Create Requisition
Special Request
Agenda

1. UTShare Terms
2. Methods for Requesting Goods or Services
3. Special Request
4. Desktop Receiving
5. Manage Requisitions
6. Manage Suppliers
Requisitions

- **Budget Check**: The process of checking for available funds.
- **Pre-Encumbrance**: A process that holds funds for an anticipated expense.
- **Encumbrance**: A process that reserves funds for a future expenditure.
- **Capital Asset**: Any furniture or equipment with a single unit value of $5,000 or greater.
- **Controlled Asset**: Any furniture or equipment with a single unit value of $500 to $4,999.99 that must be secured and tracked due to the nature of the item.
- **Sourcing**: The process of converting a requisition into a purchase order.
- **Dispatched**: The purchase order has been sent to the Supplier.
- **Chart of Accounts**: is the foundation of the accounting system used to identify transactions in UTShare. It consists of a *Business Unit*, *Fund*, *Department*, *Cost Center*, *Function*, *Project PC Business Unit*, and *Activity*.

<table>
<thead>
<tr>
<th>Bus Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Centr</th>
<th>Function</th>
<th>Program</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
**ChartField**: Individual fields used to segregate budget data. The grouping or combination of chartfields is referred to as a “chartfield string”.

- **Required fields for Non-Project (Cost Center):**
  - Business Unit (UTARL), Account, Fund, Department, **Cost Center**, Function

- **Required fields for Project (Grant or Plant Fund):**
  - Business Unit (UTARL), Account, Fund, Department, Function, **Project**, **Project Costing Business Unit**, Activity

**SpeedChart**: is used to automatically fill in the individual ChartField values in the Accounting distribution line. The SpeedChart is the same as the 6-digit Cost Center or 10-digit Project ID number in the chartfield string.
UT Share Terms

Requisitions

- **Account (General Ledger Account):** is used to identify the nature of the transaction (e.g. 63003 – Office Supplies). Typically, users will use Accounts beginning with “6” or “8” when processing Requisitions or Vouchers in UT Share.

The Account number is not tied to the SpeedChart. When processing Requisitions, this field will auto-populate based on the Category code.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Account</th>
<th>Description</th>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXXXX</td>
<td>Assets</td>
<td>4XXXXX</td>
<td>Revenue</td>
<td>7XXXXX</td>
<td>Transfers</td>
</tr>
<tr>
<td>2XXXXX</td>
<td>Liabilities</td>
<td>5XXXXX</td>
<td>Expense - Payroll</td>
<td>8XXXXX</td>
<td>Capital Assets</td>
</tr>
<tr>
<td>3XXXXX</td>
<td>Fund Equity</td>
<td>6XXXXX</td>
<td>Expense-Non-payroll</td>
<td>9XXXXX</td>
<td>Suspense</td>
</tr>
</tbody>
</table>
Methods for Requesting Goods or Services
Methods for Requesting Goods or Services

**MAV eSHOP** (SciQuest)
- Hosted catalogs are online versions of a supplier’s print catalog. The catalogs are available to all UT schools using the MAV eSHOP platform; which contain negotiated prices.
- Punch-Out Catalogs in MAV eSHOP direct you to the Suppliers external website. The catalog are specific to UTA and contain negotiated items and prices.

**ProCard**
- The ProCard is used to purchase goods or services for low-cost items ($4,000 or less) that do not exist in MAV eSHOP.

**Non-PO Voucher**
- Some purchases of goods and services may not require a purchase order. See the Best Value Purchasing Procedures, Section VII, Article 2 for the list of goods and services that do not require a purchase order.

**Special Request** (Non-Catalog Items)
- The Special Request form in UTShare is used to request goods or services that do not exist in MAV eSHOP and are not eligible to purchase with a ProCard.
Special Request
General Information

The Special Request form is used to request goods or services. This form captures the details of the purchase, such as:

- Item Information
- Quantity
- Shipping Terms
- Other Purchase Obligations or Conditions

The Difference Between a Requisition and Purchase Order:

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Internal document</td>
<td>• External Document</td>
</tr>
<tr>
<td>• Used to communicate purchasing needs to Buyers</td>
<td>• Provides the Supplier with the information needed to complete the order.</td>
</tr>
<tr>
<td>• Provides approvals for the purchase</td>
<td></td>
</tr>
</tbody>
</table>
• When the Requisition receives a valid budget check, a pre-encumbrance is recorded. Once the Requisition is approved and sourced, the Purchase Order (PO) is automatically created by the system.

• After the PO is processed, approved, and receives a valid budget check, the system releases the pre-encumbrance and the funds for the PO are encumbered. The PO is then dispatched to be sent to the Supplier.

• Once the goods or services are delivered, the Supplier's invoice can be vouchered and paid. The system releases the encumbrance and records an expenditure.
## Special Item Requests

### Purchasing Thresholds

<table>
<thead>
<tr>
<th>Purchases</th>
<th>Purchases</th>
<th>Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $15K (Small Dollar)</td>
<td>$15K to $50K (Informal Bids)</td>
<td>Greater than $50K (Formal Bids)</td>
</tr>
<tr>
<td>• No competitive bids required</td>
<td>• Competitive bids required</td>
<td>• Competitive bids required</td>
</tr>
<tr>
<td>• Departments can purchase goods or services from any available source</td>
<td>• Departments can solicit bids from 3 or more potential suppliers (2/3 of which must be *HUB Suppliers) or allow Procurement Services to conduct the bidding</td>
<td>• Procurement Services will obtain bids from 3 or more potential suppliers (2/3 of which must be *HUB Suppliers)</td>
</tr>
</tbody>
</table>

*Historically Underutilized Business (HUB)
Special Request Steps for Requesting Goods/Services
Steps for Requesting Goods/Services

1. Obtain the source of pricing for the goods or services (i.e. quote, catalog, copy of website, email or fax from Supplier).

2. Complete the Requisition, attach support documentation, budget check and then submit the form for approval.
3. Once the Requisition is sourced into a PO and approved, a Purchase Order ID number is assigned and the status of the PO changes to “POs Dispatched”.

The “POs Dispatched” status indicates that the funds are encumbered and the goods or services can now be purchased from the Supplier.

The PO status can be viewed from the Manage Requisitions page in UT Share.

**Important:** A purchase order must be obtained and the status of the PO display “POs Dispatched” before making the purchase from the Supplier.
Steps for Requesting Goods/Services

4. The details of the PO (regardless of the dollar amount) will be emailed to the Requester. To begin the purchasing process:
   
   – The Requester must provide the PO information to the Supplier and make the purchase for small dollar POs (less than $15,000).
   
   – Procurement Services will provide the PO information to the Supplier and make the purchase for large dollar POs ($15,000 or greater).

5. When the goods or services are received and Desktop Receiving has been performed (if necessary), a PO Voucher should be processed to generate a payment to the Supplier.
   
   – PO Vouchers less than $15,000 are processed by the Department.
   
   – PO Vouchers $15,000 or greater are processed by the Office of Disbursements.

Note: For more information about PO Vouchers, refer to the training topics “Prepare Payment Vouchers”.

Policies, Procedures and Official University forms are located at:
https://www.uta.edu/policy/procedure

• For Purchasing Procedures refer to the following:
  • Procedures Index BF-PGS-PR1
    “Best Value Purchasing Procedures”
      o Requirements for a Purchase Order
      o Goods or services not requiring a PO
Class Activity
Create Requisition - Using the Special Request form
Requisition Workflow Process
Requisition Workflow Process

Requester completes the requisition, attaches support documentation, budget checks and submits requisition for approval.

Grant Funded?

Yes → Department Approval → Principal Investigator (PI) Approval → Requisition Over $5000?

Yes → Grants Central Office Approval (Grants & Contracts Svc) → Commodity Approval → Requisition Approved

No → Department Approval → Commodity?

Yes → Commodity Approval → Requisition Over $5000?

Yes → Commodity Approval → Requisition Approved

No → Requisition Approved
Desktop Receiving
Desktop Receiving

General Information

- Desktop Receiving is a formal method for documenting acceptance of goods received from a Supplier.

**Note:** Central Receiving will perform desktop receiving for items delivered to their office. Items shipped directly to the department, must be received by the employee that processed the Requisition.

- The Receive Items page is used to perform Desktop Receiving. You can access this page using one of the following navigations:
  - **Manage Requisition** (Navigator > eProcurement > Manage Requisition)
    - View receivable items for a specific Requisition created by the Requester.
  - **Receive Items** (Navigator > eProcurement > Receive Items)
    - View receivable items for all Requisitions created by the Requester.
Receiving Items from the Manage Requisitions Page

1. Select the “Receive” action in the Actions dropdown menu and click the “Go” button.

2. Select the items to be received, or use the “Check All” button to select all items on the requisition.

3. Click the “Receive Selected” button.

Receive Items

You have 3 lines open for receiving for requisition Furniture-MSE-Prof Dolan

- UTARL: 2 Conference Room Chairs
- UTARL: 1 Conference Room Chairs
- UTARL: 1 Conference Room Chairs

Total: 4 items
3. Adjust the Received Quantity if necessary.  
**Note**: Receive only the quantity physically received.

4. Click the “Save Receipt” button.

5. The Receipt ID will populate.
Manage Requisitions
The Manage Requisition page is used to search for an existing Requisition or Purchase Order (PO). Also, it displays the different stages of the Requisition.

Search by Requisition ID, Requester ID, Date Range, Status or Purchase Order ID.
Manage Requisitions

General Information

- The different stages of the Requisition that are complete or in progress are highlighted with an active link.

- The Manage Requisition page allows users to: view Approvals, Copy the requisition, Edit the requisition, Receive items, View Print the requisition.
Manage Requisitions

General Information

- Requesters can edit or cancel a requisition if the document status is Open, Pending, or Approved.
- If changes or corrections are required and the Requisition State is one of the following, contact your Buyer in Procurement Services:
  - PO(s) Created
  - PO(s) Dispatched
  - Received
  - Partially Received
When a requisition is cancelled, the budget check must be performed to release the pre-encumbrance.

1. Select “Cancel” from the dropdown menu on the Manage Requisitions page, then click the “Go” button.
2. On the Requisition Details page, click the “Cancel Requisition” button.

After cancellation, the Total dollar amount of the requisition will be 0.00.
3. To complete the process, select Check Budget from the dropdown menu and then click the Go button.

When the process is complete, the Requisition State will be “Canceled”, the Budget “Valid”, and the Total dollar amount will be 0.00. The pre-encumbrance should now be released.
Managing Suppliers
Managing Suppliers

General Information

Suppliers (vendors) are individuals or companies that provide goods or services to the university.

The supplier must be active and approved in UTShare before a Requisition can be created.

• Before adding a new Supplier, perform a thorough search in UTShare and PaymentWorks to avoid duplications.
  – Search UTShare and ensure the supplier is active and approved.
  – If a supplier is in PaymentWorks but not UTShare, the supplier cannot be used until the processing is complete.
  – If the supplier is NOT found in UTShare or PaymentsWorks, a PaymentWorks invite can be sent.
Search for an existing Supplier in UTShare using one of the following pages:

**Supplier Information Search Page**
- Navigator > Suppliers > Supplier Information > Add/Update > Supplier

**Review Suppliers Search Page**
- Navigator > Suppliers > Supplier Information > Add/Update > Review Suppliers

**Note:** The Review Suppliers option lets you search by address.
The **Supplier Information** page is used to search for an existing Supplier (Find an Existing Value).

- Search by Supplier ID or Name.
- Narrow your search by using search operators such as, *begins with*, *Contains*, *Equal to*, *Not Equal to*, etc.
The **Review Suppliers** page is used to search for an existing Supplier.

- Search by Name, supplier ID or supplier Address
- Narrow your search by using search operators such as, Contains, Equal to, Not Equal to, etc.
- This page displays detailed information for multiple Suppliers. In addition, on the Additional Supplier Info tab, the “Status” of the Supplier is provided (e.g. Denied, Unapproved, Inactive, etc.).
PaymentWorks is the supplier management tool used at The University of Texas at Arlington.

- This tool interfaces with UTShare keeping the supplier information up-to-date.
- Suppliers will be invited to create their own user profiles in PaymentWorks.
- PaymentWorks can be used by suppliers to view payment and invoice information.

UTA employees can access PaymentWorks through the UTA Apps page at myapps.uta.edu
Search for Supplier

- Once logged into PaymentWorks.
- Click on **Setup and Manage Supplier Portal**.

- Click on the **Suppliers** tab.
Search for a Supplier

The Supplier list is displayed.

- Suppliers with a green dot in the connected column should be in UTShare.
- Suppliers without a green dot are still in the new vendor registration process.
Adding Suppliers
General Information

Departments are responsible for inviting new U.S. Suppliers using PaymentWorks.

1. Access PaymentWorks from the myapps.uta.edu webpage.
2. Sign-in using single-sign on.
3. Navigate to Vendor Master Updates.
4. Click The **New Vendors** Tab
5. Click on the “Send Invitation” button
6. Complete the Information
7. Click Send.
General Information

• Suppliers are responsible for updating their company, banking, and/or legal information in PaymentWorks once their account is established.

• The supplier inviter will receive notifications when the supplier connection and approval are complete.
## Suppliers

### Policy & Procedures

Policies, Procedures and Official University forms are located at: [https://www.uta.edu/policy/](https://www.uta.edu/policy/)

- For Supplier Procedures refer to the following:
  - Procedures Index BF-PGS-PR11
    - “Vendor Setup and Maintenance”
More Information for Requisitions

**Procurement web page:**
https://www.uta.edu/business-affairs/procurement/index.php
- Find Your Buyer
- View updated Procurement Information and Deadlines
- Campus-Wide Procurement Agreements

**Historically Underutilized Business (HUB) Vendor:**
https://www.uta.edu/business-affairs/hub/index.php
- Bids Terms & Conditions
- PO Terms & Condition
- Information for Suppliers
More Information

UT Share Support:
  – Service Now: https://uta.service-now.com/selfservice
  – Call: 817-272-2155

Training Resources:
  – Visit Business Affairs Training and Development web page:
    https://www.uta.edu/business-affairs/training/
    • Register for UT Share Classes
    • Join Business Affairs Listserv
    • View and/or Print UT Share Training Materials
      – Training Guides
      – Job Aid