PeopleSoft Purchasing
College Requisition (CR)

Blanket (multiple deliveries/multiple payments)
Purchasing Overview

Purchase Orders/Change Orders are generated from on-line requisitions. The Origin Field will indicate the type of Requisition being processed. Departments will be able to process an on-line requisition resulting in one of the following documents:

- College Requisition (CR)
- Internal Vendor Purchase Order (IV)
- Limited Value Purchase Order (LV)
- Subcontract Purchase Order (SC)

A (CR) College Requisition is processed when the purchase is:
1. In excess of $5,000
2. Blanket Orders (External Vendors and Internal Vendors)
3. Commodities and/or Services that are prohibited on a Limited Value Purchase Order (see section 2.16 of the URI Purchasing Manual)
4. Change Order (Advice of Change) to a PO issued as a result of a prior CR. Note: Change orders cannot be processed to a LVPO or IV.

A (LV) Limited Value Requisition is processed when:
1. The purchase is $5,000 or less (inclusive of all costs; i.e. shipping and handling)
2. The commodity and/or service is an allowable purchase on a LVPO (see section 2.16 of the URI Purchasing Manual)
3. The purchase is a one-time delivery, one-time payment situation
4. The purchase is within the current fiscal year only.

A (IV) Internal Vendor Requisition is processed when:
1. The purchase is from a URI Internal Vendor and is a one-time delivery, one-time payment situation (see section 2.12 of the URI Purchasing Manual)

A (SC) Subcontract Requisition is processed when:
1. A Research Subcontract exists between URI and a subrecipient to perform part of the statement of work in a URI sponsored research project.
2. An Advice of Change is required to an existing Subcontract Purchase Order

For additional information on Subcontract Purchase Orders please visit the Office of Sponsored Projects Review at: http://www.uri.edu/research
Requisition Workflow Terminology

1) Approval Levels with associated Roles.
   a) Pre-Approval - (Requester Role)
   b) Level 1 – (Signatory from Signature Authorization)
   c) Level 2 – (Final Review from Signature Authorization)
   d) Level 3 – (Administrative Approvals i.e. Grant/Research and Foundation.)

2) Approver – User who Approves Requisition or Chartfield String.

3) Category Code – Used to categorize the item that is being purchased. Users should select the
   Category code that most closely matches the item(s) they are purchasing. The Account Code is
   defaulted based on the Category selected.

4) Denied Requisition – Requisition that is sent back to Requester for correction or cancellation.

5) Final Review – 2nd Level Approver for the CFS – (Optional Approval Level)

6) Hold from Further Processing Checkbox – When checked: the Requisition is on hold, when
   Unchecked: the Requisition is available for processing.

7) Origin – Type of Requisition – Indicates to the system and users how the Requisition is
   processed. The two letter alpha code should be used for Requisitions. The origins are listed
   below.
   i) CR – College Requisition: Routed to Purchasing for completion.
   ii) IV – Internal Vendor Requisition: Purchase order auto generated directly from Req.
   iii) LV – Limited Value Requisition: Purchase Order auto generated directly from Req.
   iv) SC – Subcontract Requisition: Routed to the Research Office for completion.

8) Originator – A user who enters a Requisition but does not have Pre-Approval authority.

9) Pre-Approval Process – Requisition is entered by an Originator who must have a Requestor
   Approve Req. The Requester Pre-Approves the Req by clicking the Green Pre-Approve Check
   which changes the status from Open to Pending to facilitate workflow processing.

10) Requester – User who has been granted the authority to Pre-Approve Req. The Requester will
    be the primary contact Requisitions and/or Purchase orders.

11) Routing – The process of electronically moving work.

12) Ship to Location – Address where the Item’s final delivery is shipped.

13) Ship to Control – Determines where the shipped item is first sent.

14) Ship to Comments - Field used to Add the Attn: (Person’s Name) whom the item will be sent to.

15) Workflow – Paperless On-Line work routing system

16) Worklist – Approvers work queue, where users manage/review Requisition(s).
Components of a Requisition

This manual explains how to enter each component of a requisition, and how they relate to each other.

In PeopleSoft requisitions consist of five components:

- **Requisition Header** – This includes the Requester, Requisition date, Origin, Accounting Date and Header Comments.
- **Requisition Defaults** – Where general information pertaining to the entire requisition is entered. This includes data such as the Vendor, Category (if all items are of the same category), Ship To, Due Date
- **Lines** – Where the description, unit of measure (UOM), price, category and quantity for each item you are ordering.
- **Schedule** – Where the due date, ship to address and unit price are stored for each item on the requisition.
- **Distribution** – Where accounting information (i.e. chartfield string) is entered. The chartfield string includes the account, fund, department, program and project and budget date.
Log into PeopleSoft using your UserID and Password and in accordance with the URI Access and Compliance *(Data Confidentiality Statement)* -
http://www.uri.edu/ecampus/tutorials/ecampus_compliance_stmt.pdf
The requisition ID (Requisition number) will auto generate the next number once the requisition has been saved.

All text should be entered in upper/lower case.
Requisition Header
Requester – defaults based on your logon.
Requisition Date – defaults to the current date.
Origin - defaults to ONL, Change to: CR = College Requisition
Click the and Select CR

Click on the Requisition Defaults Hyperlink.

It is IMPORTANT that you access this page and enter the following fields prior to entering any information on the lines which will be discussed later. PLEASE NOTE: ANY INFORMATION ENTERED IN THIS SCREEN WILL POPULATE TO ALL LINES.

Buyer – Leave Blank
Unit of Measure – Leave Blank
Vendor – Select the vendor by clicking on the Vendor Lookup hyperlink.

If you do not have a suggested vendor, go to entering the category on page 8.
Type the vendor name or a portion of the vendor name. If the vendor is an individual, type the last name first.

Click [Search]

Select the vendor from the Search Results. If there are multiple Locations select the “MAIN” Location.

Note: If there are multiple locations beginning with MAIN, preview the address for each and select the appropriate “MAIN” location.

Click [OK]

A College Requisition (CR) does not require a vendor, however, if you have a suggested vendor and the vendor is in PeopleSoft you may select the vendor. If the vendor is not in PeopleSoft you can enter the suggested vendor name and address in the requisition header comment section which will be discussed later.

Once the vendor is selected, the Vendor number and Location will populate.

Category – is a classification of goods/services. For example, if you are requisitioning Natural Gas the category is “Fuel: Gas”. The Category will populate the account; i.e. Category 406A = Account 5406. Choose the appropriate Category based on the goods/services you are requisitioning.

Click on the [Preview Address]

Note: Only one category can be used per line item. If you are requisitioning multiple items with the same category you may select the category here. Otherwise, if you are requisitioning multiple items with multiple categories you will need to select the category on each line.
Example of search by Description:

Type a description

Click [Look Up]

Select (click) the appropriate Category from the Search Results.

Search by either the category number; i.e. 406 or description; i.e. fuel and click

[Look Up]

or select from the Search Results

Within the Search Results you may also change the order in which a column sorts by clicking on the column heading; i.e. click on Description to sort in alphabetical order by the description.
The ship to location is where the goods/services will be delivered. Select the ship to location in one of the following ways:

- If you know the four digit department number where the goods/services are being delivered you may enter that number in the ship to: field, click and select from the Search Results, or
- Search by the department name by clicking , type the department name in the description field, click and select from the Search Results.

In those rare instances where goods/services are not being delivered to the University, type “offsite” in the Ship to field and click . Select OFFSITE. The following message will appear:

The complete ship to address will need to be entered as a comment in the Requisition header comments section and will be described later.
Due Date – DO NOT enter the due here. The due date will be entered on the line.

Distribute by: Defaults to “Amount” – DO NOT CHANGE

Distributions – DO NOT enter the distribution(s) here. The distribution(s) will be entered on the line

Click OK

Description – The description for blanket requisitions is the fiscal year. If this is a multi-year blanket requisition, each fiscal year will be a separate line item. An actual description of the item(s) being ordered will be typed in a comment field later.

Exception: When using fund 500 the description will be the actual description of the goods/services.

Type the fiscal year; ie: Fiscal Year 2012-2013

If additional information needs to be added, it can be added as a “comment” which will be described later.
Quantity – Type the quantity. The quantity for blanket requisitions is typically 1.

UOM – Enter the UOM; ie: tot or click to search. The unit of measure for a blanket requisition is typically tot = total.
Category – If the Category was entered on the Requisition Defaults page it will populate once the quantity has been entered. DO NOT CHANGE

If the Category was not entered on the Requisition Defaults page you will select the appropriate category on the line item.

Price – Enter the unit price for the item. You only need to use a decimal when the unit price is in dollars and cents.

The unit price for a blanket requisition is the total amount for the fiscal year.

Click the Schedule -
When the default Ship to Control is accepted the ship to address that will print on the purchase order will include URI, Central Receiving, Kingston, RI. 02881.

To Change the default Ship to Control click

Select “G” for GSO Central Receiving
Select “D” for Direct Delivery to the department (non-Central Receiving).

If delivery is to be made to the Alton Jones Campus or FCCE select “D” for Direct Delivery.

(Note: This action only needs to be performed on line 1/Schedule 1).

When selecting “K” or “G”, the ship to address will read URI, Central Receiving followed by the City, State, Zip, department name and address.
If you have selected a ship to of “OFFSITE”, change the Ship to Control to “D”. The complete ship to address will be entered in a comment field on the requisition header comments. If you have chosen an OFFSITE ship to location do not access the Add Ship To Comments Hyperlink.

Ship to Comments – If you would like the shipment to be addressed to a particular individual Click the Add Ship To Comments Hyperlink.

(Note: This action is performed once on line 1/schedule 1 only)

Click on the Ship To: drop down menu and select the ship to location. Note - The ship to chosen on the Requisition Defaults page will be the only default choice.

In the comment box type the name only of the individual that the shipment should be addressed to.

If you have chosen an OFFSITE ship to location do not type in the comment box.
Due Date – The due date for a blanket requisition is the end date of the blanket within a given fiscal year. Remember each fiscal year is a separate line item, therefore, the due date is the end date for each particular line.

Type the due date or select a date by clicking
Click on the distribution icon

If the due date is 30 days in the past or 30 days in the future the following message will appear.

Click OK

Click + to add rows when using multiple chartfield strings.

Enter the desired number of rows. For example if the purchase is being charged to 2 chartfield strings, click OK to add 1 row.
The total percent and dollar amount of the line populated to distribution line 1 and the Account populated on all distribution lines from the category that was chosen on the Requisition Defaults page. DO NOT CHANGE THE ACCOUNT.

Enter the percent or amount for each distribution line along with the fund, dept, program and if the chartfield string contains a project and activity select the PC Bus Unit (URIPS) by clicking . Type the project and select the activity by clicking .

Note: The budget date defaults to the current date and will need to be changed in order to pre-encumber the funds in the appropriate fiscal year. The Budget Date for a blanket requisition is the end date for each fiscal year. For example, line 1 is FY 12-13, the budget date for each distribution line 1 will be 6/30/13.

Enter the appropriate budget date and Click
Requisition ID has been assigned. The Requisition ID is for internal use only. (This is not the po number)

If there are additional line items Click

Enter the desired number of rows (lines) to add. For example if the requisition is for a total of 3 lines, enter 2 and click

This Requisition will be held from further processing (20001, 42)
The Hold From Further Processing check box is currently on for this requisition. If your intention is to hold this requisition simply hit the OK button in this message box. If you would like to release this requisition, turn off the Hold From Further Processing check box and hit the save button.
Note: If the Category was entered on the Requisition Defaults page it will automatically populate once a description has been entered. DO NOT CHANGE. If the category was not entered on the Requisition Defaults page, you will need to select the category on the line.

Enter the chartfield string(s) distribution, due date and budget date for each line item as described above. Remember each line is a fiscal year, therefore, each line will have a different due date and budget date; however, the due date and the budget date should be the same for each line.

If there are no more items to add click **Save**

This Requisition will be held from further processing (20001,42)

The Hold From Further Processing check box is currently on for this requisition. If your intention is to hold this requisition simply hit the OK button in this message box. If you would like to release this requisition, turn off the Hold From Further Processing check box and hit the save button.
Comments – Comments can either be a typed comment(s) or an attached document(s).

All documentation relating to the purchase must be attached to the electronic requisition. This includes but is not limited to; documented telephone quotes and/or written quotes, sole source justification, screening form, etc.

Comments or information pertaining to the purchase may be used for comments for the vendor, or internal comments.

For the comments to print on the purchase order you must Select □ Send to Vendor. If the comments are for internal use only, do not check the box.

Note: All requisition “comments” will print on the requisition but will not print on the Purchase Order unless you have checked □ Send to Vendor.

The Send to Vendor option applies to comments in the comment text box only, not to the documents attached.

Attachments, for the most part, must first be scanned and saved to a location where you will retrieve them and attach to the requisition. The naming convention for attachments is as follows: Requisition Origin (CR), Requisition ID_ followed by the type of attachment; ie: bid sheet, for example CR19889_Bid Sheet. However, Bid Sheets (see section 2.1 of the URI Purchasing Manual) are to be attached in an excel format.

Any attachment that is to be sent to the vendor along with the resulting purchase order will need to be scanned and attached separately and not combined with any internal documentation.
All blanket college requisitions must indicate the blanket period; ie: Blanket Requirements 7/1/12 – 6/30/15.

To add this comment click the hyperlink

Use Standard Comments

To add comments click on the Add Comments hyperlink
Comment Type – type req or click to select REQ

Comment ID – type blkt or click to select BLKT

Click OK

Type the blanket requirement dates over the mm/dd/yr – mm/dd/yr

Do not delete or change

Check Send to Vendor
All blanket requisitions must indicate a description of the goods or services. The description will print below the blanket requirement dates and above any line information.

To add additional comments click [ ]

Click the hyperlink [Use Standard Comments]
Comment Type – Type req or click to select REQ

Comment ID – Type hdr or click to select HDR

Click OK

After the ~ type the description; ie: Natural Gas Transportation Services Per MPA #233

Check Send to Vendor

To continue adding additional comments and/or attachments click +
To add an attachment:

Click **Attach**

Click **Browse...**

Locate the attachment and double click.

Click **Upload**
If you would like the attachment to be included with the resulting purchase order, check the box.

If the attachment(s) is for internal use only do not check the box. For example, if the attachment includes a sole source justification the e-mail check box will not be checked.

Note: The attached bid sheet is an excel format (.xls)

If an “OFFSITE” Ship to Location was chosen, enter the entire ship to address in the comment field as follows:

URI, Dept. Name
c/o Company Name
Street Address
Attention
City, State, Zip

Click [ ] Send to Vendor
To view all comments click on the [View All] hyperlink. Once you are in the “view all” mode you can either scroll down to the last comment to add another comment or insert comments in between other comments.

Click [OK] when done.
To view and/or print a copy of the requisition, click View Printable Version.

Click Yes.

This Requisition will be held from further processing (20001,42)

The Hold From Further Processing check box is currently on for this requisition. If your intention is to hold this requisition simply hit the OK button in this message box. If you would like to release this requisition, turn off the Hold From Further Processing check box and hit the save button.
Once you have previewed and/or printed the requisition, close the window by clicking ❌.
If necessary, make any changes that need to be made. When the requisition is complete and if you are an “originator” uncheck the **Hold From Further Processing** box and click **Save**.

**Note:** The requisition is in open status
The requester will receive an e-mail informing them that a requisition is pending and needs to be submitted for approval.

This e-mail is to notify you that College Requisition: 0000019932, entered by bettyg is in open status and needs to be submitted for approval.

If you are a “requester” and you have received an e-mail regarding submitting a requisition for approval, logon to PeopleSoft, retrieve the requisition via the following navigation: (Purchasing>Add/Update Requisitions>Find an Existing Value). Enter the Requisition ID and click Search. Once you have reviewed the requisition click on the ✅ to Submit for Approval.

Note: The Status will change from Open to Pending. Click

If you are a “requester” and you have entered the requisition, uncheck the ✅ Hold From Further Processing, Click on the ✅ to Submit for Approval (the status changes from Open to Pending). Click
The requisition has now entered the workflow approval process. Once this happens the requisition cannot be retrieved.

**Workflow Approval**

**Level 1** – Signatory for Signature Authorization  
**Level 2** - Final Review from Signature Authorization  
**Level 3** – Administrative Approvals; ie:  
- Foundation Office when using Foundation Funds  
- Sponsored and Cost Accounting when using Research Funds  
- Business Services when using Bond Funds

The “approver(s)” (level 1) will receive an e-mail:

```
This e-mail is to notify you that College Requisition: 0000019889, Requester: bettyg, is seeking level 1 approval for Chartfield String: URIPS10040550000, and has been added to your e-Campus Financials Worklist.
```

The Approver(s) can either “Approve” or “Deny” the requisition. Note: All approval levels have the authority to “approve” or deny” a requisition.

If the requisition is Denied, the requester will receive an e-mail informing them that the requisition has been denied. If the approver indicated a reason it will appear as a comment.

```
This e-mail is to notify you that College Requisition: 0000019932 entered on 02/15/2012 has been denied by OPRID: bettyg
Comments: We do not have the money at this time.
```

Once a requisition has been denied, the requester can retrieve the requisition; (Purchasing>Add/Update Requisitions>Find an Existing Value). Enter the Requisition ID and click Search. Make necessary changes, approve by clicking the and . Upon saving the requisition, the workflow approval process will begin again. If a requisition needs to be cancelled please see “Cancelling a Requisition”

If the “approver(s)” (level 1) approve the requisition and any other approvals that may be required; i.e. (level 2) Final Review, (level 3) Foundation Office if Foundation Funds are being used, Sponsored and Cost Accounting if Research Funds are being used, etc. the “requester” will receive an e-mail indicating that the requisition has been approved.
Once the college requisition has been approved by all levels the budget checking process will automatically be initiated. The requisition will be routed to the URI Purchasing Department when the budget checking process is complete and the requisition is in valid budget status.

If the requisition fails budget checking, the requester will receive an e-mail:

This e-mail is to notify you that College Requisition: 0000019889 has budget errors.

Because the requisition did not pass budget check the requester is able to access the requisition and determine the cause of the budget error and either process a budget transfer and/or make the necessary changes.

Retrieve the requisition – Purchasing>Requisitions>Add/Update Requisitions. Click on the tab: Find an Existing Value, enter the requisition number in the Requisition ID field; ie: 0000019889 and click Search.

When you retrieve the requisition you will notice that the Budget Status = Error and the requisition has automatically been placed back on hold.

Click on the hyperlink Error to determine the cause of the budget error.
If a budget transfer is necessary to support the purchase you will first need to make the budget transfer. Once the transfer has been made, uncheck the \textit{Hold From Further Processing}, click \textit{Save}. In this example, the requisition will not require re-approval and will invoke the budget process again.

If there are changes to the distributions, i.e. change the chartfield string or change the price, the workflow approval process will start again once the requisition is taken off hold, submitted for approval and saved.

Other examples of budget error exceptions include but are not limited to:

\begin{itemize}
  \item \textbf{Budget Date Out of Bounds.} This budget exception typically occurs when using a fund 500. If you receive a budget error of this type you will need to contact the appropriate accountant in the Sponsored and Cost Accounting Office.
\end{itemize}
Once a college requisition has been routed to the URI Purchasing Department and a purchase order issued, a copy will be e-mailed to:

- **Vendor** – This is the vendor’s authorization to proceed
- **Requisitioning Department** – This is the department receiving report copy

If there are any attachments they will be a separate PDF file. For example, the PO is one pdf and the attachment(s) are a separate pdf.

Below is a sample Blanket Purchase Order:
Once the goods/services are received, the department copy of the purchase order is to be signed by the individual who has signature authorization for “receiving reports” and forward to the URI Accounts Payable Office. Note: Payment cannot be made until the URI Accounts Payable Office receives the invoice from the vendor and the signed receiving report copy of the po.
Returned Requisition

A College Requisition submitted to Purchasing requiring additional information, specifications, documentation, etc. may be returned. When a requisition is returned from Purchasing, the requester will receive an e-mail stating the reason for return.

Retained requisitions will not require re-approval through the workflow approval process unless there is a change to the chartfield string or price. For example, if a requisition is returned for detailed specifications, the requester will retrieve the requisition (see instructions above: retrieve requisition), attach the specifications, and click Resubmit. Once the Resubmit button has been clicked, the requisition will automatically route back to Purchasing.

If there is a change to quantity, price or chartfield string a change order to the requisition will be created and the requisition will require re-approval. Once a change is made to one of the above fields you will receive the following message:

Click Yes

Click Save

Uncheck Hold From Further Processing
Click on

The Status will change from Open to Pending

Click

The requisition has now entered the workflow approval process. Once this happens the requisition cannot be retrieved.

** Cancelling a Requisition
Requesters can cancel a college requisition when the following conditions exist:
Status: Open/Budget Status: Not checked and the Hold from Further Processing is checked. For example, if you decide you no longer need the goods/services it is your responsibility to cancel the requisition.
Status: Denied/Budget Status: Not checked
Status: Returned Requisitions - Approved/Budget Status: Valid

Example of Denied Requisition
Example of Returned Requisition

If the Hold From Further Processing box is checked, you must uncheck the box before cancelling the requisition.

To cancel a requisition click on the "X".