SPECIAL REQUEST REQUISITION – QUICK TIPS
When creating a Special Request Requisition, it is imperative that the following procedure be followed so that potential delays can be avoided during the Purchase Order (PO) process.

CHECK SUPPLIER INFORMATION
1. To confirm the Supplier information in PeopleSoft, navigate to **Main Menu > Suppliers > Supplier Information > Add/Update > Supplier**.

2. Search for your supplier on the **Supplier Information** screen by entering in the Supplier Name and clicking the Search button.

3. Click the appropriate supplier link from the **Search Results** list to view the details.
4. The supplier details will display on the **Summary** tab. This tab provides details on the Order address (where the PO is sent), and the Remit To address (where the check will be mailed), as well as the current Status of the supplier. Confirm this information is complete and correct.

5. Click the **Address** tab to see if the supplier is set up to receive Purchase Orders by email. If an email is listed in the Details section of the Supplier Address, this supplier should get POs dispatched via email. Otherwise, a PO will be printed and sent through regular mail.
6. Click the **Contacts** tab to confirm the name, email address, and phone information is correct for this supplier. The accuracy of this information is important to allow the Buyer to reach out to supplier, if needed. As the Requisitioner, you are in touch with the supplier more frequently and know if this needs to be updated or corrected.

7. If any of this information is incorrect or incomplete, fill out the **Supplier Maintenance Form**, found on the Procurement website @ http://www.montclair.edu/media/montclairedu/financetreasurer/forms/vendor/Supplier-Create---Maintenance-Form---8.16.16.pdf, and submit it via email to the Supplier Create team at Vendorcreate@montclair.edu ASAP so that the data can be updated in the system.

At this time, it takes approximately 5 business days to enter and approve Supplier Create / Maintenance information into FMS, once complete information and supporting documentation is submitted. For the Campus Community, due to the current volume, please check in FMS to see if the submitted Supplier is completed.
8. Click the **Identifying Information** tab, and select the **Government Classifications** arrow to view the current document(s) associated to this supplier. Due to government regulations, specific financial thresholds, as follows, require additional documentation in order for the University to complete business with suppliers.

- $4,950.00 – Need a Business Registration Certificate – (BRC)
- $6,420.00 – Need a BRC & 3 Quotes
- $17,500.00 – Need a BRC, 3 Quotes, & Chapter 51/EO134 Form
- $33,000.00 – Requires an RFP & Affirmative Action Certificate

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**ADD DOCUMENTATION TO REQUISITIONS OVER $250**

To ensure the correct items and services have been purchased for the University, it is recommended to attach backup documentation, such as a quote, to all requisitions over $250. When the Buyer reviews the request, the backup documentation provides details to allow for more precise confirmation of Category & Account codes and supplier selections.

To add attachments to a requisition line, click the **Add Comments** icon on the corresponding line of the requisition in PeopleSoft. Please note, the icon will read “**Edit**” if there are comments or attachments already added for that line.