

# **ELECTRONIC REQUISITION INSTRUCTIONS**

For authorization to enter online requisitions send an email request with budget number(s) to John Nelson at [jonelson@mail.colgate.edu](mailto:jonelson@mail.colgate.edu) Access is usually granted within 24 hours.

## **ACCESS THRU COLGATE PORTAL:**

- \_ enter "cu.colgate.edu"
  - \_ log into portal
  - \_ click on "Services"
  - \_ scroll to "Purchasing - Accounts Payable"
  - \_ click on "Electronic Requisitions"
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## ***WEB REQUISITION INFO:***

- 1. Transaction date:** - No entry required, automatic default to today's date
- 2. Delivery date:** - enter date required for order to be received
- 3. Vendor Name:** - enter name of vendor

*If this is a new Vendor, please provide all vendor information in the "Other Info" Section below; we need a complete business name (i.e. – Jones Inc. or Jones LLC etc.), address, toll free number if available, FAX number and EMAIL address*

- 4. Email to:** - enter EMAIL address of the person to receive pdf copy of Purchase Order, up to three EMAIL addresses may be entered separated by a comma with no space
- 5. Commodity Description:** - enter product information including part numbers & pertinent information

**NOTE: Use only the space provided in each description line, do not continue description in the line below.** Each line must have a quantity and unit price. Any additional description can be entered in the "Other Info" section below.

- 6. UOM – Unit of measure:** - Refer to attached listing of acceptable units of measure; use only those listed
- 7. Quantity:** - enter number of the item wanted (1-each, 2-case, 3-pkg etc.)

- 8. Unit price:** - enter unit price – cost per/each or case or package, etc.,  
**NOTE:** Do not use commas or dollar signs (for example one hundred dollars would be entered as 100.00)
- 9. Extended amount:** - no entry required; amount will default in when requisition is validated at the end.
- 10. Budget/Account Information:**
- 1) **DOLLARS/PERCENTS:** Allows to break order amount down to dollar amount or percentage amount.
  - 2) Enter either **FUND** (i.e. 234567) or **ORG** (i.e. 12345) and **ACCOUNT** (i.e. 299, 310, 202 etc.). **NOTE:** Enter only **FUND** or **ORG**, corresponding **FUND** or **ORG** number will fill in upon **VALIDATION**
  - 3) If one budget is used choose **PERCENTS** and enter 100.00 in **ACCOUNTING** box (100% of order being charged to budget) **OR** choose **DOLLARS** and enter dollar amount in **ACCOUNTING** box  
 See Example 1.

If multiple budgets are used choose **PERCENTS** or **DOLLARS** and enter appropriate percentage or dollar amount in **ACCOUNTING** box,  
 See Example 2.

**NOTE:** Do not use dollar signs, commas or percentage signs, use numbers and periods only

**EXAMPLE 1: (if one budget is used for the amount \$324.00)**

**Percents:**

1	100000	12345	299	100.
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**Dollars:**

1	100000	12345	299	324.
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**EXAMPLE 2: (if multiple budgets are used for the amount \$324.00)**

**Percents: 50/50 split**

1	100000	12345	299	50.
2	100000	23456	299	50.

**Dollars: \$200.00/\$124.00 split**

1	100000	12345	299	200.
2	100000	23456	299	124.

11. **DELIVER TO:** enter exactly to whom and where the package needs to be delivered by Central Receiving- include Name, Dept., Room location, etc.

12. **OTHER INFORMATION:**

1. Use this section to add additional text or to identify where pricing originated; Is there a quote?, was the price from a website/catalog; verbal quote? Enter the quote number and fax a copy to Purchasing for backup referencing the assigned requisition number. Any additional information, along with quotes should be sent as back-up for your requisition, please EMAIL to [purch@mail.colgate.edu](mailto:purch@mail.colgate.edu) or FAX to ext 7828.
2. New vendor information or other pertinent information may be entered here.
3. **Confirming Order requests are being discouraged and should be for emergency situations only;** However, if this is a confirming order, enter "Confirming" PO #12345, NOTE: You may use your Chase Corporate Credit Card for small dollar purchases of less than \$500: Contact Accounting to apply for a card: all employees are eligible

13. **VALIDATE:** click on "VALIDATE" to total items listed in "COMMODITY" and check for errors; Error messages will appear at the top of the form and need to be corrected before completion

14. **COMPLETE:**

- After VALIDATION and requisition is error free, click on "COMPLETE" at bottom of page
- DOCUMENT IS COMPLETE WHEN REQUISITION NUMBER IS ASSIGNED (R000\_\_\_\_\_) AND MESSAGE BELOW APPEARS **"Document R00\_\_\_\_ completed and forwarded to the Approval Process"**
- if having trouble completing; recheck "ACCOUNTING" and be sure dollar amounts or percentage amounts are entered
- print the completed page and keep for your records if desired; (**print landscape, not portrait**)

**IMPORTANT:** - if no further requisitions, ***BE SURE TO "LOG OFF"***

- otherwise, your portal page will remain open and accessible to personal information

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**REQUISITION APPROVAL PROCESS:**

- when completed, the electronic requisition is routed to the Budget Manager, where applicable
- The Budget Manager approves the requisition, through the "APPROVAL" system

- After the “APPROVAL”, the requisition electronically routes to Purchasing
- When received in Purchasing, it is handled in Banner the same as current requisitions. Depending upon the nature of the requisition and dollar amount of the order, as well as whether the requisition has all the necessary information, most standard orders can be processed within 24 hours of submission

#### **TRACKING YOUR REQUISITION:**

- a copy of the Purchase Order will be EMAILED to the address you indicated
- if you do not receive a copy of the PO within 2 to 3 days, please contact Purchasing

#### **WHEN TO START USING ELECTRONIC REQUISITIONS:**

- *NOW!*
- Once trained, your paper requisitions will no longer be accepted
- If you have additional information as back-up for your requisition, please EMAIL to [purch@mail.colgate.edu](mailto:purch@mail.colgate.edu) or FAX to x7828

#### **HELP!**

- Having trouble? Please call Purchasing @ x7826 or x7474