Special Request instructions for "requestor"

EProcurement Process:

Select "special request" unless it is a catalog item.

Click "special item"

Item Description – Enter the description of the item i.e. **Ipad Wi-Fi 32GB Black**

Price: **599.00**

Quantity: **1**

Category: **20554** (This must be filled in to source correctly for approvals)

Vendor ID: **Click the magnifying class to search for the Vendor ID – this must be filled in.**

Vendor Item ID: **This is the item number you are ordering**.

Unit of Measure – **Click the magnifying glass for a drop down of available types of measure.**

Indicate any additional information that is required for the purchase.

Click "**Add item**"

Click **"3. Review and Submit"**

To add attachments to each line – click the "thought bubble to the right".

Note: Make sure you have scanned the document to your computer. Keep the name of the file short otherwise it won't attach.

Create Requisition

Line Comments

Line	Description	Quantity	Unit	Price
2	Apple Care for IPad	1.0000	Each	99.000 USD

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

[Add Attachment]

[OK] [Cancel]

Click "add attachment"

[_____] [Browse...]

[Upload] [Cancel]

Click Browse for the document.

Name	Date modified	Type	Size
REQ 711-1_SGRC_T1 line for warrants_UPD	7/18/2013 9:05 AM	Adobe Acrobat D...	716 KB
REQ 715-1_SRS_IBM SPSS Amos License_...	7/17/2013 11:20 AM	Adobe Acrobat D...	609 KB
REQ 226075_SCW_Kanguru Defender V2 S...	7/17/2013 11:07 AM	Adobe Acrobat D...	973 KB
REQ 226391_HP_HP 83200 cmt and 23 inc...	7/17/2013 11:04 AM	Adobe Acrobat D...	1,438 KB
REQ 237774_HP_HP LaserJet 600 M602D...	7/17/2013 9:54 AM	Adobe Acrobat D...	700 KB
REQ 237775_Data Supplies Inc_eBrochure...	7/17/2013 10:51 AM	Adobe Acrobat D...	877 KB
REQ 238704_Micros_ Maintenance and S...	7/17/2013 11:09 AM	Adobe Acrobat D...	659 KB
REQ 238708_Fitzgerald and Long Inc._456...	7/17/2013 9:46 AM	Adobe Acrobat D...	729 KB
REQ 238711_BlackBoard_iValidate Wireles...	7/17/2013 9:49 AM	Adobe Acrobat D...	985 KB
REQ 238712_HP_8 HP 8300 SFF i7 Series_...	7/17/2013 9:51 AM	Adobe Acrobat D...	1,084 KB
REQ 238714_Apple Tech Shop_imac and ...	7/17/2013 10:33 AM	Adobe Acrobat D...	808 KB
REQ IT-4_SRS_Turnitin Campus License_e...	7/15/2013 5:11 PM	Adobe Acrobat D...	932 KB
REQ IT-6_Ipad and Zagg Keyboard Case_...	7/17/2013 11:06 AM	Adobe Acrobat D...	582 KB
REQ LIB-1_Standard and Poors_S&P Net ...	7/17/2013 10:53 AM	Adobe Acrobat D...	997 KB
REQ LIB-2_EBSCO_Art Museum Image Ga...	7/17/2013 10:55 AM	Adobe Acrobat D...	425 KB
REQ LIB-3_Lyrasis_ACM Digital Library_Li...	7/17/2013 10:57 AM	Adobe Acrobat D...	571 KB
REQ LIB-4_Mergent_Hoovers Online_Libr...	7/17/2013 10:58 AM	Adobe Acrobat D...	813 KB
REQ LIB-5_ProQuest LLC_Electronic Index...	7/17/2013 10:59 AM	Adobe Acrobat D...	415 KB
REQ LIB-6_ProQuest LLC_Historical News...	7/17/2013 11:00 AM	Adobe Acrobat D...	440 KB

File name: REQ IT-6_Ipad and Zagg Keyboard Case_Alumni Relations ▼ | All Files (*.*) ▼

Open ▼ | Cancel

Select your document and click "open". Make sure your document name is short or it will fail to upload.

V:\dept\IT\Purchasing\Purchasing\Requests\FY 2014\Oth | Browse...

Upload | Cancel

Click "upload"

Create Requisition

Line Comments

Line	Description	Quantity	Unit	Price
2	Apple Care for IPad	1.0000	Each	99.000 USD

☐ **Send to Vendor**   ☐ **Show at Receipt**   ☐ **Show at Voucher**

Customize | Find | View All | First ◄ 1 of 1 ► Last

	Attached File	View	Send to Vendor	
1	REQ_IT-6_Ipad_and_Zagg_Keyboard_Case_Alumni_Relations.pdf	View	☐	−

Add Attachment

OK   Cancel

Your document is now attached.

Click "ok"

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: 51000 Valdosta State University

Requester: LPROAL   Proal, Lorrie   ***Currency:** USD

Requisition Name: Alumni Relations-ipad & folio   **Priority:** Medium

Requisition Lines

	Line	Description	Vendor Name	Quantity	UOM	Price	Total	
▷ ☐	1	IPad Wi-Fi 32gb Black	Apple Computer Inc	1.0000	Each	599.000	599.00	
▷ ☐	2	Apple Care for IPad	Apple Computer Inc	1.0000	Each	99.000	99.00	
▷ ☐	3	Zagg Folio with keyboard -	zagg Inc.	1.0000	Each	99.000	99.00	

☐ Select All / Deselect All   **Total Amount:** 797.00 USD

└ ♥ Add to favorites   ⬚ Modify Line / Shipping / Accounting   🗑 Delete

Justification/Comments

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

☐ Save as Template

💾 Save & submit   ⬚ Save & preview approvals   ✖ Cancel requisition   Find more items

Name your requisition – you only have 30 characters including spaces. Identify your dept and what it is.

Business Unit:	51000	Valdosta State University				
Requester:	LPROAL		Proal, Lorrie	*Currency:	USD	
Requisition Name:	Alumni Relations-ipad & folio4			Priority:	Medium	

Requisition Lines

	Line	Description	Vendor Name	Quantity	UOM	Price	Total
▷ ☐	1	IPad Wi-Fi 32gb Black	Apple Computer Inc	1.0000	Each	599.000	599.00
▷ ☐	2	Apple Care for IPad	Apple Computer Inc	1.0000	Each	99.000	99.00
▷ ☐	3	Zagg Folio with keyboard -	zagg Inc.	1.0000	Each	99.000	99.00

☐ Select All / Deselect All   Total Amount: 797.00 USD

└ ❤ Add to favorites   🖩 Modify Line / Shipping / Accounting   🗑 Delete

Justification/Comments

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

☐ Save as Template
🖫 Save & submit   ⛬ Save & preview approvals   ✖ Cancel requisition   Find more items

To see the details of each line, click the triangle.

Requisition Lines

	Line	Description	Vendor Name	Quantity	UOM	Price	Total
▽ ☐	1	IPad Wi-Fi 32gb Black	Apple Computer Inc	1.0000	Each	599.000	599.00

☐ Consolidate with other Reqs   ☑ Override Suggested Vendor   ➕ ➖

Shipping Line: 1	Due Date:	📅	Quantity:	1.0000
Status:	Active	*Ship To:	CENTWHSE 🔍	🖼 Modify Shipping Address
Attention:	Proal, Lorrie			

*Distribute by: Qty ▼   SpeedChart: 🔍   *Liquidate by Amt ▼

Accounting Lines   Customize | Find | View All | 🏢   First ◀ 1 of 1 ▶ Last

Chartfields1 | Chartfields2 | Chartfields3 | Details | Asset Information

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account		
1	Open		PO_MAIN 🔍	1.0000	100.0000	599.00	51000 🔍	714100 🔍	➕	➖

	Line	Description	Vendor Name	Quantity	UOM	Price	Total
▷ ☐	2	Apple Care for IPad	Apple Computer Inc	1.0000	Each	99.000	99.00
▷ ☐	3	Zagg Folio with keyboard -	zagg Inc.	1.0000	Each	99.000	99.00

☐ Select All / Deselect All   Total Amount: 797.00 USD

└ ❤ Add to favorites   🖩 Modify Line / Shipping / Accounting   🗑 Delete

Justification/Comments

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

☐ Save as Template
🖫 Save & submit   ⛬ Save & preview approvals   ✖ Cancel requisition   Find more items

Check the shipping method – click the "magnifying glass" for a drop down menu.

Look Up Ship To

SetID: 51000

Ship To Location: begins with ▼ [   ]

Description: begins with ▼ [   ]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View All   First ◄ 1-13 of 13 ► Last

Ship To Location	Description
CENTWHSE	Central Warehouse Receiving
DEPT	SEND TO DEPARTMENT
FOOD	Food Services
GAS	For gas and diesel bulk orders
INTERNET	Items Downloaded to computer
KINGSBAY	Kings Bay
LIBRARY	ODUM LIBRARY
MAIN	Main Campus
NOTAPPL	No Shipment to be made
PICKUP	PICKUP
PLANT	Plant Operations
SEE TEXT	Install in Department
SERVICE	On-Site Services

Click the box to select the line item to enter the chart files.

If all lines are to the same chart fields – click "select All/Deselect All".

Business Unit: 51000   Valdosta State University

Requester: LPROAL   Proal, Lorrie   ***Currency:** USD

Requisition Name: Alumni Relations-ipad & folio4   **Priority:** Medium ▼

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▷ ☑ 1	IPad Wi-Fi 32gb Black	Apple Computer Inc	1.0000	Each	599.000	599.00
▷ ☑ 2	Apple Care for IPad	Apple Computer Inc	1.0000	Each	99.000	99.00
▷ ☑ 3	Zagg Folio with keyboard -	zagg Inc.	1.0000	Each	99.000	99.00

☑ Select All / Deselect All   **Total Amount:** 797.00 USD

└ 💗 Add to favorites   🔲 Modify Line / Shipping / Accounting   🗑 Delete

Justification/Comments

[   ]

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

☐ Save as Template

🖫 Save & submit   ⚎ Save & preview approvals   ✖ Cancel requisition   Find more items

If it is just one line "click the triangle" and select that line.

Click "Modify Line/Shipping/Accounting

Create Requisition

Modify Line / Shipping / Accounting

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: [   ] 🔍   Vendor Location: [   ] 🔍

Buyer: [LPROAL] 🔍   Category: [   ] 🔍

Shipping Information

Ship To: [   ] 🔍   🖅 Modify Shipping Address

Due Date: [   ] 📅   Attention: [Alumni Relations]   SpeedChart [   ] 🔍

Accounting Information   Customize | Find | View All | ⚏   First ◄ 1 of 1 ► Last

Chartfields1 \ Details \ Asset Information \ ⊞►

	Percent	GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date		
1	[ ]	51000 🔍	714100 🔍	10500 🔍	1600000 🔍	16500 🔍	11000 🔍	[ ] 🔍		[ ] 📅	➕	➖

Load Values From Defaults

[Apply]   [Cancel]

Distribution Change Options

For the selected requisition lines, apply distribution changes to:

◉ **All Distribution Lines**

   Apply changes to all existing distribution lines.

○ **Matching Distribution Lines**

   Apply changes to each existing distribution line by matching the distribution line numbers.

○ **Replace Distribution Lines**

   Remove the existing distribution lines and replace with the distribution lines changes.

[OK]   [Cancel]

In the "justification comments" you can indicate who the purchase is for. Please include Name, building, room #. This helps the Warehouse when they receive items as well as Information Technology if it is a technology item that will come to IT for installation.

Click on Save & Preview approvals.

This will show you the approvals the requisition needs to go through.

Line 1: Initiated
IPad Wi-Fi 32gb Black

Department and Proj. Approver

Not Routed
Proctor,Heather
Dept-Manager and Dept-Appr

Line 2: Initiated
Apple Care for IPad

Department and Proj. Approver

Not Routed
Proctor,Heather
Dept-Manager and Dept-Appr

Line 3: Initiated
Zagg Folio with keyboard - Black with Black keyboard

Department and Proj. Approver

Not Routed
Proctor,Heather
Dept-Manager and Dept-Appr

;P Item Category Approval

Line 1: Initiated
IPad Wi-Fi 32gb Black

IT Approval

Not Routed
Multiple Approvers
IT Approval

Line 3: Initiated
Zagg Folio with keyboard - Black with Black keyboard

IT Approval

Not Routed
Multiple Approvers
IT Approval

Submit	Edit Requisition	Apply Approval Changes

Click "submit" and the requisition is now in the que for approvals.

One the approvals are done, the requestor will receive an email that the requisition has been approved.

The buyer will source the PO through the system to the vendor.