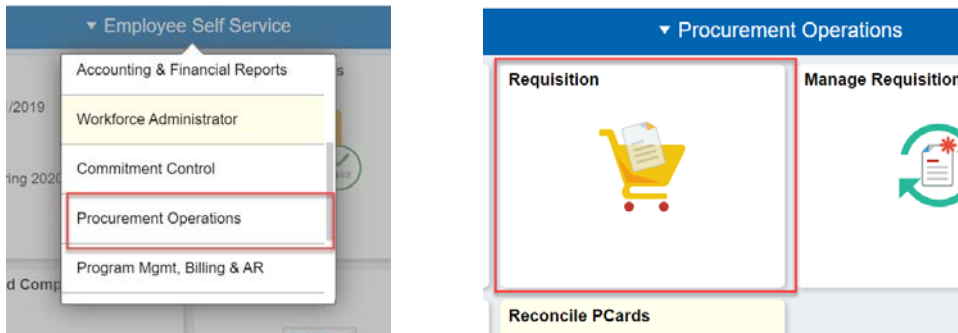


## MAV eSHOP Requisition

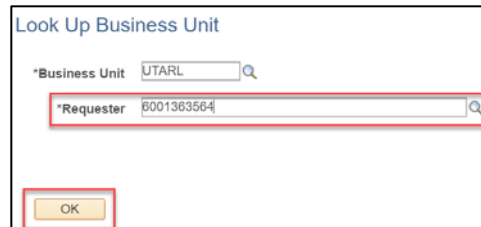
MAV eSHOP is an eprocurement system integrated with UTShare’s current system to complete the procure-to-pay process using requisitions, purchase orders, receiving, payment vouchers and workflow. While not all vendors will be available, those who are will need to be accessed through MAV eSHOP.

1. Begin by navigating to the Requisition in UTShare at Navigator > Financials > eProcurement > Requisition. Alternatively, select the Procurement Operations homepage and click the Requisitions tile.



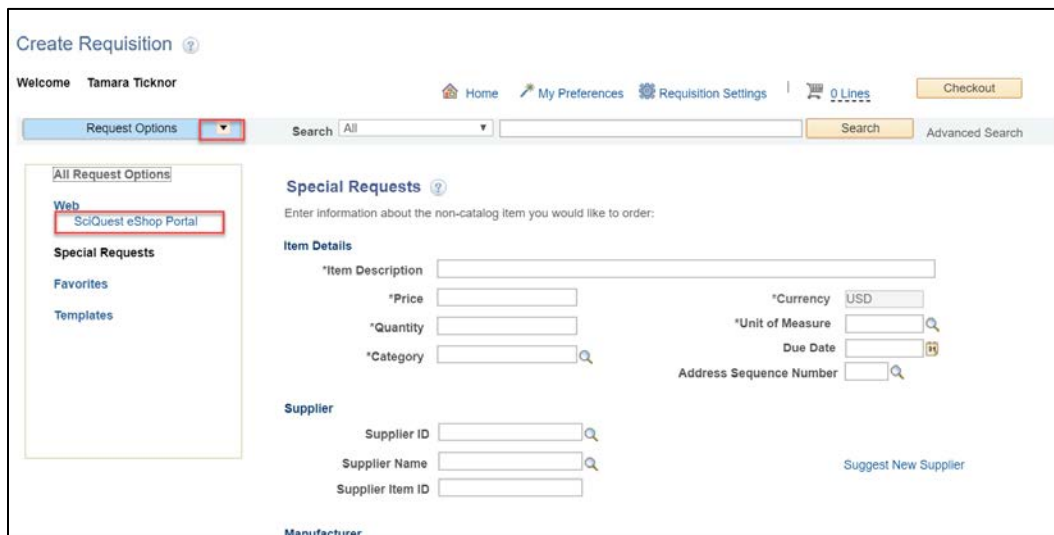
The Create Requisition page is displayed:

2. Enter or lookup your Empl ID in the Requester field.
3. Click the OK button to start the requisition.



The Create Requisition page is displayed.

4. Click the Request Options drop-down arrow.
5. Click the SciQuest eShop Portal link to open MAV eSHOP.



The MAV eSHOP screen will populate.

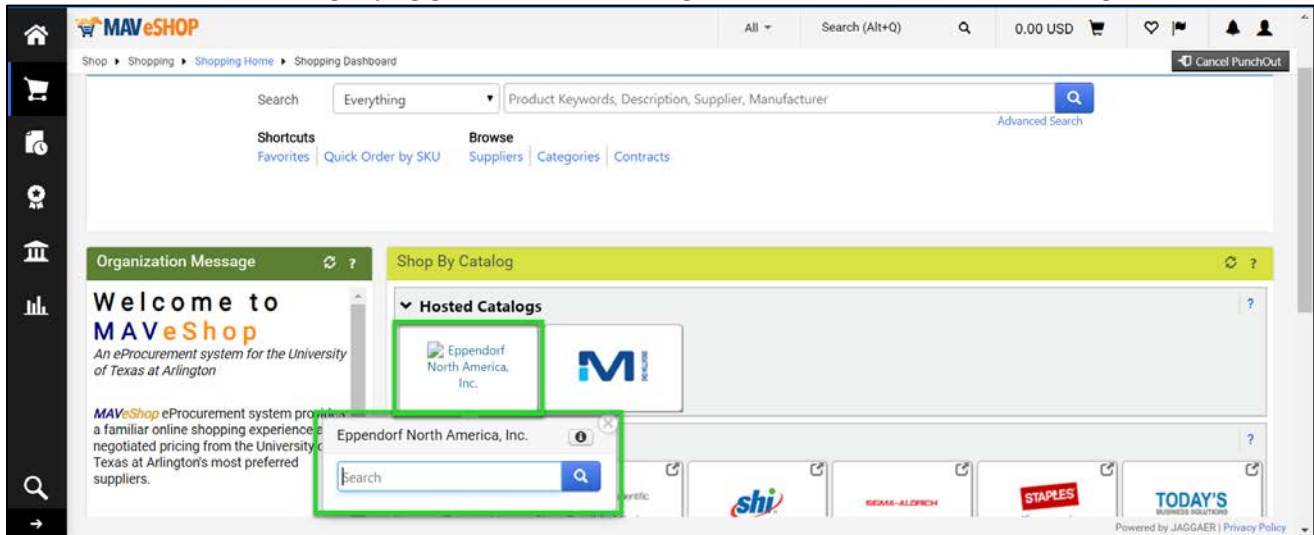
6. Click on the tile for the desired vendor.

**Note:** *If you would like to exit MAV eSHOP without making a purchase, click the Cancel Punchout button, located in the top right corner of page, to return to the UT Share Requisition page.*

**Hosted Catalog:**

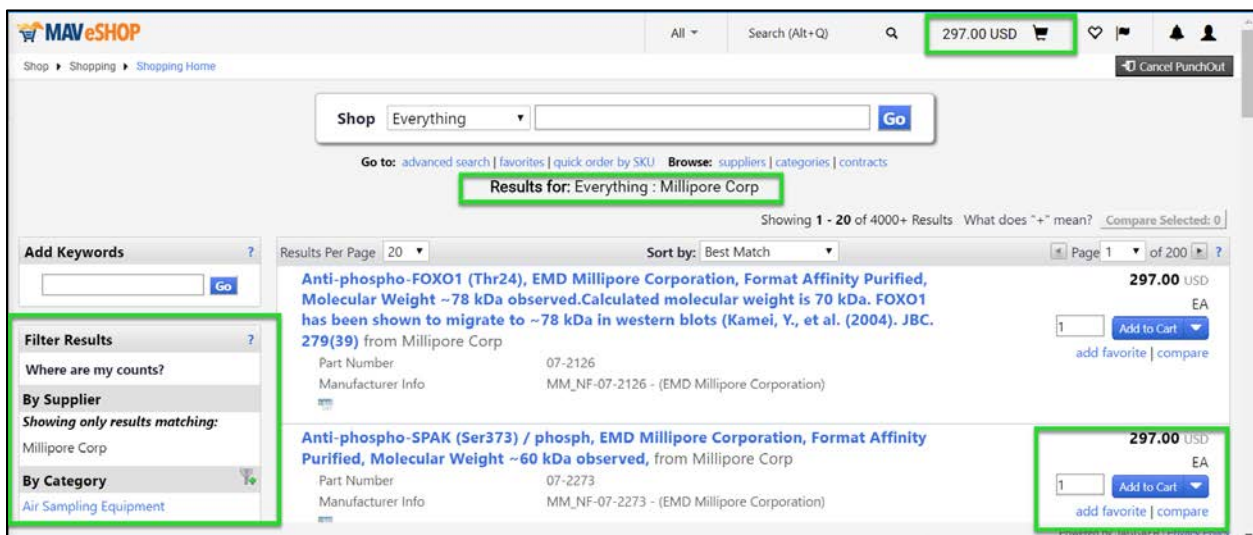
1. Click on a Hosted Catalog tile, a search box will populate.

- Either type a search term in the search box and click the magnifying glass, or click the magnifying glass without entering a term to search the entire catalog.

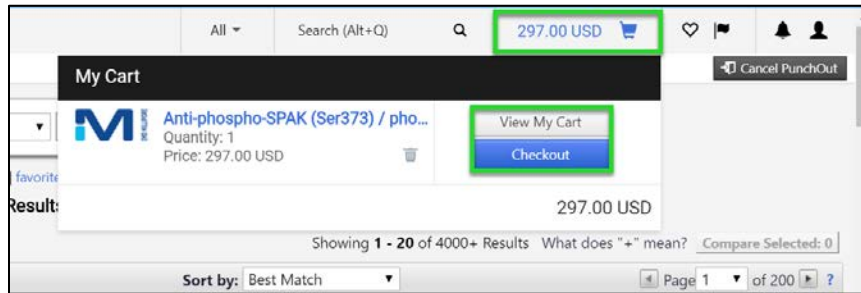


The Hosted Catalog search results display.

2. Use the filter options on the left, the search box at the top of the page, or the scrollbar to the right to locate the item(s) to be purchase.
3. Use the quantity box to indicate how many are to be purchased.
4. Click the Add to Cart button. The cart total will populate in the blue bar at the top of the screen.



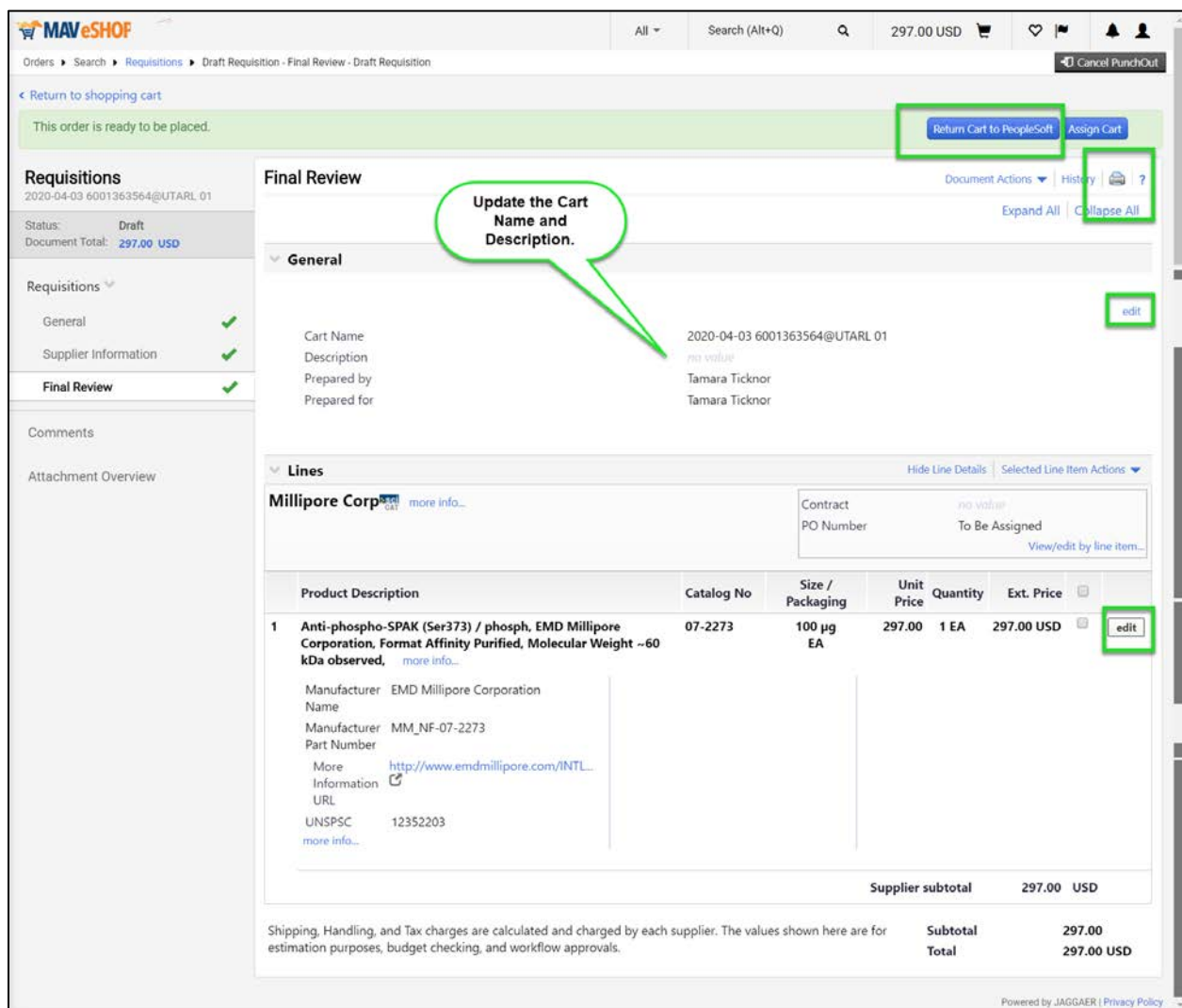
5. Click the cart link in the blue bar once all items have been added to the cart.
6. Click View My Cart to review the items selected.
7. Click Checkout to see a final review of the cart.



Review the cart for accuracy.

8. Click Edit and Update the Cart Name and Description if desired.
9. Click Edit beside the cart items to edit if needed.
10. Click Return Cart to PeopleSoft once the cart is verified for purchase. You'll go to UTShare.

Continue to step 7 to complete the requisition below.



Orders > Search > Requisitions > Draft Requisition - Final Review - Draft Requisition

< Return to shopping cart

This order is ready to be placed.

Return Cart to PeopleSoft Assign Cart

Document Actions History ?

Expand All Collapse All

**Requisitions**  
2020-04-03 6001363564@UTARL 01

Status: Draft  
Document Total: 297.00 USD

Requisitions

- General ✓
- Supplier Information ✓
- Final Review** ✓

Comments

Attachment Overview

**Final Review**

Update the Cart Name and Description.

edit

**General**

Cart Name: 2020-04-03 6001363564@UTARL 01  
Description: no value  
Prepared by: Tamara Ticknor  
Prepared for: Tamara Ticknor

**Lines**

Hide Line Details Selected Line Item Actions

Millipore Corp <sup>cat</sup> more info...

Contract: no value  
PO Number: To Be Assigned  
View/edit by line item...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Anti-phospho-SPAK (Ser373) / phosph, EMD Millipore Corporation, Format Affinity Purified, Molecular Weight ~60 kDa observed, more info...	07-2273	100 µg EA	297.00	1 EA	297.00 USD	edit

Manufacturer: EMD Millipore Corporation  
Name: EMD Millipore Corporation  
Manufacturer Part Number: MM\_NF-07-2273  
More Information URL: http://www.emdmillipore.com/INTL...  
UNSPSC: 12352203  
more info...

Supplier subtotal: 297.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

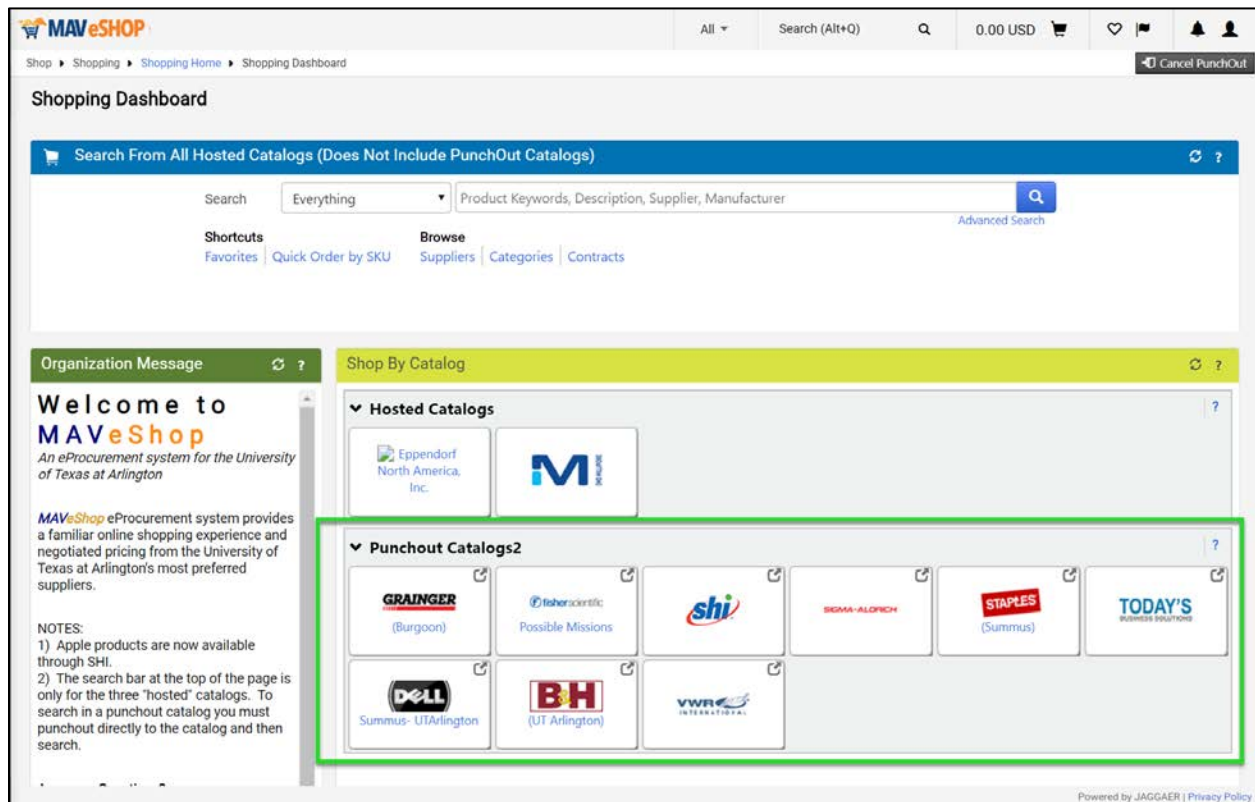
Subtotal: 297.00  
Total: 297.00 USD

Powered by JAGGAER | Privacy Policy

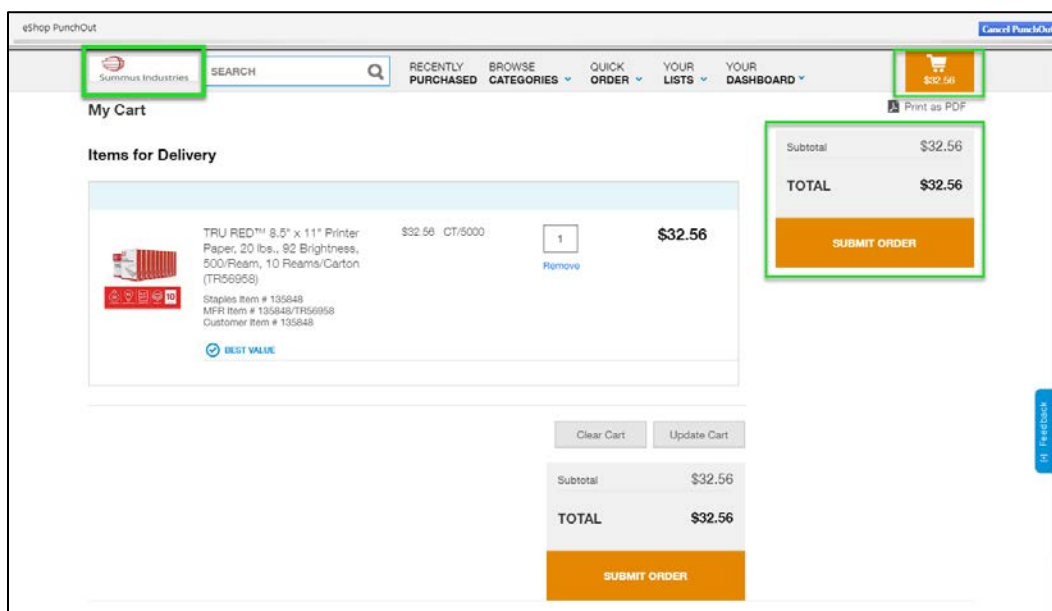
### Punch Out Catalog:

1. Click on a vendor's Punchout Catalog tile to open the vendor's online catalog. (often in a new browser window). Shop for the desired items on the vendor's catalog.

**Note:** Navigation among vendors' websites may be slightly different. All will have a cart feature where you can review the items selected and "Checkout" or "Submit Order" or similar option which will return the cart to MAV eSHOP.



### Example of a Check out for Summus:



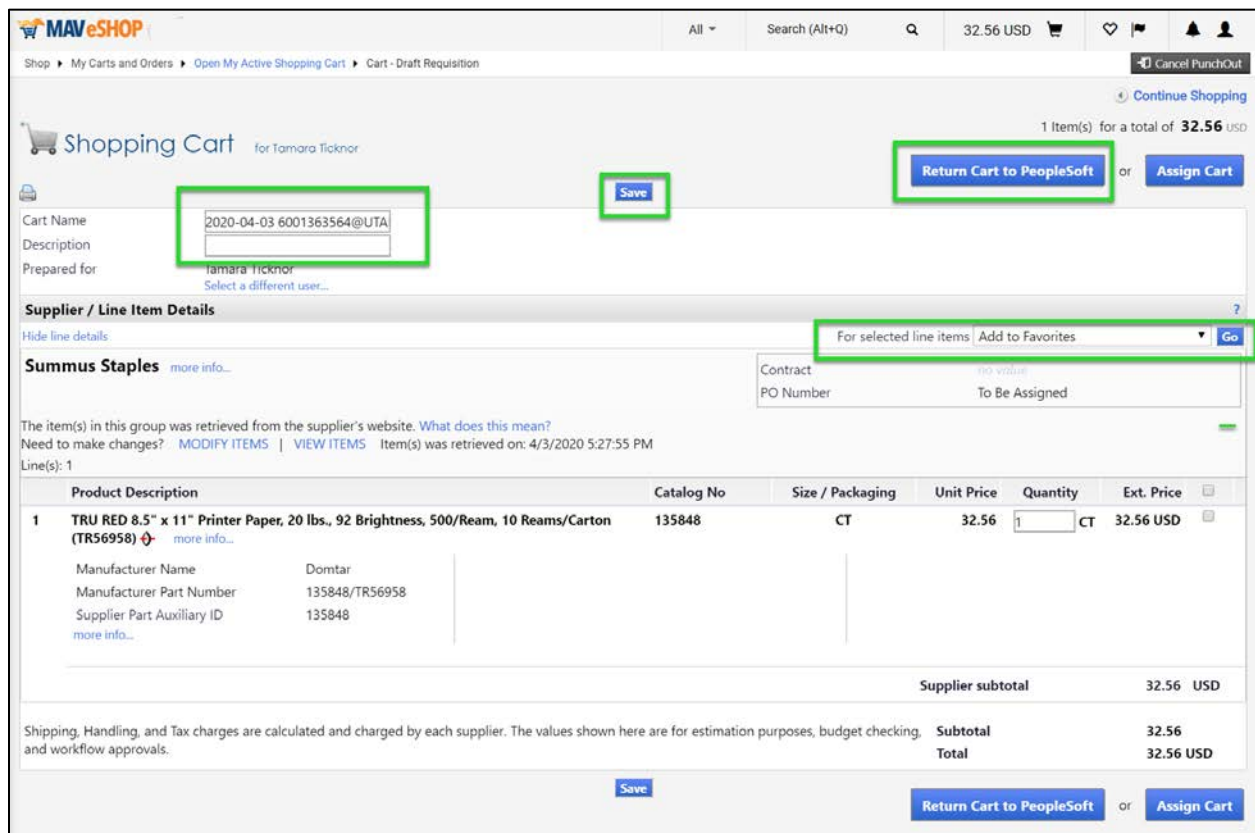
Review the cart for accuracy.

2. Update the Cart Name and Description if desired.
3. To save the cart for later processing, click the Save button.
4. There are actions available in the drop-down box, including the Remove Selected Items option that can be used to remove items from the cart.

**Note:** A MAV eSHOP cart can only be for one vendor. If purchases from multiple vendors is needed, a separate requisition and cart must be created for each vendor.

5. Click the Return Cart to PeopleSoft once the cart is verified for purchase. This take you to UTShare.

**Continue to step 7 below to complete the requisition.**

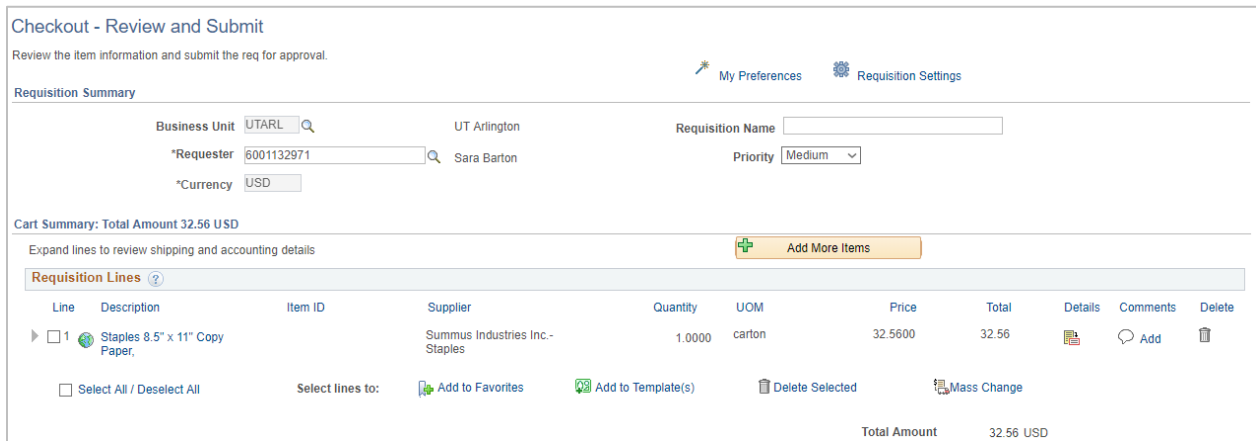


The screenshot shows the MAV eSHOP interface for a shopping cart. At the top, the cart total is 32.56 USD. The cart name is "2020-04-03 6001363564@UTA" and the description is empty. The user is Tamara Ticknor. The cart contains one item from the supplier Summus Staples: TRU RED 8.5" x 11" Printer Paper, 20 lbs., 92 Brightness, 500/Ream, 10 Reams/Carton (TR56958). The item price is 32.56 USD. The cart total is 32.56 USD. The interface includes buttons for "Save", "Return Cart to PeopleSoft", and "Assign Cart". A dropdown menu for "For selected line items" is open, showing "Add to Favorites" and "Go".

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 TRU RED 8.5" x 11" Printer Paper, 20 lbs., 92 Brightness, 500/Ream, 10 Reams/Carton (TR56958)	135848	CT	32.56	1 CT	32.56 USD
Supplier subtotal					32.56 USD
Subtotal					32.56
Total					32.56 USD

**Note:** Once a MAV eSHOP cart has been returned to PeopleSoft (UTShare), it is no longer available to edit nor use in MAV eSHOP. Also, once the MAV eSHOP cart has been returned, the UTShare requisition must be saved. If not saved, the cart will not be available in MAV eSHOP to be pulled into a second requisition – the requester must start over with shopping.

- The **Checkout – Review and Submit page** provides a summary of the line items that were downloaded from the MAV eSHOP cart. This page allows you to add accounting information and submit the requisition for approval.



Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit  UT Arlington

\*Requester  Sara Barton

\*Currency

Requisition Name

Priority

Cart Summary: Total Amount 32.56 USD

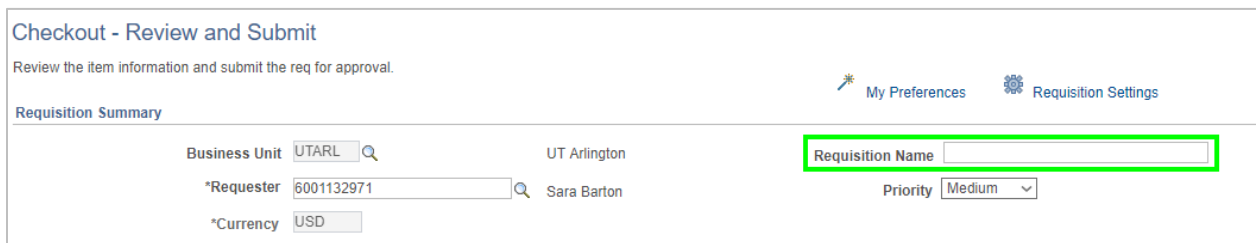
Expand lines to review shipping and accounting details

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Staples 8.5" x 11" Copy Paper		Summus Industries Inc.- Staples	1,0000	carton	32.5600	32.56		Add	

Select All / Deselect All    Select lines to:

Total Amount 32.56 USD

- Enter a Requisition Name. Using the same name as the MAV eSHOP cart helps to correlate the two documents.



Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit  UT Arlington

\*Requester  Sara Barton

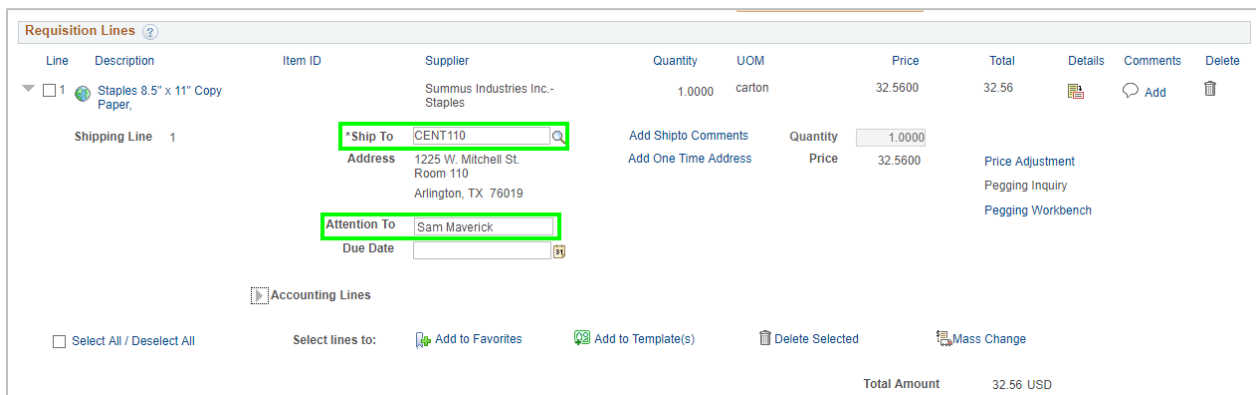
\*Currency

Requisition Name

Priority

- To enter Shipping and Attention To information for the line item, click the expansion arrow for the line item. (Arrows pointing to the right indicate that the section is collapsed; arrows pointing down indicate that the section is expanded.)

Enter or lookup the Ship To location and or the Attention To party.



Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Staples 8.5" x 11" Copy Paper		Summus Industries Inc.- Staples	1,0000	carton	32.5600	32.56		Add	
Shipping Line 1		*Ship To <input type="text" value="CENT110"/> Address 1225 W. Mitchell St. Room 110 Arlington, TX 76019		Add Shipto Comments	Quantity <input type="text" value="1.0000"/>			Price Adjustment Pegging Inquiry Pegging Workbench		
		Attention To <input type="text" value="Sam Maverick"/> Due Date <input type="text"/>		Add One Time Address	Price 32.5600					
Accounting Lines										

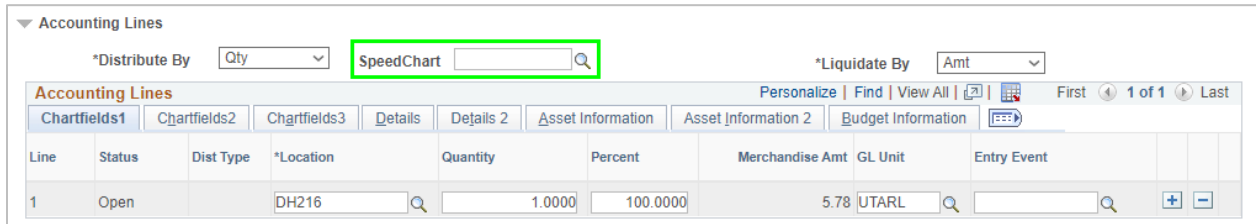
Select All / Deselect All    Select lines to:

Total Amount 32.56 USD

- To enter accounting information for the line items, if not entered on the Requisitions Setting page, click the line item expansion arrow. If necessary, then click the expansion arrow for Accounting Lines.

NOTE: Requisition preference can be selected so that UTShare automatically opens the Accounting Lines section when expanding requisition lines. To set this preference, click the My Preference link at the top of the requisition, and, under the Checkout Page Display section, select the box for “Auto expand accounting lines when expanding requisition lines”.

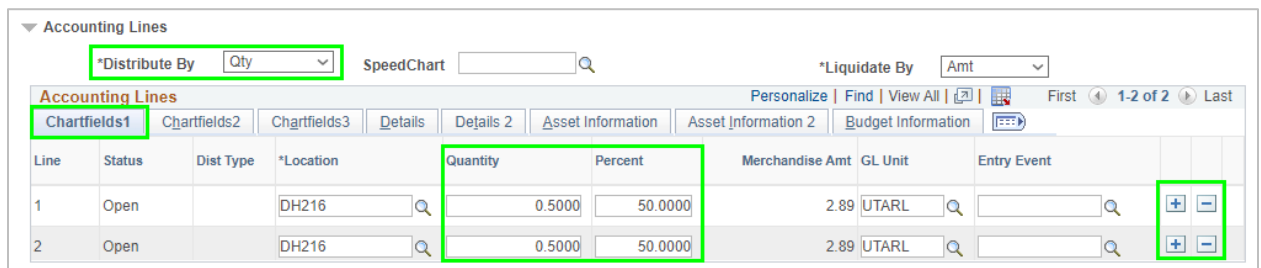
- a. If the invoice line is charged to only one cost center or project, use the SpeedChart field to quickly populate the values into the fields.



The screenshot shows the 'Accounting Lines' section with the 'Distribute By' dropdown set to 'Qty' and the 'SpeedChart' field highlighted with a green box. The table below shows one line item:

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		DH216	1.0000	100.0000	5.78	UTARL	

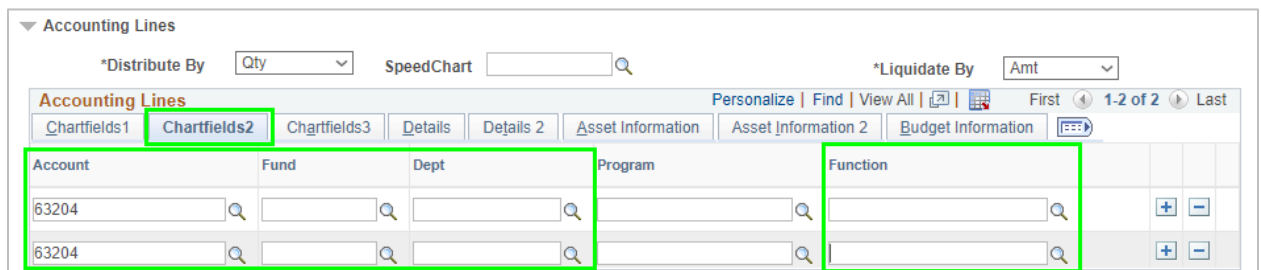
- b. If the line item is to be charged to multiple funding sources, first use the Distribute By field to indicate if the split will be made by Quantity or by Amount. Then, enter on the Chartfields1 tab the quantity, percentage, or amount that is to be paid by the first fund. Use the “+” button to add another chartfield line and enter the quantity, percentage, or amount appropriately. Add as many lines as are necessary.



The screenshot shows the 'Accounting Lines' section with 'Distribute By' set to 'Qty'. The 'Chartfields1' tab is selected, and the 'Quantity' and 'Percent' columns are highlighted with green boxes. The table below shows two line items:

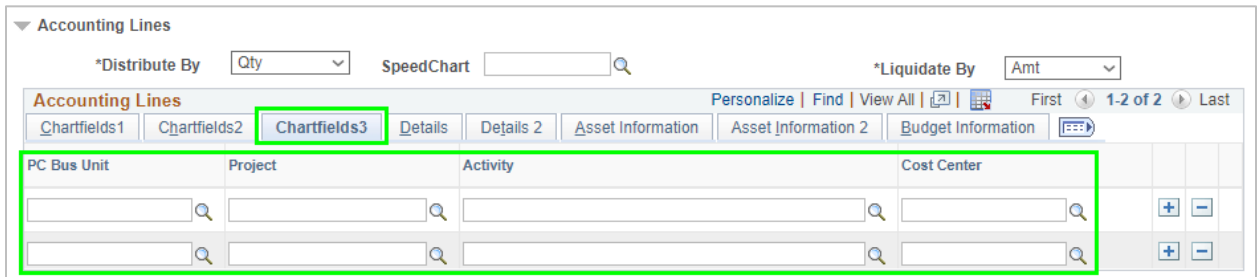
Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		DH216	0.5000	50.0000	2.89	UTARL	
2	Open		DH216	0.5000	50.0000	2.89	UTARL	

Then, go to the Chartfields2 and Chartfields3 tabs to enter the chartfield values for each payer. The Chartfield values must be entered manually; entering a value into the SpeedChart field will remove any additional lines added on the Chartfields1 tab. Enter the Chartfield values for each line.



The screenshot shows the 'Accounting Lines' section with 'Distribute By' set to 'Qty'. The 'Chartfields2' tab is selected, and the 'Account', 'Fund', 'Dept', 'Program', and 'Function' fields are highlighted with green boxes. The table below shows two line items:

Account	Fund	Dept	Program	Function
63204				
63204				



The screenshot shows the 'Accounting Lines' section of a software interface. At the top, there are dropdown menus for '\*Distribute By' (set to 'Qty') and '\*Liquidate By' (set to 'Amt'). Below these are several tabs: 'Chartfields1', 'Chartfields2', 'Chartfields3' (highlighted with a green box), 'Details', 'Details 2', 'Asset Information', 'Asset Information 2', and 'Budget Information'. The 'Chartfields3' tab is active, displaying a table with columns: 'PC Bus Unit', 'Project', 'Activity', and 'Cost Center'. Each column has a search icon and a plus/minus button to its right.

Repeat for all lines. All requisition lines must have accounting information entered.

11. On the Chartfield2 tab, verify the GL account number. This number populates based on mapping from the category code on the line item information. Correct if the Account number is wrong.

Note: The GL account code mapping for computers is known to default with an incorrect code. Please ensure computers (including desktop computers, servers, tablets, or workstations) are coded with the appropriate GL account number (63163).

12. If the item(s) being requested is a Capital or Controlled Asset (see Procedure BF-PM-PR1) enter the appropriate Profile ID. From the Accounting Lines section, click the Asset Information tab.
  - a. Enter "UTARL" in the AM Business Unit field.
  - b. Enter or lookup the Profile ID for the asset.

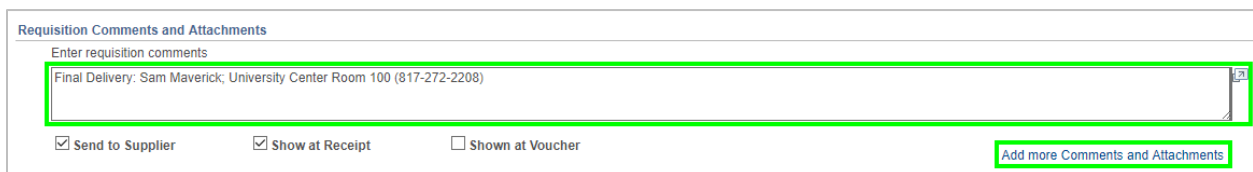
NOTE: For assistance with Profile IDs, contact the Property Management department.



The screenshot shows the 'Accounting Lines' section with the 'Asset Information' tab highlighted (green box). The table has columns: 'AM Business Unit', 'Profile ID', 'Tag Number', 'CAP #', 'Sequence', and 'Empl ID'. The 'AM Business Unit' and 'Profile ID' columns are highlighted with a green box.

13. Enter comments that relate to the purchase as a whole (including Final Delivery instructions) in the Requisition Comments and Attachments. Selecting the Send to Supplier box will include the comment on the PO. Selecting the Show at Receipt box will allow the party entering the receipt for the item to see the comment. Selecting the Show at Voucher box will allow the party entering the voucher for the purchase to see the comment.

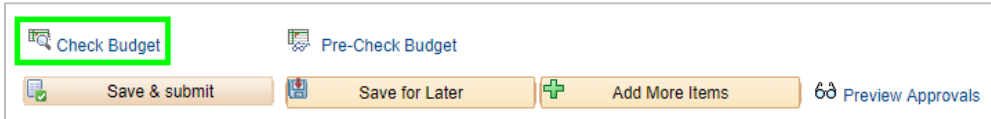
To enter more than one comment, use the Add more Comments and Attachments link.



The screenshot shows the 'Requisition Comments and Attachments' section. It features a text area for 'Enter requisition comments' containing the text 'Final Delivery: Sam Maverick; University Center Room 100 (817-272-2208)'. Below the text area are three checkboxes: 'Send to Supplier' (checked), 'Show at Receipt' (checked), and 'Shown at Voucher' (unchecked). A green box highlights the 'Add more Comments and Attachments' link.

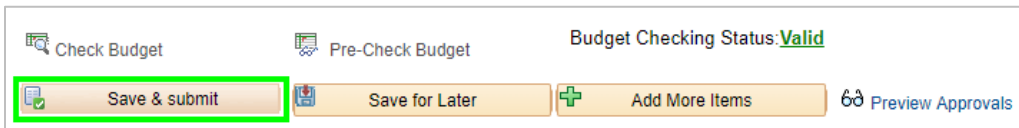
14. Once the required fields are completed, click the Check Budget link to check for available funds and validate chartfield values. After clicking Check Budget, you will see a prompt alerting you that your Requisition will be saved with an "Open" status. Click OK.





Note: If budget check fails, click the “Error” link located next to the Budget Checking Status field to view the error message. Make the necessary changes and re-run the budget check process.

15. Once a “Valid” Budget Status is displayed, click Save & Submit.



16. The Requisition Confirmation page is displayed. Notice, a Requisition ID is assigned, and the Status is “Pending”. Also, the current and future routing is displayed for the document.

### Confirmation

Your requisition has been submitted.

Requested For Sam Maverick	Number of Lines	1
Requisition Name Paper For Computer Lab	Total Amount	32.56 USD
<b>Requisition ID 0000020912</b>	Pre-Encumbrance Balance	<b>32.56</b> USD
Business Unit UTARL		
<b>Status Pending</b>		
Priority Medium		
Budget Status Valid		

[View printable version](#)
[Edit This Requisition](#)
[Check Budget](#)
[Pre-Check Budget](#)

### Department Approval

**Paper For Computer Lab: Pending** + Start New Path

Department Approval

**Pending**

Multiple Approvers Manager +

Apply Approval Changes

[Create New Requisition](#)
[Manage Requisitions](#)