Procurement Services Training

Presented by:
Christine Palma, Director of Procurement Services – Goods & Services
Erskine Shoulars – Procurement Administrator
Becky Pataki -ERP Systems Trainer
Agenda

- MSU overview
- Procurement overview
- How the University acquires its goods/services
- FMS overview
- Proper entry of requisitions in FMS
- Procurement steps – request through payment
MSU Overview

• As of Spring 2017 - 19,670 students, 3,599 FT/PT faculty, 1,753 FT/PT staff

• Expected growth over the next five years is approximately 700 students per academic year

• Projected growth by 2021 is to reach 24,200 students

• Value of MSU assets is $1.2 billion

• Fiscal Year 2017 total expenditures were $60.1 million
Procurement Overview

• MSU must adhere to the Montclair State University Act 4969 and other New Jersey State regulations, as well as its own policies
• FMS allows the Finance and Treasury Department to keep track of $4 million worth of transactions related to acquisition of goods and services
• FMS processed 29,943 requisitions during its first two years
• FMS maintains 8,576 active suppliers, and creates/maintains supplier files each month
• Processed approximately 95,716 payments to suppliers & students during its first two years
Bidding Practices

• **Delegated Purchasing Authority (DPA)** – Purchases below the public bid limit which can be done by the Requisitioner

• **Request For Proposal (RFP)** - Public bid is being advertised

• **RFP Waiver of Advertisement** - Not publicly advertised, but needs Board of Trustees review & approval

• **Request For Qualifications (RFQ)** – Only applicable to Licensed Professional Services (Example: Doctors, Registered Nurses, Architects, and Engineers); requires Board of Trustees review & approval

• **New Jersey State Contract or General Services Administration (GSA) or approved government co-operative contracts. Please contact Procurement Services for assistance**
Board of Trustees (BOT) Involvement

• MSU Public Research Act 4969 & State College Contract Law Waiver of Advertising categories – 33 exceptions to public bidding, such as:
  • Sole Source
  • Licensed Professional Services
  • Information Technology – Software & Hardware
  • Library Materials

• Any contract over $500,000 including:
  • State Contracts
  • General Service Administration Contracts
  • All other Government Cooperative Contracts

• Please see the Procurement Policies & Procedures, for all 33 exceptions on our website
FMS System

• The Financial Management Solutions (FMS) system is used by Finance to capture all requests for goods & services purchased by MSU.

• It involves all areas of the University, such as Departments, Grants, Procurement Services, Accounts Payable, Budget
Requisition Process
# Roles in FMS

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisitioner</td>
<td>Initiates request by completing requisition and selecting “Save and Submit” in FMS</td>
</tr>
<tr>
<td>Supplier</td>
<td>Provides the University with goods and/or services</td>
</tr>
<tr>
<td>Approver</td>
<td>Department Manager, Project Manager or Principal Investigator approves requisitions</td>
</tr>
<tr>
<td>Specialty Approvers</td>
<td>Approve IT, Printing, Grant Accounting requisitions</td>
</tr>
<tr>
<td>Budget Department</td>
<td>Budget errors must be brought to the attention of the Budget Department or Grant Accounting (if grant related)</td>
</tr>
<tr>
<td>Procurement Approver (Buyer)</td>
<td>Review and approve purchases greater than or equal to $250</td>
</tr>
<tr>
<td>Receiving</td>
<td>Requisitioner MUST log into FMS to confirm the physical receipt of goods/services, before payment can be processed</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Processes payment ONLY after the invoice with a PO and receipt number has been sent to Accounts Payable AND goods/services have been received in the system</td>
</tr>
</tbody>
</table>
## Purchasing Methodologies

The way we are allowed to request goods/services

<table>
<thead>
<tr>
<th>Methodology</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Quotes (Delegated Purchasing Authority)</td>
<td>Used to compare two potential prices for goods and services for orders between $2,000 - $6,879. Quotes must be attached to the requisition.</td>
<td></td>
</tr>
<tr>
<td>3 Quotes (Delegated Purchasing Authority)</td>
<td>All three (3) quotes are required to be attached to the requisition when the total cost is $6,880 to $34,399. Refer to Procurement Policy # 1 for details.</td>
<td></td>
</tr>
<tr>
<td>BOT Waiver of Advertising</td>
<td>An RFP is not publicly advertised for purchases $34,400 and greater. Board Of Trustees (BOT) must approve the award before it becomes a contract. Refer to Procurement Policy # 1 for applicable categories.</td>
<td></td>
</tr>
<tr>
<td>Educational Services Commission of NJ</td>
<td>Middlesex co-operative contracts for all State agencies to utilize. Contact Procurement Services for assistance.</td>
<td></td>
</tr>
<tr>
<td>National Association of State Procurement Officials (NASPO)</td>
<td>A Cooperative Purchasing Organization that issues publicly bid contracts. Please contact Procurement Services for details.</td>
<td></td>
</tr>
<tr>
<td>National Joint Powers Alliance (NJPA)</td>
<td>A Cooperating Purchasing agency that was created to serve education entities and revised in 1995 to allow cities, counties, local governments and non-profits to benefit from the use of service cooperatives. Please contact Procurement Services for details.</td>
<td></td>
</tr>
<tr>
<td>Purchasing Association of Cooperative Entities (PACE)</td>
<td>A Cooperative Purchasing program designed assist members in meeting their operation goals and save funds when obtaining best value supplies. Please contact Procurement Services for details.</td>
<td></td>
</tr>
<tr>
<td>U.S. Communities Government Purchasing Alliance</td>
<td>A Cooperative Purchasing program that provides procurement resources to local &amp; state government agencies, school districts (K-12), higher education institutions, and nonprofits looking for the best overall supplier government pricing. Please contact Procurement Services for details.</td>
<td></td>
</tr>
<tr>
<td>Purchasing Methodologies (cont’d)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Procurement</strong></td>
<td>Used by <em>Procurement Services</em> in situations that affect the health, safety or welfare of the students. Please refer to <em>Procurement Policy # 14</em> for details.</td>
<td></td>
</tr>
<tr>
<td><strong>General Services Administration Contracts (GSA)</strong></td>
<td>Federal government contracts for goods/services which can be found by going to Quicklinks&gt; Procurement&gt; Resource Links.</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Used when no other purchasing methods meets the University’s needs. Contact Procurement Services for assistance.</td>
<td></td>
</tr>
<tr>
<td><strong>Renewals</strong></td>
<td>Used to renew existing contracts that are not suited for rebid, such as software licenses.</td>
<td></td>
</tr>
<tr>
<td><strong>Sole Source</strong></td>
<td>Justification must be attached to the requisition when there is only one source for services or goods. Please refer to <em>Procurement Policy # 22</em> for full definition of Sole Source.</td>
<td></td>
</tr>
<tr>
<td><strong>State Contracts</strong></td>
<td><em>State of New Jersey publicly bid contracts</em> for goods/services can be found by going to Quicklinks&gt; Procurement&gt; Resource Links. Contact Procurement Services for assistance.</td>
<td></td>
</tr>
<tr>
<td><strong>University Contracts (UNC#)</strong></td>
<td><em>Publicly bid contracts</em> for specific goods/services. Used with Punch-out Requisitions, Internal Catalog Requisitions, as well as, specific departmental contracts.</td>
<td></td>
</tr>
</tbody>
</table>
Requisition Process

1. Confirm Supplier in System
2. Enter Requisition
3. Approval: Department Manager or PI/PM IT/Printing/Grants
4. Receiving - must have item in hand or service complete
5. Change Request – if applicable
6. Procurement Buyer
7. Returns – if needed
8. Invoice sent to Accounts Payable
9. Payment to Supplier
**Procurement Process**

**Correct** Procurement Process

1. Obtain Quote(s) - if applicable
2. Confirm Supplier
3. Requisition
4. Purchase Order
5. Order Fulfilled

**Incorrect** Procurement Process

1. Work Complete
2. Invoice
3. Requisition
4. Purchase Order
# Requisition Requirements

Supplier **MUST** be approved in the system

<table>
<thead>
<tr>
<th>Dollar Threshold</th>
<th>Requirements</th>
<th>Policy &amp; Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250 - $1,999</td>
<td><em>Suggested</em> - 1 quote attached to requisition</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| $2,000 - $6,879  | *Suggested* - 2 quotes attached to requisition  
Required 1 quote | N/A |
| $5,160 and above | Business Registration Certificate (BRC) | State of NJ Requirement  
Cumulative across the University (see notes) |
| $6,880 - $34,399 | Required 3 quotes | Procurement Policy #1  
[http://www.montclair.edu/media/montclairedu/finance/financetreasurer/forms/procurementforms/Procurement_Policies.pdf](http://www.montclair.edu/media/montclairedu/finance/financetreasurer/forms/procurementforms/Procurement_Policies.pdf) |
| $17,500 and above | Chapter 51 (Political Contributions Disclosure Form) | State of NJ Requirement  
Cumulative across the University (see notes) |
| $34,400 and above | Public Bid, BOT Contract Approval and Affirmative Action Compliance | Procurement Policy #1 |

The University **MUST** award business based on price & other factors for goods & services and construction.
Suppliers
Verify Supplier Is In FMS

Determine whether your Supplier is already approved in the system

How

??????
Search for Suppliers using Supplier ID OR Supplier Name.
If Supplier Not In FMS

1. Requisitioner MUST complete shaded fields in top of the Supplier Create/Maintenance Form

2. Send the form to the Supplier to complete and return with a copy of their W9 (or W8 if an international supplier) to the Supplier Create Team: suppliercreate@montclair.edu

3. NOTE: Upon receipt of complete documentation, allow up to 5 business days for supplier to be created
   • Do not complete this form on behalf of the supplier
   • The Supplier Create/Maintenance Form can be found at:

   http://www.montclair.edu/media/montclairedu/financetreasurer/forms/procurementforms/Supplier-Create-Maintain-Form-Final-Rev-6-12-2017-1.pdf
Supplier Create/Maintenance Form

Requisitioners MUST complete the shaded fields on the below form to expedite processing and notification of completion.

Form can be found on Procurement’s Website.
If Supplier Is In FMS

• In the system please confirm:

1. **Summary tab** – Order Address, Remit To Address, & Status
2. **Contacts tab** – Contact Name, Email, & Phone Number
3. **Custom tab** – Year to Date Spend (YTD)
4. **Identifying Information tab** – Government Classification for NJ State required documents

• If you find anything is incorrect, please submit a Supplier Create/Maintenance form to have the supplier information corrected.
Where PO is mailed, if no e-mail is supplied

Suppliers can ONLY be used IF the status states: “Approved”

Where the check is mailed if no bank info is provided
Supplier Information > Contacts Tab

- **SetID**: SHARE
  - **Supplier ID**: 0000002955
- **Short Supplier Name**: [Redacted]
- **Contact ID**: 1
- **Description**: SUPPLIER CONTACT

**Details**

- **Effective Date**: 08/31/2016
- **Effective Status**: Active
- **Type**: [Redacted]
- **Name**: SKIP MATA
- **Title**: SENIOR ACCOUNTANT
- **Address**: SUPPLIER ADDRESS
  - 2100 MILVIA STREET SUITE 300
  - BERKELEY, CA 94704
- **Internet**: [http://](http://)
- **Email ID**: finance@bepress.com

**Phone Information**

- **Type**: Business Phone
  - **Prefix**: [Redacted]
  - **Telephone**: 610/665-1200
  - **Extension**: 143
- **Type**: FAX
  - **Prefix**: [Redacted]
  - **Telephone**: 610/665-1201
Supplier Information > Custom Tab

SetID: SHARE
Supplier ID: 0000002955
Short Supplier Name: [blank]

- Supplier Field C30 A
- Supplier Field C30 B
- Supplier Field C30 C
- Supplier Field C30 D
- Supplier Field C30 E
- Supplier Field C30 F
- FRS Supplier ID
- YTD Spend: $28,084.00
- Supplier Field C30 I
- Supplier Field C30 J

Check Year-To-Date $ Amount

Save  Return to Search  Notify
Supplier Information > Identification Tab

Requisition Requirements

• $5,160 and above – Business Registration Certificate (BRC)
• $17,500 and above – Chapter 51 (Political Contribution Disclosure)
• $34,400 and above – Affirmative Action Certificate (AAC)

• Expand the Government Classification arrow
• Identify submitted certifications
Creating a “Special Request Requisition”

- Get quote(s) from supplier(s) – If applicable
- Determine the Supplier is in FMS
- Create requisition BASED ON the supplier’s quote
  1. Line items (goods/services being ordered)
  2. Description (MUST be detailed)
  3. Quantities (number of goods/services for EACH item)
  4. Supporting documents MUST be attached to the LINE of a requisition
  5. The “Ship To” field must be selected
  6. “Attention To” field must contain your name/bldg. code and room number/extension (30 character limit) information
  7. Select Purchasing Methodology (Include number)
  8. If you have a specific comment for the buyer, enter it in the “Approval Justification” field
Creating a Special Request Requisition

Special Requests

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description

*Price

*Currency

*Unit of Measure

Due Date

Supplier

Supplier ID

Supplier Name

Supplier Item ID

Suggest New Supplier
Creating a Special Request Requisition
An Example of a **Good Quote**

<table>
<thead>
<tr>
<th>Quote#</th>
<th>10939692</th>
<th>Prepared By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expires:</td>
<td>10/23/2016</td>
<td>Michael Nardella</td>
</tr>
<tr>
<td></td>
<td></td>
<td>315-883-3784</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mnardella@cxtec.com">mnardella@cxtec.com</a></td>
</tr>
</tbody>
</table>

**Requested By:** Montclair State University

**Ship To:**

**Bill To:**

Accounts Payable
1 Normal Ave Rm 6005
Montclair, NJ 07043
United States

<table>
<thead>
<tr>
<th>QTY</th>
<th>Mfr Part No.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>CBX-FP-9ZLL2RX-003</td>
<td>3M DUPLEX 9/125 SINGLEMODE LC/LC RISER JUMPER YELLOW CABLE WITH CLIPS THESE CABLES ARE BUILT WITH CORNING GLASS AND ARE BACKED WITH A LIFETIME WARRANTY THROUGH CXTEC.</td>
<td>$11.00</td>
<td>$88.00</td>
</tr>
<tr>
<td>22</td>
<td>CBX-FP-9ZLL2RX-007</td>
<td>7M DUPLEX 9/125 SINGLEMODE LC/LC RISER JUMPER YELLOW CABLE WITH CLIPS THESE CABLES ARE BUILT WITH CORNING GLASS AND ARE BACKED WITH A LIFETIME WARRANTY THROUGH CXTEC.</td>
<td>$14.00</td>
<td>$308.00</td>
</tr>
<tr>
<td>40</td>
<td>CBX-FP-9ZLL2RX-010</td>
<td>10M DUPLEX 9/125 SINGLEMODE LC/LC RISER JUMPER YELLOW CABLE WITH CLIPS THESE CABLES ARE BUILT WITH CORNING GLASS AND ARE BACKED WITH A LIFETIME WARRANTY THROUGH CXTEC.</td>
<td>$15.09</td>
<td>$603.60</td>
</tr>
</tbody>
</table>

Payment Terms: 30 Days

Subtotal $999.60

Combined Subtotals $999.60

Freight $30.07

Tax $0.00

**TOTAL PURCHASE PRICE** $1,029.67

(Purchase Order Must Be For This Amount)
## An Example of a Bad Quote

Quotes should be obtained BEFORE an invoice.

### e-invoice

**Sold To**
Mike Scala  
M.S.U., Athletics Dept.  
1 Normal Ave.  
Upper Montclair NJ 07043  
Phone: 973-655-6787  
Fax: 973-655-5390  
E-mail: scalam@mail.montclair.edu

**No.** 98655  
**Date** 1/25/2017  
**P.O.**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>Color Digital insert double sided, price per side $0.28, 8.5 x 11 White 60# Exact Ice, digitally printed on 2 sides Item #3 on contract #1144 (500) @0.30 =150.00</td>
<td>140.00</td>
</tr>
</tbody>
</table>

### Special Instructions

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB</td>
<td></td>
</tr>
<tr>
<td>TAX</td>
<td></td>
</tr>
<tr>
<td>SHIPPING</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Requisitions Lifecycle Breakdown

Requisitioner initiates request by completing requisition and selecting "Save and Submit" FMS.

MSU does not use inventory module within FMS. This icon should always be greyed out.

To change a PO, the Requisitioner must contact their Buyer in Procurement.

Returns must be entered into FMS by the Requisitioner.

Payment can only be released when a requisition, receiving, and an invoice are entered in the system.

Approver receives notification email from FMS regarding new request. Click email link, or select Worklist from Home page in FMS, to access, review and process requisition.

Approved requisitions are sent to Procurement for confirmation and to be processed into Purchase Orders (POs). POs with a status of "PO(s) Dispatched" are sent to the supplier.

Requisitioners MUST go into FMS to enter the physical receipt of goods and services, before a payment can be processed.

An invoice with the PO number included on it MUST be sent to the Accounts Payable Department, before a payment can be processed.
Steps to Approval

• Submit requisition for approval

• Requisitions up to $249.99 are routed only to your Approver; $250 or greater are routed to your Approver(s) AND a Buyer

• Once approved, a PO is created then dispatched and a confirming email is sent to the Requisitioner

• If not approved, an email is sent to the Requisitioner indicating that either the requisition has been put on Hold (documentation is needed) or Denied for non-compliance with Procurement Policies
Approver & Specialty Approver's Check List

CONFIRM CORRECT:

• Description and pricing (unit price & extension)
• Fund, Department and Account codes (and PC Bus Unit, Project, and Activity for Grant and Capital Project purchases)
• Attachments are at the line level (quotes & contract)

Link to guide:
Requisitions that are pushed back will go to the previous person in the Approval Flow. That individual will need to push it further back, so that it eventually gets to the requestor, if changes are needed to be made.

To see the comments regarding the pushback, click the View/Hide Comments link within the Approval Flow.
From within the Requisition Lifecycle, click the Approvals Icon to open the detail of the Approval flow.
Click the expansion arrow to view the comments within the Approval flow.

Erskine Shoulars at 04/19/17 - 9:14 AM
Please itemize your requisition to mirror the sprint bill.
There should be 7 line on the req instead of 1 and resubmit.
Requisition Change Requests

Click to add additional line(s)

Click a line’s description to Edit your req Price, Quantity, Category, and Supplier
**Special Requests**

Enter information about the non-catalog item you would like to order:

**Item Details**

- **Item Description**: Microsoft Store - surface pro 4 type cover SC English US/Canda Hdwr
- **Price**: 116.9900
- **Quantity**: 2.0000
- **Category**: 20400

**Supplier**

- **Supplier ID**: V000001259
- **Supplier Name**: MICROSOFT CORP
- **Supplier Item ID**: QC7-0001

**Currency**: USD

**Unit of Measure**: EA

**Due Date**: 02/28/2017
Purchase Order Change Order

• Only the Procurement Buyer can add new lines to a dispatched purchase order

• Purchase Order Adjustment Form at: http://www.montclair.edu/finance-and-treasury/procurement/forms

• Requisitioners must change other information (pricing, quantity, description) on a purchase order via Manage Requisitions > Edit > Go
Receiving your Merchandise/Services

• All purchase orders for goods/services must be received before payment can be released
• Receiving can either be partial or full
• Update system receiving for each delivery or completed service
## Receiving (Manage Requisitions)

### 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.

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Request State</th>
<th>Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>000002393</td>
<td>Clementine - LEC. INC</td>
<td>MSU01</td>
<td>11/22/2016</td>
<td>PO(s) Dispatched</td>
<td>Valid</td>
<td>1,600.00 USD</td>
</tr>
</tbody>
</table>

### Requester
- Name: Clementine Stevenson
- Pre-Encumbrance Balance: 0.00 USD

### Line Information

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Status</th>
<th>Price</th>
<th>Quantity</th>
<th>UOM</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Installation of ceiling re...</td>
<td>PO Dispatched</td>
<td>1600.00000</td>
<td>1.0000</td>
<td>EA</td>
<td>LEONE ELECTRIC CO INC</td>
</tr>
</tbody>
</table>
Receive Items

You have 1 line open for receiving for requisition MPA INVOICE # 95942

1. Check All
2. Receive Selected

and go to the Receive Form.

Requisition Lines to Receive

<table>
<thead>
<tr>
<th>Req BU</th>
<th>Requisition</th>
<th>Item Description</th>
<th>Item ID</th>
<th>Tot Req Qty/Amt</th>
<th>Accepted to Date</th>
<th>UOM</th>
<th>Ship To</th>
<th>Ship To GLN</th>
<th>Attention To</th>
<th>Supplier</th>
<th>Supplier ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU01</td>
<td>MPA INVOICE # 95942</td>
<td>MPA RFP # 1982 CAMPUS TELECOMMUNICATIONS SERVICES INVOICE # 95942</td>
<td>1</td>
<td>0</td>
<td>EA</td>
<td>MSU07</td>
<td>Sara Diaz @ 4145</td>
<td>MARY POMER-001</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Receive Items

## New Receipt

- **Business Unit:** M3U01
- **Receipt Status:** Open
- **Received Date:** 04/05/2017

### Receipt Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Id</th>
<th>Item Description</th>
<th>Received Quantity</th>
<th>-UOM</th>
<th>Accept Quantity</th>
<th>Details</th>
<th>Receipt</th>
<th>Procurement Group ID</th>
<th>Primary Unit</th>
<th>Unit Allocation Amt</th>
<th>Unit Allocation Qty</th>
<th>PO</th>
<th>Cancel Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>MPA RFP # 1982 CAMPUS T</td>
<td>1.0000</td>
<td>EA</td>
<td>1.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Save Receipt**

---

**Receipt Saved Successfully**

You have saved receipt # 0000030238 containing the following items:

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Received Quantity</th>
<th>Reject Quantity</th>
<th>Accept Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MPA RFP # 1982 CAMPUS TELECOMMUNICATIONS SERVICES INVOICE # 95942</td>
<td>1.0000</td>
<td></td>
<td>1.0000</td>
</tr>
</tbody>
</table>

---

**Return to Manage Requisitions**  **Return to Receiving**
Accounts Payable
Invoicing

• Invoice(s) MUST be submitted by the supplier, with PO# listed, to Accounts Payable via invoices@montclair.edu

• If a requisitioner receives the invoice it MUST be sent to invoices@montclair.edu and it MUST include: PO number, receipt number, AND user’s name and phone extension
## Manage Requisitions

### Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

- **Business Unit**: MSU01
- **Requisition ID**: [Select ID]
- **Date From**: 06/16/2015
- **Date To**: 06/23/2015
- **Requester**: 10646283
- **Request State**: All but Complete
- **Budget Status**: [Select Status]
- **PO ID**: [Select PO ID]

### Requisitions

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

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Request State</th>
<th>Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000125</td>
<td>0000000125</td>
<td>MSU01</td>
<td>06/23/2015</td>
<td>Received</td>
<td>Valid</td>
<td>100.00 USD</td>
</tr>
</tbody>
</table>

### Actions

- **Process Return**
- **View Print**
- **Select Action**
Return to Vendor (con’t)

Return To Vendor (Supplier)

New Return To Vendor (Supplier)

Entered 06/23/2015
User ID 10646283

You have requested to return to the supplier the following items. Please fill in the information below. If you have obtained a Return Material Authorization (RMA) number from the supplier, please enter it below.

RTV Lines

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Return Quantity</th>
<th>Ship Quantity</th>
<th>*Return Action</th>
<th>*Return Reason</th>
<th>RMA Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon</td>
<td>1.0000</td>
<td></td>
<td>Credit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Shipment and Supplier Information

If you have shipped the returned quantity to the supplier, please click:

Ship Via
Supplier: STUDENT GOVERNMENT ASSOC

Search Results

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAM</td>
<td>Damaged</td>
</tr>
<tr>
<td>ERL</td>
<td>Early Shipment</td>
</tr>
<tr>
<td>FAL</td>
<td>Failed Inspection</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete Shipment</td>
</tr>
<tr>
<td>LAT</td>
<td>Late Shipment</td>
</tr>
<tr>
<td>RST</td>
<td>Restocking Fee</td>
</tr>
<tr>
<td>WRG</td>
<td>Wrong Goods Received</td>
</tr>
</tbody>
</table>
Manage Your Requisition Queue

• Required to be done on a quarterly basis. Regular maintenance is an on-going task. Please reference the “Managing Your Requisition Queue” guide.

• Managed queues release unused, but reserved, budget dollars back to the department.

• Updated queues allow for better reporting and tracking of requests for goods and services.
Quick Links
All Procurement Forms

http://www.montclair.edu/finance-and-treasury/procurement/forms/

Forms

PROCUREMENT
- Procurement Bid Initiation
- Construction Project Bid Initiation
- Standard Terms and Conditions
- Business Registration Certificate (BRC) Sample
- Chapter 51 Political Disclosure
- Source Disclosure Certification
- Conflict of Interest
- MacBride Principles
- Non Collusion Addidavit
- Iran Investment
- Assignment Agreement
- Emergency Procurement
- Tax Exempt Form

BOARD OF TRUSTEES REQUIREMENT
- Waiver of Advertising Request Packet

CONTRACT REVIEW PROCEDURES
- Procedures for Obtaining Legal Review and Approval of Contracts

SUPPLIER
- Student Supplier Number Create Form
- Supplier Create / Maintain Form
- W-9 Form
Procurement Policies and Procedures

http://www.montclair.edu/finance-and-treasury/procurement/policies-and-procedures/

Policies and Procedures

Note: You need Adobe Reader 7.0 or higher to view/download PDF documents on this page. Download the latest version of Adobe Reader.

- Policies & Procedures Manual
- Standard Terms and Conditions
Supplier Contracts

- **UNC# 1141** - Office Supplies information
- **UNC# 1144** - Digital Printing and Photocopying Services
  - [Price List for Digital Printing and Photocopying Services](#)
- **UNC# 1142** - Business Cards, Letterhead and Envelope Printing Services
- **UNC# 1147** - Custom Offset Printing
- **UNC# 1072** - Dining Services/ Catering - Chartwells
- **UNC # 1126** - Housekeeping Supplies - Imperial Bag & Paper Co., Spruce, and Amsan
- State Contract 79875 - MRO Supplies - Grainger
- **UNC # 1197** - Tires - Custom Bandag, Inc.
- **State Contract 81** - Record Storage & Retrieval - Docusafe Records Management (Expires 6/30/18)
- **UNC 1267 LARGE FORMAT PRINTING**
Training Documentation

http://www.montclair.edu/one-montclair/areas/finance/learningresources/

Learning Resources

FMS Tips and Tricks

- Alphabetize the Main Menu
- Change Suppliers on a Copy of Requisition
- Read the PO Payment Screen
- Complete the Attention Field - WB Mason Orders
- Save Requisition During Creation
- Print an Unofficial PO
- Special Request Requisitions - Quick Tips

Training Documentation

Register for FMS PeopleSoft training classes

- Training and Event Registration page: Additional classes are starting in July. Register today with your Net ID and password.

End User UPK ONLINE training documents

- Visit the User Productivity Kit – Detailed training content spanning all FMS modules for End Users

Additional FMS training documentation

- Receiving on FY16 POs Guide
- Requisitions Lifecycle Breakdown
- Quick Invoice Biogistics/Reference Guide
- Quick Invoice Approver Reference Guide
- Glossary of General Ledger Terms
- PeopleSoft FMS Department Administration PowerPoint
- PeopleSoft FMS Principal Investigator PowerPoint
- Remotely Access MSU PeopleSoft Reference
- PeopleSoft Breadercam9547
Need Additional Support?

UPK On-Line Training
https://pstraining.Montclair.edu/UPK1/data/toc.html

IT Service Desk
Phone - (973) 655-7971, Option 2
Email –itservicedesk@mail.Montclair.edu
Chat –www.Montclair.edu/oit
Questions?