








Entering a Service Requisition in e-Procurement

Overview

This Job Aid entails the updated e-Procurement creation procedures for a Requisition.

New Icons

Some icons have changed within the upgrade. Please be aware of these new icons and their related links.

-  Expand Section
-  Look up Glass
-  Comments
-  Comment field with previously existing comments.
-  Ship To Address
-  Spell Check
-  Line Details

Procedure

In order to complete the following processes, you must have a Requester role. With this role you may also review, manage, and receive only the Requisitions **you** create. To create Requisitions for another Requester or review, manage, or receive another Requester's Requisitions, you must hold the Power Requester and/or Power Receiver roles. Please contact Purchasing at 644-6850 for more information regarding these roles.

Navigation

eProcurement > Create Requisitions

Step 1

The Create Requisition page requires defaults to be entered before adding lines/items on the Define Requisition tab.

This information will default to all lines.

Input:

Requisition Name: *Optional

Vendor:

Category:

Unit of Measure:

Due Date:

Attention: *Optional

Dept:

Fund:

**Only enter the following when using a Project!*

PC Bus Unit: FSU01

Project: <Your Project Number>

Activity: 1

Click: **Continue**

Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
SUCA14	FSU01	227000	110						

Tips:

Requester: If you are entering a Requisition for another Requester input their User ID in the Requester field.

Vendor: If your vendor is not available select "SUGGEST" to allow it to be added later to the Requisition. *See "Suggest New Vendor" Job Aid.

PC Bus Unit: FSU01 must be entered in this field **only** when using a Project. For any Non-Project budgets, leave this field empty.

Unit of Measure (UOM): Only use DOL (Dollar) for blanket orders.

Step 2

Choose **Fixed Cost Service** if the entire job has one price and is all-inclusive

Choose **Variable Cost Service** if there is a fee schedule or different pricing for different aspects of the job.

Time and Materials for construction projects

Based on the descriptions above,
Click: **Fixed Cost Service** link or **Variable Cost Service** link.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Templates **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.

Step 3 (Fixed Cost Service)

If you selected **Fixed Cost Service**, follow these steps:

Add Items and Services page

Input:

Service Description: Enter description of the service, Contract Manager Name, phone number, and Dates of service.

Value of Service:

Additional Information: Comments optional

Click: **Add Service**

**When Add Item is clicked, this page will re-display blank to allow additional lines to be added.*

When all lines have been added...

Click: **Review and Submit Tab**

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Templates Special Request

Fixed Cost Service

* Service Description:

* Value of Service: * Currency:

* Category:

Vendor ID: CORNERSTONE SUPPLY [Suggest New Vendor](#)

Start Date: End Date:

Quote Number: Quote Date:

Additional Information

Send to Vendor Show at Receipt Show at Voucher

Notes: To create a multi-line Requisition continue to enter required information when page re-displays blank and click **Add Service** until all lines needed have been added.



Step 3 (Variable Cost Service)

If you selected **Variable Cost Service**, follow these steps:

Add Items and Services page

Input:

Service Description: Enter description of the service, Contract Manager Name, phone number, and Dates of service.

of Units of Work:

Rate:

Beginning Date:

Date of Completion:

Additional Information: Comments optional

Click: **Add Service**

**When Add Item is clicked, this page will re-display blank to allow additional lines to be added.*

When all lines have been added...

Click: **Review and Submit** Tab

Create Requisition

1. Define Requisition | 2. Add Items and Services | **3. Review and Submit**

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Templates | **Special Request**

Variable Cost Service

*Service Description:

*# of Units of Work: *Unit of Work: EA

*Rate: *Currency Code: USD

*Category: 10100000

Vendor ID: 0000000077 AMER MAGNETICS [Suggest New Vendor](#)

Quote Number: Quote Date:

Beginning Date: Date of Completion:

Additional Information

Send to Vendor Show at Receipt Show at Voucher

Notes: To create a multi-line Requisition continue to enter required information when page re-displays blank and click **Add Service** until all lines needed have been added.



Step 4

Review and Submit page is used to review line information and submit a Requisition to workflow.

Note: If you have modified any distribution information you must budget check before saving to reinitialize workflow.

Click the **Expand** icon to view more details for each line.

Click: **Save & Submit** button to submit to workflow
OR

Click: **Save & Preview Approvals** button to save the Requisition without submitting it to workflow yet.

Tip: Use the **Line Details** icon to see additional and different information of a selected line.

Note: When you click **Save and Preview Approvals** you may view the Approvers by clicking on the link. To then submit this Requisition, you must view the printable version and then close it and your Save and Submit button will become accessible again.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: FSU01 Florida State University
***Requester:** KSHEARER Shearer, Kelley
Requisition Name: Entering a Requisition in EPro
***Currency:** USD
Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Item # KS71085, 60" Plasma Flatscreen TV	MDC VACUUM PRODUCTS	1.0000	Each	1,200.000	1,200.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 **Due Date:** [] **Quantity:** 1.0000
Status: Active ***Ship To:** SMMB149 [Modify Shipping Address](#)
Attention: Shearer, Kelley

***Distribute by:** Qty **SpeedChart:** []

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Entry Event	Dept	Fund	PC Bus Unit
1	Open		SUCA14	1.0000	100.0000	1,200.00	FSU01		227000	110	

Select All / Deselect All **Total Amount:** 1,700.00 USD

[Add to favorites](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

Justification/Comments

[Check Budget](#)

Save as Template

[Save & submit](#) [Save & preview approvals](#) [Cancel requisition](#) [Find more items](#)



Confirmation Page

Notice: **Requisition ID**

Click: **Multiple Approvers** link to view workflow routing.

Confirmation

Requested For:	Shearer, Kelley	Number of Lines:	1
Requisition Name:	0000212173	Total Amount:	100.00 USD
Requisition ID:	0000212173		
Business Unit:	FSU01		
Priority:	Medium		
Budget Status:	Valid		

Requisition Approval Workflow

Line 1: Pending
Alternate Users Test

Req Approval Workflow Path

Pending
Multiple Approvers
Dept Level 1 Approvers

Submit Edit Requisition Apply Approval Changes Check Budget

[View printable version](#) [Manage Requisitions](#) [Create New Requisition](#)

Pop-up box shows who the approvers are for this Requisition

Note: The Department number seen on this page is the Department assigned to this Approver, not necessarily the Department your Requisition is routed to.

Approver #1	
Name:	NETTER, JOHN
EmpID:	000022718
Department:	074000
Supervisor ID:	
Telephone:	850/644-4620
Reports To Position Number:	00051746
Email ID:	ps_invalid_email@admin.fsu.edu
Approver #2	
Name:	SIMS, LINDA
EmpID:	000002399
Department:	074000
Supervisor ID:	
Telephone:	850/644-6588
Reports To Position Number:	00055398
Email ID:	ps_invalid_email@admin.fsu.edu
	Close



How to Code a Help Ticket

For additional questions regarding creation of a Requisition in e-Procurement should be logged as a Help Ticket (in Parature).

To log a Help Ticket, go to us.fsu.edu/help
Click **Submit a Ticket** link
Sign-in with your **FSU ID & Password**

Input the following for questions concerning this Job Aid or creating a Requisition in e-Procurement related issues:

Issue Area: **Purchasing**
Issue Type: **Requisition**

