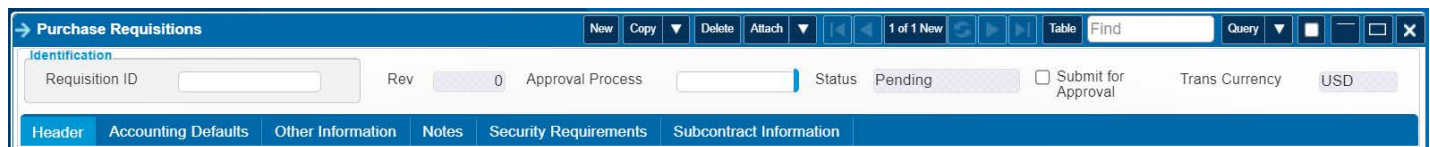


# Manage Purchase Requisitions


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.


Header	Accounting Defaults	Other Information	Notes	Security Requirements	Subcontract Information
<b>Requisitioner</b>					
Requisitioner *	6125058	SAKSHAUG, RICHARD H		Requisition Date *	08/03/2024
Organization	1.20.ADM.CAP.1	Phone	Extension	Target Place Date	09/16/2024
<input type="checkbox"/> Subcontractor Agreement	<input type="checkbox"/> Combine with Other Requisitions	<input type="checkbox"/> Requisition Printed		Date Entered	08/03/2024
Buyer	SOBUYER1	ROMERO, LIA A		Buyer Assignment Date	08/03/2024
				Procurement Type	
Sales Tax/VAT Total		0.00	Req Total	0.00	

[Header Approvals](#) [Totals](#) [Exchange Rates](#)

1. **Requisitioner:** Enter or use  to select the employee ID of the requisitioner, who may or may not be the actual end user. If you are the Requisitioner, it should be automatically populated with your employee ID.
2. **Organization:** Enter or use  to select the organization ID associated with this **Requisitioner**. 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.)







Header	Accounting Defaults	Other Information	Notes	Security Requirements	Subcontract Information
Project	20100.24.35.1113.71.00			Antenna Maintenance	
Account	50-20-88			Direct- Computer Hardware	
Organization	1.20.AOP.ANA.1			ALMA NA Operations	
Inventory Abbrev					

[Header Approvals](#) [Totals](#) [Exchange Rates](#)

## Other Information Tab

Header	Accounting Defaults	Other Information	Notes	Security Requirements	Subcontract Information
<b>Delivery Defaults</b>					
Requested Date	09/16/2024 	<input type="checkbox"/> Drop Ship			
Ship ID	NRAO.SOC1				
Ship Via					
Deliver To					
<b>PO Defaults</b>					
Preferred Vendor	182216	Addr	CHK	Tax Status	Use Item Type Default
Sugg Blanket PO					
PO					
Discount	0.00%			<input type="checkbox"/> GSA	<input checked="" type="checkbox"/> Auto-default Header Text

[Header Approvals](#) [Totals](#) [Exchange Rates](#)

- Requested Date:** Enter or use  to select the date by which the item is needed by the requisitioner.
- Drop Shipment:** Select this check box to indicate that this requisitioned item is to be drop-shipped to an outside location.
- Ship ID:** Enter or use  to select the ship ID where this requisitioned item is to be delivered.
- Ship Via:** Use this field to enter the shipping company/method by which this requisitioned item must be shipped (**optional**).
- Deliver To:** Enter the name or department to which the requisitioned item must be delivered. This is optional, but will clarify who is the end user that will review and accept the delivery during the receiving phase.
- Preferred Vendor:** Enter or use  to select the identification code of preferred vendor for this requisitioned item, if known (**optional**).
- Addr:** Enter or use  to select the identification code of the address for the **Preferred Vendor**. If unknown, this can remain blank.
- Sugg Blanket PO:** Enter or use  to select an existing blanket purchase order that is the source for this requisitioned item (**optional**).
- 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.)
- 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**).
- 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.

Approval Rev	Sequence	Approval Title *	Approval Code	Action Date/Time	Rejection Reason *	Rejection Description	User	Employee *	Employee Name	Phone	Ext	Approval Type	Project Validation
0	1	SCI SUP AR GL	P									E	N

### 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.

Functional	
Currency	USD
Total Extended Amount	5,000.00
Total Line Charges	0.00
Total Sales Tax/VAT Amount	0.00
Total Amount	5,000.00
Trans To Functional Exchange Rate	1.0

### 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.

**Exchange Rates**

Requisition ID: RQ-0000030

Transaction Currency: CLP Chile Peso

Rate Group: PRIME Rate Group 1

**Transaction Currency to Functional Currency Exchange Rate Info**


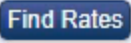
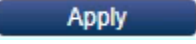
Rate Date: 01/01/2025 Rate: 0.00109676  Freeze Rate

Trans to Func: 0.00109676

N/A: 1.0

**Find Rates**

**Apply**

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.

**Requisition Lines**

New Copy Delete Attach 1 of 1 New Table Query

Req Line: 1 Line Type: P Status: Pending  Resource Exists

**Basic Information** Purchasing Information Shipping & Receiving Notes Security Requirements

Item: 00033380 Rev: Misc Type: Part Security: Unrestricted Req U/M: FT

Description: Tubing Copper 1/4 in. ID Requested Date: 09/16/2024


Quantity: 50 Ship ID: NRAO SOC1 Taxable: No Inventory Abbrev: SOCORRC

**Estimated Cost Amounts**





Cost Type: IS Unit Cost: 0.25 Extended Cost: 12.50

Line Charges: 0.00 Sales Tax/VAT Rate: 4.3000% Sales Tax/VAT: 0.00 Total Cost: 12.50

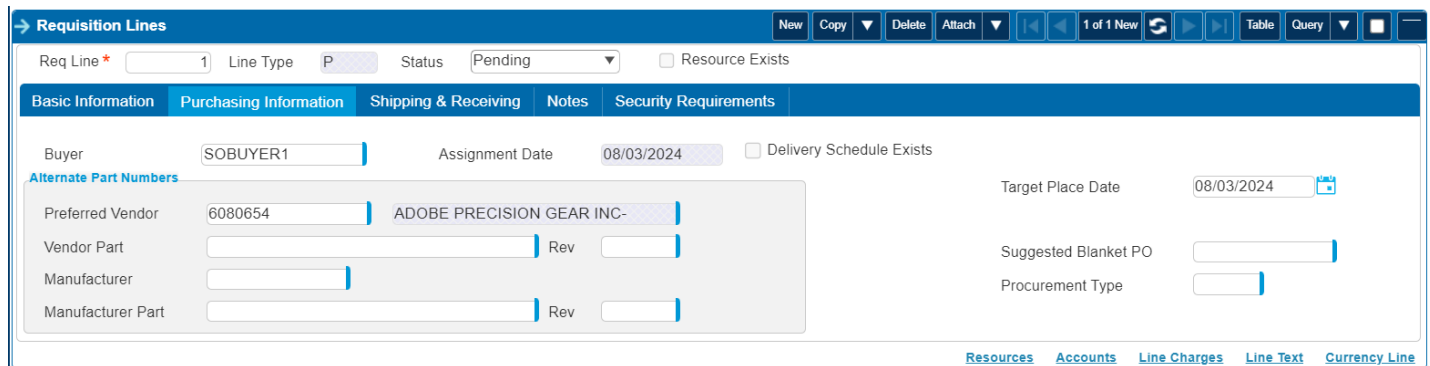
Resources Accounts Line Charges Line Text Currency Line





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.
  - 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

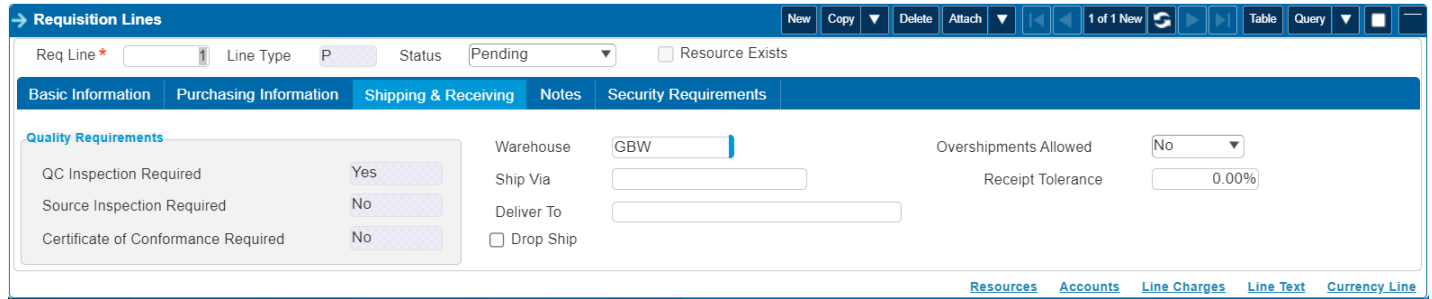



1. **Preferred Vendor:** Enter or use Lookup  to select the identification code of the preferred vendor for the requisitioned item (**optional**).
2. **Vendor Part:** Enter, or use  to select the vendor part ID for this item (**optional**). This field defaults to the vendor part that was identified in 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**).

- Suggested Blanket PO:** Enter or use Lookup  to select a Suggested Blanket PO for this line.
- Procurement Type:** Enter or use Lookup  to select the Procurement Type (**optional**).

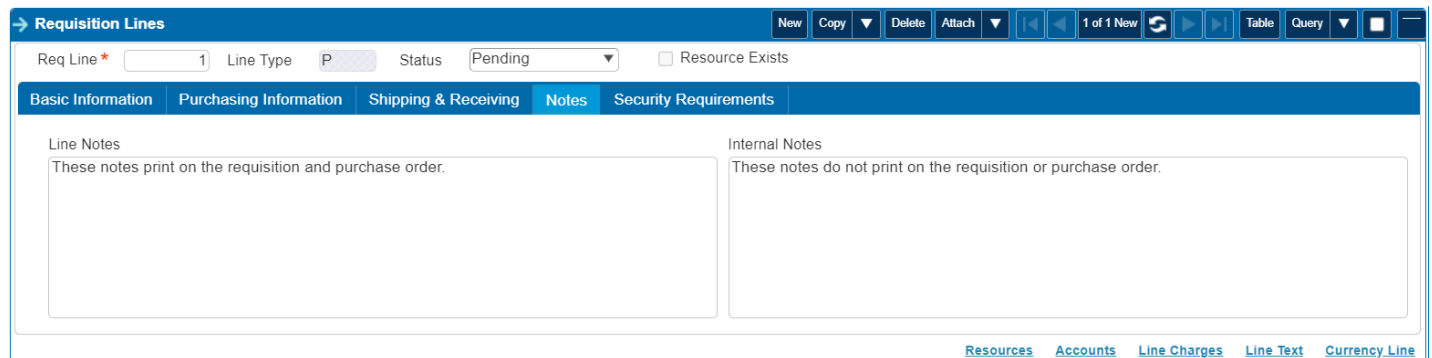
## Shipping & Receiving Tab

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



- Quality Requirements:** Make any changes to the Quality Requirements as desired (settings may not permit this).
- Warehouse:** Enter or use Lookup  to select the Warehouse if not already populated. For inventory req lines only.
- Ship Via:** Enter the Ship Via instructions.
- Deliver To:** Enter the Deliver To information (person or department).
- Drop Ship:** Check the Drop Ship box if this is to go straight to a customer.
- Overshipments Allowed:** Use this drop down box to indicate whether to allow overshipments for this requisitioned item.
- 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



- 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.
- 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.

The screenshot shows the 'Security Requirements' tab of a requisition line form. At the top, there are fields for 'Req Line \*' (value 1), 'Line Type' (value P), 'Status' (value Pending), and a checkbox for 'Resource Exists'. Below this are tabs for 'Basic Information', 'Purchasing Information', 'Shipping & Receiving', 'Notes', and 'Security Requirements'. The 'Security Requirements' tab is active and contains the following fields:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance** section:
  - Security Clearance System ID: [text box]
  - Description: [text box]
  - Security Clearance Level: [text box]
  - Issuing Agency: [text box]
  - SCI
  - SAP

At the bottom right, there are links for 'Resources', 'Accounts', 'Line Charges', 'Line Text', and 'Currency Line'.

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.

The screenshot shows the 'Resources' sub-task form within a purchase requisition. The header displays 'Purchase Requisitions > Resources' and a toolbar with 'New', 'Copy', 'Delete', and navigation buttons. Below the header, it shows 'Requisition ID: RQ-0000030' and 'Requisition Total: 12.50'. The 'Req Line: 1' is selected. The form contains the following fields:

- Resource Line \* [text box with value 1]
- No. of Resources [text box with value 0]
- Total Hours [text box]
- Hourly Rate [text box]
- Service ID [text box]
- Description \* [text box]
- Project Labor Category [text box]
- General Labor Category [text box]
- Rev [text box]

A 'Work Location' section is expanded, showing fields for City, State/Province, Postal Code, and Country. At the bottom right, there is a 'Vendor Employees' link and a 'Close' button.

1. Click 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.

- Project Labor Category:** Enter or click  to select the project labor category (PLC) for this resource.
- General Labor Category:** Enter or click  to select the general labor category (GLC) for this resource.
- Work Location:** Enter Work Location information.
- 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.

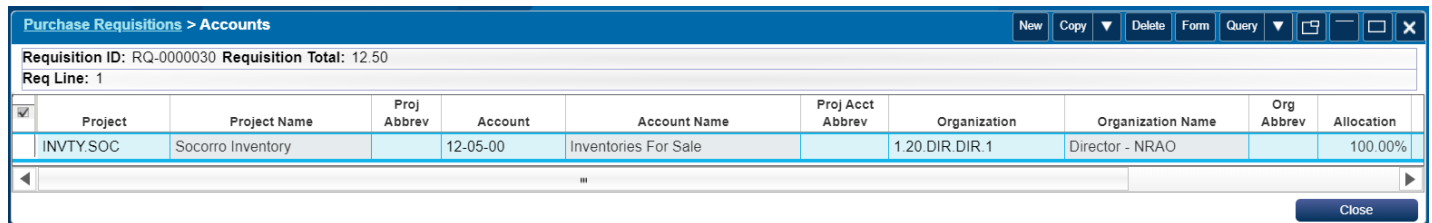
## Accounts Subtask

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.




Project	Project Name	Proj Abbrev	Account	Account Name	Proj Acct Abbrev	Organization	Organization Name	Org Abbrev	Allocation
INVTY.SOC	Socorro Inventory		12-05-00	Inventories For Sale		1.20.DIR.DIR.1	Director - NRAO		100.00%


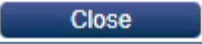
- To add additional accounting at the line level, select the line and click on the Accounts link:
- Click New **New** on the tool bar.
- Enter or use Lookup  to select the P/A/O.
- Enter the Allocation Percent or the Dollar Value. MUST add up to 100%.
- Click Close **Close** when finished with all applicable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

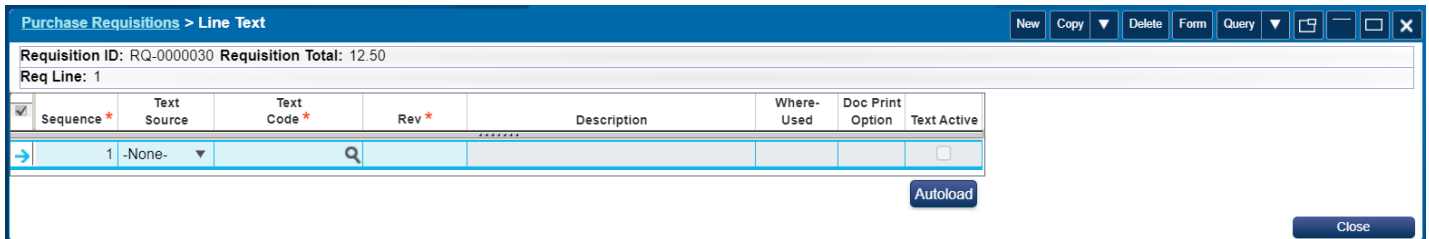


- To add charges at the line level, select the Line Charges link.
- Click New **New** on the tool bar.

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.

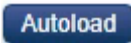





Purchase Requisitions > Line Text

Requisition ID: RQ-0000030 Requisition Total: 12.50  
Req Line: 1

Sequence *	Text Source	Text Code *	Rev *	Description	Where-Used	Doc Print Option	Text Active
1	-None-						<input type="checkbox"/>

Autoload Close

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.

**Currency Line**

Requisition ID: RQ-0000030 Requisition Total: 500.00  
 Req Line: 1 Description: Tubing Copper 1/4 in. ID Quantity: 2,000 Req U/M: FT Total Est Cost Amt:...

**Line Amounts**

	Functional
Currency	USD
Est Unit Cost	0.25
Est Ext Cost Amt	500.00
Est Line Charges	0.00
Est Sales Tax/VAT Amt	0.0000
Total Est Cost Amt	500.00

**Exchange Rate**

Trans to Functional	1.0
---------------------	-----

Close

## Submitting a Requisition for Approval

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

**Purchase Requisitions** New Copy Delete Attach 1 of 1 Existing Table Find Query

Identification  
 Requisition ID: RQ-0000030 Rev: 0 Approval Process SWD01 Status: Pending  Submit for Approval Trans Currency: USD

Header Accounting Defaults Other Information Notes Security Requirements Subcontract Information

Requisitioner  
 Requisitioner\*: 6125058 SAKSHAUG, RICHARD H  
 Organization: 1.20.ADM.CAP.1 Phone: Extension:  
 Subcontractor Agreement  Combine with Other Requisitions  Requisition Printed  
 Buyer: SOBUYER1 ROMERO, LIA A  
 Requisition Date\*: 08/03/2024  
 Target Place Date: 08/03/2024  
 Date Entered: 08/03/2024  
 Buyer Assignment Date: 08/03/2024  
 Procurement Type:

Sales Tax/VAT Total: 0.00 Req Total: 500.00

Header Approvals Totals Exchange Rates

**Requisition Lines** New Copy Delete Attach Form Query

Req Line*	Item	Item Rev	Misc Type	Description	Part Security	Requested Date*	Req U/M	Quantity	Inv Abbrev	Taxable	Ship ID
1	00033380			Tubing Copper 1/4 in. ID	Unrestricted	09/16/2024	FT	2,000	SOCORRO	No	NRAO SOC1

Resources Accounts Line Charges Line Text Currency Line

- Click Save  Save.

Status: In-Approval

- 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.