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Purchasing Overview

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

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

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

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

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

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

For additional information on Subcontract Purchase Orders please visit the Office of Sponsored Projects Review at: http://web.uri.edu/research econdev/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

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 ONL - Change to: IV = Internal Vendor

Click the **search** and Select IV

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
- **Vendor** - If you know the PS Vendor Number, you may enter that here; i.e.: URI_DIN.

If you do not know the PS Vendor Number, type URI_ and click

If you have entered the PS Vendor Number here, go to entering the Category on page **10**.
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 Vendor Name 1 to sort in alphabetical order by the Name. Click on the Vendor to select.

**NOTE:** When processing an IV Requisition a Vendor must be selected.

Once the Vendor is selected, the Vendor Number and Location will populate onto the Requisition Defaults screen.
**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 [Search](#) button.

**Please Note:** all CRs utilizing Category Code 669A (Account Code 9669) for Components >$5K with Fabrication numbers require that a FAB number is entered on the Distribution page. See page 28 to enter FAB number(s).

**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 21.
Search by either the Category Number (i.e.: 269) or Description (i.e.: Catering) 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.

**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:

```
Click OK
```

The complete Ship To address will need to be entered as a Comment in the Requisition Header Comments section and is described on page 33.
Due Date

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 calendar 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.

- 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
- If the Distribution is based on a dollar amount vs. a percent you will enter the Distributions on the Lines; or
- If you are processing a Blanket (Single or Multi-year) CR you will enter the Chartfield Distributions on the Lines.
If you have entered a Due Date either more than 30 days in the past or 30 days in the future, the following message will appear.

Click OK

Enter the number of rows to add. (If you are distributing by 2 chartfield strings, click to add 1 row or type in the number of rows you need to add.).

Enter number of rows to add: 1

OK Cancel

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.

OK
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 .

Click when all Distribution lines are done.

➤ 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 icon 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 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 then Click

When done typing your Description, Click and Drag the corner to make the box smaller

Type your description and Click 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 31.

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

Check the box as well.
You will then be returned to the main Requisitions screen and can continuing to enter the Line information.

Click when done.
Quantity – Type the quantity.

Unit of Measure

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

Select from the Search Results
- **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.

  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
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 drop-down menu and select the Ship To Location.

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

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

When done, Click OK

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 25.

➢ If you are using Category Code 669A (Components >$5K), you must enter the Fabrication (FAB) number(s) to the line(s) - go to page 28.

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

You will receive this message:

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 31 to add additional line items or if there are no more items go to page 33 to add comments and go to page 35 to add attachments.

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 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: IV Requisitions can only be processed for goods and/or services to be delivered within the Current Fiscal Year; therefore, the Budget Date cannot be changed on an IV Requisition.

If you are done entering all of the ChartField Strings and Lines in Distributions and **DO NOT** need to enter a Fabrication number (FAB number – using Category Code 669A for Components >$5K),

Click to return to the Schedule page and continue on page 30.

If you are using Category Code 669A, you must enter a Fabrication number (FAB number – using Category Code 669A for Components >$5K) on the Distribution page following the instructions below:
Entering Fabrication Numbers for Research Projects

All College Requisitions utilizing Category Code 669A (Account Code 9669) for Components >$5K with Fabrication (FAB) numbers will now require that the FAB number is entered into PeopleSoft.

The FAB number will then print on both the Requisition and the Purchase Order in the area where the ChartField String prints. This will eliminate the need for Departments to have to add a comment to the Requisition and for the need to ensure that the number is also printed on the PO.

When utilizing Category Code 669A, you will need to enter the FAB number in the Distribution Page for each Line Item that is using this Category Code.

On the Distribution Page, Click on the Asset Information Tab to access the Fab number Field.

Enter the FAB Number in the appropriate field.
If you have not entered the FAB number and proceed to Save the Requisition, you will get the following message reminding you to do so.

Go back and enter the FAB number(s).

Once the Requisition is saved, the FAB Number will print on the Requisition in the Distribution section of the CR.

Once a PO is issued, the FAB number(s) will print near the PO Type on the bottom of the PO.
Click the hyperlink Return to Main Page.

This will return you to the Main Requisition page.

When all lines are complete, Click Save.

To add additional Line Items, see page 31. Click Save when done.

This message will appear:

Click OK

A Requisition ID has been assigned. The Requisition ID is for internal use only. (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
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 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 35).

- 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 items to add click **Save**.
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 box Send to Vendor

To add additional Header Comments, Click +
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. If you choose HDR, the code HDR will populate into the Comment ID box and the entire comment will populate into the Comments box.

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

The Look Up Comment ID box will appear. Choose the appropriate Comment ID.

In this example, when the comment is brought into the Header Comment, please remember to type your Header Comment after the ~ symbol.
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.

Click Browse...

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

Click Attach in the Header Comments box.
The name of the file will pop up in a window. Click 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 box.

If the Attachment is for internal use only do not check the box.

For example, if the Attachment includes a Sole Source Justification the e-mail check box will not be checked.

To view the Attachment, Click to 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 Attachments by clicking

Click when done.

Header Comments

Business Unit: URIPS  Requisition Date: 10/23/2017
Requisition ID: 0000121299  Status: Open

Retrieve Active Comments Only
Retrieve

*Sort Method: Comment Time Stamp  ^Sort Sequence: Ascending  Sort

Comments

Use Standard Comments  Comment Status: Active

Chemistry Department
140 Flagg Road
Attn: Name of Person
Kingston, RI 02881

Send to Vendor

Associated Document

Attachment:  Attach  View  Delete  Email

From -> REQ URIPS-0000121299

Use Standard Comments  Comment Status: Active

See attached Quote

Send to Vendor

Associated Document

Attachment: Test_Document.docx  Attach  View  Delete  Email

From -> REQ URIPS-0000121299

OK  Cancel  Refresh
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

The following message will appear:

Click

- 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.
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.

Once you have previewed and printed the Requisition, close the second window by clicking 

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

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

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:**

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 Internal Vendor Requisition: 0000019908, entered by bettyg is in open status and needs to be submitted for approval.

You can now **uncheck** the

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 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 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.

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 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 VALUE PURCHASE ORDER AND ANY ATTACHMENT(S) TO THE VENDOR.

Therefore, you will need to print the PO and attachments, if any, and fax to the Vendor or make a copy to mail or hand carry to the Vendor.

If you prefer to e-mail the PO, you can save the .PDF file(s) and attach to an e-mail to the Vendor.

➢ Under no circumstances can changes be made to the hard copy of the Purchase Order.
Sample Purchase Order:

Below is a sample of the Internal Vendor Purchase Order. The Purchase Order number is located in the top right hand corner.

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 Vendor, 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.

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.
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

Enter the Requisition Number in the Requisition ID field

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

Click on the hyperlink Error to determine the cause of the budget error.

In this particular 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 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](image)

To cancel a requisition click on the **x**.
Because Internal Vendor Purchase Orders are a one-time delivery, one-time payment situation, changes cannot be made to these types of PO’s.

However, if the IV PO has been submitted and for some reason the entire IV PO needs to be cancelled, please send an e-mail to URIPurchasing@uri.edu referencing the IV PO number, the internal Vendor name and the reason for cancellation; i.e. Item(s) no longer available. Purchasing will cancel the IV PO 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 IV PO 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 IV PO 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 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 (IV), Requisition ID_ followed by the type of Attachment; i.e.: quotes, for example; IV19908_CateringQuote.

- 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 <button>OK</button> to return to the main Requisitions screen and <button>Save</button> the Requisition to save your changes.