Create Requisition
Special Request

Presented by: Business Technology Services
UT Share Terms

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, Activity.
UT Share Terms

### ChartField
- **ChartField**: Individual fields used to segregate budget data. The grouping or combination of chartfields is referred to as a “chartfield string”.

<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>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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.
**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  | 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 | 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
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

**Requisition**

- Internal document
- Used to communicate purchasing needs to Buyers
- Provides approvals for the purchase

**Purchase Order**

- External Document
- Provides the Supplier with the information needed to complete the order.
Special Request

General Information

• 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 Request 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>
</tbody>
</table>

- **Purchases Less than $15K (Small Dollar)**
  - No competitive bids required
  - Departments can purchase goods or services from any available source

- **Purchases $15K to $50K (Informal Bids)**
  - Competitive bids required
  - 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

- **Purchases Greater than $50K (Formal Bids)**
  - Competitive bids required
  - Procurement Services will obtain bids from 3 or more potential suppliers (2/3 of which must be *HUB Suppliers)

*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.
Steps for Requesting Goods/Services

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 must 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”.
## Requisitions

### Policy & Procedures

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

- For Purchasing Procedures refer to the following:
  - Procedures Index BF-PGS-PR1
    - “Best Value Purchasing Procedures”
      - Requirements for a Purchase Order
      - Goods or services not requiring a PO
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?

No → Department Approval → Commodity?

Yes → Commodity Approval → Requisition Approved

No → Requisition Approved

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

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** (Main Menu > eprocurement > Manage Requisition)
    - View receivable items for a specific Requisition created by the Requester.
  - **Receive Items** (Main Menu > 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 drop-down 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
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](image)
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

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Request State</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000020895</td>
<td>0000020895</td>
<td>UTARL</td>
<td>04/23/2019</td>
<td>PO(s) Dispatched</td>
<td>Valid</td>
</tr>
<tr>
<td>0000020894</td>
<td>S. Davis_Power Supply</td>
<td>UTARL</td>
<td>04/23/2019</td>
<td>PO(s) Dispatched</td>
<td>Valid</td>
</tr>
<tr>
<td>0000020893</td>
<td>Lab XYZ Microscope</td>
<td>UTARL</td>
<td>04/23/2019</td>
<td>PO(s) Created</td>
<td>Valid</td>
</tr>
<tr>
<td>0000020892</td>
<td>Carpet Clean_MR&amp;TB_Sum19</td>
<td>UTARL</td>
<td>04/22/2019</td>
<td>Pending</td>
<td>Valid</td>
</tr>
<tr>
<td>0000020891</td>
<td>0000020891</td>
<td>UTARL</td>
<td>04/18/2019</td>
<td>Pending</td>
<td>Valid</td>
</tr>
<tr>
<td>0000020890</td>
<td>UTA Test WF Deny KK Rev2</td>
<td>UTARL</td>
<td>04/17/2019</td>
<td>Canceled</td>
<td>Valid</td>
</tr>
<tr>
<td>0000020889</td>
<td>UTA eShop Test Req #4</td>
<td>UTARL</td>
<td>04/16/2019</td>
<td>Received</td>
<td>Valid</td>
</tr>
<tr>
<td>0000020888</td>
<td>UTA eShop Test #4</td>
<td>UTARL</td>
<td>04/16/2019</td>
<td>Pending</td>
<td>Valid</td>
</tr>
<tr>
<td>0000020887</td>
<td>UTA eShop Test #3</td>
<td>UTARL</td>
<td>04/16/2019</td>
<td>Open</td>
<td>Valid</td>
</tr>
</tbody>
</table>
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.
Cancelling a Requisition

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.
Training Exercise

• View Manage Requisition Page
Manage Suppliers
General Information

• Suppliers are individuals or companies that provide goods or services to the university.

• It is crucial that new Suppliers are setup correctly. Before adding a new Supplier, you should perform a thorough search to avoid duplications.

• Search for an existing Supplier using one of the following pages:
  - **Supplier Information Search Page**
    • Main Menu > Suppliers > Vendor Information > Add/Update > Vendor
  - **Review Suppliers Search Page**
    • Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors
Manage Suppliers
Vendor Information Search Page
The Supplier Information page is used to search for an existing Supplier (Find an Existing Value) or to add a new Supplier (Add a New Value).

- Search by Vendor ID or Name.
- Narrow your search by using search operators such as, begins with, Contains, Equal to, Not Equal to, etc.

<table>
<thead>
<tr>
<th>SetID</th>
<th>Supplier ID</th>
<th>Persistence</th>
<th>Short Supplier Name</th>
<th>Our Customer Number</th>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTARL</td>
<td>00000102293</td>
<td>Regular</td>
<td>AHI-001</td>
<td>(blank)</td>
<td>AHI Facility Service Inc</td>
</tr>
<tr>
<td>UTARL</td>
<td>00000103714</td>
<td>Regular</td>
<td>AHI-002</td>
<td>(blank)</td>
<td>AHI Small Business Facility Services Inc</td>
</tr>
<tr>
<td>UTARL</td>
<td>00000051936</td>
<td>Regular</td>
<td>AUSTRALIA-001</td>
<td>(blank)</td>
<td>AUSTRALIA TELESCOPE NATIONAL FACILITY</td>
</tr>
<tr>
<td>UTARL</td>
<td>00000060062</td>
<td>Regular</td>
<td>CEC FACI-001</td>
<td>(blank)</td>
<td>CEC Facilities Group, LLC</td>
</tr>
<tr>
<td>UTARL</td>
<td>00000040688</td>
<td>Regular</td>
<td>ENTRUST ON-001</td>
<td>(blank)</td>
<td>ENTRUST ONE FACILITY SERVICES INC</td>
</tr>
<tr>
<td>UTARL</td>
<td>00000039785</td>
<td>Regular</td>
<td>FACILITECH-001</td>
<td>(blank)</td>
<td>FACILITECH INC dba Business Interiors</td>
</tr>
<tr>
<td>UTARL</td>
<td>00000037762</td>
<td>Regular</td>
<td>FACILITY P-001</td>
<td>(blank)</td>
<td>FACILITY PROGRAMMING LTD</td>
</tr>
<tr>
<td>UTARL</td>
<td>00000038150</td>
<td>Regular</td>
<td>FACILITY S-001</td>
<td>(blank)</td>
<td>FACILITY SOLUTIONS GROUP, INC</td>
</tr>
<tr>
<td>UTARL</td>
<td>00000049659</td>
<td>Regular</td>
<td>FUTURE FAC-001</td>
<td>(blank)</td>
<td>FUTURE FACILITIES INCORPORATED</td>
</tr>
<tr>
<td>UTARL</td>
<td>00000017763</td>
<td>Regular</td>
<td>HD SUPPLY-001</td>
<td>(blank)</td>
<td>HD SUPPLY FACILITIES MAINTENANCE LTD</td>
</tr>
<tr>
<td>UTARL</td>
<td>0000000135</td>
<td>Regular</td>
<td>TEXAS FACI-001</td>
<td>(blank)</td>
<td>TEXAS FACILITIES COMMISSION</td>
</tr>
</tbody>
</table>
The **Review Vendors** page is used to search for an existing Supplier.

- **Search by Name, Vendor ID or Vendor 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, the “Status” of the Supplier is provided (e.g. Denied, Unapproved, Inactive, etc.).**
Manage Suppliers
Add New Supplier
Add New Supplier

General Information

- Departments are responsible for setting-up new U.S. Suppliers.

  Note: The Office of Disbursements will manage all foreign Suppliers (new and existing addresses).

- Provide the “Vendor Supplier Information” form (UTA Form BF-PGS-F13) for the Supplier to complete.

- Enter the Supplier information into UTShare and attach the Supplier Supplier Information form.

- The request will be reviewed by the Office of Disbursements for approval.
Add New Supplier

Setting-up a New Supplier

1. To add a new Supplier, navigate to the: Main Menu > Suppliers > Vendor Information > Add/Update > Vendor

2. Click the “Add a New Value” Tab.

3. Leave the default values.

4. Click the “Add” button.
Add New Supplier

Setting-up a New Supplier

The following sections must be completed on the Supplier page:

- Identifying Information
- Address
- Location
- TINS
The **Identifying Information** page is used to enter basic information for the Supplier:

1. Enter the Supplier’s legal name in the **Supplier Name** field.
2. Provide a **Supplier Short Name**.
   - If setting up a business, enter the first 10 characters of the business name.
   - If setting up an individual, enter the last name first and then enter first name.
3. Use the **Attachments** link to attach the **Vendor Supplier Information form**.
4. Once the supplier’s Tax ID information has been entered, use the **Check for Duplicate** button to verify if the supplier already exists.
The **Address** page is used to enter the Supplier’s address, contact information, and DBA information (Doing-Business-As):

1. Enter “Shared” into the **Description** field.
2. Enter the Supplier’s Address.
3. Use the **Payment/Withholding Alt Names** section to enter the Supplier name as it should appear on payments to the Supplier.
   - **Name 1**: Enter the Supplier’s legal name. This should match the name provided in the "Name 1" field (located on the Identifying Information page).
   - **Name 2** (If applicable): Enter additional names for the company, such as a DBA (Doing-Business-As).
4. If available, enter the Supplier’s **Phone** number.
The Location page is used to indicate the Supplier’s location. This is not a physical location, but a set of rules that define how you conduct business with the Supplier.

1. In the Location field, enter “001”.
2. In the Description field, enter “Shared”.

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The Location page is used to indicate the Supplier’s location. This is not a physical location, but a set of rules that define how you conduct business with the Supplier.

1. In the Location field, enter “001”.
2. In the Description field, enter “Shared”.

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The TINS (Texas Identification Number System) page is used to indicate the Supplier’s tax payer information:

1. Select the Supplier’s Entity Type.
2. Enter the Supplier’s Tax Identification Number in the TINS Tax ID field.
3. Select the Owner Type. Based on the Ownership Type that you select, additional information may be required (i.e. Owner or Partner Name, SSN, Charter Number, etc.).
4. Click the Save button.
5. A Vendor ID number is assigned. The request will be processed by the Office of Disbursements.
Manage Suppliers
Update an Existing Supplier
The Office of Disbursement is responsible for managing existing Suppliers, such as:

- Changing/Updating an existing address
- Setting-up an additional address
- Updating tax information

Send the updated “Vendor Supplier Information” form to the Office of Disbursements for processing.

**Note:** Email the completed form to Randall Piatkowski (randallp@uta.edu) or mail it to PO Box 19135.
## 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
      – Quick References