# Online Requisition Overview

CONTRACTS, PROCUREMENT & RISK MANAGEMENT

FINANCE 101

NOVEMBER 2017

### Agenda

#### Requisitions (REQ)

- When is a REQ required
  - Goods/Services/IT Equipment & Software

Submitting a REQ

**Change Orders** 

**Approvals** 

REQ-to-Check

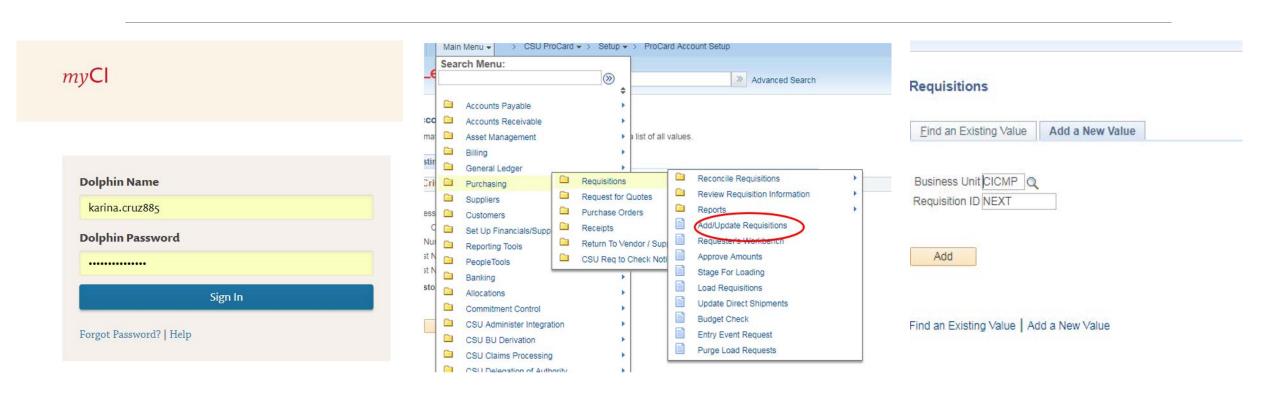
**Purchase Orders** 

### Purpose

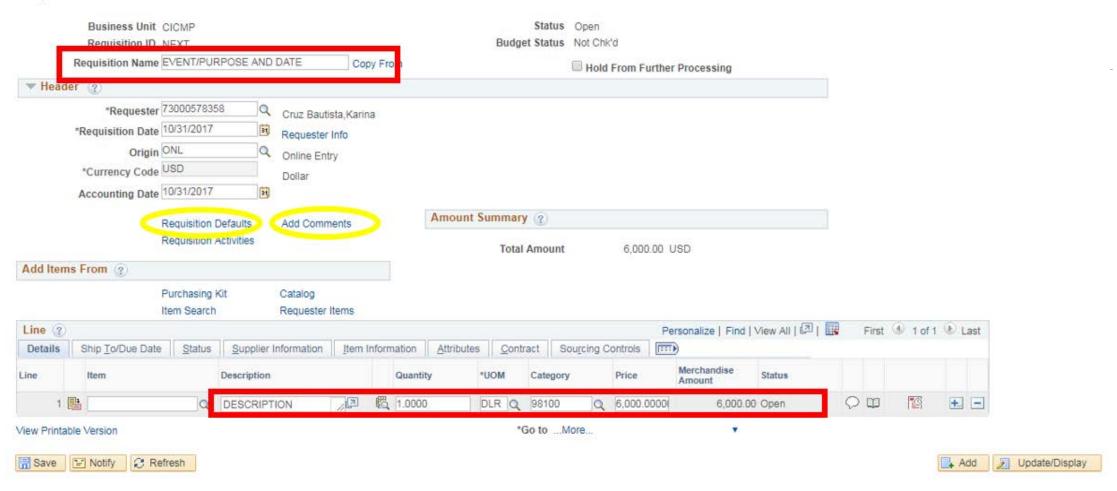
Requisitions are entered by authorized users to request goods and/or services for their department. Requisitions are also entered to request a change order to an existing Purchase Order.

Once the requisition is approved and budget checked in PeopleSoft, Procurement will assign a buyer who will review and convert the requisition into a purchase order.

### Submitting an online REQ



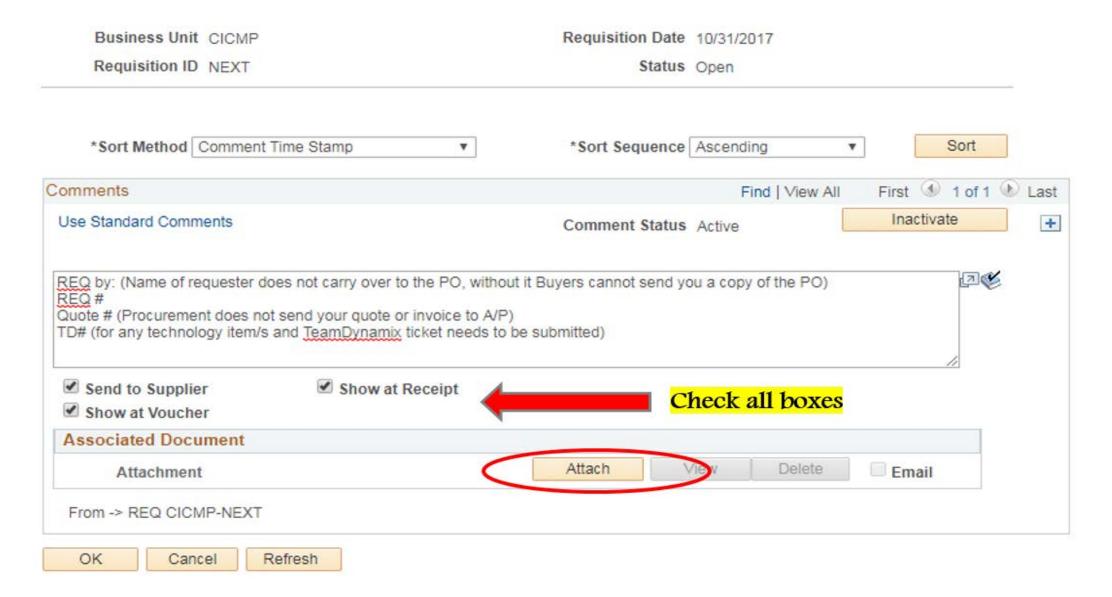
#### Requisition



#### Requisition Defaults

Business Unit CICMP Requisition Date 10/26/2017 Requisition ID NEXT Status Open Default Options (?) Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used. Override If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned. Line Q Q Buyer Unit of Measure Q Supplier Q Supplier Location Q Supplier Lookup Category Schedule Ship To RECEIVING Q Receiving Warehouse \*Distribute By Quantity \*Liquidate By Quantity Due Date Ship Via BESTMETHODQ Ultimate Use Code Freight Terms FOB Attention To Distribution SpeedChart Distributions Personalize | Find | View All Asset Information Details GL Unit Account Oper Unit Bud Ref Affiliate Oper Unit Affil Budget Date Dist Percent Fund Dept Program Class Product Project Fund Affil Locati CICMPQ Q Q 10/26/2017 | RECE OK Cancel Refresh

#### **Header Comments**



### Change Orders

#### Change Orders via REQ's

- Better Tracking
- Visibility to all Buyers
- Approval Process Recorded –Auditing purposes

### Approvals

Individuals who have been delegated authority to review and approve requisitions should review each REQ for accuracy.

If access is needed to submit requisitions for more than one business unit (ex. CICMP & CIASI) access must be requested to Josh Magana

### REQ —to-Check

- 1. REQ is created and approved
- 2. REQ is assigned to a Buyer
- 3. Buyer reviews for accuracy requests/obtains missing information
- 4. Purchase Order is dispatched and sent to vendor
- 5. Warehouse Receives the items (Goods)
- 6. Invoice gets sent to Accounts Payable
- 7. Accounts Payable process payment

### Purchase Orders

A REQ-to-Check Notification will automatically be sent to requester once the PO has been dispatched to vendor (email or faxed)

Items that take longer to process:

**Information Technology:** request must be approved through TeamDynamix before a Purchase Order can be released

Services: Insurance must be on file before a PO can be released

**Contracts/Agreements**: Procurement will need to review and sign agreement prior to releasing a PO

Purchase Order will be placed on HOLD until all items are received.

## Q&A