

SOP #: 4.2.3.1	Area: Purchasing
Title: Purchases \$15,000.00 and Under	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: 09-30-2020
Approval Date: 02-25-2016	Review Date: N/A

Title: Purchases \$15,000.00 and under

Purchase transactions from \$0 to \$15,000.00 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

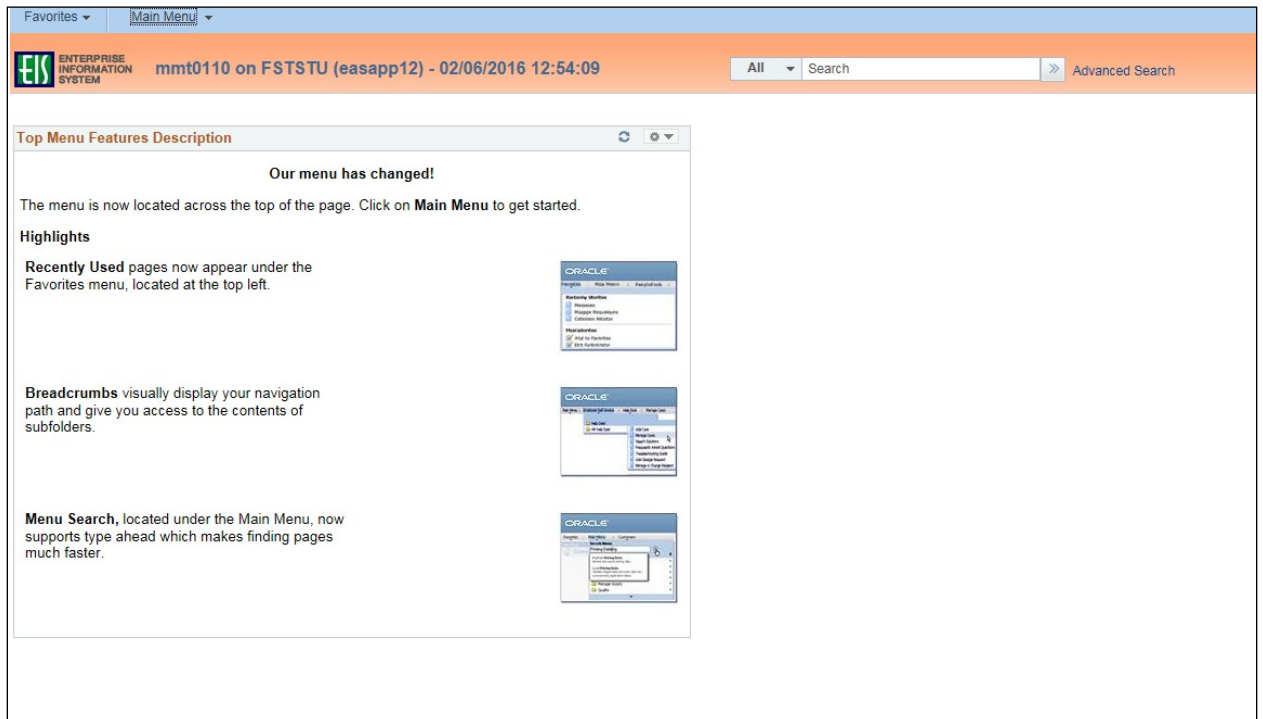
Note: Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.

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

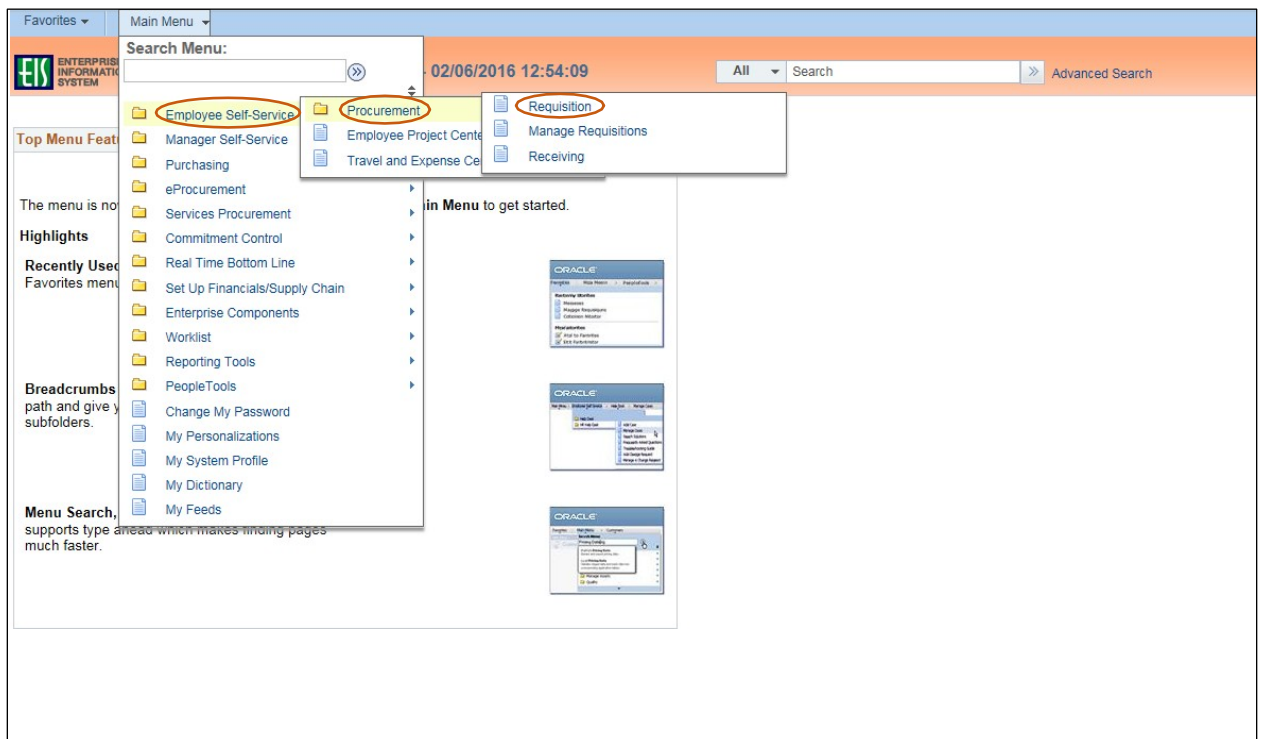
Some documents inside EIS are in PDF format and require the free [Adobe Reader](#) software to open.

[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.



6. 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: Category:

Supplier Location: Unit of Measure:

Buyer:

Shipping Defaults

Ship To: BSCA 400 Add One Time Address:

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					

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


*Requester: 026201 UNT Controller Priority: Medium


*Currency: USD


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


Line Defaults

Supplier: 

Supplier Location: 

Buyer: 

Category: 

Unit of Measure: 

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 Summus 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.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Procurement ▾ > Requisition
 EIS ENTERPRISE INFORMATION SYSTEM mmt0110 on FSTSTU (easapp12) - 02/25/2016 12:08:57 All Search >> Advanced Search

Requisition Settings

Business Unit Univ. of North Texas System Requisition Name
 *Requester Business Services-Gen Priority
 *Currency Custom Fields

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 Category
 Supplier Location Unit of Measure
 Buyer

Shipping Defaults

Ship To Add One Time Address
 Due Date Attention

Distribution Defaults

SpeedChart

Accounting Defaults Personalize | Find | First 1 of 1 Last

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		<input type="text" value="BSCP 400"/>	<input type="text" value="SY769"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="922000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Personalize | Find | First 1 of 1 Last

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		<input type="text" value="ADMIN_160"/>	<input type="text" value="NT752"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="150000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

The screenshot shows the 'Requisition Settings' window in the EIS system. The 'Look Up Fund Cat' dropdown is open, displaying a list of Fund Categories. The 'Fund Category' column is highlighted, and '105 Educational & General' is selected. The 'Description' column shows various categories like 'Auxiliary', 'Designated Operating-Managed', etc.

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 Expendable
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 Expendable Cap Cntrbt
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**.

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 'Fund' column contains the value '105' and has a magnifying glass icon next to it, which is circled in red.

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 'Look Up Fund' dialog box with the following search criteria:

- SetID: SHARE
- Fund: begins with []
- Description: begins with []

The search results table is as follows:

Fund	Description
100003	DepOp/QEnd-Majore 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/QEnd-Journalism Pr Endow
100027	DepOp/QEnd-Lone Star Chair
100028	DepOp/QEnd-UNT Quasi Endow
130001	Schol/QEnd-TI Sship
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 Pictures
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
130019	Schol/QEnd-CMUT Defs

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

The 'Accounting Defaults' table is shown with the following columns and data:

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' screen in the EIS system. The 'Look Up Function' dropdown is open, displaying a list of functions. The 'Function' field is set to 'begins with' and the 'Description' field is also set to 'begins with'. The dropdown list includes the following items:

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

The 'Requisition Settings' form includes fields for Business Unit (SY769), Requester (E92200), Requisition Name (Computer for Professor Davis), and Priority (Medium). It also has sections for Default Options, Line Defaults, Shipping Defaults, and Accounting Defaults.

18. Click **OK**.

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

The screenshot shows the 'Requisition Settings' screen after clicking 'OK'. The 'Requisition Name' field is now populated with 'Computer for Professor Davis'. The 'Function' field in the Accounting Defaults table is now set to '550'. The 'Look Up Function' dropdown is closed.

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		

The 'Requisition Settings' form includes fields for Business Unit (SY769), Requester (E92200), Requisition Name (Computer for Professor Davis), and Priority (Medium). It also has sections for Default Options, Line Defaults, Shipping Defaults, and Accounting Defaults.

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: (See table below).

Track order using **Manage Requisitions**.

	Justification Comments	
Required	Item	Notes
Required	Department contact	Full name, phone number and email address
Required	Vendor contact	Full name, phone number and email address
Required	Purpose	What is it for? Why is it being purchased?
Required	Email Address	Where do we need to send the order?
Required	Procurement Method	Must be referenced (coop, contract, quotes)
Required	Service Date	When do need services performed or good received by?
	Supporting Documentation	
If applicable	HSP Form	If purchase is over 85k (or has the potential to go over 85k with change orders).
If applicable	Quotes	Attach all quotes
If applicable	Contract	If this purchase is made off an existing contract, attach copy of contract
If applicable	Previous PO number	What was the previous PO number? This helps with reporting
If applicable	Proprietary/Sole Source form	Must have VP or dept chair signature
If applicable	Request for Solicitation form	Attach for formal solicitations
If applicable	Conflict of Interest form	Attach when reporting COI
If applicable	Emails	Additional information on purchase/contract

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 Enterprise Information System. The page is titled 'Create Requisition' and has a sub-header 'Business Services-Gen'. The main content area is divided into several sections. On the left, there is a 'Request Options' dropdown menu. In the center, there is a search bar with 'All' selected. On the right, there is a 'Checkout' button. The main content area is divided into several sections. The 'ePro Services' section is highlighted, and 'New Requisition' is circled in red. Other sections include 'Request Services', 'Web', 'Forms', 'Favorites', 'Recently Ordered', and 'External Catalogs'. The page also includes a search bar and a 'Checkout' button.

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 Enterprise Information System. The form is titled 'New Requisition' and contains several input fields for requisition details. The 'Goods/Service Description' field is highlighted. Other fields include 'Quantity', 'Amount', 'Category', 'Supplier ID', 'Supplier Name', 'Quote Number', 'Beginning Date', 'Unit of Measure', 'Currency Code', '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.

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' with a help icon. The user is logged in as 'mmt0110 on FSTSTU (easapp12) - 02/25/2016 12:08:57'. The page includes a search bar and a navigation menu. 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. 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
BRL	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: 000006227
- 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.

Enterprise Information System
mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

Create Requisition

Welcome Business Services-Gen

New Requisition

*Goods/Service Description	Dell Desktop Computer	*Unit of Measure	EA
Quantity	1	*Currency Code	USD
Amount	1,000.00		
*Category			
Supplier ID	000006227	Suggest New Supplier	
Supplier Name	Summus Industries Inc		
Quote Number		Quote Date	
Beginning Date		Date of Completion	

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Add to Cart

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

Enterprise Information System
mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16

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.
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** [] Find

Browse Category Tree

Return

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 [] 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.

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 [] Comp [] Find

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 are navigation links: 'Welcome', 'Business Services-Gen', 'Home', 'My Preferences', 'Requisition Settings', '0 Lines', and 'Checkout'. A search bar is present with 'All' selected. The 'Request Options' dropdown is set to 'All'. On the left, a sidebar lists 'All Request Options', 'ePro Services', 'New Requisition', 'Web', 'Forms', 'Favorites', 'Recently Ordered', and 'External Catalogs'. The 'New Requisition' form has 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 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: 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.

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 fields:

- Supplier Name: (empty)
- 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 are 'OK' and 'Cancel' buttons. A note indicates '254 characters remaining' for the comments field.

15. Click **OK**.

The screenshot shows the 'Suggested Supplier' form 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 form includes the following fields:

- Supplier Name: ABC Electronics
- Contact Name: John Doe
- Address Information:
 - Country: USA (United States)
 - Address 1: 1234 Main Street
 - Address 2: (empty)
 - Address 3: (empty)
 - City: Denton
 - State: TX
 - Postal: 12345
- Phone Information:
 - Phone Type: Business Phone
 - Prefix: 940
 - Telephone: 1234567
 - Ext: (empty)
 - Comments: (empty text area, 254 characters remaining)

Buttons: 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.

The screenshot shows the 'Create Requisition' screen 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 screen includes the following elements:

- Navigation: Home, My Preferences, Requisition Settings, 0 Lines, Checkout
- Search: All, Search, Advanced Search
- Request Options: (dropdown menu)
- New Requisition Form:
 - *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
 - Suggested Supplier: ABC Electronics
 - Quote Date: (empty)
 - Date of Completion: (empty)
- Additional Information: (empty text area)
- Checkboxes: Send to Supplier, Show at Receipt, Show at Voucher
- Buttons: 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.

The screenshot shows the 'Create Requisition' page in the EIS 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 contains a navigation menu with 'Home', 'My Preferences', 'Requisition Settings', and '0 Lines'. 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: (highlighted with a red circle)
- Beginning Date: (calendar icon)
- Quote Date: (calendar icon)
- Date of Completion: (calendar icon)

Below the fields 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 located at the bottom.

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

The screenshot shows the 'Create Requisition' page in the EIS system, identical to the previous one. The 'Quote Date' field is now highlighted with a red circle, and the calendar icon next to it is also highlighted. The 'Quote Number' field now contains the value '999999999'.

18. Select the date the quote was received.

The screenshot shows the 'Create Requisition' page in the EIS system. The 'Quote Date' field is highlighted with a calendar pop-up. The calendar is for February 2016, and the date '6' is selected. The form fields are as follows:

*Goods/Service Description	Dell Desktop Computer	*Unit of Measure	EA
Quantity	1	*Currency Code	USD
Amount	1,000.00		
*Category	07977		
Supplier ID	000006227		Suggest New Supplier
Supplier Name	Summus Industries Inc		
Quote Number	999999999	Quote Date	
Beginning Date		Date of Completion	

Additional Information: Send to Supplier, Show at Receipt, Show at Voucher. Add to Cart button is present.

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

The screenshot shows the 'Create Requisition' page in the EIS system. The 'Beginning Date' field is highlighted with a red circle and a calendar icon. The form fields are as follows:

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

Additional Information: Send to Supplier, Show at Receipt, Show at Voucher. Add to Cart button is present.

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 with the following details:

- Page Header:** Favorites, Main Menu, Employee Self-Service, Procurement, Requisition. User: mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16.
- Form Title:** Create Requisition
- Navigation:** Home, My Preferences, Requisition Settings, 0 Lines, Checkout.
- Request Options:** All (Search)
- Form Fields:**
 - *Goods/Service Description: Dell Desktop Computer
 - Quantity: 1
 - Amount: 1,000.00
 - *Category: 07977
 - Supplier ID: 000006227
 - Supplier Name: Summus Industries Inc
 - Quote Number: 999999999
 - Beginning Date: [Calendar Icon]
 - Quote Date: 02/01/2016
 - Date of Completion: [Calendar Icon]
- Additional Information:**
 - Send to Supplier
 - Show at Receipt
 - Show at Voucher
- Buttons:** Add to Cart

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

The screenshot shows the 'Create Requisition' page with the following details:

- Page Header:** Favorites, Main Menu, Employee Self-Service, Procurement, Requisition. User: mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16.
- Form Title:** Create Requisition
- Navigation:** Home, My Preferences, Requisition Settings, 0 Lines, Checkout.
- Request Options:** All (Search)
- Form Fields:**
 - *Goods/Service Description: Dell Desktop Computer
 - Quantity: 1
 - Amount: 1,000.00
 - *Category: 07977
 - Supplier ID: 000006227
 - Supplier Name: Summus Industries Inc
 - Quote Number: 999999999
 - Beginning Date: 02/05/2016
 - Quote Date: 02/01/2016
 - Date of Completion: 02/05/2016
- Additional Information:**
 - Send to Supplier
 - Show at Receipt
 - Show at Voucher
- Buttons:** Add to Cart

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 for creating a requisition. The form includes fields for: *Goods/Service Description (Dell Desktop Computer), Quantity (1), Amount (1,000.00), *Category (07977), Supplier ID (000006227), 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), and Date of Completion. A calendar is open for the Date of Completion field, showing February 2016 with the 6th selected. The 'Additional Information' field is empty. There are checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher', and an 'Add to Cart' button.

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 for creating a requisition. The form includes fields for: *Goods/Service Description (Dell Desktop Computer), Quantity (1), Amount (1,000.00), *Category (07977), Supplier ID (000006227), 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), and Date of Completion (02/15/2016). The 'Additional Information' field is empty. There are checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher', and an 'Add to Cart' button which 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.

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 | **2 Lines** Checkout

Request Options ▾ Search All Search Advanced Search

All Request Options
ePro Services
New Requisition
Web
Forms
Favorites
Recently Ordered
External Catalogs

New Requisition

*Goods/Service Description
Quantity
Amount
*Category
Supplier ID 0000006227
Supplier Name Summus Industries Inc
Quote Number
Beginning Date

*Unit of Measure
*Currency Code USD
Suggest New Supplier
Quote Date
Date of Completion


Additional Information

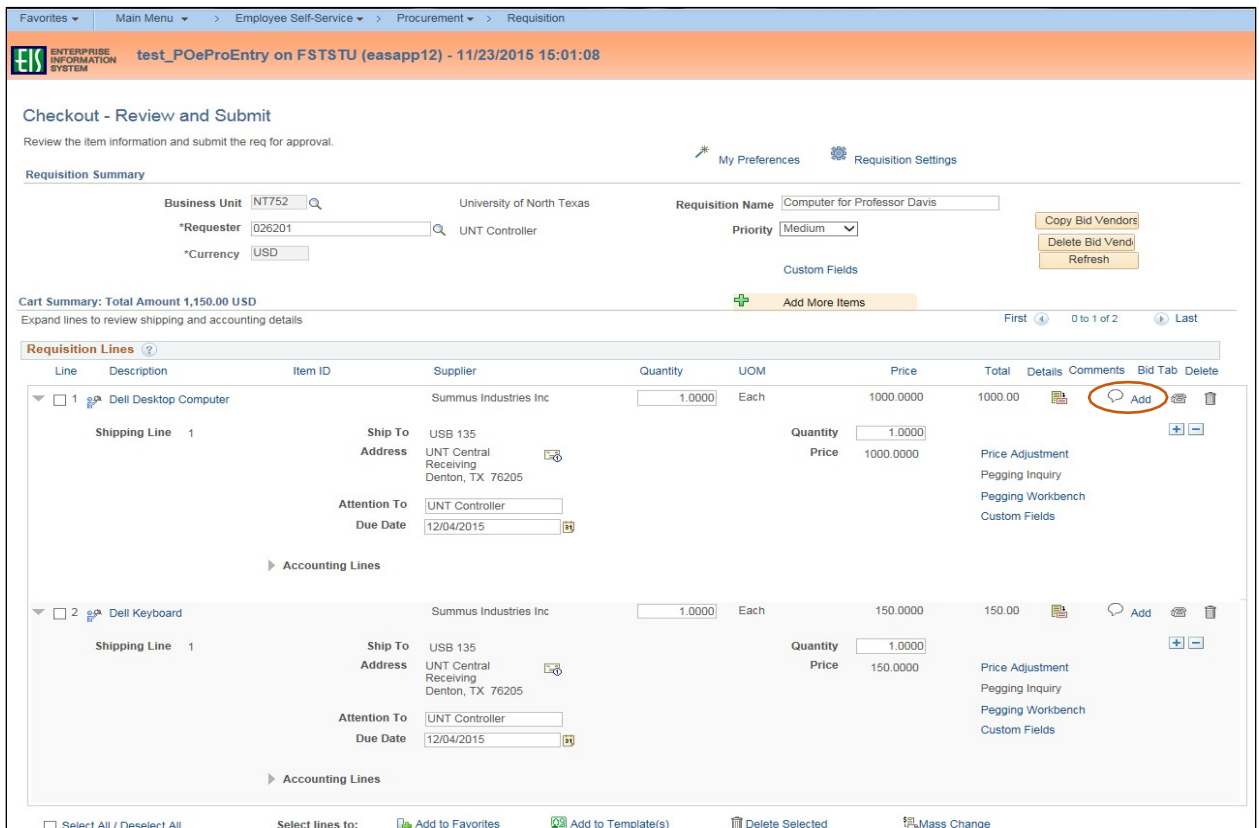
Send to Supplier Show at Receipt Show at Voucher

Add to Cart

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

Cart Summary: Total Amount 1,150.00 USD

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	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			
							Custom Fields				
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			
							Custom Fields				
Accounting Lines											

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

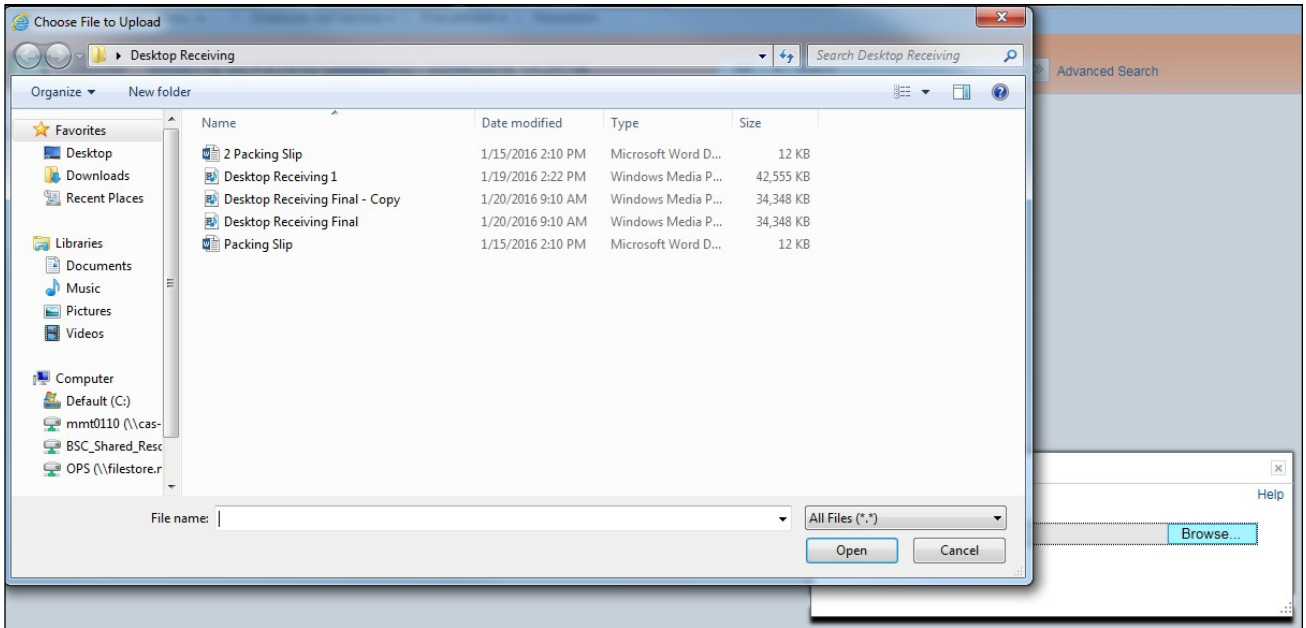
- Enter comment in the **Comments** field within the **Line Comment** section.
Note: Line comment is specific to the line item and is different from the **Requisition Comment** on the **Checkout – Review and Submit** screen. If you need to send the information you typed in the **Comments** field to the 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 'First', '1 of 1', 'Last' navigation. A text area for entering comments is present, 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.

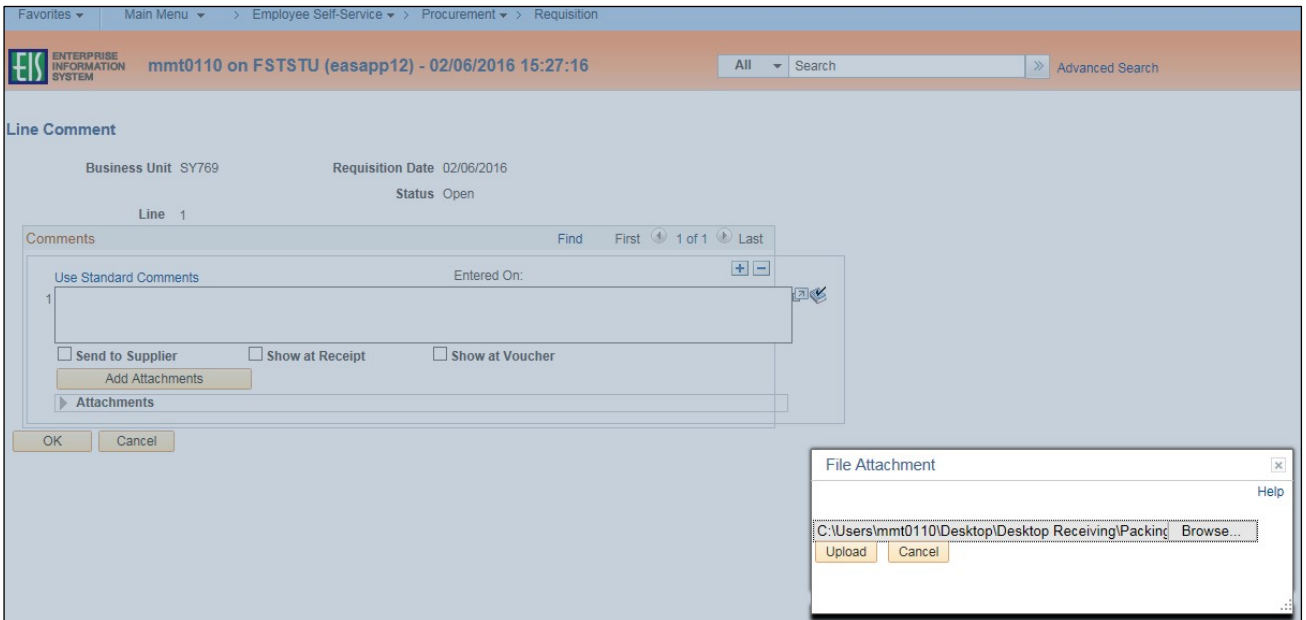
- Click **Browse** in the **File Attachment** box.

This screenshot is similar to the previous one but includes a 'File Attachment' dialog box. The dialog box has a title bar, a 'Help' button, and a 'Browse...' button. Below the 'Browse...' button are 'Upload' and 'Cancel' buttons. 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

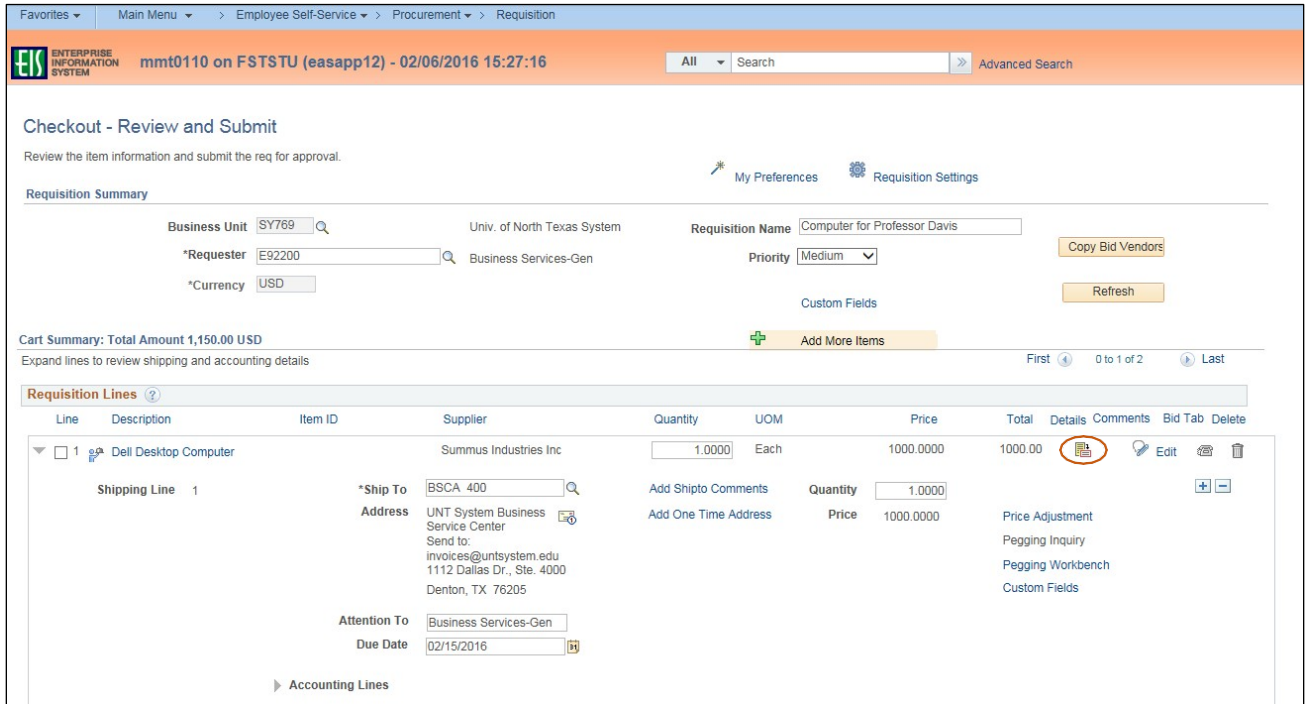
Send to Supplier Show at Receipt Show at Voucher

Add Attachments

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

OK Cancel

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.

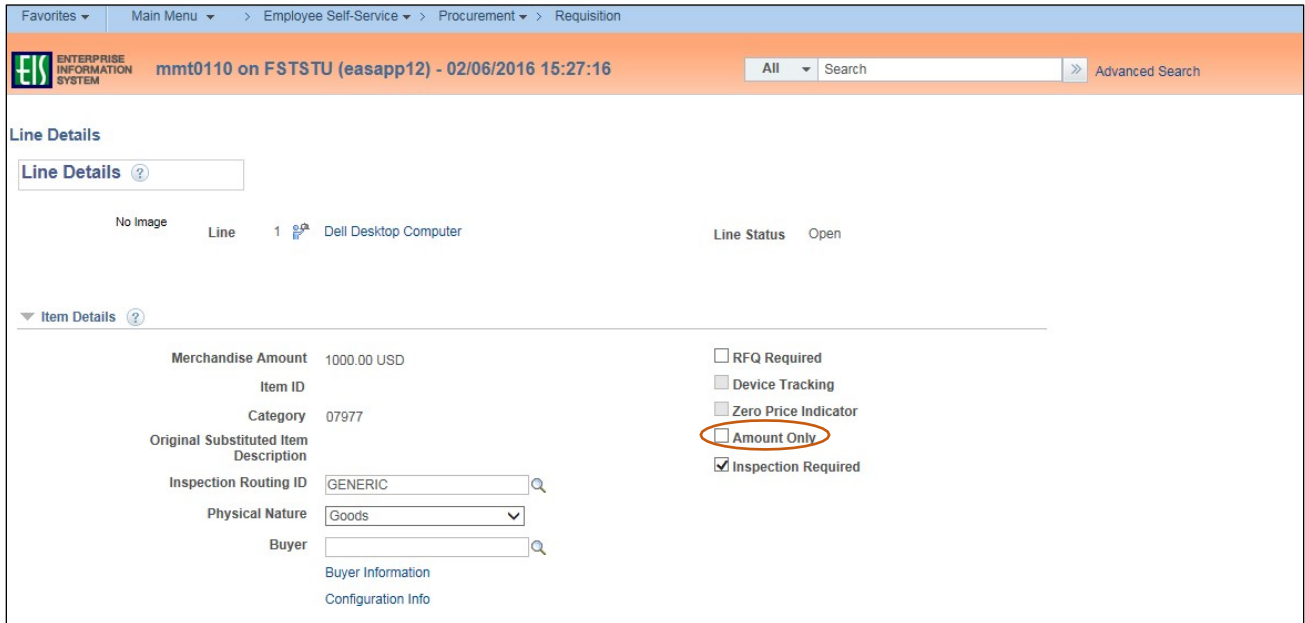
Requisition Summary

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: [blank]
 Category: 07977
 Original Substituted Item Description: [blank]
 Inspection Routing ID: GENERIC
 Physical Nature: Goods
 Buyer: [blank]

RFQ Required
 Device Tracking
 Zero Price Indicator
 Amount Only
 Inspection Required

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

Enterprise Information System
mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16

Line Details

Line 1 Dell Desktop Computer

Item Details

Merchandise Amount 1000.00 USD

Item ID

Category 07977

Original Substituted Item Description

Inspection Routing ID GENERIC

Physical Nature Goods

Buyer

Buyer Information
Configuration Info

RFQ Required
Device Tracking
Zero Price Indicator
 Amount Only
 Inspection Required

Contract Information

Use Contract # Available

Contract ID

Contract Details

Version

Contract Line

Category Line

Supplier Information

Supplier ID 000006227 Summus Industries Inc

Supplier Location 003 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

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.

Enterprise Information System
 mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16

Favorites Main Menu Employee Self-Service Procurement Requisition

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: SY709 Univ. of North Texas System
 *Requester: E92200 Business Services-Gen
 *Currency: USD
 Requisition Name: Computer for Professor Davis
 Priority: Medium
 Copy Bid Vendors
 Refresh

Carl Summary: Total Amount 1,150.00 USD
 Expand lines to review shipping and accounting details
 Add More Items

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 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</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: 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</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

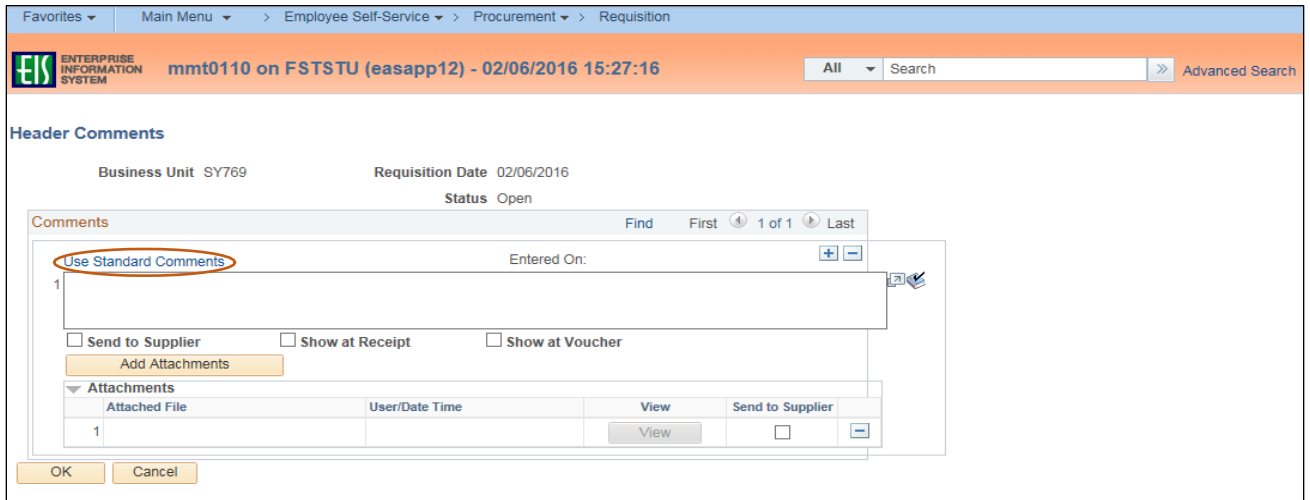
Approval Justification

Enter approval justification for this requisition

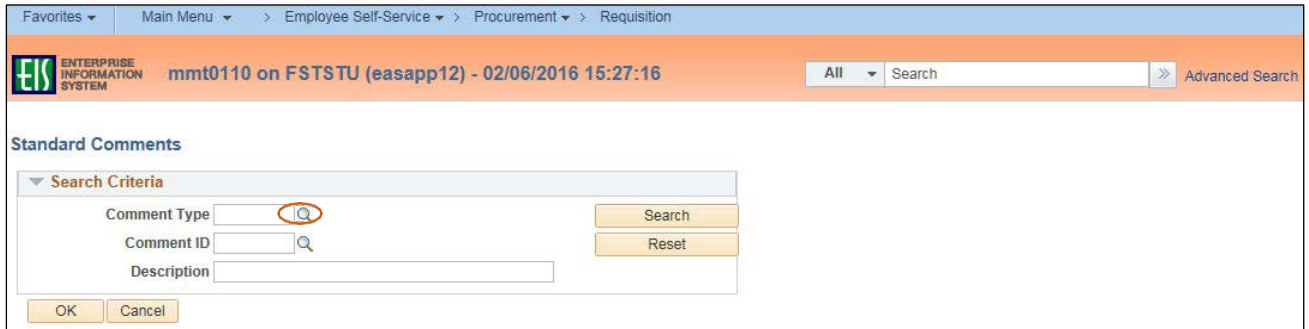
Check Budget Pre-Check Budget Budget Checking Status:

Submit Save Before Submit Add More Items Preview Approvals

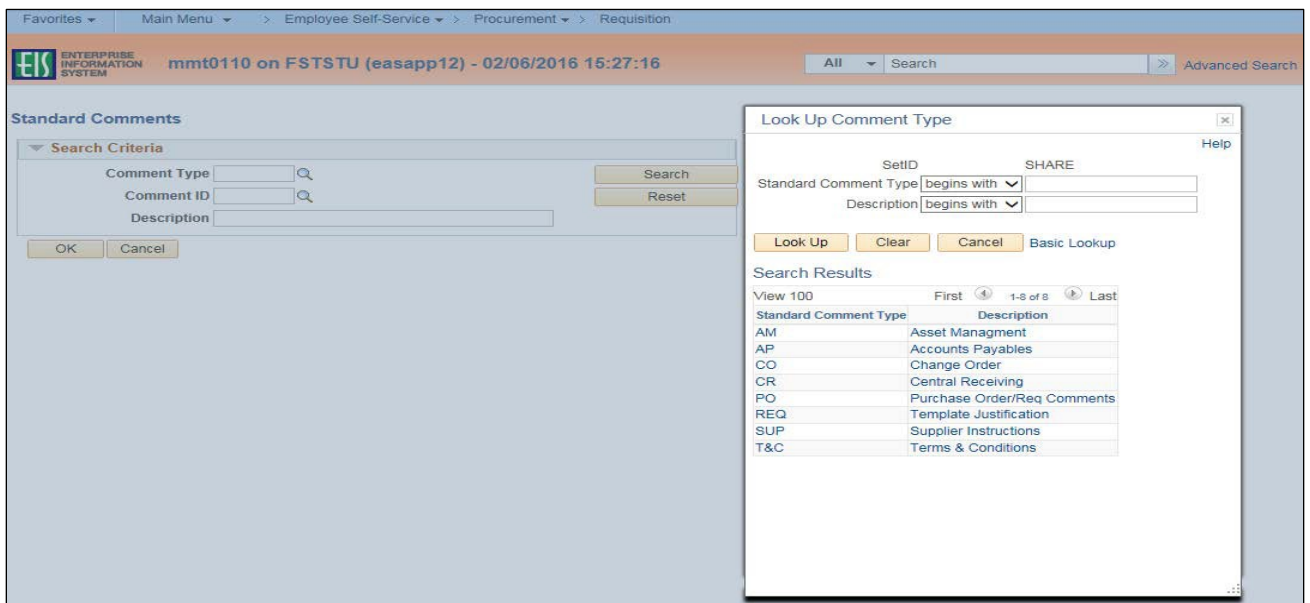
17. Click **Use Standard Comments**.



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



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



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

View 100 First 1 of 1 Last

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.

Standard Comments

Search Criteria

Comment Type: REQ
Comment ID: JUST

Standard Comments

Select	Comment Type	REQ	Comment ID	JUST
<input type="checkbox"/>		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 Purpose: Advise how this purchase will be used, what benefit is gained		

Append To Comments
Override Comments

OK Cancel

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

24. Click **OK**.

Standard Comments

Search Criteria

Comment Type: REQ
Comment ID: JUST

Standard Comments

Select	Comment Type	REQ	Comment ID	JUST
<input checked="" type="checkbox"/>		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 Purpose: Advise how this purchase will be used, what benefit is gained		

Append To Comments
Override Comments

OK Cancel

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. The breadcrumb trail shows: Favorites > Main Menu > Employee Self-Service > Procurement > Requisition. The page title is 'mmt0110 on FSTSTU (easapp12) - 02/06/2016 15:27:16'. The 'Header Comments' section shows Business Unit SY769, Requisition Date 02/06/2016, and Status Open. A 'Comments' dialog box is open, containing a text area with the following text: 'Use Standard Comments', 'Entered On:', '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 checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher', and an 'Add Attachments' button. An 'Attachments' table is also visible 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: ...

[Submit](#) [Save Before Submit](#) [Add More Items](#) [60 Preview Approvals](#)

29. Click **Save Before Submit** 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 Vendor](#)
[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	UCM	Price	Total	Details	Comments	Bid Tab	Delete
1	Dell Desktop Computer		Summus Industries Inc.	1.0000	Each	1,000.00000	1000.00				
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 Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 Attention To: Business Services-Gen Due Date: 02/15/2016 > Accounting Lines											
2	Dell Keyboard		Summus Industries Inc.	1.0000	Each	150.00000	150.00				
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 Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 Attention To: Business Services-Gen Due Date: 02/15/2016 > 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

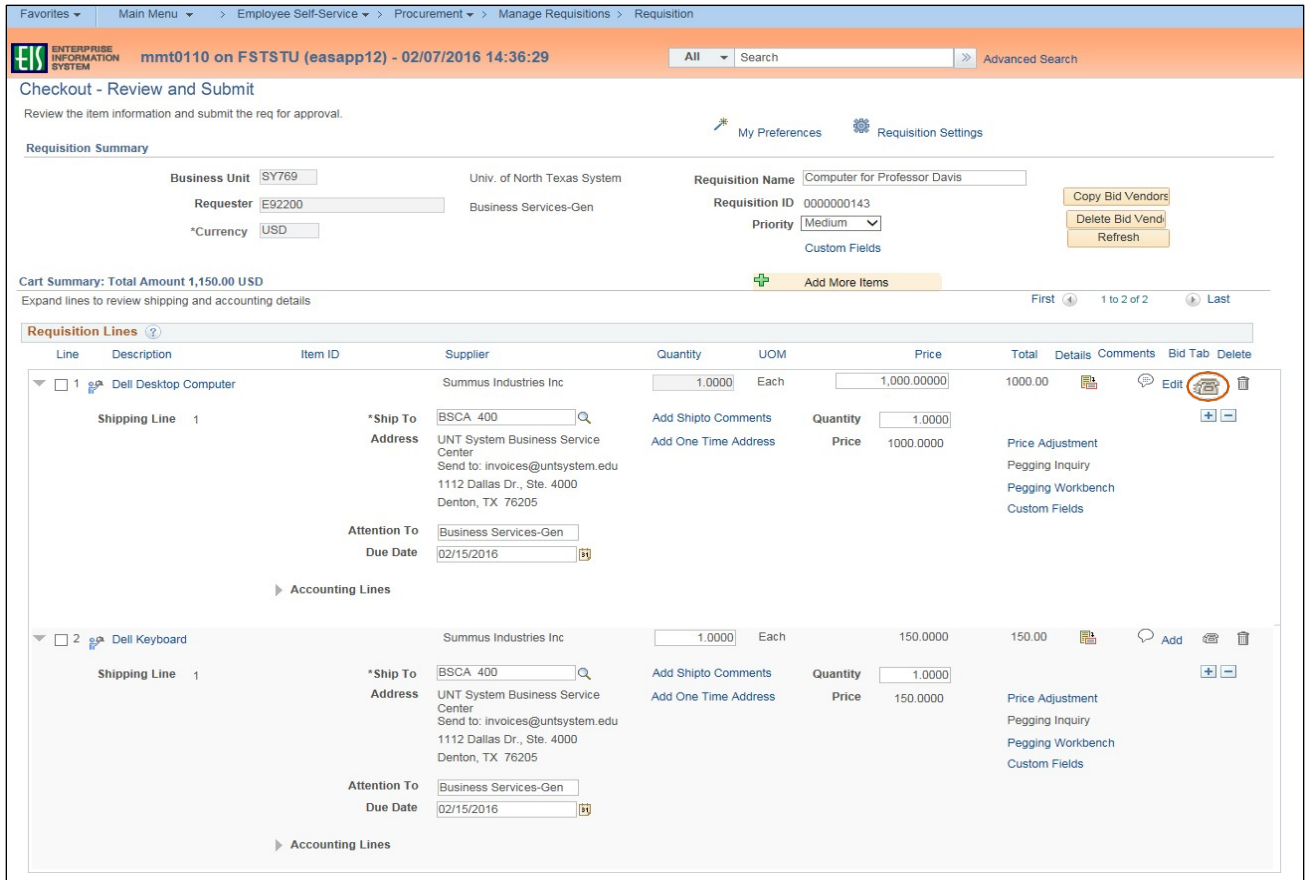
[Edit for All Lines](#)
 Ship To Location: BSCA 400
 Address: UNT System Business Service Center
 Send to: invoices@untsystem.edu
 1112 Dallas Dr., Ste. 4000
 Denton, TX 76205
 Attention To: Business Services-Gen
 Comments:

Requisition Comments and Attachments
 Enter requisition comments
 Dept. Contact: Sarah Jones | Contact Phone: 940-555-5555 | Contact Email: sarah.jones@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:
[Submit](#) | [Save Before Submit](#) | [Add More Items](#) | [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.







Checkout - Review and Submit

Review the item information and submit the req for approval.

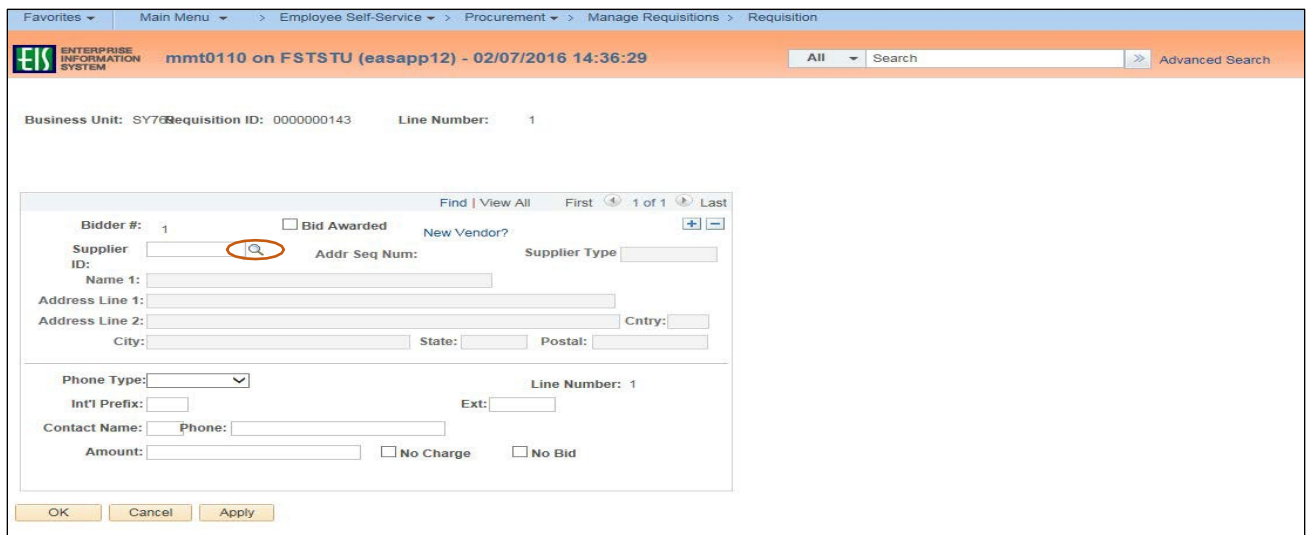
Requisition Summary

Business Unit: SY769, Univ. of North Texas System, Requisition Name: Computer for Professor Davis, Requisition ID: 000000143, 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	1,000.000	Each	1,000.00000	1000.00				
	Shipping Line 1		*Ship To: BSCA 400 Address: UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 Attention To: Business Services-Gen Due Date: 02/15/2016	Add Shipto Comments Add One Time Address		Quantity: 1,000.000 Price: 1000.00000		Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields			
2	Dell Keyboard		Summus Industries Inc	1,000.000	Each	150.00000	150.00				
	Shipping Line 1		*Ship To: BSCA 400 Address: UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 Attention To: Business Services-Gen Due Date: 02/15/2016	Add Shipto Comments Add One Time Address		Quantity: 1,000.000 Price: 150.00000		Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields			

- 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: 

Name 1:

Address Line 1:

Address Line 2:

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.

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

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 W/ KING 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
000000009	Model International Org	Y	(blank)	999	1	76203
000000017	Tagliamonte, Sisi A.	Y	(blank)	000	1	1448 142
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 DU773	Y	(blank)	000	1	75241
000000047	UNT H8763	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	Eiden Travel International Limited	Y	(blank)	000	1	NW4 1B2
000000123	SIGMA LAMBDA BETA	Y	(blank)	999	1	76201
000000149	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	5K11DLR
000000230	University of Memphis	Y	(blank)	000	1	38152
000000235	Alpha Phi	Y	(blank)	000	3	76203
000000245	World Echees	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.

Business Unit: SY78 Requisition ID: 000000143 Line Number: 1

Look Up Supplier ID

SetID: SHARE

Supplier ID: begins with

Name 1: begins with Summus

Default Location: begins with

Address Sequence Number: =

Postal Code: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Supplier ID	Name 1	Open For Ordering	Supplier Type	Default Location	Address Sequence Number	Postal Code
000006227	Summus Industries Inc Y	HUB	003	1	77478	77478

OK Cancel Apply

40. Enter **Contact Name** and **Phone**.

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

Business Unit: SY78 Requisition ID: 000000143 Line Number: 1

Bidder #: 1 Bid Awarded New Vendor?

Supplier ID: 000006227 Addr Seq Num: 1 Supplier Type: HUB

Name 1: Summus Industries Inc

Address Line 1: 77 Sugar Creek Center Blvd Ste 420

Address Line 2: Cntry: USA

City: Sugar Land State: TX Postal:

Phone Type: Business Line Number: 1

Int'l Prefix: Ext:

Contact Name: Lee Phone: 999-999-9999

Amount: 1125.00 No Charge No Bid

OK Cancel 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.

45. Click **OK**.

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

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

My Preferences | Requisition Settings

Requisition Summary

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

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

Expand lines to review shipping and accounting details | First 1 to 2 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				
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				
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**.

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

Requisition Summary

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

Cart Summary: Total Amount 1,150.00 USD

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	1,000	Each	1,000.00000	1000.00																				
<p>Shipping Line 1</p> <p>*Ship To: BSCA 400 Address: UNT System Business Service Center, 1112 Dallas Dr., Ste. 4000, Denton, TX 76205 Attention To: Business Services-Gen, Due Date: 02/15/2016</p> <p>Accounting Lines</p> <p>*Distribute By: Amt</p> <p>Accounting Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Status</th> <th>Dist Type</th> <th>*Location</th> <th>Percent</th> <th>Merchandise Amt</th> <th>GL Unit</th> <th>Entry Event</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Open</td> <td></td> <td>BSCP 400</td> <td>100.0000</td> <td>1,000.00</td> <td>SY769</td> <td></td> </tr> </tbody> </table>												Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit	Entry Event	1	Open		BSCP 400	100.0000	1,000.00	SY769	
Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit	Entry Event																				
1	Open		BSCP 400	100.0000	1,000.00	SY769																					
2	Dell Keyboard		Summus Industries Inc	1,000	Each	150.00000	150.00																				

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							

Chartfields 2

Accounting Lines													Personalize	Find	View All	First	1 of 1	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					
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.

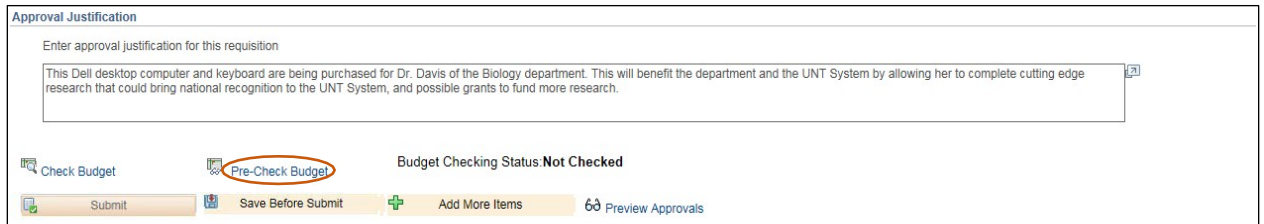
Accounting Lines														Personalize	Find	View All	First	1-2 of 2	Last
Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information													
Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate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

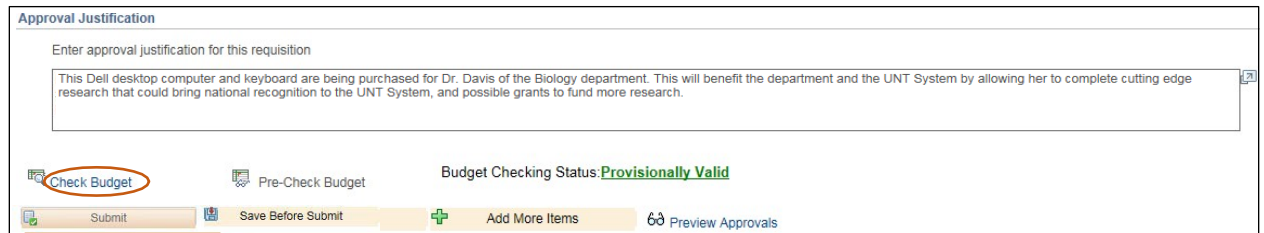
1. Click **Pre-Check Budget** at the bottom of the screen to conduct a pre-budget check, which verifies the availability of funds without encumbering the funds.

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.



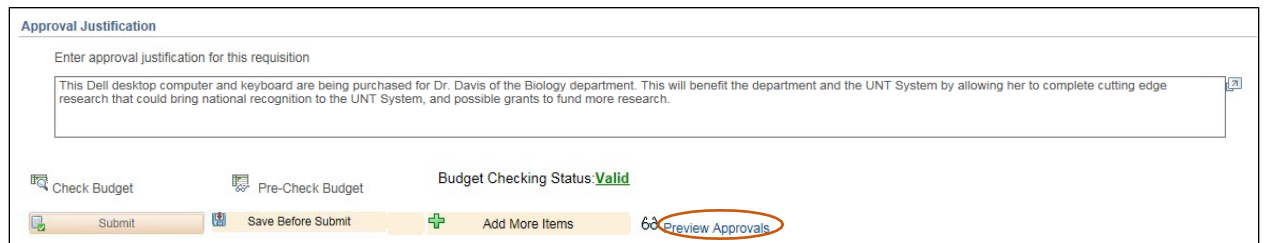
The screenshot shows the 'Approval Justification' section of a requisition form. The justification text reads: 'This Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department. This will benefit the department and the UNT System by allowing her to complete cutting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

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



The screenshot shows the 'Approval Justification' section of a requisition form. The justification text is the same as in the previous screenshot. Below the text, the 'Check Budget' button is circled in red. The 'Budget Checking Status' is now 'Provisionally Valid'.


3. Click **Preview Approvals**.




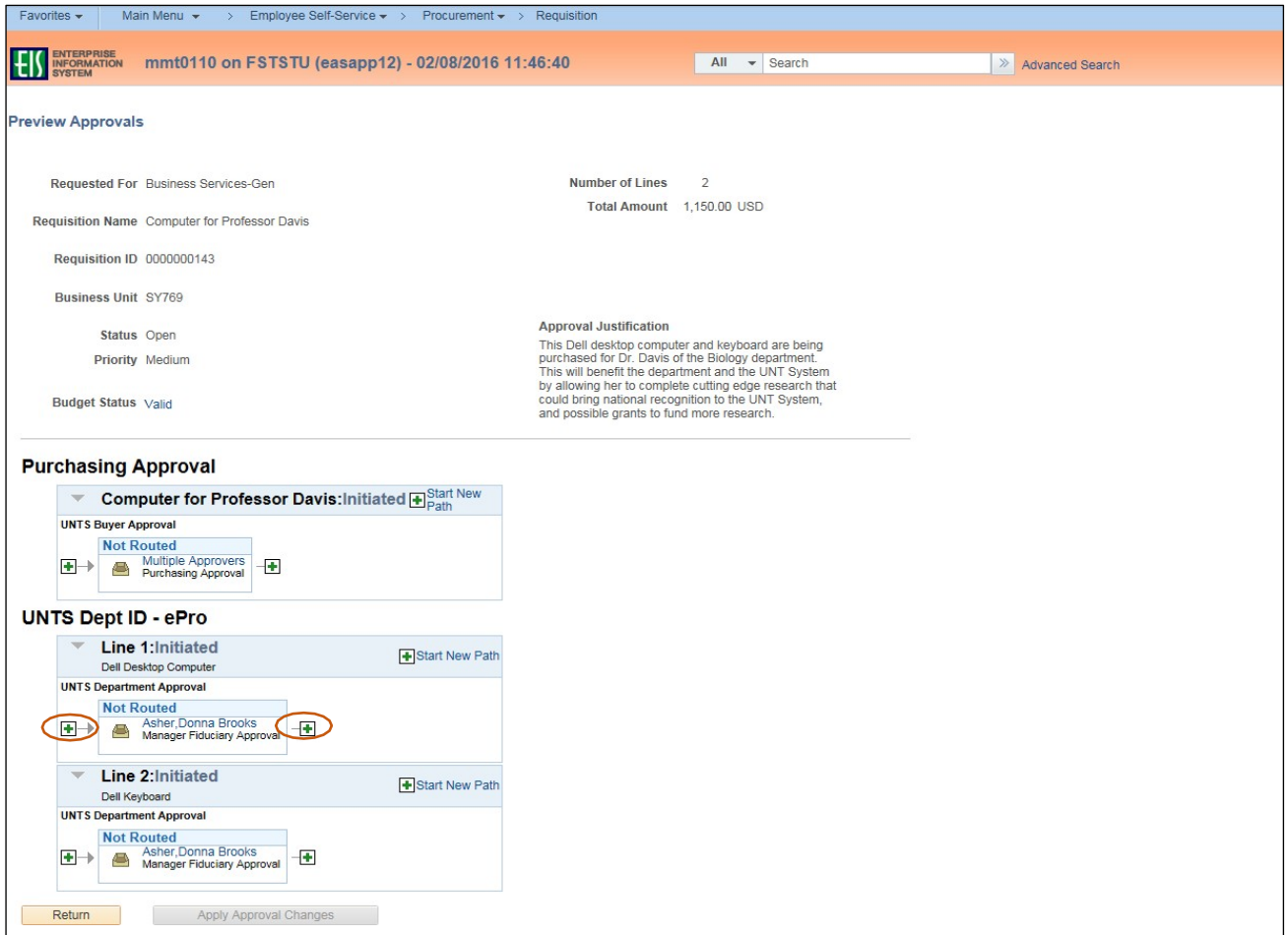
The screenshot shows the 'Approval Justification' section of a requisition form. The justification text is the same. Below the text, the 'Preview Approvals' button is circled in red. The 'Budget Checking Status' is now 'Valid'.

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 add an 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.



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 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
Asher Donna Brooks Manager Fiduciary Approval

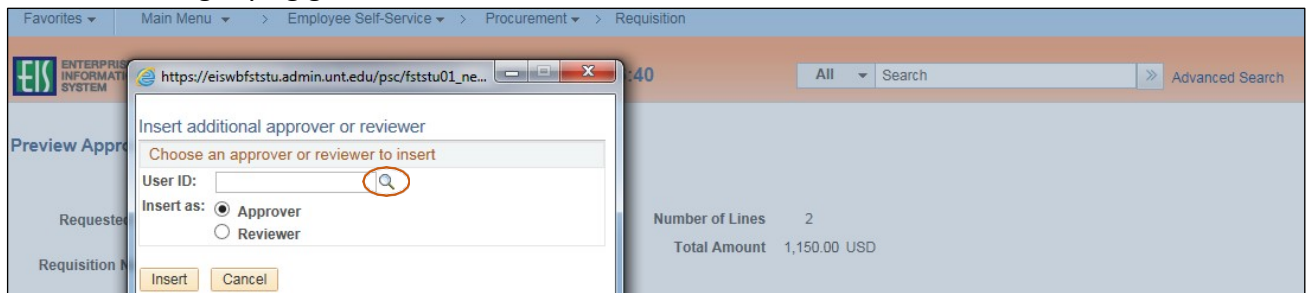
Line 2: Initiated Start New Path
Dell Keyboard

UNTS Department Approval

Not Routed
Asher Donna Brooks Manager Fiduciary Approval


Return Apply Approval Changes

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



Insert additional approver or reviewer

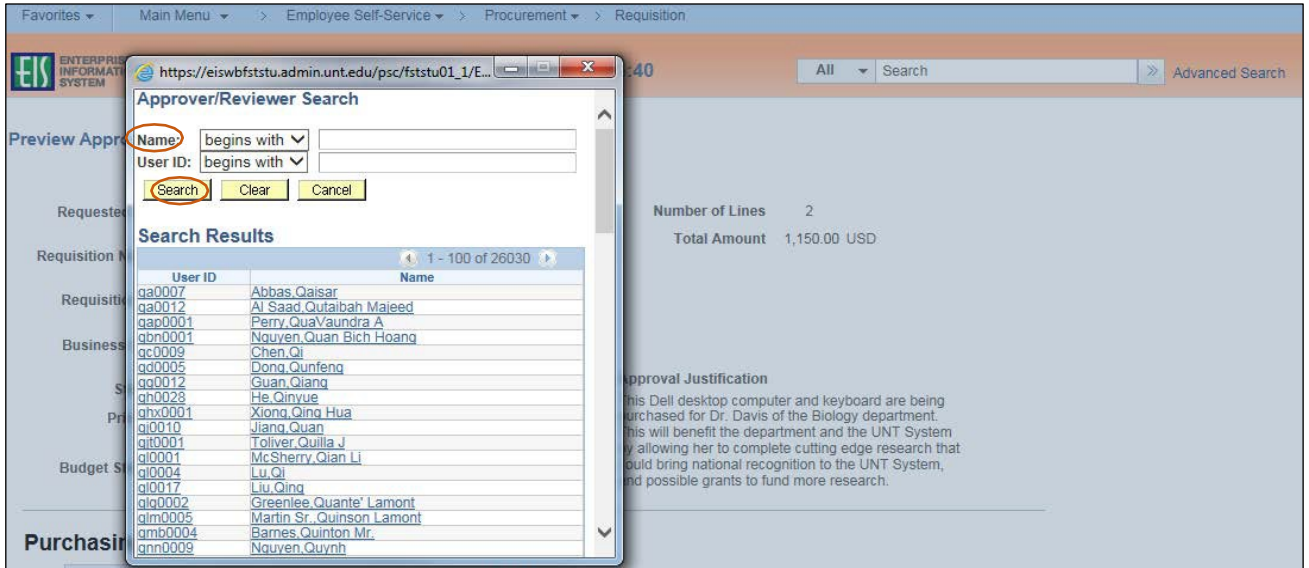
Choose an approver or reviewer to insert

User ID: 

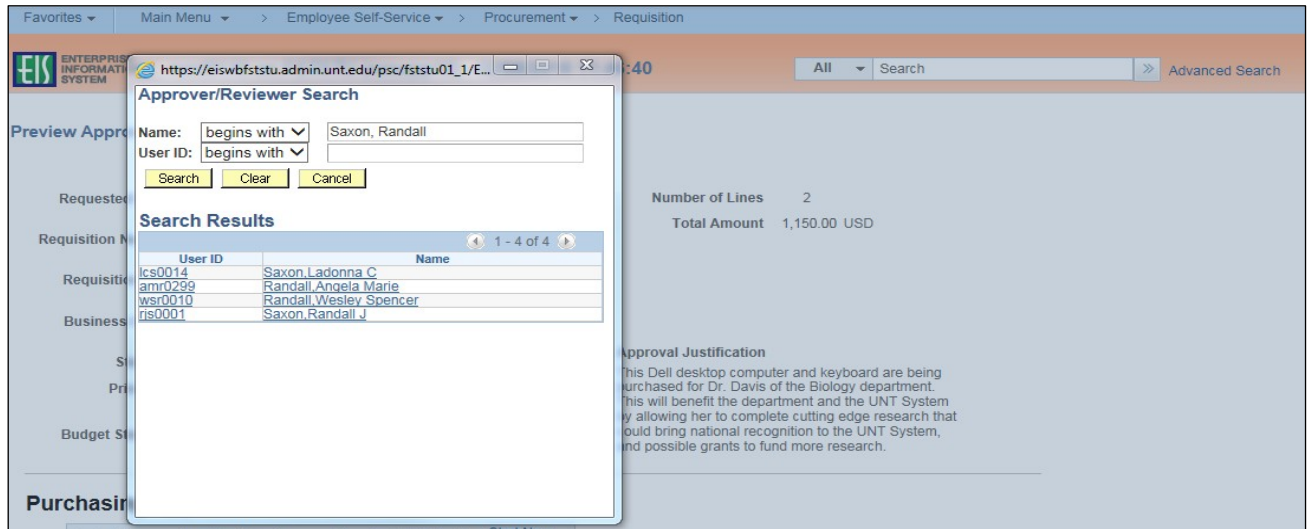
Insert as: Approver
 Reviewer

Insert Cancel

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

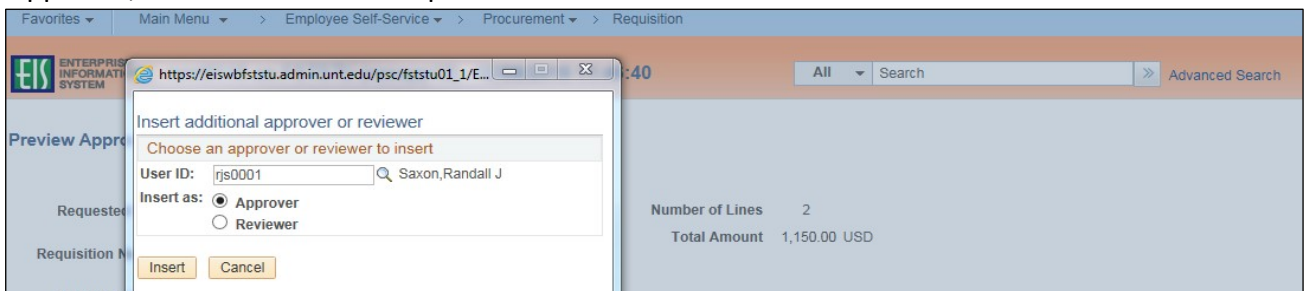


- Select the appropriate **Name** or **User ID** for the Approver/Reviewer you want to insert.



- 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 for a requisition. The requisition details include: Requested For: Business Services-Cen; Requisition Name: Computer for Professor Davis; Requisition ID: 0000000143; Business Unit: SY769; Status: Open; Priority: Medium; Budget Status: Valid. The total amount is 1,150.00 USD. The 'Approval Justification' states that a Dell desktop computer and keyboard are being purchased for Dr. Davis of the Biology department, which 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.

The 'Purchasing Approval' section shows the following workflow:

- 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 at the bottom include 'Return' and 'Apply Approval Changes'.

13. Click **Return**.

This screenshot is identical to the previous one, showing the same requisition details and approval workflow. However, the 'Apply Approval Changes' button at the bottom is now disabled (greyed out), and the 'Return' button is highlighted, indicating that the user has completed the approval process and is ready to return to the previous screen.

14. Click **Submit**.

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

ENT 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

[First](#) 1 to 2 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: BSCA 400 Add Shipto Comments Quantity: 1.0000</p> <p>Address: UNT System Business Service Center Add One Time Address Price: 1000.0000</p> <p>Send to: invoices@untssystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205</p> <p>Attention To: Business Services-Gen</p> <p>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 Add Shipto Comments Quantity: 1.0000</p> <p>Address: UNT System Business Service Center Add One Time Address Price: 150.00000</p> <p>Send to: invoices@untssystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205</p> <p>Attention To: Business Services-Gen</p> <p>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

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: **Valid**

[Submit](#) [Save Before Submit](#) [Add More Items](#) [Preview Approvals](#)

Note: The Confirmation screen will open.

The screenshot shows the 'Confirmation' screen in the EIS system. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Procurement', and 'Requisition'. The user is logged in as 'mmt0110 on FSTSTU (easapp12) - 02/08/2016 14:43:37'. A search bar is visible with 'All' selected and 'Advanced Search' options.

The main content area is titled 'Confirmation' and contains the following information:

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

An **Approval Justification** section states: "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 justification are four action buttons: 'View printable version', 'Edit This Requisition', 'Check Budget', and 'Pre-Check Budget'.

The **Purchasing Approval** section shows a flow for 'Computer for Professor Davis: Pending'. It includes a 'UNTS Buyer Approval' step (Pending) and a 'UNTS Dept ID - ePro' section with two lines:

- Line 1: Initiated** (Dell Desktop Computer) - 'UNTS Department Approval' - 'Not Routed' - Saxon, Randall J. (Inserted Approver) -> Asher, Donna Brooks (Manager Fiduciary Approval)
- Line 2: Initiated** (Dell Keyboard) - 'UNTS Department Approval' - 'Not Routed' - Asher, Donna Brooks (Manager Fiduciary Approval)

At the bottom, there is an 'Apply Approval Changes' button and two links: 'Create New Requisition' and '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](#).