PROCEDURES TO REPORT SALES TO TXMAS

The quote is entered into TxSmartBuy upon purchase.
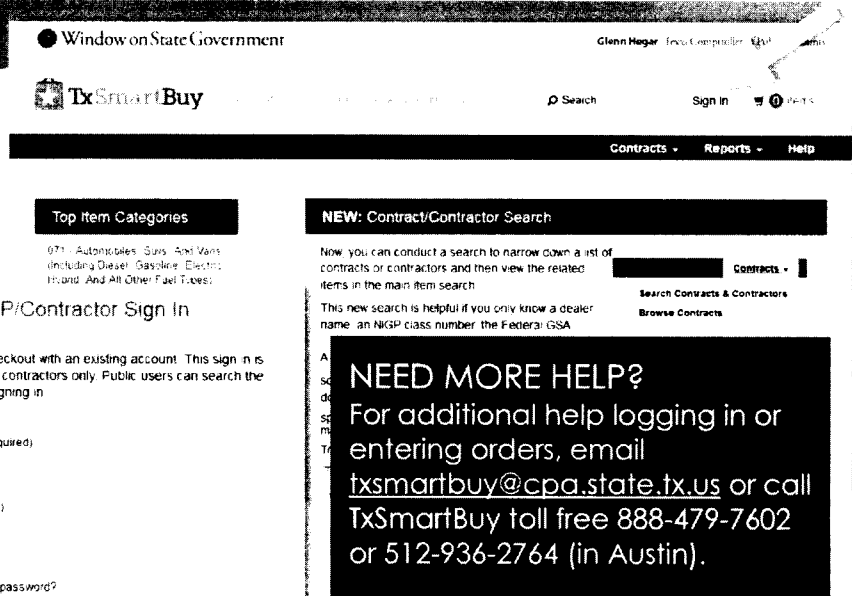
STEP ONE

Go to: http://www.txsmartbuy.com/

You will need: 1. TxSmartBuy Sign in email address and password
(usually managed by Purchasing Dept. or Auditor—if you do not have yours, contact TxSmartBuy)

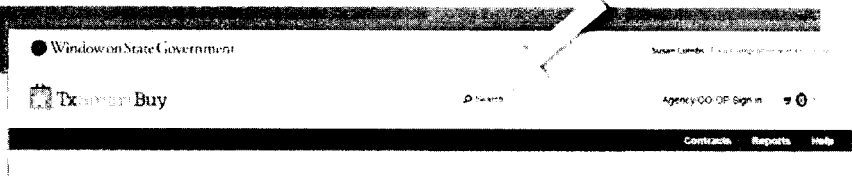2. Kofile's Quote for Preservation Services

STEP TWO

@MAIN PAGE

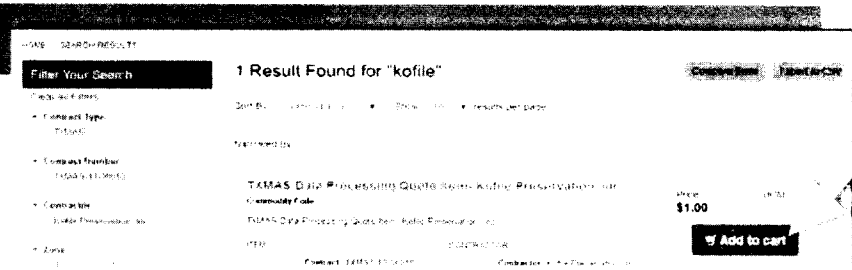**Click on the link at the top right of the page:**
Sign in

Sign into the system

Window on State Government

Glenn Hegar Texas Comptroller

TxSmartBuy

Search   Sign In

Contracts ▾   Reports ▾   Help

Top Item Categories

071 - Automobiles Suvs And Vans (Including Diesel, Gasoline Electric Hybrid, And All Other Fuel Types)

Agency/CO-OP/Contractor Sign In

Sign in below to checkout with an existing account. This sign in is for purchasers and contractors only. Public users can search the webstore without signing in

Email Address (required)

Password (required)

Sign in   Forgot password?

NEW: Contract/Contractor Search

Now you can conduct a search to narrow down a list of contracts or contractors and then view the related items in the main item search

This new search is helpful if you only know a dealer name, an NIGP class number, the Federal GSA

Search Contracts & Contractors
Browse Contracts

NEED MORE HELP?
For additional help logging in or entering orders, email
txsmartbuy@cpa.state.tx.us or call TxSmartBuy toll free 888-479-7602 or 512-936-2764 (in Austin).

STEP THREE

Use the Search Bar at the top left of the page to enter: Kofile

Window on State Government

TxSmartBuy   Search   Agency/CO-OP Sign In

Contracts   Reports   Help

STEP FOUR

@SEARCH RESULTS

Click the blue button:
Add to cart

Filter Your Search

1 Result Found for "kofile"

TXMAS Data Processing Quote Sales Kofile Preservation
Commodity Code
TXMAS Data Processing Quote Item Kofile Preservation

$1.00

Add to cart

October 26, 2015
(Exhibit #7)

v.08042015

STEP FIVE

@ADD ITEM TO CART

Add Item to Cart		CLOSE ×

Item Information

Quantity: 1305.89

Dealer: Austin Business F... ▾

Commodity Code:
Unit Price: $1.00 per
Description:
TXMAS Office Furniture Quote Kofile Preservation, Inc.

Shipping Details

Delivery date
01/01/2015

● Ship to saved address — 862 Mason Lane, Austin... ▾
Ad hoc address

Additional Charges   TXMAS Incidentals $0.00   Charges $0.00   **Subtotal: $0.00**

Price	Description	
$	This pricing used for open market incidental items NOT THE TOTAL QUOTE	×

Add New

Total: $1,305.89   × Cancel   ▼ Add to Cart

Complete the following prompts, *if applicable*:

☐ **Enter total quote $ amount as the QUANTITY:**
  *If quote amount is $1,305.89, then enter $1,305.89 as the **item quantity**.*

☐ If dealers are available, choose dealer from the pull down.

☐ ~~Enter the amount for non-Incidental fees as the quantity of the $1 item.~~
  (Kofile does not quote any non-Incidental fees).

☐ Add other charges using the 'Charges tab,' *if necessary*.

☐ Choose Delivery date.

☐ Choose Shipping Address.

Internal Tracking No.: Use the County-issued Purchase Order No.

Add to Cart.

STEP SIX

@MY CART

	My Cart	Checkout	Confirmation

HOME   SHOPPING CART

My Cart

+ Start New Cart   ⊞ Share Cart   ✎ Save Cart As...

1,425.89

Item	Shipping Address	Price	Qty	UOM	Subtotal	
TXMAS Office Furniture Quote item Kofile Preservation, Inc.	862 Mason Lane, Austin TX 78701, Delivery date 1/1	$1.00	1,051...		$1,305.89	Edit / Delete
Installation		Price $120.00	Qty		Subtotal $120.00	

Dealer: Austin Business Furniture, 3500 Oregon Dr, Bldg 1, Ste 3, Austin T...
Item Detail: TXMAS Office Furniture Quote item Office Preservation, In...
Salesperson: Rick, Austin, Inc
Contract: TXMAS 44-75105

☑ Add Note to Item   ⬓ Attach File to Item
                       Choose File: no file chosen

Attach Kofile quote:
Attach File to Item >
Choose File

Type in the box 'Add Note to Item': See
attached Quote #...

Proceed to checkout.

Order Total: $1,563.59

Search for More Items   Print   Proceed to Checkout

v.08042015