Knowledge Services
OFFICE OF LEARNING AND COMMUNICATION

Requisitions and Purchase Orders

Training Guide

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Requisitions

The Procure-to-Pay process begins when a Requester creates a requisition. The Procurement module provides a complete and robust mechanism for managing the entire procurement process. Requisitions are the records of requests for items. When the Requisition has been approved and successfully budget checked, the requisition is sourced, a purchase order is generated and then it is dispatched to the supplier. After the merchandise/service has been received and inspected, the supplier's invoice can be vouchered and paid.

There are two different methods to create a requisition. The first is the Special Item requisition for items not found in Mav eSHOP and not eligible for purchase using a ProCard. The second requisition method uses Mav eSHOP, a shopping marketplace containing catalogs for vetted suppliers with negotiated prices.

The requisition is the first step in the purchasing cycle. It is used to specify products or services needed and delivery requirements. It is the source document from which the purchase order is prepared. The school/department desiring to purchase goods or services should complete the requisition form. The requisition indicates quantities, description, delivery requirements, etc.

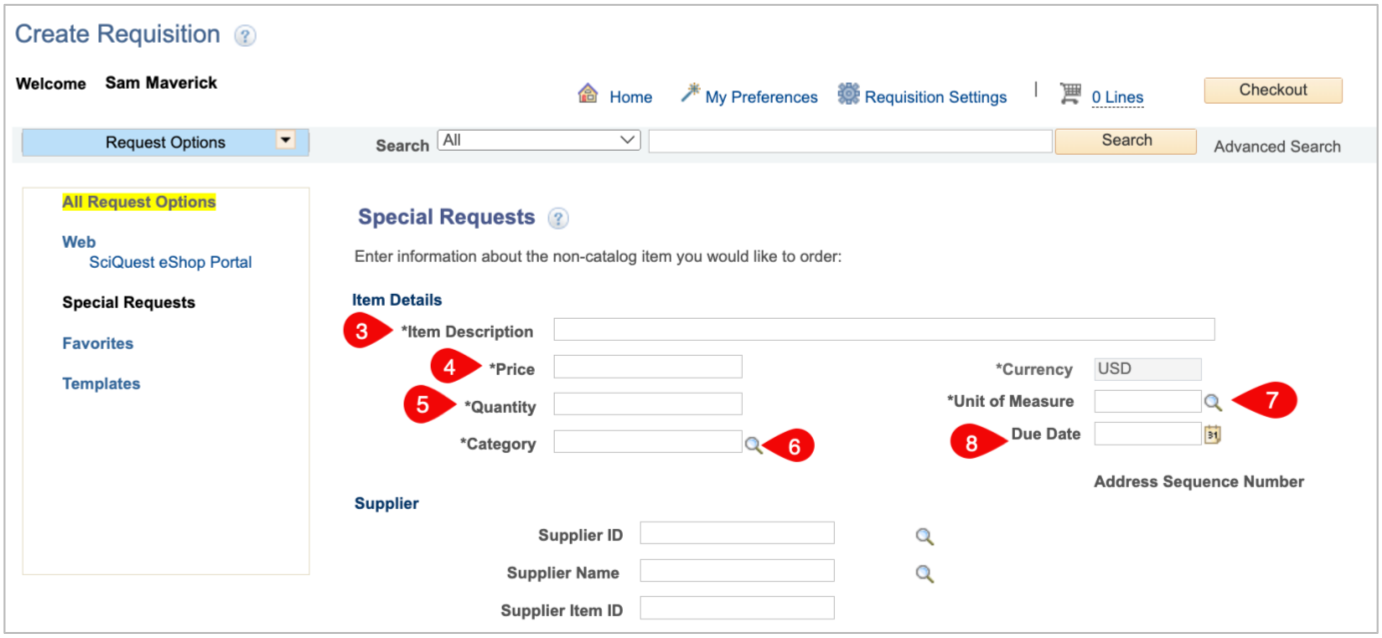
Create a Requisition using the Special Item Request Form

The Special Item Request page is used to request the purchase of goods and/or services that are not available through the online catalog. This process involves manually entering line-item information directly into the form fields. The information used for this form will be obtained from a quote, catalog, or other source of pricing. All line items on the source of pricing should be reflected on the Requisition, except for discounts. If you receive a discount from a supplier, one of two things needs to happen, you can request a new source of pricing with the discount applied to the unit price or Enter requisition with regular pricing and apply the discount on the payment voucher.

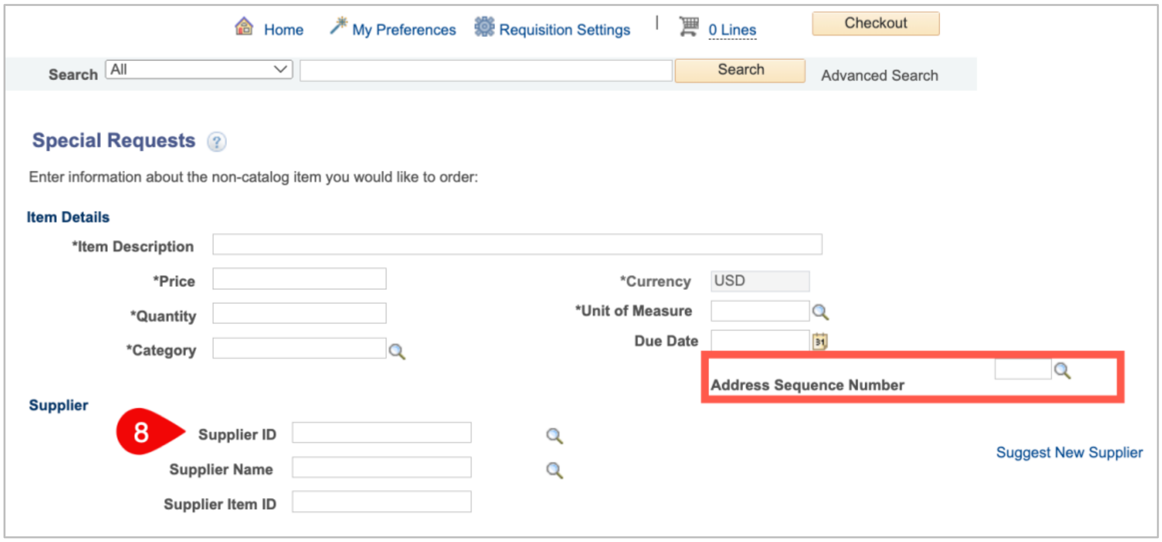
1. To navigate to the Create Requisition page select the **Procurement Operations Homepage** and click on the **Requisition** tile.

Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Create Requisition.**

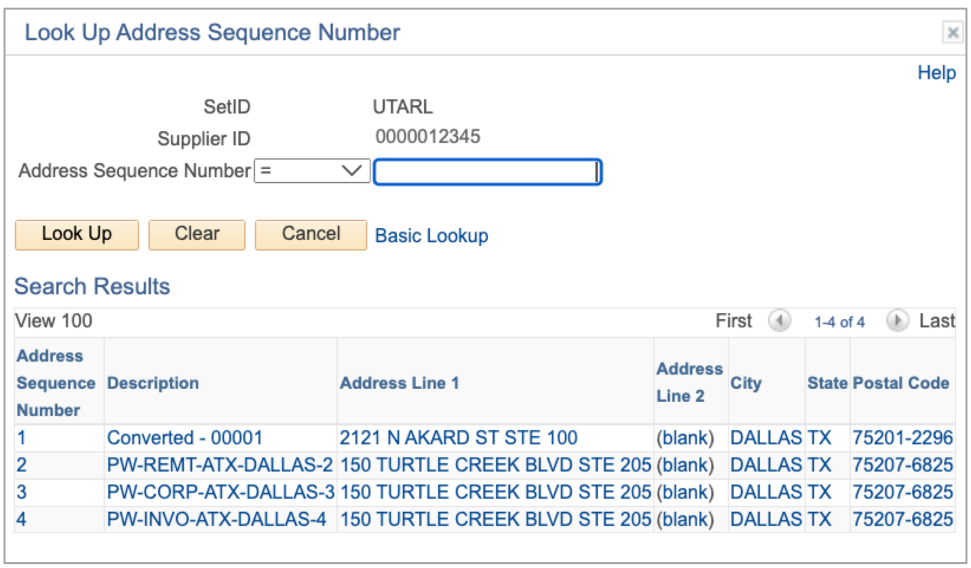
2. The Special Request Page is displayed. The Special Request page is used to capture details for the goods or services to be purchased. This includes item description, pricing, quantity, and supplier information.



3. In the **Item Description** field provide a brief description of the good or service that you want to purchase.
4. In the **Price** field enter the dollar amount of the good or service being purchased. This is the per-unit price.
5. In the **Quantity** field enter the number of units being purchased.
6. Enter or look up the **Category** code. This code is used to identify the item you are purchasing.
7. The **Due Date** field is used to indicate the date you need to receive the item. If left blank, this field will default to the current date.
8. Enter or look up the **Supplier** identification number. If the Supplier has multiple locations, make sure to select or enter the correct **Supplier Location.**
    a. If the supplier address populated does not match the source pricing, click on magnifying glass to the right of the **Address Sequence** field to choose the correct address.



b. Select the correct Supplier address starting with PW-REMT.



9. The **Additional Information** text box is used to enter comments or remarks that relate to the item or service (e.g., item specification).

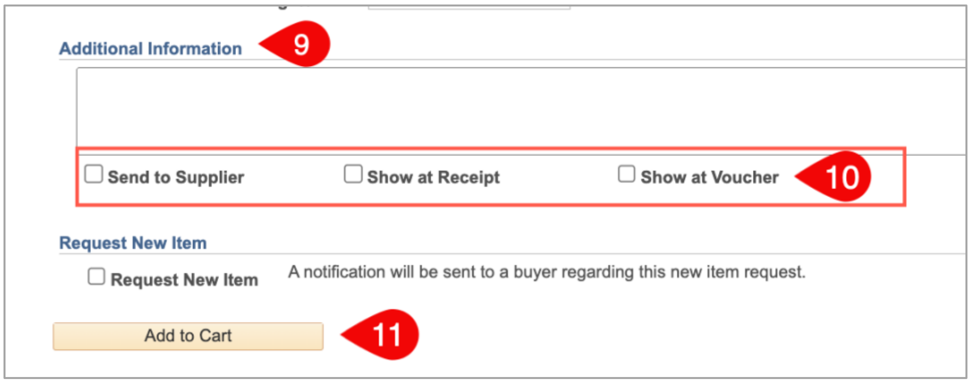
10. If comments are entered, select the appropriate check box to make the remarks available for others to view:

    a. The **Send to Supplier** checkbox is used to print the comments on the purchase order for the supplier to view.

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 to view.

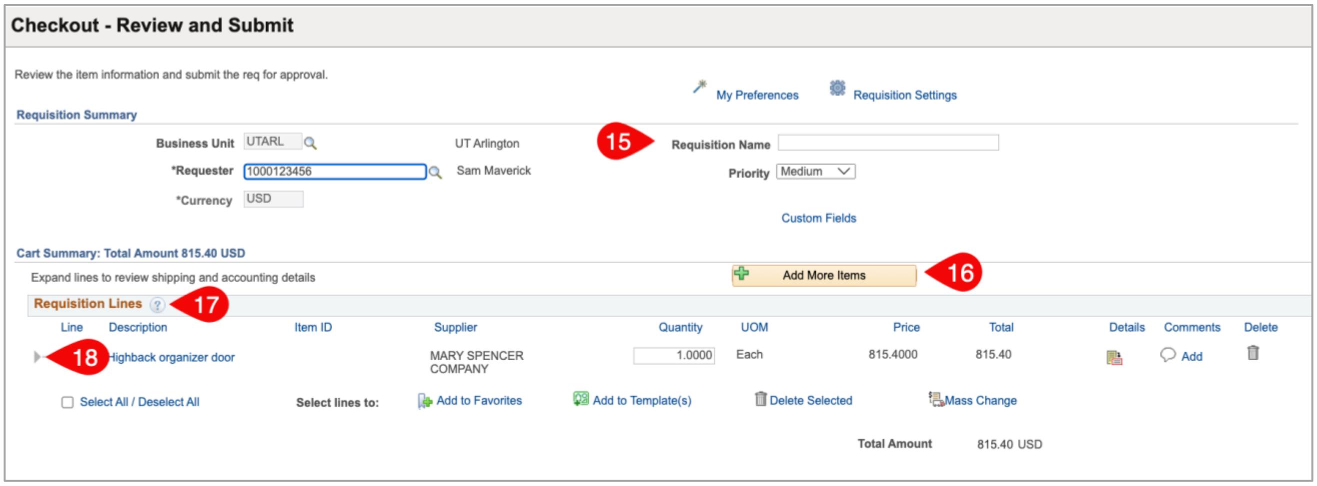
11. Once the information has been entered, click the **Add to Cart** button.



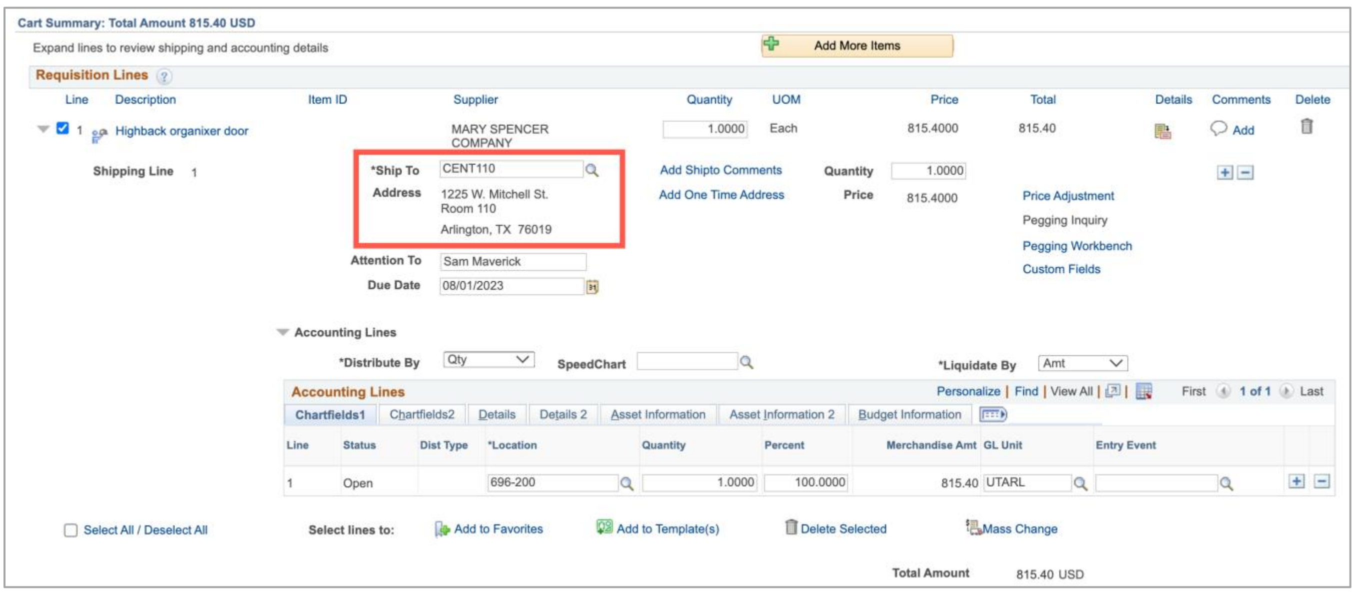
12. A blank **Special Item** request page is displayed. If necessary, enter the next line item for the requisition.

Note: *The cost of* **Shipping and Handling** *should be added as a separate line item on the requisition. You should use category code* **78121603** *for* **freight fees** and *use* **Lot** *for the Unit of Measure.*

13. Once you have entered all the line items, to proceed to the next section, click the **Checkout** button.
14. The Checkout - Review and Submit page provides a summary of the line-item information that was entered on the requisition. This page allows you to review the details of your requisition, make any necessary changes and submit it for approval.
15. Click in the **Requisition Name** field and enter a name for the requisition.
16. If more requisition lines need to be entered, use the **Add More Lines** button to return to the Special Request page.
17. The **Requisition Lines** section provides specific details for each line such as the item description, quantity, and price. If necessary, you can make changes to a line item from this section. In addition, this section is used to add or update chartfield information for each line.
18. Click the **Expand Section** button to add chartfield information for **Line Item 1**.

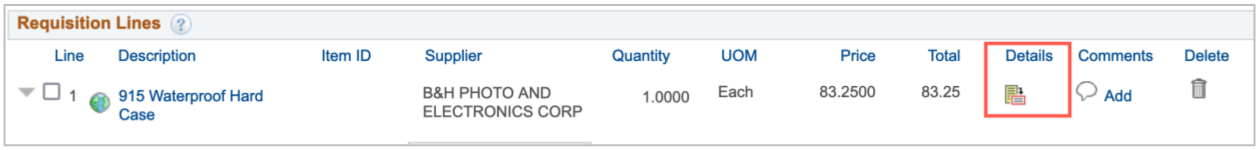


19. The **Ship To** field defaults with Central Receiving ship to code. Update if necessary.



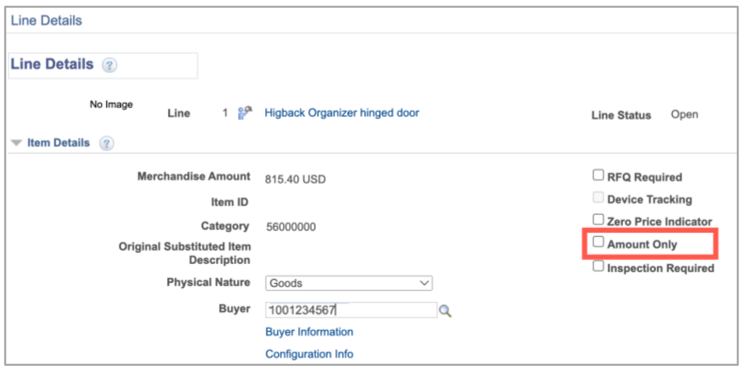
20. If there is an expectation that a specific line item will involve multiple invoices/payments with different dollar amounts and the Quantity is **1** the line should be set up as **Amount Only**. This option is intended for requisition lines involving services that you want to base on the dollar value, rather than the quantity when making a payment. Line items with a unit of **LOT** should use this option.

    a. To flag an item as **Amount Only,** click on the **Line Details** icon, and click the box for **Amount Only.**



b. Enter or look up the **Buyer** ID number for the Procurement buyer for your department. You can also input the Buyer on the Mass Change screen.

i. Your Buyer can be found on the [Procurement Specialist (Buyer) Page]() from the Procurement website.



21. Click **OK** to return to the Checkout – Review and Submit page.

22. 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.

23. 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 quickly populate the accounting lines.

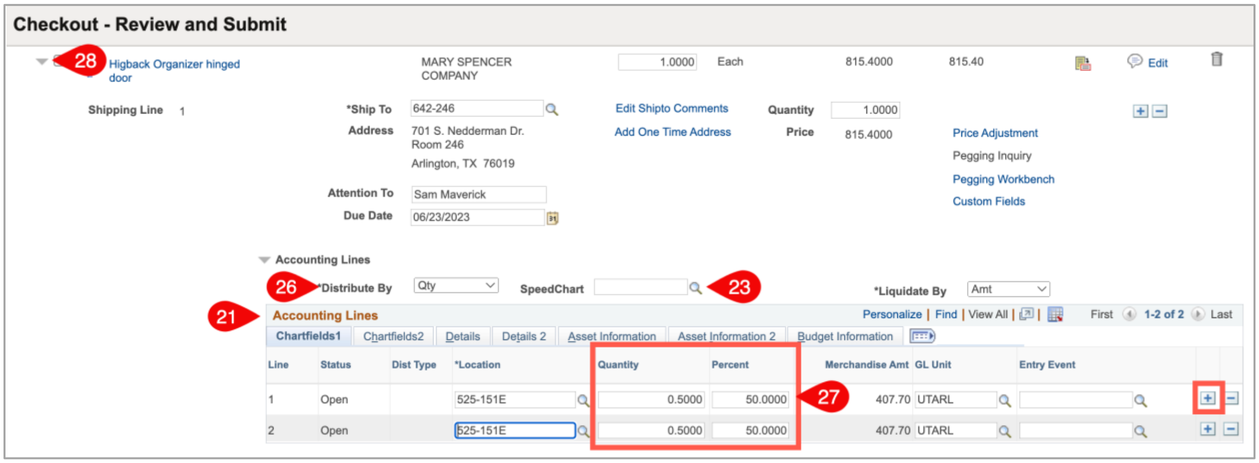
24. Click in the **SpeedChart** field. Enter the **SpeedChart** you want to use for the expense line**.** SpeedChart values are either the 6-digit cost center number, 10-digit project ID, or 10-digit cost share ID.

25. Press **[Tab]** on your keyboard to populate the chartfields with the appropriate values.

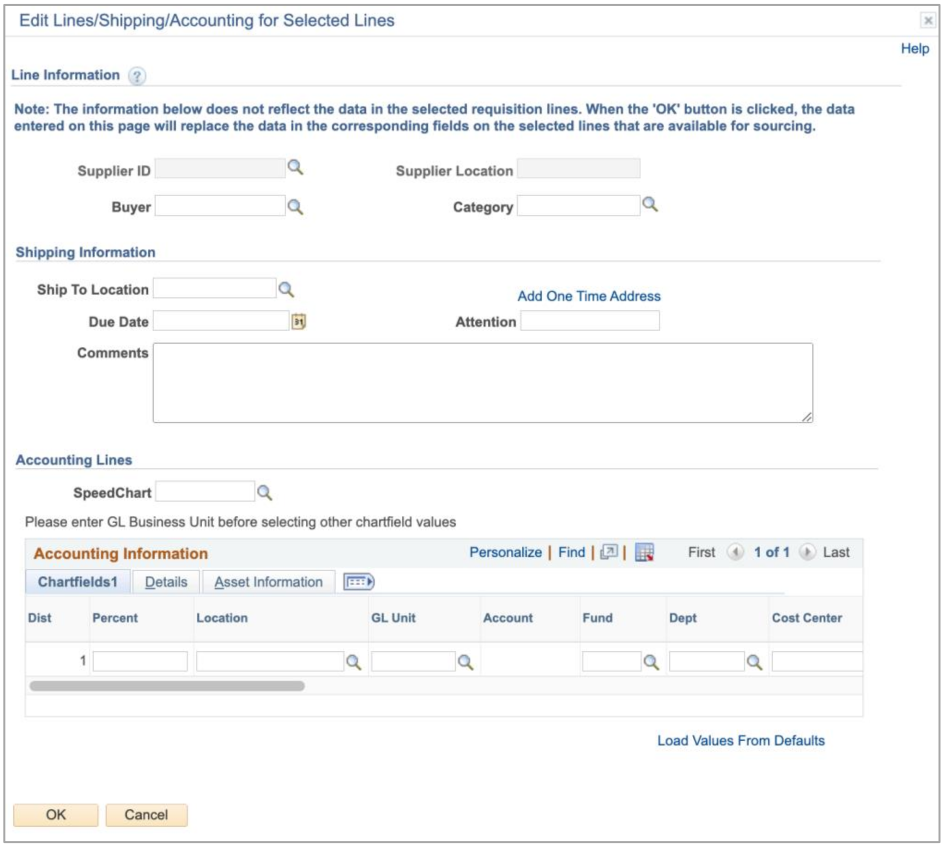
26. If the line item is to be charged to multiple funding sources, use the **Distribute By** field to indicate if the split will be made by Quantity or by Amount.

27. Enter on the Chartfields1 tab the quantity, percentage, or amount that is to be paid by the first fund. Use the **+** button to add another chartfield line and enter the quantity, percentage, or amount appropriately. Add as many lines as necessary. Then enter the chartfield values on the Chartfields2 tabs.

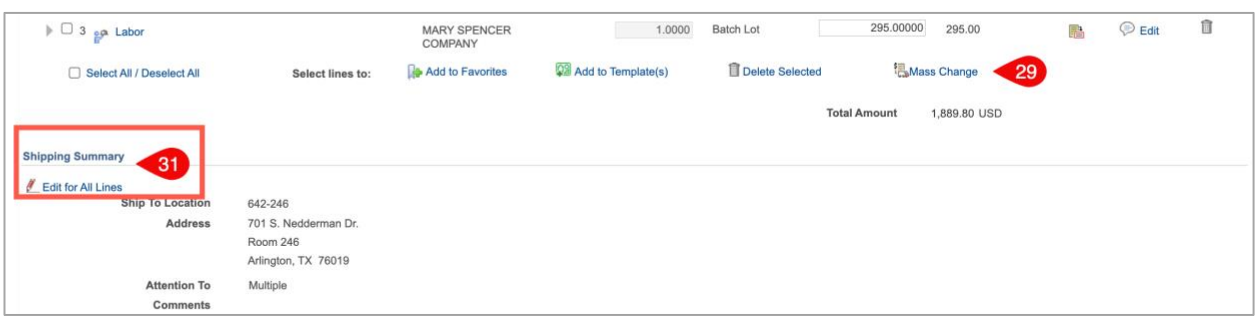
28. Click the **Collapse Section** button to close the requisition line.



29. The **Mass Change** option can be used to enter the same information on multiple lines at once. To use this function, select the requisition line items on which the information should be entered, then click **Mass Change**. You can enter:
    a. Enter or look up the **Buyer** ID number for the Procurement buyer for your department.
        i. Your Buyer can be found on the [Procurement Specialist (Buyer) Page]() from the Procurement website.
    b. Ship To Location
    c. SpeedChart
    d. Once you have entered all the desired information, click **OK**.

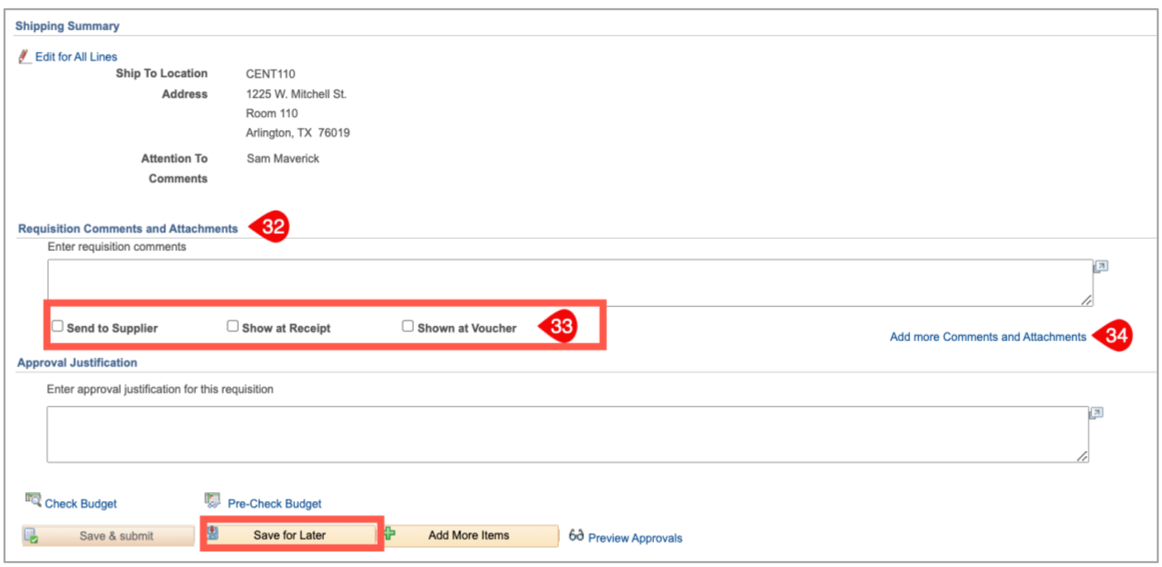


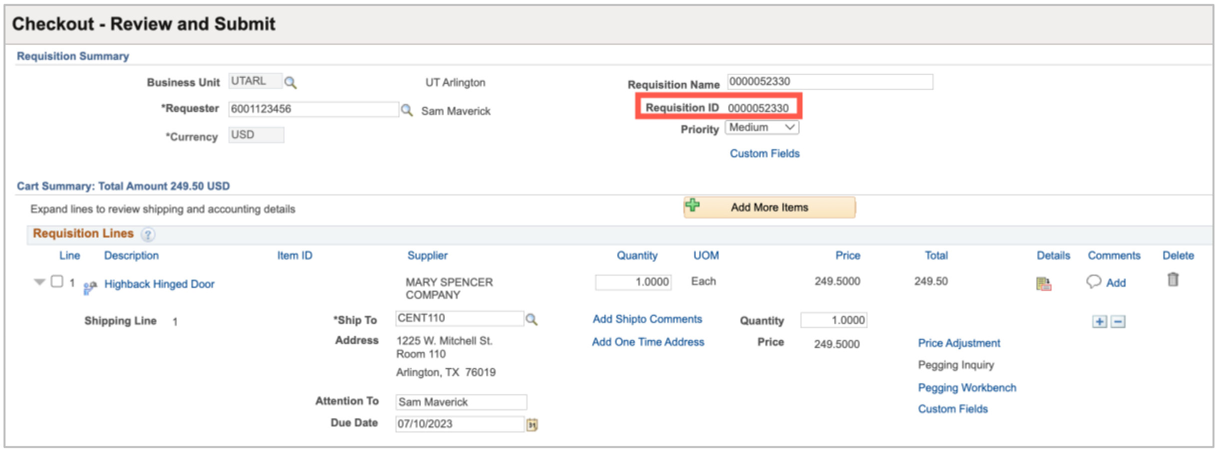
30. Complete the line information for all requisition lines.
31. The **Shipping Summary** will display the Ship To Address information. There should only be one shipping address used on all requisition lines.



a. If the Shipping Summary section states that **Multiple values exist,** use the **Edit for All Lines** link to update the Ship To Address for all lines.

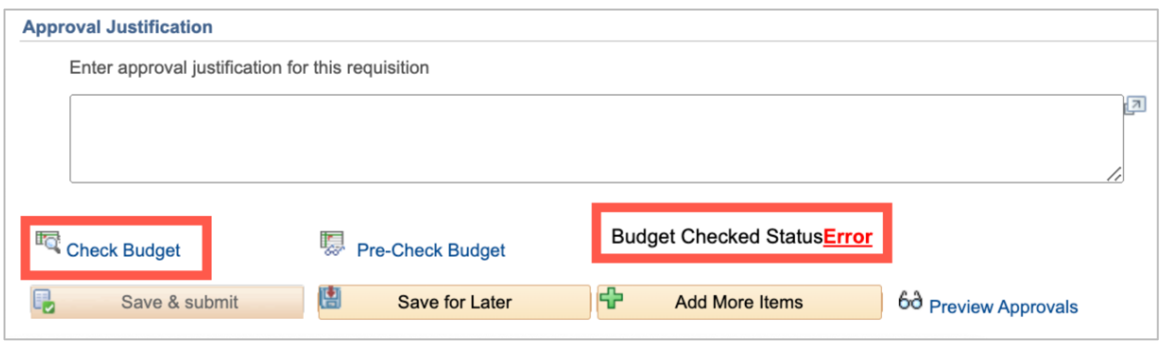
32. The **Requisition Comments and Attachments** section is used to enter Comments that apply to the entire purchase. In this section, enter UTA and supplier contact information, and final delivery information such as: who should receive the item(s), the building, and the room where they are located.
33. If comments are entered, select the appropriate check box to make the remarks available for others to view (if desired):
    a. The **Send to Supplier** checkbox is used to print the comments on the purchase order for the supplier to view.
    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 to view.
34. The Requisition must be accompanied by the appropriate support documentation. The **Add More Comments and Attachments** link is used to add attachments and/or comments to the requisition. The source pricing can be a quote, a screenshot of the catalog, a copy of the item on the supplier website, an email, or fax from the Supplier.
35. Click the **Save for Later** button.





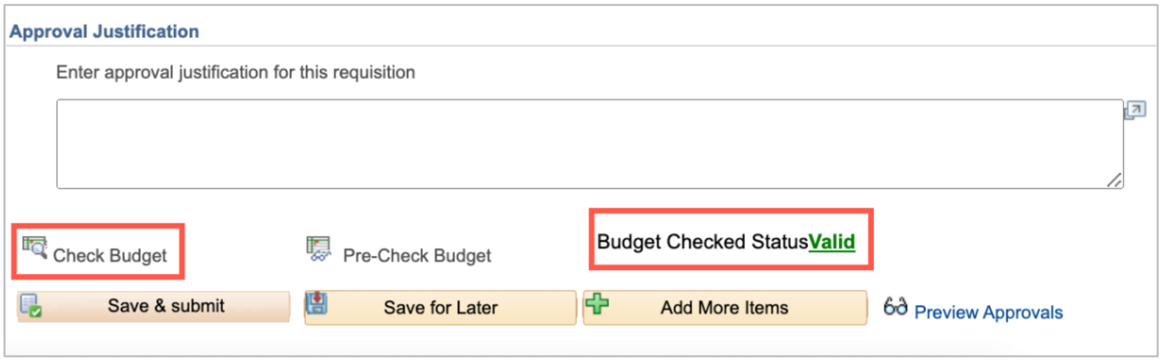
Note: *the requisition now has a* **Requisition ID.**

36. 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.
    a. If the Budget Checking Status returns as **Error**, click the word **Error** to investigate and resolve the error. 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.

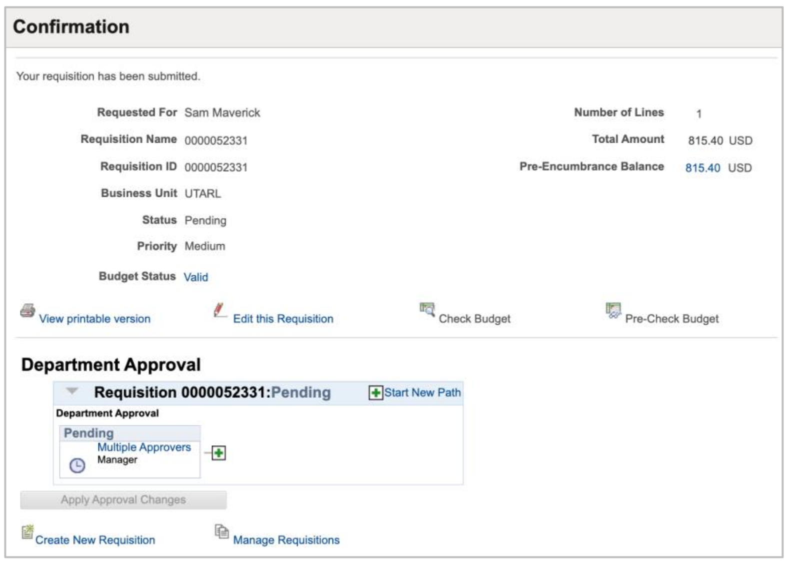


Note: *The Save & Submit button is grayed out because the budget check is not Valid.*

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



37. 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.

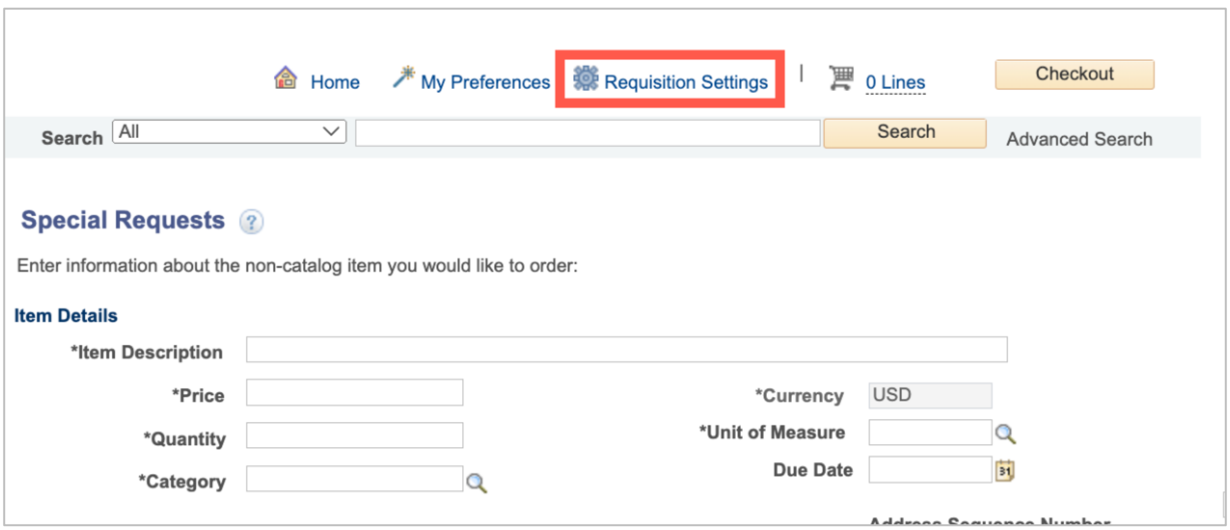


Create a Requisition using Requisition Settings

The Special Item Request page is used to request the purchase of goods and/or services that are not available through the online catalog. This process involves manually entering line-item information directly into the form fields. The information used for this form will be obtained from a quote, catalog, or other source of pricing. All line items on the source of pricing should be reflected on the Requisition, except for discounts. If you receive a discount from a supplier, one of two things needs to happen, you can request a new source of pricing with the discount applied to the unit price(s) or you can enter requisition with regular pricing and apply the discount on the payment voucher.

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

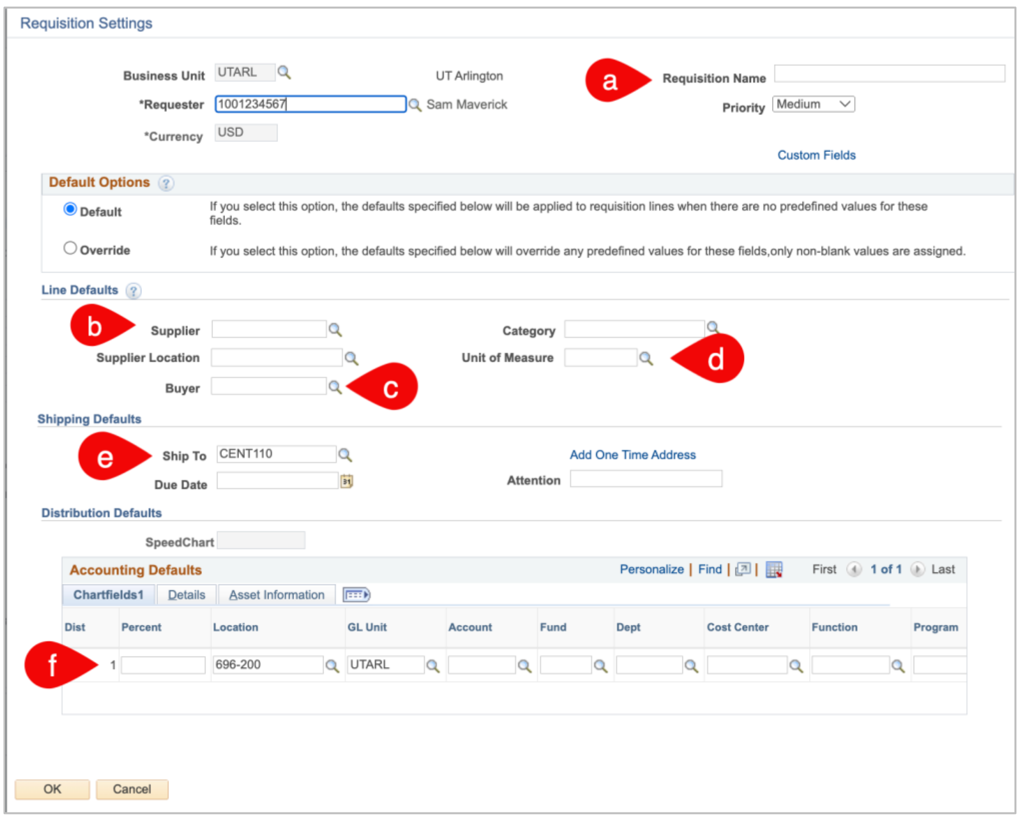
   Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Create Requisition.**



2. The Special Request Page is displayed. The Special Request page is used to capture details for the goods or services to be purchased. This includes item description, pricing, quantity, and supplier information.
3. To access the Requisition Defaults, click the **Requisition Settings** link at the top of the page. Information entered in this section will help you avoid repetitive entries. However, data can be changed on individual lines as needed.
4. The **Defaults** sections are used to enter values that will be repeated on every line added to the requisition such as:

a. Requisition Name
b. The Supplier
c. Buyer
d. Unit of measure
e. Ship To Address
f. Chartfield values

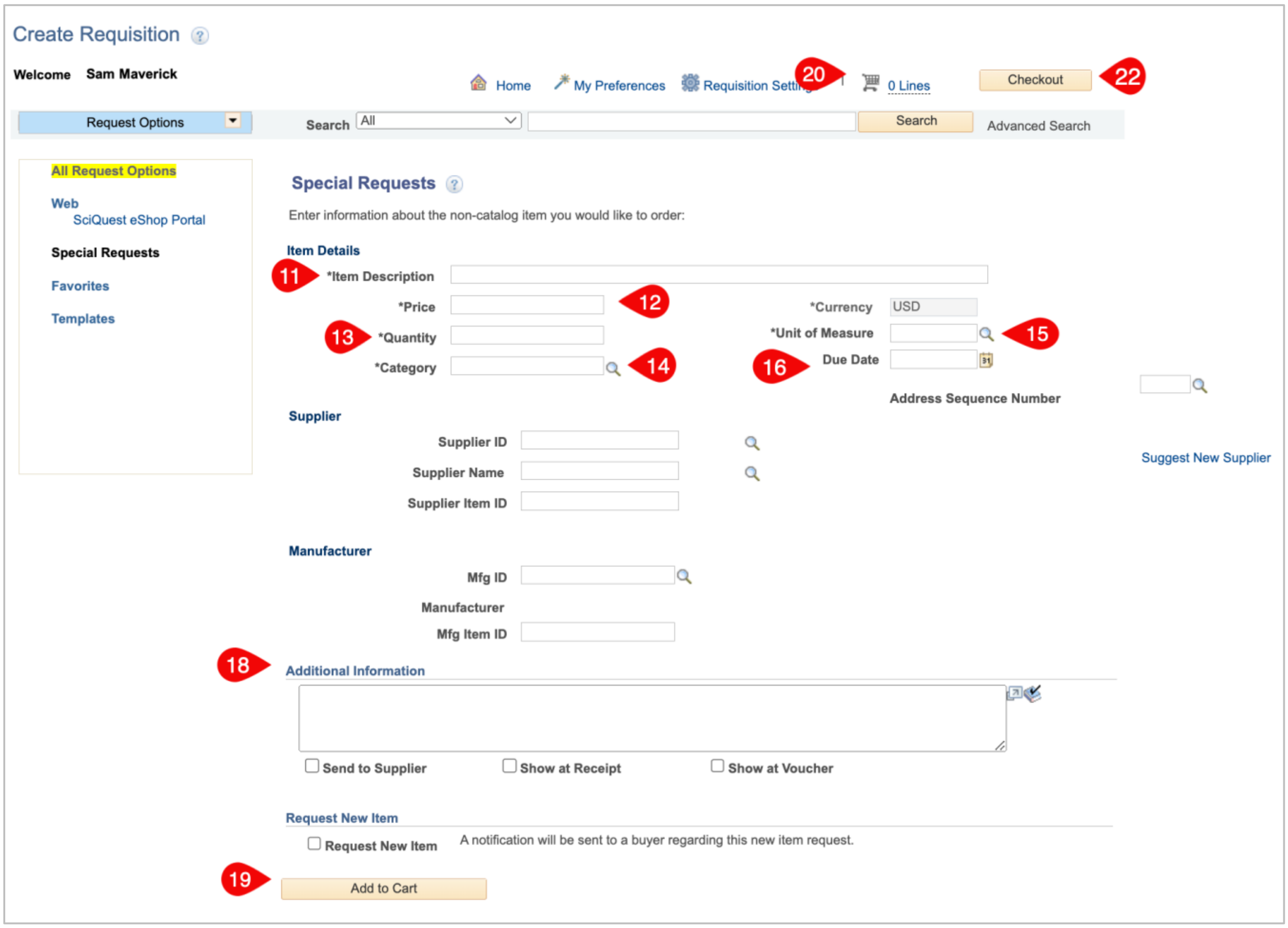
Note: *Do not use Requisition Settings for Mav eSHOP requisitions.*



5. Enter or look up the **Supplier** identification number. If the Supplier has multiple locations, make sure to select or enter the correct **Supplier Location.**
    a. If the correct supplier address does not populate it can be changed using the **Address Sequence** lookup on the Special Item Request page.
6. Enter or look up the **Buyer** ID number for the Procurement buyer assigned to your department.

   a. Your Buyer can be found on the Procurement Specialist (Buyer) Page from the Procurement website.

7. Enter all desired information on the Defaults page.
8. Click the **OK** button to enter line-item information.
9. Notice, the supplier's information is already populated. This information defaulted from the **Line Defaults** section that was completed on the **Requisitions Settings** page.
   a. A requisition may include many line items, but **ONLY ONE SUPPLIER** can be used.
10. Next, complete the remaining required fields for the line item.

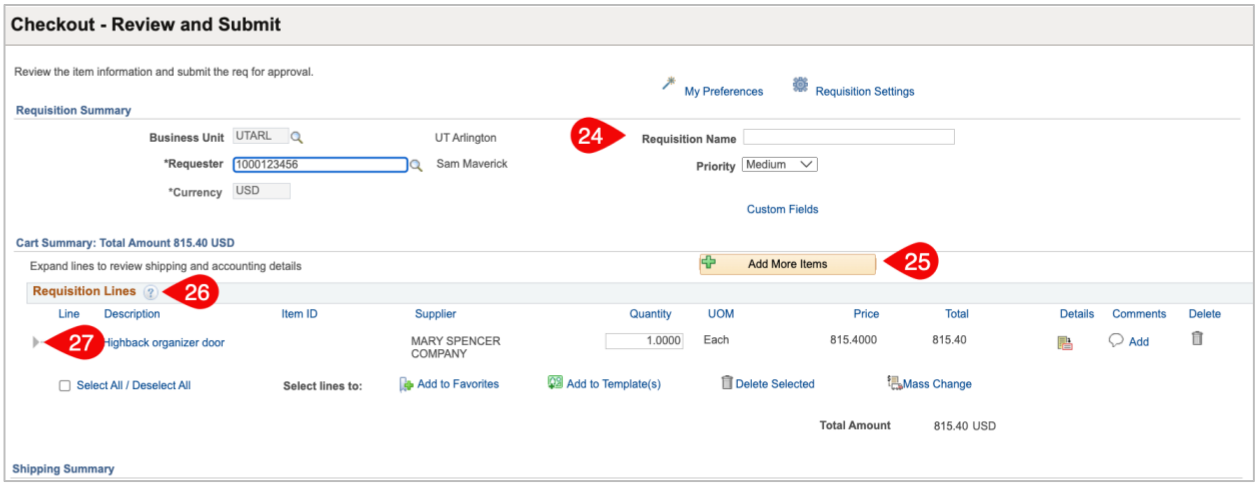


11. In the **Item Description** field provide a brief description of the good or service that you want to purchase.

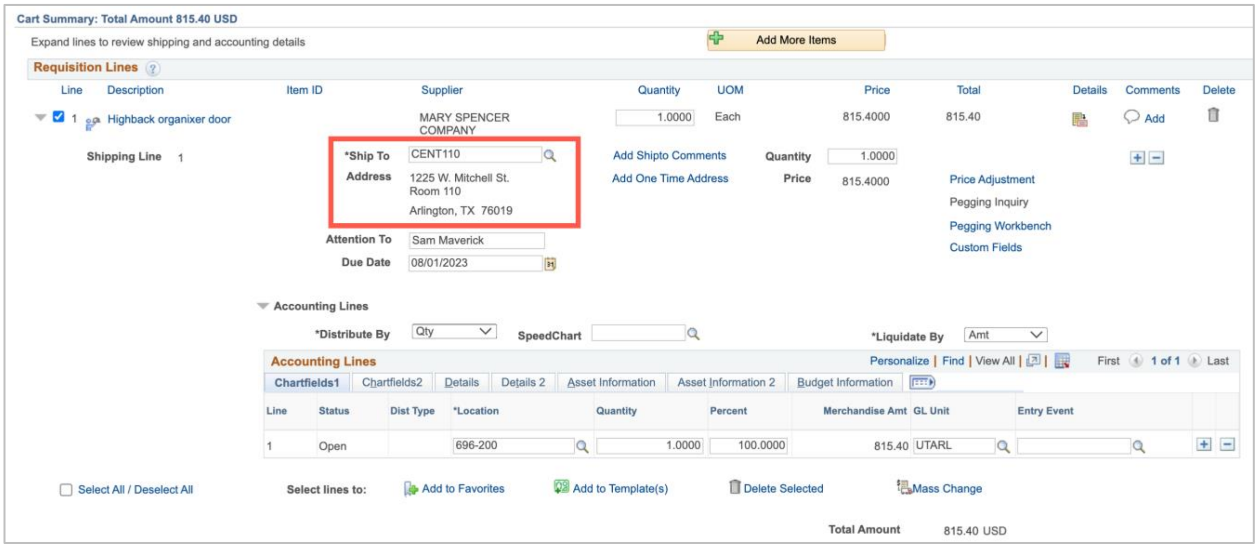
12. In the **Price** field enter the dollar amount of the good or service being purchased. This is the per-unit price.
13. In the **Quantity** field, enter the number of units being purchased.
14. In the **Unit of Measure,** field enter the unit of measure for each unit (e.g., ea, lot, hr, dz), if it is not already pre-populated from the Defaults section.
15. Enter or look up the **Category** code. This code is used to identify the item you are purchasing.
16. The **Due Date** field is used to indicate the date you need to receive the item. If left blank, this field will default to the current date.
17. Ensure the Supplier Address matches the Source Pricing. If it does not, correct it using the Address Sequence lookup.
18. The **Additional Information** text box is used to enter comments or remarks that relate to the item or service (e.g., discount, item specification).
    a. The **Send to Supplier** checkbox is used to print the comments on the purchase order for the supplier to view.
    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 to view.
19. Once the information has been entered, click the **Add to Cart** button.
20. The **Shopping Cart** at the top right side of the page displays the items that you have added to the requisition like item description, quantity ordered, unit of measure, plus the number of line items on the order and the total amount of the request.
21. A blank **Special Item** request page is displayed. If necessary, enter the next line item for the requisition.

Note: *The cost of* **Shipping and Handling** *should be added as a separate line item on the requisition. You should use category code* **78121603** *for* **freight fees.**

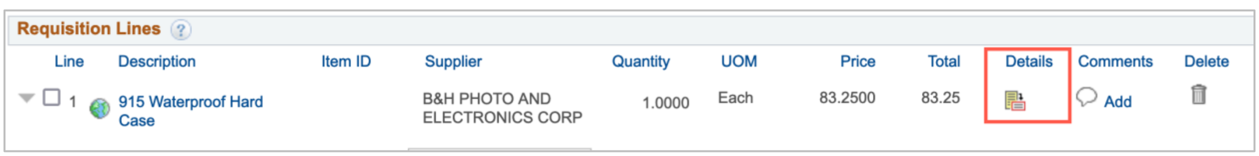
22. To proceed to the next section, click the **Checkout** button.
23. The Checkout - Review and Submit page provides a summary of the line-item information that was entered on the requisition. This page allows you to review the details of your requisition, make any necessary changes and submit it for approval.



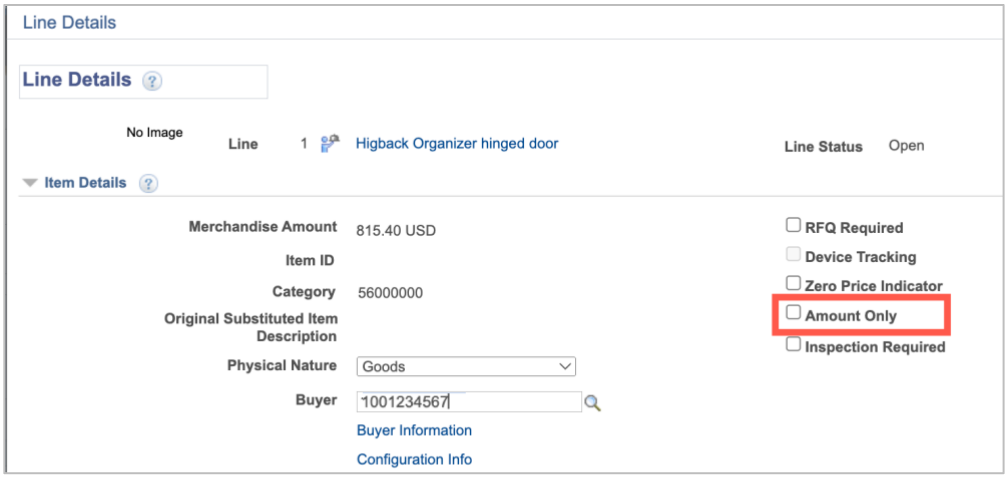
24. Click in the **Requisition Name** field and enter a name for the requisition if it is not already pre-populated from the Defaults section.
25. If more requisition lines need to be entered, use the **Add More Lines** button to return to the Special Request page.
26. The **Requisition Lines** section provides specific details for each line such as the item description, quantity, and price. If necessary, you can make changes to a line item from this section.
    a. In addition, this section is used to add or update chartfield information for each line.
27. Click the **Expand Section** button to add chartfield information for **Line Item 1** if it is not already pre-populated from the Defaults section.
28. The **Ship To** field defaults with Central Receiving ship to code if it is not already pre-populated from the Defaults section.
    a. Update if necessary.



29. If there is an expectation that a specific line item will involve multiple invoices/payments with different dollar amounts and the Quantity is **1** the line should be set up as **Amount Only**. This option is intended for requisition lines involving services that you want to base on the dollar value, rather than the quantity when making a payment. Line items with a unit of **LOT** should use this option.
    a. To flag an item as **Amount Only,** click on the **Line Details** icon, and click the box for **Amount Only.** Click **OK** to return to the Checkout page.

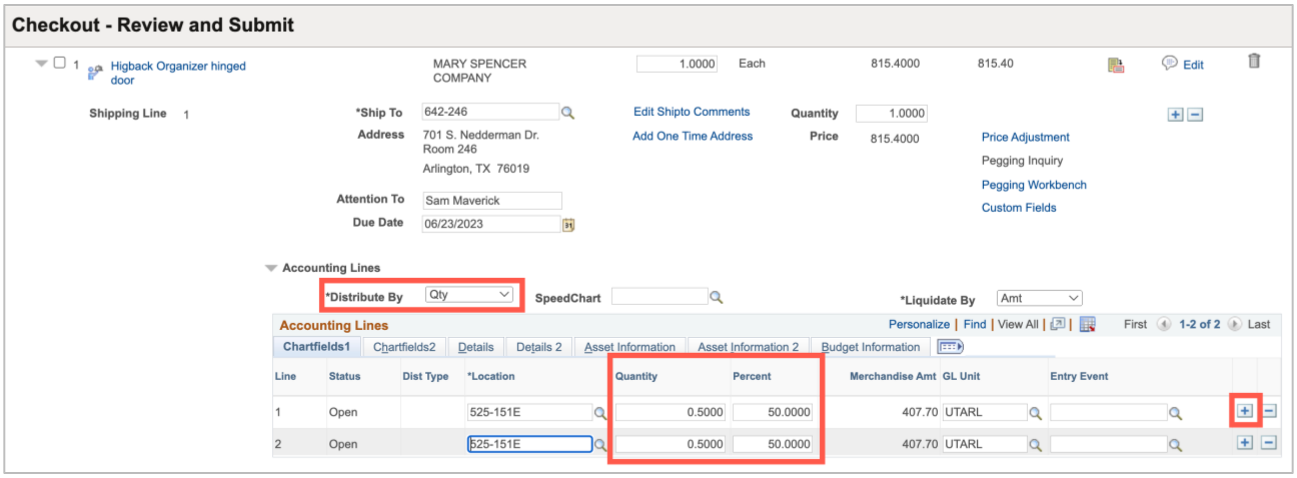


    b. Click the box for **Amount Only.**

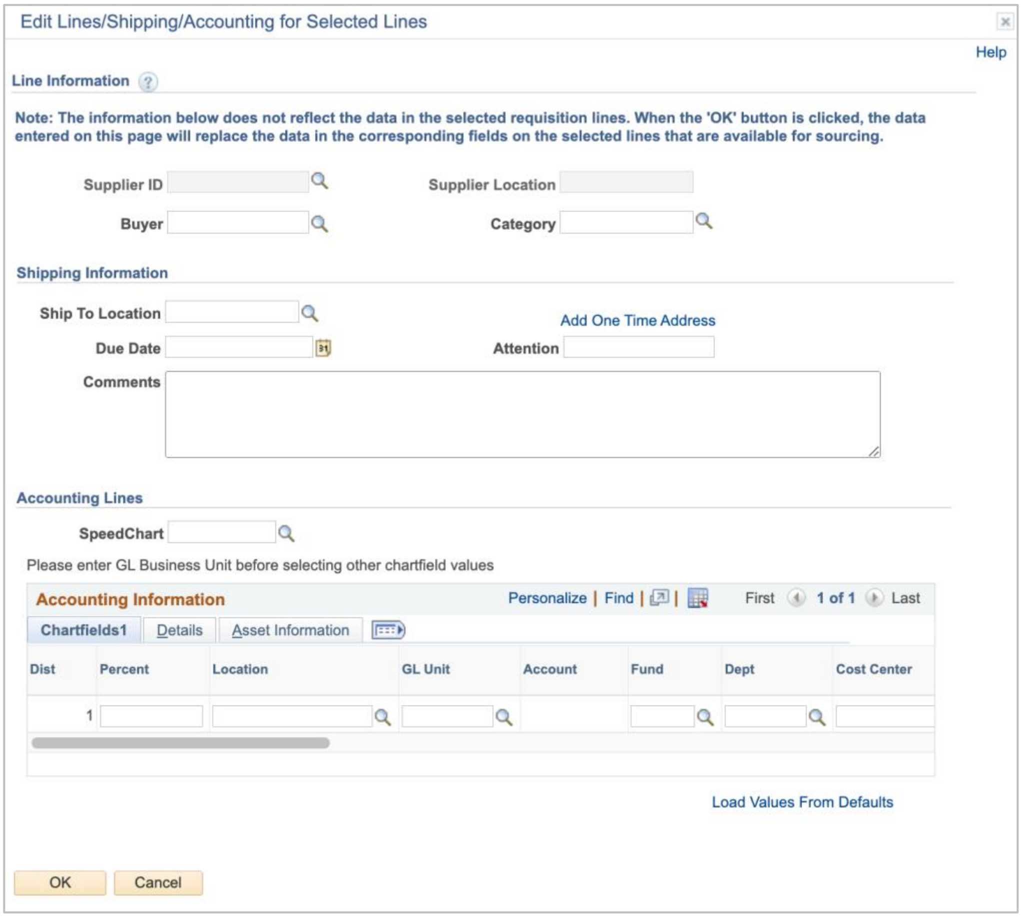


c. Click **OK** to return to the Checkout – Review and Submit page.

30. Click **OK** to return to the Checkout – Review and Submit page.
31. 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.
32. Click the **Chartfield2** tab to enter chartfield information if it is not already pre-populated from the Defaults section.
33. 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.
34. 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 quickly populate the accounting lines.
35. Click in the **SpeedChart** field. Enter the **SpeedChart** you want to use for the expense line if it is not already pre-populated from the Defaults section**.** SpeedChart values are either the 6-digit cost center number, 10-digit project ID, or 10-digit cost share ID.
36. Press the **[Tab]** key on your keyboard to populate the chartfields with the appropriate values.
37. If the line item is to be charged to multiple funding sources, use the **Distribute By** field to indicate if the split will be made by **Quantity** or by **Amount**.
38. Enter on the Chartfields1 tab the quantity, percentage, or amount that is to be paid by the first fund. Use the **+** button to add another chartfield line and enter the quantity, percentage, or amount appropriately. Add as many lines as you need. Then enter the chartfield values on Chartfields2.



39. Click the **Collapse Section** button to close the requisition line.
40. Complete the line information for all requisition lines.
    a. The **Mass Change** option can be used to enter information on multiple lines at once. To use this function, select the requisition line items on which the information should be entered, then click **Mass Change.** Enter the appropriate information and click OK.
41. The **Shipping Summary** will display the Ship To Address information. There should only be one shipping address used on all requisition lines. If the Shipping Summary section states that multiple values exist, use the **Edit for All Lines** link to update the Ship To Address for all lines.



42. The **Requisition Comments and Attachments** section is used to enter Header Comments that apply to the entire purchase. In this section, enter UTA and supplier contact information, and final delivery information like who should receive the item(s) and the building, the room where they are located.

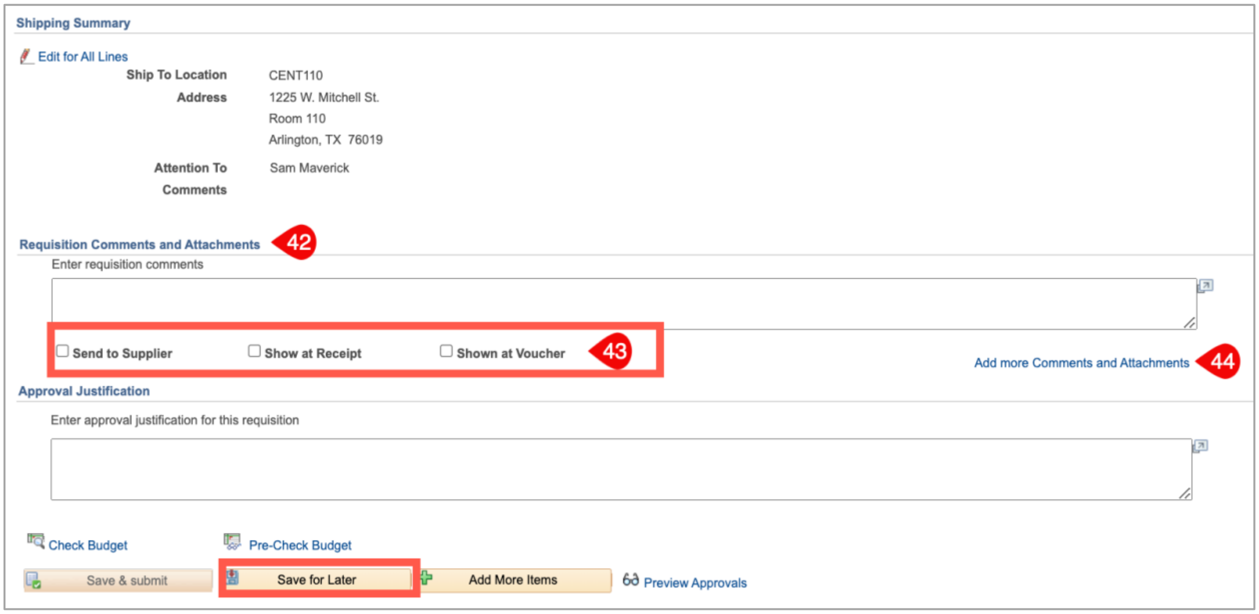
43. If comments are entered, select the appropriate check box to make the remarks available for others to view:

    a. The **Send to Supplier** checkbox is used to print the comments on the purchase order for the supplier to view.

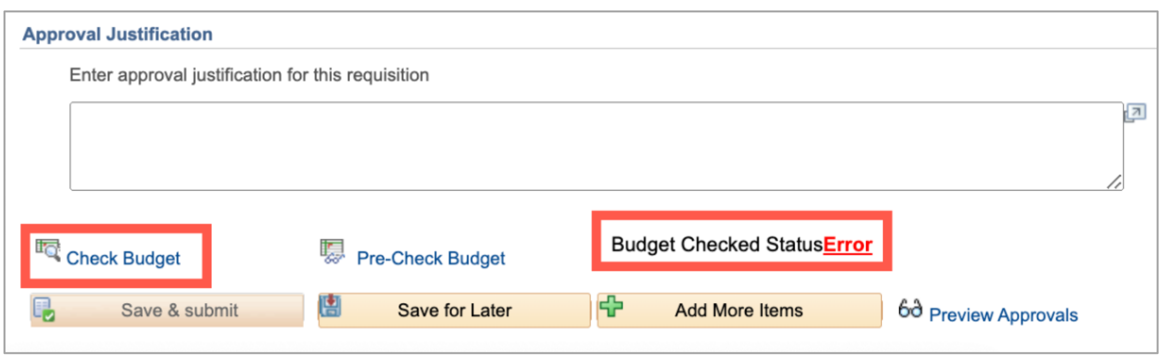
    b. The **Show at Receipt** checkbox is used to make the comments available to the person receiving the item.

    c. The **Show at Voucher** checkbox is used to make the comments available on the voucher for Accounts Payable to view.

44. The Requisition must be accompanied by the appropriate support documentation. The **Add More Comments and Attachments** link is used to add attachments and/or comments to the requisition.

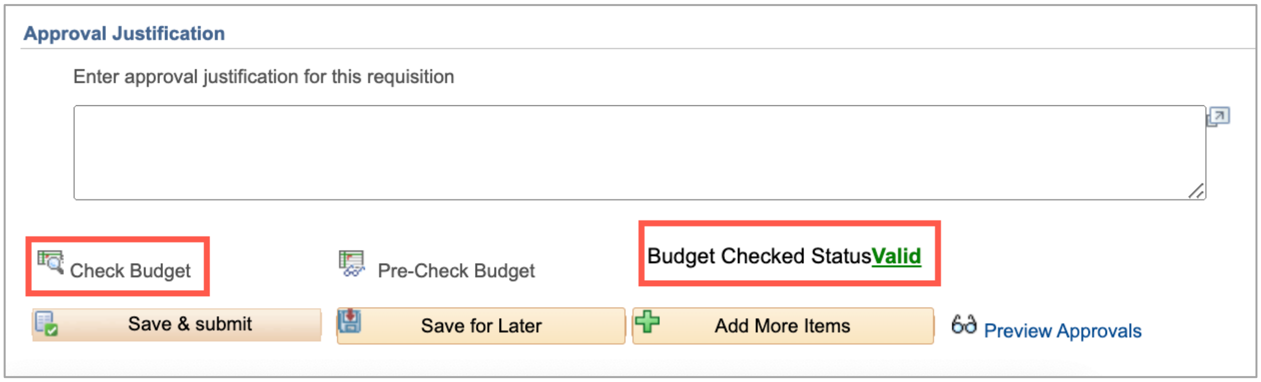


45. Click the **Save for Later** button. Notice that the requisition now has a requisition ID.
46. Click the **Check Budget** link. This will check the budget for available funds.
47. If the Budget Checking Status returns as **Error**, click the word **Error** to investigate and resolve the error. Once the necessary changes are made, again click the **Check Budget link.** A requisition must be in a **Valid** budget check status to be submitted.



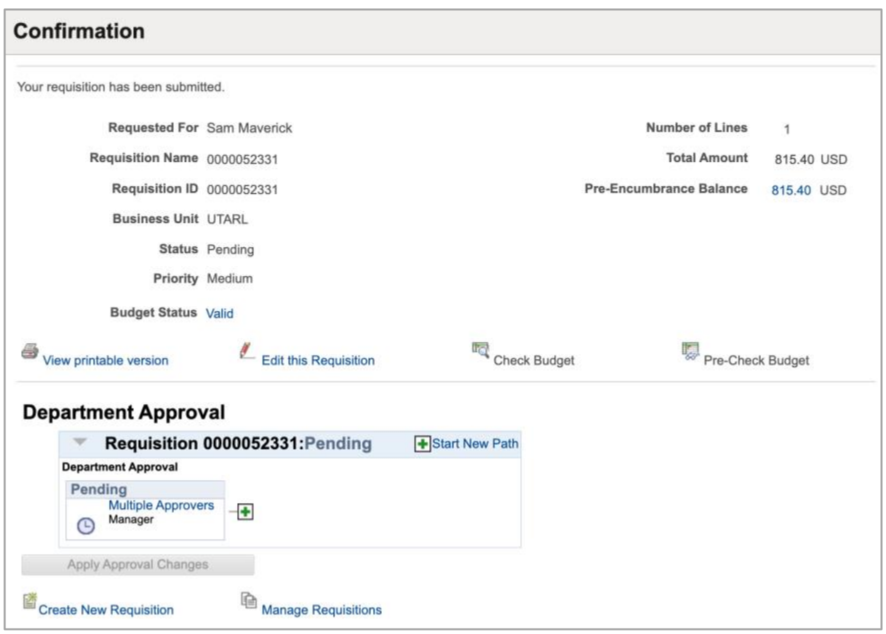
Note: *The Save & Submit button is grayed out because the budget check is not Valid.*

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



49. 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.

50. You will receive a confirmation page with the option to view the Approval path.



Find a Category Code

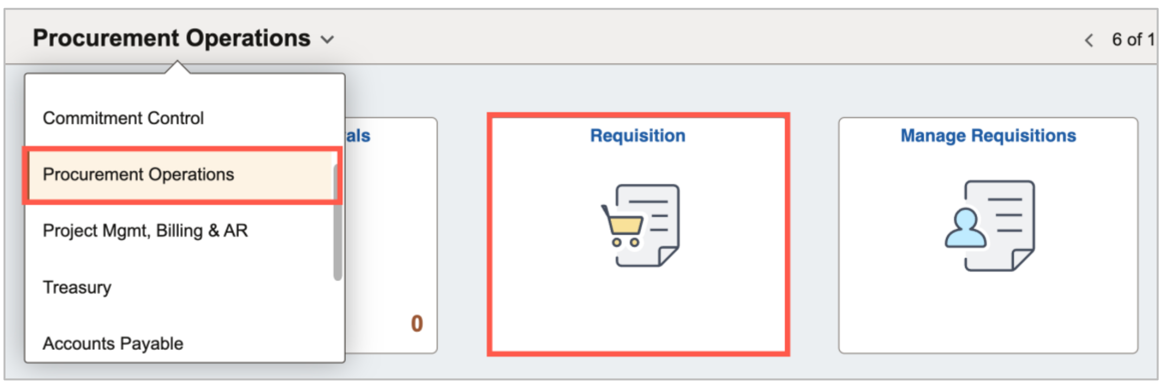
A Category code is used to classify goods and services for reporting purposes. It is an eight-digit code based on a four-level hierarchical structure.

The table below explains the hierarchy for a Category code. In this example, Furniture is assigned to Category 56101500. Each subsequent level describes a subset of the code and is preceded by a description of each level in the hierarchy.

Level	Classification Code	Description
Segment	**56**	Furnishing and Equipment
Family	56 - **10**	Accommodation, Commercial, Classroom, Merchandising, Home
Class	56 - 10 - **15**	Furniture, Office Furniture, Outdoor, General Furniture Parts
Commodity	56 - 10 – 15 - **00**	When a Category is not specified down to the Commodity level, the last two digits of the code will be zeroes.

When using the Special Item Request option to purchase goods or services it is very important that you select the appropriate Category. Each Category code is connected to a General Ledger Account (e.g. 63103 - Furnishing and Equipment). When a Category is indicated for a particular good or service the appropriate GL Account is automatically populated into the **Account** chartfield. This business process demonstrates the different methods used to find a Category in UT Share

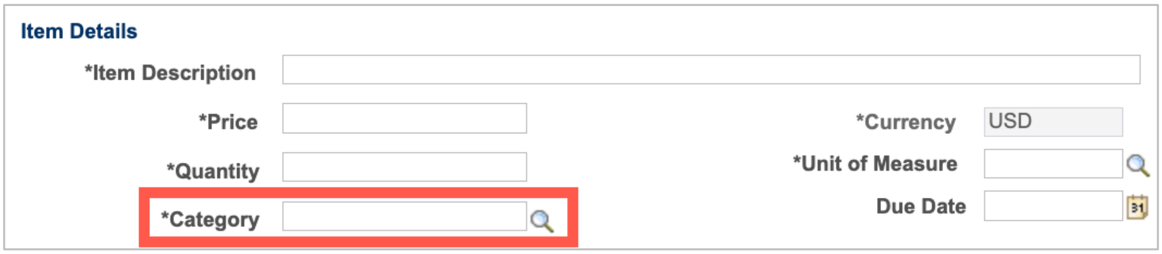
1. To navigate to the Create Requisition page select the **Procurement Operations Homepage** and click on the **Requisition** tile.



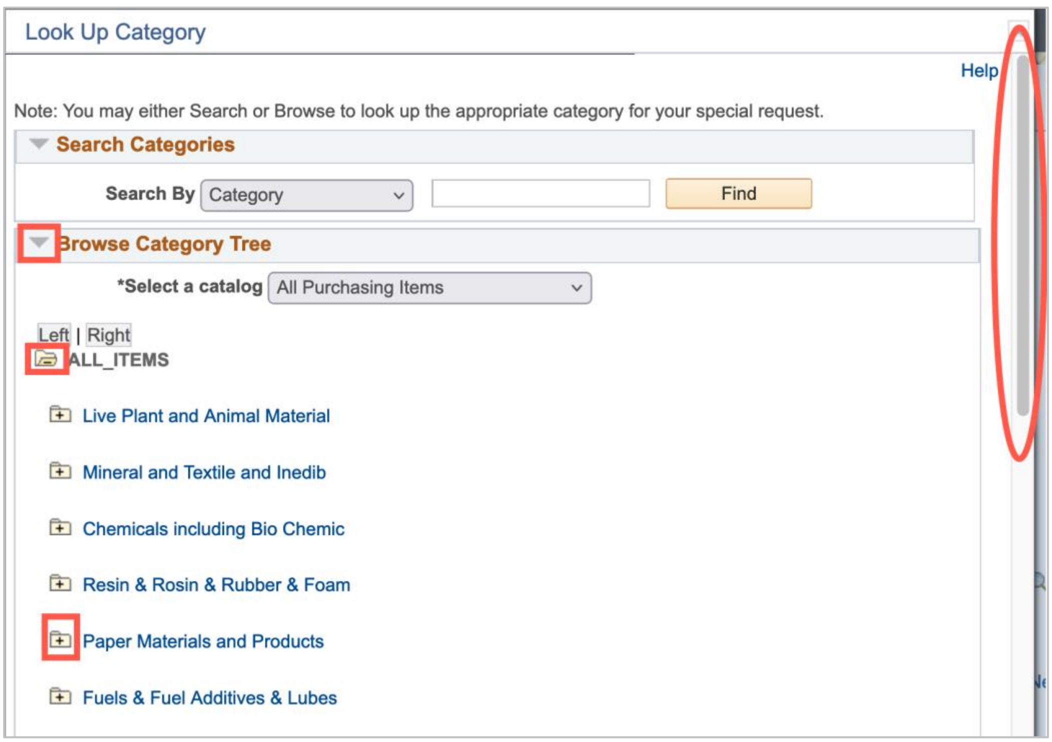
   Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Create Requisition.**

2. The Special Request Page is displayed. The **Special Request** page is used to capture details for the goods or services to be purchased. This includes item description, pricing, quantity, and supplier information.

3. To search for the Category**, click the magnifying glass** to the right of the **Category** field.



4. From the Look Up Category page. You can search for a **Category** by:
    a. Browsing the Category Tree
    b. Using a Category Number
    c. Providing a Category Description



5. Click the **expand arrow** next to Browse Category Tree.
    a. To find the appropriate Category click the **Vertical** scrollbar to scroll down the list.
    b. Select the **Expand Section Folder** next to the **Category** that you want to view. The first level in the outline is the broadest term for the item you want to find.

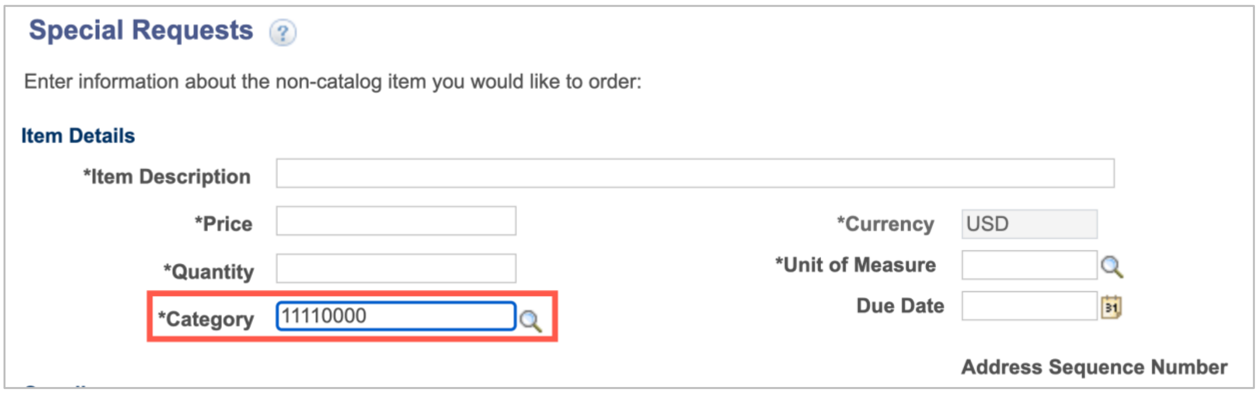
c. Continue drilling down until you find the category that you want to use. Click the Description of the category code to select it.

6. Click the **Expand Section** folder to the left of **All Items.**

   a. To find the appropriate Category click the **Vertical** scrollbar to scroll down the list.

   b. Select the **Expand Section Folder** next to the **Category** that you want to view. The first level in the outline is the broadest term for the item you want to find.

   c. Continue drilling down until you find the category that you want to use. Click the Description of the category code to select it.



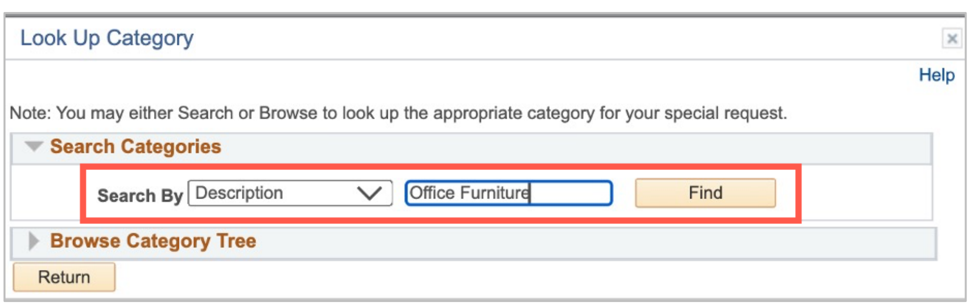
7. The **Category** field is now populated with the appropriate code.

   a. Once a **Category** is selected, the system will assign the appropriate General Ledger Account (e.g. 63103 - Furnishing and Equipment). You can view the GL Account from the Review and Submit page in the Accounting Lines section.

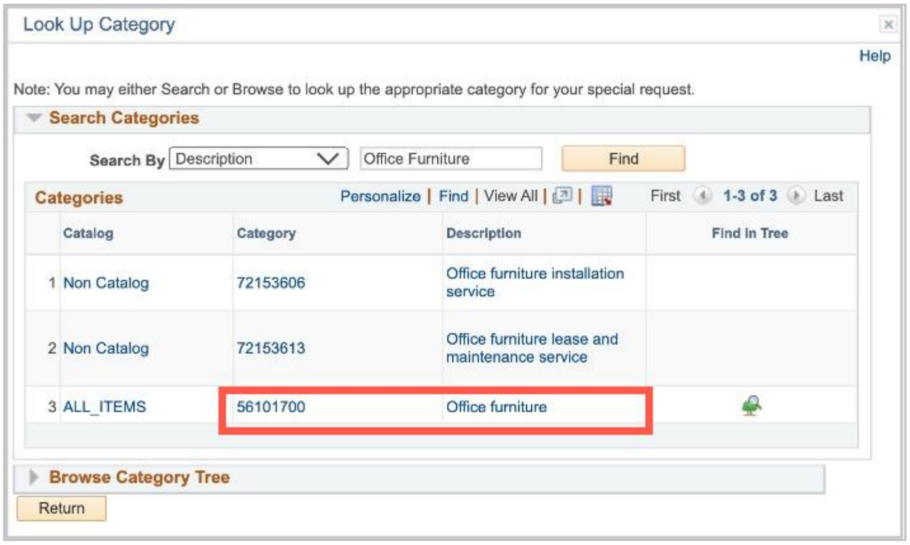
8. Alternatively, the category code can be selected using the **Search Categories** search feature.

9. Once in the Look Up Category page, select **Description** from the **Search By** drop-down list. (**Category** is the defaulting value.)

10. Click in the **Find** text box field. Enter a brief description in the text box.



Note: *Notice, categories containing the word(s) entered are displayed.*



11. To locate the code you want to use, click the **Vertical** scrollbar to scroll down the list.
12. Once you have located the appropriate code, you can click the **Category** or **Description** link to select the item.
13. To help you decide the appropriate Category to use:
    a. Work with your supervisor and/or Procurement Services to determine the types of goods and services your department purchases on a regular basis.
    b. Agree on the appropriate Category code to use, so that the data is consistent.
    c. Your department will then be able to run more accurate reports to assess the types of goods and services purchased on a periodic basis.

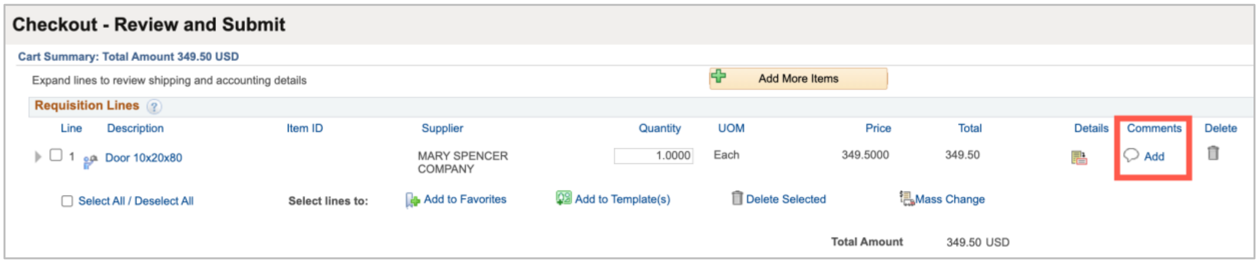
Add Attachments and Comments to a Requisition

A Requisition form is created based on the pricing information obtained from the supplier. This information, also known as the source of pricing (i.e. email from the supplier, copy of the website, catalog page, etc.), is used to support audit requirements. The requisition component allows you to upload supporting documentation, as well as add comments to the online requisition. The support documentation can be scanned and electronically attached to the requisition. Make sure that the scanned document is legible.

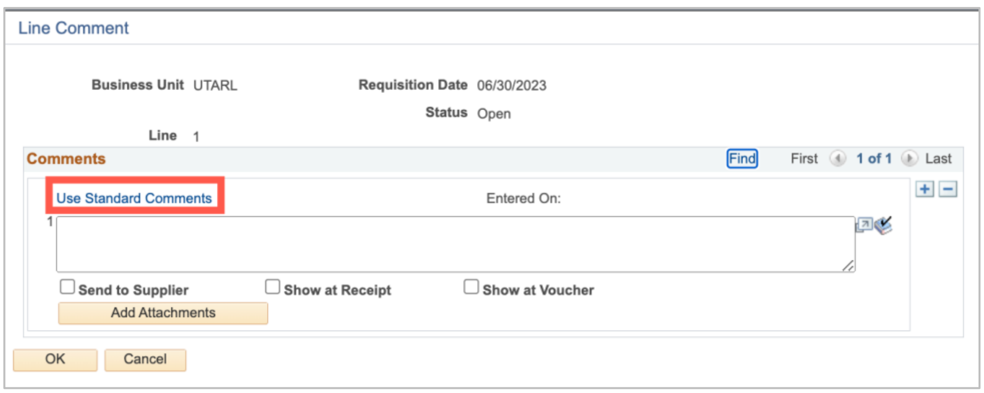
1. Starting from the Checkout - Review and Submit page, you can add comments or an attachment to a specific line item or to the entire requisition.

2. The **Comment Bubble** is used to add an attachment and/or comment that applies to a single line item.

    a. Click the **Add button**, near the comment bubble icon.

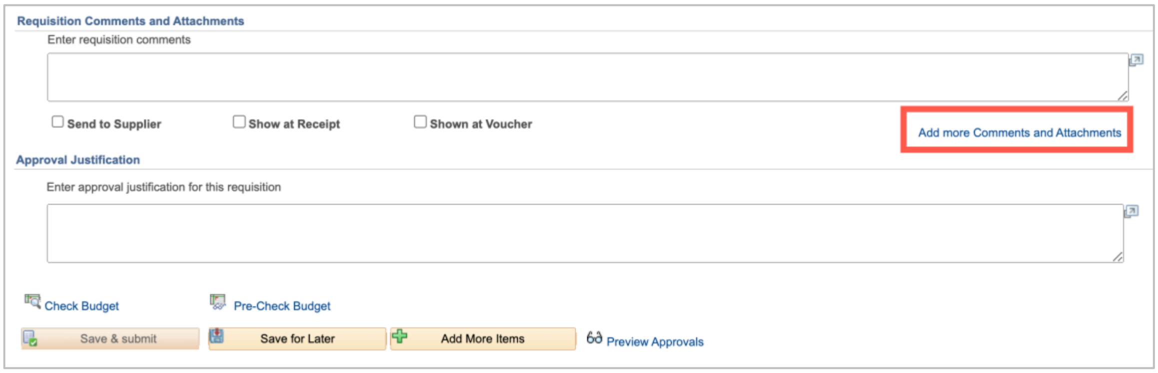


3. From the Line Comments page, click in the **Comments** field to add comments for this line item.
4. Enter the desired information into the **Use Standard Comments** field.

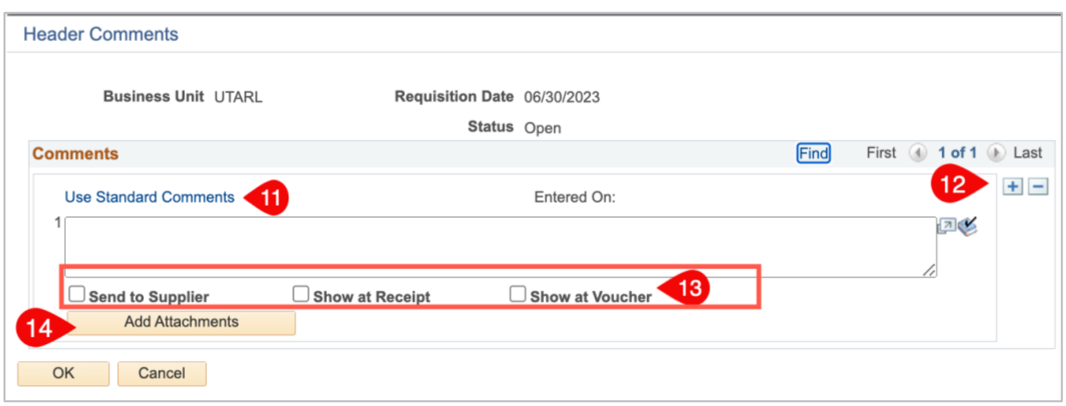


5. Select the appropriate check box to make the remarks available for others to view:
    a. The **Send to Supplier** checkbox is used to print the comments on the purchase order for the supplier.
    b. The **Show at Receipt** checkbox is used to make the comments available to the person receiving the item.
    c. The **Show at Voucher** checkbox is used to make the comments available on the voucher for Accounts Payable
6. The **Add Attachments** button on the Line Comments page is used to add a document to this specific line item.
7. The **Comment Bubble** will have lines indicating a comment has been added. This indicates that comments and/or an attachment have been added to **Line Item 1**.

8. The **Requisition Comments and Attachments** box is used to add comments and/or an attachment that applies to the entire requisition.
9. Add comments in the Comments box.
10. To add additional comments, click the **Add more Comments and Attachments** link.



11. Enter the desired information into the **Use Standard Comments** field.
12. To add additional comments, use the **+** button.
13. If comments are entered, select the appropriate check box to make the remarks available for others to view (if desired):
    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.
14. To add documentation that applies to the entire order, click the **Add Attachments** button.



15. Click the **Choose File** button and navigate to the file you want to upload.
    a. You can only select one file at a time.
    b. Locate the file on your computer and then select the file to attach. Click the **Upload** button.
    c. To insert a new comment line, click the **Add a new row** button.
16. To view the attached document, click the **View** button.
17. At least one comment line must be added to the requisition providing contact information for the person who can answer questions regarding the order. Make sure to select the **Send to Supplier** checkbox to make the remarks available for the supplier/vendor to view.
18. To insert a new comment line, click the **Add a new row** button.
19. Click in the **Comments** box and enter the name and contact information for the UTA employee who should be contacted.
20. Click the **Send to Supplier** checkbox.
21. Once all comments have been entered and documents attached click the **OK** button to return to the Review and Submit page.
22. Notice, the header comments added to the requisition are displayed in the **Comments** box.
23. Click the **Save for Later** button.

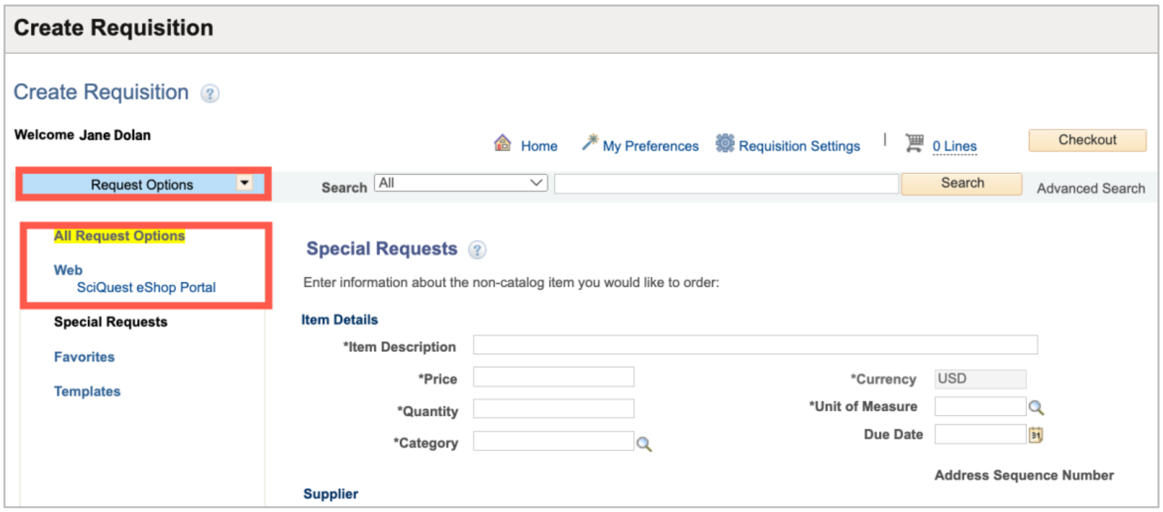
Create a Requisition using MAV eShop

Mav eSHOP is an online ordering and requisition-generating system that provides an efficient and interactive way for shoppers and end-users to search and initiate requisitions. The tool interfaces with UTShare and enhances the ordering and payment processes, helping to reduce overall costs and improve productivity. Creating a requisition using Mav eSHOP is like shopping on any online website.

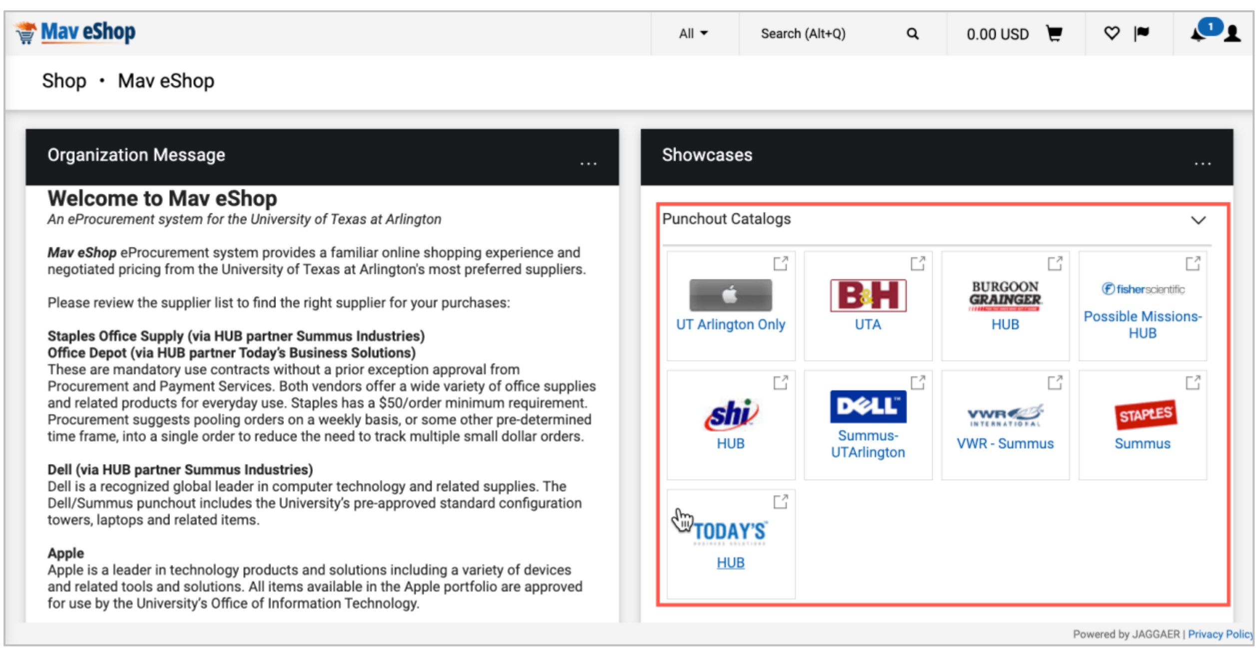
1. To navigate to the Create Requisition page select the **Procurement Operations Homepage** and click on the **Requisition** tile.

Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Create Requisition**.

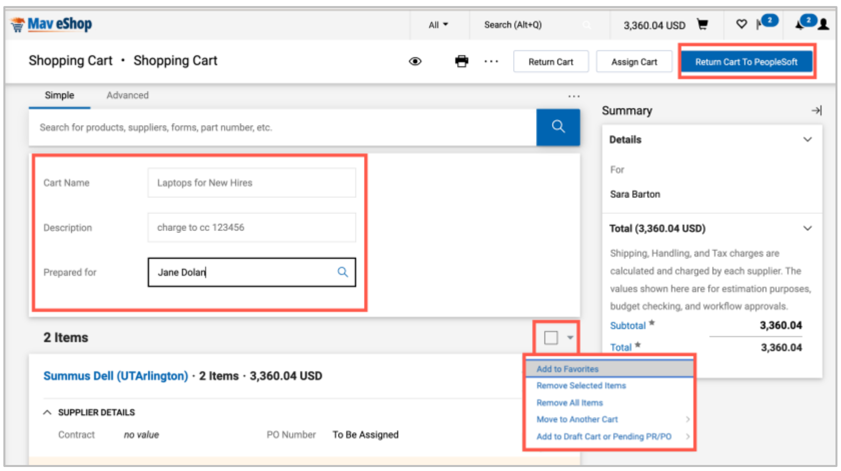
2. The Create Requisition page is displayed.
3. Click the **Request Options** drop-down arrow on the left side of the screen.
4. Click on the **SciQuest eShop Portal** link.



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. Be sure to allow pop-ups on your browser to allow the Punchout Catalo to launch.
    b. If you would like to exit the Suppliers catalog without making a purchase, click the Cancel Punchout button, located in the top right corner of the page, to return to the Mav eSHOP.
7. Shop for the desired items on the supplier's catalog.
8. Once the desired items are in the cart, return the cart to MAV eSHOP.
    a. Wording within suppliers' 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** to the right of the Supplier there are actions available in the drop-down box, including the Remove Selected Items option that can be used to remove items from the cart.
13. Review the cart for accuracy.
    a. A MAV eSHOP cart can only have one supplier. If purchases from multiple suppliers are needed, a separate requisition and cart must be created for each supplier.
    b. To move items from a supplier to a new cart check the box and choose **Move to Another Cart.**

c. Then select **Move to a New Cart.**

14. Once the cart is verified for purchase, click **Return Cart to PeopleSoft** to return the cart to UTShare.

    Note: *Once an 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.

    a. Enter or look up the **Ship To** location. Controlled assets should be shipped to Central Receiving (Ship To code **CENT110**).

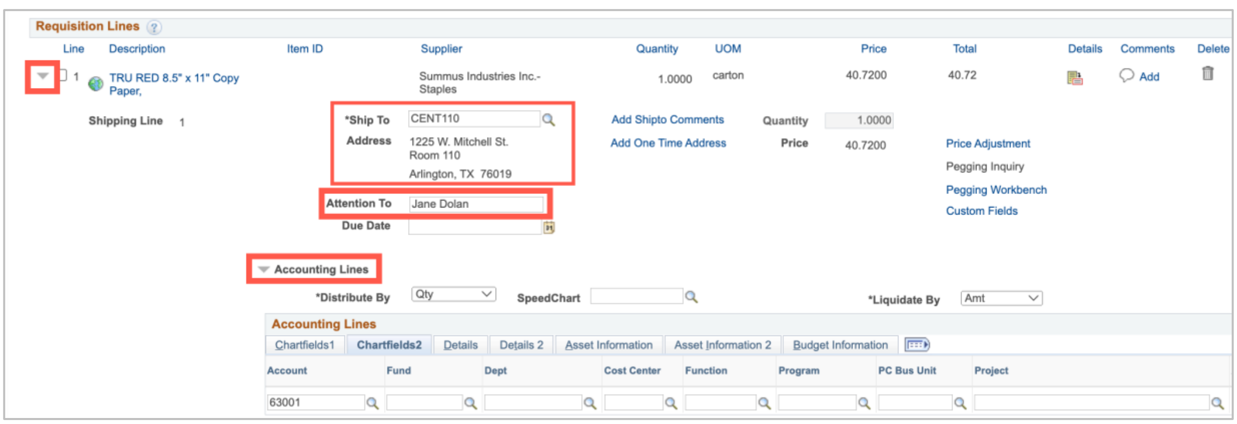
    b. A requisition should only have one Ship To address listed for all items.

17. Enter or look up the **Attention To** party.

18. To enter accounting information for the line items, if necessary, click the expansion arrow for Accounting Lines.

    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.

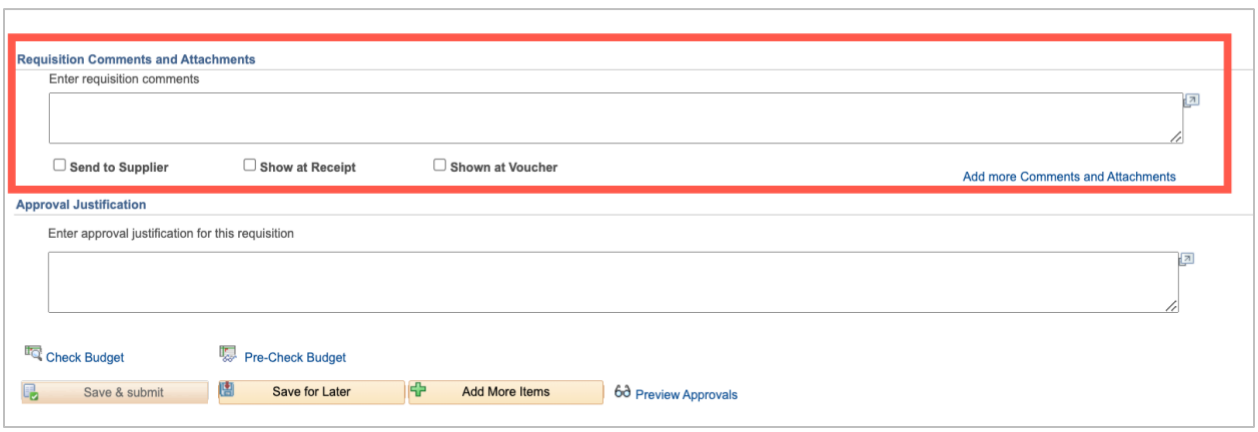
    b. Click the **Chartfield2** tabs to enter chartfield information.



19. 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).

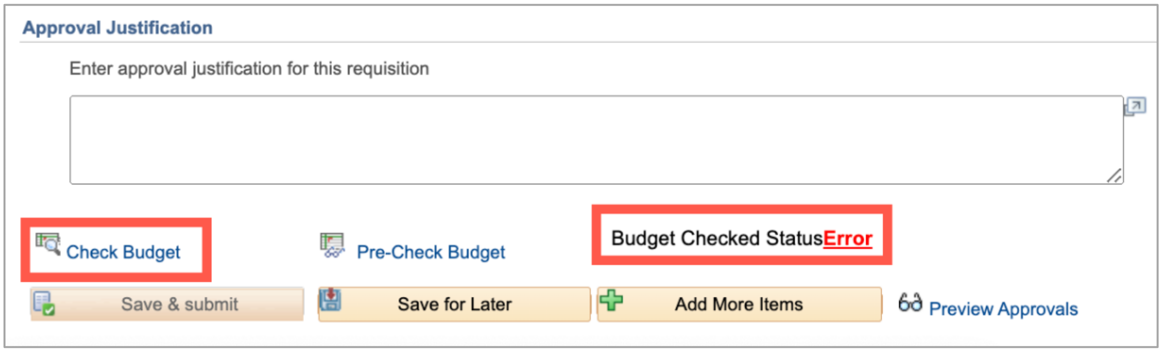
20. Enter the remaining chartfield values for the requisition line. You can manually enter the values into the appropriate fields (e.g. Fund, Dept, Cost Center, Function) or use the **SpeedChart** field to populate the accounting lines quickly.
21. Click in the **SpeedChart** field. Enter the **SpeedChart**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



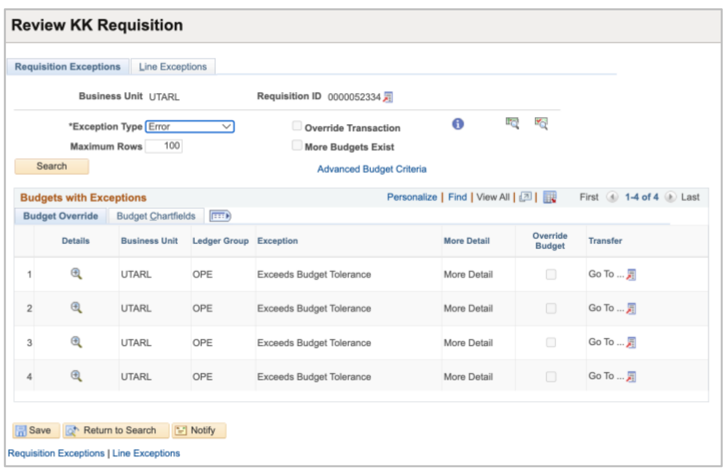
23. If comments are entered, select the appropriate check box to make the remarks available for others to view.
    a. The **Send to Supplier** checkbox is used to print the comments on the purchase order for the supplier.
    b. The **Show at Receipt** checkbox is used to make the comments available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

25. If the Budget Checking Status returns as **Error**, click the word **Error** to investigate and resolve the error. This will open a new window.

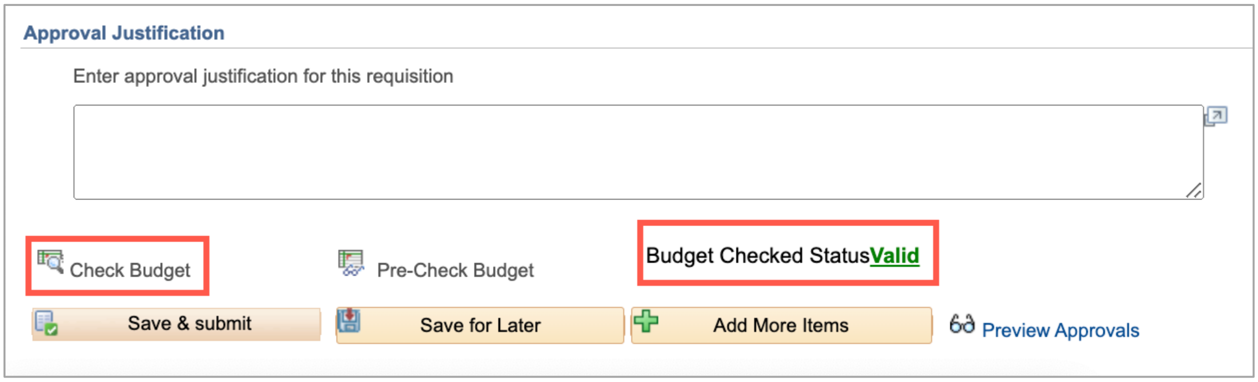


26. The Review KK Requisition Page will come up and give insight into the budget error. In this case, it displays Exceeds Budget Tolerance. To Return to the Review and Checkout page close the tab.

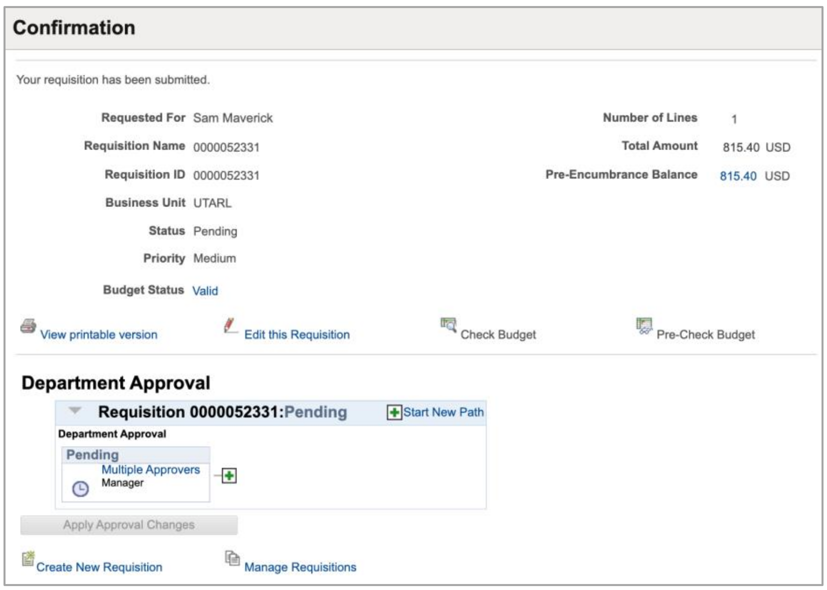


27. Once the necessary changes are made, again click the **Check Budget link**. A requisition must be in a **Valid** budget check status to be submitted.

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.

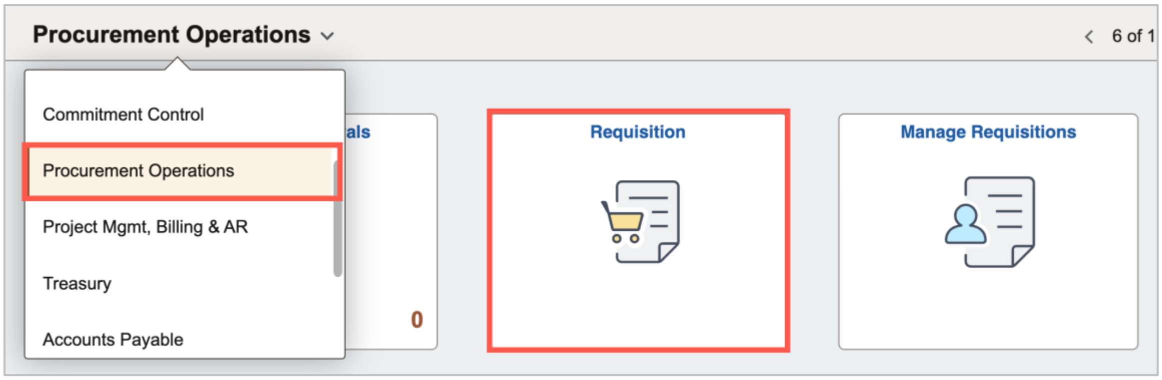


Note: *The Requisition ID in Mav eShop is not the same as the Requisition ID from UTShare. The UTShare Requisition ID is the official document ID number.*

Process an Assigned Cart

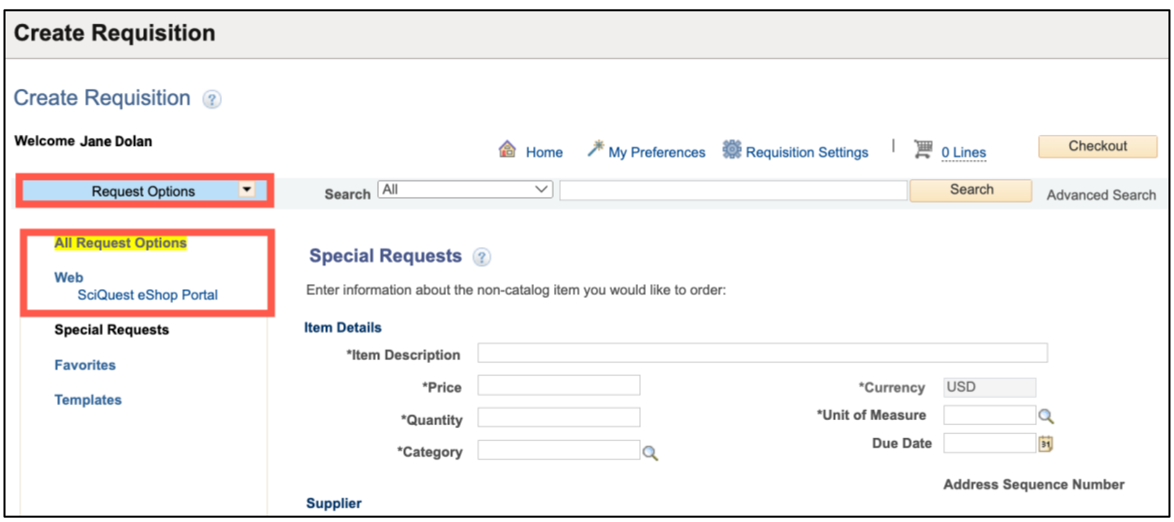
Carts are assigned to **Requesters** who will finalize the requisition for the shopper when they check out in Mav eSHOP. The requester finishes off the requisition that the shopper started. Once the cart is submitted by a Shopper, the Requester receives an email notification; do not use the link to navigate to the cart.

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



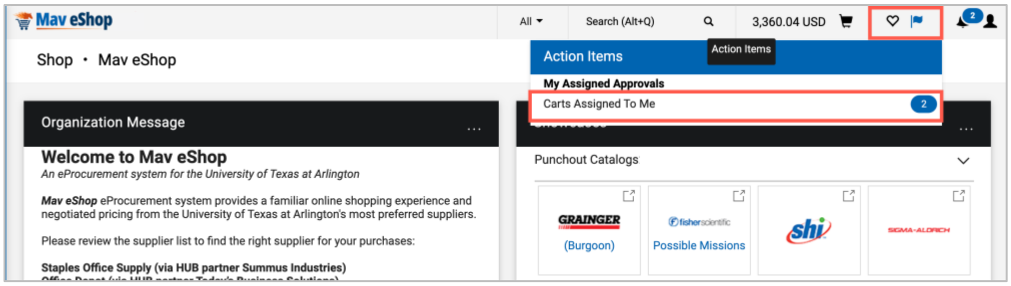
   Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Create Requisition.**

2. The Create Requisition page is displayed.
3. Click the **Request Options** drop-down arrow.
4. Click on the **SciQuest eShop Portal** link.

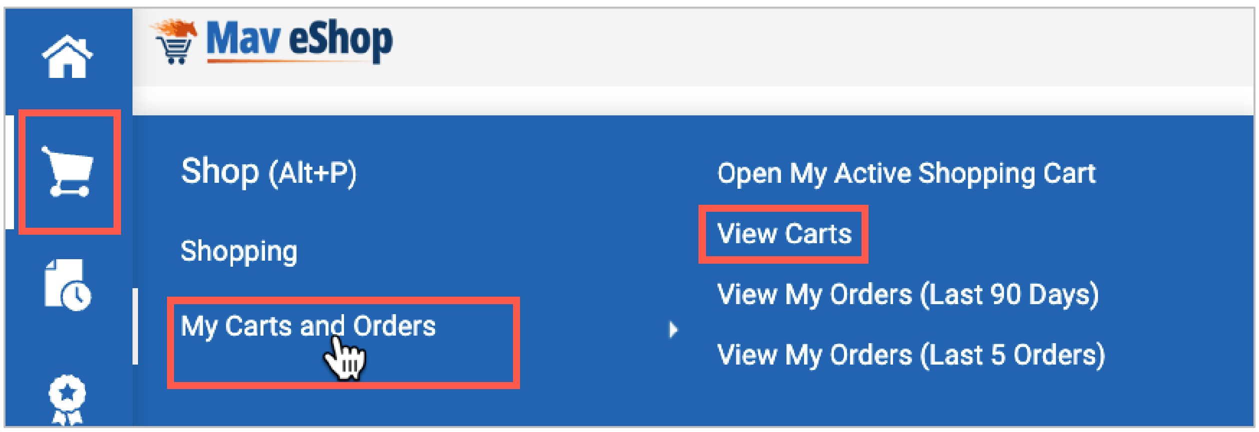


5. The MAV eSHOP screen will populate.
6. If you would like to exit MAV eSHOP without making a purchase, click the **Cancel Punchout button,** located in the top right corner of the page, to return to the UTShare Requisition page.

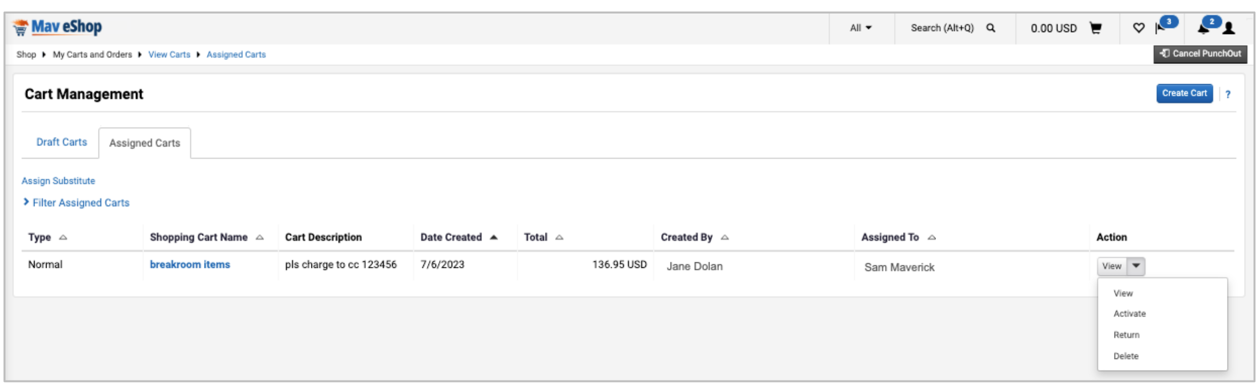
7. From the MAV eSHOP homepage, click the **Action Item** icon in the top banner and click **Carts Assigned to Me.**



a. Alternatively, you can also access the assigned cart from the Shop Menu (Shopping Cart Icon) **Shop > My Carts and Orders**.

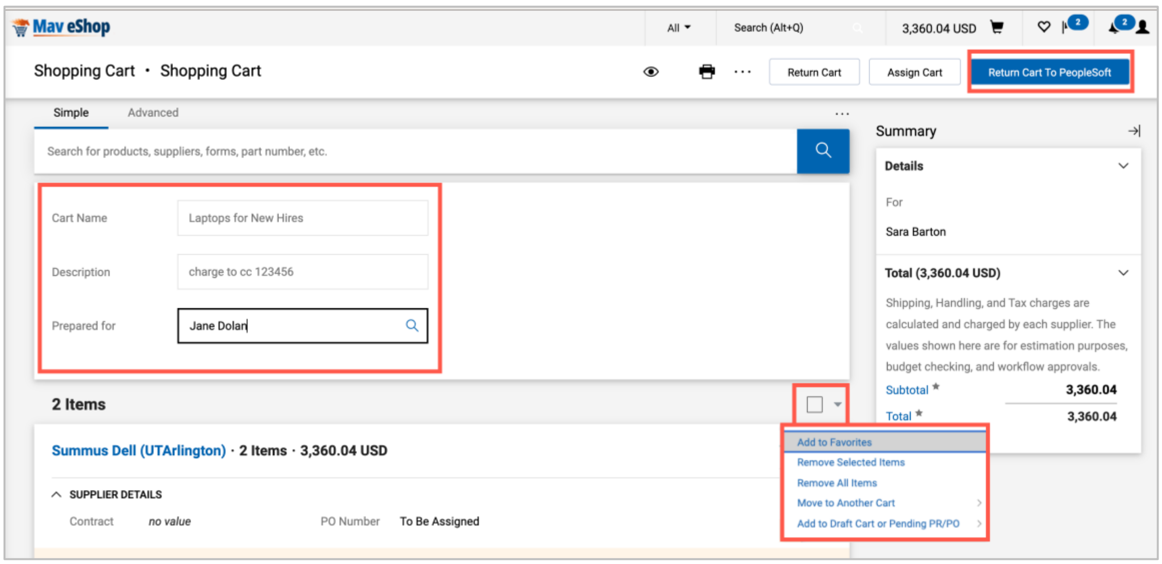


8. Then click on the **Assigned Carts Tab.** Select the cart you want to process.



9. Review the cart for accuracy.

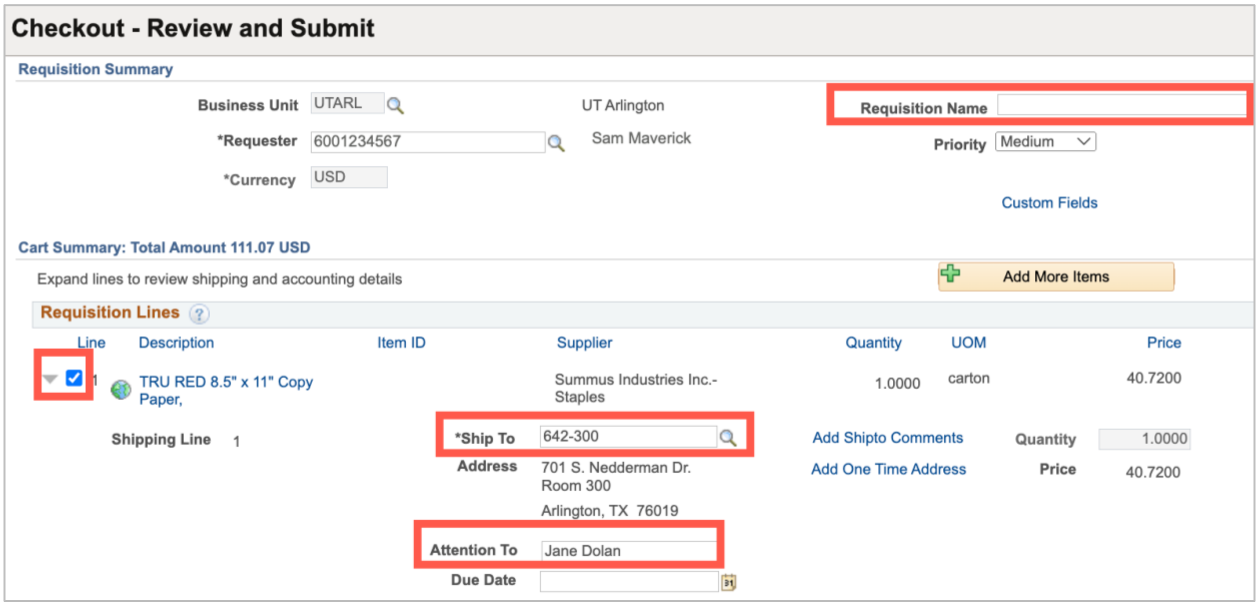
10. A MAV eSHOP cart can only be for one supplier. If purchases from multiple suppliers are needed, a separate requisition and cart must be created for each supplier.
11. Update the **Cart Name.**
12. Add **Description** if desired.
13. Add whom the cart was **Prepared for.**
14. There are actions available in the **drop-down box**, including the Remove Selected Items option that can be used to remove items from the cart.
15. Once the cart is verified for purchase, click **Return Cart to PeopleSoft** to return the cart to the requisition.



a. Once a MAV eSHOP cart has been returned to PeopleSoft (UTShare), it is no longer available to edit nor use in MAV eSHOP. Also, 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 second requisition – the requester must start over with shopping.

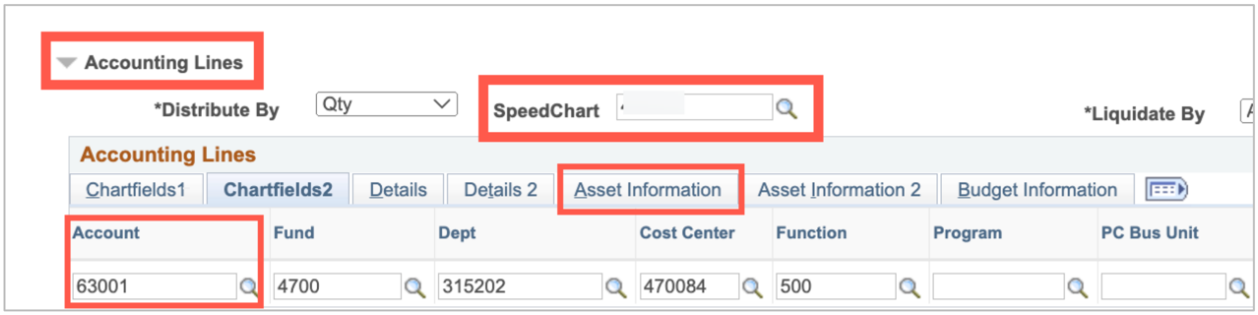
16. The **Checkout – Review and Submit** page provides a summary of the line items that were downloaded from the MAV eSHOP cart. This page allows you to add accounting information and submit the requisition for approval.
17. Enter a **Requisition Name.** Using the same name as the MAV eSHOP cart helps to correlate the two documents.
18. Click the **expansion arrow** for the line item.

19. Enter or look up the **Ship To** location. Controlled assets should be shipped to Central Receiving (Ship To code **CENT110**).
    a. A requisition should only have one Ship To address listed for all items.
20. Enter or look up the **Attention To** party.



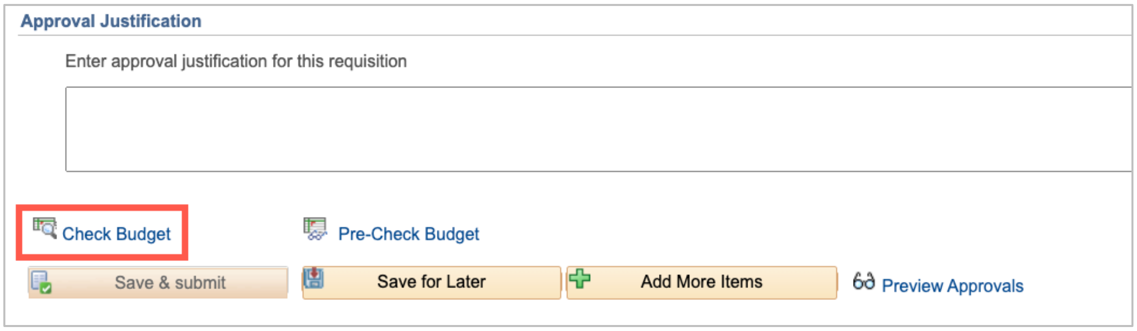
21. The **Accounting Lines** section is used to enter or update chartfield information. It may be necessary to use the expansion arrow to open the Accounting Line section. To enter accounting information for the line items, if necessary, click the expansion arrow for Accounting Lines.
22. Click the **Chartfield2** tab to enter chartfield information.
23. The **Account** field defaults with the appropriate value based on the **Category** code that you selected in the line-item section. Verify that the account number that 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).
24. Click in the **SpeedChart** field or manually enter the remaining chartfield values for the requisition line.
    a. You can manually enter the values into the appropriate fields (e.g., Fund, Dept, Cost Center, Function) or use the **SpeedChart** field to quickly populate the accounting lines.
    b. 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.

25. Press **[Tab]** to populate the chartfields with the appropriate values.
26. If the item(s) being requested is a **Capital or Controlled Asset** (see Procedure BF-PM- PR1) enter the appropriate Profile ID. From the Accounting Lines section, click the **Asset Information** tab.
    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 Property Management department.

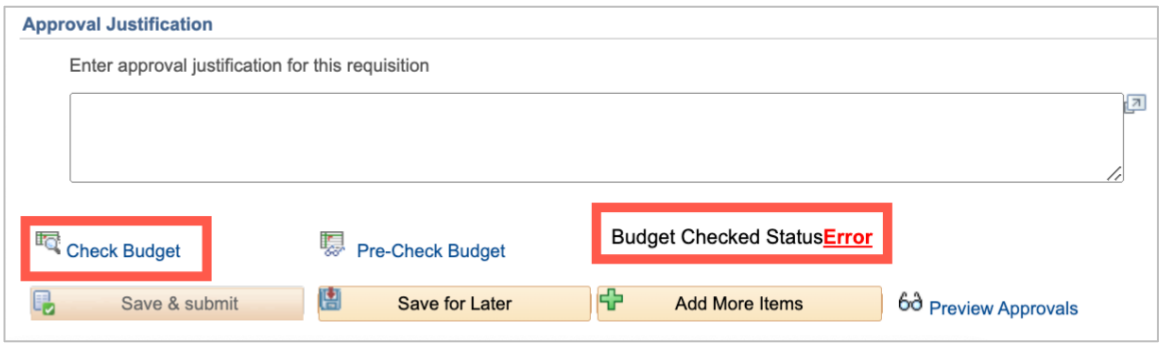


27. Enter comments that relate to the whole purchase (including Final Delivery instructions) in the **Requisition Comments and Attachments** box. To enter more than one comment, use the **Add More Comments and Attachments** link.

28. If comments are entered, select the three checkboxes 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.
29. 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.

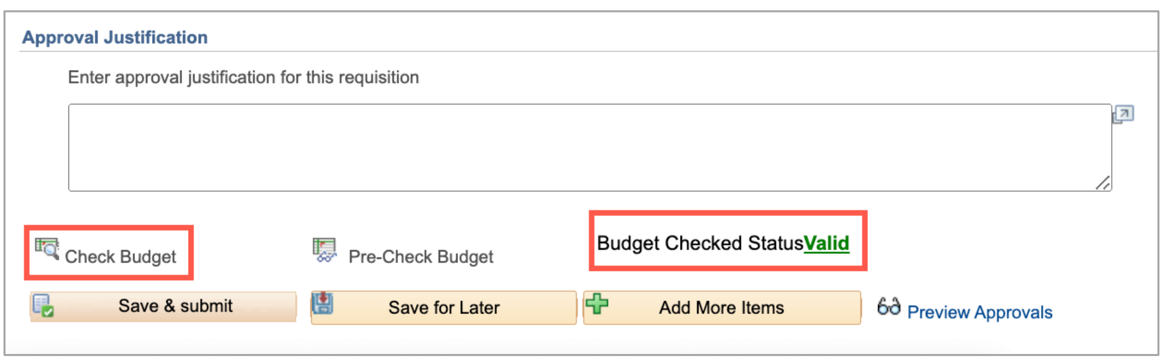


30. If the Budget Checking Status returns as **Error**, click the word **Error** to investigate and resolve the error. Once the necessary changes are made, again click the **Check Budget** link. A requisition must be in a **Valid** budget check status to be submitted.



Note: *The Save & Submit button is grayed out because the budget check is not Valid.*

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



32. 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.

Manage Requisition Overview

The Manage Requisitions component in eProcurement provides you with the ability to track changes, review, edit, approve, or cancel requisitions. Requisitions can be modified until they are sourced into a purchase order. After the requisition is sourced, a purchase order (PO) is generated and then dispatched to the supplier. Once the PO is dispatched, the requester must contact Procurement Services if a correction is required.

The Manage Requisition page is used to search for an existing requisition or purchase order.

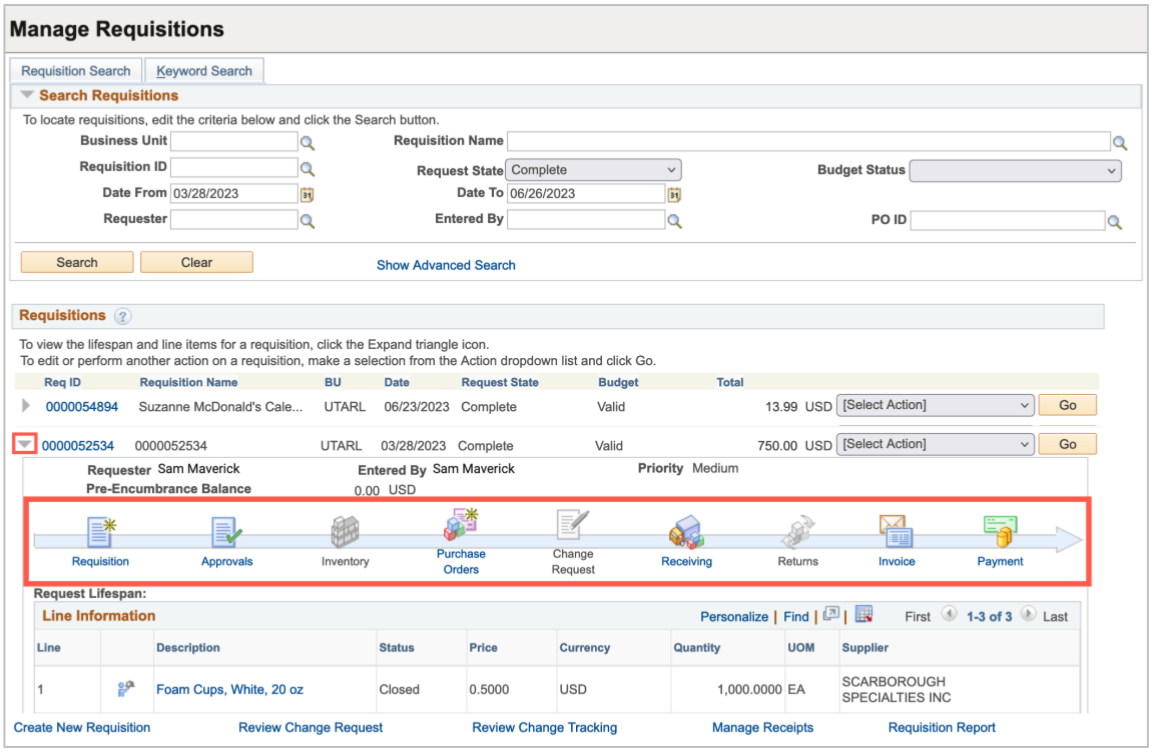
1. To navigate to the Manage Requisition page select the **Procurement Operations Homepage** and click on the **Manage Requisitions** tile.

   Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Manage Requisitions.**

2. The **Manage Requisitions** page is displayed. This page is used to search for an existing requisition or purchase order.
3. To find an existing requisition, you will need to enter one or more search criteria. You can perform a search by:
   a. Requisition ID
   b. Specific dates
   c. Requester
   d. Entered by
   e. State
   f. Purchase order ID number
4. To search by date:
   a. Click in the **Date From** field.
   b. Enter the desired information into the **Date From** field.
   c. Click in the **Date To** field.
   d. Enter the desired information into the **Date To field**.
   e. Click the **Request State** list.
   f. Select the appropriate state from the list.

g. Click the **Search** button.

Note: *Based on your search criteria, the search engine found more than one requisition.*

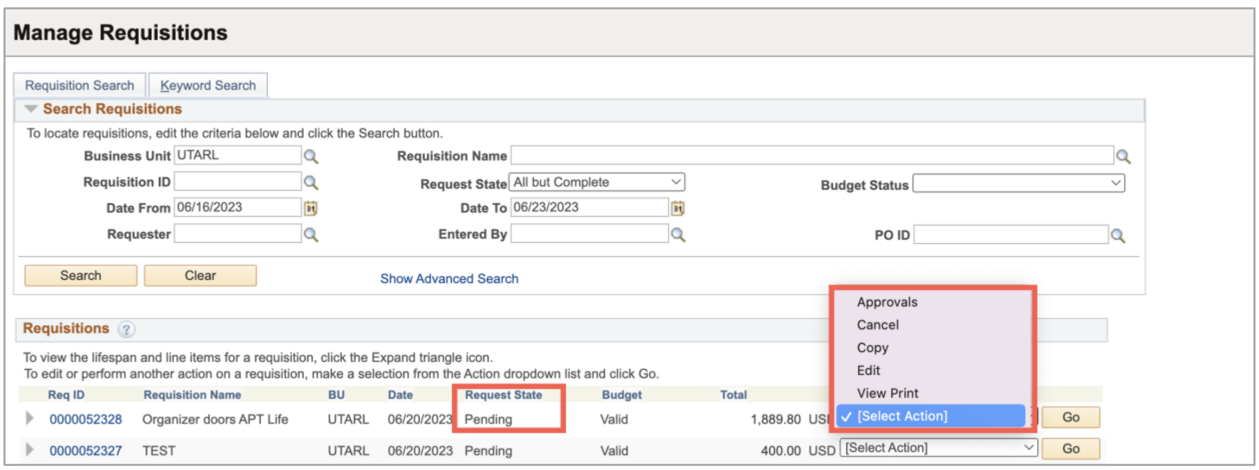


5. The Expand icon to the left of the Requisition ID will allow you to view more information.
6. The **Requisition Life Span** will allow you to see the different stages in the requisition. The icons that are complete or in progress are highlighted with active links, you can click the icons to view specific details.

Note: *Only requisition lines that have been budget-checked to* **Valid** *status, approved, and have a supplier assigned to them, will continue through the purchasing process.*

7. The **Requisition** icon indicates that a requisition has been processed. When you click this link, you can view information such as:
   a. Line-item details
   b. Supplier information
   c. Accounting details
8. When the **Approvals** icon is active, this section will display workflow approval information.
9. The **Inventory** section is **not** used by UT Arlington. This icon will always appear inactive.

10. After the requisition has been approved and sourced, the **Purchase Orders (PO)** link will become active and allow you to view the PO details.
11. If changes were made to the Purchase Order, the **Change Request** icon will be active.
12. An active **Receiving** icon indicates that some or all the line items have been received.
13. An active **Return** icon indicates that some or all the items have been returned.
14. An active **Invoice** icon indicates that a voucher is being processed. Information regarding the voucher can be found by clicking the icon. You will see the invoice date, invoice number, voucher number, and supplier information.
15. An active **Payment** icon indicates a payment was made. The check number (Payment Reference ID), check date, and other payment information can be found.
16. Click the **Select Action** drop-down menu.



17. The **Select Action** drop-down menu displays the available actions for this requisition. You can,
    a. Copy a Requisition
    b. Edit a Requisition
    c. Receive Items
    d. View Approvals
    e. View Printable version

Select the appropriate option from the list and click the **Go** button.

Note: *Depending on the State of the requisition, the options in the drop-down menu may vary.*

View the Life Cycle of an Existing Requisition

Through the Manage Requisition page, you can view the lifespan of a requisition and follow it through each of the stages. The stages in the requisition that are complete or in progress are highlighted with active links.

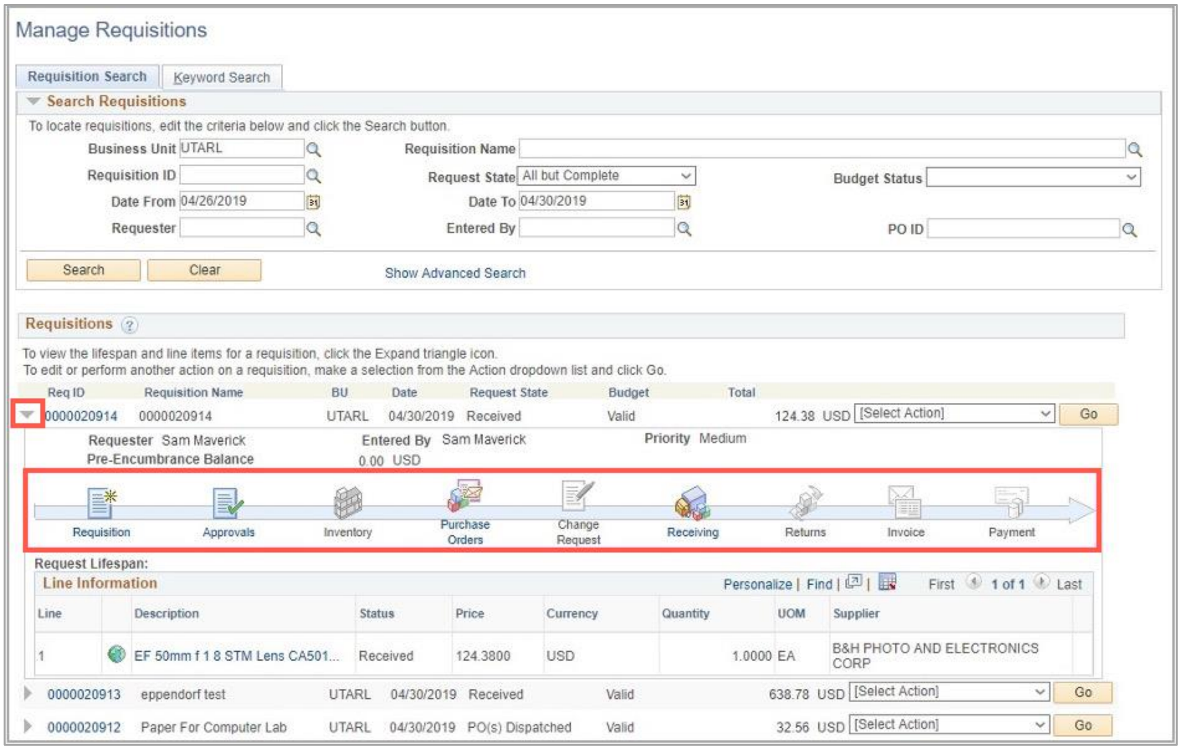
The following steps will demonstrate how to view and interact with a requisition through its respective lifecycle. This involves viewing a requisition and the details of related transactions such as Change Requests, Purchase Orders, Invoices, Payments, etc.

To view the details of the requisition, use the Manage Requisitions page.

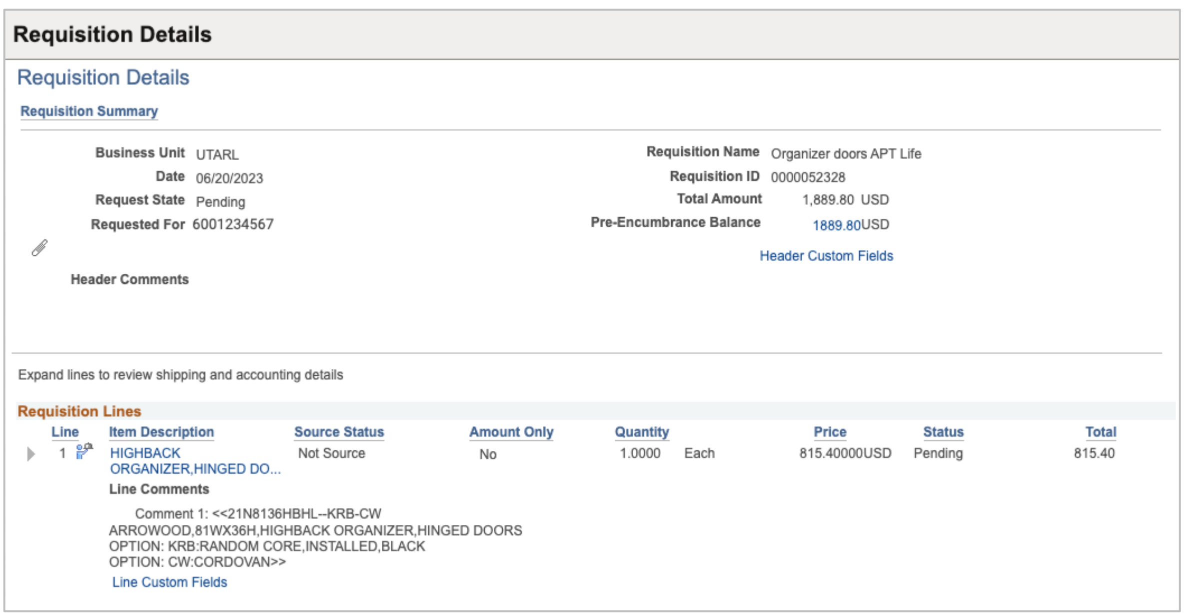
1. To navigate to the Manage Requisition page select the **Procurement Operations Homepage** and click on the **Manage Requisitions** tile.

Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Manage Requisitions.**

2. The **Manage Requisitions** page is displayed.
3. Click the **Expand** Section button.
4. This section displays the lifespan of a requisition. Stages that are complete or in progress are highlighted with color and are active links.



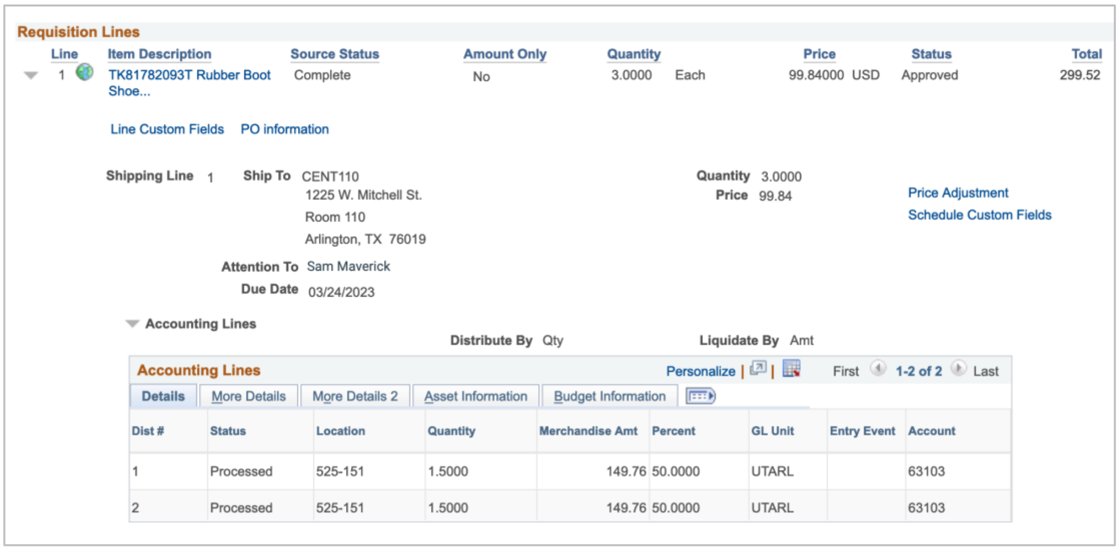
5. To view the details of the requisition, click the **Requisition** link.
6. The Requisition Details page is used to view details about a specific requisition.



7. The **Requisition Lines** section displays line-item information and comments for a specific requisition line.

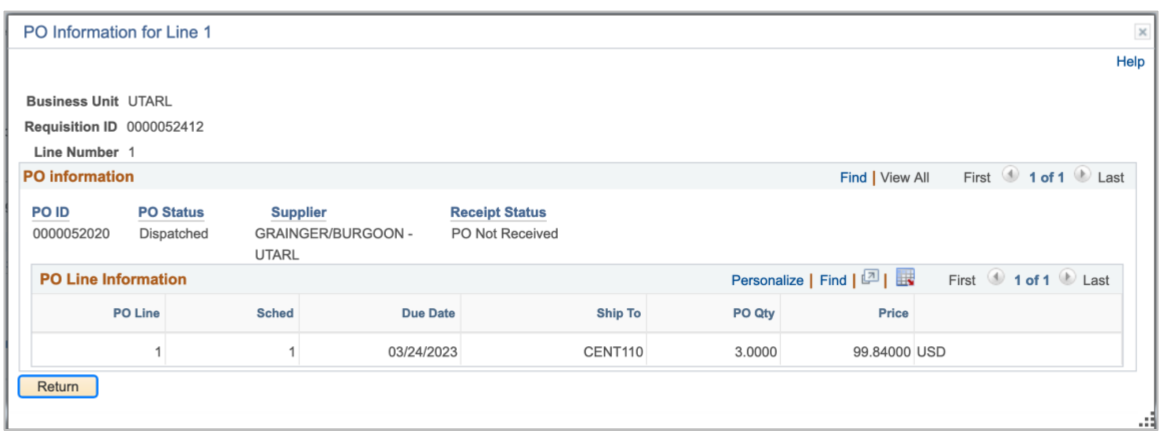
8. Click the **Expand** Section button.

9. This section will display information regarding the **Requisition Line**, including **Accounting Information.**



10. The **PO information** link will only be available when a PO has been created for the requisition.

11. To view the **PO Information**, click the link.



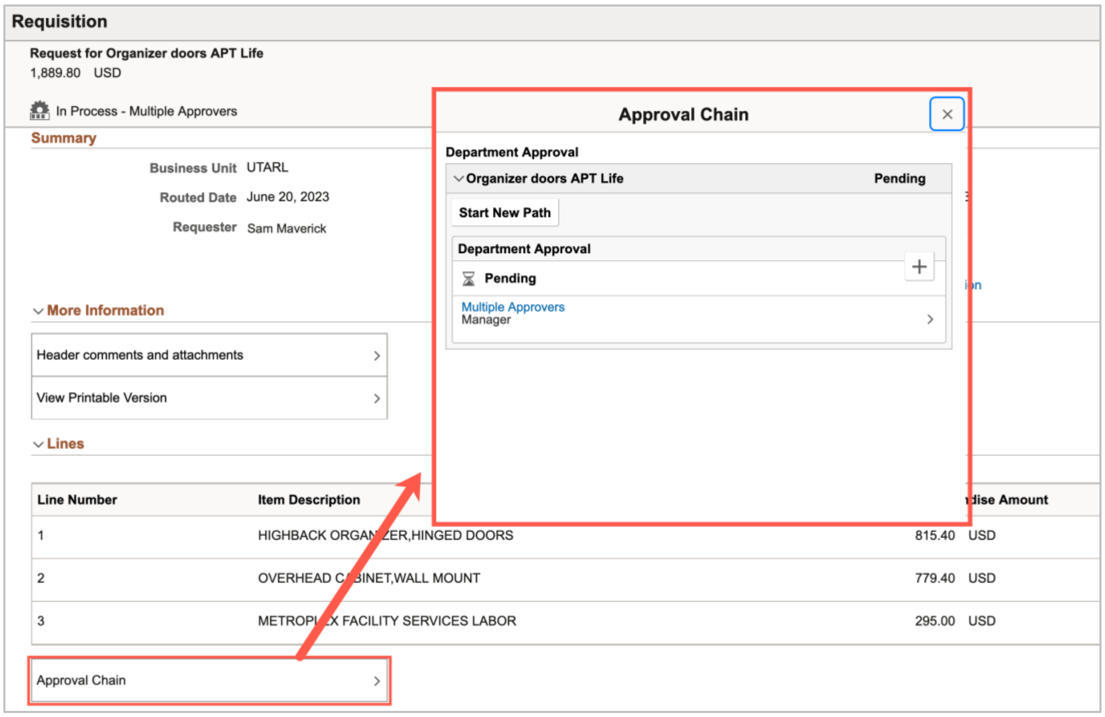
12. The **PO Information** section displays the purchase order number, status, and receiving information.

13. Click the **Return** button.

14. Click the **Return to Manage Requisitions** link.

15. To view approval information, click the **Approval Chain** button.

16. The **Approval Chain** option in the bottom left of the page will show the approval path of the requisition.



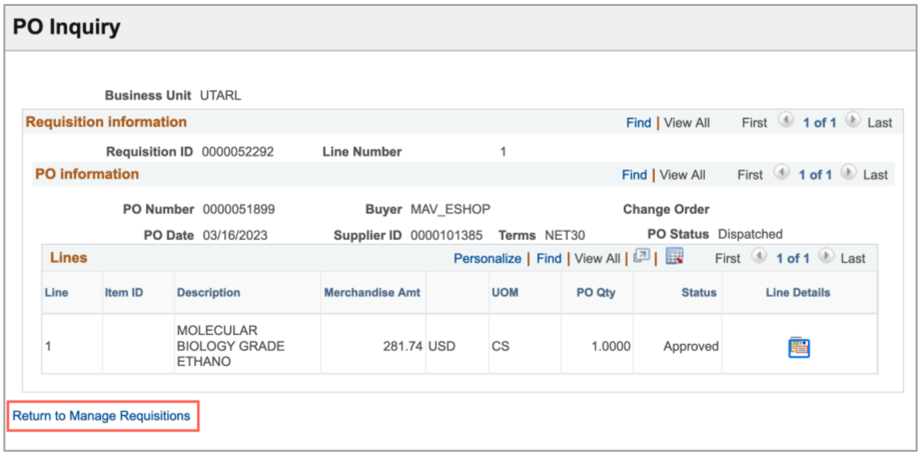
17. Click the **x** to close the window.

18. Click the **Return to Manage Requisitions** link.

19. The **Line Information** expansion section displays the items requested on the PO.

20. Click the **Return to Manage Requisitions** link.

21. To view information about the Purchase Order, click the **Purchase Orders** link.

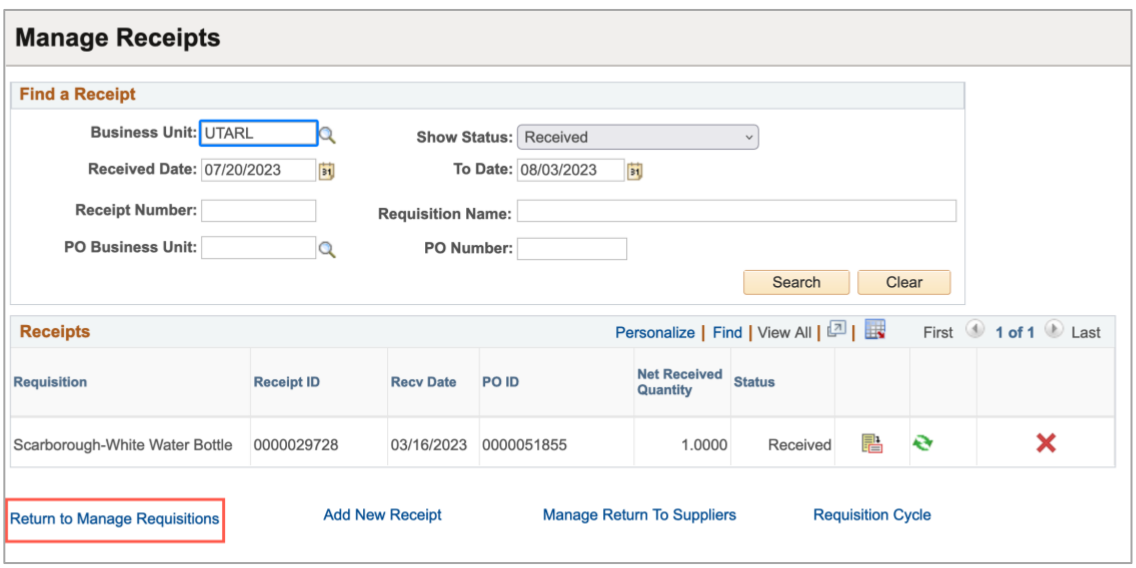


22. The **Purchase Order Inquiry** page provides the PO Number, the PO Status, and displays the items on the PO.

23. Click the Return to **Manage Requisitions** link.

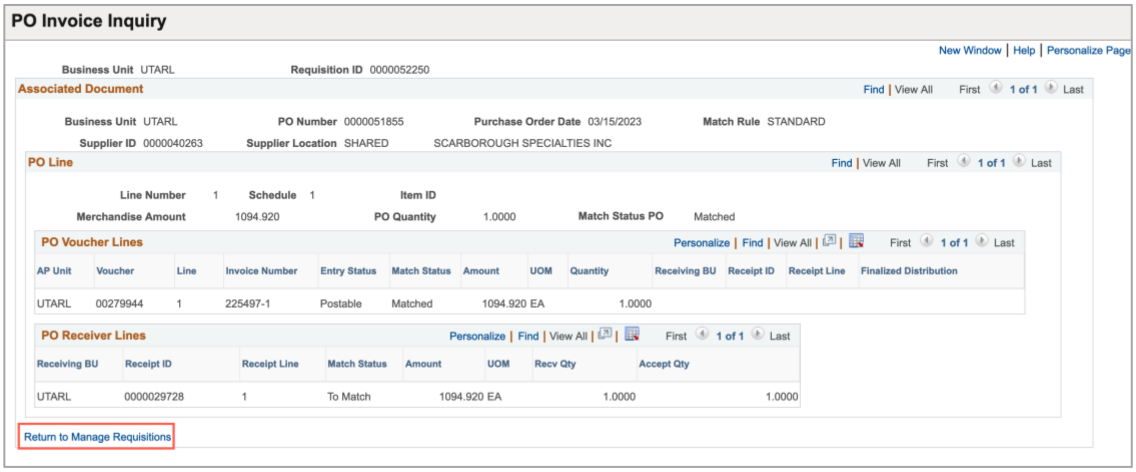
24. To view receiving information, click the **Receiving link**.

25. The **Manage Receipts** page displays the Receipt information for the PO such as the receipt ID, the date the items were received, the number of items received, and the status.



26. Click the **Return to Manage Requisitions** link.

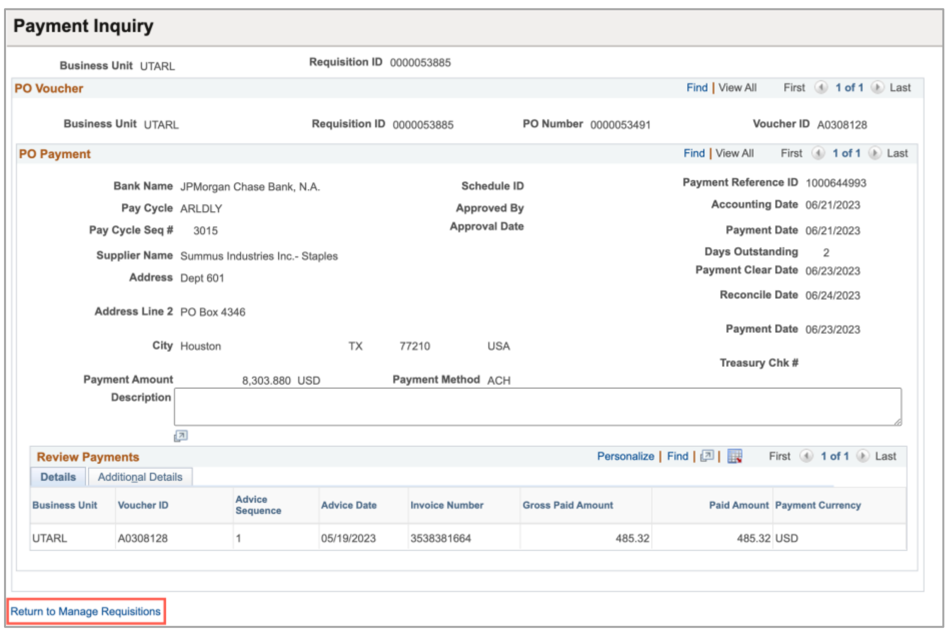
27. To view invoice information, click the **Invoice** link.



28. The Invoice Information page displays Voucher information for vouchers that have been matched to the requisition’s purchase order.

29. Click the **Return to Manage Requisitions** link.

30. To view payment information, click the **Payments** link.



31. The Payment Information page displays payment information for vouchers that have been matched to the requisition’s purchase order.

32. Click the **Return to Manage Requisitions** link.

Copy a Requisition

Copying an existing requisition eliminates redundant data entry by using an existing requisition as a template. Any requisition can be copied, regardless of its Request State. If necessary, you can override any values that were copied over with the requisition.

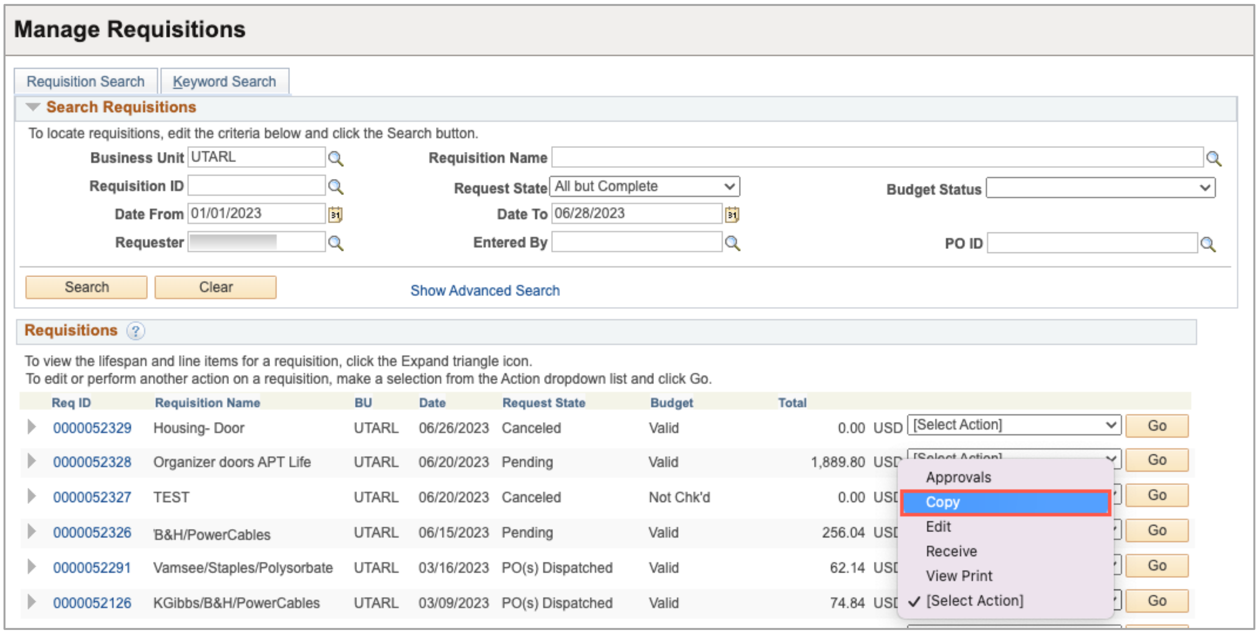
Copying a Requisition can be helpful in the event you order the same items on a reoccurring basis. If you have ordered this specific item before, you create a new requisition by copying the previous one.

Note: *Mav eSHOP requisitions cannot be copied.*

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

   Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Manage Requisitions.**

2. The Manage Requisitions page is displayed.
3. From the Manage Requisitions page, it may be necessary for you to enter one or more search keys to locate the requisition that you want to **Copy**.



4. To copy a requisition, click the **Select Action** drop-down on the requisition that you want to make a copy of.
5. Select **Copy** from the list. Click the **Go** button.
6. The **Checkout - Review and Submit** page is displayed with the information copied from the original requisition.
7. Now you can:
    a. Remove or add additional items.
    b. Modify the quantity and the price.
    c. Add accounting details.
    d. Save the requisition.
    e. Perform a Budget check.
    f. Submit the new requisition for approval.

Edit a Requisition

You may need to edit a requisition after creating it. Use the Edit Requisition link to perform activities such as adding comments, changing the number of items, and/or splitting expenses between Chartfield values.

It is possible to edit a requisition if the state is:

a. Open

b. Pending

c. Approved

You cannot edit the requisition if the state is one of the following, you will need to contact Procurement Services to make changes or corrections:

a. PO(s) Created

b. PO(s) Dispatched

c. Received

d. Partially Received

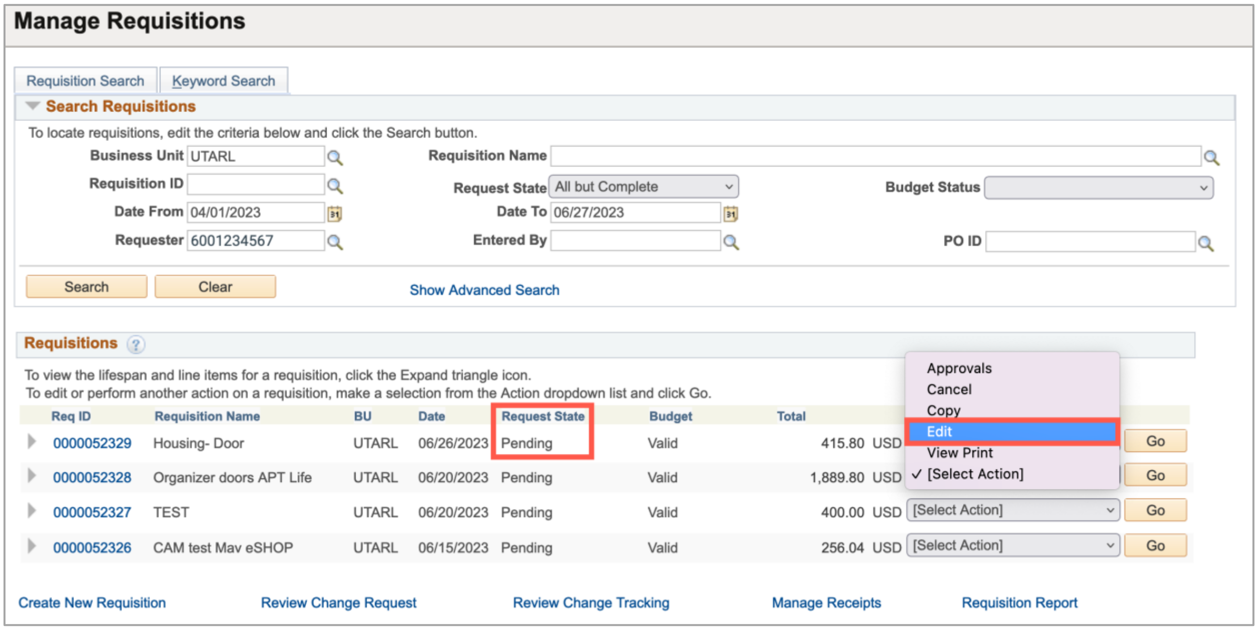
1. To navigate to the Manage Requisition page select the **Procurement Operations Homepage** and click on the **Manage Requisitions** tile.

   Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Manage Requisitions.**

2. The Manage Requisitions page is displayed.

3. From the Manage Requisitions page, it may be necessary for you to enter one or more search keys to locate the requisition that you want to **Edit**.

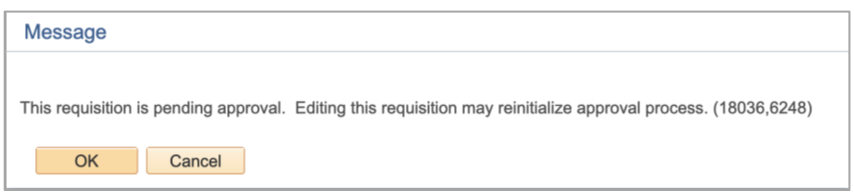
4. To edit a requisition, click the **Select Action** drop-down list on the requisition that you want to edit.



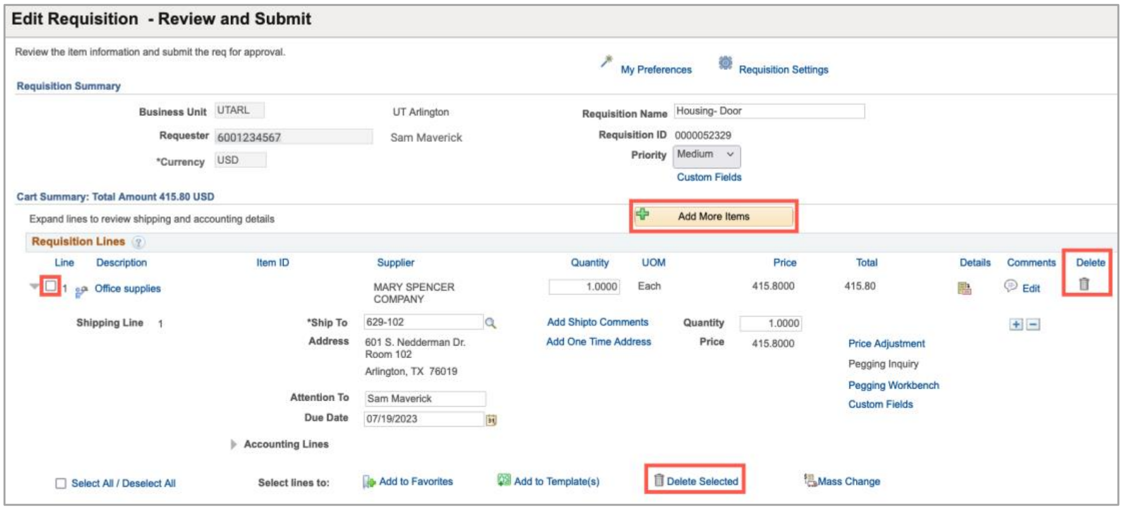
5. The requisition **State** is now **Pending**. This indicates the requisition has been created, but not yet approved.

Note: *Requisitions can be modified until they are sourced into a Purchase Order (PO). Once a PO has been created, if corrections are required, the requester must contact Procurement Services.*

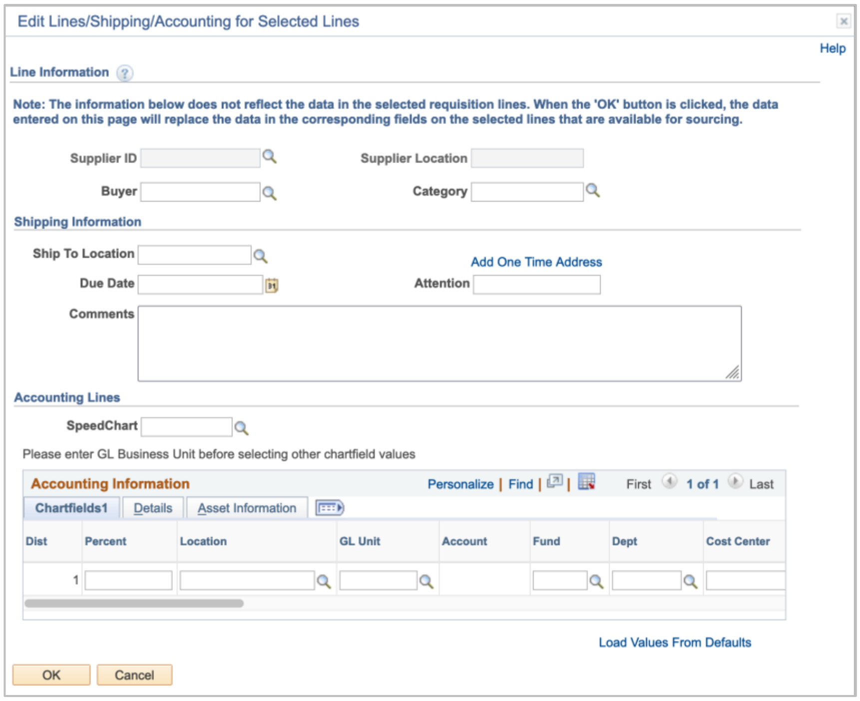
6. Select **Edit** from the list. Click the **Go** button.
7. Editing a requisition will take it out of the workflow process. You will see this message. Click ok to proceed with editing.



8. The **Edit Requisition - Review and Submit** page displays a summary of the line items already on the requisition.

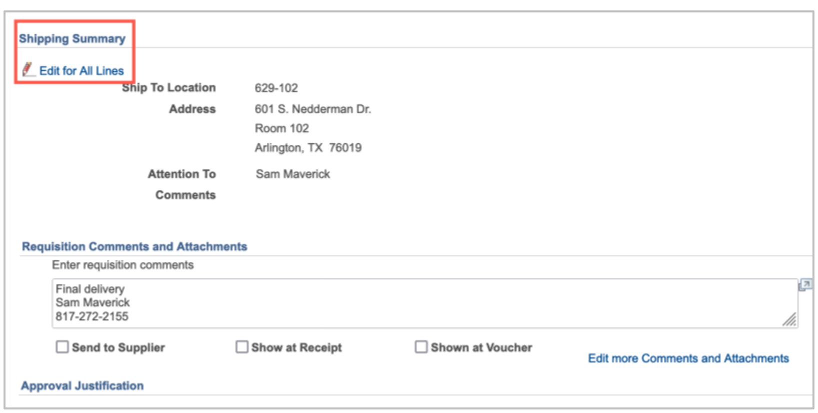


9. To add another line to the requisition, use the **Add More Items** button to open a new Special Requests page.
10. To delete a line from the requisition, use the **Delete** icon, or select the line(s) to be deleted using the selection box to the left of the line-item number and use the **Delete Selected** link.
11. To change accounting information, shipping information, or due date for one requisition line, click the **expansion arrow** for the line to display the line information. Make the necessary changes.
12. To make a change to all lines on a requisition with one action, check the **Select All/ Deselect All** box, then click the **Mass Change** link. The information entered on the Mass Change screen will update to the selected line items.

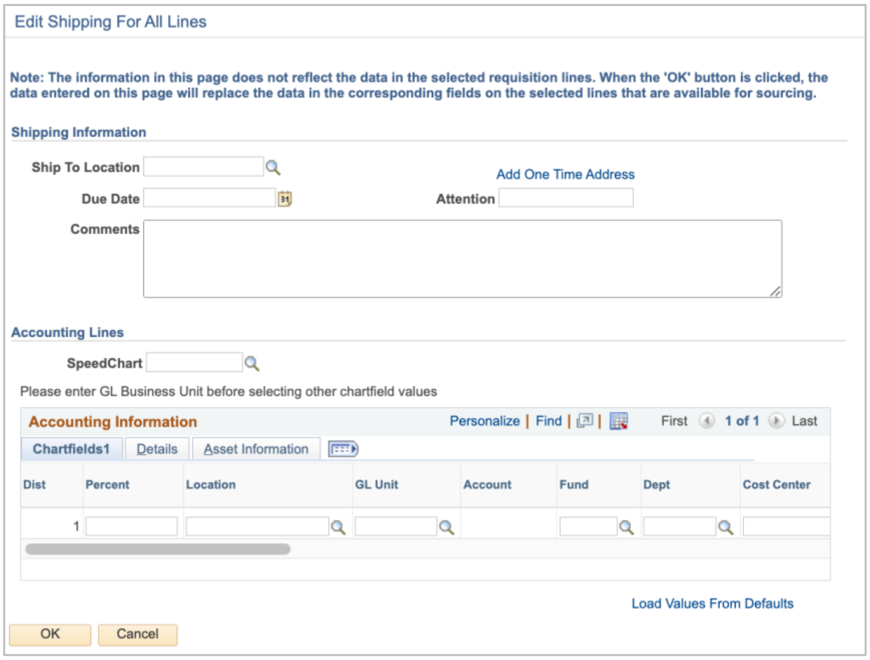


Note: *If a change to a requisition causes a funding change, either in amount or funding source, the budget check status will change to* **Not Checked** *and the budget check process must be run again.*

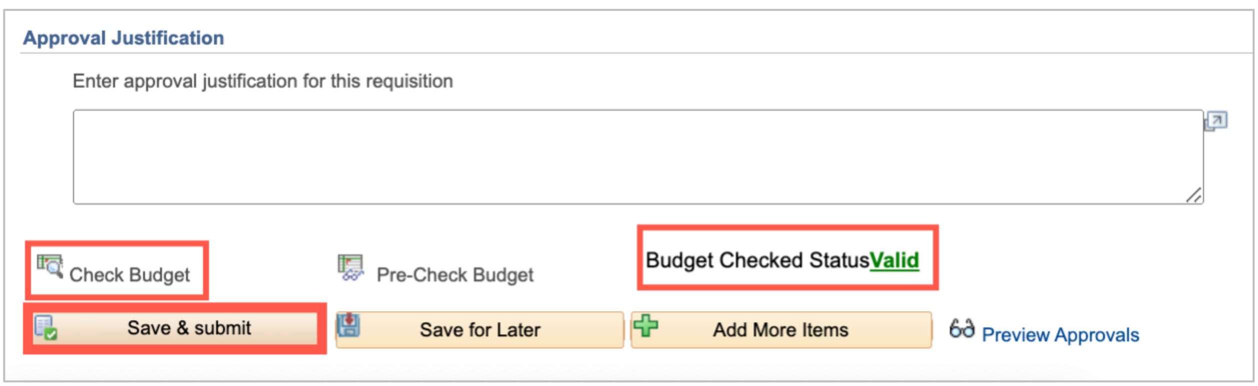
13. To change the Shipping Information for all lines on the requisition, click the **Edit for All Lines** link under the Shipping Summary section.



14. This will display the **Edit Shipping for All Lines** page. Make the necessary changes and click **OK**.



15. Once the requisition is updated and has a valid budget check, click **Save & Submit** to submit the requisition for Workflow approvals.



Cancel a Requisition

The Cancel requisition business process is used to delete a requisition that is no longer needed. If a requisition has been sourced into a purchase order (PO), the requester will not be able to cancel the request.

You can Cancel a Requisition if the state is:

a. Open
b. Pending
c. Approved

You cannot cancel the requisition if the state is one of the following, you will need to contact Procurement Services.

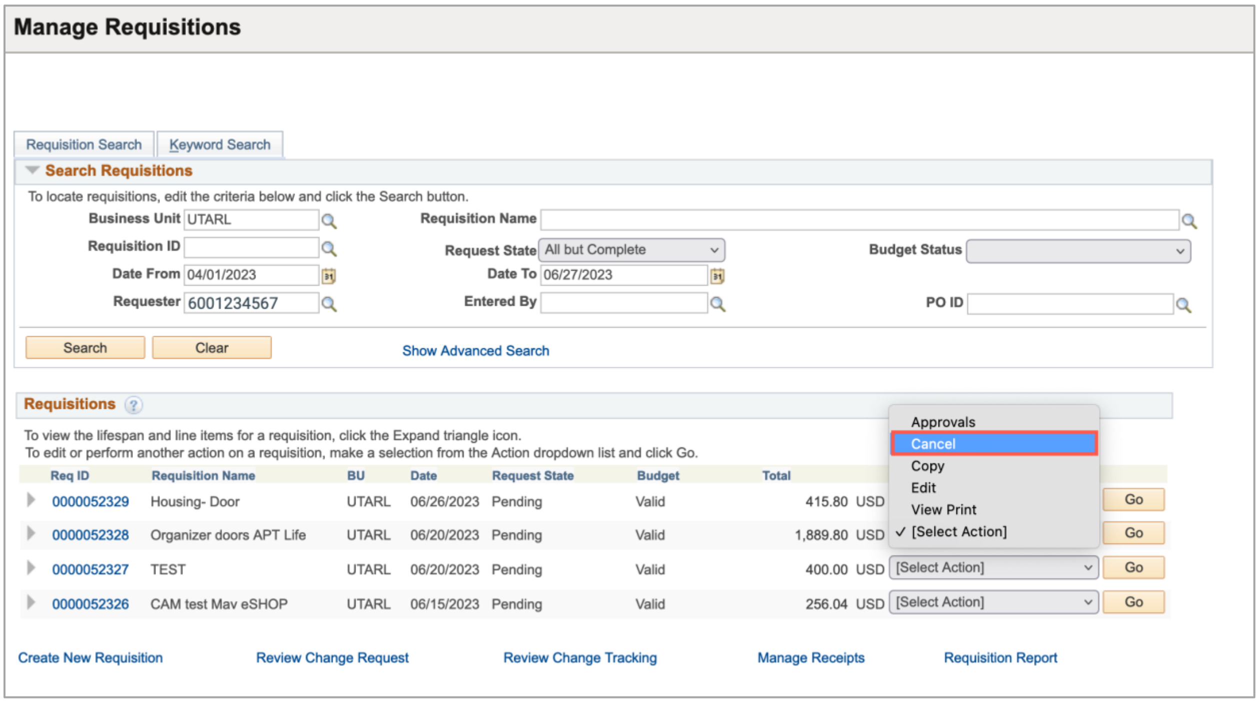
a. PO(s) Created
b. PO(s) Dispatched
c. Received
d. Partially Received

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

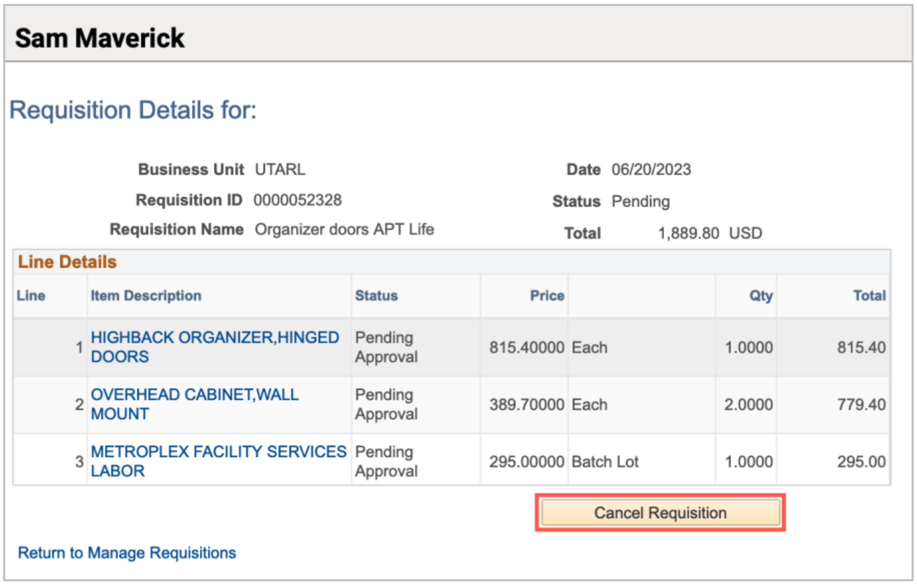
Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Manage Requisitions.**

2. The **Manage Requisitions** page is displayed.
3. From the Manage Requisitions page, it may be necessary for you to enter one or more search keys to locate the requisition that you want to **Cancel**.

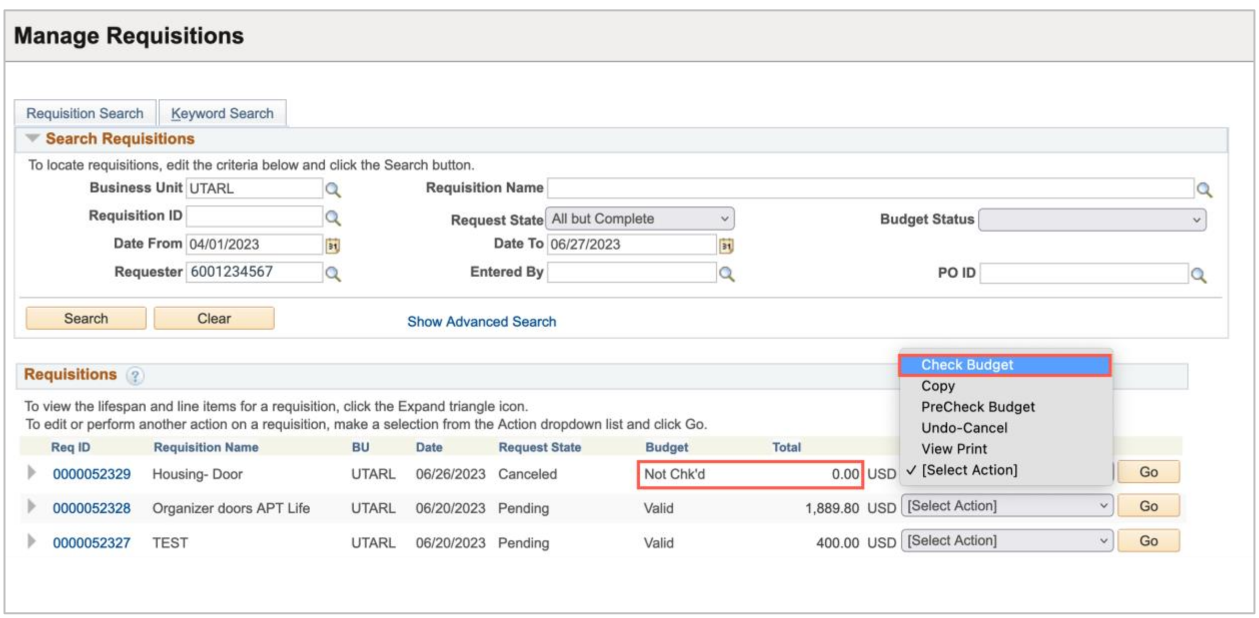
4. Verify the state of the requisition. To cancel a requisition, it must be in one of the following states:
    a. Open
    b. Pending
    c. Approved
5. To cancel a requisition, click the **Select Action** drop-down list on the requisition that you want to cancel.



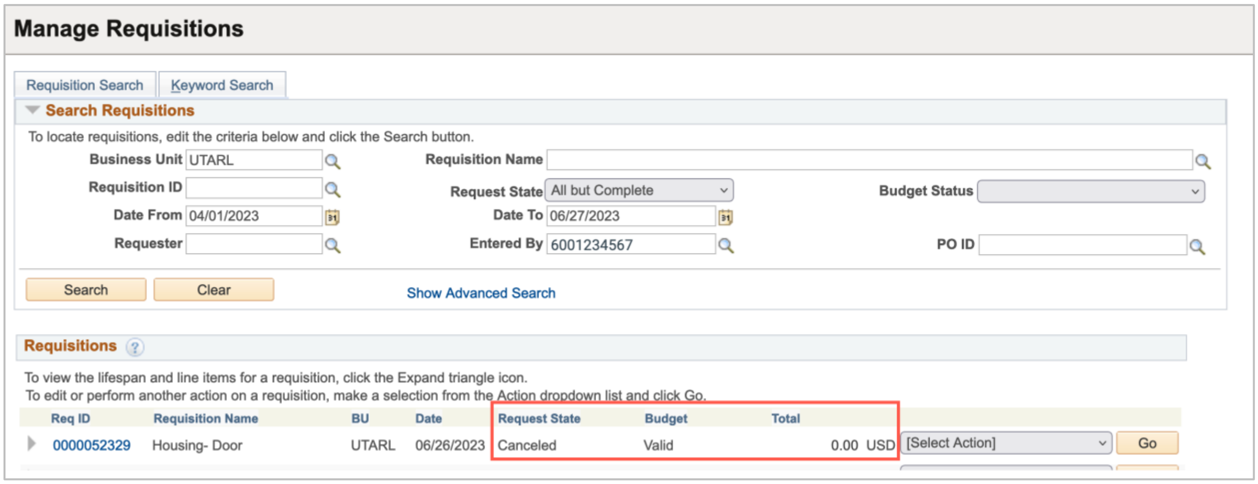
6. Select **Cancel** from the list. Click the **Go** button.
7. Click the **Cancel Requisition** button. This will return you to the **Manage Requisitions Page**.



8. Notice, the State of the requisition is now **Canceled**, the Total amount is $0.00, and the Budget Status is **Not Chk'd.**
9. To release the pre-encumbrance held by the requisition, click the **Select Action** drop-down list, and select **Check Budget**. Click the **Go** button.



10. Notice the **Budget** Status is now **Valid** with the amt of $0.00. The Requisition is now successfully canceled.



Re-Open a Requisition

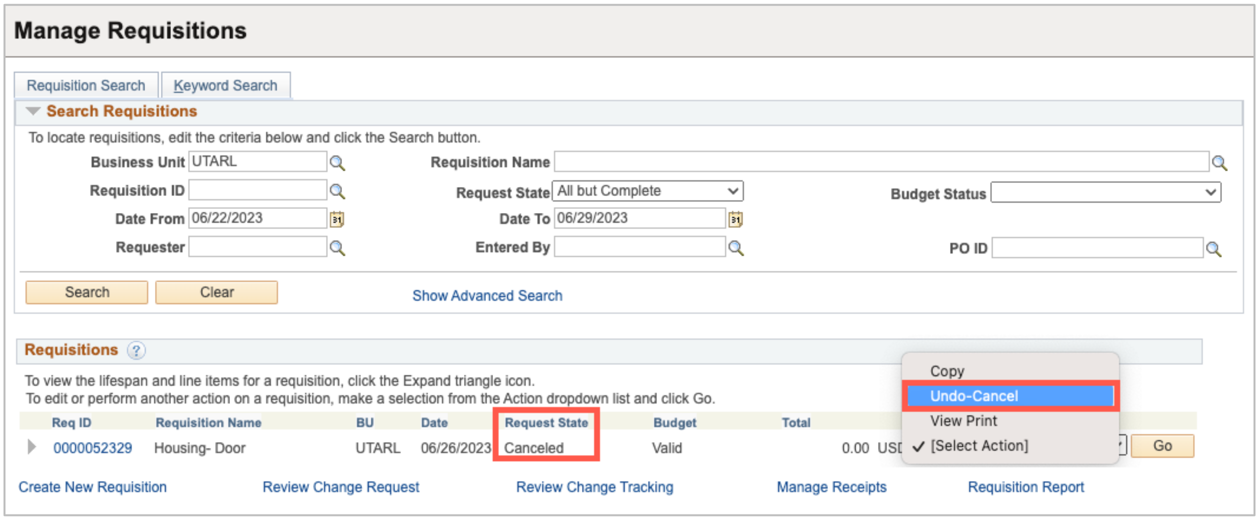
The requisition Re-Open process allows you to reverse the State of a canceled requisition. Some reasons for re-opening a requisition would be if the requisition was canceled in error or if the requisition should have been modified and resubmitted instead of canceled.

In the event, the requisition was canceled by mistake. You can follow the steps below to re-open the requisition for processing.

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

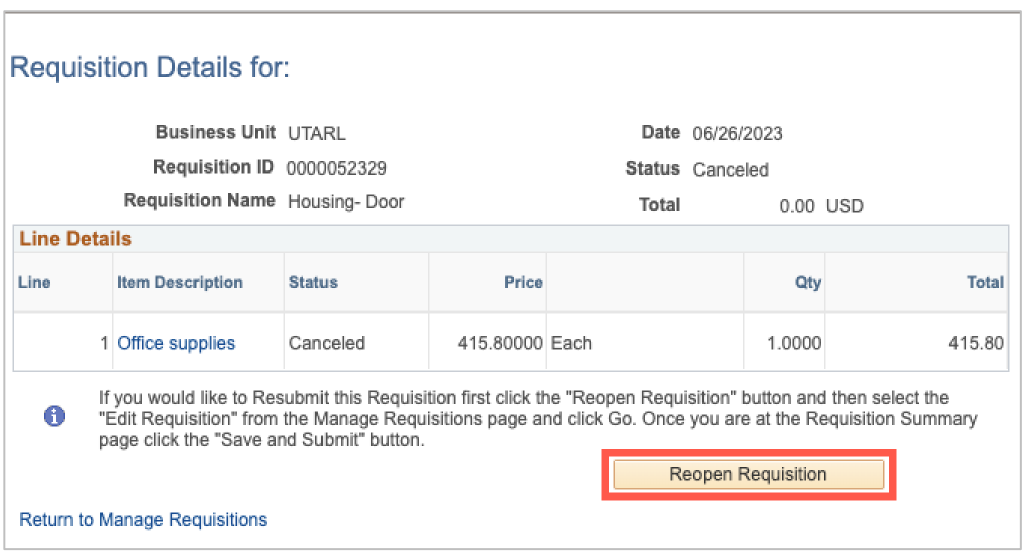
Alternatively, navigate to the page using the Navigation path: **NavBar > Menu > Financials > eProcurement menu > Manage Requisitions.**

2. The Manage Requisitions page is displayed.
3. From the Manage Requisitions page, it may be necessary for you to enter one or more search keys to locate the requisition that you want to **Re-Open**.

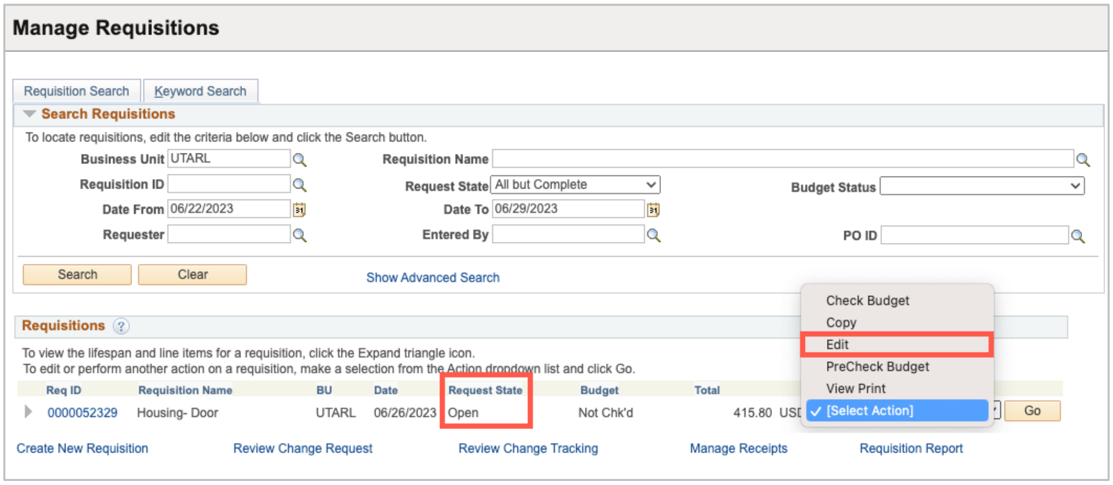


Note: *Notice, the State of the requisition is* **Canceled**.

4. To re-open a requisition, click the **Select Action** drop-down list for the requisition that you want to re-open.
5. Select Undo-Cancel from the list. Click the **Go** button.



6. Click the **Reopen** Requisition button.



   a. Notice, the State of the requisition is now **Open**.

7. To return to the requisition to make changes, click the Select Action drop-down list.
8. Select **Edit**. Click the **Go** button.
9. The Edit Requisition - Review and Submit page is displayed. This page provides a summary of the line items that were on the requisition that you re-opened. At this point, you can:
10. You can now:

    a. Remove or add additional items.

    b. Modify the quantity and the price.

    c. Add accounting details.

    d. Save, budget check, and submit the requisition for approval.

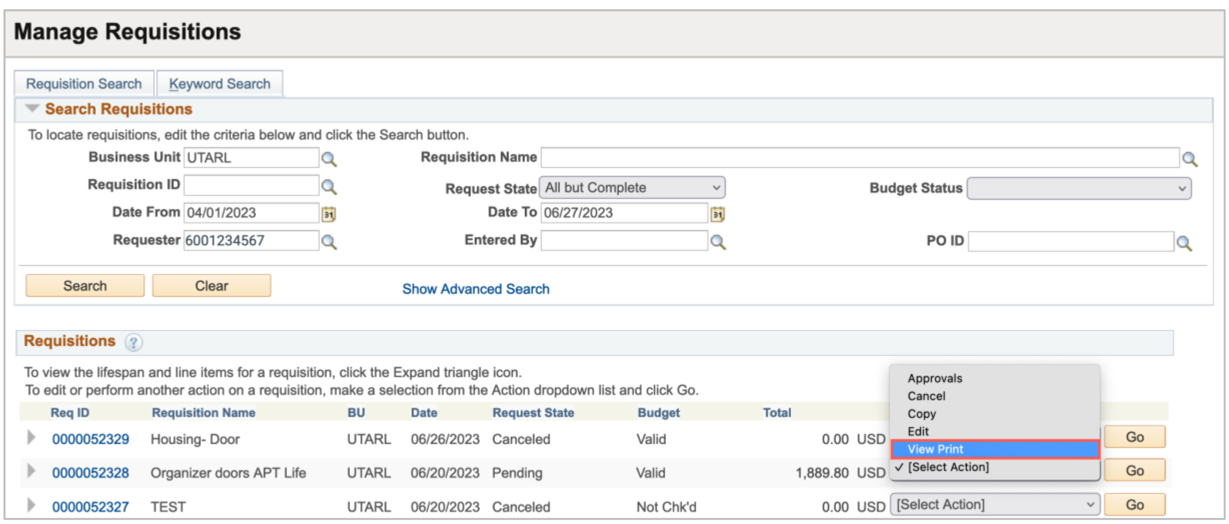
View the Printable Version of a Requisition

The View a Printable Version of Requisition process enables you to print a copy of the requisition if necessary.

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

Alternatively, navigate to the page using the Navigation path: **NavBar > Menu > Financials > eProcurement menu > Manage Requisitions.**

2. The Manage Requisitions page is displayed.
3. From the Manage Requisitions page, it may be necessary for you to enter one or more search keys to locate the requisition that you want to **Print**.
4. To View a Printable Version of a requisition, click the **Select Action** drop-down list for the requisition that you want to print.



5. Select **View Print** from the list. Click the **Go** button.
6. You can choose to display this report with or without the distribution details. The distribution details contain Chartfield information.

Business Unit: UTARL
Requisition: 0000052329
Requisition Name: Housing- Door
Header Comments: Final delivery
Sam Maverick
817-272-2155

Requester: 6001234567
Requested By: Sam Maverick
Entered Date: 6/26/23

Status: Canceled
Currency: USD
Requisition Total: 0.00

Line: 1 **Item Description:** Office supplies **Quantity:** 1.0000 **UOM:** EA **Price:** 415.8000 **Line Total:** 415.80
Line Status: Canceled

Line Comments:
<<Office supplies 2023>>

Ship Line: 1
Attention: Sam Maverick
Ship Via: BEST_WAY

Ship To: 629-102
Due Date: 7/19/23
Freight Terms: FOBDESTINT

Address:
601 S. Nedderman Dr.
Room 102
Arlington TX 76019
United States

Shipping Quantity: 1.0000
Shipping Total: 415.80

Dist	Status	Location	Qty	Percent	Amount	GL Unit	Account
1	Canceled	CENT110	1.0000	100.00	415.80	UTARL	63204

Dept	Fund	Class
543210	4700	500

Open QTY	Open Amt
0.0000	0.0000

GL Base Amount	Currency	Sequence	Capitalize
415.80	USD	0	N

Chartfield 1
123456

Note: *This image does not contain the distribution details.*

Purchase Orders

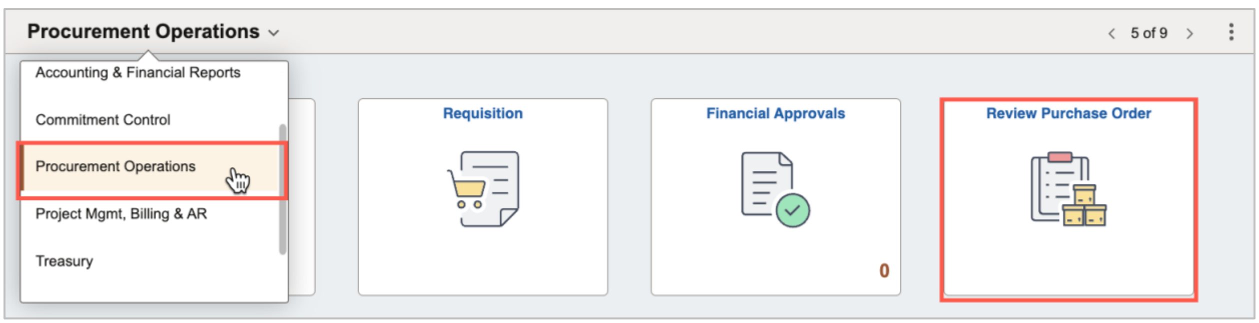
The requisition is the first step in the purchasing cycle. A requisition is an internal document and is used to specify products or services needed, delivery requirements and provides approvals for the purchase. It is the source document from which the purchase order (PO) is prepared. A PO is an external document that provides the supplier with the information needed to complete the order Once a PO is budget checked and dispatched, the requisition pre-encumbrance is released, and a PO encumbrance is created.

At times it may be useful to view details about the PO, there are several ways to find the needed details of a PO. You can use the PO Inquiry page to view additional details about the PO, you can print a copy of the PO for physical records, and you can view the PO Activity Summary.

PO Inquiry

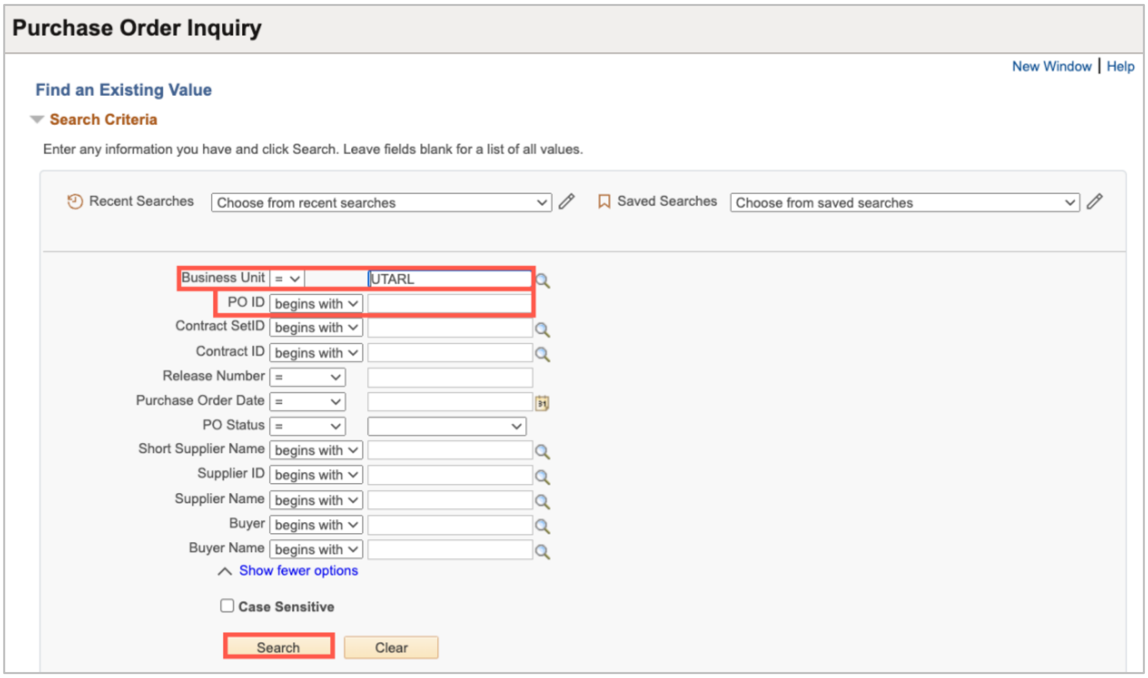
The Purchase Order Inquiry page includes information such as PO status, receipt status, encumbrance balance, and direct links to related documents. Please note, some of the links open in a new window.

1. Select the **Procurement Operations** home page and click the **Review Purchase Order** tile.



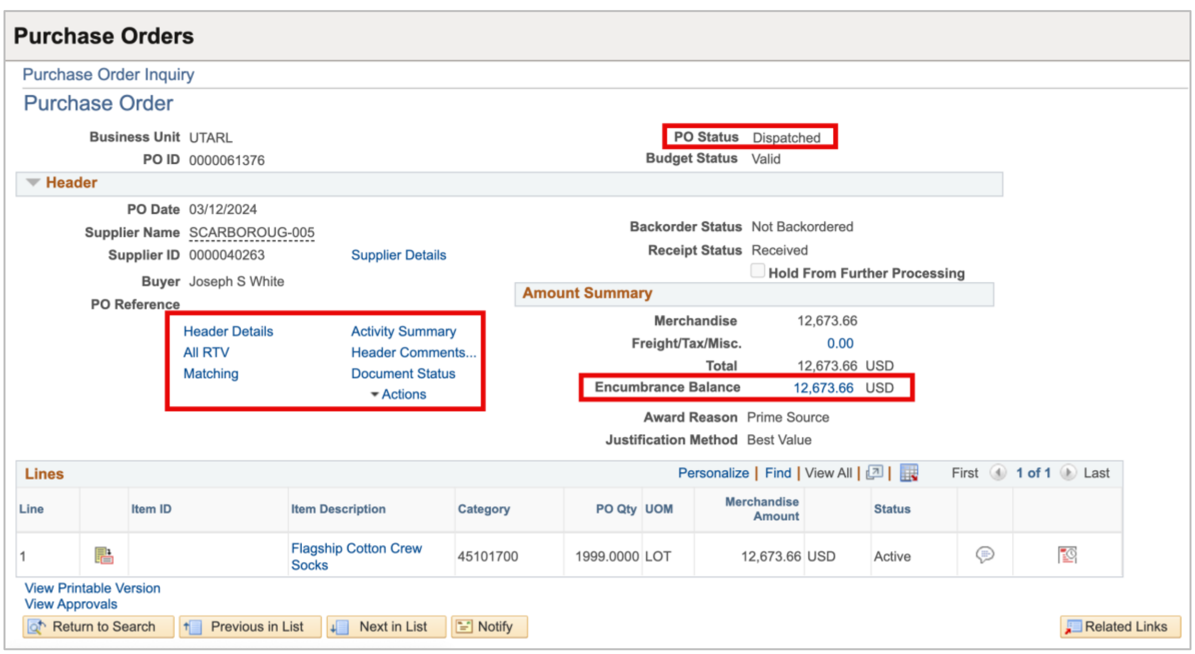
Alternatively, navigate to the page by using the Navigation path**: NavBar > Menu > Financials > Purchasing > Purchase Orders > Review PO Information > Purchase Orders.**

2. On the Find an Existing page, enter **UTARL** for the Business Unit (if it does not pre-populate) and the PO ID number for the PO number to view, then click **Search**.

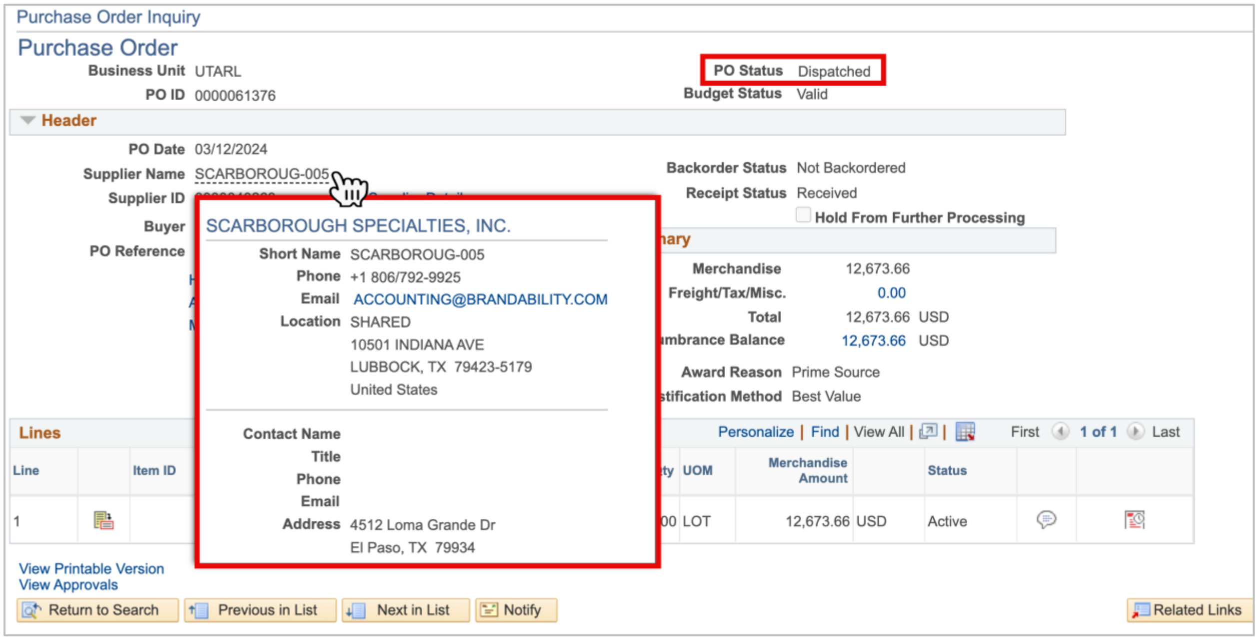


Note: *If the PO number is unknown, other search criteria can be used to look up the PO.*

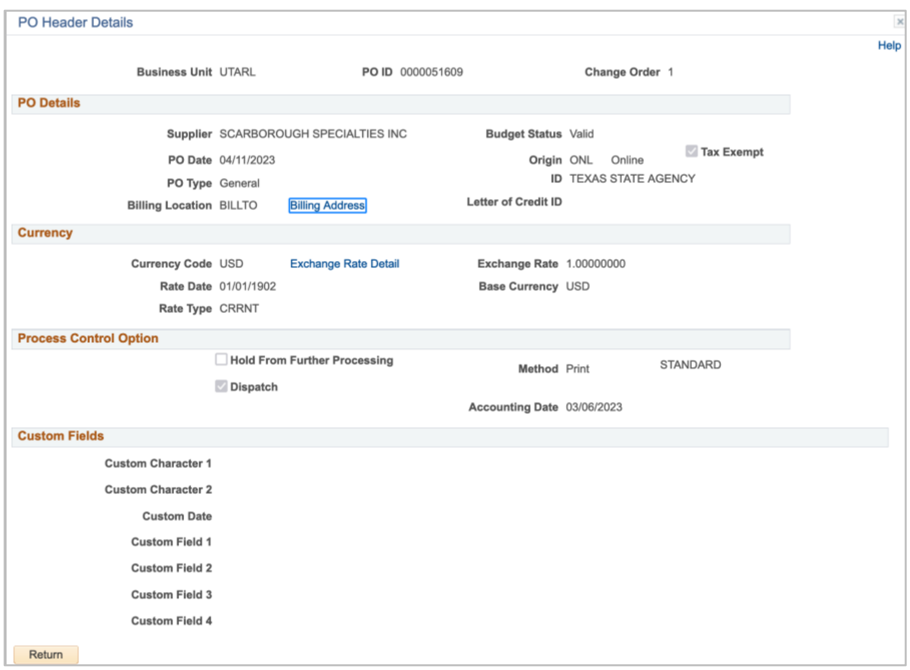
3. The **PO Status** can be seen at the top right of the page.



4. To view Supplier details, click on the **Supplier Name**.

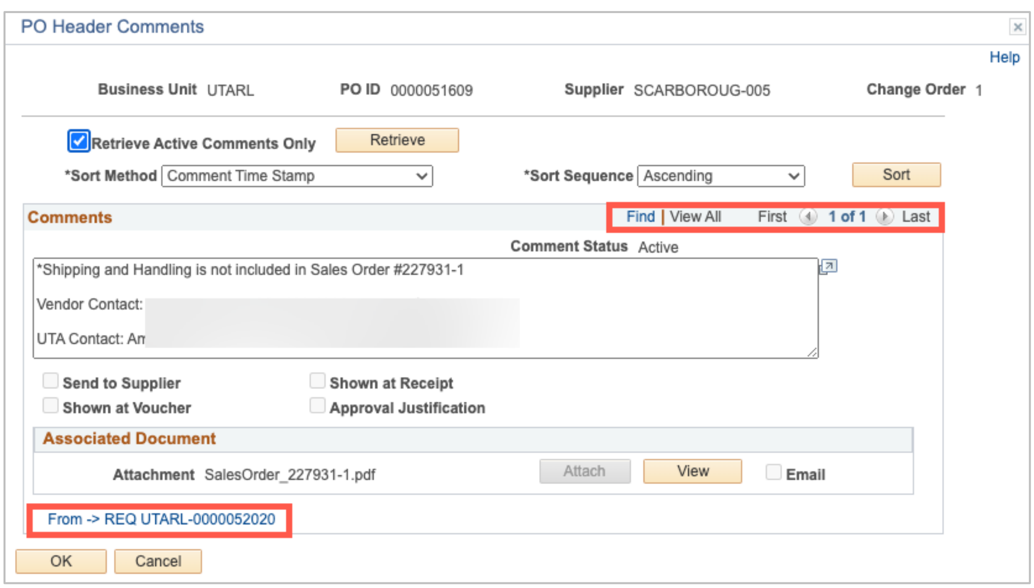


5. Click the **Header Details** to view details regarding the purchase order header.

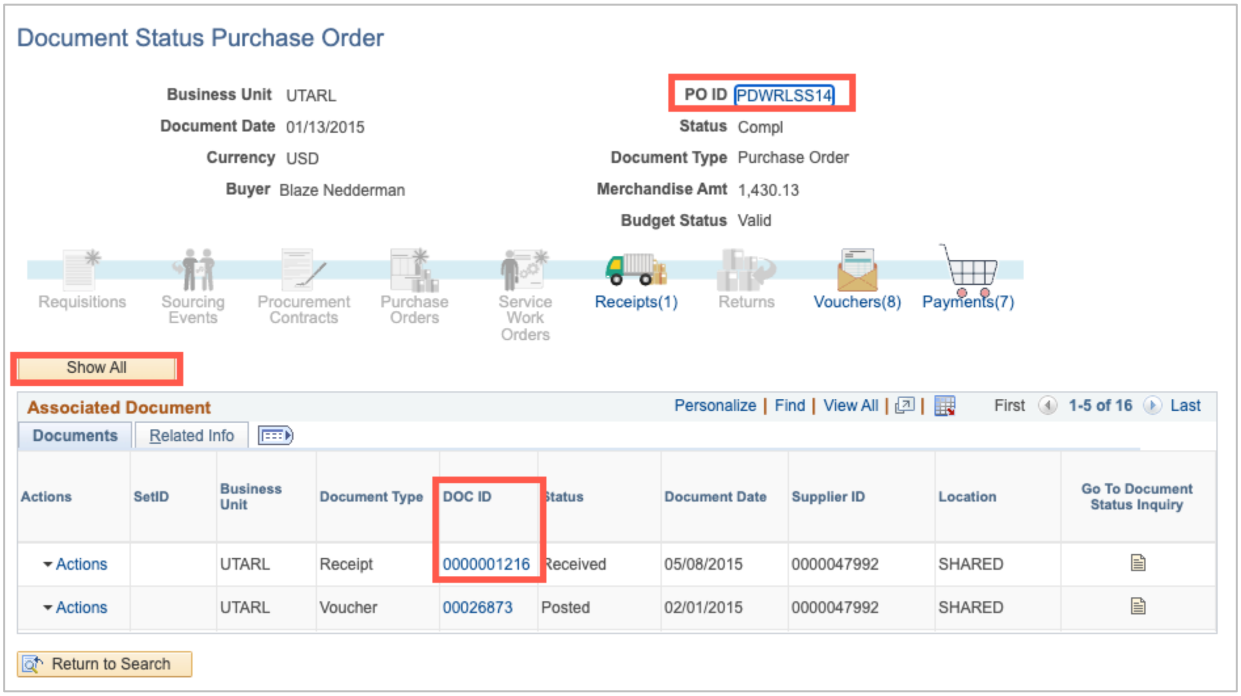


6. The **Change Order** link is used to view changes and corrections to the purchase order. If there is more than one, it may be necessary to use the navigation buttons to view all change orders.
7. The **All RTV** link is used to view items that are returned to the supplier. UTA does not use this module.
8. To view the Matching status, click the **Matching** link which displays the match status of the PO.

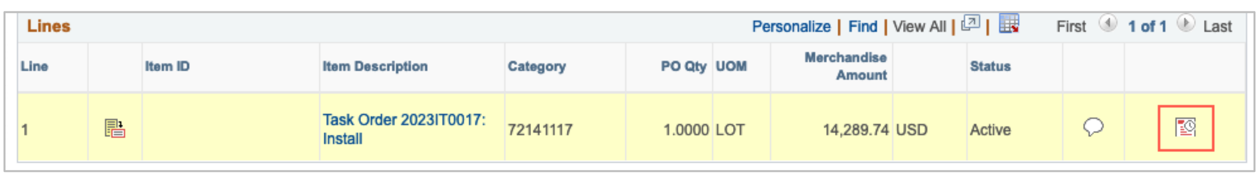
9. Click **Return** to go back to the Purchase Order Inquiry
10. Click **Header Comments** to view comments and attachments that apply to the entire purchase order.



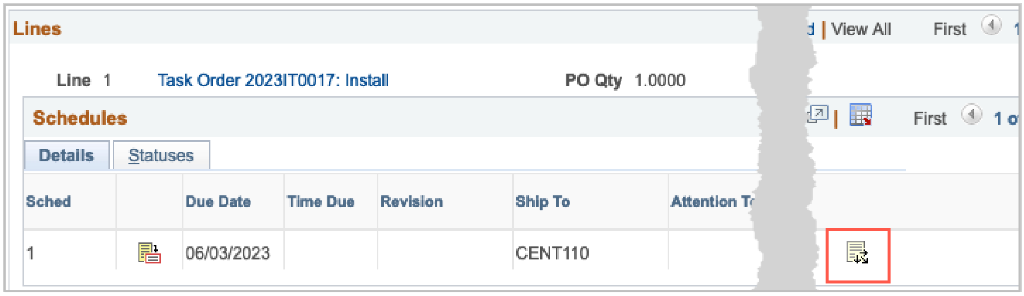
11. The Document Status link is to view all documents related to the purchase order. To find information for one document type, click on the icon in the purchase order life cycle. The icons in color have actions at that status. To again show all document information, click the **Show All** button. To navigate to a particular document, click on the **DOC ID**.



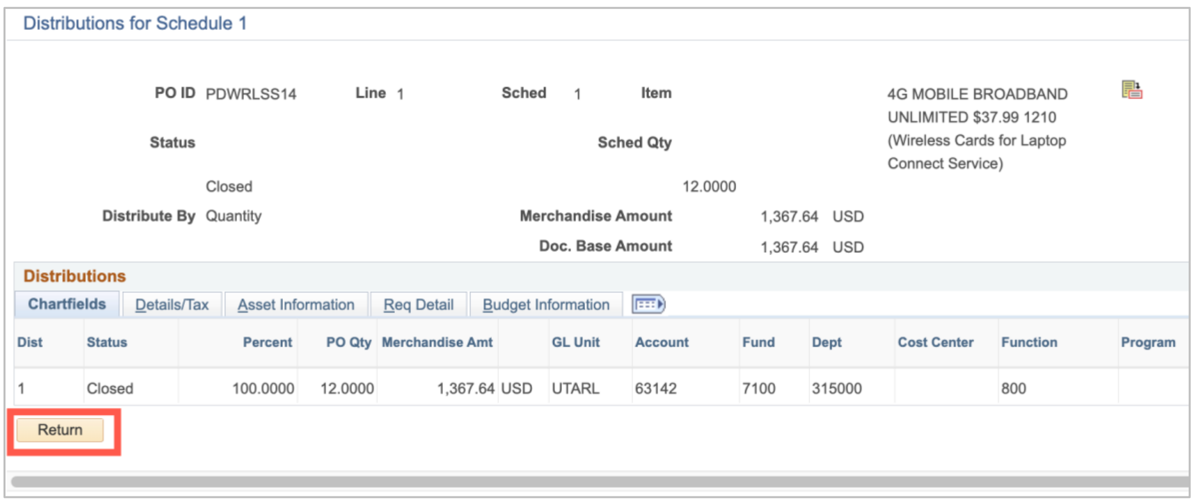
12. To view distribution information for a PO line, click on the **Schedule** icon for the PO line.



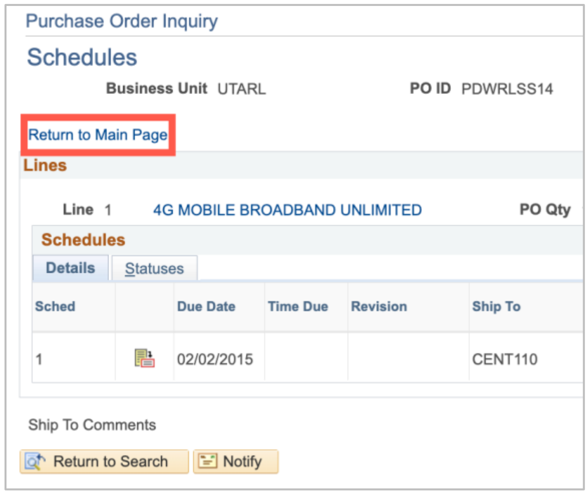
a. From the Schedules page, click on the **Distributions/ChartFields** icon.



b. The distribution for the PO line will be displayed. To return to the Schedules screen, click the **Return** button on the Distributions page.



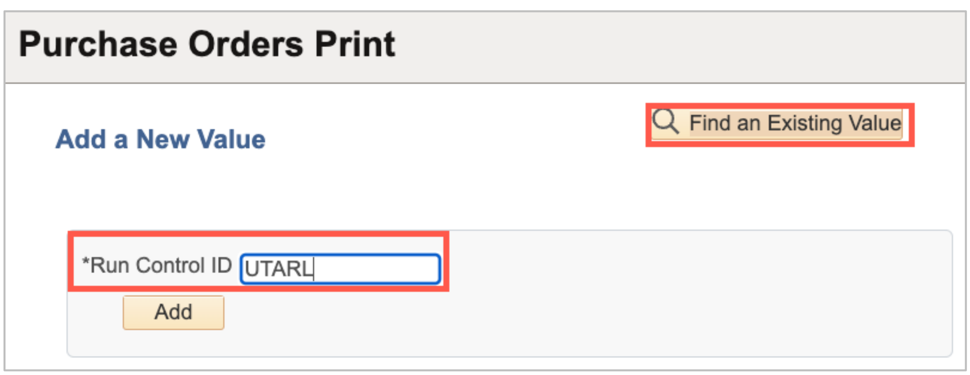
c. To return to the Purchase order Inquiry Screen click the **Return to Main Page** link on the Schedules screen.



Print PO

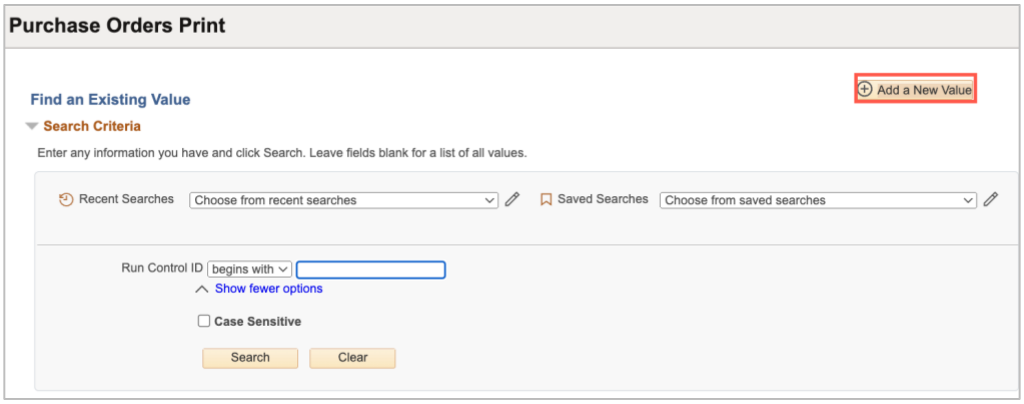
To Print a PO navigate to the page using the Navigation path**: NavBar > Menu > Financials > Purchasing > Purchase Orders > Review PO Information > Print POs.**

1. The Purchase Orders Print page is displayed. This page is used to search for an existing Run Control ID (Find an Existing Value) or to create a new Run Control (Add a New Value). The first time a purchase order report is printed, a Run Control ID must be created. A Run Control ID is a unique name used to identify which inputs on a page are saved and used to run a specific report. It is case-sensitive, can be up to 30 characters in length, and can contain underlines and dashes. It cannot contain spaces. Once a run control is created, it can be accessed from the **Find an Existing Value** tab.



Note: *A run control is user-specific and cannot be used by anyone other than the individual who created it.*

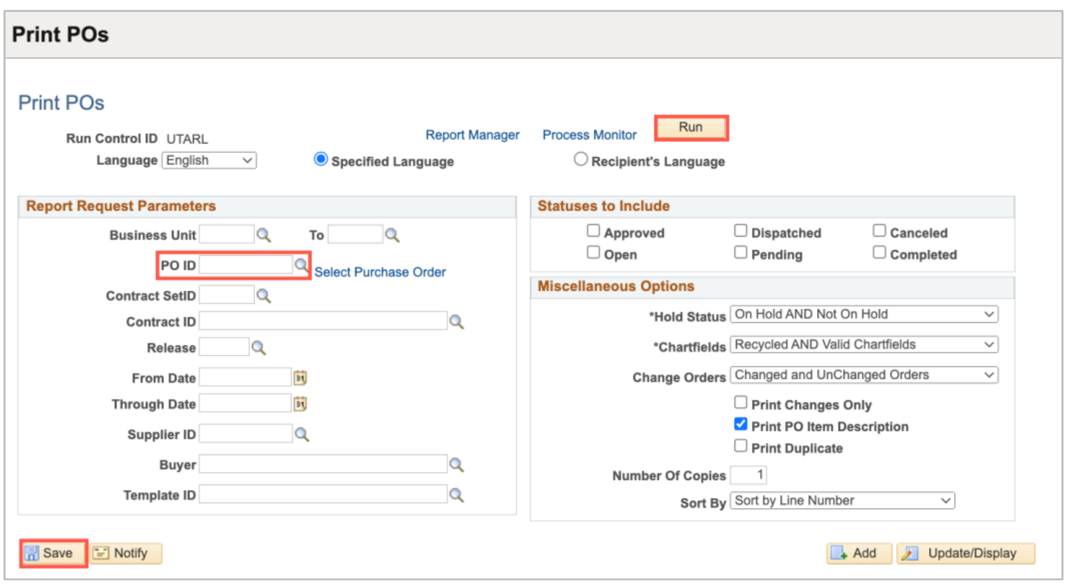
2. Click the **Add a New Value** tab.



3. Click in the **Run Control ID field** and provide a name for the run control.

4. Click the **Add a New Value** button.

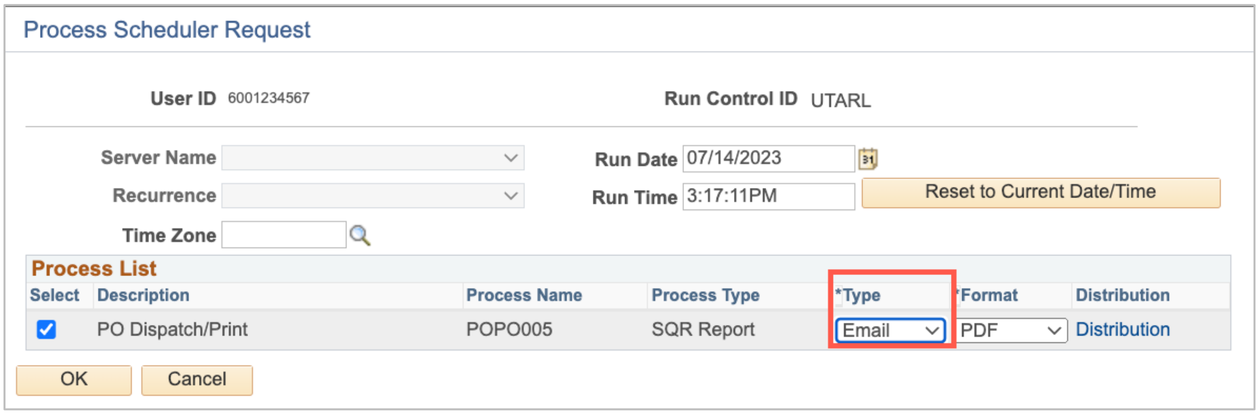
5. From the Print POs page, enter the values needed to run a purchase order report.
   a. Enter **UTARL** into the Business Unit field.
   b. Enter the Purchase Order number that you want to print in the **PO ID** field.
   c. Click **Save**.
   d. Click **Run**.



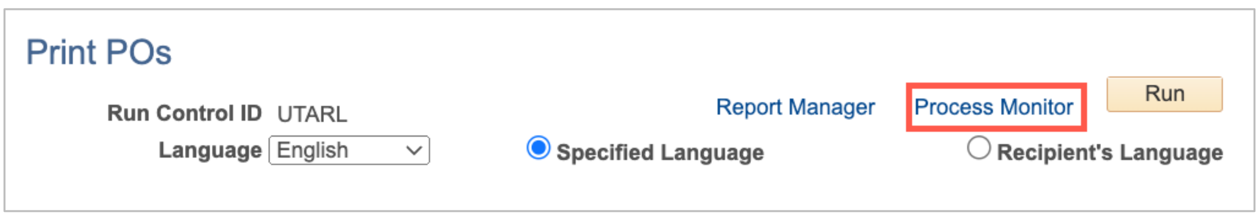
6. The Process Scheduler Request page will populate. From the **Type** drop-down menu, select:

a. **Web**, which will make the report available in the Reports Manager

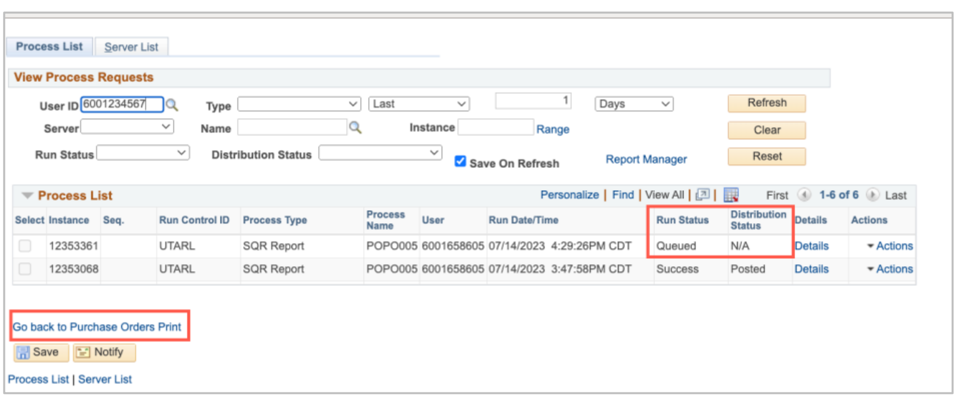
b. **Email**, this will email the pdf PO to your email.



7. Click **OK.**
8. Click the **Process Monitor** link.

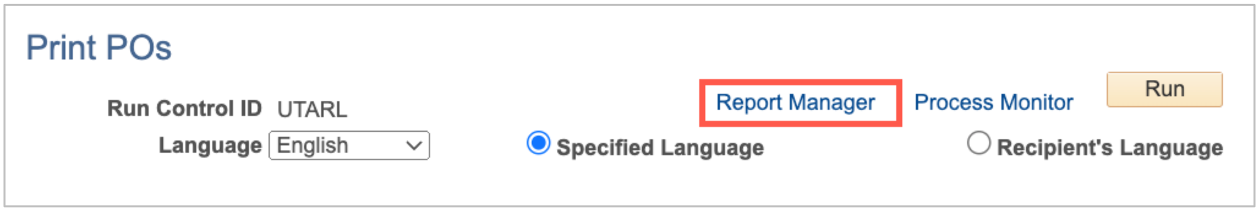


9. Notice, the Run Status and the Distribution column. It may be necessary to click the **Refresh** button until the Run Status is displaying Success and the Distribution Status is Posted.

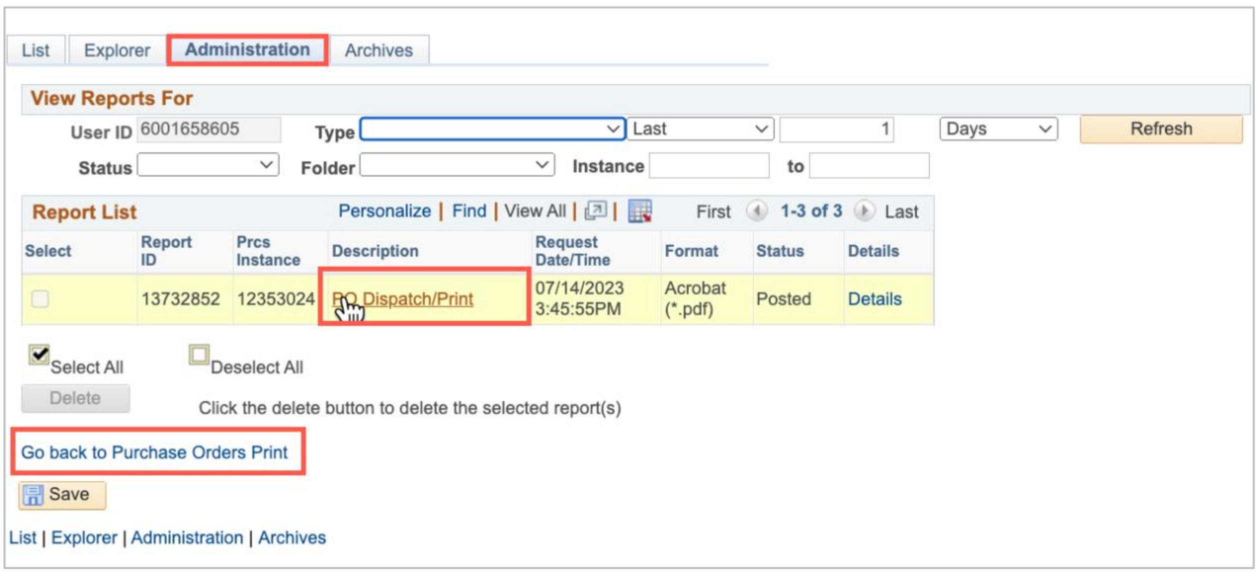


10. Click the **Go back to Purchase Orders Print** link.

11. If Email was chosen to have the Printed PO emailed, an email should be received with the PDF of the PO attached.
12. If Web was chosen, click the **Report Manager** link. Dan



13. Click the **Administration tab** to view the report.
14. Click the PO **Dispatch/Print link** to display the PO.
15. To go back to the Print PO screen, click the **Close** button to close the new window.
16. Click the **Go back to Purchase Orders Print** link.

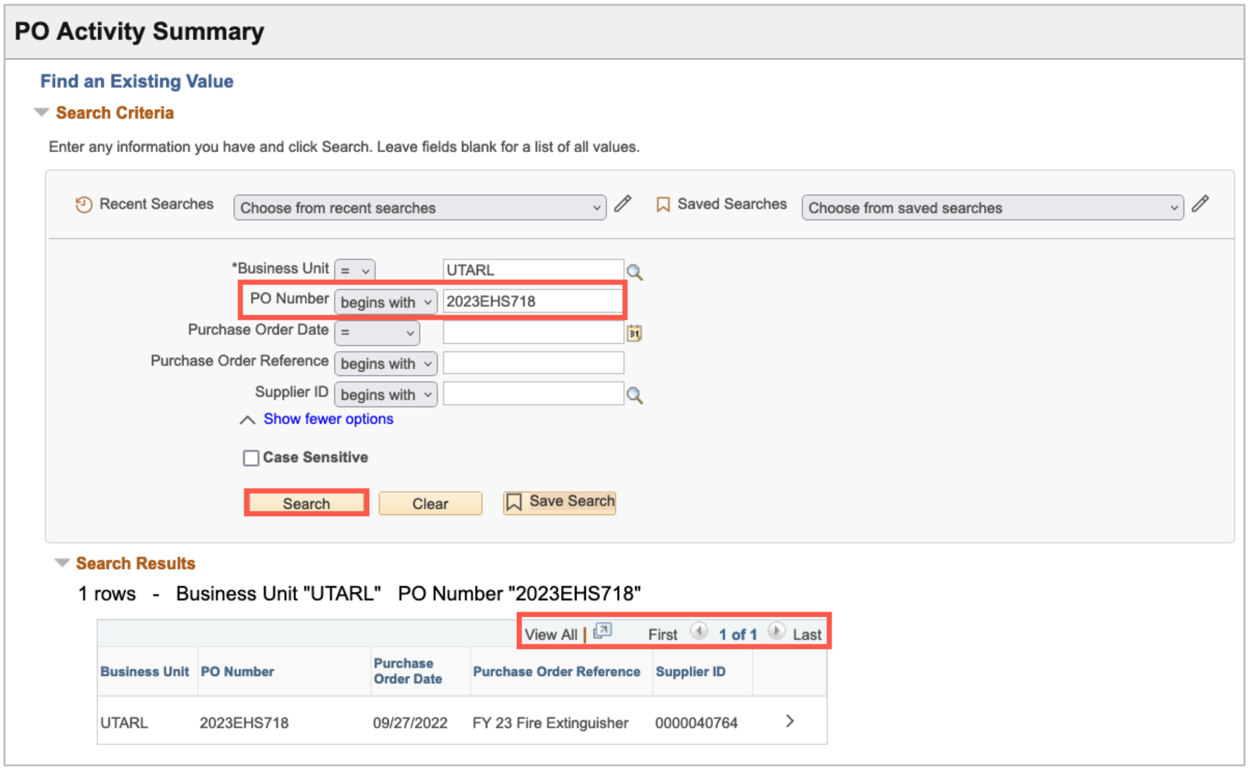


PO Activity Summary

The PO Activity Summary page displays the status of the purchase order (PO) and the total amount of the merchandise. The PO Activity summary page gives insight into receiving, invoicing, matching, and any activities that have been performed on the selected PO.

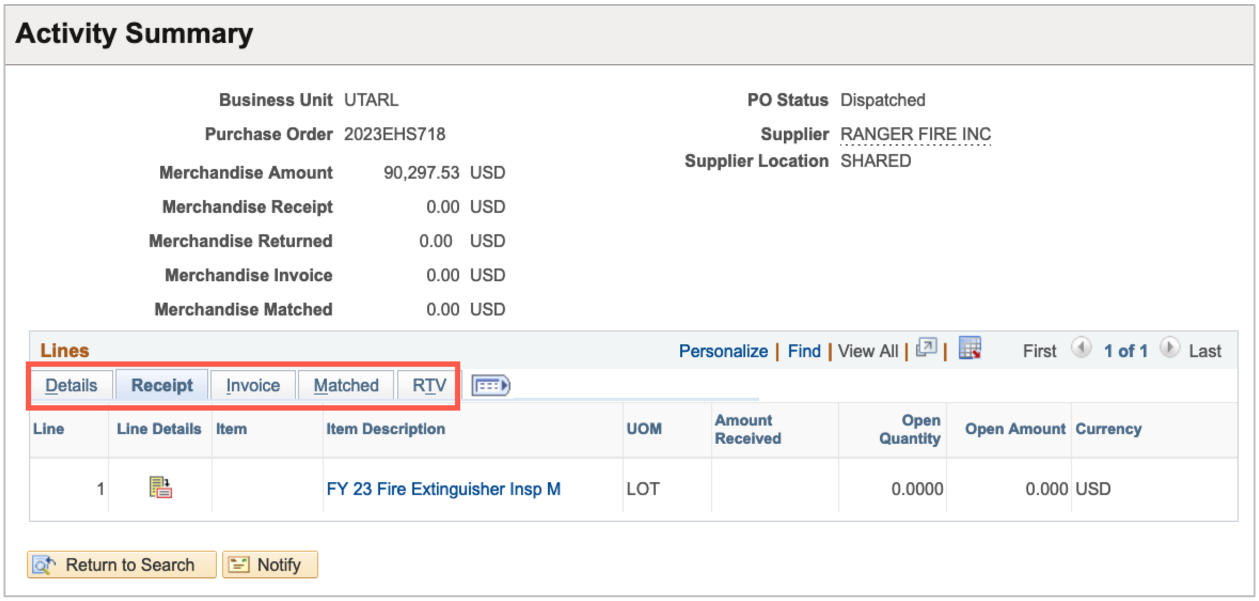
1. Begin by navigating to the Activity Summary page using the Navigation path: **NavBar > Menu > Financials > Purchasing > Purchase Orders > Review PO Information > Activity Summary.**

2. From the PO Activity Summary search page, enter the **PO Number** to be viewed.
3. Click the **Search** button.



Note: *Depending on how many line items are on the PO, it may be necessary for you to click the* **View All** *link or the* **Show Next Row** *button. In this example, all line items are displayed.*

4. The Activity Summary search page is displayed. This page displays the status of the purchase order (PO) and the total amount of the merchandise.



5. The **Details** section displays purchase order line-item information.
6. The **Receipt** section displays receiving information. This section provides how many items have been received, accepted and the number of items still open for receipt.
7. The **Invoice** section displays the items on the PO that have been invoiced.
8. The **Matched** section displays the items that have gone through the matching process. The matching process is performed to ensure that the purchase order, the receiving document (if required), and the invoice all correspond.
9. The **RTV** (Return to Vendor) section displays the items that have been returned to the vendor/supplier. UTA does not use this module.