PeopleSoft Purchasing
Subcontract Requisition (SC)
**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 Subcontract (sub award) requisition is processed when a subcontract has been budgeted and the proposal is officially awarded by the agency. New subcontracts that have not been approved by the agency require agency approval first (please contact OSP for assistance).
2. An Advice of Change is required to change 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. Office of Sponsored Projects 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 Office of Sponsored Projects 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.

Note: Subcontract Requisitions require that a vendor is selected. If the vendor is not in PS, a URI W9 form located at: [http://www.uri.edu/purchasing/FORMS/W-9_fill_in_protected.pdf](http://www.uri.edu/purchasing/FORMS/W-9_fill_in_protected.pdf) must be completed by the vendor and forwarded to the URI General Accounting Office. Once the vendor has been added to PS, you may proceed with processing the subcontract requisition. When selecting the vendor address be sure to open the vendor record up and pick the address that matches what is on the Sub Recipient Monitoring Form. A vendor like a University may have multiple “remit to” address. To add an address to a vendor record, contact Accounting at 4-7553.
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
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. There are two categories for subcontracts; 447A = subcontracts <$25K and 446A = subcontracts >$25K. The category will populate the account; i.e., 447A = account 5447, 446A = account 5446.

Typically, subcontracts are charged to both categories/accounts, therefore, the category will be selected on the line(s). **DO NOT** select the category here.
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 – When processing a subcontract requisition DO NOT enter the due here. The due date will be entered on the line.

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

Distributions – When processing a subcontract requisition DO NOT enter the distribution(s) here. The distribution(s) will be entered on the line.

Click OK

Description – The description for subcontract requisitions is as follows:
If the subcontract is subject to F&A there will be two lines:
Line 1 – Subcontract <$25K (subject to F&A)
Line 2 – Subcontract >$25K (not subject to F&A)

Enter the description for line 1
Quantity – Type the quantity. The quantity for a subcontract is typically 1.

**UOM** – The Unit of Measure for subcontracts is typically tot = total.

**Category** – Enter the appropriate category; i.e. 447A or 446A.

**Price** – Enter the total price for line 1. You only need to use a decimal when the 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

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

(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

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 ship to address to include a particular individual name, 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 ship to address should include.

Click OK
Due Date – The due date for a subcontract requisition is the end date of the subcontract.

Type the due date or select a date by clicking.

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

Click OK.
NOTE: The budget date defaults to the current date and will need to be changed to the end date of the subcontract.

Change the budget date, enter the fund, dept, program, select the PC Bus Unit (URIPS) by clicking . Type the project and select the activity by clicking .

Click OK.
If the subcontract is being charged to two accounts; 5447 & 5446 you will need to add a line.

To add a line click [Click to add 1 row].

Click [OK] to add 1 row.
Type the description, quantity, category and price for line 2.

Click the for line 2.

Enter the Due Date (again the end date of the subcontract) and click.

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

Click OK.

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.
NOTE: The budget date defaults to the current date and will need to be changed to the end date of the subcontract.

Change the budget date, enter the fund, dept, program, select the PC Bus Unit (URIPS) by clicking . Type the project and select the activity by clicking .

Click OK

Click Return to Main Page
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). Be sure to include subcontract (sub award) period of performance in the comments.

All documentation relating to the subcontract must be attached to the electronic requisition.

Comments or information pertaining to the subcontract 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 (SC), Requisition ID_ followed by the type of attachment; ie: agreement.

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 subcontract requisitions must include the following attachments: Scope of work, sub recipient monitoring form, and budget from the proposal.

- To attach documents
  
  Click [Attach]

  Click [Browse...]

  Locate the attachment and double click.

  Click [Upload]
In order for the comment to print on the PO you must check the ✔ Send to Vendor

In order for the agreement to be e-mailed with the PO you must check the ✔ Email

Note: If the comment or attachment is for internal use only DO NOT check the boxes.

To continue adding additional comments and/or attachments click +

Click OK when done.

To view and/or print a copy of the requisition, click View Printable Version
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**

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 .

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 pre-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

![Image]

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
- Office of Sponsored Projects 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 Subcontract Requisition: 0000019915, Requester: ewhite, is seeking level 1 approval for Chartfield String: URIPS1000055000, 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 Subcontract Requisition: 0000019915, entered on 04/05/2010 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, 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, Office of Sponsored Projects 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 Subcontract Requisition: 0000019911 entered on 02/06/2012 has been approved.

Once the subcontract requisition has been approved by all levels the budget checking process will automatically be initiated. The subcontract requisition will be routed to the Office of Sponsored Projects 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 Subcontract Requisition: 000000004 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: 0000019915 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.
Other examples of budget error exceptions include but are not limited to:

- **Exceeds Budget Tolerance.** If a budget transfer is necessary to support the subcontract you will first need to make the budget transfer. Once the transfer has been made, uncheck the Hold From Further Processing box, Click  Save . In this case, the requisition will not require re-approval and will invoke the budget process again.

In this particular instance the budget error exception is the result of “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 Costs Accounting Office.
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, approved and saved.

Once a subcontract requisition has been routed to the Office of Sponsored Projects 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 Subcontract is complete, 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.
Advice of Change – Please refer to the Advice of Change Manual for processing a change order to a Subcontract Purchase Order.

Returned Subcontract Requisition

A Subcontract Requisition submitted to the Office of Sponsored Projects requiring additional information, documentation, etc. may be returned. When a requisition is returned from the Office of Sponsored Projects, 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 a copy of the subcontract agreement, the requester will retrieve the requisition (see instructions above: retrieve requisition), attach the subcontract agreement and click Resubmit. Once the Resubmit button has been clicked, the requisition will automatically route back to the Office of Sponsored Projects.
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 on image)

The requisition has now entered the workflow approval process. Once this happens the requisition cannot be retrieved.
Cancelling a Requisition
Requesters can cancel a subcontract 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 it is no longer needed 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

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**

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Click **Ok**

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**Message**

Canceling a requisition will commit any changes made and prevent further changes. Continue? (Y/N/00,?)

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.

[Yes No]

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**Successful Cancellation**

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

[Ok]

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[Save Return to Search Notify Refresh Add Update/Display]