CREATING A REQUISITION VIA STAPLES PUNCHOUT – PS FINANCIALS

OVERVIEW
CREATE AND DEFINE REQUISITION
ADDING ITEMS AND SERVICES
REVIEW AND SUBMIT
RECEIVE ITEMS

OVERVIEW

Creating a requisition is done by Department Requestors to order goods from the NAU Staples Catalog. In PeopleSoft Financials, the requestor creates a requisition, adds items and submits for approval. The requisition then goes through approval processes based on amount and items ordered. After the requisition is approved it is sourced into a Purchase Order and dispatched to Staples for fulfillment.

Notes:
- **Change Orders**: Do not process Change Orders on Staples requisitions. Change Orders are not sent to Staples. Process a new requisition for additional items and/or follow the instructions from packing slip for returns if an item needs to be sent back.
- **Requisition Origin**: Requisitions are to be created with the origin "DPT" for order less than $5,000. Orders greater than $5,000 will require Purchasing Oversight.
- **Grant Accounts**: General-purpose office supplies are considered facilities and administrative costs, and are not allowed as direct costs. When office supplies are purchased for technical or scientific use on a project, charges may be allowable as direct costs if appropriately justified. Additional information can be obtained at http://nau.edu/postaward/.

CREATE and DEFINE REQUISITION

Navigate to "Create Requisition" screen: eProcurement > Create Requisition
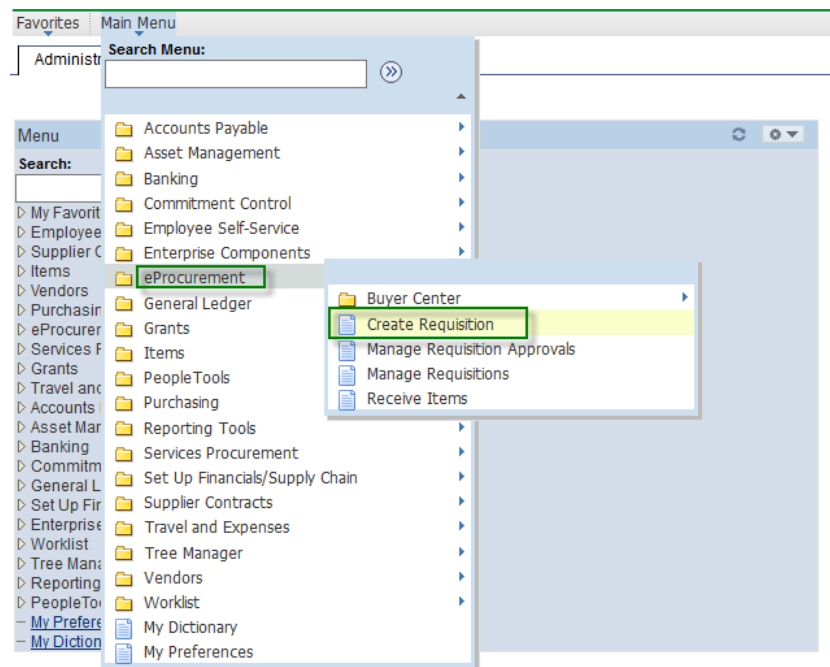
Define Requisition Tab – Enter Basic Information
eProcurement > Create Requisition – Define Requisition

The Define Requisition page contains several default fields that flow through to the Requisition creation. Enter a meaningful Requisition Name and confirm default information.

1. Title Requisition. Use a description that that will aid in searching for the requisition.
2. Add Staples Vendor Code 0000006173 (Select Tolleson address)
3. Confirm default Origin 'DPT' DPT is used for Departmental PO's under $5000. Orders greater than $5000 require Purchasing Oversight
4. Confirm Other Items:

- **Accounting Date:** Defaults to current date. It is only necessary to change the date during Fiscal year end processing
- **Ship To**: Select the 'Ship To' address the merchandises is to be delivered. "Attention To" detail will be completed on the "Review and Submit" page. This field can be set to a certain default location, contact Ask-FAS@nau.edu to update user preferences
- **Accounting Defaults:** These will be confirmed on the "Review and Submit" page

You are now ready to click the "CONTINUE" button to add your line items

ADDING ITEMS and SERVICES

eProcurement > Create Requisition - Add Items and Services

- Click 'Web' Tab, and Staples Office Supplies hyperlink

Staples Catalog

Select the Staples Office Supplies hyperlink to be routed to the Staples on-line catalog.

1. Search items from the catalog and add items to the shopping cart.
2. Click Continue Shopping link if you wish to add additional items to your cart.
3. Orders must be greater than $30.
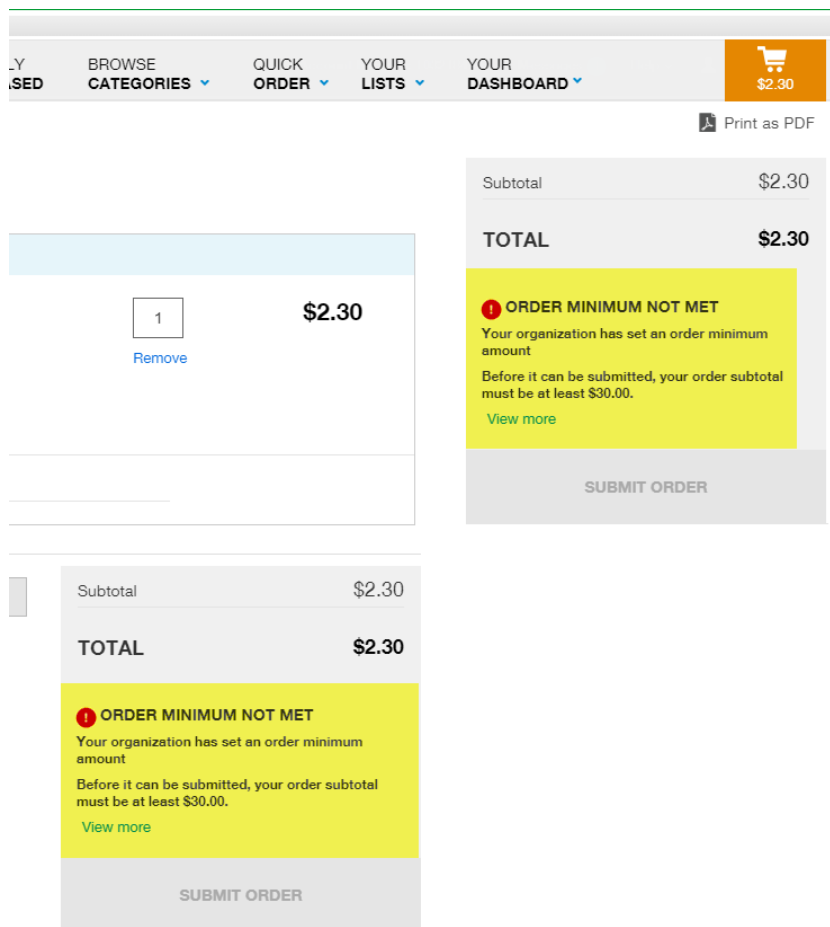
4. You will receive an error message if the minimum order amount of $30 is not met. Continue adding items to your cart to go over $30.

5. Once desired items have been added selected, Review & Checkout (view Shopping cart)
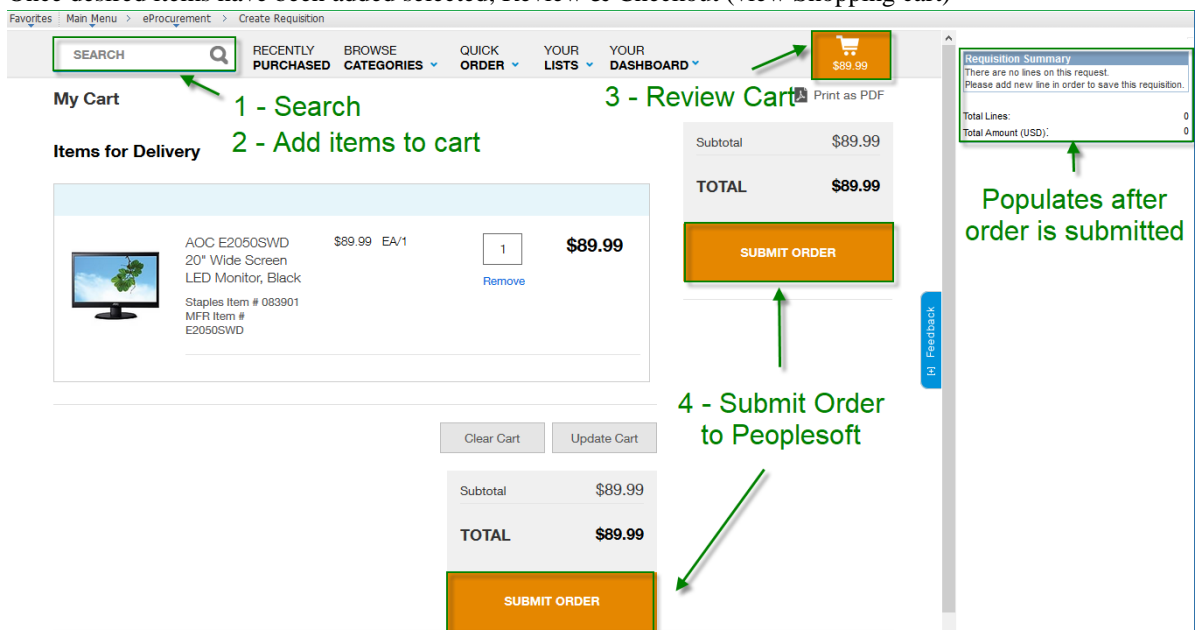
6. Submit the order. Once submitted, the order is populated on the PeopleSoft eProcurement requisition page
   o This action does NOT save a requisition in PeopleSoft. The requester must Budget Check the Requisition to save as an open Requisition.

REVIEW and SUBMIT

eProcurement > Create Requisition – Review and Submit

This screen allows for final review of the order prior to submission. Please review and update by:

1. Expand each item to confirm items and quantities are correct
2. Confirm 'Ship To' location is accurate. Campus orders are to be shipped to WHSE-COC
3. Input "Attention To" with Building Number / Room Number for the first item. The first item text displays on order packing slip. It is preferred numbers are used. For example, Gammage (Building 1) Room 101B should be input as "001/101B".
   o **The first item building location is the only one Campus Supply shipping will see and where they will deliver your order.**
4. You must select/add SpeedCharts for each item. Multiple SpeedCharts can be used for one Requisition. This defines the accounting distribution for the order, by item.
5. Check Budget

Create Requisition

1. Define Requisition	2. Add Items and Services	3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:	NAUBU	Northern Arizona University	Origin: DPT 🔍 Department Purchasing
Requester:	cjp	Paddock,Charlotte	*Currency: USD
Requisition Name:	FY 17 Staples Office Supplies		Priority: Medium ▼
Card Number:	▼	Expiration Date:	☐ Use Procurement Card

Requisition Lines ❓

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▽ ☐ 1	Dell 24" Monitor SE2416HSC1	Staples Contract & Commercial Inc	1.0000	Each	129.95000	129.95 🗨

1 - Expand

☐ Consolidate with other Reqs   ☐ Amt Only   ☑ Override Suggested Vendor

Shipping Line: 1	Due Date: 📅	Quantity: 1.0000	Price: 129.95000
Status: Active	*Ship To: WHSE-COC 🔍	← **2 - Confirm Ship To Location**	
	Add Shipto Comments		
Attention To: 001/101B		← **3 - Input Building and Room for delivery, to display on packing slip**	
*Distribute By: Amt ▼	SpeedChart: 🔍	*Liquidate by ← **4 -Select Speedchart for accounting distribution**	

Accounting Lines

Personalize | Find | View All | 📊 🖥 First ◀ 1 of 1 ▶ Last

| Chartfields1 | Chartfields2 | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information | ⊞ |

Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit	
1	Open		001 🔍	100.0000	129.95	NAUBU 🔍	➕ ➖

+ or - for split funding

☐ Select All / Deselect All

Total Amount: 129.95 USD

| Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting | Delete |

Comments ❓

Informational comments to be displayed on requisition

☐ Send to Vendor   ☐ Show at Receipt   ☐ Shown at Voucher   ☐ Approval Justification   More Comments

| Check Budget | ← **5 - Check Budget confirms the budget for department accounting distribution is valid** |

6 - Saves requisition as open

| Save & submit | Save & preview approvals | ✖ Cancel requisition | Find more items |

Save & Preview Approvals. This saves the order as an open Requisition

Edit Requisition

1. Define Requisition	2. Add Items and Services	3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:	NAUBU	Northern Arizona University	Origin: DPT 🔍 Department Purchasing
Requester:	jes625	Strones,Jennifer	*Currency: USD
Requisition Name:	FY19 Staples order 2/15/19		Priority: Medium ▼

Requisition Lines ❓

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▷ ☐ 1	BIC Round Stic Xtra Life Ballp	Staples Contract & Commercial Inc	1.0000	Pack	6.57000	6.57 🗨
▷ ☐ 2	Elmer#39;s All Purpose School	Staples Contract & Commercial Inc	3.0000	Pack	11.45000	34.35 🗨

☐ Select All / Deselect All

Total Amount: 40.92 USD
Pre-Encumbrance Balance: 40.92 USD

| Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting | Delete |

Comments ❓

☐ Send to Vendor   ☐ Show at Receipt   ☐ Shown at Voucher   ☐ Approval Justification   More Comments

| Check Budget | | Budget Checking Status: Valid |

| Save & submit | Save & preview approvals | ✖ Cancel Changes | Find more items |

Confirmation Page summarizes the order and previews approvers, the order is now ready to "Submit"

Confirmation

[Documentation]

Requested For:	Paddock,Charlotte	**Number of Lines:**	1
Requisition Name:	FY 17 Staples Office Supplies	**Total Amount:**	129.95 USD
		Pre-Encumbrance Balance:	129.95 USD
Requisition ID:	1000082161		
Business Unit:	NAUBU		
Status:	Open		
Priority:	Medium		
Budget Status:	Valid		

Initial Fiscal Approval

▽ **Line 1:Initiated**

Dell 24" Monitor SE2416HSC1

Department Approval

Not Routed

Multiple Approvers
Department Approver

[Submit] [Edit Requisition] [Apply Approval Changes] [Check Budget]

View printable version   Manage Requisitions   Create New Requisition

Once your order is submitted:
1. The Requisition will be saved and routed for approvals.
2. SAVE page with Requisition number and Amount to Desktop (can delete when order comes in).
3. Staples orders automatically dispatch, so we do not have to do this step.
4. Once approved, the Requisition will be auto sourced to a Purchase Order.
5. The Purchase Order will be dispatched to Staples for order fulfillment.
6. Staples will send a confirmation email to you that they have received the order.
7. Once fulfilled, Staples will send an invoice to NAU Accounts Payable.
   a. Staples often sends the invoice before you have received all of your items
8. Staples will send an email that that your order has shipped. Items may be ordered by another vendor and are shipped separately.
9. Accounts Payable will forward the Invoice to the Requester to acknowledge and Receive the order once goods have arrived.
   a. Wait until ALL items are physically received from Campus Supply before processing a receiver in PS

TO RECEIVE ITEMS AND CREATE A RECEIVER

Receive Items navigation: eProcurement > Manage Requisitions

After a shipment of goods has been received by a Requester, a Receipt must be created before the Invoice can be paid. Once items have been received, they will be funneled to Accounts Payable for payment.

1. Navigate to the 'Manage Requisitions' page under eProcurement. This will show all recent order mage by the requester.
2. Click the drop down on the right of the Staples order and select "Receive Order"

3. Select the Box next to line item of items to be received
4. Click "Receive Selected"

Favorites | Main Menu > eProcurement > Manage Requisitions

Receive Items

New Receipt

*Business Unit: NAUBU

Receipt Status: Open

*Received Date: 04/24/2018   Add Header Comments   Reject Shipment

Line	Item Id	Item Description	Received Quantity		*UOM	Accept Quantity	Details	Cancel Line	Receipt	PO
1		Dell S2415H 24" LED Mon	1.0000		EA	1.0000		✗	⬭	⬭

5 - Click Receipt Comments

[Save Receipt]

Add New Receipt   Manage Return to Vendors   Inquire Receipts

1. Click Receipt Comments to add the Invoice number in Commentary. Then Click 'OK'

Receipt Comments   ? Help

Receipt Line Comments

Business Unit: NAUBU

Receipt Status: Open   Receipt Line: 1   Condition: ● Good ○ Fair ○ Damaged

Comments   Find First 1 of 1 Last

Use Standard Comments   Entered On: 04/24/2018 12:45:47PM [+] [−]

1 Invoice # 432343   5 - Add Invoice # from
                       Accounts Payable email

☐ Show at Voucher

Associated Document

Attachment: [Attach]   [View]   [Delete]
User/Date Time:

[OK]   [Cancel]

2. Confirm Receipt Date. This defaults to current date. Change date if shipment was received earlier.
3. Confirm Received Quantity: Defaults to the entire quantity of the order. Change if receiving less or more. Save Receipt.
4. Save Receipt

Note: The "Details" icon will display more data about the item, the PO that you are receiving, and the previous and current receipts.

Receive Items

New Receipt

*Business Unit: NAUBU

Receipt Status: Open

*Received Date: 04/24/2018   **6 - Confirm Receipt Date**

Add Header Comments   Reject Shipment

Receipt Lines ?   Personalize | Find | View All | | First   1 of 1   Last

Line	Item Id	Item Description	Received Quantity		*UOM	Accept Quantity	Details	Cancel Line	Receipt	PO
1		Dell S2415H 24" LED Mon	1.0000		EA	1.0000		✕		

7 - Confirm Received Quantity

[Save Receipt]   **8 - Save Receipt**

Receipt Saved Successfully

You have saved receipt # **3000196517** containing the following items:

Receipt Lines   Personalize | Find | | First   1 of 1   Last

Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	Dell S2415H 24" LED Monitor	1.0000		1.0000

Return to Manage Requisitions   Return to Receiving

A confirmation screen will be shown with a Receipt number.

NOW, WRITE THE RECEIVER NUMBER ON YOUR INVOICE, SCAN AND EMAIL TO ACCOUNTS PAYABLE TO PAY THE INVOICE. DON'T FORGET TO ATTACH THE INVOICE TO YOUR EMAIL ☺.

Closing Purchase Orders:

Please remember to clearly mark any invoices sent to Accounts Payable (AP) as "Final" if the payment should be the final payment against the related purchase order. This will help ensure that the PO is closed when the invoice/voucher is processed by AP. To close DPT purchasing encumbrances/POs that are open but final payment has been made, departments may 1) e-mail purchasing at: nau-purchasing@nau.edu with the PO(s) number with a request that the PO be closed, or 2) process a requisition change order to decrease the open line amounts to the PO closed line amount. Although the 2nd option is viable for DPT purchase orders, it is recommended that departments have Purchasing close the POs (option #1) as the change order process is more involved and presents a potential for processing errors. **Please use Option #1 for all PUR purchase orders**.