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 Suppliers 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. URI intends to issue a new subcontract agreement to a subrecipient to perform part of the statement of work in a URI sponsored research project;
2. An amendment is required to modify an existing Subcontract Agreement. The following are some examples of when an amendment should be issued to modify an agreement:
   a. Changes to the Subrecipient’s budget (i.e. the addition/reduction of funds or re-budgeting that requires sponsor approval).
   b. Changes to the subcontract agreement’s period of performance.
Changes to the subcontract agreement’s terms & conditions, or the subrecipient PI or senior personnel named in the Notice of Award. NOTE: These changes are considered to be administrative and do not require a purchase order to be issued.

For additional information on Subcontract Purchase Orders please visit the Office of Sponsored Projects Review at: [https://web.uri.edu/research-admin/submit-a-proposal/subcontract-requisition-po-internal-processes/](https://web.uri.edu/research-admin/submit-a-proposal/subcontract-requisition-po-internal-processes/).
Requisition Workflow Terminology

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

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

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:
   - CR – College Requisition - Routed to Purchasing for completion.
   - IV – Internal Vendor Requisition - Purchase Order auto generated directly from Req.
   - LV – Limited Value Requisition - Purchase Order auto generated directly from Req.
   - 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 Requester Approve the 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 for 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) to whom the item will be sent.

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:

1. **Requisition Header** – This includes the Requester name, Requisition date, Origin, Accounting Date and Header Comments.

2. **Requisition Defaults** – Where general information pertaining to the entire Requisition is entered. This includes data such as the Supplier, Category (*if all Line Items are of the same Category), Ship To Location and Due Date.

3. **Lines** – Where the Description, Quantity, Unit Of Measure (UOM), Category and Price for each Item you are ordering.

4. **Schedule** – Where the Ship To Address, Unit Price and Due Date are stored for each Item on the Requisition.

5. **Distribution** – Where accounting information (i.e. ChartField String) is entered. The ChartField String includes the Account, Fund, Department, Program, Project, Activity 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 PeopleSoft College Requisition. **In either case the College Requisition MUST be referenced when submitting the CDs.**

- If it is to be bid by the State Division of Purchases, include 2 CDs 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, include 2 CDs containing the Plans and Specifications. There may also be 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 e-Campus UserID and Password here:

https://appfsprod.uri.edu:9301/psp/fsprod/EMPLOYEE/ERP/?cmd=login&languageCd=ENG&

PeopleSoft is to be used in accordance with the URI Access and Compliance Data Confidentiality Statement.

The Data Confidentiality Statement can be found here:
http://web.uri.edu/ecampus/hr/data-security/
To Add a New Requisition

From the Main Menu, choose Purchasing:

Then choose Requisitions:

Then choose Add/Update Requisitions:

To add a new Requisition, Click Add:

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 KNG - Change to: CR = College Requisition;
Click the and Select CR;

Then 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.
**Requisition Defaults**

**Buyer** – Leave Blank;  
**Unit of Measure** – Leave Blank;  
**Supplier** – Select the Supplier by clicking on the [Supplier Lookup] hyperlink. If you do not have a suggested supplier, go to [Entering the Category on Page 11].

**NOTE:** A College Requisition (CR) does not require a Supplier; however, if you have a suggested Supplier and the Supplier is in PeopleSoft you may select the Supplier. If the Supplier is not in PeopleSoft you can enter the suggested Supplier name and address in the Requisition Header Comment section, which will be discussed later.
Supplier Lookup/Search

Type the Supplier name or a portion of the Supplier name. If the Supplier is an individual, type the last name first. Click Search

Select the Supplier from the Search Results by typing a check (√) on the box at the beginning of the line. 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

Once selected, the Supplier Number and Location will populate onto the screen.

Click here to preview address
Choose a Category

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 to choose the correct Category.

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, do not enter a Category Code here.
- Instead, you will need to enter the Category Codes on each Line Item on the main Requisition screen. For more information, see page 19.
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 (i.e.: Construction) and click ‘Look Up’

Select the appropriate Category from the Search Results by clicking on the correct Category Number.

Note:
You can also search Category and Description by using the pull down menu. Your choices are:

- begins with
- contains
- =
- not =
- <
- <=
- >
- =>
- between
- in
The Ship To Location is where the goods/services will be delivered. Select the Ship To Location in one of these 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;

- Search by the Department Name by clicking the next to the Ship To field, 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 Ship To 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 is described on page 31.
The following fields are not used and 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 on page 24.

Distributions: For OCP Requisitions on non-OCP Funds, the Distribution(s) will be entered on the Line and will be described later on page 25.
On the main Requisition page:

**Description** – Type the Description of the item being ordered (i.e.: Construction of Hillside Residence Hall).

The Description should include any pertinent information such as model number, manufacturer, etc.
There are 4 ways to enter the Line Item Description:

1 – Click on the button at the end of the Description to access the entire Description area:

2 - Expand the box at the end of the Description by Clicking and Dragging it and type in your

3 – Click the icon to the left of the Description. This will take you to the Details for Line screen:

4 - If additional information needs to be added, it can be added as a Line Comment (See below):
Adding Line Comments

The Line Comment is a space to further explain and/or give details that only apply to that Line. To add a Line Comment, choose the line you would like the Comment to be associated with by Clicking on the talk bubble icon on that line.

Once in the Line Comments section, you can type your detailed information about that line here:

Check the box as well.

Click when done.

DO NOT ATTACH ANY ATTACHMENTS TO A LINE COMMENT.

To add an attachment, follow the instructions on Page 34.
You will then be returned to the main Requisitions screen and can continuing to enter the Line information. **Note:** the talk bubble now has lines in it to show that there is a comment typed there.

Type the Quantity (i.e.: 1):
Enter the Unit of Measure - UOM (i.e.: TOT):

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

REMINDER: Only one Category Code can be used per line

Enter the Total Anticipated Cost. You only need to use a decimal when the Unit Price is in dollars and cents.

At the end of the line, Click the Schedule icon - 

---

**Unit of Measure**

**Category**

**Price**
Defaults from the Requisition Defaults page. *Please note:* When a PO is generated for a Capital Projects Requisition, the Ship-To and the Bill-To addresses will be the same.

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 .
- See the next page for instructions on how to change the Ship To Address.
Change the Ship To Address

Select “D” for Direct Delivery to the Department (Non-Central Receiving)
The address will read: University of Rhode Island, Department name and physical address. For example:

```
Ship To: University of Rhode Island
Facilities Services, Business Office
60 Tootell Rd., Sherman Bldg. 2nd Floor
Kingston RI 02881
```

Select “G” for GSO Central Receiving:
The address will read: URI GSO Central Receiving, Narragansett, RI 02882-1197, followed by the Department name and address. For example:

```
Ship To: URI GSO Central Receiving
Narragansett, RI 02882-1197
Ocean Engineering
215 So. Ferry Rd., 110 Sheets Bldg.
```

Select “K” for URI Central Receiving:
The address will read: URI Central Receiving, Kingston, RI 02881, followed by the Department name and address. For example:

```
Ship To: URI Central Receiving
Kingston, RI 02881
CMB CBLS
120 Flagg Rd., Room 098
```

Notes: * If delivery is to be made to the Alton Jones Campus or FCCE, select “D” for Direct Delivery.
* This action only needs to be performed on Line 1/Schedule 1.

If you have selected a Ship To of “OFFSITE”, change the Ship To Control to “D”.
* You will type the complete Ship To address in a Header Comment.
* If you have chosen an OFFSITE Ship To location do not access the Add Ship To Comments.
* “SEE BELOW” will print in the Ship To area on the printed PO:

```
Ship To: SEE BELOW
```
Change the Ship To Comments

If you would like the shipment to be addressed to a particular individual, click the hyperlink. **Note:** This action is performed once on Line 1/Schedule 1 only.

**If you have chosen an OFFSITE Ship To Location, do not access the** Add/Edit Comments

- **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/room/lab that the shipment should be addressed to.
- When done, click **OK**
When the PO is printed, the Ship To address will look like this:

**Ship To:** URI Central Receiving
Kingston, RI 02881
Central Receiving
22 Tootell Road
Attention: Project Manager - Paul DePace

PeopleSoft automatically adds the word “Attention”.

---

You will then be returned to the Maintain Requisitions – Schedule page:

![Maintain Requisitions Schedule](image)
Due Date

Enter the due date. *Note*: the Due Date should be reflective of the estimated completion date on the entire project.

You will now enter the distributions for the line:

You will receive this message:

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*.

You will now enter the distributions for the line:
Entering Distributions on the Line

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 to add 1 row.

Initially, the Category Code that was chosen on the Requisition Defaults page will populate the Account Code to the first Distribution line. When more lines are added, the same Category Code will populate in the Account field. **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 an Activity, select the PC Bus Unit (URIPS) by clicking and type the Project and Select the Activity by clicking .

**The Budget Date defaults to the current date.**

**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 19 & $2,000,000.00 on fund 430 in FY20.

**Important Note:** Budget Dates for a future Fiscal Year should always be the first date of that year; i.e. 7/1/18; 7/1/19; etc. Never use the end date of the future Fiscal Year on OCP Requisitions using Non-OCP funds.

When done entering Distribution information for this line, Click to return to the Schedule page.
If you need to add an additional Account Code to this Purchase Order, it MUST BE ON A NEW LINE. PeopleSoft/Accounting allows ONE ACCOUNT CODE PER LINE on any Requisition. Make a new Line by following the instructions on Page 29. DO NOT ENTER any Category Codes in Defaults if there is more than one on the Requisition.

When you are done entering all of the ChartField Strings and Lines, Click to save the Requisition.

You will receive this message - Click
A Requisition ID has been assigned. The Requisition ID is for internal use only. (This is not the Purchase Order Number)

Go to page 29 to add additional Line Items or go to page 31 to add Comments or go to page 34 to add Attachments.
➢ To Add Additional Line Items

If you need to add any 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.

Click .

Two blank lines will be added to the PO.
Type the Description, Quantity, UOM and Price for each additional Line:

Note: the Category Code 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 Line Items to add, click at the bottom of the screen.

You will receive the following message:

Click OK
Adding Header Comments

To add a Header Comment, Click on the hyperlink \textit{Add Comments}:
Identify the Project Manager and his/her contact information by entering it in the Header Comment field as follows:

If an “OFFSITE” Ship To Location was chosen, enter the entire Ship To Address in the Header Comment field as follows:

Check the box

To View All Comments, Click

To add additional Header Comments, Click

URI Dining Services
c/o The Ryan Center
One Lincoln Almond Plaza
Kingston, RI 02881
To add Standard Comments, click on the Use Standard Comments hyperlink:

The Look Up Comment Type box will appear. Choose REQ.

The Standard Comments box will appear. Click on the Comment Type Search icon:

REQ will populate into the Comment Type box. Next, Click on the Comment ID Search icon:

The Look Up Comment ID box will appear. Choose the appropriate Comment ID – ie; BLKT
BLKT will populate into the Comment ID box and the entire comment will populate into the Comments box:

In this example, when the Comment is brought into the Header Comment, please remember to update the Blanket Requirement dates.

Click **OK** to return to the Header Comments.

➢ Adding Attachments

To add an Attachment(s), Click **Attach** in the Header Comments box:
Using the navigation on your computer, find the file that you want to attach to the Requisition:

- Click **Browse...**

This message will appear:

```
File Attachment

Browse... No file selected.
Upload Cancel
```

Double-click on the file you want to attach to the Requisition.

The name of the file will pop up in a window:

```
File Attachment

Browse... Sample Attachment.pdf
Upload Cancel
```

Click **Upload** to attach the file.
The Attachment will be listed on the Comment. If you would like the Attachment to be included with the resulting Purchase Order, check the Email box.

(If the Attachment is for internal use only do not check the Email box. - For example, if the Attachment includes a BCCO Approval Letter, the e-mail check box will not be checked.

To view the Attachment, click View. The Attachment will pop up in a new window. After checking for accuracy, close the new window to return to the Requisition.

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 more Attachments by clicking +. **Please note**: PeopleSoft allows you to attach only 1 attachment per Comment box – if you have 2 more attachments, you will need to add 2 more Comment boxes.

Click OK when done.
This will bring you back to the main Requisition screen:

Click on **Save** to save all of your changes to the Requisition.

This message will appear:

Click **OK**

You are now ready to Print your Requisition.
To View and/or print a copy of the Requisition, click the [view Printable Version] hyperlink on the main Requisition screen:

This message may appear:

Click [Yes]

The following message will appear:

Click [OK]

➢ A new window will open in PeopleSoft and will display the Printable Version of the Requisition. Check it for accuracy.
A second tab will open as the Printable Version queues and then prints to the screen. Proofread this copy to make sure all information is correct. If any changes need to be made, close this tab and go back to the Add/Update Requisitions tab to make and save changes to the Requisition and then Click [View Printable Version] again.

Tab 1 = Add/Update Reqs
Tab 2 = Printable Version of Req

---

**College Requisition**

This Form is for Internal Use Only

<table>
<thead>
<tr>
<th>Suggested Vendor Name:</th>
<th>Globas Industries Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Address:</td>
<td>16 Broom Street, Providence, RI 02905</td>
</tr>
<tr>
<td>Vendor#:</td>
<td>00000055491</td>
</tr>
<tr>
<td>Ship To:</td>
<td>URI Central Receiving, Kingston, RI 02881</td>
</tr>
<tr>
<td></td>
<td>Office of Capital Projects</td>
</tr>
<tr>
<td></td>
<td>50 Tootle Rd., Sherman Bldg.</td>
</tr>
<tr>
<td>Attention:</td>
<td>Project Manager - Paul DeFace</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line-Seq</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Extended Amount</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Construction of Residence Hall</td>
<td>1,000.00</td>
<td>TOT</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td>03/31/2020</td>
</tr>
</tbody>
</table>

**Blanket Requirements: 07/01/2018 - 03/31/2020**

Goods or Services can only be delivered and/or performed during the period indicated above.

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**Total Requisition Amount:** $50,000.00

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For purchasing use only

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Type/Code</th>
<th>SB#:</th>
<th>Clock</th>
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</table>
To print the Requisition, choose either File in the upper left of the screen or the printer icon in the upper right of the screen.

The Print box window comes up; choose where to Print your Requisition and Click OK.

Once you have previewed and printed the Requisition, close the second window by clicking X.
If necessary, make any changes to the Req that need to be made.

When the Requisition is complete, uncheck the **Hold From Further Processing** box.

Click on **✓** to Submit for Approval and Click **Save**.
Note: The Status has changed from “open” to “pending”.

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

The Requisition has now entered the Workflow Approval Process.

Once this happens the Requisition cannot be retrieved.
_workflow approval process_

Level CP - If the Req 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 Approvals; i.e.:
- Foundation Office when using Foundation Funds
- Sponsored and Cost Accounting when using Research Funds
- Business Services when using Bond Funds
Level 4 - Administrative Approvals which are based on the Category/Account Code
- Controller's Office for Prepaid Costs, Revolving Loan Costs and Service Charges
- Capital Projects for Construction-related expenses
- Public Safety for Radioactive Materials and Safety Supplies
- Property Department for Capital Equipment on fund 500

The Approver(s) (Level CP) will receive this e-mail:

This e-mail is to notify you that College Requisition: 000019924, 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: 000019924, Requester:
lorachoquette, is seeking level 1 approval for Chartfield String: URIPS10040550000, 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 (use this Navigation: Purchasing>Add/Update Requisitions>Find an Existing Value).

Enter the Requisition ID and click Search.
Make necessary changes, pre-Approve and Click Save.
Upon saving the Requisition, the Workflow Approval Process, will begin again.
If a Requisition needs to be Canceled please see “Canceling a Requisition” on page 51.

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.), (Level 4) based on Category/Account, 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 (Nav:Purchasing>Requisitions>Add/Update Requisitions):**

1. Click on the tab
   - Find an Existing Value
2. Enter the Requisition Number in the Requisition ID field
3. Click **Search**
In this particular example, the Budget Error Exception is the result of “Exceeds Budget Tolerance”.

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 Error hyperlink 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** box; and
- 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.

When all is correct:

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:

- **Supplier** – This is the Supplier’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:

The Purchase Order number is located in the top right-hand corner.

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 Supplier 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 to retrieve the 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:

![Message]

This action will create a change order. Continue? (10250.27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.

Click [Yes]

Click [Save]

Uncheck [Hold From Further Processing]

![Status]

The Status will change from Open to Pending

Click [Save]

The Requisition has now entered the Workflow Approval Process. Once this happens the Requisition cannot be retrieved.
áveis to any Capital Projects Requisition, including those involving non-Operational Cost Pool (OCP) funds.

Canceling a Requisition

Requesters can cancel a College Requisition when the following conditions exist:

- **Status:** Open
- **Budget Status:** Not Checked
- **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:

![Image of Requisition Management System](image-url)
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 ×.

This message will appear:

Cancelling a requisition will commit any changes made and prevent further changes.  Continue? (10100,7)

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.

Click Yes
PLEASE NOTE THESE TIPS:

If you are requisitioning more than 5 Line Items, you may issue a Requisition with 1 line item; the description should read “See Attached Quote/Bid Sheet” and attach either the Quote containing all items or if no quote exists you may complete a Standard or Multi-Year 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 Header Comment(s); a typed Line Comment(s); or an attached Document(s).

- Comments or information pertaining to the purchase may be used for comments for the Supplier or internal comments.
- For the Comments to print on the purchase order you must Check [Send to Supplier]. If the Comments are for internal use only, do not check the box.
- All Requisition “comments” will print on the Requisition but will not print on the Purchase Order unless you have checked [Send to Supplier].
- The Send to Supplier option applies to Comments in the Comment Text Box only, not to the documents attached. For the Attachment to be sent to the Supplier, you must Check the [Email] box next to the Attachment.

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.

- 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; i.e.: Bid Sheet, for example CR19887_Bid Sheet. However, Bid Sheets are to be attached in an Excel format (see section 2.1 of the URI Purchasing Manual).
- Any Attachment that is to be sent to the Supplier along with the resulting Purchase Order will need to be scanned and attached separately and not combined with any internal documentation.
- In order for the Attachment to be sent to the Supplier with the Requisition, remember to check the Email [Email] box.
If You Have to Make a Change in the Defaults Screen

If you need to change something in the Requisition Defaults screen, after you make the change and Click **OK**, a “Retrofit Field Changes...” screen will appear.

On this screen, you must check off the Fields that you would like this change to affect.

[Diagram of the Requisition Defaults screen with highlighted fields and instructions for changing the Ship To code]

- **Original Ship To code**

  - Type in the New Ship To code:
  
  - **Ship To:** 4058_001_S [Central Receiving]

  Then Click **OK**.
For example, if you change the Ship To from Dining Services to Central Receiving, this message on the following page will pop up:

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules. For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line. Example: if you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition. Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

You have to choose which Field(s) to apply this change to by checking the box or boxes and then Click on OK to return to the main Requisitions screen:
On the Main Requisition screen, click **Save** to save your changes: