REQUISITIONS AND ACCOUNTS PAYABLE

NOTE: This document is designed to be used online and as a result it contains a number of embedded links to processes and additional information. Learning Services discourages the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have not used one of the new “Mini-Manuals” you may wish to consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail psguides@uvm.edu.

TABLE OF CONTENTS GUIDE

(Click on topic headings to automatically jump to a specific section.
Use Ctrl+Home to come back to the Table of Contents)

Background ........................................................................................................................................3

Create a Requisition .................................................................................................................................. 3

  Step-by-Step Instructions: Creating a Requisition ................................................................................ 3
  Step-by-Step Instructions: Creating New Year Blanket Requisitions .............................................. 10
  Step-by-Step Instructions: Creating a Requisition for the Computer Depot .................................. 13
  Step-by-Step Instructions: Creating a Speed Chart for a Requisition ............................................ 15

Manage and View Requisitions .................................................................................................................. 17

  Step-by-Step Instructions: Running the Requisition Details Query .................................................. 17
  Step-by-Step Instructions: Viewing Chartstring Information .............................................................. 21
  Step-by-Step Instructions: Managing Requisitions Using the Life Span ........................................ 23
  Step-by-Step Instructions: Reviewing Payment Information .............................................................. 26
  Step-by-Step Instructions: Reviewing Voucher Information .............................................................. 31
  Step-by-Step Instructions: Running the Purchase Order Activity Summary ................................... 34

FAQs .......................................................................................................................................................... 37

  Will back-up need to be submitted for a purchase requisition? ...................................................... 37
  What type of product description shows up on the budget reports? ............................................. 37
  What is the turnover time for an invoice to be paid? ........................................................................ 37

Updated 9/23/2015
Ctrl+Home to Table of Contents
How many approvals will a purchase requisition have to go through? ........37
Can a requisition be modified if it needs to be changed? ................37
Will a paper copy of a purchase order be distributed? ...................37
Can a new vendor be free-texted into (added to) PeopleSoft? ..........37
Since PAVs have gone away, how are people reimbursed? ........37

Additional Resources........................................................................38
General Hints .................................................................................38
Vendor Information ........................................................................39
Blanket Requisitions .......................................................................39
Helpful Links ..................................................................................40
Background

The Requisitions function in PeopleSoft enables employees and procurement professionals to accurately manage the process of purchasing goods and services for the university. Information about vendors, payments, billings and budgets is maintained via this PeopleSoft module.

Requisitions are used to order goods and services. Requisitions are entered into PeopleSoft by individuals who are assigned the proper security and roles. Purchasing Services creates a purchase order based on the requisition. The purchase order is then sent to the vendor, with a copy forwarded to the requester.

A requisition creates a pre-encumbrance against the chartstring provided, reducing the overall available budget balance. A purchase order clears the pre-encumbrance and creates an encumbrance – the budget balance remains the same. The action of paying an invoice clears the encumbrance and creates an expense.

Create a Requisition

Step-by-Step Instructions: Creating a Requisition

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal).

2. Navigation: Main Menu > eProcurement > Create Requisition > Define Requisition

3. Verify that the Business Unit is UVM01. Also verify that the Requester listed and that the Currency is USD.

4. Name this requisition in the Requisition Name field—choose something meaningful to find the requisition easily in the future. Click the Continue button.

![Create Requisition Image]
5. Click the **Special Request** tab.

![Special Request Tab](image)

6. Click the **Special Item** link.

![Special Item Link](image)

7. Enter the desired information into the **Item Description** field (e.g. Large Oval Wooden Conference Table).

8. Enter a dollar amount in the **Price** field (e.g. 123.50).

9. Enter the number of units being purchased into the **Quantity** field (e.g. 1).

10. Enter the desired information into the **Unit of Measure** field. Click on the search icon to find an appropriate unit; if nothing else fits use each (EA).
11. Click the **Category Lookup** search icon.

![Category Lookup](image)

12. There are two ways to look up a category to be used on a requisition.

**Search by Description:** Enter a key word in the box next to **Search By Description** and click the **Find** button.

**Search by Category:** Expand the **Browse Category Tree** by clicking the triangle.

![Look Up Category](image)

13. Search for the appropriate Category by clicking the + sign in the folder to the left of the catalog. Select the appropriate category by clicking on it.

![Browse Category Tree](image)
14. Verify that the correct category is now in the item page.

15. Click the search icon to the right of the Vendor ID field.

![Vendor Search](image)

16. Enter the desired Search parameters in the Vendor Search screen that opens. Click the Find button.

**Note:** The more parameters entered, the more refined the search. Searching by Name produces results that start with that word. Insert a % sign at the beginning of the word to find results that simply contain the word (%Vermont)

17. Select the appropriate vendor by clicking the blue Vendor ID link.

18. Verify that the correct vendor is now listed on the item page.
19. If the desired vendor cannot be found, click the **Suggest New Vendor** link. Enter the required information about the new vendor and click **OK**.

**Note:** Any field with an asterisk (*) is a required field and must be completed.

20. New vendor information will be reviewed and processed by Purchasing Services along with the Requisition. Purchasing Services will set up the new vendor in the system and complete the transaction. If a vendor information form has been obtained, attach to the requisition as demonstrated in step # 31.

21. The **Due Date** field is *not* used by Purchasing Services and is not required. All requisitions are processed on a first come, first served basis.

22. The **Additional Information** section is *not* used and is currently being phased out. Any notes or documents necessary to include for the vendor or for Purchasing Services should be added to the comment section.

23. A field on the eProcurement Requisition screen has been modified to allow the requisitioner to enter **Blanket PO Dates**. This is a free-text box, with a 20-character display. Please indicate the start and end dates of the blanket purchase order exactly in the following format: mm/dd/yy-mm/dd/yy. For example: 07/01/15-06/30/16; or 10/01/15-09/30/16. PeopleSoft will not accept any deviation.
24. When the necessary information has been entered, click the Add Item button to place this item on the requisition.

**Note**: The **Requisition Summary** on the left side of the screen displays a high level running total of the items entered on the requisition.

<table>
<thead>
<tr>
<th>Requisition Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Table</td>
</tr>
</tbody>
</table>

Total Lines: 1
Total Amount (USD): 240.00

25. Repeat steps 8 through 27 to add other items. Many items can be included in a requisition, but ONLY ONE VENDOR can be identified for each requisition.

26. Click the **Review and Submit** link.

27. To include comments for the vendor or Purchasing Services, click the **Comment Bubble** at the right end of the appropriate requisition line after the Total. Clicking the comment bubble will open a new window.

28. Users may also attach a document to the requisition by clicking on the **Add Attachment** button.
29. Browse for the file to be sent, click the **Upload** button, and then **OK**. The file will now be sent with the requisition.

![Image of Create Requisition screen showing line comments and file attachment]

30. Back on the main Create Requisition screen, under the **Review and Submit** tab, click the triangle-shaped **Expand Section** button at the left end of the Requisition line.

31. Review the **Shipping Information** and change it if necessary. If the **Ship To ID** is not in the search list, please add the address information in the comments field.

   **Note:** **DO NOT** type information into the **Modify Shipping Address** page; it will not display properly on the purchase order.

32. Review the **Chartfield Information** (the default values will be displayed) and change if necessary.

33. If it is necessary to add a chartfield line in order to split an expense, click the + sign to the far right of the chartfield line. Change the distribution to distribute by either Amount ($) or Quantity (%) [e.g., change the % on both lines to 50%].

34. If it is necessary, change the chartstring values.

   **Note:** **DO NOT** change the **Account**, as this is defined by the category selected in the item description.

35. When done, click the **Save & Submit** button.
36. Record the **Requisition ID**.

37. Select the **Check Budget** button.

38. Verify that the **Budget Status** is valid. In the event of an error, click on the word **Error** to see a description of the budget error. Correct the error, and repeat the budget check. If the error is not resolved, Purchasing Services cannot see or process the requisition.

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**Step-by-Step Instructions: Creating New Year Blanket Requisitions**

Requesters enter new-year blanket purchase orders or any other new fiscal year purchase order into eProcurement on July 1 of the new fiscal year or later.

1. Log in to PeopleSoft through the **Financials Login** (www.uvm.edu/~erp/portal).

2. Navigation: **eProcurement > Create Requisition > Define Requisition**

3. In the **Requisition Name** field, put last year’s blanket PO number in the requisition name field, along with any other naming convention.
4. Open the **Line Defaults** section on the **Define Requisition** page by clicking on the **Expand Section** triangle, where the chartstring can be modified.

5. Click on the **Add Items and Services** link at the top of the page. Proceed to build the requisition. For help, see the steps for *Creating a Requisition* above.

6. **Enter Item Description.** List items to be ordered or services provided for the fiscal year.
7. Complete the **Blanket PO Dates** field for all blanket purchase orders. Please indicate the start and end dates of the blanket purchase order *exactly* in the following format: mm/dd/yy – mm/dd/yy. For example: 07/01/15-06/30/16; or 10/01/15-09/30/16.

8. Perform the normal Review and Submit steps. Then click the **Save and Submit** button at the bottom of the page.

9. **Budget Check** the requisition.

10. View requisitions periodically under **Manage Requisitions** for status changes. Refer to the steps for Managing Requisitions Using the **Life Span** for help in looking for requisitions.
Step-by-Step Instructions: Creating a Requisition for the Computer Depot

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal).

2. Navigation: eProcurement > Create Requisition > Define Requisition

3. Verify the Business Unit (always use UVM01), Requester and Currency (always USD).

   Note: Changing the Priority will have no effect.

4. Name this requisition in the Requisition Name field. Choose something meaningful to find the requisition easily in the future. Click the Continue button.

5. Click the Catalog tab.

6. In the Vendor field, enter UVM and click Search.

7. From the list that opens, click to put a check in the checkbox beside the desired item. Adjust the quantity column as necessary. Click the Add button at the right hand end of the row.

8. Repeat Step 9 until all desired items have been selected.
9. Review the **Requisition Summary** in the column to the left of the screen to ensure that the items and quantities are reflected there.

10. Click the **Review and Submit** link at the top of the screen.

11. Click the triangle-shaped **Expand Section** button at the left end of the Requisition line.

12. Review the shipping information (these are the default values) and change the information if necessary.

13. Review the chartstring information (these are the default values) and change the information if necessary.

14. If it is necessary to split an expense, add a chartfield line by clicking the + sign at the far right of the chartfield line. Change the distribution to distribute by either **Amount** ($) or **Quantity** (%) [for example, change the % on both lines to 50%]. Change the chartstring values as necessary.

   **Note:** Do not change the Account, as this is defined by the category selected in the item description.)

   ![Distribute by: Amt]

15. When done, click the **Save & Submit** button.

   **Note:** This will send the order to the Depot. When they receive the order they will send an e-mail saying that the order is **Approved**. This message means that they have received the order and will now process the order against the chartstring provided. In the event that the chartstring is not valid, they will ask for a new, valid chartstring. The requisition will be budget-checked by the Depot once they have approved it.

16. Record the **Requisition ID**.
Step-by-Step Instructions: Creating a Speed Chart for a Requisition

Speed Charts are templates that contain pre-set chartfield distributions. Using a speed chart will override the default chartfield values. If the same chartstrings are used repeatedly when creating Requisitions, Speed Chart may help facilitate the requisition creation.

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal).

2. Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > Speed Chart

3. Previously created Speed Charts can be viewed by using the Find an Existing Value Tab. The Speed Chart can be viewed or edited if necessary. Enter the Speed Chart Key and click the Search Button. Choose the correct saved Speed Chart.

4. To create a new Speed Chart, click the Add a New Value tab and type in a Speed Chart Key (10 Character description).

5. Click the Add button.
6. A blank Chart String will be displayed. Additional Chart String lines may be added if other costs or percentages of cost will be assigned to other budgets.

7. Complete the required **Description** field.

8. Check the **One User** radio button otherwise all University users will be allowed to view and use this Speed Chart. From the drop down menu which appears, verify the **User ID**.

9. Enter the correct Chart String Information for: **GL Unit, Operating Unit, Fund, Source, Function, Program, Purpose** and **Property**.

10. If necessary, enter Optional Chart String Information for **PC Business Unit, Project** and **Activity**.

11. When the necessary **Chart String Information** has been entered, click the **Save** Button.
Manage and View Requisitions

The ability to customize the page is available in PeopleSoft Financials. Review the process for Customize Column Order on page 24 in Peoples Soft Tip Mini-Manual). The process is identical for all customization in PeopleSoft Financials.

The Requisition Details Query provides the user with a view of the following information:

- PO Business Unit
- Requisition ID
- Requisition Line number
- Associated PO information PO#, line# and amount
- Vendor Name
- Vendor Invoice Number, date of invoice, and invoice amount.
- Associated Voucher ID
- The UVM check number and date of the check.

Step-by-Step Instructions: Running the Requisition Details Query

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal/).


3. Type UV_REQUISITION_DETAILS1 in the begins with field.

4. Click the Search Button.
5. The **Query** and the **Run Options** will be displayed.

![Query Viewer]

6. If the **Add to Favorites** link at the far right is selected, this query will be displayed under My Favorite Queries, and the search step is eliminated in the future.

7. Running the Query:
   - **Run to HTML**: This will produce output to a web page. Even if the HTML report is run, the option to download it to Excel is still provided.
   - **Run to Excel**: This will download the data into an excel spreadsheet.
   - **Note**: The schedule option will not work here since this query relies on prompts.

8. **Unit**: This required field is the purchasing Business Unit for the requisition: UVM01. (PO001 was used for FY 07.) UVM01 can be typed into this field, or use the lookup glass to retrieve the value.

9. **Req ID & PO Number**: Please notice that both the **Req ID** and the **PO Number** fields contain a % next to them. This means that either field can be used for this query. Whichever field is used, the other will need the % in it. Using either the **PO Number** or **Requisition ID** will produce the same results.
10. Examples using the % prompts:

If only the **Requisition ID** is known, the values would be entered as follows:

![Requisition ID example](image1)

11. If only **PO Number** is known, the values would be entered as follows:

![PO Number example](image2)

12. To run the query in **HTML**, select the **HTML** link. This will open a prompt window here is where criteria for the query is entered.

![Query Viewer](image3)
13. **Enter the values.** Select the **View Results** button to see the data output.

   **Note:** There is an option to download this data to Excel if desired.

![Image of data output](image1.png)

14. **To run the query in Excel,** select the **Excel** link.

![Image of query viewer](image2.png)

15. **This will open a prompt window** here is where criteria for the query is entered. **Enter the values.**

16. **Select the **View Results** button to see the data output.**

![Image of query results](image3.png)
17. Select **Open** when this message is received. This will open the **Excel** file.

![](image)

18. Data is downloaded to Excel:

![](image)

**Step-by-Step Instructions: Viewing Chartstring Information**

Chartsrtings are used to track when and where goods and services are moving within the university. Data regarding the business unit, department, price and budget can all be found in this section of PeopleSoft.

1. Log in to PeopleSoft through the **Financials Login** ([https://catalyst.uvm.edu](https://catalyst.uvm.edu)).

2. Navigate to: **Main Menu > eProcurement > Manage Requisitions**

3. Select the appropriate search criteria for the Requisition.

4. Select the **Blue ID** link.
5. Select the Requisition Schedule and Distribution link.

![Requisition Details](image)

6. View the Requisition Information.

![Requisition Schedule and Distribution](image)

7. If there are multiple lines on this Requisition, use the Next Arrow or View All functionality to see all the information.

![View All](image)
Step-by-Step Instructions: Managing Requisitions Using the Life Span

Life Span is a convenient tool that allows users to view each step in the procurement process. General information about where the requisition is currently in its life span is illustrated, while specific details can also be accessed directly through this PeopleSoft module.

1. Log in to PeopleSoft on the Financials Login (www.uvm.edu/~erp|portal).

2. Navigation: eProcurement > Manage Requisitions

3. The Business Unit field will populate automatically with UVM01. This is the default Purchasing Business Unit. To review requisitions from FY07, this value will need to be PO001.
   Note: if the requisition ID is 0000020000 or greater, the Business Unit will be UVM01. Any requisition number less than this, the Business Unit will be PO001.

4. Verify the Requester name.

5. A Requisition ID may be entered or the field may be left blank.

6. Verify the Date From and Date To fields to ensure that they are correct.

7. Click Search.

8. The Requisitions are now displayed by the dates requested, or a complete list is displayed if selection criteria were not limited.
9. To obtain further information regarding a particular requisition, click on the triangle (expand feature) to the left of the line.

10. The Requisition Life Span is now displayed. In the requisition lifespan section, the links will become active as that step in the procurement process is completed. Only requisition lines that have been budget-checked to Valid status, approved, and have a vendor assigned to them, will go on to the purchasing process.

11. After Purchasing Services has created the purchase orders, the Purchase Orders link will become active in the Requisition Lifespan section.
12. The requester can select this link for further PO details. The PO Number is displayed as well as the Requisition details.

13. As Purchasing Services completes more steps in the procurement process, additional links will activate until the life span is completed.

14. **Invoice Icon**: Indicates that an invoice is being processed. Information regarding the invoice can be found by clicking the icon. The invoice date, invoice number, voucher number and vendor information can be found.

15. **Payment icon**: Indicates payment was made. The check number (Payment Reference ID), check date and other payment information can be found.
Step-by-Step Instructions: Reviewing Payment Information

The Reviewing Payment Information section of PeopleSoft provides the user with a snapshot of the flow of funds to the university’s various vendors.

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal).


3. The Selection Criteria page will be displayed.
   - **Note:** Up to 300 payments made to the vendor are displayed. To display additional payment information, increase the number in the Max Rows field.

4. Use the search icon to the right of the Remit SetID field to choose SHARE.
5. Search by **Vendor Name**. Enter the beginning of the vendor name (**office** for Office Max) then click on the search icon to search for this vendor.

Using the search with Name 1 begins with provides a list of all vendors begin with those numbers or letter. The search below provides all vendors whose name begins with Vermont.

**Note:** The search produced more than 300 results.
Using the percent (%) sign allows for a more flexible vendor search. The search below provides all vendors with Vermont in the name.

**Note:** The search produces more than 300 results.

The search can be additionally refined by using the Advanced Lookup feature.
The search which contains Vermont com produces a variety of results.

6. Enter any other selection desired criteria. Further options can be found by using the Search icon where displayed.

![Search Results]

- Central Vermont Communications
- Central Vermont Community Action Council
- Southeastern Vermont Community Action
- Vermont Commercial Warehouse
- Vermont Committee on AIDS Resources
- Vermont Common Foods LLC
- Vermont Commons
- Vermont Commons School
- Vermont Community Development Assn
7. Click the **Search** Button. The Payment Inquiry results will be displayed. **Note:** The Payment Reference ID Number is the check number.

![Payment Inquiry Result](image)

8. Click on the Payment Reference ID (which is also the check number) hyperlink to display more information including vouchers paid on that check.

![Vouchers For a Payment](image)
9. By clicking on the **Voucher ID** link, a Voucher Inquiry page will display additional voucher information.

![Voucher Inquiry Page](image)

**Step-by-Step Instructions: Reviewing Voucher Information**

*Note:* A user must have the ePro Requisitioner role to perform this function.

1. Log in to PeopleSoft through the **Financials Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).

2. Navigation: **Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**
3. The **Selection Criteria** page will be displayed.

![Voucher inquiry form](image)

4. Change the **Business Unit** from UVM01 to **AP001**.

5. Enter the **Voucher ID** number or the **Invoice ID** number, if known.

6. Enter any other selection criteria that are helpful. If there is no other desired information, typically a search by **Department, Account, Purchase Order Number or Date Range** can be performed.
7. Click the **Search** button at the bottom of the page.

8. More detailed information can be viewed by clicking on the tabs at the top of the **Voucher Inquiry Results** table: **Voucher Details, Amounts, or More Details**. Selecting the Accounting Entries Icon displays the chart string used on the voucher.

9. For payment information click on the **Payment Information** icon located under the Payment Information column on Voucher Inquiry Results table.

10. Clicking the Payment Information icon will display information similar to that shown in the graphic directly above.

**Note:** The **Payment Reference ID** displayed is the check number.
Step-by-Step Instructions: Running the Purchase Order Activity Summary

Use the Purchase Order Activity Summary to check payment data on a Purchase Order and to view the paid-to-date totals for a blanket Purchase Order.

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal).

2. Navigation: eProcurement > Reports > PO Activity Summary

3. PO Activity Summary Page – Search: Type in the desired search criteria. Click on the Search button.

![PO Activity Summary search form]

4. Results will be displayed. Click on the desired purchase order.

![Search Results table]
5. The **Activity Summary** page will appear. The Details tab display the total dollar amount of the PO Line.
**Note:** See the tabs across the top.

![Activity Summary](image)

6. To see additional detail about the item, select the **Item Description** hyperlink. An Item Description page will open.

![Item Description](image)

7. Select the **Invoice Tab** for the total invoices paid to date. For purchase orders with multiple lines, the Invoice Tab will show which lines have been invoiced to date. This tab also displays the un-invoiced amount - the amount remaining to be paid on this line of the purchase order.

![Invoice Tab](image)

8. Select the **Invoice** icon. The next screen will display the voucher number and amount for invoices paid. By selecting the Voucher number hyperlink, a Voucher Inquiry page will open. This page will display invoice number, invoice date, accounting date, etc.

![Invoice](image)
9. Click the **Activity Summary** hyperlink to return to Activity Summary page.

![Activity Summary](image)

10. The **Matched** tab will display the quantity and dollar amount of invoices matched on a line of a purchase order.

    **Note:** This information can be very useful for monitoring blanket PO's during the fiscal year.

![Matched Tab](image)

11. Use the **Show All Columns** button (at the end of the tabs) to see all the detail on one page.

![Show All Columns](image)

12. In the top right section of the page data there is a **Download to Excel** button (looks like a grid with a red arrow). This is useful to download the data to a spreadsheet for further manipulation.

![Download to Excel](image)

13. Using the **Customize** feature allows users to order the columns. For example, the Amount Invoiced column, Amount Un-Invoiced column and Amount Matched column can be moved to the Details tab. The **Details** tab would then contain a most meaningful view of the purchase order at a glance.

![Customize](image)

14. Other reports and inquiries located under the **Main Menu > eProcurement > Reports** section are not active and will produce an error message.
FAQs

Will back-up need to be submitted for a purchase requisition?
Yes, back-up needs to be provided to Purchasing Services. If the information is electronic, attach it to the requisition within PeopleSoft for submission. If not, fax it to Purchasing Services.

What type of product description shows up on the budget reports?
On the Budget Transaction Detail Report, purchase order information is displayed in the following order: PO Number, Vendor Name, Line Description, and Requisition ID.

What is the turnover time for an invoice to be paid?
Invoices will be paid within 30 days, based on vendor terms. Expect seven to ten business days for a Check Request form.

How many approvals will a purchase requisition have to go through?
It depends on the purchase, the dollar amount, and the type of budget, but a standard workflow would be: requester to manager (or designated approver) to Purchasing Services to vendor. Please refer to the Contract Approval and Signatory Requirements.

Can a requisition be modified if it needs to be changed?
Yes, use the Change Requisition function to modify a requisition if a purchase order has not been created.

Will a paper copy of a purchase order be distributed?
No, departments receive a copy of the PO via email, and POs can be viewed online.

Can a new vendor be free-texted into (added to) PeopleSoft?
No, Purchasing Services needs to have them set up first. Use the Suggest a Vendor screen on the Special Request tab when creating a requisition. Purchasing Services will add the vendor.

Since PAVs have gone away, how are people reimbursed?
All UVM employees are only reimbursed through the Travel and Expense Center in PeopleSoft. Please see the instructions for Choosing the Appropriate Purchase/Payment Method on the Disbursement Center website.
Additional Resources

General Hints

- When entering a PO for an individual who is providing a service, please clearly indicate the date of the service and what the service is.
- Be sure to account for any freight or shipping costs on the PO.
- Backup documentation (Independent Contract versus Employee Determination forms, invoices, etc.) should be attached to the requisition or faxed to Purchasing Services.
- If a one-time shipping address is needed, please indicate that in the comments section. **DO NOT** use the Modify Shipping Address hyperlink.
- Requisitions for Honoraria must include the Social Security number of the Vendor. When the information under **Suggest a Vendor** is completed, include the person’s Social Security number in the comments field.
- In choosing a Category be sure to open the file folder with the + sign (to the left of the menu) to reach the lowest navigation link. When choosing this descriptive hyperlink, it will later translate into an Account number in the chartstring.
- There can be multiple items in a requisition, but only one vendor per requisition.
- Requisition status can be tracked through **Manage Requisitions**. The Requisition Life Span displays the progress of the requisition from generating a Purchase Order to Invoice to Payment.
- The Disbursement Center cannot overpay (within established limits) a purchase order. If an invoice can’t be paid because there isn’t enough encumbrance remaining on the PO, the invoice will be returned to the requester. To increase the dollar amount of a PO, please e-mail purchasing@uvm.edu. Estimate the amount necessary for the remaining fiscal year—not just the amount of the current invoice.
- There is an automated process to close purchase orders based on a PO being fully matched. This means that Purchasing Services won’t be disturbing departments with phone calls and e-mail asking if a PO can be closed—it will automatically be closed. **Once a purchase order is closed, it cannot be re-opened.**
- **Don’t underestimate** the dollar amount needed during the year on blanket purchase orders. If the PO is fully matched (the PO amount has been spent), the process will automatically close the PO. If additional invoices are received for this closed purchase order, a new requisition will need to be entered.
Vendor Information

- The Vendor W-9 Form can be found here: http://www.uvm.edu/~cntrllrs/forms/NewVendorW-9.doc.
- If a requester is already in contact with a vendor, please ask that they complete the form. This will shorten the time requirement for purchase order creation.
- Attach the completed Vendor W-9 Form to the requisition.
- The results of the Vendor W-9 Form for a company will determine if an Employee versus Independent Contractor form is required.
- An Employee versus Independent Contractor form is always required for an individual that is providing services.
- The Employee versus Independent Contractor form can be found at: http://www.uvm.edu/~uvmppg/ppg/acct/relateddocs/indcontractform.pdf
- The Employee versus Independent Contractor form is only to be completed by the requesting department, NEVER by the vendor.

Blanket Requisitions

- When entering blanket requisitions, please indicate the beginning and end dates in the Comments bubble (on the Requisition Lines), and describe the items being purchased. Use the Comments bubble on the requisition.
- Selecting the correct category for blanket purchase orders is extremely important:
  1. Categories are selected based on unit price of the items being purchased, not the total purchase order amount. Even if the total amount of the PO is greater than $5,000, individual items being purchased will not be greater than $5,000.
  2. Equipment cannot be purchased with blanket purchase orders. Therefore, the category for a blanket PO should never include a description of Item>$5,000. For example, a blanket PO to Fisher Scientific for $30,000 might have a category of Research_Supplies_Materials or Research_Equipment_$5,000.
- When selecting a category, always use the default Account number. Changing the account invalidates the integrity of budget reports and the University’s financial reports. If there is a problem with budget checking, please work with the departmental financial administrator or contract analyst. Don’t select a category simply because it will pass budget check.
Helpful Links

Related Courses

- Individual Learning Opportunities

Relevant UVM Departments

- Purchasing Services
- Disbursement Center

Related Policy

- University Procurement Policies

Suggestions? Updates? Please send an e-mail to psguides@uvm.edu

This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.