



CORE Oklahoma

State of Oklahoma P108 Requisition Creation and Processing Manual

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INTRODUCTION- CREATE A REQUISITION

Requisitions consist of these basic elements: headers, lines, schedules, and distributions. Each requisition has one header, which can have multiple lines. Each line can have multiple schedules. Each schedule can have multiple distributions. When a Requisition is created and budget checked, funds are obligate in the form of a Pre-Encumbrance, the pre-encumbrance insures funds are available when the Purchase Order is processed. A Requisition is required when approval by DCS is needed.

CREATE SINGLE LINE REQUISITION

Step 1 – Enter Requisition

Follow the following navigation

Navigation: Purchasing>Requisitions>Add/Update Requisitions>Add a New Value

The screenshot shows a web interface for creating a requisition. At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs, there are two input fields: "Business Unit" with the value "58000" and a search icon, and "Requisition ID" with the value "NEXT". Below these fields is a yellow "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Business Unit-Defaults to specific agency for each User.

Requisition Number-Defaults to NEXT. The system will auto number each Requisitions.

NOTE: Do not change the Requisition ID data field. Let the system default NEXT into the data field. The Requisition number will be assigned upon saving.

Click the  **BUTTON** to take you to the Requisition Form page.



Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

▼ Header

*Requester: **IRMAXWELL** CORE05 [Requisition Defaults](#)

*Requisition Date: 08/20/2007 [Requester Info](#) [Add Comments](#)

Origin: **AGY** Agency [Requisition Activities](#)

*Currency Code: USD Dollar **Amount Summary**

Accounting Date: 08/20/2007 Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>

[View Printable Version](#) *Go to:

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

Price **Amount** **Status**

 Open

NOTE: The circled data defaulted into the Requisitions. Requestor and Origin, defaulted from your User Preferences. If needed, the Origin can be changed by **clicking** the Lookup Icon located to the right.



Click the Lookup Icon .

Look Up Origin

SetID: 00000

Origin:

Description:

[Basic Lookup](#)

Search Results

View All First 1-12 of 12 Last

Origin	Description
AGY	Agency
ALT	Alternate Voucher Agencies
CAP	Construction and Properties
CP	Central Purchasing
CVN	Conversion
EDT	Transmitting Agencies
EXC	Exception (Exempted from CPA)
HED	Higher Education Vouchers
LSG	Leasing
ONL	On Line
PCD	Procurement Card
PYR	Payroll to AP Interface

To select the origin, click on the link.



Requisition Origin

Origin- The origin may need to be changed. The origin is used to describe who will complete the Requisition and is located at the left side of the header. This defaults from your user preference and is normally AGY- Agency. Additional origins used; CP= Central Purchasing, CAP = Construction and Properties, LSG = State Leasing, EXC = Exempt (Statewide)

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 08/20/2007 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar

Accounting Date: 08/20/2007

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category
1						0.0000		

[View Printable Version](#) *Go to: ...More...

NOTE: The Requisition status is Open and Budget Checking status is Not Checked.



Step 2 – Enter Header Default Information

Header Default Definitions

Use the Header Defaults page to enter default data that will apply to the Requisition Form as a whole. This is used when a field is used multiple times and contains the same data. You are able to override the defaults at the line, schedule and distribution levels, however you should not. The default value will continue to be used for the life of the Requisition and will overwrite existing data. Any changes to the line, schedule and distribution should be made on the default header page or removed from the Default page. Access the page by **clicking** on the [Requisition Defaults](#) link.

Default – If this option is selected it will treat the values entered on this page as a part of the default hierarchy. The system will first search for the default hierarchy for existing values. If none are found the system will use the information entered on this page. If existing values are found, the system will use those values and will ignore the values entered on this page. **Do not select this option.**

Override – Select this option to override existing default information for this Requisition with the values on this page. The system will not search the default hierarchy for the information you have entered. This is the option that will be used.

Click the [Requisition Defaults](#) hyperlink.



Default Options Page

Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: **Unit of Measure:**
Vendor: **Location:**
Category: [Vendor Lookup](#)

Item Defaults

Ship To: DCS - PURCHASING DIV, STE 116 **Distribute by:**
Due Date:
Ultimate Use Code: [Modify Shipping Address](#)

Amount Summary

SpeedChart:

Distributions [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	<input type="text"/>	58000 <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	08/20/2007 <input type="button" value="BT"/> <input type="button" value="+"/> <input type="button" value="-"/>						



Select Buyer

Input the Buyer's name, if the name is not known then click the **Lookup Icon**  located to the right.

Click the **Lookup Icon**  .

Look Up Buyer

Buyer:

Name:

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information at [View All](#) First 1-100 of 300 [Last](#)

Buyer	Name
AANDREWS	Angela Andrews
AARMSTRONG	Avis Armstrong
ABODINE01	Alan Bodine
ABREATH-RAZOR	Angela Breath-Razor
ACOPENHAVER	Alice Copenhaver
ADAVIDSON	Amanda Davidson
ADEAN	Andy Dean
ADENNIS	Alicia A. Pauley
AECCLES	Audra Eccles

Narrow your results by inputting part of the Buyer's Name and clicking the **Look Up** BUTTON.

Look Up Buyer

Buyer:

Name:

[Basic Lookup](#)

Search Results

[View All](#) First 1 of 1 [Last](#)

Buyer	Name
LMARTIN	Lisa Martin (580)

Select the buyer by clicking on the link.



Select Vendor

Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) **Unit of Measure:**

Vendor: **Location:** [Vendor Lookup](#)

Category:

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 **Distribute by:** Quantity

Due Date:

Ultimate Use Code: [Modify Shipping Address](#)

Amount Summary

SpeedChart:

Distributions Customize | Find | View All | First 1 of 1 Last

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1		58000								08/20/2007

OK Cancel Refresh

Input the Vendor number and Vendor location, and then **click the REFRESH** BUTTON. If the Vendor number and location are not known then look up the vendor by **clicking** the **Lookup** Icon to the right of the Vendor field/vendor location field or **click** on [Vendor Lookup](#) to go to the Vendor Search page. (See APPENDIX for additional instructions on the Vendor Lookup.)

For this example vendor #0000000580 and location #0001 will be used.



Input Distribution Data

Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) **Unit of Measure:**
Vendor: 0000000580 DEPARTMENT OF CENTRAL SERVICES **Location:** 0001
Category: [Vendor Lookup](#)

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 **Distribute by:** Quantity
Due Date: [Modify Shipping Address](#)
Ultimate Use Code:

Amount Summary

SpeedChart:

Distributions Customize | Find | View All | First 1 of 1 Last

Details

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1		58000								08/20/2007

OK Cancel Refresh

Distribute By – You are able to distribute by Amount or Quantity. This will determine how the funding will be allocated. The selection you make here will also determine whether the PO is considered fully matched when the vouchers matched reach the quantity or amount on the PO. Quantity will default in to field, must also change to Amount.

Chart Fields –Currently the state is using Account, Fund, Class, Department and Bud Ref. Optional fields are Sub-Account, CFDA number, and Operator Id. Input these values and click the **Refresh** BUTTON. (If you do not know what the values are then click the **Lookup** Icon to the right.) Clicking the **Refresh** BUTTON will validate the chart fields.

NOTE: The Account Chart Field should start with 5 (e.g., 531110) when creating Requisitions. An Account starting with 5 denotes an expense account. The account code will also default from the Item ID but the account code enter on the default header will have priority.



Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) **Unit of Measure:**
Vendor: 0000000580 DEPARTMENT OF CENTRAL SERVICES **Location:** 0001
Category: [Vendor Lookup](#)

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 **Distribute by:** Quantity
Due Date: [Modify Shipping Address](#)
Ultimate Use Code:

Amount Summary

SpeedChart:

Distributions [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Details

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	100.00	58000	521110		1000	19701	2100001	07		07/01/2006

OK Cancel Refresh

Notice the screen shot is different then your actual screen. Select only the distribution **fields** required by clicking on the [Customize](#) link. **See Appendix page 130.**

Additional Field Definitions

Ship To – The location the order will be shipped. This defaults from your User Preference.

Due Date – The Due Date is when the goods or services are required to be delivered.

Category Code – A default value can be entered for the entire Requisition. The default value will auto populate on every line of the Requisition. The Category will also default from the Item ID. Used for description only items.

NOTE: It may, or may not be beneficial to utilize this default value for multiple line Requisitions. The system does allow the user to override the category code values as needed on each line.

UOM – The Unit of Measure entered here will auto populate on every line of the Requisition. The UOM will also default from the Item ID (Example: EA, CASE, TON, BOX, etc.).



One Time Address

[Modify Shipping Address](#) - PeopleSoft gives you the ability to create a Requisition and have the product shipped to an address that is currently not in the ship to file. This feature is only to be used if you have to ship the product to a special address that will not be used again. Click the [Modify Shipping Address](#) hyperlink.

Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/26/2007
Requisition ID: NEXT **Status:** Open

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) **Unit of Measure:**
Vendor: 0000000580 DEPARTMENT OF CENTRAL SERVICES **Location:** 0001 [Vendor Lookup](#)
Category:
[Modify Shipping Address](#)

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 ***Distribute by:** Quantity
Due Date:
Ultimate Use Code:
[Modify Shipping Address](#)

Amount Summary

SpeedChart:
[Modify Shipping Address](#)

Distributions Customize | Find | View All | First 1 of 1 Last

Details

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	100.0000	58000	521110		1000	19701	2100001	07		07/01/2006

OK Cancel Refresh



Req One Time Address Default

Business Unit: 58000 **Requisition Date:** 08/20/2007

Requisition ID: NEXT **Status:** Open

Address

Country:	<input type="text" value="USA"/> United States	Prefix:	<input type="text"/>
Address 1:	<input type="text" value="621 NW 128885"/>	Phone:	<input type="text"/>
Address 2:	<input type="text"/>	Ext:	<input type="text"/>
Address 3:	<input type="text"/>	Fax:	<input type="text"/>
City:	<input type="text" value="Edmond"/>		
County:	<input type="text"/>	Postal:	<input type="text" value="73315"/>
State:	<input type="text" value="OK"/>		

Input the data and click the BUTTON twice.



Step 3 – Enter Item ID

Select Item ID

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open
 Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)
 *Requisition Date: 08/26/2007 [Requester Info](#) [Add Comments](#)
 Origin: AGY Agency [Requisition Activities](#)
 *Currency Code: USD Dollar **Amount Summary**
 Accounting Date: 08/26/2007 Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category	Price	Amount	Status
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>	0		Open

[View Printable Version](#) *Go to: ..More..

Input the Item ID, if the Item ID is not known then click the Lookup Icon  located to the right, if it is known then input the Item ID and click the BUTTON.

Click the Lookup Icon .



Look Up Item

SetID: 00000

Item ID:

Category:

Description:

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search

[View All](#) First 1-100 of 300 [Last](#)

Item ID	Category	Category ID	Description
0005	0005	17444	ABRASIVES
000514	000514	00002	ABRASIVES, COATED: CLOTH,
00051404	00051404	00003	ABRASIVES, PLASTONE
00051404_A	00051404	00003	See Line Comments



Your results can be narrowed by inputting an item number, category, or description and clicking the **Look Up** BUTTON. In this example a description of “SHIPPING was used and received the following results:

Look Up Item

SetID: 00000

Item ID:

Category:

Description:

[Basic Lookup](#)

Search Results

View All First 1-9 of 9 Last

Item ID	Category	Category ID	Description
099930	099930	17203	SHIPPING & HANDLING CHARG
020883	020883	03454	SHIPPING AND POSTAL MANAG
088080	088080	15612	SHIPPING AND STORAGE ACCE
068580	068580	13860	SHIPPING BOXES, CHICK
099920	099920	17197	SHIPPING CHARGES
068585	068585	13861	SHIPPING CRATES, POULTRY
09054916170	09054080	15773	SHIPPING MANIFEST
09992001	09992001	17652	Shipping Charges Inside metro
09992005	09992005	17653	Shipping Charges Outside metro

Make your selection by clicking on the hyperlink. In this case Item ID 099930 was used.

Message

Priority vendor 0000055794 for item does not match the default vendor 0000000580. Use priority vendor? (10105,1)

The priority vendor defined for the item does not match the default vendor as specified on the Requisition Form. Choose Yes to use the priority vendor from the item and override the default vendor. Choose NO to use the default vendor entered on the Requisition Form.

This message is stating that this Item ID has a priority vendor that is different then the vendor you used in the Header Default. Do you want to use your vendor or the priority vendor? **To use your vendor click the BUTTON.** To use the Item ID priority vendor **click the BUTTON** (Selecting “YES” will override your vendor). **For this example the vendor selected (0000000580) will be used, so click the BUTTON.**



Define default data

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 08/26/2007 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar

Accounting Date: 08/26/2007

Amount Summary

Total Amount: 13.19 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category
1	099930			Shipping and handling		0.0000	SUM	099930

[View Printable Version](#) *Go to:

Input the Requisition Quantity and click the  **REFRESH** BUTTON.



Click the  **OK** BUTTON.



Message

Custom price on line 1, schedule 1. Override with system calculated price? (10150,189)

The schedule is having a custom price and the system has calculated a different price than the custom price. Select 'Yes' to Override with system calculated price.

This message is stating that custom price (price entered by you) does not match the system calculated price (price from the Item ID). Click **No** to use your price, click **Yes** to use the Item Id price. Click **No** **BUTTON**, at this time since you have not entered a unit price the system will use the Item ID price.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open
 Requisition ID: NEXT Budget Status: Not Chk'd
 Hold From Further Processing

▼ Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)
 *Requisition Date: 08/26/2007 [Requester Info](#) [Add Comments](#)
 Origin: AGY Agency [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/26/2007

Amount Summary

Total Amount: 13.19 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Reg Nbr	Quantity	UOM	Category
1	099930			Shipping and handling		1.0000	SUM	099930

[View Printable Version](#) *Go to:

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

Price	Amount	Status
13.19000	13.19	Open



Sole Source

Detail Sole Source Criteria can be found in the APPENDIX section of the manual.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open
 Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)

*Requisition Date: 08/26/2007 [Requester Info](#)

Origin: AGY Agency

*Currency Code: USD Dollar

Accounting Date: 08/26/2007

Amount Summary

Total Amount: 13.19 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category
1	099930	<input type="checkbox"/>		Shipping and handling		0.0000	SUM	099930

[View Printable Version](#) *Go to: [...More...](#)

SS Flag – Sole Source checkbox. For Requisitions that require sole source approval this data field is a required field. Please select it by **clicking** the Radio Box located underneath.

Line SSrc Type – Sole Source Type, orders that are sole sourced need to be flagged for approval. A Requisition over \$25K requires approval from the State Purchasing Director; however this amount could vary depending on the agencies Delegated Monetary Procurement Authority. The sole source data field contains eight values. The following values are listed:

- TYP1 – Sole Make/Model/Brand
- TYP2 – Sole Vendor
- TYP3 – Additional/Replacement Parts
- TYP4 – Original Vendor
- TYP5 – Brand Name for Resale
- TYP6 – Compelling Urgency Limit
- TYP7 – Litigation Expert
- TYP8 – Statue Authorization

Input one of these values or click the **Lookup Icon** on the right.

Agency Req Nbr – Agency Requisition Number is a field used by agencies to cross reference the PS Requisition number to the agency internal Requisition number.



Step 4 – Enter Header Comments

Access the Header Comments page by clicking on the [Add Comments](#) link.

Header Comments

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open

*Sort Method: *Sort Sequence:

Comments Find | View All First Last

[Copy Standard Comments](#) **Comment Status:** Active

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/> Email
------------	---------------------------------------	-------------------------------------	---------------------------------------	--------------------------------

From -> REQ 58000-NEXT

Input any comments to send with the Requisition in the Comment Field.



Header Comments

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open

***Sort Method:** Comment Time Stamp ***Sort Sequence:** Ascending **Sort**

Comments Find | View All First ◀ 1 of 1 ▶ Last

[Copy Standard Comments](#) **Comment Status:** Active **Inactivate** +

Enter Header Comments Here.

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment	Attach	View	Delete	Email

From -> REQ 58000-NEXT

OK **Cancel** **Refresh**

NOTE: The Send to Vendor check (✓) box by default will be checked. If you want this comment to appear on the receipt or voucher check (✓) the appropriate box.

NOTE: When there are multiple comments, the system will display only the most recent comment. The **Find | View All** First ◀ 1 of 3 ▶ Last display indicates the number of comments available for viewing. To view the remaining comments, either press the forward arrow symbol ▶ to go to the next comment or press **View All** View All to see all of the comments in the scroll area. To return to viewing only one line and its associated schedules, press View 1 **View 1**.

Field Definitions

Retrieve Active Comments Only – This field is available after the Requisition has been saved. The radio box is selected by default. If you want to select the inactive comments deselect the radio box and **click** the **Retrieve** **BUTTON**.

Inactive BUTTON-Click this **BUTTON** to inactivate the currently displayed comment. The comment is not actually deleted, but is set to an inactive status.



Sort Method – Select the method that you want to use to sort the comments retrieved:

- Comment Time Stamp – Sorts the comments by the time stamp assigned to them when they were created.
- Vendor Flag – Sorts the comments flagged to be sent to the vendor.

Sort Seq – Select Ascending or Descending.

Sort BUTTON- Click this **BUTTON** to sort comments according to the selections that you made in the Sort Method and Sort Sequence fields.

To add additional comments, click on the  plus **BUTTON** in the upper right corner of the comment page.



Header Comments

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open

***Sort Method:** ***Sort Sequence:**

Comments [Find](#) | [View All](#) First Last

[Copy Standard Comments](#)

Comment Status: Active

Enter Header Comments Here.

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment

 Email

From -> REQ 58000-NEXT

PeopleSoft gives you the ability to attach a file to your Requisition. Currently this feature is not being utilized.



Standard Comments

The Department of Central Services requires Requisitions to contain certain comment concerning the purchase. Instead of having to type this information into each Requisition the Department of Central Services has come up with a list of Standard Comments when selected will default in. These comments are called STANDARD COMMENTS and must be added to every Requisition. See the Department of Central Services' rules and regulations.

Add a comment section by clicking the  BUTTON on the right hand side, and then click the [Copy Standard Comments](#) link.

Standard Comments

Comments

*Action:

Comment Type:  Comment ID: 

*Effective Date: *Status:

Description:

Short Desc:

Comments:

OK Cancel Refresh

From this page select the "Standard Comment" by inputting the Std Type and Comment ID. If you do not know this information then **click** the Lookup Icon  located to the right.

Click the Lookup Icon  for the Std Type.



Look Up Comment Type

SetID: 00000

Standard Comment Type: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-7 of 7 Last

Standard Comment Type	Description
345	ODOT TERMS AND CONDITIONS
COL	NON COLLUSION
OTM	OTERM
SOL	IT Solicitation Terms
SVC	SERVICE
T&C	TERMS AND CONDITIONS
TRM	TERMS

Select the comment by clicking on the link. In this example Non-Collusion will be used.



Standard Comments

Comments

***Action:**

Comment Type:  **Comment ID:** 

***Effective Date:** ***Status:**

Description:

Short Desc:

Comments:

Click the Lookup Icon  for the Comment ID.



Look Up Comment ID

SetID: 00000
 Standard Comment Type: COL
 Standard Comment ID: begins with
 Description: begins with

[Basic Lookup](#)

Search Results

View All First 1 of 1 Last

Standard Comment ID	Description
NONC	NON COLLUSION

NOTE: The Comment ID is unique to the Std Type.

Select the comment by clicking on it.

Standard Comments

Comments

*Action:

Comment Type: Comment ID:

*Effective Date: *Status:

Description:

Short Desc:

Comments:

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
 State of _____ County of _____, of lawful
 age, being first duly sworn, on oath, say that: 1.(S)he is the duly
 authorized agent of Bidder and/or contractor submitting the competitive

Notice the comments copied into the comments field, saves time.

Click the BUTTON.



Header Comments

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open

*Sort Method: *Sort Sequence:

Comments [Find](#) | [View All](#) 2 of 2

[Copy Standard Comments](#) **Comment Status:** Active

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
State of _____ County of _____, of lawful age, being first duly sworn, on
toath_saw that 1 (S)he is the duly authorized agent of Bidder and/or contractor submitting the competitive _____

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Email**

Click the [View All](#) link to review all active comments or click the BUTTON to transfer between comments.

Click the BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Open

Requisition ID: NEXT [Copy From](#) **Budget Status:** Not Chk'd

Hold From Further Processing

Header

***Requester:** CORE05 CORE05 [Requisition Defaults](#)

***Requisition Date:** 08/20/2007 [Requester Info](#) [Edit Comments](#)

Origin: AGY Agency [Requisition Activities](#)

***Currency Code:** USD Dollar

Accounting Date: 08/20/2007

Amount Summary

Total Amount: 13.19 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details **Ship To/Due Date** **Status** **Vendor Information** **Item Information** **Attributes** **Contract** **Sourcing Controls**

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	Ca
1	099930	<input type="checkbox"/>		Shipping and handling		1.0000	SUM	09

[View Printable Version](#) 'Go to:

After the Header Comments have been entered, the Header Comments Link becomes Edit Comments.



Step 5 – Verify Line Details

Verify or modify additional details on the line, such as the buyer, vendor, and other line specific information. Select the line item by **clicking** the details icon located to the left of the line, **clicking** the individual Tab or **clicking** the Show All Icon .

Detail Tab

The screenshot shows the 'Line' detail tab with the following elements:

- Navigation tabs: Details (selected), Ship To/Due Date, Status, Vendor Information, Item Information, Attributes, Contract.
- Table with columns: Line, Item, SS Flag, Line SSrc Type, Description, Agency Req Nbr.
- Row 1: Line 1, Item 099930, SS Flag (checkbox), Line SSrc Type (input), Description 'Shipping and handling', Agency Req Nbr (input).
- Buttons: Save, Notify, Refresh.
- Links: View Printable Version, Go to: ...More...

The screenshot shows the 'Sourcing Controls' detail tab with the following elements:

- Navigation: Customize | Find | View All | First 1 of 1 Last.
- Table with columns: Quantity, UOM, Category, Price, Amount, Status.
- Row 1: Quantity 1.0000, UOM SUM, Category 099930, Price 13.19000, Amount 13.19, Status Open.
- Buttons: Add, Update/Display.

- **Item ID**-Select the ID of the item that you want to order. If the item that you want to order does not have an item ID, choose to order the item by description only. To do this, enter item information in the Description field. **This is not recommended.**
- **SS Flag and SS Type** – This field is used to report Sole Source information.
- **Description**-If you are ordering an item by description only, enter item information in this field. If you specify an item ID, the description appears from the Purchasing Attributes page and can be changed.
- **Agency Req Nbr**-Input your Agencies Internal Requisition Number.
- **Quantity**- Enter the item quantity to order. The quantity is recalculated if you change the unit of measure.



- **UOM**-The UOM will default from the Item ID. It can be changed by **click** the Lookup Icon .
- **Category**- Enter the category for the item on the requisition line. If you specify an item ID, the category defaults from the Item ID, and cannot be changed.
- **Price**- The Price will default from the Item and will need to be changed.
- **Amount**-Quantity X Price.
-  **Line Comment Icon**-**Click** the Line Comments **BUTTON** to access the Line Comments page. Use this page to maintain line comments.
-  **Line Default Icon**-**Click** the Line Defaults **BUTTON** to access the Details for Line page. Use this page to maintain line defaults. Currently not used.
-  **Schedule Icon**-**Click** this **BUTTON** to access the Maintain Requisitions - Schedule page, where the view schedule shipment details and distribution information is located.
-  **Plus or Minus Icon**-Add or Delete a Line.



Ship To/Due Date Tab

Line	Item	SS Flag	Line SSrc Type	Description	Due Date	Ship To	Price
1	099930			Shipping and handling		68000	13.19000

- **Due Date**-Date shipment is due or service is due.
- **Ship To**-Location the product will be shipped to or service performed at.

Status Tab

Line	Item	SS Flag	Line SSrc Type	Description	Status
1	099930			Shipping and handling	Open

- **Line Status**-Informational only

Vendor Information Tab

Line	Item	SS Flag	Line SSrc Type	Description	Vendor	Vendor Name	Location
1	099930			Shipping and handling	0000000580	DEPARTMENT OF CENTRAL SERVICES	0001

- **Vendor Number**- Displays by default the first priority vendor ID for the requisition line, along with its default vendor location. To override these values, use the Header Default or enter values if the fields are blank.
- **Vendor Location**-Defaults from vendor page.



Item Information Tab

Line	Item	SS Flag	Line SSrc Type	Description	UPN ID	RFQ Required	Device Tracking	Vendor Item ID
1	099930	<input type="checkbox"/>		Shipping and handling		<input type="checkbox"/>	<input type="checkbox"/>	

[View Printable Version](#) *Go to:

Vendor's Catalog	Manufacturer ID	Manufacturer's Item ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **UPN ID**-Currently not using
- **RFQ Required**-Optional. If selected a PO cannot be created unless an RFQ has been processed.
- **Device Tracking** Currently Not using
- **Vendor Item ID/Vendor Catalog**- The vendor catalog and ID assigned. Values default from the Purchasing Attributes. Currently not using.
- **Manufacturer ID**-Currently not using
- **Manufacturer's Item ID**-Currently not using.



Attributes Tab

Line	Item	SS Flag	Line SSrc Type	Description	Buyer	Name
1	099930	<input type="checkbox"/>		Shipping and handling	LMARTIN	Lisa Martin (580...

View Printable Version *Go to: ...More...

Save Notify Refresh

Physical Nature	Zero Price Indicator	Inspection Required	Inspect ID
Goods	<input type="checkbox"/>	<input type="checkbox"/>	

First 1 of 1 Last

Add Update/Display

- **Buyer-** Select a buyer for the requisition line. If you select a new value on the requisition that is tied to a different default buyer (item, vendor, or category, for example) the value in this field will be overridden with the new default buyer value.
- **Physical Nature-** Will default to Goods, agencies can change it as needed.
- **Zero Price Indicator-** Select this check box to indicate that the line item is zero-priced. This value is clear and unavailable for entry for ad hoc item orders.
- **Inspection Required-** Select this field to require Inspection of the product. This will enable 4 way matching.
- **Inspect ID-** Input the Inspection ID.



Contract Tab

Line	Item	SS Flag	Line SSrc Type	Description	Contract ID	Contract Line
1	099930	<input type="checkbox"/>		Shipping and handling		

[View Printable Version](#) *Go to:

- **Contract ID-** Select the Contract ID that you want to associate with the requisition line.
- **Contract Line-** Select the Contract line that you want to associate with the requisition line.

For Additional Information review the Contract Release Manual.



Sourcing Controls

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Source Status	*Source Date	Calculate Price	Override Suggested Vendor
1	099930			Shipping and handling	Available	08/26/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

View Printable Version

*Go to:

Save Notify Refresh

Customize Find View All First 1 of 1 Last

Consolidate with other Reqs	Sourcing Controls	% Unit Price Tolerance	% Unit Price Tolerance - Under	Unit Price Tolerance	Unit Price Tolerance - Under
<input checked="" type="checkbox"/>	% Unit Price Tolerance	10.00	100.00	99999999.99999	99999999.99999

Add Update/Display

- **Source Date**- Enter the date when the requisition is available for sourcing. The default value is the current system date. The requisition is available on the Requisition Selection page and AutoSelect Req page only after the source date.
- **Calculate Price**-De-Select this check box to use Requisition price and not Item Id price when sourcing a Requisition to PO.
- **Override Suggested Vendor**-Select this check box to enable the sourcing process to override the suggested vendor. If you select this check box, the system overrides any vendor suggested on the requisition line with the vendor selected based on the applicable sourcing method. Check box defaults as selected and should not be changed.
- **Consolidate with other Reqs**-Select this check box to source the line item to a purchase order line, along with quantities of the same item from other requisitions. If selected, you must also select the Override Suggested Vendor check box. Check box defaults as selected and should not be changed.
- **Sourcing Controls**- Select the method for sourcing tolerances. Values are:
 - % Unit Price Tolerance
 - Unit Price Tolerance
- **Unit Price Tolerances**- Enter the upper and lower tolerances. Prices that exceed these tolerances are rejected. Enter an amount or a percentage, depending on the type of unit price tolerance that you choose. A tolerance of 0 means that the requisition price must match the purchase order price. It does not mean that tolerances do not apply.

Click the Line  icon located to the left to review the line details vertically.



Maintain Requisitions

Details for Line 1

Requisition ID: NEXT **Item:** 099930 [Shipping and handling charges](#)

Line: 1

Line Details

Buyer:	LMARTIN	Line Status:	Open
Buyer Name:	Lisa Martin (580)	Buyer Information	Amount Summary
Category Code:		View Hierarchy	Amount: 13.19 USD
Category:			Document Base Amount: 13.19 USD

Category Description:

***Transaction Item Description:**

Shipping and handling charges

Preferred Language Item Description:

Shipping and handling charges

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

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

OK Cancel Refresh

To review the data click the , this will expand the details. The same data will be available as in the TAB.

Click the  BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chkd

Hold From Further Processing

▼ Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 08/20/2007 [Requester Info](#) [Edit Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar

Accounting Date: 08/20/2007

Amount Summary

Total Amount: 13.19 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM
1	099930	<input type="checkbox"/>		Shipping and handling		1.0000	SUM

[View Printable Version](#) *Go to: [...More...](#)

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

Category	Price	Amount	Status
099930	13.19000	13.19	Open



Step 6 – Enter Liner Comments

Click the Line Comments Icon .

Line Comments

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open **Line:** 1

***Sort Method:** ***Sort Sequence:**

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#) [Copy Item Specs](#) **Comment Status:** Active

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/> Email
------------	---------------------------------------	-------------------------------------	---------------------------------------	---------------------------------------

From -> REQ 58000-NEXT

Enter any comments to send with the Requisition in the Comment Field.



Line Comments

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open **Line:** 1

***Sort Method:** Comment Time Stamp ***Sort Sequence:** Ascending **Sort**

Comments Find | View All First ◀ 1 of 1 ▶ Last

[Copy Standard Comments](#) [Copy Item Specs](#) **Comment Status:** Active **Inactivate** +

Input Line Comments Here.

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment	Attach	View	Delete	<input type="checkbox"/> Email
------------	---------------	-------------	---------------	---------------------------------------

From -> REQ 58000-NEXT

OK **Cancel** **Refresh**

NOTE: The Send to Vendor check (✓) box by default will be checked. If you want this comment to appear on the receipt or voucher check (✓) the appropriate box.

NOTE: When there are multiple comments, the system will display only the most recent comment. The **Find | View All** First ◀ 1 of 3 ▶ Last display indicates the number of comments available for viewing. To view the remaining comments, either press the forward arrow symbol ▶ to go to the next comment or press **View All** View All to see all of the comments in the scroll area. To return to viewing only one line and its associated schedules, press View 1 **View 1**.

Field Definitions

Retrieve Active Comments Only – This field is available after the Requisition has been saved. The radio box is selected by default. If you want to select the inactive comments deselect the radio box and **click** the **Retrieve** **BUTTON**.

Inactive **BUTTON**-Click this **BUTTON** to inactivate the currently displayed comment. The comment is not actually deleted, but is set to an inactive status.



Sort Method – Select the method that you want to use to sort the comments retrieved:

- Comment Time Stamp – Sorts the comments by the time stamp assigned to them when they were created.
- Vendor Flag – Sorts the comments flagged to be sent to the vendor.

Sort Seq – Select Ascending or Descending.

Sort BUTTON- Click this **BUTTON** to sort comments according to the selections that you made in the Sort Method and Sort Sequence fields.

To add additional comments, click on the  plus **BUTTON** in the upper right corner of the comment page.



Line Comments

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open **Line:** 1

***Sort Method:** Comment Time Stamp ***Sort Sequence:** Ascending **Sort**

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#) [Copy Item Specs](#) **Comment Status:** Active **Inactivate** +

Input Line Comments Here.

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment	Attach	View	Delete	<input type="checkbox"/> Email
------------	---------------	-------------	---------------	---------------------------------------

From -> REQ 58000-NEXT

OK **Cancel** **Refresh**

PeopleSoft gives you the ability to attach a file to your Requisition. Currently this feature is not being utilized.



Standard Comments

The Department of Central Services requires Requisitions to contain certain comment concerning the purchase. Instead of having to type this information into each Requisition the Department of Central Services has come up with a list of Standard Comments when selected will default in. These comments are called STANDARD COMMENTS and must be added to every Requisition. See the Department of Central Services' rules and regulations.

Add a comment section by clicking the  BUTTON on the right hand side, then click the [Copy Standard Comments](#) link.

Standard Comments

Comments

*Action:  Copy Comment

Comment Type:  Comment ID: 

*Effective Date: *Status:  Active

Description:

Short Desc:

Comments:



From this page select the "Standard Comment" by inputting the Std Type and Comment ID. If you do not know this information then **click** the Lookup Icon  located to the right.

Click the Lookup Icon  for the Std Type.



Look Up Comment Type

SetID: 00000

Standard Comment Type: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-7 of 7 Last

Standard Comment Type	Description
345	ODOT TERMS AND CONDITIONS
COL	NON COLLUSION
OTM	OTERM
SOL	IT Solicitation Terms
SVC	SERVICE
T&C	TERMS AND CONDITIONS
TRM	TERMS

Select the comment by clicking on it. In this example Non-Collusion will be used.



Standard Comments

Comments

***Action:**

Comment Type:  **Comment ID:** 

***Effective Date:** ***Status:**

Description:

Short Desc:

Comments:

Click the Lookup Icon  for the Comment ID.



Look Up Comment ID

SetID: 00000
 Standard Comment Type: COL
 Standard Comment ID: begins with []
 Description: begins with []

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1 of 1 Last

Standard Comment ID	Description
NONC	NON COLLUSION

NOTE: The Comment ID is unique to the Std Type.

Select the comment by clicking on it.

Standard Comments

Comments

*Action: Copy Comment

Comment Type: COL Comment ID: NONC

*Effective Date: 08/26/2007 *Status: Active

Description: NON COLLUSION

Short Desc: NON COLLUE

Comments:

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
 State of _____ County of _____, of lawful
 age, being first duly sworn, on oath, say that: 1.(S)he is the duly
 authorized agent of Bidder and/or contractor submitting the competitive

OK Cancel Refresh

Notice the comments copied in, this saved time.

Click the **OK** BUTTON.



Line Comments

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: NEXT **Status:** Open **Line:** 1

***Sort Method:** Comment Time Stamp ***Sort Sequence:** Ascending **Sort**

Comments **Find** | **View All** **First** ◀ 2 of 2 ▶ **Last**

[Copy Standard Comments](#) [Copy Item Specs](#) **Comment Status:** Active **Inactivate** +

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
State of _____ County of _____, of lawful age, being first duly sworn, on
toath_sav that: 1.(S)he is the duly authorized agent of Bidder and/or contractor submitting the competitive

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Attach** **View** **Delete** **Email**

OK **Cancel** **Refresh**

Click the **View All** link to review all active comments or click the **◀** BUTTON to transfer between comments.

Click the **OK** BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Open

Requisition ID: NEXT [Copy From](#) **Budget Status:** Not Chk'd

Hold From Further Processing

▼ **Header**

'Requester: CORE05 CORE05 [Requisition Defaults](#)

'Requisition Date: 08/20/2007 [Requester Info](#) [Edit Comments](#)

Origin: AGY Agency [Requisition Activities](#)

'Currency Code: USD Dollar

Accounting Date: 08/20/2007

Amount Summary

Total Amount: 13.19 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM
1	099930	<input type="checkbox"/>		Shipping and handling		1.0000	SUM

[View Printable Version](#) 'Go to:

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

Category	Price	Amount	Status
099930	13.19000	13.19	Open

After the Line Comments have been entered, the Line Comment Icon changes to



Step 7 – Verify Shipping Details and Input Distribution Info.

Schedule

Use the Requisitions Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedule page **click** on the Schedule icon.

Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/20/2007
 Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Description	Quantity	Amount
1	099930	Shipping and handling charges	1.0000	13.19 USD

Schedule

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	58000	1.0000	13.19000	13.19		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

From the schedule page change the Price and click the **Refresh** **BUTTON**.

If needed input a Due Date and Ship to Location. Ship To and Due Date will default from the Form page. If you change the Ship To or Due Date on the schedule tab it will default to the line page.

NOTE: If you change the price from the Item ID price, when you copy the Requisition into the PO the Item ID price will copy in not the Requisition price.

- **Unit Price**-If you are using commitment control, the price field is unavailable for modification when a requisition schedule that is distributed by quantity, has been partially or fully sourced to a purchase order. This field is also unavailable for modification when creating a change order for a requisition (that is distributed by quantity) that has been partially or fully sourced to a purchase order.
- **Ship to Address Icon** - **Click** the Ship To Address **BUTTON** to access the Requisition Ship To Address page. Use this page to view the ship to address or to define a one-time address for the requisition.
- **Schedule Shipment Detail Icon** -This page provides Tax and Ultimate Use Code data.
- **Ship To Comments**- Add comments related to the ship to address by **clicking** the [Add Ship To Comments](#). This comment field is the same as Header and Line Comment with the exception you must select a Ship to ID.



Distribution Information

Use the Distribution Information page to update and review the distribution data. These line items are transferred to the Purchase Orders, but they do not go out to the vendor. They are a breakdown of accounting distribution and internal delivery locations. This page identifies how the Schedule amounts will be charged within the organization. There can be multiple Distributions for each Schedule. The required Chart Field string is entered for each Distribution, allowing an item to be funded (expensed) from multiple sources. **To access the Distribution page click on the Distribution Icon**

Maintain Requisitions

Distribution

Requisition ID: NEXT Item: 099930 [Shipping and handling charges](#)
 Line: 1 Status: Active
 Schedule: 1
 Ship To: 58000 DCS - CP Quantity: 1.0000 SUM
 Distribute by: Quantity Open Quantity: 1.0000
 Amount: 5.00 USD
 SpeedChart: [Multi-SpeedCharts](#)

Distributions Customize | Find | View All | First 1 of 1 Last

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date	Commitment Control	Close Flag
1	Open	100.0000	1.0000	5.00	58000	521110		1000	19701	2100001	07		07/01/2006		

OK Cancel Refresh

NOTE: The Distribution data defaulted from the Header Default. If changes need to be made, do it in the Default page. This page has also been customized. See Appendix page.

Click the **BUTTON.**

Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/20/2007
 Requisition ID: NEXT Status: Open
[Return to Main Page](#)

Line Find | View All | First 1 of 1 Last

Line	Item	Quantity	Amount
1	099930 Shipping and handling charges	1.0000	5.00 USD

Schedule Customize | Find | View All | First 1 of 1 Last

Details

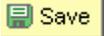
Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	58000	1.0000	5.00000	5.00		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display



Step 8 – Save Requisition

After a Requisition is completed, it must be saved. **Save a Requisition by clicking on the  Save BUTTON.**

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: 5800000933 [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)

'Requisition Date: 08/20/2007 [Requester Info](#) [Edit Comments](#)

Origin: AGY Agency [Requisition Activities](#)

'Currency Code: USD Dollar **Amount Summary**

Accounting Date: 08/20/2007 **Total Amount:** 5.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) Line: To: [Retrieve](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category
1	099930	<input type="checkbox"/>		Shipping and handling		1.0000	SUM	099930

[View Printable Version](#) 'Go to:

[Save](#) [Notify](#) [Refresh](#)

Notice you were transferred to the Requisition Form page and a Requisition Number has been assigned. The Requisition is in an Open Status.



Step 9 – Pre-Approve Requisition

Pre-approving is done from the Form Page.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: 5800000933 Budget Status: Not Chkd

Hold From Further Processing

▼ Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)

'Requisition Date: 08/20/2007 [Requester Info](#) [Edit Comments](#)

Origin: AGY Agency [Requisition Activities](#)

'Currency Code: USD Dollar [Document Status](#)

Accounting Date: 08/20/2007 [Amount Summary](#)

Total Amount: 5.00 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) Line: To: [Retrieve](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing

Line	Item	SS Flag	Line SSrc Type	Description	Agency Reg Nbr	Quant
1	099930	<input type="checkbox"/>	<input type="text"/>	Shipping and handling	<input type="text"/>	1.000

[View Printable Version](#) 'Go to: [...More...](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

CLICK THE PRE-APPROVED ICON located in the upper right hand corner.



Maintain Requisitions

Requisition

Business Unit: 58000 Status: Pending ✖
 Requisition ID: 5800000933 Budget Status: Not Chk'd

Hold From Further Processing

Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)
 'Requisition Date: 08/20/2007 [Requester Info](#) [Edit Comments](#)
 Origin: AGY Agency [Requisition Activities](#)
 'Currency Code: USD Dollar [Document Status](#)
 Accounting Date: 08/20/2007 [Amount Summary](#)

Total Amount: 5.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) Line: To: [Retrieve](#)
[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	C
1	099930	<input type="checkbox"/>		Shipping and handling		1.0000	SUM	0%

[View Printable Version](#) 'Go to:

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

NOTE: The approval status is pending. It is now ready to budget checked.



Step 10 – Requisition Budget Check

Overview

Once a Requisition is in a pending status, it can be Budget Checked. The Requisition can be budget checked individually, by the user, or in a batch process done by OSF. See the Commitment Control Procedure Manual for more information.

Budget Checking

Budget checking individually is done from the Form Page.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Pending  

Requisition ID: 5800000933 Budget Status: Not Chk'd 

Hold From Further Processing

Header

'Requester: CORE05 [Requisition Defaults](#)
[Requester Info](#)

'Requisition Date: 08/20/2007 [Edit Comments](#)
[Requisition Activities](#)

Origin: AGY Agency [Document Status](#)
[Amount Summary](#)

'Currency Code: USD Dollar

Accounting Date: 08/20/2007 Total Amount: 5.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) Line: To:

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	Ca
1	099930	<input type="checkbox"/>		Shipping and handling		1.0000	SUM	09

[View Printable Version](#) 'Go to:

Click the Budget Check Icon  located in the upper right hand corner.



Maintain Requisitions

Requisition

Business Unit: 58000 Status: Pending ▲ ✖
 Requisition ID: 5800000933 Budget Status: Valid ?
 Hold From Further Processing

Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)
[Requester Info](#)
[Edit Comments](#)
[Requisition Activities](#)
[Document Status](#)
[Amount Summary](#)

'Requisition Date: 08/20/2007 ? Agency
 Origin: AGY ? Dollar
 'Currency Code: USD
 Accounting Date: 08/20/2007 ? **Total Amount:** 5.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) Line: ? To: ? [Retrieve](#)
[Item Search](#) [Requester Items](#)

Line

Details [Ship To/Due Date](#) [Status](#) [Vendor Information](#) [Item Information](#) [Attributes](#) [Contract](#) [Sourcing Controls](#) ?

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	Ca
1	099930	<input type="checkbox"/>	<input type="text"/> ?	Shipping and handling charges	<input type="text"/> ?	1.0000	SUM	09%

[View Printable Version](#) 'Go to: ...More...

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

To continue and approve the Requisition the budget checking status must equal valid. If it is in an error, refer to "status review" the P134 Commitment Control Manual for resolving budget checking errors.



Step 11 – Requisition Approval

Overview

Before you source or copy a Requisition to a purchase order, the Requisition dollar amount must be approved. The State of Oklahoma has chosen approval for amounts only to facilitate the Requisition process. Once the Requisition has successfully passed the budget check and the requestor has pre-approved the Requisition, the Requisition will be made available for the workflow approval process and will be sent to the first approver's work list.

Approving a Requisition

Follow the navigation below to Approve a Requisition

Navigation: Purchasing>Requisitions>Approve Amounts>Find an Existing Value

Amount Approval

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

Find an Existing Value

Business Unit: 

Requisition ID:

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

Input the BU and Requisition ID, click the BUTTON. Also find your Requisition from the Business Unit by clicking on the Lookup Icon .



Requisition Amount Approval

Unit: 58000 Req: 5800000933 Requester: CORE05 

'Approval Action: Approval Status: Initial

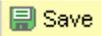
Comment

Amount Details

Requisition Date:	08/20/2007
Total Amount:	5.000 Dollar
Total Base Amount:	5.000 Dollar

Line Details

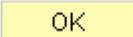
After you retrieve your Requisition the Amount Approval page will be displayed.

The requestor who created the Requisition will click the **Approve** option and click the  **Save** BUTTON.

This will then invoke the workflow process if they do not have approval access.

Warning -- This transaction needs WF_R20_Approver1_(OK) approval. Enter it into workflow? (107,4)

This transaction must be approved. If you click OK, the system will route it to someone who can approve it; if you click Cancel, you can change the transaction without forwarding it.

Click the  **OK** BUTTON.

This action will put the Requisition into the Approvers Worklist. See Procedures for Workflow.



Requisition Amount Approval

Unit: 58000 Req: 5800000933 Requester: CORE05 

'Approval Action: Approval Status: **In Process**

Comment

Amount Details

Requisition Date:	08/20/2007
Total Amount:	5.000 Dollar
Total Base Amount:	5.000 Dollar

Line Details

The approval status "In Process" and will stay In Process until it has been approved by an authorized user.

After the Requisition has been approved it is ready to be sourced/copied to a RFQ, Contract or PO.

To print the Requisition click the BUTTON.



Retrieve Requisition to Review

Navigation: Purchasing>Requisition>Add Update Requisition>Find an Existing Value

Requisitions
Use the following search to look for an existing Requisition.

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

Business Unit: [=] 58000

Requisition ID: [begins with] 5800000933

Requisition Status: [=]

Origin: [begins with]

Requester: [begins with]

Requester Name: [begins with]

Hold From Further Processing

Case Sensitive

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

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

Input the Requisition ID number and click the **Search** BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Approved ▲ ✖
Requisition ID: 5800000933 **Budget Status:** Valid 🔍
 Hold From Further Processing

Header

*Requester: CORE05 [Requisition Defaults](#)
*Requisition Date: 🔍 [Requester Info](#) [Edit Comments](#)
Origin: 🔍 Agency [Requisition Activities](#)
*Currency Code: Dollar [Document Status](#)
Accounting Date: 🔍 [Amount Summary](#)

Total Amount: 5.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) Line: 🔍 To: 🔍 Retrieve
[Item Search](#) [Requester Items](#)

Line

Details [Ship To/Due Date](#) [Status](#) [Vendor Information](#) [Item Information](#) [Attributes](#) [Contract](#) [Sourcing Controls](#) ☰

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category
1	099930	<input type="checkbox"/>	<input type="text"/> 🔍	Shipping and handling charges	<input type="text"/> 🔍	1.0000	SUM	099930

[View Printable Version](#) *Go to:

Save Return to Search Notify Refresh

Notice the Requisition is now approved and is available for sourcing or copying to a PO.



Step 12 – Print Requisition

There are two ways to print the requisition. After the requisition has been saved the requisition is available to print.

Print from the Requisition

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Approved

Requisition ID: 5800000933 Budget Status: Valid

Hold From Further Processing

▼ Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 08/20/2007 [Requester Info](#) [Edit Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar [Document Status](#)

Accounting Date: 08/20/2007 [Amount Summary](#)

Total Amount: 5.00 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) Line: To: [Retrieve](#)

[Item Search](#) [Requester Items](#)

Line

Details [Ship To/Due Date](#) [Status](#) [Vendor Information](#) [Item Information](#) [Attributes](#) [Contract](#) [Sourcing Controls](#)

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	*UOM
1	099930	<input type="checkbox"/>	<input type="text"/>	Shipping and handling charges	<input type="text"/>	1.0000	SUM

[View Printable Version](#) *Go to:

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

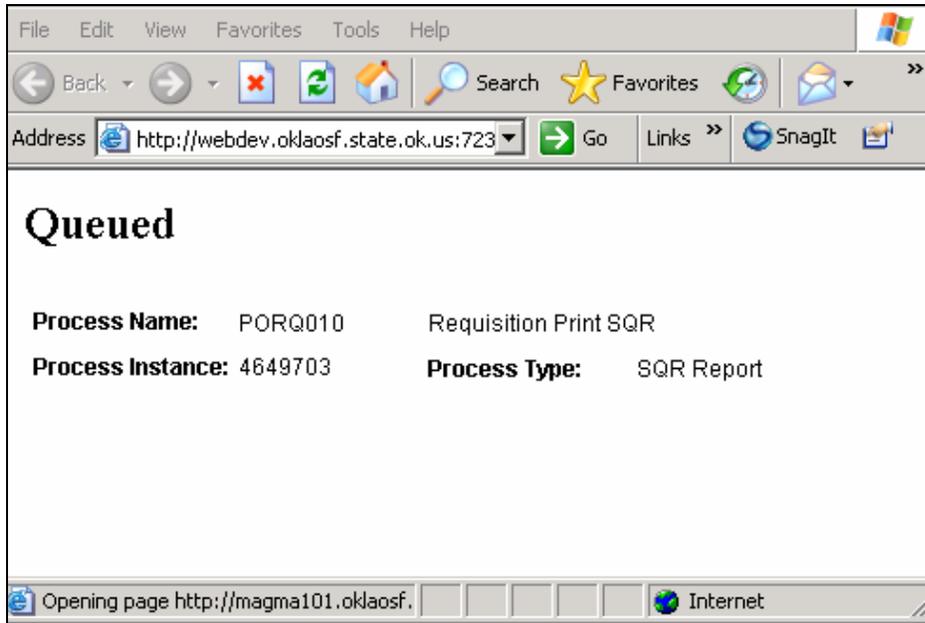
From the Requisition Form page click the [View Printable Version](#) link.

Message

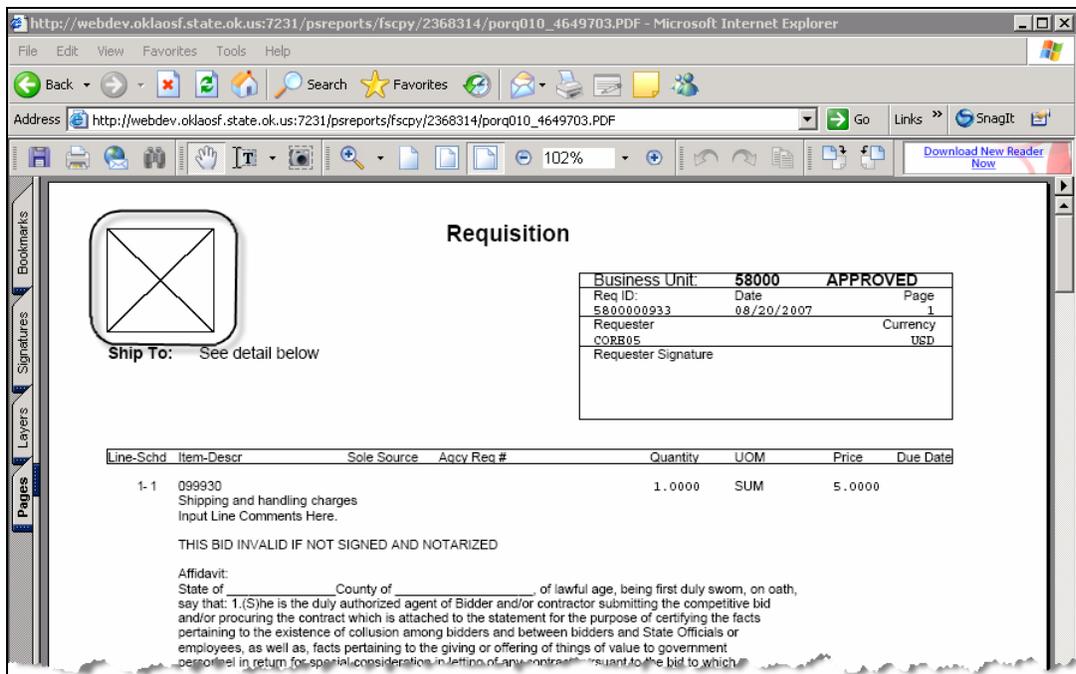
Do you wish to save the current document? (10250,274)

Document cannot be printed if it is not saved. If you choose Yes, document will be saved and printed. If you choose No, document cannot be printed.

Click the **BUTTON.**



The Queued status will change to Success then the Requisition will be available to print.



Click, File, Print and OK. Notice there is not a state Seal. This is a working copy and cannot be sent to the vendor.



Navigation: Purchasing>Requisitions>Reports>Print Requisition

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

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

Run Control ID: begins with

Case Sensitive

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

Either input an existing run control ID or Create a new one.

Requisition Print

Run Control ID: PRINT_PO [Report Manager](#) [Process Monitor](#)

Language: English Specified Recipient's

Report Request Parameters

Business Unit: 58000	Statuses to Include <input type="checkbox"/> Approved <input type="button" value="Select All"/> <input type="checkbox"/> Canceled <input type="checkbox"/> Completed <input type="checkbox"/> Open <input type="checkbox"/> Pending <hr/> <input type="text" value="On Hold AND Not On Hold"/>
Requisition ID: <input type="text"/>	
From Date: <input type="text"/>	
Through Date: <input type="text"/>	
Requester: <input type="text"/>	

Input the Requisition ID and Requisition Status, click the BUTTON.



Process Scheduler Request

User ID: CORE05 Run Control ID: PRINT_PO

Server Name: **PSNT** Run Date: 08/29/2007
Recurrence: Run Time: 10:03:37PM [Reset to Current Date/Time](#)
Time Zone: [?](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Server- PSNT
Format-PDF

Click the [OK](#) BUTTON.

Requisition Print

Run Control ID: PRINT_PO [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Specified Recipient's **Process Instance: 4649704**

Report Request Parameters

Business Unit: 58000	From Date: ?
Requisition ID: 5800000933	Through Date: ?
Requester: ?	

Statuses to Include

- Approved [Select All](#)
- Canceled
- Completed
- Open
- Pending

On Hold AND Not On Hold

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

To print your requisition, click the [Process Monitor](#) Link.



Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-25 of 25 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4649704		SQR Report	PORQ010	CORE05	08/29/2007 10:03:37PM CDT	Success	Posted	Details
<input type="checkbox"/>	4649703		SQR Report	PORQ010	CORE05	08/29/2007 9:50:06PM CDT	Success	Posted	Details
<input type="checkbox"/>	4649679		Application Engine	FS_BP	CORE05	08/29/2007 1:38:05PM CDT	Success	Posted	Details
<input type="checkbox"/>	4649668		Application Engine	FS_BP	CORE05	08/29/2007 1:14:14PM CDT	Warning	Posted	Details
<input type="checkbox"/>	4649623		Application Engine	FS_BP	CORE05	08/29/2007 10:15:58AM CDT	Warning	Posted	Details
<input type="checkbox"/>	4649488		Application Engine	FS_BP	CORE05	08/27/2007 4:43:05PM CDT	Success	Posted	Details

When the Requisition is ready to print the Run Status will be "Success". If the Run Status is not Success then click the **BUTTON** until the status changes.

Click the [Details](#) link.



Process Detail

Process	
Instance: 4649704	Type: SQR Report
Name: PORQ010	Description: Requisition Print SQR
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: PRINT_PO	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 08/29/2007 10:05:46PM CDT	Parameters Transfer
Run Anytime After: 08/29/2007 10:03:37PM CDT	Message Log
Began Process At: 08/29/2007 10:06:37PM CDT	Batch Timings
Ended Process At: 08/29/2007 10:07:04PM CDT	View Log/Trace

OK Cancel

Click the [View Log/Trace](#) Link.



View Log/Trace

Report

Report ID: 2368315 **Process Instance:** 4649704 [Message Log](#)
Name: PORQ010 **Process Type:** SQR Report
Run Status: Success

Requisition Print SQR

Distribution Details

Distribution Node: FSSTGU **Expiration Date:** 09/12/2007

File List

Name	File Size (bytes)	Datetime Created
PORQ010_4649704.PDF	15,054	08/29/2007 10:07:04.000000PM CDT
PORQ010_4649704.out	67	08/29/2007 10:07:04.000000PM CDT
SQR_PORQ010_4649704.log	1,524	08/29/2007 10:07:04.000000PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	CORE05

Return

Click the [PDF](#) link.



Requisition

Ship To: See detail below

Business Unit:	58000	APPROVED
Req ID:	Date	Page
5800000933	08/20/2007	1
Requester		Currency
COR805		USD
Requester Signature		

Line-Schd	Item-Descr	Sole Source	Agcy Req #	Quantity	UOM	Price	Due Date
1-1	099930 Shipping and handling charges Input Line Comments Here.			1.0000	SUM	5.0000	

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
 State of _____ County of _____, of lawful age, being first duly sworn, on oath,
 say that: I (S)he is the duly authorized agent of Bidder and/or contractor submitting the competitive bid
 and/or procuring the contract which is attached to the statement for the purpose of certifying the facts
 pertaining to the existence of collusion among bidders and between bidders and State Officials or

Click, File, Print, and OK



CREATE MULTIPLE LINE REQUISITION

Complete Step 1 through 4, (Pages 6 - 28)

Step 5 – Create a Multiple Line Requisition

Detail Tab

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr
1	099930	<input type="checkbox"/>		Shipping and handling	

Quantity	UOM	Category	Price	Amount	Status
1.0000	SUM	099930	13.19000	13.19	Open

To add an additional line click the BUTTON located to the right of the line.

Script Prompt:

Enter number of rows to add:

1

Click the BUTTON.



You are only able to add up to 100 lines at a time. **NOTE:** It may be beneficial to add lines in increments of 20 and save the Requisition.

Line

Details | Ship To/Due Date | Status | Vendor Information | Item Information | Attributes | Contract

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr
1	099930	<input type="checkbox"/>		Shipping and handling	
2		<input type="checkbox"/>			

[View Printable Version](#) *Go to:

Customize | Find | View All | First 1-2 of 2 Last

Sourcing Controls

Quantity	'UOM	Category	Price	Amount	Status	
1.0000	SUM	099930	13.19000	13.19	Open	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>
0.0000			0		Open	<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>

Input the Item ID and click the  **Refresh** **BUTTON.**



Line

Details | Ship To/Due Date | Status | Vendor Information | Item Information | Attributes | Contract

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr
1	099930	<input type="checkbox"/>		Shipping and handling	
2	00051404 A	<input type="checkbox"/>		See Line Comments	

[View Printable Version](#) Go to:

Customize | Find | View All | First 1-2 of 2 Last

Sourcing Controls

Quantity	UOM	Category	Price	Amount	Status	
1.0000	SUM	099930	13.19000	13.19	Open	
0.0000	EA	00051404	0		Open	

Input a Quantity and click the **Refresh** BUTTON.



Click the **OK** BUTTON.



Line

Details | Ship To/Due Date | Status | Vendor Information | Item Information | Attributes | Contract

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr
1	099930	<input type="checkbox"/>		Shipping and handling	
2	00051404 A	<input type="checkbox"/>		See Line Comments	

[View Printable Version](#) Go to:

Customize | Find | View All | First 1-2 of 2 Last

Sourcing Controls

Quantity	'UOM	Category	Price	Amount	Status
1.0000	SUM	099930	13.19000	13.19	Open
5.0000	EA	00051404	0.00000		Open

A zero priced defaulted in because the Item Id and the Priority Vendor in the Item ID did not have a price. **Click the Schedule Icon**



Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/30/2007
 Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Description	Quantity	Amount
1	099930	Shipping and handling charges	1.0000	13.19 USD

Find | [View All](#) | First 1 of 2 | Last

Schedule: Customize | Find | View All | First 1 of 1 | Last

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	09000	1.0000	13.19000	13.19		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

There are two Lines with 1 schedule in each line. Click the [View All](#) link to review all the Lines or click the BUTTON to navigate between the lines.

Click the [View All](#) link.

Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/30/2007
 Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Description	Quantity	Amount
1	099930	Shipping and handling charges	1.0000	13.19 USD
2	00051404 A		5.0000	0.00 USD

Find | View 1 | First 1-2 of 2 | Last

Schedule: Customize | Find | View All | First 1 of 1 | Last

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	09000	1.0000	13.19000	13.19		Active
1	09000	5.0000	0.00000	0.00		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

You will need to input a price; to make multiple schedules within a line click the BUTTON located to the right of the line.

To complete the Requisition follow steps 6-12.



CREATE A MULTIPLE SCHEDULE REQUISITION

Complete Step 1 through 6, (Pages 6 – 47).

Step 7 – Verify Shipping Details and Input Distribution Info.

Schedule

Use the Requisitions Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedule page, **Click** the Schedule icon.

Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/30/2007
 Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Description	Quantity	Amount
1	099930	Shipping and handling charges	10.0000	131.90 USD

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Details

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	58000	10.0000	13.19000	131.90		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

From the schedule page you are able to change the Price, and then click the  **Refresh** BUTTON.

Add additional schedule lines

Click the  BUTTON located to the right of the schedule.

Explorer User Prompt

Script Prompt:

Enter number of rows to add:

1

OK Cancel

Input the number of rows to add and click the  **OK** BUTTON.



Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/30/2007
Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Description	Quantity	Amount
1	099930	Shipping and handling charges	10.0000	131.90 USD

[Find](#) | [View All](#) First 1 of 1 Last

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	58000	10.0000	13.19000	131.90		Active
2	58000	0.0000	0.00000	0.00		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

This gives you the ability to ship products at different times to different locations. On schedule two input a different Ship To and distribute the quantities. **Click the  Refresh BUTTON.**

Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/30/2007
Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Description	Quantity	Amount
1	099930	Shipping and handling charges	10.0000	131.90 USD

[Find](#) | [View All](#) First 1 of 1 Last

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	58000	5.0000	13.19000	65.95		Active
2	58001	5.0000	13.19000	65.95		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

Notice the price defaulted in. There is a distribution link for each schedule.



Distribution Information

Use the Distribution Information page to update and review the distribution data. These line items are transferred to the Purchase Orders, but they do not go out to the vendor. They are a breakdown of accounting distribution and internal delivery locations. This page identifies how the Schedule amounts will be charged within the organization. There can be multiple Distributions for each Schedule. The required Chart Field string is entered for each Distribution, allowing an item to be funded (expensed) from multiple sources.

To access the Distribution page click on the Distribution Icon

Maintain Requisitions

Distribution

Requisition ID: NEXT Item: 099930 [Shipping and handling charges](#)
 Line: 1 Status: Active
 Schedule: 1
 Ship To: 58000 DCS - CP Quantity: 5.0000 SUM
 Distribute by: Quantity Open Quantity: 5.0000
 Amount: 65.95 USD
 SpeedChart: [Multi-SpeedCharts](#)

Distributions Customize | Find | View All | First | 1 of 1 | Last

Chartfields

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date	Commitment Control	Close Flag
1	Open	100.0000	5.0000	65.95	58000	521110		1000	19701	0100088	07		07/01/2007		

OK Cancel Refresh

NOTE: The Distribution data defaulted from the Header Default. If changes need to be made, do it in the Default page. This page has also been customized. See Appendix page.

Click the **BUTTON.**

Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/30/2007
 Requisition ID: NEXT Status: Open
[Return to Main Page](#)

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

1 Item: 099930 [Shipping and handling charges](#) Quantity: 10.0000 Amount: 131.90 USD

Schedule Customize | Find | View All | First | 1-2 of 2 | Last

Details

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	58000	5.0000	13.19000	65.95		Active
2	58001	5.0000	13.19000	65.95		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

Review the distribution for schedule line 2 by clicking the **BUTTON.**

Complete the Requisition process by completing Steps 8-12.



CREATE MULTIPLE LINE DISTRIBUTION

Complete Step 1 through 6, (Pages 6 - 47)

Step 7 – Verify Shipping Details and Input Distribution Info.

Schedule

Use the Requisitions Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedule page, **click** on the Schedule icon.

Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/20/2007
 Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Description	Quantity	Amount
1	099930	Shipping and handling charges	1.0000	13.19 USD

Schedule

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	58000	1.0000	13.19000	13.19		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

From the schedule page change the Price and click the  **Refresh** BUTTON. If needed input a Due Date and Ship to Location. Ship To and Due Date will default from the Form page. If you change the Ship To or Due Date on the schedule tab it will default to the line page.



Distribution Information

Use the Distribution Information page to update and review the distribution data. These line items are transferred to the Purchase Orders, but they do not go out to the vendor. They are a breakdown of accounting distribution and internal delivery locations. This page identifies how the Schedule amounts will be charged within the organization. There can be multiple Distributions for each Schedule. The required Chart Field string is entered for each Distribution, allowing an item to be funded (expensed) from multiple sources. **To access the Distribution page click on the Distribution Icon**  .

Maintain Requisitions

Distribution

Requisition ID: NEXT Item: 099930 [Shipping and handling charges](#)

Line: 1 Status: Active

Schedule: 1

Ship To: 58000 DCS - CP Quantity: 1.0000 SUM

'Distribute by: Quantity Open Quantity: 1.0000

Amount: 13.19 USD

SpeedChart: [Multi-SpeedCharts](#)

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date	Commitment Control	Close Flag
1	Open	100.0000	1.0000	13.19	58000	521110		1000	19701	0100088	07		07/01/2007		

OK Cancel Refresh

NOTE: The Distribution data defaulted from the Header Default. If changes need to be made, do it in the Default page. This page has also been customized. See Appendix page.

To add additional distribution lines click the  **BUTTON** located to the right of the distribution line.

Explorer User Prompt

Script Prompt:

Enter number of rows to add:

OK Cancel

Click the  **BUTTON.**



Maintain Requisitions

Distribution

Requisition ID: NEXT Item: 099930 [Shipping and handling charges](#)

Line: 1 Status: Active

Schedule: 1

Ship To: 58000 DCS - CP Quantity: 1.0000 SUM

Distribute by: Open Quantity: 1.0000

Amount: 13.19 USD

SpeedChart: [Multi-SpeedCharts](#)

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date	Commitment Control	Close Flag
1	Open	100.0000	1.0000	13.19	58000	521110		1000	19701	0100088	07		07/01/2007	BT	
2	Open		0.0000	0.00	58000	521110		1000	19701	0100088	07		07/01/2007	BT	

OK Cancel Refresh

Input the Percent or Quantity to distribute between the distribution lines and **click the Refresh** **BUTTON**. **Notice** the funding default from the header default. If any of the values are going to be different then change the distribution line but be sure to go back to the Header Default and clear the value.

Maintain Requisitions

Distribution

Requisition ID: NEXT Item: 099930 [Shipping and handling charges](#)

Line: 1 Status: Active

Schedule: 1

Ship To: 58000 DCS - CP Quantity: 1.0000 SUM

Distribute by: Open Quantity: 1.0000

Amount: 13.19 USD

SpeedChart: [Multi-SpeedCharts](#)

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date	Commitment Control	Close Flag
1	Open	50.0000	0.5000	6.60	58000	521110		1000	19701	0100088	07		07/01/2007	BT	
2	Open	50.0000	0.5000	6.60	58000	521110		1000	19701	0100088	07		07/01/2007	BT	

OK Cancel Refresh

Click the **OK** **BUTTON**.



Maintain Requisitions

Schedule

Business Unit: 58000 Requisition Date: 08/30/2007
Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Description	Quantity	Amount
1	099930	Shipping and handling charges	1.0000	13.19 USD

Schedule [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	58000	1.0000	13.19000	13.19		Active

[Add Ship To Comments](#)

Complete step 8-12 – (Pages 55-65).



CREATE REQUISITION FROM COPY STATEWIDE CONTRACT

Overview

Prior to creating the Requisition you should already have obtained the data needed by reviewing the Department of Central Services website:
http://www.ok.gov/DCS/Central_Purchasing/StateWide_Contracts/index.html. This Web Site will give you the Statewide (SW) Contract number, Item Number, Vendor Number and you are able to print a copy of the Statewide Contract.

Step 1 – Copy From Statewide Contract

Follow the following navigation

Navigation: Purchasing>Requisitions>Maintain Requisitions

Requisitions

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

Business Unit:

Requisition ID:

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

Business Unit-Defaults to specific agency for each User.

Requisition Number-Defaults to NEXT. The system will auto number each Requisition.

NOTE: Do not change the Requisition ID data field. Let the system default NEXT into the data field. The Requisition number will be assigned upon saving.

Click the  **BUTTON** to take you to the Requisition Form page.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Open

Requisition ID: NEXT [Copy From](#) **Budget Status:** Not Chk'd

Hold From Further Processing

Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)

'Requisition Date: 08/30/2007 [Requester Info](#) [Add Comments](#)

Origin: EXC Agency [Requisition Activities](#)

'Currency Code: USD Dollar

Accounting Date: 08/30/2007

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM
1		<input type="checkbox"/>				0.0000	

[View Printable Version](#) 'Go to: [...More...](#)

NOTE: In this case since this is a Statewide the Origin needs to be changed to "EXC". Click the key located to the right of the Origin to change the origin field.



Step 2 – Header Default

Click the [Requisition Default](#) link.

Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/30/2007
Requisition ID: NEXT **Status:** Open

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) **Unit of Measure:**

Vendor: 0000077974 CORPORATE EXPRESS INC **Location:** 0001 [Vendor Lookup](#)

Category:

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 **'Distribute by:** Quantity

Due Date:

Ultimate Use Code: [Modify Shipping Address](#)

Amount Summary

SpeedChart:

Distributions Customize | Find | View All | First 1 of 1 Last

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	<input type="text"/>	58000 <input type="text"/>	08/30/2007 <input type="text"/> <input type="text"/>							

OK Cancel Refresh

Vendor Selection

Enter the Vendor Number, Vendor Location, Buyer and any other data to default into the Requisition. Make sure the vendor number matches the vendor on the Statewide Contract. If the vendor number does not match, the contact will not be available to copy.

NOTE: Distribution data (except account) will not default in from the Statewide Contract.

Input default values and distribution data. Click the **BUTTON** to validate the data.



Maintain Requisitions

Requisition Defaults

Business Unit: 58000 Requisition Date: 08/30/2007
Requisition ID: NEXT Status: Open

Default Options

- Default: If you select this option, the default values entered on this page are treated as part of the defaulting logic...
Override: If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) Unit of Measure:
Vendor: 0000077974 CORPORATE EXPRESS INC Location: 0001
Category: Vendor Lookup

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 Distribute by: Quantity
Due Date:
Ultimate Use Code: Modify Shipping Address

Amount Summary

SpeedChart:

Distributions

Table with columns: Dist, Percent, GL Unit, Account, Sub-Account, Fund Type, Class-Funding, Dept, Bud Ref, CFDA#, Budget Date. Row 1: 1, 100.0000, 58000, 521110, 1000, 19701, 0100088, 07, 07/01/2007

OK Cancel Refresh

Click the OK BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Open

Requisition ID: NEXT [Copy From](#) **Budget Status:** Not Chk'd

Hold From Further Processing

Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)

'Requisition Date: 08/30/2007 [Requester Info](#) [Add Comments](#)

Origin: EXC Exception (Exempted from CPA) [Requisition Activities](#)

'Currency Code: USD Dollar **Amount Summary**

Accounting Date: 08/30/2007 **Total Amount:** 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>

[View Printable Version](#) *Go to:

Input the Item ID Number and REQ Qty, click the  **Refresh** BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open
 Requisition ID: NEXT Copy From Budget Status: Not Ch'kd
 Hold From Further Processing

Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)
 'Requisition Date: 08/30/2007 [Requester Info](#) [Add Comments](#)
 Origin: AGY Agency [Requisition Activities](#)
 'Currency Code: USD Dollar **Amount Summary**
 Accounting Date: 08/30/2007 **Total Amount:** 17.76 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line Custom

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls [PDF]

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	Category	Price
1	06652030100	<input type="checkbox"/>		Can liners, plastic,		2.0000	CS	06652030	8.88000

[View Printable Version](#) 'Go to:

The price defaulted from the ITEM ID Vendor because the correct vendor location was used this price matches the contract price and will not need to be changed.



Step 3 – Verify Line Details and Copy the Statewide Contract

Verification of Line Detail must be completed for EACH Line Item on the Statewide Contract.

Click the **Contract** tab.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)

'Requisition Date: 08/30/2007 [Requester Info](#) [Add Comments](#)

Origin: AGY Agency [Requisition Activities](#)

'Currency Code: USD Dollar

Accounting Date: 08/30/2007

Amount Summary

Total Amount: 17.76 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line Customize | Find | View All | First 1 of 1 Last

Details Ship To/Due Date Status Vendor Information Item Information Attributes **Contract** Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Contract ID	Contract Line
1	06652030100	<input type="checkbox"/>		Can liners, plastic,		

[View Printable Version](#) 'Go to: ...More...

Save Notify Refresh Add Update/Display

Input the **Contract ID** and **Line number**, click the **Lookup Icon** if the contract number is not known. By populating the Vendor number and location the results will only contain contracts against the vendor.

In this example the **Lookup Icon** will be used for the **Contract ID**.



Step 4 – Verify Shipping Details and Input Distribution Information

Schedule

Use the Requisitions Schedule page to specify multiple shipping schedules for each line and to define multiple distributions for each schedule. The Schedule page by default allocates the total by Quantity, but it can also allocate by Dollar amount. To access the Schedule page **click** the [Details](#) tab then **click** the schedule icon  located to the right of the line.

Complete steps 7-12



COPY A REQUISITION TO A REQUISITION

Step 1 – Enter Requisition

Follow the following navigation

Navigation: Purchasing>Requisitions>Add/Update Requisitions>Add a New Value

Requisitions

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

Business Unit:

Requisition ID:

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

Business Unit-Defaults to specific agency for each User.

Requisition Number-Defaults to NEXT. The system will auto number each Requisitions.

NOTE: Do not change the Requisition ID data field. Let the system default NEXT into the data field. The Requisition number will be assigned upon saving.

Click the **BUTTON** to take you to the Requisition Form page.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Open

Requisition ID: NEXT [Copy From](#) **Budget Status:** Not Chk'd

Hold From Further Processing

▼ **Header**

'**Requester:** CORE05 CORE05 [Requisition Defaults](#)
[Requester Info](#)
[Add Comments](#)
[Requisition Activities](#)

'**Requisition Date:** 08/30/2007 [Amount Summary](#)

Origin: AGY Agency

'**Currency Code:** USD Dollar

Accounting Date: 08/30/2007

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line

Details [Ship To/Due Date](#) [Status](#) [Vendor Information](#) [Item Information](#) [Attributes](#) [Contract](#) [Sourcing](#)

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000

[View Printable Version](#) 'Go to:

CLICK THE COPY FROM LINK.



Maintain Requisitions

Copy Requisition

Header

Business Unit:

Requisition ID:

Req Status: Origin:

Requester:

Requester Name:

Requisition Date: To:

Vendor SetID: [Vendor Lookup](#)

Vendor ID: [Vendor Details](#) Vendor Name:

Item SetID: Item ID:

Item Description:

Dept:

Direct Ship

Requisition				
Customize Find View All				
First 1 of 1 Last				
Sel	Req ID	Status	Origin	Requester
<input type="checkbox"/>				

Input the Requisition ID and click the .



Maintain Requisitions

Copy Requisition

Header

Business Unit:

Requisition ID:

Req Status: Origin:

Requester:

Requester Name:

Requisition Date: To:

Vendor SetID: [Vendor Lookup](#)

Vendor ID: [Vendor Details](#) Vendor Name:

Item SetID: Item ID:

Item Description: Direct Ship

Dept:

Requisition				
Customize Find View All				
Sel	Req ID	Status	Origin	Requester
<input checked="" type="checkbox"/>	5800000933	Approved	AGY	CORE05

The Radio box is selected so click the BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Open

Requisition ID: NEXT [Copy From](#) **Budget Status:** Not Chk'd

Hold From Further Processing

Header

Requester: CORE05 CORE05 [Requisition Defaults](#)

Requisition Date: 08/30/2007 [Requester Info](#) [Edit Comments](#)

Origin: AGY Agency [Requisition Activities](#)

Currency Code: USD Dollar

Accounting Date: 08/30/2007

Amount Summary

Total Amount: 5.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line

Details **Ship To/Due Date** **Status** **Vendor Information** **Item Information** **Attributes** **Contract** **Sourcing Controls**

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Cater
1	099930	<input type="checkbox"/>		Shipping and handling		1.0000	SUM	099930

[View Printable Version](#) 'Go to:

Click the Copy From Link



Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/30/2007
Requisition ID: 5800000935 **Status:** Open

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) **Unit of Measure:**
Vendor: 0000000580 DEPARTMENT OF CENTRAL SERVICES **Location:** 0001
Category: [Vendor Lookup](#)

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 **Distribute by:** Quantity
Due Date:
Ultimate Use Code: [Modify Shipping Address](#)

Amount Summary

SpeedChart:

Distributions [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Details

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	100.0000	58000	521110		1000	19701	0100088	07		08/30/2007 <input type="button" value="B"/> <input type="button" value="+"/> <input type="button" value="-"/>

If the default values have been used and they need to be changed, then update the Requisition using the default page.



Maintain Requisitions

Requisition Defaults

Business Unit: 58000 Requisition Date: 08/30/2007
Requisition ID: 5800000935 Status: Open

Default Options

- Default: If you select this option, the default values entered on this page are treated as part of the defaulting logic...
Override: If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) Unit of Measure:
Vendor: 0000000580 DEPARTMENT OF CENTRAL SERVICES Location: 0001
Category: Vendor Lookup

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 Distribute by: Quantity
Due Date:
Ultimate Use Code: Modify Shipping Address

Amount Summary

SpeedChart:

Distributions table with columns: Dist, Percent, GL Unit, Account, Sub-Account, Fund Type, Class-Funding, Dept, Bud Ref, CFDA#, Budget Date. Row 1: 1, 100.0000, 58000, 521110, 1000, 20000, 0100088, 07, 08/30/2007

OK Cancel Refresh

After values have been updated click the OK BUTTON.



Retrofit Field Changes

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit: 58000 **Requisition Date:** 08/30/2007
Requisition ID: 5800000935 **Status:** Open

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Customize Find View All First 1-2 of 2 Last				
Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	GL Unit	58000	<input type="checkbox"/>
<input type="checkbox"/>	1	Class-Funding	20000	<input type="checkbox"/>

This page allows the user to update defaulted values. Click the radio box next to the value to change, then click the BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Open

Requisition ID: 5800000935 **Budget Status:** Not Chk'd

Hold From Further Processing

▼ **Header**

'Requester: CORE05 [Requisition Defaults](#)

'Requisition Date: [Requester Info](#) [Edit Comments](#)

Origin: Agency [Requisition Activities](#)

'Currency Code: Dollar [Document Status](#)

Accounting Date: [Amount Summary](#)

Total Amount: 5.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) **Line:** **To:**

[Item Search](#) [Requester Items](#)

Line

Details **Ship To/Due Date** **Status** **Vendor Information** **Item Information** **Attributes** **Contract** **Sourcing Controls**

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM
1	<input type="text" value="099930"/> <input type="button" value="SEARCH"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="SEARCH"/>	Shipping and handling <input type="button" value="SEARCH"/>	<input type="text"/>	1.0000	SUM

[View Printable Version](#) **'Go to:**

Click the Edit Comment link.



Header Comments

Business Unit: 58000 **Requisition Date:** 08/30/2007

Requisition ID: 5800000935 **Status:** Open

Retrieve Active Comments Only

***Sort Method:** ***Sort Sequence:**

Comments [Find](#) | [View All](#) First Last

[Copy Standard Comments](#)

Comment Status: Active

Enter Header Comments Here.

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Email**

[From -> REQ 58000-5800000933](#)

Click the **View All** link.



Header Comments

Business Unit: 58000 **Requisition Date:** 08/30/2007
Requisition ID: 5800000935 **Status:** Open

Retrieve Active Comments Only **Retrieve**

***Sort Method:** Comment Time Stamp ***Sort Sequence:** Ascending **Sort**

Comments Find | View 1 First 1-2 of 2 Last

[Copy Standard Comments](#) **Comment Status:** Active **Inactivate** +

Enter Header Comments Here.

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Attach** **View** **Delete** **Email**

[From -> REQ 58000-5800000933](#)

[Copy Standard Comments](#) **Comment Status:** Active **Inactivate** +

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
State of _____ County of _____, of lawful age, being first duly sworn, on oath, say that: I (S)he is the duly authorized agent of Bidder and/or contractor submitting the competitive

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Attach** **View** **Delete** **Email**

[From -> REQ 58000-5800000933](#)

OK **Cancel** **Refresh**

Update comments. The best way to update a comment is to inactivate the comment by clicking the **Inactivate** BUTTON.



Header Comments

Business Unit: 58000 **Requisition Date:** 08/30/2007
Requisition ID: 5800000935 **Status:** Open

Retrieve Active Comments Only **Retrieve**

***Sort Method:** Comment Time Stamp ***Sort Sequence:** Ascending **Sort**

Comments Find | **View 1** First 1-2 of 2 Last

Copy Standard Comments **Comment Status:** Inactive **Undo** +

Enter Header Comments Here.

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Attach** **View** **Delete** **Email**

[From -> REQ 58000-5800000933](#)

[Copy Standard Comments](#) **Comment Status:** Active **Inactivate** +

THIS BID INVALID IF NOT SIGNED AND NOTARIZED

Affidavit:
State of _____ County of _____, of lawful age, being first duly sworn, on oath say that I (S)he is the duly authorized agent of Bidder and/or contractor submitting the competitive

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Attach** **View** **Delete** **Email**

[From -> REQ 58000-5800000933](#)

OK **Cancel** **Refresh**

The inactive **BUTTON** changed to **Undo**. To add a comment click the **+** **BUTTON** LOCATED TO THE RIGHT OF THE COMMENT.



Header Comments

Business Unit: 58000 **Requisition Date:** 08/30/2007
Requisition ID: 5800000935 **Status:** Open

Retrieve Active Comments Only

***Sort Method:** ***Sort Sequence:**

Comments [Find](#) | [View 1](#) First Last

[Copy Standard Comments](#) **Comment Status:** Inactive

Enter Header Comments Here.

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Email**

[From -> REQ 58000-5800000933](#)

[Copy Standard Comments](#) **Comment Status:** Active

Send to Vendor **Shown at Receipt** **Shown at Voucher**

Associated Document

Attachment **Email**

[From -> REQ 58000-5800000935](#)

[Copy Standard Comments](#) **Comment Status:** Active

THIS BID IS VOID UNTIL SIGNED AND NOTARIZED.



Input your comment and click the **OK** BUTTON. If you were to review your comments again the inactive comment will not be available.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: 5800000935 Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: CORE05 CORE05 [Requisition Defaults](#)

*Requisition Date: 08/30/2007 [Requester Info](#) [Edit Comments](#)

Origin: AGY Agency [Requisition Activities](#)

*Currency Code: USD Dollar [Document Status](#)

Accounting Date: 08/30/2007 [Amount Summary](#)

Total Amount: 5.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) Line: To: **Retrieve**

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	C
1	099930	<input type="checkbox"/>		Shipping and handling		1.0000	SUM	09

[View Printable Version](#) *Go to:

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Refresh**

Click the **Save** BUTTON.

If needed **click** on the Line Comment Icon and update.

The requisition is ready to be completed. Follow sets 7-12



MIS REQUISITION OPTIONS

Requisition Activity

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Open

Requisition ID: 5800000935 Budget Status: Not Chk'd

Hold From Further Processing

▼ Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)

'Requisition Date: 08/30/2007 [Requester Info](#) [Edit Comments](#)

Origin: AGY Agency [Requisition Activities](#)

'Currency Code: USD Dollar [Document Status](#)

Accounting Date: 08/30/2007 [Amount Summary](#)

Total Amount: 5.00 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) Line: To:

[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	Category
1	099930	<input type="checkbox"/>		Shipping and handling		1.0000	SUM	099930

[View Printable Version](#) 'Go to:

Click the Requisition Activity Link.

Activities

Business Unit: 58000 Requisition Date: 08/30/2007

Requisition ID: 5800000935 Status: Open

Requisition Activities Customize | Find | First 1 of 1 Last

Done	'Due Date	'SeqNum	Comments
1 <input type="checkbox"/>	09/14/2007 <input type="button" value="Calendar"/>	1	<input type="text"/>



Enter and track activities associated with a particular transaction. Keep the activity comments organized by logging the due date and by selecting the done check box. This is a good place to track CRM cases.



REVIEWING REQUISITION ACCOUNTING ENTRIES

Overview

This screen shows the budget checking entry of the Requisition and any reverses against the Requisition, (Purchase Order).

Reversal

The amount reducing the pre-encumbrance

Finalizing

This process Marks the document as finalized and will reduce any remaining pre-encumbrance balance and any changes to the PO will not update the Requisition.

Follow the following navigation

Navigation: Purchasing>Requisitions>Review Requisition Information>Accounting Entries

Selection Criteria

*Business Unit:

From Req: To Req:

Requisition Status:

Fiscal Year From/To: Max Rows:

*Accounting Line View Option: *Ledger Group:

ChartFields

Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project	Oper Unit	Affiliate	Fund Affil	Alt Acct
1	<input type="text"/>											

Input the Requisition ID and select a Ledger Group of Allot.

Other ledger available; DEPT and ACCT, CASH. Cash is not used for Encumbrances, DEPT and ACCT are tracking budget. If you use a TBD account, review the entries by using Ledger Group DEPT.

Click the BUTTON.



Requisition Accounting Entries

Business Unit: 58000
From Req: 5800000933 **To Req:** 5800000933
Status:
From Fiscal Year: **To:**

Accounting Line View Option: Standard **CommitmentControl Ledger Group:** ALLOT

Accounting Entries Customize | Find | View All | First 1 of 1 Last

Details **ChartFields**

Trans Type	Line	Sched	Dist	Entry Event	GL Unit	Class-Funding	Dept	Bud Ref	Monetary Amount	Base Curr	Closed Value	Budget Period	Fiscal Year	Journal ID	Tran Date	Reference Reversal ID
REQ_PREENC	1	1	1		58000	19701	01	07	5.00 USD	N		2007	2008	0005707873	08/29/2007	

[Accounting Lines Search](#)

Requisition Accounting Entries

Business Unit: 58000
From Req: 5800000933 **To Req:** 5800000933
Status:
From Fiscal Year: **To:**

Accounting Line View Option: Standard **CommitmentControl Ledger Group:** ALLOT

Accounting Entries Customize | Find | View All | First 1 of 1 Last

Details **ChartFields**

Trans Type	Line	Sched	Dist	Entry Event	GL Unit	Accounting Period
REQ_PREENC		1	1	1	58000	2

Account period-Based upon the Requisition's Accounting Date.

Budget Period-Based upon Requisition's Budget Date.

Fiscal Year-Based upon Requisition Accounting Date



REVIEW REQUISITION INQUIRY PAGE

Follow the following navigation

Navigation: Purchasing>Requisitions>Review Requisition Information>Requisitions

Requisition Inquiry

Business Unit:	<input type="text" value="58000"/>	<input type="button" value="Search"/>	To Req:	<input type="text"/>	<input type="button" value="Search"/>
Requisition ID:	<input type="text"/>	<input type="button" value="Search"/>	Origin:	<input type="text"/>	<input type="button" value="Search"/>
Req Status:	<input type="text"/>	<input type="button" value="Search"/>	To:	<input type="text"/>	<input type="button" value="Search"/>
Requester:	<input type="text"/>				
Requester Name:	<input type="text"/>				
Requisition Date:	<input type="text"/>	<input type="button" value="Calendar"/>	Vendor Name:	<input type="text"/>	
Vendor SetID:	<input type="text" value="00000"/>	Vendor Lookup	Item ID:	<input type="text"/>	
Vendor ID:	<input type="text"/>	<input type="button" value="Search"/>	<input type="checkbox"/> Direct Ship		
Item SetID:	<input type="text" value="00000"/>	Vendor Details			
Item Description:	<input type="text"/>				
Dept:	<input type="text"/>	<input type="button" value="Search"/>			

Input the Requisition ID. A From Requisition ID and a To Requisition ID is needed. If only one Requisition is being looked up then the number will be the same. **Click the Tab Key to validate the data.**



Requisition Inquiry

Business Unit: 58000

Requisition ID: 5800000825

Req Status: []

Requester: []

Requester Name: []

Requisition Date: []

Vendor SetID: 00000

Vendor ID: []

Item SetID: 00000

Item Description: []

Dept: []

To Req: 5800000825

Origin: []

To: []

Vendor Name: []

Item ID: []

Direct Ship

OK Cancel

Click the **OK** BUTTON.

Requisitions

Req Inquiry Customize | Find | View 11 | First 1 of 1 Last

Details Status

Unit	Requisition	Status	Requester	Req Date	Total Amt
58000	5800000825	Complete	Esther Ward	07/12/2006	20,000.000 USD

[Search](#)

Notify

Click the **Status** tab.

Requisitions

Req Inquiry Customize | Find | View 11 | First 1 of 1 Last

Details Status

Unit	Requisition	Change Order	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher	Use ProCard	Document Status	Approval History
58000	5800000825	Y	Y	Y				Y			

[Search](#)

Notify



From this screen you are able to see several fields of information.

1. A Change Order has been created
2. A RFQ has been created
3. A Purchase Order has been created
4. A Voucher has been created.
5. Review Document Status and Approval History

Review the Change Order, RFQ, Purchase Order or Voucher by clicking the [Y](#) hyperlink.

Click the [Y](#) hyperlink for the Purchase Order

Requisition to Purchase Order List

Unit: 58000 Req ID: 5800000825

Purchase Order Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Details [More](#)

Line	Sched	Dist	Status	Direct Ship	Purchase Order	Line	Schedule	Dist	Status	Due Date	Item ID	Description
1	1	1	Complete		5809004710	1	1	1	Compl	07/26/2006	003103	Air conditioners: commercial.

[Return](#)

Click the Show All Tab to review all the data. Click the PO link to create a new window to display the Purchase Order Inquiry Screen.



Purchase Order Inquiry
Purchase Order

Unit: 58000 **PO Status:** Compl
PO ID: 5809004710 **Budget Status:** Valid

Header

PO Date: 07/26/2006 **Doc Tol Status:** Valid
Vendor: STREETS IN-001 **Backorder Status:** None
Vendor ID: 0000215551 [Vendor Details](#) **Receipt:** Not Recvd
 Hold From Further Processing
Buyer: Keith Hicks

PO Reference: Req - 5800000825 / 07580400058

Amount Summary

Merchandise: 5000.00
Freight/Tax/Misc.: 0.00
Total: 5000.00 USD

Select Lines To Display

[Header Details](#) [All RTV](#) [Matching](#)
[Header Comments...](#) [Document Status](#)
[Change Order](#)

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1	003103	Air conditioners: commercial	003103	1.0000	SUM	5000.00 USD	Closed

[Return to Search](#) [Notify](#) [Related Links](#)

This is a new window to close **click** the X in the upper right hand corner.

Requisition to Purchase Order List

Unit: 58000 **Req ID:** 5800000825 00000

Purchase Order Details

Line	Sched	Dist	Status	Direct Ship	Purchase Order	Line	Schedule	Dist	Status	Due Date	Item ID	Description
1	1	1	Complete		5809004710	1	1	1	Compl	07/26/2006	003103	Air conditioners: commercial

[Return](#)

Click the [Return](#) **BUTTON** to take you back to the Requisition Inquiry Page.



Requisitions

Req Inquiry Customize | Find | View 11 | First 1 of 1 Last

Details **Status**

Unit	Requisition	Change Order	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher	Use ProCard	Document Status	Approval History
58000	5800000825	Y	Y	Y				Y			

[Search](#)

[Notify](#)

Click the [Y](#) hyperlink for the Voucher.

Requisition to Voucher list

Business Unit: 58000 Req ID: 5800000825

Voucher Details Customize | Find | View All | First 1 of 1 Last

Req Line	Req Sched	Req Distr	Voucher ID	Voucher Line Number	Payment Information	Business Unit	Item ID	Quantity	UOM	Amount	Currency
1	1	1	00032565	1	Payment Information	58000	003103	1.0000	SUM	5000.000	Dollar

[Return](#)

From here use the hyperlink Voucher number to take you to voucher Inquiry or [Payment Information](#) link to review payments.

Click the [Payment Information Link](#). This opens a new window displaying voucher payment.

Business Unit: 58000 Voucher ID: 00032565 Invoice Number: 22618

Vendor Name: STREETS INC Vendor Location: 0001

Gross Invoice Amount: 5,000.00 Transaction Currency: USD

Details Customize | Find | View All | First 1 of 1 Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
46700	OST	OST	102377992			08/30/2006	5,000.00	USD	5,000.00	Paid

This is a new window. To close the window, click on the X in the top right hand corner.

Click the [Return](#) BUTTON.



Requisitions

Req Inquiry Customize | Find | View 11 | First 1 of 1 Last

Details Status

Unit	Requisition	Change Order	On RFQ	On PO	Direct Ship	Received	On MSR	On Voucher	Use ProCard	Document Status	Approval History
58000	5800000825	Y	Y	Y				Y			

[Search](#)

Notify

By **clicking** the Requisition hyperlink you are able to review the detail of the Requisition; Line information, Schedule information, and Distribution information. There are also other hyperlinks available to review, take some time to look at them.



Using the Vendor Lookup

From the Requisition Default click the [Vendor Lookup](#) Icon

Vendor Search

Search Criteria

Name: ShortName:
City: State:
Country: Postal:
Class: Type:
Max Rows: Category:

Search Results Customize | Find | View All | First 1 of 1 Last

Sel	Vendor ID	Location	Address	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>						

Vendor Detail Address Select All Deselect All

From this page you are able to look up a vendor by several criteria's.

- Name
- Short name
- City
- Class
- Category-Locate Registered Vendors
- Others

Lookup by Name

Input the vendor's name, if you do not know how to spell the name then input the first few digits and click the BUTTON. (If you expect more then 10 results, be sure to change the Max Rows.)

In this example XEROX will be used.



Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

1 to 10 of 38

Search Results [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-5 of 10](#) | [Last](#)

<u>Sel</u>	<u>Vendor ID</u>	<u>Location</u>	<u>Address Sequence Number</u>	<u>Short Vendor Name</u>	<u>Name 1</u>	<u>Withholding Applicable</u>
<input type="checkbox"/>	0000067126	0001	1	XEROX ENGI-001	XEROX ENGINEERING SYSTEMS COMPANY, INC.	X
<input type="checkbox"/>	0000068426	0001	1	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0002	2	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0003	3	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0004	4	XEROX CORP-008	XEROX CORPORATION	N

Vendor Detail Address [Select All](#) [Deselect All](#)

Click the [View All](#) link to review all the results.



Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

1 to 10 of 38

Search Results Customize | Find | View 5 | First 1-10 of 10 Last

Sel	Vendor ID	Location	Address Sequence Number	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>	0000067126	0001	1	XEROX ENGI-001	XEROX ENGINEERING SYSTEMS COMPANY, INC.	X
<input type="checkbox"/>	0000068426	0001	1	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0002	2	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0003	3	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0004	4	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0005	5	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0006	6	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0007	7	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0008	8	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0009	9	XEROX CORP-008	XEROX CORPORATION	N

Vendor Detail Address [Select All](#) [Deselect All](#)

To review a particular vendor click the Radio Box located to the left.



Notice the [Vendor Detail](#) and [Address](#) becomes available.

Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

1 to 10 of 38

Search Results Customize | Find | View 5 | First 1-10 of 10 Last

Sel	Vendor ID	Location	Address Sequence Number	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>	0000067126	0001	1	XEROX ENGI-001	XEROX ENGINEERING SYSTEMS COMPANY, INC.	X
<input checked="" type="checkbox"/>	0000068426	0001	1	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0002	2	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0003	3	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0004	4	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0005	5	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0006	6	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0007	7	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0008	8	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0009	9	XEROX CORP-008	XEROX CORPORATION	N

[Vendor Detail](#) [Address](#)

Click the [Vendor Detail](#) link.



Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

1 to 10 of 38

Search Results [Customize](#) | [Find](#) | [View 5](#) | [First](#) | [1-10 of 10](#) | [Last](#)

Sel	Vendor ID	Location	Address Sequence Number	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>	0000067126	0001	1	XEROX ENGI-001	XEROX ENGINEERING SYSTEMS COMPANY, INC.	X
<input checked="" type="checkbox"/>	0000068426	0001	1	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0002	2	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0003	3	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0004	4	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0005	5	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0006	6	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0007	7	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0008	8	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0009	9	XEROX CORP-008	XEROX CORPORATION	N

[Vendor Detail](#) [Address](#)

Click the [Address](#) link.



Address

SetID: 00000 **Vendor ID:** 0000068426

Country: USA United States

Address 1: 14000 QUAIL SPRINGS PKWY STE 1100

Address 2:

Address 3:

City: OKLAHOMA CITY

County: **Postal:** 73134-2630

State: OK Oklahoma

Click the BUTTON.



Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

1 to 10 of 38

Search Results Customize | Find | View 5 | First 1-10 of 10 Last

Sel	Vendor ID	Location	Address Sequence Number	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>	0000067126	0001	1	XEROX ENGI-001	XEROX ENGINEERING SYSTEMS COMPANY, INC.	X
<input checked="" type="checkbox"/>	0000068426	0001	1	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0002	2	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0003	3	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0004	4	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0005	5	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0006	6	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0007	7	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0008	8	XEROX CORP-008	XEROX CORPORATION	N
<input type="checkbox"/>	0000068426	0009	9	XEROX CORP-008	XEROX CORPORATION	N

[Vendor Detail](#) [Address](#)

To review another vendor click the Radio Box and follow the above steps. To accept the vendor, click the BUTTON. This will take you back to the Requisition Header page.



Lookup by Category

Vendor Search

Search Criteria

Name: ShortName:
City: State:
Country: Postal:
Class: Type:
Max Rows: Category:

Search Results

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

Sel	Vendor ID	Location	Address	Short Vendor Name	Name 1	Withholding Applicable
<input type="checkbox"/>						

Vendor Detail Address Select All Deselect All

If you know the Category the purchase is for and you want to review all the Registered Vendors then input the Category Code, Input a Type and **click the BUTTON**. If there are no results, then there is no Registered Vendor for this Category.

In this example Category 00051404 is used and rate type of R07 for SFY 07.



Vendor Search

Search Criteria

Name: ShortName:

City: State:

Country: Postal:

Class: Type:

Max Rows: Category:

1 to 4 of 4

Search Results Customize | Find | View All | First | 1-4 of 4 | Last

Sel	Vendor ID	Location	Address Sequence Number	Short Vendor Name	Name 1	Withholding Applicable
<input checked="" type="checkbox"/>	0000054079	0002	2	STAG ENTER-001	STAG ENTERPRISE INC	Y
<input type="checkbox"/>	0000070815	0001	1	LAMPTON WE-001	LAMPTON WELDING SUPPLY	Y
<input type="checkbox"/>	0000070815	0003	3	LAMPTON WE-001	LAMPTON WELDING SUPPLY	Y
<input type="checkbox"/>	0000070815	0004	4	LAMPTON WE-001	LAMPTON WELDING SUPPLY	Y

[Vendor Detail](#) [Address](#)

These search criteria gave me all vendors registered for category 00051404 in SFY 07.

To select a vendor click the Radio Box located to the left of the vendor then click the BUTTON. This will take you back to the Requisition Header Page.



CUSTOMIZE DISTRIBUTION PAGE

Retrieve documents distribution page

Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/31/2007
Requisition ID: NEXT **Status:** Open

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: **Unit of Measure:**
Vendor: **Location:**
Category: [Vendor Lookup](#)

Item Defaults

Ship To: OSF - ADMINISTRATION **Distribute by:**
Due Date:
Ultimate Use Code: [Modify Shipping Address](#)

Amount Summary

SpeedChart:

Distributions

Details [Asset Information](#)

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Proj
1	<input type="text"/>	<input type="text" value="09000"/>	<input type="text"/>								

[Customize](#) | [Find](#) | [View All](#) | First Last

Project	Oper Unit	PC Bus Unit	Affiliate	Fund Affil	Activity	Source Type	Category	Subcategory	Budget Date	Location	IN Unit
<input type="text"/>	<input type="text" value="08/31/2007"/>	<input type="text" value="09000"/>	<input type="text"/>								

Click the [Customize](#) link.



Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Tab Details (frozen)
- Dist (frozen)
- Percent
- GL Unit
- Account
- Sub-Account
- Fund Type
- Class-Funding
- Dept
- Bud Ref
- CFDA#
- Program
- Project
- Oper Unit
- PC Bus Unit
- Affiliate
- Fund Affil
- Activity
- Source Type
- Category
- Subcategory
- Budget Date
- Location
- IN Unit
- Tab Asset Information
- Business Unit
- Profile ID
- Capitalize
- Cost Type
- Description

Hidden
 Frozen

Sort Order

Descending

OK Cancel Preview [Copy Settings](#) [Share Settings](#) [Delete Settings](#)

The left hand column shows all fields available on the distribution line. To hide the field, **click** on the field name.



Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Tab Details (frozen)
- Dist (frozen)
- Percent
- GL Unit
- Account
- Sub-Account
- Fund Type
- Class-Funding
- Dept
- Bud Ref
- CFDA#
- Program**
- Project
- Oper Unit
- PC Bus Unit
- Affiliate
- Fund Affil
- Activity
- Source Type
- Category
- Subcategory
- Budget Date
- Location
- IN Unit
- Tab Asset Information
- Business Unit
- Profile ID
- Capitalize
- Cost Type
- Description

Hidden
 Frozen

Sort Order

Descending

OK Cancel Preview [Copy Settings](#) [Share Settings](#) [Delete Settings](#)

The Hidden radio box becomes available. **Click** the Radio Box. Repeat this process for each field you want to hide. (If you have several fields in a row to hide, **click** the first field, hold down the shift key, scroll through the fields and then **click** the Radio Box.



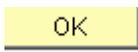
Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order		Sort Order	
Tab Details (frozen)			
Dist (frozen)			
Percent			
GL Unit			
Account	<input checked="" type="checkbox"/>		<input type="checkbox"/> Descending
Sub-Account	<input type="checkbox"/>		
Fund Type			
Class-Funding			
Dept			
Bud Ref			
CFDA#			
Program (hidden)			
Project (hidden)			
Oper Unit (hidden)			
PC Bus Unit (hidden)			
Affiliate (hidden)			
Fund Affil (hidden)			
Activity (hidden)			
Source Type (hidden)			
Category (hidden)			
Subcategory (hidden)			
Budget Date			
Location (hidden)			
IN Unit (hidden)			
Tab Asset Information (hidden)			
Business Unit (hidden)			
Profile ID (hidden)			
Capitalize (hidden)			
Cost Type (hidden)			
Description (hidden)			

OK Cancel Preview [Copy Settings](#) [Share Settings](#) [Delete Settings](#)

Notice the fields hidden have the word hidden after the field name. To unhide a column, select the field then de-select the radio box.

Click the  **BUTTON.**



Maintain Requisitions

Requisition Defaults

Business Unit: 58000 Requisition Date: 08/31/2007
Requisition ID: NEXT Status: Open

Default Options

- Default: If you select this option, the default values entered on this page are treated as part of the defaulting logic...
Override: If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: [input] Unit of Measure: [input]
Vendor: [input] Location: [input]
Category: [input] Vendor Lookup

Item Defaults

Ship To: 09000 OSF - ADMINISTRATION Distribute by: Quantity
Due Date: [input]
Ultimate Use Code: [input] Modify Shipping Address

Amount Summary

SpeedChart: [input]

Distributions Customize | Find | View All | First 1 of 1 Last

Table with columns: Dist, Percent, GL Unit, Account, Sub-Account, Fund Type, Class-Funding, Dept, Bud Ref, CFDA#, Budget Date. Row 1: 1, [input], 09000, [input], [input], [input], [input], [input], [input], [input], [input], 08/31/2007

OK Cancel Refresh



SOLE SOURCE AND BRAND AFFIDAVITS

TYPE	Reason for Sole Source/Sole Brand	Affidavit must Clearly:
1	Only a specified make, mode, or brand will meet Agency needs even though the makes modes or brands are available from multiple vendors. A brand name description or other purchase description to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer does not provide for full and open competition regardless of the number of suppliers solicited. This restricts competition in that only suppliers able to provide a specified make, model, or brand are permitted to compete.	State why the specified makes, models or unique services are absolutely essential to the 'State' requirements.
2	Market research clearly shows that there is only one responsible supplier and it can be demonstrated that no other suppliers or services will satisfy agency requirements.	State why the specified makes, models, or unique services are absolutely essential to the State's requirements, and what market research was accomplished to clearly establish that only one supplier can provide the supplies or services.
3	Requirement is for additional units or replacement parts of specified makes and modes of technical equipment and only one supplier available	State why the specified makes and models are absolutely essential to the State's requirements and what market research was accomplished to clearly establish that only one supplier can provide the supplies or services.
4	Agency needs to purchase suppliers or services from the original supplier in the case of a follow-on contract because award to any other supplier would result in substantial duplication of costs to the State that would not be recovered through competition, or in unacceptable delays in fulfilling agency requirements.	Provide data, estimated cost and how those costs were derived extent of delay and impact of delay, and other rationale as to the extent and nature of the harm to the Government.
5	Purchase of a brand name commercial item that will be used for authorized resale	No additional information needed
6	Agency has an unusual and compelling urgency for suppliers or services and the State would be seriously injured unless the agency is permitted to limit the number of suppliers from which it solicits bids/proposals.	Provide data, estimated cost and how those costs were derived and other rational as to the extent and nature of the harm to the Government. Justification may be prepared and approved within a reasonable time after contract award when preparation and approval prior to award would be unreasonably delayed the acquisitions.



TYPE	Reason for Sole Source/Sole Brand	Affidavit must Clearly:
7	Agency needs to acquire services of an expert, such as expert services to support a current or anticipated litigation or dispute, involving the State in any trial, hearing, or proceeding whether or not the expert is expected to testify. Examples of such services include, but are not limited to assisting the State in the Analysis presentation, or defense of any claim or request for adjustment to contract terms and conditions, whether asserted by a supplier or the State, which is in litigation or dispute, or is anticipated to result in dispute or litigation.	Indicate why the source for expert services is absolutely essential to the State's requirements, thereby precluding consideration of other sources.
8	A statute expressly authorizes or requires that the acquisition be made for a specified supplier for Oklahoma State Industries, State Use Committee	Attach a copy of the referenced statute.



SOLE SOURCE/SOLE BRAND APPROVAL AUTHORITY

Acquisition \$ Amount	\$ Within Agency DMPA*	\$ Exceed Agency DMPA*
Under \$2500	No affidavit or approval required	No affidavit or approval required
\$2500-\$10,000	Agency Chief Administrative Officer	State purchasing Director
\$10,000-\$25,000	Agency Chief Administrative Officer	State Purchasing Director
Over \$25,000	Not applicable. Agency DMPA limited to 25,000	State Purchasing Director

- *DMPA: Delegated Monetary Procurement Authority*

Depending on an agency's authority, the Delegated Monetary Procurement Amount may vary. These tables are meant as an example only.

**Footnote: Data is from the Procurement Information Memorandum (number 99-3 revised).
Issued 09/30/04.**



PURCHASE ORDER TYPE AND ORIGIN

The origin is directly associated to the workflow path that a specific Purchase Order requires.

Type of Purchase	PO Type	Origin	Approve Amounts	Issued By
Postage<\$25,000	InterAgy	AGY	CPO	Agency
Postage>\$25,000	InterAgy	EXC	CPO	Agency
Utilities	Exempt CP	EXC	CPO	Agency
Release against a Statewide	Release	EXC	CPO	Agency
Other Govt Agency	InterAgy	EXC	CPO	Agency
Fixed Rate <\$25,000	Fixed Rate	AGY	CPO	Agency
Fixed Rate >\$25,000	Fixed Rate	CP	CP	CP
Professional Svc Title 18<\$25,000	Prof No bid	AGY	CPO	Agency
Professional Svc Title 18 >\$25,000	Prof No bid	CP	CP	CP
One Net	Release	EXC	CPO	Agency
Authority Orders	Auth Ord	EXC	CPO	Agency
Lease Purchase	Lease/Purch	CP	CP	CP
Property Lease	Prop Lease	LSG	St Leasing	St leasing
Construction and Properties<\$500	Title 61	AGY	CPO	Agency
Construction and Properties>\$500	Title 61	CAP	CAP	CAP
GSA	GSA	CP	CP	CP
Sole Source/Brand<\$25,000	Open Market	AGY	CPO	Agency
Sole Source/Brand>\$25,000	Open Market	CP	CP	CP
State Use <\$25,000	Open Market	AGY	CPO	Agency
State Use>\$25,000	Open Market	CP	CP	CP
Open Market <\$25,000	Open Market	AGY	CPO	Agency
Open market >\$25,000	Open Market	CP	CP	CP

Depending on the agency's authority the Delegated Monetary Procurement Amount may vary. These tables are meant as an example only.



REQUISITION TABLES

Item ID

Unit of Measure

Navigation: Items>Define Items and Attributes>Unit of Measure

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

Find an Existing Value

SetID: = 00000

Item ID: begins with 0979

Family: begins with

Item Group: begins with

Description: begins with

Case Sensitive

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

Input the Item ID number and click the **Search** BUTTON.



Units of Measure

SetID: 00000 Item ID: 0979
RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA

Convert To
Standard Unit of Measure: MOR MONTHLY RATE

Convert From [Find](#) | [View All](#) First 1 of 3 Last

*Unit of Measure: DAY PERSON DAY
*Conversion Rate: 1.00000000
*Quantity Precision: Decimal
 Default Stocking UOM Default Req UOM

Rounding Rule
 Natural Round Round Up

Unit of Measure Type [Find](#) | [View All](#) First 1-3 of 3 Last

Ordering	+ -	
Shipping	+ -	
Stocking	+ -	

[UOM Weight/Volume](#) [Global Trade Item Number](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

This page will show all the UOM that are available for that Item ID. Click the [View All](#) link.



Units of Measure

SetID: 00000 **Item ID:** 0979
RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA

Convert To

Standard Unit of Measure: MOR MONTHLY RATE

Convert From Find | View 1 First ◀ 1-3 of 3 ▶ Last

'Unit of Measure: DAY PERSON DAY

'Conversion Rate: 1.00000000

'Quantity Precision: Decimal

Default Stocking UOM Default Req UOM

Rounding Rule
 Natural Round Round Up

Unit of Measure Type + -

Unit of Measure Type	Find	View All	First	◀	1-3 of 3	▶	Last
Ordering							
Shipping							
Stocking							

[UOM Weight/Volume](#) [Global Trade Item Number](#)

'Unit of Measure: MOR MONTHLY RA

'Conversion Rate: 1.00000000

'Quantity Precision: Decimal

Default Stocking UOM Default Req UOM

Rounding Rule
 Natural Round Round Up

Unit of Measure Type + -

Unit of Measure Type	Find	View All	First	◀	1-3 of 3	▶	Last
Ordering							
Shipping							
Stocking							

[UOM Weight/Volume](#) [Global Trade Item Number](#)

'Unit of Measure: SUM SUM

'Conversion Rate: 1.00000000

'Quantity Precision: Decimal

Unit of Measure Type + -

Unit of Measure Type	Find	View All	First	◀	1-3 of 3	▶	Last
Ordering							



*Conversion Rate: 1.00000000

*Quantity Precision: Decimal

Default Stocking UOM Default Req UOM

Rounding Rule

Natural Round Round Up

Ordering	+ -	
Shipping	+ -	
Stocking	+ -	

[UOM Weight/Volume](#) [Global Trade Item Number](#)

If the UOM is not in this list then review the Item ID's to determine if there is a different one that should be used, or notify the Department of Central Services a UOM needs to be added.



Item ID (Purchasing Attributes)

Navigation: Items>Define Items and Attributes>Purchasing Attributes

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

Find an Existing Value

SetID: [=] 00000

Item ID: [begins with] 0979

Description: [begins with]

Item Group: [begins with]

Family: [begins with]

Category: [begins with]

Include History Correct History Case Sensitive

[Basic Search](#)

Input the Item ID and click the BUTTON.

Purchasing Attributes | [Purchasing Controls](#) | [Item Vendor](#)

SetID: 00000 Item ID: 0979 Standard Unit of Measure: MOR

Description: RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA

PO Available Date: [01/01/1951] *Item Descr: RENTAL OF EQUIPMENT RENTAL OF

Unavailable: [] Category: 0979

Standard Price: 659.05000 MOR Model: []

Last PO Price: 659.05000 Asset Profile ID: []

*Currency: USD Dollar Ultimate Use Code: []

Lead Time Days: [] Physical Nature: Goods

Primary Buyer: EHAYES Eileen Hayes (580)

*Long Description:
Rental or lease services of equipment - engineering, hospital, laboratory, precision instruments, refrigeration, scales, and testing equipment

Associated Picture
File Name: []
File Extension: []

*Account: 532140 Sub-Account: []

[Item Specifications](#) | [Packing Details](#) | [VAT Default](#) | [VAT Service Treatment Setup](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

NOTE: The circled data will default into the Requisition/PO unless there is a Priority Vendor, then that data will default in.



Standard Price

A standard price is required for each item and becomes the default price in transactions where another price, such as a vendor price or a contract price, is not defined for the item.

Click the Purchasing Control Tab.

Purchasing Attributes | **Purchasing Controls** | **Item Vendor**

SetID: 00000 Item ID: 0979 Standard Unit of Measure: MOR
 Description: RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA

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

- ▶ Matching Controls
- ▶ Receiving Controls
- ▶ Sourcing Controls
- ▶ Misc. Controls and Options
- ▶ WorkFlow Notification Controls

BU Attributes

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

To review a section click the ▶ on the line. Click on the Matching Control Section

Purchasing Attributes | **Purchasing Controls** | **Item Vendor**

SetID: 00000 Item ID: 0979 Standard Unit of Measure: MOR
 Description: RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA

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

- ▼ Matching Controls

	Tolerance Over	Tolerance Under
Unit Price Tolerance:	0.00000	0.00000
% Unit Price Tolerance:	0.00	0.00
Ext Price Tolerance:	0.00000	0.00000
% Ext Price Tolerance:	0.00	0.00
- ▶ Receiving Controls
- ▶ Sourcing Controls
- ▶ Misc. Controls and Options
- ▶ WorkFlow Notification Controls

BU Attributes

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)



This data will default into the PO Schedule line and can be overwritten. To collapse the section **click** the  on the line.

Click on the Receiving Control section.

Purchasing Attributes		Purchasing Controls		Item Vendor	
SetID:	00000	Item ID:	0979	Standard Unit of Measure:	MOR
Description:	RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA				
Expand All		Collapse All			
▶ Matching Controls					
▼ Receiving Controls					
'Receiving Required	<input type="text" value="Required"/>	<input type="checkbox"/> Inspection Required			
<input checked="" type="checkbox"/> Reject Qty Over Tolerance		Inspect Sample Percent:	<input type="text" value="0.00"/>		
Qty Rcvd Tolerance %:	<input type="text" value="0.00"/>	'Inspection UOM:	<input type="text" value="Standard"/>		
'Partial Qty:	<input type="text" value="Rcvd"/>	Inspect ID:	<input type="text"/>		
Early Ship Rjct Days:	<input type="text" value="0"/>				
▶ Sourcing Controls					
▶ Misc. Controls and Options					
▶ WorkFlow Notification Controls					
BU Attributes					
Save	Return to Search	Previous in List	Next in List	Notify	Update/Display
		Include History	Correct History		
Purchasing Attributes Purchasing Controls Item Vendor					

Receiving Required will default into the PO Line and will need to be overwritten if receiving is not being utilized by selecting Do not Receive or Receive Optional.



Click the Sourcing Control section.

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: 00000 **Item ID:** 0979 **Standard Unit of Measure:** MOR
Description: RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA
[Expand All](#) [Collapse All](#)

▶ **Matching Controls**

▶ **Receiving Controls**

▼ **Sourcing Controls**

Use Category Sourcing Controls ***Sourcing Method:** Basic

Lead Time Factor %: **Ship to Priority Factor %:**

Price Factor %: **Vendor Priority Factor %:**

▶ **Misc. Controls and Options**

▶ **WorkFlow Notification Controls**

BU Attributes

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

Click the Misc Controls and Option section.

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: 00000 **Item ID:** 0979 **Standard Unit of Measure:** MOR
Description: RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA
[Expand All](#) [Collapse All](#)

▶ **Matching Controls**

▶ **Receiving Controls**

▶ **Sourcing Controls**

▼ **Misc. Controls and Options**

Auto Select **Contract Required**

Accept Any Vendor **RFQ Required**

Accept Any Ship To **Stockless Item**

Available in All Regions **Taxable**

Close PO Under Percent Tol:

Ship Via:

▶ **WorkFlow Notification Controls**

BU Attributes

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)



Click the Workflow Notification Controls Section

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: 00000 **Item ID:** 0979 **Standard Unit of Measure:** MOR

Description: RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA

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

- ▶ Matching Controls
- ▶ Receiving Controls
- ▶ Sourcing Controls
- ▶ Misc. Controls and Options
- ▼ **WorkFlow Notification Controls**

	Tolerance Over	Tolerance Under
Unit Price Tolerance:	<input type="text" value="99999999.000000"/>	<input type="text" value="99999999.000000"/>
% Unit Price Tolerance:	<input type="text" value="999.00"/>	<input type="text" value="999.00"/>

BU Attributes

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

Click the [Item Vendor](#) tab.



Purchasing Attributes | **Purchasing Controls** | **Item Vendor**

SetID: 00000 Item ID: 0979 Standard Unit of Measure: MOR
Description: RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITA

▶ **Vendor Priorities**

Item Vendor Find | View All First 1 of 5 Last

*Vendor SetID: 00000 [Vendor Lookup](#) *Status: Active
*Vendor ID: 0000074413 HOIDALE CO INC *Priority: 10
Allocation %: 0
Vendor's Catalog:
Vendor Item ID:
Item Extension:
Description:

▶ **Associated Picture**

▼ **Vendor Attributes** Find | View All First 1 of 1 Last

*Price Loc: 0001 Accept Any UOM
*Price Date: PO Accept Any Ship To
*Price Qty: Line Price Can Be Changed on Order
Origin Country: Use Item Standard Lead Time
Region of Origin: Lead Time Days:

Order Multiples
 Check Order Multiples
Rounding Rule
 Natural Round
 Round Up

[Item Vendor UOM](#) [Vendor Item MFG](#) [Return to Vendor Fees](#) [Item Vendor Contracts](#)

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History | Correct History

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

To review all vendors associated with this Item ID click the [View All](#) link.

Vendor data takes priority over the Item ID data. The vendors Price Location will contain the vendor's most recent contract price. Click on the [Item Vendor UOM](#) link.



The vendor with the highest priority will default into the Requisition/PO Header Line.

From the Requisition Form Page, review the Item ID Priority Vendor

Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Open

Requisition ID: NEXT [Copy From](#) **Budget Status:** Not Chk'd

Hold From Further Processing

Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)
[Requester Info](#)
[Requisition Activities](#)

'Requisition Date: 08/31/2007 [Requester Info](#)

Origin: AGY Agency

'Currency Code: USD Dollar

Accounting Date: 08/31/2007

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Category
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>

[View Printable Version](#) 'Go to:

Click the [Item Search](#) link.



Item Search Criteria

Item ID:

Description:

Item Group: Family:

Mfg ID:

Mfg Item ID:

Category:

Search Results [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Item Information

<u>Item ID</u>	<u>Item Group</u>	<u>Family</u>	<u>Category</u>	<u>Item Vendor Priority</u>
				Item Vendor Priority

Input the Item ID and click the BUTTON.



Item Search Criteria

Item ID:

Description:

Item Group: Family:

Mfg ID:

Mfg Itm ID:

Category:

Search Results Customize | Find | View All | First Last

Item Information

<u>Item ID</u>	<u>Description</u>	<u>Item Group</u>	<u>Family</u>	<u>Category</u>	<u>Item Vendor Priority</u>
<input type="checkbox"/> 0979	RENTAL OR LEASE SERVICES OF EQ			0979	Item Vendor Priority

Review more data by clicking the BUTTON. Click the [Item Vendor Priority](#) link.



Vendor Priorities					
Vendor SetID	Vendor ID		Item Status	Item Vendor Priority	Allocation Percentage
00000	0000059791	PIONEER EQUIPMENT RENTAL & SUPPLY	A	13	
00000	0000068297	YORK INTERNATIONAL CORP	A	11	
00000	0000074413	HOIDALE CO INC	A	10	
00000	0000078383	WARREN CAT DBA DARR EQUIPMENT COMPANY	A	12	
00000	0000079155	PETTIT MACHINERY INC	A	14	

Return

Click the **Return** BUTTON.

Item Search Criteria

Item ID:

Description:

Item Group: Family:

Mfg ID:

Mfg Itm ID:

Category:

Search

Search Results

Item Information

Item ID	Description	Item Group	Family	Category	Item Vendor Priority
<input type="checkbox"/> 0979	RENTAL OR LEASE SERVICES OF EQ			0979	Item Vendor Priority

Return

Click the **Return** BUTTON.



IDENTIFY BUDGET CHECKING ERROR.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Approved ▲ ✖
 Requisition ID: 5800000933 Budget Status: Error 🔍
 Change Order: 1 Hold From Further Processing

Header

'Requester: CORE05 [Requisition Defaults](#)
 'Requisition Date: 📅 [Requester Info](#)
 Origin: 🔍 Agency [Requisition Activities](#)
 'Currency Code: Dollar [Document Status](#)
 Accounting Date: 📅 [Amount Summary](#)

Total Amount: 5.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) Line: 🔍 To: 🔍
[Item Search](#) [Requester Items](#)

Line

Details **Ship To/Due Date** **Status** **Vendor Information** **Item Information** **Attributes** **Contract** **Sourcing Controls** ☰

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	UOM	Cate
1	📄 099930	<input type="checkbox"/>	<input type="text"/> 🔍	Shipping and handling charges	<input type="text"/> 🔍	1.0000	SUM	0996

[View Printable Version](#) 'Go to:

From the Requisition From page click the [Error](#) link.



Requisition Exceptions | **Line Exceptions**

Business Unit: 58000 **Requisition ID:** 5800000933

Exception Type: Error **Override Transaction**

Maximum Rows: 100 **More Budgets Exist** [Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Budget Override | **Budget Chartfields**

	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Exception</u>	<u>More Detail</u>	<u>Override Budget</u>	<u>Transfer</u>
1	58000	ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

[Requisition Exceptions](#) | [Line Exceptions](#)

A new window is opened containing the Exception Detail. To review the budget, **click** the View Related Link Icon .

Review the Requisition Chartfields by clicking the [Budget Chartfields](#) tab.



Requisition Exceptions | **Line Exceptions**

Business Unit: 58000 **Requisition ID:** 5800000933

Exception Type: **Override Transaction**

Maximum Rows: **More Budgets Exist** [Advanced Budget Criteria](#)

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | First Last

[Budget Override](#) | [Budget Chartfields](#)

	<u>Business Unit</u>	<u>Ledger Group</u>	<u>Account</u>	<u>Class-Funding</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Budget Period</u>
1	58000	ALLOT		19701	01	06	2007

[Requisition Exceptions](#) | [Line Exceptions](#)

Click the **Line Exceptions** tab to review the Line, Schedule, and Distribution line containing the error message.



Requisition Exceptions | **Line Exceptions**

Business Unit: 58000 **Requisition ID:** 5800000933

Line Status: Error **Override Transaction**

Maximum Rows: 100 **More Lines Exist**

Line From: **Line Thru:**

Transaction Lines with Budget Exceptions [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Line Values | **Line Chartfields** | **Line Amount** |

<u>Line</u>	<u>Distribution Line</u>	<u>Schedule</u>	<u>Budget Date</u>	<u>GL Business Unit</u>
	1 1	1	07/01/2006	58000

[Requisition Exceptions](#) | [Line Exceptions](#)

This is a new window, to close it click the X in the upper right hand corner.



REQUISITION CORRECTION PROCESS

Correcting Requisition Budget Errors through Requisition Defaults

When you use the Requisition Defaults hyperlink to create the Requisition Distribution Line(s) you will need to correct the Requisition Line(s) through the Requisition Defaults hyperlink. PeopleSoft will use these defaults when processing Change Orders and other types of changes so if the incorrect data is in the Default the correct data will be overwritten.

Maintain Requisitions

Requisition

Business Unit: 58000 Status: Approved ▲ ✖
 Requisition ID: 5800000933 Budget Status: Error 🔍
 Change Order: 1 Hold From Further Processing

▼ Header

'Requester: CORE05 [Requisition Defaults](#)
 [Edit Comments](#)
 'Requisition Date: 📅 [Requester Info](#)
 [Requisition Activities](#)
 Origin: 🔍 Agency [Document Status](#)
 [Amount Summary](#)
 'Currency Code: Dollar **Total Amount:** 5.00 USD
 Accounting Date: 📅

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) Line: 🔍 To: 🔍
[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls [≡]

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM	C
1	099930	<input type="checkbox"/>	<input type="text"/> 🔍	Shipping and handling charges	<input type="text"/> 🔍	1.0000	SUM	08

[View Printable Version](#) 'Go to:

Click the [Requisition Defaults](#) hyperlink.



Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: 5800000933 **Status:** Approved

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) **Unit of Measure:**
Vendor: 0000000580 DEPARTMENT OF CENTRAL SERVICES **Location:** 0001
Category: [Vendor Lookup](#)

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 **Distribute by:** Quantity
Due Date: **Liquidate by:** Amount
Ultimate Use Code: [One Time Address...](#)

Amount Summary

SpeedChart:

Distributions Customize | Find | View All | First 1 of 1 Last

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	100.0000	58000	521110		1000	19701	0100088	06		07/01/2006

OK Cancel Refresh

In this example the Bud Ref should be 07. Change the Bud Ref and click the **Refresh** BUTTON.

Click the **OK** BUTTON.



Maintain Requisitions

Requisition Defaults

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: 5800000933 **Status:** Approved

Default Options

- Default** If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.
- Override** If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer: LMARTIN Lisa Martin (580) **Unit of Measure:**
Vendor: 0000000580 DEPARTMENT OF CENTRAL SERVICES **Location:** 0001
Category: [Vendor Lookup](#)

Item Defaults

Ship To: 58000 DCS - PURCHASING DIV, STE 116 **'Distribute by:** Quantity
Due Date: **'Liquidate by:** Amount
Ultimate Use Code: [One Time Address...](#)

Amount Summary

SpeedChart:

Distributions

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Dist	Percent	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Budget Date
1	100.0000	58000	521110		1000	19701	0100088	07		07/01/2006

OK Cancel Refresh

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: 5800000933 **Status:** Approved

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
 Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	GL Unit	58000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Bud Ref	07	<input type="checkbox"/>

OK Cancel Refresh



This page is asking which Requisition Distribution lines you want to apply the changes to. Since all the lines are incorrect I will click Apply to All Distributions by clicking the Radio located on the right.

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit: 58000 **Requisition Date:** 08/20/2007
Requisition ID: 5800000933 **Status:** Approved

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	GL Unit	58000	<input type="checkbox"/>
<input type="checkbox"/>	1	Bud Ref	07	<input checked="" type="checkbox"/>

Click the BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 **Status:** Approved  

Requisition ID: 5800000933 **Budget Status:** [Error](#) 

Change Order: 1 **Hold From Further Processing**

Header

***Requester:** CORE05 [Requisition Defaults](#)
[Requester Info](#)
[Edit Comments](#)
[Requisition Activities](#)
[Document Status](#)

***Requisition Date:**  [Amount Summary](#)

Origin:  Agency

***Currency Code:** Dollar

Accounting Date:  **Total Amount:** 5.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) **Line:**  **To:**  [Retrieve](#)

[Item Search](#) [Requester Items](#)

Line

Details **Ship To/Due Date** **Status** **Vendor Information** **Item Information** **Attributes** **Contract** **Sourcing Controls** 

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM
1	 099930	<input type="checkbox"/>	<input type="text"/> 	Shipping and handling charges	<input type="text"/> 	<input type="text" value="1.0000"/>	SUM

[View Printable Version](#) ***Go to:**

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Click the  **Save** BUTTON.



Maintain Requisitions

Requisition

Business Unit: 58000 Status: Approved
 Requisition ID: 5800000933 Budget Status: Not Chk'd
 Change Order: 1 Hold From Further Processing

▼ Header

'Requester: CORE05 CORE05 [Requisition Defaults](#)
 'Requisition Date: 08/20/2007 [Requester Info](#)
 Origin: AGY Agency [Edit Comments](#)
 'Currency Code: USD Dollar [Requisition Activities](#)
 Accounting Date: 08/20/2007 [Document Status](#)
 Total Amount: 5.00 USD [Amount Summary](#)

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) Line: To: [Retrieve](#)
[Item Search](#) [Requester Items](#)

Line

Details Ship To/Due Date Status Vendor Information Item Information Attributes Contract Sourcing Controls

Line	Item	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Quantity	'UOM
1	099930	<input type="checkbox"/>	<input type="text"/>	Shipping and handling charges	<input type="text"/>	1.0000	SUM

[View Printable Version](#) 'Go to:

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

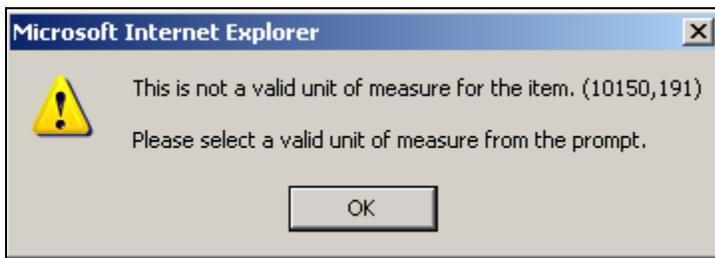
Notice the Requisition is in a Not Checked status. Click the Budget Check Icon .



ERROR MESSAGES

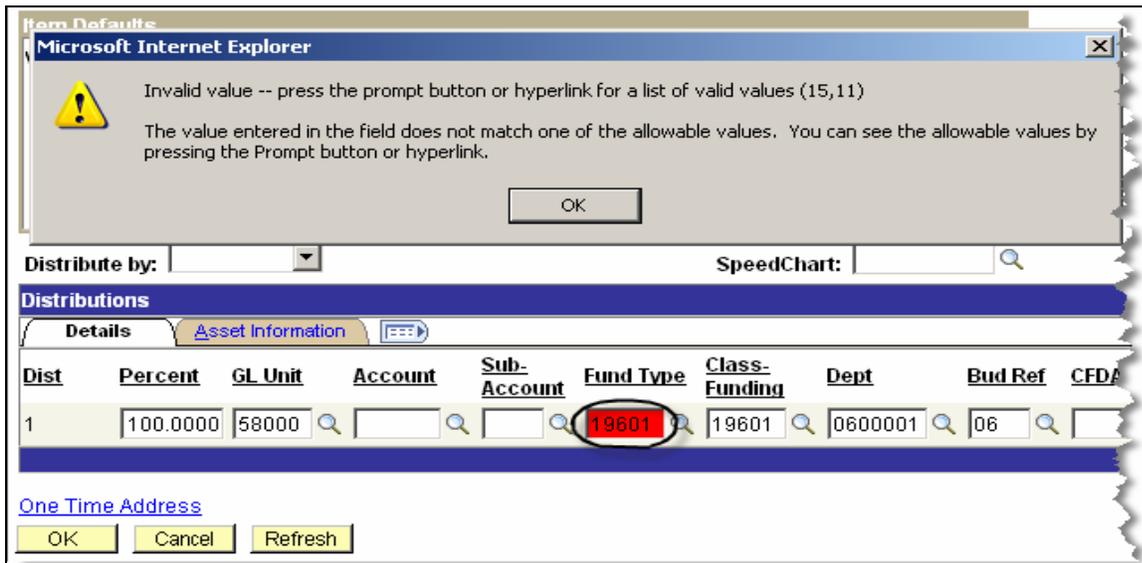
There are several types of messages: Warning, Error, and Informational. An Error message is the only message that will stop you from saving the document if the issue is not fixed. Informational message will require you to make a decision; normally these are Yes or No answers. Warning are just that WARNINGS, normally you will either select OK or Cancel.

Invalid UOM



This means the Unit of Measure selected is not in the Unit of Measure table for the Item ID. If it is a valid UOM for this Item ID then the Department of Central Services will need to add it or you may need to select a different Item ID. The Req/PO cannot be saved.

Invalid Chartfield



This message means the Chartfield value that was input is incorrect. The REQ/PO cannot be saved.



Default Buyer Not Found

A default buyer was found. Would you like to override the current Buyer Id with the default value? (10100,138)

Click 'No' to keep the current Buyer Id you have defined.
Click 'Yes' to override the current Buyer Id with the default value

The Message“ A default buyer was found” is due to changing the default buyer in the Line Detail page. If you want to use the default vendor from the Item ID then click the BUTTON. If you want to use the buyer you have selected then click the BUTTON. You do not receive this message if you populate the Buyer in the Header Default page first.

Priority Vendor for Item Does Not Match Default Vendor

Priority vendor 0000055794 for item does not match the default vendor 0000000580. Use priority vendor? (10105,1)

The priority vendor defined for the item does not match the default vendor as specified on the Requisition Form. Choose Yes to use the priority vendor from the item and override the default vendor. Choose NO to use the default vendor entered on the Requisition Form.

This message is stating that this Item ID has a priority vendor that is different then the vendor you inputted in the Header Default. Do you want to use your vendor or the priority vendor? **To use your vendor click the BUTTON. To use the Item ID priority vendor click the BUTTON.**



Contract Selected Out of Contract Data Range

Warning -- The selected Contract ID BP16864, Contract Line Number 1 is out of the contract date range. (10150,159)

The selected Contract is out of the contract date range. Please select another contract.

This message is received when a Statewide contract is being copied into a Requisition or PO that has expired or has not begun.

Contract Below Minimum Quantity or Exceeds Maximum Quantity

Warning -- The Contract is either below minimum quantity (1) or exceed maximum quantity (0). (10150,162)

The Contract is either below minimum quantity or exceed maximum amount quantity.

Receive this message when a quantity enter on the Form page does not meet the minimum quantity on the Statewide Contract. To prevent this enter the QYT on the PO Form page first.

Custom Price Override

Custom price on line 1, schedule 1. Override with system calculated price? (10150,189)

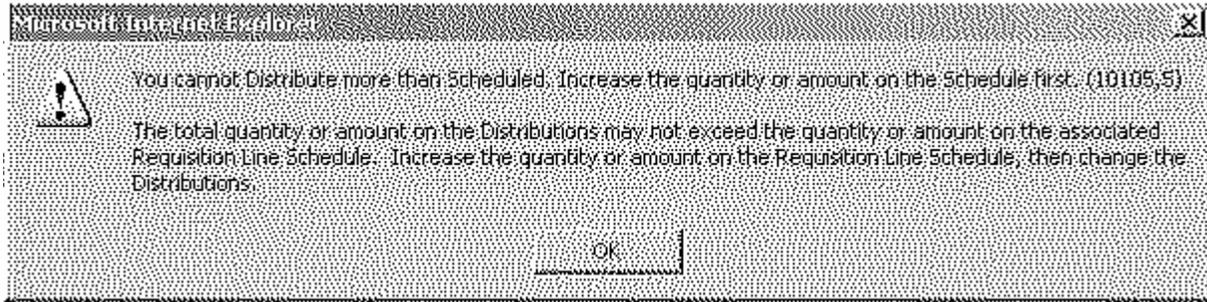
The schedule is having a custom price and the system has calculated a different price than the custom price. Select 'Yes' to Override with system calculated price.

The price inputted is the Custom Price (your price). The system calculates a custom price (standard) based upon Item ID, Priority Vendors, or Contracts.

Click the BUTTON to use your price.

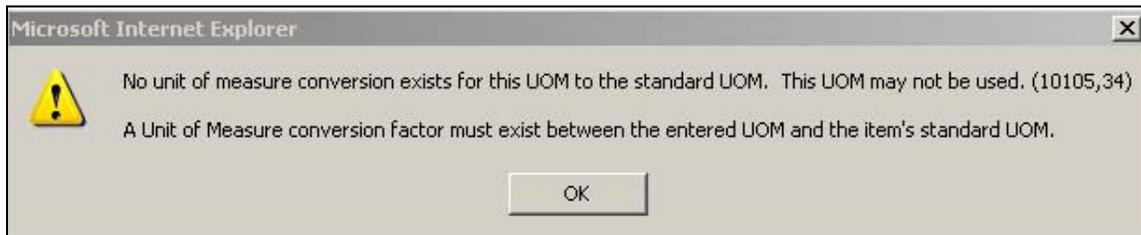


Multiple Distribution in the Default Header



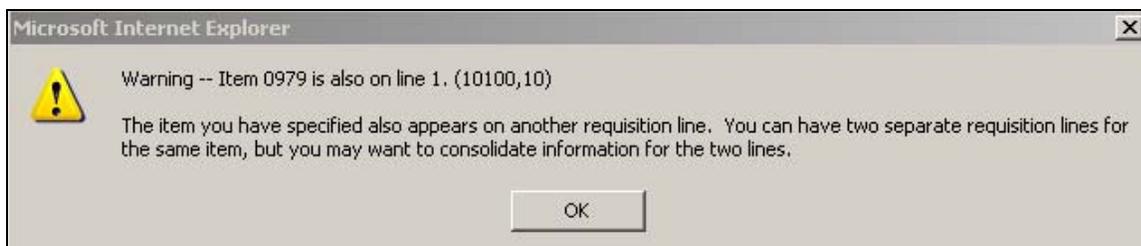
If you have multiple distributions in the Default Header and you use the amount only field you receive a message when adding the next schedule and click the refresh BUTTON.

UOM Error Message



The problem is the Requisition copied contains an Item ID “CPY” which is not in the UOM table. Upon changing the quantity a message was received "No unit of measure conversion exists for this UOM to the standard UOM. This UOM cannot be used." It does allow the user to save it but the data will not update correctly. Tested this in QA by adding the UOM and it copied in correctly. If this is not attached to a contract, change the Item ID to a different one or have the Department of Central Services add the Item ID.

Item ID Message



This message is received when you add a second Line Item and use the same Item ID. Click the OK BUTTON and either accept the duplicate Item ID or combine the two lines into one.