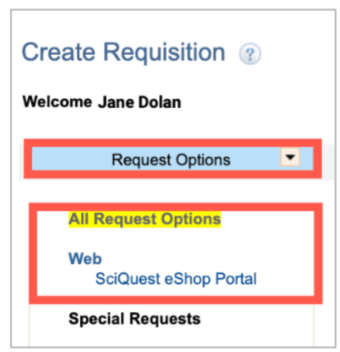
Mav eSHOP Requisition

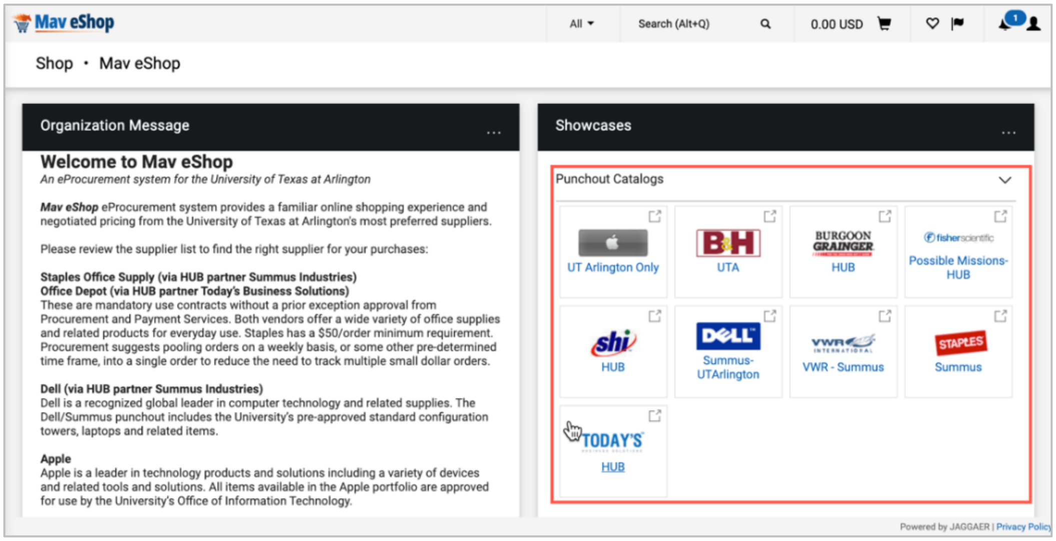
The purpose of this job aid is to explain how to create a Mav eSHOP Requisition. MAV eSHOP is an e-procurement system integrated with UTShare to complete the procure-to-pay process using requisitions, purchase orders, receiving, payment vouchers, and workflow. While not all vendors will be available,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

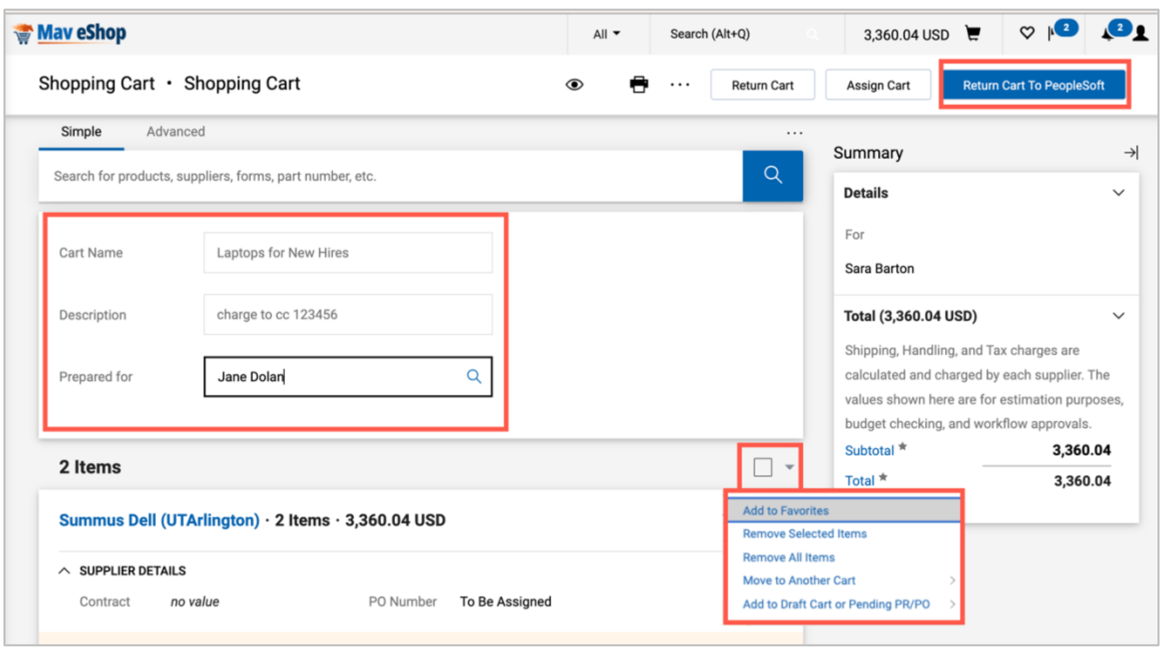
Alternatively, navigate to the Create Requisition page from the **Menu** > **Financials** > **eProcurement** > **Create Requisition**.

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.
6. 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.





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.



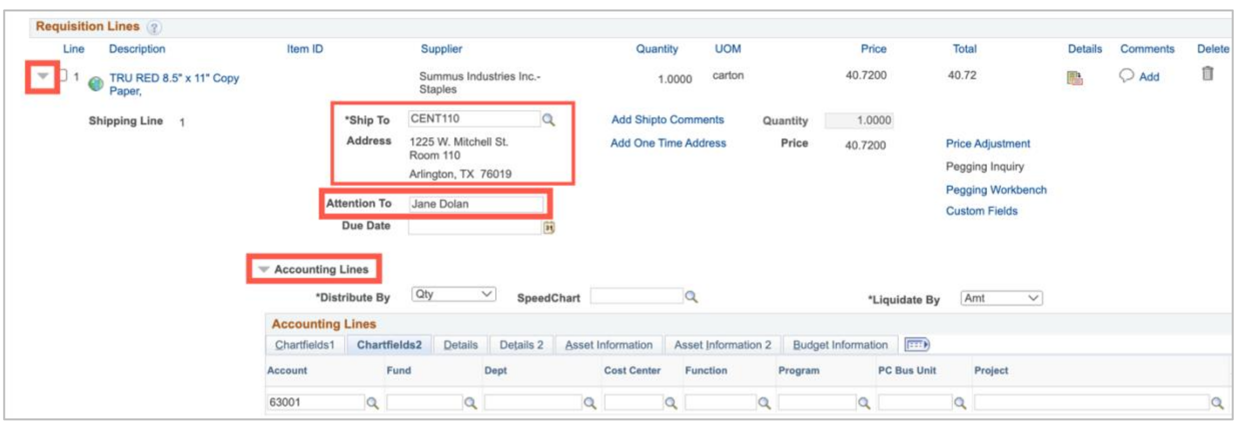
9. Update the **Cart Name.**
10. Add a **Description**.
11. Add the name for whom the requisition is **Prepared For**.
12. If you **check the box,** there are actions available in the **drop-down box**.
13. Review the cart for accuracy.

   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.

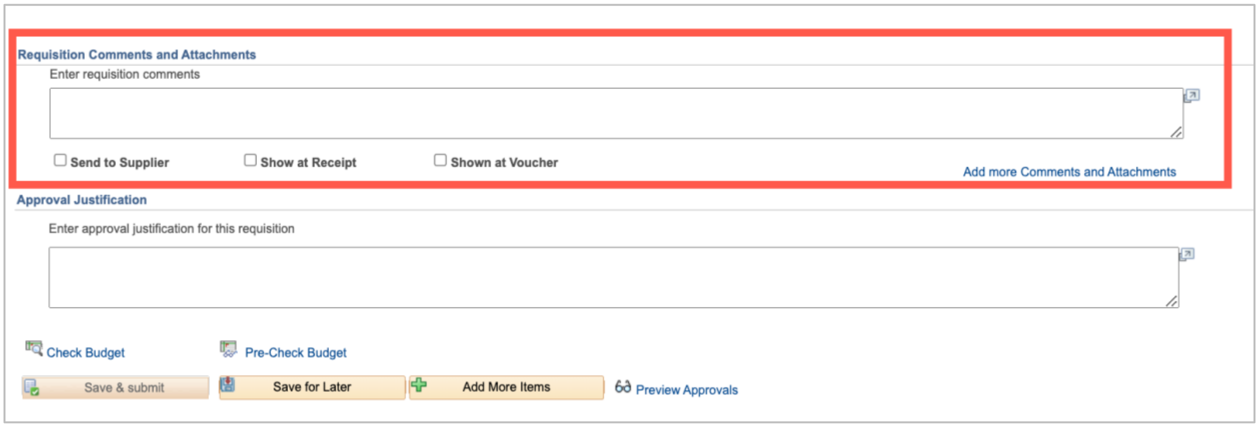
    Note: *Once a MAV eSHOP cart has been returned to PeopleSoft (UTShare), it is no longer available to edit or use in MAV eSHOP. Additionally, once the MAV eSHOP cart has been returned, the UTShare requisition must be saved. If not saved, the cart will not be available in MAV eSHOP to be pulled into a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

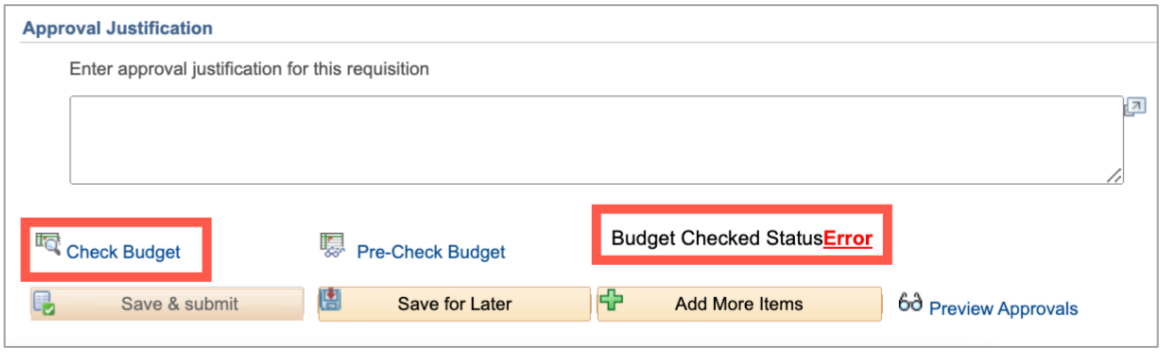


20. The **Account** field defaults with the appropriate value based on the **Category** code that you selected in the line-item section. Verify the account number that is populated is appropriate.
    a. The GL account code mapping for computers is known to default with an incorrect code. Please ensure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

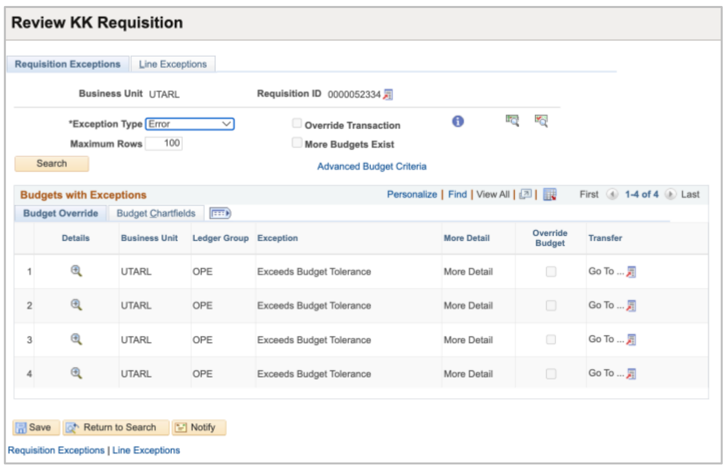
21. Enter the remaining chartfield values for the requisition line. You can manually enter the values into the appropriate fields (e.g. Fund, Dept, Cost Center, Function) or use the **SpeedChart** field to populate the accounting lines quickly.
22. Click in the **SpeedChart** field. Enter the **SpeedChart** 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.



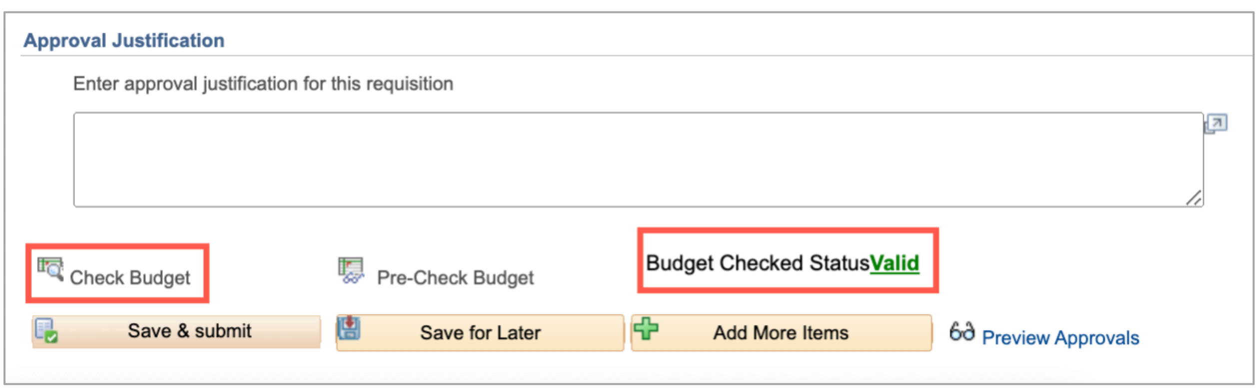
24. If comments are entered, select the appropriate check box to make the remarks available for others to view.
    a. The **Send to Supplier** checkbox is used to print the comments on the purchase order for the supplier.
    b. The **Show at Receipt** checkbox is used to make the comments available 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.



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.



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



29. 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.