**TXMAS Quote Processing Instructions**

### What is a TXMAS Incidental?
Items/services **NOT** sold as standalone TXMAS contract items/services are Incidental charges (Open Market Items). If the incidental charge completes the system being bought, it may be sold along with the contract items/services to complete the PO. Items/services that might be incidentals are: installation, inside delivery or installation parts. The Incidentals vary on each contract. Please verify with the contractor whether these are incidentals or are a part of their TXMAS contract. For example, if you are buying furniture on a TXMAS contract (requiring installation which is not an item on their contract), the contractor or dealer can install it, and must quote the service as an incidental charge. These charges are entered into the price field on the TXMAS incidental tab.

1. Go to [www.txsmartbuy.com](http://www.txsmartbuy.com) log into TxSmartBuy
2. In the search bar, enter quote
3. Filter and choose the contractor name on the left hand side bar
4. Results will show TXMAS_______Quote-Contractor Name
5. Add to Cart

**Sample Quote:**

```
Quote #12345
XYZ Corp.
For Texas State Agency-#000
15 Chairs mesh back Item #456813............$1000.00
2 Tables Walnut 4X8 Item #546876..........,$305.89
Inside delivery/installation charge............$120.00
```

6. The quote dollar amount for the product or services (**Non**-Incidental) must be entered as the quantity of the $1 item. Example: The item quote is **$1305.89** that is entered into the item qty.
7. Choose a dealers, if applicable from the drop down
8. TXMAS Open Market Incidental Charges: The incidental amount in this case is **$120** it must be entered on the TXMAS Incidents tab along with a description.
9. Enter Delivery date (if available)
10. Choose Shipping Address or enter an Ad hoc address
11. Add to Cart
12. Attach Quote: On the My Cart page attach your quote and in the add note put “see attached quote #...”
13. Proceed to Checkout

My Cart

- TXMAS Office Furniture Quote Item
- XYZ Corp.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
<th>Qty</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXMAS Office Furniture Quote Item</td>
<td>$1.00</td>
<td>1355.89</td>
<td>$1,386.89</td>
</tr>
<tr>
<td>Additional Charges</td>
<td>$150.00</td>
<td>1</td>
<td>$150.00</td>
</tr>
<tr>
<td>Shipping Details</td>
<td>Delivery</td>
<td>Date: 01/01/2023</td>
<td></td>
</tr>
</tbody>
</table>

Add Note to Item

Please See attached quote #12345