



PURCHASE REQUISITIONS

RESUBMIT PURCHASE REQUISITION

PURCHASING 701.5.4

OVERVIEW

- ▶ **RESUBMIT PURCHASE REQUISITION:** The process to resubmit a purchase requisition will be used if changes are needed after a requisition has been approved by one person on the approval path. Examples would include price changes, GL Account number changes and quantity changes.
- ▶ **CONTACT:** The contact for “Resubmit Purchase Requisition” is the Office of Support Services (783-2018).

LOGIN

- ▶ Login to Datatel/Colleague

See Section 402 or 403 for login instructions. If you do not have a Datatel account, please contact the Office of Institutional Research and Computer Applications (783-2009).

*NOTE – Requisitions may **NOT** be maintained through WebAdvisor at this time.*



GETTING AROUND

- ▶ See Section 501 for assistance in Getting Around the system.

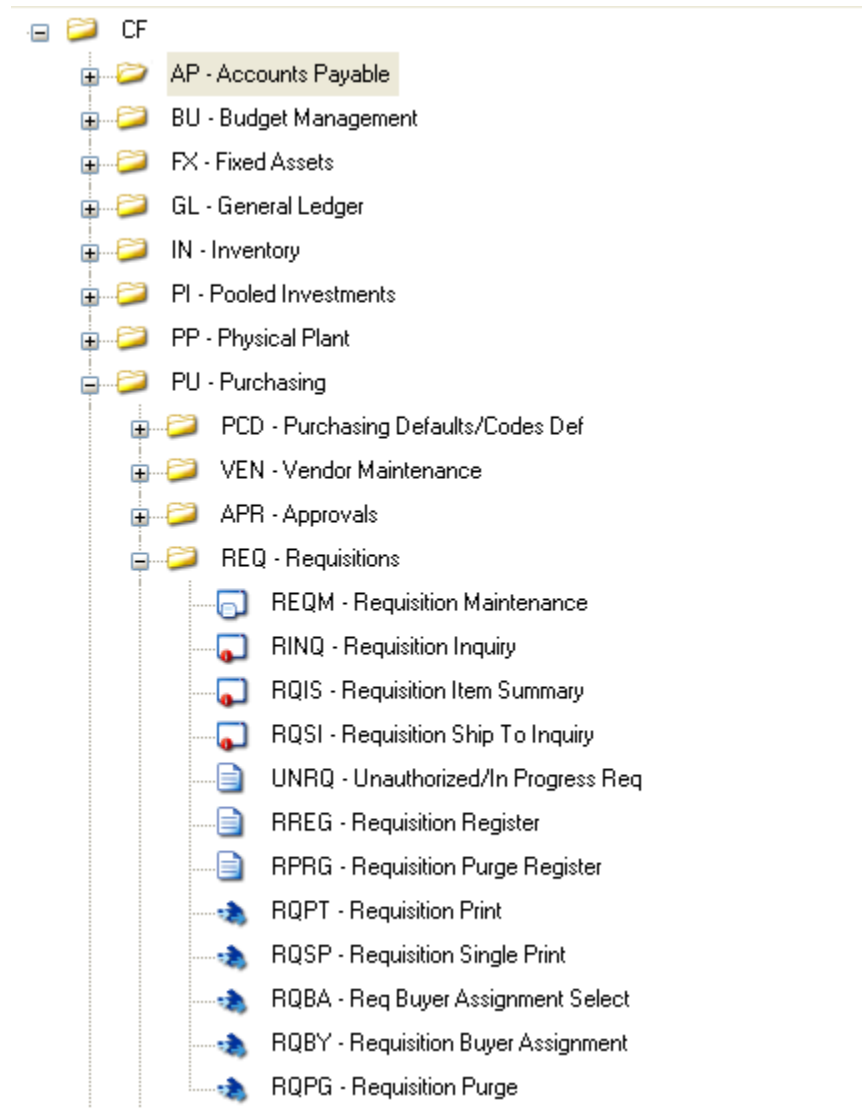
RESUBMIT PURCHASE REQUISITION

PURCHASING 701.5.4

MENU SELECTION

- ▶ Choose CF under the Colleague **Apps** Menu
 - ▶ Click the  to expand the **Purchasing** Menu
 - ▶ Click the  to expand the **Requisitions** Menu
 - ▶ Select **REQM – Requisitions Maintenance** Menu
- OR
- ▶ Enter **REQM** in the Quick Access Box
 - ▶ Click **GO**

RESUBMIT PURCHASE REQUISITION






Quick Access

SELECT REQUISITION





- ▶ Enter Requisition Number in Requisition Lookup box
- ▶ Click
- ▶ **REQM** screen opens

CHANGE QUANTITY OR PRICE

- ▶ Click the  Drill Down button next to Line Items
- ▶ **RQIL** screen opens
- ▶ Click the  Drill Down button next to line item to be changed
- ▶ **RQIM** screen opens
- ▶ Make change



Est Price	95.0000		
Quantity	5.000		

SAVE CHANGES

- ▶ Click  Save button to save changes
- ▶ Choose in Alert Box
- ▶ Click  to exit **RQIM** screen
- ▶ Choose in Alert Box
- ▶ Click  Save button to exit **RQIL** screen
- ▶ Choose in Alert Box
- ▶ Click  Save button to exit **REQM** screen
- ▶ Click in Approvals Alert Box
- ▶ Choose in Alert Box
- ▶ Click in Requisition Lookup box to return to Main Menu




RESUBMIT PURCHASE REQUISITION

CHANGE GL ACCOUNT NUMBER


- ▶ Click the  Drill Down button next to Line Items
- ▶ **RQIL** screen opens
- ▶ Click the  Drill Down button next to line item to be changed
- ▶ **RQIM** screen opens
- ▶ Make change to GL account number

	GL Account No	Percent	Quantity
1	10 64001000 5320100 	100.000 	5.000  

SAVE CHANGES

- ▶ Click  Save button to save changes
- ▶ Choose in Alert Box
- ▶ Click  to exit **RQIM** screen
- ▶ Choose in Alert Box
- ▶ Click  Save button to exit **RQIL** screen
- ▶ Choose in Alert Box

POPULATE APPROVALS

- ▶ Click the  Drill Down button next to Approvals
- ▶ **APRV** screen opens

RESUBMIT PURCHASE REQUISITION

► Approvals Resolution Screen opens

APPROVALS Resolution
using APPROVALS, View: APPROVALS

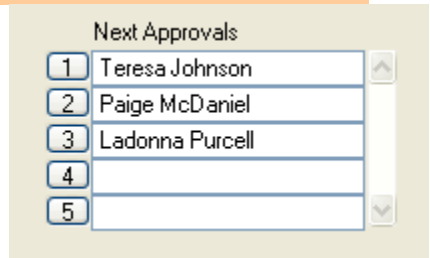
Seq: ID	Name
<input type="checkbox"/> 1: DATATEL	DATATEL
<input type="checkbox"/> 2: M0068229	Andrea Cornett
<input type="checkbox"/> 3: M0070282	Rusty Thurman
<input type="checkbox"/> 4: M0073770	Steve Richmond
<input type="checkbox"/> 5: M0107217	Jim Fluty
<input type="checkbox"/> 6: M0136981	Teresa Johnson
<input type="checkbox"/> 7: M0179867	Stephanie Sanning
<input type="checkbox"/> 8: M0269794	Paige McDaniel
<input type="checkbox"/> 9: M0360944	Chris Bledsoe
<input type="checkbox"/> 10: M0367094	Joe Sanning
<input type="checkbox"/> 11: M0551274	Ladonna Purcell
<input type="checkbox"/> 12: SECTEST2	Security Test2
<input type="checkbox"/> 13: TRAINING01	Training01
<input type="checkbox"/> 14: TRAINING02	TRAINING02
<input type="checkbox"/> 15: TRAINING03	TRAINING03
<input type="checkbox"/> 16: TRAINING05	TRAINING05

Controller LookUp Resolution Page 1/2
Seq Number, (F)lag, (S)ort/Select:

► Click check box next person required. Hold Ctrl while clicking to choose more than one.







Technology approval required for technology (Brent Jones)
Grants Accountant required for **Restricted** Funds (Stephanie Sanning)
Purchasing Agents required for **ALL** requisitions (LaDonna Purcell
and Paige McDaniel)
RSO required for radioactive materials purchases (Agnes Manley)

- ▶ Click  in bottom right hand corner



Next Approvals

1	Teresa Johnson	▲
2	Paige McDaniel	
3	Ladonna Purcell	
4		
5		▼

- ▶ Click  Save button to save changes on **APRV**
- ▶ Choose  in Alert Box
- ▶ Click  Save button to exit **REQM** screen
- ▶ Click  in Approvals Alert box
- ▶ Choose  in Alert Box
- ▶ Click  to return to Main Menu
- ▶ See Section 402 or 403 for logout procedures.

LOGOUT



Last Revision: 1/3/07