**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.

![Image of Requisition page]

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.

   ![Hosted Catalog Image](image-link)

   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.

   ![Add to Cart Image](image-link)
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.
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, changes will save automatically.
3. There are actions available in the drop-down menu, 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.

4. 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.**

**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.
7. 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.

![Screenshot of Checkout - Review and Submit page](image)

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

![Screenshot of Requisition Name](image)

9. 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.

![Screenshot of Shipping and Attention To information](image)

10. 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.

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.

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.
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.

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.

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.