MAV eSHOP Requisition – Process an Assigned Cart

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.

To submit a requisition for workflow approvals, complete the following steps:

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

2) The Create Requisition page is displayed:
   a. Enter or lookup your Empl ID in the Requester field.
   b. Click the OK button to start the requisition.

3) The Create Requisition page is displayed. Click the Request Options drop-down arrow.

4) Click the SciQuest eShop Portal link to open MAV eSHOP.

5) The MAV eSHOP screen will populate.

6) From the MAV eSHOP homepage, select the Action Item icon in the top banner and select Carts Assigned to Me.

   Alternative: You can also access the assigned cart from the Shop menu (Shop > My Carts and Orders > View Draft Shopping Carts)

7) Select the Shopping Cart that you want to pick-up.
8) Review the cart for accuracy. Update the Cart Name and Description if desired. To save the cart for later processing, click the Save button. 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.

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.

9) Once the cart is verified for purchase, click Return Cart to PeopleSoft to return the cart into the requisition.

![MAV eSHOP cart screenshot]

**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.

10) 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.
11) Enter a Requisition Name. Using the same name as the MAV eSHOP cart helps to correlate the two documents.

12) 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.

13) To enter accounting information for the line items, if necessary, 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, click on the Chartfields2 tab to access the Chartfield Value fields. Enter the chartfield values for the expense line or use the SpeedChart field to quickly populate the values into the fields.
b. There are two different ways to distribute a line item charge to multiple departments based on the nature of how the charge is to be split. The requisition pre-encumbrance, purchase order encumbrance, and voucher expense will be affected differently by which method is used – please use the correct method.

i. Each individual unit should have a split distribution - each item is to be split (i.e. four items but each item will paid for by different funds).

In this case, 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 tab 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.

ii. The total quantity or amount is to be divided and specified quantities or amounts paid by different payers (the line item is for 4 units, cost center A pays for 2 and cost center B pays for 2)

In this case, adjust the Shipping Line 1 quantity or amount and add a second Shipping Line to the line item using the “+” button.
Then, go to the Chartfields2 and 3 tabs for each Shipping Line and enter the chartfield values. The SpeedChart field can be used to quickly populate the chartfield values.

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

14) 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).

15) 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.
16) 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.

17) 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.

18) Once a “Valid” Budget Status is displayed, click Save & Submit.
19) 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.