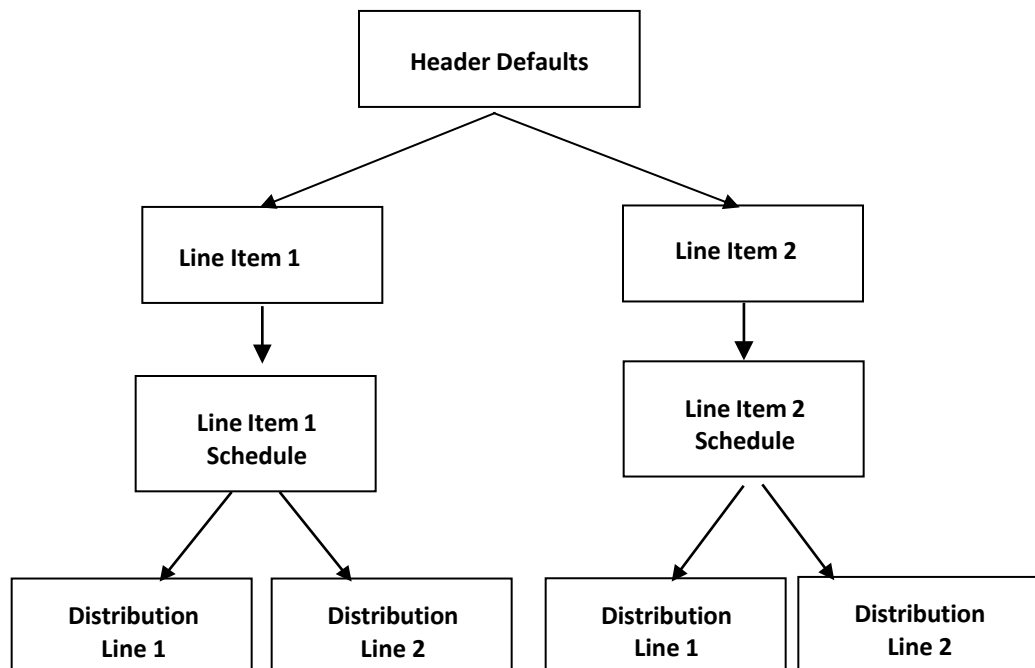


TABLE OF CONTENTS

AN OVERVIEW OF THE REQUISITION STRUCTURE.....	2
SUPPORTING DOCUMENTATION REQUIRED FOR REQUISITIONS	3
SIGNATURES REQUIRED BY PURCHASING	3
REASONS REQUISITIONS WILL BE DENIED BY PURCHASING	3
HOW TO MONITOR THE REQUISITION WORKLIST	4
HOW TO PROCESS A "DENIED" REQUISITION.....	6
HOW TO USE THE APPROVAL HISTORY	8
HOW TO CANCEL A LINE ON A REQUISITION	10
IMPORTANT: NEVER CHANGE THE AMOUNT TO ZERO BEFORE CANCELING THE LINE.	10
HOW TO CANCEL A REQUISITION	13
IMPORTANT: NEVER CHANGE THE LINE AMOUNT TO ZERO BEFORE CANCELING THE REQ.....	13
IMPORTANT: NEVER CHOOSE THE OK BUTTON	14
HOW TO CANCEL REQUISITION VIA REQUESTER'S WORKBENCH	15
HOW TO FIND THE PO NUMBER FROM THE REQUISITION	21
HOW TO PRINT THE RECEIVING REPORT	23
REQUISITION PROCEDURES.....	25
PURCHASING PROCESS OVERVIEW	26
SPECIAL RULES	29
OTHER TIDBITS.....	30
RETURNS AND EXCHANGES	31
PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY ACROSS THE DOCK.....	32
PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY NOT ACROSS THE DOCK.....	33
PROCEDURE FOR PURCHASES MADE WITHOUT A REQUISITION – DELIVERY ACROSS THE DOCK.....	33

AN OVERVIEW OF THE REQUISITION STRUCTURE

The Requisition (sometimes called Purchase Request) component of the PeopleSoft Financial System offers the flexibility to enter required fields in different ways depending upon the specific needs of the end user. Below is a summary of different pages that may be used to enter Cost Center and Account information and how that information applies to the items requested. Information flows from the highest to the lowest level of detail. For instance, information entered in the Header Defaults applies to all lines and distributions (cost centers). Information on the Line applies to all distributions for that line. Information on the Distribution Line only applies to a single line and distribution.



- Header Defaults – what applies to the whole Requisition such as the Vendor Name, Vendor Number, and Buyer Name. One cost center and account are entered in the Header Defaults because the assumption is that you are paying for the items you will be ordering from one cost center.
- Line Items – what you’re ordering such as paper and pencils. Do not have more than 10 lines on a Requisition. If there will be more than 10 lines, enter one line as “see attached quote” and attach the quote to the Requisition.
- Distribution Lines – how you’re paying for what you’ve ordered – your cost centers and accounts. The Account and Cost Center defaults in from the Header Defaults. If you are paying for your Line Item from more than one Cost Center and/or Account, add another distribution here. Navigate through the Schedule page to get to the Distribution lines.

SUPPORTING DOCUMENTATION REQUIRED FOR REQUISITIONS

1. A current quote from the vendor.
2. Good specifications. "Good" specifications include a detailed description, dimensions, quantities, etc.
3. Any forms required by the vendor.
4. Any emails or supporting documentation that would be helpful in placing the order.

SIGNATURES REQUIRED BY PURCHASING

All Requisitions where the originating department is spending Provost funds (C0061) must have the signature of the Business Coordinator for the originating department on the Requisition Coversheet. The Coversheet must be scanned and attached to the Requisition. Change the source on the Requisition to PRV which will redirect the Requisition to the Business Coordinator for PRV for approval. Choose the Provost path.

NOTE: The Business Coordinator's approval as well as any intermediate approval will be obtained electronically through the workflow process. The Business Coordinator's approval indicates all required signatures have been obtained.

REASONS REQUISITIONS WILL BE DENIED BY PURCHASING

1. The source of funds and/or account is not appropriate for the items being purchased.
2. The supporting documentation does not agree with the Requisition.
3. The documentation is not adequate to support the order.
4. Required approvals and/or signatures are missing.
5. The supporting documentation is not legible. PLEASE PRINT NAMES IF THE SIGNATURE IS NOT LEGIBLE.
6. The Business Coordinator approving the Requisition doesn't have cost center authority.
7. The wrong path has been chosen.
8. The Requisition "Comments" does not include sufficient information such as who is requesting the order, a good working phone number for the vendor, and a vendor contact name. Example: Requested by, Quote by, Phone Number
9. The Requisition has more than 10 lines.
10. The required fixed asset information is not entered in the Header Comments for fixed asset purchases.
11. Documentation that is not oriented correctly, with the ability to read top down and left-to-right, is subject to denial of the requisition.

HOW TO MONITOR THE REQUISITION WORKLIST

The Requisition Worklist is displayed on the Home Page provided it has been set up to do so. Requisitions that need processing will be displayed on the Worklist.

Step 1: Click the **View Item** hyperlink to go to the Requisition.

Source	From	Worklist Date	Accounting Date	Worklist Action	Business Unit	Requisition ID	Buyer	Short Vendor Name	Merchandise Amount	View Item
FMC	Quiroga,Lidia	08/11/2021	08/10/2021	Approval Required	00759	0000045195	CARPENTER,DEBRA A.	TREE-MENDU-001	8,600.00	View Item

Step 2: Click the Approval tab. Enter a comment in the Comment box if "Deny" has been chosen for an Approval Action. Otherwise, choose an Approval Action from the drop-down list on. The valid values are:

- a. Approve – The Requisition is approved and once the **Apply** button is clicked, the Requisition will be moved to the next step in the approval process.
- b. Deny – The Requisition is denied and once the **Apply** button is clicked, the Requisition will be routed back to the initiator's worklist and a deny email notification will automatically be sent to the initiator. If the Requisition is "Denied", a reason must be entered in the Comment box before the **Apply** button is clicked.
- c. Recycle – do not use.

[Form](#) [Schedule](#) **Approval** [Documents](#) [TIBH Verify](#)

Business Unit: 00759 **Requisition Date:** 08/10/2021
Requisition ID: 0000045195 **Status:** Open

Route To

*Please select the appropriate approval path:

- Dept/Coll/Div - Purchasing Office
- Dept/Coll/Div - OCG - Purchasing Office
- Dept/Coll/Div - Provost - Purchasing Office
- Dept/Coll/Div - UCT - Purchasing Office

Source

Department C0013

Source FMC - Fac. Mgt & Construction

Approval

Approval Instance 3796280

Approval Status Pending

Approval Action Deny

Apply

Workflow Fields

Business Unit 00759

Requisition ID 0000045195

OperID 8006861

Comment Log

08-11-21 12:27 PM : Dept/Coll/Div - Purchasing Office : Approve : Quiroga,Lidia:

Add Comment

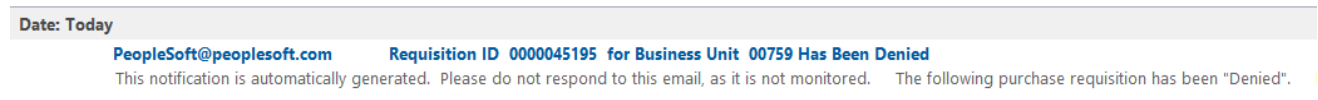
PLEASE ADD SUPPORTING DOCUMENTATION

Click the **Apply** button to process the Requisition. NOTE: Clicking the **Save** button does not do anything related to moving the Requisition through the workflow process.

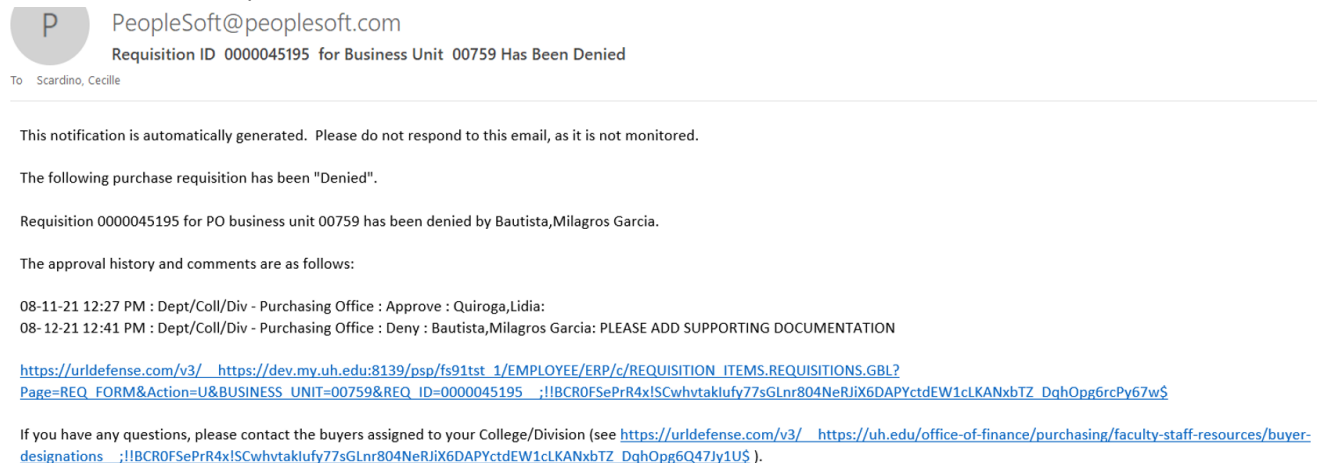
HOW TO PROCESS A "DENIED" REQUISITION

If a Requisition has been given an Approval Status of "Deny", an automated email will be sent to the originator of the Requisition. The Requisition will also move to the originator's Requisition worklist. The Requisition is updatable by the originator only and can be corrected and re-entered into the workflow process.

The deny email looks like this in the Outlook Inbox:



When the email is opened, it looks like this:



As you can see, a hyperlink is provided. Click on the hyperlink and the PeopleSoft sign on page will be displayed. Then you can navigate to the Requisition page. If PeopleSoft is already up, when you click the hyperlink, the Requisition page will be displayed automatically – no navigation is needed.

In addition to an automated email, the denied Requisition moves to the originator's Requisition worklist. This is what the worklist looks like:

Source	From	Worklist Date	Accounting Date	Worklist Action	Business Unit	Requisition ID	Buyer	Short Vendor Name	Merchandise Amount	View Item
FMC	Bautista, Milagros Garcia	08/12/2021	08/10/2021	Approval Denied	00759	0000045195	CARPENTER, DEBRA A.	TREE-MENDU-001	8,600.00	View Item

Notice the Worklist Action states "Approval Denied". Click the **View Item** hyperlink to access the Requisition.

Step 1: Click the Approval Tab. Read the Comment Log to know what needs to be corrected on the Requisition. Make the requested corrections click the **Save** button and re-budget check the Requisition. Then navigate back to the Approval page.

Step 2: Change the Approval Action to "Approve" once the corrections have been made to the Requisition and click the **Apply** button. The Requisition has been re-entered into workflow.

Form | Schedule | **Approval** | Documents | TIBH Verify

Business Unit: 00759 **Requisition Date:** 08/10/2021
Requisition ID: 0000045195 **Status:** Open

Route To
*Please select the appropriate approval path:
 Dept/Coll/Div - Purchasing Office
 Dept/Coll/Div - OCG - Purchasing Office
 Dept/Coll/Div - Provost - Purchasing Office
 Dept/Coll/Div - UCT - Purchasing Office

Source
Department C0013
Source FMC - Fac. Mgt & Construction

Workflow Fields
Business Unit 00759
Requisition ID 0000045195
OperID 8006861

Approval
Approval Instance 3796280
Approval Status Denied
Approval Action Approve
Apply

Comment Log
08-11-21 12:27 PM : Dept/Coll/Div - Purchasing Office : Approve : Quiroga,Lidia:
08-29-21 08:41 PM : Dept/Coll/Div - Purchasing Office : Deny : Bautista,Milagros Garcia: PLEASE ADD SUPPORTING DOCUMENTATION

HOW TO USE THE APPROVAL HISTORY

The Approval History listed on the Approval tab provides the status of the Requisition along the current approval path. A complete list of comments entered in the Comment Log box is also displayed:

Form
Schedule
Approval
Documents
TIBH Verify

Business Unit: 00759

Requisition ID: 0000045024

Requisition Date: 07/12/2021

Status: Approved

Route To

*Please select the appropriate approval path:

- Dept/Coll/Div - Purchasing Office
- Dept/Coll/Div - OCG - Purchasing Office
- Dept/Coll/Div - Provost - Purchasing Office
- Dept/Coll/Div - UCT - Purchasing Office

Source

Department C0166

Source OIE - Office of Inst. Eff. ▼

Workflow Fields

Business Unit 00759

Requisition ID 0000045024

OperID 0154026

Approval

Approval Instance 3781861

Approval Status Approved

Approval Action ▼

Comment Log

07-12-21 11:40 AM : Dept/Coll/Div - Purchasing Office : Approve : Ortiz,Veronica R:
 07-19-21 09:52 AM : Dept/Coll/Div - Purchasing Office : Approve : Black,Lea June:
 07-19-21 12:05 PM : Dept/Coll/Div - Purchasing Office : Approve : August,Kimberly L:

Add Comment

Approval History

Step	Status	Date/Time Stamp	User ID	Name
	Initiated	07/12/21 11:40:28AM	0154026	Ortiz,Veronica
Step 1	Approved	07/19/21 9:52:48AM	1144133	Black,Lea June
Step 2	Approved	07/19/21 12:05:22PM	0929250	August,Kimberly L



Note the data listed under the Approval History:

Step – this refers to each step of the approval process according to the "Route To" path chosen.

Status – the status of the Requisition at each step in the path. The values are:


- **Initiated** the Requisition has been created
- **Approved** the Requisition has been approved and moved to the next step of the workflow process
- **Denied** the Requisition has been denied and routed back to the originator
- **Pending** the approval action has not been selected for the Requisition in this step of the workflow process (Requisition is waiting on the worklist)Skippedthe Requisition has skipped a step in the approval process

Date/Time Stamp – This is the date and time stamp of the approval action.

User ID – This is the EMPL ID of the person choosing the approval action along the approval path.

Name – This is the name of the person choosing the approval action along the approval path.

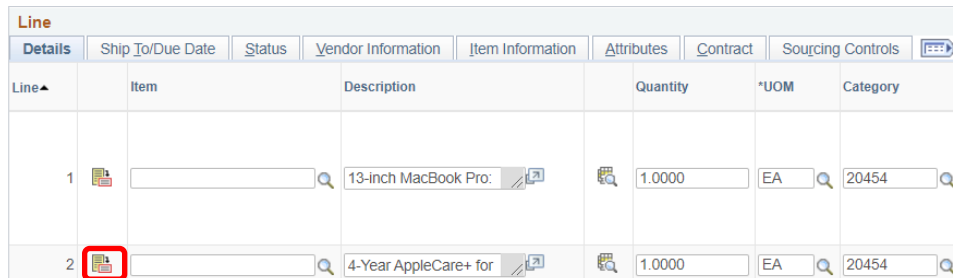
HOW TO CANCEL A LINE ON A REQUISITION







To cancel a line on a requisition, the requisition must have a Budget Status of “Valid” and must be on your worklist. Once it has left the originator, the line cannot be cancelled unless the requisition is denied back to the originator because only the originator can cancel the line. If the requisition has not been budget checked yet, simply delete the line by clicking on the negative sign  at the end of the line.

IMPORTANT: NEVER CHANGE THE AMOUNT TO ZERO BEFORE CANCELING THE LINE.


In our example, we will cancel line 2 – Pencil Sharpener on the requisition.

Step 1: Click the Line Details icon  next to line 2.



Line								
Details	Ship To/Due Date	Status	Vendor Information	Item Information	Attributes	Contract	Sourcing Controls	
Line	Item	Description	Quantity	*UOM	Category			
1		13-inch MacBook Pro: 	 1.0000	EA	20454			
2		4-Year AppleCare+ for 	 1.0000	EA	20454			



The Line Details page opens for Line 2.



Step 2: Click on the Cancel  icon.

Maintain Requisitions

Details for Line 2

Requisition ID: 0000045211 Item: 4-Year AppleCare+ for Schools
Line: 2

Line Details			
Buyer:	<input type="text" value="0078194"/> 	Line Status:	Open 
Buyer Name:	Carpenter,Debra A Buyer Information	Amount Summary	
Category Code:	20454 View Hierarchy	Merchandise Amt:	249.00 USD
Category ID:	MICROCOMPU	Document Base Amount:	249.00 USD
Description:	MICROCOMPUTERS, HANDHELD, LAPT		

*Transaction Item Description:
  

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

- ▶ Vendor Information
- ▶ Item Information
- ▶ Attributes
- ▶ Contract
- ▶ Sourcing Controls

A warning message appears. Click the **Yes** button.


Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Add/Update Requisitions

UHS FINANCE

Canceling a line will also cancel its schedule(s) and distribution(s), Proceed? (10100,136)

After a Line is Canceled and the Requisition is saved, the Line cannot be changed again.





The line is now marked “Canceled” and the budget status has been set to “Not Checked”. Click the Budget Check  icon to return funds to the cost center.

Form | Schedule | Approval | Documents | TIBH Verify

Maintain Requisitions

Requisition

Business Unit: 00759 Status: Open 

Requisition ID: 0000045211 Budget Status: **Not Chkd** 

Requisition Name: 0000045211 Hold From Further Processing

Header

*Requester: 1040486 Calderon, Martin H Requisition Defaults
 *Requisition Date: 08/11/2021 Requisition Info
 Origin: 000 ALL UHCL Requisition Activities
 *Currency Code: USD DEPARTMENTS Document Status
 Accounting Date: 08/11/2021

Amount Summary

Total Amount: 1,363.00 USD
 Pre-Encumbrance Balance: 1612.00 USD

Select Lines To Display

Line: To: Retrieve

Add Items From

Purchasing Kit Catalog
 Item Search Requisition Items


Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		13-inch MacBook Pro	1.0000	EA	20454	1,363.0000	1,363.00	Open
2		4-Year AppleCare+ for Schools - 13-inch MacBook Pro, Apple M1 chip (no service fees)	1.0000	EA	20454	249.00000	249.00	Canceled

The budget status will change to “Valid”. The funds have been returned to the cost center.

Form | Schedule | Approval | Documents | TIBH Verify

Maintain Requisitions

Requisition

Business Unit: 00759 Status: Open 

Requisition ID: 0000045211 Budget Status: **Valid**

Requisition Name: 0000045211 Hold From Further Processing

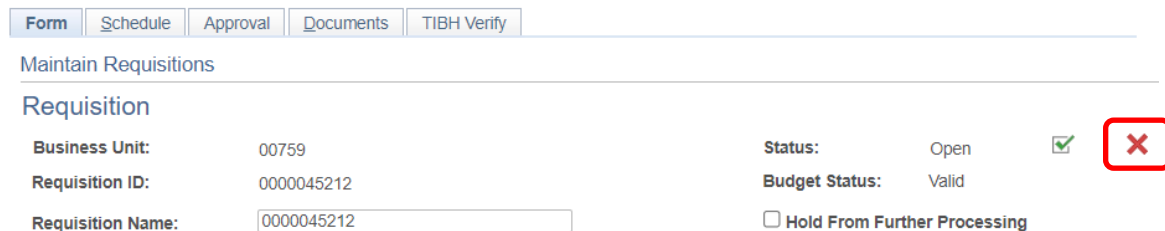
HOW TO CANCEL A REQUISITION

To cancel a requisition, the requisition must have a Budget Status of “Valid” and must be on the originator’s worklist. Once it has left the originator, the requisition cannot be cancelled unless the requisition is denied back to the originator because only the originator can cancel the requisition.

To cancel a requisition, each line on the requisition DOES NOT need to be cancelled.

IMPORTANT: NEVER CHANGE THE LINE AMOUNT TO ZERO BEFORE CANCELING THE REQ.

Step 1: Click the Cancel icon to cancel the requisition. Only the originator can cancel a **budget checked** requisition.

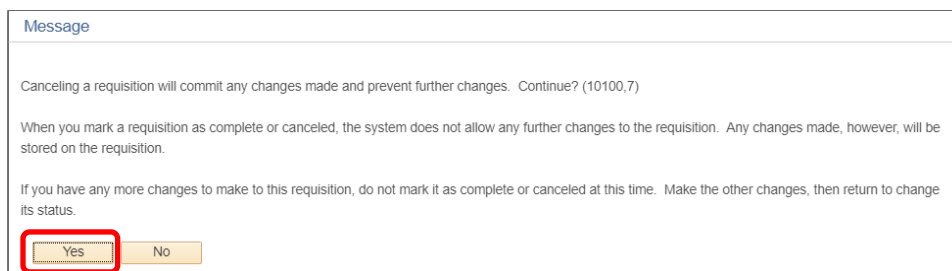


The screenshot shows the 'Maintain Requisitions' interface. At the top, there are tabs for 'Form', 'Schedule', 'Approval', 'Documents', and 'TIBH Verify'. Below the tabs, the 'Requisition' section displays the following information:

Business Unit:	00759	Status:	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Requisition ID:	0000045212	Budget Status:	Valid		
Requisition Name:	<input type="text" value="0000045212"/>			<input type="checkbox"/>	Hold From Further Processing

The 'Cancel' icon (a red 'X' in a square) is highlighted with a red box.

Step 2: Click the **Yes** button to the warning message that is displayed.



The screenshot shows a 'Message' dialog box with the following text:

Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

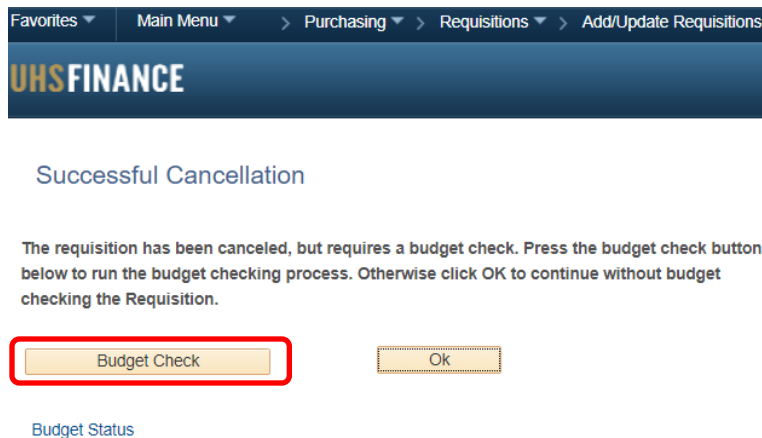
When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.

At the bottom of the dialog box, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

Step 3: Click the **Budget Check** button when prompted by the Successful Cancellation message. Budget checking the cancellation will return the funds to the cost center.

IMPORTANT: NEVER CHOOSE THE OK BUTTON.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Add/Update Requisitions

UHS FINANCE

Successful Cancellation

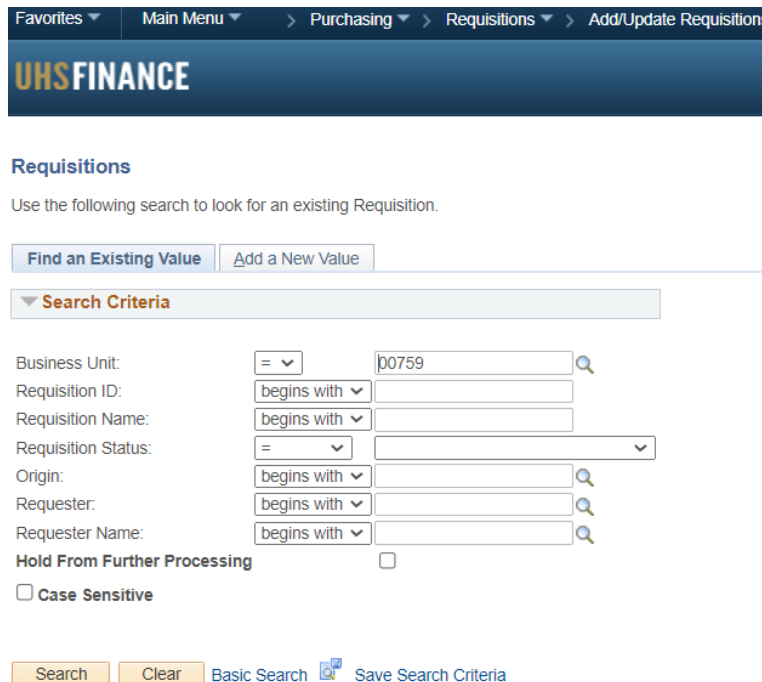
The requisition has been canceled, but requires a budget check. Press the budget check button below to run the budget checking process. Otherwise click OK to continue without budget checking the Requisition.

Budget Check **OK**

[Budget Status](#)

The page is returned to the Search page once the budget check is complete. This means the requisition has been cancelled. To see the requisition information, review it under:

REQUISITIONS – REVIEW REQUISITION INFORMATION – REQUISITIONS.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Add/Update Requisitions

UHS FINANCE

Requisitions

Use the following search to look for an existing Requisition.

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

▼ **Search Criteria**

Business Unit: = ▾ p0759 🔍

Requisition ID: begins with ▾

Requisition Name: begins with ▾

Requisition Status: = ▾


Origin: begins with ▾ 🔍

Requester: begins with ▾ 🔍

Requester Name: begins with ▾ 🔍

Hold From Further Processing

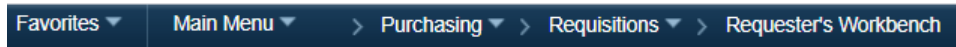
Case Sensitive

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

HOW TO CANCEL REQUISITION VIA REQUESTER'S WORKBENCH

A requisition must have a **VALID** budget status before it can be canceled.

1. Navigate to the **Requester's Workbench**.



2. Click the **Search** button. Select **"REQ_CANCEL"** WorkBench ID.

Requester's WorkBench

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

Business Unit:

WorkBench ID:

Description:

Case Sensitive

Search Results

View All First 1-5 of 5 Last

Business Unit	WorkBench ID	Description
00759	1	REQ_CLOSE1
00759	2	CLOSE_REQ
00759	CLOSE_REQ	CLOSE REQUISITION
00759	REQWORKBEN	requisition
00759	REQ_CANCEL	REQ_CANCEL

Find an Existing Value | Add a New Value

- Enter the **Requisition ID**. You can add criteria based on *Status*, *Sourcing*, *Encumbrance*, or *ChartFields* information. Click the **Search** button.

Requester's Workbench

Filter Options

Business Unit: 00759 **WorkBench ID:** REQ_CANCEL
Description: REQ_CANCEL

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition: **To:**

Requisition Name:

Req Date: **Until:**

Activity Date: **To:**

Due Date: **To:**

Vendor ID:

Item ID:

Requester:

Status

- Open Approved Lines Approved
 Pending Appr Canceled Denied

Sourcing

- Partially or Fully Sourced

Encumbrance

- Open Pre-encumbrances

ChartFields

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

GL Unit	Account	Alt Acct	Dept	Program	Fund	Bud Ref
<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>

[Return to Requester's Workbench](#)



4. Select the requisition by checking the checkbox. Click the **Cancel** button.

Requester's Workbench

Business Unit: 00759 WorkBench ID: REQ_CANCEL
 *Description: REQ_CANCEL

Select Reqs for Further Processing

List of Requisitions										
Requisition ID	Doc. Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines	
<input checked="" type="checkbox"/> 0000044057		Open	N	Valid	09/29/2020	09/29/2020	Goucher, Jennifer Erwin			

Select All Clear All

Action:

Go To: [Set filter options](#) [View Processing Results](#)

5. If the requisition is qualified for the selected *Action* (ie. **Cancel**, **Budget Check**), it will display on the *Qualified section*. If displayed on the *Not Qualified section*, click on the icon under *Log* column for the reason. Click the **Yes** button to proceed.

Requester's Workbench

Processing Results

Business Unit: 00759 WorkBench ID: REQ_CANCEL
 Description: REQ_CANCEL

Select Reqs for Further Processing

Accounting Date for Action: 01/28/2021

Update Budget Date Equal to Accounting Date

Not Qualified	
Requisition ID	Log

Qualified			
Requisition ID	Line	Sched	Distrib Line
0000044057			

Proceed: [Return to Requester's Workbench](#)



- Click the **Yes** button to continue.

Requester's Workbench
Processing Results

Business Unit: 00759 WorkBench ID: REQ_CANCEL
Description: REQ_CANCEL

Select Reqs for Further Processing

Accounting Date for Action: 01/28/2021
 Update Budget Date Equal to Accounting Date

Not Qualified	
Requisition ID	Log

Qualified			
Requisition ID	Line	Sched	Distrib Line
0000044057			

Message
Continue to Cancel Reqs (10109,6)

Proceed: [Return to Requester's Workbench](#)

- Once cancelation is processed, the page will navigate back to the *Requester's Workbench* page. The requisition needs to be re-budget checked to release the fund back to the cost center. Select the requisition by checking the checkbox. Click the **Budget Check** button.

Requester's Workbench


Business Unit: 00759 WorkBench ID: REQ_CANCEL
*Description: REQ_CANCEL

Select Reqs for Further Processing

List of Requisitions									
Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/> 0000044057		Canceled	N	Not Chk'd	09/29/2020	01/28/2021	Goucher, Jennifer Erwin		

Action:

Go To: [Set filter options](#) [View Processing Results](#)


8. If the requisition is qualified for the selected *Action* (ie. **Cancel**, **Budget Check**), it will display on the *Qualified* section. If displayed on the *Not Qualified* section, click on the  icon under *Log* column for the reason. Click the **Yes** button to proceed.


Requester's Workbench
Processing Results

Business Unit: 00759 WorkBench ID: REQ_CANCEL
Description: REQ_CANCEL



Select Reqs for Further Processing

Accounting Date for Action: 01/28/2021

Not Qualified	
Requisition ID	Log
	

Qualified			
Requisition ID	Line	Sched	Distrib Line
0000044057			

Proceed: Yes No [Return to Requester's Workbench](#)

 Notify  Refresh


9. Click the **Yes** button to continue.


Requester's Workbench
Processing Results

Business Unit: 00759 WorkBench ID: REQ_CANCEL
Description: REQ_CANCEL



Select Reqs for Further Processing

Accounting Date for Action: 01/28/2021

Not Qualified	
Requisition ID	Log
	

Qualified			
Requisition ID	Line	Sched	Distrib Line
0000044057			

Proceed: Yes No [Return to Requester's Workbench](#)

 Notify  Refresh

Message

Continue to Budget Check Reqs. (10109,50)

Yes
No

10. Once budget checking is done, the page will navigate back to the *Requester's Workbench* page. The *Requisition Status* displays **Canceled** and the *Budget Status* displays **Valid**.

Requester's Workbench

Business Unit: 00759 WorkBench ID: REQ_CANCEL
 *Description: REQ_CANCEL

Select Reqs for Further Processing

List of Requisitions									
Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/>	0000044057		Canceled	N	Valid	09/29/2020	01/28/2021	Goucher, Jennifer Erwin	

Action:

Go To: [Set filter options](#) [View Processing Results](#)

The requisition is now canceled.

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Add/Update Requisitions

UHS FINANCE

Requisitions

Use the following search to look for an existing Requisition.

▼ Search Criteria

Business Unit: [=] 00759 🔍
 Requisition ID: [begins with] 0000044057
 Requisition Name: [begins with]
 Requisition Status: [=]
 Origin: [begins with] 🔍
 Requester: [begins with] 🔍
 Requester Name: [begins with] 🔍

Hold From Further Processing
 Case Sensitive

[Basic Search](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

HOW TO FIND THE PO NUMBER FROM THE REQUISITION

Step 1: Navigate to the Requisition Document Status page as follows:

PURCHASING – REQUISITIONS – REVIEW REQUISITION INFORMATION –REQUISITIONS

Step 2: Enter the Requisition Number in the “Requisition ID” and “To Req” fields and click the **OK** button.

Navigation: Favorites > Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

UHS FINANCE

Requisition Inquiry

Business Unit: 00759

Requisition ID: 0000045023 **To Req:** 0000045023

Requisition Name:

Req Status: Origin:

Requester:

Requester Name:

Requisition Date: To:

Vendor SetID: 00797 Vendor Lookup

Vendor ID: Vendor Details

Vendor Name:

Item SetID: 00797

Item ID:

Item Description:

Department:

Step 3: Click the “Status” tab. Drill down to the PO by clicking on the “P” hyperlink under “On PO”. If there is no hyperlink under “On PO”, then the requisition has not been sourced to a Purchase Order yet.

Requisitions

Req Inquiry					
Details		Status			
Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO
00759	0000045023	0000045023	↓		Y



The Requisition to Purchase Order List page is displayed listing the PO Number:

Requisition to Purchase Order List

Unit: 00759 Req ID: 0000045023

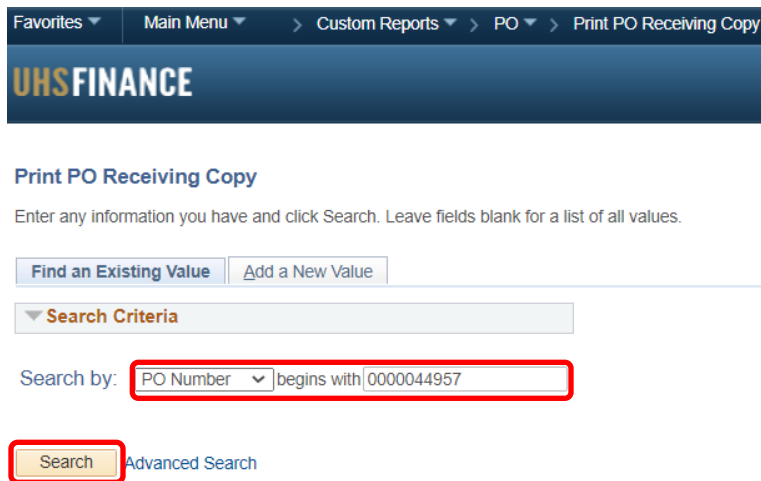
Purchase Order Details												
Line	Sched	Dist		Direct Ship	Purchase Order	Line	Schedule	Dist	Status	Due Date	Item ID	Description
1	1	1	Processed		0000044957	1	1	1	Dispatched	08/04/2021		Polo SM-XL
2	1	1	Processed		0000044957	2	1	1	Dispatched	08/04/2021		Polo 2XL
3	1	1	Processed		0000044957	3	1	1	Dispatched	08/04/2021		Polo 4XL
4	1	1	Processed		0000044957	4	1	1	Dispatched	08/04/2021		Oxford SM-XL
5	1	1	Processed		0000044957	5	1	1	Dispatched	08/04/2021		Oxford 2XL
6	1	1	Processed		0000044957	6	1	1	Dispatched	08/04/2021		Oxford 3XL
7	1	1	Processed		0000044957	7	1	1	Dispatched	08/04/2021		Oxford 4XL
8	1	1	Processed		0000044957	8	1	1	Dispatched	08/04/2021		Shipping
9	1	1	Processed		0000044957	9	1	1	Dispatched	08/04/2021		Set up fee

Return

HOW TO PRINT THE RECEIVING REPORT

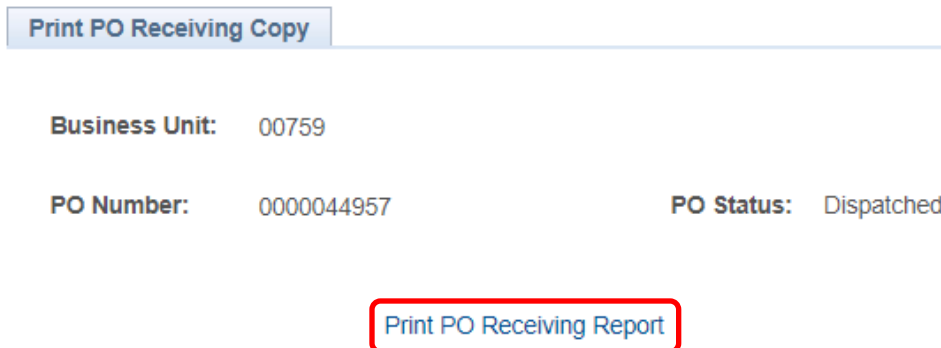
Step 1: Navigate as follows: CUSTOM REPORTS – PO – PRINT PO RECEIVING COPY

Step 2: Change “Search by” to Purchase Order. Enter the PO Number in the “begins with” field. Click the **Search** button.



The Print PO Receiving Copy page is displayed.

Step 2: Click the **Print PO Receiving Report** hyperlink.





The Receiving Report opens in a new internet window.

Receiving Report - Internal Use Only

University of Houston - Clear Lake

PHONE: (281)283-2150
FAX: (281)283-2156
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

SOUTH COAST PROMOTIONS INC
PMB 486
21175 State Highway 249
Houston TX 77070-1655
USA

Purchase Order E0759 - 0000044957	Date 07/19/2021	Revision
Payment Terms Net 30	Freight Terms SHIPPING POINT	Ship Via COMMON
Buyer 1151587 Das, Tripti		Fiscal Year 2021

Ship To: ATTN: RECEIVING DOCK
2700 BAY AREA BLVD
HOUSTON TX 77058
USA
Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Vendor: 0000157354

Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield 1	Dist Amt	Location	Req ID
Line-Schd	Item	Description			Quantity	UOM	PO Price	Ext. Amt	Due Date
53100	2064	C0166	D1256	NA	BP2021	EA	224.91	CB1604	0000045023
1-1		Polo SM-XL			9.00		24.99	224.91	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

Ladies Style - Gray (1 Large, 1 medium) Blue (1 Medium, 2 Small) Men's style - Gray (2 Large, 1 XL) Blue (1 XL)

53100	2064	C0166	D1256	NA	BP2021	EA	103.96	CB1604	0000045023
2-1		Polo 2XL			4.00		25.99	103.96	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

Ladies style - Blue (1) Men's style - Gray (2) Blue - (1)

53100	2064	C0166	D1256	NA	BP2021	EA	28.99	CB1604	0000045023
3-1		Polo 4XL			1.00		28.99	28.99	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

Blue

53100	2064	C0166	D1256	NA	BP2021	EA	233.91	CB1604	0000045023
4-1		Oxford SM-XL			9.00		25.99	233.91	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

Ladies style - Gray (1 Small) Blue (1 Large, 2 Medium) Men's style - Gray (1 XL) Blue (2 Large, 2 XL)

53100	2064	C0166	D1256	NA	BP2021	EA	53.98	CB1604	0000045023
5-1		Oxford 2XL			2.00		26.99	53.98	08/04/2021

Quantity Received _____ **Date Received** _____ **Signature** _____

REQUISITION PROCEDURES

Originator	<ol style="list-style-type: none"> 1. Create and save the Requisition in PeopleSoft. 2. Electronically attach the required supporting documentation for the Requisition. NOTE: If the originating department is spending Provost funds (and is not PRV Source), print the Requisition Coversheet, obtain the Business Coordinator signature, and scan and attach the signed Requisition Coversheet. Then change the Source to PRV, choose the Provost path and enter the Requisition into workflow. If a computing item is being purchased from a contract and grant cost center, print the Requisition Coversheet, obtain UCT's signature, and scan and attach the signed Requisition Coversheet. Then choose the OCG (Contract and Grants) path and enter the Requisition into Workflow. 3. Budget Check the Requisition. If the Requisition fails budget check, contact the Business Coordinator for resolution. The Budget Status must be "Valid" before it can be entered into workflow. 4. Select the appropriate workflow path and choose "Approve" and "Apply" on the Approval tab to enter the Requisition into workflow.
College/Division Approver	<ol style="list-style-type: none"> 5. Monitor the Requisition Worklist reviewing each Requisition along with the supporting documentation before approving. 6. Approve the Requisition by selecting "Approve" and "Apply" on the Approval tab.
Intermediate Approver	<ol style="list-style-type: none"> 7. Monitor the Requisition Worklist reviewing each Requisition along with the supporting documentation. 8. Approve the Requisition by selecting "Approve" and "Apply" on the Approval tab.
Purchasing	<ol style="list-style-type: none"> 9. Monitor the Requisition worklist reviewing each Requisition along with the supporting documentation. 10. Approve the Requisition by selecting "Approve" and "Apply" on the Approval tab.

PURCHASING PROCESS OVERVIEW

The Purchasing Process usually begins with a Requisition – but not always. The Requisition will list what you intend to purchase and will take funds from your cost center and set them aside for the purchase. The Requisition is not a definite commitment to make the purchase until it is turned into a Purchase Order (PO) by the Purchasing department. At the time the requisition is turned into a PO, you have a contract with the vendor to purchase the items that are ordered. Once the goods have been received, the Accounts Payable department will turn the PO into a Voucher which will create the expense against the cost center and a check will be created to pay the vendor for the items ordered and received.

There are five ways to make purchases on behalf of the University:

1. **Requisition** – a requisition is a PeopleSoft transaction that lists the items you would like to order. The requisition is sent to Purchasing via workflow.
2. **Voucher** – a voucher is a PeopleSoft transaction that pays an invoice. Usually you have already received the goods and have an invoice from the vendor or you are paying for the item being purchased at the same time you are ordering it (i.e. registration, subscription, or membership). The Voucher is sent to Accounts Payable via workflow.
3. **P Card** (Procurement Card) – a university credit card. You will reallocate expenses in the bank credit card system (currently GCMS with Citibank) in accordance with the procedures and deadlines set forth by Procurement. For cardholders that cannot meet this deadline, the transactions will be charged to the cardholder's default cost center at the time Accounts Payable pays the University bill. In that case, a journal entry must be processed to properly reallocate the transactions for that billing cycle.
4. **IDT** (Interdepartmental Transfer) – Purchases can be made from specific university departments including University Copy Services, Mail Room, Bookstore, FMC (Facilities Management), and UCT (University Computing). Each department has their own form to complete.
5. **Contract** – used for the purchase of services for the University.

Purchases on a Requisition

1. Any goods or service over \$1000 except memberships, registrations, and subscriptions.
2. Bottled Water
3. Advertisements, however if the vendor only takes a credit card, use a P Card instead. Obtain approval from the Communications Office or the Human Resources Office.
4. Printing if not done by the University Copy Services.
5. Maintenance Agreements
6. Any order paid with state funds regardless of dollar amount. If you have an order being purchased with state funds, contact the Purchasing Office at x2150 for assistance.
7. Purchases from \$500 - \$1000 that require a hard copy of the Purchase Order (PO) to place the order.

NOTE: Any purchase under \$1000 that is not paid from state funds can also be made on a P Card.

Purchases on a Voucher

1. Any goods less than \$1000. You will have an invoice or receipt for this.
2. Subscriptions regardless of dollar amount. You will include a subscription form with this.
3. Registrations regardless of dollar amount. You will include a registration form with this.
4. Membership Fees regardless of dollar amount. You will include a membership form with this.

P Card

Use a P Card to make purchases that are allowed within the purchasing guidelines. Purchases made with the P Card are limited to \$1,000 per transaction. Exceptions to the \$1,000 limit are transactions for memberships, registrations, and subscriptions. DO NOT ask the vendor to split the charges to circumvent this limit. For additional information, please contact Purchasing at ext. 2150.

Examples of acceptable purchases include:

1. Books and Video Tapes
2. Automobile Repair Parts
3. Small Tools and Hardware
4. Office Supplies
5. Meals - Candidate meals and business lunches. This **does not** include travel per diem meals.
6. Neumann Library may use P Card for Library supplies including on-line articles, information, etc.
7. Software or computer related items. This must be approved by UCT **before** purchase.
8. Computer Hardware (monitors, CPU's, printers, etc.). This must be approved by UCT **before** purchase.

9. Controlled Assets – These items include computers, tablets, iPads, cameras, and projectors over \$500. This must be approved by UCT **before** purchase.
10. Advertisements under \$1000 with approval from the Communications Office.
11. Marketing items with approval from the Communications Office.

All approval documentation must be uploaded along with the invoice or receipt for each transaction. Advertising transactions must include a copy of the ad.

Examples of unacceptable Purchases include:

- Any purchase using state funds
- Alcoholic beverages
- Capital equipment (unit value is \$5,000 and above)
- Consulting services
- Fuel
- Independent contractors
- Orders that require written confirmation or signature (purchase order)
- Personal items
- Service contracts (labor only)
- Temporary personnel
- Travel expenses (airlines, car rentals, hotels, meals, etc.)

NOTE: P Cards cannot be used if you are paying from state (Fund 1xxx) funds.

IDT's (Interdepartmental Transfers)

1. Copy Services – produces business cards, letterhead, envelopes, NCR forms, posters, and banners. Also provides graphic design as well as other custom printing. If Copy Services can fulfill your printing needs, order your printing through them. If your printing needs cannot be fulfilled by Copy Services, process a requisition.
2. Mail Room – handles any postage and mailing needs
3. Bookstore – any purchase under \$500 not paid from state funds.
4. FMC repairs – access the FMC website to process work orders for repairs.
5. UCT – repairs on computing equipment. Some software and hardware can also be purchased via an IDT but check with your Business Coordinator or UCT first.

SPECIAL RULES

1. **Purchases less than \$1,000** – When possible use a P Card or a voucher for purchases under \$1,000.
2. **Purchases for more than \$1,000 but less than \$5,000** – Process a requisition for purchases more than \$1,000 but less than \$5,000. You may recommend a vendor. Purchasing can call the recommended vendor to place the order. Purchasing always has the option to send any order “out for bid” at their discretion. For Federal funds, any purchases over \$3,000 must “go out to bid”.
3. **Purchases for more than \$5,000 but less than \$25,000** – If your purchase is more than \$5,000 but less than \$25,000, the order must “go out to bid”. You will process a Requisition and can recommend a vendor. Once Purchasing receives your Requisition via workflow, they will ask for telephone or fax bids from vendors and will make the decision whether to go with the vendor you recommended or the vendor they select based on the bid process and order requirements you’ve submitted on the Requisition. The bid process takes approximately 10 days. Once the vendor has been selected, Purchasing will create the Purchase Order and place the order.
4. **Purchases for more than \$25,000** - If your purchase is more than \$25,000, the order must “go out to bid”. You will process a Requisition and can recommend a vendor. Once Purchasing receives your Requisition via workflow, a formal bid will be done. This bid process must include two HUB (Historically Underutilized Business) vendors. Purchasing will make the decision whether to go with the vendor you recommended or the vendor they select based on the bid process and order requirements you’ve submitted on the Requisition. Purchasing may also decide to post the bid request on the Electronic State Business Daily website for a minimum of 14 days (less for emergency purchases). The entire bid process takes approximately 3 – 4 weeks. Once the vendor has been selected, Purchasing will create the Purchase Order and place the order.

OTHER TIDBITS

Blanket Order

A blanket order is a Purchase Order (PO) issued for an extended time period to permit repeated purchases of clearly defined goods or services at a negotiated price. Blanket orders typically indicate an estimated usage during the period of coverage. An example of a blanket order is Bottled Water order for the year.

Contracts

A contract is an agreement by two or more individuals and/or entities specifying obligations for which each individual and/or entity agrees to be held accountable. An example of a contract is speaker agreements or vendor workshops.

WEBSITES

For additional information related to Procurement and P Cards, please access the [Procurement and Contracts](#) on the UHCL website.

RETURNS AND EXCHANGES

Items Purchased on Purchase Order

Department	<ol style="list-style-type: none"> 1. Notify Dock of item to be returned or exchanged. 2. Specify if there is to be a credit or exchange. 3. Email the Purchasing mailbox (UHCL Procurement) with information on return/exchange. <p>NOTE: Department incurs the cost for the shipping unless the product is damaged.</p>
Dock	<ol style="list-style-type: none"> 4. Pick up item to be returned or exchanged. 5. Complete the Return/Exchange Form and either mail item back or vendor will pick up. Dock handles return if item is sent regular UPS. Charge is made via the SCR process. 6. Upload the Return/Exchange Form to the PO. Email the form to the Purchasing mailbox and the Accounts Payable mailbox. 7. File the Return/Exchange Form.
Purchasing	<ol style="list-style-type: none"> 8. Run the PO Status Report to see if the line has been paid. If the line has been paid, notify the department to get a credit from the vendor. If the line has not been paid, do the following: <ul style="list-style-type: none"> • <u>Exchange</u> – create a PO Change Order, place the order, and generate another PO copy reflecting the change. • <u>Return</u> – cancel the line on the PO and generate another PO copy. 9. Then normal processing is followed.

Purchases made without a Requisition

Department	<ol style="list-style-type: none"> 1. Notify Dock of item to be returned. Handle details of return or exchange with the vendor.
Dock	<ol style="list-style-type: none"> 2. Pick up item to be returned or exchanged. 3. Complete the Return/Exchange Form and either mail item back or vendor picks up item. Dock handles return if item is sent regular UPS. Charge is made via the SCR process. NOTE: Department incurs the cost for shipping unless the product is damaged. 4. File the Return/Exchange Form.

PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY ACROSS THE DOCK

Department	1. Create Requisition
Purchasing	2. Turn the Requisition into a PO and place the order. 3. Sends copy of the Receiving Report via email to the Dock. Print one copy of the PO for the Department. The need for other copies will be determined on a case by case basis.
Dock	4. Print Receiving Report from Purchasing’s email. File by Vendor Name and PO#. Enter data in PO Log Book. 5. Goods are delivered to the Dock. All UHCL ordered packages will be opened and the contents verified before delivery to the recipient department. Packages that appear to be personal will not be opened. Recipients of personal items will be accountable for acceptance of items by signing a Personal Delivery slip. 6. Pull the copy of the Receiving Report and match it to the delivery. If OK, enter data in the Receiving Log Book and place Receiving Report along with the goods on shelf for delivery. If not OK, call the vendor. 7. Make delivery to department. The Receiving Dock will attempt delivery of packages (regardless of source i.e. Purchase Order, P- Card, etc.) 3 times. After 3 attempts, an email will be sent to the appropriate Business Coordinator to determine the next course of action. If a request is made for an item to not be delivered and to be left on the dock for 5 days or more, a Receiving Report must be signed by the recipient department upon request so that paperwork may be processed for the Purchasing and Accounts Payable departments. 8. Get departmental signature on Receiving Report. NOTE: A copy will not be left with the department. 9. Scan and upload the signed Receiving Report to the PO. This will be done within 24 hours after the departmental signatures have been obtained. 10. Daily, once the scan and upload of the Receiving Report is complete, send an email to A/P mailbox at “UHCL Accounts Payable” with the electronic signed Receiving Reports for the day attached. 11. File the signed original Receiving Report
Accounts Payable	12. Retrieve dock emails from A/P mailbox and match PO’s for which deliveries were made with invoices for payment.

NOTE: PLEASE NOTIFY PURCHASING IF DELIVERY OF YOUR ORDER HAS NOT BEEN MADE WITHIN ONE WEEK PAST THE DELIVERY DUE DATE.

PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY NOT ACROSS THE DOCK

Department	1. Create Requisition
Purchasing	2. Turn the Requisition into a PO and place the order.
Department	3. Goods or services are received. 4. Print the Receiving Report, sign, and email the electronic signed Receiving Report to the Purchasing and A/P mailboxes as follows: <ul style="list-style-type: none"> • Purchasing: UHCL Procurement • Accounts Payable: UHCL Accounts Payable
Purchasing	5. Retrieve emails from the Purchasing mailbox. Save the signed Receiving Report and upload it to the PO.
Accounts Payable	6. Retrieve emails from the A/P mailbox and match PO's for which deliveries were made with invoices for payment.

NOTE: PLEASE NOTIFY PURCHASING IF DELIVERY OF YOUR ORDER HAS NOT BEEN MADE WITHIN ONE WEEK PAST THE DELIVERY DUE DATE.

PROCEDURE FOR PURCHASES MADE WITHOUT A REQUISITION – DELIVERY ACROSS THE DOCK

Department	1. Place order.
Dock	2. Goods are delivered to the Dock. ALL packages will be opened and the contents verified before delivery to the recipient department 3. Compare the Packing Slip (if there is one) to the items delivered. 4. Enter delivery data in Receiving Log Book, create a Delivery Slip, and place it along with the goods on shelf for delivery. NOTE: The Dock accepts all deliveries and opens all packages. Please be sure to include the delivery information, contact name, and phone number in the order information. 5. Make delivery to the Department. The Receiving Dock will attempt delivery of packages (regardless of source i.e. Purchase Order, P-Card, etc.) 3 times. After 3 attempts, an email will be sent to the appropriate Business Coordinator to determine the next course of action. A written request must be submitted by the recipient department to request an item not be delivered and to be left on the dock for 5 days or more.
Department	6. Sign Delivery Slip when goods are received. 7. Process paperwork to pay vendor.
Dock	8. File signed Delivery Slip in Vendor File.