

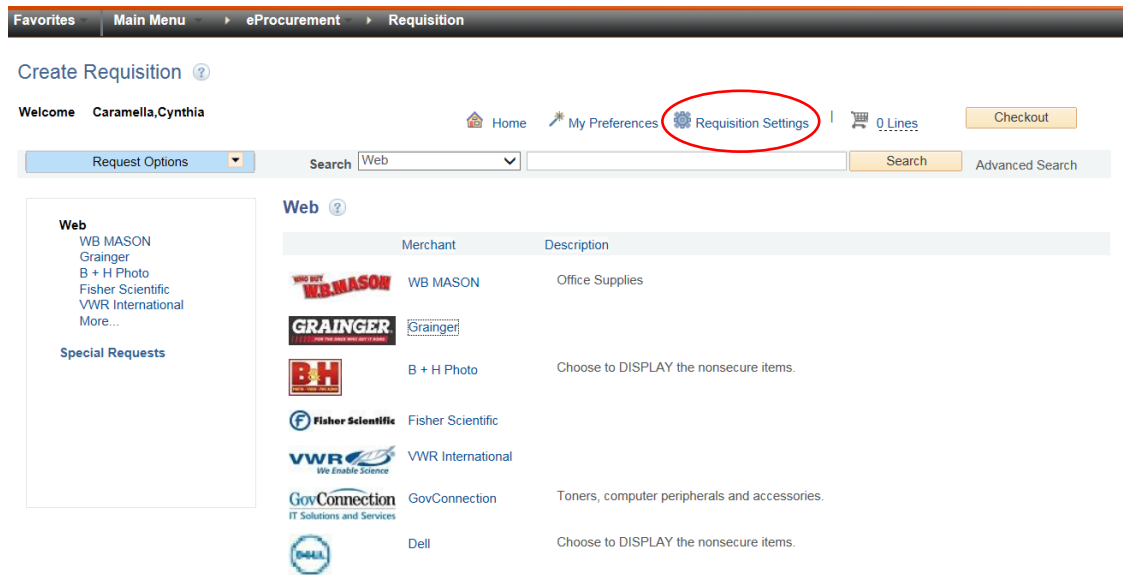
Work Instructions for using the Specials Requests functionality in eProcurement

All purchase requisitions can be entered using the ePro system. If the vendor that you are trying to place a requisition with is not listed on the Create Requisition Screen as a direct connect supplier the order can be placed using the Special Requisition feature.

*For specialty items that are not available through the supplier direct connect catalogs you can also use the Special Request feature

Navigate to eProcurement>Requisition

Click on Requisition Settings to modify the header information of your requisition:



The following screen should appear

Requisition Settings

Business Unit: SYRUN Syracuse University Requisition Name:

Requester: CCARAMEL Caramella, Cynthia Priority: Medium

*Currency: USD

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Supplier: Category:

Supplier Location: Unit of Measure:

Buyer:

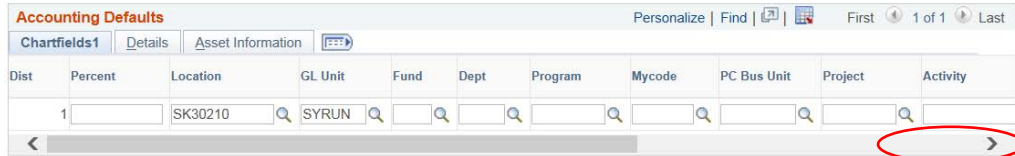
Shipping Defaults

Ship To: SK30210 Attention:

Due Date:

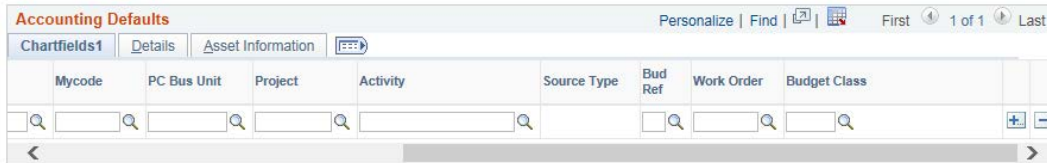
Distribution Defaults

SpeedChart:



OK Cancel

Scroll Right to see the entire Accounting defaults screen



Information entered in this screen applies to all requisitions lines unless changed at the line level at a later point in time.

Default Values:

Business Unit = Default of SYRUN not available for editing

Requester = Defaults from user entering the requisition, not available for editing

Currency = Defaults to USD not available for editing

Requisition Name =

Physical Plant requisitions typically require the job work order number to be entered into the Requisition Name field. Housing/Facilities typically use the building name. Other departments should utilize a requisition name that is meaningful to the department issuing the requisition

Priority = Defaults to Medium, if your requisition is urgent please change this priority flag to High

Default Options = Override should be selected as default do not change

Supplier = If the requested supplier is known please enter the supplier ID by using the search field. If the supplier is unknown or TBD please leave this field blank

Supplier Location = Supplier Business Processing settings, this field populates only when a supplier is selected and should be left at the default value. If a supplier has not been selected this field should be blank

Category = Use the search field to identify the appropriate product category for the items being purchased. This categorization is important as this field is used to by the system to determine which Buyer to route your requisition to

Unit of Measure = Utilize the search feature to select the appropriate UOM for the product that you are purchasing

Buyer = This field is not required and will default based on the category selected above

Ship to Location = This field will have a default value based on how the user was setup in ePro. This value can be changed if the default location is not the correct delivery location for this requisition.

Materials Distribution a code of SW16100 should be used

Physical Plant a code of SW10100 should be used

Due Date = This is the date when you would like to receive the materials, if no value is entered the field will default to date of entry.

Attention = Complete this field if the product is to be delivered to someone other than the person entering the requisition. Note please enter the employees last name first only 20 characters available in this field.

Speed Chart = This field is not used and should be left blank

Dist = Distribution line number defaults from the software, not available for editing

Percent = This is the percentage of the requisition that will be distributed to the chartstring that follows

Location = This value defaults to the requestor's physical location. Note if you are ordering product for another area other than your own, and the product is going to be delivered to Materials Distribution then update this field value to the area that you are ordering for

GL Unit = Default of SYRUN do not change

Fund = Determined by which Fund will be charged

Dept. = Enter the department number to be charged

Program = Enter the program number to be charged

MyCode = Optional per department, enter appropriate MyCode

PC Bus Unit = Only if a project chartstring is going to be charged enter SYRUN in this field, otherwise leave blank.

Project = Enter project number if applicable

Activity = Enter activity number if applicable

Source Type = This field is no longer used in requisitions and cannot be edited.

Bud Ref = Enter Bud Ref number if applicable

Work Order = Enter if applicable

Budget Class = Leave blank

Details Tab = There are no changes required on this tab leave as default

Asset Information Tab = There are no changes required on this tab leave as default

If multiple chartstrings will be charged for this requisition, select the "+" at the end of the first chartstring. A dialog box will appear asking you how many rows you would like to add. Enter the number of distribution lines that you would like to add and select OK (enter), see example below

syr.edu needs some information

Script Prompt:
Enter number of rows to add:

Name: Test Requisition for Training
Requisition ID: 0000097374
Priority: Medium

Default Options

Default: If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override: If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Supplier: M213323001
Supplier Location: 000001
Buyer:

Category:
Unit of Measure: EA

Shipping Defaults

Ship To: SW18100
Due Date: 11/15/2016
Attention: Joe Carfi

Distribution Defaults

SpeedChart:

Accounting Defaults Personalize | Find | First 1-2 of 2 Last

Chartfields1	Details	Asset Information	Mycode	PC Bus Unit	Project	Activity	Source Type	Bud Ref	Work Order	Budget Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requisition Settings

Business Unit Syracuse University Requisition Name
 Requester Yandon, Melissa M Priority
 *Currency

Default Options ?

- Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
- Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults ?

Supplier Category
 Supplier Location Unit of Measure
 Buyer

Shipping Defaults

Ship To
 Due Date Attention

Distribution Defaults

SpeedChart

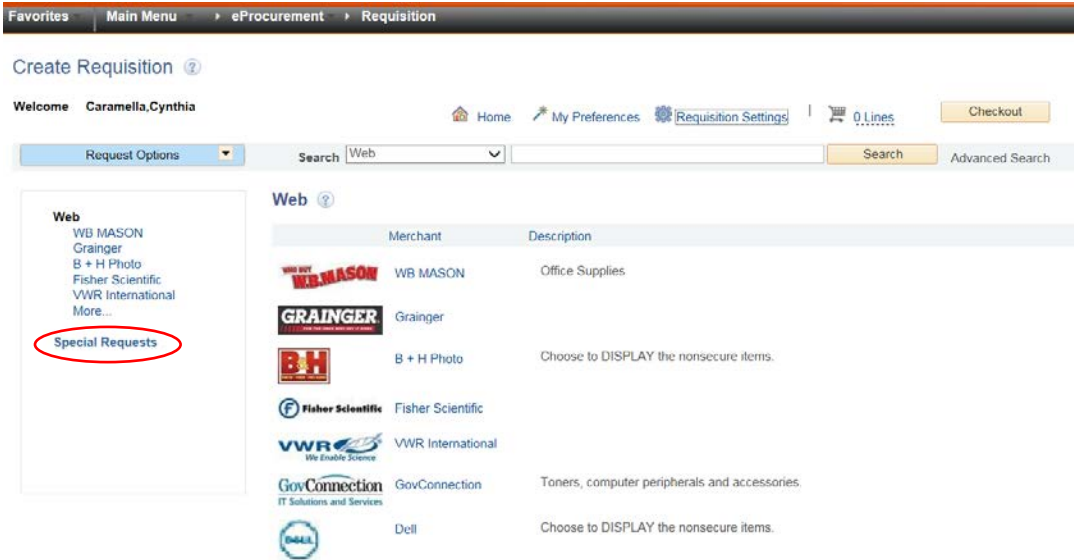
Accounting Defaults Personalize | Find | First 1-2 of 2 Last

Dist	Percent	Location	GL Unit	Fund	Dept	Program	Mycode	PC Bus Unit	Project	Activity
1	75.0000	SW18100	SYRUN	11	31007	00001				
2	25.0000	SW18100	SYRUN	11	31012	00001				

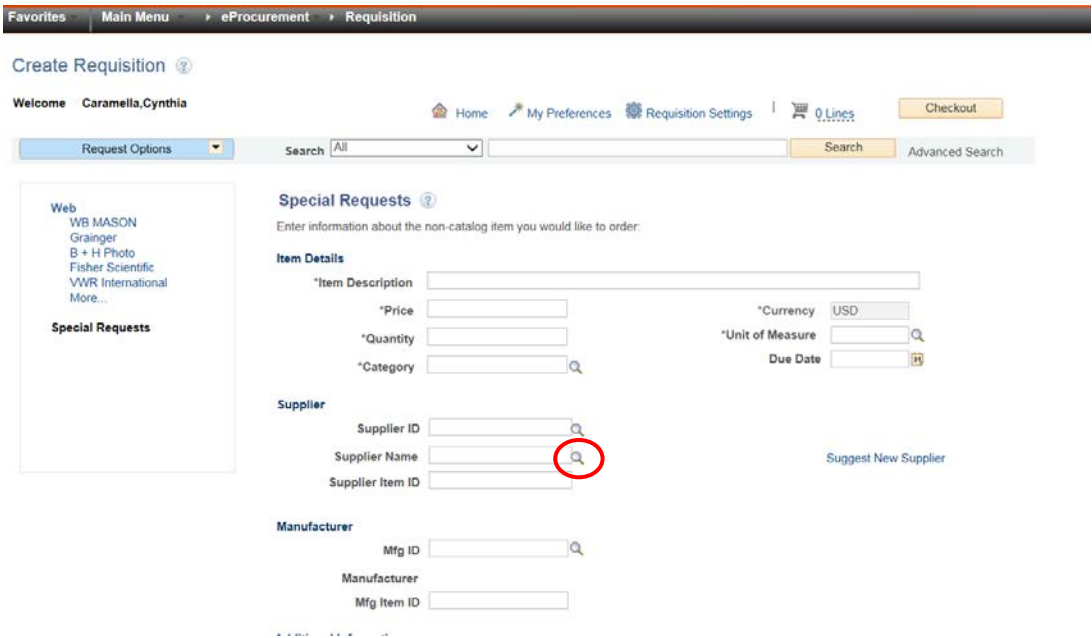
The new distribution lines will appear and should be completed using the same method as identified above. Note: The total Percent of all distribution lines must equal 100%.

Select OK, you will be returned to the main screen.

From the main screen you will select Special Requests from the left hand menu.



The following screen will appear.



Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

*** All fields that are marked with an “*” are required.**

*Item Description = Description of good or service that you are ordering

*Price = Enter the price per unit for the good or service that you are ordering, if the specific price is not known then enter a value of .01. If the chartstring being charged has a project tail then an estimated value for the product should be used, and a comment should be added that indicates that the price is an estimated value

Currency = Defaults to USD not available for editing

*Quantity = Enter the quantity of items to be purchased

*Unit of Measure = Utilize the search feature to select the appropriate UOM for the product that you are purchasing

* Category = Use the search field to identify the appropriate product category for the items being purchased. This categorization is important as this field is used to by the system to determine which Buyer to route your requisition to

Due Date = This is the date when you would like to receive the materials, if no value is entered the field will default to date of entry.

Supplier ID = If the requested supplier number is known please enter the supplier ID by using the search field. If the supplier is unknown or TBD please leave this field blank.

Supplier Name = If the requested supplier name is known please select the search field and enter the supplier name.

Supplier Search


Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country  State

Postal Code

Type in the supplier name and select find.

Supplier Search


Supplier ID

Name



Short Supplier Name


Alternate Supp Name

City

Country  State

Postal Code

Search Results [Personalize](#) | [Find](#) | [View All](#) |   First 1 of 1 Last

Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
1 M213323001	Able-Smith Tent	000001	Upgrade	Party Rental Enterprises	Cicero	NY	

Select the correct vendor by selecting the Supplier ID number

This will bring you back to the main screen

Create Requisition ?

Welcome Yandon, Melissa M

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

Web
WB MASON
Grainger
Apple
B + H Photo
Fisher Scientific
More...

Special Requests

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description Porta Potty Rental
 *Price 1000 *Currency USD
 *Quantity 4 *Unit of Measure EA
 *Category 30201708 Due Date 11/15/2016

Supplier

Supplier ID M213323001
 Supplier Name Able-Smith Tent Able-Smith Tent Suggest New Supplier
 Supplier Item ID

Manufacturer

Mfg ID
 Manufacturer
 Mfg Item ID

Additional Information

Estimated price entered, please verify with vendor prior to placing the order
 Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

Supplier Item ID = Supplier part number if known

Mfg. ID = This field can be left blank

Manufacturer = This field populates automatically if a Mfg. ID is selected, this field can be left blank

Mfg. Item ID = This field would indicate the manufactures part number, this field can be left blank

Additional Information = This is additional notes or information pertaining to the specific line item

Select the Send to Supplier check box to display the information to the vendor on the Purchase Order. Recommend leaving the Show at Receipt, and Show at Voucher check boxes unchecked

Select the Add to Cart button at the bottom of the screen

You may receive a message like the following if there is a split distribution

SYRACUSE UNIVERSITY
MYSLICE

Welcome to: FN92RT

Favorites Main Menu eProcurement Requisition

Create Requisition

Welcome Yandon, Melissa M

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

Web
WB MASON
Grainger
Apple
B + H Photo
Fisher Scientific
More...

Special Requests

Special Requests

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description Porta Potty Rental
*Price 1000 *Currency USD
*Quantity
*Category 30201706

Supplier

Supplier ID M21332300
Supplier Name Able-Smith
Supplier Item ID

Manufacturer

Mfg ID
Manufacturer
Mfg Item ID

Additional Information

Estimated price entered, please verify with vendor prior to placing the order

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

Message

Allocate the changed quantity based on the split distribution? (10200,396)

Selecting "Yes" will allocate the quantity based on the existing distribution percentages. Selecting "No" will require a manual update of the distribution lines.

Yes No

Select Yes to continue

The following screen should appear

SYRACUSE UNIVERSITY
MYSLICE

Welcome to: FN92RT

Favorites Main Menu eProcurement Requisition

Create Requisition ?

Welcome Yandon, Melissa M

Home My Preferences Requisition Settings **1 Line** Checkout

Request Options Search All Search Advanced Search

Special Requests ?

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description

*Price *Currency USD

*Quantity *Unit of Measure EA

*Category 30201706 Due Date 11/15/2016

Supplier

Supplier ID M213323001

Supplier Name Able-Smith Tent Able-Smith Tent [Suggest New Supplier](#)

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

[Add to Cart](#)

If your shopping cart does not appear automatically then select the shopping cart icon on the top right of the screen.

SYRACUSE UNIVERSITY
MYSLICE Welcome to: FN92RT

Home Worklist Add to Favorites Sign Out
All Search Advanced Search

Favorites Main Menu eProcurement Requisition

Create Requisition ?

Welcome Yandon, Melissa M Home My Preferences Requisition Settings 2 Lines Checkout

Request Options Search All Search Advanced Search

Web
WIS MASON
Granger
Apple
B + H Photo
Fisher Scientific
More...

Special Requests

Special Requests ?
Enter information about the non-catalog item you would like to order:

Item Details

*Item Description
*Price
*Quantity
*Category 30201706

*Currency USD
*Unit of Measure EA
Due Date 11/15/2016

Supplier

Supplier ID M213323001
Supplier Name Able-Smith Tent Able-Smith Tent Suggest New Supplier
Supplier Item ID

Manufacturer

Mfg ID
Manufacturer
Mfg Item ID

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

Shopping Cart

Description	Qty	UOM
Porta Potty Rental	4	EA
Porta Potty Cleaning Serv...	4	EA

Total Lines 2
Total Amount (USD) 4400.00

Close Checkout

You will now repeat the previous steps to add additional item(s)

After all desired items are added to the cart, click on the Check Out button at the top of the screen

SYRACUSE UNIVERSITY
MYSLICE Welcome to: FN92RT

Home Worklist Add to Favorites Sign Out
All Search Advanced Search

Favorites Main Menu eProcurement Requisition

Create Requisition ?

Welcome Yandon, Melissa M Home My Preferences Requisition Settings 2 Lines **Checkout**

Request Options Search All Search Advanced Search

Web
WIS MASON
Granger
Apple
B + H Photo
Fisher Scientific
More...

Special Requests

Special Requests ?
Enter information about the non-catalog item you would like to order:

Item Details

*Item Description
*Price
*Quantity
*Category 30201706

*Currency USD
*Unit of Measure EA
Due Date 11/15/2016

Supplier

Supplier ID M213323001
Supplier Name Able-Smith Tent Able-Smith Tent Suggest New Supplier
Supplier Item ID

Manufacturer

Mfg ID
Manufacturer
Mfg Item ID

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

Shopping Cart

Description	Qty	UOM
Porta Potty Rental	4	EA
Porta Potty Cleaning Serv...	4	EA

Total Lines 2
Total Amount (USD) 4400.00

Close Checkout

The following screen will appear

SYRACUSE UNIVERSITY
MYSLICE Welcome to: FN92RT

Navigation: Favorites | Main Menu | eProcurement | Requisition

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit: SYRUN (Syracuse University) | Requisition Name: Test Requisition for Training
Requester: MMYANDON (Yandon, Melissa M) | Priority: Medium
*Currency: USD

Cart Summary: Total Amount 4,400.00 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<input type="checkbox"/> 1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00		Edit	
<input type="checkbox"/> 2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00		Edit	

Select All / Deselect All Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount 4,400.00 USD

Shipping Summary

[Edit for All Lines](#)

Ship To Location: SW16100
Address: Hawkins Warehouse
1600 Jamesville Avenue Room 100
Syracuse, NY 13244
Attention To: Joe Carfi

Requisition Comments

Enter requisition comments

Select the triangle to the left of your line items to see all of the details associated with that line item.

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit Syracuse University Requisition Name
 Requester Yandon, Melissa M Priority
 *Currency

Cart Summary: Total Amount 4,400.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00			
Shipping Line 1		*Ship To	<input type="text" value="SW18100"/>	Quantity		<input type="text" value="4.0000"/>				
		Address	Hawkins Warehouse 1600 Jamesville Avenue Room 100 Syracuse, NY 13244	Price		1000.0000		Price Adjustment Pegging Inquiry Pegging Workbench		
		Attention To	<input type="text" value="Joe Carfi"/>							
		Due Date	<input type="text" value="11/15/2016"/>							
Accounting Lines										
2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00			
<input type="checkbox"/> Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change										
							Total Amount	4,400.00 USD		

Shipping Summary

[Edit for All Lines](#)

Ship To Location

The most common fields that are changed at the line level are the chartstring values, make any necessary changes
 Select the arrow next to Account Lines to see the details of the chartstring

Business Unit: SYRUN Syracuse University Requisition Name: Test Requisition for Training
 Requester: MMYANDON Yandon, Melissa M Priority: Medium
 *Currency: USD

Cart Summary: Total Amount 4,400.00 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00		Edit	
Shipping Line 1		*Ship To	SW16100	Quantity		4.0000				
		Address	Hawkins Warehouse 1600 Jamesville Avenue Room 100 Syracuse, NY 13244	Price		1000.0000		Price Adjustment	Pegging Inquiry	Pegging Workbench
		Attention To	Joe Carfi							
		Due Date	11/15/2016							

Accounting Lines

*Distribute By: Qty SpeedChart

Accounting Lines

Chartfields | **Chartfields2** | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		SW16100	3.0000	75.0000	3,000.00	SYRUN	
2	Open		SW16100	1.0000	25.0000	1,000.00	SYRUN	

2 Porta Potty Cleaning Services

Select All / Deselect All

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 4,400.00 USD

To see the chartstrings select the Chartfields2 tab

SYRACUSE UNIVERSITY MYSLICE Welcome to: FN92RT All

Favorites Main Menu eProcurement Requisition

Business Unit: SYRUN Syracuse University Requisition Name: Test Requisition for Training
 Requester: MMYANDON Yandon, Melissa M Priority: Medium
 *Currency: USD

Cart Summary: Total Amount 4,400.00 USD
 Expand lines to review shipping and accounting details Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00			
Shipping Line 1										
*Ship To			SW16100	Quantity		4.0000				
Address			Hawkins Warehouse 1600 Jamesville Avenue Room 100 Syracuse, NY 13244	Price		1000.0000	Price Adjustment Pegging Inquiry Pegging Workbench			
Attention To			Joe Carfi							
Due Date			11/15/2016							
Accounting Lines										
*Distribute By			Qty	SpeedChart						

Accounting Lines Personalize Find View All First 1-2 of 2 Last

Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project	Activity	Source Type	Budget Reference	Work Order	Budget Class
11	31007	00001	560409								
11	31012	00001	560409								

2 Porta Potty Cleaning Services

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 4,400.00 USD

Shipping Summary

Make any required changes to chartstring values

Any attachments or additional line item notes are also entered at this screen by selecting the comment cloud on the line item

SYRACUSE UNIVERSITY MYSLICE Welcome to: FN92RT All

Favorites Main Menu eProcurement Requisition

Business Unit: SYRUN Syracuse University Requisition Name: Test Requisition for Training
 Requester: MMYANDON Yandon, Melissa M Priority: Medium
 *Currency: USD

Cart Summary: Total Amount 4,400.00 USD
 Expand lines to review shipping and accounting details Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00			
Shipping Line 1										
*Ship To			SW16100	Quantity		4.0000				
Address			Hawkins Warehouse 1600 Jamesville Avenue Room 100 Syracuse, NY 13244	Price		1000.0000	Price Adjustment Pegging Inquiry Pegging Workbench			
Attention To			Joe Carfi							
Due Date			11/15/2016							
Accounting Lines										
*Distribute By			Qty	SpeedChart						

Accounting Lines Personalize Find View All First 1-2 of 2 Last

Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project	Activity	Source Type	Budget Reference	Work Order	Budget Class
11	31007	00001	560409								
11	31012	00001	560409								

2 Porta Potty Cleaning Services

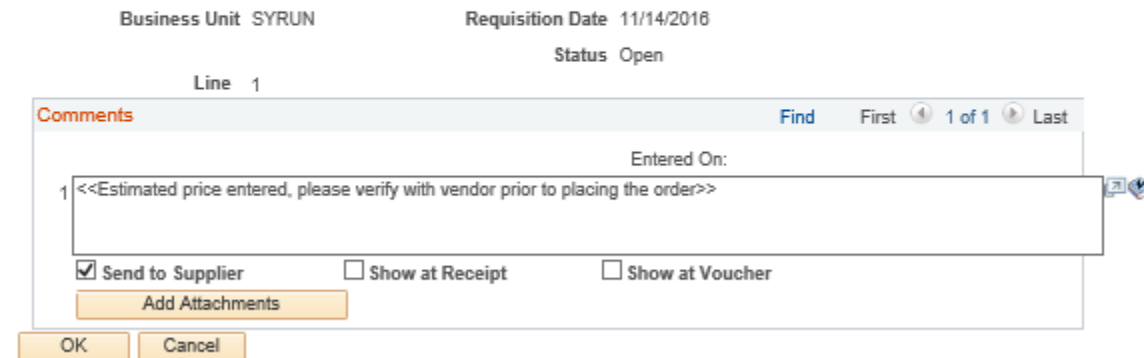
Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 4,400.00 USD

The following screen will appear once you select the comment cloud

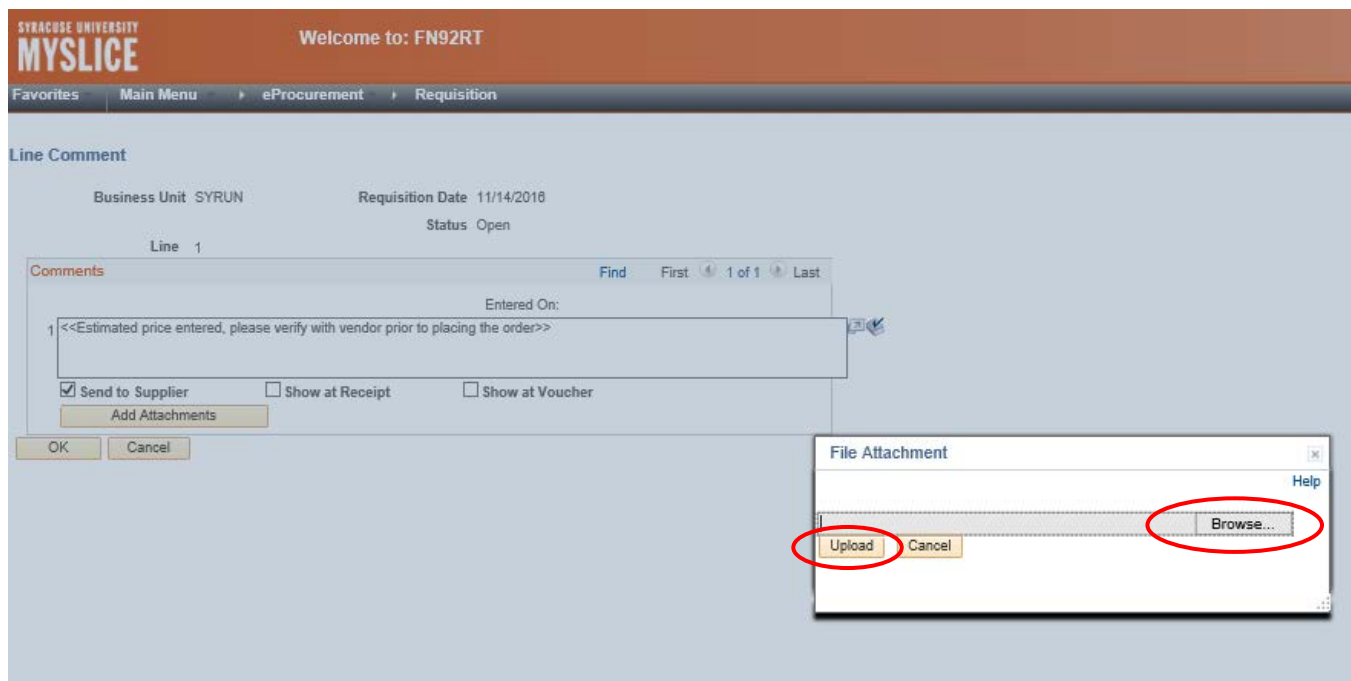


Line Comment



To add an attachment to the line, you must add a comment in the comment box if a comment was not previously added

After you have entered your comment select the Add Attachments button and browse to the appropriate file location



After file is selected then click upload

Line Comment

Business Unit SYRUN Requisition Date 11/14/2016
 Status Open

Line 1

Find First 1 of 1 Last

Entered On: 11/14/2016 8:48:14AM

1 <<Estimated price entered, please verify with vendor prior to placing the order>>

Send to Supplier
 Show at Receipt
 Show at Voucher

Add Attachments

Attachments			
Attached File	User/Date Time	View	Send to Supplier
10_Excel_Pro_Tips_eBook - _Jon_Acampora.pdf	MMYANDON2016-11-14-09.46.50.338	View	<input type="checkbox"/>

Select the Send to Supplier checkbox, Show at Receipt, and Show at Voucher can be left unchecked

Once all of your attachments are added select OK, this will bring you back to the main screen, select the line triangle again to close line details

If you need to edit any previous comments or delete an entire line these features are available by selecting either the Edit hyperlink or the trash can icon to the right of the requisition lines

Requisition Lines ?										
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ 1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00			
▶ 2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00			
<input type="checkbox"/> Select All / Deselect All		Select lines to: <input type="button" value="Add to Favorites"/> <input type="button" value="Add to Template(s)"/> <input type="button" value="Delete Selected"/> <input type="button" value="Mass Change"/>								
							Total Amount	4,400.00 USD		

If all lines are okay then proceed to the next section

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ <input type="checkbox"/> 1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00		Edit	
▶ <input type="checkbox"/> 2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00		Edit	

Select All / Deselect All
 Select lines to:
 Add to Favorites
 Add to Template(s)
 Delete Selected
 Mass Change

Total Amount 4,400.00 USD

Shipping Summary

Edit for All Lines

Ship To Location SW16100
 Address Hawkins Warehouse
 1800 Jamesville Avenue Room 100
 Syracuse, NY 13244
 Attention To Joe Carfi

Requisition Comments

Enter requisition comments

Send to Supplier
 Show at Receipt
 Shown at Voucher

Approval Justification

Enter approval justification for this requisition

 Preview Approvals

Requisition Comments = Any comments related to the entire requisition should be entered here. If comments are added, please select the Send to Supplier checkbox

Approval Justification = Enter a justification for the requisition that will be reviewed by the approver, see below example

SYRACUSE UNIVERSITY
MYSLICE Welcome to: FN92RT

Navigation: Favorites | Main Menu | eProcurement | Requisition

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00			
2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00			

Select All / Deselect All
 Select lines to:
 Add to Favorites
 Add to Template(s)
 Delete Selected
 Mass Change

Total Amount 4,400.00 USD

Shipping Summary

Edit for All Lines

Ship To Location: SW16100
 Address: Hawkins Warehouse
 1600 Jamesville Avenue Room 100
 Syracuse, NY 13244
 Attention To: Joe Carfi

Requisition Comments

Enter requisition comments

Porta Potties should be cleaned after each event.

Send to Supplier
 Show at Receipt
 Shown at Voucher

Approval Justification

Enter approval justification for this requisition

This requisition is for the Portable Toilets that we use for our Football Games.

Budget Checking Status: **Not Checked**

Save for Later = will store the requisition but not submit it for approval or processing, this button must be selected prior to previewing your approval routing

+ Add More Items = If you have determined that you need to add additional items to your requisition

Preview Approval = Will show you the approval routing for the requisition, see below for example

Preview Approvals

Requested For	Yandon, Melissa M	Number of Lines	2
Requisition Name	Test Requisition for Training	Total Amount	4,400.00 USD
Requisition ID	0000097374		
Business Unit	SYRUN		
Status	Open		
Priority	Medium		
Budget Status	Not Checked		

Stage 1

▼ BUSINESS_UNIT=SYRUN, REQ_ID=0000097374:Initiated

Path 1

Not Routed

Caramella, Cynthia
Syracuse Dept Approvers

Click on return to return to the previous page

Save & submit = Select this button when you are ready to submit your requisition for approval and processing

The following screen will appear

Confirmation

Your requisition has been submitted.

Requested For	Yandon, Melissa M	Number of Lines	2
Requisition Name	Test Requisition for Training	Total Amount	4,400.00 USD
Requisition ID	0000097374	Approval Justification	This requisition is for the Portable Toilets that we use for our Football Games.
Business Unit	SYRUN	Status	Pending
Status	Pending	Priority	Medium
Priority	Medium	Budget Status	Not Checked
Budget Status	Not Checked		



[View printable version](#)



[Edit This Requisition](#)

Stage 1

▼
BUSINESS_UNIT=SYRUN, REQ_ID=0000097374:Pending

[Start New Path](#)

Path 1

Pending

🕒

Caramella, Cynthia

Syracuse Dept Approvers

+

[Apply Approval Changes](#)

[Create New Requisition](#)

[Manage Requisitions](#)

If you would like to view a printable version of the requisition, click the hyperlink, if your requisition has multiple chartstring lines then you may receive the following message

G:\BFAS\Purchase\E-Pro Supplier Management\Training\Pro Special Request Training Document 11-14-16.docx

Page 22

Confirmation

Your requisition has been submitted.

Requested For	Yandon, Melissa M	Number of Lines	2
Requisition Name	Test Requisition for Training	Total Amount	4,400.00 USD
Requisition ID	0000097374	Approval Justification	This requisition is for the Portable Toilets that we use for our Football Games.
Business Unit	SYRUN		
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		

[View printable version](#) [Edit This Requisition](#)

Message

Do you want to print the requisition with distribution details ? (18038,11614)

Yes No

Stage 1

BUSINESS_UNIT=SYRUN, REQ_ID=0000097374:Pending [Start New Path](#)

Path 1

Pending

Caramella, Cynthia
Syracuse Dept Approvers [+](#)

Apply Approval Changes

[Create New Requisition](#) [Manage Requisitions](#)

The printable view should appear

Business Unit: SYRJUN **Requester:** MMYANDON **Status:** Pending Approval
Requisition: 0000097374 **Requested By:** Yandon, Melissa M **Currency:** USD
Requisition Name: Test Requisition for Training **Entered Date:** 11/14/16 **Requisition Total:** 4,400.00

Header Comments:
 Porta Potties should be cleaned after each event.
 This requisition is for the Portable Toilets that we use for our Football Games.

Line: 1 **Item Description:** Porta Potty Rental **Quantity:** 4.0000 **UOM:** EA **Price:** 1,000.00 **Line Total:** 4,000.00
Line Status: Pending

Line Comments:
 <<Estimated price entered, please verify with vendor prior to placing the order>>

Ship Line: 1 **Ship To:** SW16100 **Address:** Hawkins Warehouse
 1600 Jamesville Avenue Room 100 **Shipping Quantity:** 4.0000
Attention: Joe Carl **Due Date:** 11/15/16 Syracuse NY 13244 **Shipping Total:** 4,000.00
 United States

Dist	Location	Qty	Amount	PCT	Fund	Dept	Program	Account
1	SW16100	3.0000	3,000.00	75.00	11	31007	00001	560409

Dist	Location	Qty	Amount	PCT	Fund	Dept	Program	Account
2	SW16100	1.0000	1,000.00	25.00	11	31012	00001	560409

Line: 2 **Item Description:** Porta Potty Cleaning Services **Quantity:** 4.0000 **UOM:** EA **Price:** 100.00 **Line Total:** 400.00
Line Status: Pending

Line Comments:
 <<Estimated cost please verify with supplier.>>

Ship Line: 1 **Ship To:** SW16100 **Address:** Hawkins Warehouse
 1600 Jamesville Avenue Room 100 **Shipping Quantity:** 4.0000
Attention: Joe Carl **Due Date:** 11/15/16 Syracuse NY 13244 **Shipping Total:** 400.00
 United States

Dist	Location	Qty	Amount	PCT	Fund	Dept	Program	Account
1	SW16100	3.0000	300.00	75.00	11	31007	00001	560409

Dist	Location	Qty	Amount	PCT	Fund	Dept	Program	Account
2	SW16100	1.0000	100.00	25.00	11	31012	00001	560409

Select File>Print to print your requisition

Close the window by clicking the small red x in the upper right-hand corner of the screen

You can edit the requisition until it is approved, once approved you cannot edit the requisition

If you did not print the requisition you may wish to record the requisition number at this time

To view your requisition, navigate to the Manage Requisition link within the eProcurement menu

File Edit View Favorites Tools Help

SYRACUSE UNIVERSITY
MYSLICE Welcome to: FN92RT

Favorites Main Menu eProcurement Requisition

Buyer Center
Requisition
Manage Requisitions
My Profile

Confirmation

Your requisition has been submitted.

Requested For	Yandon, Melissa M	Number of Lines	2
Requisition Name	Test Requisition for Training	Total Amount	4,400.00 USD
Requisition ID	0000097374	Approval Justification	
Business Unit	SYRUN	This requisition is for the Portable Toilets that we use for our Football Games.	
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		

View printable version Edit This Requisition

Stage 1

▼ BUSINESS_UNIT=SYRUN, REQ_ID=0000097374:Pending

Path 1

Pending

Caramella, Cynthia
Syracuse Dept Approvers

Apply Approval Changes

Create New Requisition Manage Requisitions

The following screen will appear

SYRACUSE UNIVERSITY
MYSLICE Welcome to: FN92RT

Favorites Main Menu eProcurement Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	SYRUN	Requisition Name	
Requisition ID		Request State	All but Complete
Date From	11/07/2018	Date To	11/14/2018
Requester	MMYANDON	Entered By	
		Budget Status	
		PO ID	

Search Clear Show Advanced Search

The Requester specified has no Requisitions.

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

The suggested filters for this screen are as follows

Date From = Remove (leave blank)

Date To = Remove (leave blank)

Requester = Will default to your NetID, if you are looking for a requisition entered by another user use the find feature on the requester field to select a different user. Note you will only be able to view requisitions that you have chartstring authorization for

Select Search to see your results

SYRACUSE UNIVERSITY MYSLICE Welcome to: FN92RT
Favorites Main Menu eProcurement Manage Requisitions

Manage Requisitions

Search Requisitions
To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SYRUN Requisition Name: _____
Requisition ID: _____ Request State: All but Complete Budget Status: _____
Date From: _____ Date To: _____
Requester: MMYANDON Entered By: _____ PO ID: _____

Search Clear Show Advanced Search

! The Requester specified has no Requisitions.

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

SYRACUSE UNIVERSITY MYSLICE Welcome to: FN92RT
Favorites Main Menu eProcurement Manage Requisitions

Manage Requisitions

Search Requisitions
To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SYRUN Requisition Name: _____
Requisition ID: _____ Request State: All but Complete Budget Status: _____
Date From: _____ Date To: _____
Requester: MMYANDON Entered By: _____ PO ID: _____

Search Clear Show Advanced Search

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000097374	Test Requisition for Tr...	SYRUN	11/14/2016	Pending	Not Chk'd	4,400.00 USD	[Select Action] Go
▶ 0000097373	0000097373	SYRUN	11/14/2016	Open	Not Chk'd	175.00 USD	[Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

Select the triangle next to your requisition to see the requisition status.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SYRUN Requisition Name:

Requisition ID: Request State: All but Complete Budget Status:

Date From: Date To:

Requester: MMYANDON Entered By: PO ID:

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total																						
0000097374	Test Requisition for Tr...	SYRUN	11/14/2016	Pending	Not Chk'd	4,400.00 USD	[Select Action] Go																					
<p>Requester Yandon, Melissa M Entered By Yandon, Melissa M Priority Medium</p> <p>Pre-Encumbrance Balance 0.00 USD</p> <p>Request Lifespan:</p> <p>Line Information</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Status</th> <th>Price</th> <th>Quantity</th> <th>UOM</th> <th>Supplier</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Porta Potty Rental</td> <td>Pending Approval</td> <td>1000.00000 USD</td> <td>4.0000</td> <td>EA</td> <td>Able-Smith Tent</td> </tr> <tr> <td>2</td> <td>Porta Potty Cleaning Service...</td> <td>Pending Approval</td> <td>100.00000 USD</td> <td>4.0000</td> <td>EA</td> <td>Able-Smith Tent</td> </tr> </tbody> </table>								Line	Description	Status	Price	Quantity	UOM	Supplier	1	Porta Potty Rental	Pending Approval	1000.00000 USD	4.0000	EA	Able-Smith Tent	2	Porta Potty Cleaning Service...	Pending Approval	100.00000 USD	4.0000	EA	Able-Smith Tent
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0000097373	0000097373	SYRUN	11/14/2016	Open	Not Chk'd	175.00 USD	[Select Action] Go																					

[Create New Requisition](#)
[Review Change Request](#)
[Review Change Tracking](#)
[Manage Receipts](#)
[Requisition Report](#)

The requisition status is shown by the highlighted icon flow above. You can select the icon to see more details.

End of instructions.