CUNYfirst Requisition Guide

PURCHASING OFFICE

135 East 146th Street (G Building) Room 100 Bronx, NY 10451

CUNYfirst
Requisition Guide

Table of Contents

Procurement Overview/Workflow

START

Per the Requester, the creator creates the requisition, submitting for approval and budget checking, creating a pre-encumbrance in the system

After approval by supervisor, level 1 and level 2, the requisition is available to Purchasing

Pay vendor

AP matches the PO, receiver receipt and invoice and issues a payment request

After Purchasing reviews and processes requisition a PO is issued to the vendor, creating an encumbrance in the system

Receive invoice from vendor

After receipt of goods/services the requester creates receipt okaying accounts payable to pay

Vendor processes order and ships goods
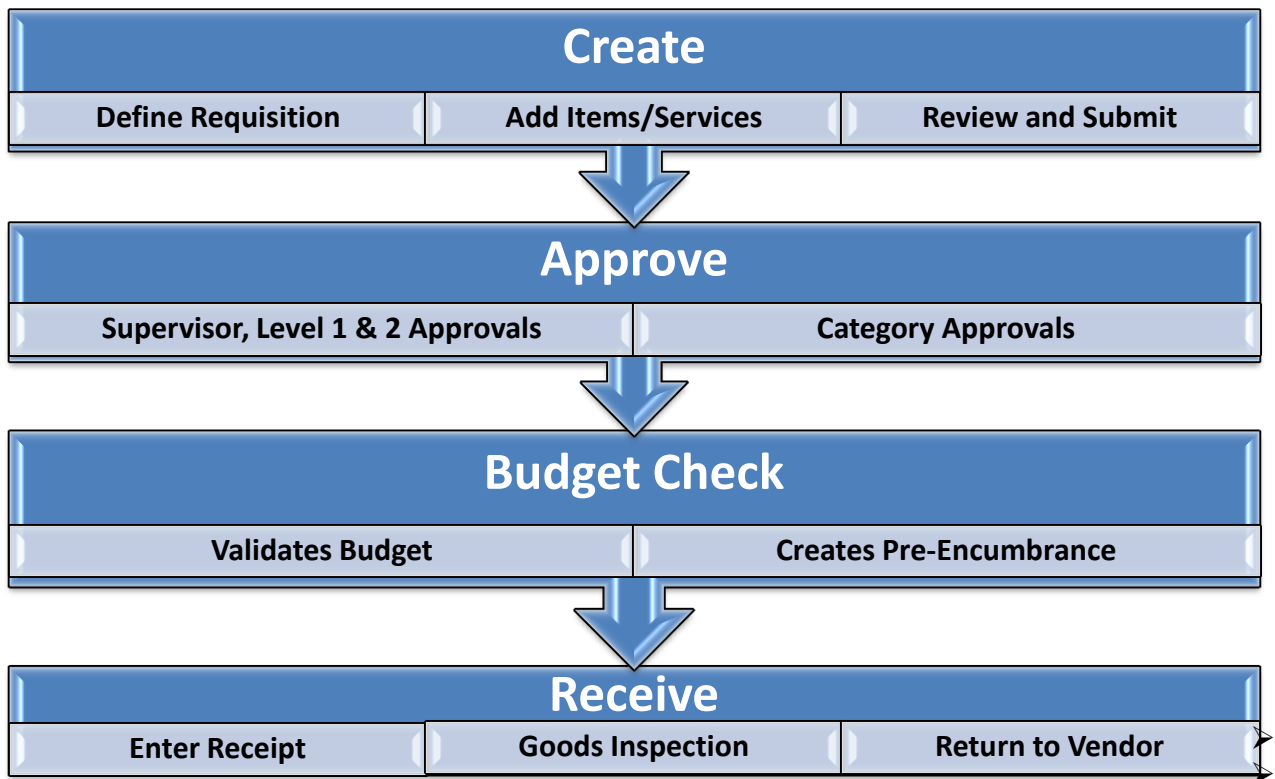
Requisition Overview

Requisition: a requisition is an authorized request for the purchase of goods and services. This request is submitted to Purchasing to be processed into a Purchase Order and sent to vendor

Create
| Define Requisition | Add Items/Services | Review and Submit |

Approve
| Supervisor, Level 1 & 2 Approvals | Category Approvals |

Budget Check
| Validates Budget | Creates Pre-Encumbrance |

Receive
| Enter Receipt | Goods Inspection | Return to Vendor |

- ➢ **Create Requisitions**

  This process involves: defining a requisition, adding items /services, reviewing and submitting your requisition for approval. Note to creators: Please attach any supporting documentation and /or quote for faster processing and record keeping

- ➢ **Requisition Routing and Approval**

  Requisitions are automatically routed for approval to designated approvers, who can view a requisition's history, amend or reject the requisition, attach supporting documentation and return the requisition to the originator or approve and release the requisition. Also, if applicable, some items may need special approval (IT/Haz-Mat/Furniture)

- ➢ **Budget Check**

  Runs automatically but can be run on ad-hoc basis as needed. Budget can be valid or not valid. If valid, the Requisition can be sourced to a Purchase order

- ➢ **Receive Goods**

  Receiving functions extracts and links key data from the Purchase Order into the receipt to minimize manual data entry. Requester creates a receipt. If items are defective they need to be returned to vendor (please contact the Purchasing Office for directions)

Create Requisition

1- Log in into CUNYfirst website https://home.cunyfirst.cuny.edu/oam/Portal_Login
2- Click on Financials Supply Chain.
3- Click on e-Procurement.
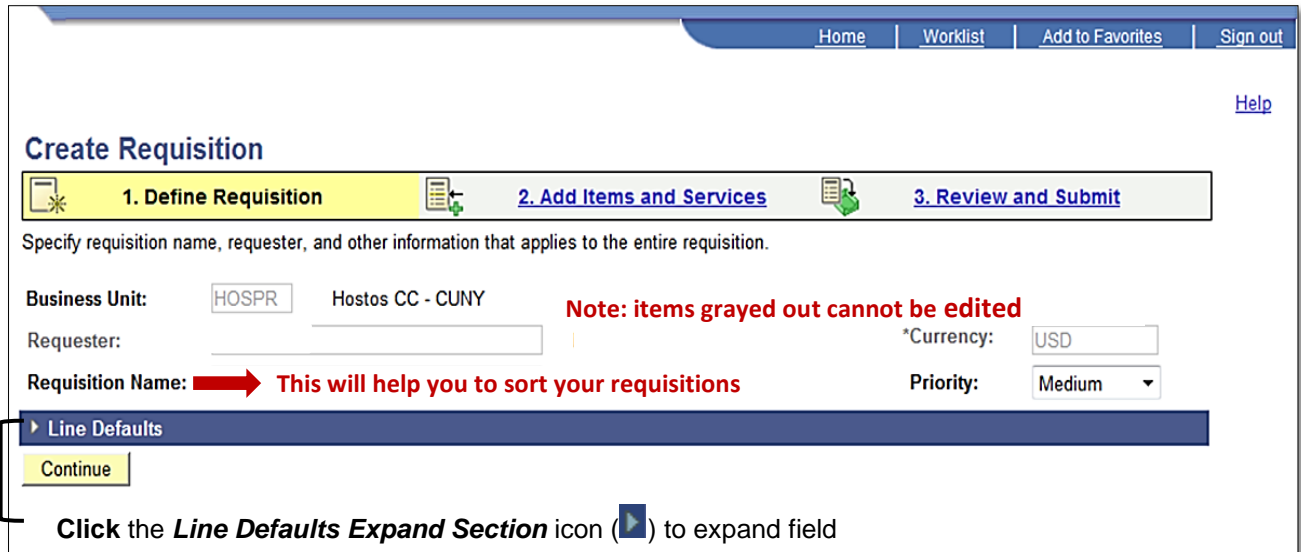4- Under the buyer center tab, select the action **Create Requisition.**

3.

2.

4.
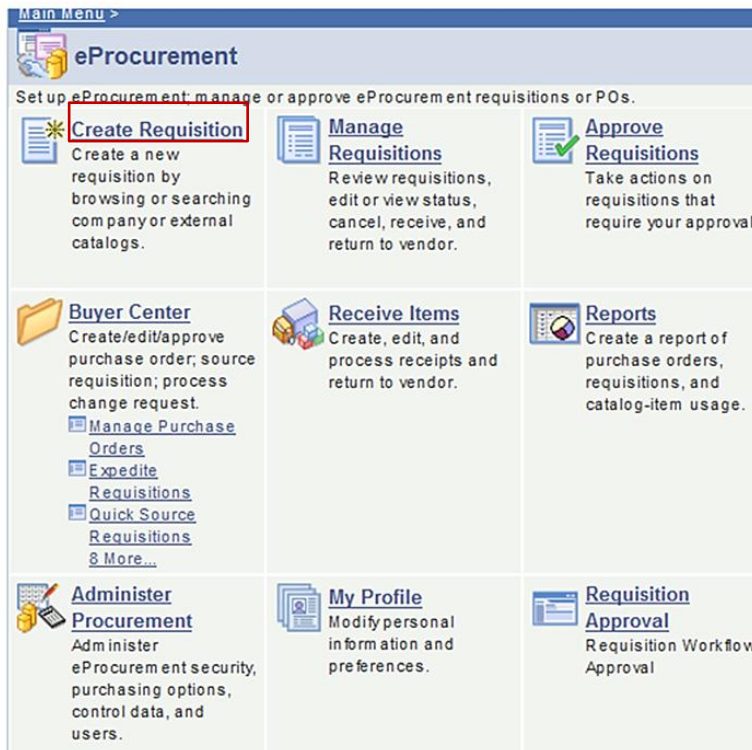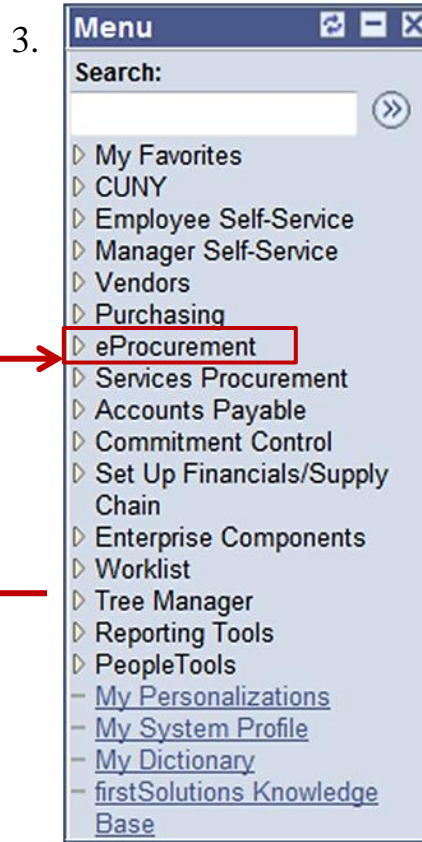
Creating Requisition

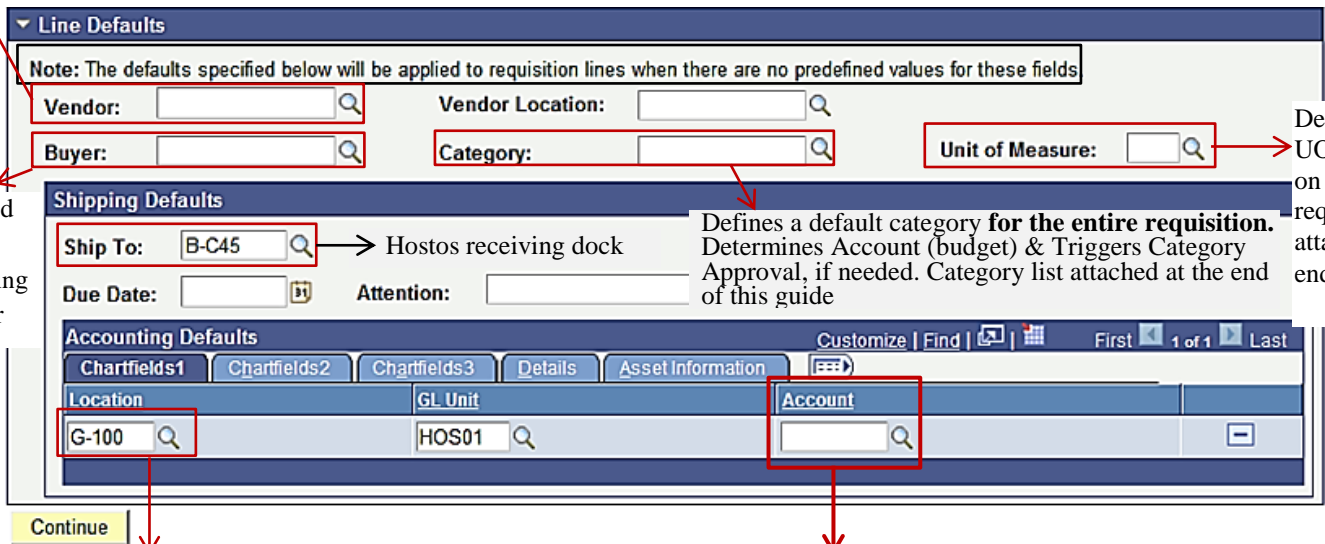In order to create a requisition you need to follow the next 3 steps:

1-Define Requisition
2-Add Items and Services
3-Review and Submit

Step 1-Define Requisition

Create Requisition

| | 1. Define Requisition | | 2. Add Items and Services | | 3. Review and Submit |

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: HOSPR Hostos CC - CUNY   **Note: items grayed out cannot be edited**

Requester: ***Currency:** USD

Requisition Name: ➡ **This will help you to sort your requisitions**   **Priority:** Medium

▶ **Line Defaults**

Continue

Click the *Line Defaults Expand Section* icon (▶) to expand field

Select the vendor for all the items on this requisition

Assigned by the Purchasing Director

▼ **Line Defaults**

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

Vendor: **Vendor Location:**   **Unit of Measure:**
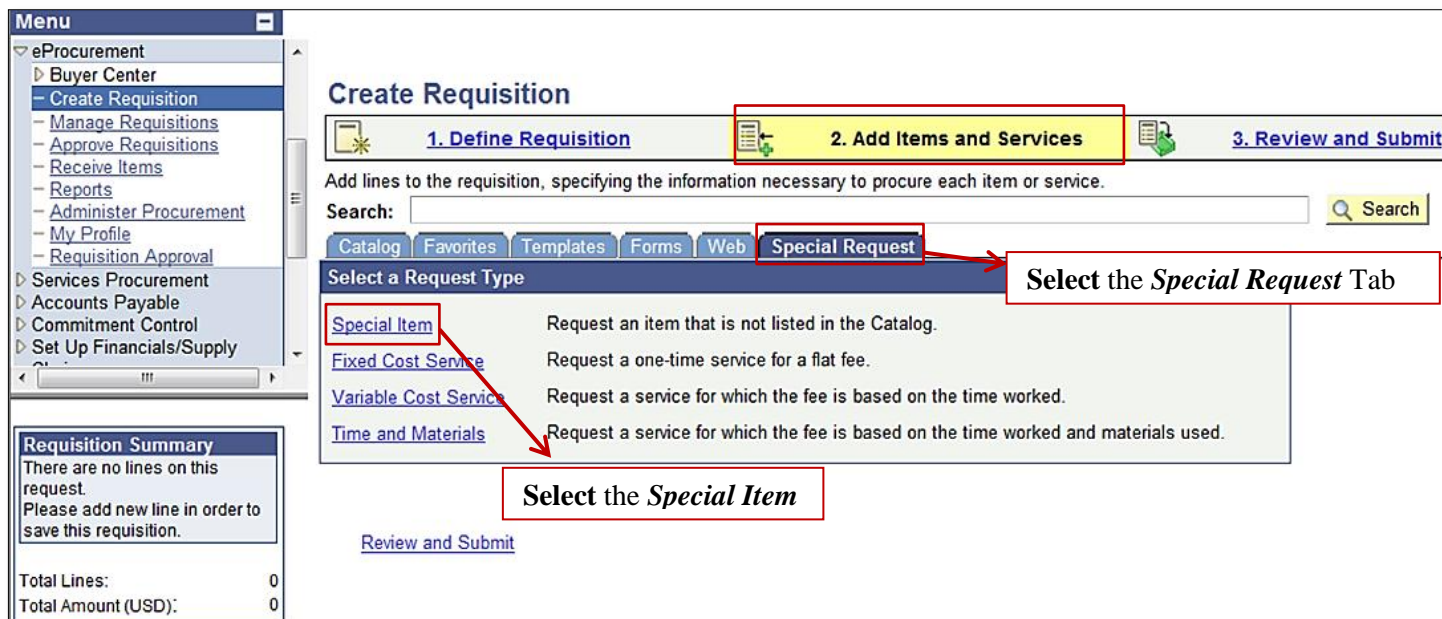
Buyer: **Category:**

Define the UOM for use on this requisition. List attached at the end of guide

Shipping Defaults

Ship To: B-C45 → Hostos receiving dock

Due Date: **Attention:**

Defines a default category **for the entire requisition.** Determines Account (budget) & Triggers Category Approval, if needed. Category list attached at the end of this guide

Accounting Defaults   Customize | Find | ☒ | ⊞   First ◀ 1 of 1 ▶ Last

Chartfields1 Chartfields2 Chartfields3 Details Asset Information

Location	GL Unit	Account	
G-100	HOS01		⊟

Continue

Internal location for the delivery, for example: office number, lab name

Depends on the category

5

Step 2-Add Items/Services:

The *Create Requisition – Add Items and Services - Add Item* page appears. This is where you add your individual LINE ITEMS.

Use the Special Request: Special item page to start adding items goods.

Also, in this page you will find the following fields/tabs:
Search: creator can search by name for any requisition created by him/her.

Favorites tab: shows the favorite items selected by the creator. If the creator would like to order them again he/she just needs to update the information at the review and submit page.

Templates tab: shows a group of items saved by the creator as a template. Creator can make any changes like update quantity, delete or add items.

Requisition Summary: displays all of the items that user has added to the Requisition (item description, quantity ordered, unit of measure (UOM)), plus the number of line items on the order and the total amount expressed in the transaction currency. This is located to the left hand- side of the screen.

As you add items the requisition summary (shopping cart) is updated

Step 2-Add Items/Services

Under special request/special item tab:
*Required fields

By selecting this button your item will be added to your shopping cart and the system will open a new item page. At this point, you are able to continue and add additional items.

Special Item section:

♦ **Item Description: Required**. Enter the description of what you are ordering. Include manufacturer's name and number, if applicable, and a complete description of the item.

♦ **Price: Required**. Enter the unit price of the item you are ordering.

♦ **Quantity: Required**. Enter the quantity of the item(s) you are ordering.

♦ **Unit of Measure: Required**. Auto-populated if entered on the Line Defaults page. Enter the Unit of Measure for each item ordered.

♦ **Category: Required**. Click on the look up category icon to select the appropriate category for the line. When selected here, the matching account code will auto-populate the account code field in Chartfield 1 on the distribution. The selected category determines if an item needs to be approved by one of the Category Approvers and identifies the appropriate account (object code).

♦ **Vendor ID: Required**. Auto-populates from the vendor previously selected in Define Requisition.

♦ **Vendor Location: Required**. Auto-populates from the vendor selected in Define Requisition.

♦ **Additional Info: Optional**. Enter any line-specific comments related to the purchase.

After all items (lines) have been added, click **Review and Submit** link at the top of the page.

Step 3-Review and Submit

Once all of the items for the requisition have been defined, select the Review and Submit link at the top right hand of the page. In this page we have the ability to take a final look at our lines together, as well as to make additional changes to the shipping information or the accounting detail.

Create Requisition

1. Define Requisition	2. Add Items and Services	3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: HOSPR   Hostos CC - CUNY
Requester:
Requisition Name: Office Supplies

*Currency: USD
Priority: Medium

Attachments
Line Details

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▷ ☐ 1	Pen	STAPLES INC AND SUBSIDIARIES	1.0000	Dozen	1.25000	1.25
▷ ☐ 2	Note Pads	STAPLES INC AND SUBSIDIARIES	2.0000	Each	1.35000	2.70

☐ Select All / Deselect All   **Total Amount:**   3.95 USD

⌞ ❤ Add to Favorites   Add to Template(s)   Modify Line / Shipping / Accounting   🗑 Delete

Justification/Comments

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

Check Budget

💾 Save & submit   Save & preview approvals   ✗ Cancel requisition   Find more items

Icon	Action
▷ **Open/close triangle**	Click to view and modify individual requisition line and distribution details
❤ Add to Favorites	Click to add a line item as a **Favorite Item,** which would be available the next time a requisition is created, select the checkbox next to the appropriate line item. Click the 'Add to Favorites' button. The next time this line item is needed, simply select the **Favorites** Tab on the **Add Items and Services** page and add the item(s) to the requisition.
Add to Template(s)	Click to add a line item (or all the lines) as a Template for use in a future requisition: o Select the desired line item(s) and select the Add to Template(s) button. o Define the template name and click the OK button o The requisition line(s) will be available to the requester next time they create a requisition by selecting the Template tab on the Add Items and Services page.
Modify Line / Shipping / Accounting	Click to access the Modify Shipping/Accounting page, where user can change the shipping location, delivery date, quantity in the shipment, and accounting information for multiple requisition lines.
🗑 Delete	Deletes selected items
	Click to modify Line details and indicate an Amount Only Requisition. Also, displays information that is specific to the selected line.
	Allows the user to attach any supporting document or quote.
💾 Save & submit	Click to save the requisition and submit it for approval, sourcing, and dispatching to a vendor. It remains editable while the status is Pending. When you click this button, the system displays the Confirmation page to inform you that the request has been successfully saved and provide summarized information about the request including the requisition ID and total price and approval flow.
Save & preview approvals	Click to access the Confirmation page, where you can view requisition details and approvers before submitting it
✗ Cancel requisition	Click to cancel the entire requisition. The system displays a warning message before the cancellation

8

Step 3-Review and Submit

Line Details: Confirm requisition checkout information and edit additional details for a line, such as the vendor and other line-specific information.

- Select the **Amount Only (Blanket Orders/Open Market PO)** checkbox to indicate that the line is an amount-only line. If user selects this option, the requisition quantity is set to 1 and the field becomes unavailable for entry. The Amount field on the line becomes available for entry.

- Click OK button.

Line Details

Line: 1	Pilot G-2 Retractable Ultra Fi		Line Status: Pending

▼ Item Details

Amount: 14.99 USD
Category: 4412000000 Office supplies View Hierarchy
Buyer: [   ] 🔍 Buyer Information
Vendor: 1000005300 🔍 OFFICEMAX INC Suggest New Vendor
Vendor Location: DEFAULT 🔍 DEFAULT
Vendor's Catalog: [   ]
Vendor Item ID: 21662906
Manufacturer ID: [   ] 🔍 UPN ID:
Manufacturer's Item ID: 31277 🔍 **For Blanket PO**
Physical Nature: Goods ▼
☐ RFQ Required   ☐ Zero Price Indicator   ☐ Amount Only
☐ Device Tracking   ☐ Stockless Item   ☐ Inspection Required

Accounting Lines:

If needed, review line information by selecting the open/close triangle icon (▷).

- All fields for the line are available to review and/or edit, if necessary. Review Item information, shipping information, and Chartfields information and make any changes as needed.

Shipping Line: 1   Due Date: [   ] 📅   Quantity: 1.0000   ➕ ➖
Status: Active   *Ship To: [   ] 🔍   📧 Modify Shipping Address
Attention: CUNY REQUESTER

*Distribute by: Qty ▼   SpeedChart: [   ] 🔍

Accounting Lines   Customize | Find | View All | 🔲 | ⊞   First ◀ 1 of 1 ▶ Last

	Chartfields1	Chartfields2	Chartfields3	Details	Asset Information					
Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account		
1	Open		[ ] 🔍	1.0000	100.0000	20.00	[ ] 🔍	51001 🔍	➕	➖

Step 3-Review and Submit

Line Comments/Add Attachments: User can enter/update comment about the line or attached a file to this requisition line.

- To attach a file click   [Add Attachment]

In the File Attachment dialog box:

- Click File button and navigate to the document that will be attached
- Click the Open button
- Click the Upload button
- Verify that correct file is selected.
- Click [icon] to remove the attachment
- Click OK button to return to Requisition

Send to Vendor: Select if you want comments to appear on POs dispatched to vendors. If the comments are for internal use only, leave the check box clear. The Send to Vendor check box applies to comments in the comment text box only, not to the documents that you attach using the associated document fields.

Show at Receipt: Select if you want comments to appear on the receipt documents.

Show at Voucher: Select if you want comments to appear on the vouchers.

Modifying Line, Shipping and Accounting

Under Requisition Lines section:

- Select the checkbox next to the desired lines for which user needs to modify shipping & accounting information.
- Click the Modify Line / Shipping / Accounting button to edit line information.

On the Modify Line/ Shipping / Accounting page:

- Enter data into the desired fields that need to be updated, leave blank all others.
- Click the Apply button.
- Note: Values entered in the fields, on this page, only update data on the selected lines.

Modifying Line, Shipping and Accounting

On the Distribution Change Options page:

- Select radio button for All Distribution Lines.
- Click the OK button to apply the change and return to the Requisition.

(Optional) Under Requisitions Lines section, verify updated line information by selecting icon next to the desired requisition

Distribution Change Options

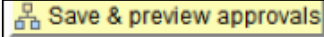For the selected requisition lines, apply distribution changes to

- ⦿ **All Distribution Lines**
  Apply changes to all existing distribution lines.

- ○ **Matching Distribution Lines**
  Apply changes to each existing distribution line by matching the distribution line numbers.

- ○ **Replace Distribution Lines**
  Remove the existing distribution lines and replace with the distribution lines changes.
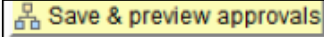
OK   Cancel

Save & Preview Approvals

Click **[Save & preview approvals]** to access the Confirmation page where you can view requisition details and approvers.

User should always **Save and Preview** prior to submitting a requisition for approval, to ensure it is getting routed to appropriate approvers.

> **Note: Save & preview approvals** does NOT initiate the approval process. The requisition is not submitted until then submit button is selected.

- Upon save and submit or save and preview, the system will perform a combination edit that will ensure the Chartfields entered can be used together.

> **Note:** If the Chartfields cannot be used together then the system will not allow you to save the requisition. If the combination edit fails, check with your budget office to provide combination.

Create Requisition

1. Define Requisition	2. Add Items and Services	3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: HOSPR Hostos CC - CUNY

Requester: ***Currency:** USD

Requisition Name: Office Supplies **Priority:** Medium ▼

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▷ ☐ 1	Pen	STAPLES INC AND SUBSIDIARIES	1.0000	Dozen	1.25000	1.25
▷ ☐ 2	Note Pads	STAPLES INC AND SUBSIDIARIES	2.0000	Each	1.35000	2.70

☐ Select All / Deselect All **Total Amount:** 3.95 USD

Add to Favorites Add to Template(s) Modify Line / Shipping / Accounting Delete

Justification/Comments

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

Check Budget

Save & submit | Save & preview approvals | ✕ Cancel requisition Find more items

Confirmation Page

Confirmation

Displays basic information about the requisition and the number of items that it contains. It appears when user either submits a requisition or save it for later use.

Requested For:		**Number of Lines:**	2
Requisition Name:	Office Supplies	**Total Amount:**	3.95 USD
Requisition ID:	0000001184		
Business Unit:	HOSPR		
Priority:	Medium		
Budget Status:	Not Checked		

Supervisor Approval

Office Supplies:Initiated   + Start New Path

Supervisor Approval

Not Routed
Kevin Carmine
Supervisor by UserID

Any **Approvals** that are required for the requisition are displayed. You may view the approvers by clicking on the Multiple Approvers link under the status (Status =Pending). If you were an approver for this requisition, you would need to access the approval page to post your approval by clicking on the **Worklist** link.

Pending
Multiple Approvers
PO Dept Approver 1 - Dist 1

Not Routed
Multiple Approvers
PO Dept Approver 2 - Dist 1

Dept/Category Approvals

Line 1:Initiated   + Start New Path
Pen

Department Approval

Not Routed
Esther Chardavoyne
Department Manager Approval 1

Not Routed
Esther Chardavoyne
Department Manager Approval 2

Line 2:Initiated   + Start New Path
Note Pads

Department Approval

Not Routed
Esther Chardavoyne
Department Manager Approval 1

Not Routed
Esther Chardavoyne
Department Manager Approval 2

Submit	Edit Requisition	Apply Approval Changes	Check Budget

View printable version   Manage Requisitions   Create New Requisition

- **Submit:** Click to submit requisition in to Workflow for **Approval(s).**
- **Edit Requisition:** Click to access the edit requisition page, where you can make changes to the requisition and submit it again.
- **View a printable version:** Click to preview and print the requisition.
- **Mange Requisition:** Click to go to the Manage Requisitions component, where you can further process the requisition.
- **Create New Requisition:** Choose to create a new requisition.
- Upon submission, requisitions will be routed for appropriate **supervisor, departmental Level 1** and **Level 2** approvals before the purchasing departments begins the process to obtain the requested goods and services. **Category approvers** are also required for procurement categories related to IT (information technology), facilities, hazardous materials, and legal services.
- **Meaning of colors:**   **Blue:** In route   **Green:** Approved   **Red:** Denied

Not Routed
Kevin Carmine
Supervisor by UserID

Approved
✓ Kevin Carmine
Supervisor by UserID
4/16/2012 -10:30 AM

Denied
⊘ Esther Chardavoyne
Accounting Validation - 09000
4/16/2012 -6:57 PM

14

Manage Requisition

Navigate**: eProcurement >Manage Requisitions**

Once a creator/requester has saved a requisition, it is easy to track what stage it is in by using the Manage Requisitions page. From this page, you can see the requisition status, review requisition details, and edit requisitions if needed.

To use the **Manage Requisitions** page, you will first have to search for the requisitions. You can search through the following parameters (leave a field blank to return all values):

- Requisition ID
- Date From/Date To (when was the requisition created)
- Requester (this is the Requester entered on the Requisition)
- Requisition Name
- Request Status (this is the status of the requisition)
- Entered By
- Budget Status (this is the budget checking status)
- PO ID (if the requisition has been sourced to a PO, this is the corresponding PO ID)

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:	HOSPR	**Requisition Name:**		
Requisition ID:		**Request Status:**	All but Complete ▼	**Budget Status:** ▼
Date From:	02/28/2013	**Date To:**	03/07/2013	
Requester:		**Entered By:**		**PO ID:**

Search   Clear

Manage Requisition
Requisition Status

There are many statuses that a Requisition goes through during its lifecycle.

Requisition Status	Explanation
Open	The requisition has been entered and saved in the system, but it has not yet been submitted for approval.
Pending	The Requisition has been submitted and is awaiting approval.
Approved	The requisition has been fully approved and can become a PO.
Denied	The requisition was denied in the approval process.
Canceled	The requisition was entered and saved, but was canceled. A canceled requisition can be reopened within a certain number of days.
PO(s) Created	The requisition has been placed on a Purchase Order.
PO(s) Dispatched	The requisition has been placed on a Purchase Order, and the PO has been dispatched to the vendor.
Received	The requisition has been placed on a PO. The PO has been dispatched to the vendor, and the goods have been partially or fully received.
Complete	After the requisition is dispatched on a PO, the goods are received, and the vendor is paid. A background process identifies the requisition status as Complete. Canceled requisitions are also identified as Complete.

Manage Requisition

After a requisition has been approved, it must then go through the Budget Checking process. The Budget Statuses include Not Checked, Error, and Valid.

Budget Status	Explanation
Not Chk'd	The requisition has not had budget checking run on it yet.
Error	The requisition has gone through budget checking and failed; the budget checking error must be corrected before the requisition can be sourced into a purchase order. Please check category versus the account. Both needs to match.
Valid	The requisition has passed budget checking and is available to be sourced into a purchase order.

Note: it is very important that requesters check in Manage Requisitions to make sure the requisition is not in error. If it is in error, the creator/requester needs to edit the requisition and submits it again for approval.

The more **search criteria** that you enter, the more narrow your search results will be. You can sort by a search result, such as Budget, by clicking on the column heading hyperlink. In the results, you can quickly see the status the requisition is in, as well as its budget checking status. To see the **lifespan of the requisition**, as well as its line item, you can expand the requisition.
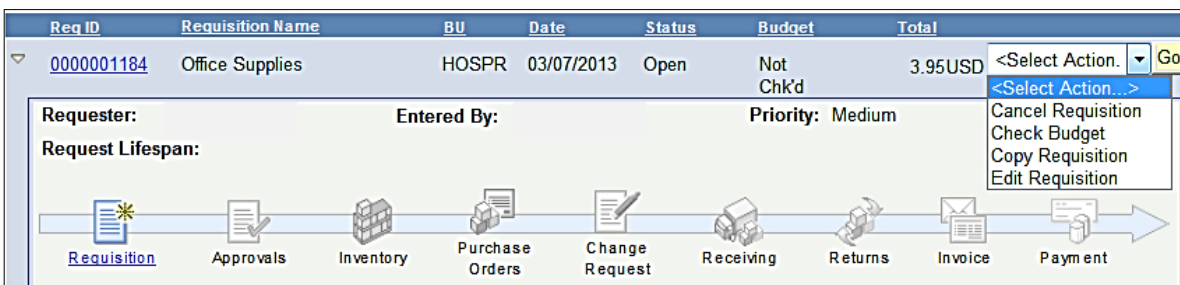
Manage Requisition

Requisition Lifespan:
- ❖ Visual overview of the requisition progress
- ❖ Where the requisition is currently in its life span.
- ❖ Links will become **active** as that step in the procurement process is completed. User can click any link to view the detail of a stage.

From this page, there are many items that you can review. If you select the **Requisition ID** or the **Requisition icon** in the lifecycle, you will get a summary of the requisition details.
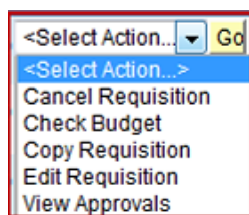

Available Actions to Take on the Manage Requisitions Page

Depending on the status of the requisition, there are various actions that you can take through the Manage Requisitions Page. This includes:

- Cancel a Requisition
- Check Budget
- Copy Requisition
- Edit a Requisition
- View Approvals

Note: The available **actions** vary depending on the status of the requisition

Users can view requisitions in any status but can only edit active requisitions that have not been sourced and do not have a status of Complete, or Canceled. Select an option and click the **Go** button to perform the action.

Actions Include:

- **Cancel Requisition:** displays the Requisition Details for page, which has a Cancel Requisition button. When the Cancel Requisition button is clicked, a confirmation page is displayed, where the user can enter a reason code and a comment.

- **Copy requisition:** displays the Create Requisition - Review and Submit page. All items are copied to the new requisition. However, if one item was created from a special request, a message appears.

- **Edit Requisition:** displays a warning message indicating that editing the requisition will restart the approval process. Click OK to continue or click Cancel to go back. If you click OK, the Edit Requisition - Review and Submit page appears for the requisition.

- **Receive Order:** displays the Receive Items page.

- **View Approvals:** displays the Approval Status page.

Editing Requisition

There will be times when you need to edit a requisition. This includes those requisitions that you have created and saved, but not yet submitted, as well as requisitions that have been denied and may need to be corrected. And, there may be a few occasions when you need to edit a requisition that has already been submitted for approval.

In order to edit a requisition, you can go through the **Manage Requisitions** page and search for the requisition in need of editing. When it is displayed in your search results, there will be the option of **"Edit Requisition"** in its action drop down list. If the requisition is no longer available for editing, that option will not appear in the drop down list. For example, once a PO is created from a requisition, that requisition can no longer be edited.

Editing Requisition

Once you select the choice of **"Edit Requisition",** the system will take you to the **Edit Requisition page**. This page is the same type of page used when creating a requisition. From the **Review and Submit page**, to edit a line, click on the line description. This will bring up the page where you can edit the price, category, unit of measure, etc.

Edit Requisition

	1. Define Requisition		2. Add Items and Services		3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: HOSPR   Hostos CC - CUNY

Requester: _____   *Currency: USD

Requisition Name: test   Priority: Medium ▼

Requisition Lines

	Line	Description	Vendor Name	Quantity	UOM	Price	Total
▷ ☐	2	paper	STAPLES INC AND SUBSIDIARIES	4.0000	Each	1.00000	4.00
▷ ☐	3	Pen	STAPLES INC AND SUBSIDIARIES	1.0000	Dozen	1.25000	1.25

☐ Select All / Deselect All   **Total Amount:**   5.25 USD

❤ Add to Favorites   📇 Add to Template(s)   📋 Modify Line / Shipping / Accounting   🗑 Delete

Justification/Comments

[   ] You can modify or edit requisition using this icon.

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

🔍 Check Budget   Budget Checking Status:**Not Checked**

💾 Save & submit   🔗 Save & preview approvals   ✖ Cancel Changes   Find more items

Editing Requisition

Editing Shipping Information & Chartfields

To edit a requisition line's distribution and schedule information, click on the expand link for that line. The shipping information can be updated, and the Chartfields can be updated if necessary. After making all of your edits, you can select the Save & Preview Approvals button. If you have made changes to a requisition that is already in the approval process, when you submit the edited requisition, it will reinitiate the approval process, unless you have special role action roles that prevent Workflow from being restarted after you submit a requisition that is currently undergoing approvals. Therefore, it may be helpful to add a comment explaining why an approver may be seeing the same requisition again. After previewing approvals, you can then submit the requisition.

Edit Requisition

	1. Define Requisition		2. Add Items and Services		3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:	HOSPR	Hostos CC - CUNY			
Requester:			*Currency:	USD	
Requisition Name:	test		Priority:	Medium ▼	

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▽ ☐ 2	paper	STAPLES INC AND SUBSIDIARIES	4.0000	Each	1.00000	4.00

☐ Consolidate with other Reqs   ☑ Override Suggested Vendor

Shipping Line:	1	Due Date:		Quantity:	4.0000		⊞ ⊟
Status:	Active	*Ship To:	B-C45 🔍	✉ Modify Shipping Address			

Attention:

*Distribute by: Qty ▼   SpeedChart: 🔍

Accounting Lines   Customize | Find | View All | 🖼 | 🎛   First ◄ 1 of 1 ► Last

Chartfields1 | Chartfields2 | Chartfields3 | Details | Asset Information

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account		
1	Open		G-100 🔍	4.0000	100.0000	4.00	HOS01 🔍	51001 🔍	⊞	⊟

▷ ☐ 3	Pen	STAPLES INC AND SUBSIDIARIES	1.0000	Dozen	1.25000	1.25

☐ Select All / Deselect All

└ ❤ Add to Favorites | 📇 Add to Template(s) | 📝 Modify Line / Shipping / Accounting | 🗑 Delete

Total Amount: 5.25 USD

Justification/Comments

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

🔍 Check Budget	Budget Checking Status: **Not Checked**

💾 Save & submit | 🔧 Save & preview approvals | ✖ Cancel Changes   Find more items

Editing Requisition

Delete a Requisition Line

You can delete a requisition line if needed, as long as the requisition line has not been budget checked. To delete a requisition line, you will again go through the Manage Requisitions page and select **"Edit Requisition."** From the **"3. Review and Submit"** page, you can select the line to be deleted by placing a checkmark in its select box. You can select multiple lines at one time if needed. To delete the selected lines, simply click the **Delete** button. The system will ask you to confirm the deletion before proceeding. Since you have modified the overall requisition, you will need to **Save and Submit** the requisition again.

Editing Requisition

Canceling a Requisition

On occasion, you may find the need to cancel a requisition. If you need to cancel a requisition, you can do so as long as the requisition has not been sourced into a Purchase Order. Once it has been sourced into a purchase order, the requisition can no longer be canceled and you will have to work with the purchase order. To cancel a requisition, you will go through the **Manage Requisitions** page.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: HOSPR	Requisition Name:	
Requisition ID:	Request Status: All but Complete	Budget Status:
Date From: 01/01/2013	Date To: 04/02/2013	
Requester:	Entered By:	PO ID:

Search   Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▷

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

	Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▷	0000001343	Stapleslink increase Admin	HOSPR	03/26/2013	Partially Received	Valid	5,000.00USD	<Select Action. ▾ Go
▷	0000001197	test	HOSPR	03/08/2013	Open	Not Chk'd	5.25USD	<Select Action. ▾ Go
								<Select Action...>
								Cancel Requisition
▷	0000001104	Barreto Bay Strategies #2	HOSPR	02/27/2013	Partially Received	Valid	17,500.00USD	Check Budget
								Copy Requisition
▷	0000001039	ASAP test	HOSPR	02/13/2013	Open	Not Chk'd	1.00USD	Edit Requisition

Create New Requisition   Inquire Change Request   Inquire Receipts   Requisition Report

Budget Check

Budget Checking is the process to determine if there are enough funds in a budget to cover the purchase. Every requisition must be budget checked before it is sourced to purchasing. If there are insufficient funds in the budget, no budget override is permissible.

- The Budget Checking process will run in a batch process (automatically) periodically throughout the day.

- If a requisition has all lines on it approved the CUNYfirst system will automatically budget check it, user has an option to manually budget check if they do not want to wait for the automatic process.

- Requisitions that are **partially approved will not be available for budget checking.**

- This will ensure that pre-encumbrances are established for requisitions that have been approved by all approvers required

- Validates Budget against Commitment Control

- Non-Valid result requires Budget Liaison

At times, you may find it necessary to perform manual budget checking. If so, you should select the "**Check Budget**" option in the drop down list for that requisition. Note that only approved requisitions will actually budget check. If a requisition is not fully approved, the system will not budget check it. All requisition lines need to be approved for budget checking. The system then processes this action. If the budget check is successful, the budget status will be "**Valid**."

Receipt

Navigate: Purchasing >Receipts>Add/Update Receipts

➢ Before entering the receipt, the creator/requestor is required to perform any functional inspection of the goods to determine quality of the order

➢ If quality is not acceptable, receiver will contact the buyer (purchasing department) who will resolve with the supplier

➢ The requester will then have the responsibility for entering a receipt to the CUNYfirst system using the casual receipt functionality in e-Procurement
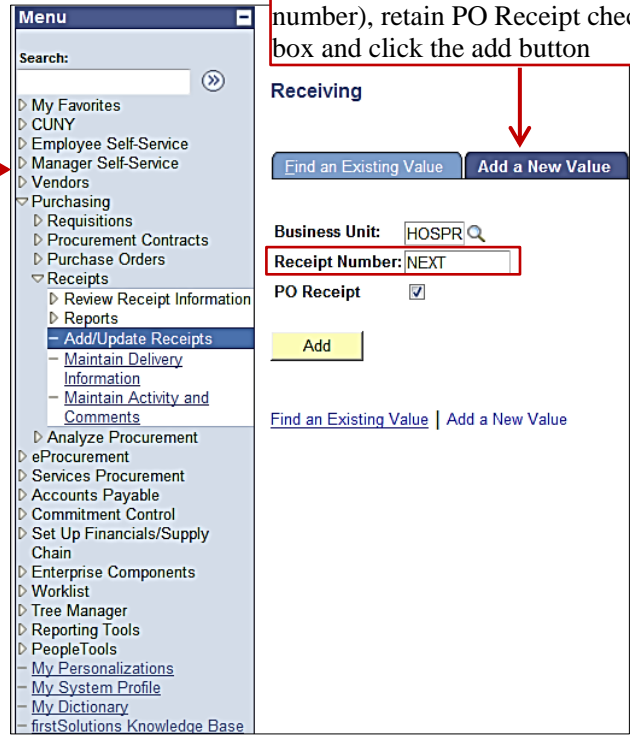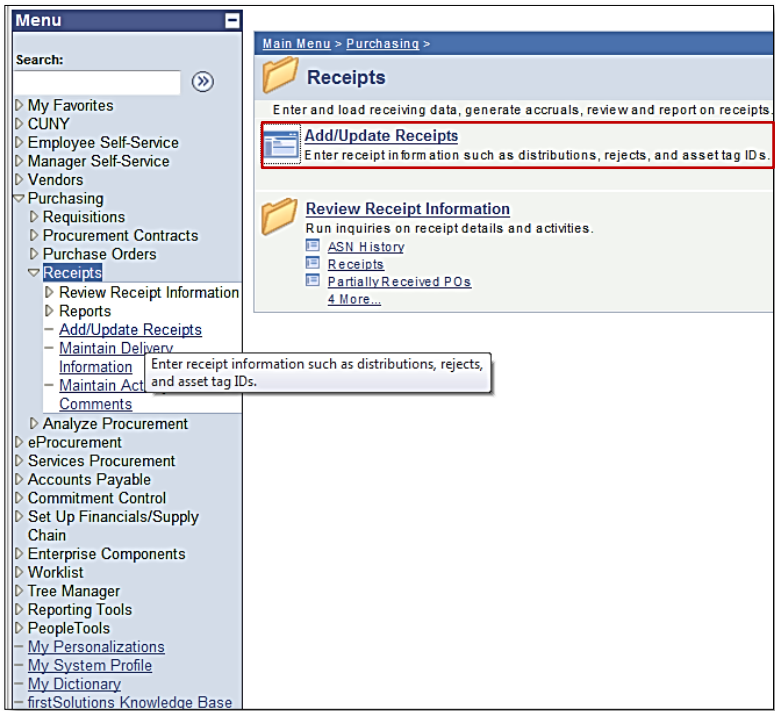
Add a New value: Retain the value of **NEXT** for the Receipt Number (system will auto generate receipt number), retain PO Receipt check box and click the add button
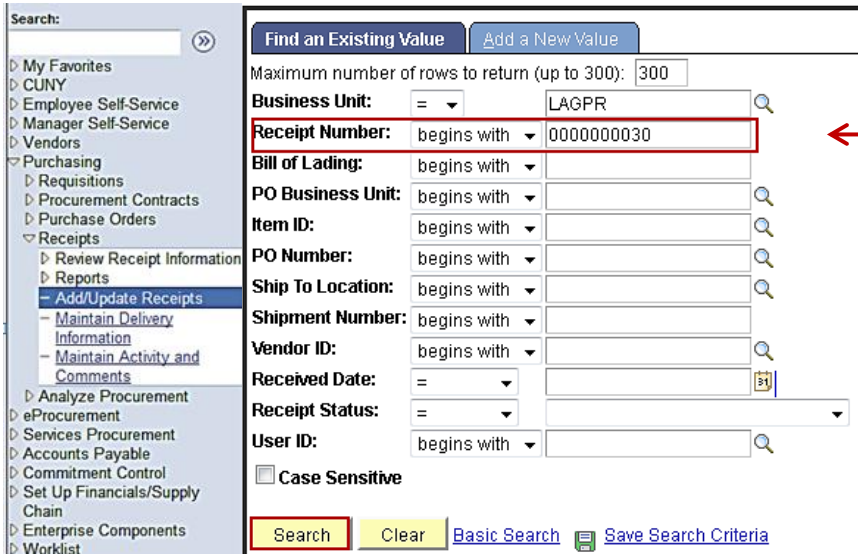
Find an Existing Value: To edit/update an already saved receipt: enter the Receipt Number or PO Number and click the Search button

Find an Existing Value by PO Number

| Find an Existing Value | Add a New Value |

Maximum number of rows to return (up to 300): 300

Business Unit: = [ ] 🔍
Receipt Number: begins with ▼ 0000000030
Bill of Lading: begins with ▼
PO Business Unit: begins with ▼ [ ] 🔍
Item ID: begins with ▼ [ ] 🔍
PO Number: begins with ▼ [ ] 🔍
Ship To Location: begins with ▼ [ ] 🔍
Shipment Number: begins with ▼ [ ]
Vendor ID: begins with ▼ [ ] 🔍
Received Date: = ▼ [ ] 📅
Receipt Status: = ▼ [ ] ▼
User ID: begins with ▼ [ ] 🔍

☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

Select Purchase Order

Search Criteria

PO Unit:	HOSPR 🔍	**Days +/- Today:**	30
ID:		**Start Date:**	02/05/2013 📅
Line/Sched Num:	/	**End Date:**	04/06/2013 📅
Release:		**Vendor Name:**	🔍 Vendor Lookup
Item ID:	🔍	**Vendor Item ID:**	🔍
Ship To:	🔍	**Manufacturer ID:**	🔍
Ship Via:	🔍	**Manufacturer's Item ID:**	🔍

☑ Retrieve Open PO Schedules

[Search]

Receipt Qty Options
◉ No Order Qty   ◯ Ordered Qty   ◯ PO Remaining Qty

Retrieved Rows   Customize | Find | View 100 | 🔲 | 🏢   First ◄ 1-5 of 163 ► Last

Selected Rows	Shipping Related	More Details	

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	Item	Description
☐	HOSPR	0000000055	2	1		02/26/2013		Increase PO# 0055/Open Market
☐	HOSPR	0000000055	3	1		02/26/2013		Increase PO# 0055/Open Market
☐	HOSPR	0000000059	2	1		02/14/2013		INCREASE TO PO 059 REQ 92 OPEN
☐	HOSPR	0000000072	2	1		03/06/2013		Open market purchase order for
☐	HOSPR	0000000078	2	1	152	03/06/2013		Increase to Open Purchase Ord

☑ Select All   ☐ Clear All

[OK] [Cancel] [Refresh]

Receipt

- The Requester records only the accepted quantity or amount for each receipt entered.
- **If Central Receiving opens boxes:** The Requester records only the **accepted quantity** or **amount** for each receipt entered.
- Click the **Save** button to save the receipt

On the More Details Tab if the Inspect Box is checked:
- Save the receipt
- Document the receipt ID and
- Notify the goods inspector that they need to perform an inspection of the item(s).

Once Receipt is saved:
- The Purchase Order lines that have been received and inspected are then available to be copied into a CUNYfirst Accounts Payable Voucher to be paid.
- User can also click the CANCEL icon ( ) to cancel a receipt if needed.

Requisition Category Codes

Category Description	Category Code	Category Acct	City Obj Code	Budgetary Account Description	End User Purchase
Communications Devices	4319000000	53909	300	Equipment General	2-way radios<5k
Advertising	8210000000	52752	417	Advertising	Advertisements (All)
Emergency Medical products	4217000000	53907	307	Medical Surgical and Lab Equip	All Lab equipment
Laboratory supplies & fixtures	4112000000	51101	107	Med Surgical and Lab Supply	All Lab Supplies (except Dental)
Fitness equip	4920000000	53904	300	Equipment General	Athletic Equipment
Field & court sports equip	4916000000	51107	100	Supplies and Materials General	Athletic Supplies
Sports equip & accssrs	4922000000	51107	100	Supplies and Materials General	Athletic Supplies
Instructional furnishing	5612000000	53902	314	Office Furniture	Blackboards, Classroom furniture etc....
Waste disposal & treatment - Haz	7612000080	53113	624	Cleaning Services	Waste removal and recycling
Pest ctrl products	1019000000	51006	100	Supplies and Materials General	Pest ctrl products
Adhesives & sealants	3120000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Electrical equip & parts	3912000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Electrical wire & cable	2612000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Environmental mgmt	7710000000	52810	400	Other Serv and Charges General	Buildings and Grounds Use Only
Environmental mgmt - Green	7710000090	52810	400	Other Serv and Charges General	Buildings and Grounds Use Only
Exterior finishing mtrls	3015000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Hardware	3116000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
HVAC equip	4010000000	54006	300	Equipment General	HVAC equipment (Heating & cooling equipment)
Janitorial supplies	4713000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Lamps, bulbs & parts	3910000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Land mgmt & protection	7013000000	54010	608	Maint and Rep General	Automatic door repair,all bldg repair
Land mgmt & protection - Green	7013000090	54010	608	Maint and Rep General	Glass repair, chiller repair, dumpster rental
Light Fixtures & parts	3911000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Paint, primer, finishes	3121000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Plumbing fixtures	3018000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Real estate svcs	8013000000	53251	414	Rentals Land Bldgs Structs	Buildings and Grounds Use Only
Structural mtrls	3010000000	51006	100	Supplies and Materials General	Buildings and Grounds Use Only
Printing svcs	7315000000	51203	615	Printing/Copying	Business Cards, Letterhead, Brochures
Photo, film, video equip	4512000000	53903	315	Office Equipment	Camera, camcorders
P-CARD Subscriptions	9999000200	51402	337	Books Other	Classroom Books
Subscriptions	5510151900	51402	337	Books Other	Subscriptions (ALL) & Online Databases
Teaching aids	6010000000	51105	100	Supplies and Materials General	Classroom supplies, imprinted and promotional items
Computer equip & accssrs	4321000000	53905	300	Equipment General	Computer equipment <$1,000 (iPads, laptops)
TRAVEL CARD Conference Registr	8888000500	52352	454	Overnight Travel Exp Special	Conference Registration
Mgmt advisory svcs	8010000000	52810	400	Other Serv and Charges General	Contractural agreements
Mgmt advisory svcs	8010000000	52810	400	Other Serv and Charges General	Consultant Services and Guest Speakers
Paper Products - Green	1411000090	51002	100	Supplies and Materials General	Copier Paper
Dental equip & supplies	4215000000	51101	107	Med Surgical and Lab Supply	Dental supplies
Fire protection	4619000000	53906	319	Security Equipment	Fire alarm and maintenance
Fuels	1510000000	53051	109	Fuel Oil	Heating Oils (Buildings and Grounds Use Only)
Educational institutions	8612000000	52703	671	Training Prgm City Employees	Human Resources Use Only

Requisition Category Codes

Category Description	Category Code	Category Acct	City Obj Code	Budgetary Account Description	End User Purchase
Telecommunications parts	4320000000	51003	199	Data Processing Supplies	Cables,Flash drives,keyboards, all peripherals
Med training supplies	4230000000	51101	107	Med Surgical and Lab Supply	Instructional supplies
Insurance	8413000000	52609	700	Fixed Charges General	Insurance
Text Books	5510000000	51401	338	Library Books	Text books for **Library Use Only**
Passenger transport	7811000000	52002	452	Non Overnight Trvl Exp Special	Local Travel
Software License & Support	8111180500	55007	400	Other Serv and Charges General	Software licensing & support =/> $5000
TRAVEL CARD Out of town Airfare	8888000100	52201	454	Overnight Travel Exp Special	Lodging and Airfare
Restaurants & catering	9010000000	52805	100	Supplies and Materials General	MBJ Cafeteria services
Clubs	9412000000	52576	403	Off Svc Membership Dues Fees	Memberships (Institutional and Professional)
Motor vehicles	2510000000	55011	305	Motor Vehicles	Motor Vehicles
Musical Instruments & parts	6013000000	53911	300	Equipment General	Musical Instruments & parts
Network Communication accssrs	4322000000	53909	300	Equipment General	Network Communication accessories
Office machines	4410000000	53903	315	Office Equipment	Office Equipment <$5,000
Business admin svcs	8016000000	52819	400	Other Serv and Charges General	Office Services, water cooler rental
Office supplies	4412000000	51001	100	Supplies and Materials General	Office supplies
Office supplies - Green	4412000090	51001	100	Supplies and Materials General	Office supplies - Green
Commercial furniture	5611000000	53902	314	Office Furniture	Office Furniture
Security Guard Services	9210000000	52814	619	Security Services	Outside Guard Services
Graphic design	8214000000	51203	615	Printing/Copying	Outside Printing Services
Photo, filmmaking supplies	4514000000	51004	100	Supplies and Materials General	Photo, filmmaking supplies
Photographic svcs	8213000000	51203	615	Printing/Copying	Photography
Audio visual equip	4511000000	53903	315	Office Equipment	Projectors/Cameras
Security equip	4617000000	53906	319	Security Equipment	Video monitoring systems
Signage & accssrs	5512000000	51004	100	Supplies and Materials General	Signs, Banners etc….
Software	4323000000	53910	400	Other Serv and Charges General	Software,Licensing agreements, maintenance
Aids for ADA compliance	4221000000	51004	100	Supplies and Materials General	Supplies & Materials for disabled students
Telecommunications media svcs	8311000000	53202	402	Telephone and Other Comm	Telephone Services
Trnsprtn repair or mntnc svcs	7818000000	53154	607	Maint and Rep Motor Vehicle	Vehicle repair and maintenance
Postage	4412151300	51301	117	Postage	Postage
Postage	4412151300	51304	117	Postage	Express Mail (Fed Ex)
Passenger Transport	7811000000	52052	452	Travel Expense	Metrocards
Electronic hdwr & parts	3213000000	51106	100	Supplies and Materials General	Audio Visual Materials (DVD's)
Office Equipment Maintenance	7215406600	54003	612	Office Equipment maintenanace	Konica Minolta annual maintenance agreement
Office Equipment Maintenance	7215406600	54001	612	Office Equipment maintenance	Office equipment repair
Telecommunications parts	4320000000	51003	199	IT Supplies	Toner and ink cartridges
Business admin svcs	8016000000	52819	400	Other Serv and Charges General	Installation services (ALL) eg. Taub's
Business admin svcs	8016000000	52819	400	Other Serv and Charges General	Office machine repair
Fire Protection Maintenance	7210150900	53103	608	Maint and Repair General	Fire Alarm Maintenance and monitoring
Elevator maintenance		53101	608	Maint and Repair General	Elevator Repair and maintenance
Waste disposl & treatmnt	7612000000	53113	624	Cleaning Services	Waste removal and recycling
HVAC Maintenance	7210151100	53105	608	Maint and Rep General	HVAC maintenance

Requisition Category Codes

Category Description	Category Code	Category Acct	City Obj Code	Budgetary Account Description	End User Purchase
Telecom Maintenance	7210330200	53204	602	Telecommunications Maintenance	Telecom Maintenance
Building Maintenance	7210150000	53104	608	Maint and Repair General	All building maintenance and repairs
Facilities Maintenance /Repair	7210290000	53104	608	Maint and Repair General	Facilities maintenance and repairs
Exterminating	7210210300	53102	400	Other Serv and Charges General	Exterminator services
Office Equipment Maintenance	7215406600	54001	612	Office Equipment Maintenance	Office equip repair (printers, timeclocks,etc.) Konica Minolta
Water & Sewer (Utilities)	8310000000	53056	736	Water & Sewer	Utilities-Water & Sewer
Passenger transport	7811000000	52052	452	NonOvernight Trvl Exp Special	Metrocards & Bus Rentals

Tips from Purchasing

Request a price quote from Vendor and ask that shipping charges be included or stated on quote

Please check if the vendor is active in CUNYfirst prior to creating the requisition

All new Vendors must complete and submit a Vendor Registration Package to NYC and CUNY (Contact Purchasing)

Check the status of your submitted requisitions in CUNYfirst

Contact Purchasing if you do not receive your merchandise within a few weeks

LIST UNITS OF MEASURE

Unit of Measure	Description	Short Description	Unit of Measure	Description	Short Description
AVC	Average Cost Dollars	Avgcost	IN	Inches	Inches
B15	Bag 15	Bag 15	K	Thousand	Thousand
B25	Bag 25	Bag 25	KG	Kilograms	Kilogram
B50	Bag 50	Bag 50	KGF	Kilograms Of Force Per CM	Kgf/Cm
BBL	Barrel - Liquid Measure	Barrel	KL	Kiloliters	Kiloliter
BOX	Box	Box	KM	Kilometers	KM
BRL	Barrel	Barrel	KWH	Kilowatt Hours	KW Hours
BSD	Bushel - Dry Measure	Bushel	L	Liters	Liter
C	Celsius	Celsius	LBA	Pounds - Avoirdupois	Pound
CAN	Can	Can	LBP	Pounds - Apothecaries	Pound
CCM	Cubic Centimeters	Cu Centim	LBS	Pounds	Pounds
CDM	Cubic Decimeters	Cu Decim	LBT	Pounds - Troy	Pound
CG	Centigrams	Centigram	LNK	Link	Link
CHN	Chain	Chain	MG	Milligrams	Milligram
CL	Centiliters	Centiliter	MHR	Work Hour	Work Hr
CM	Centimeters	Centimeter	MIL	Miles	Miles
CMM	Cubic Millimeters	Cu Millim	ML	Milliliters	Milliliter
CRT	Crate	Crate	MM	Millimeters	Millimeter
CS	Case	Case	MMO	Work Month	Work Month
CUF	Cubic Feet	Cu Foot	MNA	Minims - Apothecaries' Fluid	Minims
CUI	Cubic Inches	Cu Inch	MT	Metric Tons	Metric Ton
CUM	Cubic Meters	Cu Meter	MWK	Work Week	Work Week
CUY	Cubic Yards	Cu Yard	MYR	Person Year	Person Yr
DAY	Days	Days	NOS	Numbers	NUMBERS
DG	Decigrams	Decigram	OZA	Ounces - Avoridupois	Ounce
DL	Deciliters	Deciliter	OZP	Ounces - Apothecaries'	Ounce
DM	Decimeters	Decimeter	OZT	Ounces - Troy	Ounces
DOZ	Dozen	Dozen	PG	Page	Page
DRA	Dram - Avoirdupois	(Blank)	PK	Cello Pack	Cello Pack
DRM	Drum	Drum	PKD	Peck - Dry Measure	Peck
DRP	Dram - Apothecaries'	Dram	PL	Pallet	Pallet
EA	Each	Each	PR	Pair	Pair
F	Farenheit	Farenheit	PTA	Pint - Apothecaries'	Pint
FDR	Fluid Dram - Apothecaries'	Fluid Dram	PTD	Pint - Dry Measure	Pint
FOZ	Fluid Ounce - Apothecaries'	(Blank)	PTL	Pint - Liquid Measure	Pint
FT	Feet	Feet	PWT	Pennyweight - Troy	Pennywt
G	Grams	Gram	QTA	Quart - Apothecaries'	Quart
GAL	Gallon - Us Liquid Measure	Gal Us Liq	SQY	Square Yards	Sq Yards
GLA	Gallon - Apothecaries'	Gallon	ST	Short Tons	Short Ton
GLL	Gills - Liquid Measure	Gill	STD	Standard Cost Dollars	Stnd Cst $
GRT	Grains - Troy	Grains	TON	Tons	Tons
HR	Hour	Hour	TRK	Truck Load	Truck
HUN	Hundreds	Hundreds	TUB	Tub	Tub

LIST UNITS OF MEASURE

Unit of Measure	Unit of Measure	Unit of Measure		Unit of Measure	Unit of Measure	Unit of Measure
PKG	Package	Package		SET	Set	Set
UNT	Units (Generic)	Units		SF	Square Feet	Sq
YD	Yard	Yard		SHT	Short Ton	Short Ton
YRS	Years	Years		SHW	Short Hundred Weight	Sht 100wt
QTD	Quart - Dry Measure	Quart		SLV	Sleeve	Sleeve
QTL	Quart - Liquid Measure	Quart		SM	Square Meters	Sq Meter
RM	Ream	Ream		SMM	Square Millimeters	Sq Millim
SCM	Square Centimeters	Sq Centim		SQF	Square Feet	Square Ft
SCR	Scruple	Scruple		SQI	Square Inches	Sq Inch
SDM	Square Decimeters	Sq Decim		SQM	Square Miles	Sq Miles

I AM HOSTOS