Purchasing College Requisition (CR)

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Capital Projects (Non OCP Funds)

1-20-2015

FOR USE BY THE OFFICE CAPITAL PROJECTS ONLY

PeopleSoft Purchasing College Requisition (CR)

CAPITAL PROJECTS (NON OCP FUNDS)
**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 CP – (If the requisition originates in the Office of Capital Projects on a non OCP fund)
   c) Level 1 – (Signatory from Signature Authorization)
   d) Level 2 – (Final Review from Signature Authorization)
   e) Level 3 – (Administrative Approvals i.e. Sponsored and Cost Accounting and Foundation.)
   f) Level 4 – Other Approvals

   • A&E/Construction – Office of Capital projects when using account 5262, 5362, 9655 and 9656 (Note: If the requisition originated in the OCP, level 4 is satisfied at the same time as Level CP)
   • Radioactive Material – Radiation Safety Office when using account 5334

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.

The Office of Capital Projects will send either of the following to Purchasing via interoffice mail with either a copy of the college requisition or a transmittal form which references the PS College Requisition. In either case the college requisition must be referenced when submitting the disks.

- If it is to be bid by the State Division of Purchases; 2 CD’s containing the plans and specifications and the Invitation to Bid in a Word Document. Note: The specification package and drawings should be separate files.

- If it is to be bid by URI; 2 CD’s containing the plans and specifications. There may also be (1) one separate CD for URI Purchasing only, which contains the plans and specifications and the Invitation to Bid in a Word Document; or the Invitation to Bid can be attached to the electronic requisition. Note: The specification package and drawings should be separate files.
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.
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.

**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 on the and select CR

Click on the Requisition Defaults hyperlink.

**Requisition Header**

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.

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**

Click here to preview address
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 construction project costing $50,000 or more, the category is “Construction in Progress >$50K”. The category will populate the account; i.e. Category 655A – Account 9655. Choose the appropriate category based on the goods/services you are requisitioning.

Click on the

Note: Only one category can be used per line item. If you are requisitioning multiple lines 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. 655 or description; i.e. construction 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.
Example of Search by Description

Type the Description

Click [Look Up]

Select (click) the appropriate category from the Search Results

Ship to
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.

The following fields are not used or should not be changed:

**Distribute By:** Defaults to “Amount” – DO NOT CHANGE.

**Due Date:** For OCP requisitions on non-OCP funds, the due date is to be entered on the line and will be described later.

**Distributions:** For OCP requisitions on non-OCP funds, the distribution(s) will be entered on the line and will be described later.

Click OK
<table>
<thead>
<tr>
<th>Line Item(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong> – Type the description of the item being ordered; i.e. Construction of Hillside Residence Hall</td>
</tr>
<tr>
<td>If additional information needs to be added, it can be added as a “comment” which will be described later.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction of Hillside Residence Hall</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description** – Type the description of the item being ordered; i.e. Construction of Hillside Residence Hall.

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

**Quantity** – Type the quantity, i.e. 1

**UOM** – Enter the UOM; i.e. tot

**Category** – The category will populate from the Requisition Defaults. DO NOT CHANGE.

**Price** – Enter the total anticipated cost. You only need to use a decimal when the unit price is in dollar and cents.

![Diagram of Maintain Requisitions screen](image)
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:

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

**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.)
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**
Due Date – Enter the due date.

Note: the due date should be reflective of the estimated completion date on the entire project.

Click on the distribution

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
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 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 .
The Budget Date for OCP requisitions on non-OCP funds will be reflective of the start date of the project. If for any reason funds are to cross fiscal years the budget date should not go beyond the future fiscal year. Therefore, at most, the current fiscal year, and the future fiscal year can be used. (Example: Project starts in June but little work will be done that month; $25,000 on fund 430 in FY 12 & $2,000,000.00 on fund 430 in FY13.

Important Note: Budget dates for a future fiscal year should always be the first date of that year; i.e. 7/1/XX. Never use the end date of the future fiscal year on OCP requisitions using non-OCP funds.

The budget date defaults to the current date. If necessary, change the budget date and click when done.
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: BCCO Approval letter, etc.

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

For 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 Orgin (CR)_Requisition ID_followed by the type of attachment; i.e. BCCO Approval Letter, for example CR19924_BCCO. However, Bid Sheets (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 scanned and attached separately and not combined with any internal documentation.
To add a comment(s) and/or attachments click on the Add Comments hyperlink.

In the comment box type a brief description of what is being attached; i.e. BCCO Approval Letter.

To add an attachment:

Click Attach

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

If the attachment 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.

If you would like the comment to print on the purchase order, check.

To add additional comments and/or attachments click.
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.
Identify the Project Manager and their contact information in a separate comment box.

Continue adding comments and/or attachments by clicking + or Click 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

**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 the close button.
If necessary, make any changes that need to be made.

When the requisition is complete uncheck the 
Hold From Further Processing box.

Click on to Submit for Approval.

Click to Save.
Note: The Status has changed from “open” to “pending”

If you click on the ✗ you will CANCEL the requisition.

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

Workflow Approval

Level CP – If the requisition originates in the Office of Capital Projects on a non OCP fund

Level 1 – Signatory for Signature Authorization

Level 2 – Final Review from Signature Authorization

Level 3 – Administrative Approval; ie:

- Foundation Office when using Foundation Funds
- Sponsored and Cost Accounting when using Research Funds
- Business Services when using bond Funds

Level 4 – Other Approvals

- A&E/Construction – Office of Capital Projects when using account 5262, 5362, 9655 and 9656 (Note: If the requisition originated in the OCP, level 4 is satisfied at the same time as level CP)
- Radioactive Material – Radiation Safety Office when using account 5334
The “approver(s)” (level CP) will receive an e-mail:

This e-mail is to notify you that College Requisition: 0000019924, is seeking approval from The Office of Capital Projects and has been added to your e-Campus Financials Worklist.

Note: CP approval of the requisition will also satisfy Level 4 when account 5262, 5362, 9655 and 9656 are used.

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

Once the Office of Capital Projects approves the requisition, Level 1 approver(s) will receive an e-mail:

This e-mail is to notify you that College Requisition: 0000019924, Requester: lorachouquette, is seeking level 1 approval for Chartfield String: URIPS1004055000, and has been added to your e-Campus Financials Worklist.

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: 000019924 entered on 02/13/2012 has been denied by OPRID: pauldepace

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 the necessary changes, click on the green check mark to Submit for Approval 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)” (CP) and (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: 000019924 entered on 02/13/2012 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: 000019924 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; i.e. 000019924 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.
In this particular instances the budget error exception is the result of “Exceeds Budget Tolerance”.

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 and Cost Accounting Office.
The URI Purchasing Department will either process a state requisition and the State Division of Purchases will solicit the bid or the URI Purchasing Department will solicit the bid depending on the source of funds. Once the bid has been solicited and awarded:

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.

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 Requisitions

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 the return.

![E-mail notification example]

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:

![Change order warning message]

Click [Yes]

Click [Save]
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 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

Click Yes

Click Ok

Successful Cancellation

The requisition has been canceled, you must click ok to finalize the cancellation.