Requisitioning Procedures

Western Electronic Purchase Requisition System

A purchase order must be generated from an electronic purchase requisition, unless it is a **radioactive** or a **CFI** order, which must be initiated through the hard copy five-part PO form. These procedures describe the steps that a requisitioner must follow when entering a requisition electronically.

The number of line items and accounts are not limited on the electronic purchase requisition system. You may use full chartfield combinations or speedcodes or even a mix. Speedcodes can be checked for accuracy against the description of the decoded chartfields.

Charges are distributed by percentage. The system will notify you if your requisition is not accounted for 100% and will prohibit you from submitting the requisition. When entering a percentage, the amount represented by that percentage will display on the panel. If you need to get additional information, the system will allow you to save the requisition as a draft rather than submitting it. In this way, the requisition will be waiting for you once you have all the necessary information.

The electronic purchase requisition system contains five panels with required fields and two optional panels. The panels are designed to logically answer basic who/what/when/where/why questions. Following is an overview of the PeopleSoft panels you will use to create a requisition on-line:

1. REQUESTER Panel……………………………………**Who** is the order for? **When** is it needed?
2. SUPPLIER Panel……………………………………………..**Where** do you want to buy it from?
3. ORDER AN ITEM Panel…………………………………………...**What** do you want to buy?
4. ACCOUNTING Panel…………………………………………...**How** are you going to pay for it?
5. GENERAL Panel.……………………………...………...…..**Why** are you buying these items? (ie. Teaching/Research)?

6. COMMENTS TO PURCHASING
7. COMMENTS TO VENDOR

This procedure outlines the basic steps required to create an electronic purchase requisition.

1. To start, navigate as follows:

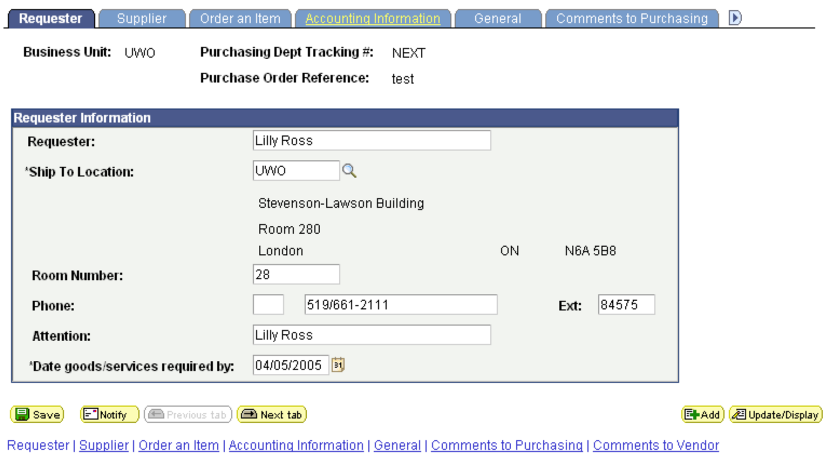
   - UWO menu
   - UWO PO Requisitions
   - UWO PO Requistions

2. Click on Add a New Value.

3. Enter your Purchase Order Reference number.

> Note: The PO Reference field is a required field and cannot contain any spaces. It is highly recommended that you create a numbering system that has meaning to you. The PO Reference field can later be used on the PO Inquiry screens to determine if a PO number has been assigned yet as well as the status of the PO.

4. Click on ADD.


Requester | Supplier | Order an Item | Accounting Information | General | Comments to Purchasing

Business Unit: UWO
Purchasing Dept Tracking #: NEXT
Purchase Order Reference: test

Requester Information

Requester: Lilly Ross
*Ship To Location: UWO
Stevenson-Lawson Building
Room 280
London ON N6A 5B8
Room Number: 28
Phone: 519/661-2111 Ext: 84575
Attention: Lilly Ross
*Date goods/services required by: 04/05/2005

Save | Notify | Previous tab | Next tab | Add | Update/Display

Requester | Supplier | Order an Item | Accounting Information | General | Comments to Purchasing | Comments to Vendor

5. Override any field on the Requester panel.

> **Requesting Changes to Requisitioner Defaults**
> The electronic purchase requisition system is intended to be a quick and simple alternative to paper based requisitions. One of the ways that the data entry is simplified is to take advantage of defaulted values wherever possible.
>
> When requisitioners are granted access to the electronic purchase requisition system, several defaults are tied to their operator ID. These defaults can be overwritten on the requisition panels. If, however, you wish to change these defaults (id. Change shipto location, phone numbers, responsibilities), please email lross@uwo.ca or call X85432 and provide you're Login Operator ID and the changes requested.
>
> Changes to signing authority values and DEPTID's must go through the proper delegation of authorization form, signed by the Dean or Budget Unit Head.

6. Click on the Supplier page.

7. Enter Vendor ID BD2011 and tab out of field.

> If you do not know the Vendor ID follow these steps:
> Click on the magnifying glass to search for the vendor.
> Click in the Name 1 field and type the vendor name to search by Vendor name.
> Click on Look Up.
> Click on the vendor you want.
>
> If you cannot find a Vendor ID, all fields must be filled in.

8. Enter Contact Information, if desired.

9. Click on Order an Item page.

10. Click on Order an Item button.

11. Type the description of the goods/services you wish to order.

> You have 254 characters to describe what you are buying. The first 30 characters will appear on the GL Inquiries and Research statements.
>
> ***Standing Orders*** must start with "SO" then the description of goods and services and expiry date.
>
> ***Invoice Received*** must start with "INV and invoice #" and a description of the goods and services.

12. Enter the quantity.

13. Select the Unit of Measure (UOM).

14. Enter the Unit Price.

15. Click OK.

> To add additional items, click on the Order Item button and repeat steps 10 to 15. you may have as many line items on an order as needed.
>
> To modify and item, click on the magnifying glass beside the line and make the necessary changes.

16. Click on Accounting Information page.

17. Click on Accounting.

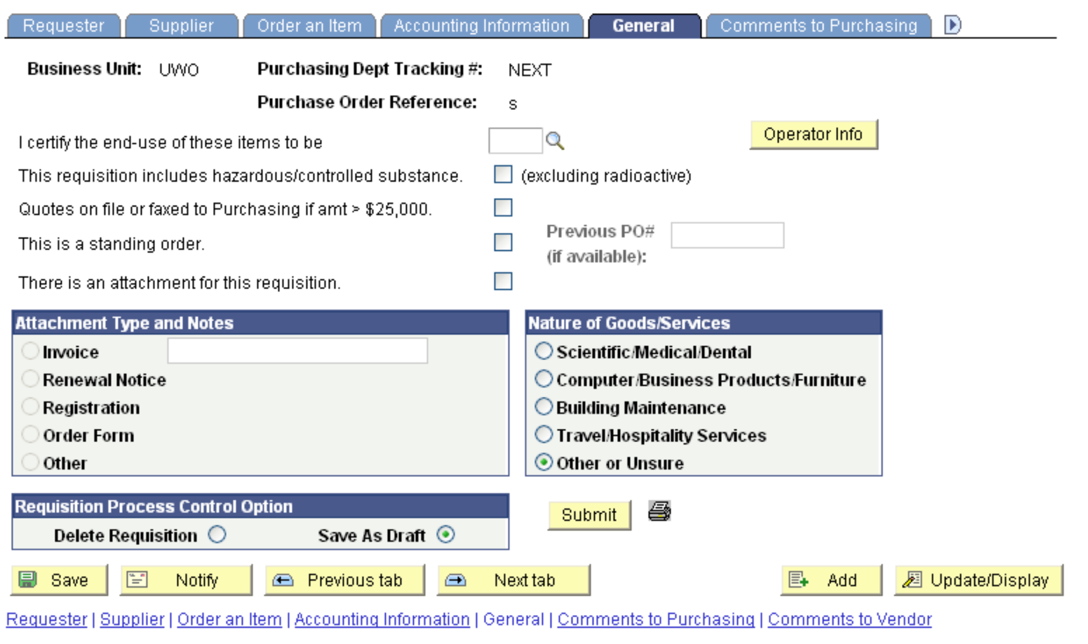
18. Enter accounting information. You can use a speed code and account or the full chartfield combination.

19. Enter the percentage of the order to be charged to that account.

20. Click on O.K.

> To add additional accounts, click on the Accounting button. PeopleSoft will automatically calculate the remaining percentage. You may change the percentage if you wish to add a third account and so on. The amount before taxes is displayed beside the percentage.
>
> To modify and account or percentage, click on the magnifying glass beside the account and make the necessary changes.
>
> The system will not allow you to submit a requisition unless it has been accounted for 100%.

21. Click on the General page.



22. Select the *End Use*.

23. Complete the following questions on this panel, **Including** *"Nature of Goods/Services"*.

Please note:

Invoice Received: If you already have an invoice for this requisition and do not want this order faxed to the supplier, please put a check mark beside *"there is an attachment for this requisition"*, then click on *"Invoice"* and type *"the invoice number"* in the box provided. This will ensure that the order is not faxed out to the supplier. Once the purchase order has been processed, you will have to check the system for the purchase order number, write it on the invoice and forward to Accounts Payables. **Radioactive and CFI orders cannot be done electronically, please attach to a paper purchase order and send to the Purchasing Department, Room 232, SLB.**

Orders with Attachments: Occasionally there may be purchase orders that require something to be attached to the order. Typical examples are subscription renewals, conference registrations and book orders. You will be required to classify the type of attachment (*Renewal notice, Registration form etc.)* Write the PO reference number or Purchasing tracking number on the attachment and fax to the Purchasing department at X83772. The Purchasing Department will ensure that your purchase order is not dispatched to the vendor until the attachment has been received and matched to the PO.

24. Click on the Comments to Purchasing page to enter any comments for purchasing.

25. Click on the Comments to Vendor if you have information for the vendor.

Setting up Standard Comments
The requisition panels include two optional panels for comments: one for comments to the Purchasing Department and one for comments to go to the vendor. These comments can be different for each purchse order, or if the note is repetitive, a "standard note" can be used. Standard notes are not unique to a specific user. All requisitioners across campus may access them.

To have a standard note set up, send the information to lross@uwo.ca or call X85432.

Only comments entered on the Comments to Vendor panel will display on the dispatched Purchase Order.

26. Click on the General page.

27. Click on Save.

28. Click on the Printer icon. This will print a *Draft* copy.

29. Click on the Submit button.

Once you submit the requisition you can no longer make any changes to the requisition on the system. If there is a correction or addition to be made, call the help desk at X85432.

The system will check the total of the requisition against your signing authority to determine if you are permitted to submit the requisition. If the requisition is over your limit, a message will indicate the amount in excess of your authority (in Canadian funds). If the order is over your limit, it can be authorized by someone with proper signing authority, and then faxed to purchasing at X83772, to be processed.

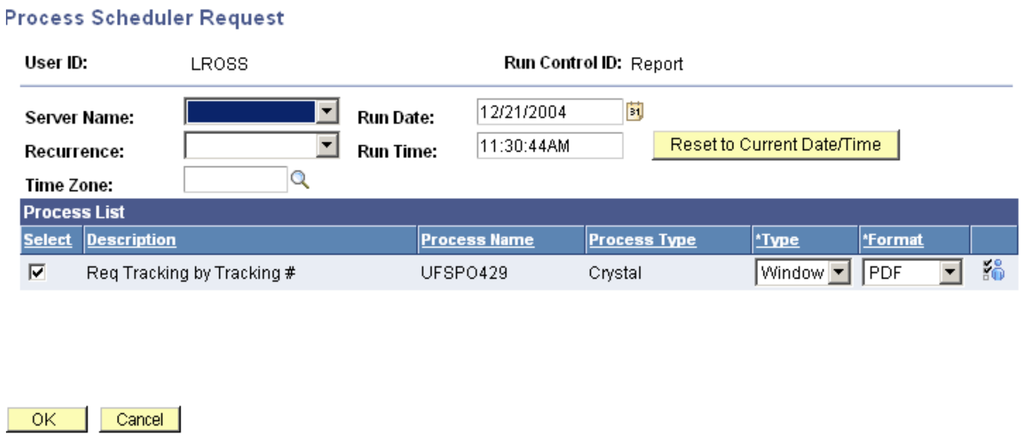
Electronic Purchase Requisition Reports

We have provided the ability for you to inquire on the status of your requisitions, either by your purchase order reference number, tracking number, requester name or by department ID. You can find out if a PO number has been assigned yet, the name of the buyer in the Purchasing Department responsible for the order and whether the PO has been dispatched to the vendor.

The following procedures outline the basic steps to track the status of a requisition:

1. To start, navigate as follows:
   - UWO Menu
   - UWO PO Requisitions
   - Req Track Report by Tracking#
   - Add a New Value
2. Type Report in the Run Control ID box.
3. Click on ADD. (the first time only) otherwise under Find an Existing Value Click on Search.
4. Enter Tracking Number 0000000016.

5. Click on Run.



6. Select Window for type and PDF for format.

7. Click OK.

The following reports are available for tracking your purchase requisitions.