

## **Mav eSHOP Requisition**

The purpose of this job aid is to explain how to create a Mav eSHOP Requisition. MAV eSHOP is an eprocurement system integrated with UTShare to complete the procure-to-pay process using requisitions, purchase orders, receiving, payment vouchers, and workflow. While not all vendors will be available, those who are can be accessed through MAV eSHOP.

1. To navigate to the Create Requisition page select the **Procurement Operations Homepage** and click on the **Requisition** tile.

Procurement Operations	~		< 6 of 1
Commitment Control	als	Requisition	Manage Requisitions
Procurement Operations			
Project Mgmt, Billing & AR			
Treasury		_	
Accounts Payable	0		

Alternatively, navigate to the Create Requisition page from the **Menu > Financials > eProcurement >** Create Requisition.

- 2. The Create Requisition page is displayed.
- 3. Click the **Request Options** drop-down arrow on the left side of the screen.
- 4. Click on the SciQuest eShop Portal link.
- 5. The MAV eSHOP screen will populate.
- Select the desired Supplier's Punchout Catalog, clicking on the supplier tile will open the supplier's online catalog (often in a new browser window).
  - a. If you want to exit the Suppliers catalog without making a purchase, click the Cancel Punchout button in the top right corner of the page to return to the Mav eSHOP.

Create Requisition ②
Welcome Jane Dolan
Request Options
All Request Options
Web SciQuest eShop Portal
Special Requests



Mav eShop	All ▼ Sea	arch (Alt+Q) Q	0.00 USD 📜	♥ ► ↓
Shop • Mav eShop				
Organization Message	Showcases			
Welcome to Mav eShop An eProcurement system for the University of Texas at Arlington	Punchout Catalog	ļs		~
May eShop eProcurement system provides a familiar online shopping experience and negotiated pricing from the University of Texas at Arlington's most preferred suppliers.		3 <u> </u>	Ľ	Ľ
Please review the supplier list to find the right supplier for your purchases:	- <b>-</b>	BH	BURGOON GRAINGER	fisherscientific     Possible Missions-
Staples Office Supply (via HUB partner Summus Industries) Office Depot (via HUB partner Today's Business Solutions)	UT Arlington Only	y UTA	HUB	HUB
These are mandatory use contracts without a prior exception approval from Procurement and Payment Services. Both vendors offer a wide variety of office supplies and related products for everyday use. Staples has a \$50/order minimum requirement.			Ľ	Ľ
Procurement suggests pooling orders on a weekly basis, or some other pre-determined time frame, into a single order to reduce the need to track multiple small dollar orders.	HUB	Summus- UTArlington	VWR - Summus	SUMMUS
Dell (via HUB partner Summus Industries) Dell is a recognized global leader in computer technology and related supplies. The		orrainigton		
Dell's a recognize global reade in computer technology and readed supplies. The Dell'Summus punchout includes the University's pre-approved standard configuration towers, laptops and related items.	TODAY'S	2		
Apple Apple is a leader in technology products and solutions including a variety of devices and related tools and solutions. All items available in the Apple portfolio are approved for use by the University's Office of Information Technology.	HUB			

- 7. Shop for the desired items on the vendor's catalog.
- 8. Once the desired items are in the cart, return the cart to MAV eSHOP.
  - a. Wording within supplier's websites may be slightly different. All suppliers will have a cart feature where you can review the items selected and **Checkout** or **Submit Order** or similar wording which will return the cart to MAV eSHOP.

av eShop		All •	Search	n (Alt+Q)	3,360.04 USD 📜	♡ 🔁 🖌
nopping Cart •	Shopping Cart	۲	<b>e</b>	Return Cart	Assign Cart Retu	rn Cart To PeopleSoft
Simple Adva	nced				Summary	
Search for products,	suppliers, forms, part number, etc.			Q	Details	
Cart Name	Laptops for New Hires				For Sara Barton	
Description	charge to cc 123456				Total (3,360.04 USD)	
Prepared for	Jane Dolan	Q			Shipping, Handling, and calculated and charged l values shown here are fo budget checking, and wo	by each supplier. The pr estimation purpose
2 Items				□ -	Subtotal *	<b>3,360.04</b> 3,360.04
Summus Dell (U	TArlington) · 2 Items · 3,360.04 US	D		Add to Favorit Remove Selec	es ted Items	0,000101
SUPPLIER DETAIL     Contract	S PO Number	To Be Assigned		Remove All Ite Move to Anoth		

- 9. Update the **Cart Name.**
- 10. Add a Description.
- 11. Add the name for whom the requisition is **Prepared For**.
- 12. If you check the box, there are actions available in the drop-down box.
- 13. Review the cart for accuracy.



- a. A MAV eSHOP cart can only have one supplier. To move items from a vendor to a new cart **check the box** and choose **Move to Another Cart**.
- 14. Once the cart is verified for purchase, click **Return Cart to PeopleSoft** to return the cart to UTShare.

**Note:** Once a MAV eSHOP cart has been returned to PeopleSoft (UTShare), it is no longer available to edit or use in MAV eSHOP. Additionally, once the MAV eSHOP cart has been returned, the UTShare requisition must be saved. If not saved, the cart will not be available in MAV eSHOP to be pulled into a requisition – the requester must start over with shopping.

- 15. The **Checkout Review and Submit** page provides a summary of the line items that were downloaded from the MAV eSHOP cart. This page allows you to add accounting information and submit the requisition for approval.
- 16. Click the **expansion arrow** for the line item.
- 17. Enter or look up the Ship To location.
  - a. Controlled and Capital assets should be shipped to Central Receiving (Ship To code **CENT110**).
  - b. A requisition should only have one Ship To address listed for all items.
- 18. Enter or look up the **Attention To** party.
- 19. To enter accounting information for the line items, click the expansion arrow for Accounting Lines if necessary.
  - a. The **Accounting Lines** section is used to enter or update chartfield information. It may be necessary to use the expansion arrow to open the Accounting Line section.
  - b. Click the **Chartfield2** tabs to enter chartfield information.

Line Description	Item ID		Supplier		Quantity	UOM		Price	Total	Details	Comments	Delet
TRU RED 8.5" x 11" Copy Paper,			Summus Inc Staples	lustries Inc	1.0000	carton	4	0.7200	40.72		🖓 Add	Û
Shipping Line 1		*Ship To	CENT110	٩	Add Shipto Com	ments	Quantity	1.0000				
		Address	1225 W. Mitch Room 110	ell St.	Add One Time Ad	ddress	Price 40	0.7200	Price Adjustment			
			Arlington, TX	76019					Pegging Inquiry			
		ttention To	Jane Dolan						Pegging Workbench			
		tterntion re	Jalle Dolali						Custom Fields			
		Due Date	1	1					Gustom Fields			
l	<ul> <li>Accounting</li> <li>*Dis</li> <li>Accounting</li> </ul>	Lines		B SpeedChart	Q	L		*Liquidate B				
I	*Dis	Lines stribute By g Lines	, Qty	SpeedChart		et Information	2 Budget Infor					
I	*Dis Accountin	Lines stribute By g Lines Chart	, Qty	SpeedChart	Information Ass		2 Budget Infor Program		Amt V			

- 20. The **Account** field defaults with the appropriate value based on the **Category** code that you selected in the line-item section. Verify the account number that is populated is appropriate.
  - a. The GL account code mapping for computers is known to default with an incorrect code. Please ensure computers (including desktop computers, servers, tablets, or workstations) are coded with the appropriate GL account number (63163).

- 21. Enter the remaining chartfield values for the requisition line. You can manually enter the values into the appropriate fields (e.g. Fund, Dept, Cost Center, Function) or use the **SpeedChart** field to populate the accounting lines quickly.
- 22. Click in the **SpeedChart** field. Enter the **SpeedChart** you want to use for the expense line. SpeedChart values are either the 6-digit cost center number, 10-digit project ID, or 10-digit cost share ID.
  - a. Enter **UTARL** in the AM Business Unit field.
  - b. Enter or look up the **Profile ID** for the asset.
  - c. For assistance with Profile IDs, contact the Office of Distribution Services.
- 23. Enter comments that relate to the entire purchase, such as Final Delivery instructions and contact information in the **Requisition Comments and Attachments** box. To enter more than one comment, use the **Add More Comments and Attachments** link.

Enter requisition comments				(J)
□ Send to Supplier	□ Show at Receipt	□ Shown at Voucher		Add more Comments and Attachments
proval Justification				
Enter approval justification f	or this requisition			
				En la
				1
Check Budget	Pre-Check Budget			
Save & submit	Save for Later	Add More Items	6ð Preview Approvals	

- 24. If comments are entered, select the appropriate check box to make the remarks available for others to view.
  - a. The **Send to Supplier** checkbox is used to print the comments on the purchase order for the supplier.
  - b. The **Show at Receipt** checkbox is used to make the comments available to the person receiving the item.
  - c. The **Show at Voucher** checkbox is used to make the comments available on the voucher for Accounts Payable.
- 25. Click the **Check Budget** link. This will verify if the funding sources entered on the Accounting lines have the funds to pay for the purchase.
- 26. If the Budget Checking Status returns as **Error**, click the word **Error** to investigate and resolve the error.



Enter approval justificat	ion for this requisition	
		L.
		1.
		Budget Checked StatusError
Chook Budget	Pre-Check Budget	Budget Checked Status
Check Budget	5	

27. The Review KK Requisition Page will come up and give insight into the budget error. Here it displays Exceeds Budget Tolerance. Once the necessary changes are made, again click the Check Budget link. A requisition must be in a **Valid** budget check status to be submitted.

	sition Exception	Line Excep	tions				
	Busin	ess Unit UTARL		Requisition ID 0000052334 🗾			
		on Type Error m Rows 100	$\checkmark$	Override Transaction	0	R. 192	
S	earch			Advanced Budget Criteri	a		
	gets with Exc	•		Persona	lize   Find   View All	2	First 🚯 1-4 of 4 🛞 L
Bud	get Override	Budget Chartfiel				Override	
	Details	Business Unit	Ledger Group	Exception	More Detail	Budget	Transfer
1	€	UTARL	OPE	Exceeds Budget Tolerance	More Detail		Go To 🗾
2	⊕ <b>_</b>	UTARL	OPE	Exceeds Budget Tolerance	More Detail		Go To 📕
~		UTARL	OPE	Exceeds Budget Tolerance	More Detail		Go To 📕
3	<b>⊕</b>						
~		UTARL	OPE	Exceeds Budget Tolerance	More Detail		Go To 灯

28. If the Budget Checking Status returns as **Valid**. The dollar amount of the requisition has been successfully **Budget Checked** and **Pre-Encumbered**.

Approval Justification			
Enter approval justificatio	on for this requisition		
			2
			1
Check Budget	Pre-Check Budget	Budget Checked Status <u>Valid</u>	
Save & submit	Save for Later	Add More Items 68 Preview Approvals	

Once all requisition lines have been entered and a valid budget check obtained, click the Save & Submit button to submit the requisition for Workflow approvals.