PeopleSoft Purchasing College Requisition (CR)

Standard (one-time delivery/one-time payment)
**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](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*) -
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 the Requisition Defaults 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 9.

NOTE: 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.
Type the vendor name or a portion of the vendor name. If the vendor is an individual, type the last name first.

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.
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 a convection steamer (kitchen equipment) costing $5,000 or more, the category is “Equip”. The Category will populate the account; i.e. Category 654A = Account 9654. Choose the appropriate Category based on the goods/services you are requisitioning.

Click on the search icon.

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.
Search by either the category number; i.e. 654 or description; i.e. equip. 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.

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**Example of Search by Description**

Type the description

click **Look Up**

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

By selecting the Offsite ShipTo location, your requisition will automatically be flagged for audit.

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 – The requested due date for the delivery of goods/services. 
DO NOT BACK DATE A DUE DATE

Type the due date or click the and select the date.

Distribute by: Defaults to “Amount” – DO NOT CHANGE
Distributions – When requisitioning one or multiple items and charging the same chartfield string or multiple chartfield strings with the same percent you may enter that here in the defaults. Note: In Requisition defaults you can only distribute by percent.

For example:
1. 1 item being charged to 1 chartfield string, or
2. Multiple items; 1 microscope, 1 lens and 4 sets of slides. Each item is split by the same percent for multiple chartfield strings; i.e. 3 items each being split by 25%/50%/25%.

If you are distributing by one of the following, the chartfield string(s) will be entered on the line and will be discussed later.

- If requisitioning more than one item and each item is being charged to a different chartfield string you will enter the distribution(s) on each of the lines, or
- If the distribution is based on a dollar amount vs. a percent you will enter the distributions on the lines, or
- If you are processing a blanket (single or multi-year) CR you will enter the chartfield distributions on the lines.
If you are entering the distribution on the line(s), click **OK** and go to Line Items on page **15**.

If you are entering the distributions here and if there are multiple chartfield strings, click **+**.

Enter the number of rows to add. (If you are distributing by 2 chartfield strings, click **OK** to add 1 row.

Enter the percent for each distribution. Type 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:** If the delivery of goods or services is not expected to be within the current fiscal year, the budget date will need to be changed in order to charge the appropriate fiscal year.

Click **OK**
Note: Once you have clicked OK and if you have entered a date that is 30 days past or 30 days in the future the following error message will appear:

Warning -- date out of range. (15,9)

The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

Click OK

Line Item(s)

Description – Type the description of the item being ordered; i.e. Convection Steamer. The description should include any pertinent information such as model number, manufacturer, etc.

If additional information needs to be added, it can be added as a “comment” which will be described later.
Quantity – Type the quantity.

UOM – Enter the UOM; ie: ea or click to search

Select from the Search Results
Purchasing College Requisition (CR) - Standard (Rev. 1-20-2015)

Category – Note the Category has populated from the Requisition Defaults. DO NOT CHANGE

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

*Ship To - defaults from the Requisition Defaults page.

*Ship to Control – the default ship to control is “K” for Kingston Central Receiving.

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

Click the Schedule -
When selecting “K” or “G”, the ship to address will read URI, Central Receiving followed by the City, State, Zip, department name and address.

Ship To: URI Central Receiving
        Kingston, RI 02881
        Department of Chemical Engineering
        16 Greenhouse Rd., 205 Crawford Hall
        Attention: Emma Harrold

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.

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 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.

Click **OK**
If the chartfield string distribution(s) was **not** entered on the Requisition Defaults the requisition cannot be saved. Skip this page and go to Entering Distribution(s) on the Line on page 21.

If the chartfield string distribution(s) was entered on the Requisition Defaults page and the requisition:

![Message](image)

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.

Click **OK**
Requisition ID has been assigned. The Requisition ID is for internal use only. (This is not the po number)

Go to page 23 to add additional line items or if there are no more items go to page 27 to add comments/attachments.

**Entering Distribution(s) on the Line**

If the distributions were not entered on the Requisition Defaults page you will need to enter them here.

Click on the distribution tab

When distributing by more than one chartfield string Click to add the desired number of rows.
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 fund, dept, program and if the chartfield string contains a project and activity select the PC Bus Unit (URIPS) by clicking ![image](image1.png). Type the project and select the activity by clicking ![image](image2.png).

**Note:** The budget date defaults to the current date. Therefore, if you are processing a College Requisition and the delivery will not be made until the next fiscal year, the budget date will need to be changed in order to pre-encumber the funds in the appropriate fiscal year. For example, if you are processing a college requisition in June for delivery after June 30th, change the budget date to a date in the new fiscal year.

Click **OK**
To add additional line items Click

Click the hyperlink

Click the hyperlink

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.

Click OK
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.

Type the description, quantity, UOM and price for each additional line.

Note: The Category will automatically populate from the Requisition Defaults page once you have entered a description, DO NOT CHANGE. If the chartfield string(s) distribution was entered on the Requisition Defaults page it will automatically populate on each line. If the chartfield string(s) distribution was not entered in the Requisition Defaults it will need to be entered on each line as described above including the budget date, if necessary.

If there are no more items to add click.

Click
Note: If you are requisitioning more than 5 line items you may issue a requisition with 1 line item; description should read See Attached and attach either the quote containing all items or if no quote exists you may complete a bid sheet (located at: http://www.uri.edu/purchasing/forms.htm) and attach in an excel format (not pdf) to the requisition.

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 CR19887_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.
To add a comment(s) and/or attachment(s) click on the hyperlink Add Comments.

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

Check

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

Click Attach

Click Browse...

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

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.
Continue adding comments and/or attachments by clicking or Click \( \text{OK} \) when done.
To view and/or print a copy of the requisition, click View Printable Version.

**Message**

Do you wish to save the current document? (10250,274)

Document cannot be printed if it is not saved. If you choose Yes, document will be saved and printed. If you choose No, document cannot be printed.

Click Yes or No.

**Message**

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.

Click OK.
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 box and click 

Note: The requisition will remain in open status until the requester submits the requisition for approval.

The requester will receive an e-mail informing them that a requisition is pending 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, log on 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 follow the above steps to change the status from open to pending.

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: 0000019881, 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: 0000019881 entered on 01/25/2012 has been denied by OPRID: bettyg
Comments: Use fund 110

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, pre-approve and save.  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.

This e-mail is to notify you that College Requisition: 0000019882 entered on 01/26/2012 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: 0000019882 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: 0000019883 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 Hold From Further Processing, Click 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:

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 & Cost Accounting Office.
The URI Purchasing Department will issue a purchase order and will e-mail a copy 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 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.

Returned 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:

Yes

Click

Save

Uncheck Hold From Further Processing

Status: Open
Budget Status: Not Chkd
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 prepare a requisition and 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".

Click Yes

Click OK