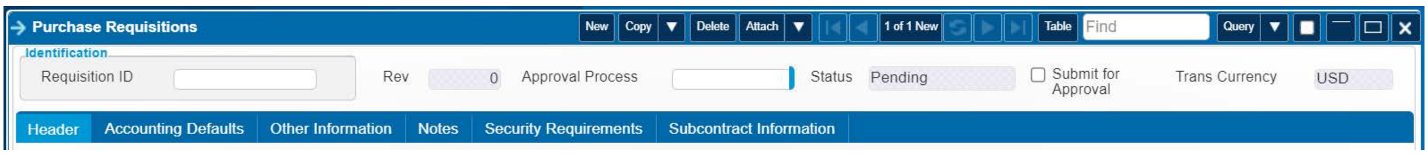
Manage Purchase Requisitions

Use this screen and its subtasks to enter purchase requisitions and submit them for approval. Buyers and other purchasing personnel can use the Requisition Processing screen to update requisitions for purchase order creation.

Materials → Procurement Planning → Purchase Requisitions → Manage Purchase Requisitions

Note: suggested method for entering a Requisition is to enter the entire header information before starting line item entry to make full use of default information.



Identification

1. **Requisition ID**: This number will auto-assign when the requisition is Saved.
2. **Approval Process**: Use this field to enter or use to select the approval process code for this requisition, if applicable. Once you have submitted a requisition line for approval, you cannot modify this code.
   a. Approval processes (routes) are based on the AUI/NRAO organization chart and Budget Authority List. The Budget Authority List with the full list of Approval Processes is located at: https://info.nrao.edu/oas/cap/budget-authority-list-and-requisition-approval-processes/.
   b. If the requisitioner needs guidance on selecting an Approval Process, please see the list of routes associated with each Costpoint Organization, located at: https://info.nrao.edu/oas/cap/organizations-and-applicable-requisition-approval-process-codes/. The Organization is assigned automatically in the requisition process once the Project and Account are selected, so the Requisitioner can then search for the routes associated with that Organization in order to narrow down the options.
3. **Status**: This field displays the line status listed below and can be updated by you or Costpoint, depending on the requisition's stage in the procurement planning process. If approvals are performed at the line level, the line status of a requisition may not always agree with the header status. Pending and in-approval requisition lines may coexist in this table window if approvals are performed at the line level. The system-defined values are as follows:
   - **Pending** - This status indicates that the requisition is being modified by the requisitioner. This status persists until the requisitioner submits the requisition for approval, or freezes it from further modifications if no approvals are required.
   - **In-Approval** - This status indicates that the requisition was submitted for approval and is in process. You cannot modify requisitions with this status, but you can void them in Apply PO Info to Purchase Requisitions application.
   - **Void** - This status indicates that the requisition was voided. No further processing occurs.
   - **Approved** - This status indicates that the requisition was approved, and can be processed into a purchase order on the Apply PO Info to Purchase Requisitions screen. You cannot modify requisitions with this status on Manage Purchase Requisitions.
   - **Rejected** - This status indicates that the requisition was rejected during the approval process (or by a buyer on the Apply PO Info to Purchase Requisitions app). It can be corrected and submitted for approval again.

- **PO Generated** - This status indicates that a purchase order was created from this requisition, and the requisition cannot be modified.

- **Closed** - This status indicates that the requisition was closed by an authorized user. No further processing occurs.

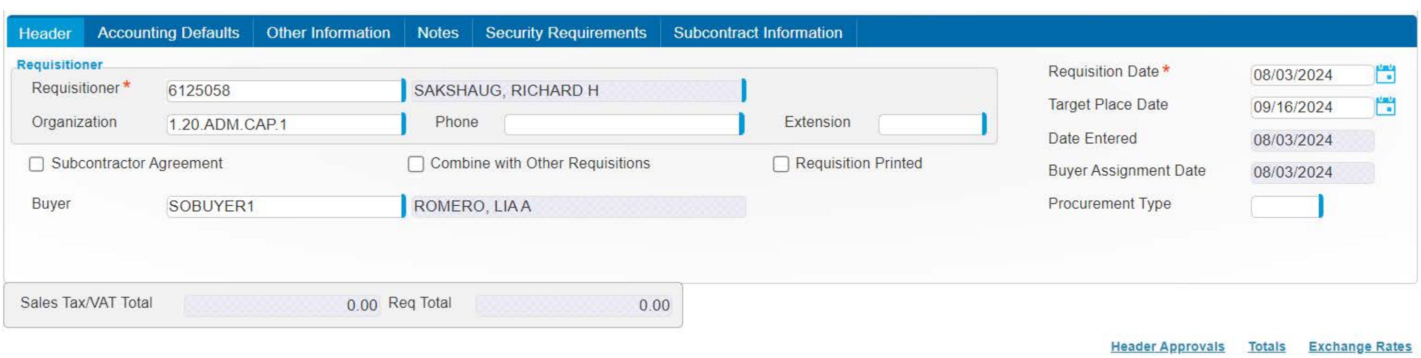
4. **Submit for Approval**: This will be the final step after everything else below is completed. Select this check box to send this requisition for approval when you click on the toolbar. Be sure to finalize all your settings and preferences in this screen before you select this check box.
5. **Attach**: At the top of the Header, select the dropdown arrow next to Attach to attach documents related to the requisition. These documents should include the Needs Statement (required), plus any additional documents such as quotes, contact information, vendor lists, sole source justifications, notes to Buyers, etc. Each document to be attached should have its own unique file name. It should be named:

   <your initials>.<MM-DD-YY>.<description>.<file type>

   If you get an error message, DO NOT OVERRIDE the document. Instead, rename and attach with a new name.

Header Tab

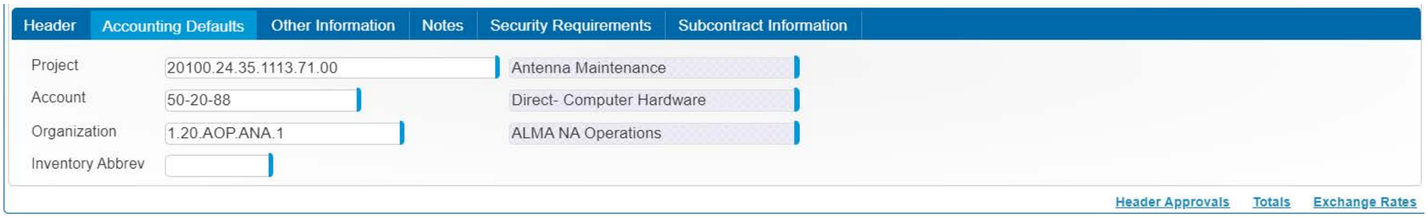
Use this tab to enter the general information needed to process this requisition.



1. **Requisitioner**This field should be automatically populated with your employee ID.
2. **Organization**: This field defaults to the home organization of the requisitioner.
3. **Phone/Extension**: Enter the phone number and extension of the requisitioner if required.
4. **Requisition Date**: This field's value defaults to the system date, but can be modified.
5. **Target Place Date**: Enter the Target Place Date if required. This is the date on which the buyer must generate the purchase order in order to receive the requisitioned item by the requested date (**optional**).
6. **Subcontractor Agreement**: Check the box to indicate if this purchase is for a Subcontractor Agreement. Must be licensed to use Subcontractor Agreements
7. **Combine with Other Requisitions**: Select this check box to combine this requisition with other requisitions having the same vendor and buyer onto one purchase order.
8. **Requisition Printed**: If this check box is selected, the requisition has been printed. Clear the checkbox to eliminate the “duplicate” message that appears on a printed requisition.
9. **Buyer**: Enter or use to select the identification code of the buyer you want to use for this requisition. The Buyer Assignment Date will populate if this is selected. Buyer selection is **optional** on a requisition.
10. **Procurement Type**: Use this field to enter, or use to select, the procurement type code for this item (**optional**). Procurement types serve two purposes: you can use them to categorize requisition lines, and to instruct buyers on how many quotes should be obtained before the requisition line is generated into a purchase order.

Accounting Defaults Tab

Click on Accounting Defaults tab to validate or enter default data. If the material is being purchased to INVENTORY, enter the Inventory Abbreviation. This will populate the Project, Account and Organization fields. If this is not an inventory purchase, enter or use to select the Project, Account and Organization. (Organization is assigned automatically in the requisition process once the Project and Account are selected.)

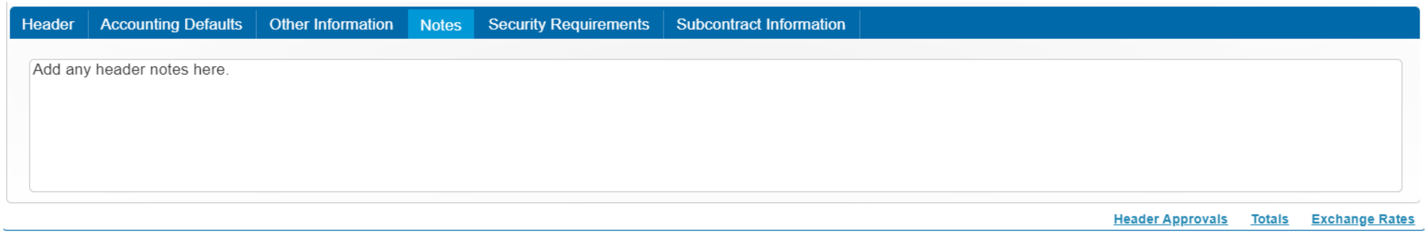


Other Information Tab

1. **Requested Date**: Enter or use to select the date by which the item is needed by the requisitioner.
2. **Drop Shipment**: Select this check box to indicate that this requisitioned item is to be drop-shipped to an outside location.
3. **Ship ID**: Enter or use to select the ship ID where this requisitioned item is to be delivered.
4. **Ship Via**: Use this field to enter the shipping company/method by which this requisitioned item must be shipped (**optional**).
5. **Deliver To**: Click to look up and select the email address of the end user.Select
6. **Preferred Vendor**: Enter or use to select the identification code of preferred vendor for this requisitioned item, if known (**optional**).
7. **Addr**: Enter or use to select the identification code of the address for the **Preferred Vendor**. If unknown, this can remain blank.
8. **Sugg Blanket PO**: Enter or use to select an existing blanket purchase order that is the source for this requisitioned item (**optional**).
9. **PO**: Enter or use to select the default PO ID you want to assign to the requisition lines. All requisition lines are generated to this PO ID. (This will only be needed for change orders to existing POs.)
10. **Discount**: Use this field to enter the default volume discount percentage to be applied to the negotiated gross unit cost of the item being requisitioned (**optional**).
11. **Tax Status**: Use the drop-down list to specify whether the items in this requisition is taxable or non-taxable. The available options are: **Use Item Type Default, All Items Taxable** or **All Item Non-Taxable.**
12. **GSA**: Select this check box to append General Services Administration to the end of the requisition number when the requisition is printed.
13. **Auto-default Header Text**: Select this check box to automatically load any associated standard text codes into the Hdr Text subtask.

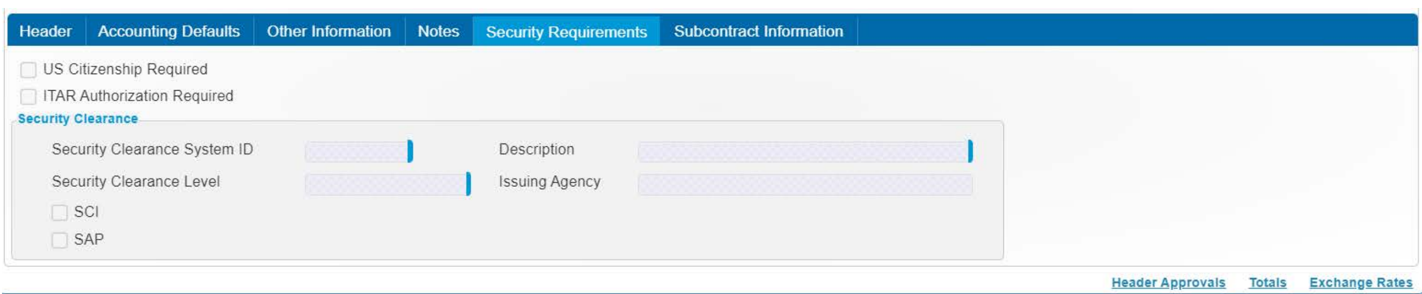
Notes Tab

Enter any notes as needed. Notes will copy to the PO header notes section. Up to 254 characters.



Security Requirements

This tab is only for use with Subcontract Management Requisitions. You must be licensed for Subcontractor Agreements to utilize this functionality. These fields will be not editable, unless the PO type selected is Subcontract Agreement.



1. Check the appropriate boxes to indicate if the people working on this contract are required to be US Citizens or if ITAR Authorization is required.
2. Enter security clearance requirements.

Subcontract Information

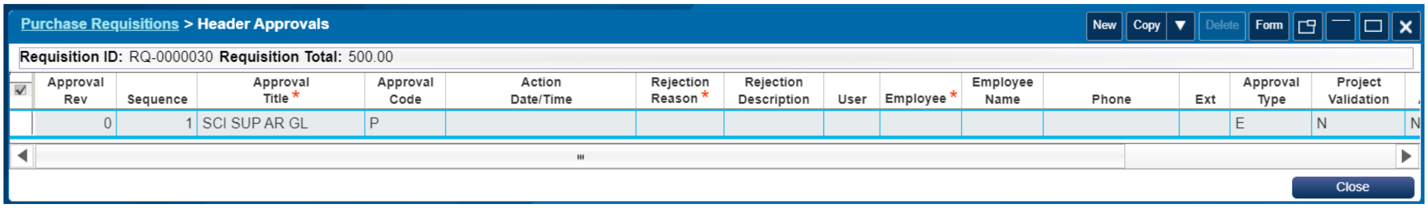
This tab is only for use with Subcontract Management Requisitions. When applicable, the Subcontract ID can be selected, which links the Subcontract to the requisition.

Header Subtasks

Header Approvals Sub Task

Use this subtask to view the approval status information of the requisition. You cannot access this subtask if approvals are done at the requisition line level (as determined on the Configure Purchase Requisition Settings screen), or if the requisition is pending approval or was generated into a purchase order. If applicable, you must establish Requisition Approval Title settings and Requisition Approval Processes in order to track requisition approvals.

View this screen after assigning an approval process to the requisition.

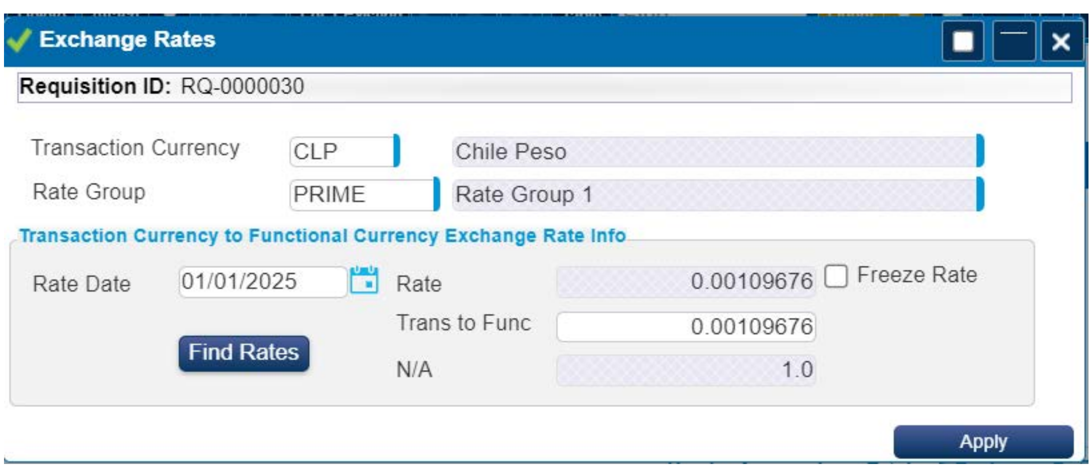


Totals Sub Task

Use this subtask to view the total estimated extended cost amount, total estimated line charges, total estimated sales tax/VAT amount, and total estimated cost amount for the requisition. If the transaction and functional currencies are different for this requisition, the amount fields in this subtask display in both the transaction and functional currencies.

Exchange Rates Sub Task

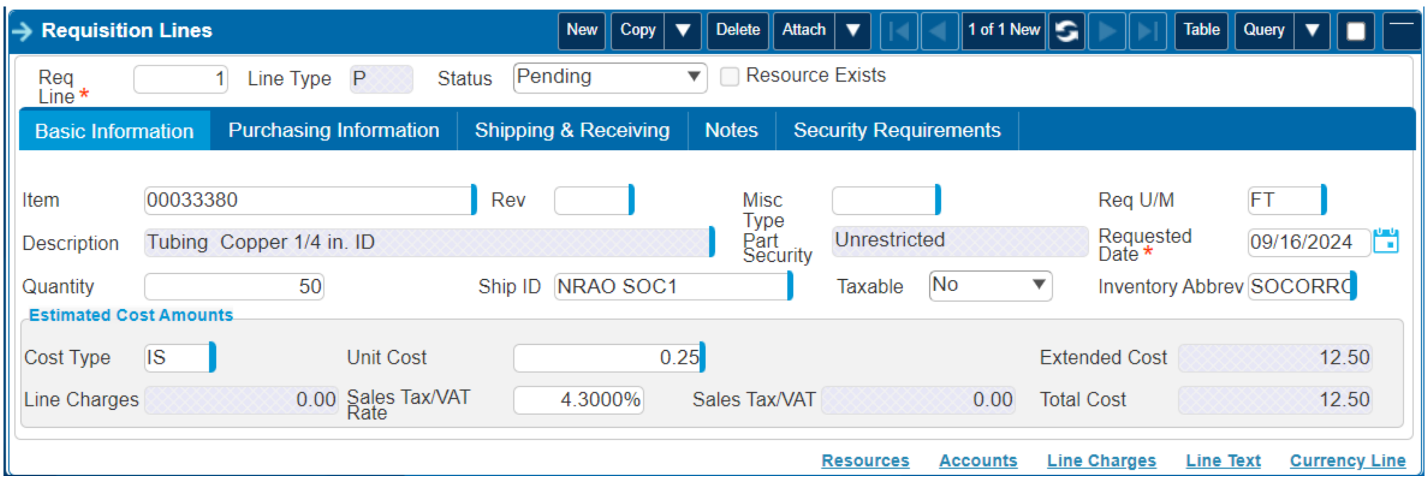
Use this subtask to review and modify the transaction currency exchange rate for the requisition transaction. After modifying the settings in this subtask, click the **Find Rates** button to reset the value in the **Trans to Func** field for the selected transaction currency. Costpoint reviews the settings and provides the appropriate currency conversion rate. For AUI/NRAO, USD and CLP are usable.



1. To change the transaction currency, click in the Transaction Currency field and use Lookup or the drop downs that appear to select the required code.
2. Click in the Rate Group and enter or use Lookup to select the Rate Group.
3. Modify the Rate Date as needed, either manually or using the Calendar icon to help.
4. Click the Find Rates button to bring in the exchange rates.
5. Click Apply to have them apply to the purchase order.

Entering Requisition Lines

Note that any data entered in the header section of the requisition will populate the same fields when each line is entered, but can be modified.



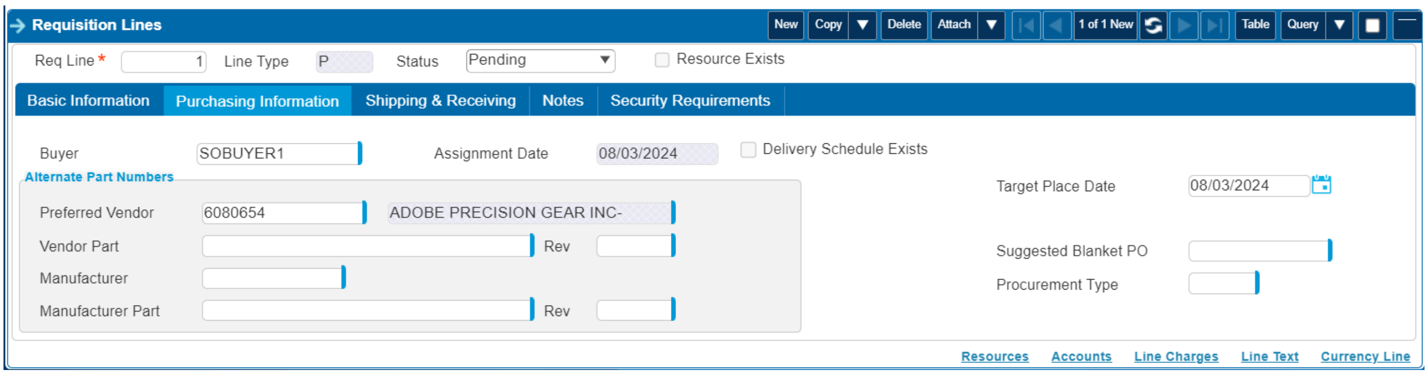
Return to the main screen and click New to begin entering requisition line items. Switch to Form View to configure the screen as shown above.

Basic Information Tab

1. **Item**: Enter or use to select the ID of the item to be requisitioned. The item can be considered Parts, Goods, or Services.
   a. A requisition of **Parts** indicates the information exists in Inventory. The Item ID will be a number. Search for the part's Item ID number or within the Description.
   b. For requisition of a physical item not in Inventory, the Item ID should be named **Goods**, and the Description should be manually filled in. Selecting Goods automatically sets the value of the "QC Inspection Required" field (Shipping & Receiving tab) to "Yes." All other item types (Parts and Services) are automatically set to "No." However, the QC Inspection status can be changed if needed.
   c. For requisition of services, the Item ID should be named **Services**, and the Description should be manually filled in.

2. **Misc Type**: Enter or use to select the miscellaneous line charge type for miscellaneous lines. This field is accessible only when the **Item** field is left blank and a miscellaneous charge is being entered when the value the **Line Type** field is **M**.
3. **Req U/M** – Select the unit of measure, unless it has already been auto-populated.
4. **Part Security** – this field will only be visible if the Use Part Data Security Controls checkbox is selected in the Product Def settings. The security display will either say, Unrestricted, Restricted, or ***Unauthorized***. This is intended to help you achieve ITAR compliance.
5. **Quantity**: Enter quantity requested. If a service is being requested, the quantity is the total amount in dollars, and the unit cost is $1.00.
6. **Ship ID**: Enter or use to select the ship ID code.
7. **Taxable**: Use this drop-down box to indicate (**Yes** or **No**) if sales tax or VAT is to be calculated for this requisition line item.
8. **Inventory Abbrev**: Enter or use to select the abbreviation of the inventory associated with the requisitioned item.
9. **Unit Cost**: Enter the estimated unit cost for the requisitioned item.

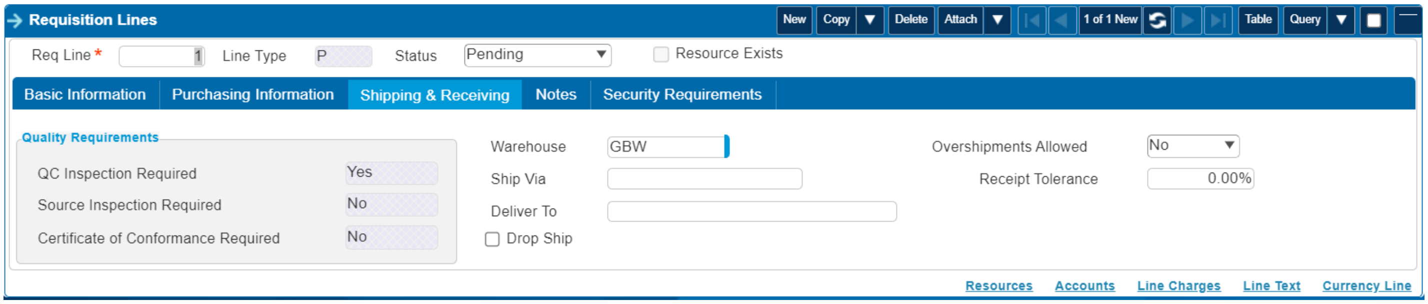
Purchasing Information Tab



1. **Preferred Vendor**: Enter or use Lookup to select the identification code of the preferred vendor for the requisitioned item (**optional**).
2. **Vendor Part**: Enter, or use to select the vendor part ID for this item (**optional**). This field defaults to the vendor part that was identified in the Manage Alternate Parts screen in Costpoint Product Definition.
3. **Manufacturer**: Enter or use to select the manufacturer ID of the requisitioned part (**optional**).
4. **Manufacturer Part**: Enter or use to select the manufacturer's part for this item (**optional**). Costpoint loads this field from the Alternate Parts screen in Costpoint Product Definition, if one was assigned for this item.
5. **Target Place Date**: Edit the Target Place Date if needed (**optional**).
6. **Suggested Blanket PO**: Enter or use Lookup to select a Suggested Blanket PO for this line.
7. **Procurement Type**: Enter or use Lookup to select the Procurement Type (**optional**).

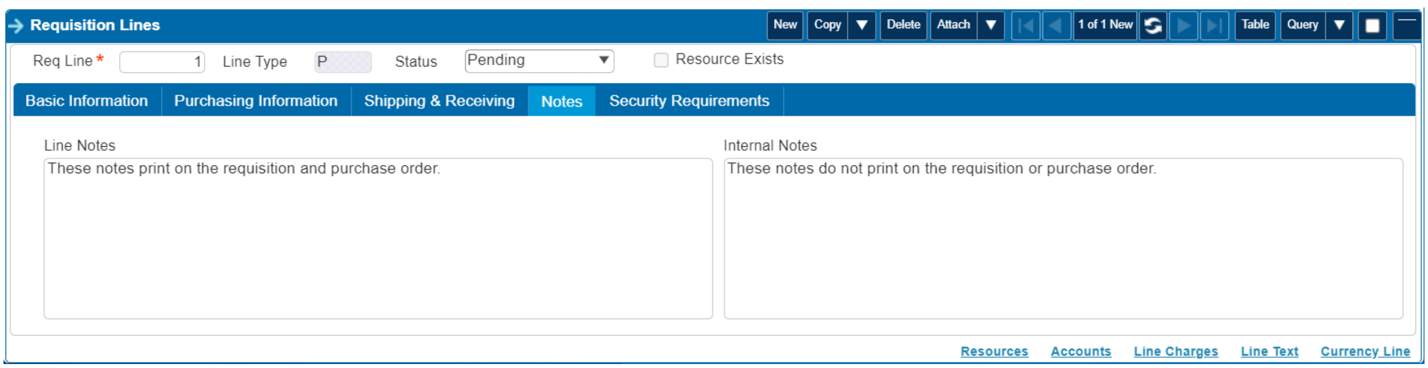
Shipping & Receiving Tab

Note: Everything on this tab is **optional**.



1. **Quality Requirements**: Make any changes to the Quality Requirements as desired (settings may not permit this).
2. **Warehouse**: Enter or use Lookup to select the Warehouse if not already populated. For inventory req lines only.
3. **Ship Via**: Enter the Ship Via instructions.
4. **Deliver To**: Enter the Deliver To information (person or department).
5. **Drop Ship**: Check the Drop Ship box if this is to go straight to a customer.
6. **Overshipments Allowed**: Use this drop down box to indicate whether to allow overshipments for this requisitioned item.
7. **Receipt Tolerance**: If the **Overshipments Allowed** field is set to **Y** (Yes), enter the overship tolerance percentage for this requisition line. Enter 0% if you do not want to restrict the overship amount or quantity.

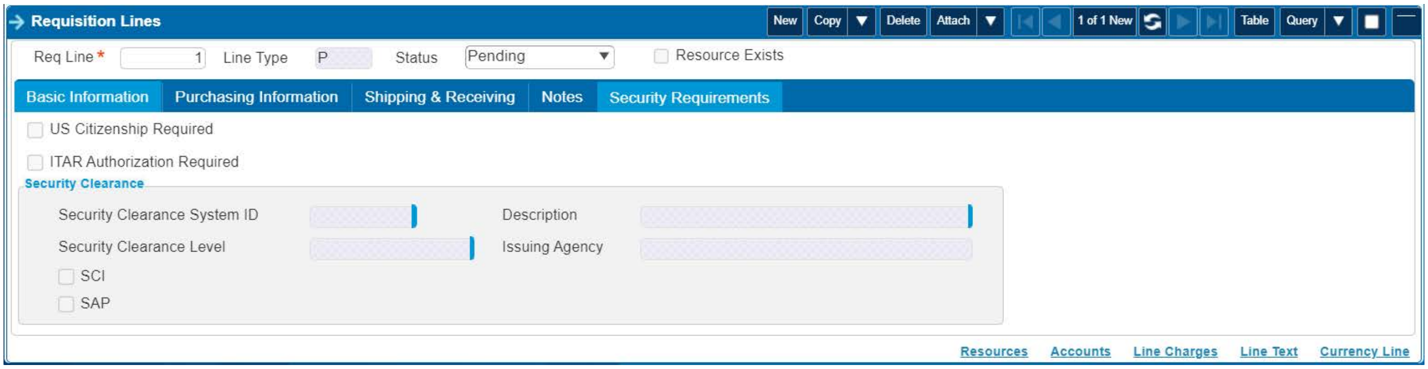
Notes Tab



1. Use the Line Notes section to add up to 32,000 characters of additional information. This will copy to the PO line and can be viewed externally.
2. Use the Internal Notes, up to 254 characters, to provide internal information only to the Buyer. Internal notes do not print on any outside documents.

Security Requirements Tab

This tab is for use with Subcontractor Requisitions. Your organization must be licensed for Subcontractor Agreements to utilize this functionality.

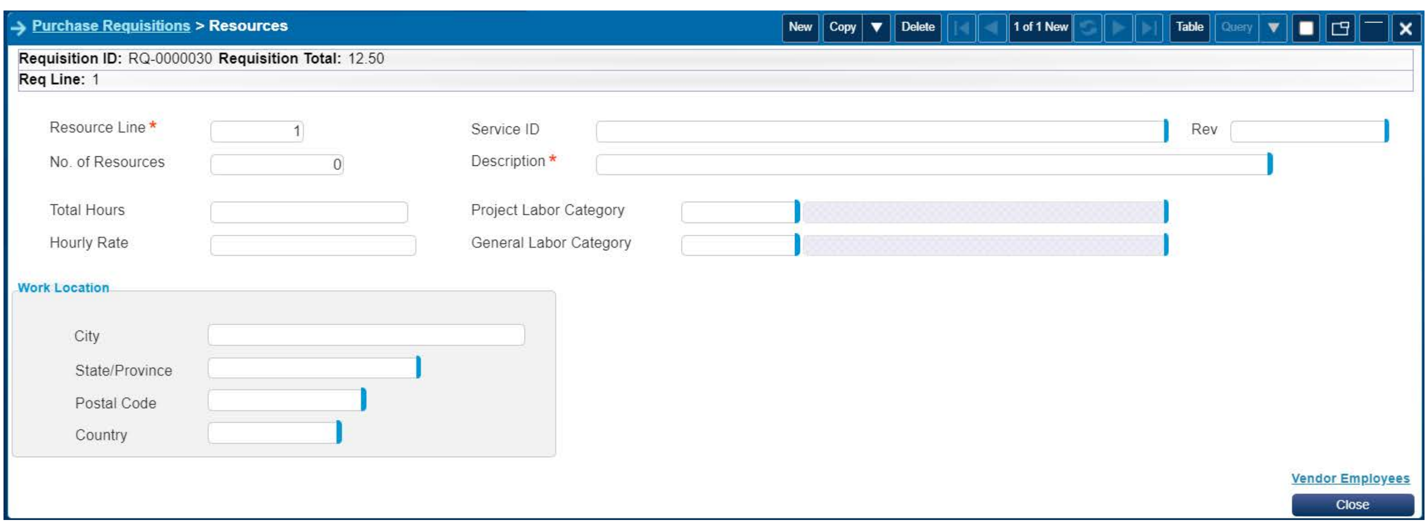


1. Check the boxes to indicate if people working on this contract are required to be US Citizens or if ITAR Authorization is required
2. Enter security clearance requirements, if required.

Requisition Line Sub Tasks

Resources Sub Task

This **optional** subtask is only for use with requisitions that are flagged as a subcontractor agreement. You must be licensed to use this functionality.



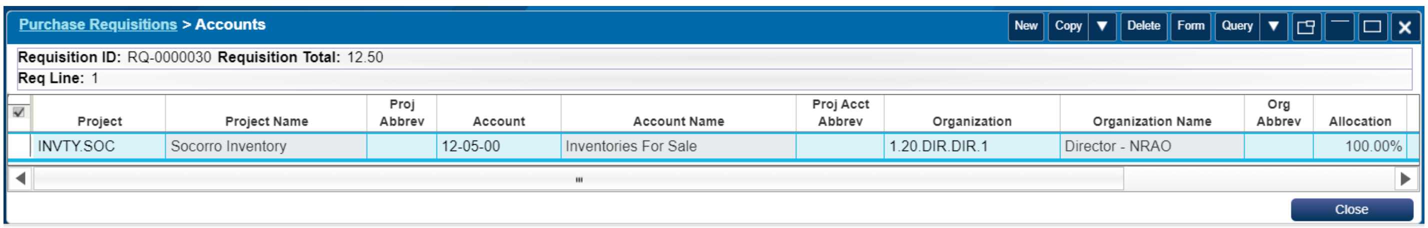
1. Click New **New** to create a new resource line. This button will be available only if the Subcontract Agreement box on the header is checked.
2. **Service ID**: Enter or click to select the service ID of the resource requested
3. **No. of Resources**: Enter the number of the particular resource requested.
4. **Total Hours**: Enter the number of service hours associated with the PO line.
5. **Hourly Rate**: Enter the hourly pay rate for the resources.
6. **Project Labor Category**: Enter or click to select the project labor category (PLC) for this resource.
7. **General Labor Category**: Enter or click to select the general labor category (GLC) for this resource.
8. **Work Location**: Enter Work Location information.

9. **Vendor Employees**: Vendor employees can be linked to the resource line. Vendor Employees must already be entered under the vendor in the Manage Vendor Employees screen. This application will pull ALL vendor employees, be sure to only select employees belonging to the requisition's vendor.

Accounts Subtask

Use this subtask to distribute the requisition line charge to single or multiple project/account/organization combinations, or to change accounts on other requisition lines. This is a required subtask for all requisition lines.

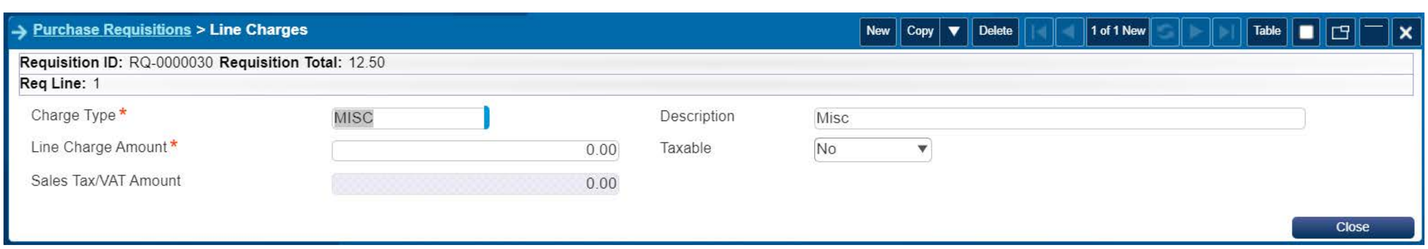
If you entered project, account, organization, and abbreviation information on the Accounting Defaults tab and elected to have the information default for all requisition lines that information will load into this subtask. Otherwise, you can use New to create a new requisition line.



1. To add additional accounting at the line level, select the line and click on the Accounts link:
2. Click New New on the tool bar.
3. Enter or use Lookup to select the P/A/O.
4. Enter the Allocation Percent or the Dollar Value. MUST add up to 100%.
5. Click Close Close when finished with all applicable lines.

Line Charges Sub Task

Use this **optional** subtask to set up additional estimated charges for a line item. The charge type amounts are rolled up and added to the total line amount for that line item. Line charges can be added for freight, service charges, fees, etc.

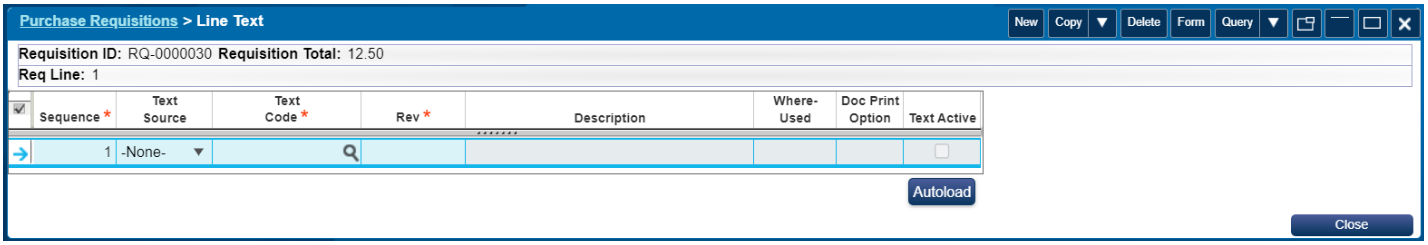


1. To add charges at the line level, select the Line Charges link.
2. Click New New on the tool bar.
3. Enter or use Lookup to select the Charge Type.
4. Enter the Amount.
5. Enter the taxable information.

6. Click Close when finished.

Line Text Sub Task

Use this **optional** subtask to assign established standard text codes to this requisition line. The standard text prints at the line level of the requisition.



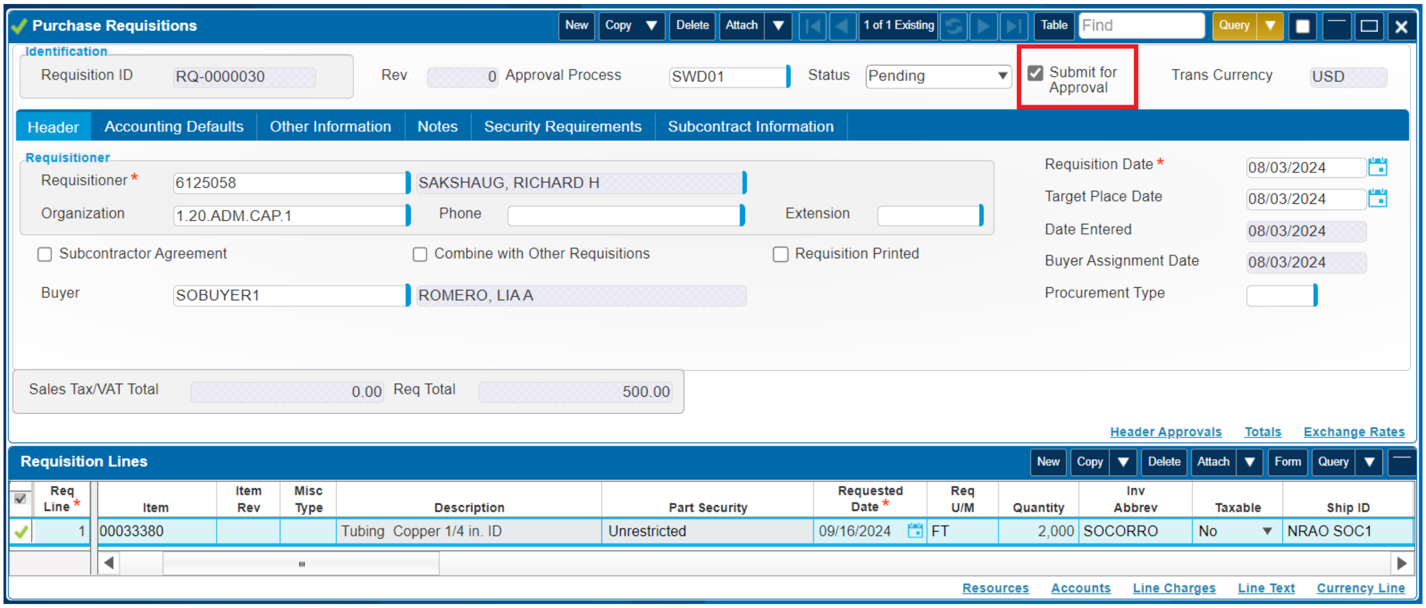
1. To add Text at the line level, select the line and click on Line Text link:
2. If text is already assigned to the part on the requisition line, click Autoload to bring in that information.
3. Click New Line on the tool bar.
4. Enter or use Lookup to select the Text Code.
5. Click Close when finished.

Currency Line Sub Task

Use this subtask to view information related to the transaction and functional currency amounts for the selected requisition line. This subtask is accessible if the transaction and functional currencies are different in the Exchange Rates subtask.

Submitting a Requisition for Approval

1. Once the requisition is finalized, click the Submit for Approval checkbox to initiate the approval process.



2. Click Save 

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3. The status of the requisition will now be "In Approval" 

Check the Status of a Requisition

1. To check the status of a requisition, go to **Materials → Procurement Planning → Proc Planning Reports/Inquiries → View Purchase Requisition Status.**
2. Search the requisition number and then click Execute (lightning bolt). This will show you the current status. For more details, click the Req Lines subtask.
3. For information on the POs generated from the requisition lines, select a Req Line and click the PO Lines subtask.