THE UNIVERSITY OF RHODE ISLAND

PeopleSoft Purchasing

College Requisition (CR)

Blanket (multiple deliveries/multiple payments)

Table of Contents

➢ 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 ($5,000) may be made in accordance with Small Purchase Regulations promulgated by the Chief Purchasing Officer. Note: The $5,000 limitation must include all costs relating to a purchase, ie. shipping & handling. A complete version of URI Purchasing Policies and Procedures is available at https://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 Supplier(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, quotations are encouraged.
- Purchases > $500 to $2,500 – For general procurements greater than $500 to $2,500 per transaction, three (3) telephone quotes must be obtained prior to procurement.
- Purchases > $2,500 to $5,000 – For general procurements greater than $2,500 to $5,000 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 $5,000 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 Suppliers.

Master Price Agreements – The Small Delegated Purchase Authority does not replace the requirement to utilize Master Price Agreements (MPA) 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.

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://www.doc.ri.gov/industries/index.php 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/.

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 Suppliers and Internal Vendors);
3. Commodities and/or Services that are prohibited on a Limited Value Purchase Order (see section 2.16 of the URI Purchasing Manual);
4. Change Order (Advice of Change) to a PO issued as a result of a prior CR. Note: Change Orders cannot be processed to a LVPO or IV.

A (LV) Limited Value Requisition is processed when:

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

A (IV) Internal Vendor Requisition is processed when:

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

A (SC) Subcontract Requisition is processed when:

1. URI intends to issue a new subcontract agreement to a subrecipient to perform part of the statement of work in a URI sponsored research project;
2. An amendment is required to modify an existing Subcontract Agreement. The following are some examples of when an amendment should be issued to modify an agreement:
    a. Changes to the Subrecipient's budget (i.e. the addition/reduction of funds or re-budgeting that requires sponsor approval).
    b. Changes to the subcontract agreement's period of performance.

   Changes to the subcontract agreement's terms & conditions, or the subrecipient PI or senior personnel named in the Notice of Award. NOTE: These changes are considered to be administrative and do not require a purchase order to be issued.

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

➢ 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 u*nchecked*: 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.

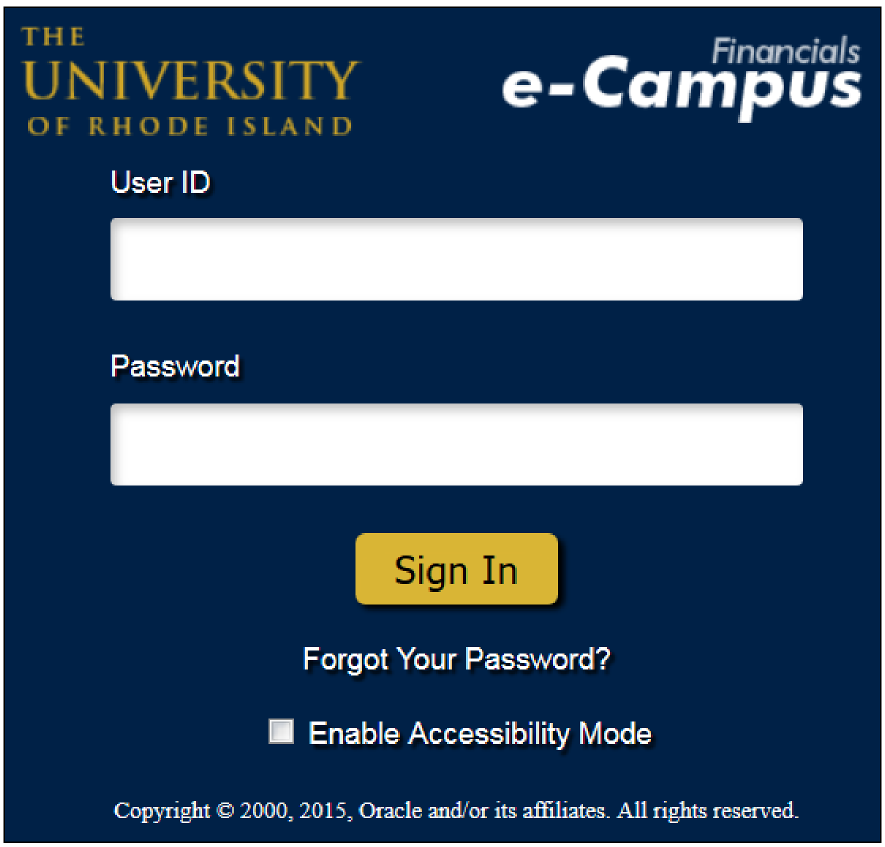
➢ Logging Into Peoplesoft

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/

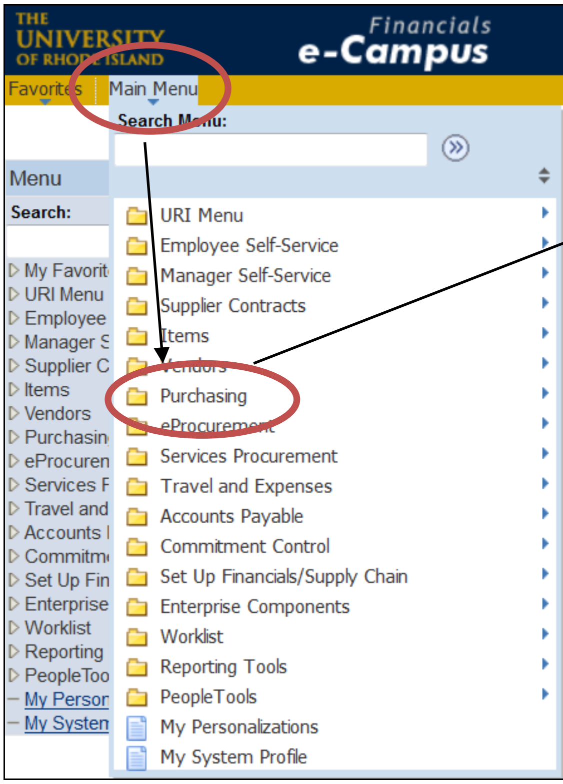
Log into PeopleSoft using your e-Campus UserID and Password here:

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

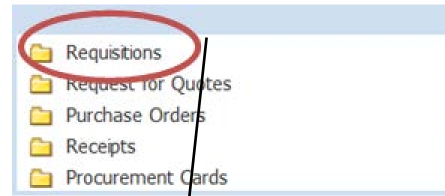


➢ To Add a New Requisition

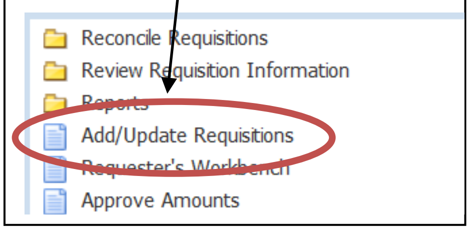
From the Main Menu, choose Purchasing:

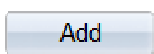


Then choose Requisitions:

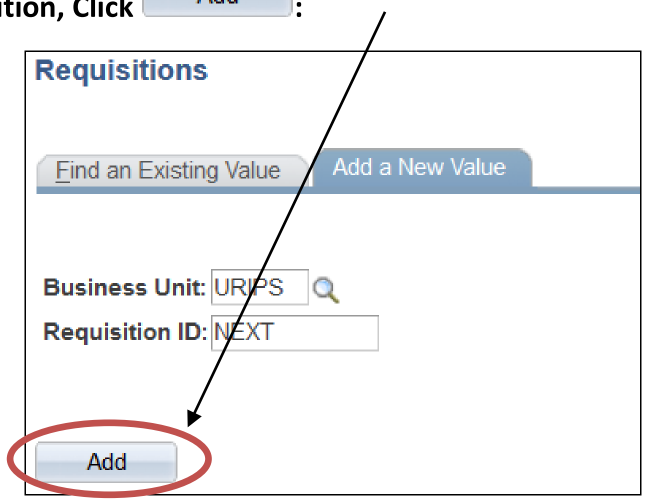


Then choose Add/Update Requisitions:



To add a new Requisition, Click 

:



The Requisition ID (Requisition number) will auto generate the next number once the Requisition has been saved.

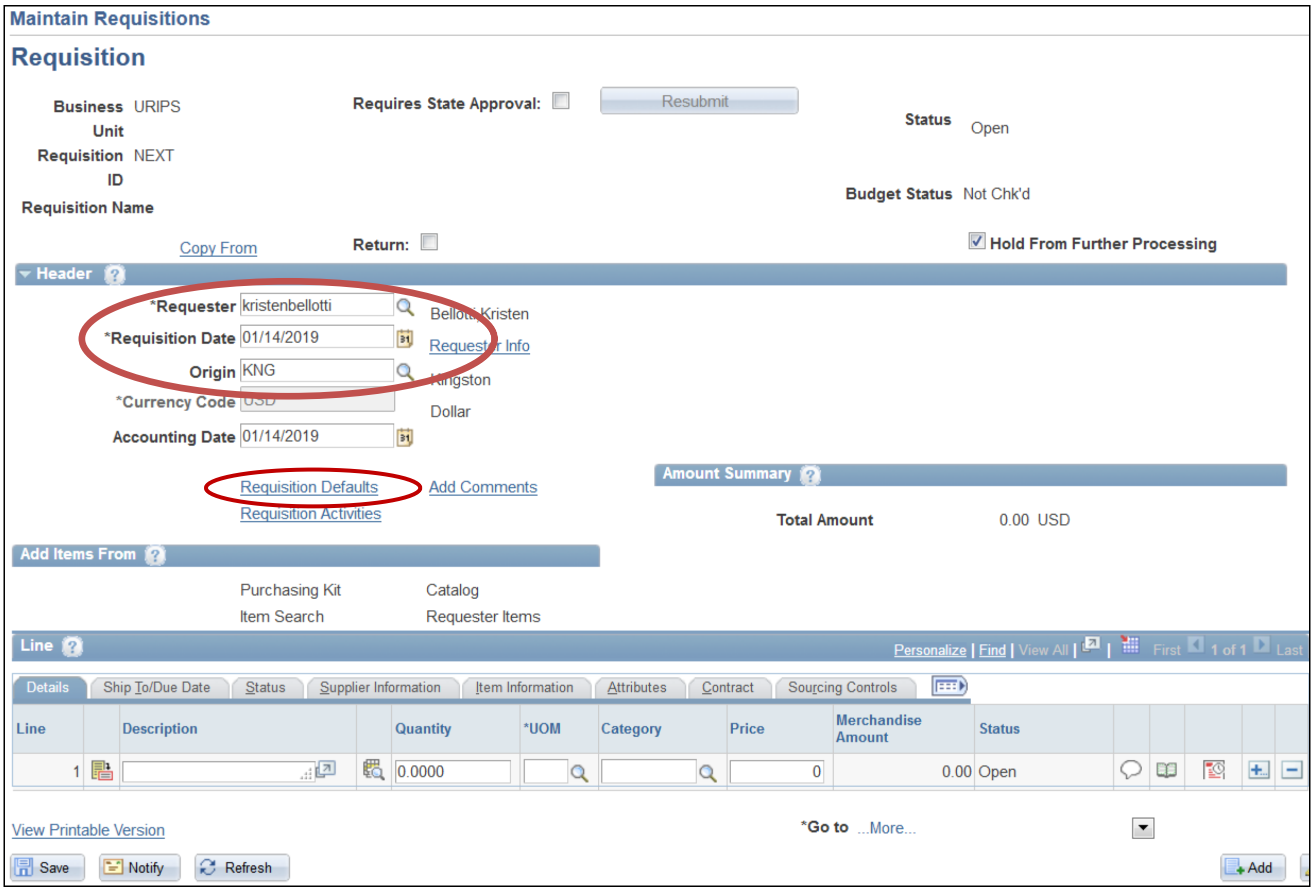
All text should be entered in upper/lower case.

➢ Requisition Header

<u>Requester</u> - defaults based on your logon;
<u>Requisition</u> Date - defaults to the current date;
<u>Origin</u> defaults to KNG - Change to: CR = College Requisition;

Click the and Select CR ;

Then Click on the Requisition Defaults **Hyperlink:**



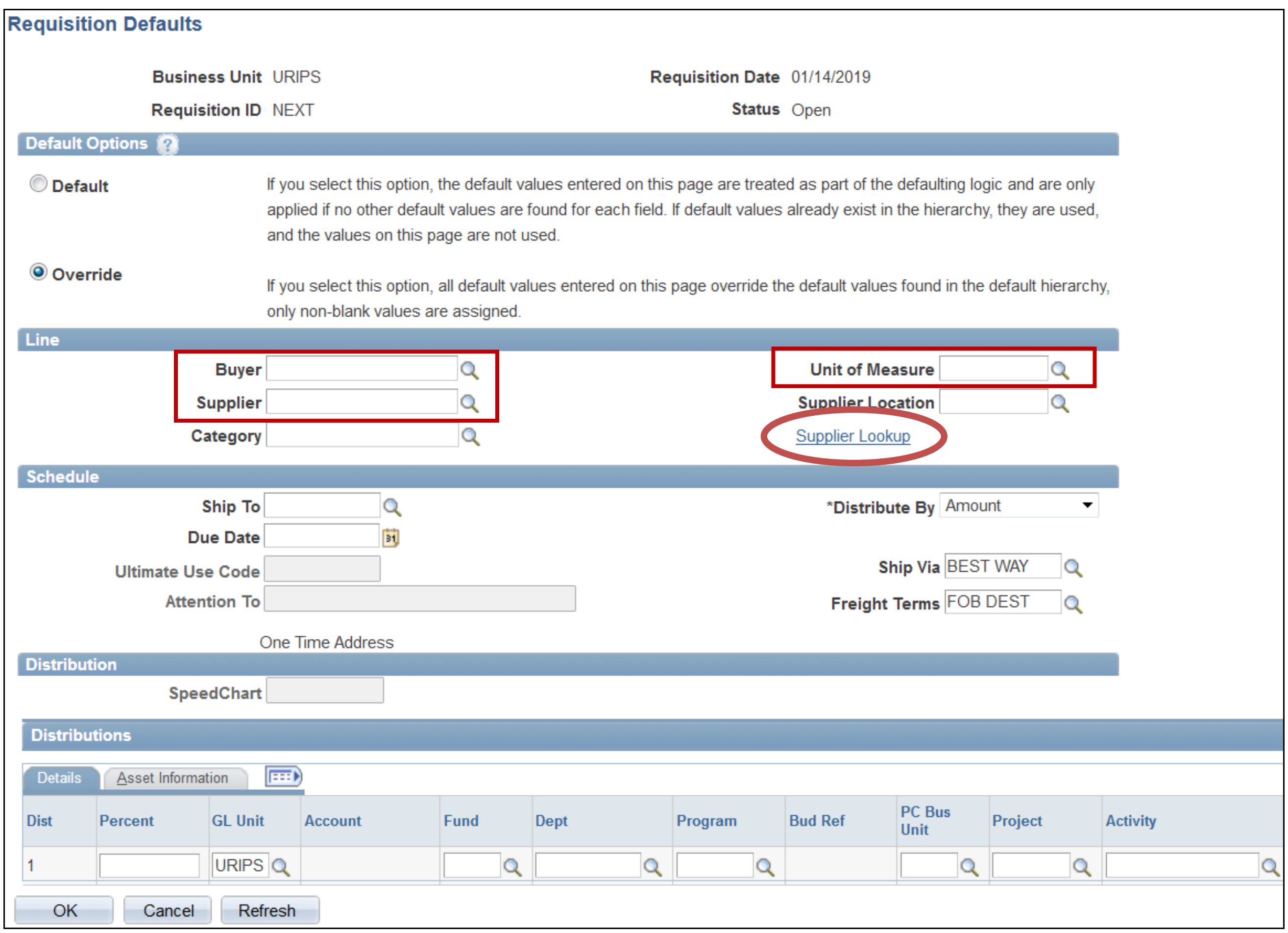
It is <u>IMPORTANT</u> that you access the <u>Requisition Defaults</u> page and enter the following fields prior to entering any information on the lines which will be discussed later.
PLEASE NOTE: ANY INFORMATION ENTERED IN THIS SCREEN WILL POPULATE TO <u>ALL</u> LINES.

➢ Requisition Defaults

<u>Buyer</u> – Leave Blank;
<u>Unit of Measure</u> – Leave Blank;

<u>Supplier</u> –Select the Supplier by clicking on the Supplier Lookup **hyperlink. If you do not have a suggested supplier, go to Entering the Category on Page <u>11</u>.**

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



Requisition Defaults

Business Unit URIPS
Requisition Date 01/14/2019
Requisition ID NEXT
Status Open

Default Options

Default — If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override — If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer
Supplier
Category
Unit of Measure
Supplier Location
Supplier Lookup

Schedule

Ship To
Due Date
Ultimate Use Code
Attention To
*Distribute By Amount
Ship Via BEST WAY
Freight Terms FOB DEST
One Time Address

Distribution

SpeedChart

Distributions

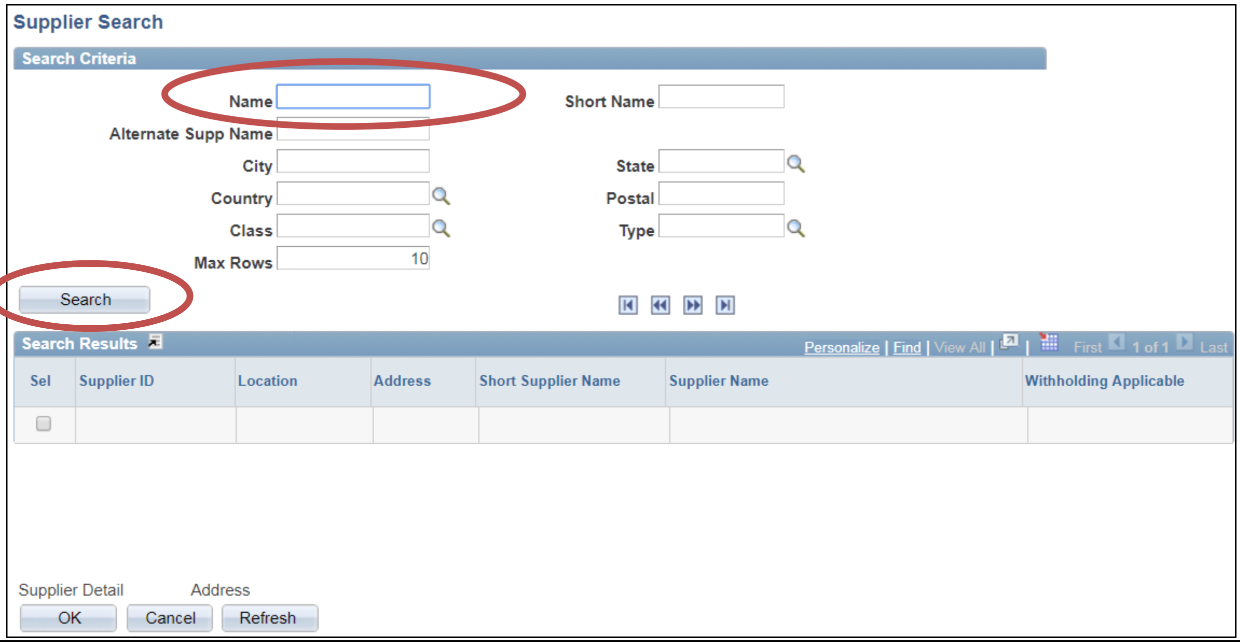
Details | Asset Information

Dist	Percent	GL Unit	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity
1		URIPS								

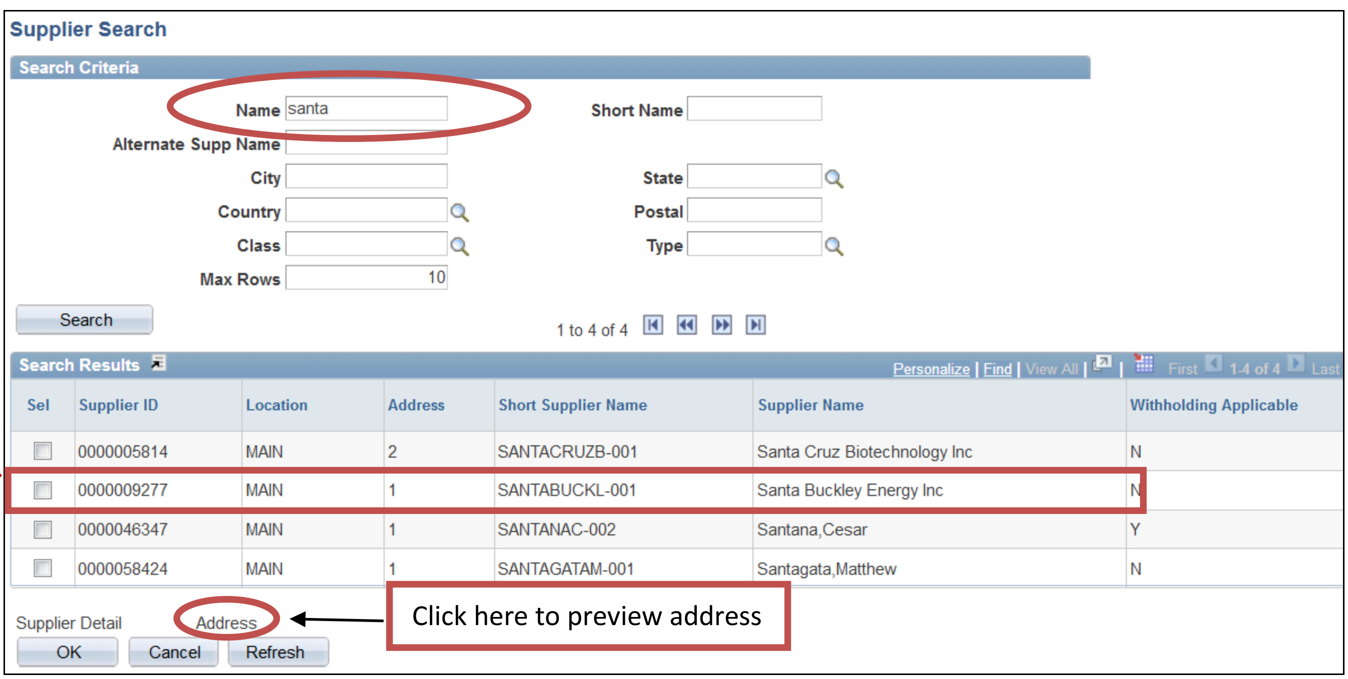
OK | Cancel | Refresh

➢ Supplier Lookup/Search

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



Select the supplier from the Search Results by typing a check (√) on the box at the beginning of the line. If there are multiple locations, select the "MAIN" Location.
***Note*: If there are multiple locations beginning with MAIN, preview the address for each and select the appropriate "MAIN" location.**
Click OK **Once selected, the Supplier Number and Location will populate onto the screen.**



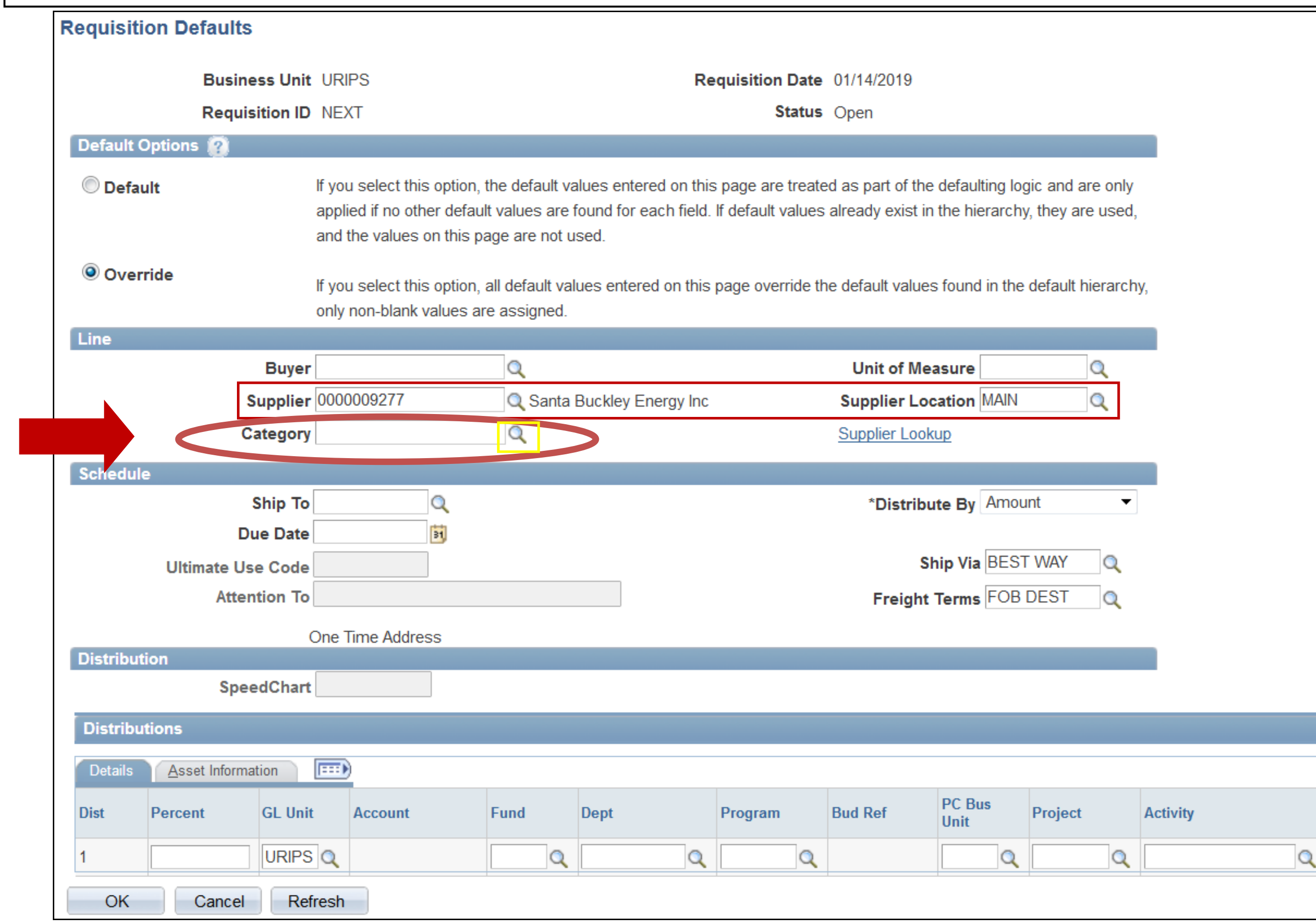
Sel	Supplier ID	Location	Address	Short Supplier Name	Supplier Name	Withholding Applicable
☐	0000005814	MAIN	2	SANTACRUZB-001	Santa Cruz Biotechnology Inc	N
☐	0000009277	MAIN	1	SANTABUCKL-001	Santa Buckley Energy Inc	N
☐	0000046347	MAIN	1	SANTANAC-002	Santana,Cesar	Y
☐	0000058424	MAIN	1	SANTAGATAM-001	Santagata,Matthew	N

➢ 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 -- Click on the to choose the correct Category.

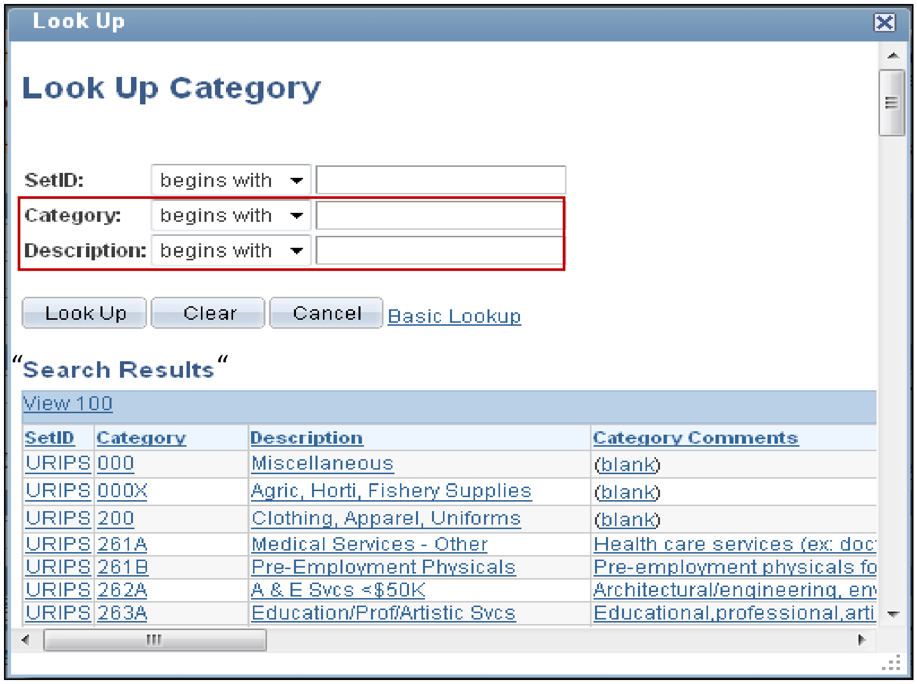
Note: Only one Category can be used per Line Item.

- **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.: 406) or Description (i.e.: Fuel) and click Look Up ***or*** **Select from the "Search Results".**

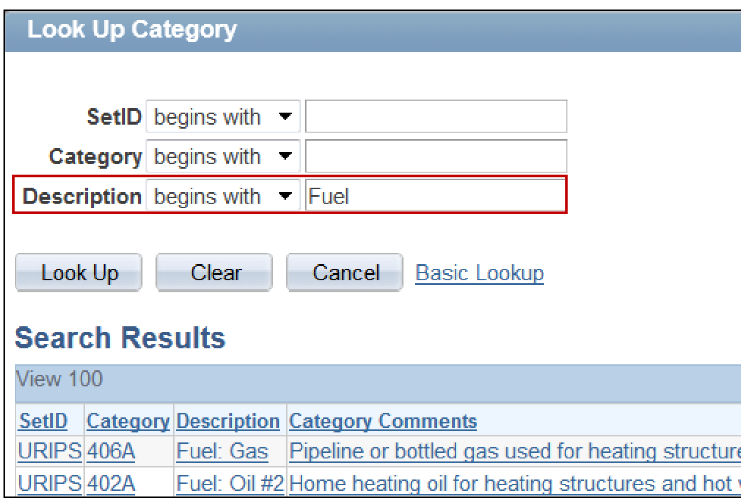
Within the Search Results you may also change the order in which a column sorts by clicking on the Column Heading (i.e.: click on Description to sort in alphabetical order by the Description).



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**

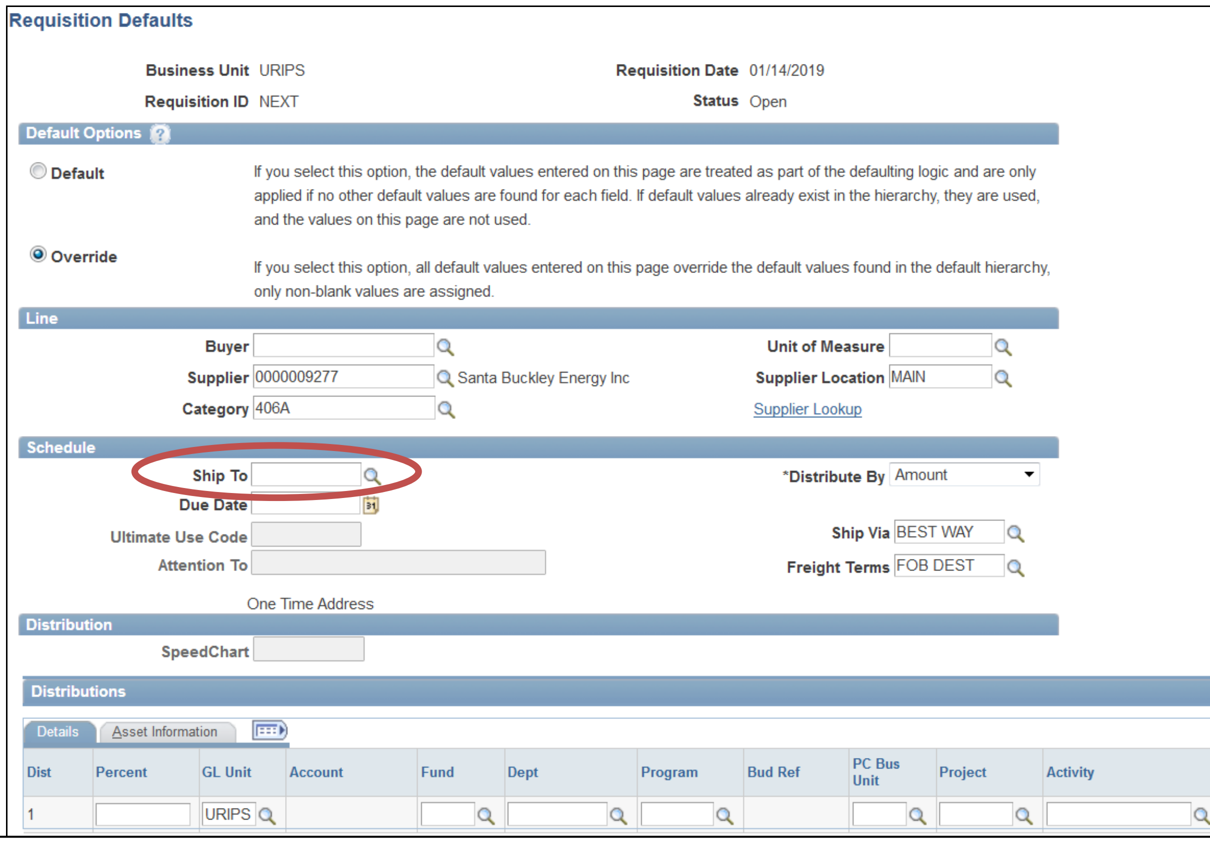
➢ Ship To Location

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;**

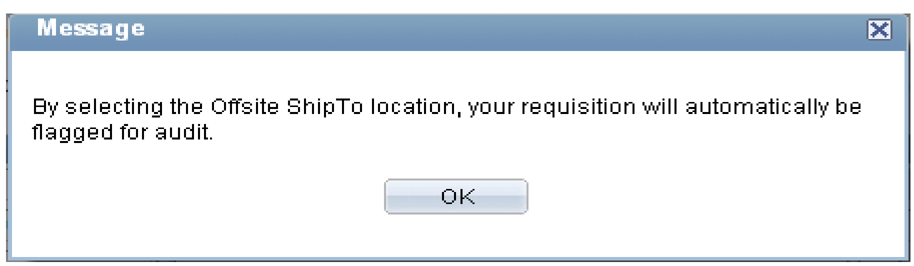
OR

- **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:

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 31]****.**

➢ Due Date

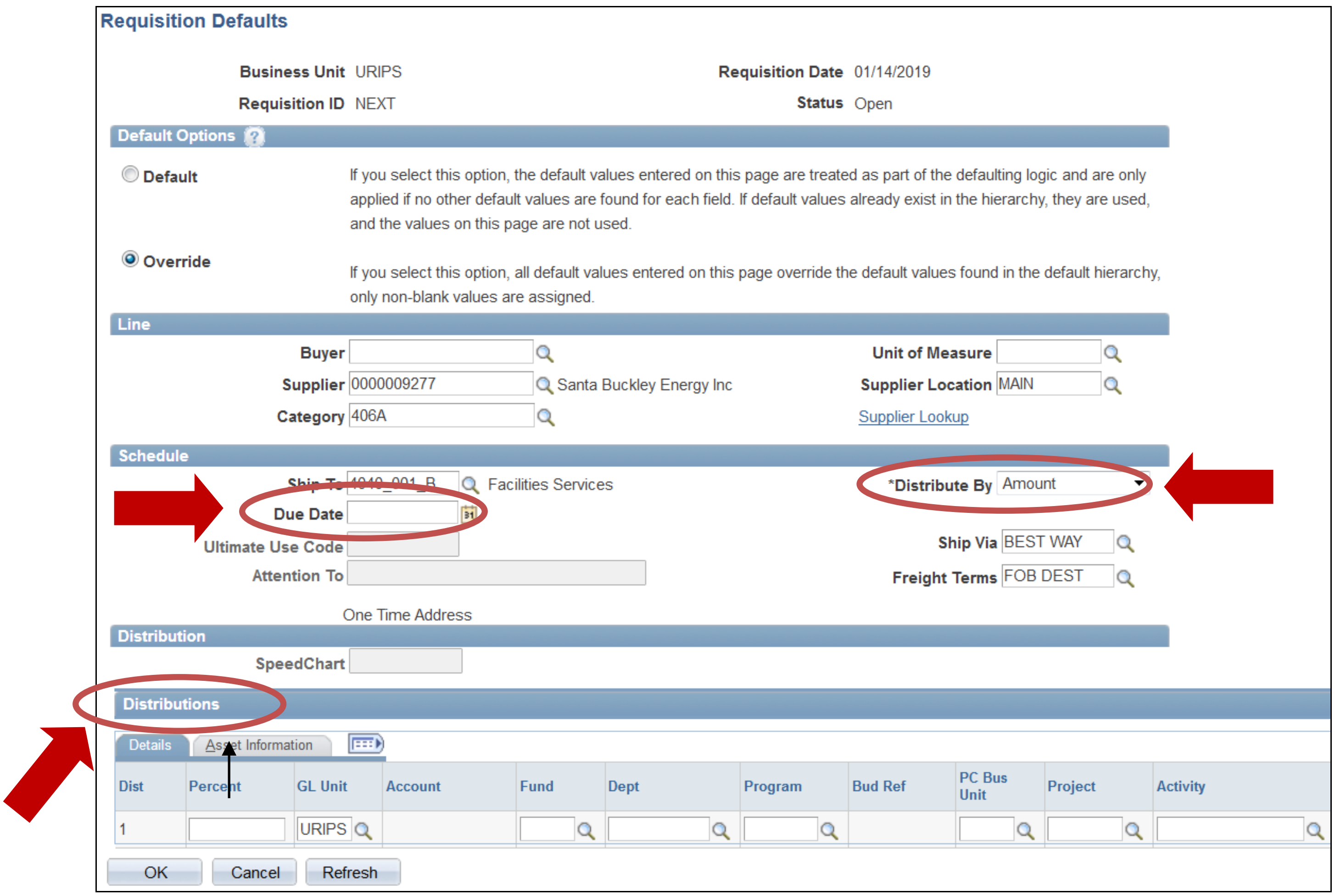
DO NOT enter the Due Date here. The Due Date will be entered on the line. See page 24.

➢ Distribute By

"Distribute By" defaults to "Amount" – DO NOT CHANGE

➢ Distributions

DO NOT enter the Distribution(s) here. The Distribution(s) will be entered on the line. See page 16.



Click OK when done. You will be returned to the Main Requisition page.

➢ Line Items

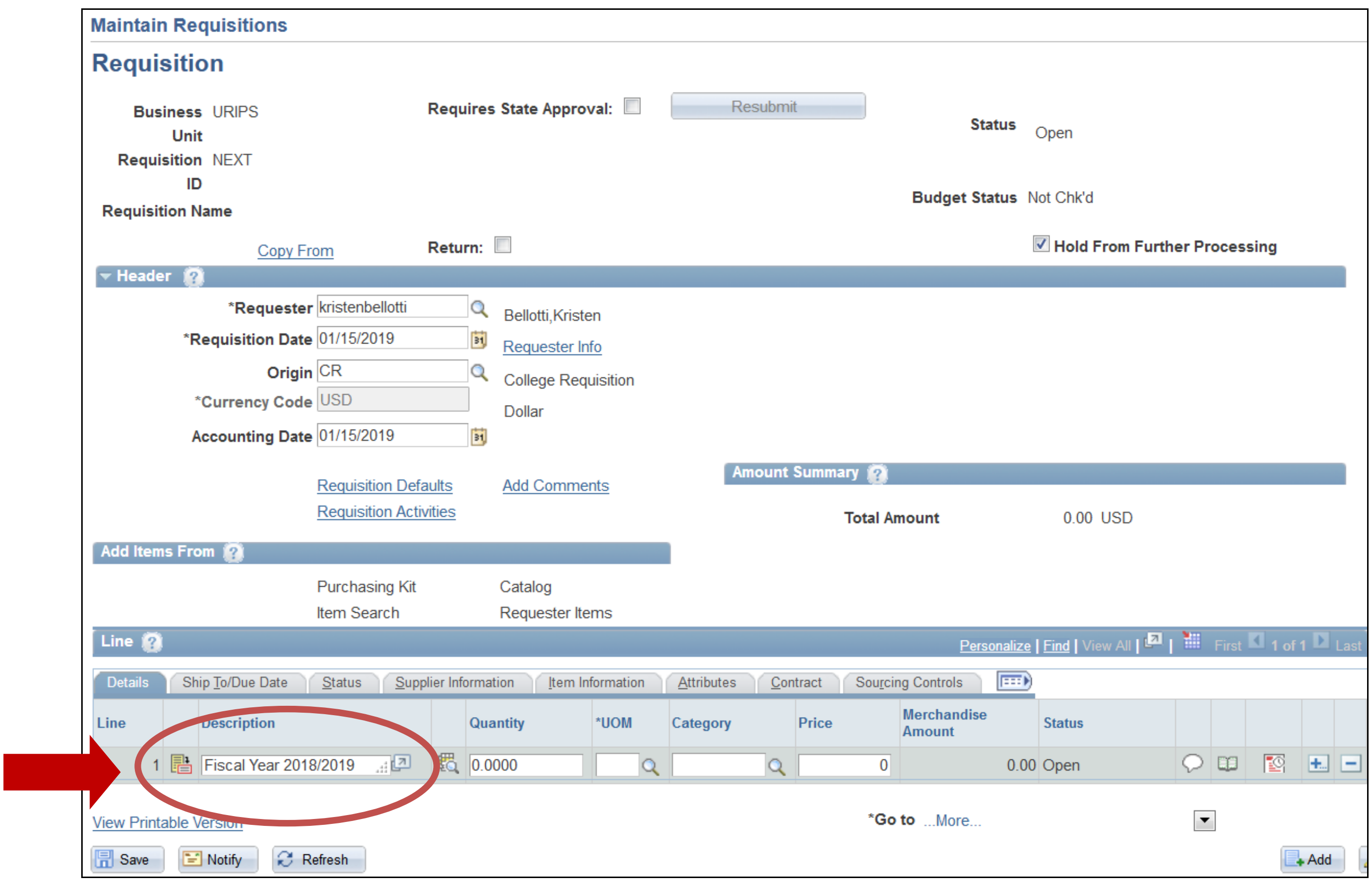
On the main Requisition page:

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

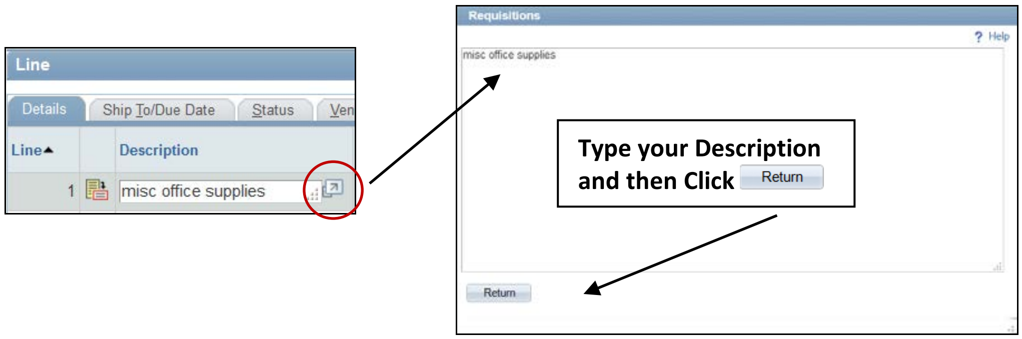
An actual Description of the item(s) being ordered will be typed in a Comment field later. **See page 31****.**

Exception: **When using Fund 500, the Description will be the actual Description of the goods/services.**

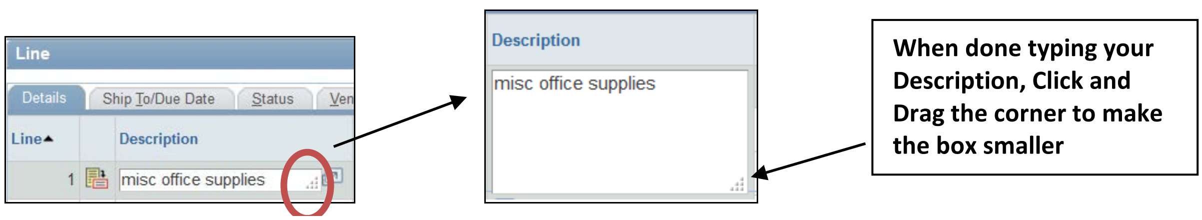


<u>There are 4 ways to enter the Line Item Description:</u>

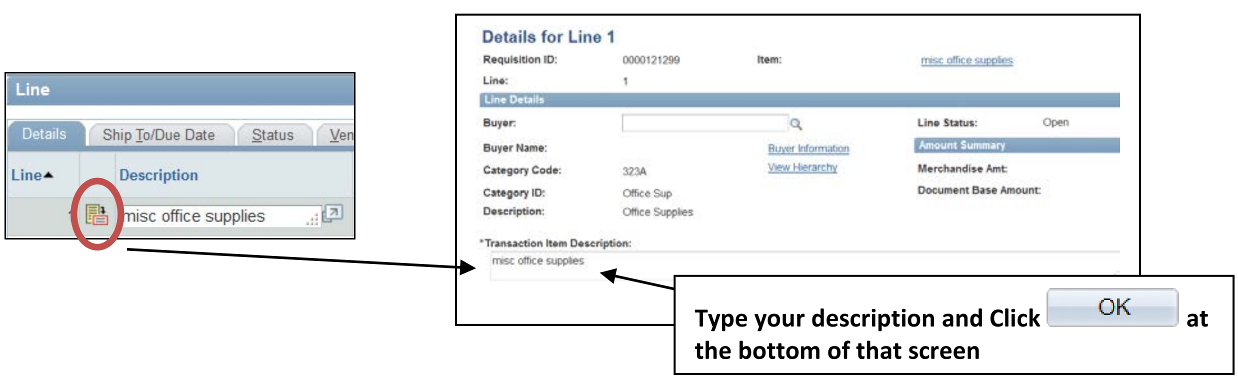
1 – Click on the ⧉ at the end of the Description to access the entire Description area:



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



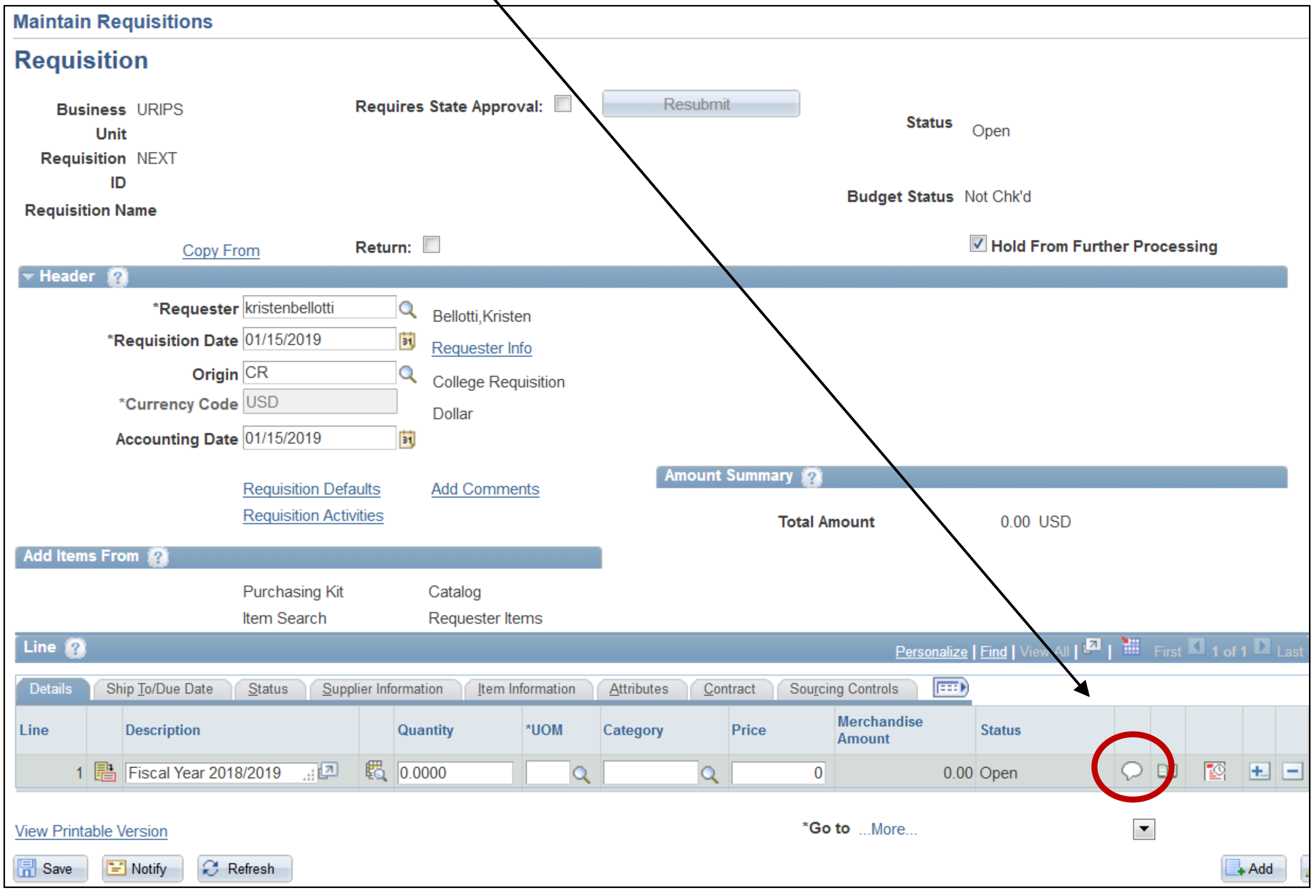
3 – Click the icon to the left of the Description. This will take you to the Details for Line screen:

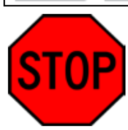


4 - If additional information needs to be added, it can be added as a Line Comment *(See below)*:

➢ 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.



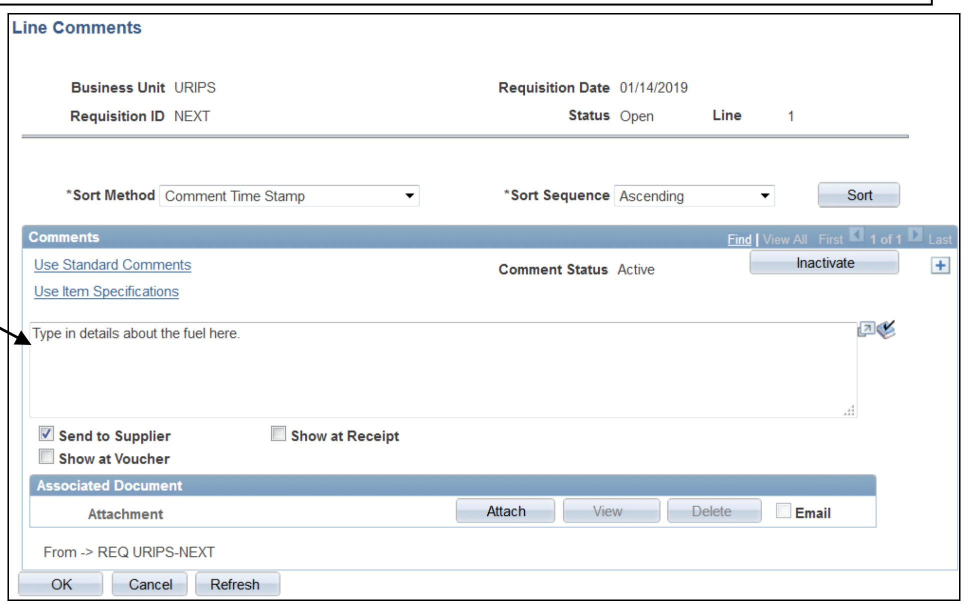


DO NOT ATTACH ANY ATTACHMENTS TO A LINE COMMENT.
To add an attachment, follow the instructions on Page 37.

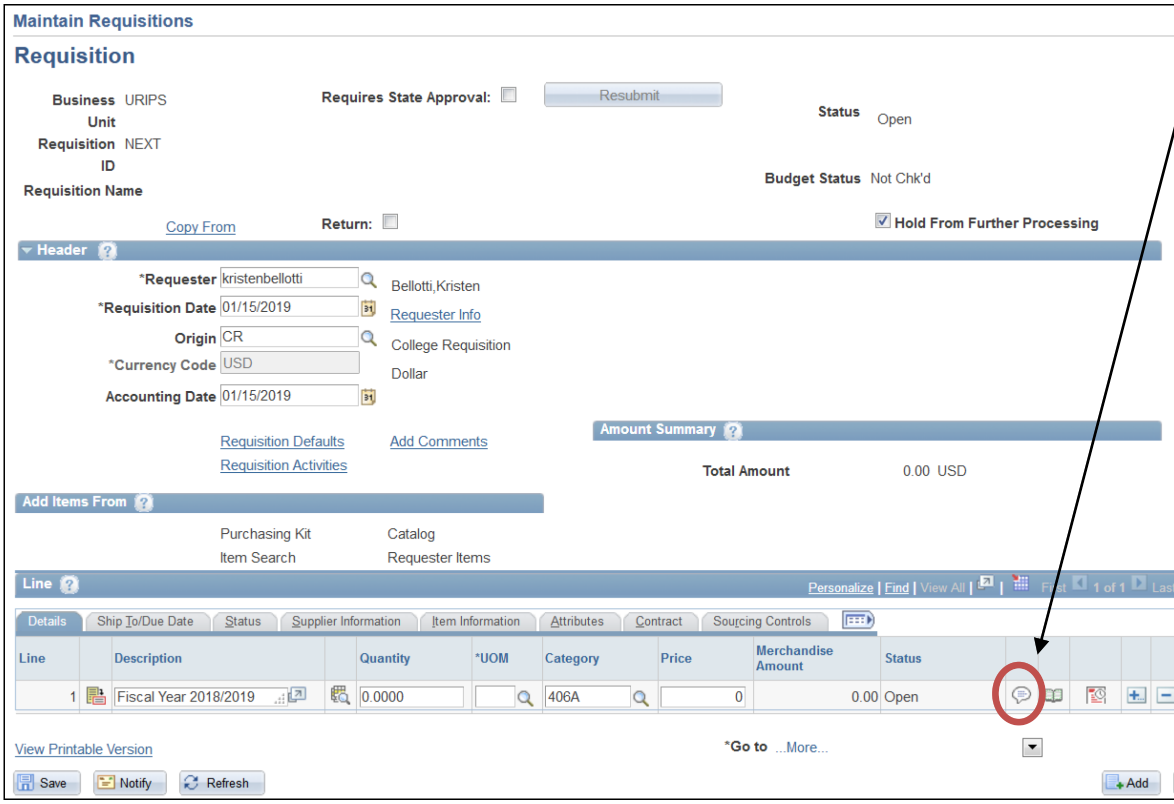
Once in the Line Comments section, you can *type* your detailed information about that line here:

Check the Send to Supplier box as well.

Click OK when done.

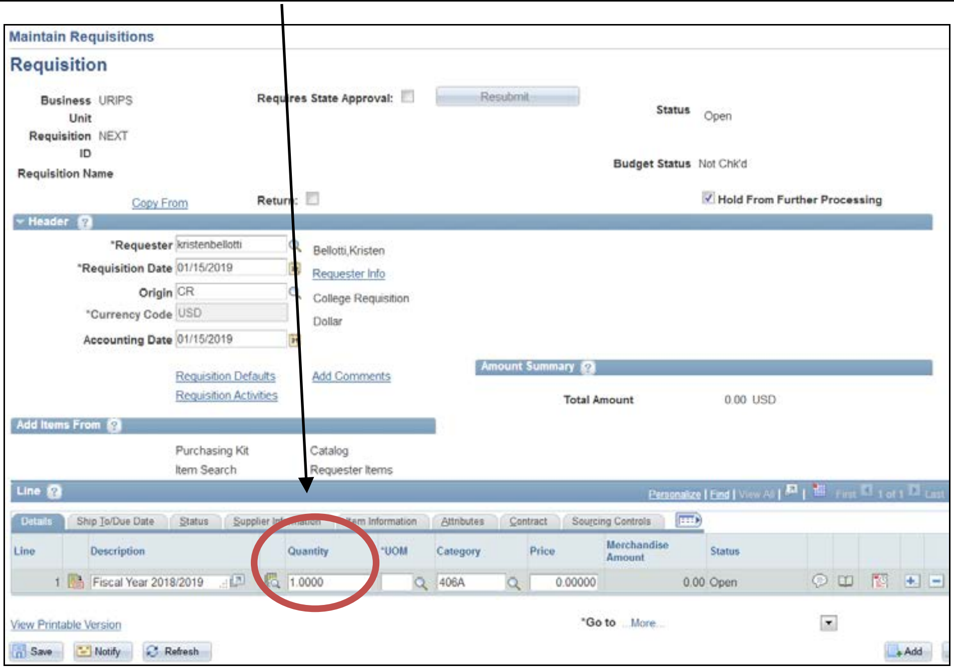


You will then be returned to the main Requisitions screen and can continue to enter the Line information. ***Note***: the talk bubble now has lines in it to show that there is a comment typed there:



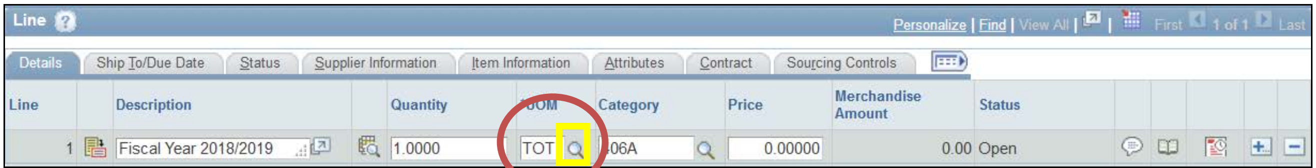
➢ Quantity

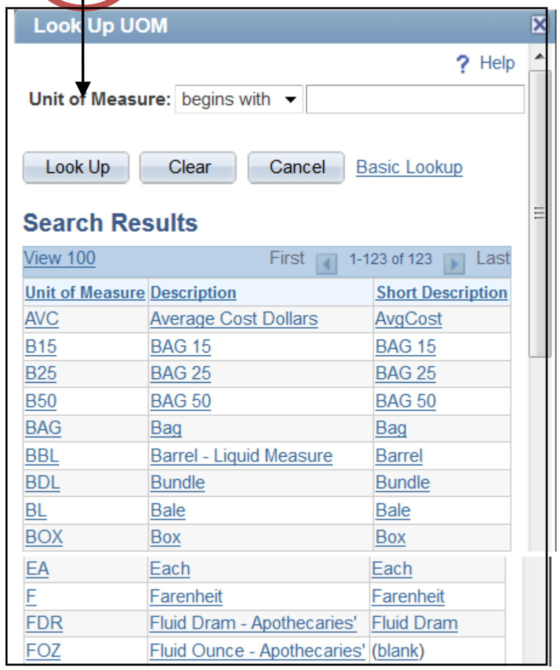
Type the Quantity of that item - *Note* - the Quantity for Blanket Requisitions is typically 1:



➢ Unit of Measure

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.



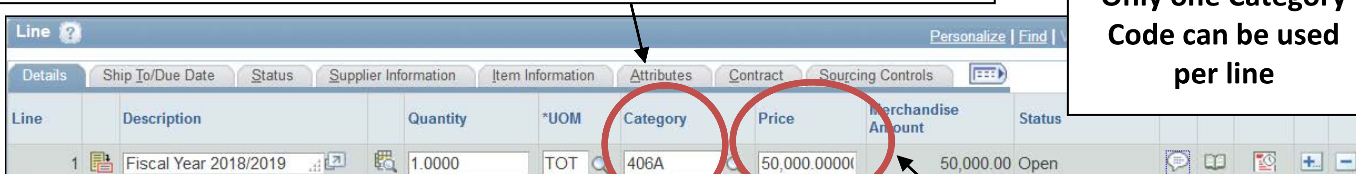


Select from the Search Results

➢ Category

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

REMINDER:
Only one Category Code can be used per line



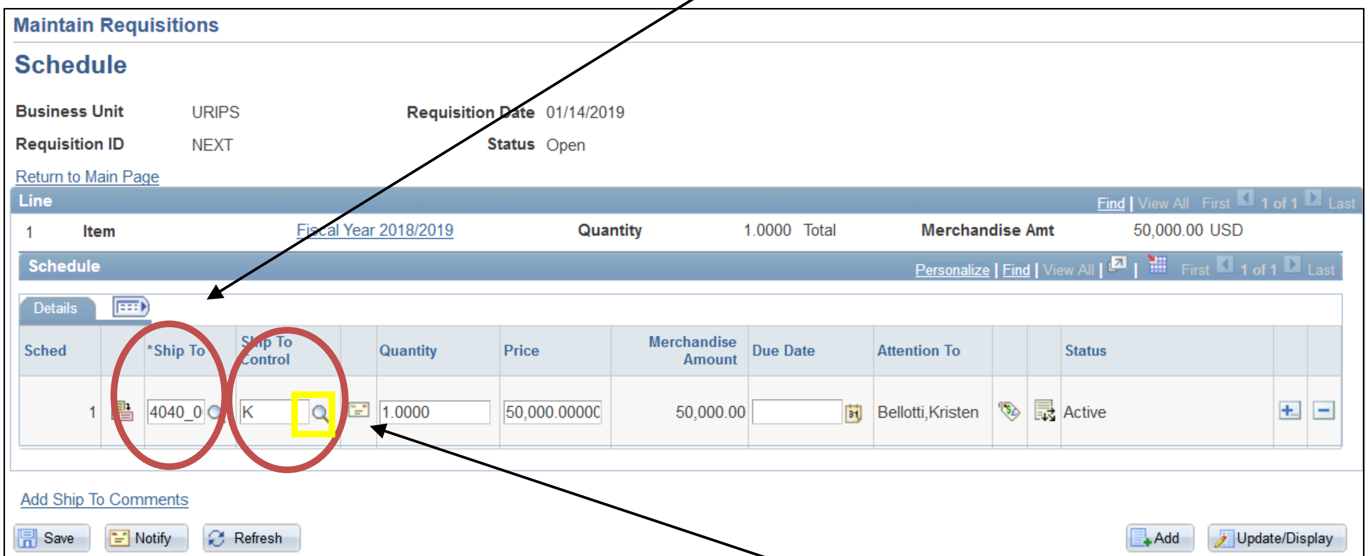
Enter the Unit Price for the item. You only need to use a decimal when the Unit Price is in dollars and cents.

➢ Price

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

➢ **Ship To**

Defaults from the Requisition Defaults page:



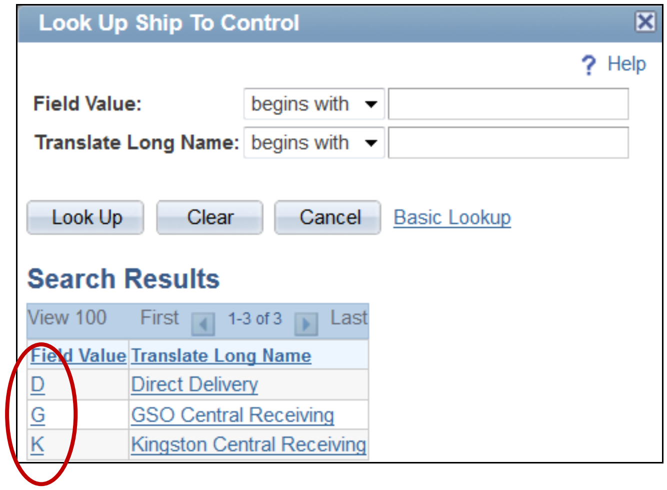
➢ **Ship To Control**

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

➢ Change the Ship To Address



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

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

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

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

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

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

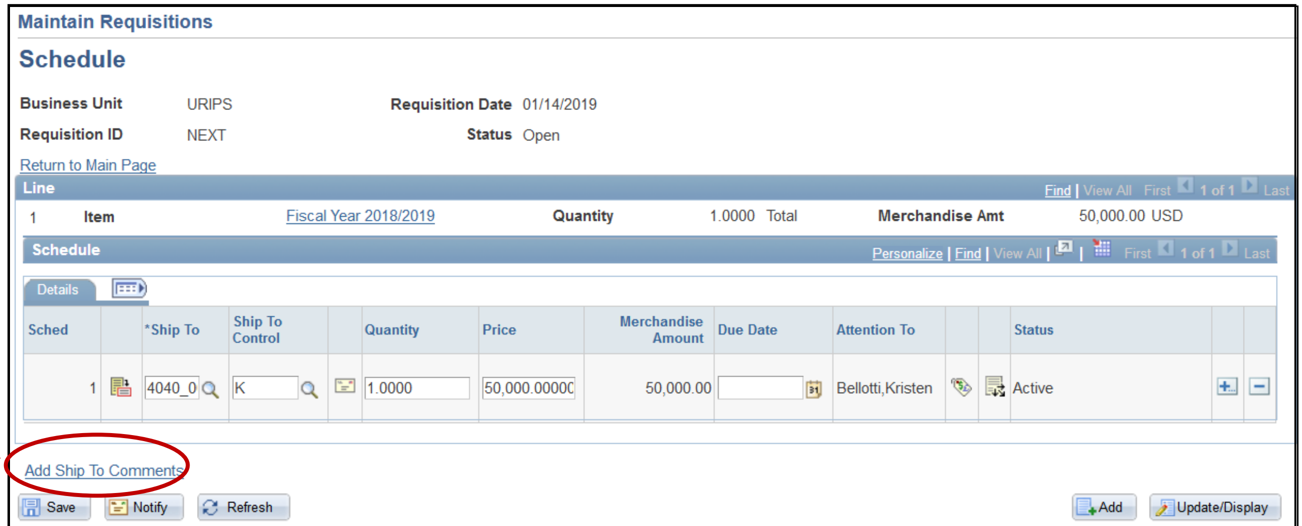
<u>Notes</u>: * If delivery is to be made to the Alton Jones Campus or FCCE, select "D" for Direct Delivery.
* This action only needs to be performed on Line 1/Schedule 1.

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

Ship To: SEE BELOW

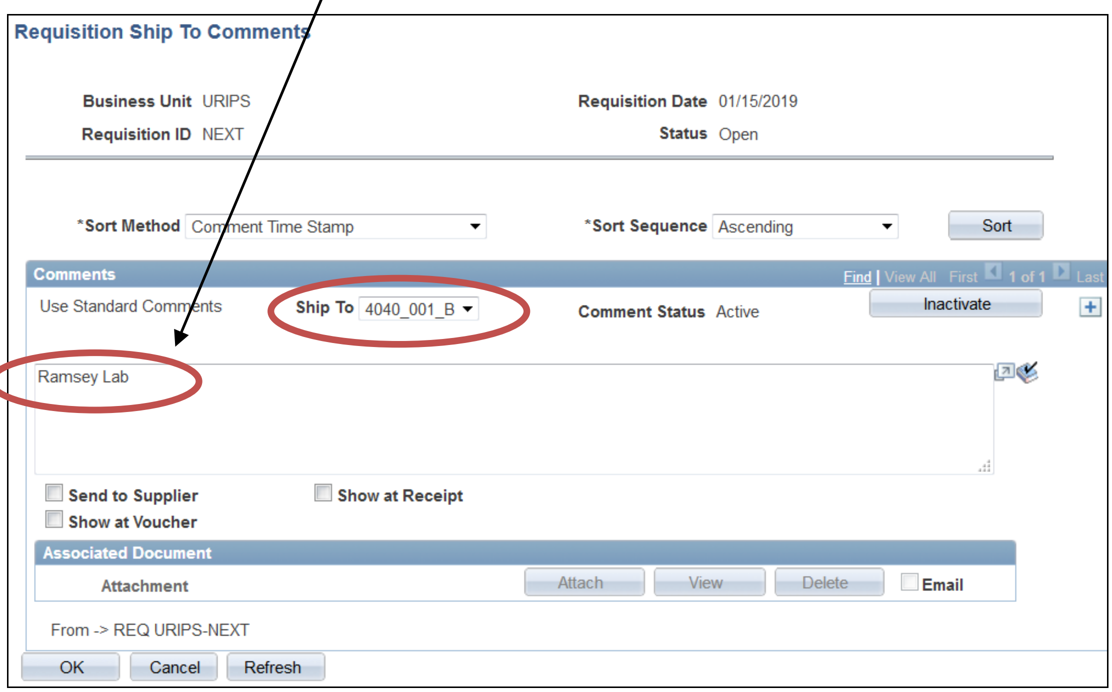
➢ Change the Ship To Comments

If you would like the shipment to be addressed to a particular individual, Click the 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, <u>do not</u> access the** Add/Edit Comments

- ➢ **<u>Note</u>: The Ship To chosen on the Requisition Defaults page will be the only default choice.**
- ➢ **In the Comment Box type the name <u>only</u> of the individual/room/lab that the shipment should be addressed to.**
- ➢ **When done, Click** OK

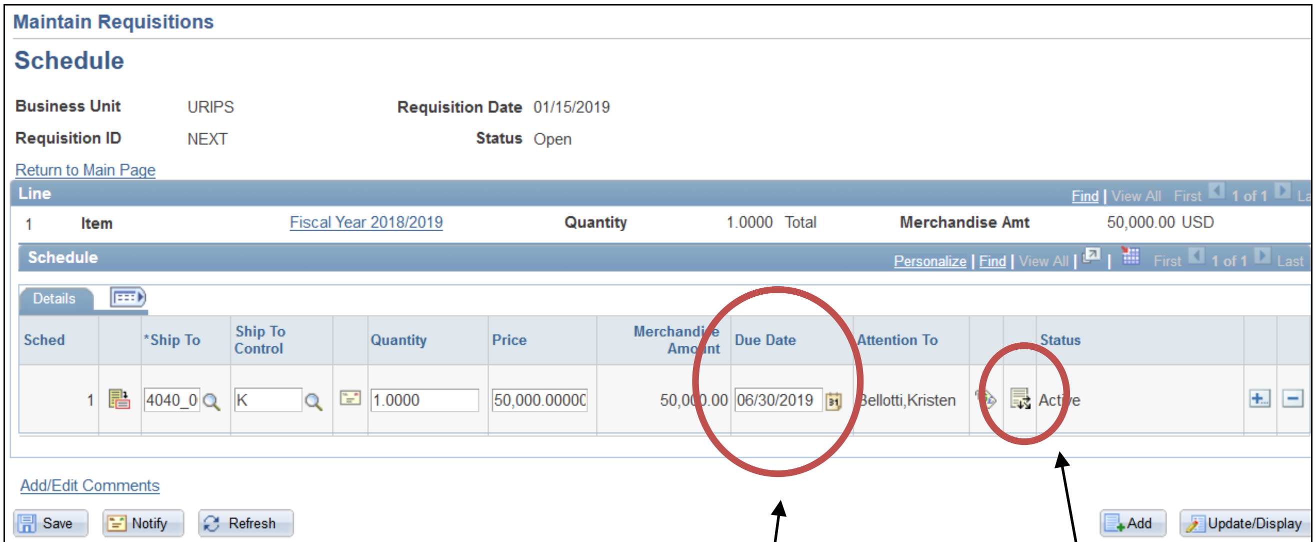


When the PO is printed, the Ship To address will look like this:

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

PeopleSoft automatically adds the word “Attention”.

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



➢ Due Date

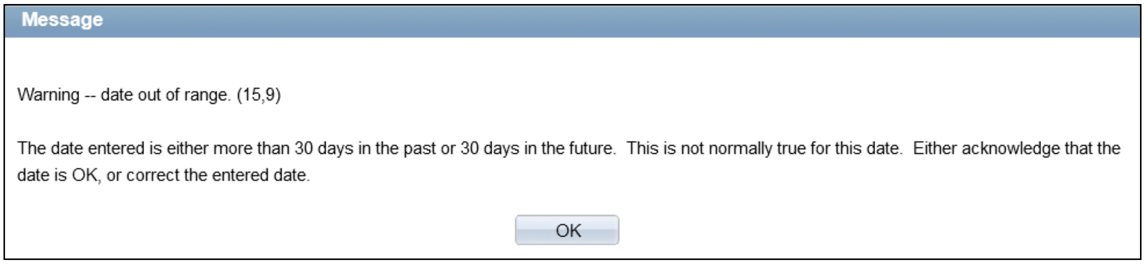
Due Date – The Due Date for a Blanket Requisition is the end date of the Blanket within a given Fiscal Year.

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 .

Next, Click on the Distribution icon.

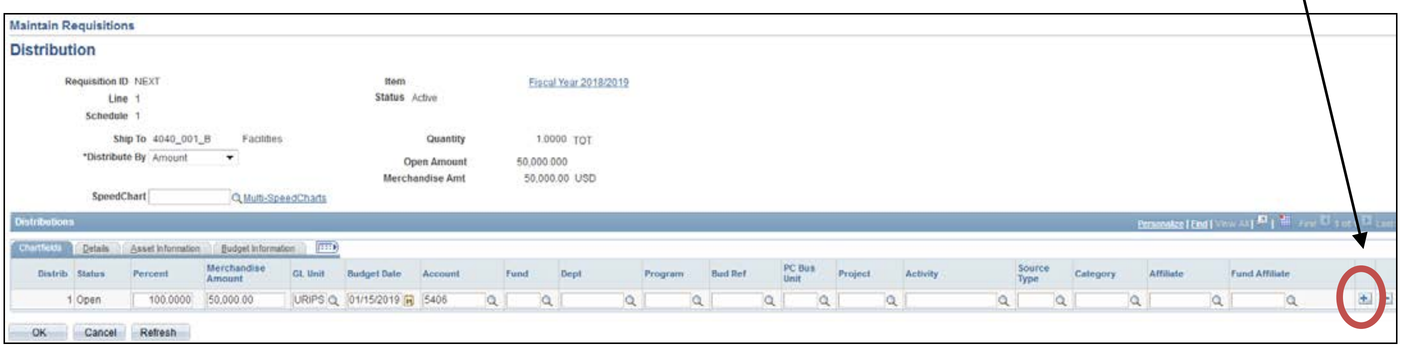
This message will appear:



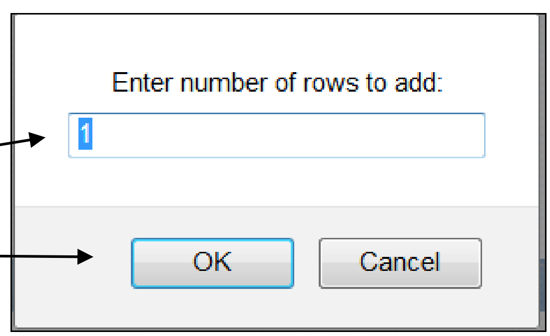
Click OK .

➢ Entering Distributions on the Line

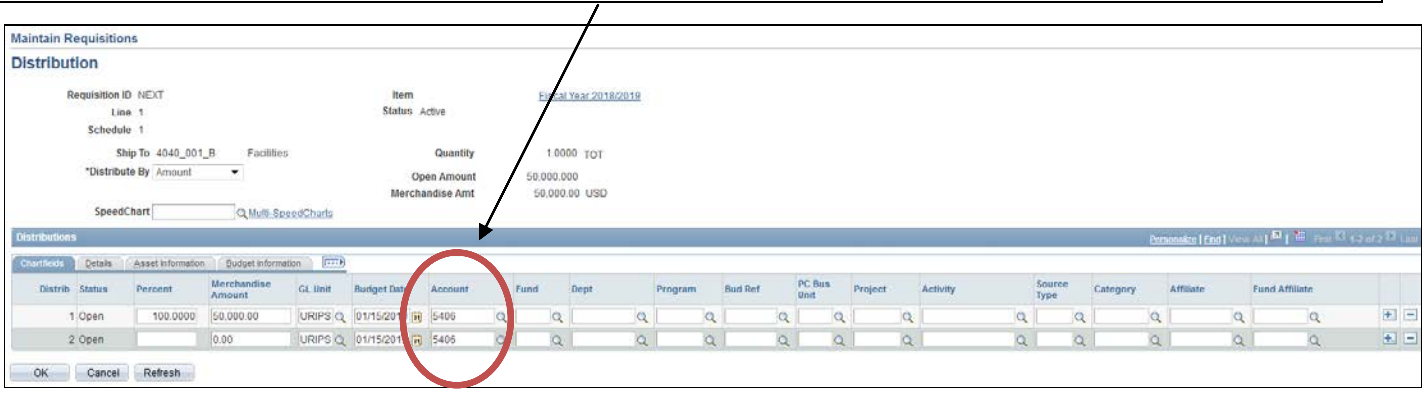
When Distributing by more than one ChartField String, Click ⊞ **to add the desired number of rows:**



Enter the desired number of rows. For example, if the purchase is being charged to 2 ChartField Strings, click OK **to add 1 row.**

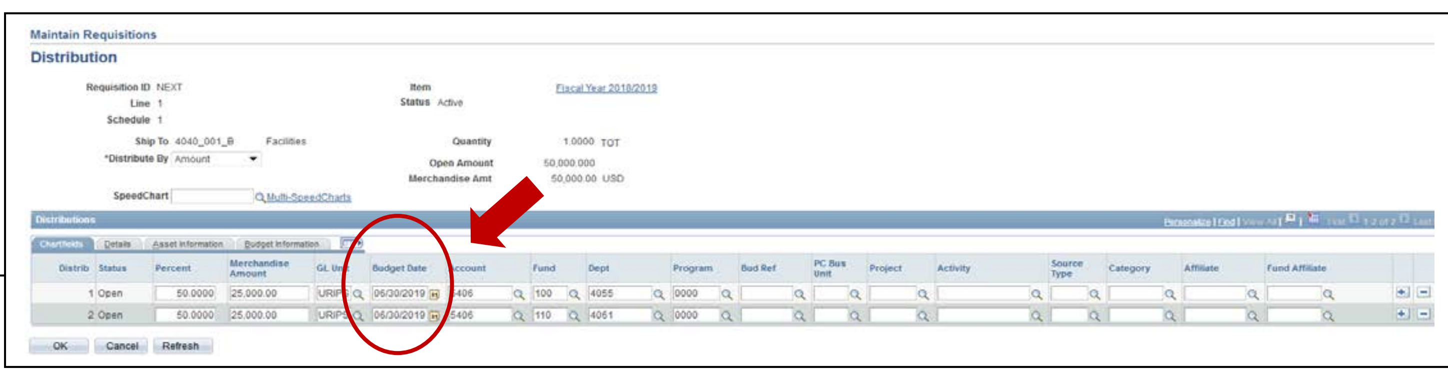


Initially, the Category Account Number that was chosen on the Requisition Defaults page will populate the Account Number to the first Distribution line. When more lines are added, the same Category Account Number will populate in the Account field. *DO NOT CHANGE THE ACCOUNT #*



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 <u>Distribution Line 1</u> will be 6/30/19:



If you need to add an additional Account Code to this Purchase Order, it MUST BE ON A NEW LINE.

PeopleSoft/Accounting allows ONE ACCOUNT CODE PER LINE on any Requisition.

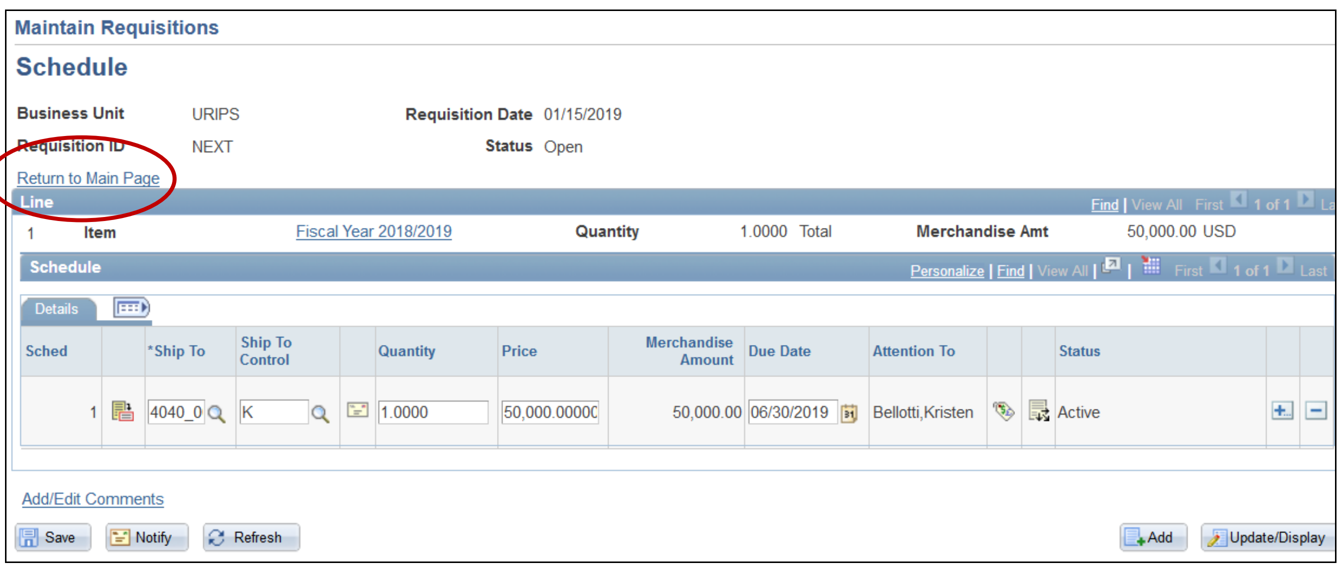
Make a new Line by following the instructions on Page 29.

DO NOT ENTER *any* Category Codes in Defaults if there is more than one on the Requisition.

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

➢ Return to Schedule Page

Click the hyperlink Return to Main Page **:**


Maintain Requisitions

Schedule

Business Unit URIPS Requisition Date 01/15/2019

Requisition ID NEXT Status Open

Return to Main Page

Line — Find | View All First 1 of 1 Last

1 Item Fiscal Year 2018/2019 Quantity 1.0000 Total Merchandise Amt 50,000.00 USD

Schedule — Personalize | Find | View All | First 1 of 1 Last

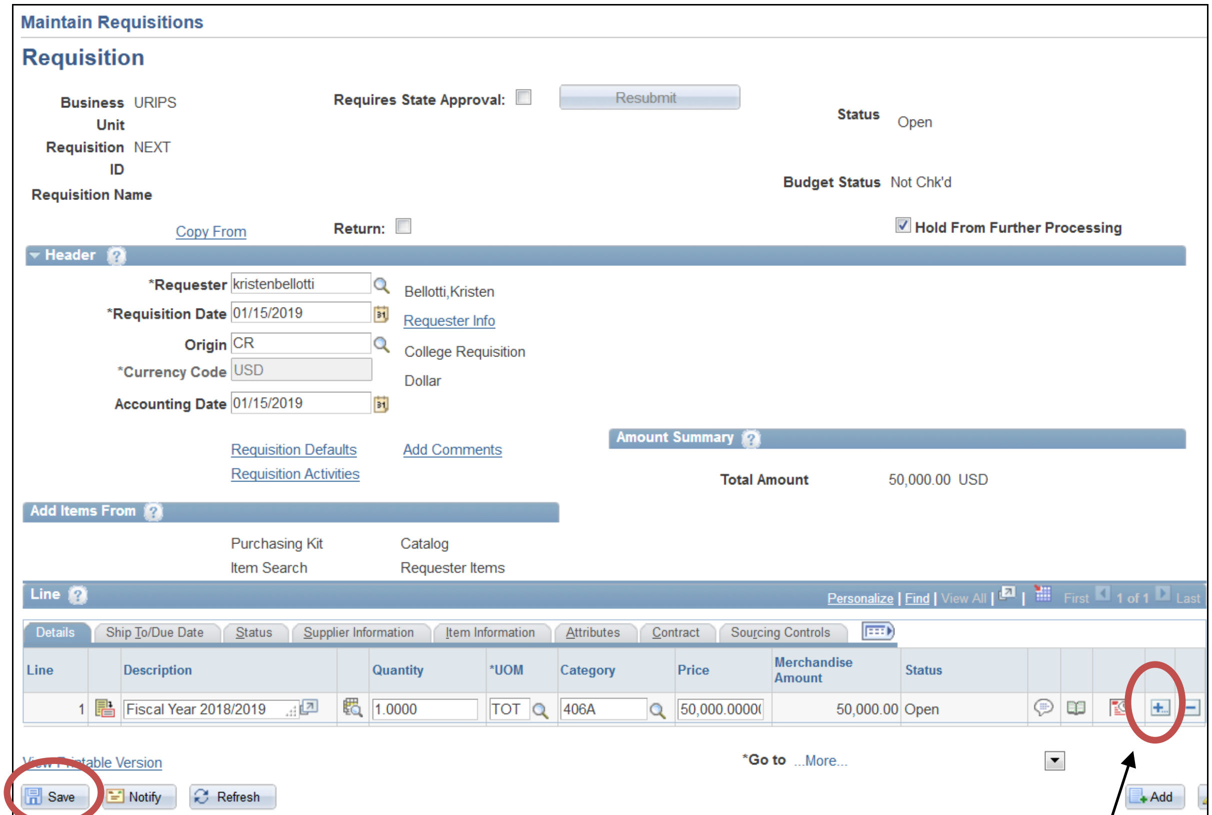
Details

Sched		*Ship To	Ship To Control		Quantity	Price	Merchandise Amount	Due Date	Attention To			Status		
1		4040_0	K		1.0000	50,000.00000	50,000.00	06/30/2019	Bellotti,Kristen			Active	+	−

Add/Edit Comments

Save Notify Refresh Add Update/Display

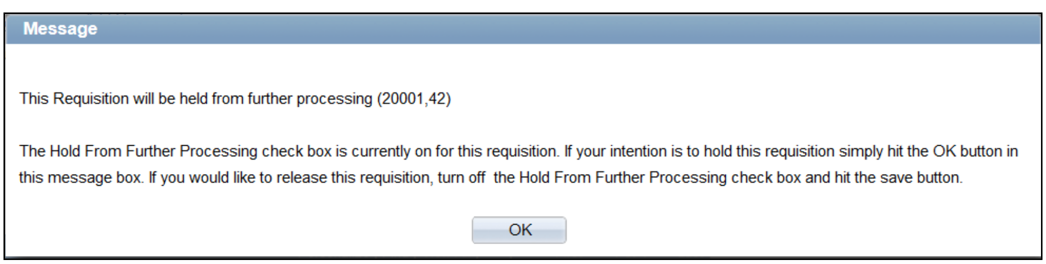
This will return you to the Maintain Requisitions page:



When all lines are complete, Click Save .

To add additional Line Items, see page 29. Click Save when done.

This message will appear:

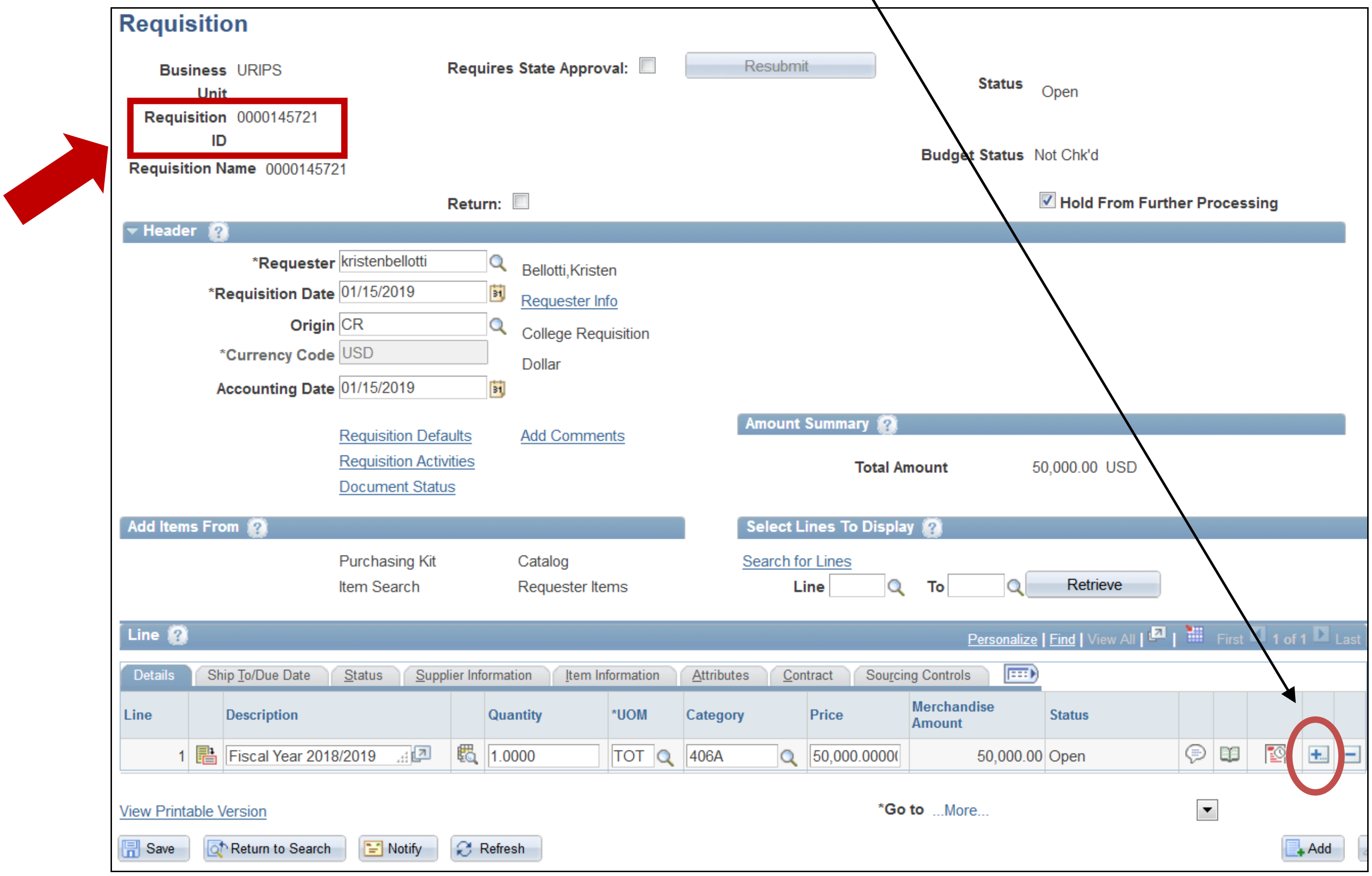


Click OK

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 :

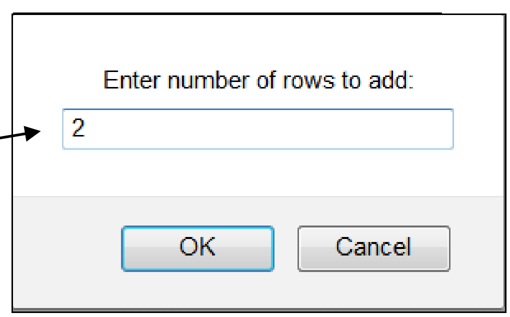


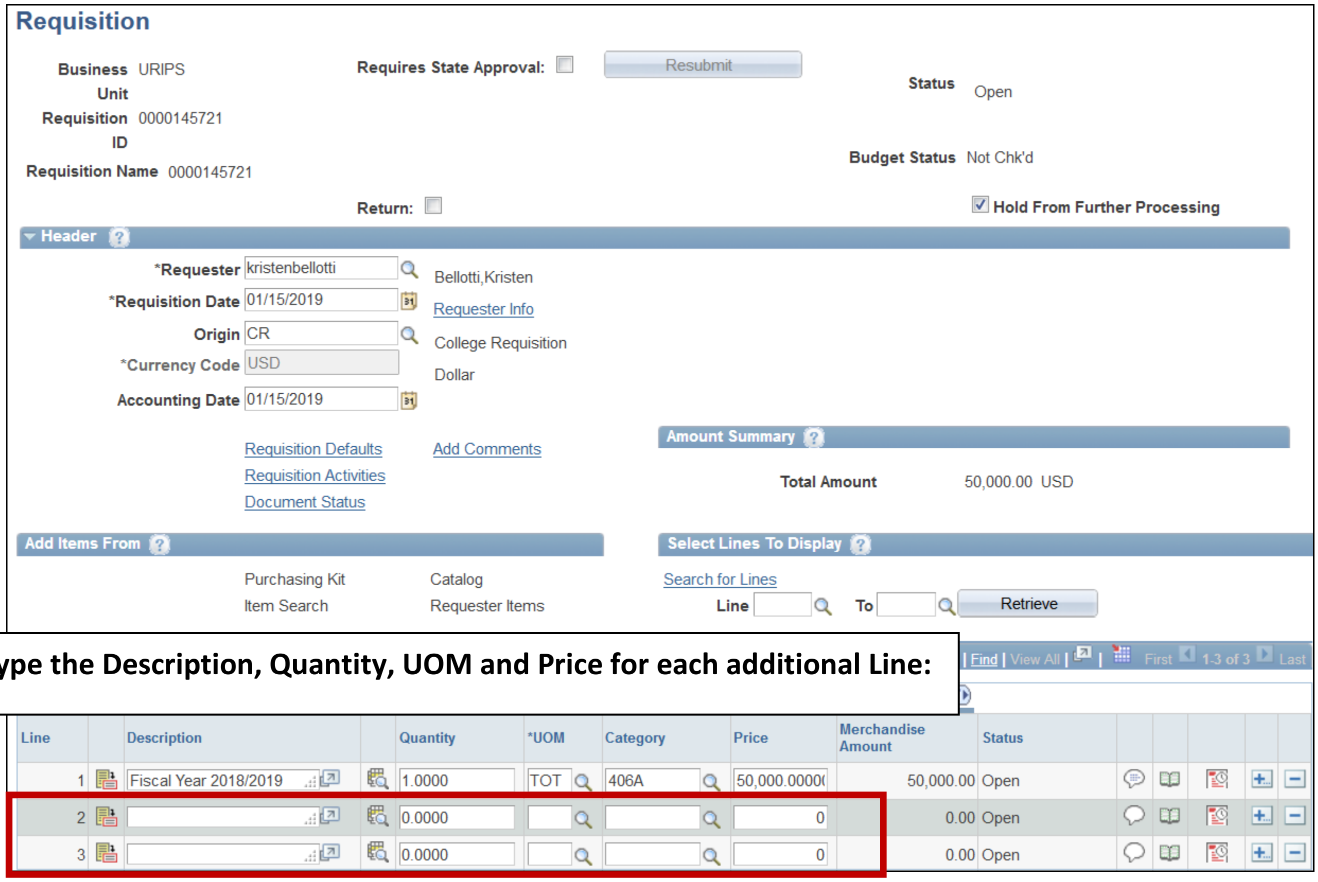
Enter the desired number of rows (lines) to add.

For example: if the Requisition is for a total of 3 lines, enter 2.

Click OK**.**

Two blank lines will be added to the PO





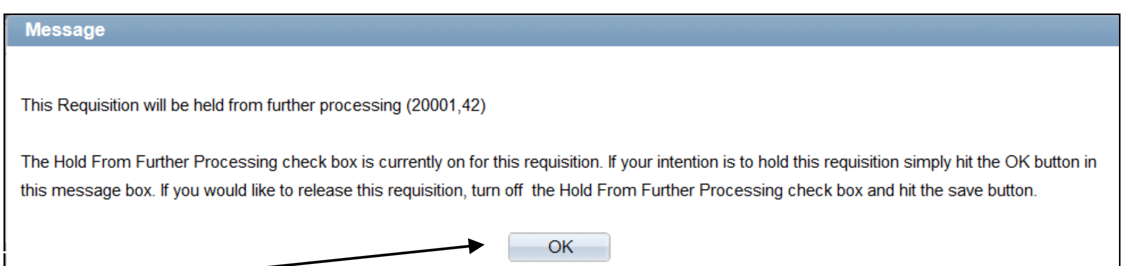
Type the Description, Quantity, UOM and Price for each additional Line:

Note: the Category Code will automatically populate from the Requisition Defaults page once you have entered a Description - DO NOT CHANGE.

- **Remember to click on the Schedule icon and the Distribution icon to continue adding the correct Ship To Control, ChartField String and Due Date for each additional line.**

If there are no more Line Items to add, click Save at the bottom of the screen.

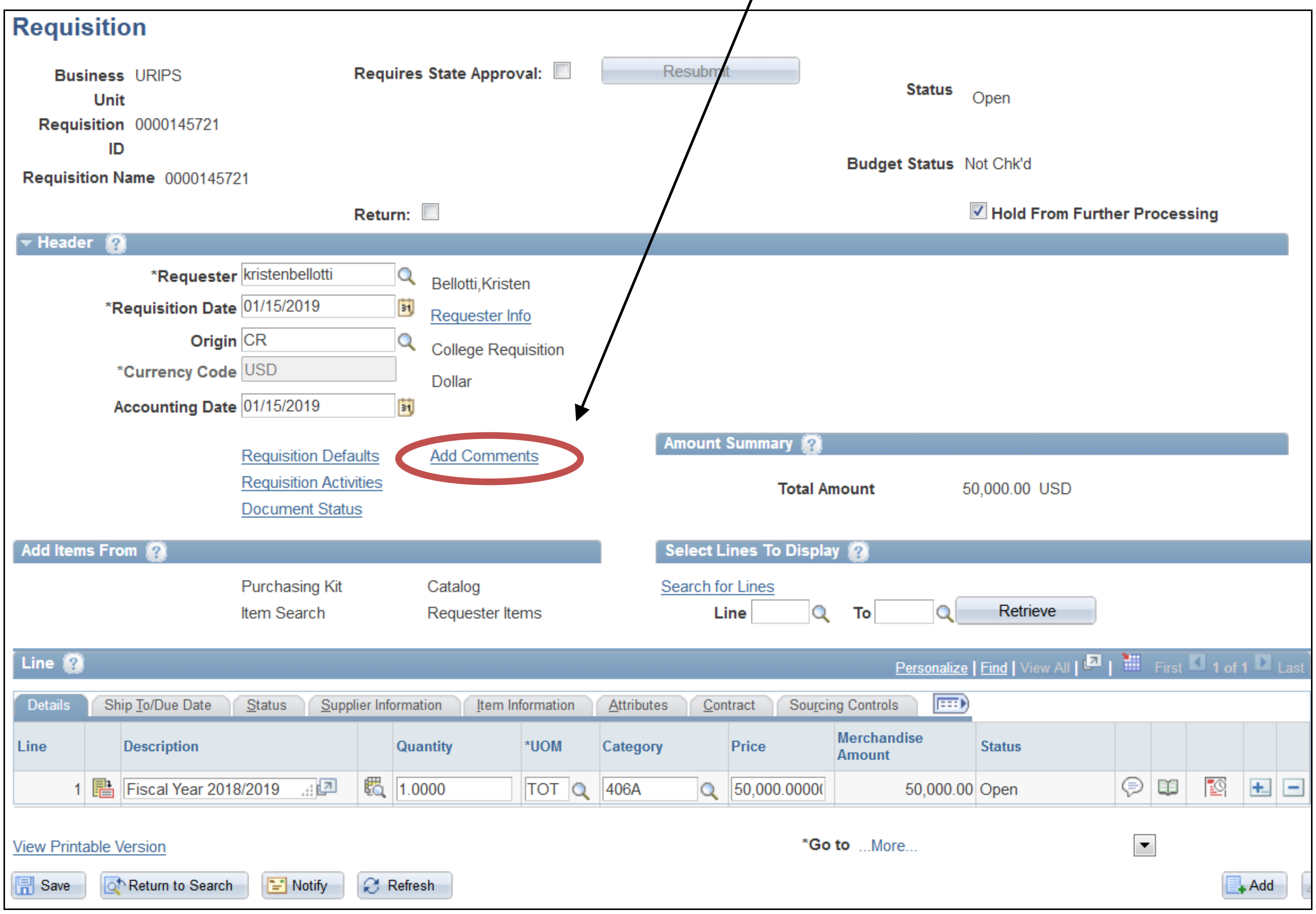
You will receive the following message:



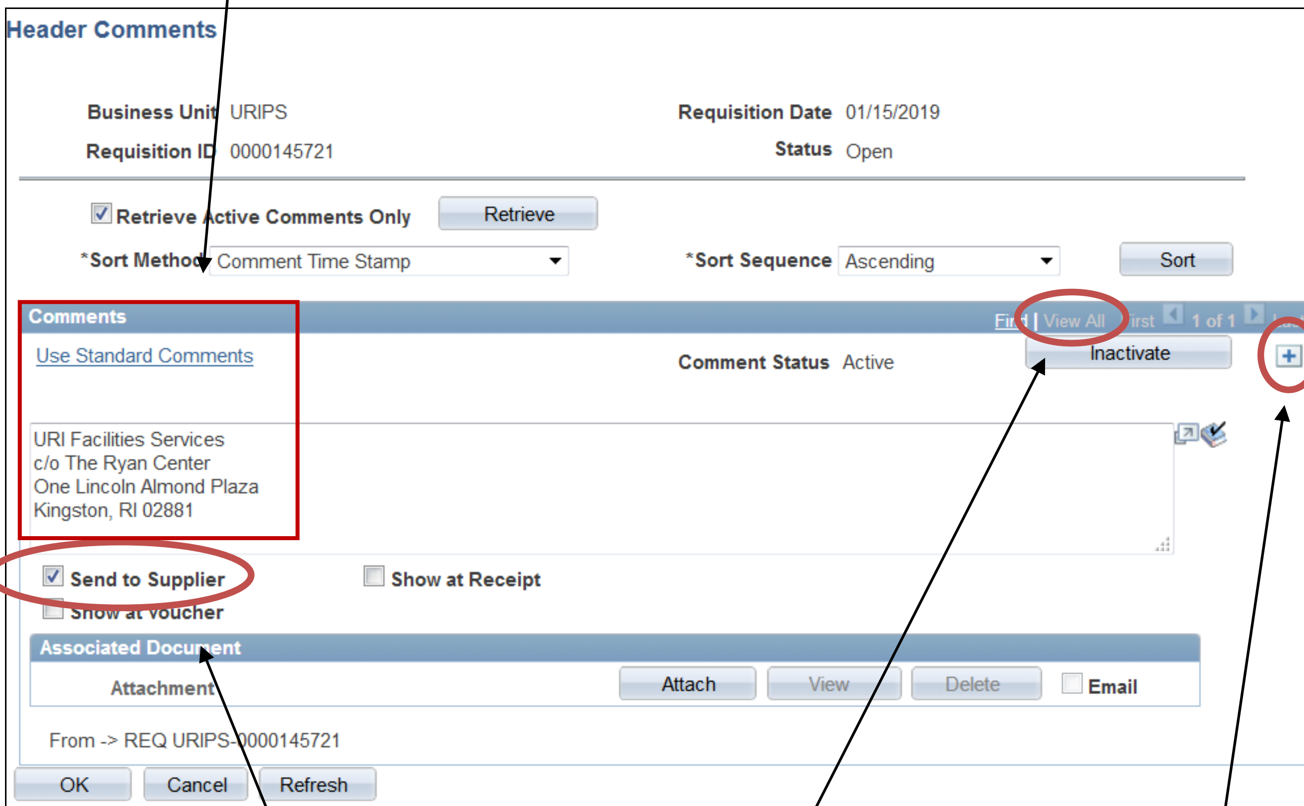
Click OK

➢ 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:

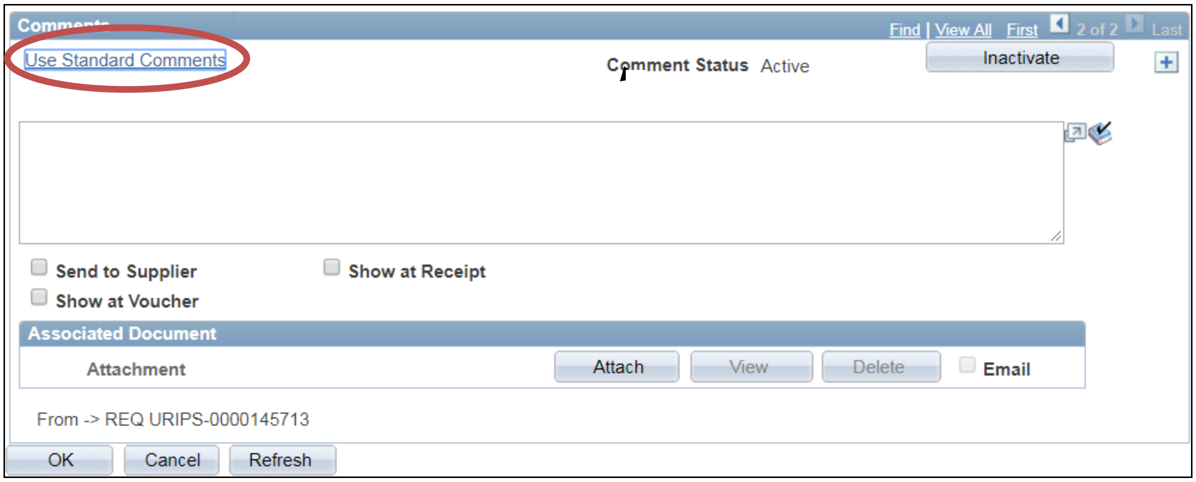


Check the ☑ Send to Supplier box

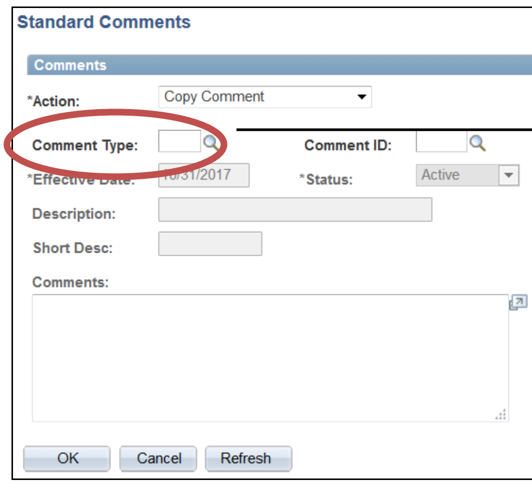
To View All Comments, Click View All.

To add additional Header Comments, Click +

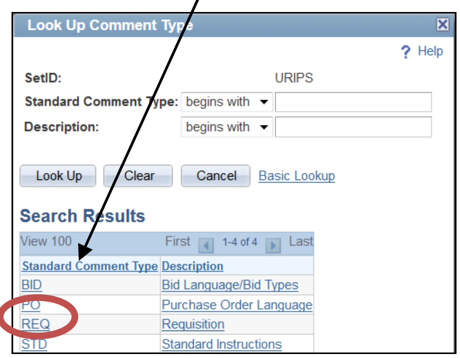
To add Standard Comments, click on the Use Standard Comments hyperlink:



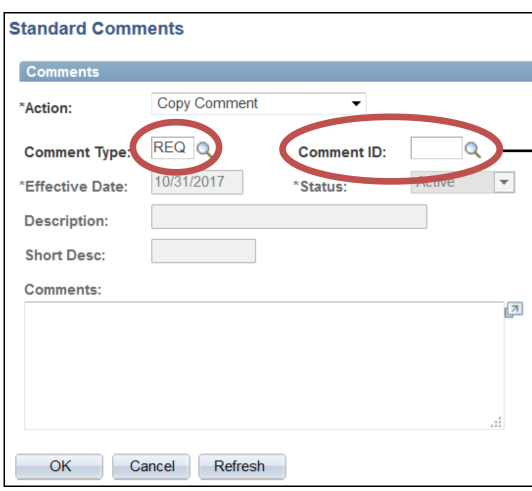
The Standard Comments box will appear. Click on the Comment Type Search icon :



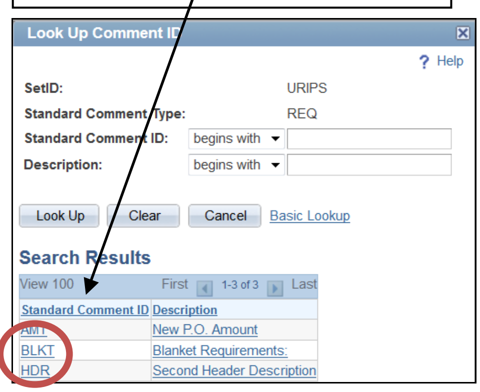
The Look Up Comment Type box will appear. Choose REQ.



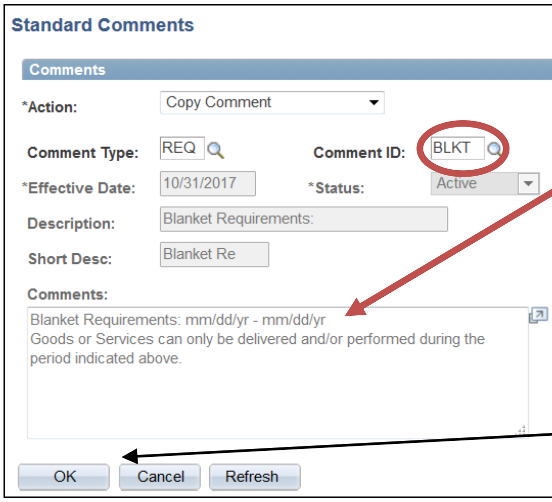
REQ will populate into the Comment Type box. Next, Click on the Comment ID Search icon :



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



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

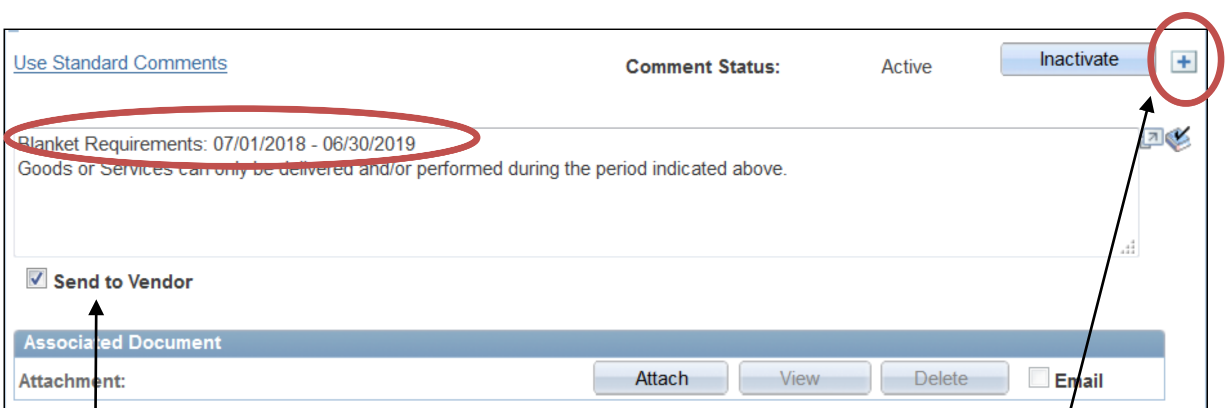


All Blanket College Requisitions must indicate the Blanket Period - when the comment is brought into the Header Comment, please remember to update the Blanket Requirement dates (i.e.; 07/01/2018 - 06/30/2019).

Click OK to return to the Header Comments.

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.**

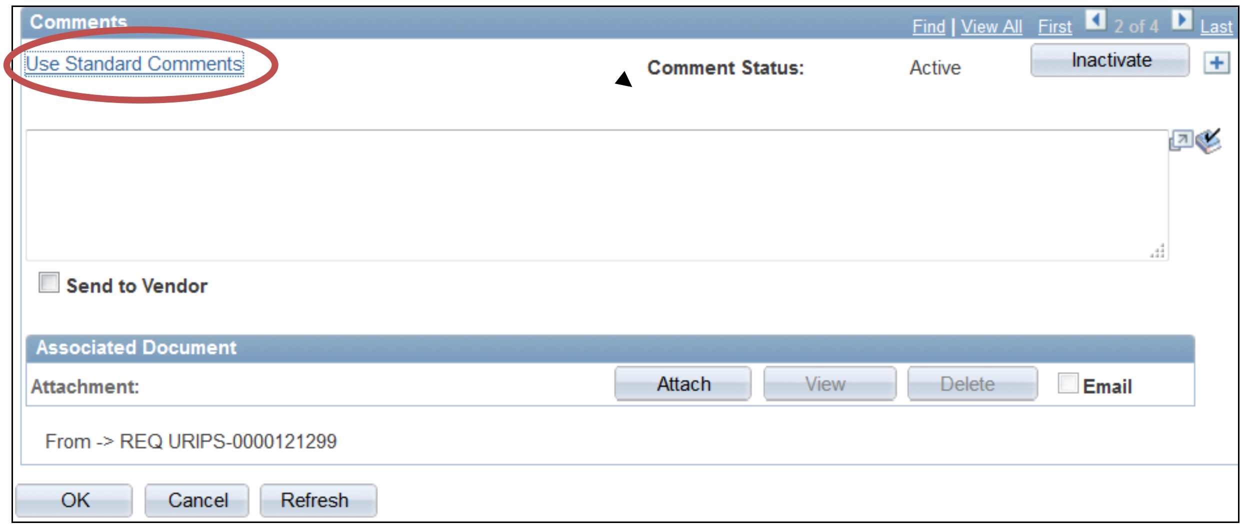


Check ☑ **Send to Supplier.**

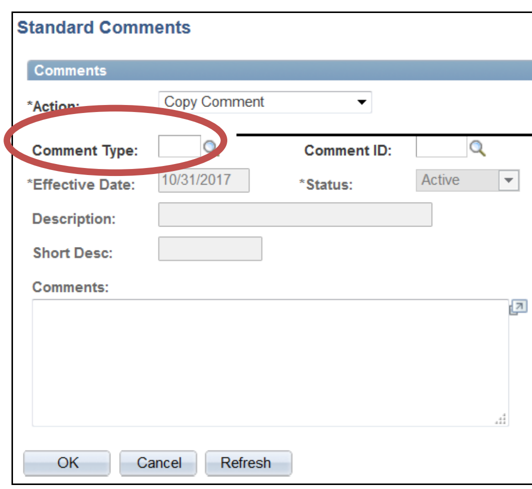
To insert another comment, click the + **.**

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.

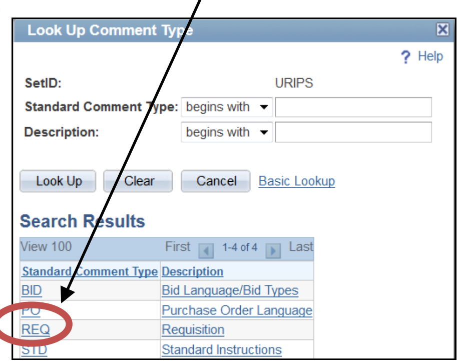
Again, to add another Standard Comments, click on the Use Standard Comments **hyperlink:**



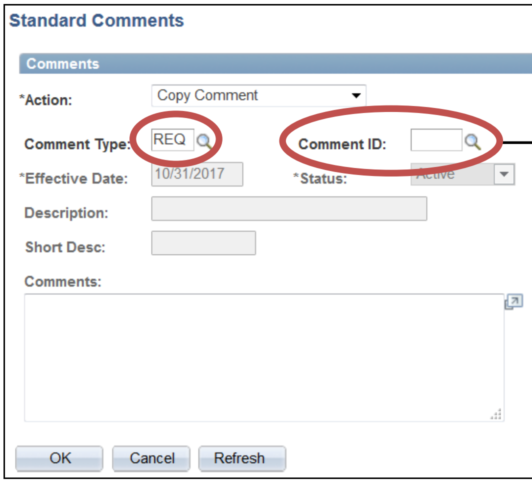
The Standard Comments box will appear. Click on the Comment Type Search icon :



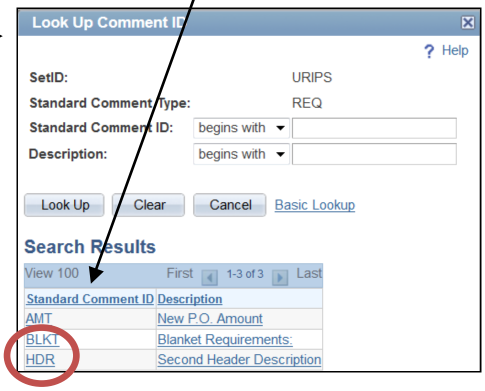
The Look Up Comment Type box will appear. Choose REQ.



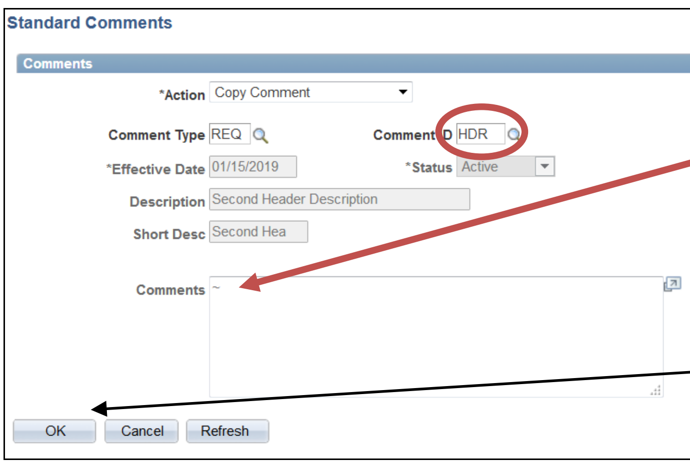
REQ will populate into the Comment Type box. Next, Click on the Comment ID Search icon :



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



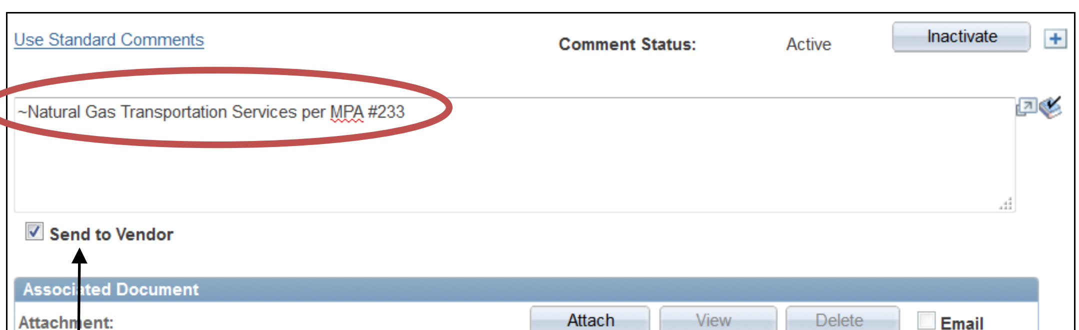
HDR will populate into the Comment ID box and the entire comment will populate into the Comments box. In this case a tilde (~) appears:



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).

Click OK to return to the Header Comments.

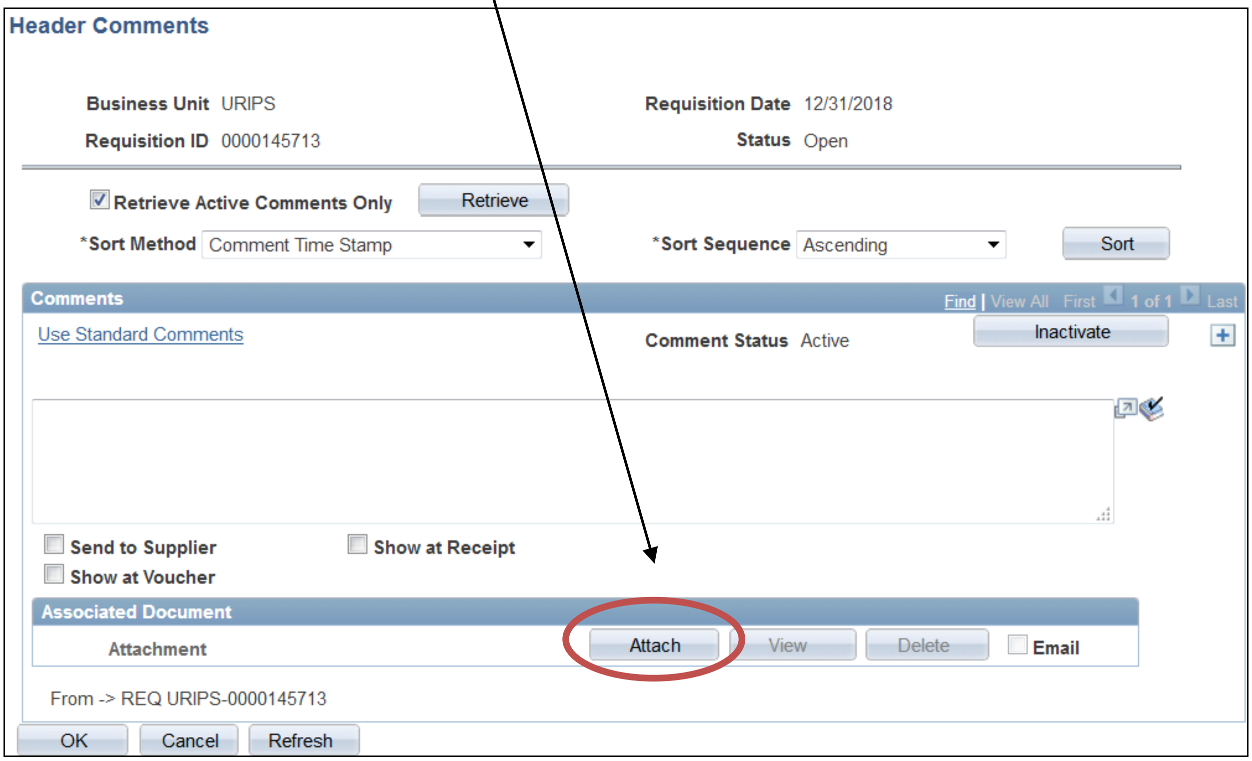
Type Header Comment *after* the tilde (~). *DO NOT DELETE THE TILDE (~)* in this Standard Comment. It is programmed to appear below the Blanket Requirements on the Purchase Order.



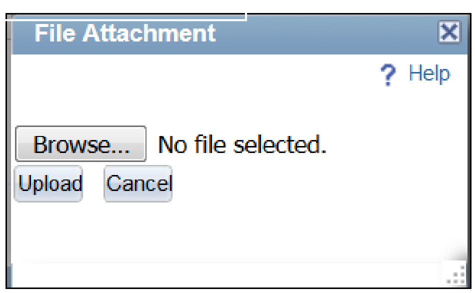
Check ☑ **Send to Supplier**

➢ Adding Attachments

To add an Attachment(s), Click Attach **in the Header Comments box:**

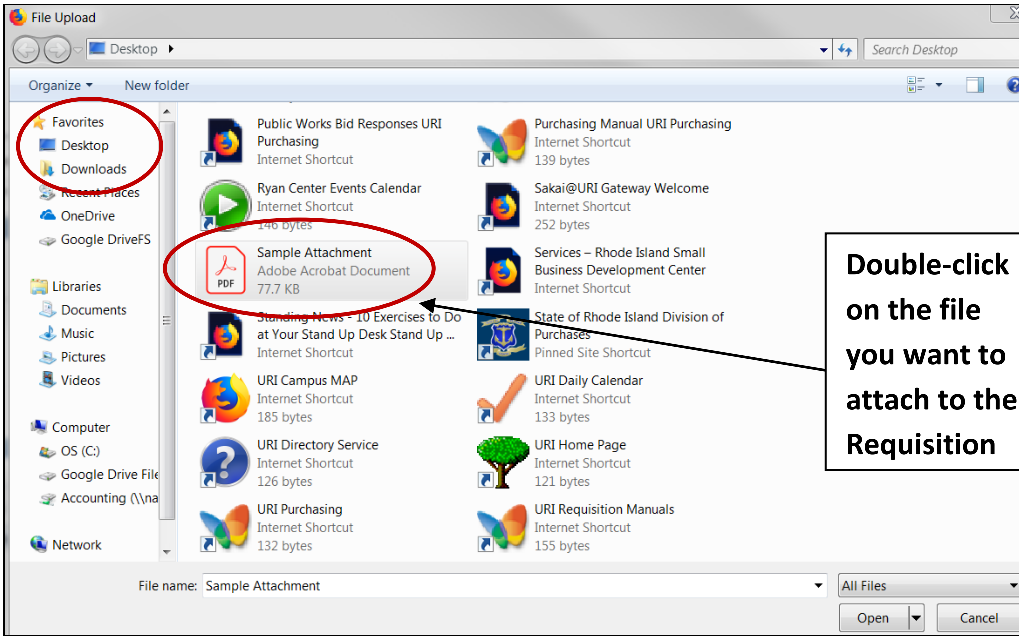


This message will appear:



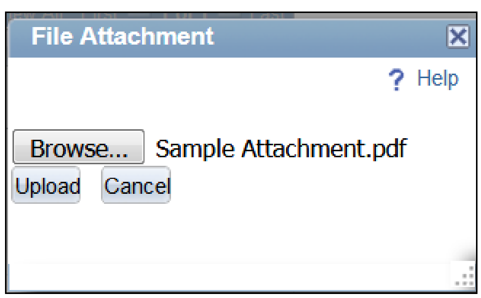
Click Browse...

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

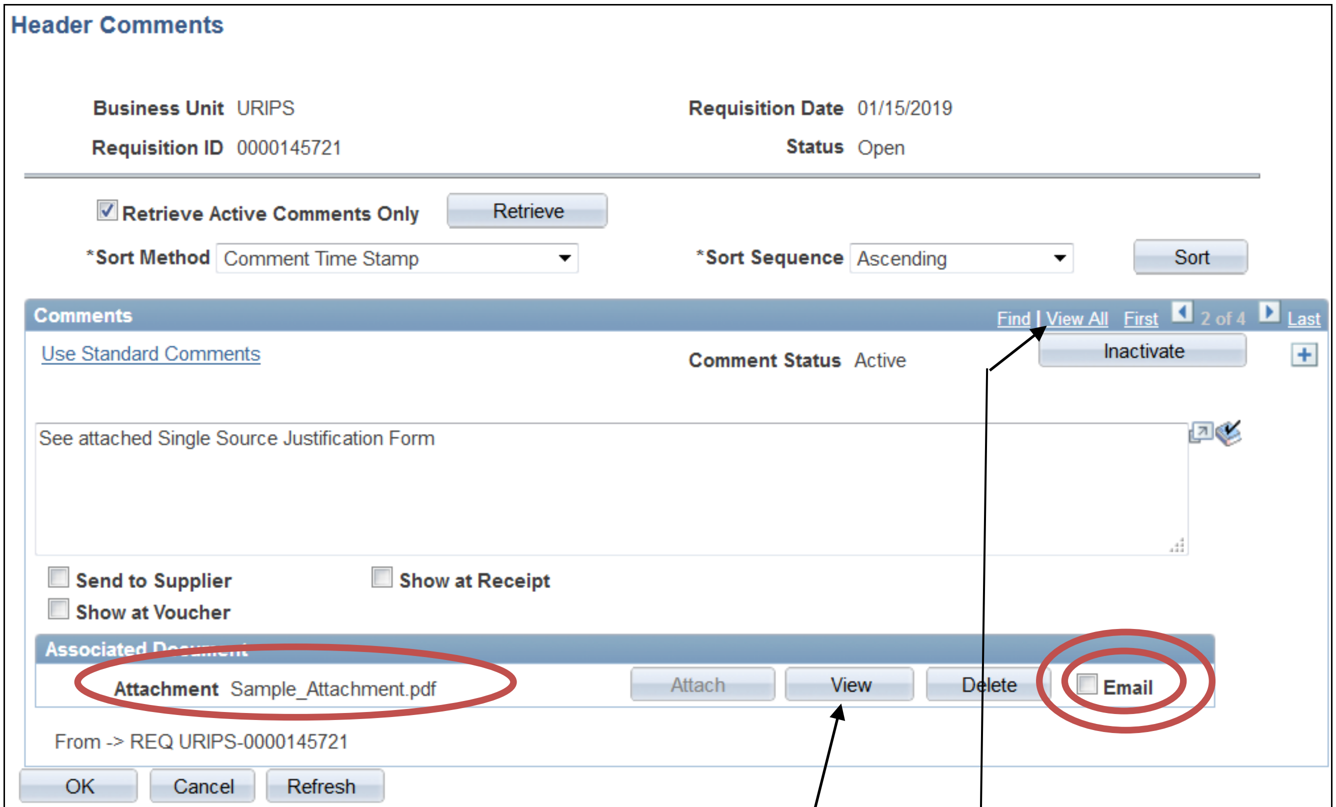
The name of the file will pop up in a window:



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.

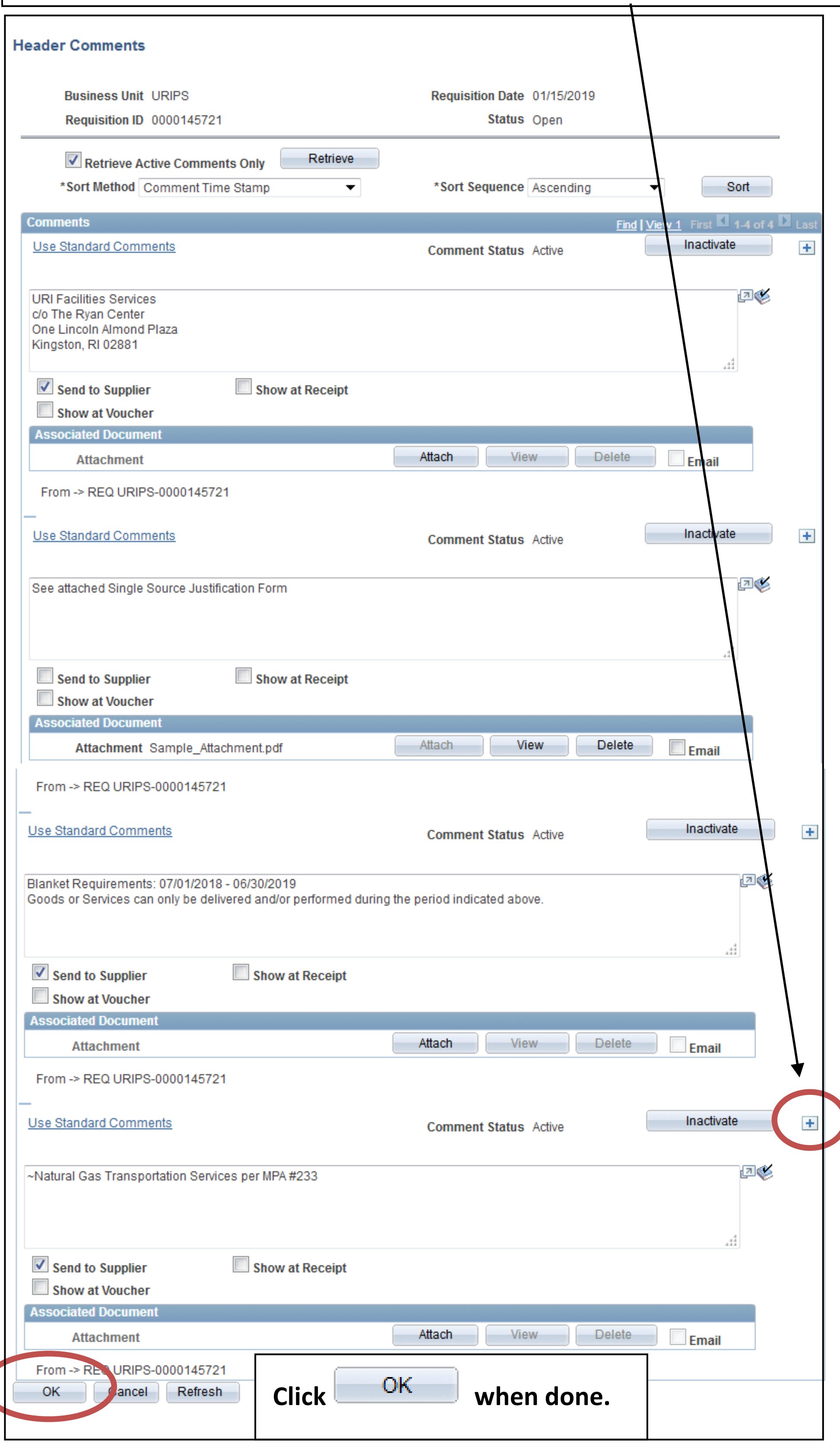
(If the Attachment is for internal use only *do not* check the ☐ Email box. - For example, if the Attachment includes a Sole Source Justification, the e-mail check box *will not* be checked.



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

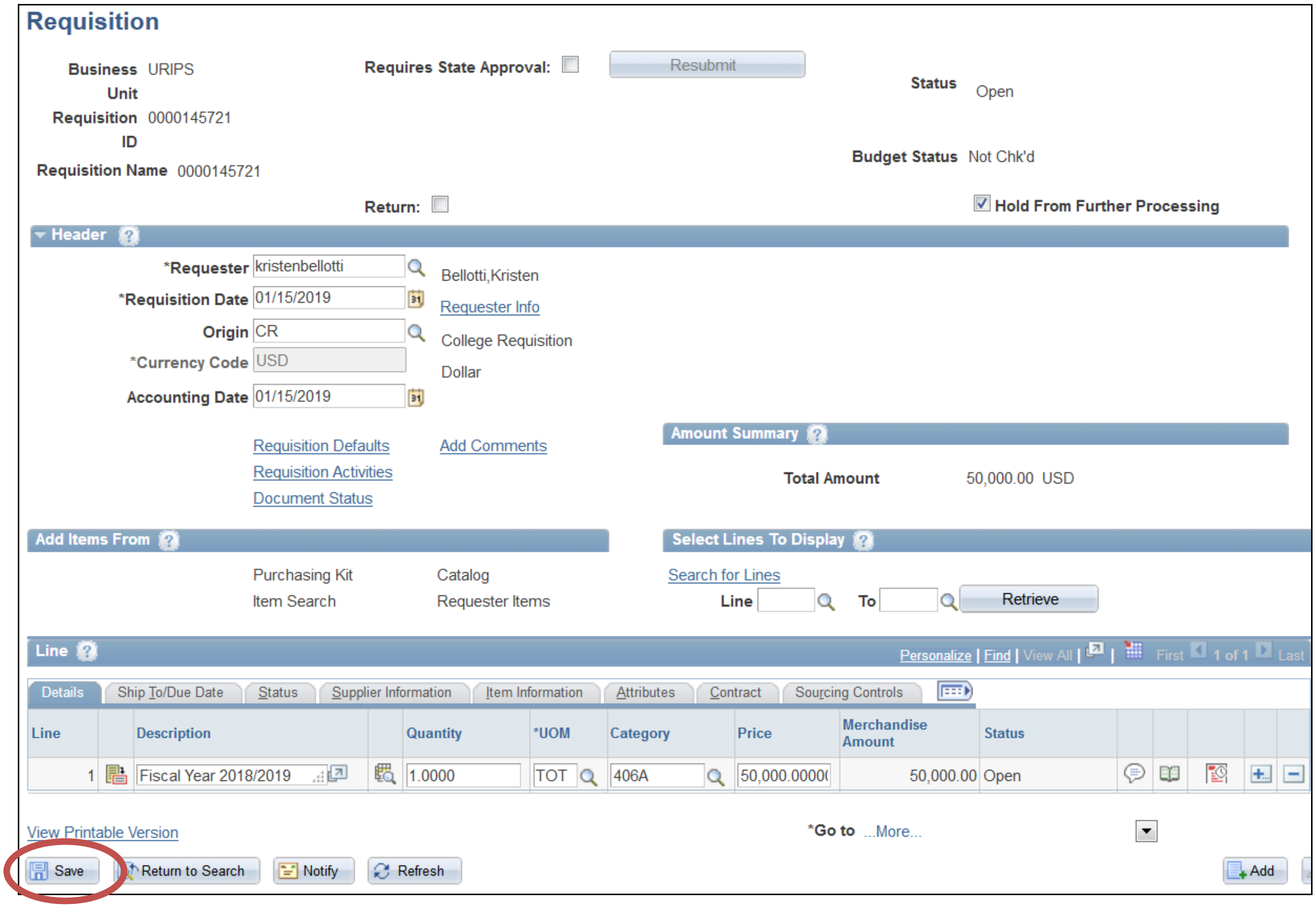
To View All Comments, click on the View All hyperlink. Once you are in the "View All" Mode, you can either scroll down to the last Comment to add another Comment or insert Comments in between other Comments.

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



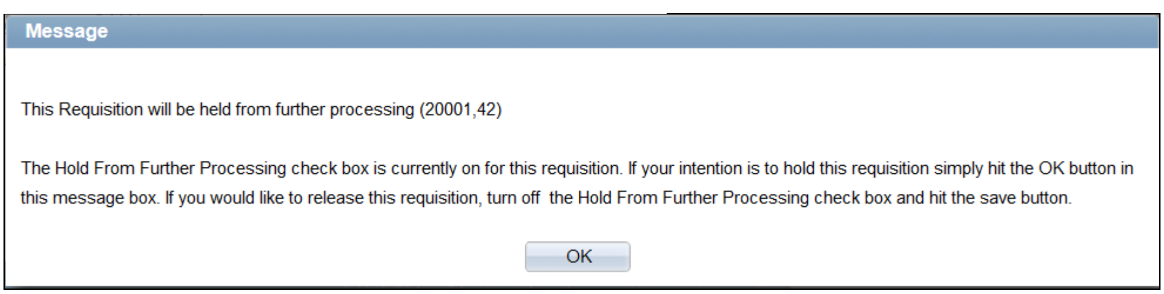
Click [OK] when done.

This will bring you back to the main Requisition screen:



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

This message will appear:

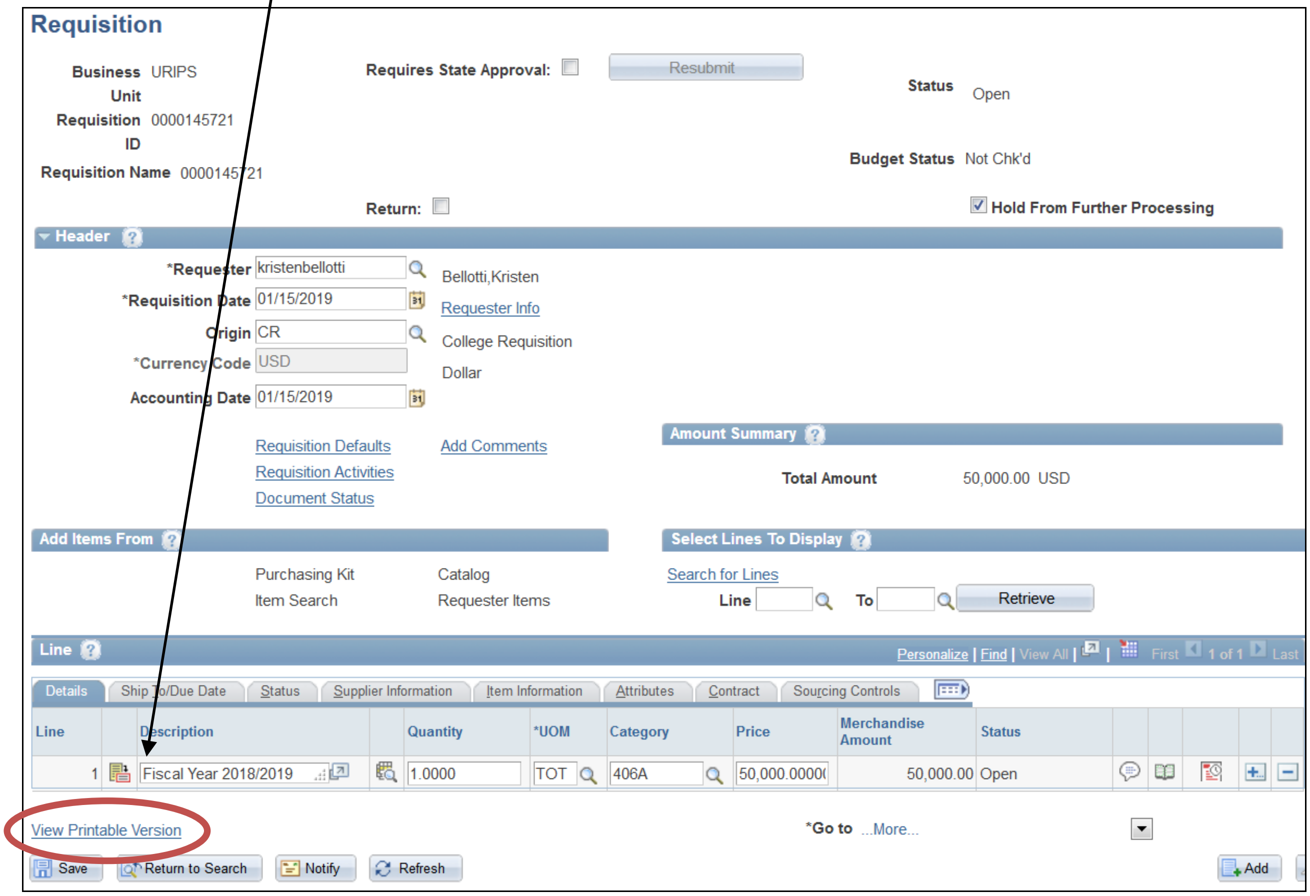


Click OK

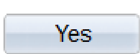
- **You are now ready to Print your Requisition.**

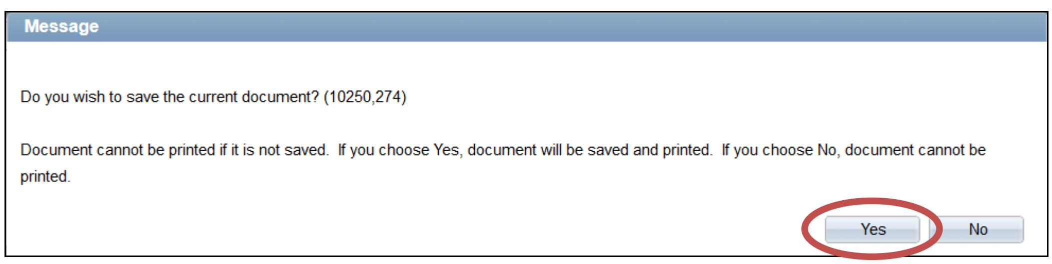
➢ Print the Requisition

To View and/or print a copy of the Requisition, click the View Printable Version **hyperlink on the main Requisition screen:**



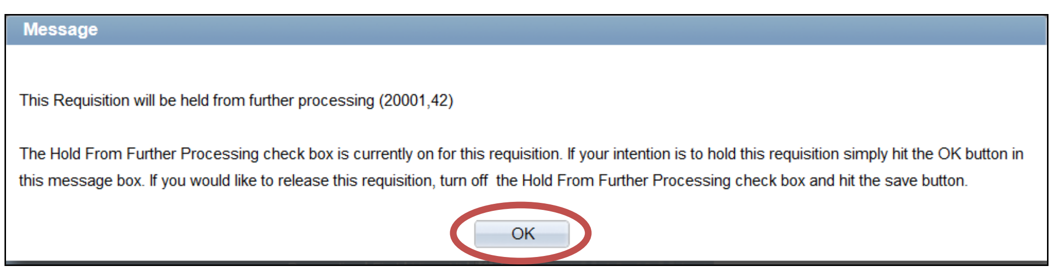
This message may appear:

Click 



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.**

College Requisition

This Form is for Internal Use Only

Suggested Vendor Name: Santa Buckley Energy Inc
Vendor Address: 154 Admiral Street
Bridgeport, CT 06601
Vendor#: 0000009277

Ship To: URI Central Receiving
Kingston, RI 02881
Facilities Services, Business Office
60 Tootell Rd., Sherman Bldg. 2nd Floor
Attention: Ramsey Lab

Business Unit:	URIPS	OPEN
Date 01/15/2019	Page 1	Req ID: 0000145721
Requester Bellotti,Kristen	E-mail for Receiving Report kristenbellotti@discard.uri.edu	
Requester Dept Research Purchasing	Phone # 401/874-2325	Fax # 401/874-2306

Attachments: Y

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date

Blanket Requirements: 07/01/2018 - 06/30/2019

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

Natural Gas Transportation Services per MPA #233

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	Fiscal Year 2018/2019 Type in details about the fuel here.	1.0000	TOT	50,000.0000	50,000.00	06/30/2019

See attached Single Source Justification Form

URI Facilities Services
c/o The Ryan Center
One Lincoln Almond Plaza
Kingston, RI 02881

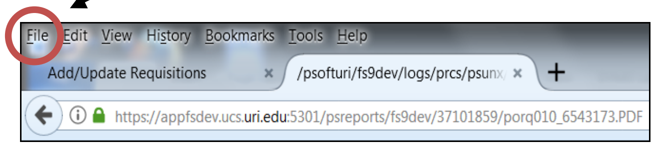
Total Requisition Amount: 50,000.00

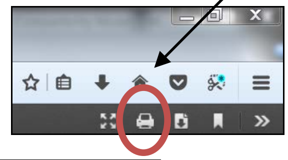
Period	Line-Sch-Dist	Accounts	Project	Activity	Amount	FAB
FY2019	1-1-1	5406-100-4055-0000			25,000.00	
FY2019	1-1-2	5406-110-4061-0000			25,000.00	

For purchasing use only

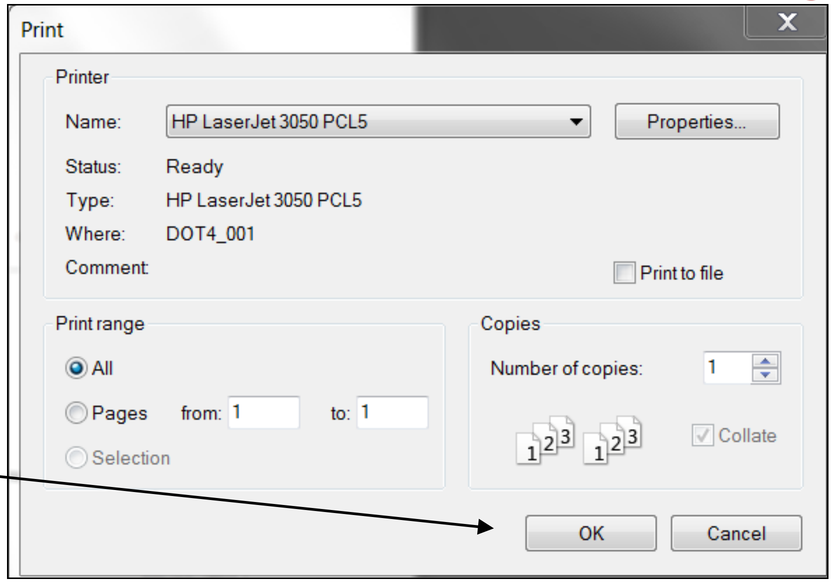
Buyer	Date	Type/Code	SR#		Clerk	Date
Buyer	Date	Type/Code	PO#	Rev.#	Clerk	Date

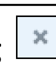
To print the Requisition, choose either File **in the upper left of the screen or the printer icon**  **in the upper right of the screen.**

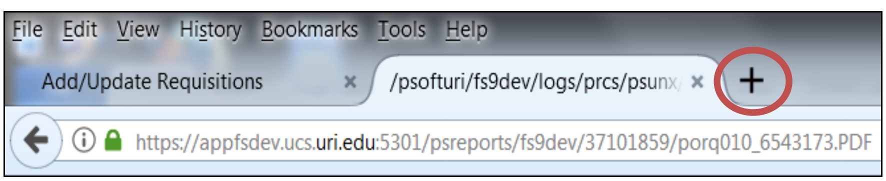




The Print box window comes up; choose where to Print your Requisition and Click OK



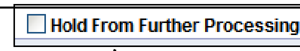
Once you have previewed and printed the Requisition, close the second window by clicking  **:**



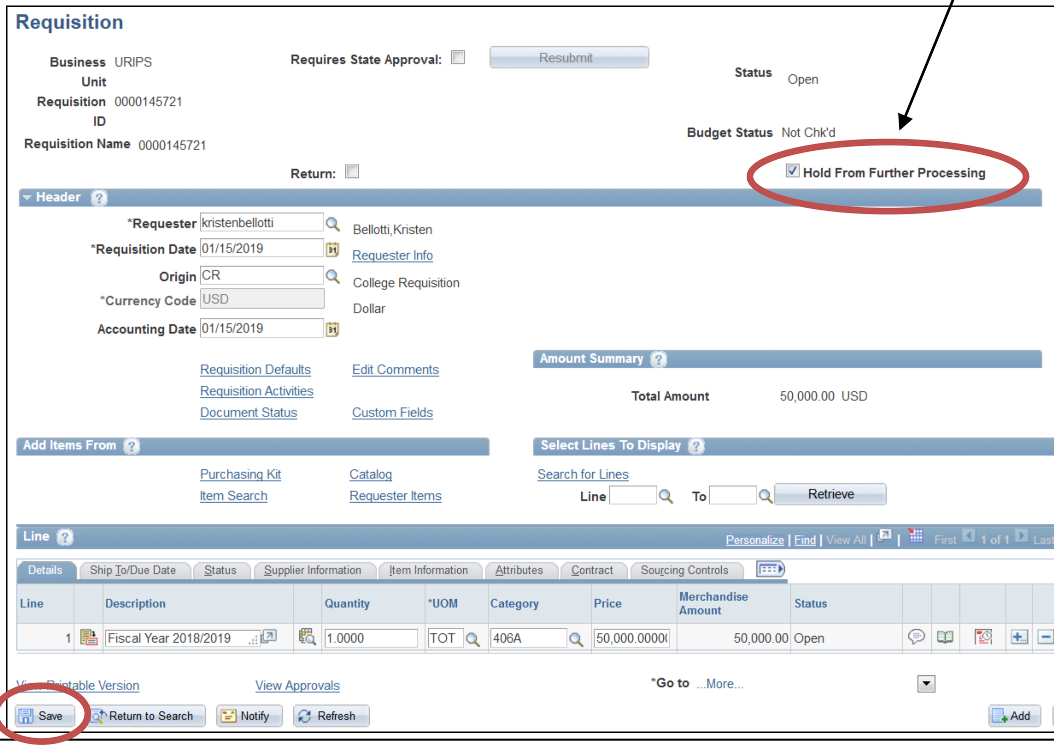
On the following pages, you will find instructions on how to proceed for both:

- **Originator (page 45)**; or
- **Requester (page 46)**)

➢ 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.

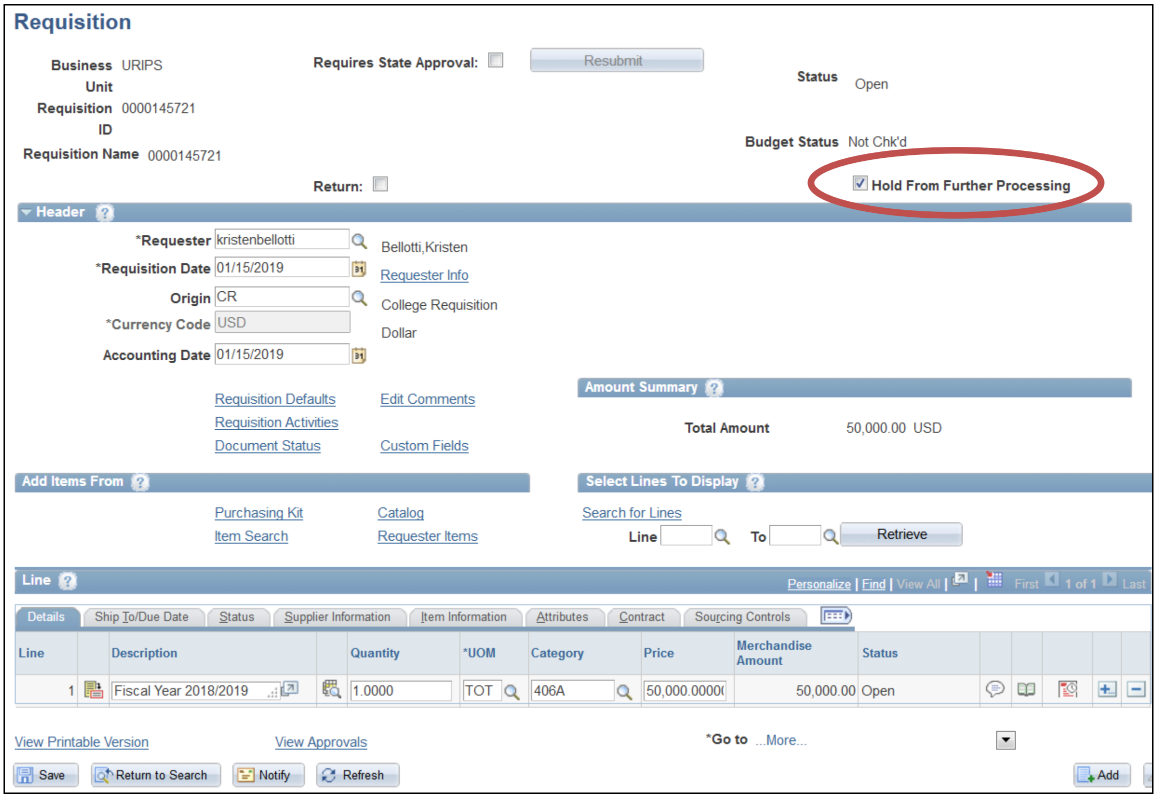
Once you have reviewed the Requisition, follow the above steps to change the status from open to pending.

The Requisition has now entered the Workflow Approval Process.

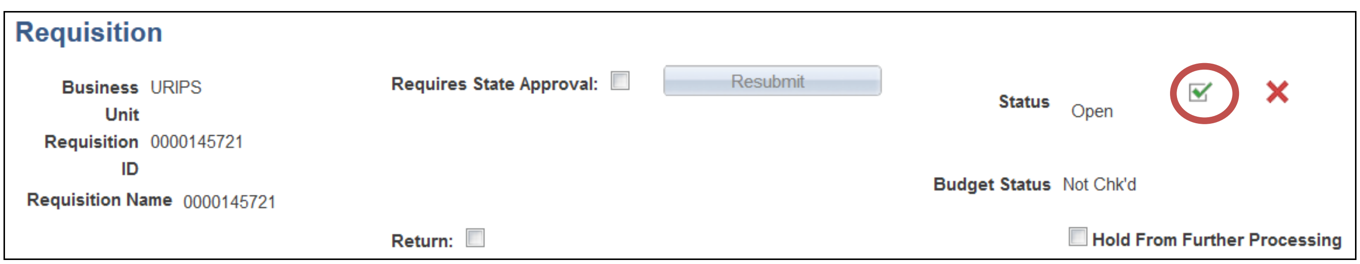
Once this happens the Requisition cannot be retrieved.

➢ REQUESTER Procedures:

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 College Requisition: 0000019882, 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: 0000019881 entered on 01/25/2012 has
been denied by OPRID: bettyg

Comments: Use fund 110
```

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 53.

- **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: 0000019882 entered on 01/26/2012 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: 0000019882 has budget errors.
```

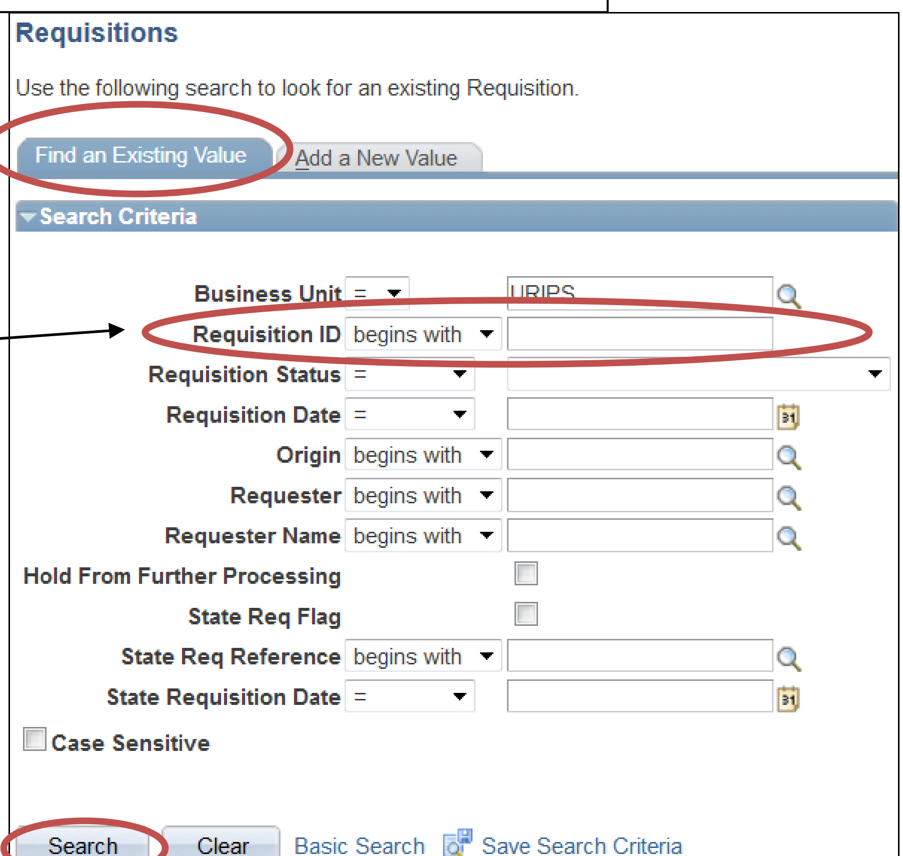
- **Because the Requisition did not pass Budget Check, the Requester is able to access the Requisition and determine the cause of the Budget Error and either process a Budget Transfer and/or make the necessary changes:**

Retrieve the Requisition (Nav:Purchasing>Requisitions>Add/Update Requisitions):

Click on the tab Find an Existing Value

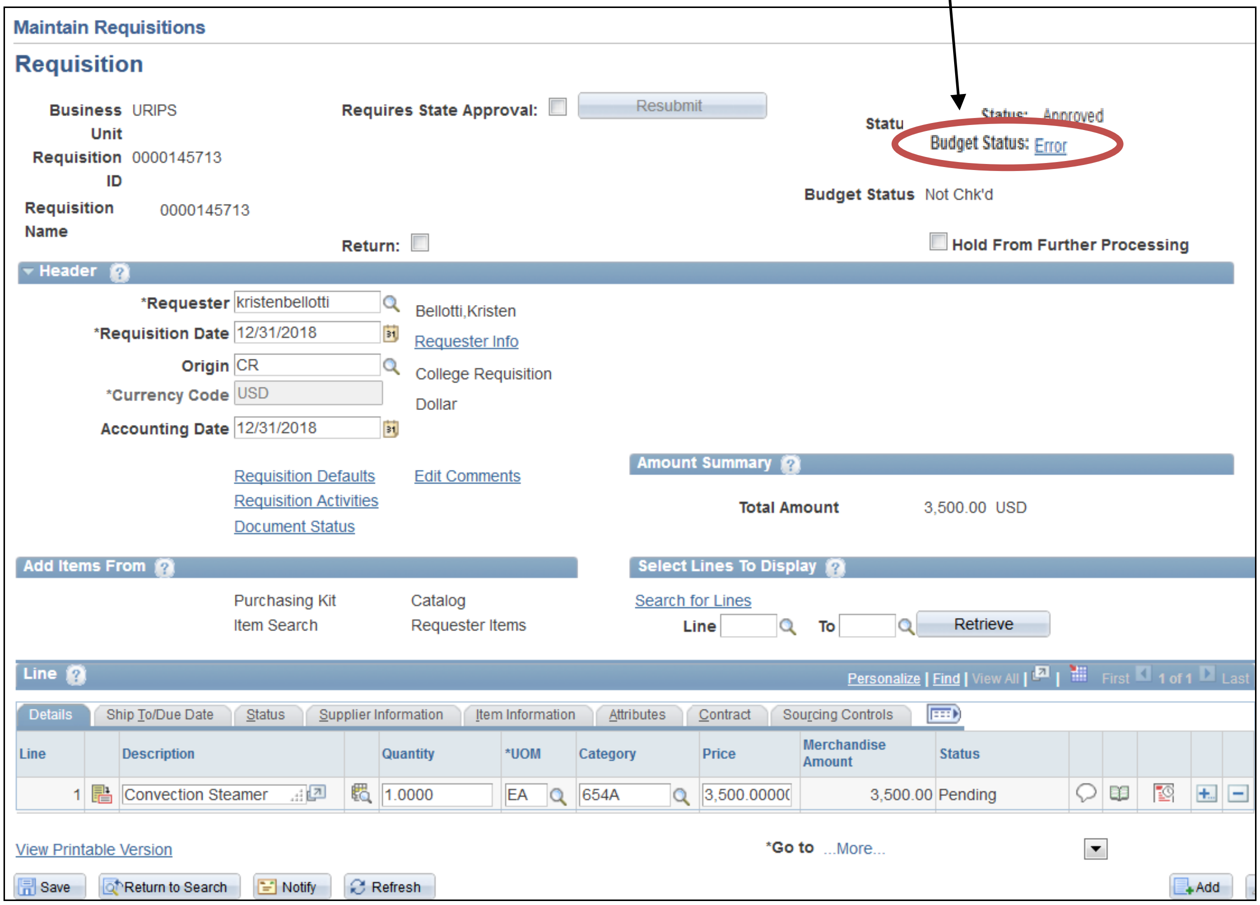
Enter the Requisition Number in the Requisition ID field

Click Search

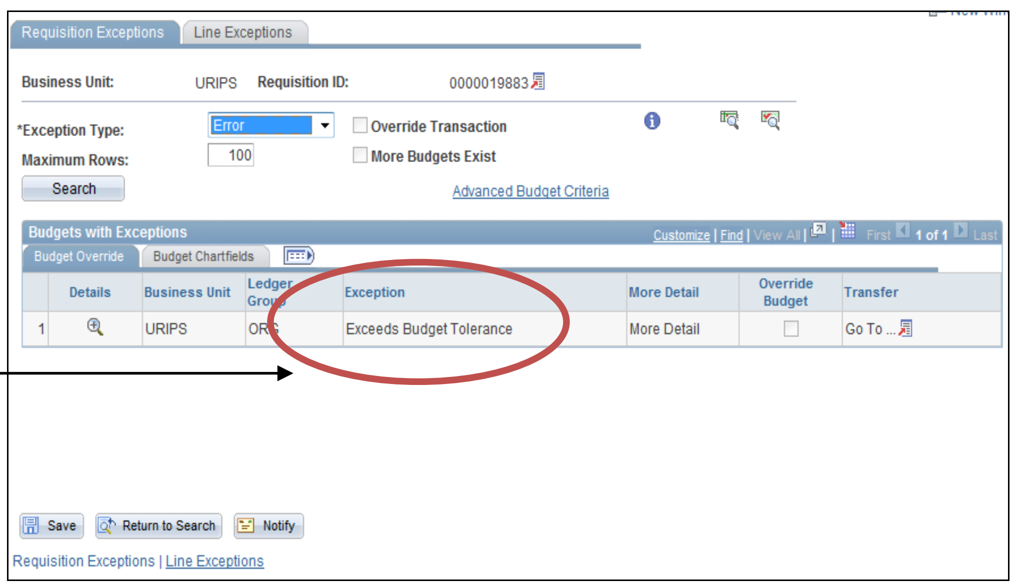


When you retrieve the Requisition you will notice that the Budget Status: = Error and the Requisition has automatically been placed back on hold.

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.**

Other examples of Budget Error Exceptions include, but are not limited to:

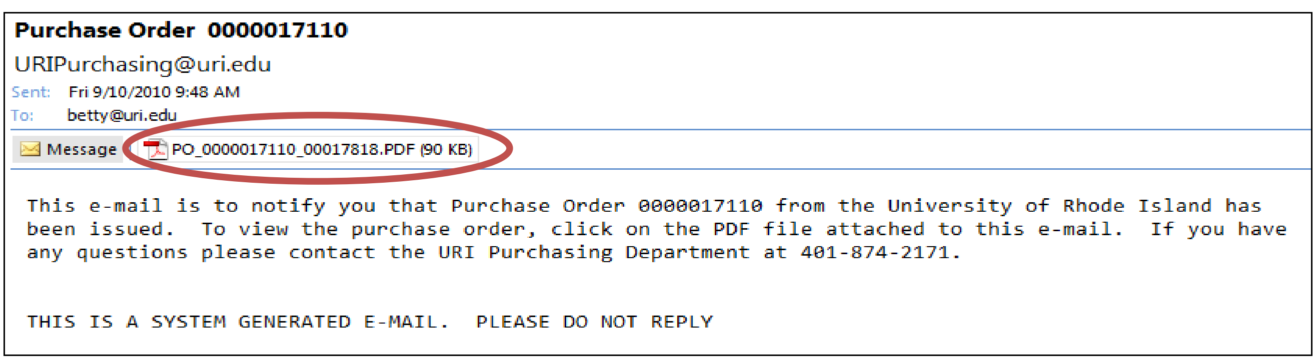
Budget Date Out of Bounds **- This Budget Exception typically occurs when using a Fund 500. If you receive a budget error of this type you will need to contact the appropriate accountant in the Sponsored & Cost Accounting Office.**

When all is correct:

The URI Purchasing Department will issue a Purchase Order and will e-mail a copy to:

- ***Supplier*** **– This is the Supplier's authorization to proceed**
- ***Requisitioning Department*** **– This is the Department Receiving Report Copy**

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


Purchase Order 0000017110
URIPurchasing@uri.edu
Sent: Fri 9/10/2010 9:48 AM
To: betty@uri.edu
Message PO_0000017110_00017818.PDF (90 KB)

This e-mail is to notify you that Purchase Order 0000017110 from the University of Rhode Island has been issued. To view the purchase order, click on the PDF file attached to this e-mail. If you have any questions please contact the URI Purchasing Department at 401-874-2171.

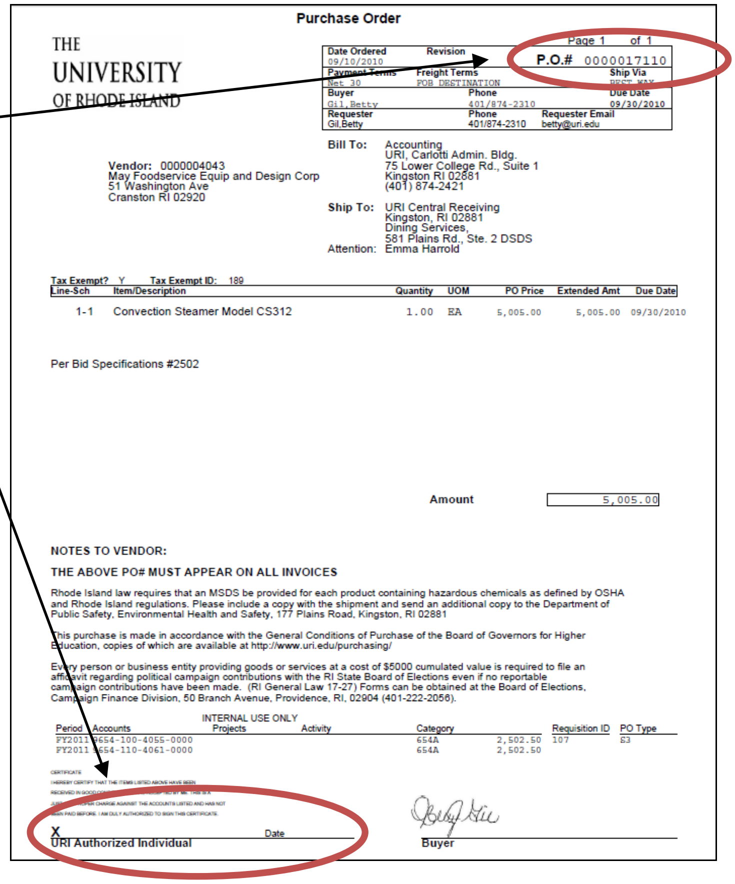
THIS IS A SYSTEM GENERATED E-MAIL. PLEASE DO NOT REPLY

➢ 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 Payble 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.



Purchase Order

THE UNIVERSITY OF RHODE ISLAND

Page 1 of 1

Date Ordered	Revision	P.O.# 0000017110
09/10/2010		

Payment Terms	Freight Terms	Ship Via
Net 30	FOB DESTINATION	BEST WAY

Buyer	Phone	Due Date
Gil,Betty	401/874-2310	09/30/2010

Requester	Phone	Requester Email
Gil,Betty	401/874-2310	betty@uri.edu

Vendor: 0000004043
May Foodservice Equip and Design Corp
51 Washington Ave
Cranston RI 02920

Bill To: Accounting
URI, Carlotti Admin. Bldg.
75 Lower College Rd., Suite 1
Kingston RI 02881
(401) 874-2421

Ship To: URI Central Receiving
Kingston, RI 02881
Dining Services,
581 Plains Rd., Ste. 2 DSDS
Attention: Emma Harrold

Tax Exempt? Y Tax Exempt ID: 189

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Convection Steamer Model CS312	1.00	EA	5,005.00	5,005.00	09/30/2010

Per Bid Specifications #2502

Amount 5,005.00

NOTES TO VENDOR:

THE ABOVE PO# MUST APPEAR ON ALL INVOICES

Rhode Island law requires that an MSDS be provided for each product containing hazardous chemicals as defined by OSHA and Rhode Island regulations. Please include a copy with the shipment and send an additional copy to the Department of Public Safety, Environmental Health and Safety, 177 Plains Road, Kingston, RI 02881

This purchase is made in accordance with the General Conditions of Purchase of the Board of Governors for Higher Education, copies of which are available at http://www.uri.edu/purchasing/

Every person or business entity providing goods or services at a cost of $5000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable campaign contributions have been made. (RI General Law 17-27) Forms can be obtained at the Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI, 02904 (401-222-2056).

INTERNAL USE ONLY

Period	Accounts	Projects	Activity	Category		Requisition ID	PO Type
FY2011	[illegible]654-100-4055-0000			654A	2,502.50	107	S3
FY2011	[illegible]654-110-4061-0000			654A	2,502.50		

CERTIFICATE
I HEREBY CERTIFY THAT THE ITEMS LISTED ABOVE HAVE BEEN RECEIVED IN GOOD CON[illegible] BY ME. THIS IS A JUST [illegible] PROPER CHARGE AGAINST THE ACCOUNTS LISTED AND HAS NOT BEEN PAID BEFORE. I AM DULY AUTHORIZED TO SIGN THIS CERTIFICATE.

X Date
URI Authorized Individual

Betty Gil
Buyer

➢ Returned Requisition

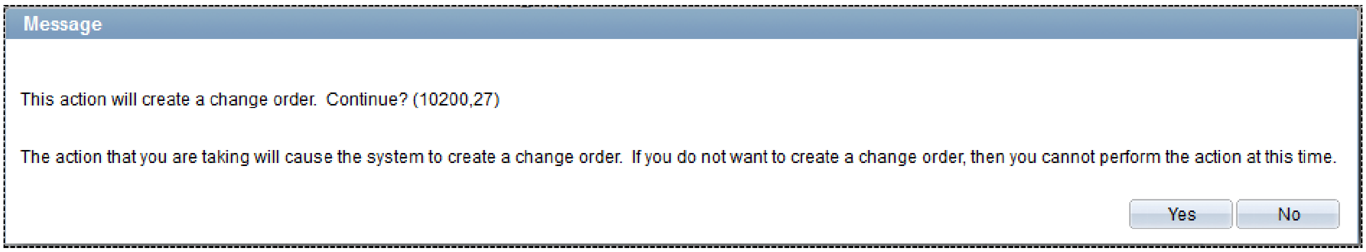
A College Requisition submitted to Purchasing requiring additional information, specifications, documentation, etc., may be returned. When a Requisition is returned from Purchasing, the requester will receive an e-mail stating the reason for return.

```
From: URIPurchasing@uri.edu [mailto:URIPurchasing@uri.edu]
Sent: Monday, April 05, 2010 1:46 PM
To: kevinbanks@uri.edu
Subject: College Requisition: 0000000405 Has Been Returned By URI Purchasing Department

This e-mail is to notify you that College Requisition: 0000000405, has been returned by the URI Purchasing Department for the following reason(s):
Please attach detailed specifications.
```

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.

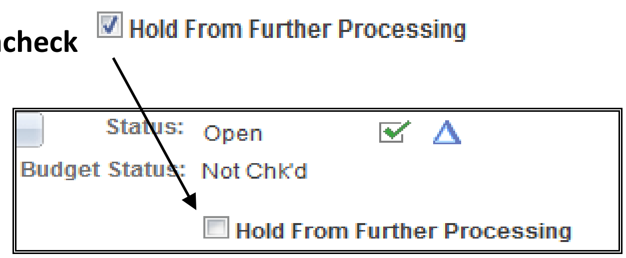
If there is a change to Quantity, Price or ChartField String, a Change Order to the Requisition will be created and the Requisition will require Re-Approval. Once a change is made to one of the above Fields, you will receive the following message:



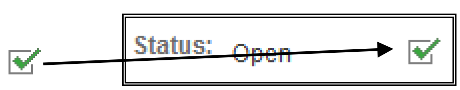
1. **Click** Yes

2. **Click** Save

3. **Uncheck**



4. **Click on**



5. **The Status will change from Open to Pending**

6. **Click** Save

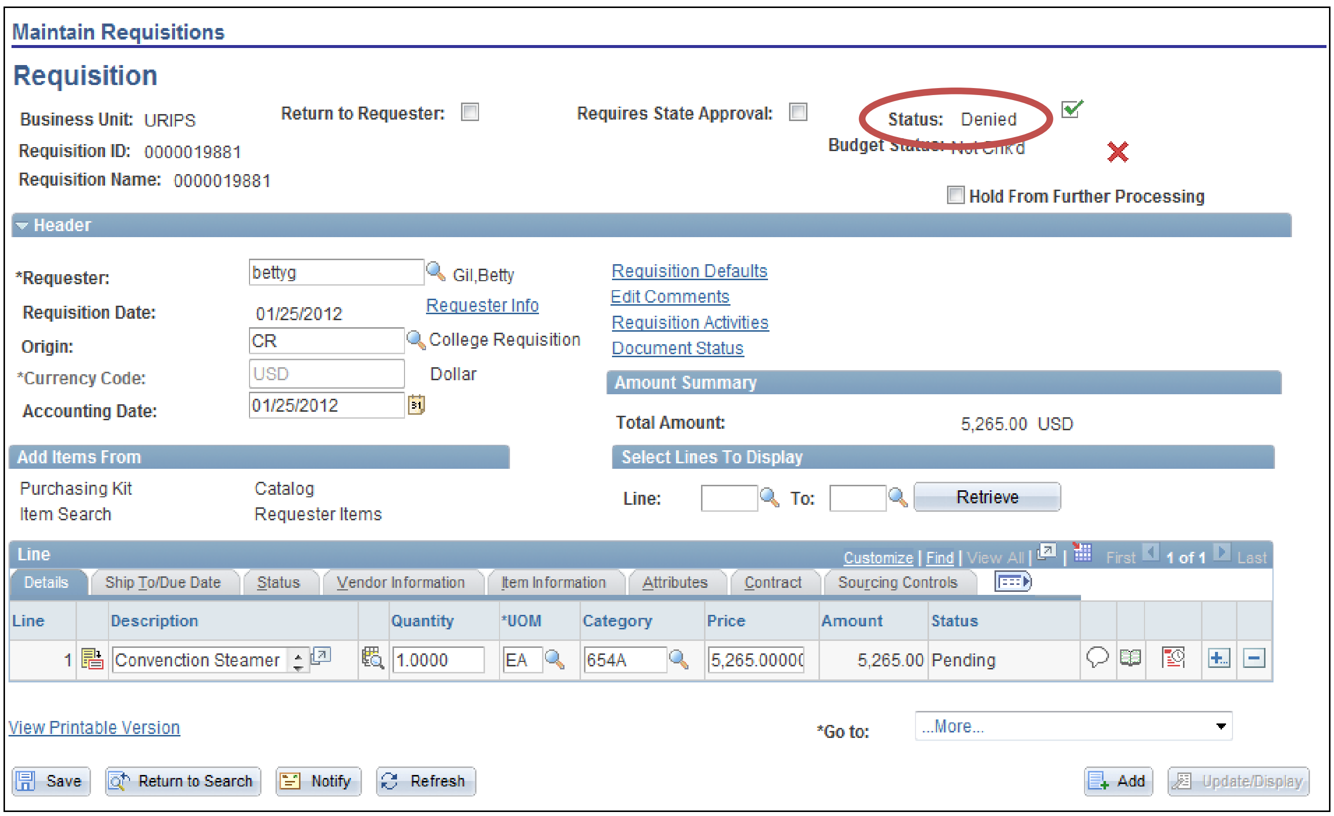
The Requisition has now entered the Workflow Approval Process. Once this happens the Requisition cannot be retrieved.

➢ Canceling a Requisition

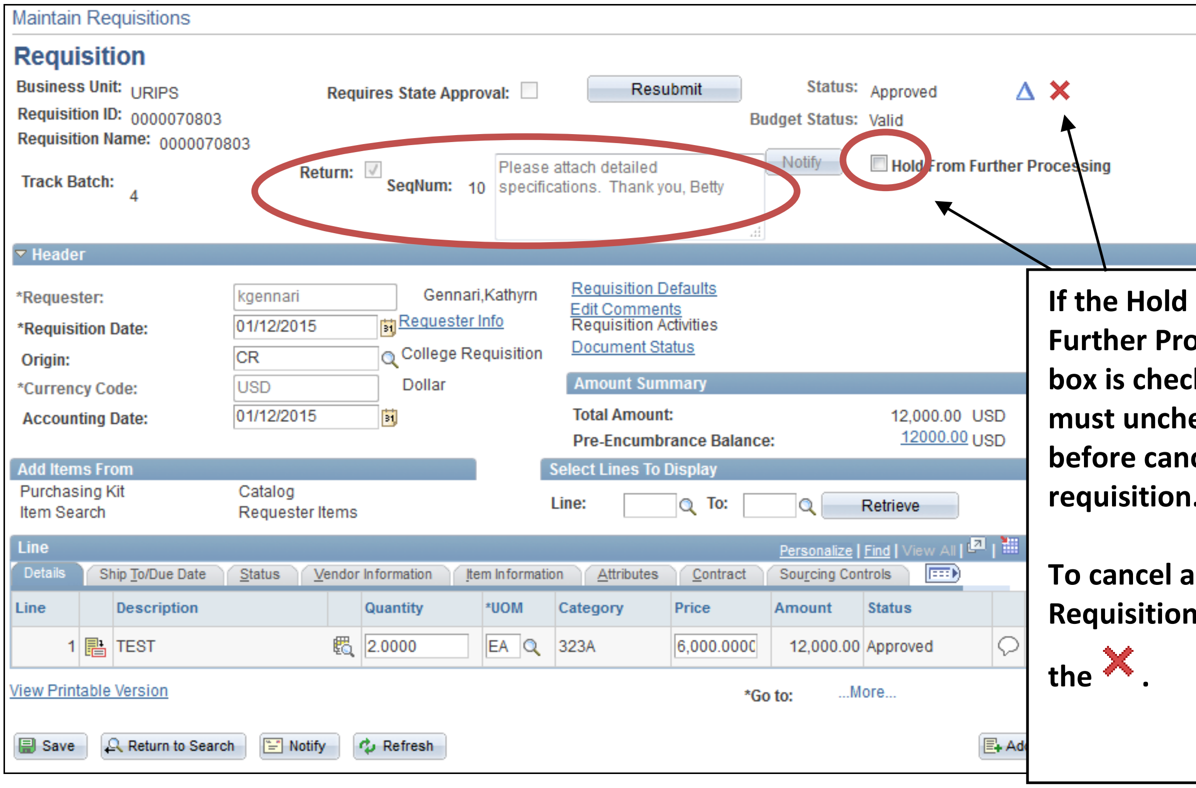
Requesters can cancel a College Requisition when the following conditions exist:

- **<u>Status: Open/Budget Status: Not Checked</u> 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.**
- **<u>Status: Denied/Budget Status: Not Checked</u>**
- **<u>Status: Returned Requisitions - Approved/Budget Status: Valid</u>**

Example of Denied Requisition:



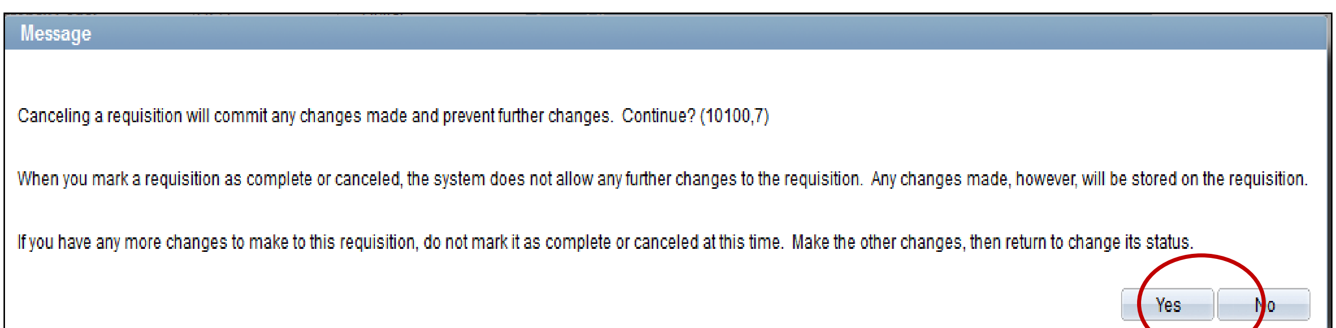
Example of Returned Requisition:



If the Hold From Further Processing box is checked, you must uncheck the box before cancelling the requisition.

To cancel a Requisition click on the ✕.

This message will appear:



Click Yes

➢ PLEASE NOTE THESE TIPS:

- ***If you are requisitioning more than 5 Line Items***, **you may issue a Requisition with 1 line item; the description should read "See Attached Quote/Bid Sheet" and attach either the Quote containing all items or if no quote exists you may complete a Standard or Multi-Year Bid Sheet (located at: http://www.uri.edu/purchasing/forms.htm) and attach in an Excel format (not .pdf) to the Requisition.**

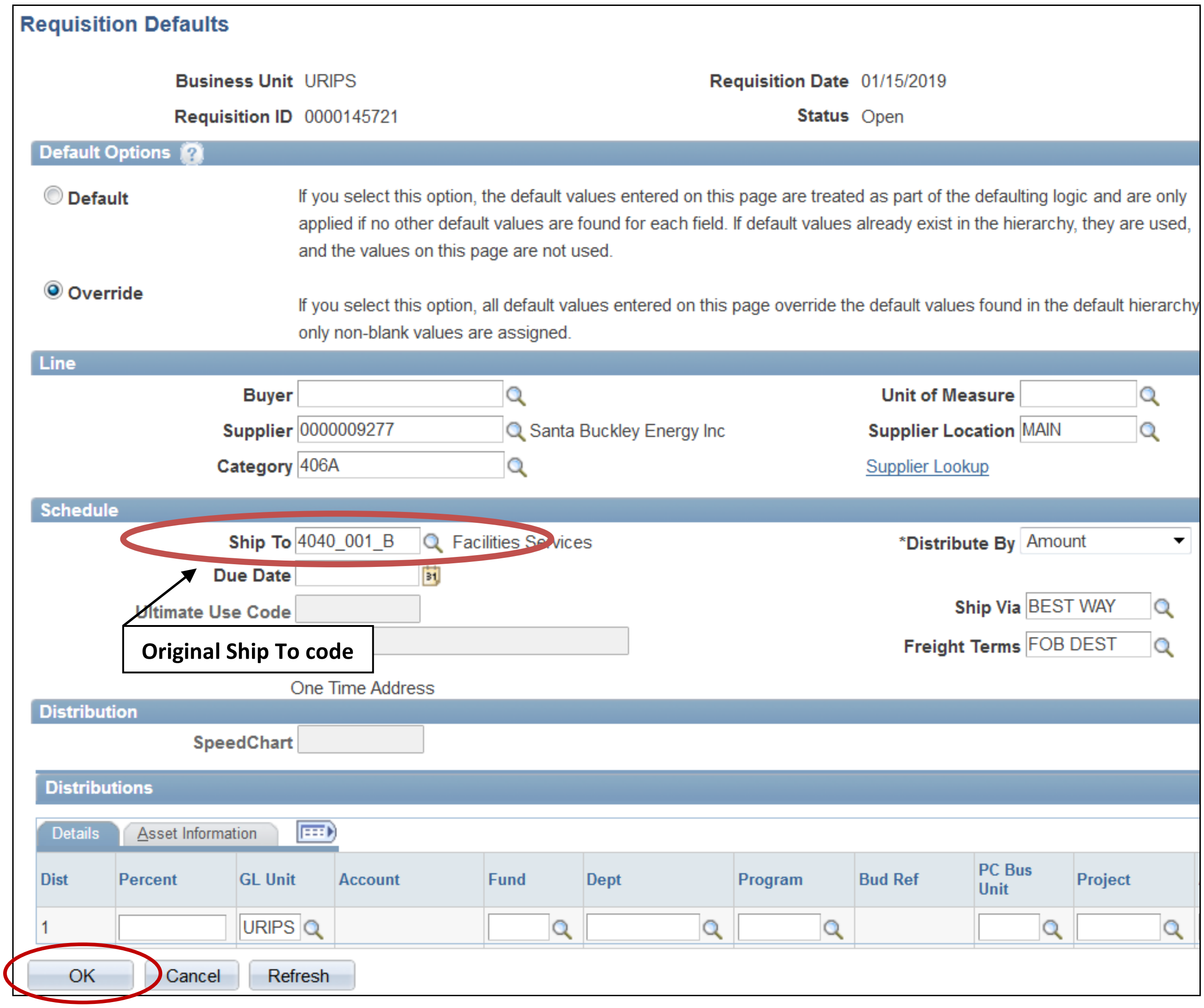
- ***Comments*** **– Comments can either be a typed Header Comment(s); a typed Line Comment(s); or an attached Document(s).**
  - ***Comments or information pertaining to the purchase*** **may be used for comments for the Supplier or internal comments.**
  - ***For the Comments to print on the purchase order*** **you must Check** ☑ Send to Supplier**. If the Comments are for internal use only, do not check the box.**
  - ***All Requisition "comments" will print on the Requisition but will not print on the Purchase Order*** **unless you have checked** ☑ Send to Supplier**.**
  - ***The Send to Supplier option*** **applies to Comments in the Comment Text Box only, not to the documents attached. For the Attachment to be sent to the Supplier, you must Check the** ☑ Email **box next to the Attachment.**

- ***All documentation relating to the purchase MUST*** **be attached to the electronic Requisition. This includes but is not limited to; documented telephone Quotes and/or written Quotes, Sole Source Justification, Screening Form, etc.**
  - ***Attachments, for the most part, must first be scanned and saved to a location where you will retrieve them and attach to the requisition.*** **The naming convention for Attachments is as follows: Requisition Origin (CR), Requisition ID_ followed by the type of Attachment; i.e.: Bid Sheet, for example CR19887_Bid Sheet. However, Bid Sheets are to be attached in an Excel format (see section 2.1 of the URI Purchasing Manual).**
  - ***Any Attachment that is to be sent to the Supplier*** **along with the resulting Purchase Order will need to be scanned and attached separately and not combined with any internal documentation.**
  - ***In order for the Attachment to be sent to the Supplier with the Requisition,*** **remember to check the Email** ☑ Email **box.**

➢ If You Have to Make a Change in the Defaults Screen

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

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

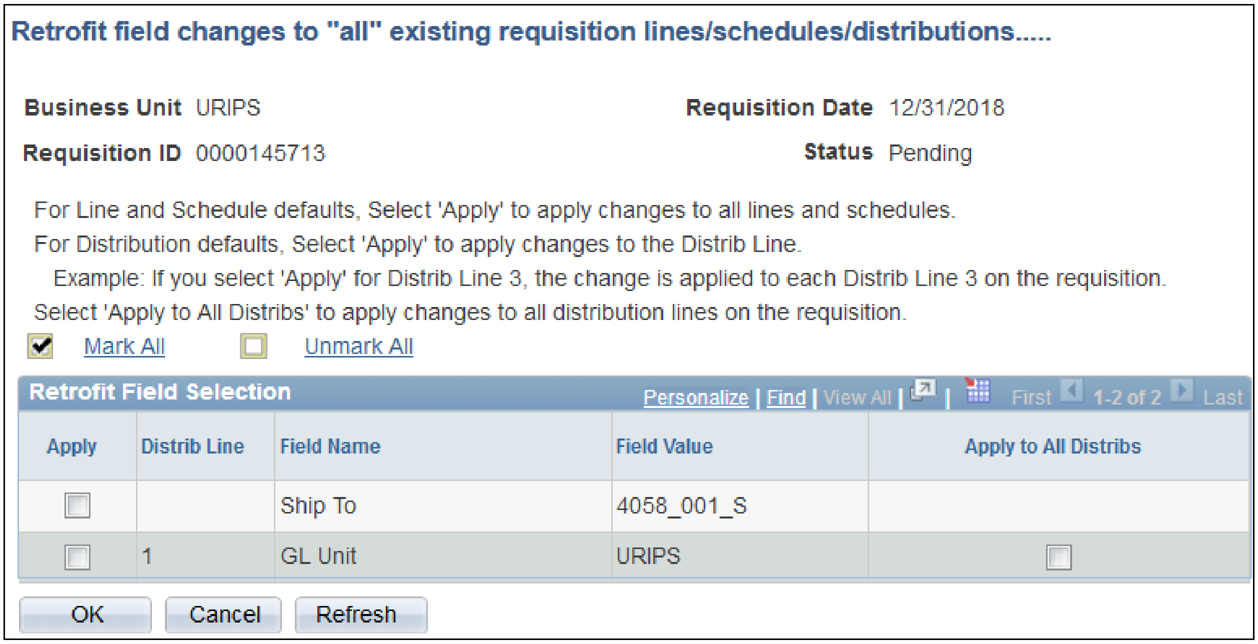


Type in the New Ship To code:

Ship To: 4058_001_S Central Receiving

Then Click OK.

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



Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit URIPS **Requisition Date** 12/31/2018

Requisition ID 0000145713 **Status** Pending

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

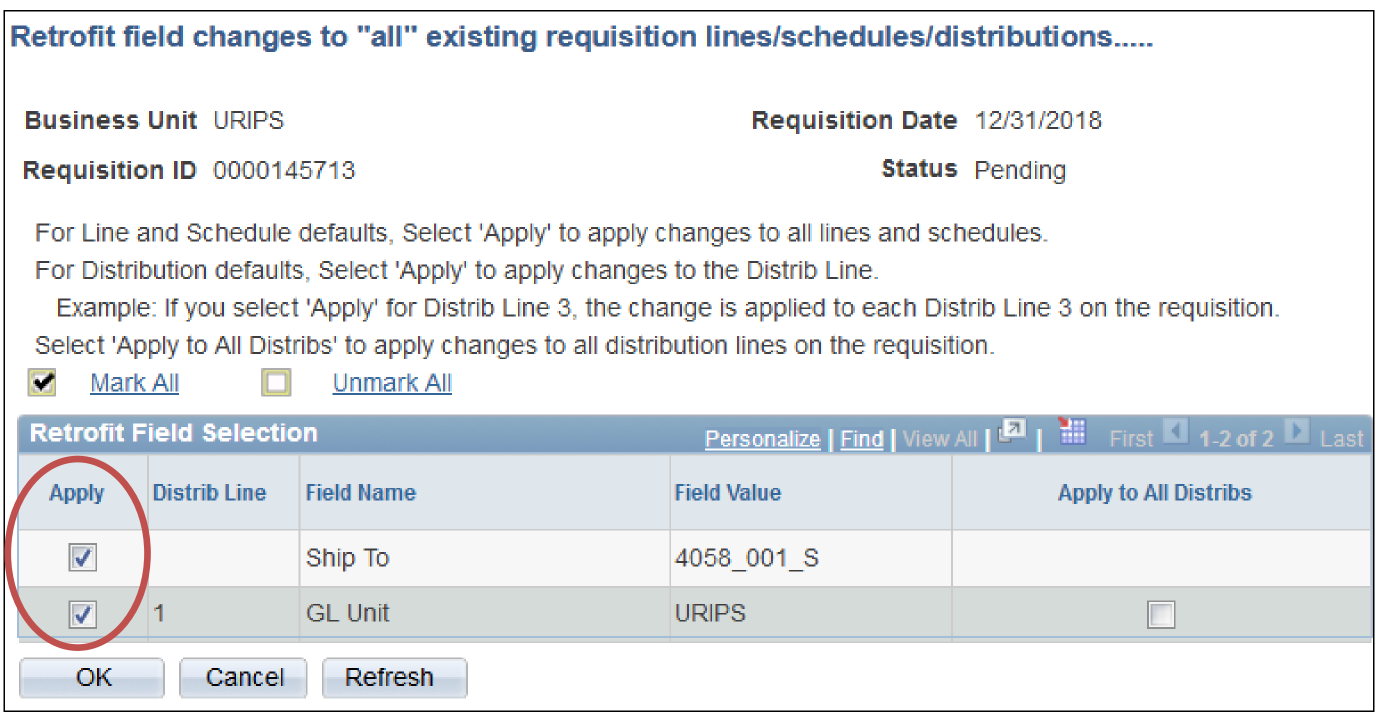
Mark All Unmark All

Retrofit Field Selection Personalize | Find | View All | First 1-2 of 2 Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
☐		Ship To	4058_001_S	
☐	1	GL Unit	URIPS	☐

OK Cancel Refresh

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



Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit URIPS **Requisition Date** 12/31/2018

Requisition ID 0000145713 **Status** Pending

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

Mark All Unmark All

Retrofit Field Selection Personalize | Find | View All | First 1-2 of 2 Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
☑		Ship To	4058_001_S	
☑	1	GL Unit	URIPS	☐

OK Cancel Refresh

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