FINANCIALS

REQUISITIONS

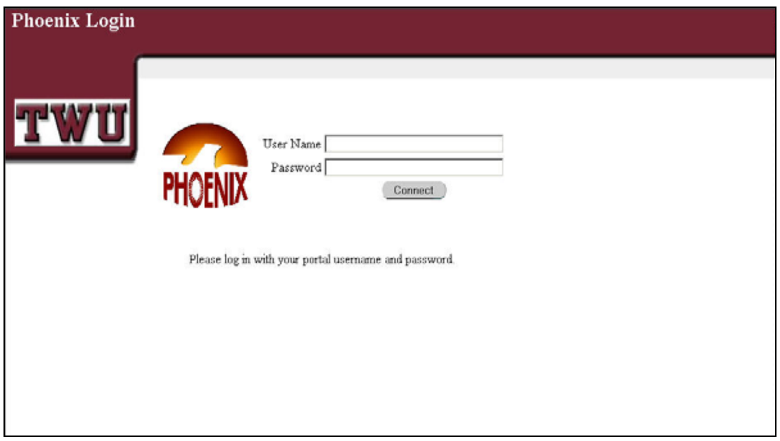
(CREATING AND SUBMITTING A PURCHASE REQUISITION)

User Tutorial

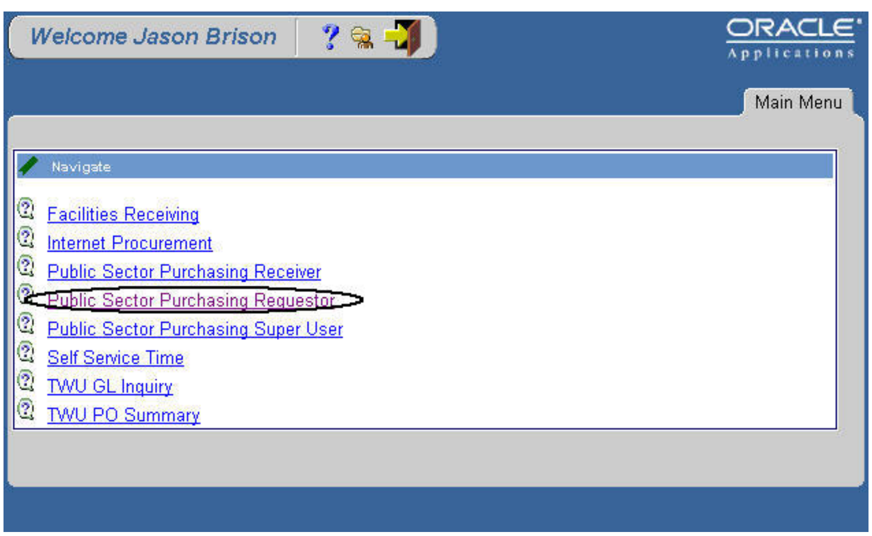
Instructional Support Services
Texas Woman's University

1. **Double Click** on the Phoenix icon on your desktop.

2. **Enter** your Portal username in the Username field.
3. **Enter** your Portal password in the Password field.
4. **Click** on the Connect button.

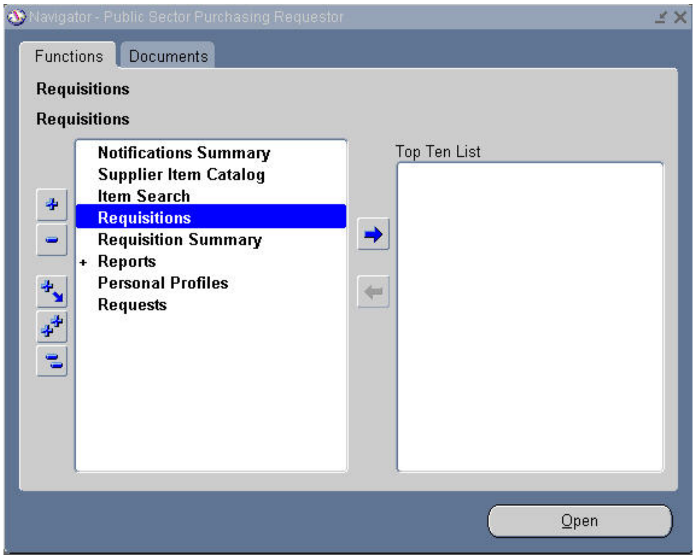


5. **Click** on Public Sector Purchasing Requestor.

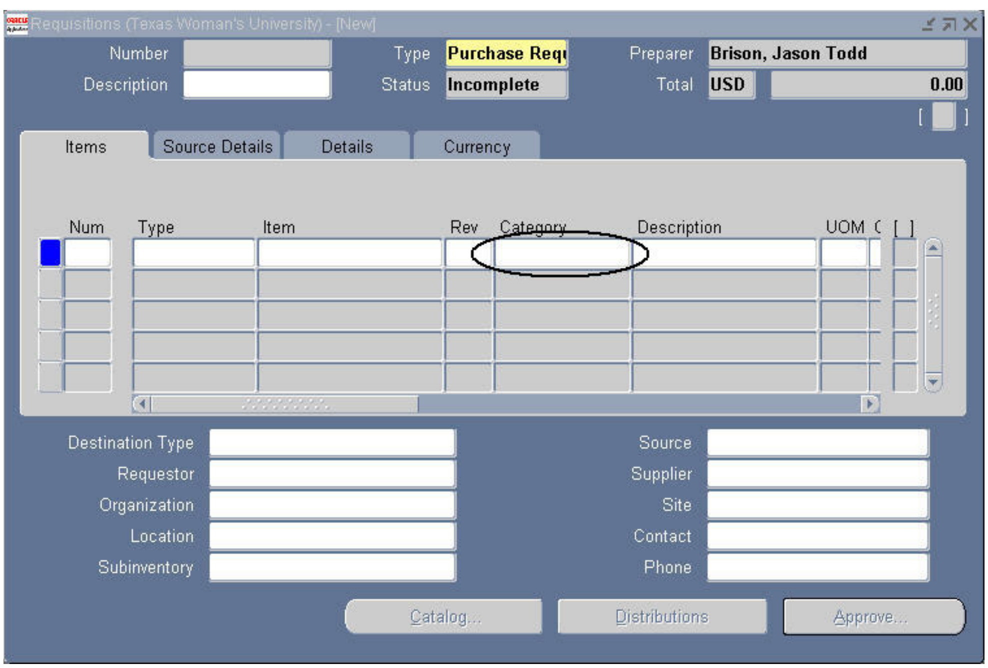


A series of windows will begin to open. All 3 Phoenix windows must remain open. Windows may be minimized by selecting the minus sign (-) in the upper right-hand corner of the window. Closing these windows will result in disconnection from the Phoenix Application.

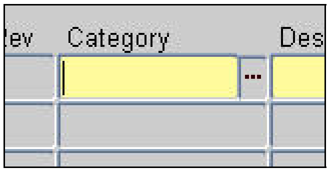
6. **Double Click** on Requisitions.



7. A blank requisition will open, **click** in the Category field.



8. **Click** on the LOV, the small gray box with three dots to the right of the cursor. The Category field is used to convey the nature of the item being purchased. It will be a Goods, Services or Travel item.

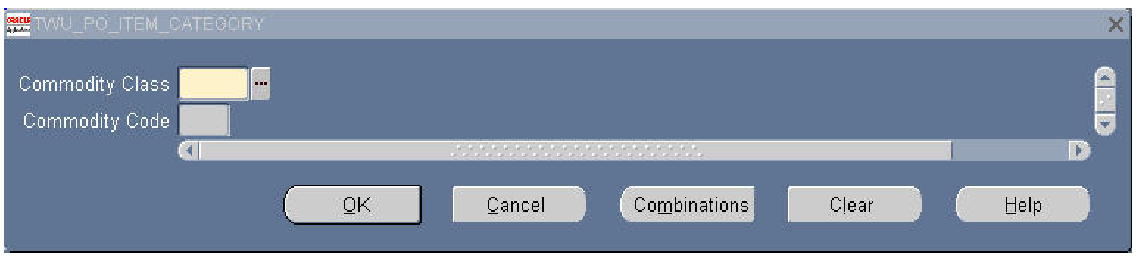


-  This is a LOV (List of Values). A LOV is an important tool that is used to view and select the available choices in various fields.

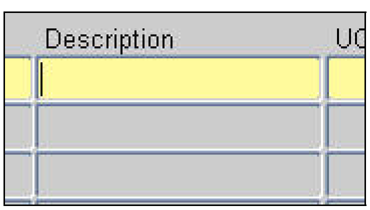
9. **Click** on the LOV for the Commodity Class and select the appropriate option.

10. **Click** on the LOV for the Commodity Code and a code number will automatically populate the field.

11. **Click** on the OK button.



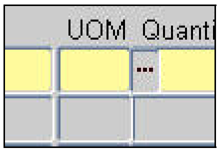
12. **Type** a description, as detailed as possible, of the item or service in the Description field.



13. **Click** in the UOM field (Unit of Measure).

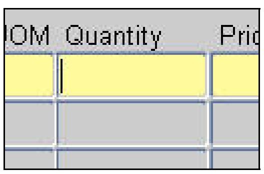
14. **Click** on the LOV and select the appropriate UOM. The UOM is used to convey the type of measure for the item being purchased.

   - ***If** the Requisition is to be converted into a Blanket Purchase Order, the UOM must be Dollars.*



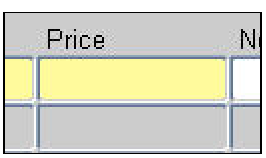
15. **Type** the quantity of the items or service to be purchased in the Quantity field.

   - ***If** the Requisition is to be converted into a Blanket Purchase Order, the Quantity must reflect the total price.*



16. **Type** the price per unit of the item or service to be purchased in the Price field.

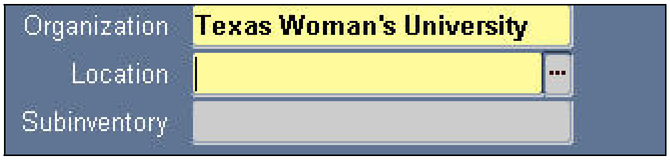
   - ***If** the Requisition is to be converted into a Blanket Purchase Order, the Price is 1.*



17. **Click** on the Organization field.

18. **Click** on the LOV in the Organization field.

19. **Click** on the LOV in the Location field and select the Deliver to Location.



20. **Click** in the Supplier field.

21. **Click** on the LOV in the Supplier field and select the appropriate supplier.

This type of LOV will appear blank. To view the complete list suppliers **type** a **%** in the Find field of the LOV and **click** the find button. To narrow the search **type** the first few letters of the suppliers name in the Find field. The more characters of the name entered, the more refined the search will be. **Click** on the Find button at the bottom of the LOV. **Scroll** through the list and **select** the supplier.

- ***If** the correct supplier is not found in the LOV, the Purchasing department must enter the new supplier information. Create an attachment that conveys all the pertinent supplier information. See "Creating an Attachment" on page 10 of this document.*

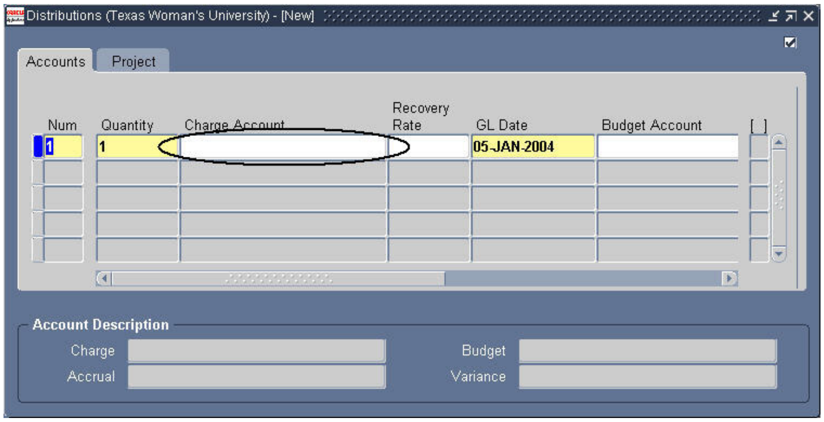
22. **Click** on the LOV in the Site field.

23. **Click** on the Save button  located on the Toolbar.

    Once the Requisition is saved a requisition number is assigned by the system. The requisition number is located in the upper left hand corner of the Requisition form.

24. **Click** on the Distributions button at the bottom of the Requisition form.

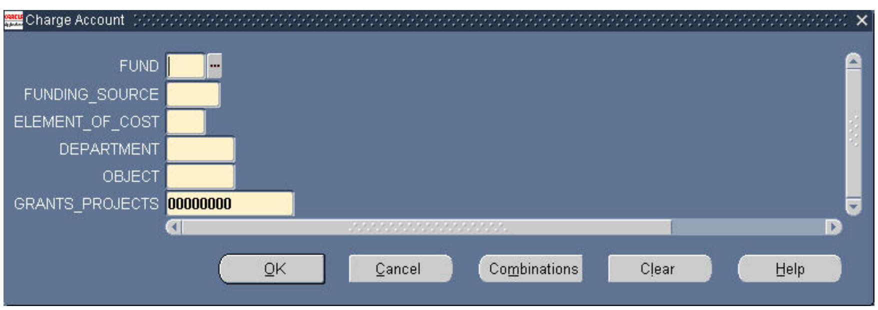
25. The Distributions form will open. **Click** in the Charge Account field.



26. The Charge Account form will open. Use the different segments of the form to **type** the charge account number to be used.

    The appropriate Object code must be entered for the item or service being purchased.

27. **Click** on the OK button.



The State of Texas requires the submittal of bids for purchases meeting certain criteria.

If the purchase does not meet the bid criteria move on to step 28. Complete the steps on page 11 for requisitions with purchases that meet these requirements.

28. **Close** the Distribution form. Use the **X** in the upper right hand corner of the form.

    - ***If*** *there are other items to be purchased on this requisition click on the line just below the first item and repeat steps 7 – 28.* ***If not*** *move to step 29.*

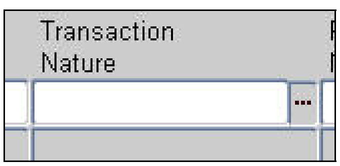
To add more than five line items click on the New button  located on the toolbar.

29. **Click** on the Details tab located on the upper half of the Requisition form.

30. **Click** in the Note to Receiver field and type the name of the department where Central Receiving should deliver the item when it arrives.

- ***If** the Requisition is to be converted into a Blanket Purchase Order, move to step 31, **If not** move to step 33.*

31. **Click** in the Transaction Nature field.



32. **Click** on the LOV in the Transaction Nature field and **select** Blanket.

Printed Comments (optional)

Printed Comments are used to convey information to the supplier or other departments in the purchasing process. These comments are actually printed on the Purchase Order. Printed comments are **optional** and only need to be added once per requisition on the last line item.

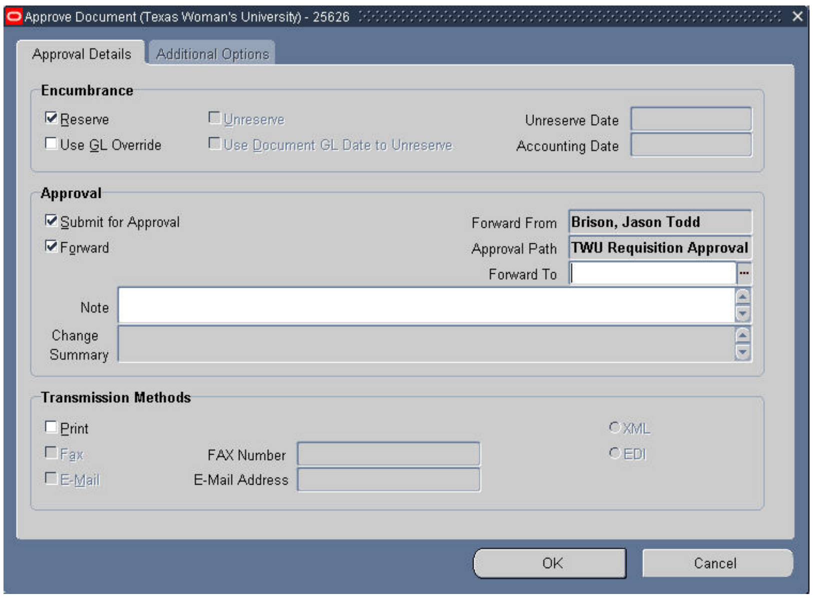
- ***If** printed comments are needed; complete the Creating an Attachment section on page 10.*

All printed comments entered as an attachment to the supplier are subject to editing by the Purchasing department.

33. **Click** on the Save button  located on the Toolbar.

34. **Click** on the Approve button located in the lower right hand corner of the Requisition form.

35. **Click** in the Reserve box.



36. **Click** in the Forward To field and use the LOV to select the appropriate approver.

37. **Click** on the OK button at the bottom of the Approve Document form.

If all the steps for the requisition were completed successfully and the Charge Account has the funds available, there should be a confirmation message. **Click** on the OK button at the bottom of the message.

The Requisition process is now complete and a blank requisition will open.

<u>Creating an Attachment</u>

Attachments are used to convey various types of information to the Buyer (Purchasing department) or the Supplier.

Attachment to the Buyer should only be placed on the first line item of the requisition.

Attachments to the Supplier should only be placed on the last line item of the requisition.

1. **Click** on the <u>Save button</u>  on the toolbar.

2. **Click** on the <u>Attachment button</u>  on the toolbar.

3. **Click** in the <u>Category field</u> and **type** the words**:**
   - **To Buyer**, if the information is for the Purchasing department.
   - **To Supplier,** if the information is for the Supplier and will be printed on the Purchase Order.

4. **Click** in the <u>Data Type field</u> and **type** the words**:** Long Text.

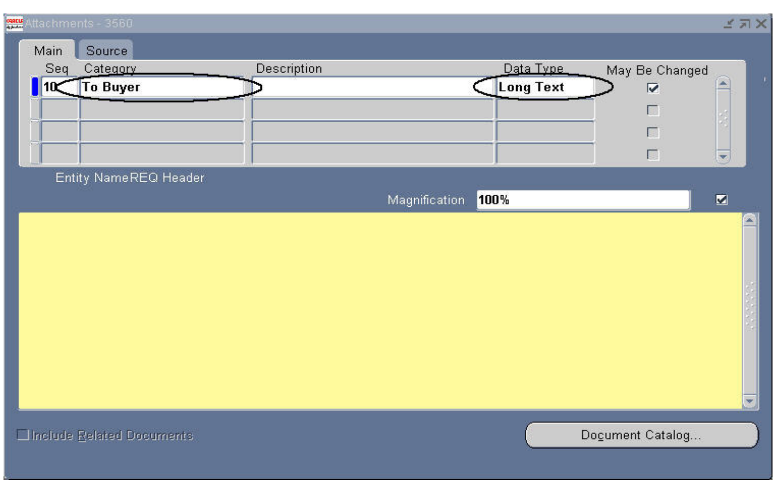
5. **Type** the all of the information to be conveyed in the <u>large yellow area</u> in the lower portion of the Attachment form.

***If** entering Printed Comments use the return or enter key on the keyboard after every 30 characters spaces or less to allow for proper formatting on the Purchase Order.*

All printed comments entered as an attachment to the supplier are subject to editing by the Purchasing department.

6. **Click** on the <u>Save button</u>  on the toolbar.

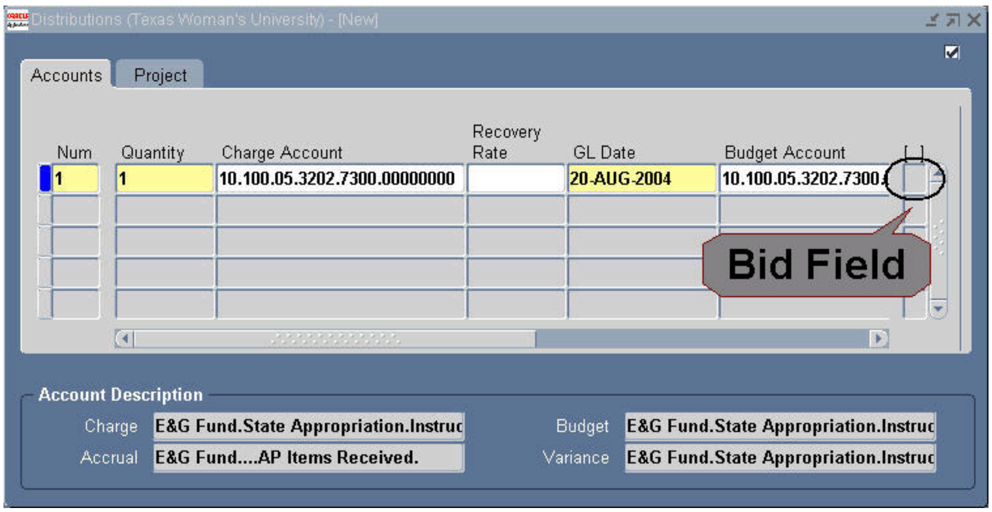
7. **Close** the <u>attachment form</u> and continue the requisition process.



Adding Bid Information

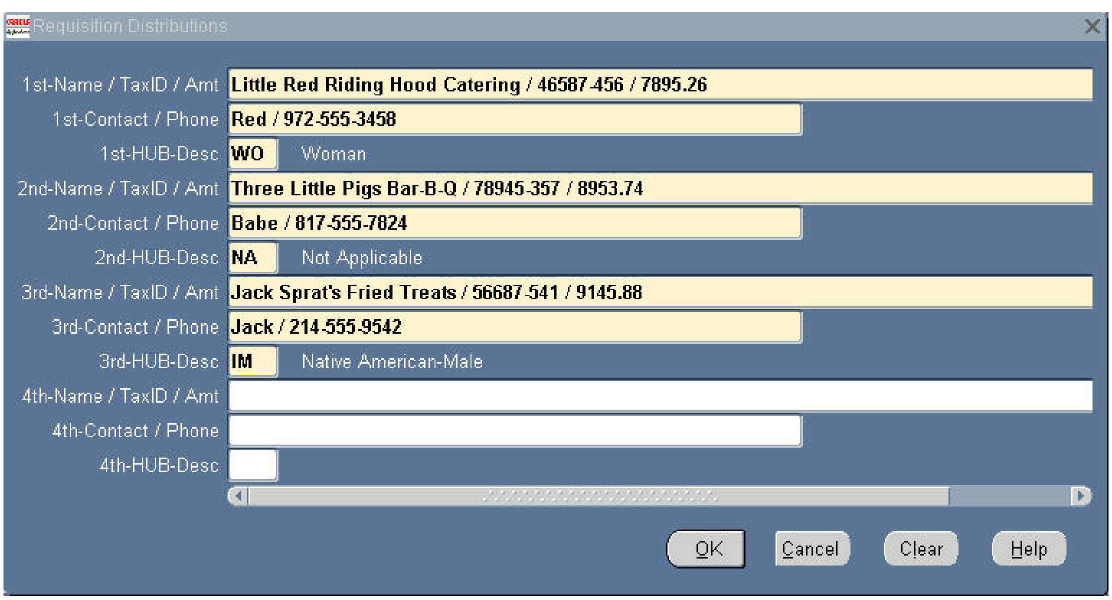
The State of Texas requires the submittal of bids for purchases meeting certain criteria. Complete the steps below for requisitions with purchases that meet these requirements. All bid information is entered at the Distribution level of a requisition

1. **Click** on Bid field as illustrated below. This is located on the distribution form of the line item.



2. A Bid form will appear. Use the fields provided to list the required information.

3. **Click** on the OK button.



Continue with step 28.