Procurement — Business Process Guide

Process: Create a New Requisition (REQ)
Module: Purchasing

High Level Description	
Process	**Requisition Guide**
Module	Purchasing
Document	Business Process Guide
Revision	3

Revision Control

Date	By	Action	Pages
8/20/2016	Staff	First Version	23
3/01/2017	Chris Lam-Vazquez	Add “Create a Future year Requisition” section	15
2/08/2023	**Staff**	**Updated Requisition Guidelines**	**22**

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Overview

The Purchasing Office is responsible for awarding all contracts and purchases made by the University. We issue Invitation for Bids/Quotes and Requests for Proposals which are processed into Purchase Orders and Contracts for different goods and services. A Requisition must be submitted to the Purchasing Department to request any goods or services via PeopleSoft CFS Finance.

A requisition is an internal document that is routed to Purchasing for the fulfillment of a request. A requisition may not be used as a formal document (i.e, University issued Purchase Order) to purchase goods and services.

The CFS System allows on-line entry of requisitions by end-users. Line items and the appropriate Chart String information can be entered. Some end users will have the authority to approve requisitions depending on their security. Approval by a manager or supervisor may be required.

Visit the CSUEB Procurement Site to learn more about the policies, guidelines, and resources to achieve your procurement goals

https://www.csueastbay.edu/procurement/index.html

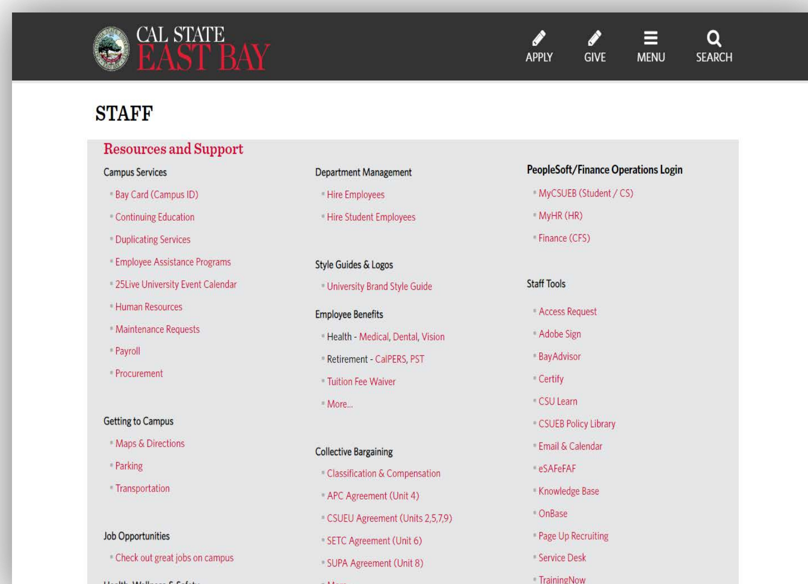
To view more Purchasing Methods, click the link below

https://www.csueastbay.edu/procurement/purchasing/how-to-buy.html

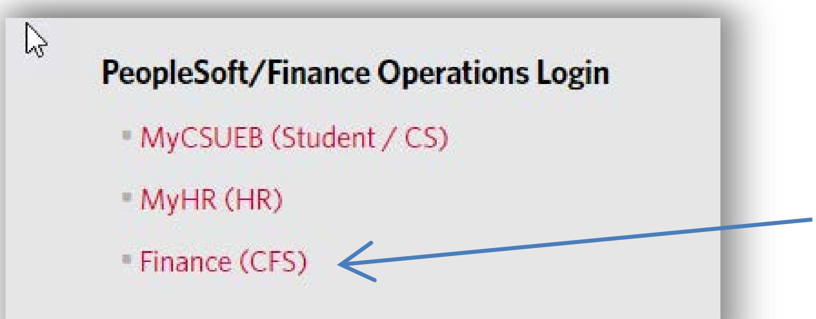
How to log onto the Purchasing Module

- Navigate to the CSUEB Staff Hompage

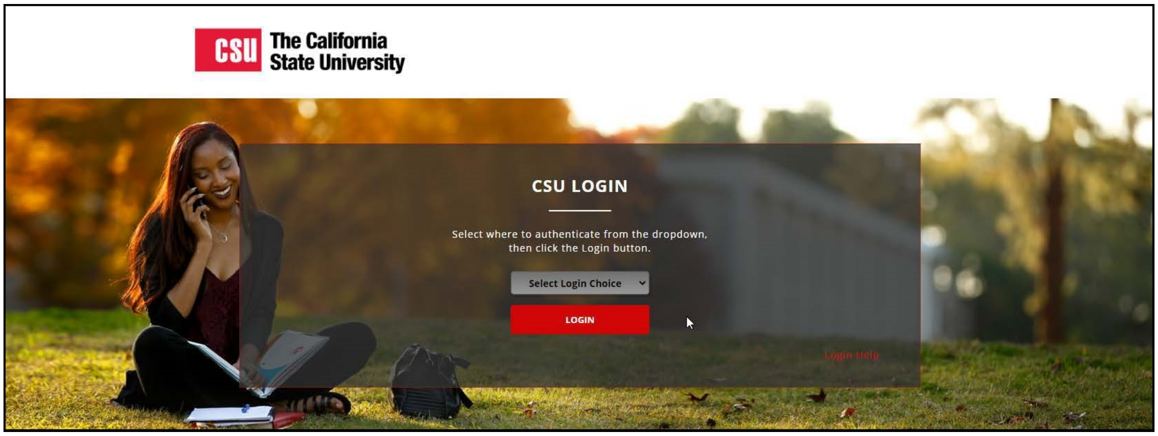
http://www.csueastbay.edu/staff/index.html



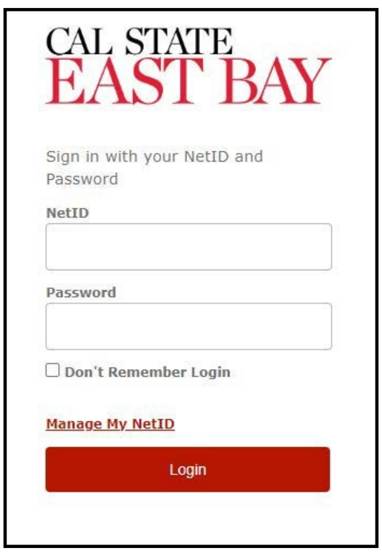
- Click the CFS Finance link under PeopleSoft/Finance Operations Login.



- Select East Bay in the drop down menu.



- Use your Net ID and Password to login to the CSUEB Portal.



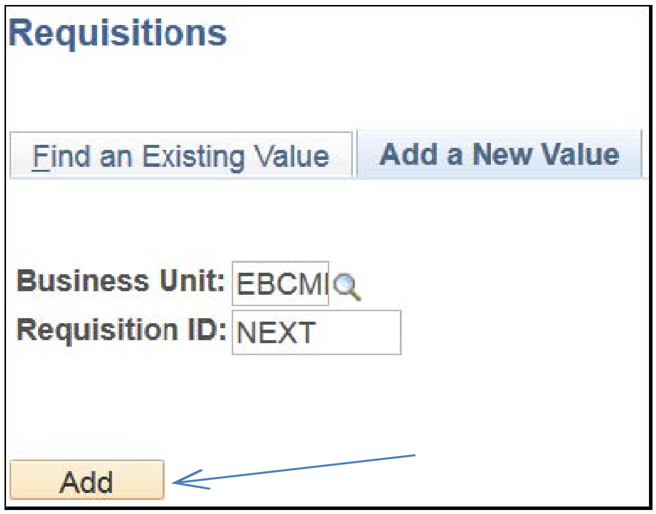
- Click the CFS Production Log-In Link on the right side of the screen.

Add/Update Requisitions

A. Click on the CFS End User Tile
B. Or You can click on the NavBar icon to navigate to
NavBar --> Navigator --> Purchasing --> Requisitions --> Add/Update Requisitions

Select Requisition & Purchase Order and then click Add/Update Requisitions.

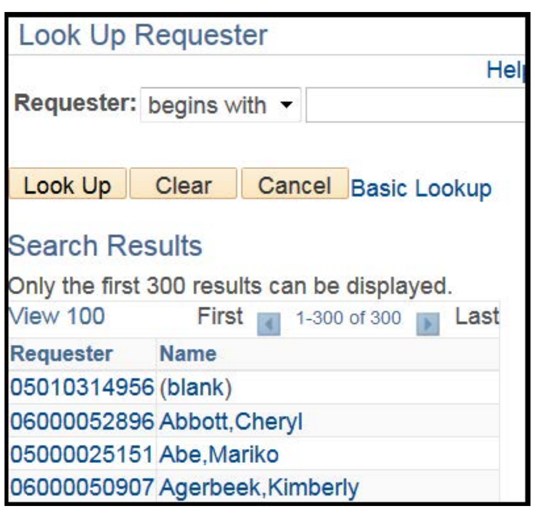
To Create a New Requisition, Click the Add Button.



Do not change the Requisition ID from NEXT.

- Click on the magnifying glass next to the Requester field.

- Your name should be in the list of Requesters or enter your User Id/employee number. Click on your name to set it as the requester.

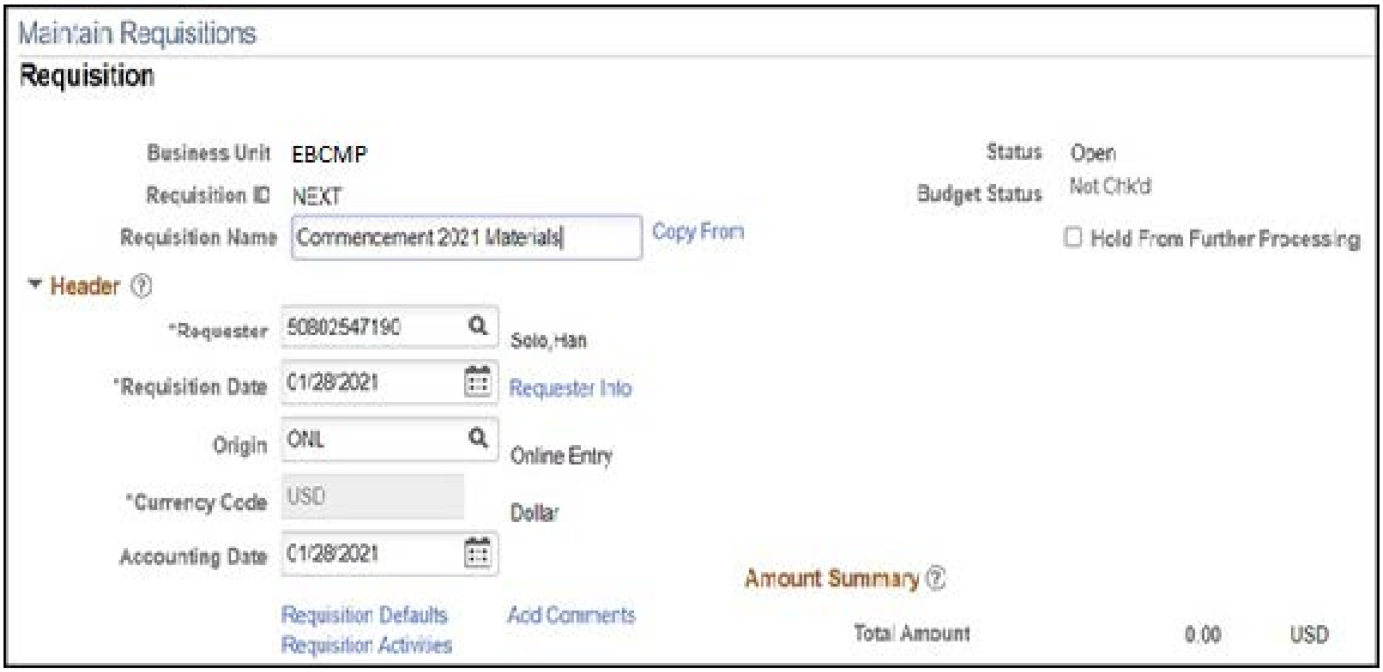


Requisition Header

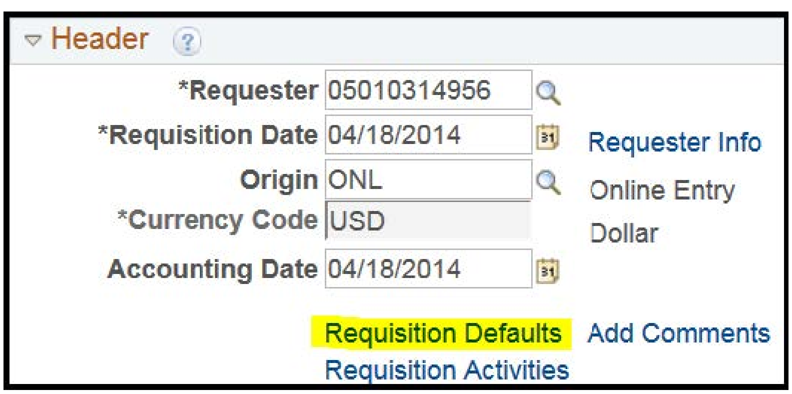
The Requisition Header information will be automatically populated. View the table below to see definitions for each field and whether entry is required or optional.

Requisition Name

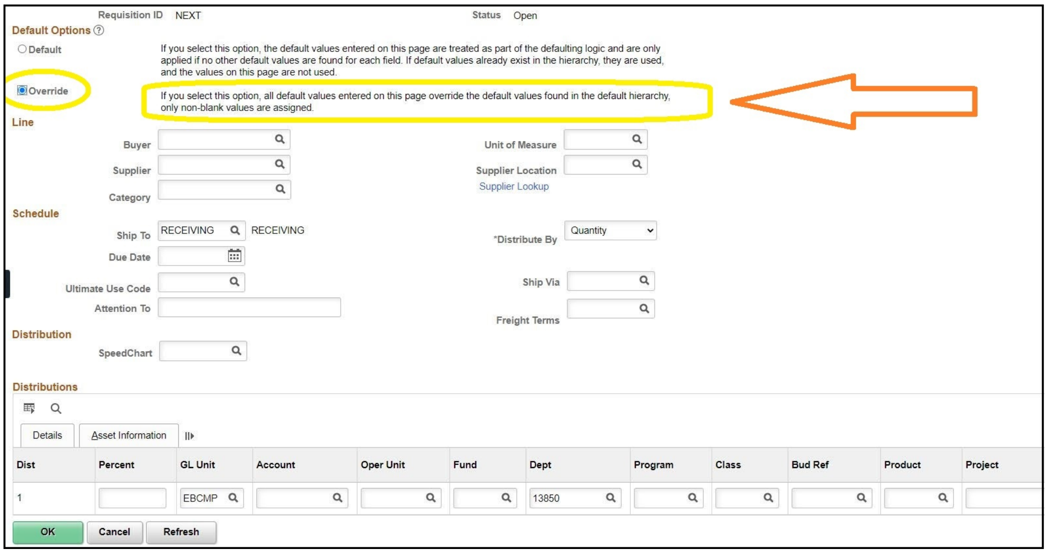
It is recommended you come up with a naming convention which will assist you when recalling your requisition. (IE: Brief description of what you are buying--Example: Office Supplies-John Doe Project)



- ➢ Click on the Requisition Default Link:



- Under the Default Options, select OVERRIDE.



Set the Override option if you wish to apply a custom set of chartfields, otherwise the account, fund, and department will default to your Dept ID and Account 660003.

Add Comments (Recommended)

The requisition Header Comments page is used to provide additional information to the Buyer or the Supplier. This is also where you will enter the vendor information if you are unable to find their Supplier ID or if they are a new vendor to CSUEB.

Types of information commonly provided include:

- Name, contact phone number, and email address for person(s) requesting this purchase (if other than Requester)

- Specific location for the delivery of items in the order

- IT Authorization Number for IT-related purchases

- Additional details about one or more line items (i.e., if you need more space to describe your purchase than is provided in the Description field, you can add a comment to provide the additional details)

Provide Procurement with additional required information

*Do not include if the TIN is a person's Social Security Number View information on

Adding/Editing Header Comments

Here is a sample of the details that needs to be filled

ENTERED BY NAME: #######
TELEPHONE: #######
EMAIL ADDRESS: #######

DEPT CONTACT PERSON FOR THE ORDER:
DELIVERY LOCATION (ROOM NUMBER):

ACCT: ######
DEPTID #####
FUND: ######
CLASS: #######
PROGRAM:
PROJECT:

VENDOR: #######
VENDOR CONTACT: #######
ADDRESS: #######
City: #######
STATE: #######
ZIP: #######
PHONE: #######
EMAIL: #######

ATTACHMENT TO FOLLOW: _X__ YES ___NO

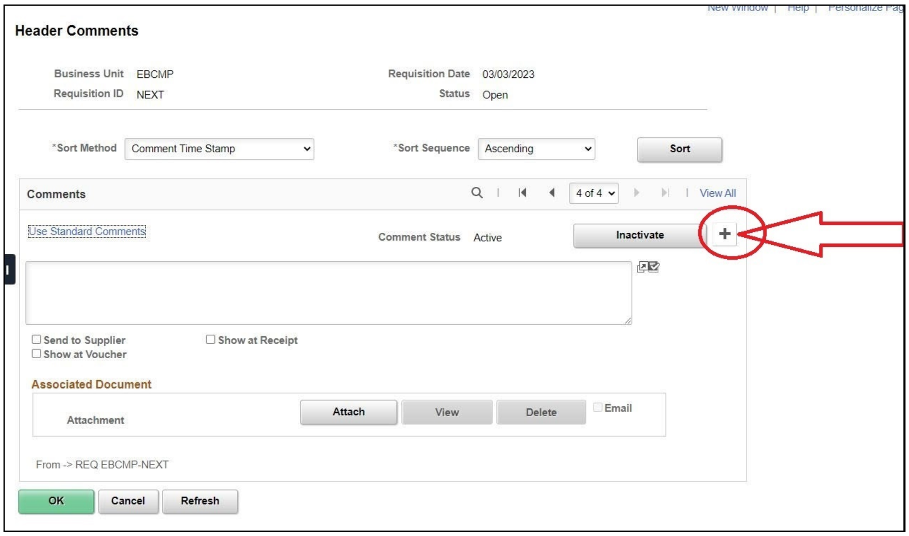
Add an Attachment (Recommended)

The requisition Header Comments page is also where documents are attached for use as a reference or for use by the Procurement Department.

Types of commonly provided information include:

- Supplier/Vendor quotes
- Order attachments
- Additional approval signatures
- Other required documentation
- Attach Quote/ Proposal

You can attach multiple files to your Requisition. Click the '+' icon to add more files to the Requisition.



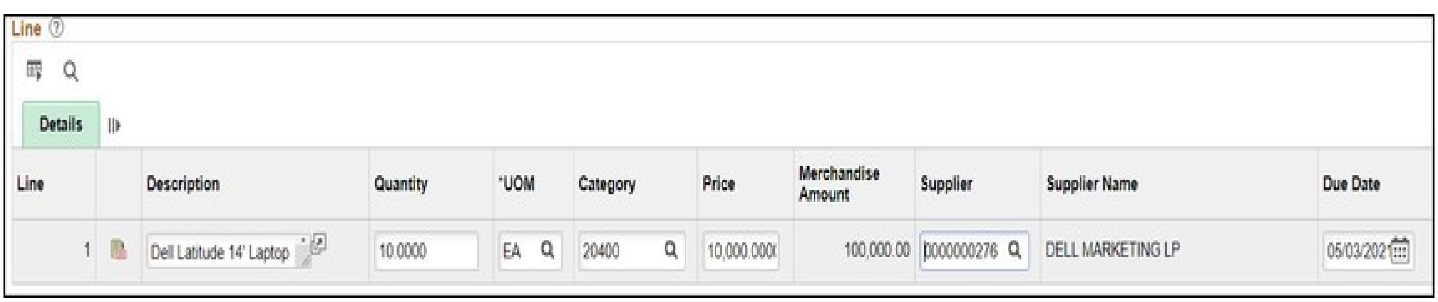
Requisition Line Details

Complete each requisition line (including line information, schedule information, and distribution information) before adding another line. As long as the requisition status remains open, you can make changes to any field you have entered.

Did you enter Requisition Defaults? Fill out the Description and Quantity fields and then press the Refresh button at the bottom left of the screen. Your defaults will then be populated.

1. Complete the following fields: Description, Quantity, UOM, Category, Price, and Due Date.

Are you seeing additional fields and tabs not shown in the screenshot above such as Item ID? Follow these instructions to remove these unused fields from your view. You will need to navigate away from this page, so you may need to re-enter the information on your Requisition.



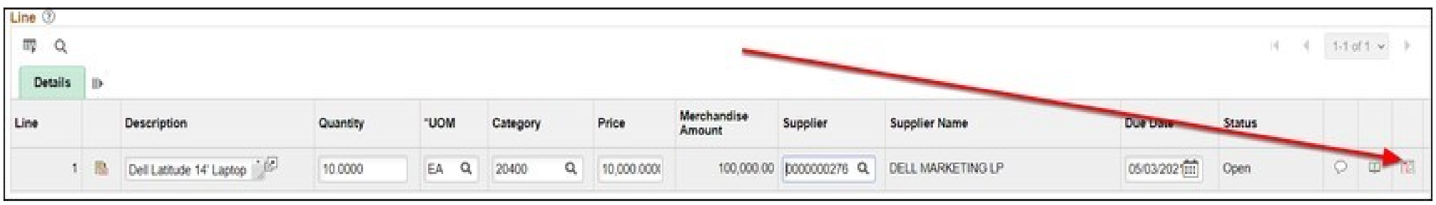
Not sure which Category to choose? View a list of Common Category Codes. Keep in mind that if you select the wrong Category, the Buyer can correct it for you.

Each Category is associated with an Account code. CFS may change the Account code to match the one that goes with the Category you select. However, you can manually change the Account code on the Distribution screen.

Modify the Chartfields for the Line Item

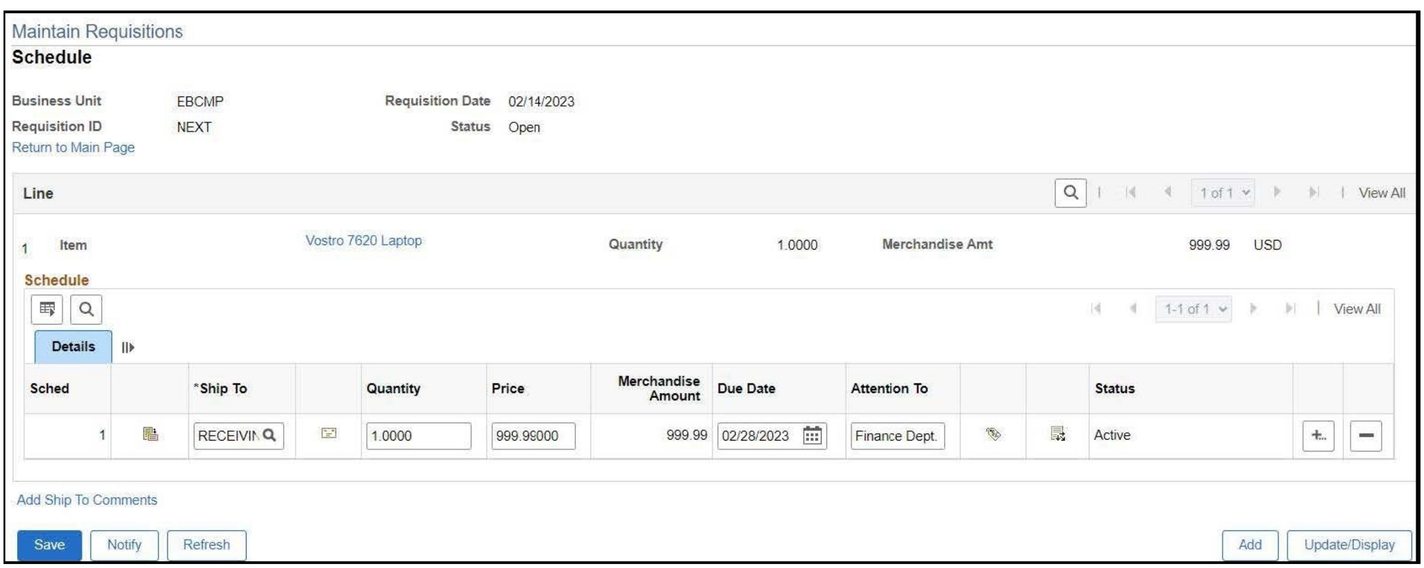
For each line item, you will need to view the Distribution screen to verify or modify the chartfields that will be charged for the line item.

1. Click on the Schedule icon at the far right of the Requisition Line.



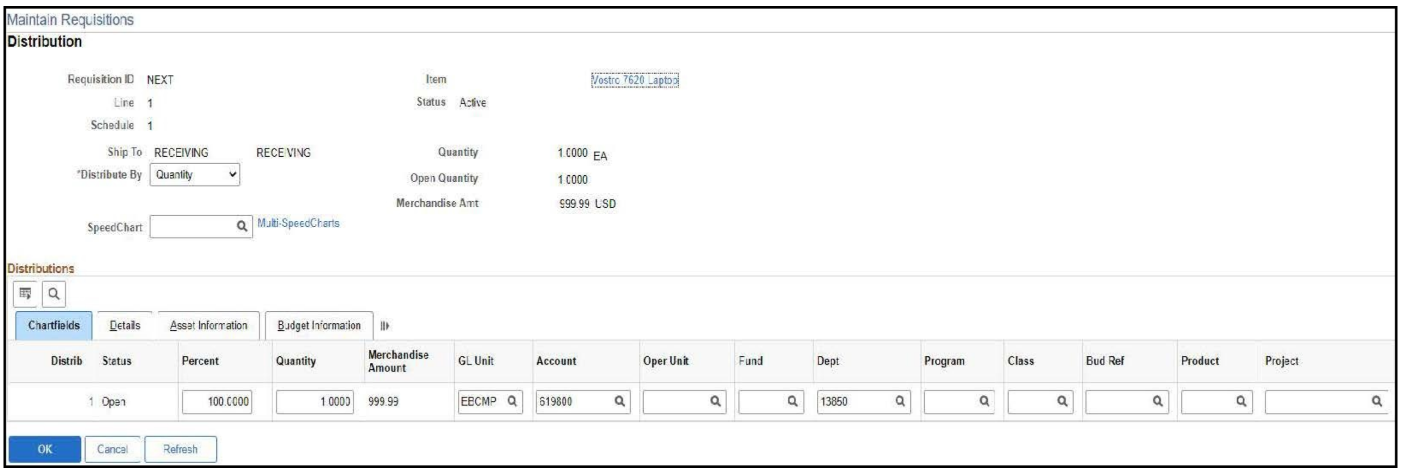
2. Click on the Distribution icon next to the left of the Status column,

If you wish to modify the Ship To or Attention To fields, you can do so on the Schedule page. It is not recommended that you modify the Quantity, Price, or Due Date on the Schedule page; you should modify those fields on the main Requisition entry screen.



3. Verify that the chartfields on this screen are correct for this purchase and modify the fields as needed.

Note that you may see additional fields other than the ones in the screenshot below. Only the fields shown in the screenshot below are used at CSUEB. If you wish to hide the unused fields, you can click on the grid icon at the top left of the Distributions box, select Personalize, and then select the fields you want to hide.



Rules that CFS enforces:

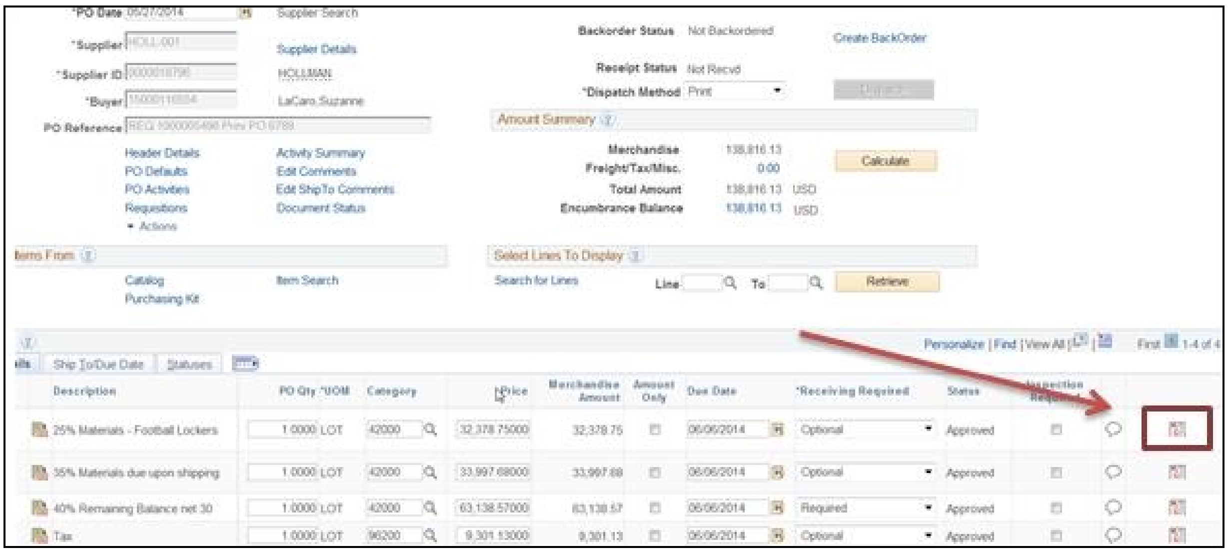
- Must be a valid Account, Fund, Dept, Program, Class, or Project code
- Fund/Dept combination (not all fund codes are available for each department)
- Account/Fund combination (some fund codes restrict which account codes can be used with them)

Be sure you know the department ID(s) for which your approver(s) have delegation of authority. If an approver approves a requisition for a department for which they do NOT have delegation of authority, the only solution will be to cancel the requisition, re-create it, and then have the correct approver approve it

The default number of chartfield strings is 1. If you do not need to split the chartfields, skip to page 14

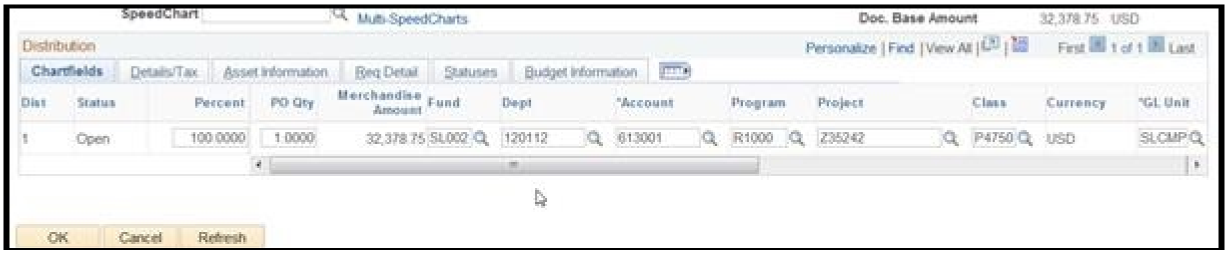
How to split a charge using two (2) chartfield strings when entering a requisition

➢ Go into the requisition you wish to look at; click on the icon with the red markings.

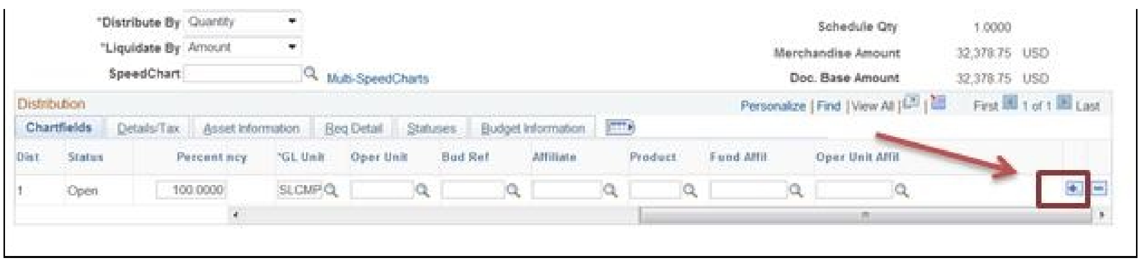


➢ Click on the icon with the three (3) black arrows.

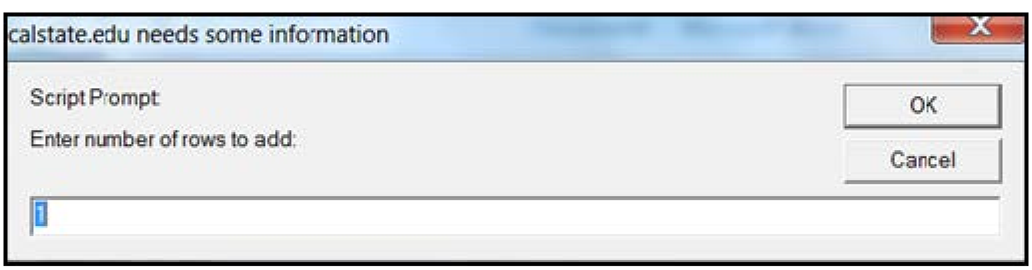
Below will show the chart of accounts for the requisition.



➢ To split the charges between two (2) or more chart of accounts, scroll to the right and select the "+" button.



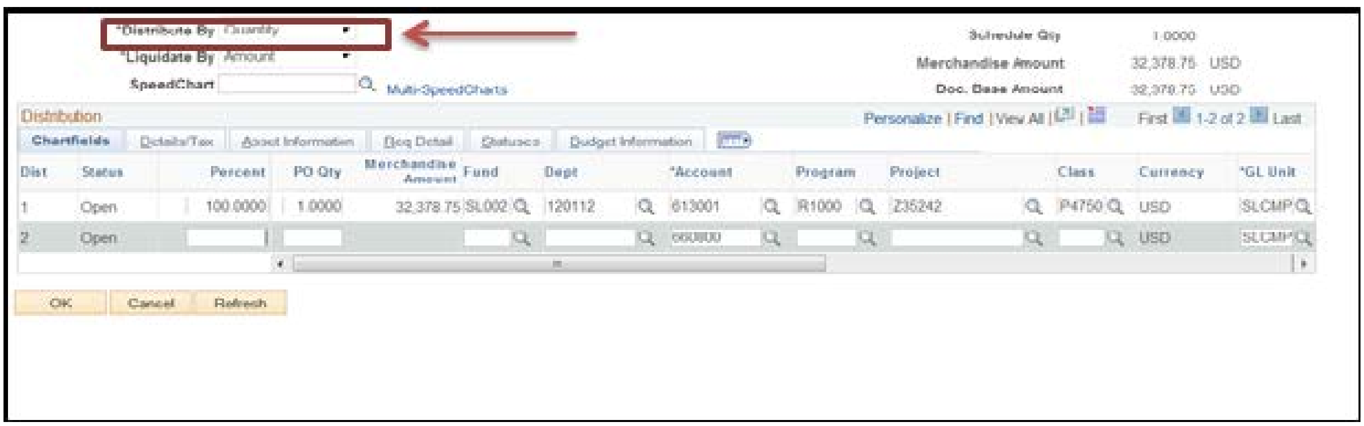
➢ Enter the number of rows you would like to add. Check the "Ok" button.



The process for splitting the costs between two or more chartfields is the same. However, you have to first choose if you want to split by quantity (which is the default) or by amount.

- Split by quantity example: You are purchasing 10 laptops. One chartfield will cover the cost of 5 laptops and a second chartfield will cover the cost of the other 5 laptops.

- Split by amount example: You are purchasing 10 laptops. One chartfield will cover 75% of the cost of the 10 laptops and a second chartfield will cover the remaining 25%. Or one chartfield will contribute $500 towards the cost of the 10 laptops and the second chartfield will cover the remaining cost.



Once the information has been inputted, click the “Ok” button click the “Save” button.

Remember that you can't save your requisition until ALL blank rows are populated. It's recommended that you add just one row at a time: add one row, fill out the line item information, click Save, and then add another row.

This way, if you are interrupted while filling out the requisition, you will only lose the one line item row you were working on if you are timed out after 20 minutes of inactivity**.**

Approving a Requisition

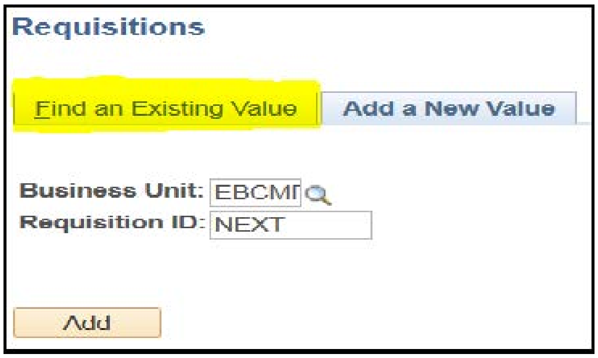
Only authorized approvers will have the ability to approve pending requisitions. In some cases the requester who entered the requisition will also have the authority to approve. If a requester does not have the authority to approve requisitions, the requester will need to email the requisition number to an authorized approver (within the Department) and have them review the process outlined in this section for approving requisitions.

- Login to PeopleSoft Finance.
  NavBar --> Navigator --> Purchasing --> Requisitions --> Add/Update Requisitions

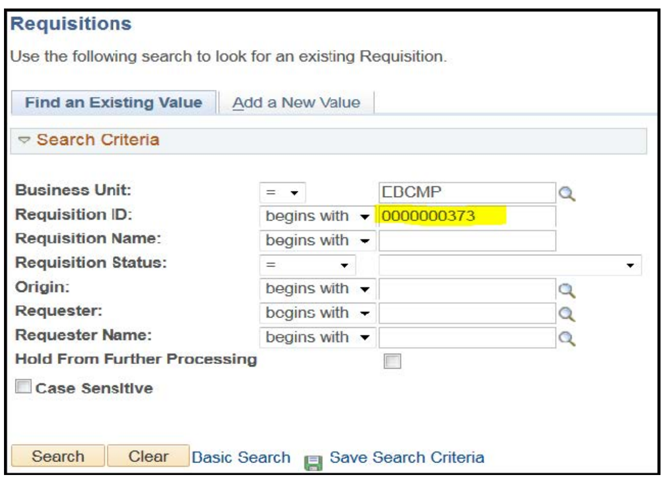
Select Requisition & Purchase Order

then click Add/Update Requisitions.

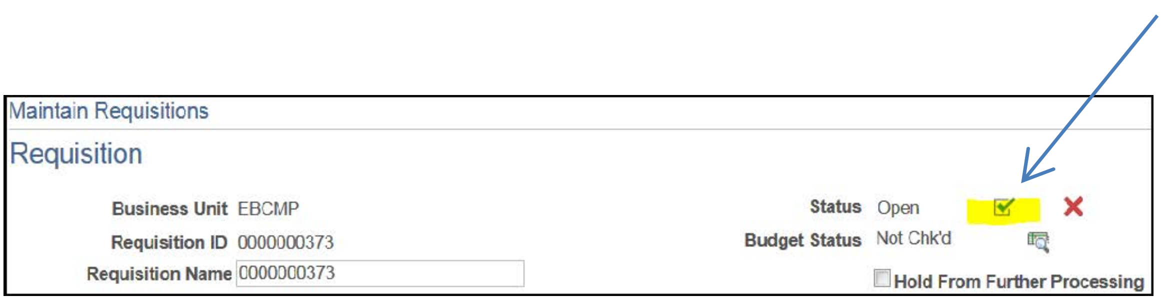
- Click on the “Find an Existing Value” tab.

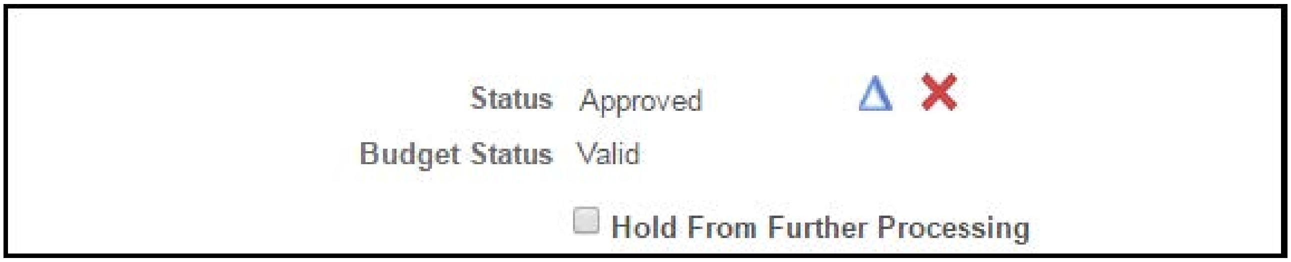


- Enter the requisition number in the “Requisition ID” field and click the “Search” button.

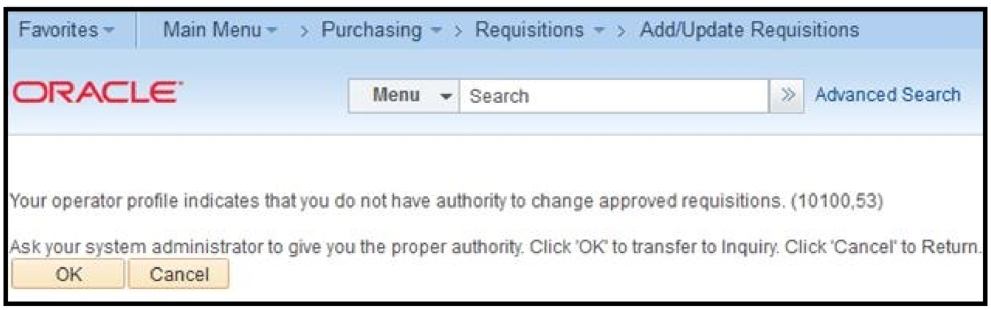


- Once the requisition is on screen, click the **green** checkmark to approve the order. It is recommended that the requester print a copy of the requisition prior to approving for reference. The Status changes from “Open” to “Approved”





Once the requisition is approved, the requester should receive the following notification:



"Your operator profile indicates that you do not have authority to change approved requisitions."

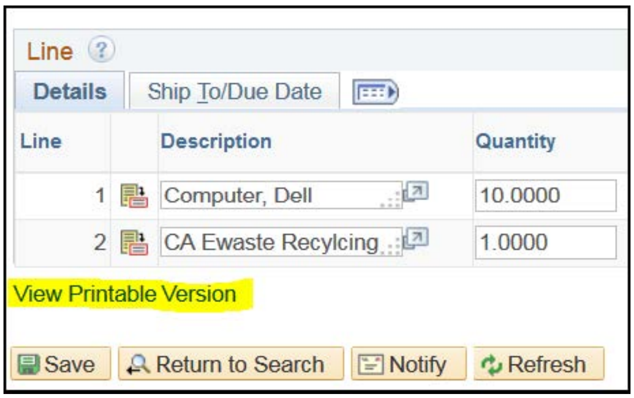
The above message is the system notifying the requester that the requisition has been approved and the requester no longer has access to make changes. Click the "Ok" button to advance forward.

The requester can only edit/modify "open" requisitions. Once the status has changed from "open" to "approved" only Procurement staff can make changes.

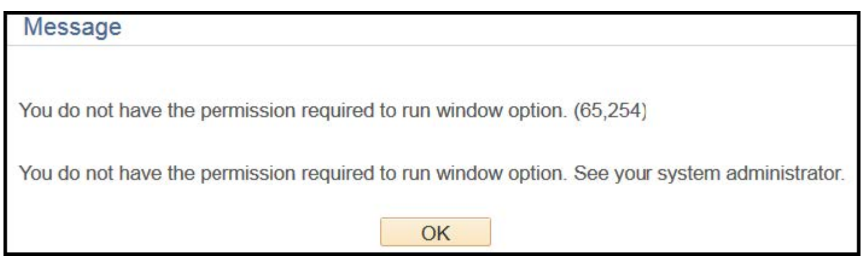
Printing a Requisiton

- To print out a hardcopy for reference, **this will need to be done before approving the requisition.**

Click the "View Printable Version" located at the bottom left hand side of the page:

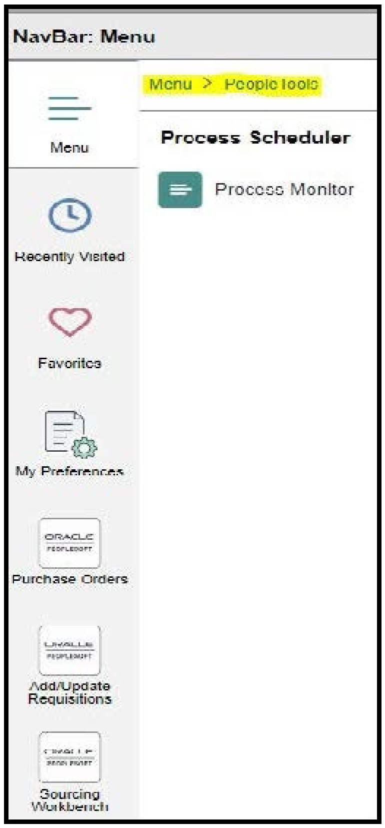


- The following message will appear:

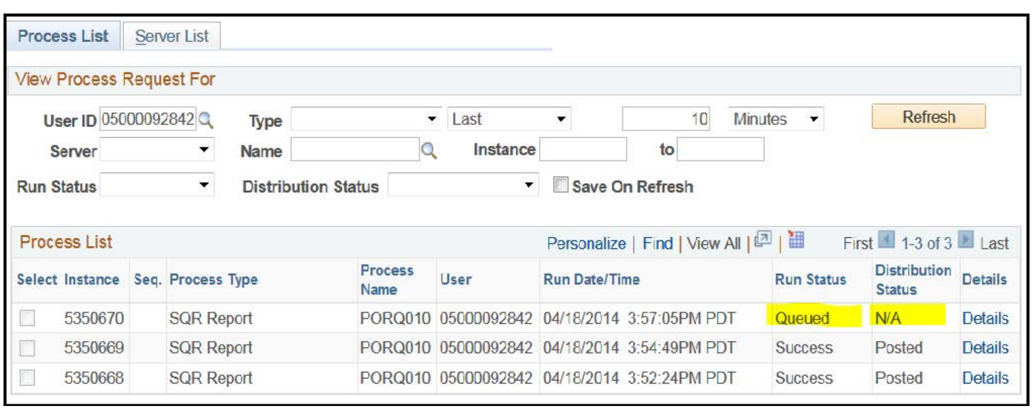


Click "OK"

- Using the main menu header, navigate to the "Process Monitor" page.

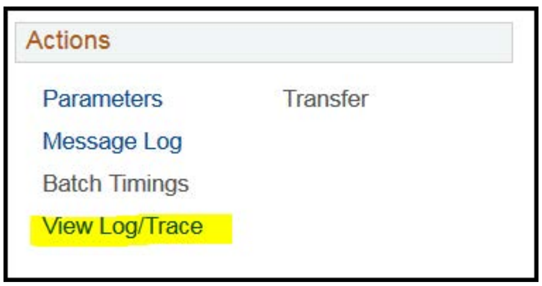


- On the Process Monitor page, click the refresh button until the "Run Status" changes from "Queued" to "Success" and "Distribution Status" changes from "N/A" to "Posted."

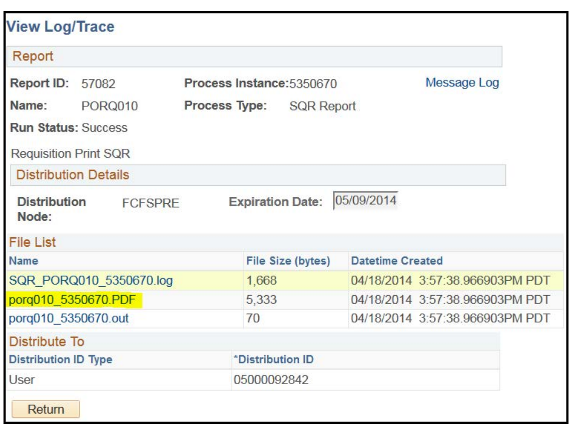


- Next, click on the “Detail Link” to the far right of the line.

- On the following page, click on the “View Log / Trace.”



- On the following page, click on the PDF link.



- The PDF copy of the requisition will open automatically; use "CRTL + P" to print the requisition.

Requisition
Cal State East Bay

Business Unit	EBCMP	OPEN	
Req ID 0000000373	Date 04/18/2014		Page 1
Requester	Telephone	Entered By Hale,Jonathan	

Ship To: RECEIVING
CSUEB RECEIVING DEPT (HRS 8-12, 1-4 M-F)
PURCHASE ORDER NUMBER__________
25800 CARLOS BEE BLVD
HAYWARD CA 94542

Line-Schd-Dist Distribution	Description Account	Fund	Dept	Category	Quantity Prgm	UOM Class	Price Project	Extended Amt	Due Date Dist Amt
	Buyer: Buyer to be Assigned Supplier: 0000009750 001 VENDOR TO BE ASSIGNED								
1-1	Computer, Dell Optiplex 3010 Desktop End-User: J.Hale			00000	10.0000	EA	1,200.00	12,000.00	04/20/2014
1-1-1	619800	EB001	13500		90002	C1552	SFP024		12,000.00
					Line Total:			12,000.00	
	Buyer: Buyer to be Assigned Supplier: 0000009750 001 VENDOR TO BE ASSIGNED								
2-1	CA Ewaste Recycling Fee			00000	1.0000	LOT	80.00	80.00	04/20/2014
2-1-1	619800	EB001	13500		90002	C1552	SFP024		80.00
					Line Total:			80.00	
					Total Requisition Amount:			12,080.00	

ENTERED BY NAME: J.HALE
TELEPHONE: 510-885-3000
EMAIL ADDRESS: J.HALE@CSUEASTBAY.EDU

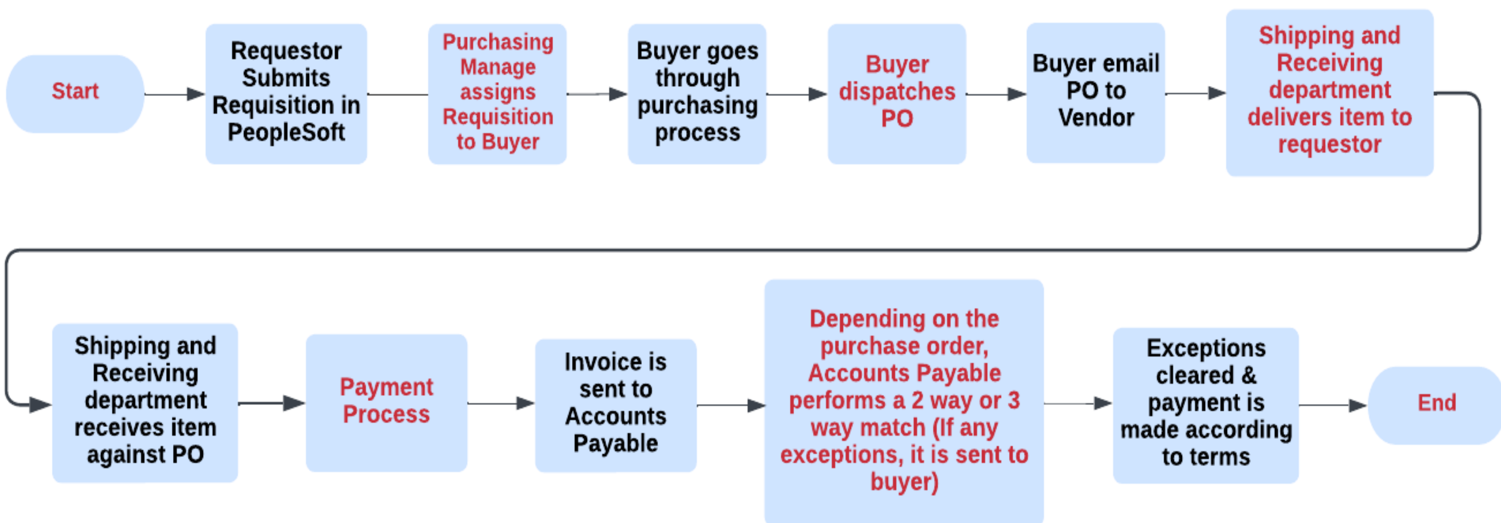
DEPT CONTACT PERSON INFORMATION FOR THE ORDER: J.HALE
DELIVERY LOCATION (ROOM NUMBER): SA2750

ACCT: 619800
DEPTID: 13550
FUND: EB001
CLASS: C1552
PROGRAM:90002
PROJECT:SFP024

VENDOR: DELL
VENDOR CONTACT: CSUEB ONLINE STORE
ADDRESS: 123 FAKE STREET
City: HOUSTON
STATE: TX
ZIP: 652014
PHONE: 800-888-8888
EMAIL:DELL@DELL.COM

ATTACHMENT TO FOLLOW: _X__ YES ___NO

Requisition to Purchase Order Process



Overview: Change Order Process