

# **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

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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.

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OK Cancel												
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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   <b>Sign out</b>
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Send to Supplier	Show at Receipt Show at Voucher			
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A Special Request page must be completed for each line in the requisition.

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

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Request Options	Search	•		Search	Advanced Search			
Special Requests Favorites	Special Requests Enter information about the Item Details	3	ld like to order:					
Templates	*Item Description	New desk - model 123 - 36	x 60" x 30", walnut					
Recently Ordered	*Price	3000.00	*Currency	CAD	Q			
	*Quantity	1	*Unit of Measure	EA				
	*Category	SUPPLIES - OFFICE	Due Date	10/06/2016	31			
	Supplier Name Supplier Item ID Manufacturer Mfg ID Manufacturer Mfg Item ID		Brant Office Supply Ltd.	Suggest New S	Supplier			E
	Additional Information This is to be delivered to	Jill Taylor's office B2375	12CC					
	Send to Supplier	Show at Receip	t Show at Voucher					
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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 whenthe 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.

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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.

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Create Requisition @ Welcome Jill Taylor (dont chg pswd) Request Options	Search All			Line Checke Search Advanced	New desk - model 123 - 36	Qty UOM
Special Requests Favorites Templates	Special Requests Enter information about th Item Details *Item Description	the non-catalog item you would like	to order:			
Recently Ordered	*Price *Quantity *Category	SUPPLIES - OFFICE	*Currency *Unit of Measure Due Date	CAD Q EA Q 10/06/2016	Total Lines Total Amount (CAD)	1 3000.00
	Supplier Supplier ID Supplier Name	0000000120 Q Brant Office Supply Ltd. Q Bran	nt Office Supply Ltd.	Suggest New Supplier	Close Checkout	

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

					Но	me   myCampu	s Portal	Help	Sign ou
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Review the item information and submi	t the req for approval.		*						
Requisition Summary			N	Ay Preferences	Requisition Settin	gs			
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*Requeste	r jitaylor	Jill Taylor (dont chg p	pswd)	Priority Medium	]				
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Expand lines to review shipping and	accounting details			Add More Ite	ms				
Requisition Lines 🕐									
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comme	ents Delet
I 1 PA New desk - model 123 x 6	- 36"	Brant Office Supply Ltd.	1.0000	Each	3000.0000	3000.00		Edit	Î
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	<u>الله</u>	Mass Change			
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Ship To Location Address	MAIN 8 Sutherland Campus								
	Shipping & Receiving Dock 8								
	599 Brealey Drive Peterborough, ON K9J 7B1								
Attention To	lill Taylor								
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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.

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Favorites • Main Menu • Financial Services • Procure	ment 🔹 > Requisition					
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Select All / Deselect All Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected Total An ॐ VAT An Requisition An	nount 0.00	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 2<sup>nd</sup> 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.

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Select All / Deselect All	Sel	ect lines to										
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🗐 Select All / Deselect All	Sel	ect lines to						Total Amount 参 VAT Amount		0 CAD		

### PERSONALIZING THE CHECKOUT PAGE

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

				Home I myCampus Portal	I   Help   Sign out
Fleming College				Search	2
Favorites 🔹 Main Menu 🔹 🤌 Financial S	Services 🔹 👌 eProcurem	ent 🕶 > Requisition		_	
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Checkout - Review and Submit eview the item information and submit the re Regulsition Summary			My Preferences 🗰 Requisition 1	Settings	
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Expand lines to review shipping and accourt			Add More Items		
Requisition Lines 👔					
Line Description To 1 an New desk - model 123 - 36" x 6	Item ID	Supplier Brant Office Supply Ltd.	Quantity         UOM         Pri           1.0000         Each         3000.0000		
Shipping Line 1	*Ship To Address	MAIN 8 Sutherland Campus Shipping & Receiving Dock 8 599 Brealey Drive Peterborough, ON K9J 7B1	Add One Time Address Price 3000.0000		
	Attention To Due Date	Jill Taylor 10/06/2016		Pegging Workbench	
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Select All / Deselect All	Select lines to:		d to Template(s)	Mass Change	

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.

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	Home   myCampus Portal   Help   Sign or	it
Fleming College	Search	8
Favorites • Main Menu • > Financial Services • > eProcurement • > Regulsition		
OK Cancel Copy Settings Share Settings Delete Settings		
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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		E
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Checkout - Review and Submit Review the item information and submit the reg for approval. Preferences Regulsition Summary	Requisition Settings	
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	uantity 1.0000	
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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.

	Field	ls that appear on				Hor	ne   myCampu	is Portal	Help	Sign out
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## **CREATING A REQUISITON - CONTINUED**

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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 <u>must delete</u> the Alt Account number first.

## **REQUISITION COMMENTS**

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tion Comments				Send to Supplier Show at Receipt Shown at Voucher											

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

Favorites 🕶 Main Menu 💌 🤆 Fi	nancial Services	> eProcure	ment 🕶	Requisit	ion								
	Chart	fields1 Char	tfields2	<u>D</u> etails	De	tails 2    <u>A</u>	sset Informa	ation    As	set <u>I</u> nform	ation 2    <u>B</u> udge	t Informatic	in   💷	
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Attention To	Jill Taylor												
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Enter approval justification for th	is requisition												

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

avorites • Main Menu •	Financial Services      e     e	Procurement 🔹 🤌 Requisiti	lon
onfirmation			
ur requisition has been subr	nitted.		
Requested For	Jill Taylor (dont chg pswd)		Number of Lines 1
<b>Requisition Name</b>	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 Budge	t
Department Mana	ger Approval		
Line 1:Pend New desk - model	ing 123 - 36" × 60" × 30", walnet	Start New Path	
Manager Approval			
Pending Linda Humphri Department Man			

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

#### 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.

							Hom	e l myCan	npus Portal	Help   Sig	gn
Fleming College							Search				
Favorites • Main Menu • > Fina	ancial Services 🔹 👌 eProcurer	nent 🔹 > Requisition									
								New Wind	ow Help	Personalize Page	
Checkout - Review and Su	bmit										
Review the item information and submit	the req for approval.		*	ly Preferences	Requisition Setting	-					
Requisition Summary				ly Preferences	Requisition setting	2					
Business Unit	FLEMG Q	Fleming College	Requisitio	n Name Testing mult	ti-line req						
*Requester	jitaylor	Q Jill Taylor (dont chg		Priority Medium							
*Currency	CAD Q										
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Expand lines to review shipping and a	accounting details			Add More Ite	ems						
Requisition Lines 👔											
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Det	ails Comme	nts Delete		
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▶ 🗹 2 🐕 stuff line 2		Tucker's Pottery Supplies Inc.	100.0000	Each	0.2500	25.00			Î		
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Shipping Summary											
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Address	Sutherland Campus										
	Shipping & Receiving Dock 8										
	599 Brealey Drive Peterborough, ON K9J 7B1										
Attention To	Jill Taylor (dont chg pswd)										

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

Flen	ning	Coll	eg	е											
Favorites	🕶 Mai	in Menu	• >	Financial	Services	• > ePr	ocure	ement 🕶 🚿	Requ	uisition					
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Dist	Percent		Locati	on		GL Unit		Account		Alt Acct		Dept			
	1	50.0000			Q	FLEMG	Q		Q		Q	481001	Q	+	-

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.

OK Cancel

Fleming	College
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#### 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 dis

or 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		
avorites 🔹 Main Menu 🔹 > Financ	ial Services 🔻	> eProcurem	ent 🔹 👌 Requis	ition							
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heckout - Review and Subn	nit										
eview the item information and submit the	e req for app	roval.			*	ly Preferences	Requisition Settir	195			
equisition Summary						y ricici ciices	requisition setti	16°			
Business Unit	FLEMG		Fleming C	ollege	Requisitio	n Name Testing	multi-line req				
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*Currency											
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Expand lines to review shipping and acco	ounting detai	Is				🕆 Add Mo	re Items				
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▶ 🕅 2 🚰 stuff line 2			Tucker's Potte Supplies Inc.	ery 1	100.0000	Each	0.2500	25.00	iii iii	⊖ <sub>Add</sub>	Û
V 3 et stuff line 3							5.2500	52.50	1004	Q Add	11

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Each line has been split as per the Mass Change.

#### Fleming College 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 Check Budget Tiew printable version 🖉 Edit This Requisition Department Manager Approval Line 1:Pending Start New Path stuffline 1 Manager Approval Pending Linda Humphries Department Managers - Level 1 + Pending Sandra Dupret Department Managers - Level 1 Line 2:Pending Start New Path stuff line 2 Manager Approval Pending Linda Humphries Department Managers - Level 1 +

Pending Sandra Dupret Department Managers - Level 1 Upon Save & Submit, each line in the requisition is routed to two approvers, as shown.

### 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.

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My Page	Help Accounts Payable WorkCenter				NavBar: Nav	igator				0
					واسلع		eProcurement			₩
Welco	me to Evolve!	C 0 -	My Reports		Recent Places	Bu	yer Center			>
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#### **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"

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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.

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

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

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# 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".

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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".

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Þ	0000014660	test start new path rev	FLEMG	27/05/2016 App	roved	Valid	1,130.00 CAD	Check Budget Copy		Go			
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## Fleming College

Favorites 👻 Main Menu 💌 👌 Financial Services 💌 eProcurement 💌 Manage Requ

#### Requisition Cycle for: Jill Taylor (dont chg pswd)



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 #.

#### Fleming College

Manage Requisitions Manage Approvals

	Business	Unit FLEMG						
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		testing tasks	1,200.00	CAD	EA	12,0000	Approved	<b>R</b> <sup>2</sup>

Here you see the requisition number and the PO #.

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.

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Þ.	0000014667	test task	FLEM	IG 01/06/2016	Pending	Not Chk'd	339.00 CAD	[Select Action]		Go			
Þ	0000014666	Testing tasks	FLEM	IG 01/06/2016	PO(s) Dispatched	Valid	1,356.00 CAD	Receive		Go			
₽	0000014665	Testing tasks	FLEM	IG 01/06/2016	Pending	Not Chk'd	678.00 CAD			Go			
Crea	ate New Requis	ition	Review Change Re	quest	Review Change T	racking	Manage Receipts	Edit Receive View Cycle View Print [Select Action]					

#### Click "Receive" and "Go".

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Inquire Receipts

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.

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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

Voub	ave saved receipt # 000001	2108 containing the fo	lowing itoms:	
	ot Lines	0	0	First 🚯 1 of 1 🛞 Last
Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	testing tasks	6.0000		6.0000

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.

Search

#### Fleming College

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New Window Help Personalize Page

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#### Manage Requisitions

Business	Unit FLEMG	Q	Requisition	Name					
Requisiti	on ID	Q		State All but Com	iplete	▼ Bi	idget Status		
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