UNIVERSITY OF SOUTH FLORIDA TAMPA BAY

Bull Marketplace – ePro

Non-Catalog Purchasing

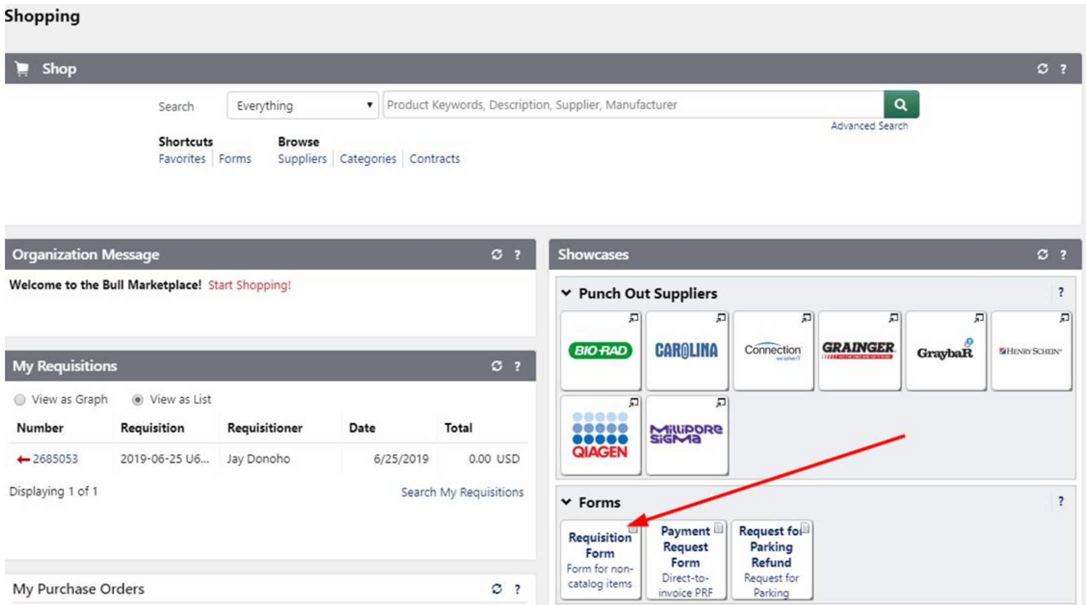
Purpose:	This manual outlines how to use the Requisition Form to create a requisition for non-catalog goods and services.
Navigation:	Shop > Shopping > Showcases > Form > Requisition Form
Notes:	University users with the roles of Requestor, Approver, Buyer, or Receiver will initiate a purchasing requisition by utilizing the Requisition Form. Expenses will be paid against an invoice submitted by the supplier after matching occurs. Requisitions approved by individuals with departmental authority for approving purchases and expenditures move along for review by a Procurement Agent (Buyer role). Final approval will result in the creation of a Purchase Order.

Steps	Section Header
1	General Information 1.1 The Requisition Form is a guided template for submitting requisitions for suppliers NOT listed as Punch Out suppliers. 1.1.1 The Requisition Form should only be used with a Punch Out supplier if an asset or non-catalog item is being purchased. 1.2 The purpose of the Requisition Form is to prompt users for all relevant information prior to submitting their requisition. If everything is submitted properly, this will minimize delays with approval resulting from incomplete information. 1.3 Only roles which may use forms can access the Requisition form. 1.3.1 Specifically, this excludes users with only the Shopper role. 1.4 Each option in the Form Fields will either display help text directly, or when the icon is pushed. Links to the USF Procurement Services website should be included with this help text. 1.5 Mandatory question fields are marked with a ★ icon. Users will not be able to save their requisition form until all mandatory questions on the page have an answer. 1.6 The Line Information section requires all fields on each line to be filled out, despite not having a ★ icon.

Steps	Section Header
2	The Requisition Form

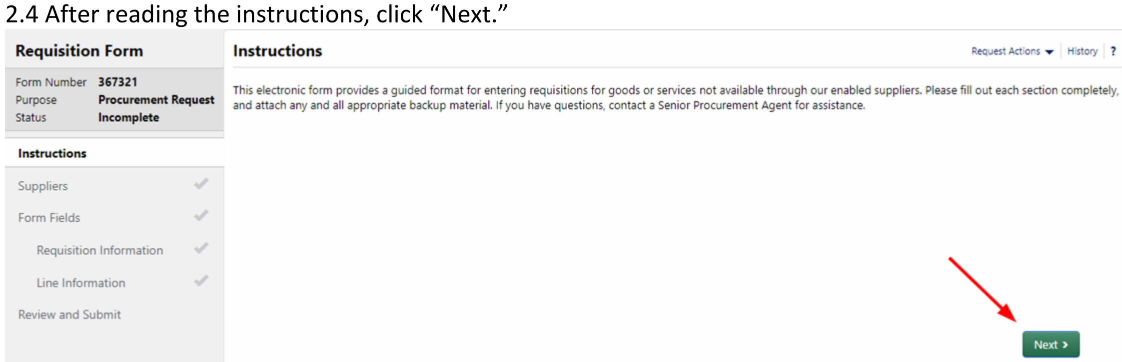
2.1 Navigate to the "Shopping Home" page.

2.2 Click the "Requisition Form" link to open the form.



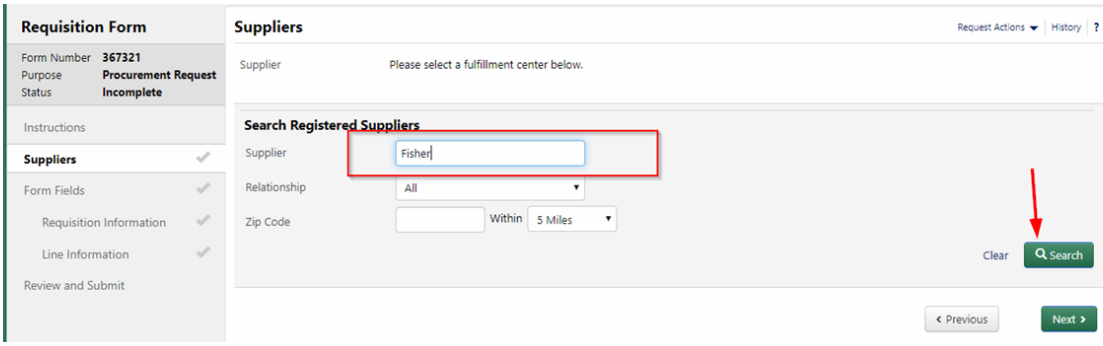
2.3 All sections in the grey bar at the left need to have a green check mark before the requisition form can be added to a cart and submitted as a requisition.

2.4 After reading the instructions, click "Next."



Steps	Section Header

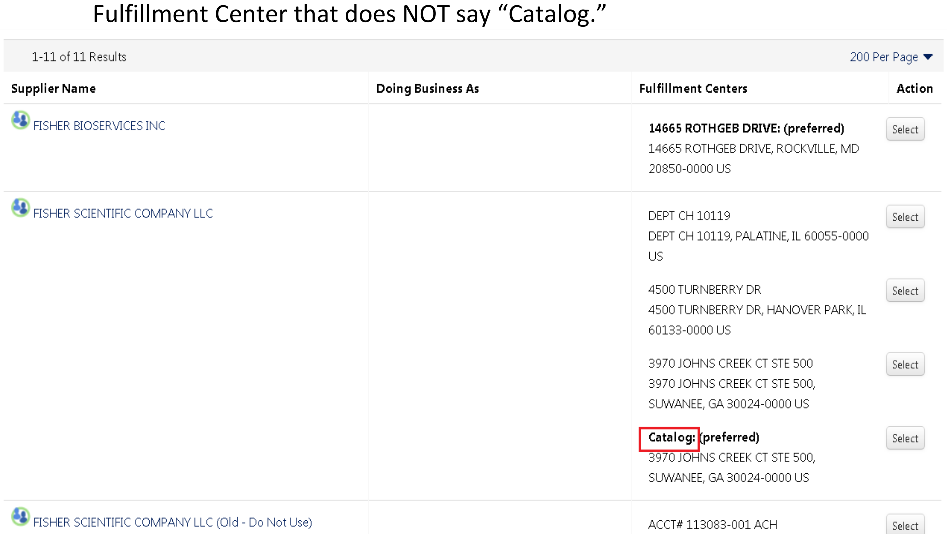
2.5 Search for and select a supplier. The supplier search will look for any supplier records that contain the words typed in the bar; using partial names or terms will broaden results.



2.6 Locate the supplier and select the most appropriate Fulfillment Center address by clicking the "Select" button from the results list.

a. Only one Fulfillment Center can be chosen per requisition form. If another is selected after, it will replace the first choice.

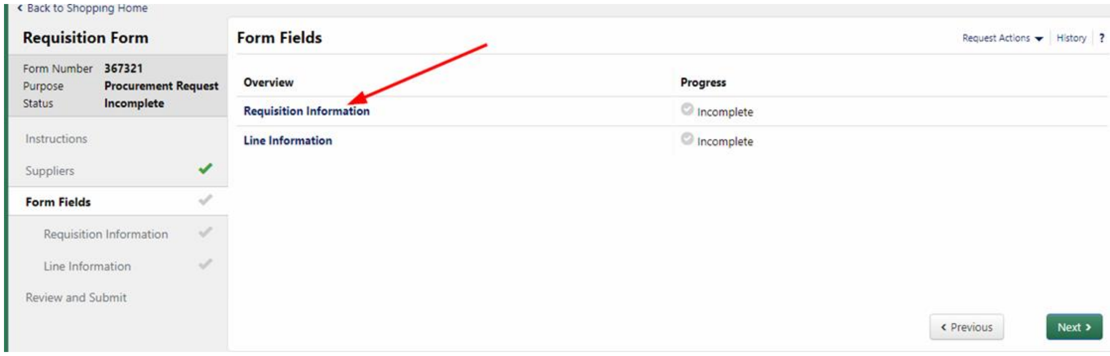
b. If the user is using a Punch Out supplier (like in this example), be sure to choose the Fulfillment Center that does NOT say "Catalog."



2.7 Click the "Next" button at the bottom of the screen after selecting the appropriate Fulfillment Center.

Steps	Section Header

2.8 In Form Fields, select the Requisition Information link (or click "Next").

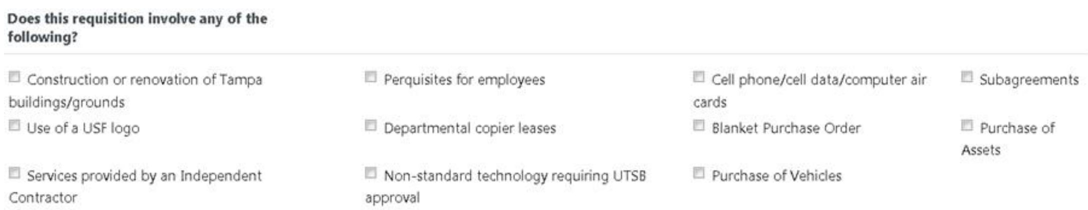


2.9 In the Requisition Information section, review and answer all prompted questions:

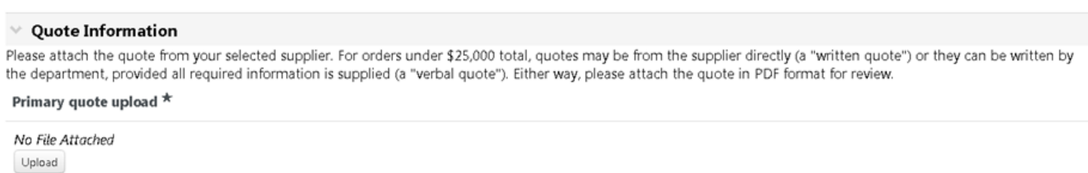
a. If a USF contract is associated with this order, the user will be prompted to add the contract number and upload a fully executed copy of the contract

b. The next section has selectable items which will prompt the user for additional information and/or attachments. These may change over time. When an item is checked, there will be additional help text information available.

c. Especially with 'Subagreements' and 'Blanket Purchase Order' options, pay close attention to the instructions listed in the help text. Lines must be set up in a specific format for these kinds of orders, and will be returned to the requisitioner if not done properly.



d. Every order requires at least one quote, which must be attached as a PDF document (even if it was a verbal quote)



e. Orders over $5,000 require competitive quotes from alternate suppliers, or some other sourcing vehicle or exemption. Each of these options will require additional information except for the 'Order under $5,000, competition not required' option.

Steps	Section Header

Sourcing Information

How was this purchase sourced? *

- USF Public Solicitation (ITN/ITB)
- Competitive Quotations
- Emergency Purchase
- Single/Sole Source
- Non-USF public and open competitive solicitation
- Policy Exemption
- Order under $5,000, competition not required
- Other (explanation required)

i. The Policy Exemption option will require selection of the specific regulation being used, and may require a justification attachment.

ii. After the Fact orders should be documented under the 'Other (explanation required)' option.

f. Additional comments or backup documentation may be added at the bottom of the section. Please inform the Procurement Agent if any special instructions or documents must be included with the order. These can alternatively be placed in the "External Notes and Attachments" section of the requisition itself if they should be sent to the supplier with the PO.

Do you have additional comments or attachments to add?

- Comments
- Attachments

Do you require space for more attachments?

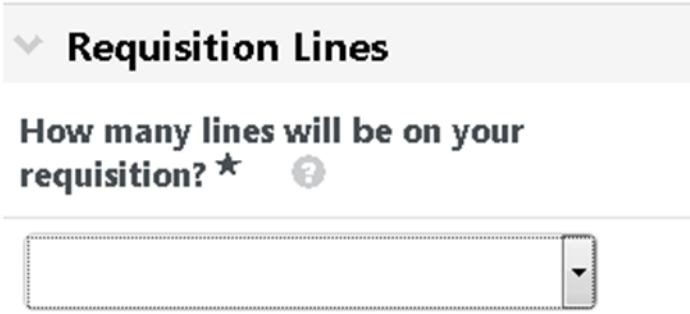
- Yes
- No

2.10 After all questions are answered, click the "Next" button.

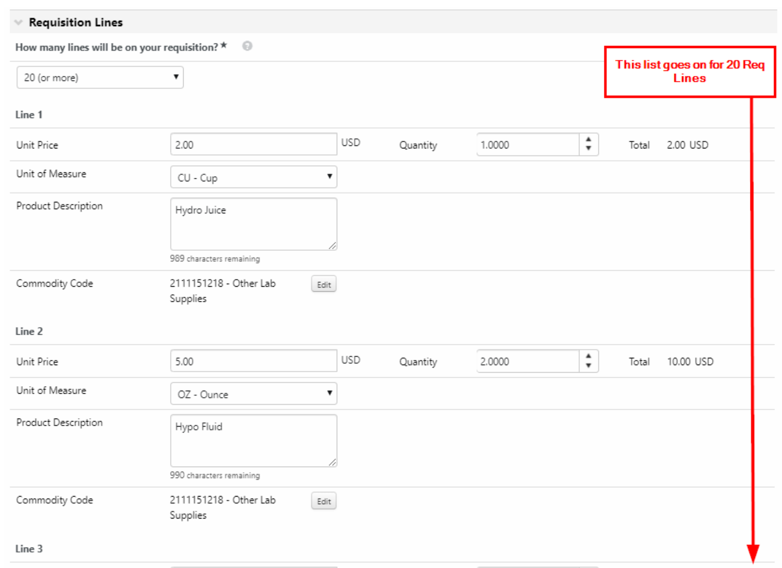
2.11 In the Line Information section, read the instructions carefully before selecting the number of lines to be included on the order.

Steps	Section Header

2.12 From the drop-down menu, select the number of lines. Up to 20 are allowed on each Requisition Form.



2.13 Each line will populate with five fields which must be filled in:



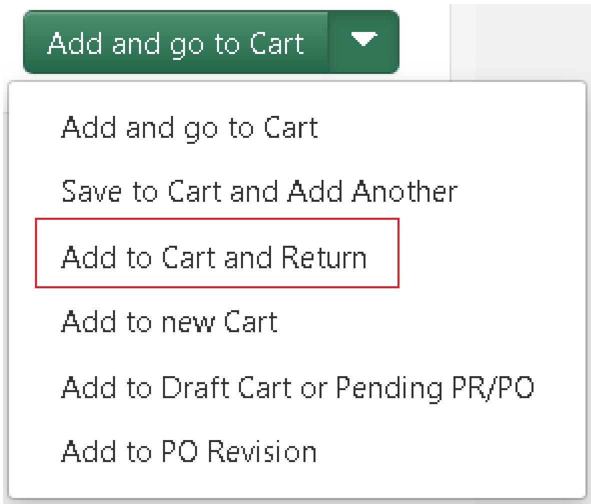
a. Unit price: The price per item or service being ordered.
b. Quantity: The number of items or services being ordered. Note that for an amount-only order, the quantity MUST be "1."
c. Unit of Measure: The measurement of the items being ordered. Note that for an amount-only order, the UoM MUST be "LOT."
d. Product Description: A clear description of the item or service. Do NOT only use an item or part number. A Procurement Agent should be able to tell at a glance what you are buying.
e. Commodity Code: The type of item or service being purchased. Note that commodity codes will restrict which expense account codes may be selected for that requisition line's chartfield. A full list of all commodity codes and their expense account codes is available on Procurement Services website.

2.14 When all line fields have been filled out, click "Next" to go to the final review page of the form.

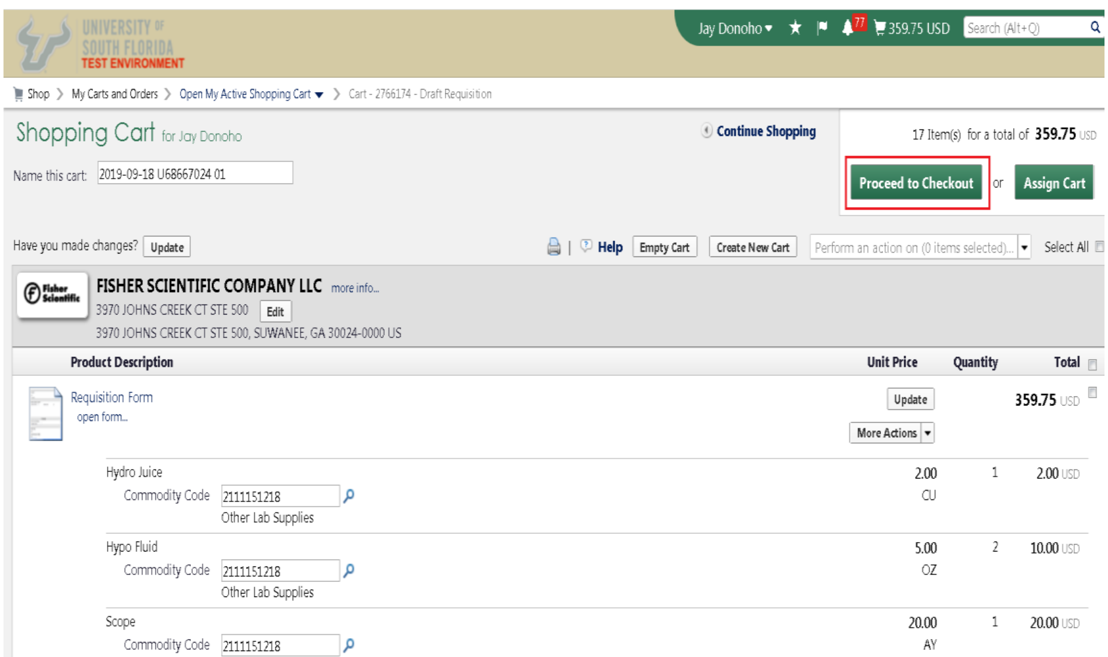
Steps	Section Header

2.15 Click the “Add and go to Cart” button on the next page.

a. If you require more than 20 lines for your order, choose “Add to Cart and Return.” This will take you back to an exact duplicate of your form; you would then update the Line Information section as needed for the next batch of lines. A separate job aid manual will be available with step-by-step instructions for this process.

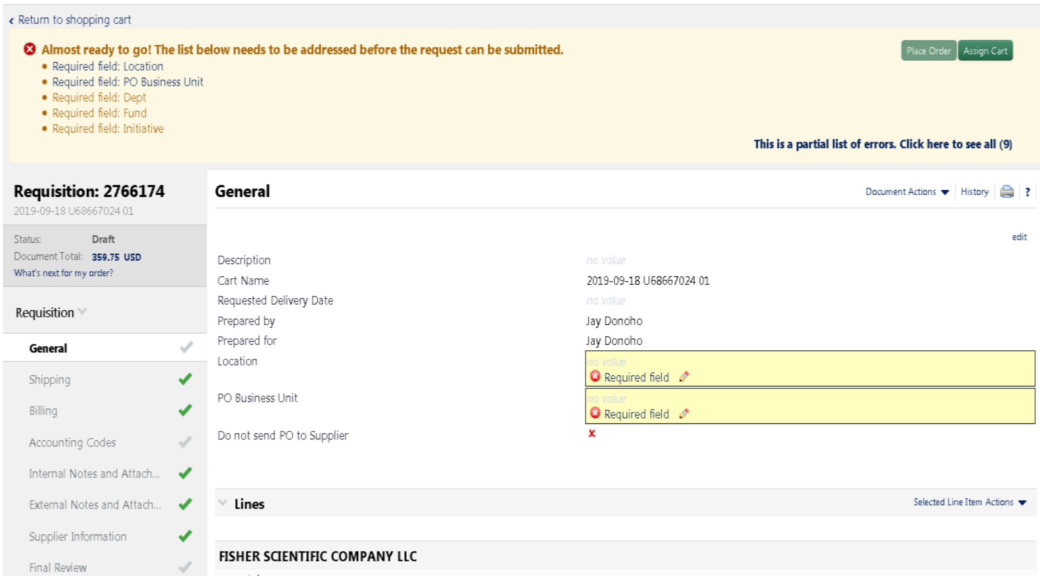


2.16 Once your form has been added to your cart, you can select “Proceed to Checkout” to create your requisition. You are also able to assign your cart to another user to create the requisition.



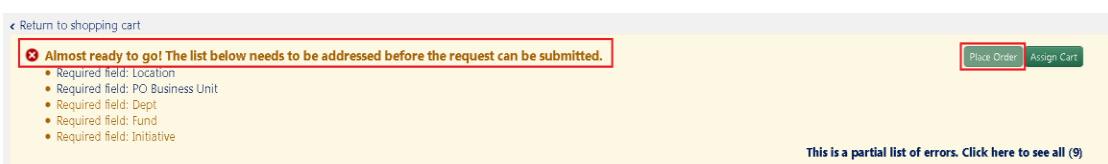
Steps	Section Header
3	Requisition (for a non-catalog order)

3.1 After Proceeding to Checkout, a draft requisition page is created. This page is effectively only visible by the user and its document number cannot be searched as a requisition until it has been entered into workflow.

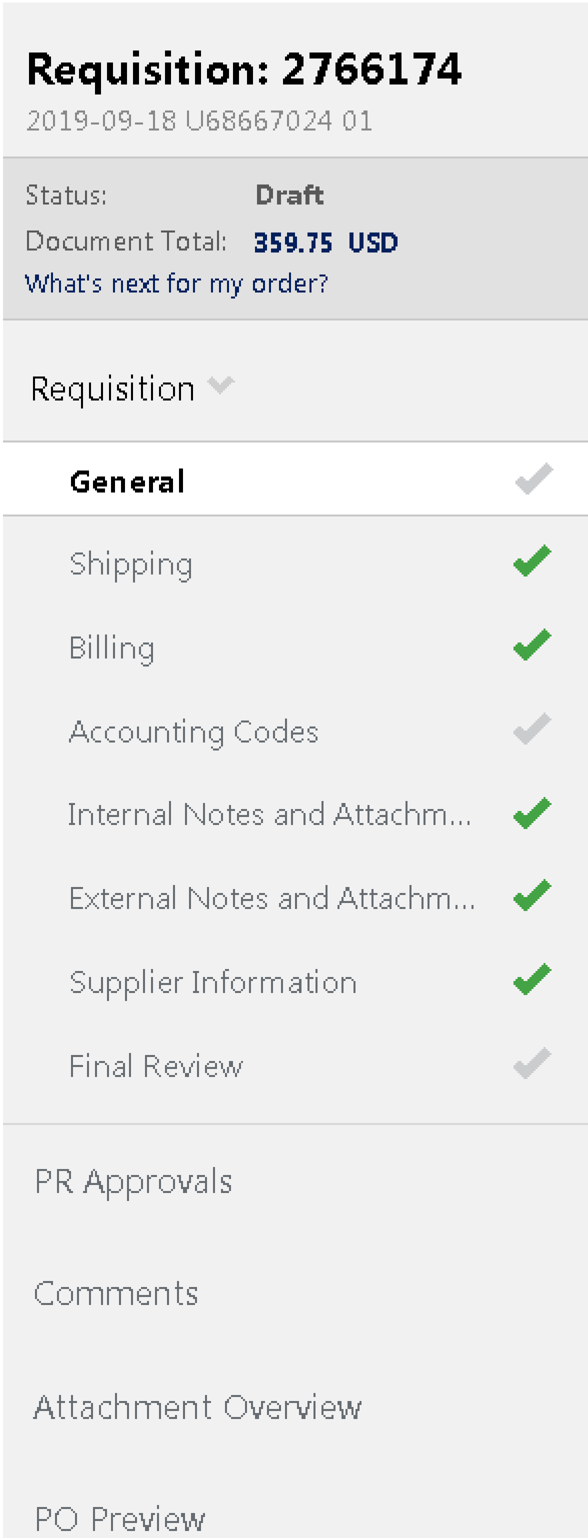


3.2 At the top of the draft requisition, a yellow bar will alert users of errors and warnings. All errors must be fixed before the “Place Order” button will become usable.

a. Note that only some user roles such as Requestor and Approver will see the Place Order button. All other users will need to assign their cart to a user with one of these roles to place the order into workflow.

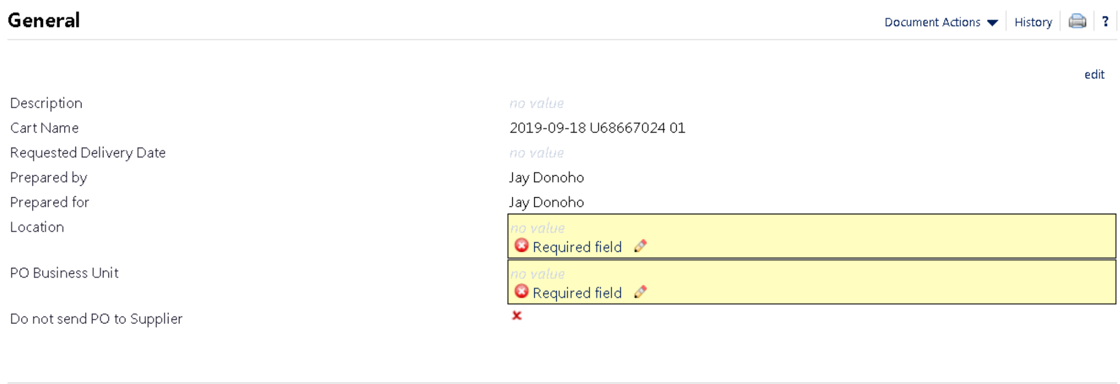


Steps	Section Header
	3.3 Like with the Requisition Form, the grey bar at the left must have green check marks for each section before the order can be placed.



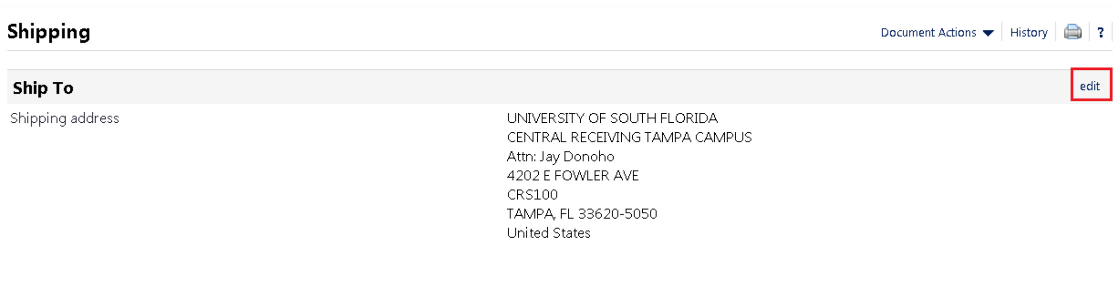
Steps	Section Header

3.4 The General Tab has various items which can be edited by the user:

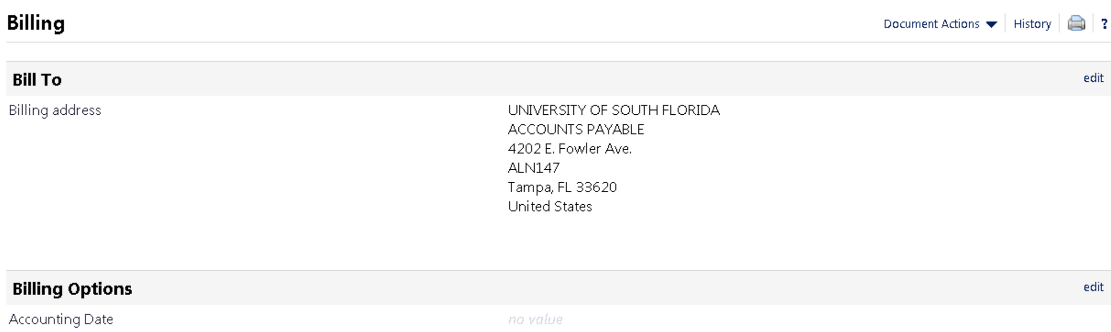
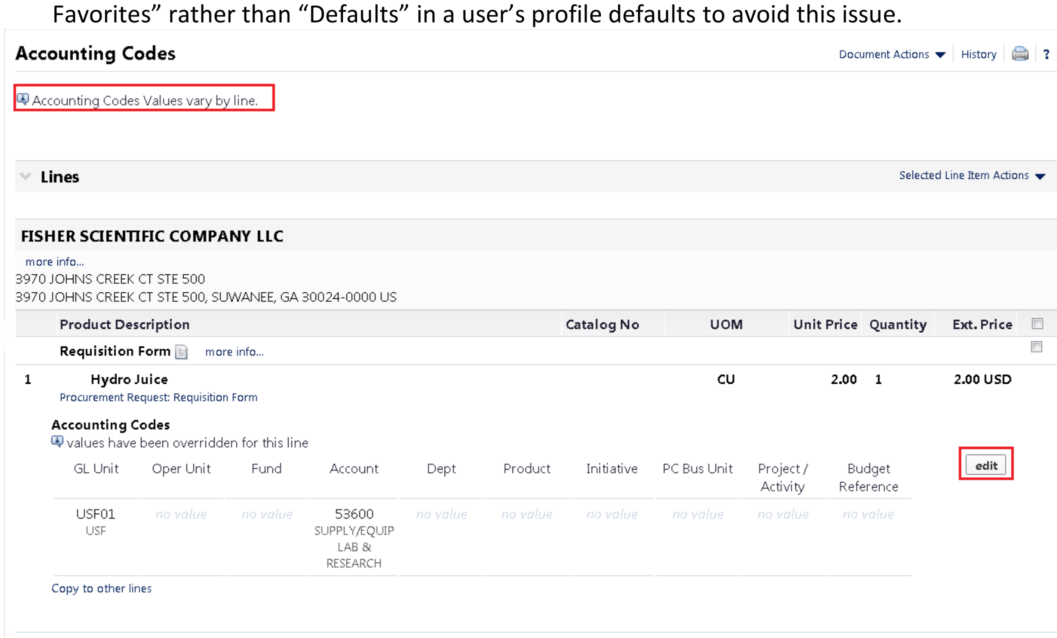


a. Description: A custom name for the requisition order.
b. Cart Name: A default name based on the date the requisition was created, the user's ID number, and the sequential order number for the day. This can be edited and will show as the Requisition Name in FAST.
c. Requested Delivery Date: An optional field used when an order is needed by a specific date.
d. Prepared by: The name of the user creating the requisition.
e. Prepared for: The name of the user the order is being placed on behalf of. Any user in the Bull Marketplace can be chosen. The user will be shown as the document's owner, and any defaults they have will be automatically placed on the requisition.
f. Location: The building and room code where the order should end up.
g. PO Business Unit: The campus code pertaining to this order. Different Procurement Agents will be assigned depending on this choice.
h. Do not send PO to Supplier: Switching this on will stop the eventual PO from automatically sending a PO to the supplier. This should only be chosen in rare cases, such as for an After the Fact order to prevent a double order.

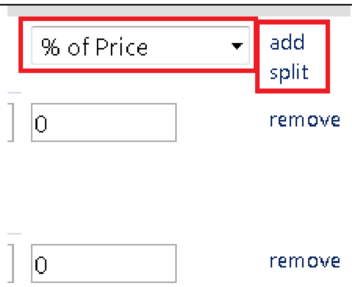
3.5 The Shipping Tab allows a user to select a Ship-To Address from a set list of addresses which can accept deliveries.



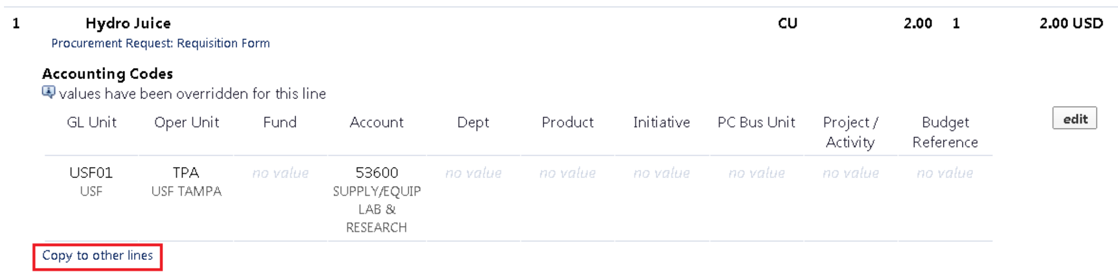
a. The "Attn:" field can be edited to indicate who will receive an order.
b. A One-Time Address option exists with free-form fields for custom addresses. Not all suppliers accept these kinds of addresses!

Steps	Section Header
	3.6 The Billing Tab will always default to our Accounts Payable office. All invoices sent by mail should go to this address. a. The Accounting Date should remain blank.  3.7 The Accounting Codes tab is where the user will select the chartfield string for each line of their requisition. a. If there are default header values, they will appear at the top of the page. However, default codes will not populate on the line if they are not allowable. We recommend using “Code Favorites” rather than “Defaults” in a user’s profile defaults to avoid this issue.  b. The chartfield string for each line can modified by using the “edit” button. c. In the individual line, favorited chartfields can be selected from the pull-down menu. This can save a user time and is highly recommended. d. The distribution for each line can be split by scrolling to the right and choosing “Add Split.” The user has the option of several types of splits, such as by percentage of price or quantity, or amount of price or quantity.

Steps	Section Header



e. There is also the option to copy the chartfield string from one line to all other lines, using the “copy to other lines” option:

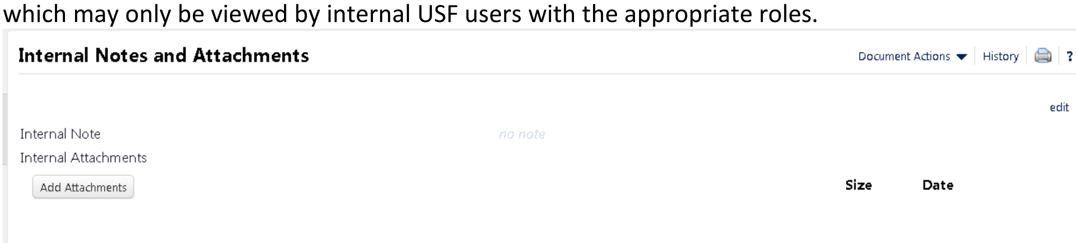


f. Account code selections are restricted by the commodity code which has been chosen. For commodity codes with only a single option, the account code will automatically populate on the line. For commodity codes with multiple options, users will need to manually select which account code will be used. For a detailed review of commodity codes and their associated expense account codes, please review the Rosetta Stone job aid manual.

g. As with FAST, if a Project is being used, a PC Business Unit and Activity ID must also be included. In the Bull Marketplace, Project and Activity ID are concatenated into a single value.

h. For any chartfield value, if an invalid choice is manually entered, the entry will not be saved and must be corrected before the error can clear.

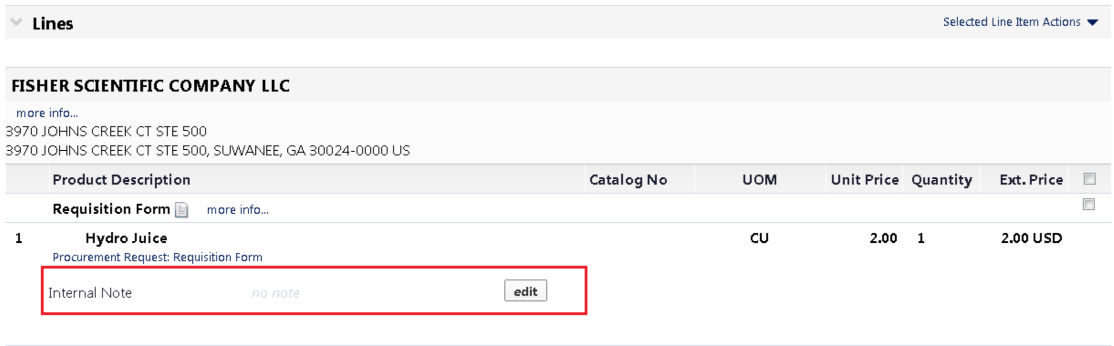
3.8 The Internal Notes and Attachments tab allows users to place information relevant to the order which may only be viewed by internal USF users with the appropriate roles.



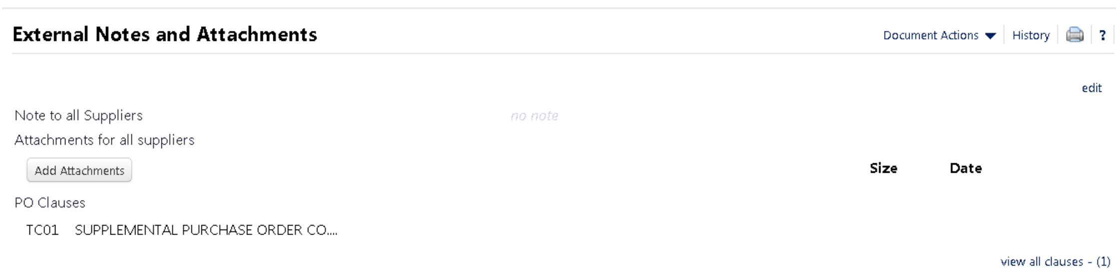
a. Typically this section will not be required, as attachments and comments can be added on the Requisition Form. However, this section does allow for multiple attachments.

Steps	Section Header

b. Users can also add internal notes and attachments pertaining to individual lines, similar to Line Comments in FAST. However, it is best practice to keep all internal notes and attachments in the header section.



3.8 The External Notes and Attachments tab can be used to attach comments which will print out on the body of the PO, or documents which will be electronically distributed along with the PO to the supplier.

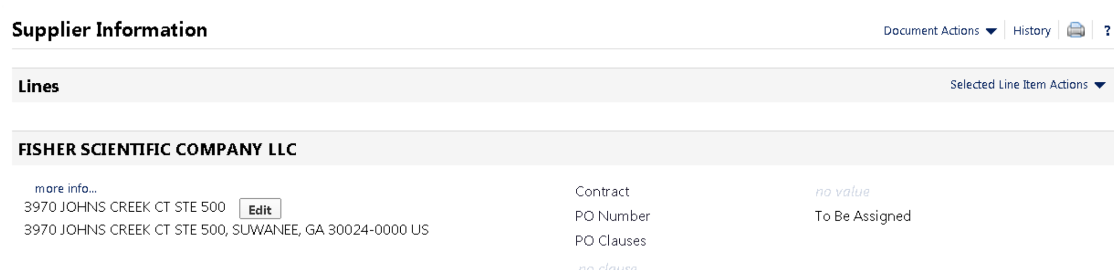


a. Users should only place relevant comments and attachments in this section, because the supplier will be able to review everything placed here. Do NOT include things such as competitive quotes or internal email discussions.

b. Not all suppliers will review or accept external attachments. If something is necessary for an order, please be sure to verify with your supplier that they have received the required information after the PO has been distributed.

c. There is a PO Clauses section here with preset procurement-related statements. Only Procurement Agents (Buyer role) may edit these.

3.9 The Supplier Information Tab will reflect the Supplier and Fulfillment Center selected on the Requisition Form. This should not be changed.

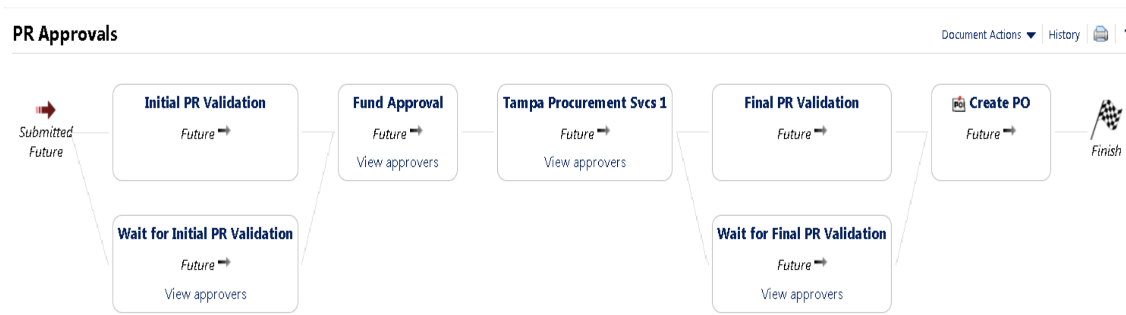


Steps	Section Header

3.10 The Final Review tab is a place to review all section tabs in one place before placing the order.

3.11 Once all errors are fixed, the Place Order button at the top of the draft requisition page becomes available (if the user has a role that allows placing an order, such as Requestor or Approver). Selecting Place Order will push the draft requisition into pending status and initiate workflow approval.

3.12 Below all the required tabs is the PR (Purchase Requisition) Approvals tab. Once your chartfield has been entered for all lines, this section will show the workflow approval route of your requisition. All steps must be approved for the requisition to create a Purchase Order.

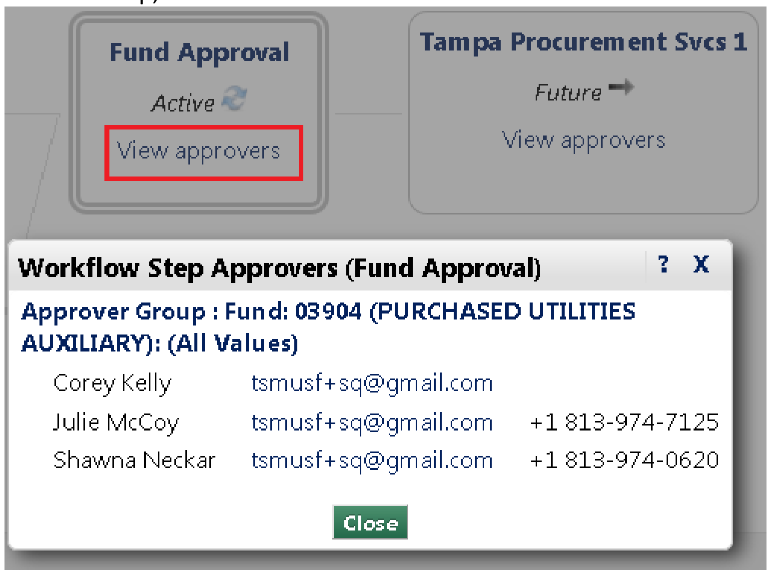


a. PR Validation is an automated step that sends a validation request to FAST.
   a. This is similar to a Budget Check in FAST, but it does NOT create a pre-encumbrance. The validation request is checking to make sure a Budget Check *could* be passed.
   b. If your order fails the PR Validation for any reason, your requisition will be removed from workflow and placed back in a Draft status. The error that resulted in this failure can be found in the History link in the upper-right hand corner of the requisition page. Once the error has been fixed, the user should resubmit their requisition by again selecting "Place Order."
   c. Reasons for PR Validation to fail can include:
      i. No budget exists on the chartfield being used
      ii. There is insufficient budget remaining on the chartfield being used
      iii. The budget date for a grant is expired (out of bounds)
      iv. The supplier selected in the Bull Marketplace is not active in FAST (contact suppliersetup@usf.edu if this happens)
      v. The Fulfillment Center selected in the Bull Marketplace is not active in FAST (contact suppliersetup@usf.edu if this happens)
      vi. The PR Validation request has timed out while waiting for a response (contact Procurement Services if this happens)

b. The first approval step is the chartfield approval. The specific Approvers will be based on the chartfield(s) used. In the example above, the requisition required approval from the Approvers listed for the Fund code value.

Steps	Section Header

   a. By selecting “View Approvers,” users can check which Approvers can approve this workflow step, and view their contact information.



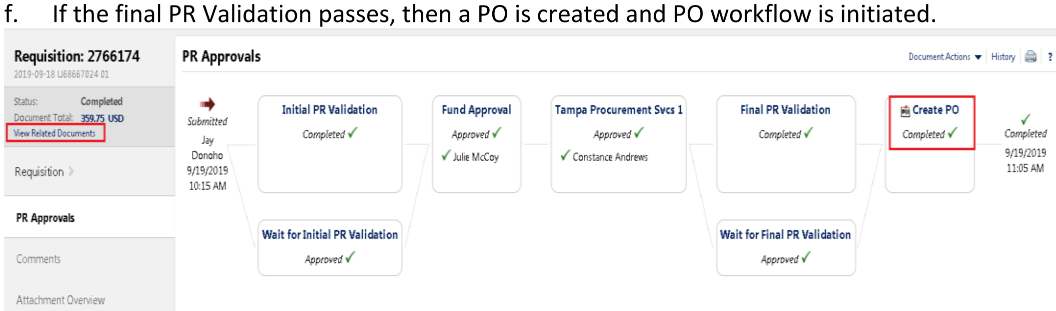
   b. If multiple chartfield strings are used, parallel approvals may be initiated. An Approver from each chartfield string will need to approve the requisition before it can move to the next approval step. If the same Approver is available on multiple chartfield strings, they can choose to approve all the parallel approvals at once.
   c. If multiple chartfields are being used, please include backup documentation showing acceptable from each chartfield approval group.
   d. <u>The system does not allow a requisition’s owner to also be an Approver.</u> If an Approver submits a requisition using a chartfield string they are responsible for, another Approver must be the one who approves this step.

c. The next workflow step is for approval by Procurement Services
   a. The Procurement Agent group assigned to this step will be based on the PO Business Unit selected in the General Information tab of the requisition. If Tampa is selected, the specific Procurement Agent will be selected based on the commodity codes on the order.
   b. Questions should be directed to the Procurement Agent indicated in the step. However, all Procurement Agents (and managers) should be able to approve requisitions that reach this step in case the assigned Agent is unavailable.

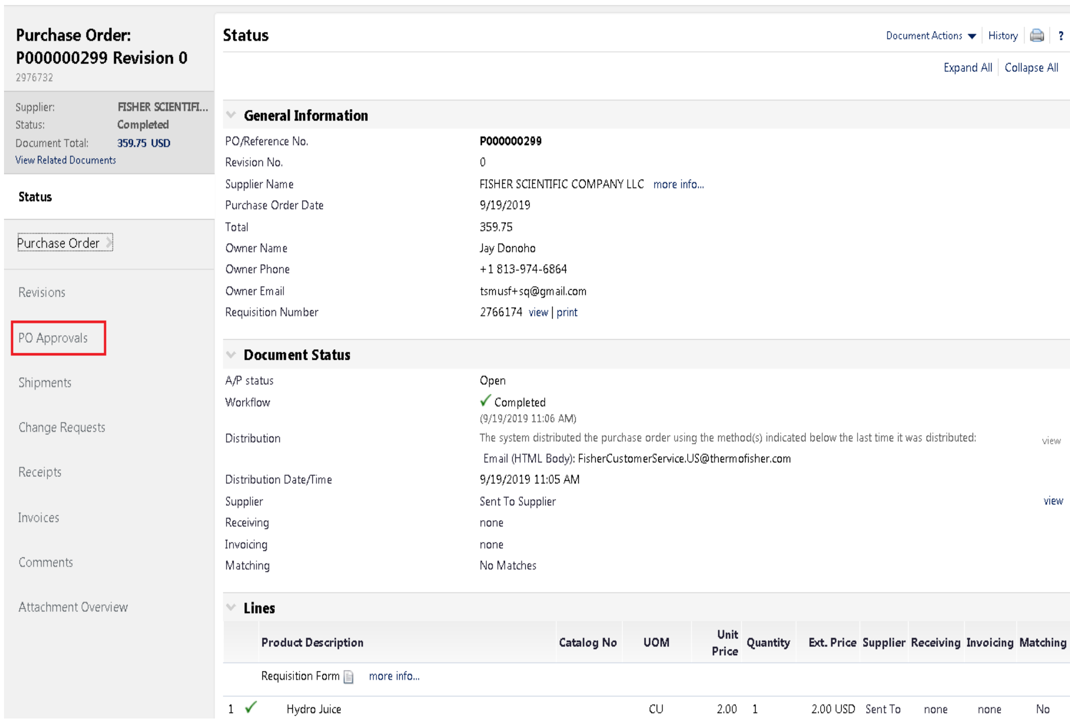
d. If there are any additional approvals, such as from an ad hoc Approver or a Procurement Manager, they will also need to be approved before proceeding to the next step.

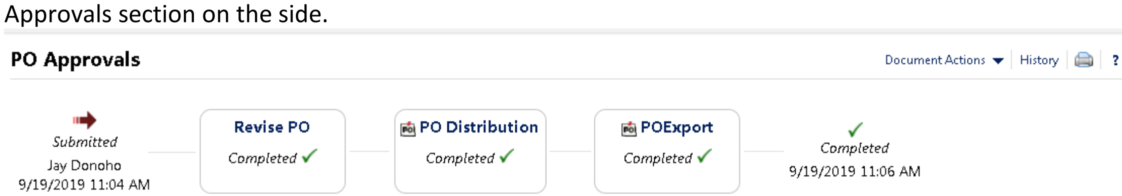
e. After all approvals are granted, a final PR Validation check is run, mirroring the first. This is to ensure that the chartfield(s) used would still pass a Budget Check before the PO is created.

f. If the final PR Validation passes, then a PO is created and PO workflow is initiated.



<table>
<tr><th>Steps</th><th>Section Header</th></tr>
<tr><td></td><td>
a. A PO document will be created after this, with a unique PO number beginning with a “P.” This can be accessed from the “Review Related Documents” link that appears under the requisition number.
b. At this point a requisition can no longer be rejected or returned by a requisition workflow approver, nor can the requisition itself be modified. Any changes going forward must be done to the PO directly using a Change Request.
</td></tr>
<tr><td>4</td><td>
The Purchase Order (non-catalog PO)

4.1 After the requisition has been approved, a Purchase Order document will be created and PO workflow will be initiated.


4.2 PO workflow has no approval steps; it is a series of automated steps and can be found under the PO Approvals section on the side.


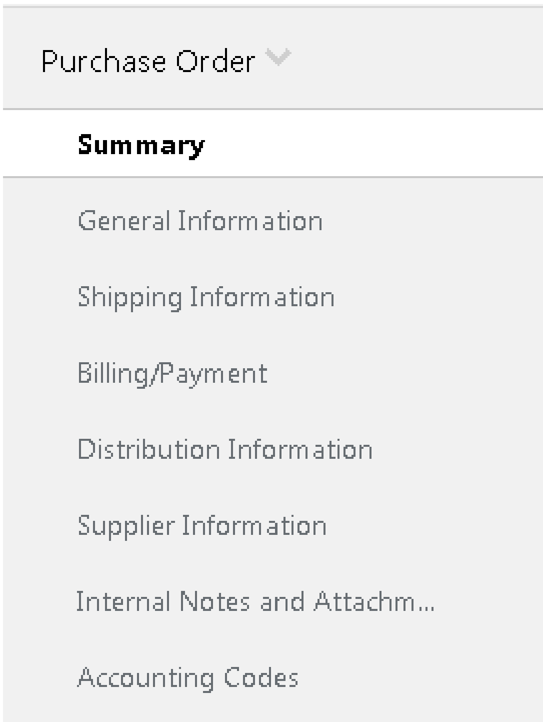
4.3 PO workflow contains the following steps:

a. Revise PO: This step updates the PO document if any changes have been made, such as by a Change Request.
b. PO Distribution: An updated copy of the PO is distributed electronically to the supplier’s Fulfillment Center contact email. This step can be deactivated by a Procurement Agent if requested by the department (for example, a supplier has no need to know of a chartfield string change).
</td></tr>
</table>

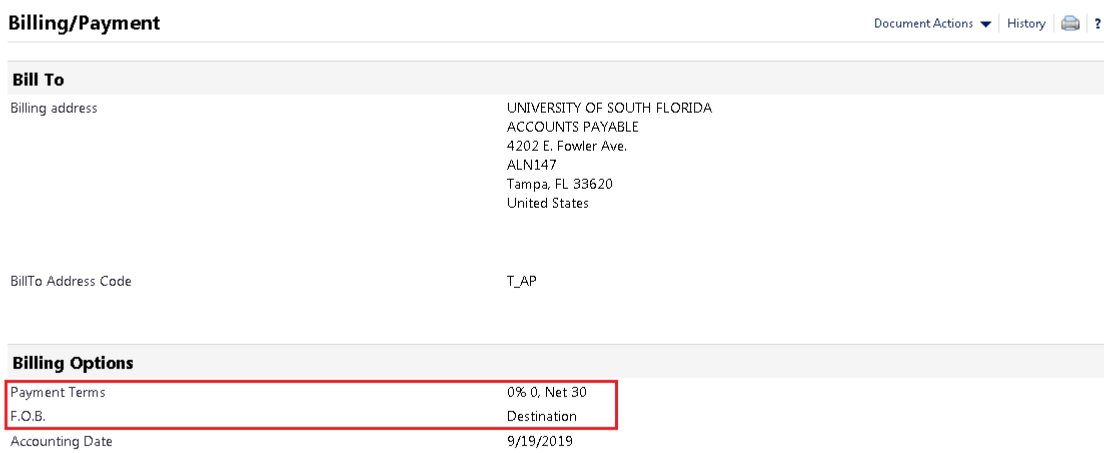
Steps	Section Header

c. PO Export: An updated copy of the PO will be sent to the FAST system to update the PO entry in our records and re-run budget check. The budget check should run approximately every 15 minutes.

4.4 The Summary tab gives a view of all sections of the PO document on one page. They can also be viewed individually be going to each section.



4.5 Most of these sections will mirror the information from the requisition. One difference is in the Billing/Payment section, where there is also information listed about Payment and Freight terms. These can be adjusted by a Procurement Agent through a Change Request comment.



Steps	Section Header
	4.6 Further down in the grey bar are sections containing information and documents related to the PO.

Revisions

PO Approvals

Shipments

Change Requests

Receipts

Invoices

Comments

Attachment Overview

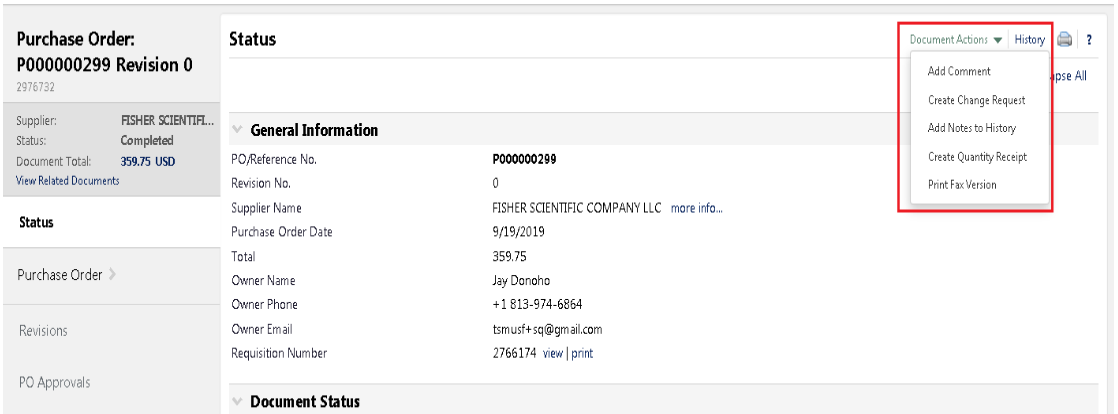
a. Revisions: Shows all revisions done to the PO either through a Change Request or a PO Revision.
b. Shipments: If a supplier sends a shipment confirmation order, it will appear in this section to document when the items were shipped.
c. Change Requests: Shows all Change Request documents.
d. Receipts: Shows all receipts against the PO.
e. Invoices: Shows all invoices submitted against the PO.
f. Comments: Shows all comments from the requisition, PO, and Change Requests.
g. Attachment Overview: Shows all internal and external attachments from the requisition or PO. This does NOT show attachments on the requisition form.

Attachment Overview Document Actions | History | ?

Attachment	Type	Location	Visibility	Create Date	
Test	URL	Document	Internal	9/19/2019 1:50 PM	Actions
1 Quote TEST Only.docx (11k)	File	Document	Internal	9/19/2019 1:48 PM	Actions
1 Attachment A TEST Only.pdf (158k)	File	Document	Internal	9/19/2019 1:46 PM	Actions

<table>
<tr><th>Steps</th><th>Section Header</th></tr>
<tr><td></td><td>

4.7 Users can perform specific tasks relating to the PO by using the Document Actions drop-down menu in the upper-right hand corner of the screen:



a. Add Comment: Allows the user to create a comment on the PO and email it to relevant USF users for review (if desired).
b. Create Change Request: Allows the user to make changes to their PO via a Change Request form. The form mirrors the PO but allows the user to modify certain sections, such as their Requisition Form, their accounting codes, or their general information. Please see the Change Request job aid for more information.
c. Add Notes to History: Creates a text entry in the History link. As this also creates a Comment, users are encouraged to Add Comments instead, especially if they need to notify another user or add an attachment.
d. Create Quantity Receipt: If the user has receiving permissions, they are able to create receipts against the PO lines here. Please see the Receiving job aid manual for more information.
e. Print Fax Version: Allows the user to print out a copy of the full electronic Purchase Order.

</td></tr>
<tr><td></td><td></td></tr>
</table>