PeopleSoft Purchasing
College Requisition (CR)

Blanket (multiple deliveries/multiple payments)
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Small Delegated Purchase Authority

In accordance with Rhode Island General Laws § 37-2-22, Small purchases not to exceed an aggregate amount of five thousand dollars ($5000) may be made in accordance with small purchase regulations promulgated by the Chief Purchasing Officer. Note: The $5000 limitation must include all costs relating to a purchase, i.e. shipping & handling. A complete version of URI Purchasing Policies and Procedures is available at web.uri.edu/purchasing. Procurements shall not be artificially divided so as to constitute a small purchase. When obtaining quotes, we recommend you provide written solicitations to all vendor(s) in order to clarify your request and secure the best price.

For Non-Research Funds:

- **Purchases up to $500** – For general procurements up to $500 quotations are not required, however, they are encouraged.
- **Purchases > $500 to $2500** – For general procurements greater than $500 to $2500 per transaction, three (3) telephone quotes must be obtained prior to procurement.
- **Purchases > $2500 to $5000** – For general procurements greater than $2500 to $5000 per transaction, three (3) written quotes must be obtained (fax, email, mail, web quote, etc.) prior to procurement.

For Research Funds (Fund 110, 126 and 500):

- For general procurements up to $5000 quotations are not required, however, they are encouraged.

**Internal Vendors** – URI Printing Services, Dining Services, Central Stores, etc. should be utilized by processing an Internal Vendor (IV) PO before seeking like services or merchandise from outside vendors.

**Master Price Agreements** – The small delegated purchase authority does not replace the requirement to utilize Master Price Agreements when one is available for the purchase and when the MPA price is less expensive. Master Price Agreements can be downloaded from the Division of Purchases website at [http://www.purchasing.ri.gov/MPA/MPASearch.aspx](http://www.purchasing.ri.gov/MPA/MPASearch.aspx).

**Correctional Industries Products and Services** – The small delegated purchase authority does not replace the requirement to utilize Correctional Industries products and services when they are available. For information and help in using Correctional Industries, please visit their website at [http://rici.vpweb.com/Home.html](http://rici.vpweb.com/Home.html) or call 401-462-1441.

**MBE Participation** – State Purchasing Regulations require that at least one of the 3 quotes must be solicited from a certified minority or woman-owned business supplier if one is available. Lists of certified MBEs are available at [http://odeo.ri.gov/offices/mbeco/](http://odeo.ri.gov/offices/mbeco/).

**Documentation** – All documentation of quotes must be attached to the on-line requisition and be retained by the department along with a copy of the purchase order.

**Accountability** – If it is determined that there has been an abuse of the regulations or the University’s financial policy and procedures, the individual and/or the department will be required to designate and authorize private and/or personal funds to pay for the improper purchase(s). After confirming abuses, use of LVPOs will be removed from the department for an appropriate time frame.
Purchasing Overview

Purchase Orders/Change Orders are generated from on-line requisitions. The Origin Field will indicate the type of Requisition being processed. Departments will be able to process an on-line requisition resulting in one of the following documents:

- College Requisition (CR)
- Internal Vendor Purchase Order (IV)
- Limited Value Purchase Order (LV)
- Subcontract Purchase Order (SC)

A (CR) College Requisition is processed when the purchase is:

1. In excess of $5,000
2. Blanket Orders (External Vendors and Internal Vendors)
3. Commodities and/or Services that are prohibited on a Limited Value Purchase Order (see section 2.16 of the URI Purchasing Manual)
4. Change Order (Advice of Change) to a PO issued as a result of a prior CR. Note: Change orders cannot be processed to a LVPO or IV.

A (LV) Limited Value Requisition is processed when:

1. The purchase is $5,000 or less (inclusive of all costs; i.e. shipping and handling)
2. The commodity and/or service is an allowable purchase on a LVPO (see section 2.16 of the URI Purchasing Manual)
3. The purchase is a one-time delivery, one-time payment situation
4. The purchase is within the current fiscal year only.

A (IV) Internal Vendor Requisition is processed when:

1. The purchase is from a URI Internal Vendor and is a one-time delivery, one-time payment situation (see section 2.12 of the URI Purchasing Manual)

A (SC) Subcontract Requisition is processed when:

1. A Research Subcontract exists between URI and a subrecipient to perform part of the statement of work in a URI sponsored research project.
2. An Advice of Change is required to an existing Subcontract Purchase Order

For additional information on Subcontract Purchase Orders please visit the Office of Sponsored Projects Review at: https://web.uri.edu/researchcondev/sponproj/
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 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:

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 Vendor, Category (if all items are of the same category), Ship To, Due Date.

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

4. **Schedule** – Where the Due Date, Ship To Address and Unit Price 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 and Project 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

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.
Purchasing College Requisition (CR) Blanket (Rev. 2/8/2018)
A College Requisition (CR) does not require a Vendor; however, if you have a suggested Vendor and the Vendor is in PeopleSoft, you may select the Vendor. If the Vendor is not in PeopleSoft, you can enter the suggested Vendor name and address in the Requisition Header Comment section found on page 29.
**Choose a Category**

Category – is a classification of goods/services. For example, if you are requisitioning Natural Gas, the category is Fuel: Gas. The Category will populate the account; i.e. Category 406A = Account 5406. Choose the appropriate Category based on the goods/services you are requisitioning.

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 15.
Search by either the Category Number (i.e.: 406) or Description (i.e.: Fuel) 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.: Equip) 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
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 next to the Ship To field, type the Department Name in the Description field, click Look Up 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:

The complete Ship To address will need to be entered as a Comment in the Requisition Header Comments section and is described on page 29.
DO NOT enter the Due Date here. The Due Date will be entered on the line. See page 23.

DO NOT enter the Distribution(s) here. The Distribution(s) will be entered on the line. See page 15.

Click OK

You will be returned to the Main Requisition page.
**Line Items**

**Description** – The Description for Blanket Requisitions is the Fiscal Year. If this is a multi-year Blanket Requisition, each Fiscal Year will be a separate line item.

Type as: Fiscal Year 2018/2019.

An actual Description of the item(s) being ordered will be typed in a Comment field later. See page 29.

**Exception**: When using Fund 500, the Description will be the actual Description of the goods/services.
There are 4 ways to enter the Line Item Description:

1 – Click on the \[ \text{ ]} \] 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 Line Description

3 – Click the \[ \text{ ]} \] 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)

Type your description and Click OK at the bottom of that screen
Adding Line Comments

The Line Comment is a space to further explain and/or give details that only apply to that particular 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.

DO NOT ATTACH ANY ATTACHMENTS TO A LINE COMMENT. To add an attachment, follow the instructions on Page 33.

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

Check the Send to Vendor box as well.
Click when done.

You will then be returned to the main Requisitions screen and can continuing to enter the Line information.
Type the quantity. 

**Note:** The Quantity for Blanket Requisitions is typically 1.

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

The Unit of Measure for a Blanket Requisition is typically TOT = Total.
Category

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

Price

Enter the unit price for the item. You only need to use a decimal when the unit price is in dollars and cents. The unit price for a Blanket Requisition is the total amount for the Fiscal Year.

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

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

Purchasing College Requisition (CR) Blanket (Rev. 2/8/2018)
➤ Change the Ship To Address and Ship To Comments

Select “G” for GSO Central Receiving

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

If delivery is to be made to the Alton Jones Campus or FCCE select “D” for Direct Delivery.

Note: This action only needs to be performed on line 1/Schedule 1.

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

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

If you have selected a ship to of “OFFSITE”, change the Ship to Control to “D”. The complete ship to address will be entered in a comment field on the requisition header comments. If you have chosen an OFFSITE ship to location do not access the Add Ship To Comments.
Ship to Comments –
If you would like the shipment to be addressed to a particular individual, Click the Add Ship To Comments hyperlink.

**Note:** This action is performed once on line 1/schedule 1 only

If you have chosen an OFFSITE ship to location do not access the Add Ship To Comments.

Click on the Ship To dropdown menu and select the Ship To Location.

**Note:** The Ship To chosen on the Requisition Defaults page will be the only default choice.

In the Comment Box type the name only of the individual that the shipment should be addressed to.

When done, Click OK.
Due Date – The Due Date for a Blanket Requisition is the end date of the Blanket within a given Fiscal Year.

**Remember**: each Fiscal Year is a separate Line Item; therefore, the Due Date is the end date for each particular line.

Type the Due Date or select a date by clicking

Click on the Distribution icon

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

Click **OK**

**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 **OK** to add 1 row.
Initially, the Category Account Number that was chosen on the Requisition Defaults page will populate the Account Number to the first Distribution line. When more lines are added, the same Category Account Number 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: The Budget Date defaults to the current date and will need to be changed in order to pre-encumber the funds in the appropriate Fiscal Year. The Budget Date for a Blanket Requisition is the end date for each Fiscal Year. For example, Line 1 is FY 18-19, the Budget Date for each Distribution Line 1 will be 6/30/18.

When you are done entering all of the ChartField Strings, Dates and Lines in Distributions, Click **OK** to return to the Schedule page:
Click Return to Main Page

This will return you to the Main Requisition page.

When all lines are complete, click Save.

Add Ship To Comments

To add additional Line Items, see page 27. Click Save when done.

This message will appear:

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 [OK]

Note: The Category will automatically populate from the Requisition Defaults page once you have entered a Description, DO NOT CHANGE. If the ChartField String(s) Distribution was entered on the Requisition Defaults page it will automatically populate on each line. If the ChartField String(s) Distribution was not entered in the Requisition Defaults it will need to be entered on each Line as described above including the Budget Date, if necessary.

If there are no more items to add click [Save]

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, enter the entire Ship To Address in the Header Comment field as follows:

- **URI, Dept. Name**
- **c/o Company Name**
- **Street Address**
- **Attention:**
- **City, State, Zip**

Check the **Send to Vendor** box

To add additional Header Comments, Click **Add**
To add Standard Comments, click on the hyperlink.

To View All Comments, Click View All.

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

BLKT will populate into the Comment ID box and the entire comment will populate into the Comments box

Click OK to return to the Header Comments and type in the Blanket Period Dates.

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

The Look Up Comment ID box will appear. Choose BLKT.

All Blanket College Requisitions must indicate the Blanket Period - when the comment is brought into the Header Comment, please remember to update the Blanket Requirement dates (i.e.; 07/01/2018-06/30/2019).
Type the Blanket Requirement Dates over the “mm/dd/yr – mm/dd/yr”

*Do not delete or change* any of the other wording in this Standard Comment. It is programmed to appear at the top of the Purchase Order.

Check ☑️ Send to Vendor

To insert another comment, click the

STOP

All Blanket Purchase Orders must indicate a Description of the goods or services. The Description will print as a Header Comment below the Blanket Requirement Dates and above any Line information.
Again, to add another Standard Comments, click on the hyperlink.

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

HDR will populate into the Comment ID box and the entire comment will populate into the Comments box. In this case a tilde (~) appears.

Click OK to return to the Header Comments and type in the Header Line.

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

The Look Up Comment ID box will appear. Choose HDR.

All Blanket College Requisitions must indicate a Description of goods or services - when the comment is brought into the Header Comment, please type this information after the tilde (~) (i.e.; Natural Gas Transportation Services per MPA #233).
Adding Attachments

To add an Attachment(s), Click in the Header Comments box.

Type Header Comment after the tilde (~)

Do not delete the tilde (~) in this Standard Comment. It is programmed to appear below the Blanket Requirements on the Purchase Order.
Click **Browse**…

**Using the navigation on your computer, find the file that you want to attach to the Requisition**

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

Click **Upload** to attach the file

Double-click on the file you want to attach to the Requisition
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 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 Attachments by clicking

Click 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 will 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.

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 40); or
- Requester (page 41)
**ORIGINATOR Procedures:**

When the requisition is Complete and if you are an “Originator”, uncheck the box and click **Save**.

![Image of Maintain Requisitions screen]

**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).

Click ☐ **Save**.

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 College Requisition: 0000019989, Requester: bettyg, is seeking level 1 approval for Chartfield String: URIPS10040550000, and has been added to your e-Campus Financials Worklist.

The Approver(s) can either Approve or Deny the Requisition.

Note: All Approval Levels have the authority to Approve or Deny a Requisition.

If the Requisition is Denied, the Requester will receive an e-mail informing them that the Requisition has been Denied. If the Approver indicated a reason it will appear as a Comment:

This e-mail is to notify you that College Requisition: 0000019932 entered on 02/15/2012 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 (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 48.
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 College Requisition: 0000019889 entered on 01/30/2012 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: 0000019889 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

Enter the Requisition Number in the Requisition ID field

Click

Search
When you retrieve the Requisition you will notice that the Budget Status: = Error and the Requisition has automatically been placed back on hold.

Click on the 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 box; and
- Click .
- 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 issue a Purchase Order and will e-mail a copy to:

- Vendor – This is the Vendor’s authorization to proceed
- Requisitioning Department – This is the Department Receiving Report Copy

If there are any attachments, they will be a separate .PDF file. For example, the PO is one .PDF and the Attachment(s) are a separate .PDF.
Sample Purchase Order:

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 vendor and the signed receiving report copy of the PO.

Returned Requisition

A College Requisition submitted to Purchasing requiring additional information, specifications, documentation, etc. may be returned. When a Requisition is returned from Purchasing, the requester will receive an e-mail stating the reason for return.
Returned Requisitions will not require Re-Approval through the Workflow Approval Process unless there is a change to the ChartField String or Price. For example, if a Requisition is returned for detailed specifications, the Requester will retrieve the Requisition (see instructions above 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:

This action will create a change order. Continue? (10200.27)
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

Click on

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.
➤ 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**
- **Status: Returned Requisitions - Approved/Budget Status: Valid**

Example of Denied Requisition:

![Example of Denied Requisition](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 

Click

Yes

Click

Successful Cancellation

The requisition has been canceled, you must click ok to finalize the cancellation.
**PLEASE NOTE THESE TIPS:**

*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 Vendor, or internal comments.

- *For the Comments to print on the purchase order* you must Check ☑ *Send to Vendor*. 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 Vendor*.

- *The Send to Vendor option* applies to comments in the comment text box only, not to the documents attached.

*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 vendor* 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 with the Requisition*, remember to check the Email box.
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.

For example, if you change the Ship To from Purchasing to Central Receiving, this message will pop up.
You have to choose which Field(s) to apply this change to by checking the box or boxes:

When you are done selecting the correct box or boxes, Click on **OK** to return to the main Requisitions screen and **Save** the Requisition to save your changes.