COMBINATION REQUISITION

A Combination Requisition is a request for BOTH goods and their associated services or labor in one request. An example of a combination requisition is purchasing carpet and also hiring the supplier to install the carpet. Quotes are still required to be acquired and attached to Combination Requisitions. NOTE – The Unit of Measure for Services/Labor should be listed on the request in HOURS (HR).

When creating a Special Request Requisition, Goods must be received on an item by item basis, as is normally the case. The Services line will need to be converted to hours so that services can be received by a dollar amount, in order to keep an accurate record of the on-going services times. In order to have the conversion occur, the Requisitioner must add into the Justification box “Please change the quantity of the services line to a dollar amount”, and the buyer in Procurement Services will process the request accordingly.

Obtain a Written Statement

The first step in purchasing anything, goods and services, is to get a quote, written estimate, bid, or proposal, from the intended supplier(s).

<table>
<thead>
<tr>
<th>For purchases between:</th>
<th>Corresponding quotes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250 - $1,999</td>
<td>1 quote is recommended</td>
</tr>
<tr>
<td>$2,000 - $6,419</td>
<td>2 quotes are recommended&lt;br&gt;1 written quote is REQUIRED</td>
</tr>
<tr>
<td>$6,420 - $33,299</td>
<td>3 written quotes are REQUIRED</td>
</tr>
</tbody>
</table>

An example of a complete proposal follows. Note, the key components of a good quote, written estimate, bid, or proposal are a quote number, individual line items with specific quantities, part numbers, descriptions, unit prices, and a unique line for shipping/freight, if applicable, and an indication of any separate costs for specific services which are included in the statement.
Check Supplier Information

When more than one quote is attached to the requisition, the supplier that has provided the winning quote must be confirmed in the system before creating a request.

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 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 the 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. Note – if the counter in the upper right corner of the screen indicates 1 of X, click the right arrow to view the next record.
6. If any of this information is incorrect or incomplete, fill out the **Supplier Maintenance Form**, found on the Procurement Services website under Forms and submit it via email to the Supplier Create team at Suppliercreate@montclair.edu ASAP to have the data updated in the system. It takes approximately 5 business days to enter and approve Supplier Create / Maintenance information into FMS once all information and supporting documentation is submitted.

7. 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.

   - $4,995.00 – 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
   - $33,300.00 – Requires an RFP & Affirmative Action Certificate
Special Request Requisition Notes
Once the quote has been received and the supplier has been confirmed, the requisition should be created in the system.

Freight and Shipping
When requesting a quote for goods, have estimated shipping and freight charges included and itemized within the quote. The specific freight and shipping charges must be included as individual line items to ensure an accurate budget check is executed. The Freight category number is 91557 (account 60422).

Attachments
For any request between $250 and $1,999 it is suggested to attach one (1) quote onto the first line within the requisition.

For requests between $2,000 and $6,419, one (1) written quote is required to be attached to the first line of the request. It is suggested that two (2) quotes be attached.

For requests between $6,420 and $33,299, three (3) written quotes are required to be attached to the first line of the requisition.

Line Items
Line items should be described in the same manner they are listed on the supplier’s quote. This will ensure that the purchase order and requisition both line up with the invoice from the supplier, and make receiving the goods or services easier as all items should then be broken down the same way.

Zero Value Lines in a Request
Should a request include line items that have a cost of $0, that line item should NOT be included within the line of a requisition. In order to document a zero value line, include the information of the $0 item within the additional comments of the previous line item. This will ensure that the item is included in the requisition, but will also allow that the request can be closed. As no receiving can be completed on a $0 line item, any requests with these items will automatically stay open and disrupt the management of requisitions.

Discounts on Line Items
If a request includes a discount, that discount should be included as a separate line item with a negative price within the special request requisition. The negative price will be included within the requisition as the discount and should be received in proportion to the overall items it is related to within the request.

Enter the Requisition
1. To access the link to the Special Request Requisitions, follow the menu path: Main Menu > eProcurement > Requisition.

2. On the Create Requisitions screen, select the Special Requests link.
The blank request form displays. Complete the form for each specific line (individual good or service being requested) within your requisition. Note: each line item should be based on the supplier’s written statement.

3. When the request form displays, complete the following fields:
   a. **Description** – add in a complete and detailed description of the item(s) or service(s) being requested. For the initial form, which will become line 1 of the request, the quote number should be entered first. Then on line 1 and for every line that follows the manufacturer (Mfr), Part number, and description should be listed as written on the quote.
   b. **Price** – enter the price for the item or service based on the unit of measure (i.e.-each, dozen, hours, weeks).
   c. **Currency** – leave this field as the default, USD.
   d. **Quantity** – enter the quantity of the request based on the unit of measure.
   e. **Unit of Measure** – enter the standard measurement of the item(s) or service(s) being requested. To view the list of options, click the search icon (magnifying glass) to the right of the field.
   f. **Category** – the category is the PeopleSoft version of the Account code. Refer to the Category Code-Account Code Crossmap on the Procurement Services site to see a reference of all categories and accounts listed alphabetically by description. Note, the account code is locked so any changes to the account will need to be initiated by changing the Category code.
   g. **Supplier ID/Name** – if you know the Supplier ID number, enter it in the corresponding field. Otherwise, click the magnifying glass to search your supplier’s name. Enter part or all of the supplier’s name in the Name field of the Supplier Search pop-up window and click Find. From the results list, click the supplier to use for this request.
h. **Additional Information** – if you have a supplemental description of the item or service being requested, or further information for the supplier or internal MSU departments, enter it into the Additional Information field. To have the supplier view the details, click the **Send to Supplier** checkbox.

![Special Requests Form]

**Figure 1 - Line 1 of a special request requisition based on the quote provided. This line MUST include the quote number.**

4. When you have entered all of the information on this item to purchase, click the **Add to Cart** button to continue.
5. If you have another line item to add to this request, complete the blank form that displays on the screen, and repeat this process until all items/services have been added to the request.
6. When entering the line item for services, be sure to have the Unit of Measure listed as Hours (HR), and include the specific services and charges that are included from the written statement, into the Additional Information field.
7. Once all items have been entered, click the **Checkout** button to continue.

**NOTE:** All requisitions must be budget checked before submitting. The note displayed reinforces that a budget check must occur before requisition can be submitted.

8. Click the **OK** button to proceed

Complete the requisition header information.

9. Click in the **Requisition Name** field and enter a unique name for this requisition.
10. Click the **Purchasing Methodology** drop down arrow to select the correct purchasing method.
11. Click in the **Contract/Waiver #** field and enter the correct contract number. Get the Contract number from the Procurement Services website.
12. Scroll down to the body of the requisition where your line item details are listed out.

To ensure the correct items and services have been purchased for the University, it is recommended to attach backup documentation, such as a quote or sole source justification (if applicable), to all requisitions over $250. **All documents should be attached to the first line of the requisition.** When the Buyer reviews the request, the backup documentation provides details to allow for more precise confirmation of Category & Account codes and supplier selections.
13. To add attachments to a requisition, click the **Add Comments** icon on the first line of the requisition in PeopleSoft. Note, the icon will read **"Edit"** if there are comments or attachments already added.

![Image of PeopleSoft requisition screen]

14. Click the **Add Attachments** button.
15. Click the **Browse** button in the Upload field to navigate to the file to attach.
16. Click the file name of the item to attach.
17. Click the **Open** button
18. Click the **Upload** button to attach your file to the purchase requisition
19. Click the **Send to Supplier** checkbox on the corresponding line of your attachment to make sure the supplier gets your file.
20. Click the **OK** button to return to the body of your requisition.

For each line item, you will need to indicate the Ship To and Accounting codes for the goods ordered.

21. Click the **Show Ship To and Accounting** button (the right pointing arrow to the far left of your line item) on your order line.
22. In the Ship To section, click the **Ship To Look Up** button (magnifying glass) and select the appropriate location. Note: MSU01 is the default location for 1 Normal Avenue.
23. The “Attention To” field is required to be completed to include the Requestor’s Name/Building Code and Room Number/Extension. An example of this information is: Sue Johnson/UNIV5100/1234. There is a 30 space limit within the “Attention To”, which includes the slashes and spaces. If this information is not completed, the request cannot be saved and processed.
24. Enter a delivery date in the Due Date field for the requested items.
25. Click the **Expand Section** button in the Accounting Lines section of the screen.

![Image of PeopleSoft requisition screen with Accounting Lines expanded]

**To split the cost of the event:**

26. On the **Chartfields1 tab** in the **Accounting Lines** section, click the **plus sign** to the right of the line item to add another cost line.
27. Enter the percent of expense for each line. **Note:** the overall percent of the line item MUST equal 100.

**To complete the Accounting Information:**

28. Click the **Chartfields2** tab to enter the appropriate Chart of Accounts information for each line.

The Accounting information will be pre-populated based on the CWID entered at sign in. Complete the fields as necessary to indicate any split in payment for the line item.

If you need to change any of the Chartfield codes, click the **Look Up** button (magnifying glass) of the corresponding field and search for your code.

29. If you are purchasing for a grant or capital project, also complete the PC Bus Unit, Project, and Activity fields.
30. In the **Enter requisition comments** field and enter any comments to send to the supplier.
31. Click the **Send to Supplier** checkbox to include these comments on the PO.
32. Click in the **Enter approval justification for this requisition** field and enter any comments your approver or Procurement buyer may need to see regarding this requisition.

Purchase requisitions cannot be submitted without a budget check performed.

33. Click **Save for Later** to store your purchase requisition while you perform budget checking.
34. Click the **Check Budget** link. If your Budget Check produces an Error code, review your budget report to confirm there is enough money in the account and the chartfield string to ensure the correct codes are used before contacting the Budget Department. If the purchase is for a grant, then contact
Grant Accounting instead of the Budget Department for any budget issues.

35. Once a Valid status displays for your budget check, you can click the **Save & submit** button to submit the purchase requisition for approval.

The Purchase Requisition Confirmation screen will display with the purchase requisition name and number listed and the approval flow for the request.

**Purchase Order**

After the request has been submitted and approved by the Department Manager and the Procurement Buyer, a purchase order will be created and dispatched to the supplier.

The purchase order should reflect the lines of the quote and the lines of the requisition, as seen in the screen shot below.

Receiving Goods and Services

All goods and services must be formally received within the FMS system in order to allow for processing of payment to the supplier. When receiving for a Combination Requisition, **Goods** must be received on an item by item basis, as is normally the case. **Services** will need to be received by dollar amount – which is why the quantity needed to be converted by Procurement upon creation of the purchase order.

Receipts can be complete or partial, depending on the total amount received versus the total amount requested. There can be multiple receipts against a single requisition. It is important to receive accurate quantities within the system, and to confirm partial receipts when appropriate so that payments to suppliers are accurate and timely.

Attachments, such as packing slips and delivery receipts, MUST be attached to the receivings for your goods and services. For **Goods** that have been received, a **packing slip or delivery document** should be attached to the Header Comments on the Receiving screen. For **Services** that have been received, please complete the **Certification of Receipt of Services** template (located on the Finance > Forms website) and attach it to the Header Comments area of the receiving screen.

NOTE – Do **NOT** attach any invoices to the Receiving screen in FMS. If a Requisitioner has received an invoice to be paid, it must be sent separately to the Accounts Payable department at **invoices@montclair.edu**.

When searching for a requisition that has not previously had any receipts posted against it, use **PO(s) Dispatched** in the **Request State** field of the **Manage Requisitions** screen. If a requisition has had
previous receipts against it, use Partially Received in the Request State field of the Manage Requisitions screen.

1. Navigate to the Manage Requisitions screen via Main Menu > eProcurement > Manage Requisitions.
2. In the Search Requisitions section, click the Clear button and then set the Request State to PO(s) Dispatched for an initial receiving or to Partially Received for subsequent receipts. Enter any other search parameters as needed.
3. Click the Search button.

A list of all of the requisitions meeting the search criteria displays.

4. Locate the target requisition from the list, and click the Select Action drop-down on the corresponding line.
5. Select Receive from the list of options.
6. Click the Go button to open the Requisition Lines to Receive screen.

For Goods that need to be received, the standard Receive Items screen will display as seen below.

7. Select the individual line(s) to be received by placing a checkmark to the left of the specific line(s). To receive all lines at once, click the Check All button in the bottom left corner of the screen.
8. Click the **Receive Selected** button at the top of the list.

9. Review each line and enter the amount received for each item in the **Received Quantity** column. **NOTE:** If the actual amount received for each line item is less than the total amount ordered, enter the actual amount received, this is known as a partial receipt.

10. Click the “Add Header Comments” link at the top of the Receipt Lines to attach your packing slip or delivery document to the receiving.

11. Click the **Save Receipt** button to add this receipt into the system.

The Receipt Saved Successfully screen displays and lists the specific receiving number for this record in the system.
Receiving by Amount – Dollar Based Receipts

Combination Requisitions are set up to have the services portion of the request be received by dollar value. When receiving these services, the Receipt Price field must have already been changed to the appropriate dollar amount, and the quantity of the line item is always “1”.

1. Locate the target requisition from the list on the Manage Requisitions screen, and click the Select Action drop-down on the corresponding line.
2. Select Receive from the list of options.
3. Click the Go button to open the Select Purchase Order screen.
4. Select the individual line(s) to be received by placing a checkmark to the left of the specific line(s). To receive all lines at once, click the Select All option underneath the listed lines.
5. Click the OK button.
The *Receiving* screen displays.

6. The *Receipt Price* column displays the total line amount on the purchase order. Change the amount in the appropriate *Request Price* field to the amount to be received.

7. Click the *Save* button.

8. A system message displays and confirms the change has been accepted within the system. Click the *OK* button. The partial or complete receiving will be processed for the selected requisition.