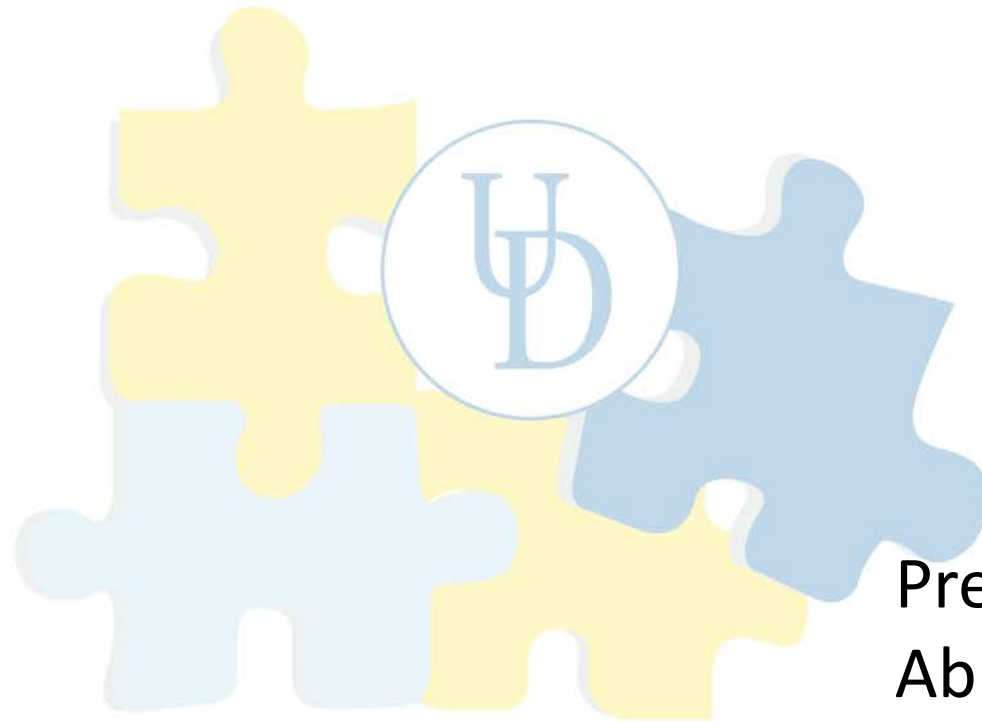
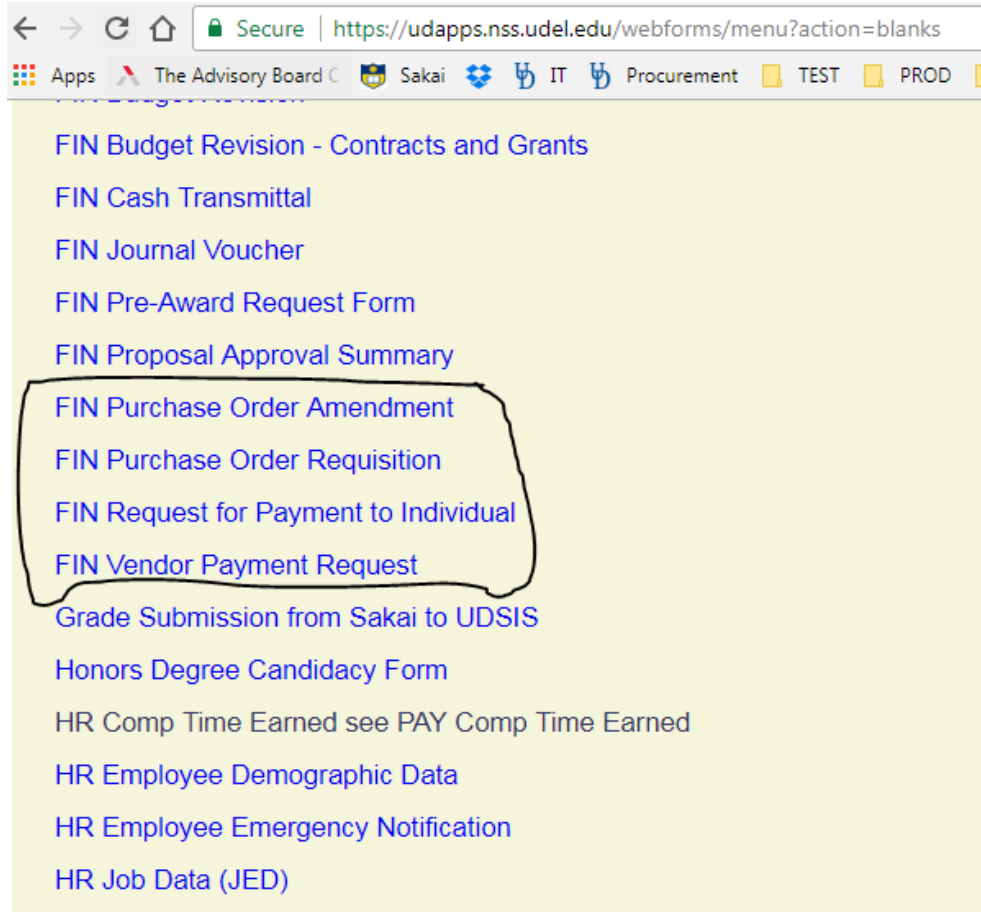


Web forms – Tech Update



Presented by:
Abbi Narayan
anarayan@udel.edu
302-831-2167

Purchase Order Requisition



Tip:

Please do NOT use
Internet Explorer
as Browser for
web forms

Purchase Order Requisition

Step 1:

Requested for

Business unit: * UNIVERSITY OF DELAWARE (UOD01)

Department: * Procurement Services (04750)

Ship to

Attention: * Narayan, Abirami Meyyappan

Department: * Procurement Services (04750)

On-campus location: * Building Room

GENERAL SERVICES BUILDING (NE40) 0100A

Address: * Country

United States (USA)

Change building by choosing from the drop down

Step 2:

Purchase information

Commodity in this request: * Choose one

- Fume Hoods
- Intrusion Alarms
- Laser Equipment
- Not Applicable
- Radioactive
- Refrigerators

Has this purchase already been made? *

Choose 'Yes' or 'No' from the drop down

NEW

Description

Purchase Order Requisition

Step 3:

Attachment now displays the file name

Supporting Document(s)

Use the **Browse** or **Choose file** button to locate the file(s) on your local drive. The size of the file(s) must be less than 31 MB.

File	Description	Size	Action
1. Penguins.jpg 🔗	Test form for Pieces of Procurement Dec 5th 2017	0.78 MB	Remove
2. Choose File No file chosen			Attach

Total used: 0.78 MB
Available: 29.22 MB

Step 4:

Web form now displays a Requisition ID

Req ID: 2074423

If you have questions, contact Procurement Services at (302) 831-2161.
Symbol key: * required information, ⚠ Error

Vendor

Vendor options: *

- Best quote from any vendor.
- Best quote from provided vendors. (Choose from the UD vendor list, or enter vendor information.)
- A specific vendor. (Choose one from the UD vendor list.)

Purchase Order Requisition

Step 5:

Use Lookup Vendor to add vendors

Provided vendors

Lookup Vendor/Payee

Enter all or part of the Vendor/Payee name - Use last name for individuals.

Vendor/Payee name:

Type all or part of vendor name and click Search

Step 6:

Lookup Vendor/Payee

Results for "Florida"

Search:

Vendor	Status	Action
FLORIDA-006 FLORIDA, UNIVERSITY OF C/O CHEMICAL ENGINEERING DEPARTMENT UNIVERSITY OF FLORIDA GAINESVILLE, FL 32611-6005 PHONE: 352/294-3098 FAX: 302/831-6772	Active	<input type="button" value="Select"/>
FLORIDA-006 FLORIDA, UNIVERSITY OF CSEA MEDIA CORE UNIVERSITY OF FLORIDA PO BOX 100165 GAINESVILLE, FL 32610-0165 PHONE: 352/294-3098 FAX: 302/831-6772	Active	<input type="button" value="Select"/>



Type keywords from vendor name to narrow Search

Purchase Order Requisition

Step 7: Credit card option for vendor

Vendor

UOD01
FLORIDA 006 (addr seq 6)
FLORIDA, UNIVERSITY OF
C/O CHEMICAL ENGINEERING DEPARTMENT
UNIVERSITY OF FLORIDA
GAINESVILLE, FL 32611-6005
United States (USA)
352/294-3098
302/831-6772

Accepts credit cards?

Choose one

Choose one

Yes

No

Don't Know

Action

Remove

Step 8: Funding Originator (Drafter)

Funding

Who will provide the funding information?

- I will provide the funding information.
- Funding information will be provided by:

NEW

Purchase Order Requisition

Step 9: Item details

Add item

Item short description:

Test-Demo-Pieces-of-Procurement

Item long description:

4000 characters left.

Unit of measure:

Each

Quantity:

1

Unit cost:

\$ 10

(use format n.nn)

Line total:

\$ 10.00

Step 10: Funding

To add more Speed types (max: 6)

Chartfield information

SpeedType: PURC110000

PROCUREMENT SERVICES

Purpose: PURC110000 - PROCUREMENT SERVICES

Category: Search by description or account.

140

Account: 46500 - ATHLETIC APPAREL ACCOUNT 140102

41200 - ATHLETIC SUPPLIES ACCOUNT 140100

Dept ID: 41101 - CHEMICALS ACCOUNT 140610

Fund: 41005 - COPY MACHINE SUPPLIES ACCOUNT 140200

Program: 41400 - FARM SUPPLIES ACCOUNT 140400

Userfield:

Project ID/Grant:

Done

Action

Save


NEW

Purchase Order Requisition

Step 11: Trade information

Trade information

After your equipment trade is approved, you will receive an email notification to start an Equipment Activity: Trade Web Form. A draft form including your equipment tag number will be available in your Web Forms in-basket. If you have any questions, please contact Asset Management at 831-2175.

Are you trading in tagged  Tagged (capital) equipment definition equipment?

Choose one

Choose one

Yes


No

[Previous step](#) [Exit without saving](#) [Save & exit \(not submitted\)](#) [Next step](#)



Step 12: Comments

Form Originator

Narayan, Abirami Meyyappan 

Comments:

Attachment(s):
Use the Browse or Choose file button to locate the file(s) on your local drive. Note:
The sum of all attached files must be less than 31 MB.

1. No file chosen



Purchase Order Requisition

Step 13: Routing



<input type="text" value="Copy"/>	<input type="text"/>
<input type="text" value="Copy"/>	<input type="text"/>
<input type="text" value="Copy"/>	<input type="text" value="Choose one"/>
<input type="text" value="Copy"/>	<input type="text" value="Walueff,George S"/>
<input type="text" value="Purpose Code Administrator"/>	<input type="text" value="Stewart,Robert Scott"/>
	<input type="text" value="Maurelli,Angelo Leigh"/>
	<input type="text" value="Choose one"/>
Final Approver	PayVend Buyer 6
Copy	Narayan,Abirami Meyyappan

[← Previous step](#) [✖ Exit without saving](#) [📁 Save & exit \(not submitted\)](#) [✔ Finish & submit](#)

Purchase Order Amendment

Step 1: Originator & PO information

Purchase Order Requisition Amendment

If you have questions, contact Procurement Services at (302) 831-2161.

Symbol key: * required information, ▲ Error

Form originator

Originated by: Narayan, Abirami Meyyappan (701814301) ✉
Procurement Services (04750)
General Services Building
302-831-2167

Requested for

Business unit: UNIVERSITY OF DELAWARE (UOD01) ▼

Department: Procurement Services (04750) ▼

Previous purchase order

Provide either the Purchase Order Requisition Web Form Req. ID or the purchase order number.

Requisition Req. ID:

Purchase order number:

Step 2: Previous PO information

Previous purchase order

Business unit: UNIVERSITY OF DELAWARE (UOD01)

Purchase order number: 0000046117

Request ID: 2074702

Payment activity: Activity for Req ID 2074702

Buyer: Downs, Patricia A

Department: Procurement Services (04750)

Prepared by: Narayan, Abirami Meyyappan

Vendor: UOD01
APPLECOM-002
APPLE COMPUTER INC
EDUCATION SALES SUPPORT
MS 198-3ED
AUSTIN, TX 78727
United States (USA)
512/674-6544
302/831-6772

NEW

Purchase Order Amendment

Close PO

Choose additional approvers is needed. Then click Finish & submit.

The screenshot shows a form titled "Amendment". It features two main input fields: a dropdown menu labeled "Close PO:" with the value "Yes" selected, and a text area labeled "Reason for amendment:" containing the text "Project Completed". The text area has a character count at the bottom indicating "3983 characters left.".

Add Additional items (similar to PO Requisition)

- Choose funding originator
- Add item details
- Add funding details
- Choose Purpose Code Administrator
- Choose Additional Approvers if needed
- Then Click Finish & Submit

Purchase Order Amendment

Change funding on Existing PO:

Step 1: Choose funding originator.

Step 2: Add item details(similar to PO Requisition) with the negative amount for the Speed type of the funding to be reversed.

Step 3: Add item details(similar to PO Requisition) with the positive amount for the Speed type of the funding to be added.

Step 4: Choose Purpose code Administrators, additional approvers if needed and click Finish & Submit. (similar to PO Requisition) with the negative amount for the Speed type of the funding to be reversed.

Purchase Order Amendment

Change Funding on Existing PO

Line item with negative amount

Add an amendment item

Item short description: Test Change Funding Nov 2017

Item long description:
4000 characters left.

Unit of measure: Each

Quantity: 1

Unit cost: \$ -989
(use format nnn)

Line total: \$ -989.00

Chartfield information	Amount	Action
SpeedType: * VPFN110000 VP FIN & DEPUTY TREAS OFC Purpose: VPFN110000 - VP FIN & DEPUTY TREAS OFC	\$ -989	Save

Line item with positive Dollar Amount

Add an amendment item

Item short description: Test-Add-Fund-Nov-2017

Item long description:
4000 characters left.

Unit of measure: Each

Quantity: 1

Unit cost: \$ 989
(use format nnn)

Line total: \$ 989.00

Chartfield information	Amount	Action
SpeedType: * PURC110000 PROCUREMENT SERVICES Purpose: PURC110000 - PROCUREMENT SERVICES	\$ 989	Save

Purchase Order Amendment

Change funding on Existing PO:

Review item details

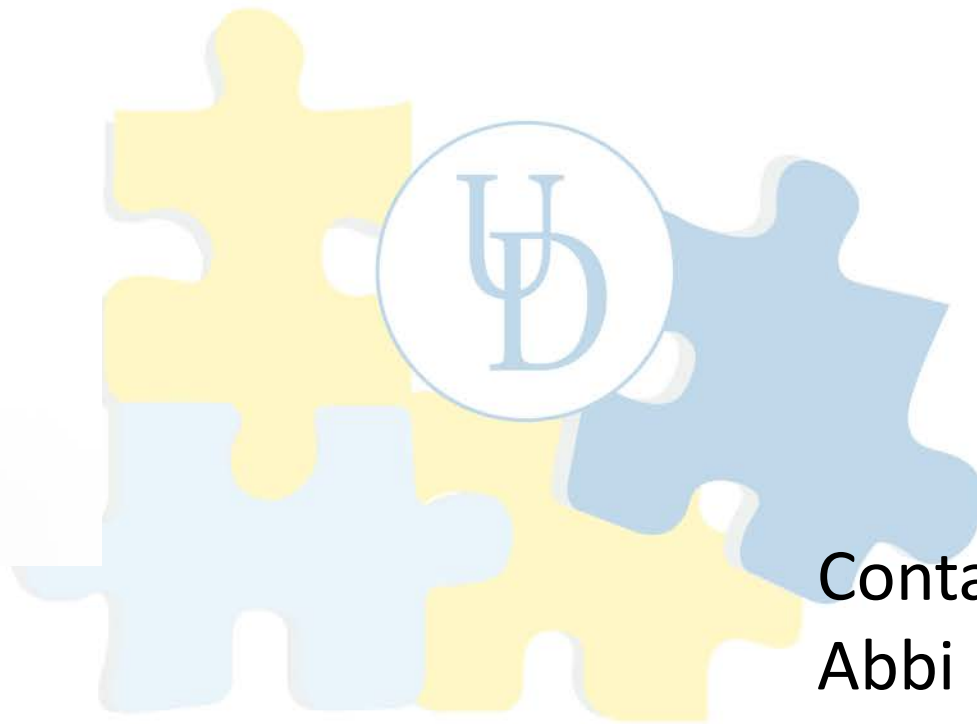
Amendment item(s)

Item	Details	Line total	Action																
Test Change Funding Nov 2017	<p>Unit of measure: Each Quantity: 1 Unit cost: \$-989.00</p> <table border="1"> <thead> <tr> <th colspan="3">Chartfield information</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SpeedType: VFPN110000 - VP FIN & DEPUTY TREAS OFC</td> <td>Purpose: VFPN110000 - VP FIN & DEPUTY TREAS OFC</td> <td>Account: 148400 - COMPUTER SYSTEMS SOFTWARE</td> <td>\$-989.00</td> </tr> <tr> <td>Dept ID: 04004 - VP FINANCE & DEPUTY TREASURER</td> <td>Fund: OPBAS - OPERATING BASIC</td> <td>Program: ADALL - ADMINISTRATIVE ALLOWABLE</td> <td></td> </tr> <tr> <td colspan="3">Chartfield total</td> <td>\$-989.00</td> </tr> </tbody> </table>	Chartfield information			Amount	SpeedType: VFPN110000 - VP FIN & DEPUTY TREAS OFC	Purpose: VFPN110000 - VP FIN & DEPUTY TREAS OFC	Account: 148400 - COMPUTER SYSTEMS SOFTWARE	\$-989.00	Dept ID: 04004 - VP FINANCE & DEPUTY TREASURER	Fund: OPBAS - OPERATING BASIC	Program: ADALL - ADMINISTRATIVE ALLOWABLE		Chartfield total			\$-989.00	\$-989.00	Edit Remove
Chartfield information			Amount																
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Chartfield information			Amount																
SpeedType: PURC110000 - PROCUREMENT SERVICES	Purpose: PURC110000 - PROCUREMENT SERVICES	Account: 148600 - COMPUTER HARDWARE & SUPPLIES	\$989.00																
Dept ID: 04750 - PROCUREMENT SERVICES	Fund: OPBAS - OPERATING BASIC	Program: ADALL - ADMINISTRATIVE ALLOWABLE																	
Chartfield total			\$989.00																
Total of amendment items		\$0.00																	
New PO total		\$8,989.00																	

Purchase Order Requisition & Amendment

??QUESTIONS??

Thank You



Contact:
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