Create/Process Requisitions and Receipts in PeopleSoft

Instructions for Requesters

Office of Contracts & Procurement

Fiscal Year 2017

Table of Contents

*a receipt is required for all goods (by Requisition) before a payment voucher can be approved in Accounts Payable. This is the responsibility of the Requester.

Purchasing Policies and Procedures

The **Requester** is responsible for initiating the Purchase Order cycle. This means that you, the Requester, must have a basic knowledge of the Purchasing "rules" that regulate how UT System Administration procures commodities or services. Therefore, it is *very important* that you familiarize yourself with these "rules" and procedures *BEFORE* you proceed with creating and forwarding a Requisition for approval. Your "best friend" in this endeavor is the Basic Procurement Training guide, found on Contracts and Procurement's Training Webpage.

Still, your very BEST friend remains your Buyer, so please never hesitate to contact me!
My contact information is on the Additional Resources page of this guide.
I expect, however, that you will have "done your homework" and studied the Basic Procurement Training guide, as well as this guide.

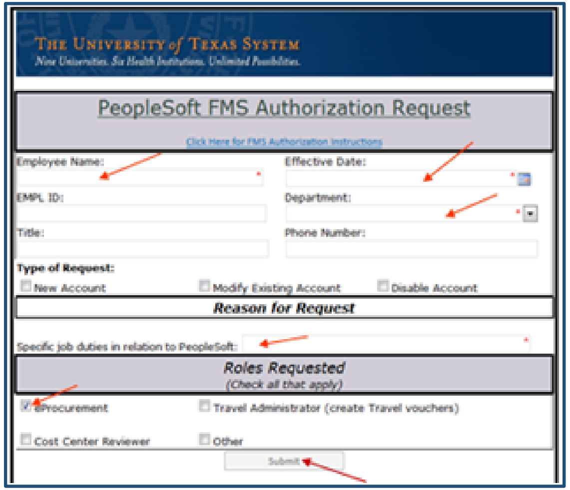
[Back to 'Table of Contents']

ACQUIRE THE ROLE OF DEPARTMENTAL REQUESTER*

*each department within System must designate at least one individual to perform requisitions in PeopleSoft. If you are the "designee", then this guide is for you.

1. **You must first be assigned the role of "Requester" by OTIS Helpdesk. You do this by simply clicking on the link below (you must log in with your SNAC) and filling in the applicable information:**

[FMS Authorization Request Form]


THE UNIVERSITY of TEXAS SYSTEM
Nine Universities. Six Health Institutions. Unlimited Possibilities.

PeopleSoft FMS Authorization Request

Click Here for FMS Authorization Instructions

Employee Name: *
Effective Date: *
EMPL ID:
Department: *
Title:
Phone Number:

Type of Request:
New Account
Modify Existing Account
Disable Account

Reason for Request

Specific job duties in relation to PeopleSoft: *

Roles Requested
(Check all that apply)

eProcurement
Travel Administrator (create Travel vouchers)
Cost Center Reviewer
Other

Submit

(Continue next page)

Back to 'Table of Contents'

Acquire the Role of Departmental Requester (cont.)

2. The submittal button routes the form to your department head for approval.
3. Once approved, OTIS Helpdesk will assign the Requester role to you and set up your user preferences.
4. Purchasing is then notified by OTIS to *activate* you as a Requester.
5. A Buyer in Contracts and Procurement (CNP) will contact you when you are set up and ready to start creating requisitions.

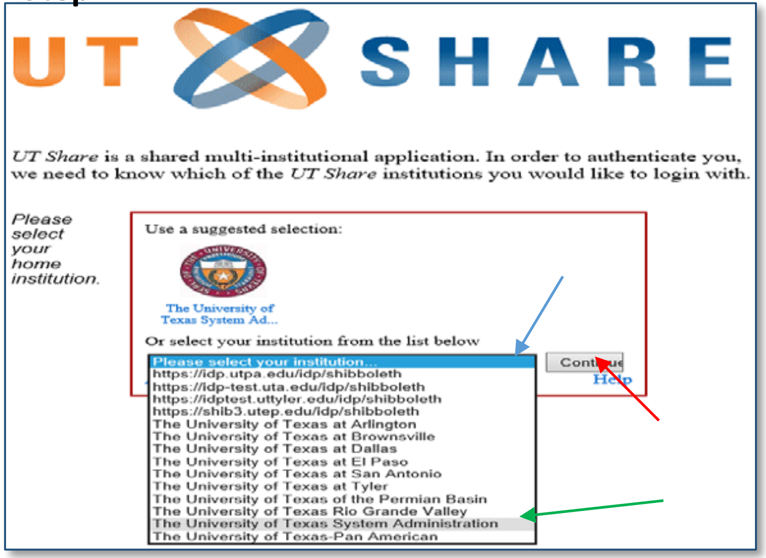
OK…Let's get started!

[Back to 'Table of Contents']

LOG IN TO PEOPLESOFT

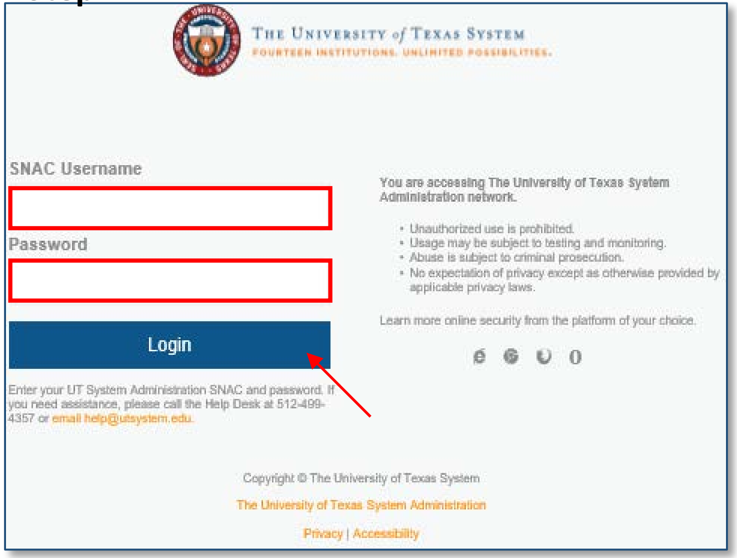
Click on this link: [UT System Administration PeopleSoft Portal] and follow the instructions below:

Step 1



Select "UT System Administration" from dropdown box, then click "Continue"

Step 2



Enter your UT System Administration SNAC and password, then click "Login"

You will be routed to the 2FA (two-factor authentication)

[Back to 'Table of Contents'](#)

LOG IN TO PEOPLESOFT (CONT.)

The 2FA* will notify you according to the authentication method you have chosen.

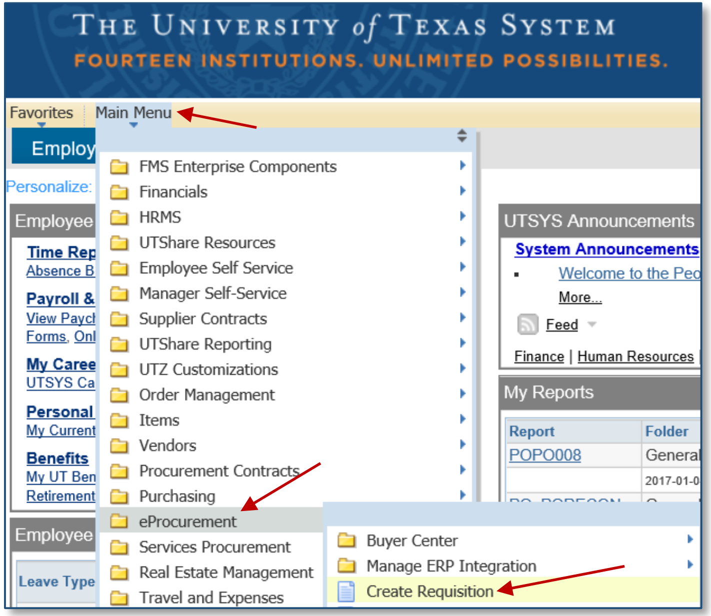
UT System Administration utilizes the Duo-factor login procedure for added security. To set this up, please follow the instructions found at the link below:

https://community.utsystem.edu/sites/infosec/2fa/SitePages/GettingStarted.aspx

Once you acknowledge the notification, you will be routed to your PeopleSoft Home Page.

Navigate to "Create Requisition" Page in PeopleSoft Menu

On your Homepage, click on Main Menu and a dropdown box will appear. Click on "eProcurement". When that dropdown box appears, click on "Create Requisition".

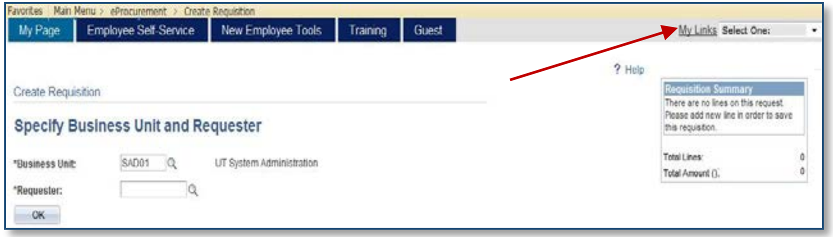


You will be routed to the **Create Requisition** *Page.*

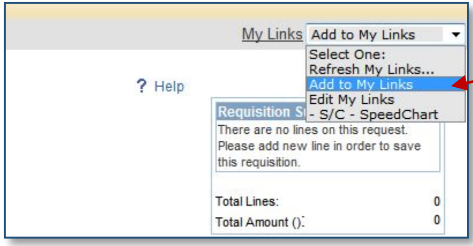
Back to 'Table of Contents'

SAVE CREATE REQUISITION AS "FAVORITES" LINK

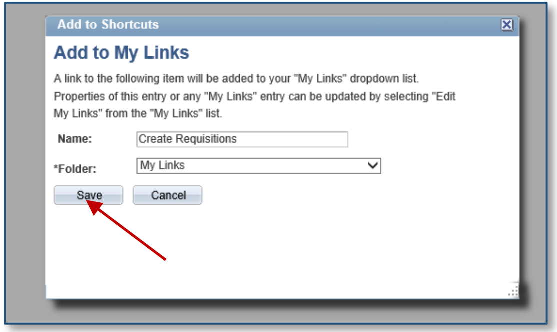
Step 1



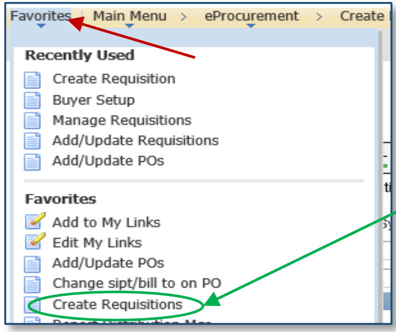
Step 2



Step 3



Step 4



For all future Requisitions, you can simply click here instead of navigating through the Main Menu tree.

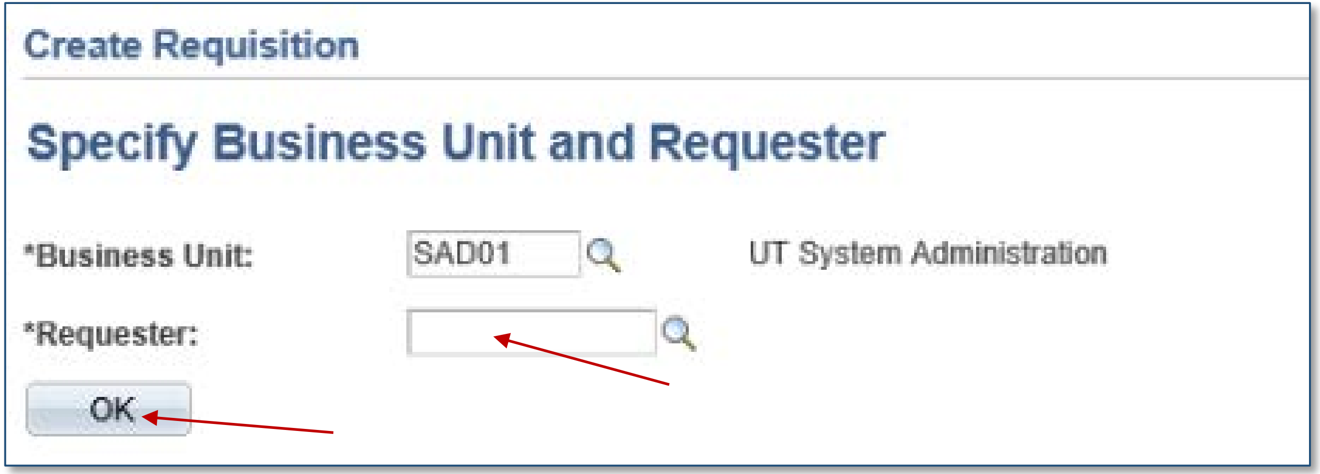
Now you are ready to create a new requisition.

Create Requisition

(Standard, non eShop Orders)

CREATE A NEW REQUISITION

On the ***Create Requisition*** screen, enter your Employee I.D. number (if the field isn't already populated) and click the OK button.

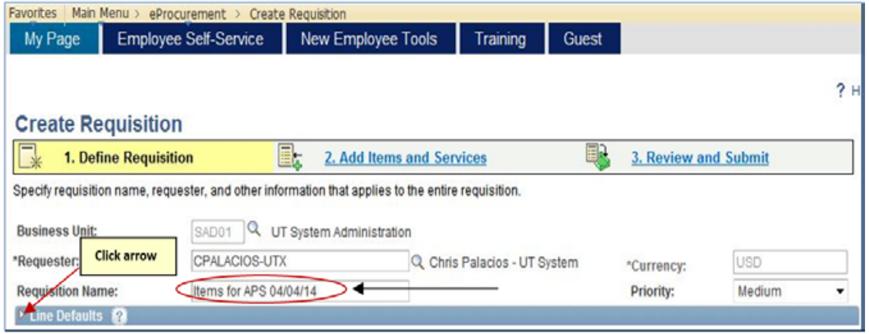


You will be routed to the "Define Requisition" tab on the Create Requisition page. For illustration purposes, we will use Chris Palacios as the requester:

[Back to 'Table of Contents']

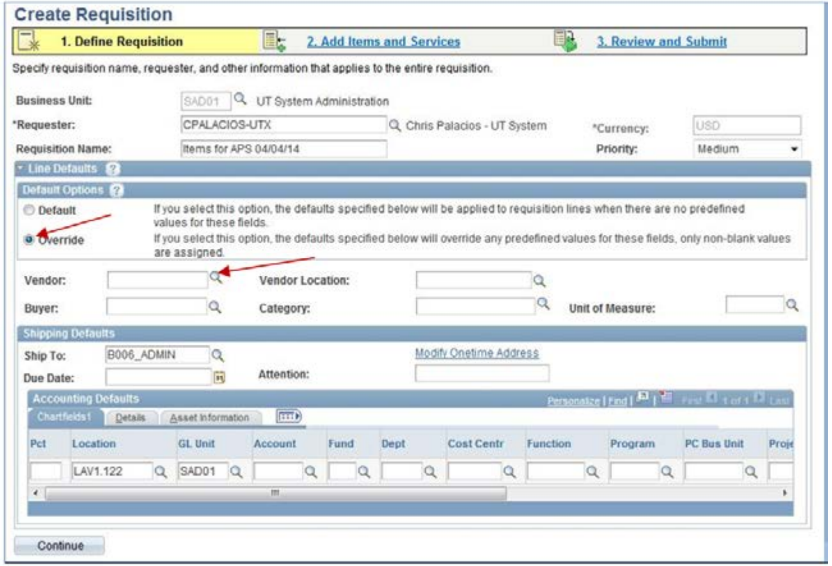
DEFINE THE REQUISITION

Step 1



Enter the Requisition Name, and then click on the arrow head to the left of ***Line Defaults***

Step 2



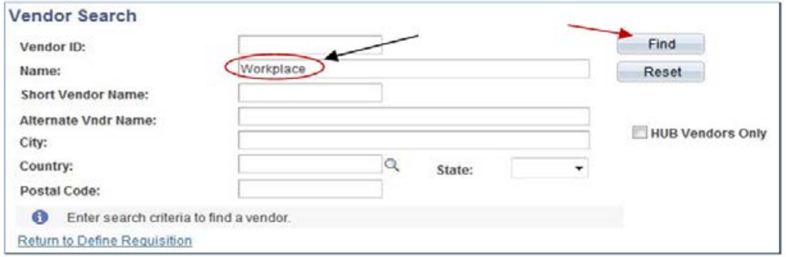
Select "Override" option. Then click on Vendor search glass

-Next-

Back to 'Table of Contents'

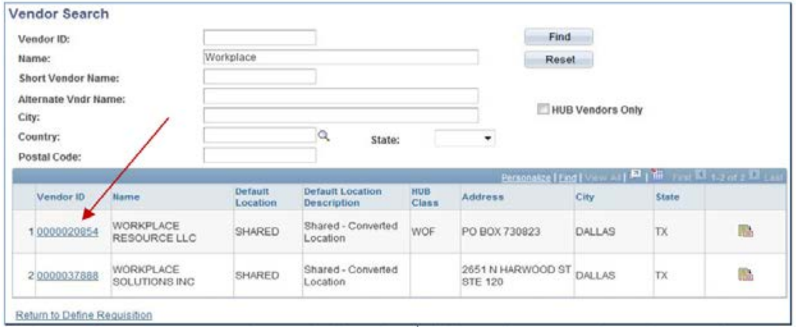
DEFINE THE REQUISITION (CONT.)

Step 3



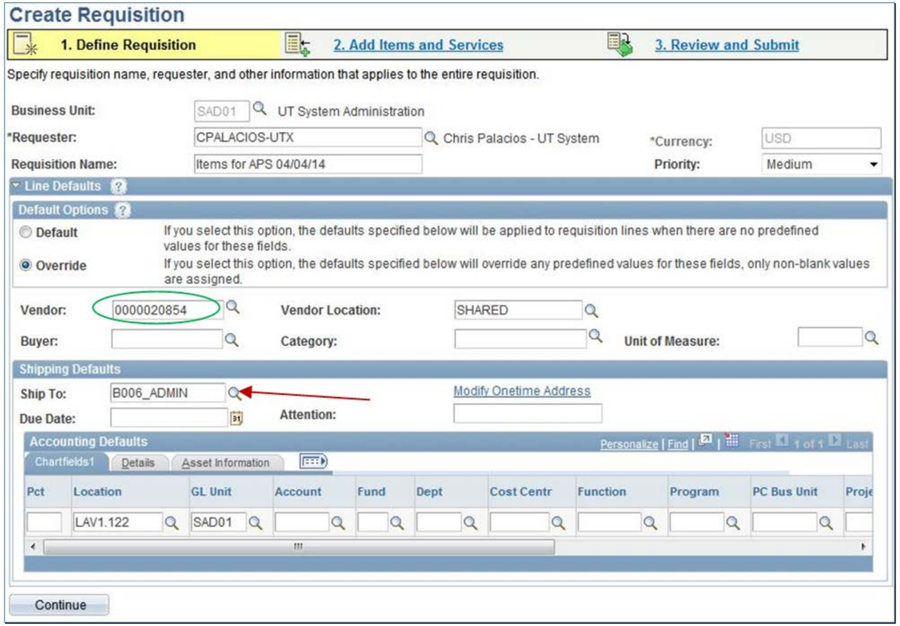
Enter beginning of Vendor name, then click the "Find" button

Step 4



Click on the correct Vendor ID (select the address that matches the vendor quote)

Step 5



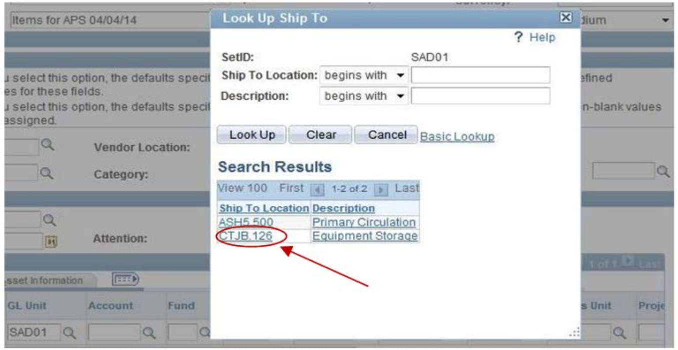
The ***Vendor*** field has now been populated. Next, click on the ***Ship To*** search glass

-Next-

[Back to 'Table of Contents']

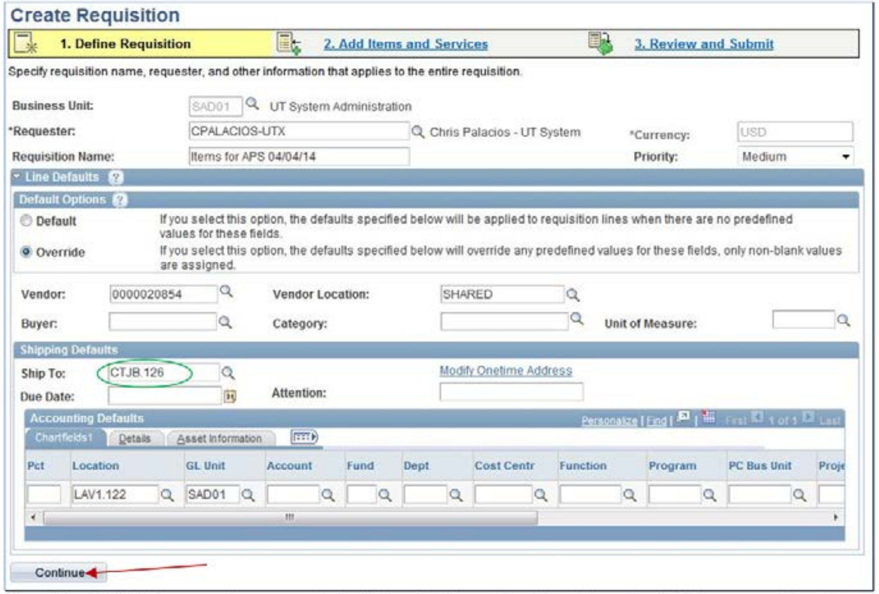
DEFINE THE REQUISITION (CONT.)

Step 6



Select CTJB.126 if your office is at the main System complex. If you are at, or are ordering for a satellite office, then choose the appropriate Ship To location.

Step 7



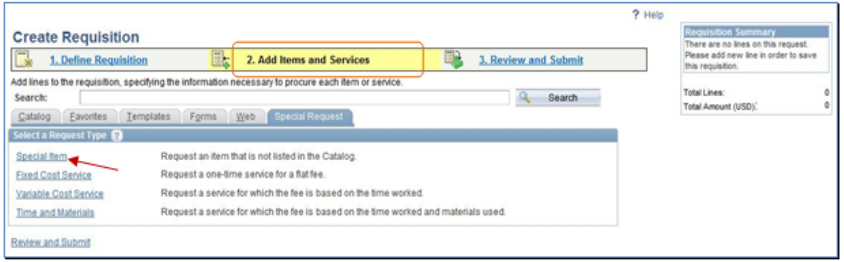
The *Ship To* field has now been populated. Next, click on *Continue* to go to **Add Items and Services**

Now you are ready to Add Items and Services.

[Back to 'Table of Contents']

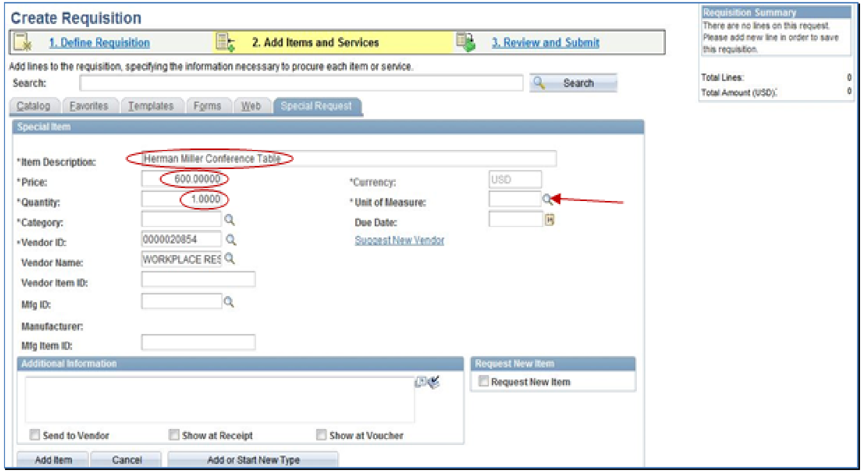
ADD ITEMS AND/OR SERVICES

Step 1



Click on ***Special Item***

Step 2



Add description (that matches quote), price and quantity, then click on ***Unit of Measure*** search glass *(Note: Vendor ID and Name are already populated).*

Step 3

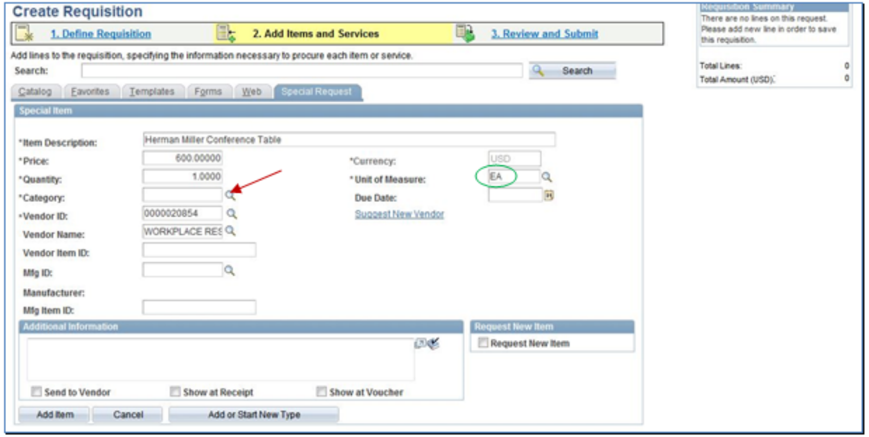
Select the appropriate unit of measure for your purchase.

-Next-

[Back to 'Table of Contents']

ADD ITEMS AND/OR SERVICES (CONT.)

Step 4

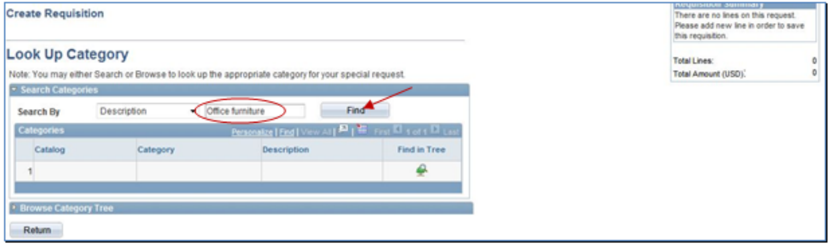


The ***Unit of Measure*** field has now been populated. Next, click on the ***Category*** search glass

Step 5

Select ***Description*** from drop-down box

Step 6



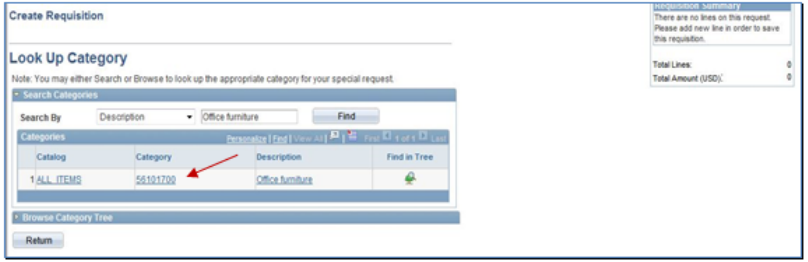
Type in the general description, or "class" of what you are wanting to purchase, then click "Find".
**HINT*: for greatest success, enter generic terms to describe the commodity/service.

-Next-

[Back to 'Table of Contents'](#)

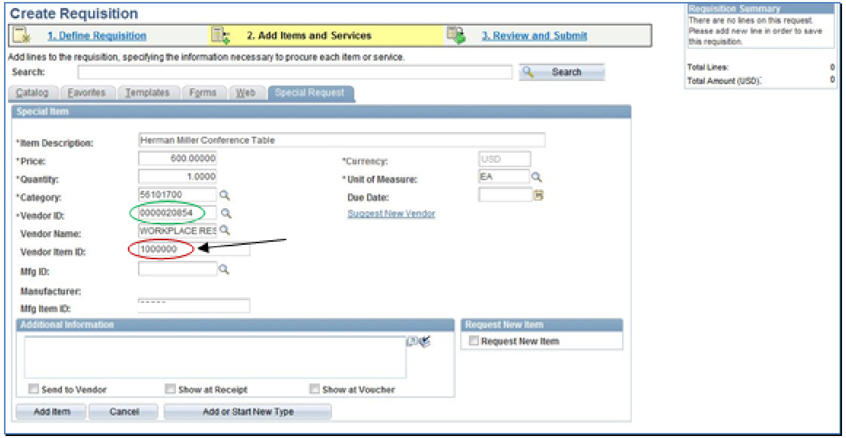
ADD ITEMS AND/OR SERVICES (CONT.)

Step 7



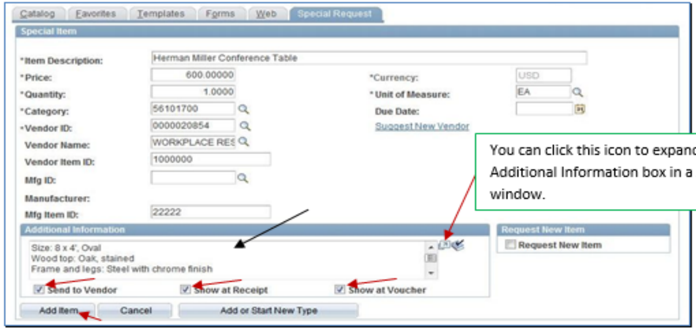
Click on the appropriate Category number

Step 8



The *Category* field has now been populated. Next, enter ***Vendor Item ID*** for the product/service.
(this information is listed on the vendor quote in front of the product/service description)

Step 9



You can click this icon to expand the Additional Information box in a separate window.

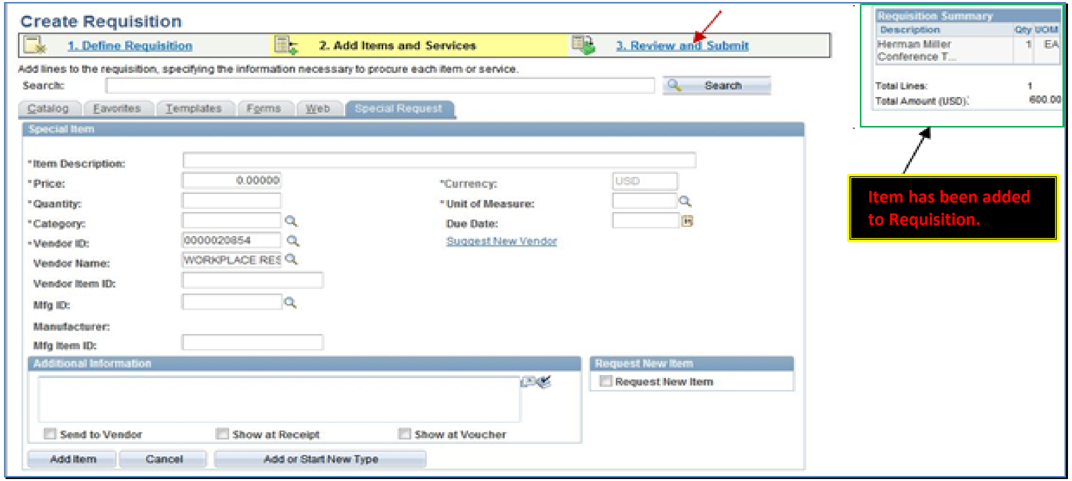
Enter information in "Additional Information" box, click all three boxes below it, and then click ***Add Item***

-Next-

Back to 'Table of Contents'

ADD ITEMS AND/OR SERVICES (CONT.)

Step 10



You will return to a "clean slate" where you have the option of entering a new item, following Steps 2-9. You will repeat this procedure for all of the items on the vendor quote. Note that the first item has been added to your requisition.

When you are finished entering items, click on **Review and Submit**. This will take you to a new screen.

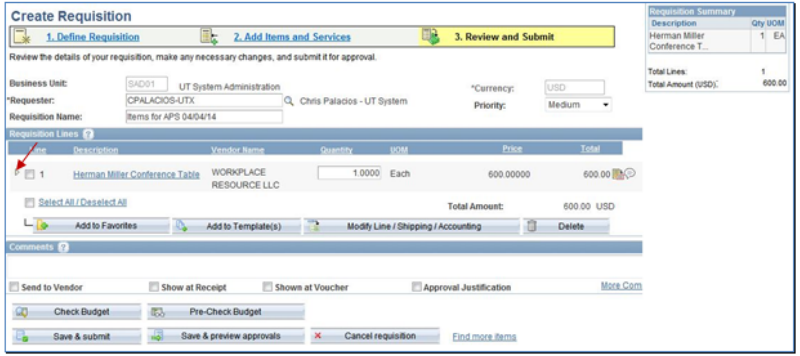
*****PLEASE NOTE: Shipping charges must be entered as a separate line item.**
Please use Category Code 78121603 ***

Now you are ready to Review and Submit your Requisition

Back to 'Table of Contents'

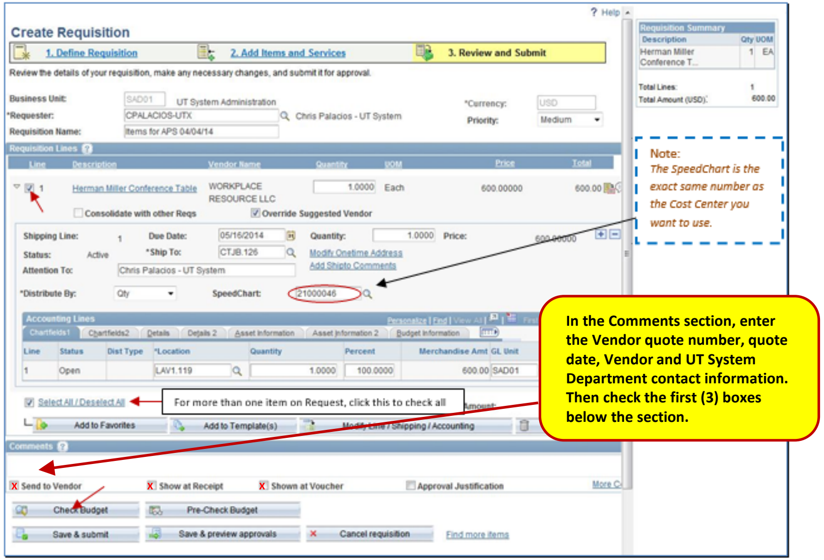
REVIEW AND SUBMIT THE REQUISITION

Step 1



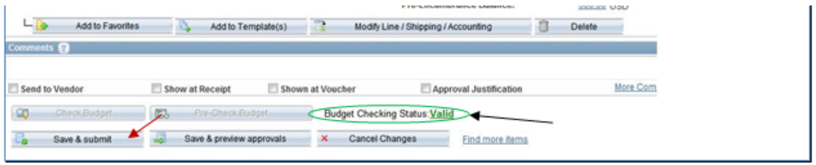
On the new screen, click the arrow head to the left of the Line 1 check box to expand line item 1 detail (you will do this on every subsequent line item on the requisition).

Step 2



Check the Line 1 box, enter ***SpeedChart*** number, then tab out of that field. Do this for *every* line item on the Requisition. Lastly, click the ***Check Budget*** button. It may take up to a minute for the system to check available funds.

Step 3



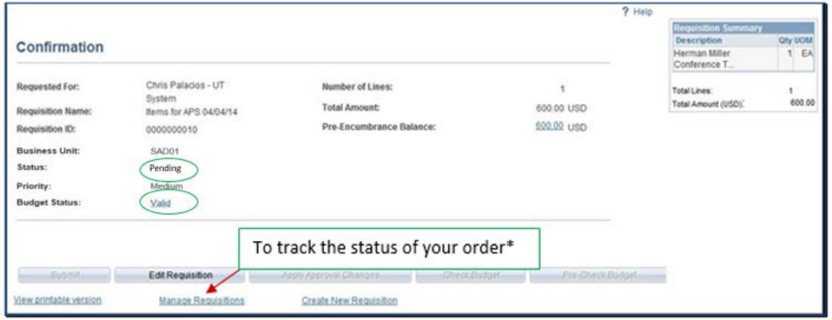
Once check is complete, a "Valid" status will appear. If you are satisfied that all information has been entered into the Requisition, you are ready to click the ***Save & submit*** button, which will take you to the "Confirmation" screen.

-Next-

Back to 'Table of Contents'

REVIEW AND SUBMIT THE REQUISITION (CONT.)

Confirmation Screen



Note: If the item being purchased is a controlled item such as a computer or furniture, the requisition will route to a Commodity approver for final approval.

Software requires Commodity Code approval by the office of Contracts and Procurement, REGARDLESS of $$ amount.

CONTROLLED ITEMS SHOULD *ONLY* BE ORDERED BY OTIS (Computers), OR BY FACILITIES MANAGEMENT (Furniture).

For orders less than $15,000.00, the requisition routes to the ***Cost Center Approver*** in **pending** status. Upon approval, the requisition converts to an approved, signed and ready-to-send Purchase Order.

You, as the Requester, will receive two emails: 1) confirmation email of Requisition Approval, 2) email with Purchase Order attached.

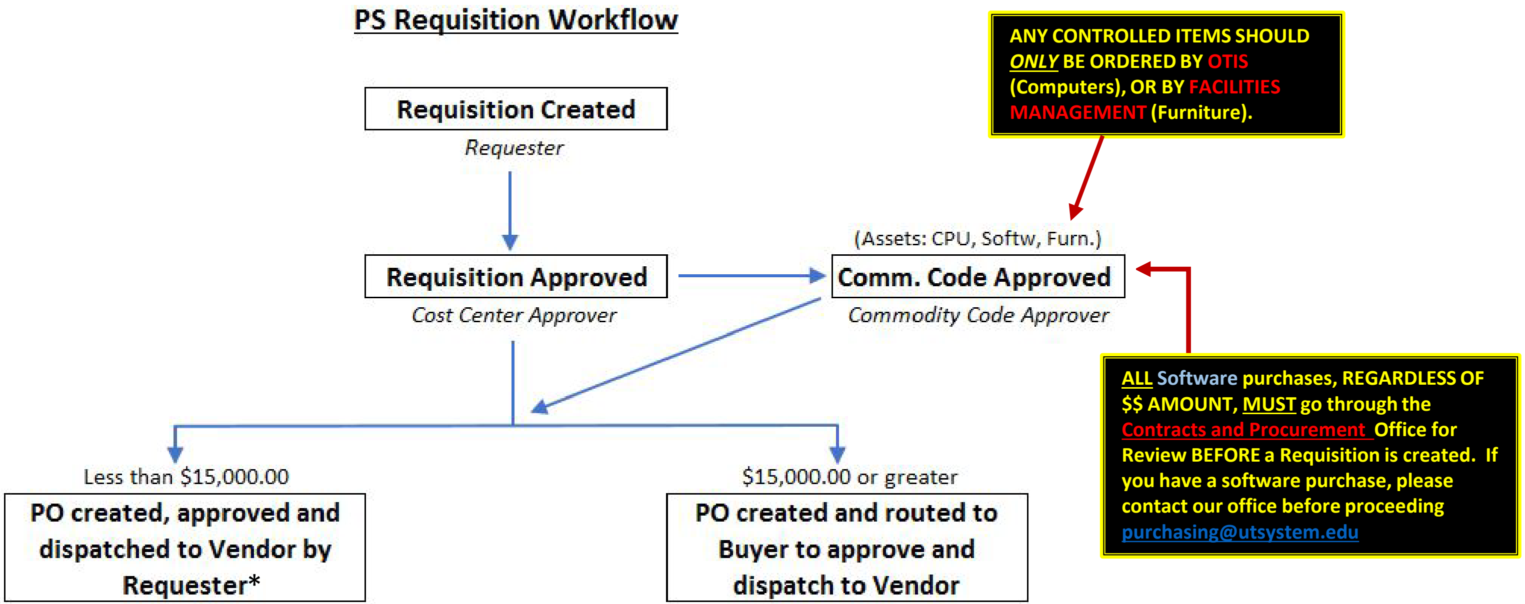
On orders $15,000.00 or more, the approved requisition converts to a Purchase Order in "Created" Status. These Purchase Orders are reviewed, final approved and submitted to the vendor by ***Purchasing***.

- Please see next page for the PeopleSoft Workflow Process graph, and page 21 for Email Notifications -

You can track your requisition as it goes through the various stages of processing/ workflow. Simply click on 'Manage Requisitions'** on the Confirmation screen **and you will be routed to that page. You can also find it by going to Main Menu -> eProcurement -> Manage Requisitions. See more about this on page 25

Back to 'Table of Contents'

REQUISITION TO PURCHASE ORDER WORKFLOW+



***Requester receives an email with the approved and signed Purchase Order attached as a .pdf file. The Requester forwards this .pdf to the Vendor for processing.**

+Workflow is an electronic approval routing process that allows for multiple budgetary level approvers to communicate, verify and store documents.

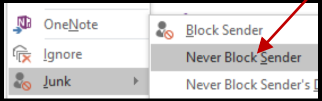
Back to 'Table of Contents'

WORKFLOW NOTIFICATION EMAILS

You will receive the following emails upon Requisition approval:

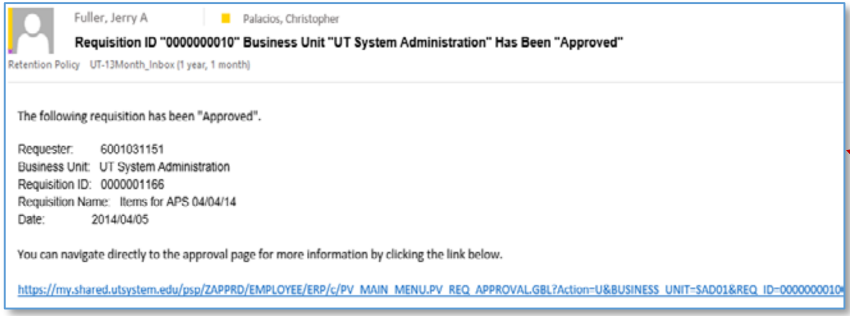
NOTE: Some users have had issues with the 'Dispatched Purchase Order' email going to their "junk" or "spam" folders.

If you do not receive this email in your personal inbox within a day of the 'Approved Requisition' email, please check your junk folder for an email sent by 'UTShare.Donotreply'. If it is there, right click on the email and select the following:



Approved Requisition Notification Email

1.


Fuller, Jerry A   Palacios, Christopher

Requisition ID "0000000010" Business Unit "UT System Administration" Has Been "Approved"

Retention Policy UT-13Month_Inbox (1 year, 1 month)

The following requisition has been "Approved".

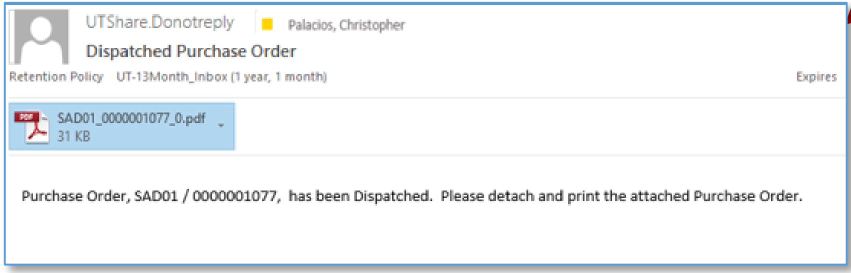
Requester: 6001031151
Business Unit: UT System Administration
Requisition ID: 0000001166
Requisition Name: Items for APS 04/04/14
Date: 2014/04/05

You can navigate directly to the approval page for more information by clicking the link below.

https://my.shared.utsystem.edu/psp/ZAPPRD/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=SAD01&REQ_ID=0000000010

Dispatched PO Notification Email (with signed and approved PO attached)

2.


UTShare.Donotreply   Palacios, Christopher

Dispatched Purchase Order

Retention Policy UT-13Month_Inbox (1 year, 1 month)   Expires

SAD01_0000001077_0.pdf
31 KB

Purchase Order, SAD01 / 0000001077, has been Dispatched. Please detach and print the attached Purchase Order.

You will receive the "Approved Requisition" email first.

If the order is under $15,000.00, you will receive the "Dispatched PO" Notification a couple of hours later. The attached PO is what you will send to the vendor. SAVE the PDF *first* to a designated PO folder you create (on your shared drive), then send to the vendor in a separate email (see next page)

[Back to 'Table of Contents']

SEND THE PO TO THE VENDOR

Send ONLY the PO that you received in the "UTShare.DoNotReply" email (pg. 21) and possibly the vendor quote (not required, but as a courtesy).

Sample email containing verbiage you should use when sending the PO to the vendor:

Send

From: (you)@utsystem.edu

To...: (Vendor contact)

Cc...: (your Department contact for this order)*

Subject: UT System PO No. SAD01-______________ (ref: Quote No.__________)

Attached: PO# SAD01 __________

Hello (vendor contact),

Please find attached UT System PO # SAD01-_________ that corresponds with your quote number ____________.
Please confirm receipt of this order via response to this email and let me know if you need anything else.

Thanks,

(your name and contact info)

***The Department contact is the person in your office that originally requested the goods/services. They are usually the person the vendor would contact regarding the items/services to "talk shop". Copy them as a courtesy so they will know their order has been submitted to the vendor.**

HIGHLY RECOMMENDED: Once the vendor confirms receipt of the order (some vendors might send a separate ACKNOWLEDGEMENT email), print out (or convert to pdf) the email and scan it with the rest of your backup documentation.

Back to 'Table of Contents'

Documentation Responsibilities* of the Requester Department

Under $15,000.00

Each Department has the following documentation responsibilities on all orders under $15,000.00:

- Vendor Quote and applicable email correspondence between Vendor and Department
- Copy of the signed Purchase Order
- Forwarding PO with Backup documentation to Accounts Payable.

Contact your Buyer if you need clarification on these requirements.

PLEASE READ CAREFULLY:

CNP recommends that each department sets up a departmentally shared folder specifically for this Documentation. For efficiency, scan the signed PO with the Vendor Quote and email/written dept. and vendor correspondence (including Vendor confirmation email), then save the file in .pdf format to the documentation folder referencing in the name: PO number, Vendor name (in parenthesis) and a brief description of items/services purchased.

Example: PO# SAD01-0000001053 (MICROSOFT CORP) SIS Irving MS Premier Support Svcs

Over $15,000.00

For all orders above $15,000.00, Purchasing will require that you forward via email to purchasing@utsystem.edu the following:

- All Vendor Quotes (as pdf or Word attachments)
- Applicable email or written correspondence with Vendor(s)
- Completed and signed Exclusive Acquisition Justification form, if applicable
- The Requisition Name (not number) referenced in the Subject line of the email.

**Texas Senate Bill 20 requires transparency of all purchases made by State and Higher Ed Agencies. It is very important that your departmental purchasing documentation is readily accessible.*

-See next page for documentation to submit to Accounts Payable -

Back to 'Table of Contents'

SEND A COPY OF THE PO TO ACCOUNTS PAYABLE (AP)

For all orders under $15,000.00, you, as the Requester, are also responsible for sending *UT System Administration Accounts Payable* a copy of your scanned PO with ALL backup. This is necessary so that AP can match the invoice to the PO once goods/ services have been received. This copy needs to be sent *within a day* of scanning. *If AP does not have your PO, then payment of the invoice will be delayed.*

Sample email containing verbiage you should use when sending the PO to AP:

Send

From (you)@utsystem.edu

To... AccountsPayable@utsystem.edu

Cc...

Subject PO #SAD01-0000_____ for AP Purchase Order file

Attached PO# SAD01-
1 MB

To Accounts Payable:

Please find attached PO # SAD01-0000_____ with backup documentation for your PO file.

Thanks,

(your name, contact info and department)

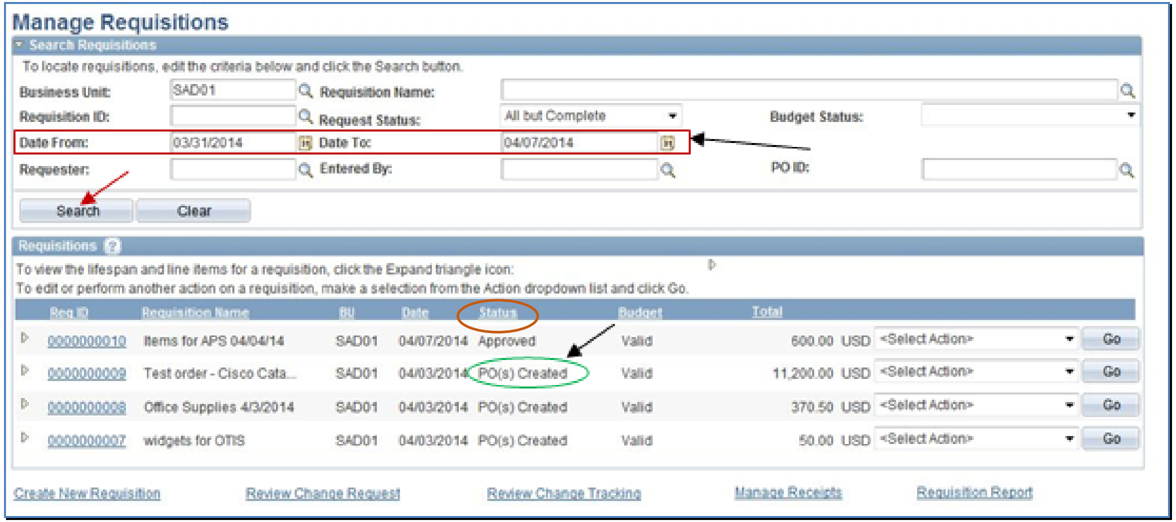
NOTE

ALL invoices should be sent BY THE VENDOR to the *Bill To* address on your PO, without exception. If you receive the invoice in your office or your email, please forward the invoice immediately to AccountsPayable@utsystem.edu, then let the vendor know that they need to follow the *Bill To* instructions on the PO when submitting future invoices.

[Back to 'Table of Contents']

MANAGING AND TRACKING REQUISITIONS

Main Menu -> eProcurement -> Manage Requisitions



Select a date range, click search, and all of your requisitions within that date range will appear. This will show the status of all requisitions created and submitted by you.

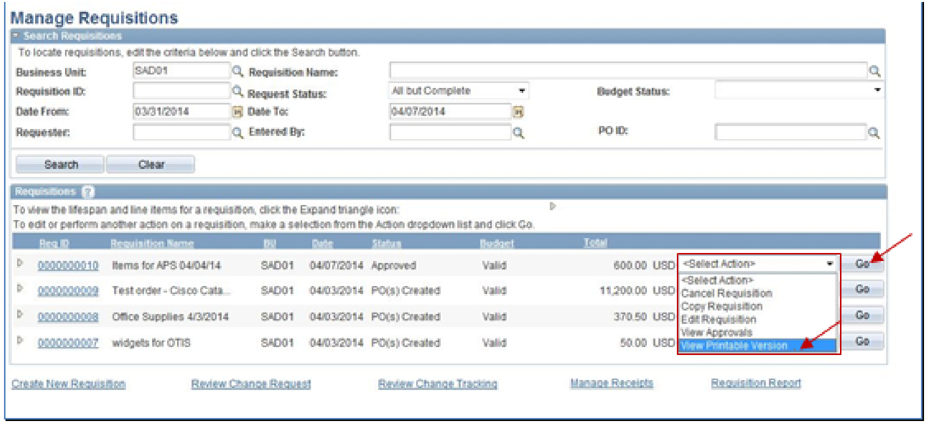
If you would like a **printable** version of your requisition, see next slide.

-Next-

[Back to 'Table of Contents']

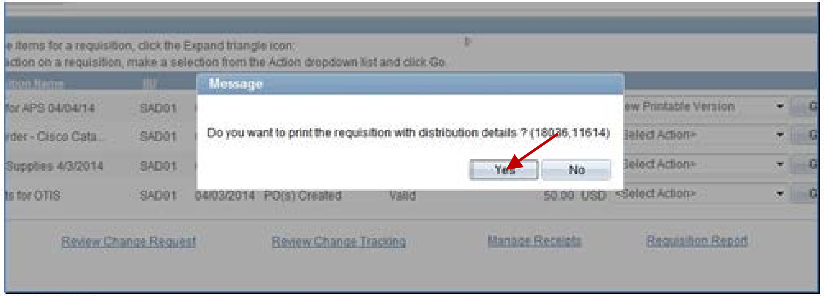
MANAGING AND TRACKING REQUISITIONS (PRINTING)

Step 1



Go to <***Select Action***> drop-down box, select '**View Printable Version**', then click the ***Go*** button.

Step 2



Click 'Yes'

-Next-

Back to 'Table of Contents'

MANAGING AND TRACKING REQUISITIONS (PRINTING, CONT.)

Step 3

Business Unit: SAD01
Requisition: 0000000010
Requisition Name: Items for APS 04/04/14
Requester: CPALACIOS-UTX
Requested By: Chris Palacios - UT System
Entered Date: 4/7/14
Status: Approved
Currency: USD
Requisition Total: 600.00

Line: 1 **Item Description:** Herman Miller Conference Table **Quantity:** 1.0000 **UOM:** EA **Price:** 600.00 **Line Total:** 600.00
Line Status: Approved

Line Comments:
<< Size: 8 x 4', Oval
Wood top: Oak, stained
Frame and legs: Steel with chrome finish >>

Ship Line: 1
Attention: Chris Palacios - UT System
Ship To: CTJB.126
Due Date: 5/16/14
Address:
Central Receiving
210 W. 6th
Austin TX 78701
United States
Shipping Quantity: 1.0000
Shipping Total: 600.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	LAV1.119	1.0000	100.00	600.00	SAD01	63103

Dept	Fund	Class
CON100	2100	700

Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence
600.00	USD	0

Chartfield 1
21000046

This is the form you will print for your records, if so desired.

[Back to 'Table of Contents'](#)

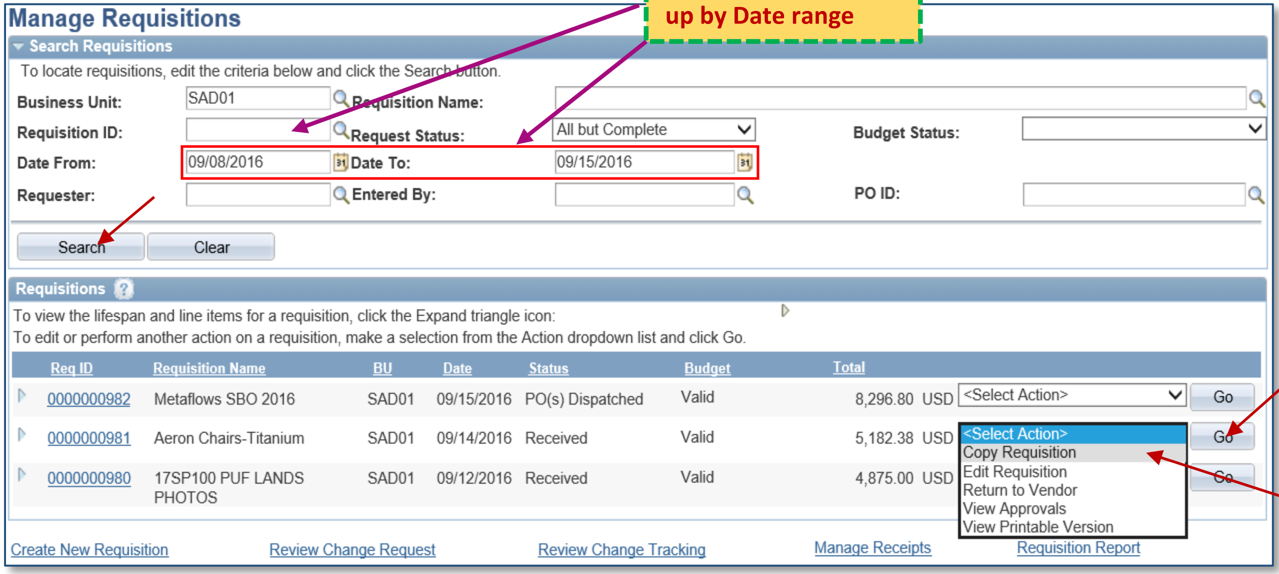
Copying an Existing Requisition

Main Menu -> eProcurement -> Manage Requisitions

Enter Req ID or look up by Date range

You can also copy a previous requisition created by you.

This is a useful tool if you have recurring service renewals or commodity needs.

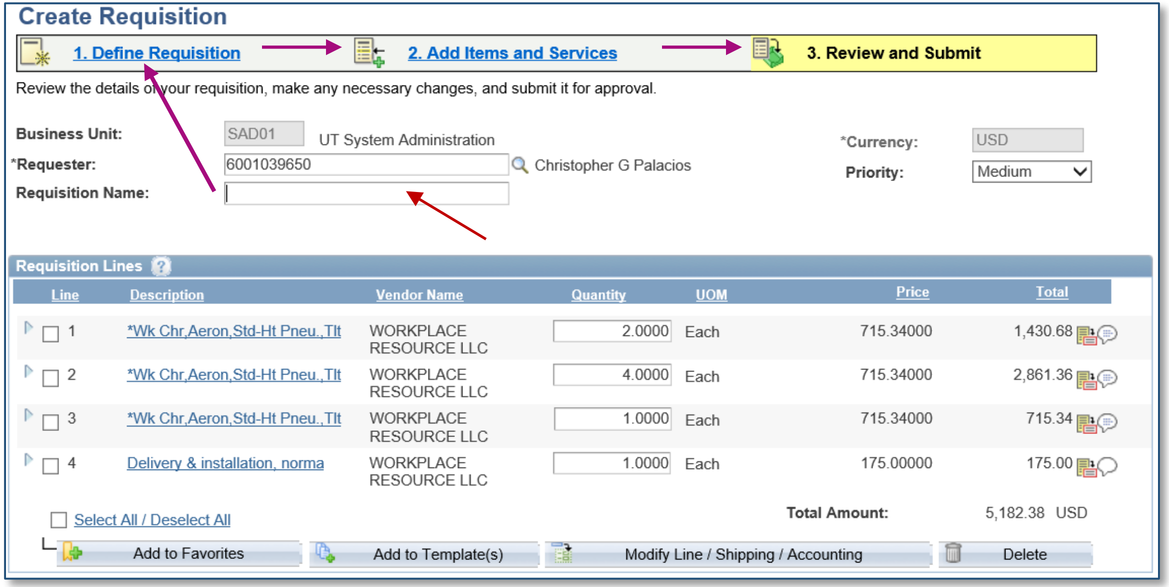


Enter Requisition ID or use the date range function, then click **Search** button. Find the requisition you want to copy, go to ***<Select Action>*** drop-down box, select '**Copy Requisition**', then click the ***Go*** button. This will take you to the **Create Requisition** page.

-Next-

[Back to 'Table of Contents']

COPYING AN EXISTING REQUISITION (CONT.)



Enter your new Requisition Name, then click through **1. Define Requisition**, **2. Add Items and Services** and **3. Review and Submit** tabs, editing and/or adding Line Items, Cost Centers, etc. as needed on each respective tab. ***Remember to enter new quote/ contact information in the Comments section of*** **3. Review and Submit**

Back to 'Table of Contents'

Create Requisition

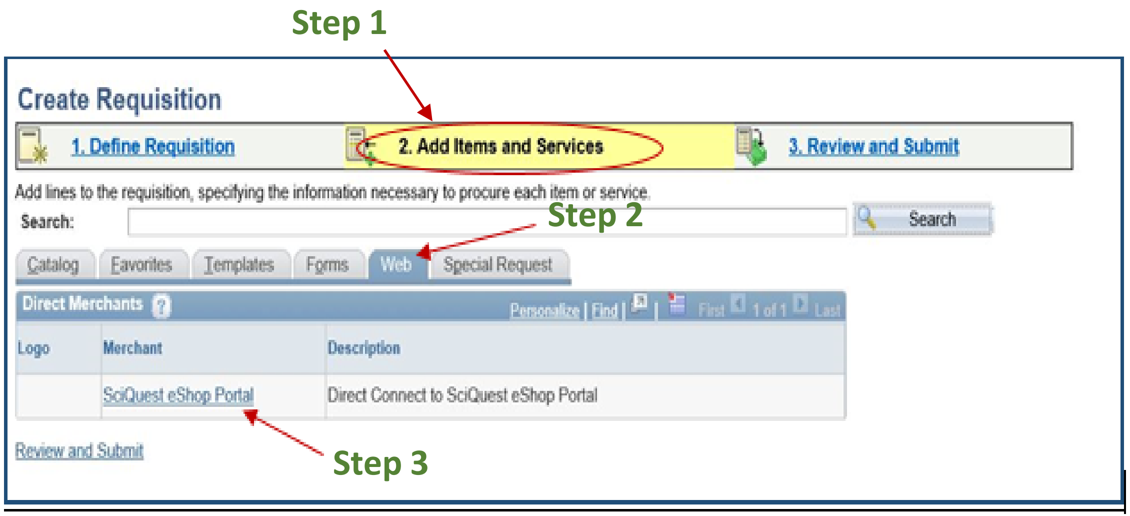
(eShop Orders only)

Back to 'Table of Contents'

OPTION 1* -
Create a Requisition from a *Requester*-generated Shopping Cart

*Use this option if you, as Requester for your department, are directly ordering supplies. In this case, you are also the "shopper" The following instructions show you how to transfer your cart into PeopleSoft for processing.

ACCESS ESHOP PORTAL THROUGH "CREATE REQUISITION"



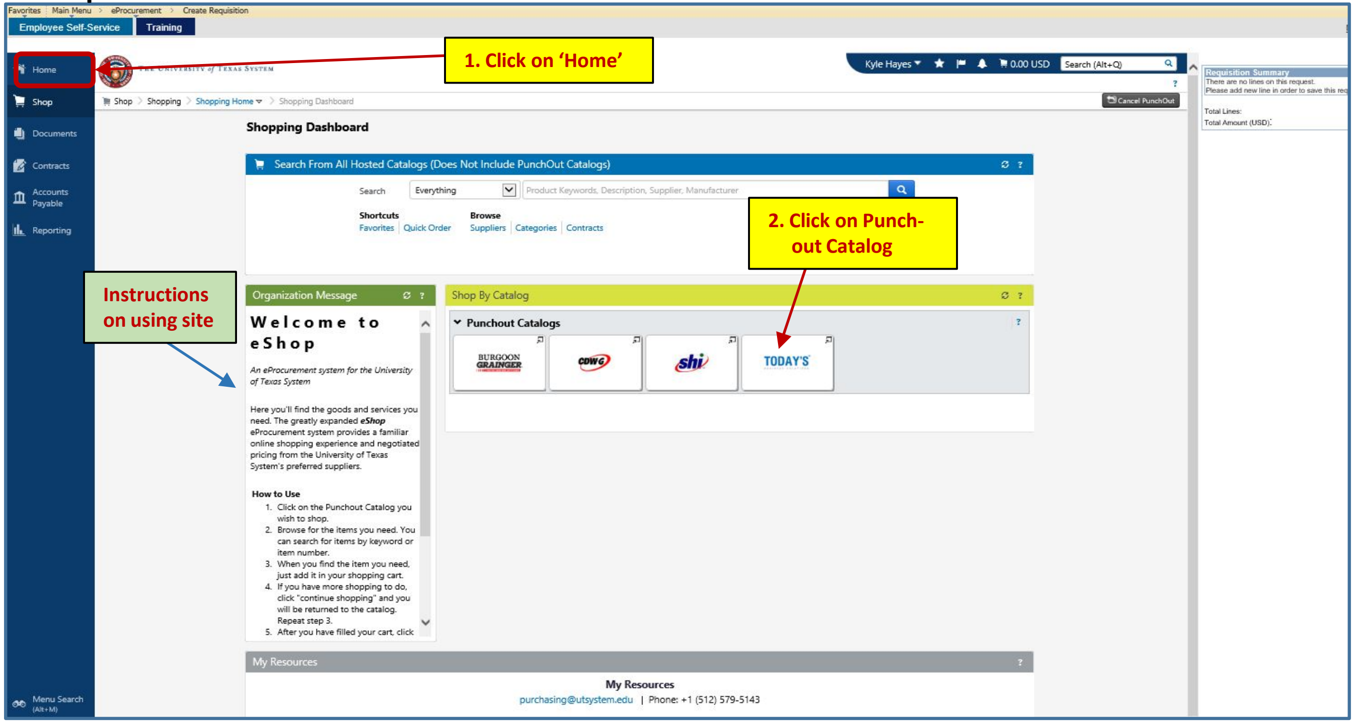
1) Click on **2. Add Items and Services**, then on 2) the 'Web' tab, and 3) finally on SciQuest eShop Portal
You will be rerouted to the eShop Shopping Dashboard

-Next-

[Back to 'Table of Contents']

NAVIGATE ESHOP PORTAL

eShop Portal

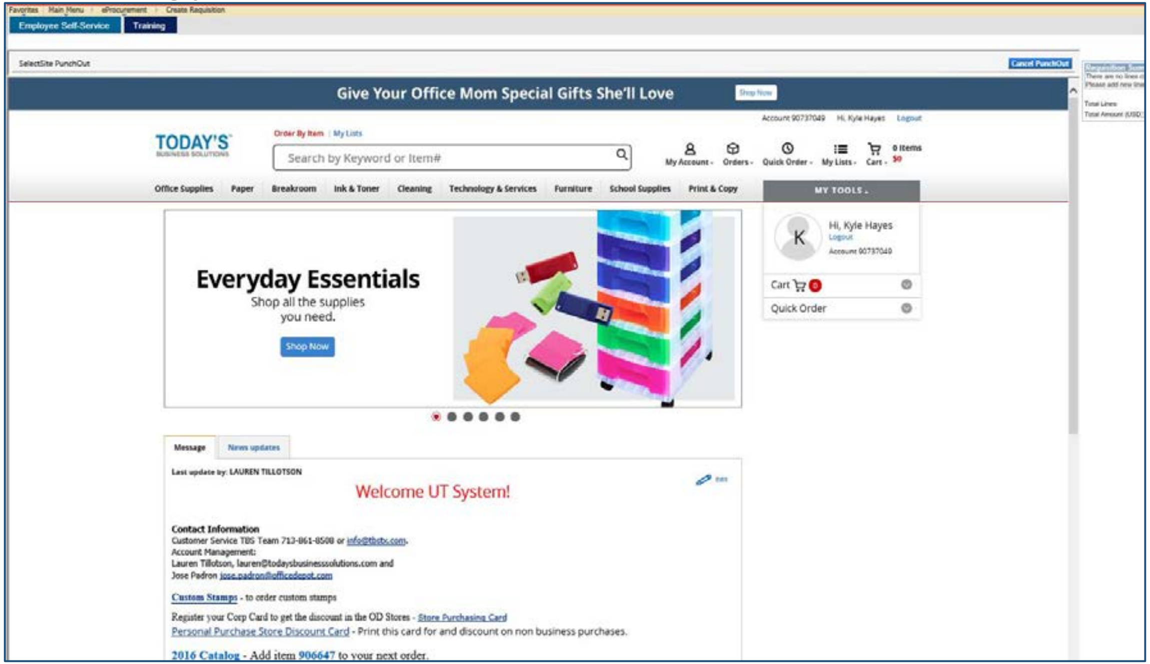


-Next-

[Back to 'Table of Contents']

SHOP IN A VENDOR PUNCH-OUT CATALOG

This will bring you to TBS order site:



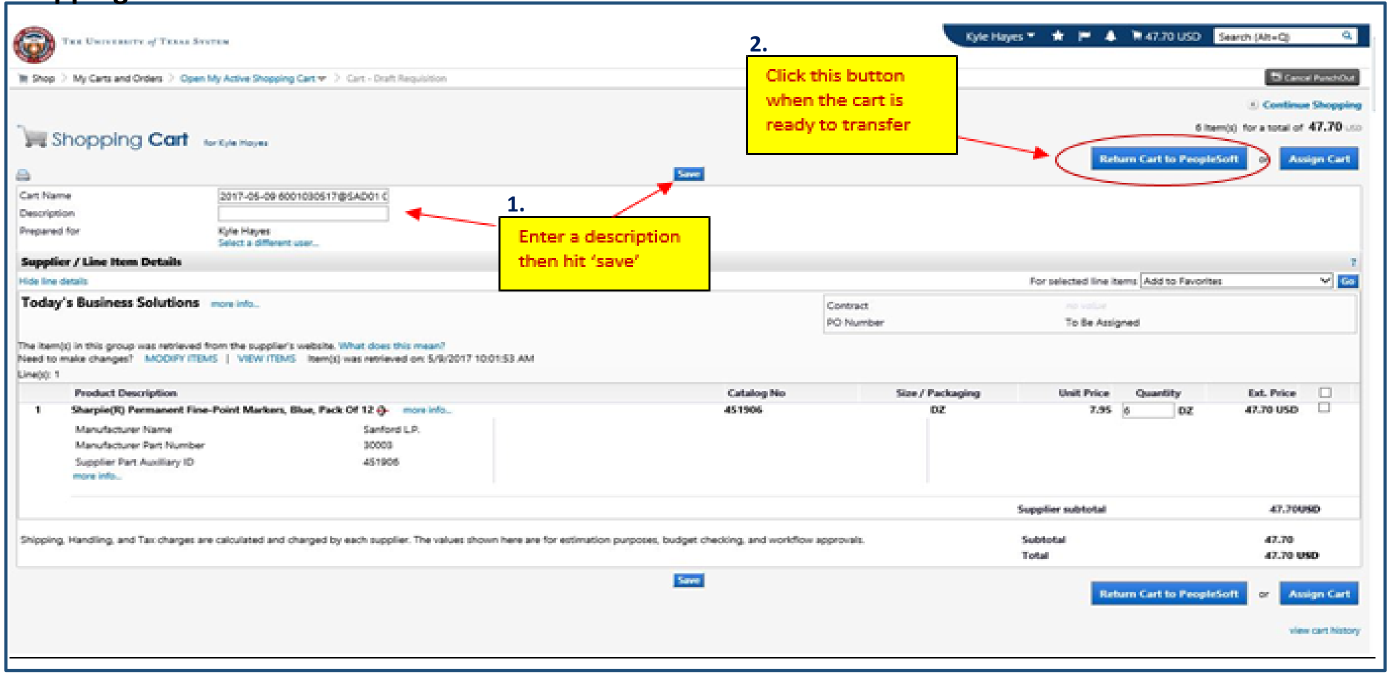
Shop and fill cart and click the 'checkout' button. This will take you to your shopping cart:

-Next-

Back to ‘Table of Contents’

CHECK-OUT CART AND TRANSFER TO PEOPLESOFT

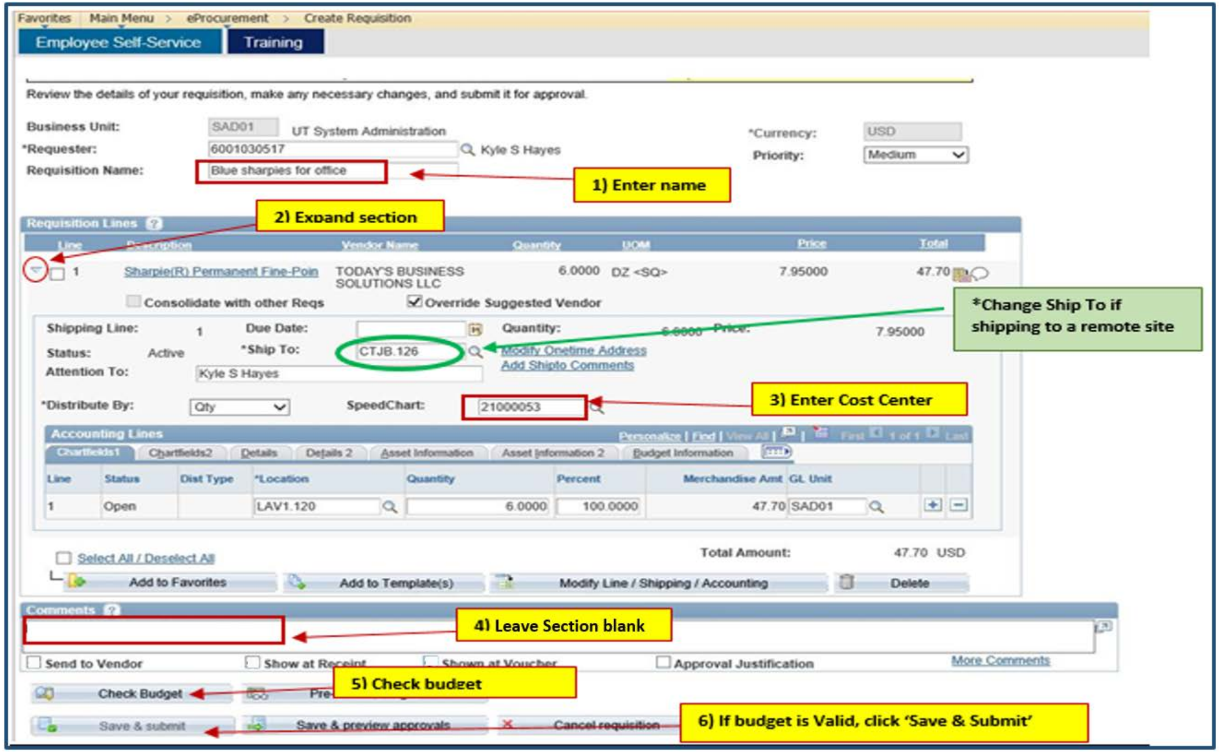
Shopping Cart



The ‘Return Cart’ will transfer you back to the ‘Create Requisition’ 2. Add Items and Services screen in PeopleSoft. Click on 3. Review and Submit to see that your Cart items have automatically populated the Requisition:

[Back to 'Table of Contents']

Complete, Review and Submit the Requisition



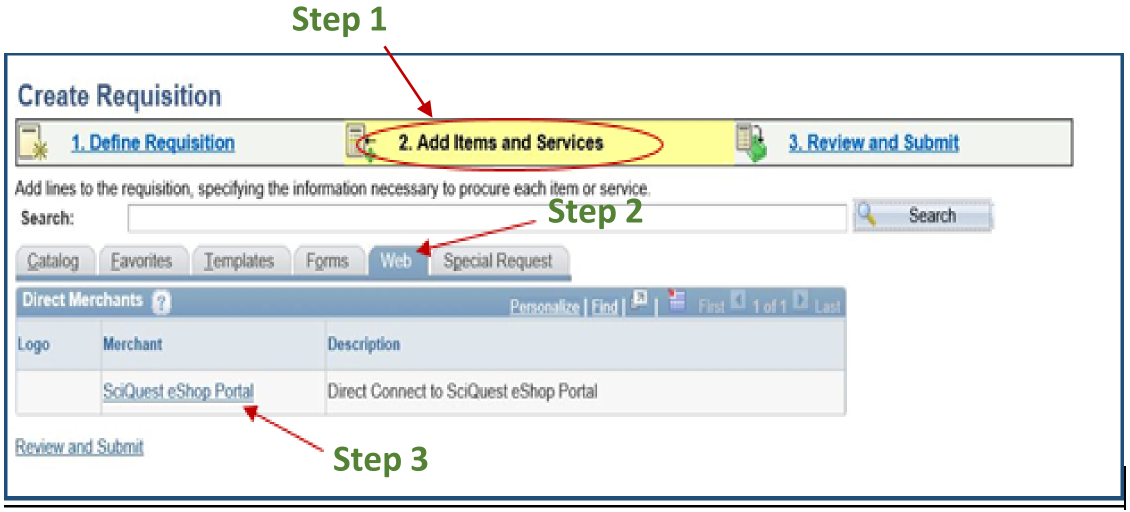
When you click 'Save and Submit', the requisition will go through the normal PeopleSoft workflow, then convert to an approved PO which will route electronically to the vendor for processing. You can monitor the status of the requisition by going to Main Menu > eProcurement > Manage Requisitions.

OPTION 2* -
Create a Requisition from a *Shopper*-generated Shopping Cart

*These are carts generated by users within your department and assigned to you for processing. The following instructions show you how to retrieve a cart and process it through PeopleSoft.

Back to 'Table of Contents'

ACCESS ESHOP PORTAL THROUGH "CREATE REQUISITION"



1) Click on **2. Add Items and Services**, then on 2) the 'Web' tab, and 3) finally on SciQuest eShop Portal
You will be rerouted to the eShop Shopping Dashboard

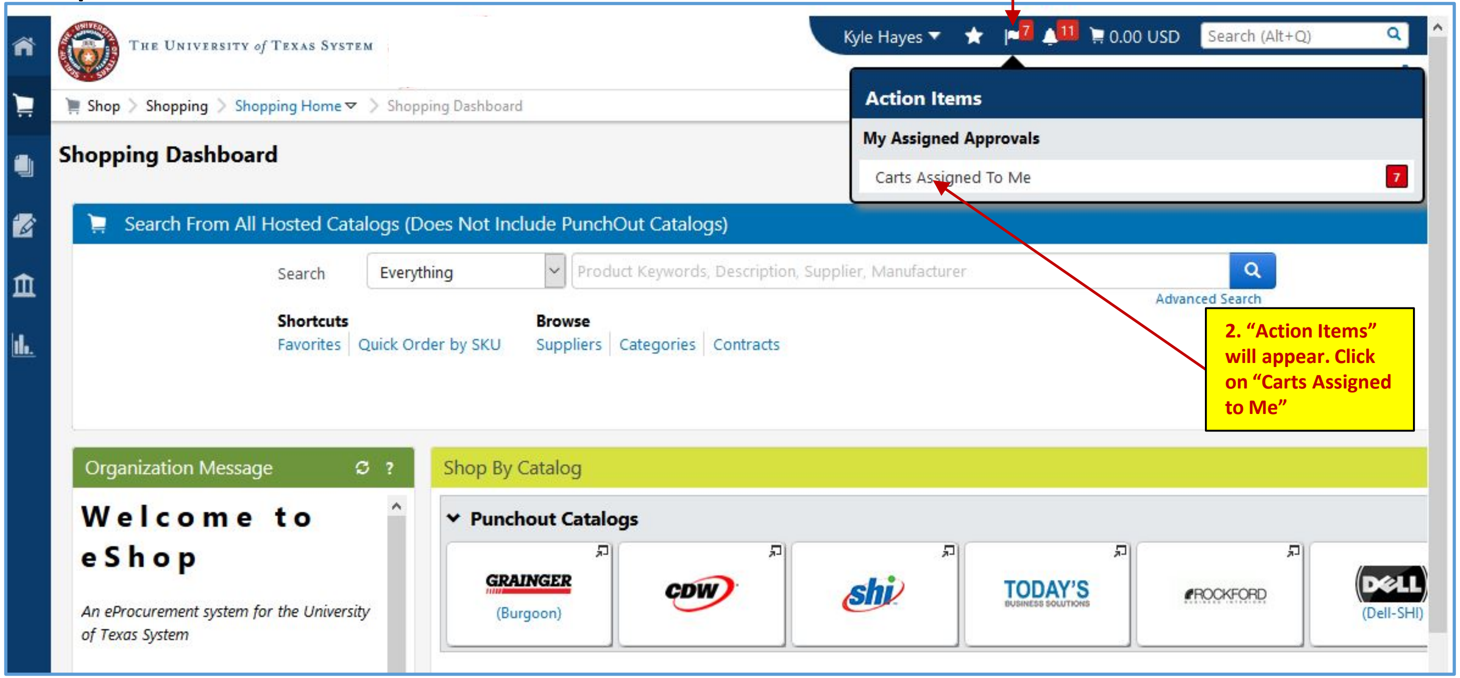
-Next-

[Back to 'Table of Contents']

Access "Action Items" on eShop Homepage

1. Click on the flag

eShop Portal



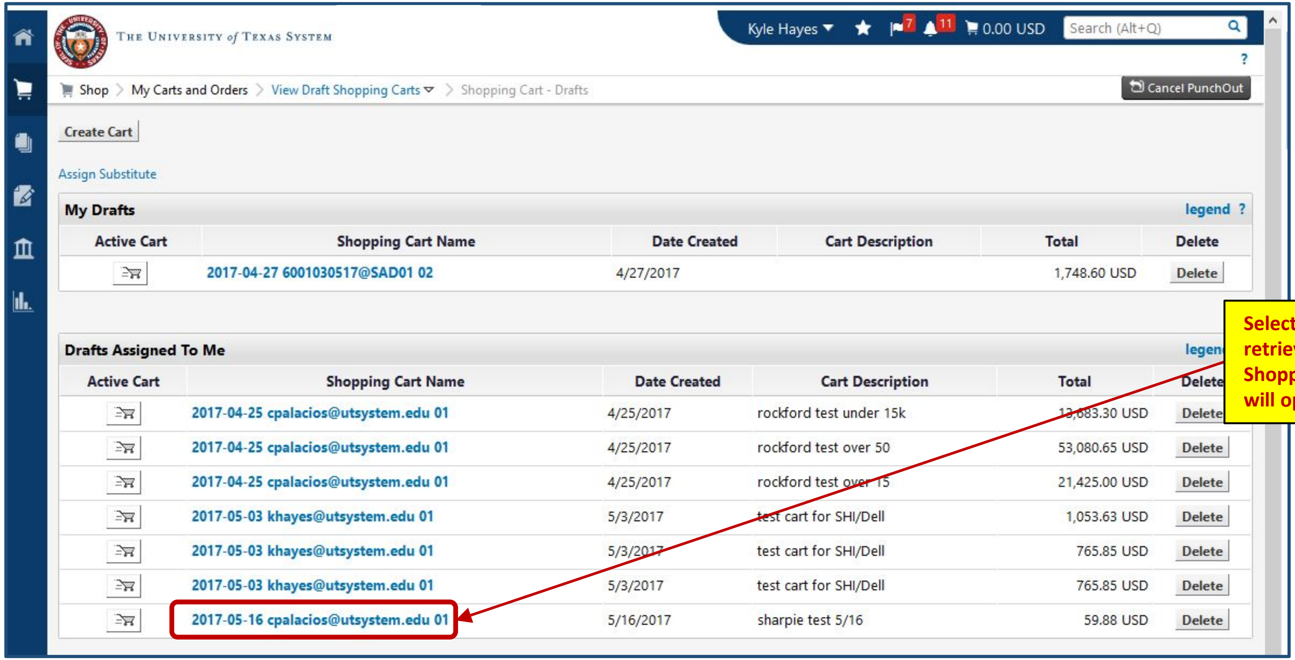
2. "Action Items" will appear. Click on "Carts Assigned to Me"

-Next-

Back to 'Table of Contents'

SELECT CARTS ASSIGNED TO YOU

Draft Shopping Carts Page


The University of Texas System

Kyle Hayes 7 11 0.00 USD Search (Alt+Q)

Shop > My Carts and Orders > View Draft Shopping Carts > Shopping Cart - Drafts

Cancel PunchOut

Create Cart

Assign Substitute

My Drafts legend ?

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	2017-04-27 6001030517@SAD01 02	4/27/2017		1,748.60 USD	Delete

Drafts Assigned To Me legend

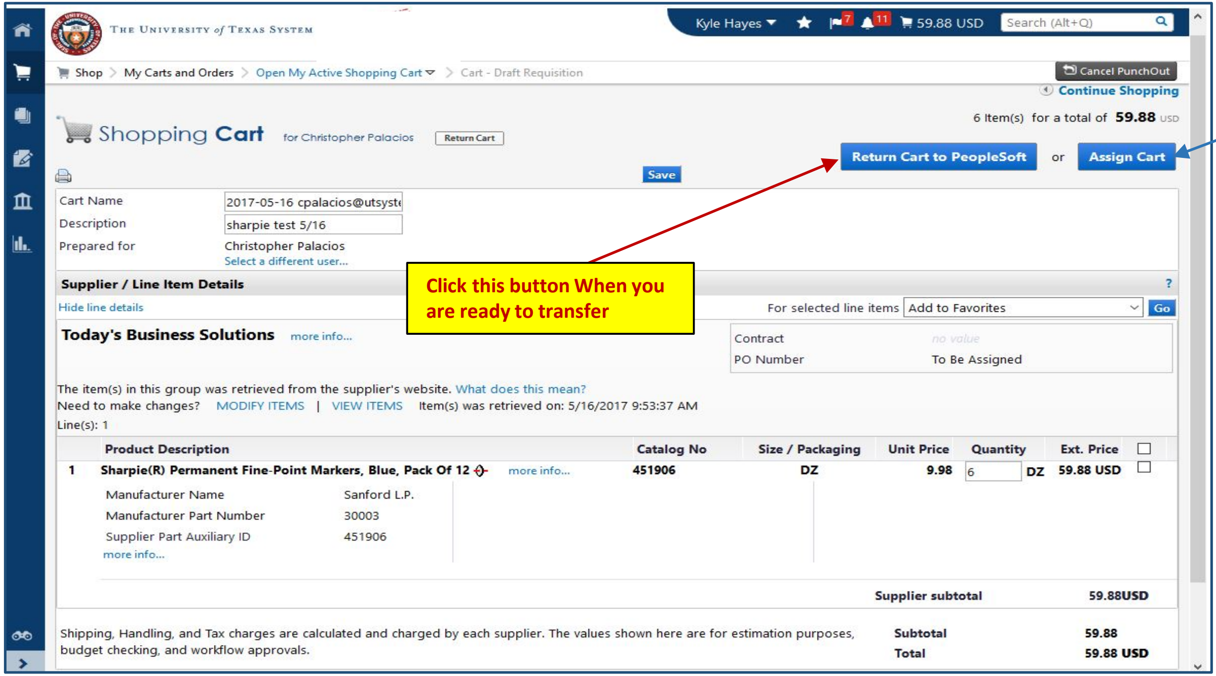
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	2017-04-25 cpalacios@utsystem.edu 01	4/25/2017	rockford test under 15k	13,683.30 USD	Delete
	2017-04-25 cpalacios@utsystem.edu 01	4/25/2017	rockford test over 50	53,080.65 USD	Delete
	2017-04-25 cpalacios@utsystem.edu 01	4/25/2017	rockford test over 15	21,425.00 USD	Delete
	2017-05-03 khayes@utsystem.edu 01	5/3/2017	test cart for SHI/Dell	1,053.63 USD	Delete
	2017-05-03 khayes@utsystem.edu 01	5/3/2017	test cart for SHI/Dell	765.85 USD	Delete
	2017-05-03 khayes@utsystem.edu 01	5/3/2017	test cart for SHI/Dell	765.85 USD	Delete
	2017-05-16 cpalacios@utsystem.edu 01	5/16/2017	sharpie test 5/16	59.88 USD	Delete

Select the cart you want to retrieve and click on the Shopping Cart Name. This will open the cart.

[Back to 'Table of Contents'](#)

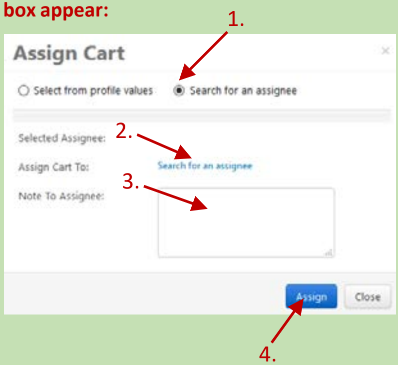
TRANSFER CART TO PEOPLESOFT

Shopping Cart



Note: You also have the option to reassign the cart to another Requester in your department:

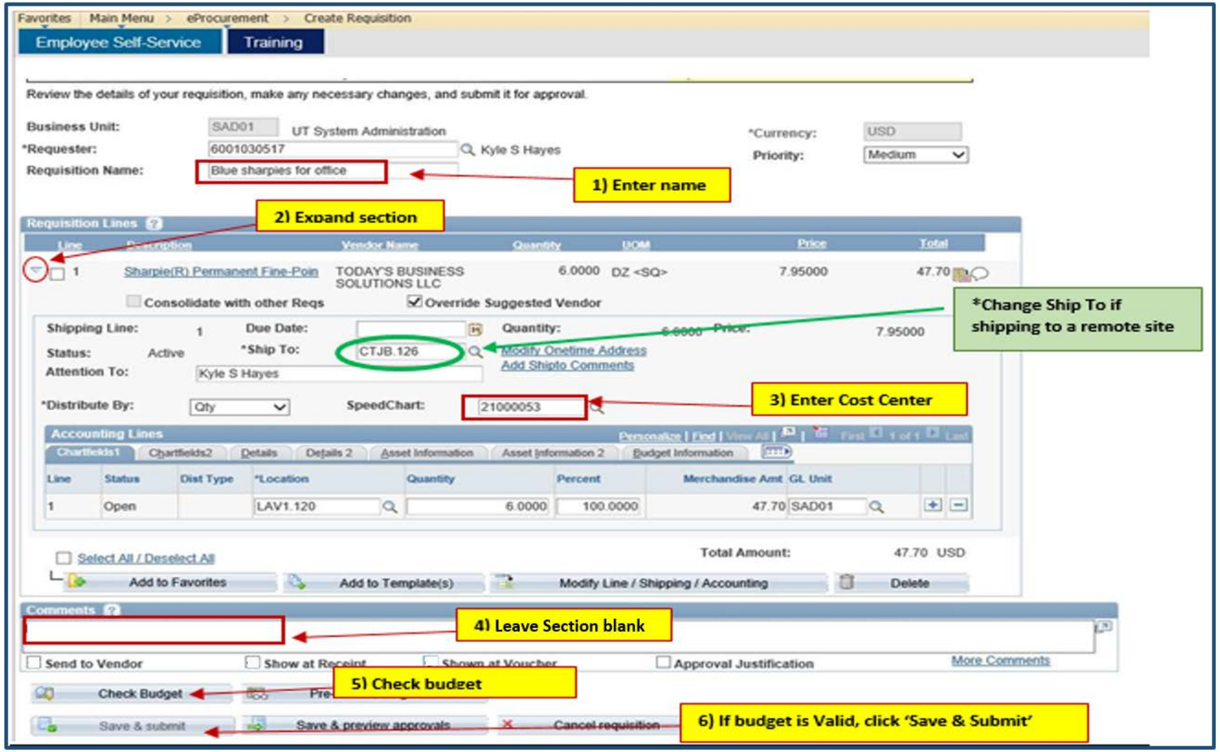
Click on the button, and you will see this box appear:



The 'Return Cart' will transfer you back to the 'Create Requisition' [2. Add Items and Services](#) screen in PeopleSoft. Click on [3. Review and Submit](#) to see that your Cart items have automatically populated the Requisition:

[Back to 'Table of Contents']

COMPLETE, REVIEW AND SUBMIT THE REQUISITION



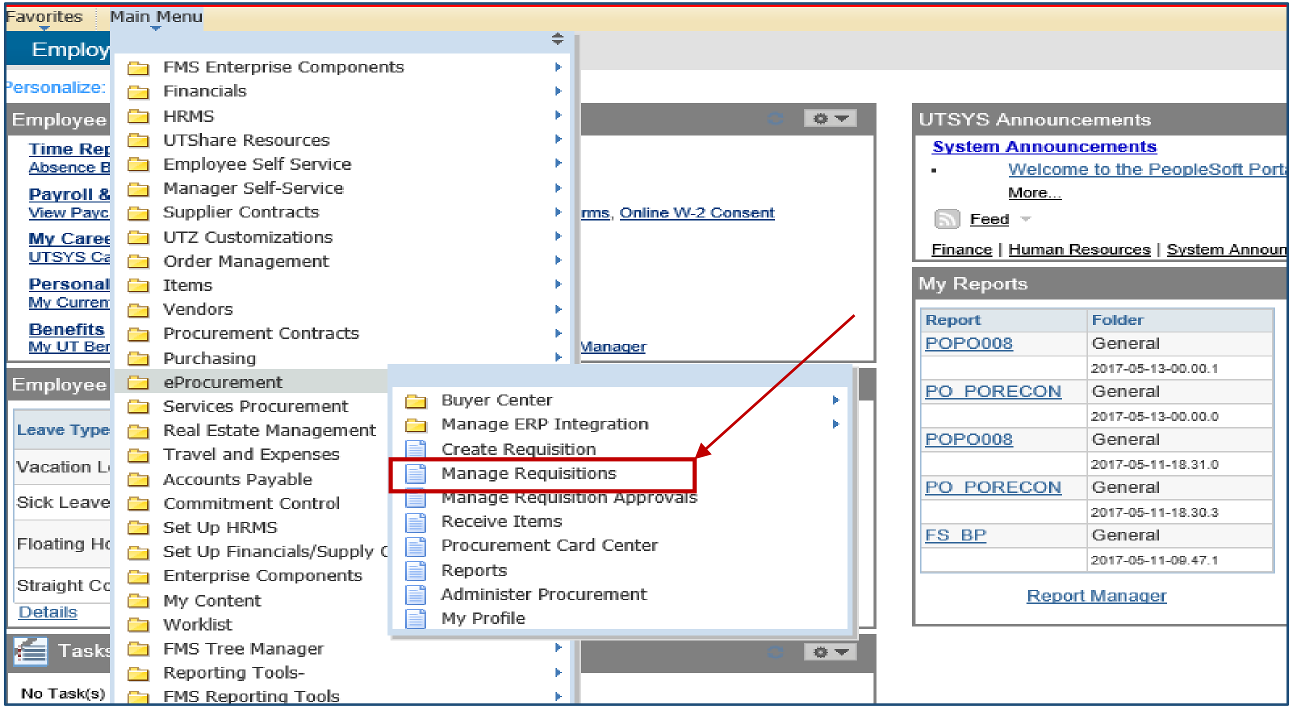
When you click 'Save and Submit', the requisition will go through the normal PeopleSoft workflow, then convert to an approved PO which will route electronically to the vendor for processing. You can monitor the status of the requisition by going to Main Menu > eProcurement > Manage Requisitions.

Create Order Receipt

(Standard and eShop Orders)

Back to 'Table of Contents'

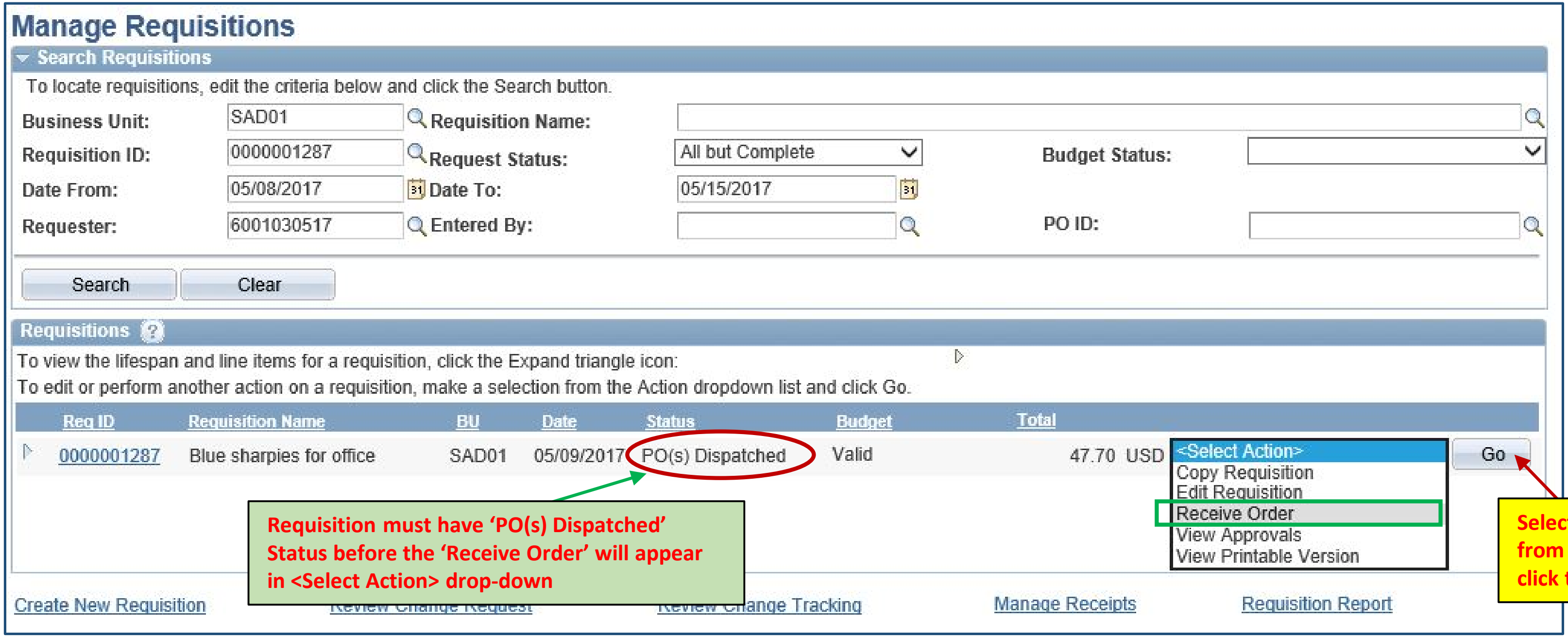
NAVIGATE TO "MANAGE REQUISITIONS"



-Next-

Back to 'Table of Contents'

SELECT REQUISITION AND "RECEIVE ORDER" OPTION



Requisition must have 'PO(s) Dispatched' Status before the 'Receive Order' will appear in <Select Action> drop-down

Select 'Receive Order" from drop-down, then click the Go button.

-Next-

Back to 'Table of Contents'

CREATE A RECEIPT – STEP 1

1. Check each item to be received or, if all items have been received, click the 'Check All' button

2. Click 'Receive Selected' and you will be routed to the Receive Form

Receive Items

You have 1 line open for receiving for requisition Blue sharpies for office

Receive Selected and go to the Receive Form.

Requisition Lines to Receive Personalize | Find | View All | First 1 of 1 Last

Requisition Lines to Receive | Purchase Order Details

	Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Attention To	Vendor
☐	SAD01	Blue sharpies for office	Sharpie(R) Permanent Fine-Point Markers, Blue, Pack Of 12	6	0	DZ	CTJB.126	Kyle S Hayes	TODAY'S BU-001

Check All | Clear All

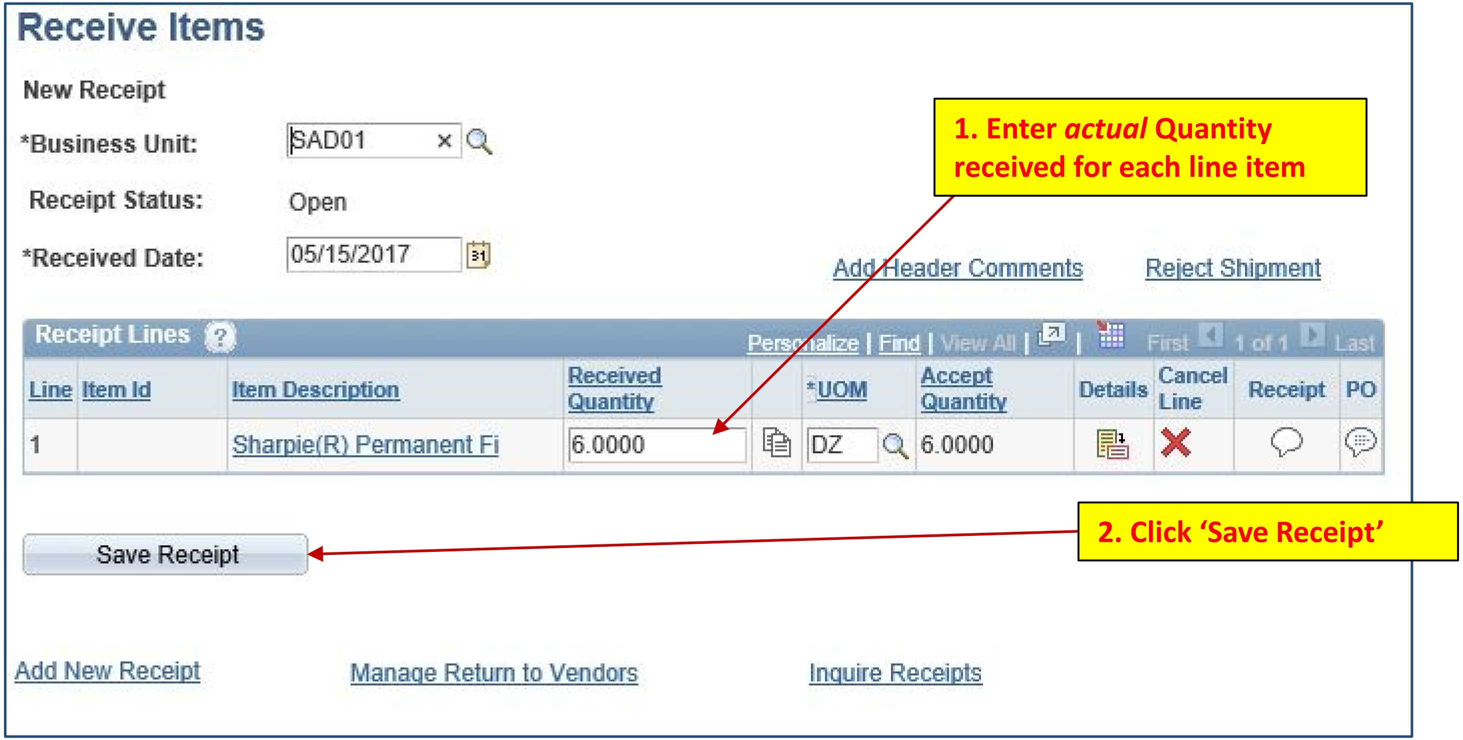
Inquire Receipts

Manage Return to Vendors

-Next-

[Back to 'Table of Contents']

CREATE A RECEIPT – STEP 2



-Next-

Back to 'Table of Contents'

CREATE A RECEIPT – STEP 3

Receipt Saved Successfully

You have saved receipt # 0000001316 containing the following items:

Receipt Lines — Personalize | Find | First 1 of 1 Last

Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	Sharpie(R) Permanent Fine-Point Markers, Blue, Pack Of 12	6.0000		6.0000

Return to Manage Requisitions   Return to Receiving

This saved receipt will allow Accounting Services to approve the payment voucher and release funds to Vendor.

-Next-

Back to 'Table of Contents'

Glossary of Purchasing Terminology

REQUISITION
An electronic or paper document generated by a *user department* to notify the **purchasing** department of items it needs to order, their quantity, and the timeframe. It may also contain the authorization to proceed with the **purchase**. The requisition is generated in response to a quote received by a vendor. Also called **purchase request**.

VENDOR
A qualified and authorized seller or reseller of commodities, goods and/or services.

QUOTE
A document that a vendor provides to a buyer or user department that offers commodities, goods or services at a stated price, under specified conditions. This is the document the purchaser considers *before* issuing a Purchase Order. Also called a **quotation** or **proposal**.

INVOICE
A "bill" a vendor sends to the purchaser after goods, commodities have been shipped to the purchaser, or requested services have been rendered. The invoice should match the quote and the Purchase Order issued by the purchaser. The invoice should also reference the purchaser's Purchase Order No.

COMMODITY
A transportable article (constructed physical thing) of trade or commerce that can be bartered or sold.

GOODS
Includes commodities, but also materials and supplies.

SERVICES
Acts of work or labor a vendor performs on behalf of, or for, the purchaser in exchange for monetary compensation.

Additional Resources

Purchasing Contact:

Christopher Palacios (512) 579-5143

Visit the Contracts and Procurement website for further information:

- Staff directory
- Procedures
- Forms
- Guides
- Important Links
- Supplier Resources

https://www.utsystem.edu/offices/contracts-and-procurement