Helpful Hints, Resources, and Checklist for Requesters

The Procurement Services team has developed this document as a resource for Requesters to aid in correctly entering requisitions into UTShare (PeopleSoft). This is a very important process as it initiates a procurement activity, and getting the requisition entered correctly is critical to ensuring a smooth and timely purchase. Errors can delay the process significantly. In addition to the information in this document, we have also included a "checklist" to use as you enter a requisition. We believe this will be a very helpful tool for you. Lastly, there is no substitute for actual training. The Business Technology Services team provides training on not only requisition entry, but all aspects of the procurement and payment functionalities within UTShare. You can find information and training schedules on their webpage at https://www.uta.edu/business-affairs/training/index.php

Procurement Services strongly encourages all new employees, and even experienced Requesters, to attend training on these processes. Without it, UTShare can be a very challenging tool to work in.

THE BASICS

1. Make sure you assign your requisition to your departmental Buyer. If you don't know who your Buyer is, you can find them at https://www.uta.edu/business-affairs/procurement/find-a-buyer.php
2. Attach a current valid quote/estimate/proposal in the line comments bubble on Line 1. This is the only place workflow approvers have access to the document to review and approve your requisition. Quotes are typically valid for 30 days, so be sure you have a valid quote from the vendor.
3. It saves a lot of time if the vendor will accept our PO Terms and Conditions. If their quotes references their terms and conditions, or includes additional documents that must be signed, then these will be subject to review by Procurement and/or Legal Affairs and this will slow the process down.
4. Any document that requires review/approval by Procurement and subsequent signature can only be signed by an authorized University signer with delegated authority to obligate the University financially. This is a very small group and the full list can be found at https://www.utsystem.edu/documents/docs/general-counsel-documents/2016/delegation-authority-charts
   All other signatures are not legally binding and could make the individual who signed the document financially responsible for the transaction.
5. Please use a common unit of measure whenever possible. Some examples are below:
   a. EA
   b. LOT
   c. HR
   d. YR
6. Please select an accurate *Category Code*. You can use the magnifying glass to search in UTShare or use this website to search for a code: https://usa.databasesets.com/unspsc
   Category Codes that begin with a 7, 8 or 9 are typically for services. All others are typically for goods/materials. Selecting an accurate Category Code is critical as it also initiates any required workflow for approvals in UTShare for certain types of goods (e.g. hazardous materials or chemicals, computers, etc…). This ensures that when the requisition arrives to your Buyer it is ready to process. If it has not received the proper approvals, the process will stop and it will be returned to you for correction and re-routing.
7. *Account Codes* default from the Category Code. However, not all codes default correctly based on the way UTA handles certain assets and controlled items. There is a helpful presentation on the Procurement website called "Account Codes". You are strongly encouraged to download this presentation and keep it handy as it contains the most commonly used category and account codes, including those that must be corrected. If your requisition includes capital assets or controlled items you will also need to include a Profile ID under the Asset Information tab. This is also covered in the presentation.

8. Grouping items into LOTS (similar items with the same category and account codes) can be a way to simplify your requisition and subsequent PO in some cases. This **can't** be done with assets or controlled items. Those must always be on individual lines. However, if you group items together and use LOT as your unit of measure a complete list of all items in the group and their associated prices must be included in the description so that they can be verified against the invoice when it is received.
   As an example:

Line	Item	Description	PO Qty	UOM	Price	Merchandise Amount
1		Landscaping Services As Needed: Mowing @ $25/hour Edging @ $20/hour Trimming @ $30/hour	1	LOT	$50,000.00	$50,000.00

   If you are using LOT and expect to make multiple payments against the line you must also designate the line as "amount only" and mark it "do not receive". Otherwise, the first time you make a payment against the line the system will consider the line complete and you will not be able to make more payments against it.

In summary, there must be a direct correlation from Requisition → Purchase Order → Invoice. A three-way match. Ensure you enter your requisition in the manner that the vendor will ultimately invoice us (e.g. the requisition should match the quote).

REQUIRED HEADER COMMENTS

1. Enter complete contact information for the vendor and the primary departmental point-of-contact using this format:

   VENDOR CONTACT
   John Doe
   ###-###-#### ext. ####
   John.doe@xxxxxx.com

   UTA CONTACT
   For questions regarding delivery or scheduling please contact:
   John Doe
   ###-###-####
   Jane.doe@uta.edu

   You must also check the "send to vendor" and "show at receipt" boxes so this information is visible to all parties.

2. For items delivered to Central Receiving (CENT110) you must enter the final delivery location and contract information so that Central Receiving knows where to deliver the items:

   FINAL DELIVERY LOCATION
   Building Name and Office #
   University Point-of-contact
   ###-###-####
   Jane.doe@uta.edu

   You must check the "show at receipt" box so that the information is visible to Central Receiving personnel and they know where to deliver the item(s).

ATTACHMENTS REQUIRED FOR CERTAIN PURCHASES

1. **Software/Cloud Based Applications or Services/On Line Database Subscriptions**
   Any purchase for these types of products or services, any equipment or service that has a user computer interface/display, must be reviewed and approved by the Office of Information Techology's (OIT) Electronic Information Resource (EIR) and Accessibility Coordinator, as well as the Information Security Office (ISO) prior to purchase. Complete instructions on how this process works are located on the Procurement Webpage. If approved, you will receive a notification from ServiceNow. Attach this approval to your requisition in UTShare. Without this approval, your Buyer cannot proceed with the purchase. To enter a request:

   https://uta.service-now.com/selfservice/
   select "request something"
   select "software purchase approval"

2. **Approve Exceptions For An After-The-Fact PO**
   If a purchase was made without a PO, you must request an "exception" be granted in order for a PO to be created so the vendor can be paid. Purchases of this type are a violation of University policy and could result in the person who authorized the purchase being financially responsible unless an exception is granted. To request an exception:

   https://www.uta.edu/help/employees.php

3. **Exclusive Acquisitions (Sole Source and Emergency Purchases)**
   A completed and signed Exclusive Acquisition Justification form (Form 4-24) is required for any purchase where competition is not available and the purchase is $15,000 or greater (e.g. only a single source can provide the product or service) or for any true "emergency" purchase. Emergencies are defined as purchases required in order to avoid the threat damage to property or health of UT students, faculty or staff. Contact your Buyer if you have any questions about how to handle either of these situations or how to complete the form.

   https://www.uta.edu/policy/form/4-24

4. **Relocation Service PO's**
   If you are creating a requisition to cover relocation services for a faculty or staff member, you must attach a copy of the official offer letter showing the amount that has been approved to the requisition. In addition, the person being relocated needs to be made aware that any amount paid is reported as taxable income per IRS rules effective January 1, 2018. The University has four preferred vendors for relocation services. Their information can be found at:

   https://www.uta.edu/business-affairs/procurement/Campus-Wide-Contracts/campus-wide-blanket-orders.php

BUDGET CHECKING AND SUBMITTING YOUR REQUISITION

If you get a budget check error when budget checking your requisition:

1. Verify that ALL of your chartfield information is correct
2. Verify that there are actually sufficient funds in the cost center or project being used
3. Contact your Budget Analyst if you cannot resolve the issue

ADDITIONAL RESOURCES

- Procurement Services Webpage (contains many links to other resources and tools):
https://www.uta.edu/business-affairs/procurement/

- Official Purchasing Procedures (Procedure 4-2):
https://www.uta.edu/policy/procedure/4-2

- Training resources for all UTShare financial modules (requisitions, payment vouchers, travel, etc…): https://www.uta.edu/business-affairs/training/index.php

- ProCard Guidelines: https://www.uta.edu/policy/procedure/4-11

- Payment for professional/personal services (e.g. payment to an individual, not a company): https://www.uta.edu/policy/procedure/1-19

- Issues related to vendor set up, payment vouchers, or payment status should be directed to Accounts Payable at: Accounts_payable@uta.edu

ADDITIONAL TIPS FOR MAVeSHOP REQUISITIONS

If you are having technical problems with MAVeShop or need training on how to effectively use the tool, please contract Business Technology Services at batraining@uta.edu.

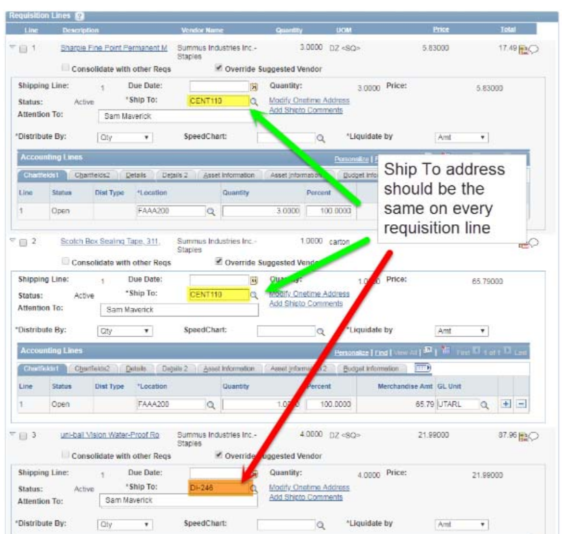
MAV eSHOP automates much of the shopping, ordering and payment processes which results in an overall cost savings to the University. As is always the case with any new automated tool, we've learned a few things along the way. Below are a few issues that we've seen occur that can delay your order. By following the tips provided, you will ensure that your order processes promptly.

SHIPPING AND DELIVERY ISSUES

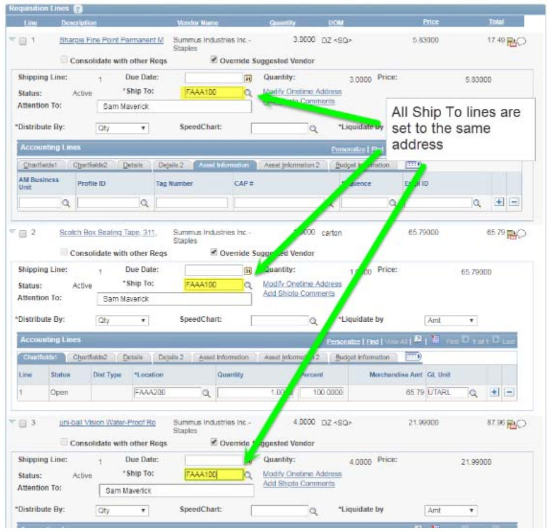
1. *Only one "ship-to" address is allowed per PO.*

   When you import your MAV eSHOP cart into UTShare and are selecting your specific delivery location, please double check to ensure that all lines on your Requisition have the correct and same ship to address. If they do not, the order will not dispatch in the system. The PO has to be manually corrected and dispatched which will delay your order.

   Here is an incorrect example:



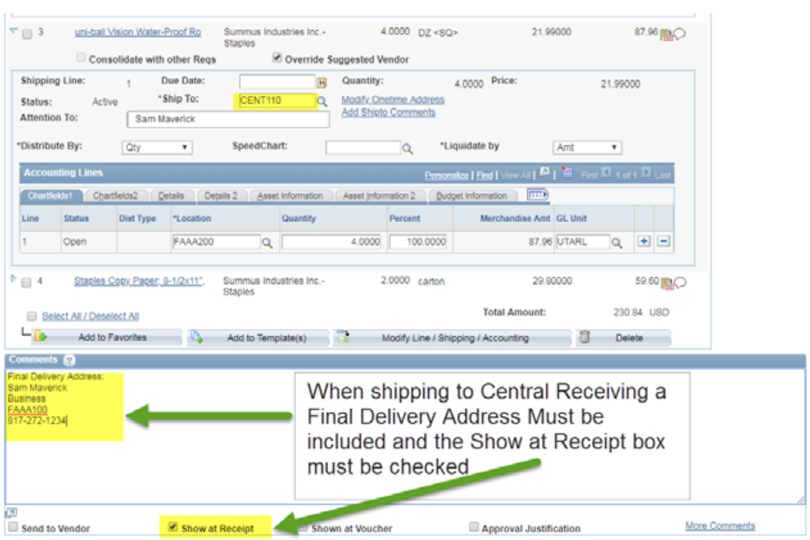
Here is a correct example:



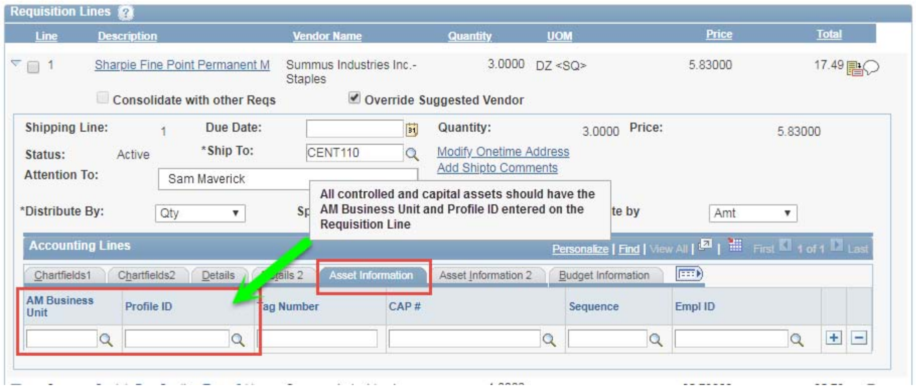
2. *Assets and controlled items (including all computers) <u>must be shipped to Central Receiving</u> (CENT110 in UTShare) for tagging and/or encryption.*

    a. Per University **Procedure 4-23 "Responsibilities, Inventories, Reporting and Tracking of University Property"**, any asset or controlled item must be delivered to Central Receiving. If your Requisition contains any assets or controlled items, please ensure that <u>all lines</u> are set to ship to CENT110. In the event an asset or controlled item is delivered directly to your department, you must contact the Property Management Office immediately at 817-272-2191.

    b. Please enter your final destination information (building, contact information and phone number) in a header comment field on your requisition and select the box "Show at Receipt". This lets Central Receiving know where to deliver the items after tagging and/or encryption. Otherwise delivery is delayed while Central Receiving tries to discern who the order is for.



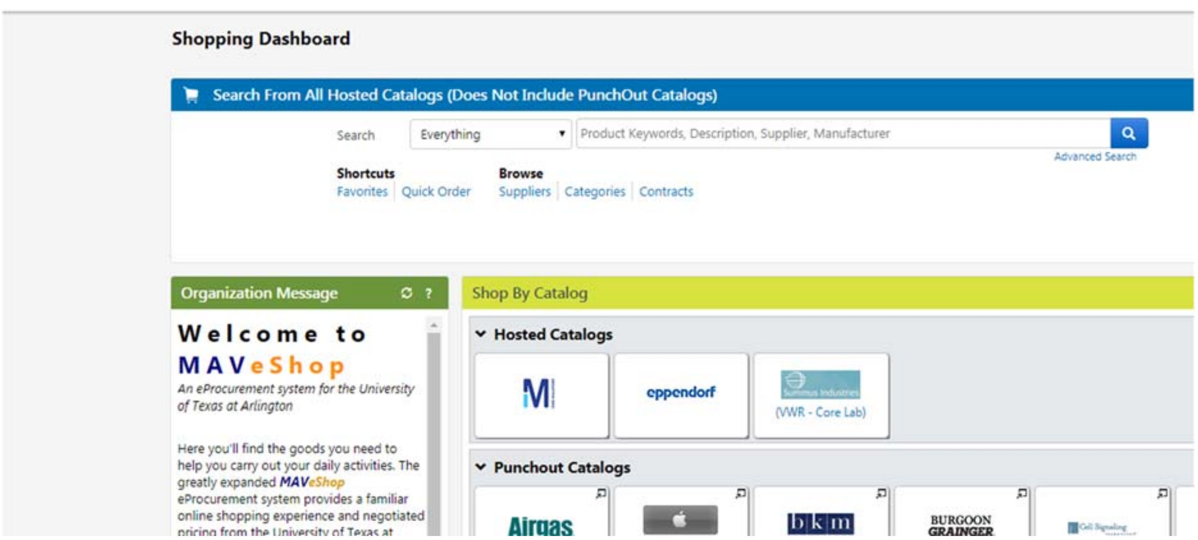
c. When entering a requisition for controlled items or capital assets, please ensure you use the correct Account Code and include a Profile ID. A helpful presentation is included on the Procurement website at https://www.uta.edu/business-affairs/procurement/, or you may contact your Buyer or Aprell Feagin in Accounting Services at 2-6180 if you have any questions prior to finalizing the order in UTShare.



"SEARCHING" FOR ITEMS

Another item that has led to some understandable confusion is the "search" bar at the top of the MAVeSHOP home page. Be advised, search functionality only works for what are called "hosted" catalogs. In our instance, that means only Millipore, Eppendorf and VWR core lab supplies as shown under the "Hosted Catalogs" heading. Even though the blue ribbon at the top of the page explains this, it is easy to overlook. If you want to search the punchout catalogs for items, you have to go into the vendor-specific catalog and search. This is due to how the catalogs are housed within the system and unfortunately we can't change that configuration.

For example, if you were to enter "Stanley" (as in the tool manufacturer) into the search bar and hit search, you will get no results because the three hosted catalogs do not contain any Stanley items. However, if you go into the Burgoon/Grainger catalog and search for Stanley, you will have many results.



ITEMS CANCELLED ON A PO

In the event that you have a PO with multiple items and for any reason one or more of the items will ultimately not be delivered against the PO, please notify your Buyer so the item can be cancelled and the PO closed out in UTShare. Otherwise the PO remains open and the funds remain encumbered against the PO.

Also, do not request (nor accept if the vendor offers) to ship a similar product against the same PO. The system will not recognize the new item and it will stop the transaction. If you want a similar or replacement item it needs to be processed on a separate order.