Processing Approved Purchase Requisitions to Purchase Orders

Assigning A Purchase Requisition To A Buyer

General Notes and When To Use:

- **Used By**: Personnel Authorized To Assign Buyers To Purchase Requisitions
- **Domain**: Materials
- **Module**: Procurement Planning
- **When**: To assign a buyer to a Purchase Requisition, which was not assigned at requisition creation. Required to proceed with Purchase Ordering.
  Note: *Buyers are assigned 1) during the entry of the purchase requisition, or 2) after the purchase requisition ID has been created, and before a Purchase Order can be created.*

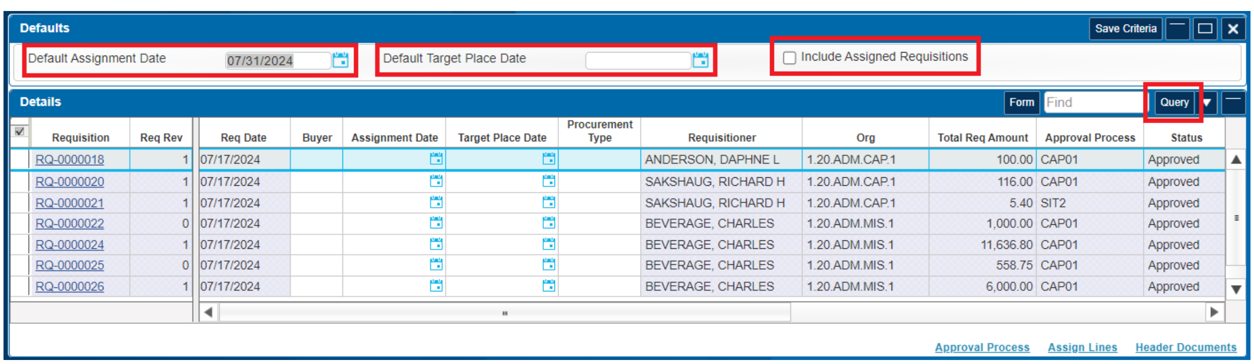
Before turning REQs into a PO, confirm all REQs have a Buyer assigned. If not assigned, then select Buyer at this step before proceeding to the next.

Instruction:

Materials > Procurement Planning > Purchase Requisitions > Assign Purchase Requisitions to Buyers

1) **Query** for Purchase Requisitions
   Tip: *Use the Default Section to enter dates, and select the Include Assigned Requisitions checkbox to include already assigned requisitions in the query results*

   If REQ number is known, change query criteria to "contains" and enter number (i.e. 18 for RQ-000018) to find a specific REQ faster.



Requisition	Req Rev	Req Date	Buyer	Assignment Date	Target Place Date	Procurement Type	Requisitioner	Org	Total Req Amount	Approval Process	Status
RQ-0000018	1	07/17/2024					ANDERSON, DAPHNE L	1.20.ADM.CAP.1	100.00	CAP01	Approved
RQ-0000020	1	07/17/2024					SAKSHAUG, RICHARD H	1.20.ADM.CAP.1	116.00	CAP01	Approved
RQ-0000021	1	07/17/2024					SAKSHAUG, RICHARD H	1.20.ADM.CAP.1	5.40	SIT2	Approved
RQ-0000022	0	07/17/2024					BEVERAGE, CHARLES	1.20.ADM.MIS.1	1,000.00	CAP01	Approved
RQ-0000024	1	07/17/2024					BEVERAGE, CHARLES	1.20.ADM.MIS.1	11,636.80	CAP01	Approved
RQ-0000025	0	07/17/2024					BEVERAGE, CHARLES	1.20.ADM.MIS.1	558.75	CAP01	Approved
RQ-0000026	1	07/17/2024					BEVERAGE, CHARLES	1.20.ADM.MIS.1	6,000.00	CAP01	Approved

2) In the Buyer field, click the spyglass to query and select a Buyer to be assigned to the record.

__Result__: The Assignment Date and Target Place Date will default dates if default

3) Click the **Save** icon to save Record.

Preparing A Purchase Requisition For A PO (Applying PO Info to Purchase Requisitions)

General Notes and When To Use:

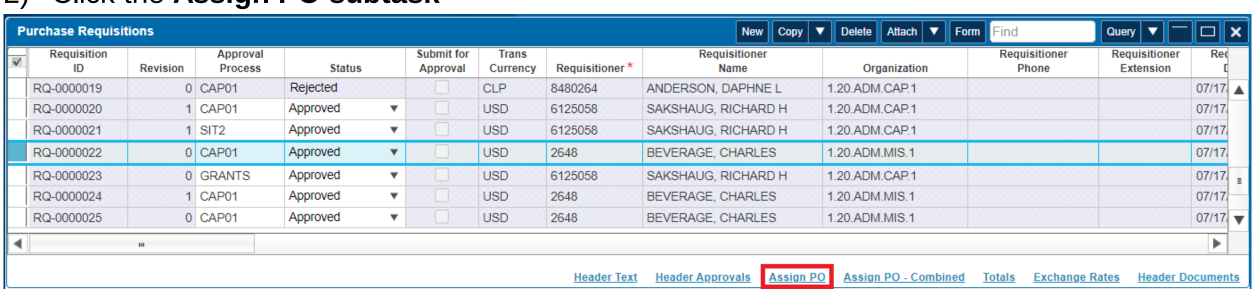
- **Used By**: Buyers
- **Domain**: Materials
- **Module**: Procurement Planning
- **When**: To review and prepare the requisition lines for creating purchase order lines. This step provides the opportunity to add additional information as required for the purchase before the PO is created.

Before turning a REQ into a PO, review the header/line documents, gather quotes and other needed information. This can be done on this screen prior to further Costpoint actions or on the Manage Requisitions screen.

Instructions:

Materials > Procurement Planning > Purchase Requisitions > Apply PO Info To Purchase Requisitions

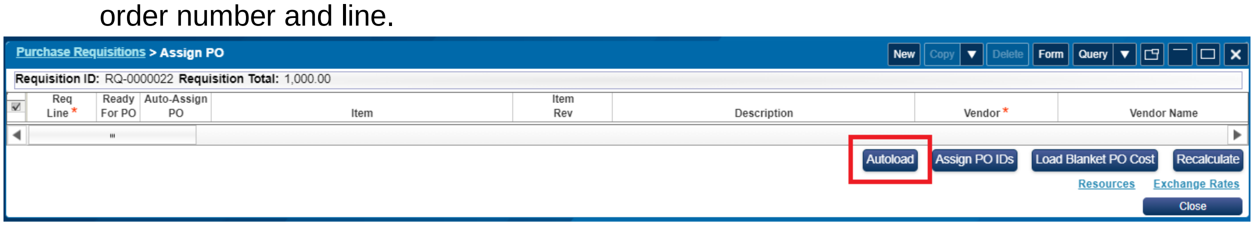
1) **Query** for Purchase Requisition record(s).
2) Click the **Assign PO subtask**



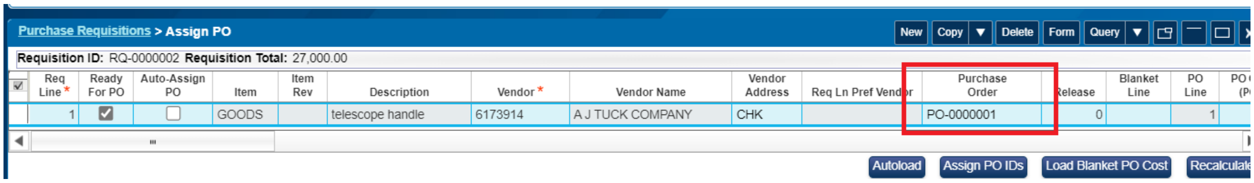
3) If assigning requisition to a new PO number:

   a) The Assign PO Defaults tab will default to "Assign Now." Keep this unchanged if you are preparing to assign a new PO number.

   b) Click the **Autoload button** to load requisition lines ready to be assigned a purchase order number and line.

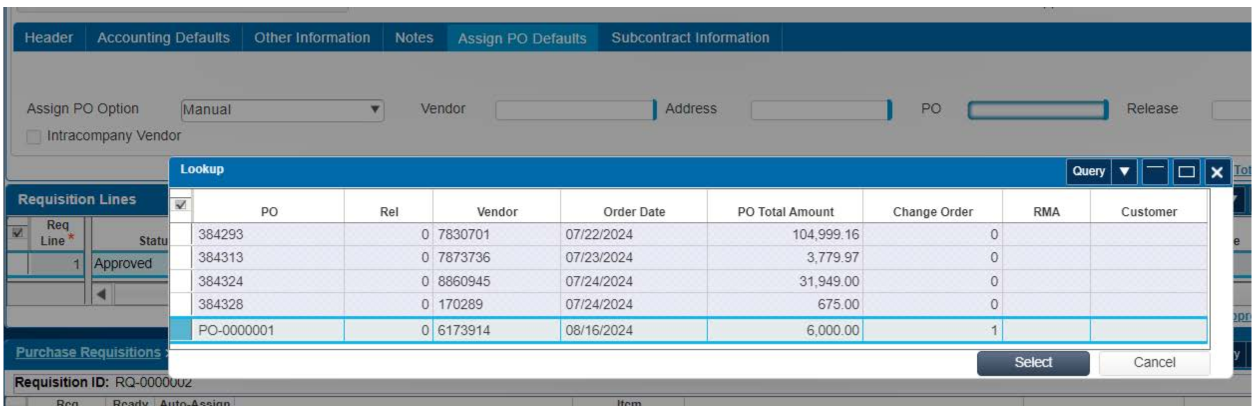


c) Verify a new PO number is present in the Purchase Order column.



4) If assigning a requisition to multiple vendors, choose the appropriate vendor for each requisition line. This will assign multiple PO numbers, one for each unique vendor, once Saved.

5) If assigning a requisition to an existing PO number (as in the case of a change order):
   a) Click the “Combine with Other Requisitions” box.
   b) Within the Assign PO Defaults tab, change Assign PO Option to Manual and select the PO number in the PO field.



   c) Click Autoload and verify the existing PO number is present in the Purchase Order column.

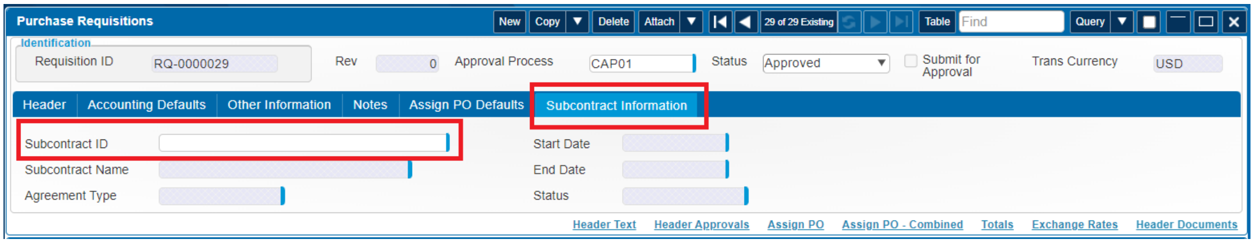
Note 1: Avoid making any changes to the Header on this screen, because changes to the Header will require additional Requisition approvals.

Note 2: Add any missing required information in the Assign PO lines (not the Requisition Header or Requisition Line sections), such as Buyer or Vendor, before saving.

Note 3: Before selecting “Autoload,” ensure the record is in Table view to avoid errors. If the error occurs, just select the line in the Assign PO window, then delete. After, you will be able to autoload as expected.

6) Click the **Save** icon to save Record

If using Contract – Subcontract Records, validate the Subcontract ID Field is completed in this step (prior to Saving) so that the records are linked before the PR moves to PO Generated status. Review the Subcontract Information Tab**:** **Subcontractor ID** field, click the spyglass to query and select a Subcontract ID to be assigned to the record:



IMPORTANT NOTE:
The PO number shown is "assigned" as a placeholder at this step – to complete the process of creating the Purchase Order, see Instruction Creating A Purchase Order From Purchase Requisition.

Creating A Purchase Order From Purchase Requisition

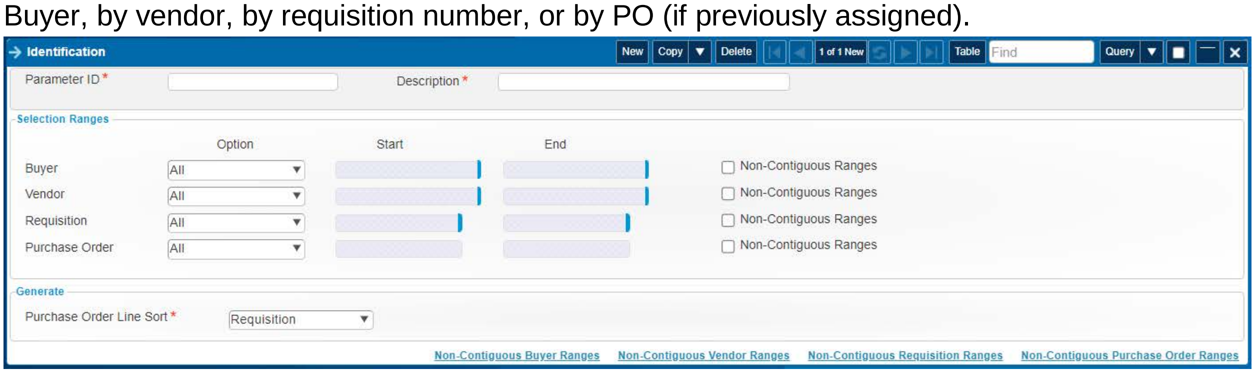
General Notes and When To Use:

- **Used By**: Buyers
- **Domain**: Materials
- **Module**: Procurement Planning
- **When**: To create a Purchase Order from a Purchase Requisition. The Purchase Requisition must have been processed through "Apply PO Info To Purchase Requisitions". Once this process is completed, the Purchase Order Register will print.

Instruction:

Materials > Procurement Planning > Purchase Requisitions > Create Purchase Orders

1) **Enter parameters** for locating the purchase requisition to create a PO. You can review by Buyer, by vendor, by requisition number, or by PO (if previously assigned).



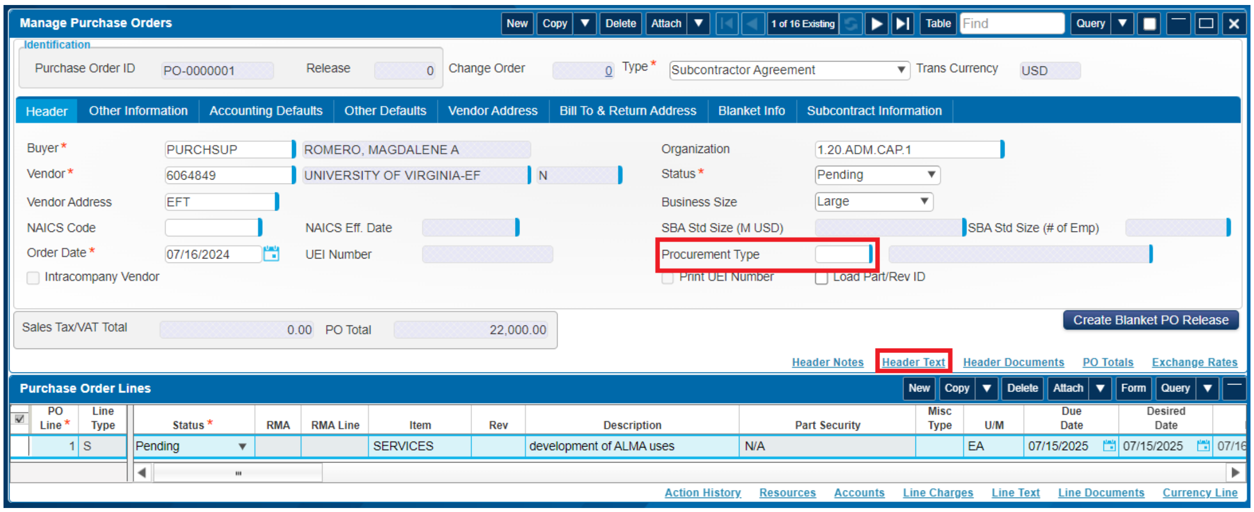
2) **Preview** by clicking on the Preview  icon.

3) Click on the **Gears**  **icon arrow** and select **Create Purchase Orders.**

4) Open the Printout and review / save as necessary for reference.

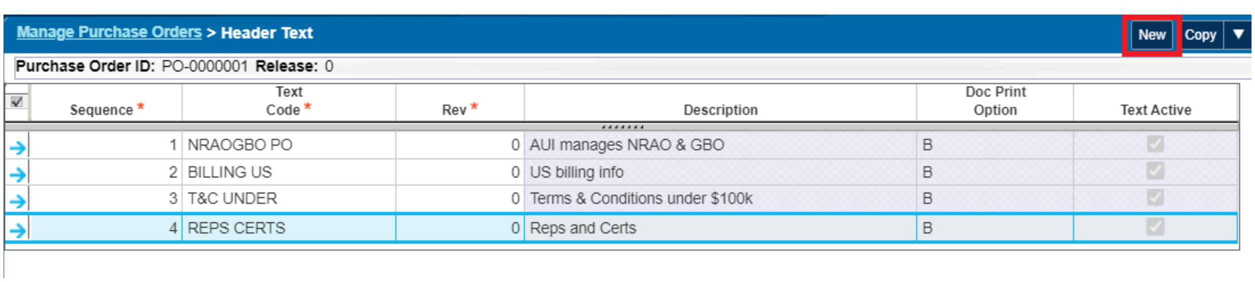
***Note**: If using the Create Purchase Order screen to push a PR to existing Purchase Order, the PR will update to PO Generated status and when you view your PO (remember to refresh if you had the screen open), you will see new Requisition lines now in the previously existing PO.*

In order to finalize the new Purchase Order, go to Manage Purchase Orders at Materials > Purchasing > Purchase Orders > Manage Purchase Orders.

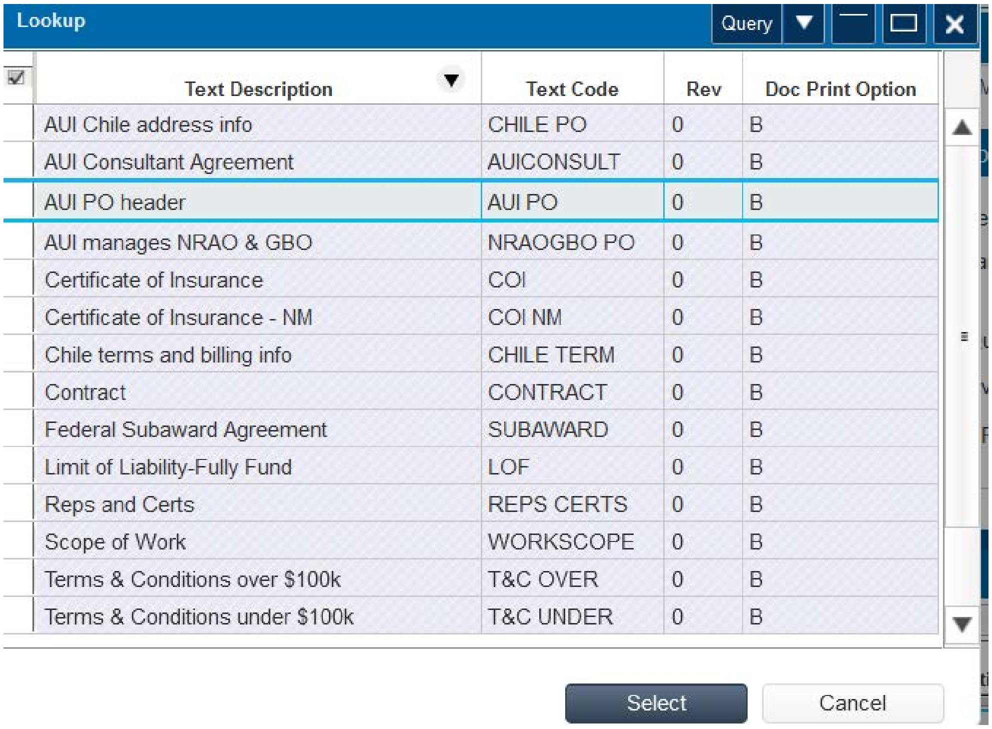


Do a Query search for the new PO in Manage Purchase Orders. It will be in “Pending” status. Please review the purchase order details, make any updates or revisions, add any additional attachments, select the appropriate standard text available under Header Text, and add any new Header Notes. In addition, make sure all the required fields are populated, like Vendor and Ship ID. Add the Procurement Type if it has not been selected yet. New documentation can be attached to the Header or lines.

To add standard text that will be printed on the PO in the Header, click Header Text, click New, start a sequence with 1, do a search in the Text Code (see below), and select your choice. For additional standard text, click New again, set it as the next number in sequence, and so on.



The Text Code lookup includes the standard text options below and others.



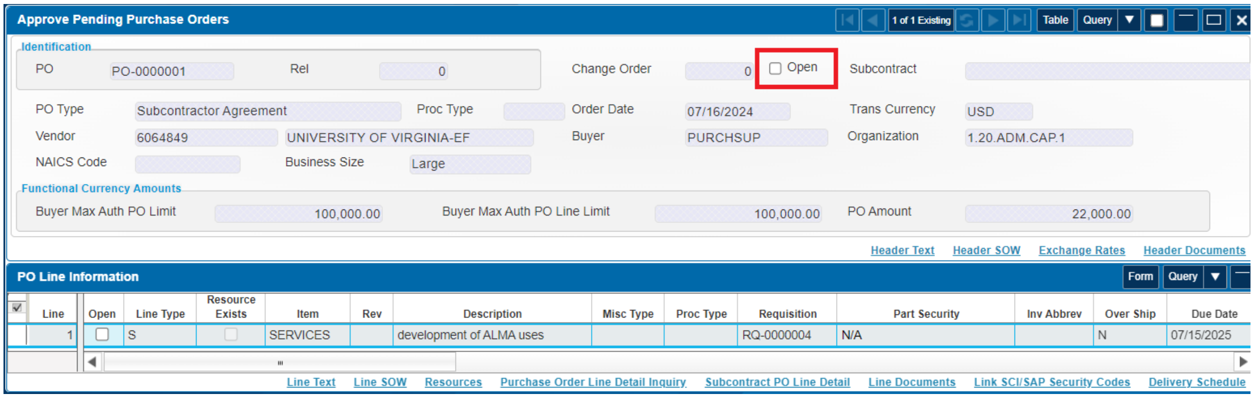
Text Description	Text Code	Rev	Doc Print Option
AUI Chile address info	CHILE PO	0	B
AUI Consultant Agreement	AUICONSULT	0	B
AUI PO header	AUI PO	0	B
AUI manages NRAO & GBO	NRAOGBO PO	0	B
Certificate of Insurance	COI	0	B
Certificate of Insurance - NM	COI NM	0	B
Chile terms and billing info	CHILE TERM	0	B
Contract	CONTRACT	0	B
Federal Subaward Agreement	SUBAWARD	0	B
Limit of Liability-Fully Fund	LOF	0	B
Reps and Certs	REPS CERTS	0	B
Scope of Work	WORKSCOPE	0	B
Terms & Conditions over $100k	T&C OVER	0	B
Terms & Conditions under $100k	T&C UNDER	0	B

As an example, most every NRAO standard PO placed in the U.S. will include:

- NRAOGBO PO
- BILLING US
- T&C (for the appropriate range)
- REPS CERTS

Print Preview the PO to assure it will contain the information required prior to being Open.

Once everything is complete, the PO approval process can begin in order to change the “Pending” status to “Open” status. This occurs at Materials > Purchasing > Purchase Orders > Approve Pending Purchase Orders. If the PO is within your commitment threshold, you can navigate to this screen and change the status to “Open.” If the PO exceeds your threshold, please contact the appropriate Contracts and Procurement team member and ask that they access the pending PO, review, and approve to send it to “Open.”



Once the Status of a PO is "Open," it is ready to receive upon. If you wish for a PO to be unavailable for receiving, change PO status back to Pending.

The next step will be to print and issue the Open Purchase Order.

Print Purchase Orders

General Notes and When To Use:

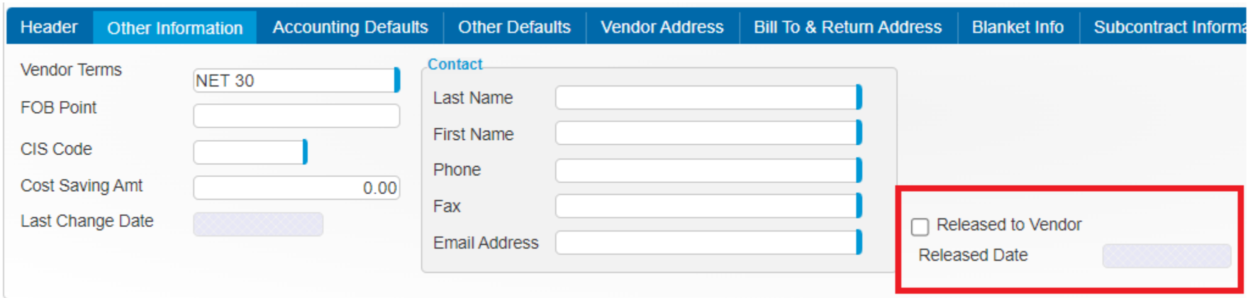
- **Used By**: Buyers
- **Domain**: Materials
- **Module**: Purchasing
- **When**: To print and issue a purchase order
  Note: DO NOT USE FOR PRITING CHANGE ORDERS! There are separate instructions for printing change orders!

Instruction:

Materials > Purchasing > Purchase Orders > Print Purchase Order

1) **Enter Selection Range parameters** for printing (such as Purchase Order Option "One" and entering the PO Number in the field provided) .
2) **Preview** the Print by clicking on the Preview  icon.
3) Click on the **Print**  **icon arrow**, and select **Purchase Order**, or Batch Mode Purchase Order applicable to the parameters (one or multiple purchase requisitions).
   ***Result**: The Process Complete window will indicate 100% and the output file will be available*
4) **Review the output file** to verify it looks correct and does not need to be reprinted.

The generated PO electronic file can now be signed electronically by the assigned Buyer and saved. This signed, printed PO can now be emailed to the Vendor, Fiscal, Receiving Clerk, and any other party. Then, after refreshing Costpoint, go to the Manage Purchase Orders Other Information tab and Click "Released to Vendor" when the PO has been sent to them.



Save the PO and any other files to the "Purchase Orders FYxx" folder in the Contracts shared folder with PO number and vendor name in the folder name.

Printing A Purchase Requisition

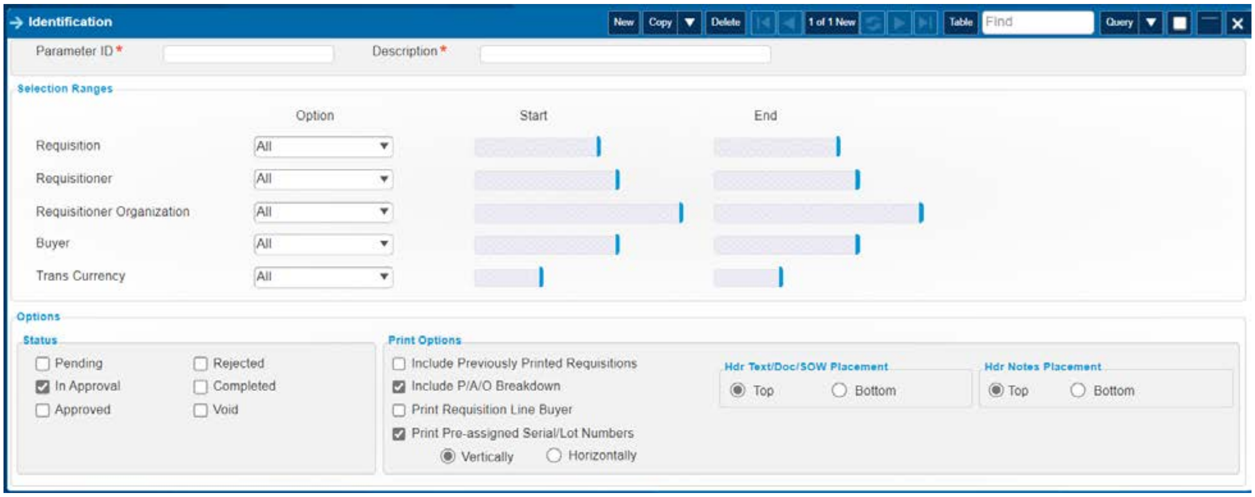
General Notes and When To Use:

- **Used By**: Personnel Authorized To Edit and View Purchase Requisitions
- **Domain**: Materials
- **Module**: Procurement Planning
- **When**: To print a Purchase Requisition.

Instruction:

Materials > Procurement Planning > Purchase Requisitions > Print Purchase Requisitions

1) **Enter parameters** for printing (such as enter the requisition number(s) in the Requisition fields).



2) **Preview** the Print by clicking on the Preview  icon.

3) Click on the **Print**  **icon arrow**, and select Purchase Requisitions, or Batch Mode Purchase Requisitions applicable to the parameters (one or multiple purchase requisitions). ***Result**: The Process Complete window will indicate 100% and the output file will be available.*

4) Review the output file to verify it looks correct and does not need to be reprinted.

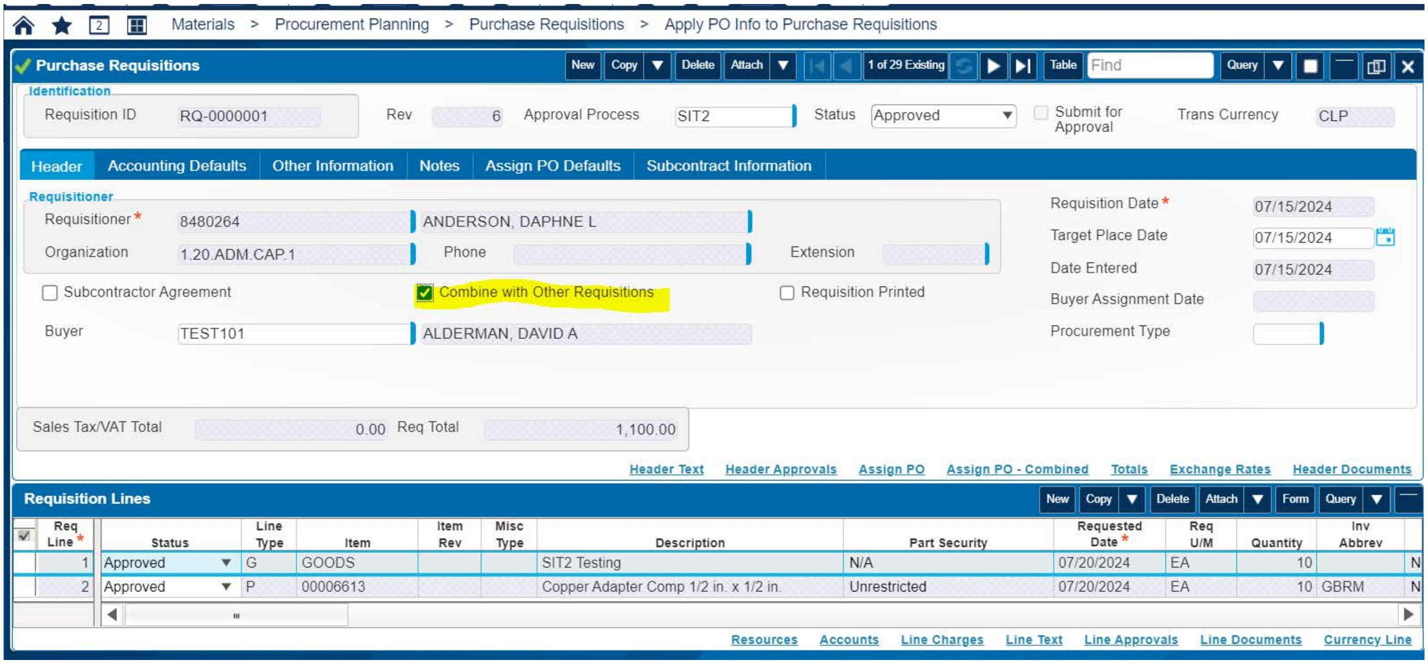
5) Click on the Gears  to Update Purchase Requisition printed flag.

***Note**: If you receive a “fatal error”, disregard. This error occurs if Print Options Settings -> Actions -> Port-Report Settings “Execute Update… Flag after reports are printed” is checked*

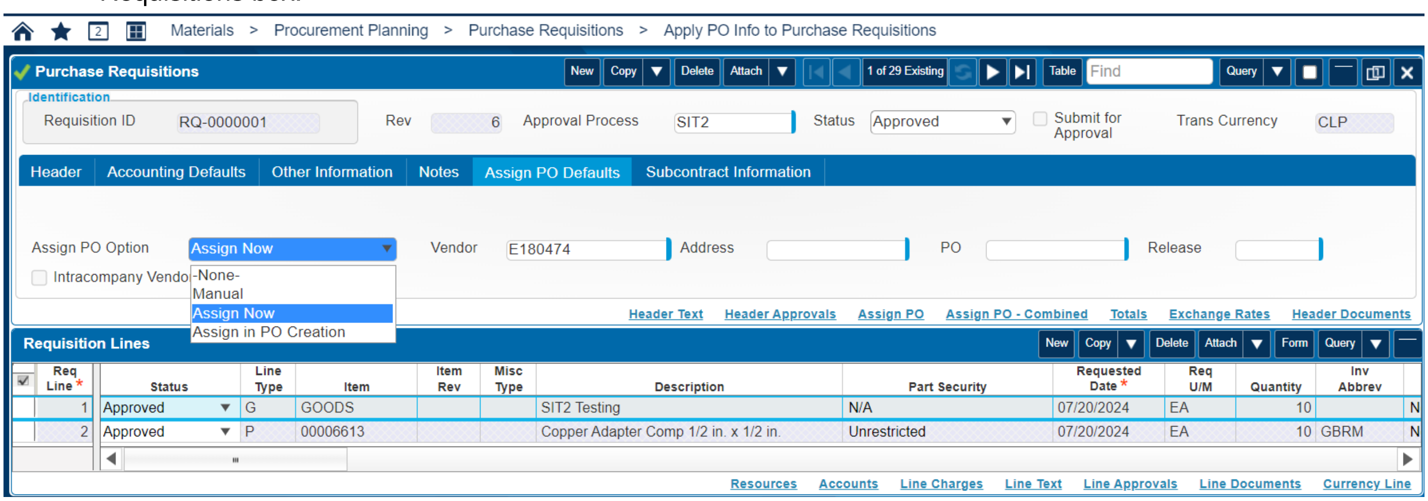
Combining Multiple Requisitions to a Single PO

Apply PO Info to Purchase Requisitions

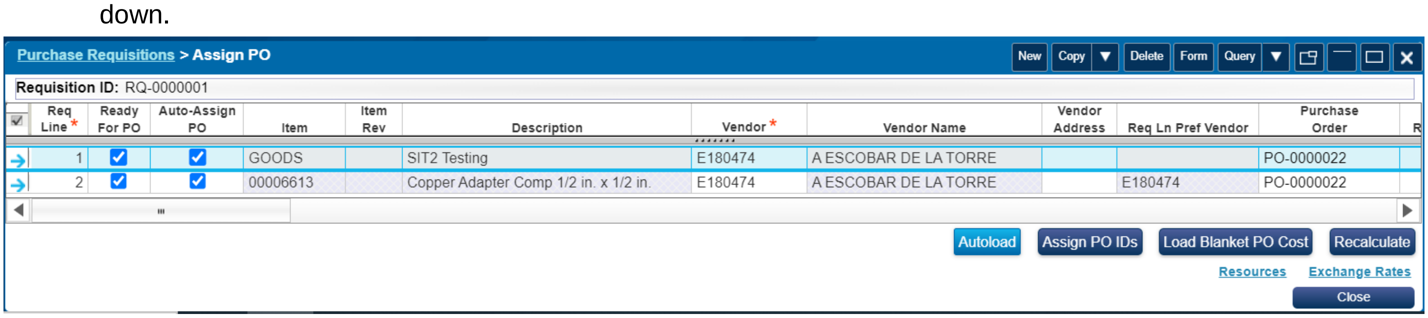
Use this application to combine multiple purchase requisition lines with the same vendor/buyer combination to a single purchase order. The example below depicts the scenario, where multiple purchase requisitions are created by MRP and combined.



1. Query for the first requisition you would like to combine and check the Combine with Other Requisitions box.

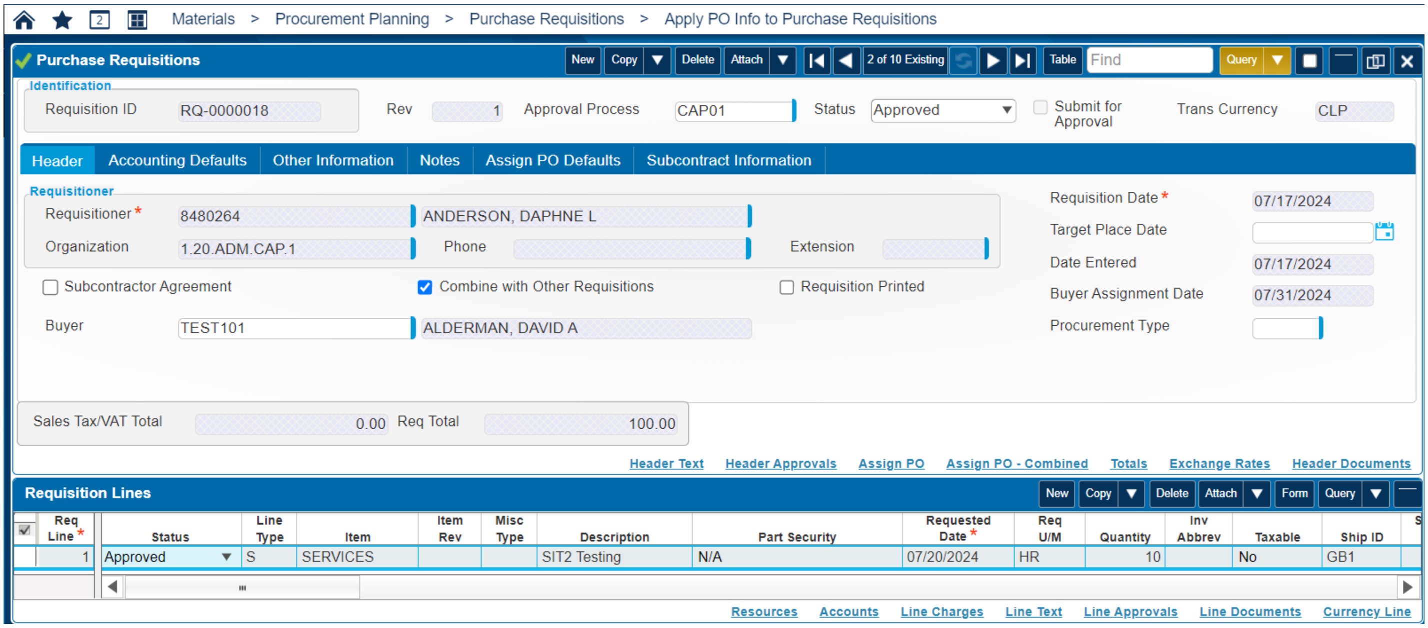


2. On the Assign PO Defaults tab, select Assign in PO Creation from the Assign PO Option drop-down.



3. Click the Assign PO sub task and click .

4. Save the record.



5. Query for the next requisition to be combined and check the Combine with Other Requisitions box.
6. Repeat steps 2-4.
7. Save the record.

When the scheduled job Create Purchase Orders runs, it will convert both requisitions to a single PO.