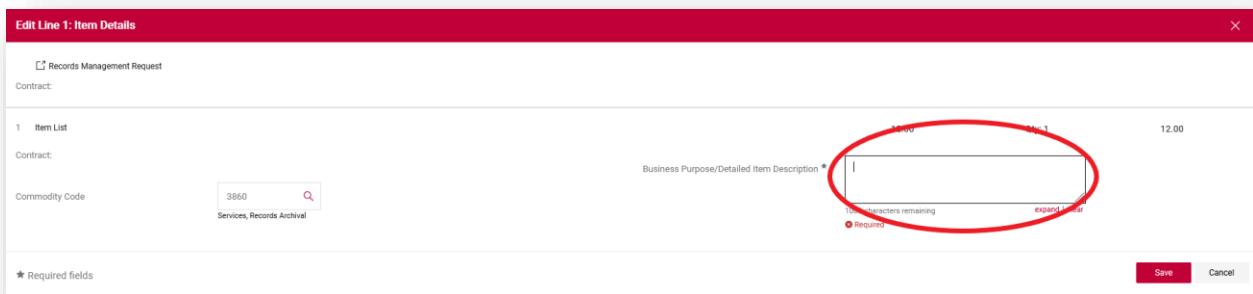
Accounting Codes

Chart *	Index *	Fund *	Organization *	Account *	Program	Fund Type *	Grant Type	Category
U	Search			Search				

★ Required fields

Save Changes Close

10. Type in your organization's six-digit index number and select it when it pops up (it will automatically populate all fields except for Account)
11. Type in account code 8060 and click **Save Changes**
12. Click '**Required: Business Purpose/Detailed Item Description (Line 1)**'
13. For '**Business Purpose/Detailed Item Description**' type a brief description such as 'New boxes for storage' or 'Boxes for review' and click **Save**:



Edit Line 1: Item Details

Records Management Request

Contract:

Item List	Amount
1	12.00

Contract:

Commodity Code: 3860 Services, Records Archival

Business Purpose/Detailed Item Description *

150 characters remaining

★ Required fields

Save Cancel

14. Once all required information has been entered, click on **Place Order** or **Assign Cart**.

You will see a screen notifying you that your requisition has been submitted.

Records Management will complete your order within 1-2 business days.