

# The University of New Orleans

## PeopleSoft 9.0: Purchase Requisition Renewal End-User Training



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## UNIVERSITY PURCHASING POLICY

ALL COMMITMENTS OF UNIVERSITY FUNDS REQUIRE PRE-AUTHORIZATION FROM THE PURCHASING OR ACCOUNTS PAYABLE OFFICES. THE ACCOUNTS PAYABLE OFFICE PROCESSES PAYMENTS FOR ITEMS LISTED ON THEIR WEBSITE. SOME OF THESE ARE DESCRIBED IN THE “EXCEPTIONS TO THE NEED FOR PRE-AUTHORIZATION FROM THE PURCHASING OFFICE” SECTION. APPROVALS PROCESSED THROUGH THE PURCHASING OFFICE ARE SUBMITTED VIA THE ONLINE PURCHASE REQUISITION PROCESS. APPROVALS PROCESSED THROUGH THE ACCOUNTS PAYABLE OFFICE ARE SUBMITTED WITH THE APPROPRIATE FORM LOCATED ON THE WEBSITE

[http://financialservices.uno.edu/acctg\\_services/accts\\_payable/](http://financialservices.uno.edu/acctg_services/accts_payable/).

### PURCHASES OF \$999.99 OR LESS (including shipping and other charges)

These purchases are exempt from competition and will be assigned a Verbal Purchase Order. Please complete the online Purchase Requisition form. Once you obtain the PO number from the Purchasing Office, you can then place your order with the vendor providing the PO number, your name, department and “ship-to” address. The vendor should be instructed to send the invoice referencing the PO number to Accounts Payable, University of New Orleans, 2000 Lakeshore Drive, New Orleans, LA 70148.

### PURCHASES BETWEEN \$1000.00 AND \$5000.00 (including shipping and other charges)

These purchases require competitive phone quotes with a few exceptions as noted under the “Exceptions to the need for Competitive Bidding” section. The telephone quotation sheet (located on the Purchasing SharePoint site) should be completed with a verbal quote from at least three vendors. One of the vendors must be from the Hudson Initiative list published by the Louisiana Department of Economic Development. The list of vendors is provided on the state purchasing website (<http://doa.louisiana.gov/osp/se/secv.htm>). Electronic versions of the telephone quotation sheet and the quote from the winning vendor will be needed to attach to the online requisition comments section. *(Note: Hard copies of documents can be scanned to create an electronic copy for attachment.)*

### PURCHASES OVER \$5000.00 (including shipping and other charges)

The purchase requisition submitted should list specifications for the goods or services requested in the comments section (a copy of the specifications may be attached). The Purchasing Office will issue an Invitation to Bid for these purchases to at least five potential vendors, two of which must be from the list of certified small and emerging businesses (SEB). The length of time required for the bid process will be influenced by the following three factors:

#### BID PREPARATION TIME

The time required for this phase can be reduced by assistance from your department.

Complete specifications must be prepared for the products and/or services requested – a process usually requiring the input of the end user. If the department does not have a prepared specification, it is very helpful for the end user to highlight vendor specifications, product brochures, websites, or quotes to indicate which of the features are essential.

**(Note: Electronic copies of these documents are always helpful and save data entry time in most cases.)**

Providing a list of potential bidders on the products or services including the name, address, voice/fax numbers and email addresses will also help to expedite the process. The Purchasing Office can locate potential vendors; however, it will require research in many cases which may add to the time required to complete the bid invitation.

## BIDDING TIME

The time allowed for vendors to respond will depend on the total cost of the purchase.

### ***\$5000 - \$25,000***

The Invitation to Bid may be faxed to the vendors who may in turn fax their responses to the Purchasing Office. The time period from the issuing of the Invitation to Bid to the bid opening will be at least three working days. Complex bids (e.g. requiring samples to be submitted) may need to be handled as a mailed bid and require a longer time.

### ***\$25,000 and greater***

The Invitation to Bid must be mailed to the vendors who must return the original completed bid by mail or in person to the Purchasing Office. The bid must be advertised in the Morning Advocate and the Times Picayune newspapers as well as the LaPAC state purchasing website in the open solicitation section. The time period from the appearance of the advertisement to the bid opening will be at least 21 calendar days. This may be reduced to 14 calendar days with a written justification from the department.

## AWARD PREPARATION TIME

The time required from the opening of the bids until the issuance of the Purchase Order will depend on factors such as receiving approval for award from the department, obtaining any required insurance certificates from the vendors, etc.

## EXCEPTIONS TO THE NEED FOR COMPETITIVE BIDDING

**Although the following items are exempt from the competitive bidding process, pre-authorization from the Purchasing Office is still required.**

### STATE CONTRACTS

Items on State Contracts can be purchased without competitive bidding regardless of the cost. The State Contract number and line number of each item must be in the comments of the requisition. State Contracts can be viewed on the internet at <https://ecat.doa.louisiana.gov/ecat/external/search/externalSearch.sdo>. Some commodities involving a purchase of \$25,000 or more will require a comparison of state contracts.

### SOFTWARE (\$100,000 AND LESS)

Purchases of software up to \$100,000 are exempt from competition. Software and hardware maintenance under \$100,000 do not require competitive bidding. For software and hardware maintenance over \$100,000, contact the

Purchasing Office prior to submitting a purchase requisition. ***Any written agreement or contract must be signed by an individual in the Purchasing Office with authority to sign University Contracts.*** Virus protection software and some Microsoft products are available through campus site licenses. Check the UCC website or contact the Purchasing Office for details.

### **PUBLICATIONS OR COPYRIGHT MATERIALS**

Publications and/or copyright materials purchased directly from the publisher or copyright holder are exempt from competitive bidding. A written statement from the vendor confirming they are the publisher or copyright holder is required with the requisition. This statement should be attached to the comments with the vendor quote.

### **INTER-STATE OR GOVERNMENT AGENCIES**

Purchases from other state budget units or government agencies are exempt from competition.

### **SOLE SOURCE / PROPRIETARY**

Purchases may be exempt from competitive bidding if Proprietary Specifications can be justified (Reasons why no other brand or model can be used for this application) and the **manufacturer confirms in writing that the vendor is a 'Sole-Source'** (That this item must be purchased directly from the vendor and they have no other marketing channel.) Forms for Proprietary Specifications and Sole Source may be obtained from the Purchasing SharePoint site.

### **AUTHORIZED DEALER REPAIR OR PARTS**

Repairs and/or parts associated with repairs to equipment may be obtained from an "Authorized Dealer" (Certified by the manufacturer to sell and/or perform maintenance on their equipment) without competitive bids. A "Louisiana Authorized Dealer" shall be used if available. For amounts over \$999.99, a written quote must be obtained and submitted with the online requisition, and a Purchase Order issued before proceeding with the work.

### **SCIENTIFIC LABORATORY SUPPLIES OR EQUIPMENT**

Scientific laboratory supplies and equipment for scientific research up to \$25,000 per transaction are exempt from competition.

### **ADVERTISING**

No competitive process is required for advertising; however, the Chief Marketing Officer must certify that specific media is required to reach the targeted audience. The approval form can be found on the Purchasing SharePoint site.

### **EXCEPTIONS ALLOWED WITH LIMITED COMPETITION**

The following items require telephone quotations from at least three vendors, where feasible, even when amounts are in excess of \$5000. Submit the telephone quotation sheet along with the written quote from the vendor or a memo

documenting why three quotes cannot be obtained. One of the quotes must be from a vendor on the list of Small and Emerging Businesses (SEB) or document why this is not possible.

1. Facilities for Meetings and Conferences: If the facility selected requires use of in-house catering, photography, audio visual or other services, these may be purchased from the facility. However, if the facility does not have such a policy, the purchase of these services must follow normal competition regulations based on amount.
2. Air and Bus Charters.

## EXCEPTIONS TO PRE-AUTHORIZATION FROM THE PURCHASING OFFICE

Items to be processed directly by the Accounts Payable Department include the following:

### PERSONAL REIMBURSEMENTS

Personal reimbursements should be used **ONLY** for unavoidable or emergency situations and should not be used as an alternative to the Purchase Order process with vendors who provide us with credit terms and sales tax exempt status. For amounts less than \$1000 (excluding laptop computers), a CHECK REQUEST approved by the supervisor of the person receiving the reimbursement should be submitted to Accounts Payable with the original receipt attached.

### TRAVEL EXPENSES

A *TRAVEL EXPENSE VOUCHER* should be submitted to Accounts Payable. Instructional Support can be found at the Travel Reimbursement website (<http://financialservices.uno.edu/travel/>).

### REQUESTS FOR PAYMENT OF HONORARIA

Submit a *REQUEST FOR PAYMENT OF HONORARIUM/CONTRACTURAL SERVICE FORM* TO Accounts Payable. (The submission must be in accordance with AP 10.2.)

### CONTRACTURAL SERVICES

The Office of Financial Services and/or the Office of Research and Sponsored Programs will assist departments with the preparation of contracts for professional, personal or consulting services. For payment, submit a *REQUEST FOR PAYMENT OF HONORARIA/CONTRACTURAL SERVICE FORM* with an original invoice attached. (The submission must be in accordance with AP 10.8.)

## REQUESTING A PURCHASE ORDER

The process for requesting purchase orders on campus is changing. You will now need to complete an online purchase requisition, save it with a **“VALID” budget check**, and submit the printed copy with the proper signatures and backup documents to the Purchasing Office.

### VERBAL PURCHASE ORDER

Verbal Purchase Orders are issued for orders that total \$999.99 or less and do not require competition. In April 2009, a SharePoint process was implemented for obtaining your verbal purchase order which has proven to be both effective and efficient. This process will now be replaced with the online requisition entry into PeopleSoft. This will help us to migrate from using two systems (SharePoint and PeopleSoft) to using one system (PeopleSoft) for all purchasing requests. A requisition will be required to pass budget checking prior to the verbal purchase order is issued. This process will continue until the procurement card is available on campus. Should you have an emergency situation, the requisition should be in valid budget check prior to making the phone call to the purchasing office.

### BLANKET PURCHASE ORDER

Blanket purchase orders will only be issued for certain exceptions such as emergency maintenance or service contracts as approved by the Purchasing Office. We will no longer issue a single purchase order number that can be used repeatedly throughout the year for units that do not have a need for exceptions.

In order to acquire a Purchase Order for items that would historically have used a *blanket purchase order*, complete an online requisition for the items with the required competitive quotes and submit it to the purchasing office to obtain your purchase order number. In cases where competition is not required and the purchase is below \$1000 total including freight and miscellaneous charges request a Verbal Purchase Order.

### GENERAL PURCHASE ORDER

General Purchase Orders will be issued for all purchases of goods or services that are not for a specific time period.

### TERM PURCHASE ORDER

Term Purchase Orders will be issued for all purchases related to services or agreements that are payable yearly, quarterly or monthly and require renewal each year (e.g. Copier Rentals, Software Maintenance, and Campus Landscaping).

### SOLE SOURCE PURCHASE ORDER

Sole Source Purchase Orders will be issued for purchases that have met the terms and conditions of a 'Sole Source / Proprietary' purchase as previously described.



## ENTERING A RENEWAL PURCHASE REQUISITION

Before entering a renewal purchase requisition, you will need to retrieve the previous year's purchase requisition ID number. If you do not have a copy of the requisition containing the requisition ID number, complete the retrieve purchase order requisition steps below. **Note:** All other documents should be available for attaching to your submission and must be sent to the purchasing office.

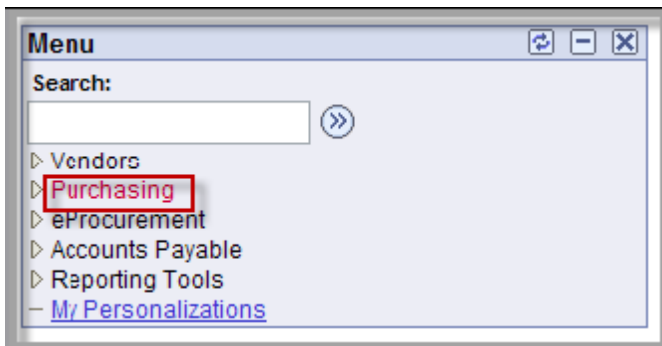
The purchase requisition should be entered exactly as the previous year using the **Copy From** feature and saved. **DO NOT APPROVE OR BUDGET CHECK THE RENEWAL REQUISITION.** The Purchasing Office will not be able to move forward on any orders that are printed and signed.

Retrieving the Requisition ID

### NAVIGATION

**Note:** Please make sure you turn off your pop-up blockers. A document on how to remove popup blockers can be found at <http://pstrain.uno.edu/docs/allowpopups.pdf>

1. Purchasing>Purchase Orders>Review PO Information>Purchase Orders



2. Enter the Purchase Order number on the Purchase Order Inquiry page and select search.

**Menu**

- Review PO Information
  - Purchase Orders**
    - Activity Summary
    - PO Accounting Entries
    - Document Tolerance Exceptions
    - Doc Tolerance Override History
    - Print POs
    - Document Status
    - EE Journal Entries
  - Reports
  - Budget Year End Processing
  - Add/Update Express POs
  - Add/Update POs
  - Approve Amounts
  - Approve ChartFields
  - Reserve PO IDs
  - Maintain Distributions
  - Dispatch POs
  - Verify Document Tolerance
  - Budget Check
  - Entry Event Request
  - Create Backorders
  - Approval Workflow
  - Effective Dated UOM PO Update
  - Receipts
  - Return To Vendor
  - Procurement Cards
  - Supplier Schedules
  - Analyze Procurement
  - Inventory
  - Sourcing
  - Engineering
  - Manufacturing Definitions

### Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Use Saved Search:

Business Unit: = UNOLF

PO ID: begins with 0000034476

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Purchase Order Reference: begins with

Ship To Location: begins with

Department: begins with

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

3. Select the Document Status link on the Purchase order Inquiry page.

**Purchase Order Inquiry**  
**Purchase Order**

Unit: UNOLF PO Status: Dispatched  
 PO ID: 0000034476 Budget Status: Valid  
 Change Order: 3

▼ Header

PO Date: 07/01/2010 Backorder Status: None  
 Vendor: KYOCERAMIT-001 Receipt: Partial  
 Vendor ID: 0000015660 [Vendor Details](#)  Hold From Further Processing  
 Buyer: Jeanne F Augustin  
 PO Type STRM PO Ref.: MEYER, PAMELA R00926

**Amount Summary**

Merchandise: 3,203.54  
 Freight/Tax/Misc.: 0.00  
 Total: 3,203.54 USD  
 Start Date 07/01/2010 End Date 06/30/2011

[Header Details](#) [All RTV](#) [Matching](#)  
[Header Comments...](#) **Document Status**  
[Change Order](#) [View Distribution Entries](#)

Select Lines To Display

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1		<a href="#">KYOCERA COPIER RENTAL</a>	00318	12.0000	MTH	2,357.28 USD	Active
2		<a href="#">OVERAGE CHARGES</a>	00318	1.0000	EA	0.01 USD	Active
3		<a href="#">OVERAGE CHARGES COLOR</a>	00318	1925.0000	EA	96.25 USD	Closed
4		<a href="#">OVERAGE CHARGES COLOR COPIES</a>	00318	15000.0000	EA	750.00 USD	Active

[Return to Search](#) [Notify](#) [Related Links](#)

4. A separate window will appear. Copy the Requisition number, which is next to the Document Type **REQ**.

## PO Document Status

## Document Status

Business Unit: UNOLF PO ID: [0000034476](#) Status: Dispatched  
 Document Date: 07/01/2010 Document Type: Purchase Order Budget Status: Valid  
 Currency: USD Amount: 3,203.54  
 Buyer: Jeanne F Augustin

## Associated Document

[Customize](#) | [Find](#) | [View All](#) | First  Last

## Documents

## Related Info



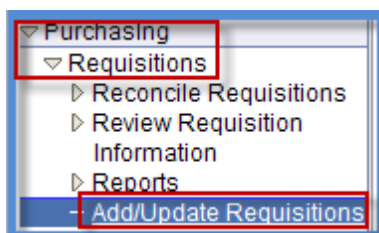
SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
	UNOLF	REQ	<a href="#">0000000926</a>	Approved	07/01/2010			
	UNOLF	Receipt	<a href="#">0000019117</a>	Received	08/30/2010	0000015660	000001	
	UNOLF	Receipt	<a href="#">0000019119</a>	Received	08/30/2010	0000015660	000001	
	UNOLF	Receipt	<a href="#">0000019121</a>	Received	08/30/2010	0000015660	000001	
	UNOLF	Receipt	<a href="#">0000020369</a>	Received	10/04/2010	0000015660	000001	
	UNOLF	Receipt	<a href="#">0000021621</a>	Received	11/03/2010	0000015660	000001	

Return to Search

- Now that you retrieved the requisition ID number close the document status window and navigate to the maintain requisitions page.

## ENTER RENEWAL

- Purchasing > Requisitions > Add/Update Requisitions



7. Select Add

**Requisitions**

Find an Existing Value | **Add a New Value**

Business Unit: UNOLF

Requisition ID: NEXT

**Add**

8. Select the **Copy From** link.

Maintain Requisitions

Requisition

Business Unit: UNOLF  
 Requisition ID: NEXT

**Copy From**

Status: Open  
 Budget Status: Not Chk'd

Hold From Further Processing

**Header**

\*Requester: E2126196  
 \*Requisition Date: 04/25/2011  
 Origin: ONL  
 \*Currency Code: USD  
 Accounting Date: 04/25/2011

Requester Info  
 Add Comments  
 Requisition Activities

**Amount Summary**

Total Amount: 0.00 USD

**Add Items From**

Purchasing Kit  
 Item Search

Catalog  
 Requester Items

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1			0.0000			0	0.00	Open

View Printable Version

\*Go to: ...More...

Save | Notify | Refresh | Add | Update/Display

9. Enter the retrieved requisition ID number in the **Requisition ID** field and select search.

## Maintain Requisitions

### Copy Requisition

**Header**

Business Unit: UNOLF

Requisition ID: 0000000926

Req Status:   Origin:

Requester:

Requester Name:

Requisition Date:   To:

Vendor SetID: UNOLF [Vendor Lookup](#)

Vendor ID:   [Vendor Details](#) Vendor Name:

Item SetID: UNOLF Item ID:

Item Description:

Department:

Direct Ship

**Requisition** [Customize](#) | [Find](#) | [View All](#) |  1 of 1

Sel	Req ID	Status	Origin	Requester
<input type="checkbox"/>				


10. Select OK.



## Maintain Requisitions


### Copy Requisition


**Header**



Business Unit: UNOLF

Requisition ID: 0000000926 



Req Status:   Origin:  


Requester:  


Requester Name:  


Requisition Date:   To:  

Vendor SetID: UNOLF [Vendor Lookup](#)

Vendor ID:   [Vendor Details](#) Vendor Name:  

Item SetID: UNOLF Item ID:  

Item Description:  

Department:  

Direct Ship

**Requisition** [Customize](#) | [Find](#) | [View All](#)  First  1 of 1  Last

Sel	Req ID	Status	Origin	Requester
<input checked="" type="checkbox"/>	<a href="#">0000000926</a>	Approved	ONL	E2178893

- 11. All lines, distribution and comment information will copy from the previous year's requisition to the new requisition.

Maintain Requisitions

Requisition

Business Unit: UNOLF Status: Open  
 Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd  
 Hold From Further Processing

**Header**

\*Requester: E2178893 Sandra Page Johnston [Requisition Defaults](#)  
 \*Requisition Date: 04/25/2011 [Requester Info](#) [Edit Comments](#)  
 Origin: ONL Online Input [Requisition Activities](#)  
 \*Currency Code: USD US Dollar  
 Accounting Date: 04/25/2011

**Amount Summary**

Total Amount: 2,357.38 USD

**Add Items From**

[Purchasing Kit](#) [Catalog](#)  
[Item Search](#) [Requester Items](#)

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		KYOCERA COPIER	12.0000	MTH	00318	196.44000	2,357.28	Open
2		OVERAGE CHARGES	1.0000	EA	00318	0.09500	0.10	Open

[View Printable Version](#)

\*Go to:



12. Select requisition defaults

Maintain Requisitions

Requisition

Business Unit: UNOLF      Status: Open  
 Requisition ID: NEXT      [Copy From](#)      Budget Status: Not Chk'd  
 Hold From Further Processing

Header

\*Requester: E2178893 Sandra Page Johnston [Requester Info](#) **Requisition Defaults**  
 \*Requisition Date: 04/25/2011 [Edit Comments](#)  
 Origin: ONL Online Input [Requisition Activities](#)  
 \*Currency Code: USD US Dollar  
 Accounting Date: 04/25/2011

Amount Summary  
 Total Amount: 2,357.38 USD

Add Items From

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		KYOCERA COPIER	12.0000	MTH	00318	196.44000	2,357.28	Open
2		OVERAGE CHARGES	1.0000	EA	00318	0.09500	0.10	Open

[View Printable Version](#)

\*Go to:

13. Enter the due date and select ok. The due date should always be the first day of the next fiscal year and select ok. (July 1 of the New Year.)

## Maintain Requisitions

### Requisition Defaults

**Business Unit:** UNOLF      **Requisition Date:** 04/25/2011  
**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.

#### Line

**Buyer:** E2137117 Jeanne F Augustin      **Unit of Measure:** MTH   
**Vendor:** 0000015660 KYOCERA MITA AMER INC      **Vendor Location:** 000001   
**Category:** 00318      [Vendor Lookup](#)

#### Schedule

**Ship To:** ALUM\_113 Alumni Affairs      **\*Distribute by:** Quantity   
**Due Date:**       **\*Liquidate by:** Quantity   
**Ultimate Use Code:**       [One Time Address](#)

#### Distribution

SpeedChart:

#### Distributions

Details			Asset Information		
Dist	Percent	GL Unit			
1	100.0000	UNOLF			

July 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

◀ Current Date ▶

14. Select OK.

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


**Business Unit:** UNOLF      **Requisition Date:** 04/25/2011  
**Requisition ID:** NEXT      **Status:** Open

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 Distributions' to apply

[Mark All](#)       [Unmark All](#)

Apply	Distrib Line	Field Name		
<input type="checkbox"/>		Buyer		
<input type="checkbox"/>		Vendor		
<input type="checkbox"/>		Category		
<input type="checkbox"/>		Unit of Meas		
<input type="checkbox"/>		Vendor Loca		
<input type="checkbox"/>		Ship To	ALUM_113	
<input type="checkbox"/>		Due Date	2011-07-01	
<input type="checkbox"/>	1	Pct	100	
<input type="checkbox"/>	1	GL Unit	UNOLF	<input type="checkbox"/>
<input type="checkbox"/>	1	Fund	101XX	<input type="checkbox"/>

Message from webpage



**Warning -- date out of range. (15,9)**

The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

15. Select **Mark All** and click **OK**.

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

**Business Unit:** UNOLF                      **Requisition Date:** 04/25/2011

**Requisition ID:** NEXT                      **Status:** Open

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 Distributions' to apply changes to all distribution lines on the requisition.

**Mark All**       [Unmark All](#)

<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>				
First  1-10 of 14 <a href="#">Last</a>				
Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>		Buyer	E2137117	
<input type="checkbox"/>		Vendor	0000015660	
<input type="checkbox"/>		Category	00318	
<input type="checkbox"/>		Unit of Measure	MTH	
<input type="checkbox"/>		Vendor Location	000001	
<input type="checkbox"/>		Ship To	ALUM_113	
<input type="checkbox"/>		Due Date	2011-07-01	
<input type="checkbox"/>	1	Pct	100	
<input type="checkbox"/>	1	GL Unit	UNOLF	<input type="checkbox"/>
<input type="checkbox"/>	1	Fund	101XX	<input type="checkbox"/>

**OK**

Cancel

Refresh

16. Select **Edit Comments**

Maintain Requisitions

Requisition

Business Unit: UNOLF      Status: Open  
 Requisition ID: NEXT      [Copy From](#)      Budget Status: Not Ch'kd  
 Hold From Further Processing

Header

\*Requester: E2178893 Sandra Page Johnston      [Requisition Defaults](#)  
 \*Requisition Date: 04/25/2011      [Requester Info](#)      **[Edit Comments](#)**  
 Origin: ONL Online Input      [Requisition Activities](#)  
 \*Currency Code: USD US Dollar  
 Accounting Date: 04/25/2011

Amount Summary

Total Amount: 2,357.38 USD

Add Items From

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status			
1		KYOCERA COPIER	12.0000	MTH	00318	196.44000	2,357.28	Open			
2		OVERAGE CHARGES	1.0000	MTH	00318	0.09500	0.10	Open			

[View Printable Version](#)

\*Go to:

17. Modify the dates within the comment box to reflect the new fiscal year along with any other information that has changed in the comment box.

### Header Comments

**Business Unit:** UNOLF      **Requisition Date:** 04/25/2011  
**Requisition ID:** NEXT      **Status:** Open

\*Sort Method:       \*Sort Sequence:      

**Comments**      [Find](#) | [View All](#)      First  Last

[Copy Standard Comments](#)

**Comment Status:** Active

FOR THE PERIOD OF JULY 1, 2010 THROUGH JUNE 30, 2011

STATE CONTRACT # 407966 COMMODITY #98526120823

EFFECTIVE DATE: 06/10/2009 - 06/30/2012 (3 YEAR CONTRACT EXPIRES 2012)

**Send to Vendor**     **Shown at Receipt**     **Shown at Voucher**

#### Associated Document

Attachment

**Email**

[From -> REQ UNOLF-0000000926](#)

18. Select OK

### Header Comments

**Business Unit:** UNOLF      **Requisition Date:** 04/25/2011  
**Requisition ID:** NEXT      **Status:** Open

\*Sort Method:       \*Sort Sequence:      

**Comments**      [Find](#) | [View All](#)      First  Last

[Copy Standard Comments](#)

**Comment Status:** Active     

FOR THE PERIOD OF JULY 1, 2010 THROUGH JUNE 30, 2011  
STATE CONTRACT # 407966 COMMODITY #98526120823  
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Send to Vendor     Shown at Receipt     Shown at Voucher

#### Associated Document

Attachment

Email

[From -> REQ UNOLF-0000000926](#)

19. Select **Save**.

**Maintain Requisitions**

**Requisition**

Business Unit: UNOLF      Status: Open  
 Requisition ID: NEXT      Budget Status: Not Chkd  
[Copy From](#)       Hold From Further Processing

Header

\*Requester: E2178893 Sandra Page Johnston [Requisition Defaults](#)  
 \*Requisition Date: 04/25/2011 [Requester Info](#) [Edit Comments](#)  
 Origin: ONL Online Input [Requisition Activities](#)  
 \*Currency Code: USD US Dollar  
 Accounting Date: 04/25/2011

Amount Summary

Total Amount: 2,357.38 USD

Add Items From

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		KYOCERA COPIER	12.0000	MTH	00318	196.44000	2,357.28	Open
2		OVERAGE CHARGES	1.0000	MTH	00318	0.09500	0.10	Open

[View Printable Version](#)

\*Go to:

**Save**    Notify    Refresh

Add    Update/Display

20. Notice the system will generate a new Requisition ID number.



21. Select View Printable Version and print the requisition. Once the requisition is printed, obtain the required signatures and forward the signed requisition to the purchasing office.

Maintain Requisitions

Requisition

Business Unit: UNOLF      Status: Open  
 Requisition ID: NEXT      Budget Status: Not Ch'kd

Hold From Further Processing

Header

\*Requester: E2178893 Sandra Page Johnston      [Requisition Defaults](#)  
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[View Printable Version](#)

\*Go to: