PeopleSoft Purchasing
Internal Vendor (IV) Requisition
Table of Contents

Purchasing Overview ........................................................................................................................................... 3
Requisition Workflow Terminology .................................................................................................................. 4
Components of a Requisition ............................................................................................................................... 5
Logging into PeopleSoft ..................................................................................................................................... 6
Adding a New Requisition .................................................................................................................................... 7
   Requisition Header ........................................................................................................................................ 8
   Requisition Defaults ..................................................................................................................................... 9
   Supplier Lookup/Search .............................................................................................................................. 9
   Category Code .............................................................................................................................................. 10
   Ship To Location ....................................................................................................................................... 12
   Due Date ................................................................................................................................................... 13
   Distribute By ............................................................................................................................................. 13
   Distributions ............................................................................................................................................. 14
   Line Items .................................................................................................................................................. 16
   Adding Line Comments ............................................................................................................................ 18
   Quantity ................................................................................................................................................... 19
   Unit of Measure (UOM) ............................................................................................................................ 20
   Category ................................................................................................................................................... 20
   Price .......................................................................................................................................................... 20
   Ship To .................................................................................................................................................... 21
   Ship To Control ......................................................................................................................................... 21
   Change the Ship To Address ...................................................................................................................... 22
   Change the Ship To Comments .................................................................................................................. 23
Requisition ID ................................................................................................................................................... 25
Entering Distributions on the Line – Main Requisitions Page ........................................................................ 26
Adding Additional Line Items .......................................................................................................................... 29
Adding Header Comments ............................................................................................................................... 31
Adding Attachments ....................................................................................................................................... 34
Printing the Requisition .................................................................................................................................. 39
Originator Submission Procedures .................................................................................................................. 42
Requester Submission Procedures ................................................................................................................... 43
Workflow Approval Process ............................................................................................................................. 44
Sample Purchase Order .................................................................................................................................. 46
Returned Requisition ...................................................................................................................................... 47
Canceling a Requisition ................................................................................................................................... 49
Notes and Tips .................................................................................................................................................. 51
Change a Field(s) in Requisition Defaults ...................................................................................................... 52
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.
   c. 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/.
Requisition Workflow Terminology

1) **Approval Levels** with associated **Roles**:
   i) Pre-Approval - (Requester Role)
   ii) Level 1 - (Signatory from Signature Authorization)
   iii) Level 2 - (Final Review from Signature Authorization)
   iv) 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:
   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 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.
Logging Into Peoplesoft

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/

Log into PeopleSoft using your e-Campus UserID and Password here:

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

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: IV = Internal Vendor Requisition;

Click the and Select IV;
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** – If you know the PeopleSoft (PS) Supplier number, you may enter that here; i.e.: URI_DIN.

If you do not know the PS Supplier number, type “URI_” and click the ; a list of URI Internal Suppliers will populate; choose the correct one by clicking on it and it will bring the number into the Defaults screen.

**STOP**

**INTERNAL VENDOR (IV) REQUISITIONS REQUIRE THAT A SUPPLIER IS SELECTED.**
Choose a Category

Category – is a classification of goods/services. For example, if you are requisitioning food for an event, the Category is “Catering Services”. The Category will populate the account; i.e. Category 269D = Account 5269. 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 20.
Search by either the Category Number (i.e.: 269) or Description (i.e.: Catering) and click 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.: Catering) and click

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
**Ship To Location**

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;
- OR
- Search by the Department Name by clicking the **Look Up** 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 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 is described on page 31.
Due Date & Distribute By

The requested Due Date for the delivery of goods/services.

*DO NOT BACK DATE A DUE DATE* - Type in the Due Date in mm/dd/yyyy format or click the and select the date from the calendar.

“Distribute By” defaults to “Amount” – DO NOT CHANGE
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 Requisition Defaults Distributions section on this page. Note: In Requisition Defaults you can only distribute by percent.

For example:
1. One item being charged to one ChartField String, or
2. Multiple items (i.e.: 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 on the Requisition main page and will be discussed on page 16.
1. 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
2. If the Distribution is based on a dollar amount vs. a percent you will enter the Distributions on the Lines.

If you are entering the Distribution on the Line(s) on the Requisition Main Page, click and go to Line Items on page 16.
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 or type in the number of rows you need to add.).

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:** Delivery of goods or services on a Internal Vendor Requisition **MUST BE WITHIN** the current Fiscal Year.

Click **OK** when all Distribution lines are done.
You may receive the following 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** to continue to the main Requisitions screen.

➤ **Line Items**

On the main Requisition page:

**Description** – Type the Description of the item being ordered (i.e.: Catering Services). The Description should include any pertinent information such as the date of the event, etc.
There are 4 ways to enter the Line Item Description:

1 – Click on the 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 Description:

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:

➢ Quantity

Type the Quantity of that item:
Enter the Unit of Measure - UOM (i.e.: EA, TOT, or click to Search:

At the end of the line, Click the Schedule icon

Select from the Search Results

Note the Category has populated from the Requisition Defaults. **DO NOT CHANGE UNLESS** you did not enter the Category Code in Defaults.

REMINDER: Only one Category Code can be used per line

Enter the Unit Price for the item. You only need to use a decimal when the Unit Price is in dollars and cents.
Defaults from the Requisition Defaults page:

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**

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
```

---

**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 Ffagg 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.
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**

**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**

![Requisition Ship To Comments](image)
When the PO is printed, the Ship To address will look like this:

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

PeopleSoft automatically adds the word “Attention”.

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

- 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 26.

- If the Chartfield String Distribution(s) was/were entered on the Requisition Defaults page, and the Requisition:

  You will receive this message:

  ![Message](image)

  Click **OK**
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 if there are no more items go to page 31 to add Comments and go to page 34 to add Attachments.
**Entering Distributions 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 on the Schedule page:

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.
If you are done entering all of the ChartField Strings and Lines in Distributions, **Click OK** to return to the Schedule page.

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.

**Note:** Budget Date defaults to the current date – IV Requisitions can only be processed for goods & services delivered within the Current Fiscal Year; therefore, the **Budget Date MUST BE within the Current Fiscal Year.**

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.

STOP
Return to Schedule Page

Click the hyperlink Return to Main Page:

This will return you to the Maintain Requisitions page:

When all lines are complete, Click

To add additional Line Items, see page 29.
This message will appear:

```
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

A Requisition ID has been assigned. The Requisition ID is for internal use only and is located in the upper left-hand of the screen (this is not the Purchase Order Number).

➤ 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 on [OK].

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 you are Requisitioning more than 5 line items using the same Category/Account Code you may issue a Requisition with 1 Line Item; the Description should read “See Attached” and Attach the quote containing all Line Items (see page 34).
- If there is an Additional Charge for Shipping, you must either add a Line or include the Cost in the Price when processing 1 line item.

If there are no more Line Items to add, click on [Save] at the bottom of the screen.
You will receive the following 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

Adding Header Comments

To add a Header Comment(s), Click on the hyperlink Add Comments:
If an “OFFSITE” Ship To Location was chosen, type in the entire Ship To Address in the Header Comment field as follows:

Check the box

To View All Comments, Click

View All

To add additional Header Comments, Click

+
To add Standard Comments, click on the hyperlink:

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

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

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.
If you choose HDR, HDR 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 type your Header Comment after the ~ symbol. PS is programmed to put the comment with the ~ at the top of the Req when it is printed.

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

➢ **Adding Attachments**

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

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

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

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 Sole Source Justification, 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 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.
Print the 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 Tab 1 = Add/Update Reqs

Tab 2 = Printable Version of Req

Purchasing Internal Vendor (IV) Requisition (Rev. 3/2019)
To print the Requisition, choose either the File icon 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:

On the following pages, you will find instructions on how to proceed for both:
- **Originator (page 42);** or
- **Requester (page 43)**
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:

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

If you are a “Requester” and you have received an e-mail regarding submitting a Requisition for approval, log on to PeopleSoft and 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.

The Requisition has now entered the Workflow Approval Process.

Once this happens the Requisition cannot be retrieved.
REQUESTER Procedures:

When the Requisition is Complete, if you are a “Requester” and you have entered the Requisition, uncheck the **Hold From Further Processing** Box:

Then Click on the **✓** icon to Submit for Approval (the status changes from Open to Pending):

Then Click **Save** at the bottom of the screen.

The Requisition has now entered the Workflow Approval Process.

*Once this happens the Requisition cannot be retrieved.*
Workflow Approval Process

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 1) will receive this e-mail:

```
This e-mail is to notify you that Internal Vendor Requisition: 0000019908, 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 Internal Vendor Requisition: 0000019908 entered on 02/03/2012 has been denied by OPRID: bettyg

Comments: We do not have any funds remaining for this fiscal year.
```

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 49.
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.), (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 Internal Vendor Requisition: 0000019908 entered on 02/03/2012 has been approved.

Once the Internal Vendor Requisition has been Approved by all levels, the Budget Checking Process will automatically be initiated. If the Requisition passes Budget Check, an Internal Vendor Purchase Order will auto-create through the Sourcing Process and the Requester will receive an email:

This e-mail is to notify you that Internal Vendor Requisition: 0000019908 has been sourced to Purchase Order: 0000035582.

Once the Sourcing Process has completed, the Requester will receive a final e-mail containing the Purchase Order along with the Purchase Order Attachments, if any.

Each attachment will be a separate PDF file. For example, the PO is one .pdf and the attachment(s) are a separate .pdf.

The URI Property Department will also receive a copy of Internal Vendor Purchase Orders using account 5323, 5333, 5382, 5434, 5442, 9654, 9660, 9669 and 8797 at the same time.

The Purchase Order attached to this e-mail is the Department Receiving Report Copy of the PO.

STOP

THE REQUESTER IS RESPONSIBLE FOR FORWARDING A COPY OF THE INTERNAL VENDOR PURCHASE ORDER AND ANY ATTACHMENT(S) TO THE SUPPLIER.
Therefore, you will need to print the PO and Attachments, if any, and Fax to the Supplier or make a copy to mail or hand carry to the Supplier. If you prefer to e-mail the PO, you can save the PDF file(s) and attach to an e-mail to the Supplier.

➤ Under no circumstances can changes be made to the hard copy of the Purchase Order.

➤ Sample Purchase Order

This is a sample of a Internal Vendor 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.

The signature on all Internal Vendor Purchase Orders is the Assistant Vice President for Business Services.

➤ This signature is system generated and confirms a valid commitment of the University to the Supplier, but does not confirm or validate the adherence of the authorized signatory on the ChartField String(s) to the Policies and Procedures as outlined in the URI Purchasing Manual.
If the Requisition fails Budget Check, the Requester will receive an e-mail:

This e-mail is to notify you that Internal Vendor Requisition: 0000019908 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):

Click on the tab
Find an Existing Value

Enter the Requisition Number in the Requisition ID field

Click Search
When you retrieve the Requisition you will notice that the

\[ \text{Budget Status: Error} \]

and the Requisition has automatically been placed back on hold.

Click on the [Error] hyperlink to determine the cause of the budget error:

In this particular example, 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], 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.

➢ Canceling 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

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 [X].
Once the IV Req is sourced to an IVPO, please remember these notes:

- Because Internal Vendor Purchase Orders (IVPO) are a one-time delivery, one-time payment situation, changes cannot be made to these types of PO’s.

- However, if for some reason the entire IVPO needs to be canceled, please send an e-mail to URIPurchasing@uri.edu referencing the IVPO number, the Internal Vendor Name and the reason for cancellation; i.e. Item(s) no longer available. Purchasing will cancel the IVPO in full which will liquidate the funds. It is the Department’s responsibility to confirm the cancellation with the Internal Vendor prior to requesting Purchasing cancel/liquidate the encumbrance.

- If the IVPO is for multiple items and not all items will be received, you will need to indicate on the Receiving Report copy of the PO which item(s) will not be received and are being cancelled. The URI Accounts Payable Office will finalize the IVPO when payment is made and will liquidate any unused portion.
➢ 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 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.

![Requisition Defaults Screen](image)

- **Original Ship To code**: 2103_001_S Chemistry Dept

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

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

You have to choose which Field(s) to apply this change to by checking the box or boxes and then Click on to return to the main Requisitions screen:

STOP
On the Main Requisition screen, click **Save** to save your changes: