



eProcurement Creating Requisitions

Transition Workshop

University of Massachusetts

Amherst

July 20, 2006

- ✓ Welcome
- ✓ Transition Workshop Objectives
- ✓ ePro Requisitions Terminology
- ✓ ePro Requisitions Process Flow
- ✓ Today Purchase Orders (7.5) and Tomorrow Requisitions (8.9)
- ✓ Related Training Classes
- ✓ View ePro pages
- ✓ Questions

Transition Workshop Objectives

In this workshop, we will:

- Introduce ePro Requisitions terminology
- Briefly describe the ePro Requisition Process Flow
- Compare the functionality of 7.5 to the new functionality of 8.9
- Show you the requisition pages
- Identify relevant training classes
- Answer questions

Transition Workshop Objectives (Cont.)

In this workshop we will not:

- Provide Finance Application Training
- Address Change Requests/Change Orders
- Solve all of the issues raised today
- Answer all of your questions
(but we will get back to you!)

What is eProcurement?

eProcurement is an Electronic tool that supports the purchasing process.

Through eProcurement, users will:

- Shop for items that are available through the UMass Marketplace (the hosted site) and create an ePro requisition
- Place Description Only ePro requisitions for those items/services that are not available on the UMass Marketplace
- Route ePro requisitions for approval
- Enter receipts for those purchases that require them
- Track purchases through the system – from req to check

ePro Requisitions Terminology

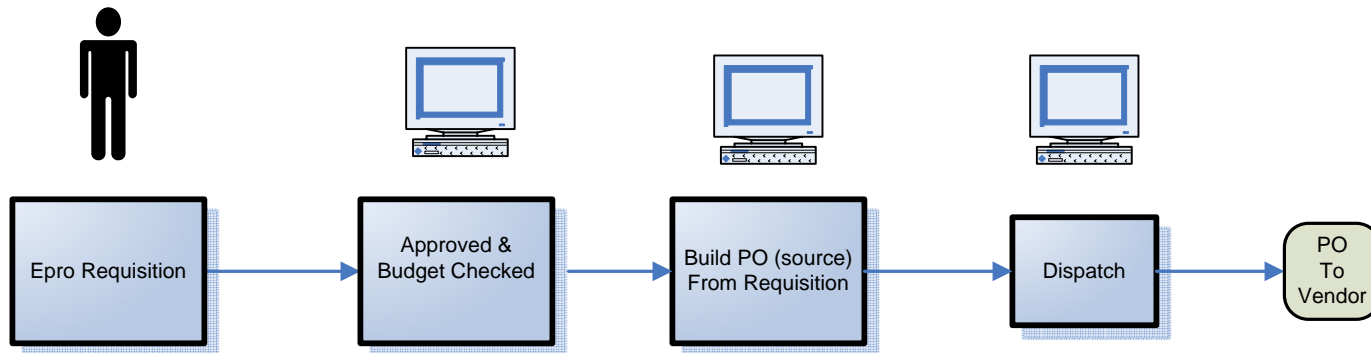
ePro Requisition	The document created in eProcurement that is the used for requesting items and services. eProcurement requisitions are used for both Description Only Requisitions that originate outside of the hosted site, as well as for requisitions that originate within the hosted site. The terminology is interchangeable. The eProcurement requisition generates the PeopleSoft Purchase Order.
ePro Requisition ID	The 10 character number that is system assigned to an ePro requisition. The eProcurement Requisition and Purchase Order numbering schematics are quite different. A requisition number will never equate to its corresponding purchase order. Example: Requisition ID R000000067 – Purchase Order ID 000119311.
Hosted Site (UMass Marketplace)	The website that contains the hosted catalog and the punchout sites
<ul style="list-style-type: none"> ▪ Punch Out Site 	A specific supplier website accessed from the eProcurement UMass Marketplace, which is used for requisitioning configurable/special items that do not apply themselves well to the hosted catalog. Suppliers that have a punchout site will not be in the hosted catalog.
<ul style="list-style-type: none"> ▪ Hosted Catalog 	A catalog that combines items from multiple suppliers into a single UMASS catalog, which is accessed through the hosted site.
Perfect Commerce	The Vendor contracted by UMASS to provide the Hosted Catalog site and assist UMASS with managing supplier catalogs.
Description Only Requisition	A “Description Only” eProcurement requisition is used when items for purchase are not available via the UMass Marketplace. The description of the item is entered manually in the eProcurement requisition for processing, similar to the way it is done in 7.5.
Sourcing a Requisition	The process that builds a Purchase Order from an approved ePro Requisition.

ePro Requisitions Terminology (Cont.)

Requisition Cycle/ Requisition Lifespan	A page that displays the various stages of an ePro requisition from creation through payment. It contains links to associated documents. For example, the PO created from the requisition.
Manage Requisitions	A page that provides links to view and manage ePro requisitions.
Buyer Center	A page in eProcurement that provides convenient access to manage various purchasing activities.
Favorites	A feature in eProcurement that allows the user to save requisition lines to a folder for future data entry use.
Templates	A feature in eProcurement that allows the user to save an entire requisition to a folder for future data entry use.
Pre-Encumbrance	When an ePro requisition is created and budget checked, a "Pre-Encumbrance" is created to set aside funds. When the requisition is sourced to a purchase order and the purchase order is budget checked, the Pre-Encumbrance is relieved from the requisition and an Encumbrance is created on the purchase order.
SpeedChart	A data entry shortcut used to populate chartfield information on the ePro requisition, no different than SpeedType used today.
eInvoice	An electronic invoice that is transmitted from the vendor to bill for goods purchased off the UMass Marketplace.

Create Requisitions Process Flow

CREATE REQUISITIONS



User selects the appropriate ePro requisition processing method -

- 1) UMass Marketplace (Hosted Site):
 - Hosted Catalog
 - Vendor Website (Punchout)
- 2) Description Only

Today PO -7.5 ⇒ Tomorrow Reqs - 8.9

Today 7.5	Tomorrow – 8.9
User enters data into panels. Uses menu, icons and tabs to navigate	User enters data into web pages. Uses menu, icons, buttons, and links to navigate
User enters data directly into purchase orders. Purchase Order ID may be shared with vendor once all necessary approvals have been posted	<p>User enters data into requisitions that are sourced to purchase orders once all necessary approvals have been posted. Purchase Order ID may be shared with vendor once the order has a status of Dispatched.</p> <ul style="list-style-type: none"> ▪ It will be unnecessary and inadvisable to confirm purchase orders for purchases made off the UMass Marketplace.
User goes outside of system to look up contract information and to get contract pricing	User can access contract pricing within the system for those vendors that are located in the UMass Marketplace.
User runs a query to determine which contracts are assigned to a vendor	User can view the contracts that are assigned to a vendor within the requisition pages

Today PO -7.5 ⇒ Tomorrow Reqs - 8.9 (Cont.)

Today 7.5	Tomorrow – 8.9
N/A	User may choose to create purchases for multiple vendors on a single requisition, which will then be sourced to a purchase order for each vendor
User copies an old purchase order to create a new purchase order for similar or the same items	User may create templates to expedite the data entry of purchases made on a regular basis
User goes outside of system to print a purchase order report through Mobius	User may print requisitions/purchase orders via a direct link
Purchase Order report reflects only what vendor receives on a printed purchase order. User may have the individual whose budget is being charged sign a copy of the PO Print Report as a means to authorize the purchase, but must manually add the chartfield charged to the report	Requisition report reflects what vendor receives, plus chartfields charged. User may have the individual whose budget is being charged sign a copy of the Requisition Print Report as a means to authorize the purchase.
User manually enters all non-defaulted fields that populate all purchase orders	<p>User selects items off the UMass Marketplace, loads them into a shopping cart and copies them into a PeopleSoft requisition. Many non-defaulted fields are auto populated.</p> <ul style="list-style-type: none"> ▪ Purchases that are not available through the hosted site are done in a manner similar to today as 'description only' requisitions

Today PO -7.5 ⇒ Tomorrow Reqs - 8.9 (Cont.)

Today 7.5	Tomorrow – 8.9
User has SpeedType as a shortcut to enter chartfield information	User has SpeedChart as a shortcut to enter chartfield information. SpeedChart auto-populates the values in the chartfield string, the same as SpeedType.
Users edit and budget check their purchase order to establish their encumbrance	User budget checks their requisition to establish a pre-encumbrance. Edit check is gone.
Each campus has their own Vendor File.	All campuses share central vendor files – one for regular and individual vendors; one for employees; one for students. The Central Vendor File is managed by the Amherst Campus.
Users may use purchase orders or Disbursement Vouchers to reimburse employees.	Users will use Disbursement Vouchers to reimburse employees. Employee ID's are no longer maintained in the Vendor File used for purchase orders; thus, purchase orders will no longer be an option for employee reimbursements.
Categories are used to control tolerances	Categories are used to control tolerances, receiving, and account code assignment
User uses PO Reference Field to identify purchase	User uses Requisition Name field to identify purchase(s)
User has PO Snapshot to review PO information	User has an improved PO Snapshot to review PO information

Related Training Classes

- eProcurement for End Users
- eProcurement for Central Users
- eProcurement PO Receiving
- eProcurement Requisition Approval

Here's the real deal!

- AND NOW – THE MOMENT YOU'VE BEEN WAITING FOR –

