

Connect  
CAROLINA

Finance



# Purchase Requisitions & Receiving

VERSION: 7/25/2014



---

# Table of Contents

---

<b>1 Overview</b> .....	<b>3</b>
About the Purchasing Process .....	4
<b>2 Purchase Requisitions</b> .....	<b>7</b>
Creating a New Purchase Requisition .....	8
Managing a Requisition .....	31
Working With Requester Preferences .....	41
<b>3 Receiving</b> .....	<b>45</b>
Creating Receipts .....	46



# 1 Overview

In this chapter, you will learn:

- When to create a non-vendor catalog purchase requisition
- How the non-vendor catalog purchasing process works at high level

# About the Purchasing Process

## Overview

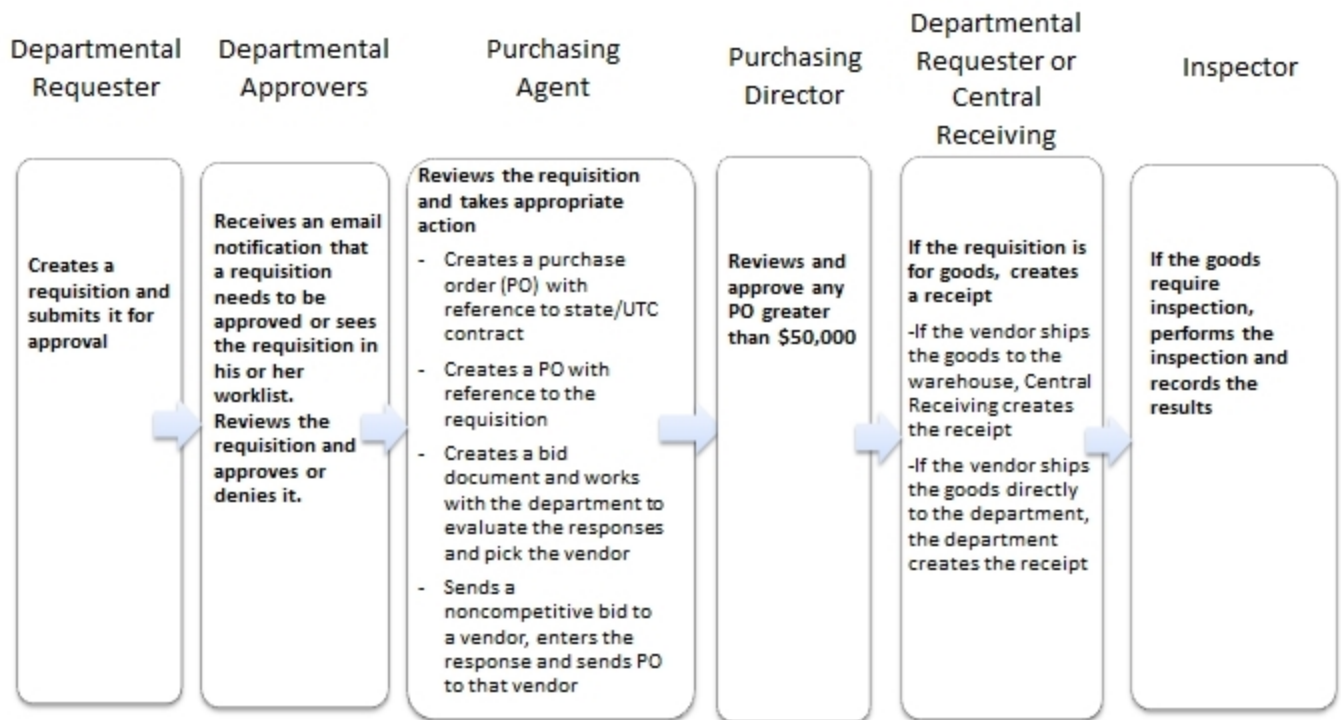
Departmental requesters create a non-vendor catalog purchase requisition if:

- The total amount of goods or services purchased is greater than \$5,000.
- The total amount of goods or services purchased is less than \$5,000, but the vendor is not in the vendor catalog and requires a purchase order.

Depending on the circumstances, the requisition is routed to the department, central office, or both for approval. If the requisition is denied, the departmental requester can make changes to the document and resubmit it. Once approved, all requisitions route to a purchasing agent. Purchasing agents do one of the following:

- If the requisition can be purchased on a State/University Term Contract (UTC), the purchasing agent creates a purchase order, with reference to a State/UTC contract.
- If a State/UTC contract does not apply and the requisition total does not exceed \$5,000, the purchasing agent creates a purchase order with reference to the requisition and sends the purchase order to the vendor.
- If a State/UTC contract does not apply and the requisition total exceeds \$5,000, the purchasing agent creates a bid document . When the vendor responses come in, they are evaluated by the purchasing agent and the department, who jointly decide which vendor to purchase from.
- If the order exceeds \$5,000 and a sole source is provided, the purchasing agent sends the bid to the vendor to complete. The bid is not a competitive bid. When the response comes in, the bid is awarded and a purchase order is sent to the vendor.
- If the requisition is over \$5,000 and the department has already received the goods, the purchasing agent reviews the misuse information and then processes a confirming purchase order to pay the vendor.

If the requisition is for goods, when the goods are delivered, the department or the Central Receiving Department denotes the receipt in the system and, if necessary, the inspector indicates in the system that the goods have passed inspection. The system then creates a receipt with reference to the purchase order, and when the vendor submits an invoice, a regular voucher entry is created to pay the vendor.







## 2 Purchase Requisitions

In this chapter, you will learn how to:

- Create a New Requisition
- Use the Manage Requisitions page
- Change Requester Preferences (Defaults)

## Creating a New Purchase Requisition

### Overview

Departmental requesters create purchase requisitions to request goods or services.

Purchase requisitions are required for any order over \$5,000, whether or not the purchase is made from a vendor in the vendor catalog.

Purchase requisitions are optional for any order less than \$5,000, if the vendor is not listed in the vendor catalog but you may need to create one if the vendor requires a purchase order number.

Do not create purchase requisitions for orders less than \$5,000 when the vendor is listed in the vendor catalog. Make the purchase from the vendor catalog instead.

If you need to make several purchases, you need to create separate purchase requests for each vendor you need to buy from. For example, you can purchase as many items as needed from a single vendor, but if the items come from different vendors, you need to create separate purchase requests. If you don't know which vendor the purchase needs to be made from (for example, if the purchase will go out for bid), still list a vendor on the requisition.

### Related Reference

For information on canceling, copying, printing, editing, or finding an existing requisition, see *Managing a Requisition*, page 31.

### Menu Path

Main Menu > Finance Menu> eProcurement> Create Requisition

### Steps - Creating a New Purchase Requisition

Follow these steps to create a new purchase requisition:

1. Choose this menu option:

Main Menu > Finance Menu> eProcurement> Create Requisition

Result: The system displays the Procurement Services page, showing the vendors that are listed in the catalog.







### Procurement Service

2. Click the **Purchase Requisition** tab.

## Procurement Service

Vendor Catalog **Purchase Requisition**

-Receiving is no longer required for Vendor Catalog Orders.  
 -Only orders less than \$5000 can be placed from this tab

 <p><b>Office Supplies</b>  <a href="#">Staples Business Advantage</a></p>	 <p><b>Lab and Scientific Supplies</b>  <a href="#">Airgas/National Welders</a>  <a href="#">Fisher Scientific Tissue</a>  <a href="#">Perkin Elmer</a>  <a href="#">Life Technologies</a>  <a href="#">Fisher Scientific Off Campus</a>  <a href="#">Fisher Scientific On Campus</a>  <a href="#">Agilent</a>  <a href="#">Sigma-Aldrich</a>  <a href="#">VWR</a>  <a href="#">BioExpress (@VWR)</a>  <a href="#">Roche</a></p>	 <p><b>Computer Hardware/Software</b>  <a href="#">Lenovo-CCI</a>  <a href="#">NC Software Acquisitions</a>  <a href="#">Apple Computers</a>  <a href="#">Dell</a></p>
<p><b>Shipping</b></p>  <p>DHL        FedEx</p>	 <p><b>Maintenance Supplies</b>  <a href="#">MSC Industrial Supply</a>  <a href="#">Applied Industrial Tech</a>  <a href="#">CDW-G</a>  <a href="#">Storr Office</a>  <a href="#">Fastenal</a>  <a href="#">Grainger</a>  <a href="#">Graybar</a>  <a href="#">Mayer Electric</a>  <a href="#">Bio-Rad Life Science</a></p>	<p><b>Gas Cards</b></p>  <p>606AS</p>

## Create Requisition

1. Click the **Special Request** tab.

The screenshot shows the 'Create Requisition' page with the following elements:

- Navigation: Favorites > Main Menu > eProcurement > Create Requisition
- Section: **Create Requisition**
- Progress: 1. Define Requisition (active), 2. Add Items and Services (highlighted in yellow), 3. Review and Submit
- Instruction: Add lines to the requisition, specifying the information necessary to procure each item or service.
- Search: Search:
- Navigation: Catalog, Favorites, Templates, Vendor Catalog, **Special Request** (highlighted in orange)
- Section: **Select a Request Type** ?
- Options:
  - [Special Item](#): Request an item that is not listed in the Catalog.
  - [Fixed Cost Service](#): Request a one-time service for a flat fee.
  - [Variable Cost Service](#): Request a service for which the fee is based on the time worked.
  - [Time and Materials](#): Request a service for which the fee is based on the time worked and materials used.
- Link: [Review and Submit](#)

## Special Request Tab

2. Click the **Special Item** link.

The screenshot shows the 'Create Requisition' page with the following elements:

- Navigation: Favorites > Main Menu > eProcurement > Create Requisition
- Section: **Create Requisition**
- Progress: 1. Define Requisition (active), 2. Add Items and Services (highlighted in yellow), 3. Review and Submit
- Instruction: Add lines to the requisition, specifying the information necessary to procure each item or service.
- Search: Search:
- Navigation: Catalog, Favorites, Templates, Vendor Catalog, **Special Request**
- Section: **Select a Request Type** ?
- Options:
  - [Special Item](#) (highlighted in orange): Request an item that is not listed in the Catalog.
  - [Fixed Cost Service](#): Request a one-time service for a flat fee.
  - [Variable Cost Service](#): Request a service for which the fee is based on the time worked.
  - [Time and Materials](#): Request a service for which the fee is based on the time worked and materials used.
- Link: [Review and Submit](#)

Result: If you haven't set up your required default values, the system displays the Requester Setup page. If you have already entered these default values, skip to step 4.

3. If prompted, you must enter some default values on this page before you can create a purchase requisition. Refer to steps 4 and 5 of the *Working With Requester Preferences, page 41* instructions for more information.

Result: The system displays the special item section.

4. In the Special Item section, complete the fields:

In this field:	Do the following:
Item Description	<p>Enter a brief description of the item you want to add to the requisition.</p> <p>Note: You can also enter the part number information here, if you know it.</p>
Price	Enter the price of the item.
Currency	Confirm that the currency is USD. US Dollars is the only option the system allows.
Quantity	Enter the quantity you want to order.
Unit of Measure	Search for and choose, or enter, the unit of measure that matches the price you entered.
Category	<p>Enter the eight-digit category code, if you know it, or follow these steps below to search for it..</p> <ol style="list-style-type: none"> <li>Click the <b>Lookup</b> (magnifying glass) icon.</li> <li>Choose <b>Description, Contains</b> from the Search By list box.</li> <li>Enter one or more words that describe what you are ordering.</li> <li>Click the <b>Find</b> button.</li> </ol> <p>Result: The system displays a list of category codes that meet the search criteria.</p> <ol style="list-style-type: none"> <li>Select the appropriate category code number.</li> </ol> <p>Result: The system displays the Add Items and Services tab.</p>
Due Date	If you want to specify the date you need the item by, enter that date.

In this field:	Do the following:
Vendor	<p>Search for and choose, or enter, the vendor number. To search for the vendor number:</p> <ol style="list-style-type: none"> <li>Click the <b>Lookup</b> (magnifying glass) icon.</li> <li>Enter the vendor name.</li> <li>If you want, enter the vendor's city, postal code, and state.</li> <li>Click the <b>Find</b> button.</li> </ol> <p>Result: The system displays a list of vendors that match the criteria you specified.</p> <ol style="list-style-type: none"> <li>Choose the Vendor ID line that has the appropriate location information.</li> <li>If the vendor is not listed in the system, refer to the <i>Requesting a New Campus Vendor, page 1</i> training documentation.</li> </ol> <p>Caution: Do not select a vendor that has the letters EDX in the Default Location column. These vendors can only be used when purchasing from the vendor catalog.</p> <p>Note: Only one vendor per requisition is allowed.</p> <p>Note: If you want, you can leave the vendor blank on every line, enter the vendor once on the Review and Submit tab, and apply it to all lines. Refer to <i>Modifying Line, Shipping, or Chartfield Information and Applying it to the Entire Requisition, page 27</i> for more information.</p> <p>Result: The system returns you to the Add Items and Services tab with the vendor you chose filled in.</p>
Mfg ID	If you want to, enter the manufacturer identification number.
Mfg Item ID	If you want to, enter the manufacturer's item identification number.

5. Click the **Add Item** button.

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Create Requisition

## Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Vendor Catalog **Special Request**

Special Item

\*Item Description:

\*Price:  \*Currency:

\*Quantity:  \*Unit of Measure:

\*Category:

Vendor ID:

Vendor Name:

Vendor Item ID:

Mfg ID:

Manufacturer:

Mfg Item ID:

[Suggest New Vendor](#)

Additional Information

Send to Vendor  Show at Receipt  Show at Voucher

Request New Item  Request New Item

Result: The system updates the Requisition Summary on the top right corner of the page, showing the number of items on the purchase request and the total amount.

Home Worklist Add to Favorites Sign out

? Help

Requisition Summary		
Description	Qty	UOM
Printer	3	EA
Total Lines:		1
Total Amount (USD):		7,500.00

Notes:

- To add more items to this requisition, repeat steps 4 and 5.
  - If you list a vendor, make sure to choose the same vendor for each requisition line.
6. Click the **Review and Submit** tab.

### **Review and Submit Tab**

1. In limited cases, additional steps are required before you can save and submit your requisition. Once you have entered all of the requisition's line items, complete the steps for any or all of the following, as applicable to your situation:
  - *Reporting a Misuse, page 16*, if the requisition is being created after ordering and receiving goods valued at more than \$5,000 without first requesting a purchase order
  - *Indicating that the Order is Associated with a State Contract or University Term Contract (UTC) , page 17*
  - *Attaching Documents to a Requisition, page 18* if the requisition is valued at more than \$5,000 and not part of a State Contract or UTC
  - *Adding Asset Information, page 20*, if you are buying equipment that costs at least \$5,000.
2. Perform additional edits or add detail to your requisition prior to saving it by completing any or all of the following:
  - *Naming a Requisition, page 21*
  - *Entering Line Comments in a Requisition, page 22*
  - *Changing the Default Information for a Requisition Line, page 23*
  - *Splitting Funds for a Line of the Requisition, page 25*
  - *Modifying Line, Shipping, or Chartfield Information and Applying it to the Entire Requisition, page 27*
  - *Deleting Items from the Requisition, page 29*
  - *Entering Comments Applicable to the Entire Requisition, page 30*
3. When you have finished creating or editing your requisition, or don't need to edit or add comments to your requisition, you should run the budget checking process. The requisition must be in saved status so click the **Save & preview approvals button**. Then, click the **Check Budget** button.

Result: The system checks to see if enough budget is available on the chartfield string to cover the purchase amount. If there enough budget, the



system doesn't display an error message. If the system displays an error message, work with your business manager to move budget to the chartfield string or to use different chartfield values.

4. Do one of the following:
  - If you want to save the requisition to work on later, click the **Save and Preview** approvals button. When you are ready to finish the requisition, refer to the *Managing a Requisition, page 31* for information about finding and completing it.
  - If you are ready to submit the requisition, click the **Save & submit** button.

### Create Requisition

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  UNC Chapel Hill Test

Requester:  Troy Howell

Requisition Name:

Goods/Service over  
 State/UTC Contract

[Attachments \(0\)](#)

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Printer	IBM CORPORATION	3.0000	Each	2,500.00000	7,500.00
<b>Total Amount:</b>						7,500.00

Select All / Deselect All
Add to Favorites
Add to Template(s)
Modify Line / Shipping / Accounting
Delete

Comments

Send to Vendor
  Show at Receipt
  Shown at Voucher
  Approval Justification

[Find more items](#)

Results:

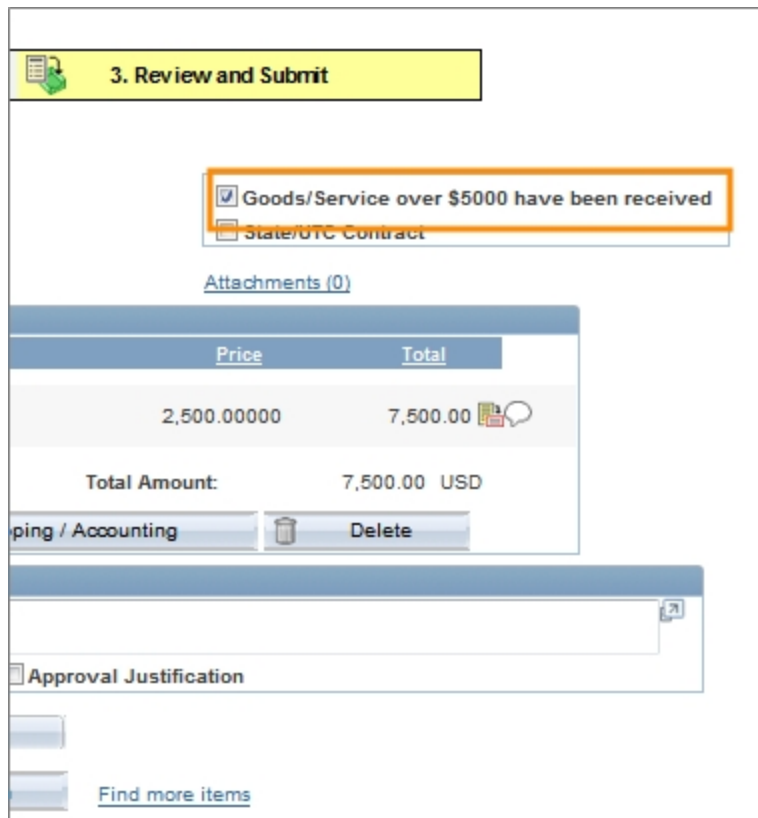
- The system kicks off the approvals process by routing the document to the first approval level.
- If the requisition includes account and category codes that indicate equipment is involved, the requisition also routes to the Asset Management team for approval.
- If there are problems with the requisition, the system displays an error message with a link to the policies for purchases greater than \$5,000.

### Reporting a Misuse

If the requisition is created after a department placed an order and received goods or services more than \$5,000 without first going through the Create a Requisition process or having a purchase order, a misuse situation has occurred and will be reported.

1. To report a misuse, complete this field on the Review and Submit tab:

In this field:	Do the following:
Goods/Service over \$5,000 have been received	Mark the checkbox to indicate the items have already been received and the Create a Requisition process wasn't followed.



2. Supporting documentation is required in misuse situations. Click the **Attachments** link to search for and choose an attachment that indicates and documents why the misuse occurred. Also attach the invoice, if you have received it from the vendor.

Note: See *Attaching Documents to a Requisition*, page 18 for instructions about attaching documents.

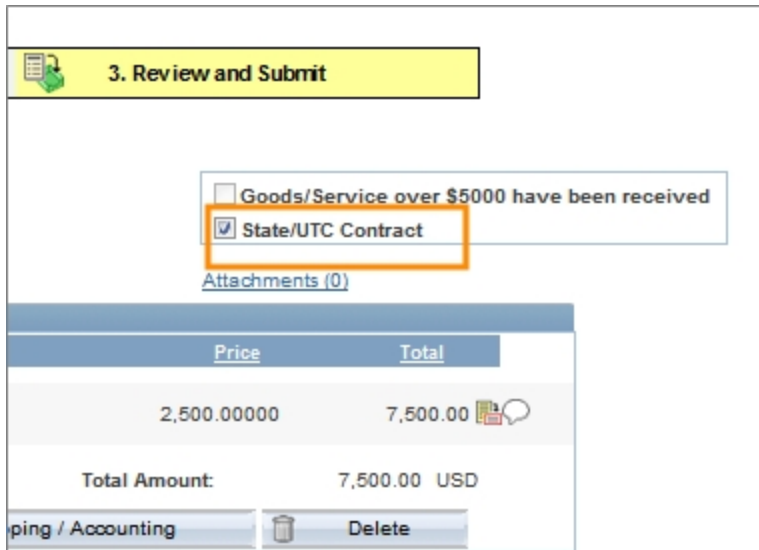
**Indicating that the Order is Associated with a State Contract or University Term Contract (UTC)**

If the requisition is related to a State Contract or UTC, it still goes through the Department and Central Office approval process. Once approved, it is transferred directly into a purchase order.

Attachments are not necessary for requisitions related to a State Contract or UTC.

1. Complete this field on the Review and Submit tab:

In this field:	Do the following:
State/UTC Contract	Mark the checkbox to identify that this order is associated with a State Contract or UTC contract.



### Attaching Documents to a Requisition

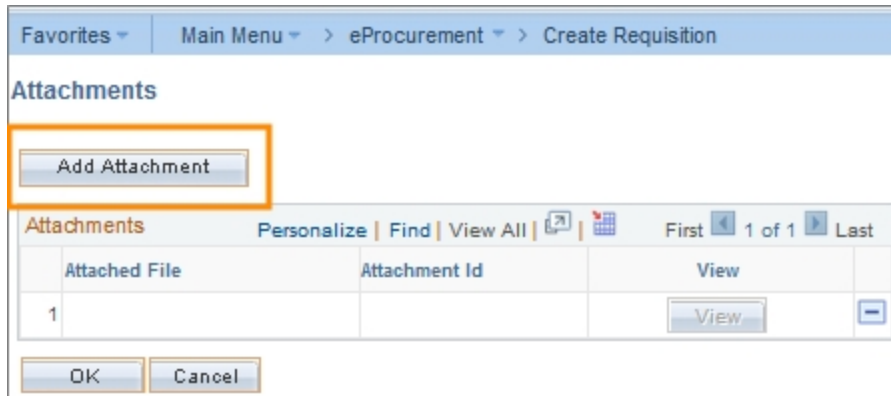
Attachments are required for any order greater than \$5,000 that is not part of a State Contract or UTC Contract. Examples of attachments include:

- signed contracts
  - quotes that you have already received from a vendor
  - a sole source justification form and any backup documentation, if there is only one specific vendor that you can use
1. To attach a document, click the **Attachments** link on the Review and Submit tab.



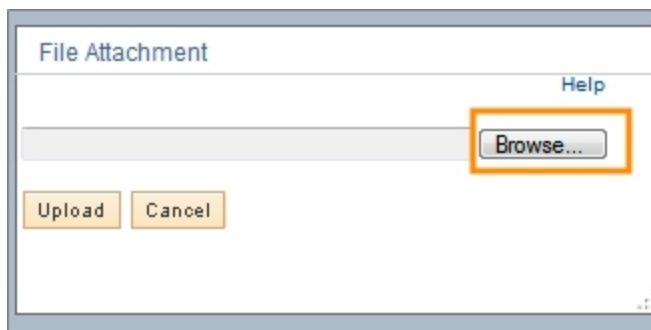
Result: The system displays the Attachments page.

2. Click the **Add Attachment** button.

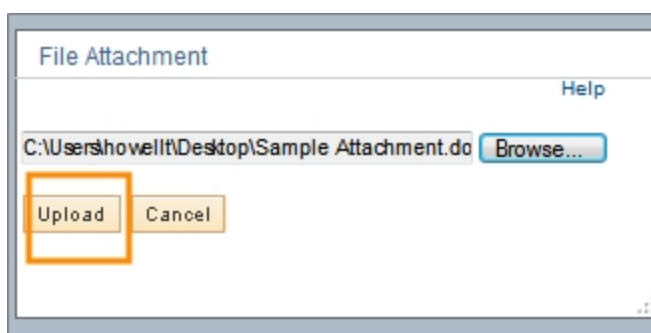


Result: The system displays the File Attachment box.

3. Click the **Browse** button.



4. Choose the file you want to attach by finding the file on a local or network computer drive, and double-clicking on the file name.
5. Click the **Upload** button.



Result: The system displays the attached file's name and attachment ID.

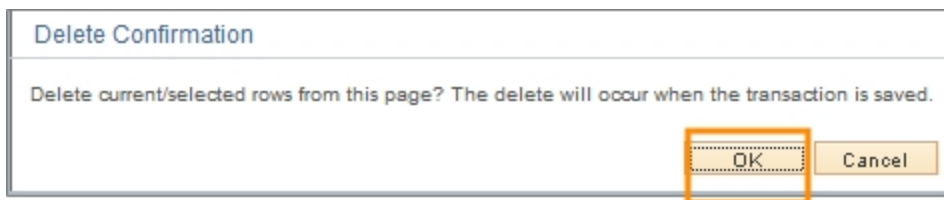
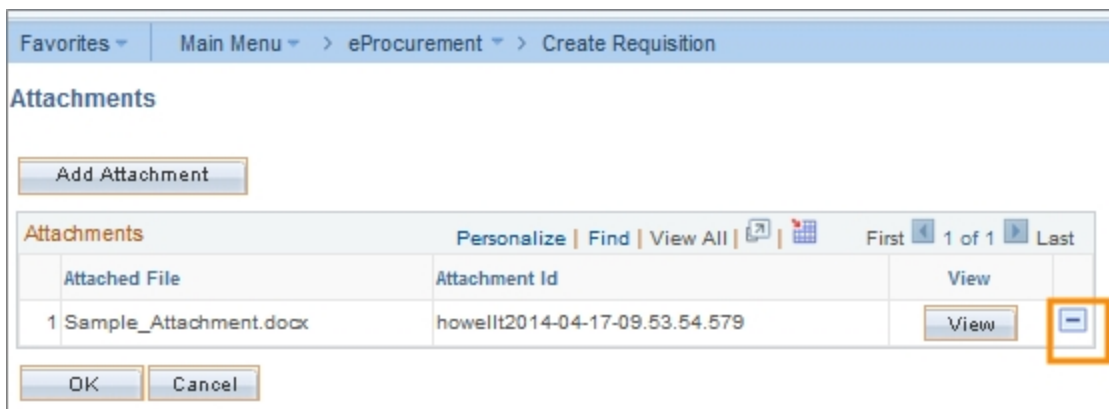
6. To view the attachment and verify that it was uploaded correctly, click the **View** button.



Result: The file opens in a new window.

7. Close the window displaying the image.

Note: If the file isn't correct and you need to delete it, click the **Minus** button to the right of the row, and then click **OK** to confirm that you want to delete the attachment.



8. To attach more files, repeat steps 1 through 7. When you are finished attaching documents, click **OK**.

Result: The system returns to the Review and Submit tab.

### Adding Asset Information

Asset information is used to track assets that the University owns for reporting and depreciation purposes. These items are usually at least \$5,000 and some type of equipment.

1. To add asset information for any line, click the down arrow to the left of the line you want to add the information to.

Result: The system expands to show the chartfields.

2. Click the **Asset Information** tab.
3. Complete the fields:

In this field:	Do the following:
AM Business Unit	Enter <b>UNCCH</b> . Note: You must complete this field prior to entering the Profile ID.
Profile ID	Search for and choose 1 of the 50 profile IDs that represent the high level asset category of the line item. To search for the profile ID. <ol style="list-style-type: none"> <li>a. Click the <b>Lookup</b> (magnifying glass) icon.</li> <li>b. Click the category that matches the line item you are requesting.</li> </ol> Result: The system displays the profile ID you selected.

The screenshot shows the 'Requisition Lines' interface. A line for 'Printer' from 'IBM CORPORATION' is selected. The 'Asset Information' tab is active, showing fields for 'AM Business Unit' (UNCCH) and 'Profile ID' (PRINTERS). Other fields include 'Tag Number', 'CAP #', 'Sequence', and 'Empl ID'. The 'Shipping Line' section shows 'Quantity: 3.0000' and 'Price: 2,500.00'. The 'Attention To' field is 'Troy Howell'.

### Naming a Requisition

1. If you want to be able to search for and locate this requisition by name in the future, complete the field:

In this field:	Do the following:
Requisition Name	Enter a name to help you identify the requisition later.  Note: If you are creating this requisition as a change request, use this field to list the PO number and to indicate that it is a change request. Refer to the <i>Managing a Requisition</i> , page 31 page for more information about change requests.

**Edit Requisition**

1. Define Requisition    2. Add Items and Services    3. Review

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  UNC Chapel Hill Test

Requester:  Troy Howell

Requisition Name:

**Entering Line Comments in a Requisition**

You can add comments to any or every line on your requisition. These comments are visible to departmental approvers, Purchasing Services, and anyone who opens the document from the Manage Requisitions page.

1. Click the **Comment** icon to the right of the line item you want to comment on.

Business Unit:  UNC Chapel Hill Test

Requester:  Troy Howell

Requisition Name:

Goods/Service over \$5000 has  
 State/UTC Contract

[Attachments \(1\)](#)

Description	Vendor Name	Quantity	UOM	Price	Total
<a href="#">Printer</a>	IBM CORPORATION	<input type="text" value="3.0000"/>	Each	2,500.00000	7,500.00

All / Deselect All

Total Amount: 7,500.00 USD

Result: The system displays the Line Comments page.

2. Enter the line level comment and mark the checkboxes to indicate where you want the comment to be visible. You can mark as many checkboxes as necessary.



In this field:	Do the following:
Send to Vendor	Mark this checkbox if you want the comment to appear on the purchase order that is dispatched to the vendor.
Show at Receipt	Mark this checkbox if you want the comment to appear on the receipt documentation.
Show at Voucher	Mark this checkbox if you want the comment to appear on the voucher.

3. Click **OK**.

**Edit Requisition**

**Line Comments**

Line	Description	Quantity	Unit	Price
1	Printer	3.0000	Each	2,500.00000 USD

For Jane Smith.

Send to Vendor     Show at Receipt     Show at Voucher

Add Attachment

OK    Cancel

Result: The system returns to the Review and Submit tab.

### Changing the Default Information for a Requisition Line

The requisition line section displays information about each requisition line. The information defaults from the selections you made on the Add New Items tab, but you may need to make a change. For example, you may want one specific line shipped to a different location than the other lines. Or you may have accidentally entered the wrong quantity for a certain line item.

1. On the Review and Submit tab, change the requisition information for any line, click the down arrow to the left of the line you want to change and complete any or all of the following fields:

In this field:	Do the following:
Due Date	Enter the date you want the item by.
Quantity	Enter the quantity you want to order.

In this field:	Do the following:
Ship To	<p>Enter the ship to location or follow the steps below to search for the appropriate ship to location:</p> <ol style="list-style-type: none"> <li>Click the <b>Lookup</b> (magnifying glass) icon.</li> </ol> <p>Result: The system displays the first 300 ship to addresses.</p> <ol style="list-style-type: none"> <li>In the Description field, change “begins with” to “contains.” Type a word or two to describe your location and click <b>Look Up</b>.</li> <li>Click the link for the ship to location you need.</li> </ol> <p>Result: The system sends this line to the selected location.</p>
Attention	<p>Enter the name of the person to whose attention the shipment needs to be sent.</p> <p>Note: If you work in Auxiliary Services, enter the shop, job, and phase code here, if applicable.</p>

Requisition Lines

1 Printer IBM CORPORATION 3.0000 Each 2,500.00000 7,500.00000

Consolidate with other Reqs  Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: 3.0000 Price: 2,500.00000

Status: Active \*Ship To: 000 150 Modify Onetime Address

Attention To: Troy Howell

\*Distribute By: Qty SpeedChart: \*Liquidate by Qty

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		0000000001	3.0000	100.0000	7,500.00	UNCCH

Select All / Deselect All Total Amount: 7,500.00

2. To modify chartfield information, click the **Chartfields2** tab.

Note: For information about chartfields, refer to the Chartfield Structure quick reference card.

Accounting Lines

Chartfields1 **Chartfields2** Details Details 2 Asset Information Asset Information 2 Budget Information

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		0000000001	3.0000	100.0000	7,500.00	UNCCH

Select All / Deselect All Total Amount: 7,500.00

Result: The system displays any default chartfields. You can change them and enter other chartfields as necessary.

Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	Cost C
22193	14001	545239	400101					

### Splitting Funds for a Line of the Requisition

1. To use multiple chartfield strings on any line, click the down arrow to the left of the line you would like to split fund.
2. Click the + icon.

Printer IBM CORPORATION 3.0000 Each 2,500.00000 7,500

Consolidate with other Reqs  Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: 3.0000 Price: 2,500.00000  
 Status: Active \*Ship To: 000\_150 Modify Onetime Address  
 Attention To: Troy Howell  
 \*Distribute By: Qty SpeedChart: \*Liquidate by: Qty

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		0000000001	3.0000	100.0000	7,500.00	UNCCH

Result: The system displays a second line.

3. Complete the fields, if necessary:

In this field:	Do the following:
Distribute By	Choose the option you want: <ul style="list-style-type: none"> <li>• <b>Quantity</b> if you want to split the funding by quantity.</li> <li>• <b>Amt</b> if you want to split the funding by amount. Always choose this option for services, so you can create a receipt by amount.</li> </ul>
Liquidate By	Choose the option you want in the event that you end up recapturing some or all of the money: <ul style="list-style-type: none"> <li>• <b>Quantity</b> if you want to liquidate by quantity.</li> <li>• <b>Amt</b> if you want to liquidate by amount.</li> </ul> Note: If you chose to distribute by amount, you must liquidate by amount. If you chose to distribute by quantity, you can liquidate by amount or quantity.
Location	Enter the location you are ordering from.
Quantity	If you chose to distribute by Quantity, enter the quantity for each line. If you chose to distribute by Amt, the system doesn't display this field.
Percent	If you chose to distribute by Amt, enter the percentage to assign to each line. If you chose to distribute by Quantity, leave this field blank.

Shipping Line: 1    Due Date:     Quantity: 3.0000    Price: 2,500.0000  
 Status: Active    \*Ship To: 000\_150    Modify Onetime Address  
 Attention To: Troy Howell

Distribute By: Amt    SpeedChart:     \*Liquidate by: Amt

Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit
1	Open		000_150	50.0000	3,750.00	UNCCH
2	Open		000_150	50.0000	3,750.00	UNCCH

Note: For information about chartfields, refer to the Chartfield Structure quick reference card.

Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	Cost Cod 1
22193	14001	545239	400101					
20180	17910	545239	400101					

## Modifying Line, Shipping, or Chartfield Information and Applying it to the Entire Requisition

If you want to make the same change to every line item, use the **Modify Line/Shipping/Accounting** button to do so. Use this option to modify any of the following:

- vendor
- buyer
- category code
- shipping information
- accounting information

1. In the Requisition Lines section of the Review and Submit tab, complete the field:

<b>In this field:</b>	<b>Do the following:</b>
Select All /Deselect All	Mark the checkbox.

2. Click the **Modify Line/Shipping/Accounting** button.

The screenshot shows the 'Accounting Lines' window with a table of requisition lines. The first line is highlighted. Below the table, there is a 'Select All / Deselect All' checkbox which is checked. At the bottom of the window, there are three buttons: 'Add to Favorites', 'Add to Template(s)', and 'Modify Line / Shipping / Accounting', which is highlighted with an orange box.

Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit
1	Open		000_150	100.0000	7,500.00	UNCCH

Select All / Deselect All Total Amount:

Add to Favorites    Add to Template(s)    **Modify Line / Shipping / Accounting**

Result: The system displays the Modify Line / Shipping / Accounting page. All fields will come in blank, even if they have values associated with them.

3. Enter new information in any field. Leaving a field blank does not affect the original value of that field. Remember that the information you enter affects every line item on this requisition.

Note: For information about chartfields, refer to the Chartfield Structure quick reference card.

4. Click the **Apply** button.

Create Requisition

Modify Line / Shipping / Accounting

Line Information ?

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID:  Vendor Location:

Buyer:  Category:

Shipping Information

Ship To:  [Modify Onetime Address](#)

Due Date:  Attention:

Accounting Information Personalize | Find | First

Chartfields1 | Details | Asset Information

Percent	Location	GL Unit	Fund	Source	Account	Dept
1	<input type="text"/>	UNCCH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Load Values From

Apply Cancel

Result: The system displays the Distribution Change Options page.

- Choose the appropriate option:

In this field:	Do the following:
All Distribution Lines	Mark this checkbox to apply changes to all distribution lines.
Matching Distribution Lines	Mark this checkbox to apply changes to each existing distribution line by matching the distribution line numbers.
Replace Distribution Lines	Mark this checkbox to remove the existing distribution lines and replace them with changed distribution lines.

- Click **OK**.

**Distribution Change Options**

For the selected requisition lines, apply distribution changes to

All Distribution Lines  
Apply changes to all existing distribution lines.

Matching Distribution Lines  
Apply changes to each existing distribution line by matching the distribution line numbers.

Replace Distribution Lines  
Remove the existing distribution lines and replace with the distribution lines changes.

OK Cancel

Result: The system changes to the requisition header information and displays the Review and Submit tab.

### Deleting Items from the Requisition

If you need to remove one or more lines from your requisition, you can delete them before saving and submitting the requisition.

1. Mark the checkbox in the row that you want to delete.
2. Click the **Delete** button.

Requisition Lines ?

Line	Description	Item	Quantity	Unit	Amount	Rate
<input checked="" type="checkbox"/> 1	Printer	IBM CORPORATION	3.0000	Each	2,500.00000	7,500.00000
					Total Amount:	7,500.00000

Select All / Deselect All

Add to Favorites Add to Template(s) Modify Line / Shipping / Accounting **Delete**

3. When prompted, click the **Yes** button to confirm that you want to delete the selected lines.

**Message**

Are you sure you want to delete the selected line(s)? (18036,2315)

Yes No

Result: The system removes that line and, if all lines are deleted before the requisition has been saved, displays the Add Items and Services tab.

Note: If the requisition has already been saved, the system shows an error message if you try to delete every line. You must leave at least one line or start a new requisition from scratch.

**Entering Comments Applicable to the Entire Requisition**

If you need to, you can enter comments that apply to the entire requisition, rather than individual lines on the requisition.

1. Enter general information about the requisition in the **Comments** field.
2. Under the Comments field, mark the checkboxes to indicate where you want the comment to be visible. You can mark as many checkboxes as necessary.

In this field:	Do the following:
Send to Vendor	Mark this checkbox if you want the comment to appear on the purchase order that is dispatched to the vendor.
Use Standard Comments	Click this link if you want to choose a pre-defined standard comment, such as Change Order, Check with Order, and so on.  Result: The system displays the Standard Comments page. <ol style="list-style-type: none"> <li>a. Search for and choose, or enter, the appropriate <b>Comment Type</b>.</li> <li>b. Click <b>OK</b>.</li> </ol> Result: The system returns you to the RFQ Header Comments page.
Show at Receipt	Mark this checkbox if you want the comment to appear on the receipt documentation.
Shown at Voucher	Mark this checkbox if you want the comment to appear on the voucher.
Approval Justification	Mark this checkbox if you want the comment to appear in the Requisition Approval page.

The screenshot shows a software interface for entering comments. At the top, there is a header 'Comments' with a help icon. Below it is a text input field containing 'For the ABC project.'. Underneath the text field are four checkboxes: 'Send to Vendor', 'Show at Receipt', 'Shown at Voucher', and 'Approval Justification'. At the bottom of the interface, there are three buttons: 'Check Budget', 'Pre-Check Budget', and 'Notify'.



## Managing a Requisition

### Overview

Use the Manage Requisitions page to search for a vendor catalog order or non-vendor catalog requisition that has already been created. Once you have found the requisition you can:

- copy the requisition
- print the requisition
- view the reason the requisition was rejected
- modify the requisition
- cancel the requisition

Specific instructions for each of these actions is provided in the sections that follow.

### Related Reference

For information on creating a new requisition, see *Creating a New Purchase Requisition*, page 8

### Menu Path

Main Menu > Finance Menu> eProcurement > Manage Requisitions

### Steps - Managing a Requisition

Follow these steps to manage a requisition:

1. Choose this menu option:

Main Menu > Finance Menu> eProcurement > Manage Requisitions

Before you can perform any of the Manage Requisition functions, you must search for and select the requisition you would like to cancel, copy, print, or edit.

2. On the Manage Requisitions page, complete one or more of the fields:

In this field:	Do the following:
Business Unit	Enter the business unit associated with the requisition you are searching for.
Requisition Name	If the requisition was given a name, enter the name of the requisition you are searching for.
Requisition ID	Enter the requisition ID of the document you are searching for.

In this field:	Do the following:
Request Status	Choose the appropriate status from the list box of the requisition you are searching for.
Date From	Use the Date From and Date To fields to search for requisitions created within a specific date range.
Date To	Use the Date From and Date To fields to search for requisitions created within a specific date range.
Requester	Enter the Requester ID of the person listed as the requester on the requisition you are searching for.  Note: The requester is the department contact for the requisition.
Entered By	Enter the ID of the person who entered the requisition you are searching for.
PO ID	Enter the purchase order ID associated with the requisition you are searching for.

3. Click the **Search** button.

**Manage Requisitions**

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

Requestion ID:  Request Status:  Budget Status:

Date From:  Date To:

Requester:  Entered By:  PO ID:

Result: The system displays the first 50 results that meet the criteria you specified. If you don't see the requisition you are searching for within those results, enter more criteria in the search fields and try again.

Requisitions ?

View the lifespan and line items for a requisition, click the Expand triangle icon:

Edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
1000000342	1000000342	UNCCH	04/17/2014	Open	Not Chk'd	7,500.00 USD	<Select Action
1000000341	1000000341	UNCCH	04/17/2014	Open	Not Chk'd	113.31 USD	<Select Action

4. Once you see the requisition you are looking for in your search results, refer to the steps below to copy, print, edit or cancel that requisition.

## Copying a Requisition

Use the Copy Requisition feature to copy any existing non-vendor catalog requisition instead of creating a new one from scratch. This can be helpful if a new requisition will be similar to one that was already created.

The requisition you are copying can be in any status. When you copy an existing requisition, the system:

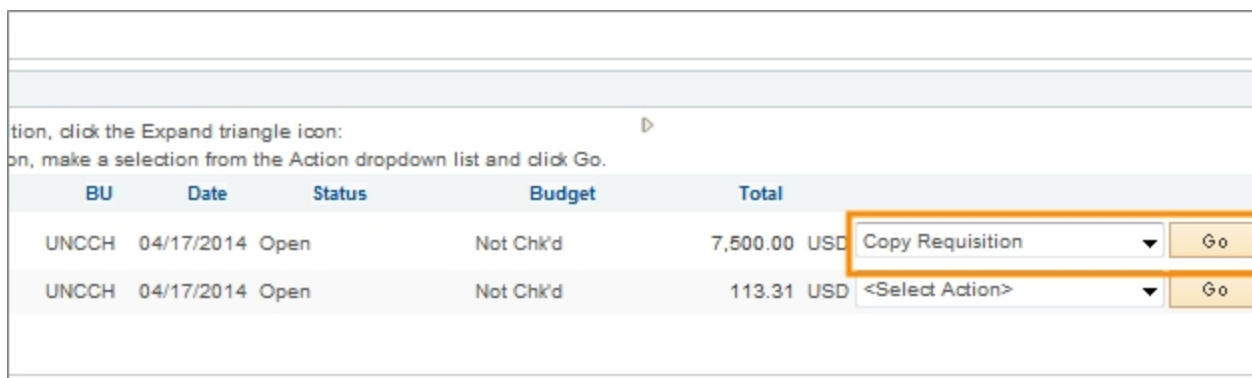
- copies the information from the previously created requisition
- assigns a new Req ID to the new requisition
- displays the Review and Submit tab of the Create Requisitions page

You can modify your new, copied requisition before submitting it for approval.

1. Once you find the requisition you want to copy, complete the field:

In this field:	Do the following:
Select Action	Chose <b>Copy Requisition</b> .

2. Click the **Go** button.



tion, click the Expand triangle icon: ▶  
on, make a selection from the Action dropdown list and click Go.

BU	Date	Status	Budget	Total	Action
UNCCH	04/17/2014	Open	Not Chk'd	7,500.00 USD	Copy Requisition <input type="button" value="Go"/>
UNCCH	04/17/2014	Open	Not Chk'd	113.31 USD	<Select Action> <input type="button" value="Go"/>

Result: The system copies the requisition and displays the Review and Submit tab of the Create Requisitions page.

3. Make any changes to the requisition, including updating the chartfield information, if necessary.

Note: The attachments are not copied from the original requisition to the new requisition. You will need to attach documentation if the requisition's business rules require it.

4. Click the **Save & preview approvals** button.
5. Click the **Check Budget** button.
6. Click the **Save & submit** button.

### Create Requisition

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  UNC Chapel Hill Test  Goods/Se  
 State/UTC

Requester:  Troy Howell [Attachments \(](#)

Requisition Name:

**Requisition Lines** ?

Line	Description	Vendor Name	Quantity	UOM	Price
1	Printer	IBM CORPORATION	<input type="text" value="3.0000"/>	Each	2,500.00000
					Total Amount:

Select All / Deselect All

**Comments** ?

Send to Vendor
 Show at Receipt
 Shown at Voucher
 Approval Justification

[Find more items](#)

### Printing a Requisition


Any printed requisition can display one of these levels of detail:

- Detailed chartfield information
- High-level summary information







1. Once you find the requisition you want to print, complete the field:

<b>In this field:</b>	<b>Do the following:</b>
Select Action	Choose <b>View Printable Version</b> .

2. Click the **Go** button.

on, click the Expand triangle icon: 

, make a selection from the Action dropdown list and click Go.

BU	Date	Status	Budget	Total		
UNCCH	04/21/2014	Open	Not Chk'd	7,500.00	USD	View Printable Version  
UNCCH	04/17/2014	Open	Not Chk'd	7,500.00	USD	<Select Action>  
UNCCH	04/17/2014	Open	Not Chk'd	113.31	USD	<Select Action>  

Change Request      Review Change Tracking      Manage Receipts      Requisition Report

3. When the system asks if you want to print distribution details with the requisition, choose one of the following:

- **Yes** to print all of the chartfield information for every line
- **No** to print only a high-level summary of the requisition

Message

---

Do you want to print the requisition with distribution details ? (18036,11614)

Result: The system opens a new window with a printer-friendly report.

PURCHASE REQUISITION THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL										
<b>Date Received</b>			<b>Dept. Contact Name and Phone</b> Troy Howell 919/843-3069				<b>Requisition</b> 1000000343			
<b>Requisition Date</b> 4/21/2014			<b>Buyer Code</b> Troy Howell				<b>Delivery Ne</b>			
<b>Quote Bid No.</b>			<b>Purchase Order No.</b>				<b>Start Date</b>			
<b>Deliver To</b> Troy Howell			<b>Ship To Address</b> University of North Carolina at Chapel Hill 221 E Cameron Ave Chapel Hill NC 27514				<b>End Date</b>			
<b>Vendor (0000027470)</b> IBM CORPORATION P O BOX 643600 PITTSBURGH PA 15264-3600			<b>Header Comments</b>				<b>Count of At</b> 1			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     N - Goods N - State/L                 </div>										
Line No.	Qty	Unit	Description							
1	3	EA	Printer							
BU	Fund	Src	Acct	Dept	PC BU	Proj Id	PC ID	Prog	CC 1	CC 2
UNCCH	22193	14001	545239	400101						
<b>Line Comments:</b>										

4. Use your browser's print functionality to print the requisition.
5. Close the new window your browser opened which displayed the printer-friendly requisition.

**Viewing the Reason a Requisition was Rejected**

Before modifying a requisition that has been rejected, it is helpful to view the comments from the approver to find out why it was rejected.

1. Once you find the rejected requisition, complete the field:

<b>In this field:</b>	<b>Do the following:</b>
Select Action	Choose <b>View Approvals</b> .

2. Click the **Go** button.

ion, click the Expand triangle icon:  
n, make a selection from the Action dropdown list and click Go.

BU	Date	Status	Budget	Total		
UNCCH	01/31/2014	Denied	Not Chk'd	24,000.00 USD	View Approvals	Go
UNCCH	01/29/2014	Denied	Not Chk'd	2,000.00 USD	View Approvals	Go

Result: The system displays the Approval Status page.

- Click the arrow to the left of Comments and view the comments.

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Manage Requisitions

Status: Denied Total Amount:  
Priority: Medium  
Budget Status: Not Checked  
Requester's Justification:  
*No justification entered by requester.*

▸ Line Information ?

▾ Review/Edit Approvers

**Transactional Approval Stage**

▾ EP1.9.3:Denied View/Hide Comments

NC Asset Review

**Admin Denied**

ianos  
NC\_WF\_ASSETS  
01/31/14 - 9:37 AM

▾ Comments

Sandi Worrell at 01/31/14 - 9:37 AM  
We do not want to make this purchase.

### Modifying a Requisition

After submitting a requisition, circumstances may require you to change the requisition. Using the Edit Requisition option, you can change the original requisition, such as to update the quantity ordered, price, scheduled delivery date, or ship to location.

If the approval process has been started for this requisition, regardless of how complete the process is, the system may require the approval process to be started again.

If any line of the requisition has been transferred to a purchase order, you need to create a new requisition from scratch instead of modifying the existing requisition. Use the Requisition Name field and the Header Comments field to list the purchase order number and to indicate that the requisition is being created as a change

request. The change request is subject to the same budget checking and workflow as the original requisition. If you need to liquidate part or all of the encumbrance, fill out the [Encumbrance Liquidation Request](#) form on the Finance Division website. You should also contact the buyer when requesting a change to an existing purchase order.

- Once you find the requisition you want to modify, complete the field:

<b>In this field:</b>	<b>Do the following:</b>
Select Action	Choose <b>Edit Requisition</b> .

- Click the **Go** button.

n, click the Expand triangle icon:  
make a selection from the Action dropdown list and click Go.

BU	Date	Status	Budget	Total		
UNCCH	04/21/2014	Open	Not Chk'd	7,500.00 USD	<Select Action>	Go
UNCCH	04/17/2014	Open	Not Chk'd	7,500.00 USD	Edit Requisition	Go
UNCCH	04/17/2014	Open	Not Chk'd	113.31 USD	<Select Action>	Go

Result: The system displays the Edit Requisition page.

- If the requisition is pending approval you receive a message telling you that editing the requisition may reinitialize the approval process. Click **OK**. Otherwise, skip this step.
- Make the appropriate changes to your requisition.
- Click the **Save & preview approvals** button.
- Click the **Check Budget** button.
- Click the **Save & submit** button.



**Edit Requisition**

1. Define Requisition      2. Add Items and Services      3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  UNC Chapel Hill Test       Goods/Service over \$50  
 Requester:  Troy Howell       State/UTC Contract  
 Requisition Name:       [Attachments \(1\)](#)

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	<a href="#">Printer</a>	IBM CORPORATION	<input type="text" value="3.0000"/>	Each	2,500.00000	7,500.00
<b>Total Amount:</b>						7,500.00 USD

[Select All / Deselect All](#)                       

**Comments**

Send to Vendor       Show at Receipt       Shown at Voucher       Approval Justification

                 Budget Checking Status: **Not Checked**  
                  [Find more items](#)

Result: The system restarts the approvals process by routing the document and sending a notification to the first approval level.

**Canceling a Requisition**

You can cancel a requisition if its purchase order has not yet been created.


If a purchase order has already been created, a purchase requisition can't be canceled. You will need to contact the buyer and They will then cancel the order and notify the vendor of the cancellation via change order. If you need to liquidate part or all of the encumbrance, fill out the [Encumbrance Liquidation Request](#) form on the Finance Division website.

1. Once you find the requisition you want to cancel, complete the field:

<b>In this field:</b>	<b>Do the following:</b>
Select Action	Choose <b>Cancel Requisition</b> .

2. Click the **Go** button.

## 2 Purchase Requisitions

to view the lifespan and line items for a requisition, click the Expand triangle icon: 

to edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

BU	Date	Status	Budget	Total		
UNCCH	04/21/2014	Open	Not Chk'd	7,500.00 USD	<Select Action>	Go
UNCCH	04/17/2014	Open	Not Chk'd	7,500.00 USD	Cancel Requisition	Go
UNCCH	04/17/2014	Open	Not Chk'd	113.31 USD	<Select Action>	Go

Result: The system displays the Requisition Details page.

3. Click the **Cancel Requisition** button.

Requisition Details for: **Troy Howell**


Business Unit: UNCCH      Date: 04/17/2014  
 Requisition Name: 1000000342      Status: Open  
 Requisition ID: 1000000342      Total: 7,500.00 USD


**Line Details**

Line	Item Description	Status	Price	Qty	Total
1	Printer	Open	2,500.00000 Each	3.0000	7500.00

[Return to Manage Requisitions](#)      **Cancel Requisition**

Result: The system changes to the status to Canceled and returns to the Manage Requisitions page.

Requisitions 

to view the lifespan and line items for a requisition, click the Expand triangle icon: 

to edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total
1000000343	1000000343	UNCCH	04/21/2014	Open	Not Chk'd	7,500.00
1000000342	1000000342	UNCCH	04/17/2014	Canceled	Valid	0.00
1000000341	1000000341	UNCCH	04/17/2014	Open	Not Chk'd	113.31

## Working With Requester Preferences

### Overview

Purchase requesters can set defaults for their purchase requests. These default values are established on the Requester Setup page. Once the default values are set up, they are used on all vendor catalog and non-vendor catalog requisitions, and can be changed from requisition to requisition.

### Related Reference

For information on creating a new requisition, see *Creating a New Purchase Requisition*, page 8.

For information on canceling, copying, printing, editing, or finding an existing requisition, see *Managing a Requisition*, page 31.

### Menu Path

Main Menu > Finance Menu> Set Up Financials / Supply Chain > Product Related > Procurement Options > Purchasing > Requester Setup

### Steps - Working With Requester Preferences

Follow these steps to set up or change existing requester preferences:

1. Choose this menu option:

Main Menu > Finance Menu> Set Up Financials / Supply Chain > Product Related > Procurement Options > Purchasing > Requester Setup

2. On the Find an Existing Value tab of the Requester Setup Page, complete either of the fields:

In this field:	Do the following:
Requester	Look up, or enter, your username.
Description	Enter your first and last name.

3. Click the **Search** button.

Result: The system displays the Requester Setup page.

4. Complete the fields for any default values you want to create for your requisitions. You must enter a default for the following chartfields:
  - Location Set ID (enter this field first)
  - Location
  - Phone
  - GL Unit (Business Unit)
  - Department

Note: If you don't want to create a default value for any of the other fields, leave those fields blank.

In this field:	Do the following:
Location Set ID	Before entering any default information, enter either UNCCCH or UNCGA in this field.
Ship To	Enter the ship to address or follow the steps below to search for the appropriate address: <ol style="list-style-type: none"> <li>a. Click the <b>Lookup</b> (magnifying glass) icon.</li> </ol> Result: The system displays the first 300 ship to addresses. <ol style="list-style-type: none"> <li>b. In the Description field, change “begins with” to “contains.” Type a word or two to describe your location and click <b>Look Up</b>.</li> <li>c. Click the link for the ship to address you need.</li> </ol>

In this field:	Do the following:
Location	Enter your location or follow the steps below to search for your location: <ol style="list-style-type: none"> <li>Click the <b>Lookup</b> (magnifying glass) icon.</li> </ol> Result: The system displays the first 300 addresses. <ol style="list-style-type: none"> <li>In the Description field, change “begins with” to “contains.” Type a word or two to describe your location and click <b>Look Up</b>.</li> <li>Click the link for the location you need.</li> </ol>
Phone	Enter your phone number.
GL Unit	Look up, or enter, the business unit.
Fund	Look up, or enter, the fund.
Source	Look up, or enter, the source.
Account	Leave this field blank. The account value defaults based on the category code chosen on the requisition, or from the vendor’s website, though you can change it.
Dept	Look up, or enter, the department.
PC Business Unit	Look up, or enter, the PC business unit. Note: Only enter this field if you also enter a default Project ID.
Project ID	Look up, or enter, the Project ID.
Activity	Look up, or enter, the activity. Note: Only enter this field if you are also entering a Project ID. If used, this value will always be 1 unless it is for a capital project.
Program	Look up, or enter, the program.
Cost Code 1	Look up, or enter, cost code 1.
Cost Code 2	Look up, or enter, cost code 2.
Cost Code 3	Look up, or enter, cost code 3.
Affiliation	Look up, or enter, the affiliation.
Fund Affiliation	Look up, or enter, the fund affiliation.

- Click the **Save** button.

### Requester Setup

Requester: howellt      Troy Howell

**Requisition Defaults**

ShipTo SetID: UNCCH      Ship To: 000\_150

\*Location Set ID: UNCCH      \*Location: 000\_150

PO Origin SetID: UNCCH      Origin: ONL

Currency: USD      Dollar

Phone: 919/843-3069

Fax:

Use Only Assigned Catalogs       Price Car

Consolidate with other Reqs       Defaults I

**ChartFields**      Personalize | Find |

GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	Cost Code 1
UNCCH	22193	14001		400101					

**Catalog Information**      Personalize | Find | View All |      First 1-2 of 2 Last

Default	*SetID	*Catalog ID	Description
<input checked="" type="checkbox"/>	UNCCH	ALL_PURCHASE_ITEMS	ALL_PURCHASE_ITEMS
<input type="checkbox"/>	UNCCH	UNSPSC_CATEGORIES	UNSPSC CATEGORIES

Save      Return to Search      Notify

Result: The system saves the default values, which fill in automatically when you create a vendor catalog or non-vendor catalog requisition.

# 3 Receiving

In this chapter, you will learn how to:

- Create a Receipt
- Close a Receipt Short
- Handle Returns

## Creating Receipts

### Overview

When shipments from a purchase order arrive, the purchased products must be reviewed and inventoried to make sure they are the right item, in the right quantity, and in the right quality.

You use the Add/Update Receipts page to find the shipment's corresponding purchase order in the system, and then use the Maintain Receipts page to receive, accept, and, if necessary, reject items.

Receiving is only done against purchase orders. Do not create a receipt for vendor catalog, voucher, or P-Card transactions.

The vendor listed on the purchase order does not receive payment until you create the receipt in the system. If the goods are damaged or a return is necessary, contact the vendor directly and ask for a Return Merchandise Authorization (RMA) number, or some other identifier that proves that your area authorized to return the products.

### Menu Path

Main Menu > Finance Menu> Purchasing > Receipts > Add/Update Receipts

### Steps - Creating Receipts

Follow these steps to create a receipt:

1. Choose this menu option:

Main Menu > Finance Menu> Purchasing > Receipts > Add/Update Receipts

### Find An Existing Value

If you want to view or update a receipt that has already been created, enter the Receipt Number or PO Number on the Find an Existing value tab, then refer to *Using the Maintain Receipts Page, page 50*. Otherwise, you will Add a New Value.

### Add a New Value

2. On the Add a New Value tab, complete these fields:

In this field:	Do the following:
Business Unit	Enter the Business Unit associated with the requisition you are receiving against.
Receipt Number	Leave the receipt number as NEXT.
PO Receipt	Ensure that the checkbox is marked.

3. Click the **Add** button.



Receiving

Find an Existing Value Add a New Value

Business Unit: JNCCH

Receipt Number: NEXT

PO Receipt

Add

Result: The system displays the Select Purchase Order page.

4. Choose one of the following:
- If you know it, enter **the purchase order number** in the ID field.
  - To search for the purchase order number, complete as many of these fields as necessary, then click **Search**:

In this field:	Do the following:
Start Date	To limit your search results by date range, enter the earliest date the purchase order could have been entered.
End Date	To limit your search results by date range, enter the latest date the purchase order could have been entered.

In this field:	Do the following:
Vendor Name	<p>Search for and choose, or enter, the name of the vendor the items were purchased from. To search for the vendor's name, do the following:</p> <ol style="list-style-type: none"> <li>Click the <b>Lookup</b> (magnifying glass) button.</li> <li>Type the vendor name in the <b>Short Vendor Name</b> field.</li> <li>Click the <b>Lookup</b> button.</li> </ol> <p>Result: The system displays a list of vendors that match the criteria you specified.</p> <ol style="list-style-type: none"> <li>Choose the appropriate Vendor.</li> </ol>
Ship To	<p>Search for and choose, or enter, the ship to location for these goods. To search for the ship to location, do the following:</p> <ol style="list-style-type: none"> <li>Click the <b>Lookup</b> (magnifying glass) button.</li> </ol> <p>Result: The system displays the first 300 ship to addresses.</p> <ol style="list-style-type: none"> <li>In the Description field, change "begins with" to "contains". Type a word or two to describe your location and click <b>Look Up</b>.</li> <li>Click the link for the Ship To location you need.</li> </ol> <p>Result: The system now sends this line to the selected location.</p>

7. In the Receipt Qty Options section, make the appropriate choice:

In this field:	Do the following:
No Order Qty	<p>Choose this option to signify that the receiver must enter the actual quantity received.</p> <p>Note: This selection requires a live count of the items prior to receipt in the system. If selected, the copy function does not transfer ordered quantities to the receipt. You will need to manually enter all receipt quantities.</p>
Ordered Qty	<p>Choose this option to automatically make the received quantity the purchase order quantity.</p> <p>Note: This selection changes the purchase order quantity regardless of any prior receipt quantity. For example if you had previously created a receipt for 3 items, and the total amount of items listed on the PO was 8, the system changes the receipt quantity to 8.</p>
PO Remaining Qty	<p>Choose this option to have the receipt display the numeric difference between the quantity ordered and the current quantity received.</p> <p>Note: Selecting this option replaces the received quantity with the quantity that has not yet been received. For example, if you had previously created a receipt for 3 items, and the total amount of items listed on the PO was 8, the system changes the receipt quantity to 5.</p>

8. Click the **Search** button.

**Select Purchase Order**

**Search Criteria**

PO Unit:

Days +/- Today:

**ID:**

Start Date:

Line / Schedule:  /

End Date:

Release:

Vendor Name:

Item ID:

Vendor Item ID:

Ship To:

Manufacturer ID:

Ship Via:

Manufacturer's Item ID:

Retrieve Open PO Schedules

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO

Result: The system displays the purchase orders that meet your search criteria.

9. Mark the checkbox in the row of each purchase order line that you want to identify as having been received.
10. Click **OK**.

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO

**Retrieved Rows** Personalize | Find | View All |  |

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	UNCCH	2000000226	1	1		04/01/2014	3.0000			BEAKER GRIFFI

Select All  Clear All

Result: The system displays the Maintain Receipts page.

**Using the Maintain Receipts Page**

- On the Maintain Receipts page, complete the field for each line you need to receive:

In this field:	Do the following:
Receipt Qty	Ensure that the displayed quantity is correct or enter the number received. Note: Depending on the Receipt Qty Option you selected, the system may fill in amounts in the Receipt Qty field.

Note: If you are viewing a receipt that has already been created, you can use the **Header Details** link to see when the items were received, then click the **OK** button to return to the previous page.

- If you don't expect to ever receive all the items from the vendor, for example the vendor only shipped 1 of the 3 items and they inform you that you are never going to receive the additional items, fill out the [Encumbrance Liquidation Request](#) form on the Finance Division website and also contact the buyer.
- Click the **Save** button.

Note: If you receive a message asking if you are sure you want to receive the items, click **OK**.

Result: The system updates the Receipt Status from Open to Fully Received.

Note: If you receive at least one but not all the items, the Receipt Status on this page still says Fully Received, but the status on the Manage Requisition page will show as Partially Received.

Maintain Receipts

---

### Receiving

Business Unit: UNCCH      Receipt Status: Fully Received ✖

Receipt ID: 4000000056      Add Header Comments      Activities

Header Details      Document Status

---

Header

Select Purchase Order      Close Short All Lines      Print Delivery Report

---

#### Receipt Lines

Person

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short
1		BEAKER GRIFFIN 100ML 12/PK	<input type="text" value="3.0000"/>	<input type="text" value="CS"/>	120.65000	3.0000	Received	<input type="checkbox"/>

Interface Receipt       Run Close Short      Interface Asset Inform

Save   Notify   Refresh



**Purchase Requisitions and Receiving**

*Non Vendor Catalog*

Revised 07/25/14

**Connect CAROLINA**

---

---

---

---

---

---


---

---

**Connect CAROLINA**

**Logistics**

- Bathrooms
- Cell phones on vibrate. Step outside if you need to take a call.
- Food and beverages
- Emergency exits



---

---

---

---

---

---

---

---

**Connect CAROLINA**

**Intros and Ground Rules**

***Be Actively Present!***

***Ask Questions!***

***We're all in this together!***

---

---

---

---

---

---

---

---

**Connect CAROLINA** **Post Go-Live Support**

- Student materials have step-by-step screenshots through the processes
- Email [SPH-ConnectCarolina@unc.edu](mailto:SPH-ConnectCarolina@unc.edu) with questions
- SPH Business Office will regularly issue communications, updates, and answers to questions
- Rob Kathner's office (Rosenau 208) has a workstation for drop-in helpdesk. His phone # is 919-962-3150.
- **Refresher Demo: October 13 at 10:00-12:00 at HSL 307**

4

---

---

---

---

---

---

---

---

**Connect CAROLINA** **Agenda**

Managing a Purchase Requisition	
★	Introduction/Overview
	Requester Setup
	Creating a New Purchase Requisition
	Managing a Purchase Requisition
	Creating a Receipt
	Summary/Review

---

---

---

---

---

---

---

---

**Connect CAROLINA** **Procurement Overview**

- See Procurement Overview one-pager

What document should I complete to place an order?

Is the order greater than \$5,000?	Does the vendor require a purchase order?	Is the vendor in the vendor catalog?	Order goods or services using a:
No	---	Yes	ePro vendor catalog order *
No	No	No	Campus voucher
No	Yes	No	Purchase requisition
Yes	---	---	Purchase requisition

\* Goods only

6

---

---

---

---

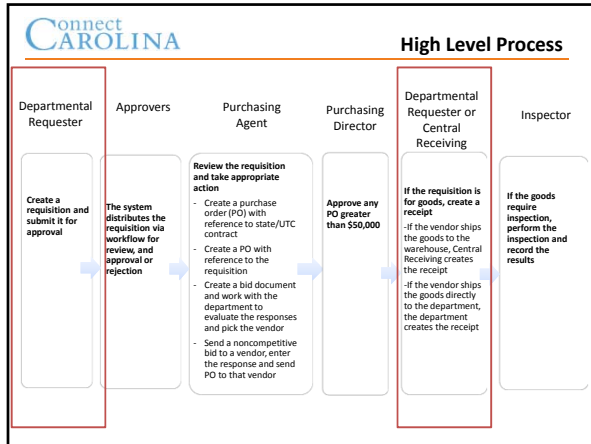
---

---

---

---






---

---

---

---

---

---

---

---

Managing a Purchase Requisition	
	Introduction/Overview
★	Requester Setup
	Creating a New Purchase Requisition
	Managing a Purchase Requisition
	Creating a Receipt
	Summary/Review

---

---

---

---

---

---

---

---

### Requester Setup

- Before you can enter purchase requisitions, your user preferences must be set up.
- You will likely have to do this same process again at Go-Live with your onyen.

---

---

---

---

---

---


---

---

**Connect CAROLINA** **Log in to Purchasing**

**Log in sequence:**

- Log in to <http://cctraining.web.unc.edu> TRN training environment with your onyen and password
- Log into the second signon box with your student IDs printed on your name placards
  - publ\_h\_stud##
  - all letters in the userID must be lower case
- Navigate to Purchasing:
  - Main Menu → Finance Menu → eProcurement → Create Requisition



10

---

---

---

---

---

---


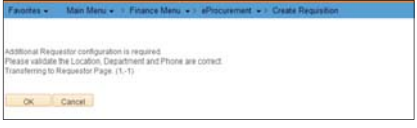
---

---

---

---

**Connect CAROLINA** **Requester Setup**

- You may be prompted by this screen:
  - Enter **UNCCH** for the Business Unit.
- You might get this page – click OK.
 

- The next page will be the Request Setup page.
  - See comments in Helpful Hints – Requester Setup.

11

---

---

---

---

---

---

---

---

---

---

**Connect CAROLINA** **Agenda**

Managing a Purchase Requisition	
	Introduction/Overview
	Requester Setup
★	Creating a New Purchase Requisition
	Managing a Purchase Requisition
	Creating a Receipt
	Summary/Review

---

---

---

---

---

---

---

---

---

---



**Creating a Requisition - Key Details**

- Create a non vendor catalog requisition in either of these situations:
  - The total amount of goods or services purchased > \$,5000
  - The total amount of goods or services purchased ≤ \$5,000, but the vendor is not in the vendor catalog and requires a formal purchase order

---

---

---

---

---

---

---

---



**Creating a Req Demonstration and Exercise**

- Demonstration: Creating a Purchase Requisition
- Exercise 1: Creating a Purchase Requisition (Basic Create)
  
- Reference:
  - The Creating a New Purchase Requisition portion of the student guide



---

---

---

---

---

---

---

---



**Creating a Purchase Requisition Exercise**

- Exercise 2: Creating a Purchase Requisition (Streamlined Modify Line Details)
  
- Reference:
  - The Creating a New Purchase Requisition portion of the student guide



---

---

---

---

---

---

---

---

**Connect CAROLINA** **Agenda**

Managing a Purchase Requisition	
	Introduction/Overview
	Requester Setup
	Creating a New Purchase Requisition
★	Managing a Purchase Requisition
	Creating a Receipt
	Summary/Review

---

---

---

---

---

---

---

---

**Connect CAROLINA** **Managing a Requisition Key Details**

- Use the Manage Requisitions page to search for requisitions that have already been created. Once you have found the requisition you can:
  - Copy the requisition
  - Print the requisition
  - View the reason the requisition was rejected
  - Modify the requisition
  - Cancel the requisition

---

---

---

---

---


---

---

---

**Connect CAROLINA** **Managing a Req Demonstration and Exercise**

- Demonstration: Copy a Requisition
- Exercise 3: Copy a Requisition
  
- Reference:
  - The Managing a Purchase Requisition portion of the student guide



---

---

---

---

---


---

---

---

**Connect CAROLINA** Editing a Req Demonstration and Exercise

- Demonstration: Edit a Requisition
- Exercise 4: Edit a Requisition
  
- Reference:
  - The Managing a New Purchase Requisition portion of the student guide



---

---

---

---

---


---

---

---

**Connect CAROLINA** Canceling a Req Demonstration and Exercise

- Demonstration: Cancel a Requisition
- Exercise 5: Cancel a Requisition
  
- Reference:
  - The Managing a New Purchase Requisition portion of the student guide



---

---

---

---

---

---

---

---

**Connect CAROLINA** **Agenda**

Managing a Purchase Requisition	
	Introduction/Overview
	Requester Setup
	Creating a New Purchase Requisition
	Managing a Purchase Requisition
★	Creating a Receipt
	Summary/Review

---

---

---

---

---

---

---

---



**Creating a Receipt Key Details**

- Create a receipt in the system after the goods arrive
- The vendor will not be paid until the receipt is created
- Departments do not need to create receipts for goods shipped to the warehouse (central receiving will create the receipt)

---

---

---

---

---

---

---

---



**Creating a Receipt Demonstration and Exercise**

- Demonstration: Creating a Receipt
- Exercise 6: Creating a Receipt
- Reference:
  - The Managing a New Purchase Requisition portion of the student guide




---

---

---

---

---

---

---

---



**Agenda**

Managing a Purchase Requisition	
	Introduction/Overview
	Requester Setup
	Creating a New Purchase Requisition
	Managing a Purchase Requisition
	Creating a Receipt
★	Summary/Review

---

---

---

---

---

---

---

---

1. Under what circumstances should a non-vendor catalog purchase requisition be created?
2. When should a department create a receipt in the system?



---

---

---

---

---

---

---

---



---

---

---

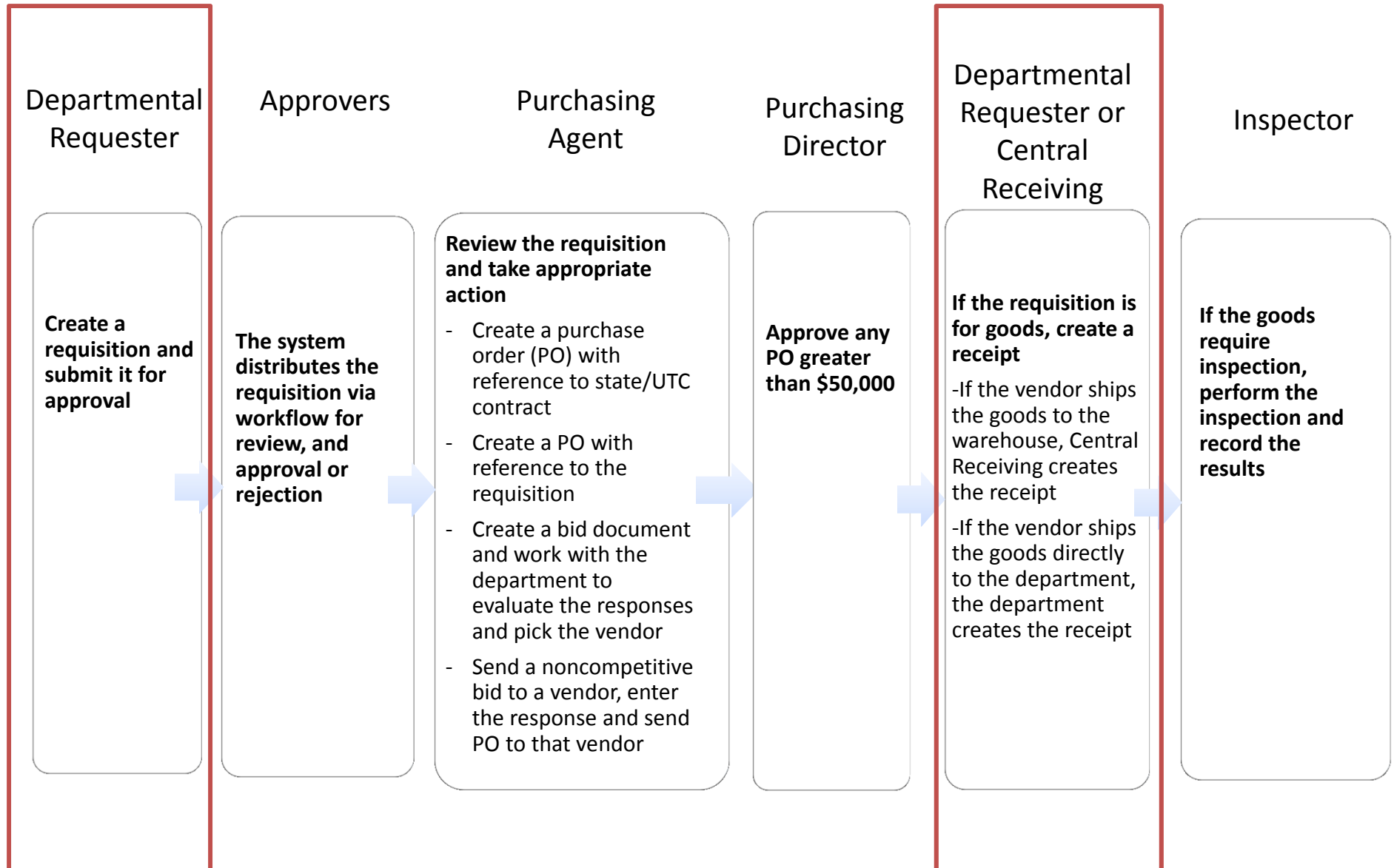
---

---

---

---

---





### What document should I complete to place an order?

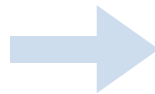
Is the order greater than \$5,000?	Does the vendor require a purchase order?	Is the vendor in the vendor catalog?	Order goods or services using a:
No	---	Yes	ePro vendor catalog order *
No	No	No	Campus voucher
No	Yes	No	Purchase requisition
Yes	---	---	Purchase requisition

\* Goods only

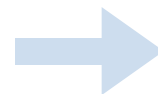
### ePro Vendor Catalog Order Process Highlights

#### Departmental Requester

1. From the ePro page, punches out to the vendor's website.
2. Puts items in the shopping cart, submits them back to ePro.
3. If necessary, performs limited edits or adds order details.
4. Saves and submits the order.



*If Departmental Approvals are required*



*If Departmental Approvals are not required*

#### Departmental Approver

Reviews the order.

- If the order is approved, the system sends the order to the vendor.
- If the order is denied, the system sends the order back to the Departmental Requester.



*If the order is approved*

#### Vendor

Receives and fulfills the order.

**Purchase Requisition  
Process Highlights**

**Departmental Requester**

Creates a requisition and submits it for approval.



**Departmental Approver**

Reviews the requisition.

- If the requisition is approved, the system sends the requisition to the purchasing agent.
- If the requisition is denied, it's sent back to the Departmental Requester.



**Purchasing Agent**

Based on the items requested and purchasing rules, does one of the following:

- Creates a purchase order (PO) which references a State/UTC contract
- Creates a PO which references the purchase requisition
- Sends a noncompetitive bid to a vendor, enters the response, and sends the PO to the vendor
- Creates a competitive bid document, evaluates responses, and awards the order to the winning vendor



*If the order is valued greater than \$50,000*

**Purchasing Director**

Reviews the purchase order.



**Vendor**

Receives and fulfills the purchase order.



**Departmental Requester**

Creates a receipt for goods sent to the department.



**Central Receiving**

Creates a receipt for goods sent to the warehouse.



**Inspector or Buyer**

Inspects goods, if inspection is required, and records results.

HELPFUL HINTS: PURCHASING - REQUESTER SETUP.

New Window | Help | Personalize Page

**Requester Setup**

Requester: publ\_h\_stud01

**Requisition Summary**  
 There are no lines on this request.  
 Please add new line in order to save this requisition.

Total Lines: 0  
 Total Amount (0): 0

Generic ID: \_\_\_\_\_

Requisition Defaults

Ship To SetID: UNCCCH  Ship To: 201\_207A

\*Location Set ID: UNCCCH  \*Location: 201\_207A  *Required.*

PO Origin SetID: UNCCCH  Origin: ONL

Currency: USD Dollar

Phone: \_\_\_\_\_ *Required.*

Fax: \_\_\_\_\_

Use Only Assigned Catalogs  
 Consolidate with other Reqs  
 Price Can Be Changed  
 Defaults Inventory B

ChartFields *Required before dept is valid.*

GL Unit	Fund	Source	Account	Dept	PG Bus Unit	Project ID	Activity	Program	Cost Code 1	Cost C
UNCCCH <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Catalog Information

Default  \*SetID \_\_\_\_\_ \*Catalog ID \_\_\_\_\_

Personalize | Find | View All | First 1 of 1 Last

*Be sure to save after you're done.*

*It is possible to set a default Fund Source combination. In certain cases, such as individuals working full-time on ONE grant, the grant chartfields may also be entered as default. Be careful in these instances, since the preferences will need to be updated upon grant end.*

