Agency Procurement Manual

This document details Edison Procurement processes for State Agencies, using the authority granted by the Department of General Services, Purchasing Division (DGS Purchasing). It is designed to give step-by-step instructions on how to fulfill many types of procurement needs, including:

- Contract Release Orders
  - Ordering APCAT Items by "Lot"
- Ordering Asset Items from Contract
- Placing a Local Purchase Order for items not on Contract (within $0 and $25000)
  - Direct-Entry Purchase Orders under $5000
- Placing an order for a One-time purchase over $25000 through DGS Purchasing
- Requesting a New Contract or Reprocuring an existing Contract through DGS
- Requesting Delegated Purchase Authority
  - Using Delegated Purchase Authority

Each of these sections is designed to be self-contained and to walk you through the procurement process from start to finish. As such, most of the information between sections may be repeated, as the basic principle for nearly every type of purchase is the same. The difference is in the details and this document attempts to map out all the details that go into making a certain type of purchase.

Instructions on use:

- Begin with the first section, **Contract Release Orders**. Purchasing Policies dictate that agencies must always buy from an existing Term Contract, if one is available, before going off-contract. This section details how to determine whether an item is on contract, and proceeds through how to complete the order if the item is found to be on contract. If the item is not on contract, you will be directed to additional sections, in the order shown below.

- If the item is on contract, but must be tagged as an "Asset", it requires several unique steps. Use the **Asset Contract Releases** section for further information.

- If the item is not on contract and a suitable contract item cannot be found, it will be entered as a One-Time Purchase.
  - If the total dollar amount of the One-Time Purchase is under $25000, it will be done using the **Local Purchases** section. If the total dollar amount of the One-Time Purchase is under $5000, you can use a Direct-Entry Purchase Order, detailed in that sub-section.

  - If the total dollar amount of the One-Time Purchase is $25000.01 or greater, it must be sent to DGS Purchasing to be bid out. The **One-Time Purchase to DGS** section covers this process.

- If an agency has determined that a Contract is necessary or desirable to purchase a given item, they must request the contract from DGS Purchasing. Instructions on this process, as well as how to "reprocure" an existing Agency Term Contract that is due to expire can be found in the **Contract Requests** section.

Things to remember:

- This document contains screenshots, generally located after a section of text that describes the process or step. While every effort has been made to make them applicable to the step they follow, some screenshots may not accurately reflect what the text instructs the user to do. In that case, **the text overrules the image.**

- This document is not intended to be printed. It *can* be printed, but a large portion of the functionality will be lost, as it includes many hyperlinks to aid navigation between sections.

- This document is designed as a "per use" set of instructions. It is intended to be used by the individual user in the course of their job responsibilities, and is written to allow even a user with no prior system experience the ability to follow it from start to finish and complete their job. As such, *it needs to be distributed to every Agency User*, and it **must** be read by each user on an individual basis.

- Edison is a vastly complex system, but a few basic principles apply to every section. The best way to learn these "basic principles" is via direct, first-hand system experience. **Users should attempt to use the system with this documentation to get as far as they can.**

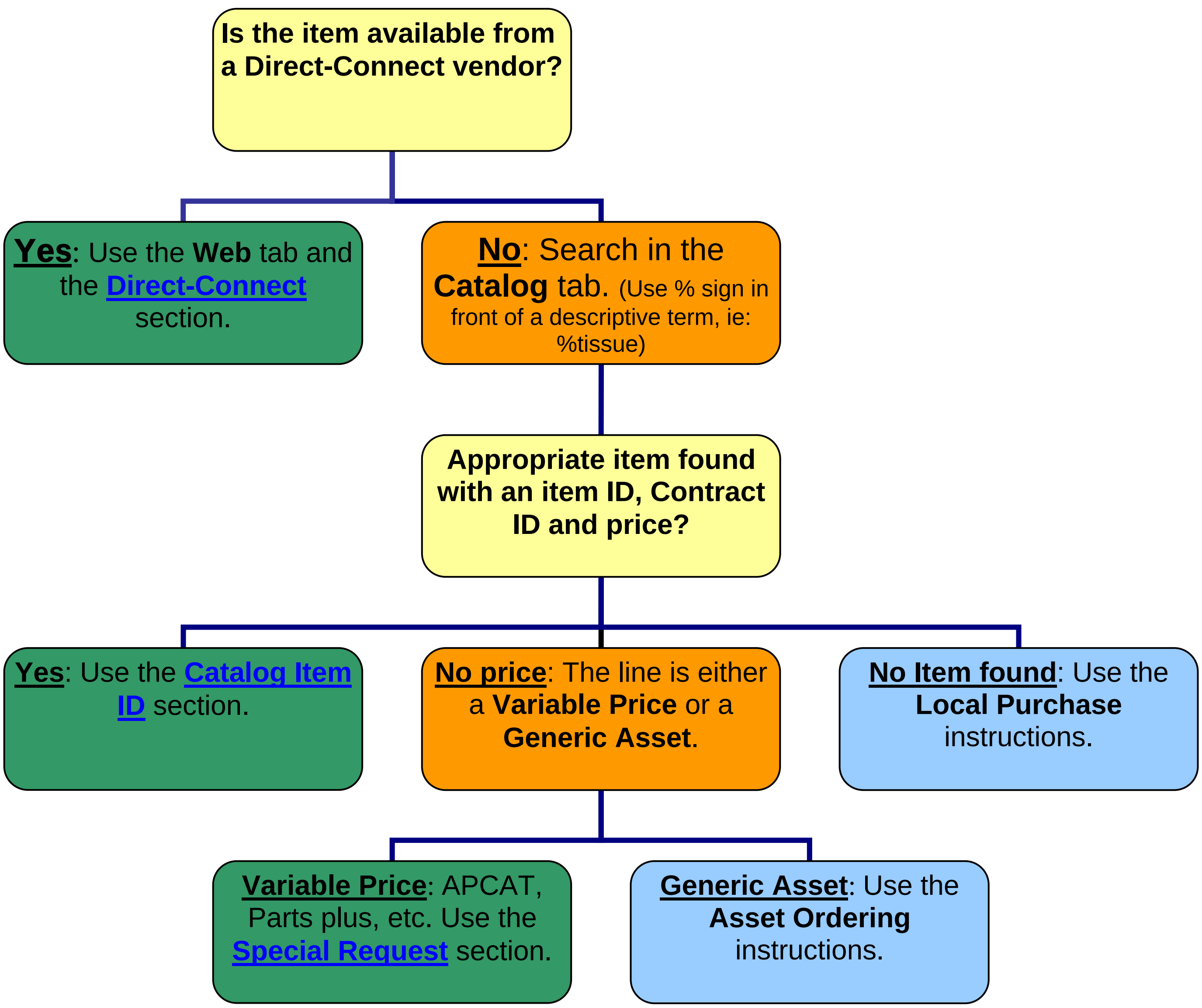
- If an error is encountered, record the error and contact the Supervisor or Power User in the division. Some problems may be User-Profile-setup related, and must be resolved through the Edison Help Desk. However, not every problem is a system problem. Attempt to resolve issues internally using the documentation before contacting the Edison Help Desk.

Table of Contents

Contract Release Orders

Procurement requests to order from an ***Existing*** Term Contract are processed through the eProcurement Requisition method. Contracts must be set up prior to having releases processed. There are several different subtypes of Contract Release Orders, but the only difference is where the Line Items are entered in ePro.

- Contract Lines with existing Item IDs that are not assets are pulled through the **Catalog** tab.
- Contract Lines bought through Direct-Connect contracts are pulled from the **Web** tab. Current Direct-Connect vendors are viewable on the Web tab.
- Contract Lines without a set price must be done through the **Special Request** tab. This includes "generic" Assets, "parts plus" lines, "APCAT" lines, "Time and Labor" lines and ***any other contract item or service that cannot have one pre-set, unchanging price*.**

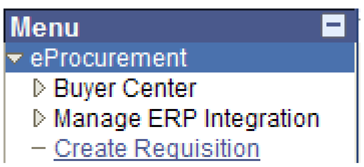


Creating Requests

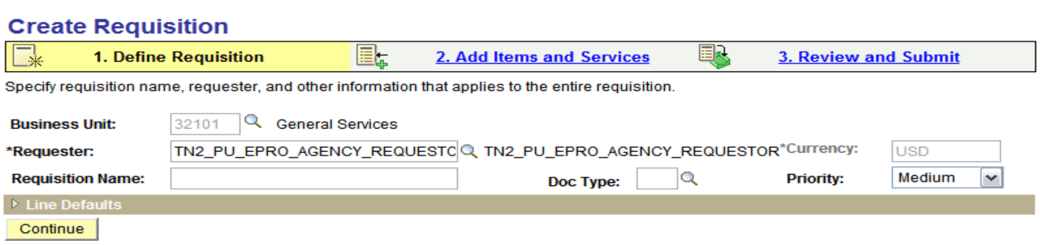
Contract Release Orders

1) You must first be logged in to Edison. After logging in, click the **FSCM** link under the Enterprise menu, on the left side of the page.

2) The next step is to navigate to the **Create Requisition** page. Click on **eProcurement** from the left-hand menu. Then click **Create Requisition**, as shown in the picture below.



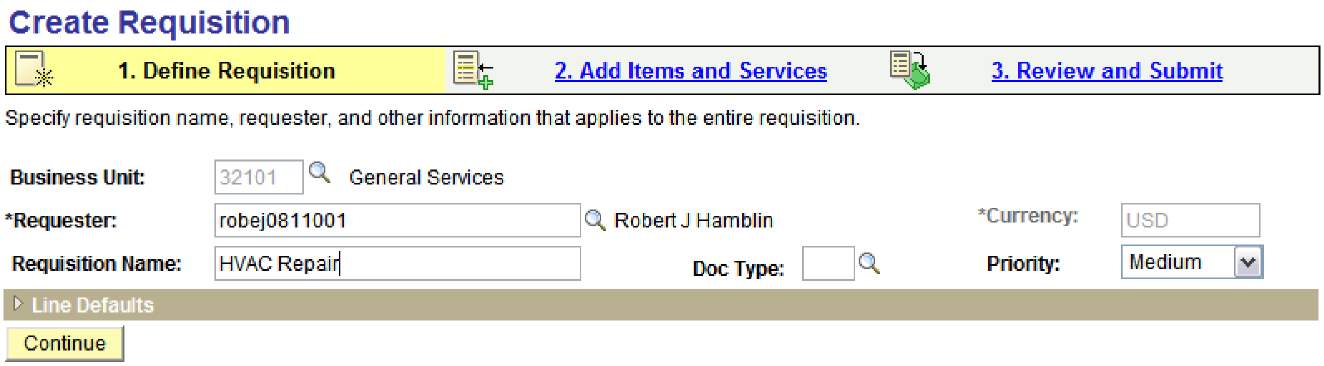
3) Clicking on **Create Requisition** will bring up a new page, with a title saying **Create Requisition**. This page has links to required sections, grouped under three main tabs. These are numbered in a strip at the top; and the current tab will be highlighted in yellow.

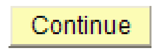


Step 1: Define Requisition

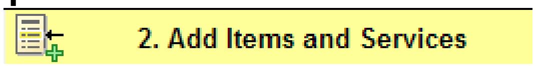
4) To create a Requisition, the Define Requisitions tab should be highlighted in yellow. If not, click on Define Requisitions. Make sure the Business Unit and Requester defaulted in correctly.

   a. **Requisition Name:** Click in the **Requisition Name** field and then type in the name. The name must include a brief description of the item ordered.



5) After naming your Requisition, click the **Continue** Button. 

Step 2: Add Items and Services



6) The next step is to search for Items to add to the Requisition. The way you will add items to the Requisition depends on if you are able to find an appropriate Item ID, and how the Item ID is set up to be used.

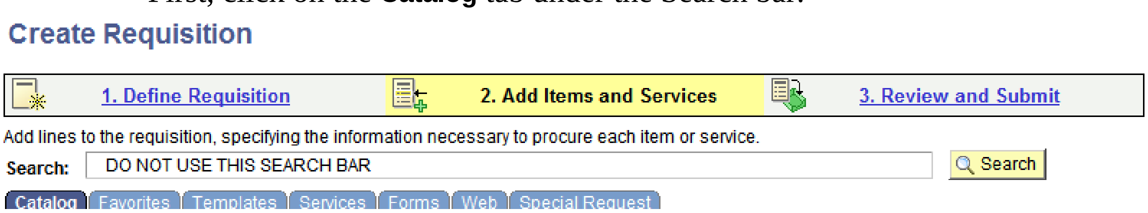
Searching for Items

The results of your item search will determine the method you use to finish the Contract Release order.

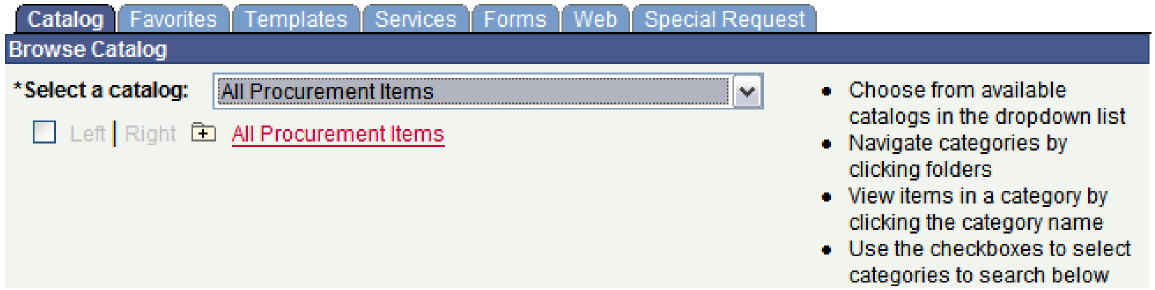
1) The main **Add Items and Services** page has 7 tabs at the top, all showing different ways to create Item Lines on a Requisition. For Contract Requests, you will begin with the **Catalog** tab, unless you know your item is carried by a Direct-Connect vendor. If the item is carried by a Direct-Connect vendor, it **must be ordered using the Direct-Connect instructions later in this document**.

To search for items:

- First, click on the **Catalog** tab under the Search bar.

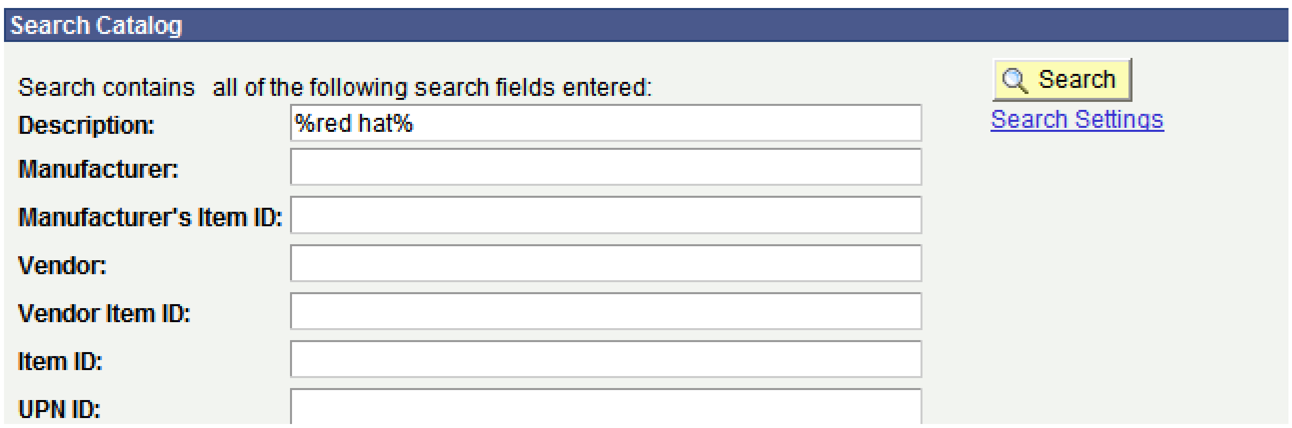


- Next, make sure the **All Procurement Items** catalog is selected from the drop-down menu. This should show as the default option when the Catalog tab is selected.

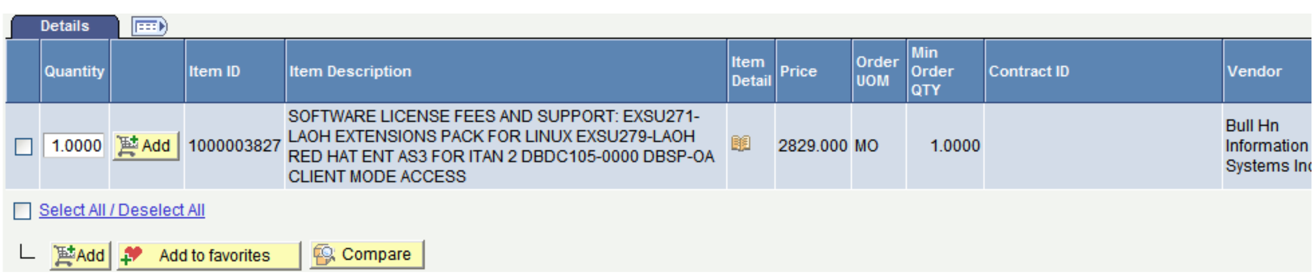


- Underneath the catalog listing is the **Search Catalog** section. This contains fields to search by different listings. **This is the ONLY search field that should be used, NOT the one that's at the top of the screen.**

- Type a description into the **Description** field. Include a percent sign (%) before and after each word in the description, and then press the **Search** button. An example would be %red% %hat% when searching for a "Red hat". ***Pressing the Enter key does not return any search results!***



2) If any items meet the search criteria used, they will be displayed below the **Search Catalog** section. The results appear in a table format, with named headers at the tops of the columns.



Details

	Quantity		Item ID	Item Description	Item Detail	Price	Order UOM	Min Order QTY	Contract ID	Vendor
	1.0000	Add	1000003827	SOFTWARE LICENSE FEES AND SUPPORT: EXSU271-LAOH EXTENSIONS PACK FOR LINUX EXSU279-LAOH RED HAT ENT AS3 FOR ITAN 2 DBDC105-0000 DBSP-OA CLIENT MODE ACCESS		2829.000	MO	1.0000		Bull Hn Information Systems Inc

Select All / Deselect All

Add | Add to favorites | Compare

3) Depending on the results returned, you will do one of several different things. First, you must determine whether the results you received fit what you need, and how to use the results you received.

<u>If no item IDs were returned at all</u>, refine your Search criteria. Remember that "less is more" and that you are not searching by what an item "is", but by what it is "listed" as. For

example, "Toilet Paper" may be listed as "Tissue, Toilet". If, after refining your search, you are still unable to find any items, consult with your supervisor or Power User. The item may not be on contract, and thus will need to be requested as a Local Purchase. Further information can be found in the **Local Purchases** instructions, located separately.

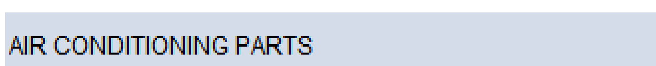
If an item ID was returned that matches what you need, you must verify that it does not have a Variable Price and that it is indeed a contract item.

Checking Variable Price: Look at the Price column.

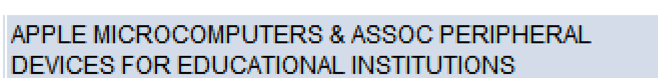
If it has a zero listed (0), this means that the item does not have a defined price.

There are two possible causes for this. From here, look at the Item Description.

If the item is any type of "Service" or "Parts for maintenance" or anything that would normally be ordered under the "APCAT" principle, it is likely a **Variable Price** item. These are items that are either a set discount from a catalog or a generic listing for "parts" that will be purchased along with a service request. **These must be ordered using the Special Request instructions later in this document.**



If the item is "sensitive" (Weapons, Computer equipment, etc), it is likely a **Generic Asset** item. These item IDs are created by the Content Team to cover a wide category of "sensitive" items, and the description will usually end with GENERIC ASSET. Further instructions can be found in **Asset Ordering**, separate from this document.



If the item has a **Price** listed and the **Description** matches what you need, you must verify that it is on an active Contract. Scroll over to the right and look at the Contract ID column.

Contract ID

If there is a value in the Contract ID field, that item is located on a currently-valid Contract, and can be used. If the item you have found fits these criteria, go to the **Catalog Item ID** section of this document.

Contract ID
0000000000000000000001442

If there is no value in the Contract ID field, the item is not on a currently-valid Contract, and **if used, will not be considered a Contract Release order**. ***This means it is subject to all rules and regulations applicable to an Agency Local Purchase.***

When you have found your item, you are ready to proceed in adding your items to the Requisition. The sections below show how to finish processing a request with a Catalog Item ID, a Special Request and a Direct-Connect item.

Adding Items to a Requisition

Catalog Item ID

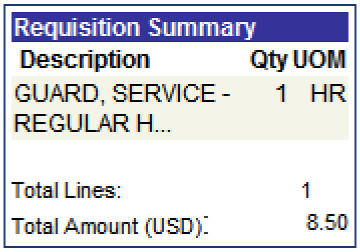
This section assumes that you have located a valid Edison Item ID that is associated to a contract and has a set price!

	Quantity		Item ID	Item Description	Item Detail	Price	Order UOM	Min Order QTY	Contract ID
☐	1.0000	Add	8000010775	GUARD, SERVICE - REGULAR HOURLY RATE SECURITY GUARD, UNIFORMED, UNARMED, FOR DEPT. OF HUMAN SERVICES, 1616 CHURCH ST, NASHVILLE 7:00 A.M. TO 5:30 P.M., 5 DAYS PER WEEK AS PER ATTACHED SPECIFICATIONS: CC: 10038 PRICE PER GUARD HOUR UNIT OF MEASURE HR = PR		8.500	HR	1.0000	0000000000000000000001442

1) If the item you need was located by the search, check the box next to the item to include the item on the Requisition. Then type the Quantity in the **Quantity** field. An example is shown below with a Quantity of 1.0000.

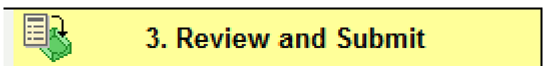
	Quantity		Item ID
☐	1.0000	Add	8000010775

2) After inputting the desired quantity, click the Add (Add) button. Once added, the item and quantity will appear in the Requisition Summary box on the left side of the page, as shown below.



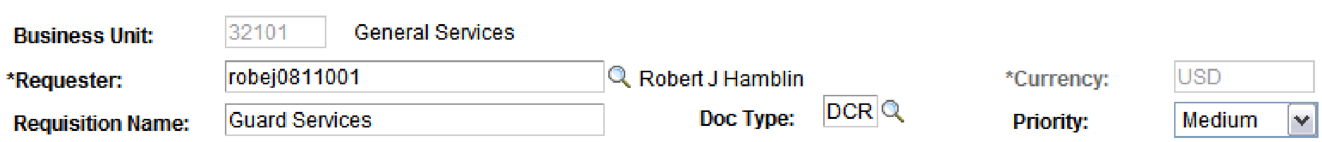
Repeat this process for all additional lines that must be on the contract release order. After all the requested items appear in the Requisition Summary box on the left side of the page, click the **Review and Submit** tab located at the top right. You will now go to step 3, Review and Submit.

Step 3: Review and Submit

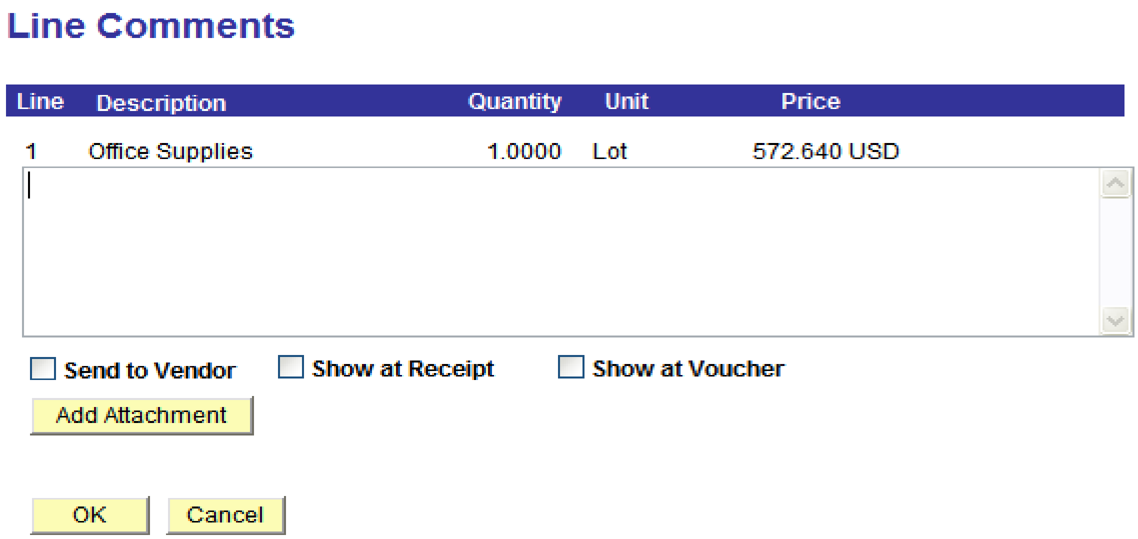


Reviewing and Submitting Requisitions:

The last step of the eProcurement process is the **Review and Submit** page. It contains a summary of the Requisition information, along with notes and Justification. The first thing you must do on this page is enter your Document Type. For Contract Release Orders, use **DCR**.



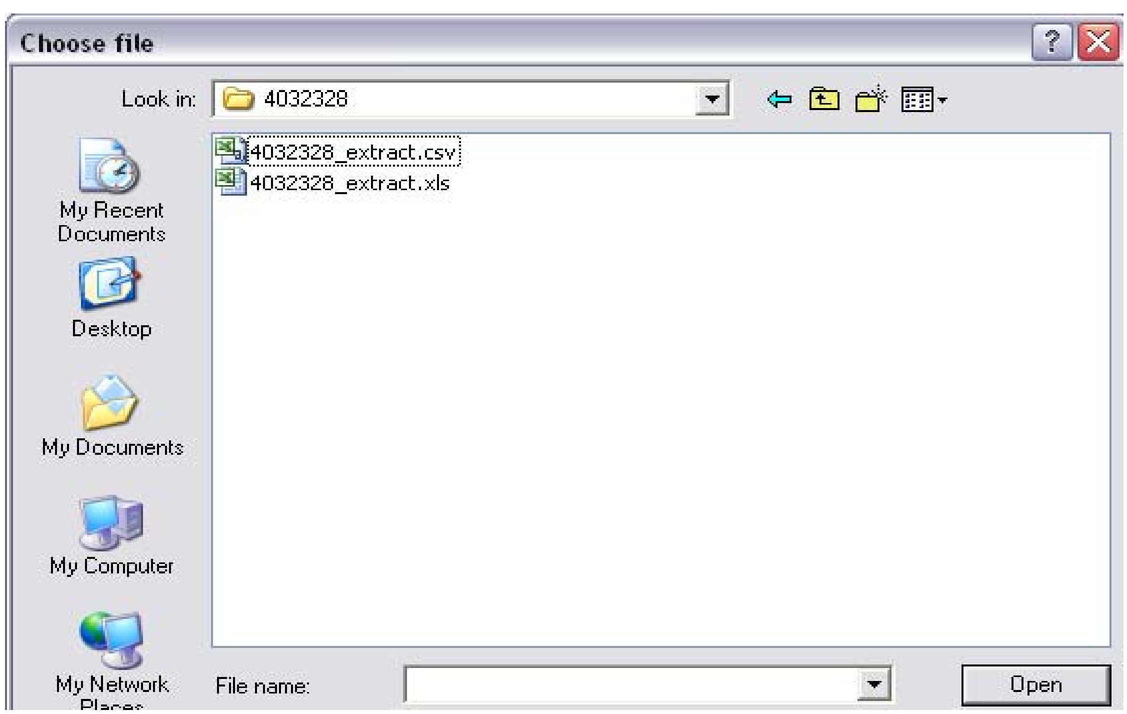
1) You can now add any additional information to the **Line Comments** section to provide DGS with the necessary information to process the Contract Request. There is a Comments icon for each line, located on the far right of the page. Click the Comments icon ( ) to go to the Comments screen, where you can either type information directly into the field or add supplemental documents as attachments.



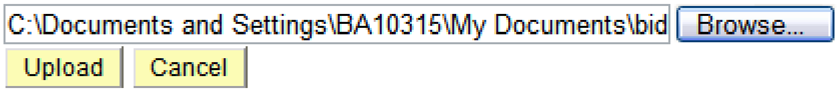
To attach any supplemental information that is contained in a separate Word, PDF or Excel document:

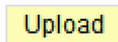
1. Click the **Add Attachment** button. (Add Attachment) This takes you to the Add Attachment page.

2. Click the **Browse** button (Browse...). This opens up a window to let you search for files on your computer.



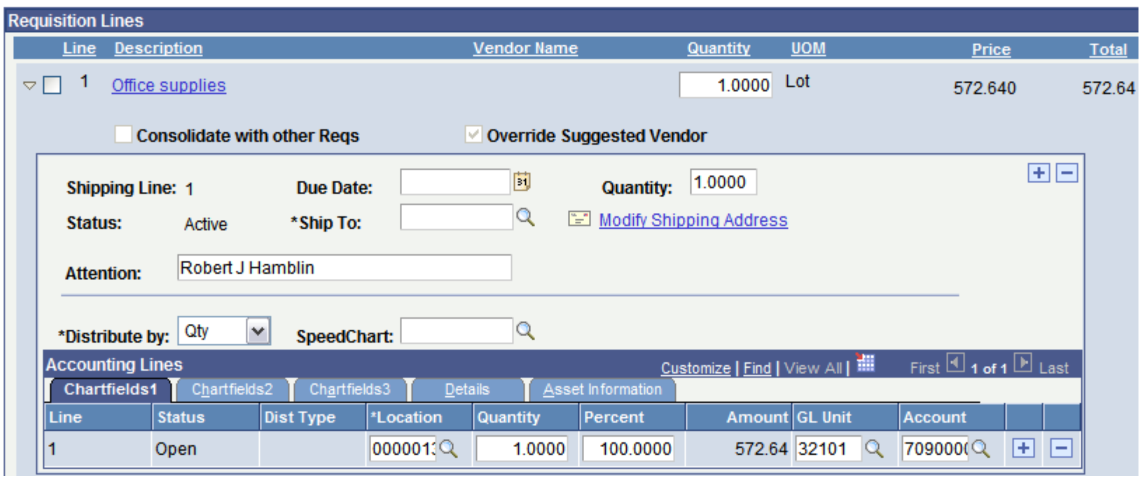
3. Select the file, then click the **Open** button (). This takes you back to the Attachment page, with your filename located in the window.



4. Click the **Upload** button () once the file is found.

5. Repeat for all necessary files on that line.

2) Once all Attachments and Comments are entered, clicking OK on the Line Comments screen will take you back to the main page.



3) Once all attachments are included for each line, review the lines to make sure they are correct. To view the entire line table, scroll to the right using the scrollbar at the bottom of the screen.

Possible Changes:

Altering Quantity:

The Line, Description, Vendor Name, Quantity, UOM, Price and Total are all pulled over from Step 2. If changes need to be made to the Quantity, click on the Quantity field and type in the new amount.

Deleting Lines:

If a line needs to be deleted, click the check box next to the line, then press the Delete button. This will delete the line. If you only have one line, you cannot delete it. **Once a line is deleted it cannot be recovered. You must re-enter the line from step 2, (Enter Line Items) if you delete it.**

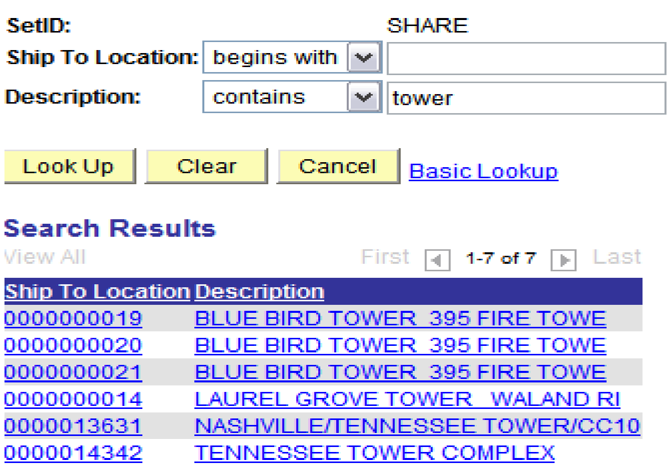
Sections to Review / Modify:

Shipping Addresses:

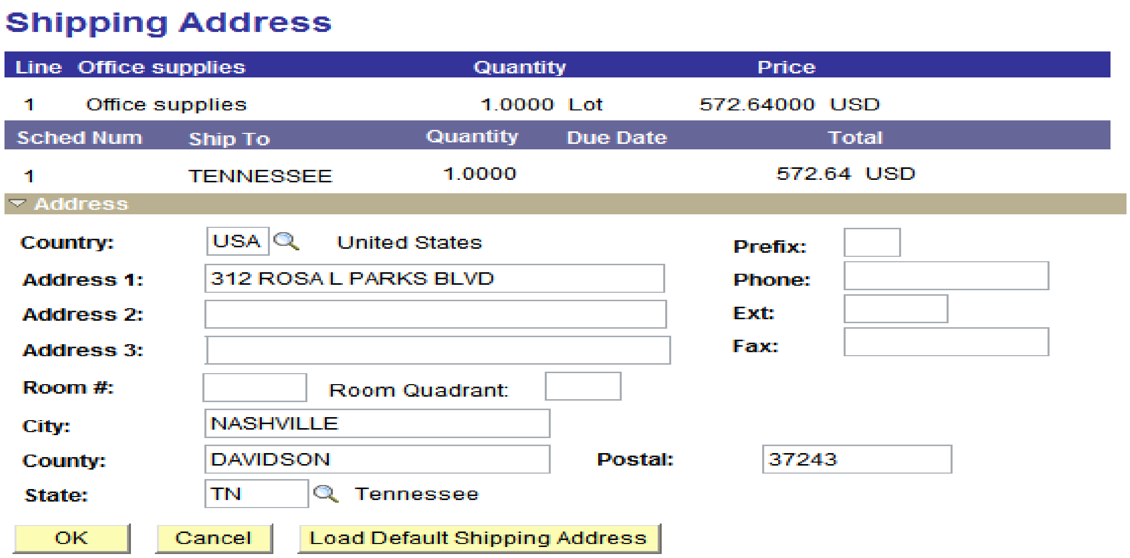
To modify a Shipping Address, you must first expand the table by using the Expand Section button. This will show the ***Ship-To** field. It may be blank, or may default to PMFMSHIPTO, both of which must be changed.

- Click the Lookup Icon ( ) next to the Ship-To field. This brings you to the Look Up Ship To page.

- Use the Look Up Ship To screen to find your specific Ship To location. Type part of your building name or address into the **Description** field. Change the drop-down from "begins with" to "contains". Then press the Look Up button. This will pull up a list of agency locations.



Click the location that seems correct. This will send you back to the main page. Use the Modify Shipping Address link, located to the right of the Ship-To field to check the pulled address. This brings up the address information tied to that Ship-To location.



Verify that the information is correct. If it is not, choose a different Ship-To location.

From here, you can continue on with the Requisition.

Chartfields:

All Chartfield ("Accounting") information should default in based on the User's Profile preferences.

Each of the fields listed below must have information populated in them.

- Location: Found on the Chartfields1 tab.
- GL Unit: Found on the Chartfields1 tab.
- Account: Found on the Chartfields1 tab.
- Fund: Found on the Chartfields2 tab.
- Department: Found on the Chartfields2 tab.
- Location CF: Found on the Chartfields2 tab.

If this is not the case, this means one of two things. Either the user's setup is incorrect, or the user is a "Buyer" for many separate locations at an agency (Centralized Procurement).

- If the user's setup is incorrect, they must contact the Edison Helpdesk to request that their access, rolemapping and preferences be corrected. They may need to work with their Agency Fiscal Office and Agency Security Administrator for more information on this process.

- If the user is a Centralized Procurement officer for many locations in their agency, they will have to work with their Agency Fiscal Office to obtain all the correct Chartfield information for each location they buy for.

DGS Purchasing is not able to view, access, change or review individual Account Preferences, and does not have access to what the "correct" Account/Chartfield information should be for any given location. This is the sole responsibility of the Agency and Agency Fiscal Office.

Repeat as necessary for all lines

Justification / Comments:

This section is located at the bottom of the Review and Submit page, and is used to record the justification for ordering an item from a contract. Click in the field and begin typing.

You must include:

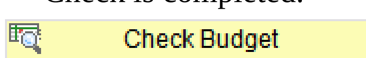
- "Submitting Contract Release Order." (This must be at the beginning of the comment)
- An explanation of what the request is for. This would be something like "This is an order from Contract for Security Guard Services".
- Your contact information, including name and phone number.

Once all this information is completed, you can review the Justification as a whole by checking the "Expand Section" button ( ).

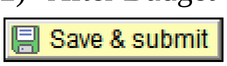
After the justification section is completed, you must Budget Check the document.

Budget Check

1) To Budget Check the Requisition, press the "Check Budget" button. This must be completed in order to pre-encumber funds. The Budget Check Status will return as "Valid" once Budget Check is completed.



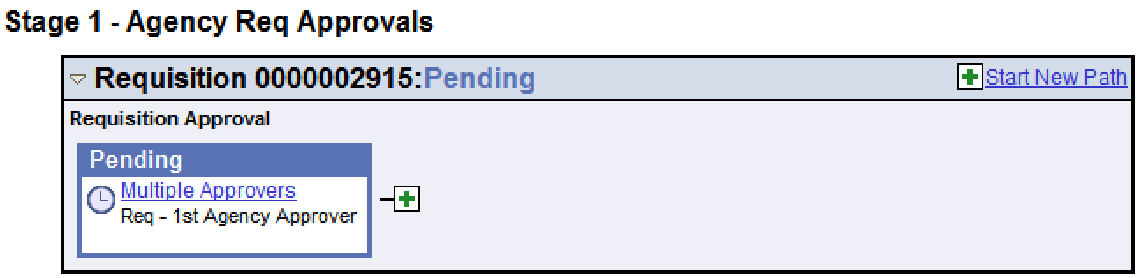
2) After Budget Check, press the "Save and Submit" button to send the Requisition for Approvals.



3) Once the Requisition has been saved, a screen appears showing the approval path. It will have a **Requisition ID** number underneath the Requisition Name. This is used to search for the Requisition if needed later. This screen also shows the Approval paths.

Approvals

a) To view more information on the approvers, click on the "Multiple Approvers" (Multiple Approvers) link. This will bring up a window with a list of all the approvers currently assigned to the Requisition.



b) T o add additional approvers, click the Insert Approver button. ( ) This will bring up a new window. Select the User ID of the approver to be added by clicking the Lookup button ( ) next to the User ID field, then selecting the User ID from the list. ***The Approver you wish to add must be in the system as an Approver before you can select them.***

i. Use the Radio Buttons below the User ID Field ( ) to select if the person will be added as an Approver or Reviewer. Reviewers receive a notice through their Workflow to review the item, but are not required to approve. Approvers *must* approve to continue the process.

ii. After selecting the Approver's User ID and their function (Approver or Reviewer), click the Insert (Insert) button. This returns you to the main approval screen.

Requisitions must pass all approvals before being sent on to create a Purchase Order.

- **Note on Approvals:** The eProcurement Requisition process is being taught as the main method for all forms of Procurement because it automatically builds necessary approvals based on the item's NIGP code, the dollar amount of the purchase and the business unit. These approvals are set up in Workflow by Edison, and include all ***commodity approvals***.

- Any problems with Workflow need to be called in as a ticket to the Edison Helpdesk (741-4357).

To view the status of the Requisition, go to the Manage Requisitions page. Click eProcurement, then Manage Requisitions.

Scroll down until the Requisition number is found, or use the Search function to search by the Requisition ID (Requisition ID:).
The Approval Status and Budget Check status of the Requisition are listed in this table.

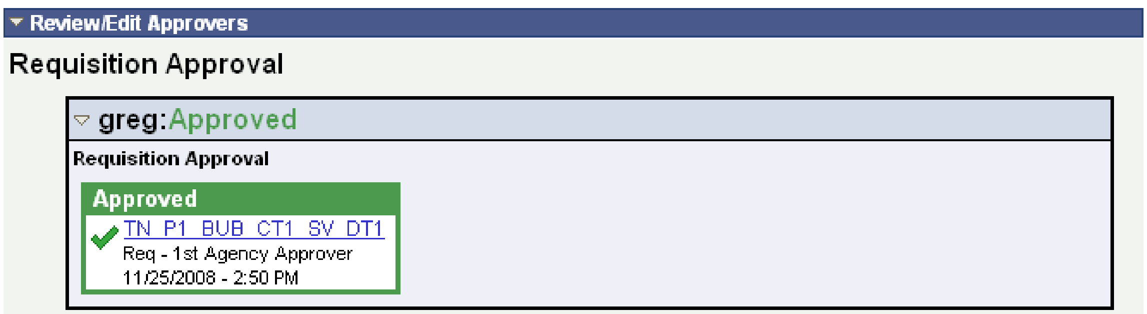

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000000145	DGS T)PROCESS BLACK LAS...	32101	01/23/2009	Open	Not Chk'd	39.50USD	<Select Action..	Go
0000000144	DGS T)ENV, REG #10/24# ...	32101	01/23/2009	Pending	Valid	291.00USD	<Select Action..	Go
0000000143	DGS Lawn Care services	32101	01/23/2009	Pending	Valid	5,080.36USD	<Select Action..	Go

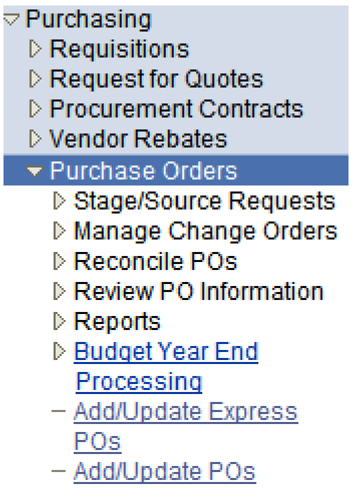
- Once the Approvals have been met, the Requisition Approval screen will change to show that the Requisition has been approved. See the picture below for an example.



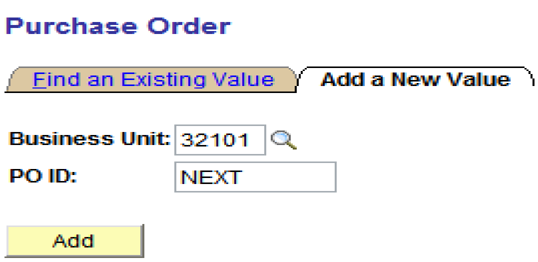
When the Requisition is approved, you are ready to proceed.

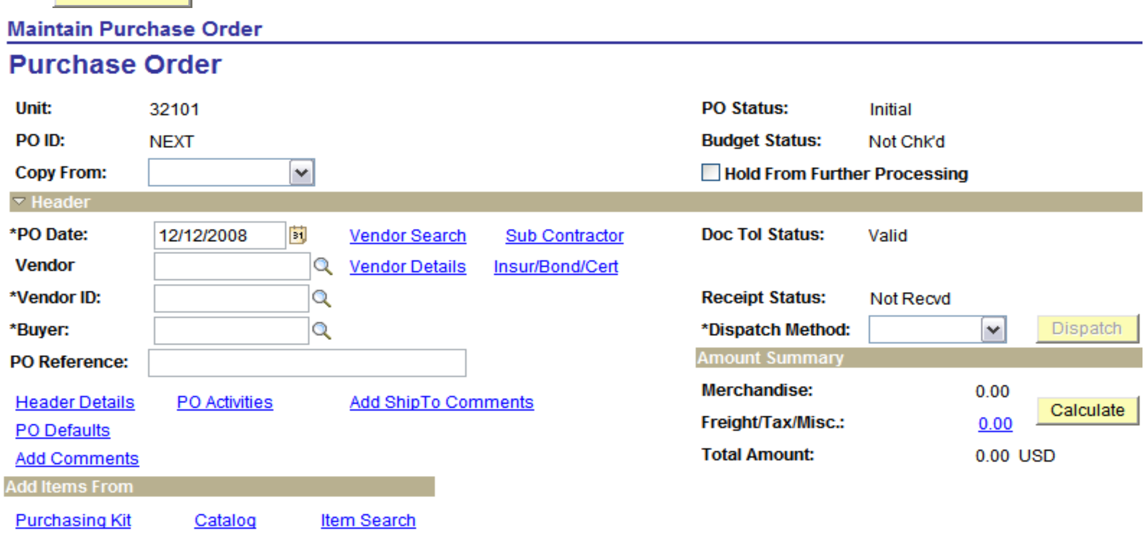
Creating Purchase Orders

1) **Contract Release Orders:** Navigate to the Purchase Order page by clicking the **Purchasing** link from the menu, then clicking the **Add/Update POs** link.



2) This will bring up the Search page. Click the **Add New Value** tab and select the desired Business Unit for the PO. The PO ID will default in. Leave the field at NEXT. Click the **Add** button.

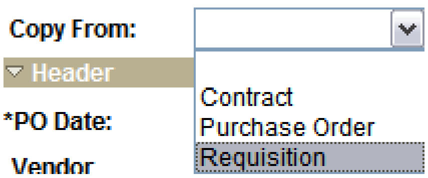




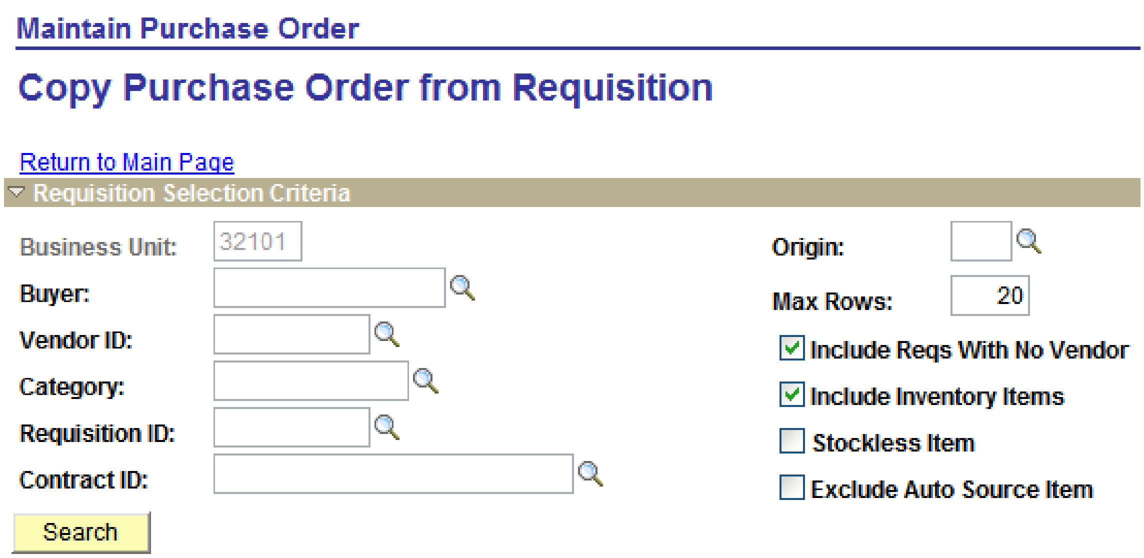
3) Enter the Vendor ID the Purchase Order is going to in the **Vendor ID** field. For Contract Release Orders, this will be found by looking at the Requisition lines for the contract Vendor assigned to the item.

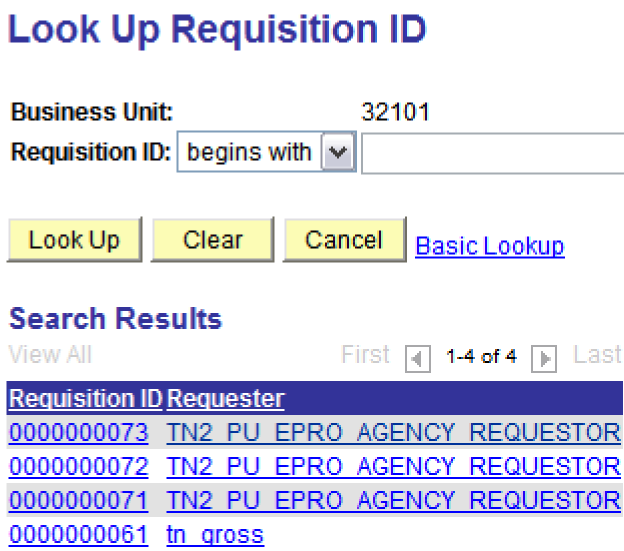
4) Enter your Buyer ID in the **Buyer ID** field. To do this, click on the Lookup Icon ( ) located by the Buyer ID Field, then scroll through the list until you find your name. Click the link to return to the main page with the Buyer ID field completed.

5) For Contract Releases, you will be copying from a Requisition created by your Agency Requester. To do so, click the **Copy From** drop-down box, and select the **Requisition** option. To do this, you must first have entered the Vendor ID into the Vendor ID field.

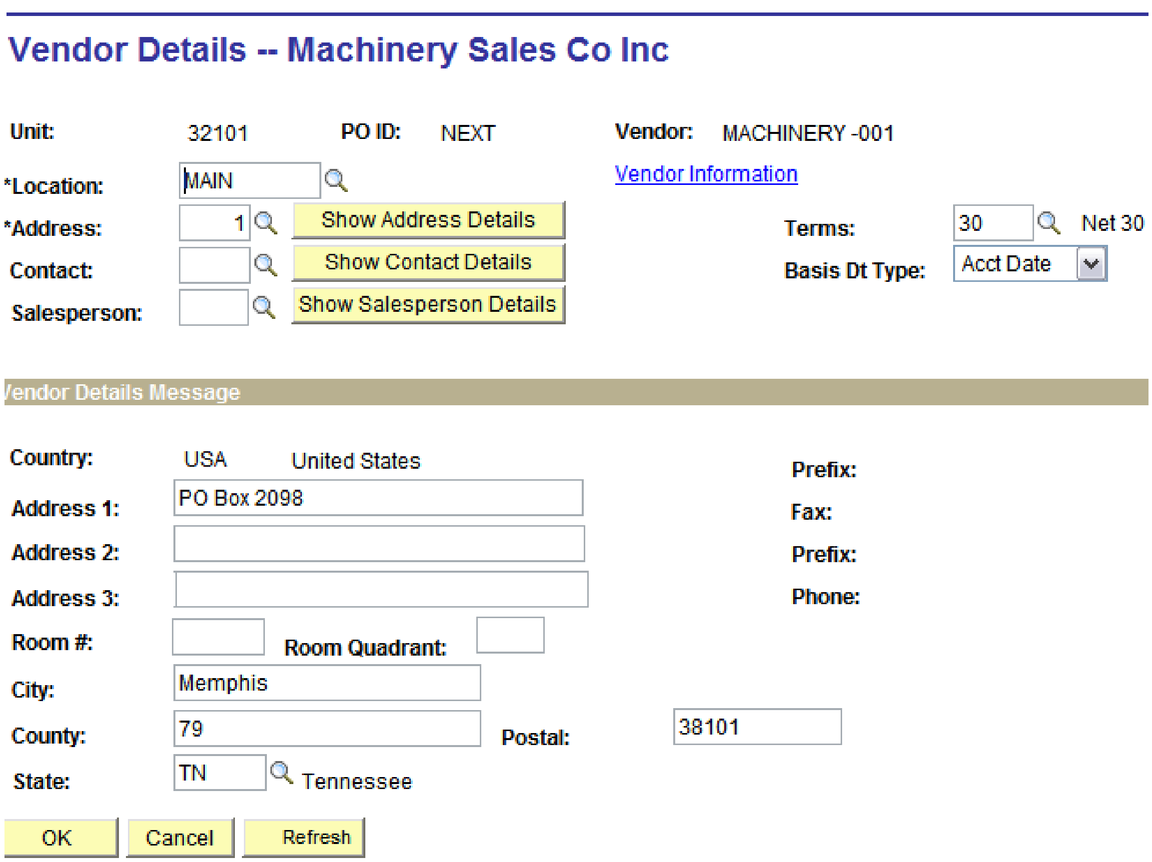


6) This takes you to the **Copy Purchase Order from Requisition** page. It is shown on the first picture below. Click the Lookup Icon ( ) by the Requisition ID field to bring up the **Look Up Requisition ID** page, shown on the second picture below. Type in your Business Unit if it did not default and press the Search button to bring up a list of Requisition IDs. Find the Requisition you were assigned and click the **Requisition ID** link.





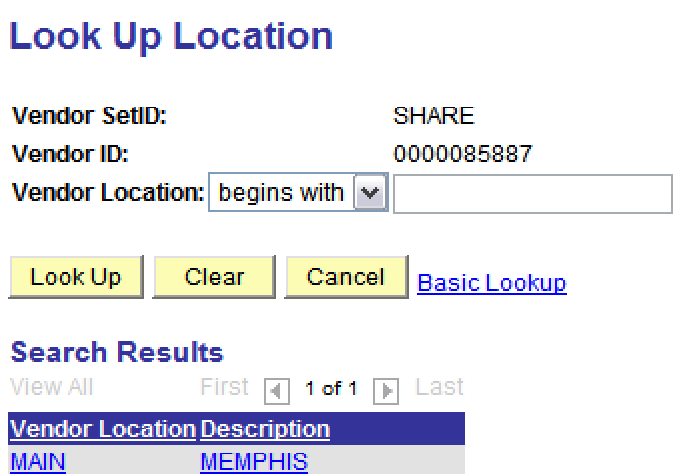
7) Clicking the correct Requisition ID will bring you back to the **Copy Purchase Order from Requisition** page. Click the **Select All** (Select All) link to select all the lines for copying. Then click the **Copy to PO (**Copy To PO**)** button to copy the requisition lines over to the PO.



8) This should default in all the information from the Requisition, and return you to the main Purchase Order page. Click the **Vendor Details** (Vendor Details) link, which takes you to the Vendor Details page.

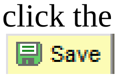
9) Click the Lookup Icon (🔍) next to the **Terms** field, and select the appropriate set of Payment Terms. This can be obtained from the Vendor's quote or the Contract. The default is Net 30.

10) Check the Address listed to make sure the Vendor address is correct. If it is incorrect, use the Lookup Icon (🔍) next to the **Location** field to select a different location and use the Lookup Icon (🔍) next to the **Address** field to select a different address.



11) Once the correct address is entered, press the **OK** button at the bottom of the page to return to the main **Purchase Order** screen.

12) After reviewing all the information on the PO, return to the main **Purchase Order** page and click the **Save** button, located at the bottom of the screen.

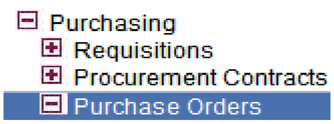


13) At this point, there are several other options that can be changed, but they should all default to the correct values. The defaults take information from your Buyer Profile and the copied Requisition and insert it automatically into the Purchase Order.

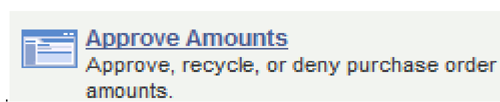
14) When all options are confirmed correct, you are now ready to Budget Check. This encumbers funds for the Purchase Order. To Budget Check, click the **Budget Check** (**) icon located at the top right of the page. It will show as Processing for a few seconds, then it will come back with **Budget Status**: **Valid**. An example is shown at the top of the next page.

15) After completing the Budget Check, click the Save button, located at the bottom of the main **Purchase Order** page. 

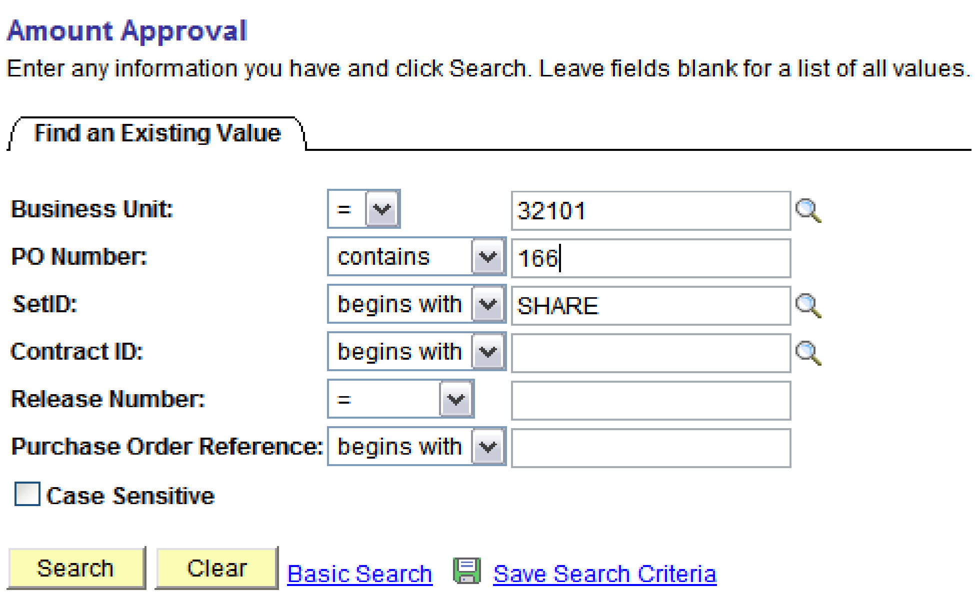
16) You must now submit the PO into Workflow. To do so, click the **Purchasing** link on the left-hand menu. Then click **Purchase Orders**.



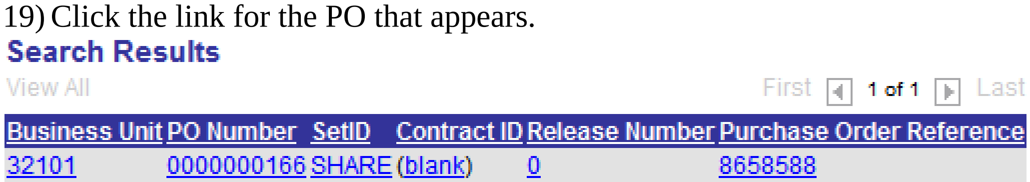
17) Click the **Approve Amounts** link under the Purchase Order section.



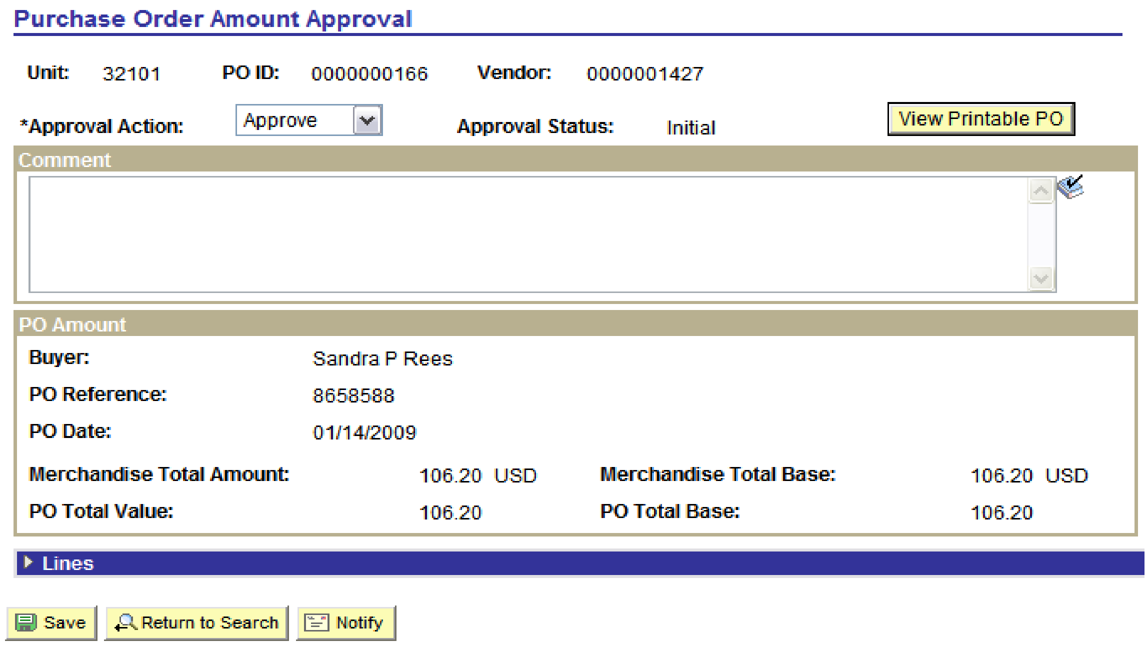
18) Use the Search screen that appears to find your Purchase Order by typing the PO number into the **PO Number** field and changing the drop-down box from **Begins** to **Contains**, as shown below. Then press **Search**.



19) Click the link for the PO that appears.



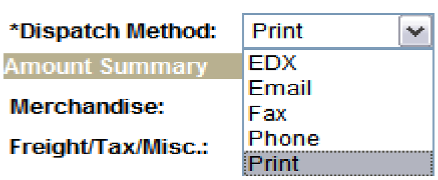
20) This will take you to the Approve Order Amounts screen, shown below. Make sure the drop-down box is set to **Approve**, then press the **Save** button. It defaults at **Approve**.



Once all approvals are met, the Purchase Order can be dispatched.

Dispatching Purchase Orders

1) Navigate back to the main Purchase Order page. The Purchase Order is now ready for Dispatch. Check the **Dispatch** drop-down menu on the main page, choosing either Print or E-mail. Do not choose Fax, EDX or Phone methods, as those are not currently supported.



2) Click the Dispatch button, which will only be highlighted if all approvals have been met. This will take you to the **Dispatch Options** page. Leave the options at default, then click **OK**.

3) A prompt will appear asking you if you wish to “Wait for confirmation that the PO Dispatch process is complete?” Click the Yes button. After the PO Dispatch process is ran, a new browser window will open.

4) Click the PO Dispatch (listed as **PODISP**) process in the new window. Click the blue link that says **Notify Success**. This takes you to the **Process Detail** page. Click the **View Log/Trace** link, at the bottom right, to open a list of files. Click the one ending in .PDF to open the finalized Purchase Order to be printed, e-mailed, or faxed to the vendor.

Your Catalog ID Contract Release is now complete.

Special Request

This section assumes that you do not have a valid Edison Item ID that is associated to a contract and has a set price!

1) To enter a Special Request, click the "Special Request" tab, then click the "Special Item" link.

The Special Request tab has several required information fields, listed below.

All the fields marked with an asterisk (*) must be completed.

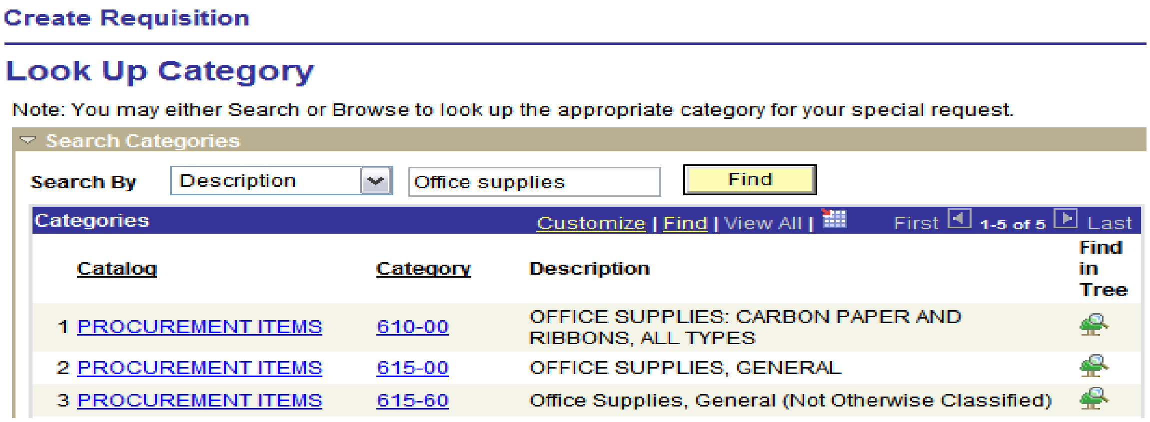
- **Item Description**: This is used to enter a detailed description of the item. Begin with a noun and follow with descriptive terms. **If five or more items of the same type and on the same "APCAT" line are to be purchased, combine all potential lines into one and use a general description that would cover all the items**. Example would be "Fishing Equipment" if one were buying fishing poles, tackle boxes, fishing hooks, fishing line and fishing nets**. Please note: <u>This cannot be used for items kept in inventory or tagged as "assets".</u>**

- **Price**: This is the estimated price for the item.

- **Quantity**: This is the quantity needed.

- **Unit of Measure**: This is used to select a Unit of Measure. Press the Lookup Button to pull up a list of valid Unit of Measures. Select the appropriate Unit of Measure from the list. **(If multiple items, unit of measure will be "Lot". If request is for a job, use "EA" for Each.)**

- **Category**: This is the National Institute of Government Purchasing (NIGP) code category. NIGP codes are the standard being used for Edison, replacing the old Tennessee Commodity Code (TCC) system. Press the Lookup Button to pull up the NIGP search screen, shown below.

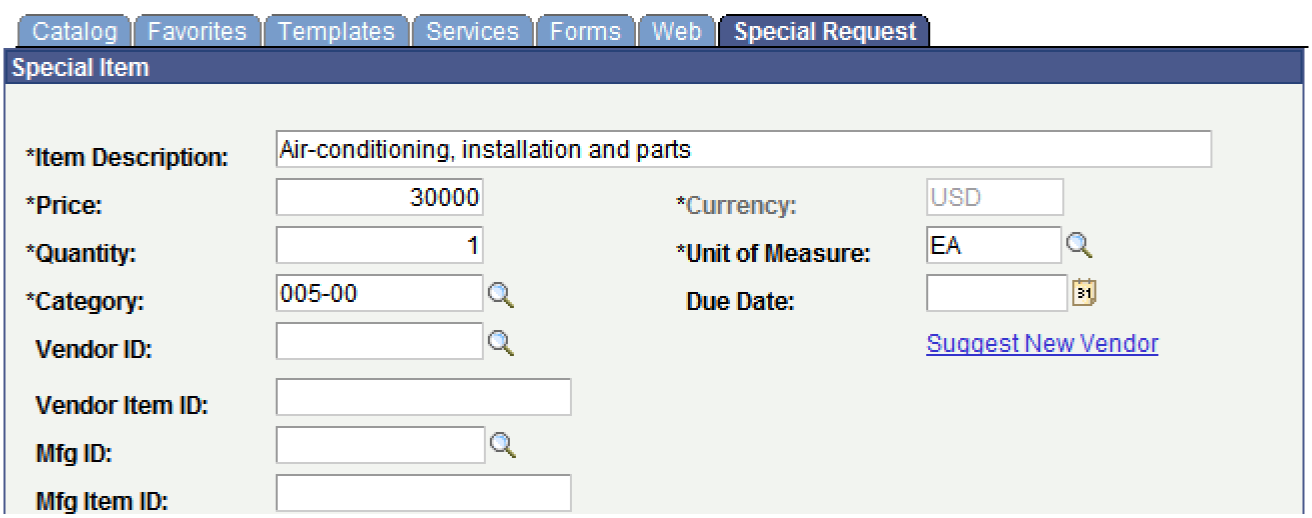


- Start off by changing the drop-down box from **Description** to **Category**. Type "-00" into the Search field, without quotes, then press the **Find** button. This will bring up a listing of the generic NIGP Category codes at the header level. A "header" NIGP code has the format **xxx-00** with the "xxx" replaced by a three-digit number. Pick a generic header from this list and write it down.

- Type the first three digits of the Header into the Category field and press the Find button. This will return a list of all the valid NIGP codes within that header.

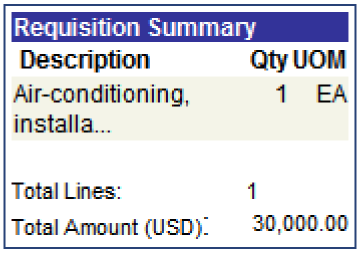
- Select the appropriate code from the list by clicking the link in the Category column. This will return you to the Special Item screen.

- After entering in all the required fields (listed above), press the Add Item button. After all the requested items are entered, click the **Review and Submit** tab located at the top right. An example of a completed Special Request is shown below.



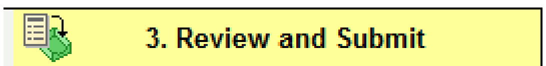
2) After entering in all the required fields press the Add Item button (Add Item).

3) After inputting the desired quantity, click the Add (Add) button. Once added, the item and quantity will appear in the Requisition Summary box on the left side of the page, as shown below.

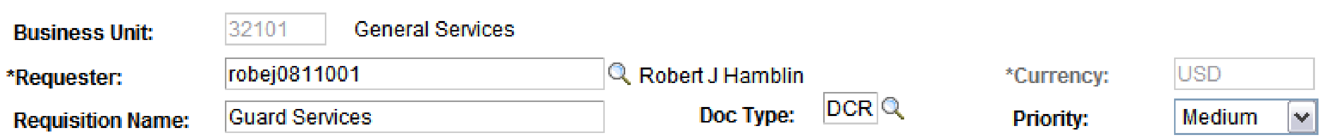


Repeat this process for all additional lines that must be on the contract release order. After all the requested items appear in the Requisition Summary box on the left side of the page, click the **Review and Submit** tab located at the top right. You will now go to step 3, Review and Submit.

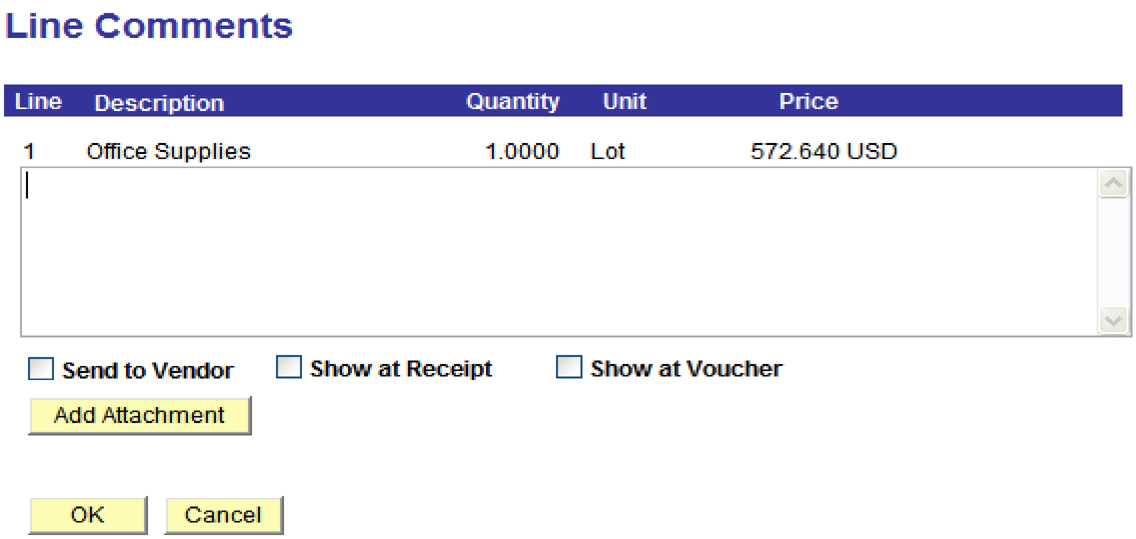
Step 3: Review and Submit



Reviewing and Submitting Requisitions: The last step of the eProcurement process is the **Review and Submit** page. It contains a summary of the Requisition information, along with notes and Justification. The first thing you must do on this page is enter your Document Type. For Contract Release Orders, use **DCR**.



1) You must now add any additional information to the **Line Comments** section. There is a Comments icon for each line, located on the far right of the page. Click the Comments icon ( ) to go to the Comments screen, where you can either type information directly into the field or add supplemental documents as attachments.

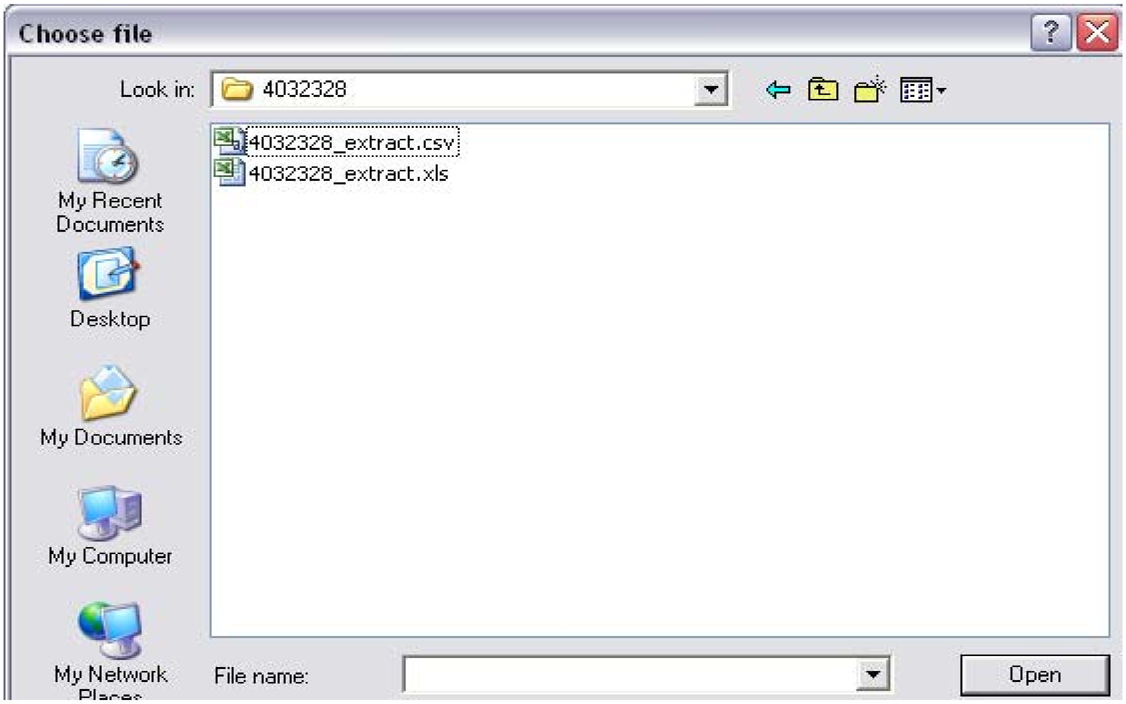


Note for orders combining multiple items off of one APCAT Line: You *must* use the **Line Comments** section to attach a listing of what items are included in the "Lot" you are ordering. This is generally done by attaching a scanned copy of the invoice received from the vendor.

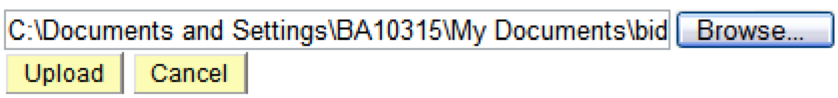
To attach any supplemental information that is contained in a separate Word, PDF or Excel document:

1. Click the **Add Attachment** button. (Add Attachment) This takes you to the Add Attachment page.

2. Click the **Browse** button (Browse...). This opens up a window to let you search for files on your computer.



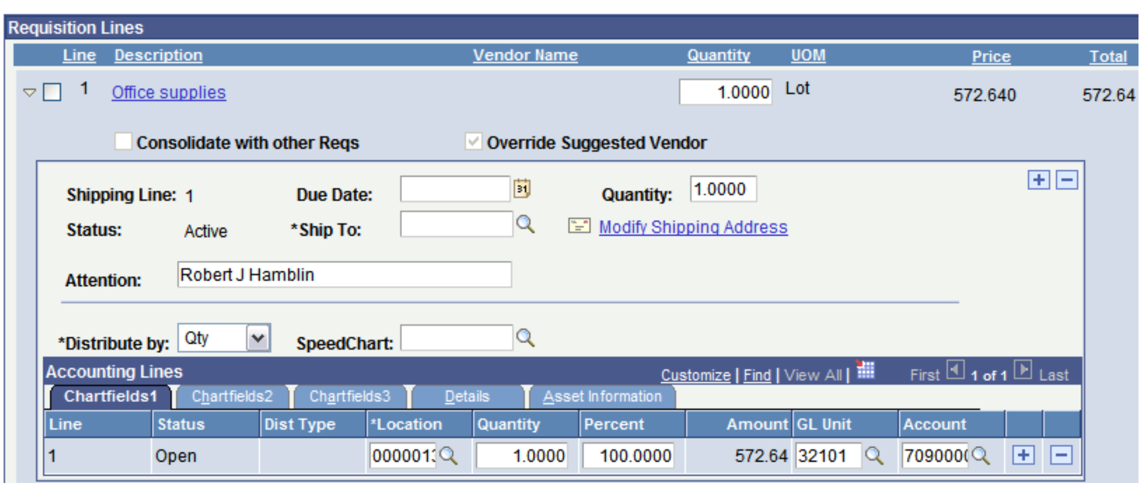
3. Select the file, then click the **Open** button (Open). This takes you back to the Attachment page, with your filename located in the window.



4. Click the **Upload** button (Upload) once the file is found.

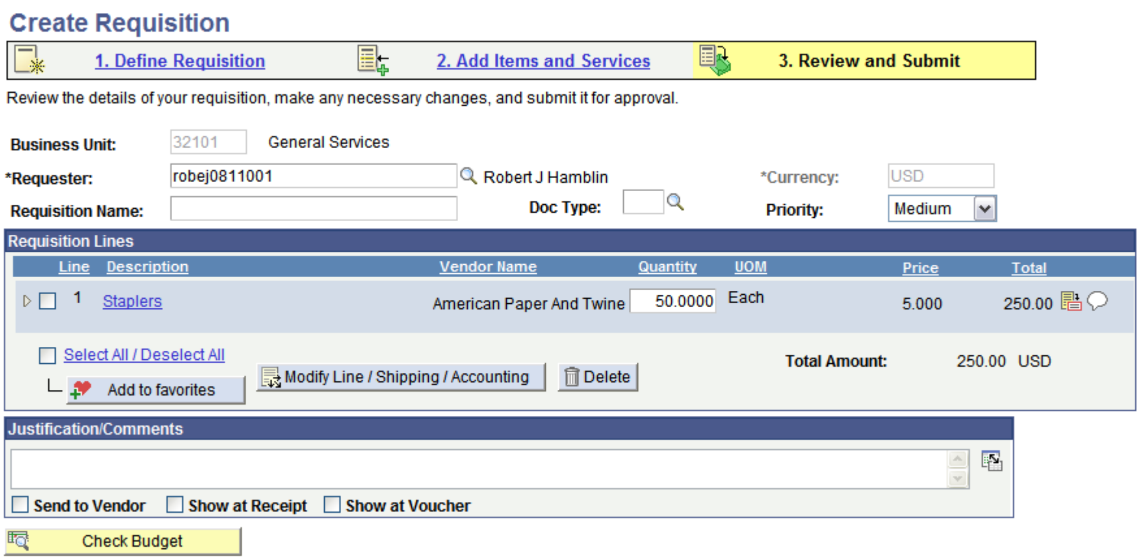
5. Repeat for all necessary files on that line.

2) Once all Attachments and Comments are entered, clicking OK on the Line Comments screen will take you back to the main page.

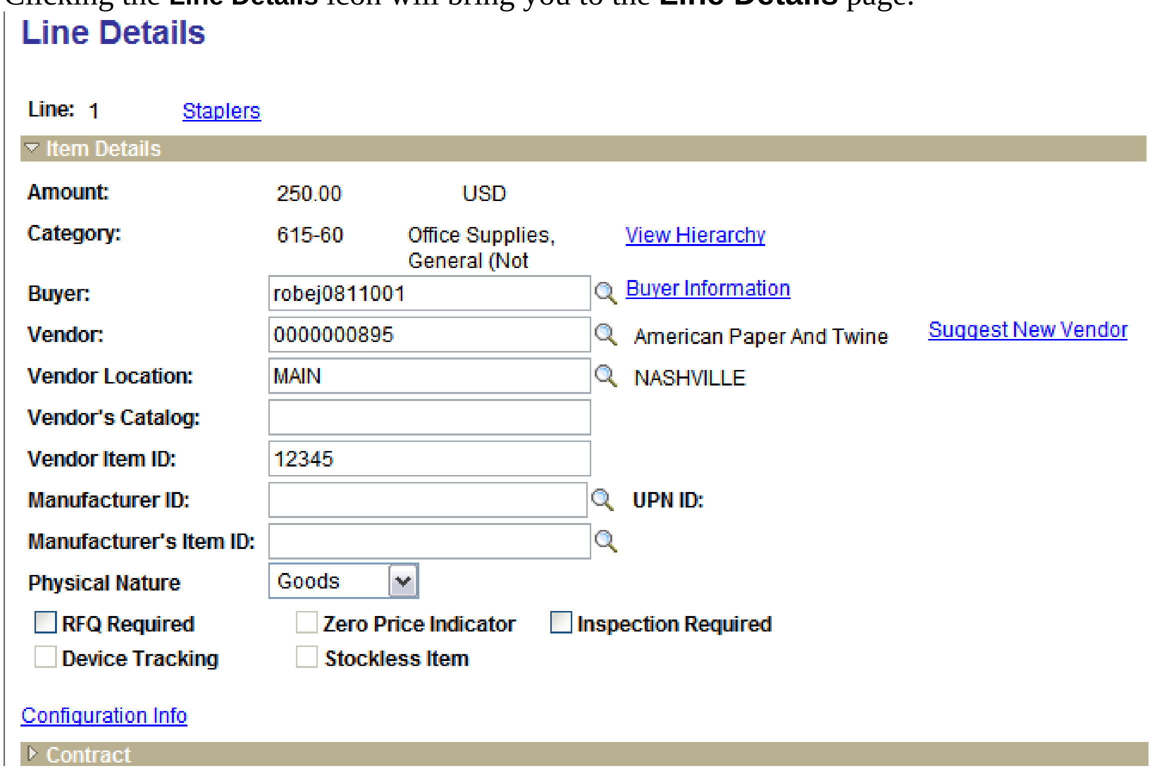


APCAT Contract IDs:

Important! Each APCAT line on the Requisition must have the Contract ID associated with it. To do so, scroll to the right of the screen and click on the **Line Details** icon. This is located next to the Total (shown below as 250.00).

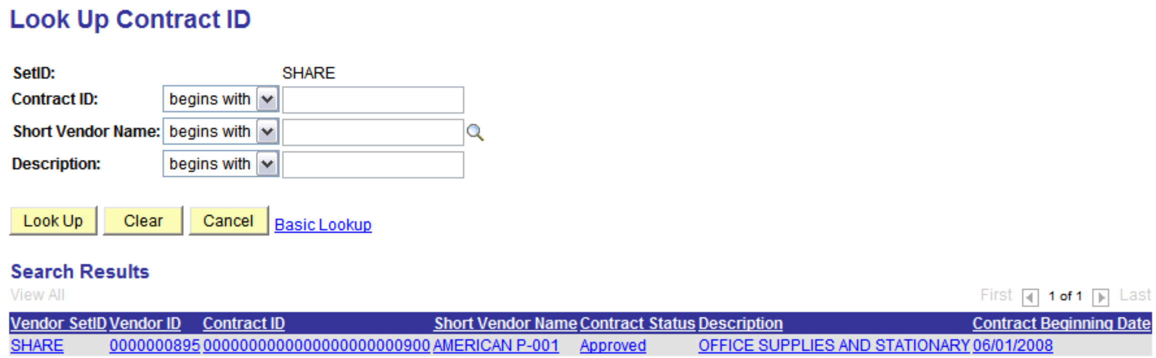


Clicking the **Line Details** icon will bring you to the **Line Details** page.

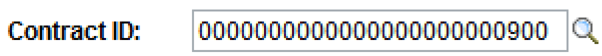


Click the Expand button ( ) next to the **Contract** section. Contract

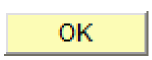
Click the Lookup Icon next to the **Contract ID** field. Choose the contract from the numbers listed. If you know the contract vendor you are ordering from, you can enter their name into the **Short Vendor Name** field.



After choosing the contract, it should populate into the Contract ID field.



Then press the OK button at the bottom of the page to return to the main Review and Submit page.



3) Once all attachments are included for each line, review the lines to make sure they are correct. To view the entire line table, scroll to the right using the scrollbar at the bottom of the screen.

Possible Changes:

Altering Quantity:

The Line, Description, Vendor Name, Quantity, UOM, Price and Total are all pulled over from Step 2. If changes need to be made to the Quantity, click on the Quantity field and type in the new amount.

Deleting Lines:

If a line needs to be deleted, click the check box next to the line, then press the Delete button. This will delete the line. If you only have one line, you cannot delete it. **Once a line is deleted it cannot be recovered. You must re-enter the line from step 2, (Enter Line Items) if you delete it.**

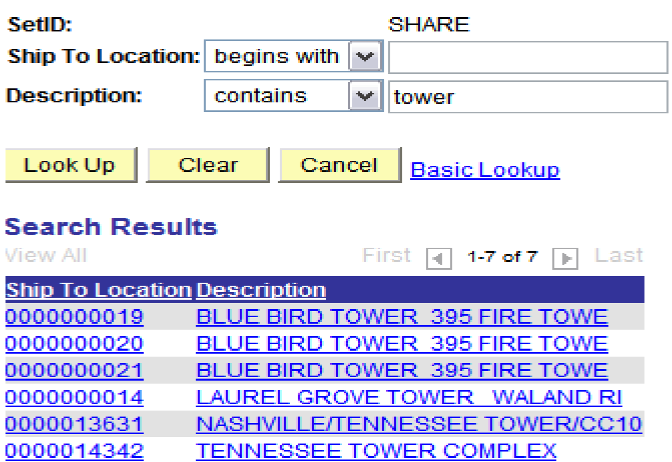
Sections to Review / Modify:

Shipping Addresses:

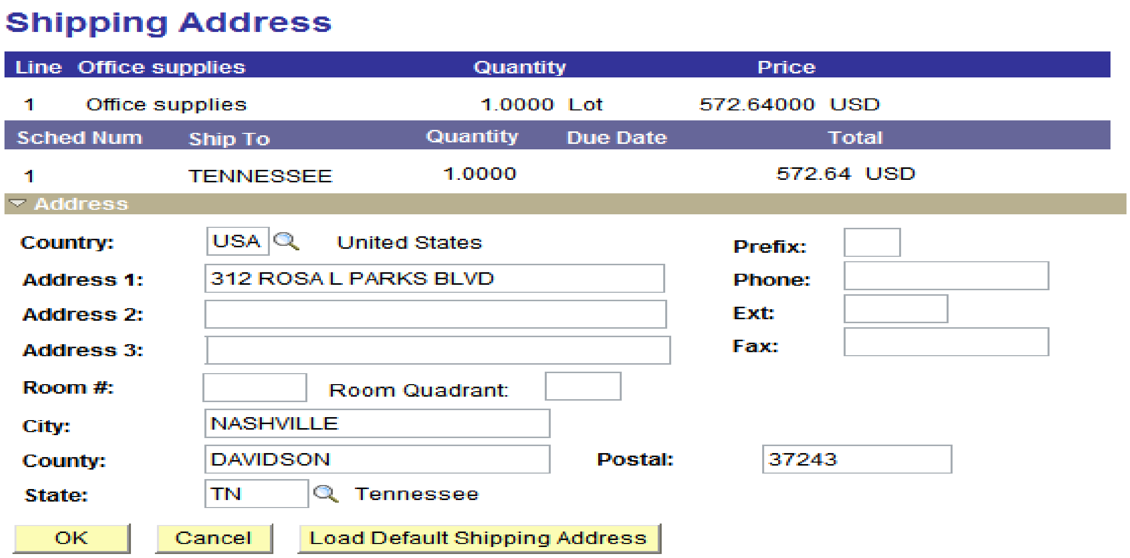
To modify a Shipping Address, you must first expand the table by using the Expand Section button. This will show the ***Ship-To** field. It may be blank, or may default to PMFMSHIPTO, both of which must be changed.

- o Click the Lookup Icon (🔍) next to the Ship-To field. This brings you to the Look Up Ship To page.

- o Use the Look Up Ship To screen to find your specific Ship To location. Type part of your building name or address into the **Description** field. Change the drop-down from "begins with" to "contains". Then press the Look Up button. This will pull up a list of agency locations.



Click the location that seems correct. This will send you back to the main page. Use the Modify Shipping Address link, located to the right of the Ship-To field to check the pulled address. This brings up the address information tied to that Ship-To location.



Verify that the information is correct. If it is not, choose a different Ship-To location From here, you can continue on with the Requisition.

Chartfields:

All Chartfield ("Accounting") information should default in based on the User's Profile preferences.

Each of the fields listed below must have information populated in them.

- Location: Found on the Chartfields1 tab.
- GL Unit: Found on the Chartfields1 tab.
- Account: Found on the Chartfields1 tab.
- Fund: Found on the Chartfields2 tab.
- Department: Found on the Chartfields2 tab.
- Location CF: Found on the Chartfields2 tab.

If this is not the case, this means one of two things. Either the user's setup is incorrect, or the user is a "Buyer" for many separate locations at an agency (Centralized Procurement).

- If the user's setup is incorrect, they must contact the Edison Helpdesk to request that their access, rolemapping and preferences be corrected. They may need to work with their Agency Fiscal Office and Agency Security Administrator for more information on this process.

- If the user is a Centralized Procurement officer for many locations in their agency, they will have to work with their Agency Fiscal Office to obtain all the correct Chartfield information for each location they buy for.

DGS Purchasing is not able to view, access, change or review individual Account Preferences, and does not have access to what the "correct" Account/Chartfield information should be for any given location. This is the sole responsibility of the Agency and Agency Fiscal Office.

Repeat as necessary for all lines

Justification/Comments:

This section is located at the bottom of the Review and Submit page, and is used to record the justification for ordering an item from a contract. Click in the field and begin typing.

You must include:

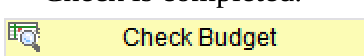
- "Submitting Contract Release Order." (This must be at the beginning of the comment)
- An explanation of what the request is for. This would be something like “This is an order from Contract for Security Guard Services”.
- Your contact information, including name and phone number.

Once all this information is completed, you can review the Justification as a whole by checking the "Expand Section" button ().

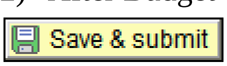
After the justification section is completed, you must Budget Check the document.

Budget Check

1) To Budget Check the Requisition, press the “Check Budget” button. This must be completed in order to pre-encumber funds. The Budget Check Status will return as "Valid" once Budget Check is completed.



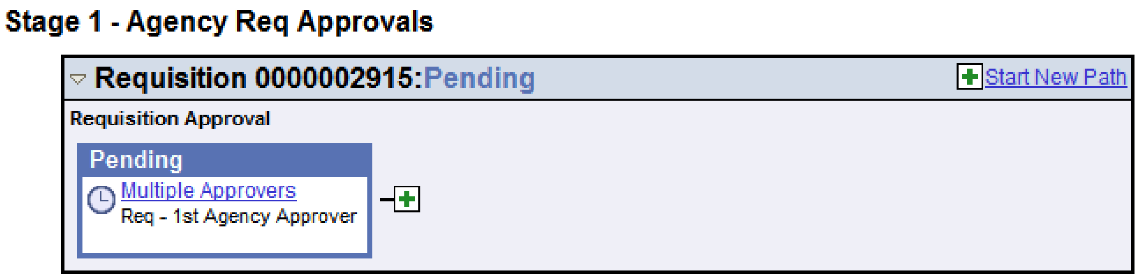
2) After Budget Check, press the “Save and Submit” button to send the Requisition for Approvals.



3) Once the Requisition has been saved, a screen appears showing the approval path. It will have a **Requisition ID** number underneath the Requisition Name. This is used to search for the Requisition if needed later. This screen also shows the Approval paths.

Approvals

a) To view more information on the approvers, click on the “Multiple Approvers” (Multiple Approvers) link. This will bring up a window with a list of all the approvers currently assigned to the Requisition.



b) T o add additional approvers, click the Insert Approver button. ( ) This will bring up a new window. Select the User ID of the approver to be added by clicking the Lookup button ( ) next to the User ID field, then selecting the User ID from the list. ***The Approver you wish to add must be in the system as an Approver before you can select them.***

i. Use the Radio Buttons below the User ID Field ( ) to select if the person will be added as an Approver or Reviewer. Reviewers receive a notice through their Workflow to review the item, but are not required to approve. Approvers *must* approve to continue the process.

ii. After selecting the Approver's User ID and their function (Approver or Reviewer), click the Insert (Insert) button. This returns you to the main approval screen.

Requisitions must pass all approvals before being sent on to create a Purchase Order.

✷ **Note on Approvals:** The eProcurement Requisition process is being taught as the main method for all forms of Procurement because it automatically builds necessary approvals based on the item's NIGP code, the dollar amount of the purchase and the business unit. These approvals are set up in Workflow by Edison, and include all ***commodity approvals***.

✷ Any problems with Workflow need to be called in as a ticket to the Edison Helpdesk (741-4357).

To view the status of the Requisition, go to the Manage Requisitions page. Click eProcurement, then Manage Requisitions.

Scroll down until the Requisition number is found, or use the Search function to search by the Requisition ID (**Requisition ID:**).
The Approval Status and Budget Check status of the Requisition are listed in this table.

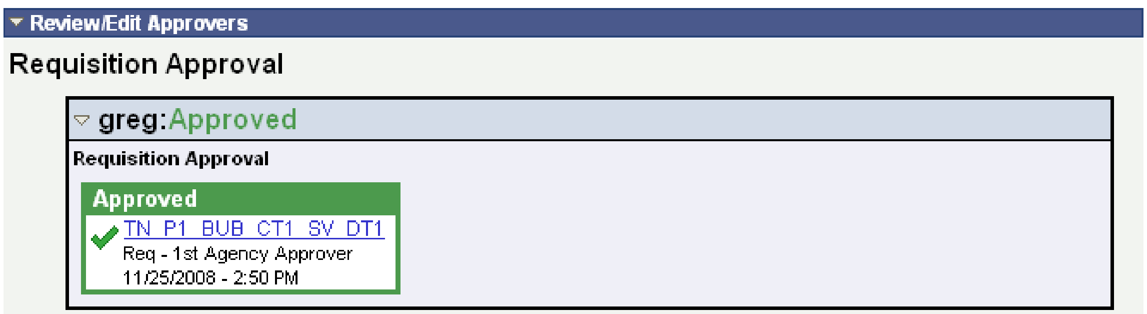
Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000145	DGS T)PROCESS BLACK LAS...	32101	01/23/2009	Open	Not Chk'd	39.50USD	<Select Action.. Go
0000000144	DGS T)ENV, REG #10/24# ...	32101	01/23/2009	Pending	Valid	291.00USD	<Select Action.. Go
0000000143	DGS Lawn Care services	32101	01/23/2009	Pending	Valid	5,080.36USD	<Select Action.. Go

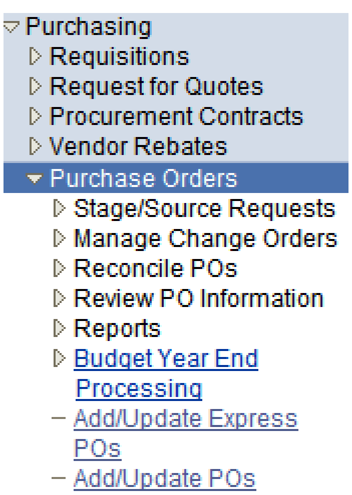
- o Once the Approvals have been met, the Requisition Approval screen will change to show that the Requisition has been approved. See the picture below for an example.



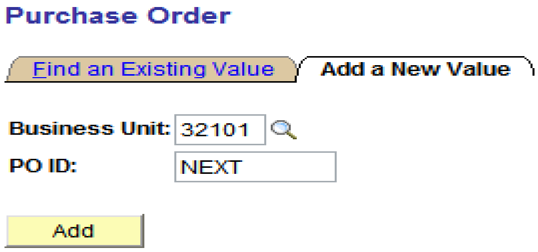
When the Requisition is approved, you are ready to proceed.

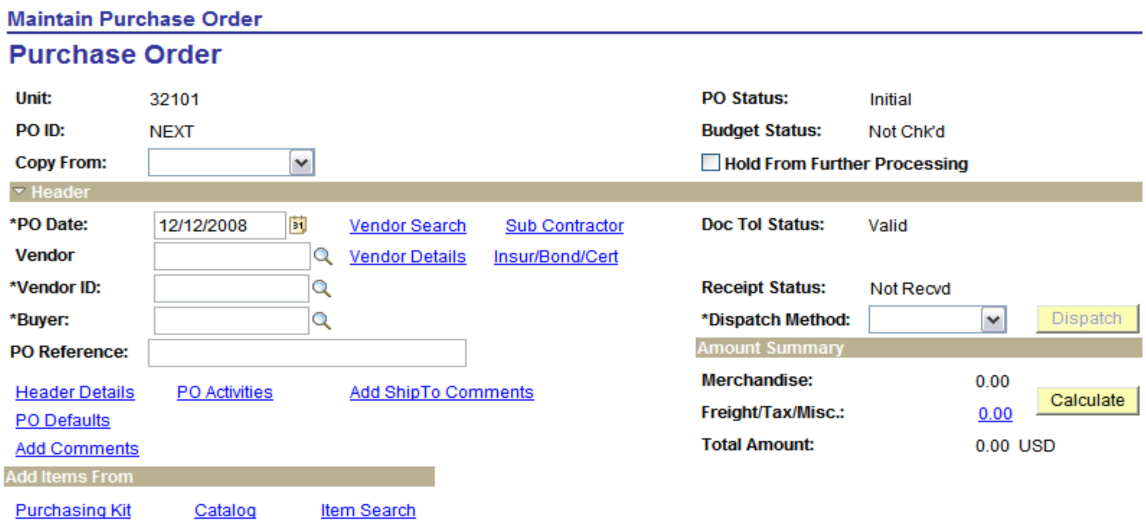
Creating Purchase Orders

1) **Contract Release Orders:** Navigate to the Purchase Order page by clicking the **Purchasing** link from the menu, then clicking the **Add/Update POs** link.



2) This will bring up the Search page. Click the **Add New Value** tab and select the desired Business Unit for the PO. The PO ID will default in. Leave the field at NEXT. Click the **Add** button.





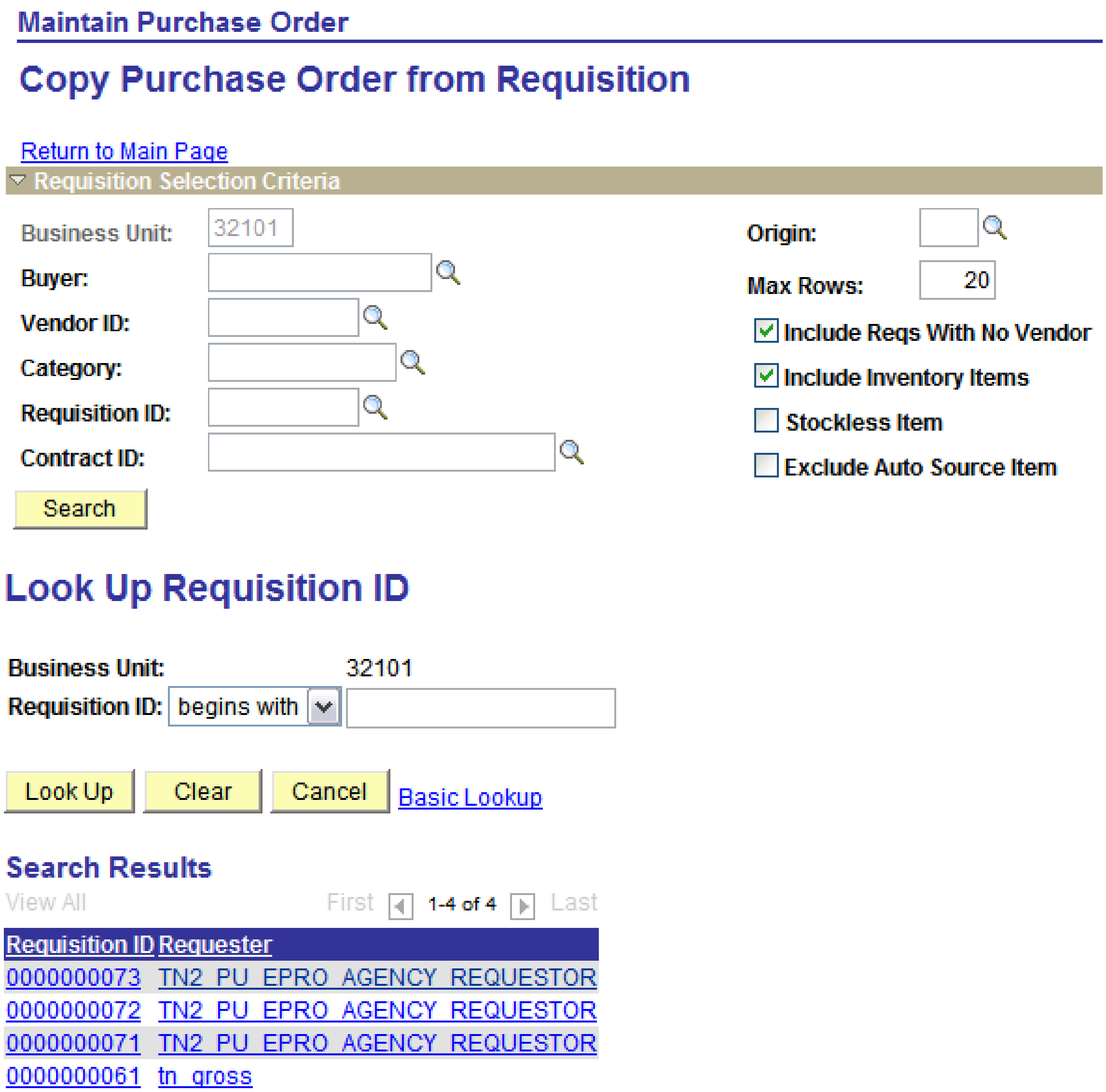
3) Enter the Vendor ID the Purchase Order is going to in the **Vendor ID** field. For Contract Release Orders, this will be found by looking at the Requisition lines for the contract Vendor assigned to the item.

4) Enter your Buyer ID in the **Buyer ID** field. To do this, click on the Lookup Icon ( ) located by the Buyer ID Field, then scroll through the list until you find your name. Click the link to return to the main page with the Buyer ID field completed.

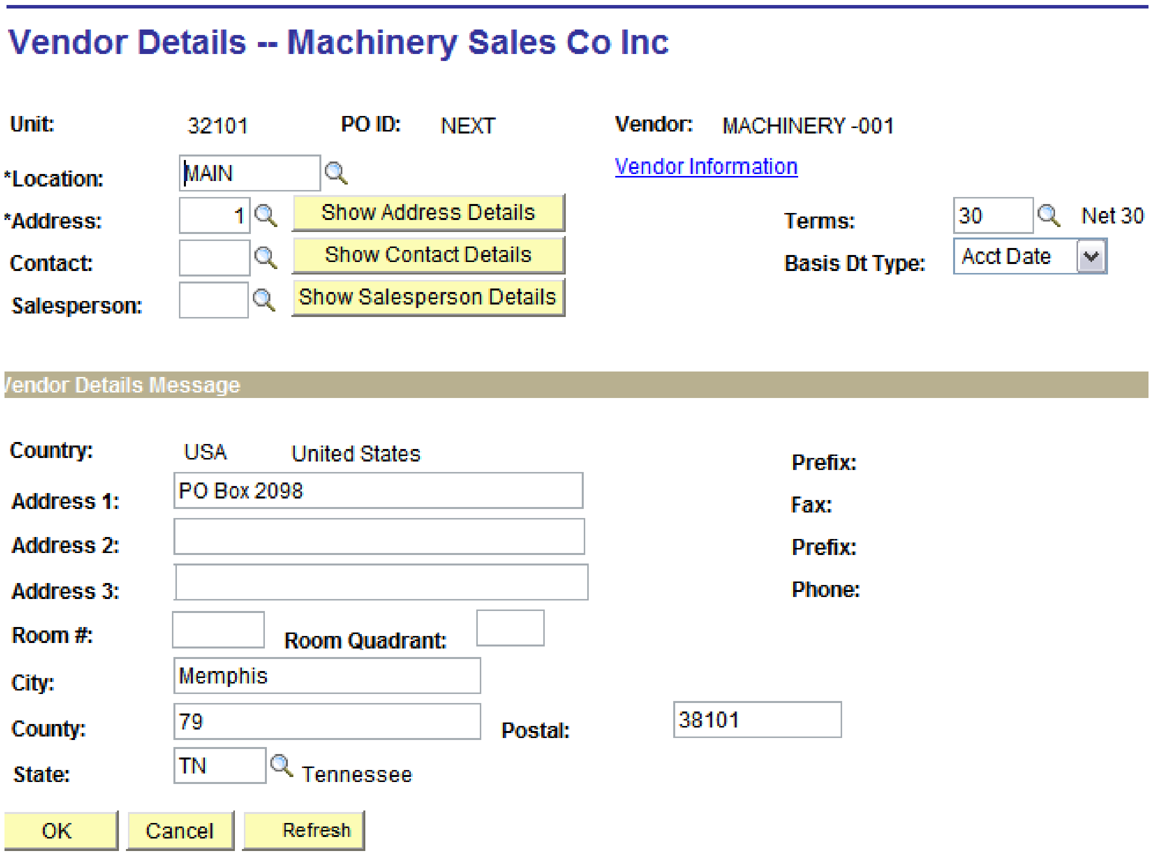
5) For Contract Releases, you will be copying from a Requisition created by your Agency Requester. To do so, click the **Copy From** drop-down box, and select the **Requisition** option. To do this, you must first have entered the Vendor ID into the Vendor ID field.

6) This takes you to the **Copy Purchase Order from Requisition** page. It is shown on the first picture below. Click the Lookup Icon ( ) by the Requisition ID field to bring up the **Look Up Requisition ID** page, shown on the second picture below. Type in your Business Unit if it did not

default and press the Search button to bring up a list of Requisition IDs. Find the Requisition you were assigned and click the **Requisition ID** link.



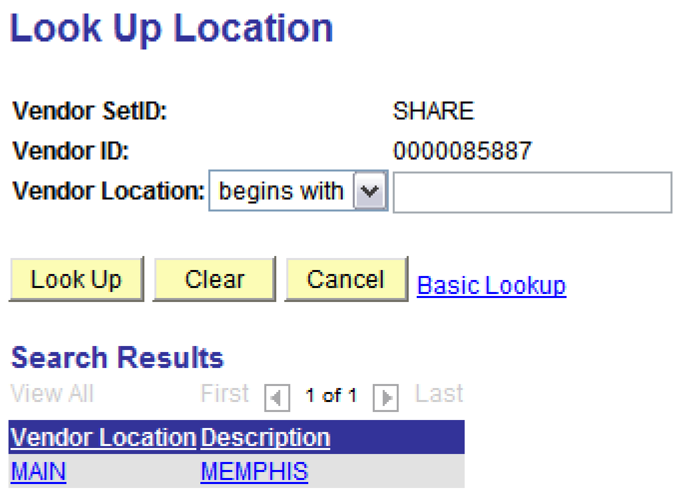
7) Clicking the correct Requisition ID will bring you back to the **Copy Purchase Order from Requisition** page. Click the **Select All** (Select All) link to select all the lines for copying. Then click the **Copy to PO (Copy To PO)** button to copy the requisition lines over to the PO.



8) This should default in all the information from the Requisition, and return you to the main Purchase Order page. Click the **Vendor Details** (Vendor Details) link, which takes you to the Vendor Details page.

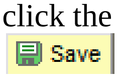
9) Click the Lookup Icon ( ) next to the **Terms** field, and select the appropriate set of Payment Terms. This can be obtained from the Vendor's quote or the Contract. The default is Net 30.

10) Check the Address listed to make sure the Vendor address is correct. If it is incorrect, use the Lookup Icon ( ) next to the **Location** field to select a different location and use the Lookup Icon ( ) next to the **Address** field to select a different address.



11) Once the correct address is entered, press the **OK** button at the bottom of the page to return to the main **Purchase Order** screen.

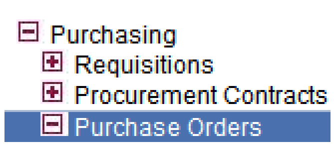
12) After reviewing all the information on the PO, return to the main **Purchase Order** page and click the **Save** button, located at the bottom of the screen.



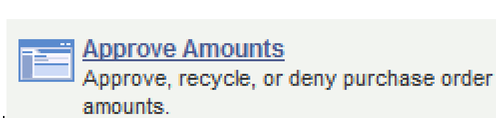
13) When all options are confirmed correct, you are now ready to Budget Check. This encumbers funds for the Purchase Order. To Budget Check, click the **Budget Check** ( ) icon located at the top right of the page. It will show as Processing for a few seconds, then it will come back with **Budget Status**: **Valid**. An example is shown at the top of the next page.

14) After completing the Budget Check, click the Save button, located at the bottom of the main **Purchase Order** page.

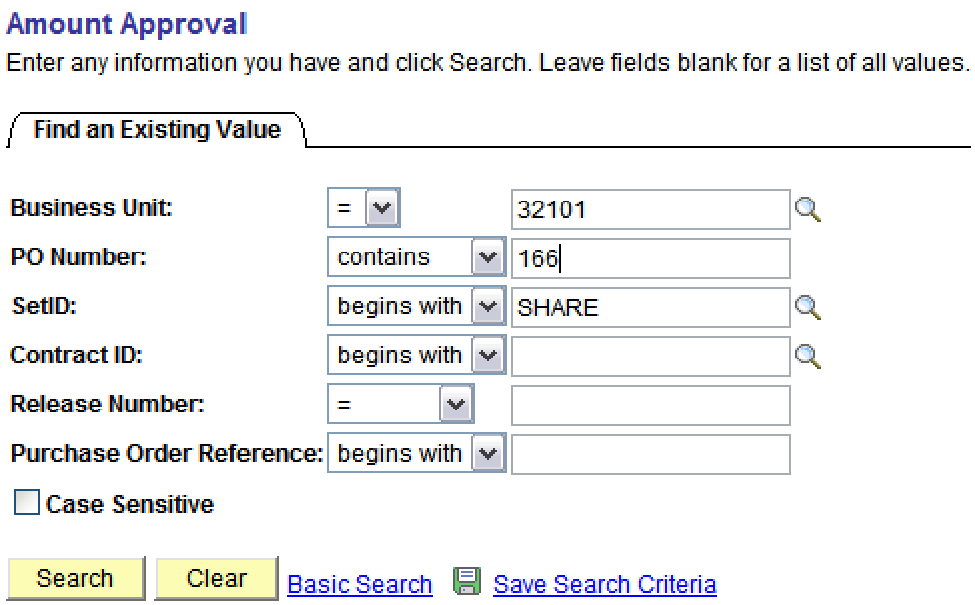
15) You must now submit the PO into Workflow. To do so, click the **Purchasing** link on the left-hand menu. Then click **Purchase Orders**.



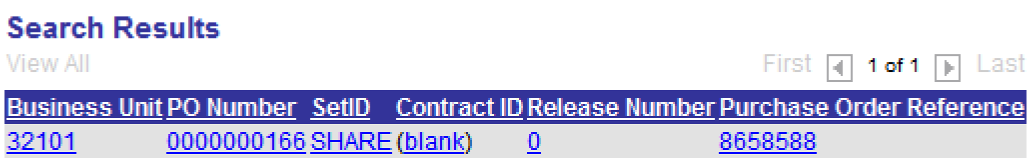
16) Click the **Approve Amounts** link under the Purchase Order section.



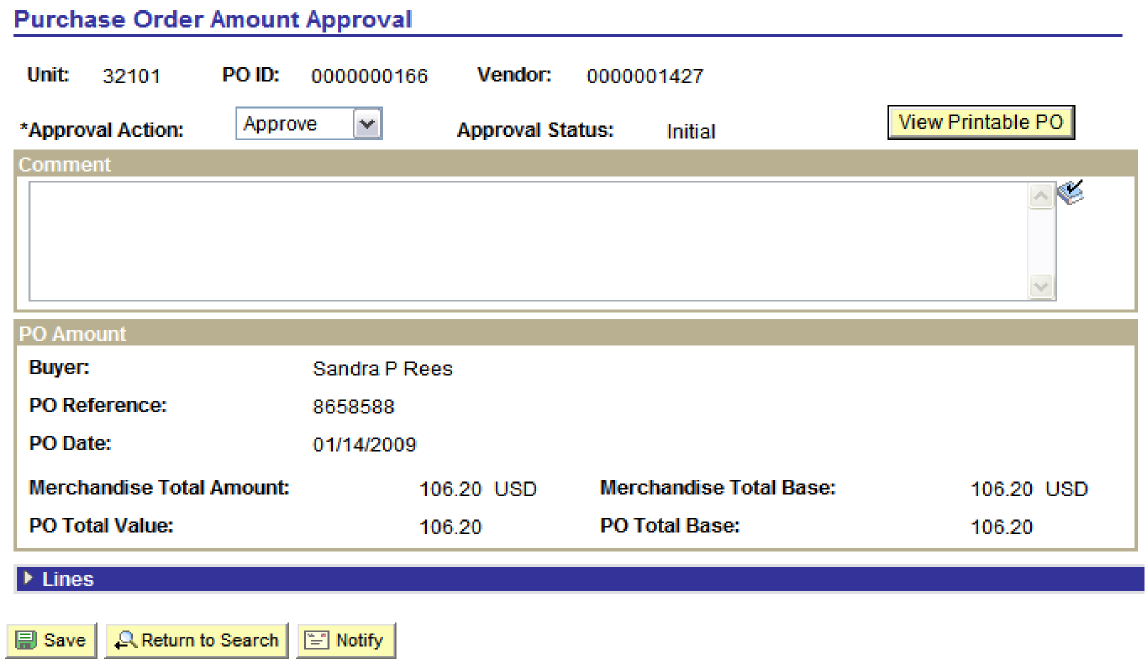
17) Use the Search screen that appears to find your Purchase Order by typing the PO number into the **PO Number** field and changing the drop-down box from **Begins** to **Contains**, as shown below. Then press **Search**.



18) Click the link for the PO that appears.



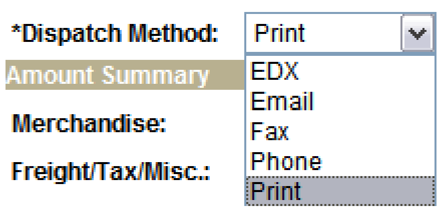
19) This will take you to the Approve Order Amounts screen, shown below. Make sure the drop-down box is set to **Approve**, then press the **Save** button. It defaults at **Approve**.



Once all approvals are met, the Purchase Order can be dispatched.

Dispatching Purchase Orders

1) Navigate back to the main Purchase Order page. The Purchase Order is now ready for Dispatch. Check the **Dispatch** drop-down menu on the main page, choosing either Print or E-mail. Do not choose Fax, EDX or Phone methods, as those are not currently supported.



2) Click the Dispatch button, which will only be highlighted if all approvals have been met. This will take you to the **Dispatch Options** page. Leave the options at default, then press the **OK** button.

3) A prompt will appear asking you if you wish to “Wait for confirmation that the PO Dispatch process is complete?” Click the Yes button. After the PO Dispatch process is ran, a new browser window will open.

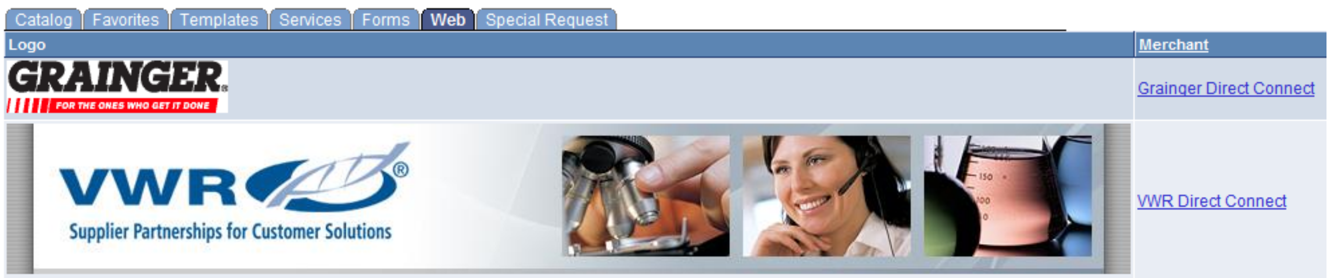
4) Click the PO Dispatch (listed as **PODISP**) process in the new window. Click the blue link that says **Notify Success**. This takes you to the **Process Detail** page. Click the **View Log/Trace** link, at the bottom right, to open a list of files. Click the one ending in .PDF to open the finalized Purchase Order to be printed, e-mailed, or faxed to the vendor.

Your Special Request Contract Release is now complete.

Direct Connect

This section assumes that you are ordering an item that is on a contract that is set up with a Direct-Connect vendor!

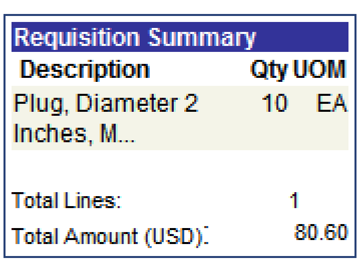
Orders from Direct-Connect contracts are done through the **Web** tab. To enter an order from a Direct-Connect contract, click the **Web** tab. This brings you to the Direct-Connect page, shown below.



1) Click the link under the **Merchant** column that corresponds to the vendor from which you are attempting to purchase. For example, to browse Grainger's Direct-Connect catalog, click the **Grainger Direct Connect** link. If you are unable to see the **Merchant** column, scroll to the right of the screen.

2) Clicking the **Direct** Connect link will take you to the vendor's catalog site. Exact navigation procedures will differ according to the site, and a step-by-step walkthrough of how to use each Direct Connect vendor's website is beyond the scope of this document.

3) Use the vendor's site to select your items. Once you click "Checkout" or "Finish Shopping" or the vendor's equivalent "pay for your items" message, you will be returned to the **Add Items and Services** tab with your selected items listed in the Requisition Summary box.

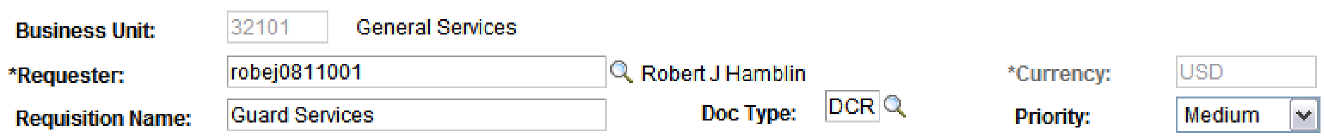


Requisition Summary		
Description	Qty	UOM
Plug, Diameter 2 Inches, M...	10	EA
Total Lines:	1	
Total Amount (USD):	80.60	

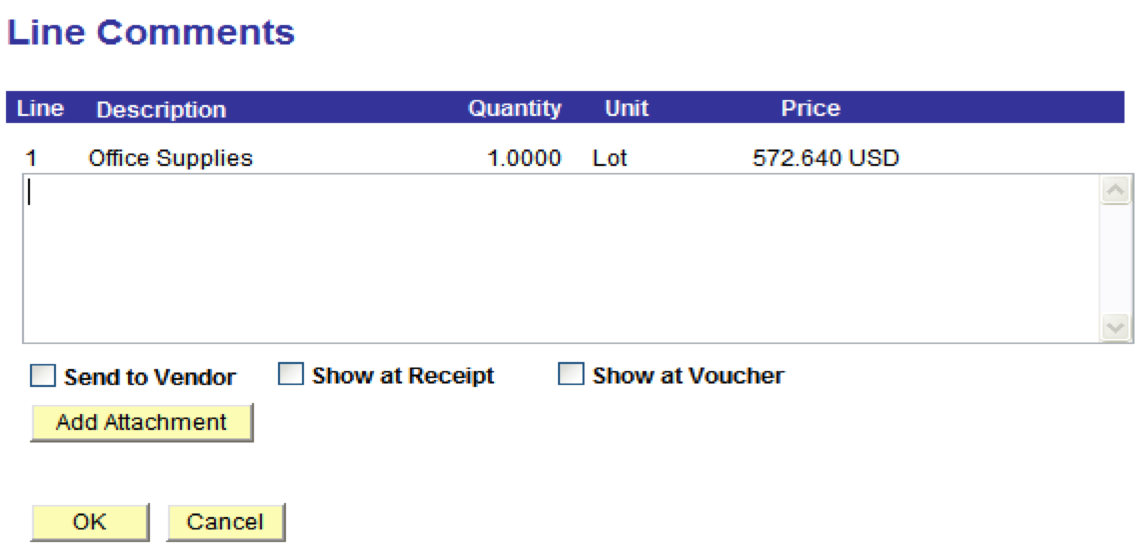
After all the requested items appear in the Requisition Summary box on the left side of the page, click the **Review and Submit** tab located at the top right. You will now go to step 3, Review and Submit.

Step 3: Review and Submit

Reviewing and Submitting Requisitions: The last step of the eProcurement process is the **Review and Submit** page. It contains a summary of the Requisition information, along with notes and Justification. The first thing you must do on this page is enter your Document Type. For Contract Release Orders, use **DCR**.



4) You must now add any additional information to the **Line Comments** section. There is a Comments icon for each line, located on the far right of the page. Click the Comments icon ( ) to go to the Comments screen, where you can either type information directly into the field or add supplemental documents as attachments.

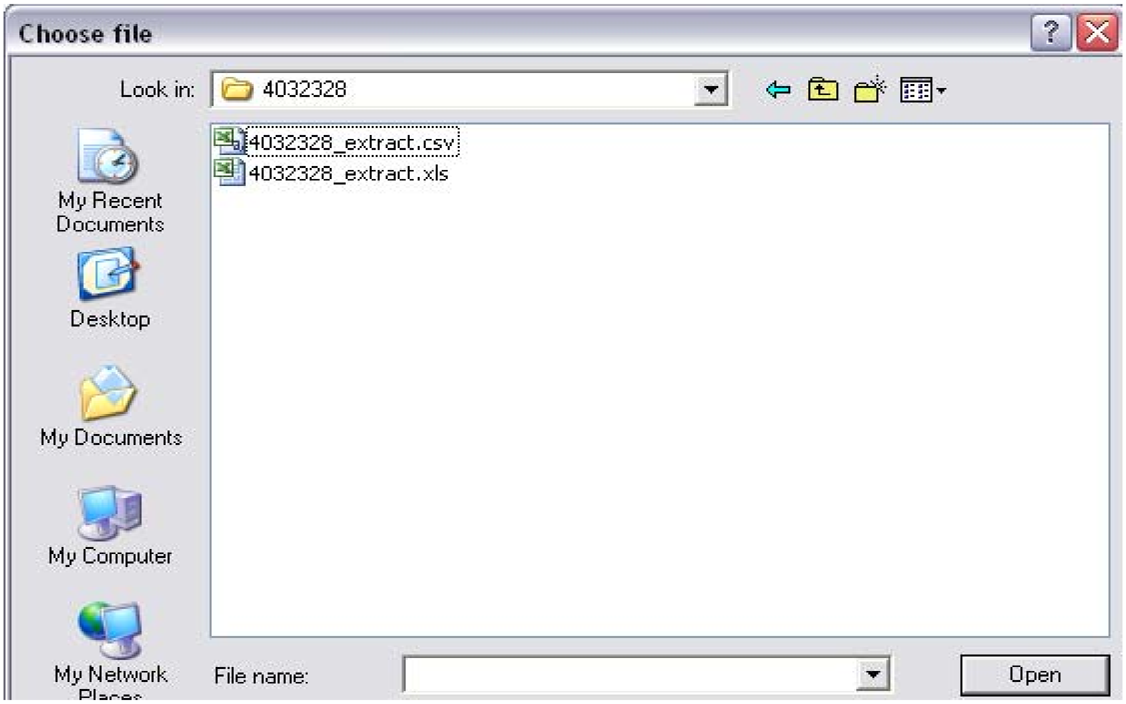


To attach any supplemental information that is contained in a separate Word, PDF or Excel document:

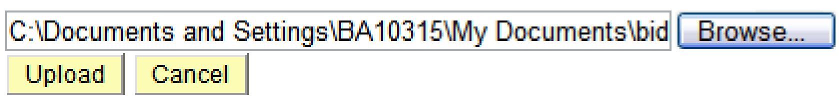
1. Click the **Add Attachment** button. (Add Attachment) This takes you to the Add Attachment page.

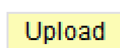
2. Click the **Browse** button (Browse...). This opens up a window to let you search for

files on your computer.



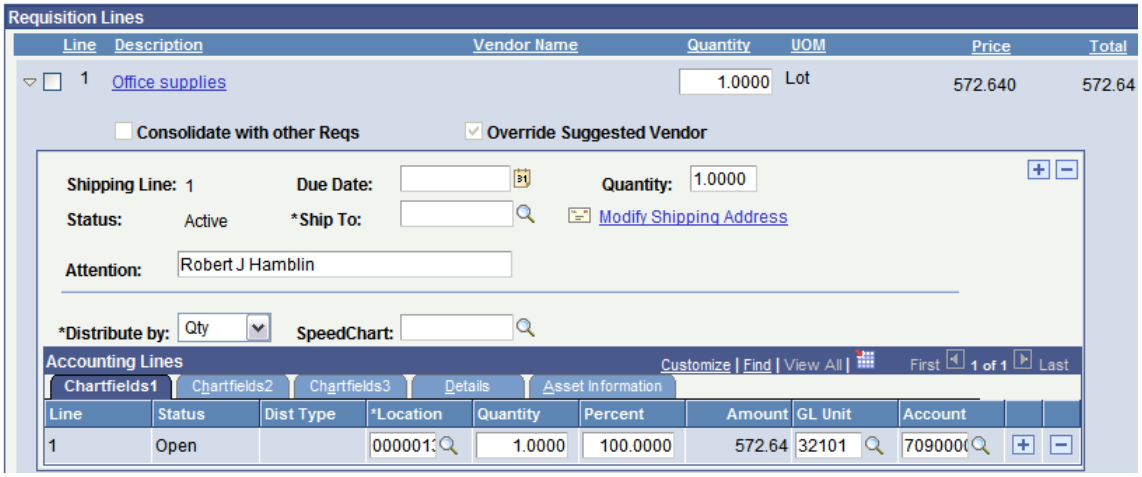
3. Select the file, then click the **Open** button (). This takes you back to the Attachment page, with your filename located in the window.



4. Click the **Upload** button () once the file is found.

5. Repeat for all necessary files on that line.

5) Once all Attachments and Comments are entered, clicking OK on the Line Comments screen will take you back to the main page.



6) Once all attachments are included for each line, review the lines to make sure they are correct. To view the entire line table, scroll to the right using the scrollbar at the bottom of the screen.

Possible Changes:

Altering Quantity:

The Line, Description, Vendor Name, Quantity, UOM, Price and Total are all pulled over from Step 2. If changes need to be made to the Quantity, click on the Quantity field and type in the new amount.

Deleting Lines:

If a line needs to be deleted, click the check box next to the line, then press the Delete button. This will delete the line. If you only have one line, you cannot delete it. **Once a line is deleted it cannot be recovered. You must re-enter the line from step 2, (Enter Line Items) if you delete it.**

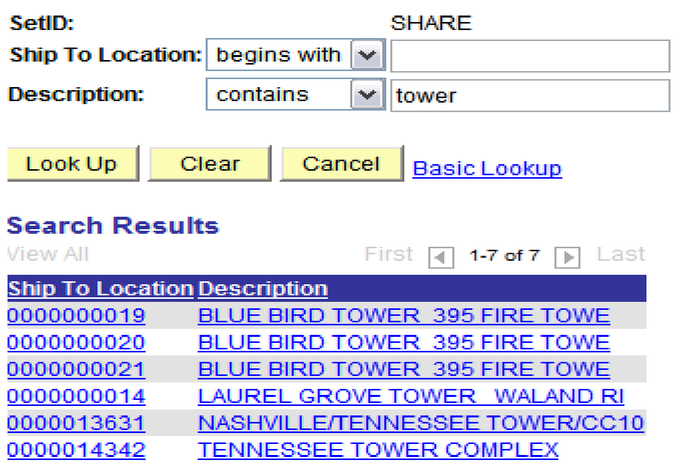
Sections to Review / Modify:

Shipping Addresses:

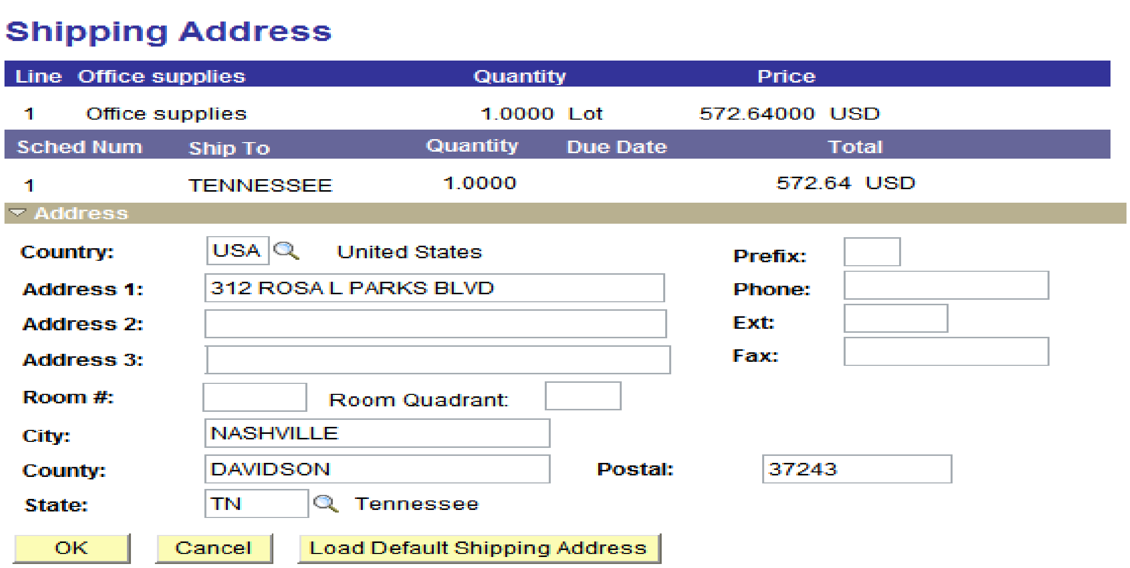
To modify a Shipping Address, you must first expand the table by using the Expand Section button. This will show the ***Ship-To** field. It may be blank, or may default to PMFMSHIPTO, both of which must be changed.

- o Click the Lookup Icon ( ) next to the Ship-To field. This brings you to the Look Up Ship To page.

- Use the Look Up Ship To screen to find your specific Ship To location. Type part of your building name or address into the **Description** field. Change the drop-down from "begins with" to "contains". Then press the Look Up button. This will pull up a list of agency locations.



Click the location that seems correct. This will send you back to the main page. Use the Modify Shipping Address link, located to the right of the Ship-To field to check the pulled address. This brings up the address information tied to that Ship-To location.



Verify that the information is correct. If it is not, choose a different Ship-To location

From here, you can continue on with the Requisition.

Chartfields:

All Chartfield (“Accounting”) information should default in based on the User’s Profile preferences.

Each of the fields listed below must have information populated in them.

- Location: Found on the Chartfields1 tab.
- GL Unit: Found on the Chartfields1 tab.
- Account: Found on the Chartfields1 tab.
- Fund: Found on the Chartfields2 tab.
- Department: Found on the Chartfields2 tab.
- Location CF: Found on the Chartfields2 tab.

If this is not the case, this means one of two things. Either the user's setup is incorrect, or the user is a "Buyer" for many separate locations at an agency (Centralized Procurement).

- If the user’s setup is incorrect, they must contact the Edison Helpdesk to request that their access, rolemapping and preferences be corrected. They may need to work with their Agency Fiscal Office and Agency Security Administrator for more information on this process.

- If the user is a Centralized Procurement officer for many locations in their agency, they will have to work with their Agency Fiscal Office to obtain all the correct Chartfield information for each location they buy for.

DGS Purchasing is not able to view, access, change or review individual Account Preferences, and does not have access to what the “correct” Account/Chartfield information should be for any given location. This is the sole responsibility of the Agency and Agency Fiscal Office.

Repeat as necessary for all lines

Justification/Comments:

This section is located at the bottom of the Review and Submit page, and is used to record the justification for ordering an item from a contract. Click in the field and begin typing.

You must include:

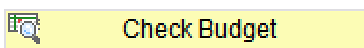
- "Submitting Contract Release Order." (This must be at the beginning of the comment)
- An explanation of what the request is for. This would be something like “This is an order from Contract for Security Guard Services”.
- Your contact information, including name and phone number.

Once all this information is completed, you can review the Justification as a whole by checking the "Expand Section" button ( ).

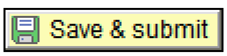
After the justification section is completed, you must Budget Check the document.

Budget Check

c) To Budget Check the Requisition, press the “Check Budget” button. This must be completed in order to pre-encumber funds. The Budget Check Status will return as "Valid" once Budget Check is completed.



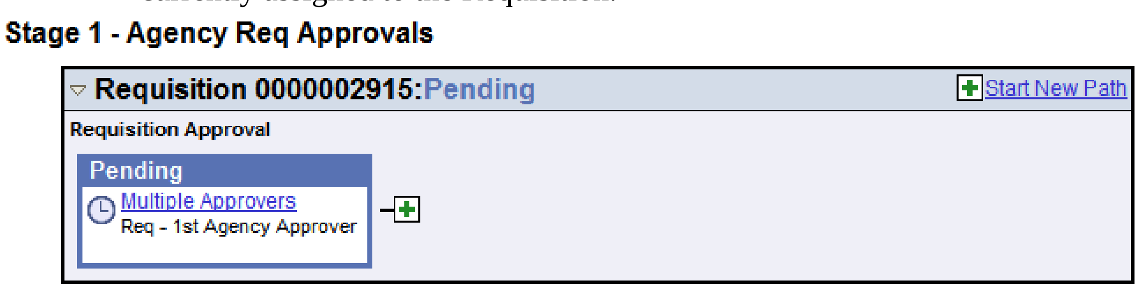
d) After Budget Check, press the “Save and Submit” button to send the Requisition for Approvals.



e) Once the Requisition has been saved, a screen appears showing the approval path. It will have a **Requisition ID** number underneath the Requisition Name. This is used to search for the Requisition if needed later. This screen also shows the Approval paths.

Approvals

20) To view more information on the approvers, click on the “Multiple Approvers” (Multiple Approvers) link. This will bring up a window with a list of all the approvers currently assigned to the Requisition.



21) T o add additional approvers, click the Insert Approver button. ( ) This will bring up a new window. Select the User ID of the approver to be added by clicking the Lookup button ( ) next to the User ID field, then selecting the User ID from the list. ***The Approver you wish to add must be in the system as an Approver before you can select them.***

a. Use the Radio Buttons below the User ID Field (◉) to select if the person will be added as an Approver or Reviewer. Reviewers receive a notice through their Workflow to review the item, but are not required to approve. Approvers *must* approve to continue the process.

b. After selecting the Approver's User ID and their function (Approver or Reviewer), click the Insert (Insert) button. This returns you to the main approval screen.

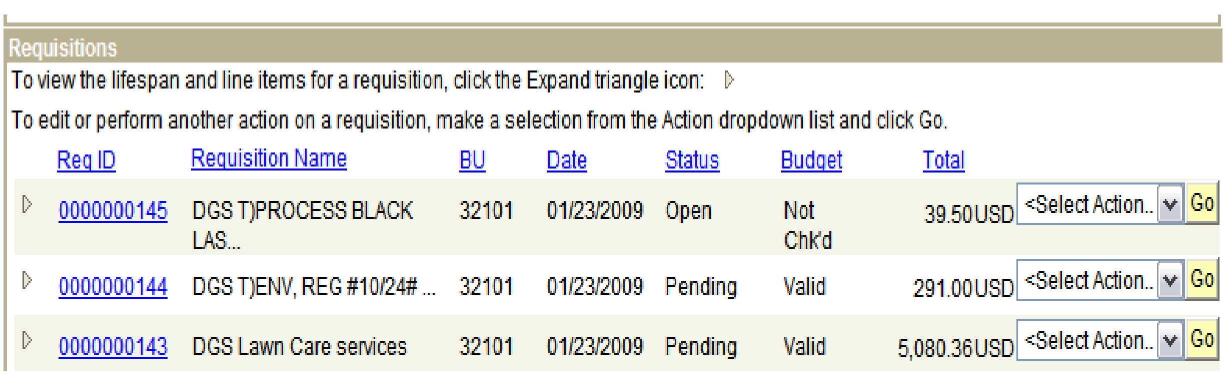
Requisitions must pass all approvals before being sent on to create a Purchase Order.

✸ **Note on Approvals:** The eProcurement Requisition process is being taught as the main method for all forms of Procurement because it automatically builds necessary approvals based on the item's NIGP code, the dollar amount of the purchase and the business unit. These approvals are set up in Workflow by Edison, and include all ***commodity approvals***.

✸ Any problems with Workflow need to be called in as a ticket to the Edison Helpdesk (741-4357).

To view the status of the Requisition, go to the Manage Requisitions page. Click eProcurement, then Manage Requisitions.

Scroll down until the Requisition number is found, or use the Search function to search by the Requisition ID (Requisition ID:).
The Approval Status and Budget Check status of the Requisition are listed in this table.



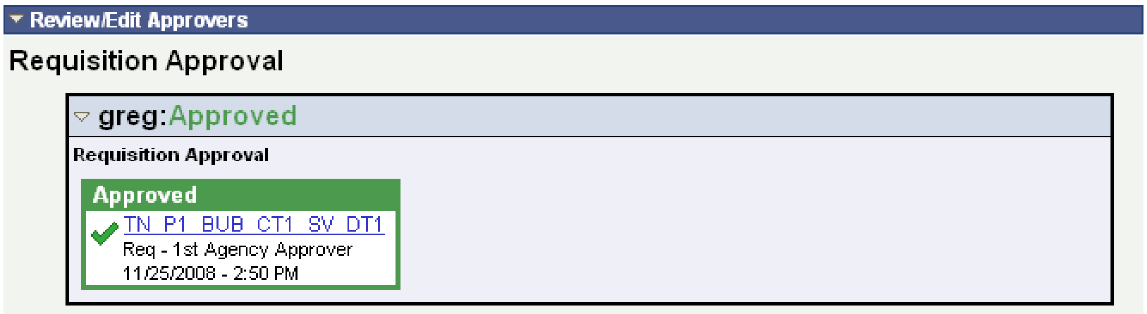
Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000000145	DGS T)PROCESS BLACK LAS...	32101	01/23/2009	Open	Not Chk'd	39.50USD	<Select Action..	Go
0000000144	DGS T)ENV, REG #10/24# ...	32101	01/23/2009	Pending	Valid	291.00USD	<Select Action..	Go
0000000143	DGS Lawn Care services	32101	01/23/2009	Pending	Valid	5,080.36USD	<Select Action..	Go

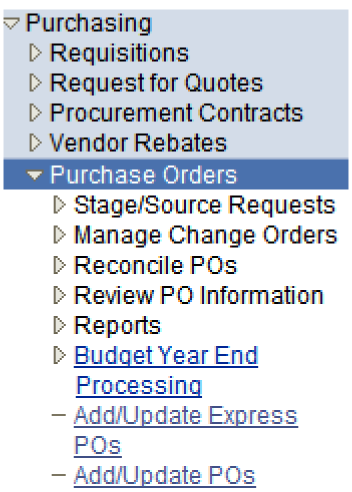
- Once the Approvals have been met, the Requisition Approval screen will change to show that the Requisition has been approved. See the picture below for an example.



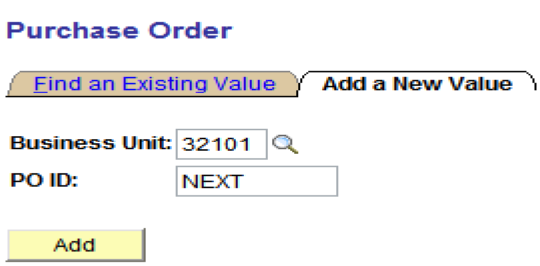
When the Requisition is approved, you are ready to proceed.

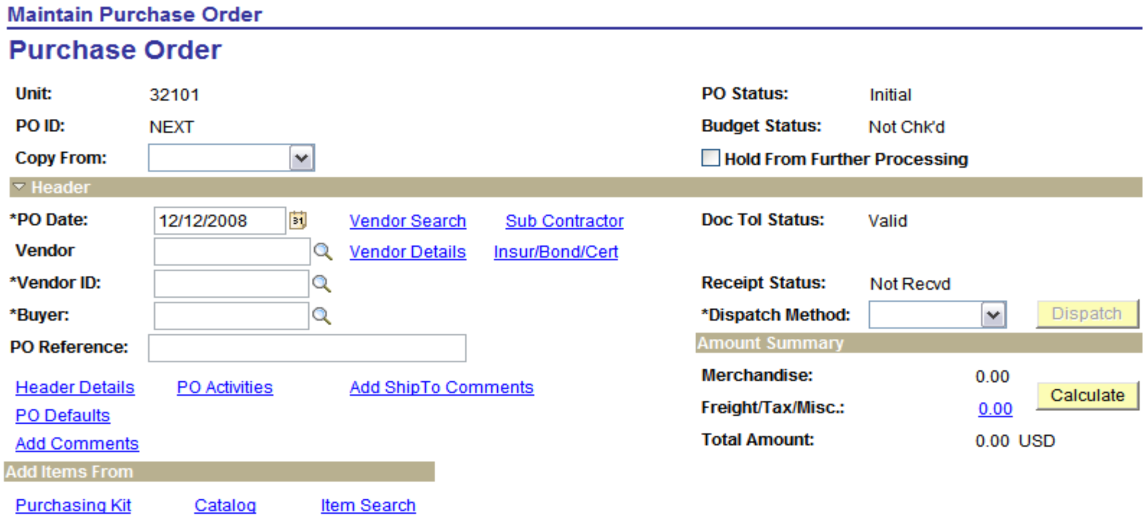
Creating Purchase Orders

1) **Contract Release Orders:** Navigate to the Purchase Order page by clicking the **Purchasing** link from the menu, then clicking the **Add/Update POs** link.



2) This will bring up the Search page. Click the **Add New Value** tab and select the desired Business Unit for the PO. The PO ID will default in. Leave the field at NEXT. Click the **Add** button.

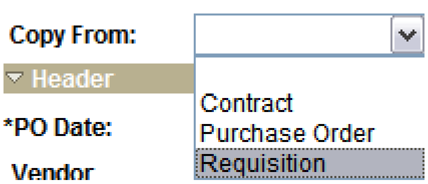




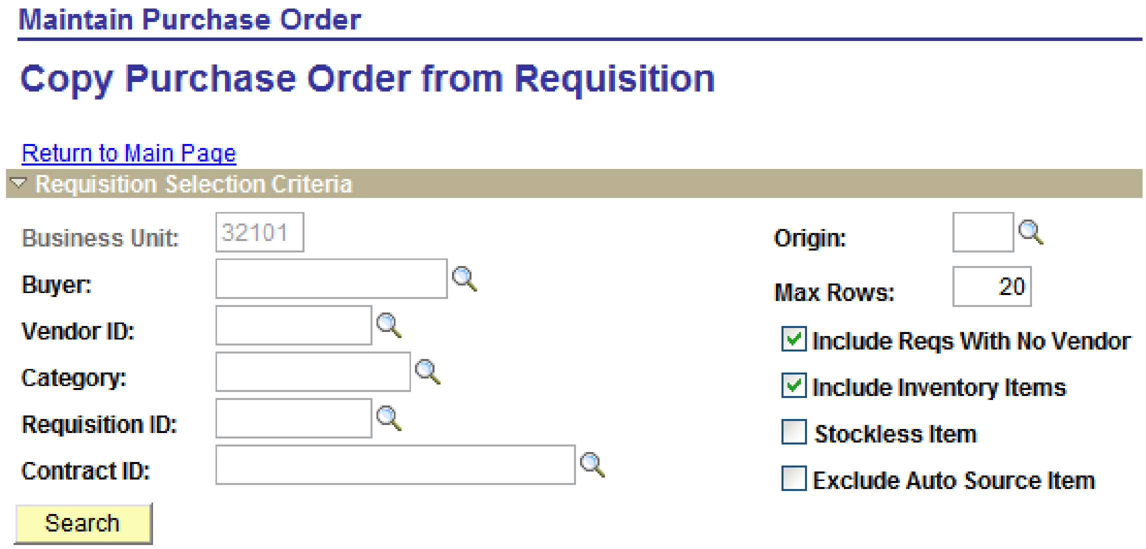
3) Enter the Vendor ID the Purchase Order is going to in the **Vendor ID** field. For Contract Release Orders, this will be found by looking at the Requisition lines for the contract Vendor assigned to the item.

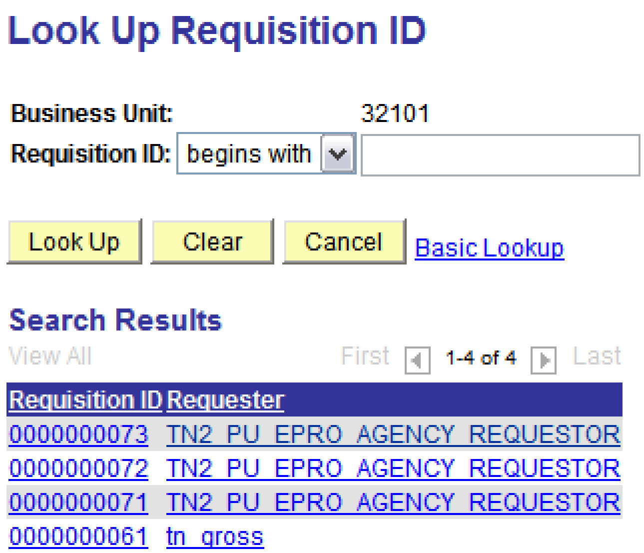
4) Enter your Buyer ID in the **Buyer ID** field. To do this, click on the Lookup Icon ( ) located by the Buyer ID Field, then scroll through the list until you find your name. Click the link to return to the main page with the Buyer ID field completed.

5) For Contract Releases, you will be copying from a Requisition created by your Agency Requester. To do so, click the **Copy From** drop-down box, and select the **Requisition** option. To do this, you must first have entered the Vendor ID into the Vendor ID field.

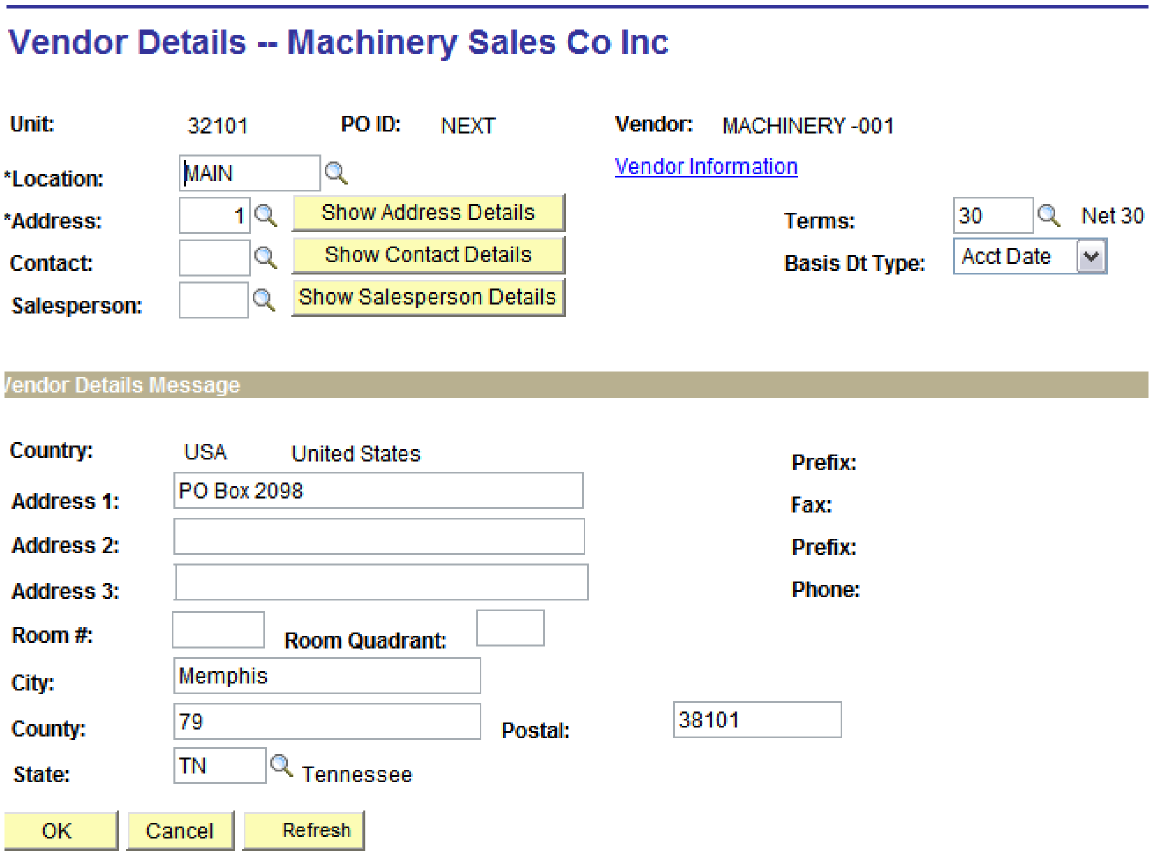


6) This takes you to the **Copy Purchase Order from Requisition** page. It is shown on the first picture below. Click the Lookup Icon ( ) by the Requisition ID field to bring up the **Look Up Requisition ID** page, shown on the second picture below. Type in your Business Unit if it did not default and press the Search button to bring up a list of Requisition IDs. Find the Requisition you were assigned and click the **Requisition ID** link.





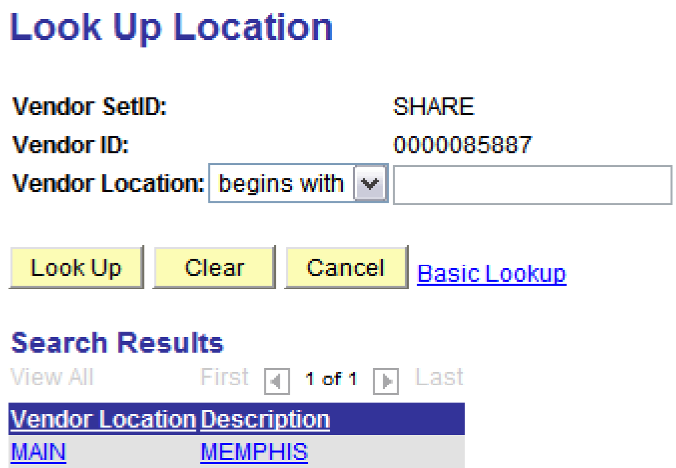
7) Clicking the correct Requisition ID will bring you back to the **Copy Purchase Order from Requisition** page. Click the **Select All** (Select All) link to select all the lines for copying. Then click the **Copy to PO (**Copy To PO**)** button to copy the requisition lines over to the PO.



8) This should default in all the information from the Requisition, and return you to the main Purchase Order page. Click the **Vendor Details** (Vendor Details) link, which takes you to the Vendor Details page.

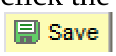
9) Click the Lookup Icon ( ) next to the **Terms** field, and select the appropriate set of Payment Terms. This can be obtained from the Vendor's quote or the Contract. The default is Net 30.

10) Check the Address listed to make sure the Vendor address is correct. If it is incorrect, use the Lookup Icon ( ) next to the **Location** field to select a different location and use the Lookup Icon ( ) next to the **Address** field to select a different address.



11) Once the correct address is entered, press the **OK** button at the bottom of the page to return to the main **Purchase Order** screen.

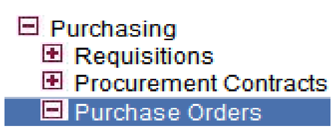
12) After reviewing all the information on the PO, return to the main **Purchase Order** page and click the **Save** button, located at the bottom of the screen.



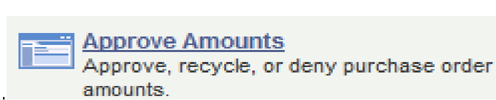
13) When all options are confirmed correct, you are now ready to Budget Check. This encumbers funds for the Purchase Order. To Budget Check, click the **Budget Check** ( ) icon located at the top right of the page. It will show as Processing for a few seconds, then it will come back with **Budget Status**: **Valid**. An example is shown at the top of the next page.

14) After completing the Budget Check, click the Save button, located at the bottom of the main **Purchase Order** page.

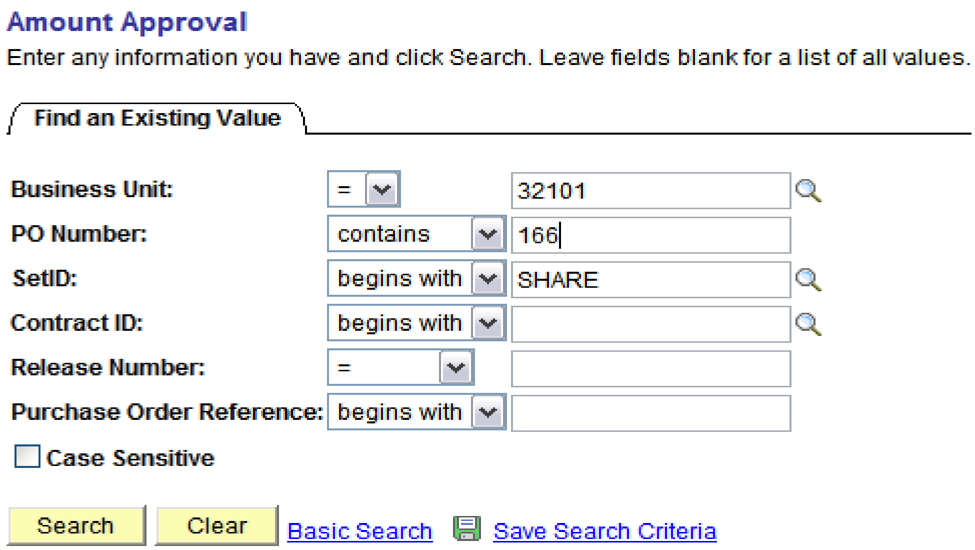
15) You must now submit the PO into Workflow. To do so, click the **Purchasing** link on the left-hand menu. Then click **Purchase Orders**.



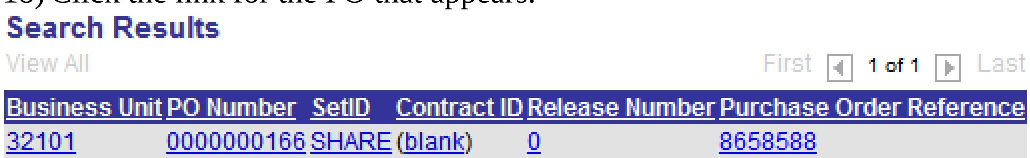
16) Click the **Approve Amounts** link under the Purchase Order section.



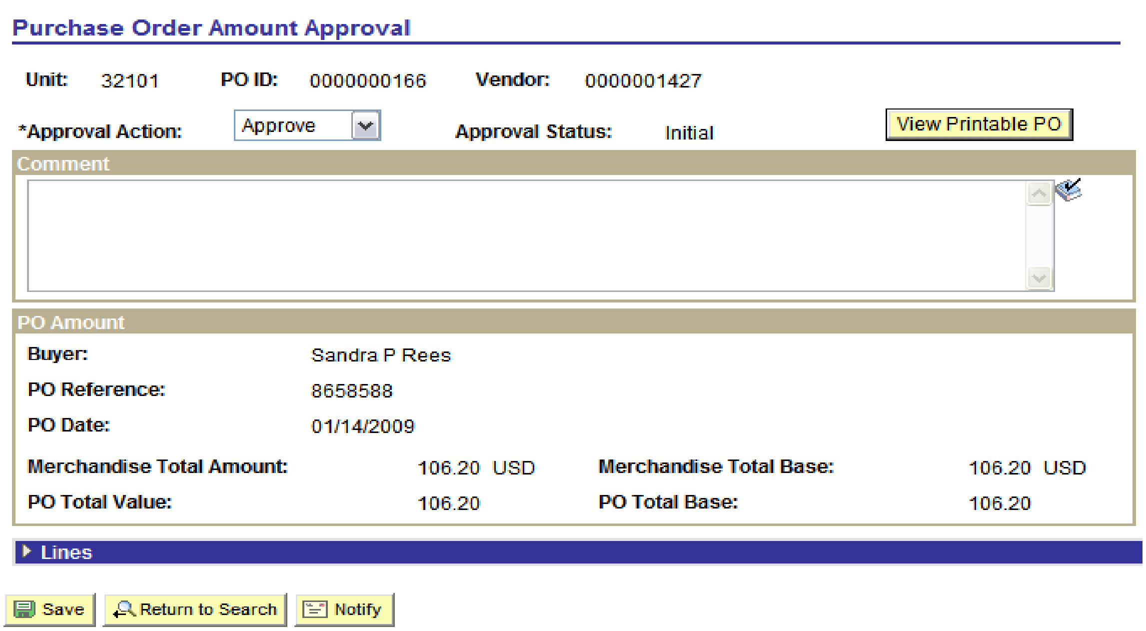
17) Use the Search screen that appears to find your Purchase Order by typing the PO number into the **PO Number** field and changing the drop-down box from **Begins** to **Contains**, as shown below. Then press **Search**.



18) Click the link for the PO that appears.



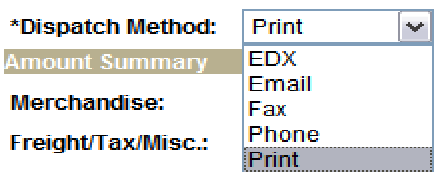
19) This will take you to the Approve Order Amounts screen, shown below. Make sure the drop-down box is set to **Approve**, then press the **Save** button. It defaults at **Approve**.



Once all approvals are met, the Purchase Order can be dispatched.

Dispatching Purchase Orders

1) Navigate back to the main Purchase Order page. The Purchase Order is now ready for Dispatch. Check the **Dispatch** drop-down menu on the main page, choosing either Print or E-mail. Do not choose Fax, EDX or Phone methods, as those are not currently supported.



2) Click the Dispatch button, which will only be highlighted if all approvals have been met. This will take you to the **Dispatch Options** page. Leave the options at default, then press the **OK** button.

3) A prompt will appear asking you if you wish to “Wait for confirmation that the PO Dispatch process is complete?” Click the Yes button. After the PO Dispatch process is ran, a new browser window will open.

4) Click the PO Dispatch (listed as **PODISP**) process in the new window. Click the blue link that says **Notify Success**. This takes you to the **Process Detail** page. Click the **View Log/Trace** link, at the bottom right, to open a list of files. Click the one ending in .PDF to open the finalized Purchase Order to be printed, e-mailed, or faxed to the vendor.

Your Direct-Connect Contract Release is now complete.

APCAT Contract Release Orders by Lot

Many state contracts are set up according to the "APCAT" principle, where Vendors bid a catalog of items and offer a % discount or markup that applies to every item in that catalog. Instead of 10,000 contract lines for a 10,000 item contract, there would be one "APCAT" line that can be used to buy any item in that catalog at the stated discount/markup.

This process does not translate into Edison very well. However, it can still be done. Items that are included in an "APCAT" line on a contract will be ordered by doing an eProcurement Requisition, Special Request Type (to describe the item). For items that are all included on the same line of the contract, they can be bundled together as one "Special Request" line.

Two restrictions:

- Items that must be tagged as "Sensitive" in the Assets module (items that need a State Tag #) CANNOT be ordered through the standard Special Request method that will be listed below. They must have their own separate Edison ID number. **This applies even if they are covered under a pre-existing APCAT contract line.**

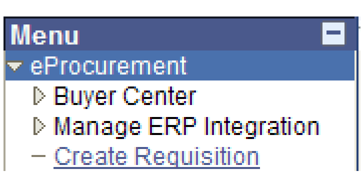
- Items from the same APCAT Contract Line can be bundled together on one Special Request line, but items from different Contract Lines must be put on separate lines in the eProcurement Requisition.

Creating New Requisitions

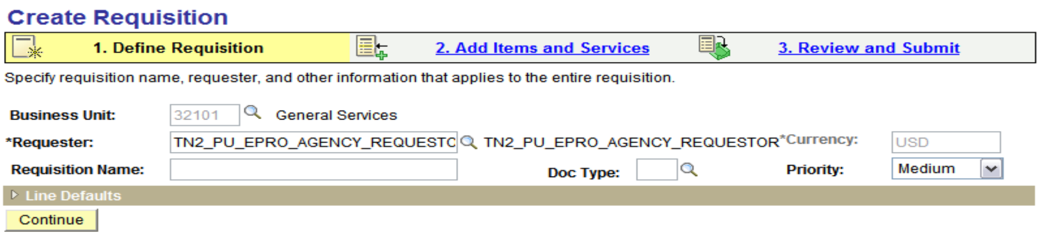
Agency Level- Requester

1) To create a Requisition, you must first be logged in to Edison. After logging in, click the **FSCM** link under the Enterprise menu, on the left side of the page.

2) The next step is to navigate to the **Create Requisition** page. Click on **eProcurement** from the left-hand menu. Then click **Create Requisition**, as shown in the picture below this paragraph, on the left. This can also be accessed by using the eProcurement link in the Main Menu at the center of the page. A picture of this is on the right.



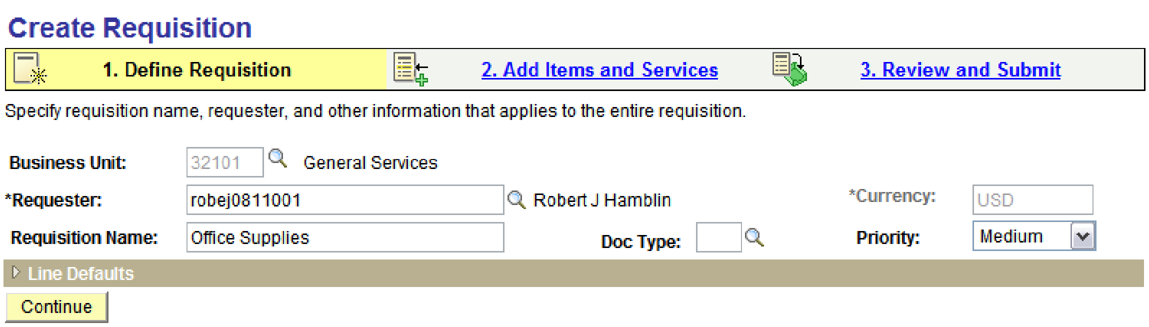
3) Clicking on Create Requisition will bring up a new page, with a title saying **Create Requisition** in blue at the top. This is the main page for creating a Requisition, and has links to 3 tabs that need to be completed. The tab that is currently shown will be highlighted in yellow. See the picture below for an example.

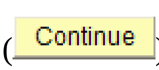


Step 1: Define Requisition

1) The Define Requisitions tab should be highlighted in yellow. If not, click on Define Requisitions. Make sure that your **Business Unit** and **Requester** defaulted in correctly. Now you must assign a Requisition Name.

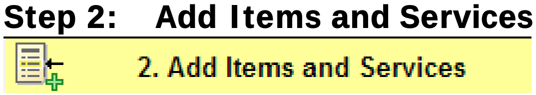
Requisition Name: Click in the **Requisition Name** field and then type in a name for the Requisition. The name needs to describe the items being purchased on the Requisition, in enough detail to be able to identify what the Requisition is being used for. When buying off of an APCAT contract and grouping your items, use a name that describes everything being bought.



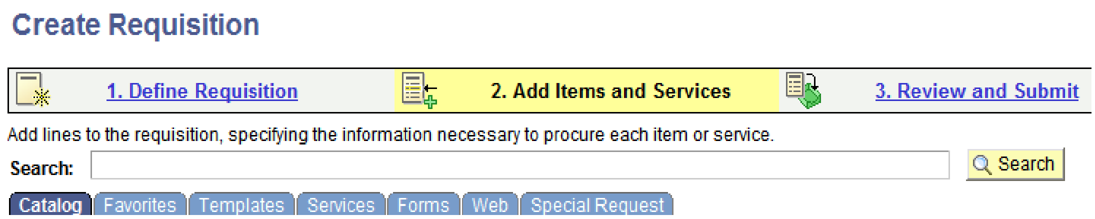
2) After naming your Requisition, click the Continue Button (

) located at the bottom to move to the next step in the Requisition Process.

Step 2: Add Items and Services



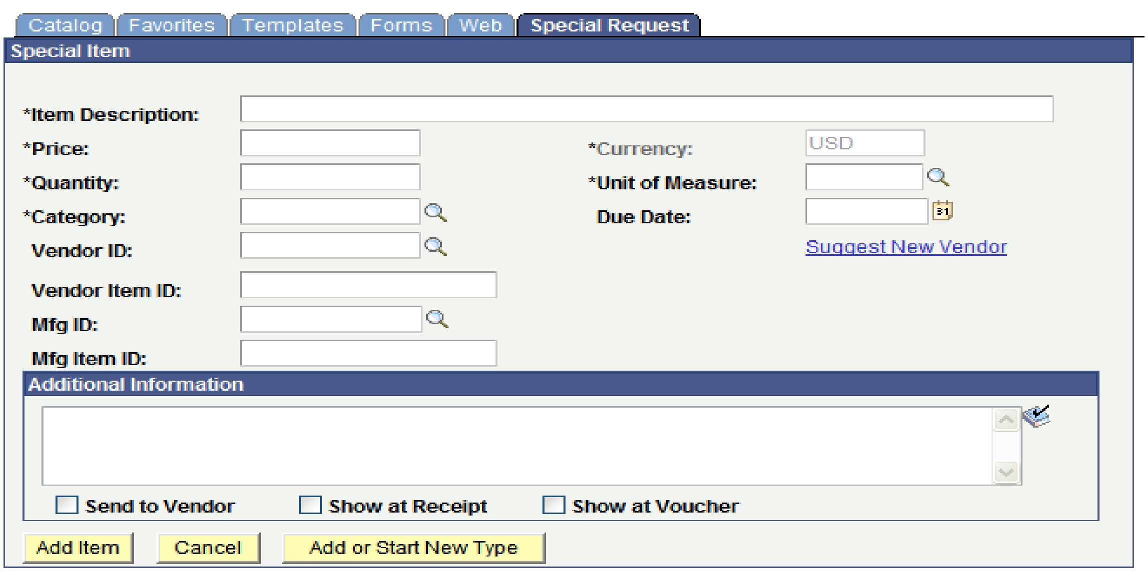
1) The next step is to add items to the requisition. The main **Add Items and Services** page has 7 tabs at the top. Each of these tabs contains a different way to create Item Lines on a Requisition. A picture of the main Add Items and Services page is shown below.



2) When ordering off an APCAT contract for non-Asset items, you will be using the **Special Request** tab, at the far right.

- **Special Request-** The Special Request tab can be thought of as a kind of "catch-all" tab. It allows you to type descriptions for items that are not in the Item Master, including contract items that are selected on the "As Per Catalog" (APCAT) principle.

3) To enter a Special Request for APCAT, click the "Special Request" tab, highlighted in the example below. Then click the **Special Item (**Special Item**)** link. It will take you to the screen shown below.



The Special Request tab has several fields where information must be entered. The bulleted listed below lists these fields.

All the fields marked with an asterisk (*) must be completed.

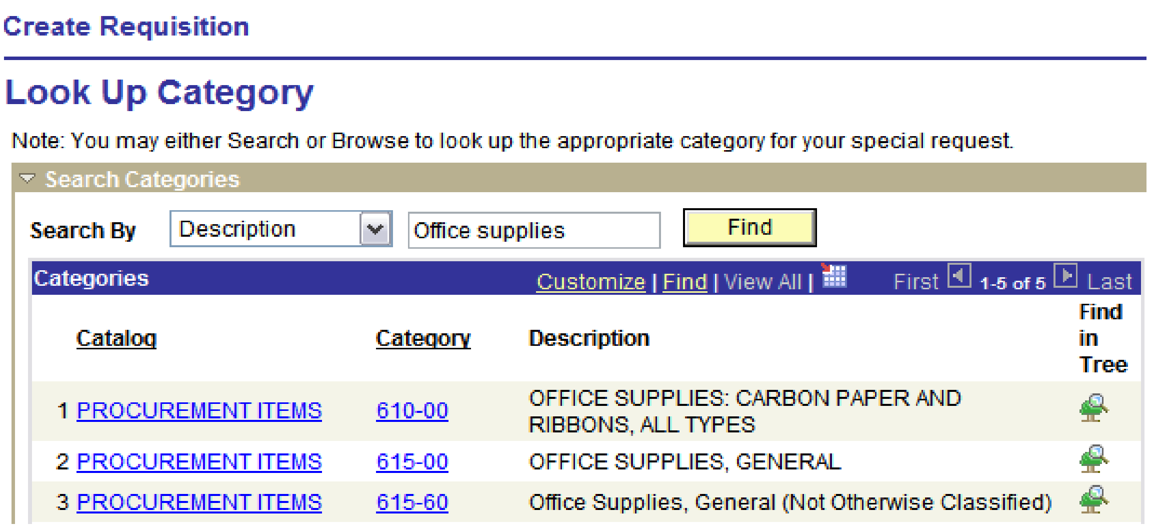
a) **Item Description**: This is used to enter a description that includes all the APCAT items on the line. For example, "Office Supplies" could cover Pens, Tape, Staples, a Stapler and White-out.

b) **Price**: This is the estimated price for the item.

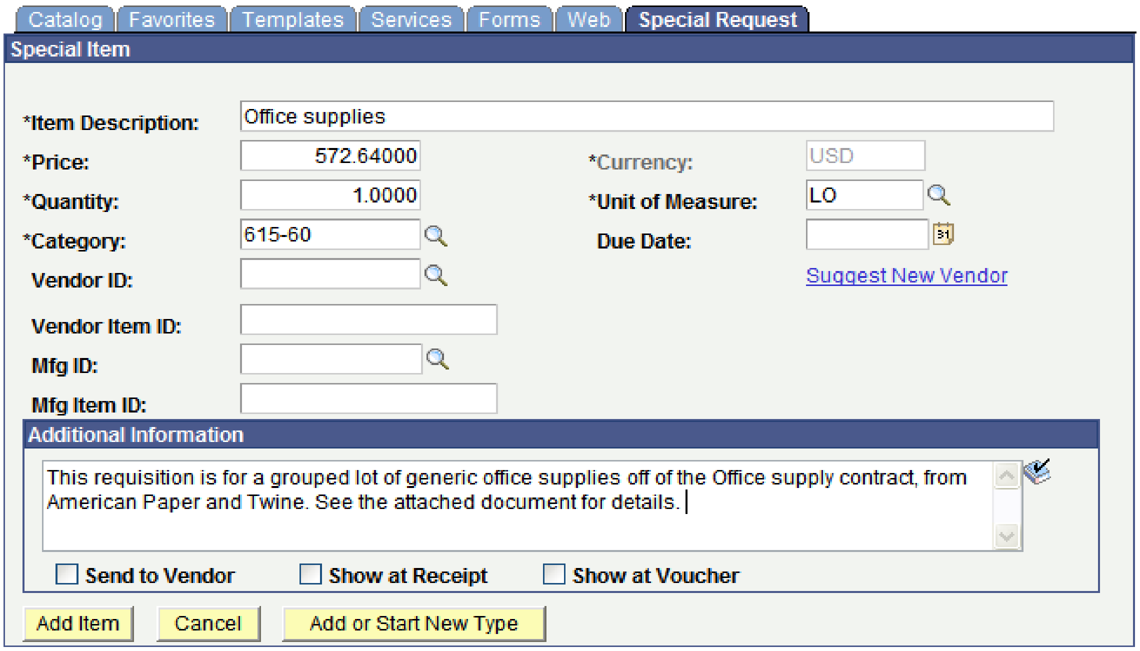
c) **Quantity**: This is the quantity needed. For Grouped APCAT items, this will always be 1.

d) **Unit of Measure**: This is used to select a Unit of Measure. For Grouped APCAT items, this will always be **LO** for "Lot".

e) **Category**: This is the National Institute of Government Purchasing (NIGP) code category. NIGP codes are the standard being used for Edison, replacing the old Tennessee Commodity Code (TCC) system. Press the Lookup Button ( ) to pull up the NIGP search screen. Type a description in the Description field and press the Find button. This will display a list of valid NIGP codes. Select the appropriate code from the list by clicking the link in the Category column. This will return you to the Special Item screen.



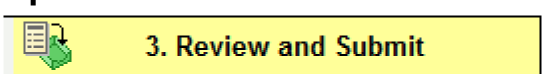
f) On the Special Request page, click in the Additional Information field and type in a brief description of the order. Specific items bought will be on the invoice, which should be scanned and added as an attachment.



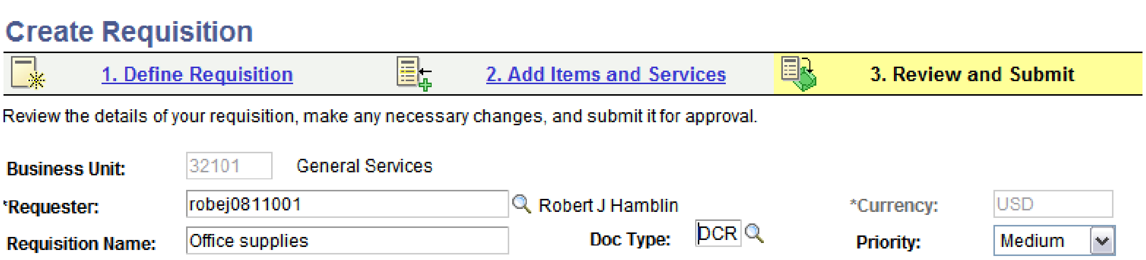
g) The picture above shows an example of what all should be included on the Special Item tab. After entering in all the required fields press the Add Item button (Add Item).

- **Repeat this process if items from a different APCAT line from the same contract need to be added.** After all the requested items appear in the Requisition Summary box on the left side of the page, click the **Review and Submit** tab located at the top right. You will now go to step 3, Review and Submit.

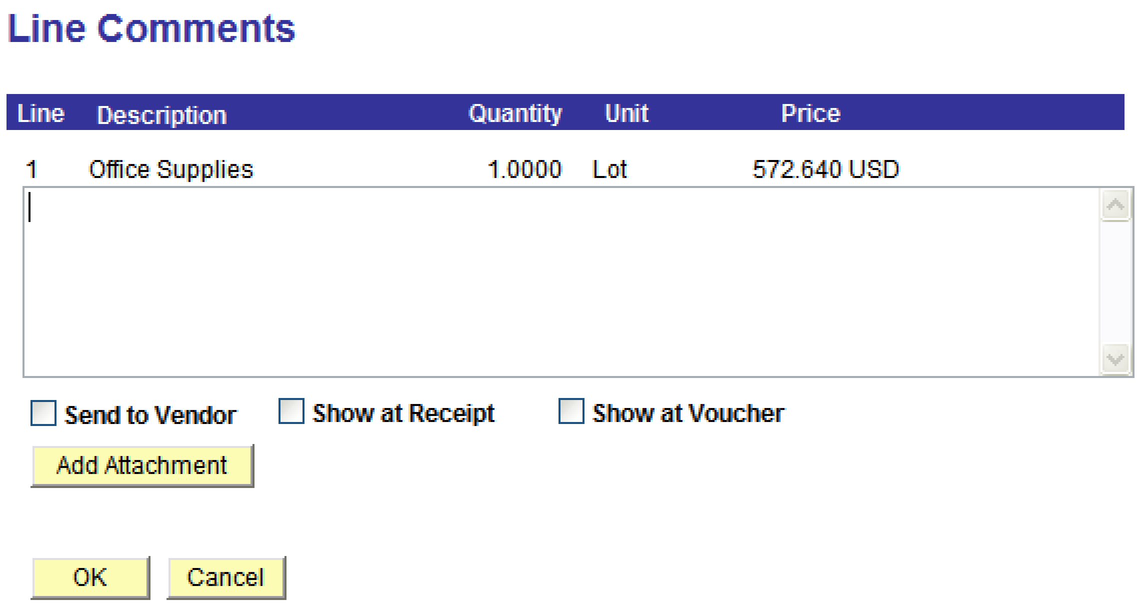
Step 3: Review and Submit



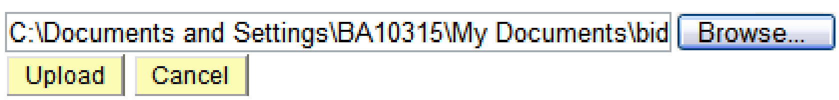
Reviewing and Submitting Requisitions: The final step in the Requisition process is the **Review and Submit** page. It contains a summary of the Requisition information. The first thing you must do on this page is enter your Document Type, **DCR,** for Contract Release Order.



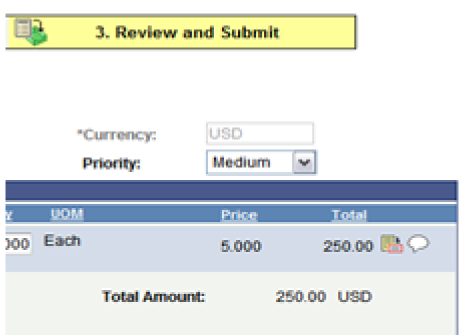
1) For grouped APCAT lines, you must attach a scanned list of the items, or a copy of the invoice received. To do so, scroll over to the right on the Review and Submit tab, and click on the Comments icon ( ). This takes you to the **Line Comments** page, shown below.



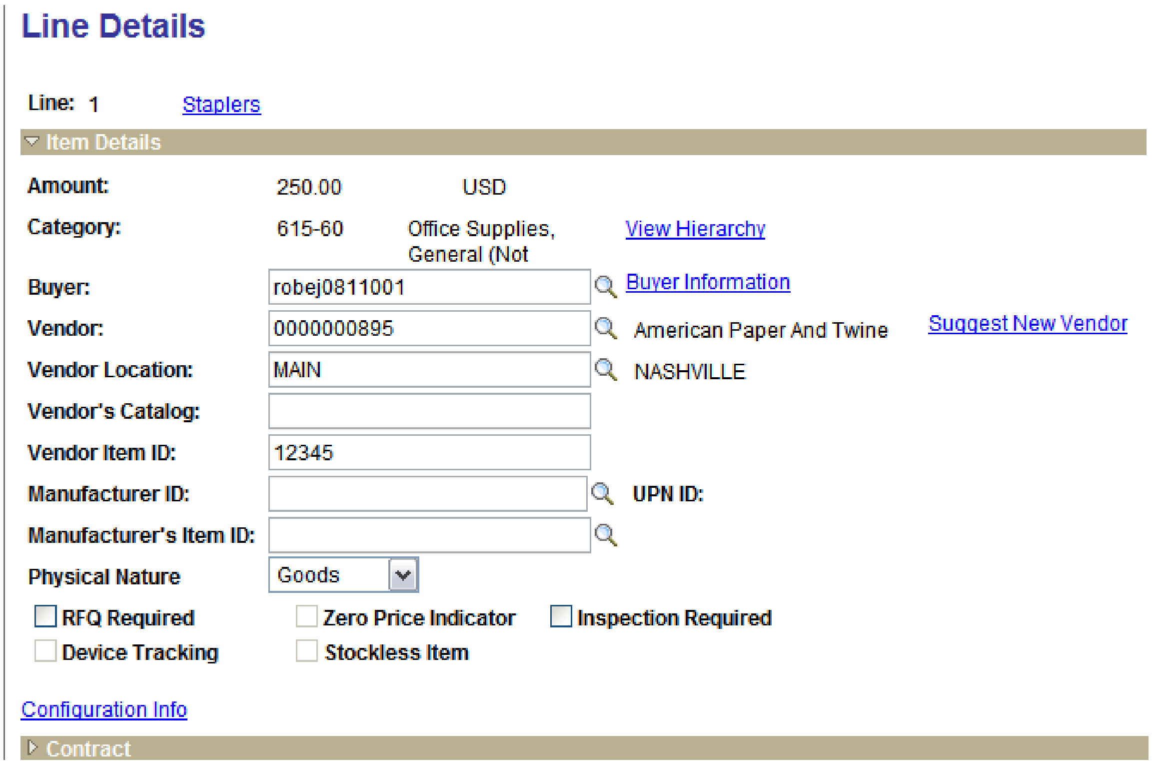
2) Click the Add Attachment button, find the file on your PC by using the Browse button, and then click Upload. This attaches the file and returns you to the Line Comments page. Click OK to return to the main Review and Submit page.



Important: Each APCAT line on the Requisition must have the Contract ID associated with it. To do so, scroll to the right of the screen and click on the "Line Details" icon.

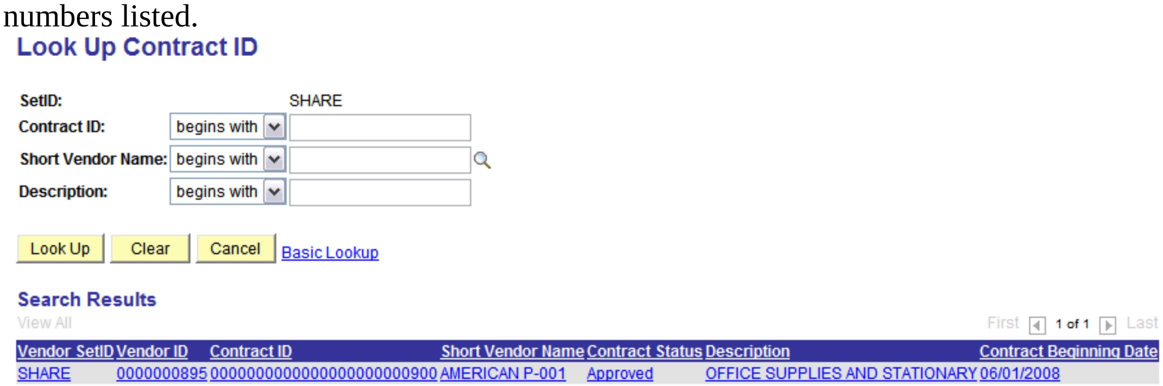


Clicking the Line Details icon will bring you to the Line Details page.

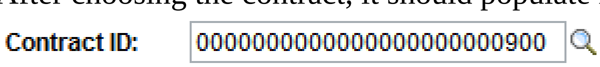


Click the Expand button ( ) next to the "Contract" section. Contract

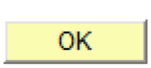
Click the Lookup Icon next to the Contract ID field. Choose the contract from the numbers listed.



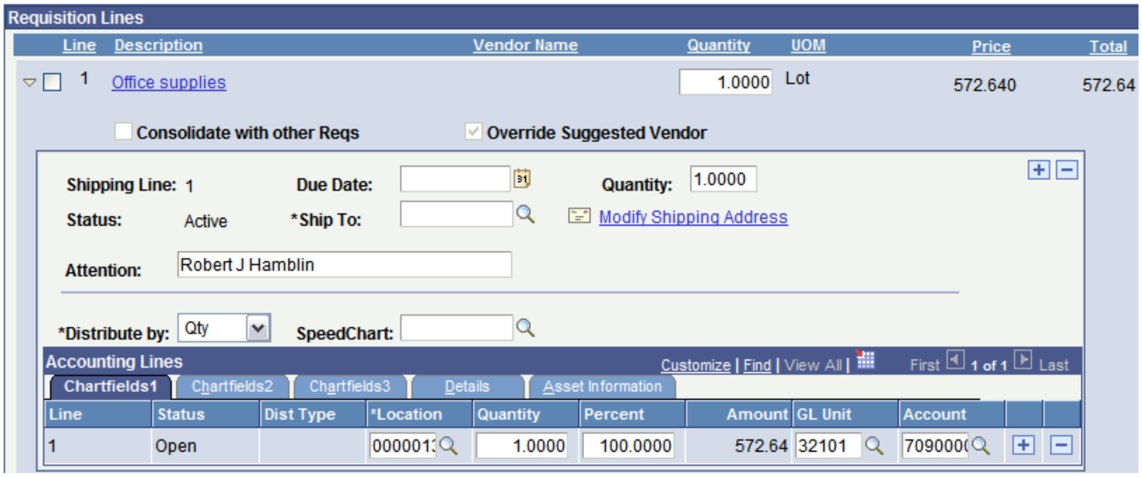
After choosing the contract, it should populate into the Contract ID field.



Then press the OK button at the bottom of the page to return to the main Review and Submit page.



3) You can now review the line information. Use the "Expand Section" button (▷) to view the entire line table, scrolling to the right using the scrollbar at the bottom of the screen if necessary. Below are some sections that may need to be reviewed.



Altering Quantity:

The Line, Description, Vendor Name, Quantity, UOM, Price and Total are all pulled over from Step 2. If changes need to be made to the Quantity, click on the Quantity field and type in the new amount.

Deleting Lines:

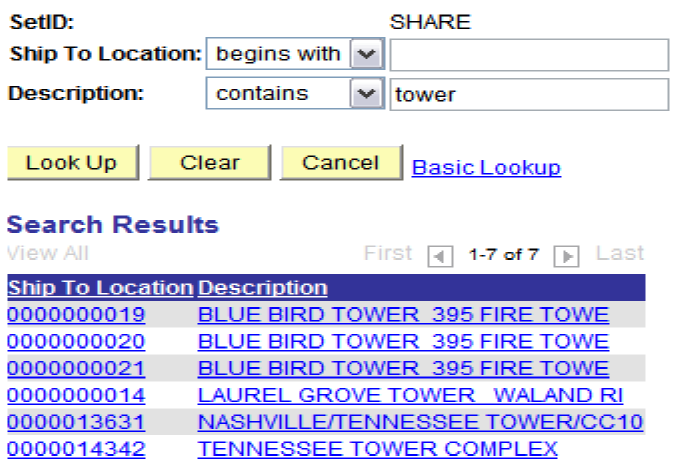
If a line needs to be deleted, click the check box next to the line, then press the Delete button. This will delete the line. If you only have one line, you cannot delete it. **Once a line is deleted it cannot be recovered. You must re-enter the line from step 2, (Enter Line Items) if you delete it.**

Shipping Addresses:

To modify a Shipping Address, you must first expand the table by using the Expand Section button. This will show the ***Ship-To** field. It may be blank, or may default to PMFMSHIPTO, both of which must be changed.

- o Click the Lookup Icon (🔍) next to the Ship-To field. This brings you to the Look Up Ship To page.

- Use the Look Up Ship To screen to find your specific Ship To location. Type part of your building name or address into the **Description** field. Change the drop-down from "begins with" to "contains". Then press the Look Up button. This will pull up a list of agency locations.



SetID: SHARE

Ship To Location: begins with

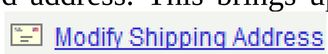
Description: contains tower

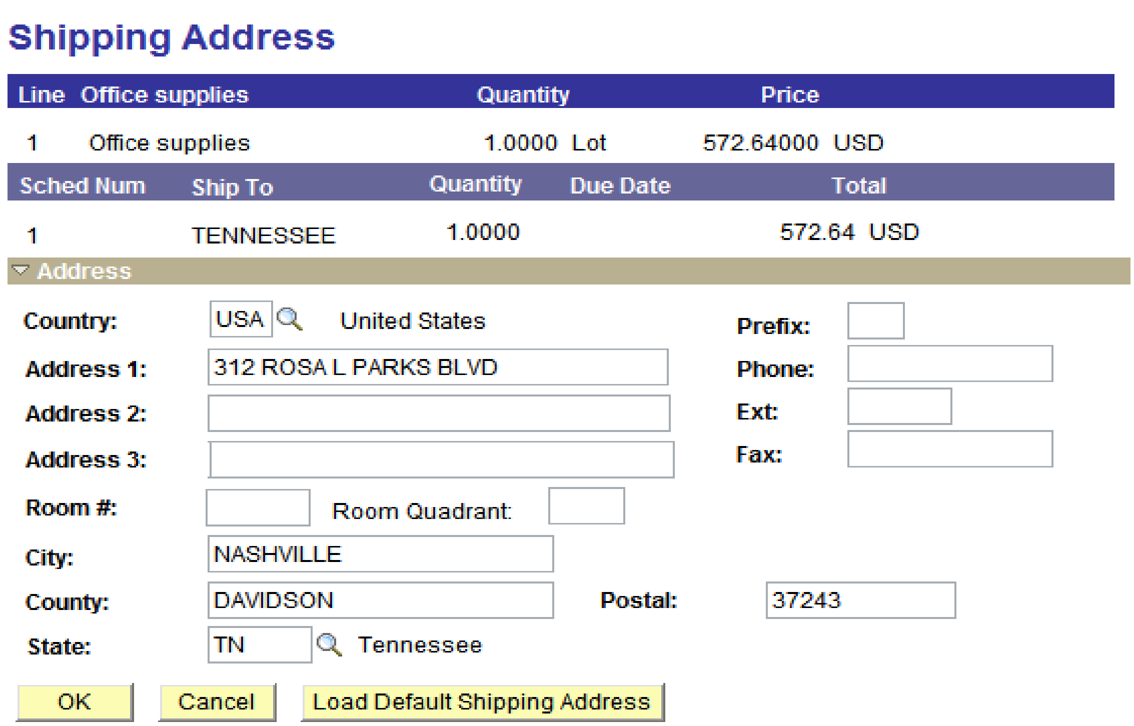
Look Up | Clear | Cancel | Basic Lookup

Search Results

View All First 1-7 of 7 Last

Ship To Location	Description
0000000019	BLUE BIRD TOWER 395 FIRE TOWE
0000000020	BLUE BIRD TOWER 395 FIRE TOWE
0000000021	BLUE BIRD TOWER 395 FIRE TOWE
0000000014	LAUREL GROVE TOWER WALAND RI
0000013631	NASHVILLE/TENNESSEE TOWER/CC10
0000014342	TENNESSEE TOWER COMPLEX

Click the location that seems correct. This will send you back to the main page. Use the Modify Shipping Address link, located to the right of the Ship-To field to check the pulled address. This brings up the address information tied to that Ship-To location. 



Shipping Address

Line	Office supplies	Quantity	Price
1	Office supplies	1.0000 Lot	572.64000 USD

Sched Num	Ship To	Quantity	Due Date	Total
1	TENNESSEE	1.0000		572.64 USD

Address

Country: USA United States

Prefix:

Address 1: 312 ROSA L PARKS BLVD

Phone:

Address 2:

Ext:

Address 3:

Fax:

Room #: Room Quadrant:

City: NASHVILLE

County: DAVIDSON Postal: 37243

State: TN Tennessee

OK | Cancel | Load Default Shipping Address

Verify that the information is correct. If it is not, choose a different Ship-To location.

Chartfields:

All Chartfield ("Accounting") information should default in based on the User's Profile preferences.

Each of the fields listed below must have information populated in them.

- Location: Found on the Chartfields1 tab.
- GL Unit: Found on the Chartfields1 tab.
- Account: Found on the Chartfields1 tab.
- Fund: Found on the Chartfields2 tab.
- Department: Found on the Chartfields2 tab.
- Location CF: Found on the Chartfields2 tab.

If this is not the case, this means one of two things. Either the user's setup is incorrect, or the user is a "Buyer" for many separate locations at an agency (Centralized Procurement).

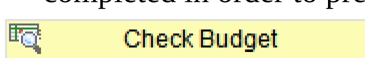
- If the user's setup is incorrect, and they must contact the Edison Helpdesk to request that their access, rolemapping and preferences be corrected. They may need to work with their Agency Fiscal Office and Agency Security Administrator for more information on this process.

- If the user is a Centralized Procurement officer for many locations in their agency, they will have to work with their Agency Fiscal Office to obtain all the correct Chartfield information for each location they buy for.

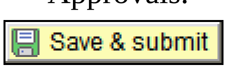
DGS Purchasing is not able to view, access, change or review individual Account Preferences, and does not have access to what the "correct" Account/Chartfield information should be for any given location. This is the sole responsibility of the Agency and Agency Fiscal Office.

❖ **Repeat as necessary for all lines**

4) To Budget Check the Requisition, press the "Check Budget" button. This must be completed in order to pre-encumber funds.



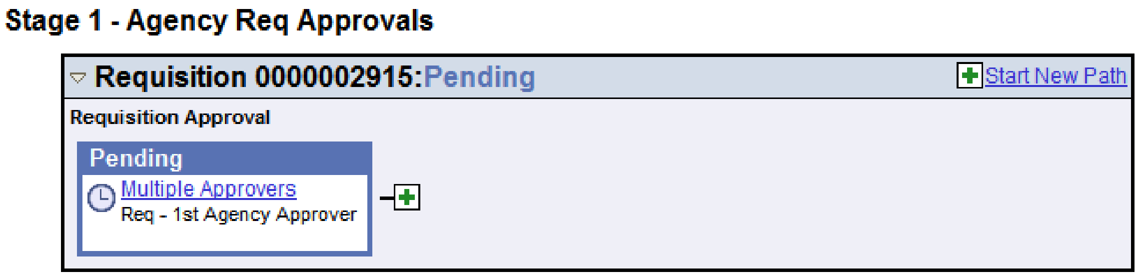
5) After Budget Check, press the "Save and Submit" button to send the Requisition for Approvals.



6) Once the Requisition has been saved, a screen appears showing the approval path. It will have a **Requisition ID** number underneath the Requisition Name. This is used to search for the Requisition if needed later. This screen also shows the Approval paths.

Approvals

c) To view more information on the approvers, click on the "Multiple Approvers" (Multiple Approvers) link. This will bring up a window with a list of all the approvers currently assigned to the Requisition.



d) T o add additional approvers, click the Insert Approver button. ( ) This will bring up a new window. Select the User ID of the approver to be added by clicking the Lookup button ( ) next to the User ID field, then selecting the User ID from the list. The Approver you wish to add must be in the system as an Approver before you can select them.

i. Use the Radio Buttons below the User ID Field ( ) to select if the person will be added as an Approver or Reviewer. Reviewers receive a notice through their Workflow to review the item, but are not required to approve. Approvers *must* approve to continue the process.

ii. After selecting the Approver's User ID and their function (Approver or Reviewer), click the Insert (Insert) button. This returns you to the main approval screen.

Requisitions must pass all approvals before being sent on to create a Purchase Order.

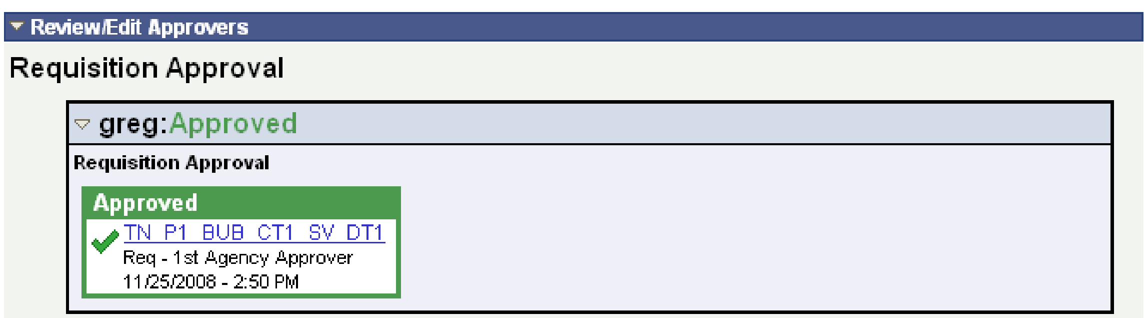
✸ **Note on Approvals:** The eProcurement Requisition process is being taught as the main method for all forms of Procurement because it automatically builds necessary approvals based on the item's NIGP code, the dollar amount of the purchase and the business unit. These approvals are set up in Workflow by Edison, and include all ***commodity approvals***.

✸ Any problems with Workflow need to be called in as a ticket to the Edison Helpdesk (741-4357).

o **<u>To view the status of the Requisition</u>**, go to the Manage Requisitions page. Click ePurchasing, then Manage Requisitions.

Scroll down until the Requisition number is found, or use the Search function to search by the Requisition ID (**Requisition ID:**).
The Approval Status and Budget Check status of the Requisition are listed in this table.

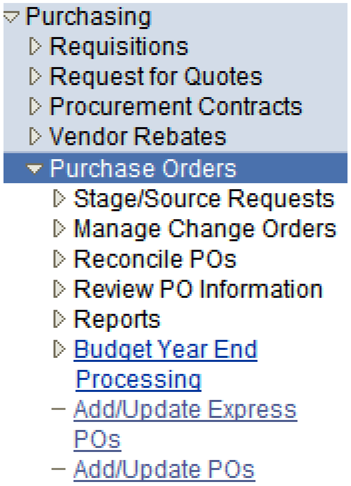
o Once the Approvals have been met, the Requisition Approval screen will change to show that the Requisition has been approved. See the picture below for an example.



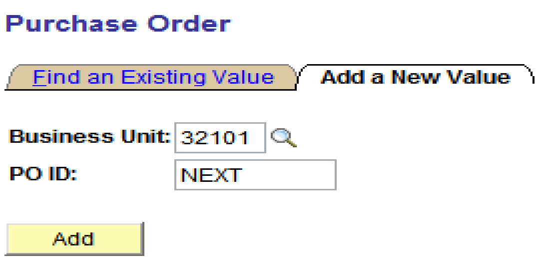
When the Requisition is approved, you are ready to proceed.

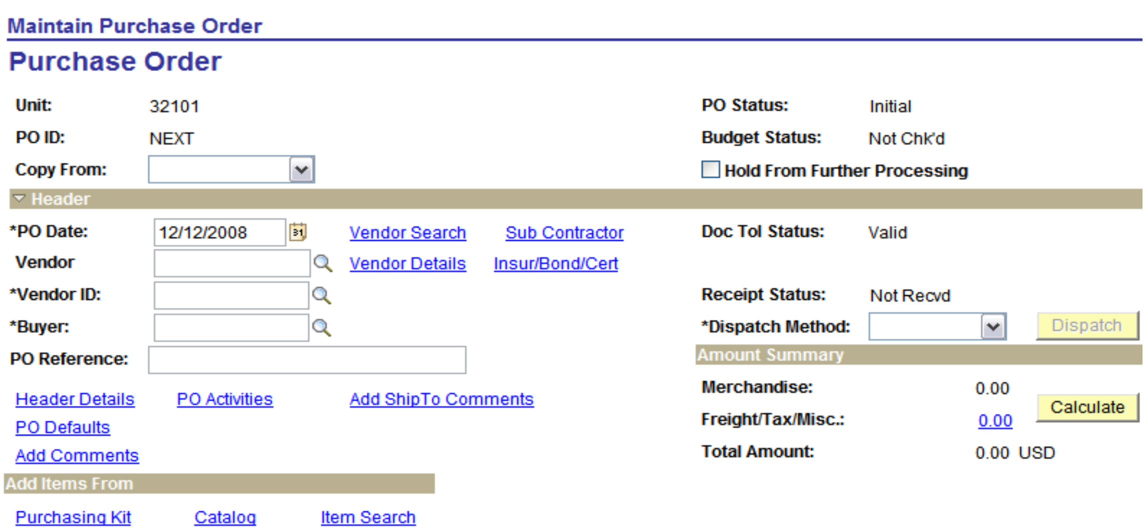
Creating Purchase Orders

20) Navigate to the Purchase Order page by clicking the Purchasing link from the menu, then clicking the Add/Update POs link.



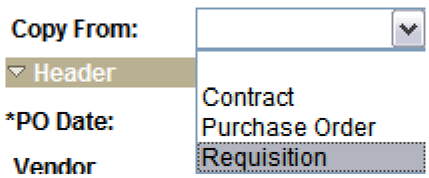
21) This will bring up the Search page. Click the Add New Value tab and select the desired Business Unit for the PO. The PO ID will default in. Leave the field at NEXT. Click the Add button.



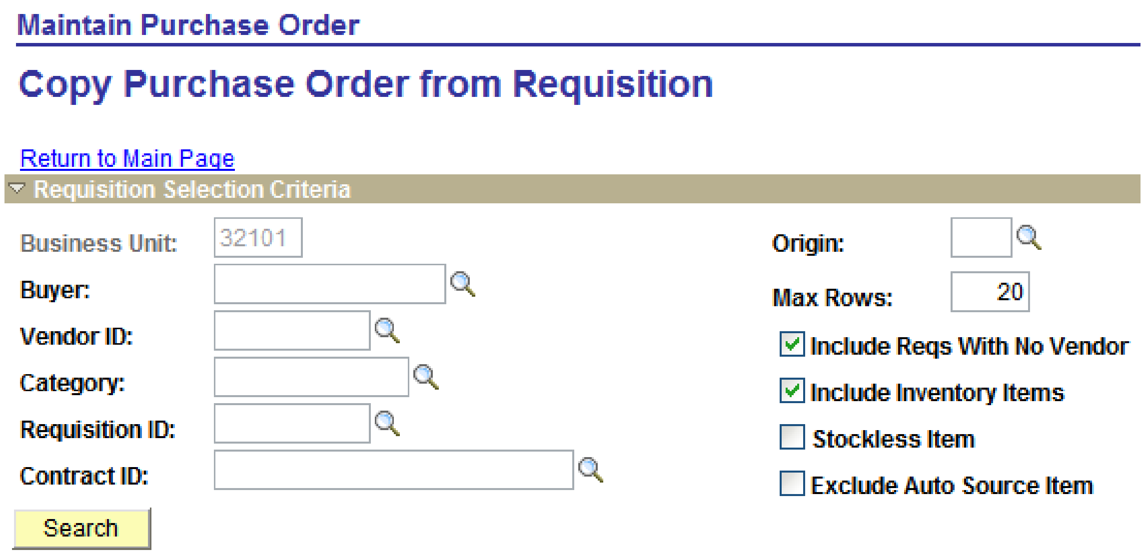


22) Enter the Vendor ID the Purchase Order is going to in the **Vendor ID** field. For contract releases, this will be the vendor on the contract.

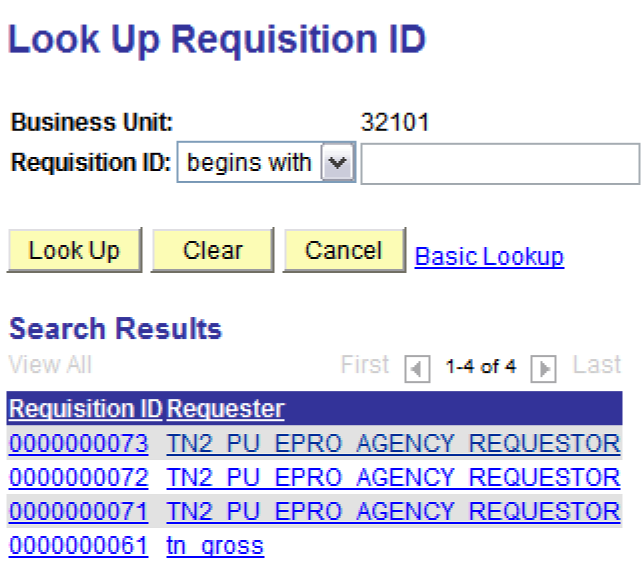
23) For Contract Releases, you will be copying from a Requisition. Click the **Copy From** drop-down box, and select the **Requisition** option. To do this, you must first have entered the Vendor ID into the Vendor ID field.



24) This takes you to the **Copy Purchase Order from Requisition** page. It is shown below.



Click the Lookup Icon (🔍) by the Requisition ID field to bring up the **Look Up Requisition ID** page, shown on the picture below. Then, type in your Business Unit if it did not default and press the Search button to bring up a list of Requisition IDs.



Find the link for the correct Requisition ID and click it.

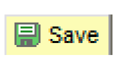
25) Clicking the correct Requisition ID will bring you back to the Copy Purchase Order from Requisition page. Click the Select All (Select All) link to select all the lines for copying. Then click the **Copy to PO (**Copy To PO**)** button to copy the requisition lines over to the PO.

26) This should default in all the information from the Requisition, and return you to the main Purchase Order page. Review the lines at the bottom of the page.

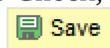
27) Click the Vendor Details (Vendor Details) link, which takes you to the Vendor Details page.

28) Check the Address listed to make sure the Vendor address is correct. If it is incorrect, use the Lookup Icon ( ) next to the **Location** field to select a different location and use the Lookup Icon ( ) next to the **Address** field to select a different address.

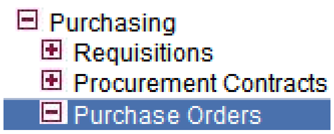
29) Once the correct address is entered, press the OK button at the bottom of the page to return to the main Purchase Order screen. After reviewing all the information on the PO, click the Save button, located at the bottom of the screen.



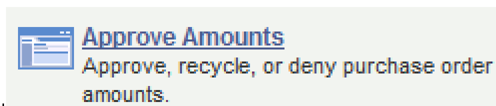
30) When all options are confirmed correct, you are now ready to Budget Check. This encumbers funds for the Purchase Order. To Budget Check, click the **Budget Check (** **)** icon located at the top right of the page. It will show as Processing for a few seconds, then it will come back with **Budget Status**: **Valid**.

31) After completing the Budget Check, click the Save button, located at the bottom of the main **Purchase Order** page. 

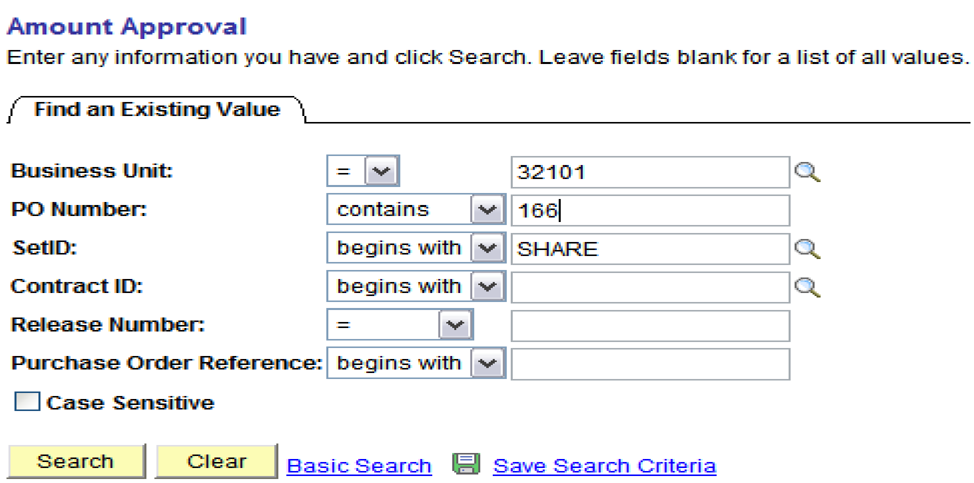
32) You must now submit the PO into Workflow. To do so, click the "Purchasing" link on the left-hand menu. Then click "Purchase Orders".



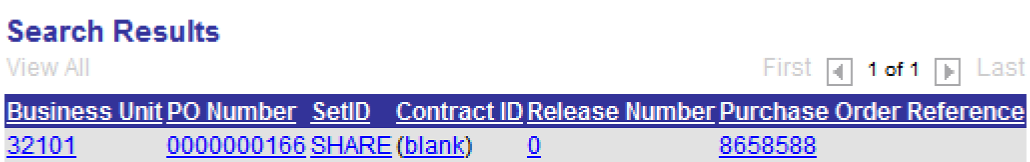
33) Click the "Approve Amounts" link under the Purchase Order section.



34) Use the Search screen that appears to find your Purchase Order by typing the PO number into the "PO Number" field and changing the drop-down box from Begins to Contains, as shown below. Then press Search.

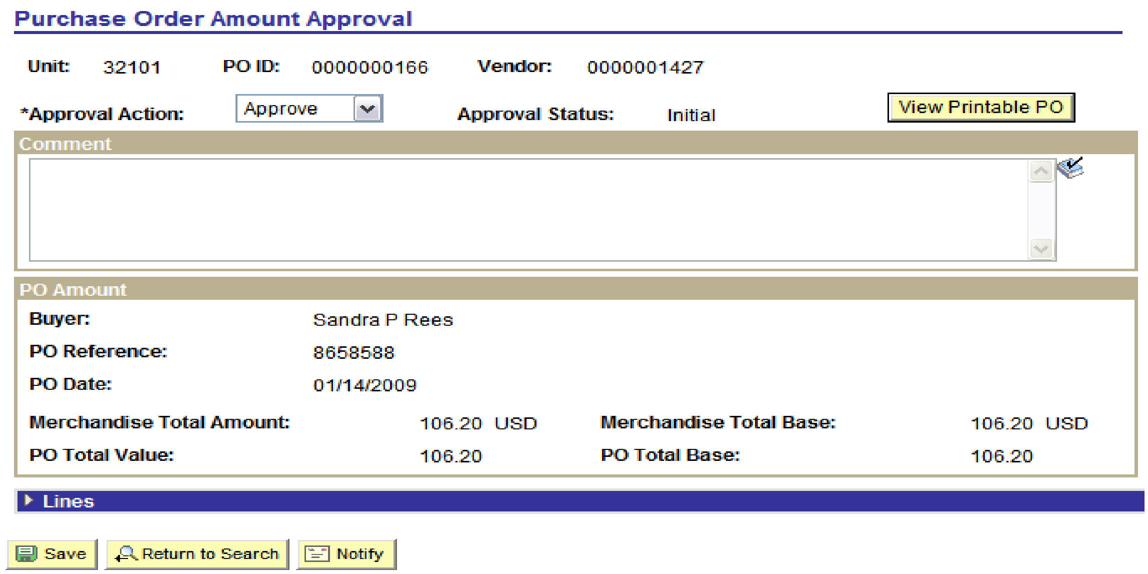


35) Click the link for the PO that appears.

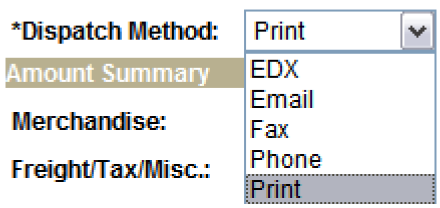


36) This will take you to the Approve Order Amounts screen, shown below. Enter any necessary approval comments into the Comment field.

37) Make sure the drop-down box is set to "Approve" (the default). After comments are entered, press the Save button.



38) Navigate back to the main Purchase Order page. The Purchase Order is now ready for Dispatch. Check the **Dispatch** drop-down menu on the main page, choosing either Print or E-mail. Do not choose Fax, EDX or Phone methods, as those are not currently supported.



39) Click the Dispatch button, which will only be highlighted if all approvals have been met. This will take you to the **Dispatch Options** page. Leave the options at default, then press the **OK** button

40) A prompt will appear asking you if you wish to “Wait for confirmation that the PO Dispatch process is complete?” Click the Yes button. After the PO Dispatch process is ran, a new browser window will open.

41) Click the PO Dispatch (listed as **PODISP**) process in the new window. Click the blue link that says **Notify Success**. This takes you to the **Process Detail** page. Click the **View Log/Trace** link, at the bottom right.

This will open up a list of files. Click the one ending in .PDF. This will open up the finalized Purchase Order as a .PDF document, which can then be printed or e-mailed, or printed and faxed to the vendor.

Asset Item Contract Orders

Procurement requests to order any item that must be tagged as "Sensitive" (meaning it has a State Tag number, hereafter referred to as an "Asset") are handled differently from other kinds of orders. The main reason for this is because **any item that must be tagged in the Assets module has to have an Edison Item ID that is properly set up as an Asset Item.** This causes problems for any items that would previously have been ordered under the "As Per Catalog" (APCAT) principle, along with any one-time Purchase that would normally be entered as a Special Request.

To determine whether or not an item is likely to be an Asset, please consult the section of the POST User Manual beginning on page 96. This manual is accessible through the following link. (http://www.intranet.state.tn.us/generalserv/fiscal/documents/postuserman.pdf) The main page for the Assets Division is located at the Office of Administrative Services Property of the State of Tennessee website, http://www.intranet.state.tn.us/generalserv/fiscal/ofmpost.html .

The section below is a brief summary of the asset guidelines. However, **this information is subject to change**, and it would be best to consult the OAS POST website prior to ordering.

Asset Guidelines (as of 5/26/2009)

Requirements for an item being marked as an Asset

A. All equipment purchases with a cost of $5,000.00 or more including freight and set up costs (labor) should be a “716” account code.

B. All equipment purchases with a cost between $100.00 and $4,999. to include freight and set up costs (labor) and listed here should be an account code 70999000 (sensitive minor equipment) or 72299000 (sensitive computer equipment). These are classified as sensitive items and are determined by Asset Management.

Sensitive Item Listing:
****Subject to change**

BAR CODE SCANNERS
BOAT MOTORS
BOAT TRAILERS
BOATS
CAMERA BODIES (35mm & DIGITAL)
CAMERA LENS (200MM OR LARGER)
CANOES
COMPUTERS, ALL TYPES
DIGITAL VOICE RECORDERS
PDA
COMPUTER PERIPHERALS (EXTERNAL)
GLOBAL POSITIONING SYSTEMS
GEOGRAPHIC INFORMATION SYSTEM
COLOR BAR GENERATORS
DVD PLAYERS/RECORDERS
FAX MACHINES
HAM BAND TRANS/REC (HAND HELD)
LCD/MULTIMEDIA PROJECTORS

MARINE BAND TRANS/REC
NIGHT VISION SYSTEM
OSCILLOSCOPE
POWER SUPPLIES
RADIO SCANNERS
SPECTRUM ANALYZER
TELEVISIONS
TWO/WAY RADIO TRANS/REC
VECTOR SCOPES
VIDEO CAMERAS
VIDEO RECORDERS & PLAYERS
WAVEFORM MONITORS

C. All **weapons** are to be tagged and added to POST regardless of cost. Weapons less than $5,000.00 should be coded to 70999000 as sensitive; weapons $5,000.00 or more are coded as 71617000. Examples are:

PISTOLS (NOT PELLET or AIR)	STUN GUNS (TASER)
RIFLES (NOT PELLET or AIR)	TEARGAS GUNS
SHOTGUNS	

D. **Computer Systems** comprised of a monitor, keyboard and central processing unit are to be tagged as one unit.

E. External computer peripherals with a cost between $100.00 and $5,000.00 are to be tagged individually. Examples are:

EXTERNAL STORAGE DEVICES	PRINTERS
EXTERNAL TAPE DRIVES	SCANNERS
EXTERNAL MODEMS	CD WRITERS
POWER SUPPLIES	DOCKING STATIONS

F. Additional purchases for existing equipment totaling $5,000 or more including labor is classified as an upgrade having a "716" account code and the dollar value added to the asset. Additional purchases for existing equipment totaling less than $5,000 will not have the dollar value added.

G. Software will be tagged if the cost is $5,000.00 or above and is mainframe or mid-level based (including server-based). Software that is PC-based will not be tagged.

H. Donated equipment items that meet the above criteria should be added based upon estimated fair market value at the date of donation.

I. Equipment manufactured for use within the department that meets the other requirements should be added. Cost must include labor and materials.

J. Items purchased not meeting the above criteria may be entered by Asset Management upon request at the discretion of your department.

K. Equipment purchased from the State and Federal surplus warehouse that meet the above criteria should be tagged.

L. Examples of items ***NOT*** to record

ALARM SYSTEMS WHERE THE WIRING IS BUILT-IN
ATTACHED MIRRORS, CHALKBOARDS AND BULLETIN BOARDS
ATTACHED SHELVING, CABINETS AND COUNTERS
AWNINGS AND BLINDS
BOWLING EQUIPMENT
CARPET
DOORS OF ALL KINDS
DRAPERIES AND CURTAINS
STAGE LIGHTING, RIGGING AND TRACKS
FIXED AUDITORIUM SEATS
FOLDING BLEACHERS WHEN ATTACHED TO THE WALL
GRILLS GAS AND CHARCOAL THAT ARE PERMANENT
HANDICAP RAMPS AND LIFTS
REPEATER STATIONS THAT ARE PERMANENT
IN-GROUND LIFTS
IN-WALL FOLDING CAFETERIA TABLES AND BENCHES
LANDSCAPE FURNITURE PERMANENT
PLAY GROUND EQUIPMENT THAT IS PERMANENT
PUBLIC ADDRESS SYSTEMS WHERE WIRING IS “BUILT-IN”
RADIO TOWERS THAT ARE PERMANENTLY ATTACHED
SPRINKLER SYSTEMS THAT ARE “BUILT-IN”
WATER AND FUEL TANKS, IN-OR ABOVE GROUND, THAT ARE PERMANENT
WATER FOUNTAINS
GARBAGE DISPOSALS
WATER HEATERS
CENTRAL HEAT AND AIR UNITS

Requesting Item IDs for Asset Items

Item IDs must be requested from the Content Group. To request an Item ID, you must send a request to get Asset Items created. Content will send you a copy of the **Spreadsheet Guide for Agencies** along with a copy of the **TN CG Item Only Layout** spreadsheet. This spreadsheet must be completed according to the guidelines and returned to the Content Group to have your Item IDs created. **<u>This is the only acceptable format</u>.**

The Content Tool in Edison is used to create Item IDs, and the *<u>only</u>* format it can read is the exact format included in the **TN CG Item Only Layout** spreadsheet. Due to the volume of requests, it is not possible for Content to take PDF scans, Word document specifications or any other file-type and create a Spreadsheet out of them. **Completion of the spreadsheet is the sole responsibility of the agency requester, not Content. Content can and will assist, but it is necessary for the agency requester to complete the spreadsheet.**

Identifying Asset Item IDs

Agency Procurement: Asset Ordering (Contract Release)

After the Content Team has created Asset Item IDs, they can be used to create Purchase Orders. There are two types of "Asset" Item IDs that are created, **Specific Assets** and **Generic Assets.**

- **Specific Assets** are used for specific items that have one set price. These can either be from lines on a contract (similar to non-Asset Contract lines) or from One-time Purchase requests. If the item is only going to be used once, it will be inactivated after usage, but **it still must be requested and set up in the same way.**

- **Generic Assets** are a generic description that covers a broad category of possible items. Specific details on the item must be attached separately. They are used to handle the problem of items from "APCAT" contracts that must be tagged.

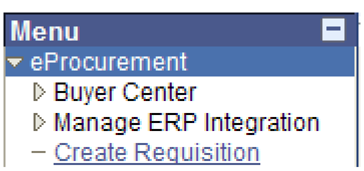
The Content Team will e-mail your Asset Item IDs to you after they have been completed. Depending on whether the Asset created is a **Specific Asset** or a **Generic Asset**, the ordering process will be slightly different.

Ordering Assets

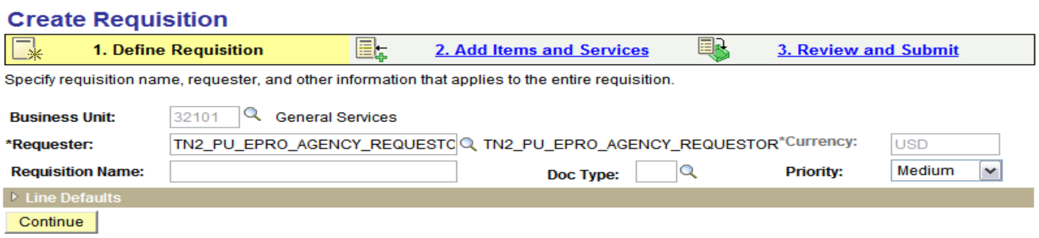
This section is for use ONLY with Edison Item IDs provided by the Content Team!

1) You must first be logged in to Edison. After logging in, click the **FSCM** link under the Enterprise menu, on the left side of the page.

2) The next step is to navigate to the **Create Requisition** page. Click on **eProcurement** from the left-hand menu. Then click **Create Requisition**, as shown in the picture below.



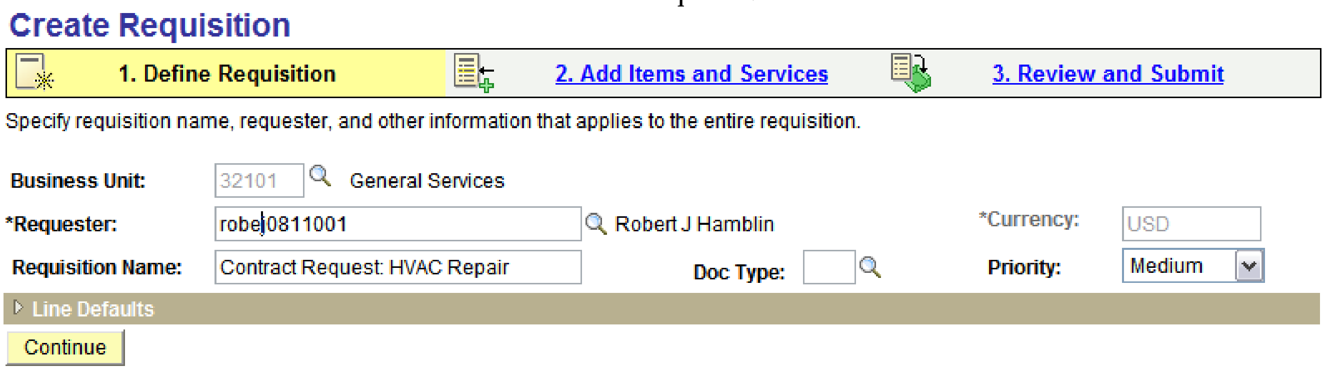
3) Clicking on Create Requisition will bring up a new page, with a title saying **Create Requisition**. This page has links to required sections, grouped under three main tabs. These are numbered in a strip at the top; and the current tab will be highlighted in yellow.

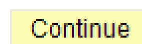


Step 1: Define Requisition

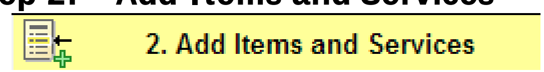
4) To create a Requisition, the Define Requisitions tab should be highlighted in yellow. If not, click on Define Requisitions. Make sure the Business Unit and Requester defaulted in correctly.

   a. **Requisition Name** Click in the **Requisition Name** field and then type in the name. The name must include "Contract Request".



5) After naming your Requisition, click the Continue Button. 

Step 2: Add Items and Services

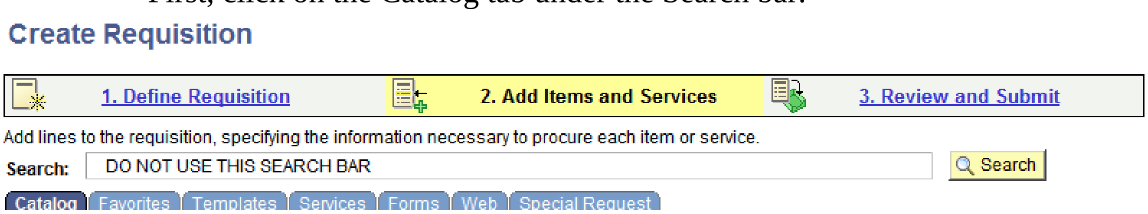


6) The next step is to add items to the requisition.

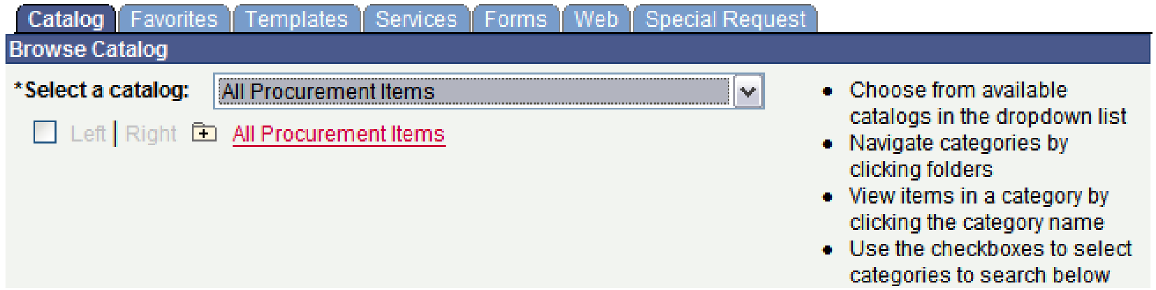
7) The main **Add Items and Services** page has 7 tabs at the top, all showing different ways to create Item Lines on a Requisition. For Contract Requests, you will use the **Catalog** tab.

To search for items:

- First, click on the Catalog tab under the Search bar.

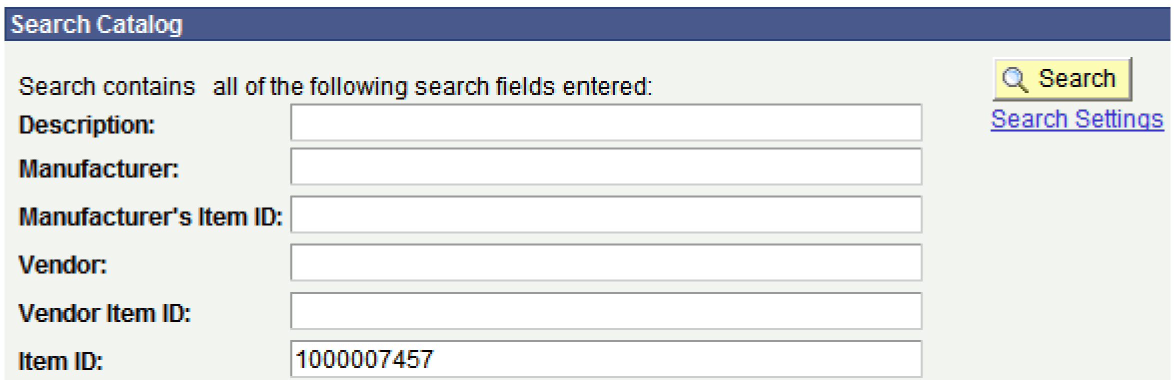


- Next, make sure the **All Procurement Items** catalog is selected from the drop-down menu. This should show as the default option when the Catalog tab is selected.

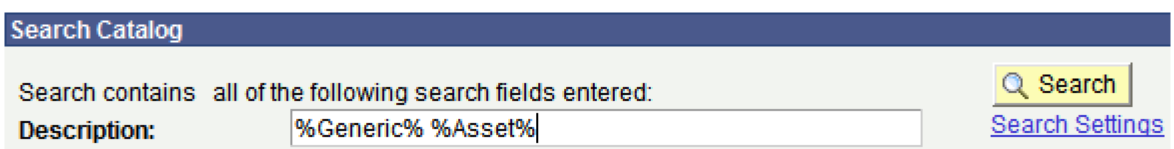


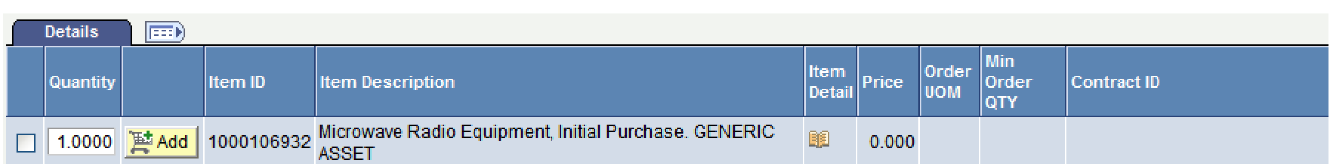
- Underneath the catalog listing is the **Search Catalog** section. This contains fields to search by different listings. **This is the ONLY search field that should be used, NOT the one that's at the top of the screen.**

- Type the first Item ID (obtained from the Content Team) into the **Item ID** field, then press the Search button. An example is shown below.

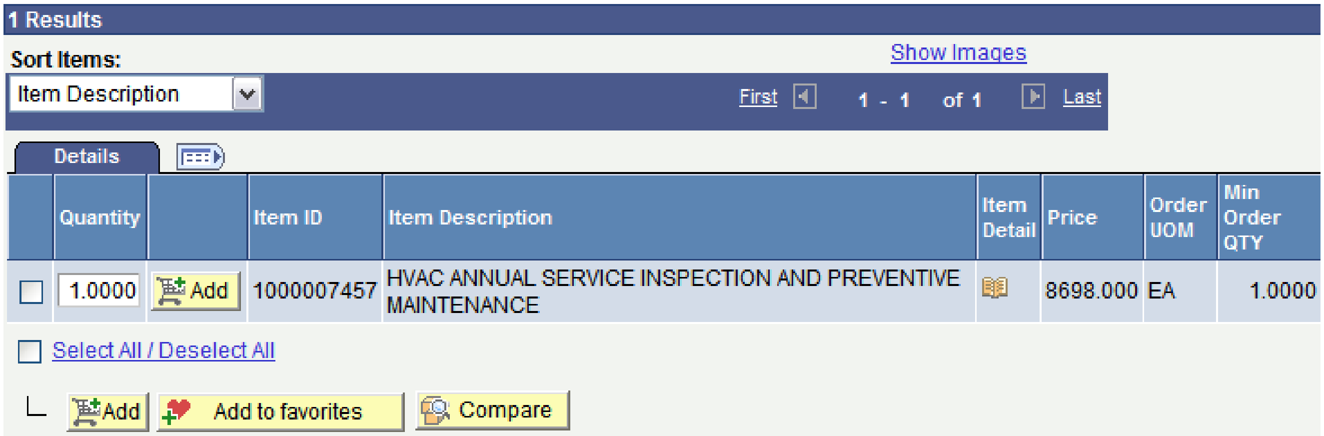


- If you are ordering a "Generic Asset" item, search for "%Generic% %Asset%" with no quotes.

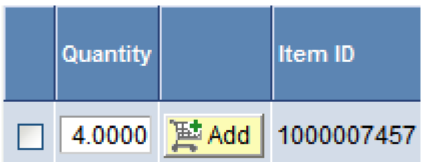




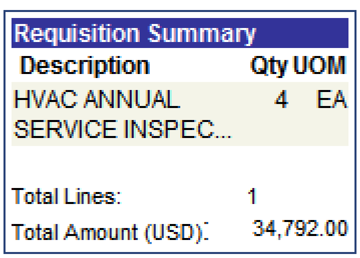
8) If any items meet the search criteria used, they will be displayed below the **Search Catalog** section. The results appear in a table format, with named headers at the tops of the columns.



If the item you need was located by the search, check the box next to the item to include the item on the Requisition. Then type the Quantity in the Quantity field.

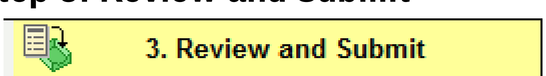


9) After inputting the desired quantity, click the Add () button. Once added, the item and quantity will appear in the Requisition Summary box on the left side of the page, as shown below.



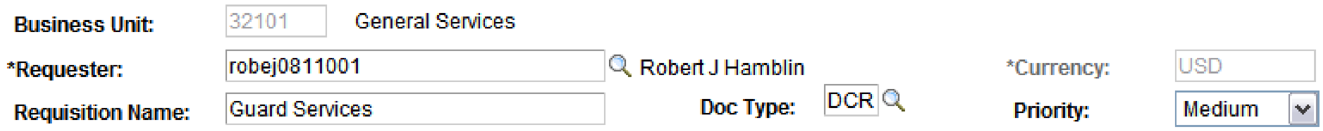
10) Repeat this process for all additional lines that must be on the contract. After all the requested items appear in the Requisition Summary box on the left side of the page, click the **Review and Submit** tab located at the top right. You will now go to step 3, Review and Submit.

Step 3: Review and Submit

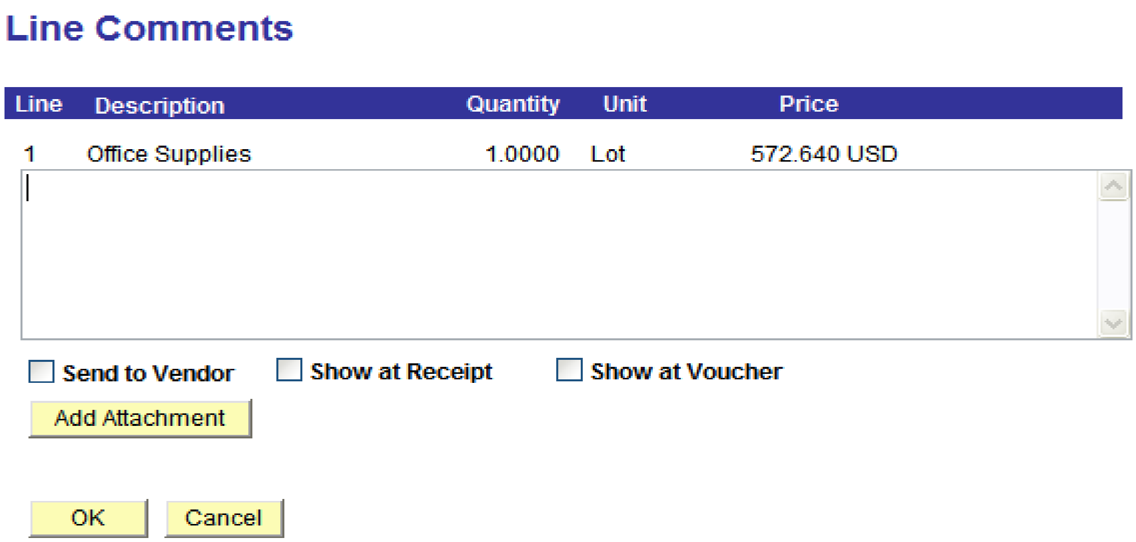


Reviewing and Submitting Requisitions:

The last step of the eProcurement process is the **Review and Submit** page. It contains a summary of the Requisition information, along with notes and Justification. The first thing you must do on this page is enter your Document Type. For Contract Release Orders, use **DCR**. If this is a One-Time Purchase of an Asset, use **LPA.**



4) You can now add any additional information to the **Line Comments** section. There is a Comments icon for each line, located on the far right of the page. Click the Comments icon ( ) to go to the Comments screen, where you can either type information directly into the field or add supplemental documents as attachments.

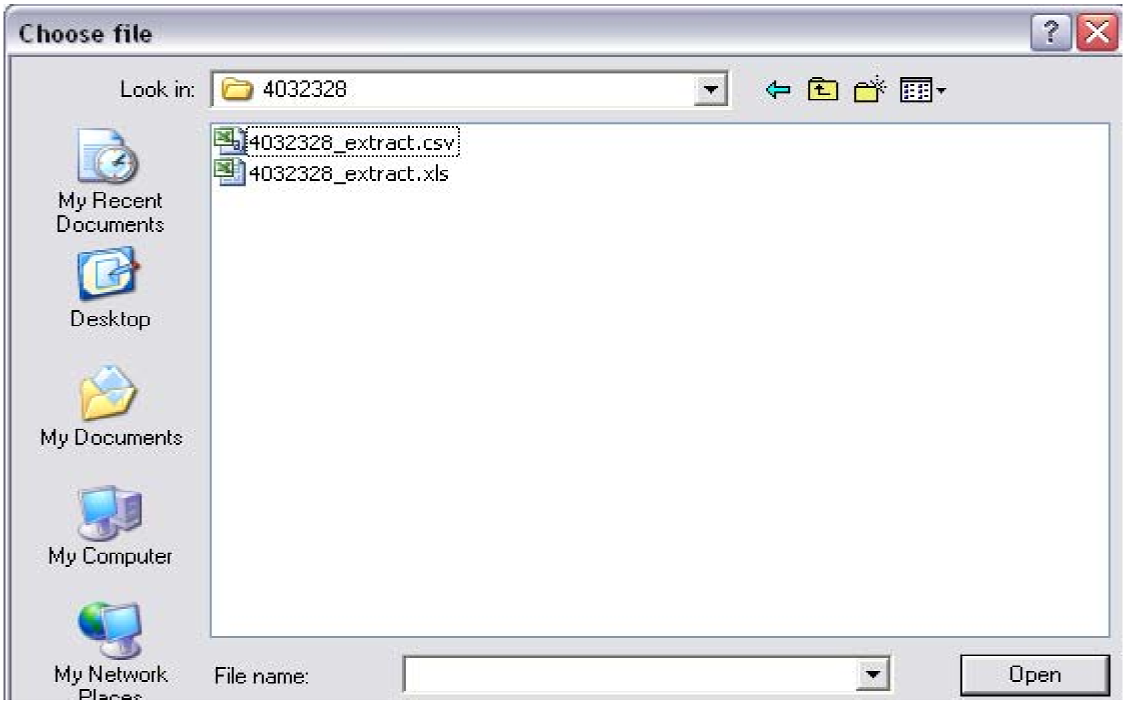


Note: If you are ordering a **Generic Asset**, you must include a full description of the item in the **Line Comments** section**.**

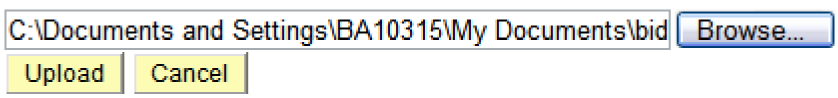
To attach any supplemental information that is contained in a separate Word, PDF or Excel document:

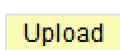
1. Click the **Add Attachment** button. (Add Attachment) This takes you to the Add Attachment page.

2. Click the **Browse** button (Browse...). This opens up a window to let you search for files on your computer.



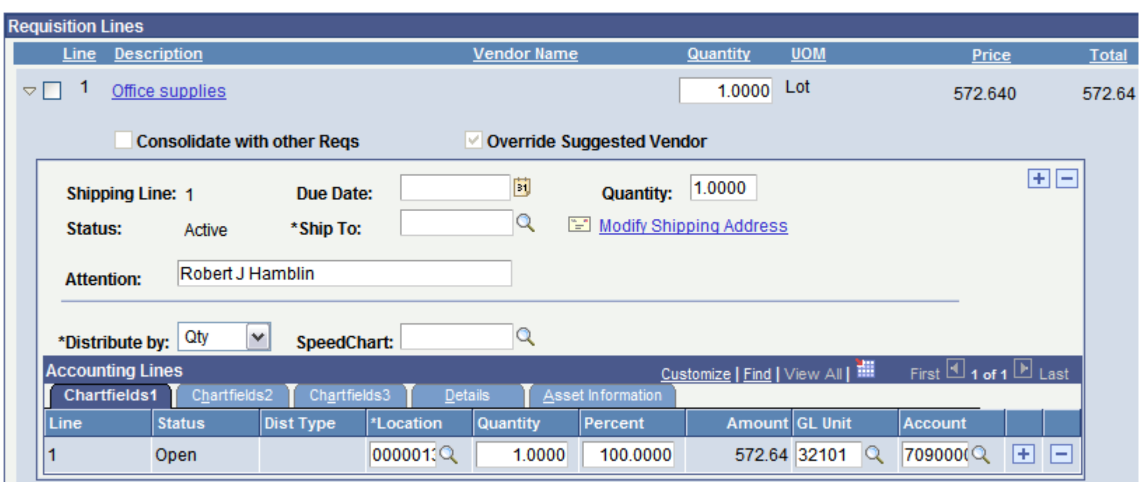
3. Select the file, then click the **Open** button (). This takes you back to the Attachment page, with your filename located in the window.



4. Click the **Upload** button () once the file is found.

5. Repeat for all necessary files on that line.

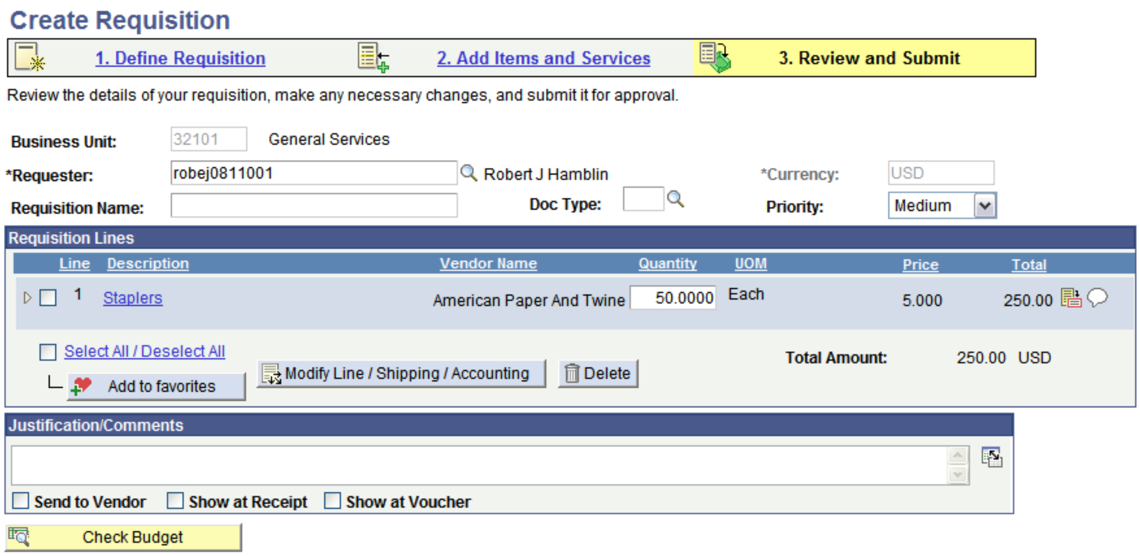
5) Once all Attachments and Comments are entered, clicking OK on the Line Comments screen will take you back to the main page.



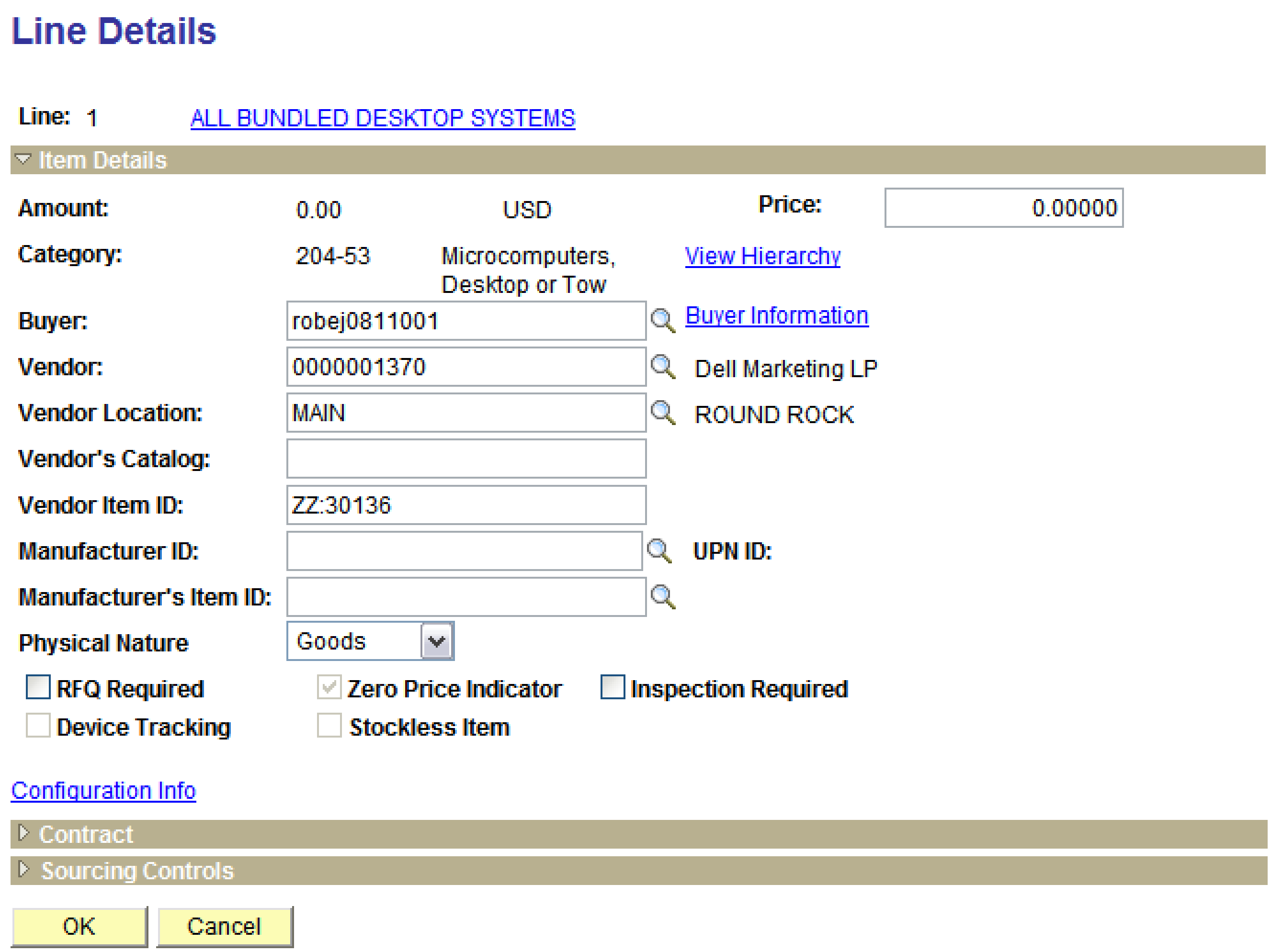
Note: Ordering Generic Asset Items

You must enter supplemental information on the Line Details screen to be able to process the order.

On the main Review and Submit page, scroll to the right of the screen and click on the **Line Details** icon. This is located next to the Total (shown below as 250.00).



Clicking the **Line Details** icon will bring you to the **Line Details** page.



*Note: If you cannot see the "**Price**" field, you will need to contact the Content Team to see if the item is set up properly. If the item is set up properly (as confirmed by the Content Team), you will need to contact the Edison Help Desk to have the correct Requester Setup added to your access.

- **Price:** Change the price to reflect the vendor's true price.
- **Vendor:** Select the vendor to be used.
- **Vendor Location:** Select the correct Vendor Location.
- **Vendor Item Number:** Enter the correct Vendor Item Number.

6) Then press the OK button at the bottom of the page to return to the main Review and Submit page.
7) Once all attachments are included for each line, review the lines to make sure they are correct. To view the entire line table, scroll to the right using the scrollbar at the bottom of the screen.

Possible Changes:

Altering Quantity:

The Line, Description, Vendor Name, Quantity, UOM, Price and Total are all pulled over from Step 2. If changes need to be made to the Quantity, click on the Quantity field and type in the new amount.

Deleting Lines:

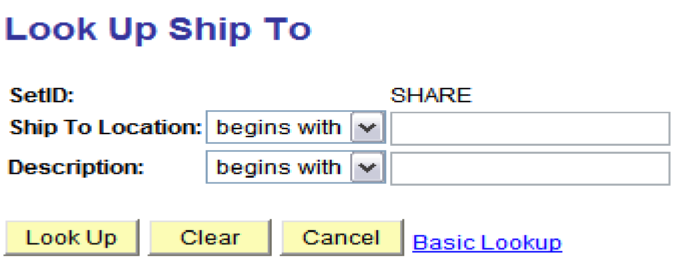
If a line needs to be deleted, click the check box next to the line, then press the Delete button. This will delete the line. If you only have one line, you cannot delete it. **Once a line is deleted it cannot be recovered. You must re-enter the line from step 2, (Enter Line Items) if you delete it.**

Sections to Review / Modify:

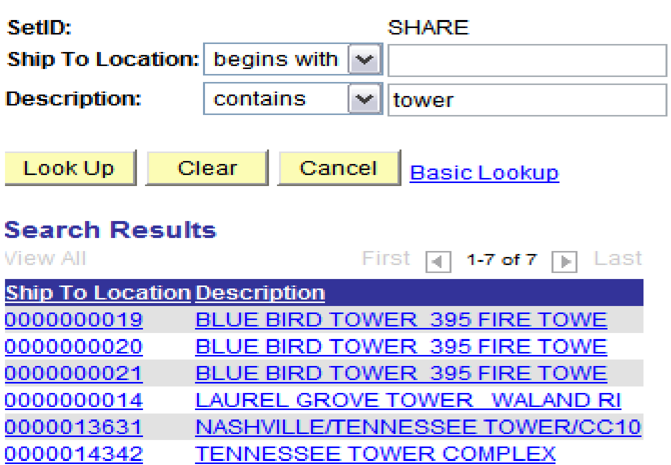
Shipping Addresses:

To modify a Shipping Address, you must first expand the table by using the Expand Section button. This will show the ***Ship-To** field. It may be blank, or may default to PMFMSHIPTO, both of which must be changed.

- o Click the Lookup Icon (🔍) next to the Ship-To field. This brings you to the Look Up Ship To page.

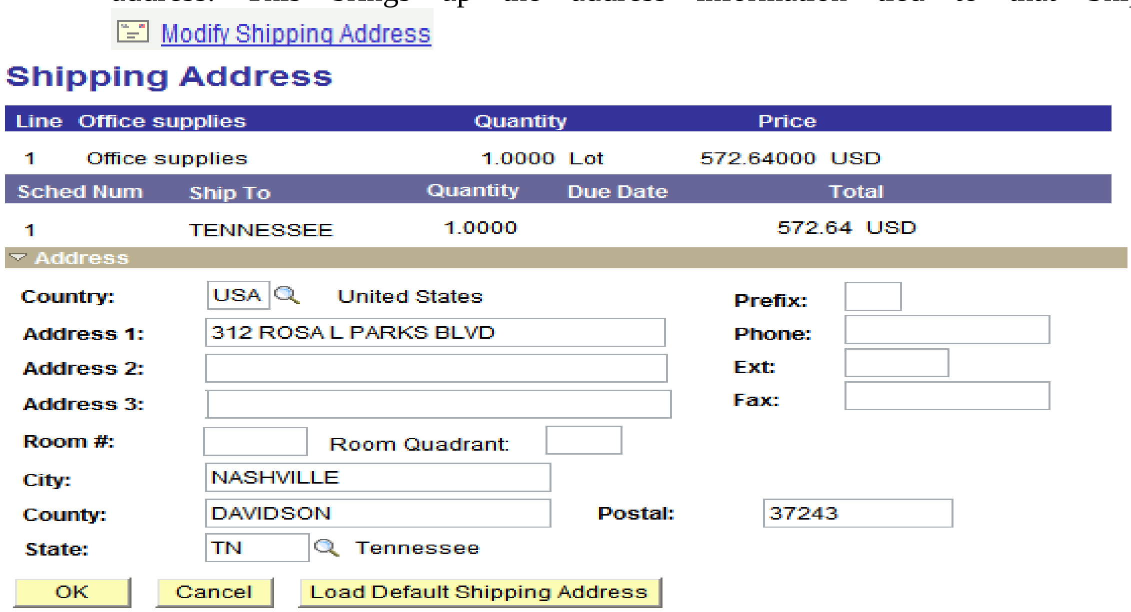


- o Use the Look Up Ship To screen to find your specific Ship To location. Type part of your building name or address into the **Description** field. Change the drop-down from "begins with" to "contains". Then press the Look Up button. This will pull up a list of agency locations.



Ship To Location	Description
0000000019	BLUE BIRD TOWER 395 FIRE TOWE
0000000020	BLUE BIRD TOWER 395 FIRE TOWE
0000000021	BLUE BIRD TOWER 395 FIRE TOWE
0000000014	LAUREL GROVE TOWER WALAND RI
0000013631	NASHVILLE/TENNESSEE TOWER/CC10
0000014342	TENNESSEE TOWER COMPLEX

Click the location that seems correct. This will send you back to the main page. Use the Modify Shipping Address link, located to the right of the Ship-To field to check the pulled address. This brings up the address information tied to that Ship-To location.



Verify that the information is correct. If it is not, choose a different Ship-To location. From here, you can continue on with the Requisition.

Chartfields:

All Chartfield (“Accounting”) information should default in based on the User’s Profile preferences.

Each of the fields listed below must have information populated in them.

- Location: Found on the Chartfields1 tab.
- GL Unit: Found on the Chartfields1 tab.
- Account: Found on the Chartfields1 tab.
- Fund: Found on the Chartfields2 tab.
- Department: Found on the Chartfields2 tab.
- Location CF: Found on the Chartfields2 tab.

If this is not the case, this means one of two things. Either the user's setup is incorrect, or the user is a "Buyer" for many separate locations at an agency (Centralized Procurement).

- If the user’s setup is incorrect, and they must contact the Edison Helpdesk to request that their access, rolemapping and preferences be corrected. They may need to work with their Agency Fiscal Office and Agency Security Administrator for more information on this process.

- If the user is a Centralized Procurement officer for many locations in their agency, they will have to work with their Agency Fiscal Office to obtain all the correct Chartfield information for each location they buy for.

DGS Purchasing is not able to view, access, change or review individual Account Preferences, and does not have access to what the "correct" Account/Chartfield information should be for any given location. This is the sole responsibility of the Agency and Agency Fiscal Office.

Repeat as necessary for all lines

Justification / Comments:

This section is located at the bottom of the Review and Submit page, and is used to record the justification for ordering an item from a contract. Click in the field and begin typing.

You must include:

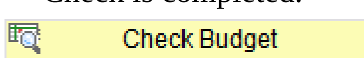
- "Submitting Order for Asset Item." (This must be at the beginning of the comment)
- A detailed explanation of what the request is for. This would be something like "This is an order from Contract for Security Guard Services".
- Your contact information, including name and phone number.

Once all this information is completed, you can review the Justification as a whole by checking the "Expand Section" button ( ).

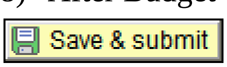
After the justification section is completed, you must Budget Check the document.

Budget Check

7) To Budget Check the Requisition, press the "Check Budget" button. This must be completed in order to pre-encumber funds. The Budget Check Status will return as "Valid" once Budget Check is completed.



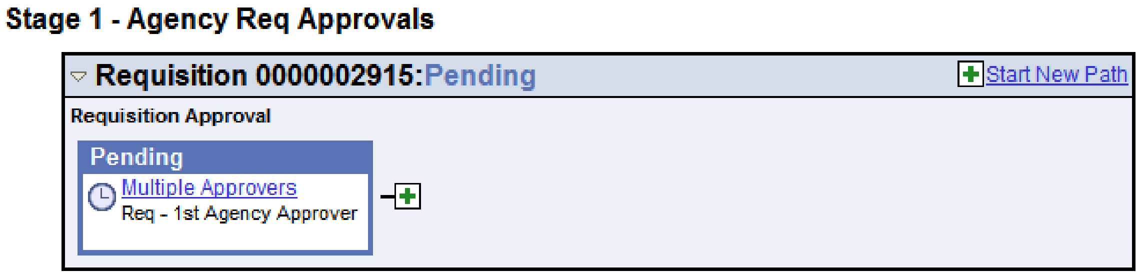
8) After Budget Check, press the "Save and Submit" button to send the Requisition for Approvals.



9) Once the Requisition has been saved, a screen appears showing the approval path. It will have a **Requisition ID** number underneath the Requisition Name. This is used to search for the Requisition if needed later. This screen also shows the Approval paths.

Approvals

e) To view more information on the approvers, click on the "Multiple Approvers" (Multiple Approvers) link. This will bring up a window with a list of all the approvers currently assigned to the Requisition.



f) T o add additional approvers, click the Insert Approver button. ( ) This will bring up a new window. Select the User ID of the approver to be added by clicking the Lookup button ( ) next to the User ID field, then selecting the User ID from the list. ***The Approver you wish to add must be in the system as an Approver before you can select them.***

i. Use the Radio Buttons below the User ID Field ( ) to select if the person will be added as an Approver or Reviewer. Reviewers receive a notice through their Workflow to review the item, but are not required to approve. Approvers *must* approve to continue the process.

ii. After selecting the Approver's User ID and their function (Approver or Reviewer), click the Insert (Insert) button. This returns you to the main approval screen.

Requisitions must pass all approvals before being sent on to create a Purchase Order.

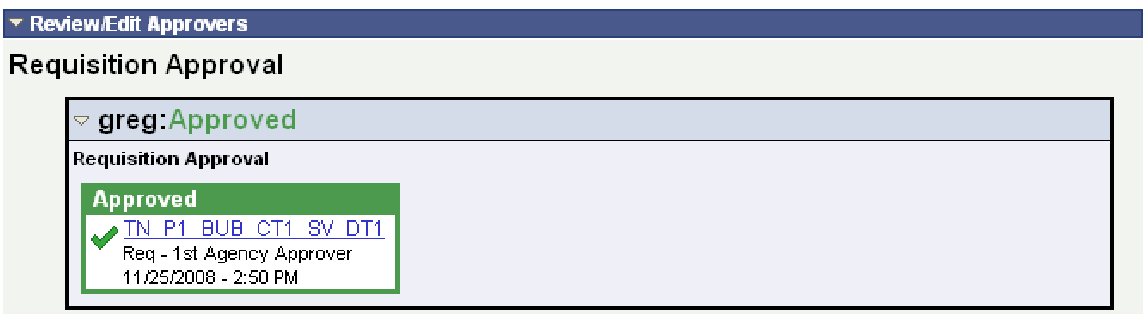
- **Note on Approvals:** The eProcurement Requisition process is being taught as the main method for all forms of Procurement because it automatically builds necessary approvals based on the item's NIGP code, the dollar amount of the purchase and the business unit. These approvals are set up in Workflow by Edison, and include all ***commodity approvals***.

- Any problems with Workflow need to be called in as a ticket to the Edison Helpdesk (741-4357).

To view the status of the Requisition, go to the Manage Requisitions page. Click eProcurement, then Manage Requisitions.

Scroll down until the Requisition number is found, or use the Search function to search by the Requisition ID ().
The Approval Status and Budget Check status of the Requisition are listed in this table.

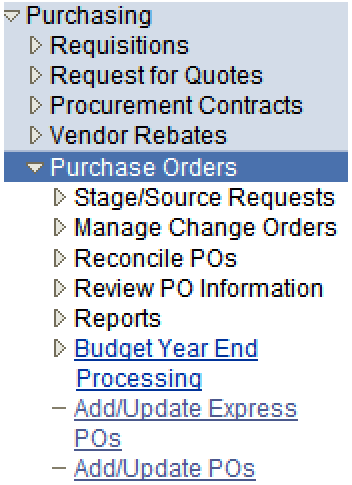
o Once the Approvals have been met, the Requisition Approval screen will change to show that the Requisition has been approved. See the picture below for an example.



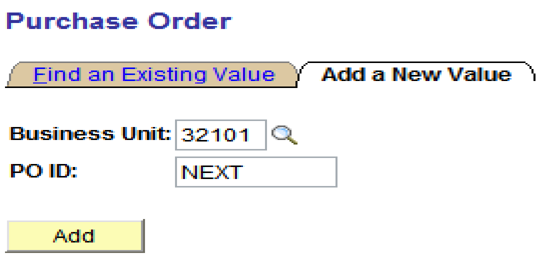
When the Requisition is approved, you are ready to proceed with creating the Purchase Order.

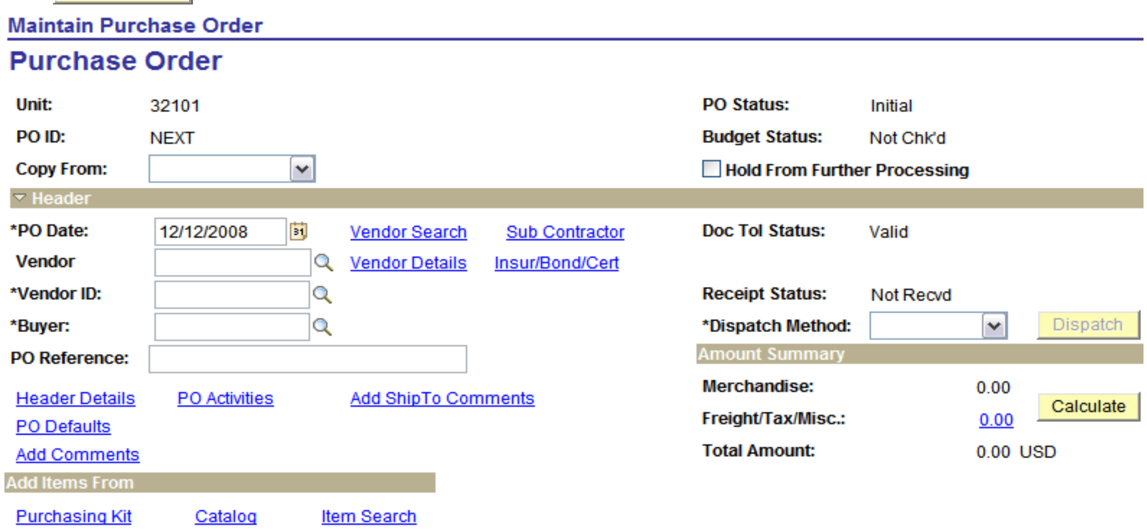
Creating Purchase Orders

42) Navigate to the Purchase Order page by clicking the **Purchasing** link from the menu, then clicking the **Add/Update POs** link.



43) This will bring up the Search page. Click the **Add New Value** tab and select the desired Business Unit for the PO. The PO ID will default in. Leave the field at NEXT. Click the **Add** button.

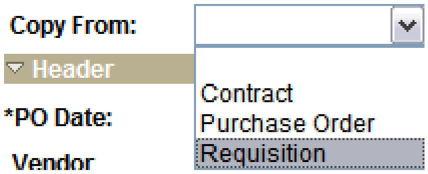




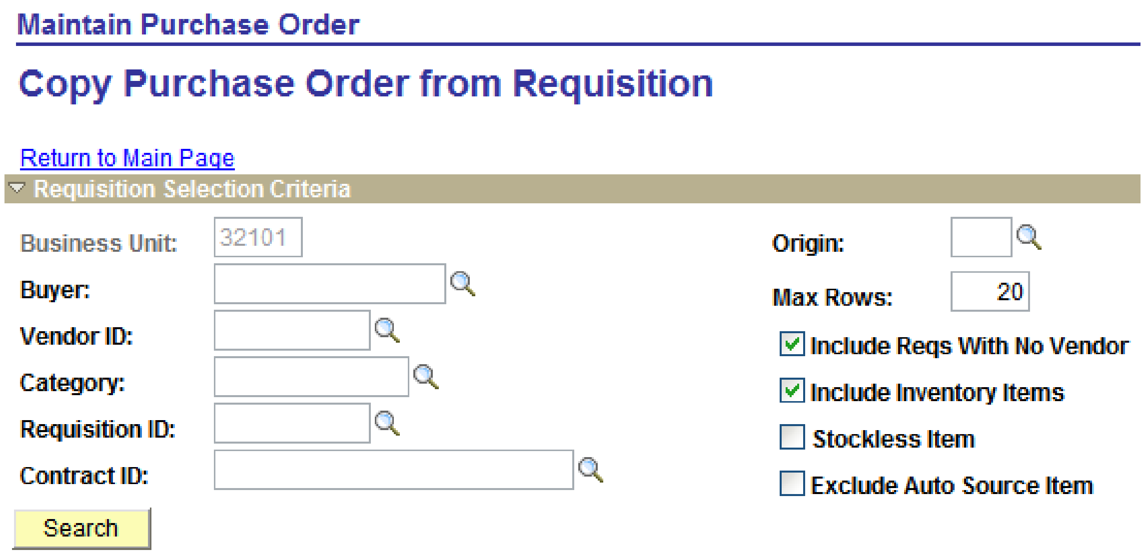
44) Enter the Vendor ID the Purchase Order is going to in the **Vendor ID** field. For Contract Release Orders, this will be found by looking at the Requisition lines for the contract Vendor assigned to the item.

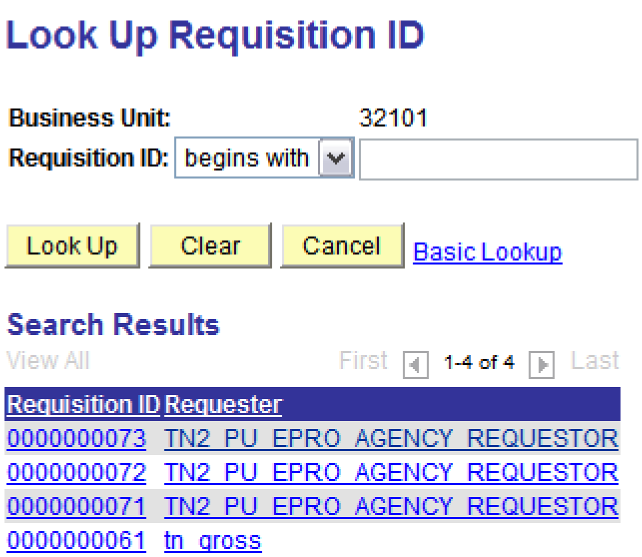
45) Enter your Buyer ID in the **Buyer ID** field. To do this, click on the Lookup Icon ( ) located by the Buyer ID Field, then scroll through the list until you find your name. Click the link to return to the main page with the Buyer ID field completed.

46) For Contract Releases, you will be copying from a Requisition created by your Agency Requester. To do so, click the **Copy From** drop-down box, and select the **Requisition** option. To do this, you must first have entered the Vendor ID into the Vendor ID field.



47) This takes you to the **Copy Purchase Order from Requisition** page. It is shown on the first picture below. Click the Lookup Icon ( ) by the Requisition ID field to bring up the **Look Up Requisition ID** page, shown on the second picture below. Type in your Business Unit if it did not default and press the Search button to bring up a list of Requisition IDs. Find the Requisition you were assigned and click the **Requisition ID** link.

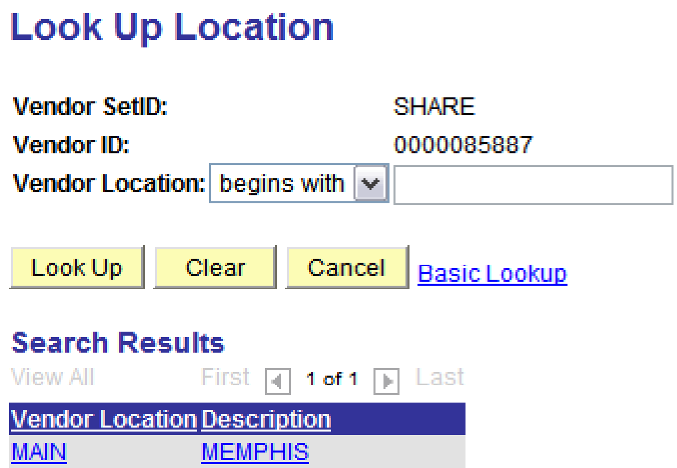




48) Clicking the correct Requisition ID will bring you back to the **Copy Purchase Order from Requisition** page. Click the **Select All** (Select All) link to select all the lines for copying. Then click the **Copy to PO (**Copy To PO**)** button to copy the requisition lines over to the PO.

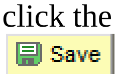
49) This should default in all the information from the Requisition, and return you to the main Purchase Order page. Click the **Vendor Details** (Vendor Details) link, which takes you to the Vendor Details page.

50) Check the Address listed to make sure the Vendor address is correct. If it is incorrect, use the Lookup Icon ( ) next to the **Location** field to select a different location and use the Lookup Icon ( ) next to the **Address** field to select a different address.



51) Once the correct address is entered, press the **OK** button at the bottom of the page to return to the main **Purchase Order** screen.

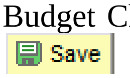
52) After reviewing all the information on the PO, return to the main **Purchase Order** page and click the **Save** button, located at the bottom of the screen.



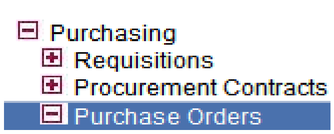
53) At this point, there are several other options that can be changed, but they should all default to the correct values. The defaults take information from your Buyer Profile and the copied Requisition and insert it automatically into the Purchase Order.

54) When all options are confirmed correct, you are now ready to Budget Check. This encumbers funds for the Purchase Order. To Budget Check, click the **Budget Check** () icon located at the top right of the page. It will show as Processing for a few seconds, then it will come back with **Budget Status**: **Valid**. An example is shown at the top of the next page.

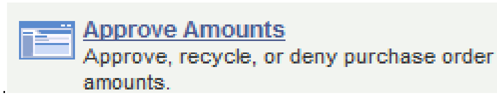
55) After completing the Budget Check, click the Save button, located at the bottom of the main **Purchase Order** page.



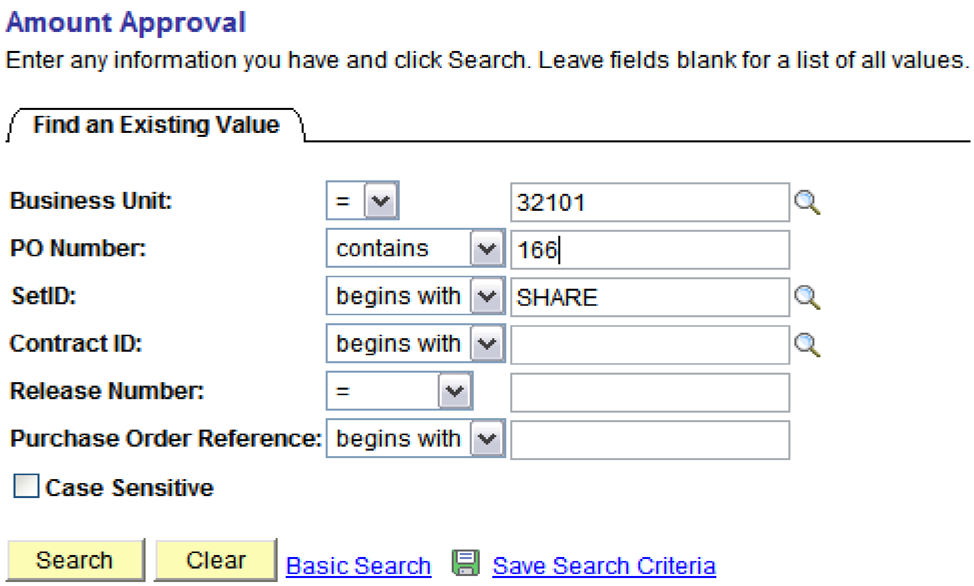
56) You must now submit the PO into Workflow. To do so, click the **Purchasing** link on the left-hand menu. Then click **Purchase Orders**.



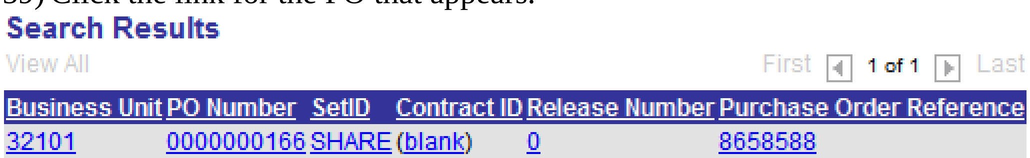
57) Click the **Approve Amounts** link under the Purchase Order section.



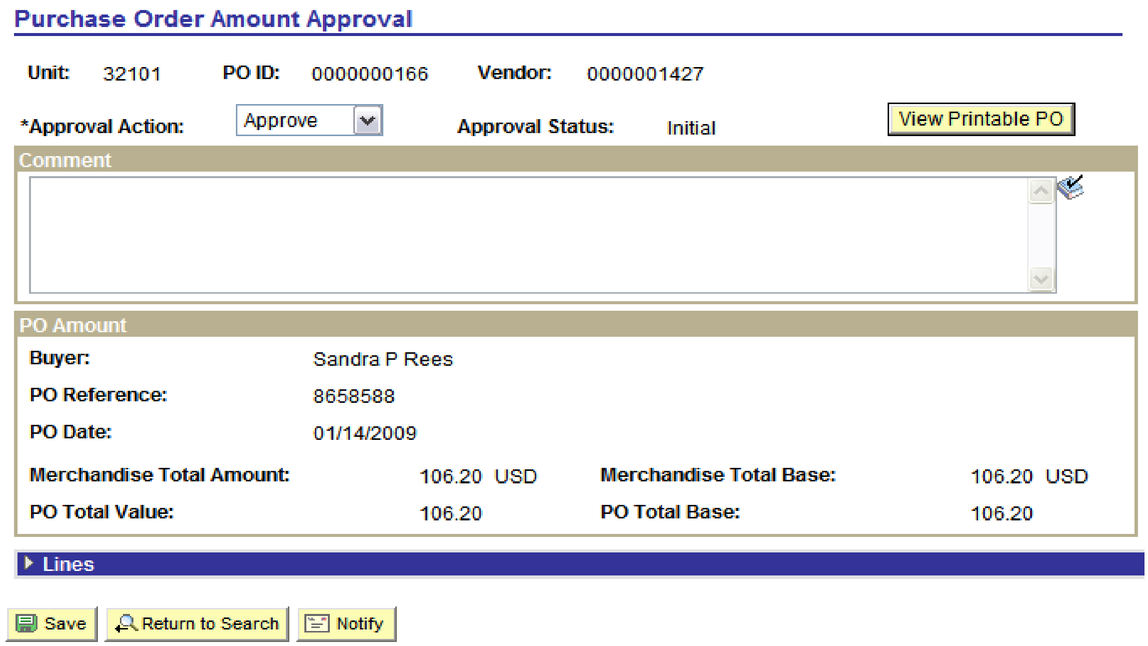
58) Use the Search screen that appears to find your Purchase Order by typing the PO number into the **PO Number** field and changing the drop-down box from **Begins** to **Contains**, as shown below. Then press **Search.**



59) Click the link for the PO that appears.



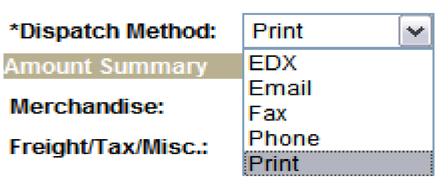
60) This will take you to the Approve Order Amounts screen, shown below. Make sure the drop-down box is set to **Approve**, then press the **Save** button. It defaults at **Approve**.



Once all approvals are met, the Purchase Order can be dispatched.

Dispatching Purchase Orders

1) Navigate back to the main Purchase Order page. The Purchase Order is now ready for Dispatch. Check the **Dispatch** drop-down menu on the main page, choosing either Print or E-mail. Do not choose Fax, EDX or Phone methods, as those are not currently supported.



2) Click the Dispatch button, which will only be highlighted if all approvals have been met. This will take you to the **Dispatch Options** page. Leave the options at default, then press the **OK** button.

3) A prompt will appear asking you if you wish to "Wait for confirmation that the PO Dispatch process is complete?" Click the Yes button. After the PO Dispatch process is ran, a new browser window will open.

4) Click the PO Dispatch (listed as **PODISP**) process in the new window. Click the blue link that says **Notify Success**. This takes you to the **Process Detail** page. Click the **View Log/Trace** link, at the bottom right.

5) This will open up a list of files. Click the one ending in .PDF. This will open up the finalized Purchase Order as a .PDF document, which can then be printed or e-mailed, or printed and faxed to the vendor.

Local Purchases less than $25000

To make one-time Purchases of non-contract items with a total of $25000 or less, you will begin with the basic eProcurement Requisition process.

1) For Purchases from $0.01 to $5000, you will go straight from the ePro Requisition to a Purchase Order. *Additionally, if cleared, you can use the Direct Entry Purchase Order instructions.*

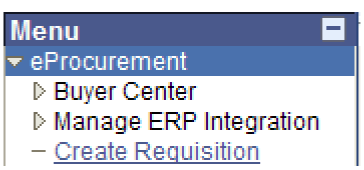
2) For Purchases from $5000 to $25000 that require Bids, you must use the Sourcing module to bid out and record your Bids.

Creating Requests

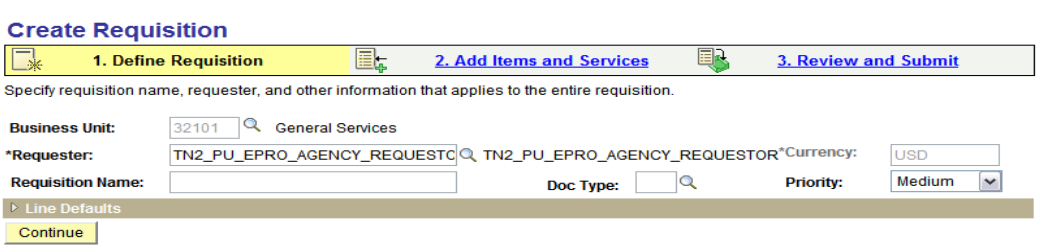
Local Purchase Orders

1. To create a Requisition, you must first be logged in to Edison. After logging in, click the **FSCM** link under the Enterprise menu, on the left side of the page.

2. The next step is to navigate to the **Create Requisition** page. Click on **eProcurement** from the left-hand menu. Then click **Create Requisition**, as shown in the picture below.



3. Clicking on Create Requisition will bring up a new page, with a title saying **Create Requisition.** This page has links to required sections, grouped under three main tabs. These are numbered in a strip at the top; and the current tab will be highlighted in yellow.

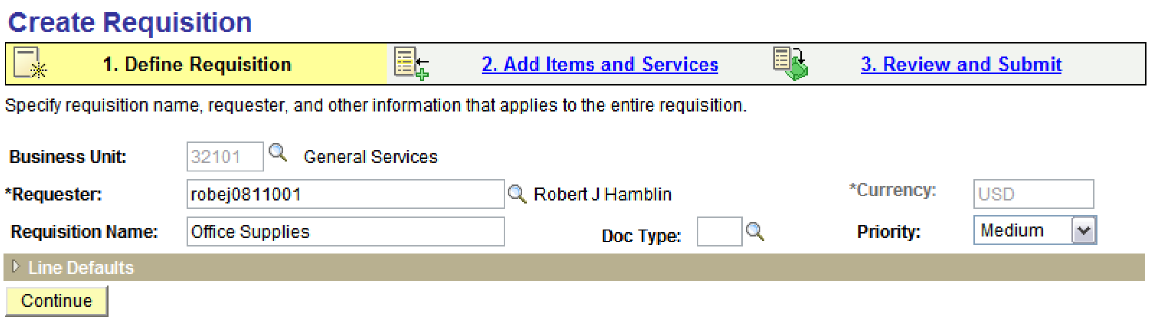


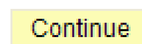
Step 1: Define Requisition

Agency Procurement: Local Purchases less than $25000

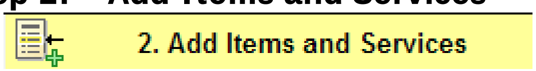
1. To create a Requisition, the Define Requisitions tab should be highlighted in yellow. If not, click on Define Requisitions. Make sure the Business Unit and Requester defaulted in correctly.

   Requisition Name Click in the **Requisition Name** field and then type in the name. Name the Requisition after the items being requested.



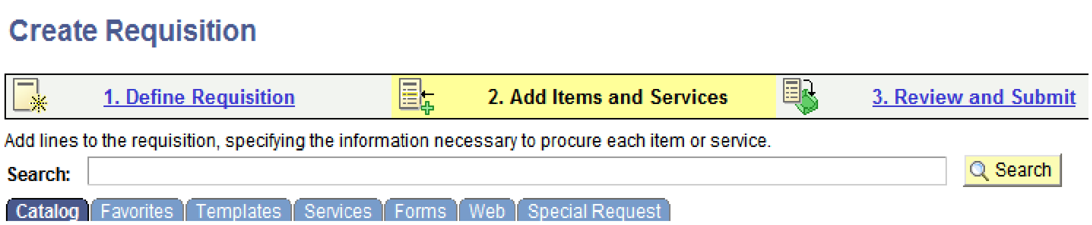
2. After naming your Requisition, click the Continue Button. 

Step 2: Add Items and Services



1. The next step is to add items to the requisition. One-time Purchases will generally be entered as a Special Request, unless the item needs to be tagged as an Asset. **Agencies are required to first make sure the items are not available from an active contract**.

2. The main **Add Items and Services** page has 7 tabs at the top, all showing different ways to create Item Lines on a Requisition. The purchase type and Doc Type you've chosen determine the Item Selection tabs you will use to create your Requisition.

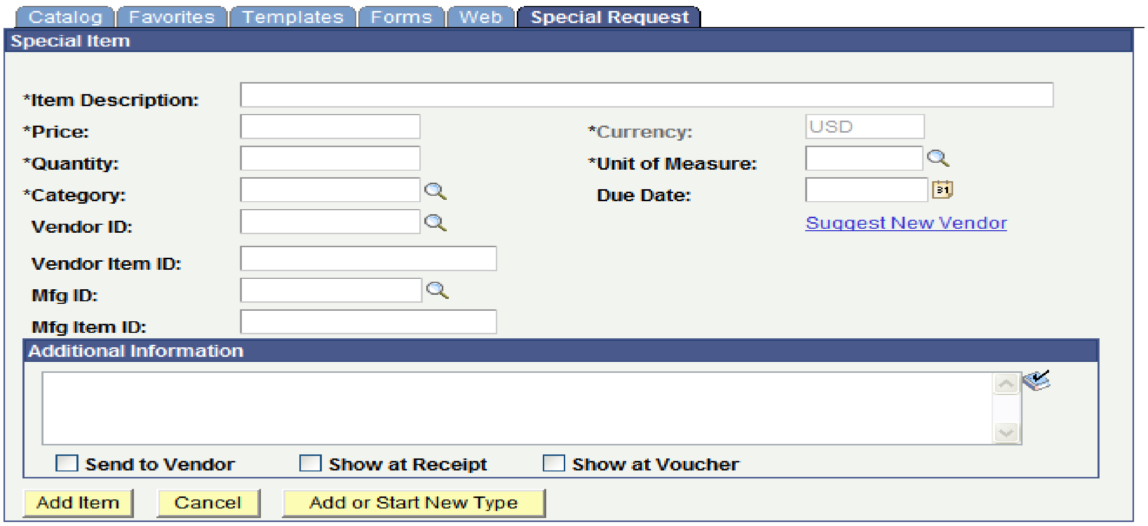


3. Requests for all items not on contract, from $0.01 to $25,000 are done under "Local Purchase Authority". Local Purchases are divided into two ranges by dollar amount, but both are done as Special Requests. The only difference between the two ranges is that Purchases under $5,000 do not require bids. Purchases from $5,000-$25,000 require Agency Buyers to solicit and record bids.

Special Request Tab

4. To enter a Special Request for Local Purchase in either dollar amount category, click the

"Special Request" tab. Then click the "Special Item" link.



5. The Special Request tab has several required information fields, listed below.

All the fields marked with an asterisk (*) must be completed.

- **Item Description**: This is used to enter a detailed description of the item. Begin with a noun and follow with descriptive terms. **If five or more items of the same type and on the same "APCAT" line are to be purchased, combine all potential lines into one and use a general description that would cover all the items**. Example would be "Fishing Equipment" if one were buying fishing poles, tackle boxes, fishing hooks, fishing line and fishing nets**. Please note: <u>This cannot be used for items kept in inventory or tagged as "assets".</u>**

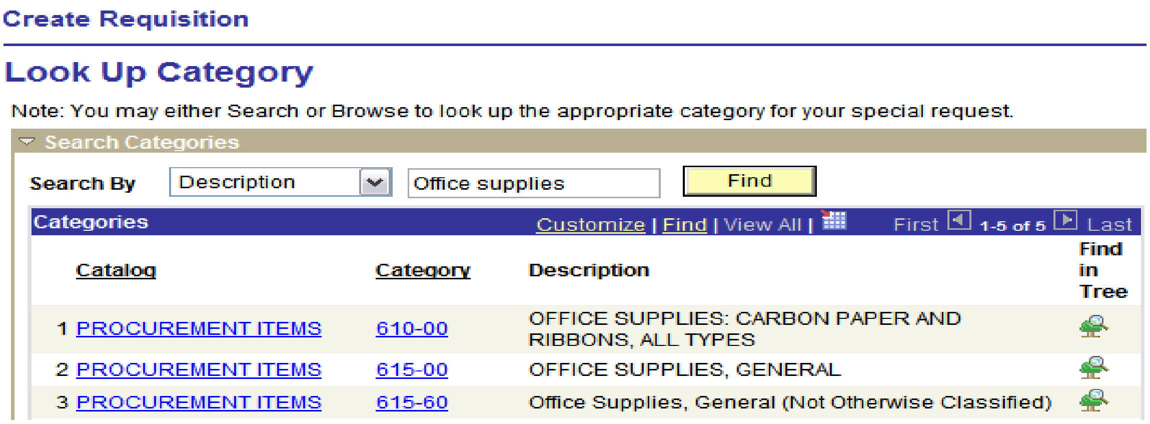
- **Price**: This is the estimated price for the item.

- **Quantity**: This is the quantity needed.

- **Unit of Measure**: This is used to select a Unit of Measure. Press the Lookup Button to pull up a list of valid Unit of Measures. Select the appropriate Unit of Measure from the list. **(If multiple items, unit of measure will be "Lot". If request is for a job, use "EA" for Each.)**

- **Category**: This is the National Institute of Government Purchasing (NIGP) code category. NIGP codes are the standard being used for Edison, replacing the old Tennessee Commodity Code (TCC) system. Press the Lookup Button to pull up the NIGP search screen, shown below.

Agency Procurement: Local Purchases less than $25000

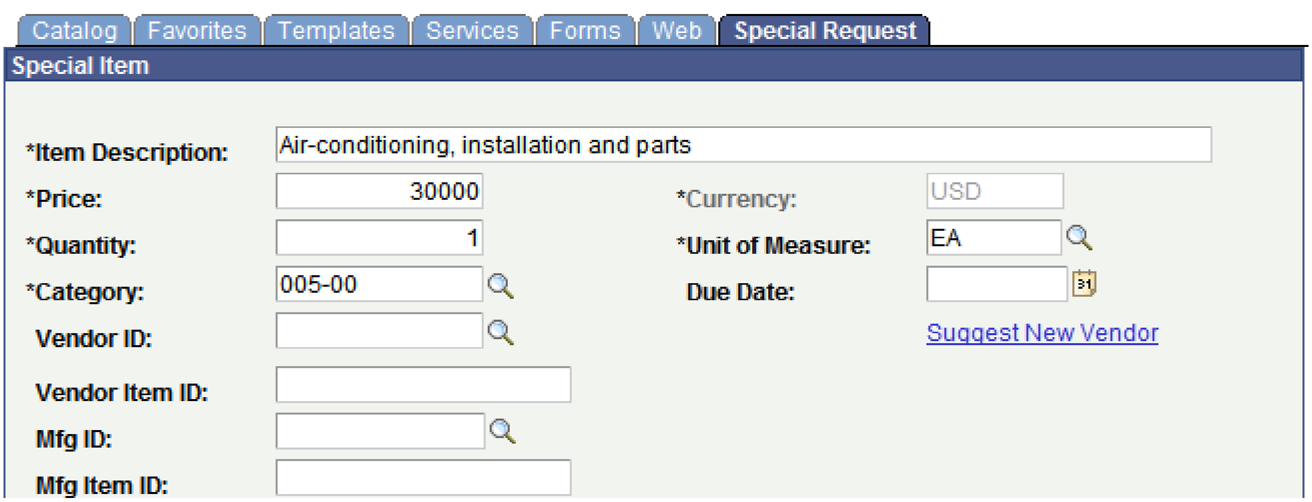


- Start off by changing the drop-down box from **Description** to **Category**. Type "-00" into the Search field, without quotes, then press the **Find** button. This will bring up a listing of the generic NIGP Category codes at the header level. A "header" NIGP code has the format **xxx-00** with the "xxx" replaced by a three-digit number. Pick a generic header from this list and write it down.

- Type the first three digits of the Header into the Category field and press the Find button. This will return a list of all the valid NIGP codes within that header.

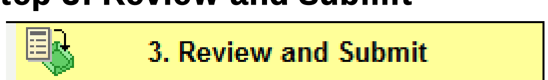
- Select the appropriate code from the list by clicking the link in the Category column. This will return you to the Special Item screen.

- After entering in all the required fields (listed above), press the Add Item button. After all the requested items are entered, click the **Review and Submit** tab located at the top right. An example of a completed Special Request is shown below.



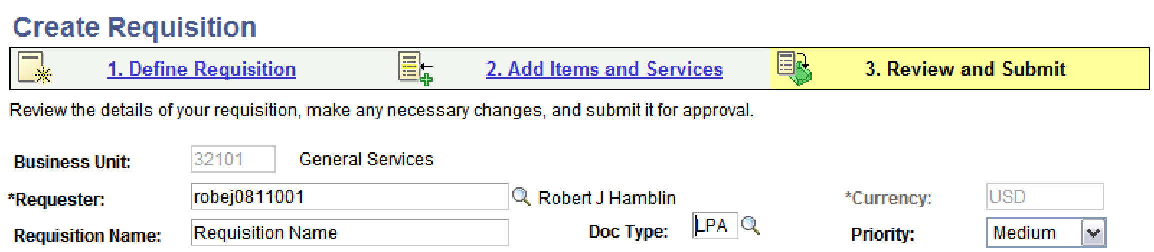
After entering in all the required fields press the Add Item button (Add Item).

Step 3: Review and Submit



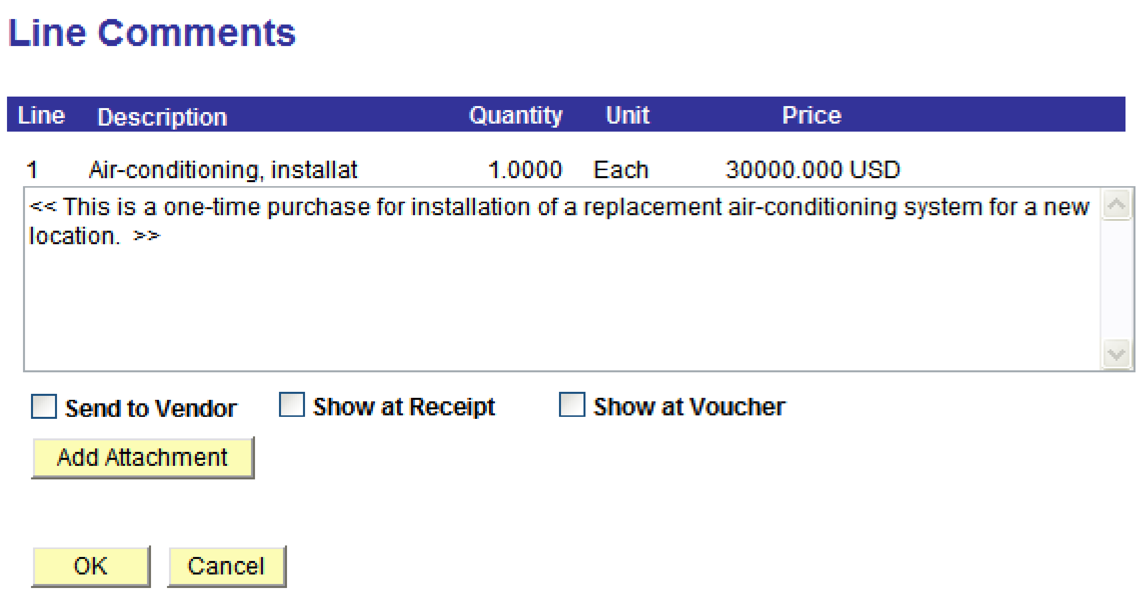
Agency Procurement: Local Purchases less than $25000

1) **Reviewing and Submitting Requisitions:** The last step of the eProcurement process is the **Review and Submit** page. It contains a summary of the Requisition information, along with notes and Justification. Enter your Document Type, **LPA,** for Local Purchases with Agency Authority.



Line Comments

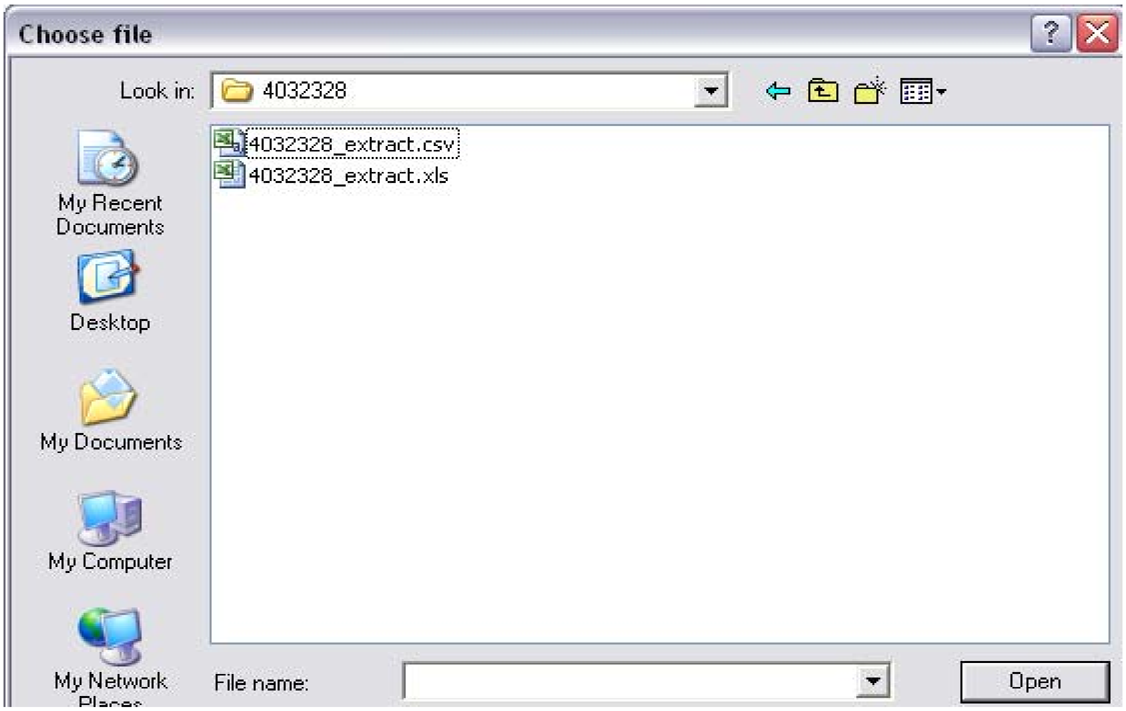
2) You must now add information to the **Line Comments** section to provide DGS with the necessary information to process the Request. There is a Comments icon for each line, located on the far right of the page. Click the Comments icon ( ) to go to the Comments screen, where you can either type information directly into the field or add supplemental documents as attachments. **The Line Comments are used to attach specifications and instructions.**



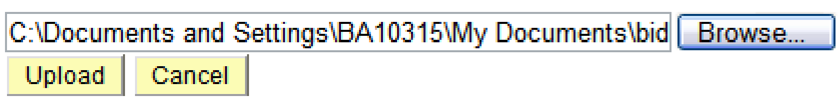
3) To attach specifications that are contained in a separate Word, PDF or Excel document:

- Click the **Add Attachment** button. (Add Attachment) This takes you to the Add Attachment page.

- Click the **Browse** button (Browse...). This opens up a window to let you search for files on your computer.

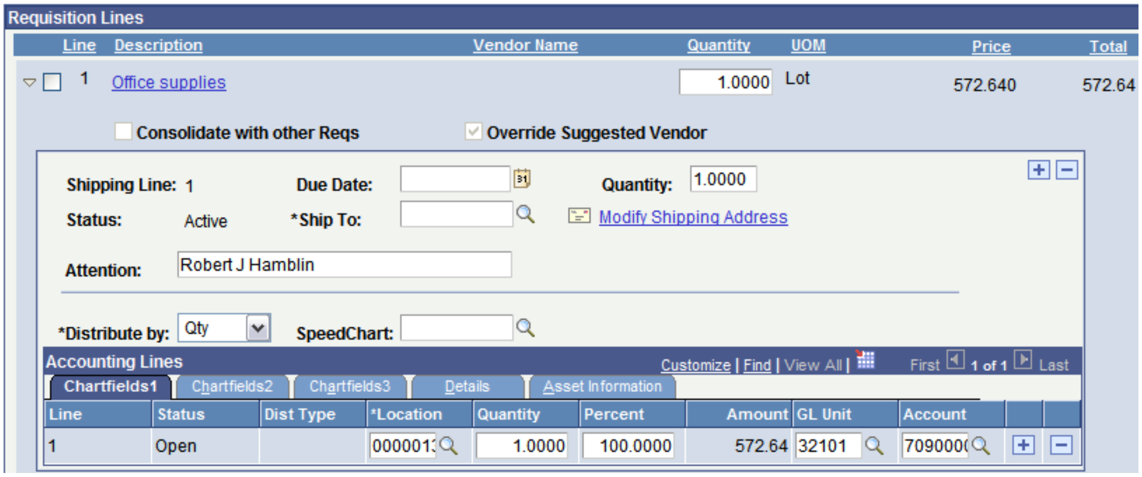


- Select the file, then click the **Open** button (Open). This takes you back to the Attachment page, with your filename located in the window.



- Click the **Upload** button (Upload) once the file is found.
- Repeat for all necessary files on that line.
- **If this is a "grouped" Purchase**, attach the scanned invoice to the line.

4) Once all Attachments and Comments are entered, clicking OK on the Line Comments screen will take you back to the main page.



When all attachments are included for each line, review the lines to make sure they are correct. To view the entire line table, scroll to the right using the scrollbar at the bottom of the screen.

Possible Changes:

Altering Quantity:

The Line, Description, Vendor Name, Quantity, UOM, Price and Total are all pulled over from Step 2. If changes need to be made to the Quantity, click on the Quantity field and type in the new amount.

Deleting Lines:

If a line needs to be deleted, click the check box next to the line, then press the Delete button. This will delete the line. If you only have one line, you cannot delete it. **Once a line is deleted it cannot be recovered. You must re-enter the line from step 2, (Enter Line Items) if you delete it.**

Sections to Review / Modify:

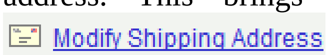
Shipping Addresses:

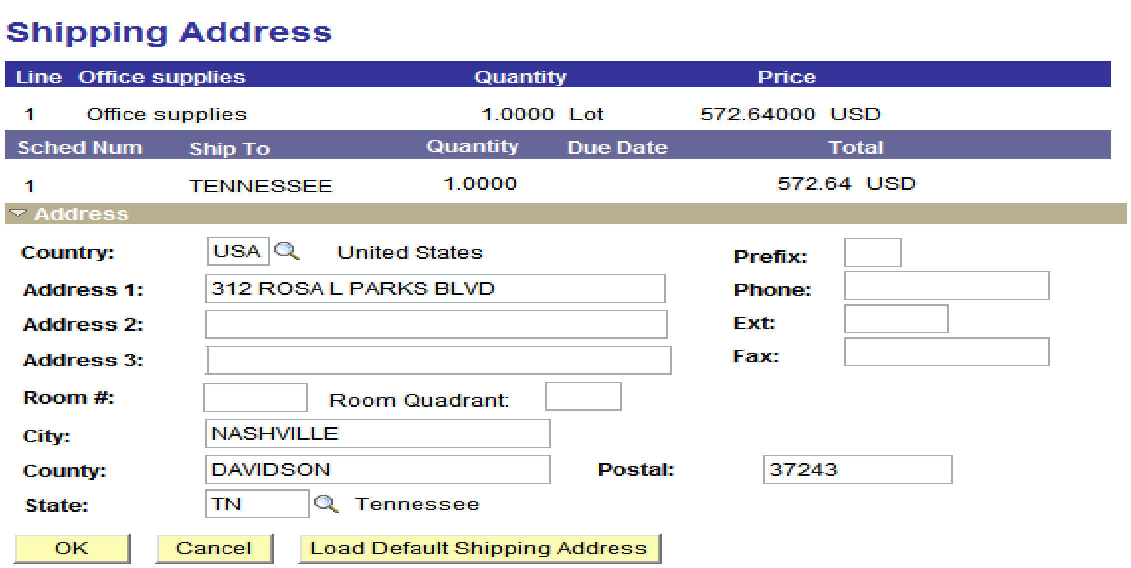
To modify a Shipping Address, you must first expand the table by using the Expand Section button. This will show the ***Ship-To** field. It may be blank, or may default to PMFMSHIPTO, both of which must be changed.

- o Click the Lookup Icon ( ) next to the Ship-To field. This brings you to the Look Up Ship To page.

- Use the Look Up Ship To screen to find your specific Ship To location. Type part of your building name or address into the **Description** field. Change the drop-down from "begins with" to "contains". Then press the Look Up button. This will pull up a list of agency locations.

Click the location that seems correct. This will send you back to the main page. Use the Modify Shipping Address link, located to the right of the Ship-To field to check the pulled address. This brings up the address information tied to that Ship-To location.





Verify that the information is correct. If it is not, choose a different Ship-To location.

Chartfields:

All Chartfield ("Accounting") information should default in based on the User's Profile preferences.

Each of the fields listed below must have information populated in them.

- Location: Found on the Chartfields1 tab.
- GL Unit: Found on the Chartfields1 tab.
- Account: Found on the Chartfields1 tab.
- Fund: Found on the Chartfields2 tab.
- Department: Found on the Chartfields2 tab.
- Location CF: Found on the Chartfields2 tab.

If this is not the case, this means one of two things. Either the user's setup is incorrect, or the user is a "Buyer" for many separate locations at an agency (Centralized Procurement).

- If the user's setup is incorrect, they must contact the Edison Helpdesk to request that their access, rolemapping and preferences be corrected. They may need to work with their Agency Fiscal Office and Agency Security Administrator for more information on this process.

- If the user is a Centralized Procurement officer for many locations in their agency, they will have to work with their Agency Fiscal Office to obtain all the correct Chartfield information for each location they buy for.

DGS Purchasing is not able to view, access, change or review individual Account Preferences, and does not have access to what the "correct" Account/Chartfield information should be for any given location. This is the sole responsibility of the Agency and Agency Fiscal Office.

Repeat as necessary for all lines

Justification / Comments:

This section is located at the bottom of the Review and Submit page, and is used to record the justification for ordering an item from a contract. Click in the field and begin typing.

You must include:

- "Submitting Local Purchase Order." (This must be at the beginning of the comment)

- An explanation of what the request is for. This would be something like "This is an order for Office supplies that are not available from an existing Term Contract".

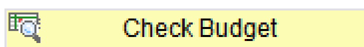
- Your contact information, including name and phone number.

Once all this information is completed, you can review the Justification as a whole by checking the "Expand Section" button ().

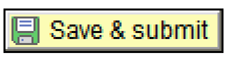
After the justification section is completed, you must Budget Check the document.

Budget Check

10) To Budget Check the Requisition, press the "Check Budget" button. This must be completed in order to pre-encumber funds. The Budget Check Status will return as "Valid" once Budget Check is completed.



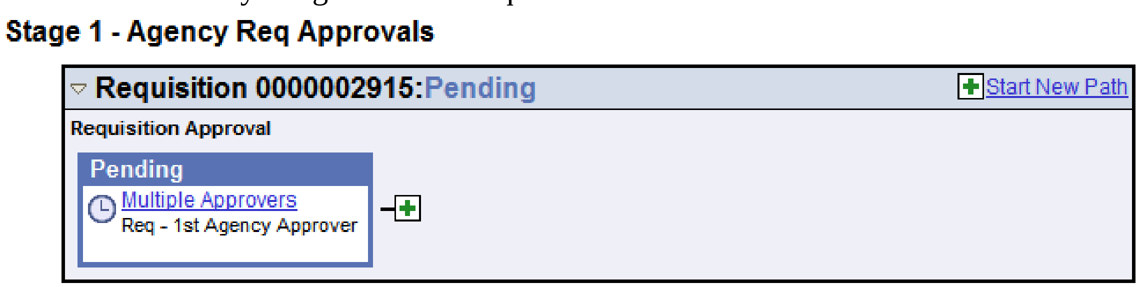
11) After Budget Check, press the "Save and Submit" button to send the Requisition for Approvals.



12) Once the Requisition has been saved, a screen appears showing the approval path. It will have a **Requisition ID** number underneath the Requisition Name. This is used to search for the Requisition if needed later. This screen also shows the Approval paths.

Approvals

g) To view more information on the approvers, click on the "Multiple Approvers" (Multiple Approvers) link. This will bring up a window with a list of all the approvers currently assigned to the Requisition.



h) T o add additional approvers, click the Insert Approver button. ( ) This will bring up a new window. Select the User ID of the approver to be added by clicking the Lookup button ( ) next to the User ID field, then selecting the User ID from the list. ***The Approver you wish to add must be in the system as an Approver before you can select them.***

i. Use the Radio Buttons below the User ID Field ( ) to select if the person will be added as an Approver or Reviewer. Reviewers receive a notice through their Workflow to review the item, but are not required to approve. Approvers *must* approve to continue the process.

ii. After selecting the Approver's User ID and their function (Approver or Reviewer), click the Insert (Insert) button. This returns you to the main approval screen.

Requisitions must pass all approvals before being sent on to create a Purchase Order.

✸ **Note on Approvals:** The eProcurement Requisition process is being taught as the main method for all forms of Procurement because it automatically builds necessary approvals based on the item's NIGP code, the dollar amount of the purchase and the business unit. These approvals are set up in Workflow by Edison, and include all ***commodity approvals***.

✸ Any problems with Workflow need to be called in as a ticket to the Edison Helpdesk (741-4357).

To view the status of the Requisition, go to the Manage Requisitions page. Click eProcurement, then Manage Requisitions.

Scroll down until the Requisition number is found, or use the Search function to search by the Requisition ID (**Requisition ID:**).

The Approval Status and Budget Check status of the Requisition are listed in this table.

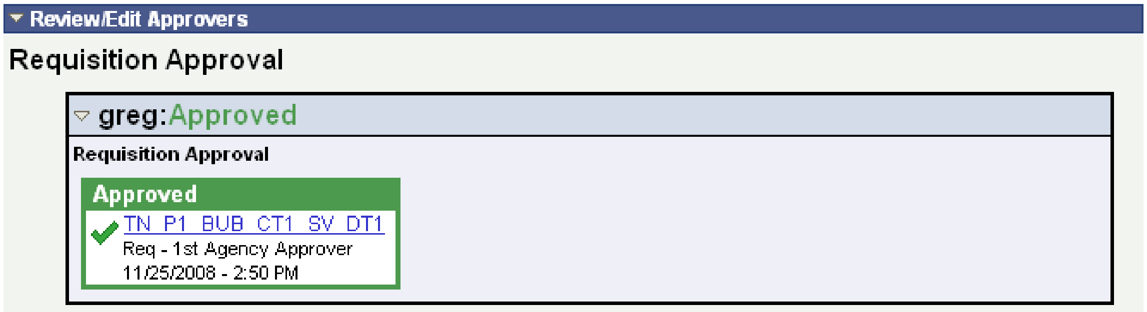
Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000145	DGS T)PROCESS BLACK LAS...	32101	01/23/2009	Open	Not Chk'd	39.50USD	<Select Action.. Go
0000000144	DGS T)ENV, REG #10/24# ...	32101	01/23/2009	Pending	Valid	291.00USD	<Select Action.. Go
0000000143	DGS Lawn Care services	32101	01/23/2009	Pending	Valid	5,080.36USD	<Select Action.. Go

o Once the Approvals have been met, the Requisition Approval screen will change to show that the Requisition has been approved. See the picture below for an example.



When the Requisition is approved, you are ready to proceed. If your order is under $5000, go to the **Creating Purchase Orders under $5000** section. If it is over $5000, go to the **Sourcing** section.

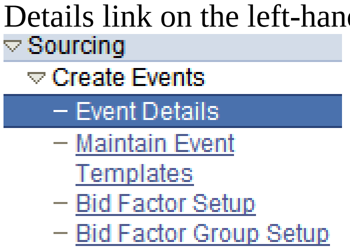
Sourcing

This section is used for Local Purchases that require Bids, those with a total from $5000.01 to $25000!

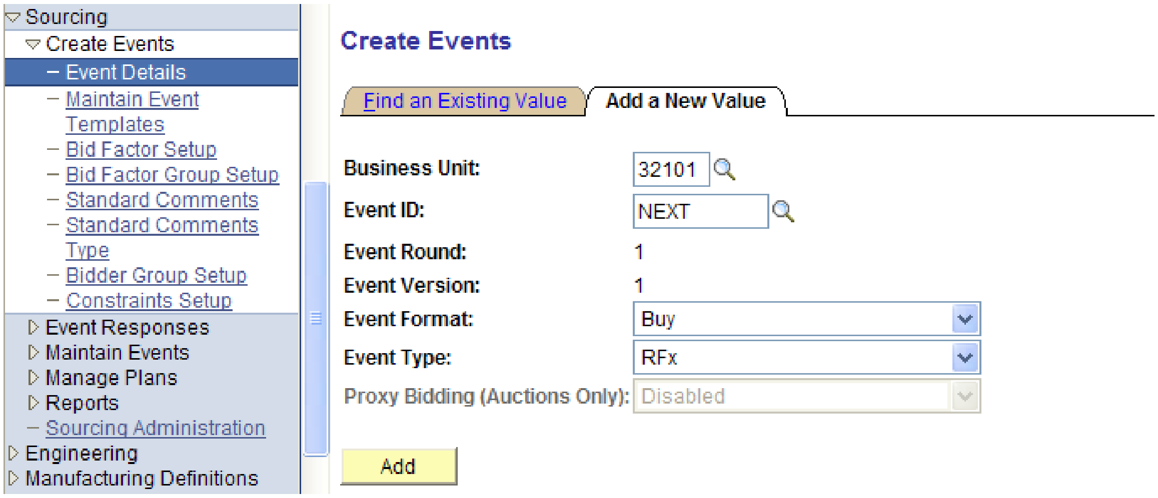
How to Create a New Sourcing Event

Creating a new Sourcing Event begins with the Create Events page, located in the Sourcing module.

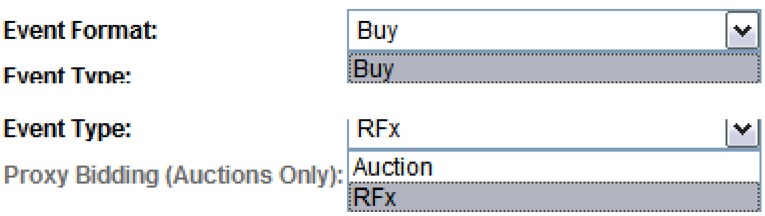
1. Select Sourcing from the main menu. Then click Create Events. From there, click the Event Details link on the left-hand side of the page. A picture is shown below.

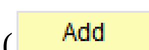


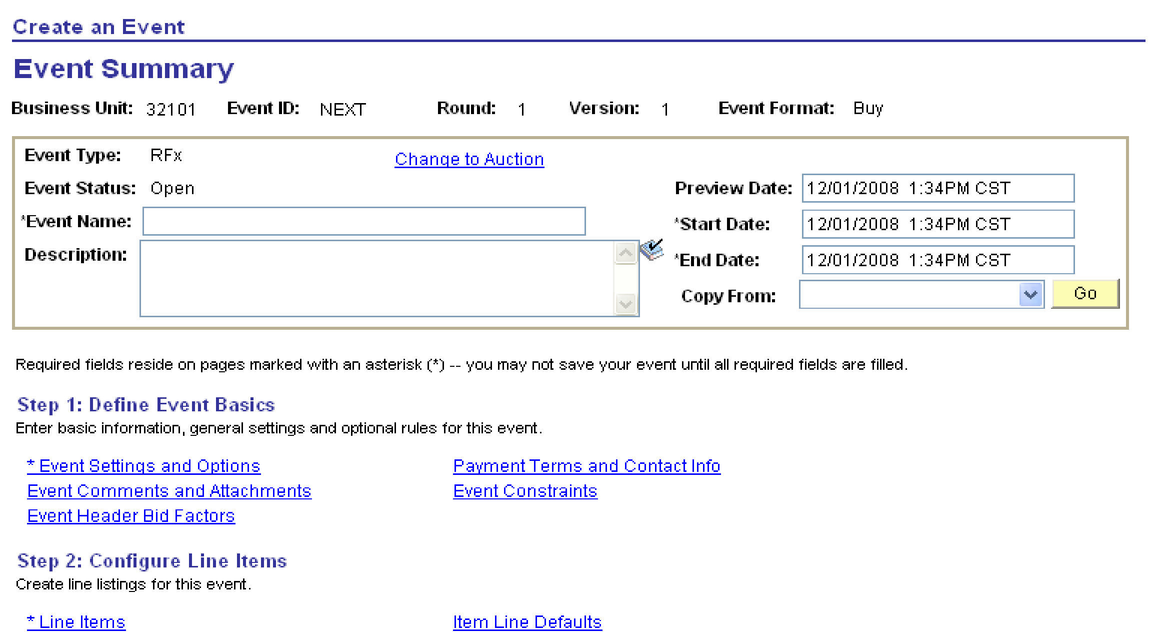
2. Clicking Event Details will bring up the **Create Events page**. The Business Unit will default in based on User Preferences. Make sure this is the correct Business Unit. Leave the Event ID as NEXT, so it auto-assigns a new Event ID Number.



3. Select the Event Format and Event Type from the two drop-down menus. Select the **Buy** Event Format. Leave the Event Type as **RFx**.



4. Click the Add button (). This will bring you to the **Create an Event: Event Summary** page.



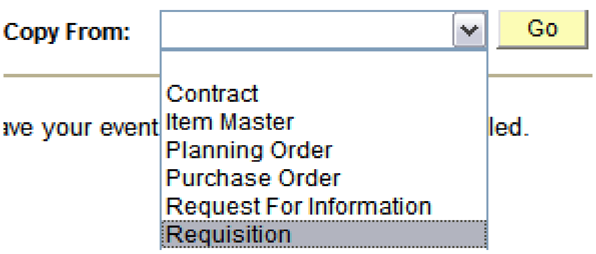
Event Name and Description

5. The first step on the Event Summary page is to create an Event Name and Event Description.

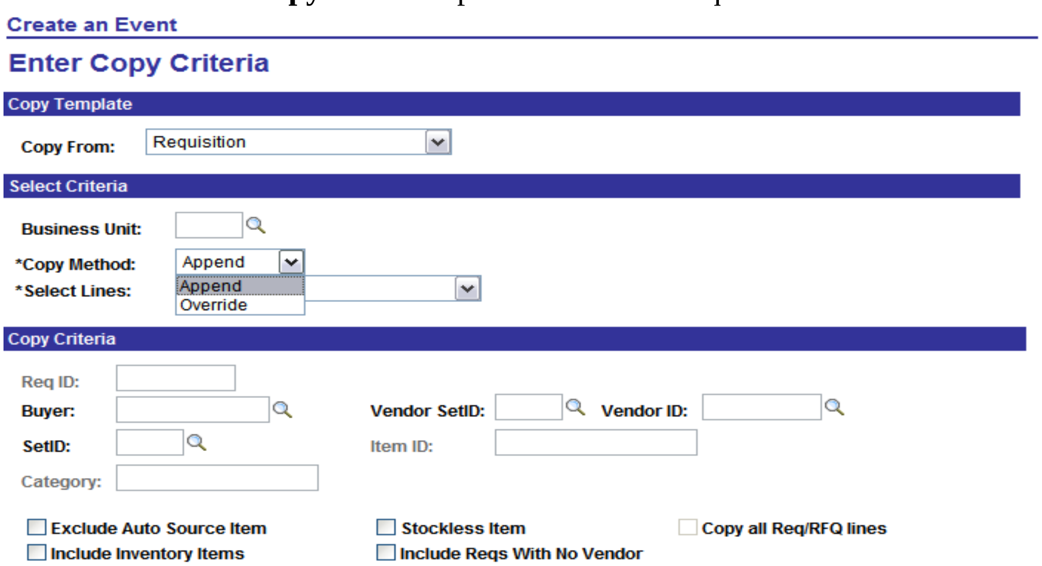
- **Event Name:** Use the name that is on the Requisition
- **Event Description:** Enter a brief description of what this Event is being used to buy.

Copying Requisition Lines

6. After filling in the Event Name, information must be copied from the Requisition, using the Requisition ID number. At the “Copy From” drop-down box, select the Requisition option. Then click the Go button.

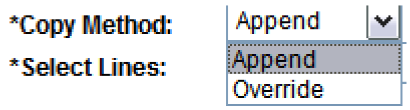


7. Make sure that the **Copy From** drop-down box has Requisition selected.

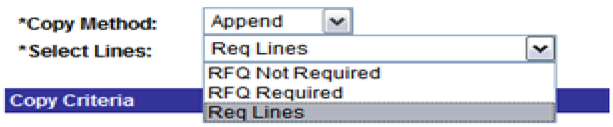


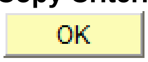
8. In the **Select Criteria** section, select the appropriate Business Unit either by using the Lookup tool ( ) or typing it directly into the window, as shown below. It does not default.

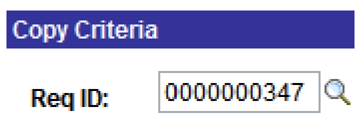
9. Select **Copy Method: Append** from the Copy Method drop-down. The Copy Method is used to determine what is done with the copied information. **Append** adds the information to the end of any existing line information. For a One-Time Purchase, choose Append when first copying.



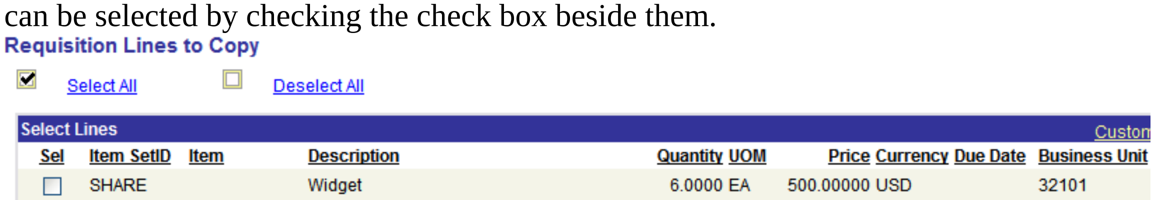
10. Next, choose the **Req Lines** option from the Select Lines drop-down menu.

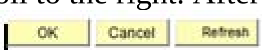


11. In the **Copy Criteria** section, type the Req ID in the **Requisition ID** field, then click the OK button. 



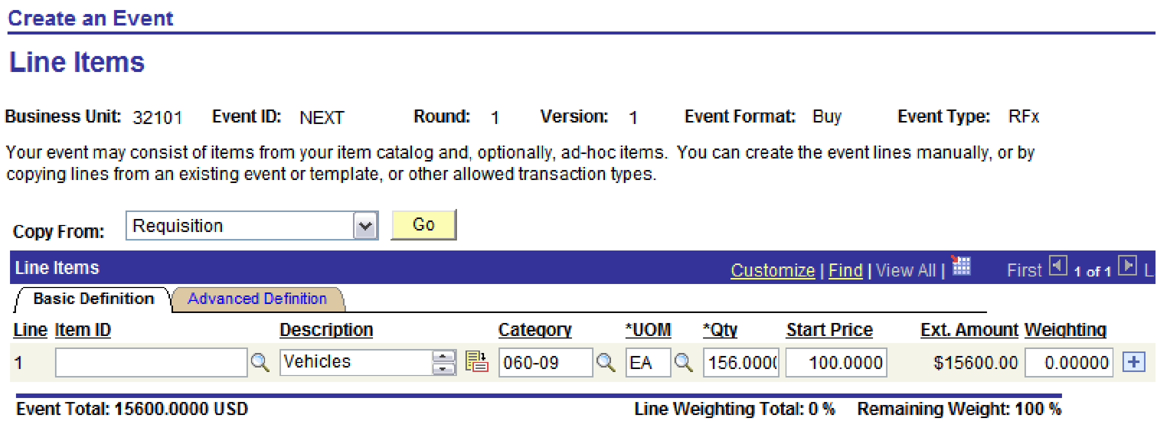
12. It will bring up the lines from the selected Requisition, allowing you to confirm the lines to copy. The Select All link, when pressed, places a checkbox next to all of the lines. This checkbox shows that the line will be copied. If only certain lines are needed, individual lines can be selected by checking the check box beside them.



13. Further information on the lines can be found by using the scrollbar at the bottom of the screen to scroll to the right. After all desired lines are selected; click the OK button, located below the lines. 

14. This brings you to the **Create an Event: Line Items** page to review the Lines copied in the previous steps.

Agency Procurement: Local Purchases less than $25000

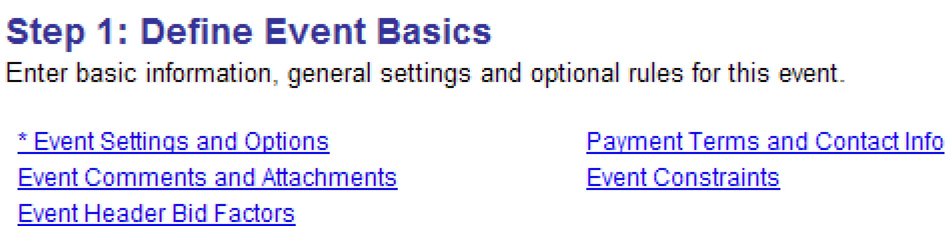


15. Click the **Save Event Changes** button at the bottom of the page. This saves the event and assigns an Event ID, shown at the top of the **Event Summary** page. Save Event Changes

16. Click the **Return to Event Overview** link to return to the main page. < Return to Event Overview

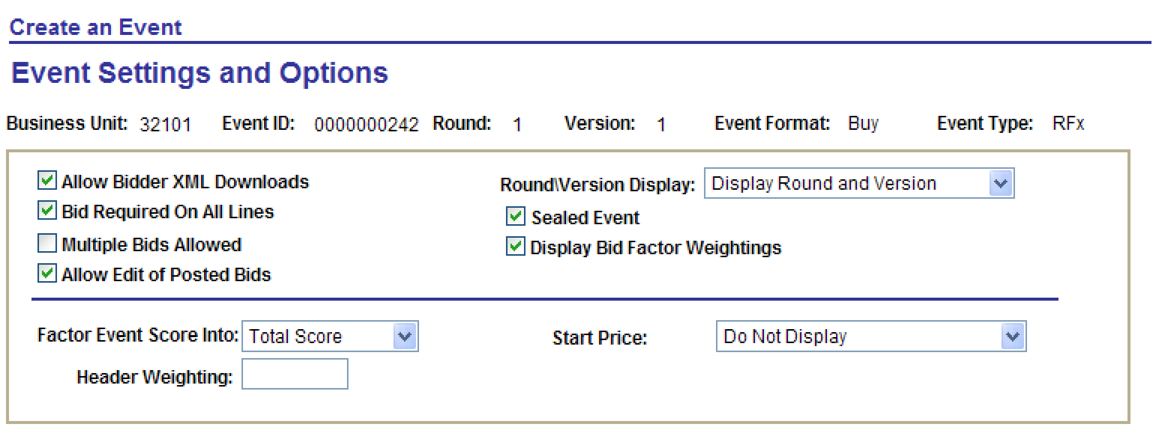
17. The next step in the Event process is to assign option preferences.

Event Options



<u>Event Settings and Options</u>:

- Click the **<u>Event Settings and Options</u>** link (* Event Settings and Options).The list of option checkboxes is shown in the picture below, with bulleted descriptions starting underneath the picture.



1) **Allow Bidder XML Downloads** is checked by default. When checked, it allows the Bidder to download the Solicitation and open it as an Excel form and fill it out electronically. **Leave this checked.**

2) **Bid Required on All Lines** is checked by default. When checked, it requires the Bidder to submit a bid for all lines. When unchecked, it allows the Bidder to only bid on the lines they choose. **Leave this checked.**

3) **Multiple Bids Allowed** is *not* checked by default. When checked, this allows the same Bidder to enter multiple bids. When unchecked, the Bidder can only enter one bid. **Make sure this is checked.**

4) **Allow Edit of Posted Bids** is checked by default. When checked, this allows the Bidder to Edit their Bids that they have already posted. **Leave this checked.**

5) **Sealed Event** is checked by default. When checked, Bidders will not be able to see Bids that have been posted other than their own. **Leave this checked.**

6) **Display Bid Factor Weightings** is checked by default. When checked, this enables the Bidders to see how much weight is given to each question asked of them. **Leave this checked.**

7) **The last three options (Factor Event Score into Total Score, Start Price and Header Weighting) are not used at this time.**

After selecting the desired options, choose the **Return to Event Overview** link. < Return to Event Overview

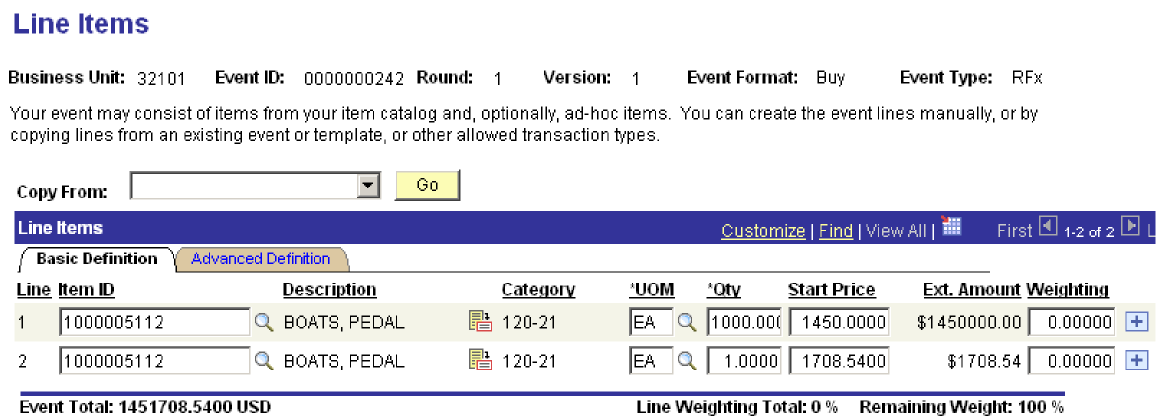
Step 2: Configure Line Items

Create line listings for this event.

* Line Items   Item Line Defaults

The **Configure Line Items** section is used to create new Event Lines or edit Event Lines that have been copied in from the Requisition.

1. Click the Line Items link. * Line Items This will take you to the **Line Items** screen, shown below. The Line Items screen will display the lines copied from the Agency Requisition. Any necessary changes to existing lines can be made by clicking in the field (such as the Qty) and typing in the correct value.



Line Items

Business Unit: 32101 Event ID: 0000000242 Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From: Go

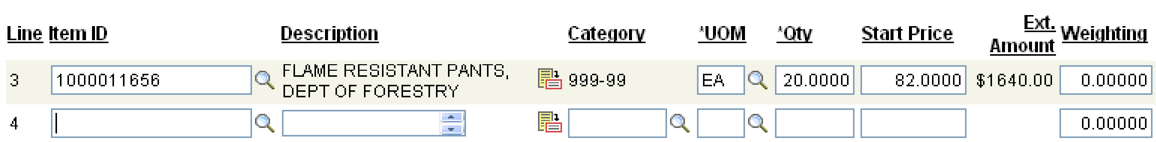
Line Items Customize | Find | View All | First 1-2 of 2

Basic Definition | Advanced Definition

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
1	1000005112	BOATS, PEDAL	120-21	EA	1000.00(	1450.0000	$1450000.00	0.00000
2	1000005112	BOATS, PEDAL	120-21	EA	1.0000	1708.5400	$1708.54	0.00000

Event Total: 1451708.5400 USD Line Weighting Total: 0 % Remaining Weight: 100 %

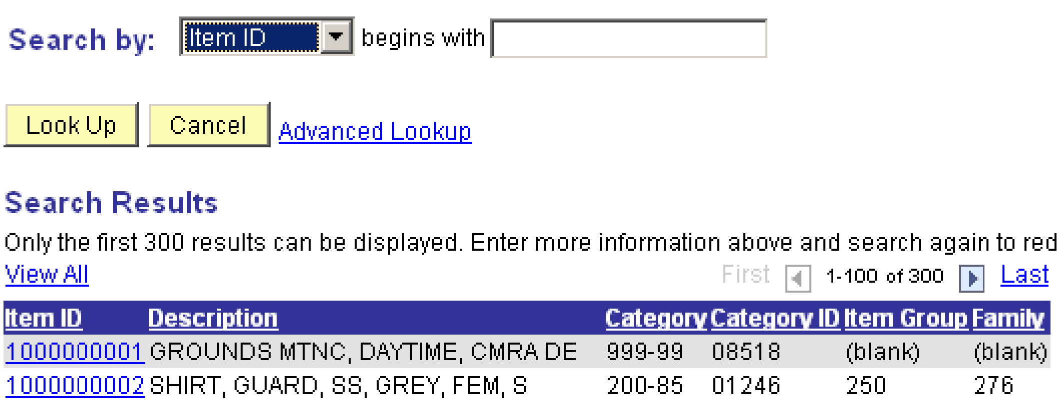
2. To delete a line, click the blue Minus button on that line ( ).To add a Line to the Event without copying it in, use the blue Plus button ( ) to add a new row. This adds a row directly below the row where the Plus button was selected. If the blue Plus button is not visible, use the scrollbar to scroll to the right. An example blank row is shown below.



Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
3	1000011656	FLAME RESISTANT PANTS, DEPT OF FORESTRY	999-99	EA	20.0000	82.0000	$1640.00	0.00000
4								0.00000

3. The blank line will need to have information filled in. The required fields are Description, Unit of Measure (UOM) and Quantity (Qty). The Start Price and Item ID can also be filled in if available.

4. To find if an Item ID exists for the requested item, use the Lookup tool ( ) located by the Item ID field. This allows searching for item IDs that are already in the system. Clicking the Lookup button will pull up a menu to search by Item IDs, as shown below. Items on Agency or Statewide contracts will have Item IDs in the system.



Search by: Item ID begins with

Look Up Cancel Advanced Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to red

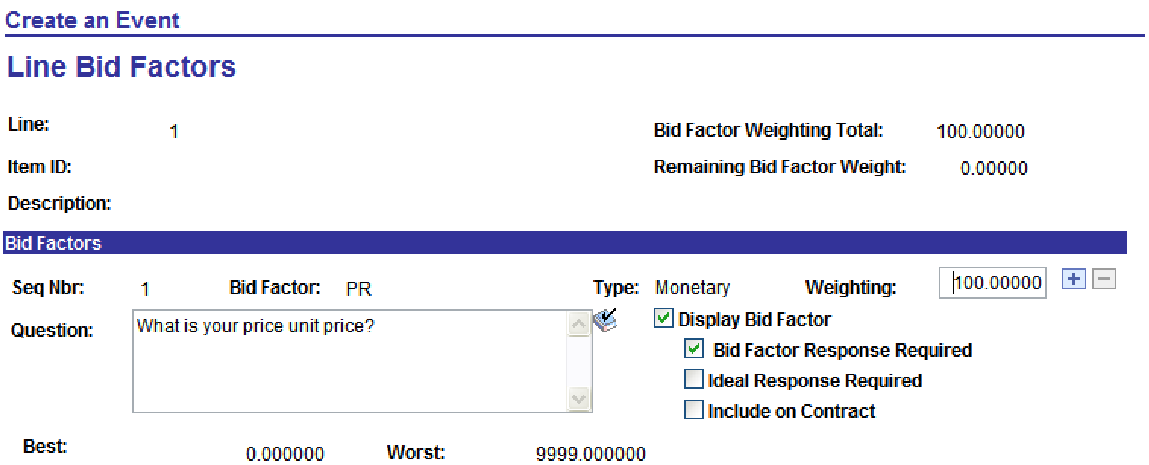
View All First 1-100 of 300 Last

Item ID	Description	Category	Category ID	Item Group	Family
1000000001	GROUNDS MTNC, DAYTIME, CMRA DE	999-99	08518	(blank)	(blank)
1000000002	SHIRT, GUARD, SS, GREY, FEM, S	200-85	01246	250	276

5. To add Bid Factors to a Line, click the Advanced Definition tab, then the Bid Factor link (Bid Factors), located to the right of the Details link. If it is not visible, use the scrollbar to scroll to the right. To edit the Bid Factors you must first have entered a Quantity, Unit of Measure and

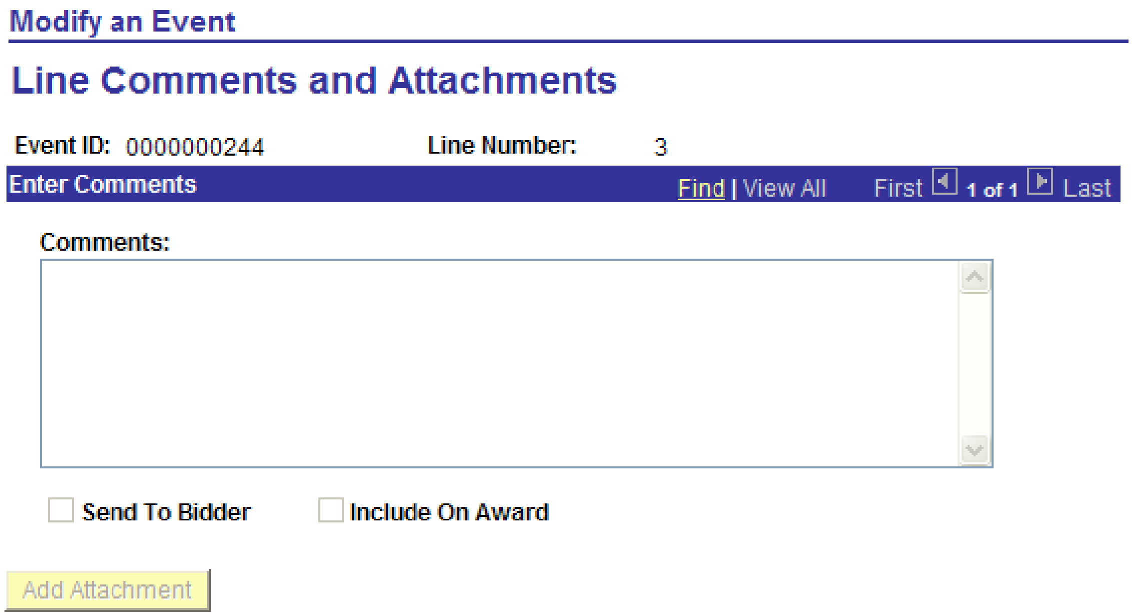
Start Price for the line, on the Basic Definition tab. After clicking the Bid Factors link, you will be taken to the **Line Bid Factors** screen.

The Price Bid Factor will default on every line, as in the example. Line Bid Factors are entered in the same way as Header Bid Factors. Keep in mind that these only apply to the selected line, not the entire Event.



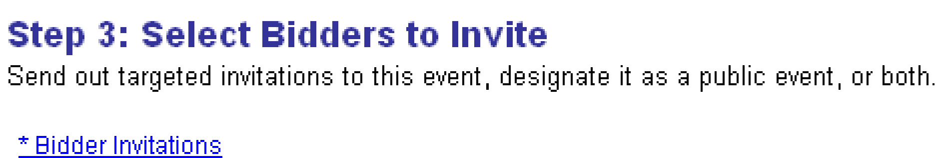
6. To add Specifications to a selected line, click the Advanced Definition tab, then the Comments ( ) icon, located on the far right. If it is not visible, use the scrollbar to scroll to the right. A picture is shown below.

7. Clicking the Comments Icon brings up the Line Comments and Attachments screen. This would be where specifications or comments that apply <u>**only**</u> to the ***selected line*** are attached. Comments can either be typed into the text field or Attached by clicking the Add Attachment button. See the picture below for an example. <u>**For specifications that need to go to the Vendor, be sure to check the “Send to Bidder” checkbox.**</u>



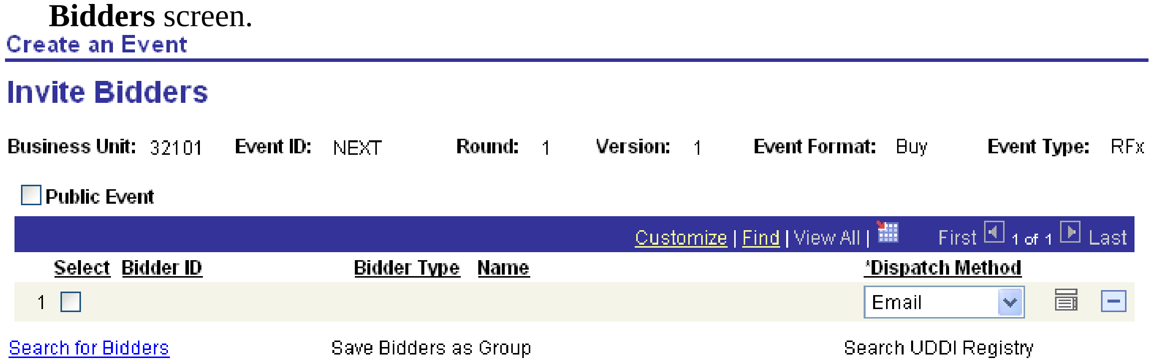
Once all Lines have either been copied over or manually entered and are confirmed correct, click the Return to Event Overview link.

Then click the Bidder Invitations link, shown under **Step 3: Select Bidders to Invite**, detailed below.

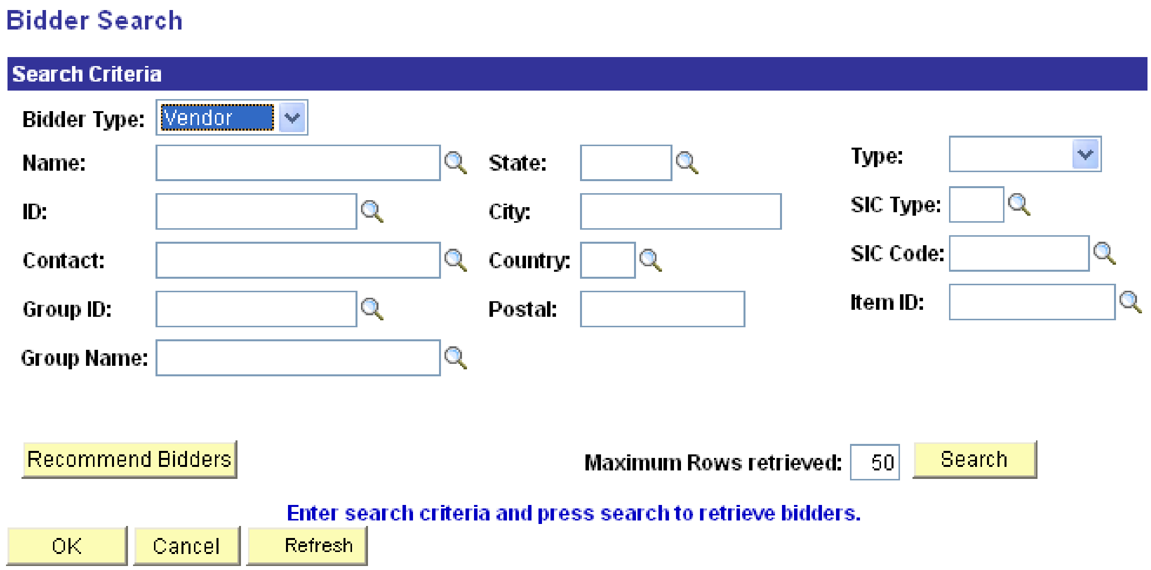


Bidder Invitations

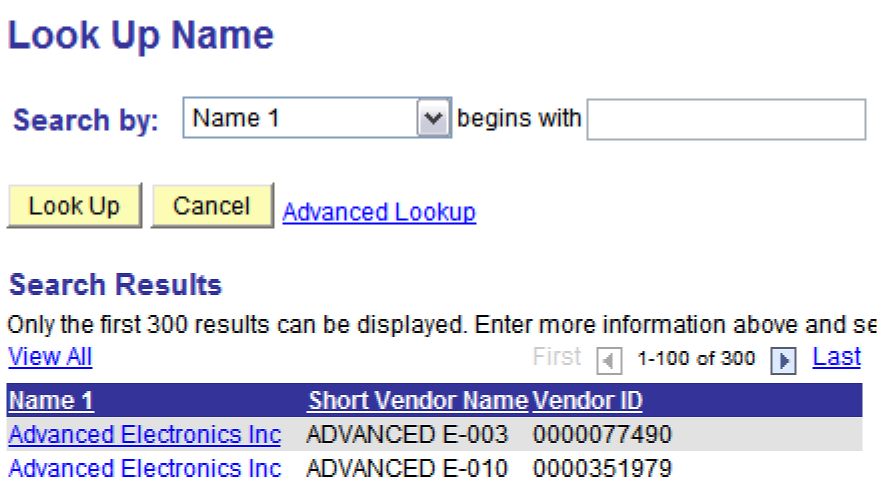
1) Clicking the Bidder Invitations link under Step 3 on the main page goes to the **Invite Bidders** screen.



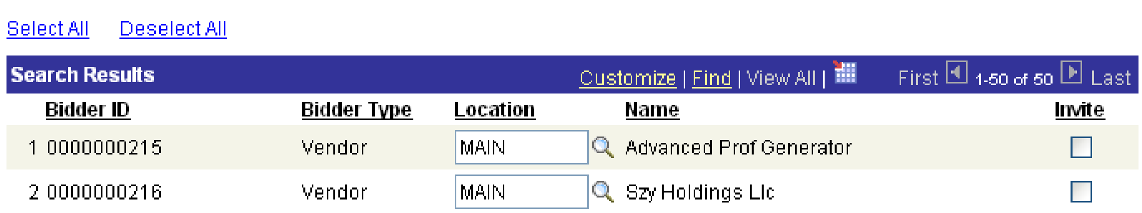
2) Click the Search for Bidders link. Search for Bidders This will bring up the Bidder Search screen.



3) Use the Lookup Icon located by the ID Field or Name Field to pull up a list of Vendors by either ID or Name. Click the blue link of the correct vendor name.



4) After all desired Vendors and Bidders are selected, click the OK Button. This will pull the selected Bidders and Vendors into the **Invite Bidders** screen.



5) After all vendors and bidders are selected, click the Return to Event Overview link.

< Return to Event Overview

Review the event one final time for correctness, paying special attention to the Event Lines and the Bidder Invitations. Set the Event Start Date and End Date at the top of the main Event Summary page.

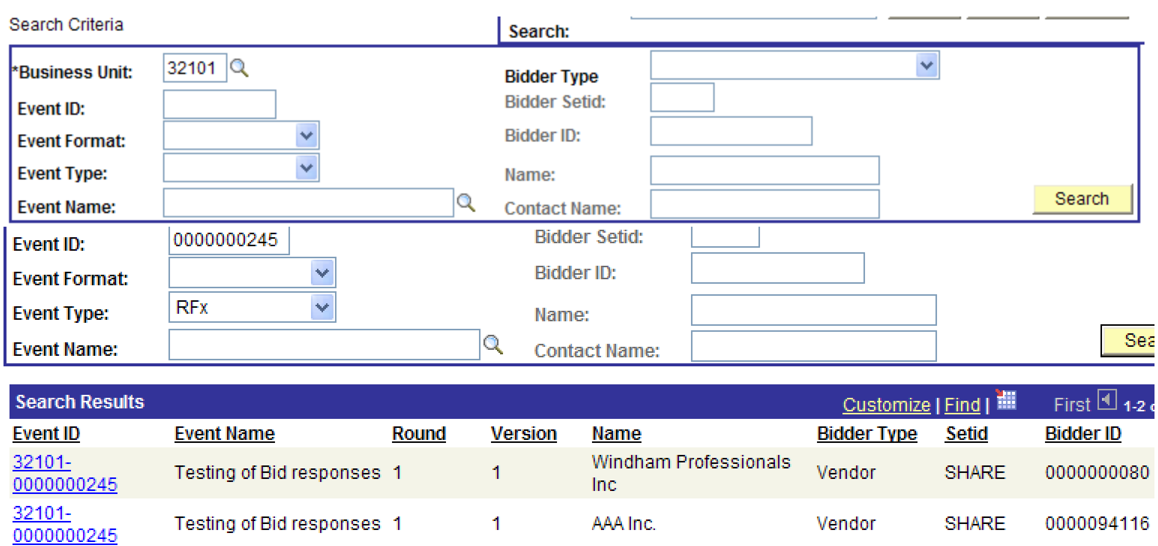
When the final review is complete, press the Post button to route the event for approvals. Once approved, it will be sent to the selected Vendors/Bidders and posted on the web (if Public Event was selected).

Bidding and Entering Bids on Behalf of Vendors

Entering Bids on Behalf of Bidder:

1) Select the Sourcing option from the menu, then Event Responses. Click the Create Bidder Response link.

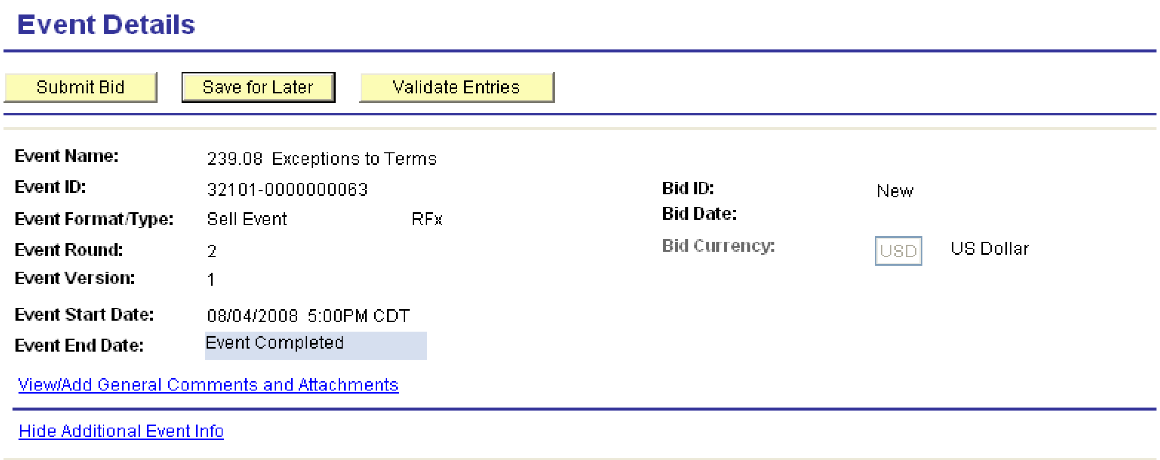
2) Select the appropriate Business Unit and Event Id for the Event that was bid on. Press the Search Button, and then scroll through the Events listed until the Event is found. It will display one blue link for every Bidder that was sent an invitation on that event, in order of the event numbers.



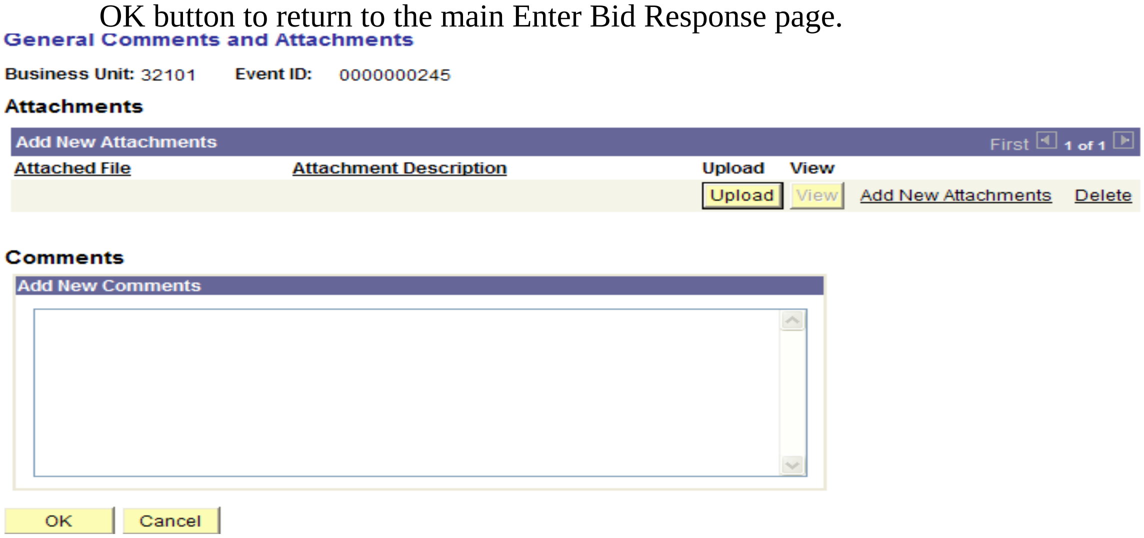
3) Click the blue link for a Bidder on the event to bring up the "Enter Bid on Behalf of…" screen for this Event, for the selected Bidder. It will fill in the name of the selected Bidder at the end of the screen name.

4) Press the Enter a New Bid button. Enter a New Bid This opens up the Event Details screen, where the information from the bid can be entered on behalf of the Bidder.

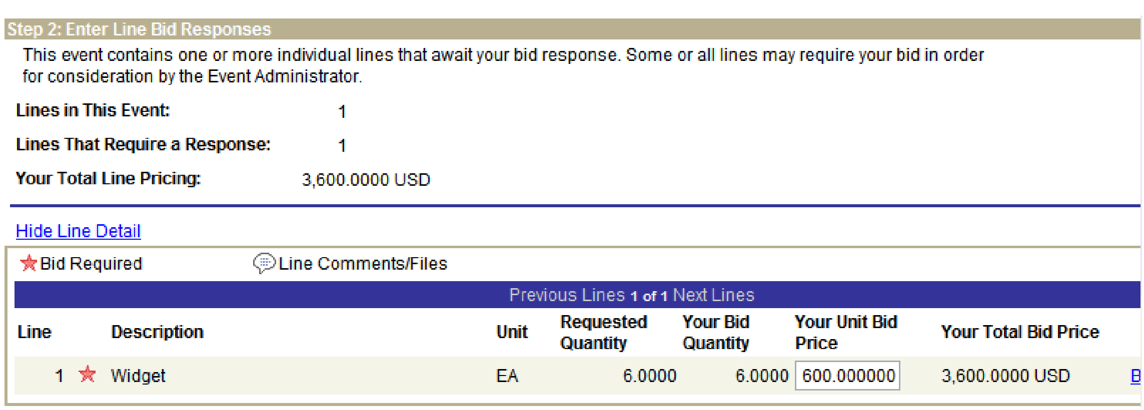
Agency Procurement: Local Purchases less than $25000



5) If the Bidder included supplemental information/comments, click the **View/Add General Comments and Attachments** (View/Add General Comments and Attachments) link to go to the General Comments and Attachments screen. Comments can be typed in the Comments window, or files can be attached using the Attachment button. After the comments have been entered, click the OK button to return to the main Enter Bid Response page.



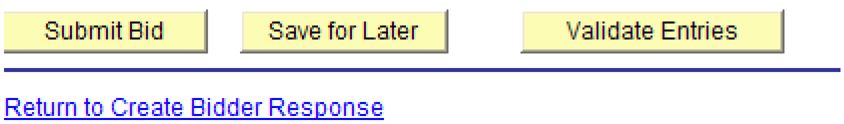
6) Enter the Bid Quantity and Bid Price for each line and repeat for all lines, scrolling down the page.



7) If any supplemental information pertains to the lines specifically, click the View/Add Question Comments and Attachments link, located on each line. This takes you to the Line Comments and Attachments page. Enter any comments or attach any files included with the Bid. Click the OK button when finished to go back to the Line Details page.

8) After Line Bid Responses are entered, click the Start Page button to return to the Event Details page. 

9) Once all information has been entered and verified as correct, press the Submit Bid button to submit the Bid on behalf of the Bidder.



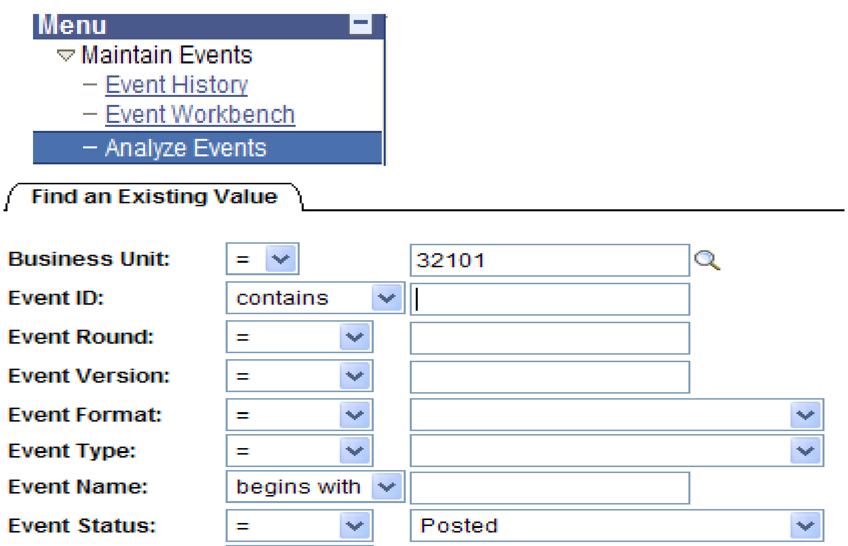
A message will pop up asking if the user is done making changes to the bid. If everything is **<u>completed and correct</u>**, select the Yes button. **Once Yes is selected, no further changes can be made unless the "Allow Edit of Bids" box is checked.**

10) Repeat the above steps (1-9) for each Bidder.

Evaluating and Awarding Sourcing Events to selected Bidders

Analyzing Bids and Awarding to Vendor:

1. Select Sourcing from the menu, then the Maintain Events link. Click the Analyze Events link and search for the correct Event ID or type the exact Event ID number into the Event ID field. If it is not known, search by Event status: Posted and Business Unit.



2. When the correct Event ID is found, click the blue link with the Event's number under the Event ID column.

Search Results

View All First

Business Unit	Event ID	Event Round	Event Version	Event Format	Event Type	Sealed Event	Event Name	Event Status
32101	0000000298	1	1	Buy	RFx	N	Request for Bid, Widgets	Posted

3. Clicking the link will take you to the main Analyze Events page, starting on the Analyze Total tab. At the start, only the first two bids will be visible. By scrolling to the right using the scrollbar at the bottom of the screen, you can see more of the Bids. The Analyze Total page lists information about the bid as a whole.

Analyze Events

Analyze Total | Analyze Line | Review Constraints | Review Award Recommendation | Award Summary | Award Details

Business Unit:	Event ID:	Round:	Version:	Event Name:
32101	0000000298	1	1	Request for Bid, Widgets

Event Format:	Event Type:	Currency:	End Date:	Status:	Go To:
Buy	RFx	USD	12/09/2008 10:25AM CST	Pend Award	...

Bid Analysis and Display Options

Header Weighting: Sort Bids By: Total Event Score Sort Order: Descending Analyze

Display Options: View Factor Responses ☐ Display Delta Responses ☐ Display Disqualified Bids ☑ Display Withdrawn Bidders

View Bid Actions: ☑ All Bid Actions ☐ Award ☐ Counter ☐ Disallow ☐ Reject ☐ <No Action>

Analysis

Bidder Name	Windham Professionals Inc	The Equitable	Delta Management Assoc
Event Version:	1	1	1
Bid Number:	1	1	1
Total Bid Amount:	2970.0000	3060.0000	3600.0000
Total Bid Cost	2970.00	3060.00	3600.00
Total Event Score:	100.0000	85.7000	0.0000
Total Header Cost	0.00	0.00	0.00
Total Header Score:	0.0000	0.0000	0.0000

Bid Analysis:

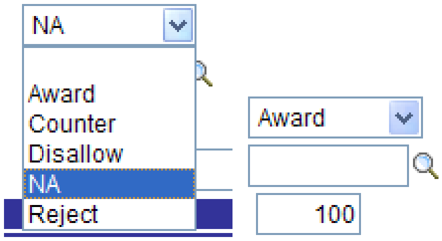
Reviewing a Bid and determining the winning Bidder consists of several steps, including analysis of the **Total Bid Amount**, and any attached documents in the Bids that elaborate on any comments.

Total Bid Amount: You can view the total price Bid by looking at the **Analysis** section on the **Analyze Total** page. The **Total Bid Amount** row shows the combined price the Bidder has bid on all the lines.

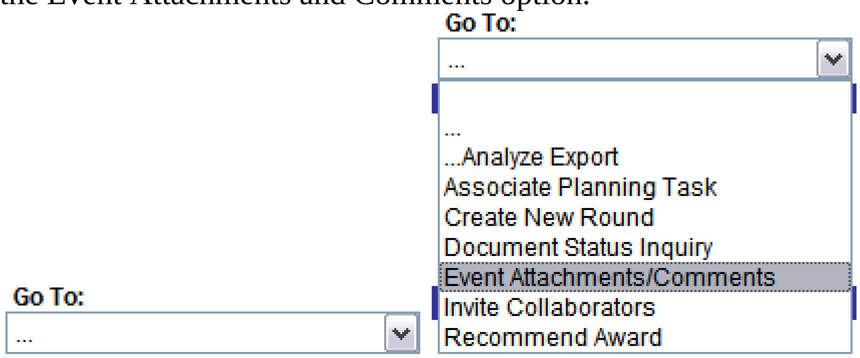
Total Bid Amount:	2970.0000	3060.0000	3600.0000

4. After determining a winner by reviewing the Total Bid Amount and any Comments, the event can be awarded. To Award an event, go back to the main Analyze Total page. Select Award from the Bid Action drop-down menu, located under the bidder's header. Enter 100 in the Award by Percent field, under the column of the winning Bidder.

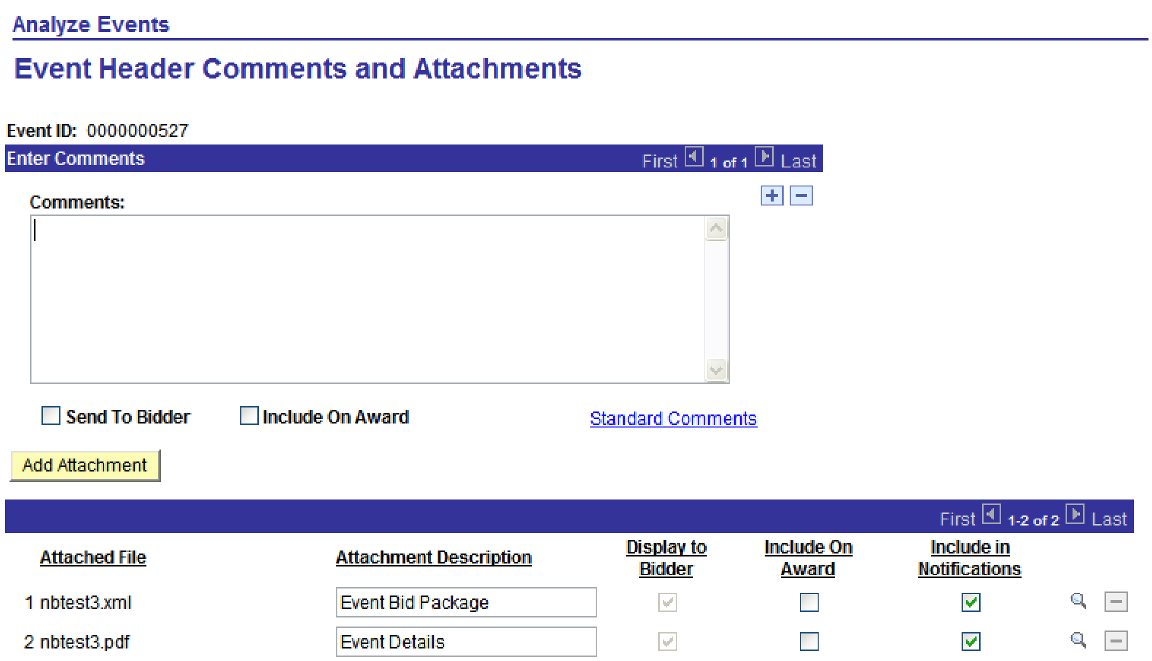
Bid Action	NA	NA	NA
Reject Reason Code:			
Award by Percent:			



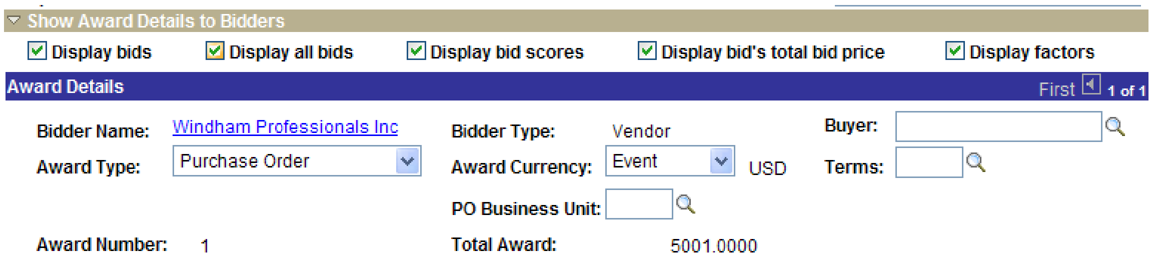
5. Click the Go-To Drop-down box at the top right of the main Analyze Events page, and select the Event Attachments and Comments option.

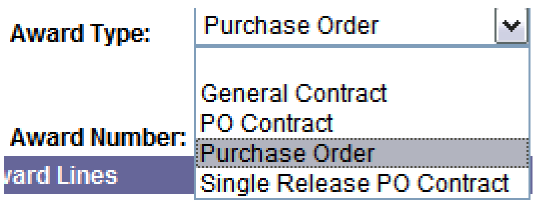


6. This takes you to the **Event Attachments and Comments** page, where you will enter your notes and justification for awarding to the selected Bidder. Type your justification in the Comments text box. For internal comments such as notes, do not check the Send to Bidder or Include on Award boxes. Then press the OK button at the bottom of the screen to return to the main menu.

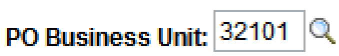


7. Click the Award Details link at the top of the page. Select Award Type from the drop-down menu. To award to a PO, select Purchase Order from the drop-down, though it should default to that.

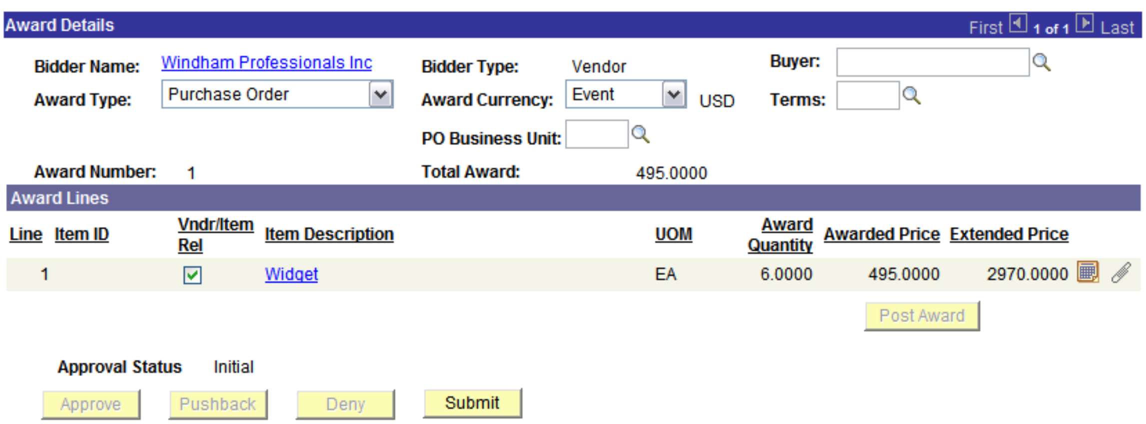




8. Once Purchase Order has been selected from the Award Type drop-down, type in the Business Unit the PO is for, if it did not default in.



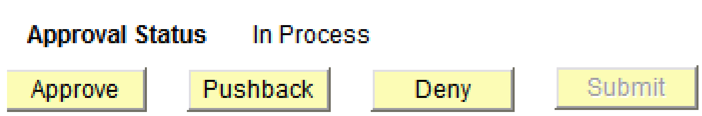
9. After the Award Type and PO Business Unit have been filled in, click the Submit button at the bottom of the page. This routes the Award for approval.



For Approvers:

10. Navigate back to the Analyze Events link. Search for the Event with the Award to be posted, and click the Event ID’s link.

11. The approver will press the Approve button on the Award Details page after reviewing the award choice.



Posting Awards:

Agency Procurement: Local Purchases less than $25000

1) Navigate back to the Analyze Events link. Search for the Event with the Award to be posted, and click the Event ID's link.

Search Results

View All First 1-6 of 6 Last

Business Unit	Event ID	Event Round	Event Version	Event Format	Event Type	Sealed Event	Event Name	Event Status	DateTime Finished
32101	0000000482	1	1	Buy	RFx	Y	Pants	Posted	12/11/2008 10:54AM
32101	0000000481	1	1	Buy	RFx	Y	Tillers, Rotary, 3-Pt Hitch	Pend Award	12/11/2008 11:00AM
32101	0000000480	1	2	Buy	RFx	Y	Widgets for Repairs at TN Tower	Pend Award	12/11/2008 1:05PM

2) Once the approval process is complete, the Award can be posted. To do so, press the Post Award button, located on the Award Details screen.

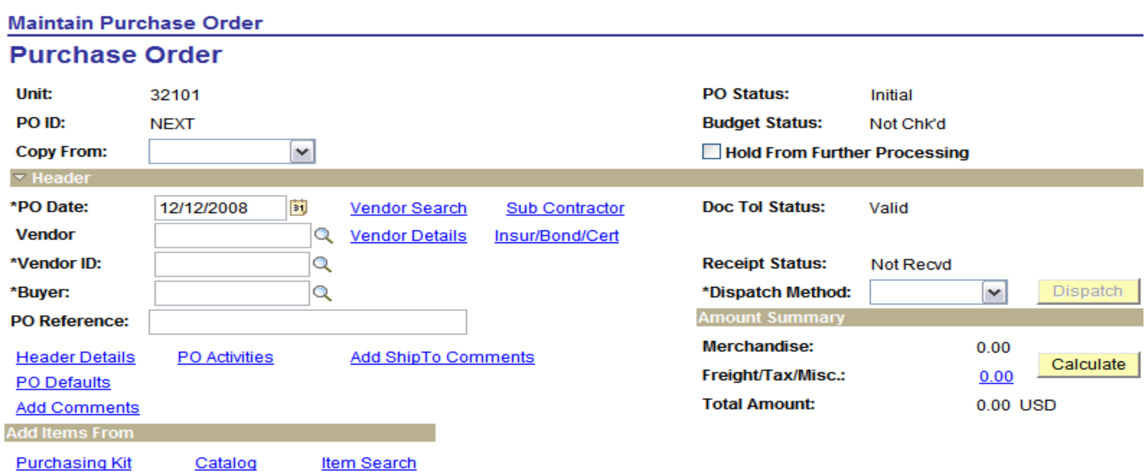
3) After the Post Award button is pressed, you will be taken to the **Purchase Order** screen, detailed in the next section. Post Award

Creating Purchase Orders from Sourcing Events

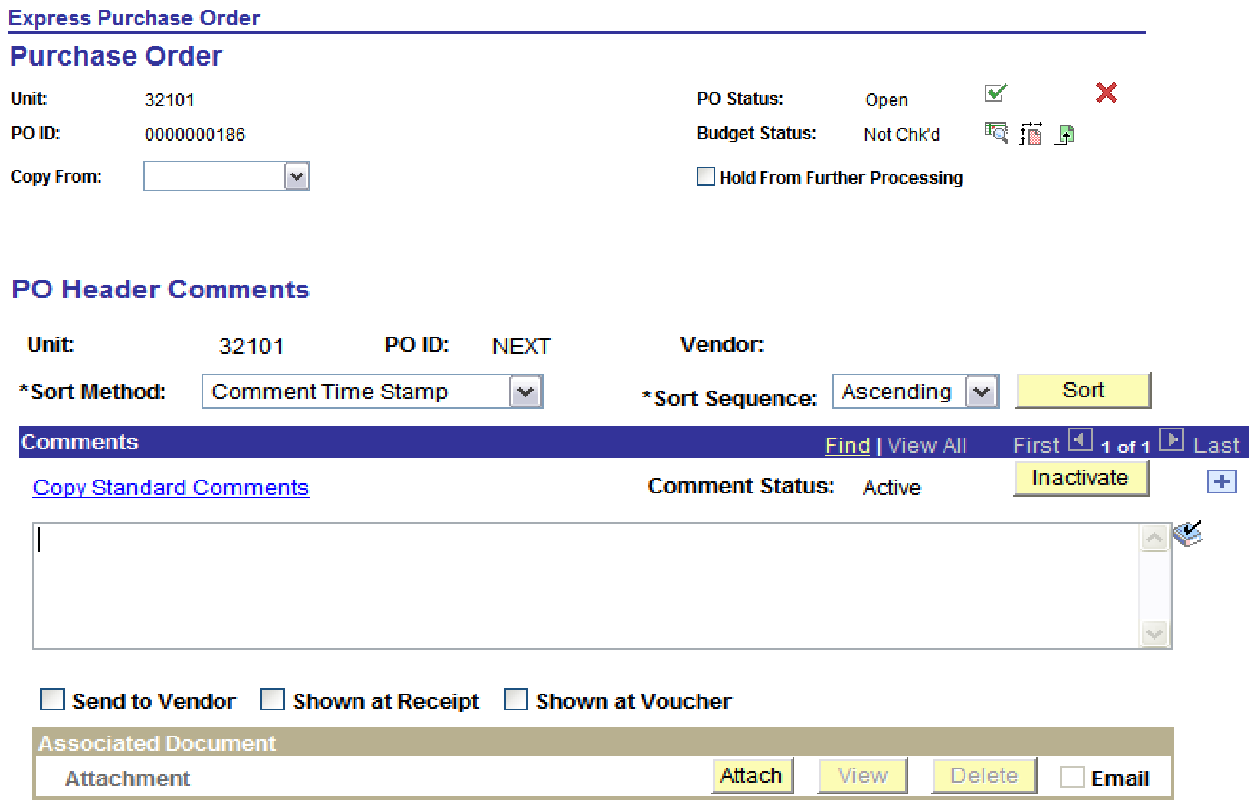
You will be automatically taken to the **Add/Update Express** POs page after clicking the Post Award button.

1. All necessary information should default in from the Event and the User Preferences, but can be changed from the **Vendor Details, Header Details** and **PO Defaults** links if necessary.

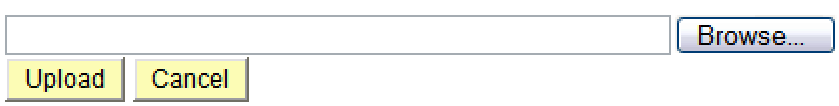
2. After reviewing all the information on the PO, return to the main **Purchase Order** page and click the Save button, located at the bottom of the screen.

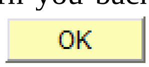


3. Now, Budget Check the document and Dispatch it. To Budget Check, click the **Budget Check** ( ) icon located at the top right of the page. It will show as Processing for a few seconds, then it will come back with **Budget Status**: **Valid**. This encumbers funds for the Purchase Order.



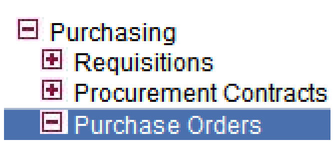
- Click the **Attach** button, find the file on your computer where you saved your Bids, then press the Upload button.



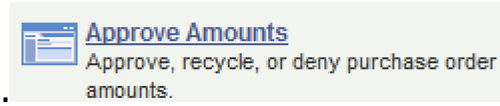
- This will return you back to the main **PO Header Comments** page. Click the OK button, then proceed. 

4. After completing the Budget Check, click the Save button, located at the bottom of the main **Purchase Order** page. 

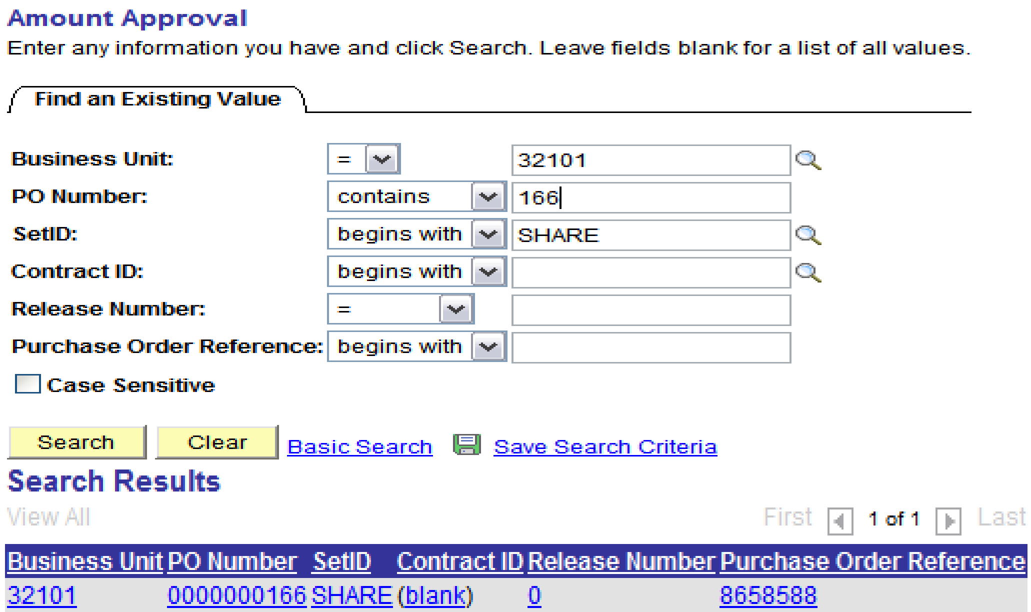
5. You must now submit the PO into Workflow. **Make sure the PO is saved first.** To do so, click the “Purchasing” link on the left-hand menu. Then click “Purchase Orders”.



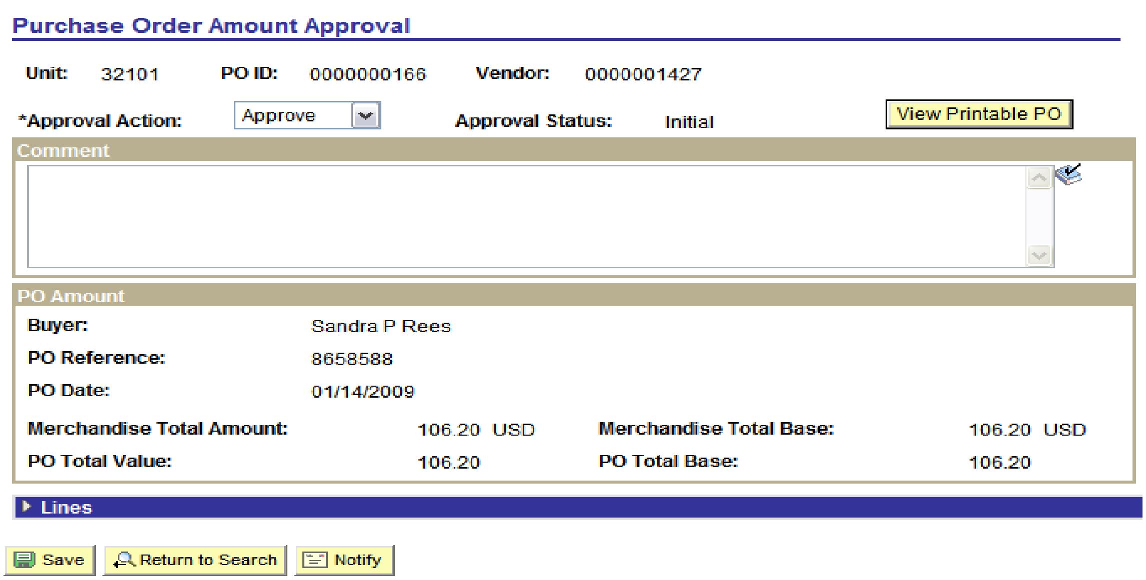
6. Click the “Approve Amounts” link under the Purchase Order section.



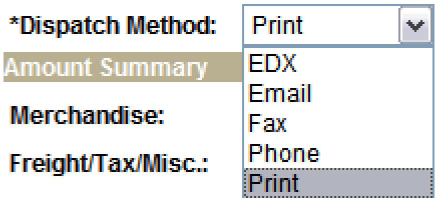
7. Use the Search screen that appears to find your Purchase Order by typing the PO number into the "PO Number" field, then press Search. Click the link for the PO that appears.



8. This will take you to the Approve Order Amounts screen. Enter any necessary approval comments into the Comment field. Make sure the drop-down box is set to "Approve" (the default), then press the Save button.



9. Navigate back to the main Purchase Order page. The Purchase Order is now ready for Dispatch. Check the **Dispatch** drop-down menu on the main page, choosing either Print or E-mail. Do not choose Fax, EDX or Phone methods, as those are not currently supported.



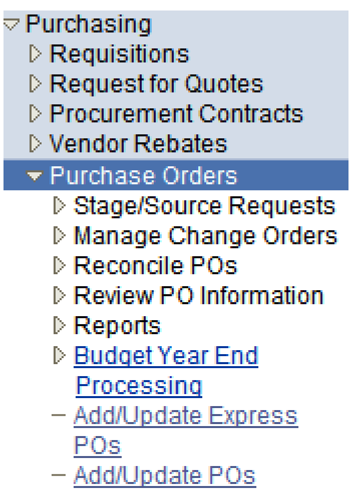
10. Click the Dispatch button, which will only be highlighted if all approvals have been met. This will take you to the **Dispatch Options** page. Leave the options at default, then press the **OK** button.

11. A prompt will appear asking you if you wish to "Wait for confirmation that the PO Dispatch process is complete?" Click the Yes button. After the PO Dispatch process is ran, a new browser window will open.

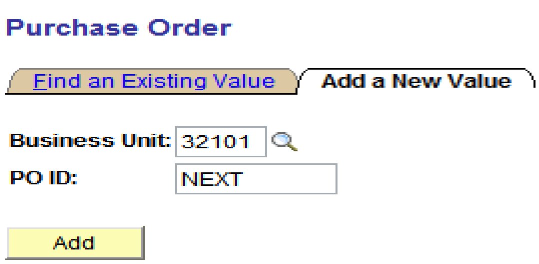
12. Click the PO Dispatch (listed as **PODISP**) process in the new window. Click the blue link that says **Notify Success**. This takes you to the **Process Detail** page. Click the **View Log/Trace** link, at the bottom right.

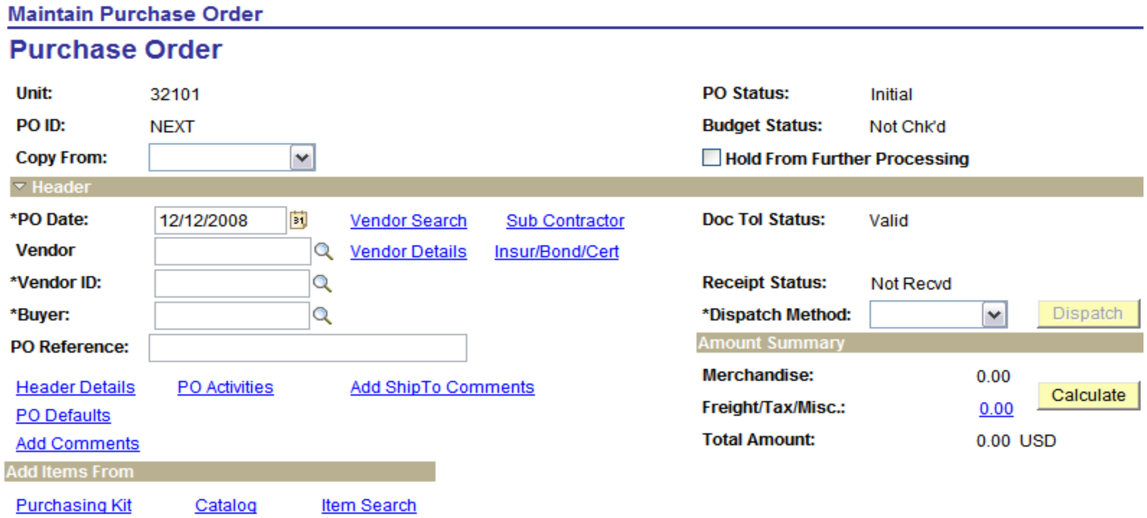
Creating Purchase Orders for totals under $5000

61) **Local Purchases under $5000:** Navigate to the Purchase Order page by clicking the **Purchasing** link from the menu, then clicking the **Add/Update POs** link.



62) This will bring up the Search page. Click the **Add New Value** tab and select the desired Business Unit for the PO. The PO ID will default in. Leave the field at NEXT. Click the **Add** button.

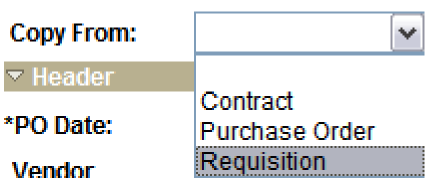




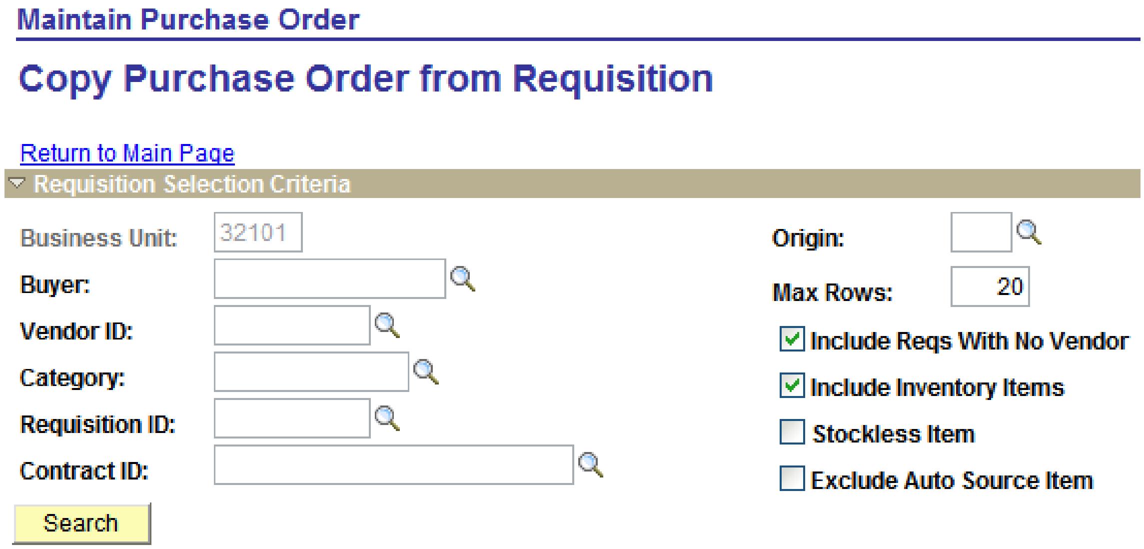
63) Enter the Vendor ID the Purchase Order is going to in the **Vendor ID** field. For Local Purchase Orders, this will be found by entering the ID of the low-bid vendor.

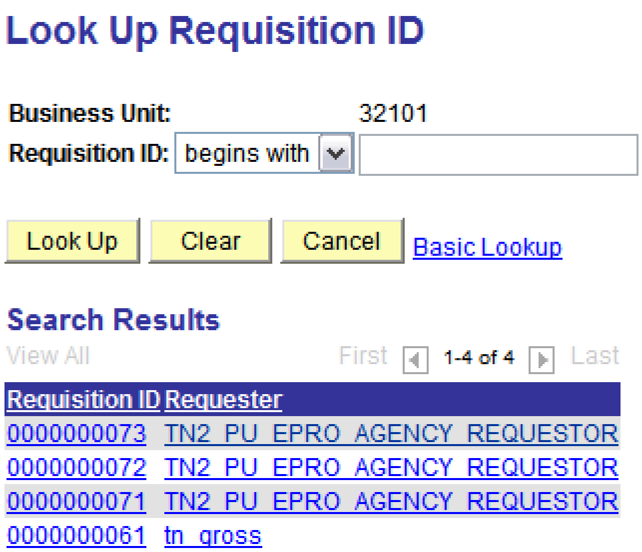
64) Enter your Buyer ID in the **Buyer ID** field. To do this, click on the Lookup Icon ( ) located by the Buyer ID Field, then scroll through the list until you find your name. Click the link to return to the main page with the Buyer ID field completed.

65) For Local Purchases, you will be copying from a Requisition created by your Agency Requester. To do so, click the **Copy From** drop-down box, and select the **Requisition** option. To do this, you must first have entered the Vendor ID into the Vendor ID field.

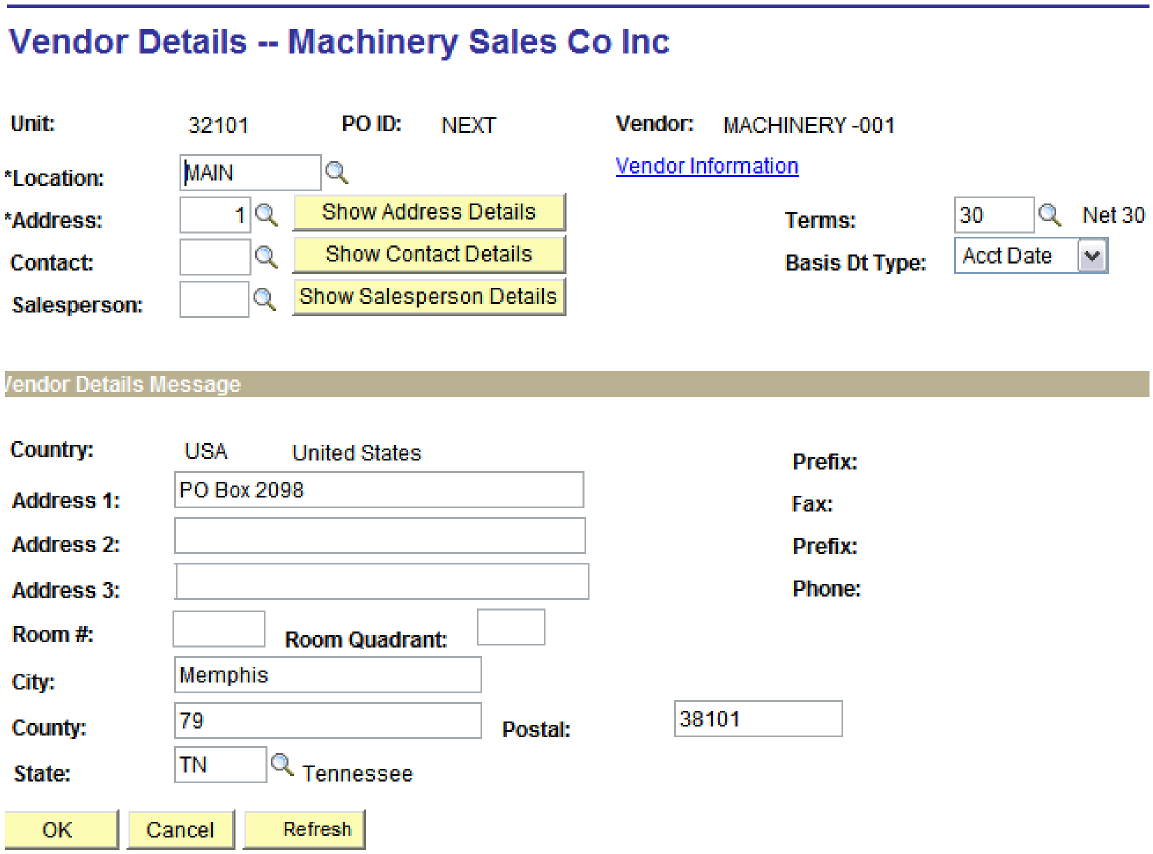


66) This takes you to the **Copy Purchase Order from Requisition** page. It is shown on the first picture below. Click the Lookup Icon ( ) by the Requisition ID field to bring up the **Look Up Requisition ID** page, shown on the second picture below. Type in your Business Unit if it did not default and press the Search button to bring up a list of Requisition IDs. Find the Requisition you were assigned and click the **Requisition ID** link.





67) Clicking the correct Requisition ID will bring you back to the **Copy Purchase Order from Requisition** page. Click the **Select All** (Select All) link to select all the lines for copying. Then click the **Copy to PO** (Copy To PO) button to copy the requisition lines over to the PO.


Vendor Details -- Machinery Sales Co Inc

Unit: 32101 PO ID: NEXT Vendor: MACHINERY -001

Vendor Information

*Location: MAIN

*Address: 1 Show Address Details

Contact: Show Contact Details

Salesperson: Show Salesperson Details

Terms: 30 Net 30

Basis Dt Type: Acct Date

Vendor Details Message

Country: USA United States

Address 1: PO Box 2098

Address 2:

Address 3:

Room #: Room Quadrant:

City: Memphis

County: 79 Postal: 38101

State: TN Tennessee

Prefix:

Fax:

Prefix:

Phone:

OK Cancel Refresh

68) This should default in all the information from the Requisition, and return you to the main Purchase Order page. Click the **Vendor Details** (Vendor Details) link, which takes you to the Vendor Details page.

69) Check the Address listed to make sure the Vendor address is correct. If it is incorrect, use the Lookup Icon (🔍) next to the **Location** field to select a different location and use the Lookup Icon (🔍) next to the **Address** field to select a different address.


Maintain Purchase Order

Vendor Details -- Machinery Sales Co Inc

Unit: 32101 PO ID: NEXT Vendor: MACHINERY -001

Vendor Information

*Location: MAIN

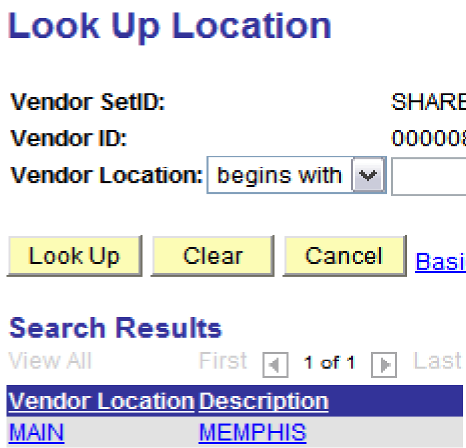
*Address: 1 Show Address Details

Contact: Show Contact Details

Salesperson: Show Salesperson Details

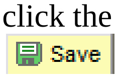
Terms: 30 Net 30

Basis Dt Type: Acct Date



70) Once the correct address is entered, press the **OK** button at the bottom of the page to return to the main **Purchase Order** screen.

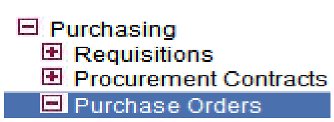
71) After reviewing all the information on the PO, return to the main **Purchase Order** page and click the **Save** button, located at the bottom of the screen.



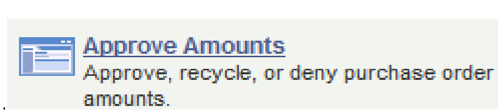
72) When all options are confirmed correct, you are now ready to Budget Check. This encumbers funds for the Purchase Order. To Budget Check, click the **Budget Check** ( ) icon located at the top right of the page. It will show as Processing for a few seconds, then it will come back with **Budget Status**: **Valid**.

73) After completing the Budget Check, click the Save button, located at the bottom of the main **Purchase Order** page.

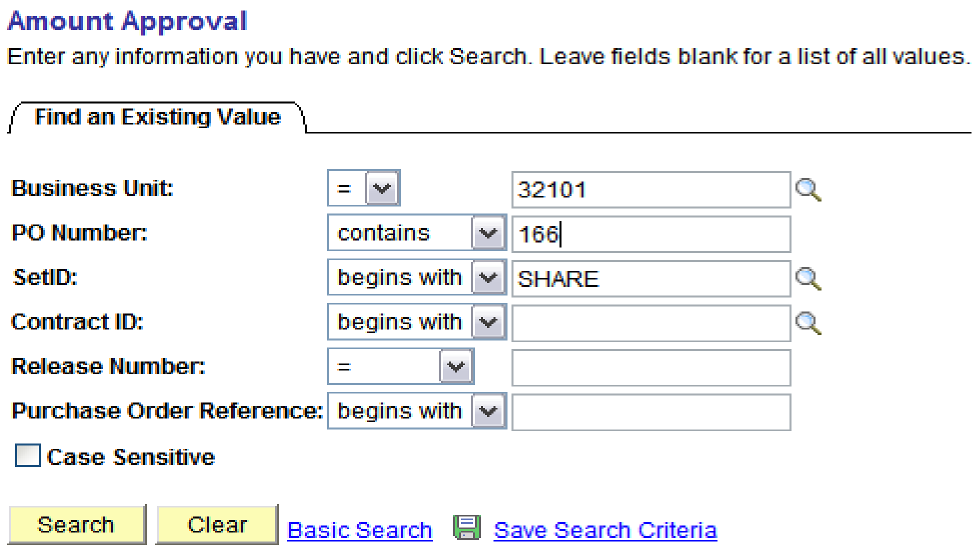
74) You must now submit the PO into Workflow. To do so, click the **Purchasing** link on the left-hand menu. Then click **Purchase Orders**.



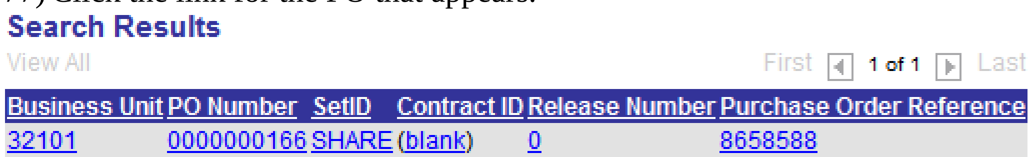
75) Click the **Approve Amounts** link under the Purchase Order section.



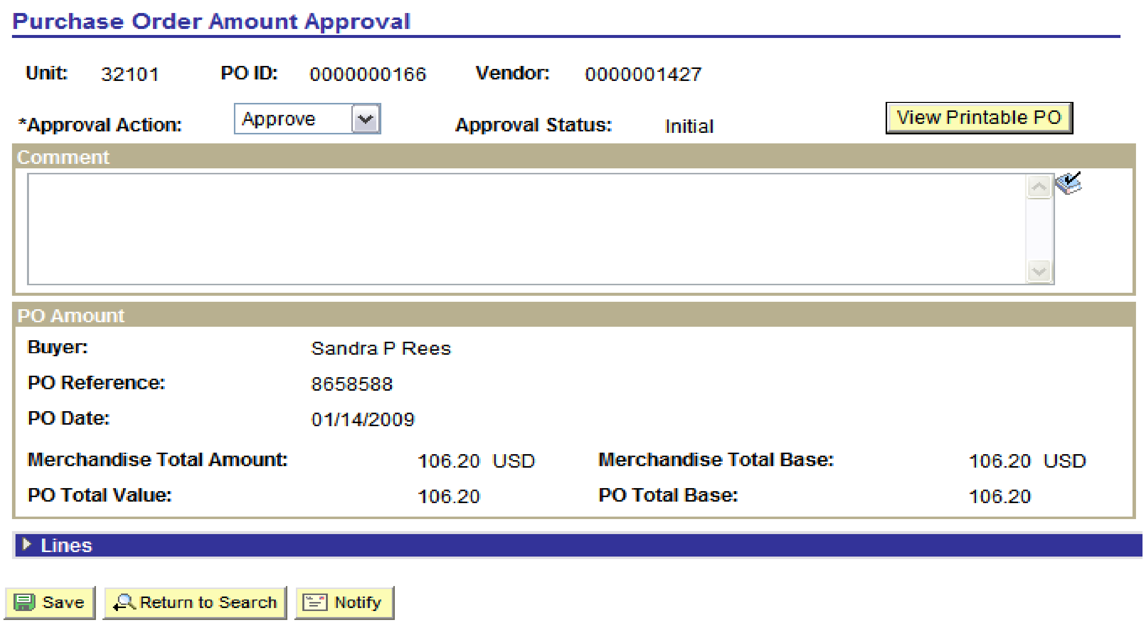
76) Use the Search screen that appears to find your Purchase Order by typing the PO number into the **PO Number** field and changing the drop-down box from **Begins** to **Contains**, as shown below. Then press **Search**.



77) Click the link for the PO that appears.



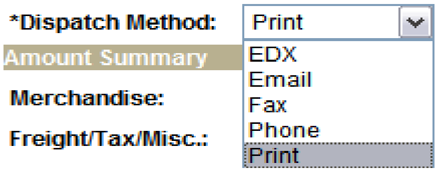
78) This will take you to the Approve Order Amounts screen, shown below. Make sure the drop-down box is set to **Approve**, then press the **Save** button. It defaults at **Approve**.



Once all approvals are met, the Purchase Order can be dispatched.

Dispatching Purchase Orders

6) Navigate back to the main Purchase Order page. The Purchase Order is now ready for Dispatch. Check the **Dispatch** drop-down menu on the main page, choosing either Print or E-mail. Do not choose Fax, EDX or Phone methods, as those are not currently supported.



7) Click the Dispatch button, which will only be highlighted if all approvals have been met. This will take you to the **Dispatch Options** page. Leave the options at default, then press the **OK** button.

8) A prompt will appear asking you if you wish to “Wait for confirmation that the PO Dispatch process is complete?” Click the Yes button. After the PO Dispatch process is ran, a new browser window will open.

9) Click the PO Dispatch (listed as **PODISP**) process in the new window. Click the blue link that says **Notify Success**. This takes you to the **Process Detail** page. Click the **View Log/Trace** link, at the bottom right, to open a list of files. Click the one ending in .PDF to open the finalized Purchase Order to be printed, e-mailed, or faxed to the vendor.

Direct-Entry Purchase Orders

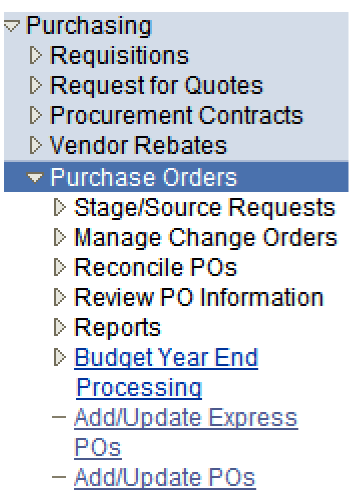
- **Direct-Entry Purchase Orders can only be used to purchase items with a total value under $5000.**

- **They <u>cannot</u> be used to purchase Items that must be tagged as Assets, with Asset IDs.** Items that require Asset IDs ***<u>must</u>*** be entered with a dedicated Edison Item ID, and these must be requested through the Content Group.

- **They <u>cannot</u> be used to purchase Items that require Commodity Approvals.** Items of NIGP code types that require Commodity Approvals ***<u>must</u>*** be entered through eProcurement Requisitions as "Special Requests", even if they total under $5000. This would include items like Postal Equipment and Software, among other things.

If the items you are trying to order are not on contract, do not require Asset tags and do not require Commodity Approval, you can use the following process to purchase them, if you do not wish to copy from an eProcurement Requisition. Buying any of the above types of items using the Direct Entry process is a violation of proper purchasing procedure, with the attendant consequences.

1) **Orders under $5,000:** Navigate to the Purchase Order page by clicking the Purchasing link from the menu, then clicking the Add/Update POs link.

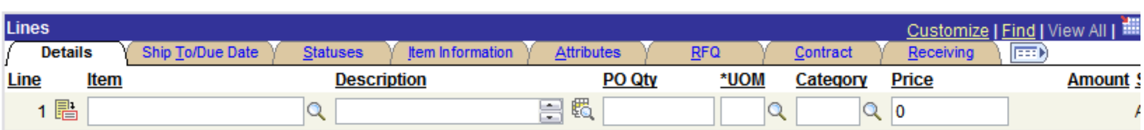


2) This will bring up the Search page. Click the Add New Value tab and select the desired Business Unit for the PO. The PO ID will default in. Leave the field at NEXT. Click the Add button.

3) Enter the Vendor ID the Purchase Order is going to in the **Vendor ID** field. For Purchases under $5,000, this will be found after consulting with the desired Vendors.

4) Enter your Buyer ID in the **Buyer ID** field. To do this, click on the Lookup Icon ( ) located by the Buyer ID Field, then scroll through the list until you find your name. Click the link to return to the main page with the Buyer ID field completed.

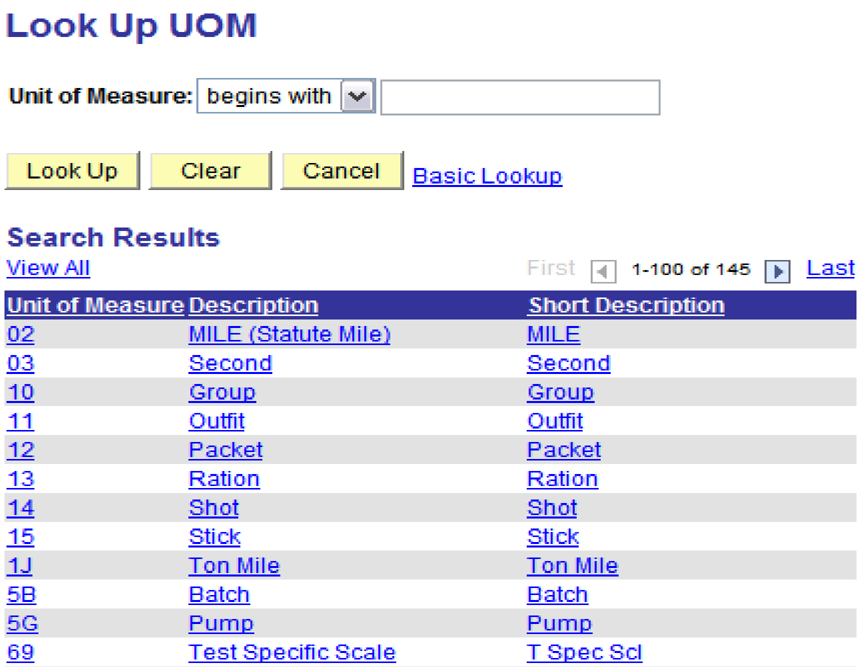
5) For Purchases under $5,000, you will be entering your needed information directly into the **Lines** section. This is mainly the **Description,** the **PO QTY**, the **UOM**, the **Category** and the **Price**. The financials/Chartfields may need to be altered, but they should properly default in based upon your User setup.



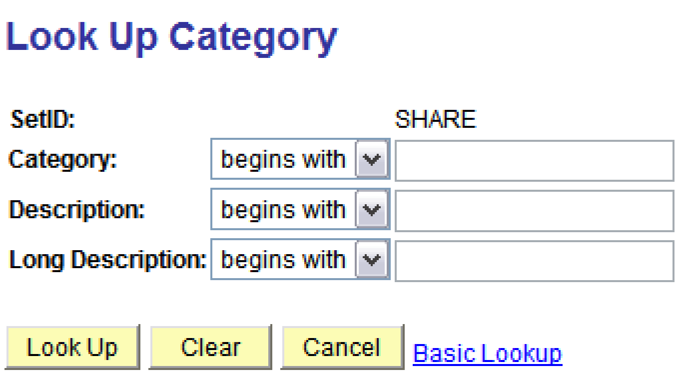
6) Type in a Description of the item you are buying into the Description field. This must be sufficient for the vendor to understand what it is you are trying to buy.

7) Type the Quantity of items you are buying into the PO QTY field.

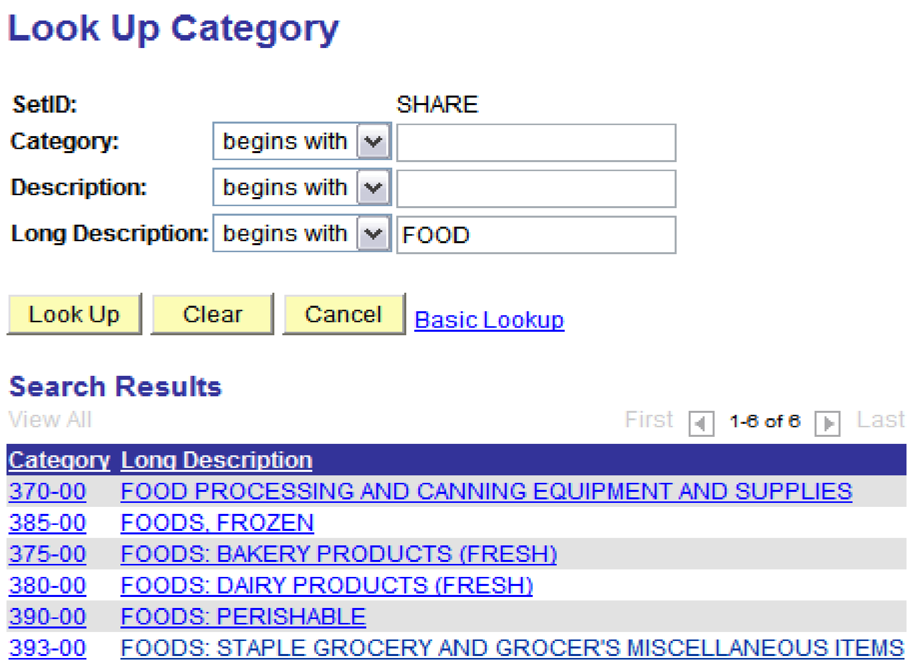
8) Type your Unit of Measure into the UOM field. If you are not sure which Unit of Measure to use, click the Lookup Icon ( ) next to the UOM field. This will pull up a list of valid Units of Measure. Scroll through the list and click on the most appropriate one to return to the main PO screen. The picture below only shows the first ten or so.



9) Back on the main PO screen, you will now need to enter the Category code (NIGP code) for the item. Click the Lookup Icon ( ) next to the Category field. This will take you to the Look Up Category screen.



10) Change the drop-down menu next to the **Long Description** field to read "Contains", then type in a partial description for a Category Code that may match your item. Less is more. For example, when ordering Snack Cakes, try Food. After your description is in, click the "Look Up" button. This will bring up a list of broad categories. You will need to find a more specific number.



Look Up Category

SetID: SHARE
Category: begins with
Description: begins with
Long Description: begins with FOOD

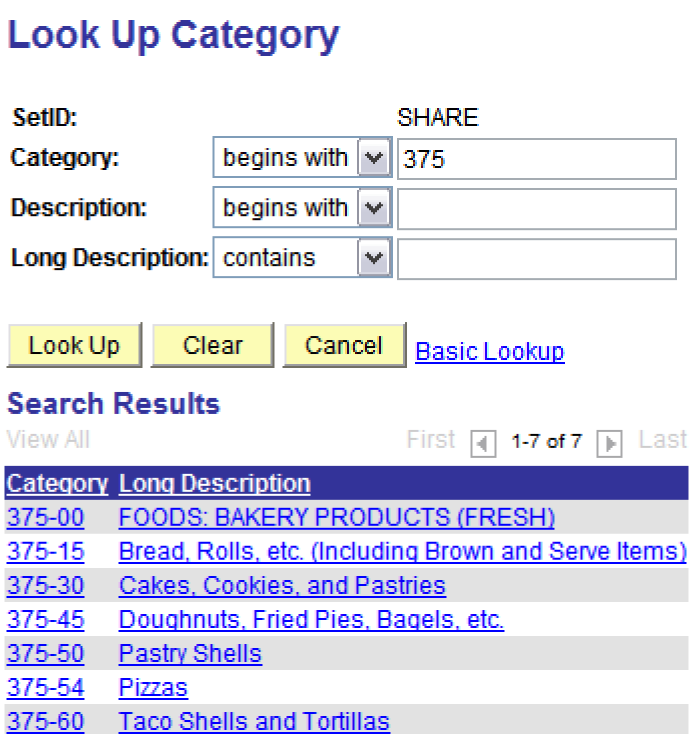
Look Up | Clear | Cancel | Basic Lookup

Search Results

View All First 1-6 of 6 Last

Category	Long Description
370-00	FOOD PROCESSING AND CANNING EQUIPMENT AND SUPPLIES
385-00	FOODS, FROZEN
375-00	FOODS: BAKERY PRODUCTS (FRESH)
380-00	FOODS: DAIRY PRODUCTS (FRESH)
390-00	FOODS: PERISHABLE
393-00	FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS

11) Type one of the Category numbers that appears into the Category field, and clear out the Long Description field. Then press Look Up again.



Look Up Category

SetID: SHARE
Category: begins with 375
Description: begins with
Long Description: contains

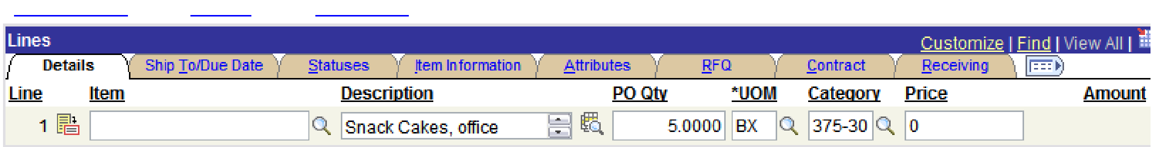
Look Up | Clear | Cancel | Basic Lookup

Search Results

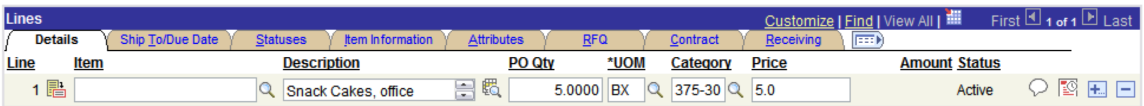
View All First 1-7 of 7 Last

Category	Long Description
375-00	FOODS: BAKERY PRODUCTS (FRESH)
375-15	Bread, Rolls, etc. (Including Brown and Serve Items)
375-30	Cakes, Cookies, and Pastries
375-45	Doughnuts, Fried Pies, Bagels, etc.
375-50	Pastry Shells
375-54	Pizzas
375-60	Taco Shells and Tortillas

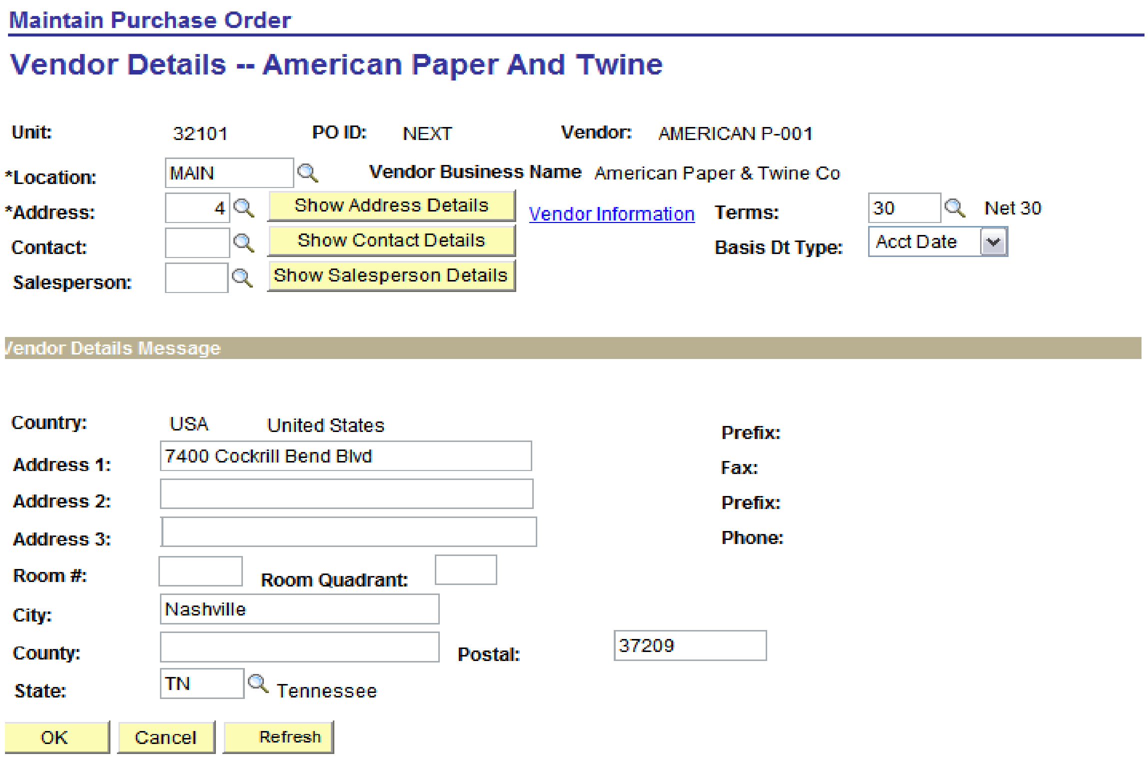
12) When you have a full five-digit NIGP code (example: 375-30, not 375-00) that seems to match the item you are buying, click the blue link for that item to return to the main PO page.



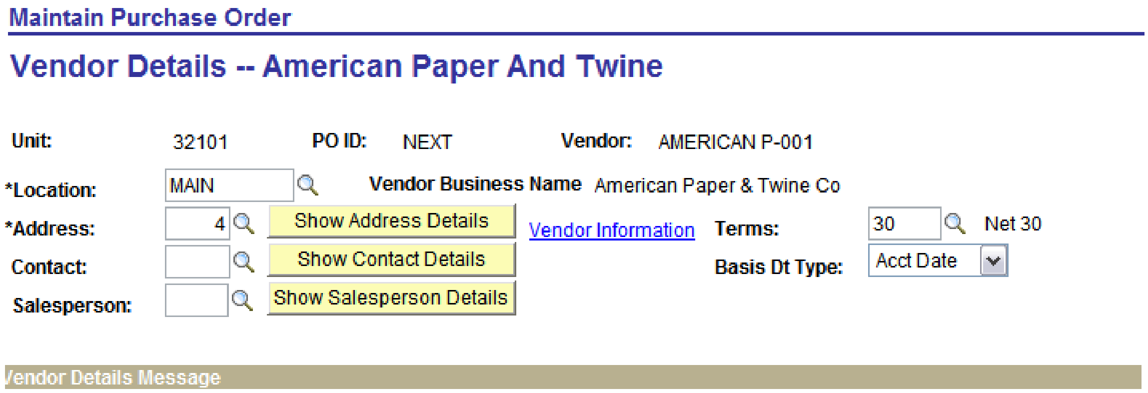
13) Now, enter in the Price into the Price field. This completes all the necessary Line information for the PO Lines. It should look like the picture below when completed.

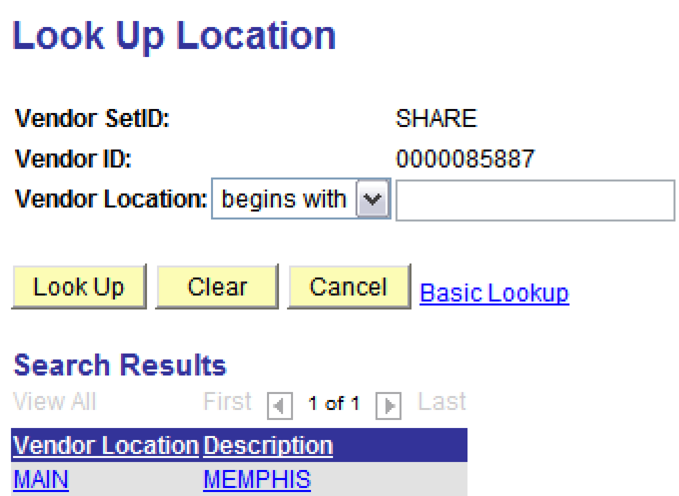


14) Now, on the main page, scroll up. Click the Vendor Details (Vendor Details) link, which takes you to the Vendor Details page.



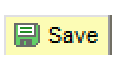
15) Check the Address listed to make sure the Vendor address is correct. If it is incorrect, use the Lookup Icon ( ) next to the **Location** field to select a different location and use the Lookup Icon ( ) next to the **Address** field to select a different address.





16) Once the correct address is entered, press the OK button at the bottom of the page to return to the main Purchase Order screen.

17) After reviewing all the information on the PO, return to the main **Purchase Order** page and click the Save button, located at the bottom of the screen.

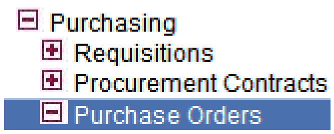


18) At this point, there are several other options that can be changed, but they should all be default to the correct values. The defaults take information from your Buyer Profile and the copied Requisition and insert it automatically into the Purchase Order. For more information on these fields, refer to the UPK training, as most users will not have to alter them.

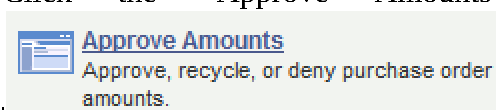
19) When all options are confirmed correct, you are now ready to Budget Check. This encumbers funds for the Purchase Order. To Budget Check, click the **Budget Check (** **)** icon located at the top right of the page. It will show as Processing for a few seconds, then it will come back with **Budget Status**: **Valid**. An example is shown at the top of the next page.

20) After completing the Budget Check, click the Save button, located at the bottom of the main **Purchase Order** page. 

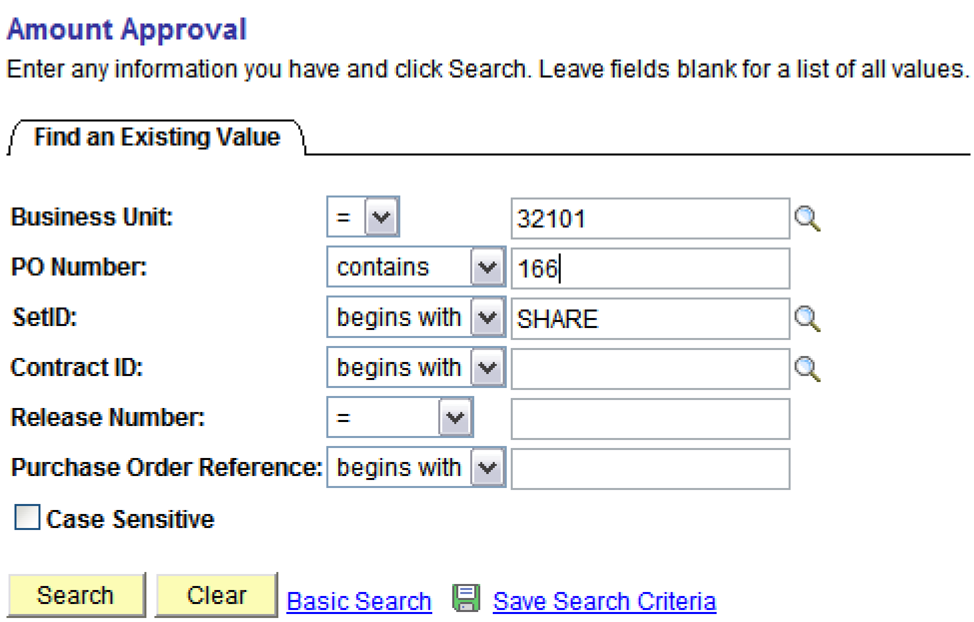
21) You must now submit the PO into Workflow. To do so, click the "Purchasing" link on the left-hand menu. Then click "Purchase Orders".



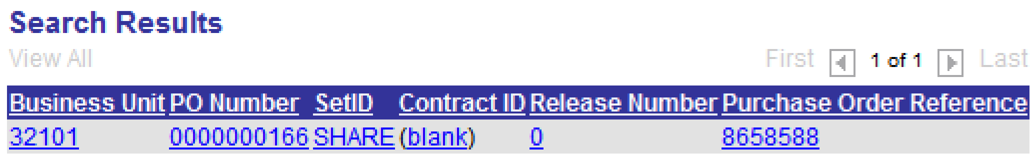
22) Click the "Approve Amounts" link under the Purchase Order section.



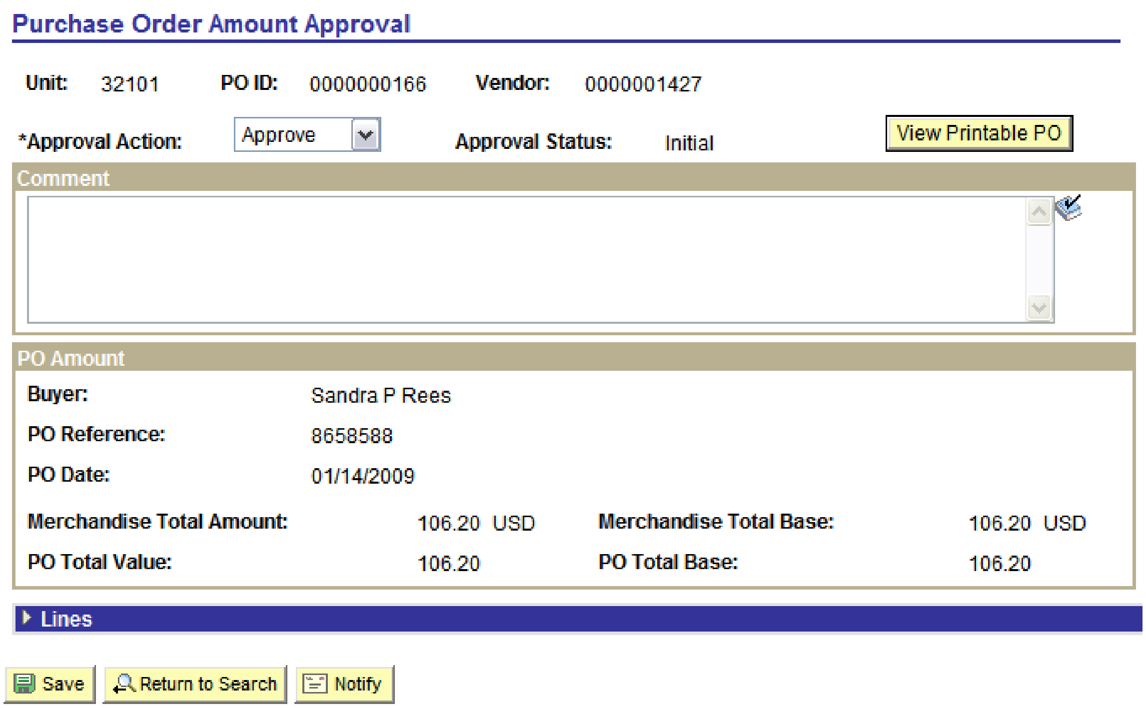
23) Use the Search screen that appears to find your Purchase Order by typing the PO number into the "PO Number" field and changing the drop-down box from Begins to Contains, as shown below. Then press Search.



24) Click the link for the PO that appears.



25) This will take you to the Approve Order Amounts screen, shown below. Make sure the drop-down box is set to “Approve”, then press the Save button. It defaults at Approve.

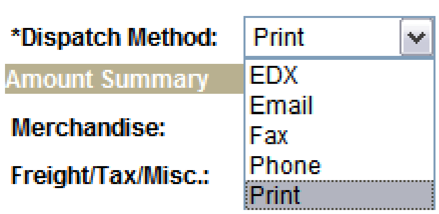


26) If the PO needs to be held for further review, check the Hold from Further Processing checkbox to prevent Approval, Unapproval, Dispatch, Cancellation or Closing.

☐ Hold From Further Processing

Dispatching Purchase Orders

The Purchase Order is now ready for Dispatch. Check the **Dispatch** drop-down menu on the main page to make sure the preferred Dispatch Method is selected.



If the vendor wants hard-copy Purchase Orders, choose Print, which creates a hard-copy PO similar to the current method. If they prefer e-mail, choose E-mail. If it is set to E-mail, an automatic e-mail with a copy of the Purchase Order attached will be sent to the vendor's listed e-mail address. Do not choose Fax, EDX or Phone methods, as those are not currently supported.

1) Once all the information is reviewed and the PO has been Budget Checked, the **Dispatch** button will be highlighted. Click the Dispatch button to finish the Purchase Order process. This will take you to the **Dispatch Options** page. Leave the options at default, then press the **OK** button.

2) A prompt will appear asking you if you wish to "Wait for confirmation that the PO Dispatch process is complete?" Click the Yes button. After the PO Dispatch process is ran, a new browser window will open.

3) Click the PO Dispatch (listed as **PODISP**) process in the new window. Click the blue link that says **Notify Success**. This takes you to the **Process Detail** page. Click the **View Log/Trace** link, at the bottom right.

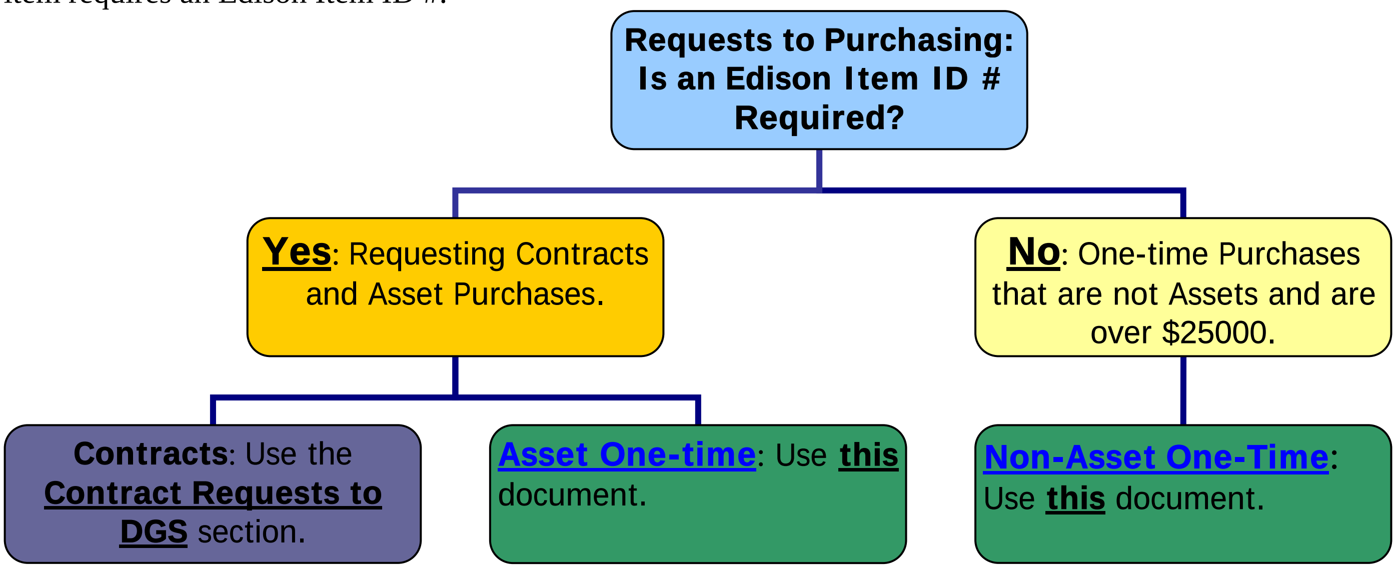
This will open up a list of files. Click the one ending in .PDF. This will open up the finalized Purchase Order as a .PDF document, which can then be printed or e-mailed, or printed and faxed to the vendor.

One-Time Purchases from DGS

Several types of procurement requests must be routed to the Department of General Services, Purchasing Division (DGS Purchasing) to be completed. These include:

- Requests for new Agency Term Contracts (**not** DPAs, DPAs are in a separate document)
- Reprocurement requests for existing Agency Term Contracts (Separate Document)
- Requests for One-time Purchases with a total greater than $25,000.00 (**This document**)
- Requests for One-time Purchases of Asset-tagged items (**This document**)

All of these Request types follow the same basic pattern, but they may need different specific actions taken to get them to DGS Purchasing. The main deciding factor between the paths is whether or not the item requires an Edison Item ID #.



Edison ID # Required: (for all these request types, **do not use** this section)

- All new Contract lines
- All reprocured Contract lines
- Any item that must be tagged as "Sensitive" (Asset), regardless of whether it is for a one-time purchase or not. Guidelines are here

The Assets division has categories of Assets listed starting on page 96 of the POST manual: http://www.intranet.state.tn.us/generalserv/fiscal/documents/postuserman.pdf **This information is subject to change**, and it would be best to consult the OAS POST website prior to ordering.

Edison ID # not Required: (**Use this section!**)

- Items for one-time purchases that do not need to be tagged as Assets.

If you are creating any type of Request that is in the first group (Edison ID # Required), you *MUST* first have a list of Edison Item ID #s provided by the Content Team. Failure to complete this step first will require you to re-enter your Requisition.

Agency Procurement: Requesting One-Time Purchases from DGS Purchasing

Edison Item IDs

Edison Item IDs are created by the Content Team in DGS Purchasing. To do so, they require a properly-completed copy of the "**TEN CG Item Only Layout v7.4.xls**" spreadsheet. A blank copy of this spreadsheet along with the "**Spreadsheet Guide for Agencies.doc**" instructions can be requested by sending an e-mail to Content.group@tn.gov . This must be submitted back to Content, who will create the item IDs and return them to you in the same spreadsheet format. You *must* have these Item IDs to continue with your request.

Creating Requests

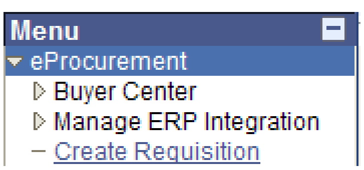
Requests without Edison Item IDs (Non-Assets)

One-time Purchases over $25000 that are not Assets

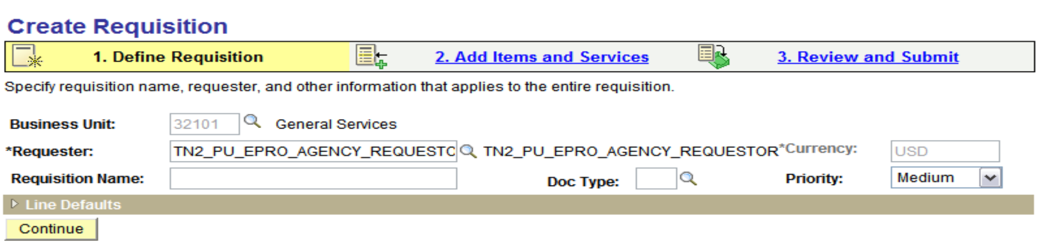
This section is for use ONLY with non-Asset items!

11) You must first be logged in to Edison. After logging in, click the **FSCM** link under the Enterprise menu, on the left side of the page.

12) The next step is to navigate to the **Create Requisition** page. Click on **eProcurement** from the left-hand menu. Then click **Create Requisition**, as shown in the picture below.



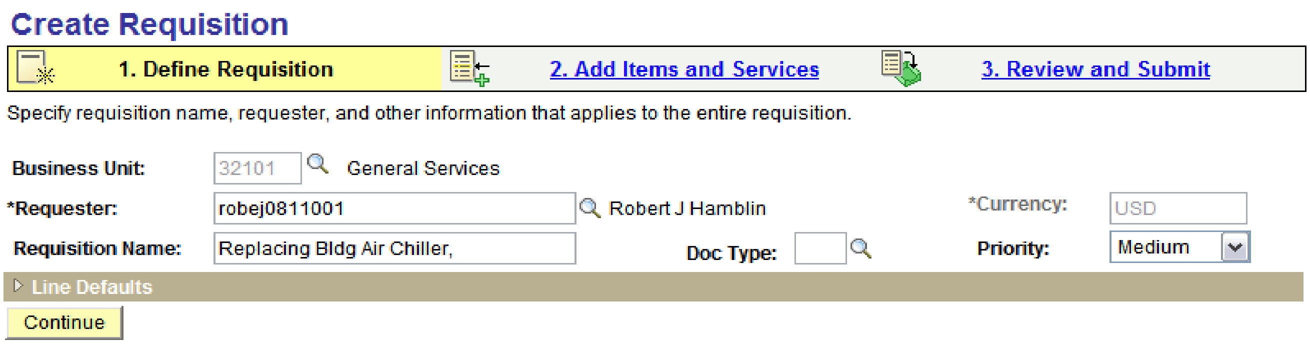
13) Clicking on Create Requisition will bring up a new page, with a title saying **Create Requisition**. This page has links to required sections, grouped under three main tabs. These are numbered in a strip at the top; and the current tab will be highlighted in yellow.

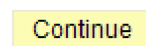


Step 1: Define Requisition

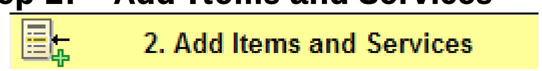
14) To create a Requisition, the Define Requisitions tab should be highlighted in yellow. If not, click on Define Requisitions. Make sure the Business Unit and Requester defaulted in correctly.

Requisition Name: Click in the **Requisition Name** field and then type in the name. The name must include a brief description of what you are buying.



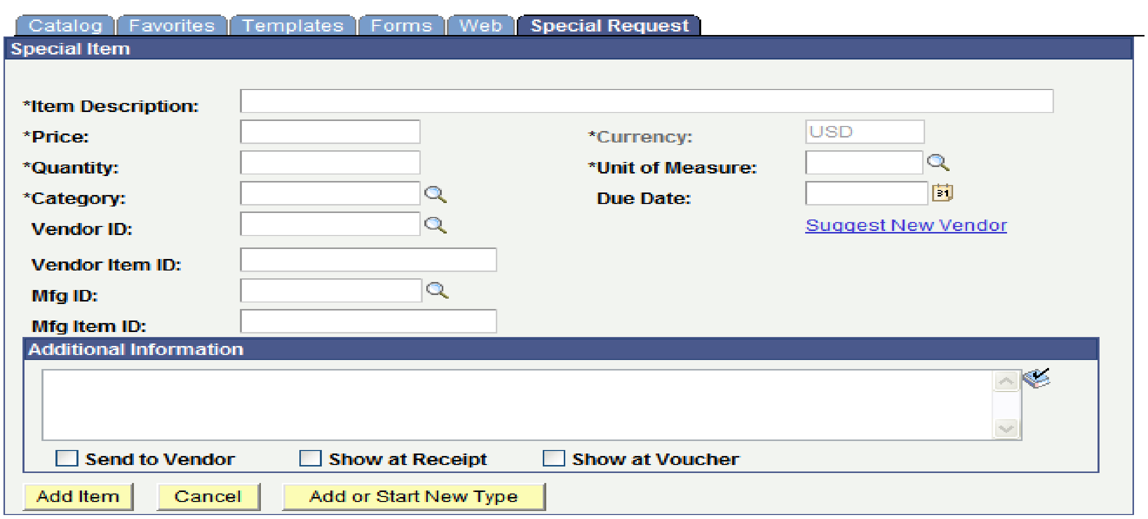
15) After naming your Requisition, click the Continue Button. 

Step 2: Add Items and Services



16) The next step is to add items to the requisition. **Requests for One-Time purchases that are not assets will need to be done as Special Requests.**

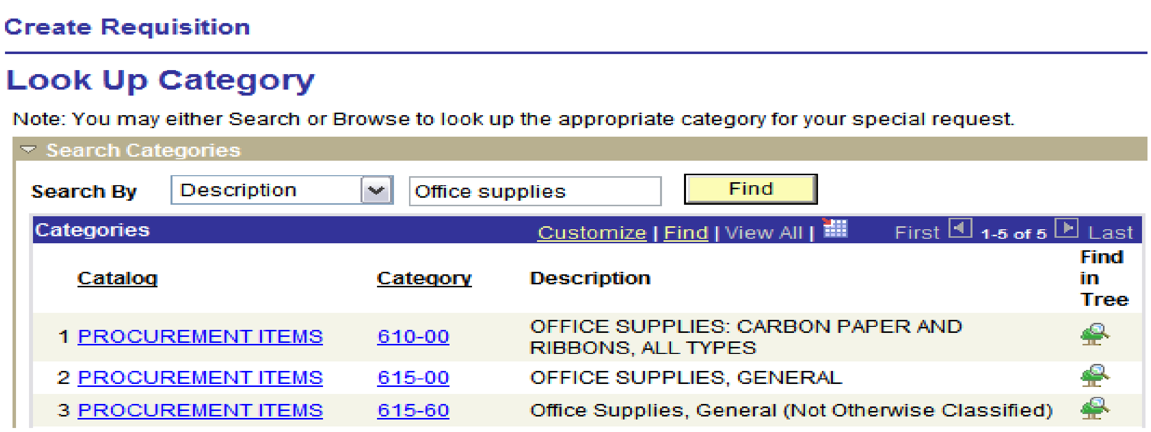
17) The main **Add Items and Services** page has 7 tabs at the top, all showing different ways to create Item Lines on a Requisition. For One-Time Purchases, you will use the **Special Request** tab. To enter a Special Request, click the "Special Request" tab, then click the "Special Item" link.



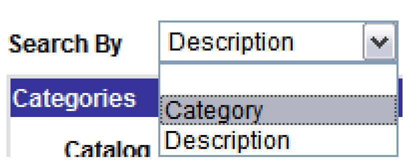
Special Request Tab

All the fields marked with an asterisk (*) must be completed.

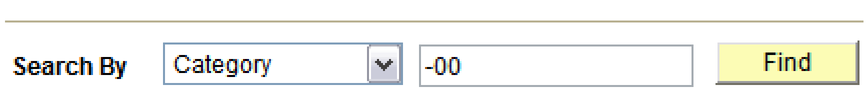
- **Item Description**: This is used to enter a detailed description of the item. Begin with a noun and follow with descriptive terms.
- **Price**: This is the estimated price for the item.
- **Quantity**: This is the quantity needed.
- **Unit of Measure**: This is used to select a Unit of Measure. Press the Lookup Button to pull up a list of valid Unit of Measures. Select the appropriate Unit of Measure from the list.
- **Category**: This is the National Institute of Government Purchasing (NIGP) code category. NIGP codes are the standard being used for Edison, replacing the old Tennessee Commodity Code (TCC) system. Press the Lookup Button to pull up the NIGP search screen, shown below.



- Start off by changing the drop-down box from **Description** to **Category**.



- Type "-00" into the Search field, without quotes, then press the **Find** button.



- This will bring up a listing of the generic NIGP Category codes at the header level. A "header" NIGP code has the format **xxx-00** with the "xxx" replaced by a three-digit number. Pick a generic header from this list and write it down.

Categories			Customize | Find | View 100 | First 1-264 of 264
	Catalog	Category	Description
1	PROCUREMENT ITEMS	005-00	ABRASIVES
2	PROCUREMENT ITEMS	010-00	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES

- Type the first three digits of the Header into the Category field and press the Find button. This will return a list of all the valid NIGP codes within that header.

Search By Category | 005 | Find

- Select the appropriate code from the list by clicking the link in the Category column.

	Catalog	Category	Description
1	PROCUREMENT ITEMS	005-00	ABRASIVES
2	PROCUREMENT ITEMS	005-05	Abrasive Equipment and Tools
3	PROCUREMENT ITEMS	005-14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.

- This will return you to the Special Item screen with the **Category** field completed.
  - ***Category:** 909-63

18) After entering in all the required fields press the Add Item button (Add Item).

19) Once added, the item and quantity will appear in the Requisition Summary box on the left side of the page, as shown below.

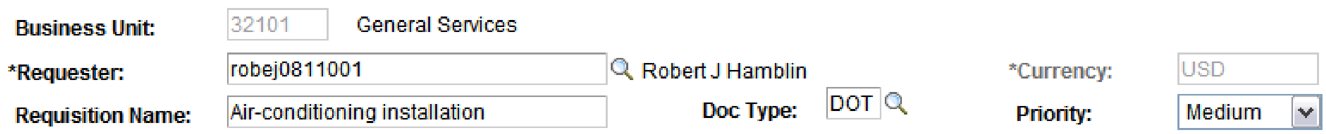
Requisition Summary		
Description	Qty	UOM
Air-conditioning, installa...	1	EA
Total Lines:	1	
Total Amount (USD):	30,000.00	

After all the requested items appear in the Requisition Summary box on the left side of the page, click the **Review and Submit** tab located at the top right. You will now go to step 3, Review and Submit.

Step 3: Review and Submit

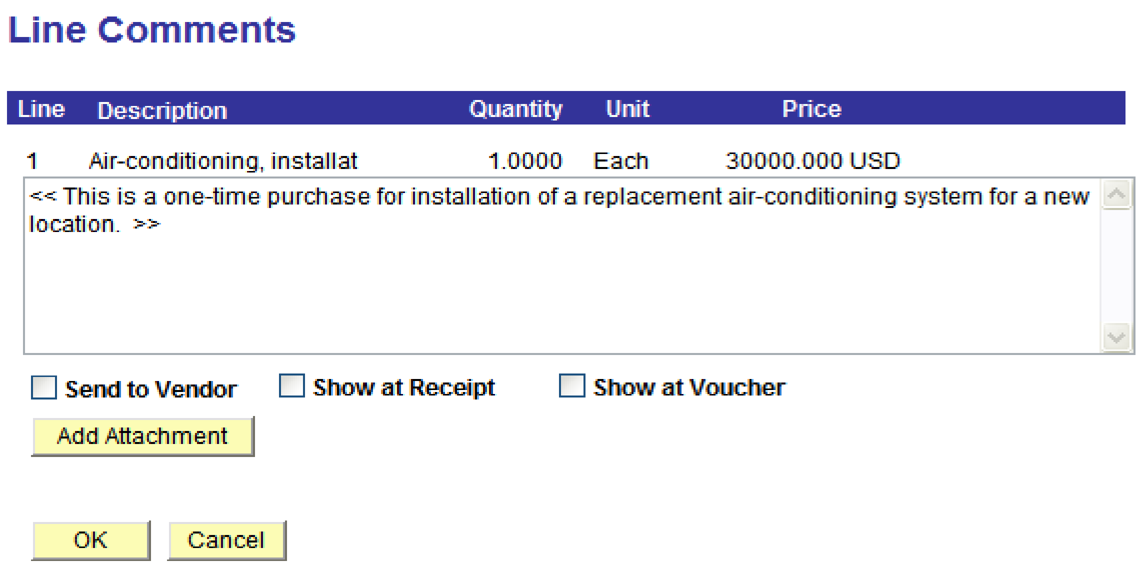
3. Review and Submit

Reviewing and Submitting Requisitions: The final step in the One-time Purchase process is the **Review and Submit** page. It contains a summary of the Requisition information, along with notes and Justification. The first thing you must do on this page is enter your Document Type, which will be **DOT**, for "Purchasing, One-time Purchase (Non-contract)".



Line Comments

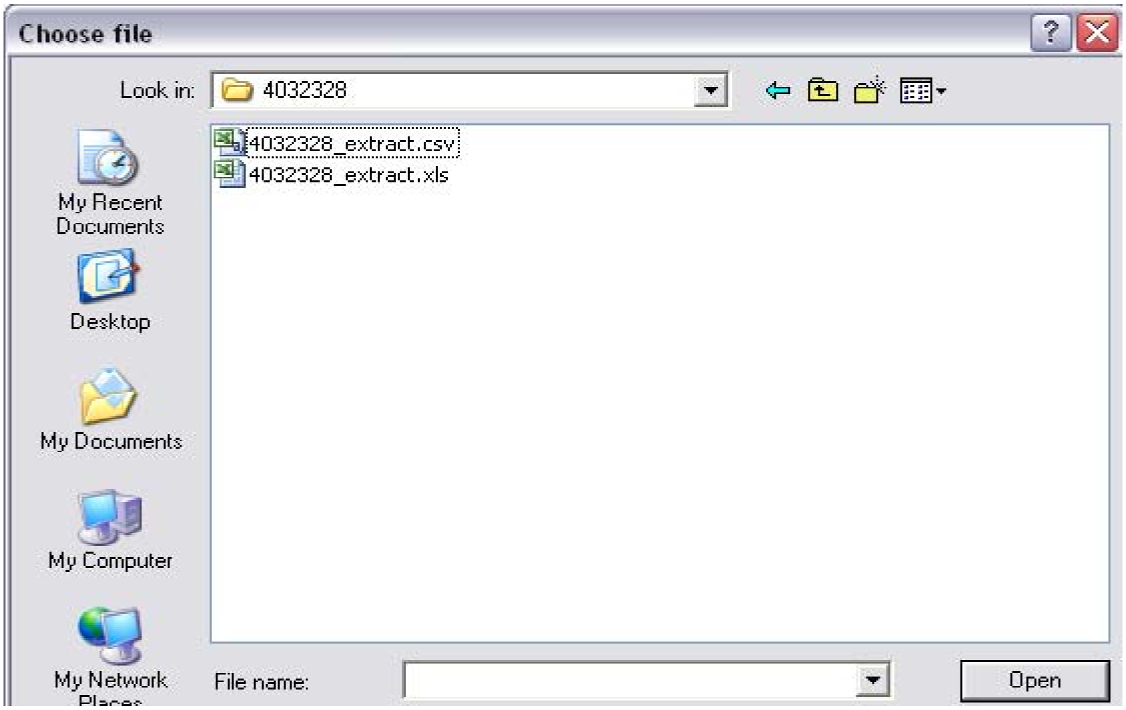
8) You must now add information to the **Line Comments** section to provide DGS with the necessary information to process the Request. There is a Comments icon for each line, located on the far right of the page. Click the Comments icon ( ) to go to the Comments screen, where you can either type information directly into the field or add supplemental documents as attachments. **The Line Comments are used to attach specifications and instructions.**



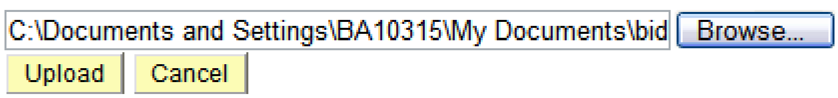
To attach specifications that are contained in a separate Word, PDF or Excel document:

1. Click the **Add Attachment** button. (Add Attachment) This takes you to the Add Attachment page.

2. Click the **Browse** button (Browse...). This opens up a window to let you search for files on your computer.



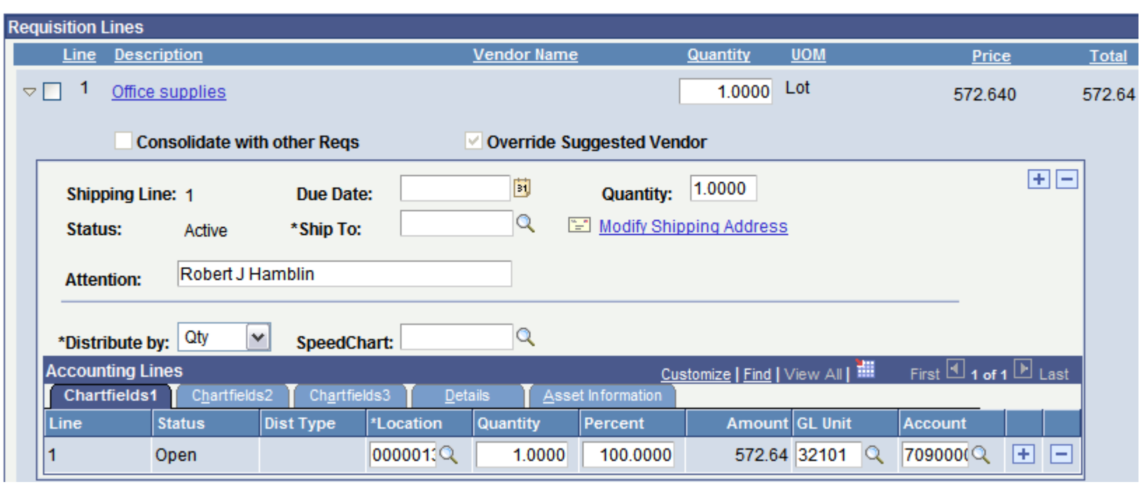
3. Select the file, then click the **Open** button (Open). This takes you back to the Attachment page, with your filename located in the window.



4. Click the **Upload** button (Upload) once the file is found.

5. Repeat for all necessary files on that line.

9) Once all Attachments and Comments are entered, clicking OK on the Line Comments screen will take you back to the main page.



10) Once all attachments are included for each line, review the lines to make sure they are correct. To view the entire line table, scroll to the right using the scrollbar at the bottom of the screen.

Possible Changes:

Altering Quantity:

The Line, Description, Vendor Name, Quantity, UOM, Price and Total are all pulled over from Step 2. If changes need to be made to the Quantity, click on the Quantity field and type in the new amount.

Deleting Lines:

If a line needs to be deleted, click the check box next to the line, then press the Delete button. This will delete the line. If you only have one line, you cannot delete it. **Once a line is deleted it cannot be recovered. You must re-enter the line from step 2, (Enter Line Items) if you delete it.**

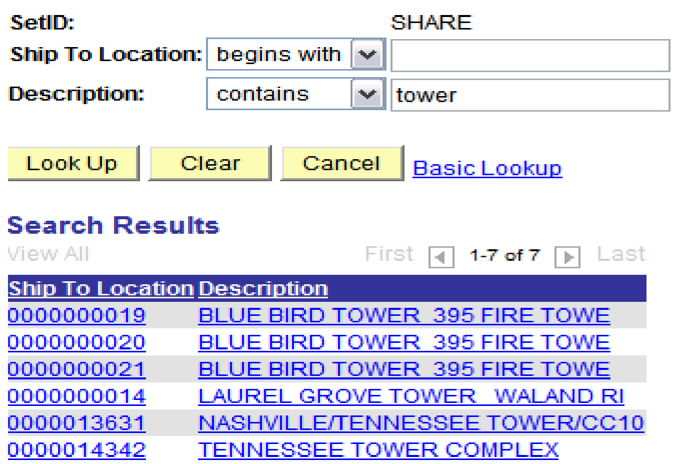
Sections to Review / Modify:

Shipping Addresses:

To modify a Shipping Address, you must first expand the table by using the Expand Section button. This will show the ***Ship-To** field. It may be blank, or may default to PMFMSHIPTO, both of which must be changed.

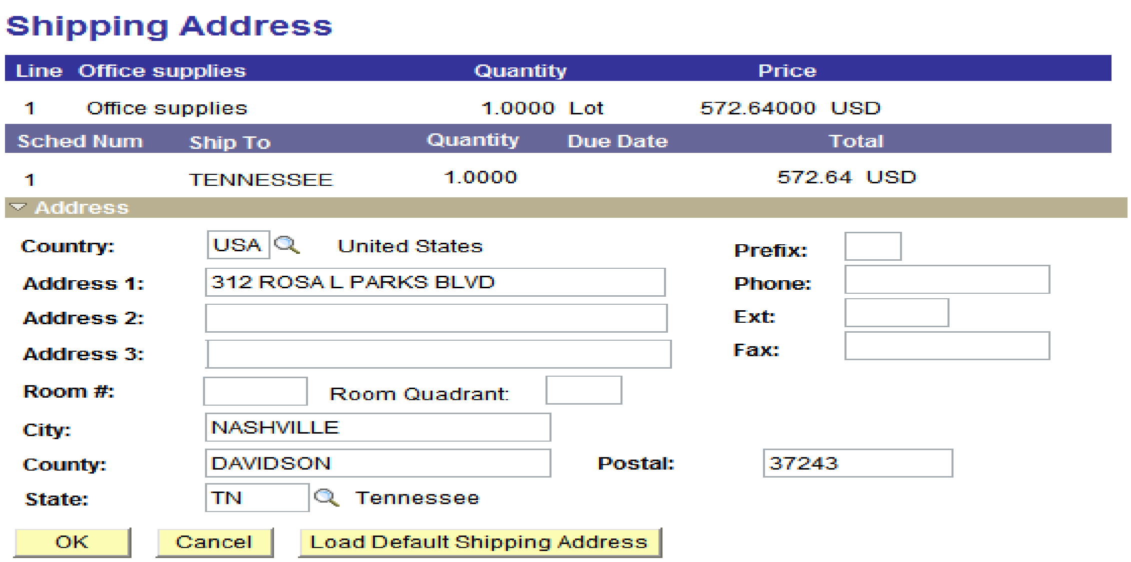
- Click the Lookup Icon ( ) next to the Ship-To field. This brings you to the Look Up Ship To page.

- Use the Look Up Ship To screen to find your specific Ship To location. Type part of your building name or address into the **Description** field. Change the drop-down from "begins with" to "contains". Then press the Look Up button. This will pull up a list of agency locations.



Click the location that seems correct. This will send you back to the main page. Use the Modify Shipping Address link, located to the right of the Ship-To field to check the pulled address. This brings up the address information tied to that Ship-To location.

Modify Shipping Address



Verify that the information is correct. If it is not, choose a different Ship-To location.

Chartfields:

All Chartfield ("Accounting") information should default in based on the User's Profile preferences.

Each of the fields listed below must have information populated in them.

- Location: Found on the Chartfields1 tab.
- GL Unit: Found on the Chartfields1 tab.
- Account: Found on the Chartfields1 tab.
- Fund: Found on the Chartfields2 tab.
- Department: Found on the Chartfields2 tab.

- Location CF: Found on the Chartfields2 tab.

If this is not the case, this means one of two things. Either the user's setup is incorrect, or the user is a "Buyer" for many separate locations at an agency (Centralized Procurement).

- If the user’s setup is incorrect, they must contact the Edison Helpdesk to request that their access, rolemapping and preferences be corrected. They may need to work with their Agency Fiscal Office and Agency Security Administrator for more information on this process.

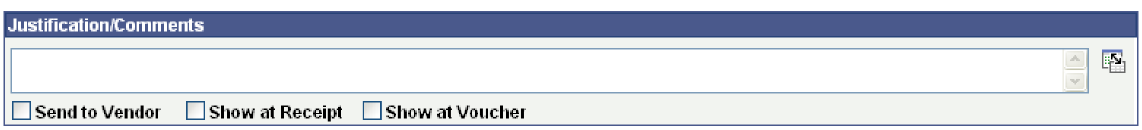
- If the user is a Centralized Procurement officer for many locations in their agency, they will have to work with their Agency Fiscal Office to obtain all the correct Chartfield information for each location they buy for.

DGS Purchasing is not able to view, access, change or review individual Account Preferences, and does not have access to what the “correct” Account/Chartfield information should be for any given location. This is the sole responsibility of the Agency and Agency Fiscal Office.

❖ **Repeat as necessary for all lines**

Justification / Comments:

This section is located at the bottom of the Review and Submit page, and is used to record the justification for requesting a contract. Click in the field and begin typing.



You must include:

- "Submitting Requisition to Purchasing Division." (This must be at the beginning of the comment)

- An explanation of what the request is for. This would be something like “This is a One-time Purchase of a __________ that is not on contract".

- **If the request is for a one-time service or job:** List the estimated amount of days from the receipt of the purchase order that you want the vendor to start the job and amount of days to complete the job. (i.e. Start = 30 days ARO, Complete = 60 days ARO).

- **If the request needs to be Sole-Source or Proprietary:** Note that you are requesting it to be Sole-Source or Proprietary, if applicable. Provide the supporting reasons behind making it a Sole-Source or Proprietary (i.e compatibility w/existing or unique features).

*For Sole-Source, all the necessary documents must be attached in the Comments section as attachments on the **first line*** (including the **Commissioner to Commissioner letter** and **sole source documentation from the manufacturer and/or vendor**).

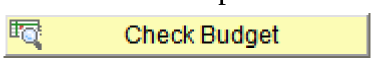
- List any suggested vendors.
- List your contact information.

Once all this information is completed, you can review the Justification as a whole by checking the "Expand Section" button ().

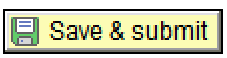
After the justification section is completed, you must Budget Check the document.

Budget Check

1) To Budget Check the Requisition, press the "Check Budget" button. This must be completed in order to pre-encumber funds. The Budget Check Status will return as "Valid" once Budget Check is completed.



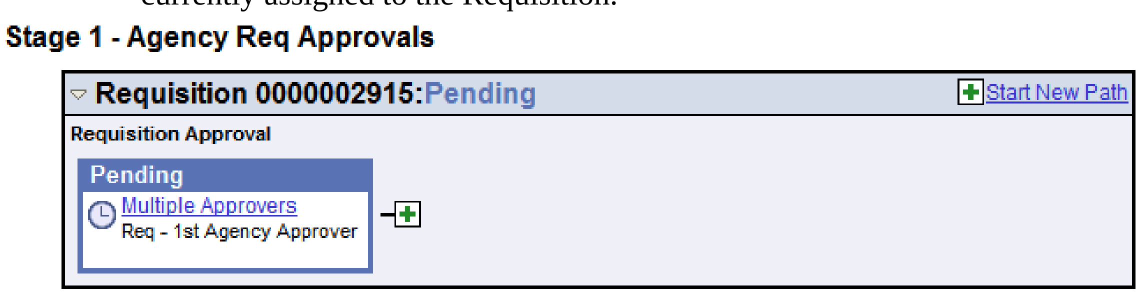
2) After Budget Check, press the "Save and Submit" button to send the Requisition for Approvals.



3) Once the Requisition has been saved, a screen appears showing the approval path. It will have a **Requisition ID** number underneath the Requisition Name. This is used to search for the Requisition if needed later. This screen also shows the Approval paths.

Approvals

a) To view more information on the approvers, click on the "Multiple Approvers" (Multiple Approvers) link. This will bring up a window with a list of all the approvers currently assigned to the Requisition.



b) T o add additional approvers, click the Insert Approver button. () This will bring up a new window. Select the User ID of the approver to be added by clicking the Lookup button () next to the User ID field, then selecting the User ID from the list. ***The Approver you wish to add must be in the system as an Approver before you can select them.***

i. Use the Radio Buttons below the User ID Field ( ) to select if the person will be added as an Approver or Reviewer. Reviewers receive a notice through their Workflow to review the item, but are not required to approve. Approvers *must* approve to continue the process.

ii. After selecting the Approver's User ID and their function (Approver or Reviewer), click the Insert (Insert) button. This returns you to the main approval screen.

Requisitions must pass all approvals before being sent on to create a Purchase Order.

- **Note on Approvals:** The eProcurement Requisition process is being taught as the main method for all forms of Procurement because it automatically builds necessary approvals based on the item's NIGP code, the dollar amount of the purchase and the business unit. These approvals are set up in Workflow by Edison, and include all ***commodity approvals***.

- Any problems with Workflow need to be called in as a ticket to the Edison Helpdesk (741-4357).

To view the status of the Requisition, go to the Manage Requisitions page. Click eProcurement, then Manage Requisitions.

Scroll down until the Requisition number is found, or use the Search function to search by the Requisition ID (Requisition ID:).
The Approval Status and Budget Check status of the Requisition are listed in this table.

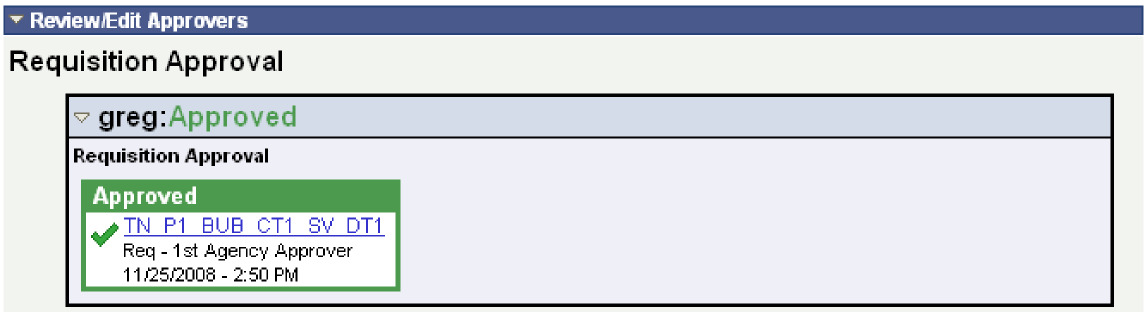
Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000145	DGS T)PROCESS BLACK LAS...	32101	01/23/2009	Open	Not Chk'd	39.50USD	<Select Action.. Go
0000000144	DGS T)ENV, REG #10/24# ...	32101	01/23/2009	Pending	Valid	291.00USD	<Select Action.. Go
0000000143	DGS Lawn Care services	32101	01/23/2009	Pending	Valid	5,080.36USD	<Select Action.. Go

- o Once the Approvals have been met, the Requisition Approval screen will change to show that the Requisition has been approved. See the picture below for an example.



When the Requisition is approved, DGS Purchasing will begin creating the Sourcing Event and start the Bid process. (Return to Top)

Requests with Edison Item IDs (Assets)

One-time Purchases over $25000 that __are__ Assets

This section is for use ONLY with Asset items!

Procurement requests to order any item that must be tagged as "Sensitive" (meaning it has a State Tag number, hereafter referred to as an "Asset") are handled differently from other kinds of orders. The main reason for this is because **any item that must be tagged in the Assets module has to have an Edison Item ID that is properly set up as an Asset Item.** This causes problems for any items that would previously have been ordered under the "As Per Catalog" (APCAT) principle, along with any one-time Purchase that would normally be entered as a Special Request.

To determine whether or not an item is likely to be an Asset, please consult the section of the POST User Manual beginning on page 96. This manual is accessible through the following link. (http://www.intranet.state.tn.us/generalserv/fiscal/documents/postuserman.pdf) The main page for the Assets Division is located at the Office of Administrative Services Property of the State of Tennessee website, http://www.intranet.state.tn.us/generalserv/fiscal/ofmpost.html .

The section below is a brief summary of the asset guidelines. However, **__this information is subject to change__**, and it would be best to consult the OAS POST website prior to ordering.

Asset Guidelines
(as of 5/26/2009)

A.All equipment purchases with a cost of $5,000.00 or more including freight and set up costs (labor) should be a "716" account code.

B. All equipment purchases with a cost between $100.00 and $4,999. to include freight and set up costs (labor) and listed here should be an account code 70999000 (sensitive minor equipment) or 72299000 (sensitive computer equipment). These are classified as sensitive items and are determined by Asset Management.

Sensitive Item Listing:
****Subject to change**

BAR CODE SCANNERS
BOAT MOTORS
BOAT TRAILERS
BOATS
CAMERA BODIES (35mm & DIGITAL)
CAMERA LENS (200MM OR LARGER)
CANOES
COMPUTERS, ALL TYPES
DIGITAL VOICE RECORDERS
PDA
COMPUTER PERIPHERALS (EXTERNAL)
GLOBAL POSITIONING SYSTEMS
GEOGRAPHIC INFORMATION SYSTEM
COLOR BAR GENERATORS
DVD PLAYERS/RECORDERS
FAX MACHINES
HAM BAND TRANS/REC (HAND HELD)
LCD/MULTIMEDIA PROJECTORS
MARINE BAND TRANS/REC
NIGHT VISION SYSTEM
OSCILLOSCOPE
POWER SUPPLIES
RADIO SCANNERS
SPECTRUM ANALYZER
TELEVISIONS
TWO/WAY RADIO TRANS/REC
VECTOR SCOPES
VIDEO CAMERAS
VIDEO RECORDERS & PLAYERS
WAVEFORM MONITORS

F. All **weapons** are to be tagged and added to POST regardless of cost. Weapons less than $5,000.00 should be coded to 70999000 as sensitive; weapons $5,000.00 or more are coded as 71617000. Examples are:

PISTOLS (NOT PELLET or AIR)
RIFLES (NOT PELLET or AIR)
SHOTGUNS
STUN GUNS (TASER)
TEARGAS GUNS

G. **Computer Systems** comprised of a monitor, keyboard and central processing unit are to be tagged as one unit.

H. External computer peripherals with a cost between $100.00 and $5,000.00 are to be tagged individually. Examples are:

EXTERNAL STORAGE DEVICES
EXTERNAL TAPE DRIVES
EXTERNAL MODEMS
POWER SUPPLIES
PRINTERS
SCANNERS
CD WRITERS
DOCKING STATIONS

F. Additional purchases for existing equipment <u>totaling</u> $5,000 or more including labor is classified as an upgrade having a "716" account code and the dollar value added to the asset. Additional purchases for existing equipment <u>totaling</u> less than $5,000 will not have the dollar value added.

G. Software will be tagged if the cost is $5,000.00 or above and is mainframe or mid-level based (including server-based). Software that is PC-based will not be tagged.

H. Donated equipment items that meet the above criteria should be added based upon estimated fair market value at the date of donation.

II. Equipment manufactured for use within the department that meets the other requirements should be added. Cost must include labor and materials.

K. Items purchased not meeting the above criteria may be entered by Asset Management upon request at the discretion of your department.

K. Equipment purchased from the State and Federal surplus warehouse that meet the above criteria should be tagged.

L. Examples of items ***NOT*** to record

ALARM SYSTEMS WHERE THE WIRING IS BUILT-IN
ATTACHED MIRRORS, CHALKBOARDS AND BULLETIN BOARDS
ATTACHED SHELVING, CABINETS AND COUNTERS
AWNINGS AND BLINDS
BOWLING EQUIPMENT
CARPET
DOORS OF ALL KINDS
DRAPERIES AND CURTAINS
STAGE LIGHTING, RIGGING AND TRACKS
FIXED AUDITORIUM SEATS
FOLDING BLEACHERS WHEN ATTACHED TO THE WALL

GRILLS GAS AND CHARCOAL THAT ARE PERMANENT
HANDICAP RAMPS AND LIFTS
REPEATER STATIONS THAT ARE PERMANENT
IN-GROUND LIFTS
IN-WALL FOLDING CAFETERIA TABLES AND BENCHES
LANDSCAPE FURNITURE PERMANENT
PLAY GROUND EQUIPMENT THAT IS PERMANENT
PUBLIC ADDRESS SYSTEMS WHERE WIRING IS “BUILT-IN”
RADIO TOWERS THAT ARE PERMANENTLY ATTACHED
SPRINKLER SYSTEMS THAT ARE “BUILT-IN”
WATER AND FUEL TANKS, IN-OR ABOVE GROUND, THAT ARE PERMANENT
WATER FOUNTAINS
GARBAGE DISPOSALS
WATER HEATERS
CENTRAL HEAT AND AIR UNITS

Requesting Item IDs for Asset Items

Item IDs must be requested from the Content Group. To request an Item ID, you must send a request to get Asset Items created. Content will send you a copy of the **Spreadsheet Guide for Agencies** along with a copy of the **TN CG Item Only Layout** spreadsheet. This spreadsheet must be completed according to the guidelines and returned to the Content Group to have your Item IDs created. **<u>This is the only acceptable format</u>.**

The Content Tool in Edison is used to create Item IDs, and the *<u>only</u>* format it can read is the exact format included in the **TN CG Item Only Layout** spreadsheet. Due to the volume of requests, it is not possible for Content to take PDF scans, Word document specifications or any other file-type and create a Spreadsheet out of them. **Completion of the spreadsheet is the sole responsibility of the agency requester, not Content. Content can and will assist, but it is necessary for the agency requester to complete the spreadsheet.**

Identifying Asset Item IDs

After the Content Team has created Asset Item IDs, they can be used to create Purchase Orders. There are two types of "Asset" Item IDs that are created, **Specific Assets** and **Generic Assets.**

- **Specific Assets:**
  Used for specific items that have one set price. These can either be from lines on a contract (similar to non-Asset Contract lines) or from One-time Purchase requests. If the item is only going to be used once, it will be inactivated after usage, but **<u>it still must be requested and set up in the same way.</u>**

- **Generic Assets**:
  Are a generic description that covers a broad category of possible items. Specific details on the item must be attached separately. They are used to handle the problem of items from "APCAT" contracts that must be tagged. Generic Assets' descriptions will end with GENERIC ASSET.

Agency Procurement: Requesting One-Time Purchases from DGS Purchasing

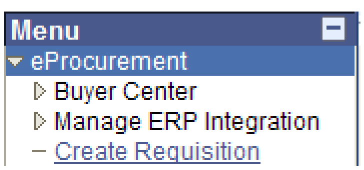
The Content Team will e-mail your Asset Item IDs to you after they have been completed. Depending on whether the Asset created is a **Specific Asset** or a **Generic Asset**, the ordering process will be slightly different.

One-Time Requests for Assets

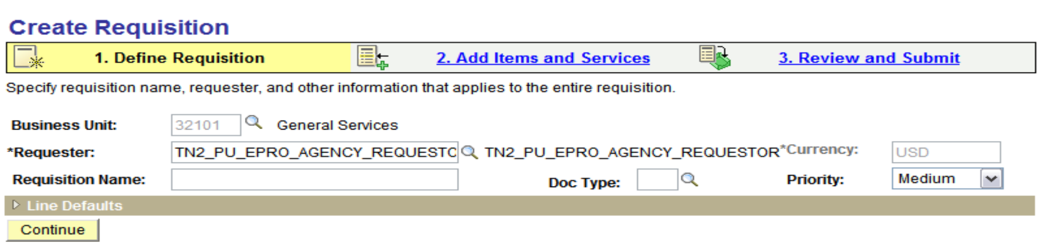
This section is for use ONLY with Edison Item IDs provided by the Content Team!

1) You must first be logged in to Edison. After logging in, click the **FSCM** link under the Enterprise menu, on the left side of the page.

2) The next step is to navigate to the **Create Requisition** page. Click on **eProcurement** from the left-hand menu. Then click **Create Requisition**, as shown in the picture below.



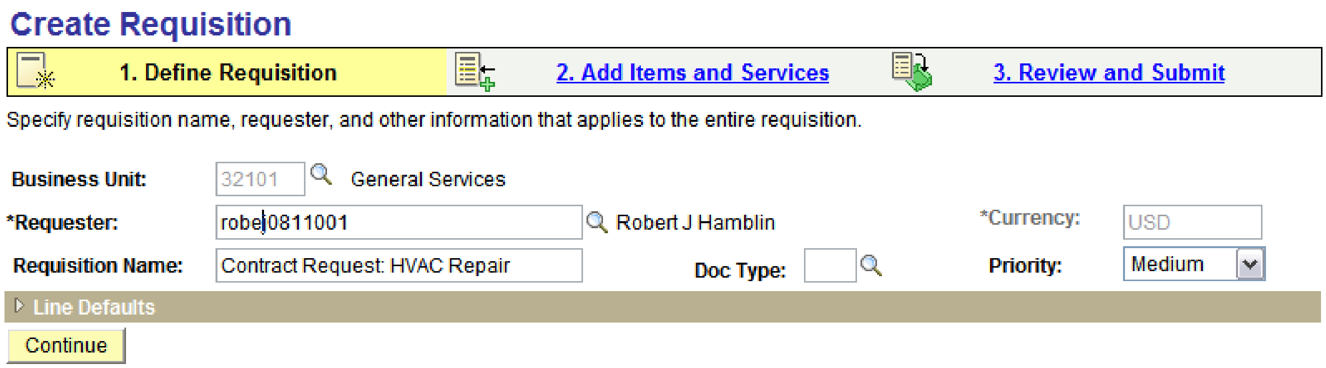
3) Clicking on Create Requisition will bring up a new page, with a title saying **Create Requisition**. This page has links to required sections, grouped under three main tabs. These are numbered in a strip at the top; and the current tab will be highlighted in yellow.

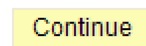


Step 1: Define Requisition

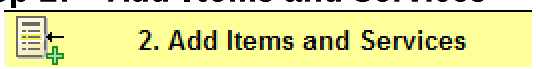
1) To create a Requisition, the Define Requisitions tab should be highlighted in yellow. If not, click on Define Requisitions. Make sure the Business Unit and Requester defaulted in correctly.

Requisition Name Click in the **Requisition Name** field and then type in the name.



2) After naming your Requisition, click the Continue Button. 

Step 2: Add Items and Services

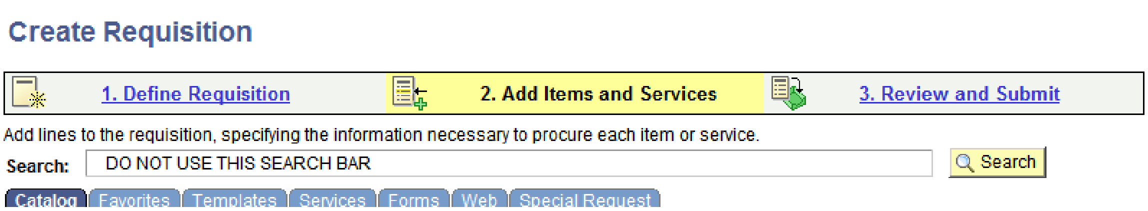


3) The next step is to add items to the requisition.

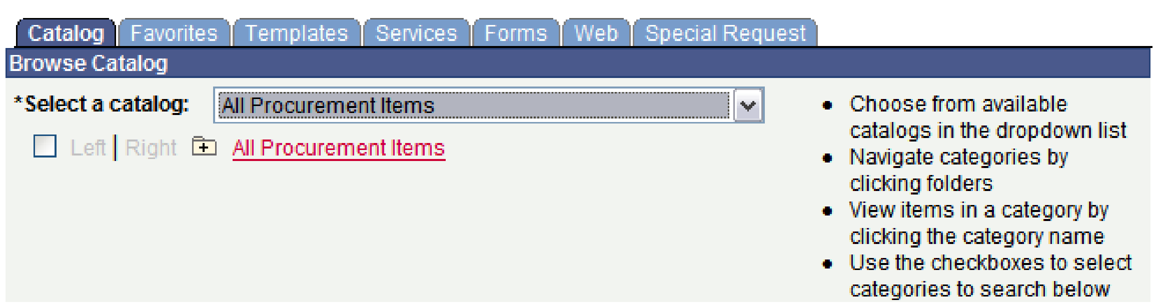
4) The main **Add Items and Services** page has 7 tabs at the top, all showing different ways to create Item Lines on a Requisition. For Asset Items, you will use the **Catalog** tab.

Catalog Search

- To search for items, click on the Catalog tab under the Search bar.

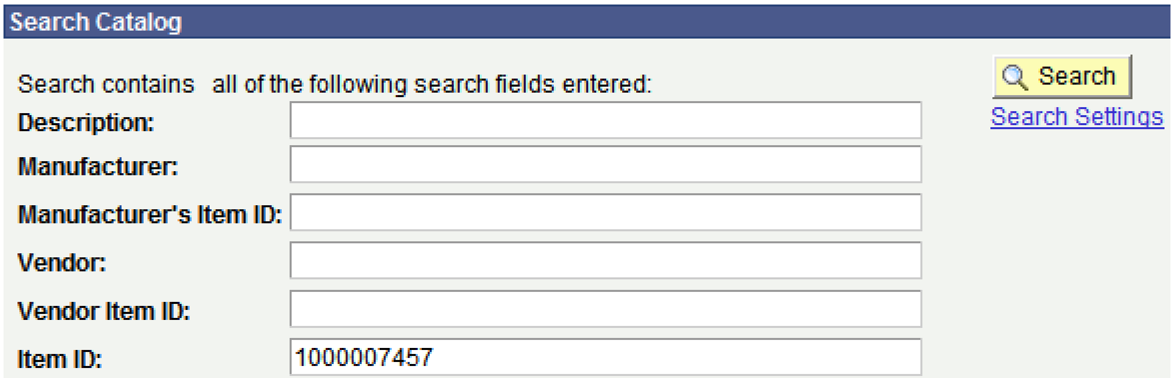


- Next, make sure the **All Procurement Items** catalog is selected from the drop-down menu. This should show as the default option when the Catalog tab is selected.

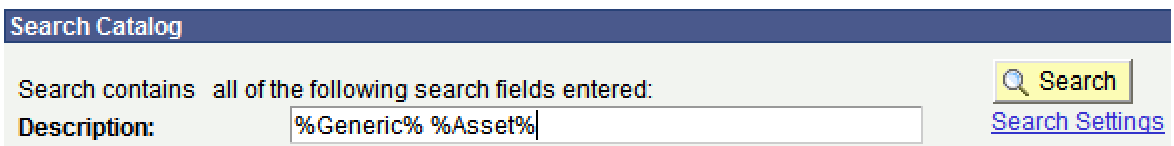


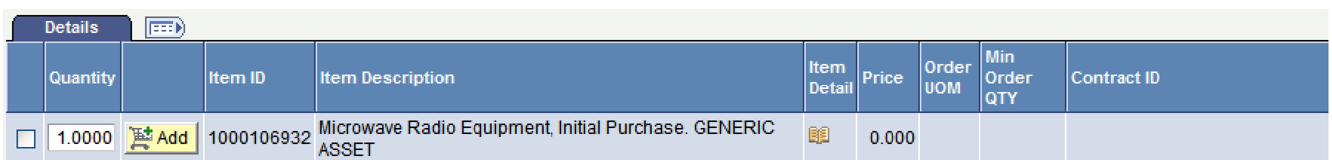
- Underneath the catalog listing is the **Search Catalog** section. This contains fields to search by different listings. **This is the ONLY search field that should be used, NOT the one that's at the top of the screen.**

- Type the first Item ID (obtained from the Content Team) into the **Item ID** field, then press the Search button. An example is shown below.

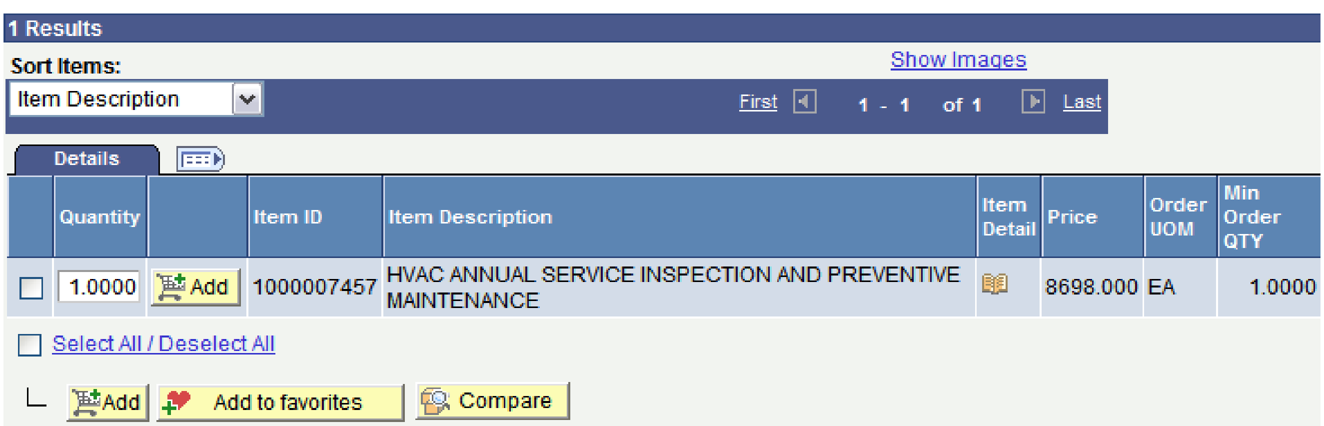


- If you are ordering a "Generic Asset" item, search for "%Generic% %Asset%" with no quotes.

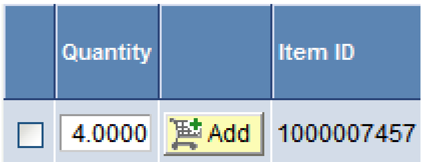




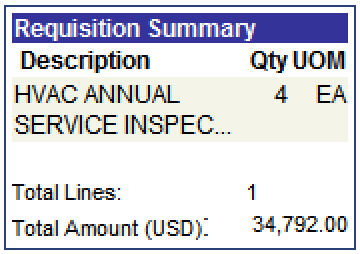
5) If any items meet the search criteria used, they will be displayed below the **Search Catalog** section. The results appear in a table format, with named headers at the tops of the columns.



6) If the item you need was located by the search, check the box next to the item to include the item on the Requisition. Then type the Quantity in the Quantity field.

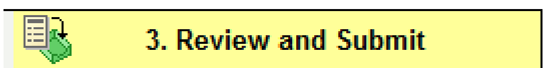


7) After inputting the desired quantity, click the Add (Add) button. Once added, the item and quantity will appear in the Requisition Summary box on the left side of the page, as shown below.

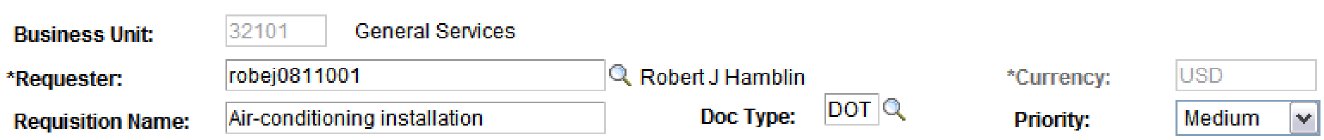


Repeat this process for all additional lines that must be on the contract. After all the requested items appear in the Requisition Summary box on the left side of the page, click the **Review and Submit** tab located at the top right. You will now go to step 3, Review and Submit.

Step 3: Review and Submit

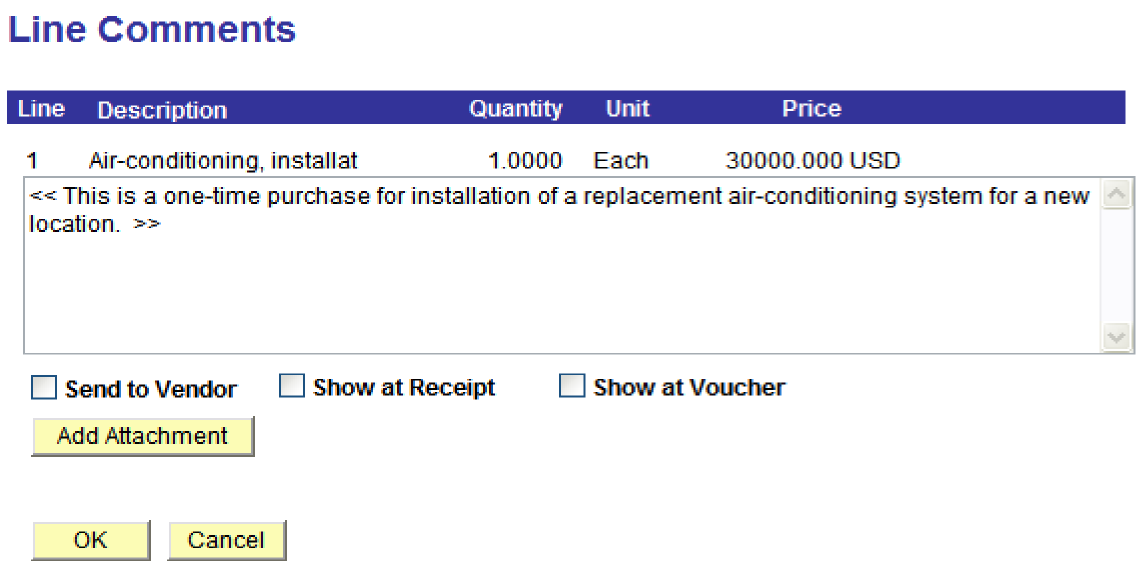


Reviewing and Submitting Requisitions: The final step in the One-time Purchase process is the **Review and Submit** page. It contains a summary of the Requisition information, along with notes and Justification. The first thing you must do on this page is enter your Document Type, which will be **DOT**, for "Purchasing, One-time Purchase (Non-contract)".



11) You must now add information to the **Line Comments** section to provide DGS with the necessary information to process the Request. There is a Comments icon for each line, located on the far right of the page. Click the Comments icon () to go to the Comments screen, where you can either type information directly into the field or add supplemental documents as attachments. **The Line Comments are used to attach specifications and instructions.**

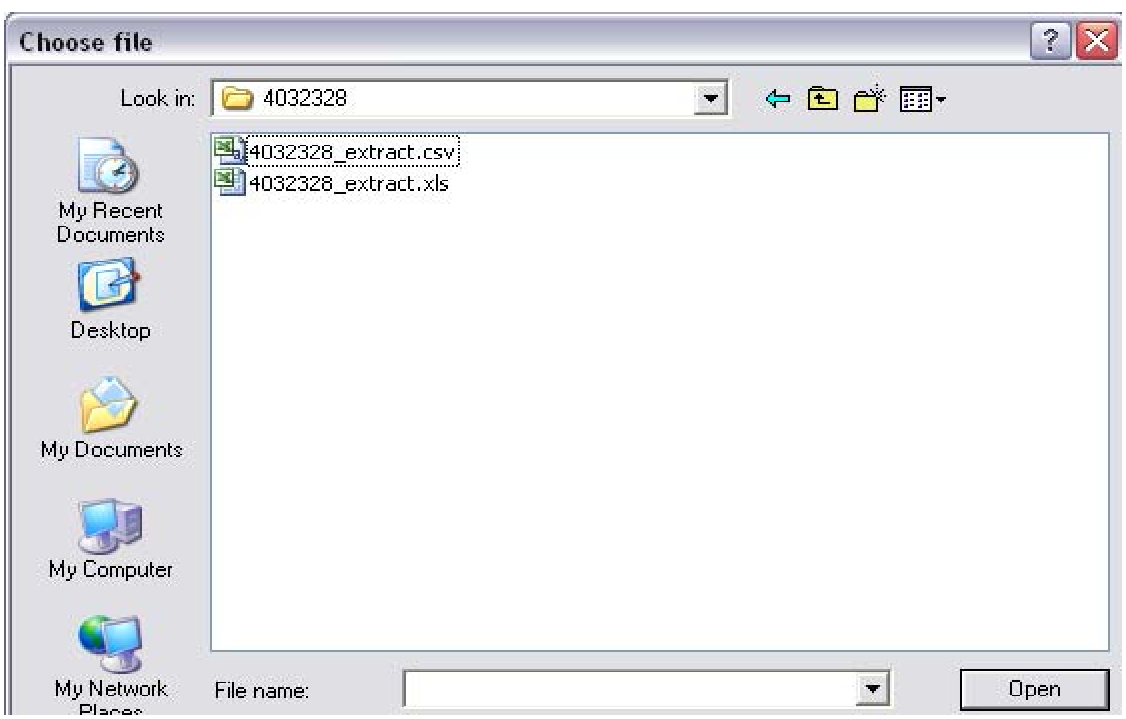
Line Comments



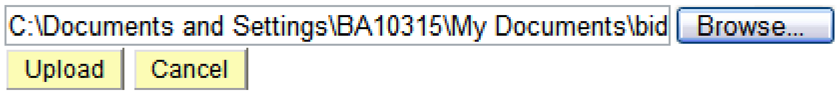
To attach specifications that are contained in a separate Word, PDF or Excel document:

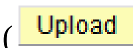
1. Click the **Add Attachment** button. (Add Attachment) This takes you to the Add Attachment page.

2. Click the **Browse** button (Browse...). This opens up a window to let you search for files on your computer.



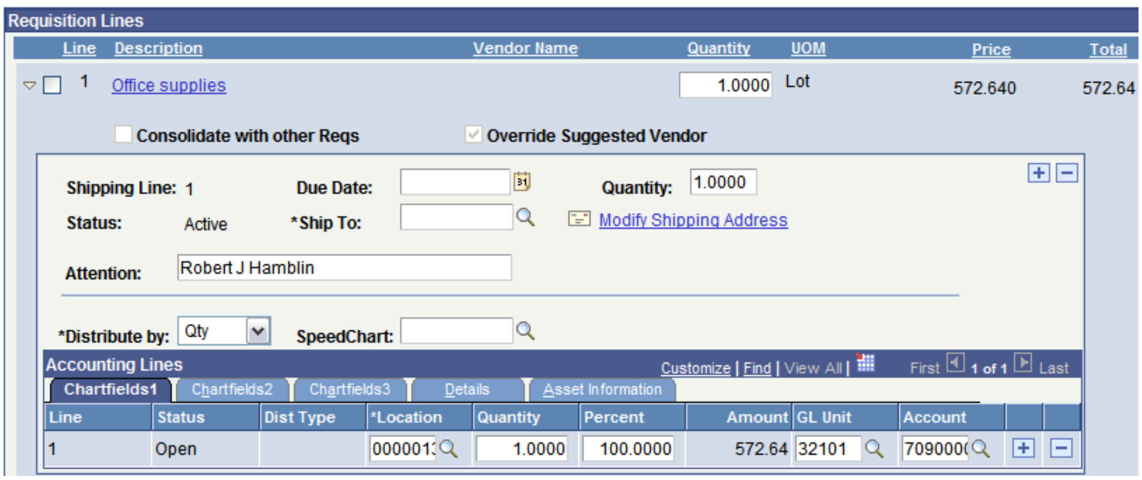
3. Select the file, then click the **Open** button (
). This takes you back to the Attachment page, with your filename located in the window.



4. Click the **Upload** button (
) once the file is found.

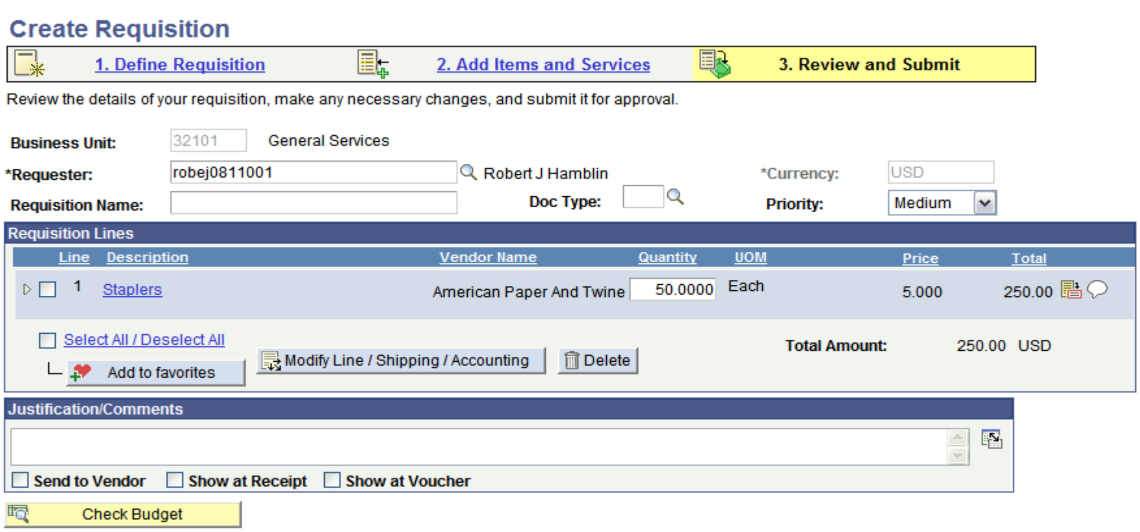
5. Repeat for all necessary files on that line.

12) Once all Attachments and Comments are entered, clicking OK on the Line Comments screen will take you back to the main page.

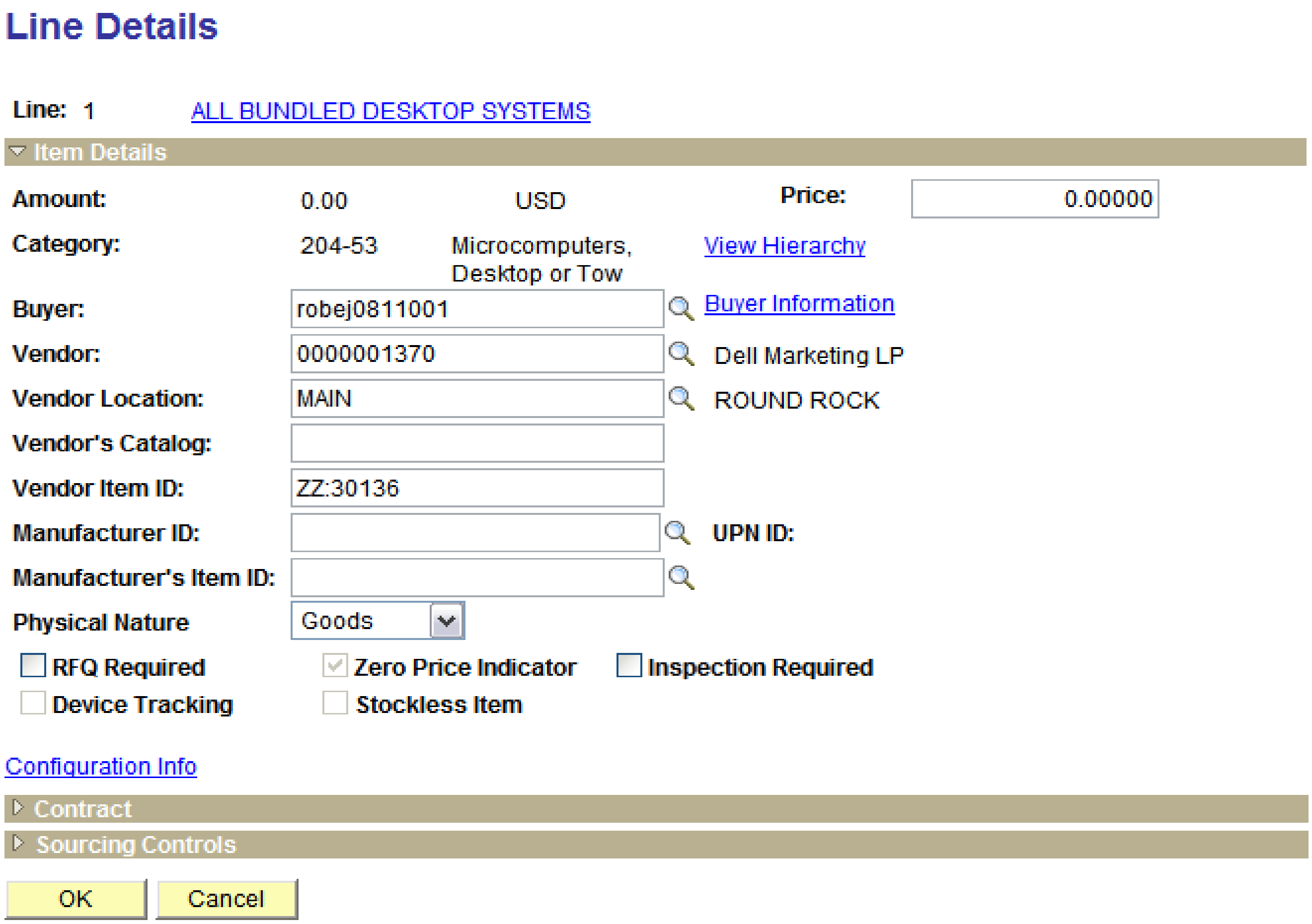


Supplemental Information for Generic Assets

You must enter supplemental information on the Line Details screen to be able to process the order. On the main Review and Submit page, scroll to the right of the screen and click on the **Line Details** icon.  This is located next to the Total (shown below as 250.00).



Clicking the **Line Details** icon will bring you to the **Line Details** page.



*Note: If you cannot see the "**Price**" field, you will need to contact the Content Team to see if the item is set up properly. If the item is set up properly (as confirmed by the Content Team), you will need to contact the Edison Help Desk to have the correct Requester Setup added to your access.

- **Price:** Change the price to reflect the vendor's true price.
- **Vendor:** Select the vendor to be used.
- **Vendor Location:** Select the correct Vendor Location.
- **Vendor Item Number:** Enter the correct Vendor Item Number.

13) Then press the OK button at the bottom of the page to return to the main Review and Submit page.

14) Once all attachments and supplemental information is included for each line, review the lines to make sure they are correct. To view the entire line table, scroll to the right using the scrollbar at the bottom of the screen.

Possible Changes:

Altering Quantity:

The Line, Description, Vendor Name, Quantity, UOM, Price and Total are all pulled over from Step 2. If changes need to be made to the Quantity, click on the Quantity field and type in the new amount.

Deleting Lines:

If a line needs to be deleted, click the check box next to the line, then press the Delete button. This will delete the line. If you only have one line, you cannot delete it. **Once a line is deleted it cannot be recovered. You must re-enter the line from step 2, (Enter Line Items) if you delete it.**

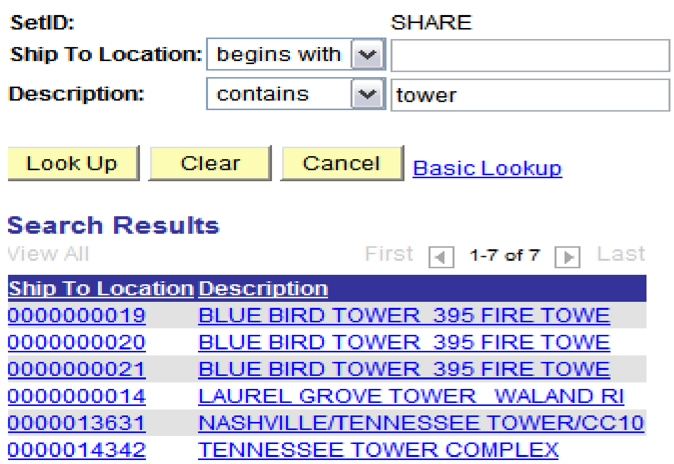
Sections to Review / Modify:

Shipping Addresses:

To modify a Shipping Address, you must first expand the table by using the Expand Section button. This will show the ***Ship-To** field. It may be blank, or may default to PMFMSHIPTO, both of which must be changed.

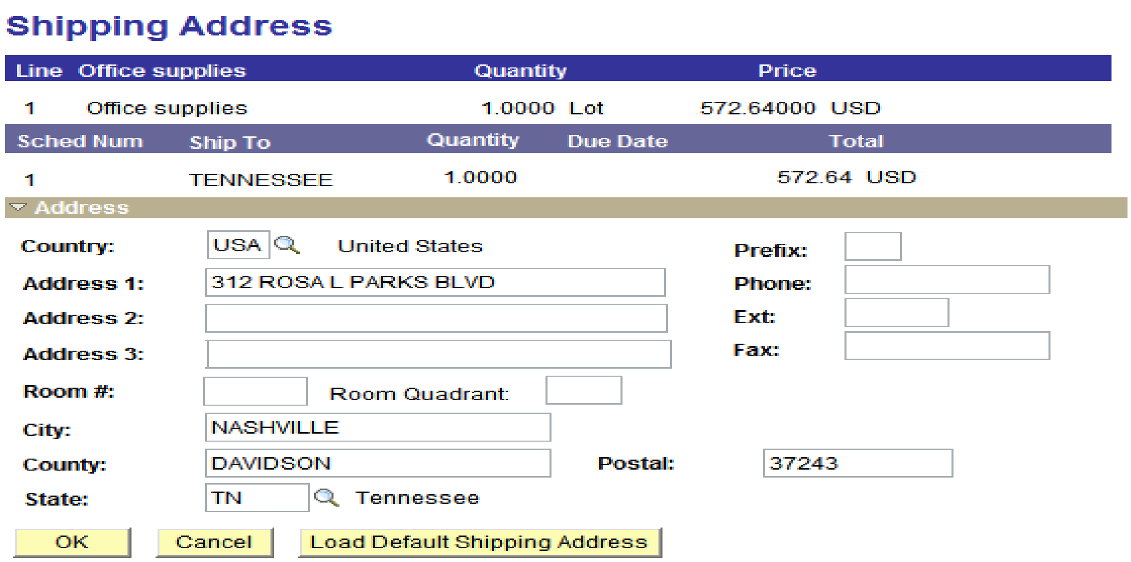
- Click the Lookup Icon ( ) next to the Ship-To field. This brings you to the Look Up Ship To page.

- Use the Look Up Ship To screen to find your specific Ship To location. Type part of your building name or address into the **Description** field. Change the drop-down from "begins with" to "contains". Then press the Look Up button. This will pull up a list of agency locations.



Click the location that seems correct. This will send you back to the main page. Use the Modify Shipping Address link, located to the right of the Ship-To field to check the pulled address. This brings up the address information tied to that Ship-To location.

Modify Shipping Address



Verify that the information is correct. If it is not, choose a different Ship-To location.

Chartfields:

All Chartfield ("Accounting") information should default in based on the User's Profile preferences.

Each of the fields listed below must have information populated in them.

- Location: Found on the Chartfields1 tab.
- GL Unit: Found on the Chartfields1 tab.
- Account: Found on the Chartfields1 tab.
- Fund: Found on the Chartfields2 tab.
- Department: Found on the Chartfields2 tab.

- Location CF: Found on the Chartfields2 tab.

If this is not the case, this means one of two things. Either the user's setup is incorrect, or the user is a "Buyer" for many separate locations at an agency (Centralized Procurement).

- If the user’s setup is incorrect, they must contact the Edison Helpdesk to request that their access, rolemapping and preferences be corrected. They may need to work with their Agency Fiscal Office and Agency Security Administrator for more information on this process.

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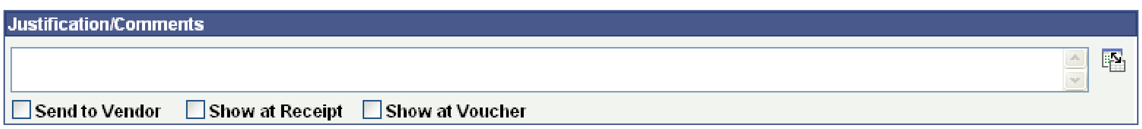
DGS Purchasing is not able to view, access, change or review individual Account Preferences, and does not have access to what the “correct” Account/Chartfield information should be for any given location. This is the sole responsibility of the Agency and Agency Fiscal Office.

- **Repeat as necessary for all lines**

Justification / Comments:

This section is located at the bottom of the Review and Submit page, and is used to record the justification for requesting a contract. Click in the field and begin typing.



You must include:

- "Submitting Requisition to Purchasing Division." (This must be at the beginning of the comment)

- An explanation of what the request is for. This would be something like “This is a One-time Purchase of a __________ that is not on contract".

- **If the request is for a one-time service or job:** List the estimated amount of days from the receipt of the purchase order that you want the vendor to start the job and amount of days to complete the job. (i.e. Start = 30 days ARO, Complete = 60 days ARO).

- **If the request needs to be Sole-Source or Proprietary:** Note that you are requesting it to be Sole-Source or Proprietary, if applicable. Provide the supporting reasons behind making it a Sole-Source or Proprietary (i.e compatibility w/existing or unique features).

For Sole-Source, all the necessary documents must be attached in the Comments section as attachments on the **first line** (including the **Commissioner to Commissioner letter** and **sole source documentation from the manufacturer and/or vendor**).

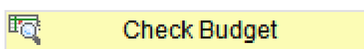
- List any suggested vendors.
- List your contact information.

Once all this information is completed, you can review the Justification as a whole by checking the "Expand Section" button ( ).

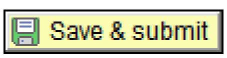
After the justification section is completed, you must Budget Check the document.

Budget Check

1) To Budget Check the Requisition, press the "Check Budget" button. This must be completed in order to pre-encumber funds. The Budget Check Status will return as "Valid" once Budget Check is completed.



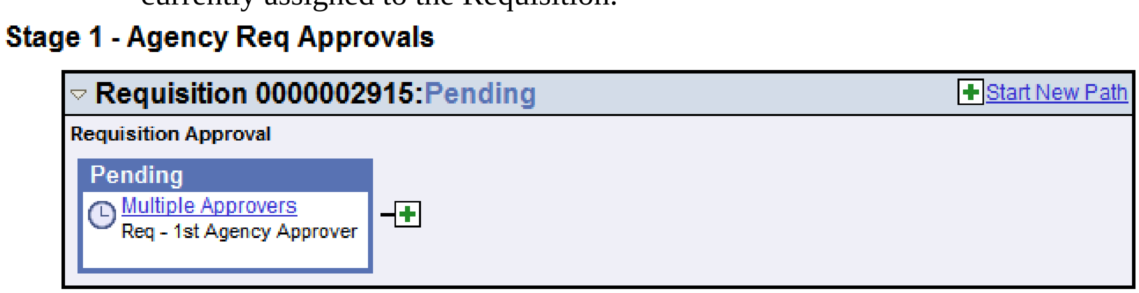
2) After Budget Check, press the "Save and Submit" button to send the Requisition for Approvals.



3) Once the Requisition has been saved, a screen appears showing the approval path. It will have a **Requisition ID** number underneath the Requisition Name. This is used to search for the Requisition if needed later. This screen also shows the Approval paths.

Approvals

a) To view more information on the approvers, click on the "Multiple Approvers" (Multiple Approvers) link. This will bring up a window with a list of all the approvers currently assigned to the Requisition.



b) T o add additional approvers, click the Insert Approver button. ( ) This will bring up a new window. Select the User ID of the approver to be added by clicking the Lookup button ( ) next to the User ID field, then selecting the User ID from the list. ***The Approver you wish to add must be in the system as an Approver before you can select them.***

i. Use the Radio Buttons below the User ID Field () to select if the person will be added as an Approver or Reviewer. Reviewers receive a notice through their Workflow to review the item, but are not required to approve. Approvers *must* approve to continue the process.

ii. After selecting the Approver's User ID and their function (Approver or Reviewer), click the Insert (Insert) button. This returns you to the main approval screen.

Requisitions must pass all approvals before being sent on to create a Purchase Order.

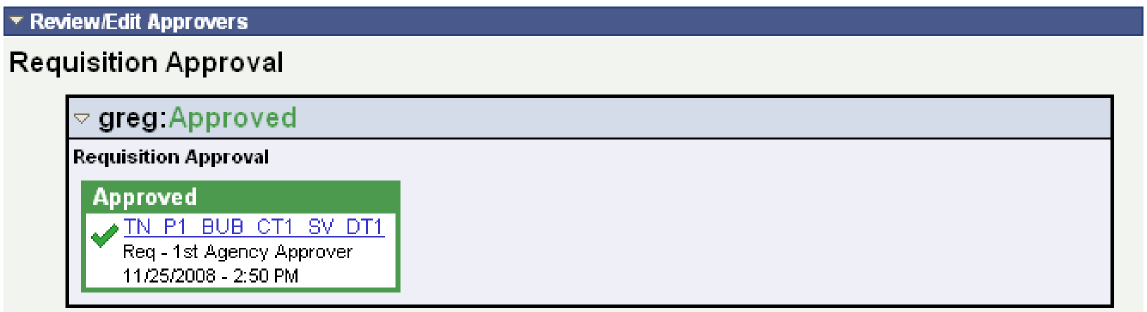
✷ **Note on Approvals:** The eProcurement Requisition process is being taught as the main method for all forms of Procurement because it automatically builds necessary approvals based on the item's NIGP code, the dollar amount of the purchase and the business unit. These approvals are set up in Workflow by Edison, and include all ***commodity approvals***.

✷ Any problems with Workflow need to be called in as a ticket to the Edison Helpdesk (741-4357).

To view the status of the Requisition, go to the Manage Requisitions page. Click eProcurement, then Manage Requisitions.

Scroll down until the Requisition number is found, or use the Search function to search by the Requisition ID (Requisition: ID:).
The Approval Status and Budget Check status of the Requisition are listed in this table.

o Once the Approvals have been met, the Requisition Approval screen will change to show that the Requisition has been approved. See the picture below for an example.



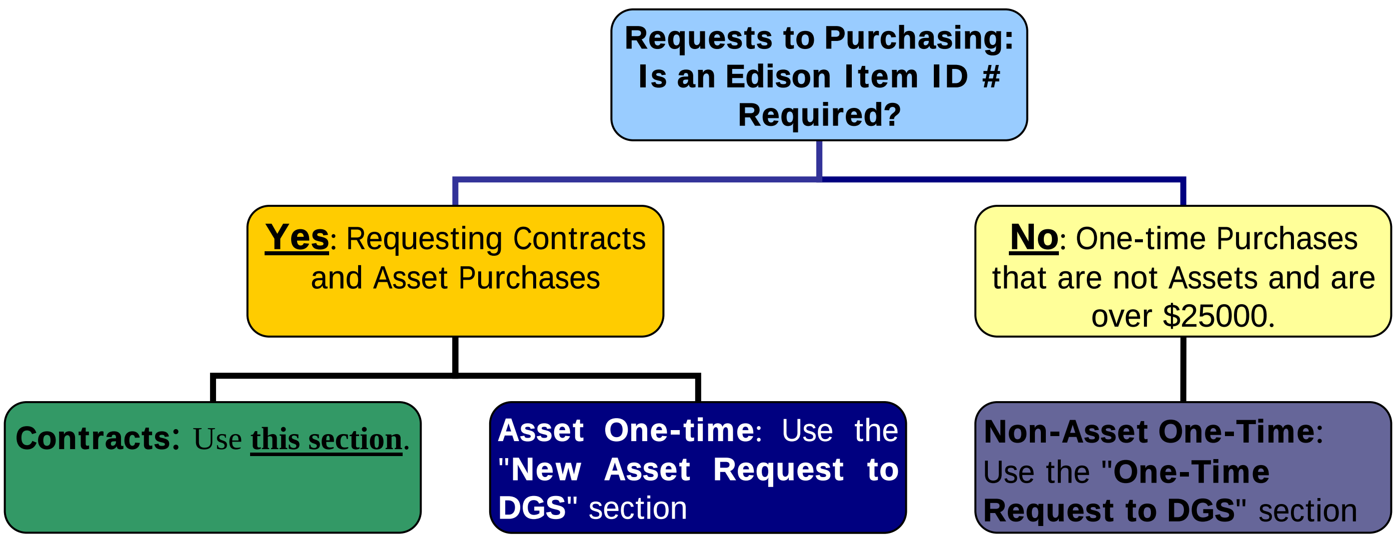
When the Requisition is approved, DGS Purchasing will begin creating the Sourcing Event and start the Bid process. (Return to Top)

Contract Requests to DGS Purchasing

Several types of procurement requests must be routed to the Department of General Services, Purchasing Division (DGS Purchasing) to be completed. These include:

- Requests for new Agency Term Contracts (**not** DPAs, DPAs are in a separate document)
- Reprocurement requests for existing Agency Term Contracts
- Requests for One-time Purchases with a total greater than $25,000.00 (separate document)
- Requests for One-time Purchases of Asset-tagged items

All of these Request types follow the same basic pattern, but they may need different specific actions taken to get them to DGS Purchasing. The main deciding factor between the paths is whether or not the item requires an Edison Item ID #.



Edison ID # Required: (for all these request types, go to **"Requests with Edison Item IDs"**)

- All new Contract lines
- All reprocured Contract lines
- Any item that must be tagged as "Sensitive" (Asset), regardless of whether it is for a one-time purchase or not. Further information on what counts as an Asset can be found in the **Asset Ordering** guide.

Edison ID # not Required: (for this request type, go to "**Requests without Edison Item IDs**")

- Items for one-time purchases that do not need to be tagged as Assets.

If you are creating any type of Request that is in the first group (Edison ID # Required), you *MUST* first have a list of Edison Item ID #s provided by the Content Team. Failure to complete this step first will require you to re-enter your Requisition.

✷ Edison Item IDs

Edison Item IDs are created by the Content Team in DGS Purchasing. To do so, they require a properly-completed copy of the "**TEN CG Item Only Layout v7.4.xls**" spreadsheet. A blank copy of this spreadsheet along with the "**Spreadsheet Guide for Agencies.doc**" instructions can be requested by sending an e-mail to Content.group@tn.gov . This must be submitted back to Content, who will create the item IDs and return them to you in the same spreadsheet format. You *must* have these Item IDs to continue with your request.

Creating Requests

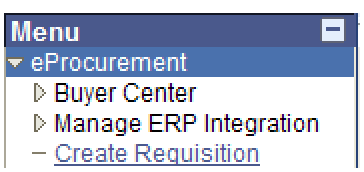
Requests with Edison Item IDs-

New and Reprocured Contract Requests

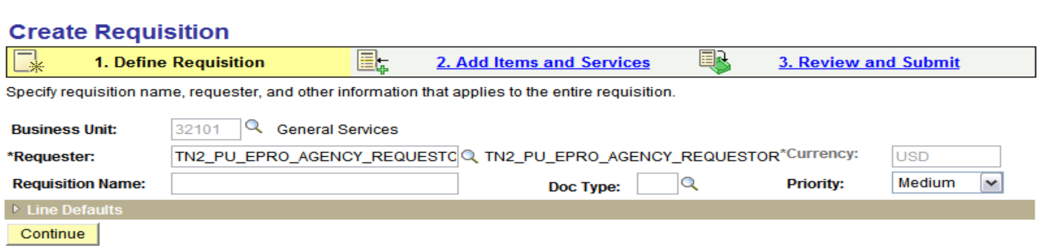
This section is for use ONLY with Edison Item IDs provided by the Content Team!

20) You must first be logged in to Edison. After logging in, click the **FSCM** link under the Enterprise menu, on the left side of the page.

21) The next step is to navigate to the **Create Requisition** page. Click on **eProcurement** from the left-hand menu. Then click **Create Requisition**, as shown in the picture below.



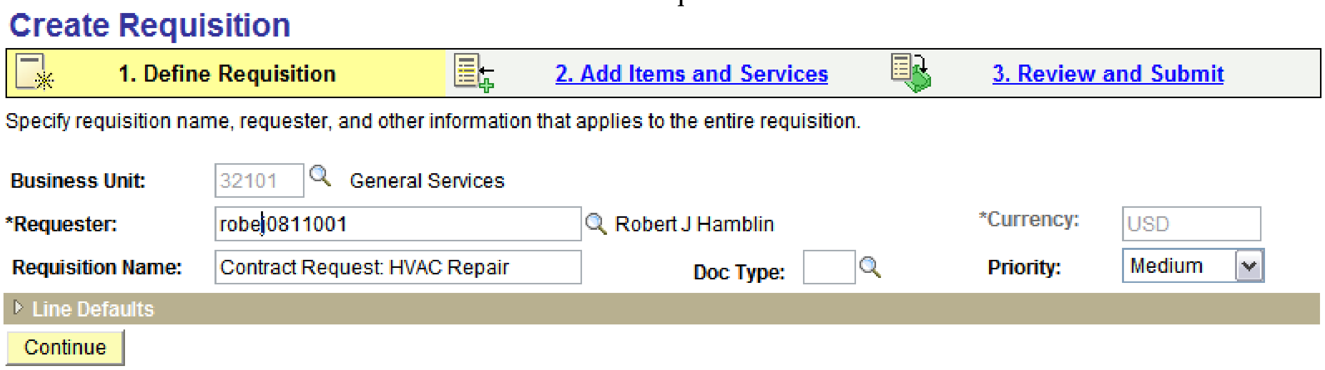
22) Clicking on Create Requisition will bring up a new page, with a title saying **Create Requisition**. This page has links to required sections, grouped under three main tabs. These are numbered in a strip at the top; and the current tab will be highlighted in yellow.

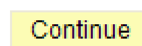


Step 1: Define Requisition

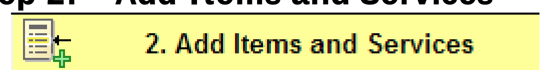
1) To create a Requisition, the Define Requisitions tab should be highlighted in yellow. If not, click on Define Requisitions. Make sure the Business Unit and Requester defaulted in correctly.

   a. **Requisition Name** Click in the **Requisition Name** field and then type in the name. The name must include "Contract Request".



2) After naming your Requisition, click the Continue Button. 

Step 2: Add Items and Services

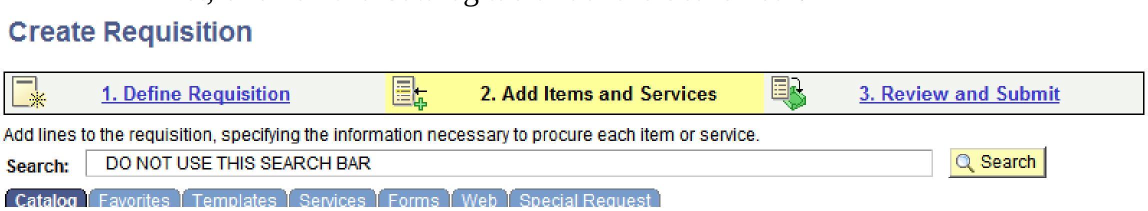


3) The next step is to add items to the requisition. **Requests for Contracts will use a list of Item IDs provided by the Content Team to search and find the items in the Catalog.**

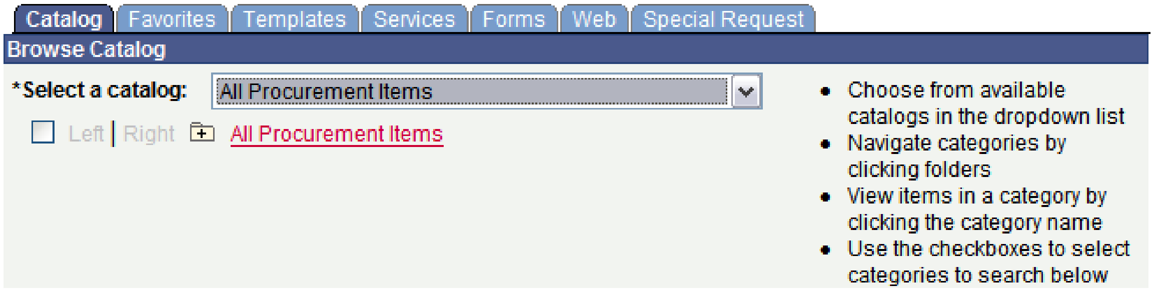
4) The main **Add Items and Services** page has 7 tabs at the top, all showing different ways to create Item Lines on a Requisition. For Contract Requests, you will use the **Catalog** tab.

To search for items:

- First, click on the Catalog tab under the Search bar.

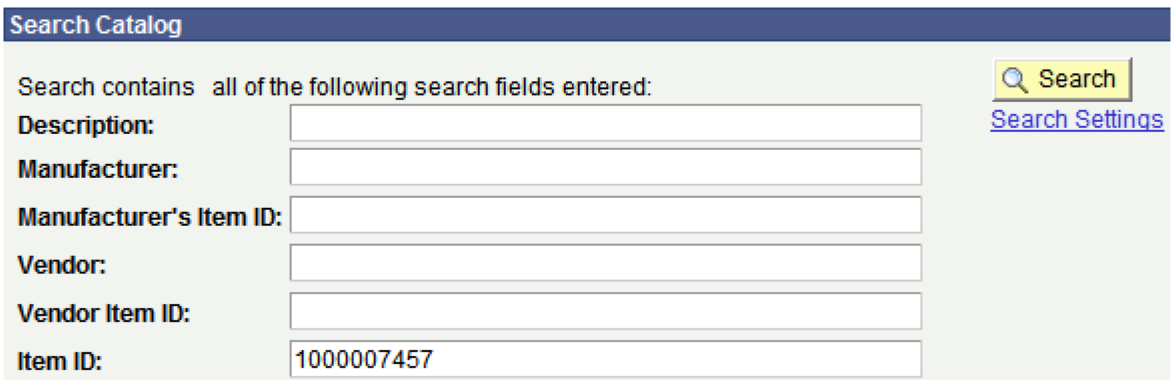


- Next, make sure the **All Procurement Items** catalog is selected from the drop-down menu. This should show as the default option when the Catalog tab is selected.

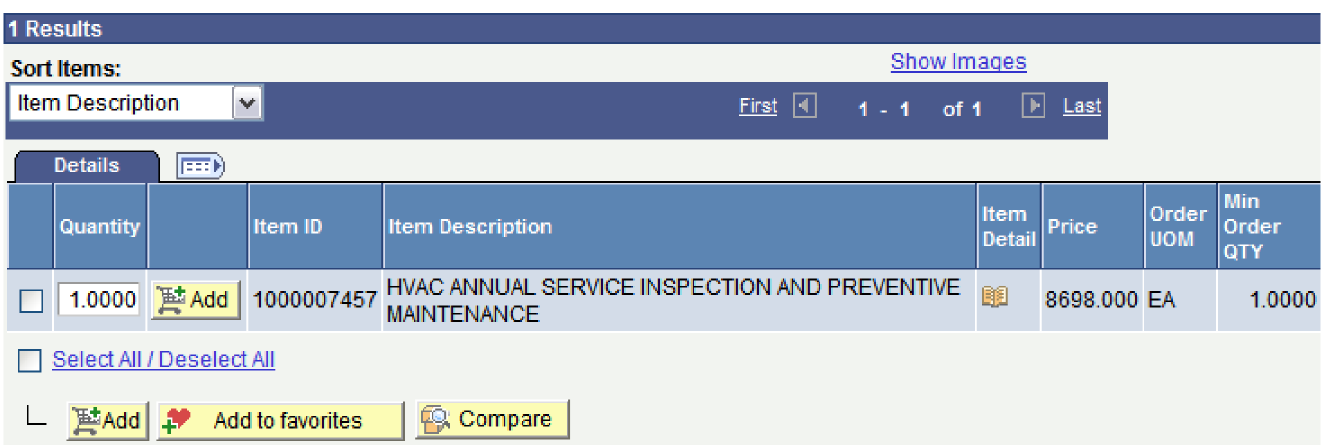


- Underneath the catalog listing is the **Search Catalog** section. This contains fields to search by different listings. **This is the ONLY search field that should be used, NOT the one that's at the top of the screen.**

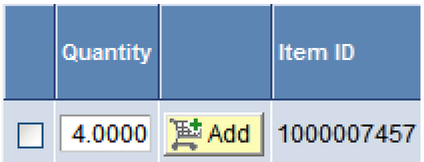
- Type the first Item ID (obtained from the Content Team) into the **Item ID** field, then press the Search button. An example is shown below.



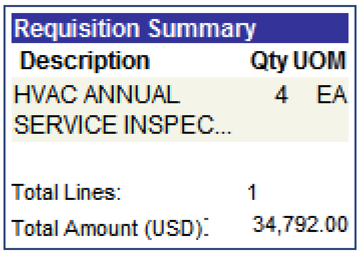
5) If any items meet the search criteria used, they will be displayed below the **Search Catalog** section. The results appear in a table format, with named headers at the tops of the columns.



6) If the item you need was located by the search, check the box next to the item to include the item on the Requisition. Then type the Quantity in the Quantity field. **The quantity must reflect how many times the service will be used over the course of the contract.** An example is shown below with a Quantity of 4.0000. It's an annual inspection, so this would be for four yearly inspections, as on a four-year maintenance contract.

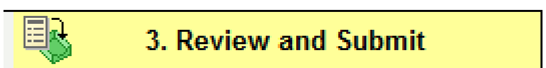


7) After inputting the desired quantity, click the Add (Add) button. Once added, the item and quantity will appear in the Requisition Summary box on the left side of the page, as shown below.

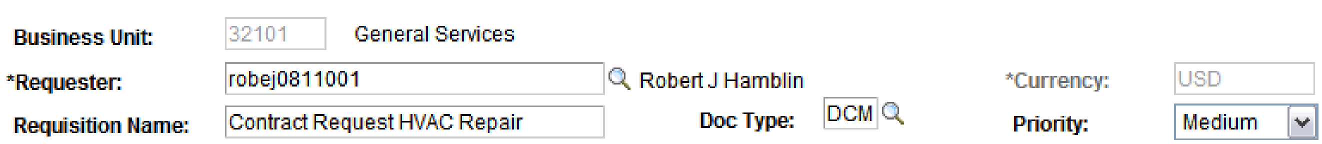


Repeat this process for all additional lines that must be on the contract. After all the requested items appear in the Requisition Summary box on the left side of the page, click the **Review and Submit** tab located at the top right. You will now go to step 3, Review and Submit.

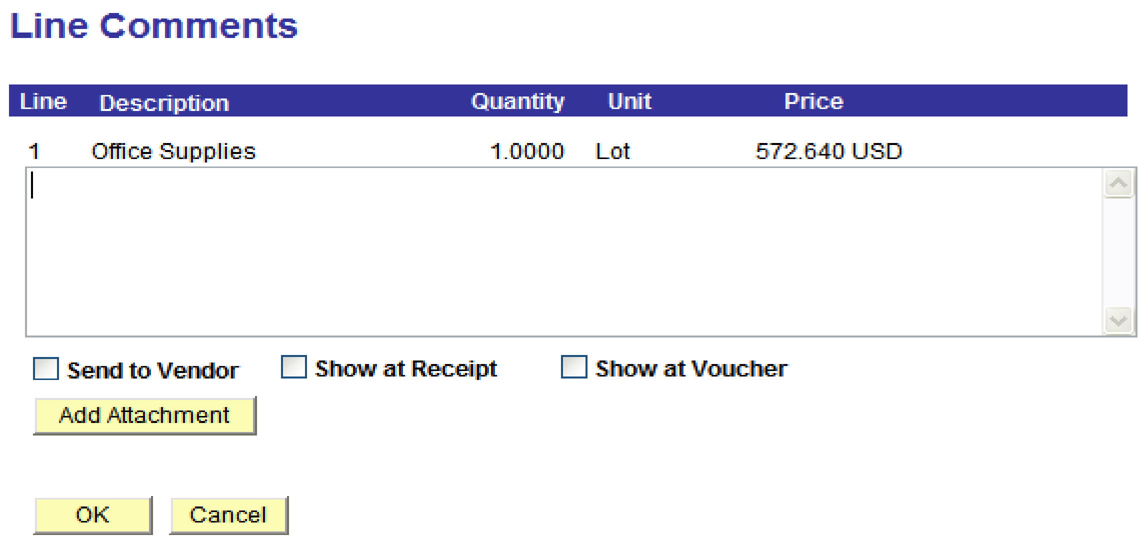
Step 3: Review and Submit



Reviewing and Submitting Requisitions: The final step in the Contract Requisition process is the **Review and Submit** page. It contains a summary of the Requisition information, along with notes and Justification. The first thing you must do on this page is enter your Document Type, either **DCM** or **DCO**. **DCM** is for requesting a **multi-year Agency Term Contract**, while **DCO** is for requesting a **single-year Agency Term Contract**.



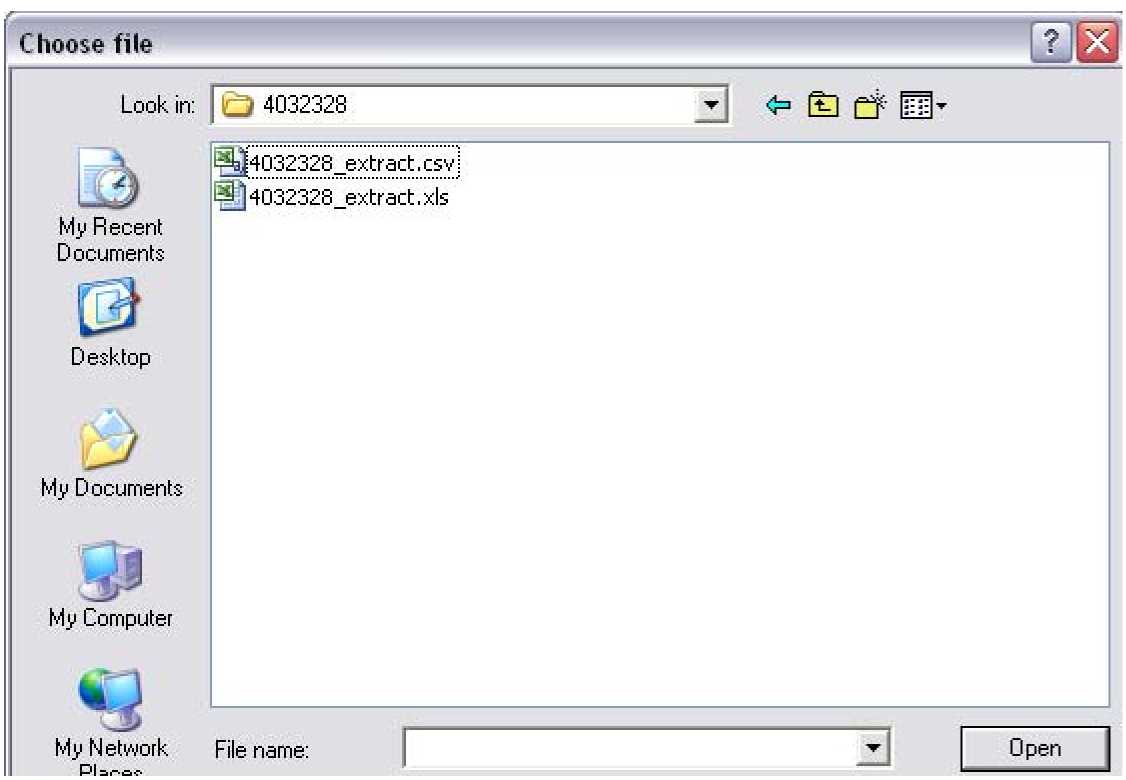
1) You must now add information to the **Line Comments** section to provide DGS with the necessary information to process the Contract Request. There is a Comments icon for each line, located on the far right of the page. Click the Comments icon ( ) to go to the Comments screen, where you can either type information directly into the field or add supplemental documents as attachments. **The Line Comments are used to attach specifications and instructions.**



To attach specifications that are contained in a separate Word, PDF or Excel document:

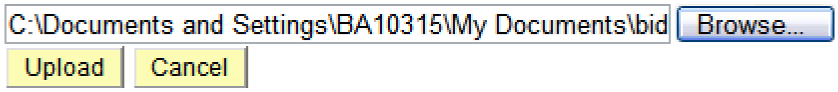
1. Click the **Add Attachment** button. (Add Attachment) This takes you to the Add Attachment page.

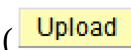
2. Click the **Browse** button (Browse...). This opens up a window to let you search for files on your computer.



3. Select the file, then click the **Open** button (

). This takes you back to the Attachment page, with your filename located in the window.

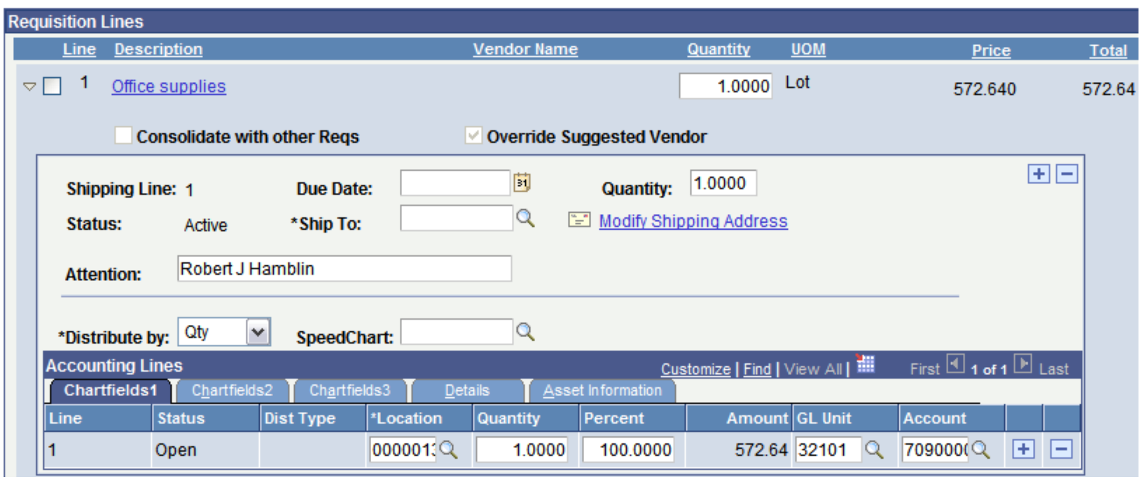


4. Click the **Upload** button (

) once the file is found.

5. Repeat for all necessary files on that line.

2) Once all Attachments and Comments are entered, clicking OK on the Line Comments screen will take you back to the main page.



3) Once all attachments are included for each line, review the lines to make sure they are correct. To view the entire line table, scroll to the right using the scrollbar at the bottom of the screen.

Possible Changes:

Altering Quantity:

The Line, Description, Vendor Name, Quantity, UOM, Price and Total are all pulled over from Step 2. If changes need to be made to the Quantity, click on the Quantity field and type in the new amount.

Deleting Lines:

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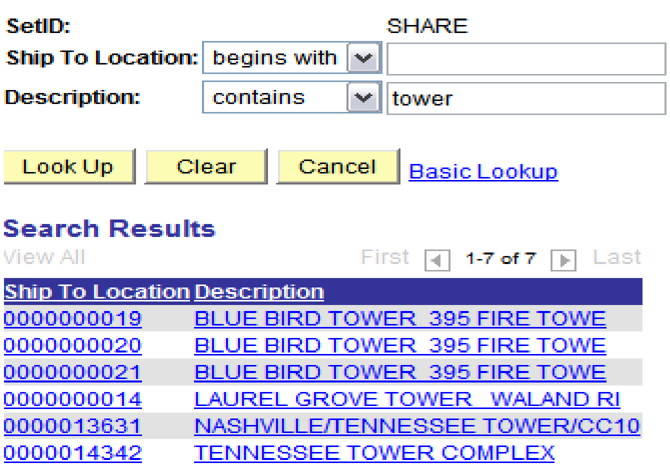
Sections to Review / Modify:

Shipping Addresses:

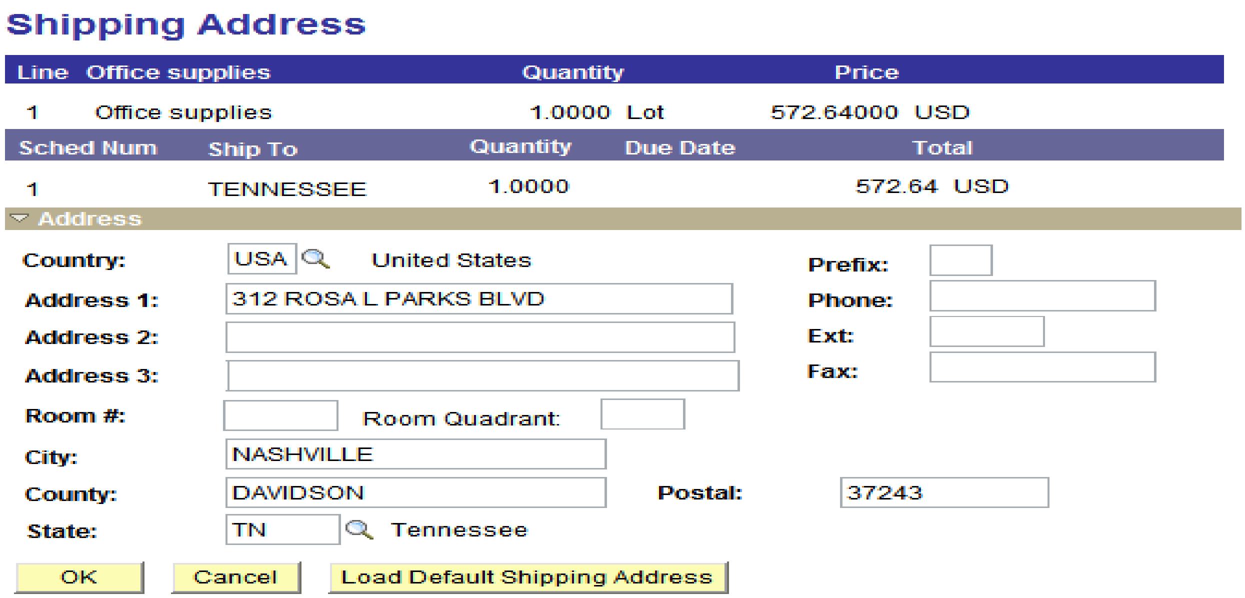
To modify a Shipping Address, you must first expand the table by using the Expand Section button. This will show the ***Ship-To** field. It may be blank, or may default to PMFMSHIPTO, both of which must be changed.

- Click the Lookup Icon (🔍) next to the Ship-To field. This brings you to the Look Up Ship To page.

- Use the Look Up Ship To screen to find your specific Ship To location. Type part of your building name or address into the **Description** field. Change the drop-down from "begins with" to "contains". Then press the Look Up button. This will pull up a list of agency locations.



Click the location that seems correct. This will send you back to the main page. Use the Modify Shipping Address link, located to the right of the Ship-To field to check the pulled address. This brings up the address information tied to that Ship-To location.



Shipping Address

Line	Office supplies	Quantity	Price
1	Office supplies	1.0000 Lot	572.64000 USD

Sched Num	Ship To	Quantity	Due Date	Total
1	TENNESSEE	1.0000		572.64 USD

Address

Country: USA United States

Address 1: 312 ROSA L PARKS BLVD

Address 2:

Address 3:

Room #: Room Quadrant:

City: NASHVILLE

County: DAVIDSON

Postal: 37243

State: TN Tennessee

Prefix:

Phone:

Ext:

Fax:

OK Cancel Load Default Shipping Address

Verify that the information is correct. If it is not, choose a different Ship-To location.

Chartfields:

All Chartfield ("Accounting") information should default in based on the User's Profile preferences.

Each of the fields listed below must have information populated in them.

- Location: Found on the Chartfields1 tab.
- GL Unit: Found on the Chartfields1 tab.
- Account: Found on the Chartfields1 tab.
- Fund: Found on the Chartfields2 tab.
- Department: Found on the Chartfields2 tab.
- Location CF: Found on the Chartfields2 tab.

If this is not the case, this means one of two things. Either the user's setup is incorrect, or the user is a "Buyer" for many separate locations at an agency (Centralized Procurement).

- If the user's setup is incorrect, they must contact the Edison Helpdesk to request that their access, rolemapping and preferences be corrected. They may need to work with their Agency Fiscal Office and Agency Security Administrator for more information on this process.

- If the user is a Centralized Procurement officer for many locations in their agency, they will have to work with their Agency Fiscal Office to obtain all the correct Chartfield information for each location they buy for.

DGS Purchasing is not able to view, access, change or review individual Account Preferences, and does not have access to what the "correct" Account/Chartfield information should be for any given location. This is the sole responsibility of the Agency and Agency Fiscal Office.

❖ **Repeat as necessary for all lines**

Justification/Comments:

This section is located at the bottom of the Review and Submit page, and is used to record the justification for requesting a contract. Click in the field and begin typing.

You must include:

- "Submitting Requisition to Purchasing Division." (This must be at the beginning of the comment)

- An explanation of what the request is for. This would be something like "This is a Multi-year (2 year) Agency Term Contract" for a **DCM**, with the "2-year" replaced with the duration of the contract. Or for DCO requests, "This is a 1-Year Agency Term Contract".

- **If the contract will be a Multi-year:** Include justification as to why it must be a multi-year contract (i.e. to maintain continuity of service or product availability and to stabilize pricing).

- **If the Contract needs to be Sole-Source or Proprietary:** Note that you are requesting it to be Sole-source or Proprietary, if applicable. Provide the supporting reasons behind making it a Sole-source or Proprietary (i.e compatibility w/existing or unique features).

*For Sole-Source, all the necessary documents must be attached in the Comments section as attachments on the **first line*** (including the **Commissioner to Commissioner letter** and **sole source documentation from the manufacturer and/or vendor**).

- **If this is a contract Reprocurement:** List the previous TOPS requisition and contract number, if any.

  If there was a current or previous contract, list the dollar amount spent during the last 12 months.

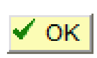
  If the previous contract was a time & material, list the amount spent on parts during the last 12 months.

- List the start date that you are requesting to have the contract start. If the end date is be different than a full 12 months, please specify the end date.

- List the Estimated Dollar Amounts per fiscal year. The following is an **EXAMPLE:**

This a 3 year contract to start 05/01/09. The following is the estimated funding:
FY-09, May to June = $5,000.00
FY-10, July to June = $30,000.00
FY-10, July to June = $30,000.00
FY-11, July to April = $25,000.00

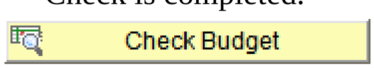
Once all this information is completed, you can review the Justification as a whole by checking the "Expand Section" button ( ).



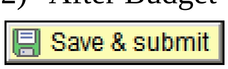
After the justification section is completed, you must Budget Check the document.

Budget Check

1) To Budget Check the Requisition, press the “Check Budget” button. This must be completed in order to pre-encumber funds. The Budget Check Status will return as "Valid" once Budget Check is completed.



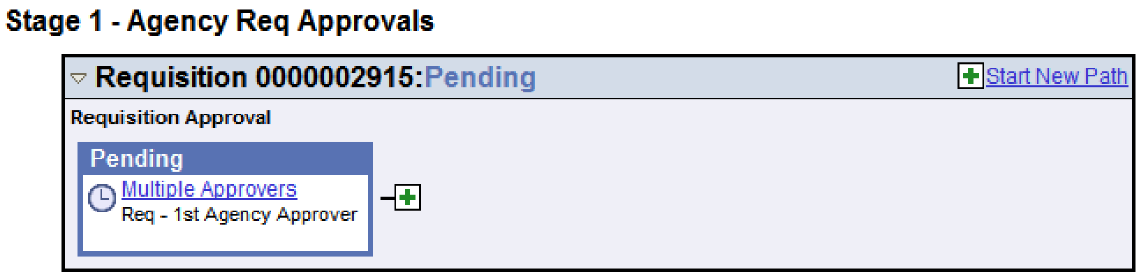
2) After Budget Check, press the “Save and Submit” button to send the Requisition for Approvals.



3) Once the Requisition has been saved, a screen appears showing the approval path. It will have a **Requisition ID** number underneath the Requisition Name. This is used to search for the Requisition if needed later. This screen also shows the Approval paths.

Approvals

a) To view more information on the approvers, click on the "Multiple Approvers" (Multiple Approvers) link. This will bring up a window with a list of all the approvers currently assigned to the Requisition.



b) T o add additional approvers, click the Insert Approver button. ( ) This will bring up a new window. Select the User ID of the approver to be added by clicking the Lookup button ( ) next to the User ID field, then selecting the User ID from the list. ***The Approver you wish to add must be in the system as an Approver before you can select them.***

i. Use the Radio Buttons below the User ID Field ( ) to select if the person will be added as an Approver or Reviewer. Reviewers receive a notice through their Workflow to review the item, but are not required to approve. Approvers *must* approve to continue the process.

ii. After selecting the Approver's User ID and their function (Approver or Reviewer), click the Insert (Insert) button. This returns you to the main approval screen.

Requisitions must pass all approvals before being sent to Purchasing for further processing.

✷ **Note on Approvals:** The eProcurement Requisition process is being taught as the main method for all forms of Procurement because it automatically builds necessary approvals based on the item's NIGP code, the dollar amount of the purchase and the business unit. These approvals are set up in Workflow by Edison, and include all ***commodity approvals***.

✷ Any problems with Workflow need to be called in as a ticket to the Edison Helpdesk (741-4357).

To view the status of the Requisition, go to the Manage Requisitions page. Click eProcurement, then Manage Requisitions.

Scroll down until the Requisition number is found, or use the Search function to search by the Requisition ID (Requisition ID:).

The Approval Status and Budget Check status of the Requisition are listed in this table.

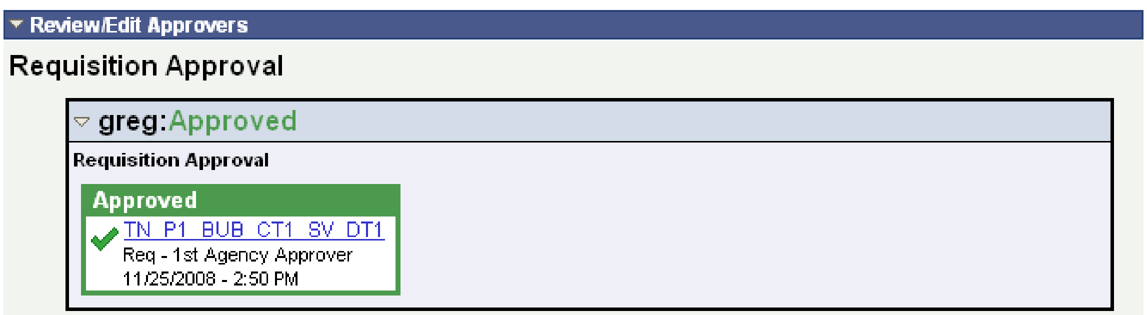
Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total		
0000000145	DGS T)PROCESS BLACK LAS...	32101	01/23/2009	Open	Not Chk'd	39.50USD	<Select Action..	Go
0000000144	DGS T)ENV, REG #10/24# ...	32101	01/23/2009	Pending	Valid	291.00USD	<Select Action..	Go
0000000143	DGS Lawn Care services	32101	01/23/2009	Pending	Valid	5,080.36USD	<Select Action..	Go

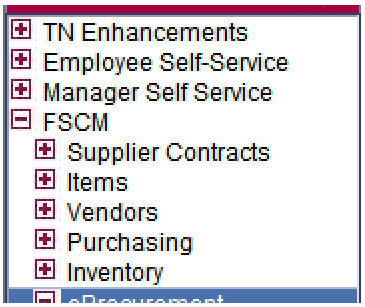
o Once the Approvals have been met, the Requisition Approval screen will change to show that the Requisition has been approved. See the picture below for an example.

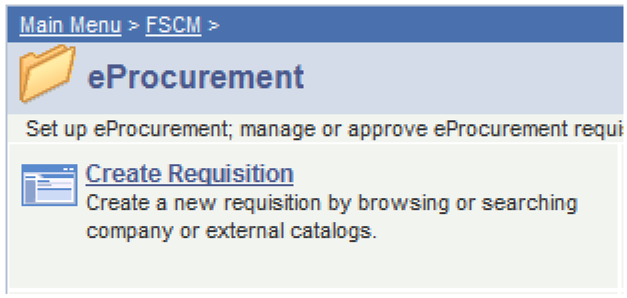


When the Requisition is approved, it will be processed by Purchasing and the Purchasing Buyer will contact you with further information.

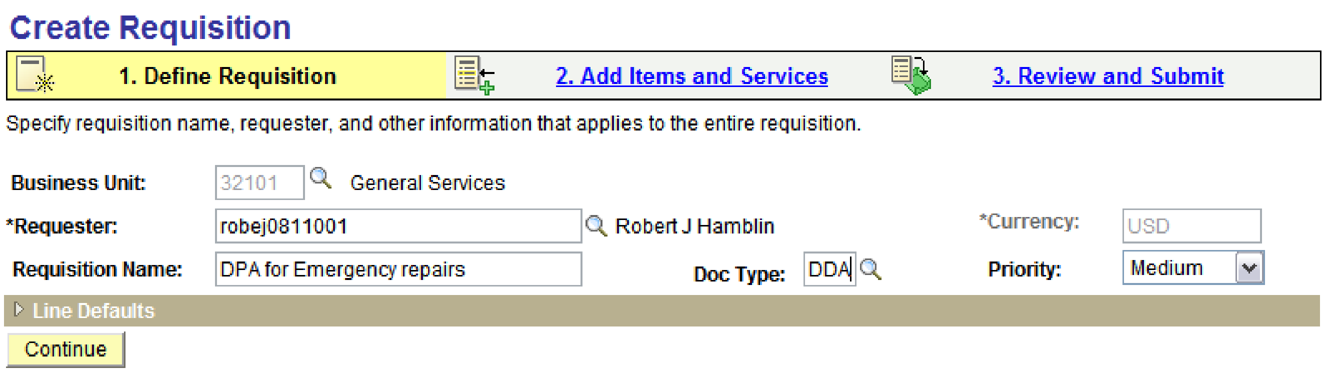
DPA Request Setup

- Log in to Edison and go to **FSCM**, then click on **eProcurement**. Then click **Create Requisition**.



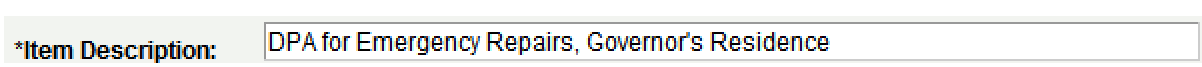


- Create an ePro Requisition with a name that includes “DPA” and a brief description. Select the **DDA** Doc Type. Then press the Continue button at the bottom of the page.



- Go to the **Special Request Tab**, **Special Item** link.

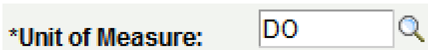
- Enter a valid description into the **Item Description** field. "Valid" meaning that any approver can look at the description and have at least a basic idea of what it is they are being asked to approve.



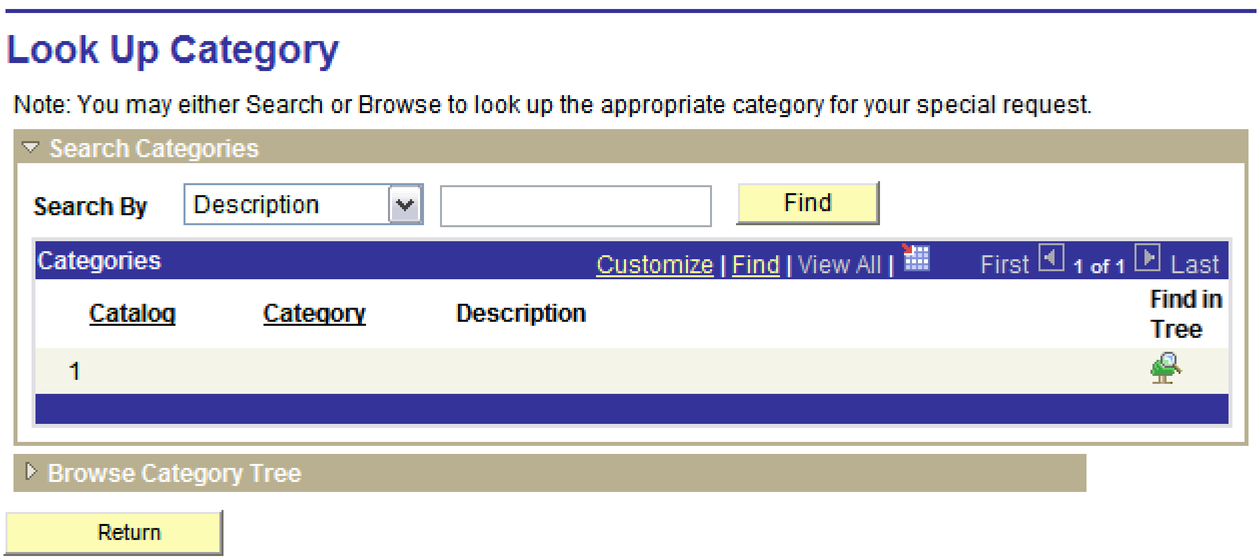
- Enter one dollar ($1.00) into the **Price** field.

- Enter the total dollar amount into the **Quantity** field. For example, on a $100,000 DPA, enter 100000 into the Quantity field.

- Set the **Unit of Measure** as DO (Dollar)



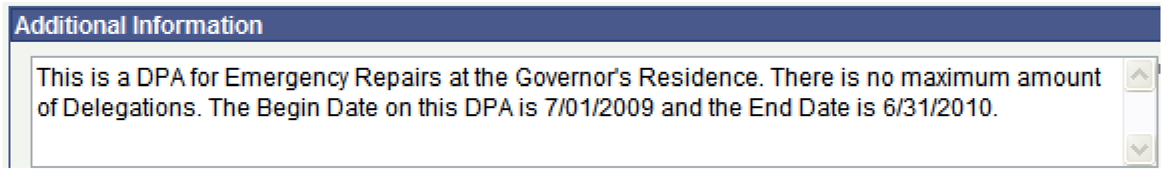
- Enter a valid, applicable NIGP code into the **Category** field (first picture below). If you are not sure what code to use, click the Lookup Icon ( ) to bring up the Category search page (second picture below).



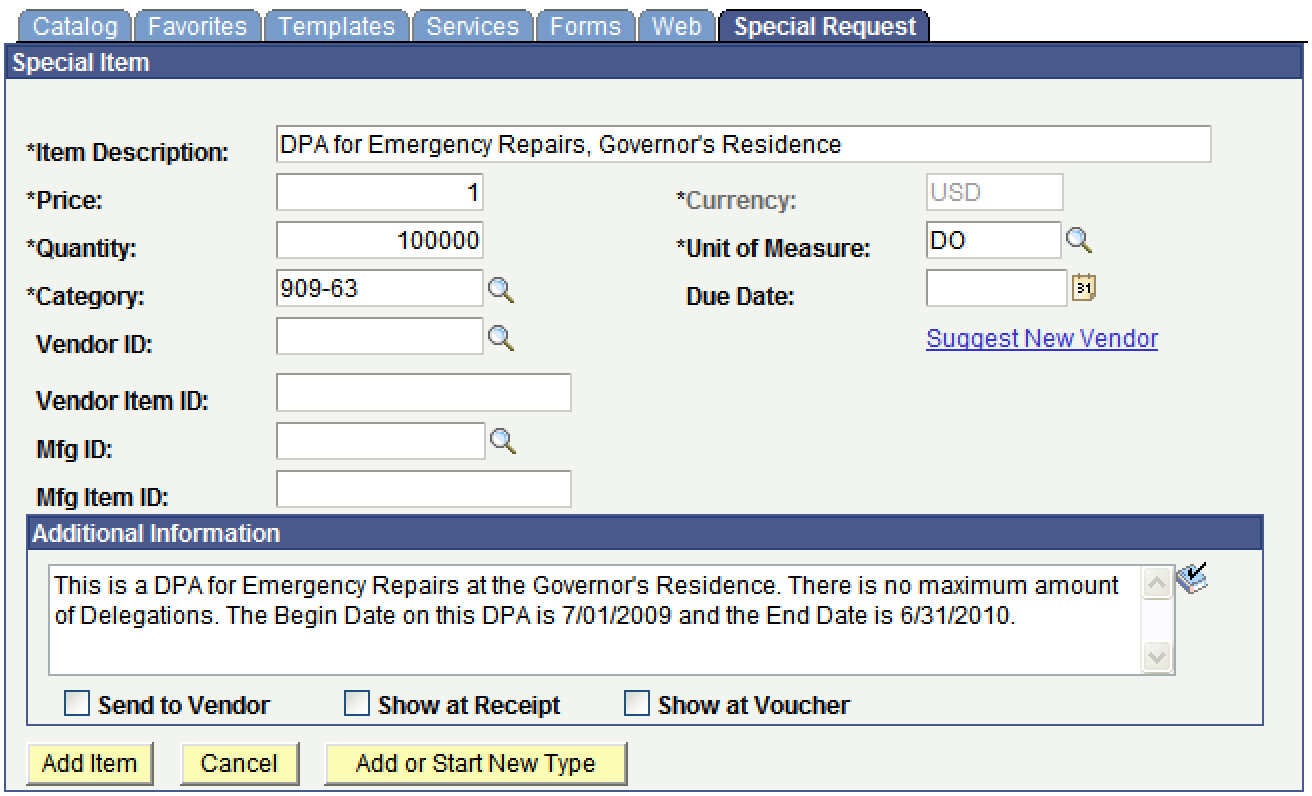
On the **Look Up Category** page, type a partial description of the Category Code you think you'll need, then click the Find button (Find). This will bring a up a list of Category Codes that match the description you entered. Scroll through the list until you find a likely candidate.

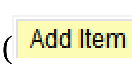
Click the blue link of the Category you want to return to the main page with the Category field completed.

- Include the Maximum Number of Delegations, the Begin Date and the End Date into the **Additional Information** field.

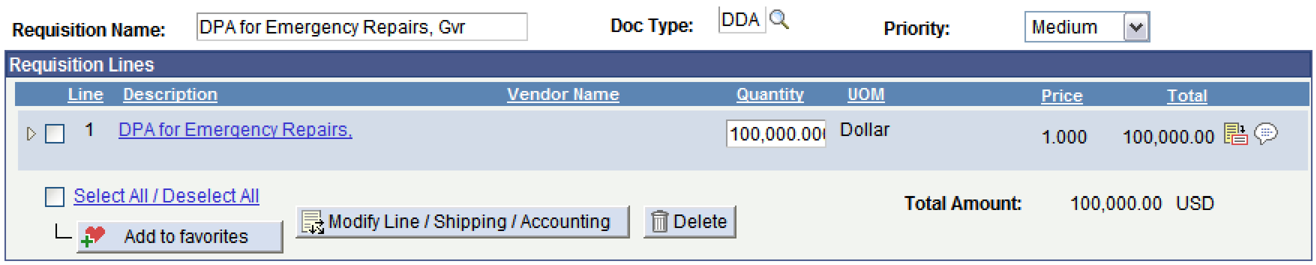


- Examples of what a sample DPA Special Item section "should" look like are shown in the next picture.

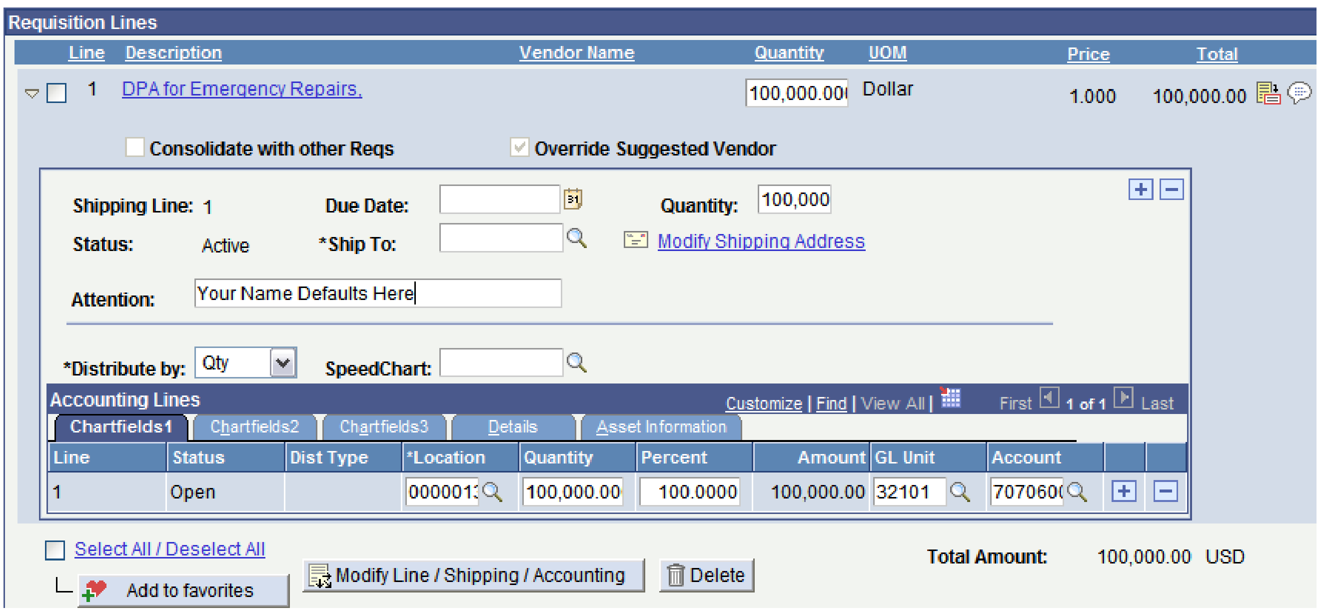


  - After all the information on the DPA is completed, press the "Add Item" button ().

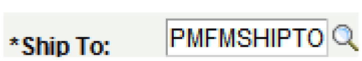
    Then go to the third tab at the top, Review and Submit 



- Expand the Requisition Lines, using the "Expand Section" button ( ).



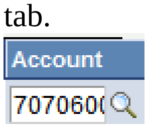
- Enter a default Ship-To into the **Ship To** field, if one is not defaulted in.



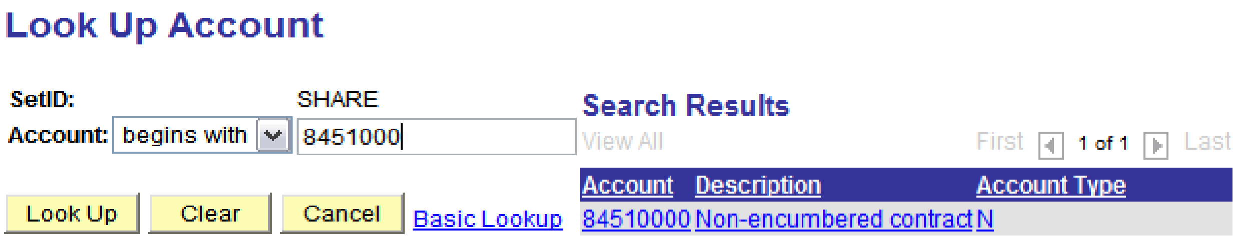
This will be for a generic address that will be overwritten at the PO level when the agency orders off of the DPA.

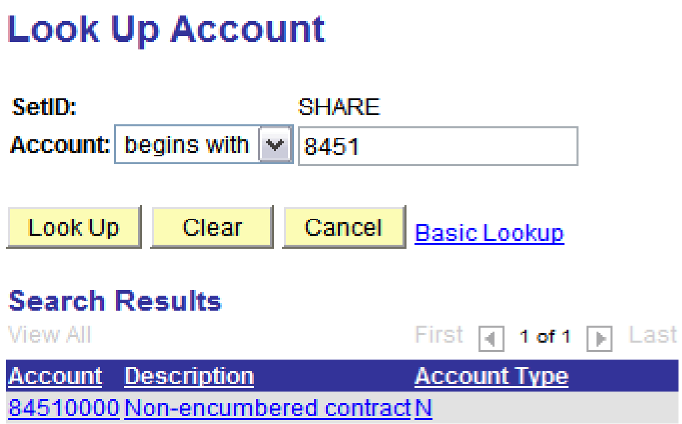
- Scroll down to the **Accounting Lines** section. This needs to be set up on a Non-Budgetary account at the Requisition level, so as to not encumber funds. Then the correct accounting information will be entered at the Purchase Order level.

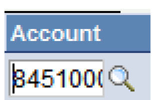
- To do so, click on the LookUp icon ( ) next to the **Account** Chartfield, on the **Chartfields1** tab.



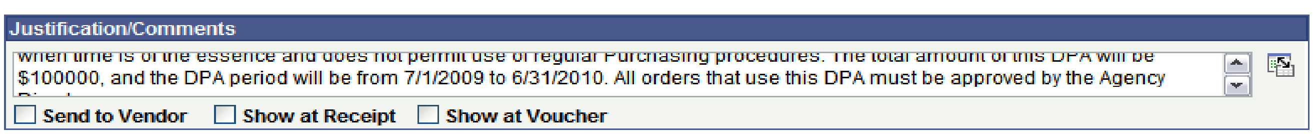
- Then search on the number 8451000. This is the Non-encumbered contract Account number. Click on the blue link to return to the main page with the Account field changed to 84510000.



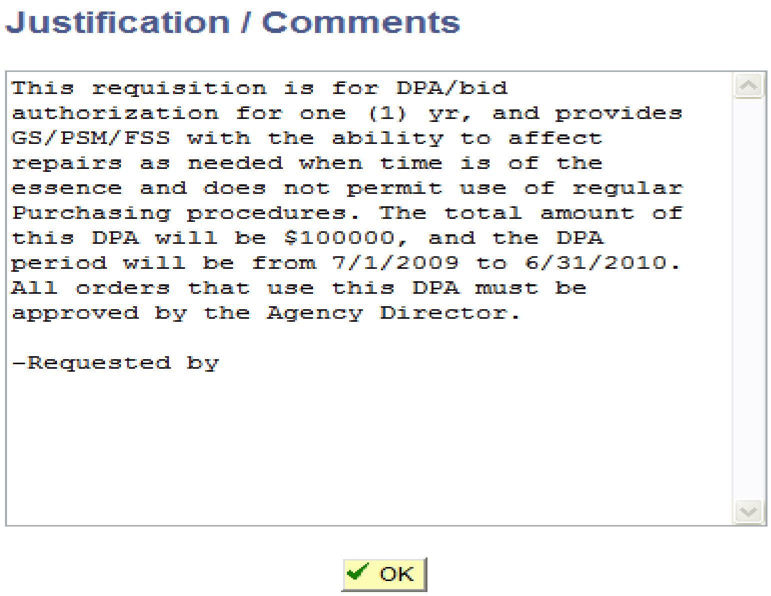




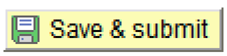
- Go down to the **Justification/Comments** section, and enter a Justification for the DPA. This must list that you are "Requesting DPA Authorization from Bid for 1 year" and then include the Agency Name, what it is you are requesting DPA Authority for, when it will be used, why it needs to be used and who will authorize purchases from it within your agency. The dollar amount and total duration should also be included.



- You can use the "View Expanded" ( ) button to see a larger version of the Justification field to type information into.



- After entering your Justification, scroll down. Press the "Save and Submit" button after all information is entered correctly.

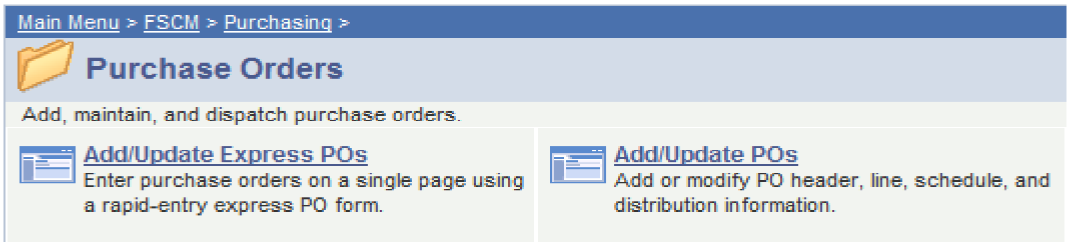


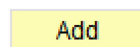
- Saving and submitting will get you a **Requisition ID** number. **Write this number down or save it in a readily accessible file!** You will need the Requisition ID to be able to create Purchase Orders.

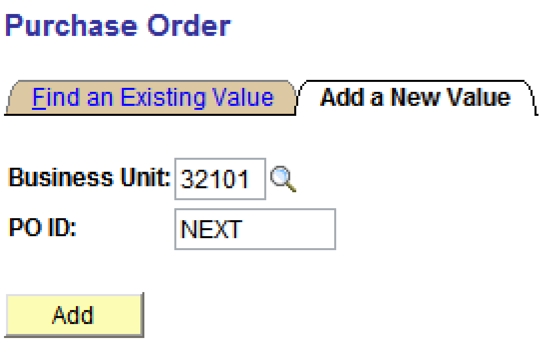
- After approvals are met, the DPA can be used.

<u>Agency Usage</u>

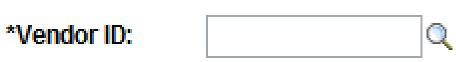
1. Agencies will use the DPA by doing Direct-Entry Purchase orders. Go to **Purchasing** -> **Purchase Orders** -> **Add/Update POs**.



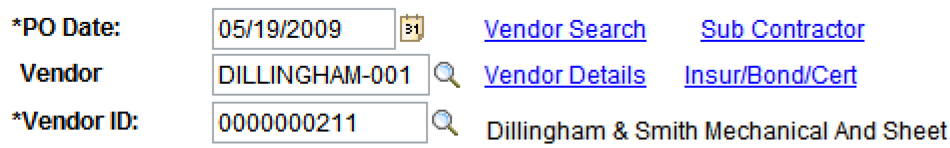
2. Choose the **Add a New Value** tab, which is the default. Select the appropriate Business Unit. Leave the PO ID as "Next". Press the Add button. 



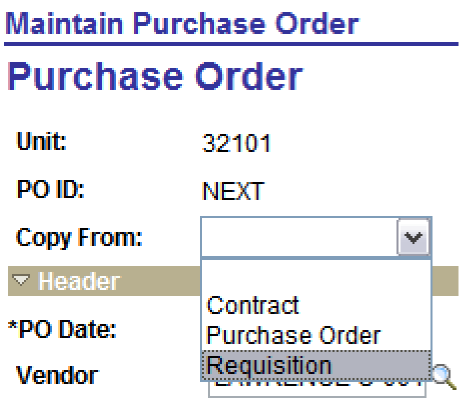
3. Select the **Vendor ID** by using the LookUp icon next to the Vendor ID field. This must be done ***<u>before</u>*** copying from the Requisition.



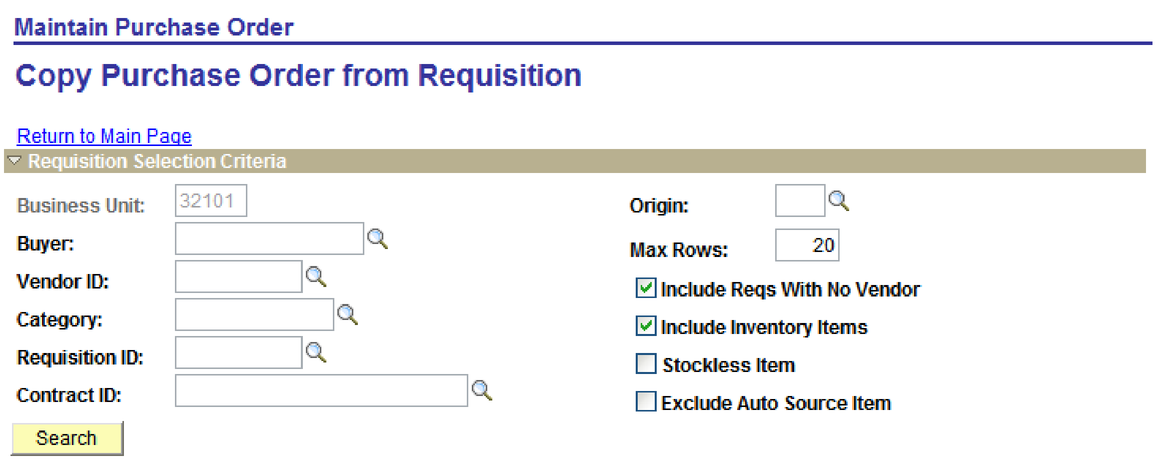
4. Find the selected vendor using the search function and click its link. For example, Lawrence County. This returns to the main page and fills in the vendor's information.



5. Next, select "Requisition" in the **Copy-From** drop-down box at the top of the page.

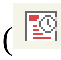


6. Type in the Requisition ID of the DPA Requisition created above, then press Search.

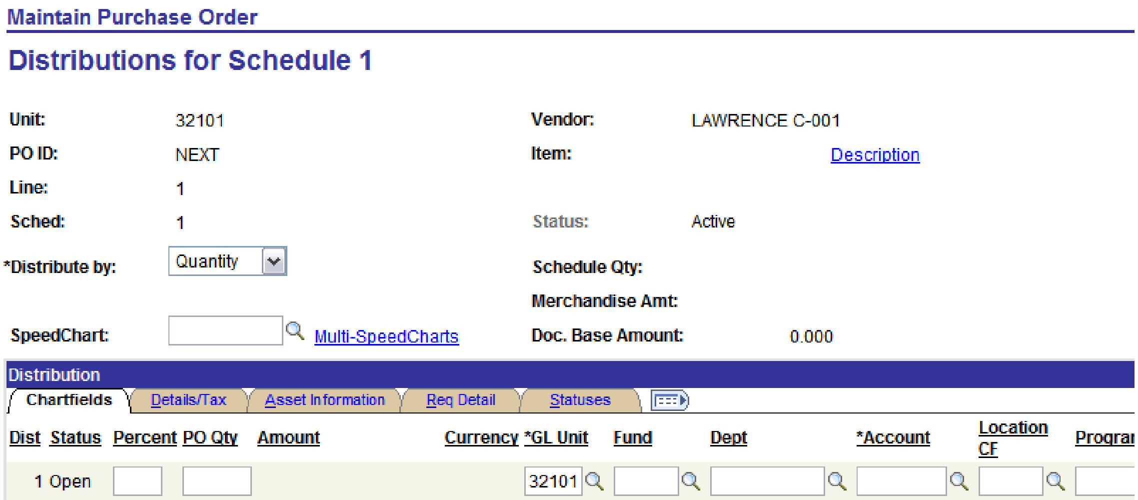


7. Check the box for the desired Requisition lines, then press the Copy to PO button.

8. This returns to the main screen with the DPA Requisition's line copied over. Change the Quantity on the line to the amount of dollars the order is for. Leave the Unit of Measure and Price the same as the default.

9. Click the "Schedule" button at the far right of the line. ().

10. Click the Distributions/Chartfields icon (). This goes to the Distributions page.



11. Enter the correct Chartfield information for the Purchase Order in the fields. This can be obtained from your agency Fiscal Department. **DGS Purchasing does not have this information.** Then press the OK button.

12. Return to the Main Page, then press Save to generate a PO ID.

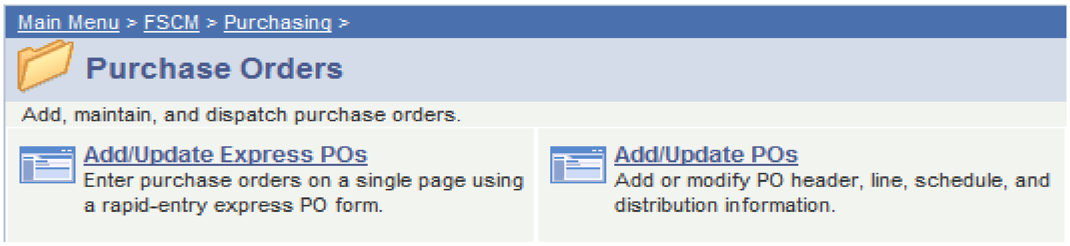
13. Budget Check the PO and use the Approve Amounts screen to route the PO for approval.

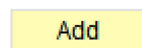
14. Select the Dispatch method from the drop-down, then press the Dispatch button. This goes to the Dispatch Options page. Click the OK button.

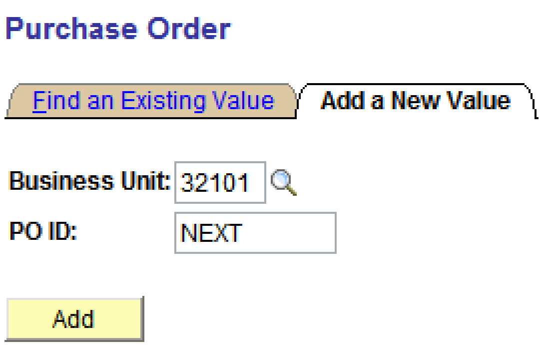
15. When the prompt saying "Would you like to wait for confirmation that the PO Dispatch process has completed?" click Yes. This will return you to the updated PO page after the dispatch is complete.

Issuing Release Orders against DPAs

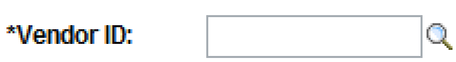
1. Agencies will use the DPA by doing Direct-Entry Purchase orders. Go to **Purchasing** -> **Purchase Orders** -> **Add/Update POs**.



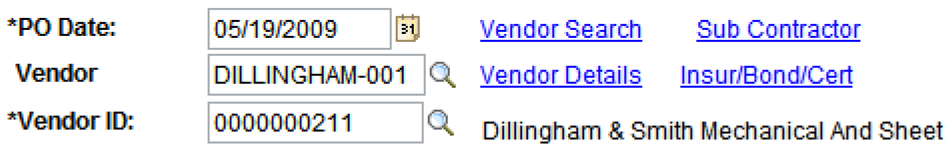
2. Choose the **Add a New Value** tab, which is the default. Select the appropriate Business Unit. Leave the PO ID as "Next". Press the Add button. 



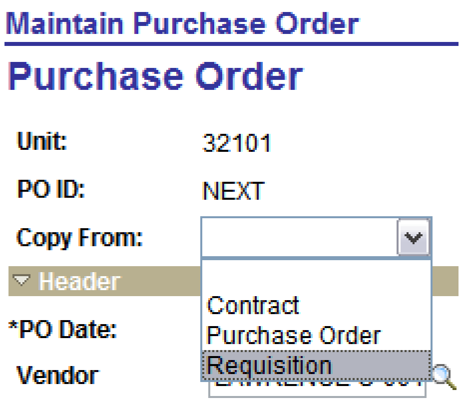
3. Select the **Vendor ID** by using the LookUp icon next to the Vendor ID field. This must be done ***before*** copying from the Requisition.



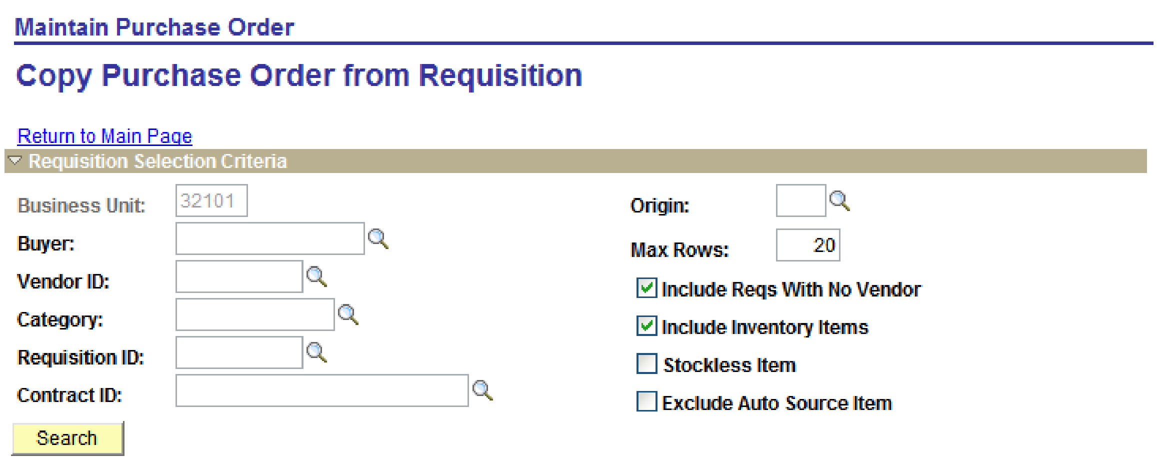
4. Find the selected vendor using the search function and click its link. For example, Lawrence County. This returns to the main page and fills in the vendor's information.



5. Next, select “Requisition” in the **Copy-From** drop-down box at the top of the page.



6. Type in the Requisition ID of the DPA Requisition created above, then press Search.

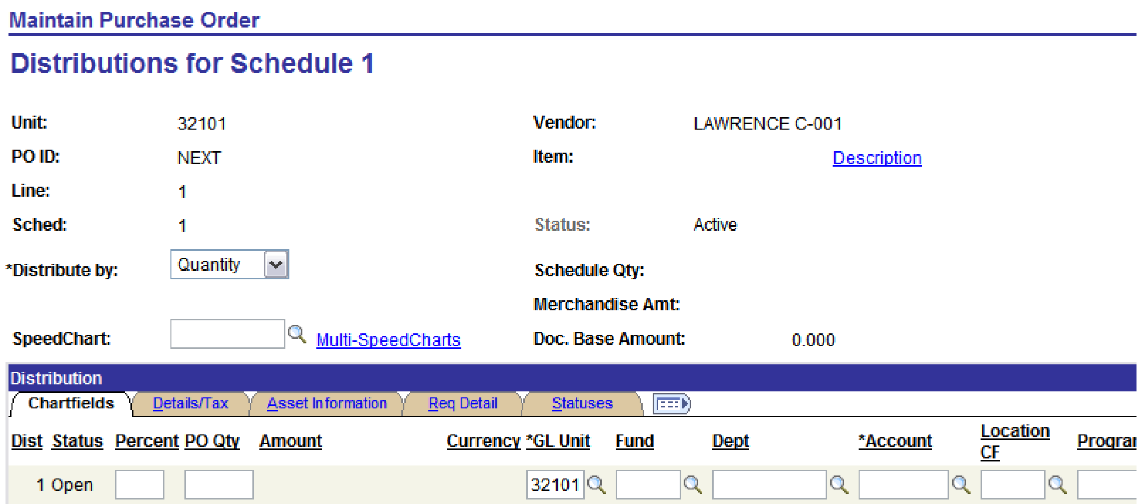


7. Check the box for the desired Requisition lines, then press the Copy to PO button.

8. This returns to the main screen with the DPA Requisition’s line copied over. Change the Quantity on the line to the amount of dollars the order is for. Leave the Unit of Measure and Price the same as the default.

9. Click the "Schedule" button at the far right of the line. ( ).

10. Click the Distributions/Chartfields icon ( ). This goes to the Distributions page.



11. Enter the correct Chartfield information for the Purchase Order in the fields. This can be obtained from your agency Fiscal Department. **DGS Purchasing does not have this information.** Then press the OK button.

12. Return to the Main Page, then press Save to generate a PO ID.

13. Budget Check the PO and use the Approve Amounts screen to route the PO for approval.

14. Select the Dispatch method from the drop-down, then press the Dispatch button. This goes to the Dispatch Options page. Click the OK button.

15. When the prompt saying "Would you like to wait for confirmation that the PO Dispatch process has completed?" click Yes. This will return you to the updated PO page after the dispatch is complete.