THE
UNIVERSITY
OF RHODE ISLAND

PeopleSoft Purchasing

Internal Vendor (IV) Requisition

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://www.uri.edu/research

Requisition Workflow Terminology

1) Approval Levels with associated Roles.
   a) Pre-Approval - (Requester Role)
   b) Level 1 – (Signatory from Signature Authorization)
   c) Level 2 – (Final Review from Signature Authorization)
   d) Level 3 – (Administrative Approvals i.e. Sponsored and Cost Accounting and Foundation.)
2) Approver – User who Approves Requisition or Chartfield String.
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 Requestor Approve 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).

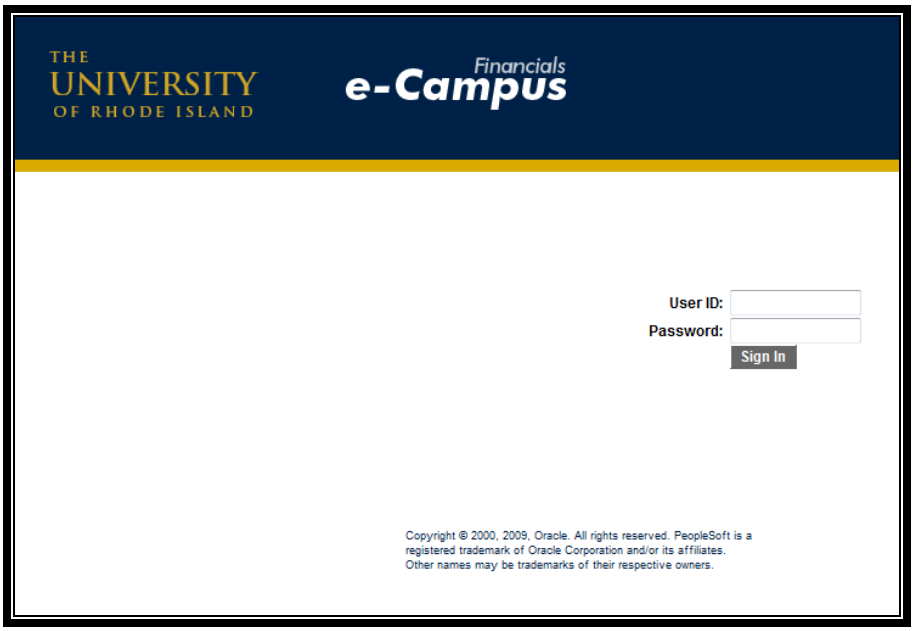
Components of a Requisition

This manual explains how to enter each component of a requisition, and how they relate to each other.

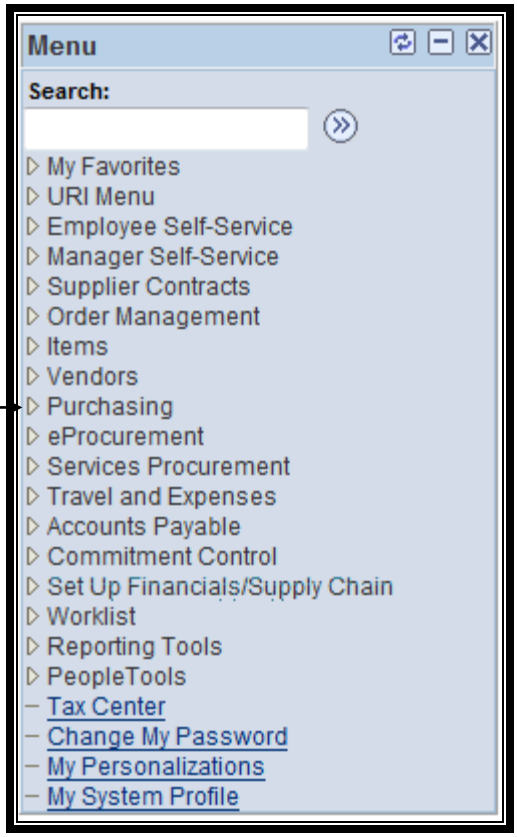
In PeopleSoft requisitions consist of five components:

- **Requisition Header** – This includes the Requester, Requisition date, Origin, Accounting Date and Header Comments.
- **Requisition Defaults** – Where general information pertaining to the entire requisition is entered. This includes data such as the Vendor, Cateogy (if all items are of the same cateogy), Ship To, Due Date
- **Lines** – Where the description, unit of measure (UOM), price, category and quantity for each item you are ordering.
- **Schedule** – Where the due date, ship to address and unit price are stored for each item on the requisition.
- **Distribution** – Where accounting information (i.e. chartfield string) is entered. The chartfield string includes the account, fund, department, program and project and budget date.

Log into PeopleSoft using your UserID and Password and in accordance with the URI Access and Compliance (*Data Confidentiality Statement)* - http://www.uri.edu/ecampus/tutorials/ecampus_compliance_stmt.pdf

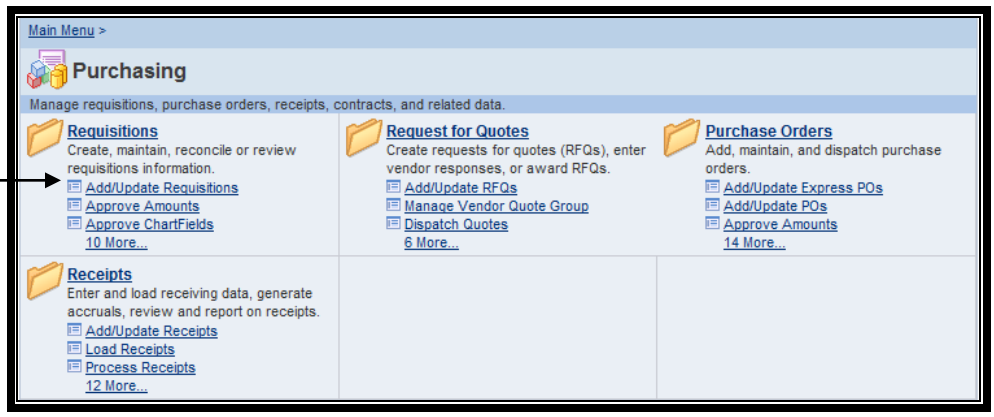


Select ▷ Purchasing

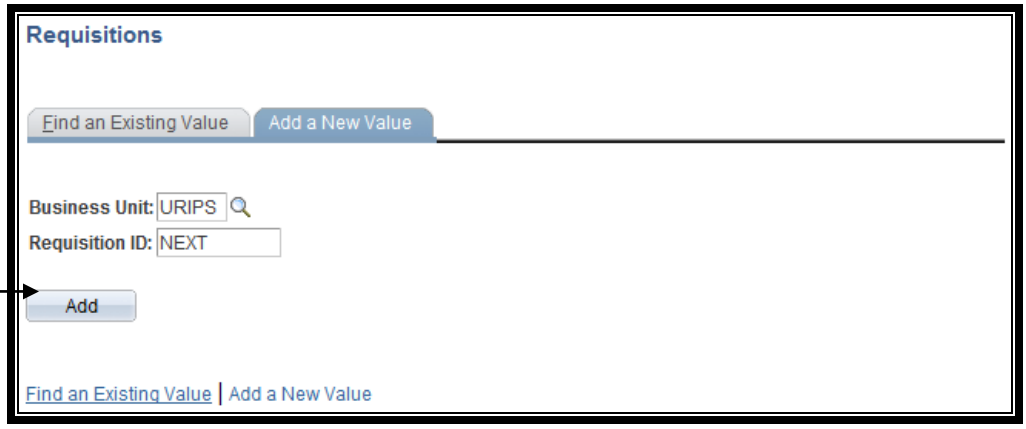


Select

Add/Update Requisitions



Click Add



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

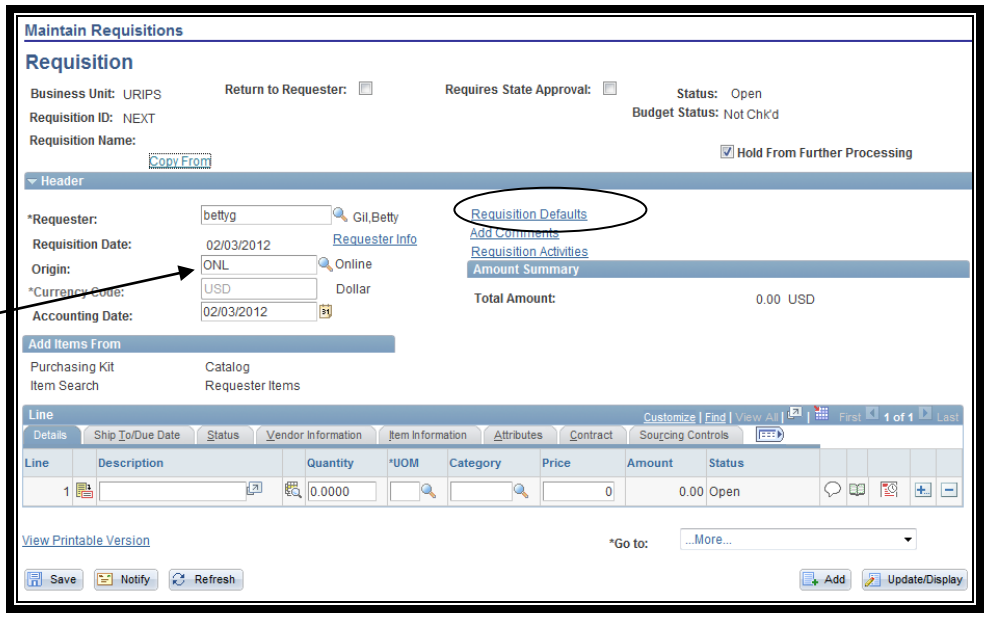
All text should be entered in upper/lower case

Requisition Header

Requester – defaults based on your logon.

Requisition Date – defaults to the current date.

Origin defaults to ONL, Change to IV = Internal Vendor Requisition



Click the 🔍 **and Select IV**

Click on 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.

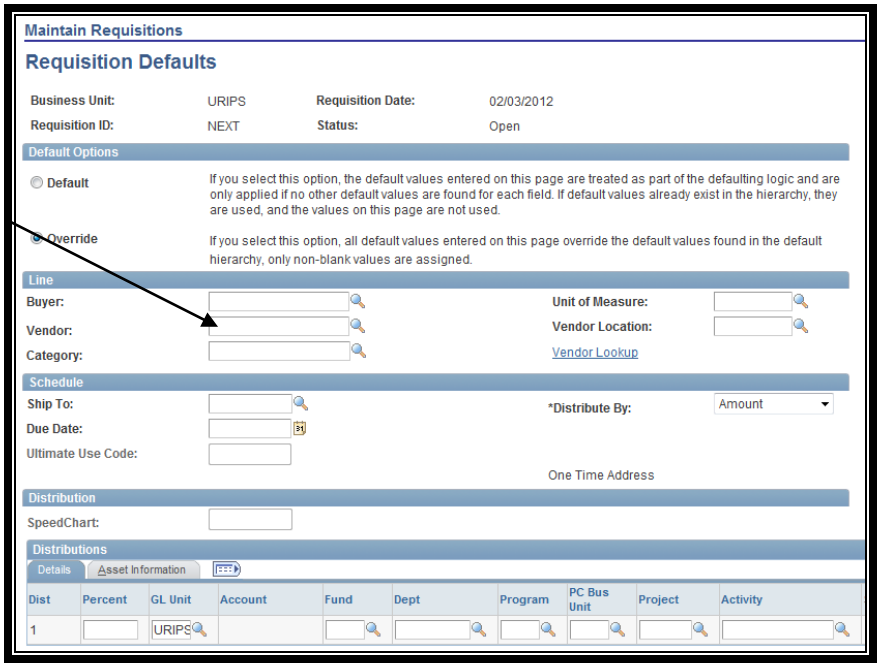
Buyer – Leave Blank

Unit of Measure – Leave Blank

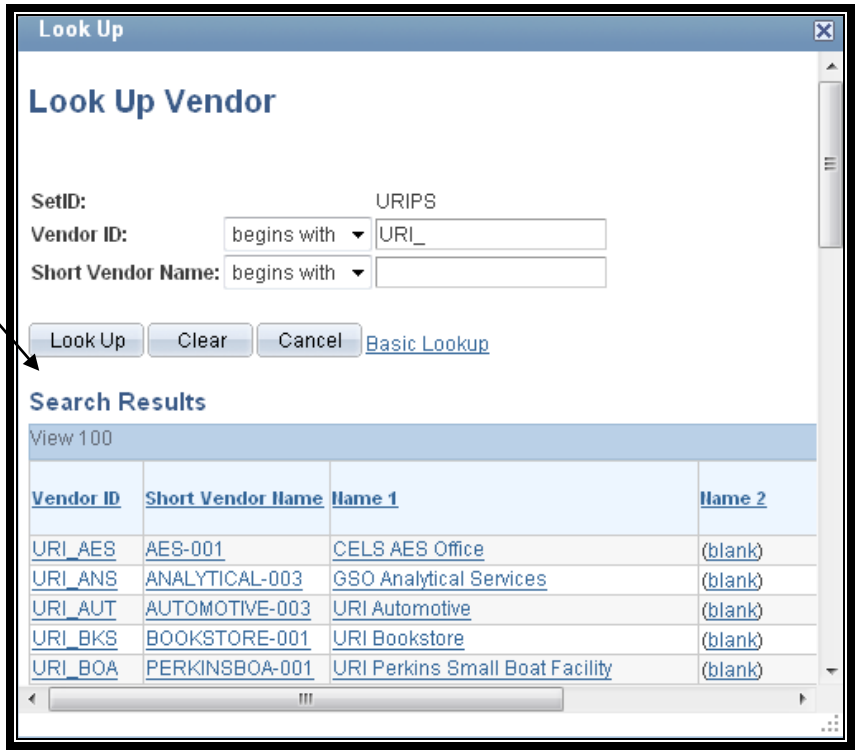
Vendor - If you know the PS vendor # you may enter that here; ie: URI_DIN.

If you do not know the PS vendor, type URI_ and click 🔍

If you have entered the PS vendor # here, go to entering the category on page 8



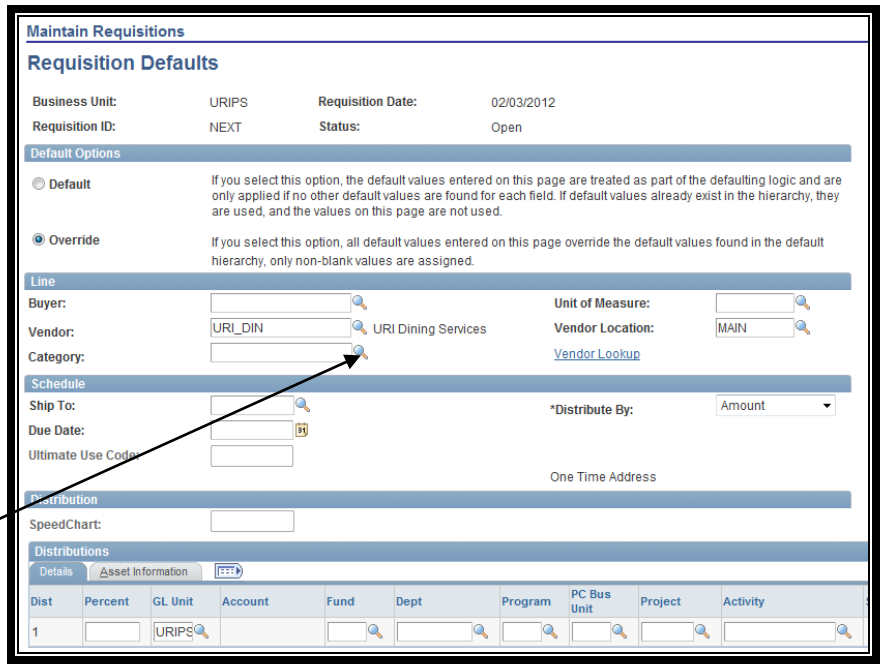
Select from the Search Results.



Within the Search Results you may also change the order in which a column sorts by clicking on the column heading; ie: click on Name 1 to sort in alphabetical order by the Name. Click on the vendor to select.

When processing an IV Requisition a vendor must be selected.

Once the vendor is selected, the Vendor number and Location will populate.



<u>Category</u> – 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

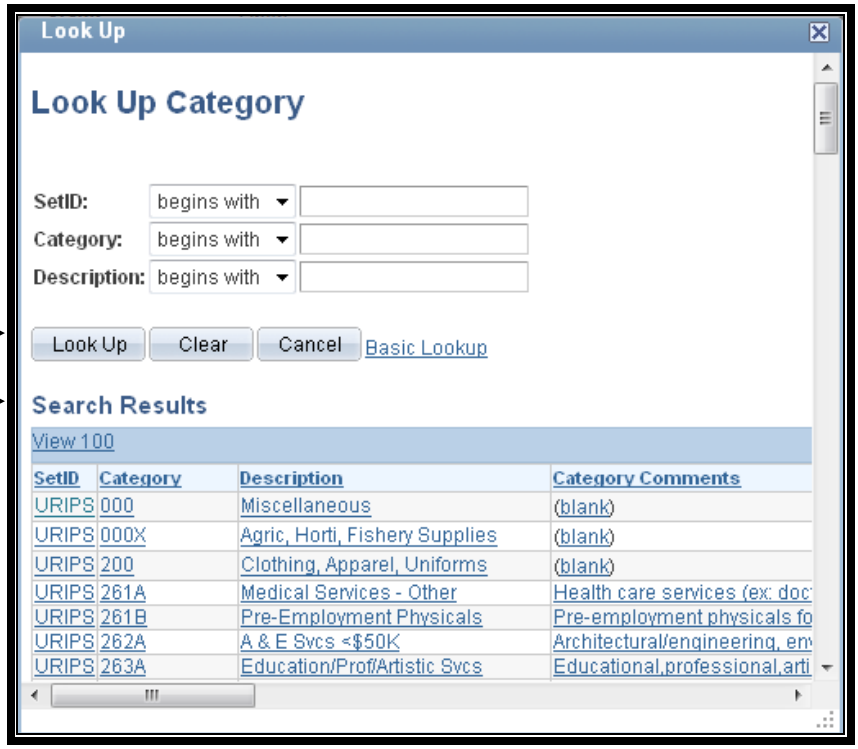
Note: Only one category can be used per line item. If you are requisitioning multiple items with the same category you may select the category here. Otherwise, if you are requisitioning multiple items with multiple categories you will need to select the category on each line.

Type a description; i.e. catering and click

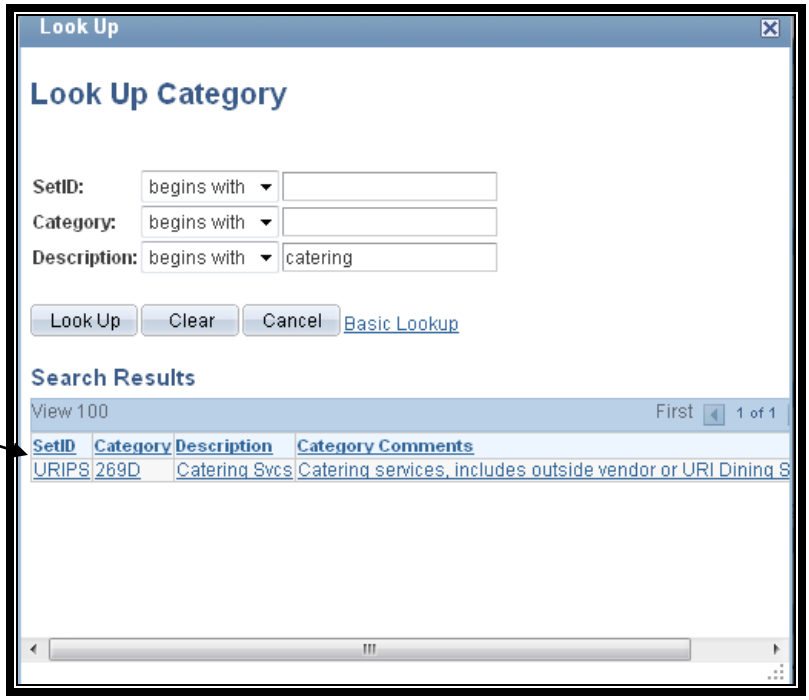
Look Up

or Select from the Search Results

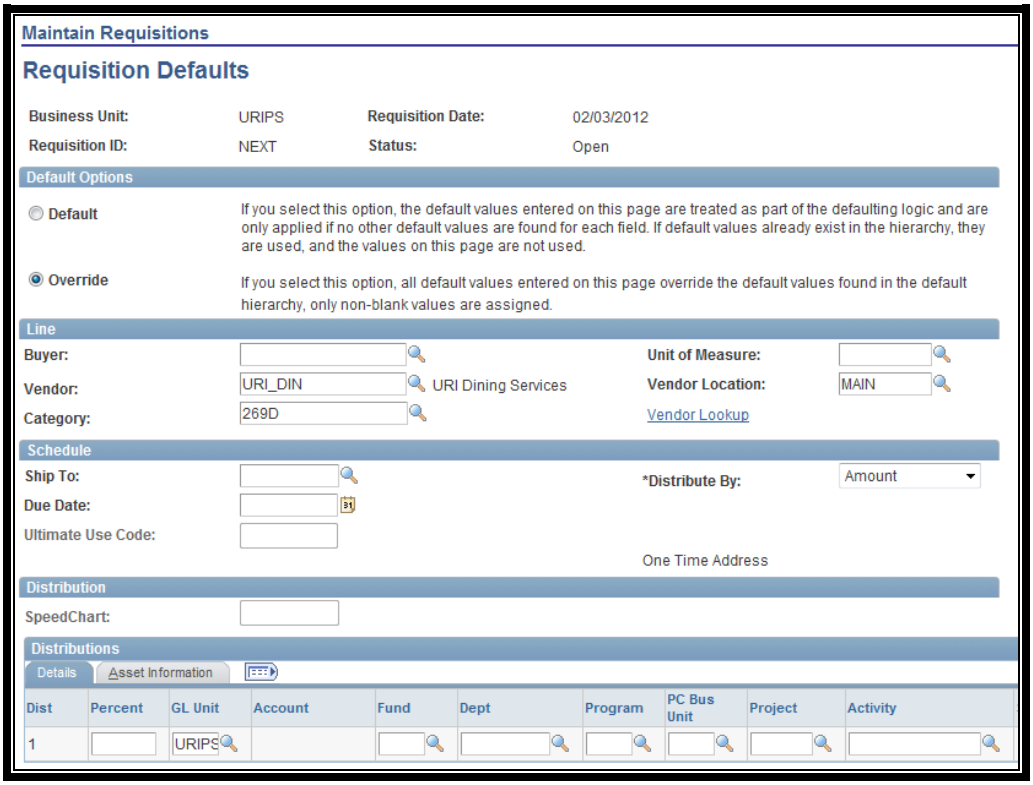
Within the Search Results you may also change the order in which a column sorts by clicking on the column heading; ie: click on Description to sort in alphabetical order by the description.



Select the appropriate Category from the Search Results



Ship to



The ship to location is where the goods/services will be delivered. Select the ship to location in one of the following 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 , 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:

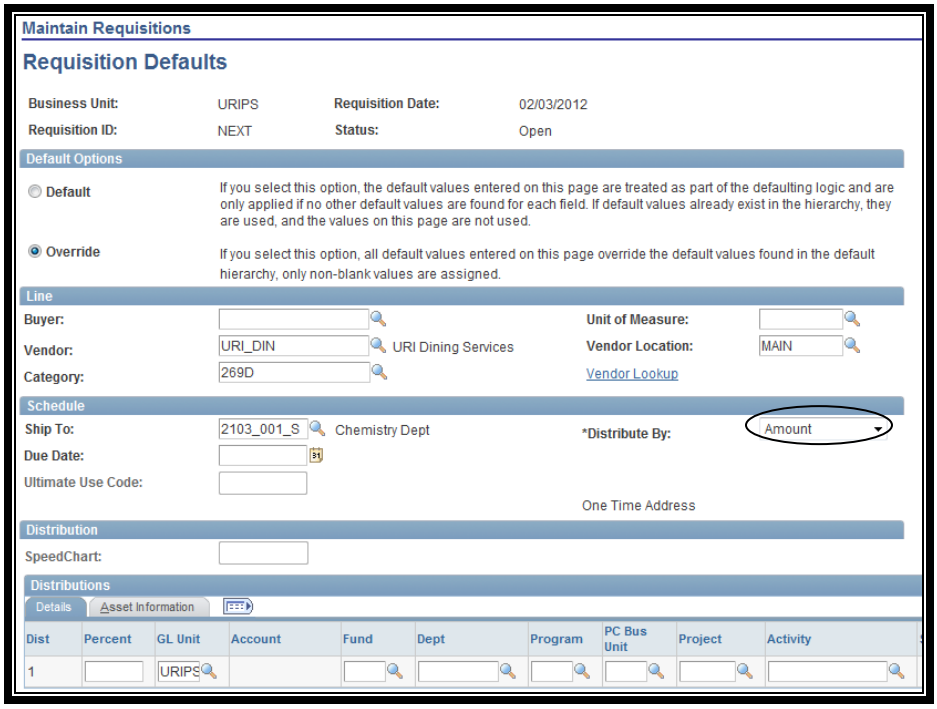
Click OK

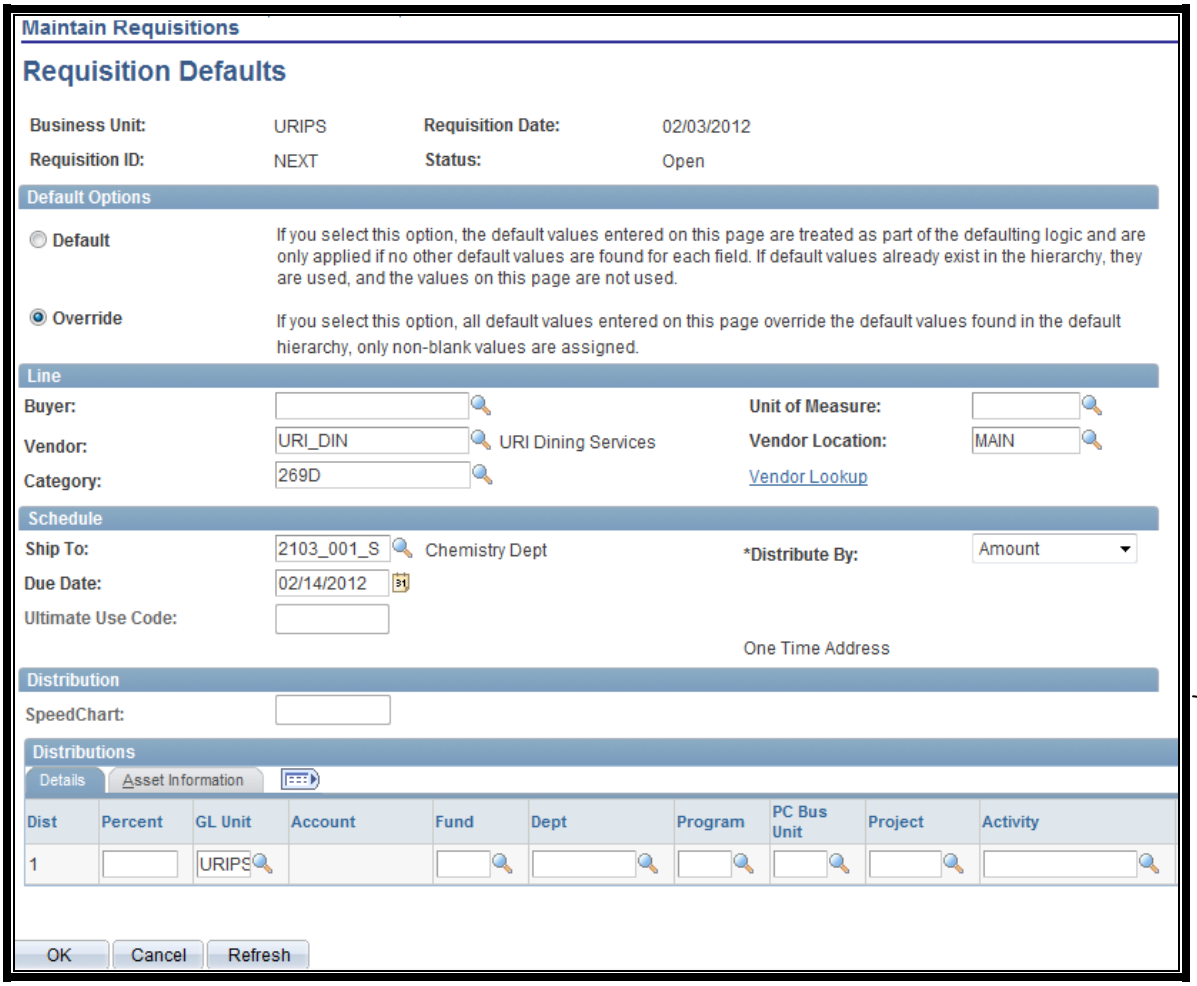
The complete ship to address will need to be entered as a comment in the Requisition header comments section and will be described later.

<u>Due Date</u> – The requested due date for the delivery of goods/services.
DO NOT BACK DATE A DUE DATE

Type the due date or click the **and select the date.**

<u>Distribute by:</u> Defaults to "Amount" – DO NOT CHANGE





Distributions – 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 defaults. Note: In Requisition defaults you can only distribute by percent.

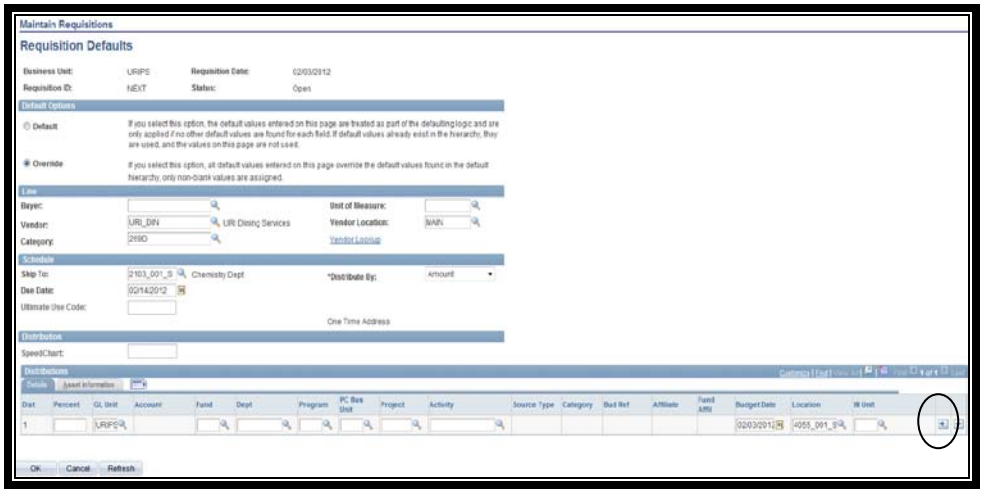
For example:

1. 1 item being charged to 1 chartfield string, or
2. Multiple items; 1 doz pens, 2 doz pencils and 4 ea 2" binders. Each item is split by the same percent for multiple chartfield strings; i.e. 3 items each being split by 50%/50% or 25%/75%, etc.

If you are distributing by one of the following, the chartfield string(s) will be entered on the line and will be discussed later.

- 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.

If you are entering the distributions on the line(s), click OK **and go to Line Items on Page 14**

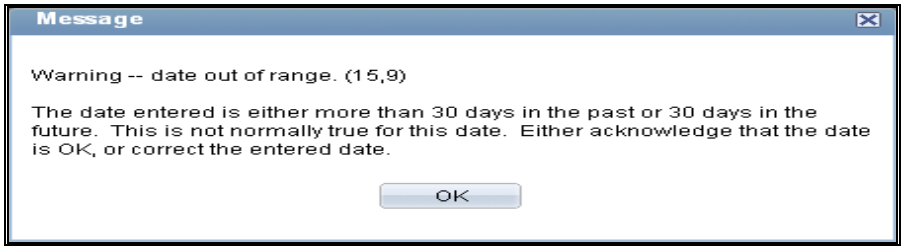


If you are entering the distributions here and if there are multiple chartfield strings, click

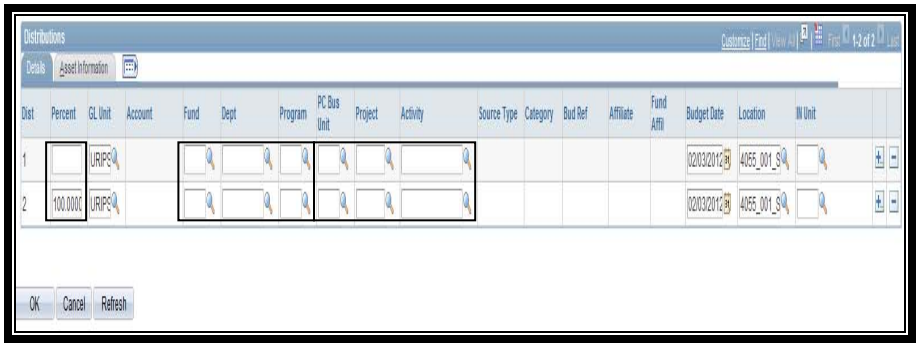
Enter the number of rows to add. (If you are distributing by 2 chartfield strings, click OK **to add 1 row.**

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



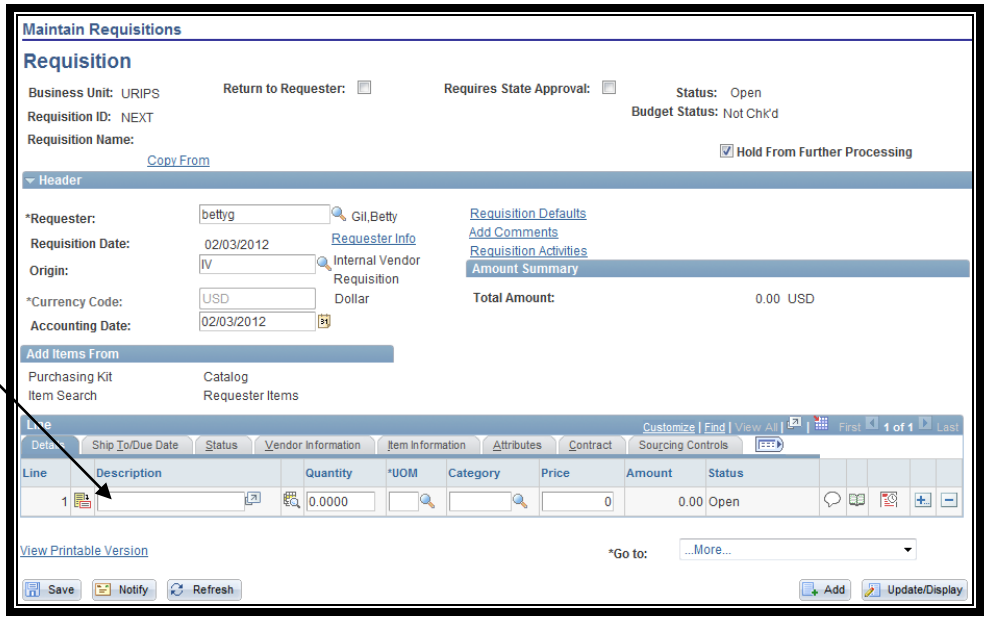
Enter the percent for each distribution. Type the fund, dept, program and if the chartfield string contains a project and activity select the PC Bus Unit (URIPS) by clicking Type the project and select the activity by clicking .



Click OK

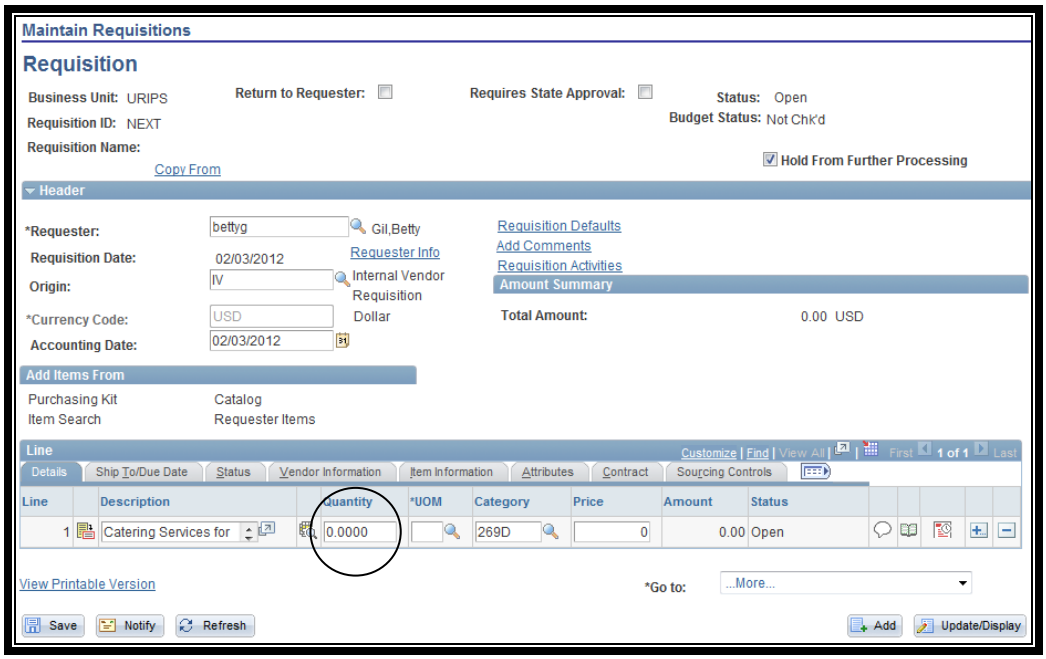
Line Item(s)

Description – Type the description of the item being ordered; i.e. Catering Services. The description should include any pertinent information; i.e. date of event, etc.

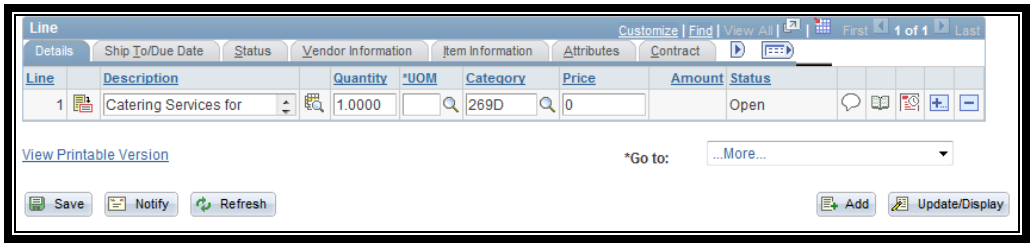


If additional information needs to be added, it can be added as a "comment" which will be described later.

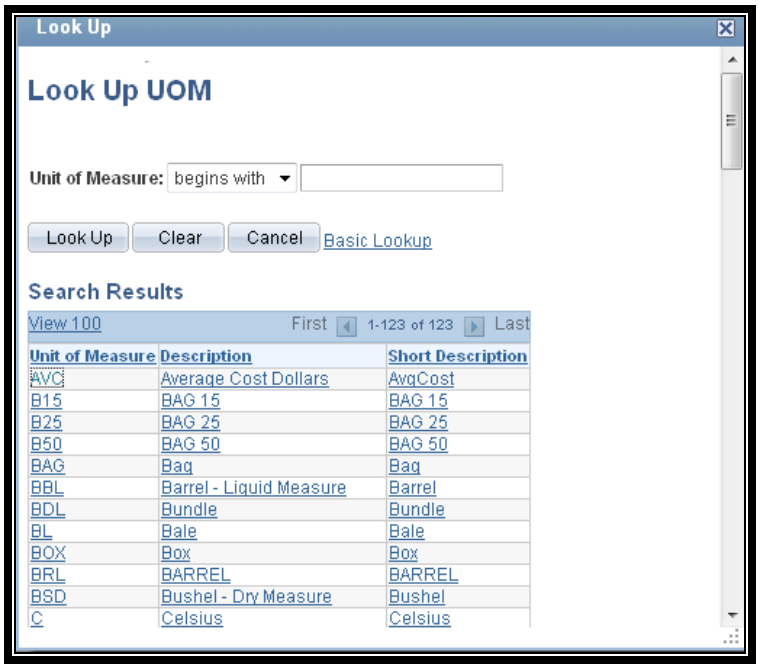
Quantity – Type the quantity.



<u>UOM</u> – Enter the UOM;
ie: ea or click to search



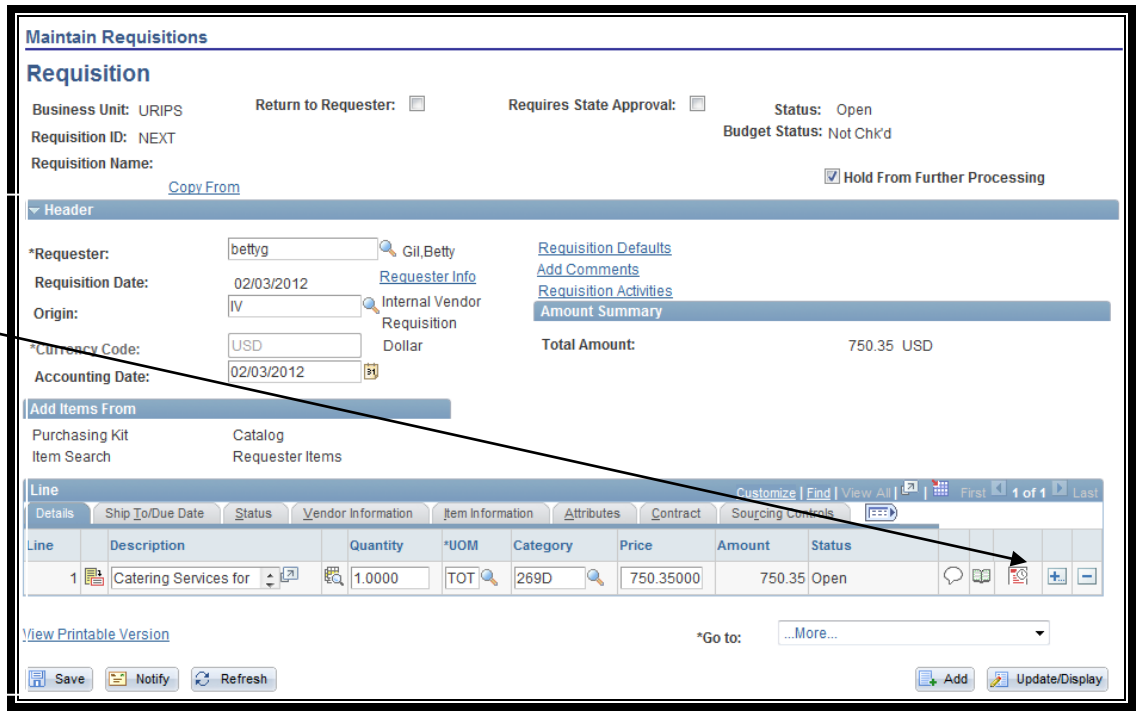
Select from the Search Results →



<u>Category</u> – Note the Category has populated from the Requisition Defaults. DO NOT CHANGE

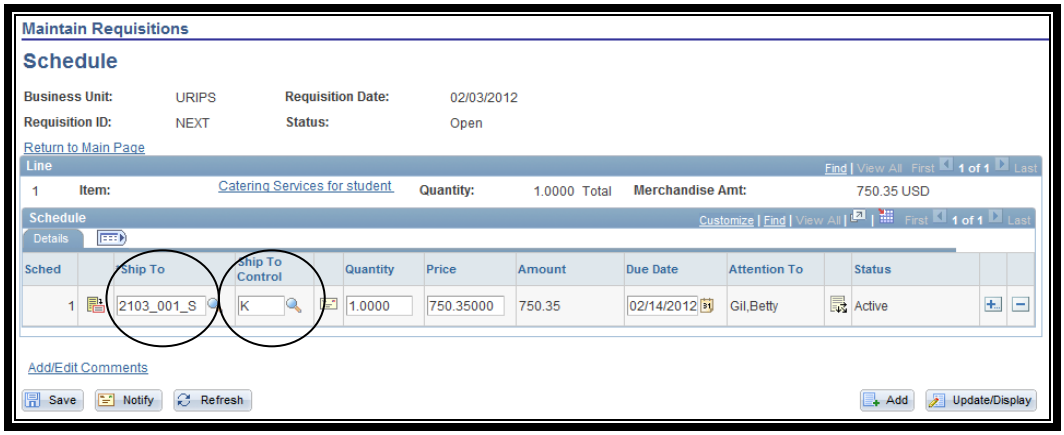
<u>Price</u> – Enter the unit price for the item. You only need to use a decimal when the unit price is in dollars and cents.

Cick the Schedule -



***Ship To - defaults from the Requisition Defaults page.**

***Ship to Control – the default ship to control is "K" for Kingston Central Receiving.**



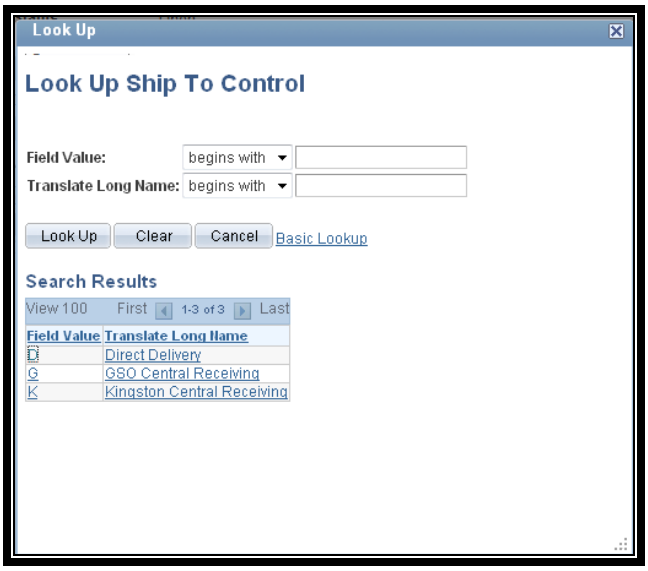
When the default Ship to Control is accepted the ship to address that will print on the purchase order will include URI, Central Receiving, Kingston, RI. 02881.

To Change the default <u>Ship to Control</u> click

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.

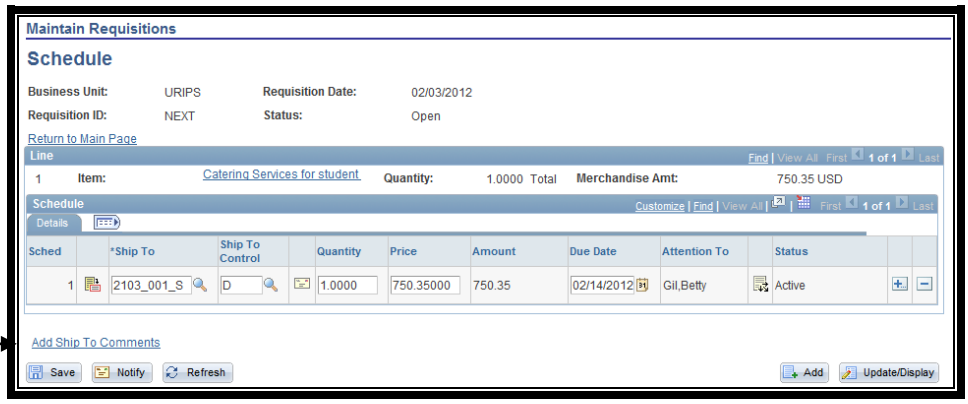
Ship To: URI Central Receiving
Kingston, RI 02881
Deptartment of Chemical Engineering
16 Greenhouse Rd., 205 Crawford Hall
Attention: Emma Harrold

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 <u>do not</u> access the Add Ship To Comments

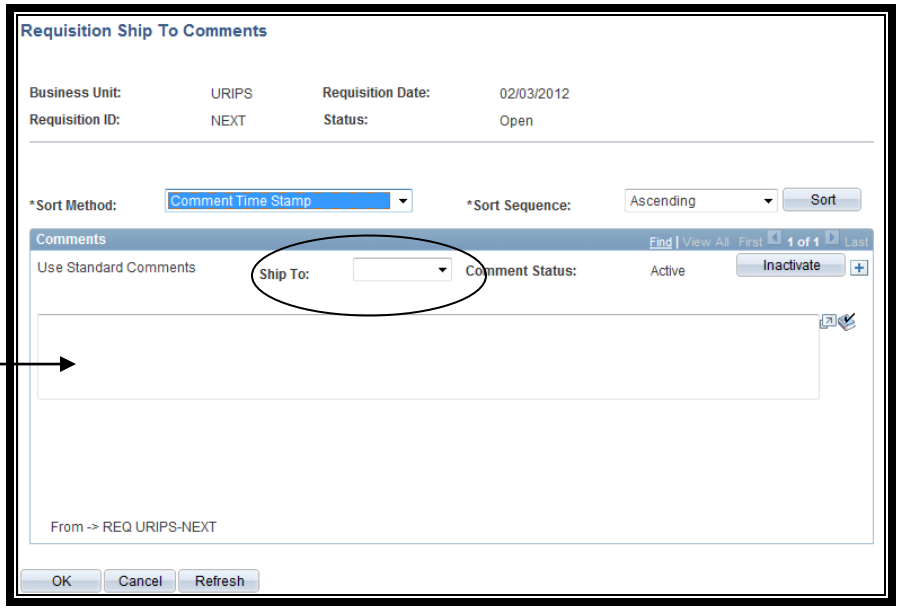
Ship to Comments – If you would like the shipment to be addressed to a particular individual Click the Add Ship To Comments Hyperlink.

(Note: This action is performed once on line 1/sechedule 1 only)

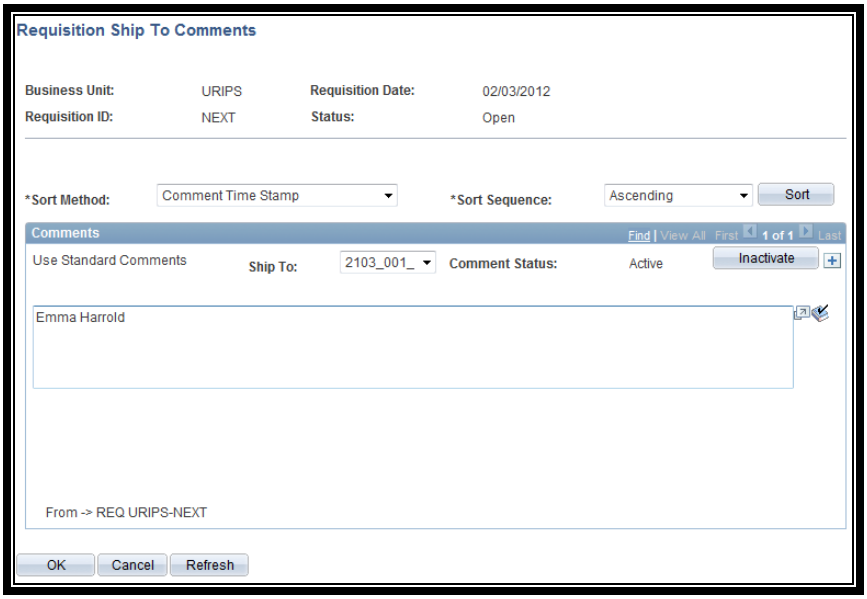


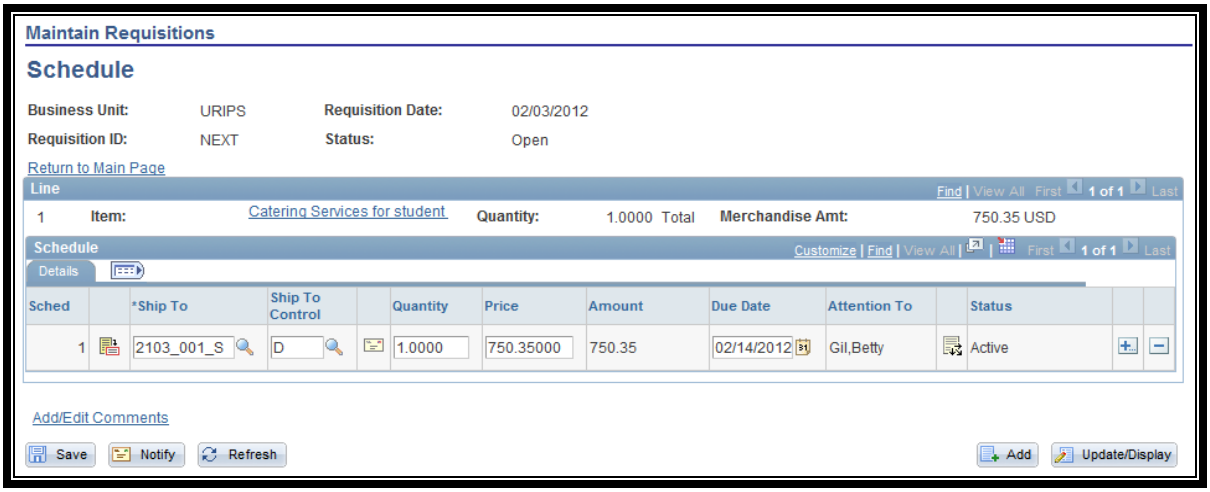
Click on the Ship To: drop down menu and select the ship to location. Note. The ship to chosen on the Requisition Defaults page will be the only default choice.

In the comment box type the name only of the individual that the shipment should be addressed to.



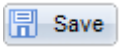
Click OK



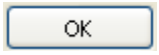


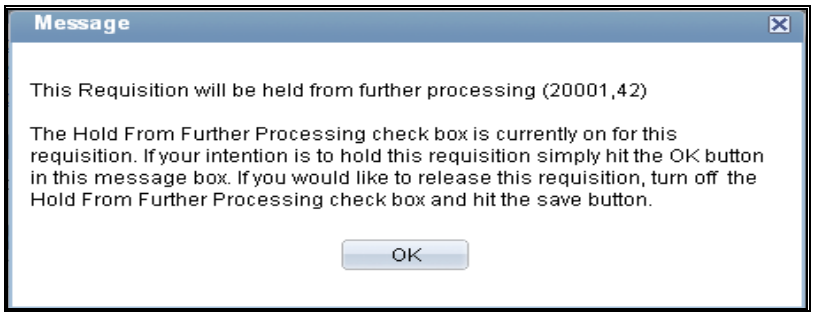
If the chartfield string distribution(s) was not entered on the Requisition Defaults the requisition cannot be saved. Skip this section and go to Entering Distribution(s) on the Line (page 20)

If the chartfield string distribution(s) was entered on the Requisition Defaults page

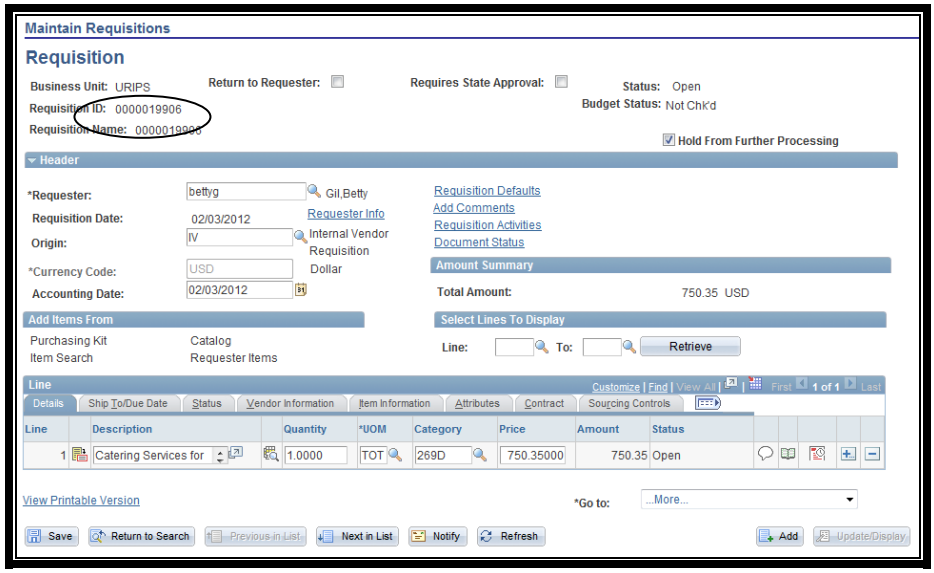
and 

the requisition.

Click 



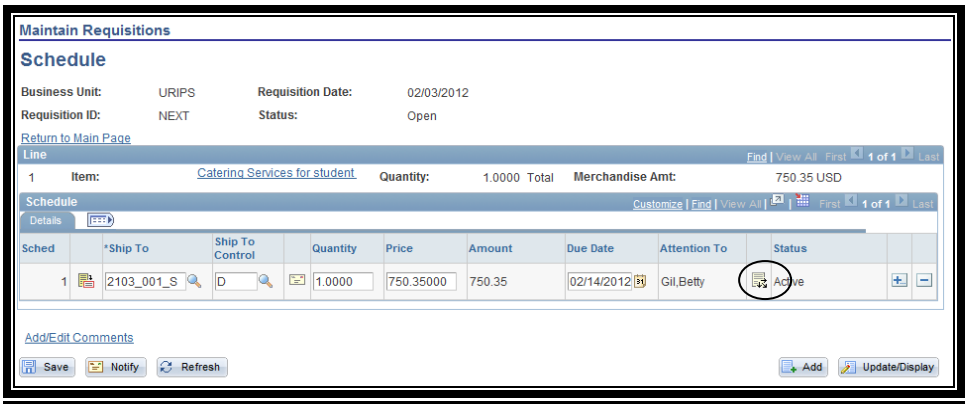
Requisition ID has been assigned. The Requisition ID is for internal use only. (This is not the po number)



Go to page 22 to add additional lines or page 25 to add comments.

Entering Distribution(s) on the Line

If the distributions were not entered on the Requisition Defaults page you will need to enter them here.

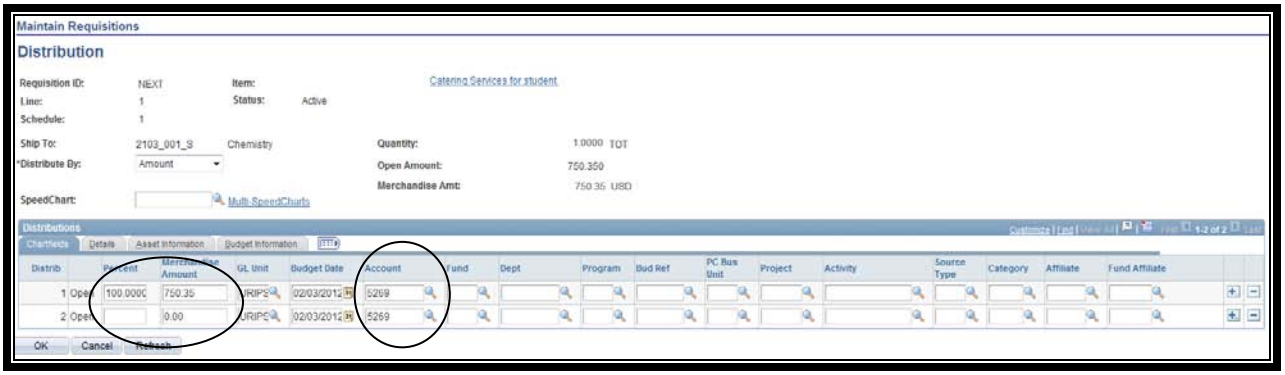


Click on the **distribution tab**

When distributing by more than one chartfield string click **to add the desired number of rows.**

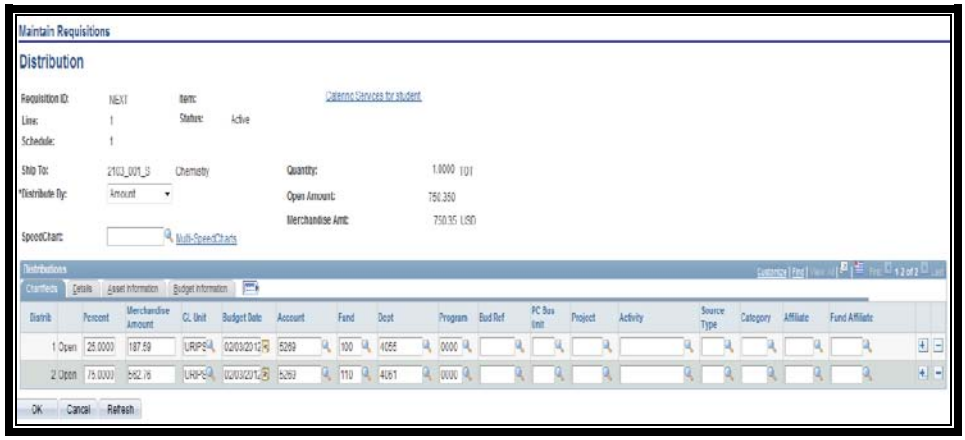
Enter the desired number of rows. For example if the purchase is being charged to 2 chartfield strings, you would add 1 row click

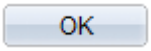
OK



The total percent and dollar amount of the line populated to distribution line 1 and the Account populated on all distribution lines from the category that was chosen on the Requisition Defaults page. DO NOT CHANGE THE ACCOUNT.

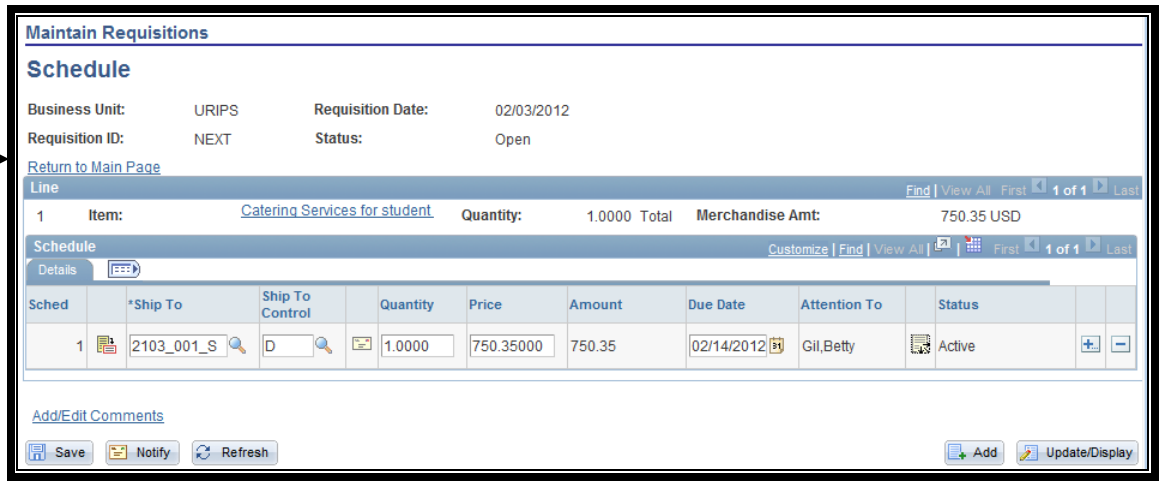
Enter the percent or amount for each distribution line along with fund, dept, program and if the chartfield string contains a project and activity select the PC Bus Unit (URIPS) by clicking **Type the project and select the activity by clicking** **.**

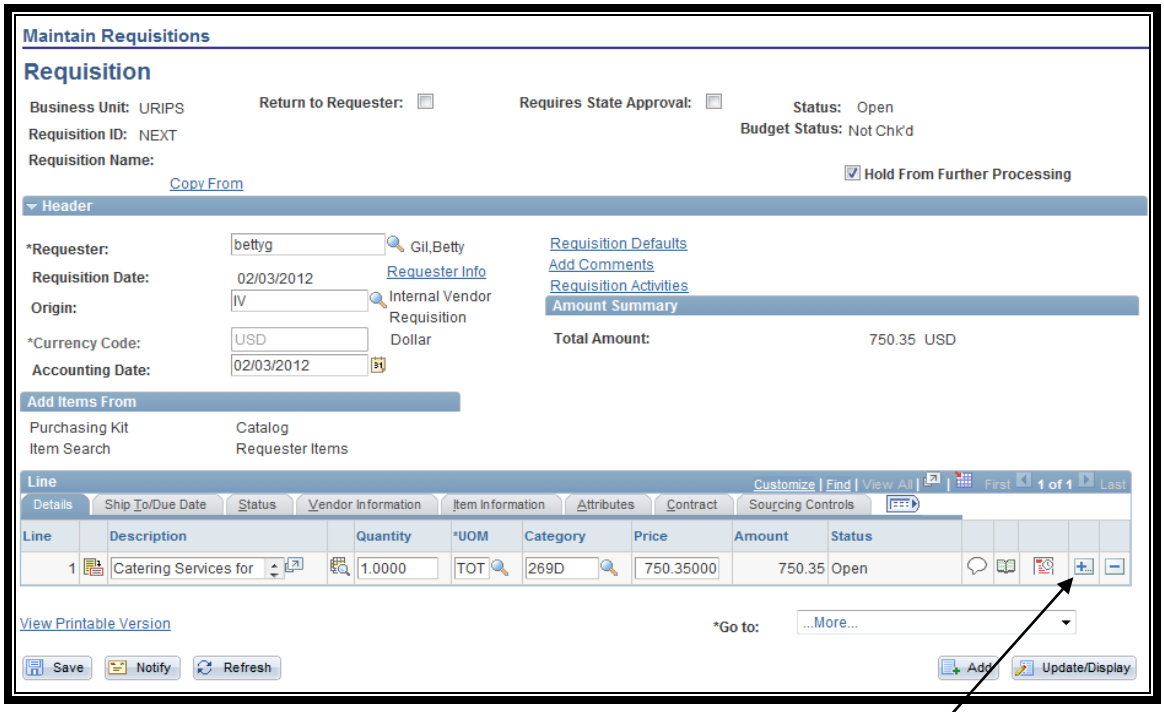


Click 

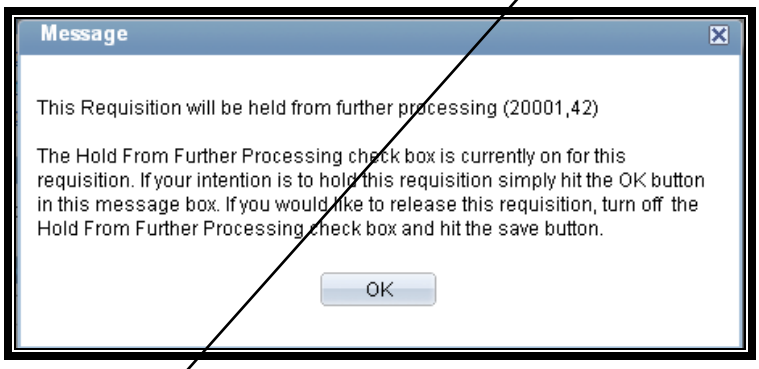
NOTE: IV REQUISITIONS CAN ONLY BE PROCESSED FOR GOODS AND/OR SERVICES TO BE DELIVERED WITHIN THE CURRENT FISCAL YEAR, THEREFORE, THE BUDGET DATE CANNOT BE CHANGED ON AN IV REQUISITION.

Click





Click Save

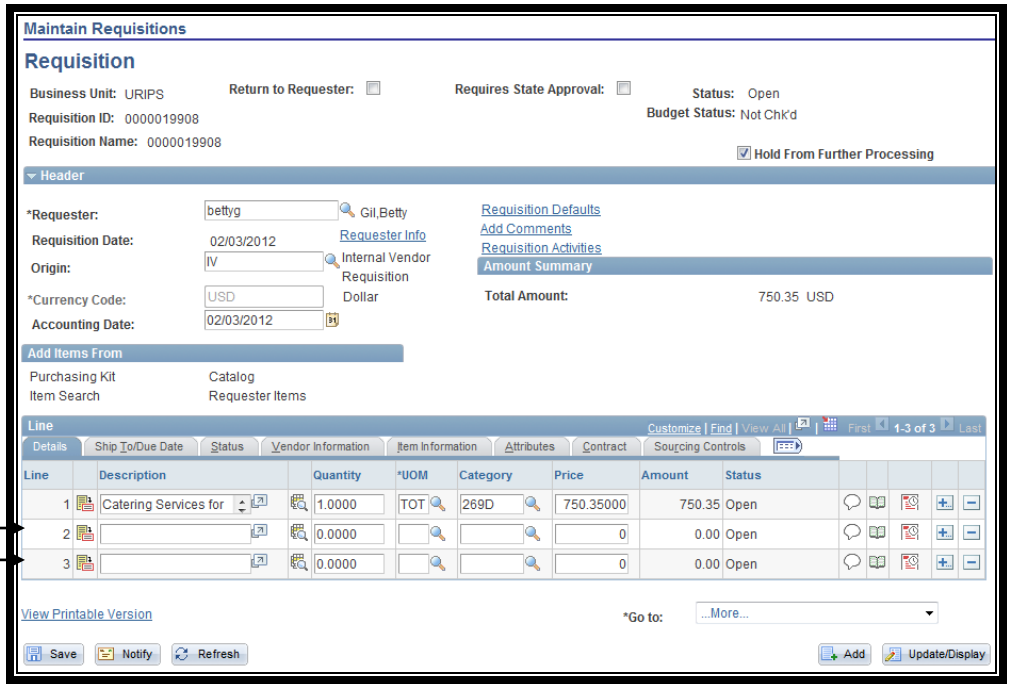


Click OK

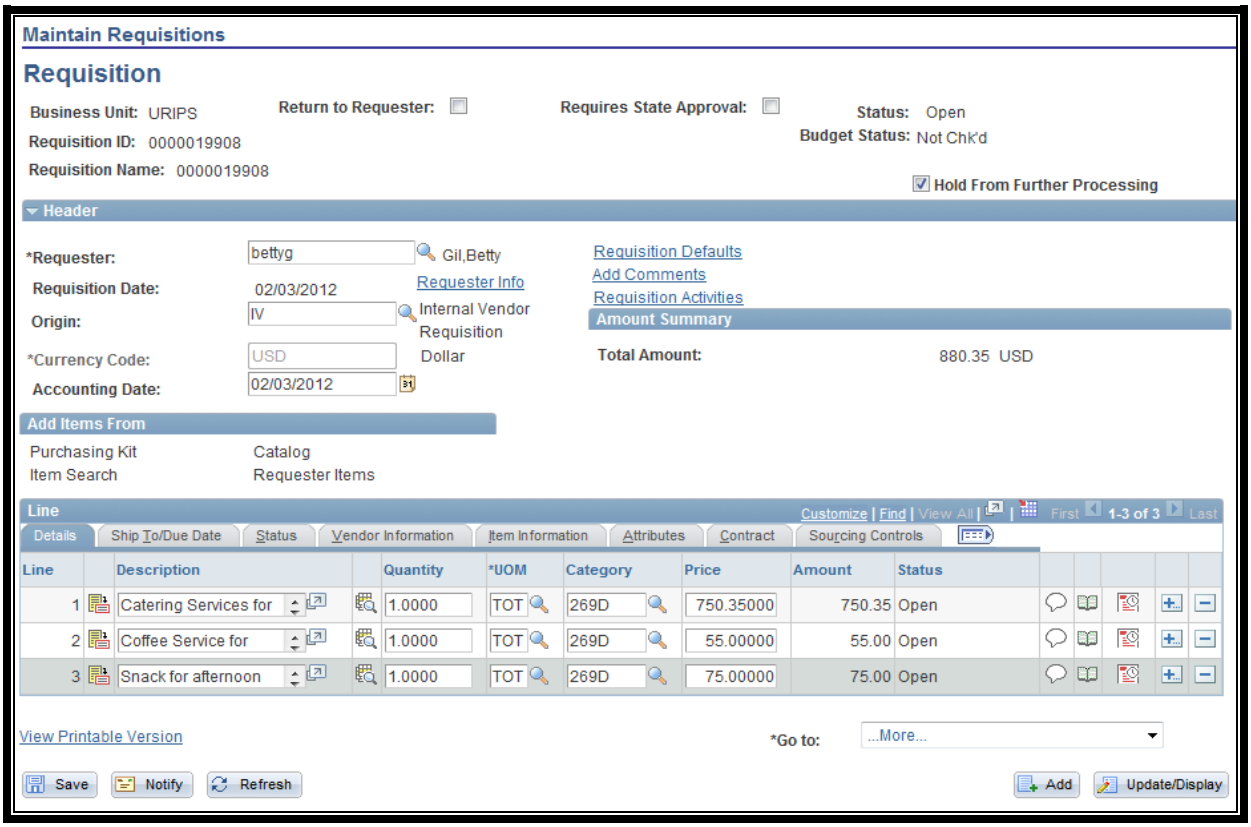
If there are additional line items Click

Enter the desired number of rows (lines) to add. For example if the requisition is for a total of 3 lines, enter 2 and click OK

Type the description, quantity, UOM and price for each additional line.



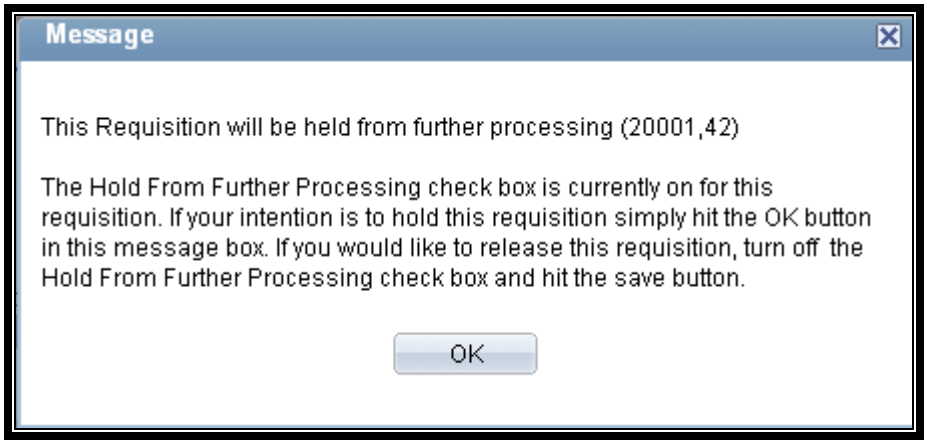
Note: If you are requisitioning more than 5 line items using the same category/account you may issue a requisition with 1 line item; description should read See Attached and attach the quote containing all items.



Note: The Category will automatically populate from the Requisition Defaults page once you have entered a description, DO NOT CHANGE.

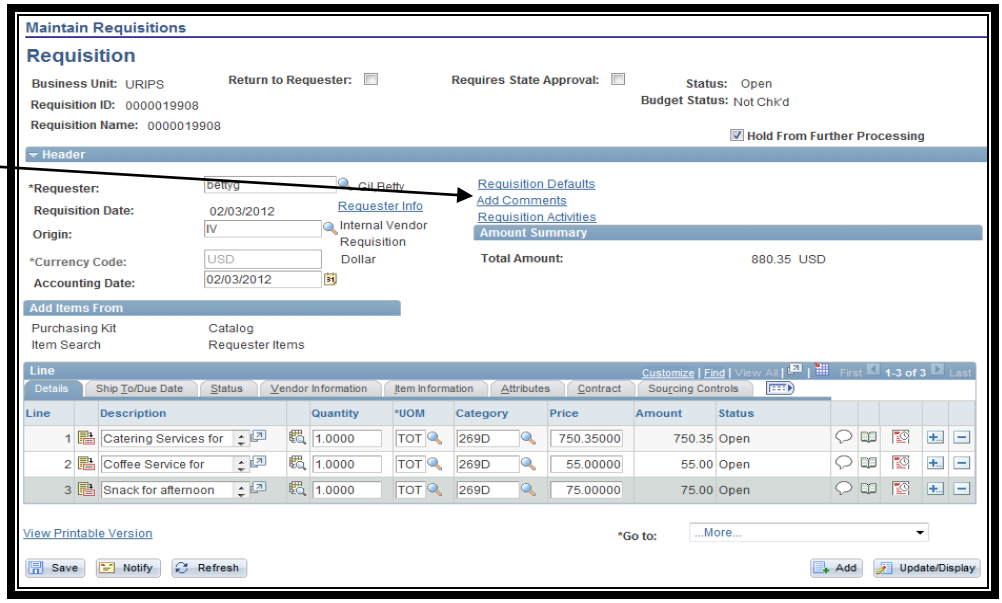
If the chartfield string(s) distribution was entered on the Requisition Defaults page it will automatically populate on each line. If the chartfield string(s) distribution was <u>not</u> entered in the Requisition Defaults they will need to be entered on each line as described above.

If there are no more items to add click Save



Click OK

To add comments click on the Add Comments hyperlink



<u>Comments</u> – Comments can either be a typed comment(s) or an attached document(s).

All documentation relating to the purchase <u>must</u> be attached to the electronic requisition. This includes but is not limited to; documented telephone quotes and/or written quotes, sole source justification, etc.

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 Select ☐ Send to Vendor. If the comments are for internal use only, do not check the box.

Note: 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.

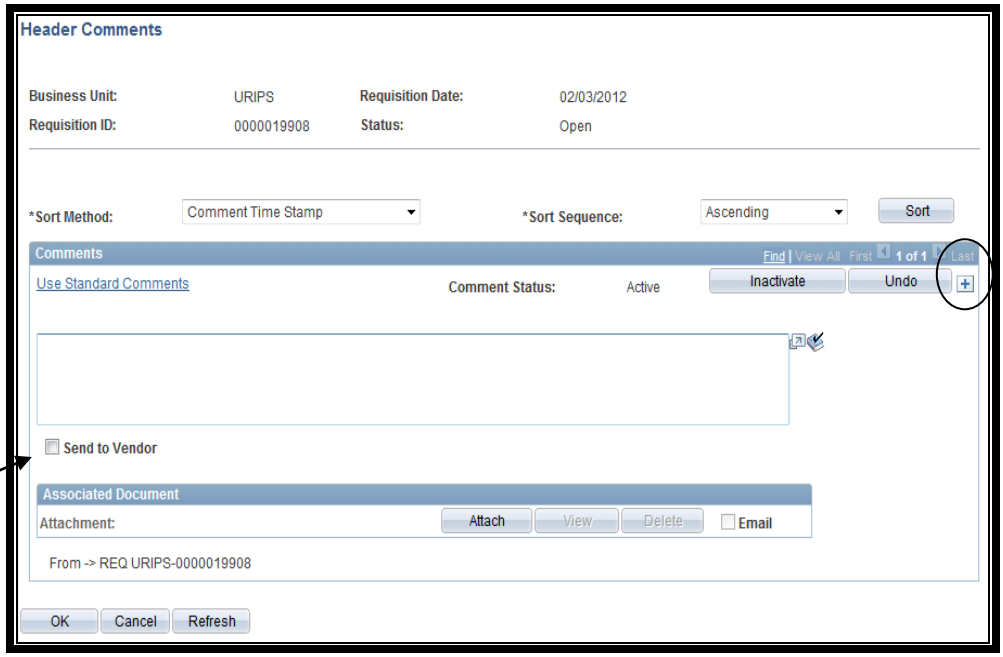
Attachments, for the most part, must first be scanned and saved to a location where you will retrieve them and attach to the requisition. The naming convention for attachments is as follows: Requisition Origin (IV), Requisition ID_ followed by the type of attachment; ie: quotes, for example IV19908_Catering Quote.

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.

If an "OFFSITE" Ship to Location was chosen, enter the entire ship to address in the comment field as follows:

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

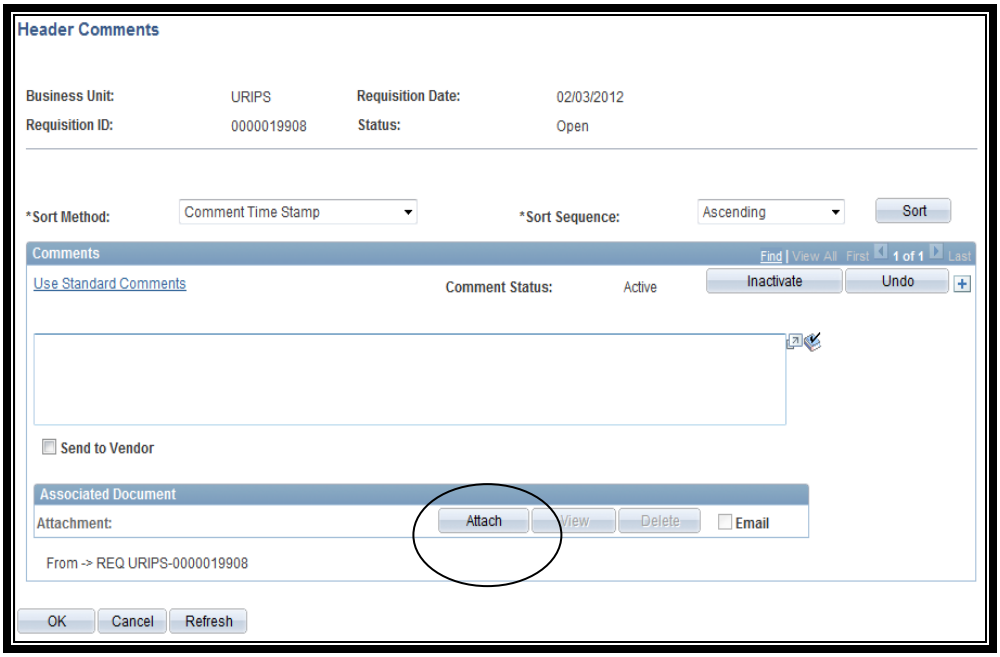
Click Send to Vendor



To add additional comments and/or attachments click ⊞

To add an attachment:

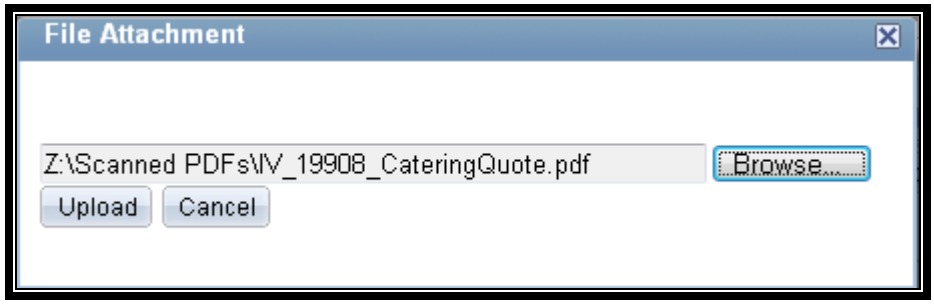
Click Attach



Click Browse...

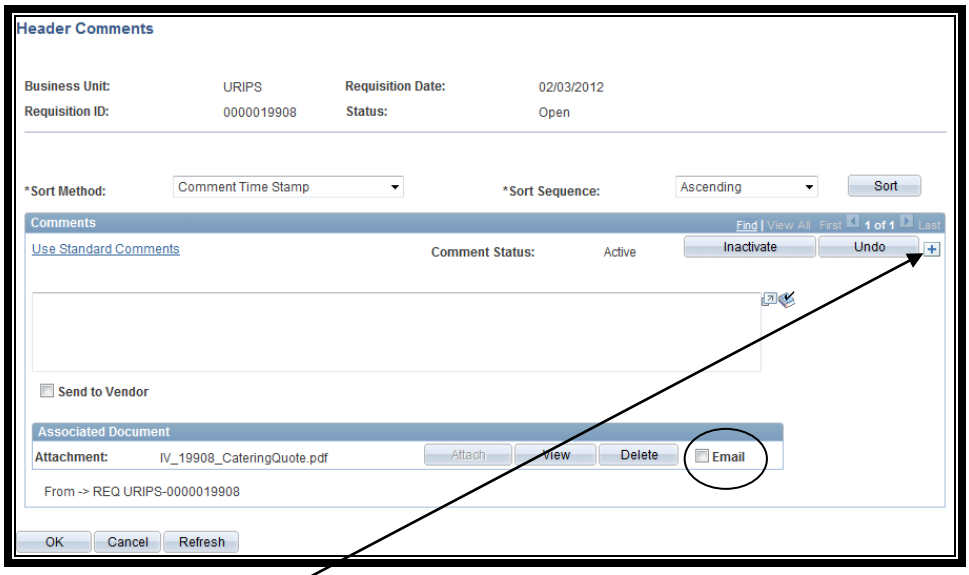
Locate the attachment and double click.

Click Upload



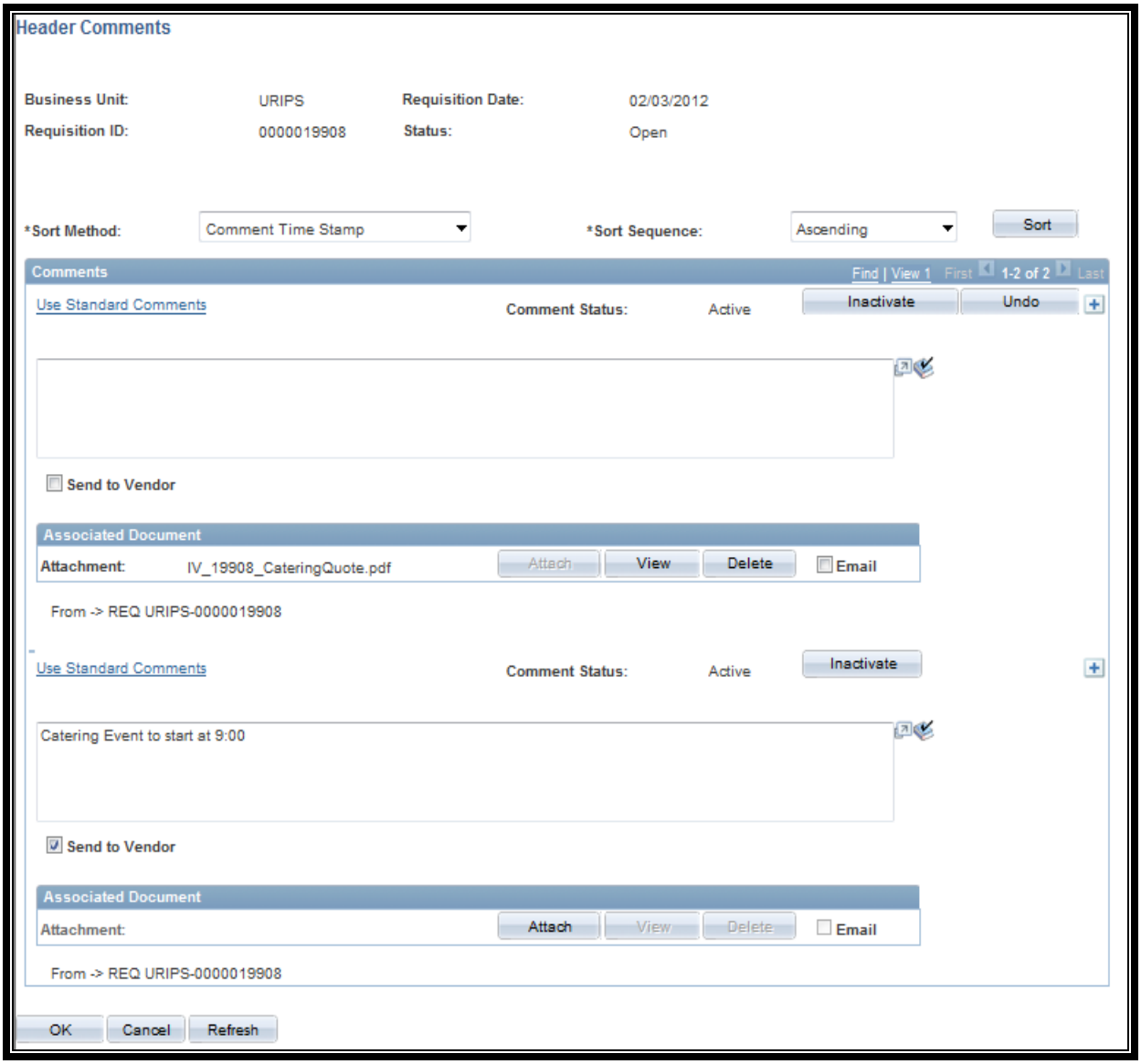
If you would like the attachment to be included with the resulting purchase order, check the Email **box.**

If the attachment(s) 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.



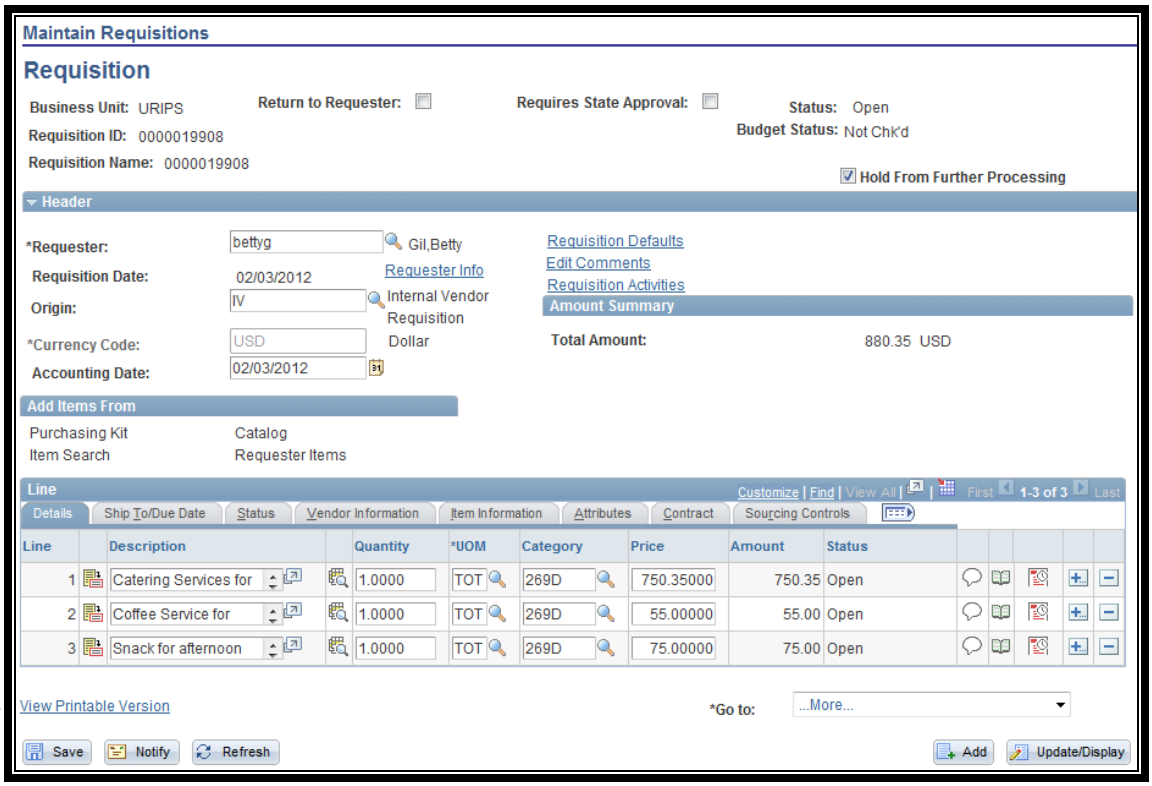
To add additional comments click ⊞

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.**

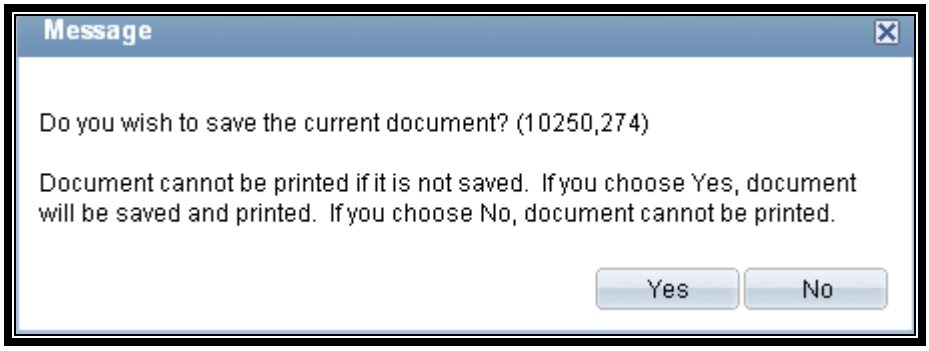


Click OK **when done.**

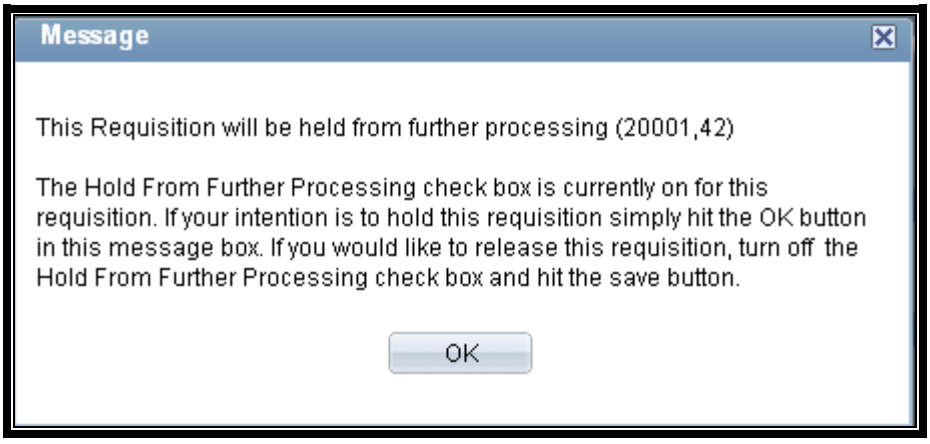
To view and/or print a copy of the requisition, click View Printable Version



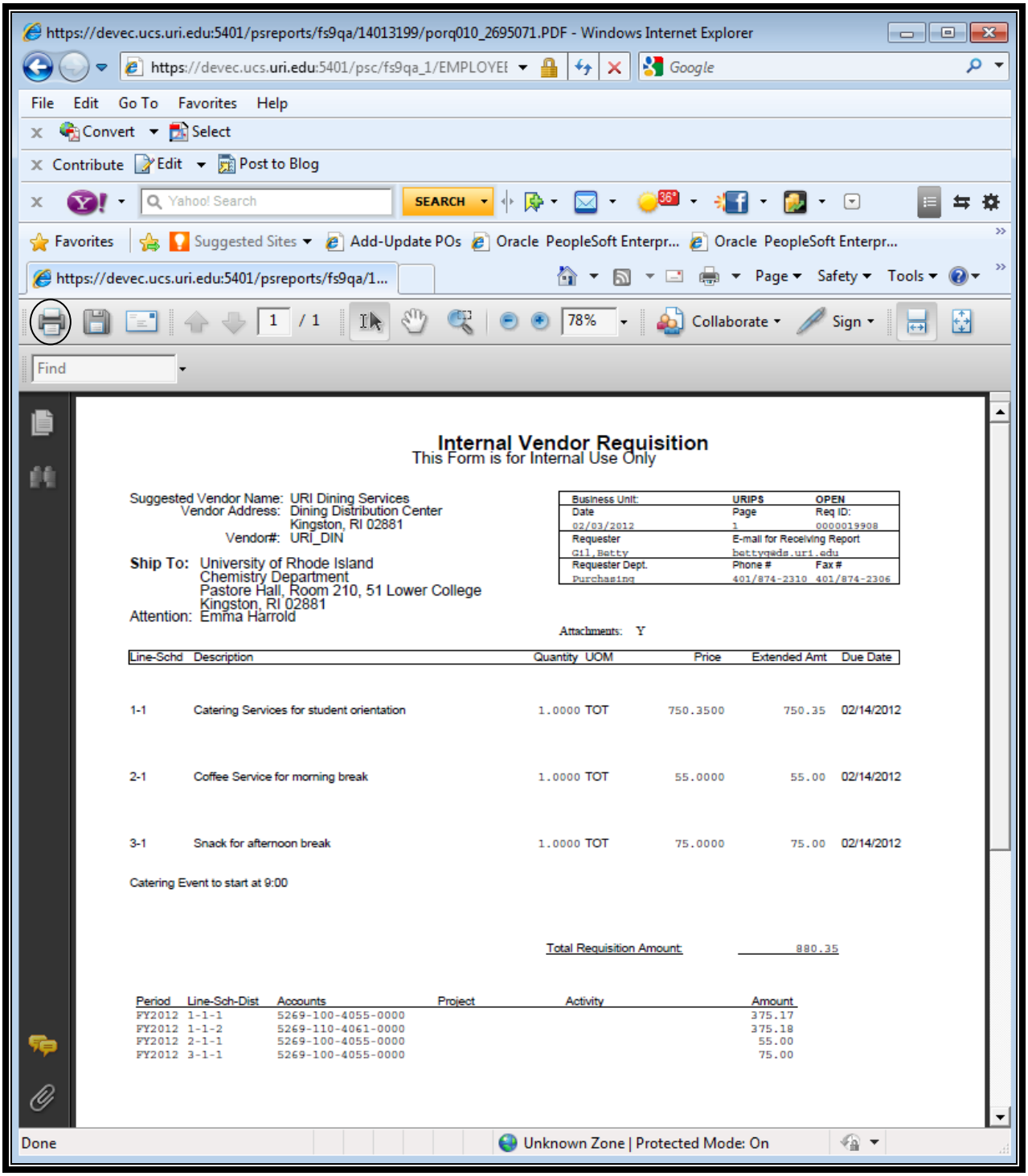
Click Yes



Click OK



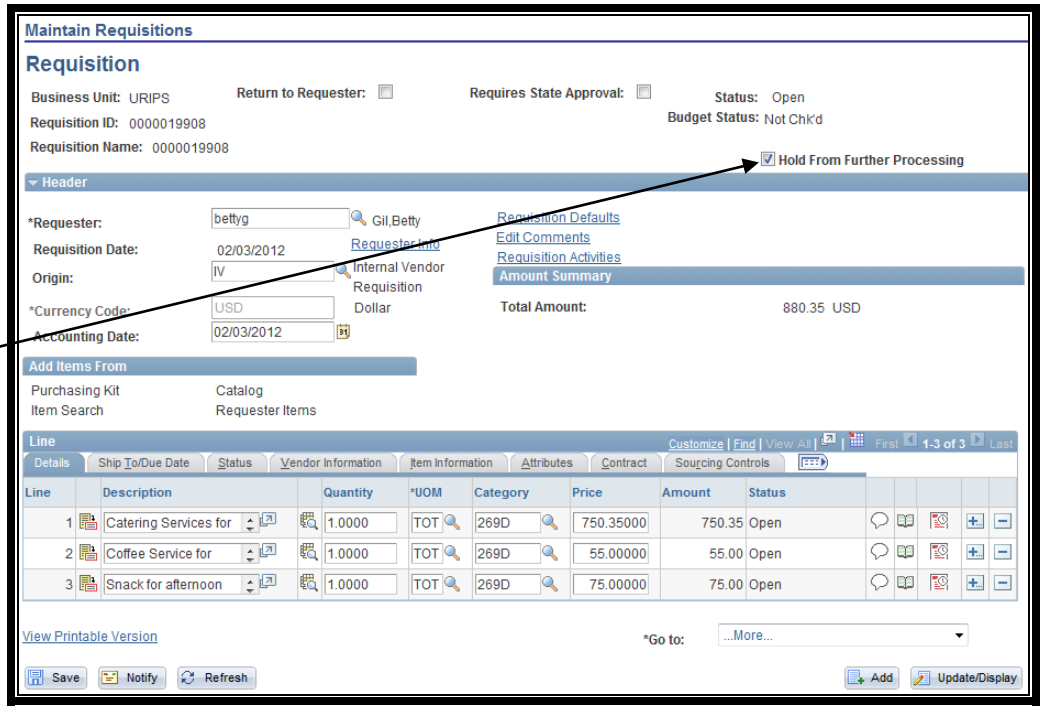
To print a copy click on



Once you have previewed and/or printed the requisition, close the window by clicking

If necessary, make any changes that need to be made.

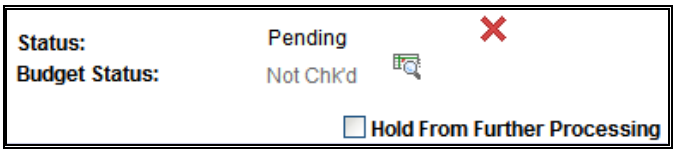
When the requisition is complete and if you are an "originator" uncheck the "hold from further processing" and click Save **.**



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.
```

If you are a "requester" and you have entered the requisition, uncheck the ☑ Hold From Further Processing **, Click on the** ☑ **to Pre-Approve (the status changes from Open to Pending). Click** Save



If you are a "requester" and you have received an e-mail regarding a requisition that needs to be submitted for approval, log on to PeopleSoft, retreive 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.

<u>Workflow Approval</u>

Level 1 – Signatory for Signature Authorization
Level 2 - Final Review from Signature Authorization
Level 3 – Administrative Approvals; ie:

- **Foundation Office when using Foundation Funds**
- **Sponsored and Cost Accounting when using Research Funds**
- **Business Services when using Bond Funds**

The "approver(s)" (level 1) will receive an e-mail:

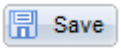
```
This e-mail is to notify you that Internal Vendor Requisition: 0000019908,
Requester: bettyg, is seeking level 1 approval for Chartfield String:
URIPS10040550000, and has been added to your e-Campus Financials Worklist.
```

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; (Purchasing>Add/Update Requisitions>Find an Existing Value). Enter the Requisition ID and click Search. Make necessary changes, click on to approve and 

. Upon saving the requisition, the workflow approval process will begin again. If a requisition needs to be cancelled please see "Cancelling a Requisition"**

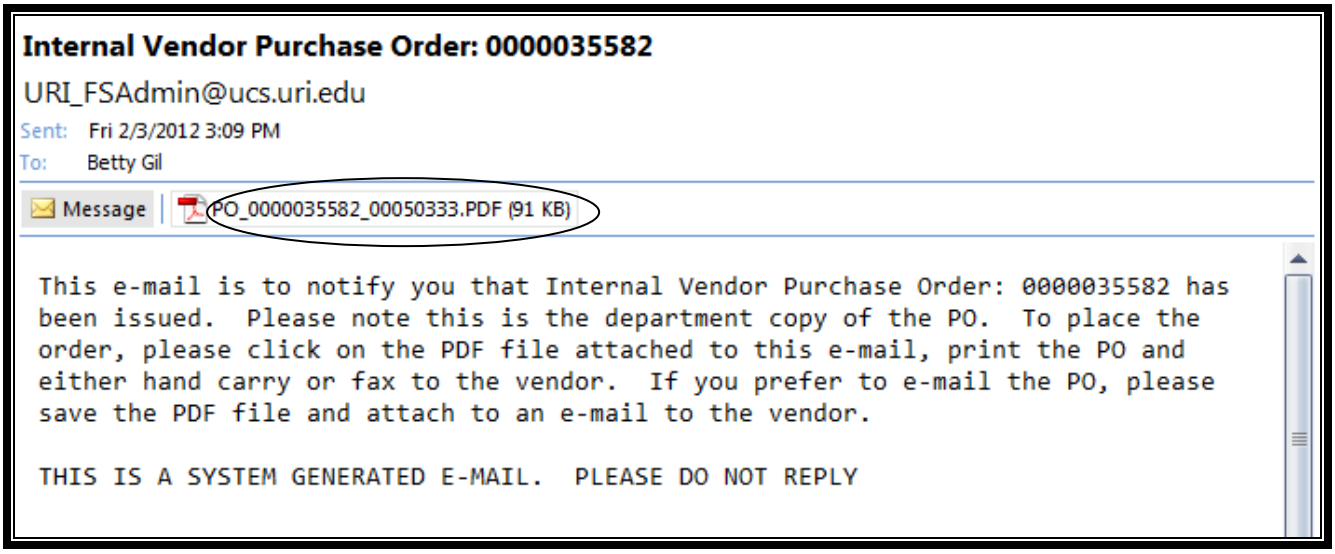
If the "approver(s)" (level 1) approve the requisition and any other approvals that may be required; i.e. (level 2) Final Review, (level 3) Foundation Office if Foundation Funds are being used, Sponsored and Cost Accounting if Research Funds are being used, etc. the "requester" will receive an e-mail 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. If the requisition passes budget check, an Internal Purchase Order will auto create through the sourcing process. The "requester" will receive an e-mail:

```
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.

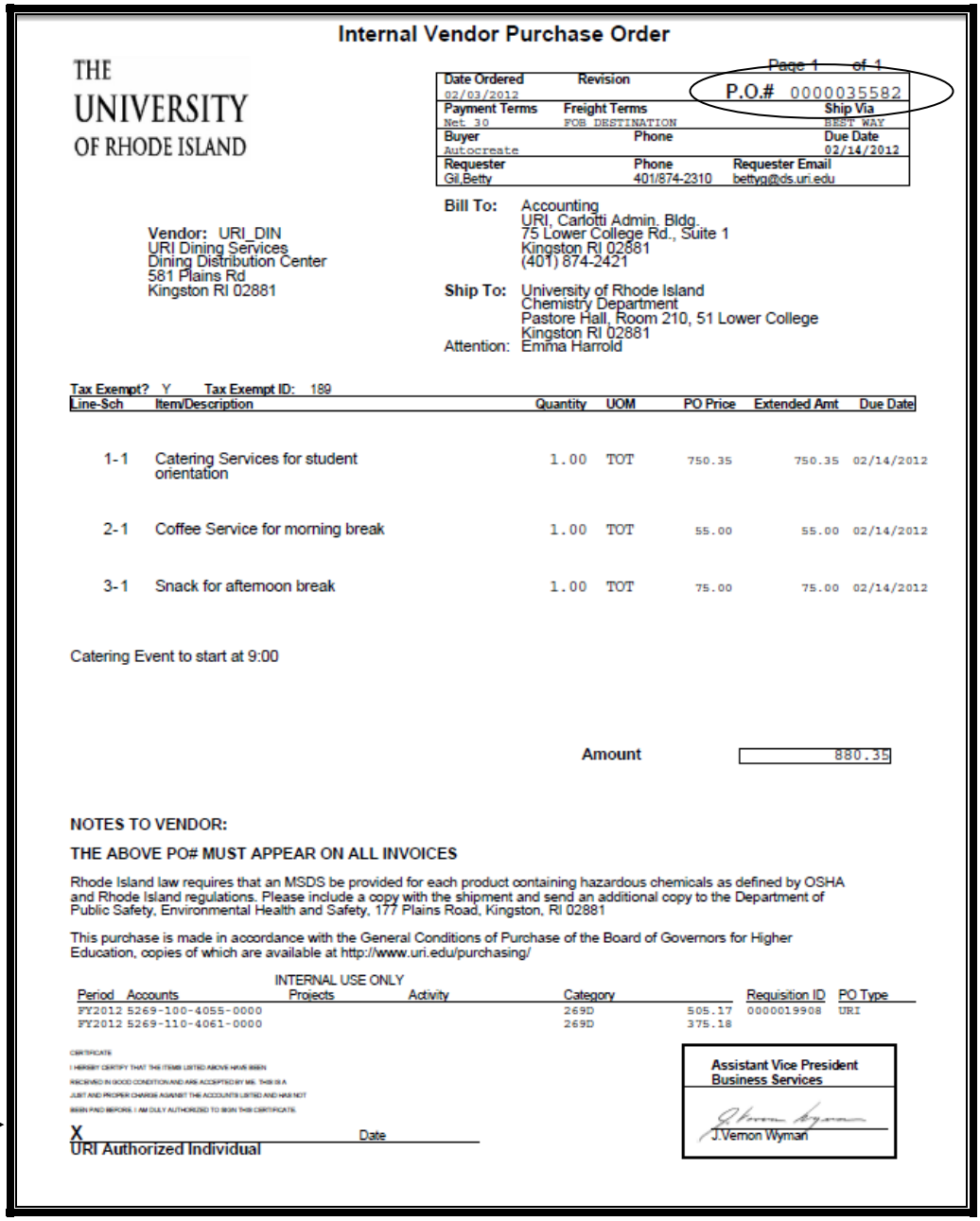
THE "REQUESTER" IS RESPONSIBLE FOR FORWARDING A COPY OF THE PURCHASE ORDER AND ANY ATTACHMENT(S) TO THE INTERNAL VENDOR.

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.

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



Internal Vendor Purchase Order

THE UNIVERSITY OF RHODE ISLAND

Page 1 of 1

Date Ordered	Revision	P.O.# 0000035582
02/03/2012		
Payment Terms	Freight Terms	Ship Via
Net 30	FOB DESTINATION	BEST WAY
Buyer	Phone	Due Date
Autocreate		02/14/2012
Requester	Phone	Requester Email
Gil,Betty	401/874-2310	bettyg@ds.uri.edu

Vendor: URI_DIN
URI Dining Services
Dining Distribution Center
581 Plains Rd
Kingston RI 02881

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

Ship To: University of Rhode Island
Chemistry Department
Pastore Hall, Room 210, 51 Lower College
Kingston RI 02881
Attention: Emma Harrold

Tax Exempt? Y Tax Exempt ID: 189

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Catering Services for student orientation	1.00	TOT	750.35	750.35	02/14/2012
2-1	Coffee Service for morning break	1.00	TOT	55.00	55.00	02/14/2012
3-1	Snack for afternoon break	1.00	TOT	75.00	75.00	02/14/2012

Catering Event to start at 9:00

Amount 880.35

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/

INTERNAL USE ONLY

Period	Accounts	Projects	Activity	Category		Requisition ID	PO Type
FY2012	5269-100-4055-0000			269D	505.17	0000019908	URI
FY2012	5269-110-4061-0000			269D	375.18		

CERTIFICATE
I HEREBY CERTIFY THAT THE ITEMS LISTED ABOVE HAVE BEEN RECEIVED IN GOOD CONDITION AND ARE ACCEPTED BY ME. THIS IS A JUST AND 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

Assistant Vice President
Business Services
J.Vernon Wyman

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 Payble 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:

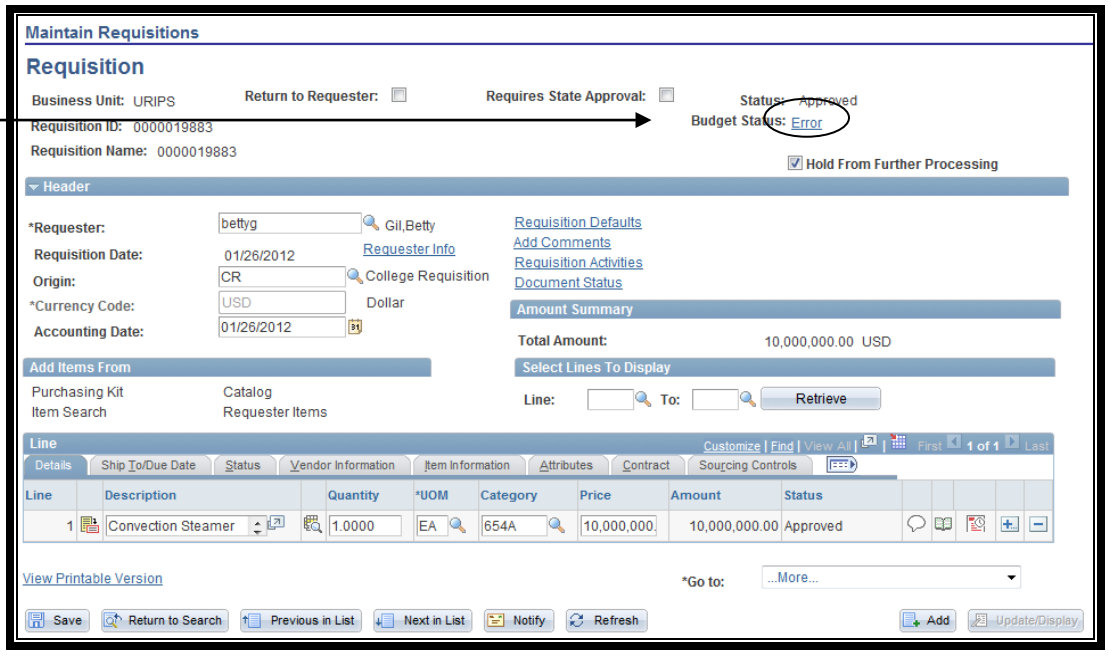
This e-mail is to notify you that	Internal Vendor Requisition:	0000019908	has budget errors.

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.

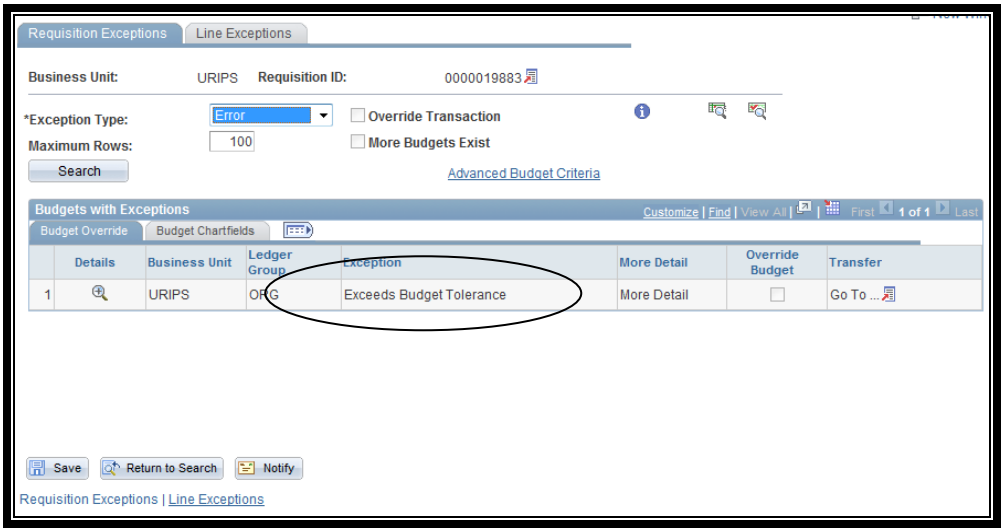
Retrieve the requisition – Purchasing>Requisitions>Add/Update Requisitions. Click on the tab: Find an Existing Value, enter the requisition number in the Requisition ID field; ie: 0000019883 and click Search

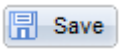
When you retrieve the requisition you will notice that the Budget Status: = Error and the requisition has automatically been placed back on hold.

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



In this particular instance 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 **, Click**  **. In this example, the requisition will not require re-approval and will invoke the budget process again.**

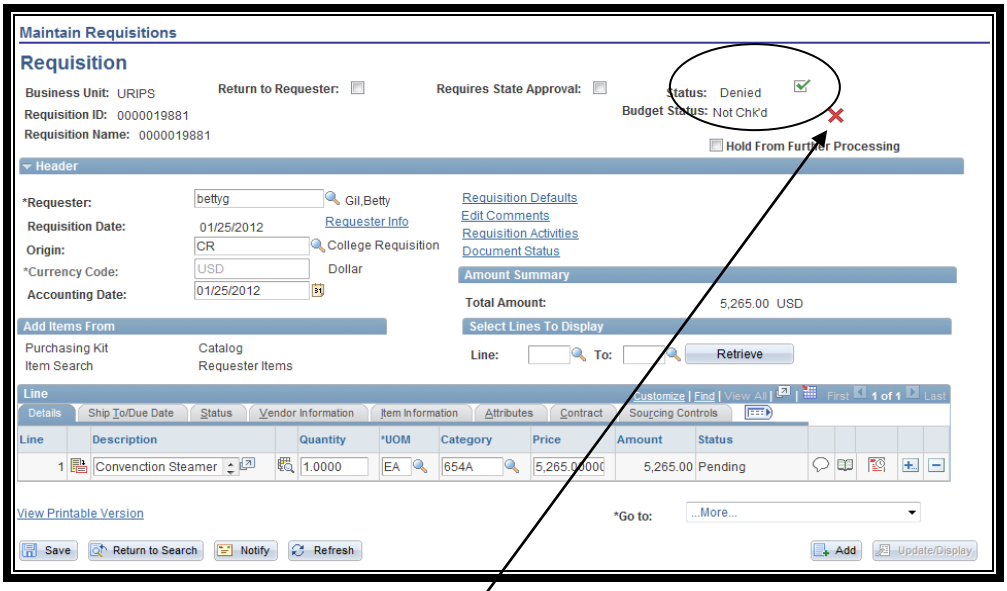
If there are changes to the distributions, i.e. change the chartfield string or change the price, the workflow approval process will start again once the requisition is taken off hold, pre-approved and saved.

Cancelling a Requisition

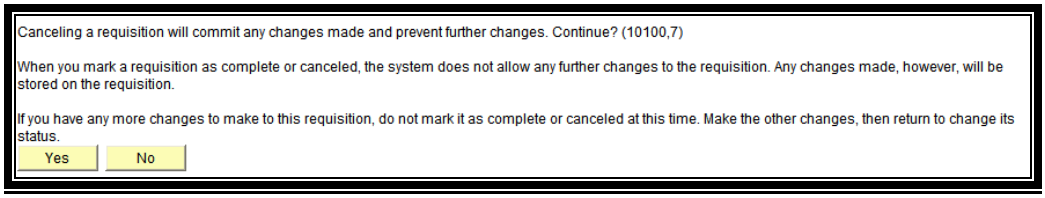
Requesters can cancel a requisition when the following conditions exist:

- **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

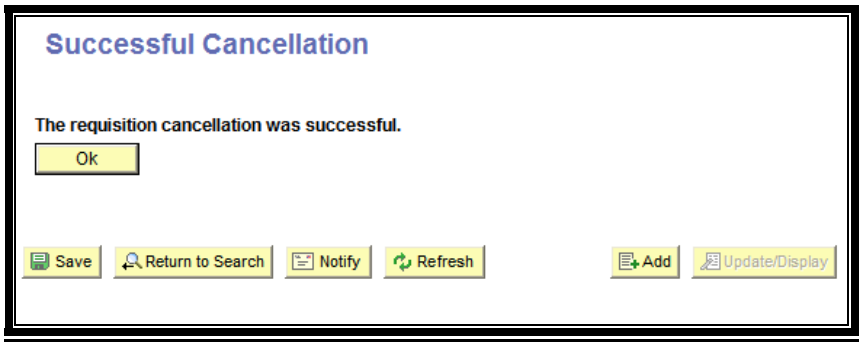


To cancel a requisition click on the ✖



Click Yes

Click →



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 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 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 LIV PO when payment is made and will liquidate any unused portion.