Procurement Requisition User Guide

Overview:

User Guide provides an outline of how to use Colleague Procurement Requisition tool.

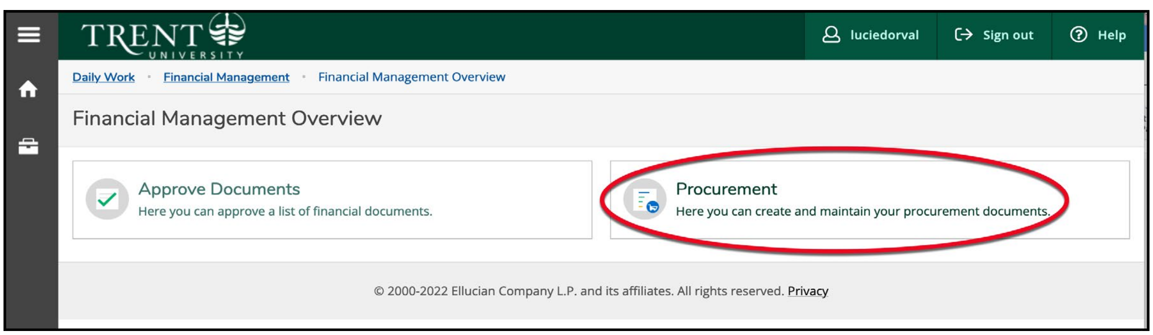
Procurement Requisition is a web-based tool that facilitates procurement requests. Initiators can create, approve, monitor status and upload supporting documentation (example: quote) directly to request.

Requisition is a formal request advising need to procure goods or services. A requisition, once approved utilizing approval workflows, will generate a purchase order (PO). All procurements must be in accordance with university policy.

Logging into the account:

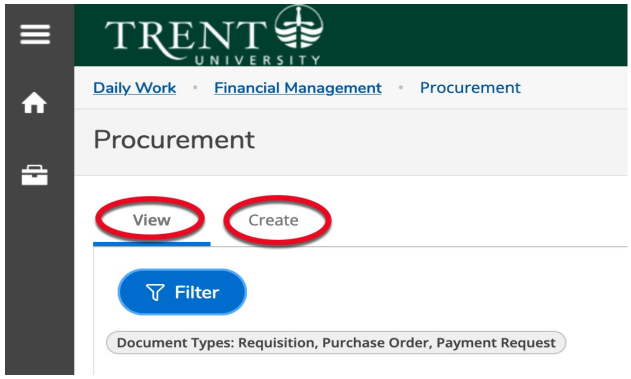
1. Log in to **My Trent** account https://www.trentu.ca/mytrent/
2. Go to the “Finances” menu.
3. Select the “Procurement” link from the Acquisitioning and Procurement menu.

4. Once logged in Financial Management Overview, select “Procurement”:



Options in Procurement

Once you enter *Procurement*, there are two choices for selection: View or Create



i. **View -** provides a history of previously initiated requisitions created by initiator.
ii. **Create** - provides a blank request form to create a new Requisition.

To create a Requisition, complete form fields as follows:

Field	Description	Comments
Document Type	Requisition	Auto populates
Requisition Date	Defaults to date requisition created	DO NOT CHANGE
Initiator	Defaults to creator of requisition	Initiator can be changed if required. Perform look up and select.
Confirmation Email Address	Defaults to initiator email per defined log in	Can add further Confirmation Email Addresses separated by commas
Ship To	Defaults to SR Shipping and Receiving Centre (Peterborough Campus); OS (Oshawa Campus) available from drop down	Can specify unique delivery needs in the comments
Desired Date	Not required	Can enter date when desire the goods or services
Next Approvers	Defaults in	DO NOT CHANGE Approval hierarchy predefined workflow
Printed Comments	Prints on PO	Add comments to assist vendor with order needs. For **chemical/hazardous materials,** advise in comments: Department name, Researcher, Building, Room location, if chemical or hazardous
Internal Comments	Will not print on PO	Can add internal comments to assist Purchasing with order needs
Vendor ID	Enter complete or partial name of vendor for potential match list and choose vendor	If new or unable to find vendor in match list, leave Vendor ID blank and provide vendor name and address in Internal Comments field **OR** advise Purchasing at purchasing@trentu.ca new vendor to be entered in system
AP Type	Defaults in	DO NOT CHANGE

Field	Description	Comments
		Vendor payable predefined workflow
Add Item	See below *Add Item*	Enter as many line items as required
Save and Attach	See below *Add Attachments*	Attach supporting document(s) to request to avoid delay in processing

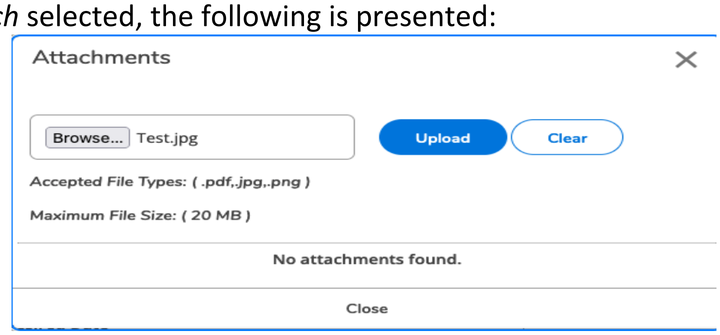
Add Item:

Select “Add Item” button for each new line item.

Field	Description	Comments
Description	Enter product/service description	Provide well-defined description
Vendor Part	Enter part number if known	Optional; can use comments for additional detail if more than 11 characters
Quantity	Enter how many to order	
Unit	Unit of measure	Select from drop down
Price	Enter price per item pre-tax	If price is unknown or zero, enter .01
GL Account	Select GL account	List of accounts will appear having access to
Quantity	Defaults in full quantity to GL account	Can adjust quantity if splitting cost with another GL Account
Percent	Defaults in full percentage to GL account	Can adjust percent if sharing cost
Amount	Defaults in full amount to GL account	Can adjust amount if sharing cost
Add GL Account	Can add different GL’s if cost sharing	Enter quantity and the percent or amount if splitting costs with GL’s.
Add Item	If required	Unlimited line items available. Select “Reuse GL Account” for new item line if same GL and will auto populate.
Save and Attach	Attached document(s)	

Add Attachments

Once *Save and Attach* selected, the following is presented:



Select browse to select document in file directory and click on *Upload*. Can upload numerous documents. Allowable file types: .pdf, .jpg, .png. Maximum file size is 20 MB.

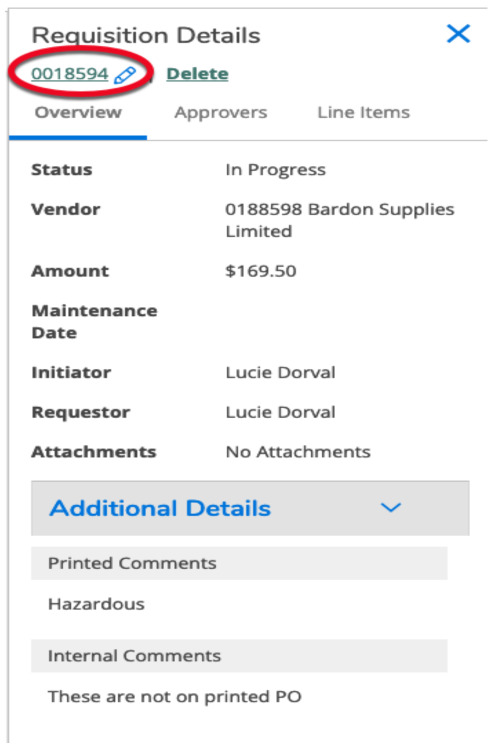
Submitting Requisition

Once requisition is saved, a requisition number will be assigned. If the initiator has sufficient authority for procurement, the requisition status will change to outstanding for Purchasing Services to review and prepare PO. If the requisition value exceeds the initiators approval authority, the status will remain "not approved" and approver(s) will receive an email notice to approve requisition.

For restricted fund accounts, an approval authority is required by Research Finance regarding the eligibility of expenditure under funding agreement, sufficient funds available and that appropriate documentation is in place.

View, Modify and Delete Requisitions

View - Under *Procurement* tab, View option provides a listing of requisitions created by the initiator identifying status, vendor name and value. More detail can be obtained by double clicking in the requisition number.
Modify - A requisition can be modified by clicking on the requisition number and selecting the edit pencil icon. Initiate edit and save.
Delete – click on requisition number and select *Delete* option to remove requisition from queue.



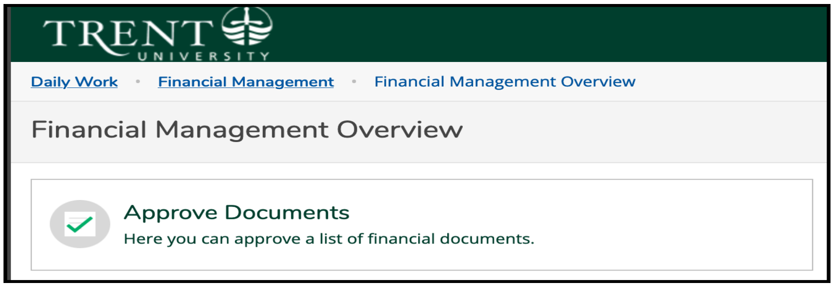
Approve Requisitions

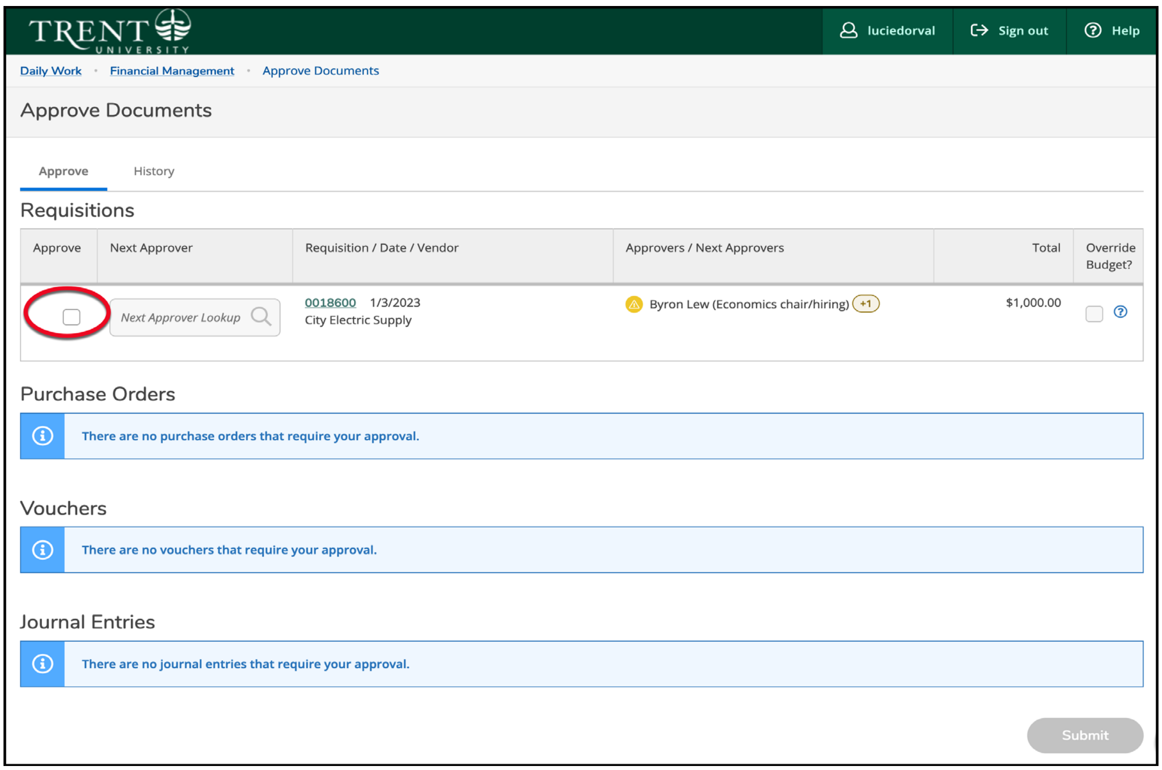
Under *Financial Management*, select *Approve Documents* for access to Requisitions needing approval. Check approve box and hit submit button to approve Requisition and generate an approval confirmation.

A Requisition must be approved by the authorized approval entities per defined workflow to become outstanding and allow Purchasing Services to prepare a PO. Approval limits are based on

General Ledger (GL) account numbers and dollar limits. The approval dollar limit is calculated inclusive of tax.

Approval authority may deny approving a Requisition. Initiator may need to add further information by modifying Requisition if approval authority requires more information or can select delete to cancel Requisition if not proceeding with purchase.





General inquiries

Contact purchasing@trentu.ca or directly contact a procurement team member for inquiries.