

## Creating a Requisition

- OVERVIEW (Please note that functions listed in the menu examples may vary according to the permissions of each requestor. Some Requesters may have many functions available to them and other Requesters may have fewer).
- 1) DEFINE REQUISITION tab
- 2) ADDING ITEMS AND SERVICES tab
- 3) REVIEW & SUBMIT tab: Reviewing your line items
- 4) REVIEW & SUBMIT tab: Budget Checking & Submitting your Requisition
- OPTIONAL: HELPFUL AIDS

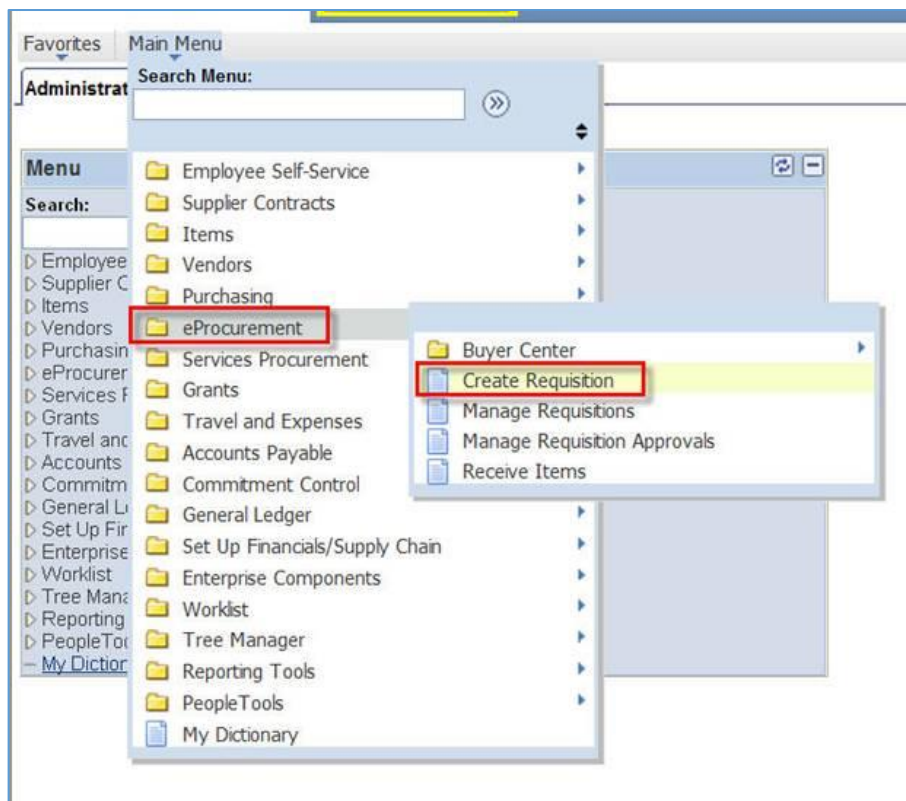
**OVERVIEW** (Please note that functions listed in the menu examples may vary according to the permissions of each requestor. Some Requesters may have many functions available to them and other Requesters may have fewer).

Creating a requisition is done by Department Requestors to order goods and services. A requisition goes through approval processes based on amount and items ordered. After the requisition is approved it is sourced (dispatched) into a Purchase Order then sent to the appropriate vendor.

This training document will explain how to complete the three main actions to create requisitions:

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


To access the "Create Requisition" screen: Main Menu>eProcurement>Create Requisition

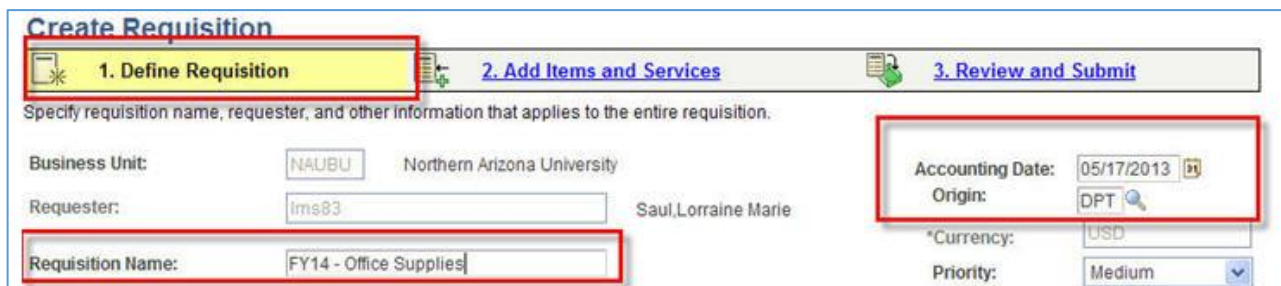


## 1) DEFINE REQUISITION tab Enter Basic Information

NOTE: Any field descriptions that are preceded by an asterix (\*) are mandatory and need to be completed. Fields that auto-populate are shown in grey and are unalterable. The 3 other remaining fields that allow data entry: (**NOTE:**

**Priority:** Buyers do not put the Requisition in any ranking order. Determining the urgency of the Requisition is not applicable)

- **Accounting Date:** Defaults to current date. (It is only necessary to change the date during Fiscal year end processing and when entering change requests.)
- **Origin:** Defaults to DPT (select the appropriate Origin for your Requisition by clicking on the )
  - DPT is used for Departmental PO's (Purchases totaling under \$5,000 and unrestricted catalog--IE sole source, sponsored grants. When selecting DPT origin, it will auto source to a PO.)
  - PUR for any Purchases that require Purchasing Services Oversight (Purchases over \$5,000 -- PUR origin selection will be sourced and the PO is created by purchasing services.)
- **Requisition Name:** It is recommended you come up with a naming convention which will assist you when recalling your requisition. (IE: items for what project--Example: Office Supplies-John Doe Project



## "Line Defaults" Icon Bar

If the "Line Defaults" bar is in the collapse mode, click on the "expand" icon to open it up for your default information. When you enter information in this area, the information will auto-populate for each line you create in the requisition.

"Line default" expands to 3 different sections:

- Vendor information
- Shipping information
- Accounting information

**A** Line Defaults ?

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor:  Vendor Location:

Buyer:  Category:  Unit of Measure:

**B** Shipping Defaults

Ship To:  Due Date:  Attention:

**C** Accounting Defaults

Customize | Find | First 1 of 1 Last

Location	GL Unit	Fund	Dept	Account	Prog	PC Bus Unit	Project	Activity	SubDept	Affiliate
100	NAUBU	1100	7500030		A001					

Continue

**A: VENDOR DEFAULT SECTION** VENDOR: Select your vendor (note: 1 vendor per requisition) VENDOR LOCATION: A Vendor may have multiple locations--be sure to select the correct one CATEGORY: (optional) You may select when you are completing the lines UNIT OF MEASURE: (optional) You may select when you are completing the line item

**B: SHIPPING DEFAULT SECTION** : Select the address the merchandise is to be delivered

**C: ACCOUNTING DEFAULT SECTION** (Ignore--> you will select/modify at the "Review & Submit" menu) **HERE IS AN OVERVIEW OF HOW YOUR COMPLETED SCREEN WILL LOOK:**

**Create Requisition**

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

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:  Northern Arizona University

Requester:  Saul, Lorraine Marie

Requisition Name:

Accounting Date:  Origin:

\*Currency:  Priority:

**Line Defaults** ?

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor:  Vendor Location:

Buyer:  Category:  Unit of Measure:

**Shipping Defaults**

Ship To:  Due Date:  Attention:

**Accounting Defaults**

Personalize | Find | First 1 of 1 Last

Location	GL Unit	Fund	Dept	Account	Program	PC Bus Unit	Project	Activity	SubDept	Affiliate
022	NAUBU	3700	2779100		B002	GRT01	1001423	1		

Continue

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

**Line Defaults**

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor:  Vendor Location:   
 Buyer:  Category:  Unit of Measure:

**Shipping Defaults**

Ship To:  Attention:   
 Due Date:

**Accounting Defaults**

Character:  Details  Asset Information

Location	GL Unit	Fund	Dept	Account	Prog	PC Bus Unit	Project	Activity	SubDept	Affiliate
100	NAU	1100	7500030	A001						

[Continue](#)

## 2) ADDING ITEMS AND SERVICES tab

Once you click the "Continue" button, the following screen will appear.

**Create Requisition**

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

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:  [Search](#)

[Catalog](#) [Favorites](#) [Templates](#) [Forms](#) [Web](#) [Special Request](#)

**Select a Request Type**

- [Special Item](#): Request an item that is not listed in the Catalog.
- [Fixed Cost Service](#): Request a one-time service for a flat fee.
- [Variable Cost Service](#): Request a service for which the fee is based on the time worked.
- [Time and Materials](#): Request a service for which the fee is based on the time worked and materials used.

[Review and Submit](#)

- Select "Special Request" tab
- Select "Special Item" option



Catalog Favorites Templates Services Forms Web **Special Request**

Select a Request Type ?

**Special Item** Request an item that is not listed in the Catalog.

Fixed Cost Service Request a one-time service for a flat fee.

Variable Cost Service Request a service for which the fee is based on the time worked.

Time and Materials Request a service for which the fee is based on the time worked and materials used.

Review and Submit

- You are now at the screen which you will add the items you are requesting to purchase. You will need to describe:
  - Your item specifics and costs
  - Additional Information (if any)

Note: Any time you see the "magnifying glass", you can click and get options from which to select

Catalog Favorites Templates Services Forms Web **Special Request**

**Special Item**

\*Item Description:

\*Price:  \*Currency:

\*Quantity:  \*Unit of Measure:

\*Category:  Due Date:

Vendor ID:

Vendor Name:

Vendor Item ID:

Mfg ID:

Manufacturer:

Mfg Item ID:

**Additional Information**

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

*(remember, if you used "Line Default" the vendor will automatically be populated— Otherwise, you are required to enter the vendor )*

When you place a check mark on these boxes, this indicates that your "additional information" will be printed in those areas—if unchecked, your "additional information" is view only.

- Item Description:** A complete description of the item being ordered. Include the vendor item number if known. (This will be shown on the PO for the vendor-- be complete as possible.)
- Price:** Price per unit
- Quantity:** Amount of item being ordered
- Unit of Measure:** Unit the item is measured by, such as EA (Each), BOX, DOZ (Dozen).
- Category:** Fill in the appropriate ID of the item category (**NOTE: the expense code is automatically assigned to the category code. Be sure to line out your items if you have multiple expense codes.**)
  - Click on the " " "
  - A "Lookup Category" box will appear

- You may search by Category OR Description

**Look Up Category**

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By:

Categories:

Categories	Catalog	Description	Find in Tree
1			

Browse Category Tree

Return

- If you click “Find” for either “category” or “description”, a listing will appear from which you may choose.

**Look Up Category**

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By:

Categories:

Categories	Catalog	Description	Find in Tree
1	01000		
2	01500	Photocopying, Duplicating Machine Supplies	
3	01900	Grains (Also Fruits/Melons/Nuts/Vegtbls)	
4	02000	Equipment Non Capital Under \$5000	
5	02200	Equipment and Accessory Parts	
6	02500	Air Compressors and Accessories	
7	03100	Air Conditioning, Heating, and Ventilating Equip and Parts	
8	03700	Amusement, Decorations, Entertainment, Toys, Etc	
9	04500	Household Appliances and Equipment	
10	05000	Art Equipment and Supplies	
11	05200	Art Object	
12	05500	Automotive Accessories	
13	06000	Automotive Maintenance Items and Repair/Replacement Parts	

Browse Category Tree

Return

*Using the scroll bar or clicking on the up/down arrows allows you to view all selections possible.*

*You may return to the main line item menu at any time.*

- To further narrow your search, you may Choose "Description"
  - Type in a brief description in the text box
  - Then "Enter" or use the "Find" button to select
  - Double Click on the appropriate category shown
  - That category will auto populate

**Search Categories**

Search By: Description    scissors    Find

Category	Description
1 60500	Office Mechanical Aid (Electric Hole Punch, Scissors, etc.)

Browse Category Tree

Return

*This option is not in use at this time*

You will be returned to the main item screen to complete the remaining information

- Due Date:** Indicates the date you would like to receive the item (no guarantees)
- Vendor ID:** This should default from the vendor chosen when "Line Default" was used when you completed the "Define Requisition" tab.
- Suggest New Vendor:** Not applicable at this time
- Additional Information:** Comments specific to this item can be made at this time. Check mark the boxes below to determine at what stage in the process the comments will be shown: Vendor PO, Receipt or Voucher Pymt. (If no box is checked the comment is strictly informational and only shown as view only on the Requisition).

**Additional Information**

☐ Send to Vendor    ☐ Show at Receipt    ☐ Show at Voucher

- Upon completing your line item, Click "Add Item" (until you click the "Add Item" button, your entry is not recognized by the system)

**Create Requisition**

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

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog   Favorites   Templates   Forms   Web   **Special Request**

**Special Item**

\*Item Description:

\*Price:     \*Currency:

\*Quantity:     \*Unit of Measure:

\*Category:     Due Date:

Vendor ID:

Vendor Name:

Vendor Item ID:

Mfg ID:

Manufacturer:

Mfg Item ID:

**Additional Information**

☐ Send to Vendor    ☐ Show at Receipt    ☐ Show at Voucher

**Request New Item**

☐ Request New Item

- **NOTE:** Your requisition should total all charges (including estimated taxes, freight charges, or any other misc. charges). View the summary box which appears in the upper right hand corner of the pagelet.

Requisition Summary		
Description	Qty	UOM
Scissors-Blue for MWBE Event	10	EA
Scissors-Red for MWBE Event	10	EA
Bulk Mural Paper	1	EA
Total Lines:		3
Total Amount (USD):		1,240.00

- You may continue to enter multiple items as needed.
- As you click the “” button, the Requisition Summary will continue to summarize your Requisition.
- When item entry is complete, you are now ready to proceed to the “Review and Submit” tab of your Requisition.

### 3) REVIEW & SUBMIT tab: Reviewing your line items

At this point, you will have entered all items and their associated general, accounting, and shipping information. The object of this screen is to allow you a final review of all items and information prior to submitting:

#### A) Validate all the items entered

**B) Change your Chart Fields via a Speed Chart, if necessary (*this is the only accepted method to make accounting changes*)**

**C) Change your line items to "amount only" type (*this is necessary because you will need to receive against your line items by Amount and not by quantity*)**

Once you click “Review and Submit”, a screen(s) appears showing the listing of your line items:

**Requisition Lines:** It is here that you review:



- Speed Chart coding
- Change to an Amount Only line item
- Change Origin (DPT or PUR) at this point
- Enter Attention To: **Enter Building No. and Room No. (i.e. Bldg. 25, Room 36)**
- Enter individual line shipping comments and due dates

**Comments:** It is advised that you type in a reason for your purchase and check the "Approval Justification" box. This will be viewed by the approver and aid in determining whether to approve the Requisition or not.

- Don't forget to view the upper right screen for the Requisitions Summary of items and costs

## A) Validate all the items entered

- Click on the "collapse/expand" icon to the left of the line item box
- This will expand the line item to display the "Accounting Lines"

## B) Change your Chart Fields via a Speed Chart

- Enter/Search for a different "SpeedChart" code if needed
- Once it is entered/selected, it will auto-populate all the necessary fields

## C) Change your line items to an "amount only" type

**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  
Requester: cjp Paddock, Charlotte  
Requisition Name:   
Card Number:   
Expiration Date:   
Origin: DPT Department Purchasing  
\*Currency: USD  
Priority: Medium  
☐ Use Procurement Card

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Office supplies for Retreat	AADS Office Solutions Int'l LLC	1.0000	Each	25.99000	25.99

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

Shipping Line: 1 Due Date:   
Status: Active \*Ship To: WHSE-COC   
Attention To:   
\*Distribute By: Qty   
SpeedChart:   
\*Liquidate by: Amt

Accounting Lines

- When you click on the "Amount Only" icon, you will need to check mark the "Amt Only" box

**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  
Requester: cjp Paddock, Charlotte  
Requisition Name:   
Card Number:   
Expiration Date:   
Origin: DPT Department Purchasing  
\*Currency: USD  
Priority: Medium  
☐ Use Procurement Card

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Office supplies for Retreat	AADS Office Solutions Int'l LLC	1.0000	Each	25.99000	25.99

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

Shipping Line: 1 Due Date:   
Status: Active \*Ship To: WHSE-COC   
Attention To:   
\*Distribute By: Qty   
SpeedChart:   
\*Liquidate by: Amt

Accounting Lines

- A dialog box will appear letting you know:
  - Quantity for that line item will be changed to one (1)
  - The unit price will be overridden by a "grand total" amount
- Click the "Yes" button to continue

**Message**

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes  No

- Check your total, you may need to reenter the Amount as the grand total for the line

**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  
 Requester: cjp Paddock, Charlotte  
 Requisition Name:   
 Card Number:   
 Expiration Date:   
 Origin: DPT Department  
 \*Currency: USD  
 Priority: Medium  
☐ Use Procurement Card

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Office supplies for Retreat	AADS Office Solutions Int'l LLC	1.0000	Each	25.99000	25.99

*You may need to re-enter the total to reflect the gross total.*

- Reviewing
  - Origin:** Check to make sure that the "origin" is what you want--> you may now change this in this section if need be
  - Attention to:** Enter the building and room number where goods/services are to be delivered. **IMPORTANT:** Use only this format: 001/229 (the first 3 digits represent the building number/ the last 3 digits represent the room number....notice the below example) There MUST be 3 leading numerical characters for the building; thus, this example: building 098B would be 098B/Front Office.

**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  
 Requester: lrm83 Saul Lorraine Marie  
 Requisition Name: FY13 Office Supplies  
 Origin: DPT Department Purchasing  
 \*Currency: USD  
 Priority: Medium

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Staples Gummed Catalog Envelope	Staples Contract & Commercial Inc.	2.0000		17.32000	34.64

☐ Consolidate with other Reqs ☒ Override Suggested Vendor

Shipping Line: 1 Due Date:   
 Status: Active \*Ship To: WHSE-COC  
 Attention To: 001/225  
 \*Distribute By: Qty SpeedChart:   
 \*Liquidate by: Amt

**Accounting Lines**

Line	Dist Type	Location	Quantity	Percent	Merchandise Amt	Gl Unit
1	Open	022	2.0000	100.0000	34.64	NAUBU

Total Amount: 34.64 USD

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

- You are now ready to "Save & Preview Approvals"
- Click the "Save & Preview approvals" button (this will show you who will be approving your Requisition)

#### 4) REVIEW & SUBMIT tab: Budget Checking & Submitting your Requisition

It is your responsibility to assure that all your line items pass the "Budget Check" process. It is necessary to "Check Budget" before the document is submitted for approval. (NOTE: The "Submit Button" will be available ONLY when the "Budget Check" status is "VALID")

- On the Approval Confirmation page, the "Check Budget" Button will now be available

- It is necessary to "Check Budget" BEFORE the document is SUBMITTED for approval
- Click the "Budget Check" Button

### Confirmation

Requested For:	Saul,Lorraine Marie	Number of Lines:	1
Requisition Name:	FY14 - Office Supplies	Total Amount:	600.00 USD
Requisition ID:	1000020056		
Business Unit:	NAUBU		
Status:	Open		
Priority:	Medium		
Budget Status:	Not Checked		

### Initial Fiscal Approval

Line 1:Initiated  
Test RTV Amount Only

Project Approval  
Not Routed  
Cobb,Neil Stanley  
Project Approver

Submit
Edit Requisition
Apply Approval Changes
Check Budget

[View printable version](#)
[Manage Requisitions](#)
[Create New Requisition](#)

- The "Submit Button" will be available ONLY when the budget is VALID
- When "VALID" status is confirmed, you may click" SUBMIT"
- It is now in the Approver's que.

### Confirmation

Requested For:	Saul,Lorraine Marie	Number of Lines:	1
Requisition Name:	FY14 - Office Supplies	Total Amount:	600.00 USD
Requisition ID:	1000020056	Pre-Encumbrance Balance:	600.00 USD
Business Unit:	NAUBU		
Status:	Open		
Priority:	Medium		
Budget Status:	Valid		

### Initial Fiscal Approval

Line 1:Initiated  
Test RTV Amount Only

Project Approval  
Not Routed  
Cobb,Neil Stanley  
Project Approver

Submit
Edit Requisition
Apply Approval Changes



## OPTIONAL: HELPFUL AIDS

### OPTIONAL: Deleting a Line Item

• Check mark the box to the left side of the item

• Then click on the button "delete"

**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

Requester: smd296 Lauer, Susan Mary

\*Currency: USD

Requisition Name: Scissors for MWBE Event

Priority: Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Scissors-Blue for MWBE Event	AADS Office Solutions Intl LLC	10.0000	Each	12.00000	120.00
2	Scissors-Red for MWBE Event	AADS Office Solutions Intl LLC	10.0000	Each	12.00000	120.00
3	Bulk Mural Paper	AADS Office Solutions Intl LLC	1.0000	Each	1,000.00000	1,000.00

Select All / Deselect All

Total Amount: 1,240.00 USD

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



**Comments**

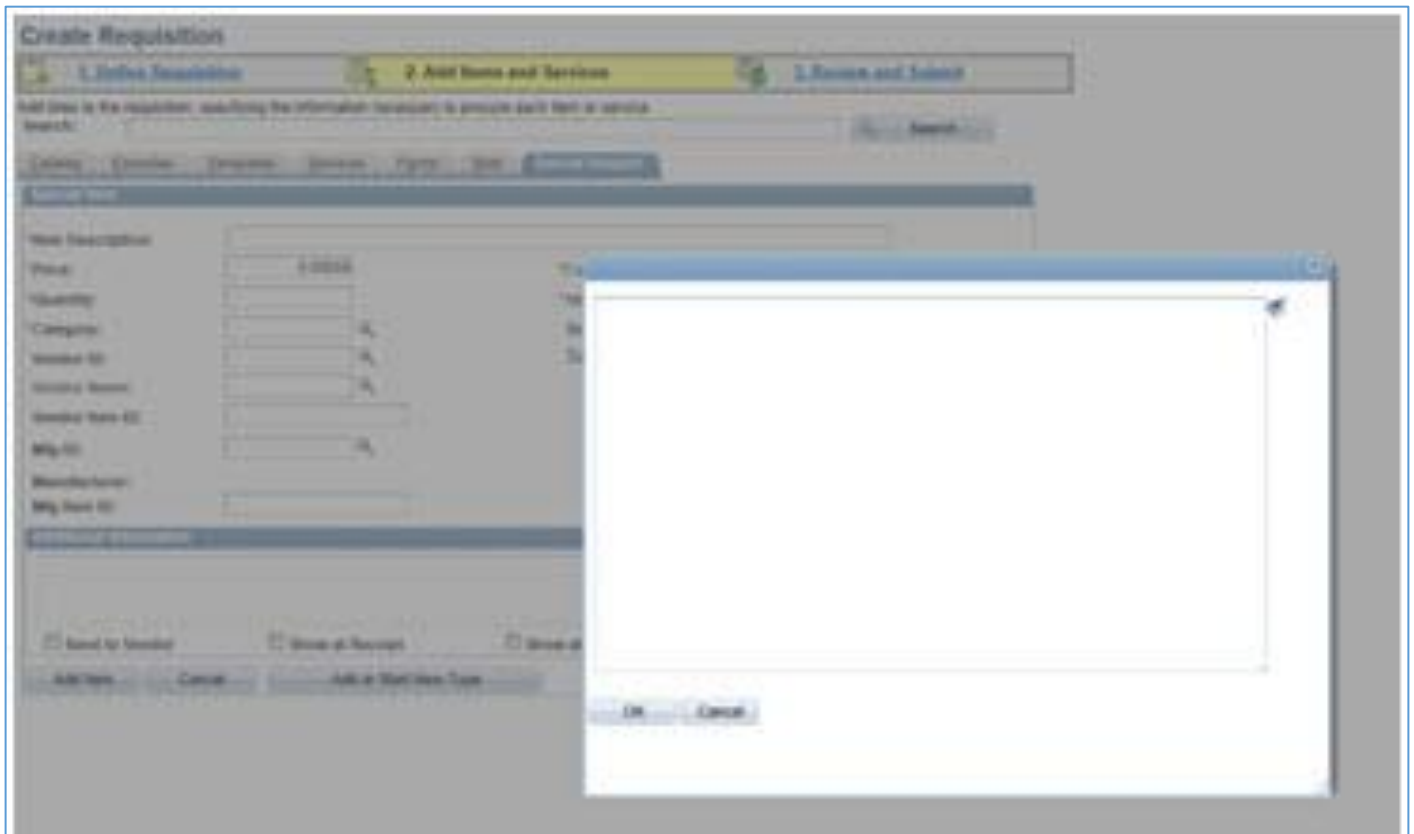
Send to Vendor Show at Receipt Shown at Voucher Approval Justification More Comments

Check Budget

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

## OPTIONAL: "Call Out Box" & "Spell Check Box"

-  (optional) Click icon on Comment's box to "call out" text box for easier viewing (your preference)
-  (optional) Click icon with in a "call out" box for a "spell check" of your text (your preference)



### OPTIONAL: Using Favorites to save frequently used individual line items

For items you use frequently, you may wish to use favorites to populate your requisition quickly without having to research what you've done before. These operate like a "copy & paste" function. To do this, when you are in a requisition with the desired information:

### 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:  Northern Arizona University  
 Requester:  Lauer, Susan Mary  
 Requisition Name:  Currency:   
 Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Scissors-Blue for MYBE Event	AADS Office Solutions Intl LLC	10.0000	Each	12.00000	120.00
2	Scissors-Red for MYBE Event	AADS Office Solutions Intl LLC	10.0000	Each	12.00000	120.00
3	Bulk Metal Paper	AADS Office Solutions Intl LLC	1.0000	Each	1,000.00000	1,000.00

Select All / Deselect All

Total Amount: 1,240.00 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](#)

[Find more items](#)



**Boxes:** By clicking or un-clicking a box(s), you may choose to Add to Favorites OR to GROUP items to a template

**FAVORITES:** If you find you are always requesting a repetitive item, you may add it as a “favorite”.  Then, next time you order, simply click on your “Favorites”—complete the quantity you need (if it is different than what is saved)—click add. It is now automatically populated onto your Requisition.

Catalog **Favorites** Templates Services Forms Web Special Request

Group Name Description

**Favorite Items** [Customize](#) [End](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Type	Description	Vendor Name	Status	Price	UOM	Quantity
<input type="checkbox"/>	<a href="#">Blue Scissors for Event</a>	AADS Office Solutions Intl LLC	Active	12.00000	USD EA	<input type="text" value="1.0000"/>

Select All / Deselect All

[Review and Submit](#)