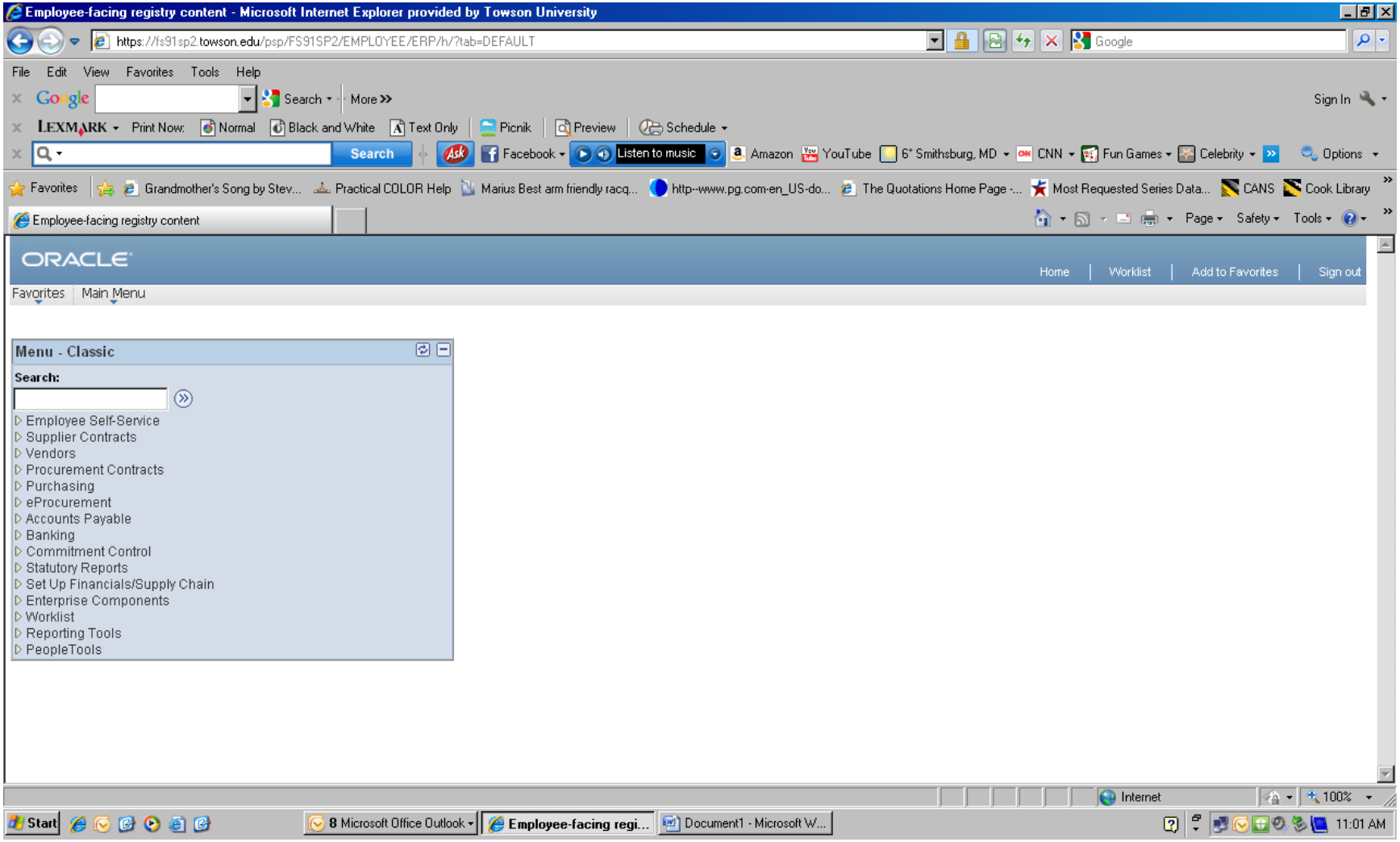
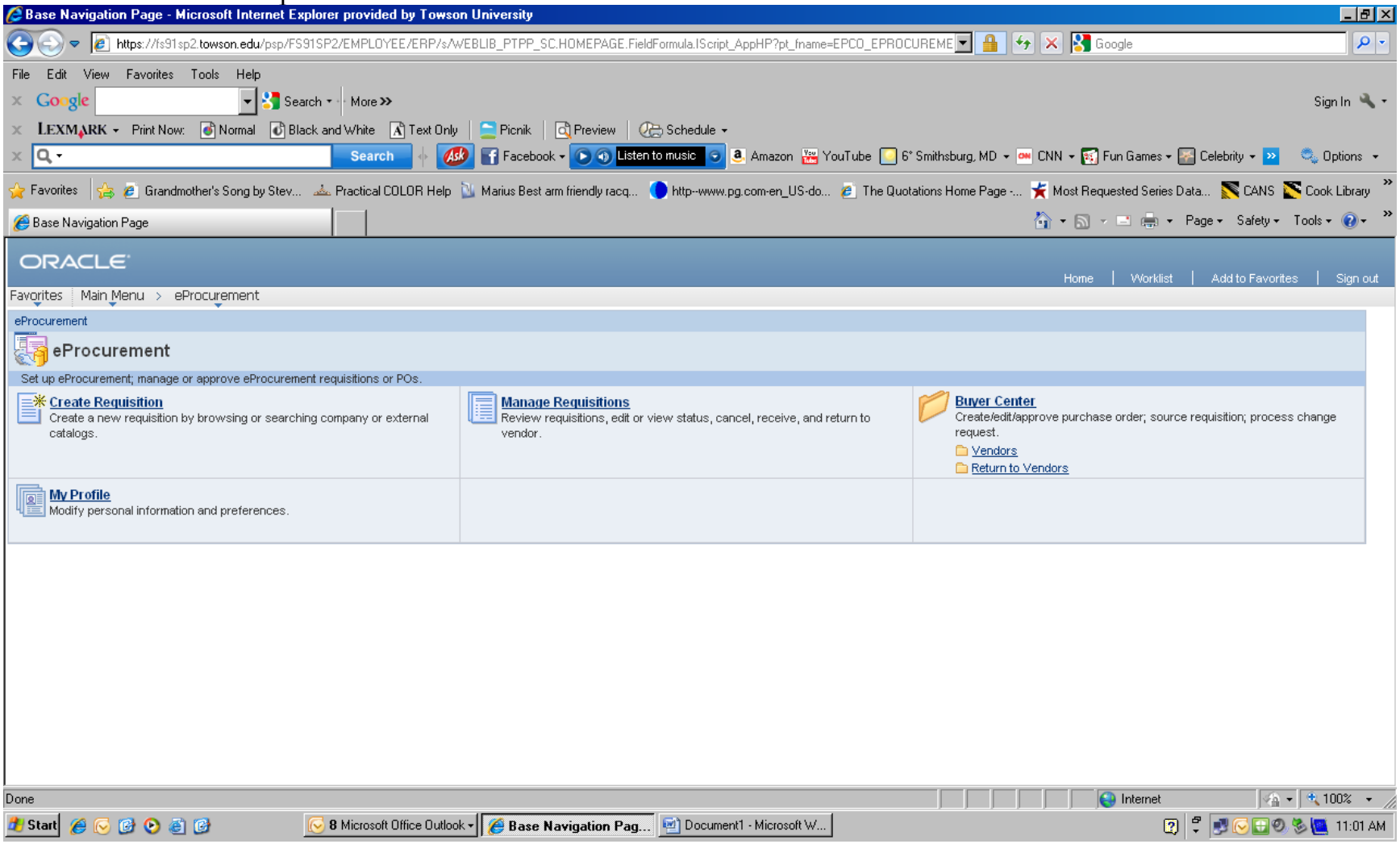
Entering a Service Requisition

Click on the "eProcurement" link.



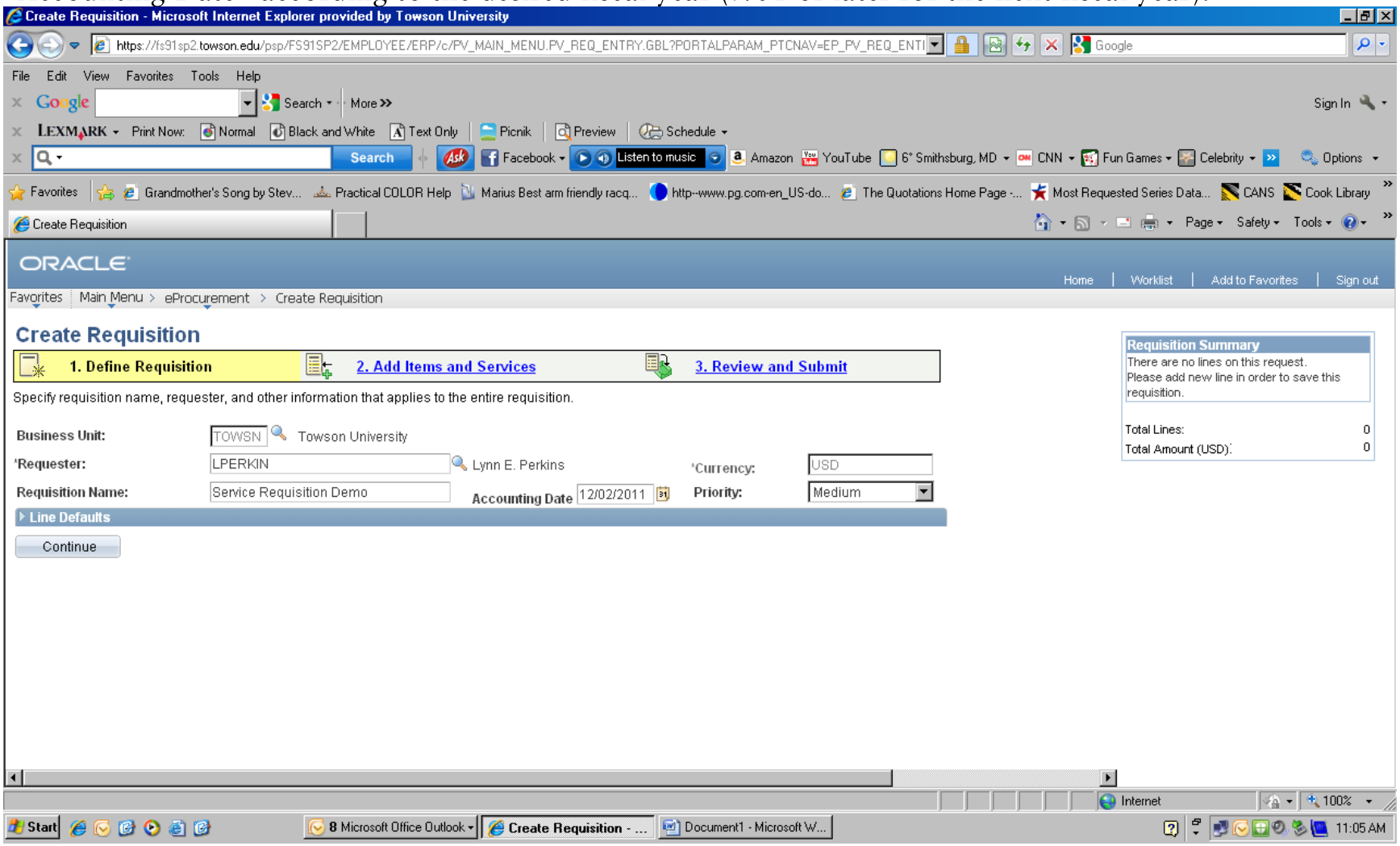
Entering a Service Requisition

Click the "Create Requisition" link.



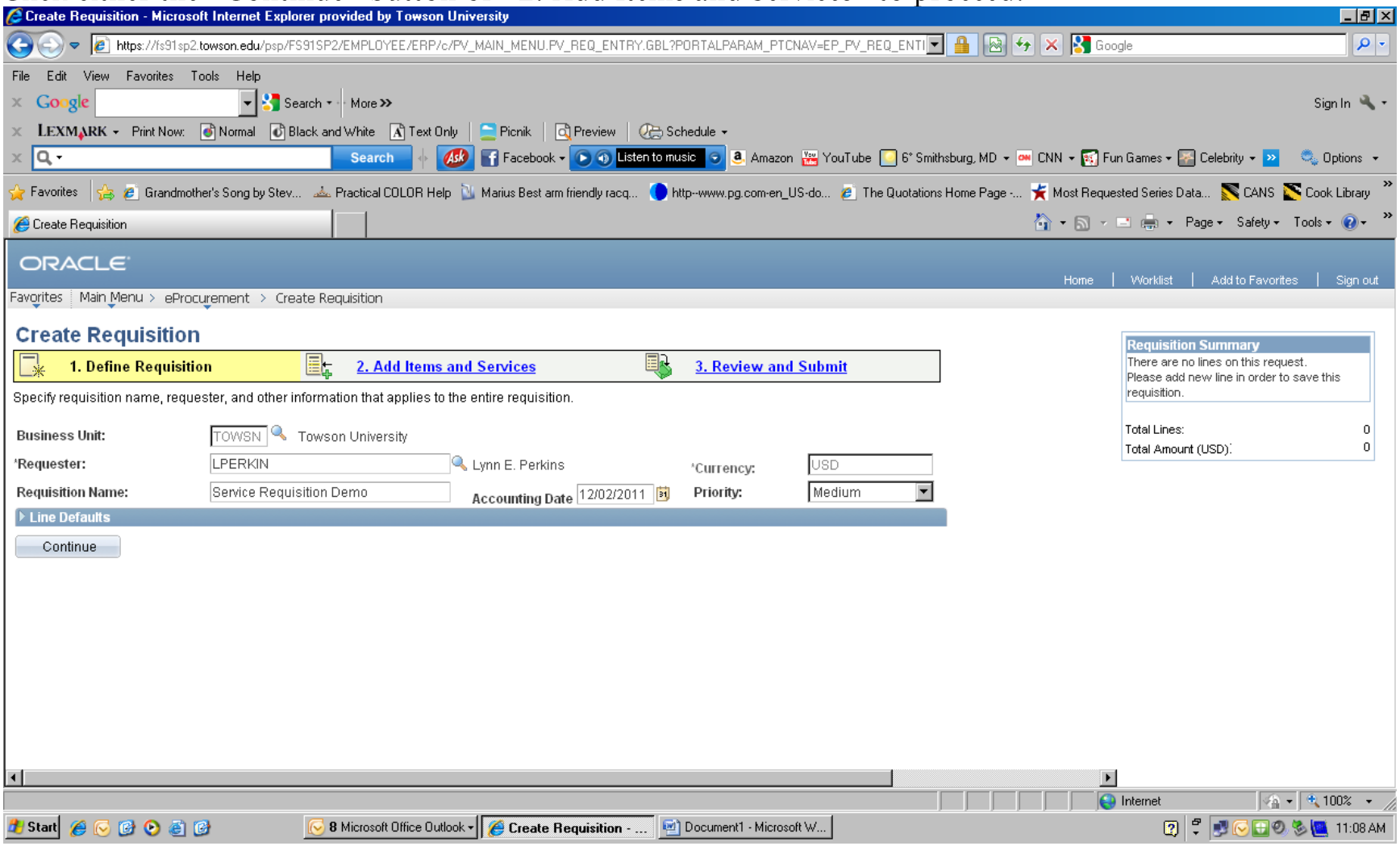
Entering a Service Requisition

Enter a name for your requisition. This will make it easier to look up the requisition in the future. Set the "Accounting Date" according to the desired fiscal year (7/01 or later for the next fiscal year).



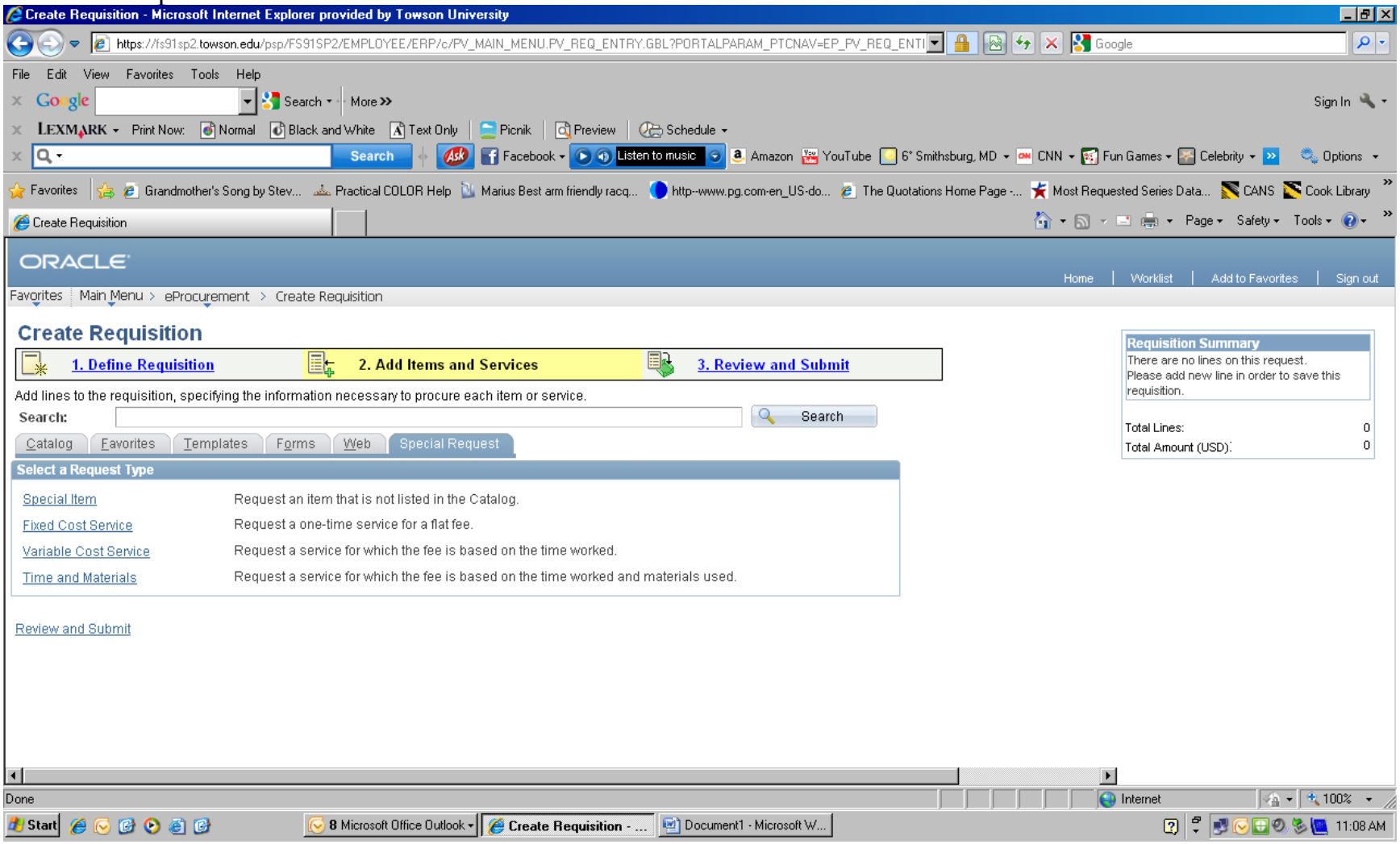
Entering a Service Requisition

Click either the "Continue" button or "2. Add Items and Services" to proceed.



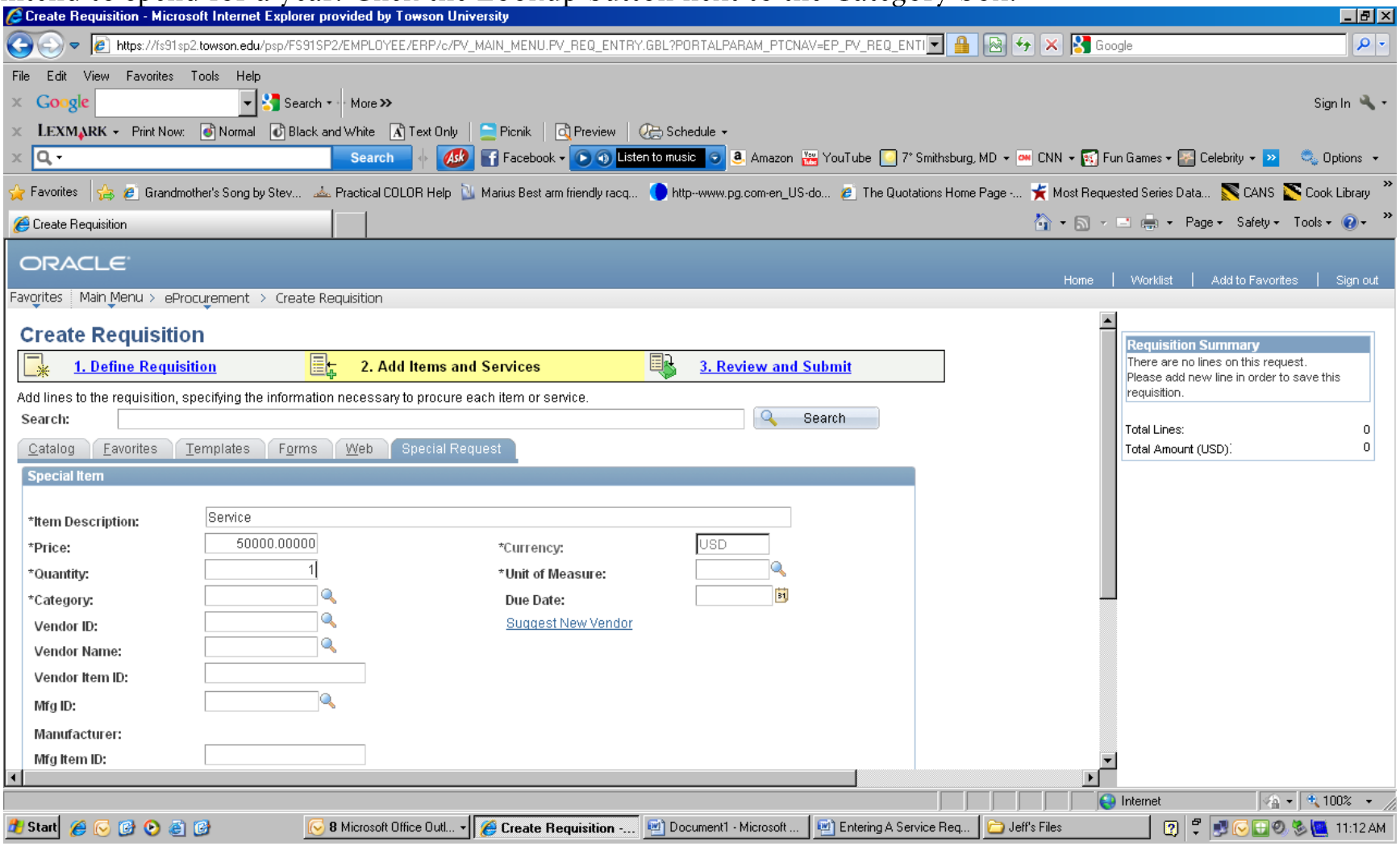
Entering a Service Requisition

Click the "Special Item" link.



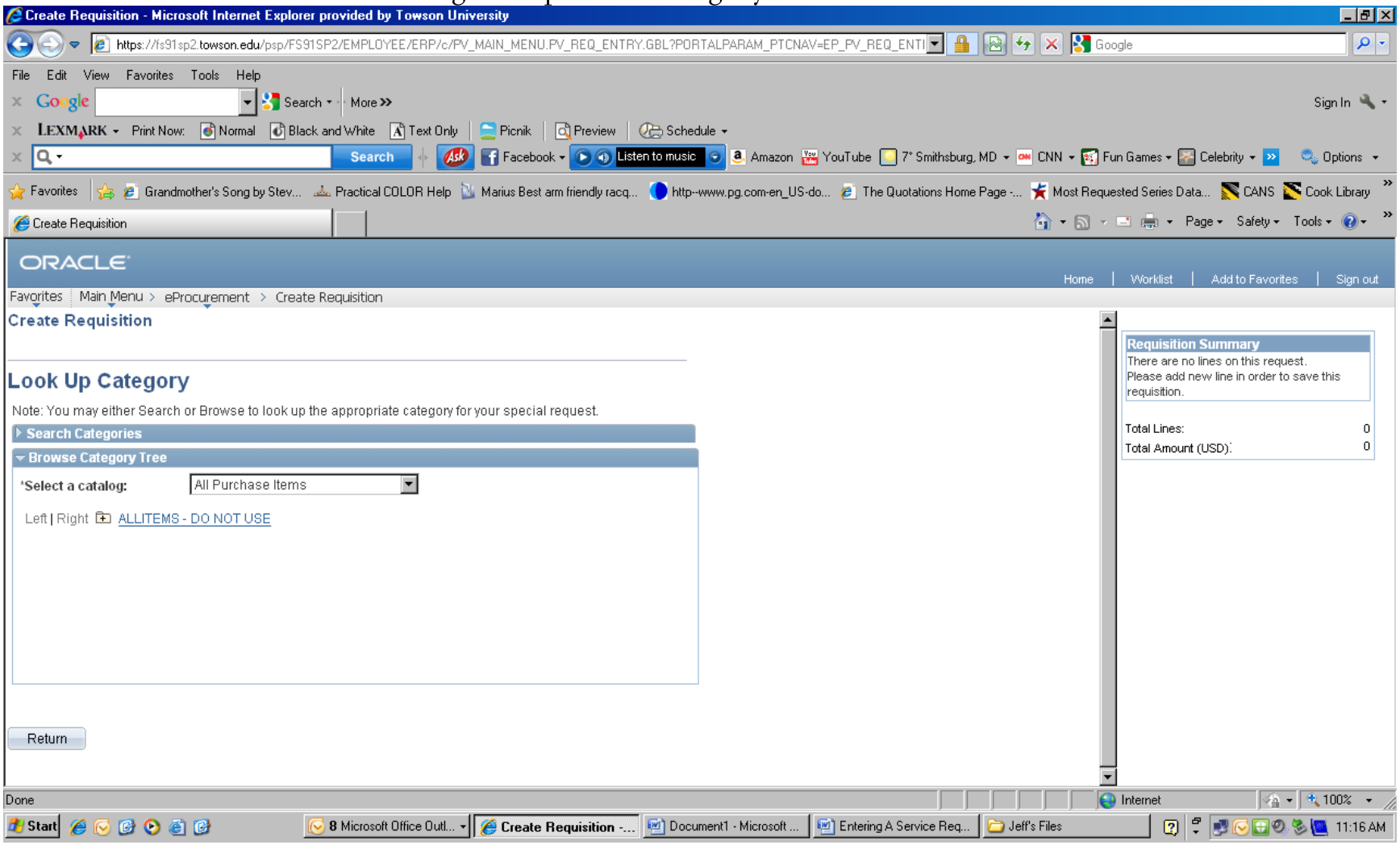
Entering a Service Requisition

Enter the Description, the Quantity, the Price and the Unit of Measure. The quantity for a service requisition will always be one (1) and the Unit of Measure will always be **$$$**. The price will be what you intend to spend for a year. Click the Lookup button next to the Category box.



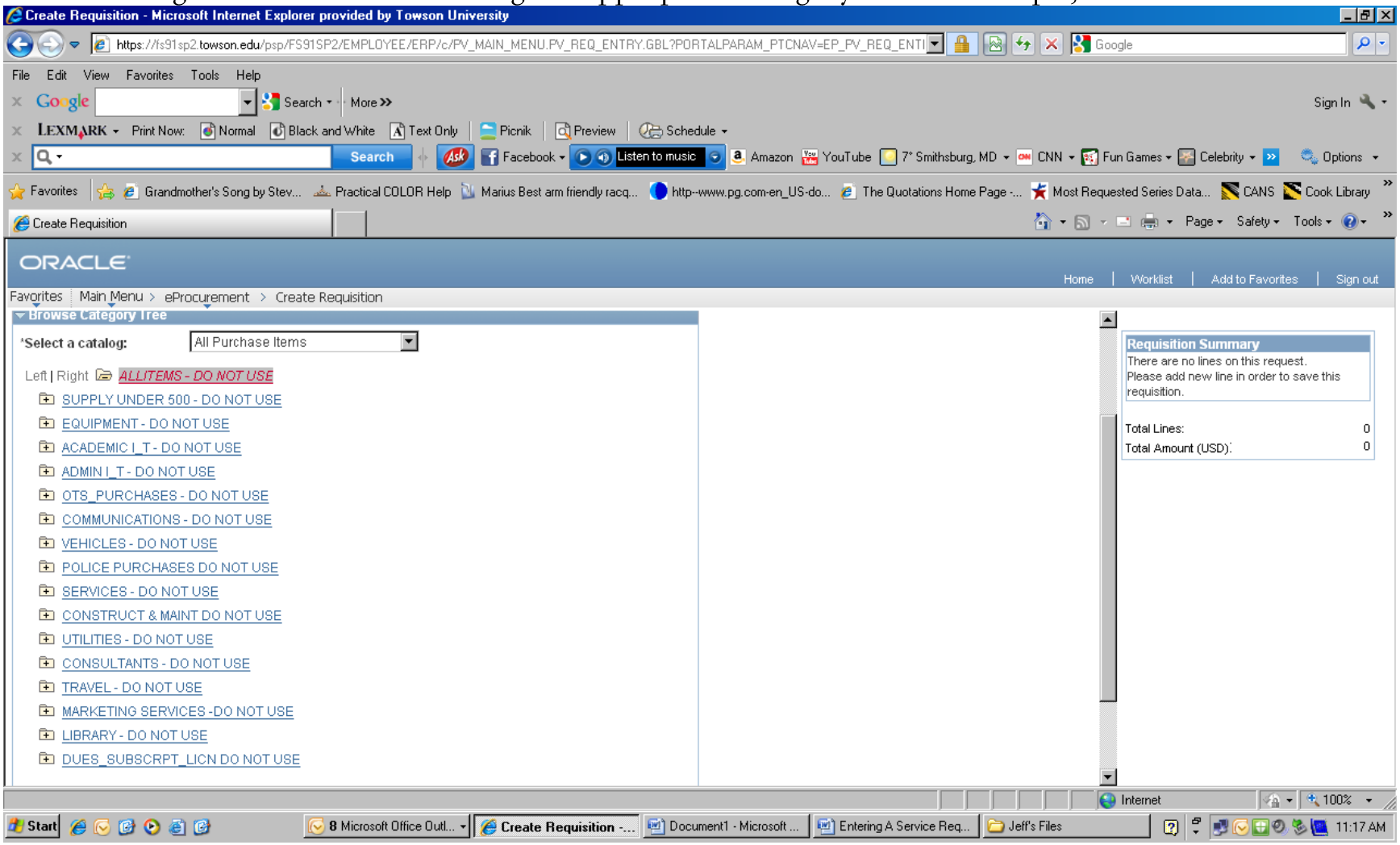
Entering a Service Requisition

Click the small folder with the + sign to open the Category Tree.



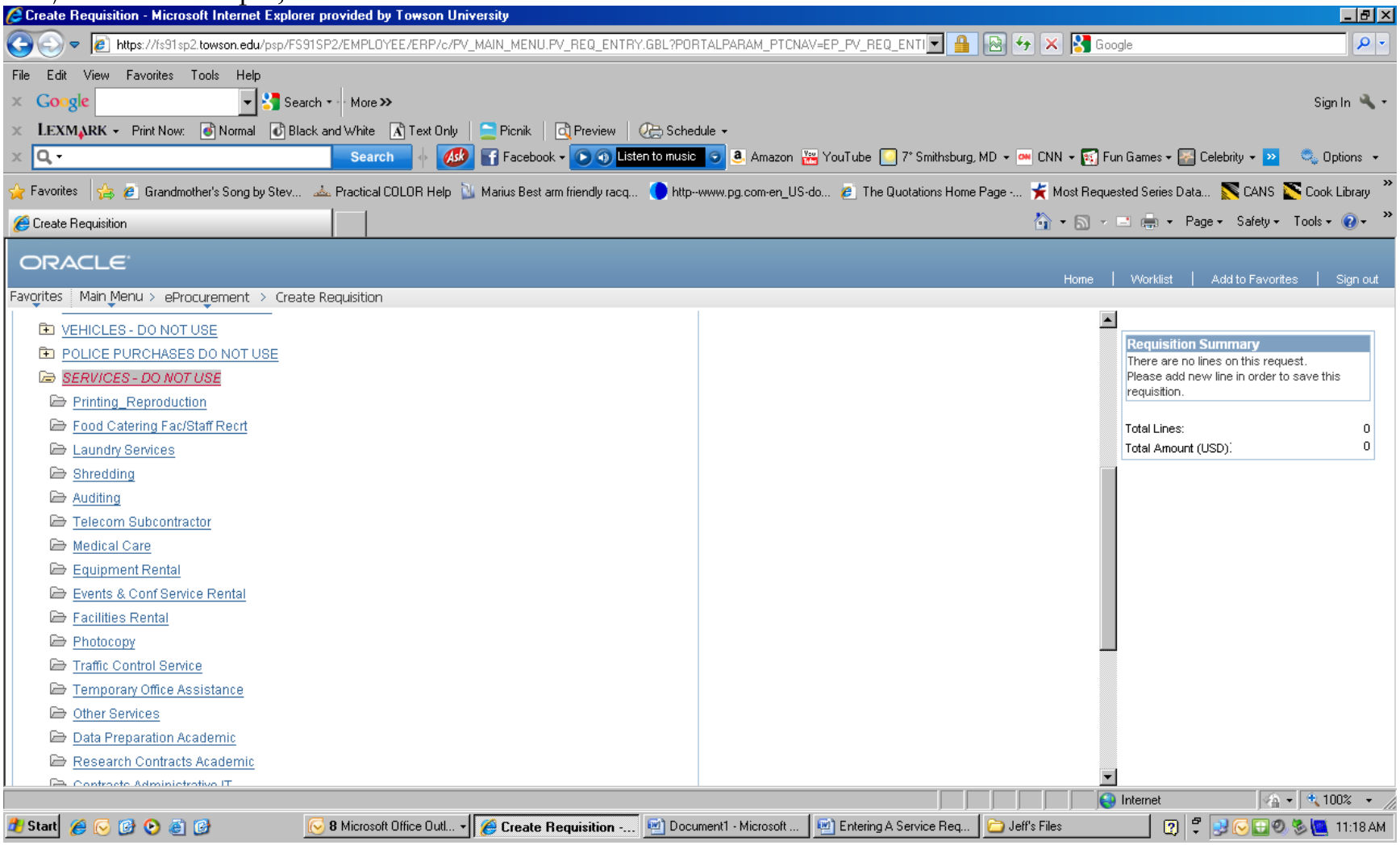
Entering a Service Requisition

Click the + sign on the folder containing the appropriate category. In this example, click "Services."



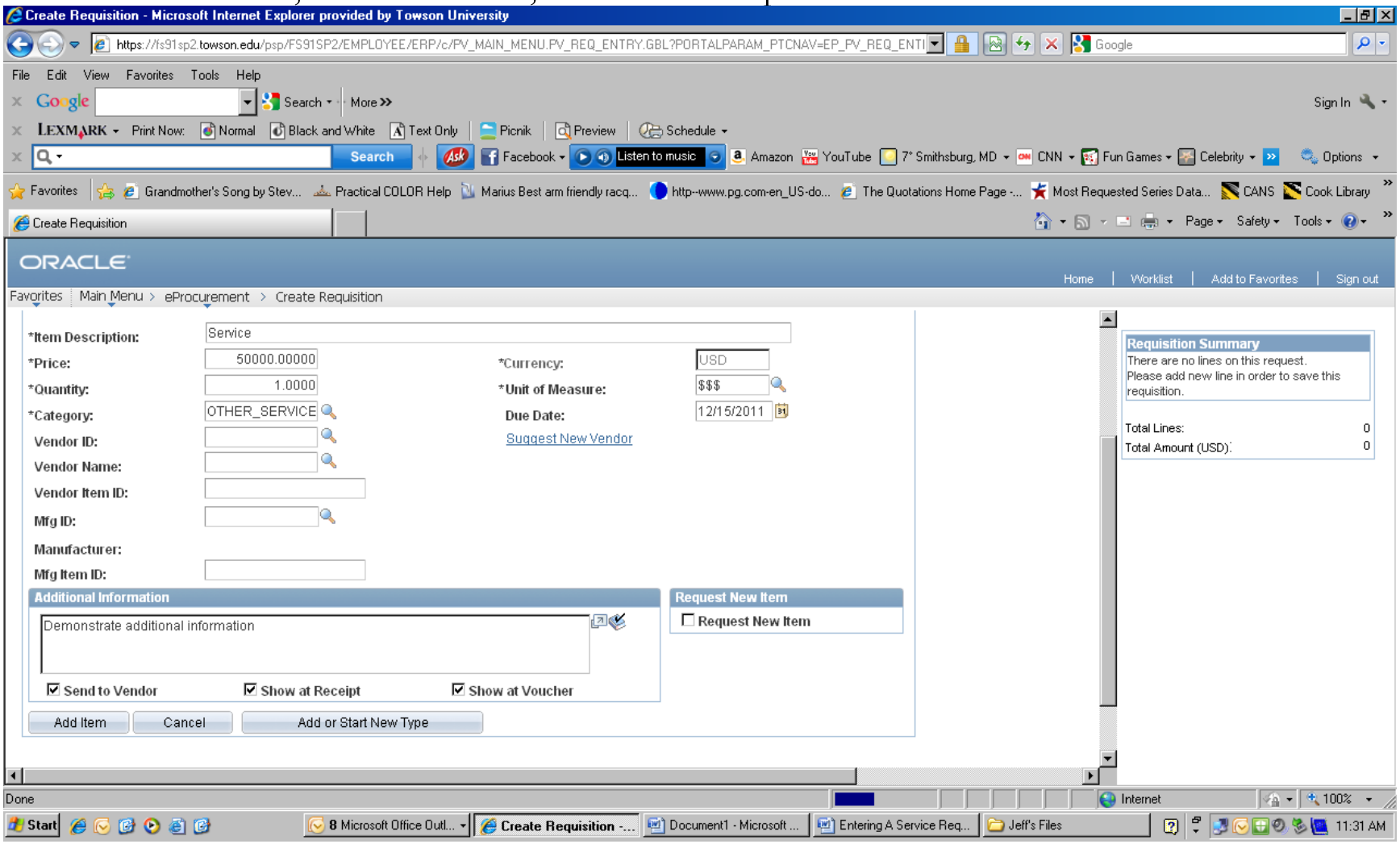
Entering a Service Requisition

When the folder opens, click on the appropriate category. (Note: The folder for a category will not contain a +.) In this example, click on "Other Services."



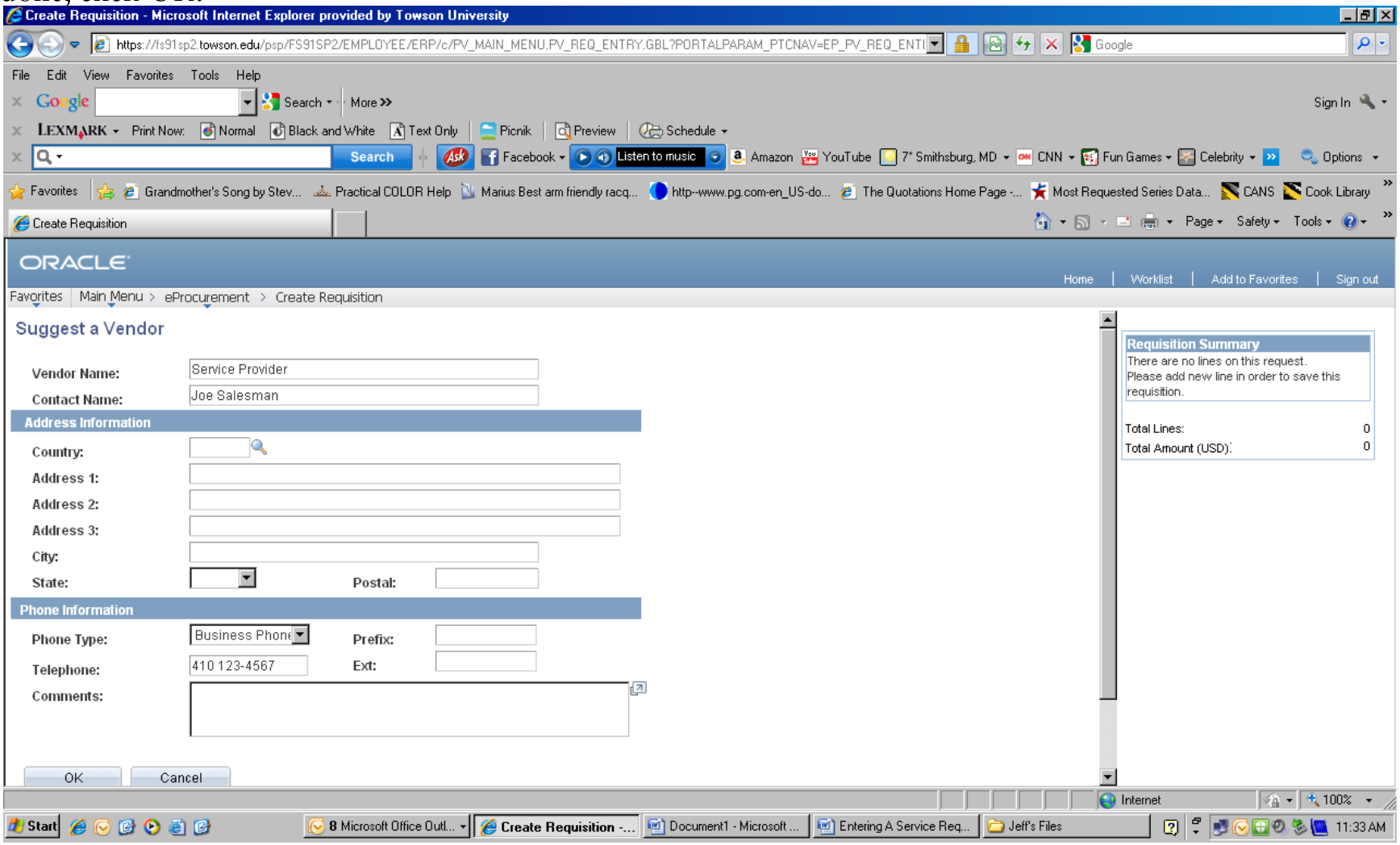
Entering a Service Requisition

The Item Category assigns the account number to your requisition (you will not see the number) and is used to route the requisition to a Buyer. If you have not already done so, fill in the Unit of measure with **$$$** and enter the date you want the service to start in Due Date. Enter any Additional Information and click the boxes labeled, "Send to Vendor," "Show at Receipt" and "Show at Voucher."



Entering a Service Requisition

If the vendor is in PeopleSoft, it can be found using the Vendor Lookup. If it is a new vendor, click the "Suggest New Vendor" link and enter at least a vendor name, contact and phone number. When you are done, click OK.



Entering a Service Requisition

Click the "Add Item" button to add the item to your requisition.

Create Requisition - Microsoft Internet Explorer provided by Towson University

https://fs91sp2.towson.edu/psp/FS91SP2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTI

Favorites > Main Menu > eProcurement > Create Requisition

*Item Description:	Service		
*Price:	50000.00000	*Currency:	USD
*Quantity:	1.0000	*Unit of Measure:	$$$
*Category:	OTHER_SERVICE	Due Date:	12/15/2011
Vendor ID:			
Vendor Name:		Suggested Vendor:	Service Provider
Vendor Item ID:			
Mfg ID:			
Manufacturer:			
Mfg Item ID:			

Additional Information

Demonstrate additional information

☑ Send to Vendor ☑ Show at Receipt ☑ Show at Voucher

Request New Item

☐ Request New Item

Add Item | Cancel | Add or Start New Type

Requisition Summary

There are no lines on this request.
Please add new line in order to save this requisition.

Total Lines: 0
Total Amount (USD): 0

Entering a Service Requisition

A new blank entry screen will appear which can be used to include additional items to your requisition. When you are done adding items, click "Review and Submit."

Create Requisition - Microsoft Internet Explorer provided by Towson University

https://fs91sp2.towson.edu/psp/FS91SP2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTI

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Create Requisition

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

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: Search

Catalog | Favorites | Templates | Forms | Web | Special Request

Special Item

*Item Description:
*Price: 0.00000
*Currency: USD
*Quantity:
*Unit of Measure:
*Category:
Due Date:
Vendor ID:
Suggest New Vendor
Vendor Name:
Vendor Item ID:
Mfg ID:
Manufacturer:
Mfg Item ID:

Requisition Summary

Description	Qty	UOM
Service	1	$$$

Total Lines: 1
Total Amount (USD): 50,000.00

Entering a Service Requisition

The screen will show all items on your requisition.

Create Requisition - Microsoft Internet Explorer provided by Towson University

https://fs91sp2.towson.edu/psp/FS91SP2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTI

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

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: TOWSN Towson University

*Requester: LPERKIN Lynn E. Perkins

*Currency: USD

Requisition Name: Service Requisition Demo

Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Service		1.0000	Dollars	50,000.00000	50,000.00

Select All / Deselect All

Total Amount: 50,000.00 USD

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

Comments

Send to Vendor | Show at Receipt | Shown at Voucher | Approval Justification

Requisition Summary

Description	Qty	UOM
Service	1	$$$

Total Lines: 1

Total Amount (USD): 50,000.00

Entering a Service Requisition

If you need to adjust accounting charges before you submit the requisition, click on the small triangle next to the requisition line.

Create Requisition - Microsoft Internet Explorer provided by Towson University

https://fs91sp2.towson.edu/psp/FS91SP2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTI

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Requisition Name: Service Requisition Demo

Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Service		1.0000	Dollars	50,000.00000	50,000.00

Consolidate with other Reqs

Override Suggested Vendor

Shipping Line: 1 Due Date: 12/15/2011 Quantity: 1.0000 Price: 50,000.00000

Status: Active *Ship To: CENTRRECV Modify Onetime Address

Attention To: Lynn E. Perkins

*Distribute By: Qty SpeedChart: *Liquidate by Amt

Accounting Lines

Customize | Find | View All | First 1 of 1 Last

Chartfields1 | Chartfields2 | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information

Line		Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		PROCUREMNT	1.0000	100.0000	50,000.00	TOWSN

Select All / Deselect All

Total Amount: 50,000.00 USD

Requisition Summary

Description	Qty	UOM
Service	1	$$$

Total Lines: 1

Total Amount (USD): 50,000.00

Entering a Service Requisition

If you need to change the department on the requisition, click the tab labeled "Chartfiels2".

Create Requisition - Microsoft Internet Explorer provided by Towson University

https://fs91sp2.towson.edu/psp/FS91SP2/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTI

ORACLE

Favorites | Main Menu > eProcurement > Create Requisition

Requisition Name: Service Requisition Demo Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Service		1.0000	Dollars	50,000.00000	50,000.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: 12/15/2011 Quantity: 1.0000 Price: 50,000.00000

Status: Active *Ship To: CENTRRECV Modify Onetime Address

Attention To: Lynn E. Perkins

*Distribute By: Qty SpeedChart: *Liquidate by Amt

Accounting Lines Customize | Find | View All | First 1 of 1 Last

Chartfields1 | Chartfields2 | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information

Account	Fund	Dept	Initative	Project	Affiliate	Fund Affiliate
608224	1000	18950				

Select All / Deselect All Total Amount: 50,000.00 USD

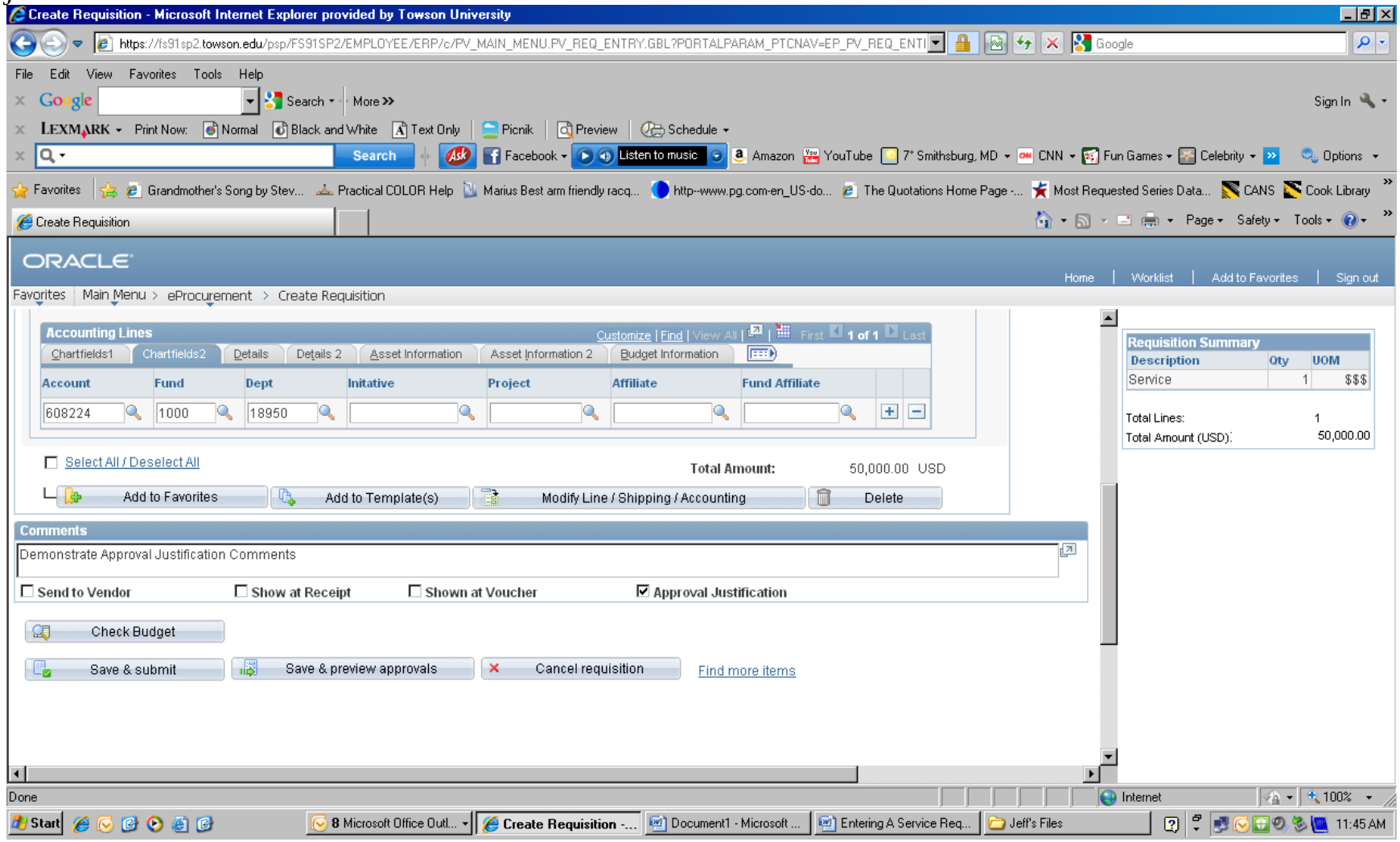
Requisition Summary

Description	Qty	UOM
Service	1	$$$

Total Lines: 1
Total Amount (USD): 50,000.00

Entering a Service Requisition

Enter your justification comments in the "Comments" box and click the box labeled "Approval Justification".



Entering a Service Requisition

Click the small yellow and red icon labeled "Line Details."

Create Requisition - Microsoft Internet Explorer provided by Towson University

Business Unit: TOWSN Towson University
*Requester: LPERKIN Lynn E. Perkins
*Currency: USD
Requisition Name: Service Requisition Demo
Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Service		1.0000	Dollars	50,000.00000	50,000.00

Consolidate with other Reqs
Override Suggested Vendor
Line Details

Shipping Line: 1
Due Date: 12/15/2011
Quantity: 1.0000
Price: 50,000.00000
Status: Active
*Ship To: CENTRRECV
Modify Onetime Address
Attention To: Lynn E. Perkins
*Distribute By: Qty
SpeedChart:
*Liquidate by Amt

Accounting Lines

Account	Fund	Dept	Initative	Project	Affiliate	Fund Affiliate
608224	1000	18950				

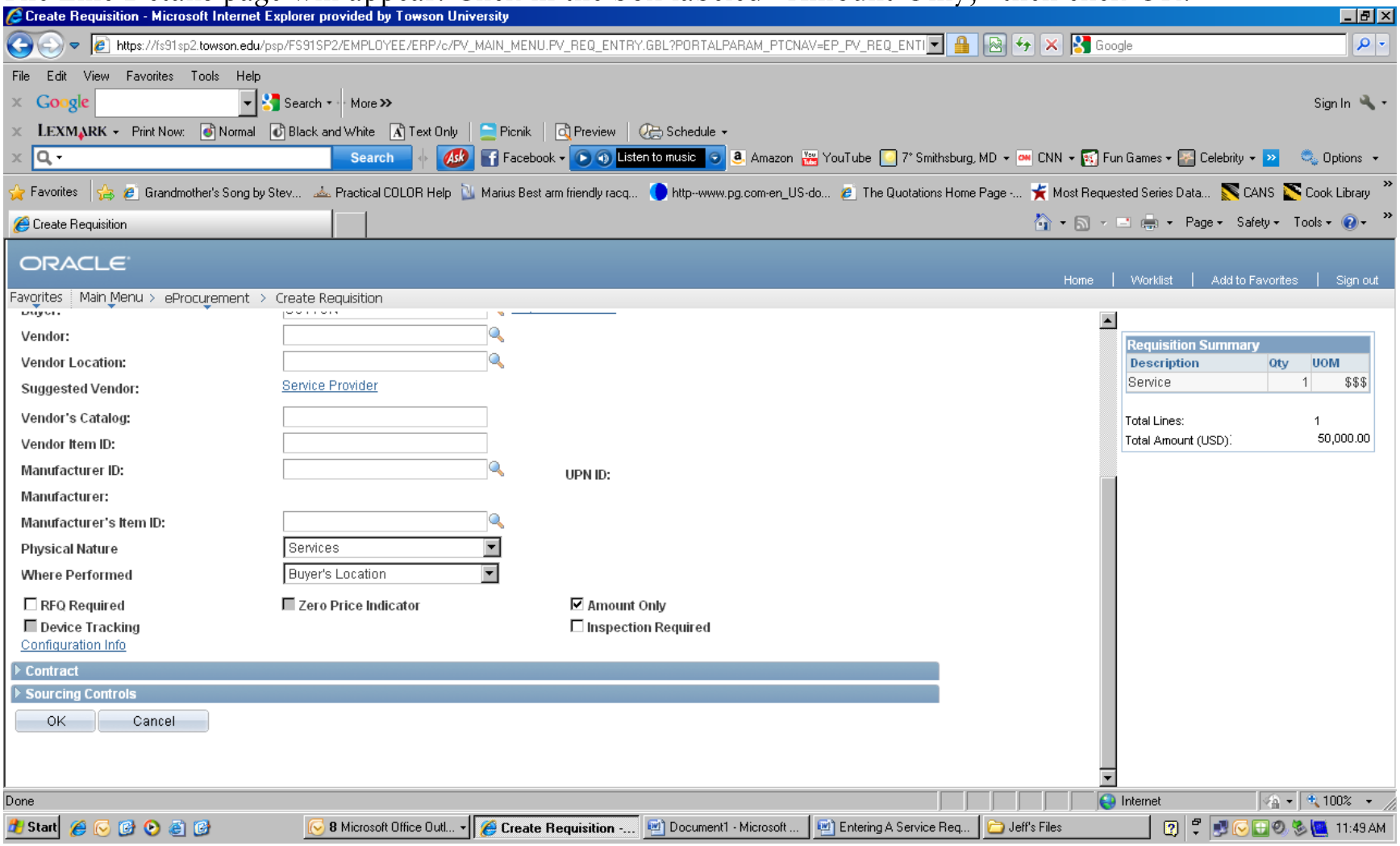
Requisition Summary

Description	Qty	UOM
Service	1	$$$

Total Lines: 1
Total Amount (USD): 50,000.00

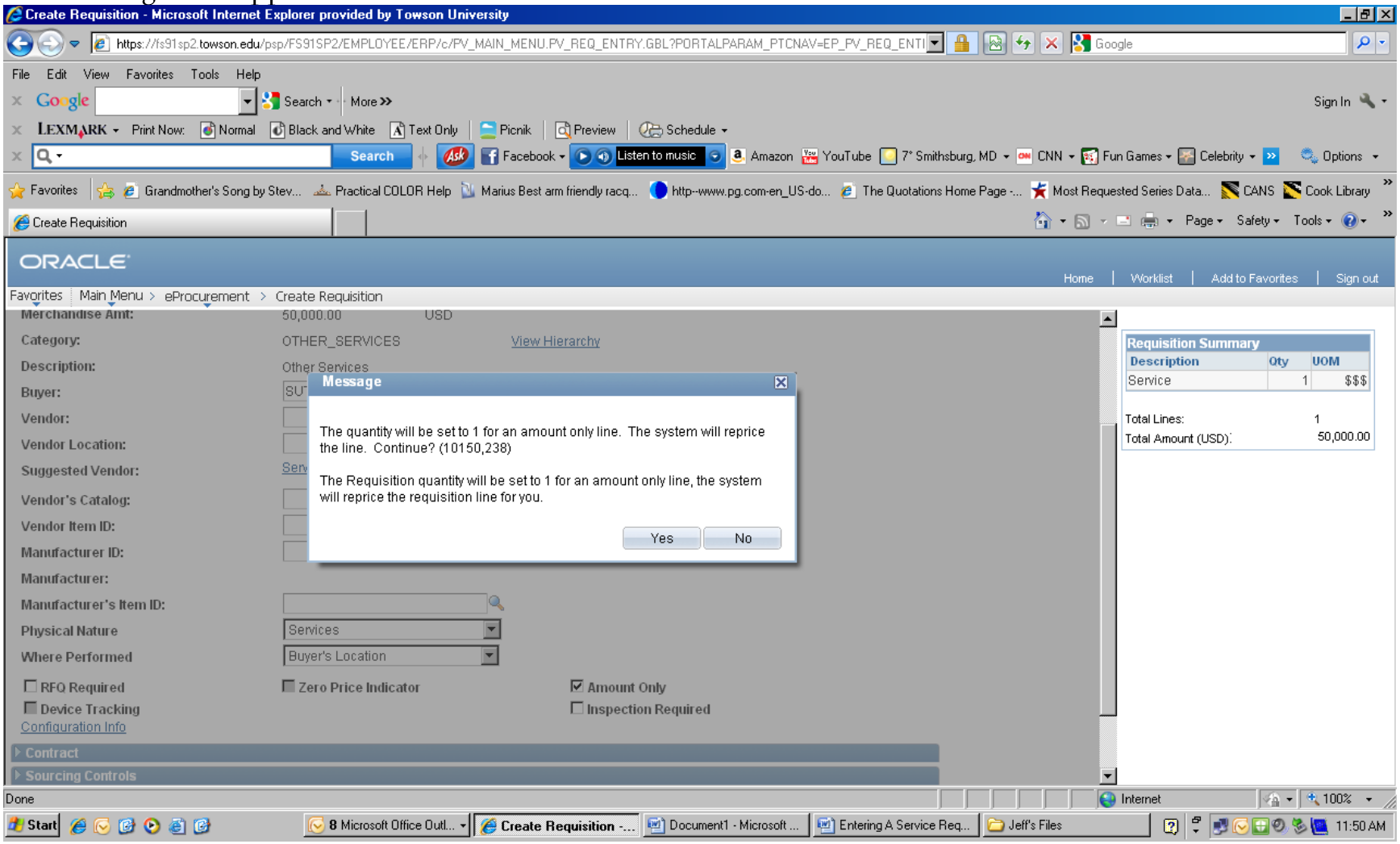
Entering a Service Requisition

The Line Details page will appear. Click in the box labeled "Amount Only," then click OK.



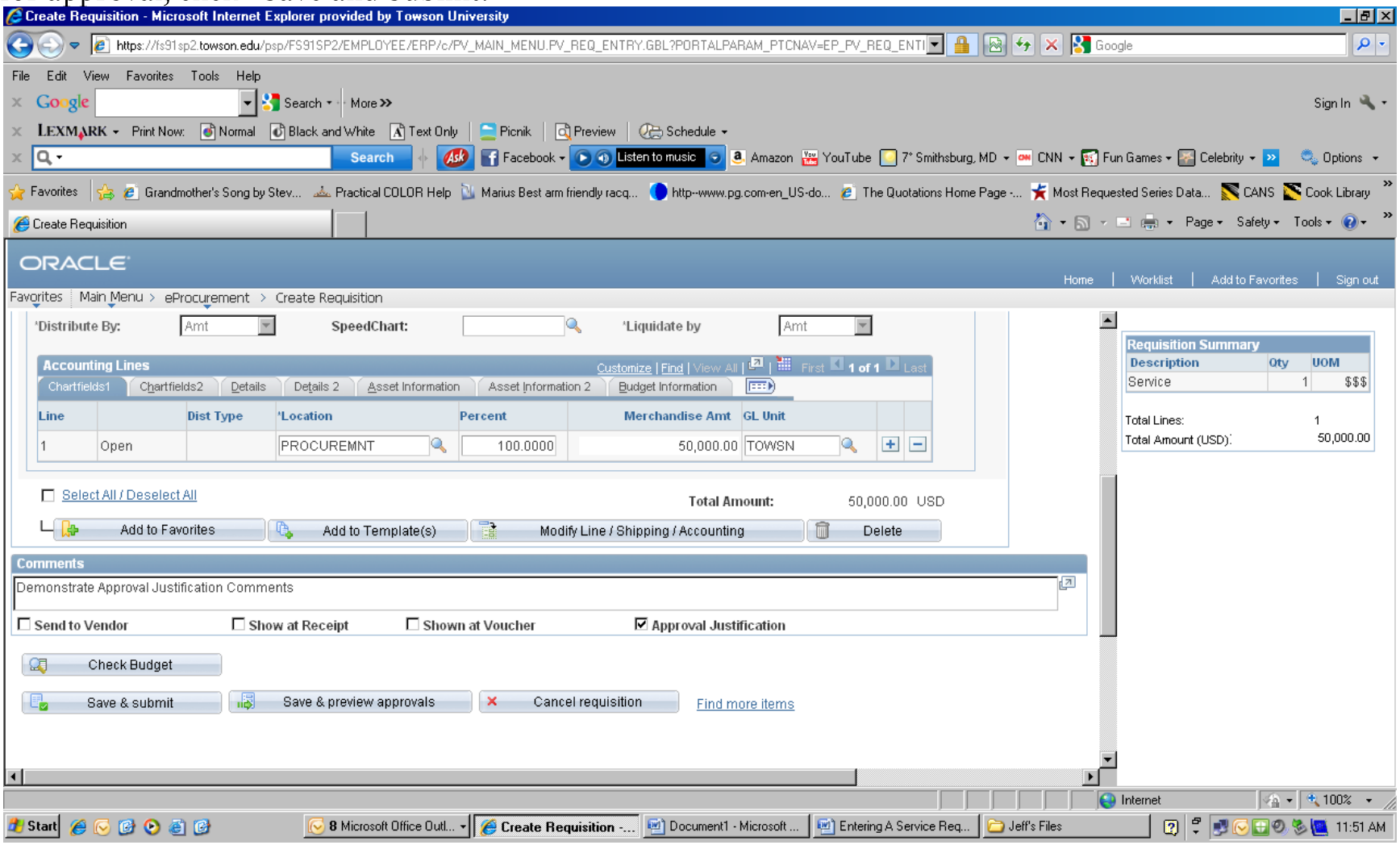
Entering a Service Requisition

This message will appear. Click "Yes."



Entering a Service Requisition

You will be taken back to the "Review and Submit" screen. If you want to save your requisition without submitting it for approval, click "Save and Preview Approvals." If you would like to submit the requisition for approval, click "Save and Submit."



Entering a Service Requisition

When you click "Save and Submit," this screen will appear telling you where the requisition has been submitted for approval. Once the requisition has been approved and successfully budget checked, it will be forwarded to the appropriate Buyer for action.