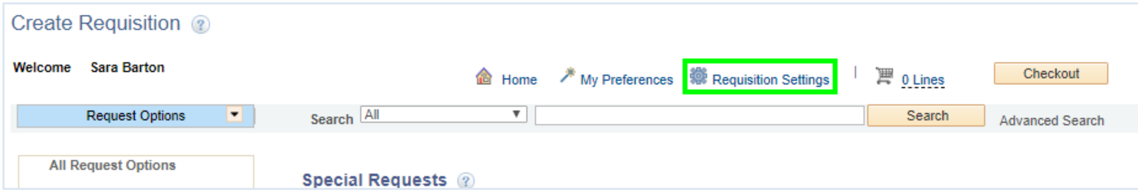
Special Request Requisition

The Special Request form is used to request goods or services that are not available from MAV eSHOP. This form captures the details of the purchase, such as item information, quantity, shipping terms, other purchase obligations or conditions.

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

1) Begin by navigating to the Requisition in UTShare at Navigator > Financials > eProcurement > Requisition. Alternatively, select the Procurement Operations homepage and click the Requisition 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.
4) To access the Requisition Defaults, click on the Requisition Settings link. This will display the page where default values can be entered. Default values will be repeated on every line added to the requisition. Information entered in this section will help you avoid repetitive entries; however, data can be changed on individual lines as needed. This section should be used to enter the Requisition Name and enter or lookup the Supplier and Buyer information. All other fields are optional.



Note: To use the SpeedChart field on the Accounting Defaults, you must select the Override radio button in the Default Options section.

5) Once the appropriate values are entered, click the “OK” button to enter requisition line item information.

6) Values entered on the Requisition Settings page should populate on the line page. For all fields not populated, enter line item information to include:

   a. A brief description of the item or service in the Item Description field (required).

   b. A dollar amount of the item or service in the Price field. This is the per-unit price (required).

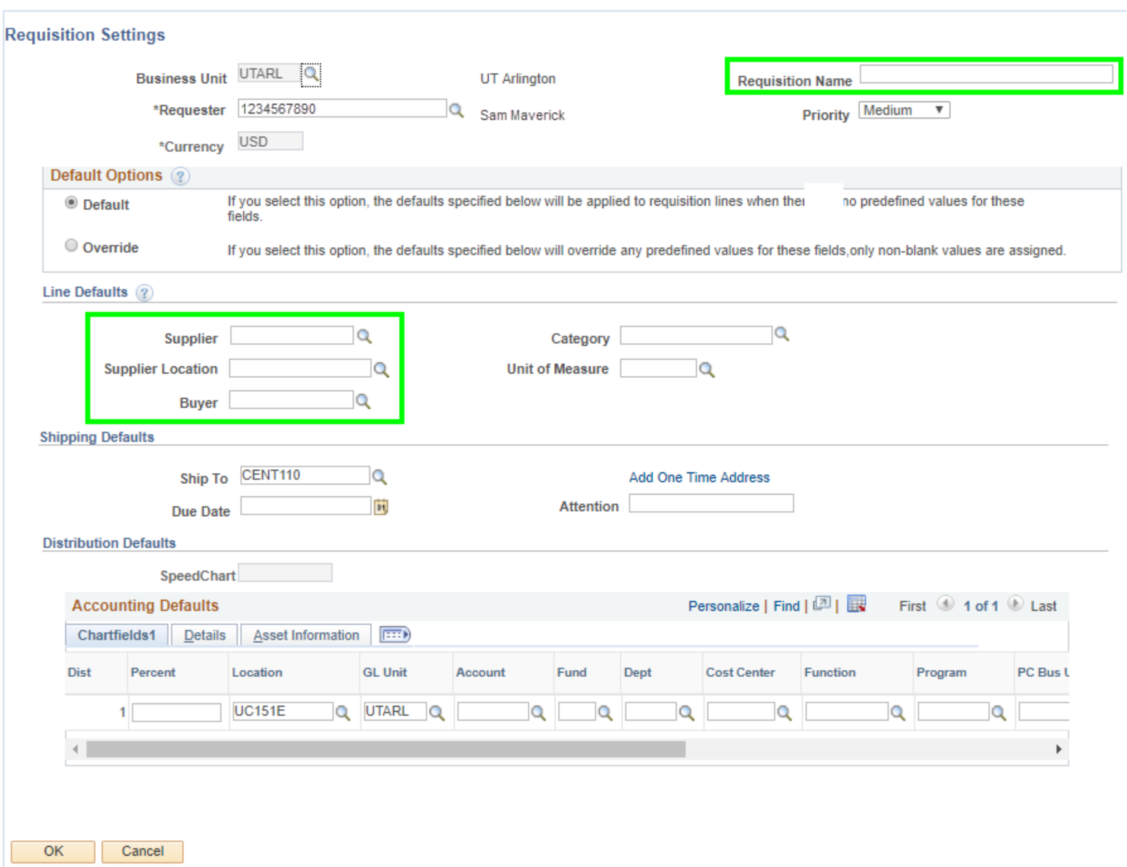
   c. The number of units being purchased into the Quantity field (required).

   d. The Unit of Measure (required).

   e. The Category code (used to identify the item you are purchasing - required).

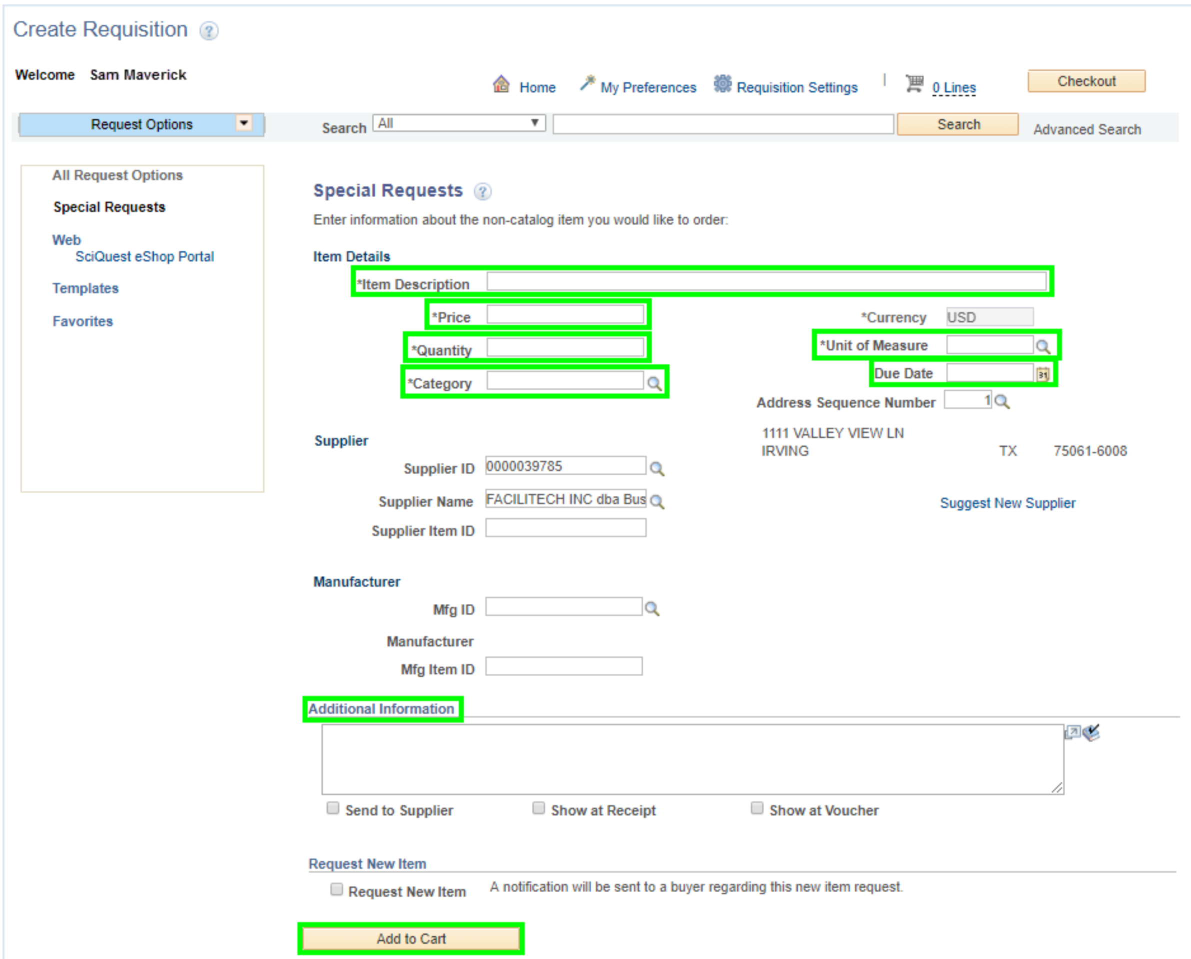
   f. The Due Date for the good or service. This date indicates when the goods are expected to arrive. Note, for service/maintenance contracts, enter the end date of the service.

   g. The Additional Information textbox can be used to provide any comments or remarks that relate to the item or service (e.g. product specifications). Selecting the Send to Supplier box



will include the line item 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 line item to see the comment.

Note: The cost of Shipping & Handling should be added as a separate line item on the Requisition. For S&H use category code 78121603 (Freight Fees).



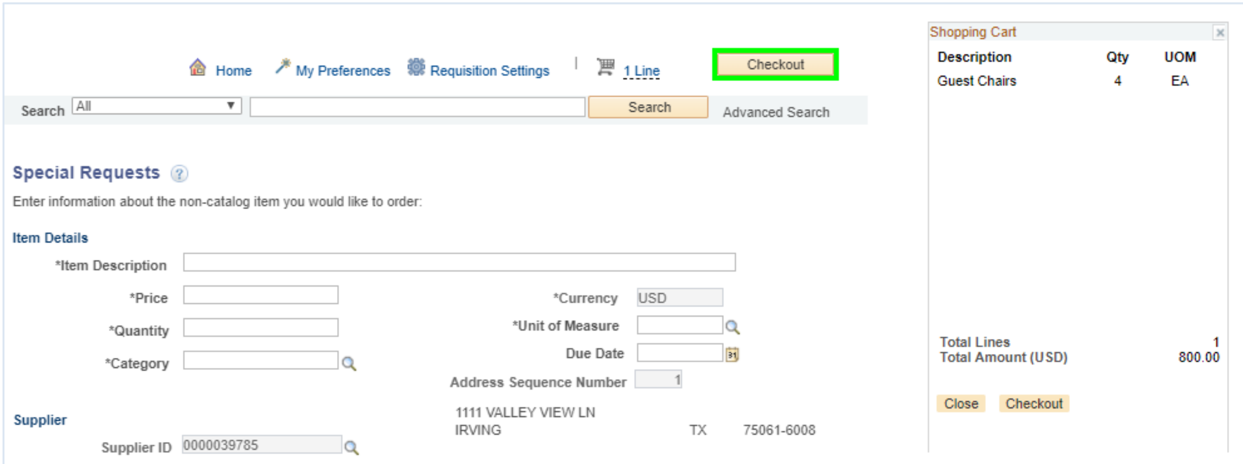
7) Click the Add to Cart button. Notice, the item is added to the Shopping Cart box. This section keeps a running total of the line items and the total cost of the Requisition. A blank Special Request page is displayed.

   NOTE: If the Shopping Cart does not display on the right side of the screen, click on the My Preferences link at the top of the requisition. If it is not checked, click on the selection box for the "Auto display shopping cart when adding items" option under the Shopping Cart Display section.

8) If necessary, repeat step 6 and 7 to add additional line items.

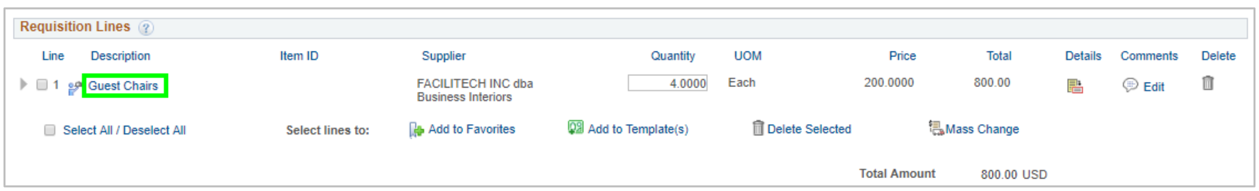
   Note: The Supplier ID and Name and Address Sequence Number fields are locked on subsequent lines so that only one vendor is entered on a requisition. If a change to the selected vendor needs to be made, it can be made on line item #1

9) Once all lines have been entered, click the Checkout button to finalize the requisition.



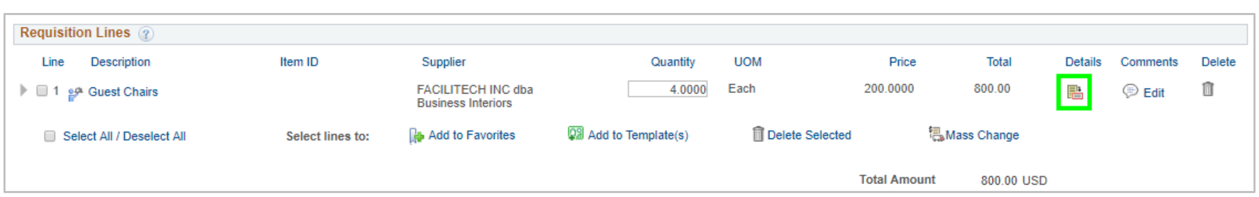
10) The Checkout – Review and Submit page provides a summary of the line items entered on the requisition. This page allows you to edit a line, add accounting information and submit the requisition for approval. Fields on this page will populate according to the information entered on the Requisition Settings/Defaults page.

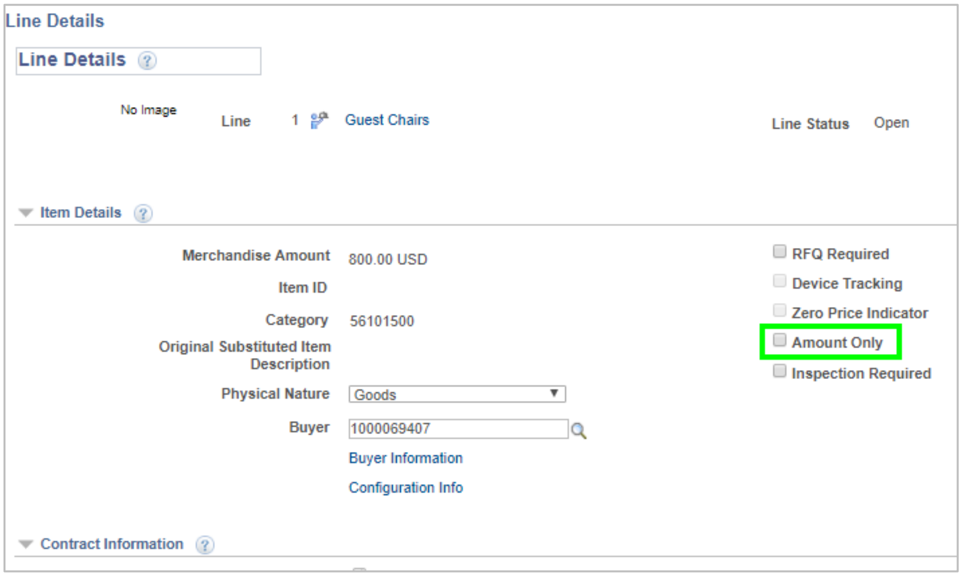
To access the line for editing, click on the line item description.



11) If there is an expectation that a specific line item will involve multiple invoices/payments with different dollar amounts and the Quantity is "1" the line should be setup as "Amount Only". This option is intended for requisition lines involving services that you want to base on the dollar value; rather than the quantity when making a payment. Line items with a unit of "LOT" should use this option.

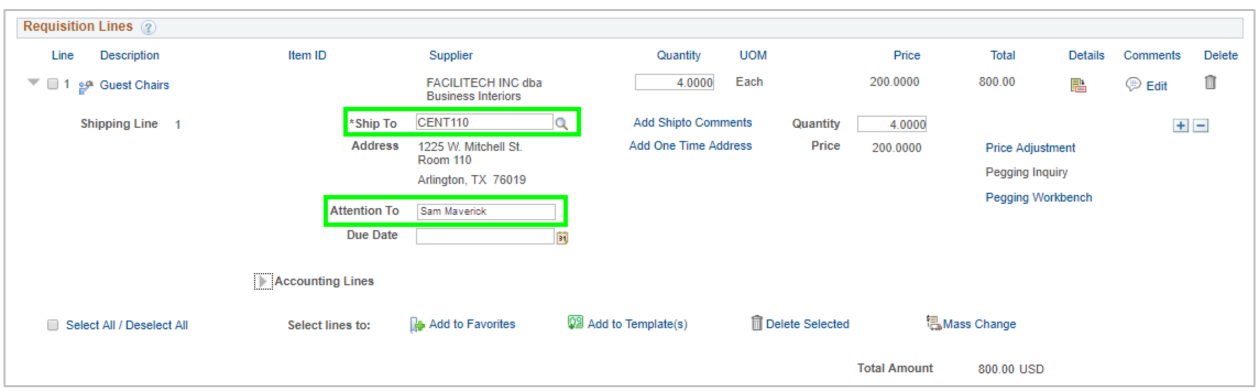
To flag an item as "Amount Only", click on the Line Details icon, and click the box for "Amount Only". Click "OK" to return to the Checkout page.





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.)

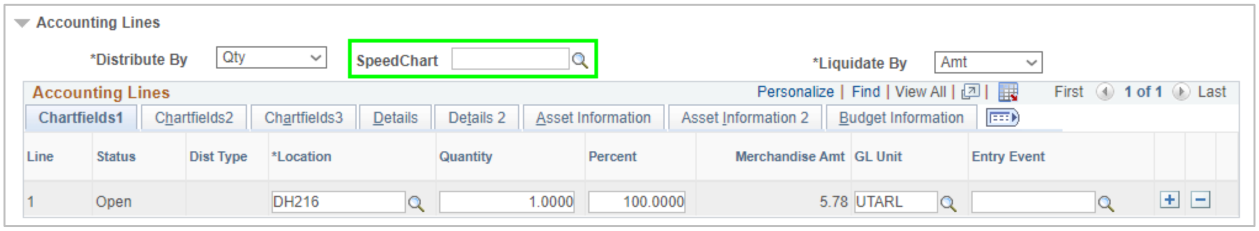
Enter or lookup the Ship To location and or the Attention To party.



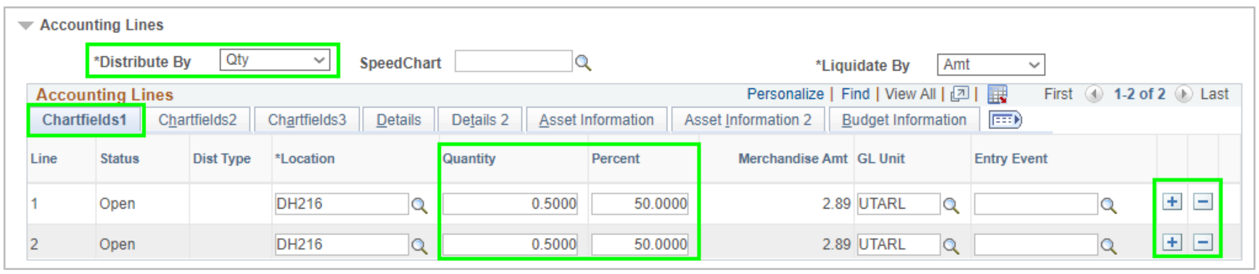
13) To enter accounting information for the line items, if not entered on the Requisitions Setting page, click the line item expansion arrow. If necessary, click the expansion arrow for Accounting Lines.

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".

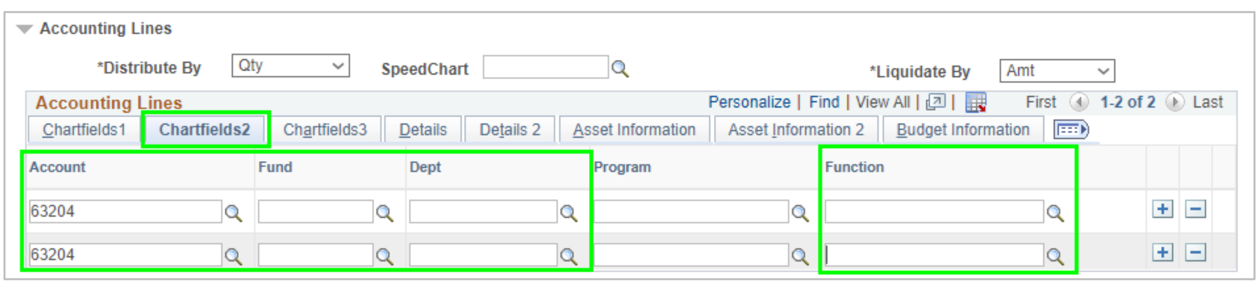
a. If the invoice line is charged to only one cost center or project, use the SpeedChart field to quickly populate the values into the fields.

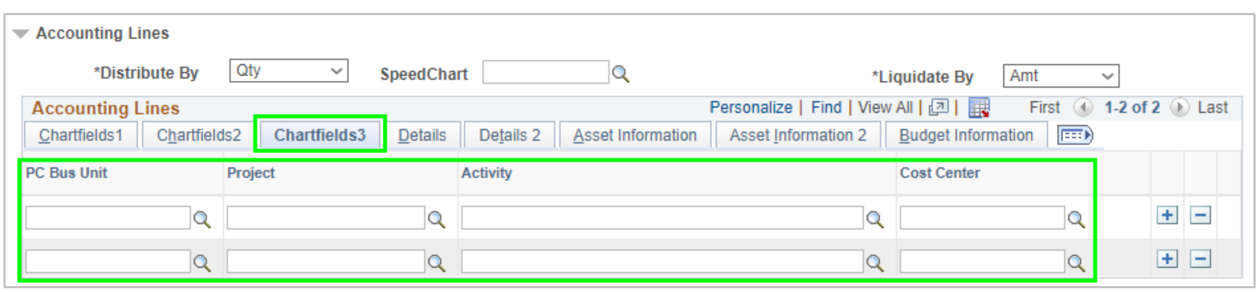


b. If the line item is to be charged to multiple funding sources, first use the Distribute By field to indicate if the split will be made by Quantity or by Amount. Then, enter on the Chartfields1 tab the quantity, percentage, or amount that is to be paid by the first fund. Use the "+" button to add another 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.





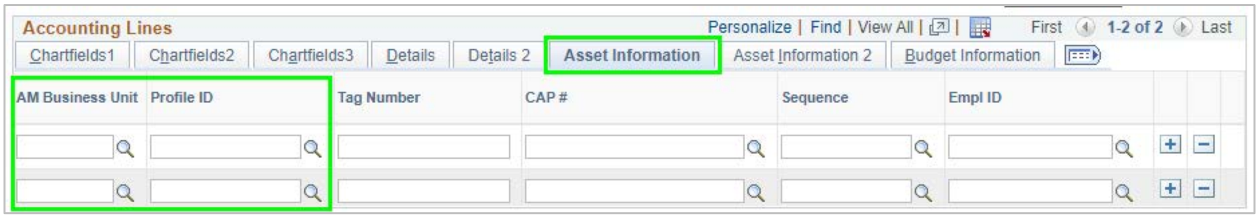
Repeat for all lines. All requisition lines must have accounting information entered.

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

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.



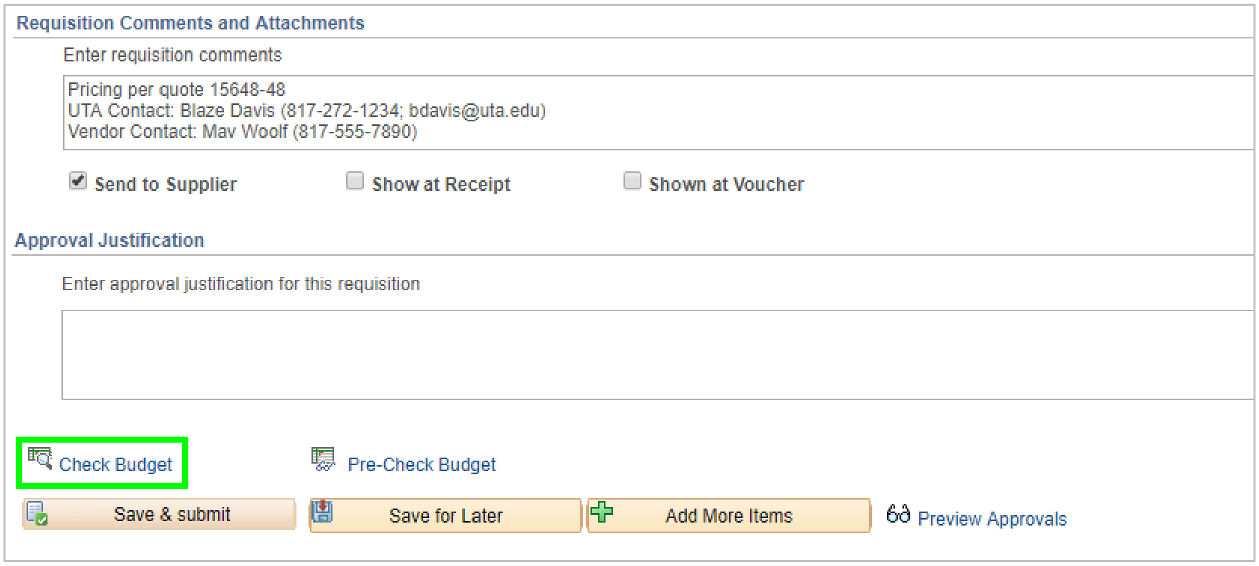
NOTE: For assistance with Profile IDs, contact the Property Management department.

16) Enter comments that relate to the purchase as a whole (i.e. contractual information, UTA contact who can answer questions about the purchase, Vendor contact information) 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.

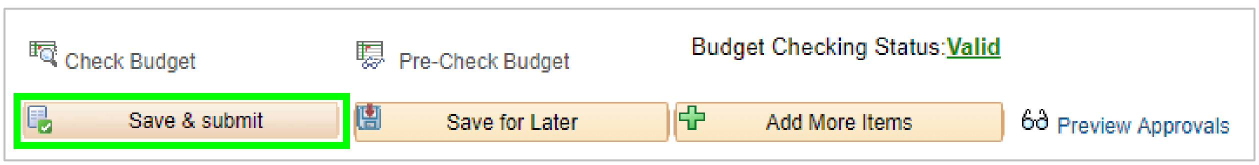
Supporting documentation (source of pricing, scope of work, contract details, etc.) must be attached to the requisition. Click the Add more comments and Attachments link to upload the necessary attachments.

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.