

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

myCI

Dolphin Name

karina.cruz885

Dolphin Password

.....

Sign In

[Forgot Password?](#) | [Help](#)

Main Menu > CSU ProCard > Setup > ProCard Account Setup

Search Menu:

- Accounts Payable
- Accounts Receivable
- Asset Management
- Billing
- General Ledger
- Purchasing
 - Requisitions
 - Request for Quotes
 - Purchase Orders
 - Receipts
 - Return To Vendor / Sup
 - CSU Req to Check Noti
- Suppliers
- Customers
- Set Up Financials/Supp
- Reporting Tools
- PeopleTools
- Banking
- Allocations
- Commitment Control
- CSU Administer Integration
- CSU BU Derivation
- CSU Claims Processing
- CSU Delegation of Authority

Reconcile Requisitions

Review Requisition Information

Reports

Add/Update Requisitions

Requester's Workbench

Approve Amounts

Stage For Loading

Load Requisitions

Update Direct Shipments

Budget Check

Entry Event Request

Purge Load Requests

Requisitions

Find an Existing Value

Add a New Value

Business Unit

Requisition ID

Add

Find an Existing Value | Add a New Value

Requisition

Business Unit CICMP

Status Open

Requisition ID NEXT

Budget Status Not Chk'd

Requisition Name **EVENT/PURPOSE AND DATE** Copy From

Hold From Further Processing

▼ Header

*Requester 73000578358 Cruz Bautista, Karina

*Requisition Date 10/31/2017 Requirer Info

Origin ONL Online Entry

*Currency Code USD Dollar

Accounting Date 10/31/2017

Requisition Defaults

Add Comments

Amount Summary

Total Amount 6,000.00 USD

Add Items From

Purchasing Kit

Catalog

Item Search

Requester Items

Line

Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		DESCRIPTION	1.0000	DLR	98100	6,000.0000	6,000.00	Open

View Printable Version

*Go to ...More...

Save Notify Refresh

Add Update/Display

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

Buyer

Supplier

Category

Unit of Measure

Supplier Location

Supplier Lookup

Schedule

Ship To Receiving Warehouse

Due Date

Ultimate Use Code

Attention To

*Distribute By ▼

*Liquidate By ▼

Ship Via

Freight Terms

Distribution

SpeedChart

Distributions

Personalize | Find | View All

Details

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate	Fund Affil	Oper Unit Affil	Budget Date	Locat
1		CICMP <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	10/26/2017 <input type="button" value="B"/>	REC

OK Cancel Refresh

Header Comments

Business Unit CICMP

Requisition Date 10/31/2017

Requisition ID NEXT

Status Open

*Sort Method

*Sort Sequence

Comments

[Find](#) | [View All](#)

First



1 of 1



Last

[Use Standard Comments](#)

Comment Status Active



REQ by: (Name of requester does not carry over to the PO, without it Buyers cannot send you a copy of the PO)

REQ #

Quote # (Procurement does not send your quote or invoice to A/P)

TD# (for any technology item/s and TeamDynamix ticket needs to be submitted)

Send to Supplier

Show at Receipt

Show at Voucher

Check all boxes

Associated Document

Attachment



Email

From -> REQ CICMP-NEXT

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
