

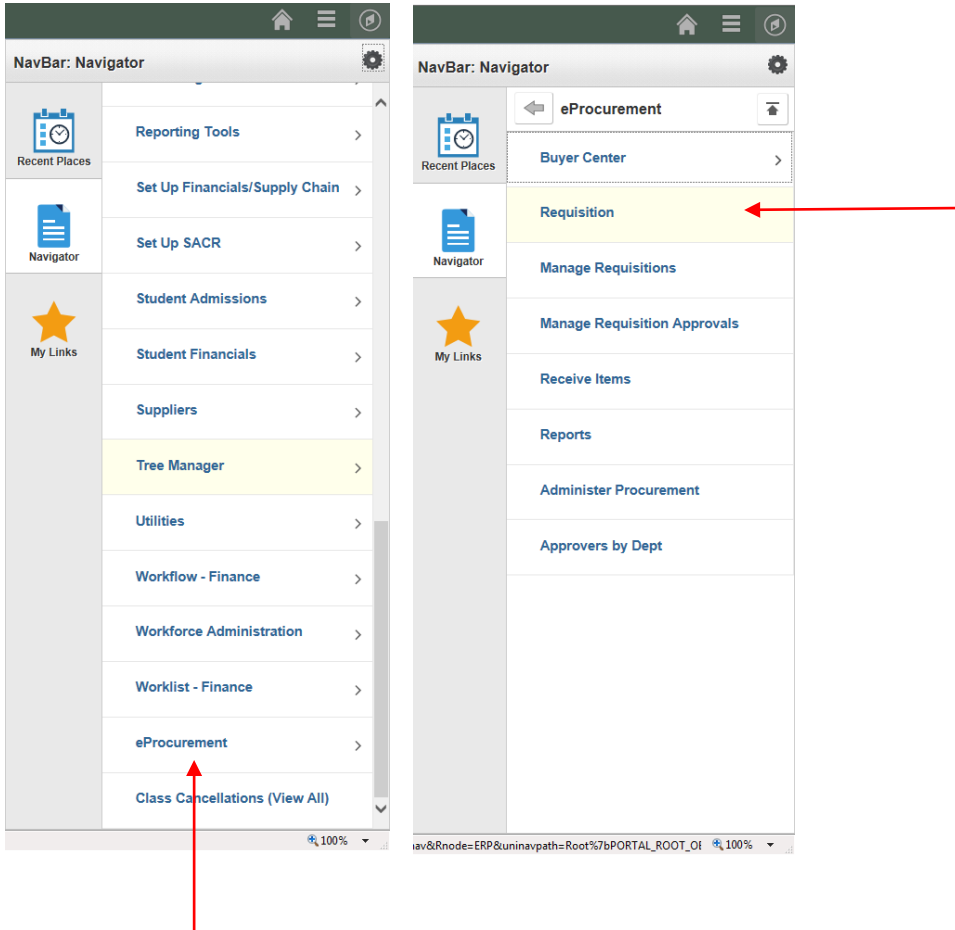
REQUISITIONING IN EVOLVE

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CREATING A REQUISITION

This is set up by a requestor. Once an order is ready to be placed and all quotations have been properly obtained a requisition must be keyed into the system. Once the requisition has been approved by a Budget Manager, the requisition will be routed to Purchasing to create a purchase order. A requisition is created when credit cards and blankets are not an option, when the dollar value exceeds \$4999.99, goods/services have a warranty or if the supplier is required to be on campus property to complete the work and WSIB and insurance is required.



Navigation: eProcurement > Requisition

The screenshot shows the 'Requisition Settings' page. At the top, there's a navigation bar with 'Home', 'myCampus Portal', 'Help', and 'Sign out'. Below that, the 'Fleming College' logo and a search bar are visible. The main content area is titled 'Requisition Settings' and includes a breadcrumb trail: 'Favorites > Main Menu > Financial Services > eProcurement > Requisition'. There are also links for 'New Window', 'Help', and 'Personalize Page'. The form fields are as follows:

- Business Unit:** FLEMG
- Requester:** jltaylor
- Currency:** CAD
- Requisition Name:** Testing
- Default Options:** Default (selected), Override
- Line Defaults:** Supplier, Supplier Location, Buyer, Category, Unit of Measure
- Shipping Defaults:** Ship To: MAIN 8, Due Date, Attention
- Accounting Defaults:**

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept
1		BREALEY	FLEMG			141010

The Requisition Settings Page is the first page to be completed when entering a requisition.

1. Fill in the **Requisition Name** field, this should be the Company name followed by a brief description of what the requisition is for (E.g. LR Brown – Projectors, Rm 123).
2. If this is US Dollars you **MUST** change the **currency** field to “USD” to have the requisition dollar amount correct and for accounting to pay in US Dollars. To do this you can click on the **magnifying glass** and scroll to find “USD”.
3. **Default Options** – This section is especially useful if you are entering a multi-line requisition, but even with a single line requisition, setting values here saves keying these fields on the line details.

When you first open the requisition page the Default Options are set to Default and the default values that are attached to your user id appear. In the example above my default values show up as set up on my user id. They are Main 8 for the Ship to address, Brealey for the Location, FLEMG for the GL Unit and 141010 is my department default. If these field values are the settings required on this requisition, the default button is left as is. Blank fields can be entered to flow through to the line details.

If however, the requisition being entered is for another department, or another campus the Override button should be selected. When the Override button is selected any value keyed will override any existing user profile default values as the description suggests.

Home | myCampus Portal | Help | Sign out

Fleming College

Search

Favorites | Main Menu | Financial Services | eProcurement | Requisition

New Window | Help | Personalize Page

Requisition Settings

Business Unit: FLEMG Fleming College Requisition Name: Testing

*Requester: jltaylor Jill Taylor (dont chg pswd) Priority: Medium

*Currency: CAD

Default Options

Default: If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override: If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Supplier: 0000000120 Category: SUPPLIES - OFFICE

Supplier Location: MAIN Unit of Measure: EA

Buyer:

Shipping Defaults

Ship To: MAIN 8 Add One-Time Address

Due Date: 10/06/2016 Attention: Jill Taylor

Distribution Defaults

SpeedChart

Accounting Defaults Personalize | Find | 1 of 1

Chartfields1	Chartfields2	Details	Asset Information			
Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept
1	100.0000	BREALEY	FLEMG	53051	53102	142040

OK Cancel

100%

If the dept field does not appear on the Chartfield 1 tab, look in the Chartfield2 Tab. Use the Personalize link to customize this view so that the dept is always visible on the first tab. Follow the instructions for personalizing on Page 10

With the Override button selected you can put information in the following fields (use the magnify glass):

1. Supplier
2. Category
3. Unit of Measure
4. Due Date – click on the calendar icon
5. Attention – whoever it is being sent to
6. Account
7. Department (note- if each line in the requisition is to be split between departments or accounts the + sign to the right of the distribution line can be used to add another line. The percent field must be filled in on each line to allocate the amount accordingly.)
8. Please leave the Buyer field blank

Click **OK**

By keying the information on this page, every line will be populated with these values so that you don't have to enter it continuously for each item.

Home | myCampus Portal | Help | **Sign out**

Fleming College

Search

Favorites > Main Menu > Financial Services > eProcurement > Requisition

New Window | Help | Personalize Page

Create Requisition ?

Welcome **Jill Taylor (dont chg pswd)**

Home | My Preferences | Requisition Settings | 0 Lines | **Checkout**

Request Options

Search: All Search Advanced Search

Special Requests

Favorites

Templates

Recently Ordered

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

Supplier

Supplier ID

Supplier Name Brant Office Supply Ltd. [Suggest New Supplier](#)

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Additional Information

Send to Supplier Show at Receipt Show at Voucher

A Special Request page must be completed for each line in the requisition.

Note the default values have pre-populated the fields as above.

Home | myCampus Portal | Help | [Sign out](#)

Fleming College

[Favorites](#) > [Main Menu](#) > [Financial Services](#) > [eProcurement](#) > [Requisition](#)

Request Options
Search [Advanced Search](#)

Special Requests

[Favorites](#)

[Templates](#)

[Recently Ordered](#)

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

Supplier

Supplier ID

Supplier Name [Suggest New Supplier](#)

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Additional Information

This is to be delivered to Jill Taylor's office B2375

Send to Supplier
 Show at Receipt
 Show at Voucher

Request New Item

Request New Item
 A notification will be sent to a buyer regarding this new item request.

Fill in the remaining information for the:

1. Item Description – What is it, part #, model #, colour, size or what is the service?
2. Price
3. Quantity
4. Unit of Measure (UOM) – can select the **magnifying glass** to see a list, select by clicking on appropriate unit. (defaulted from first page on the example above)
5. Category – select by using **magnifying glass**, then click on the **find** button. (defaulted from the first page on the example above)
6. Due Date – is a mandatory field. Key the date the order is to be received at the College or when the service is to be done. Click on the **calendar icon** to select a date. (defaulted from the first page in this example).
7. Supplier Name- search by using the **magnifying glass**, in short supplier name key in the first 3- 5 letters of the supplier name (no spaces or periods). If the supplier is not in the system click the **Suggest New Supplier** link and insert as much supplier information as possible. You must at the very least key in the correct name and a fax number.
8. Additional Information – Any information pertaining to this item (i.e. more detailed description, warranty info, delivery instructions, references to a contract, lease periods etc...).

We do not use any of the other fields.

When satisfied that your information is accurate, click “**Add to Cart**” at the bottom of the page.

Home | myCampus Portal | Help | Sign out

Fleming College

Search

Favorites | Main Menu | Financial Services | eProcurement | Requisition

Create Requisition

Welcome Jill Taylor (dont chg pswd)

Home | My Preferences | Requisition Settings | **1 Line** | Checkout

Request Options | Search: All | Search | Advanced Search

Special Requests

Favorites

Templates

Recently Ordered

Special Requests

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description:

*Price: *Currency: CAD

*Quantity: *Unit of Measure: EA

*Category: SUPPLIES - OFFICE Due Date: 10/06/2016

Supplier

Supplier ID: 0000000120

Supplier Name: Brant Office Supply Ltd. Brant Office Supply Ltd. Suggest New Supplier

Supplier Item ID:

Manufacturer

Mfg ID:

Manufacturer Mfg Item ID:

Additional Information

Send to Supplier Show at Receipt Show at Voucher

A blank page will come up for you to enter the next item. Note the shopping cart icon now shows 1 line has been entered. Clicking on the shopping cart icon brings up the Shopping Cart window which summarizes what has been entered as below.

Home | myCampus Portal | Help | Sign out

Fleming College

Search

Favorites | Main Menu | Financial Services | eProcurement | Requisition

Create Requisition

Welcome Jill Taylor (dont chg pswd)

Home | My Preferences | Requisition Settings | **1 Line** | **Checkout**

Request Options | Search: All | Search | Advanced Search

Special Requests

Favorites

Templates

Recently Ordered

Special Requests

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description:

*Price: *Currency: CAD

*Quantity: *Unit of Measure: EA

*Category: SUPPLIES - OFFICE Due Date: 10/06/2016

Supplier

Supplier ID: 0000000120

Supplier Name: Brant Office Supply Ltd. Brant Office Supply Ltd. Suggest New Supplier

Shopping Cart

Description	Qty	UOM
New desk - model 123 - 36...	1	EA

Total Lines: 1
Total Amount (CAD): 3000.00

Close | Checkout

When all of the requisition lines have been entered click the Checkout button.

Home | myCampus Portal | Help | Sign out

Fleming College

Search

Favorites | Main Menu | Financial Services | eProcurement | Requisition

New Window | Help | Personalize Page

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences **Requisition Settings**

Requisition Summary

Business Unit: FLEMG Fleming College
 *Requester: jiltaylor Jill Taylor (dont chg pswd)
 *Currency: CAD
 Requisition Name: Testing
 Priority: Medium

Cart Summary: Total Amount 3,000.00 CAD

Expand lines to review shipping and accounting details **Add More Items**

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ 1	New desk - model 123 - 36" x 6		Brant Office Supply Ltd.	1,0000	Each	3000.0000	3000.00		Edit	

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 3,000.00 CAD
VAT Amount 0.00 CAD
Requisition Amount 3,000.00 CAD

Shipping Summary

Edit for All Lines

Ship To Location: MAIN 8
 Address: Sutherland Campus
 Shipping & Receiving Dock 8
 599 Brealey Drive
 Peterborough, ON K9J 7B1
 Attention To: Jill Taylor

Click on the “Expand Arrow” (The very small grey arrow to the left of the item description) to open the line and show more line details.

Note: If you notice now that you forgot to put in a Requisition Name, Requisition Settings will take you back to the first page, the Create Requisition page. A word of caution though, the other default fields can be changed—but they won’t flow through to the lines when you update defaults after you have already opened the lines page.

If you omit the Requisition name, the requisition name will default to the requisition number.

Fleming College

Search

Home | myCampus Portal | Help | Sign out

Business Unit: FLEMG Fleming College Requisition Name: Testing
 *Requester: jltaylor Jill Taylor (dont chg pswd) Priority: Medium
 *Currency: CAD

Cart Summary: Total Amount 3,000.00 CAD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	New desk - model 123 - 36" x 6		Brant Office Supply Ltd.	1.0000	Each	3000.0000	3000.00			

Shipping Line 1

*Ship To: MAIN 8
 Address: Sutherland Campus, Shipping & Receiving Dock 8, 599 Brealey Drive, Peterborough, ON K9J 7B1
 Attention To: Jill Taylor
 Due Date: 10/06/2016

Accounting Lines

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 3,000.00 CAD
 VAT Amount 0.00 CAD
 Requisition Amount 3,000.00 CAD

With line 1 opened, the accounting line details are still not visible on the page. Click on the Expand arrow beside Accounting Lines to see the account and department details. The account and department are still not visible as they are on the 2nd tab, the Chartfields tab. To save the clicks necessary to find this information, it is advantageous to set up Personalizations as on the next page.

Home | myCampus Portal | Help | Sign out

Fleming College

Search

Home | myCampus Portal | Help | Sign out

Business Unit: FLEMG Fleming College Requisition Name: Testing
 *Requester: jltaylor Jill Taylor (dont chg pswd) Priority: Medium
 *Currency: CAD

Cart Summary: Total Amount 3,000.00 CAD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	New desk - model 123 - 36" x 6		Brant Office Supply Ltd.	1.0000	Each	3000.0000	3000.00			

Shipping Line 1

*Ship To: MAIN 8
 Address: Sutherland Campus, Shipping & Receiving Dock 8, 599 Brealey Drive, Peterborough, ON K9J 7B1
 Attention To: Jill Taylor
 Due Date: 10/06/2016

Accounting Lines

*Distribute By: Qty SpeedChart *Liquidate By: Amt

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	Entry Event
1	Open		BREALEY	1.0000	100.0000	3,000.00	FLEMG	

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 3,000.00 CAD
 VAT Amount 0.00 CAD
 Requisition Amount 3,000.00 CAD

PERSONALIZING THE CHECKOUT PAGE

If you have already personalized this page, go to page 13 to continue creating a requisition.

The screenshot shows the 'Checkout - Review and Submit' page for a requisition at Fleming College. The page includes a navigation bar with 'Home', 'myCampus Portal', 'Help', and 'Sign out'. Below the navigation bar, there is a search bar and a breadcrumb trail: 'Favorites > Main Menu > Financial Services > eProcurement > Requisition'. The main content area is titled 'Checkout - Review and Submit' and contains a 'Requisition Summary' section with fields for Business Unit (FLEMING), Requisition Name (Testing), Requester (jltaylor), and Priority (Medium). Below this is a 'Cart Summary' showing a total amount of 3,000.00 CAD. The 'Requisition Lines' section displays a table with columns for Line, Description, Item ID, Supplier, Quantity, UOM, Price, Total, Details, Comments, and Delete. A single line is shown for 'New desk - model 123 - 36" x 6'. Below the table, there are sections for 'Shipping Line' and 'Accounting Lines'. The 'Accounting Lines' section has a 'Personalize' button circled in red. The 'Personalize Page' button in the top right corner is also circled in red.

The account and department are shown on the Chartfields2 tab of the Accounting Lines section.

To reduce the clicks required to reveal the account and department, this page can be customized in a couple ways by using the Personalize functionality in the areas circled above.

The Personalize Page link at the top of the page opens the page below. If you have the accounting lines section open when entering this page clicking the box Save the state of the expanded/collapsed section on this page, and clicking **OK** at the bottom of the page will save this setting. When a line is expanded, it will automatically open the accounting lines section too on any requisition you enter.

You only have to do this setting once and it will apply to all requisitions you enter in future.

Fleming College Search

Home | myCampus Portal | Help | Sign out

Financial Services > eProcurement > Requisition

OK Cancel Copy Settings Share Settings Delete Settings

Page Personalization

Personalized Settings are in effect.

- Put this page in front (the current tab) when I come into this component.
- Save the state of the expanded/collapsed sections on this page.
- Save the state of the View All settings on this page.
- Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence. This new Tab order setting may be overridden by the people code command SetCursorpos(). To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

Clear Tabbing Order Restore Default

Include In Tabbing Order Remove From Order Move Up In Order Move Down In Order

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: FLEMG Fleming College
 *Requirer: J Taylor Jill Taylor (dont chg pswd)
 *Currency: CAD
 Requisition Name: Testing
 Priority: Medium

Cart Summary: Total Amount 3,000.00 CAD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	New desk - model 123 - 36" x 6		Brant Office Supply Ltd.	1.0000	Each	3000.0000	3000.00			

Shipping Line 1

*Ship To: MAIN 8
 Address: Sutherland Campus
 Shipping & Receiving Dock 8
 599 Brealey Drive
 Peterborough, ON K9L 7R1

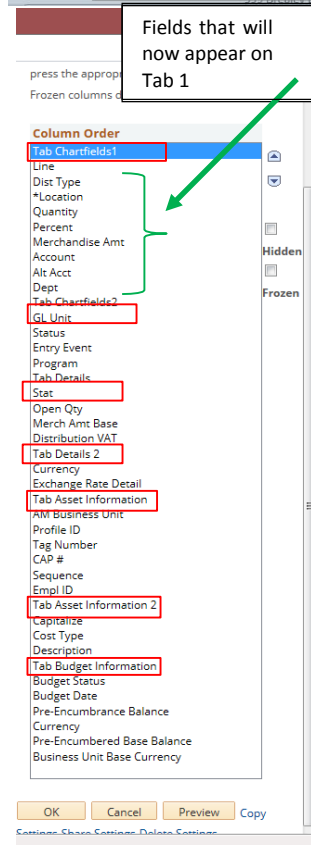
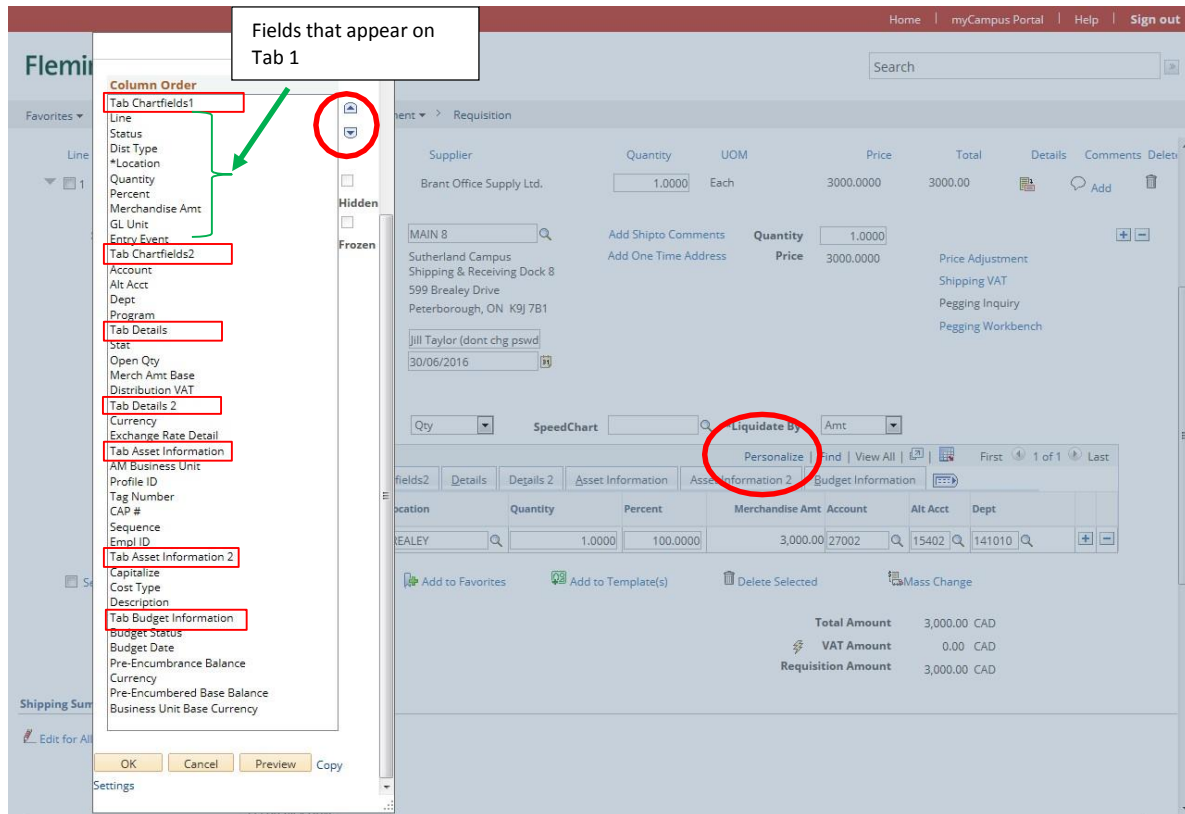
Add One Time Address

Quantity: 1.0000
 Price: 3000.0000

Price Adjustment
 Shipping VAT
 Pegging Inquiry

90%

Use the Personalize link in the Accounting Lines section to move the account and department numbers to the first tab of the Accounting Lines Section. Clicking on Personalize opens the Column Order window as shown below.



- The column order above shows the default column order.
- The column order on the left shows the customized column order.
- The Tab titles are circled in red.
- On the column order window above, note that the Account, Alt Acct and Dept are on the Tab Chartfields2.
- To move these fields **to** the first tab, click on the Account which will highlight the field in blue, then click the up arrow until you have the account field positioned where you want it in the Tab Chartfields1 area.
- Do the same with the Alt Acct and the Dept fields.
- You can move fields **from** the Chartfields1 tab using the down area after highlighting the field. GL Unit, Status and Event Entry are fields that have been moved to the Chartfield2 tab in the example to the left.
- Click OK
- You only have to do this the first time you enter a requisition and then all future requisitions will use this formatting.
- Personalizations can also be done on the Requisition Settings Page to customize the Accounting Defaults. The fields are slightly different, but the re-positioning works the same as above.

CREATING A REQUISITION - CONTINUED

Home | myCampus Portal | Help | Sign out

Fleming College

Search

[Favorites](#) | [Main Menu](#) | [Financial Services](#) | [eProcurement](#) | [Requisition](#)

[My Preferences](#) | [Requisition Settings](#)

Requisition Summary

Business Unit Fleming College
 Requisition Name

***Requester** Jill Taylor (dont chg pswd)
 Priority

***Currency**

Cart Summary: Total Amount 3,000.00 CAD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete																		
1	New desk - model 123 - 36" x 6		Brant Office Supply Ltd.	1.0000	Each	3000.0000	3000.00																					
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Shipping Line 1</p> <p>*Ship To <input type="text" value="MAIN 8"/> Quantity <input type="text" value="1.0000"/></p> <p>Address Sutherland Campus Shipping & Receiving Dock 8 599 Brealey Drive Peterborough, ON K9J 7B1 Add One Time Address Price 3000.0000</p> <p>Attention To <input type="text" value="Jill Taylor"/> Price Adjustment</p> <p>Due Date <input type="text" value="10/06/2016"/> Shipping VAT</p> <p style="text-align: right;">Pegging Inquiry Pegging Workbench</p> </div>																												
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Accounting Lines</p> <p>*Distribute By Qty SpeedChart <input type="text"/> *Liquidate By Amt</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Line</th> <th>*Location</th> <th>Account</th> <th>Alt Acct</th> <th>Dept</th> <th>Quantity</th> <th>Percent</th> <th>Merchandise Amt</th> <th>GL Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>BREALEY</td> <td>53051</td> <td>53102</td> <td>142040</td> <td>1.0000</td> <td>100.0000</td> <td>3,000.00</td> <td>FLEMG</td> </tr> </tbody> </table> <p style="text-align: right;"> Total Amount 3,000.00 CAD VAT Amount 0.00 CAD Requisition Amount 3,000.00 CAD </p> </div>											Line	*Location	Account	Alt Acct	Dept	Quantity	Percent	Merchandise Amt	GL Unit	1	BREALEY	53051	53102	142040	1.0000	100.0000	3,000.00	FLEMG
Line	*Location	Account	Alt Acct	Dept	Quantity	Percent	Merchandise Amt	GL Unit																				
1	BREALEY	53051	53102	142040	1.0000	100.0000	3,000.00	FLEMG																				

Select All / Deselect All
 Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Verify that the account and department number is correct. Change, if these are incorrect, by deleting the number in the field and inserting the correct number. Search for the correct number if you don't know it by clicking on the **magnifying glass**. If you make a change to the account number you must delete the Alt Account number first.

REQUISITION COMMENTS

Home | myCam

Fleming College

Search

Favorites Main Menu > Financial Services > eProcurement > Requisition

Line	*Location	Account	Alt Acct	Dept	Quantity	Percent	Merchandise Amt	GL Unit
1	BREALLEY	53051	53102	142040	1.0000	100.0000	3,000.00	FLEMG

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 3,000.00 CAD
VAT Amount 0.00 CAD
Requisition Amount 3,000.00 CAD

Shipping Summary

Edit for All Lines

Ship To Location MAIN 8
Address Sutherland Campus
Shipping & Receiving Dock 8
599 Brealey Drive
Peterborough, ON K9J 7B1
Attention To Jill Taylor

Requisition Comments
Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification
Enter approval justification for this requisition

Check Budget

Save & submit Save for Later Add More Items Preview Approvals

Two comment boxes now exist on the requisition. In the Requisition Comments box add any information that pertains to the whole requisition. (I.e. invoice numbers, quotes etc...) Also, please enter your name and extension. If the comment is to be included on the PO for the supplier's information check off the Send to Supplier box. If the comment is something the receiver will need to know when the order is received, check off the Show at Receipt box. If the comment is a message you want accounts payable to see for voucher and payment purposes, check off the Show at Voucher box.

Approval Justification is the other comment box. The contents of this box appear as justification comments to the approver.

SAVING THE REQUISITION

Home | myCart

Fleming College

Search

Favorites ▾ Main Menu ▾ Financial Services ▾ eProcurement ▾ Requisition

Line	*Location	Account	Alt Acct	Dept	Quantity	Percent	Merchandise Amt	GL Unit
1	BREALEY	53051	53102	142040	1.0000	100.0000	3,000.00	FLEMG

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 3,000.00 CAD
VAT Amount 0.00 CAD
Requisition Amount 3,000.00 CAD

Shipping Summary

Edit for All Lines

Ship To Location MAIN 8
Address Sutherland Campus
Shipping & Receiving Dock 8
599 Brealey Drive
Peterborough, ON K9J 7B1
Attention To Jill Taylor

Requisition Comments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Check Budget

Save & Submit Save for Later Add More Items Preview Approvals

You now have some options for saving the requisition.

Save & Submit – if you are satisfied that all fields have been entered correctly, click Save & Submit. A confirmation page opens showing who the requisition has been routed to for Approval.

Save for Later – if you are unsure about something required for the requisition and you don't want the requisition forwarded for approval yet, click Save for Later. If you have a requisition with numerous lines, you may want to Save for Later part way through the requisition, so what you have entered is not lost. Save for Later saves the requisition with a status of Open. Go to Manage Requisitions to see the requisition number and edit the requisition using the drop down menu on the right side of the requisition. Make the necessary changes and upon Save & Submit the requisition will be routed for approval.

Add More Items – this option returns you to the item details page where you can enter another line.

Preview Approvals – the message “Requisition has to be saved first to Preview approvals” appears regardless if the requisition has been previously saved. Click OK. The Preview Approvals page displays who the requisition will be routed to. Return to Save & Submit.

j

Fleming College

Favorites ▾ Main Menu ▾ > Financial Services ▾ > eProcurement ▾ > Requisition

Upon Save & Submit the routing status should be "Pending".

Confirmation

Your requisition has been submitted.

Requested For Jill Taylor (dont chg passwd)	Number of Lines 1
Requisition Name Testing	Total Amount 3,000.00 CAD
Requisition ID 0000014668	VAT Amount 390.00 CAD
Business Unit FLEMG	Requisition Amount 3,390.00 CAD
Status Pending	
Priority Medium	
Budget Status Not Checked	

 [View printable version](#)  [Edit This Requisition](#)  [Check Budget](#)

Department Manager Approval

Line 1: Pending [Start New Path](#)

New desk - model 123 - 36" x 60" x 30", w/ahnet

Manager Approval

Pending

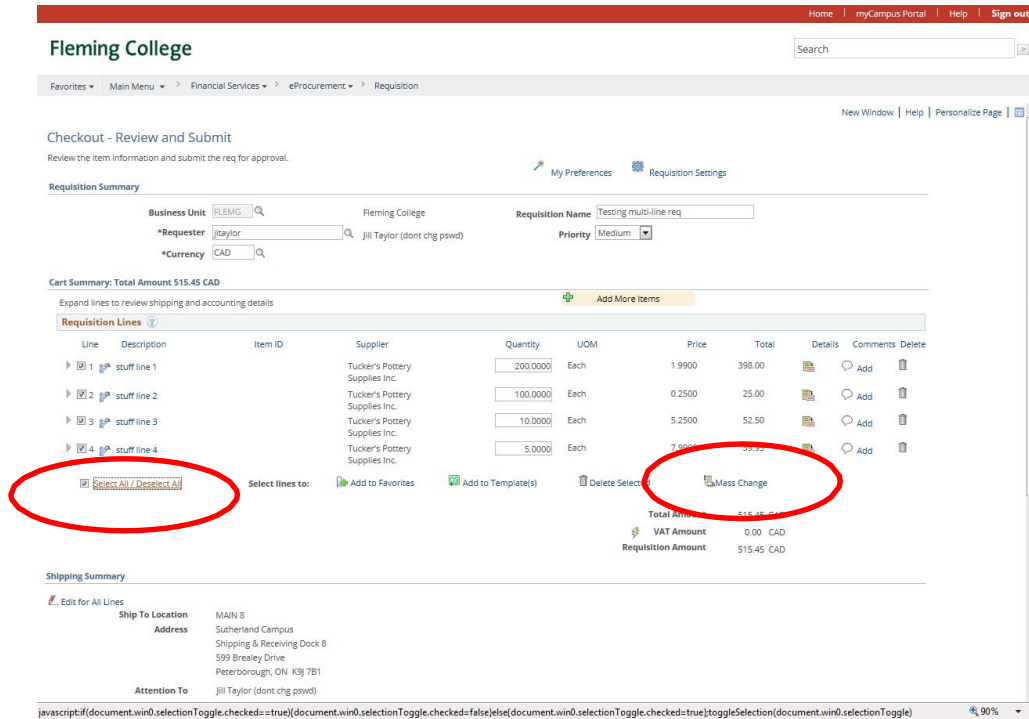
Linda Humphries
Department Managers - Level 1

[Apply Approval Changes](#)

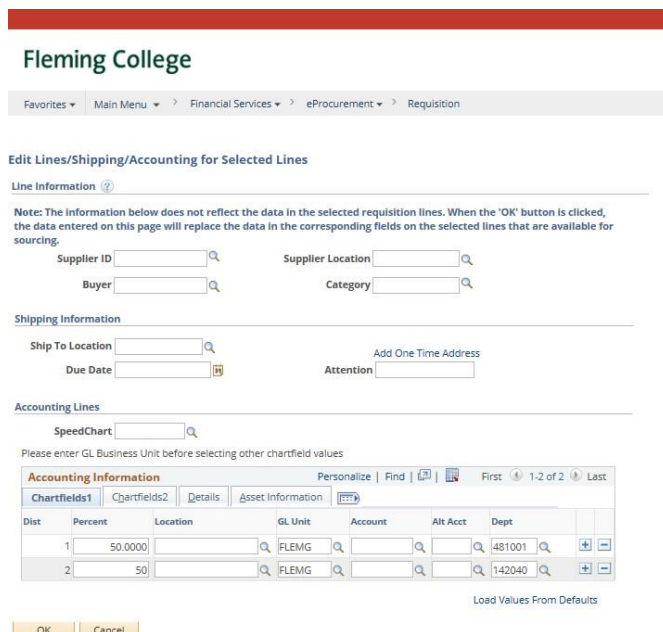
 [Create New Requisition](#)  [Manage Requisitions](#)

MASS CHANGE

Another useful option, especially when entering a multi-line requisition is Mass Change. This was previously called Modify Line/Shipping/Accounting. If you realize that you entered an incorrect department number on some or all of the lines in your requisition, you can use Mass Change to update the lines in the requisition.



Click the Select All/Deselect All to select all of the lines. Then click Mass Change to open the following page.



Any of the fields shown can be entered and then applied to all of the lines that were selected for the Mass Change. In this example, each line will be split 50-50 between two departments. The + sign was used to add the second distribution line.

Also note that the Accounting Information Section has been Personalized moving the dept field from the second tab.

Click **OK**.

Fleming College

Select the appropriate change option.

Favorites Main Menu Financial Services eProcurement Requisition

Distribution Change Options

For the selected requisition lines that are available for sourcing, apply distribution changes to

- 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

Fleming College

Search

Favorites Main Menu Financial Services eProcurement Requisition

New Window | Help |

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: FLEMG Fleming College
Requisition Name: Testing multi-line req
*Requester: jltaylor Jill Taylor (dont chg pswd)
Priority: Medium
*Currency: CAD

Cart Summary: Total Amount 515.45 CAD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	stuff line 1		Tucker's Pottery Supplies Inc.	200.0000	Each	1.9900	398.00		Add	
	Shipping Line 1									
		*Ship To	MAIN 8	Quantity		200.0000				
		Address	Sutherland Campus Shipping & Receiving Dock 8 599 Brealey Drive Peterborough, ON K9J 7B1	Add One Time Address	Price	1.9900		Price Adjustment Shipping VAT Pegging Inquiry Pegging Workbench		
		Attention To	Jill Taylor (dont chg pswd)							
		Due Date	30/06/2016							

Accounting Lines

*Distribute By: Qty SpeedChart *Liquidate By: Amt

Line	*Location	Account	Alt Acct	Dept	Quantity	Percent	Merchandise Amt	GL Unit
1	BREALEY	53011	53101	481001	100.0000	50.0000	199.00	FLEMG
2	BREALEY	53011	53101	142040	100.0000	50.0000	199.00	FLEMG

2	stuff line 2		Tucker's Pottery Supplies Inc.	100.0000	Each	0.2500	25.00		Add	
3	stuff line 3		Tucker's Pottery	10.0000	Each	5.2500	52.50		Add	

Each line has been split as per the Mass Change.

Fleming College

Navigation: Favorites | Main Menu | Financial Services | eProcurement | Requisition

Requested For: Jill Taylor (dont chg pswd)	Number of Lines: 4
Requisition Name: Testing multi-line req	Total Amount: 515.45 CAD
Requisition ID: 0000014674	VAT Amount: 67.02 CAD
Business Unit: FLEMG	Requisition Amount: 582.47 CAD
Status: Pending	
Priority: Medium	
Budget Status: Not Checked	

View printable version | Edit This Requisition | Check Budget

Upon Save & Submit, each line in the requisition is routed to two approvers, as shown.

Department Manager Approval

Line 1: Pending (stuff line 1) [Start New Path]

Manager Approval

Pending: Linda Humphries (Department Managers - Level 1)

Pending: Sandra Dupret (Department Managers - Level 1)

Line 2: Pending (stuff line 2) [Start New Path]

Manager Approval

Pending: Linda Humphries (Department Managers - Level 1)

Pending: Sandra Dupret (Department Managers - Level 1)

MANAGING REQUISITIONS

Navigation: eProcurement>Manage Requisitions

Requesters can follow up on their Requisitions from here to see where they are in the Evolve cycle as well they can edit a requisition before it is approved or after it has been denied.

The screenshot displays the Evolve system interface. The top navigation bar includes 'My Page', 'Help', and 'Accounts Payable WorkCenter'. The main content area is divided into several sections: 'Welcome to Evolve!', 'First time using Evolve since the upgrade?', 'Did you know?', 'Quick Launch', 'My Reports', 'Tasks', and 'My Links'. The 'My Reports' section contains a table with columns 'Report' and 'Folder'. The 'Tasks' section shows 'No Task(s) entries found.' and an 'Add a Task' button. The 'My Links' section is a vertical sidebar on the right side of the page, containing a list of navigation options: 'Buyer Center', 'Requisition', 'Manage Requisitions', 'Manage Requisition Approvals', 'Receive Items', 'Reports', 'Administer Procurement', and 'Approvers by Dept'. A red arrow points to the 'Manage Requisitions' link in the sidebar. The browser address bar at the bottom shows the URL: javascript:PTNavBar.OpenInContentArea(%27https://intranet.flemingc.on.ca/psc/FPPRD_newwin/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PTNUL_MENU_COMP.GBL?sa=&FLDR=EP_PV_BUYER_CENTER&FLDRLBL=Buyer%20C

Report	Folder
Trial Balance	General
	2017-04-19-09.04.3
FS_JGEN	General
	2017-04-19-22.03.4
FS_JGEN	General
	2017-04-19-22.02.2
PO_PORECON	General
	2017-04-19-20.00.3
FS_BP	General
	2017-04-19-20.00.2

EDITING A REQUISITION

There are two ways to edit a requisition.

1. Click on the **Req ID** number
2. Click on **Edit Requisition** from your drop box and click **“GO”**

Manage Requisitions

Search Requisitions

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

Business Unit: FLEMG
Requisition Name: [Search]
Request State: All but Complete
Budget Status: [Search]
Date From: 26/05/2016
Date To: 02/06/2016
Requester: jtaylor
Entered By: [Search]
PO ID: [Search]

Search Clear Show Advanced Search

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	Request State	Budget	Total		
0000014674	Testing multi-line req	FLEMG	02/06/2016	Pending	Not Chk'd	582.47 CAD	[Select Action]	Go
0000014673	testing	FLEMG	02/06/2016	Pending	Not Chk'd	24.75 CAD	[Select Action]	Go
0000014672	testing	FLEMG	02/06/2016	Open	Not Chk'd	339.00 CAD	[Select Action]	Go
0000014671	Testing Save for later ...	FLEMG	02/06/2016	Open	Not Chk'd	47.50 CAD	[Select Action]	Go
0000014670	Test save for later again	FLEMG	02/06/2016	Canceled	Valid	0.00 CAD	[Select Action]	Go
0000014669	Test save for later	FLEMG	02/06/2016	Open	Not Chk'd	56.50 CAD	[Select Action]	Go
0000014668	Testing	FLEMG	01/06/2016	Received	Valid	3,390.00 CAD	[Select Action]	Go
0000014667	test task	FLEMG	01/06/2016	Pending	Not Chk'd	339.00 CAD	[Select Action]	Go
0000014666	Testing tasks	FLEMG	01/06/2016	PO(s) Created	Valid	1,356.00 CAD	[Select Action]	Go
0000014665	Testing tasks	FLEMG	01/06/2016	Pending	Not Chk'd	678.00 CAD	[Select Action]	Go
0000014664	test again	FLEMG	30/05/2016	Pending	Not Chk'd	5,650.00 CAD	[Select Action]	Go
0000014663	Test mass approval	FLEMG	30/05/2016	Pending	Not Chk'd	3,390.00 CAD	[Select Action]	Go
0000014662	push bak again	FLEMG	27/05/2016	Denied	Not Chk'd	100,570.00 CAD	[Select Action]	Go
0000014661	push back	FLEMG	27/05/2016	Approved	Valid	45.20 CAD	[Select Action]	Go

When you have created requisitions you can go to “Manage Requisitions”. From here you can quickly see the status of your requisition(s), Approved, PO Created, PO Dispatched, Received etc.

You can also, Edit your requisition (if has not already been approved), Receive, Cancel etc. from this screen.

- * Remember you may need to change the date to make sure you can find what you are looking for. You do this by clicking on the calendar icon and selecting a date to search from.

Home | myCampus Portal | Help | Sign out

Fleming College

Search

Financial Services > eProcurement > Manage Requisitions

New Window | Help | Personalize Page

Requisition Details

Requisition Summary

Business Unit	FLEMG	Requisition Name	testing
Date	02/06/2016	Requisition ID	0000014673
Request State	Pending	Total Amount	84.75 CAD
Requested For	jitaylor	Pre-Encumbrance Balance	0.00 CAD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Item Description	Source Status	Amount Only	Quantity	Price	Status	Total
1	stuff	Not Source	No	3.0000 Each	25.00000 CAD	Pending	75.00

Edit Requisition

Return to Manage Requisitions

90%

This is the screen you will see if you click on the Req ID link. Click **Edit requisition** to continue.

Home | myCampus Portal | Help | Sign out

Fleming College

Search

Financial Services > eProcurement > Manage Requisitions

New Window | Help | Personalize Page

Manage Requisitions

Search Requisitions

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

Business Unit: FLEMG, Requisition Name: [], Request State: All but Complete, Budget Status: [], Date From: 27/05/2016, Date To: 03/06/2016, Requester: jitaylor, PO ID: []

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand icon. To edit or perform another action on a requisition, make a selection from the drop-down menu.

Req ID	Requisition Name	BU	Date	Status	Amount	Price	Action
0000014674	Testing multi-line req	FLEMG	02/06/2016	Open	Not Chk'd	339.00 CAD	[Select Action] Go
0000014673	testing	FLEMG	02/06/2016	Open	Not Chk'd	847.50 CAD	[Select Action] Go
0000014672	testing	FLEMG	02/06/2016	Open	Not Chk'd	339.00 CAD	[Select Action] Go
0000014671	Testing Save for later ...	FLEMG	02/06/2016	Open	Not Chk'd	847.50 CAD	[Select Action] Go

Message

This requisition is pending approval. Editing this requisition may reinitialize approval process. (18036,6248)

OK Cancel

If you click "Edit" from the drop box, the above message will appear. Click "OK"

Fleming College

Home | Search

Financial Services > eProcurement > Manage Requisitions > Requisition

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: FLEMG Fleming College
 Requisition Name: testing
 Requisition ID: 0000014673
 Priority: Medium

Requester: jtaylor Jill Taylor (dont chg pswd)
 *Currency: CAD

Cart Summary: Total Amount 84.75 CAD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	stuff		Blewett Printing	3.0000	Each	25.0000	75.00	

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount: 75.00 CAD
 VAT Amount: 9.75 CAD
 Requisition Amount: 84.75 CAD

Shipping Summary

Edit for All Lines

Ship To Location: MAIN 8
 Address: Sutherland Campus
 Shipping & Receiving Dock 8

Either edit method will work. This is the edit screen.

If the quantity is to be changed overwrite the number on this page.

Fleming College

Home | myCampus | Search

Financial Services > eProcurement > Manage Requisitions > Requisition

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: FLEMG Fleming College
 Requisition Name: testing
 Requisition ID: 0000014673
 Priority: Medium

Requester: jtaylor Jill Taylor (dont chg pswd)
 *Currency: CAD

Cart Summary: Total Amount 84.75 CAD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	stuff		Blewett Printing	3.0000	Each	25.0000	75.00		

Shipping Line 1

*Ship To: MAIN 8
 Address: Sutherland Campus
 Shipping & Receiving Dock 8
 599 Brealley Drive
 Peterborough, ON K9J 7B1
 Attention To: Jill Taylor (dont chg pswd)
 Due Date: 30/05/2016

Accounting Lines

*Distribute By: Qty SpeedChart *Liquidate By: Amt

Line	*Location	*Chartfields1	Account	Alt Acct	Dept	Quantity	Percent	Merchandise Amt	GL Unit
1	BREALLEY		53011	53101	142040	3.0000	100.0000	75.00	FLEMG

If you need to change the dept, open the line using the expand arrow to the left of the line #.

Find the dept field in the accounting lines section. (It may be on the 2nd tab, the Chartfields tab, if you have not personalized this area.)

Overwrite the dept #.

If you need to change the item description or the dollar amount, click on the blue description link.

Fleming College

Favorites ▾ Main Menu ▾ > Financial Services ▾ > eProcurement ▾ > Manage Requisitions ▾ > Requisition

Edit Requisition ⓘ

Welcome Jill Taylor (dont chg pswd)

Home My Preferences Requisition Settings | 1,110€ Checkout

Request Options Search All Search Advanced Search

- Special Requests
- Favorites
- Templates
- Recently Ordered

Special Requests ⓘ

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description:

*Price: *Currency:

*Quantity: *Unit of Measure:

*Category: Due Date:

Supplier

Supplier ID:

Supplier Name: Blewett Printing [Suggest New Supplier](#)

Supplier Item ID:

Manufacturer

Mfg ID:

Manufacturer Mfg Item ID:

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

Make your changes and click Apply.

Fleming College

Favorites ▾ Main Menu ▾ > Financial Services ▾ > eProcurement ▾ > Manage Requisitions ▾ > Requisition

Business Unit: Fleming College

Requester: Jill Taylor (dont chg pswd)

*Currency:

Requisition Name:

Requisition ID:

Priority:

Cart Summary: Total Amount 84.75 CAD

Expand lines to review shipping and accounting details

Requisition Lines ⓘ

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	stuff		Blewett Printing	3.0000	Each	25.0000	75.00			

Select All / Deselect All

Total Amount: 75.00 CAD
 VAT Amount: 9.75 CAD
 Requisition Amount: 84.75 CAD

Save & Submit to save your changes.

View the confirmation of routing.

Shipping Summary

Edit for All Lines

Ship To Location: MAIN 8

Address: Sutherland Campus
 Shipping & Receiving Dock 8
 599 Brealey Drive
 Peterborough, ON K9J 7B1

Attention To: Jill Taylor (dont chg pswd)

Requisition Comments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Budget Checking Status: **Not Checked**

Fleming College

Favorites ▾ Main Menu ▾ > Financial Services ▾ > eProcurement ▾ > Manage Requisitions ▾ > Requisition

Confirmation

Your requisition has been submitted.

Requested For: Jill Taylor (dont chg pswd)	Number of Lines: 1
Requisition Name: testing	Total Amount: 75.00 CAD
Requisition ID: 0000014673	VAT Amount: 9.75 CAD
Business Unit: FLEMING	Requisition Amount: 84.75 CAD
Status: Pending	
Priority: Medium	
Budget Status: Not Checked	

Department Manager Approval

Line 1: Pending

stuff

Manager Approval

Pending

Linda Humphries
 Department Managers - Level 1

CANCELLING A REQUISITION

This can only be done when a requisition is in “Approved or Pending” status

In your drop box click “Cancel Requisition” and click “Go”.

Home | myCampus Portal | Help | Sign out

Fleming College

Favorites > Main Menu > Financial Services > eProcurement > Manage Requisitions

New Window | Help | Personalize Page

Manage Requisitions

Search Requisitions

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

Business Unit: FLEMG
 Requisition Name:
 Requisition ID:
 Request State: All but Complete
 Budget Status:
 Date From: 27/05/2016
 Date To: 27/05/2016
 Requester: jttaylor
 Entered By:
 PO ID:

Search Clear Show Advanced Search

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	Request State	Budget	Total	
0000014662	push bak again	FLEMG	27/05/2016	Denied	Not Chk'd	100,570.00 CAD	[Select Action] Go
0000014661	push back	FLEMG	27/05/2016	Approved	Valid	45.20 CAD	[Select Action] Go
0000014660	test start new path rev...	FLEMG	27/05/2016	Approved	Valid	1,130.00 CAD	[Select Action] Go
0000014659	test reviewer at approv...	FLEMG	27/05/2016	Approved	Valid	169.50 CAD	[Select Action] Go
0000014658	Test for adding reviewer	FLEMG	27/05/2016	Approved	Valid	113.00 CAD	Cancel [Select Action] Go
0000014657	test adding reviewer	FLEMG	27/05/2016	Approved	Valid	169.50 CAD	Approvals [Select Action] Go
0000014656	Test adding reviewer	FLEMG	27/05/2016	Approved	Valid	169.50 CAD	Cancel [Select Action] Go
0000014655	Test additional approver	FLEMG	27/05/2016	Approved	Valid	113.00 CAD	Copy [Select Action] Go
0000014654	Test reviewer again	FLEMG	27/05/2016	Approved	Valid	395.50 CAD	Edit [Select Action] Go
0000014653	Test add review and app...	FLEMG	27/05/2016	Approved	Valid	11,300.00 CAD	View Cycle [Select Action] Go
0000014652	test zero req	FLEMG	27/05/2016	Approved	Valid	0.00 CAD	View Print [Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

100%

Home | myCampus Portal | Help | Sign out

Fleming College

Favorites > Main Menu > Financial Services > eProcurement > Manage Requisitions

New Window | Help | Personalize Page

Requisition Details for: Jill Taylor (dont chg pswd)

Business Unit: FLEMG Date: 27/05/2016
 Requisition ID: 0000014658 Status: Approved
 Requisition Name: Test for adding reviewer Total: 113.00 CAD

Line	Item Description	Status	Price	Qty	Total
1	testing adding a reviewer	Approved	10.00000 Each	10.0000	100.00

Cancel Requisition

Return to Manage Requisitions

Click “Cancel Requisition”.

REQUISITION CYCLE

Home | myCampus Portal

Fleming College

Search

Favorites > Main Menu > Financial Services > eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

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

Business Unit: FLEMG
 Requisition ID:
 Date From: 01/06/2016
 Date To: 01/06/2016
 Requester: jltaylor
 Request State: All but Complete
 Budget Status:
 Entered By:
 PO ID:

Search Clear Show Advanced Search

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	Request State	Budget	Total	
0000014668	Testing	FLEMG	01/06/2016	Received	Valid	3,390.00 CAD	[Select Action] Go
0000014667	test task	FLEMG	01/06/2016	Pending	Not Chk'd	339.00 CAD	[Select Action] Go
0000014666	Testing tasks	FLEMG	01/06/2016	PO(s) Created	Valid	1,356.00 CAD	[Select Action] Go

Requester: Jill Taylor (dont chg pswd) Entered By: Jill Taylor (dont chg pswd) Priority: High
 Pre-Encumbrance Balance: 0.00 CAD

Requisition Cycle: Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Request Lifespan:

Line Information

Line	Description	Status	Price	Quantity	UOM	Supplier	
1	testing tasks	PO Created	100.00000 CAD	12.0000	EA	ABC Corp	X
0000014665	Testing tasks	FLEMG	01/06/2016	Pending	Not Chk'd	678.00 CAD	[Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

By clicking on the **grey arrow** beside the Req ID you can open a view of the Requisition Cycle to get further information about your requisition. Similarly the drop down action box will provide another view of the Requisition Cycle. Click on **“View Cycle”** and **“Go”**.

Home | myCampus Portal | Help | Sign out

Fleming College

Search

Favorites > Main Menu > Financial Services > eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

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

Business Unit: FLEMG
 Requisition ID:
 Date From: 27/05/2016
 Date To: 27/05/2016
 Requester: jltaylor
 Request State: All but Complete
 Budget Status:
 Entered By:
 PO ID:

Search Clear Show Advanced Search

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.

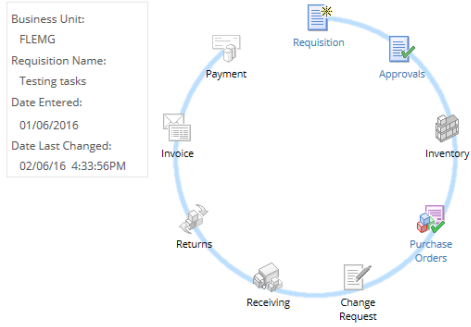
Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000014662	push bak again	FLEMG	27/05/2016	Denied	Not Chk'd	100,570.00 CAD	[Select Action] Go
0000014661	push back	FLEMG	27/05/2016	Approved	Valid	45.20 CAD	[Select Action] Go
0000014660	test start new path rev...	FLEMG	27/05/2016	Approved	Valid	1,130.00 CAD	[Select Action] Go
0000014659	test reviewer at approv...	FLEMG	27/05/2016	Approved	Valid	169.50 CAD	[Select Action] Go
0000014658	Test for adding reviewer	FLEMG	27/05/2016	Canceled	Not Chk'd	0.00 CAD	[Select Action] Go

View Cycle dropdown menu: View Cycle, Approvals, Cancel, Check Budget, Copy, Edit, View Cycle (highlighted), View Print, [Select Action]

Fleming College

Favorites > Main Menu > Financial Services > eProcurement > Manage Requisition

Requisition Cycle for: Jill Taylor (dont chg pswd)



Business Unit:
FLEMG
Requisition Name:
Testing tasks
Date Entered:
01/06/2016
Date Last Changed:
02/06/16 4:33:56PM

Click on any of the coloured icons to get more information. For example by clicking on the Purchase Order Icon you could find out the PO #.

[Manage Requisitions](#) [Manage Approvals](#)

Fleming College

Favorites > Main Menu > Financial Services > eProcurement > Manage Requisitions

Here you see the requisition number and the PO #.

Business Unit: FLEMG

Requisition Information Find | View All First 1 of 1 Last

Requisition ID	0000014666	Line Number	1
----------------	------------	-------------	---

PO Information Find | View All First 1 of 1 Last

PO Number	0000014337	Buyer	juldavis	Change Order			
PO Date	02/06/2016	Supplier ID	0000000025	Terms	30	PO Status	Approved

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

Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details
1		testing tasks	1,200.00	CAD	EA	12.0000	Approved

[Return to Requisition Cycle](#)

RECEIVING A PURCHASE

Navigation: eProcurement>Manage Requisitions

Once your PO is complete and has been sent to the supplier the next step would be the arrival of your product/service. If you have an item that is delivered directly to you and has not been received through Shipping/Receiving at the loading dock you may be required to receive it.

Click “Receive” and “Go”.

Select the line and click Receive Selected. On the next page you can adjust the quantity received if only part of the order has been received.

Fleming College

Favorites > Main Menu > Financial Services > eProcurement > Manage Requisitions

New Window | Help | Personalize Page

Receive Items

New Receipt

*Business Unit

Receipt Status

*Received Date

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Cancel Line
1		testing tasks	6	EA	12.0000				N				

Save Receipt

Add New Receipt

Inquire Receipts

In the above example, only 6 items have been received, so the received quantity field has been changed to 6. Click the Save Receipt button.

Fleming College

Favorites > Main Menu > Financial Services > eProcurement > Manage Requisitions

Receipt Saved Successfully

You have saved receipt # 0000012108 containing the following items:

Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	testing tasks	6.0000		6.0000

Return to Manage Requisitions

Return to Receiving

This page confirms the receipt has been saved.

Note below on the Manage Requisitions page, the status of the requisition has been updated to Partially received.

Fleming College

Favorites > Main Menu > Financial Services > eProcurement > Manage Requisitions

New Window | Help | Personalize Page

Manage Requisitions

Search Requisitions

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

Business Unit Requisition Name

Requisition ID Request State Budget Status

Date From Date To

Requester Entered By PO ID

Search Clear Show Advanced Search

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	Request State	Budget	Total	
0000014668	Testing	FLEMG	01/06/2016	Received	Valid	3,390.00 CAD	[Select Action] Go
0000014667	test task	FLEMG	01/06/2016	Pending	Not Chk'd	339.00 CAD	[Select Action] Go
0000014666	Testing tasks	FLEMG	01/06/2016	Partially Received	Valid	1,356.00 CAD	[Select Action] Go
0000014665	Testing tasks	FLEMG	01/06/2016	Pending	Not Chk'd	678.00 CAD	[Select Action] Go

Create New Requisition

Review Change Request

Review Change Tracking

Manage Receipts

Requisition Report