# Adding an Asset Tag Number



**Important**: Entering an Asset Tag number is an optional process that varies by TUB. Not all TUBs use Asset Tags, and for those that do, they may have differing processes than other TUBs. This QRG does not provide the TUB specific process.

This guide outlines 1) how Shoppers/Requestors or Asset Approvers can enter an asset tag number, and 2) how to create asset tag favorites for those that need that functionality.

#### Steps for *Shoppers/Requestors* to add Asset Tags to Line:

- Add relevant items to a cart and click Proceed to Checkout. 1.
- 2. On the **Summary** tab, scroll down to the **Lines** section and click the **pencil icon** in the **ITEM DETAILS** section under the line item. (Note: Do not use the eye icon to filter the Summary tab to view line items as the ITEMS DETAILS will not be displayed.)

ABC BUSINESS COMMUNICATIONS LTD 1 · 3 Items · 300.00 USD					
✓ SUPPLIER DETAILS → □ ■	đ				/
Item	Catalog	No. Unit Price	Quantity	Ext. Price	
1 Widgets	54321	100.00	3 EA	300.00	🗆
▲ ITEM DETAILS 🍃	no valuo	Internal Atts	achmonte Add		

Enter the asset tag in the Asset Tag fi 3.

e asset tag in the <b>Asset Tag</b> field.	Edit Line 1: Item Details		
	1 Widgets		
	Contract:		
	Taxable		
	Internal Note		
Optionally click the <b>blue arrow</b> in		1000 characters remaining	
the Asset Tag field to select a previously saved asset tag <b>favorite</b> .	Capital Expense		
	Asset Tag	*	

Click Save and complete the normal checkout process. 4.

### Steps for Asset Approvers to add Asset Tags to Line:

An **Asset Approver** can add the asset tag to a requisition during the approval workflow. The location for the tagging remains the same (i.e. steps 2-4). Refer to this FAQ for further information on the asset approval workflow process.

#### Note: The asset tag will pass to Oracle.

## How to Create Asset Tag Favorites – optional / not used by all TUBs

- 1. Go to User Icon → View My Profile → Default User Settings → Custom Field and Account Code Defaults.
- 2. On the Header (int.) tab, find the Asset Tag line and click Edit.

Custom Field and Accounting Code Defaults							
Header (int.) leader (ext.) Codes Code Favorites							
Custom Field Name	Default Value	Description	Edit Value				
Review Status	No Defau	It Value	Edit				
Fixed Asset Description	No Defau	It Value	Edit				
Department Delivery Address	No Defau	It Value	Edit				
Standing Amount Based PO	No Defau	It Value	Edit				
Pay Alone	No Defau	It Value	Edit				
Redistribute Revised PO to Supplier	No Defau	It Value	Edit				
Date of Payment	No Defau	It Value	Edit				
Payment Number	No Defau	It Value	Edit				
Location of Activity	No Defau	It Value	Edit				
Asset Tag	No Defau	It Value	Edit				
Requisition Description or Business Purpose	No Defau	It Value	Edit				

Click Create New Value. Enter the asset tag number in Value and add a 3. Description. Click Save.

