

# Getting Started with Request for Quotes (RFQ)



Enter your email  
Username and  
password in all  
lowercase and  
Click **Sign In**

<p>User ID: <input type="text" value="UHAL"/></p> <p>Password: <input type="password" value="•••••"/></p> <p><b>Sign In</b></p>	<p>Select a Language:</p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
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<p>To set trace flags, click <a href="#">here</a></p>																							



**Menu**

Search:

- Purchasing
  - Request for Quotes
  - Purchase Orders
  - Receipts
- Change My Password
- My System Profile
- My Dictionary

**Main Menu > Purchasing**

Manage requisitions, purchase orders, and related data.

- Request for Quotes**  
Create requests for quotes (RFQs) and responses, or award RFQs.
  - Add/Update RFQs** (circled)
  - Review RFQ Information
- Purchase Orders**  
Add, maintain, and dispatch purchase orders.
  - Add/Update Express POs
  - Approve Amounts
  - Review PO Information

**STEP 1:** Click **Add/Update RFQ** Request for Quote

## Request Quote

**Find an Existing Value** | **Add a New Value**

Business Unit:

RFQ ID:

**Add**

**STEP 2:** Accept the defaults and click **ADD**

[Find an Existing Value](#) | [Add a New value](#)

# Creating a Request for Quote (RFQ)

## Request Quotes

STEP 3:  
Enter a RFQ  
Reference

Business Unit: TCNJ1      RFQ ID: NEXT      [View Printable Version](#)  
 Request Date: 09/08/2009      \*Status: On Hold      \*DtTm Open: 09/08/2009 6:44PM  
 \*Currency: USD      \*Origin: ONL      DtTm Close:

Reference:

STEP 4:  
Enter the  
Description,  
Category,  
UOM,  
Quantity

Line	Item	*Description	Category	*UOM	Quantity	Price
1						

STEP 5: Click  
Dispatch Vendor  
List and add RFQ  
vendors

\*Go to: [Copy From](#)    Dispatch History    [Catalog](#)    [Exchange Rate](#)    [Header Details](#)    [Dispatch Vendor List](#)  
[Header Comments](#)    [Send Email](#)    [Item Vendors](#)    ... More ...

## RFQ Dispatch Vendor List

Unit: TCNJ1    RFQ ID: NEXT

Vendor Group     Find | View All    First 1 of 1

\*Quote Group ID:

Click "+" to  
insert a new  
row or "-" to  
delete a row

Step 6:  
Add RFQ  
Vendors  
through  
Dispatch  
List and  
click OK

Sel	*Vendor	*Location	To Dispatch	Short Vendor Name	Name	Method
<input type="checkbox"/>	0000000008	1	<input type="checkbox"/>	A&MCOLD CUT-001	deli & Convenience	Print <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	0000000012	1	<input type="checkbox"/>	ABDICKCOMP-001	A.B. Dick Company	Print <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	0000000015	1	<input type="checkbox"/>	AQUATDISTR-001	Aquatic Distributors	Print <input type="button" value="+"/> <input type="button" value="-"/>

[Dispatch Lines](#)    [Vendor Details](#)    [Vendor Lookup](#)

STEP 7:  
Click on  
**Header  
Comments**  
and add  
comments

[Copy From](#)    [Dispatch History](#)    [Catalog](#)    [Exchange Rate](#)    [Header Details](#)    [Dispatch Vendor List](#)  
[Header Comments](#)    [Send Email](#)    [Item Vendors](#)    [... More ...](#)

### RFQ Header Comments

Unit: TCNJ1    RFQ ID: 0000000031    RFQ for Student Apt Repairs

Retrieve Active Comments Only    [Retrieve](#)

\*Sort Method:     \*Sort Sequence:     [Sort](#)

**Comments**    [Find](#) | [View All](#)    First  Last

[Copy Standard Comments](#)    Comment Status: Active    [Inactivate](#)    [+](#)

Type comments here.

STEP 8: Click on  
**Attach** to add  
files. **Browse** files  
and click **Upload**

Send to Vendor     Shown at Receipt     Shown at Voucher

**Associated Document**  
Attachment    [Attach](#)    [View](#)    [Delete](#)     Email

STEP 9:  
Click **OK**

From -> RFQ TCNJ1-0000000031

[OK](#)    [Cancel](#)    [Refresh](#)

STEP 11: Change  
the status to **OPEN**  
and **SAVE** again

### Request Quotes

Business Unit: TCNJ1    RFQ ID: 0000000031    [View Printable Version](#)  
Request Date: 09/08/2009    \*Status:     \*DtTm Open: 09/08/2009 6:44PM  
\*Currency: USD    \*Origin: ONL    DtTm Close:   
Reference: RFQ for Student Apt Repairs

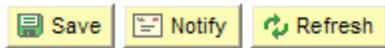
Lines							
Line Info		More Details		Item Information			
Sel	Line	Item	Description	Category	*UOM	Quantity	Price
<input checked="" type="checkbox"/>	1		SA Repairs	GENERAL	EA	1.0000	

STEP 10:  
Click  
**SAVE**  
the  
system  
assigns  
an RFQ  
ID No.

\*Go to: [Copy From](#)    [Dispatch History](#)    [Catalog](#)    [Exchange Rate](#)    [Header Details](#)    [Dispatch Vendor List](#)  
[Header Comments](#)    [Send Email](#)    [Item Vendors](#)    [... More ...](#)

[Save](#)    [Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)    [Refresh](#)    [Related Links](#)    [Add](#)    [Update/Display](#)

10.



## Awarding Quotes



## Award Quote

Enter any information you have and click **Search** for a list of all values.

### Find an Existing Value

Business Unit:

RFQ ID:

RFQ Status:

Origin:

Buyer:

Case Sensitive

STEP 2: Search for RFQ's to Award. Search by entering RFQ ID or **SEARCH** all

Click to search all RFQ's

[Basic Search](#)

STEP 3: Select RFQ ID. by clicking ID Number

## Search Results

View All First 1-25 of 25 Last

Business Unit	RFQ ID	RFQ Status	Origin	Buyer
<a href="#">PLANT</a>	<a href="#">000000001</a>	Approved	<a href="#">ONL</a>	<a href="#">BROWN</a>
<a href="#">TCNJ1</a>	<a href="#">000000036</a>	Approved	<a href="#">ONL</a>	(blank)
<a href="#">TCNJ1</a>	<a href="#">000000035</a>	Approved	<a href="#">ONL</a>	(blank)
<a href="#">TCNJ1</a>	<a href="#">000000034</a>	Approved	<a href="#">ONL</a>	(blank)
<a href="#">TCNJ1</a>	<a href="#">000000033</a>	Approved	<a href="#">ONL</a>	(blank)
<a href="#">TCNJ1</a>	<a href="#">000000032</a>	Approved	<a href="#">ONL</a>	(blank)
<a href="#">TCNJ1</a>	<a href="#">000000029</a>	Approved	<a href="#">ONL</a>	(blank)

**STEP 4:** Click on the search icon to select the vendor to award the quote.

Analyze Quote | Create PO/Contract

Business Unit: TCNJ1 RFQ ID: 0000000036 UHAL RFQ TEST - 9-9-09 MM Currency Code: USD

Award List of Items to Vendor: 0000000145

Line	Item	Description	UOM	Quantity	Price	Curr	Due Date	Lead Time	Terms	Freight Trm
1		rental of power equip	EA	1.0000	5,100.00000	USD			N30	DEST

List of Vendors who Responded

Short Vndr Name	Qty Award	UOM	Price	Curr	Quantity	Due Date	Lead Time	Terms	Freight Trm
BOOSEHAWKE		EA	5,500.00000	USD	1.0000			N30	DEST
BRIANGARDE	1.0000	EA	5,300.00000	USD	1.0000			N30	DEST
BSW		EA	6,500.00000	USD	1.0000			N30	DEST

Total Qty Awarded: 1.0000 Order Qty: 1.0000

Document Status

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

**STEP 5:** Award the quote to the vendor by entering the quantity and click save.

**STEP 6:** Click **Create PO/Contract**

**STEP 7:** Click **Create**

**STEP 8:** Click **Sel**

Analyze Quote | **Create PO/Contract**

Business Unit: TCNJ1 RFQ ID: 0000000036 UHAL RFQ TEST - 9-9-09 MM

List of Vendors who Responded

Vendor: BOOSEHAWKE-001 1 Currency: USD

\*Create Form Type: Purchase Order \*PO Type: General

PO/Contracts Defaults

Buyer: Origin: Ship To: FACILDEPT

\*PO Date: 09/09/2009 Location: FACILDEPT

Dispatch Method: Match Action: Standard

Tax Exempt Flag Match Rule: THREE\_WAY

ID: NEXT

Sel	Line	Item	Description	Qty Ordered	PO Qty	Qty Award	*Distribute by
<input type="checkbox"/>	1		rental of power equip				Qty

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Analyze Quote | Create PO/Contract

Business Unit: TCNJ1 RFQ ID: 0000000031 RFQ for Student Apt Repairs

List of Vendors who Responded

Vendor: BRIANGARDE-001 1 Currency: USD Create

\*Create Form Type: Purchase Order \*PO Type: General

PO/Contracts Defaults

Buyer: MEHLER Mark A Mehler Origin: ONL

\*PO Date: 09/09/2009 Ship To: FACILDEPT

Dispatch Method: PRN Location: FACILDEPT

Tax Exempt Flag 22-2797398 Match Action: Standard

ID: NEXT Match Rule: THREE\_WAY

List of Items to Award

Sel	Line	Item	Description	Qty Ordered	PO Qty	Qty Award	*Distribute by
<input checked="" type="checkbox"/>	1		SA Repairs	1.0000	1.0000	1.0000	Qty

Distribution

Step 10: Click **Distribution** to enter the chartfield distribution, i.e. fund, class, dept, etc

Save Return to Search Previous in List Next in List Notify Refresh

STEP 9:  
Select Defaults  
-Buyer  
-Dispatch Method  
-Ship To  
-Location

Select a Ship To and Location

### RFQ PO Distribution

Unit: TCNJ1 Item: RFQ ID: 0000000031

Distributions

Details

Sel	Line	PO Qty	Merch Amt	Currency	*GL Unit	*Account	Fund	Dept	Program	Class	Project
<input checked="" type="checkbox"/>	1	1.0000	5300.00	USD	TCNJ1	77723	10	4352		07	

OK Cancel Refresh

STEP 11:  
Click OK

Business Unit: TCNJ1 RFQ ID: 0000000031 RFQ for Student Apt Repairs

List of Vendors who Responded

Vendor: BRIANGARDE-001 1 Currency: USD Create

\*Create Form Type: Purchase Order \*PO Type: General

PO/Contracts Defaults

Buyer: MEHLER Mark A Mehler Origin: ONL

\*PO Date: 09/09/2009 Ship To: FACILDEPT

Dispatch Method: PRN Location: FACILDEPT

Tax Exempt Flag 22-2797398 Match Action: Standard

ID: NEXT Match Rule: THREE\_WAY

List of Items to Award

Sel	Line	Item	Description	Qty Ordered	PO Qty	Qty Award	*Distribute by
<input checked="" type="checkbox"/>	1		SA Repairs	1.0000	1.0000	1.0000	Qty

Distribution

Save Return to Search Previous in List Next in List Notify Refresh

STEP 12:  
Click SAVE

# Creating Express Purchase Order



Enter your email  
Username and  
password in all  
lowercase and  
Click **Sign In**



<p>User ID: <input type="text" value="UHAL"/></p> <p>Password: <input type="password" value="••••"/></p> <p><b>Sign In</b></p> <p>To set trace flags, click <a href="#">here</a></p>	<p>Select a Language:</p> <table border="0"> <tr> <td><a href="#">English</a></td> <td><a href="#">Español</a></td> </tr> <tr> <td><a href="#">Dansk</a></td> <td><a href="#">Deutsch</a></td> </tr> <tr> <td><a href="#">Français</a></td> <td><a href="#">Français du Canada</a></td> </tr> <tr> <td><a href="#">Italiano</a></td> <td><a href="#">Magyar</a></td> </tr> <tr> <td><a href="#">Nederlands</a></td> <td><a href="#">Norsk</a></td> </tr> <tr> <td><a href="#">Polski</a></td> <td><a href="#">Português</a></td> </tr> <tr> <td><a href="#">Suomi</a></td> <td><a href="#">Svenska</a></td> </tr> <tr> <td><a href="#">Čeština</a></td> <td><a href="#">日本語</a></td> </tr> <tr> <td><a href="#">한국어</a></td> <td><a href="#">Русский</a></td> </tr> <tr> <td><a href="#">ไทย</a></td> <td><a href="#">简体中文</a></td> </tr> <tr> <td><a href="#">繁體中文</a></td> <td><a href="#">العربية</a></td> </tr> </table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
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**Menu**

Search:

- ▼ Purchasing
  - ▷ Request for Quotes
  - ▷ Purchase Orders
  - ▷ Receipts
- [Change My Password](#)
- [My System Profile](#)
- [My Dictionary](#)

Main Menu > **Purchasing**

Manage requisitions, purchase orders, receipts, contracts, and related data.

**Request for Quotes**  
Create requests for quotes (RFQs), enter vendor responses, or award RFQs.

- [Add/Update RFQs](#)
- [Review RFQ Information](#)

**Purchase Orders**  
Add, maintain, and dispatch purchase orders.

- [Add/Update Express POs](#)
- [Approve Amounts](#)
- [Review PO Information](#)

STEP 1: Click **Add/Update Express POs**

## Express Purchase Order

Find an Existing Value
**Add a New Value**

Business Unit:

PO ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

STEP 2: Accept the defaults and click **ADD**

# Creating an Express PO

**Purchase Order**

Unit: TCNJ1  
 PO ID: NEXT  
 Copy From: [Dropdown]

PO Status: Open   
 Budget Status: Not Chk'd  
 Hold From Further Processing

**Header**

\*PO Date: 09/09/2009 [Calendar] [Vendor Search](#)  
 Vendor: 3GENERATION-001 [Vendor Details](#)  
 \*Vendor ID: 000000002 3 Generations Plumbing & Heat  
 \*Buyer: MEHLER Mark A Mehler  
 \*TCNJ Ref: Waiver Under Threshold  
 PO Reference: Emergency Plumbing Supplies  
[Header Details](#) [PO Activities](#) [Add Ship To](#)  
[PO Defaults](#)  
[Add Comments](#)  
[Add Items From](#)

**Amount Summary**

Receipt Status: Not Recvd  
 \*Dispatch Method: Print [Dispatch](#)  
 Merchandise: 1,200.00  
 Freight/Tax/Misc.: 0.00 [Calculate](#)  
 Total Amount: 1,200.00 USD

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		Plumbing Emergency Decker	1.0000	EA	MAINTSUP_PAR	1,200.00	Active

STEP 3: Select the  
 - Vendor,  
 - Buyer  
 -TCNJ Ref  
 Enter PO Ref

STEP 4:  
 Enter the  
 Description,  
 Category,  
 UOM

[Expand All](#) [Collapse All](#)  
[View Printable Version](#)  
[Save](#) [Notify](#) [Refresh](#)

Step 5: Click **Expand All** to enter the chartfield distribution, i.e. fund, class, dept, program, project/grantID

**Lines**

Line	Description	PO Qty	*UOM	Category	Amount	Status
1	Emergency Plumbing Decker	1.0000	EA	MAINTSUP_PAR	1,200.00	Active

**Schedules**

Sched	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	09/09/2009 [Calendar]	1.0000	1,200.00000	1,200.00	Active	Amount

**Distributions**

Percent	Amount	Curr	GL Unit	*Account	Fund	Dept	Program	Class	Project
100.0000	1,200.00	USD	TCNJ1	53705					

STEP 7:  
 Enter 100 as the percent

STEP 8: Enter the **chartfield** information i.e. fund, class, deptId, prog, proj/grant

Click "+" to insert a new row or "-" to delete a row

Express Purchase Order

Purchase Order

Unit: TCNJ1  
PO ID: 0000000149  
Copy From: [dropdown]

PO Status: Pend Appr  
Budget Status: Not Chk'd  
 Hold From Further Processing

STEP 9:  
Click on  
**Header**  
**Comments**  
and add  
comments

Header

Date: 09/09/2009 [Vendor Search](#)  
Vendor ID: 3GENERATIO-001 [Vendor Details](#)  
PO ID: 0000000002 3 Generations Plumbing & Heati  
Vendor Name: MEHLER Mark A Mehler  
Ref: Waiver Under Threshold  
Reference: Emergency Plumbing Supplies

Receipt Status: Not Recvd  
\*Dispatch Method: Print [Dispatch](#)

**Amount Summary**

Merchandise:	1,200.00	<a href="#">Calculate</a>
Freight/Tax/Misc.:	0.00	
<b>Total Amount:</b>	<b>1,200.00</b>	USD

[PO Defaults](#) [Document Status](#)  
[Add Comments](#) [Requisitions](#) [Details](#) [PO Activities](#) [Add ShipTo Comments](#)

PO Header Comments

Unit: TCNJ1 PO ID: 0000000149 Vendor: 3GENERATIO-001

Retrieve Active Comments Only [Retrieve](#)

\*Sort Method: Comment Time Stamp \*Sort Sequence: Ascending [Sort](#)

Comments [Find](#) | [View All](#) First 1 of 1 Last  
[Copy Standard Comments](#) Comment Status: Active [Inactivate](#)

Type comments here

Send to Vendor  Shown at Receipt  Shown at Vouch

STEP 10: Click on  
**Attach** to add  
files. **Browse** files  
and click **Upload**

Associated Document

Attachment	86.jpg (attached file name)	<a href="#">Attach</a>	<a href="#">View</a>	<a href="#">Delete</a>	<input type="checkbox"/> Email
------------	-----------------------------	------------------------	----------------------	------------------------	--------------------------------

[input field] [Browse...](#)  
[Upload](#) [Cancel](#)

STEP 11:  
Click **OK**

From -> PO TCNJ1-0000000149  
[OK](#) [Cancel](#) [Refresh](#)

## Express Purchase Order Purchase Order

Unit: TCNJ1  
PO ID: 0000000149  
Copy From:

PO Status: **Pend Appr**   
Budget Status: Not Chk'd   
 Hold From Further Processing

STEP 13:  
Click **Save**

STEP 12: Click the **green check box** to place the PO in a *Pending Approved* status.

STEP 14: Click Approval Amount link from the left menu bar. Select **Approved** entering your name and the date and any comments for the approver. Click **Save**

### Purchase Order Amount Approval

Unit: TCNJ1 PO ID: 0000000149 Vendor: 0000000002

\*Approval Action: **Approve** Approval Status: Initial

#### Comment

Entered by Tammie Brown 9/9/09

#### PO Amount

Buyer:	Mark A Mehler		
PO Reference:	Emergency Plumbing Supplies		
PO Date:	09/09/2009		
Merchandise Total Amount:	1,200.00 USD	Merchandise Total Base:	1,200.00 USD
PO Total Value:	1,200.00	PO Total Base:	1,200.00

#### Lines

## Manager Approval of Purchase Orders from their Worklist

STEP 1: Click Worklist from the Purchasing Homepage

NOTE: To be able to approve a PO it **must** be in a Pending Approved status.

Home | **Worklist** | Add to Favorites

Main Menu >

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- [Add/Update Express POs](#)
- [Add/Update POs](#)
- [Approve Amounts](#)
- [2 More...](#)

#### Receipts

Enter and load receiving data, generate accruals, review and report on receipts.

- [Add/Update Receipts](#)
- [Review Receipt Information](#)

Worklist for ATKINS: Susan Jo Atkins

[Detail View](#)

Work Lis

STEP 2: Click on the PO ID

From	Date From	Work Item	Worked By Activity	Priority	Link
Ron Smith	09/01/2009	Supervisor	PO Amount Approvals		<a href="#">72.TCNJ1.0000000079</a>
Ron Smith	09/01/2009	Supervisor	PO Amount Approvals		<a href="#">73.TCNJ1.0000000080</a>
Ron Smith	09/01/2009	Supervisor	PO Amount Approvals		<a href="#">74.TCNJ1.0000000081</a>
Kenneth Schumacher	09/09/2009	Supervisor	PO Amount Approvals		<a href="#">152.TCNJ1.0000000144</a>
Barbara A Uhal	09/09/2009	Supervisor	PO Amount Approvals		<a href="#">155.TCNJ.0000000149</a>

**Purchase Order Amount Approval**

Unit: TCNJ1 PO ID: 0000000149 Vendor: 0000000002

\*Approval Action:  Approval Status: Initial

STEP 3: Enter Approver's name and date

Comment

Susan Atkins, approved 9/9/09

PO Amount

Buyer: Mark A Mehler  
 PO Reference: Emergency Plumbing Supplies  
 PO Date: 09/09/2009  
 Merchandise Total Amount: 1,200.00 USD Merchandise Total Base: 1,200.00 USD  
 PO Total Value: 1,200.00 PO Total Base: 1,200.00

STEP 4: Click Save

# Reviewing Purchase Order Activity



Enter your email username and password in ALL CAPS and click

**Sign In**

# ORACLE

## PEOPLESFT ENTERPRISE

<p>User ID: <input type="text" value="UHAL"/></p> <p>Password: <input type="password" value="•••••"/></p> <p><b>Sign In</b></p>	<p>Select a Language:</p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Maqyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Maqyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
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<p>To set trace flags, click <a href="#">here</a></p>																							

# ORACLE

**Menu**

Search:

- Purchasing
  - Request for Quotes
  - Purchase Orders
  - Receipts
- Change My Password
- My System Profile
- My Dictionary

<p><b>Purchase Orders</b></p> <p>Add, maintain, and dispatch purchase orders.</p> <ul style="list-style-type: none"><li><a href="#">Add/Update Express POs</a></li><li><a href="#">Add/Update POs</a></li><li><a href="#">Approve Amounts</a></li><li>17 More...</li></ul>	<p><b>Receipts</b></p> <p>Enter and load receiving accruals, review and report on receipts.</p> <ul style="list-style-type: none"><li><a href="#">Add/Update Receipts</a></li><li><a href="#">Load Receipts</a></li><li><a href="#">Process Receipts</a></li><li>15 More...</li></ul>
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STEP 1: Click **Add/Update Receipts**

## Receiving

**Find an Existing Value** | **Add a New Value**

Business Unit:  🔍

Receipt Number:

PO Receipt

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

STEP 2: Select **ADD**

### Select Purchase Order

**Search Criteria**

PO Unit:  Days +/- Today:

ID:

Line/Sched Num:  /  Start Date:  BT

Release:  End Date:  BT

Item ID:  Vendor Name:  [Vendor Lookup](#)

Ship To:  Vendor Item ID:

Ship Via:  Manufacturer ID:

Manufacturer's Item ID:

Retrieve Open PO Schedules

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining Qty

STEP 3: Enter the PO ID or click SEARCH to search all PO's that are ready to be received

STEP 4: Check the selection box for the PO ID you want to receive

The system retrieves the rows based on the criteria selected.

Retrieved Rows Customize | Find | View All | First 1-5 of 14 Last

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	TCNJ1	0000000002	1	1		09/10/2009	1.0000	3.0000		I TRANS
<input type="checkbox"/>	TCNJ1	0000000004	1	1		09/16/2009	1.0000	1.0000		Sharpen 3 saws pursuant to quo
<input checked="" type="checkbox"/>	TCNJ1	0000000008	1	1		09/16/2009	1.0000	1.0000		I TRANS
<input type="checkbox"/>	TCNJ1	0000000015	1	1		09/17/2009	1.0000	1.0000		Office Supplies
<input type="checkbox"/>	TCNJ1	0000000016	1	1		09/17/2009	1.0000			ddd

STEP 5: Click OK

Select All  Clear All

### Maintain Receipts

#### Receiving

Business Unit: TCNJ1 Receipt Status:  ✗

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information					
Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track	
1		I TRANS	1500.0000	1.0000	1.0000	Open			Device Track	✗

Interface Receipt

STEP 6: Enter the Invoice Amt

**Maintain Receipts**

**Receiving**

Business Unit: TCNJ1      Receipt Status: Open ✖

Receipt ID: NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1 of 1 | Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		<a href="#">ITRANS</a>	1500.0000	1.0000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Device Track</a> <span style="color:red">✖</span>

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [U](#)

**Maintain Receipts**

**Receipt Header Comments**

Business Unit: TCNJ1      Receipt Nbr: NEXT

Receipt Status: Open

Retrieve Active Comments Only      [Retrieve](#)

\*Sort Method:       \*Sort Sequence:       [Sort](#)

**Comments** Find | View All | First 1 of 1 | Last

[Copy Standard Comments](#)      Comment Status: Active      [Inactivate](#) [+](#)

Shown at Voucher

**Associated Document**

Attachment	<a href="#">Attach</a>	<a href="#">View</a>	<a href="#">Delete</a>
------------	------------------------	----------------------	------------------------

From -> RCV TCNJ1-NEXT

[OK](#) [Cancel](#) [Refresh](#)  [Browse...](#)

[Upload](#) [Cancel](#)

The document name appears under **Associated Document**

<b>Associated Document</b>	Attachment	<a href="#">86.jpg</a> <small>(attached file name)</small>
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\*\*\*\*To view the file(s) attached click on VIEW or hold CTRL key and click on VIEW

Maintain Receipts

Receiving

Business Unit: TCNJ1      Receipt Status: **Received** ✖  
Receipt ID: 0000000022      [Add Comments](#)      [Activities](#)  
[Header Details](#)      [Document Status](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		<a href="#">I TRANS</a>	200.00	1.0000	1.0000	Received			<a href="#">Device Track</a> ✖

STEP 10:  
Click  
**SAVE**

Interface Receipt  
[Save](#) [Notify](#) [Refresh](#) [Add](#)

\*\*\*\*Make sure status indicates RECEIVED and the system generates a receipt ID.

The invoice is NOT receive if the status does not change to RECEIVED and generates a Receipt ID.

### Purchase Order Amount Approval

Unit: TCNJ1 PO ID: 211939 Vendor: 0000018890

\*Approval Action:  Approval Status: **Initial**

#### Comment

The status **INITIAL** means the requestors the PO indicated on this approved amount panel was created but never approved on this panel. If you are the requestor to approve the PO created click save and initial should change to "In Process."

#### PO Amount

Buyer: Mark A Mehler  
PO Reference:  
PO Date: 11/04/2009  
Merchandise Total Amount: 83.98 USD      Merchandise Total Base: 83.98 USD  
PO Total Value: 83.98      PO Total Base: 83.98

#### ▶ Lines

### Purchase Order Amount Approval

Unit: TCNJ1 PO ID: 211914 Vendor: 0000019105

\*Approval Action:  Approval Status: **In Process**

#### Comment

The status **IN PROCESS** means the requestor approved the PO after they created it and the PO was sent to the worklist for the Dept Manager's approval.

#### PO Amount

Buyer: Mark A Mehler  
PO Reference:  
PO Date: 11/11/2009  
Merchandise Total Amount: 919.16 USD      Merchandise Total Base: 919.16 USD  
PO Total Value: 919.16      PO Total Base: 919.16

#### ▶ Lines

### Purchase Order Amount Approval

Unit: TCNJ1 PO ID: 211914 Vendor: 0000019105

\*Approval Action:  Approval Status: **Complete**

The status **COMPLETE** means the PO is fully approved by the Department Managers and Purchasing Buyers.

Comment

PO Amount			
Buyer:	Mark A Mehler		
PO Reference:			
PO Date:	11/11/2009		
Merchandise Total Amount:	919.16 USD	Merchandise Total Base:	919.16 USD
PO Total Value:	919.16	PO Total Base:	919.16

▶ Lines

### Express Purchase Order

#### Purchase Order

Unit: TCNJ1 PO Status: **Open**  
 PO ID: 211399 Budget Status: Not Chkd  
 Copy From:   Hold From Further Processing

The status **OPEN** means the was created and only saved. This means the green check was not check and then re-saved. Keep PO's in open status that are incomplete or that you **do not** want Approvers or Purchasing to process. If the status was:

▼ Header

*PO Date:	<input type="text" value="11/09/2009"/>	<a href="#">Vendor Search</a>	Receipt Status:	Not Recvd
Vendor	<input type="text" value="CMHSOFTW-001"/>	<a href="#">Vendor Details</a>	*Dispatch Method:	<input type="text" value="Print"/>
*Vendor ID:	<input type="text" value="0000014428"/>	CMH Software, Inc	<b>Amount Summary</b>	
*Buyer:	<input type="text" value="MEHLER"/>	Mark A Mehler	Merchandise:	206
*TCNJ Ref:	<input type="text" value="Purchases Under \$1000"/>		Freight/Tax/Misc.:	0
PO Reference:	<input type="text"/>		Total Amount:	206

**APPROVED** – Means the PO was approved by Approver/Manager, Purchasing Buyer and the Budget was successful.

Add Items From

Select Lines To Display

[Purchasing Kit](#)
[Catalog](#)
[Item Search](#)
 Line:  To:

**DISPATCHED** – The PO and budget was successful and the Official PO was printed and sent to the vendor. Note PO's which are not in a "dispatch" status

Express Purchase Order

Purchase Order

Unit: TCNJ1  
PO ID: 211399

PO Status: Open    
Budget Status: Not Chk'd 

Copy From:

Hold From Further Processing

▼ Header

\*PO Date: 11/09/2009  [Vendor Search](#)  
Vendor: CMHSOFTW-001  [Vendor Details](#)  
\*Vendor ID: 0000014428  CMH Software, Inc  
\*Buyer: MEHLER  Mark A Mehler  
\*TCNJ Ref: Purchases Under \$1000 

Receipt Status: Not Recvd  
\*Dispatch Method: Print  

PO Reference:   
[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)  
[PO Defaults](#) [Document Status](#)  
[Add Comments](#) [Requisitions](#)

**Amount Summary**  
Merchandise: 206.50  
Freight/Tax/Misc.: 0.00   
Total Amount: 206.50 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line:   To:   

# Receiving Invoices In MAPS



Enter your email username and password in ALL CAPS and click

**Sign In**

## ORACLE PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text" value="UHAL"/></p> <p>Password: <input type="password" value="•••••"/></p> <p><b>Sign In</b></p>	<p>Select a Language:</p> <table border="0"> <tr> <td><a href="#">English</a></td> <td><a href="#">Español</a></td> </tr> <tr> <td><a href="#">Dansk</a></td> <td><a href="#">Deutsch</a></td> </tr> <tr> <td><a href="#">Français</a></td> <td><a href="#">Français du Canada</a></td> </tr> <tr> <td><a href="#">Italiano</a></td> <td><a href="#">Magyar</a></td> </tr> <tr> <td><a href="#">Nederlands</a></td> <td><a href="#">Norsk</a></td> </tr> <tr> <td><a href="#">Polski</a></td> <td><a href="#">Português</a></td> </tr> <tr> <td><a href="#">Suomi</a></td> <td><a href="#">Svenska</a></td> </tr> <tr> <td><a href="#">Čeština</a></td> <td><a href="#">日本語</a></td> </tr> <tr> <td><a href="#">한국어</a></td> <td><a href="#">Русский</a></td> </tr> <tr> <td><a href="#">ไทย</a></td> <td><a href="#">简体中文</a></td> </tr> <tr> <td><a href="#">繁體中文</a></td> <td><a href="#">العربية</a></td> </tr> </table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
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## ORACLE

**Menu**

Search:

- Purchasing
  - Request for Quotes
  - Purchase Orders
  - Receipts
- Change My Password
- My System Profile
- My Dictionary

STEP 3: Click Invoice Tab

<p><b>Purchase Orders</b></p> <p>Add, maintain, and dispatch purchase orders.</p> <ul style="list-style-type: none"> <li>Add/Update Express POs</li> <li>Add/Update POs</li> <li>Approve Amounts</li> <li>17 More...</li> </ul>	<p><b>Receipts</b></p> <p>Enter and load receiving accruals, review and report on receipts.</p> <ul style="list-style-type: none"> <li><b>Add/Update Receipts</b></li> <li>Load Receipts</li> <li>Process Receipts</li> <li>15 More...</li> </ul>
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STEP 1: Click **Add/Update Receipts**

### Receiving

Business Unit:

Receipt Number:

PO Receipt

**Add**

STEP 2: Select **ADD**

[Find an Existing Value](#) | [Add a New Value](#)

## Select Purchase Order

**Search Criteria**

PO Unit:	<input type="text" value="TCNJ1"/>	Days +/- Today:	<input type="text"/>
ID:	<input type="text"/>	Start Date:	<input type="text"/>
Line/Sched Num:	<input type="text"/> / <input type="text"/>	End Date:	<input type="text"/>
Release:	<input type="text"/>	Vendor Name:	<input type="text"/> <a href="#">Vendor Lookup</a>
Item ID:	<input type="text"/>	Vendor Item ID:	<input type="text"/>
Ship To:	<input type="text"/>	Manufacturer ID:	<input type="text"/>
Ship Via:	<input type="text"/>	Manufacturer's Item ID:	<input type="text"/>

Retrieve Open PO Schedules

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining

Click SEARCH or enter PO ID number

**Retrieved Rows** Customize | Find | View All | First 1-5 of 14 Last

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	TCNJ1	0000000002	1	1		09/10/2009	1.0000	3.0000		<a href="#">I TRANS</a>
<input type="checkbox"/>	TCNJ1	0000000004	1	1		09/16/2009	1.0000	1.0000		<a href="#">Sharpen 3 saws pursuant to quo</a>
<input type="checkbox"/>	TCNJ1	0000000008	1	1		09/16/2009	1.0000	1.0000		<a href="#">I TRANS</a>
<input type="checkbox"/>	TCNJ1	0000000015	1	1		09/17/2009	1.0000	1.0000		<a href="#">Office Supplies</a>
<input type="checkbox"/>	TCNJ1	0000000016	1	1		09/17/2009	1.0000			<a href="#">ddd</a>

[Select All](#)  [Clear All](#)

Select the PO ID you want to receive by checking the selection box.

## Maintain Receipts

### Receiving

Business Unit: TCNJ1

Receipt Status: Open

Receipt ID: NEXT

[Add Comments](#) [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		<a href="#">ITRANS</a>	1500.0000	1.0000	1.0000	Open			<a href="#">Device Track</a>

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [U](#)

Enter the amount of the invoice and click SAVE

## Maintain Receipts

### Receiving

Business Unit: TCNJ1

Receipt Status: Received

Receipt ID: 0000000022

[Add Comments](#) [Activities](#)

[Header Details](#)

[Document Status](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		<a href="#">ITRANS</a>	200.00	1.0000	1.0000	Received			<a href="#">Device Track</a>

Interface Receipt

[Save](#) [Notify](#) [Refresh](#) [Add](#) [U](#)

Make sure status indicates RECEIVED and the system generates a receipt ID.

The invoice is NOT receive if the status does not change to RECEIVED and generates a Receipt ID.

# Reviewing Purchase Order Activity



Enter your email username and password in ALL CAPS and click

**Sign In**



User ID:

Password:

**Sign In**

Select a Language:

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
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To set trace flags, click [here](#)



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Main Menu > Purchasing

Manage requisitions, purchase orders, receipts, contracts, and related data.

**Request for Quotes**  
Create requests for quotes (RFQs), enter vendor responses, or award RFQs.

- Add/Update RFQs
- Review RFQ Information

**Purchase Orders**  
Add, maintain, and dispatch purchase orders.

- Add/Update Express POs
- Approve Amounts
- Review PO Information

STEP 1: Click **Add/Update RFQ Request for Quote**

Activity S

STEP 3: Click Invoice Tab

STEP 2: View PO Amount (Amt Ordered)

Unit: TCNJ1 PO Status: Dispatched Vendor: Aquatic Distributors Inc  
PO ID: 0000000010

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Admission Services	EA	1.0000	883.000	USD	

STEP 4: View the Invoice Amt

Unit: TCNJ1 PO Status: Dispatched Vendor: Aquatic Distributors Inc  
PO ID: 0000000010

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency
1		Admission Services	EA		800.000	USD	83.000	USD