THE REQUISITION MODULE

The Requisition Module is designed to allow User to enter a purchase request, and have that request approved and forwarded to the appropriate Procurement department for processing. The following parts of this chapter will describe how the module works.

CHAPTER 1 - VIEWING REQUISITIONS

The subcategories under the Requisition Module allows for actions that can be performed concerning the issuance, approval, and review of requisitions.

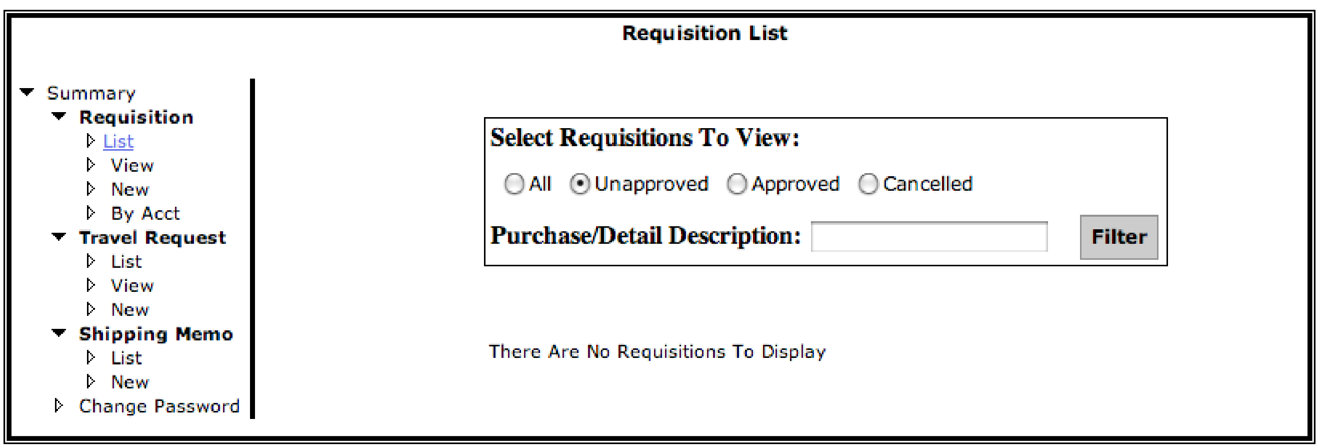
SECTION 1: SELECTING REQUISITIONS TO VIEW

The Requisition List Webpage

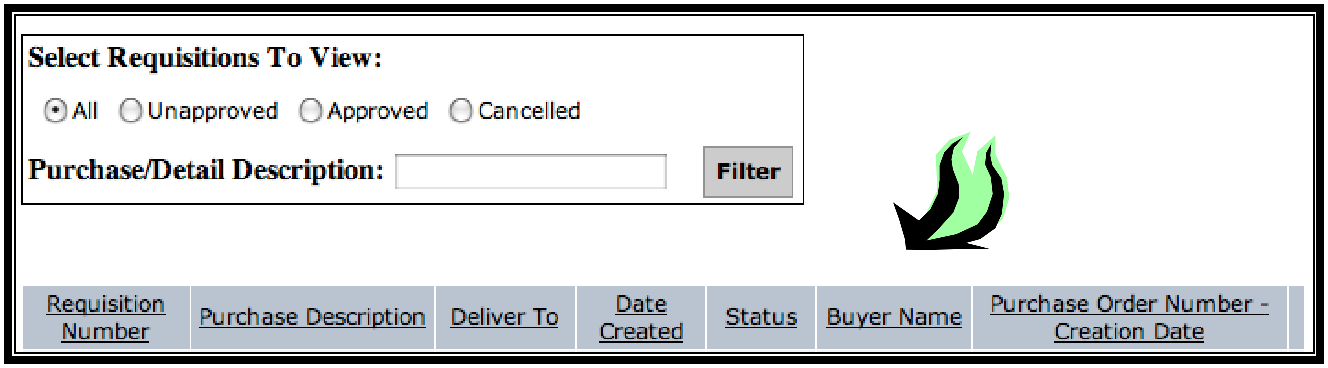
Selecting List from Module Manipulation Menu will take User to the **Requisition List** webpage.

This screen can list all requisitions that User has entered by **All**, **Unapproved**, **Approved**, or **Canceled** statuses. Only the most recent 20 requisitions are displayed. If more requisitions are available, page numbers will be supplied at the bottom left corner of the list. Selecting those page numbers will allow User to manipulate through the entire list.

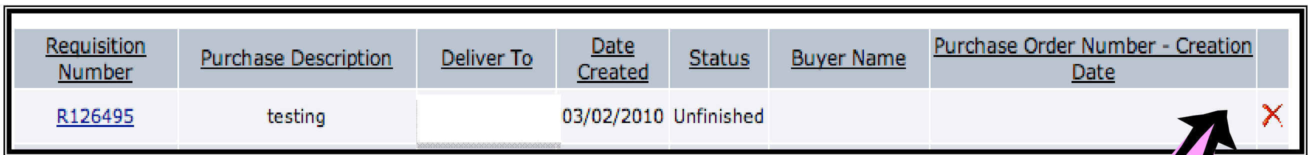
The list appears sorted by **Requisition Number** and the most recent requisition is listed first. In addition, the list displays **Purchase Description**, **Deliver To**, **Date Created**, **Status**, **Buyer Name**, and **Purchase Order Number-Creation Date**.



Each of the columns can be sorted in ascending or descending order by selecting the heading. For example, the **Buyer Name** column allows User to sort by Buyer who handled previous requisitions. This can be useful when seeking old requisitions handled by specified Buyer. One can also sort by **Date Created** column to display requisitions by the dates when other requisitions were created. These fields are most helpful when looking at previously approved requisitions.



Only those requisitions that have NOT been sent off for approval can be deleted with the **Delete** (**red X**) ICON.

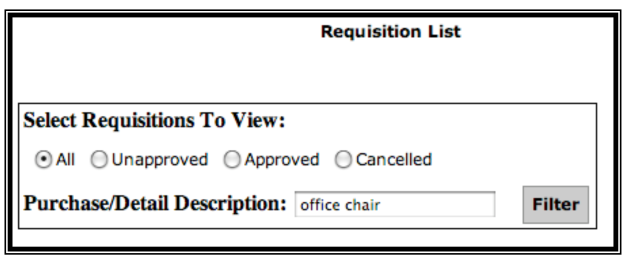


Requisition Number	Purchase Description	Deliver To	Date Created	Status	Buyer Name	Purchase Order Number - Creation Date	
R126495	testing		03/02/2010	Unfinished			X

If there are any questions, User should contact the assigned Buyer or send a message to reqless@noao.edu for attention by System Administrator.

Purchase/Detail Description

When User is looking for a specific requisition, the **Purchase/Detail Description** filter can be used. User types in **Detail Description** of previous purchase and clicks **Filter** button to get list of previous requisitions that meet the exact **Purchase Description**.



When User selects the **Filter** Application Manipulation Button, the *REQLESS* application will scan all the line items in the selected list and display only those requisitions that meet the filtering request. This does not filter according to the words or phrase listed in the **Purchase Description** column but actually scans the individual line item descriptions. This can be useful when seeking an old requisition to duplicate.

Table Columns Defined

1) **Requisition Number**: This column reflects the assigned **Requisition Number**.
2) **Purchase Description**: This column reflects the identifying description entered by User when completing the requisition form.
3) **Delivery To**: This column reflects the individual to whom the ordered materials are to be delivered.
4) **Date Created**: This column indicates the date the requisition was issued a requisition number by the *REQLESS* application.

5) **Status**: This column reflects the current status of the requisition. The status identifications are listed below.
6) **Buyer Name**: This column indicates the Buyer who has been assigned to process the requisition.
7) **Purchase Order Number – Creation Date**: This column reflects the purchase order that has been assigned to the requisition and the date that order was created. If there is more than one purchase order, all of the assigned purchase orders will be indicated. This is a good indication to User that his/her requisition has been processed and is now in *CASNET*.

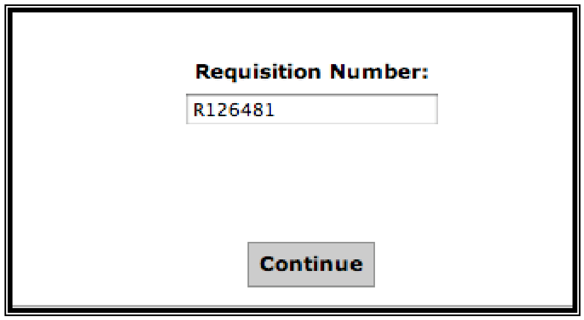
<u>Status Definitions</u>

1) **Unfinished**: Requisitions with this status have been initiated by User but have not been completed and will remain in this status until User either deletes the requisition or completes the requisition and forwards it for approval.
2) **Pending Approval**: Requisitions with this status have been completed by User and forwarded to Approver for approval. The status will remain until Approver approves, cancels, or returns the requisition to User for editing.
3) **Approved**: Requisitions with this status have been approved by Approver and made available to Procurement for processing.
4) **Needs Your Approval**: Requisitions with this status have been entered by another Requestor whose name is displayed in the **Requested By** column. These requisitions have been submitted to User because User is an Approver on one of the accounts listed on the requisition. This status indicates that the requisition requires User's approval before it can be processed by Procurement.
5) **Canceled**: Approver has canceled requisition for some reason with this status. When canceled, Approver has the option to e-mail Requestor to explain why the requisition was canceled. This requisition cannot be resurrected. The only solution is to speak to the Approver, discuss the reason for the cancelation and reenter a new requisition.
6) **Returned for Editing**: Approver has returned requisitions with this status to User because the requisition needs to be edited in some manner. When returned, the Approver has the option to e-mail Requestor to explain why the requisition was returned and what changes need to be made so that the requisition can be approved. This status designation is the same as **Unfinished** and will allow User to make the necessary changes and resubmit the requisition for approval.
7) **Transferred, Pending Approval**: Requisitions that require the approval of a Director will have their ownership "transferred" to the individual with signature authority just below the Director level. The requisition is transferred to that employee who has the option of approving or canceling the requisition. If this individual approves the requisition, the requisition is forwarded to a Director for formal approval.
8) **Owned, Pending Completion**: When a requisition's ownership is "transferred", the individual to whom it is transferred will receive an e-mail notice of the transfer and the requisition will have a status of **Owned, Pending Completion** in the status field. If changes are required, the requisition will be returned to the original Requestor NOT to the individual to whom ownership was transferred.

SECTION 2: VIEWING REQUISITIONS BY ACCOUNT NUMBERS

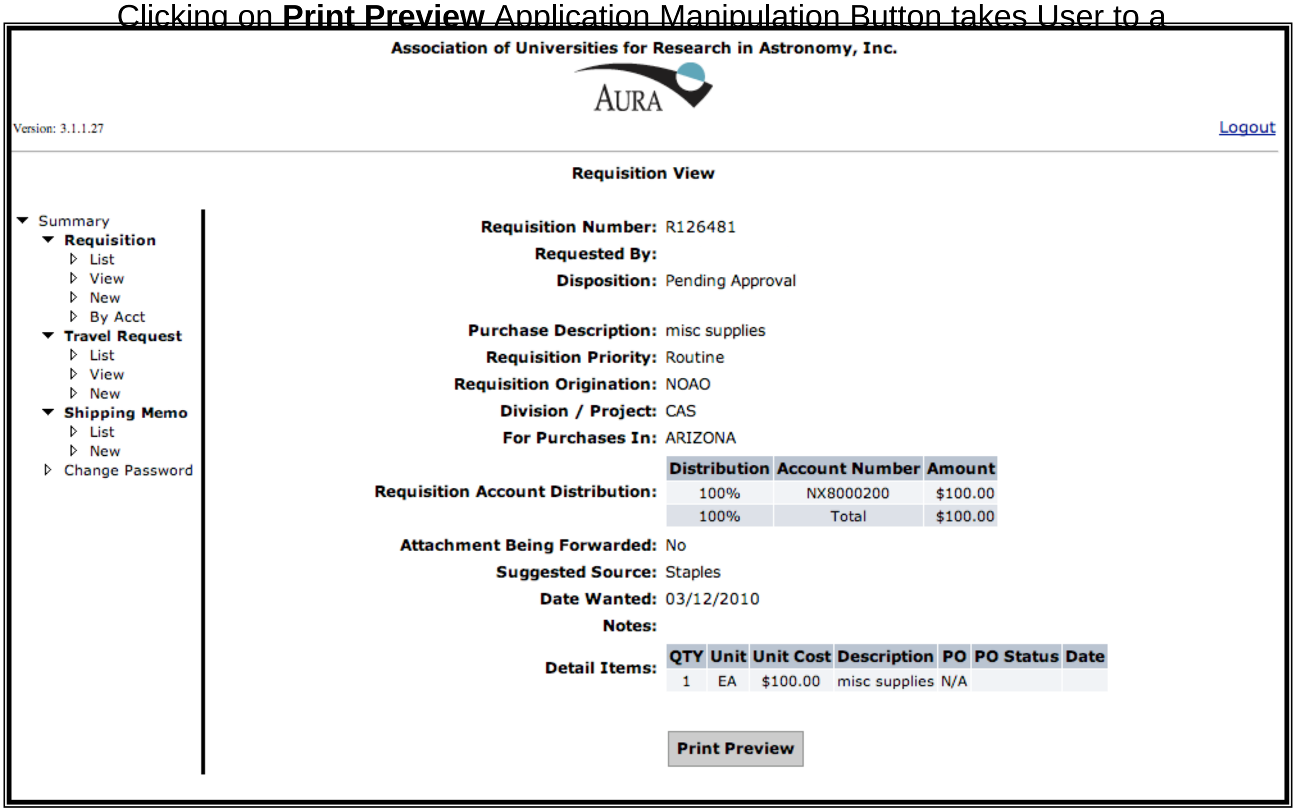
<u>Requisition View Entry Webpage</u>

When User selects the **View** under **Requisition** on the Module Manipulation Menu, User is taken to the **Requisition View Entry** webpage. User is prompted to enter an account number into the **Requisition Number** field. User completes by selecting the **Continue** Application Manipulation Button.



User is taken to the **Requisition View** webpage where the requisition details of the selected Requisition Number are displayed.

Clicking on **Print Preview** Application Manipulation Button takes User to a



printable copy of the requisition without the l Module Manipulation Menu.

SECTION 3: DELETING A REQUISITION

Only requisitions with the status of **Unfinished** or **Returned for Editing** can be deleted. To delete a requisition, User can access the requisition on the **Requisition List** and click the **Delete** ICON (red X) next to the requisition to be deleted.

Requisition Number	Purchase Description	Deliver To	Date Created	Status	Buyer Name	Purchase Order Number - Creation Date	
R126495	testing		03/02/2010	Unfinished			

Once the **Delete** ICON is selected, User will be taken to the **Request Delete Verification** webpage to confirm the deletion of the requisition selected. If the selection was done in error, User will have the option of canceling the **Delete** request.

If there is NO red red X visible next to the requisition, this requisition CANNOT be deleted.

CHAPTER 2 - CREATING A NEW REQUISITION

Requisitions can either be created by 1) Starting with a blank slate that requires User to enter all the data necessary to complete the Requisition, or 2) Reissuing an existing requisition.

In either case, the document should:

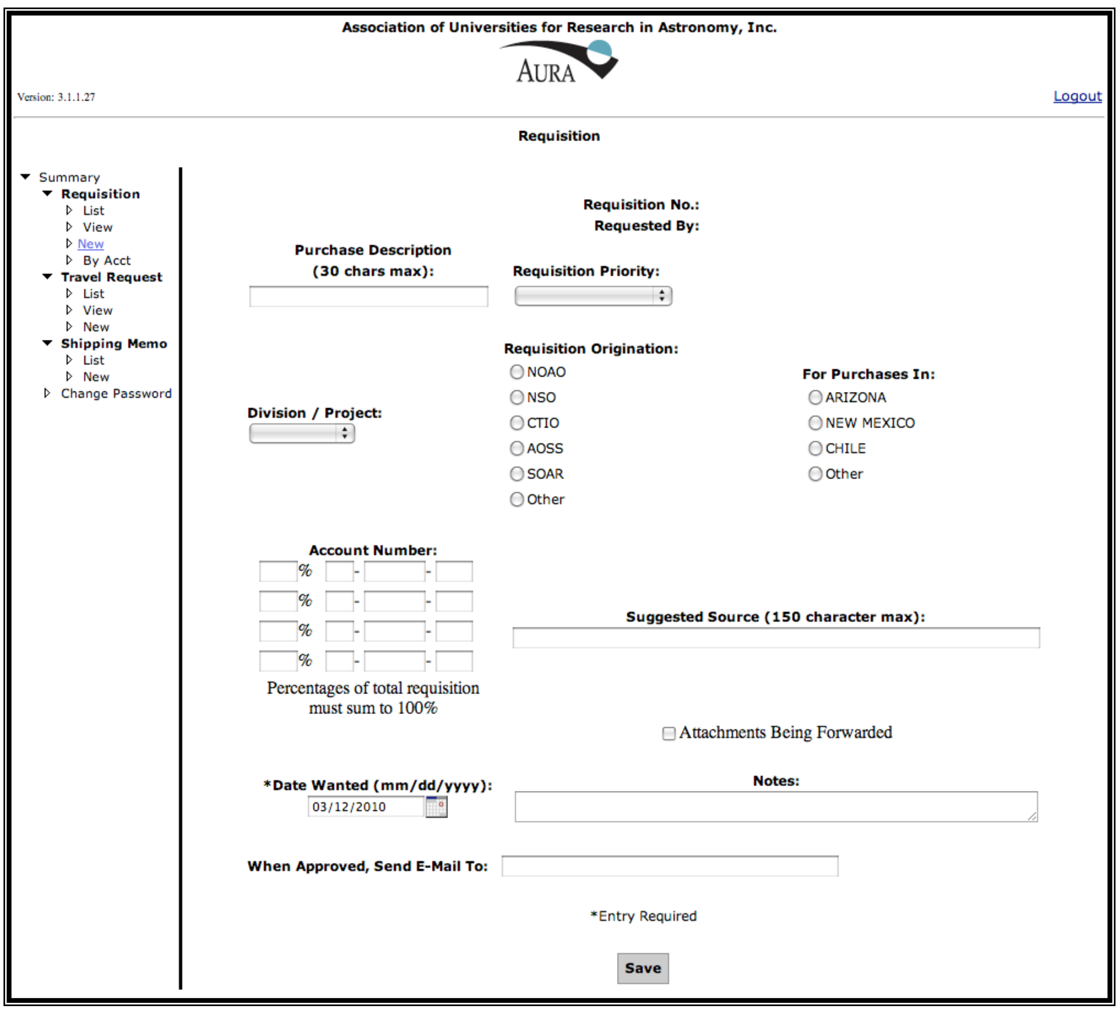
1) Reflect what User wants to purchase,
2) Provide Approver sufficient information to either approve or deny the expenditure, and to
3) Give the Buyer sufficient information to complete the purchase.

This chapter will discuss how User can complete a requisition from scratch.

SECTION 1: CREATING A NEW REQUISITION

Requisition List Webpage

To create a new requisition, User clicks on **New** in the Requisition Module Manipulation Menu. This will transfer User to the **Requisition** webpage.



The Requisition entry process is divided into four parts:

1) Requisition Webpage
2) Requisition Line Item
3) Requisition Review, and
4) Requisition Approval

Using the Web Browser's Back Arrow can create problems within the *REQLESS* application. Navigate within the application with the Module Manipulation Menu items or with the Application Manipulation Buttons.

If User keeps getting error messages, the problem could have been caused by any number of wrong entries. The easiest solution is to select **List** on the Module Manipulation Menu, reselect the requisition and go back to where the problem occurred and try again. If the problem persists, send a message to reqless@noao.edu, or call Chris Richardson at ext. 8504 or Ray Thibault at ext 8166.

SECTION 2: COMPLETING THE REQUISITION WEBPAGE

Requisition Webpage

The first part of the requisition entry process is the **Requisition** webpage that allows User to enter information significant to the whole requisition. This page can be reached from any *REQLESS* webpage by selecting **New** on the Module Manipulation Menu.

Requisition Number will NOT be assigned by *REQLESS* until User completes this webpage and selects the **Save** Application Manipulation Button at the bottom of the **Requisition** webpage.

Entry Fields

1) **Purchase Description**: This field allows User to enter a 30-character description of the order. This description is for User's use only and is the entry that appears on the **Purchase Description** column on the **Requisition List** webpage. It is not necessarily a description of the items being purchased but more of a brief identification designed to allow User to find the Requisition at a later date.

2) **Requisition Priority**: This field helps the Buyer identify the priority of the materials requested. This field is especially important to purchases for Chilean users, as it will allow the Manager to correctly designate how the materials are to be transported internationally. Below is a listing of the specific categories, their

uses, the type of freight service involved, and the priority given the purchase by the Buyer.

a) **Routine**: For those purchases required to periodically replenish inventory stock; for purchases that do not fall in other higher priority categories; for purchases that are not time-sensitive (i.e. spares); or for purchases that are not crucial to the completion of the project. These purchases may be shipped to the shipping & receiving facility by Standard UPS Ground service. If destined for an overseas location, the material will travel by standard airfreight unless otherwise indicated on the requisition.

b) **Scheduled Project**: To be used if the purchases are for a specific project that is time-sensitive and for which the project may fall behind schedule if the purchases are not received by the date specified. Such purchases may be shipped to the shipping & receiving facility by Standard UPS Ground service or express service depending on the date required. If destined for overseas facilities, these materials will be shipped either standard or express airfreight depending on the specific requirements. The decision as to the freight rests with the Buyer.

c) **Emergency**: To be used ONLY when the materials are urgently required in order to meet an observing run, repair an essential piece of equipment, replace depleted inventory, or meet another requirement that is essential to the smooth operations of the observatory. This category should not be abused. When such requisitions are received, the order is immediately processed. The application will send a message to reqless@noao.edu advising *REQLESS* Site Administrator that an emergency requisition has been approved and is awaiting processing. The Site Administrator will stop what they are doing to distribute the requisition and will inform Buyer that they have an emergency requisition. The Buyer will stop what they are doing to process the requisition immediately. The Buyer will use express freight the get the goods to Tucson and, if destined for an overseas site, will authorize the use of express freight to get the goods to the destination.

d) **Inventory Restocking**: To be used when the requisition concerns normal inventory restocking. This requisition will receive the appropriate priority depending on whether or not there is an indication that an item's stocking level has reached zero. Normally this priority code receives the same priority as **Routine**.

3) **Division/Project**: This field is for User to enter the department or project for which the materials are ordered. This field allows Procurement to keep statistics on what department or major project is submitting requisitions. A drop-down box is used to enter the selections. If a specific selection is not available, contact NOAO Procurement to see if the notation can and should be added. This field is for statistical purposes only. As such, if an exact match is not available, select the next best option.

4) **Requisition Origination**: Indicates to the purchasing agent processing the requisition what site originated the requisition. This selection is important for Purchase Order distribution purposes. The possible selections are:

   a) **NOAO**: Requisition originates from a site in Arizona, i.e., a Kitt Peak facility, or from offices in the NOAO-Tucson facility.
   b) **NSO**: Requisition originates from the NSO-Sac Peak site.
   c) **CTIO**: Requisition originates from CTIO in Chile
   d) **AOSS**: Requisition originates from AOSS in Chile
   e) **SOAR**: Requisition originates from SOAR in Chile.
   f) **Other**: Requisition originates from another facility.

5) **For Purchases In**: Indicates to the Site Administrator at the various purchasing sites where the requisition is to be processed. The possible selections are:

   a) **ARIZONA**: Requisition is to be processed by NOAO Procurement in Tucson.
   b) **NEW MEXICO**: Requisition is to be processed by NSO Purchasing in Sac Peak.
   c) **CHILE**: Requisition is to be processed by the AOSS Procurement office in Chile.

> At the present, AOSS Procurement Office is not trained in *REQLESS* and all requisitions to be purchased in Chile are to be forwarded to NOAO Procurement in Tucson for either processing or forwarding manually to AOSS Purchasing.

   d) **Other**: **USING THIS OPTION IS DISCOURAGED**.

> This selection is important to the to the software because the requisition will be distributed to that purchasing office for processing. For example:
>
> i. Chile requisitions may be designated for processing in **ARIZONA** and will be distributed to the buyer in the NOAO Procurement office for processing,
> ii. Requisitions issued by GONG may be sent to **CHILE** for processing as it concerns something needed for the Chile instrument that can be purchased locally in La Serena, or
> iii. NSO orders originating in Tucson may be distributed to the NSO-Sac Peak buyer for processing in **NEW MEXICO**.

6) **Account Number**: This area has room for up to four separate account numbers. Requisitions having more than four account numbers should note the additional account numbers in the **Notes** field. User must enter at least one account number. Expense codes are not appropriate in this area; only the main 9-digit Account and Project numbers are required in this field.

User must indicate the percentage of distribution for the account numbers selected. The total of all the percentages must equal 100% or an error will be generated advising User that the account distribution does not equal 100%. These account numbers and their distribution percentages will default to each line item where User has the option of changing the distribution percentages for the individual line items.

Assume User enters four account numbers on the header and designates each account number with a 25% distribution. User is then able to enter four line items with each line item assigned one of the four account numbers with a distribution of 100% and the other three must be 0% to get a 100% total.

Expense Codes will be entered at the time the line items are added. The three-digit Expense Codes are applicable only to each line item.

7) **Suggested Source**: This area allows User to notify Procurement who they have contacted concerning the requested products, including what catalog the part numbers have been taken or the vendor that they know has the product(s). It is best to include a contact name and phone number. If User references specific part numbers, it is important the vendor name is listed. Up to 150 characters are allowed.

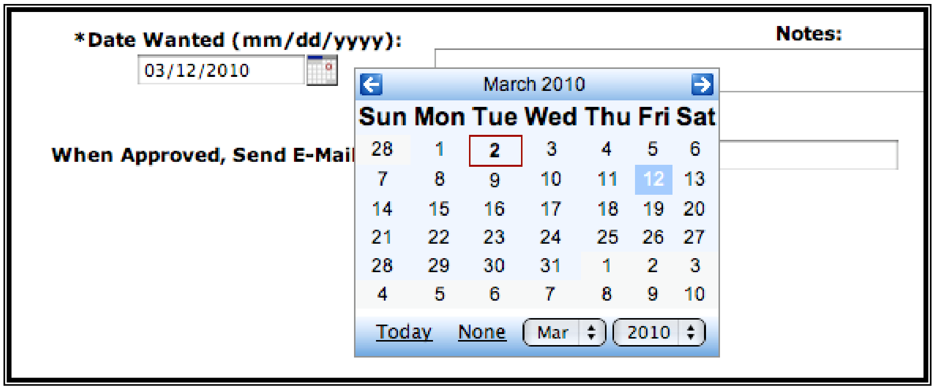
8) **Attachments Being Forwarded**: This check box notifies both Approver and Buyer that there are attachments associated with the requisition that must be reviewed prior to approving or processing the requisition.

Attachments can be a complicated process. User must note the requisition number on the attachment(s) and forward them to Approver. It is suggested that User and Approver discuss such requisitions prior to submissions to determine whether or not Approver needs to see the attachments. If they do not need to see the attachments, the attachments can be forwarded directly to Procurement.

If not properly identified, the attachments may never get matched with the requisition and the procurement process may be slowed significantly.

The application allows User to attach one or more files as an attachment to the purchase order when the order is undergoing final review. The exact procedures will be addressed at that time. The attached files will be sent to reqless@noao.edu where an agent will ensure that the file(s) is (are) matched with the requisition.

9) **Date Wanted**: This space allows User to tell the procurement office when the materials are required. User should be realistic when entering the date. This will help Buyer in prioritizing the order for more efficient processing of all requisitions received. User may enter a specific date or click on the **Calendar** ICON to pull up the calendar and then select the date wanted.



* **Entry Required** is imperative for **Date Wanted (mm/dd/yyyy)** field.

10) **Notes**: This area is for User to enter specific notes that are applicable to the TOTAL order. Each line item has a field available to enter notes related to the specific line item. **Notes** used in this area concern only the WHOLE requisition.

11) **When Approved, Send E-mail to**: This area is used to allow User to send a copy of the requisition to an individual who would not normally otherwise get a copy of the requisition. For example, if User wants an Administrative Assistant to get a copy of the requisition, he/she will enter the e-mail address of the Administrative Assistant in the field and the *REQLESS* application will forward the data from the requisition to that person as soon as the requisition is approved. User must know the e-mail address of the individual to whom the message is sent. The e-mail will look as follows:

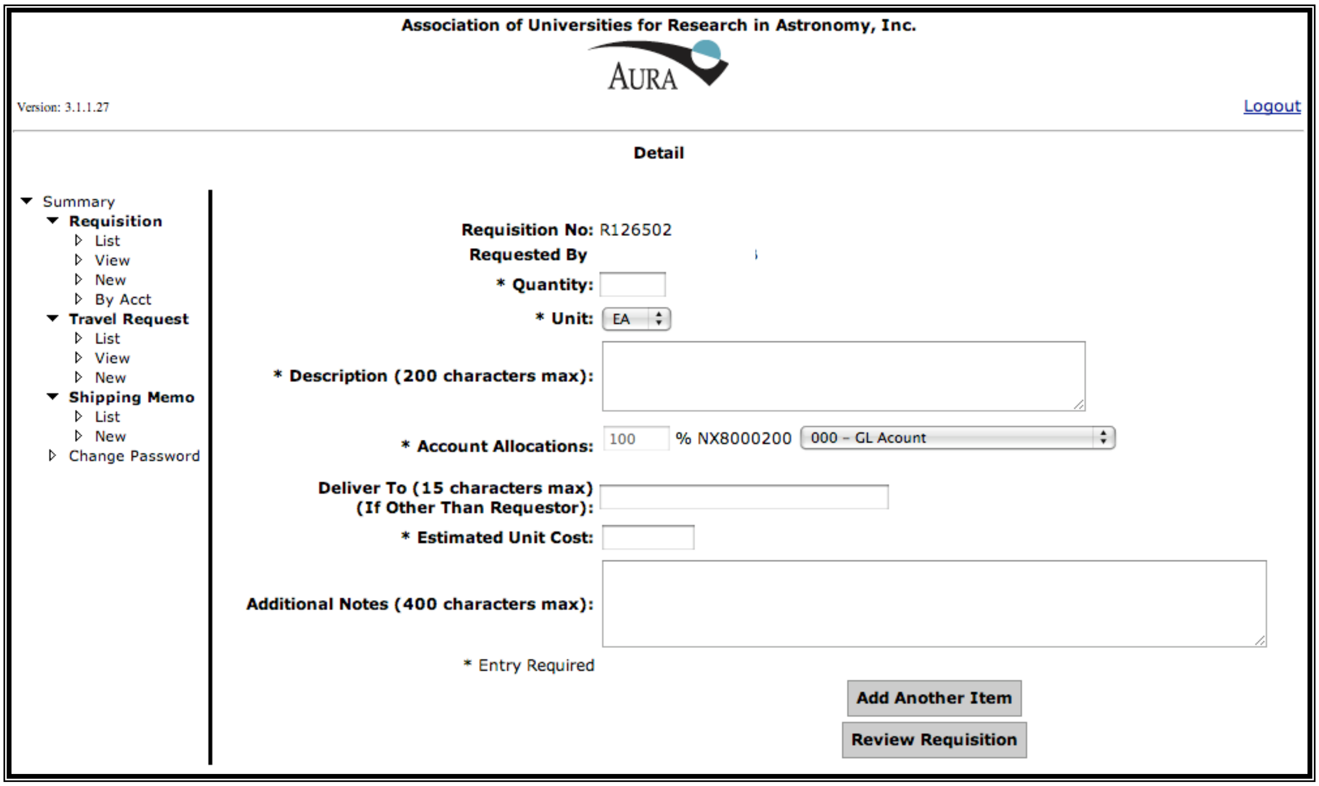
Save: To complete this phase of the requisition entry process, User must select **Save** Application Manipulation Button.

Selecting any of the Module Manipulation Menu options before the **Continue** Application Manipulation Button is selected will move User to whatever selection they make **WITHOUT** saving the requisition information. To save the requisition information and obtain a requisition number, User will have to selected the **Continue** button and then, on the next screen, select an option from the Module Manipulation Menu.

SECTION 3: COMPLETING THE REQUISITION LINE ITEM

Requisition Line Item

The second part of the requisition entry process concerns the description of what is to be purchased. This is when User enters the information concerning what they want ordered in the fields on the requisition **Detail** webpage.



Entry Fields

1) **Quantity**: This field allows User to enter the number of units that are to be ordered.

2) **Unit**: This field allows User to select, via a drop-down box, the type of units that are to be purchased. If the desired units are not included in the drop-down box, contact the Manager, NOAO Procurement or send a message to reqless@noao.edu to add the designation.

3) **Description**: This field allows User to enter the description of the items being ordered. User should not reference an attachment. Rather, User should describe the item desired in detail including part numbers and specifications. If available, User should reference a quotation number. This field is limited to 200 characters.

4) **Account Allocation**: This field allows User to modify the percentages they entered on the **REQUISITION EDIT** webpage to suite the needs of this specific line item. If User chooses, they can omit one account number all together.

i. On the **REQUISITION EDIT SCREEN**, User selects two account numbers with equal distributions. However, when entering the item to be purchased, User decides not to use one account number. All that is needed is for User to put 0% next to the account number they do not want to use and 100% next to the account number they do want to use.

ii. If the distribution for a specific Account Number is at 0%, the Expense Code for that Account Number must be blank – the first field in the Expense Code Drop-Down box.

iii. Once User exits the **REQUISITION EDIT SCREEN**, they **CANNOT** change an entered account number. They can only return to the **REQUISITION EDIT SCREEN,** add another account number and adjust the distributions percentages accordingly.

iv. User CANNOT change an existing account number distribution to 0% on the REQUISITION EDIT SCREEN. All distributions must be greater than 0%.

Remember, it does not matter what the distributions are on the **Requisition** webpage as they can be changed on each line item to whatever percentage User wants.

5) **GL Account Number**: This field reflects the account numbers that were entered on the **Requisition** webpage. If an account number is not entered on the **Requisition** webpage, the account number cannot be entered on the **Detail Edit** webpage. If an account number was omitted, User must return to the **Requisition** webpage and enter the omitted account number.
User is then asked to enter an Expense Code for each account number for the specific line item. Allowed expense codes and their descriptions can be selected from the drop-down box.

6) **Deliver To**: User is asked to enter the individual to whom the received materials are to be delivered. This is the individual who will sign the receiving report upon delivery, verify proper receipt and authorize payment. If no name is entered, the materials will be delivered to Requestor. This field allows for Departmental Administrator to place orders for individual within their department and avoid having the goods delivered to them by Shipping and Receiving. Deliver-to entries are limited to 15 characters.

Do not enter locations unless the location is on Kitt Peak. Be specific. “Solar Observing Room” may not be specific enough. “McMath Solar Observing Room 23” is better. Entering the receiving individual’s name is preferred.

7) **Estimated Unit Cost**: This field is where User enters the estimated unit cost of the line item. This can be a best guess, price for a catalog or web page, or any other estimate. The individual who will approve the requisition will be based on this estimated amount unit cost multiplied by the number of units ordered.

   Procurement has noted that if the actual value is greater than 10% or $100, Approver will be contacted and asked to re-approve the requisition by e-mail.

8) **Additional Notes**: This field allows User to enter detailed information that cannot be included in the Description field. This field is limited to 400 characters.

9) **Entry Required:** Several line items are annotated with asterisk (*) indicating an entry is required in this field.

10) **Add Another Item:** If User determines another item needs to be added, clicking on the **Add Another Item** Application Manipulation Button, will make this possible.

SECTION 4: REQUISITION REVIEW

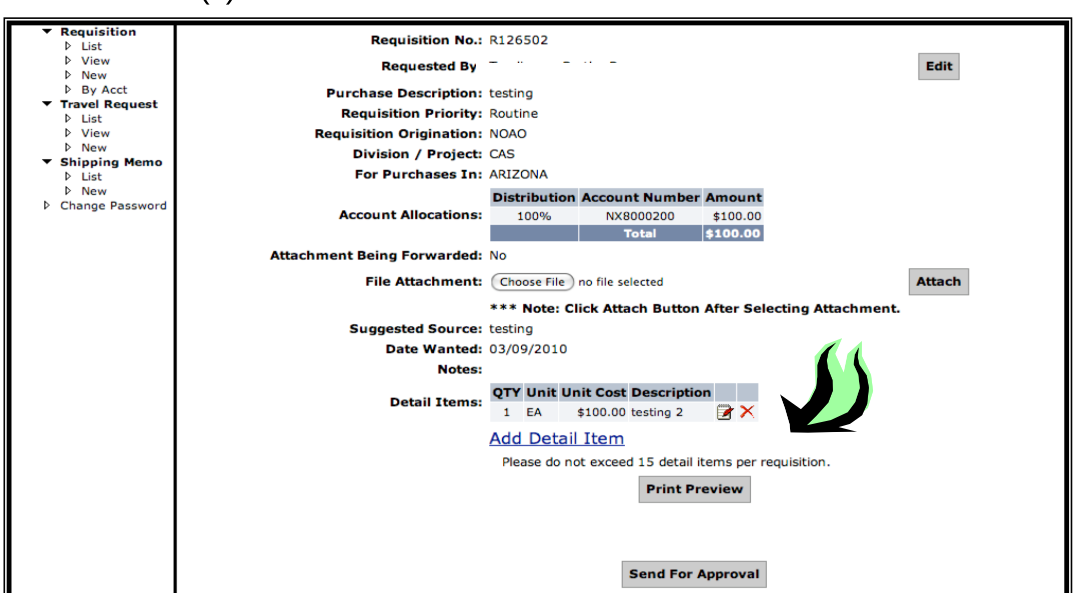
Reviewing Requisition

When **Detail** webpage is completed, clicking on **Review Requisition** takes User to review the existing entries on a specific requisition, and to edit, add to, or delete from the requisition's line items. This webpage also allows User to print a copy of the requisition and to signify that the requisition is completed and ready for distribution.

Editing Requisition

Selecting the **Edit** Application Management Button will return User to the **Requisition Detail** webpage where User can modify items on the requisition heading. Click **Save** Application Management Button to return to **Requisition** webpage.

Selecting **Add Detail Item** at the middle of the screen can allow addition of additional line items. At that point User will be returned to a blank **Detail** webpage where the additional item(s) can be added.



Deleting Requisition

On the **Requisition** webpage, existing line items can be deleted by selecting the **Delete red X** ICON or line item can be edited by selecting the **Edit** ICON.

File Attachment

User can attach one or more files on the **Requisition** webpage by using the **Choose File** Application Manipulation Button to select the file and then selecting the **Attach** Application Manipulation Button to send the attachment to reqless@noao.edu. User can attach as many files as he/she wants as long as he/she selects a file and then selects the **Attach** Application Manipulation Button for each file they want attached to the requisition. Only one file can be attached at any one time but there is no limit as to the number of times different files can be attached.

Add Detail Item

Clicking on **Add Detail Item** Application Manipulation Button allows User to add another item to this requisition. User is taken again to **Detail** webpage as described in **PART 3: COMPLETING THE REQUISITION LINE ITEM**.

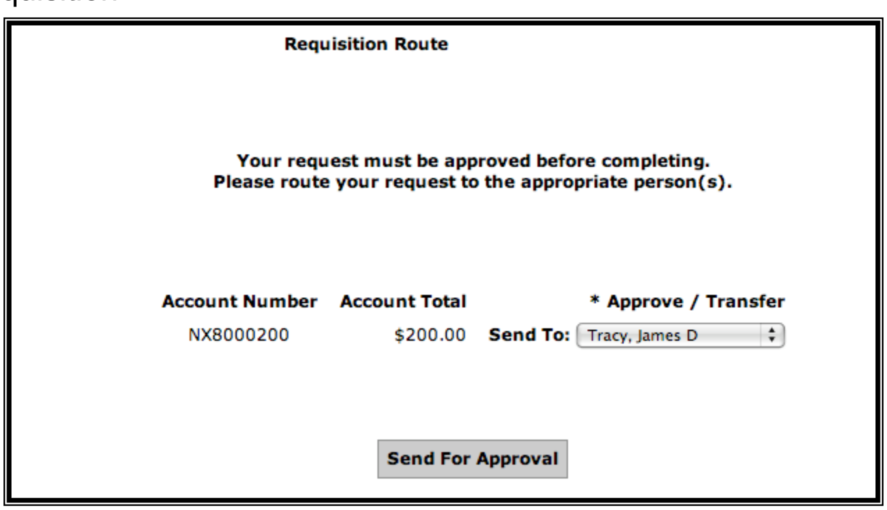
Requisition Review Web Pop-Up Webpage

The **Requisition Preview** webpage is simply a print preview webpage. To actually print the copy of the requisition, use the web screen printer. This is a Web Pop-up screen and can be deleted when User wants to return to *REQLESS*.

SECTION 5: SUBMITTING A REQUISITION FOR APPROVAL

Request Route Webpage

By selecting the **Send For Approval** Application Manipulation Button on the **Requisition** webpage User will be taken to the **Requisition Route** webpage where User designates **Send To:** by selecting from drop-down menu the **Approve/Transfer** individual for this requisition.



If User has approval authority for the dollar value of the requisition, there is no choice to be made and Requestor's name will show in the **Approve/Transfer** Field Drop-Down Box in gray tones. However, User must still select the **Send For Approval** Application Manipulation Button to begin the approval process.

In other cases, User will have to select the Approval Authority who will approve the requisition via the drop-down box. Depending on the amount of the order, several names may appear. By allowing User to select the Approver, the application ensures that, if Approver is not available, User can select an alternate Approver.

It should be noted that User would have to select an Approver for each account number listed on the requisitions. As such, there may be up to four separate individuals approving one requisition. In some cases the same individual may have to be selected for each of the accounts being used.

Upon selecting Approver, User will click on the **Send For Approval** Application Manipulation Button to submit the requisition for approval. At that point, User will be taken to the **Message** where selecting the **Continue** Application Manipulation Button finalizes the process.

If User selects an option from the Application Manipulation Menu before selecting the **Send For Approval** Application Manipulation Button on **Requisition Route** webpage**,** he/she will be taken to the webpage he/she selected and the requisition will not be approved. The status of the requisition on the **Requisition List** webpage will show as **Unfinished.**

The most frequent error to occur is for User to identify who they want to approve the requisition and then make a selection on the Module Manipulation Menu before the requisition is sent for approval.

If User selects the drop-down box but does not select an individual, selecting **Send For Approval** simply returns User from the Drop-Down box to the **Requisition Route Screen** where User must again select **Send For Approval** to send the requisition off for approval.

<u>Entry Fields</u>

1) **Approve/Transfer**: This is the field where Approver is selected. User will select the available Approver via the drop-down box. Only individuals in the drop-down box are allowed to approve the requisition. Each account entered on the **Requisition Route** webpage will have an Approver associated with it.

If the individual expected to approve the requisition is not visible, contact Chris Richardson at ext. 8504 as there may be a problem with the listing of approvers.

Message Webpage

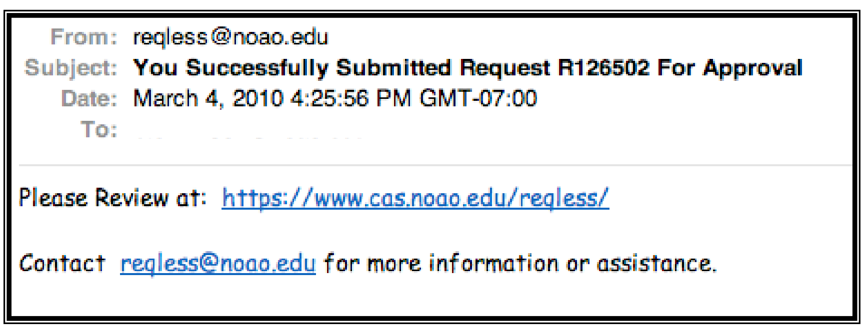
The **Message** webpage is the last step in the approval process. When the **Continue** Application Manipulation Button is selected on the **Requisition Route** webpage, the requisition is sent for approval and a message is sent advising User that the requisition has been submitted to the selected Approver. At this point, the requisition will appear on User's **Requisition List** webpage with a status of **Pending Approval by: (with Approver's name)**.

SECTION 6: E-MAIL MESSAGES

Whenever a requisition is submitted **Approved**, **Canceled** or **Unapproved**, an e-mail message will be sent to Requestor or Approver advising them of the action.

Requestor's Approval Submission Notification

This webpage reflects the message notifying Requestor that they have successfully submitted the requisition referenced in the **Subject** field for approval. This may be important in case a manager asks their assistant to place an order using their account information. This feature will allow them to see that the order was placed. This will also allow them to see if an order was placed using their account information without their approval.



Approval Authority Notification

This webpage reflects the message notification to the Approver and advises he/she that the requisition referenced in the **Subject** field awaiting their approval. This message includes a link to the web site where the *REQLESS* application is found.

Requestor's Transfer of Ownership Notification

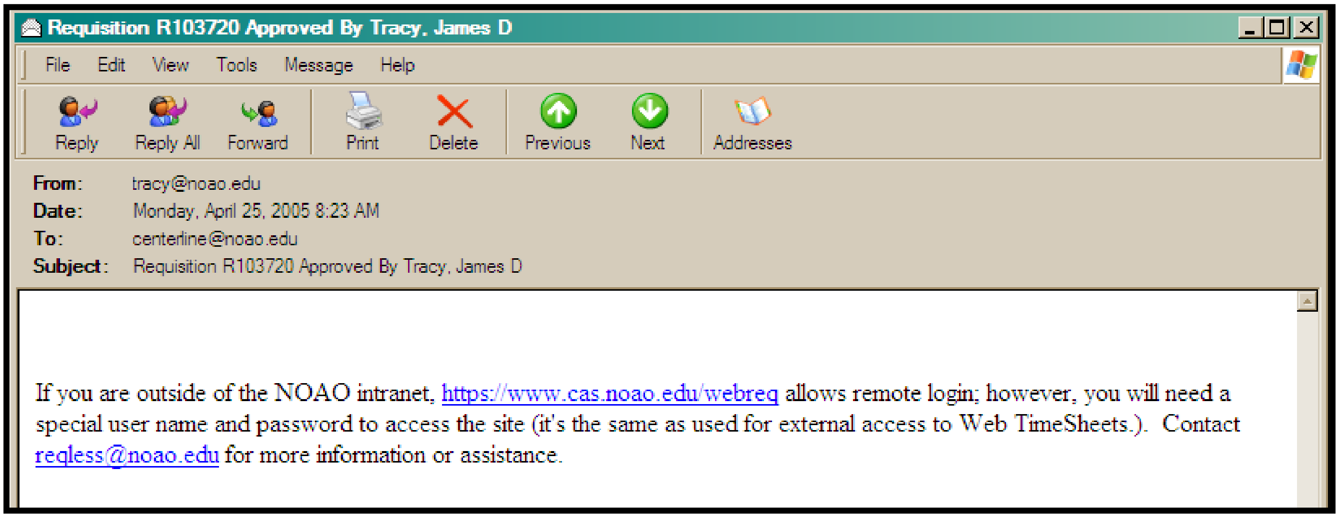
When the Dual Approval Process is utilized and ownership is transferred to an intermediate Approver, the requisition submitter receives the following message:

Account Manager's Notice of Ownership

When the Dual Approval Process is activated, the Account Manager to whom ownership was transferred receives an e-mail message.

Requestor's Notification of a Requisition's Approval

When a requisition is approved Requestor is sent the following message:



CHAPTER 3 - REISSUING REQUISITION

Another way of producing a requisition is to reissuing a previously issued requisition. This process simplifies the requisition creation process in that many of the fields are already completed.

The most difficult part of this process is finding the previously issued requisition that User wants to reissue. The most important part of the process is to clearly describe a requisition completing the **Purchase Description** field on the **Requisition** webpage.

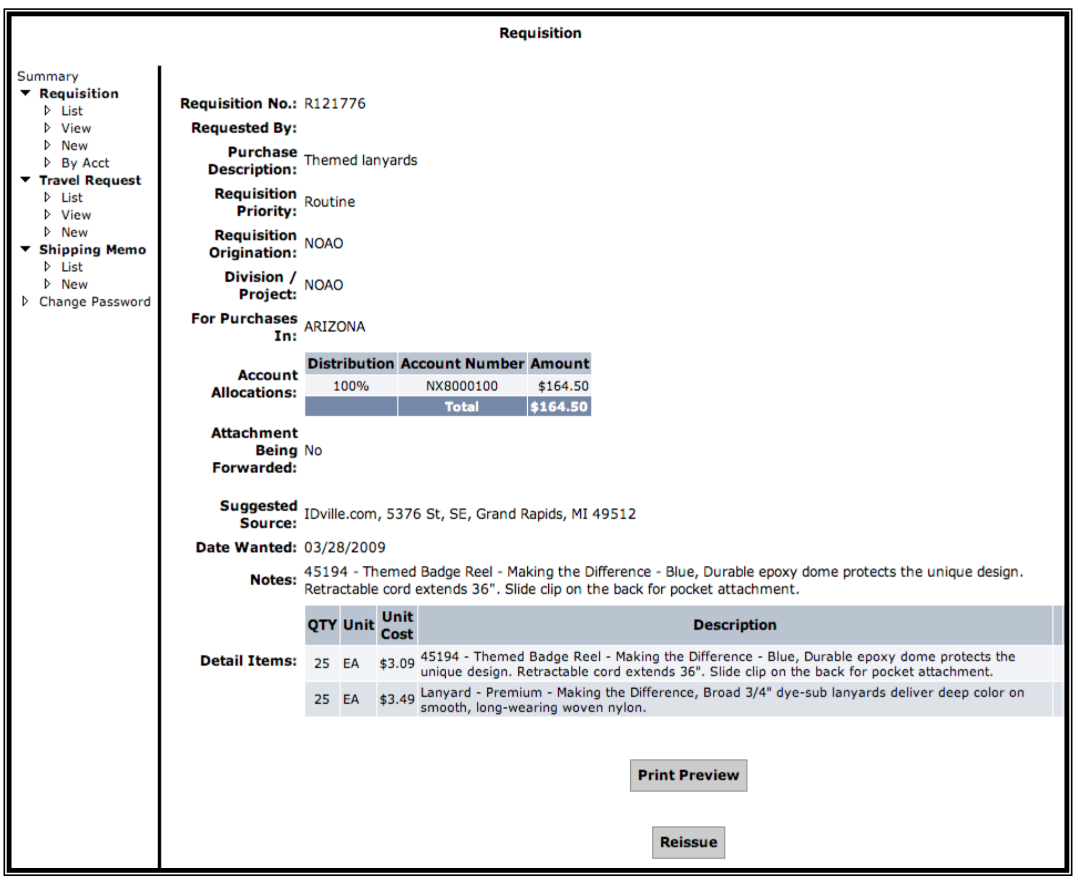
As User scans the **Purchase Description** field on the **Requisition List** of **Approved** requisitions, a description of “Toners” is not a useful as “Xerox 3101 Toners” when searching previously issued requisitions to duplicate a purchase of toner cartridges for a 3101 Xerox Copier.

SECTION 1: SELECTING THE REQUISITION

Requisition List Webpage

To begin the process of reissuing a requisition, User goes to the **Requisition List** webpage. From this webpage User selects **Approved** from **Select Requisitions to View** box.

User locates and clicks on the **Requisition Number** with **Purchase Description** that meets the current need. User is transferred to the **Requisition** webpage.



Requisition

Summary
- **Requisition**
  - List
  - View
  - New
  - By Acct
- **Travel Request**
  - List
  - View
  - New
- **Shipping Memo**
  - List
  - New
- Change Password

Requisition No.: R121776
Requested By:
Purchase Description: Themed lanyards
Requisition Priority: Routine
Requisition Origination: NOAO
Division / Project: NOAO
For Purchases In: ARIZONA
Account Allocations:

Distribution	Account Number	Amount
100%	NX8000100	$164.50
	Total	$164.50

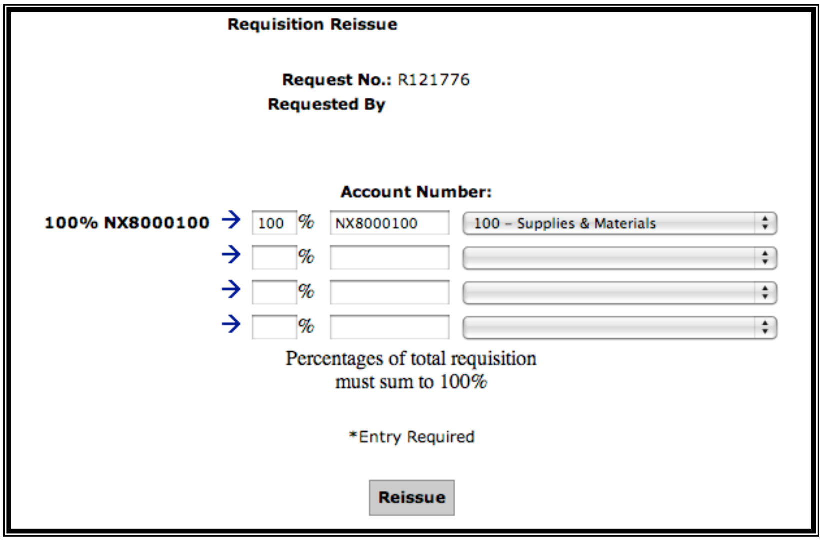
Attachment Being Forwarded: No
Suggested Source: IDville.com, 5376 St, SE, Grand Rapids, MI 49512
Date Wanted: 03/28/2009
Notes: 45194 - Themed Badge Reel - Making the Difference - Blue, Durable epoxy dome protects the unique design. Retractable cord extends 36". Slide clip on the back for pocket attachment.
Detail Items:

QTY	Unit	Unit Cost	Description
25	EA	$3.09	45194 - Themed Badge Reel - Making the Difference - Blue, Durable epoxy dome protects the unique design. Retractable cord extends 36". Slide clip on the back for pocket attachment.
25	EA	$3.49	Lanyard - Premium - Making the Difference, Broad 3/4" dye-sub lanyards deliver deep color on smooth, long-wearing woven nylon.

Print Preview

Reissue

Clicking on **Reissue** Application Manipulation Button takes User to two additional parts to the Requisition Reissue webpage to confirm the **Account Number** to be charged on this Requisition. The original requisition's account allocation and account number is written next to the first entry field. This area has room for up to four separate account numbers.



Entry Fields

1) **Account Allocation**: This field allows User to modify the percentages they entered on the original requisition to suit the needs of this specific purchase. User must indicate the percentage of distribution for the account numbers selected. The total of all the percentages must equal 100% or an error will be generated advising User that the account distribution does not equal 100%.

Assume User enters four account numbers on the header and designates each account number with a 25% distribution. User is then able to enter four line items with each line item assigned one of the four account numbers with a distribution of 100% and the other three 0%. This will be reviewed when the entry of line items is discussed.

2) **Account Number**: User must enter at least one account number. User is then asked to enter an Expense Code for each account number for the specific line item. Allowed expense codes and their descriptions can be selected from the drop-down box. These account numbers and their distribution percentages will default to each line item where User has the option of changing the distribution percentages for the individual line items.

Remember, it does not matter what the distributions are on the **Requisition Screen** as they can be changed on each line item to whatever percentage User wants.

Clicking on **Reissue** in the **Requisition Reissue** webpage takes User back to the **Requisition List** webpage, where the New Unapproved requisition appears with status of Unfinished.

SECTION 2: REQUISITION REVIEW

<u>Requisition Webpage</u>

By selecting the new requisition number on the **Requisition List** webpage, User is taken to the **Requisition** webpage. This webpage allows User to view the requisition to ensure that the information displayed is correct. This webpage also allows User to perform other functions:

1) User can click on the **Edit** to make changes on the **Requisition** webpage. User must **Save** to keep changes.

2) User can use the **Attach** Application Manipulation Button to attach a pertinent file, starting with **Choose File** then **Attach**.

3) **Add Detail Item** allows User to add another line item to purchase.

4) **Print Preview** Application Manipulation Button takes User to an abbreviated requisition form on the **Review Requisition** webpage to verify data. If desired, this form can be printed using Web Browser's print function.

5) If User determines this Requisition Reissue is complete, User clicks **Send For Approval** Application Manipulation Button.

<u>Requisition Route Webpage</u>

The **Send For Approval** Application Manipulation Button takes User to the **Requisition Route** webpage. After verifying the Account Number and Amount, User must designate **Send To:** by selecting from drop-down menu the **Approve/Transfer** individual for this requisition.

Upon selecting the Approver, User will click on the **Send For Approval** Application Manipulation Button to submit the requisition for approval. At that point, User will be taken to the **Message** where selecting the **Continue** Application Manipulation Button finalizes the process.

If User selects an option from the Application Manipulation Menu before selecting the **Send for Approval** Application Manipulation Button on the **Requisition Route Screen**, he/she will be taken to the screen selected and the requisition WILL NOT be approved. The status of the requisition on the **Requisition List Screen** will remain as **Unfinished**.

SECTION 3: ACCOUNT NUMBER REVIEW

Requisition Reissue Webpage

This webpage will allow User to see if the original account number is still active. Because there may be a lapse of several months between when the original requisition was issued and when it is reissued, there is the possibility that the original account number is no longer active.

Users must decide if they want to use the original account number or assign new account numbers to the reissued requisition.

Accepting the Original Account Number(s):

On the **Requisition Reissue** webpage User is able to see the account numbers on the original requisition that is being reissued. The existing account numbers are shown outside the list of account numbers to be used on the reissued requisition and are highlighted in bold print.

At this point User can reenter the original account numbers or assign new account numbers. User will need to assign an expense code for each account and select the **Reissue** Application Manipulation Button.