Create Non-Catalog Requisition

This guide will cover:

- How to use the requisition process to order goods and services not available via the Procurement Catalogs.
- Creating a requisition is the preferred method of ordering goods and services at the University of Wyoming. Once a requisition is created and approved it becomes a purchase order. The purchase order goes to the supplier, who then delivers the goods or services.

**Step One**

Navigate to the Purchase Requisitions area of WyoCloud.

- Upon signing in, the homepage will display. Click on the **Navigator** button (three horizontal lines) in the upper left corner.

- Select **Purchase Requisitions** under the Procurement header within the Navigator.
Step Two
Add a requisition line

Prior to creating a non-catalog requisition, you should always first check to see if the item(s) are available in the Procurement Catalogs. See the Procurement Catalogs Quick Reference Guide for details.

- The Purchase Requisitions screen is displayed.

The first step to completing any requisition is to update your Requisition Preferences. For full details on how to complete this, see the Requisition Preferences Quick Reference Guide.

- To enter a non-catalog requisition, select More Tasks then Enter Requisition Line.
From the Enter Requisition Line screen, first select the **Line Type** from the drop down.

- **Fixed Price Services**: when a service with a fixed price is purchased
- **Goods**: a physical item is being purchased
- **Services**: services that may have variable costs (i.e., billable hours)

The populated fields will adjust based upon the Line Type selected. Example below shows the fields populated when selecting Goods from the Line Type dropdown.

- Note: less fields appear when selecting Fixed Price Services or Services than Goods, thus this guide will be all inclusive covering the fields when selecting Goods.

An asterisk (*) denotes **required fields** that must be completed

Negotiated button must be selected on all requisitions. If this is not selected, the requisition will be delayed in processing.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Description</td>
<td>Description of item and purpose of the requisition (Who, What, When, Where, Why).</td>
</tr>
<tr>
<td>Category Name</td>
<td>Procurement Categories may be typed into this field or use the grey search icon to use advanced search. For a full list of available Procurement Categories and descriptions, see the Procurement Services WyoGroup.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Number of specific item you are purchasing.</td>
</tr>
<tr>
<td>UOM Name</td>
<td>Unit of Measure (most commonly each, EA)</td>
</tr>
<tr>
<td>Price</td>
<td>Cost (if you select Each in UOM this is the price per each unit)</td>
</tr>
<tr>
<td>Currency</td>
<td>Do not change from USD. (If you need to pay in other denominations please contact the accounting office for instructions.)</td>
</tr>
<tr>
<td>Negotiated</td>
<td>Check the box (this will prompt a PO number to be assigned automatically after all approvals are completed) for ALL requisition lines</td>
</tr>
<tr>
<td>Supplier</td>
<td>Type the supplier name or use the grey search icon for advanced search.</td>
</tr>
<tr>
<td>Supplier Site</td>
<td>Drop down of available supplier sites.</td>
</tr>
<tr>
<td>Requester</td>
<td>Defaults to the person creating the requisition</td>
</tr>
</tbody>
</table>
In the **Delivery** area:

- The Requester field defaults to the person creating the requisition.
- Confirm the **Deliver-to Location** reads as your department’s name (not building name). If it does not, you must update your requisition preferences prior to submitting the requisition. See [Requisition Preferences Quick Reference Guide](http://www.uwyo.edu/administration/fiscal/asset-management/).

- If purchasing a capital equipment asset with a value $5,000 or greater, the Asset fields must be completed or the requisition will be denied. *The University defines capital equipment assets as any individual item which has a per-unit acquisition or fabrication/construction cost of $5,000 or more, is movable (not permanently affixed to a building), and has a useful life of at least five (5) years.* If you are not sure if it’s a capital asset, contact Asset Management 766-2302 (http://www.uwyo.edu/administration/fiscal/asset-management/).
  - **Asset Owner** – An individual active in HCM that is not a student or retiree. Owner can be any faculty or staff member who is primarily responsible for the asset (i.e., if someone is looking for the asset, who could they contact?).
  - **Asset Building** – This is a drop down/search selection to select the building name or address applicable to the asset location.
  - **Asset Room/Location** – Describe where the asset will be housed (i.e., if one were to look for the asset, where could they find it?). This could be a room number within a building (ex. Room 402), type of location (Hallway East End of Second Floor), or name of location (Sheep Shed).
Update the Billing section.

- If paying by a grant, enter the Project Number and POET information. If this is for a subaward, please see the Subaward Requisition quick reference guide to ensure all fields are properly completed.
  - Enter the Project Number
  - Task Number – Will always be 1
  - Expenditure Item Date – Date of documentation or signature
  - Expenditure Type – Pick the correlating expenditure type
    - After selecting the Expenditure Type, the Charge Account string should update the natural account code. The expense class must be updated from the default (999). To change the Charge Account, click on the icon with the magnify glass next to the account string field.
  - Expenditure Organization – Organization that owns the grant
  - All other fields should auto populate, but you should verified the information is correct:
    - Contract Number – Should be the same as the project number
    - Funding Source
    - Budget Date – Date the requisition is created
    - Percentage
    - Funds Status – Not reserved (funds will be validated later)
    - Amount – Should equal the total of this line of the requisition

- If paying through a non-grant account, confirm the defaulted chart string in the Charge Account field. **The expense class must be updated from the default (999).**
  - To change the Charge Account, click on the icon with the magnify glass next to the account string field.
  - Budget date should default to the date of creating the requisition
  - Percentage will default to 100 for the line
  - Fund Status will remain “Not Reserved” until the funds are check towards the end of this guide
  - The total amount of the requisition line should default in the Amount field.

- If the funding needs to be split between multiple funding sources, use the split funding wishbone icon to add additional funding lines.
A new line will populate under the original line

Update all fields from the prior step for the new funding. The percentage and amount columns may need to be adjusted to reflect the appropriation of funding.

You can delete a line by clicking on the \( \times \) in the delete column.

Add attachments to the requisition line

**Note:** All Requisitions must have some type of attachment sent to the supplier indicating either services or goods to be provided. Attachments must be a copy of the dually signed agreement, proposal or quote and the signed employee vs independent contractor worksheet. The agreement, proposal or quote is sent to the supplier while the employee vs independent contractor worksheet stays internal to UW. **DO NOT ATTACH THE SAME ATTACHMENT MULTIPLE TIMES OR THE PURCHASE ORDER WILL FAIL TO DISPATCH TO THE SUPPLIER.**
All attachments should be added in the **Notes and Attachments** section (below Billing).

- Click the plus sign (+) to add attachments.
- In this area, notes to the supplier can also be typed.

Use the Category drop down to identify if an attachment is to be sent to the supplier or kept internal to UW. Both To Supplier and Internal to Requisition can be used here. These are the only two types that should be used. The others are not applicable to UW.

Once you’ve added the attachment, select OK.

### Step Three
Add the requisition line to the Cart.

- After completing all fields for the requisition line, click **Add to Cart** in the upper right corner.
You can see the item has been added to your cart by the cart icon in the upper right corner.

**Step Four**
If you need to enter additional lines for the **SAME** supplier follow the steps below. *If you do not need to add any additional lines, skip to Step Five.*
- After you’ve added the first line to your cart, you will notice the **Enter Requisition Line screen** has reset to the original view as shown in the beginning of Step Two.

You can follow the same steps outlined in Step Two through Three to complete the second requisition line.
- Be sure to select the Negotiated button on EACH requisition line created.
- Once you have all fields completed, you can add this line to the Cart by clicking on Add to Cart
You can see there are two items in the cart now

**Step Five**

Complete the Requisition.

- Click on the cart icon and from the cart preview, select **Review**.

  This brings you to the Edit Requisition screen.

  - You can note the Requisition number assigned.
The description should still be the same as what was entered on the line.
The total amount of the requisition is reflected next to Requisition Amount.
All lines added to the card are shown under the Requisition Lines section.

**Step Six**

If you need to edit any of the line detail information, follow the below steps, otherwise skip to Step Seven.

- To update any information on the Requisition Lines from this screen, **highlight the line to update**, then select the **pencil icon**.

  ![Image of the requisition screen with a highlighted line and pencil icon]

- A pop up window will display where you can edit the line details. Once finished, select **OK**.

  ![Image of the pop up window for editing line details]

- Information in the billing area can be updated by typing directly within the billing information, just as you did when initially entering. If you have multiple lines on the requisition, be sure to have the correct line highlighted above before updating the billing.
If you forget to attach a document or want to provide notes to the supplier, you can attach it under Notes and Attachments at the bottom of the page.

Step Seven
Submitting the requisition for approval.

- After confirming all information, select **Check Funds** in the upper right corner.

- Then select **OK** on the popup. Note: *The popup may display a Warning instead of passed, this would be due to no budget for the charge account select.* The warning may state “The transaction passed with funds check process with warnings.”

- After selecting OK on the popup window, the Funds Status will change from Not Reserved to either Passed or Warning. You will still be able to submit the requisition with a Funds Status of a Warning.
• If you are ready to submit the requisition, select Submit in the upper right corner.
  o Note: You may also select Save or Save and Close (the drop down arrow by Save) to save and submit at a later time.

• The system will bring you back to the main requisitions page and a confirmation pop up window will display. Within the confirmation window, you may note the requisition number and view a PDF summary of the requisition number if you choose.
• The Requisition will now also show under your Recent Requisitions.
**Step Eight**

After the requisition has been approved by all parties, the system will dispatch a PO (purchase order) to the supplier. Once the goods or services are delivered from the supplier, the goods/services need to be received in the system to prompt payment to the supplier. The following steps must occur:

1. Review the invoice against the original PO encumbrance.
   a. Note: If the purchase order needs to be modified, a change order will need to be created prior to receiving the goods in the system and initiating payment to the supplier. To complete a change order, follow the [Edit Purchase Orders Quick Reference Guide](#). Once the change order is completed, you can follow the following steps to receive the goods/services in the system. After the changed order has gone through the Workflow process and approved the receipt and payment process can start.

2. You will need to follow the [Receive Goods & Services Quick Reference Guide](#) to receive the goods/services in the system.

3. After you’ve received the goods/services, you must email the invoice to Payment Services. On the invoice you must notate the PO number so Payment Services knows what PO number to match the invoice to.

4. After Payment Services enters, reviews and matches the invoice to the corresponding PO, payment to the supplier will be initiated based on the supplier’s preference for payment (i.e., check, ACH, wire).

5. After the fully encumbered amount on the PO for all goods/services have been received and paid in the system, the PO will be closed.

You have now completed the steps to Create a Non-Catalog Requisition.