

PURCHASING STANDARD OPERATING PROCEDURES (EXTERNAL)		NO: PX-100
Title: Purchase Requisition (OR) Preparation Procedures- Automated		Approved:
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1. **PURPOSE**

To provide detailed instructions for completing a purchase requisition (OR).

2. **SCOPE**

This procedure applies to all ORs. It provides general information on how to input ORs.

3. **GENERAL**

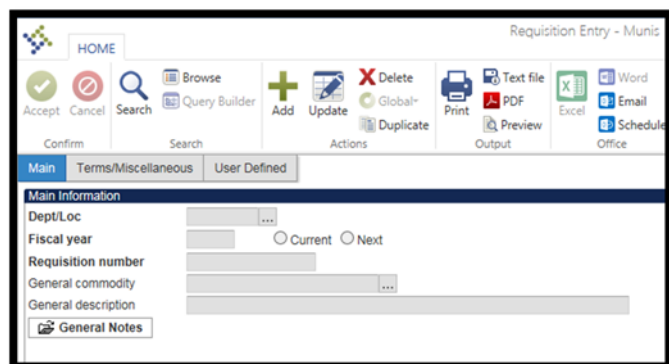
The purpose of the OR is to communicate with purchasing what you want. It is the source document for the preparation of a purchase order that will be sent to a vendor. It must clearly identify your requirements and be approved by the building principal or department head/coordinator that is responsible for the appropriate account specified on the OR.

ORs shall be entered into the Business Office Financial Management system (MUNIS). In exceptional cases the OR may be prepared manually and delivered to the Purchasing Department (see SOP PX-101 Purchase Requisition Preparation Procedures - Manual).

ORs are input into MUNIS by accessing the Requisition Entry program (Figure 1).

Each OR consists of two screens; a header screen which consists of general information that applies to the total order, and a detail screen that contains the specific information of each item being ordered.

Begin a new order by clicking the green “Add” button (+).



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4. PURCHASE REQUISITION HEADER

With the exception of the ship-to address field, the data input on the header screen is the same for both goods and services OR's. The following is a listing of data elements for the OR header (Figure 2).

The screenshot displays the Purchase Requisition Header screen with three main sections:

- Main Information:** Includes fields for Dept/Loc, Fiscal year (with radio buttons for Current and Next), Requisition number, General commodity, and General description. It also features a General Notes button and a Status field. The Needed by date is set with a calendar icon. Entered and Convert to fields are present, along with a PO expiration date and a Receive by field with radio buttons for Quantity and Amount. Checkboxes for Three way match required, Inspection required, and Project accounts applied are also visible.
- Vendor Information:** Includes Vendor (with a dropdown and Committed checkbox), Name, PO mailing, and Delivery method (Print, Fax, E-Mail). A Remit field and Vendor/Sourcing Notes button are also present.
- Shipping Information:** Includes Ship to (with a dropdown), Email, and Reference fields.

Main Tab Fields:

Dept/Loc: Your school's/department's assigned 3 digit number

Fiscal Year: Either Current or Next

Requisition Number: Allow the system to assign this number.

General Commodity: The code used to route the order through workflow.

General Description: A description of the specific order. This should be descriptive enough for you to be able to pick this order out of a list of open orders.

General Notes: You can add notes to the order that either will or will not appear on the Purchase Order. These notes can be used to convey information to people in the approval route or to the vendor. New notes are tagged with the time and date as well as the ID of the person who created the note. If set to print on the PO, the note will appear at the top of the item/description field above the first item.

Status: The initial status for the order will be 2 – Created, once lines are attached the status will advance to 4 – Allocated and will advance to 6 – Released once you release it into workflow.

Need by: A reasonable date by which the items/services ordered should be received. Date the goods are required. Be reasonable. The average order-ship-time is 60 days to Alaska

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from the lower '48. Do not leave blank; the system will default to today's date.

Entered: Don't touch this field the proper date will default in automatically.

Receive by: If you are ordering discreet items (e.g. 5 copies of a book), leave the default selection of "Quantity." If you are creating a PO for a lump sum against which multiple orders will be placed (e.g. Blanket PO), select "Amount."

Do not make any changes to the following fields:

Convert to:

Three Way Match Required

Inspection Required By:

Project accounts applied should be checked if you are using a club account for the order.

Vendor: Enter the vendor number assigned to the vendor that you want to order the supplies from. Use the ellipsis button [...] for help.

Delivery method (how the order will be placed) will default from the vendor setup.

Ship to: The address to which the vendor should ship the supplies. Shipping and Receiving will default into this field. Enter a number only if this order is for pick-up from the vendor (Will Call), direct ship to your school (school/facility), services performed at your school (school facility) or confirming orders (confirming) for goods/services already received. You can search for the proper address number by using the ellipsis [...] key.

Email: If it is expected that the vendor will need to either communicate directly with the end user or send anything via email, enter an address here, otherwise, leave blank.

Reference: Information entered in this field will print on the Purchase Order directly above the Ship to address. For this reason, only enter a reference (e.g. end user's name) if the items are shipping directly to your school/department.

Once you have completed the Shipping Information fields you will be taken to the Terms/Miscellaneous tab of the Requisition Entry program.

Terms/Miscellaneous Tab Fields:

Discount %

Freight %

Freight meth/terms

Bill to

Bill to email

Special handling

Allocation

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**Buyer
Review
Type**

**Purchase Order
Notify originator when converted
Notify originator of overages**

With the exception of Type, these fields will default from the information associated with the vendor selected or they will be filled by the Purchasing Agent responsible for converting the requisition to a Purchase Order.

If you are entering a Blanket Purchase Order, Select Type B – Blanket otherwise, do not select a type.

Contract/Work Order: These fields are not currently being utilized. Skip them.

At this point you can either click on the green “Accept” button or simply hit “Enter” to complete the header and move to the Line Items screen.

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5. **REQUISITION ENTRY LINE ITEMS (GOODS)**

This screen is used to specify the items that you want to order from this vendor.

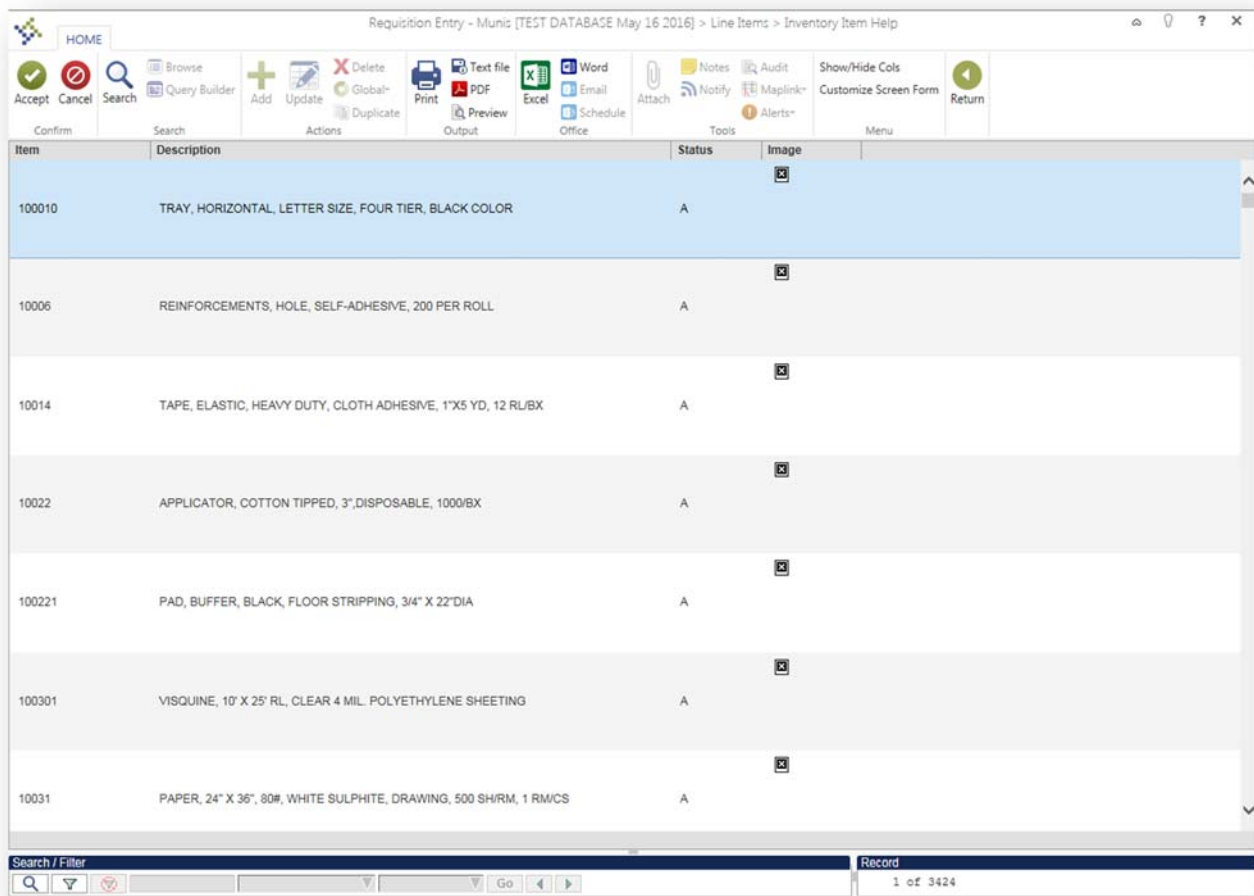
Add a new detail line by clicking the green “Add” button (+).

Quantity: Enter the quantity of the first item you wish to order.

Commodity: Do not enter anything in the “Commodity” field. If you are ordering a Central

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Stores item this field will populate once you have entered the inventory item number.
Inventory Item: If you are ordering from Central Stores and know the item number of the item you wish to order you can key it directly. If you do not know the item number, click on the ellipsis (...) to go to the Inventory Item Help screen.



This list contains in excess of three thousand items that have been set up for sale from or through central stores. You can sort the list by item number or alphabetically by clicking on the respective column heading. You can filter the list to show items that contain a key word. For example, if you click the funnel (filter) button and type paper (not case sensitive) in the first open field, select Description in the second field, and click "Go," the list will be reduced to the 199

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items that contain the word “paper” in their description. You can filter the reduced list again to select for color or size or any other descriptor that is used for the desired item. Once you have found the item, click Accept to return to the Line Items screen with the inventory item number.

If you are not entering a request for a central stores item, tab past the Inventory Item field to the Description field and enter a full description of the item that you wish to purchase. If you have the vendor’s part/item

6. PURCHASE REQUISITION DETAIL – RECEIVE BY AMOUNT

For services costed at a job rate or any transaction where the quantity and unit price are not meaningful, select Receive by Amount in the header section of the requisition. The Receive by Amount requisition line items screen does not allow you to enter a quantity, nor does it allow you to enter an inventory item number. Input of the header is the same as an OR for goods except that the ship-to-address is normally the school or site the service is to be rendered. The following addresses only the fields that require different data than the same field on an OR for goods.

7. SUBMISSION OF ORDER

Once you have entered all of the lines that you intend to include on your order return to the header screen. Your requisition’s status should have updated to 4 – Allocated. At this point, if you are satisfied with your order, you can release the requisition into workflow by clicking “release” in the command ribbon at the top of your screen. Once released you can click on Approver (at the bottom of your screen) to see who is in the approval workflow for the current requisition.

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7. **BACK-UP INFORMATION**

Back-up information is additional information that must be submitted to the Purchasing Department. Back-up information must be attached to the requisition via TCM. Generally, one of five forms of back-up information may be required before the Purchasing Department can process your OR:

- a. Verification of price data. Whenever the vendor’s catalog terms require that prepayment (check enclosed) must accompany the purchase order, some form of price verification must be provided. The usual verification is a photo copy of the vendor’s catalog page that contains the item and the ordering terms page(s) of the catalog.
- b. Telephone Quote Form. See SOP PX-120.
- c. Ratification of Unauthorized Commitments form. See SOP PX-015.
- d. Sole Source Purchase Request. See SOP PX-150.
- e. Emergency Purchase (invoices and/or receipts).

8. **FREIGHT/SHIPPING & HANDLING**

Shipping costs can be substantial to Alaska. Most vendor catalogs have a section that

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contains ordering instructions that includes the different modes of shipment and the associated costs. If you have received a quoted shipping charge, indicate so in the Description field (e.g. Shipping charges, quoted by John Smith). If you do not have a firm quote for shipping, indicate that the charges are estimated. Shipping charges should be entered in the Quantity field with the unit price keyed as 1 (See example).

Requisition			
Fiscal year	2016	Number	16206331
		Line	1
Detail			
Quantity	50.00	Unit Price	1.00000
Commodity	...	UOM	EACH
Inventory Item	...	Freight	.00
Location	...	Discount percent	.00
Type	<input type="radio"/> Pick ticket <input type="radio"/> Purchase	Credit	.00
Product ID	...	Line item total	50.00
		Amount justification:	UNKNOWN
Description	ESTIMATED SHIPPING CHARGES		
	Add'l Desc/Notes		

9. SAVING YOUR WORK

Hit the [ENTER] key when you have completed the OR. All default information will populate the appropriate fields. If everything is correct hit the [ENTER] key again and the screen will clear. Your OR is saved and will be transmitted to purchasing automatically. If you need to edit anything, do so after you depress the [ENTER] key the first time.