EProcurement Process:

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

Create Requisi	tion	
1. Define R	equisition 🛛 📴 2. Add Items and Services 🔂 <u>3. Revi</u>	ew and Submit
Add lines to the requisition	n, specifying the information necessary to procure each item or service.	
Search:		Q Search
Catalog Favorites T	emplates Forms GaFirst Marketplace Special Request	
Select a Request Type		
Special Item	Request an item that is not listed in the Catalog.	
Fixed Cost Service	Request a one-time service for a flat fee.	
Variable Cost Service	Request a service for which the fee is based on the time worked.	
Time and Materials	Request a service for which the fee is based on the time worked and materials used.	

Review and Submit

Click "special item"

Create	Requisition	on				
*	1. Define Requ	uisition	2. Add Items and	Services	<u>3.</u>	Review and Submit
Add lines to	o the requisition, sp	pecifying the information ne	ecessary to procure each iter	m or service.		
Search:						Q Search
Catalog	Favorites Tem	plates TForms TGaFirst	Marketplace Special Req	uest		
Special Iter	m					
*Item Des	scription:					
*Price:			*Currency:	USD		
*Quantity	:		*Unit of Measure:		2	
*Category	y:	Q	Due Date:		31	
Vendor I	D:	Q		Suggest New \	/endor	
Vondork	tom ID:					
Men ID:	tem ib.	Q				
Witg ID:						
Mfg Item	ID:					
Talantione					. 🖋	
					-	
🗆 Ser	nd to Vendor	Show at Receipt	Show at Voucher			
Add Item	Cancel	Add or Start New Type				

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

Price: 599.00

Quantity: 1

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

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

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

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

Indicate any additional information that is required for the purchase.

Click "Add item"

Click "3. Review and Submit"

1. Defin	e Requisition	2	Add Items and Serv	vices	3. Review a	nd Submit	
ew the details of	your requisition, make any	necessary chang	es, and submit it for app	proval.			
iness Unit:	51000 Valdosta	State University					
quester:	LPROAL	,	Proal, Lorrie		*Currency:	USD	
quisition Name:					Priority:	Medium •	
quisition Lines							
Line Descrip	xtion	1	/endor Name	Quantity I	UOM	Price	Total
SP Net	Advantage	SI	tandard & Poor's	1.0000 =	den	8,744.000	8,744.00 🖻
Select All / De	eselect All				Total Amou	nt: 8,744.0	0 USD
🖵 🧩 Add to	favorites 🔜 Modify	Line / Shipping /	Accounting 📋 Dele	ete			
tification/Comme	ents						
						÷ 1	2
Send to Vendor	Show at Receipt	Show at Vouc	her				
Save as Templat	e						
Save & submit	Save & preview appr	ovals 🗙 Can	cel requisition	Find more items			
vente Demu	in iti na						
reate Requ	isition						
reate Requ	isition e Requisition		2. Add Items and Se	ervices	3. Reviev	v and Submit	
reate Reque	isition e Requisition your requisition, make an	y necessary char	 Add Items and Senges, and submit it for a 	approval.	3. Review	v and Submit	
Create Reque . 1. Defin eview the details of usiness Unit:	isition e Requisition your requisition, make an 51000 Valdost	y necessary char a State University	2. Add Items and Se nges, and submit it for a	approval.	3. Reviev	v and Submit	
reate Requi	isition le Requisition your requisition, make an 51000 Valdost LPROAL	y necessary char a State University	2. Add Items and Senges, and submit it for a	approval.	3. Review	v and Submit	
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Image: Create Requester view the details of usiness Unit: equester: equisition Name: initial control usiness Line	isition te Requisition your requisition, make an 51000 Valdost LPROAL	y necessary char a State University	2. Add Items and Se nges, and submit it for a Proal, Lorrie	approval.	3. Review *Currency: Priority:	w and Submit	
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L. Defin 1. Defin 1. Defin usiness Unit: equester: equisition Name: equisition Lines Line Descrip 1 Incode	isition te Requisition your requisition, make an 51000 Valdost UPROAL thom h-Fi 32gb Black	y necessary char a State University	2. Add Items and Se nges, and submit it for a Proal, Lorrie Vendor Name Apple Computer Inc	approval. Quantity 1.0000	Currency: Priority:	USD Medium Price 599.000	• <u>Total</u> 599.0
L. Defin	isition te Requisition your requisition, make an 51000 Valdost LPROAL therefor Pad	y necessary char a State University	2. Add Items and Se nges, and submit it for a Proal, Lorrie Vendor Name Apple Computer Inc Apple Computer Inc	approval. Quantity 1.0000	*Currency: Priority: UOM Each Each	v and Submit	• • 599.0 99.0
Indext Interference Interfere Interfere <tr< td=""><td>isition e Requisition your requisition, make an 51000 Valdost LPROAL control tion fi-Fi 32gb Black Care for IPad of with keyboard</td><td>y necessary char a State University</td><td>2. Add Items and Se nges, and submit it for a Proal, Lorrie Vendor Name Apple Computer Inc Apple Computer Inc</td><td>approval.</td><td>Currency: Priority: UOM Each Each</td><td>v and Submit</td><td>▼ Total 599.0 99.0</td></tr<>	isition e Requisition your requisition, make an 51000 Valdost LPROAL control tion fi-Fi 32gb Black Care for IPad of with keyboard	y necessary char a State University	2. Add Items and Se nges, and submit it for a Proal, Lorrie Vendor Name Apple Computer Inc Apple Computer Inc	approval.	Currency: Priority: UOM Each Each	v and Submit	▼ Total 599.0 99.0
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To add attachments to each line – click the "thought bubble to the right".

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

Line Comments

L	ine	Description	Quantity	Unit	Price	
2	2	Apple Care for IPad	1.0000	Each	99.000 USD	
						*
						-
	S S	end to Vendor 🛛 🔲 Show at Re	ceipt 🛛	Show at	Voucher	
	Ad	dd Attachment				
	(OK Cancel				
Clio	ck "a	dd attachment"				
l	Jpload	d Cancel		Browse		

Click Browse for the document.

	Name	Date modified	Туре	Size
	🔁 REQ 711-1_SGRC_T1 line for warrants_UPD	7/18/2013 9:05 AM	Adobe Acrobat D	716 KB
	🔁 REQ 715-1_SRS_IBM SPSS Amos License	7/17/2013 11:20 AM	Adobe Acrobat D	609 KB
	🔁 REQ 226075_SCW_Kanguru Defender V2 S	7/17/2013 11:07 AM	Adobe Acrobat D	973 KB
	🔁 REQ 226391_HP_HP 83200 cmt and 23 inc	7/17/2013 11:04 AM	Adobe Acrobat D	1,438 KB
	🔁 REQ 237774_HP_HP LaserJet 600 M602D	7/17/2013 9:54 AM	Adobe Acrobat D	700 KB
	🔁 REQ 237775_Data Supplies Inc_eBrochure	7/17/2013 10:51 AM	Adobe Acrobat D	877 KB
	🔁 REQ 238704_Micros_ Maintenance and S	7/17/2013 11:09 AM	Adobe Acrobat D	659 KB
	🔁 REQ 238708_Fitzgerald and Long Inc456	7/17/2013 9:46 AM	Adobe Acrobat D	729 KB
	🔁 REQ 238711_BlackBoard_iValidate Wireles	7/17/2013 9:49 AM	Adobe Acrobat D	985 KB
	🔁 REQ 238712_HP_8 HP 8300 SFF i7 Series	7/17/2013 9:51 AM	Adobe Acrobat D	1,084 KB
	🔁 REQ 238714_Apple Tech Shop_imac and	7/17/2013 10:33 AM	Adobe Acrobat D	808 KB
	🔁 REQ IT-4_SRS_Turnitin Campus License_e	7/15/2013 5:11 PM	Adobe Acrobat D	932 KB
	🔁 REQ IT-6_Ipad and Zagg Keyboard Case	7/17/2013 11:06 AM	Adobe Acrobat D	582 KB
	🔁 REQ LIB-1_Standard and Poors_S&P Net	7/17/2013 10:53 AM	Adobe Acrobat D	997 KB
rive (🔁 REQ LIB-2_EBSCO_Art Museum Image Ga	7/17/2013 10:55 AM	Adobe Acrobat D	425 KB
	🔁 REQ LIB-3_Lyrasis_ACM Digital Library_Li	7/17/2013 10:57 AM	Adobe Acrobat D	571 KB
	🔁 REQ LIB-4_Mergent_Hoovers Online_Libr	7/17/2013 10:58 AM	Adobe Acrobat D	813 KB
	🔁 REQ LIB-5_ProQuest LLC_Electronic Index	7/17/2013 10:59 AM	Adobe Acrobat D	415 KB
	T DEO LTD 6 DroOuert LLC Historical News	7/17/2012 11:00 AM	Adobo Acrobat D	110 VD
File nar	ne: REQ IT-6_Ipad and Zagg Keyboard Case_Alun	nni Relations		- A

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

V:\dept\IT	Purchasin	g\Purchasing\Requests\FY 2014\Otf [Browse
Upload	Cancel		

Click "upload"

Create Requisition

Line Comments

Line	Description	Quantity	Unit		Price	
2	Apple Care for IPad		1.0000	Each	99.000 USD	
						*
						-
S	end to Vendor	Show at Receipt		Show at	Voucher	
		Customize L Find	l View Al		First 🖸 1 of 1 🕑 Last	
	Attached File			View	Send to	
	REO IT.				Vendor	
1	6_lpad_and_Zagg_Ke	yboard_Case_Alumni_Re	lations.pdf	View		
A	dd Attachment					
		1				
	Cancel					

Your document is now attached.

Click "ok"

Create Requisition					
1. Define Requisition	2. Add Items and Serv	<u>ices</u>	3. Review a	nd Submit	
Review the details of your requisition, make any necessary	changes, and submit it for ap	proval.			
Business Unit: 51000 Valdosta State Unive	ersity				
Requester: LPROAL	Proal, Lorrie		*Currency:	USD	
Requisition Name: Alumni Relations-ipad & folio			Priority:	Medium -]
Requisition Lines					
Line Description	<u>Vendor Name</u>	<u>Quantity</u>	UOM	Price	<u>Total</u>
▷	Apple Computer Inc	1.0000	Each	599.000	599.00 📑 💬
D 2 Apple Care for IPad	Apple Computer Inc	1.0000	Each	99.000	99.00 📑 💬
D a Zagg Folio with keyboard -	zagg Inc.	1.0000	Each	99.000	99.00 📑 💬
Select All / Deselect All			Total Amour	nt: 797.	00 USD
L 🧩 Add to favorites 🛛 🔜 Modify Line / Ship	ping / Accounting	ete			
Justification/Comments					
				* F	2
Send to Vendor Show at Receipt Show at	Voucher				
Save as Template					

Save & submit & Save & preview approvals Cancel requisition Find more items

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

Business Unit:	51000 Valdosta State Univers	sity							
Requester:	LPROAL	Proal, Lorrie		*Currency:	USD				
Requisition Name:	Alumni Relations-ipad & folio4			Priority:	Medium •	·			
Requisition Lines									
<u>Line</u> <u>Descripti</u>	ion	<u>Vendor Name</u>	<u>Quantity</u>	<u>UOM</u>	Price	<u>Total</u>			
▷	Fi 32gb Black	Apple Computer Inc	1.0000	Each	599.000	599.00 📑 💬			
≥	are for IPad	Apple Computer Inc	1.0000	Each	99.000	99.00 📑 💬			
▷ □ 3 Zagg Fol	io with keyboard -	zagg Inc.	1.0000	Each	99.000	99.00 📑 💬			
Select All / Des L Add to fail	elect All avorites	ng / Accounting 📗 📄 Delete]	Total Amour	nt: 797.	00 USD			
Justification/Commen	its								
					÷	2			
Send to Vendor	Show at Receipt Show at V	oucher							
Save as Template	Save as Template Save & submit Save & preview approvals Cancel requisition Find more items								

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

sition Lines				. <u></u>		
Line Description		<u>Vendor Name</u>	Quantity	<u>UOM</u>	<u>Price</u>	<u>Total</u>
] 1 IPad Wi-Fi 32gb Bl	ack	Apple Computer Inc	1.0000	Each	599.000	599.00 📑 🤇
Consolidate	ith other Pegs	Vorride Suga	asted Vendor			
	ini oner Kegs	e overnde sugg	esteu vendor			_
Shipping Line: 1	Due Date:	81	Quantity: 1.0000		(±)	
Status: Active	*Ship To:	Entwhse 🔍 🛛 🖃 👖	Iodify Shipping Address	5		
Proal Lor	rio					
Attention: Froal, Lor						
Otv	-		Amt	-		
*Distribute by: Caty	SpeedChart:	Liquid	ate by Ami	•		
Chartfields1 Chartfields	s2 T Chartfields3 T	Details Asset Infor	Customize Find	View All	First 🖾 1 of 1 🖾 Las	t
ine Status	Dist Type *Locat	ion Quantity Per	cent Amou	nt GL Unit	Account	
Open	PO_M	All 🔍 1.0000 1	100.0000 599.0	00 51000 🔍	714100 🔍 🛨 🕒	-
2 Apple Care for IPac	1	Apple Computer Inc	1.0000	Each	99.000	99.00 📑 🤇
3 Zagg Eolio with key	board -		1 0000	Each	00.000	00 00 📑 (
C Lugg / Old Will Rey	<u>bourd</u>	zagg inc.	1.0000		99.000	99.00 💼 🤇
Select All / Deselect All				Total	Amount: 797	00 USD
- 🤧 Add to favorites	Modify Line / S	nipping / Accounting	Delete			
cation/Comments						
					÷	1
nd to Vendor 🔲 Show	at Receipt 🛛 Show	at Voucher				
/e as Template						
	proview approvale	Cancel requisition				

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

Look Up Ship To

SetID:	51000
Ship To Location:	begins with 🔻
Description:	begins with 👻
Look Up C	Cancel Basic Lookup
Search Results	5
View All	First 💽 1-13 of 13 🕞 Last
Ship To Location	Description
CENTWHSE (Central Warehouse Receiving
DEPT S	SEND TO DEPARTMENT
FOOD I	Food Services
GAS	For gas and diesel bulk orders
INTERNET I	tems Downloaded to computer
KINGSBAY	Kings Bay
LIBRARY O	ODUM LIBRARY
MAIN	Main Campus
NOTAPPL I	No Shipment to be made
PICKUP	PICKUP
PLANT I	Plant Operations
SEE TEXT	nstall in Department
SERVICE (On-Site Services

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

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

Business Unit:	51000 Valdosta State Universit	sity				
Requester:	LPROAL	Proal, Lorrie		*Currency:	USD	
Requisition Name:	Alumni Relations-ipad & folio4			Priority:	Medium •	
Requisition Lines						
Line Descripti	ion	<u>Vendor Name</u>	<u>Quantity</u>	<u>UOM</u>	Price	<u>Total</u>
▷ ☑ 1 <u>IPad Wi-</u>	Fi 32gb Black	Apple Computer Inc	1.0000	Each	599.000	599.00 📑 💬
≥	are for IPad	Apple Computer Inc	1.0000	Each	99.000	99.00 📑 💬
⊳ 🖉 3 Zagg Fol	io with keyboard -	zagg Inc.	1.0000	Each	99.000	99.00 📑 💬
 Select All / Des Add to fa 	select All	ng / Accounting 👔 Delet	e	Total Amoun	t: 797.0	USD
Justification/Commen	its					
					÷	
Send to Vendor	Show at Receipt Show at V	oucher				
Save as Template						
Save & submit	🖁 Save & preview approvals	Cancel requisition	Find more iten	<u>ns</u>		

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

Click "Modify Line/Shipping/Accounting

Create Requisition
Modify Line / Shipping / Accounting
Line Information
Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.
Vendor ID: Q Vendor Location: Q
Buyer: LPROAL Q Category: Q
Shipping Information
Ship To: 🔍 🔛 Modify Shipping Address
Due Date: Attention: Alumni Relations SpeedChart
Accounting Information Customize Find View All 🗰 First 🗹 1 of 1 🕨 Last
Chartfields1 V Details V Asset Information E
Percent GL Unit Account Fund Dept Program Class Project Budget Date 1 51000 Q 714100 Q 10500 Q 16500 Q 11000 Q Q Image: Class Project Budget Date
Load Values From Defaults
Apply Cancel

Distribution Change Options

For the selected requisition lines, apply distribution changes to:

All Distribution Lines

Apply changes to all existing distribution lines.

Matching Distribution Lines

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

Replace Distribution Lines

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

OK

Cancel

Business Unit:	51000 Valdosta State Universit	sity								
Requester:	LPROAL	Proal, Lorrie		*Currency:	USD					
Requisition Name:	Alumni Relations-ipad & folio4			Priority:	Medium •					
Requisition Lines										
Line Descripti	ion	<u>Vendor Name</u>	Quantity	<u>UOM</u>	Price	<u>Total</u>				
▷ ☑ 1 <u>IPad Wi-</u>	Fi 32gb Black	Apple Computer Inc	1.0000	Each	599.000	599.00 📑 💬				
≥	are for IPad	Apple Computer Inc	1.0000	Each	99.000	99.00 📑 💬				
▷ ☑ 3 Zagg Fol	lio with keyboard -	zagg Inc.	1.0000	Each	99.000	99.00 📑 💬				
Select All / Des	select All			Total Amoun	nt: 797.0	0 USD				
L 📌 Add to favorites 🔰 🔜 Modify Line / Shipping / Accounting 📗 📄 Delete										
Justification/Commen	nts									
For: Heather Proctor										
Send to Vendor Show at Receipt Show at Voucher										
Save as Template										
Send to Vendor Show at Receipt Show at Voucher Save as Template Save & submit Save & preview approvals X Cancel requisition Find more items Find more items										

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

	Busin	ess U	nit:	51000 Vald	osta State University								
	Requ	ester:		LPROAL		Proal, Lorrie			*C	urrency:	USD		
	Requi	isition	Name:	Alumni Relations-ip	ad & folio4				P	riority:	Medium	•	
J	Requi	sition	Lines										
		<u>Line</u>	<u>Descripti</u>	ion	<u>Ve</u>	ndor Name	<u>Qu</u>	antity	<u>UOM</u>		Price	To	<u>ıtal</u>
	▷ 🔽] 1	IPad Wi-	Fi 32gb Black	Арр	le Computer Inc		1.0000	Each	:	599.000	59	9.00 📑 💬
	▷ 🔽	2	Apple Ca	are for IPad	Арр	le Computer Inc		1.0000	Each		99.000	9!	9.00 📑 💬
	⊳ 🔽	3	Zagg Fol	io with keyboard -	zag	g Inc.		1.0000	Each		99.000	9	9.00 뭠 🗭
	V	Sele	ct All / Des	select All						Total Amount:	;	797.00 L	ISD
L 🗩 Add to favorites 🛛 🔜 Modify Line / Shipping / Accounting 👘 Delete													
Ĭ	Justifi	catior	/Commen	its									
	For:	Heathe	er Proctor,	Alumni Relations							* *	5	
	Send to Vendor Show at Receipt Show at Voucher												
	🗖 Sav	ve as	Template										
	📙 Sa	ave & :	submit	A Save & preview a	approvals 🗙 Cance	el requisition	Find	more iter	ns				

Click on Save & Preview approvals.

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

Line 1:Initiated IPad Wi-Fi 32gb Black					
Department and Proj. Approver					
Not Routed Proctor, Heather Dept-Manager and Dept-Appr					
Line 2:Initiated Apple Care for IPad					
Department and Proj. Approver					
Not Routed Proctor,Heather Dept-Manager and Dept-Appr					
✓ Line 3:Initiated Zang Folio with keyboard - Black with Black keyboard					
Department and Proj. Approver					
Not Routed Proctor,Heather Dept-Manager and Dept-Appr					

P Item Category Approval

Line 1:Initiate IPad Wi-Fi 32gb Blac	k k	
IT Approval		
Not Routed Multiple Approve IT Approval	2	
Line 3:Initiate Zagg Folio with keybo	d ard - Black with Black keyboard	
IT Approval		
Not Routed		
Multiple Approve		
Submit	Edit Requisition Apply Approval Changes	

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

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

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