

Purchase Requisition Creation in TechOne System (effective 27 June 2016)

To Create a Requisition in TechOne System

1. Click on the Requisitions tab at top of screen
2. In Task Pane on left side of screen click on More and select Blank AP Supplier Requisition.

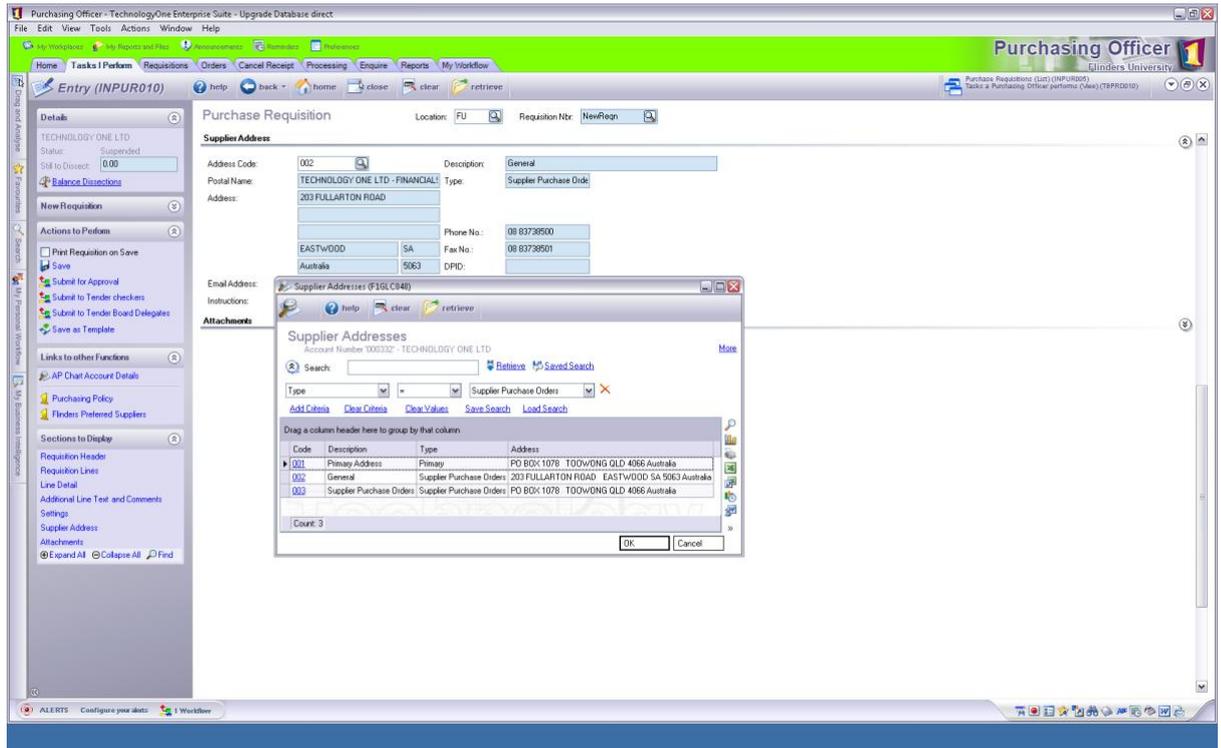
The screenshot shows the 'Purchase Requisition' form in the TechOne system. The 'Requisition Header' section is populated with the following values: Supplier Account* (AP), Supplier Name* (blank), Sub Location* (VCO), Default Due Date* (blank), Reference* (blank), and Currency* (AUD). The 'Conditions to Apply*' section shows STD (Standard Unit PO), 20 (Professional Indemnity \$20m), and 20 (Public & Prod Liability Insura \$20m). The 'Requisition Lines' table is empty, showing columns for Line Type, Description, Service, GST, Order Unit Name, Order Qty, Order Unit Amt Inc (AUD), Order Amt Inc (AUD), Order GST Amt (AUD), Line Due Date, Ledger Code, Account Number, Order Dissection Variance Inc (AUD), Test, Line Id, Identifier Nbr, and Identifier Name. The bottom status bar shows '0.000000' and '0.00'.

3. Click on icon in **Supplier Account** field and retrieve to see existing Suppliers You can search by Supplier Name, Address, Contact, Suppliers new number.

To view the Suppliers address click on the **Supplier Address** field in Sections to Display in the side task panel.

If the Supplier has more than one address it will appear when you click on the icon in the Address Code field.

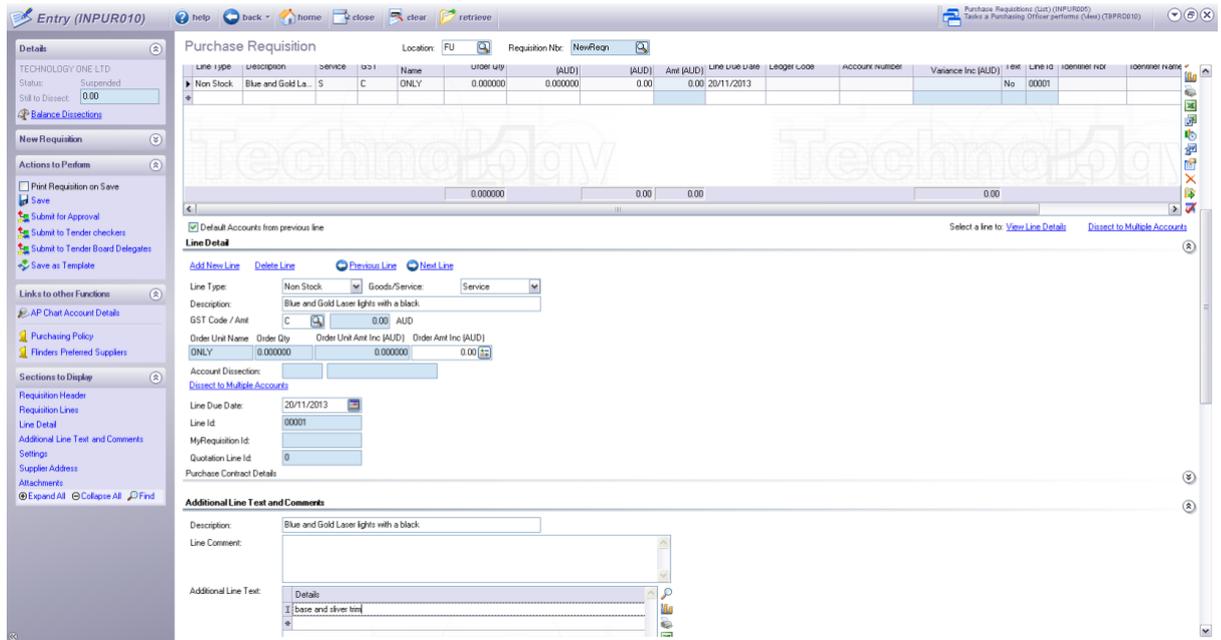
If the Supplier or Supplier address you require does not display email a request to the accounts department accounts@flinders.edu.au with the details and the account or address will be created.



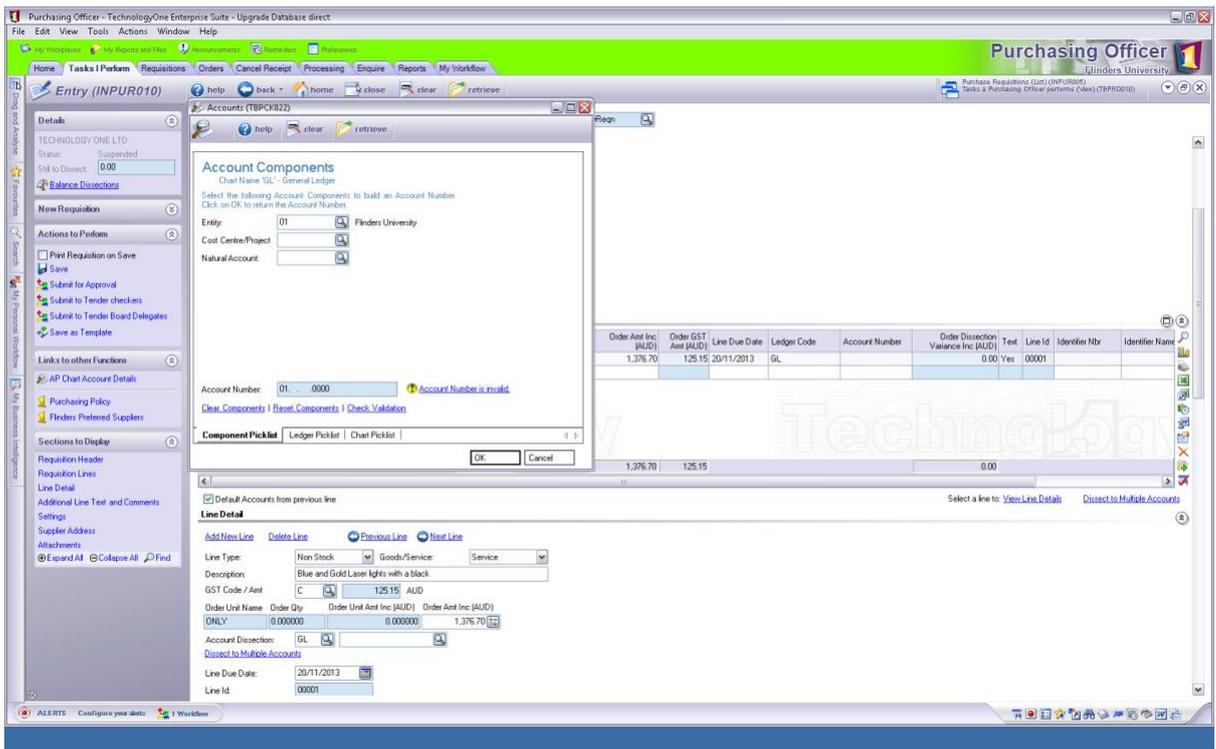
4. **Comments** – optional enter in reference or instruction to print on Purchase Order
5. **Supplier Reference** - optional does not print on PO
6. **Supplier Contact** - optional will print on Purchase Order
7. **Flin Contact Name** - mandatory field - enter name of relevant contact person
8. **Flin Contact Number** - mandatory field - enter name of relevant phone number
9. **Delivery Location** – mandatory field - click on icon to select your Ship To address
10. **Confirmation** - mandatory field - select Y or N for confirmation only to print on PO
11. **Tender Board Approval**
 Purchase requisitions above \$100K exclusive of GST require either a Tender Board approval memo or an exemption from tender authorised by the VP Corporate Services to be attached.
 If your requisition is over \$100k and has been approved by the tender board, choose Y in the Tender Board Approval Field (otherwise this field can be left blank).
12. **Tender Exemption Form Attached**

Purchase requisitions above \$100K exclusive of GST require either a Tender Board approval memo or an exemption from tender authorised by the VP Corporate Services to be attached. All requests for exemption should be forwarded to the Procurement Officer in writing in the first instance. If your requisition is over \$100k and has an exemption from tender, choose Y in the Tender Exemption Form Attached field (otherwise this field can be left blank) and ensure that the signed Tender form is attached to the requisition (see section 33 to find out how to attach a document to the purchase requisition).

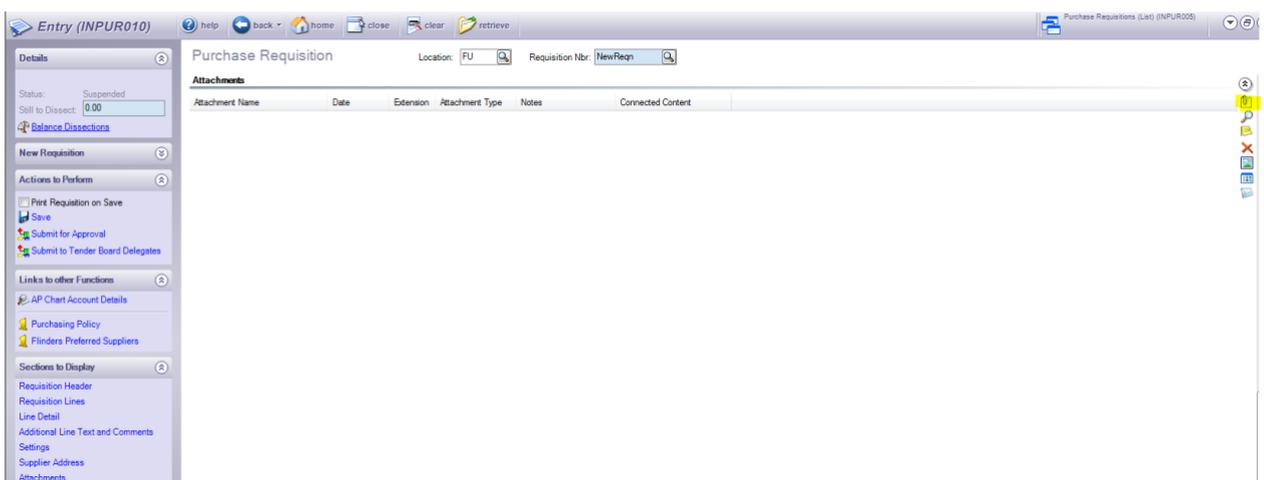
13. **Quotes** – mandatory field the purchasing policy requires that quotes are sought when purchasing items over \$5K. A copy of the Purchasing Policy can be viewed by clicking on the Purchasing Policy link in the task pane. Select the appropriate response from the pick list, oral quotes and contact IDs can be recorded in the Notes fields.
14. **Conditions to Apply** – mandatory field - for all purchase requisitions outside of Buildings & Property leave the condition as Standard Uni PO.
15. **Professional Indemnity** – mandatory field - for all purchase requisitions outside of Buildings & Property leave the Professional Indemnity at \$20m
16. **Public & Prod Liability Insurance** – mandatory field - for all purchase requisitions outside of Buildings & Property leave the Liability Insurance at \$20m
17. **Sub Location** – should default to your location use the icon to pick another if you want to change
18. **Default Due Date** –this date defaults from the Suppliers payment terms, should be changed to the date you expect delivery (will print on PO)
19. **Currency** – defaults from Supplier can be changed (see Foreign Currency Purchase Requisitions sheet) for instructions.
20. **Reference** does not print on PO use Comments field
21. **Tab to or click in Requisition Lines**
22. **Line type** – always select Non Stock
23. **Description** – enter description of purchase – can be extended by selecting **Line Detail** from Selections to Display in Task and also using **Additional Line Text and Comments**.



24. Service – Select G for Goods or S for Service. If you select goods the **Order Qty** and **Order Unit Amount** field must then be completed. If you select Service the dollar value is entered in the Order Amount Inc field
25. GST will default to C – 10% GST but can be changed for non taxable items. Z for zero rated items and N/A for tax is not applicable
26. Order Unit Name – enter name i.e. Each, Ream, Metre there is no preset selection
27. If Goods - enter Order Qty
28. If Goods - enter Unit Price
29. Line Due Date – defaults from header field and can be overridden
30. Ledger Code – select GL



31. Account Number if known enter entire account number without separators or click on quick pick icon and pick from the pop up box to find the correct account segments.
32. Tab again to create another line.
33. All supporting documentation such as quotes, tender exemption forms etc should be attached to the purchase requisitions. Click on Attachments link in Sections to Display.



Click the Paperclip icon and choose File. Then browse to find the file and attach. Ensure the attachment name is no longer than 40 characters.

34. When Requisition is complete click on the Print Requisition on Save box and then Save if you want to print a copy of the requisition before sending for approval. You can then go back into the requisition and choose the appropriate Submit for Approval.

Or click on the appropriate **Submit** link in **Actions to Perform** in the task panel to select the approver.

If the requisition is under \$100k use “Submit for Approval”.

Submit for Approval (Workflow Operation) (TBWKF420)

Submit for Approval Purchase Requisition

i This will complete the current task for Supplier: TECHNOLOGY ONE LTD Total Amount (inc): \$1,376.70 Sub Loc: Cen Admin. The next task is: Approve the Reqn.

Options

Resource Pool:* Default Workflw Pool

Assign Next User:*

Comments:

OK Cancel

- All Purchasing Officers should have a list of the Authorised Delegates in their Faculty, use this list to select the delegate you want to approve the requisition.
- Nominated delegates have been given authority to electronically approve a purchase requisition up to the dollar limit of their delegation.
- The system cannot restrict the delegate’s authority to a particular cost centre or project and it remains the responsibility of the purchasing officer to select the correct approver.
- If additional approvers are required please notify the FUST office, delegates must have completed the appropriated paperwork to be registered as an approver.

If the requisition is over \$100k and has been approved by the Tender Board, use “Submit to Tender Board Delegates”.

Submit to Tender Board Delegates (Workflow Operation) (TBWKF420)

Submit to Tender Board Delegates Purchase Requisition

i This will complete the current task for Supplier: TECHNOLOGY ONE LTD Total Amount (inc): \$137,600.70 Sub Loc: Cen Admin. The next task is: TB Delegate Approve which will be allocated to the TBAPPROVE Workflow Pool. Select a member of this pool.

Options

Assign Next User:* 

Comments:

OK Cancel

- The next user in this case will be a member of the Tender Board Delegate group who will have access to the minutes of the Tender Board to check the purchase has been approved. They will then be able to approve the requisition without further delegation checks.

If the requisition is over \$100k and has been exempted from the tender process, use “Submit for Approval”.

It is important to attach a signed tender exemption form and tick Y in the Tender Exemption Form Attached box, otherwise you will not be able to submit for approval and will get an error message.

Note: see section 33 to find out how to attach a document to the purchase requisition.

Submit for Approval (Workflow Operation) (TBWKF420)

Submit for Approval Purchase Requisition

i This will complete the current task for Supplier: TECHNOLOGY ONE LTD Total Amount (inc): \$1,376.70 Sub Loc: Cen Admin. The next task is: Approve the Reqn.

Options

Resource Pool:* Default Workflw Pool

Assign Next User:*

Comments:

OK Cancel

- All Purchasing Officers should have a list of the Authorised Delegates in their Faculty, use this list to select the delegate you want to approve the requisition. In this case ensure the delegate has authority to approve above \$100,000.
- Nominated delegates have been given authority to electronically approve a purchase requisition up to the dollar limit of their delegation.
- The system cannot restrict the delegate's authority to a particular cost centre or project and it remains the responsibility of the purchasing officer to select the correct approver.
- If additional approvers are required please notify the FUST office, delegates must have completed the appropriated paperwork to be registered as an approver.

Need Help?

For system assistance please contact the FUST office on extension 12486 or email fust@flinders.edu.au

For any assistance with understanding financial transactions please contact your local finance officer.