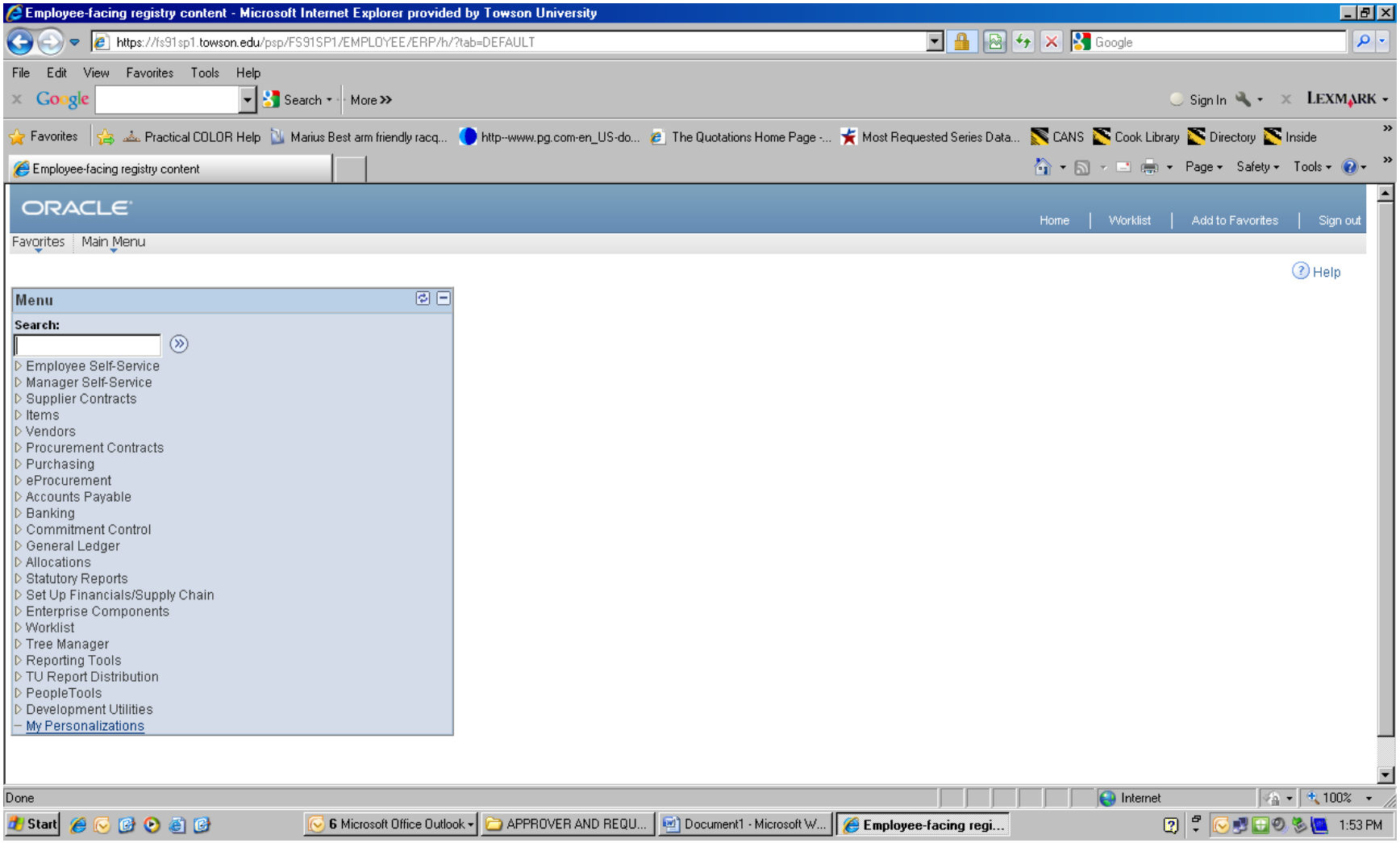
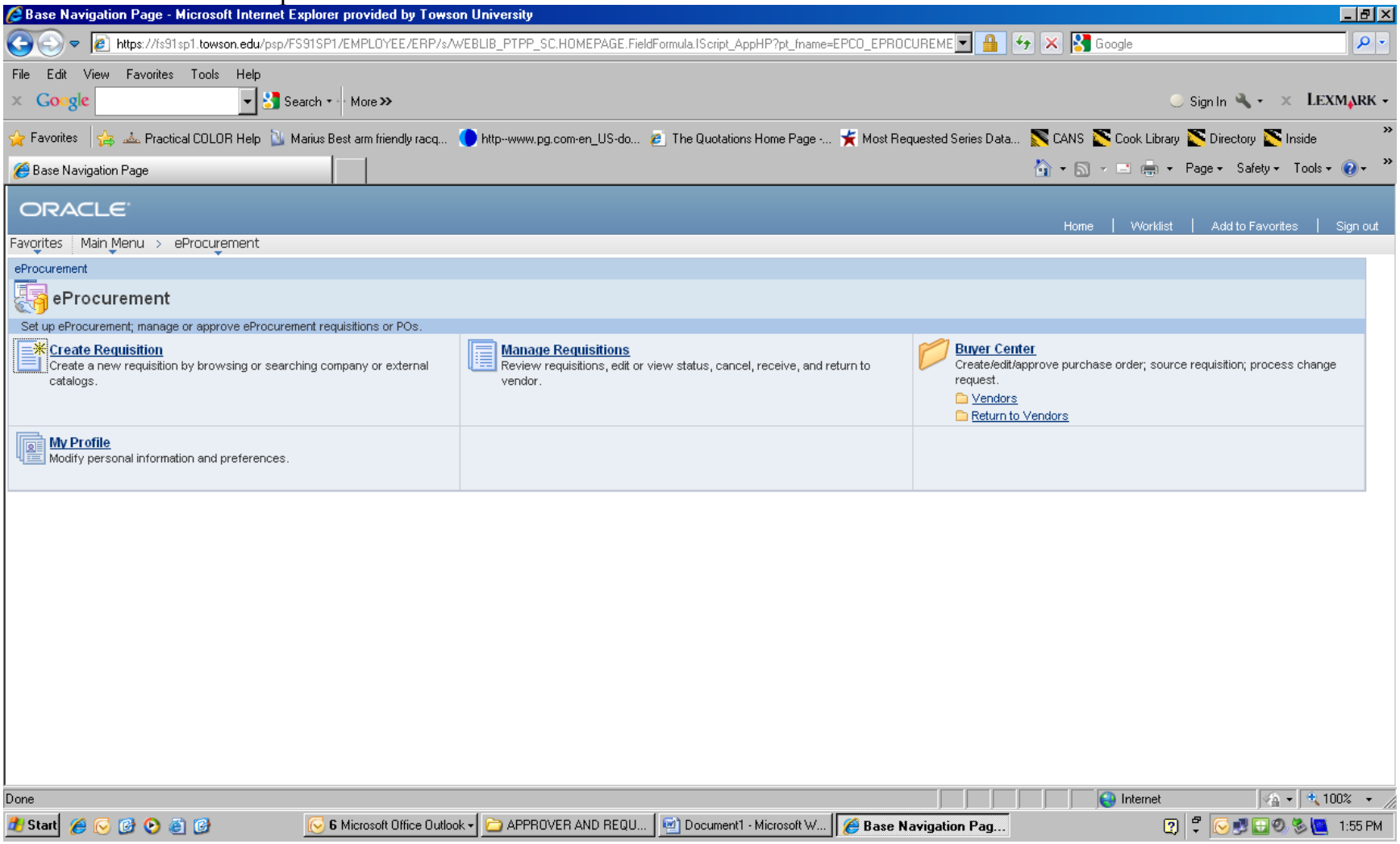
Entering a Commodity Requisition

Click the “eProcurement” link.



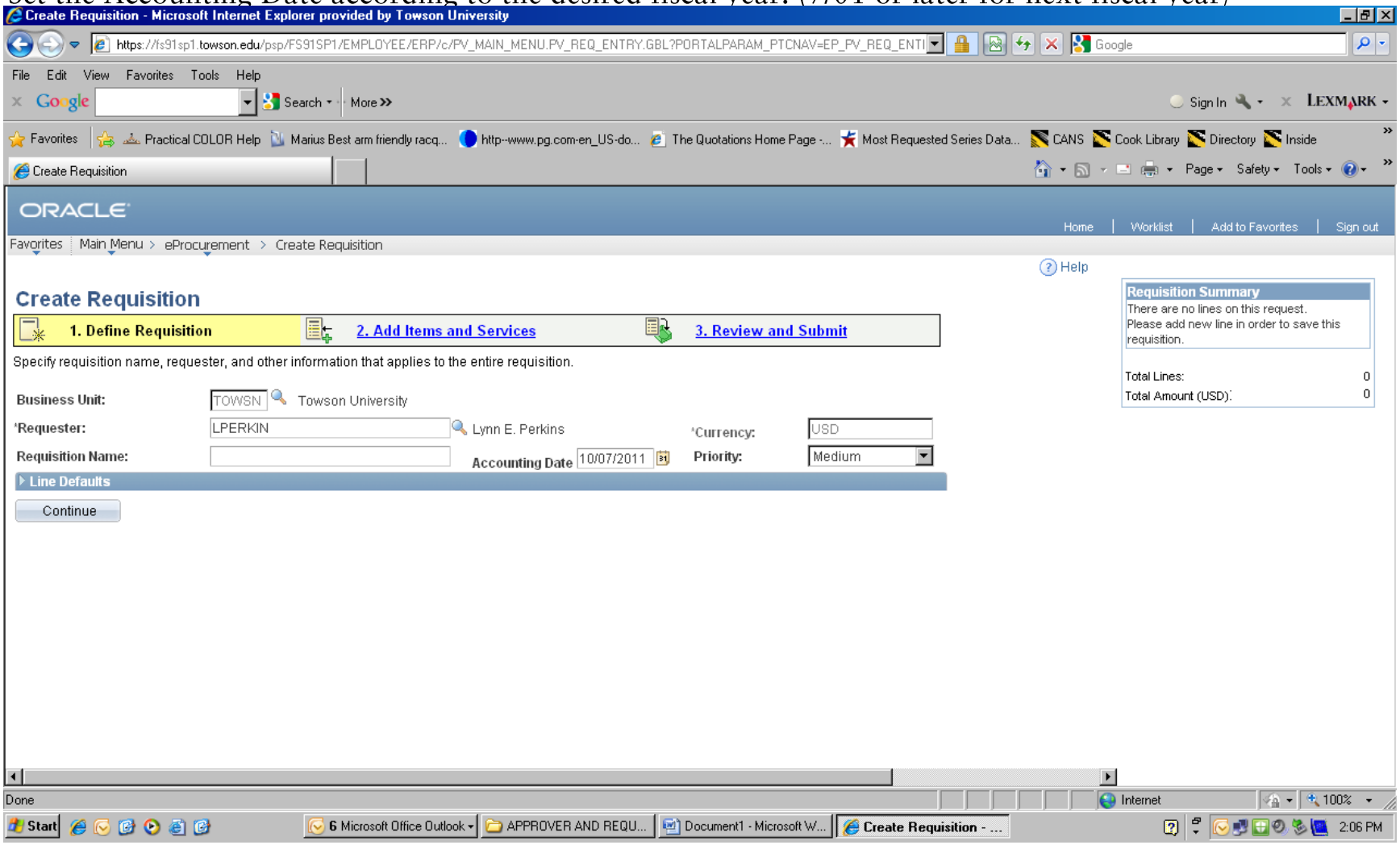
Entering a Commodity Requisition

Click the "Create Requisition" link.



Entering a Commodity 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 next fiscal year)



Entering a Commodity Requisition

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

Create Requisition - Microsoft Internet Explorer provided by Towson University

https://fs91sp1.towson.edu/psp/FS91SP1/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTI

Favorites > Main Menu > eProcurement > Create 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: TOWSN Towson University

*Requester: LPERKIN Lynn E. Perkins

*Currency: USD

Requisition Name: Commodity Traing Requisition

Accounting Date 10/07/2011

Priority: Medium

Line Defaults

Continue

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 Commodity Requisition

Click the "Special Item" link.

Create Requisition - Microsoft Internet Explorer provided by Towson University

https://fs91sp1.towson.edu/psp/FS91SP1/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTI

Favorites | Main Menu > eProcurement > Create Requisition

Home | Worklist | Add to Favorites | Sign out

Help

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

Select a Request Type

Special Item	Request an item that is not listed in the Catalog.
Fixed Cost Service	Request a one-time service for a flat fee.
Variable Cost Service	Request a service for which the fee is based on the time worked.
Time and Materials	Request a service for which the fee is based on the time worked and materials used.

Review and Submit

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 Commodity Requisition

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

Create Requisition - Microsoft Internet Explorer provided by Towson University

https://fs91sp1.towson.edu/psp/FS91SP1/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTI

ORACLE

Favorites | Main Menu > eProcurement > Create Requisition

Home | Worklist | Add to Favorites | Sign out

Help

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: Commodity
*Price: 500.00000
*Quantity: 10
*Category:
Vendor ID:
Vendor Name:
Vendor Item ID:
Mfg ID:
Manufacturer:
Mfg Item ID:
*Currency: USD
*Unit of Measure:
Due Date:
Suggest New Vendor

Additional Information

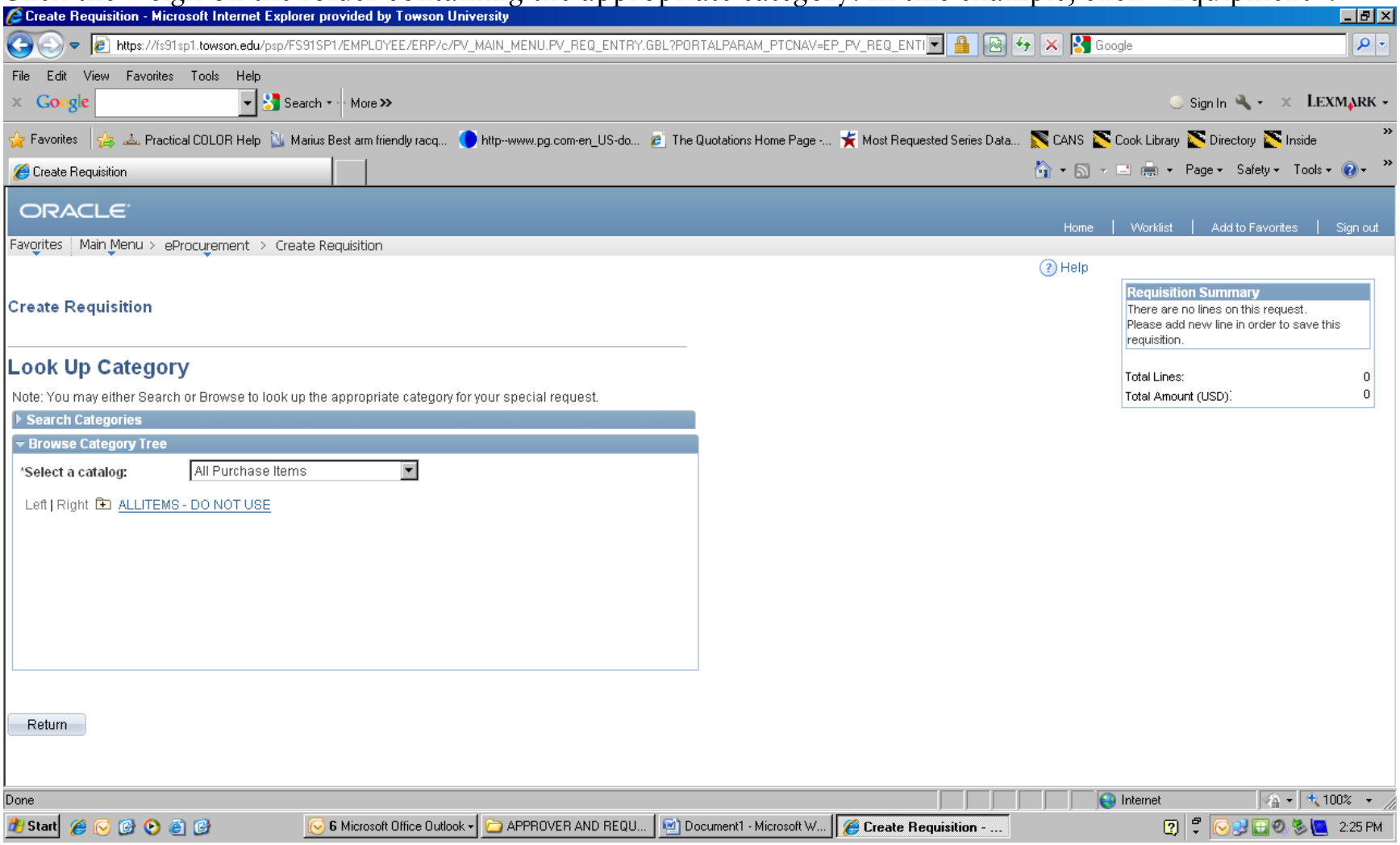
Request New Item

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

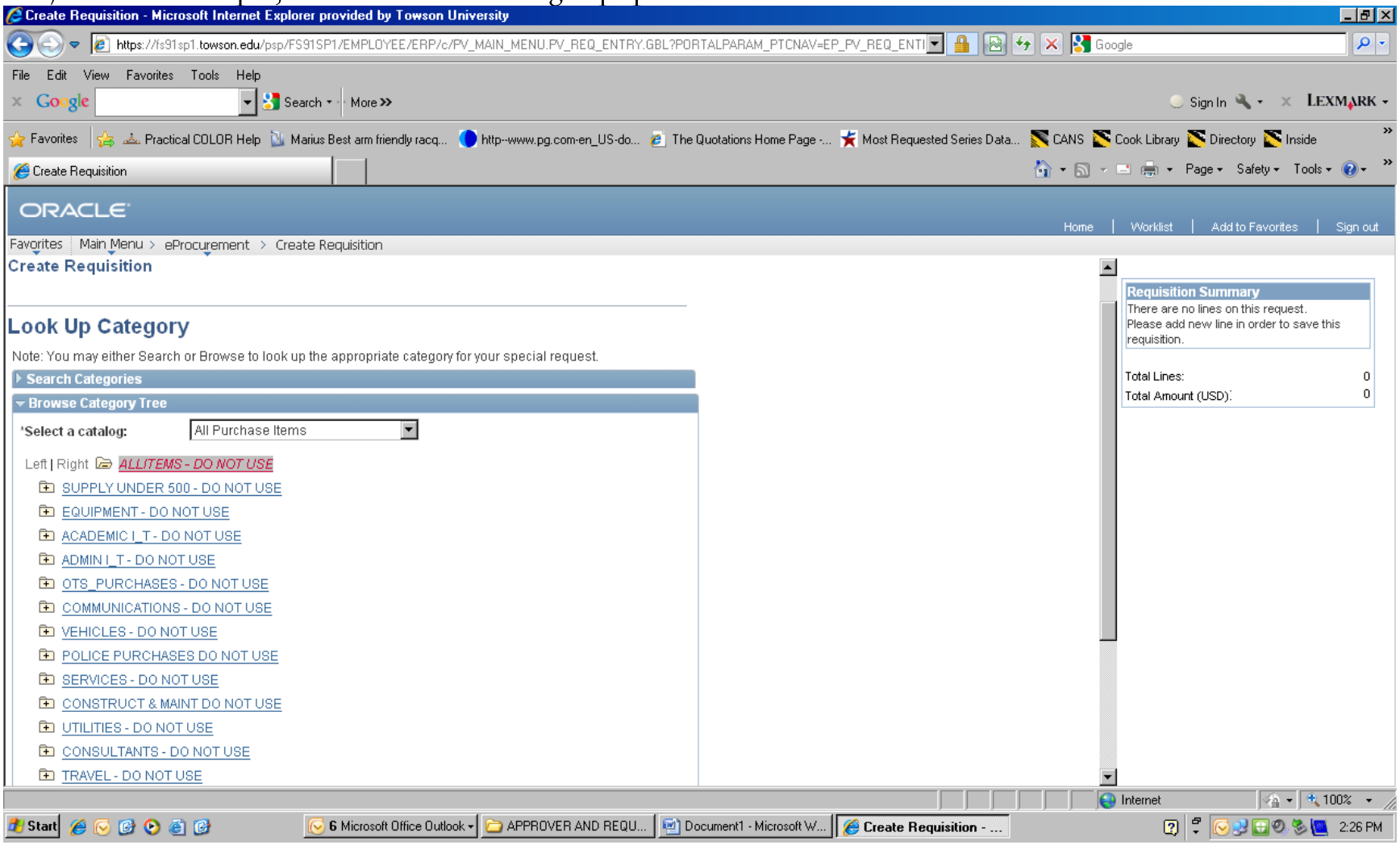
Entering a Commodity Requisition

Click the + sign on the folder containing the appropriate category. In this example, click “Equipment”.



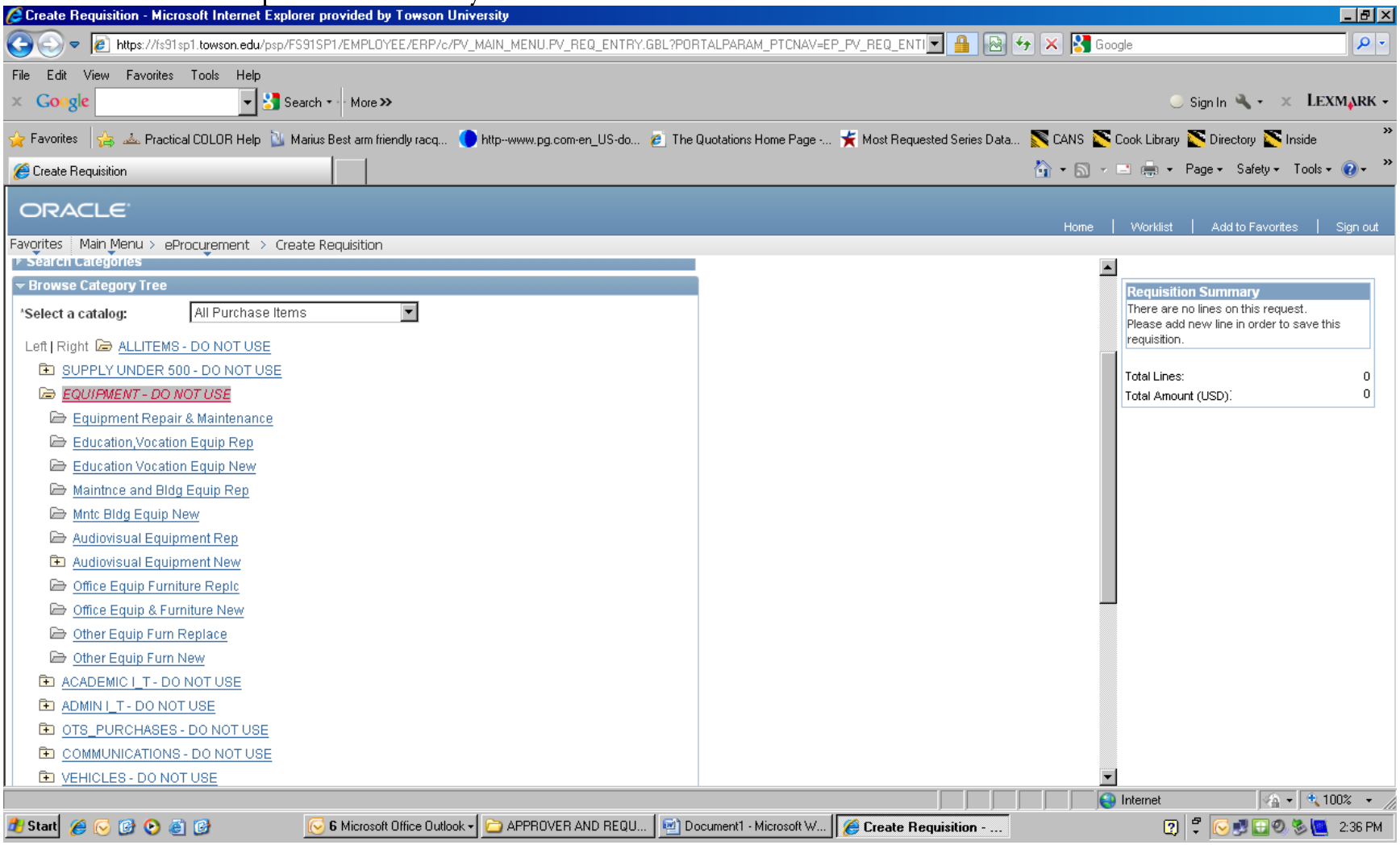
Entering a Commodity Requisition

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



Entering a Commodity Requisition

The Item Category assigns the account number to your requisition(account number will not be seen) and is used to route the requisition to a Buyer.



Entering a Commodity Requisition

Fill in the "Unit of Measure" and the "Due Date." Enter any Additional Information and click the boxes labeled, "Send to Vendor," "Show at Receipt," and "Show at Voucher."

Create Requisition - Microsoft Internet Explorer provided by Towson University

Favorites > Main Menu > eProcurement > Create Requisition

Special Item

*Item Description: Commodity
*Price: 500.00000
*Currency: USD
*Quantity: 10.0000
*Unit of Measure: EA
*Category: MNTC BLD EQUIP
Due Date: 10/21/2011
Vendor ID:
Suggest New Vendor
Vendor Name:
Vendor Item ID:
Mfg ID:
Manufacturer:
Mfg Item ID:

Additional Information

Demo 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

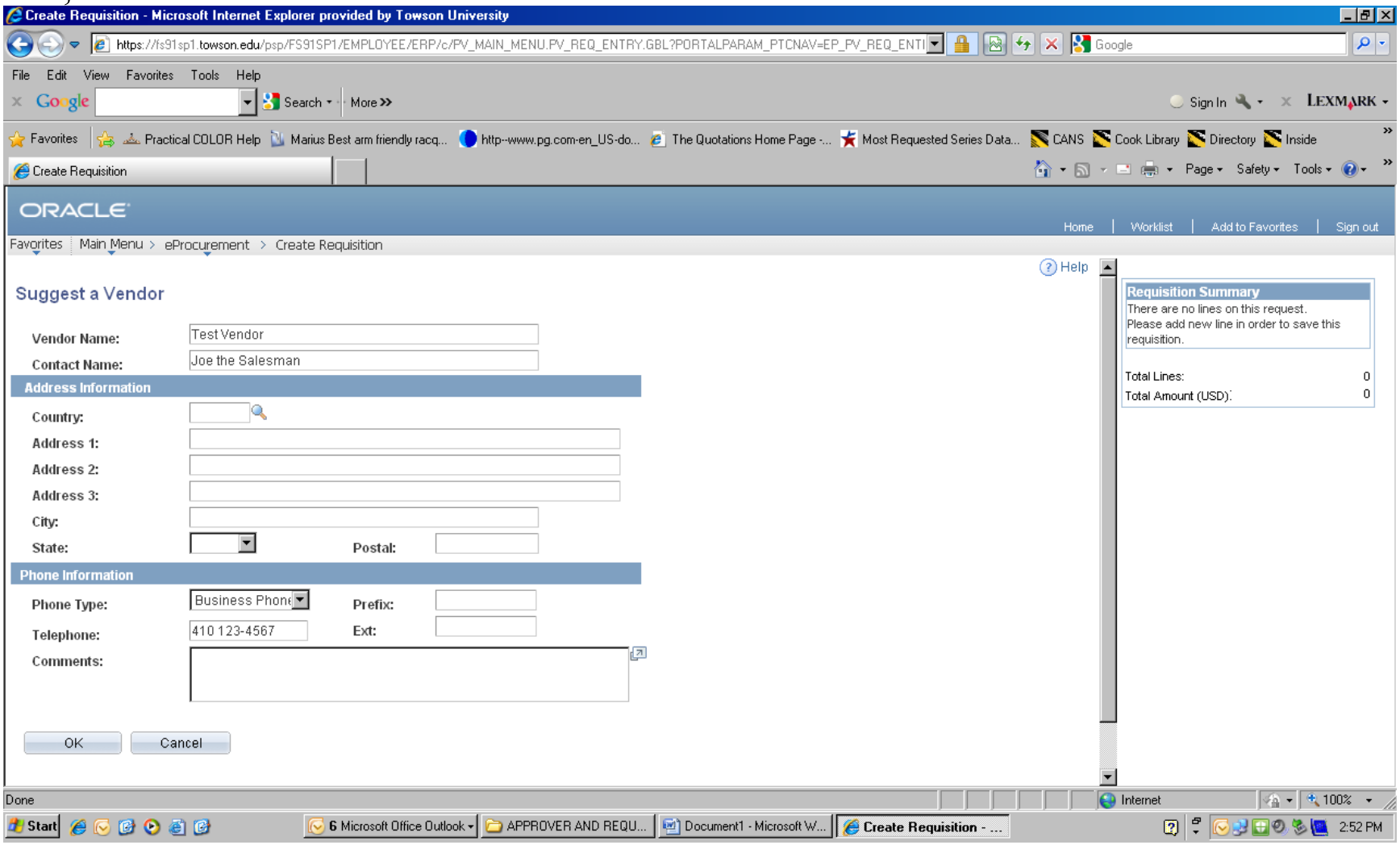
Requisition Summary

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

Total Lines: 0
Total Amount (USD): 0

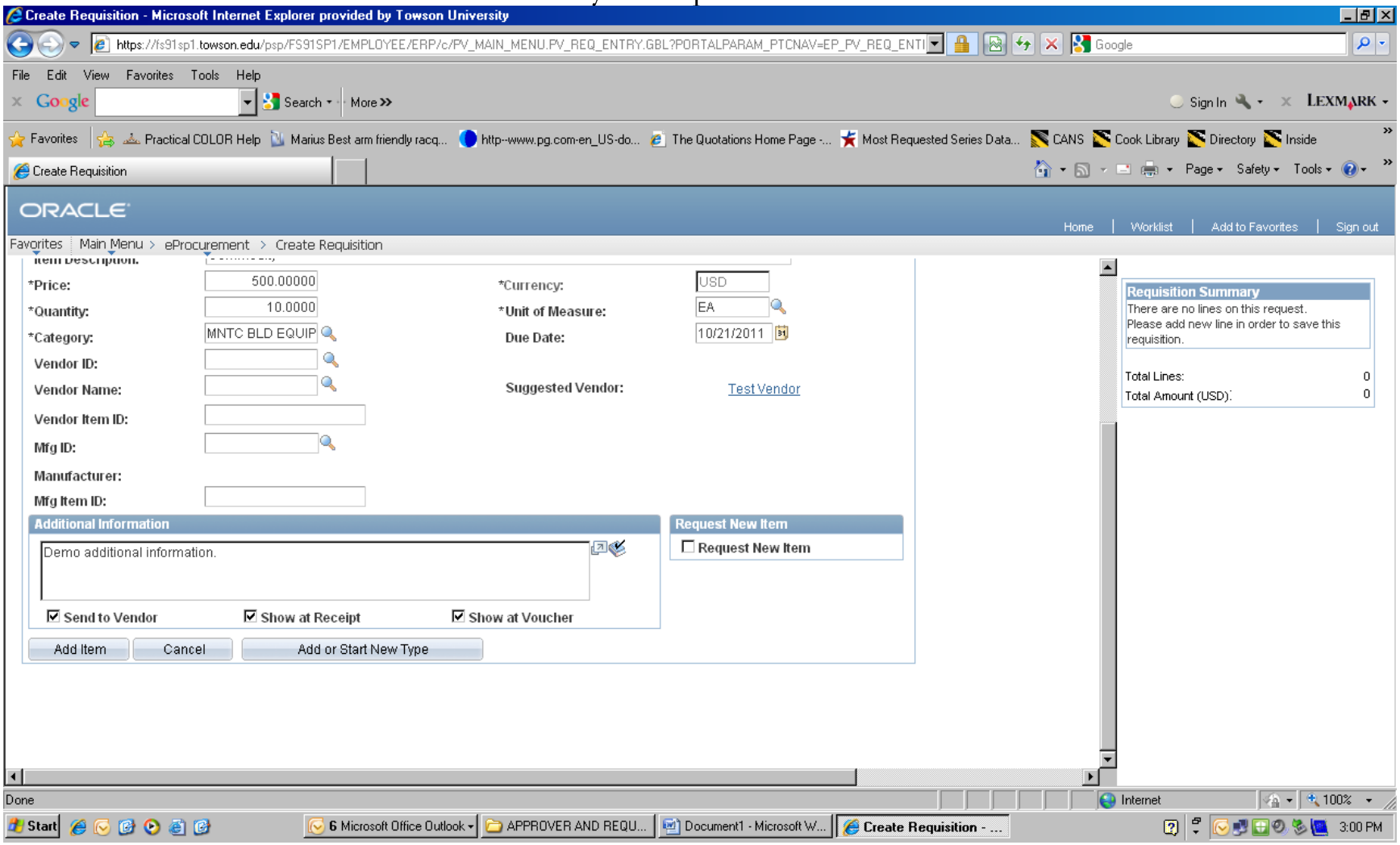
Entering a Commodity Requisition

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 Commodity Requisition

Click the "Add Item" button to add the item to your requisition. A new blank entry screen will appear which can be used to add additional items to your requisition.



Entering a Commodity Requisition

When you are done adding items click “Review and Submit”.

Create Requisition - Microsoft Internet Explorer provided by Towson University

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:

Additional Information | Request New Item

Requisition Summary

Description	Qty	UOM
Commodity	10	EA

Total Lines: 1
Total Amount (USD): 5,000.00

Entering a Commodity Requisition

The screen will show all of the items on your requisition. For this requisition, there is only one line item.

Create Requisition - Microsoft Internet Explorer provided by Towson University

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: Commodity Traing Requisition
Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Commodity		10.0000	Each	500.00000	5,000.00

Select All / Deselect All
Total Amount: 5,000.00 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

Check Budget

Requisition Summary

Description	Qty	UOM
Commodity	10	EA

Total Lines: 1
Total Amount (USD): 5,000.00

Entering a Commodity 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

Requisition Name: Commodity Traing Requisition
Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Commodity		10.0000	Each	500.00000	5,000.00

Consolidate with other Reqs
Override Suggested Vendor

Shipping Line: 1 Due Date: 10/21/2011 Quantity: 10.0000 Price: 500.00000
Status: Active *Ship To: CENTRRECV Modify Onetime Address
Attention To: Lynn E. Perkins
*Distribute By: Qty SpeedChart: *Liquidate by Amt

Accounting Lines
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	10.0000	100.0000	5,000.00	TOWSN

Select All / Deselect All
Total Amount: 5,000.00 USD
Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting | Delete

Requisition Summary

Description	Qty	UOM
Commodity	10	EA

Total Lines: 1
Total Amount (USD): 5,000.00

Comments

Entering a Commodity Requisition

If you need to change the department on the requisition, click the tab labeled "Chartfields2."

Create Requisition - Microsoft Internet Explorer provided by Towson University

Requisition Name: Commodity Traing Requisition
Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Commodity		10.0000	Each	500.00000	5,000.00

Consolidate with other Reqs
Override Suggested Vendor

Shipping Line: 1 Due Date: 10/21/2011 Quantity: 10.0000 Price: 500.00000
Status: Active *Ship To: CENTRRECV Modify Onetime Address
Attention To: Lynn E. Perkins
*Distribute By: Qty SpeedChart: *Liquidate by Amt

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

Account	Fund	Dept	Initative	Project	Affiliate	Fund Affiliate
611135	1000	18950				

Select All / Deselect All
Total Amount: 5,000.00 USD
Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting | Delete

Requisition Summary

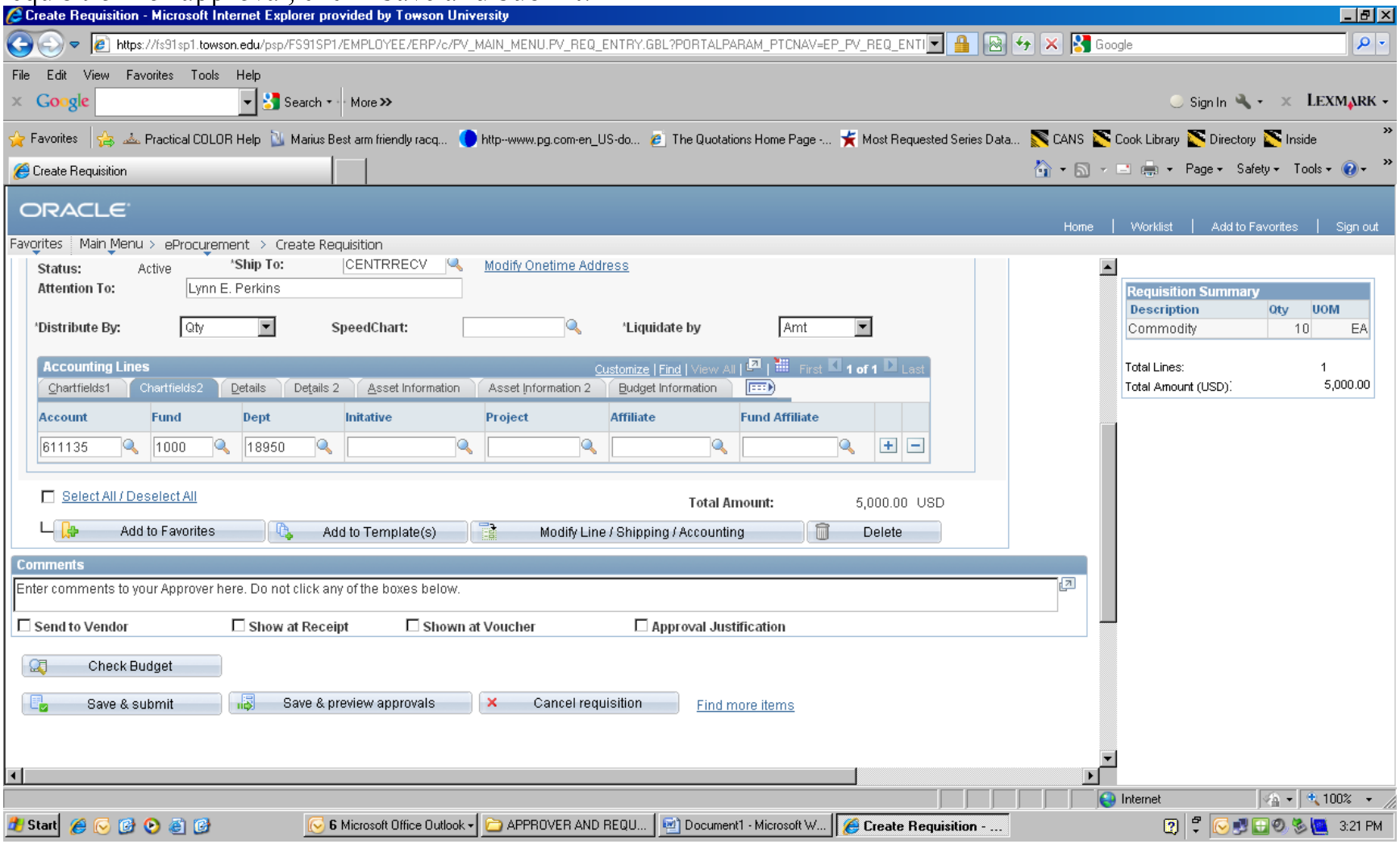
Description	Qty	UOM
Commodity	10	EA

Total Lines: 1
Total Amount (USD): 5,000.00

Comments

Entering a Commodity Requisition

Enter any comments to your approver in the box labeled "Comments." 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 Commodity 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.

Create Requisition - Microsoft Internet Explorer provided by Towson University

https://fs91sp1.towson.edu/psp/FS91SP1/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTI

Favorites > Main Menu > eProcurement > Create Requisition

Confirmation

Requested For:	Lynn E. Perkins	Number of Lines:	1
Requisition Name:	Commodity Traing Requisition	Total Amount:	5,000.00 USD
Requisition ID:	0000003250		
Business Unit:	TOWSN		
Status:	Pending		
Priority:	Medium		
Budget Status:	Not Checked		

Requisition Summary

Description	Qty	UOM
Commodity	10	EA

Total Lines: 1
Total Amount (USD): 5,000.00

Fiscal Approval

Commodity Traing Requisition: Pending — Start New Path

2

Pending
Lucy L. Slaich
Department Managers