



FIN- Purchase Order Requisition

Procurement Services

FIN-Purchase Order Requisition

Use this form to initiate the purchase of goods or services from sources outside the University. Goods or Services costing less than \$5,000 can be purchased using the UD Purchasing Card. Initiate the purchase on this form if the vendor does not accept credit card payments.

This form can also be used to request payments to vendors for invoices related to purchases made without following the requisition and purchase approval process for amounts greater than \$5000. Following the requisition and purchase approval process is highly recommended to avoid any delays in processing payments.

Please click [here](#) for instructions on how to fill out the FIN- Purchase Order Requisition web form.



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Procurement Services

Step 1: UD Web forms log in → Blanks → FIN Purchase Order Requisition (**Scroll down the list to find**)

HELP BLANKS IN BASKET OUT BASKET ARCHIVE FOLDERS DRAFTS LOG OUT

- FIN Pre-Award Request Form
- FIN Proposal Approval Summary
- FIN Purchase Order Amendment
- FIN Purchase Order Requisition**
- FIN Request for Payment to Individual

Step 2: The first page comes with Business unit and department pre populated. There is the Ship to address. It is pre filled with your information. The information can be edited if you are ordering goods that need to be delivered to a different campus building. Choose the building from the drop down list. If you are initiating the request for services and there is nothing that is getting shipped, please do not edit the ship to address.

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) ▼



FIN- Purchase Order Requisition

Procurement Services

Step 3: Choose the commodity from the drop down list. If your purchase is not for any of the listed commodity, scroll down to find Not Applicable.

Purchase information

Commodity in this request: *

Has this purchase already been made? *

Supporting Document(s)

Use the **Browse** or **Choose file** button to locate the file(s) on your local drive.

File	Description
Choose one	
Fume Hoods	
Intrusion Alarms	
Laser Equipment	
Not Applicable	
Radioactive	
Refrigerators	

Step 4: Choose an answer for the question ‘Has this purchase already been made?’ from the drop down.

Step 5: The first page also allows you to attach quotes, documents that would help processing the requisition. The form allows up to twelve attachments. The total file size for all attachments together cannot exceed 30 MB. The form initially shows only one attachment slot. After the first attachment is included, additional attachment slots are available. It is highly recommended to attach any documents you have that maybe related to the requisition to minimize processing time. The attachment now displays the file name. There is also a description field to add brief details about the attachment.

Supporting Document(s)

Use the **Browse** or **Choose file** button to locate the file(s) on your local drive. The sum of all attached files 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 6: Click on Next Step.



FIN- Purchase Order Requisition

Procurement Services

Step 7: Select the applicable Vendor Selection from the choices displayed. Notice that the requisition now has an ID number assigned to it.

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.)

Step 8: Use Lookup Vendor to select vendors. If the choice for vendor specification is Best quote from any vendor, then this step can be skipped.

Provided vendors

Lookup vendor Provide a new vendor

Step 9: The Vendor lookup opens a little pop-up window. Type all or part of vendor name, click Search

Lookup Vendor/Payee Cancel

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

Vendor/Payee name:

Florida

Search



FIN- Purchase Order Requisition

Procurement Services

Step 10: The Vendor lookup search returns the applicable results with a Vendor status. Search can be narrowed down by entering keywords in the search box. Click Select to choose the vendor.

Lookup Vendor/Payee ✖ Cancel

Results for "Florida" 🗑 Clear

Search: Univ

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	✔ 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	✔ Select

Step 11: The Vendor name is now populated in the form. Choose an answer from the drop down for credit card acceptance by the Vendor. If needed repeat the steps to add more Vendors. Click Next Step.

Vendor	Accepts credit cards?	Action
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	Choose one Choose one Yes No Don't Know	🗑 Remove



FIN- Purchase Order Requisition

Procurement Services

Step 12: Choose who will provide the funding information.

Funding

Who will provide the funding information?

I will provide the funding information.

Funding information will be provided by:

Step 13: Fill in the item short description, unit of measure, quantity and unit cost.

Add item

Item short description:

Item long description:
4000 characters left.

Unit of measure:

Quantity:

Unit cost:
(use format n.nn)

Line total:

Step 14: Fill in the SpeedType. There can be up to six different speed types for an item.

Step 15: Fill in the category code by typing the description or the account code. Only one category / account code per line item. Fill in the amount corresponding to each speed type.

Step 16: Click Save to add more Speed Types. Click done to add another line item.



FIN- Purchase Order Requisition

Procurement Services

Chartfield information	Amount	Action
<p>SpeedType: * PURC110000 <input type="text"/></p> <p>PROCUREMENT SERVICES</p> <p>Purpose: PURC110000 - PROCUREMENT SERVICES</p> <p>Category: * Search by description or account.</p> <p><input type="text" value="140"/></p> <p>Account: 46500 - ATHLETIC APPAREL ACCOUNT 140102</p> <p>41200 - ATHLETIC SUPPLIES ACCOUNT 140100</p> <p>Dept ID: 41101 - CHEMICALS ACCOUNT 140610</p> <p>Fund: 41005 - COPY MACHINE SUPPLIES ACCOUNT 140200</p> <p>41400 - FARM SUPPLIES ACCOUNT 140400</p> <p>Program:</p> <p>Userfield: <input type="text"/></p> <p>Project ID/Grant: <input type="text"/></p> <p><input type="button" value="Done"/></p>	\$ <input type="text"/>	<input type="button" value="Save"/>

Step 17: Click Save Item. Repeat the steps to add additional line items if needed. Then click Next Step.

Step 18: Fill out the trade information section. Select 'No' if you are not trading equipment. If you are trading equipment, choose yes from the drop down. The form will prompt for equipment tag information if applicable. Then click Next Step.

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



FIN- Purchase Order Requisition

Procurement Services

Step 19: Enter any additional comments for Approvers or Procurement to pass on to the vendor.

Step 20: Additional approvers are optional, can be added if needed by changing copy to Approve in the drop down. Choose a Purpose Code Administrator from the drop down. Click Finish and Submit.

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

Copy

Copy

Copy

Copy

Purpose Code Administrator

Final Approver: PayVend Buyer 6

Copy: Narayan, Abirami Meyyappan