



Navigating the E-forms

- **Select** the E-form from the RF website E-forms page, the link is <http://www.rf.buffalostate.edu/forms/forms-purchasing.html>.

- To **move** to another field:
 - Depress the tab key OR
 - Use the mouse to point and select the field

- **Tool Tips** are provided to further explain the type of information that should be entered in a certain field. It also indicates the proper format in which to enter data (i.e. no punctuation, mm/dd/yyyy).

To view a tool tip roll the cursor over the field, it will pop up.

To close the box, click on the X at the top right or tab to another field.

Contractor Information:

Legal Name: [] En

Permanent Ad []

State: NEW [] Zi

Local Address []

Same as Perma

State: []

Phone: []

Citizenship Stat []

US Citizen

Resident A

Non Resid

Contract

C

C

I

Tool Tip

Please enter the Contractor's legal name.

Businesses: Full legal business name - NO punctuation or abbreviations.

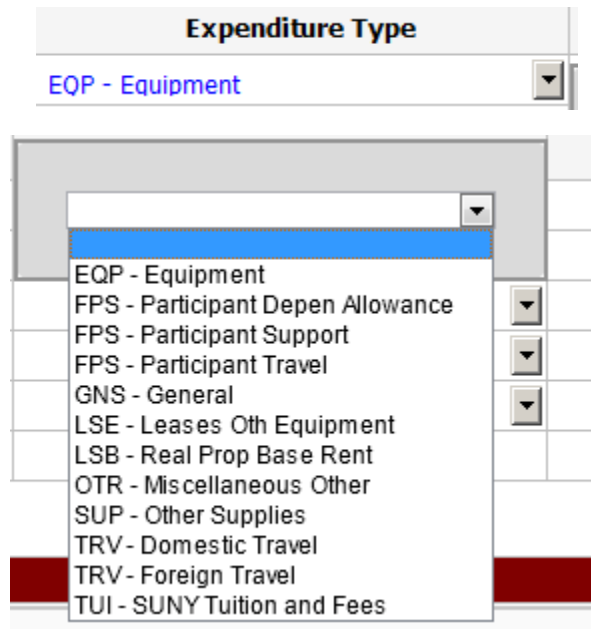
Example: Acme Office Supply Incorporated

Individuals: Name as it appears on a driver's license or passport - NO punctuation, using the format "First Name, Middle Initial, Last Name".

Example: Charles A Smith



- **Drop Down Arrow/Menu** in a field indicates to choose from a pre-defined list of values. (i.e. in the Expenditure type and Organization fields). Click on the down arrow to view the list, select the appropriate entry.



- **Radio button** lists also indicate to choose from pre-defined values. Only one box or circle can be selected at a time. A previous selection will be unselected when a new item is selected.

<input type="checkbox"/> Corporation
<input type="checkbox"/> Other

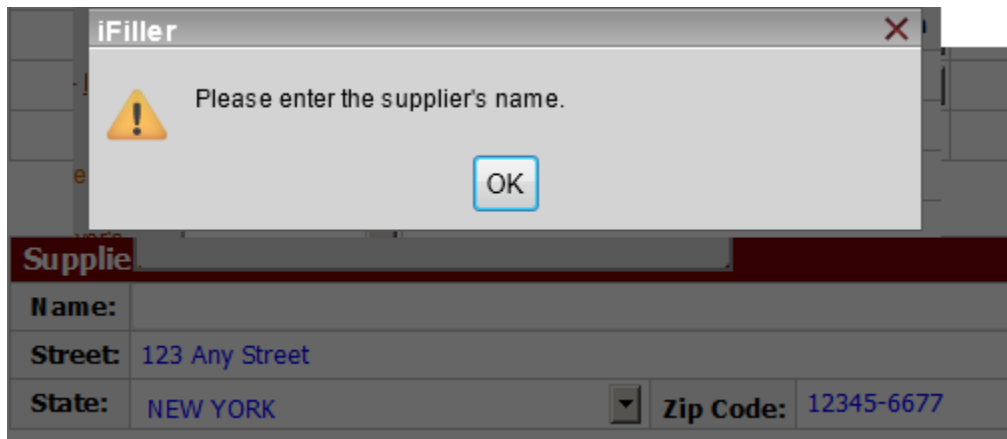
- **Type** in upper and lower case, avoid all caps. No punctuation.



- **Required Fields** - certain fields are required to be filled (i.e. legal name, permanent and local addresses, telephone numbers, identification numbers).

Submission will not be completed if a required field is left blank. The system will prompt with an information dialog box, describing the information needed.

In this sample below, the dialog box indicates that the supplier's namee



If multiple, required fields are blank, a dialog box for each field will display, one a time. Complete the entry then try to submit the form again.