Create/Process Requisitions and Receipts in PeopleSoft

Instructions for Requesters

Office of Contracts & Procurement

Fiscal Year 2020

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- Access eShop Portal through "Create Requisition"
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- Check-out Cart and transfer to PeopleSoft
- Complete, Review and Submit the Requisition

OPTION 2 - *Shopper*-generated Shopping Cart:

- Access eShop Portal through "Create Requisition"
- Access "Action Items" on eShop Homepage
- Select Carts Assigned to You
- Transfer Cart to PeopleSoft
- Complete, Review and Submit the Requisition

Create Order Receipt* (Standard & eShop)

- Navigate to "Manage Requisitions"
- Finding Your Purchase Order Number
- Create a Receipt

*a receipt is required for all goods (by Requisition) before a payment voucher can be approved in Accounts Payable. This is the responsibility of the Requester.

Glossary of Purchasing Terminology

Additional Resources

Purchasing Policies and Procedures

The **Requester** is responsible for initiating the Purchase Order cycle. This means that you, the Requester, must have a basic knowledge of the Purchasing "rules" that regulate how UT System Administration procures commodities or services. Therefore, it is *very important* that you familiarize yourself with these "rules" and procedures *BEFORE* you proceed with creating and forwarding a Requisition for approval. Your "best friend" in this endeavor is the Basic Procurement Training guide, found on Contracts and Procurement's Training Webpage.

Still, your very BEST friend remains your Buyer, so please never hesitate to contact me!
My contact information is on the Additional Resources page of this guide.
I expect, however, that you will have "done your homework" and studied the Basic Procurement Training guide, as well as this guide.

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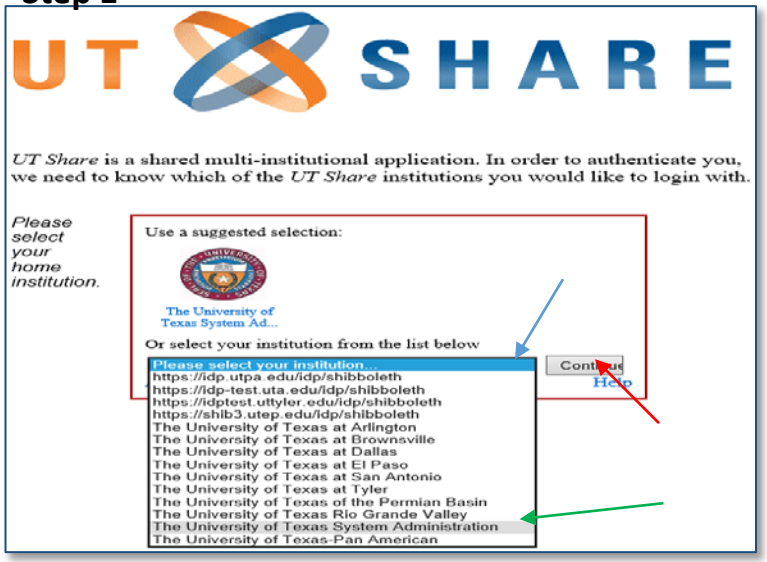
LOG IN TO PEOPLESOFT

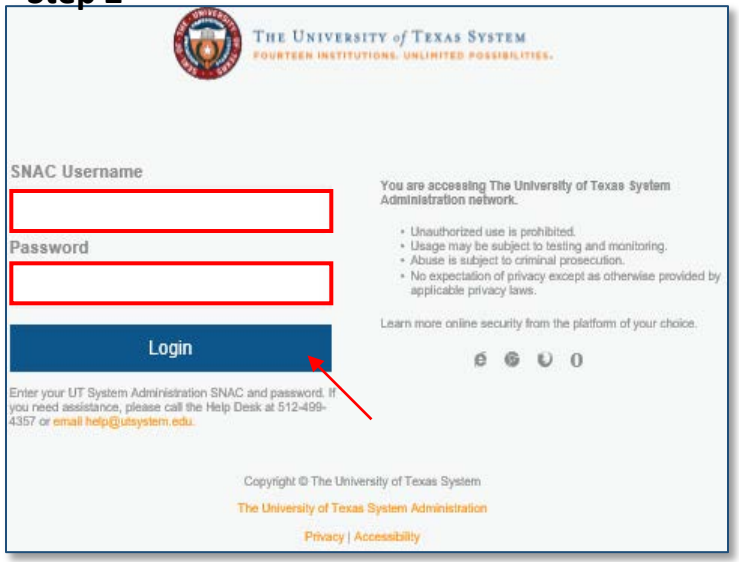
Go to UT4U (https://www.utsystem.edu/sites/ut4u) & click on the "PeopleSoft" icon to access PeopleSoft. Then:

Step 1



Select "UT System Administration" from dropdown box, then click "Continue"

Step 2



Enter your UT System Administration SNAC and password, then click "Login"

You will be routed to the 2FA (two-factor authentication)

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LOG IN TO PEOPLESOFT (CONT.)

The 2FA* will notify you according to the authentication method you have chosen.

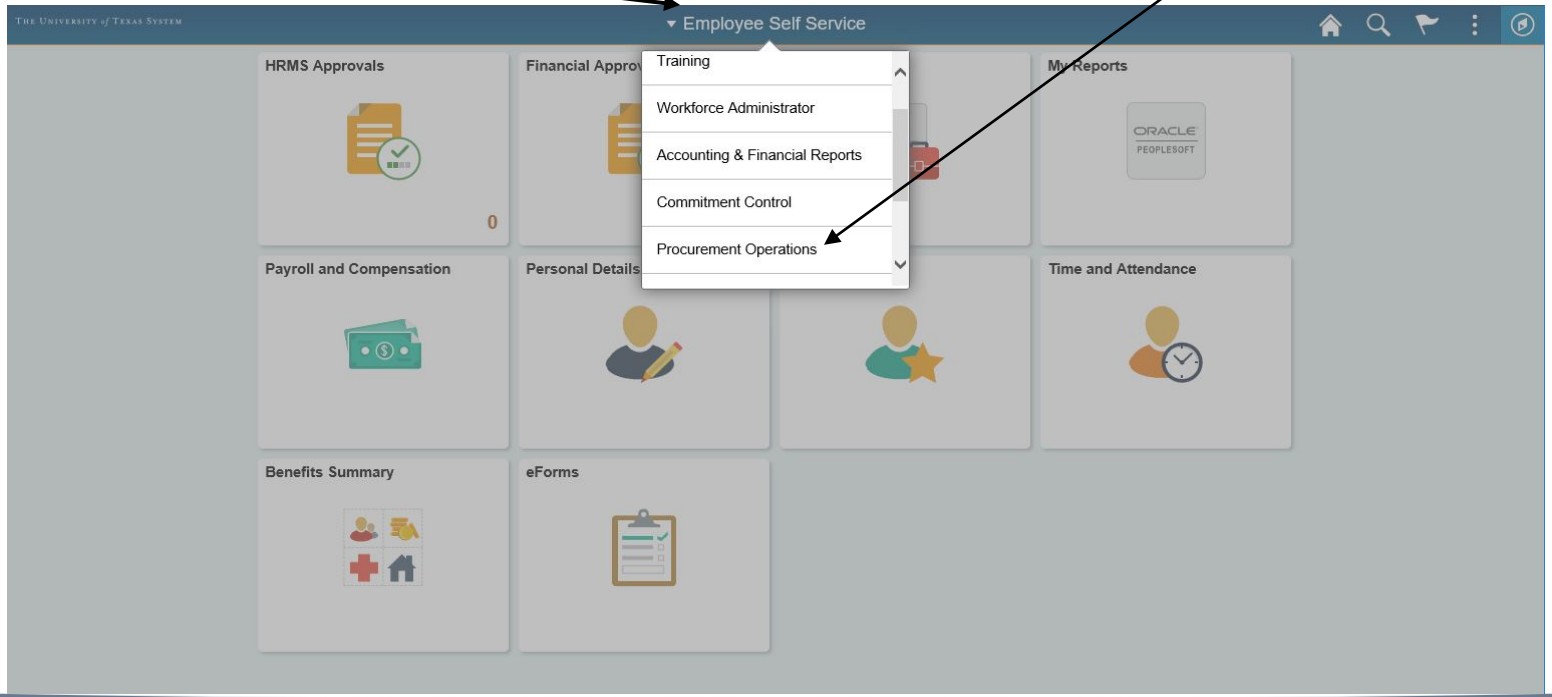
UT System Administration utilizes the Duo-factor login procedure for added security. To set this up, please follow the instructions found at the link below:

https://community.utsystem.edu/sites/infosec/2fa/SitePages/GettingStarted.aspx

Once you acknowledge the notification, you will be routed to your PeopleSoft Home Page.

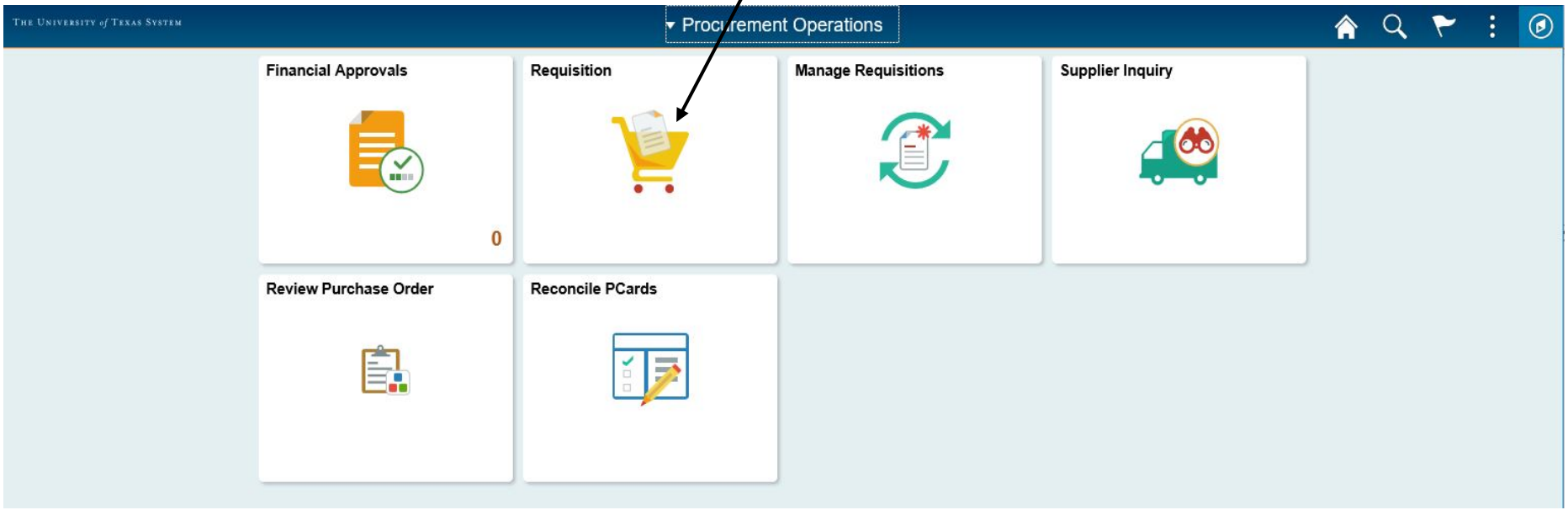
Navigate to “Create Requisition” Page in PeopleSoft Menu

Click on the “Employee Self Service” drop down box, then scroll down to select “Procurement Operations”



Navigate to "Requisition" Page in PeopleSoft Menu (cont.)

On the "Procurement Operations" homepage, click on the "Requisition" icon.



You will be routed to the* Requisition *Page.

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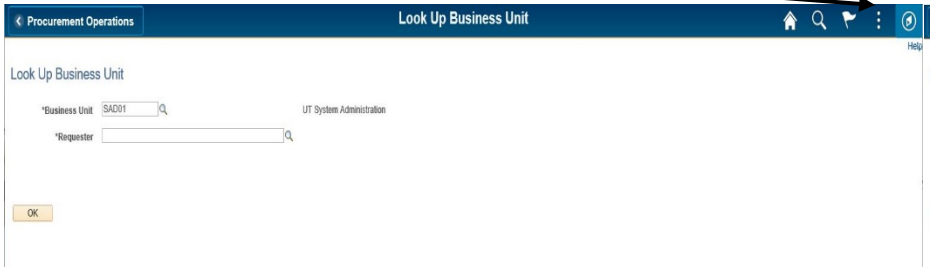
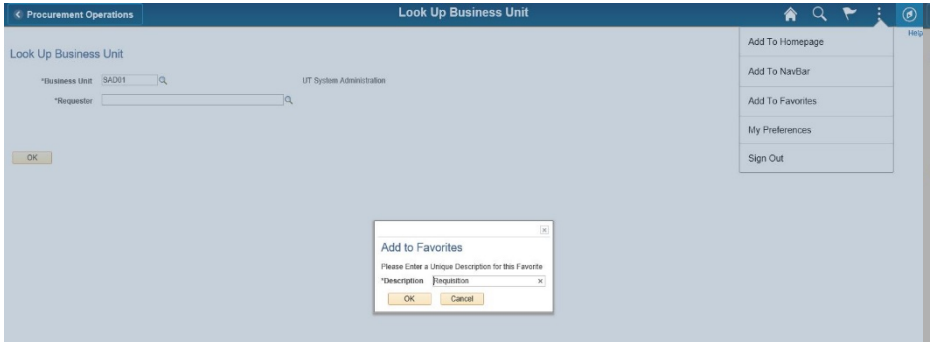
SAVE "*REQUISITION*" AS "FAVORITES" LINK

Step 1 - Click "3 dots" icon

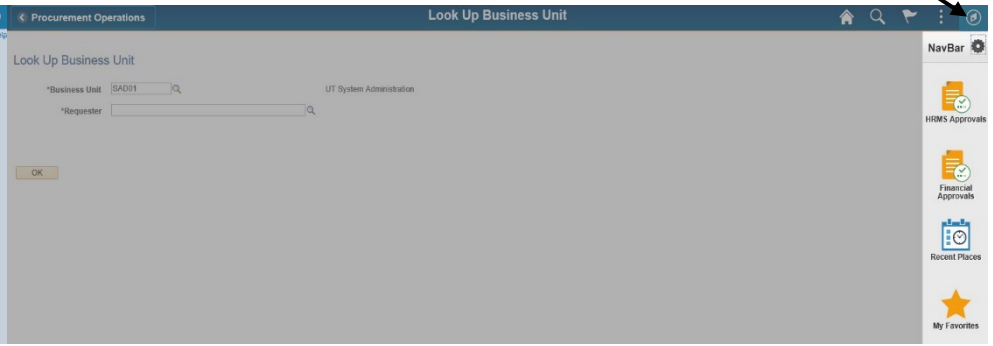


Step 2 – Select "Add to Favorites"

Step 3 – Enter your name for link to "Requisition"



To access "My Favorites", click compass icon to access "NavBar"



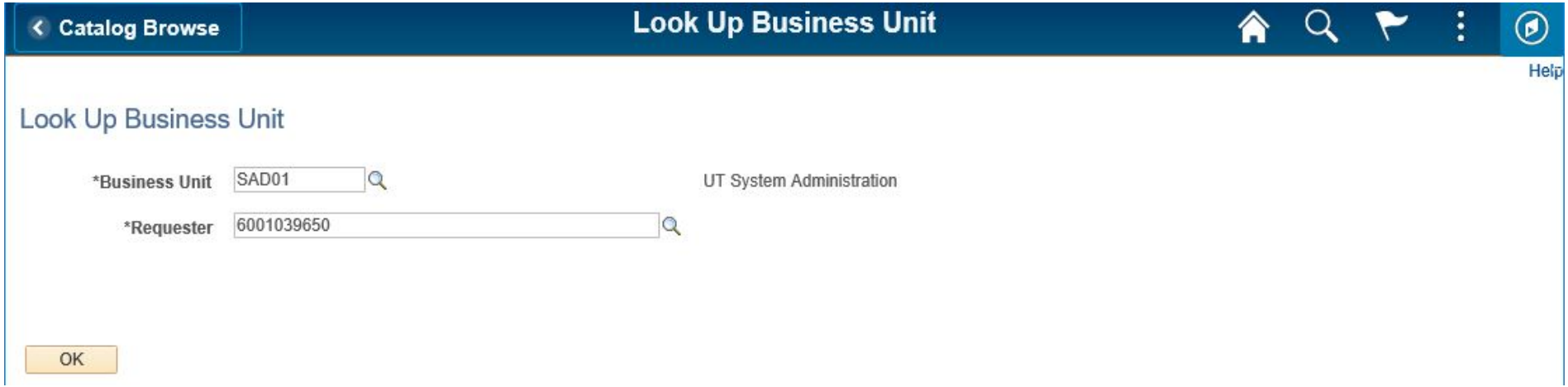
Now you are ready to create a new requisition.

Create Requisition

(Standard, non eShop Orders)

CREATE A NEW REQUISITION

On the ***Requisition*** screen, enter your Employee I.D. number (if the field isn't already populated) and click the OK button. (Use of the "magnifying glass" for Requester searching is not recommended on this step.)

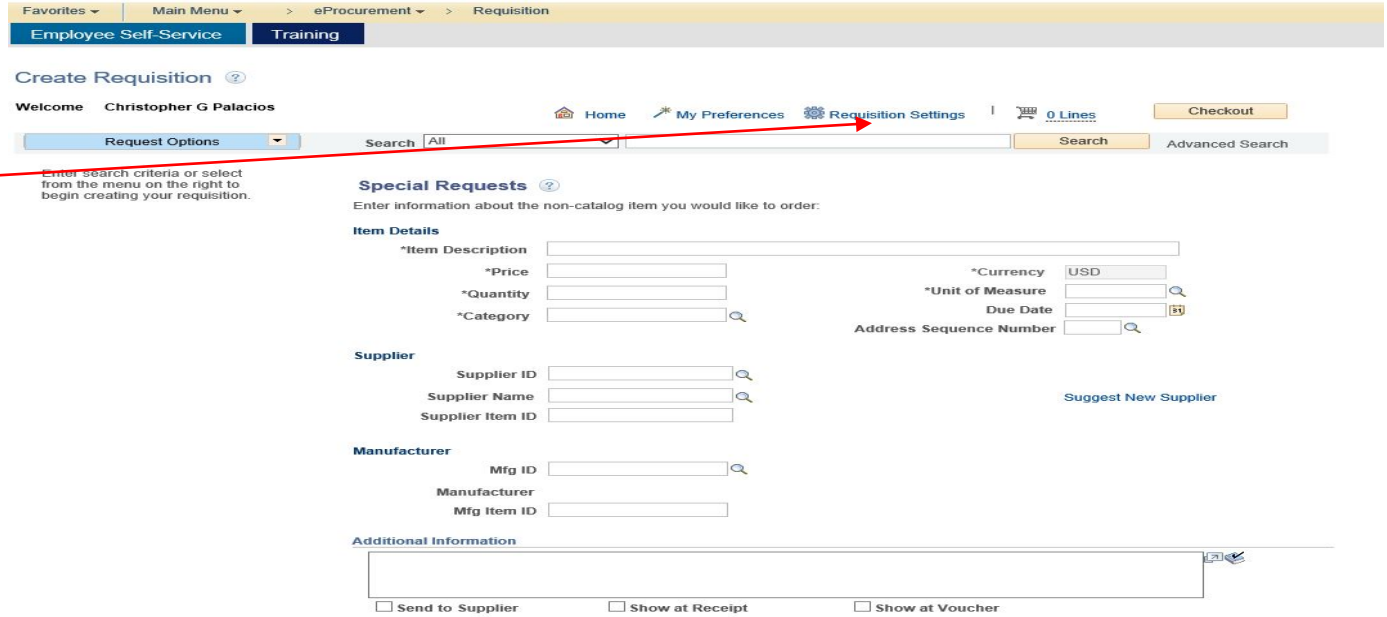


You will be routed to the Create Requisition front page. For illustration purposes, we will use Christopher G Palacios as the requester:

DEFINE THE REQUISITION

Step 1

Click on "Requisition Settings"

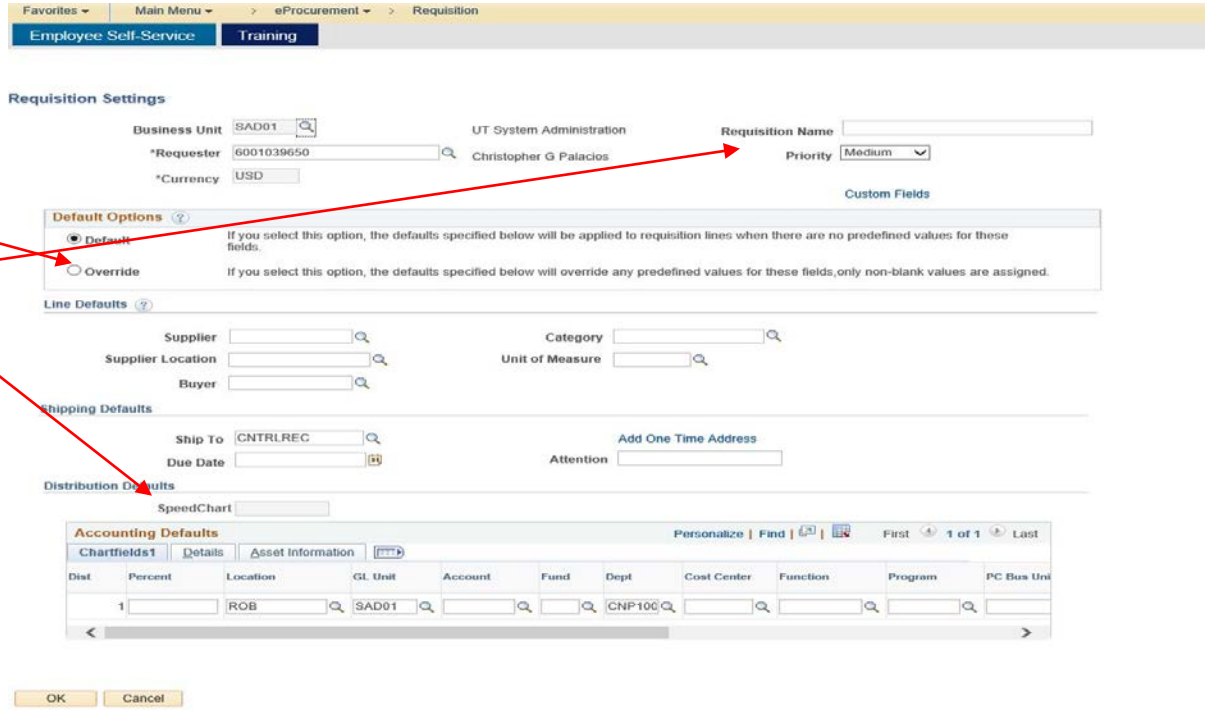


-Next-

DEFINE THE REQUISITION (CONT.)

Step 2

- Click on "Override"
- Enter "Requisition Name"
- Enter "SpeedChart"



Now you are ready to Add Items and Services.

-Next-

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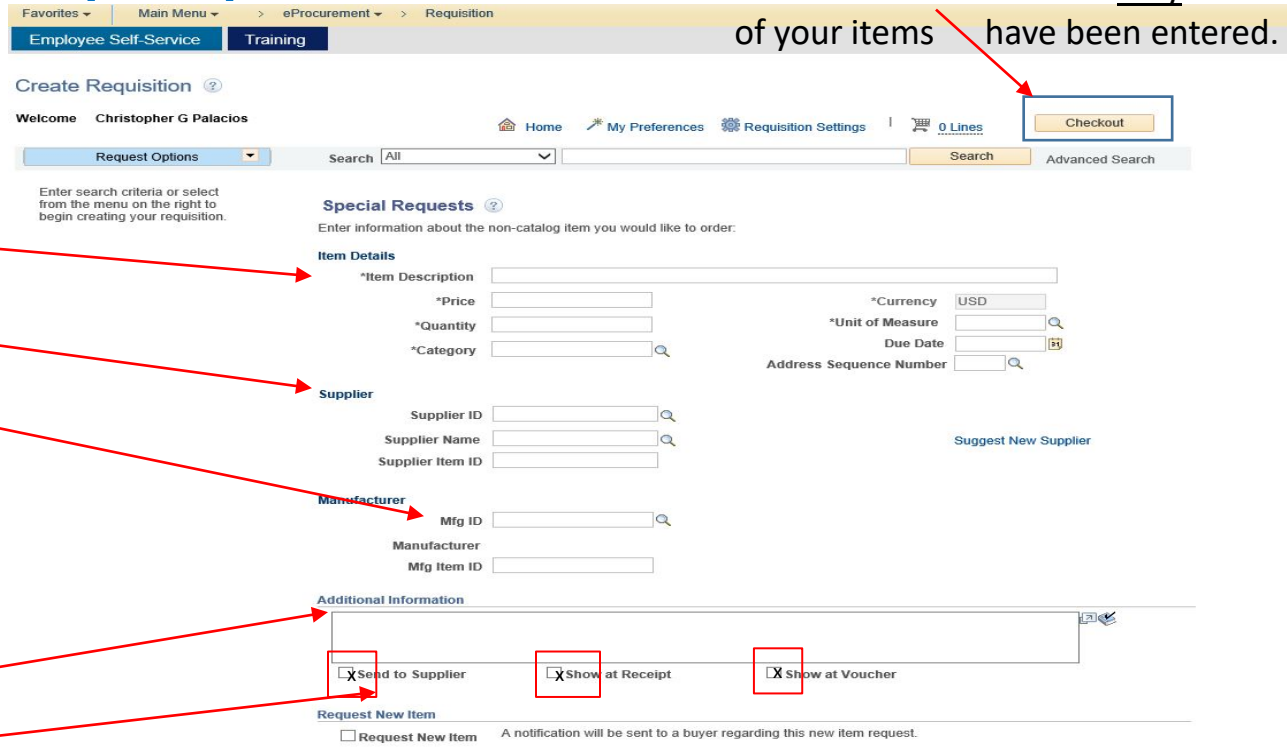
DEFINE THE REQUISITION (CONT.)

Press "Checkout" button only after all of your items have been entered.

Step 3

- Enter details for your first item in the "Item Details" area
- Enter the vendor/supplier info in the "Supplier" area
- Enter any part numbers related to your item in the "Mfg ID" field only
- If there is additional information for this item that should be referenced on the PO, enter that information in the "Additional Information" box AND check all 3 boxes underneath



NOW SCROLL TO THE BOTTOM OF THE PAGE AND CLICK "ADD TO CART"

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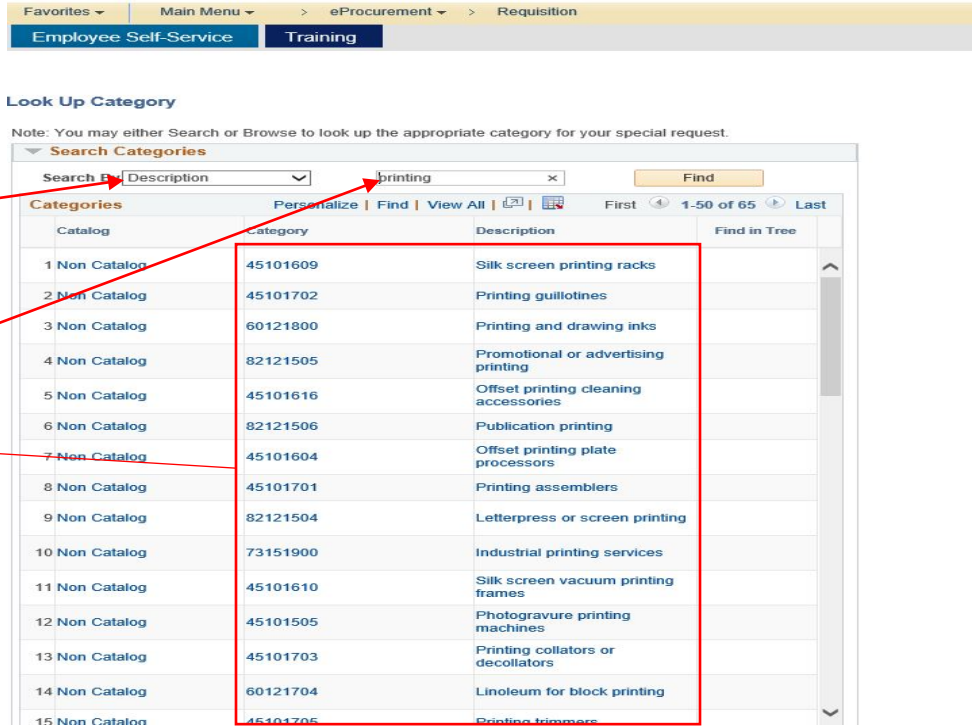
ADD ITEMS AND/OR SERVICES

"CATEGORY" field tips

- Change the drop down box to read "Description"
- Enter a one word, basic description in the search box
- Choose the most accurate choice of the options provided

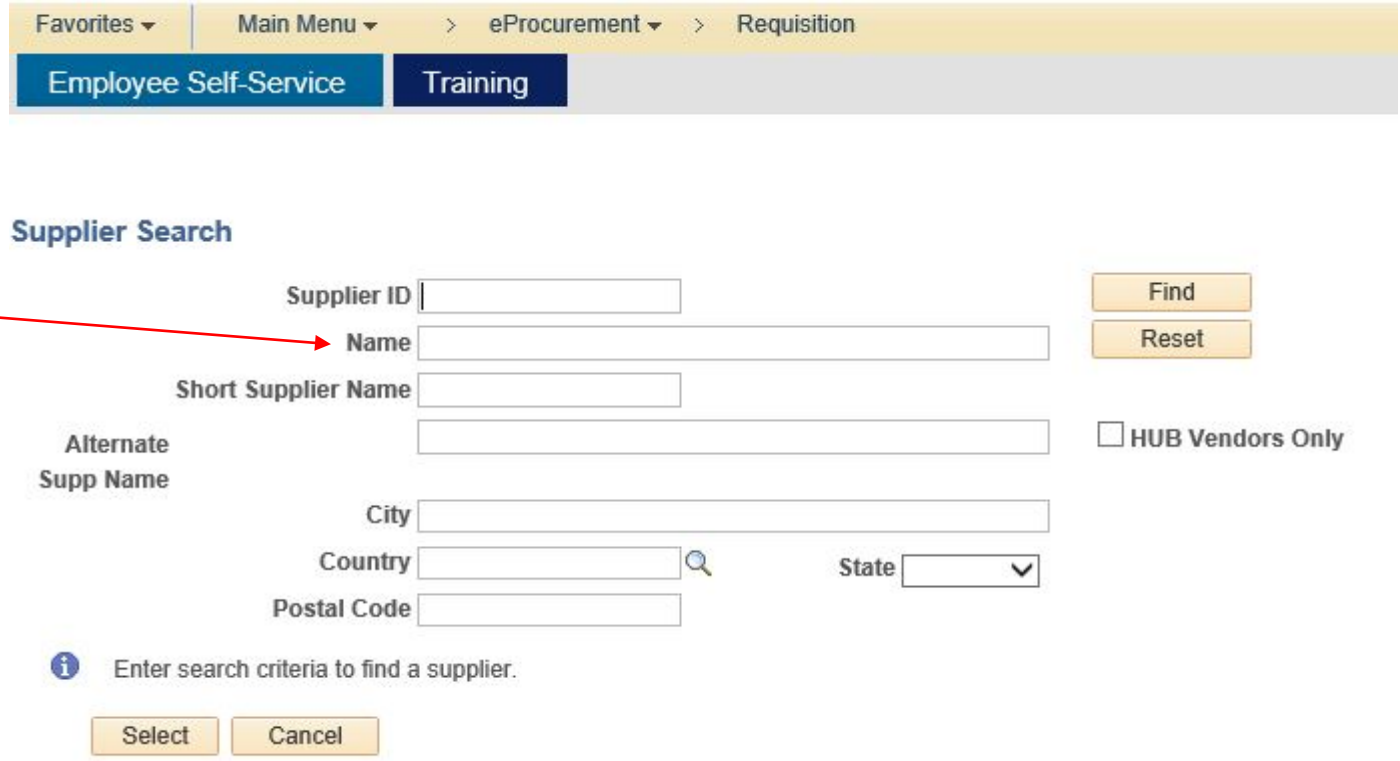


-Next-

ADD ITEMS AND/OR SERVICES (CONT.)

"SUPPLIER ID" and
"SUPPLIER NAME tips

Enter name of supplier in "Name" field. (Try entering just the first word in their name so the search will bring up all possible suppliers with that name.)



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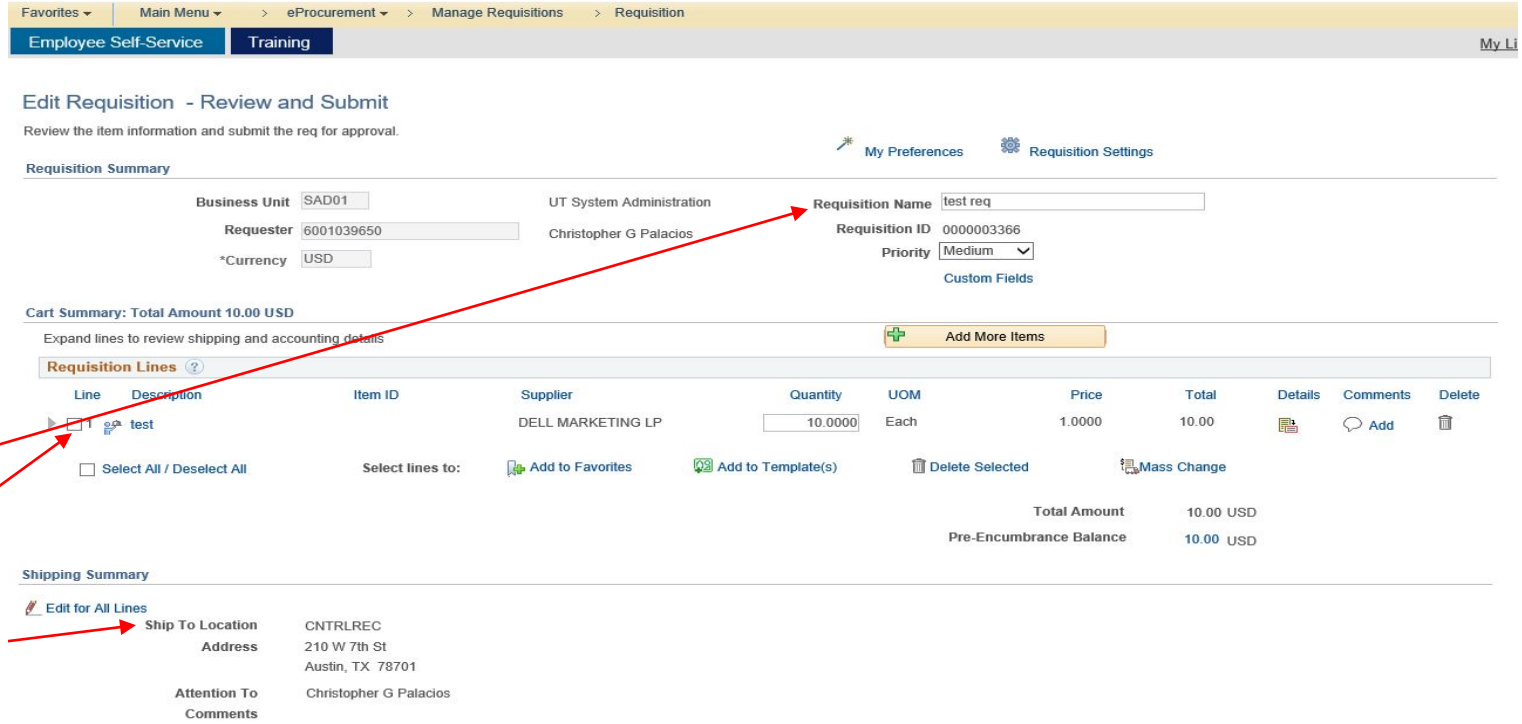
ADD ITEMS AND/OR SERVICES (CONT.)

After you click "Checkout", you will be brought to this page.

Doublecheck the following:

- Requisition name
- Line item details
- Ship To address



-Next-

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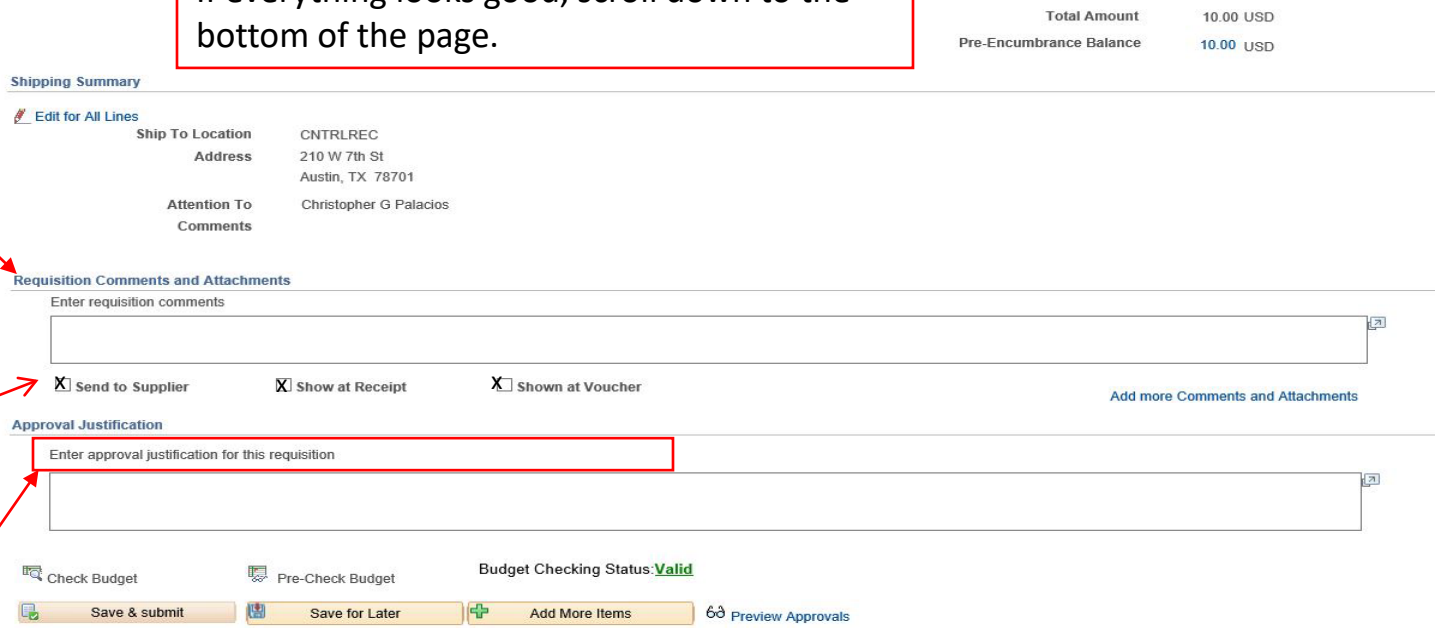
ADD ITEMS AND/OR SERVICES (CONT.)

Enter the following Information in "Requisition Comments and Attachments":

- Reference the quote number (if no quote #, reference date of quote and vendor contact)
- Reference contract number (only if applicable)
- Departmental contact
- Check all boxes

If everything looks good, scroll down to the bottom of the page.



Enter reason for awarding to vendor in "Approval Justification" box (usually "low bid" or "contract purchase")

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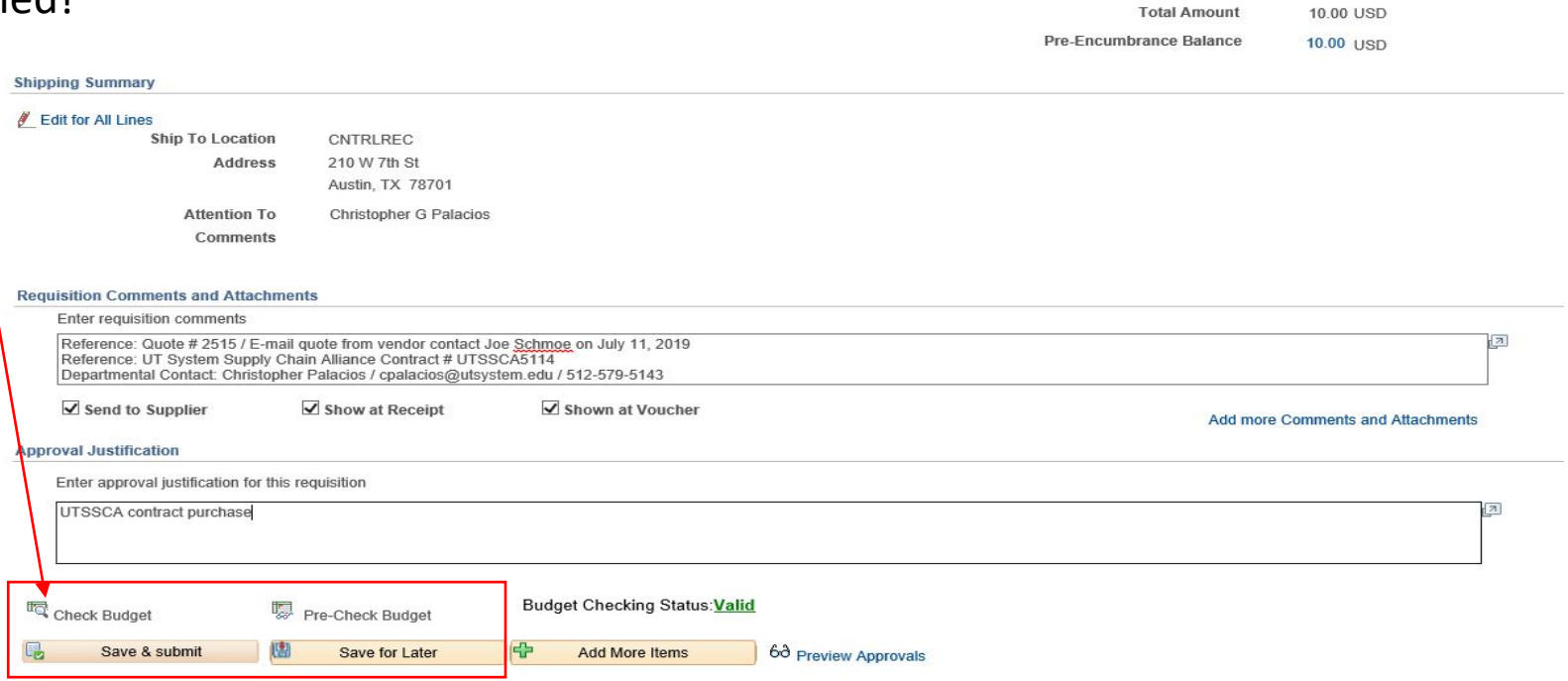
REVIEW AND SUBMIT THE REQUISITION

Almost finished!

- Check budget
- "Save & Submit" to move forward for departmental approval
- "Save for Later" to hold on your desk for submission later



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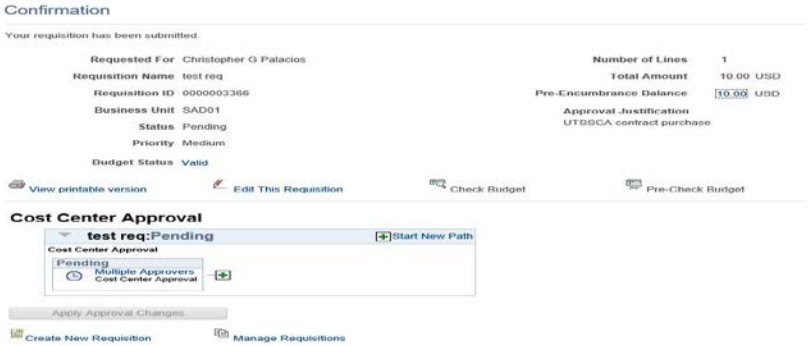
REVIEW AND SUBMIT THE REQUISITION (CONT.)



Note: If the item being purchased is a controlled item such as a computer or furniture, the requisition will route to a Commodity approver for final approval.

Software requires Commodity Code approval by the office of Contracts and Procurement, REGARDLESS of $$ amount.

CONTROLLED ITEMS SHOULD ***ONLY*** BE ORDERED BY OTIS (Computers), OR BY FACILITIES MANAGEMENT (Furniture).

For orders less than $15,000.00, the requisition routes to the ***Cost Center Approver*** in **pending** status. Upon approval, the requisition converts to an approved, signed and ready-to-send Purchase Order.

You, as the Requester, will receive two emails: 1) confirmation email of Requisition Approval, 2) email with Purchase Order attached.

On orders $15,000.00 or more, the approved requisition converts to a Purchase Order in "Created" Status. These Purchase Orders are reviewed, final approved and submitted to the vendor by ***Purchasing***.

- Please see next page for the PeopleSoft Workflow Process graph, and page 21 for Email Notifications -

You can track your requisition as it goes through the various stages of processing/ workflow. Simply click on 'Manage Requisitions' on the Confirmation screen and you will be routed to that page. You can also find it by going to Main Menu -> eProcurement -> Manage Requisitions. See more about this on page 25

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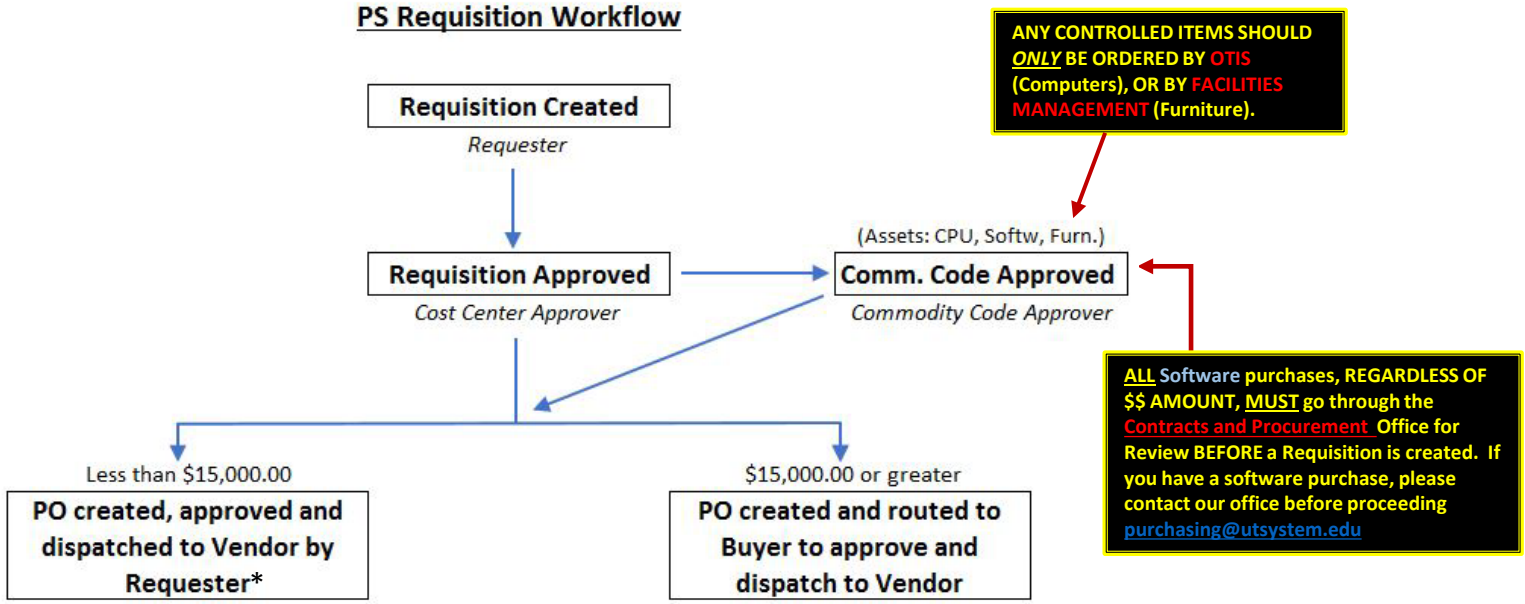
REQUISITION TO PURCHASE ORDER WORKFLOW+



*Requester receives an email with the approved and signed Purchase Order attached as a .pdf file. The Requester forwards this .pdf to the Vendor for processing.

+*Workflow is an electronic approval routing process that allows for multiple budgetary level approvers to communicate, verify and store documents.*

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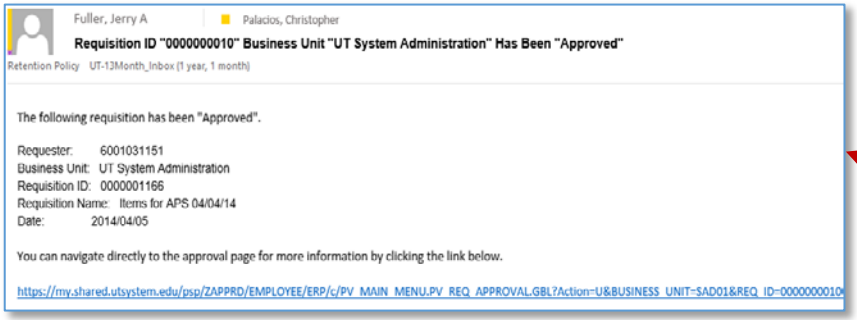
WORKFLOW NOTIFICATION EMAILS

You will receive the following emails upon Requisition approval:

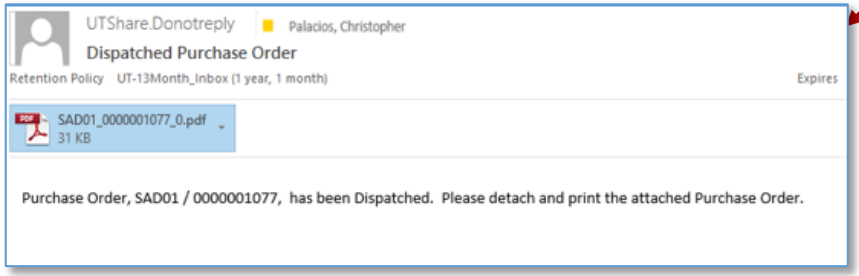
Approved Requisition Notification Email

1.



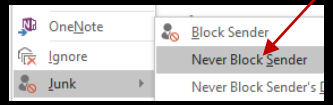
Dispatched PO Notification Email (with signed and approved PO attached)

2.



NOTE: Some users have had issues with the 'Dispatched Purchase Order' email going to their "junk" or "spam" folders.

If you do not receive this email in your personal inbox within a day of the 'Approved Requisition' email, please check your junk folder for an email sent by 'UTShare.Donotreply'. If it is there, right click on the email and select the following:



You will receive the "Approved Requisition" email first.

If the order is under $15,000.00, you will receive the "Dispatched PO" Notification a couple of hours later. The attached PO is what you will send to the vendor. SAVE the PDF *first* to a designated PO folder you create (on your shared drive), then send to the vendor in a separate email (see next page)

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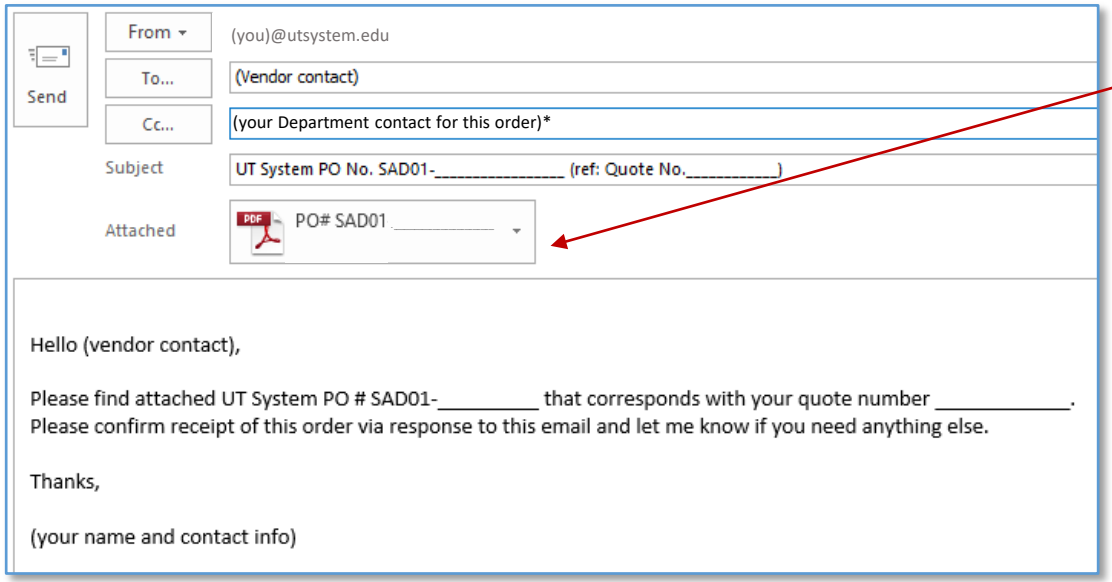
SEND THE PO TO THE VENDOR

Send ONLY the PO that you received in the "UTShare.DoNotReply" email (pg. 21) and the vendor quote.

Sample email containing verbiage you should use when sending the PO to the vendor:



***The Department contact is the person in your office that originally requested the goods/services. They are usually the person the vendor would contact regarding the items/services to "talk shop". Copy them as a courtesy so they will know their order has been submitted to the vendor.**

HIGHLY RECOMMENDED: Once the vendor confirms receipt of the order (some vendors might send a separate ACKNOWLEDGEMENT email), print out (or convert to pdf) the email and scan it with the rest of your backup documentation.

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Documentation Responsibilities* of the Requester Department

Under $15,000.00

Each Department has the following documentation responsibilities on all orders under $15,000.00:

- Vendor Quote and applicable email correspondence between Vendor and Department
- Copy of the signed Purchase Order
- Forwarding PO with Backup documentation to Accounts Payable.

Contact your Buyer if you need clarification on these requirements.

PLEASE READ CAREFULLY:

CNP recommends that each department sets up a departmentally shared folder specifically for this Documentation. For efficiency, scan the signed PO with the Vendor Quote and email/written dept. and vendor correspondence (including Vendor confirmation email), then save the file in .pdf format to the documentation folder referencing in the name: PO number, Vendor name (in parenthesis) and a brief description of items/services purchased.

Example: PO# SAD01-0000001053 (MICROSOFT CORP) SIS Irving MS Premier Support Svcs

Over $15,000.00

For all orders above $15,000.00, Purchasing will require that you forward via email to purchasing@utsystem.edu the following:

- All Vendor Quotes (as pdf or Word attachments)
- Applicable email or written correspondence with Vendor(s)
- Completed and signed Exclusive Acquisition Justification form, if applicable
- The Requisition Name (not number) referenced in the Subject line of the email.

**Texas Senate Bill 20 requires transparency of all purchases made by State and Higher Ed Agencies. It is very important that your departmental purchasing documentation is readily accessible.*

-See next page for documentation to submit to Accounts Payable -

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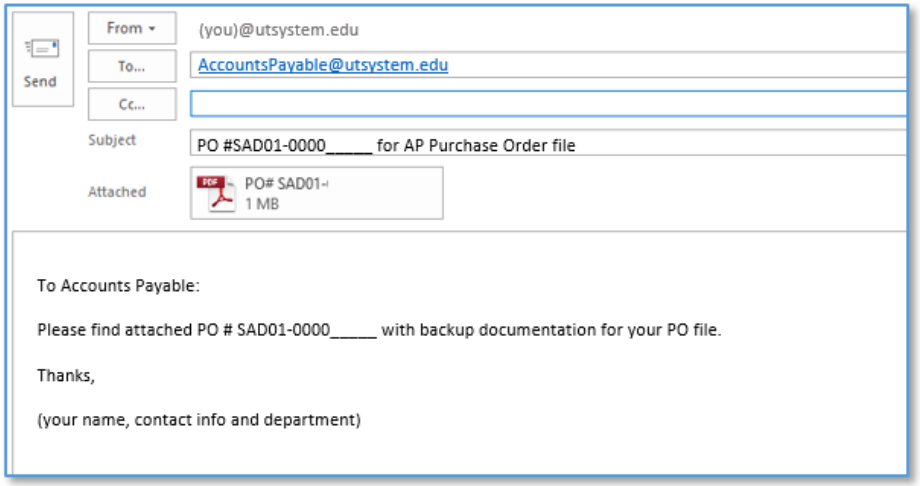
SEND A COPY OF THE PO TO ACCOUNTS PAYABLE (AP)

For all orders under $15,000.00, you, as the Requester, are also responsible for sending *UT System Administration Accounts Payable* a copy of your scanned PO with ALL backup. This is necessary so that AP can match the invoice to the PO once goods/ services have been received. This copy needs to be sent *within a day* of scanning. *If AP does not have your PO, then payment of the invoice will be delayed.*

Sample email containing verbiage you should use when sending the PO to AP:



NOTE

ALL invoices should be sent BY THE VENDOR to the *Bill To* address on your PO, without exception. If you receive the invoice in your office or your email, please forward the invoice immediately to AccountsPayable@utsystem.edu, then let the vendor know that they need to follow the *Bill To* instructions on the PO when submitting future invoices.

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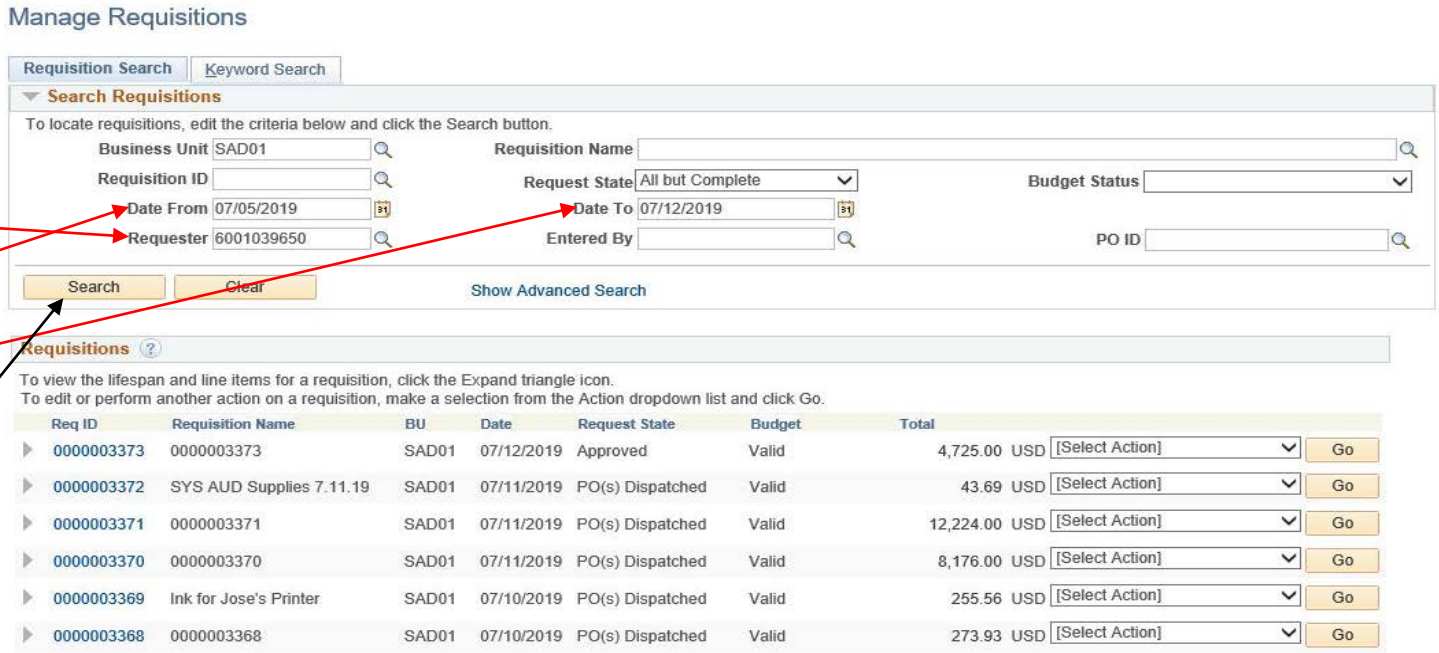
MANAGING AND TRACKING REQUISITIONS

To track the status of your requisitions, do the following:

- Enter your Empl ID # in the "Requester" field
- Enter a date range to be searched in the "Date From" and "Date To" fields
- Press "Search" button



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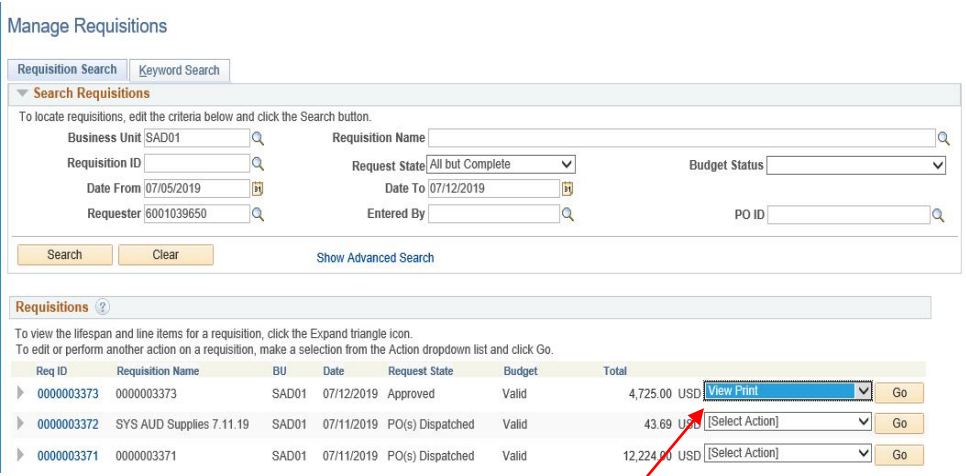
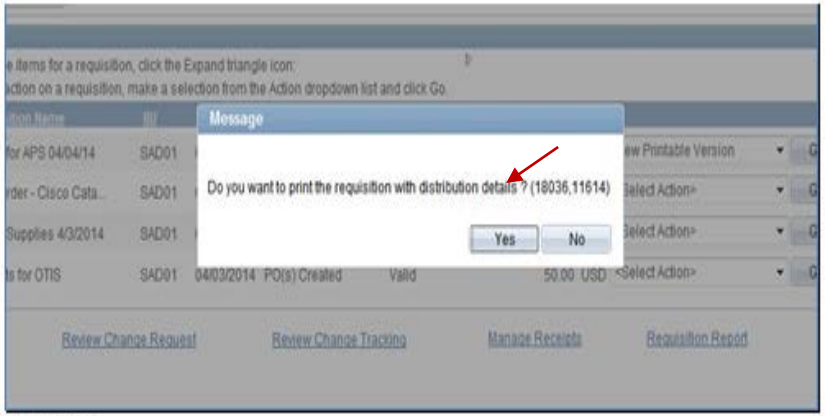
MANAGING AND TRACKING REQUISITIONS (PRINTING)



Step 1 – Select requisition you wish to print, then change drop down box to "View Print"

Step 2

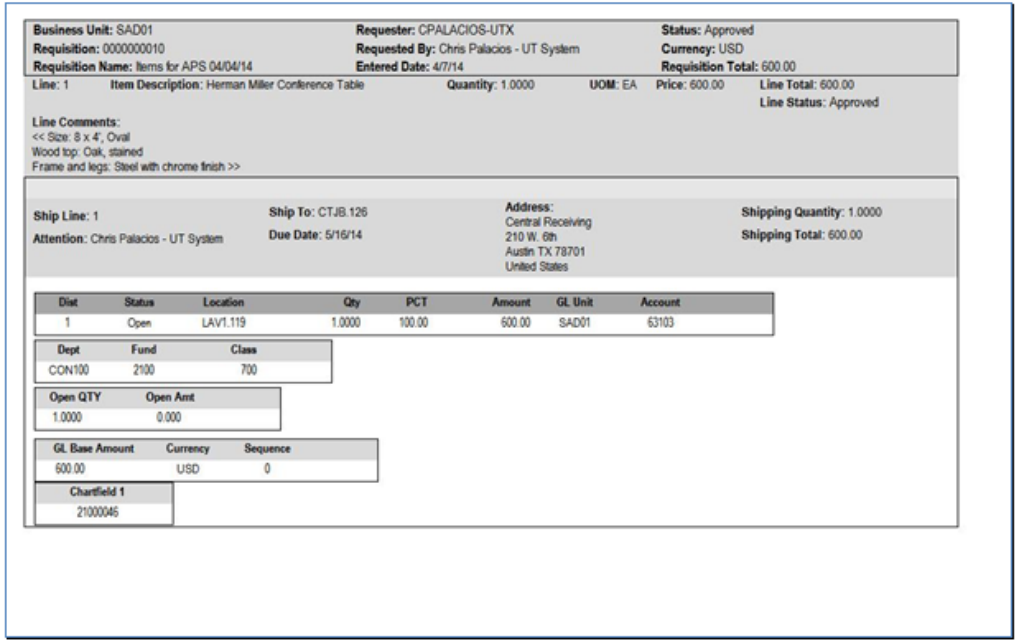


Click 'Yes'

-Next-

MANAGING AND TRACKING REQUISITIONS (PRINTING, CONT.)

Step 3



Business Unit: SAD01 | **Requester:** CPALACIOS-UTX | **Status:** Approved
Requisition: 0000000010 | **Requested By:** Chris Palacios - UT System | **Currency:** USD
Requisition Name: Items for APS 04/04/14 | **Entered Date:** 4/7/14 | **Requisition Total:** 600.00

Line: 1 **Item Description:** Herman Miller Conference Table **Quantity:** 1.0000 **UOM:** EA **Price:** 600.00 **Line Total:** 600.00
Line Status: Approved

Line Comments:
<< Size: 8 x 4', Oval
Wood top: Oak, stained
Frame and legs: Steel with chrome finish >>

Ship Line: 1
Attention: Chris Palacios - UT System
Ship To: CTJB.126
Due Date: 5/16/14
Address:
Central Receiving
210 W. 6th
Austin TX 78701
United States
Shipping Quantity: 1.0000
Shipping Total: 600.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	LAV1.119	1.0000	100.00	600.00	SAD01	63103

Dept	Fund	Class
CON100	2100	700

Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence
600.00	USD	0

Chartfield 1
21000046

This is the form you will print for your records, if so desired.

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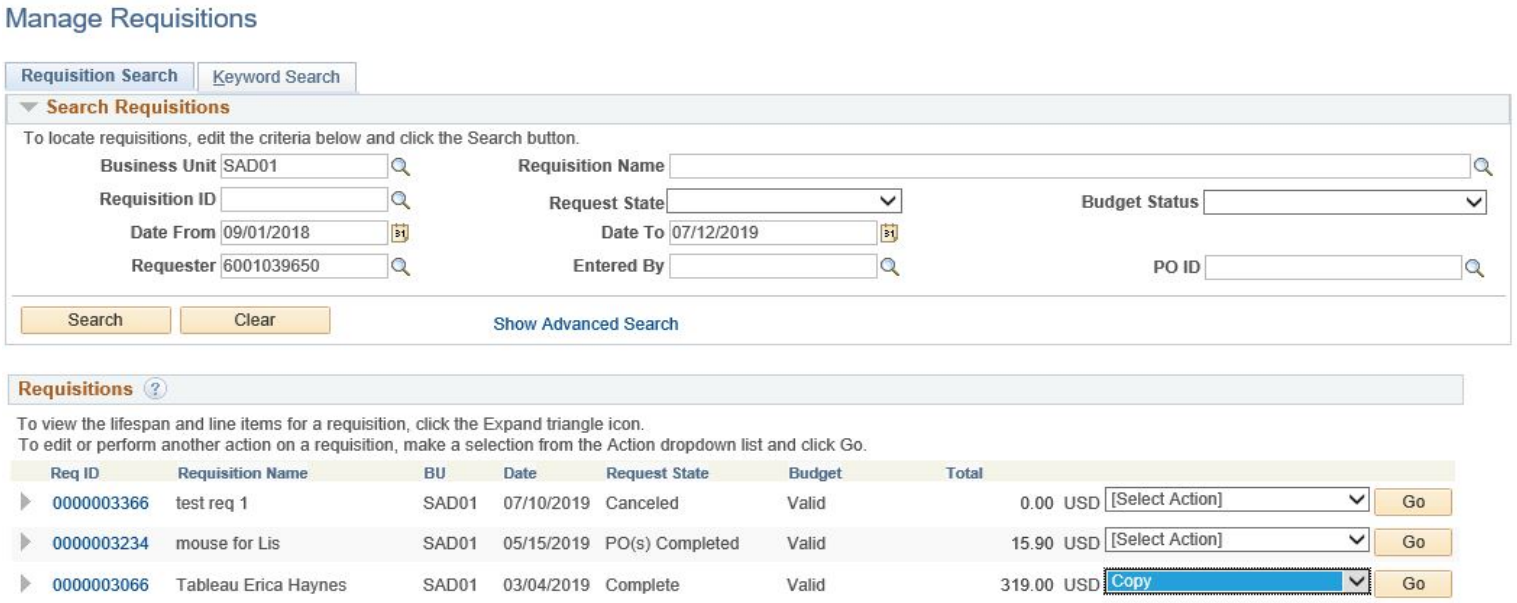
COPYING AN EXISTING REQUISITION

You can also copy a previous requisition created by you.

This is a useful tool if you have recurring service renewals or commodity needs.

Do NOT copy requisitions for office supply orders, as pricing changes frequently.



Enter Requisition ID or use the date range function, then click **Search** button. Find the requisition you want to copy, go to ***<Select Action>*** drop-down box, select '**Copy Requisition**', then click the ***Go*** button. This will take you to the **Create Requisition** page.

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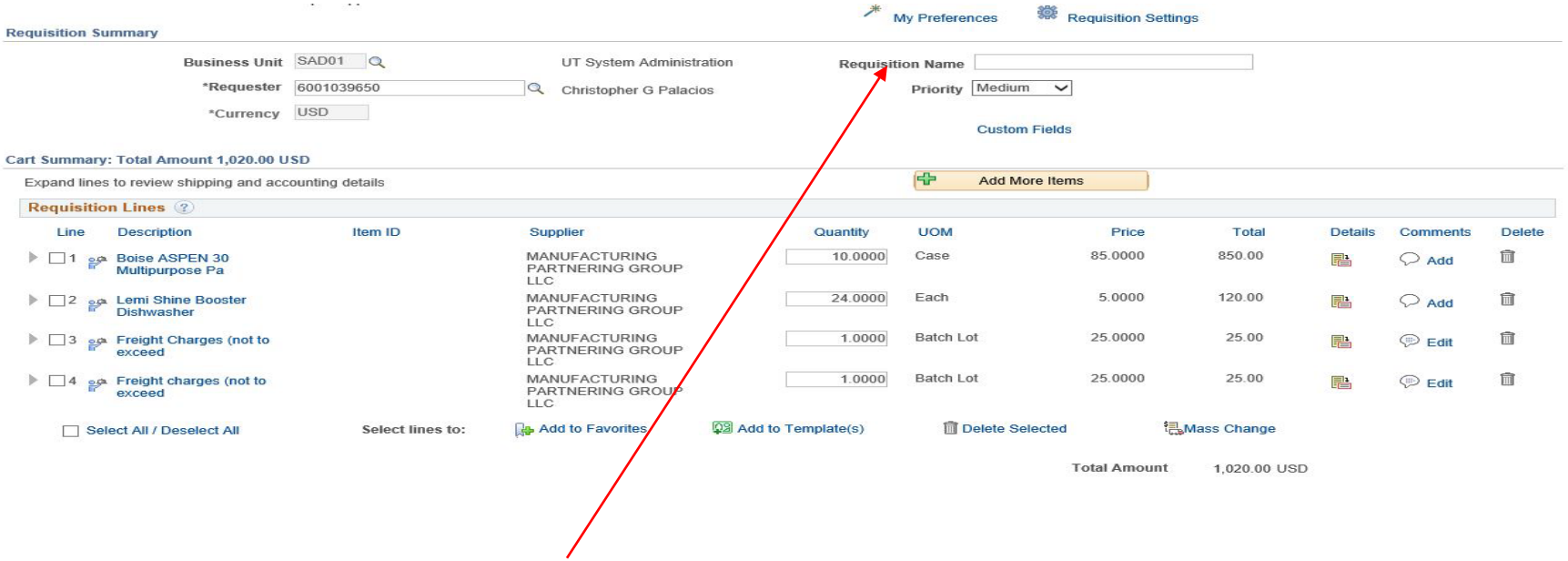
COPYING AN EXISTING REQUISITION (CONT.)



Enter your new Requisition Name, then edit Line Items, Cost Centers, etc. as needed. ***Remember to enter new quote/ contact information in the Comments section of*** **Requisition Comments and Attachments.**

Create Requisition

(eShop Orders only)

OPTION 1* -
Create a Requisition from a *Requester*-generated Shopping Cart

*Use this option if you, as Requester for your department, are directly ordering supplies. In this case, you are also the "shopper" The following instructions show you how to transfer your cart into PeopleSoft for processing.

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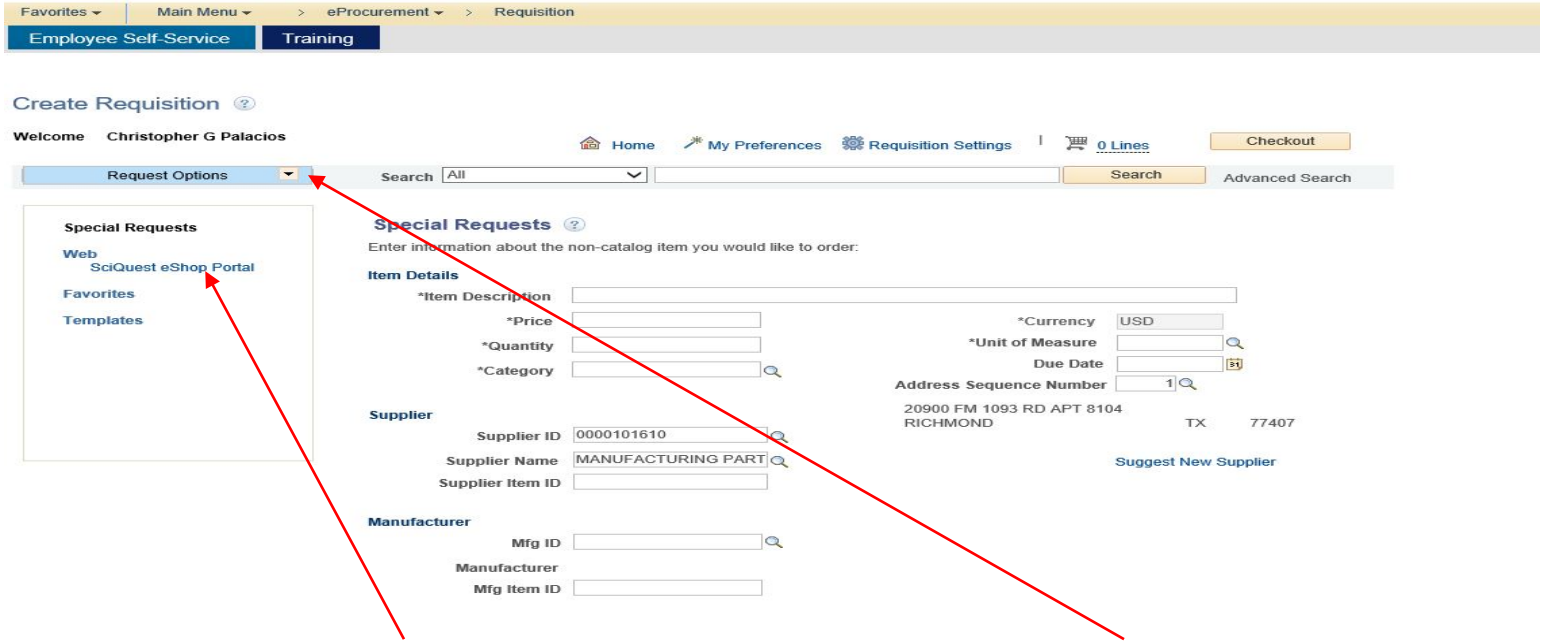
ACCESS ESHOP PORTAL THROUGH "CREATE REQUISITION"



1) Click on **SciQuest eShop Portal.** (You may need to click the arrow next to "Request Options" to see the eShop link.) You will be rerouted to the eShop Shopping Dashboard.

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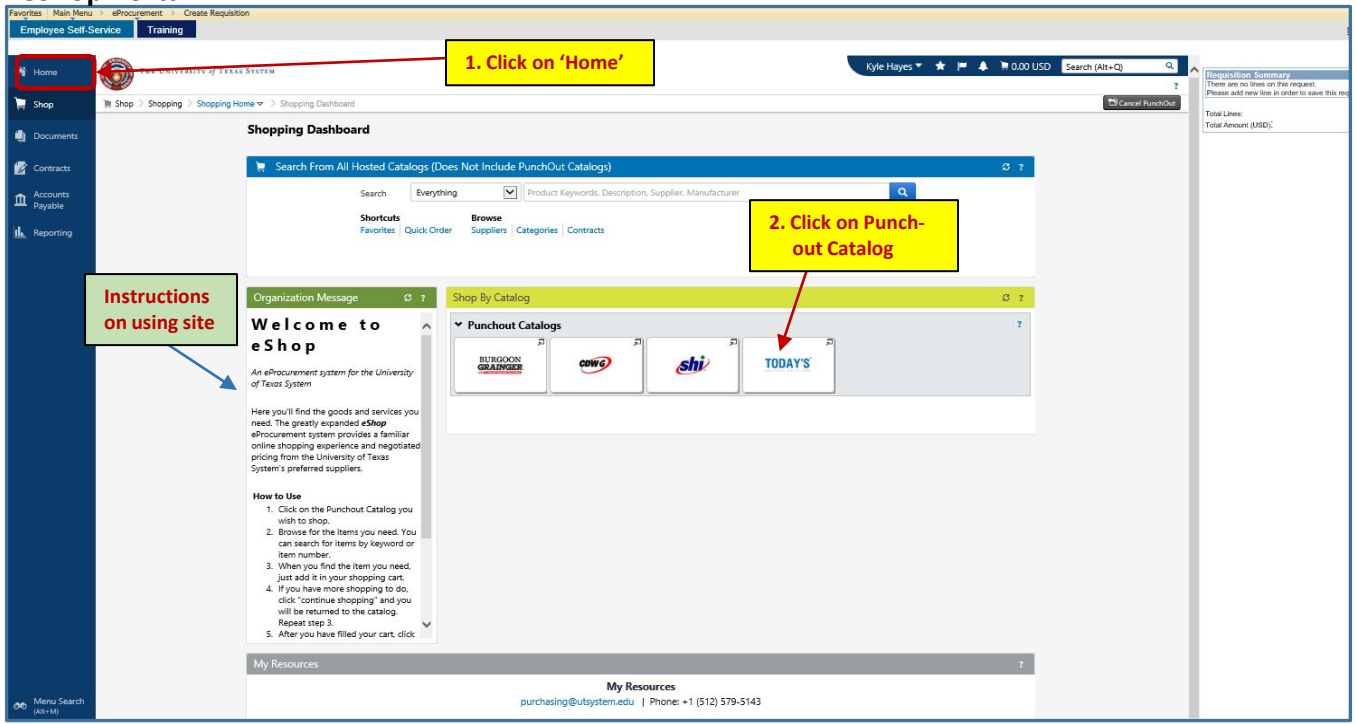
NAVIGATE ESHOP PORTAL

eShop Portal



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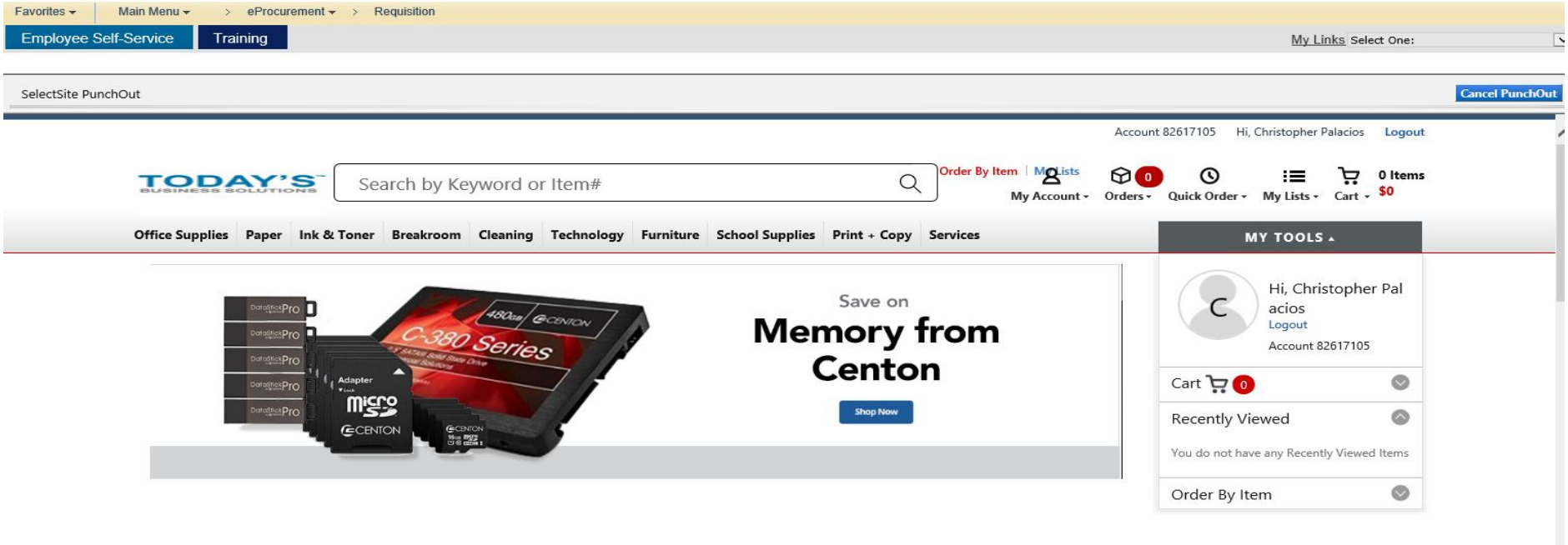
SHOP IN A VENDOR PUNCH-OUT CATALOG

This will bring you to TBS order site:



Shop and fill cart and click the 'checkout' button. This will take you to your shopping cart:

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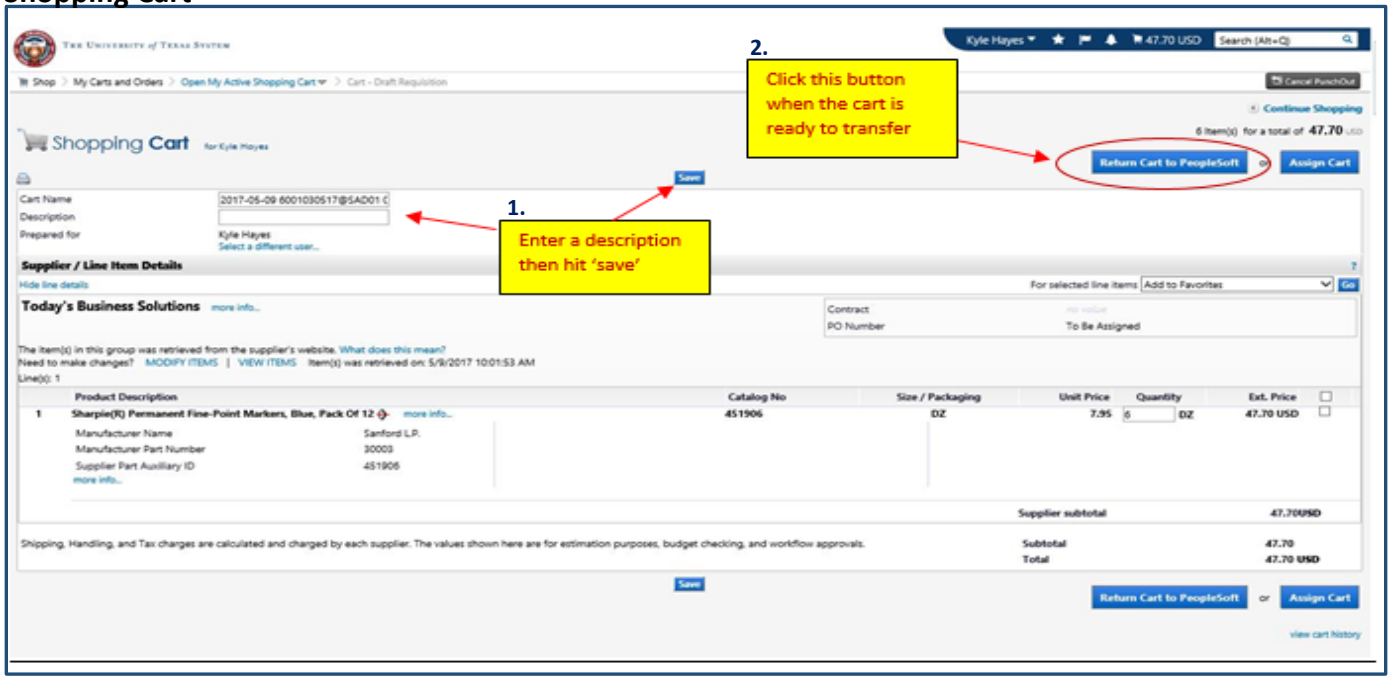
CHECK-OUT CART AND TRANSFER TO PEOPLESOFT

Shopping Cart



The 'Return Cart' will transfer you back to the "Create Requisition – Checkout – Review and Submit" screen in PeopleSoft.

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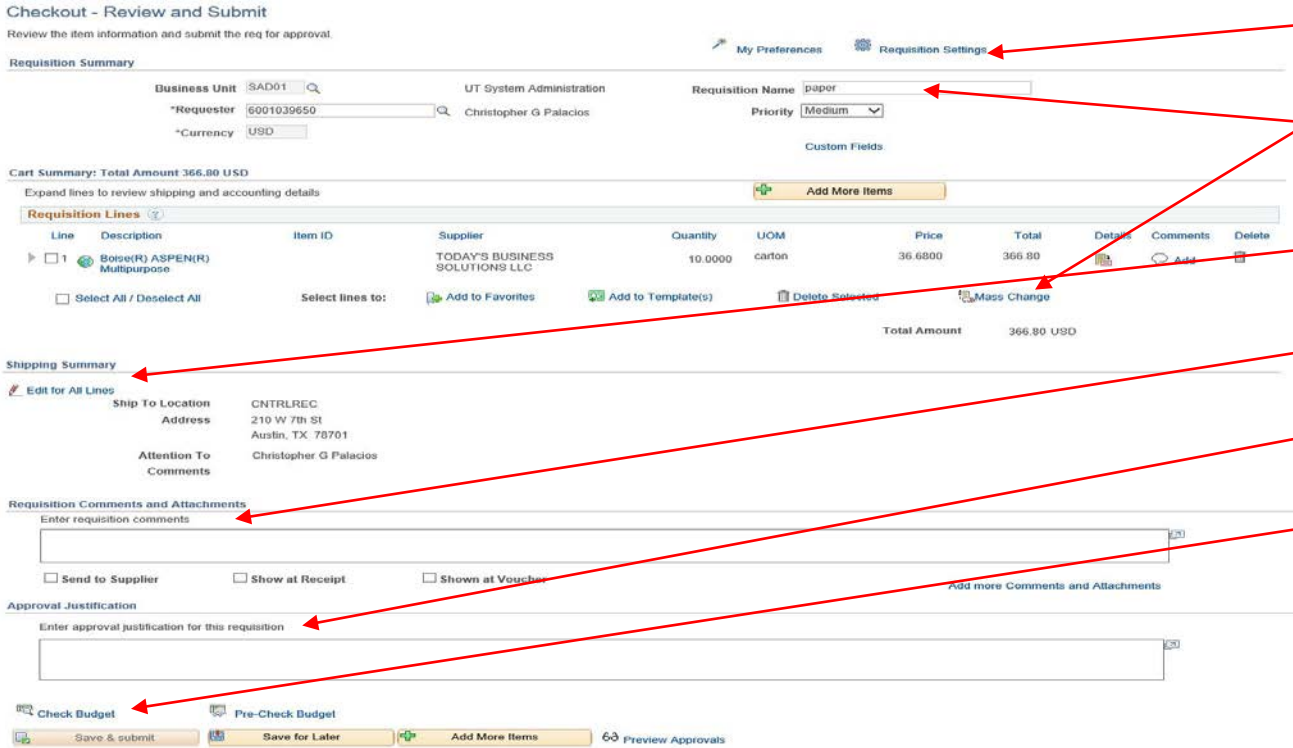
COMPLETE, REVIEW AND SUBMIT THE REQUISITION



If you haven't entered your Cost Center in "Requisition Settings", you can do so here or enter it in "Mass Change".

Enter "Requisition Name"

Check Shipping Address and modify if necessary.

Leave "Requisition Comments and Attachments" BLANK.

Enter approval justification.

When you click 'Check Budget', then 'Save and Submit', the requisition will go through the normal PeopleSoft workflow, then convert to an approved PO which will route electronically to the vendor for processing. You can monitor the status of the requisition by going to eProcurement > Manage Requisitions.

OPTION 2* - Create a Requisition from a *Shopper*-generated Shopping Cart

*These are carts generated by users within your department and assigned to you for processing. The following instructions show you how to retrieve a cart and process it through PeopleSoft.

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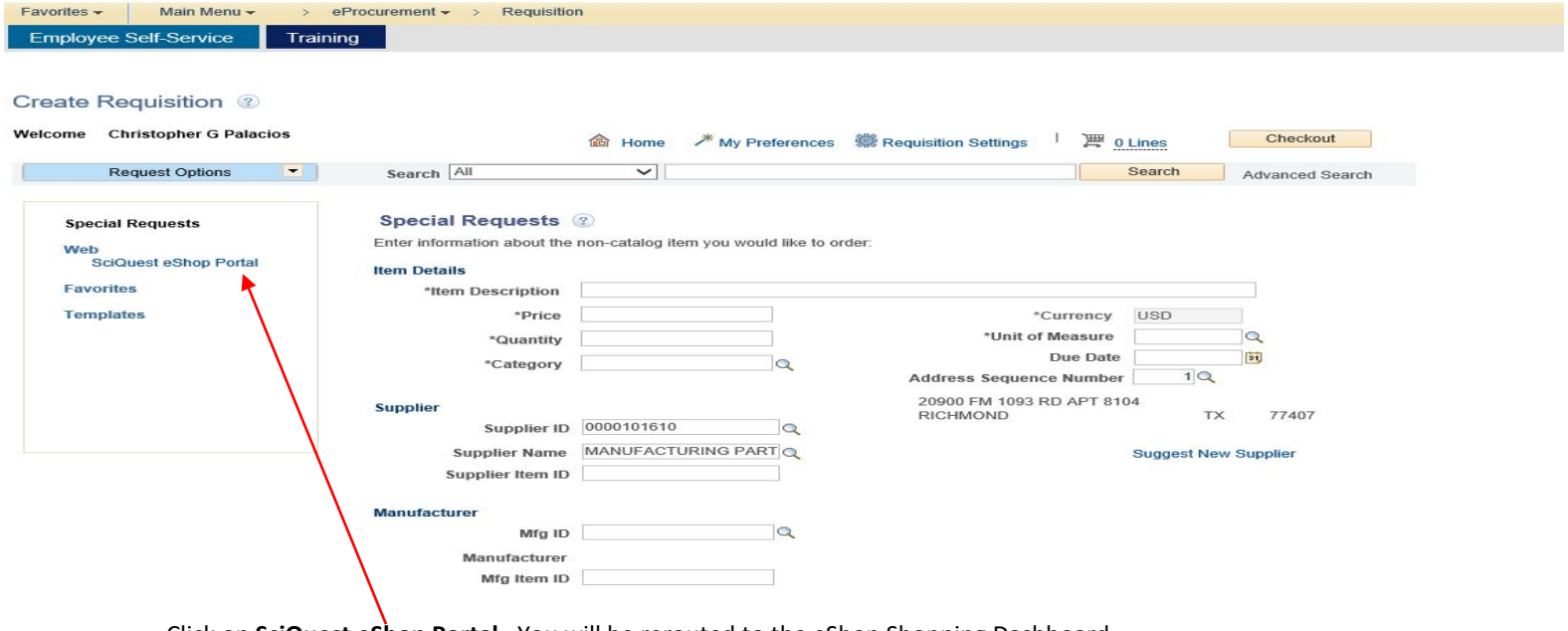
ACCESS ESHOP PORTAL THROUGH "CREATE REQUISITION"



Click on **SciQuest eShop Portal.** You will be rerouted to the eShop Shopping Dashboard.

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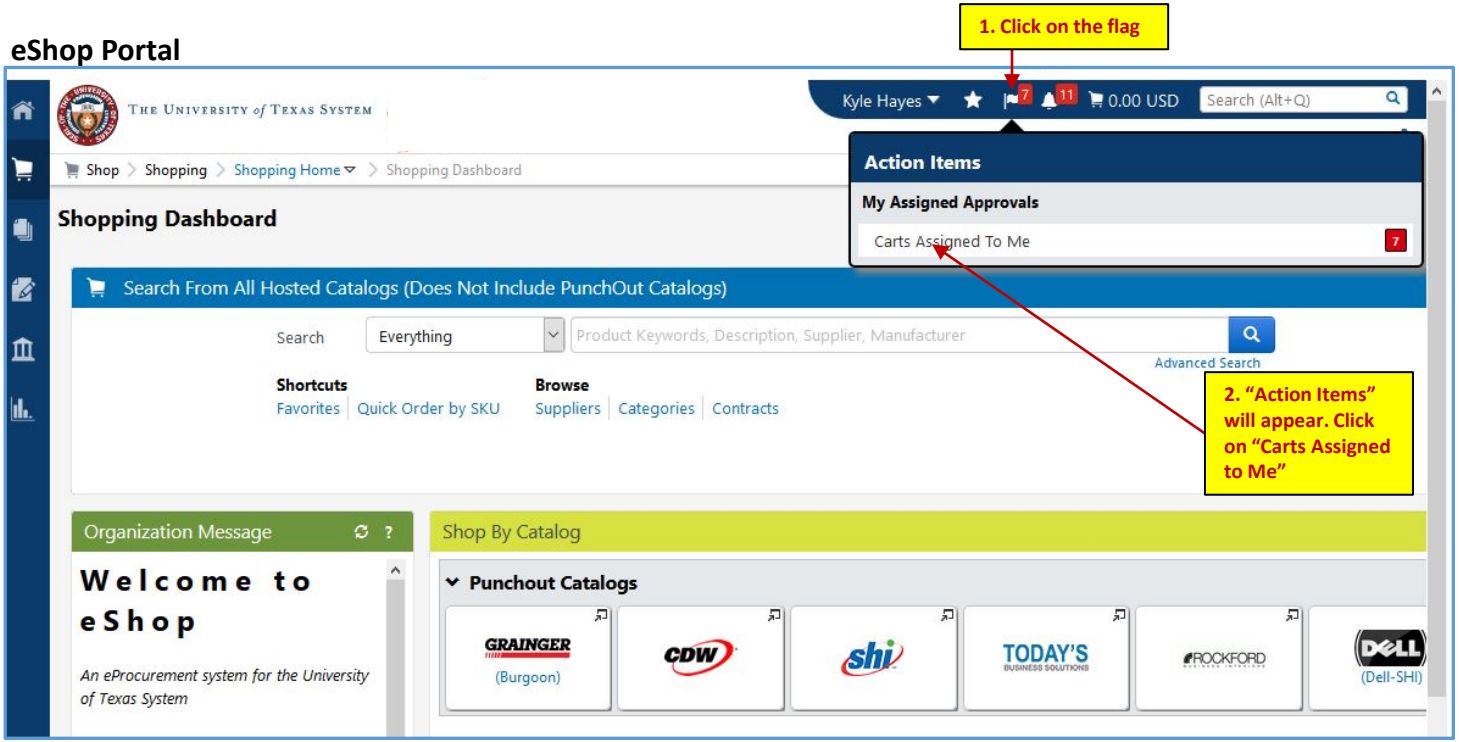
ACCESS "ACTION ITEMS" ON ESHOP HOMEPAGE

eShop Portal



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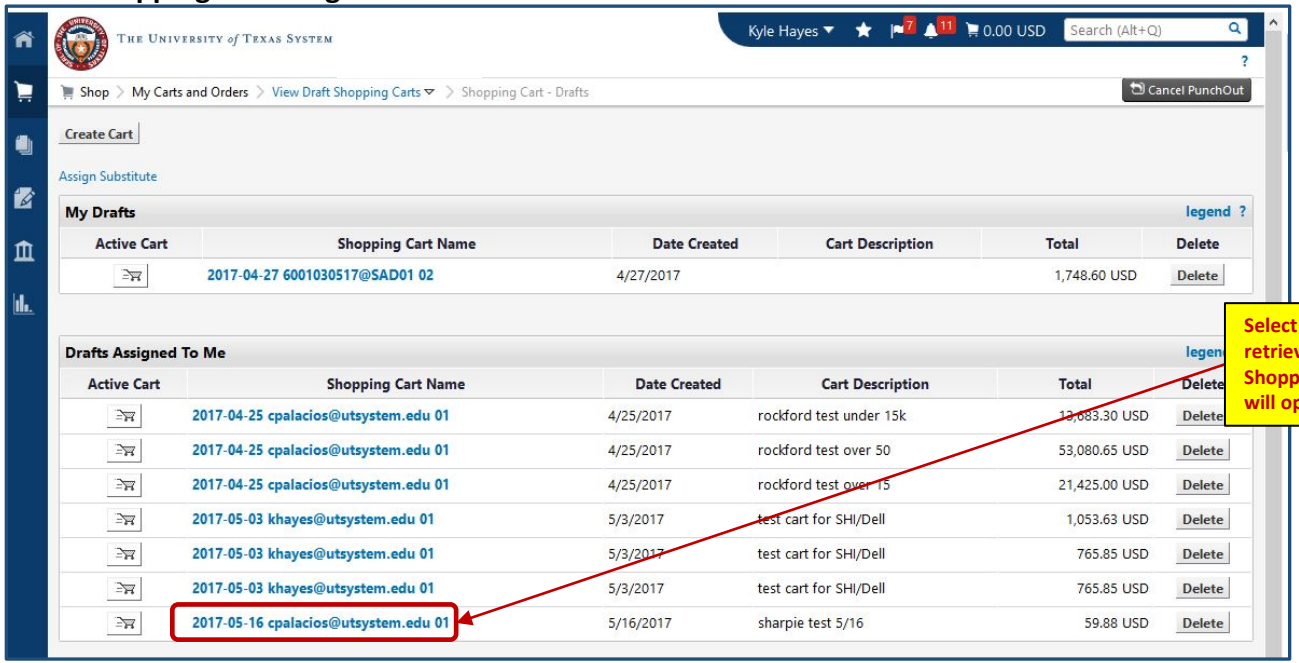
SELECT CARTS ASSIGNED TO YOU

Draft Shopping Carts Page



Select the cart you want to retrieve and click on the Shopping Cart Name. This will open the cart.

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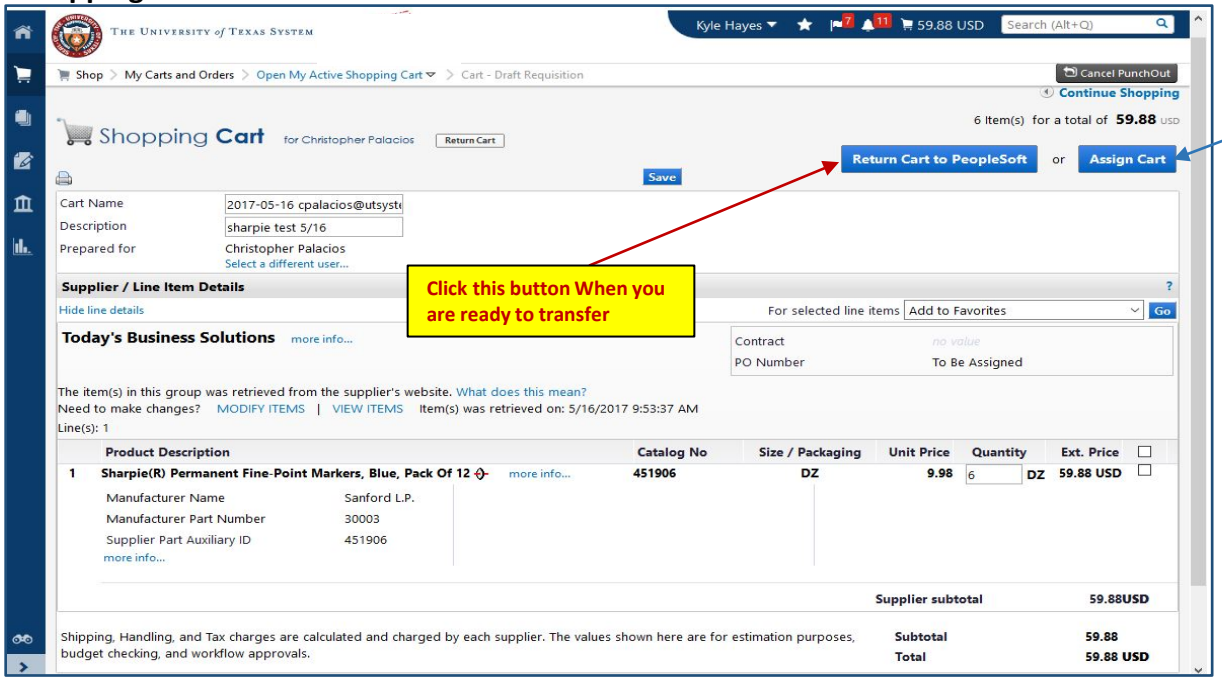
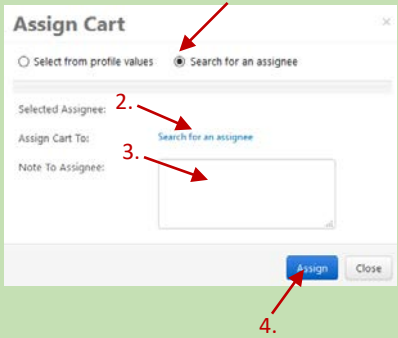
TRANSFER CART TO PEOPLESOFT

Shopping Cart



Note: You also have the option to reassign the cart to another Requester in your department:

Click on the button, and you will see this box appear:



The 'Return Cart' will transfer you back to the 'Checkout – Review and Submit' screen in PeopleSoft.

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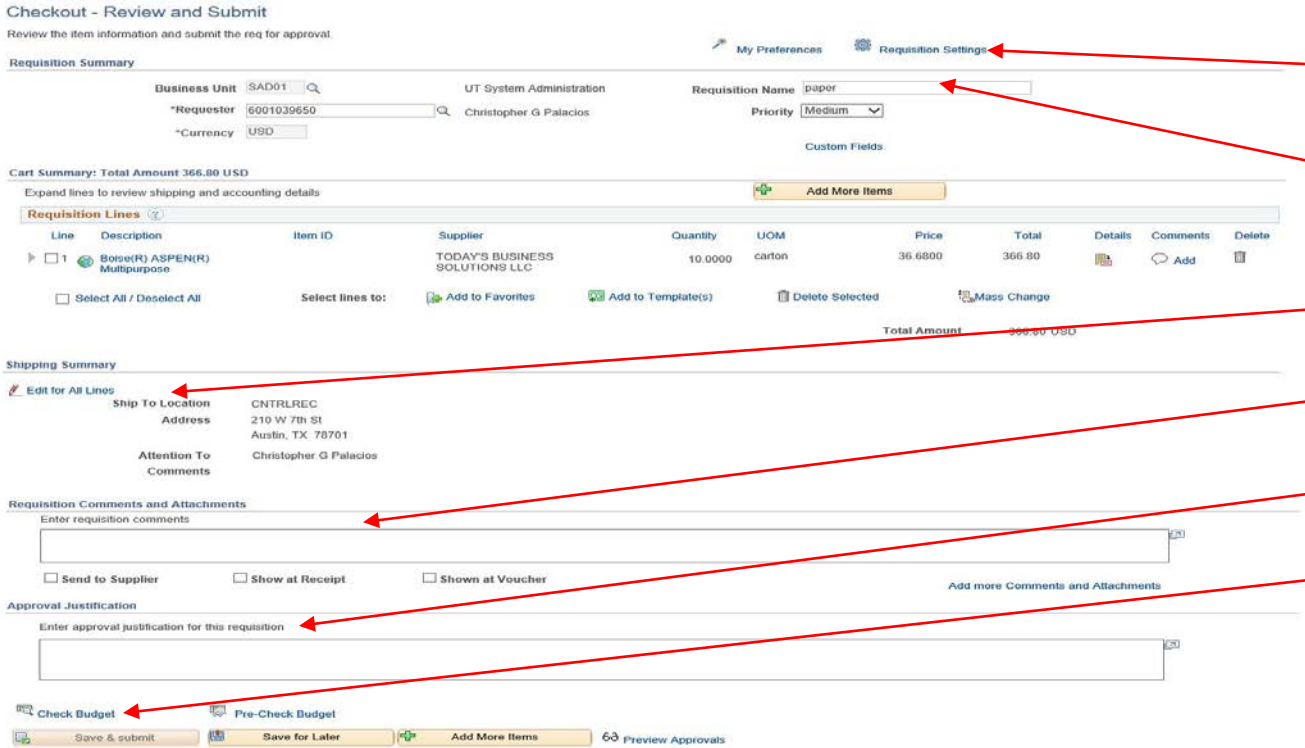
COMPLETE, REVIEW AND SUBMIT THE REQUISITION



If you haven't entered your Cost Center in "Requisition Settings", you can do so here or enter it in "Mass Change".

Enter "Requisition Name"

Check Shipping Address and modify if necessary.

Leave "Requisition Comments and Attachments" BLANK.

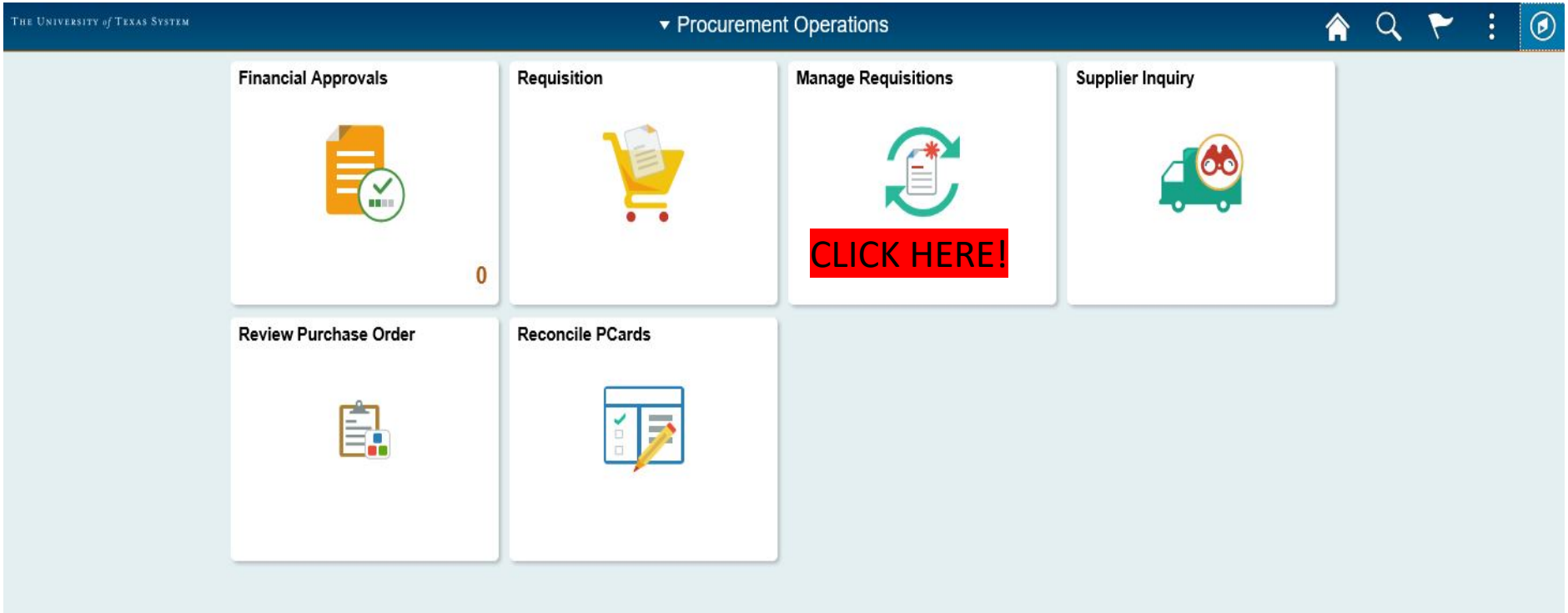
Enter approval justification.

When you click 'Check Budget', then 'Save and Submit', the requisition will go through the normal PeopleSoft workflow, then convert to an approved PO which will route electronically to the vendor for processing. You can monitor the status of the requisition by going to eProcurement > Manage Requisitions.

Create Order Receipt

(Standard and eShop Orders)

NAVIGATE TO "MANAGE REQUISITIONS"



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FINDING YOUR PURCHASE ORDER NUMBER

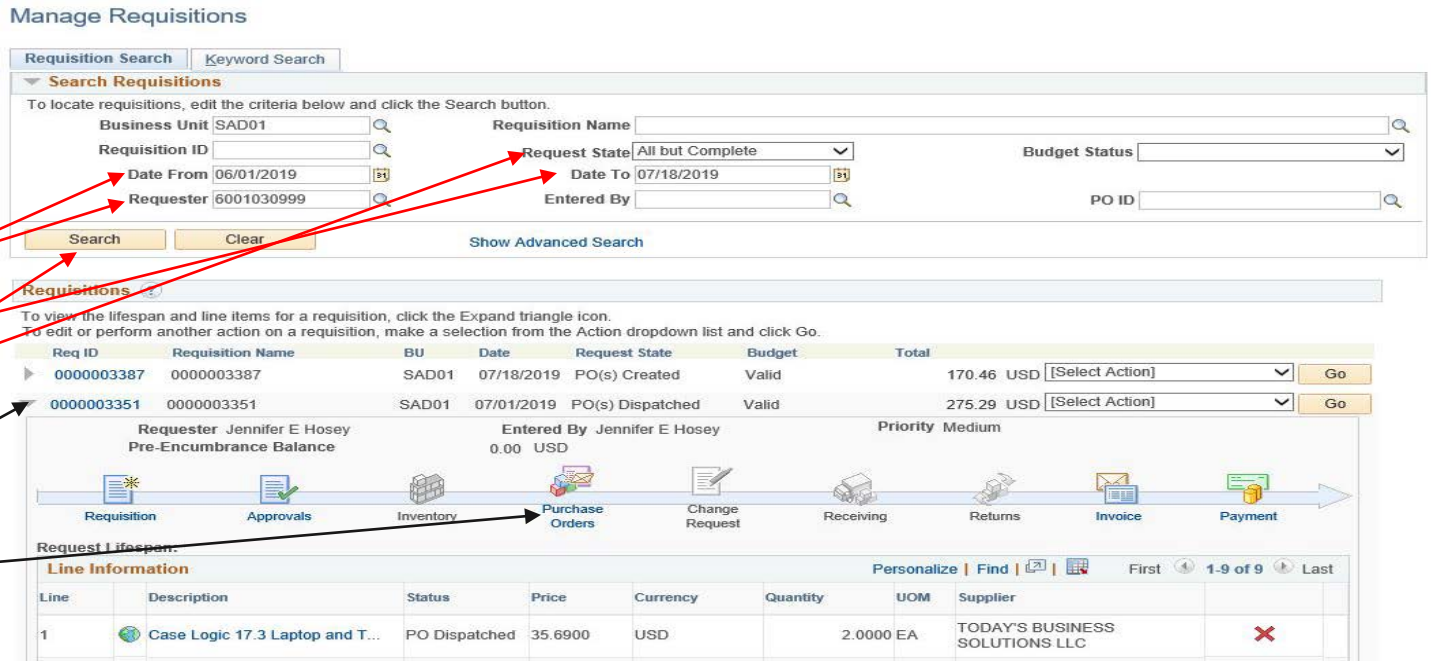
You MUST know your Purchase Order (PO) number in order to receive items in PeopleSoft!

If the PO number isn't referenced on the packing slip and you don't know the PO number related to your requisition, follow these steps:

- Go to "Manage Requisitions"

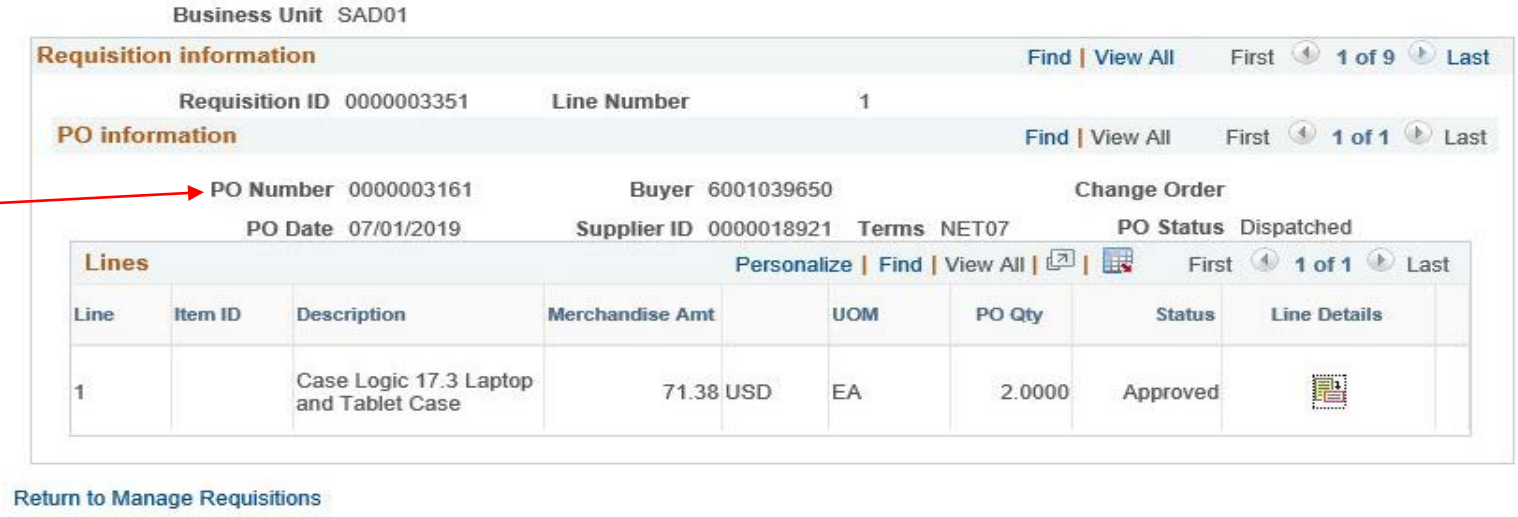
- Enter your Empl ID # in "Requester" field, set a "date from" and "date to" Range, set "Request State" To "All but Complete", then press "Search"

- Click triangle/arrow next to the Requisition # to expand, then click "Purchase Orders"



FINDING YOUR PO NUMBER – STEP 2

You'll be brought to this screen, and your PO Number can be found here.



Business Unit SAD01

Requisition information Find | View All First 1 of 9 Last

Requisition ID 0000003351 Line Number 1

PO information Find | View All First 1 of 1 Last

PO Number 0000003161 Buyer 6001039650 Change Order

PO Date 07/01/2019 Supplier ID 0000018921 Terms NET07 PO Status Dispatched

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

Line	Item ID	Description	Merchandise Amt		UOM	PO Qty	Status	Line Details
1		Case Logic 17.3 Laptop and Tablet Case	71.38	USD	EA	2.0000	Approved	

Return to Manage Requisitions

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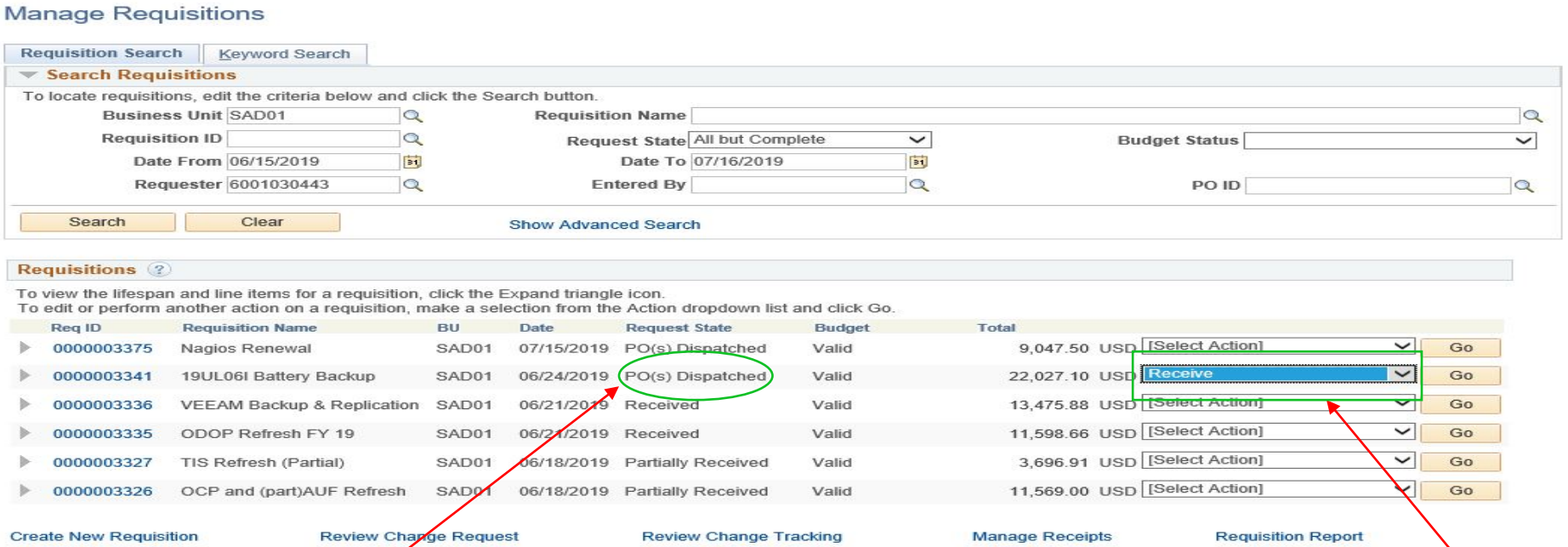
CREATE A RECEIPT – STEP 1



Requisition must have 'PO(s) Dispatched' Status before the 'Receive Order' will appear in <Select Action> drop-down

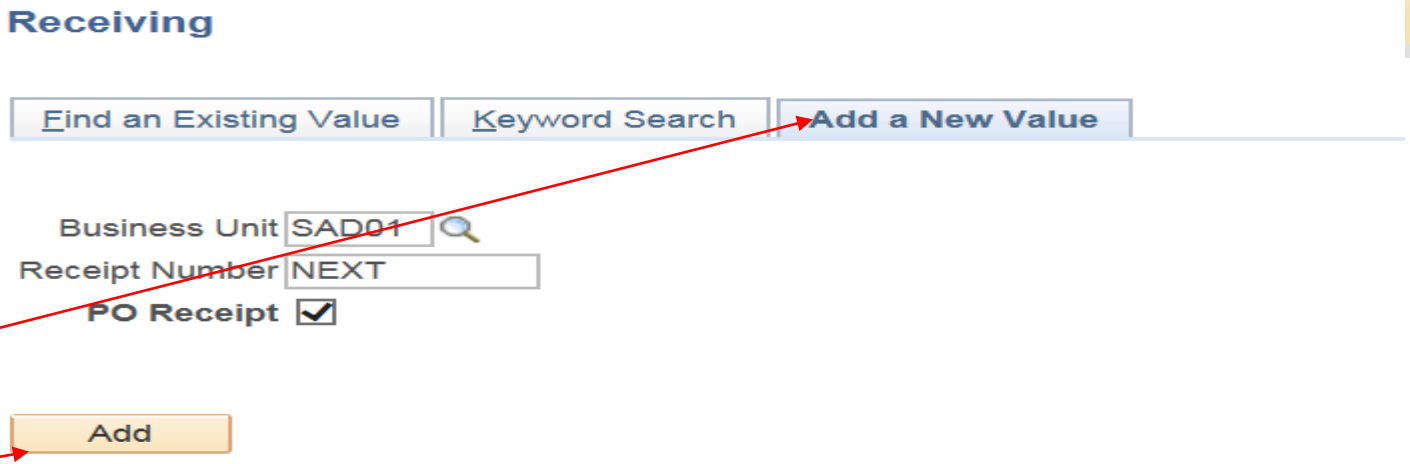
Select 'Receive" from drop-down, then click the Go button.

-Next-

CREATE A RECEIPT – STEP 2

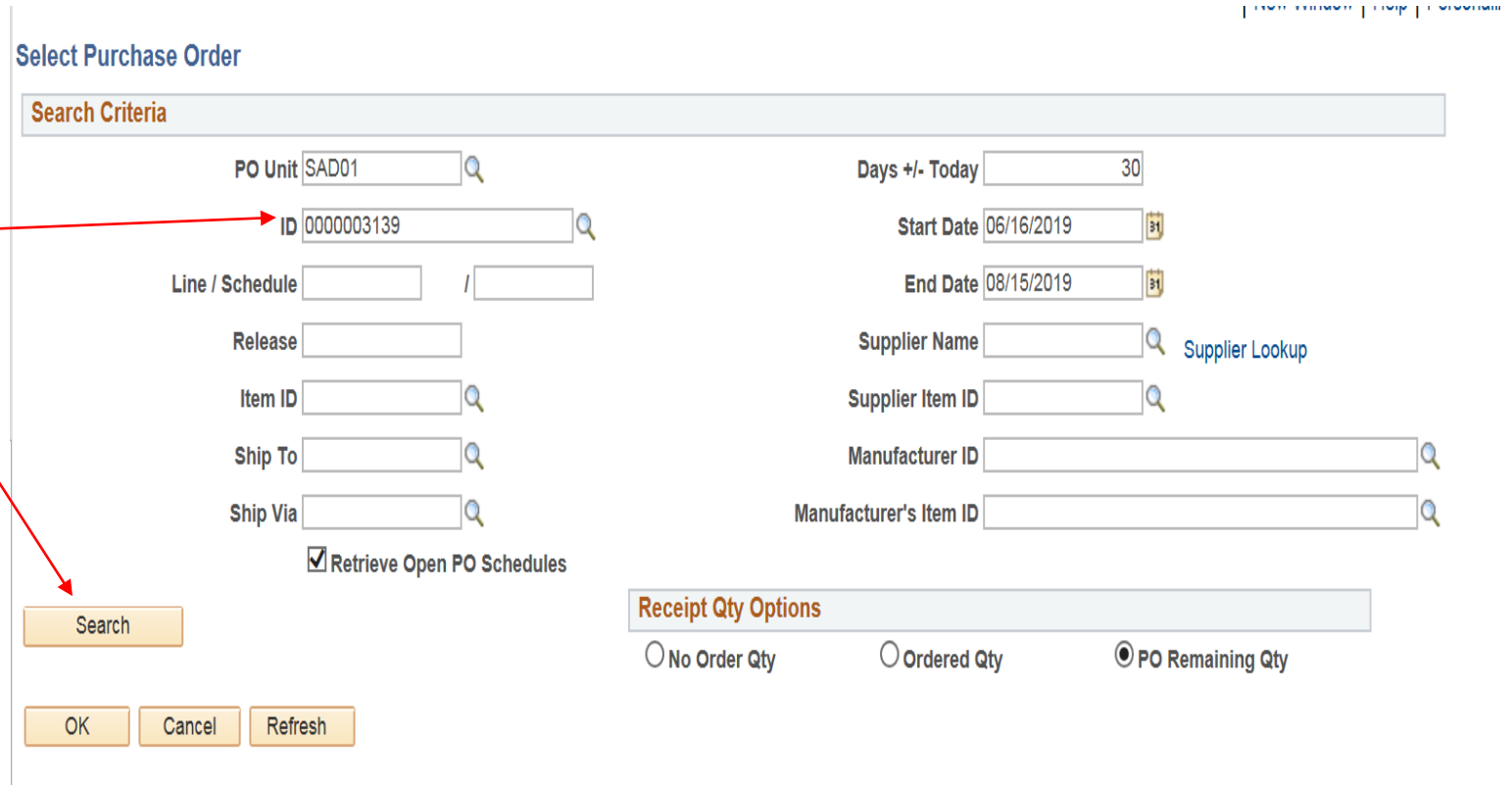
You'll be brought to this page.

Simply click the "Add a New Value" tab, then click "Add".



Create a Receipt – Step 3

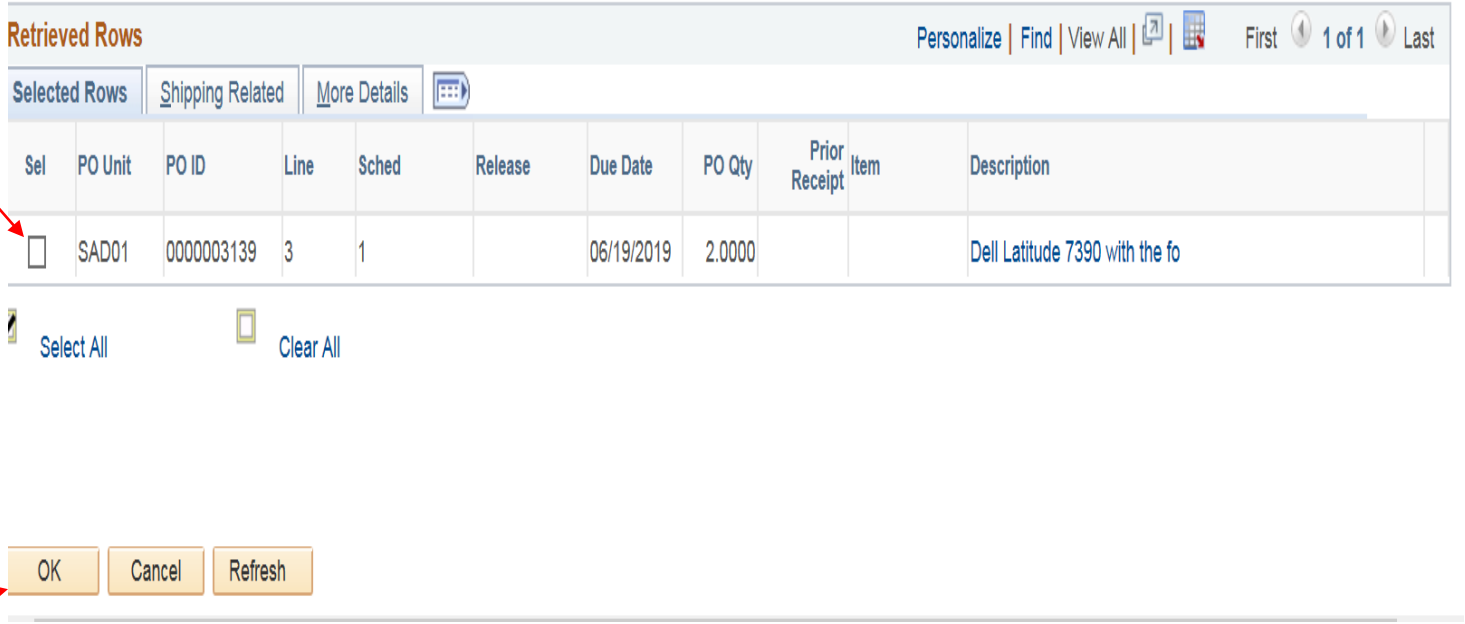
Insert the PO Number in the ID field, then click “Search”.



CREATE A RECEIPT – STEP 4

Click the "Sel" box for any item(s) you received. Leave non-received items unchecked.

Then click "OK"

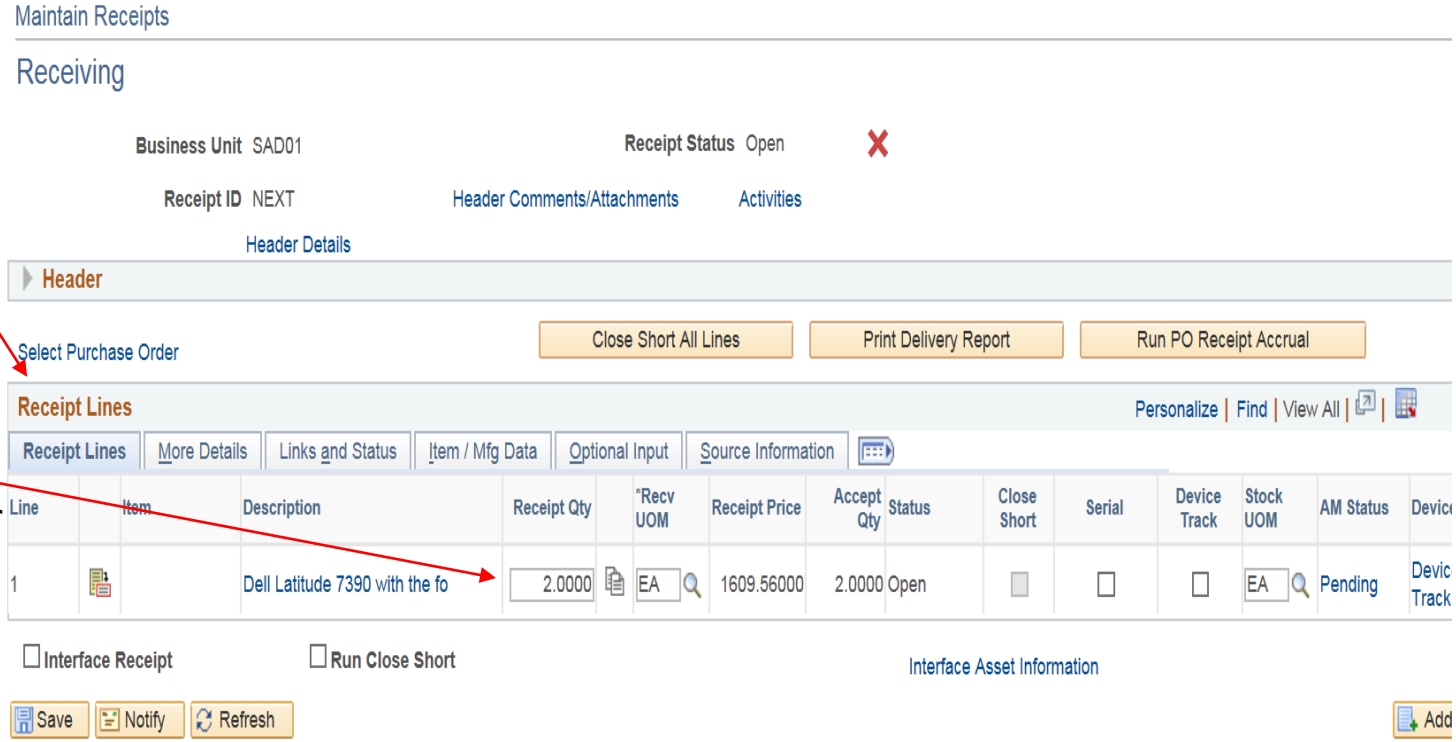


Create a Receipt – Step 5

On this page, confirm that the appropriate items are listed.

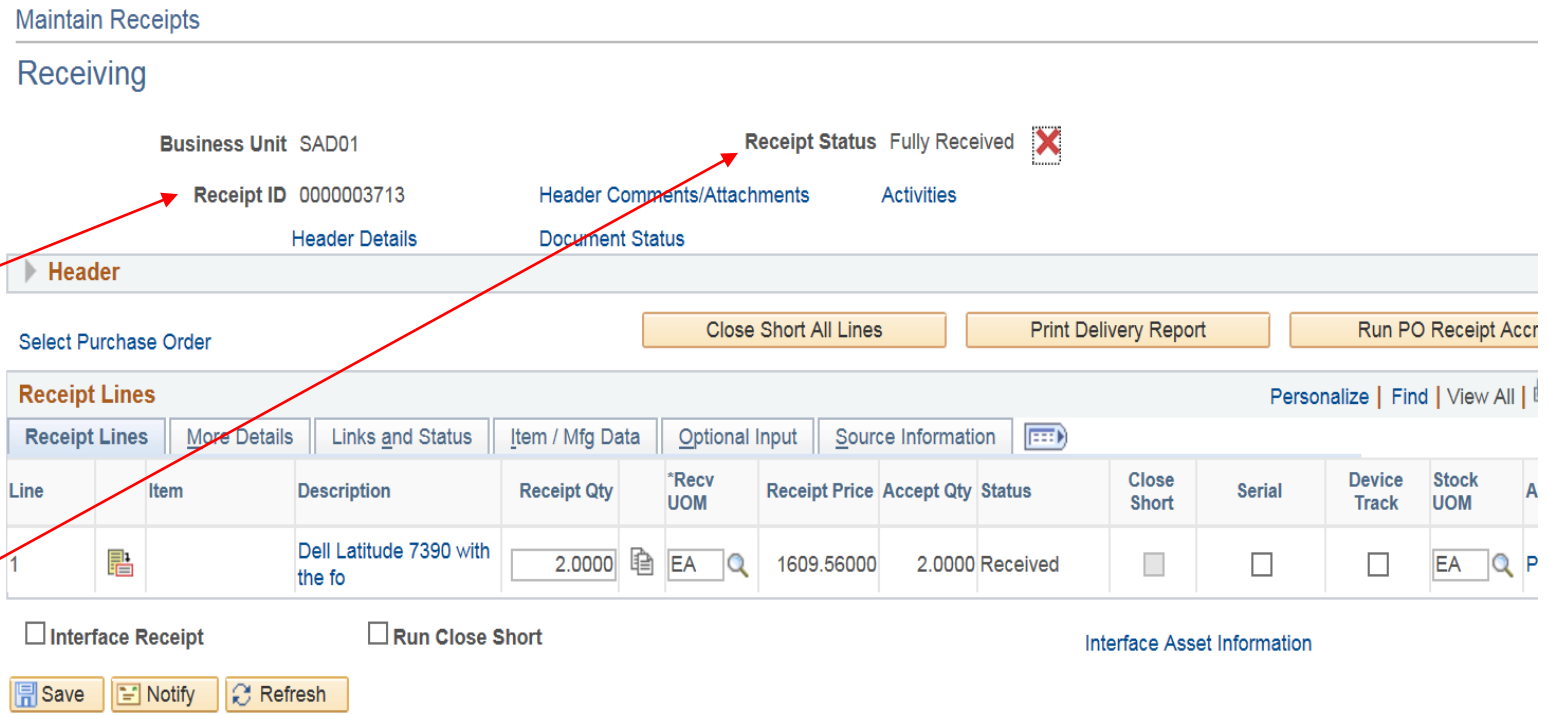
If you received a partial shipment, change the quantity to match the number you received.

Click “Save”.



Create a Receipt – Step 6

Your receipt is confirmed when a Receipt ID is assigned and Receipt Status changes to ”Partially Received” / ”Fully Received”



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GLOSSARY OF PURCHASING TERMINOLOGY

REQUISITION
An electronic or paper document generated by a *user department* to notify the **purchasing** department of items it needs to order, their quantity, and the timeframe. It may also contain the authorization to proceed with the **purchase**. The requisition is generated in response to a quote received by a vendor. Also called **purchase request**.

VENDOR / SUPPLIER
A qualified and authorized seller or reseller of commodities, goods and/or services.

QUOTE
A document that a vendor provides to a buyer or user department that offers commodities, goods or services at a stated price, under specified conditions. This is the document the purchaser considers *before* issuing a Purchase Order. Also called a **quotation** or **proposal**.

INVOICE
A "bill" a vendor sends to the purchaser after goods, commodities have been shipped to the purchaser, or requested services have been rendered. The invoice should match the quote and the Purchase Order issued by the purchaser. The invoice should also reference the purchaser's Purchase Order No.

COMMODITY
A transportable article (constructed physical thing) of trade or commerce that can be bartered or sold.

GOODS
Includes commodities, but also materials and supplies.

SERVICES
Acts of work or labor a vendor performs on behalf of, or for, the purchaser in exchange for monetary compensation.

Additional Resources

Purchasing Contact:

Christopher Palacios (512) 579-5143

Visit the Contracts and Procurement website for further information:

- Staff directory
- Procedures
- Forms
- Guides
- Important Links
- Supplier Resources

https://www.utsystem.edu/offices/contracts-and-procurement