How to Order Items

Please read the following tutorial for step by step instructions on how to order items

- Log into Acanthus Portal
• Under the “Work Menu” click on the link “Budget Execution Support System.”
A new window will open with a green banner with the title “金沢大学 予算執行支援システム” (Kanazawa University Budget Execution Support System).

Click the small button that says “次へ” (Next) underneath the two fields to enter the Budget Support System.

The system will be available from 07:00 to 06:00, except for certain periods.

For inquiries and requests, please submit them according to the status as of the end of the day before the system is available.

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In the event of any issues, please contact the system administrator.
• You should see this window.

• You can check the balance of your fund to see 残高 (Remaining funds excluding order items that have yet to be paid).

• Click 物品請求 (Ordering Items).

Then, you will see

a. 新規請求 (New Order Form)

b. 請求一覧 (Order List).

• Click 新規請求 (New Order Form) to order new items, or click 請求一覧 (Order List) to order the one you ever ordered.
[To order new items “新規請求”]

1. Check the appropriate box (★) or fill in the blank (※) as follows;

2. When you finish filling out the form, click “登録” (Submit) to confirm the order.

1. 請求者情報 (Claimant Information)
   a. 請求者 (Claimant Name)
   b. 請求者所属 (Claimant Affiliation)
   c. 請求者連絡先 (Claimant Tel. Number)
   ※No need to fill in
### 予算情報 (Budget Information)

#### a. 使用区分 (Division of use)
- **全て (All)** *In general, please select “all”*
- 個人 (Personal)
- グループ (Group)

#### b. 経費区分 (Method of payment)
- **公費 (Public expense)**
  - *All expenses excluding Grants-in-Aid for Scientific Research (KAKENHI)*
- 科研 (Grants-in-Aid for Scientific Research (KAKENHI))

#### c. 請求理由 (Reason for purpose)
- 教育用 (Educational)
- 研究用 (Research)
*Please select this item when you use Startup Fund.*
- 診療用 (Medical)
- 管理用 (Maintenance)
- 研究教育支援用 (Research/Teaching Support)
- 受託研究用 (Contract Research)
- 受託事務用 (Contract Office)
- 共同研究用 (Collaborative Research)

#### d. 内訳区分 (Purchase breakdown)
- 物品 (Items)
- 修理 (Repair)
- 役務 (Labor)
- 工事 (Construction)
- 人件費 (Personnel Expense)
- その他 (Other)

#### e. 予算区分 (Budget type)
*Select the budget you wish to use from drop-down list.*
(typically this will have your name on it).
### 予算情報 (Budget Information)

| 2 |  
|---|---|
| f. 仮残高 | (Remaining funds including items that have been ordered but have yet to be paid.) |
| g. 残高 | (Remaining funds excluding order items that have yet to be paid) |
| h. 予算所属 (Budget Affiliation) |  |
| i. 予算科目 (Budget Item) |  |
| j. 予算詳細 (Budget Details) |  |
### 請求情報 (Order Information)

<table>
<thead>
<tr>
<th>請求番号</th>
<th>請求日</th>
<th>2018/05/25</th>
</tr>
</thead>
<tbody>
<tr>
<td>費目内訳区分</td>
<td></td>
<td></td>
</tr>
<tr>
<td>品名</td>
<td>LG UltraFine 5K Display</td>
<td></td>
</tr>
<tr>
<td>メーカー名・規格</td>
<td>apple 27MD5K-A-B/AUL</td>
<td></td>
</tr>
<tr>
<td>数量</td>
<td>1 台</td>
<td></td>
</tr>
<tr>
<td>納入場所</td>
<td>NancoSE Building</td>
<td></td>
</tr>
<tr>
<td>概算額</td>
<td>¥ 155,040</td>
<td></td>
</tr>
<tr>
<td>薬品区分</td>
<td>薬品以外</td>
<td></td>
</tr>
<tr>
<td>連絡事項</td>
<td>1 Display, ¥114,000+tax, Please see the attached URL (<a href="https://www.apple.com/jp/shop/product/HK1062/lt-ultrafine-5k-display?locale=ja">https://www.apple.com/jp/shop/product/HK1062/lt-ultrafine-5k-display?locale=ja</a>)</td>
<td></td>
</tr>
</tbody>
</table>

### 請求番号 (Order Number)

- 費目内訳区分 (Item Breakdown)
- 品名 (Item Name) ※
- メーカー名・規格 ※
  (Maker Name/Specification/Color/texture etc.)
- 数量 (Number) ※
- 納入場所 (Place to deliver item) ※
- 概算額 (Price including tax *JPY only) ※

### 薬品区分 (Medicine breakdown) ★

- 薬品以外 (Not medicine)
  *Typically all purchases will fall under this label
- 一般薬品 (Standard medicine)
- 劇物 (Hazardous substance)
- 毒物 (Poisonous substance)

### 連絡事項 (Note) ※

*Please explain in detail
- Reference
- Attach URL
- Desired delivery date