PO 04: Create non-catalog requisition by quantity from foreign supplier Created on 2/26/2018

PO 04: Create non-catalog requisition by quantity from foreign supplier

Procedure

In this topic, you will learn how to create a non-catalog requisition by quantity from foreign supplier.



Step	Action
1.	Click the Procurement button.



Step	Action
2.	Click the Purchase Requisitions button.
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	Procurement Dashboard	Purchase Requisitions		My Receipts	Catal	ogs Suppliers		
Shop						A Requisition		
4 Search Catalon						You do not have an ac	tive requisition.	
Search Catalog							Edit and Submit	
Search	0					A Quick Links		
My Requisitions						Requisition Line	Entry	
Actions - View - Fo	ırmat 👻 🔲 🖽	Freeze	Detach 4	Wrap		Shopping Lists		
			Approval			Smart Forms Noncatalog Regu	est	
Requisition	Description	Creation Date	Amount	Status	Funds	A Requisition Pr	eferences	
REQ0000321	test 1 dd	16-Jan-2018	103.41 CAD	Approved	Liquida [,] ^			
REQ0000238	Conference Sp	16-Jan-2018	1,000.00 CAD	Approved	Reserve	Requisitioning BU	UW BU	
REQ0000237	Testing	16-Jan-2018	5.00 CAD	Approved	Liquida	Requester	FTEST USER4	
REQ0000231	Services by am	16-Jan-2018	10,341.00 CAD	Approved	Reserve	Deliver-to Location	UW - US Address	
REQ0000230	Office supplies	16-Jan-2018	5,170.50 CAD	Approved	Reserve			
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	Columns Hidden	5						

Step	Action
3.	Validate the Deliver-to-Location: UW-US Address.
	UW - US Address

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	Procurrement Purchase Purchasing My Receipts Catalogs Suppliers
	Shop A Requisition
	Search Quick Links Quick Links Ny Requisitions Actions View Format B B C D C C D
	Requisition Description Creation Date Approval Amount Status Funds • Noncatalog Request REQ0000321 test 1 dd 16-Jan-2018 103.41 CAD Approved Liquida*
	REQ0000238 Conference Sp 16-Jan-2018 1,000.00 CAD Approved Reserve Requisitioning BU UW BU REQ0000237 Testing 16-Jan-2018 5.00 CAD Approved Liquida Requester PTEST USER4 REQ0000231 Services by am 16-Jan-2018 10.341.00 CAD Approved Reserve Deliver-to Location UW - US Address
	Columns Hidden 5
Step	Action
4.	Click the Non-catalog Request link. Noncatalog Request
	Create Noncatalog Requ Add to Krequisition Add to My Shopping List Return to Shopping Create Noncatalog Requ Add to Krequisition Add to My Shopping List Return to Shopping Create Noncatalog Requ Add to Krequisition Add to My Shopping List Return to Shopping Item Type Catalogs Supplier Catalogs Catalogs Vour regulation or lines. Edit and Satenit Requisition Preferences Catalogs Catalogs View Phice Catalogs View Phice Catalogs Supplier Supplier Supplier Catalogs View Phice View Phice Catalogs View Phice Phice View Phice
5	Action Enter the appropriate information into the following fields:
5.	Item Type Item Description Category Name Quantity UOM Price Currency

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	Procurement Purc Dashboard Requis	hase Purchasing sitions	My Receipts	Catalogs Suppliers	
Create Non	catalog Requ Add to Requi	isition Add to My Shopping Lis	t v Return to Shoppin	A Requisition: REQ	0000325
Item Typ	Goods or services billed by quantity	~	New supplier		Edit and Submit
* Iter Descriptio	n n	Supplier		Requisition Prefe	erences
		Supplier Site	v		
* Category Nam	e Q	Contact			
* Quanti	y 1	Phone			
* UO	M 👻	Fax			
* Pric	e	E-Mail		•	
* Currenc	y CAD 🔻	Item			
	Negotiated				
Attachments					
Actions 🔻 Vi	ew 🕶 🛨 🗙				
Type	Category * File Nam	ne or URL	Title		
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Action					
Click th	e Negotiated	checkbox.			

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	Procurement Purc Dashboard Requi	hase Purchasing sitions	My Receipts Cata	logs Suppliers		
Create Nonca	talog Requ Add to Requ	isition Add to My Shopping Lis	it v Return to Shopping	A Requisition: REQ	0000325	
Item Type	Goods or services billed by quantit	v 🗸	New supplier	Your requisition contains r	to lines.	
* #	Talas Caulanant	Supplier			Edit and Submit	- 1
ttem Description	terco Equipment	Supplier		Requisition Prefe	rences	- 1
		i Supplier Site	¥			- 1
* Category Name	Communications-Telecommun Q	. Contact				- 1
* Quantity	10	Phone				- 1
* UOM	EA	Fax				- 1
* Price	5.00	E-Mail				- 1
* Currency	LISD -	Supplier				- 1
* Conversion Rate	•	liem		•		- 1
Туре	Corporate	~				- 1
* Conversion Date	17-Jan-2018					- 1
Conversion Rate						- 1
	Negotiated					- 1
Attachmente						- 1
Autoriments						
Actions View	• + ×					
Туре	Category * File Nan	ne or URL	Title			
No data to display						

Step	Action
7.	Enter the required supplier in the Supplier field.

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	Procurement Purchase Dashboard Requisitions	Purchasing	My Receipts Catalo	ogs Suppliers	
Create Nonca	talog Requ Add to Requisition	Add to My Shopping Lis	t Return to Shopping	Requisition: REQ0000325	
Item Type	Goods or services billed by quantity		New supplier	Your requisition contains no lines.	
* Item Description	<u>Jelco</u> Equipment	Supplier	UNIVERSITY OF CHICAGO DI	Requisition Preferences	
		Supplier Site	CHICAGO 🔻		- 1
* Category Name	Communications-Telecommun \mathbf{Q}	Contact			- 1
* Quantity	10	Phone			- 1
* иом	EA	Fax			- 1
* Price	5.00	E-Mail			- 1
* Currency	USD 🔻	Supplier Item			- 1
* Conversion Rate Type	Corporate ~			•	- 1
* Conversion Date	17-Jan-2018				- 1
Conversion Rate					- 1
	☑ Negotiated				- 1
Attachments					
Actions 🔻 View	• + ×				
Type	Category * File Name or U	IRL	Title		

Step	Action				
8.	Click the Add to Requisition button.				
	Add to Requisition				

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	Procurement Dashboard	Purchase Regulations	Purchasing	My Receipts	Catal	ogs Suppliers		
Create Nonca	atalog Requ 🗚	Id to Requisition Ad	d to My Shopping Lis	st 🔻 Return to	Shopping	Requisition: RE	Q0000325	E
Item Type	Goods or services billed I	by quantity 🗸		New supplier		You added 1 line to the Recently added lines	requisition.	
* Item			Supplier			Telco Equipment	1,075.00 CAD 💥	
Description			Supplier Site		Ŧ	Total	1,075.00 CAD	
		-	Supplier				Edit and Submit	
[^] Category Name		Q,	Contact			Requisition Pre	ferences	
* Quantity	1		Phone					· 1
* иом		-	Fax					
* Price			E-Mail					
* Currency	CAD 🔻		Supplier Item					
	Negotiated							
Attachments								
Actions 🔻 View	• + ×							
Туре	Category *	File Name or URL		Title				
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Step	Action
9.	Click the Edit and Submit button.
	Edit and Submit

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			1		
Procurement Purchase Dashboard Requisitions	Purchasing My Receipt	s Catalogs	Suppl	liers	
Edit Requisition: REQ0000325	Shop Check Funds	Manage Approvals	View PDF	Save V Sut	mit =
Requisitioning BU UW BU	Justification			Requisition 1,07	5.00
* Description Telco Equipment				Approval Amount 1,0	5.00
ii.				Funds Not Status	rese
				Student Name	
				Student Number	
				Attachments None	+
Requisition Lines					
Actions 🔻 View 🔻 Format 👻 📔 Freeze	🐨 Detach 🚽 Wrap				
Line Description Category Name *	Quantity UOM	Price	Amount	Amount (CAD)	Fui
1 Telco Equipment Communications-Tel	10 EA	5.00 USD	50.00 USD	1,075.00	Not
Total				1,075.00	
<					>
Rows Selected 1 Columns Hidden 7					
▲ Line 1: Details					

Step	Action
10.	Verify Deliver-to Address details.

ine 1: Details							
Delivery							
* Requester	USER4, TEST	q		Deliver-to Location	Type Internal	~	
Urgent	No 🗸			* Deliver-to Loc	ation UW - US A	ddress	Q
Requested Delivery Date	24-Jan-2018	Ē		Deliver-to Add	ress TATES	nn St., DEARBORN, I	II 48126, UNITED
ctions ▼ View ▼ Form	at 🗸 🗶 ·	C Freeze	🔛 Detach 🚽	Wrap			
		Project Co	sting Details				
Project Ta Number Ta	sk Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	UW Dept VP Approval	Charge Account	
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Step	Action
11.	Verify Charge Account details.



Step 13.

ine 1: Details								
no n bound								
Delivery								
* Requester	USER4, TEST	r i	9	Deliver-to Location	Type Interr	al	~	
Urgent	No 🗸			* Deliver-to Loo	cation UW -	US Ad	dress Q	
Requested Delivery Date	24-Jan-2018	Ťo		Deliver-to Ad	dress 7143	00 Hen	nn St., DEARBORN, MI 481	26, UNITED
					0.74			
Billing								
Actions - View - Form	nat 🚽 💙	C Freeze	Detach -	Wran				
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		D						
		Project C	osting Details					
Project Ta Number Ta	sk Number	Project C Expenditure Item Date	osting Details Expenditure Type	Expenditure Organization	UW Dept Approval	/P	Charge Account	
Project Ta Number Ta	sk Number	Project C Expenditure Item Date	osting Details Expenditure Type	Expenditure Organization	UW Dept Approval	/P	Charge Account	0.83120. [,] ই
Project Ta Number Ta	sk Number	Project C Expenditure Item Date	osting Details Expenditure Type	Expenditure Organization	UW Dept Approval	/P	Charge Account	0.83120. 🗟 To
Project Ta Number Ta	sk Number	Project C Expenditure Item Date	osting Details Expenditure Type	Expenditure Organization	UW Dept Approval	/P	Charge Account	0.83120. 🛃 To >

Step	Action
12.	Click the Submit button.
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Shop	þ						Requisition	E
⊿ Se	earch Catalog						Edit and Submit	
Searc	h	O					A Quick Links	
My R	equisitions						Requisition Line Entry	
Actio	ons 🔻 View 👻 F	format 👻 📄 🎵	🖙 🏢 Freeze	🗟 Detach 🚽	Wrap		Shopping Lists Smart Forms	
	Requisition	Description	Creation Date	Approval Amount	Status	Funds	Noncatalog Request	
	REQ0000382	Foreign Service	17-Jan-2018	645,000.00 CAD	Incomplete	Not res	A Requisition Preferences	
	REQ0000327	Testing	17-Jan-2018	5.17 CAD	Pending approval	Not res	BU UW BU	
	REQ0000326	Foreign Services	17-Jan-2018	21,500.00 CAD	Approved	Liquida	Requester PTEST USER6	_
	REQ0000325	Telco Equipment	17-Jan-2018	62.50 CAD	Approved	Liquida	Deliver-to UW - Main Campus - Location Receiving Dock	_
	REQ0000321	test 1 dd	16-Jan-2018	103.41 CAD	Approved	Liquidar 🗸		_
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Requisitio	n: REQ0000	325				Check Funds	View Life Cycle	Actions v	Done
Requisitioning BU	UW BU		Creation Date 17-	Jan-2018	Ē	Requisition Am	ount 62.50 CAD)	
Entered By	FTEST USER4		Status App	proved		Approval Am	ount 62.50 CAD)	
Description	Telco Equipmen	ıt	Justification			Funds St	atus Liquidated	1	
						Attachm	ents None		
						Student N	ame		
						Student Nur	nber		
Requisition	Lines								
Actions V	iew 🔻 Format 🖲	Freeze 📰 De	etach 📣 Wrap						
Line	ltem	Description	Category Name	Quantity UON	I	Price	Amount (CAD)	Status	Fur
1		Telco Equipment	Communications-Teleco	10 EA		5.00 USD	62.50	Approved	Liqu
< Rows Selected	ed 1 Colur	nns Hidden 13							>
Line 1: Deta	ils								
	Requester	PTEST USER4			Buyer	r PDARIO PAV	/IA		
Request	ed Delivery Date	24-Jan-2018		Sugge	sted Supplier	UNIVERSIT	Y OF CHICAGO D	ISTRIBUTION	
Deliver-					Supplier Item				
	to Location Type	Internal			Supplier item				
De	to Location Type liver-to Location	Internal UW - US Address			Supplier Rell				

Step	Action
14.	Click the Done button.
	Done

Step	Action
15.	End of Procedure.