QUOTE BASED SPECIAL REQUEST REQUISITION

In order to better manage expenses, it is recommended that all intended purchase(s) include a quote on the Special Request requisition. The requisition should be a duplicate of the quote when all of the data is entered into the system.

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.

Obtain a Quote

The first step in purchasing goods or services, is to get a quote from the intended supplier.

<table>
<thead>
<tr>
<th>For purchases between:</th>
<th>Corresponding quotes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $1,999</td>
<td>1 quote is recommended</td>
</tr>
</tbody>
</table>
| $2,000 - $6,879        | 2 quotes are recommended  
                         | 1 written quote is **REQUIRED** |
| $6,880 - $34,400       | 3 written quotes are **REQUIRED** |

An example of a complete quote is as follows below. Specifically, the key components of a detailed quote are a quote number, individual line items, specific quantities, part numbers, descriptions, unit prices, and for shipping/freight/other charges should go into the header of a requisition.

Check Budget

The first step in creating a requisition is to check the available budget for your organization (Cost Center, Gift, or Project) by running the R002 Report. For Grants, run
the R134 Report. If the Requester does not have access to these reports, they should speak with their Cost Center Manager to confirm the budget information.

- In the Search field, enter R002 to find and run the Budget Report.
- In the Search field, enter R134 to find and run the Grant Summary by Ledger Account report.

1) In the Organization field of the R002, select the Prompt icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select Active Cost Centers or All Gifts.

2) In the Organization field of the R134, select the Prompt icon and search for the project you wish to view.

3) Click the OK button.

The R002 Budget Variance Report.

Review the appropriate Parent level Available Budget column to ensure there is money available for the proposed purchase.

If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. Please go to the Finance & Treasury website to access the Budget Amendment Reference Guide.
The R134 Grant Summary by Ledger Account report.

Once confirmed that there is enough budget to proceed, begin to build the request.

Check Supplier Information

Confirm Supplier in Workday

BEFORE beginning the Requisition process, confirm the supplier exists in Workday.

1) Type **Find Suppliers** in the **Search** field in the upper left corner of the screen, and click **Find Suppliers – Report**.

2) On the **Find Suppliers** screen, enter the name of the supplier on the **Supplier** field.

3) Click **Enter** to process the search.
4) From the list of search results, click the **selection box** next to the appropriate supplier for the request.
5) Click the **OK** button.
In the supplier report:

- A status of “Active”, in the Supplier Status column, indicates the supplier is available to use. Other statuses include “Inactive” (supplier has not been used in a specific period of time), “Hold” (temporarily unavailable if there is an issue with this supplier file), and “Draft” (the file is being created or updated).
- The Supplier Contacts column lists the name(s) of the connection(s) within the supplier that works with Montclair State University.
- The Primary Remit-To Address shows the default location of where payments are sent for this supplier.
- The Remit-To Connections displays the alternate addresses on file for where payments can be sent.
- The Order-From Connections lists the associated addresses for where the purchase orders should be sent for this supplier. When checking the status of the supplier, make note of the preferred address of where your specific purchase order should be sent, as you will need to indicate this on the corresponding requisition.
- The Affirmative Action, Business Registration Certificate, and Chapter 51 columns indicate which documents are on hand, the ID numbers, issue and expiration dates for the specific supplier.

If the supplier does not exist in the system, a Supplier Create/Maintain Form should be sent to the targeted supplier for completion and submission to the Supplier Create team.

A supplier can be used in a transaction, ONLY if their status is “Active”, AND there is data in both the “Primary Remit-To Address” and “Order-From Connections” fields.

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 Workday once all information and supporting documentation is submitted.

1. Scroll to right of the supplier 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.
   - $5,100.00 – Need a Business Registration Certificate – (BRC)
   - $6,880.00 – Need a BRC & 3 Quotes
   - $17,500.00 – Need a BRC, 3 Quotes, & Chapter 51/EO134 Form
   - $34,400.00 – 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, freight, and other charges included and itemized within the quote. The specific freight, shipping, or other charges must be added to the header in a requisition to ensure an accurate budget check is executed.

Attachments
For any request between $0 and $1,999 it is suggested to attach one (1) quote onto the first line within the requisition.

For requests between $2,000 and $6,879, 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 $6,880 and $34,400, 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 Memo to Supplier field add the description or additional comments for the supplier to see. 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
At this time, if a request includes a discount, that line item should not be included within the line of a requisition. In order to document a discount line include that information within the **Memo to Supplier** add the description, additional comments and the dollar amount for the supplier to see. 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 discount.

Enter the Requisition

Enter a Requisition

1) Enter **Create Requisition** into the Search bar and click **Create Requisition – Task**.

Alternately, click the **Cost Center Finance & Budget** icon in the Application window on the Home page and select **Create Requisition** from the **Tasks** pane on the **Requisitioning** tab.

The Create Requisition screen displays and defaults data in the following fields:

- Company
- Requester
- Currency
- Deliver-To
- Ship-To
- Cost Center
- Division
- Additional Worktags – Fund, Location, Program

2) Click the **prompt** icon to select the **Requisition Type** (previously called the Purchasing Methodology) and is a required field. Requesters must choose from the following:

- 2 Quotes (Delegated Purchasing)
- 3 Quotes (Delegated Purchasing)
- BOT Waiver of Advertising
- Co-Op Choice Partners
If the Requisition Type contains an identifying number (contract ID number, BOT Waiver number, University contract number, etc.), the system will prompt you for the number AFTER you click the Submit button at the end of the requisition. Once the questionnaire is launched, complete the field with the corresponding number and submit the questionnaire to the system.

For definitions of the Requisition Types, or further information on the different Co-Ops, please check the beginning of the a requisition or Procurement website.

3) If this requisition is for a cost center than the one defaulted, or for a gift, grant, or project, change the worktags on this screen by clicking the X in the corresponding field to remove the default fields and search for the appropriate worktag via the prompt icon. The updated worktags will then be updated on each line of the requisition.

Note - If a requisition is created for another Cost Center, Grant, Gift, or Project that the requester does NOT have access to view, the system will display the following soft warning:

```
1 Alert
```

This soft warning will not prevent the request from being submitted in the system.

4) Click the OK button.
5) On the *Create Requisition* screen, under the **Select an Option** section, select the type of request to create:

   a. **Non-Catalog Items** – represents Special Request purchases for goods and services including anything that is not within a Punch-Out catalog.

   b. **Connect to Supplier Website** – opens the list of Punch-Out catalogs from which to create requests.
6) Click the **Request Non-Catalog Items** link to begin a Special Request requisition and display the Request Non-Catalog Items request screen.

Click the **Connect to Supplier Website** to select from a list of Punch-Out Catalogs. See the Create a Punch-Out Requisition section of this guide for more details.

**Discounts and Credit Memos**

Please note the following parameters when dealing with discounts and credit memos in requisitions:

- Workday does not allow for discounts to be taken as a separate line item entered as a negative number.
- If applying a discount, deduct it from the individual line item(s) and place a comment in the corresponding internal memo field to identify the discount percentage that was applied.
- If a quote has been received from the supplier with the discounts already applied, use the quote pricing as is because the discount has already been deducted from list price.
- Any credits memos should be sent to Accounts Payable directly, and NOT attached to a requisition.

**Non-Catalog Items – REQUEST GOODS**

Complete the required fields as listed below:

a) **Non-Catalog Request Type**: Indicate if this is a request for goods or services. **Note**: Select **Goods** when requesting physical objects or Consulting Services. Any
items requested will need to be received in Workday by the requester once delivered.

b) **Item Description**: As this information will print on the purchase order for the supplier, enter all details for the item, including the quote number, manufacturer or part number, and specific description on the item/service being requested.

c) **Spend Category**: Represents the commodity being requested (previously called the Account/Category Code). Click in the field and enter the number, name of the category, or use the dropdown list provided to locate and select the appropriate spend category.

   **Note** – Select the spend category based on what is being purchased, not based on the related child account in the budget.

   **Note** - Once the spend category has been selected, click the related actions to confirm the parent pool name for the spend category.

d) **Supplier** – Leave this field blank as it should be completed at the end of this process, unless instructed to complete by the Procurement Department.

e) **Supplier Contract** – Leave this field blank unless instructed to complete by the Procurement Department.

f) **Quantity** – Enter the number of items for goods, or hours for services, being ordered. **Note** – Workday does not support fractions within the quantity field.

g) **Unit Cost** – Enter the cost of one unit of the line item.

h) **Unit of Measure** – Select the appropriate unit of measure from the dropdown list.

i) **Extended Amount** – This field auto-calculates based on the quantity and cost fields.

j) **Memo** – Enter information in this field for the approver and buyers. This is an internal memo line and does not print on the purchase order.
Non-Catalog Items – REQUEST SERVICES

Complete the required fields as listed below:

a) **Non-Catalog Request Type**: Indicate *Services* for task oriented orders based on dollar amounts rather than quantity. These items will need to be received in Workday based on dollars due rather than quantity.

   **Note:** Select *Goods* when requesting Consulting Services.

b) **Item Description**: As this information will print on the purchase order for the supplier, enter all details for the service being requested.

c) **Spend Category**: Represents the type of service being requested (previously called the Account/Category Code). Click in the field and enter the number, name of the category, or use the dropdown list provided to select the appropriate category.
Note – Select the spend category based on what is being purchased, not based on the related child account in the budget.

Note - Once the spend category has been selected, click the related actions twinkie to confirm the parent pool name for the spend category.

d) Supplier – Leave this field blank as it should be completed at the end of this process, unless instructed to complete by the Procurement Department.

e) Supplier Contract – Leave this field blank unless instructed to complete by the Procurement Department.

f) Start Date/End Date – If the service begins and ends on specific dates, enter them here. This information will print on the purchase order, and is used only as reference within the system.

h) Memo – Enter information in this field for the approver and buyers. This is an internal memo line and does not print on the purchase order.
6) Click the **Add to Cart** button in the lower left corner of the screen to include the line information in the request.

The *Add to Cart* confirmation pop-up message displays on the top banner of the screen.

7) Fill in the blank form with the next line item of your order, and click the **Add to Cart** button until all lines have been added to the requisition.

8) Click the **shopping cart icon** in the upper right corner of the screen to review line items in the cart.

The *Cart* pop-up window displays the goods and/or services that have been added to the cart, on the upper right corner of the screen.

9) To review the details of the line items within the cart, click the **View Cart** button, within the pop up window. If you do not need to adjust any of the line items, click the **Checkout** button in the lower left corner of the pop up window.

10) Review each item’s information in the cart and click the **Checkout** button to proceed with the request when done. **Note** - The only fields which can be edited on this screen are: Description, Quantity, and Memo. Should any line need to be deleted, click the trash can on the corresponding line.
11) If additional items need to be added to the cart, click the **Continue Shopping** button then select the **Request Non-Catalog Items** option.

12) Click the **Checkout** button to continue.

![Checkout Button](image)

**Purchase Order**

When a requisition has been completely approved and issued as a purchase order, the Requester will receive a notification and an email.

If changes need to be made to the request, the Requester will need to create a Change Order. Changes to purchase orders can only be:

- Made up to the point of a purchase order being completely received.
- Completed on the price, description, and quantity/amount fields.
- New lines on the original request. (Entire line must be completed)

Any changes to a purchase order will re-initiate the approval flow. The complete change process is as follows:

- Purchase Order is issued.
- Requester initiates a Change Order, after verifying appropriate funding is available.
- Approver(s)/buyer processes change request.
- Requester gets approval notification and must again confirm funding is available for the change.
- Requester approves the Change Order.
- Changes are sent to Supplier via purchase order version.