Requisition (REQS) Electronic Document

Table of Contents

Requisition Document Overview ............................................................................................................. 4
Path to Get to A Requisition .................................................................................................................... 5
REQS Document Layout .......................................................................................................................... 5
The DOCUMENT HEADER displays: ..................................................................................................... 5
   Doc Nbr in Kuali Financials:.............................................................................................................. 5
   Requisition Number ............................................................................................................................ 6
   Kuali Financials PO number .............................................................................................................. 6
   Status: ................................................................................................................................................ 6
   Requisition Status: .............................................................................................................................. 6
Tabs of the Requisition ............................................................................................................................ 8
   Document Overview Tab ..................................................................................................................... 8
   Delivery Tab .......................................................................................................................................... 11
   Vendor Tab .......................................................................................................................................... 20
   Items Tab ............................................................................................................................................. 24
      Accounting Lines section .................................................................................................................. 28
      Accounting Lines tab ....................................................................................................................... 30
   Capital Assets Tab ............................................................................................................................... 31
   Payment Info Tab ................................................................................................................................. 31
   Additional Institutional Info Tab .......................................................................................................... 32
   Account Summary ............................................................................................................................... 33
   View Related Documents ................................................................................................................... 33
   View Payment History ....................................................................................................................... 33
   Notes and Attachments Tab .............................................................................................................. 34
   Ad Hoc Recipients Tab ....................................................................................................................... 35
   Route Log ............................................................................................................................................ 36
Submitting the Requisition ...................................................................................................................... 36
Shopping Catalogs via Steven$mart (SciQuest) ..................................................................................... 37
Steven$mart Home Page ......................................................................................................................... 37
Overview of the Shopping on the Vendor’s Site ...................................................................................... 38

Page 2 of 57

3/30/2016 version
Requisition Document Overview

The Requisition (REQS) document is used to indicate items or services that need to be ordered through Kuali Financials. It is the first step in the procurement process. The requisition collects information about the items or services the user wishes to have ordered, vendor (or possible vendors) to fulfill the order, delivery instructions, contact information and related accounting details.

When completing electronic requisition (REQS document) using Kuali Financials, the user can:

1. **Specify** a Vendor,
2. **Suggest** a Vendor, or
3. **Request** Vendor Identification.

When **Specifying a Vendor**, the initiator must provide the quantity, item description, and unit cost when completing the required electronic requisition.

A purchase order will be created and transmitted to the vendor after approvals are complete.

If the requisition is less than $5,000, it becomes an APO (automatic purchase order) after approvals are completed and is then transmitted to the vendor.

If the requisition is in excess of $5,000, the Purchasing Office will manage it. This might include sourcing it (investigating possible vendors) and providing a contract manager who will create a PO (Purchase Order) based on the requisition.

When **Suggesting a Vendor, or Requesting Vendor Identification** the requisition initiator completes an electronic requisition by indicating a possible vendor or vendors, providing the quantity and item description. They do not have to provide a unit cost. It is recommended they provide the prospective budgeted amount for the item(s). The requisition will be assigned a contract manager by the purchasing department for managing.
Path to Get to A Requisition

This is the path to follow from the Kuali Portal to get to the Disbursement Voucher (DV) document.

ORDERS & PAYMENTS ➔ ACTIVITIES ➔ Requisition

Alternatively, you can search for the Disbursement Voucher using the Search bar.

REQS Document Layout

The REQS document has two main parts:
1. The Document Header: this page
2. The Requisition Tabs: next page

The DOCUMENT HEADER displays:

- Document Number (Doc Nbr)
- Initiator
- Requisition #
- Status
- Date and Time Stamp (Created)
- Requisition Status

These six fields in the Document Header are automatically filled-in when you initiate (open) a new document.

The two Status fields will update based on actions taken by the initiator, as well as, approvers and reviewers, as the document routes for approval.

The Requisition number will be system assigned as the document routes for approval.

These three fields, Doc Nbr, Initiator and Created, cannot be changed or modified in any way.

It’s a good idea to write down the Doc Nbr on your original documentation so you can easily pull up the REQS when you are performing a search.

Doc Nbr in Kuali Financials:

In Kuali Financials each and every document is assigned a unique number called the Document Number (Doc Nbr). It is indicated at the top right of all documents when they are opened.

3/30/2016 version
During the purchasing process (requisition, PO, receiving, payment request) a separate Doc Nbr will be assigned with the initiation of each document, whether initiated by an individual or by the system.

**Requisition Number** is a Kuali Financials system assigned number, it is located at the top right of the document, in the document header. Kuali Financials is the system of record at Stevens for all Requisitions. It is this Requisition number that will be referenced on the purchase order.

**Kuali Financials PO number** is a system assigned number; it is located at the top right of the document in the P.O. document header.

**Status:** Refers to the processing status of the document:

INITIATED: the document has been created, but not yet saved or submitted.

SAVED: the document has not yet been submitted. The work has been saved and the document can be closed. A saved document can be retrieved for completion at a later date.

EN ROUTE: the document has been submitted and has pending approval requests.

APPROVED: the document has been through all required levels of review and approval. It is now a valid business transaction in accordance with Stevens’ policies. There may be outstanding acknowledgement requests. Approved documents are posted to the general ledger in the next run of the batch posting process, generally a nightly event.

DISAPPROVED: the document has been disapproved at some point in the review and approval process. All parties who have previously approved or initiated the document will be notified.

FINAL: The document has been through all levels of review and approval and has no open acknowledgement requests.

CANCELED: the document is denoted as void and should be disregarded. This status is applied to a document when an initiator creates a document, but cancels it before submitting it for routing and approvals.

**Requisition Status:** Refers to the processing status of the Requisition that will be established by this document.
Below the document header are the **Requisition** Tabs. To help with readability, begin with all tabs collapsed by clicking **COLLAPSE ALL**.

Here is the resulting screen.
Tabs of the Requisition
You can open each tab, one at a time, by clicking the show/hide arrow, ▲, on the far right of each individual tab.

Document Overview Tab
Start with clicking ▲ on the DOCUMENT OVERVIEW tab to expand it.

**Document Overview** tab should show the reason the Requisition document is created. It allows you to enter both a Description (required) and a brief Explanation (optional). Choose terminology that will make sense to you later when you perform searches.

**Description** is a required field, noted by an asterisk, and can hold up to 40 characters. Choose terminology that will make sense to you later when you perform searches. The system will precede your description with the word requisition, so consider that when using the forty characters to best refer to your transaction. **This description will appear in the general ledger as the title for this transaction.** The description will also show in the Action List.

**Explanation** is optional, but can be very useful to the initiator and the subsequent approvers as the document routes through the workflow approval process.

**Org. Doc #** is an optional field defined for interdepartmental purposes.

**Bank Code** is the next required field, it will pre fill with 13 PNC Bank N.A. This is the bank account at PNC Bank used for all check disbursements from Stevens.

**Total Amount** is a display field that will reflect the total amount of the Requisition. This field will update automatically after the document is saved.
Next is the **FINANCIAL DOCUMENT DETAIL** section of the **Document Overview** Tab. The required field here is **Year**. This will pre-fill with the current fiscal year. Near the end of the current fiscal year, there will be a drop down menu to choose the next fiscal year.

<table>
<thead>
<tr>
<th>DOCUMENT OVERVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OVERVIEW</strong></td>
</tr>
<tr>
<td>* Description</td>
</tr>
<tr>
<td>Organization</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINANCIAL DOCUMENT DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>* <strong>Year</strong> : 2016</td>
</tr>
<tr>
<td>Total Amount :</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUISITION DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Chart/Org : SI / 1254</td>
</tr>
<tr>
<td>Receiving Required :</td>
</tr>
<tr>
<td>Account Distribution Method : Proportional</td>
</tr>
</tbody>
</table>

Next is the **REQUISITION DETAIL** section of the **Document Overview** Tab.

The **Chart/Org** field will pre-fill SI for the Stevens Institute Chart code and the four-digit Org (organization code) with which the initiator is associated. To change the Org, you can **click on the magnifying glass** to invoke a search.

**Funding Source** is a required field. It will pre-fill with INSTITUTION ACCOUNT. No action is required.

**Account Distribution Method** will pre-fill with Proportional. No action is required.
Here is a summary of the fields in the **Document Overview** Tab. In this chart, required fields are further marked by appearing in blue highlight.

<table>
<thead>
<tr>
<th>Field</th>
<th>Condition</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Required</td>
<td>Short statement of what the REQS is for. <em>This is what will display in the Action List, so be specific. Limited to 40 characters.</em></td>
</tr>
<tr>
<td>Org. Doc. #</td>
<td>Optional</td>
<td>Not required; optional number defined for interdepartmental purposes.</td>
</tr>
<tr>
<td>Explanation</td>
<td>Optional</td>
<td>Reasonable explanation of what the REQS is for; used to supplement Description.</td>
</tr>
<tr>
<td>Year</td>
<td>Required</td>
<td>The fiscal year in which the Purchase Order will be charged to your budget.</td>
</tr>
<tr>
<td>Total Amount</td>
<td>Display Only</td>
<td>Total dollar amount of the REQS; this field will auto fill from information provided in the Items tab.</td>
</tr>
<tr>
<td>Org./Chart</td>
<td>Required</td>
<td>This will pre-fill with the Organization to which the initiator has been assigned and SI, the Chart code for Stevens.</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Required</td>
<td>This will pre-fill with INSTITUTIONAL ACCOUNT.</td>
</tr>
<tr>
<td>Receiving Required</td>
<td>Optional</td>
<td>No action required on your part.</td>
</tr>
<tr>
<td>Account Distribution Method</td>
<td>Optional</td>
<td>No action required on your part.</td>
</tr>
<tr>
<td>Payment Request Positive Approval Required</td>
<td>Optional</td>
<td>No action required on your part.</td>
</tr>
</tbody>
</table>

Click **save** after completing each tab! The save button is located on a ribbon that will stay at the bottom of your screen while in a document.

Click on the button on the **DOCUMENT OVERVIEW** tab to minimize it.
Delivery Tab

Click on the button on the **DELIVERY** tab to expand it.

**Delivery Campus** is a required filed as noted by the *. This will be pre-filled with HB denoting the Hoboken campus. DC, denoting the Washington, DC location is also allowable.

**Delivery To** will pre-fill with the initiator’s name. This is a field that allows a look up as indicated by the magnifying glass, so you can change the information. Using the magnifying glass to fill this field will prefill E-mail and **Phone Number** as well.

**E-mail** should be populated with the e-mail address of the person noted in **Delivery To**. Using the magnifying glass to fill the **Delivery To** field will prefill this field as well. You can change this manually by typing the information.

**Notes on Final Delivery Address:**

**Delivery** is the physical process of the items getting to your location.

1. Stevens **Final Delivery Address** is that location.
2. Not all buildings on campus can have deliveries made to them directly from vendors.*
   a. For those buildings that **CANNOT** have direct vendor delivery, the vendors deliver to Central Receiving at Howe.

3/30/2016 version
b. Requisitions for goods destined to these buildings will show the Howe address as the Receiving Address

c. Those goods will be delivered to the Final Delivery Address by Stevens.

*A list of buildings that can have vendor direct delivery is located on the last page of this guide.

**Building** as noted by the magnifying glass this is a field which allows look up or in this case requires it.

Clicking on the magnifying glass yields this screen.

You will soon become familiar with the four alpha character building code for your location. Until then start by filling in the Building name as a wild card, that is start with an asterisk (*), then type the first few letters in your buildings name and end with an asterisk (*). This tells the system you want to return all buildings with a name that contains that string of letters.

In the example below the search was for Babbio using wild card *bab*.  

3/30/2016 version
Click on **return value**

Note the building code for Babbio Center is BABB.
Based on the building code the following fields will be filled in with the return value function.

- Address 1
- City
- State
- Postal Code
- Country

If for some reason the wrong building was chosen, repeat the look up by clicking on the magnifying glass by building, pick the correct building and click on return value.

The Room is a required field denoted by the asterisk (*). Click on the magnifying glass to look up the room number or type it in if you know it. If you use the lookup you can click return value as you did in the building look up. Here is the Room Lookup screen.

Clicking **Search** here will return all the rooms in that building. The results of the search are shown on the next page.
Note only a partial list displays. Click on the page numbers or next/last to display the additional rooms from the results.
To refine the search you could fill in additional lookup/search criteria. In this example, the search is for a classroom, using the wild card *class* in Building Address Description.

In this example return value was chosen for room 1104.
If you will do most of your ordering for one building you can set that as the default building. Note the message when that default is set.

The Date Required field can be filled in by clicking on the calendar icon and choosing the date by which you will need to receive the item(s). This field is not required. This information is not printed on the PO therefore the vendor does not see it.

After you click on the date of your choice, it will fill in. In this example March 28th, 2016 was chosen as the Date Required. To choose a different date, click on the calendar again and repeat the process. Use the calendar to avoid formatting issues.
If you have indicated a Date Required you will need to fill in the Date Required Reason. Note there is a drop down with these choices:

- ESTIMATED DATE
- MUST RECEIVE
- QUOTED DELIVERY

Choose the one that applies to your situation.

Click save after completing each tab!

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.
Receiving has two meanings within the context of purchasing at Stevens.

1. Central Receiving accepting delivery for the campus buildings that cannot have delivery directly from vendors.
2. The process of indicating the delivered order’s completeness.

Complete Delivery Instructions if any particulars need to be noted. This will be for Stevens use only as this information does NOT carry forward to P.O. The vendor will not see this information. Please note the field is limited to 100 characters.

Receiving Address will need to be completed if Central Receiving is required. Click on the magnifying glass to search and return the value.

Shipping Address Presented to Vendor. Click on the radio button to indicate which address should be presented to the vendor. This will default to Final Delivery Address. Click the radio button on Receiving Address if Central Receiving is required.

😊Click save after completing each tab!

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.
Click on the \(^{\wedge}\) button on the **DELIVERY** tab to minimize it.

### Vendor Tab

Click on the \(\_\_\) button on the **VENDOR** tab to expand it.

In this example the user would like to choose Paterson papers. A vendor lookup was done by clicking on the magnifying glass, typing *pat* in the Vendor name field and clicking **Search**.

*Note if you do not use the asterisks you must type the name exactly as it appears in the file...capitalization, spelling, spacing, etc. The recommendation for a best practice is to type three or four letters you know for sure are in that order in the vendor’s name, surrounded by an asterisk on each end.*
Vendor Lookup

- Vendor Name: "not"
- Foreign Tax Id:
- Active Indicator: Yes
- Commodity Code:
- Vendor Contract Number:
- US Tax Number:
- Vendor #:
- Vendor Type: PO - GENERAL VENDORS
- Country of Incorporation/Citizenship:
- Supplier Diversity:

Note the results on the next page.
From this screen, click **return value** to bring the vendor information forward to the REQS document.
By using the **Vendor Lookup** and returning the value most of the fields in the **Vendor Address** section of the **Vendor** tab have been pre-filled.

The **Attention** field is optional, but could be used if there was an individual at Paterson Papers for this order.

The **Vendor Info** section is not required.

The **Additional Suggested Vendor Names** section should not be used.

⚠️ **Click save** after completing each tab!  

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.
Click on the button on the tab to minimize it.

**Items Tab**

Click on the button on the tab to expand it.

On the **Items** tab you indicate the specific items you wish to purchase. For purposes of this example, the **Additional Charges** section has been hidden, because it is not utilized at Stevens.

**Item Type** is a required filed as indicated by the asterisk (*). The drop down reveals two choices: QUANTITY and NO QUANTITY.
QUANTITY is used when your purchase can be represented by a specific unit of measure, such as hours, pounds, dozens, cartons, boxes or “each” – in the case of a piece of equipment or durable supply. Information provided by the vendor, via a quote or catalog, can help determine the appropriate unit of measure. It is a “best practice” to select QUANTITY in all cases when it is applicable.

NO QUANTITY is used when the purchase is unable to be represented by a specific unit of measure, or when it would be completely impractical to do so. Examples of this situation include service warranties or other purchases that are qualified only by a dollar amount.

UOM indicates Unit of Measure. A Unit of Measure is required if the Item Type selected is QUANTITY. Clicking the icon in the UOM field will take you to a lookup screen for all the available Unit of Measures.

In the example below, we will return value on BX as the paper we are ordering comes by the box.
Indicate the **Catalog #** if you have one.

**Commodity Code** is a characterizing of the various items Stevens purchases that require additional approvals and special handling due to the nature of the items.

Below are the results of a **Commodity Code Lookup** with no limiting criteria prior to clicking the **search** button.

---

Note there are five Commodity Codes. The purchase in our example does not fall into one of these categories so we will leave the Commodity Code field blank.
Here we are back to the Items tab.

Description is a required field. Provide a brief description of the item. By clicking on the pencil icon, the user will have a larger area for adding text. This will allow the writer and reader of the Description to see the text in its entirety without scrolling in the small test box. Note you are limited to 254 characters of text. This information is sent to the Vendor.

Unit Cost is required field this can be an actual or estimated based on vendor specification.
Extended Cost this will auto-fill when this line item is added, based on quantity and unit cost
Restricted not used at SIT
Assigned To Trade In not used at SIT

Action: After you have completed entering information in Add Items, you need to click the button to register the information. You will see the line added to the Current Items section and assigned a line item number. A blank line will present in the Add Items section ready for you to order a second item.
If you are NOT responsible for indicating the account number, click the ▲ on the items tab and proceed to the section labeled Notes and Attachments in this guide.  Note: if you leave the accounting lines blank and your organization does not have a specified user to complete the Accounting Lines, you will receive an error message forcing you to enter them before the document can be submitted.

**Accounting Lines section**

When adding the accounting information you can assign the account numbers in two ways:

1. Click **Setup Distribution** and assign one or several account numbers to the total order by percentage of cost or amount of dollars.

2. Click ▶️ on each item’s Accounting Lines tab and fill in the accounting by item.

First, we will show the Setup Distribution Method.

Click the **Setup Distribution** icon, and complete the accounting line that appears.

After you have completed the accounting lines, click the ▶️.
Then click Distribute to Items. Note that in this case, all the cost is being paid from one account; If we were splitting the distribution between two accounts we would have replaced the 100 in the Percent field with 50, indicating 50% and then clicked Distribute to Items. A new accounting line would appear for us to enter the second account and object code. We would then click Distribute to Items.

The accounting lines will then be added to each of the items on the requisition. Click the next to each item to expand the accounting lines. The image below shows the Account and Object Code we entered in the Setup Distribution section that has been added to the item.

If you do not have multiple items that will be paid with the same Account/Object Code combination, then the second method of adding accounting lines will be easier for you. Note that once you complete the Setup Distribution, you do not need to do these steps, this is an alternate way of adding accounting lines.
Click the icon.

You will be presented with a new accounting line

Accounting Lines tab
- The Chart is always SI for Stevens. This field will auto-fill after the account number is provided and you tab out of the account number field.
- Fill in the account number or choose return value after conducting a search using the magnifying glass. Tab to the next field. **Note the Chart field has now auto filled with SI.**
- Sub-Account is an optional field. Tab to the next field.
- Fill in the Object code or choose return value after conducting a search using the magnifying glass. Tab to the next field.
- Sub-Object is an optional field, as are Project and Org Ref Id. Tab to the Percent field.
- The Percent field will automatically populate with 100. If this item’s cost will be split between multiple accounts, you need to update the Percent field as appropriate. Alternatively, you can choose to split the cost by Amount. In that case, clear out the Percent field and fill in the appropriate dollar amount in the Amount field.
If there are items that will be paid from a different account number or object code, you can open the accounting lines for those items and change the accounting line.

Click on the button on the tab to minimize it.

**Capital Assets Tab**

Please see the Capital Assets Module guide for the details of completing this tab.

**Payment Info Tab**

Complete the Payment Info Tab if there will be recurring payments. From the drop down choose the payment schedule:

Use the calendars to provide the Begin/End Dates.
Additional Institutional Info Tab
This tab is requires some basic information and will pre-fill or default as indicated below:

Method of PO Transmission is ELECTRONIC.
Cost Source is ESTIMATE.

Requestor Name, Phone and Email fields will default to the initiator of the document, but should be updated to contain the contact information for the person with knowledge of the details of the items ordered. This will be the person the Purchasing Office will contact with questions.

Be sure to complete all required fields, those noted with an asterisk (*).
The following three tabs are for information, and do not require any input from you.

**Account Summary**
The **Account Summary** tab will show you each of the accounts that you entered in the Accounting Lines, along with the associated items. This tab is helpful for large requisitions when many different accounts are used.

<table>
<thead>
<tr>
<th>CHART</th>
<th>ACCOUNT</th>
<th>SUB ACCOUNT</th>
<th>OBJECT</th>
<th>AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SI</td>
<td>11000352</td>
<td></td>
<td>6174</td>
<td>33.25</td>
</tr>
</tbody>
</table>

**View Related Documents**
The **View Related Documents** tab links all documents that are associated with this Requisition, including the Purchase Order (and any amended Purchase Orders) and all Payment Requests. You can click the blue link next to each document to open it, and use the show button to see Notes for the document.

<table>
<thead>
<tr>
<th>PURCHASE ORDER</th>
<th>PAYMENT REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>27589</td>
<td>66976</td>
</tr>
</tbody>
</table>

**View Payment History**
The **View Payment History** tab shows detailed information about all Payment Requests and Credit Memos associated with this Requisition.

<table>
<thead>
<tr>
<th>PREQ #</th>
<th>INVOICE #</th>
<th>PO #</th>
<th>PREQ STATUS</th>
<th>HOLD</th>
<th>REQUEST CANCEL</th>
<th>VENDOR NAME</th>
<th>AMOUNT</th>
<th>PAY DATE</th>
<th>POP EXTRACT DATE</th>
<th>PAGD</th>
</tr>
</thead>
<tbody>
<tr>
<td>66976</td>
<td>12876</td>
<td>27589</td>
<td>Waiting AP Review</td>
<td>No</td>
<td>No</td>
<td>PATERSON PAPERS</td>
<td>33.25</td>
<td>04/22/2016</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

No Credit Memos
Notes and Attachments Tab

Click the ▼ on the NOTES AND ATTACHMENTS tab to maximize it.

**Notes and Attachments** is used to provide supplementary documentation regarding the Requisition. Documentation examples might include: a letter of request from a faculty member, copy of a catalogue page or vendor correspondence.

You can add just a note to the document using the **Note Text** box, or you can add a note and an attachment. The **Note Text** box is required when adding an attachment. To attach a file, click on the **Browse...** button and chose the file from your computer to attach. If you select the wrong file, you can use the **Remove Attachment** button to delete it. Once you have your attachment and/or your note added, click the **ADD** button. Note that you will not have the ability to remove the attachment once it has been added.

Once the note or attachment is added, the header of the tab will update with the number of notes/attachments added. Notice that you also have the ability to send an FYI to a specific user. Search for or enter their name in the Notification Recipient box and then click **Send**.

You will receive a message at the top of your screen notifying you that the notification was sent successfully.

The user will receive an item in their action list asking them to read the notes for this document. Note that this action functions like an FYI and will not hold up the processing of the document.

Click **save** after completing each tab!
The save button is located on a ribbon that will stay at the bottom of your screen while in a document.

Click the ▲ on the NOTES AND ATTACHMENTS tab to minimize it.

### Ad Hoc Recipients Tab

Click the ▼ on the AD HOC RECIPIENTS tab to maximize it.

| PERSON REQUESTS |
|-----------------|-----------------|---------------|
| PERSON          | * ACTION REQUESTED | ACTIONS |
| ☐               | APPROVE          | ADD           |

| AD HOC GROUP REQUESTS |
|-----------------------|------------------|-----------------|
| *NAMESPACE CODE       | * NAME           | * ACTION REQUESTED |
| ☐                     | ☐                | APPROVE          |

A user can enter names into **Ad Hoc Recipients** to route the document to individuals outside the established routing for approval (we will look at approvals required in the Route Log tab).

**Action Requested**: there are three choices: APPROVE, FYI and ACKNOWLEDGE

- **APPROVE** requires the named person to review and approve the document. This person will be interjected into the routing BEFORE the next scheduled person and he/she must approve before the document will continue.
- **FYI** does not require any action by the recipient.
- **ACKNOWLEDGE** requires the recipient to open the document. It does not delay the processing. However, the document will never reach its status of FINAL until the recipient asked to ACKNOWLEDGE has opened the document.

![Click save after completing each tab!](image)

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.

Click the ▲ on the AD HOC RECIPIENTS tab to minimize it.
**Route Log** tells you where a document is in the workflow process. This is a helpful place to come back and see whether your transaction is complete. After submitting, it should look similar to the following.

Click the **on the** tab to maximize it.

---

**Submitting the Requisition**

When you are ready to submit the REQS, it first must be calculated. Click **calculate**, then the user needs to **submit** the document using the submit button at the bottom of the document. A message will present at the top of the document noting the document was successfully saved or indicating an error. In the case of an error, the user will be directed to the tab with the error or missing information.
Shopping Catalogs via Steven$mart (SciQuest)
This is the path to follow from the Main Menu of the Kuali Portal to get to Steven$mart.

Steven$mart Home Page

Please take note of what this environment looks like, it is important for the user to know when they are in Kuali Financials, when in Steven$mart and when they have punched out and are shopping in the catalogues of one of the approved vendors.

Click on any vendor icon to browse or shop.

To get back to the Steven$mart home page (where you see the vendor choices), click the button, located on the upper right side of each vendor page.

If you want to go back into Kuali Financials without shopping, click from the Steven$mart home page.
Overview of the Shopping on the Vendor’s Site

If you have ever shopped on line, this should act like most on line shopping. You can search the catalog and add items to the shopping cart. You can review your cart and when you are done and satisfied with your selections check out and submit the cart to Kuali Financials. When your cart is returned to Kuali Financials, it creates a REQS document, many of the fields will be prefilled based on the vendor’s site where you shopped. These tabs should all be reviewed for accuracy. The document is then submitted and will route according to workflow for the completion of accounting lines and various reviews and approvals.

Example: Shopping Catalogs by Punching Out

Click on the Staples link.
Note the screen indicates where you are.

Steven$mart works just like any online shopping that you may do personally. You will select the items that you need to purchase, add them to your cart within the vendor website and then return the cart to Steven$mart and Kuali Financials. Our intent is not to take you step by step through online shopping, but rather to show you how to get your shopping cart from Staples back to Steven$mart and into Kuali Financials for completing the requisition.
We have found paper, so now we will look for the kind that we need.
We find these items as we shop and will fill our cart.
Our order is being tracked here as we choose our items. We will click 'REVIEW & CHECKOUT' and review the order.

The resulting screen is below. We will again choose...
Items for Delivery

<table>
<thead>
<tr>
<th>Sort By: PLEASE SELECT</th>
<th>Item</th>
<th>Price</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staple® Copy Paper, LEGAL size, 92/104 US/Euro Brightness, 90 lb., 8 1/2&quot; x 14&quot;, 5000 Sheets/Ct</td>
<td>$56.89</td>
<td>1</td>
<td>$56.89</td>
</tr>
<tr>
<td></td>
<td>Staple® Multipurpose Paper, LETTER Size, 96/108 US/Euro Brightness, 20 lb., 8 1/2&quot; x 11&quot; W, 5000 Sheets/Ct</td>
<td>$60.39</td>
<td>1</td>
<td>$60.39</td>
</tr>
</tbody>
</table>

DONT FORGET TO ORDER

Staple® Copy Paper, LEDGER-size, 92/104 US/Euro Brightness, 90 lb., 8 1/2" x 14", 5000 Sheets/Ct

$59.99 CT/2500
We are now in Steven$mart. We will click the `Place Order` button. This will create the Requisition for us in Kuali Financials.
The next screen you will see is a Requisition document in Kuali Financials; it comes in as a saved document with an assigned Requisition #.

Now proceed through the tabs in the same way as a Requisition document that was not initiated using Steven$mart (the example in the first part of this reference packet).

To help with readability, begin with all tabs collapsed by clicking [COLLAPSE ALL].

**Document Overview tab**

Start with clicking [ ] on the DOCUMENT OVERVIEW tab to expand it.

Note the **Description** field is completed with the Vendor’s name and the Total Amount is populated with the cart total from Steven$mart. You can add an explanation if desired.

Click on the [ ] button on the DOCUMENT OVERVIEW tab to minimize it.
Delivery tab

Click on the ▼ button on the DELIVERY tab to expand it.

On the Delivery Tab you will need to complete the fields with asterisks (*). If you already have a default building set, this tab will be populated for you.

Click on the ▲ button on the DELIVERY tab to minimize it.
**Vendor tab**

Click on the button on the **VENDOR** tab to expand it.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address 1</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAPLES ADVANTAGE Shop Catalogs</td>
<td>45 EAST WESLEY STREET</td>
<td>SO HACKENSACK</td>
<td>NJ</td>
<td>07606</td>
<td>United States</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer #:</th>
<th>Notes To Vendor:</th>
<th>Payment Terms:</th>
<th>Shipping Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Net 30 Days</td>
<td>DESTINATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Shipping Payment Terms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staples Contract</td>
<td>INST PAYS, PART OF PO (<em>PREPAID AND ADD</em>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>877-219-3486</td>
<td></td>
</tr>
</tbody>
</table>

Click on the button on the **VENDOR** tab to minimize it.

All information is completed when the information was returned from StevenSmart.
Items tab
Click on the button on the tab to expand it. Notice that it already contains the items from our Staples cart.

<table>
<thead>
<tr>
<th>CURRENT ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM TYPE</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

When adding the accounting information you can assign the account numbers in two ways:

1. Click and assign one or several account numbers to the total order by percentage of dollars, or by amount.
2. Click the on each item’s Accounting Lines tab and fill in the accounting by item.

In this example, we will use the Setup Distribution method, since we have two items that will be paid from the same account and object code. To see an example of entering individual accounting lines for each item, see page 28 of this guide.
Click the **Setup Distribution** icon, and complete the accounting line that appears.

After you have completed the accounting lines, click the green **+**.

Then click **Distribute to Items**. Note that in this case, all the cost is being paid from one account; If we were splitting the distribution between two accounts we would have replaced the 100 in the Percent field with 50, indicating 50% and then clicked **Distribute to Items**. A new accounting line would appear for us to enter the second account and object code. We would then click **Distribute to Items**.
The accounting lines will then be added to each of the items on the requisition. Click the $ next to each item to expand the accounting lines. The image below shows the Account and Object Code we entered in the Setup Distribution section that has been added to both lines.

![Image showing the requisition page with accounting lines added](image-url)

Click on the ▲ button on the ITEMS tab to minimize it.

👍ly click **save** after completing each tab!

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.
Capital Assets Tab

Please see the Capital Assets Module guide for the details of completing this tab.

Payment Info Tab

Complete the Payment Info Tab if there will be recurring payments. From the drop down choose the payment schedule:

Use the calendars to provide the Begin/End Dates.
Additional Institutional Info Tab

This tab is requires some basic information and will pre-fill or default as indicated below:

Method of PO Transmission is ELECTRONIC.
Cost Source is ESTIMATE.

Requestor Name, Phone and Email fields will default to the initiator of the document, but should be updated to contain the contact information for the person with knowledge of the details of the items ordered. This will be the person the Purchasing Office will contact with questions.

Be sure to complete all required fields, those noted with an asterisk (*).

The following tabs are for information, and do not require any input from you.

Account Summary

The Account Summary tab will show you each of the accounts that you entered in the Accounting Lines, along with the associated items. This tab is helpful for large requisitions when many different accounts are used.

View Related Documents

The View Related Documents tab links all documents that are associated with this Requisition, including the Purchase Order (and any amended Purchase Orders) and all Payment Requests. You can click the blue link next to each document to open it, and use the show button to see Notes for the document.
View Payment History

The View Payment History tab shows detailed information about all Payment Requests and Credit Memos associated with this Requisition.

<table>
<thead>
<tr>
<th>Preq #</th>
<th>Invoice #</th>
<th>Po #</th>
<th>Preq Status</th>
<th>Hold</th>
<th>Request Cancel</th>
<th>Vendor Name</th>
<th>Customer #</th>
<th>Amount</th>
<th>Pay Date</th>
<th>Pcp Extract Date</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>66976</td>
<td>12876</td>
<td>27589</td>
<td>Awaiting AP Review</td>
<td>No</td>
<td>No</td>
<td>PATERSON PAPERS</td>
<td>33.25</td>
<td>04/22/2016</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notes and Attachments Tab

Click the ▼ on the NOTES AND ATTACHMENTS tab to maximize it.

**Notes and Attachments** is used to provide supplementary documentation regarding the Requisition. Documentation examples might include: a letter of request from a faculty member, copy of a catalogue page or vendor correspondence.

You can add just a note to the document using the **Note Text** box, or you can add a note and an attachment. The **Note Text box** is required when adding an attachment. To attach a file, click on the **Browse...** button and choose the file from your computer to attach. If you select the wrong file, you can use the **Remove Attachment** button to delete it. Once you have your attachment and/or your note added, click the **ADD** button.

Once the note or attachment is added, the header of the tab will update with the number of notes/attachments added. Notice that you also have the ability to send an FYI to a specific user. Search for or enter their name in the Notification Recipient box and then click **Send**.

You will receive a message at the top of your screen notifying you that the notification was sent successfully.

The user will receive an item in their action list asking them to read the notes for this document. Note that this action functions like an FYI and will not hold up the processing of the document.

![Notification was successfully sent](image.png)

Click **save** after completing each tab!
The save button is located on a ribbon that will stay at the bottom of your screen while in a document.

Click the \( \uparrow \) on the \textit{NOTES AND ATTACHMENTS} tab to minimize it.

### Ad Hoc Recipients Tab

Click the \( \downarrow \) on the \textit{AD HOC RECIPIENTS} tab to maximize it.

| PERSON REQUESTS |
|-----------------|-----------------|-----------------|
| * PERSON        | * ACTION REQUESTED | ACTIONS |
|                 | APPROVE         | ADD             |

<table>
<thead>
<tr>
<th>AD HOC GROUP REQUESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>* NAMESPACE CODE</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

A user can enter names into \textbf{Ad Hoc Recipients} to route the document to individuals outside the established routing for approval (we will look at approvals required in the Route Log tab).

**Action Requested**: there are three choices: APPROVE, FYI and ACKNOWLEDGE

- \textbf{APPROVE} requires the named person to review and approve the document. This person will be interjected into the routing BEFORE the next scheduled person and he/she must approve before the document will continue.
- \textbf{FYI} does not require any action by the recipient.
- \textbf{ACKNOWLEDGE} requires the recipient to open the document. It does not delay the processing. However, the document will never reach its status of \textbf{FINAL} until the recipient asked to \textbf{ACKNOWLEDGE} has opened the document.

Click \textcolor{blue}{save} after completing each tab!

The save button is located on a ribbon that will stay at the bottom of your screen while in a document.

### Route Log

\textbf{Route Log} tells you where a document is in the workflow process. This is a helpful place to come back and see whether your transaction is complete. After submitting, it should look similar to the following.
Submitting the Requisition

When you are ready to submit the REQS, it first must be calculated. Click **calculate**, then the user needs to **submit** the document using the submit button at the button of the document. A message will present at the top of the document noting the document was successfully saved or indicating an error. In the case of an error, the user will be directed to the tab with the error or missing information.
Vendor Delivery Address
These are the campus addresses to which a vendor can deliver.
The Howe Center is the delivery point (central receiving) for all buildings not listed.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Street Address</th>
<th>Building Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howe</td>
<td>1 Castle Point</td>
<td>HOWE</td>
</tr>
<tr>
<td>EAS</td>
<td>24 5th St</td>
<td>EDWI</td>
</tr>
<tr>
<td>Carnegie</td>
<td>519 Hudson St</td>
<td>CARN</td>
</tr>
<tr>
<td>Lieb</td>
<td>531 Hudson St</td>
<td>LIEB</td>
</tr>
<tr>
<td>Burchard</td>
<td>524 River St</td>
<td>BURC</td>
</tr>
<tr>
<td>McLean</td>
<td>507 River St</td>
<td>MCLE</td>
</tr>
<tr>
<td>Babbio</td>
<td>525 River St</td>
<td>BABB</td>
</tr>
<tr>
<td>Morton</td>
<td>601 River St</td>
<td>MORT</td>
</tr>
<tr>
<td>Peirce</td>
<td>607 River St</td>
<td>PEIR</td>
</tr>
<tr>
<td>Kidde</td>
<td>615 River St</td>
<td>KIDD</td>
</tr>
<tr>
<td>Nicoll</td>
<td>621 River St</td>
<td>NICO</td>
</tr>
<tr>
<td>Davidson</td>
<td>707 Hudson St</td>
<td>DAVI</td>
</tr>
<tr>
<td>Facilities - Griffith</td>
<td>600 Sinatra Dr</td>
<td>GRIF</td>
</tr>
</tbody>
</table>