PeopleSoft 8.4 eProcurement

Training Participant Guide
for

PeopleSoft Financials
Version 8.4
June 2004

Documentation Assistance
To obtain additional documentation assistance, contact:
Cedar Enterprise Solutions, Inc.
2727 Paces Ferry Road
Suite 2-380
Atlanta, Georgia 30339
Attention: Training Assistance
Phone: (404) 816-6672
Fax: (404) 816-9968

PeopleSoft Assistance
To obtain additional help with your PeopleSoft functionality, contact ***368-HELP (368-4357)*** or ***help@case.edu***.

Table of Contents

Before you begin…

You will use this guide during class to follow the topics as your instructor presents them. The instructor may also provide you with additional materials to support the training outlined in this guide.

After class, use this guide as a reference document for completing tasks within the PeopleSoft system.

Intended Audience

This guide is intended for personnel who are responsible for entering and processing data in the PeopleSoft system.

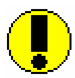
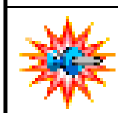
We assume that you are familiar with Microsoft Windows. If you are new to the Windows environment, you should complete a Windows Tutorial prior to working in the PeopleSoft environment.

How This Guide Is Organized

This guide is organized into modules and lessons to correspond with the topics your instructor will cover in class. Each module contains practice exercises that your instructor will walk you through, and individual exercises for you to complete on your own. There are review questions at the end of each module to recap the major points of the module.

Symbols and Conventions

The following conventions are used in this guide to help you distinguish between various types of information:

Element	How It Is Used
bold text	Command and toolbar buttons that you click. Text you type. Menus, text and radio buttons that you select. Check boxes you turn on or off.
<bold text>	Function keys on your keyboard that you press.
	Procedural information.
	Warnings and cautions that require careful attention.
	Term definition—appears in the page margin.
	Noteworthy comments or important additional information—generally about the item immediately preceeding the note. Appears in the main body of the document.
	Noteworthy comments or important additional information—generally additional information about a series of steps or the topic being discussed. Appears in the page margin.

Chapter 1
Introducing PeopleSoft eProcurement

The purpose of this one-half day class is to provide you with the skills you need to effectively use the PeopleSoft eProcurement (ePro) application.

Chapter Objectives

This chapter explains:

- The agenda and objectives for this course.
- The PeopleSoft eProcurement application.

Chapter Lessons

This chapter contains the following lessons:

Lesson 1: Course Overview

The *eProcurement Training Participants Guide* includes four chapters and two appendices:

- Chapter 1, “Introducing PeopleSoft eProcurement,” explains the objectives for the course and provides an agenda for the training. This Chapter also introduces you to the components of PeopleSoft eProcurement and the eProcurement life cycle.
- Chapter 2, “Creating a Special Request Requisition,” describes how to enter special requests for goods and services.
- Chapter 3, “Creating a Catalog Request,” learn how to use the catalog to make purchases.
- Chapter 4, “Approving and Budget Checking Requisitions,” describes how to set up approvers to approve, budget check and review requisitions.
- Chapter 5, “Receiving Items,” instructs you on how to use the receiving functions to receive items in excess of $5,000 within the eProcurement life cycle.
- Appendix A, “Review Questions and Answers,” provides answers to review questions found at the end of each chapter.
- Appendix B, “Requisition Form Cross-Reference,” provides the requisition form and shows the details on where to enter the information in PeopleSoft.

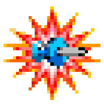
Course Objectives

This course on PeopleSoft eProcurement teaches you how to:

- Explain the basic elements of the eProcurement life cycle.
- Create requisitions for special request goods and services.
- Approve and budget check requisitions.
- Receive line items in excess of $5,000 as they are shipped to you.

Chapter Structure

Most Chapters are structured the same way and generally consist of the following:



You are encouraged to ask your instructor questions throughout the entire course.

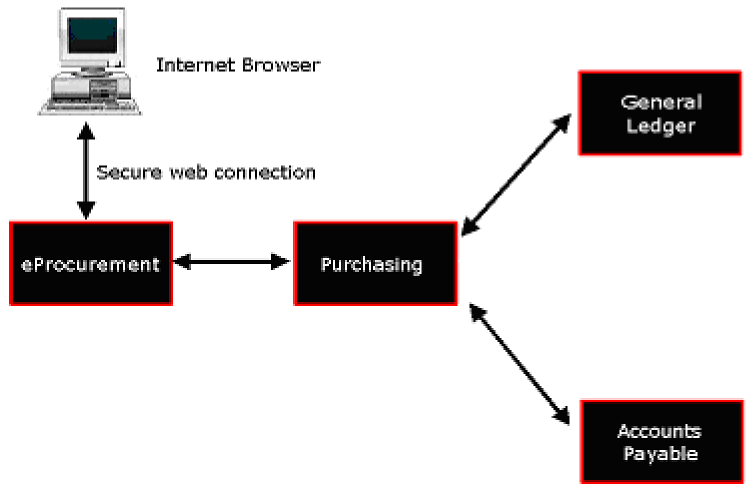
- **Objectives.** The objectives are found at the beginning of the Chapter and define what you will learn in the Chapter.
- **Lessons.** Each Chapter has several lessons that explain the various concepts. Some lessons contain practices and exercises.
  - **Practices** are step-by-step instructions for completing a procedure that the instructor and class participants walk-through together.
  - **Exercises** are scenarios for you to work through on your own during class time.
- **Review Questions.** You will find review questions at the end of the Chapter that recap material covered in the Chapter. The answers to the questions will be discussed among class participants and the instructor.

Lesson 2: eProcurement Overview

The PeopleSoft eProcurement application provides a complete web-based solution for the activities associated with requesting and receiving goods and services from external suppliers and internal service departments.

eProcurement will be the central point for entering all purchasing requests (requisitions). This module integrates with other PeopleSoft modules to consolidate information and avoid duplication of effort across the PeopleSoft Financial Management System. eProcurement integrates first with the Purchasing application to create and manage purchase orders (POs). From Purchasing, the information integrates with:

- General Ledger to facilitate management of funding and commitment control.
- Accounts Payable to ensure payments to suppliers.



Benefits Provided by PeopleSoft eProcurement

The primary benefits to be provided by PeopleSoft eProcurement include:

- One place to enter all requests for purchases of items from outside suppliers and internal services and goods.
- An easy method to locate common high-usage items and suppliers who provide these items.
- Data to make it easier to negotiate money-saving contracts with suppliers based on the aggregate spending of the institution.
- Ability to use commitment control to encumber nearly all purchasing transactions.

- Creation of favorites and templates to facilitate entry of repeated orders.
- Split funding for each line of the requisition.
- Addition of comments and different “Ship To” locations to send to the supplier with the purchase order.
- Assignment of additional reviewers and approvers as needed during the approval cycle.
- Ability to receive from your desktop.
- Ability to see the status of a requisition from entry in the system through payment.

Procurement Matrix

Purchases may be made through several methods. These include:

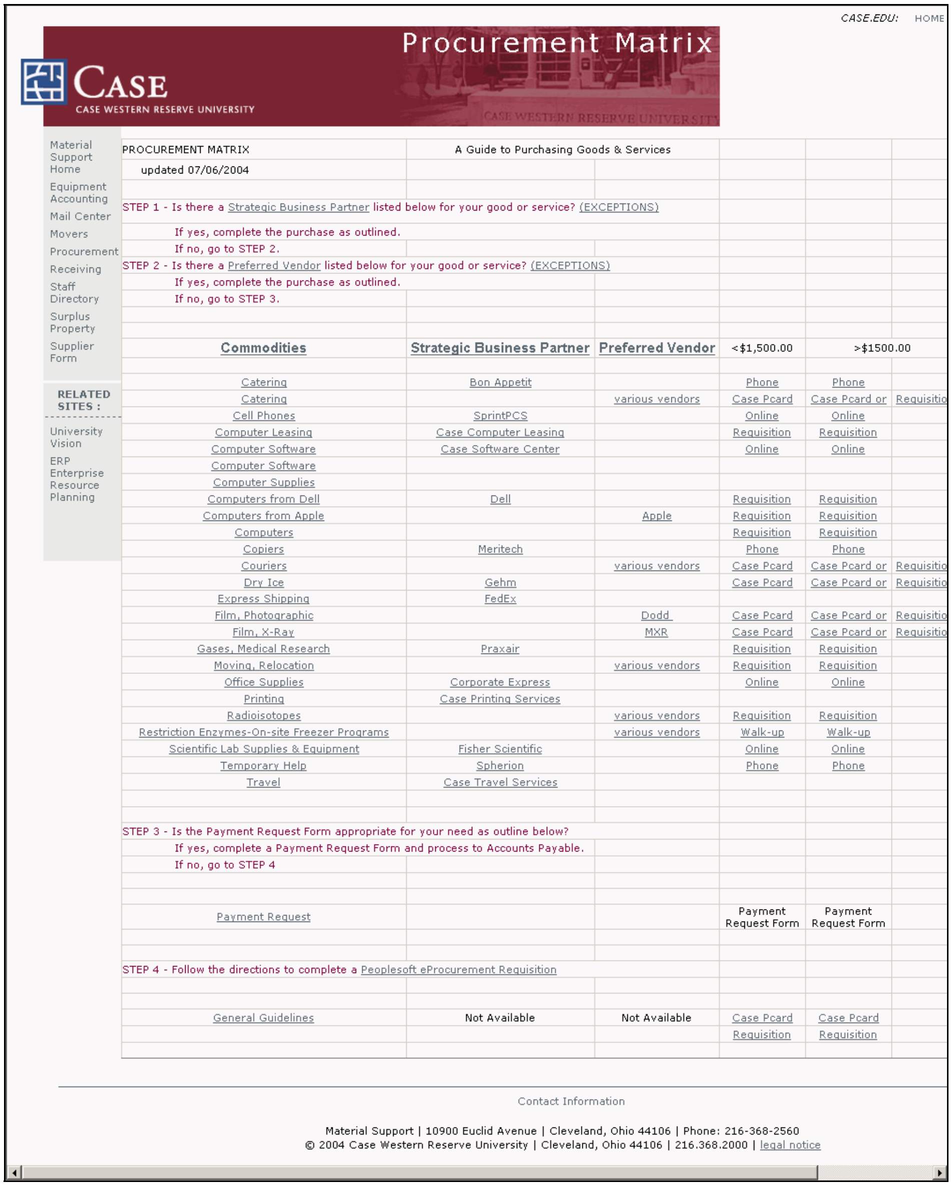
- Online ordering
- P-Card purchases
- Requisitions

In an effort to help you determine how you should purchase your goods and services, the Material Supplies department has provided a Procurement Matrix to guide your decision. You can find the matrix on the web at the following site:

http://www.cwru.edu/finadmin/matsupp/matrix.htm or by using the following navigation:

Menu Group	eProcurement
Menu	Procurement Matrix

This is the procurement matrix page.



CASE.EDU: HOME

Procurement Matrix

CASE
CASE WESTERN RESERVE UNIVERSITY

Material Support Home
Equipment Accounting
Mail Center
Movers
Procurement
Receiving
Staff Directory
Surplus Property
Supplier Form

RELATED SITES :

University Vision
ERP Enterprise Resource Planning

PROCUREMENT MATRIX — A Guide to Purchasing Goods & Services

updated 07/06/2004

STEP 1 - Is there a Strategic Business Partner listed below for your good or service? (EXCEPTIONS)

If yes, complete the purchase as outlined.

If no, go to STEP 2.

STEP 2 - Is there a Preferred Vendor listed below for your good or service? (EXCEPTIONS)

If yes, complete the purchase as outlined.

If no, go to STEP 3.

Commodities	Strategic Business Partner	Preferred Vendor	<$1,500.00	>$1500.00	
Catering	Bon Appetit		Phone	Phone	
Catering		various vendors	Case Pcard	Case Pcard or	Requisitio
Cell Phones	SprintPCS		Online	Online	
Computer Leasing	Case Computer Leasing		Requisition	Requisition	
Computer Software	Case Software Center		Online	Online	
Computer Software					
Computer Supplies					
Computers from Dell	Dell		Requisition	Requisition	
Computers from Apple		Apple	Requisition	Requisition	
Computers			Requisition	Requisition	
Copiers	Meritech		Phone	Phone	
Couriers		various vendors	Case Pcard	Case Pcard or	Requisitio
Dry Ice	Gehm		Case Pcard	Case Pcard or	Requisitio
Express Shipping	FedEx				
Film, Photographic		Dodd	Case Pcard	Case Pcard or	Requisitio
Film, X-Ray		MXR	Case Pcard	Case Pcard or	Requisitio
Gases, Medical Research	Praxair		Requisition	Requisition	
Moving, Relocation		various vendors	Requisition	Requisition	
Office Supplies	Corporate Express		Online	Online	
Printing	Case Printing Services				
Radioisotopes		various vendors	Requisition	Requisition	
Restriction Enzymes-On-site Freezer Programs		various vendors	Walk-up	Walk-up	
Scientific Lab Supplies & Equipment	Fisher Scientific		Online	Online	
Temporary Help	Spherion		Phone	Phone	
Travel	Case Travel Services				

STEP 3 - Is the Payment Request Form appropriate for your need as outline below?

If yes, complete a Payment Request Form and process to Accounts Payable.

If no, go to STEP 4

Payment Request			Payment Request Form	Payment Request Form

STEP 4 - Follow the directions to complete a Peoplesoft eProcurement Requisition

General Guidelines	Not Available	Not Available	Case Pcard	Case Pcard
			Requisition	Requisition

Contact Information

Material Support | 10900 Euclid Avenue | Cleveland, Ohio 44106 | Phone: 216-368-2560

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Lesson 3: eProcurement "Circle of Life"

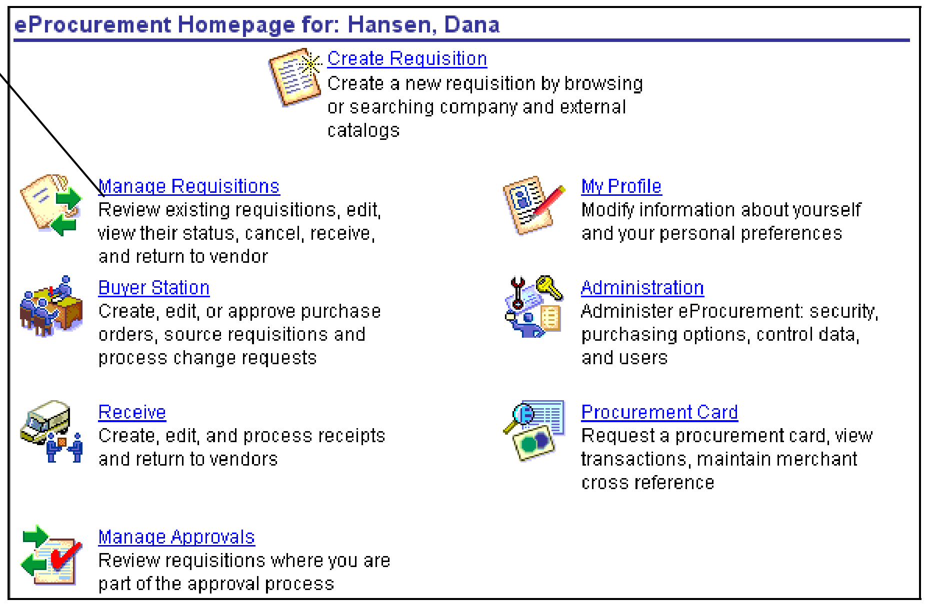
The eProcurement Home Page gives you access to various eProcurement functions. This page is found on the menu using the following navigation path:

Menu Group	eProcurement
Menu	eProcurement Home Page

eProcurement Home Page

This is the eProcurement Home Page:

Go to Manage Requisitions to access the "Circle of Life"



The Manage Requisitions page can also be accessed directly from the eProcurement menu group on the left-hand navigation menu.

From the eProcurement Home Page, the Manage Requisitions hyperlink takes you to the Manage Requisitions page where you can view specific requisitions that you have created for yourself or on behalf of others. You can narrow down your results by entering a date range.

"Circle of Life"

From the Manage Requisitions page, you can access the Requisition Cycle, or "Circle of Life" to see the status of your requests for goods and services.

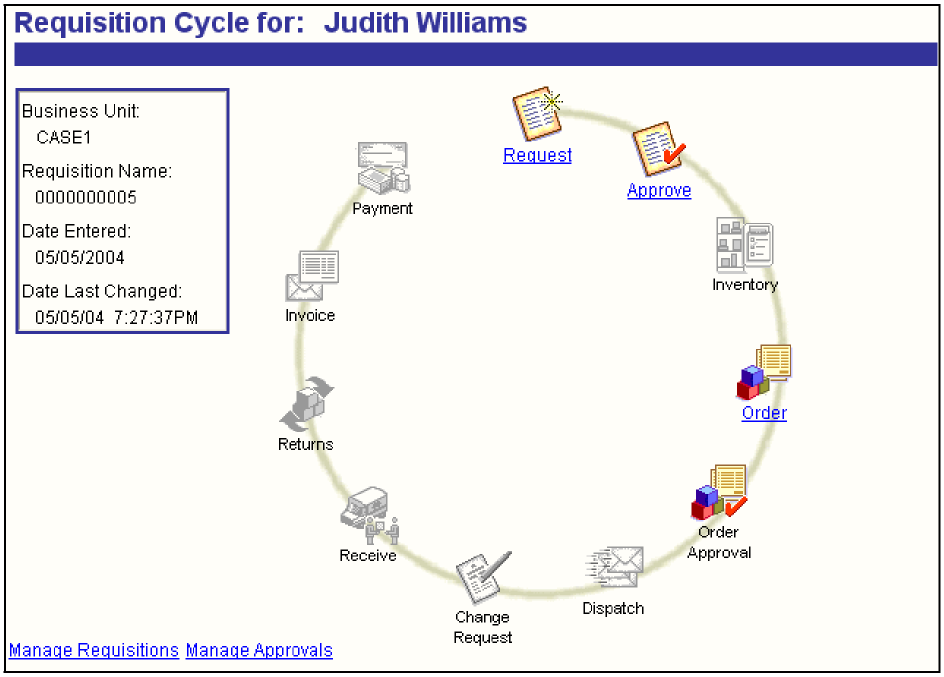
On the Manage Requisitions page, click (Requisition Cycle icon) for any requisition in the list to display the "Circle of Life".

The ePro module is used for the Request, Approval, Receive, and Returns steps.

The Purchasing module is used for the PO, PO Approval, Dispatch, and Change Order steps.

The Accounts Payable module handles the Invoice and Payment steps.

This is the Requisition Cycle page:



The "Circle of Life" tells you at a glance where your requisition is in relation to this cycle. The corresponding icon is illuminated as the requisition progresses through the purchasing process.

These are the steps in the "Circle of Life":

- **Request –** places your requisition for goods or services into the system.
- **Approve –** requisition in the Approval Workflow is reviewed and subjected to budgetary approvals.
- **Inventory –**request is compared to in stock inventory.
- **PO –**purchase order has been created from the requisition.
- **PO Approval –**additional review and approval step prior to dispatch.
- **Dispatch –** actual release of the purchase order to the supplier.
- **Change Request –**submits a change to a requisition already converted to a purchase order and dispatched.
- **Receive –** receipt of the ordered goods or services.
- **Returns –** documents the return of items to the supplier.
- **Invoice –** input and receipt of a supplier's request for payment of goods and services.
- **Payment –** paying for the item.

Requisition Types

Within PeopleSoft eProcurement, there are two types of transactions – requisitions and purchase orders. A requisition, or “Req”, is used to request a purchase, no matter what type of good or service needs to be purchased. A purchase order, or “PO”, is used to order the goods or services from the supplier.

The term, “special,” is a PeopleSoft term for non-catalog requisitions. In a later phase, catalog requisitions will be available and “special” will be used for non-catalog items.

At CASE Western Reserve University, you will use the Special Request type of requisition for goods or services.

External Requisitions

Eventually, in a later phase, these are the external requisitions where the vendor or supplier for the requested good or service is external to CASE Western Reserve University:

- Catalog Request
- Special Request

Catalog Request

A catalog request is a requisition for items that are selected through an electronic catalog. You can search the catalog for commonly used items, add them to your shopping cart, and then check out. The catalog is always up-to-date because various external suppliers daily maintain the items in the catalog at pricing which has been negotiated for the entire university. The PeopleSoft Catalog Request functionality will be part of Phase II at CASE Western Reserve University.

Special Request

A Special Request is used to requisition items not found in the catalog. When entering this type of requisition, you provide a description only of the needed good or service. For a Special Request for service, three item templates are available to help you create the requisition.

Approvals

Approval information is covered in further detail in *Chapter 3, “Approving and Budget Checking Requisitions”*.

Once the requisition is saved and submitted, it begins an automated cycle of workflow approvals. Rules have been set up to incorporate:

- Dollar-level approval
- Commodity type approval
- Addition of comments and justifications for approver’s benefit
- Assignment of additional reviewers and approvers as needed during the approval cycle

- Ability of the requestor to see where the requisition is in regards to the approval cycle

Receiving

Receiving is made easier to monitor. Features of receiving in eProcurement include:

- Ability to receive from your desktop.
- Provision of 2-way matching method for most items (PO + invoice), and a 3-way matching method (PO + receipt + invoice) if the line item is in excess of $5,000.
- Special pages to process items for Return to Vendor (RTV).

Review Questions

1. The eProcurement module interfaces with what other PeopleSoft module?

2. What modules interface with Purchasing?

3. What is the first point of entry into the eProcurement system?

5. How are requisitions approved?

Chapter 2
Creating a Special Request Requisition

In this chapter you will learn how to enter special request requisitions for goods and services.

Chapter Objectives

After completing this Chapter you will be able to:

- Create a special request for goods.
- Create a special request for services using a fixed cost template.
- Create a special request for services using a variable cost template.
- Create a special request for services using a time and materials template.
- Create a special request item template.

Chapter Lessons

This Chapter contains the following lessons:

Lesson 1:
Overview of Special Requests

A special request is the method of entering a “description only” requisition. It is used for ordering items not found in the ePro catalogs or direct connect web sites.

Required Information

When you enter a Special Request for goods or services, you should include the following required information:

- Item description
- Category
- Quantity
- Unit of Measure
- Price
- Vendor
- Buyer

Category Codes

The Category code selected determines the default Purchasing Buyer.

Vendor Codes

You can use the Vendor Lookup feature to help locate the appropriate vendor. To assign a vendor, the vendor must be already entered in the vendor table within PeopleSoft 8.4 FMS. If you do not select a vendor, your requisition may require additional processing time.

If you cannot locate a vendor in the PeopleSoft vendor table, you may request that the vendor be added. A Vendor Maintenance Team will be given the authority to enter vendors into the PeopleSoft system. Purchasing and Accounting will implement a procedure to periodically review new vendors that are added to the system.

Buyer

The Buyer follows the purchase order throughout the process and will be determined by the Category code selected for each line item on the requisition.

SpeedTypes

For additional information on ChartFields refer to the *PeopleSoft 8.4 Financials Overview* course materials.

Most of the distribution information will be filled in when you select a SpeedType. Select a SpeedType from the list or enter the SpeedType value to use. This will be equivalent to the project number.

When you enter the SpeedType, all ChartField information (Department, Fund, Project, Class) will be assigned. You will only need to change the Account and the Event, if applicable. If you are tracking the purchase to a specific event, you can also enter that information.

Navigation

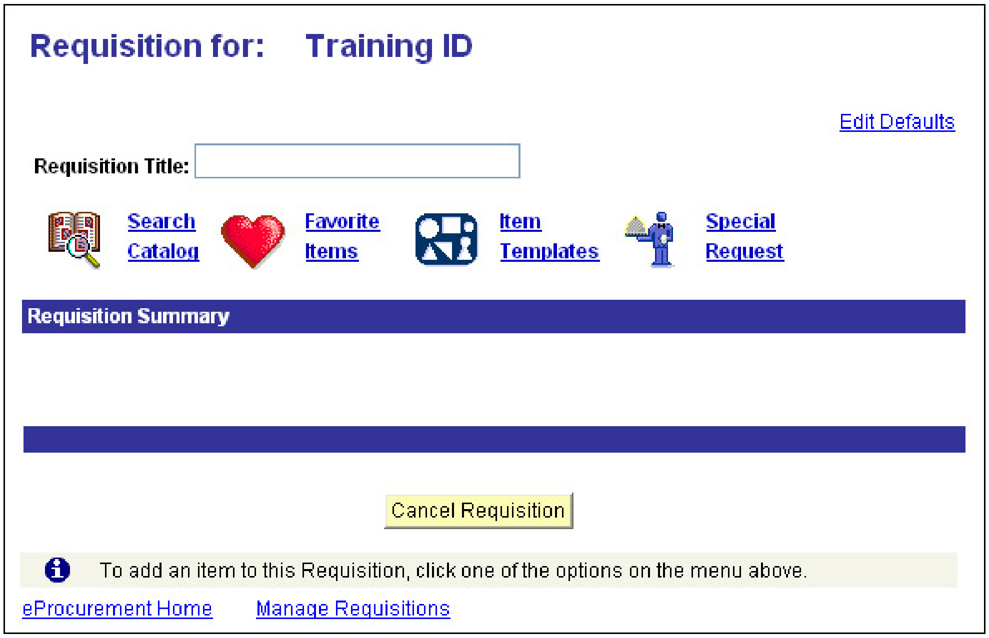
To create a Special Request requisition, use the following navigation path:

Menu Group	eProcurement
Menu	eProcurement Home Page
Menu Item	Create Requisition

Requisition Summary Page

When you click **Create Requisition**, the Requisition Summary page appears.

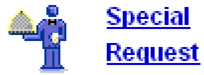
This is the Requisition Summary page:



There are four options available to create a new requisition:

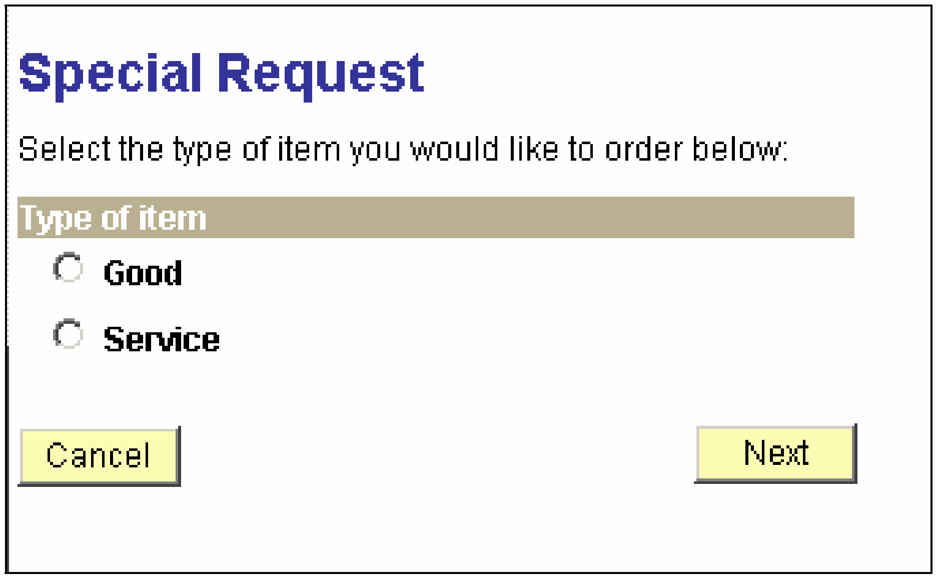
Option	Description
Search Catalog	Search a catalog for items you wish to order. You will use the catalog to place orders for gas cylinders.
Favorite Items	Click to select from a list of items used most often. You can add items to your Favorite Items list from the catalog.
Item Templates	Click to select a template created from a requisition you created previously.
Special Request	Click to order all items not contained in the catalog.

Special Request Page

Select 

, and the Special Request page appears. You will select either Good or Service to indicate the type of item that you would like to order.

This is the Special Request page:



Lesson 2:
Special Request for Goods

This lesson explains the pages used to enter a Special Request for Goods.

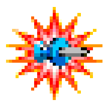
Special Request – Goods Page

From the Special Request page, select the **Good** radio button and click **Next.** The Special Request – Goods page appears. Use this page to enter the item description, category, quantity, unit of measure (UOM), price, due date, and vendor.

This is the Special Request – Goods page:

These are the fields on the Special Request – Goods page.

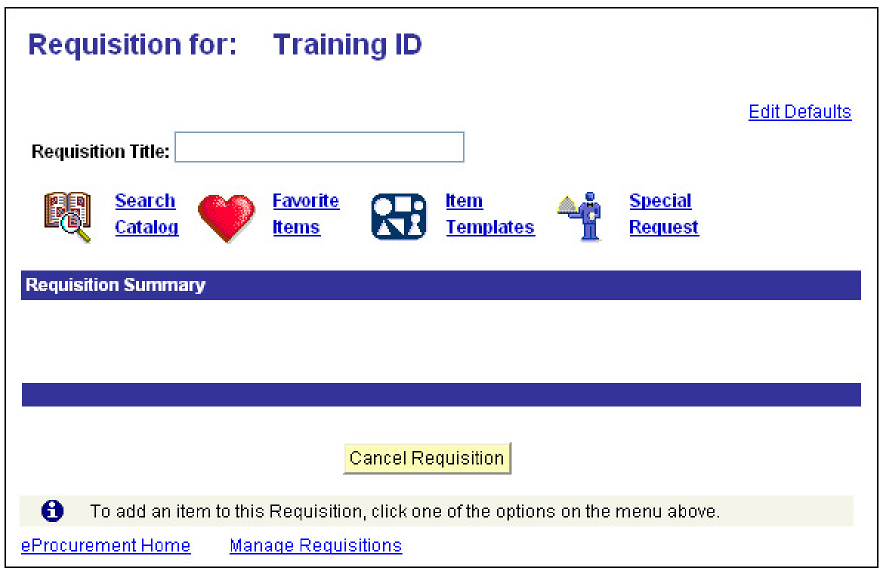
Field	Description
Description	Enter the description of the item being ordered. **Use the following format: Catalog#, descr, size**
Category	Enter a pre-defined categorization of your items. Use the Category lookup to find the correct entry. **The Buyer will default for you based on the Category entered.**
Qty	Enter the quantity of the item being ordered.



Remember, the Vendor must be available in PeopleSoft in order for you to be able to select it using the Vendor Lookup, and to complete the requisition.

Field	Description
Unit of Measure	Enter the unit of measure used to order this item.
Price	Enter the unit price of the item being ordered.
Currency	Select the monetary currency used on the order. Defaults to USD (US Dollars).
Due Date	Enter the date you want the goods delivered.
Vendor ID/ Vendor Lookup	Click the hyperlink to access a page that allows you to search for the supplier by name, city, state or zip.
Comment	Enter a text comment to be included on the printed PO and requisition, if needed.

After you have entered all required information on the Special Request – Goods page, click the Add Item button. The Requisition Summary page will appear with the added item.



Lesson 3: Specifying Shipping Information

Once items have been added to the requisition, the Requisition Summary page re-appears with additional fields, icons, and hyperlinks.

Requisition Summary Page

This is the Requisition Summary page:

These are the icons, buttons and fields on the Requisition Summary page:

Fields	Description
Requisition Summary grid	
	Click to link to the Shipping Information page to view and change shipping information. **You must access the Shipping Information page in order to access the Distribution Information page where you will enter cost distribution information (SpeedType and Account).**

Fields	Description
	Click to link to the Line Details page where the Departmental Buyer is specified and the vendor location is verified or selected.
	Click to link to the Line Comments pages. You can send comments to the vendor for a specific item on your requisition using the Line Comments page. When you access this page, you can also attach documents that are pertinent to this order.
☐ **Mark As Template**	Turn on this checkbox to save a copy of this requisition as a template for future use.
Cancel Requisition	Click this button to cancel the requisition. This must be done before the purchase order is created.
Save For Later	Click this button to save the requisition to complete and submit to workflow later. Required fields must be completed before the system will save the requisition.
Save and Submit	Click this button to save the completed requisition and submit to workflow processing.

Navigation

Items must be added to the requisition before the Shipping Info icon is available.

The Shipping Information page can be located by following this navigation path:

Menu Group	eProcurement
Menu	eProcurement Home Page
Menu Item	Create Requisition
Page	Requisition Summary
Icon	Shipping Information

When you click (the Shipping Information icon), the Shipping Information page appears.

Shipping Information Page

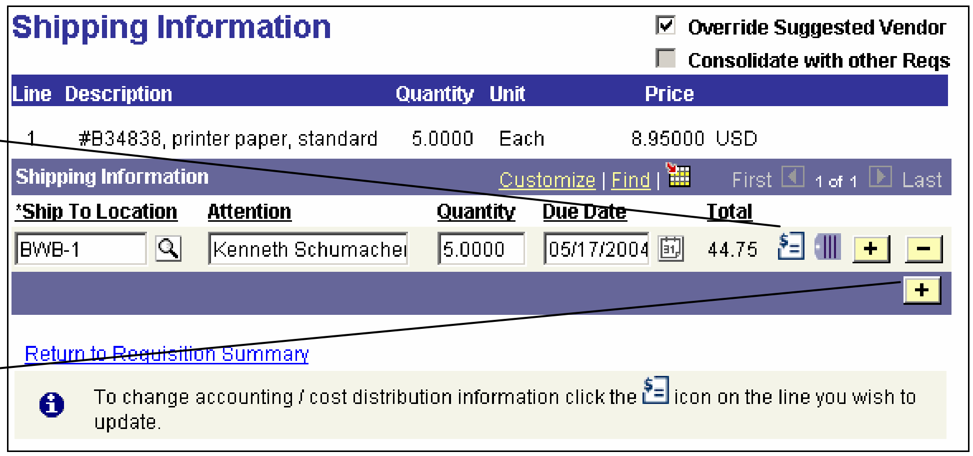
The **Ship To** location is the location where you want the goods shipped. Another reason for using the ‘On behalf of’ feature to select the appropriate Requestor is that it changes the default shipping location to that person’s location.

You can set up multiple **Ship To** addresses for the items on your requisition. For example, if you order 10 cases of paper and want 6 cases shipping to Address A and 4 shipping to Address B, you would need two shipping lines on this page. To enter additional Ship To locations, you must add another row, or shipping line, by clicking + at the end of the row.

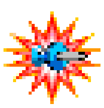
This is the Shipping Information page:

Cost Distribution Info icon

Add a Row icon



These are the fields on the Shipping Information page:



If you want to use a non-CASE location, click (One-Time Address), and then enter the non-CASE address.

Fields	Description
Ship to Location	Location within the organization that the items should be shipped to. This defaults to the Requestor’s location.
Attention	Person to whom to address the shipment. This defaults to the Requestor, but can be changed.
Due Date	Date the shipment is needed. This Due Date appears on the purchase order so that the supplier will know when to ship.
	Hyperlink to the cost Distribution Information page. **You should always verify the cost distribution for each line, even if you established requisition defaults.**
	Hyperlink to the page for specifying a one time shipping location.

Fields	Description
	Adds another row to enter multiple shipping locations or addresses.
	Deletes a row, or a shipping location.

Lesson 4:
Setting Up Cost Distribution

You can enter and update the cost distribution information for individual lines on the requisition using the Distribution Information page.

Navigation

You can access the Distribution Information page by following this navigation path:

Menu Group	eProcurement
Menu	eProcurement Home Page
Menu Item	Create Requisition
Page	Requisition Summary
Icons	Shipping Information Distribution Information

Cost Distribution Information

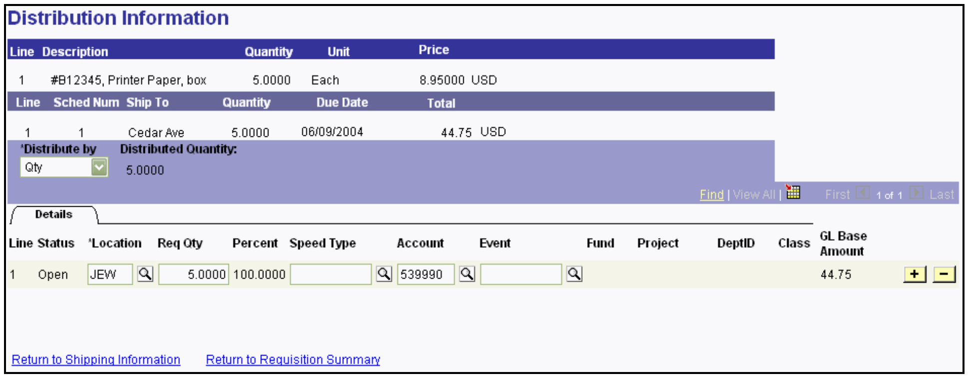
For each line of your requisition, you must enter the specific cost distribution information, or ChartFields, which are required for posting to the general ledger. ChartFields include the Account, Event, Fund, Department Code, Class, and Project. Together they are called a ChartField string.

To enter these Chartfields, you will enter a SpeedType (which will contain the Fund, Department Code, Class and Project) and Account. You may also enter an event, if applicable.

Click (Shipping Info icon) on any line of the Requisition Summary page and the Shipping Information page appears for that item: From the Shipping Information page, click (Cost Distribution Info icon), and the Distribution Information page appears.

If you entered multiple shipping locations on the Shipping Information page, you must click for each shipping line, or location, and enter the cost distribution information accordingly. If necessary, for each shipping line, you can split the funding and enter multiple cost distribution lines.

This is the Distribution Information page:



These are the fields on the Distribution Information page:

Fields	**Description**
Distribute By	Select how to calculate lines with split distributions. Choices are quantity (Qty), if you want to distribute the cost by quantity ordered, or Amount (Amt), if you want to distribute the cost by dollar amount.
Details tab	
Line	Displays the number assigned to this line.
Status	Displays the status of the requisition line.
*Location	**Required Field.** Displays the Ship To code from the Shipping Information page. This will default to the Requestor's location.
Req Qty	The field is open to update if Distribute by *Quantity* is selected above. This defaults to the line quantity and can be changed. Additional cost distribution lines can be added, if needed. The total Req Qty for all distribution rows must equal the total ordered and shipped to this location.
Amount	This field is open to update if Distribute by *Amount* is selected above and is the dollar amount that is funded by the ChartFields indicated on this row. Additional cost distribution lines can be added. The total Amount for all distribution rows must equal the total amount ordered and shipped to this location.
Percent	Displays the percentage of funding that is to be distributed by this cost distribution line. If one cost distribution line exists, the Percent will be 100%. If multiple cost distribution lines exist, then the total percentage allocated between all distribution lines must be 100%.

All ChartFields are displayed on this page. Availability for update depends on previously set defaults and the Default / Override option chosen.

You will only need to enter information for the Account and for the Event, if applicable. All other distribution information (Fund, Class, Department, Project) will be filled in when you selec the Speedchart.

Fields	Description
SpeedType	Click to find the Speedchart that applies to your requisition. **All Case requisitions will use SpeedTypes.**
GL Unit	Verify or enter the General Ledger business unit to update. **The university will use CASE1.**
Account	**Required Field.** Enter the appropriate account which will pay the amount used for this line. This field defaults to 539990. The pre-defined combo edits will check the validity of the value entered here.
Event	Enter an event if you wish to track this requisition to a specific event.
Fund	Displays the Fund code that comes from the SpeedType that you enter.
Project	Displays the Project code that comes from the SpeedType that you enter.
DeptID	Displays the department ID that comes from the SpeedType that you enter.
Class	Displays the Class code that comes from the SpeedType that you enter.
GL Base Amount.	Displays the amount to be charged to GL for this line.

Use the crosswalks and/or trees to determine the correct values. Refer to the *PeopleSoft 8.4 Financials Overview* course materials for additional details.

Lesson 5:
Creating a Special Request for Goods

This lesson explains the procedure used to create a Special Request requisition for Goods.

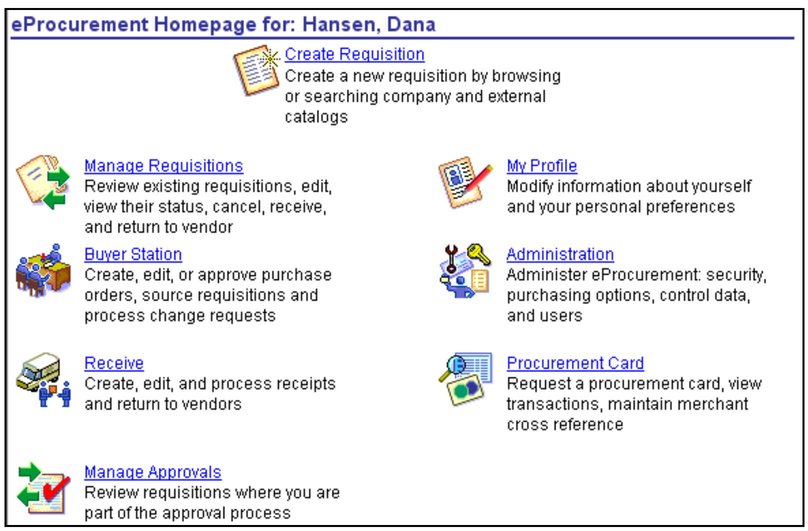
Procedure – Creating a Special Request for Goods

Use the following procedure to create a special request for goods.

To create a special request for goods:

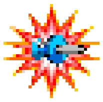
1. From the left-hand navigation, select **eProcurement**.
2. Select **eProcurement Home Page**.

   The eProcurement Home Page appears.

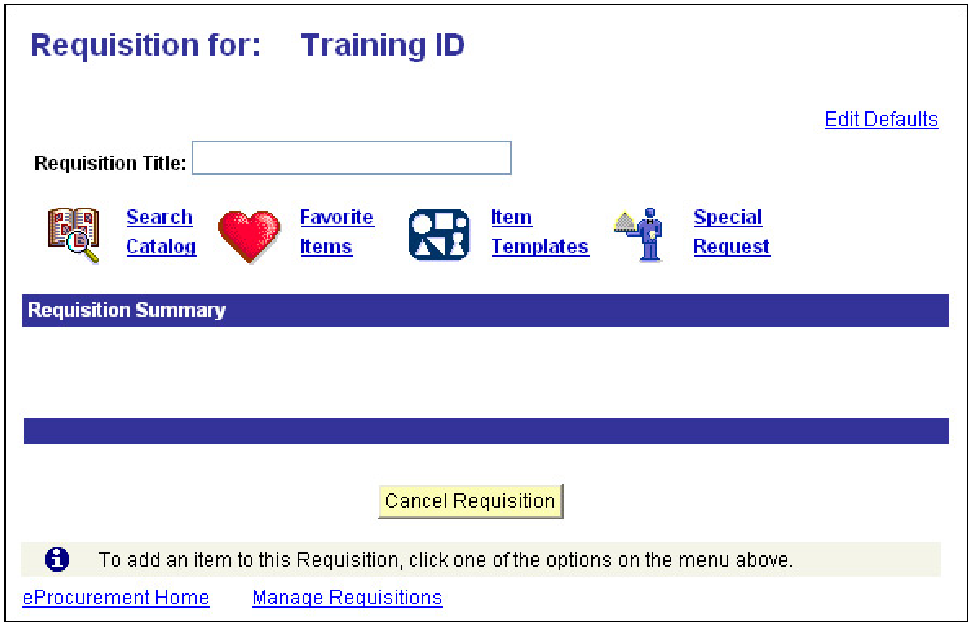


3. Click Create Requisition.

   The Requisition Summary page appears.



Entering a short description as the Requisition Title will help you identify your requisition in a search list. Use a good description to help you narrow down the search process. Otherwise the system just uses the requisition number.

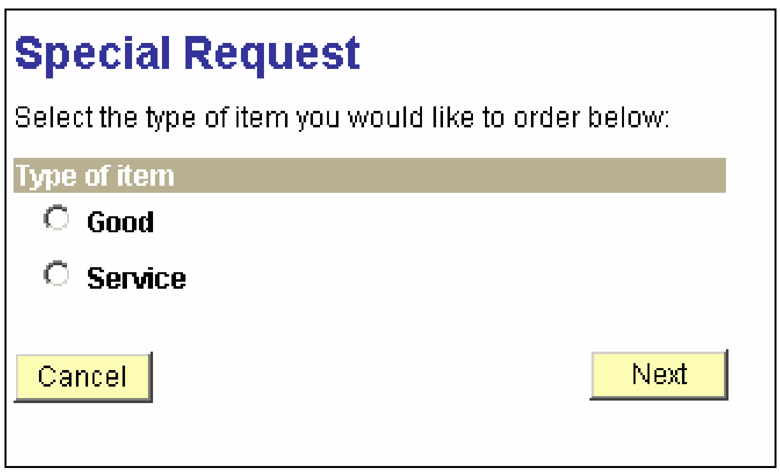


4. Enter a **Requisition Title**.

5. Click 

.

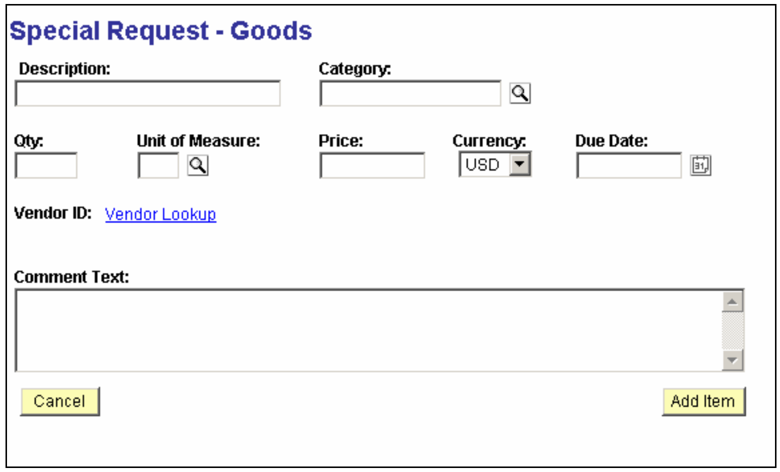
The Special Request page appears.



6. Turn on the **Good** radio button.

7. Click Next.

The Special Request – Goods page appears.



8. Enter a **description** of the item needed.

The description format must include: catalog#, descr, size (if applicable).

---

9. Click for the **Category** field.

The Lookup Category page appears.

10. Select the appropriate item **Category** code.

11. Enter the **quantity** needed in the Qty field.

12. Enter the **Unit of Measure** for the item.

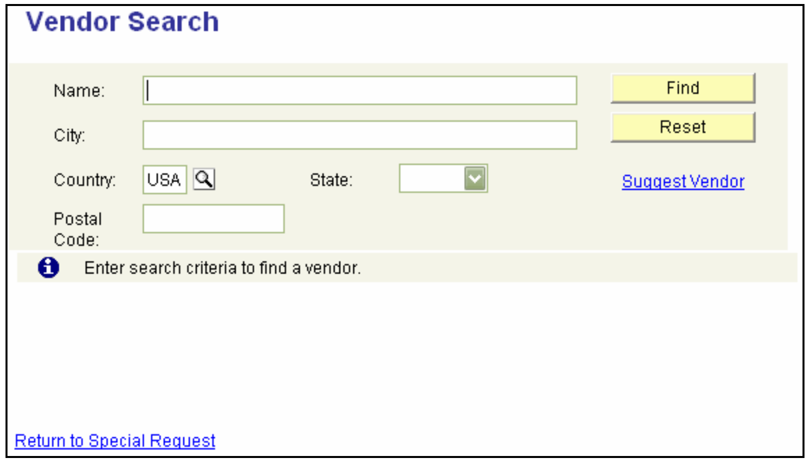
13. Enter the **Price** per unit of measure for the item.

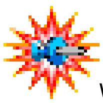
14. Verify that **USD** is the Currency field.

15. Enter the **date you need the item** in the Due Date field.

16. Click the **Vendor Lookup** hyperlink.

The Vendor Search page appears.





When entering a portion of the vendor name, PeopleSoft requires you to enter at least two characters.

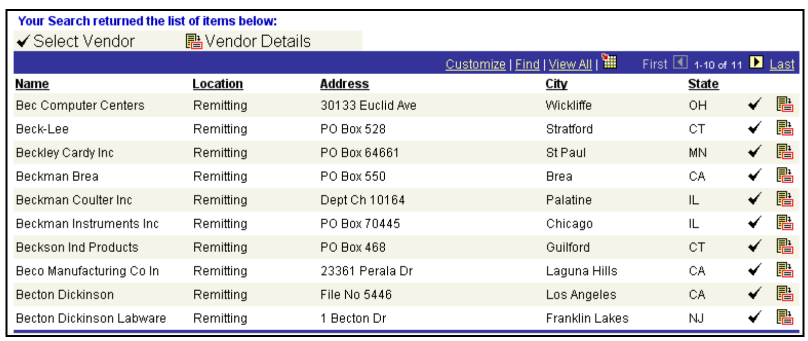
The percent (%) wildcard may be used.

Enter **search criteria** to locate the vendor in the vendor table:

- All or a portion of the vendor name
- City where the vendor is located
- State where the vendor is located
- All or a portion of the vendor zip code

17. Click Find.

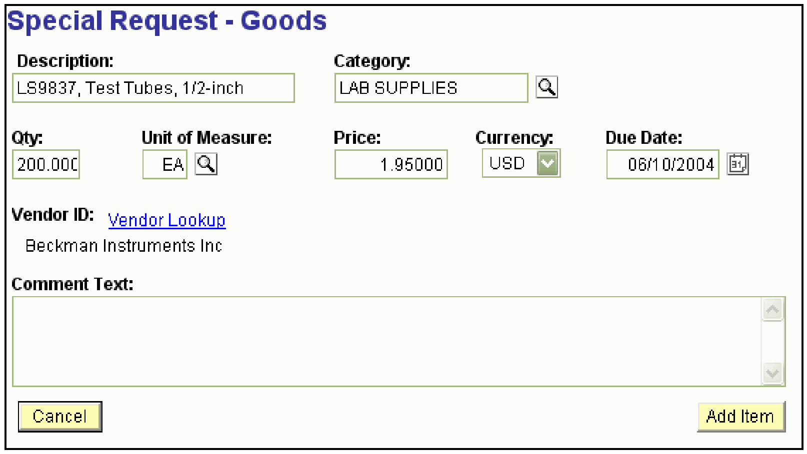
The results that match the criteria appear in the Search Results list.



Name	Location	Address	City	State		
Bec Computer Centers	Remitting	30133 Euclid Ave	Wickliffe	OH	✔	
Beck-Lee	Remitting	PO Box 528	Stratford	CT	✔	
Beckley Cardy Inc	Remitting	PO Box 64661	St Paul	MN	✔	
Beckman Brea	Remitting	PO Box 550	Brea	CA	✔	
Beckman Coulter Inc	Remitting	Dept Ch 10164	Palatine	IL	✔	
Beckman Instruments Inc	Remitting	PO Box 70445	Chicago	IL	✔	
Beckson Ind Products	Remitting	PO Box 468	Guilford	CT	✔	
Beco Manufacturing Co In	Remitting	23361 Perala Dr	Laguna Hills	CA	✔	
Becton Dickinson	Remitting	File No 5446	Los Angeles	CA	✔	
Becton Dickinson Labware	Remitting	1 Becton Dr	Franklin Lakes	NJ	✔	

18. Click ✔ (Select Vendor) on the vendor line to use for this requisition item.

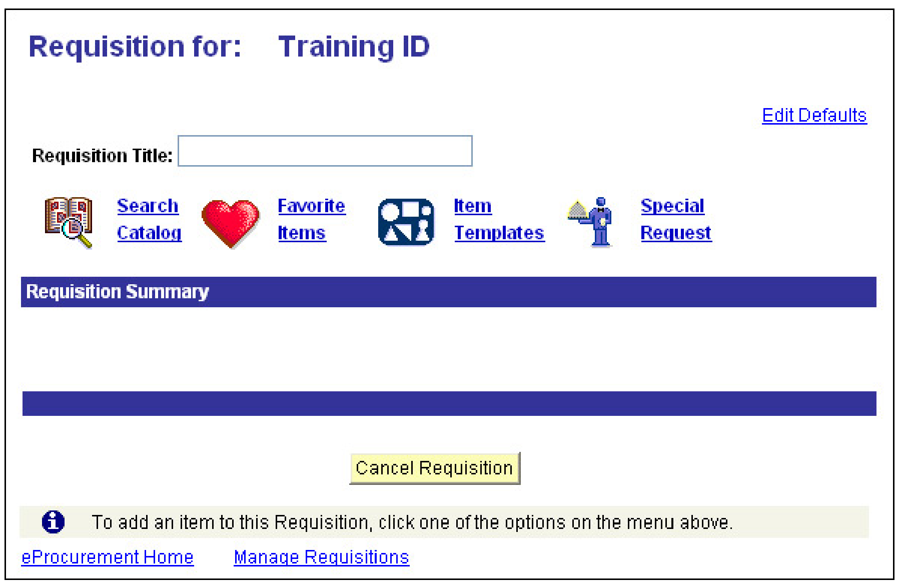
The Special Request – Goods page reappears with the selected Vendor.



19. Enter any **Comment text** needed to appear on the requisition. This is information that may be helpful to the Purchasing group to process the requisition. You may also select this information to be printed on the purchase order to send to the vendor.

20. Click the **Add Item** button.

The Requisition Summary page appears.



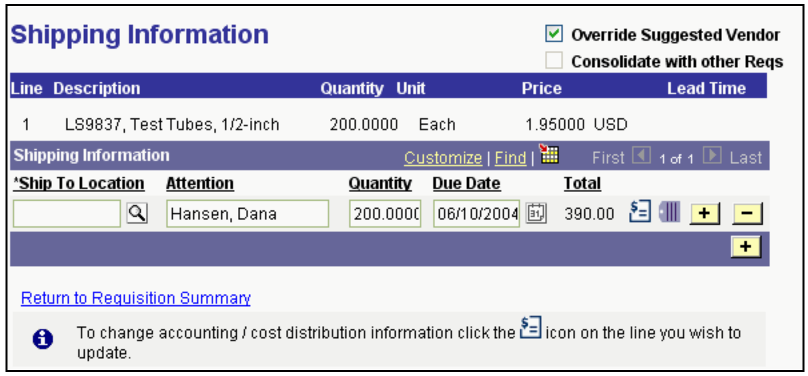
21. Repeat steps 8 through 20 for each item being requested.

Each line of your requisition must be updated with the shipping and cost distribution information.

To verify or update the Shipping Information for each line:

22. Click the (Shipping Info icon).

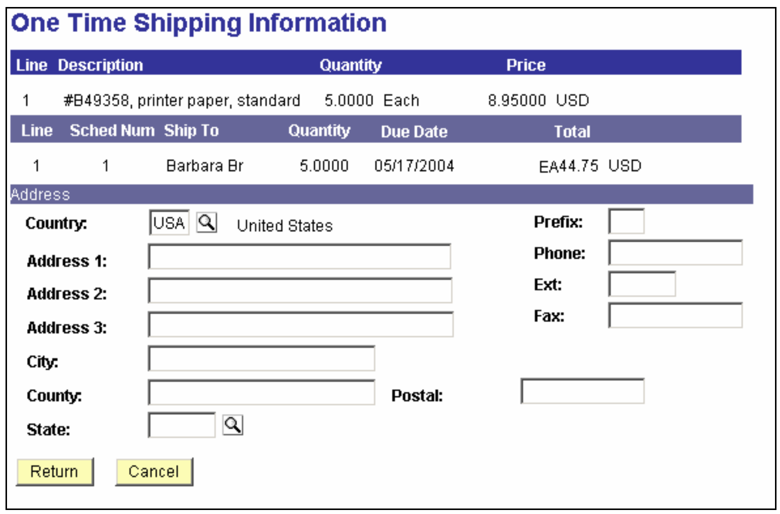
The Shipping Information page appears.



23. If the Shipping location is a standard CASE location, select the **Ship To** location and skip to step 31.

24. If it is a one-time ship to location (non-CASE location), click the (One Time Address icon).

The One Time Shipping Information page appears.



25. Enter the **Country** where the shipping address is located.

The remaining address lines become available in the format for that country.

26. Enter the correct, **one-time shipping address**.

27. Click Return.

The Shipping Information page appears.

28. Enter or Verify the **name of the person receiving the item** in the Attention field, if other than the Requestor.

29. Verify the **date that the requested item is needed** in the Due Date field.

30. If the requested items are going to multiple locations and or people, click the button and repeat steps 26 through 32.

To verify or update the Distribution Information for each line:

31. Click (Cost Distribution Info icon).

The Distribution Information page appears.

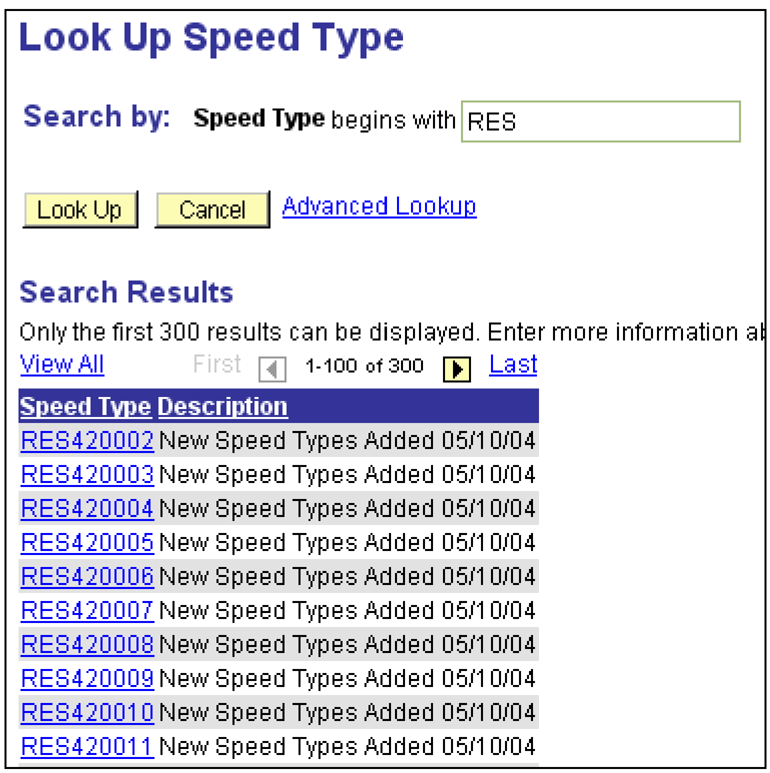
32. Select the Amt or Qty in the **Distribute by** field.

33. Click to select the **Speed Type**.

The Look Up Speed Type page appears.

34. Type the beginning characters for your SpeedType and click Look Up.

The available SpeedTypes appear in the Search Results.



35. Click the link of the SpeedType you will use.

The Distribution Information page appears with the information from the selected Speed Type.

36. Enter the **Account**, if applicable.

37. Enter the **Event**, if applicable.

38. For split funding on the requested items, click the + button, enter the Quantity or Amount, and repeat steps 36 – 40 for each additional distribution.

39. Click the **Return to Shipping Information** hyperlink

The Shipping Information page appears.

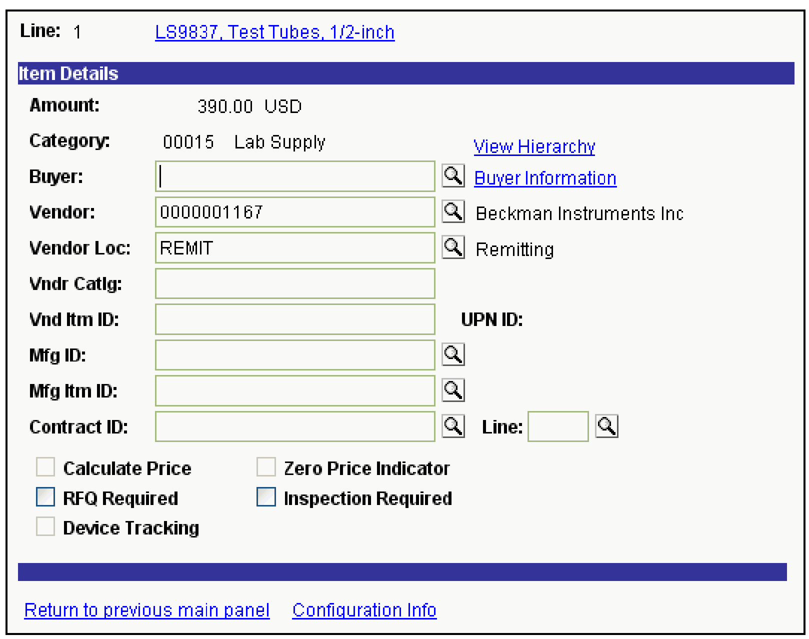
40. Click the **Return to Requisition Summary** hyperlink

The Requisition Summary page appears.

To verify or update the Line Details for each line:

41. Click (Line Details icon).

The Line Details page appears.


Line: 1 LS9837, Test Tubes, 1/2-inch

Item Details

Amount: 390.00 USD

Category: 00015 Lab Supply View Hierarchy

Buyer: Buyer Information

Vendor: 0000001167 Beckman Instruments Inc

Vendor Loc: REMIT Remitting

Vndr Catlg:

Vnd Itm ID: UPN ID:

Mfg ID:

Mfg Itm ID:

Contract ID: Line:

Calculate Price Zero Price Indicator

RFQ Required Inspection Required

Device Tracking

Return to previous main panel Configuration Info

42. Enter or verify the ID for the **Buyer**.

43. Verify that the **Vendor location** information is correct.

44. Enter additional information as needed.

45. Click the **Return to previous main panel** hyperlink.

The Requisition Summary page appears.

To add comments or attachments to send with the purchase order:

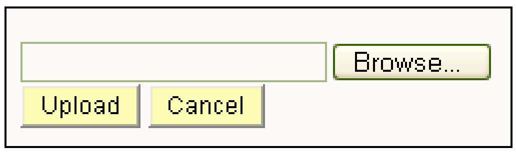
46. Click (Comments icon).

The Comments page appears with any comments that you entered on the Special Request.

47. Turn on the send comment to vendor checkbox if you want the comments to be printed on the purchase order to be sent to the vendor.

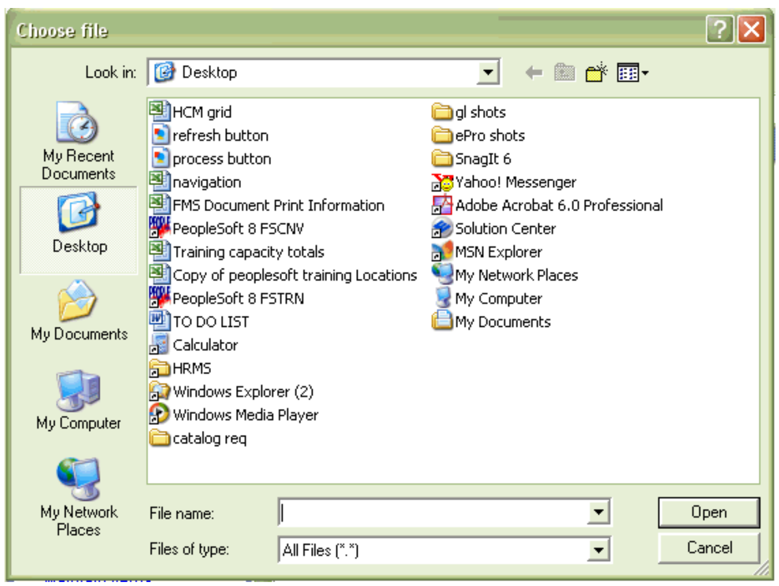
48. Click Add Attachment if you want to attach a document that further clarifies this request.

A page appears to select the document you want to send.



49. Click Browse... to locate your document.

The Choose file dialog box appears.



50. Locate the file and click Open.

51. Click Upload.

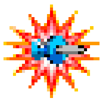
The Line Comments page appears with your attachment.

To submit the special requisition into workflow for approval:

52. Once all items and details have been recorded for the requisition, click Save and Submit.

The requisition is saved and submitted to workflow approval. A message appears at the bottom of the Requisition Summary page with your Requisition number. You may want to note this number for future reference.

Lesson 6: Creating a Special Request for Services



You will use a Special Request for Services requisition type when entering a blanket PO with a beginning and an ending date.

This lesson explains the pages and procedure used to enter a Special Request for Services.

Special Request – Service Page

Use the Special Request - Service page to indicate that this Special Request is for a service. From the Special Request page, select the **Service** radio button and click **Next**.

This is the Special Request – Service page:

There are three templates on this page that you can use to request services. They are:

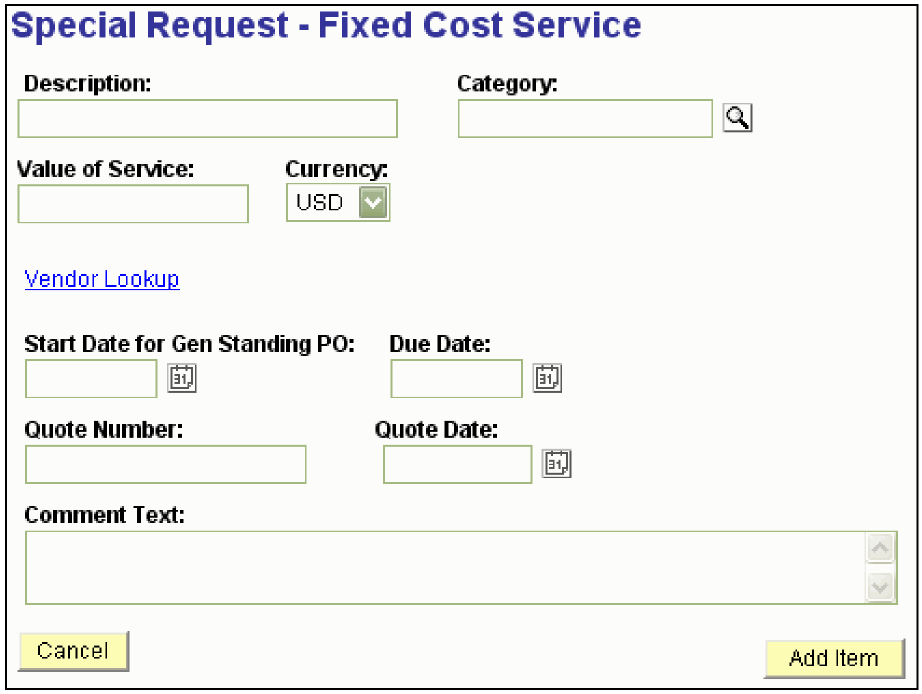
- **Fixed Cost** – Template for an item that has a specified cost. No allowance for quantity is available.
- **Variable Cost** – Template where unit price and quantity may be entered.
- **Time and Materials** – Template where unit price and time period may be entered.

Depending on the radio button selected, the appropriate template page will appear. You could use all three templates within the same requisition.

Special Request – Fixed Cost Service Page

On the Special Request – Service page, select the Fixed Cost radio button when you need to request service at a fixed cost.

This is the Special Request – Fixed Cost Service page:



These are the fields on the Special Request – Fixed Cost Service page:

Fields	Description
Description	Enter a text description of the service performed.
Category	Select from a predefined list of internal Category code.
Value of Service	Enter the total price of the item being requested.
Currency	Verify the currency for the order. **At Case this will always be US Dollars (USD)**.
Vendor Lookup	Click the link to the Vendor search page.
Start Date for Gen Standing PO	Enter the start date to begin the requested service.
Due Date	Enter the date the service should complete.
Quote Number	Enter a pre-existing quote number, if applicable.
Quote Date	Enter the date quote was made, if applicable.
Comment Text	Enter any text you want to appear on PO and Requisition.

Procedure – Creating a Special Request for Services Using a Fixed Cost Template

Use the following procedures to create a special request for services using the fixed cost template.

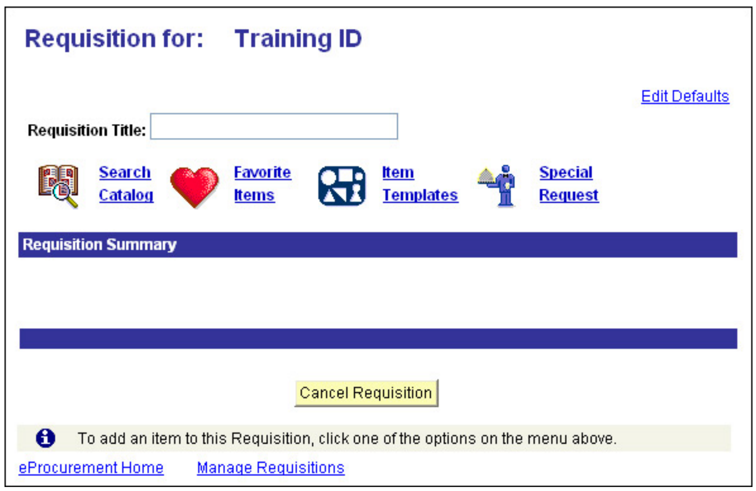
To create a special request for services with the fixed cost template:

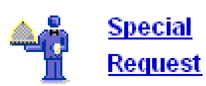
1. From the left-hand navigation, select **eProcurement**.
2. Select **eProcurement Home Page**.

   The eProcurement Home Page appears.

3. Select the **Create Requisition** hyperlink.

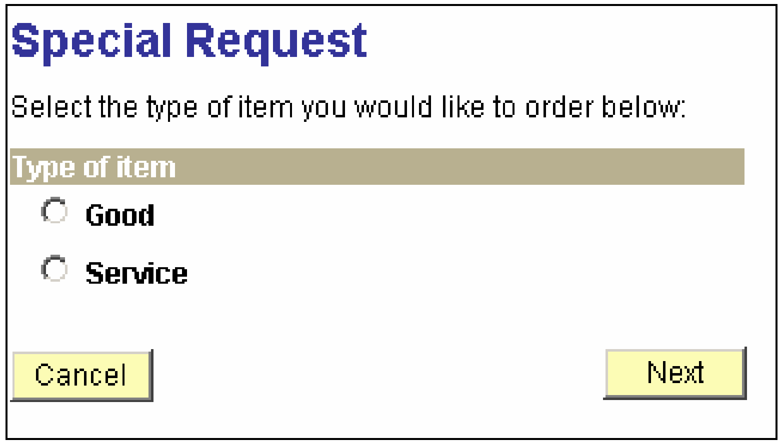
   The Requisition Summary page appears.



4. Enter a **Requisition Title**.
5. Click 

.

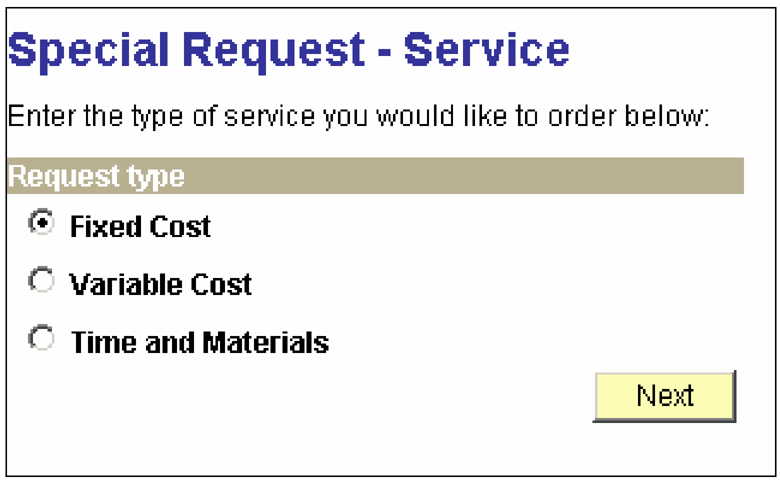
   The Special Request page appears.



6. Select the **Service** radio button.

7. Click Next.

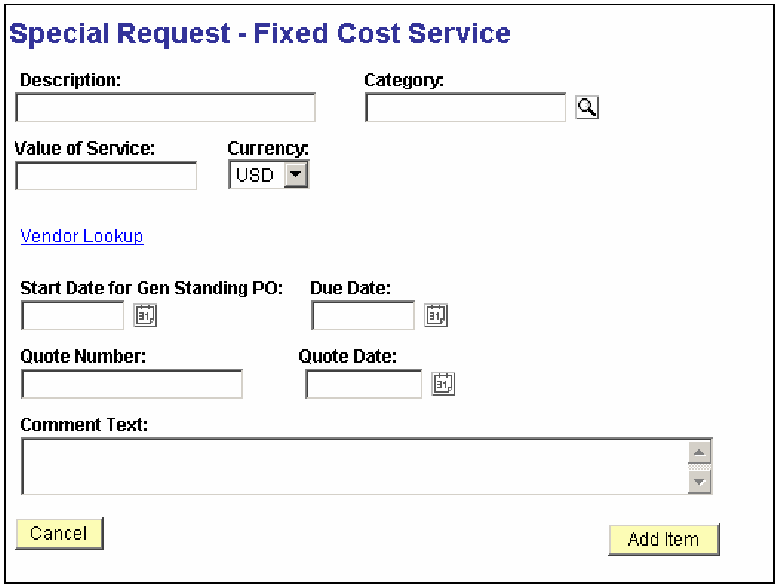
The Special Request – Services page appears.



8. Select the **Fixed Cost** radio button.

9. Click Next.

The Special Request – Fixed Cost page appears.



10. Enter the **Description** of the item needed.

11. Click for the **Category** field.

The Lookup Category page appears.

Category	Description
ADVERTISING	Media,Newspaper,Radio,TV,Class
ALL_CATALOG_ITEMS	All Purchasing Catalog Items
ANIMAL FACILITIES	Animal Facilities
ANIMAL RES CENTER	Animals, Lab, Farm, and Other
ARTS	Artists,Entertainers,Performer
ARTS&CRAFT SUPPLIE	Art SUpplies,Clay,Paint,Brushe
ATHLETIC SUPPLIES	Athletic,Recreation&Sporting
AUDIO VIDEO SERVIC	Video Productions Services
AUDIO VISUAL SUPPL	Audio Visual Parts & Supplies
AUDIT SERVICES	External Auditing/Accounting S
AWARDS	Awards,Plaques,Trophies,Appare
BOOKS	Books, Reprints, Periodicals,
BOOKS/BINDING/SUPP	Book Binding & Binding Supp
CABLE SERVICES	Cable Services,TV,Teleconferen
CATERING	Catering/Event Supplies/Serv
CHEM ETIOLOGICAL	Chemicals, Etiological
CHEM HAZARDOUS R&D	Chemicals, Hazardous Res & Dev
CHEM RESEARCH	Chemicals,Research& Scientific
CHEM/HAZA/FLAM>20L	20L and >Flammable/Hazardous
CIP_AC	CIP Administrative Costs
CIP_CC	CIP Construction Costs
CIP_DC	CIP Design Costs

12. Select the **Category**.

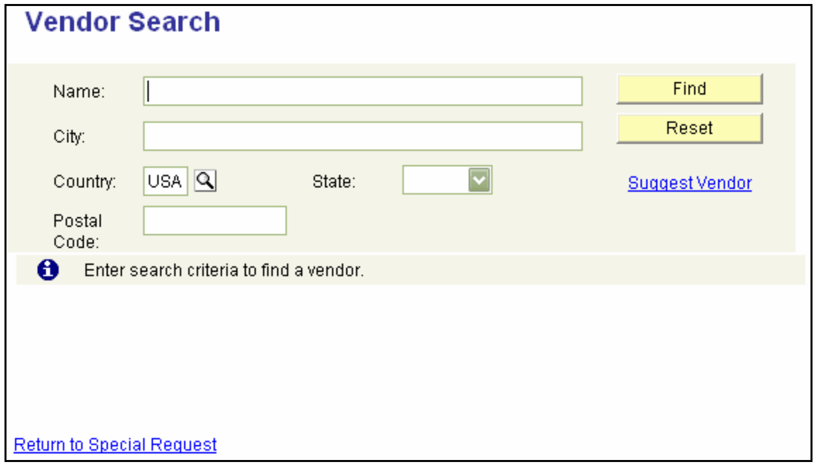
The Special Request – Fixed Cost page appears with the selected category.

13. Enter the **amount** in the Value of Service field.

14. Verify **USD** is in the Currency field.

15. Click the **Vendor Lookup** hyperlink.

The Vendor Search page appears.



16. Enter **search criteria** to locate the vendor in the vendor table:

- All or a portion of the vendor name
- City where the vendor is located
- State where the vendor is located
- All or a portion of the vendor zip code

17. Click 

.

A list of vendors that match the criteria appears.

18. Click the  select button on the vendor line to use for this requisition item.

The Special Request – Fixed Cost Service page reappears with the selected vendor information.

19. Enter the **Start Date** or the day the service will begin.

20. Enter the **Due Date** or the day the service will end.

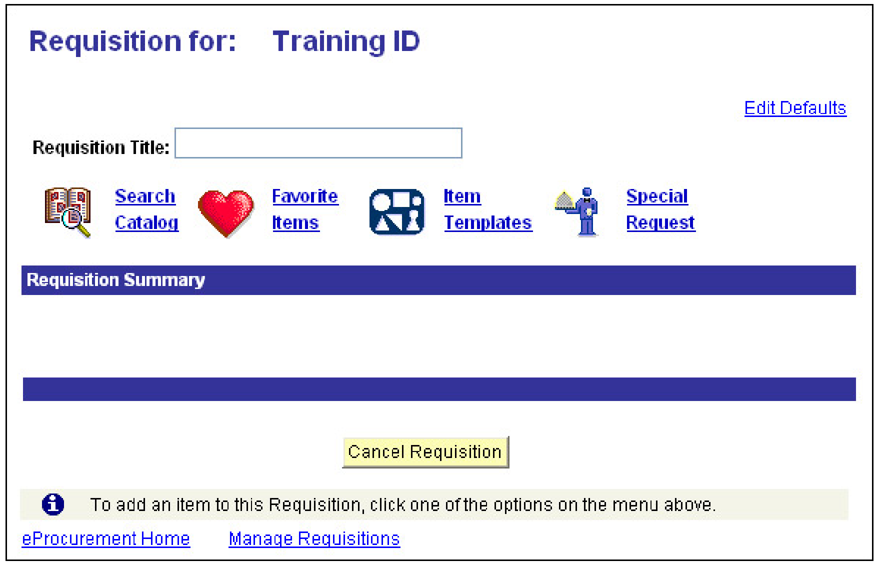
21. If a quote exists, enter the **Quote Number** and **Quote Date**.

22. Enter any needed **Comments**.

23. Click 

.

The Requisition Summary page appears with the information.



24. Repeat steps 8-23 for all special items that you are requesting.

To verify or update the Shipping Information for each line:

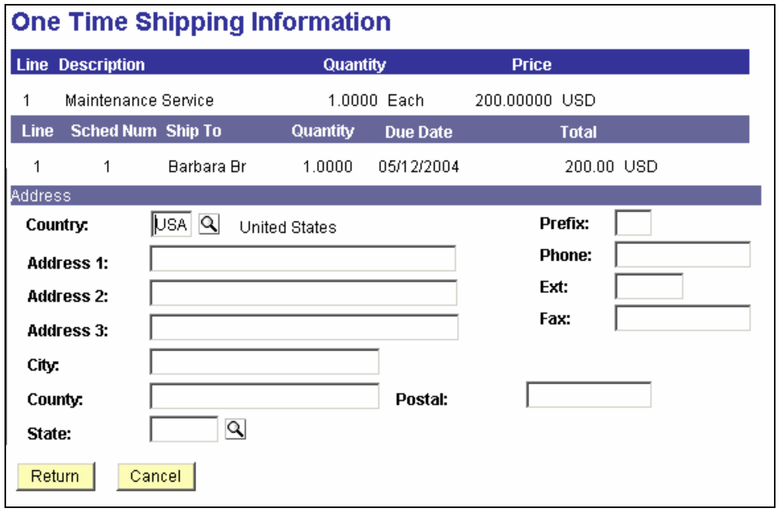
25. Click (Shipping Information icon).

The Shipping Information page appears.

26. If the Shipping location is a standard Case location, select the **Ship To** location and skip to step 29.

27. If it is a one-time ship to location (non-CASE location), click the (One Time Address icon).

The One Time Shipping Information page appears.



28. Enter the **Country** where the shipping address is located.

The remaining address lines become available in the format for that country.

29. Enter the correct, **one-time shipping address**.

30. Click **Return**.

The Shipping Information page appears.

31. Enter the **name of the person receiving the service** in the Attention field if other than the Requestor.

32. Enter the **date that the requested service is needed** in the Due Date field.

33. If the requested service is occurring at multiple locations and/or for people, click the + button and repeat steps 29 through 32.

To verify or update the Distribution Information for each line:

34. Click (Cost Distribution icon).

The Distribution Information page appears.

35. Select Amt or Qty in the **Distribute by** field.

36. Click to look up the SpeedType.

The SpeedType Lookup page appears.

37. Select the **SpeedType** combination.

The Distribution Information page appears with the selected SpeedType.

38. Enter the **Amount** or **Quantity** for the distribution line. Enter the **Account**, if applicable.

40. Enter the **Event**, if applicable.

41. For split funding on the requested items, click the + button, enter the Quantity or Amount, and repeat steps 39 - 40.

42. Click the **Return to Shipping Information** hyperlink

The Shipping Information page appears.

43. Click the **Return to Requisition Summary** hyperlink

The Requisition Summary page appears.

To verify or update the Line Details for each line:

44. Click (Line Details icon).

The Line Details page appears.

45. Verify that the **Buyer** field contains the departmental buyer.

46. Verify that the **Vendor Location** information is correct.

47. Click the **Return to previous main panel** hyperlink.

The Requisition Summary page appears.

To add comments or attachments to send with the purchase order:

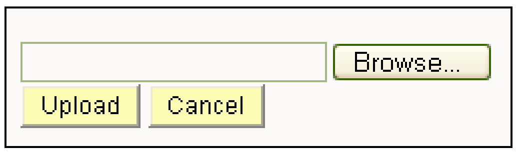
48. Click (Comments icon).

The Comments page appears with any comments that you entered on the Special Request.

49. Turn on the send comment to vendor checkbox if you want the comments to be printed on the purchase order to be sent to the vendor.

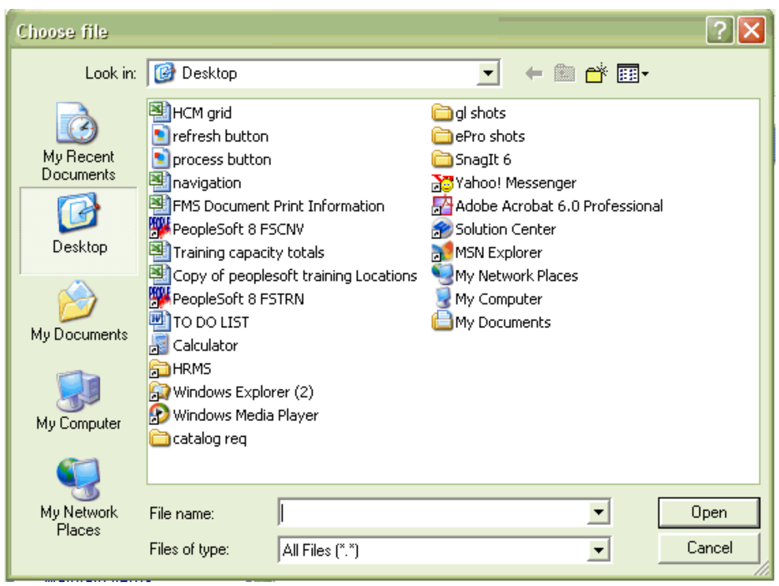
50. Click Add Attachment if you want to attach a document that further clarifies this request.

A page appears to select the document you want to send.



51. Click Browse... to locate your document.

The Choose file dialog box appears.



52. Locate the file and click Open.

53. Click Upload.

The Line Comments page appears with your attachment.

To submit the special requisition into workflow for approval:

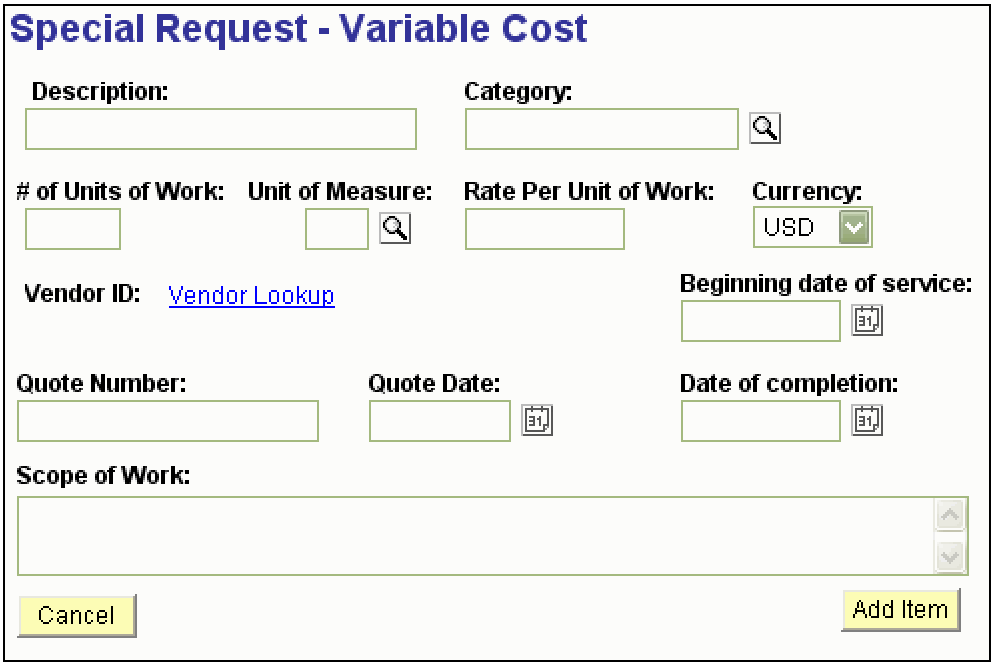
54. Once all items and details have been recorded for the requisition, click Save and Submit.

The requisition is saved and submitted to workflow approval. A message appears at the bottom of the Requisition Summary page with your Requisition number. You may want to note this number for future reference.

Special Request – Variable Cost Page

On the Special Request – Service page, select the Variable Cost radio button when you need to request service at a variable cost, such as for equipment repair.

This is the Special Request – Variable Cost page:



These are the new fields on the Special Request – Variable cost page:

Field	Description
# of Units of work	Enter the quantity of work to be done.
Unit of Measure	Enter how work is measured, (hours, days, tons, etc.)
Rate Per Unit of Work	Enter the unit price for the service.
Beginning date of service	Enter the beginning date of work.
Date of Completion	Enter the date work is to be complete.
Scope of Work	Enter a description of the work to be done.

Procedure – Creating a Special Request for Services Using a Variable Cost Template

Use the following procedures to create a special request for services using the variable cost template.

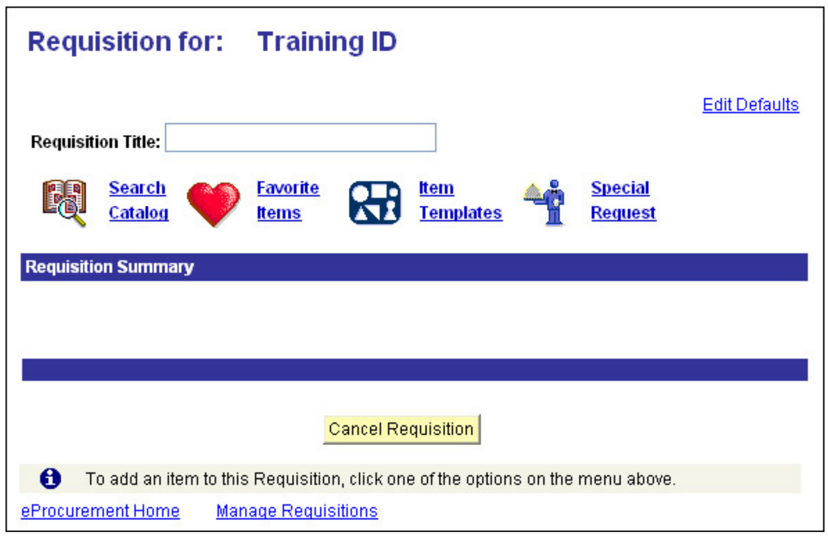
To create a special request for services with the variable cost template:

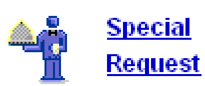
1. From the left-hand navigation, select **eProcurement**.
2. Select **eProcurement Home Page**.

   The eProcurement Home Page appears.

3. Select the **Create Requisition** hyperlink.

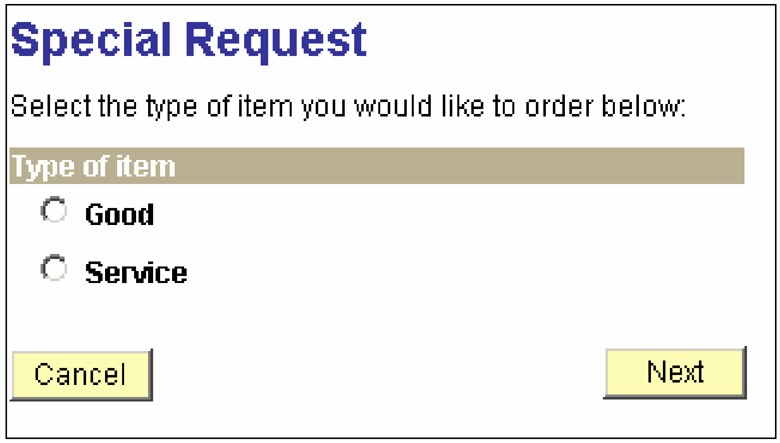
   The Requisition Summary page appears.



4. Enter a **Requisition Title**.
5. Click 

.

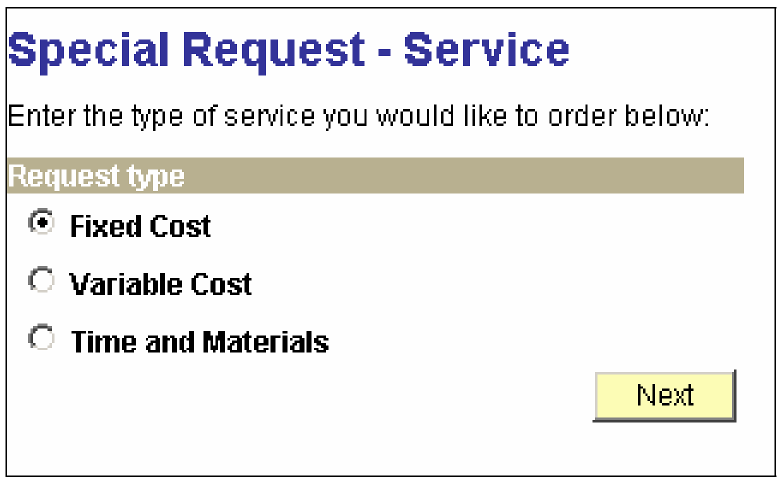
   The Special Request page appears.



6. Select the **Service** radio button.

7. Click .

The Special Request – Services page appears.

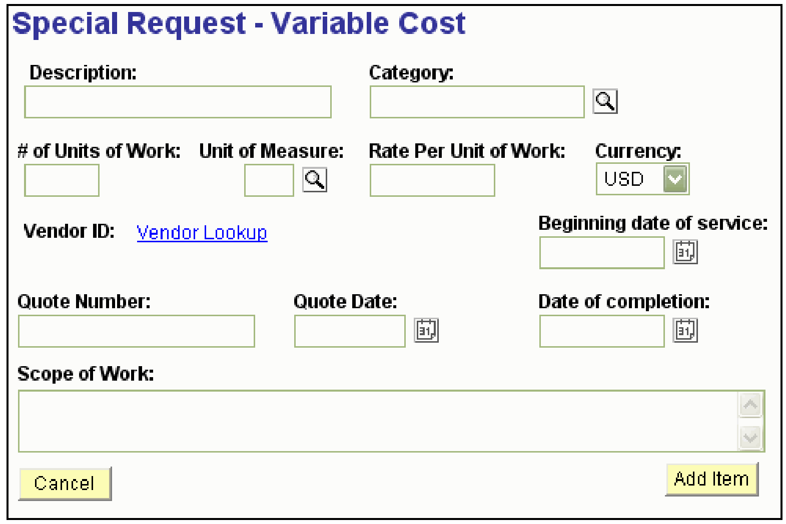


8. Select the **Variable Cost** radio button.

9. Click 

.

The Special Request – Variable Cost page appears.



10. Enter a **Description** of the item needed.

11. Click  for the **Category** field.

The Lookup Category page appears.

12. Select the **Category**.

The Special Request – Variable Cost page appears.

13. Enter the # **of Units of Work**.

14. Enter the **Unit of Measure** for this work.

15. Enter the price **Rate per Unit of Work**.

16. Verify **USD** is in the Currency field.

17. Click the **Vendor Lookup** hyperlink.

The Vendor Search page appears.

18. Enter **search criteria** to locate the vendor in the vendor table:
    - All or a portion of the vendor name
    - City where the vendor is located
    - State where the vendor is located
    - All or a portion of the vendor zip code

19. Click the **Find** button.

Matched results display below the vendor search criteria.

20. Click  on the vendor line to use for this requisition item.

The Special Request – Variable Cost page reappears

21. Enter the **Beginning date of service**.

22. Enter the **Date of completion**.

23. If a quote exists, enter the **Quote Number** and **Quote Date**.

24. Enter a **long description of the line item and any instructions** in the Scope of Work field.

25. Click the **Add Item** button.

The Requisition Summary page appears – with the new line.

26. Repeat steps 8-28 for all special services that you are requesting.

To verify or update the Shipping Information for each line:

27. Click the Shipping Information icon.

The Shipping Information page appears.

28. If the Shipping location is a standard CASE location, select the **Ship To** location and skip to step 36.

29. If it is a one-time ship to location (non-CASE location), click the (One Time Address icon).

The One Time Shipping Information page appears.

30. Enter the **Country** where the shipping address is located.

The remaining address lines become available in the format for that country.

31. Enter the correct, **one-time shipping address**.

32. Click **Return**.

The Shipping Information page appears.

33. Enter the **name of the person receiving the item** in the Attention field if other than the Requestor.

34. Enter the **date that the requested item is needed** in the Due Date field.

35. If the requested items are going to multiple locations and or people, click the + button and repeat steps 31 through 37.

To verify or update the Distribution Information for each line:

36. Click (Cost Distribution icon).

The Distribution Information page appears.

37. Select the Amt or Qty in the **Distribute by** field.

38. Click for the **SpeedType** field.

The SpeedType Lookup page appears.

39. Select the **SpeedType** combination.

The Distribution Information page appears.

40. Enter the **Amount** or **Quantity** for the distribution line.

41. Enter the **Account**, if applicable.

42. Enter the **Event**, if applicable.

43. For split funding on the requested items, click the + button, enter the Quantity or Amount, and repeat steps 43 - 45.

44. Click the **Return to Shipping Information** hyperlink

The Shipping Information page appears.

45. Click the **Return to Requisition Summary** hyperlink

The Requisition Summary page appears.

To verify or update the Line Details for each line:

46. Click (Line Details icon).

The Line Details page appears.

47. Verify that the **Buyer** field contains the correct buyer.

48. Verify that the **Vendor Location** information is correct.

49. Click the **Return to previous main panel** hyperlink.

The Requisition Summary page appears.

To add comments or attachments to send with the purchase order:

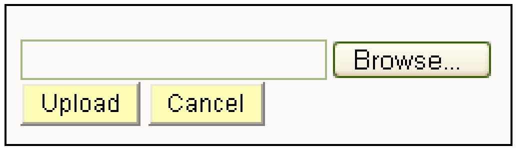
50. Click (Comments icon).

The Comments page appears with any comments that you entered on the Special Request.

51. Turn on the send comment to vendor checkbox if you want the comments to be printed on the purchase order to be sent to the vendor.

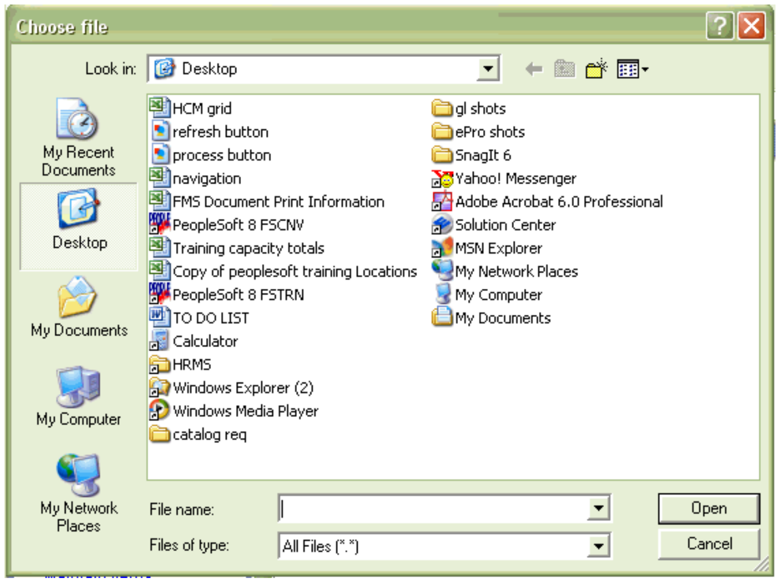
52. Click Add Attachment if you want to attach a document that further clarifies this request.

A page appears to select the document you want to send.



53. Click  to locate your document.

The Choose file dialog box appears.

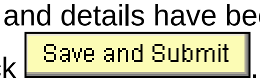


54. Locate the file and click .

55. Click .

The Line Comments page appears with your attachment.

To submit the special requisition into workflow for approval:

56. Once all items and details have been recorded for the requisition, click .

The requisition is saved and submitted to workflow approval. A message appears at the bottom of the Requisition Summary page with your Requisition number. You may want to note this number for future reference.

Special Request – Time and Material Pages

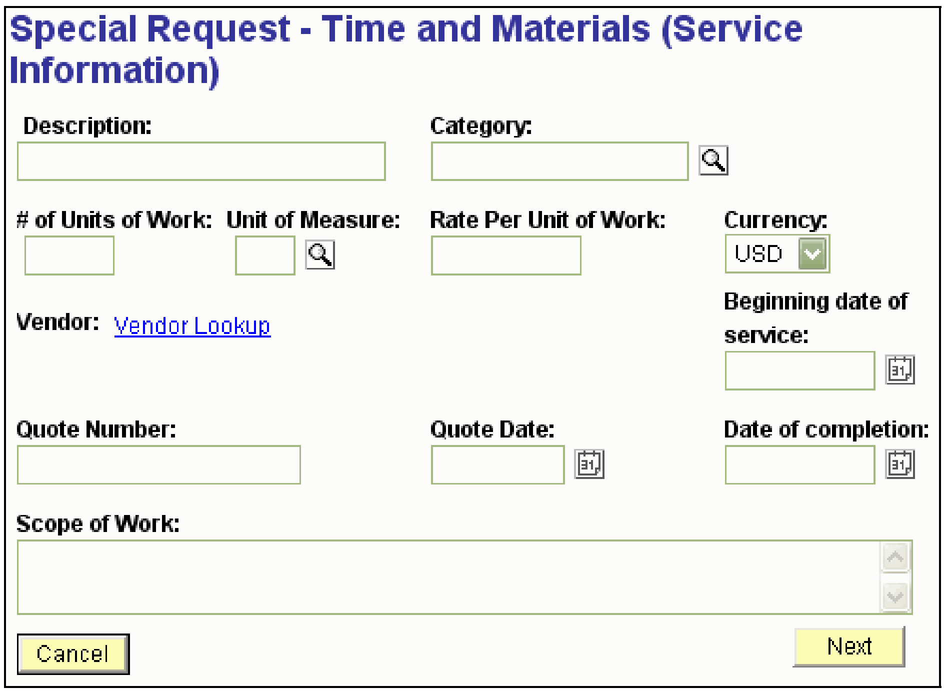
At Case, you will use the Special Request for Service, Time and Materials requisition type for construction requests.

On the Special Request – Time and Material page, select the Time and Materials radio button when you need to request service that includes pricing for units of time and materials. This template consists of two pages, one for service information, and another for materials information.

Service Information

Use the Special Request – Time and Materials (Service Information) page to enter detail for the service part of the request.

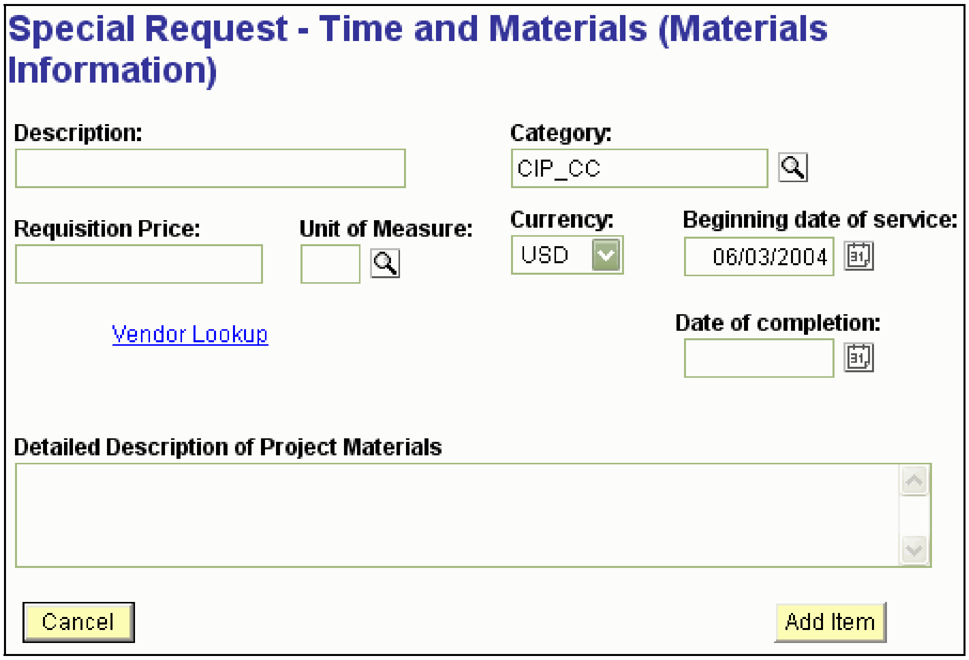
This is the Special Request – Time and Materials (Service Information) page:



Material Information

Use the Special Request – Time and Materials (Material Information) page to enter detail for the goods or materials part of the request.

This is the Special Request – Time and Materials (Material Information) Page:



Procedure – Creating a Special Request for Services Using a Time and Materials Template

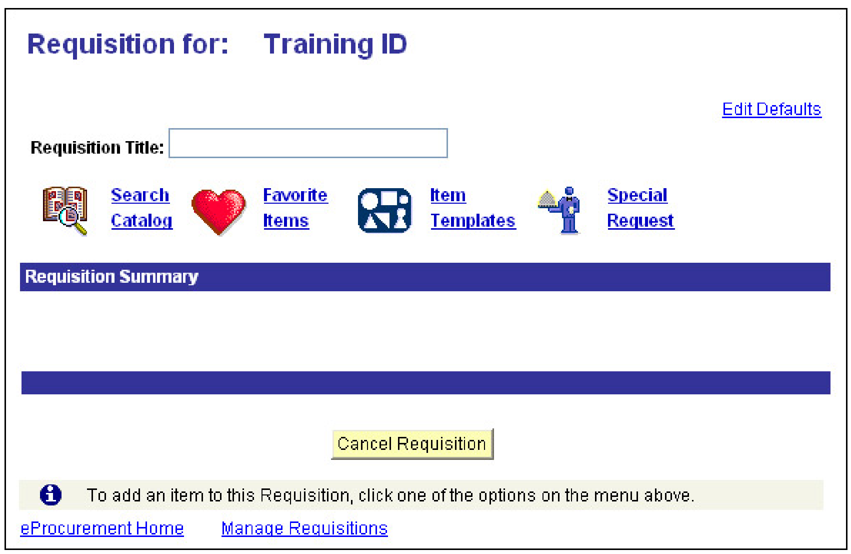
Use the following procedures to create a special request for services using the time and materials template.

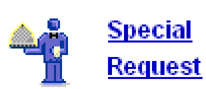
To create a special request for services with the time and materials template:

1. From the left-hand navigation, select **eProcurement**.
2. Select **eProcurement Home Page**.

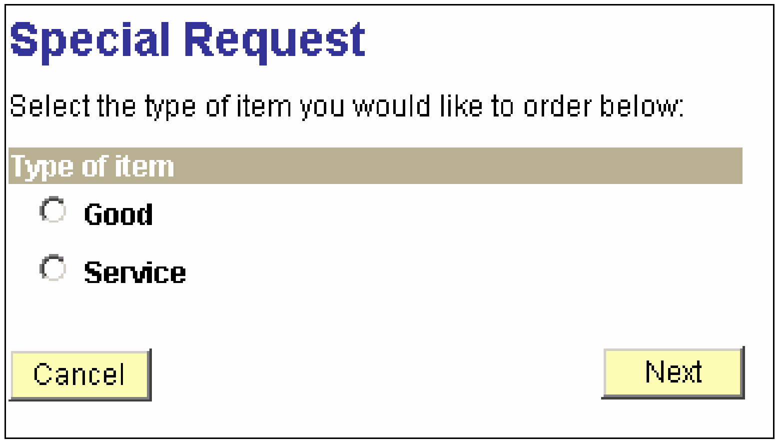
   The eProcurement Home Page appears.
3. Select **Create Requisition**.
4. Click **OK.**

   The Requisition Summary page appears.

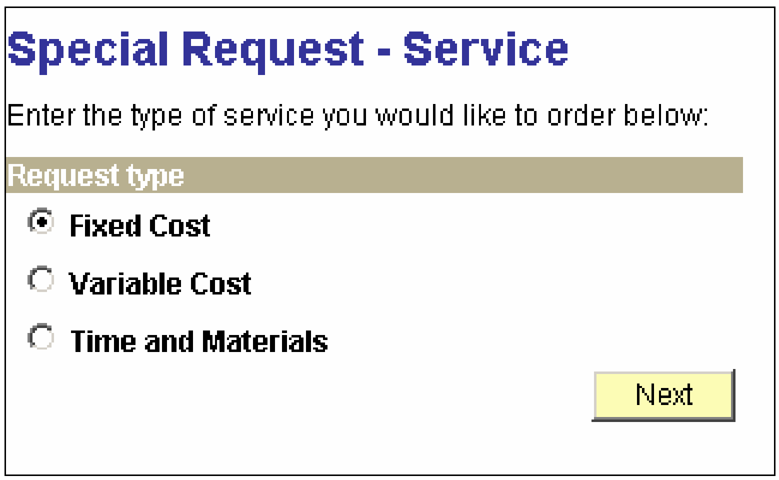
5. Enter a **Requisition Title**.
6. Click .

   The Special Request page appears.



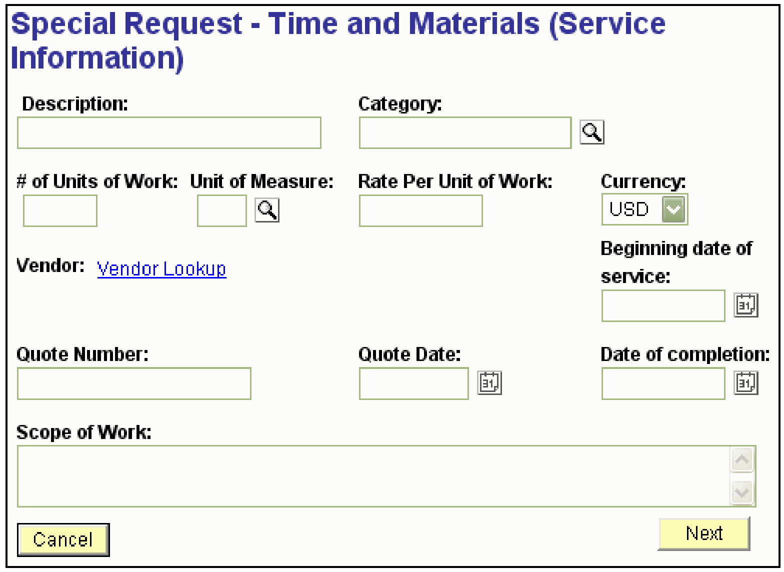
7. Select the **Service** radio button.
8. Click **Next**.

The Special Request – Services page appears.



9. Select the **Time and Materials** radio button.
10. Click **Next**.

The Special Request – Time and Materials (Service Information) page appears.



11. Enter a **Description** of the service needed.

12. Click  for the **Category** field.

    The Lookup Category page appears.

13. Select the **Category**.

    The Special Request – Time and Materials (Service Information) page appears.

14. Enter **# of Units of Work**.

15. Enter **Unit of Measure**.

16. Enter the price **Rate per unit of work**.

17. Verify **USD** is in the Currency field.

18. Click the **Vendor Lookup** hyperlink.

    The Vendor Search page appears.

19. Enter **search criteria** to locate the vendor in the vendor table:
    - All or a portion of the vendor name
    - City where the vendor is located
    - State where the vendor is located
    - All or a portion of the vendor zip code

20. Click 

.

    A list of results that match the criteria display below the vendor search criteria.

21. Click  on the vendor line to use for this requisition item.

The Special Request – Time and Materials (Service Information) page reappears.

22. Enter the **Beginning date of service**.

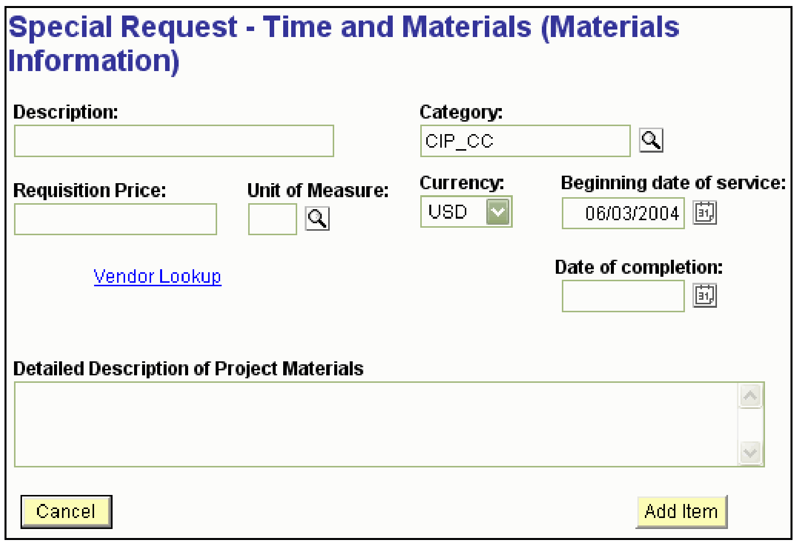
23. If a quote exists, enter the **Quote Number** and **Quote Date**, if applicable.

24. Enter the **Date of Completion**.

25. Enter a **long description of the work to be done and any instructions** in the Scope of Work field.

26. Click the **Next** button.

The Special Request - Time and Materials (Materials Information) page appears.



27. Enter the **Description** of the materials.

28. Click to search for the **Category**.

The All Categories – Special Request Categories Lookup page appears.

29. Select the appropriate item **Category**.

30. Enter the material **Requisition Price**.

31. Enter the **Unit of Measure**.

32. Verify that **USD** is in the Currency field.

33. Enter the **Beginning date of service**.

34. Enter the **Date of completion**.

35. Click the **Vendor Lookup** hyperlink.

The Vendor Search page appears.

When you use the Time and Materials template, two line items appear on the Requisition Summary page. One line reflects the Time or service portion of the requisition, the other line reflects the materials portion of the requisition.

36. Enter **search criteria** to locate the vendor in the vendor table:

- All or a portion of the vendor name
- City where the vendor is located
- State where the vendor is located
- All or a portion of the vendor zip code

37. Click Find.

A list of results that match the criteria display below the vendor search criteria.

38. Click ✔ on the vendor line to use for this requisition item.

The Special Request – Time and Materials (Materials Information) page reappears

39. Enter the **Detailed description of Project Materials**.

40. Click the **Add Item** button.

The Requisition Summary page appears with the new lines.

To verify or update the Shipping Information for each line:

41. Click (Shipping Information icon) for the first line item.

The Shipping Information page appears.

42. If the Shipping location is a standard Case location, select the **Ship To** location and skip to step 47.

43. If it is a one-time ship to location (non-Case location), click the (One Time Address icon).

The One Time Shipping Information page appears.

44. Enter the **Country** where the shipping address is located.

The remaining address lines become available in the format for that country.

45. Enter the correct, **one-time shipping address**.

46. Click **Return**.

The Shipping Information page appears.

47. Enter the **name of the person receiving the service** in the Attention field if other than the Requestor.

48. Enter the **date that the requested item is needed** in the Due Date field.

49. If the requested items are going to multiple locations and or people, click the + button and repeat steps 44 through 50.

To verify or update the Distribution Information for each line:

50. Click (Cost Distribution icon).

The Distribution Information page appears.

51. Select the Amt or Qty in the **Distribute by** field.

52. Click for the **SpeedType** field.

The SpeedType Lookup page appears.

53. Select the **SpeedType** combination.

The Distribution Information page appears.

54. Enter the **Amount** or **Quantity** for the distribution line.

55. Enter the **Account**, if applicable.

56. Enter the **Event**, if applicable.

57. For split funding on the requested items, click the + button, enter the Quantity or Amount, and repeat steps 54 - 58.

58. Click the **Return to Shipping Information** hyperlink

The Shipping Information page appears.

59. Click the **Return to Requisition Summary** hyperlink

The Requisition Summary page appears.

To verify or update the Line Details for each line:

60. Click (Line Details icon).

The Line Details page appears.

61. Verify that the **Buyer** field contains the correct buyer.

62. Verify that the **Vendor Location** information is correct.

63. Click the **Return to previous main panel** hyperlink.

The Requisition Summary page appears.

To add comments or attachments to send with the purchase order:

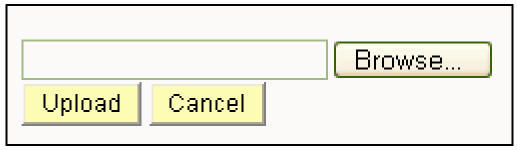
64. Click (Comments icon).

The Comments page appears with any comments that you entered on the Special Request.

65. Turn on the send comment to vendor checkbox if you want the comments to be printed on the purchase order to be sent to the vendor.

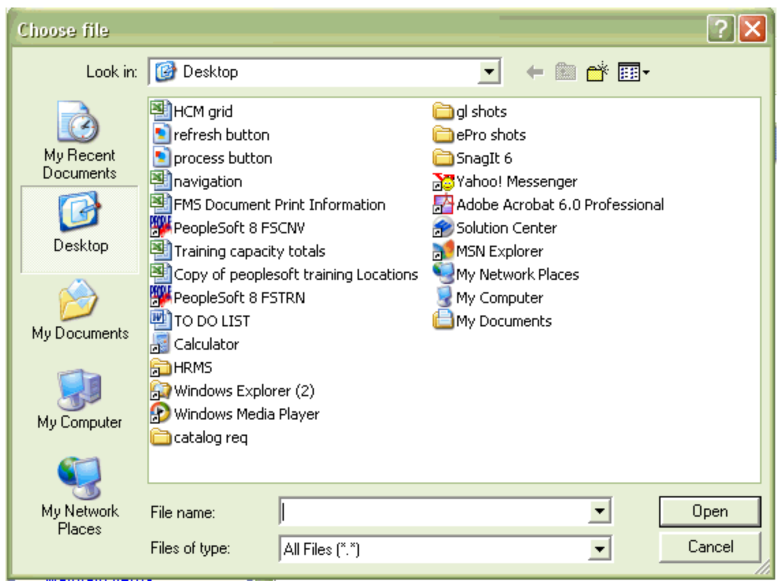
66. Click Add Attachment if you want to attach a document that further clarifies this request.

A page appears to select the document you want to send.



67. Click Browse... to locate your document.

The Choose file dialog box appears.



68. Locate the file and click Open.

69. Click Upload.

The Line Comments page appears with your attachment.

To submit the special requisition into workflow for approval:

70. Once all items and details have been recorded for the requisition, click Save and Submit.

The requisition is saved and submitted to workflow approval. A message appears at the bottom of the Requisition Summary page with your Requisition number. You may want to note this number for future reference.

Lesson 7: Managing Requisitions

From the eProcurement Home Page, you can access your requisitions to modify and perform other maintenance functions.

Navigation

Menu Group	eProcurement
Menu	eProcurement Home Page
Menu Item	Manage Requisitions

Click the Manage Requisitions hyperlink from the eProcurement Home page to access the Manage Requisitions page.

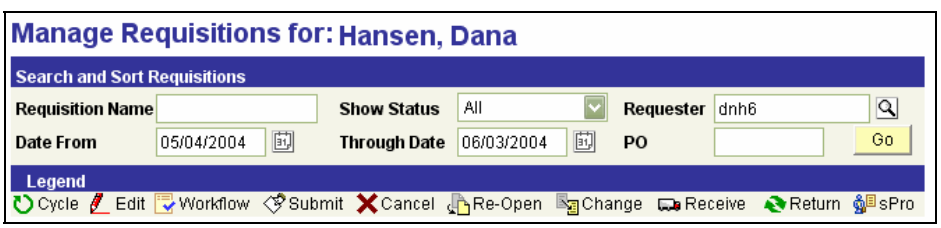
Manage Requisitions Search and Sort

Use the Search and Sort Requisitions group box at the top of this page to narrow down your search. If you enter requisitions on behalf of others, you can specify the name in the Requester field to view and manage requisitions for that person. You may also want to enter the Requisition Name (title) to narrow your search even further.

After you enter your search criteria and click Go, a list that matches the entered criteria appears.

When you know the PO number, you can enter it in the PO field in the Manage Requisitions Search and Sort Requisitions group box.

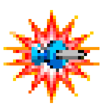
This is the Manage Requisitions search dialog page.



These are the fields, icons and hyperlinks on the Manage Requisitions Search and Sort Requisitions group box

Fields/Icons/ Hyperlinks	Description
Requisition Name	Enter all or a portion of the requisition title that you entered.

Fields/Icons/ Hyperlinks	Description
Show Status	Select a status from the drop-down list to find the requisition you want. Available status values are: All, Approved, Canceled, Complete, Denied, Open, PO(s) Created, PO(s) dispatched, Pending, Received, and Searched
Requestor	Enter the Requestor of the requisition you want to find. Use  to lookup the requestor, if needed.
Date From	Enter a beginning date for the date range in which to search for your requisition.
Through Date	Enter an ending date for the date range in which to search for your requisition.
PO	Enter the PO number associated to the requisition, if known.
Go	After you have entered the search criteria in the Search and Sort Requisitions group box, click this button to display matches for the selected criteria



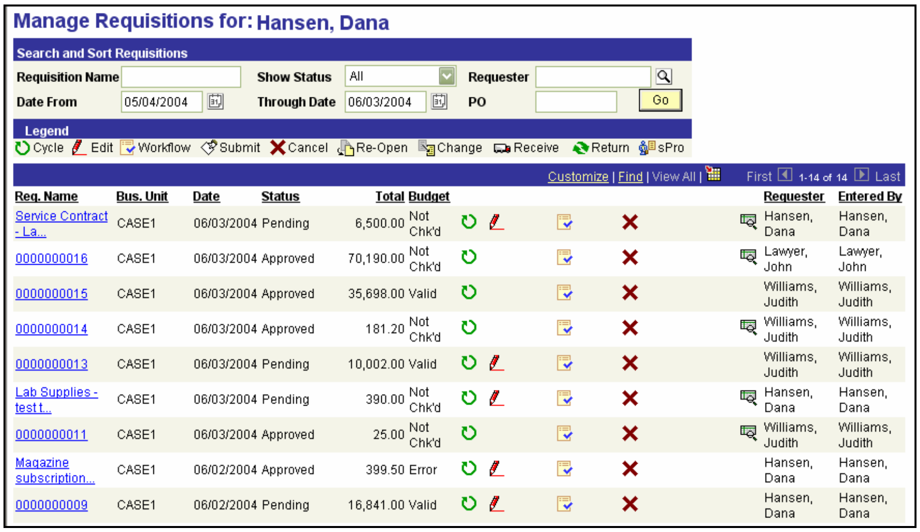
The PO field in the Search and Sort Requisitions group box is the only place that you can use the PO number to find a requisition.

Manage Requisitions Summary

If a PO has been created for a Requisition you can view the PO information on the Requisition Details page. Click the Req Name to open the Requisition Details page.

Use the Manage Requisitions Summary page to review, edit, or cancel requisitions. To see the details of a specific Requisition, click on the Requisition Name link.

This is the Manage Requisitions Summary page:



Manage Requisitions for: Hansen, Dana

Search and Sort Requisitions

Requisition Name | Show Status: All | Requester
Date From: 05/04/2004 | Through Date: 06/03/2004 | PO | Go

Legend

Cycle Edit Workflow Submit Cancel Re-Open Change Receive Return sPro

Customize | Find | View All | First 1-14 of 14 Last

Req. Name	Bus. Unit	Date	Status	Total	Budget	Requester	Entered By
Service Contract - La...	CASE1	06/03/2004	Pending	6,500.00	Not Chk'd	Hansen, Dana	Hansen, Dana
0000000016	CASE1	06/03/2004	Approved	70,190.00	Not Chk'd	Lawyer, John	Lawyer, John
0000000015	CASE1	06/03/2004	Approved	35,698.00	Valid	Williams, Judith	Williams, Judith
0000000014	CASE1	06/03/2004	Approved	181.20	Not Chk'd	Williams, Judith	Williams, Judith
0000000013	CASE1	06/03/2004	Pending	10,002.00	Valid	Williams, Judith	Williams, Judith
Lab Supplies - test t...	CASE1	06/03/2004	Pending	390.00	Not Chk'd	Hansen, Dana	Hansen, Dana
0000000011	CASE1	06/03/2004	Approved	25.00	Not Chk'd	Williams, Judith	Williams, Judith
Magazine subscription...	CASE1	06/02/2004	Approved	399.50	Error	Hansen, Dana	Hansen, Dana
0000000009	CASE1	06/02/2004	Pending	16,841.00	Valid	Hansen, Dana	Hansen, Dana

The Legend is explained between the search criteria and the returned matches on the Manage Requisitions Summary page.

These are the fields, icons and hyperlinks on the Manage Requisitions Summary page:

Fields/Icons/ Hyperlinks	Description
Req. Name	Displays the descriptive title that was entered for the requisition or the requisition number if no title was entered.
Business Unit	Displays the Business Unit for which the requisition was entered. **This will be CASE1**.
Date	Displays the date the requisition was entered.
Status	Displays the current status of the requisition.
Total	Displays the total dollar amount of the requisition.
Budget	Displays the status of the Budget Check process.
Cycle	Click the icon to access the "Circle of Life" or Requisition Cycle page for this requisition. Icons on the "Circle" will be activated when that stage is complete.
Edit	Click the icon to open the Requisition Summary page for editing the requisition. Requisitions may be edited until they are approved.

Fields/Icons/ Hyperlinks	Description
Workflow	Click the icon to access the Requisition Approval Status page. This will graphically show where the requisition is within the approval workflow structure.
Submit	Click the icon to submit the requisition into workflow for approval.
Cancel	Click the icon to cancel the requisition
Re-Open	Click the icon to re-open a cancelled requisition
Change	Click the icon to create a change request.
Receive	Click the icon to create a receipt on the PO for the requisition.
Return	Click the icon to create a return to vendor transaction.
	Click the icon to perform Budget Check on an approved requisition.
eProcurement Home	Click the hyperlink to return to the eProcurement Home Page.
Create New Requisition	Click the hyperlink to return to the New Requisition page.
Inquire Change Request	Click the hyperlink to access a lists of change request that have been made.
Inquire Receipts	Click the hyperlink to access a list of receipts created against the requisition.
Requisition Report	Click the hyperlink to run the PO to Requisition XREF (cross-reference) report.

Procedure – Inquiring on a Requisition

Use the following steps to inquire on a requisition.

To inquire on a requisition:

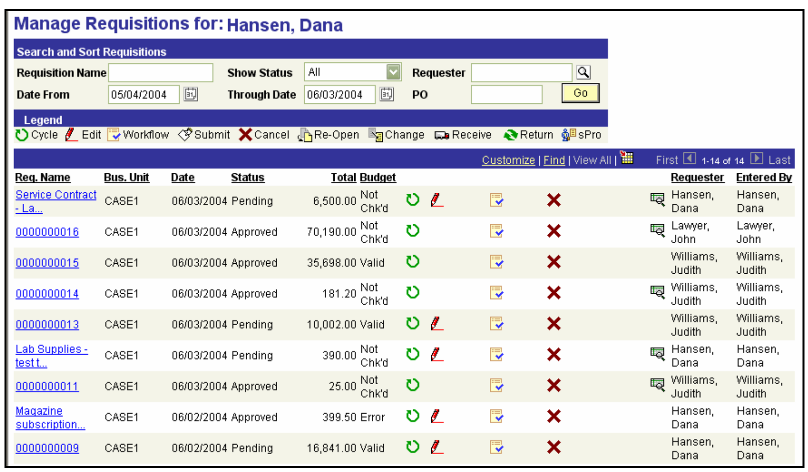
1. From the eProcurement Home Page, select **Manage Requisitions**.

   The Manage Requisition page appears.

2. Enter any known **identifying information** in the Selection fields.

3. Click **Go.**

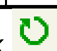
   The result portion of the page changes to include any matching requisitions.



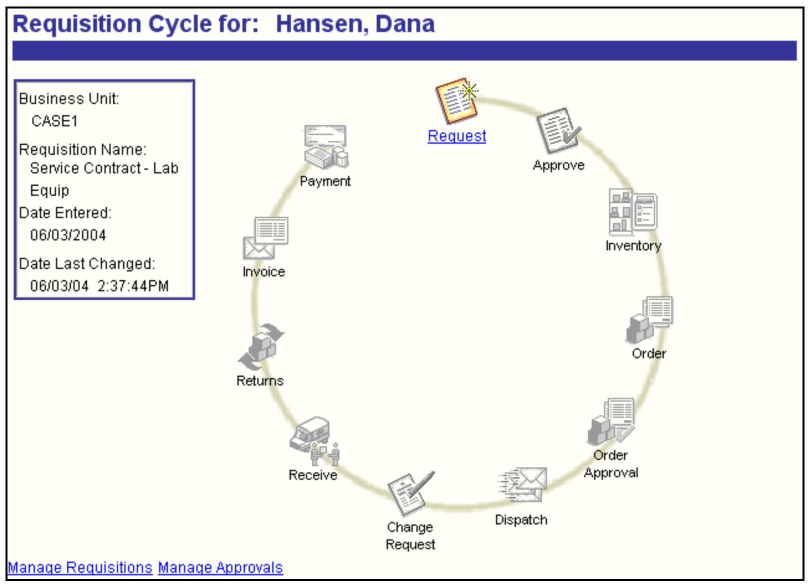
4. From this page use the following value to review the requisition:

Link	Description
Requisition name	Review requisition items
Cycle	Review the requisition's position within the procurement life cycle.
Edit	Edit the requisition.
	Review the requisition's approval status.

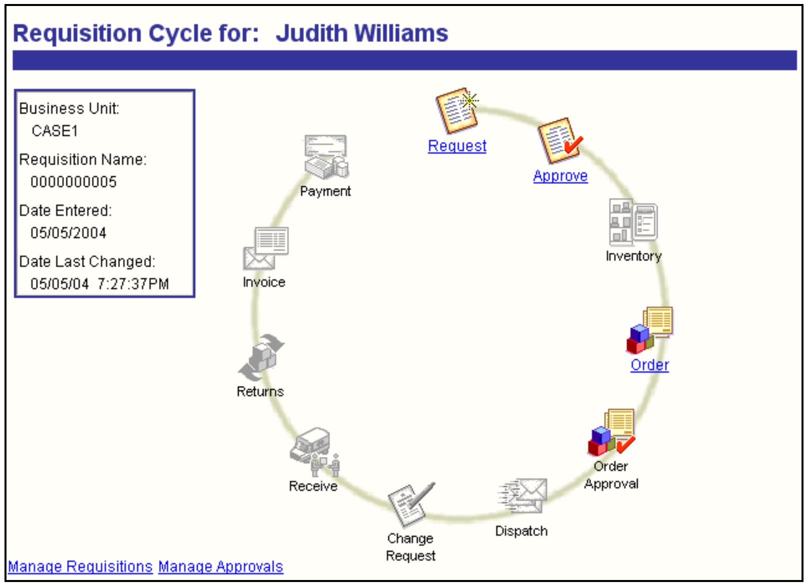
Link	Description
	Submit the requisition for approval.
	Cancel the requisition.
	Reopen the requisition.
	Create a change request. **Do not use.**
	Create a receipt for the requisition.
	Return an item to the vendor.

5. When you click  on a requisition, the Circle of Life or Requisition Cycle page appears. The bright icon shows the completed stages in the circle.

This is a pending requisition:



This is a requisition that has been converted to a PO, dispatched and the items received. The return to vendor capability is also available as items have been received:



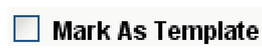
Lesson 8:
Working with an Item Template

This lesson explains how to create and use an item template.

Creating a Special Request Item Template

PeopleSoft eProcurement gives you the ability to create item templates for a group of frequently ordered items on a Special Request requisition.

These are the steps to create an item template:

1. Create a Special Request requisition.
2. Add items to the requisition and include all related data (quantity, unit price, category, vendor, shipping, cost distribution, etc.).
3. Turn on the 

check box.
4. Save the requisition.

The template will be saved with all of the exact information that you established on the original requisition.

Using an Item Template

Once you have created an item template, you can use it in the future to quickly add the items to your new requisition.

These are the steps in using an item template:

1. On the Requisition Summary page for a Special Request, select 

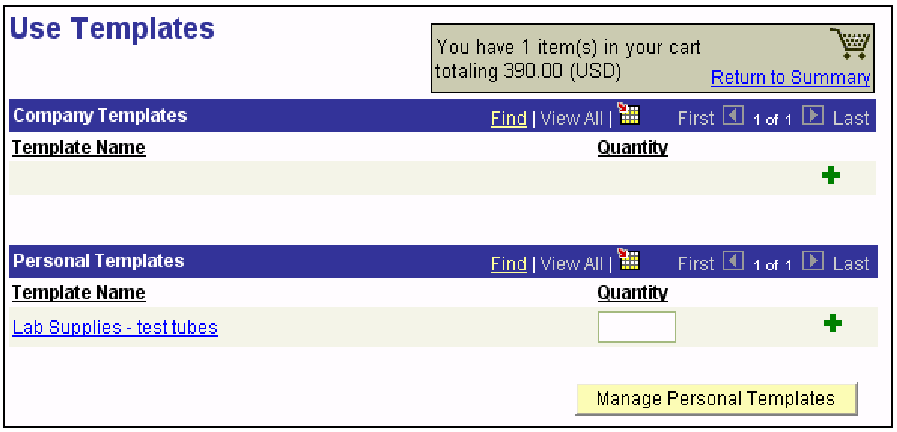
.
2. Select the item template you want to use from the Use Templates Page.
3. Verify/adjust any details on the requisition as needed.
4. Modify the Due Date for the requisition.
5. Save the requisition.

Remember, the template you use carries forward the Due Date of the original requisition. Change the Due Date for the items in the new requisition or else the system will give you an error message that the Due Date cannot be prior to the date of the Requisition.

Use Templates Page

The Use Templates page allows you to select an item template to use for your requisition. If you click on the template name, every item on the template will be added to your requisition at the quantity of the original template. You still have the opportunity to edit the quantity, along with shipping and cost information as needed. You can also enter a quantity and then click the Insert Line button.

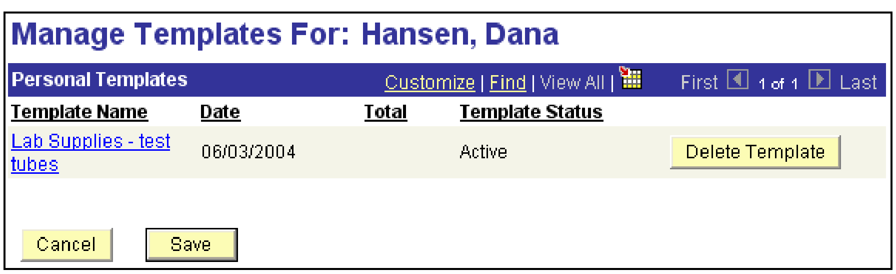
This is the User Templates page.



Manage Templates Page

From the User Template page, click the Manage Templates button. The Manage Templates page lets you delete an item template you no longer need

This is the Manage Templates page:



Procedure – Creating an Item Template

Use the following procedures to create a Special Request item template for a group of items that you order frequently:

To create a special request item template:

1. From the left-hand navigation, select **eProcurement**.

2. Select **eProcurement Home Page**.

   The eProcurement Home Page appears.

3. Select **Create Requisition.**

   The New Requisition page appears.

4. Verify or select the **Business Unit**.

5. Verify or select the correct **Requestor** user ID in the Name field.

6. Click **OK.**

   The Requisition Summary page appears.

7. Enter a **Requisition Title**.

8. Click the **Special Request** hyperlink.

   The Special Request page appears.

9. Select the **Good or Service** radio button.

10. Click **Next**.

    The Special Request – Services page appears.

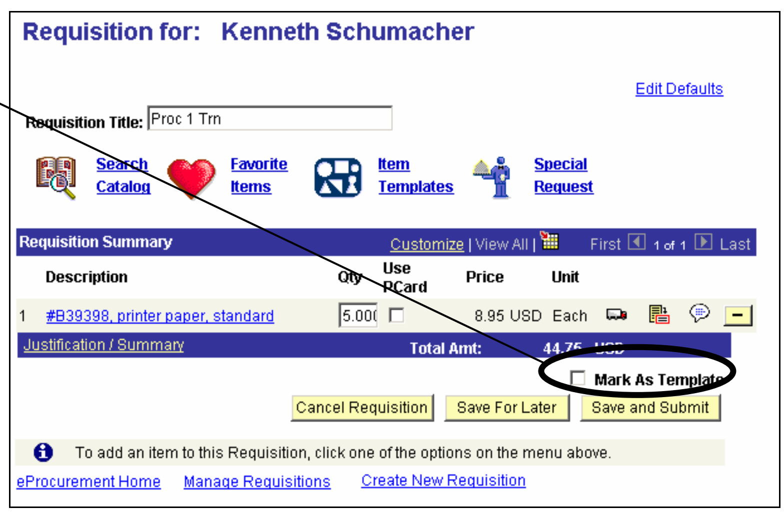
11. Complete the steps for a Special Request requisition as explained in Lesson 5 (Good) or Lesson 6 (Service).

12. When you have finished entering the **items** on the requisition, confirm the **shipping, cost distribution,** and **line details**.

13. At the Requisition Summary page, turn on the **Mark as Template** check box.

    This is the Requisition Summary page:

Mark As Template check box



14. Click **Save and Submit**.

    Your requisition is saved with its associated items and details so that you can use it again at a later date.

Procedure – Using an Item Template

Use the following procedures to use a Special Request item template for a group of items that you order frequently:

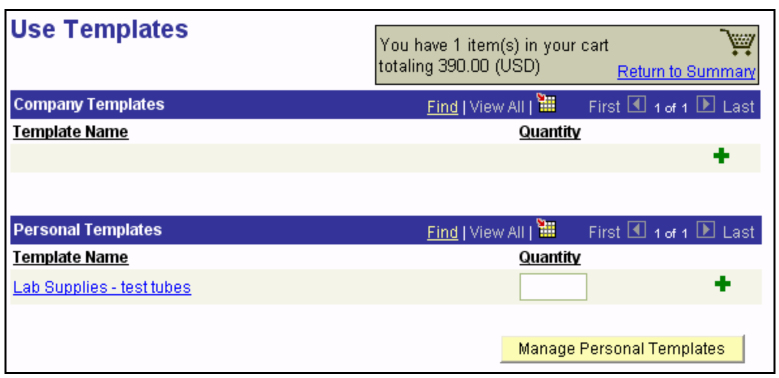
To create a special request using an existing item template:

1. From the left-hand navigation, select **eProcurement**.
2. Select **Create Requisition.**

   The New Requisition page appears.
3. Verify **CASE1** as the **Business Unit**.
4. Verify or select the correct **Requestor** user ID in the Name field.
5. Click **OK.**

   The Requisition Summary page appears.
6. Enter a **Requisition Title**.
7. Click Item Templates.

   The Use Templates page appears.



8. Click the link for the desired item **Template Name**, or enter a **Quantity** on the row of the item template you wish to use, and click the ✚ button.
9. Verify your line item values and proceed with the requisition.

Review Questions

1. What page is used to create a special request for goods?

2. What are the three types of templates you use to create special requests for services?

Chapter 3
Creating a Catalog Requisition

Case will use a catalog for orders for Gas Cylinders. This chapter explains how to create a Catalog Request, edit defaults, create and use a Hot-List, and how to inquire on your requisition.

Chapter Objectives

After completing this chapter you will be able to:

- Search and locate items in the catalog.
- Add items to your requisition shopping cart.
- Designate the ship to locations for your requisition.
- Designate cost distribution for your selected items.
- Review and update line details.
- Complete the requisition.
- Edit defaults for a requisition.
- Inquire on the requisition status.

Chapter Lessons

This chapter contains the following lessons:

Lesson 1:
Catalog Requisition Overview

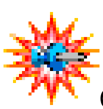
On July 1, 2004, you will be able to place orders for Gas Cylinders using the catalog. When ordering gas cylinders, use the  Search Catalog link and select your items accordingly.

In Phase II of this project additional catalog functionality will become available i.e., (linking directly to vendors catalogs), etc.

Steps for Entering a Catalog Requisition

Entering a catalog requisition includes the following steps:

Step	Action
1	Create (open) the requisition.
2	Search for items in the catalog.
3	Add items to the Shopping Cart.
4	Check out.
5	Verify or change shipping and ChartField cost distribution on the item lines.
6	Save For Later or Save and Submit the requisition for approval.



CASE1 will default as the Business Unit when you create a Catalog Request.

Key Requisition Elements

There are several components that you will use when creating your requisition. Some of these have default values based on the type of requisition.

Business Unit

The first piece of information used when creating a requisition is the Business Unit. PeopleSoft Business Units represent independent processing entities. Depending on the type of requisition selected, the business unit value will default for you.

The Business Units at Case is **CASE1**.

Requestor

You must specify the Requestor in the Name field on the New Requisition page. This is the person who is actually requesting the goods or services and may not be the person entering the requisition or the buyer placing the order. A requisition can be entered on behalf of someone else by entering their name as the Requestor.

If you do not enter a title, the requisition name defaults to the requisition number.

Requisition Title

You will be able to enter a title for your requisition. The requisition title is a short description that will help you to identify your requisition later. Requisitions are retrieved in the order of the system-assigned requisition number, so enter a Requisition Title that will help you narrow down the search process.

Default Value

The requisition has default values for:

- Vendor (Catalog only)
- Buyer
- Ship to location
- Due date
- Category (Catalog only)
- Unit of measure (Catalog only)
- ChartField distribution (Operating Unit and Department by user profile of the Requestor, Account code by Category of the good or service)

You can accept the defaults or override information based on the specifics of your requisition. This is useful for large requisitions where you want specific values for all or most of the lines.

Lesson 2: Creating a New Requisition

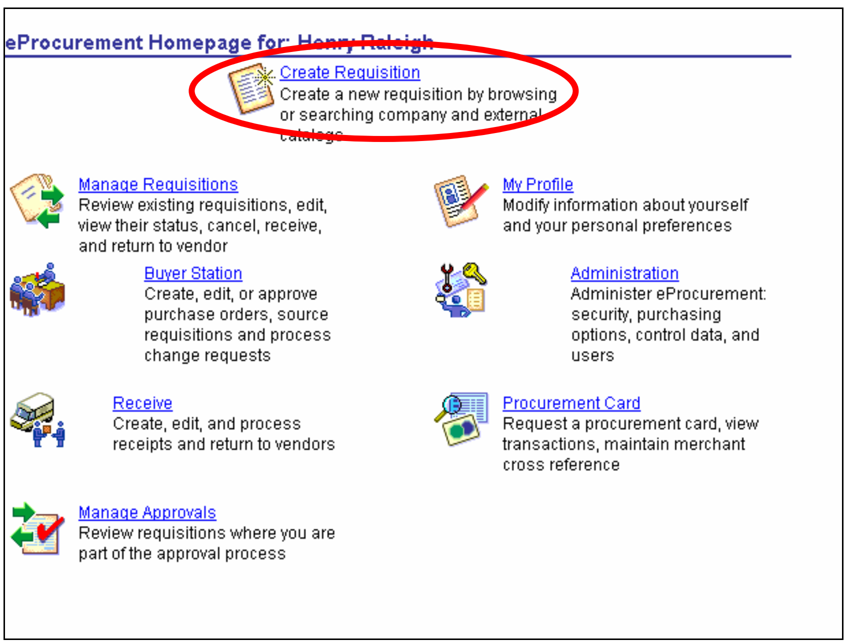
This lesson explains how to create a new catalog requisition. You will begin at the eProcurement Home Page and use the Create Requisition hyperlink.

Navigation

The Create Requisition component can be located by following this navigation path:

Menu Group	eProcurement
Menu	eProcurement Home Page
Menu Item	Create Requisition

This is the eProcurement home page:

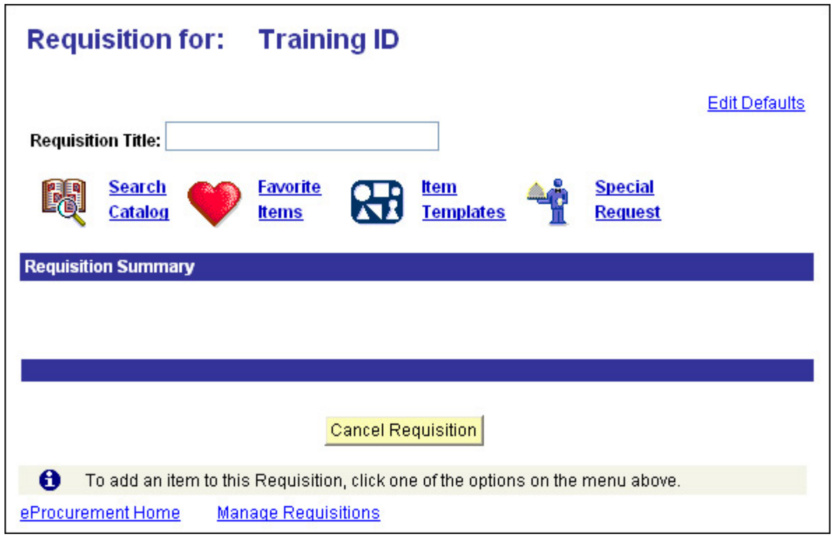


Click the **Create Requisition** hyperlink to open the New Requisition page.

Requisition Summary Page

After you select the Catalog Request purpose, a blank Requisition Summary page appears. Use this page to add a requisition title, search the catalog, change line details, and enter cost distribution.

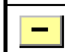
This is the Requisition Summary page:



These are the fields, hyperlinks, and icons you will use on the Requisition Summary page:

Entering a Requisition Title makes it easier to locate your requisition in the summary list.

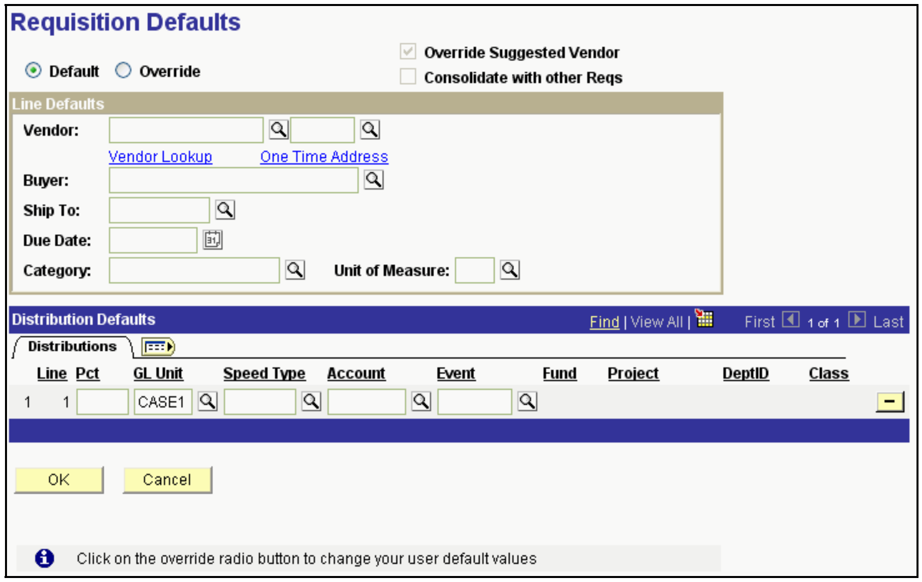
Field	Description
Requisition Title	Enter an identifier for this requisition. **The System will default the requisition number if no title provided.**
Edit Defaults	Click the hyperlink to access the page where you may set default values for this requisition.
Search Catalog	Click the hyperlink to search the catalog for the items you wish to use for the requisition.
Favorite Items	Click the hyperlink to access a list of items you have marked as favorites.
Item Templates	Click the hyperlink to access templates to copy to your requisition.
Special Request	Click the hyperlink to access a page that allows you to enter the goods or services you want to requisition.
eProcurement Home	Click the hyperlink to go back to the ePro home page.
Manage Requisitions	Click the hyperlink to return to the page where all your requisitions may be monitored / modified.

Field	**Description**
Cancel Requisition	Click the button to cancel out of the requisition. The requisition is deleted and the user is returned to the ePro home page.
Requisition Summary grid	
After Items have been selected for the requisition, this area will display summary information for the items	
Description	Displays the description for this item.
Qty	Displays the specified quantity for this item.
Price	Displays the cost of this item.
Unit	Displays the unit of measure for the item.
	Shipping Information icon. Click this icon to access the Shipping Information page.
	Line Details icon. Click this icon to access the Line Details page. This page is where you enter and verify the Buyer and Vendor information.
	Comments icon. Click this icon to access the Comments page where you add comments for the line item. The comments can be sent to the vendor on the purchase order.
	Click this button to delete a line from the requisition.
Save For Later	Click this button to save the requisition. The requisition remains in "Open" status and can be edited later. The requisition does not move on to the approval process. If the requisition has no errors, a message appears that displays the requisition number and confirms the requisition has been saved.
Save and Submit	Click this button to save the requisition and submit it for approval, sourcing, and dispatching to a PO(s). The requisition status is Pending and you can still edit the requisition. If the requisition has no errors, a message appears that displays the requisition number and confirms the requisition has been saved and submitted to workflow for approval.
Create New Requisition	Click this hyperlink to access the New Requisition page.

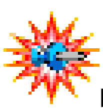
Edit Defaults

To change or verify user, requestor, and business unit default values for the entire requisition, click Edit Defaults on the Requisition Summary page.

This is the Requisition Defaults page:



The fields and links you will use on the Requisition Defaults page are:


Remember the values you enter here will be entered on each line of your requisition.

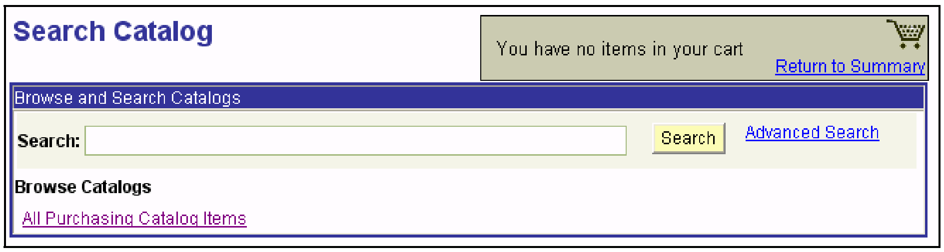
Fields	Description
Default	Select this radio button to use the defaults from your user, requestor, and business unit definitions, using the default hierarchy for procurement. When you select this option, the default values are display-only.
Override	Select to override the default values from your user, requestor, and business unit definitions. The default values that appear may be edited.
Line Defaults group box:	
Vendor	Enter the ID of the vendor. When you **<Tab>** out of the Vendor field, the default location for the selected vendor appears to the right of the Vendor field.
Vendor Lookup	Click this hyperlink to access the Vendor Lookup page. The Vendor Lookup page differs from Vendor Search because search can be made on full name or address (city, state, zip) instead of only ID or short name.
One Time Address	Click this hyperlink to access the address page for entry of a shipping address that will be used for just this order.

Fields	Description
Buyer	Select the ID (or the name of your departmental buyer) as the buyer for the requisition. This will allow the buyer to view all the requisitions you enter and make changes to the requisitions.
Ship To	Displays the Standard shipping location based on the User ID. To change for this requisition, use One Time Address.
Due Date	Enter the due date of the requisition.
Category	Enter a code to categorize the type of product(s) being purchased.
Unit of Measure	Enter the standard unit of measure for the items you are requesting.
Distribution Defaults	
Distributions tab:	
Line	Displays a line number for this line.
Pct	If you want a percentage of each item to be distributed to the selected ChartFields on this line, enter that percentage amount here. Total percentage allocated needs to be 100%
GL Unit	Enter or verify **CASE1** as the GL Business Unit.
SpeedType	Enter a SpeedType if all lines on this requisition are to be charged to a specific SpeedType.
Account	Enter an Account number if all lines on this requisition are to be charged to a specific Account number.
Event	Enter an Event code if all lines on this requisition are to be tracked to a specific event.

Lesson 3: Searching the Catalog

On the Requisition Summary page, click Search Catalog to display the Search Catalog page.

This is the Search Catalog page:

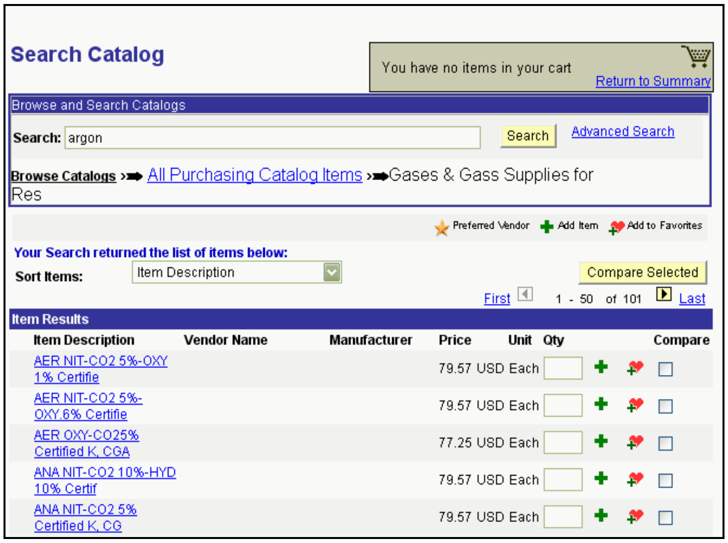


These are the fields on the Search Catalog page:

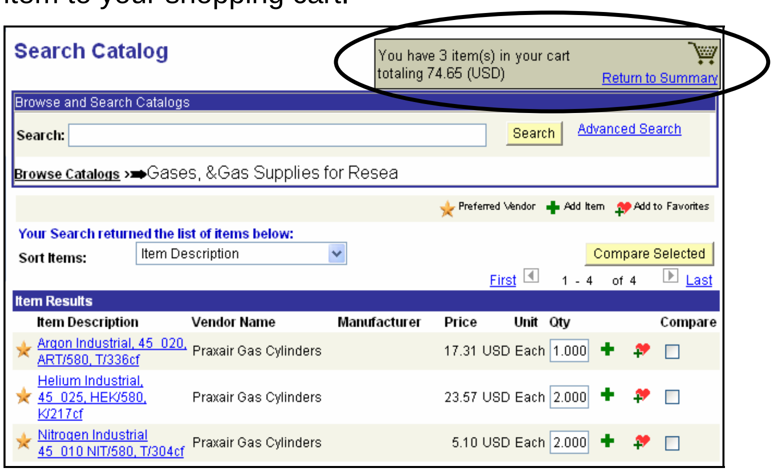
Field	Description
Return to Summary	Click the hyperlink to return to the Requisition Summary page.
Search	Enter information in the search field and click this button to search for items in the catalog.
Browse Catalogs *(lists available catalogs)*	
All Purchasing Catalog Items	Click this link to see the available catalog. Continue to click the links to open the catalog and display the items.

Click All Purchasing Catalog Items to browse the catalog.

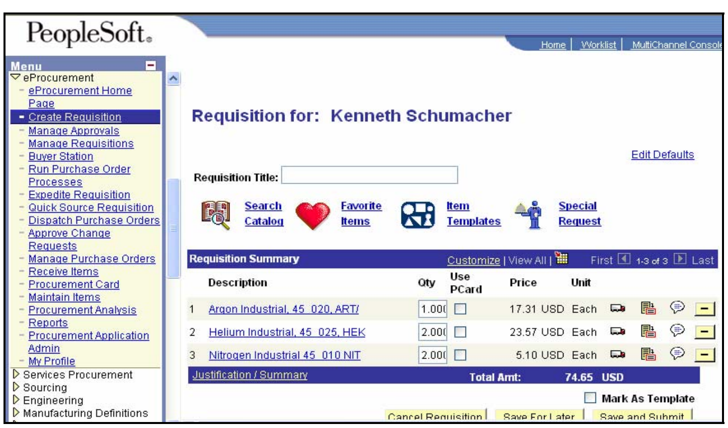
Click Gases and Gass Supplies for Res to open the Gas Cylinder catalog.



Select the quantity you are ordering and click the . This will add the item to your shopping cart.



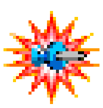
When you have finished adding your items, you will click Return to Summary to return to the Requisition Summary page.



Turn on the check box next to Use Pcard if using a Procurement card for this purchase.

Lesson 4: Specifying Shipping Information

Once items have been selected from the catalog and added to the requisition, the Requisition Summary page re-appears with additional fields, icons, and hyperlinks:



Refer to *Lesson 2, Creating a New Requisition*, for additional field descriptions for the Requisition Summary page.

These are the icons on the Requisition Summary page:

Fields	Description
Requisition Summary grid	
(shipping icon)	Link to page for changing shipping information and ChartField distribution information.
(line detail icon)	Link to the Line Detail page.
(comments icon)	Link to the Line Comments pages.

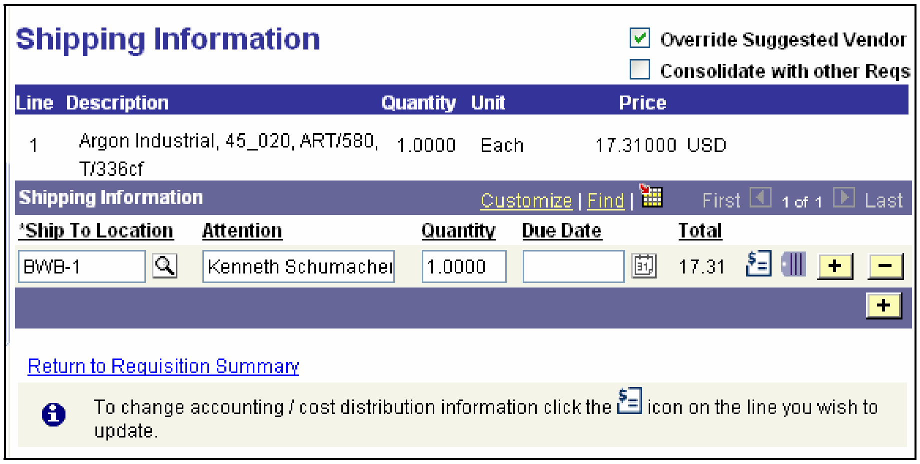
When you click (the Shipping icon), the Shipping Information page appears.

Selecting Ship To Locations

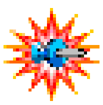
The default **Ship To** location for all requisitions is the building and room of the Requestor. Another reason for using the 'On behalf of' feature to select the appropriate Requestor is that it changes the default shipping location to that person's location.

You can also set up different **Ship To** addresses for each line of your requisition. All **<client>** buildings and rooms will be listed as potential Ship To locations.

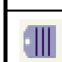
This is the Shipping Information page:



These are the fields in the Shipping Information section:



If you want to use a non-standard location, select ONETIME as the Ship To value, then click  (One-Time Address), and then enter the non-standard address.

Fields	Description
Ship to Location	Enter the location within the organization that the items should be shipped to. This defaults to the Requestor's location.
Attention	Enter the person to whom to address the shipment. This defaults to the Requestor.
Quantity	Displays the quantity of items to be shipped.
Due Date	Enter the date the shipment is needed. This Due Date appears on the purchase order so that the supplier will know when to ship.
Total	Displays the total dollar amount to be shipped.
	Click this icon to go to the line accounting or cost Distribution Information page. Setting requisition defaults does not update the Department ChartField, so use this link to verify/update the Department value.
	Click this icon to go to the page for specifying a **one time** shipping location (other than an existing **<client>**location).

Lesson 5: Setting Up Cost Distribution and Line Details

As reviewed in *Lesson 2, Creating a New Requisition,* of this chapter, default values can be viewed and edited for the entire requisition using the Edit Defaults hyperlink on the Requisition Summary page.

It is also possible to review and update the cost distribution information for individual lines on the requisition.

Navigation

You can access and update Cost Distribution Information by following this navigation path:

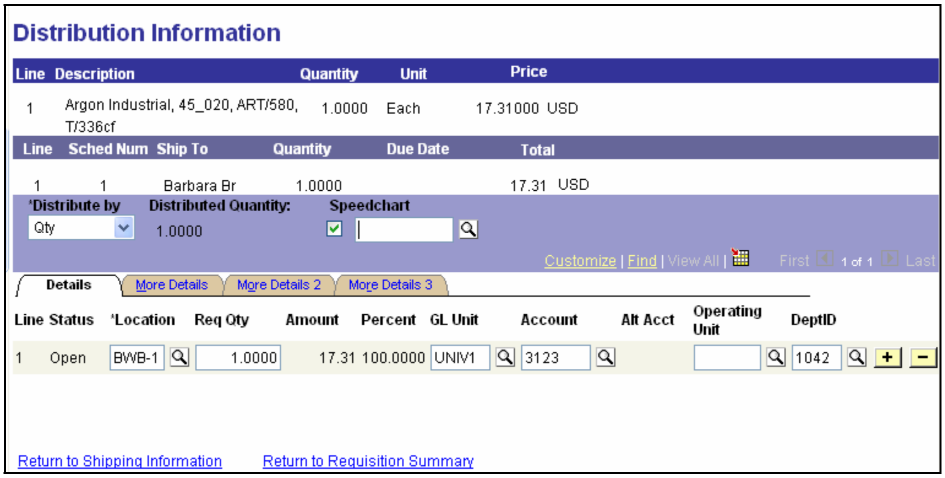
Menu Group	EProcurement
Menu	eProcurement Home Page
Menu Item	Create Requisition
Page	Requisition Summary
Icons	Shipping Information Distribution Information Line Details

Cost Distribution Information

For each line of your requisition, you must enter the specific information for the distribution of costs because it is required for posting to the general ledger.

On any line of the Requisition Summary page, click and the Shipping Information page appears for that line: From the Shipping Information page, click (Distribution Information icon), and the Distribution Information page appears.

This is the Distribution Information page:



These are the fields on the Distribution Information page:

In the Defaults page, various fields may be protected from update. In the line Distribution Information page, all fields are updateable.

All ChartFields are displayed on this page. Availability for update depends on previously set defaults and the Default / Override option chosen.

Fields	**Description**
Distribute By	Select a value to indicate how the split should be calculated. Choices are quantity (Qty) or Amount (Amt).
Distribution Qty	Displays the quantity of items on this line to be distributed.
SpeedType	Turn on the checkbox to use a pre-assigned distribution combination for the requisition. When the check box is selected, a new field appears that allows you to enter the SpeedType value.
Details tab	
Status	Displays the status of the requisition line.
Location	Enter the Ship To code from the Shipping Information page. This is a **Required Field** and defaults to the Requestor's location.
Req Qty	Enter the quantity. This is a **Required Field** and defaults to the line total.
Amount / Req Pct	Displays the amount of the line that goes to the distribution. The amount or percent will be displayed determined by the field used in the Distribute By field above.
Percent	Using the Quantity distribution method what percentage of the line code is to be distributed to this distribution row. Total percentage allocated needs to be 100%
GL Unit	Enter the General Ledger business unit to charge. Defaults to **CASE1**. This is a **Required Field.**

Use the crosswalks and/or trees to determine the correct values. Refer to the *PeopleSoft 8.4 Financials Overview* course materials for additional details.

Fields	Description
Operating Unit	Enter the Operating Unit to charge. This defaults to the Requestor's operating unit based on the user profile, but can be changed. This is a **Required Field.**
Department	Enter the Department to charge. This defaults to the Requestor's department based on the user profile, but can be changed. This is a **Required Field.**
Fund	Enter the Fund to charge. This defaults to the Requestor's fund based on the user profile, but can be changed. This is a **Required Field.**
Project	Enter the project ID number to charge.
Program Code	Enter the Program to charge. This defaults to the Requestor's program based on the user profile, but can be changed. This is a **Required Field.**
Account	Enter the Account to charge. This is a **Required Field.**
Class	Enter the Class to charge.
Fund Affiliate	Enter the Fund Affiliate to charge.
More Details tab:	
Budget Date	Enter the date to use for budget encumbrance. This defaults to the current date and can be changed.
More Details 2 tab:	
Stat	Enter the GL statistics code to charge.
Open Amt	Displays the amount of the line open for distribution.
GL Base Amount.	Displays the amount in the base GL reporting currency instead of the purchasing currency if multi-currency processing is used. **At <client> only USD is used**
Exch Rt	Displays the multi-currency exchange rate between purchase currency and base currency.

If you are purchasing a capital or controlled asset, review the Account ChartField that defaulted from the category. If it is incorrect, change the Account to appropriately record the expenditure as a capital or controlled asset.

Reviewing Line Details Information

On the Requisition Summary page, select the Line Detail icon to review and edit vendor information and to select the Departmental Buyer.

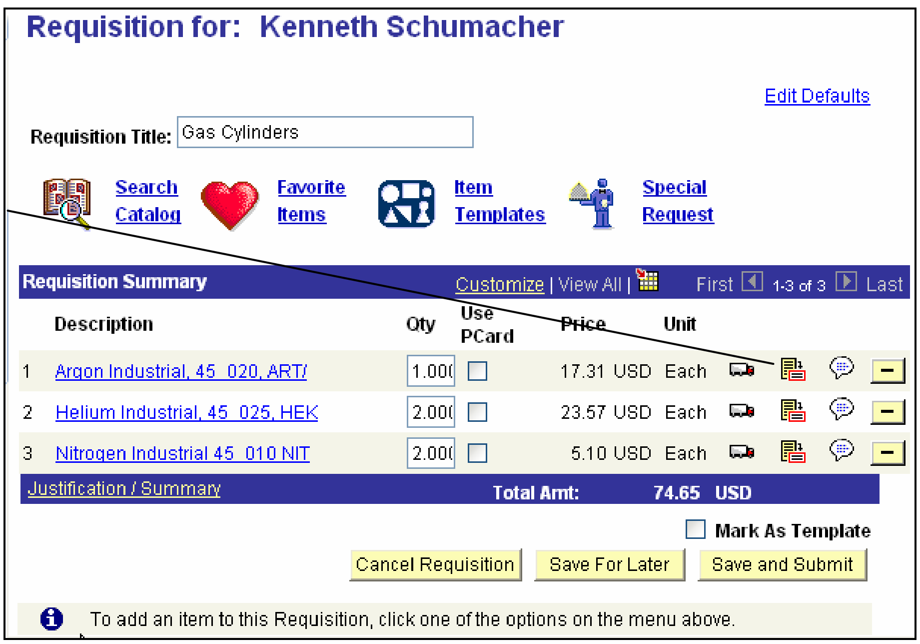
Navigation

The Line Details page can be located by following this navigation path:

Menu Group	eProcurement
Menu	eProcurement Home Page
Menu Item	Manage Requisitions
Page	Requisition Summary
Icons/ Sub-page	Line Details

This is the Requisition Summary page:

Line Details icon



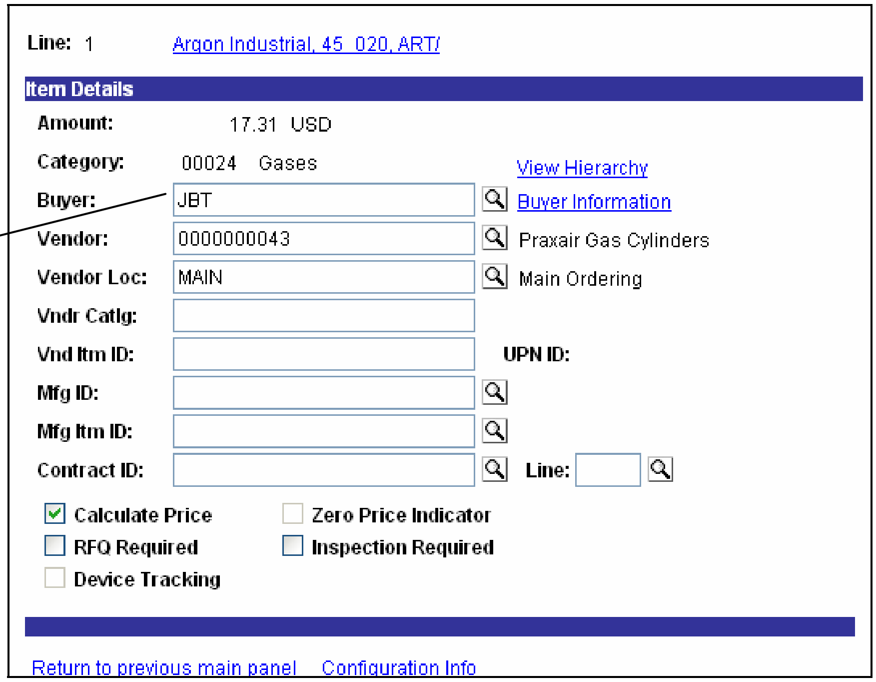
Line Details Page

Use the Line Details page to enter the Departmental Buyer. This is the person who will be allowed to modify and create change orders to the purchase order.

You must enter a Departmental Buyer on the Line Details page.

This is the Line Details page:

Departmental Buyer should go here. If you have entered a default, it will be used.



These are the fields on the Line Details page:

Field	Description
Line	Displays the requisition line number assigned by the system.
Item description hyperlink	Displays the Description for the line item. Click to access the view-only Requisition Line Long Description page.
Item Details group box	
Amount	Displays the cost of the selected item based on quantity requested.
Category	Displays the category of the selected item.
Buyer	Enter the buyer responsible for the line item. Defaults to the buyer specified on the Requisition Edit Defaults page.
View Hierarchy	Click this hyperlink to access the page where Item category hierarchies are displayed. This cannot be changed on catalog requests.
Vendor ID	Enter the vendor ID for this line item. Displays the name to the right.
Vendor Loc	Enter the vendor's purchasing/shipping location. Displays the description to the right.

Field	Description
Buyer Information	Click this hyperlink to access the page displaying the buyer's phone and fax numbers.
Vndr Catlg	Enter the name of the vendor catalog from which you are requesting goods, if applicable.
Vnd Itm ID	Enter the vendor's identification number for this item.
Mfg ID	Enter the manufacturer's classification for the item.
Mfg Item ID	Enter the manufacturer identification number for this item. This defaults from the item table if the item has been established and has a manufacturer's ID associated with it.
Contract ID	Enter the purchasing Contract ID associated to the purchase.
Line	Enter the line of the purchasing contract to which this item applies.
GPO ID	Displays the group purchase organization ID.
GPO Item ID	Displays the Group Purchase Organization item identifier.
Calculate Price?	Turn on the check box to calculate the price of the requisition as items are added
Zero Price Indicator	Turn on the check box to indicate a zero item price.
RFQ Required	Turn on the check box if a request for a quote is required for this item.
Inspection Required	Turn on the check box if you require an inspection of the goods at receiving.
Device Tracking	Turn on the check box to indicate that the line contains an item that is subject to device tracking.

Procedure – Creating a Catalog Requisition

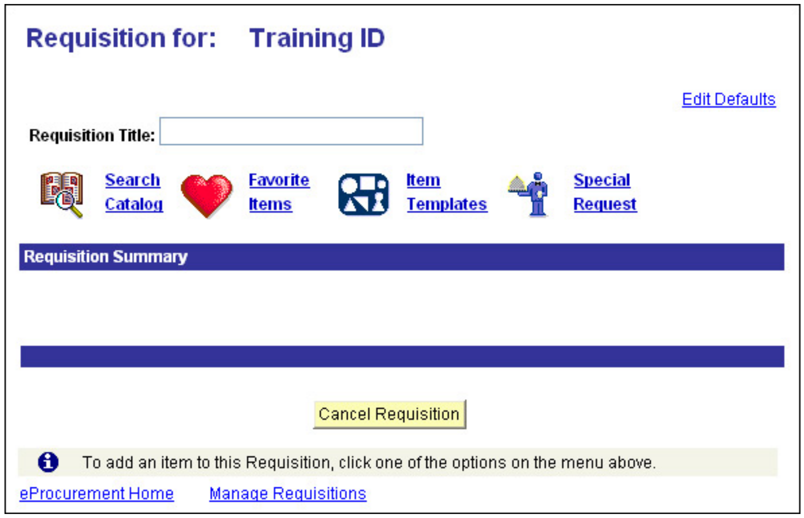
Use the following steps to create a new catalog requisition.

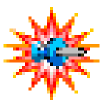
To create a new catalog requisition:

1. From the left-hand navigation, select **eProcurement**.
2. Select **eProcurement Home Page**.

3. Select **Create Requisition**.

The Requisition Summary page appears.





Requisition numbers are automatically created by the system, but by entering a short title you will be able to narrow your search when retrieving your requisition later.

4. Enter a **Requisition Title** to identify your requisition.

5. Click the **Edit Defaults** hyperlink.

The Requisition Defaults page appears.

6. Verify **your name** or the **departmental Buyer's name** is in the Buyer field.

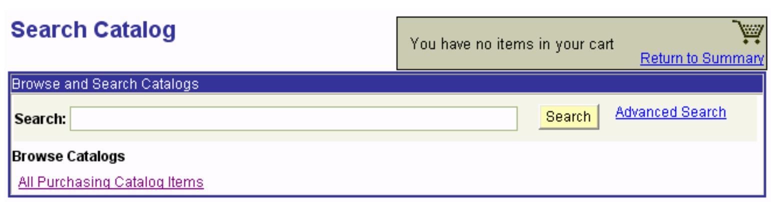
7. Adjust any other requisition default values as needed (such as the Due Date or ChartField distribution values).

8. Click **OK**.

The Requisition Summary page appears.

9. Click the **Search Catalog** hyperlink.

The Search Catalog page appears.

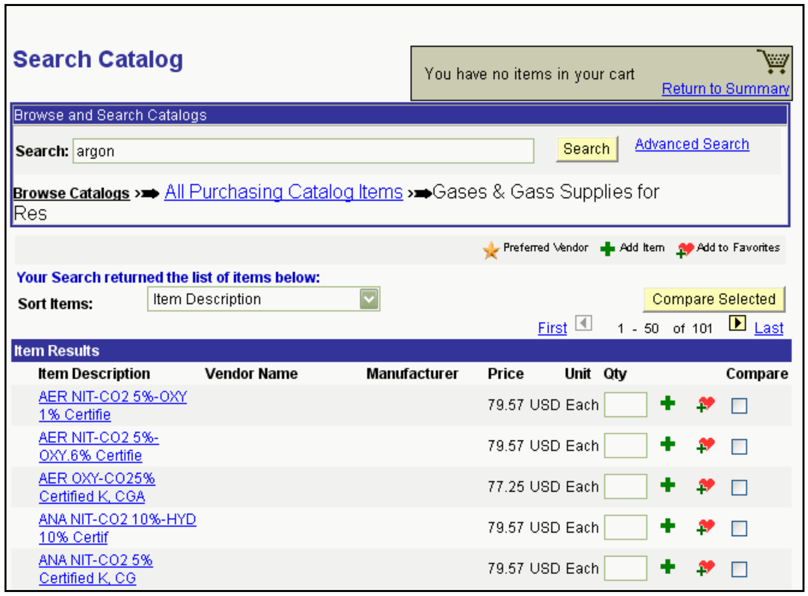


10. Open the link for All Purchasing Catalog Items.

A list of available catalogs appear.

11. Select the catalog for your request.

The catalog opens and displays the items.



12. Enter **keyword values** in the Search for box.

13. Click **Go**.

The Search result /product match page appears.

14. Enter **Quantity** for the line item.

15. Click .

16. When all items have been selected, click Return to Summary.

The Requisition Summary page appears with all selected items.

Click next to items you order frequently. When you save the requisition, those items will be added to the Favorite Items list.

To verify or update the Shipping Information for each line:

17. Click (Shipping Information icon).

The Shipping Information page appears.

18. If the shipping location is a standard **<client>** location, enter the **Ship To** location and skip to step 27.

19. If it is a one time shipping location (non-**<client>** location), enter **ONETIME** in the Ship to Location field.

20. Click the **One time address** icon.

The One Time Shipping Information page appears.

Enter the correct, one-time shipping address.

21. Click **Return**.

The Shipping Information page appears.

22. Enter the **name of the person receiving the item** in the Attention field, if other than the Requestor.

23. Enter the **date that the requested item is needed** in the Due Date field.

24. If the requested items are going to multiple locations and or people, click the + button and repeat steps 21 through 27.

To verify or update the Distribution Information for each line:

25. Click the (Cost Distribution icon).

    The Line Item Distribution Information page appears.

26. Enter the **SpeedType.**

27. Enter an **Account**.

28. Enter an **Event**, if applicable.

29. For split funding on the requested items, click the + button and repeat steps 30-32.

30. Click **Return to Shipping Information**.

    The Shipping Information page appears.

31. Click **Return to Requisition Summary**.

    The Requisition summary page appears.

To verify or update the Line Details for each line:

32. Click the (Line Details icon).

    The Line Details page appears.

33. Verify that the **Buyer** field contains the Departmental Buyer's user ID.

34. Verify that **Category** information is correct.

35. Click **Return to previous main panel**.

    The Requisition Summary page appears.

To submit the requisition via workflow for approval:

36. Once all of the items are selected for the requisition and the shipping, distribution, and line details information has been entered, click Save and Submit.

    The Requisition Summary page is updated and the requisition is saved and submitted to workflow for approval.

Lesson 6: Changing a Requisition

Once a requisition has been submitted for approval, the user's part in the process is normally complete unless the requisition needs to be edited. A requisition is available for updates and corrections until it is approved. This lesson discusses the procedures to change or edit a requisition before it is approved.

Navigation

Manage Requisitions can be located by following this navigation path:

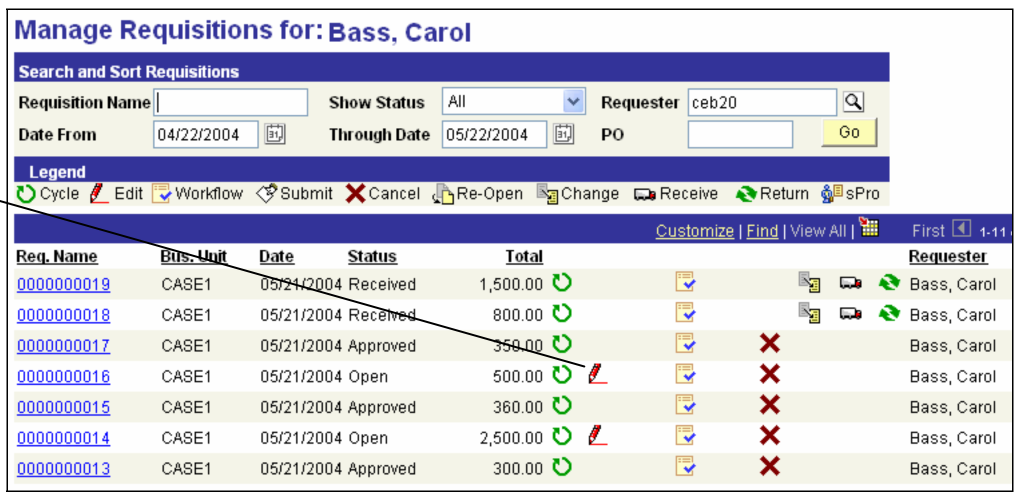
Menu Group	eProcurement
Menu Item	Manage Requisitions

Manage Requisitions

To change a requisition, click the Edit icon from the Manage Requisitions page.

This is the Manage Requisitions page:

Click the Edit icon to change a requisition.

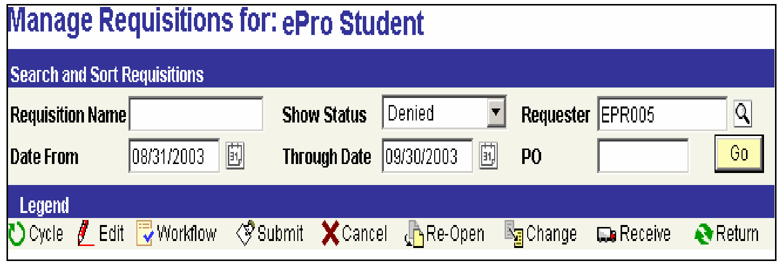


Procedure – Changing a Requisition

To change a requisition:

1. From the eProcurement Home Page, select the **Manage Requisitions** hyperlink.

The Manage Requisition page appears.



2. Enter the **Requestor**.

3. Click **Go.**

   The result portion of the page changes to include any matching requisitions.

4. From this page use the following values to review the requisition:

Link	Description
Requisition name	Review requisition items
Cycle	Review the requisition's position within the procurement life cycle.
Edit	Edit the requisition.
	Review the requisition's approval status.
	Submit the requisition for approval.
	Cancel the requisition.
	Reopen the requisition.
	Create a change request. **Do NOT use!!**
	Create a receipt for the requisition.
	Return an item to the vendor.

5. Locate the requisition to change.

6. Click the Edit icon to go to the requisition summary page or click the cancel icon to cancel the requisition.

7. Make any required changes to make the requisition acceptable.

8. Save and re-submit the requisition for approval.

Review Questions

1. Where do you start to create your requisition?

2. What are the steps to create a catalog requisition?

3. What are the business units to use for your requisitions?

4. Is the requestor the same as the buyer?

5. Why do you enter a requisition title?

6. Why do you need to designate ChartFields for each line?

7. What happens when you click on the ‘Save and Submit’ button?

Chapter 4
Approval and Budget Checking

This chapter explains the processes to approve and budget check requisitions.

Chapter Objectives

After completing this chapter you will be able to:

- Explain eProcurement workflow.
- Approve requisitions.
- Deny requisitions
- Budget check requisitions.

Chapter Lessons

This chapter contains the following lessons:

Lesson 1: Approval Workflow

The eProcurement application provides a standardized workflow for routing and processing all types of requisitions for goods and services. Workflow is setup behind the scenes to automate the processes that govern:

- Approvals
- Creation of purchase orders
- Budget checking of purchase orders
- Finalization of purchasing procedures

You may see the following icon on the Manage Requisitions page. You can click on this icon to manually submit the requisition and send to the Approver's worklist.

All requisitions must be approved before being converted into purchase orders. A scheduled batch process accepts the requisition and places it into the approval workflow process. Once you click the 'Save and Submit' button on the Requisition Summary page, the requisition will be picked up the next time the workflow process runs and deposited in the Approver's Worklist.

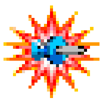
Navigation

Manage Requisitions can be located by following this navigation path:

Menu Group	Eprocurement
Menu	eProcurement Home Page
Menu Item	Manage Requisitions.

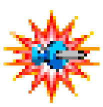
Requisition Approval Status Page

Once submitted to the workflow process, you can also use the Manage Requisitions page to check on the workflow status of your requisition. Click and the Requisition Approval Status page appears.



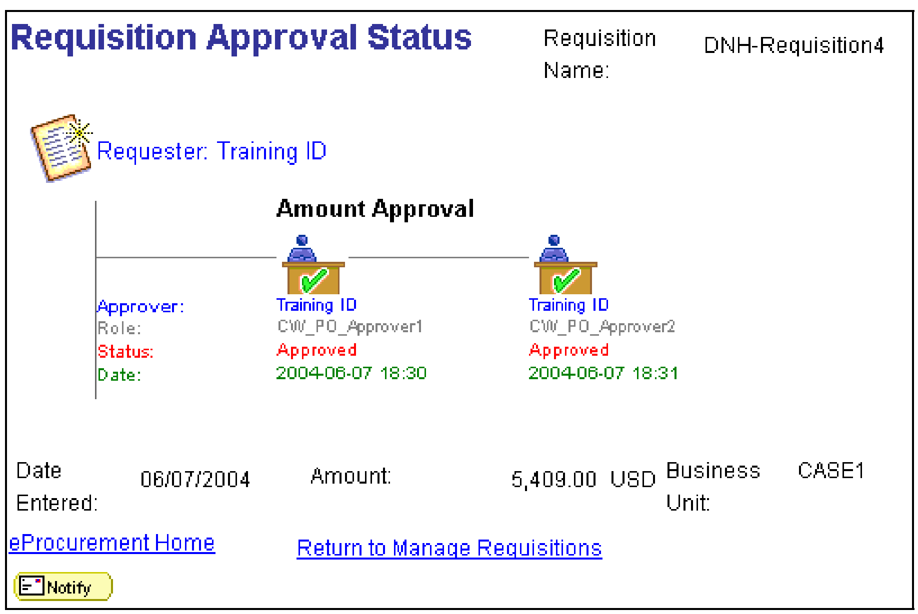
After the requisition is submitted to the workflow process the requestor's tasks with the requisition are complete.

This is the Requisition Approval Status page:



Once the requisition is in the workflow process, it is subject to the rules in place at the university regarding approvals.

This is the Requisition Approval Status page where additional approvers have been added:



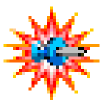
Workflow Rules

Workflow rules have been established and are part of the steps that a requisition takes on its way to becoming a purchase order. Workflow rules incorporate CASE Western Reserve University business processes and established guidelines for purchasing. Workflow is triggered as soon as a requisition is 'Saved and Submitted'.

Workflow Roles

To better understand workflow, it is helpful to review the Roles associated with this process. The requisition is routed to the Level 1 Approver and additional approvers, depending upon the value or type of goods purchased. Additional Approvers or Reviewers can be added "on the fly".

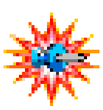
This chart describes the workflow roles:



Category Exceptions:

- Radioactive
- Flammable/Hazardous Chemicals
- Animals
- Capital Equipment
- Dental Supplies

Role	Description
Requestor:	Person needing the goods or services. Cannot approve their own requisition.
Approver Level 1	Person charged with reviewing and approving purchases, such as a Supervisor, first level Management Center Approver, or Environmental Safety Approver. For Capital Equipment or Radioactive or Hazardous Materials, an Amount approval is required at this level. Can approve purchases up to $4,999.99. May add additional approvers and reviewers to a requisition as needed.
Approver Level 2	For items in specified categories or over specified limits. Can approve purchases up to $19,999.99. May add additional approvers and reviewers to a requisition as needed.
Approver Level 3	For items in specified categories or over specified limits. Can approve purchases up to $99,999.99. May add additional approvers and reviewers to a requisition as needed.
Approver Level 4	For items in specified categories or over specified limits. Can approve purchases up to $999,999,999. May add additional approvers and reviewers to a requisition as needed.



An additional level of approval is required to approve the ChartFields for requisitions containing assets.

All Approved Requisitions will ultimately be routed to a Purchasing Buyer based on the line item Category selected.

A requisition for any single item with a cost of $5,000 or more is considered a Capital Equipment *(an asset)* request. Therefore, three levels of amount approvals are required, as well as ChartField approval, before being routed by Category to the Purchasing Buyer.

Requisitions for Radioactive or Flammable Chemicals **MUST** be routed to Environmental Safety for review and approval, prior to being routed to Purchasing.

Email Notification

Email notification will be sent to the Approver when a requisition has been routed to their Worklist and is awaiting approval.

Worklist Notification

Entries will stay in the requester's Worklist until they marked them worked. If the entry is in their Worklist more than 5 days an email and a Worklist notification is sent to the user. The user cannot reassign the Worklist entry to another user.

Approved Requisition

Most requisitions should be approved in the first level; however, some may require additional levels of approval. Once all levels of approvals are received, the requisition can move on to the next stage in the process of becoming a purchase order.

Denied Requisition

Emails and Worklist entries will be routed to the user that entered the requisition when a requisition is denied.

Lesson 2: Performing Approvals

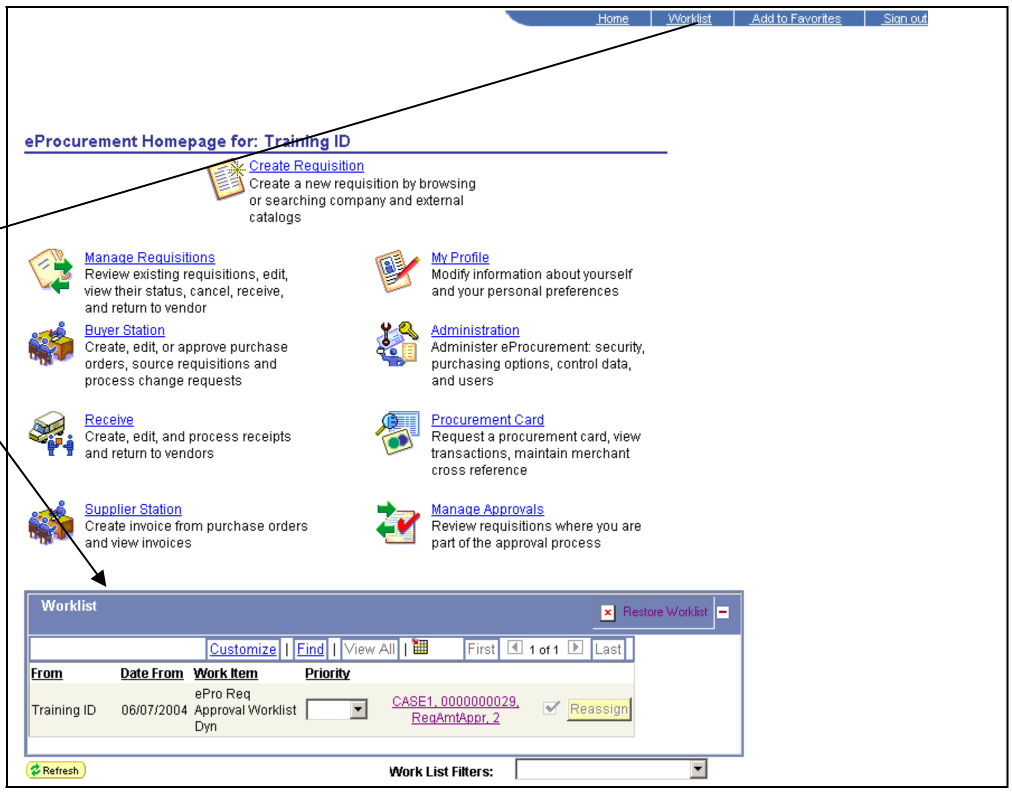
When the requisition is submitted to the approval process it is immediately routed to the first stop on the approval process. This is the Level 1 Approver, which is typically a Supervisor. It is that person's responsibility to review the requisition and either approve or deny the request.

When the requisition is submitted to workflow the Approver is notified via e-mail that there is an item in their Worklist that needs to be reviewed. This Worklist appears on the Manage Approvals page within eProcurement or in the workflow Worklist.

This is the eProcurement Home page:

Click the **Worklist** link to view the Worklist page.

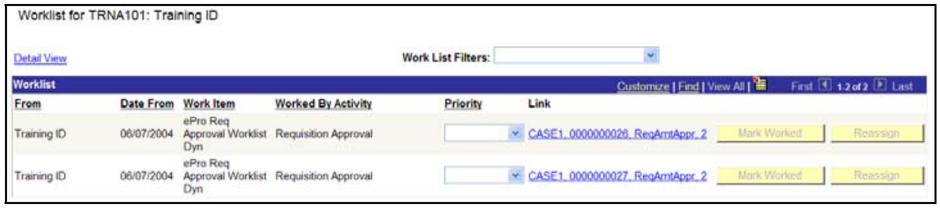
Or work each item in the worklist shown at the bottom of the home page.



Worklist Page

When you click on the Worklist hyperlink in the PeopleSoft tool bar at the top of the page, the Approver's Worklist page appears.

This is the Worklist page:



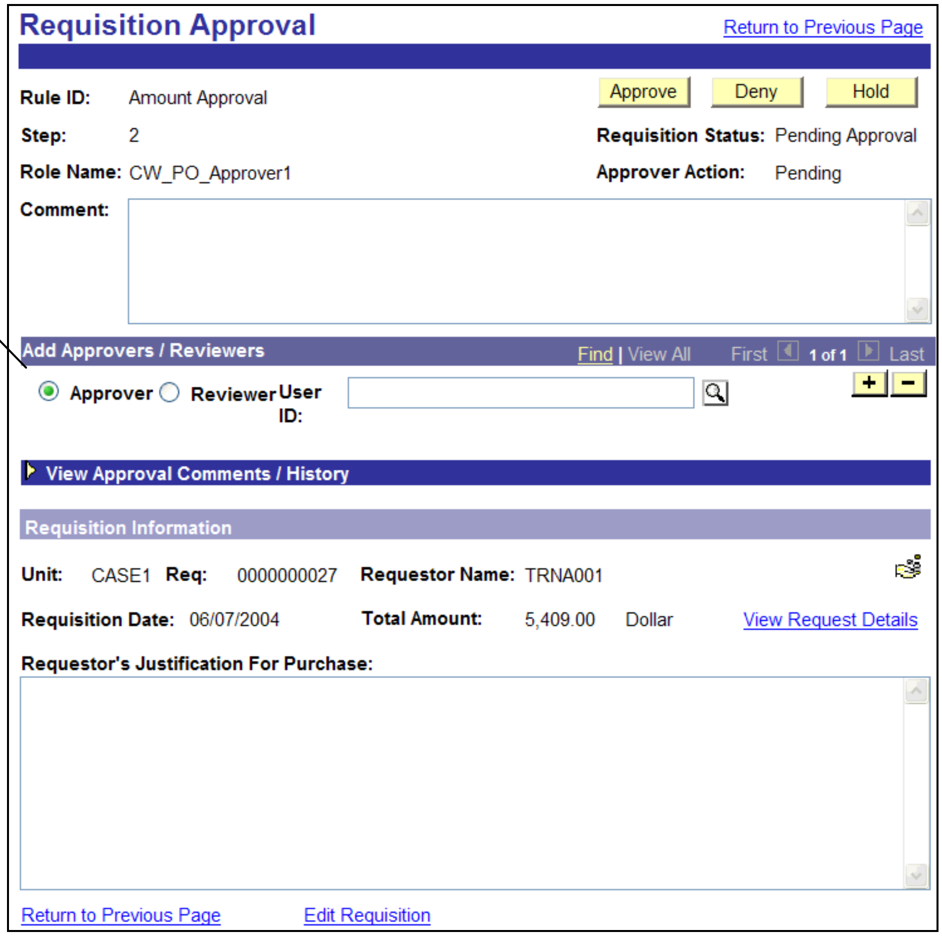
These are the fields on the Worklist page:

Elements	Description
Detail View	Hyperlink to detail view of the same page. Detail view contains worklist specific information such as worklist name and activity process and timestamps of last usage. This information is not normally helpful to the average user and is used more for debugging purposes.
Worklist Filters	Dropdown list of pre-defined filters to limit the number of items appearing in your Worklist display.
From	Name of the person who sent this item to your Worklist
Date from	Date the item was sent.
Work Item	Kind of request, such as ePro Req Approval Worklist.
Priority	Default is not priority. The settings are Low, medium, and high
Link	Item hyperlink to the approval page.
Reassign	Reassign button allows you to route the item to someone else.

Requisition Approval Page

To review, approve, or deny the item, click on an item's hyperlink in the worklist, and the Requisition Approval page appears:

Approver can add additional approvers or reviewers "on the fly."



These are the fields on the Requisition Approval page:

Element	Description
Rule ID	Workflow approval rule being processed.
Step	Step within the rule that is currently being approved.
Approve	Button to approve the requisition. When pressed the workflow rule is executed and the requisition is moved to the next step in its approval flow.
Deny	Button to click if the requisition is not approved.
Hold	Button to change the status to Hold within the routing steps. On the Manage Requisitions page, no status change occurs.

Element	Description
Role Name	PeopleSoft security name for the approval role being executed.
Requisition Status	Displays the requisition's current status.
Approver Action	Current status for this Approver.
Comments	Text box for use by Approver. Typically, used to pass additional information to the next Approver or to send information to the Requestor when the requisition is denied.
Add Approvers / Reviewers	
Approver / Reviewer	Radio buttons to select what the additional user's role will be for the requisition.
User ID	ID of the Approver / Reviewer being added to the review list. Use the + button to add additional approvers or reviewers to the requisition.
View Approval Comments / History	This is a drop down link. Click on this to see the status of the requisition within the approval cycle. The page shown is the same shown in the workflow page from Manage requisitions.
Requisition Information	
Unit	Business unit of the requisition.
Req.	Requisition number.
Requestor Name	User ID of the Requestor.
	Hyperlink to view currency conversion information.
Requisition Date	Date the requisition was made.
Total amount	Amount of the requisition, and currency code.
View Request Details	Hyperlink to requisition details page.
Requestor's Justification for Purchase	Text box for requisition purpose and justification.

Reviewers added to the requisition do NOT become part of the workflow; they are only notified of the requisition FYI.

The Approver may use any of the links to review the requisition information available. When a decision has been made, the Approver clicks the appropriate action button at the top of the page to either: Approve or Deny the requisition.

The following actions occur, depending upon the Action button selected:

Action	Action	Description
Approve	Approve	The item is routed to the next step in the approval rules. If the approval flow is complete, the status changes to Approved.
Deny	Deny	An e-mail is sent to the Requestor stating the request was denied. The request is available for edit by the Requestor.
Hold	Hold	Status changes to Hold within the routing steps. On the Manage Requisitions page, no status change occurs.

Once a requisition is approved through all applicable approval steps, the item will be available for budget checking.

Procedure – Approving a Requisition

Use these steps to approve or deny a requisition.

To review and approve/deny a requisition:

1. **Login** to PeopleSoft using your assigned Approver ID.

   The PeopleSoft home page appears.

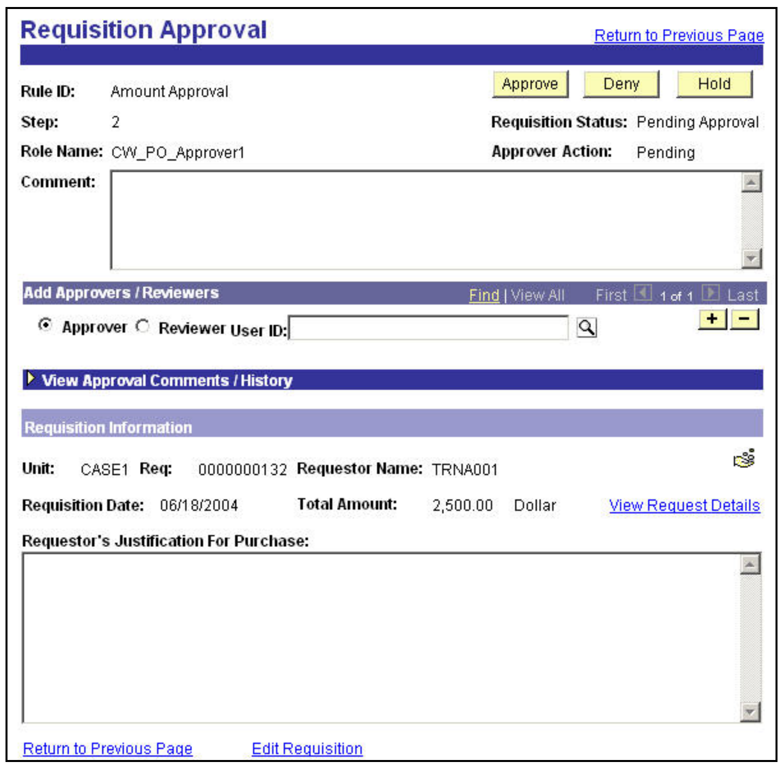
2. Click the **Worklist** hyperlink in the upper, right-hand toolbar.

   Your Worklist page appears.

You can also click the link that corresponds to the requisition number on the Worklist section of the Home page to view the details.

3. Click the link on the **work item** you want to review.

   The Requisition Approval page appears.



4. Click the **View Request Details** link to review the requisition details.

5. Go back to the **Requisition Approval** page, and approve or deny the req.

Assigning Approver Duties

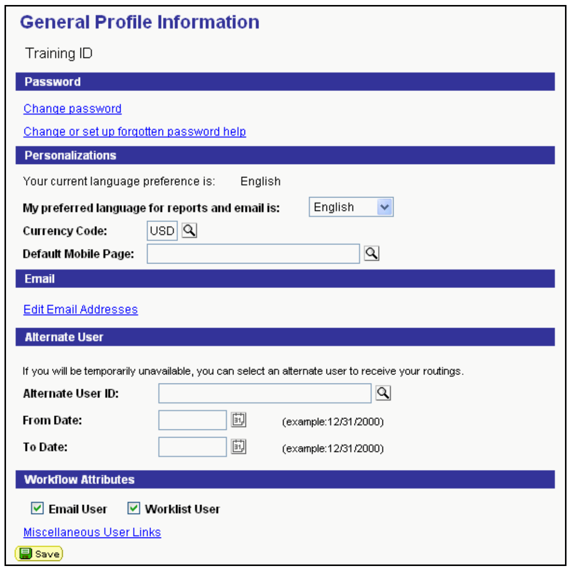
Because automated workflow assigns transactions to the approver's worklist, you may find a need to temporarily assign your approver duties if you are out of the office for a significant period of time. The following steps will allow you to re-assign those duties to another individual.

Use these steps to assign your approval assignments to another.

To re-assign your workflow approval:

1. Click My System Profile at the bottom of the PeopleSoft main menu.

The General Profile Information page appears.



2. Enter an **Alternate User ID** in the Alternate User section.

This is the Case ID for the user to assume your duties.

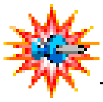
3. Enter the first date you will be gone as the From Date.

4. Enter the date you will return as the **To Date**.

5. Click Save.

The information is saved and will be in effect for the selected date

Lesson 3: Performing Budget Checking



The Budget Check is also available on the Maintain Requisitions pages as explained in Lesson 2.

Once the requisition has been approved, Budget Checking is performed to pre-encumber funds for the purchase. The Budget Check process can be initiated on the Manage Requisitions page after the final approval of the requisition. The 1st Approver will initiate the Budget Check process after all levels of approval are received.

Navigation

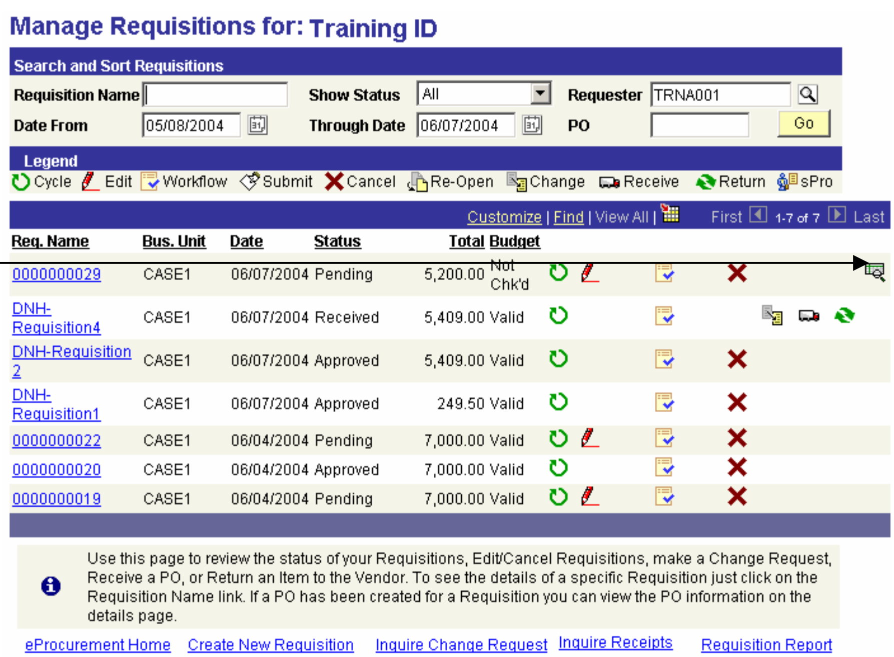
Budget Check is performed from the Manage Requisitions page using the following navigation path:

Menu Group	eProcurement
Component	eProcurement Home Page
Page	Manage Requisitions

Manage Requisitions Page

This is the Manage Requisitions page displaying some approved requisitions with the Budget Check icon available:

Budget check icon



From the Manage Requisition page, click the Budget Check icon for an approved requisition. The Budget Status will change from “Not Chk’d” to either “Valid” or “Error.”

- If Budget Check is successful, the Budget Check icon disappears, and the Budget Status changes to ‘Valid’.
- If Budget Check is unsuccessful, “Error” appears in the Budget Status field.

The transaction must pass budget check before a purchase order will be created. Once the Budget Check has taken place and been validated, the requisition can be converted to a purchase order and the purchase order dispatched to the supplier.

Procedure – Budget Checking a Requisition

Use these steps to Budget Check a requisition.

To budget check an approved requisition:

1. From the left-hand navigation, select **eProcurement**.

2. Select **eProcurement** Home Page.

3. Select **Manage Requisitions**.

The Manage Requisitions page appears.

4. Enter **criteria** in the Search and Sort Requisitions group box as needed.

5. Click the **Go** button.

6. Verify that the requisition status is approved and the Budget Check icon is displayed.

7. Click .

The Budget Status changes from Not Chk’d to Valid.

8. Repeat steps 3-7 as needed.

If the Budget Status changes to Error, you may need to check the budget balance and/or request a budget transfer. Once the transfer is made, repeat the Budget Check process.

Review Questions

1. Where can you view the approvals required for a requisition and the status of those approvals?

2. How do you add additional approvers or reviewers “on the fly” to a requisition?

3. When is a requisition budget checked and how does this happen?

Chapter 5
Receiving Items

After the requisition is approved and budget checked, a purchase order is created and is dispatched to the vendor to order the items. Your next interaction with the requisition will be to record the receipt of line items in excess of $5,000.

Chapter Objectives

After completing this Chapter you will be able to:

- Receive items against your requisition.

Chapter Lessons

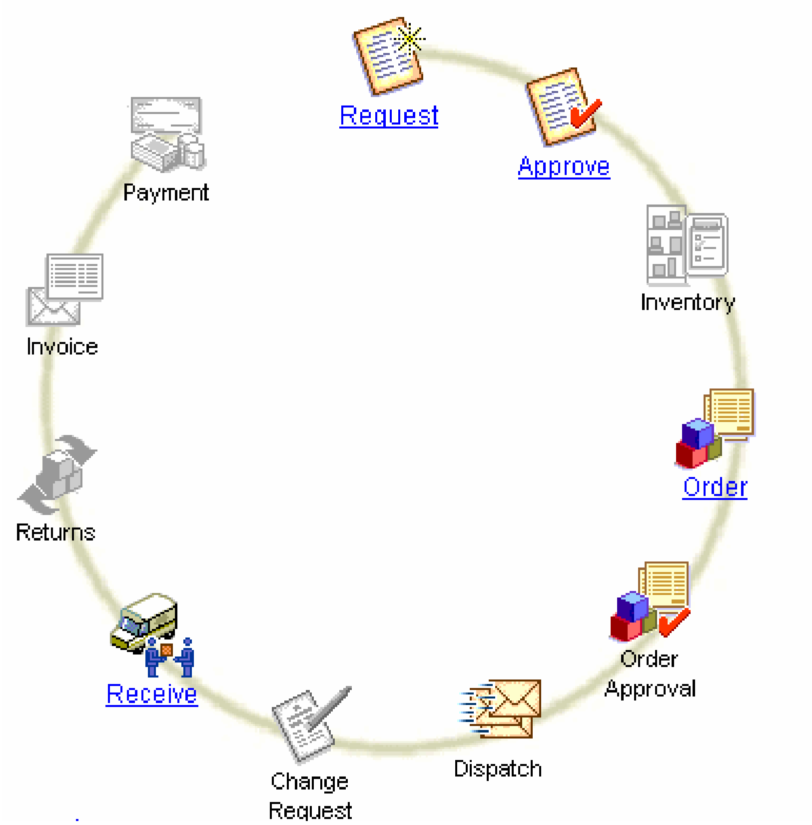
This Chapter contains the following lessons:

Lesson 1: Overview of Receiving

After the requisition is approved and budget checked, other functions take place. Purchase orders are created, approved, and dispatched to the suppliers. Change orders may be entered. With each activity, whether manual or automated, the “Circle of Life” will be updated.

“Circle of Life” and Item Receipt

This is the “Circle of Life” showing an active Receive icon. This indicates that items have been received for this requisition/PO.



Receiving is almost the last stop on the procurement ‘Circle of Life’. You have requested the items, all approvals have been obtained, the order has been placed, and now the items are coming in the door.

The receiving process within eProcurement can perform up to three functions. You can receive the items, inspect them, and possibly return damaged or incorrect items to the vendor. This chapter explains how to receive items in excess of $5,000.

Lesson 2: Receiving Items

You should record line items in excess of $5,000 that you receive using the eProcurement application. Receipts are important because before an invoice is paid, the system must match the purchase order and receipt to ensure that you ordered and received the items that are included in the payment to the vendor.

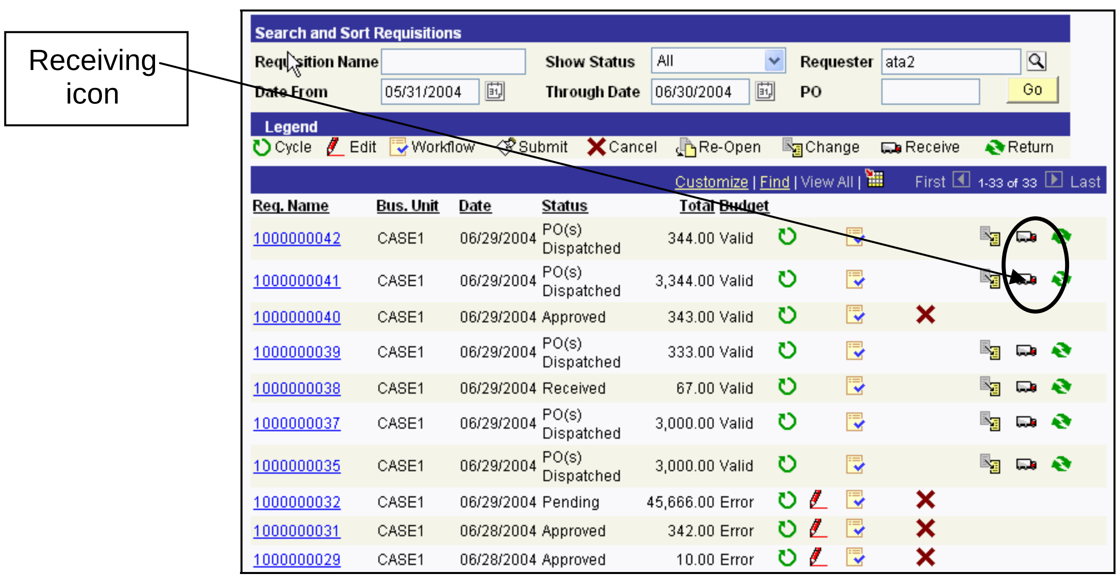
Navigation

Manage Requisitions can be located by following this navigation path:

Menu Group	eProcurement
Menu	eProcurement Home Page
Menu Item	Manage Requisitions

Requisitions that have dispatched POs where line items are in excess of $5,000 are eligible to be received. Requisitions eligible for receiving display the Receiving icon  on the Manage Requisitions page.

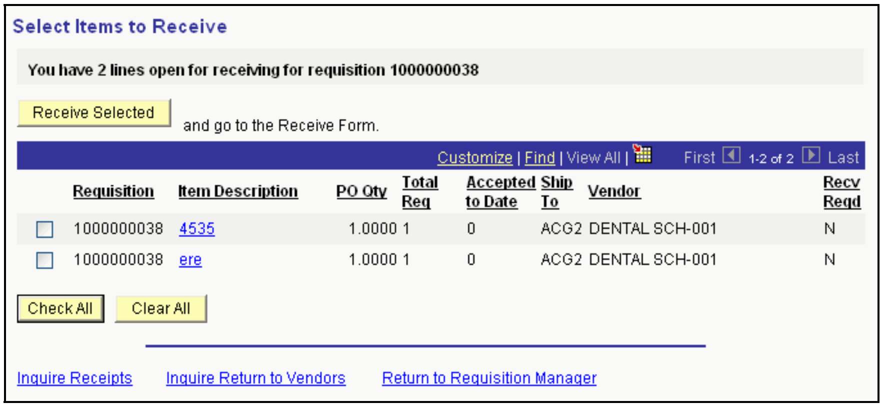
This is the Manage Requisitions page with the Receiving icon:



Select Items to Receive Page

The Select Items to Receive page displays all of the lines in the requisition that are eligible for receiving. Click the Receiving icon, and the Select Items to Receive Page appears.

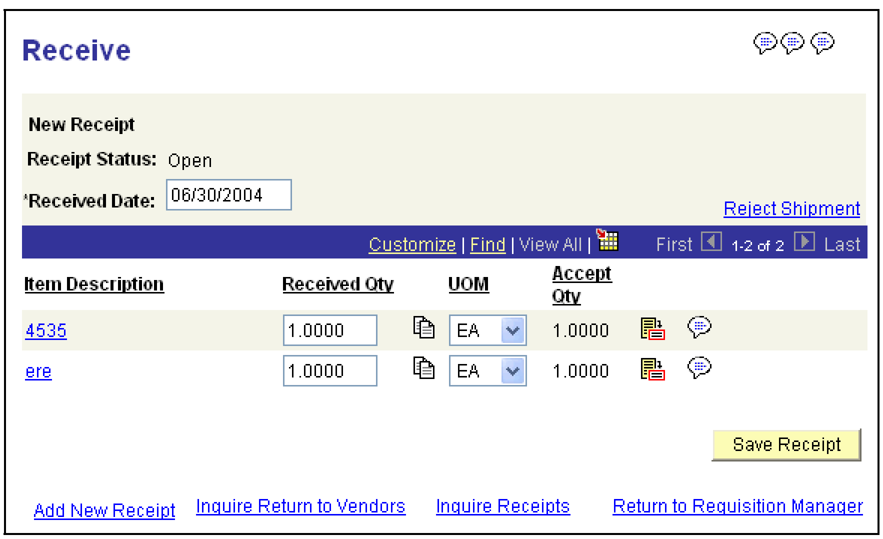
This is the Select Items to Receive page:



Turn on the checkbox next to the item you want to receive. Click Receive Selected to go to the Receive page.

Receive Page

This is the Receive page:



Enter the quantity received.

Procedure – Receiving Items

Use the following procedures to receive items against a PO.

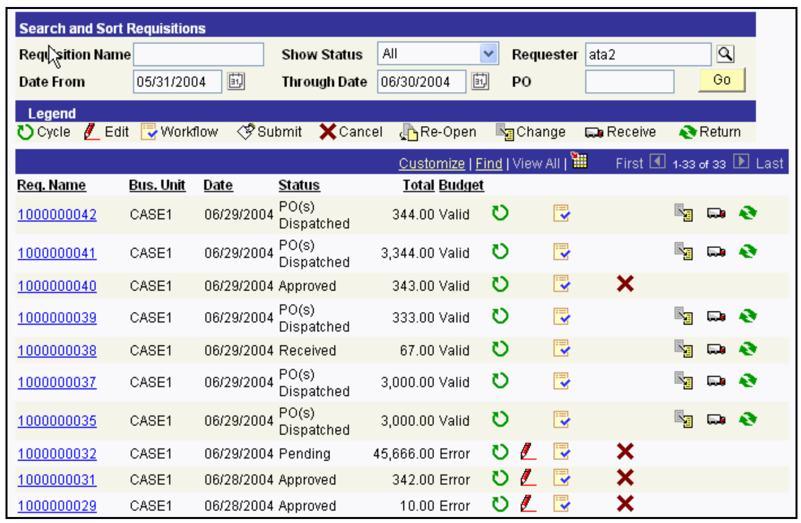
To receive items:

1. From the left-hand navigation, select **eProcurement**.
2. Select **eProcurement Home Page**.

   The ePro home page appears.

3. Select **Manage Requisitions**.

   The Manage Requisitions page appears.

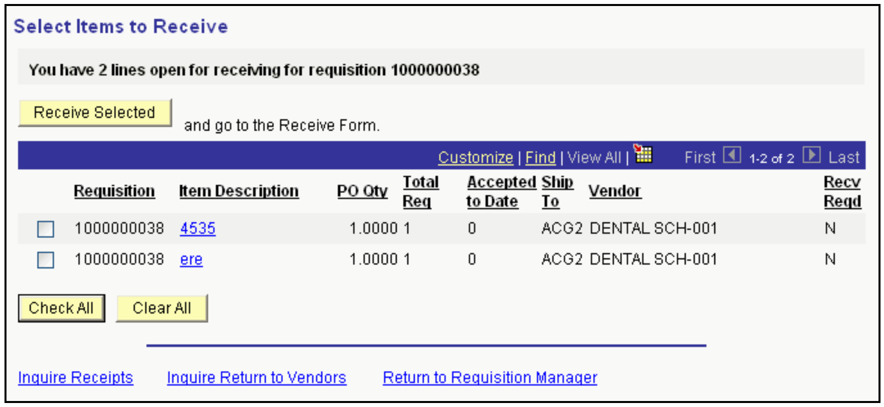


4. Enter **criteria** in the Search and Sort Requisitions group box.
5. Click **Go**.

   Requisitions that match the criteria appear.

6. Click the **Receiving** icon for the requisition being received.

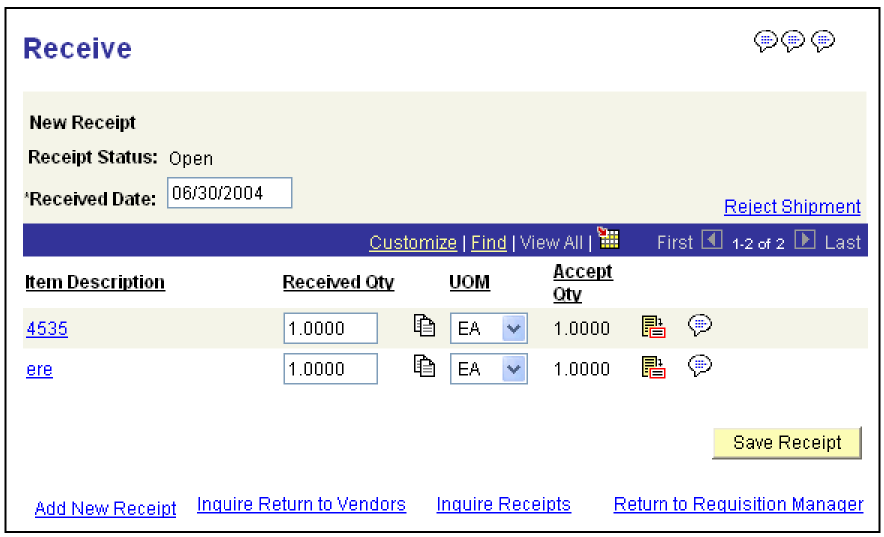
The Select Items to Receive page appears with the items waiting to be received.



7. Turn on the checkbox for the item(s) you wish to receive.

8. Click Receive Selected .

The Receive page appears

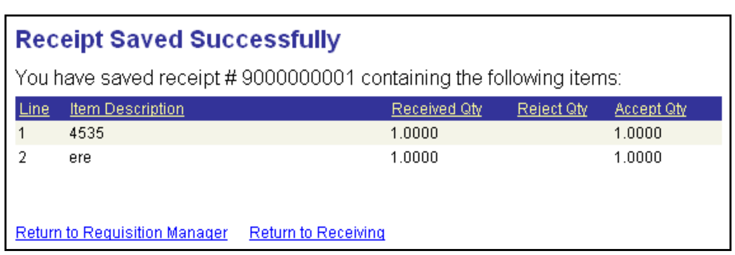


9. Enter the **quantity** of items received for each line listed.

10. Verify the **Unit of Measure** for each line listed.

11. Click **Save Receipt**.

The Receipt Saved successfully page appears.



Review Questions

1. How do you access the page used to receive items?

2. What is the dollar limit that requires online receiving?

Appendix A
Review Questions and Answers

The following are the review questions and answers for each chapter.

Chapter 1: Introducing PeopleSoft eProcurement

1. The eProcurement module interfaces with what other PeopleSoft module?

   PeopleSoft Purchasing

2. What modules interface with Purchasing?

   General Ledger, Accounts Payable, Asset Management, Commitment Control

3. What is the first point of entry into the eProcurement system?

   The requisition.

4. How are requisitions approved?

   Through workflow which routes the requisition to appropriate approvers.

Chapter 2: Creating a Special Request Requisition

1. What page is used to create a special request for goods?

   Special Request – Goods.

2. What are the three types of templates you use to create special requests for services?

   Fixed cost; variable cost; time and materials.

Chapter 3: Creating a Catalog Requisition

1. Where do you start to create your requisition?

   The eProcurement Home Page

2. What are the steps to create a catalog requisition?

   Open the requisition, search for items, add items, verify or change shipping information, verify or change line detail, save the requisition, review (edit) the requisition, submit for approval.

3. What are the business units to use for your requisitions?

   CASE1

4. Is the requestor the same as the buyer?

   Not necessarily. The requestor should be the person making the request.

5. Why do you enter a requisition title?

   It allows you to identify your requisition in search lists.

6. Why do you need to designate ChartFields for each line?

   So that each line may be correctly charged to the proper department, fund account, and program.

7. What happens when you click on the 'Save and Submit' button?

   The requisition is saved and submitted to workflow for approval.

Chapter 4: Approval and Budget Checking

1. Where can you view the approvals required for a requisition and the status of those approvals?

   Requisition Approval Status page

2. How do you add additional approvers or reviewers “on the fly” to a requisition?

   From the Approver’s worklist, access the Requisition Approval page and add the needed Approver or Reviewer User IDs.

3. When is a requisition budget checked and how does this happen?

   When the requisition has an Approved status. Budget checking can be performed manually or during a regularly scheduled automated batch process.

Chapter 5: Receiving Items

1. How do you access the page used to receive items?

   eProcurement Home Page /Manage Requisitions / Receiving icon

2. What is the dollar limit that requires online receiving?

   $5,000 or more