SOP #: 4.2.3.1	Area: Purchasing
Title: Purchases \$5,000.00 and Under	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: 08-17-2016
Approval Date: 02-25-2016	Review Date: N/A

Title: Purchases \$5,000.00 and under

Purchase transactions from \$0 to \$5,000.00 require one verbal bid or quote. Orders should be awarded to the vendor that provides the best value to the institution. Departments are encouraged to seek a quote or bid from a Historically Underutilized Business (HUB) vendor. For assistance finding a HUB vendor, <u>click here</u> or email <u>HUB@untsystem.edu</u>.

Setting up the Requisition

The requisition must be set up before it can be created, reviewed and submitted. Follow the steps below to set up the requisition.

1. Request bid or quote from vendor.

Note: Price quotes may be taken by phone, by fax, or by email. Prices may also be obtained via a vendor's website. Ensure vendors send invoices to <u>Invoices@UNTSystem.edu</u>. Ensure a reasonable amount of time is given to vendors to respond to a request for bid or quote.

- 2. Enter EUID and Password.
- 3. Click Sign In.

Enterp	orise Information System
System Login	
EUID (required)	The Enterprise Information System is the primary administrative
Password (required)	information resource for the University of North Texas System.
Sign In	This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and
Trouble logging in?	monitoring. Users have no expectation of privacy except as otherwise provided by
Activate my account	applicable privacy laws.
What's my EUID?	Web Developer 0.0-Wiene
Reset my password	Web Browsers & Settings
Scheduled Maintenance Service may be interrupted during these regular maintenance times: • Tuesday 7:00 - 9:30 pm	Enterprise Information System (EIS) currently supports the following Web browsers and versions: • Google Chrome 24 • Firefox 17 • Internet Explorer 11, 10, 9, and 8 • Safari 6
 Thursday 7:00 - 9:30 pm Saturday 7:00 pm to noon Sunday 	Note: Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.
	To use the Enterprise Information System, set your Web browser to allow JavaScript, accept cookies, and turn off popup blocking.
	Some documents inside EIS are in PDF format and require the free Adobe Reader software to open.

4. Click Main Menu.

Favorites			
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - (02/06/2016 12:54:09	All - Search	Advanced Search
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Recently Used pages now appear under the Favorites menu, located at the top left.	COALCE regio To Parallel I To The		
Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.			
Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.	CRACLE Type With Information Information		

5. Navigate to **Requisition** by clicking on Employee Self-Service>Procurement>Requisition.

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6. Verify that the information in the **Business Unit** and **Requester** fields is correct.

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7. Enter Requisition Name.

Note: Give the requisition a meaningful name, as it will be visible when using **Manage Requisitions**.

Requisition Settings					
Business Unit	SY769 Q		Univ. of North Texas System	Requisition Name	Computer for Professor Davis
*Requester	026201	Q	UNT Controller	Priority	Medium 🗸
*Currency	USD				

8. Click magnifying glass next to **Supplier** field.

Line Defaults 🕐				
Supplier		Category	Q	L.
Supplier Location	Q	Unit of Measure	Q	
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- 9. Enter vendor name into **Name** field.
- 10. Click Find.

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Postal Code				
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OK Cancel				

11. Select the appropriate Supplier ID from Search Results—confirming it lists the correct address. Note: If the appropriate Supplier Name does not appear in the Search Results, click Cancel. The Supplier and/or applicable address will be added later using the Suggest New Supplier feature located on the Create Requisition screen.

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Note: Requisition Settings screen opens. The **Supplier ID** and **Default Location** will automatically be populated into the requisition in the **Supplier** and **Supplier Location** fields.

Favorites - Main Menu -	> Employee Self-Service -	Procurement -> Requisition			
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12. Click on the magnifying glass next to Fund Cat.

Note: Account and Alt Acct should remain blank. These fields will be completed later.

Acco	ounting Defaults	1								Personali	ze Find d	2 🔜	First	🖲 1 of 1 🕑 L	ast
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13. Select the appropriate **Fund Cat** from the **Look Up Fund Cat** dropdown.

14. Click on the magnifying glass next to **Fund**.

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15. Select the appropriate **Fund** from the **Look Up Fund** dropdown.

16. Click on the magnifying glass next to **Function**.

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17. Select the appropriate **Function** from the **Look Up Function** dropdown.

18. Click **OK**.

Note: The Create Requisition screen will open.

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OK Cancel				

Completing the Requisition Using CAP-IT Guidelines

You must ensure each requisition contains all of the necessary components and follows the required process. Use the acronym CAP-IT to complete each requisition correctly. CAP-IT details all a requisition should include. Refer often to the CAP-IT acronym to ensure requisitions are being completed correctly.

Code using category code best describing the purchase.

Attach all documents.

Purpose statement should define how purchase will benefit the institution.

Information in the Justification Comments must include:

- ✓ Department contact <u>full name, full phone number & email</u>.
- ✓ Vendor contact <u>full name, full phone number & email</u>.
- ✓ Any special requirements or handling requests (ex. Where to email order).
- ✓ Service dates and/or date needed.
- ✓ Reference <u>full name and contract number</u> of any Co-operative contracts, if applicable.
- ✓ Note if sole source, proprietary justification, and/or bid tab is included, if applicable.

Track order using Manage Requisitions.

Creating the Requisition

To create the requisition, follow the steps below before moving on to the next phase of reviewing requisition details.

1. Click New Requisition under the ePro Services section.

Favorites - Main Menu - E	Employee Self-Service	Requisition	
ENTERPRISE INFORMATION mmt0110 on F	STSTU (easapp12) - 02/06/2016 13	04:35 All Version Search	> Advanced Search
Create Requisition ③			
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Request Options	Search All		Search Advanced Search
Enter search criteria or select from the menu on the right to begin creating your requisition.	Pro Services Request Services	Web Browse Supplier Websites	d Submit Forms
	Favorites Browse Favorite Items and Services	Recently Ordered View recently ordered items and services Describe the item, part#, Co computer dell optiplex 9020 item 1 Computer, Dell, Optiplex 902 Goods	Catalogs upplier Website Items

2. Type the line item description from the price bid or quote received from the vendor in the **Goods/Service Description** field.

Note: Descriptions should be concise, but complete and should include the part number, catalog number, or model number if available, along with a detailed description.

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Recently Ordered External Catalogs	Supplier Name Summe Quote Number Beginning Date	us Industries Inc Q ?	Quote Date 19	
	Additional Information			
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3. Type the number of items in **Quantity** field.

Favorites	Employee Self-Service + > Procurement + > Requisition
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Request Options	
All Request Options ePro Services New Requisition Web Forms Favorites Recently Ordered External Catalogs	New Requisition *Goods/Service Dell Desktop Computer Description Quantity Amount *Category Supplier ID 0000006227 Supplier Name Summus Industries Inc Quote Number ? Quote Number ? Quote Number ? Quote Date ? Date of Completion ? ?
	Additional Information Send to Supplier Show at Receipt Add to Cart

4. Click the magnifying glass next to the **Unit of Measure** field. **Note: Unit of Measure** can be typed directly in the field without using the lookup feature.

Favorites - Main Menu - >	Employee Self-Service -> Procurement	nt - > Requisition		
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5. Select the appropriate **Unit of Measure** from **Look Up Unit of Measure** dropdown.

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arones.				BD	Bundle	Bundle
Recently Ordered		Summus Industries Inc		BE	Bale	Bale
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				CG	Centigrams	Centigram
				CHN	Chain	Chain
				CL	Centiliters	Centiliter
				CM	Centimeters	Centimeter
				CMM	Cubic Millimeters	Cu Millim
				CN	Pail Container	Pail Container
				CRD	Card	Card
				CRD	CRATE	CRATE
				CS	Case	Case
				CTN	Carton	Carton
				CUF	Cubic Feet	Cu Foot
				CUI	Cubic Inches	Cullinch
				CUM	Cubic Meters	Cu Meter
				CUY	Cubic Yards	Cu Yard
				CWT	Cubic Weight	Cu Wt
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6. Enter the bid or quote amount received from the vendor in the **Amount** field.

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All Request Options	New Requisition									
ePro Services New Requisition	*Goods/Service Description Quantity	Dell Desktor	p Computer	*U	nit of Measure	EA	Q			
Web	Amount			*(Currency Code	USD				
Forms Favorites	*Category Supplier ID	0000006227	م 7م			Suggest N	ew Supplier			
Recently Ordered		Summus Inc	dustries Inc 🔍							
External Catalogs	Quote Number Beginning Date		? 111 ?	Date	Quote Date of Completion		H H			
	Additional Information									
					Ē	7 %				
	Add to Cart		Show at Receip	ot	Show	at Voucher				

7. Click on the magnifying glass next to the **Category** field.

Favorites Main Menu	Employee Self-Service -> Procuren	nent - Requisition				
ENTERPRISE INFORMATION mmt0110 on SYSTEM	FSTSTU (easapp12) - 02/06	/2016 15:27:16		All 👻 Sear	rch	>> Advanced Search
Create Requisition ②						
Welcome Business Services-Gen		lome Home	* My Preferences	Requisition	Settings 🎘 <u>0 Li</u> i	Checkout
Request Options	Search All	►			Search	Advanced Search
All Request Options	New Requisition					
ePro Services New Requisition	Description	ell Desktop Computer	1 * U	nit of Measure	EA	
Web	Quantity Amount	1,000.0	0 *(Currency Code	USD	
Forms	*Category	(
Favorites	Supplier ID 0		Q		Suggest New Supplier	
Recently Ordered		ummus Industries Inc	Q ?	Quote Date	31	
External Catalogs	Quote Number Beginning Date	ii ?		of Completion	e) (i)	
	Additional Information					
				5	1¢	
	Add to Cart	Show at F	leceipt	Show at	t Voucher	

8. Click on the dropdown arrow next to **Category** to open **Search By** options.

Favorites Main Menu Employee Self-Service Procurement Requisition	
ENTERPRISE INFORMATION SYSTEM mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16	All Version Search
Look Up Category Note: You may either Search or Browse to look up the appropriate category for your special request.	
▼ Search Categories]
Search By Category Find	
Browse Category Tree	
Return	

- 9. Select **Description** from the **Search By** dropdown menu.
- Type a word to search in the empty field next to **Description**.
 Note: A partial word can be used. Do not use multiple words. If no word is entered, the entire **Category** or **Description** list will be available to view in the dropdown.

Favorites Main Menu Favorites Favorites		
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16	All - Search	>> Advanced Search
Look Up Category Note: You may either Search or Browse to look up the appropriate category for your special request.		
Search Category Search By Description Find		
Browse Category Tree Return		

11. Click Find.

Favorites Main Menu Favorites Favorites		
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16	All - Search	Advanced Search
Look Up Category Note: You may either Search or Browse to look up the appropriate category for your special request.		
Search Categories		
Search By Description V Comp Find		
Browse Category Tree		
Return		

12. Click on the appropriate **Category** based on the **Description** field.

Note: Select the category code that best describes the purchase. Accuracy is important as **Category** drives **Account** and **Alt Acct** expenditure codes. Choosing the correct **Category** also allows special approvers to be automatically inserted into the approval workflow.

Favorites - Main Mer	iu 💌 > Employee Self-S	Service	sition		
ENTERPRISE INFORMATION MM SYSTEM	t0110 on FSTSTU (ea	asapp12) - 02/06/2016 15:27:	16	All - Search	Advanced Sea
ook Up Category					
ote: You may either Search	or Browse to look up the appr	ropriate category for your special reques	it.		
Search Categories	275				
Search By Descr Categories		Find View All 🔄 📴 First 🕚	1-15 of 15 🕑 Last		
Catalog	Category	Description	Find in Tree		
1 PROCUREMENT	08091	Lease / Rental-Comp Equip	<u></u>		
2 PROCUREMENT	920-47	Maintanance, Computer Equipment	£		
3 PROCUREMENT	204-68	Supplies-Computer Expensed	£		
4 PROCUREMENT	204-73	Computer Printer Portable Capital	£		
5 PROCUREMENT	208-80	Computer Software Purchase >\$100K	£		
6 PROCUREMENT	07977	Computer: Desktop <\$5K	e		

13. Click on Suggest New Supplier if Supplier ID and Supplier Name are not completed. Note: Skip to step 16 if a Suggested Supplier is not needed.

Favorites - Main Menu - Emp	ployee Self-Service 🔻 > Procurement 👻	Requisition		
ENTERPRISE INFORMATION mmt0110 on FS	TSTU (easapp12) - 02/06/2016	15:27:16	All 👻 Search	Advanced Search
Create Requisition ②				
Welcome Business Services-Gen			🗱 Requisition Settings 🎘 📋	Lines Checkout
Request Options	Search All V		Search	Advanced Search
All Request Options	New Requisition			
ePro Services New Requisition	*Goods/Service Dell Desk Description Quantity	top Computer	Unit of Measure EA Q	
Web	Amount	1,000.00	*Currency Code USD	
Forms	*Category 07977	Q		
Favorites	Supplier ID	Q	Suggest New Supplie	
Recently Ordered	Supplier Name Quote Number	Q	Quote Date	
External Catalogs	Beginning Date	Da	te of Completion	
	Additional Information			
			<u> </u>	
	Send to Supplier	Show at Receipt	Show at Voucher	
	Add to Cart			

14. Enter Supplier Name, Contact Name, Address Information, Full Phone Number and Comments on the Suggested Supplier screen.

Note: Complete all fields indicated above, as you will be unable to return to edit or add Suggested Supplier information after clicking **OK**. In addition, you should obtain a W-9 from the Supplier that should be attached to the requisition.

Favorites - Main Menu	I Employee Self-Service	e 🔹 > Procurement 🔹 >	Requisition				
ENTERPRISE INFORMATION mmt	0110 on FSTSTU (easap	op12) - 02/06/2016 1	5:27:16		All 👻	Search	»
Suggested Supplier							
Supplier Name]				
Contact Name]				
Address Information							
Country	Q						
Address 1							
Address 2							
Address 3							
City]				
State	\checkmark	Postal]				
Phone Information							
Phone Type	~	Prefix					
Telephone		Ext					
Comments				<u>[</u> 7]			
	254 characters remaining						
OK Cancel							

15. Click **OK**.

Favorites 👻 Main Men	nu + > Employee Self-Service + > Procurement + > Requisition	
ENTERPRISE INFORMATION MM1 SYSTEM	nt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16	All V Search
Suggested Supplier		
Supplier Name	ABC Electronics	
Contact Name	e John Doe	
Address Information		
Country	USA Q United States	
Address 1	1234 Main Street	
Address 2	2	
Address 3	3	
City	/ Denton	
State	● TX V Postal 12345	
Phone Information		
Phone Type	Business Phone V Prefix 940	
Telephone	1234567 Ext	
Comments	<u>ع</u>	
	254 characters remaining	
OK Cancel		

Note: The Create Requisition screen will be updated with the Suggested Supplier noted. The Supplier ID and Supplier Name will continue to be blank.

ravences v mainmente v / Empire	byce den dervice v y Trocal	onione · ·	rtoquionioni				
ENTERPRISE INFORMATION mmt0110 on FST	'STU (easapp12) - 02/0	0 <mark>6/2016</mark> 1	15:27:16		All 🔻 Sea	arch	>> Advanced Search
Create Requisition (2)				sle	-	1	Obstant
		1	A Home	My Preference	es 🍀 Requisition	n Settings 🕴 📜 🛛 🗌	ines
Request Options	Search All	~				Search	Advanced Search
All Request Options	New Requisition						
ePro Services		Dell Deskto	op Computer				
New Requisition	Description Quantity			1	*Unit of Measure	EA Q	
Web	Amount		1,000.0	00	*Currency Code	USD	
Forms		07977		Q			
Favorites	Supplier ID						
Recently Ordered	Supplier Name				Suggested Supplier	r ABC Electronics	
	Quote Number			?	Quote Date		
External Catalogs	Beginning Date		Ħ ?		Date of Completion	i 🛛 🗑 ?	
	Additional Information						
					Į.	<u>3</u> ¢	
	Send to Supplier	[Show at R	eceipt	Show	at Voucher	
	Add to Cart						

16. Enter Quote Number.

Note: If a quote number is not available and the quote is from a website, provide site address. If quote received via phone, fax or email, provide the name of person who provided quote.

Favorites - Main Menu - E	mployee Self-Service -> Procure	ment -> Requisition		
ENTERPRISE INFORMATION mmt0110 on F	- 02/06 STSTU (easapp12) - 02/06	6/2016 15:27:16	All - Search	> Advanced Search
Create Requisition 💿				
Welcome Business Services-Gen		🙆 Home 🏼 🗡 My P	references 🏾 🇱 Requisition Settings	Checkout
Request Options	Search	~		Search Advanced Search
All Request Options	New Requisition			
ePro Services New Requisition	*Goods/Service Description Quantity	Dell Desktop Computer	*Unit of Measure EA	Q.
Web	Amount	1,000.00	*Currency Code USD	
Forms		0000006227	Suggest	lew Supplier
Favorites Recently Ordered		Summus Industries Inc	ouggour	
External Catalogs	Quote Number Beginning Date	?	Quote Date	b) b) ?
	Additional Information			
			3 ¢	
	Add to Cart	Show at Receipt	Show at Voucher	

17. Enter **Quote Date** by clicking on calendar icon.

Favorites - Main Menu - >	Employee Self-Service 🗸 > Procurer	ment - Requisition		
ENTERPRISE INFORMATION mmt0110 on SYSTEM	FSTSTU (easapp12) - 02/06	/2016 15:27:16	All 👻 Search	>> Advanced Search
Create Requisition ②				
Welcome Business Services-Gen		🙆 Home 🥕 My	Preferences Requisition Settings	Checkout
Request Options 💌	Search All	v		Search Advanced Search
All Request Options ePro Services New Requisition Web Forms Favorites Recently Ordered External Catalogs	Description Quantity Amount *Category Supplier ID Supplier Name	Dell Desktop Computer 1 1,000.00 7977 Q 000006227 Q summus Industries Inc Q 99999999 ? 3 ?	*Unit of Measure EA *Currency Code USD Sugges Quote Date Date of Completion	t New Supplier
	Additional Information	Show at Receipt	Show at Vouch	er

18. Select the date the quote was received.

Favorites Main Menu Emplo	oyee Self-Service - > Procure	ement - Requisition		
ENTERPRISE INFORMATION mmt0110 on FST	STU (easapp12) - 02/0	6/2016 15:27:16	All 👻 Search	Advanced Search
Create Requisition ② Welcome Business Services-Gen		li Home * My Pre	ferences 🏾 🎆 Requisition Settings 👘	0 Lines Checkout
Request Options	Search All		Searc	
All Request Options ePro Services New Requisition Web Forms Favorites Recently Ordered External Catalogs	Description Quantity Amount *Category Supplier ID Supplier Name	Dell Desktop Computer	*Unit of Measure EA C *Currency Code USD Suggest New St Quote Date Date Date Of Completion	upplier
	Add to Cart	Show at Receipt	Show at Voucher	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

19. Enter **Beginning Date** by clicking on calendar icon.

Favorites 🗸	Main Menu 👻	> Employee Self-Service -> Procure	ement -> Requisition		
ENTERPI	RISE ATION mmt0110	0 on FSTSTU (easapp12) - 02/0	6/2016 15:27:16	All - Search	Advanced Search
Create R	equisition 👔				
Welcome E	Business Services-G	en	🙆 Home 🗡 My Pre	eferences 🏶 Requisition Settings 🕴 📜 📋	Lines Checkout
R	Request Options	Search All	✓	Search	Advanced Search
ePro S	quest Options Services w Requisition	Description Quantity	Dell Desktop Computer 1 1,000.00	*Unit of Measure EA Q	
Forms Favorit			07977 Q 0000006227 Q	Suggest New Supplie	r
	tly Ordered al Catalogs		Summus Industries Inc Q 9999999999 ?	Quote Date 02/01/2016	
		Additional Information	Show at Receipt	Show at Voucher	

20. Select the appropriate date based on whether ordering Goods or Services.Note: For Goods, select the date the quote will expire. For Services, select the date when the service is to begin.

Favorites Main Menu	Employee Self-Service -> Procuren	ment 👻 > Requi	iisition			
ENTERPRISE INFORMATION mmt0110 on	FSTSTU (easapp12) - 02/06	/2016 15:27:	:16	All 🚽	Search	Advanced Search
Create Requisition ③ Welcome Business Services-Gen		🙆 но	* Mu Brofer	# P	uisition Settings 🥇 🎘 0 Lir	Checkout
Request Options	Search All		nne 🖌 My Preien	ences and Requ	Search	Advanced Search
All Request Options ePro Services New Requisition Web Forms Favorites Recently Ordered External Catalogs	Description Quantity Amount *Category 0 Supplier ID 0 Supplier Name S	7977 000006227	1 1,000.00 Q as Inc Q ss Inc ? ? ? 7 8 9 10 14 15 15 16 17 23 24 22 28 29	Date of Comp 16 F S 4 5 6 1 12 13 8 19 20 5 26 27	r Code USD Suggest New Supplier te Date 02/01/2016 (5)	
			Current I	Date 🕑		

21. Enter the **Date of Completion** by clicking on the calendar icon.

Favorites - Main Menu - > E	Employee Self-Service	ement -> Requisition				
ENTERPRISE INFORMATION mmt0110 on I	FSTSTU (easapp12) - 02/0	06/2016 15:27:16		All 👻 Search		>> Advanced Search
Create Requisition @						
Welcome Business Services-Gen		🙆 Home 🗸	* My Preferences	2 Requisition Setting	gs 🃜 <u>0 Line</u>	Checkout
Request Options 💌	Search All	✓			Search	Advanced Search
All Request Options	New Requisition					
ePro Services New Requisition	*Goods/Service Description Quantity	Dell Desktop Computer	*[Init of Measure EA	Q	
Web	Amount	1,000.00	ź	Currency Code USD		
Forms	*Category	07977	Q			
Favorites		0000006227	٩	Sugg	est New Supplier	
Recently Ordered			Q		10010	
External Catalogs		9999999999 02/05/2016 🔋 ?	? Dat	Quote Date 02/0 e of Completion	1/2016 🛐	
	Additional Information					
				[] (*		
	Add to Cart	Show at Re	ceipt	Show at Vou	cher	

22. Select the appropriate date based on whether ordering Goods or Services.Note: For Goods, select the 'deliver by' date. For Services, select the date when the task should be completed. Normal business practice allows a 30 day turnaround for vendors.

Favorites - Main Menu - > Em	ployee Self-Service -> Procure	ement - Requisition		
ENTERPRISE INFORMATION mmt0110 on FS	STSTU (easapp12) - 02/00	6/2016 15:27:16	All - Search	> Advanced Search
Create Requisition ⑧				
Welcome Business Services-Gen		🙆 Home 🏾 🥕 My Pref	erences 🍀 <u>Requisition Settings</u> 1	0 Lines Checkout
Request Options	Search All	~	Searc	ch Advanced Search
All Request Options ePro Services New Requisition Web Forms Favorites Recently Ordered External Catalogs	Description Quantity Amount *Category Supplier ID Supplier Name	Dell Desktop Computer	*Unit of Measure EA C *Currency Code USD Suggest New S Quote Date 02/01/2016 [Date of Completion	upplier
	Additional Information	Show at Receipt	Show at Voucher	February 2016 Image: Constraint of the state of the

23. Type any necessary information in the Additional Information field.

24. Click Add to Cart.

Note: To send the information you typed in the **Additional Information** field to the Supplier, Receipt, or Voucher, check the appropriate box below the **Additional Information** field.

Favorites Main Menu	Employee Self-Service 🔹 > Procur	rement - Requisition				
ENTERPRISE INFORMATION mmt0110 on	FSTSTU (easapp12) - 02/0	06/2016 15:27:16		All - Search		>> Advanced Searc
Create Requisition ②						
Welcome Business Services-Gen		🙆 Home	* My Preferences	Requisition Settings	│) <u>)</u> <u>0 Lir</u>	Checkout
Request Options 💌	Search All	~			Search	Advanced Search
All Request Options	New Requisition					
ePro Services New Requisition	*Goods/Service Description	Dell Desktop Computer	1 *U	nit of Measure EA	Q	
Web	Quantity Amount	1,000.0)0 *(Currency Code USD		
Forms	*Category	07977	Q			
Favorites	Supplier ID	000006227	Q	Sugges	t New Supplier	
Recently Ordered	Supplier Name	Summus Industries Inc	Q			
External Catalogs		999999999	?	Quote Date 02/01/2		
External Catalogs	Beginning Date	02/05/2016 🗑 ?	Date	of Completion 02/15/2	2016 🕅 ?	
	Additional Information					
				24		
	Send to Supplier	Show at R	eceipt	Show at Vouch	er	
	Add to Cart					

- 25. Repeat steps 2-12 and 16-24 for each item to be purchased from this Supplier.
 Note: You must repeat steps 13-15 for each item to be purchased from the Suggested Supplier. Create a new Requisition if a different supplier is to be used. Number of lines in the order will be visible beside the Shopping Cart icon located next to Checkout.
- 26. Click **Checkout** when order is complete.

Favorites - Main Menu - > E	Employee Self-Service 🔻 > Procur	ement - > Requisition				
ENTERPRISE INFORMATION mmt0110 on I	FSTSTU (easapp12) - 02/0	06/2016 15:27:16		All - Sear	ch	>> Advanced Search
Create Requisition @						
Welcome Business Services-Gen		🙆 Home	* My Preferences	Requisition S	Settings The Line	Checkout
Request Options	Search All	~			Search	Advanced Search
All Request Options	New Requisition					
ePro Services New Requisition	*Goods/Service Description			Unit of Measure	Q	
Web	Quantity Amount				USD	
Forms	*Category		Q			
Favorites		000006227	٩		Suggest New Supplier	
Recently Ordered		Summus Industries Inc		Querte Dete		
External Catalogs	Quote Number Beginning Date	· · · · · · · · · · · · · · · · · · ·	? Da	Quote Date te of Completion))))	
	Additional Information					
				<u>[</u> 2	₩	
	Add to Cart	Show at Re	eceipt	Show at	t Voucher	

Reviewing Requisition Details

Requisitions must be reviewed before submission. Follow the steps below to ensure the requisition is correct before proceeding.

- Review the Requisition Line items on the Checkout Review and Submit screen to ensure the information is correct and complete.
 Note: Click on Add More Items if additional line items need to be added. This will return you back to step 2 of Creating a Requisition.
- Click the Comment icon O or Add in the Requisition Lines section.
 Note: Comments and attachments only need to be completed for Line 1 unless special instructions are needed for other line items.

Favorites Main Menu Favorites	curement - > Requisition				
ENTERPRISE INFORMATION test_POeProEntry on FSTSTU (easap	p12) - 11/23/2015 15:01:08				
Checkout - Review and Submit Review the Item information and submit the req for approval.		* N	ly Preferences	Requisition Settings	
Requisition Summary					
Business Unit NT752 Q *Requester 026201 *Currency USD	University of North Texas	Requisiti	Priority Medium Custom	Fields	Copy Bid Vendors Delete Bid Vend Refresh
Cart Summary: Total Amount 1,150.00 USD Expand lines to review shipping and accounting details			Add Mor	e Items	First 🕢 0 to 1 of 2 🕟 Last
Requisition Lines (?) Line Description	Supplier	Quantity	UOM	Price	Total Details Comments Bid Tab Delete
		-		1000.0000	\bigcirc
T Dell Desktop Computer	Summus Industries Inc	1.0000	Each	1000.0000	1000.00 🖹 📿 Add @ 🗍
Shipping Line 1 Ship To Address Attention To Due Date Accounting Lines	USB 135 UNT Central Receiving Denton, TX 76205 UNT Controller 12/04/2015 3		Quanti Pri	-	Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields
					-
The second secon	Summus Industries Inc	1.0000	Each	150.0000	150.00 🖺 🖓 Add 🕾 📋
Shipping Line 1 Ship To Address Attention To Due Date Accounting Lines	USB 135 UNT Central Receiving Denton, TX 76205 UNT Controller 12/04/2015		Quant Pri		Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields
Select All / Deselect All Select lines to:	Add to Favorites 🔯 Add to Tem	nplate(s)	Delete Selected	Mass Ch	lange

 Enter comment in the Comments field within the Line Comment section.
 Note: Line comment is specific to the line item and is different from the Requisition Comment on the Checkout – Review and Submit screen. If you need to send the information you typed in the Comments field to the Supplier, Receipt, or Voucher, check the appropriate box below the Comments field.

4. Click Add Attachments.

Note: Ensure all applicable documents are attached. Attach Supplier W-9 for Suggested Suppliers.

Favorites - Main Menu -	> Employee Self-Service > Procurement > Requisition	
ENTERPRISE INFORMATION mmt011 SYSTEM	0 on FSTSTU (easapp12) - 02/06/2016 15:27:16	All - Search >>
Line Comment		
Business Unit SY76	9 Requisition Date 02/06/2016	
	Status Open	
Line 1		
Comments	Find First 🕚	1 of 1 🕑 Last
Use Standard Comments	Entered On:	+ -
1		
Send to Supplier	Show at Receipt Show at Voucher	
Add Attachments		
Attachments		
OK Cancel		

5. Click Browse in the File Attachment box.

Favorites + Main Menu + > Employee Self-Service + > Procurement + > Requisition	
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16	Search Search Advanced Search
Line Comment	
Business Unit SY769 Requisition Date 02/06/2016	
Status Open	
Line 1	
Comments Find First ① 1 of 1 ④ Last	
Use Standard Comments Entered On:	
1	10 C
Send to Supplier Show at Receipt Show at Voucher	
Add Attachments	File Attachment
Attachments	Help
OK Cancel	
	Browse
	Upload Cancel
	di d

- 6. Select file to upload from browser window.
- 7. Click **Open**.

Choose File to Upload	A CONTRACTOR OF SECOND A 1 Pro-				×	
🔾 🗸 🕹 🕨 Desktop F	Receiving			🔻 🍫 Sea	rch Desktop Receiving 🛛 🖇	Advanced Search
Organize 🔻 New folde	er				= - 1 0	
☆ Favorites	Name	Date modified	Туре	Size		
🧮 Desktop	💼 2 Packing Slip	1/15/2016 2:10 PM	Microsoft Word D	12 KB		
🐌 Downloads	越 Desktop Receiving 1	1/19/2016 2:22 PM	Windows Media P	42,555 KB		
📃 Recent Places	🗃 Desktop Receiving Final - Copy	1/20/2016 9:10 AM	Windows Media P	34,348 KB		
	🗃 Desktop Receiving Final	1/20/2016 9:10 AM	Windows Media P	34,348 KB		
📜 Libraries	📹 Packing Slip	1/15/2016 2:10 PM	Microsoft Word D	12 KB		
Documents						
🎝 Music 🗧						
Pictures						
Videos						
Computer						
🚢 Default (C:)						
🖵 mmt0110 (\\cas-						
P BSC_Shared_Resc						
POPS (\\filestore.r						×
	-					Help
File na	ame:			✓ All Fi	iles (*.*) ▼	Browse
					Open Cancel	Diowse
				_		

8. Click **Upload** in **File Attachment** box.

Favorites Main Menu Employee Self-Service Procurement	> Requisition			
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - 02/06/201	6 15:27:16	All 👻	Search	Advanced Search
Line Comment				
Business Unit SY769 Requisition Date 02/06/2016				
Status Open				
Line 1				
Comments	Find First 🕚 1 of 1	Last		
Use Standard Comments Entered C	Dn:	+ -		
			2 ¢	
Send to Supplier Show at Receipt Show at Add Attachments	/oucher			
Attachments				
OK Cancel				
			File Attachment	×
				Help
			C:\Users\mmt0110\Desktop\D Upload Cancel	esktop Receiving\Packing Browse
			Cancel	

- 9. Confirm the file was uploaded by verifying the file is showing in the **Attachments** section.
- Repeat steps 4-9 for each file that needs to be uploaded.
 Note: Attached files can be removed by the individual that attached them by clicking on the minus sign next to the attachment that needs to be removed in the Attachments section.
- 11. Click **OK**.

avorites 👻 Main Menu 👻 >	Employee Self-Service - > Procurement	 Requis 	ition	
INFORMATION test_POePro	Entry on FSTSTU (easapp12) - 1	1/23/2015	15:01:08	
e Comment				
Business Unit NT752	Requisition Date 11/23/2015			
	Status Open			
Line 1				
comments		Find	First 🕚 1 of 1 🕑	Last
	Entered O	n: 11/23/2015	3:01:09PM	
1				
	Show at Receipt Show at Vo	auchor		
Soud to Supplier		Jucher		
Send to Supplier				
Add Attachments				
Add Attachments Attachments	Licer/Data Time	View	Cond to Supplie	
Add Attachments Attachments Attached File	User/Date Time	View	Send to Supplie	r
Add Attachments Attachments	User/Date Time test_POeProEntry201 5-11-23-15.14.10.822	View View	Send to Supplie	

12. Click the line details icon is when creating a requisition for a blanket order with a quantity of 1. **Note**: If you are not creating a requisition for a blanket order, skip to step 15.

Favorites Main Menu Favorites Favorites	urement -> Requisition		
ENTERPRISE INFORMATION SYSTEM mmt0110 on FSTSTU (easapp12) - 02	/06/2016 15:27:16	All V Search	> Advanced Search
Checkout - Review and Submit Review the item information and submit the req for approval. Requisition Summary Business Unit SY769 Q "Requester E92200 "Currency USD	Univ. of North Texas System	My Preferences Requisition Set	
Cart Summary: Total Amount 1,150.00 USD Expand lines to review shipping and accounting details		Custom Fields	First ④ 0 to 1 of 2 ④ Last
Requisition Lines (?)			
Line Description Item ID	Supplier	Quantity UOM Price	Total Details Comments Bid Tab Delete
T 1 👷 Dell Desktop Computer	Summus Industries Inc	1.0000 Each 1000.0000	1000.00 📳 🖓 Edit 🚳 🗊
Shipping Line 1 *Ship To Address	BSCA 400 Q UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX. 76205	Add Shipto Comments Quantity 1.0000 Add One Time Address Price 1000.0000	Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields
Attention To Due Date	Business Services-Gen 02/15/2016		
Accounting Lines			

13. Select the box next to Amount Only on the Line Details screen.

Favorites - Main Menu - Employe	e Self-Service		
ENTERPRISE INFORMATION mmt0110 on FSTST	ГU (easapp12) - 02/06/2016 15:27:16	All - Search	>> Advanced Search
Line Details ② No Image Line 1 🌮	Dell Desktop Computer	Line Status Open	
Merchandise Amount Item ID Category Original Substituted Item Description Inspection Routing ID Physical Nature Buyer	1000.00 USD 07977 GENERIC Q Goods V Buyer Information Configuration Info	 □ RFQ Required □ Device Tracking □ Zero Price Indicator □ Amount Only □ Inspection Required 	

14. Click **OK** at the bottom of the screen.

Favorites - Main Menu - Employe	e Self-Service 🗸 > Procurement 🗸	 Requisition 		
ENTERPRISE INFORMATION mmt0110 on FSTS	TU (easapp12) - 02/06/201	6 15:27:16	All - Search	Advanced Search
Line Details				
Line Details ②				
No Image				
Line 1 🎬	Dell Desktop Computer		Line Status Open	
▼ Item Details ②				
Merchandise Amount	1000.00 USD		RFQ Required	
Item ID			Device Tracking Zero Price Indicator	
Category Original Substituted Item	07977		Amount Only	
Description			Inspection Required	
Inspection Routing ID	GENERIC	Q		
Physical Nature	Goods V			
Buyer		Q		
	Buyer Information Configuration Info			
	Computation mit			
▼ Contract Information (?)				
	Use Contract if Available			
Contract ID				
	Contract Details	•		
Version				
Contract Line	Q			
Category Line	Q			
Supplier Information (?)				
		7 -		
Supplier ID	0000006227	Summus Industries Inc		
Supplier Location	003	Remit CDF		
Sumplier Herry ID	Suggest New Supplier	٦		
Supplier Item ID				
Supplier's Catalog	L			
Manufacturer Information (2)				
Manufacturer ID		Q		
Manufacturer				
Manufacturer's Item ID		Q		
GTIN				
▼ Sourcing Controls ②				
	Consolidate with other Reqs			
	Calculate Price			
	✓ Override Suggested Supplier	r		
▼ Custom Fields (?)				
Custom Character 1				
Custom Character 2				
Custom Date	- Gi			
Custom Field 1	Ø			
Custom Field 1				
Custom Field 2				
Custom Field 4				
Custom Field 4				
OK Cancel				

- 15. Scroll to the **Requisition Comments and Attachments** section at the bottom of the screen.
- 16. Click Add more Comments and Attachments to use the Standard Comments feature.

	t0110 on FS	TSTU (easapp12) - 02	/06/2016 15:27:16	All - Searc	1	. »	Advanced Search	
lit Requisition -	Review an	d Submit						
view the item information								
quisition Summary				My Pre	ferences	Requisition Setting	95	
5	Business Unit	SY769 Q	Univ. of North Texas Sys	tem Requisition N	Computer I	or Professor Davis		
	*Requester	E92200	Q Business Services-Gen		rity Medium		Copy Bid	Vendors
	*Currency	USD			Gustom Fie	date	Refre	Ish
				-				
Summary: Total Amou and lines to review shipp					Add More I	tems	First 🕢 0 to 1	of 2 🛞 Last
quisition Lines 🛞								
Line Description		Item ID	Supplier	Quantity UC	M.	Price	Total Details Com	ments Bid Tab Delete
Dell Deskto	op Computer		Summus Industries Inc	1.0000 Ea	;h	1,000.00000	1000.00	🖗 Edit 🌚 🗊
Shipping Line	e 1	*Ship To	BSCA 400	Add Shipto Comments	Quantity	1.0000		
		Address	UNT System Business	Add One Time Address	Price	1000.0000	Price Adjustment	
			Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000				Pegging Inquiry Pegging Workbench	
			Denton, TX 76205				Custom Fields	
		Attention To	Business Services-Gen					
		Due Date	02/15/2016					
		Accounting Lines						
	and		Summus Industries Inc	1.0000 Ea	ch.	150.0000	150.00	🖓 Add 🎯 🗊
Dell Keybo		100000000000000000000000000000000000000					LOUIS HOLE	
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			Send to			150,0000	Pegging Inquiry	
			invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000				Pegging Workbench	
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		p Accounting Lines						
Select All / Deselect	All		Add to Favorites	d to Template(s) 👔 🛱	elete Selected	¹ 쯵 ₆ Mass	s Change	
Select All / Deselect	All		Add to Favorites 🔯 Add	d to Template(s) 👖 🛙	elete Selected	total Am		
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Edit for All Lines Ship To Atte quisition Comments an	Location Address antion To comments id Attachments ments	Select lines to: BSCA 400 UNT System Business Servic. Send to: mocices@uthsystem 1112 Dallab Cr. Ste. 4000 Denton, TX 76205	e Center	d to Templete(s)	elete Selected	Total Am	Nount 1,150.00 USD	
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Edit for All Lines Edit for All Lines Ship To Atto Co quisition Comments an Enter requisition comm Enter requisition comm Senter sequences of the second Senter sequences of the second Second Supplier proval Justification	Location Address ention To comments d Attachments d Attachments ation for this requi	Select lines to:	e Center .edu	d to Template(s)	elete Selected	Total Am	Nount 1,150.00 USD	nts

17. Click Use Standard Comments.

	Employee Self-Service					
SUSTEM	FSTSTU (easapp12) - 02/06/2016	15:27:16	AI	- -	Search	>> Advanced
der Comments						
Business Unit SY769	Requisition Date 02/06/2016					
	Status Open					
Comments		Find Fir	st 🕚 1 of 1 🕭 La	ast		
Use Standard Comments	Entered On:		+	-		
1					24	
Send to Supplier	Show at Receipt Show at Vo	ucher			_	
Add Attachments						
Attachments						
		View	Send to Supplier			
Attached File	User/Date Time	view	dentitio dupprier			

18. Click on the magnifying glass next to the **Comment Type** field.

Favorites Main Menu Employee Self-Service	Procurement - Requisition		
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - SYSTEM	02/06/2016 15:27:16	All - Search	Advanced Search
Standard Comments			
 Search Criteria 			
Comment Type	Search		
Comment ID Q Description	Reset		
OK Cancel			

19. Select the appropriate **Standard Comment Type** from the **Look Up Comment Type** dropdown.

idard Comments	Look Up Comr	nent Type	×
Search Criteria Comment Type Q Search Comment ID Q Reset Description OK Cancel	Desc	SetID SHARE Type begins with	Help
	Search Results View 100 Standard Comment	First ③ 1-8 of 8 ⑧ Last Type Description Asset Managment	
	AP CO CR	Accounts Payables Change Order Central Receiving	
	PO REQ SUP	Purchase Order/Reg Comments Template Justification Supplier Instructions	
	T&C	Terms & Conditions	

20. Click on the magnifying glass next to the **Comment ID** field.

Favorites - Main Menu - Employee Self-Service - F	Procurement + > Requisition		
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) -	02/06/2016 15:27:16	All - Search	>> Advanced Search
Standard Comments			
Search Criteria			
Comment Type REQ Q	Search		
Comment ID	Reset		
Description			
OK Cancel			

21. Select the appropriate **Standard Comment ID** from the **Look Up Comment ID** dropdown.

dard Comments		Look Up Comment ID	×
Search Criteria Comment Type REQ Comment ID Q Description OK Cancel	Search Reset	SettD SHARE Standard Comment Type REQ Standard Comment ID begins with ✓ Description begins with ✓ Look Up Clear Cancel Basic Lookup Search Results Yiew 100 Yiew 100 First ④ 1 of 1 ④ Last Standard Comment ID Description JUST Req Comments Justification	Help

Favorites Main Menu Employee Self-Service P	rocurement - Requisition		
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - (02/06/2016 15:27:16	All - Search	>> Advanced Search
Standard Comments			
Search Criteria			
Comment Type REQ Q	Search		
Comment ID UST	Reset		
Description			
OK Cancel			
or outor			

Favorites 👻 N	lain Menu → Employee Self-Service → F	Procurement -> Requisition		
ENTERPRISE INFORMATION SYSTEM	mmt0110 on FSTSTU (easapp12) -	02/06/2016 15:27:16	All - Search	Advanced Search
Standard Comme	ents			
Search Criter	ia			
Comm	ent Type REQ	Search		
Con	nment ID JUST	Reset		
De	scription			
 Standard Comr 	nents	Find First ④ 1 of 1 🕑 Last		
Select	Comment Type REQ	Comment ID JUST		
_	Description Req Comments Justification			
	Department Contact: Full name, full phone number a fendor Contact: Full name, full phone number, fax n pecial instructions: Include any special shipping, pa ttachments: Refer to any attachments such as cont Purpose: Advise how this purchase will be used, what	umber and email address syment or deadlines racts or quotes		
O Append To Cor	nments			
Override Comn	nents			
OK Cano	el			

Note: The available comment options will be displayed in the **Standard Comments** section.

23. Click the box next to the appropriate standard comment option to make your selection.

Favorites - Main Menu - Employee Self-Se	rvice -> Procurement -> Requisition		
ENTERPRISE INFORMATION mmt0110 on FSTSTU (eas	app12) - 02/06/2016 15:27:16	All - Search	>> Advanced Search
Standard Comments			
Search Criteria			
Comment Type REQ Q	Search		
Comment ID JUST	Reset		
Description			
 Standard Comments 	Find First ④ 1 of 1 🕑 Last		
Select Comment Type REQ	Comment ID JUST		
Description Req Commer	ts Justification		
Department Contact: Full name, full phor Vendor Contact: Full name, full phone n Special Instructions: Include any specia Attachments: Refer to any attachments Purpose: Advise how this purchase will	umber, fax number and email address shipping, payment or deadlines such as contracts or quotes		
○ Append To Comments			
Override Comments			
OK Cancel			

25. Recall the <u>CAP-IT</u> guidelines when providing detailed information in the **Standard Comments** box, which is now populated with helpful comment prompts. **Note**: The items listed in the table below require additional information be provided in the **Requisition Comments and Attachments** section of the requisition. See <u>Procurement Guide</u> for additional instructions.

Advertisements	Animals	Blanket Purchase Orders
Branding/Logo Items	Contributions	Controlled Items
Controlled Substances	Direct Publications	Flowers, Floral Arrangements & Plants
Food and Beverage	Foreign Nationals	Gifts, Gratuities and Honorariums
Hazardous Materials	Hosted Events	License Fees
Memberships	Moving Expense/Relocation	Notary Fees
Prepayments	Promotional Items	Radioactive Materials
Registration Fees	Sponsorship, Community Service & Community Support	Subscription of Print Materials
Telecommunication Equipment	Temporary Personnel	Tips
Training and Development	Vehicles	Visa Fees

Favorites Main Menu Favorites Favorites	ocurement -> Requisition		
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - (2/06/2016 15:27:16	All - Search	Advanced Search
Header Comments			
Business Unit SY769 Requisition Date	02/06/2016		
Status	Open		
Comments	Find First 🕚 1 o	1 🕑 Last	
Use Standard Comments	Entered On:	+ -	
Special insuracions: Please emain the address address address when the on Attachments: Refer to any attachments such as contracts or quote Purpose: This purchase will allow Professor Davis to conduct cutti recognition for the UNT System.	s	and national	
Send to Supplier Show at Receipt	Show at Voucher		
Add Attachments			
Attachments Attached File User/Date Time	Mana Canad to	Consultan	
Attached File User/Date Time		Supplier	
	View		
OK Cancel			

27. Scroll to the **Approval Justification** section at the bottom of the screen.

Note: A business justification is necessary for every purchase, and should answer these questions as it pertains to the department and the purchase. The comment entered in this section should explain

- Why this purchase is being made?
- What is the purpose of the purchase?
- Who in the department is this purchase for?
- 28. Enter **Approval Justification** comments that meet the defined criteria, and any other information that may be needed by the requisition approver.

Req	uisition Comments and Atta	chments		
	Enter requisition comments			
	Attachments: Refer to any a	email the address above when the ttachments such as contracts or qu allow Professor Davis to conduct or		
	Send to Supplier	Show at Receipt	Shown at Voucher	Edit more Comments and Attachments
Арр	roval Justification			
	Enter approval justification fo	or this requisition		
1 C	Check Budget	Pre-Check Budget	Budget Checking Status	
	Submit	Save Before Submit	수 Add More Items 6권 Preview Approvals	
-				

Favorites • Main Menu • +	Employee Self-Service +) Procur	remont + > Manage Requisitions > >	Requisition					
INFORMATION mmt0110 on	FSTSTU (easapp12) - 02/0	07/2016 14:36:29	All 👻 ş	Search		12	Advanced Search	
Checkout - Review and Sub Review the item information and submit								
	the red for approval.		× 1	ly Preference	es 🕸	Requisition Settin	105	
Requisition Summary								
	nit SY769	Univ. of North Texas System			Computer for	Professor Davis	Copy Bid Vendors	
	ster E92200	Business Services-Gen	Requ		3000000143 Medium		Delete Bid Vend	
Curren	cy USD				Custom Field		Refresh	
Cart Summary: Total Amount 1,150.00	USD				Add More Ite	ms		
Expand lines to review shipping and accurate	ounting details						First a 1 to 2 of 2	Last
Requisition Lines (2)								i.
Line Description	Item ID	Supplier	Quantity	UOM		Price	Total Details Comments I	
T 1 ga Dell Desktop Computer		Summus Industries Inc.	1.0000	Each		1.000.00000	1000.00	at 🕾 🗓
Shipping Line 1			Add Shipto Comn		Quantity	1.0000		(I) E
	Address	UNT System Business Service Center	Add One Time Ad	dress	Price	1000.0000	Price Adjustment	
		Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000					Pegging Inquiry Pegging Workbench	
		Denton, TX 76205					Custom Fields	
		Business Services-Gen						
	Due Date	02/15/2016						
	Accounting Lines							
								-
To 2 PA Dell Keyboard		Summus Industries Inc	1.0000			150 0000	150.00 🚯 🖓 🗚	60 @ D
Shipping Line 1		BSCA 400	Add Shipto Comm		Quantity	1.0000		ΞΞ.
	Address	UNT System Business Service Center	Add One Time Ad	idress.	Price	150.0000	Price Adjustment Pegging Inquiry	
		Send to: invokes@untsystem.edu 1112 Dallas Dr., Ste. 4000					Pegging Workbench	
		Denton, TX 76205					Custom Fields	
		Business Services-Gen						
	Due Date	02/15/2016						
	Accounting Lines							
Shipping Summary Edit for A3 Lines Ship To Location Address	BSCA 400 UNT System Business Service	Center						
Address	Send to: invoices@untsystem.e							
	1112 Dallas Dr., Ste. 4000 Denton, TX 76205							
Attention To Comments	Business Services-Gen							
Requisition Comments and Attachme	and a							
Requisition Comments and Attachme Enter requisition comments	1015							
Special Instructions: Please email	tact Phone: 940-555-5555 I Contact I the address above when the order t ments such as contracts or guotes	Email sarahjones@unt.edu .hips					\$ \$	
Send to Supplier		Shown at Voucher				Editor	ore Comments and Attachments	
Approval Justification						Carrier of	and the second second second	
Enter approval justification for this	requisition							
This Dell desktop computer and k research that could bring national	eyboard are being purchased for Dr. recognition to the UNT System and	Davis of the Biology department. This v possible grants to fund more research.	will benefit the depart	ment and th	e UNT Syste	m by allowing her	to complete cutting edge	
readers) may count oning records	resognition in the source of allowing allow	possing grants in which have responded.						
Check Budget	Pre-Check Budget Bu	dget Checking Status	2					
	Save Before Submit	Add More Items 60 pm	the second					
-D cound (D	T. T	Can more mana 60 PM	eview Approvals					

29. Click **Save Before Submit** at the bottom of the screen.

30. Click the Telephone icon ⁽²⁷⁾ beside the **Comment** icon to complete the **Bid Tab**, if applicable. **Note**: **Bid Tab** only needs to be completed for Line 1.

Favorites - Main Menu - En	nployee Self-Service -> Procur	ement - Manage Requisitions > R	tequisition		
ENTERPRISE INFORMATION mmt0110 on FS	STSTU (easapp12) - 02/0	7/2016 14:36:29	All 👻 Search	> Ai	dvanced Search
Checkout - Review and Submit	t				
Review the item information and submit the	e req for approval.		*	680	
Requisition Summary			* My Prefere	nces Requisition Settings	
Business Unit	SY769	Univ. of North Texas System	Requisition Name	Computer for Professor Davis	
Requester	E92200	Business Services-Gen	Requisition ID		Copy Bid Vendors
*Currency	USD		Priority	Medium V	Delete Bid Vende Refresh
				Custom Fields	
Cart Summary: Total Amount 1,150.00 US	SD		÷	Add More Items	
Expand lines to review shipping and accourt	nting details				First 🕢 1 to 2 of 2 🕟 Last
Requisition Lines ②					
Line Description	Item ID	Supplier	Quantity UOM	Price	Total Details Comments Bid Tab Delete
Dell Desktop Computer		Summus Industries Inc	1.0000 Each	1,000.00000	1000.00 🖺 🖗 Edit 🝘 🗊
Shipping Line 1	*Ship To	BSCA 400	Add Shipto Comments	Quantity 1.0000	•
	Address	UNT System Business Service Center	Add One Time Address	Price 1000.0000	Price Adjustment
		Send to: invoices@untsystem.edu			Pegging Inquiry
		1112 Dallas Dr., Ste. 4000			Pegging Workbench
		Denton, TX 76205			Custom Fields
	Attention To	Business Services-Gen			
	Due Date	02/15/2016			
	Accounting Lines				
The Dell Keyboard		Summus Industries Inc	1.0000 Each	150.0000	150.00 📑 🖓 Add 🕾 🗊
Shipping Line 1	*Ship To	BSCA 400	Add Shipto Comments	Quantity 1.0000	+ -
	Address	UNT System Business Service	Add One Time Address	Price 150.0000	Price Adjustment
		Center Send to: invoices@untsystem.edu			Pegging Inquiry
		1112 Dallas Dr., Ste. 4000			Pegging Workbench
		Denton, TX 76205			Custom Fields
	Attention To	Business Services-Gen			
	Due Date	02/15/2016			
	Accounting Lines				

Note: If you are using a Suggested Supplier skip to step 33.

- 31. Click on the magnifying glass next to the **Supplier ID** field.
- 32. Skip to step 37.

Favorites - Main Menu - > E	Employee Self-Service	Requisition	
ENTERPRISE INFORMATION mmt0110 on I	FSTSTU (easapp12) - 02/07/2016 14:36:29	All - Search	Advanced Search
Business Unit: SY7699equisition ID: 00	000000143 Line Number: 1		
	Find View All First 🚯 1 of 1 🛞 Last		
Bidder #: 1	Bid Awarded New Vendor?		
Supplier ID: Name 1:	Addr Seq Num: Supplier Type		
Address Line 1:			
Address Line 2:	Cntry:		
City:	State: Postal:		
Phone Type:	Line Number: 1		
Int'l Prefix:	Ext:		
Contact Name: Phone:			
Amount:	No Charge No Bid		
OK Cancel Apply			

- 33. Click the link labeled New Vendor?.
- 34. Enter information for the new vendor in the fields that follow, including Name 1, Address, Phone Type, Contact Name, Phone, and Amount.
- 35. Click **OK**.
- 36. Skip to step 41.

Favorites 👻 Main Menu 👻	> Employee Self-Service • > Proc	urement 🗸 🕥 Manage Requis	sitions > Requisition	
ENTERPRISE INFORMATION mmt0110	on FSTSTU (easapp12) - 02	/07/2016 14:36:29	All - Search	>> Advanced Search
Business Unit: SY768equisition II	D: 000000143 Line Number:	1		
	Find Vi			
Bidder #: 1 Supplier(ID: Name 1:	Bid Awarded New Vendo	Supplier Type	* -	
Address Line 1: Address Line 2: City:	State:	Cntry:		
Phone Type:	Ext:[Line Number: 1		
Contact Name: Phone: Amount:	No Charge	□ No Bid		
OK Cancel Apply	t			

37. Enter Supplier name in the Name 1 field.

38. Click Look Up.

Interneting and interneting the second second		Look Up S	iupplier ID							100
ENTERNMENTERN mmt0110 on FSTS	TU (easapp12) - 02/07/2016 14:36:29								Help	
			Setto	÷	SHARE					-
				begins with V		10				
iness Unit: SY7@equisition ID: 0000000	143 Line Number: 1			begins with 🗸						
				begins with Y	J					
		Address Seq	uence Number	r = 🗸						
			Postal Code	begins with 🛩][
	Find View All First 1 1 of 1 + Last	Look Up	Clear	Cancel	lasic Lookup					
Bidder 9: 1 Bid.	Awarded New Vendor?				the state of the s					
Supplier Q. or		Search Res	sults							
ID:	ldr Seg Num: Supplier Type	Only the first	300 results car	be displayed.						
Name 1:		View 100					First 4	1-300 of 30	o 🕪 Last	
					Ope	n 2000	e Default	Address		
ddress Line 1:		Supplier ID		Name 1	Fo		Location		Postal Code	
ddress Line 2:	Cntry:				Order	ing Type	cocation	Number		
City:	State: Postal:	000000001			Y	(blank)			6203-0000	
				PT WKING FUN		(blank)			76203-0000	
Phone Type:				heta Sorority, Inc	Y Y	(blank)			76203	
Pulona (Aba:	Line Number: 1	000000005		A CONTRACTOR	Y	(blank)			76206	
Int'l Profix:	Ext:		Model Internat		X.	(blank) (blank)			76203 M4B 1M2	
ontact Name: Phone:			Tagliamonte,S			(blank) (blank)			76203 5219	
onact wanter Prioner			0000000024 Beta Alpha Psi-UNT Chapter Y 0000000029 NABA - UNT Student Chapter Y						6203-5219	
Amount	No Charge No Bid		0000000038 Computers Etc Y						75112	
		0000000040			N	(blank) (blank)			76201	
		0000000041			Y	(blank)			11117	
		0000000044			Y	(blank)		1 7	76205	
OK Cancel Apply		000000045			Y	(blank)			76205	
		000000046	UNT DL773		Y	(blank)	000	1 7	75241	
		0000000047	UNT H8763		×.	(blank)	000	1 7	76107	
		000000049	Sun Electronic	Systems Inc	Y	(blank)	000		32780	
			Bryon, Michael		Y	(blank)			33112	
			Alpha Delta Pi		Y	(blank)			70623	
			PHI SIGMA PI		Y	(blank)			6209	
			Zeta Tau Alpha		Y	(blank)			76201	
			PHI KAPPA SI		Ŷ	(blank)			76201	
			Alpha Phi Soro			(blank)			76203	
			SIGMA LAMB	ternational Limit	Y Y	(blank) (blank)			WW4 1BZ 76201	
				ity Leadership A	Nance Y	(blank) (blank)			76201	
			UNT Panheller			(blank)			76203	
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				TECHNOLOGY	÷	(blank)			SK110LR	
			University of M		×	(blank)			38152	
		0000000235			Y	(blank)			76203	
		0000000245			N	(blank)			76201	~
		0000000247		and the second		(blank)			6203-5017	1

39. Select the appropriate Supplier ID from Search Results – confirming it lists the correct Postal Code.
 Note: If the appropriate Name 1 does not appear in the Search Results, click Cancel. Enter
 Name and Address on the Bid Tab screen.

		Look Up Supplier ID				×
Bidder #: 1 Supplier ID: Name 1: Idress Line 1: Idress Line 2: City:	Find View All First 1 of 1 to 1 Bid Awarded New Vendor? Addr Seq Num: Supplier Type Cntry: Cntry: State: Postal:	E SettD Supplier ID Name 1 Default Location Address Sequence Number	begins with V begins with V begins with V = V begins with V	HARE Summus		Heip
Phone Type:	Line Number: 1	Search Results			0	0
Int'l Prefix: ontact Name:Phone		View 100 Supplier ID Name 1	Open For Ordering	Supplier Defau	Sequence	Postal
Amount:	No Charge No Bid	0000006227 Summus Indust	ries Inc Y	HUB 003	1	77478

- 40. Enter Contact Name and Phone.
- 41. Enter the bid or quote amount received from vendor in the **Amount** field.

Favorites - N	lain Menu → Employee Se	f-Service → > Procurement → > Manage Re	equisitions > Requisition	
ENTERPRISE INFORMATION SYSTEM	mmt0110 on FSTSTU (easapp12) - 02/07/2016 14:36:29	All V Search	>> Advanced Sea
Business Unit: S	/76Requisition ID: 0000000143	Line Number: 1		
		Find View All First ④ 1 of	1 🕑 Last	
Bidder #:	1 Bid Awar	led New Vendor?		
ID:	0000006227 Addr Se Summus Industries Inc	eq Num: 1 Supplier Type HUB		
	77 Sugar Creek Center Blvd Ste 4	20		
Address Line 2:	-		y: USA	
City:	Sugar Land	State: TX Postal:		
Phone Type:	Business V	Line Number: 1		
Int'l Prefix:		Ext:		
Contact Name:	Lee Phone: 999-999-9999			
Amount:	1125.00	No Charge No Bid		
OK Ca	ncel Apply			

- 42. Click on + to add a new bid, if necessary.
- 43. Repeat steps 31 42 for each bid.
- 44. Click the box next to **Bid Awarded** as applicable.

Note: Supplier Type automatically populates if identified as a HUB supplier.

Favorites - Main Menu - >	Employee Self-Service -> Procur	rement $ ightarrow$ Manage Requisitions >	Requisition			
ENTERPRISE INFORMATION mmt0110 OI SYSTEM	n FSTSTU (easapp12) - 02/(07/2016 15:40:29	All - Search	»	Advanced Search	
Checkout - Review and Sut Review the item information and subm Requisition Summary			≁ My Prefere	nces 🍀 Requisition Setting	S	
Reque	Unit SY769 ester E92200 ncy USD	Univ. of North Texas System Business Services-Gen	Requisition Name Requisition ID Priority		Copy Bid Vendors Delete Bid Vend Refresh	
Cart Summary: Total Amount 1,150.0				Add More Items		
Expand lines to review shipping and ac	counting details				First 🕢 1 to 2 of 2 🕞 Last	
Requisition Lines ②						
Line Description	Item ID	Supplier	Quantity UOM	Price	Total Details Comments Bid Tab Delete	
Tell Desktop Compute	er	Summus Industries Inc	1.0000 Each	1,000.00000	1000.00 📑 🦻 Edit 📾 前	
Shipping Line 1	*Ship To Address Attention To Due Date) Accounting Lines	BSCA 400 Q UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 Business Services-Gen 02/15/2016 5	Add Shipto Comments Add One Time Address	Quantity 1.0000 Price 1000.0000	The Adjustment Pegging Inquiny Pegging Workbench Custom Fields	
The Image of the I		Summus Industries Inc	1.0000 Each	150.0000	150.00 📑 🖓 Add 🕾 🗊	
Shipping Line 1	*Ship To Address Attention To Due Date	BSCA 400 Q UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 Business Services-Gen 02/15/2016 jj	Add Shipto Comments Add One Time Address	Quantity 1.0000 Price 150.0000	Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields	
	▶ Accounting Lines					

- 46. Click on the triangle icon hext to **Accounting Lines**.
- 47. Review expense detail for accuracy in **Chartfields 1** and **Chartfields 2** in the **Accounting Lines** section by clicking on the appropriate tab.
- 48. Make changes as needed to ensure accuracy of expenditure codes.

Note: Do not change **Account** or **Alt Acct** here. These fields are controlled by the **Category** code. Make those changes at the level step. Also, once the requisition is approved you will no longer be able to make changes to the **Accounting Lines**.

ENTERPRI INFORMAT SYSTEM	mmt0110 on FS	TSTU (easapp12) - 02/	08/2016 07:34:16	All 👻 Search	»,	Advanced Search	
	- Review and Submit	eq for approval.		* My Prefere	nces 🏾 🏶 Requisition Settings		
equisition 3	Business Unit Requester *Currency	E92200	Univ. of North Texas System Business Services-Gen	Requisition ID	Computer for Professor Davis 0000000143 Medium ✓ Custom Fields	Copy Bid Vendors Delete Bid Vend Refresh	
	: Total Amount 1,150.00 USD				Add More Items		
	preview shipping and accounting	ng details				First 🕢 1 to 2 of 2) Last
Requisition Line	Lines ② Description	Item ID	Supplier	Quantity UOM	Price	Total Details Comments Bid T	ab Delete
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s	Shipping Line 1	*Ship To Address	BSCA 400 UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205	Add Shipto Comments Add One Time Address	Quantity 1.0000 Price 1000.0000	Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields	+ -
		Attention To Due Date Accounting Lines Accounting Lines	Business Services-Gen 02/15/2016 5 e By Amt		Personalize Find View All [2]	□ 🔐 First 🕢 1 of 1 🕑 Last	
		Chartfields1 Chartfie	elds2 Details Details 2 Asset I	nformation Asset Informat	ion 2 Budget Information		
		Line Status 1 Open	Dist Type *Location F BSCP 400 Q	100.0000	1,000.00 SY769 Q	y Event	
▼ 🗆 2 🥵	Dell Keyboard		Summus Industries Inc	1.0000 Each	150.0000	150.00 🖺 🖓 Add	6
5	Shipping Line 1	*Ship To Address	BSCA 400 Q UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205	Add Shipto Comments Add One Time Address	Quantity 1.0000 Price 150.0000	Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields	•
		Attention To Due Date	Business Services-Gen 02/15/2016				
		Accounting Lines					

Chartfields 1

Account	Accounting Lines Personalize Find View All 💷 👪 First 🕚 1 of 1										
Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information FFFF											
Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit	Entry Event				
1	Open		BSCP 400	100.0000	1,000.00	SY769 Q		Q	+	-	

Chartfields 2

Accounting	Lines										Perso	nalize Find View	Ali 💷 🔣	First 🕘 1 of 1 🕑 L	ast
Chartfields1	Chartfie	Ids2 Det	ails De	tails 2 As	set Information	Asset Informatio	n 2 <u>B</u> udget II	nformation)			_			
Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate		
53101 Q	7334 🔍	922000 🔍	105 Q	195001 🔍	550 🔍	Q	Q	٩	٩	٩	Q	٩	٩	+	

- 49. Follow steps 50-52 to split the expense between multiple funding sources. If you do not need to do this, skip to step 1 in the section **Reviewing Budget and Approvals and Submitting the Requisition**.
- 50. Click on the blue plus sign ***** at the end of **Chartfields 1**.

Account	ting Lines					Persona	lize Find View Al	🖉 📑	First 🕚 1 of 1	Last
Chartfiel	Ids1 Chartfi	ields2 Det	tails De <u>t</u> ails 2	Asse	t Information A	Asset Information 2	udget Information)		
Line	Status	Dist Type	*Location		Percent	Merchandise Am	t GL Unit	Entry Event		
1	Open		BSCP 400	Q	100.0000	1,000.00	0 SY769 Q		Q	-

51. Distribute funding based on the quantity or percentage of the line amount.

Account	ting Lines					Persona	alize	Find View All	ه ۱۵	First ④ 1-2 of 2 ④) La	ast
Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information Image: Budget Information												
Line	Status	Dist Type	*Location		Percent	Merchandise /	Amt	GL Unit	Entry Event			
1	Open		BSCP 400	Q	100.0000	1,000	0.00	SY769 🔍		Q	+	-
2	Open		BSCP 400	Q		0	0.00	SY769 🔍		٩	+	-

52. Click on the **Chartfields 2** tab.

Accounting Lines Personalize Find View All								2 🔜	First 🕙 1-2 of 2	🕑 Las	st
Chartfiel	Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information IIII										
Line	Status	Dist Type	*Location		Percent	Merchandise Amt	GL Unit	Entry Event			
1	Open		BSCP 400	Q	50.0000	500.00	SY769 Q		Q	+	
2	Open		BSCP 400	Q	50.0000	500.00	SY769 Q		Q	+	-

53. Make changes to the newly created distribution lines, as needed.

Accounti	ing L	ines										Persona	lize Find View Al	🖉 🔜	First 🕙 1-2 of 2 🕑	Last
Chartfield:	s1	Chartfiel	ds2 Detai	ls De	ails 2 As	set Information	Asset Informatio	n 2 <u>B</u> udget Ir	nformation 💷)			_			
Account		Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate		
53104	٩	7378 🔍	922000 🔍	105 Q	195001 🔍	550 Q	Q	Q	٩	Q	٩	Q	Q	Q		+ -
53104	Q	7378 🔍	922000 🤦	105 🔍	195001 🔍	550 Q	<u> </u>	<u>q</u>	<u> </u>	<u> </u>	Q	Q	<u> </u>	<u> </u>		+ -

Reviewing Budget and Approvals and Submitting the Requisition

Requisition Budget and Approvals must be reviewed before submission. Follow the steps below to ensure the requisition is correct before submitting.

1. Click **Pre-Check Budget** at the bottom of the screen to conduct a pre-budget check, which verifies the availability of funds without encumbering the funds.

Note: If your requisition does not pass the **Pre-Check Budget**, contact the budget office, if your requisition does pass, move on to step 2.

Approval Justific	ition					
Enter approv	al justification for this	requisition				
		eyboard are being purchased I recognition to the UNT Syste			nent. This will benefit the department and the UNT System by allowing her to complete cutting edge research.	<u>[</u>]
Check Budg	t 🖷	Pre-Check Budget	Budget Che	cking Status: Not	Checked	
Sul	mit 📳	Save Before Submit	Add N	More Items	6ð Preview Approvals	

2. Click **Check Budget** to conduct an official budget check, and encumber the necessary funds.

Appr	oval Justification					
	Enter approval justifica	on for this requisition				
		uter and keyboard are being pu g national recognition to the UN			artment. This will benefit the department and the UNT System by allowing her to complete cutting edge ore research.	2
1	Check Budget	Pre-Check Budget	Buc	dget Checking Status:	Provisionally Valid	
	Submit	Save Before Submit	4	Add More Items	6ð Preview Approvals	

3. Click Preview Approvals.

Арр	roval Justification					
	Enter approval justifi	ication for this requisition				
		omputer and keyboard are being purchase bring national recognition to the UNT Sys			ment. This will benefit the department and the UNT System by allowing her to complete cutting edge e research.	Z
Ę	Check Budget	Pre-Check Budget	Bu	dget Checking Status: <u>V</u> a	alid	
	Submit	Save Before Submit	÷	Add More Items	60 Preview Approvais	

4. Review the **Preview Approvals** screen to ensure the requisition will be routed to the correct Approver for **UNTS Department Approval**.

Note: If the requisition is set to route to the correct Approver, move on to step 13. If the requisition is not set to route to the correct Approver, move to step 5 to ad hoc to the appropriate Approver/Reviewer.

5. Click the green plus symbol 📑 to add an Approver.

Note: You may add an Approver/Reviewer to the front or end of the workflow by clicking the 📑 before or after the existing Approver.

Favorites - Ma	ain Menu 👻 > Employee Self-Service 🕇	r > Procurement ▼	> Requisition		
	mmt0110 on FSTSTU (easapp1	2) - 02/08/2016 11	1:46:40	All V Search	Advanced Search
Preview Approval	5				
Requested For	Business Services-Gen		Number of Lines Total Amount 1	2 150.00 USD	
Requisition Name	Computer for Professor Davis				
Requisition ID	0000000143				
Business Unit	SY769				
Status	Open		Approval Justification This Dell desktop computer	and keyboard are being	
Priority	Medium		purchased for Dr. Davis of t This will benefit the departm	ne Biology department. ent and the UNT System	
Budget Status	Valid		by allowing her to complete could bring national recogni and possible grants to fund	tion to the UNT System,	
Purchasing A	••				
	puter for Professor Davis:Initia	ted Start New Path			
UNTS Buyer Ap	Poroval Routed Multiple Approvers Purchasing Approval				
UNTS Dept II	D - ePro				
	1:Initiated esktop Computer	Start New Path			
UNTS Departm	Anter Approval Routed Asher, Donna Brooks Manager Fiduciary Approva				
Line Dell Key	2:Initiated	Start New Path			
UNTS Departm					
Return	Apply Approval Changes				

6. Click on the magnifying glass beside the blank **User ID** field.

Favorites -	Main Menu	Requisition		
	https://eiswbfststu.admin.unt.edu/psc/fststu01_ne	:40	All 👻 Search	Advanced Search
Preview Appro	User ID:			
Requester Requisition N	Insert as: Approver Reviewer Insert Cancel	Number of Lines Total Amount	2 1,150.00 USD	

7. Enter a full or partial name (Last Name, First Name) into the **Name** field.

8. Click Search.

Favorites *	Main Menu + > Employee Self-Service + > Procurement +	→ Requisition
EX ENTERPRIE INFORMATI SYSTEM	https://eiswbfststu.admin.unt.edu/psc/fststu01_1/E P	:40 All Search Advanced Search
Preview Appro		
Requested	Search Clear Cancel	Number of Lines 2
Requisition N	€ 1 - 100 of 26030 →	Total Amount 1,150.00 USD
Requisitio	User ID Name ga0007 Abbas,Qaisar ga0012 Al Saad,Qutaibah Majeed gap0001 Perry,QuaVaundra A gbn0001 Nguyen,Quan Bich Hoang gc0009 Chen,Qi	
S	ad0005 Dong.Qunfeng ga0012 Guan.Qiang gh0028 He.Qinyue	pproval Justification nis Dell desktop computer and keyboard are being
Pri	dhx0001 Xiong,Qing Hua gi0010 Jiang,Quan	urchased for Dr. Davis of the Biology department. his will benefit the department and the UNT System
Budget St	att0001 Toliver Quilla J at0001 McSherry,Qian Li at0004 Lu,Qi at0007 Liu,Qing at00002 Greenlee,Quante' Lamont	y allowing her to complete cutting edge research that ould bring national recognition to the UNT System, ind possible grants to fund more research.
Purchasir	alm0005 Martin Sr. Quinson Lamont amb0004 Barnes, Quinton Mr. ann0009 Nauven, Quynh	

9. Select the appropriate **Name** or **User ID** for the Approver/Reviewer you want to insert.

Favorites -	Main Menu	Requisition	
ENTERPRIS INFORMATI SYSTEM	https://eiswbfststu.admin.unt.edu/psc/fststu01_1/E P Z Approver/Reviewer Search	Advanced Search Advanced Search	rch
Preview Appro	Name: begins with Saxon, Randall User ID: begins with		
Requested	Search Clear Cancel	Number of Lines 2	
Requisition N	Search Results	Total Amount 1,150.00 USD	
Requisitio	User ID Name Ics0014 Saxon,Ladonna C amr0299 Randall,Angela Marie wsr0010 Randall,Wesley Spencer		
Business	ris0001 Saxon,Randall J		
SI		Approval Justification	
Pri		This Dell desktop computer and keyboard are being urchased for Dr. Davis of the Biology department. his will benefit the department and the UNT System	
Budget St		y allowing her to complete cutting edge research that ould bring national recognition to the UNT System, nd possible grants to fund more research.	
Purchasir	Start New		

10. Click Insert.

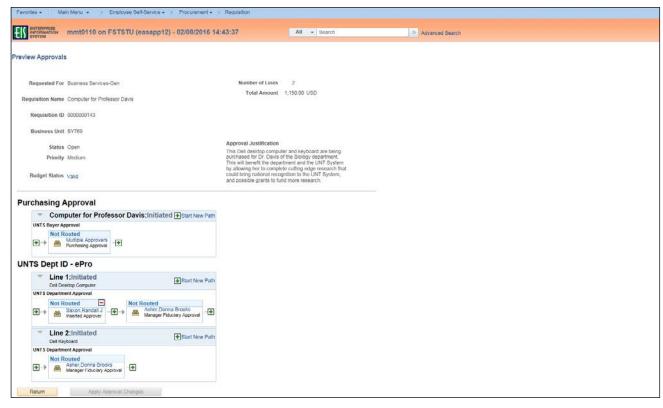
Note: If you would like to insert someone as a Reviewer of the requisition instead of as an Approver, select the **Reviewer** option.

Favorites -	$\begin{array}{llllllllllllllllllllllllllllllllllll$	Requisition		
	https://eiswbfststu.admin.unt.edu/psc/fststu01_1/E	.40	All - Search Adv	anced Search
Preview Appro	choose an approver of reviewer to insert			
Requested	User ID: js0001 Q Saxon,Randall J Insert as: Approver Reviewer	Number of Lines	2	
Requisition N	Insert Cancel	Total Amount	, 190.00 080	

- 11. Click Apply Approval Changes.
- 12. Repeat steps 4-11 for each additional Approver or Reviewer you need to add.

ENTERPRISE INFORMATION SYSTEM	mmt0110 on FSTS	TU (easapp12) - 02/08/2016 14	4:43:37	All - Search	Advanced Search
iew Approva	Is				
Requested Fo	r Business Services-Gen		Number of Lines	2	
equisition Nam	e Computer for Professor D	avis	Total Amount	1,150.00 USD	
Requisition II	D 0000000143				
Business Uni	it 8Y769				
	s Open y Medium \$ ∨alid		purchased for Dr. Davis This will benefit the depa by allowing her to comple	ter and keyboard are being of the Biology department, riment and the UNT System ise cutting edge research that gnition to the UNT System,	
UNTS Buyer	nputer for Professor	r Davis:Initiated 💽 Start New Path			
TS Dept	ID - ePro				
	e 1:Initiated	Start New Path			
	Routed Saxon, Randall J Inserted Approver	Not Routed Asher Donna Brooks Manager Fiduciary Approval			
	e 2:Initiated	Start New Path			
UNTS Departs	Routed Asher,Donna Brooks Manager Piduciary Approval	- 🕢			

13. Click Return.



14. Click S**ubmit**.

	Constant and the second second second	08/2016 14:43:37	All - Search	» ,	dvanced Search
tit Requisition - Review	and Submit				
view the item information and submit t					
			My Prefer	ences Requisition Settings	
quisition Summary				20	
	nit SY769	Univ. of North Texas System		Computer for Professor Davis	Copy Bid Vendors
	ter E92200	Business Services-Gen	Requisition ID Priority	0000000143 Medium V	Delete Bid Vend
*Currenc	ty USD			Gustom Fields	Refresh
Summary: Total Amount 1,150.00	1150		÷	Add More Items	
and lines to review shipping and acco				Add More items	First 🕢 1 to 2 of 2 🕟 Last
quisition Lines (2)					
Line Description	Item ID	Supplier	Quantity UOM	Price	Total Details Comments Bid Tab Delete
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	101 Jan 7	BSCA 400 Q	Add Divide Commonly	0	±=
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		1112 Dallas Dr., Ste. 4000			Pegging Workbench
		Denton, TX 76205			Custom Fields
	Attention To	Business Services-Gen			
	Due Date	02/15/2016			
	Accounting Lines				
2 go Dell Keyboard		Summus Industries Inc	1.0000 Each	150.0000	150.00 🐘 🖓 Add 🕾 📋
Shipping Line 1	*Ship To	BSCA 400	Add Shipto Comments	Quantity 1.0000	• =
	Address	UNT System Business Service Center	Add One Time Address	Price 150.0000	Price Adjustment
		Send to: Invoices@untsystem.edu			Pegging Inquiry
		1112 Dallas Dr., Ste. 4000 Denton, TX: 76205			Pegging Workbench Custom Fields
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pping Summary					
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Edit for All Lines Ship To Location Address Attention To Comments autistion Comments and Attached Enter requisition comments Dept. Contact: Sarah Jones I Con Special Instructions: Please email Attachments, Roler to any attached Linched To Supplier proval Justification Enter approval justification for this J	UNT System Business Service Send to: invoice/gen/system 1112 Dallas Dr., Sto. 400 Denton, TX. 76205 Business Services-Gen nts tact Phone: 940-565-5555 I Contact The address above when the order tact Phone: 940-565-5555 I Contact Show at Receipt reguisition	du Email: sarahjones@unt.edu hips Shown at Voucher			Comments and Attachments
Edit for All Lines Ship To Location Address Attention To Comments quisition Comments and Attachmet Enter requisition comments Oper, Contact Syrah Jones (Con Special Instructions: Please email Attachments. Refer to any attachm control Synappic Structure server any attachmet control Synappic Structure proval Justification Enter approval justification for this 1 This Deil destop computer and ket	UNT System Business Service Send to: invoicer@juntsystem.ct 1112 Dallas Dr., Ste. 4000 Denton, TX. 76205 Business Services-Gen Ints tact Phone: 940-565-5656 I Contact the address above when the order instris such as contracts or quotes Show at Receipt regulation vipoard are being purchased for Dr.	du Email: sarahjones@unt.edu hilps	will benefit the department and		Comments and Attachments
Edit for All Lines Ship To Location Address Attention To Comments guistion Comments and Attachmee Enter requisition comments Dept. Contact: Sarah Jones I Con Special Instructions: Please email Attachmeet: Sarah Jones I Con Special Instruments Contract Sarah Jones I Con Special Instructions I Sarah S	UNT System Business Service Send to: invoicer@juntsystem: 1112 Dallas Dr., Sto. 400 Denton, TX. 76205 Business Services-Gen nts tact Phone: 940-555-5555 I Contact the address above when the order methis such as contracts or quoties Show at Receipt regulation syboard are being purchased for Dr. recognition to the UNT System, and	du Email: sarahjones@unt.edu ships. Shown at Voucher 	will benefit the department and		Comments and Attachments
Edit for All Lines Ship To Location Address Attention To Comments addition Comments Infer requisition comments Dept. Contact: Sarah Jones I Con Special Instructions: Please email Attachments: Refer to any attacher Dept. Contact: Sarah Jones I Con Special Instructions: Please email Attacheronis: Refer to any attacher in Send to Supplier proval Justification Enter approval justification for this I research that could bring national i	UNT System Business Service Send to: invoice/giuntsystem 1112 Dallas Dr., Sto. 4000 Denton, TX. 76205 Business Services-Gen nts tact Phone: 940-565-5555 I Contact the address above when the order methis such as contracts or quotes Show at Receipt requisition eyboard are being purchased for Dr. recognition to the UNT System, and	du Email: sarahjones@unt.edu hips Shown at Voucher Davis of the Biology department. This possible grants to fund more research dget Checking Status <u>Valid</u>	will benefit the department and		Comments and Attachments

			quisition		
INFORMATION mmt0110) on FSTSTU (easapp12)	- 02/08/2016 14:43:	37 All - S	Search	Advanced Search
onfirmation					
ur requisition has been submitted	d.				
Requested For B	usiness Services-Gen		Number of Lines 2		
Requisition Name C	omputer for Professor Davis		Total Amount 1,150.	00 USD	
Requisition ID 00	000000143		Pre-Encumbrance Balance		
Business Unit S'	Y769		Not	Available	
Status Pe	ending		Approval Justification This Dell desktop computer and I	kouboard are boice	
Priority M	ledium		purchased for Dr. Davis of the Bi This will benefit the department a	ology department.	
Budget Status Va	alid		by allowing her to complete cuttin could bring national recognition to and possible grants to fund more	ng edge research that o the UNT System,	
View printable version	Edit This Requisition	Check Budge	Pre-Check Budge	et	
Pending Multiple Approvers Purchasing Approval	5 				
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Multiple Approvers Purchasing Approvel INTS Dept ID - ePro Line 1:Initiate	d	●Start New Path			
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Multiple Approvers Purchasing Approval NTS Dept ID - ePro Line 1:Initiate Dell Desktop Compute UNTS Department Approval Not Routed Saxon, Rand	d er Iali J over → Not Routed Asher,Donn Manager Fidu	a Brooks			
Multiple Approvers Purchasing Approval NTS Dept ID - ePro Line 1:Initiate Dell Desktop Compute UNTS Department Approval Not Routed Saxon, Rand Inserted Appn Line 2:Initiate Dell Keyboard UNTS Department Approval	d er Iali J over → Not Routed Asher,Donn Manager Fidu	a Brooks			
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Williple Approvers Purchasing Approval NTS Dept ID - ePro INTS Dept ID - eprove INTS Dept ID - eprove INTS Department Approval INTS Department Approval UNTS Department Approval INTS Department Approval Nanager Fidu Apply Approval Changes	d er Iali J Iali J Ier Manager Fidu d a Brooks ciary Approval -€	a Brooks			
Multiple Approvers Purchasing Approval NTS Dept ID - ePro Line 1:Initiate Dell Desktop Compute UNTS Department Approval Not Routed Saxon,Rand Inserted Appn Line 2:Initiate Dell Keyboard UNTS Department Approval Not Routed Manager Fidu	d er iai J over Asher, Donn Manager Fidu d	a Brooks			

Note: The Confirmation screen will open.

Note: The Manage Requisitions feature in EIS will allow you to

- track the requisition process using the Request Lifespan,
- edit the requisition,
- cancel the requisition,
- re-open the requisition,
- complete **Desktop Receiving**, and
- complete a change request.

For instructions on using the Manage Requisitions feature in EIS <u>click here</u>.