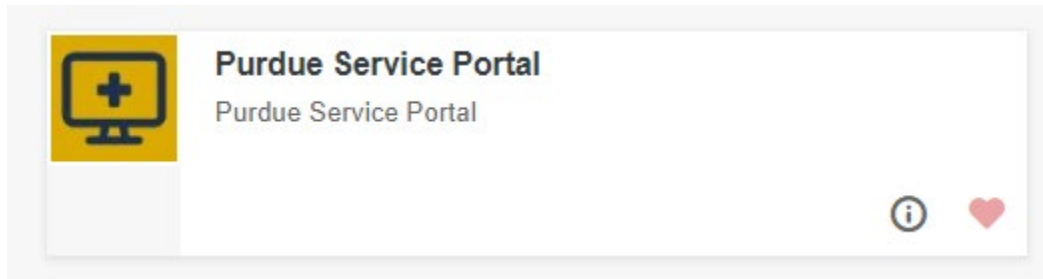


# Submitting Reimbursements and Invoices in Purdue Service Portal (TDX)

Below is the process for submitting reimbursements and invoices through the new Purdue Service Portal (TeamDynamix Tool). This process went into effect on May 1, 2024. Please use this process moving forward.

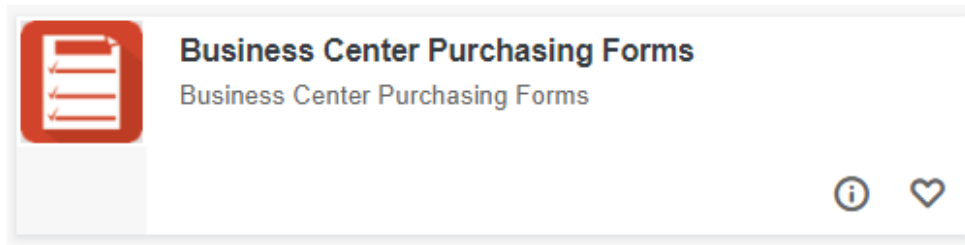
## Accessing Purdue Service Portal:

- You can access this portal in the OneCampus Portal by using the below



OR

- Search by "business center" to locate the links for Purchasing Center forms



- Select the "Services" tab at the top of the page

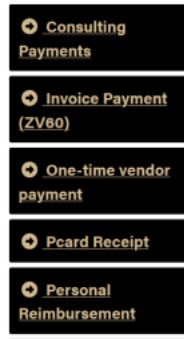
HOME PROJECTS **SERVICES**

- Select the "Purchasing Center Services-Business Office" on the right side of the page

Popular Services

**Purchasing Center Services - Business Office**

- The next screen shows all the options for selecting the form you'll need



- In this screen, you will also be able to view your ticket requests using the “Ticket Requests” tab at the top of the page.

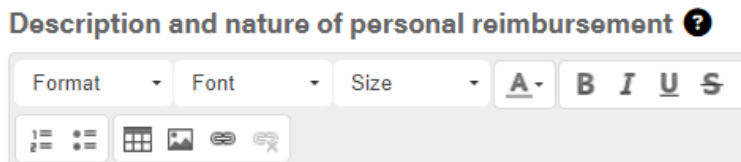


- You'll see your most recent requests, and can also search for older requests.

- Complete all required fields in the form indicated by a **RED asterisk (\*)** (below are some tips)

- In the “Acct/Dept” field, please enter “WL School of Business Administration”
- In the “Account Number (IO or WBSE)” field, it does not have a dropdown box for you to select an account. Be careful to type the correct account number.
- In the “GL (General Ledger) for Expense” field, please choose a GL code from the **Commonly Used GL List** provided on the DSB Intranet Page <https://webapps.krannert.purdue.edu/sites/BusinessOffice>  
If you have questions about what GL code to use, or can't find one to fit the expense you have, please email the business office ([busproc@purdue.edu](mailto:busproc@purdue.edu)) and we can help.
- In the “Title” field, you can copy and paste the title of your PDF document, which should at least show Name/Vendor – Amount - Date

- In the “Description and nature of personal reimbursement” field, please add Business Purpose



- Upload the backup documents at the bottom of the page
- Hit “Submit”

- Once you hit “Submit” you’ll get a confirmation that your request has been accepted, along with a “Request ID#”. This ID number replaces the “ticket” ID number that EOBOC used to send. Please keep this for your records.
- You will also receive an email with confirmation that your request has been submitted, but it will not have the Request ID# in it. The Request ID number will be in future correspondence from EOBOC.
- If EOBOC has any issues or questions about your request, you will receive an email. You can also see the correspondence, and be able to reply to them, in the Ticket Requests section by clicking on the request you’re working on.
- The email will come from “Purdue Services”. Be sure to check your junk folder if you’re not seeing these emails in your inbox.

## How to Access Previously Submitted Tickets

- Once a service request is submitted, ticket requests can be monitored by the requestor by logging into service.purdue.edu and visiting “Ticket Requests.”
- After selecting Ticket Requests, the next screen will provide a search function but also a list of all service requests submitted by the end user OR the contact if added to the request.
- There is also search function to quickly find a specific request

**Ticket Requests (0)**

Search

Status Class New, In Process, On Hold

Reviewer

Due Date  from  to

Include requests that I am listed as a contact on

ID

Acct/Dept

Service(s)

Service Offering(s)

Created  from  to

ID	Title	Acct/Dept	Service	Service Offering	Status	Reviewer	Requestor	Modified
119287	AgAdmin/Vincey/Purdue Pete/1/31/2024/New Hire	Ag Admin	Employment Center Services - Business Office	Add an Additional Appointment	New		Jessica Vincey	Wed 1/24/24 11:14 AM