#Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>eProcurement</td>
<td>4</td>
</tr>
<tr>
<td>Catalogs and Contracts</td>
<td>4</td>
</tr>
<tr>
<td>Learning Objectives</td>
<td>5</td>
</tr>
<tr>
<td>How to Shop &amp; Assign a Cart</td>
<td>6</td>
</tr>
<tr>
<td>Viewing Last Orders (90 days)</td>
<td>16</td>
</tr>
<tr>
<td>How to Shop within myFIUmarket</td>
<td>18</td>
</tr>
<tr>
<td>Ship to Addresses</td>
<td>23</td>
</tr>
<tr>
<td>Special Requests (Non-Market Items)</td>
<td>26</td>
</tr>
<tr>
<td>Requisition Settings</td>
<td>30</td>
</tr>
<tr>
<td>Entering information at the Line Level</td>
<td>32</td>
</tr>
<tr>
<td>Completing the requisition – Confirmation</td>
<td>34</td>
</tr>
<tr>
<td>Multiple Purchase Order Numbers</td>
<td>36</td>
</tr>
<tr>
<td>Blanket Purchase Orders</td>
<td>36</td>
</tr>
<tr>
<td>Mixed Requisitions - Special Requests &amp; myFIUmarket Items</td>
<td>38</td>
</tr>
<tr>
<td>Special Request Change Order (CO)</td>
<td>47</td>
</tr>
<tr>
<td>Change Order Table</td>
<td>48</td>
</tr>
<tr>
<td>How to Request a Quote</td>
<td>49</td>
</tr>
<tr>
<td>Ordering Hazardous Chemicals</td>
<td>51</td>
</tr>
<tr>
<td>Other Options</td>
<td>52</td>
</tr>
<tr>
<td>Deleting Lines</td>
<td>52</td>
</tr>
<tr>
<td>Mass Changes</td>
<td>52</td>
</tr>
<tr>
<td>Budget Checking a Requisition</td>
<td>55</td>
</tr>
<tr>
<td>Budget Statuses</td>
<td>55</td>
</tr>
<tr>
<td>Commitment Control Summarized</td>
<td>55</td>
</tr>
<tr>
<td>Inquiring on a Budget</td>
<td>56</td>
</tr>
<tr>
<td>Budget Overview Result</td>
<td>57</td>
</tr>
<tr>
<td>Managing Requisitions</td>
<td>58</td>
</tr>
<tr>
<td>Editing a Requisition</td>
<td>59</td>
</tr>
<tr>
<td>How to Cancel a Requisition</td>
<td>61</td>
</tr>
<tr>
<td>How to Copy a Requisition</td>
<td>63</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>How to View Printable Version</td>
<td>65</td>
</tr>
<tr>
<td>Viewing Approvers</td>
<td>67</td>
</tr>
<tr>
<td>Requisition Lifespan</td>
<td>69</td>
</tr>
<tr>
<td>Viewing Attachments</td>
<td>70</td>
</tr>
<tr>
<td>How to Receive Items</td>
<td>72</td>
</tr>
<tr>
<td>Creating a Receipt</td>
<td>72</td>
</tr>
<tr>
<td>Cancelling a Receipt</td>
<td>77</td>
</tr>
<tr>
<td>Receipt Allocation</td>
<td>81</td>
</tr>
<tr>
<td>Three Way Matching</td>
<td>82</td>
</tr>
<tr>
<td>Unencumbered Payment Request</td>
<td>83</td>
</tr>
<tr>
<td>Procedures for Submitting Unencumbered Payment Requests</td>
<td>85</td>
</tr>
<tr>
<td>Review Supplier Information</td>
<td>86</td>
</tr>
<tr>
<td>Useful Queries</td>
<td>89</td>
</tr>
<tr>
<td>Approver's Actions</td>
<td>90</td>
</tr>
<tr>
<td>FIU Mobile Requisition Requests Approvals</td>
<td>95</td>
</tr>
</tbody>
</table>
eProcurement

Electronic Procurement, better known as eProcurement (ePro), is the business-to-business sale and purchase of goods and services via the internet. The main benefits of eProcurement are cost savings achieved by aggregating spend, increased efficiency, and improved transparency in organizational purchases. These benefits make e-Procurement an initiative that is very much aligned with the University’s Worlds Ahead position, advancing our ability to leverage university spend and increase savings.

In addition to the overall benefits outlined above, ePro at FIU will provide requesters with a central place to manage their requisitions, from creation of the requisition to tracking of it, all the way through to payment. It will also provide a central marketplace, myFIUmarket, where requesters can search for goods and services already under contract by the university, compare specifications and pricing between items and services, and shop directly from catalogs and contracts.

Catalogs and Contracts

In myFIUmarket requesters will be able to shop from catalogs and contracts. A requester will be able to search for an item or service and then add items or services that come up in the search results to his or her cart. Additionally, myFIUmarket will contain contract information for contracts that don’t have items or services that can be purchased from myFIUmarket. For example, catering services will not be available from myFIUmarket; however, since FIU has catering contracts and a process for the purchase of catering services, each of the catering contracts will be available with information and ordering instructions. Requesters will have to leave myFIUmarket to actually place their order with a caterer but all the information on how to do so and all the available suppliers and contracts will be listed in myFIUmarket. The objective is to have all catalogs and contracts available in myFIUmarket so that the FIU community has a central place to search for suppliers for any of their purchasing needs.
Learning Objectives

By the end of this training users will be able to:

- Shop using eProcurement
  - Restate the factors that determine the number of Purchase Orders generated from a requisition
  - Apply the process, including new business processes, from Requisition to Purchase Order to Receiving
  - Explain and recognize the difference between e-Pro and myFIUmarket Items
- Distinguish processes for initiating Change orders
- Analyze the Lifespan of the Requisition (workflow)
- Receive both e-Pro and myFIUmarket items
- Explain the “shopper” and “Assign a Cart” option in myFIUmarket
- Create favorites and templates for frequently purchased items in myFIUmarket
- Interpret the business process initiated when choosing the “RFQ” option
How to Shop & Assign a Cart

The Assign a Cart option allows for employees that would like to shop (select items) to do so and then assign the cart for someone else to review, add, or complete the requisition.

The Purchasing Department encourages all Requesters to click myFIUmarket link and search for your items in the market first, before choosing Special Requests. After clicking myFIUmarket link, the user is brought to the Market homepage to search for the item.

1. **Main Menu>eProcurement>Requisition**
2. Click myFIUmarket link

3. You can enter the description of the item you are searching for in the Search field. Click “Go”.
   a. You can also search by selecting a specific catalog, then searching by the item.
The system will display all items found within your search criteria. There are filters on the side to narrow down the results.

4. Click “Order from Supplier” link next to the item that you would like to order.

The system will “punch out” of the myFIUmarket and route onto the supplier’s page where that item is located. Punching out to the market, by clicking Order from Supplier here, will land you on the item page, not the supplier’s homepage.

5. Click “Add to Cart” icon.

This example is from the Grainger supplier’s site. (Supplier sites may vary in appearance and functionality)
6. If you want to continue shopping on that supplier’s site, click “Continue”. If you are done shopping from the supplier’s site, click “View Cart” icon.

7. Click “Submit Cart” icon to take your cart back to PantherSoft and complete the requisition. You should always see a message from the supplier redirecting you back to eProcurement.
8. Click “Yes” to go back to eProcurement. (Other suppliers it might say Transfer Shopping Cart)

Note: As long as you have brought the cart in from the Supplier site, it is auto saved. If you make any changes in the cart, always click update.

9. After you have completed shopping from the myFIUmarket, click on “Assign Cart” icon.
10. A pop up window will appear. Click “Search for an Assignee”.

11. Enter the last name, first name, or email address.

In order to for an assignee’s name to be available for selection, that assignee will have had to have “punched out” to the catalog at least once. Then their name will be in the system to select.
12. Click select next to the person’s name for whom you wish to assign the cart.

![New Search](image)

13. After selecting the name, you have the option to save that name by checking the “Add to Profile” box. This assignee will be amongst your selections the next time you login.

![Assign Cart](image)

You also have the option to include a “Note to Assignee” which will carry over with the cart via email

14. Click “Assign”.
15. You will receive a confirmation page once you have successfully assigned the cart. If you have entered a note. The note will appear as well in a box.
16. The assignee will view the following screen and see your notes under the Comment Tab when they Place Order.
Congratulations! Your cart was successfully assigned for further review.

At this point, you can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via cart history search. You included the following note for the assignee:

Please enter accounting details

You have assigned the shopping cart to another user. At this time, you may close this frame or the browser.

- Cart number: 1390311
- Cart name: 2015-07-16 0104964 01
- Cart total: 58.01 USD
- Number of line items: 1

What would you like to do next? Here are links to some common actions.

- Search for another item
- Check the status of an order
- Return to your home page
- Create new draft cart
17. The assignee will receive a notification within myFIUmarket every 5 days after the cart has been assigned.
1. Click the Cart icon on the left-side toolbar, then select **My Carts and Orders**.

2. There are several cart options:
   
   a. Clicking **Open My active Shopping Cart**, opens up an existing cart that has been saved for you to continue shopping within that cart.

   b. “**View Draft Shopping Carts**” routes you to this page.
“My Drafts” sections are carts you have saved but not assigned to anyone. You can either delete this cart or open it to edit by clicking icon or cart name respectively.

The section labeled, “My Drafts Assigned to Others” are carts you have assigned to another for review, or continuation on to approval. You can only unassign from this screen.

A cart is **not** a requisition until “place order” has been chosen and you are redirected.

3. Anywhere you see view cart history, you can select and view attributes.
Viewing Last Orders (90 days)

1. Click on the Cart icon.
2. Click on “View My Orders (Last 90 Days)”

3. The screen will display all carts that have been submitted. (Requisitions)
4. Click on the Cart. No.
5. Now you can view the cart **Comments, Attachments, and History** by selecting the designated tab.

![Cart screenshot](image)

- Comments – would display any comments the assignee entered back to the assigner.
- Attachments – if there were any quotes or docs attached, they can be viewed here.
- History – shows the history of cart. (I.e. line deleted)
- Available actions include:
  - Add Comment – adds comments to the actual cart
  - Add Notes to History – adds a note that associates to the history log
  - Copy to New Cart – takes existing cart items and transfers it to a new cart/order
  - Resubmit Cart – resubmits cart to the original assignee.
How to Shop within myFIUmarket

1. **Main Menu>eProcurement>Requisition**
2. Click **myFIUmarket** link

3. You can enter the description of the item you are searching for in the Search field. Click “Go”.
   a. You can also search by selecting a specific catalog, then searching by the item.

   ![Image of myFIUmarket search interface]

The system will display all items found within your search criteria. There are filters on the side to narrow down the results.

4. Click “Order from Supplier” link next to the item that you would like to order.

   ![Image of myFIUmarket order interface]
The system will “punch out” of the myFIUmarket and route onto the supplier’s page where that item is located. Punching out to the market will land you on the item page, not the supplier’s homepage.

5. Click “Add To Cart” icon.

This example is from the Grainger supplier’s site. (Supplier sites may vary in look)
6. If you want to continue shopping on that supplier’s site, click “Continue”. If you are done shopping from the supplier’s site, click “View Cart” icon. (Supplier sites vary in look)

7. Click “Submit Cart” icon to take your cart back to PantherSoft and complete the requisition. With other suppliers, it may say “Transfer Cart”. You should always see a message from the supplier redirecting you back to eProcurement.
8. Click “Yes” to go back to eProcurement.

9. From this screen, click “Proceed to Checkout”.

   Note: If you would like to shop for more market items, Click “Continue Shopping” link.
   If you would like to modify items in your cart, Click “MODIFY ITEMS” link.
10. Click “Place Order” button to begin the requisition process.

11. You will be redirected back to PantherSoft, to the Checkout- Review and Submit page. **Note:** Items bought from the Market will have a globe icon in front of the line, denoting it is a “Market” item.
**Note:** For market items, you should not include any comments, because the system will not display it legibly.

12. On the Checkout- Review and Submit screen, expand the lines by clicking the gray triangle to the left of the line selection box.
13. Your “Ship To” field should default to your HR campus location. If you need another location, you must change it manually by clicking the Search glass.

**Ship to Addresses**

The ship to address defaults to your campus HR address. You can manually change the “ship to”, by choosing another campus location.

a. A requester cannot permanently change their default address within PantherSoft. This must be done by an FSSS call center team member.
b. See page 52 for ship to locations for hazardous chemicals
c. The following are central receiving locations that may be used:
   i. MMC – CSCS 01140 (Location Code 0022001140)
   ii. BBC – S01 00101 (Location Code 0s01000101)
   iii. Jewish Museum (description starts with MB)
d. Multiple Ship-to Addresses will generate one Purchase Order Number per ship to address

- When entering “shipping and handling” or “freight” on a line, **make sure this line uses the same ship-to location of the item.**
14. Choose your Speedchart.

15. Click on “Save And Submit” icon button to proceed to the Confirmation page.

DO NOT BUDGET CHECK BEFORE SAVING. If you budget check before saving, this screen will appear. Click “Cancel” button to proceed to the Confirmation page.
16. Click on “Budget Check” link.
Special Requests (Non-Market Items)

1. **Main Menu>eProcurement>Requisition**
   
   *The Purchasing Department encourages all Requesters to click myFIUmarket link and search for your items in the market first, before choosing Special Requests. After clicking myFIUmarket link, the user is brought to the Market homepage to search for the item.*

2. **Click Special Requests link. All fields with an * asterisk are required fields.**

   ![Special Requests link](image)

   Note: This requisition will create “lines” as you add items. The number of lines is located at the top, right side of the screen.

3. **Fill out Item Description** with the name of the item being ordered.

4. **Fill out the appropriate Price, Quantity, and Unit of Measure.**

5. **Enter the Due Date.**
   
   *Note: For Blanket purchase orders, related to non-contracts and grants, enter the last day of the fiscal year.*

   ![Special Requests fill out fields](image)

   *Click the search glass next to any field you need help completing. Valid values will be displayed.*
6. **Category** – To search for the category, click the magnifying glass.

   Search options:
   - Leave both fields blank, and click Find.
   - Choose either “Category” or “Description” in the first box and you have the option to leave the second box blank. This will list all categories.
   - Or choose “Category” or “Description”, then enter a search item in the second box.

![Category Search](image)

**Note:** An expense account (associated with the category chosen) must exist under the Activity Number or Project ID being used. If not, the requisition will yield a budget error.

7. **Supplier** – Fill out the desired Supplier information.

![Supplier](image)

To search for the Supplier, Click the search glass icon. This screen appears.

If you would like to suggest a supplier, click on the **Suggest New Supplier** link & fill out the information shown on the next page.

8. Comments can be entered in the **Additional Information** box. By selecting **Send to Supplier, Show at the Receipt**, and/or **Show at Voucher** these same comments will appear on designated document.
Note: **Request a New Item** is not an FIU option. This would only apply if we had hosted catalogs.

9. After all fields have been filled out, click **“Add To Cart”** icon in order to submit the line.

10. Click **“Add to Cart”** to add more lines or **“Checkout”** to complete the requisition.
On the Checkout – Review and Submit page, a small overview of your line item(s) will be displayed. Clicking the gray triangle, expands the line item. Expanding the line item allows for shipping and accounting details to be entered at the line level. You can also add items to the Requisition by clicking **Add More Items icon.**

11. In order to apply the supplier, shipping, and accounting information to the entire requisition, click on Requisition Settings.

![Requisition Summary](image1)

![Requisition Lines](image2)

**Note:** Requisition Settings is explained in details on the following pages.
Requisition Settings

Requisition settings allows the user to apply different settings that apply to the entire Requisition, all lines included. The user can enter: the due date, supplier, ship to information and the Accounting information. Here are a few things to remember about requisition settings.

- Entering in the supplier information is optional. Category and Unit of Measure have already been entered.
- The ship to address defaults to your campus HR address. You can manually change the “ship to”, by choosing another campus location. (see page 23 for details on ship-to locations)
- If a due date is not chosen, the system will generate a default date.
  a. For Blanket purchase orders, related to non-contracts and grants, enter the last day of the fiscal year.
  b. If you get this warning while entering a Blanket Purchase Order, please click “OK” to proceed.

1. Choose Override to open up the page
2. Use the search glass to select the Ship To location
3. Use the search glass to select the Speedchart.
4. Click “OK” button.

5. Select “All Distribution Lines” to apply the settings to all requisition lines.

Note: Matching Distrib Lines - if you are making adjustments to distribution line 1 (any line) - it will override ALL distribution line #1s throughout the req (for REQ line 1, 2, 3, 4, etc...)

Replace Distribution Lines - this will wipe away all distribution lines (no matter what #) and replace with updated values/combination
Entering information at the Line Level

On the Checkout, Review and Submit page is where you can add settings at the line level. This can be done for each and every line individually if there is more than one line.

1. Click the triangle next to the line selection box, to expand the line.

   Once the line is expanded you can see, shipping information, unit details, and the navigation to expand the Accounting Lines (Speedchart)

2. Click the search glass next to “Ship To” to select another campus address.
3. Expand the accounting lines and select the appropriate Speedchart for the line.

4. Enter any comments and any information needed to justify the approval.

5. You can also choose to send the comments along to the supplier or be shown at receipt or at the voucher level.

6. Click “Save and Submit” button or “Save for Later” to revisit the Requisition at a later time. If completing the requisition, choose “Save and Submit” button.

**DO NOT BUDGET CHECK BEFORE SAVING.** If you budget check before saving, this screen will appear. Click “Cancel” button to proceed to the Confirmation page.
Completing the requisition – Confirmation

After entering the Requisition or line settings, saving and submitting, the next screen is the confirmation screen. **On this screen is where the Requisition is budget checked**, can be edited and resubmitted, and where approvers can be viewed. The budget status will say “pending”, once it is checked, it will change to “Valid”. (Unless exceptions occur)

![Confirmation Screen]

1. Click the “Check Budget” link and wait for status to change.
   a. Valid – there is enough money to pre-encumber this cost in the associated budget.
   b. Error – there is not enough money or the wrong Speedchart has been entered.
      (See Budget Checking Section of this manual on how to remedy this error)
   c. Not checked – the budget has not been checked.
2. The Requester can also check who the approvers are for their Requisition at the bottom of the screen.
Multiple Purchase Order Numbers

eProcurement provides us with the convenience of being able to customize our Requisitions to our specific needs. However certain things we enter can cause Multiple Purchase Orders to generate from one Requisition. Below is the list of actions that can generate Multiple Purchase Orders:

- **Mixed Requisitions** – Requester has both myFIUmarket items and a special request item on one requisition. Requester will receive a PO# for the market item and one for the special request item.
- **Multiple Suppliers** – If a user has more than one supplier on a special request or myFIUmarket requisition, user will receive one purchase order per supplier.
- **Multiple Supplier Locations** – If a user has the same supplier but with different supplier locations on a special request requisition, user will receive one purchase order per supplier location.
- **Multiple Ship To Addresses** – If the requester splits one line to ship to different
- **Any combination** of the aforementioned will generate multiple purchase orders as well.

Blanket Purchase Orders

Blanket Purchase Orders are entered via Special Requests. Blanket Purchase orders (BPOs) are used when the user would like to request a Purchase Order that they can receive against all fiscal year. For example, your department has a consultant for a year and the consultant costs $12,000. Every month the consultant must be paid $1000. In this scenario, user would open a BPO for $12,000 and as the consultant bills the department, the BPO is decreased by that amount.

Blanket Purchase Orders are created just like any other Special Request (no BPO's for our market suppliers). Below are a few differences.
1. On the Checkout Review and Submit page Enter BPO in the Origin field for Blanket Purchase Order.
2. Click the “Details” icon to make adjustments if necessary.

3. If the BPO is for a service, choose Services from the Physical Nature, drop-down menu.
4. BPO can only be received by **Amount Only**.
   a. If need be, the user could also click on Buyer Information if they needed to know the name of the buyer assigned to their requisition.
Mixed Requisitions - Special Requests & myFIUmarket Items

eProcurement allows Requisitions to include both market and non-market items. After the entire Requisition has been approved, because of the mix of items, there will be more than one Purchase Order # generated. One or more for the market items and one or more for the non-market items.

1. **Main Menu>eProcurement>Requisition**

2. You can start with either myFIUmarket or Special Requests. In this example, we are starting with Special Requests (non-catalog) requests.

3. Fill out **Item Description** with the name of the item being ordered.

4. Fill out the appropriate **Price, Quantity, and Unit of Measure**.

5. **Category** - To search for the category, click the magnifying glass. You can leave both fields blank and click “Find”. All categories will show up, or you can choose to search by “Category” or “Description”. You can enter a category or description to find, or leave the second box blank and click “find”. Make sure to choose the actual category code.
Note: An expense account (associated with the category chosen) must exist under the Activity Number or Project ID being used. If not, the requisition will yield a budget error.

6. Supplier – Fill out the desired Supplier information.

7. Enter comments in the Additional Information box. By selecting Send to Supplier, Show at the Receipt, and/or Show at Voucher these same comments will appear on designated documents.
8. After all fields have been filled out, click “Add to Cart” icon to submit the line. Notice you now have “1 Line” in the Cart icon.

9. To add items from the market, click on the myFIUmarket link on the left to be redirected to the market home screen.
10. Search for the item via the search box, or by choosing a specific supplier.

11. Click on “Order from Supplier” next to the item. You will land on the item’s page.
12. Click “Add to Cart” button.

13. Click “Checkout”. (Remember this verbiage is specific to supplier)

14. Click on “Transfer Shopping Cart” button.
15. Click on “Proceed to Checkout” button.

Notice you have two lines on your Requisition. There are two indicators on the line that denote “ePro Special Request Item” vs “Direct Connect item” which means the item came from myFIUmarket.

16. Click on “Place Order” button.
17. Open the lines by clicking the gray triangle to the left of the line selection box.

18. If needed manually choose your “Ship To” field.

19. Choose your Speedchart.
20. Click on “Save and Submit” button.
For a mixed requisition, the user has the option to start with Special Requests or Market items. If the user begins with market items, in order to add Special Request items, the user should click “Add More Items”, on the Checkout- Review and Submit page.
1. Make your change on the initial Special Request page as you would a normal requisition.
2. Under the **Item Description** field fill in "CO to PO# xxxxxx (include the original PO#). And also in the requisition name field.
3. Enter “CO” in the origin field of the Checkout page and follow steps to submit.

### Change Order Table

<table>
<thead>
<tr>
<th>Req Type</th>
<th>Sourced to a PO?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Market Item</strong></td>
<td>YES</td>
<td><strong>Increase:</strong> Initiate new market req in ePro</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Decrease:</strong> work directly with Supplier/Buyer to decrease order</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>From Manage Requisitions choose Edit* All reqs not sourced to a PO can be edited. No Change Order needed.*</td>
</tr>
<tr>
<td><strong>Special Request</strong></td>
<td>YES</td>
<td>Initiate a Change Order in ePro</td>
</tr>
<tr>
<td>(non-market)</td>
<td></td>
<td>From Manage Requisitions choose Edit* All reqs not sourced to a PO can be edited. No Change Order needed.*</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>Follow instructions for non-catalog and market items separately*</td>
</tr>
</tbody>
</table>
How to Request a Quote

Request For Quote is used when the Requester would like the Buyer to generate a quote for them by reaching out to other suppliers. For example, your department wants to throw a Holiday party and would like a quote on party tables, chairs and a tent. You have one quote from one supplier, but you want to know if maybe Purchasing can get other quotes from other suppliers. Request for Quote is executed through a Special Request (non-market).

5. Fill out the Requisition page as usual.

6. On the Checkout Review and Submit page, click the “Details” icon.

7. Check off the “RFQ Required” box. Click “OK”. The requisition is then routed to a specific Buyer to obtain the quote.
8. Complete the requisition as usual.

In order to check the status of your quote, the user can go to Manage Requisitions and click on the Req ID.

If there is a quote that you may have already received, you can attach it to the comments box.
Ordering Hazardous Chemicals

The University has implemented a process when it comes to ordering hazardous chemicals.

- Special Requests – please make sure to use one of the 4 approved “ship to” locations below.
- MyFIUmarket orders – the user will only be allowed to choose from these four designated hazardous “Ship to” locations. They will also receive this message:

![Message]

When deciding the Ship To location for the line containing the HAZMAT item, user will be limited to these locations. (Please do not ship Airgas gases here. Use normal Ship To)

<table>
<thead>
<tr>
<th>Centralized Receiving Locations for Hazardous Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus/Dept</td>
</tr>
<tr>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>MMC Scientific Receiving</td>
</tr>
<tr>
<td>EC Biomedical Engineering</td>
</tr>
<tr>
<td>EC Civil &amp; Environmental Engineering</td>
</tr>
<tr>
<td>EC Applied Research Center</td>
</tr>
<tr>
<td>BBC Receiving Dock</td>
</tr>
</tbody>
</table>

All chemicals for research ordered from Fisher will give you this error. If you order Hazardous Materials from other places, it is suggested that you choose one of these addresses.
Other Options

On the Checkout, Review, and Submit screen there are some other options available to the requester: **Delete Selected** and **Mass Change**.

Deleting Lines

Users can actually delete lines from the actual requisition by clicking the trash can icon on the line or selecting the specific line and clicking the “Delete Selected” link.

Mass Changes

Whenever you have a requisition that totals $4700 or higher, **and** one of those lines is a "good" not a service, you are going to receive a message that says one or more of these lines may be OCO, please use the Mass Changes link to override the category code.

Via Mass Changes is the only way to change a category code on a market item to the appropriate OCO category code.
1. Select the Line that is incurring the OCO.

In the below screenshot, line 2 is selected as that is the line over the threshold. (Total is $5174.29)

2. Click Mass Changes link. The below screenshot appears.
3. Click on Category to change the Category Code. You see that there are only OCO choices available.

4. Click “OK”. The below message appears.

5. Click “OK” to confirm that the Category code was changed. Click on the “Details” button for that line to display the Category Code.
The Budget Check process verifies that funds are available in the budget to pay for the requested item(s), and pre-encumbers those funds (sets them aside). To run Budget Checking manually, click on the Budget Check icon. Once the Budget Checking is completed, the funds are pre-encumbered (set aside). The Budget Processor checks the transaction against all referenced budgets and returns a status of “Valid” or “Error” in the transaction Budget Status field. The system holds any transaction that is returned with a status of Error. Transactions with a status of Error have one or more transaction lines that have failed budget checking. The error must be corrected in order to complete the requisition.

If you have an error in a Requisition utilizing an Activity Number, contact your Expense /Budget Manager. If it involves a Project ID, contact the Project Manager.

**Budget Statuses**

Valid – there is enough money to cover the encumbrance

Not Checked – Budget check has not occurred

Error - There are several reasons a transaction may fail budget checking. Examples are:

- Exceeds Budget Tolerance – the budget may be on hold, closed, or out of available funds.
- Budget date for the transaction is out of bounds.
- No budget exists.

We mentioned earlier that the Category code is built into most of the Market items. Not all items have a specific category code assigned. These items have been given a “dummy” code of 99999. If you ever receive a budget error, check your details screen. If the Category Code is 99999, please wait until the next business day to Budget Check your requisition. If the budget needs to be validated sooner, please reach out to Purchasing directly for assistance.

**Commitment Control Summarized**

From a budgetary perspective, the procurement life cycle is populated with pre-encumbrances, encumbrances, and expenditures, all of which are tracked against a designated budget. When you use commitment control, each type of financial obligation is deducted from the budget and tracked by obligation type so you can easily see how many dollars you have committed in pre-encumbrances, encumbrances, and expenditures.

Here is a high-level overview of the procurement life cycle in commitment control:

When you generate a requisition, a pre-encumbrance is created in your budget records by the budget checking process. When a requisition becomes a Purchase Order, commitment control changes the pre-encumbrance into an encumbrance. When the purchased goods or services are delivered and the Purchase Order becomes a voucher, commitment control changes the encumbrance into an expenditure.

Transactions will fail budget checking if there is at least one line that fails budget checking. If a transaction fails budget checking, you can either adjust the transaction or adjust the budget to handle the transaction. Only Users with appropriate security have the ability to override a budget exception or adjust the budget.
Inquiring on a Budget

To inquire on available funds for a particular budget, follow the navigation below:

1. **Navigation**: Main Menu>Commitment Control > Review Budget Activities > Budget Overview

2. Verify that Ledger Group is set as “CC_DEP”.

3. Verify that **Budget Periods** are set to the current fiscal year.

4. Verify that **Budget Status** are all checked.

5. Insert the Activity Nbr that you wish to search for and click “Search”.

All of the budget lines that meet your search criteria will be returned.

If you are searching for a Project ID, change the Ledger Group to “CC_PG” and insert the Project Id in the pertaining field.
6. Select the specific budget you wish to view by clicking on it. The selected budget line criteria will be shown at the top of the **Budget Details** page.

Remember to scroll on the Horizontal bar to view all fields relating to the search.

---

**Budget Overview Result**

This is an inquiry page that shows the amount of available, pre-encumbered, encumbered and expended funds. From this page you can drill down to view budget journal lines, ledger entries, source transactions activities, budget exceptions, associated budgets, parent-child relationships, and budget activities.

**Ledger Amounts**

**Budget:** Total approved budget amount.

**Expense:** The total amount expended (direct and Purchase Order vouchered) for the given budget line.

**Encumbrance:** The total amount of funds encumbered by Purchase Orders that have not yet been vouchered. This is configured for tracking only and will not reduce the available funds.

**Pre-Encumbrance:** The total amount pre-encumbered by Requisitions that has not yet been copied into a Purchase Order. This is configured for tracking only and will not reduce the available funds.
Managing Requisitions

1. **Main Menu>eProcurement>Manage Requisitions**
   As the requester, all your requisitions will be visible upon choosing Manage Requisitions.

2. If you want to search for another requester’s PID, you may do so by selecting the Requester’s PID. You can also search by **Request State** and **Budget Status** as shown below.

3. Check your Date ranges.

The following actions are available depending on the requisition state.
Editing a Requisition

Through the edit function, a requester can make changes to any Requisition that has not been sourced to a Purchase Order.

1. **Main Menu>eProcurement>Manage Requisitions**

2. Select an Action **“Edit”** from the drop down menu on the desired requisition to be reviewed.

3. Click **“Go”**.

![Requisition Management Interface](image_url)
4. Make the necessary edits, then you can “Save and submit” if you would like or “Save for Later”.

5. You have finished editing the requisition. Click on the “Manage Requisitions” link.
How to Cancel a Requisition

1. **Main Menu>eProcurement>Manage Requisitions**

2. Select an Action “Cancel” from the drop down menu on the desired requisition to be cancelled.

3. Click “Go”.

4. Click on “Cancel Requisition” button
Your Requisition has been successfully cancelled!
How to Copy a Requisition

1. **Main Menu>eProcurement>Manage Requisitions**

2. Select an Action “Copy” from the drop down menu on the desired requisition to be copied.

3. Click “Go”.

4. A new requisition is opened with the items copied from the one selected.

5. Remember everything is transferred from the requisition copied in case you need to change requisition defaults.
6. Complete requisition as usual.

**Note:** The “Copy” functionality can only be used for requisitions created through eProcurement, **not** Purchasing.
1. **Main Menu>eProcurement>Manage Requisitions**

2. Select an Action **“View Print”** from the drop down menu on the desired requisition to be printed.

3. Click **“Go”**.

4. You will be prompted with a confirmation to print with the distribution details. Click **“Yes”**.
<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>arm chair</td>
<td>1.0000</td>
<td>EA</td>
<td>150.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

**Ship Line:** 1  | **Attention:** Panther, Roary  
**Ship Via:** BEST WAY  
**Ship To:** CENTRL REC  
**Due Date:**  
**Freight Terms:** DEST  
**Address:**  
11200 SW 8th ST 
University Park  
CSC 1140  
Miami FL 33199  
United States  
**Shipping Quantity:** 1.0000  
**Shipping Total:** 150.00

<table>
<thead>
<tr>
<th>Dist</th>
<th>Status</th>
<th>Location</th>
<th>Qty</th>
<th>PCT</th>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
<th>Addrct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>0022001136</td>
<td>1.0000</td>
<td>100.00</td>
<td>150.00</td>
<td>FIU01</td>
<td>711903</td>
<td>71100</td>
</tr>
</tbody>
</table>

**Dept:** 110401000  
**Fund:** 210  
**Program:** 61  
**Class:** 01  
**Open QTY:** 1.0000  
**Open Amt:** 0.000

**Chartfield:** 1  
1104120002  

**Status:** Pending  
**Currency:** USD  
**Requisition Total:** 150.00
Viewing Approvers

1. **Main Menu>eProcurement>Manage Requisitions**

2. Select an Action “Approvals” from the drop down menu on the desired requisition to be reviewed.

3. Click “Go”.

4. In order to review, Approvers click on the Multiple Approvers link.
5. A window pops up with all the approver’s information.
Requisition Lifespan

1. To view the lifespan and line items for a requisition, click the Expand triangle icon: This view shows a visual description of where in the lifespan the requisition is and all the lines that are on the requisition.

2. Each stage of the life cycle highlights as the requisition flows through the eProcurement process. Completed stages and "in progress" stages in the Requisition Lifespan cycle are highlighted with active links and illuminated icons.

   • Requisition - An electronic requisition was created in PantherSoft
   • Approval - Requisition has been approved by a PantherSoft Approver.
   • Inventory – always greyed out (not FIU enabled)
   • Purchase Order - Requisition was sourced and a purchase order was created. By clicking, user can see PO#.
   • Change Request - Changes were made to a dispatched purchase order
   • Receiving - Items were received in PantherSoft
   • Returns - always greyed out (not FIU enabled)
   • Invoice - Supplier sent invoice to accounts payable
   • Payment - Accounts payable processed payment to supplier

NOTE: We have not yet implemented some of the modules of PeopleSoft represented on the Lifespan line; therefore some of the icons will always remain grey and be inactive. (i.e. Inventory & Returns)

By clicking on the actual icons, users can view information and/or initiate some actions. For example, clicking on Approvals allows the user to view Requisition approver(s).
Viewing Attachments

1. Navigation: **Main Menu** > **Manage Requisitions**
2. Input the Requisition ID, click **“Search”** button.
3. Click on the Requisition link
4. Click on the icon
5. Click on the “View” button.

Global Consulting and Strategic Alliances

Invoice # 15-32 7/14/15

Invoice for Training/Consulting Services
On behalf of FIU|Chapman Graduate School of Business
Residency 1 Program:
Innovation Workshop (7 hours) and Excel (4 hours)

<table>
<thead>
<tr>
<th>Trainer/Instructor: Frank Voehl, Rick Fernandez and Greg McLaughlin</th>
</tr>
</thead>
<tbody>
<tr>
<td>-1- Fees for Excel Training (August 2015)  $1,550</td>
</tr>
<tr>
<td>-2- Fees for Innovation Workshop  $4,400</td>
</tr>
<tr>
<td>Totals  $5,950</td>
</tr>
</tbody>
</table>
1. Navigate: **Main Menu>eProcurement>Manage Requisitions**

2. Click on the **Manage Receipts** link.

3. Click on the **Add a New Receipt** link
4. Click “Add” button.

5. Clear all fields. Assure that “PO Remaining Qty” selected. Enter the PO ID and click “Search” button.
6. Select the line (s) to be received and click “OK”.

7. Click on the **Header Details** link.

8. Change the “**Receipt Date**” to the actual date that the good or service was delivered. Click “**OK**”. 
Use the Receipt Qty and UOM fields to enter the quantity delivered (if it differs from the quantity on the PO) and the UOM in which it was received. When you enter the receipt quantity for a line, the system calculates the Accept Qty value by subtracting the rejected quantity from the receipt quantity.

9. Click “Save” button.

You have just received one line & you’ve received a receipt #. Click “OK”.
Notice that now the Receiving icon on the lifespan has been highlighted notifying that the action has been completed.
Cancelling a Receipt

1. Under Manage Requisitions, Click on the Manage Receipts link.

2. Click on “Find an Existing Value” tab
3. You can search by any of the listed criteria and click “Search” button.

4. Click on the red “x” icon.
5. You will be prompted with a message confirming cancellation. Click “Yes”. Click “OK”.

You have successfully cancelled the receipt.
<table>
<thead>
<tr>
<th>Requisition State</th>
<th>Budget Status</th>
<th>Available Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved or See Lines</td>
<td>Valid</td>
<td>Approvals, Cancel, Copy,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Edit, View Print</td>
</tr>
<tr>
<td>Approved</td>
<td>Not Chk’d</td>
<td>Approvals, Check Budget,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copy, Edit, View Print</td>
</tr>
<tr>
<td>Pending or Open</td>
<td>Error</td>
<td>Approvals, Check Budget,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copy, Edit</td>
</tr>
</tbody>
</table>
Receipt Allocation comes into play when one line has split accounting. For example, you are ordering 10 microscopes on one line. Department 1 is paying for 3 of them, and Department 2 is paying for the other 7. On your requisition, line 1’s Accounting lines were split and 3 were attributed to Department 1 and 7 to Department 2.

Upon receiving, let’s say you physically receive the 7 for Department 2 first. In the system, 3 out of the 7 received will receive against Department 1’s accounting line, because it is First. The system defaults to First In First Out. First line entered, all receiving will attribute to the first line, until it is exhausted.

With that logic, you can understand why even though you received 7 microscopes, only 3 were attributed to the first line. Three microscopes were all that were listed under the first accounting line. The remaining 4 filtered down to Department 2’s accounting line.

User has three options:

First in First Out - Allocations to the distribution quantities are fulfilled based on the sequence in which they are added to the purchase order schedule for purchase order receipts or the receipt line for non-purchase order receipts.

Prorate - The receipt amount is prorated across the distributions for the schedule based on what percentage the receipt amount is to the total purchase order schedule’s distribution amount. For example, if 50% of the required items were received, each distribution line would be allocated 50 percent of its required quantity.

Specify - The user will specify the quantity received for each distribution line.
Three Way Matching

- The PO is always created first from a Requisition.
- The merchandise is received in good order by department.
- The invoice is received and entered into PantherSoft by the Accounts Payable team of the Controller’s Office.

Will AP pay the supplier without the supplier having provided the service or merchandise?

Absolutely Not! Because of the Three Way Matching rule, until the department enters into the system and receives against the PO, the payment will never leave the University. In effect the department controls when payments are made by controlling the receiving of the merchandise or service.

- Original invoices must be sent to Accounts Payable via email to invoices@fiu.edu or by mail to CSC 310 in a timely manner.
Unencumbered Payment Request

When the item is not being purchased via a Requisition or the P-Card, and falls within the Allowable Unencumbered list, an Unencumbered Payment Request form may be used.

*Unencumbered Disbursement Request* is a request for disbursement on an item when a Requisition and/or PO is not created. The form can be found at [http://finance.fiu.edu/controller/Forms.html](http://finance.fiu.edu/controller/Forms.html).

Note: Foreign suppliers, regardless of type of product or service, cannot be paid unencumbered.

1. **Service Agreements:** Under $75,000 (must include signed Agreement as back up documentation, if over $5,000 or required by either parties).
   a. Academic Reviews*
   b. Artistic Services*—Music, dance, drama, folk art, creative writing, painting, sculpture, photography, craft arts, industrial design, costume design, fashion design
   c. Entertainers/Performers
   d. Lectures/Guest Speakers*

2. **Athletics:**
   b. Doctors Bills *
   c. Hospital bills *
   d. Medical Co-payments *
   e. Other emergency expenses for student athletes

3. **Other:**
   a. Financial Aid (Third Party )
   b. Fire Marshall Fee
   c. FIU Foundation
   d. FIU One Card Merchants (Deposit Payable)
   e. Insurance
   f. Legal Services*
   g. Licenses
   h. Memberships
   i. Non-Employee Travel Reimbursements
   j. Notary charges
   k. Other Universities*
   l. Petty cash reimbursements
   m. Postage (U.S. Postmaster*, University Mail suppliers, FEDEX, UPS)
   n. Registration Fees (must include approved TA number)
   o. Revenue Refunds
   p. Stipends
   q. Taxes
   r. Utilities/Telephone*
   s. Honorariums

*These items are Not Subject to Competitive Solicitation pursuant to BOG 18.001 Purchasing Regulation (6)(d)
Should not be used in place of a Requisition and/or Purchase Order.
If an item is purchased before completing a Requisition and/or Purchase Order, a confirming PO must be requested from Purchasing by entering a Requisition with justification.

Items acquired in an emergency situation in which the normal purchasing process was not possible, will also require a Requisition with justification.

Allowable Unencumbered Payment for Services Listed Under Item 1

The following process will be followed for Services/Entertainment/Performance Agreements under $75,000 requiring a Single Payment or for those types of services under $5,000:

1. If the value of the services being provided is under $5,000 and an agreement is not needed by either party then:
   a. Obtain a quote with a scope of service, location and time of service, compensation, name of payee, equipment and personnel that will need to be provided by FIU.
   b. Ensure supplier is registered with FIU and has a Supplier ID.
   c. After services are rendered obtain an invoice with an invoice date and number.
   d. Make payment via the un-encumbered payment form: https://imagenow.ad.fiu.edu/imagenowforms/fs?form=UnencumberedVoucherForm
   e. Upload the quote as supporting document to the form, along with the invoice

2. If the value of services being provided is over $5,000 and/or an agreement is needed then:
   a. Obtain a quote with a scope of service, location and time of service, compensation, name of payee, equipment and personnel that will need to be provided by FIU.
   b. Complete the Service/Entertainment/Performance Agreement prior to services being rendered with all the necessary signatures other than the Director of Purchasing.
   c. Submit the completed agreement to Contracts@fiu.edu.
   d. Contracts@fiu.edu will review and obtain the Director of Purchasing’s signature.
   e. Contracts@fiu.edu will email the signed agreement to the contact person.
   f. After services are rendered obtain an invoice with an invoice date and number.
   g. Make payment via the un-encumbered payment form: https://imagenow.ad.fiu.edu/imagenowforms/fs?form=UnencumberedVoucherForm
   h. Upload the signed Services/Entertainment/Performance Agreement as a supporting document to the form, along with the invoice.
Procedures for Submitting Unencumbered Payment Requests

University Department Responsibilities:

- The department is responsible for verifying that all information is complete and correct.
  - All unencumbered requests must be submitted electronically
  - Attach all supporting documents (i.e. supplier’s invoice).
  - Note: Unencumbered vouchers fail budget checking when there is an insufficient budget for the payment of the invoice. The budget available for an expense is regulated by the Departmental Budget Manager. The Department is responsible for any interest penalties under FS 115.422-3a-c.
  - Departmental expenses are reconciled on a monthly basis.
  - Any discrepancies or errors in charges to the department should be reported to Accounts Payable immediately.
  - FedEx and UPS can be used for Overnight Check Delivery, entering the mailing and payment information using the Departmental Commodity Card. This information should be attached to the documents submitted. The label should be sent to the Disbursements office.
  - Check Pickup must be coordinated thru the Accounts Payable Department. It’s for event suppliers or payments requiring submission of confidential information only.
Review Supplier Information

Navigation: Main Menu>Suppliers>Supplier Information>Add/Update>Review Suppliers

If you don’t have the Supplier ID available, you can search by “Contains” & the Name. In this example, we are searching for “DELL”. You can view all different locations available per Supplier as well as their Effective Status.
Another option to review supplier information would be from the Document Status page.

1. **Main Menu>Purchasing>Requisitions>Review Requisition Information>Document Status**

2. Click on the **“Actions”** drop down menu

3. Select **“Maintain Supplier”** and you will be routed to the Supplier page shown below.

4. Now at the supplier page, click **“Search”**.
You can view all Supplier Information

SetID: FIU01
Supplier ID: 0000030746
Supplier Short Name: FLORIDABAY
Supplier Name: FLORIDABAY ADVENTURES INC

Order: FLORIDABAY-003
85944 OVERSEAS HWY
ISLAMORADA, FL 33036

Remit To: FLORIDABAY-003
85944 OVERSEAS HWY
ISLAMORADA, FL 33036

Status: Approved
Persistence: Regular
Classification: Company
HCM Class:
Open for Ordering: Yes
Withholding: No
VAT: No

Last Modified By: 1144871
Last modified date: 08/03/2014 8:02AM
Created By: 2333496
Created Date/time: 07/31/2014 3:13PM
Last Activity Date: 08/04/2014
Useful Queries

- FIU_ALL_OPENENC_PRE - All Open Encumbrances or Reqs
- FIU_REQ_ENTERED_BY - Requisition list by Userid
- FIU_PO_CATEGORY_LIST2 - PO Category List (Eff/Acct)
- FIU_PO_DEPT_PYMNT_SUPPLIER - Total paid by a dept. by Category
- FIU_PO_LIST_BY_SUPPLIER - List of PO's Prompt by Supplier
- FIU_PO_RECV_BY - Receipts Entered By
- FIU_PO_TO_SUPPLIER - PO's Issued to a given Supplier
1. **Main Menu>eProcurement>Manage Requisition Approvals**

You may also use **Main Menu>Worklist>Worklist** or just click on the top left corner link.
2. Select the requisition that you would like to review by either click on the Requisition Id or the drop down menu if you would like to select an action.

3. If you want to approve the requisition, select the action from the dropdown menu & click “Submit”.
4. A prompt will appear confirming your approval. Click "OK".

Your requisition has been approved and it’s removed from your worklist.
5. In order to **Deny** a requisition, you must leave a comment.

You will be prompted with the following message.

![Message](image)
6. Enter your comments in the “Enter Approver Comments” field. Then click “Deny”.

![Screen shot of Procure to Pay system showing the 'Enter Approver Comments' field and the option to deny the requisition]
FIU Mobile Requisition Requests Approvals

1. Log on using your mobile device to https://m.fiu.edu or download the FIU Mobile app. Click on myFIU below:

2. Logon using your AD credentials:

3. If you are also a student, your student information folder is displayed by default. Click on the button on the top right of the screen to view the tabs:
4. Click on the Employee tab and find the Approvals link:

5. Click on Financials Approvals:

6. Requisition Approvals are listed under “Requisition Requests”

If you collapse the “Requisition Requests” section, you will see all the different transactions types you have to approve.

7. Click the transaction that you are going to take approval action. Below is an example of Requisition approval screen: On this screen below you can Approve, Deny, Recycle and Save Changes.
8 Click on “Approve” or “Save Changes” to approve the requisition.

9 If the transaction is being DENIED or RECYCLED, a comment is REQUIRED.

10 Once the requisition is approved you will see this message:

11 If the requisition requires further approval, the system will give you this message: “Successfully Approved. Your approval is complete but further approval is required.”