

SOP #: 4.2.3.1	Area: Purchasing
Title: Purchases \$5,000.00 and Under	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: 03-01-2016
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, [click here](#) or email HUB@untsystem.edu.

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 Invoices@UNTSystem.edu. 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**.

UNIVERSITY OF NORTH TEXAS SYSTEM™



Enterprise Information System

System Login

EUID (required)

Password (required)

Sign In

Trouble logging in?
[Activate my account](#)
[What's my EUID?](#)
[Reset my password](#)

Scheduled Maintenance
Service may be interrupted during these regular maintenance times:

- Tuesday 7:00 - 9:30 pm
- Thursday 7:00 - 9:30 pm
- Saturday 7:00 pm to noon Sunday

The Enterprise Information System is the primary administrative information resource for the University of North Texas System.

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 monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

Web Browsers & Settings

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

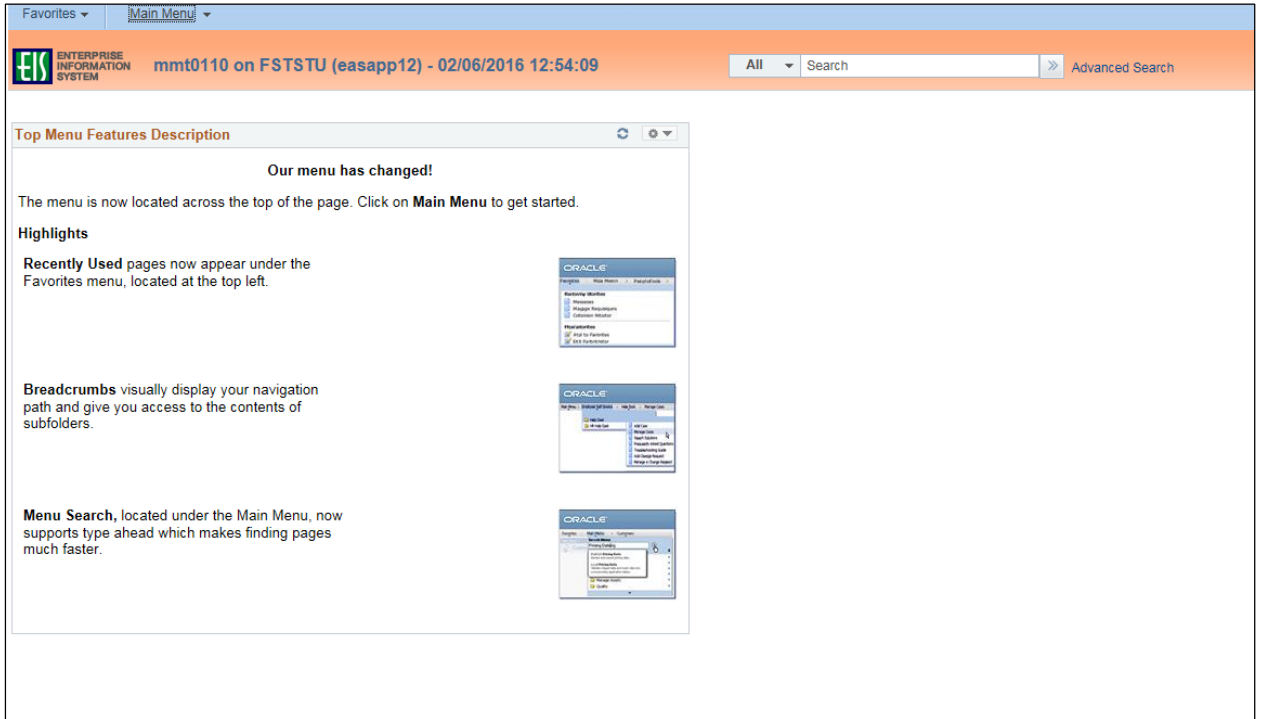
Note: Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.

To use the Enterprise Information System, set your Web browser to allow JavaScript, accept cookies, and turn off popup blocking.

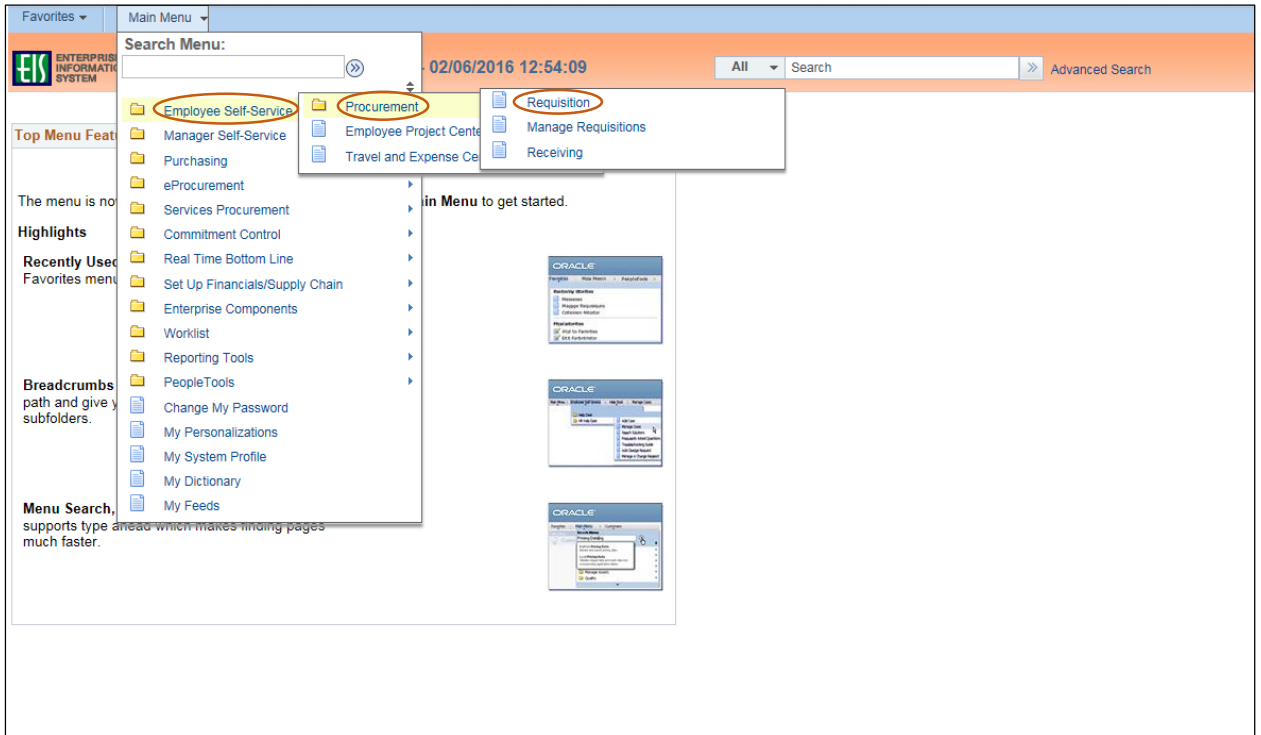
Some documents inside EIS are in PDF format and require the free [Adobe Reader](#) software to open.

[State of Texas](#) • [Statewide Search](#) • [Texas Homeland Security](#) • [Fraud Reporting](#) • [Public Information Act](#) • [Online Institutional Resumes](#)
[University of North Texas](#) • [UNT Health Science Center](#) • [University of North Texas Dallas](#) • [UNT Dallas College of Law](#)
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4. Click **Main Menu**.



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



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

Requisition Settings

Business Unit: SY769 (Univ. of North Texas System) Requisition Name:

*Requester: E92200 (Business Services-Gen) Priority: Medium

*Currency: USD

Default Options: Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
 Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults: Supplier , Supplier Location , Buyer , Category , Unit of Measure

Shipping Defaults: Ship To: BSCA 400, Due Date , Attention

Distribution Defaults: SpeedChart

Accounting Defaults: Personalize | Find | 1 of 1 | Last

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		BSCP 400	SY769			922000					

- Enter **Requisition Name**.

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

Requisition Settings

Business Unit: SY769 (Univ. of North Texas System) Requisition Name: Computer for Professor Davis

*Requester: 026201 (UNT Controller) Priority: Medium

*Currency: USD

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

Line Defaults

Supplier Category

Supplier Location Unit of Measure

Buyer

9. Enter vendor name into **Name** field.
10. Click **Find**.

Supplier Search

Supplier ID Find

Name Reset

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

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.

Supplier Search

Supplier ID Find

Name Reset

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Search Results Personalize | Find | View All | First 1 of 1 Last

Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State
1 0000006227	Summus Industries Inc	003	Remit CDF	77 Sugar Creek Center Blvd Ste 420	Sugar Land	TX

OK Cancel

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.

Requisition Settings

Business Unit: SY769 Univ. of North Texas System Requisition Name: Computer for Professor Davis

*Requester: E92200 Business Services-Gen Priority: Medium

*Currency: USD

Default Options: Default Override

Line Defaults: Supplier: 000006227 Category: Supplier Location: 003 Unit of Measure: Buyer:

Shipping Defaults: Ship To: BSCA 400 Due Date: Attention:

Distribution Defaults: SpeedChart:

Accounting Defaults

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		BSCP 400	SY769			922000					

OK Cancel

12. Click on the magnifying glass next to **Fund Cat**.

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

Accounting Defaults

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		ADMIN_160	NT752			150000					

13. Select the appropriate **Fund Cat** from the **Look Up Fund Cat** dropdown.

The screenshot shows the 'Requisition Settings' form in the EIS system. A 'Look Up Fund Cat' dialog box is open, displaying a search results table. The table lists various fund categories and their descriptions. The first row, '105 Educational & General', is highlighted, indicating it is the selected option.

Fund Category	Description
105	Educational & General
120	Auxiliary
200	Designated Operating-Managed
202	Designated Operating-General
207	Quasi Endowment Spendable
250	Unrestricted Loans
255	Quasi Endow Corpus and Apprec
303	Restr Expensible
307	Restr True Endowment Spendable
309	Restr Quasi Endowment Spendabl
350	Loans and Contracts
353	Rest Quasi Endow Corpus/Apprec
355	Restr True Endowment Apprec
360	Restr Expensible Cap Cntrbth
400	Sponsored Projects-Restr
500	Restr True Endowment Corpus
505	Restr Non-Expend PR Life Inc
700	Net Investment in Plant
720	Retirement of Indebtedness
800	Agency Funds
934	Suspense Fund 34 [CONV ONLY]
993	Suspense NTfund 93 [CONV ONLY]
996	Suspense Unmapped [CONV ONLY]
997	Suspense for Plant [CONV ONLY]
998	Suspense Inactive [CONV ONLY]
999	Suspense [CONV ONLY]

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

This is a close-up view of the 'Accounting Defaults' table. The table has columns for Dist, Percent, Location, GL Unit, Account, Alt Acct, Dept, Fund Cat, Fund, Function, PC Bus Unit, and Proj. The 'Fund' column contains the value '105' and has a magnifying glass icon next to it, which is circled in red to indicate the next step in the process.

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		ADMIN_160	NT752			150000	105				

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

The screenshot shows the 'Requisition Settings' page in the UNT System. A 'Look Up Fund' dialog box is open on the right side. The dialog has search criteria: SetID (SHARE), Fund (begins with), and Description (begins with). Below the search criteria are 'Look Up', 'Clear', and 'Cancel' buttons. The 'Search Results' section shows a list of funds with columns for Fund and Description. The first few results are:

Fund	Description
100003	DepOp/QEnd-Majone Wilson Orgn
100005	DepOp/QEnd-Weich Found
100006	DepOp/QEnd-Col Of Engg
100007	DepOp/QEnd-Getty Musical Art
100008	DepOp/QEnd-L Murchison Tutor
100009	DepOp/QEnd-Prsdnt's Cmrtstn
100013	DepOp/QEnd-Chas.H.Fleming Trst
100015	DepOp/QEnd-Everett Foundation
100017	DepOp/QEnd-Trip-Onstead Inst
100019	DepOp/QEnd-Trip-Sws Supt Cert
100020	DepOp/QEnd-Trip-Bland Profess
100021	DepOp/QEnd-Rbt Fn Rsv Ser 1999
100022	DepOp/QEnd-Rbt Fn Rsv Ser 199
100023	DepOp/QEnd-Rev Fin Sys Ser 05
100024	DepOp/QEnd-Employee Ben Prg
100025	DepOp/QEnd-Unt Hlth Self Ins
100026	DepOp/End-Journalism Pr Endow
100027	DepOp/QEnd- Lone Star Chair
100028	DepOp/QEnd-UNT Quasi Endow
130001	Schol/QEnd-TI Ssshlp
130002	Schol/QEnd-Decker
130003	Schol/QEnd-Eagle Escapades
130004	Schol/QEnd-Boeing Elec Tech
130005	Schol/QEnd-H. W. Wilson
130006	Schol/QEnd-Dr James Tad Lott
130007	Schol/QEnd-Pres Council
130008	Schol/QEnd-L Murchison Ugrad
130009	Schol/QEnd-L Murchison Cmht
130010	Schol/QEnd-L Murchison Dance
130011	Schol/QEnd-L Murchison Costum
130012	Schol/QEnd-L Murchison Dramate
130013	Schol/QEnd-Paramount Picturs
130014	Schol/QEnd-Paramount Pic/D&D
130015	Schol/QEnd-Paramount Bio Sci
130016	Schol/QEnd-Paramount Pic/CVAD
130017	Schol/QEnd-Men's Golf
130018	Schol/QEnd-Chancellor Hotel

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

The screenshot shows a close-up of the 'Accounting Defaults' table. The table has columns for Dist, Percent, Location, GL Unit, Account, Alt Acct, Dept, Fund Cat, Fund, Function, PC Bus Unit, and Proj. The 'Function' column is highlighted with a magnifying glass icon.

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		ADMIN_160	NT752			150000	105	195001			

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

The screenshot shows the 'Requisition Settings' page in the EIS system. A 'Look Up Function' dialog box is open, displaying a list of functions. The 'SetID' is 'SHARE'. The 'Function' dropdown is set to 'begins with' and the 'Description' dropdown is also set to 'begins with'. The 'Look Up' button is highlighted.

Look Up Function

SetID: SHARE

Function: begins with

Description: begins with

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 | First | 1-29 of 29 | Last

Function	Description
100	Instruction-General
110	Instruction-Sponsored
120	Instruction-Sponsored C/S
130	Practice Direct
132	Practice Indirect
200	Research-Sponsored
210	Research-Sponsored C/S
215	Research-Univ Sponsored
220	Research-Departmental
300	Public Service
310	Public Service-Sponsored
320	Public Service-Sponsored C/S
400	Academic Support
410	Libraries
420	Departmental Administration
500	Student Services
550	General Administration
560	Sponsored Projects Admin
570	Development & Fundraising
600	Operations and Maintenance
630	Scholarships and Fellowships
650	Depreciation & Amortization
700	Auxiliary Enterprise
750	Teaching Hospitals & Med Ctrs
800	Independent Operations
850	Capital Projects
S99	SUSPENSE [CONV ONLY]
U99	UNMAPPED
Z99	INACTIVE

18. Click **OK**.

Note: The **Create Requisition** screen will open.

The screenshot shows the 'Requisition Settings' page after clicking 'OK'. The 'Requisition Name' is 'Computer for Professor Davis'. The 'Priority' is 'Medium'. The 'Function' field in the 'Accounting Defaults' table is now populated with '550'.

Requisition Settings

Business Unit: SY769 | Univ. of North Texas System | Requisition Name: Computer for Professor Davis

*Requester: E92200 | Business Services-Gen | Priority: Medium

*Currency: USD

Accounting Defaults

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		BSCP 400	SY769			922000	105	195001	550		

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:

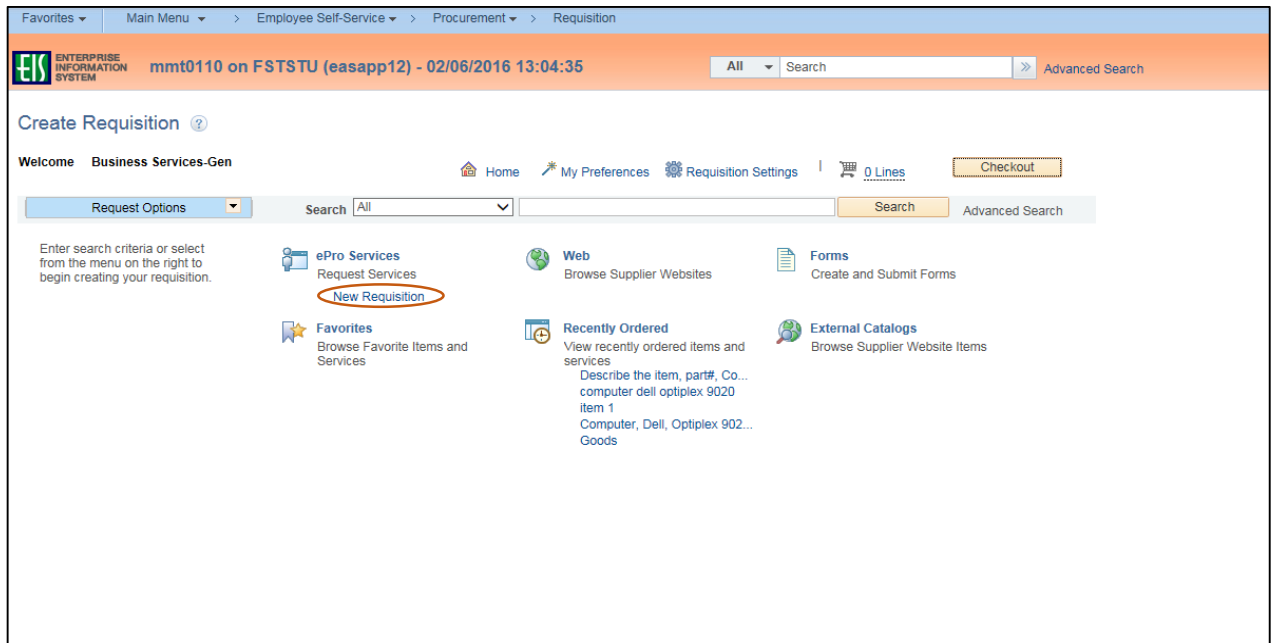
- ✓ Department contact full name, full phone number & email.
- ✓ Vendor contact full name, full phone number & email.
- ✓ Any special requirements or handling requests (ex. Where to email order).
- ✓ Service dates and/or date needed.
- ✓ Reference full name and contract number of any Co-operative contracts, 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.

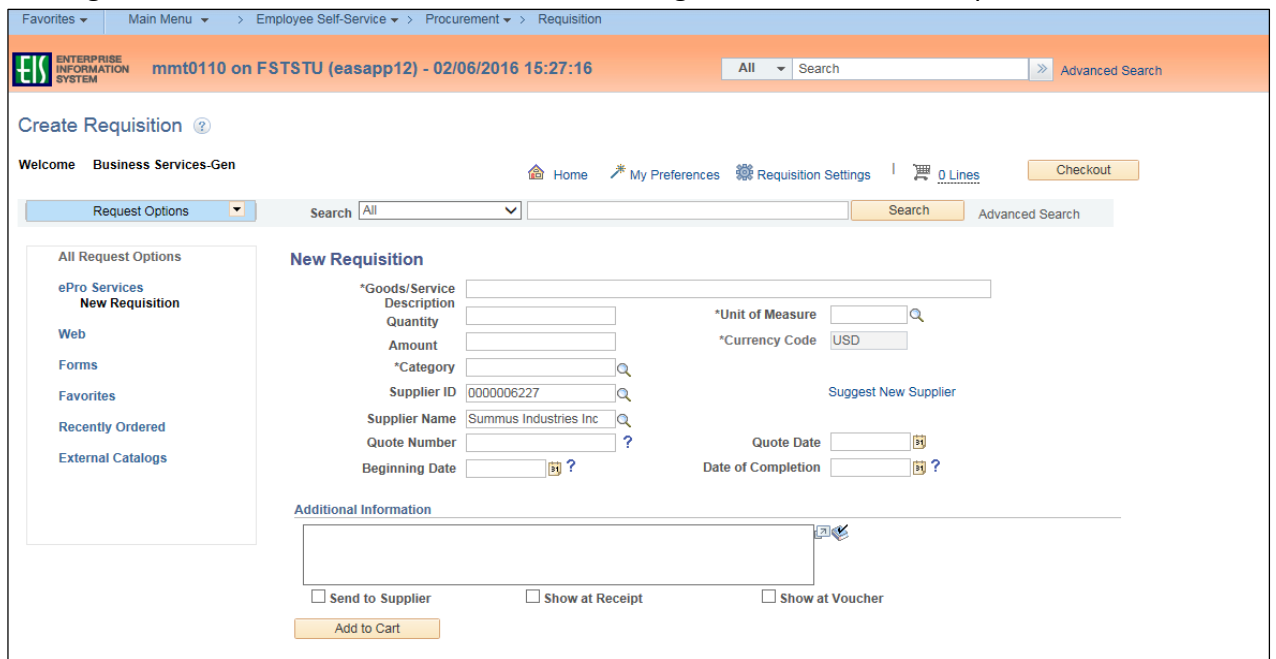
1. Click **New Requisition** under the **ePro Services** section.



The screenshot shows the 'Create Requisition' page in the EIS system. The breadcrumb trail is 'Favorites > Main Menu > Employee Self-Service > Procurement > Requisition'. The user is logged in as 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 13:04:35'. The page title is 'Create Requisition'. The navigation bar includes 'Home', 'My Preferences', 'Requisition Settings', '0 Lines', and 'Checkout'. The 'Request Options' dropdown is set to 'All'. The search bar contains 'All'. The main content area has a search prompt: 'Enter search criteria or select from the menu on the right to begin creating your requisition.' The 'ePro Services' section is expanded, and the 'New Requisition' link is circled in red. Other sections include 'Web' (Browse Supplier Websites), 'Forms' (Create and Submit Forms), 'Favorites' (Browse Favorite Items and Services), 'Recently Ordered' (View recently ordered items and services), and 'External Catalogs' (Browse Supplier 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.



The screenshot shows the 'New Requisition' form in the EIS system. The breadcrumb trail is 'Favorites > Main Menu > Employee Self-Service > Procurement > Requisition'. The user is logged in as 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The page title is 'Create Requisition'. The navigation bar includes 'Home', 'My Preferences', 'Requisition Settings', '0 Lines', and 'Checkout'. The 'Request Options' dropdown is set to 'All'. The search bar contains 'All'. The main content area has a search prompt: 'Enter search criteria or select from the menu on the right to begin creating your requisition.' The 'ePro Services' section is expanded, and the 'New Requisition' link is circled in red. The form fields are populated with example data: *Goods/Service Description (empty), Quantity (empty), Amount (empty), *Category (empty), Supplier ID (000006227), Supplier Name (Summus Industries Inc.), Quote Number (empty), Beginning Date (empty), *Unit of Measure (empty), *Currency Code (USD), Suggest New Supplier (empty), Quote Date (empty), and Date of Completion (empty). The 'Additional Information' section has a text area (empty) and three checkboxes: 'Send to Supplier' (unchecked), 'Show at Receipt' (unchecked), and 'Show at Voucher' (unchecked). The 'Add to Cart' button is visible at the bottom.

3. Type the number of items in **Quantity** field.

The screenshot shows the 'Create Requisition' page in the EIS system. The page title is 'Create Requisition' and the user is logged in as 'mmt0110 on FSTSTU (easapp12) - 02/25/2016 12:08:57'. The page is divided into a left sidebar with navigation options like 'All Request Options', 'ePro Services', 'Web', 'Forms', 'Favorites', 'Recently Ordered', and 'External Catalogs'. The main content area is titled 'New Requisition' and contains several input fields: '*Goods/Service Description' (Dell Desktop Computer), 'Quantity' (highlighted with a red circle), 'Amount', '*Category', 'Supplier ID' (000006227), 'Supplier Name' (Summus Industries Inc), 'Quote Number', 'Beginning Date', '*Unit of Measure', '*Currency Code' (USD), 'Quote Date', and 'Date of Completion'. There are also checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher', and an 'Add to Cart' button.

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.

The screenshot shows the 'Create Requisition' page in the EIS system, similar to the previous one. The 'Quantity' field now contains the number '1'. The magnifying glass icon next to the '*Unit of Measure' field is highlighted with a red circle, indicating it has been clicked. The rest of the form and navigation elements are the same as in the previous screenshot.

- Select the appropriate **Unit of Measure** from **Look Up Unit of Measure** dropdown.

The screenshot shows the 'Look Up Unit of Measure' dropdown menu. The menu is titled 'Look Up Unit of Measure' and has a search bar with the text 'begins with'. Below the search bar are buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. The search results are displayed in a table with the following columns: Unit of Measure, Description, and Short Description. The table contains the following data:

Unit of Measure	Description	Short Description
ACR	Acres	Acres
AMP	Ampule	Ampule
AN	As Needed	As Needed
AVC	Average Cost Dollars	AvgCost
B15	BAG 15	BAG 15
B25	BAG 25	BAG 25
B50	BAG 50	BAG 50
BAG	Bag	Bag
BBL	Barrel - Liquid Measure	Barrel
BD	Bundle	Bundle
BE	Bale	Bale
BOT	Bottle	Bottle
BOX	Box	Box
BARL	BARREL	BARREL
BSD	Bushel - Dry Measure	Bushel
C	Celsius	Celsius
CA	Cartridge	Cartridge
CAN	CAN	CAN
CCF	Hundred Cubic Feet	Hundred CF
CCM	Cubic Centimeters	Cu Centim
CDM	Cubic Decimeters	Cu Decim
CE	Cone	Cone
CF	Cubic Feet	Cu Ft
CG	Centigrams	Centigram
CHN	Chain	Chain
CL	Centiliters	Centiliter
CM	Centimeters	Centimeter
CMM	Cubic Millimeters	Cu Millim
CN	Pail	Pail
CO	Container	Container
CRD	Card	Card
CRT	CRATE	CRATE
CS	Case	Case
CTN	Carton	Carton
CUF	Cubic Feet	Cu Foot
CUI	Cubic Inches	Cu Inch
CUM	Cubic Meters	Cu Meter
CUY	Cubic Yards	Cu Yard
CWT	Cubic Weight	Cu Wt
CYL	Cylinder	Cylinder
D	500	500

- Enter the bid or quote amount received from the vendor in the **Amount** field.

The screenshot shows the 'New Requisition' form. The 'Amount' field is highlighted with a red circle. The form includes the following fields:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- *Unit of Measure: EA
- *Currency Code: USD
- *Category: (empty)
- Supplier ID: 0000006227
- Supplier Name: Summus Industries Inc
- Quote Number: (empty)
- Beginning Date: (empty)
- Date of Completion: (empty)

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

The screenshot shows the 'Create Requisition' page in the EIK Enterprise Information System. The page title is 'Create Requisition'. The user is logged in as 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The page is for 'Business Services-Gen'. The 'Request Options' dropdown is set to 'All'. The 'New Requisition' form contains the following fields:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- *Unit of Measure: EA
- Amount: 1,000.00
- *Currency Code: USD
- *Category: (magnifying glass icon circled)
- Supplier ID: 000006227
- Supplier Name: Summus Industries Inc
- Quote Number: ?
- Beginning Date: ?
- Quote Date: ?
- Date of Completion: ?

Additional Information section includes checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. An 'Add to Cart' button is at the bottom.

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

The screenshot shows the 'Look Up Category' page in the EIK Enterprise Information System. The page title is 'Look Up Category'. The user is logged in as 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The page contains a 'Search Categories' section with a 'Search By' dropdown menu set to 'Category'. A dropdown arrow is circled next to the 'Category' option. Below the search section is a 'Browse Category Tree' section with a 'Return' button.

9. Select **Description** from the **Search By** dropdown menu.
10. 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.

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

Browse Category Tree

11. Click **Find**.

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

Browse Category Tree

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.

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

Catalog	Category	Description	Find in Tree
1 PROCUREMENT	08091	Lease / Rental-Comp Equip	
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	

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.

The screenshot shows the 'Create Requisition' page in the EIS system. The breadcrumb trail is 'Favorites > Main Menu > Employee Self-Service > Procurement > Requisition'. The page title is 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The main heading is 'Create Requisition'. Below this, there's a 'Welcome Business Services-Gen' section with navigation links for Home, My Preferences, Requisition Settings, and Lines. A search bar is present. The main form area is titled 'New Requisition' and contains the following fields:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- Amount: 1,000.00
- *Category: 07977
- Supplier ID: [Empty]
- Supplier Name: [Empty]
- Quote Number: [Empty]
- Beginning Date: [Empty]
- *Unit of Measure: EA
- *Currency Code: USD
- Quote Date: [Empty]
- Date of Completion: [Empty]

 A 'Suggest New Supplier' button is circled in red. Below the main form is an 'Additional Information' section with a text area and three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. An 'Add to Cart' button is at the bottom.

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

Note: Completing all fields with detail allows for accuracy in vendor set up. In addition, you should obtain a W-9 from the Supplier that should be attached to the requisition.

The screenshot shows the 'Suggested Supplier' page in the EIS system. The breadcrumb trail is 'Favorites > Main Menu > Employee Self-Service > Procurement > Requisition'. The page title is 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The main heading is 'Suggested Supplier'. The form contains the following sections and fields:

- Supplier Name:** Supplier Name [Empty]
- Contact Name:** Contact Name [Empty]
- Address Information:**
 - Country: [Empty]
 - Address 1: [Empty]
 - Address 2: [Empty]
 - Address 3: [Empty]
 - City: [Empty]
 - State: [Empty]
 - Postal: [Empty]
- Phone Information:**
 - Phone Type: [Empty]
 - Prefix: [Empty]
 - Telephone: [Empty]
 - Ext: [Empty]
- Comments:** [Empty text area]

 At the bottom, there is a character count '254 characters remaining' and 'OK' and 'Cancel' buttons.

15. Click **OK**.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Procurement ▾ > Requisition

EIS ENTERPRISE INFORMATION SYSTEM **mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16** All ▾ Search >>

Suggested Supplier

Supplier Name
Contact Name

Address Information

Country United States
Address 1
Address 2
Address 3
City
State Postal

Phone Information

Phone Type Prefix
Telephone Ext
Comments
254 characters remaining

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

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Procurement ▾ > Requisition

EIS ENTERPRISE INFORMATION SYSTEM **mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16** All ▾ Search >> Advanced Search

Create Requisition ?

Welcome Business Services-Gen [Home](#) [My Preferences](#) [Requisition Settings](#) | [0 Lines](#)

Request Options ▾ Search All Advanced Search

New Requisition

*Goods/Service Description
Quantity *Unit of Measure
Amount *Currency Code
*Category
Supplier ID
Supplier Name
Quote Number ?
Beginning Date ?

Suggested Supplier **ABC Electronics**
Quote Date
Date of Completion

Additional Information

Send to Supplier Show at Receipt Show at Voucher

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.

The screenshot shows the 'Create Requisition' page in the EIS system. The page header includes 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The main form is titled 'New Requisition' and contains the following fields:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- *Unit of Measure: EA
- Amount: 1,000.00
- *Currency Code: USD
- *Category: 07977
- Supplier ID: 0000006227
- Supplier Name: Summus Industries Inc
- Quote Number**: (highlighted with a red circle)
- Beginning Date: (calendar icon)
- Quote Date: (calendar icon)
- Date of Completion: (calendar icon)

Additional information fields include 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. An 'Add to Cart' button is located at the bottom.

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

The screenshot shows the 'Create Requisition' page in the EIS system. The page header includes 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The main form is titled 'New Requisition' and contains the following fields:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- *Unit of Measure: EA
- Amount: 1,000.00
- *Currency Code: USD
- *Category: 07977
- Supplier ID: 0000006227
- Supplier Name: Summus Industries Inc
- Quote Number: 999999999
- Beginning Date: (calendar icon)
- Quote Date**: (calendar icon, highlighted with a red circle)
- Date of Completion: (calendar icon)

Additional information fields include 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. An 'Add to Cart' button is located at the bottom.

18. Select the date the quote was received.

The screenshot shows the 'Create Requisition' page in the EIS system. The breadcrumb trail is 'Employee Self-Service > Procurement > Requisition'. The page title is 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The 'New Requisition' form is populated with the following data:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- Amount: 1,000.00
- *Category: 07977
- Supplier ID: 0000006227
- Supplier Name: Summus Industries Inc
- Quote Number: 999999999
- Beginning Date: (empty)
- *Unit of Measure: EA
- *Currency Code: USD
- Quote Date: (empty)
- Date of Completion: (empty)

A calendar pop-up is open for the 'Quote Date' field, showing February 2016. The date '6' is highlighted in red. The 'Additional Information' section has three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher', all of which are unchecked. An 'Add to Cart' button is visible at the bottom.

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

The screenshot shows the 'Create Requisition' page in the EIS system, identical to the previous one. The 'New Requisition' form is populated with the following data:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- Amount: 1,000.00
- *Category: 07977
- Supplier ID: 0000006227
- Supplier Name: Summus Industries Inc
- Quote Number: 999999999
- Beginning Date: (empty)
- *Unit of Measure: EA
- *Currency Code: USD
- Quote Date: 02/01/2016
- Date of Completion: (empty)

The 'Beginning Date' field is highlighted with a red circle. The 'Additional Information' section has three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher', all of which are unchecked. An 'Add to Cart' button is visible at the bottom.

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.

The screenshot shows the 'Create Requisition' page in the Enterprise Information System. The page title is 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The main heading is 'Create Requisition'. Below the heading, there are navigation links: 'Home', 'My Preferences', 'Requisition Settings', '0 Lines', and 'Checkout'. A search bar is present with 'All' selected and a search button. A sidebar on the left lists 'All Request Options' with sub-items: 'ePro Services', 'New Requisition', 'Web', 'Forms', 'Favorites', 'Recently Ordered', and 'External Catalogs'. The main content area is titled 'New Requisition' and contains the following fields:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- *Unit of Measure: EA
- Amount: 1,000.00
- *Currency Code: USD
- *Category: 07977
- Supplier ID: 000006227
- Supplier Name: Summus Industries Inc
- Quote Number: 999999999
- Quote Date: 02/01/2016
- Beginning Date: [empty]
- Date of Completion: [empty]

A calendar pop-up is displayed over the 'Date of Completion' field, showing the month of February 2016. The date 06 is highlighted. Below the calendar, there are checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher', and an 'Add to Cart' button.

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

The screenshot shows the 'Create Requisition' page in the Enterprise Information System. The page title is 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The main heading is 'Create Requisition'. Below the heading, there are navigation links: 'Home', 'My Preferences', 'Requisition Settings', '0 Lines', and 'Checkout'. A search bar is present with 'All' selected and a search button. A sidebar on the left lists 'All Request Options' with sub-items: 'ePro Services', 'New Requisition', 'Web', 'Forms', 'Favorites', 'Recently Ordered', and 'External Catalogs'. The main content area is titled 'New Requisition' and contains the following fields:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- *Unit of Measure: EA
- Amount: 1,000.00
- *Currency Code: USD
- *Category: 07977
- Supplier ID: 000006227
- Supplier Name: Summus Industries Inc
- Quote Number: 999999999
- Quote Date: 02/01/2016
- Beginning Date: 02/05/2016
- Date of Completion: [empty]

The 'Date of Completion' field has a calendar icon next to it. Below the fields, there are checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher', and an 'Add to Cart' button.

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.

Enterprise Information System (EIS) interface showing the 'Create Requisition' form. The form is titled 'New Requisition' and contains the following fields:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- Amount: 1,000.00
- *Category: 07977
- Supplier ID: 0000006227
- Supplier Name: Summus Industries Inc
- Quote Number: 999999999
- Beginning Date: 02/05/2016
- *Unit of Measure: EA
- *Currency Code: USD
- Quote Date: 02/01/2016
- Date of Completion: (calendar pop-up showing February 2016, 6th highlighted)

Additional Information field is empty. Checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher' are present. An 'Add to Cart' button is located below the form.

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.

Enterprise Information System (EIS) interface showing the 'Create Requisition' form. The form is titled 'New Requisition' and contains the following fields:

- *Goods/Service Description: Dell Desktop Computer
- Quantity: 1
- Amount: 1,000.00
- *Category: 07977
- Supplier ID: 0000006227
- Supplier Name: Summus Industries Inc
- Quote Number: 999999999
- Beginning Date: 02/05/2016
- *Unit of Measure: EA
- *Currency Code: USD
- Quote Date: 02/01/2016
- Date of Completion: 02/15/2016

Additional Information field is empty. Checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher' are present. The 'Add to Cart' button is circled in red.

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.


The screenshot displays the 'Create Requisition' interface in the EIS system. The breadcrumb trail at the top indicates the user is in 'Employee Self-Service > Procurement > Requisition'. The page header shows the user is logged in as 'mmt0110 on FSTSTU (easapp12)' on '02/06/2016 15:27:16'. A search bar is present with 'All' selected. The left sidebar lists navigation options, with 'New Requisition' highlighted. The main content area is titled 'New Requisition' and contains the following fields:

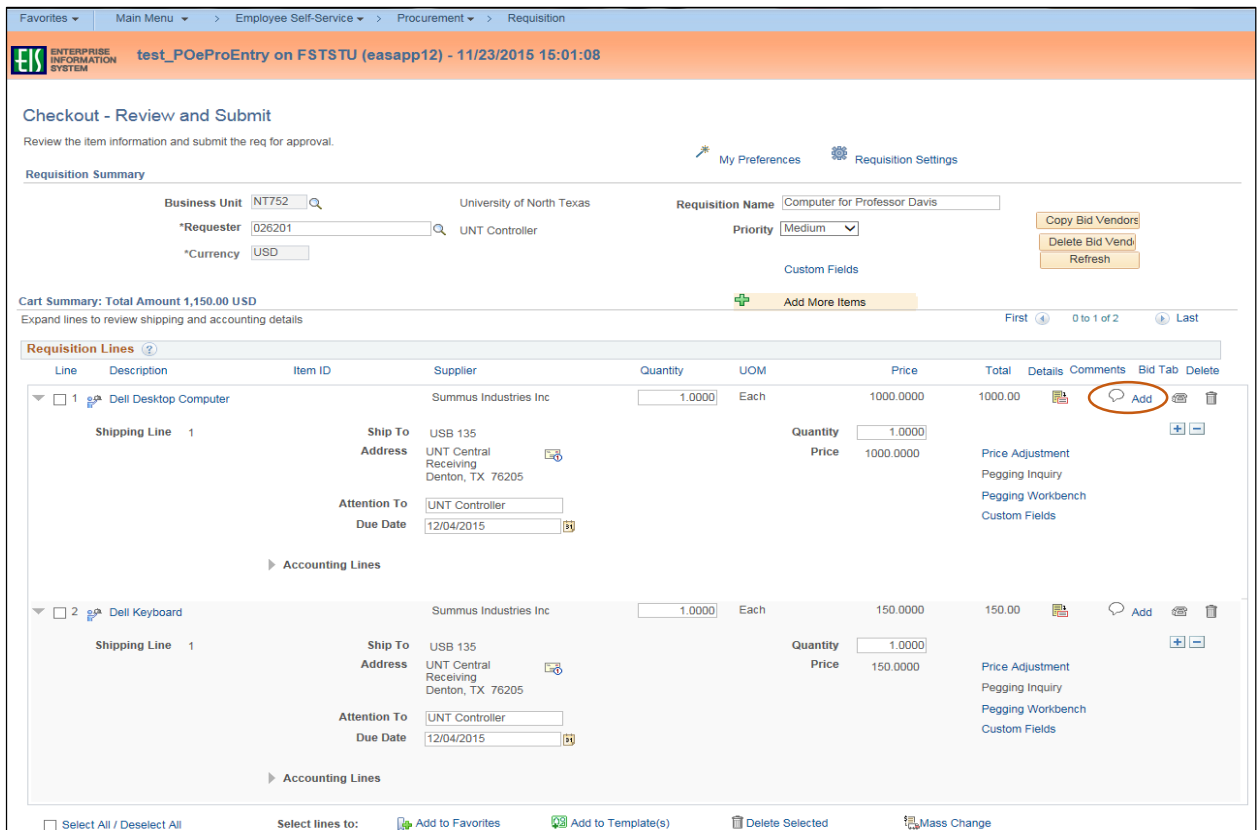
- *Goods/Service Description: [Text Input]
- Quantity: [Text Input]
- Amount: [Text Input]
- *Category: [Text Input]
- Supplier ID: 0000006227
- Supplier Name: Summus Industries Inc
- Quote Number: [Text Input]
- Beginning Date: [Date Picker]
- *Unit of Measure: [Text Input]
- *Currency Code: USD
- Quote Date: [Date Picker]
- Date of Completion: [Date Picker]

Below the main form is an 'Additional Information' section with a large text area and three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. An 'Add to Cart' button is located at the bottom of the form. In the top right corner, a shopping cart icon displays '2 Lines' and a 'Checkout' button is visible.

Reviewing Requisition Details

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

1. 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**.
2. Click the **Comment** icon  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.



test_POeProEntry on FSTSTU (easapp12) - 11/23/2015 15:01:08

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: NT752 University of North Texas Requisition Name: Computer for Professor Davis

*Requester: 026201 UNT Controller Priority: Medium

*Currency: USD

Copy Bid Vendors
Delete Bid Vendors
Refresh

Custom Fields

Cart Summary: Total Amount 1,150.00 USD

Expand lines to review shipping and accounting details

Add More Items

First 0 to 1 of 2 Last

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1000.0000	1000.00				
Shipping Line 1											
			Ship To	USB 135		Quantity	1.0000				
			Address	UNT Central Receiving Denton, TX 76205		Price	1000.0000	Price Adjustment			
			Attention To	UNT Controller		Pegging Inquiry					
			Due Date	12/04/2015		Pegging Workbench					
			Accounting Lines								
2	Dell Keyboard		Summus Industries Inc	1.0000	Each	150.0000	150.00				
Shipping Line 1											
			Ship To	USB 135		Quantity	1.0000				
			Address	UNT Central Receiving Denton, TX 76205		Price	150.0000	Price Adjustment			
			Attention To	UNT Controller		Pegging Inquiry					
			Due Date	12/04/2015		Pegging Workbench					
			Accounting Lines								

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

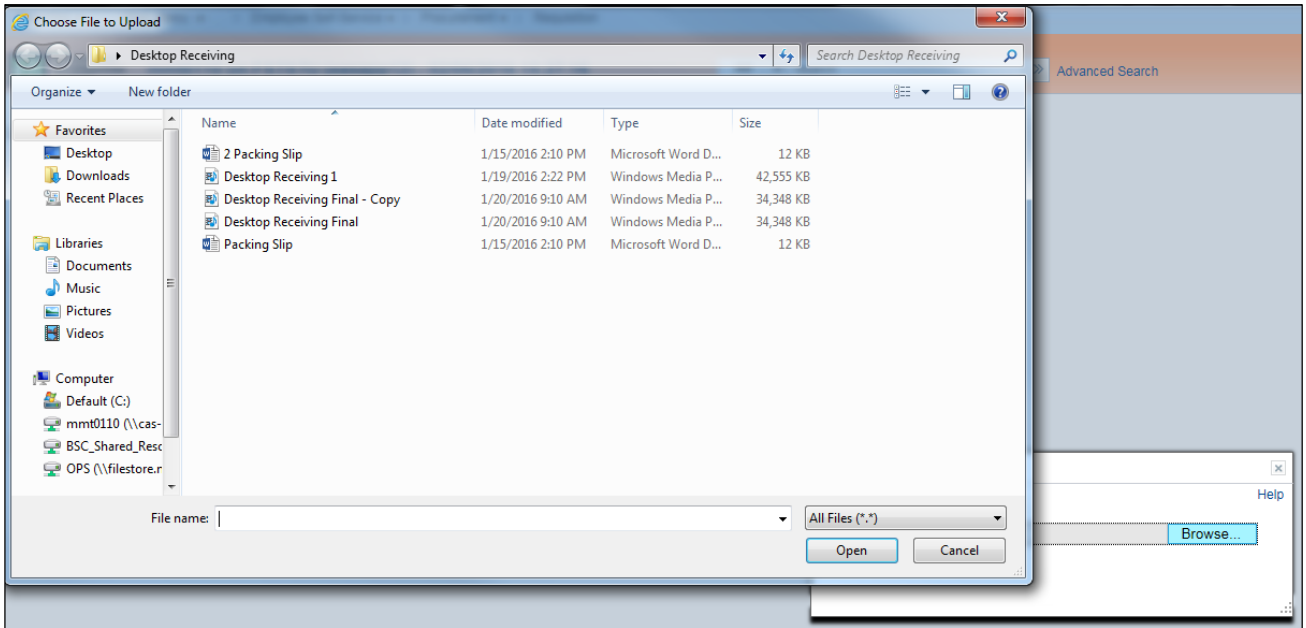
- Enter comment in the **Comments** field within the **Line Comment** section.
Note: Line comment is specific to the line item and is different from the **Requisition Comment** on the **Checkout – Review and Submit** screen. If you need to send the information you typed in the **Comments** field to the Supplier, Receipt, or Voucher, check the appropriate box below the **Comments** field.
- Click **Add Attachments**.
Note: Ensure all applicable documents are attached. Attach Supplier W-9 for **Suggested Suppliers**.

The screenshot shows the 'Line Comment' form in the EIS system. The breadcrumb trail is 'Main Menu > Employee Self-Service > Procurement > Requisition'. The page title is 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The form displays 'Business Unit SY769', 'Requisition Date 02/06/2016', and 'Status Open'. Under 'Line 1', there is a 'Comments' section with a 'Find' button and navigation arrows. A text area for entering comments is visible, along with an 'Entered On:' field. Below the text area are three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. There is an 'Add Attachments' button and an 'Attachments' section. At the bottom are 'OK' and 'Cancel' buttons.

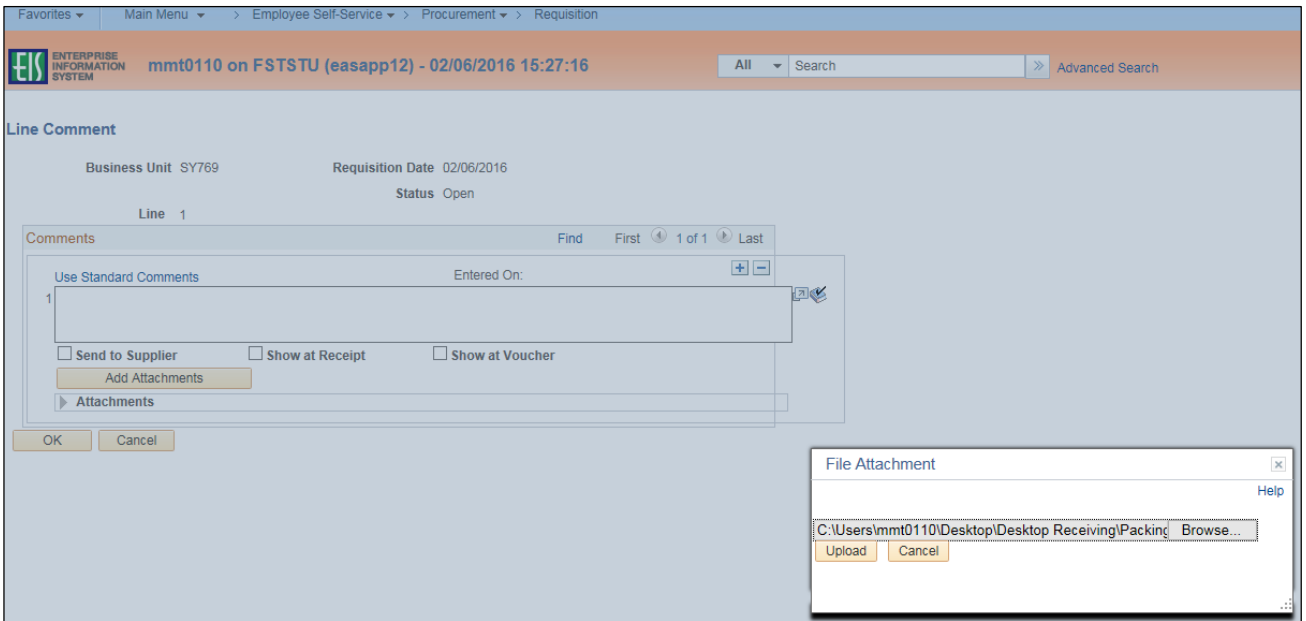
- Click **Browse** in the **File Attachment** box.

This screenshot is similar to the previous one but includes a 'File Attachment' dialog box. The dialog box has a title bar with 'File Attachment' and a 'Help' button. It contains an 'Upload' button, a 'Cancel' button, and a 'Browse...' button. The background form is dimmed, showing the same 'Line Comment' form as in the previous screenshot.

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




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



9. Confirm the file was uploaded by verifying the file is showing in the **Attachments** section.
 10. 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**.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Procurement ▾ > Requisition


ENTERPRISE INFORMATION SYSTEM
test_POeProEntry on FSTSTU (easapp12) - 11/23/2015 15:01:08

Line Comment

Business Unit NT752 Requisition Date 11/23/2015
 Status Open


Line 1

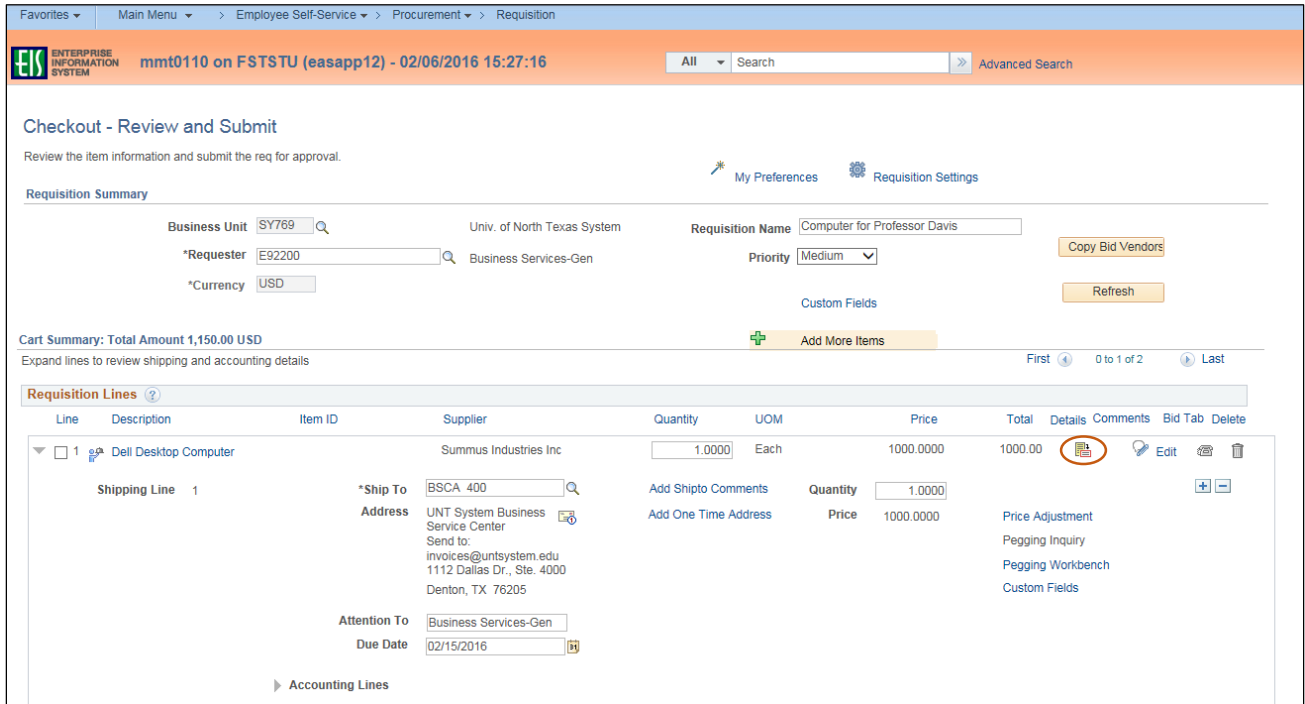
Comments Find First ◀ 1 of 1 ▶ Last
 Entered On: 11/23/2015 3:01:09PM

1

Send to Supplier Show at Receipt Show at Voucher

Attachments		View	Send to Supplier	
Attached File	User/Date Time			
1 Process_4.2.4.1__Vendor_Record_Inactivation.pdf	test_POeProEntry201 5-11-23-15.14.10.822	<input type="button" value="View"/>	<input type="checkbox"/>	<input type="button" value="-"/>

12. Click the line details icon  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.



Checkout - Review and Submit

Review the item information and submit the req for approval.


Requisition Summary

Business Unit: SY769 Univ. of North Texas System Requisition Name: Computer for Professor Davis

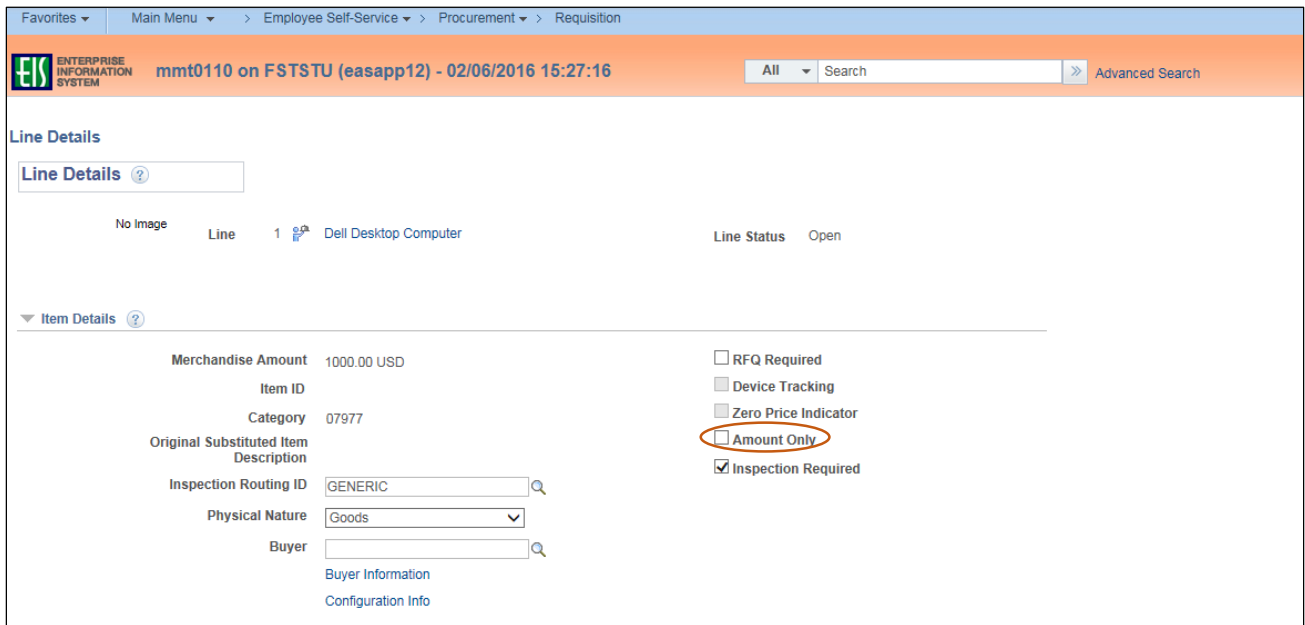
*Requester: E92200 Business Services-Gen Priority: Medium

*Currency: USD

Cart Summary: Total Amount 1,150.00 USD

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1000.0000	1000.00				

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



Line Details

Line 1 Dell Desktop Computer Line Status: Open

Item Details

Merchandise Amount: 1000.00 USD

Item ID: []

Category: 07977

Original Substituted Item Description: []

Inspection Routing ID: GENERIC

Physical Nature: Goods

Buyer: []

RFQ Required
 Device Tracking
 Zero Price Indicator
 Amount Only
 Inspection Required

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

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Procurement ▾ > Requisition

EIS ENTERPRISE INFORMATION SYSTEM **mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16** All ▾ Search [] > Advanced Search

Line Details

Line Details ?

No Image Line 1 Dell Desktop Computer Line Status Open

Item Details

Merchandise Amount 1000.00 USD RFQ Required
Item ID Device Tracking
Category 07977 Zero Price Indicator
Original Substituted Item Description Amount Only
Inspection Routing ID Inspection Required
Physical Nature
Buyer
[Buyer Information](#)
[Configuration Info](#)

Contract Information

Use Contract if Available
Contract ID
[Contract Details](#)
Version
Contract Line
Category Line

Supplier Information

Supplier ID Summus Industries Inc
Supplier Location Remit CDF
[Suggest New Supplier](#)
Supplier Item ID
Supplier's Catalog

Manufacturer Information

Manufacturer ID
Manufacturer
Manufacturer's Item ID
GTIN

Sourcing Controls

Consolidate with other Reqs
 Calculate Price
 Override Suggested Supplier

Custom Fields

Custom Character 1
Custom Character 2
Custom Date
Custom Field 1
Custom Field 2
Custom Field 3
Custom Field 4

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.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Procurement](#) > [Requisition](#)

FEI ENTERPRISE INFORMATION SYSTEM mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16 All Search Advanced Search

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

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

Requisition Summary

Business Unit: Univ. of North Texas System Requisition Name: [Copy Bid Vendors](#)
 *Requester: Business Services-Gen Priority: [Refresh](#)
 *Currency: Custom Fields

Carl Summary: Total Amount 1,150.00 USD [Add More Items](#) First 0 to 1 of 2 Last

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1,000.00000	1000.00				
<p>Shipping Line 1</p> <p>*Ship To: <input type="text" value="BSCA 400"/> Add Shipto Comments Quantity: <input type="text" value="1.0000"/> Add One Time Address Price: 1000.0000 Price Adjustment</p> <p>Address: UNT System Business Service Center Send to: invoices@untssystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 Pegging Inquiry Pegging Workbench Custom Fields</p> <p>Attention To: <input type="text" value="Business Services-Gen"/> Due Date: <input type="text" value="02/15/2016"/></p> <p>Accounting Lines</p>											
2	Dell Keyboard		Summus Industries Inc	1.0000	Each	150.0000	150.00				
<p>Shipping Line 1</p> <p>*Ship To: <input type="text" value="BSCA 400"/> Add Shipto Comments Quantity: <input type="text" value="1.0000"/> Add One Time Address Price: 150.0000 Price Adjustment</p> <p>Address: UNT System Business Service Center Send to: invoices@untssystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 Pegging Inquiry Pegging Workbench Custom Fields</p> <p>Attention To: <input type="text" value="Business Services-Gen"/> Due Date: <input type="text" value="02/15/2016"/></p> <p>Accounting Lines</p>											

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

Total Amount 1,150.00 USD

Shipping Summary

[Edit for All Lines](#)

Ship To Location: BSCA 400
 Address: UNT System Business Service Center
 Send to: invoices@untssystem.edu
 1112 Dallas Dr., Ste. 4000
 Denton, TX 76205
 Attention To: Business Services-Gen
 Comments:

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher [Add more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

[Check Budget](#) [Pre-Check Budget](#) Budget Checking Status:

[Save & submit](#) [Save for Later](#) [Add More Items](#) [Preview Approvals](#)

17. Click **Use Standard Comments**.

Business Unit SY769 Requisition Date 02/06/2016 Status Open

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

Attached File	User/Date Time	View	Send to Supplier
1		View	<input type="checkbox"/>

OK Cancel

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

Standard Comments

Search Criteria

Comment Type Search

Comment ID Reset

Description

OK Cancel

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

Look Up Comment Type

SetID SHARE

Standard Comment Type begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Standard Comment Type	Description
AM	Asset Management
AP	Accounts Payables
CO	Change Order
CR	Central Receiving
PO	Purchase Order/Req Comments
REQ	Template Justification
SUP	Supplier Instructions
T&C	Terms & Conditions

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

Standard Comments

Search Criteria

Comment Type: REQ

Comment ID: [magnifying glass icon]

Description: [text box]

Buttons: Search, Reset, OK, Cancel

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

Standard Comments

Search Criteria

Comment Type: REQ

Comment ID: [magnifying glass icon]

Description: [text box]

Buttons: Search, Reset, OK, Cancel

Look Up Comment ID

SetID: SHARE

Standard Comment Type: REQ

Standard Comment ID: begins with [dropdown]

Description: begins with [dropdown]

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

Standard Comment ID	Description
JUST	Req Comments Justification

22. Click **OK**.

Standard Comments

Search Criteria

Comment Type: REQ

Comment ID: JUST

Description: [text box]

Buttons: Search, Reset, OK, Cancel

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

The screenshot shows the 'Standard Comments' section of the EIS system. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Procurement', and 'Requisition'. Below this is the EIS logo and the text 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. A search bar contains 'All' and 'Search', with an 'Advanced Search' link. The 'Standard Comments' section has a 'Search Criteria' box with fields for 'Comment Type' (REQ), 'Comment ID' (JUST), and 'Description'. Below this is a table of 'Standard Comments' with columns for 'Select', 'Comment Type', 'REQ', and 'Comment ID', 'JUST'. The table contains one row with a checkbox, 'REQ', and 'JUST'. The 'Description' column contains the text: 'Department Contact: Full name, full phone number and email address', 'Vendor Contact: Full name, full phone number, fax number and email address', 'Special Instructions: Include any special shipping, payment or deadlines', 'Attachments: Refer to any attachments such as contracts or quotes', and 'Purpose: Advise how this purchase will be used, what benefit is gained'. Below the table are radio buttons for 'Append To Comments' and 'Override Comments', and 'OK' and 'Cancel' buttons.

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

24. Click **OK**.

This screenshot is identical to the one above, but the checkbox in the 'Select' column of the 'Standard Comments' table is now checked, indicating that the first comment option has been selected.

25. Recall the [CAP-IT](#) 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 to be provided in the **Requisition Comments and Attachments** section of the requisition. See [Procurement Guide](#) 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

26. Click **OK**.

The screenshot displays the EIS Enterprise Information System interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Employee Self-Service > Procurement > Requisition. Below this, the system name 'EIS ENTERPRISE INFORMATION SYSTEM' is shown on the left, and the requisition details 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16' are in the center. A search bar with 'All' and 'Advanced Search' options is on the right. The main content area is titled 'Header Comments' and shows 'Business Unit SY769', 'Requisition Date 02/06/2016', and 'Status Open'. A 'Comments' dialog box is open, featuring a 'Find' button and navigation arrows. It contains a text area with the following text: 'Use Standard Comments', 'Special instructions: Please email the address above when the order ships', 'Attachments: Refer to any attachments such as contracts or quotes', and 'Purpose: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.' Below the text area are three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. There is an 'Add Attachments' button and an 'Attachments' table with one row containing the number '1'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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.

Requisition Comments and Attachments

Enter requisition comments

Special Instructions: Please email the address above when the order ships
Attachments: Refer to any attachments such as contracts or quotes
Purpose: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.

Send to Supplier Show at Receipt Shown at Voucher [Edit more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

[Check Budget](#) [Pre-Check Budget](#) [Budget Checking Status](#)

[Save & submit](#) [Save for Later](#) [Add More Items](#) [Preview Approvals](#)

29. Click **Save for Later** at the bottom of the screen.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Procurement](#) | [Manage Requisitions](#) | [Requisition](#)

ENTRUSTED INFORMATION SYSTEM | mmt0110 on FSTSTU (easapp12) - 02/07/2016 14:36:29 | All | Search | [Advanced Search](#)

Checkout - Review and Submit
 Review the item information and submit the req for approval.

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

Requisition Summary
 Business Unit: SY769 | Univ. of North Texas System
 Requisition Name: Computer for Professor Davis
 Requester: ER2200 | Business Services-Gen
 Requisition ID: 000000143
 Priority: Medium
 *Currency: USD
 Custom Fields

[Copy Bid Vendor](#)
[Delete Bid Vend](#)
[Refresh](#)

Cart Summary: Total Amount 1,150.00 USD
 Expand lines to review shipping and accounting details | [Add More Items](#) | First | 1 to 2 of 2 | Last

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1,000.00000	1000.00			Edit	
Shipping Line 1 *Ship To: BSCA 400 Address: UNT System Business Service Center, Send to: invoices@untssystem.edu, 1112 Dallas Dr., Ste. 4000, Denton, TX 76205 Attention To: Business Services-Gen Due Date: 02/15/2016 Add Ship To Comments Add One Time Address Price: 1000.00000 Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields											
Accounting Lines											
2	Dell Keyboard		Summus Industries Inc	1.0000	Each	150.0000	150.00			Add	
Shipping Line 1 *Ship To: BSCA 400 Address: UNT System Business Service Center, Send to: invoices@untssystem.edu, 1112 Dallas Dr., Ste. 4000, Denton, TX 76205 Attention To: Business Services-Gen Due Date: 02/15/2016 Add Ship To Comments Add One Time Address Price: 150.00000 Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields											
Accounting Lines											

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

Total Amount: 1,150.00 USD

Shipping Summary


Edit for All Lines
 Ship To Location: BSCA 400
 Address: UNT System Business Service Center, Send to: invoices@untssystem.edu, 1112 Dallas Dr., Ste. 4000, Denton, TX 76205
 Attention To: Business Services-Gen
 Comments:

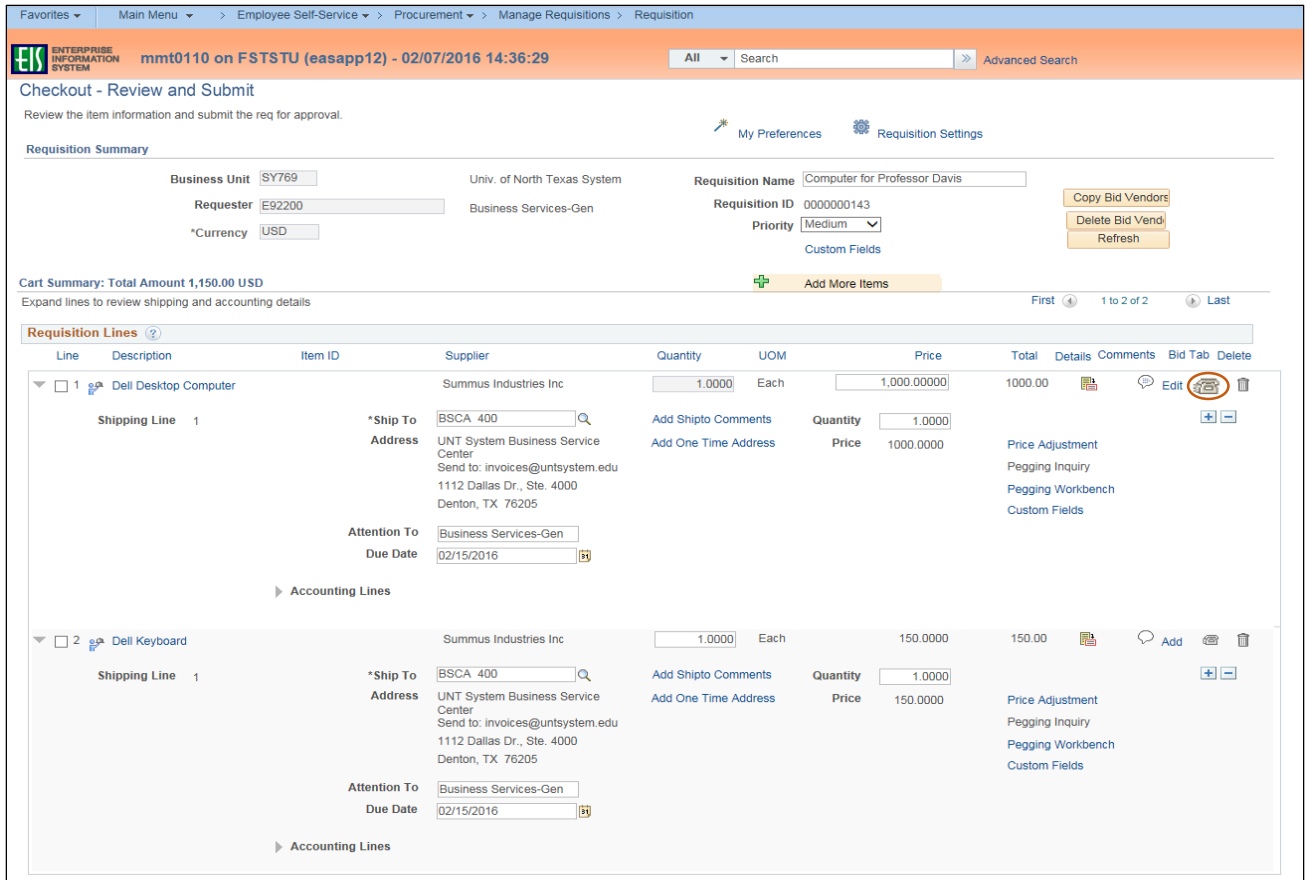
Requisition Comments and Attachments
 Enter requisition comments:
 Dept. Contact: Sarah Jones | Contact Phone: 940-555-5555 | Contact Email: sarahjones@unt.edu
 Special Instructions: Please email the address above when the order ships
 Attachments: Refer to any attachments such as contracts or quotes
 Send to Supplier | Show at Receipt | Shown at Voucher | [Edit more Comments and Attachments](#)

Approval Justification
 Enter approval justification for this requisition:
 This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.





Check Budget | Pre-Check Budget | Budget Checking Status:

[Save & Submit](#) | [Save for Later](#) | [Add More Items](#) | 60 [Preview Approvals](#)

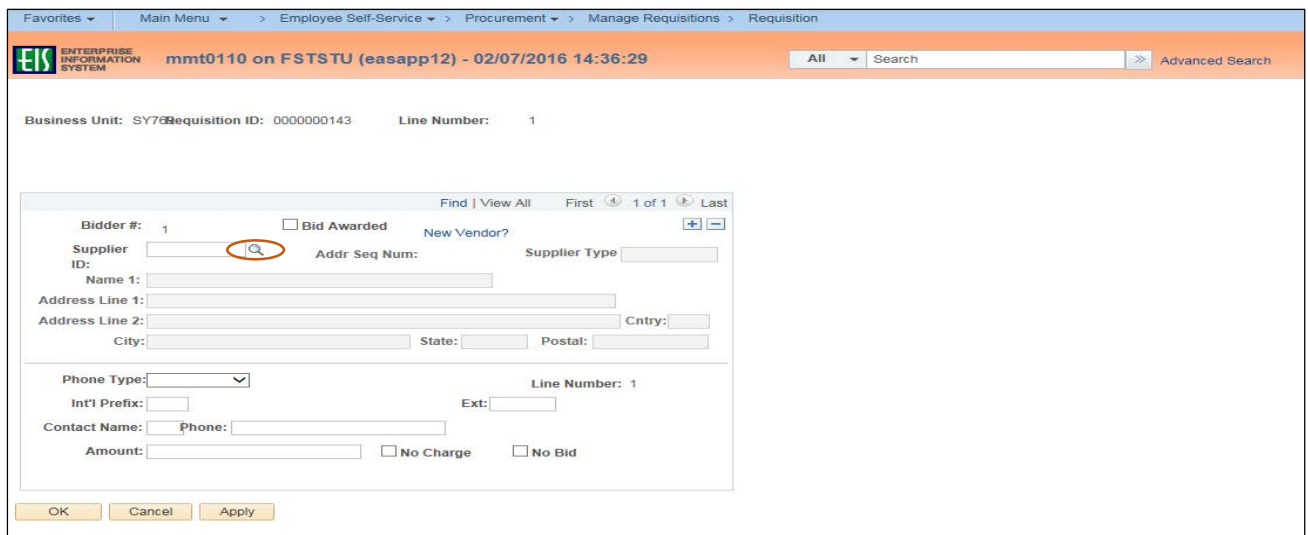
30. Click the Telephone icon  beside the **Comment** icon to complete the **Bid Tab**, if applicable.
Note: Bid Tab only needs to be completed for Line 1.



Business Unit: SY769, Requester: E92200, Requisition Name: Computer for Professor Davis, Requisition ID: 000000143, Priority: Medium


Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1,000.00000	1000.00				
2	Dell Keyboard		Summus Industries Inc	1.0000	Each	150.00000	150.00				

- 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.



Business Unit: SY769, Requisition ID: 000000143, Line Number: 1

Bidder #: 1, Bid Awarded: New Vendor?

Supplier ID:  Addr Seq Num: Supplier Type:

Name 1:

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

Buttons: 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.

Business Unit: SY79 Requisition ID: 000000143 Line Number: 1

Find | View All First 1 of 1 Last

Bidder #: 1 Bid Awarded **New Vendor?**

Supplier ID: Addr Seq Num: Supplier Type:

Name 1:

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

37. Enter Supplier name in the **Name 1** field.
38. Click **Look Up.**

Business Unit: SY79 Requisition ID: 000000143 Line Number: 1

Look Up Supplier ID

SetID: SHARE

Supplier ID begins with

Name begins with

Default Location begins with

Address Sequence Number =

Postal Code begins with

Look Up

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300 First Last

Supplier ID	Name 1	Open For Ordering	Supplier Type	Default Location	Address Sequence Number	Postal Code
000000001	UNT Payroll	Y	(blank)	999	1	76203-0000
000000003	ATHLETIC DEPT WKING FUND	Y	(blank)	999	1	76203-0000
000000004	Delta Sigma Theta Sorority, Inc.	Y	(blank)	000	1	76203
000000005	Zeta Phi Beta	Y	(blank)	999	1	76206
000000008	Model International Org	Y	(blank)	999	1	76203
000000017	Taglamonte, Sali A	Y	(blank)	000	1	M48 1M2
000000024	Beta Alpha Psi-UNT Chapter	Y	(blank)	999	1	76203 5219
000000029	NABA - UNT Student Chapter	Y	(blank)	888	2	76203-5219
000000038	Computers Etc	Y	(blank)	001	1	75112
000000040	Test Vendor 1	N	(blank)	001	1	76201
000000041	Learning Inc.	Y	(blank)	TX	1	77777
000000044	UNT SY769	Y	(blank)	000	1	76205
000000045	UNT NT752	Y	(blank)	000	1	76205
000000046	UNT DL773	Y	(blank)	000	1	75241
000000047	UNT HS763	Y	(blank)	000	1	76107
000000049	Sun Electronic Systems Inc	Y	(blank)	000	1	32780
000000052	Bryon, Michael J	Y	(blank)	000	1	63112
000000056	Alpha Delta Pi	Y	(blank)	000	2	70623
000000066	Phi SIGMA Pi	Y	(blank)	000	1	76209
000000067	Zeta Tau Alpha	Y	(blank)	999	1	76201
000000069	Phi KAPPA SIGMA	Y	(blank)	000	2	76201
000000093	Alpha Phi Sorority	Y	(blank)	999	1	76203
000000102	Eden Travel International Limited	Y	(blank)	000	1	NW4 1BZ
000000123	SIGMA LAMBDA BETA	Y	(blank)	999	1	76201
000000148	Feminist Majority Leadership Alliance	Y	(blank)	000	5	76201
000000184	UNT Panhellenic	Y	(blank)	999	1	76203
000000200	Wells Fargo	Y	(blank)	007	1	76201
000000204	PSP VACUUM TECHNOLOGY	Y	(blank)	000	1	SK110LR
000000230	University of Memphis	Y	(blank)	000	1	38152
000000235	Alpha Phi	Y	(blank)	000	3	76203
000000245	World Echoes	N	(blank)	998	2	76201
000000247	UNT Graduate Admissions	Y	(blank)	999	1	76203-5017

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.

The screenshot shows the EIS Enterprise Information System interface. The main window displays 'Business Unit: SY76', 'Requisition ID: 000000143', and 'Line Number: 1'. A 'Look Up Supplier ID' dialog box is open, showing search criteria: SetID: SHARE, Supplier ID: begins with, Name 1: begins with Summus, Default Location: begins with, Address Sequence Number: =, and Postal Code: begins with. Below the dialog, a 'Search Results' table is visible:

Supplier ID	Name 1	Open For Ordering	Supplier Type	Default Location	Address Sequence Number	Postal Code
0000006227	Summus Industries 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.

The screenshot shows the EIS Enterprise Information System interface with the 'Bid Tab' form. The 'Bidder #' is 1, and the 'Bid Awarded' checkbox is checked. The 'Supplier ID' is 0000006227, and the 'Supplier Type' is HUB. The 'Name 1' is Summus Industries Inc. The 'Address Line 1' is 77 Sugar Creek Center Blvd Ste 420, and the 'Address Line 2' is empty. The 'City' is Sugar Land, 'State' is TX, and 'Postal' is empty. The 'Contact Name' is Lee, and the 'Phone' is 999-999-9999. The 'Amount' is 1125.00.

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.

45. Click **OK**.

Enterprise Information System
mmt0110 on FSTSTU (easapp12) - 02/07/2016 15:40:29


Checkout - Review and Submit
Review the item information and submit the req for approval.

Requisition Summary

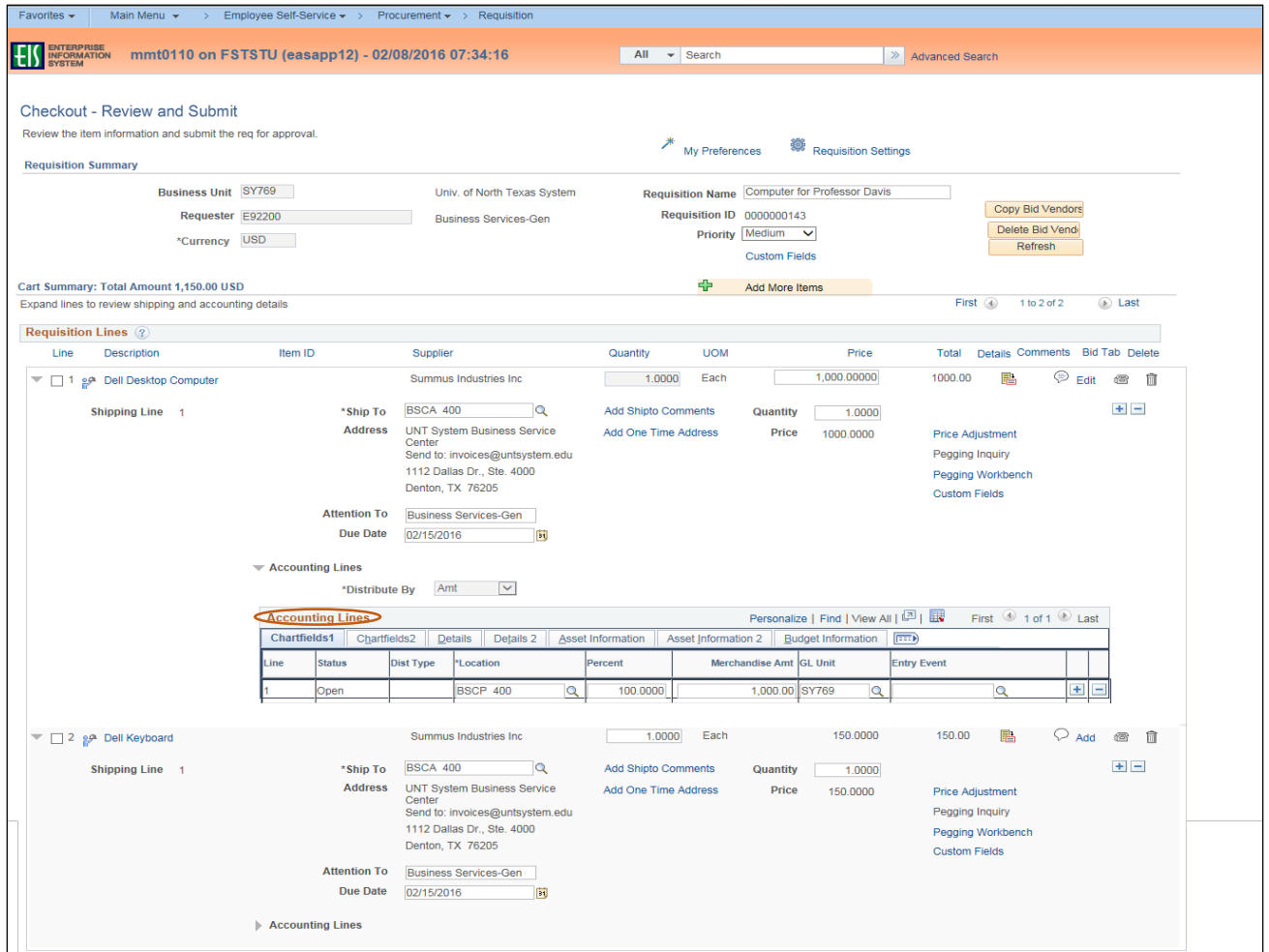
Business Unit: SY769 Univ. of North Texas System
Requester: E92200 Business Services-Gen
*Currency: USD
Requisition Name: Computer for Professor Davis
Requisition ID: 000000143
Priority: Medium
Buttons: Copy Bid Vendors, Delete Bid Vendors, Refresh

Cart Summary: Total Amount 1,150.00 USD
Expand lines to review shipping and accounting details

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1,000.0000	1000.00			Edit	
Shipping Line 1			*Ship To: BSCA 400	Add Shipto Comments	Quantity: 1.0000						
			Address: UNT System Business Service Center 1112 Dallas Dr., Ste. 4000 Denton, TX 76205	Add One Time Address	Price: 1000.0000			Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields			
			Attention To: Business Services-Gen								
			Due Date: 02/15/2016								
Accounting Lines											
2	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 1112 Dallas Dr., Ste. 4000 Denton, TX 76205	Add One Time Address	Price: 150.0000			Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields			
			Attention To: Business Services-Gen								
			Due Date: 02/15/2016								
Accounting Lines											

46. Click on the triangle icon  next 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**.



The screenshot shows the 'Checkout - Review and Submit' page for a requisition. The requisition summary includes: Business Unit SY769, Requester E92200, Requisition ID 000000143, and Requisition Name 'Computer for Professor Davis'. The cart summary shows a total amount of 1,150.00 USD. The requisition lines table lists two items: a Dell Desktop Computer and a Dell Keyboard. The 'Accounting Lines' section is expanded, showing a table with columns for Line, Status, Dist Type, Location, Percent, Merchandise Amt, GL Unit, and Entry Event. The first line is highlighted, showing Line 1, Status Open, Location BSCP 400, and Percent 100.0000.

Chartfields 1

Accounting Lines										Personalize	Find	View All	First	1 of 1	Last
Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit	Entry Event								
1	Open		BSCP 400	100.0000	1,000.00	SY769									

Chartfields 2

Accounting Lines														Personalize	Find	View All	First	1 of 1	Last
Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate						
53101	7334	922000	105	195001	550														

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**.

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

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

Accounting Lines										Personalize	Find	View All	First	1-2 of 2	Last
Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information									
Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit	Entry Event								
1	Open		BSCP 400	100.0000	1,000.00	SY769			+						
2	Open		BSCP 400		0.00	SY769			+						

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

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

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

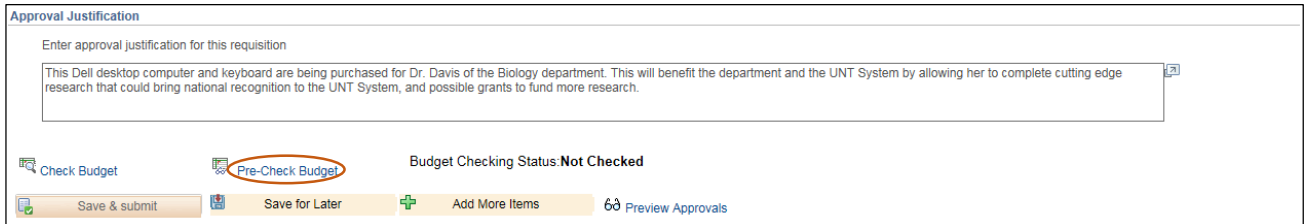
Accounting Lines															Personalize	Find	View All	First	1-2 of 2	Last
Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information														
Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate							
53104	7378	922000	105	195001	550									+						
53104	7378	922000	105	195001	550									+						

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.

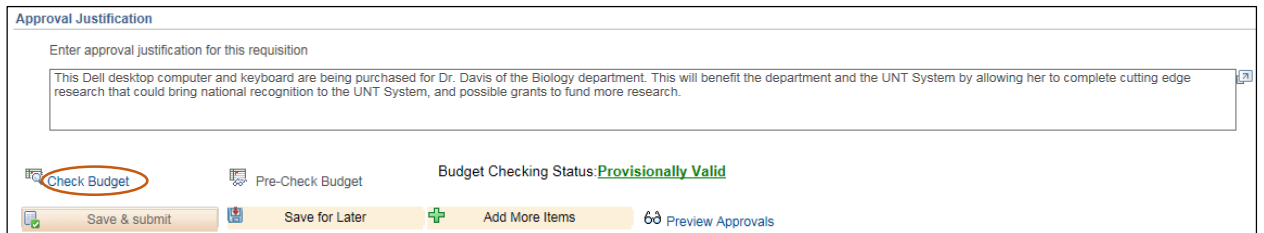
1. Click **Pre-Check Budget** at the bottom of the screen to conduct a pre-budget check, which verifies the availability of funds without encumbering the funds.

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.



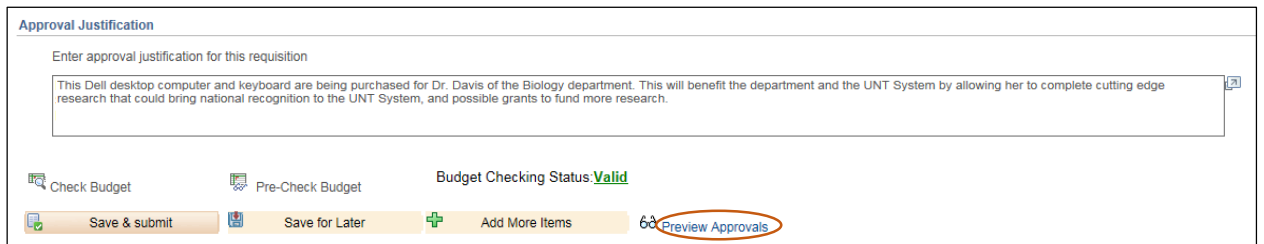
The screenshot shows the 'Approval Justification' section of a requisition form. The justification text reads: 'This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.' Below the text area, there are several buttons: 'Check Budget', 'Pre-Check Budget' (circled in red), 'Save & submit', 'Save for Later', 'Add More Items', and 'Preview Approvals'. The 'Budget Checking Status' is displayed as 'Not Checked'.

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



The screenshot shows the same requisition form as above, but the 'Check Budget' button is now circled in red. The 'Budget Checking Status' has updated to 'Provisionally Valid'.


3. Click **Preview Approvals**.




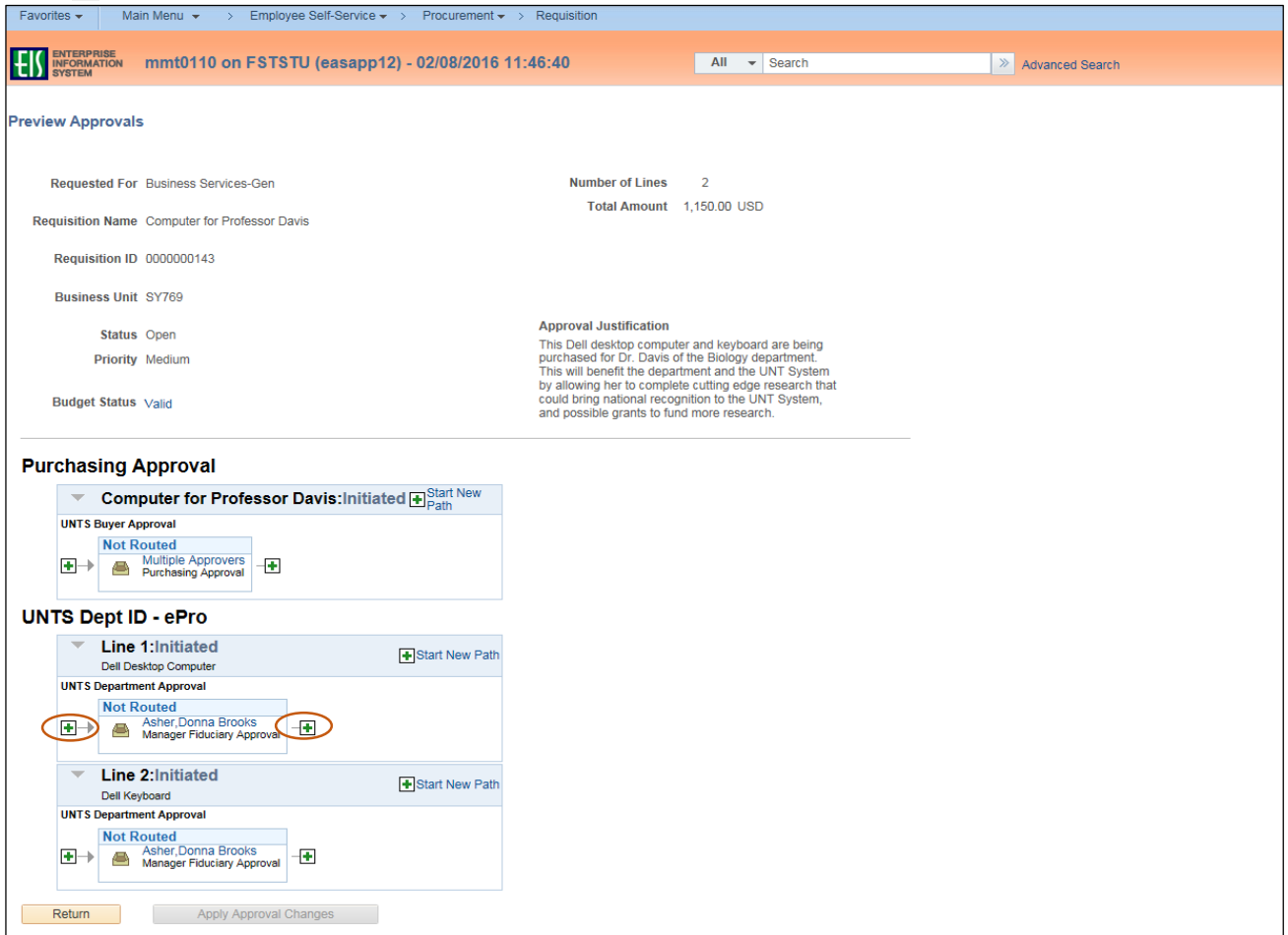
The screenshot shows the same requisition form as above, but the 'Preview Approvals' button is now circled in red. The 'Budget Checking Status' has updated to 'Valid'.

- 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 add an Approver/Reviewer.

- 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.




Preview Approvals


Requested For Business Services-Gen Number of Lines 2
Requisition Name Computer for Professor Davis Total Amount 1,150.00 USD
Requisition ID 000000143
Business Unit SY769
Status Open
Priority Medium
Budget Status Valid

Approval Justification
This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.


Purchasing Approval

Computer for Professor Davis: Initiated 



UNTS Buyer Approval


Not Routed
Multiple Approvers Purchasing Approval 

UNTS Dept ID - ePro


Line 1: Initiated 
Dell Desktop Computer

UNTS Department Approval

Not Routed
Asher, Donna Brooks Manager Fiduciary Approval  

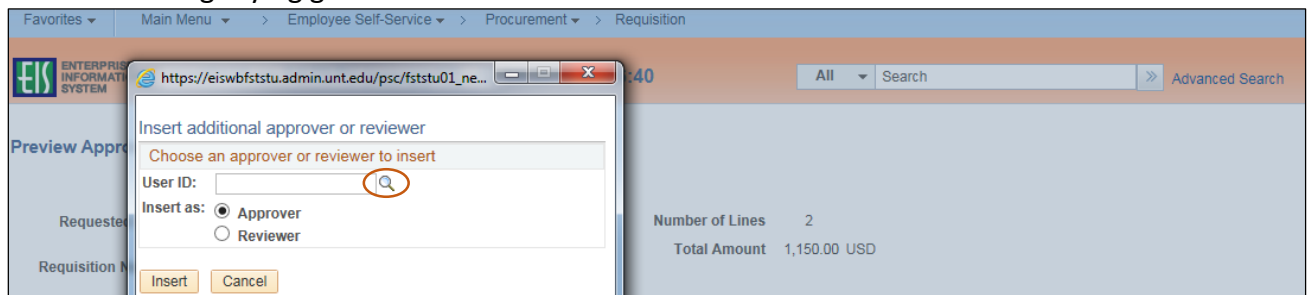
Line 2: Initiated 
Dell Keyboard

UNTS Department Approval

Not Routed
Asher, Donna Brooks Manager Fiduciary Approval 


Return Apply Approval Changes

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



Insert additional approver or reviewer

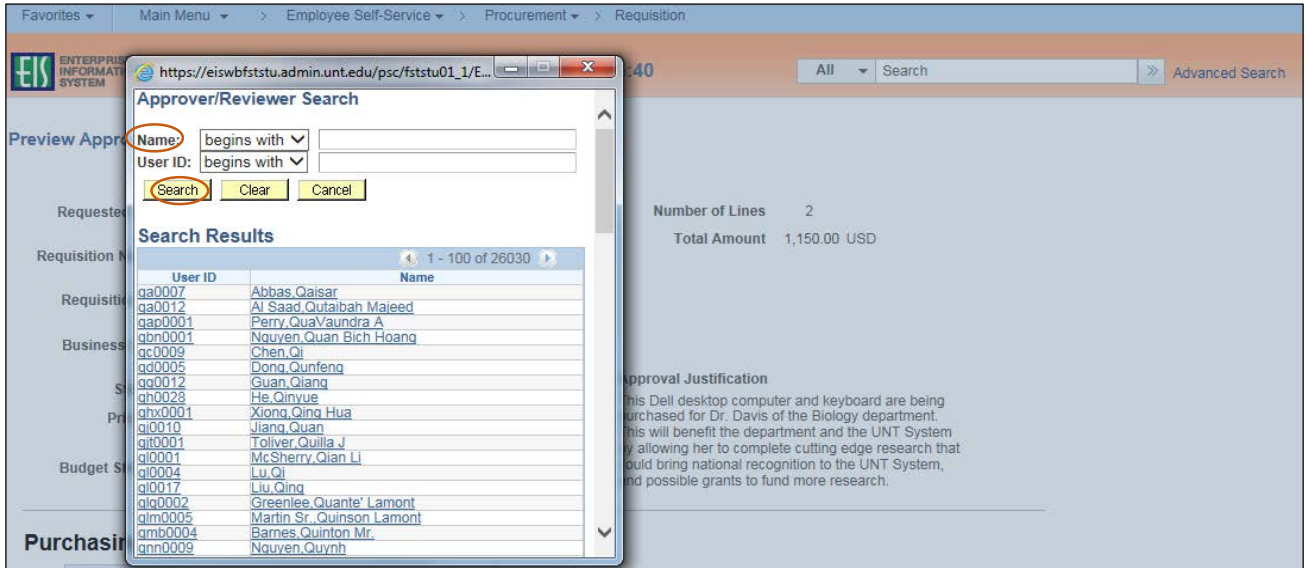
Choose an approver or reviewer to insert

User ID: 

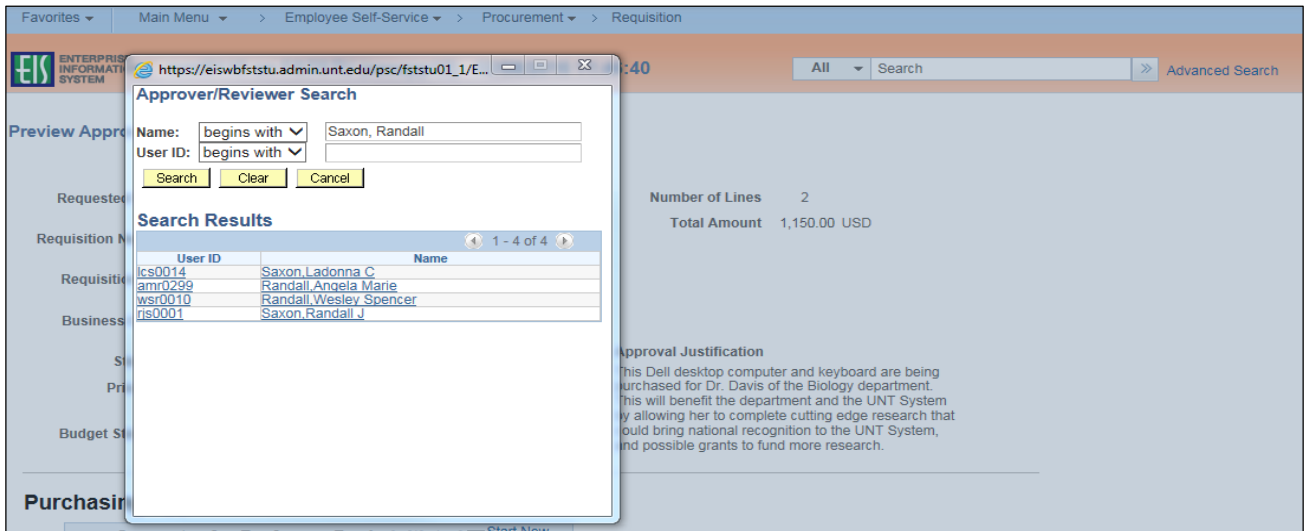
Insert as: Approver
 Reviewer

Insert Cancel

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

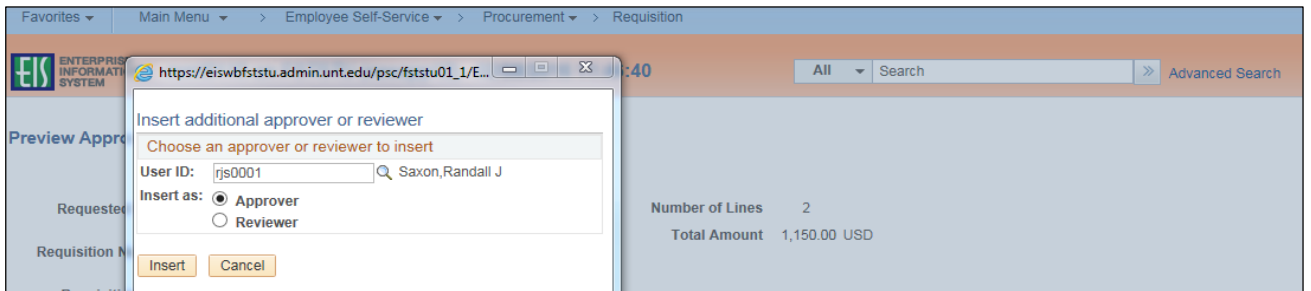


9. Select the appropriate **Name** or **User ID** for the Approver/Reviewer you want to insert.



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.



11. Click **Apply Approval Changes**.

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

The screenshot displays the 'Preview Approvals' section of the EIK system. At the top, the breadcrumb navigation reads: Favorites > Main Menu > Employee Self-Service > Procurement > Requisition. The page title is 'mmt0110 on FSTSTU (easapp12) - 02/08/2016 14:43:37'. A search bar is located in the top right corner.

Preview Approvals

Requested For: Business Services-Cen
Number of Lines: 2
Total Amount: 1,150.00 USD

Requisition Name: Computer for Professor Davis
Requisition ID: 0000000143
Business Unit: SY769
Status: Open
Priority: Medium
Budget Status: Valid

Approval Justification
This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.

Purchasing Approval

Computer for Professor Davis: Initiated [Start New Path]

UNTS Buyer Approval
Not Routed
Multiple Approvers Purchasing Approval

UNTS Dept ID - ePro

Line 1: Initiated [Start New Path]
Dell Desktop Computer
UNTS Department Approval
Not Routed: Saxon, Randall J. Inserted Approver
Not Routed: Asher, Donna Brooks. Manager Fiduciary Approval

Line 2: Initiated [Start New Path]
Dell Keyboard
UNTS Department Approval
Not Routed: Asher, Donna Brooks. Manager Fiduciary Approval

Buttons: Return, Apply Approval Changes

13. Click **Return**.

This screenshot is identical to the previous one, showing the same 'Preview Approvals' and 'Purchasing Approval' details. The key difference is that the 'Return' button at the bottom left is highlighted in orange, indicating it is the active or selected option.

14. Click **Save & submit**.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Procurement](#) > [Requisition](#)

ENTERPRISE INFORMATION SYSTEM mmt0110 on FSTSTU (easapp12) - 02/08/2016 14:43:37 All Search [Advanced Search](#)

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

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

Requisition Summary

Business Unit: SY789 Univ. of North Texas System Requisition Name: Computer for Professor Davis
 Requester: E92200 Business Services-Gen Requisition ID: 000000143
 *Currency: USD Priority: Medium

[Copy Bid Vendor](#)
[Delete Bid Vendor](#)
[Refresh](#)

Cart Summary: Total Amount 1,150.00 USD [Add More Items](#)

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1,000.00000	1000.00				
<p>Shipping Line 1</p> <p>*Ship To: BSCA 400</p> <p>Address: UNT System Business Service Center Send to: invoices@untssystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205</p> <p>Attention To: Business Services-Gen Due Date: 02/15/2016</p> <p>Accounting Lines</p>											
2	Dell Keyboard		Summus Industries Inc	1.0000	Each	150.00000	150.00				
<p>Shipping Line 1</p> <p>*Ship To: BSCA 400</p> <p>Address: UNT System Business Service Center Send to: invoices@untssystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205</p> <p>Attention To: Business Services-Gen Due Date: 02/15/2016</p> <p>Accounting Lines</p>											

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

Total Amount: 1,150.00 USD
 Pre-Encumbrance Balance: Not Available

Shipping Summary

[Edit for All Lines](#)

Ship To Location: BSCA 400
 Address: UNT System Business Service Center
 Send to: invoices@untssystem.edu
 1112 Dallas Dr., Ste. 4000
 Denton, TX 76205
 Attention To: Business Services-Gen
 Comments:

Requisition Comments and Attachments

Enter requisition comments

Dept. Contact: Sarah Jones | Contact Phone: 940-566-5555 | Contact Email: sarahjones@unt.edu
 Special Instructions: Please email the address above when the order ships
 Attachments: Refer to any attachments such as contracts or quotes

Send to Supplier Show at Receipt Shown at Voucher [Edit more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.

[Check Budget](#) [Pre-Check Budget](#) Budget Checking Status: **Valid**

[Save & submit](#) [Save for Later](#) [Add More Items](#) [Preview Approvals](#)

Note: The **Confirmation** screen will open.

The screenshot shows the EIS Confirmation screen for a requisition. The breadcrumb navigation is: Favorites > Main Menu > Employee Self-Service > Procurement > Requisition. The page title is "mmt0110 on FSTSTU (easapp12) - 02/08/2016 14:43:37". There is a search bar with "All" selected and an "Advanced Search" link.

Confirmation

Your requisition has been submitted.

Requested For	Business Services-Gen	Number of Lines	2
Requisition Name	Computer for Professor Davis	Total Amount	1,150.00 USD
Requisition ID	000000143	Pre-Encumbrance Balance	Not Available
Business Unit	SY769		
Status	Pending		
Priority	Medium		
Budget Status	Valid		

Approval Justification
This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting edge research that could bring national recognition to the UNT System, and possible grants to fund more research.

View printable version | Edit This Requisition | Check Budget | Pre-Check Budget

Purchasing Approval

Computer for Professor Davis: Pending Start New Path

UNTS Buyer Approval

Pending Multiple Approvers Purchasing Approval

UNTS Dept ID - ePro

Line 1: Initiated Start New Path
Dell Desktop Computer

UNTS Department Approval

Not Routed Saxon, Randall J. Inserted Approver

Not Routed Asher, Donna Brooks. Manager Fiduciary Approval

Line 2: Initiated Start New Path
Dell Keyboard

UNTS Department Approval

Not Routed Asher, Donna Brooks. Manager Fiduciary Approval

Apply Approval Changes

Create New Requisition | Manage Requisitions

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 [click here](#).