

# KFS: Purchasing System



# **KFS Shop Catalog Requisitions (non-catalog requisitions follow)**



Shop Catalogs is located in the Procurement & Accounts Payable section of the dashboard (click on that). User will then go into Shop Catalogs to begin the requisition. You could also use the “jump to...” and enter shop catalogs—it will take you to the same page.

- HOME
- Jump to... Ctrl+K
- ACCOUNTING
- ACCOUNTS RECEIVABLE
- AUTOMATED JOURNAL VOUCHER
- BALANCE INQUIRIES
- BUDGET CONSTRUCTION
- CAPITAL ASSETS
- CHART OF ACCOUNTS
- PRE-DISBURSEMENT
- PROCUREMENT & ACCOUNTS PAYABLE
- SYSTEM
- TRAVEL
- VENDOR
- 1099
- BFS ADMINISTRATION

### Procurement & Accounts Payable

- ACTIVITIES
  - Contract Manager Assignment
  - Disbursement Voucher
  - Line Item Receiving
  - Requisition
  - Shop Catalogs

- REFERENCE
  - Training- Capital Asset Tab

- ADMINISTRATION
  - Procurement Cardholder
  - Billing Address
  - Bulk Receiving
  - CapitalAssetSystemState
  - Capital Asset System Type
  - Carrier
  - Delivery Required Date Reason
  - Disbursement Voucher Payment Reason
  - Electronic Invoice Item Mapping
  - Funding Source
  - Item Reason Added
  - Item Type
  - Method of PO Transmission
  - Negative Payment Request Approval Limit
  - Organization Parameter
  - Payment Request Auto Approve Exclusions
  - Purchase Order Contract Language
  - Purchase Order Quote Language
  - Purchase Order Quote List



User is able to click on the heart next to any selection to mark it as a favorite. The selection will appear on the main screen when the user logs into Kuali the next time.

- HOME
- Jump to... Ctrl+K
- ACCOUNTING
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- BUDGET CONSTRUCTION
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### Procurement & Accounts Payable

#### ACTIVITIES

- Contract Manager Assignment
- Disbursement Voucher
- Line Item Receiving
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- Shop Catalogs



#### REFERENCE

- Training- Capital Asset Tab

#### ADMINISTRATION

- Procurement Cardholder
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- Purchase Order Quote Language
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After clicking on Shop Catalog, the user will be directed to the Shop Catalogs environment to shop and purchase supplies. When shopping is complete, the cart is returned to Kuali as a requisition and information is auto populated into the requisition. User is still required to input accounting information.

The screenshot shows a web application interface for 'Shop Catalogs'. On the left is a dark blue navigation sidebar with icons and labels for Home, Shop, Orders, Contracts, Reporting, Administer, and Setup. The main content area has a top navigation bar with the user name 'Lynette Brink', a search bar, and a currency indicator '15.22 USD'. Below this is a breadcrumb trail: 'Shop > Shopping > Shopping Home > Home/Shop'. A banner at the top of the main area states: 'JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.' The main content area features a search bar with 'Shop' and a dropdown menu set to 'Everything', followed by a 'Go' button. Below the search bar are links for 'advanced search', 'favorites', 'forms', 'non-catalog item', 'quick order', and 'Browse: suppliers | categories | contracts'. The interface is organized into several sections, each with a dropdown arrow and a question mark icon: 1. 'Lab Supply/Equipment Catalogs' containing a grid of 12 vendor tiles: Fisher Scientific, VWR, Airgas, MCKESSON, BIO-RAD, SIGMA-ALDRICH, Life Technologies (ASB | invitrogen), QIAGEN, Cytoskeleton Products, Agilent, and LIGHTLABS. 2. 'Computer/IT Catalogs' containing a grid of 5 vendor tiles: CDWG, Connection, B&H, DELL, and Uni-Key. 3. 'Office Supply Catalogs' containing one tile for Office DEPOT. 4. 'Toner/Ink Catalogs' containing one tile for SOURCE. 5. 'Furniture Catalogs' containing two partially visible tiles for WORKSPACE RESOURCE and CHARTERED. Each vendor tile includes the company logo and the text 'Uniform Guidance Compliant'.



# KFS Shop Catalogs

## Profile Setup



Click on the person profile and then click on “View My Profile”

The screenshot shows a web application interface with a user profile dropdown menu open. The user's name is **Lynette Brink**. The dropdown menu contains the following options:

- View My Profile
- Dashboards
- Manage Searches
- Manage Search Exports
- Set My Home Page
- My Recently Completed Carts (5)
- My Recently Completed Purchase Orders (5)

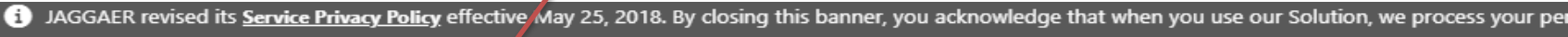
The main content area is divided into two sections:

- Lab Supply/Equipment Catalogs:** A grid of 18 catalog tiles, each with a logo and the text "Uniform Guidance Compliant". The logos include CAMS, Agilent, Airgas, MEDLINE, NWT, Thomas Scientific, USA SCIENTIFIC, VWR, NETA SCIENTIFIC, MILLIPORE SIGMA, life technologies, QIAGEN, and LIGHTLABS.
- Computer/IT Catalogs:** A section with a dropdown arrow, currently showing no items.

On the left side, there is a sidebar with navigation icons and a notification box titled "Thomas Scientific Catalog is Live!". Below the notification is a "Need Training?" section with text about procurement processes at CSU.




Click on “Default User Settings”  
and then “Default Addresses”



**Lynette Brink**  
User Name LBRINK@COLOSTATE.EDU

- User Profile and Preferences
- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- Early Access Participation
- Default User Settings
- Custom Field and Accounting Code Defaults
- Default Addresses
- Checkout Settings
- Financial Approvers
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences

### User's Name, Phone Number, Email, etc.

First Name	Lynette
Last Name	Brink
Phone Number	<input type="text"/> ext. <input type="text"/>
	International phone numbers must begin with +
Mobile Phone Number	<input type="text"/>
	International phone numbers must begin with +
E-mail Address *	<input type="text"/> 
Department	CO-6010 (CO-6010)
Position	<input type="text"/>
Authentication Method	cXML
User Name *	LBRINK@COLOSTATE.EDU





Click on "Select Addresses for Profile"

**Lynette Brink**  
User Name LBRINK@COLOSTATE.EDU

- User Profile and Preferences >
- Default User Settings >
- Custom Field and Accounting Code Defaults
- Default Addresses**
- Checkout Settings
- Financial Approvers
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >

### Default Addresses

No addresses defined in profile.

**Ship To** ?

Select an address to edit

No addresses defined in profile.

**Shipping Addresses**

[Select Addresses for Profile](#)



Enter your 4-digit campus delivery code in the “Nickname/Address Text” Box and then click “Search”

**Lynette Brink**  
User Name LBRINK@COLOSTATE.EDU

Documents  
Reporting

- User Profile and Preferences >
- Default User Settings >
- Custom Field and Accounting Code Defaults
- Default Addresses**
- Checkout Settings
- Financial Approvers
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >

### Default Addresses

No addresses defined in profile.

**Ship To** ?

Select an address to edit [Select Addresses for Profile](#)

No addresses defined in profile.

#### Shipping Addresses

#### Address Search

Nickname / Address

Text

Results Per Page  ▾

[Search](#)



Click the radio button next to the correct address

Documents

Reporting

**Lynette Brink**

User Name LBRINK@COLOSTATE.EDU

- User Profile and Preferences >
- Default User Settings >
- Custom Field and Accounting Code Defaults
- Default Addresses**
- Checkout Settings
- Financial Approvers
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >

### Default Addresses

**No addresses defined in profile.**

**Ship To**

Select an address to edit [Select Addresses for Profile](#)

**No addresses defined in profile.**

#### Shipping Addresses

Name	Address
<input checked="" type="radio"/> 6010-1	Contact Line 1 Lynette Brink Building: Room Number: Department: Colorado State University 200 West Lake Street 6010 Campus Delivery Fort Collins, CO 80523-6010 United States

#### Address Search

Nickname / Address Text

Results Per Page

[Search](#)

Addresses Found: 1 Page 1 of 1



Enter your building name, room number and department name in the appropriate boxes. To select this as your default address, click the box. Click "Save" upon completion.

Documents

Reporting

User Profile and Preferences >

Default User Settings >

Custom Field and Accounting Code Defaults

**Default Addresses**

Checkout Settings

Financial Approvers

User Roles and Access >

Ordering and Approval Settings >

Permission Settings >

Notification Preferences >

User History >

**Lynette Brink**

User Name LBRINK@COLOSTATE.EDU

**Default Addresses**

No addresses defined in profile.

**Ship To**

Select an address to edit

Select Addresses for Profile Delete Address

No addresses defined in profile.

**Shipping Addresses**

**Edit Selected Address**

Nickname 6010-1

Default

Current Default Address ---

**ADDRESS**

**Contact Line 1 \*** Lynette Brink

**Building: \*** Howes Street Business Center

**Room Number: \*** 108

**Department: \*** Procurement Services

Address Line 1 Colorado State University

Address Line 2 200 West Lake Street

Address Line 3 6010 Campus Delivery

City Fort Collins

State CO

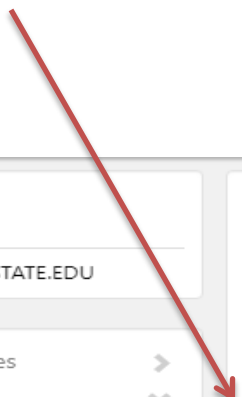
Zip Code 80523-6010

Country United States

Save



The address will appear in the "Shipping Addresses" box. Follow these steps to create multiple shipping addresses for your profile.



**Lynette Brink**  
User Name LBRINK@COLOSTATE.EDU

- User Profile and Preferences >
- Default User Settings >
- Custom Field and Accounting Code Defaults
- Default Addresses**
- Checkout Settings
- Financial Approvers
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >

### Default Addresses

Ship To ?

Select an address to edit Select Addresses for Profile Delete Address

Shipping Addresses	Edit Selected Address <span>?</span>
<b>6010-1</b>	Nickname: 6010-1
	Default: <input checked="" type="checkbox"/>
	Current Default Address: 6010-1
	<b>ADDRESS</b>
	Contact Line 1 *: Lynette Brink
	Building: *: Howes Street Business Center
	Room Number: *: 108
	Department: *: Procurement Services
	Address Line 1: Colorado State University
	Address Line 2: 200 West Lake Street
	Address Line 3: 6010 Campus Delivery
	City: Fort Collins
	State: CO
	Zip Code: 80523-6010
	Country: United States
	<span>Save</span>



# KFS Shop Catalogs

**Hosted Catalog Searching (these catalogs don't have a punch-out)**



Users can do simple searches in the search field for hosted catalogs from the shop catalogs main screen. Enter your product to search and click go.

Shop > Shopping > Shopping Home > Home/Shop

Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

Shop Catalogs will perform a search and return results based on keyword “beaker”. The result will include vendors, category, and manufacturer.

Results Per Page: 20 Sort by: Best Match Page 1 of 172

**14030-200 BEAKER BERZLS SPOUT 200ML PK12 KIMAX brand Berzelius Beakers Tall Form Graduated 200ml with pouring spout. Graduation range: 25-150ml. Reverse graduation: 0-125ml. Top is slightly flared with a thick reinforcing bead. Durable matte-finish area** from VWR INTERNATIONAL **294.59 USD**  
48Item, CS  
Add to Cart  
check availability  
add favorite | compare

Part Number: 89001-086 (CS)  
Manufacturer Info: 14030-200 - (Kimble Chase)

**Ultrasonic Beaker Rack - 1/2 Gallon Cleaner Stainless Steel Beaker Rack** from Fastenal Company **Order from Supplier**  
EA  
add favorite | compare

Part Number: 0214343  
Manufacturer Info: 51-42116R - (AVEN TOOL)

**150-ML Beakers (12 pk)** from Fastenal Company **Order from Supplier**  
EA  
add favorite | compare

Part Number: 11750-12533  
Manufacturer Info: 11750-12533 - (Fastenal Approved Vendor)

**Bottle Grad Beaker Round 120 ml PK24** from Evco Partner LP **Order from Supplier**  
EA  
add favorite | compare

Part Number: 3UCV4  
Manufacturer Info: GLC01504 - (QORPAK)

**Graduated Beaker 500mL Pk10** from Evco Partner LP **Order from Supplier**  
EA  
add favorite | compare

Part Number: 3VFA6  
Manufacturer Info: 5220850500 - (DYNALON)

**Beveled Beaker 600ml 304SS** from Evco Partner LP **Order from Supplier**  
EA  
add favorite | compare

Part Number: 3LDT9  
Manufacturer Info: 80600 - (APPROVED VENDOR)

**Beaker W/Handle Low-Form 500mL** from Evco Partner LP **Order from Supplier**  
EA  
add favorite | compare

Part Number: 3VEX9  
Manufacturer Info: 3264950500 - (DYNALON)

**Bottle Grad Beaker Round 240 ml PK24** from Evco Partner LP **Order from Supplier**

**Filter Results**

**By Manufacturer**

- Accuflow Systems (4)
- Ace Glass Inc (185)
- Agilent Technologies (5)
- Alere (1)
- Alfa Aesar (60) more...

**By Supplier**

- Evco Partner LP (91)
- Fastenal Company (202)
- VWR INTERNATIONAL (1428)
- AGILENT TECHNOLOGIES (5)
- FISHER SCIENTIFIC CO (1704)

**By Product Flag**

- Green (79)
- Recycled (79)

**By Supplier Class**

- (AT) Disadvantaged Business Enterprise (91)
- (AT) Women Owned Business Enterprise (293)
- STATE PRICE AGREEMENT/UNIVERSITY PRICE AGREEMENT (1428)
- (AT) SBA Historically Underutilized Business Zone (91)
- (AT) Small Business Enterprise (293) more...

**By Category**

- Air Monitors (1)
- Ampule Accessories (1)
- Applicator brushes (27)
- Atomic Absorption Spectrophotometer Accessories (2)
- Autopsy dissection forceps for general use (9) more...

**By Packaging UOM**

- BX (9)
- CS (1175)
- CT (1)



If part number is known, input the part number in the search engine. Click Go.

Shop

Go to: [advanced search](#) | [favorites](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

The search result will filter to known part numbers from the hosted catalog vendors.

Showing 1 results

Add Keywords

Filter Results 

By Supplier

Agilent Technologies (1) \$


By Supplier Class


VENDOR CAN BE USED FOR PURCHASES <\$10,000 WITHOUT PURCHASING APPROVAL (1) \$

By Category

Dissolution Test Apparatus Components (1)

Results Per Page: 20 Sort by: Best Match

 **VK Verified Beaker, Disnt.,U** from Agilent Technologies

[larger image](#) Part Number: 37-5305V  
Manufacturer Info: 37-5305V - (Agilent Technologies)  
\$ 





Once item has been found, click on “order from supplier”.


Shop Everything 37-5305v Go

Go to: advanced search | favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts

Results for: Everything : 37-5305v

Showing 1 - 1 of 1 Results Compare Selected: 0

Results Per Page 20 Sort by: Best Match Page 1 of 1

 <b>VK Verified Beaker, Disnt.,U</b> from AGILENT TECHNOLOGIES			<b>Order from Supplier</b>
<a href="#">larger image</a>	Part Number	37-5305V	1/EA
	Manufacturer Info	37-5305V - (Agilent Technologies)	<a href="#">add favorite</a>   <a href="#">compare</a>

User can Proceed to Checkout and complete shopping or continue shopping.

Agilent | Trusted Answers

ABOUT AGILENT CONTACT US UNITED STATES MY ACCOUNT

PRODUCTS SOLUTIONS TRAINING & EVENTS SERVICES SUPPORT RESOURCES ORDER CENTER

Home > Order Center > Cart

1 YOUR CART 2 BILLING & SHIPPING 3 REVIEW & PLACE ORDER 4 ORDER CONFIRMATION

You have 1 item/items in your cart.  
Items will remain in your shopping cart for 30 days. You can [check out](#) or [continue shopping](#) anytime during that period.

CREATE QUOTE

SUBTOTAL of 1 item(s)  
**\$254.15**  
USD

START CHECK OUT



# KFS Shop Catalogs

## Punch-out Catalogs



**Punch-out Catalogs are listed on the Shop Catalogs Main page. User can click on the vendor logo to go to supplier website to shop.**













Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)






**Office Depot Office Products Show**  
Office Depot is hosting an office products vendor fair with a focus on environmentally friendly products. The event is November 20, 2019 from 10:00 am to 1:00 pm in the Lory Student Center Ballroom 350 C. Please share with your colleagues and come to the fair!

**Need Training?**  
Expecting new faculty or staff members who will need to know the basics of procurement processes at CSU? Would your area benefit from a refresher on processes, or a general question and answer session? Please reach out to the Procurement Services team for help. We are happy to assist in education efforts across campus.


**Lab Supply/Equipment Catalogs**

 Uniform Guidance Compliant	 Uniform Guidance Compliant	 Uniform Guidance Compliant	 Uniform Guidance Compliant	 Uniform Guidance Compliant	
					


**Computer/IT Catalogs**

 Uniform Guidance Compliant	 Uniform Guidance Compliant	 Uniform Guidance Compliant	 Uniform Guidance Compliant	
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**Office Supply Catalogs**

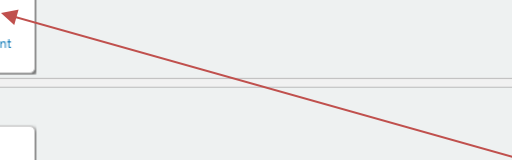
 Uniform Guidance Compliant
---

**Toner/Ink Catalogs**

 Uniform Guidance Compliant
--

**Furniture Catalogs**

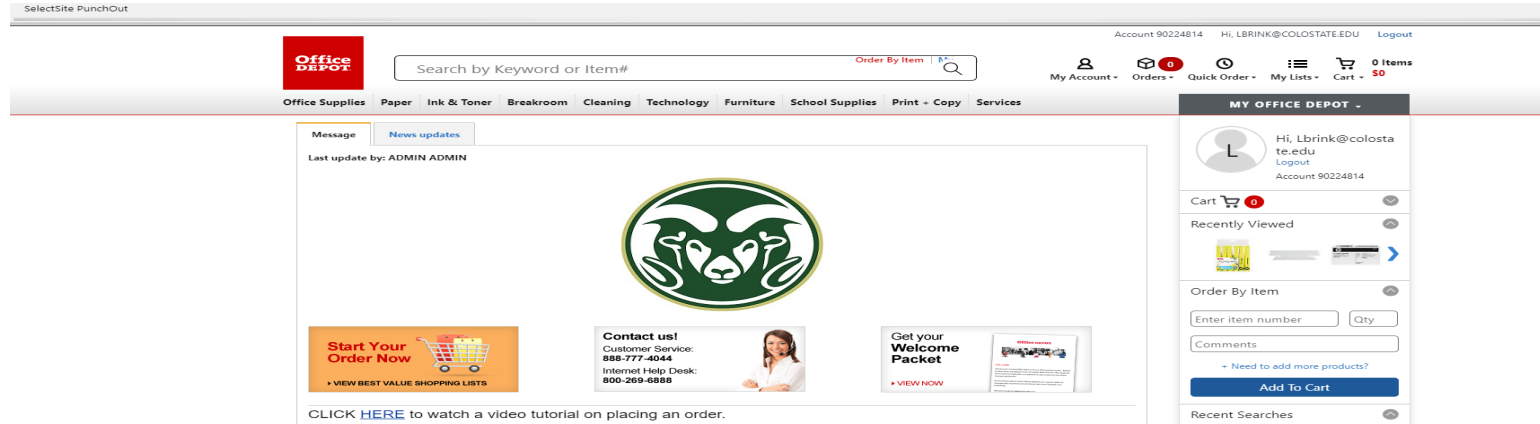
	
---	---



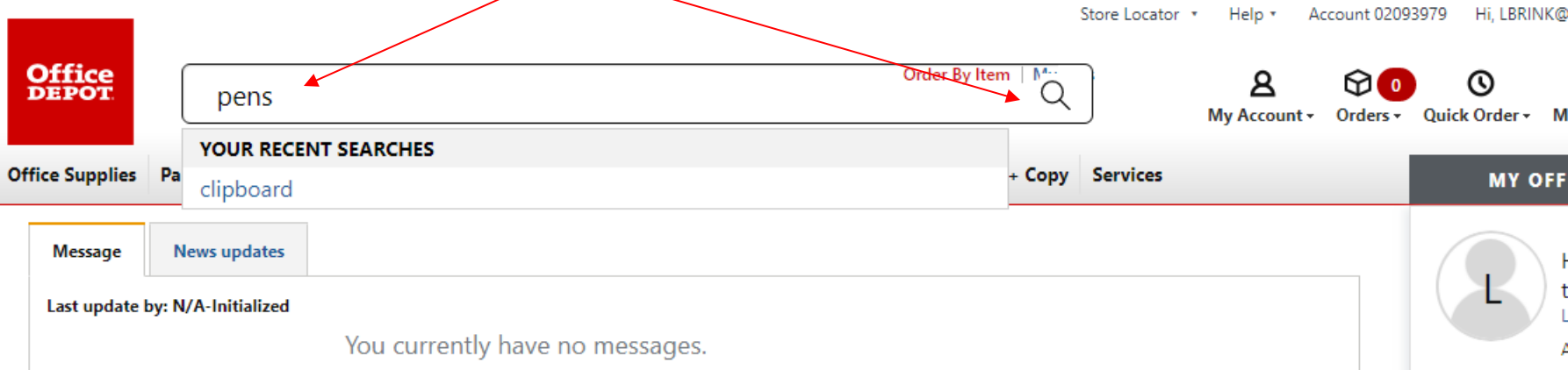
**Once user clicks on the vendor logo...**



User is placed within the supplier website to shop. User has same shopping experience as they would in a regular ecommerce site.




User searches for product listed in the catalog.



Once item is found, user updates quantity and adds to cart.

Pens 139 results

By  24 Per Page  Grid  List




Item 664011  
BIC® Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens

Availability: 10,015  
✓ Sold Online  
✓ Sold in Stores

Qty  **\$6.99 / box**  
**Add to Cart**  
 Compare

When shopping is complete click checkout.



**BIC® Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens** **\$6.99 /box** 1  
Item # 664011 Entered Item # 664011

[Continue Shopping](#)

**SHOPPING CART** **CHECK OUT**

Cart is returned from supplier's website. User may proceed to checkout or click on modify to change.

Cart Name   
Description

**Supplier / Line Item Details** [Show line details](#)  [Add to Favorites](#) [Go](#)

**Office Depot** [more info...](#)

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)  
Need to make changes? [MODIFY ITEM](#) [VIEW ITEMS](#) Item(s) was retrieved on: 10/21/2019 1:51:08 PM

Line(s): 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
BIC(R) Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens <a href="#">more info...</a>	664011	BX	6.99	<input type="text" value="1"/> BX	6.99 USD
<b>Supplier subtotal</b>					<b>6.99 USD</b>
<b>Subtotal</b>					<b>6.99</b>
<b>Total</b>					<b>6.99 USD</b>

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

[Save](#) [Proceed to Checkout](#)



# **KFS Shop Catalogs**

## **Checkout Process/KFS Requisition**



When completing the checkout process in Shop Catalogs, information stored as a default (shipping address) will auto populate and will allow user a chance to review their cart before submittal to KFS. User will click on Submit Cart to Kuali to populate requisition in KFS.

Orders > Search > Search Documents > Summary - Draft Requisition

General Shipping Final Review

**Submit Cart to Kuali**

Go to Express Checkout Return to shopping cart Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.  
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition Summary Taxes/S&H

Hide header

General	Shipping
Cart Name: 2019-10-21 LBRINK@COLOSTATE.EDU 01	Shipping address
Description: no value	Contact Line 1 Lynette Brink Building: Howes Street Business Center Room Number: 108 Department: Procurement Services Colorado State University 200 West Lake Street 6010 Campus Delivery Fort Collins, CO 80523-6010 United States

Supplier / Line Item Details

Hide line details

For selected line items Add to Favorites Go

**Office Depot** more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
Need to make changes? MODIFY ITEMS | VIEW ITEMS Item(s) was retrieved on: 10/21/2019 1:51:08 PM  
Line(s): 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
BIC(R) Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens	664011	BX	6.99	1 BX	6.99 USD

Manufacturer Name: BIC CORP  
Manufacturer Part Number: GSM60-BLACK  
Supplier Part Auxiliary ID: 664011



The KFS requisition will auto populate all of the required fields except accounting information. User will input account number, object code and percent and click add to save accounting information.

Vendor Info

Suggested Vendor : Office Depot Inc  
Vendor # : 53049-0  
Address 1 : 6600 North Military Trail  
Address 2 :  
Attention :  
Customer # :  
Notes To Vendor :  
Contract Name : Office Depot  
Phone Number :   
Fax Number :

Province :

City : Boca Raton  
State : FL  
Postal Code : 33496  
Country : United States

Payment Terms : Net 30 Days  
Shipping Title : DESTINATION  
Shipping Payment Terms : VENDOR PAYS ("ALLOWED")  
Contacts :   
Supplier Diversity :

ITEMS

Setup Distribution Remove Accounts From All Items Remove Commodity Codes From All Items **Expand All Accounts** Collapse All Accounts

### CURRENT ITEMS

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	ACTIONS	
QUANTITY	1.00	BX BOX	664011		BIC(R) Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens	6.99	6.99		
* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
CO Colorado State University							100.00		

Click "+" to save accounting information





Once accounting information has been saved, click on submit at bottom of page to forward requisition for account approval and additional approval workflow.

NOTES AND ATTACHMENTS (0)

NOTES AND ATTACHMENTS

Posted Timestamp	Author	Note Text	Attached File	Send to Vendor?	Notification Recipient	Actions
add:		<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>		<input type="button" value="add"/>

AD HOC RECIPIENTS

ROUTE LOG

Calculate Submit Save Reload Close Cancel Copy

Users can review route log to track what approvals are necessary before a purchase order is created and sent to vendor.

ID: 1557696

<b>Title</b>	Requisition - 2012-02-27 SWAROJ 04		
<b>Type</b>	Requisition	<b>Created</b>	02:44 PM 02/27/2012
<b>Initiator</b>	Swaro, John Joseph	<b>Last Modified</b>	03:04 PM 02/27/2012
<b>Status</b>	SAVED	<b>Last Approved</b>	
<b>Node(s)</b>	AdHoc	<b>Finalized</b>	

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Swaro, John Joseph		02:44 PM 02/27/2012	

Pending Action Requests

Action	Requested Of	Time/Date	Annotation
<input type="button" value="show"/> IN ACTION LIST COMPLETE	Swaro, John Joseph	02:44 PM 02/27/2012	

Future Action Requests

Action	Requested Of	Time/Date	Annotation
<input type="button" value="show"/> PENDING APPROVE	Krappes, Louis Frank	03:04 PM 02/27/2012	KFS-SYS Fiscal Officer 1357020 CO



# Non-Catalog Requisitions

“No Quantity” and “Quantity” Requisitions



# No Quantity Requisitions

- “No Quantity” requisitions are used for open and service purchase orders
- Receiving is not required
- Multiple payments can be made



- HOME
- Jump to... Ctrl+K
- ACCOUNTING
- ACCOUNTS RECEIVABLE
- AUTOMATED JOURNAL VOUCHER
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- PROCUREMENT & ACCOUNTS PAYABLE**
- SYSTEM
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- VENDOR
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- BFS ADMINISTRATION
- HELP
- ABOUT

### Procurement & Accounts Payable

- ACTIVITIES
  - Contract Manager Assignment
  - Disbursement Voucher
  - Line Item Receiving
  - Requisition**
  - Shop Catalogs

- REFERENCE
  - Training- Capital Asset Tab

- ADMINISTRATION
  - Procurement Cardholder
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  - Item Type
  - Method of PO Transmission
  - Negative Payment Request Approval Limit
  - Organization Parameter
  - Payment Request Auto Approve Exclusions
  - Purchase Order Contract Language
  - Purchase Order Quote Language
  - Purchase Order Quote List
  - Purchase Order Quote Status
  - Purchase Order Vendor Choice
  - Receiving Address

Click here to start the process of creating a requisition



Upon entering the requisition, a document and requisition number are created. Make note of the document number for searching later.

Doc Nbr: 20761157  
Initiator: lbrink@colostate.edu  
Requisition #: Not Available

Status: INITIATED  
Created: 02:59 PM 10/21/2019  
Requisition Doc Status: In Process

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

\*Description:

Explanation:

Organization Document Number:

FINANCIAL DOCUMENT DETAIL

\*Year: 2020

REQUISITION DETAIL

\*Chart/Org: CO / 6010 ⓘ

\*Funding Source: INSTITUTION ACCOUNT ▾

Receiving Required:

Payment Request Positive Approval Required:

This is a required field for all requisitions. For requisitions over \$10,000, the description will be changed to reflect the last name of the Purchasing Agent that is assigned the requisition.



REQUISITION DETAIL

\* Chart/Org: CO / 6010

\* Funding Source: INSTITUTION ACCOUNT

Receiving Required:

Payment Request Positive Approval Required:

Account Distribution Method: Proportional

DELIVERY

FINAL DELIVERY

The first time you create a requisition, you will need to set your default final delivery address. To do so, click on the magnifying glass next to Building.

\* Delivery Campus: MC - CSU Main Campus

\* Delivery To: Brink, Lynette

Building:

Phone Number: 970-491-5105

\* Address 1:

Email: Lynette.Brink@colostate.edu

Address 2:

\* Room:

\* City:

State:

Postal Code:

\* Country:

Delivery Instructions:

RECEIVING ADDRESS

6010-1



This is the screen you will get after clicking on the magnifying glass.

Building Lookup •


Campus Code:  • Building Code:

Building Name:  Active Indicator:  Yes  No  Both



Enter your building name using asterisk on both sides of the building name. In Kuali, less is more. For example, enter \*Howes\* instead of Howes Street Business Center and click “search.”

Building Lookup 

Campus Code:	<input type="text" value="MC"/>		Building Code:	<input type="text"/>
Building Name:	<input type="text" value="*Howes*"/>	Active Indicator:		
		<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both		
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>				





Click "return value."

Building Lookup ⓘ

Campus Code:

Building Code:

Building Name:

Active Indicator:  Yes  No  Both

Search Results

1-1 of 1

Return Value	Campus Code	Building Code	Building Name	Active Indicator
<a href="#">return value</a>	MC	0926	Howes Street Business Center	Yes

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



REQUISITION DETAIL

\* Chart/Org: CO / 6010

\* Funding Source: INSTITUTION ACCOUNT

Receiving Required:

Payment Request Positive Approval Required:

Account Distribution Method: Proportion

Enter your room number and click "set as default building."

DELIVERY

FINAL DELIVERY

\* Delivery Campus: MC - CSU Main Campus

\* Delivery To: Brink, Lynette

Building: Howes Street Business Center building not found set as default building

Phone Number: 970-491-5105

\* Address 1: 555 S. HOWES ST

Email: Lynette.Brink@colostate.edu

Address 2:

\* Room:

\* City: FORT COLLINS

State: CO

Postal Code: 80523

\* Country: United States

Delivery Instructions:

RECEIVING ADDRESS

6010-1



# Requisition

The building has been saved for use on future documents.

Initiator: lbrink@colostate.edu  
Created: 02:59 PM 10/21/2019  
Requisition Doc Status: In Process

You will not need to set your default address again. Please note, it is the receiving address that will dictate the location of delivery.

EXPAND ALL COLLAPSE ALL

## DOCUMENT OVERVIEW

### OVERVIEW

\*Description:   
Organization Document Number:

Explanation:

### FINANCIAL DOCUMENT DETAIL

\*Year: 2020

Total Amount:

### REQUISITION DETAIL

\*Chart/Org: CO / 6010  
Receiving Required:   
Account Distribution Method: Proportional

\*Funding Source: INSTITUTION ACCOUNT  
Payment Request Positive Approval Required:

## DELIVERY

### FINAL DELIVERY

Calculate Submit Save Close Cancel




Search for a vendor by clicking on the magnifying glass.



VENDOR



Vendor Address

Suggested Vendor:  

Vendor #:

Address 1:  Province:

Address 2:

Attention:

City:

State:

Postal Code:

Country:

Vendor Info

Customer #:

Notes To Vendor:

Contract Name:  

Phone Number:

Fax Number:

Payment Terms:

Shipping Title:

Shipping Payment Terms:

Contacts:

Supplier Diversity:

ADDITIONAL SUGGESTED VENDOR NAMES

Vendor Name 1:

Vendor Name 2:

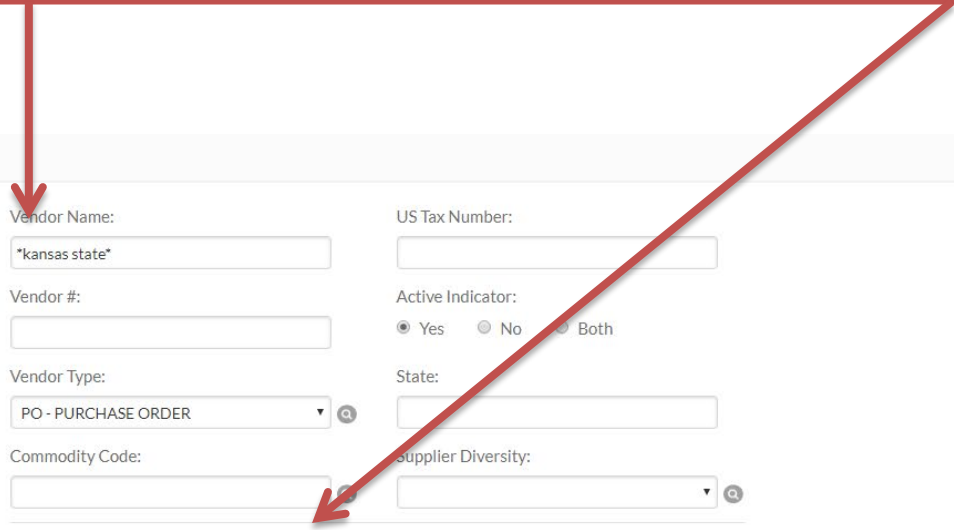
Vendor Name 3:

Vendor Name 4:

Vendor Name 5:



For best results, use an asterisk before and after the vendor name.  
After inputting the vendor's name, click "search."



Vendor Lookup ⓘ

Vendor Name:	<input type="text" value="*kansas state*"/>	US Tax Number:	<input type="text"/>
Vendor #:	<input type="text"/>	Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
Vendor Type:	<input type="text" value="PO - PURCHASE ORDER"/>	State:	<input type="text"/>
Commodity Code:	<input type="text"/>	Supplier Diversity:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>			



## Vendor Lookup ?

Vendor Name:

US Tax Number:

Active Indicator:  Yes  No  Both

State:

Commodity Code:

Supplier Diversity:

PO - PURCHASE ORDER

Click "return value" to select your vendor.

## Search Results

1-7 of 7

Return Value	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Commodity Codes	Vendor Supplier Diversity
<a href="#">return value</a>	<a href="#">K State Livestock Judging Camp</a>	Kansas State Livestock Judging	57828-0	Yes	PO	KANSAS		
<a href="#">return value</a>	<a href="#">Kansas State Univ</a>	K-STATE RESEARCH AND EXTENSION KANSAS STATE UNIV OFFICE OF ED INNOVATI...	7158-0	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Great Plains I D E A Lead Inst</a>	GREAT PLAINS I D E A LEAD INST	7158-2	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Kansas Forest Service</a>		7158-4	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Kansas State Univ K S V D L</a>	Kansas State Veterinary Diagnostic Lab	7158-5	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Kansas State University Global Campus</a>		7158-3	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Konza Prairie</a>	KONZA PRAIRIE	7158-1	Yes	PO	KANSAS		Other, Large Business

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



200 West Lake Street  
Receiving Address: 6010 Campus Delivery  
Fort Collins, CO 80523-6010  
United States

ADDRESS TO VENDOR

If you do not see the address you need,  
click on the magnifying glass.

VENDOR

Vendor Address

Suggested Vendor: Kansas State Univ  [clear vendor](#)

Vendor #: 7158-0

Address 1:  

Address 2:

Attention:

Province:

City:

State:

Postal Code:


Country:

Vendor Info

Customer #:  

Notes To Vendor:

Contract Name: 

Phone Number: 

Fax Number:

Payment Terms: Net 30 Days

Shipping Title:

Shipping Payment Terms:

Contacts: 

Other

Supplier Diversity: Small Disadvantaged Business  
Large Business



After clicking on the magnifying glass, this is what you will see if there are multiple addresses for a vendor. Click “return value” on the address you need. This should be the purchase order address versus the remit address.

## Search Results

1-100 of 113 < First Prev 1.2 Next Last >

Return Value	Address Type Description	Address 1	Address 2	State	City	Postal Code	Country	Vendor Fax Number	Active Indicator
<a href="#">return value</a>	REMIT	Dept Of Agronomy	Foundation Seed Project 2200 Kimball Ave	KS	Manhattan	66502	US		Yes
<a href="#">return value</a>	PURCHASE ORDER	Plant Disease Diagnostic Lab	4032 Throckmorton Hall	KS	Manhattan	66506-5504	US		Yes
<a href="#">return value</a>	REMIT	Extension Div	Umberger Hall	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	PURCHASE ORDER	Coop Extension Services	242 Waters Hall	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Dept Of Agronomy	Throckmorton Hall	KS	Manhattan	66506-5504	US		Yes
<a href="#">return value</a>	PURCHASE ORDER	Engineering Exten Program	133 Ward Hall	KS	Manhattan	66506-2508	US		Yes
<a href="#">return value</a>	REMIT	Engineering Extension Programs	Account #535633	KS	Manhattan	66506-2508	US		Yes
<a href="#">return value</a>	REMIT	Business Office Accts Recv	Dept Of Diagnostic Med K218 Mosier	KS	Manhattan	66506-5700	US		Yes
<a href="#">return value</a>	REMIT	Extension Div	Dept Of Ag Economics 304 Waters Hall	KS	Manhattan	66506-4026	US		Yes
<a href="#">return value</a>	REMIT	Animal Science	243 Weber	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Engineering Extension Programs	Acct # 535762 133 Ward Hall	KS	Manhattan	66506-2508	US		Yes
<a href="#">return value</a>	REMIT	Coop Extension Svcs	241 Weber Hall	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Engineering Ext Programs	Account #535850	KS	Manhattan	66506-2508	US		Yes
<a href="#">return value</a>	REMIT	Rural Clearinghouse	Education & Development 111 College Cou	KS	Manhattan	66506-5312	US		Yes
<a href="#">return value</a>	REMIT	Ext Agricultural Economist	Dept Of Agricultural Economics, 304 Wate	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Foundation	Extension Foods & Nutrition, 244 Junstin	KS	Manhattan	66506-1407	US		Yes
<a href="#">return value</a>	REMIT	Ksu Extension Division	304 Waters Hall	KS	Manhattan	66506-4026	US		Yes
<a href="#">return value</a>	REMIT	Division Of Continuing Ed	Distance Learning Prog 226 College C	KS	Manhattan	66506-6007	US		Yes
<a href="#">return value</a>	REMIT	Dept Of Clinical Sciences	Vcs Bldg	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Dept Of Communication	301 Umberger Hall	KS	Manhattan	66506-3402	US		Yes
<a href="#">return value</a>	REMIT	Fort Hays Branch	Agri Experiment Station	KS	Hays	67601	US		Yes
<a href="#">return value</a>	REMIT	Northwest Research Ext Ctr	105 Experiment Farm Rd	KS	Colby	67701-1697	US	(785) 462-2315	Yes
<a href="#">return value</a>	REMIT	Agricultural Research Center	1232 240th Ave	KS	Hays	67601-9228	US		Yes
<a href="#">return value</a>	REMIT	Attn Lance Huck	116 Weber Hall	KS	Manhattan	66506-0202	US		Yes
<a href="#">return value</a>	REMIT	Rffit/Dean Vet Med	Vet Diagnosis Dept Vet Clinical Sci Bld	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	PURCHASE ORDER	Dept Of Vet Med Diag		KS	Manhattan	66506	US		Yes





This is the vendor with the correct address.

VENDOR

Vendor Address

Suggested Vendor : Kansas State Univ

Vendor # : 7158-0

Address 1 : Physics-James R McDonald Lab

Address 2 : 116 Cardwell Hall

Attention : Lindsay Thompson

Province :

City : Manhattan

State : KS

Postal Code : 66506

Country : United States

Vendor Info

Customer # :

Notes To Vendor :

Contract Name :

Phone Number :

Fax Number :

Payment Terms : Net 30 Days

Shipping Title :

Shipping Payment Terms :

Contacts :

Supplier Diversity : Other  
Small Disadvantaged Business  
Large Business

ADDITIONAL SUGGESTED VENDOR NAMES

Vendor Name 1 :

Vendor Name 2 :

Vendor Name 3 :

Vendor Name 4 :

Vendor Name 5 :



Vendor Name 5:

ITEMS

ADD ITEM Import Templates

IMPORT LINES

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
NO QUANTIT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1767 521 1816 564" type="button" value="+"/>

CURRENT ITEMS

No items added to document

TOTALS

**“No Quantity” requisitions are used for open and service purchase orders. Do not input anything in the quantity, UOM, catalog # or commodity code boxes.**

CAPITAL ASSET



ITEMS ^

ADD ITEM ? Import Templates IMPORT LINES

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
NO QUANTIT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Catering for Recruitment Event on 10/21/19	100	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>

CURRENT ITEMS

No items added to document

TOTALS

Input a thorough description, the unit cost and click the "add" button. The description cannot be longer than 254 characters.



ADD ITEM Import Templates

IMPORT LINES

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
QUANTITY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>

CURRENT ITEMS

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
1 NO QUANTIT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Catering for Recruitment Event on 10/21/19	100.00	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="show"/> <input type="button" value="trash"/>

To add accounting at the line, click the “show” button.

APO Limit: 10,000.00



ADD ITEM Import Templates

IMPORT LINES

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
QUANTITY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>

Setup Distribution

Remove Accounts From All Items

Remove Commodity Codes From All Items

Expand All Accounts

Collapse All Accounts

## CURRENT ITEMS

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
NO QUANTIT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Catering for Recruitment Event on 10/21/19	100.00	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="🗑️"/> <input type="button" value="📄"/>

1

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00	<input type="text"/>	<input type="button" value="+"/>

## TOTALS

Grand Total :	100.00
APO Limit :	10,000.00

Input your account number, object code, percent or dollar amount and click the “add” button. If you are using percentages, be sure they add up to 100.



ADD ITEM [Import Templates](#)

IMPORT LINES

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
QUANTITY							0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1767 471 1806 506" type="button" value="+"/>

Setup Distribution Remove Accounts From All Items Remove Commodity Codes From All Items Export All Accounts Collapse All Accounts

CURRENT ITEMS

To input additional accounting lines, use the top line and repeat the steps on the previous slide.

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS		
NO QUANTIT					Catering for Recruitment Event on 10/21/19	100.00	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="X"/> <input type="button" value="E"/>		
*CHART				*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
CO										100.00		<input data-bbox="1738 821 1777 856" type="button" value="+"/>
CO				1345678		6626				100.00		<input type="button" value="S"/> <input type="button" value="X"/>

TOTALS

Grand Total : 100.00  
APO Limit : 10,000.00



VIEW PAYMENT HISTORY

NOTES AND ATTACHMENTS (0)

NOTES AND ATTACHMENTS

Posted Timestamp	Author	* Note Text	Attached File	Send to Vendor?	Notification Recipient	Actions
------------------	--------	-------------	---------------	-----------------	------------------------	---------

add:

This is where you would add backup documentation such as a contract, quote, etc.

Choose File No file chosen

CANCEL

Yes

add

AD HOC RECIPIENTS

ROUTE LOG

This is where you can add a quote or note for the vendor or Purchasing Agent. A note must be entered anytime an attachment is added to a requisition. To attach a file, click on "choose file" and go to the location of where the file is saved on your computer. If you want a note or quote to be sent to the vendor, select "yes" from the drop down menu. The note will accompany the attachment to the vendor.



NOTES AND ATTACHMENTS (0) ^

---

NOTES AND ATTACHMENTS

Posted Timestamp	Author	* Note Text	Attached File	Send to Vendor?	Notification Recipient	Actions
		<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">This is where you would add backup documentation such as a contract, quote, etc.</div>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="CANCEL"/>	<input type="button" value="Yes"/> ▾		<input type="button" value="add"/>

AD HOC RECIPIENTS v

ROUTE LOG v



To see the workflow approvals for your requisition, click the “arrow” button under the “route log” tab.





## Route Log

refresh

ID: 20761175

hide

Title		Created	11:34 AM 10/22/2019
Type	Requisition	Last Modified	11:34 AM 10/22/2019
Initiator	Brink, Lynette	Last Approved	
Route Status	<b>INITIATED</b>	Document Status Modified	11:34 AM 10/22/2019
Document Status	In Process	Finalized	
Node(s)	AdHoc		

Future Action Requests

show

Calculate

Submit

Save

Close

Cancel

Click the "submit" button to start the workflow approval process for your document.



# Requisition

3 error(s) found on page.



If your document was not successfully submitted, you will receive a red error message. The errors that need your attention will be marked in red at the location of the error (for example, if you have an accounting line error, a red error will appear in the "items" box). The errors will need to be corrected before you can resubmit.

9  
colorstate.edu  
able

Status: INITIATED  
Created: 03:07 PM 10/22/2019  
Requisition Doc Status: In Process

EXPAND ALL

COLLAPSE ALL



## DOCUMENT OVERVIEW

### OVERVIEW

\*Description:

Explanation:

Organization Document Number:

### FINANCIAL DOCUMENT DETAIL

\*Year: 2020

Total Amount: 7,500.00

### REQUISITION DETAIL

\*Chart/Org: CO / 6010

\*Funding Source: INSTITUTION ACCOUNT

Receiving Required:

Payment Request Positive Approval Required:

Account Distribution Method: Proportional

## DELIVERY



# Quantity Requisitions

- “Quantity” requisitions are to be used for goods only
- You must line out each item as it appears on your quote
- Receiving is required over \$5000
- Multiple payments can be made when partial shipments are received



Upon entering the requisition, a document and requisition number are created. Make note of the document number for searching later.

Doc Nbr : 20761179  
Initiator : lbrink@colostate.edu  
Requisition # : Not Available

Status : INITIATED  
Created : 03:07 PM 10/22/2019  
Requisition Doc Status : In Process

EXPAND ALL

COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

\* Description:   
Organization Document Number:

This is a required field for all requisitions. For requisitions over \$10,000, the description will be changed to reflect the last name of the Purchasing Agent that is assigned the requisition.

FINANCIAL DOCUMENT DETAIL

\*Year: 2020

Total Amount :

REQUISITION DETAIL

\* Chart/Org: CO / 6010  
Receiving Required:   
Account Distribution Method: Proportional

\* Funding Source: INSTITUTION ACCOUNT  
Payment Request Positive Approval Required:

DELIVERY

FINAL DELIVERY

Calculate Submit Save Close Cancel



REQUISITION DETAIL

\* Chart/Org: CO / 6010

\* Funding Source: INSTITUTION ACCOUNT

Receiving Required:

Payment Request Positive Approval Required:

Account Distribution Method: Proportional

DELIVERY

The first time you create a requisition, you will need to set your default final delivery address. To do so, click on the magnifying glass next to "Building."

FINAL DELIVERY

\* Delivery Campus: MC - CSU Main Campus

\* Delivery To: Brink, Lynette

Building:

Phone Number: 970-491-5105

\* Address 1:

Email: Lynette.Brink@colostate.edu

Address 2:

\* Room:

\* City:

State:

Postal Code:

Delivery Instructions:

\* Country:

RECEIVING ADDRESS



This is the screen you will get after clicking on the magnifying glass.

Building Lookup ⓘ

Campus Code:	<input type="text" value="MC"/>	Building Code:	<input type="text"/>
Building Name:	<input type="text"/>	Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both



Enter your building name using an asterisk on both sides of the building name. In Kuali, less is more. For example, enter \*Howes\* instead of Howes Street Business Center and click "search."


Building Lookup ⓘ

Campus Code:	<input type="text" value="MC"/>	Building Code:	<input type="text"/>
Building Name:	<input type="text" value="*Howes*"/>	Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both



Click "return value."

## Building Lookup

Campus Code:  

Building Code:

Building Name:

Active Indicator:  Yes  No  Both

## Search Results

1-1 of 1

Return Value	Campus Code	Building Code	Building Name	Active Indicator
<a href="#">return value</a>	MC	0926	Howes Street Business Center	Yes

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)





REQUISITION DETAIL

\* Chart/Org: CO / 6010

\* Funding Source: INSTITUTION ACCOUNT

Receiving Required:

Payment Request Positive Approval Required:

Account Distribution Method: Proportional

DELIVERY

FINAL DELIVERY

\* Delivery Campus: MC - CSU Main Campus

Building: Howes Street Business Center building not found set as default building

Phone Number: 970-491-5105

\* Address 1: 555 S. HOWES ST.

Email: Lynette.Brink@colostate.edu

Address 2:

\* Room:

\* City: FORT COLLINS

State: CO

Postal Code: 80523

\* Country: United States

Delivery Instructions:

RECEIVING ADDRESS

Enter your room number and click "set as default building."  
This only needs to be done once, regardless of whether the  
requisition is "quantity" or "no quantity".



# Requisition ?

Initiator: lbrink@colostate.edu

Created: 03:07 PM 10/22/2019

Requisition Doc Status: In Process

- The building has been saved for use on future documents.

You will not need to set your default address again.

EXPAND ALL

COLLAPSE ALL

## DOCUMENT OVERVIEW ^

### OVERVIEW

\*Description:

Organization Document Number:

Explanation:

### FINANCIAL DOCUMENT DETAIL

\*Year: 2020

Total Amount:

### REQUISITION DETAIL

\*Chart/Org: CO / 6010 ⊕

Receiving Required:

Account Distribution Method: Proportional

\*Funding Source:

Payment Request Positive Approval Required:

## DELIVERY ^

### FINAL DELIVERY




Search for a vendor by clicking on the magnifying glass.



VENDOR



Vendor Address

Suggested Vendor :  

City :

Vendor # :

State :

Address 1 :

Province :

Address 2 :

Postal Code :

Attention :

Country :

Vendor Info

Customer # :

Notes To Vendor :

Payment Terms :

Shipping Title :

Shipping Payment Terms :

Contacts :

Contract Name : 

Supplier Diversity :

Phone Number :

Fax Number :

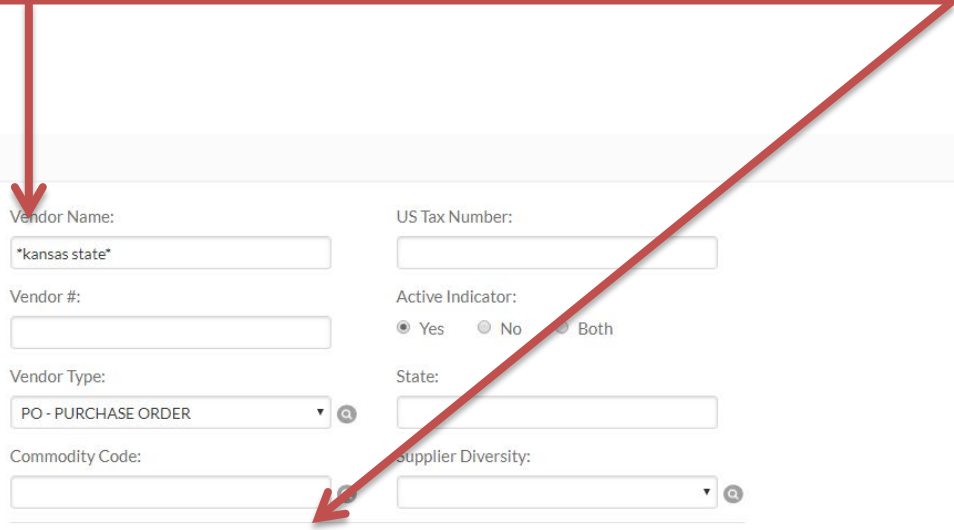
ADDITIONAL SUGGESTED VENDOR NAMES

Vendor Name 1 :

Vendor Name 2 :



For best results, use an asterisk before and after the vendor name.  
After inputting the vendor's name, click "search."



Vendor Lookup ⓘ

Vendor Name:	<input type="text" value="*kansas state*"/>	US Tax Number:	<input type="text"/>
Vendor #:	<input type="text"/>	Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
Vendor Type:	<input type="text" value="PO - PURCHASE ORDER"/>	State:	<input type="text"/>
Commodity Code:	<input type="text"/>	Supplier Diversity:	<input type="text"/>



## Vendor Lookup ?

Vendor Name:

US Tax Number:

Active Indicator:  Yes  No  Both

State:

Commodity Code:

Supplier Diversity:

PO - PURCHASE ORDER

Click "return value" to select your vendor.

## Search Results

1-7 of 7

Return Value	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Commodity Codes	Vendor Supplier Diversity
<a href="#">return value</a>	<a href="#">K State Livestock Judging Camp</a>	Kansas State Livestock Judging	57828-0	Yes	PO	KANSAS		
<a href="#">return value</a>	<a href="#">Kansas State Univ</a>	K-STATE RESEARCH AND EXTENSION KANSAS STATE UNIV OFFICE OF ED INNOVATI...	7158-0	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Great Plains I D E A Lead Inst</a>	GREAT PLAINS I D E A LEAD INST	7158-2	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Kansas Forest Service</a>		7158-4	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Kansas State Univ K S V D L</a>	Kansas State Veterinary Diagnostic Lab	7158-5	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Kansas State University Global Campus</a>		7158-3	Yes	PO	KANSAS		Other, Large Business
<a href="#">return value</a>	<a href="#">Kansas State Univ &gt; Konza Prairie</a>	KONZA PRAIRIE	7158-1	Yes	PO	KANSAS		Other, Large Business

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



200 West Lake Street  
Receiving Address: 6010 Campus Delivery  
Fort Collins, CO 80523-6010  
United States

ADDRESS TO VENDOR

If you do not see the address you need,  
click on the magnifying glass.

VENDOR

Vendor Address

Suggested Vendor: Kansas State Univ  [clear vendor](#)

Vendor #: 7158-0

Address 1:  

Address 2:

Attention:

Province:

City:

State:

Postal Code:

Country:

Vendor Info

Customer #:  

Notes To Vendor:

Contract Name: 

Phone Number: 

Fax Number:

Payment Terms: Net 30 Days

Shipping Title:

Shipping Payment Terms:

Contacts: 

Other

Supplier Diversity: Small Disadvantaged Business  
Large Business



After clicking on the magnifying glass, this is what you will see if there are multiple addresses for a vendor. Click “return value” on the address you need. This should be the purchase order address versus the remit address.

## Search Results

1-100 of 113 < First Prev 1.2 Next Last >

Return Value	Address Type Description	Address 1	Address 2	State	City	Postal Code	Country	Vendor Fax Number	Active Indicator
<a href="#">return value</a>	REMIT	Dept Of Agronomy	Foundation Seed Project 2200 Kimball Ave	KS	Manhattan	66502	US		Yes
<a href="#">return value</a>	PURCHASE ORDER	Plant Disease Diagnostic Lab	4032 Throckmorton Hall	KS	Manhattan	66506-5504	US		Yes
<a href="#">return value</a>	REMIT	Extension Div	Umberger Hall	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	PURCHASE ORDER	Coop Extension Services	242 Waters Hall	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Dept Of Agronomy	Throckmorton Hall	KS	Manhattan	66506-5504	US		Yes
<a href="#">return value</a>	PURCHASE ORDER	Engineering Exten Program	133 Ward Hall	KS	Manhattan	66506-2508	US		Yes
<a href="#">return value</a>	REMIT	Engineering Extension Programs	Account #535633	KS	Manhattan	66506-2508	US		Yes
<a href="#">return value</a>	REMIT	Business Office Accts Recv	Dept Of Diagnostic Med K218 Mosier	KS	Manhattan	66506-5700	US		Yes
<a href="#">return value</a>	REMIT	Extension Div	Dept Of Ag Economics 304 Waters Hall	KS	Manhattan	66506-4026	US		Yes
<a href="#">return value</a>	REMIT	Animal Science	243 Weber	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Engineering Extension Programs	Acct # 535762 133 Ward Hall	KS	Manhattan	66506-2508	US		Yes
<a href="#">return value</a>	REMIT	Coop Extension Svcs	241 Weber Hall	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Engineering Ext Programs	Account #535850	KS	Manhattan	66506-2508	US		Yes
<a href="#">return value</a>	REMIT	Rural Clearinghouse	Education & Development 111 College Cou	KS	Manhattan	66506-5312	US		Yes
<a href="#">return value</a>	REMIT	Ext Agricultural Economist	Dept Of Agricultural Economics, 304 Wate	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Foundation	Extension Foods & Nutrition, 244 Junstin	KS	Manhattan	66506-1407	US		Yes
<a href="#">return value</a>	REMIT	Ksu Extension Division	304 Waters Hall	KS	Manhattan	66506-4026	US		Yes
<a href="#">return value</a>	REMIT	Division Of Continuing Ed	Distance Learning Prog 226 College C	KS	Manhattan	66506-6007	US		Yes
<a href="#">return value</a>	REMIT	Dept Of Clinical Sciences	Vcs Bldg	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	REMIT	Dept Of Communication	301 Umberger Hall	KS	Manhattan	66506-3402	US		Yes
<a href="#">return value</a>	REMIT	Fort Hays Branch	Agri Experiment Station	KS	Hays	67601	US		Yes
<a href="#">return value</a>	REMIT	Northwest Research Ext Ctr	105 Experiment Farm Rd	KS	Colby	67701-1697	US	(785) 462-2315	Yes
<a href="#">return value</a>	REMIT	Agricultural Research Center	1232 240th Ave	KS	Hays	67601-9228	US		Yes
<a href="#">return value</a>	REMIT	Attn Lance Huck	116 Weber Hall	KS	Manhattan	66506-0202	US		Yes
<a href="#">return value</a>	REMIT	Rffit/Dean Vet Med	Vet Diagnosis Dept Vet Clinical Sci Bld	KS	Manhattan	66506	US		Yes
<a href="#">return value</a>	PURCHASE ORDER	Dept Of Vet Med Diag		KS	Manhattan	66506	US		Yes



This is the vendor with the correct address.

VENDOR

Vendor Address

Suggested Vendor : Kansas State Univ

Vendor #: 7158-0

Address 1:  Province:

Address 2:

Attention:

City:

State:

Postal Code:

Country:

Vendor Info

Customer #:

Notes To Vendor:

Contract Name:

Phone Number:

Fax Number:

Payment Terms: Net 30 Days

Shipping Title:

Shipping Payment Terms:

Contacts:

Supplier Diversity:

ADDITIONAL SUGGESTED VENDOR NAMES

Vendor Name 1:

Vendor Name 2:

Vendor Name 3:

Vendor Name 4:

Vendor Name 5:





ADD ITEM [Import Templates](#)

IMPORT LINES

* ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	* DESCRIPTION	* UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
QUANTITY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>

Setup Distribution

Remove Accounts From All Items

Remove Commodity Codes From All Items

Expand All Accounts

Collapse All Accounts

## CURRENT ITEMS

No items added

You must input a quantity, UOM, description, unit cost and then click "add." If you do not know the UOM, click on the magnifying glass in the UOM box to be able to search appropriate codes.

TOTALS

Grand Total :

0.00

APO Limit :

10,000.00



This is the screen you will see after you click on the magnifying glass in the UOM box.

Unit Of Measure Lookup ⓘ

Item Unit Of Measure Code:

Item Unit Of Measure Description:

Active Indicator:

Yes  No  Both

Search

Clear

Cancel



Enter the unit of measure using an asterisk on both sides of the measurement and click “search.” The search will populate values, click “return value” next to the correct unit of measure.



### Unit Of Measure Lookup

Item Unit Of Measure Code:

Item Unit Of Measure Description:

Active Indicator:  
 Yes    No    Both

### Search Results

1-1 of 1

Return Value	Item Unit Of Measure Code	Item Unit Of Measure Description	Active Indicator
<a href="#">return value</a>	EA	EACH	Yes

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



ADD ITEM Import Templates

IMPORT LINES

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
QUANTITY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>
<p>Setup Distribution   Remove Accounts From All Items   Remove Commodity Codes From All Items   Expand All Accounts   Collapse All Accounts</p>										

CURRENT ITEMS

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
1 QUANTITY	500.00	EA EACH	<input type="text"/>	<input type="text"/>	Hanes T-shirts, green	5.00	2,500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="🗑️"/> <input type="button" value="📄"/>
2 QUANTITY	500.00	EA EACH	<input type="text"/>	<input type="text"/>	Hanes T-shirts, red	5.00	2,500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="🗑️"/> <input type="button" value="📄"/>
3 QUANTITY	500.00	EA EACH	<input type="text"/>	<input type="text"/>	Hanes T-shirts, blue	5.00	2,500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="🗑️"/> <input type="button" value="📄"/>
TOTALS										

For header funding that will be applied to all lines of the requisition, click the “setup distribution” button. For funding at the line, click the “show” button next to “Accounting Lines.” You will need to do this for each line of the requisition for line item funding.



ADD ITEM [Import Templates](#)

IMPORT LINES

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
QUANTITY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>

Commodity Code:

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		100.00	<input type="text"/>	<input type="button" value="+"/>

CURRENT ITEMS

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
1	500.00	EA EACH	<input type="text"/>	<input type="text"/>	Hanes T-shirts, green	5.00	2,500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="🗑️"/> <input type="button" value="📄"/>
2	500.00	EA EACH	<input type="text"/>	<input type="text"/>	Hanes T-shirts, red	5.00	2,500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="🗑️"/> <input type="button" value="📄"/>

After clicking "setup distribution," "Accounting Lines" will appear. Enter the account number, object code, percent or dollar amount and click "add." You can add multiple header accounting lines but the percent must be equal 100. Click "distribute to items" when you have added all of your header funding accounting lines.



## Requisition ⓘ

- Accounts were distributed successfully to line items where no accounts existed.

This message will appear after clicking on “distribute to items.” You will not get this message with funding at the line.

Status: INITIATED  
Created: 03:07 PM 10/22/20  
Requisition Doc Status: In Process

EXPAND ALL

COLLAPSE ALL

### DOCUMENT OVERVIEW

#### OVERVIEW

\* Description:   
Organization Document Number:

Explanation:

#### FINANCIAL DOCUMENT DETAIL

\* Year: 2020

Total Amount:

#### REQUISITION DETAIL

\* Chart/Org: CO / 6010 ⓘ  
Receiving Required:   
Account Distribution Method: Proportional

\* Funding Source:   
Payment Request Positive Approval Required:

### DELIVERY

#### FINAL DELIVERY

Calculate

Submit

Save

Close

Cancel



VIEW RELATED DOCUMENTS

VIEW PAYMENT HISTORY

NOTES AND ATTACHMENTS (0)

NOTES AND ATTACHMENTS

Posted Timestamp	Author	* Note Text	Attached File	Send to Vendor?	Notification Recipient	Actions
		<input type="text" value="This is where you would add backup documentation such as contract, quote, etc."/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="CANCEL"/>	<input type="button" value="v"/>		<input type="button" value="add"/>

AD HOC RECIPIENTS

ROUTE LOG

Calculate Submit Save Close Cancel

This is where you can add a quote or note for the vendor or Purchasing Agent. A note must be entered anytime an attachment is added to a requisition. To attach a file, click on “choose file” and go to the location of where the file is saved on your computer. If you want a note or quote to be sent to the vendor, select “yes” from the drop down menu (do not send internal notes). You should only send quotes for under \$10,000 to the vendor. If the requisition is routing to Procurement (over \$10,000), do not select yes to send to the vendor. The purchasing agent will do this step. The note will accompany the attachment to the vendor.



NOTES AND ATTACHMENTS

Posted Timestamp	Author	* Note Text	Attached File	Send to Vendor?	Notification Recipient	Actions
		<p>This is where you would add backup documentation such as contract, quote, etc.</p>	<p>Choose File No file chosen</p> <p>CANCEL</p>	<p>▼</p>		<p>add</p>

AD HOC RECIPIENTS



ROUTE LOG



To see the workflow approvals for your requisition, click the “open” button on the “Route Log” tab.





Route Log

refresh

ID: 20761179

hide

<b>Title</b>			
<b>Type</b>	Requisition	<b>Created</b>	03:07 PM 10/22/2019
<b>Initiator</b>	Brink, Lynette	<b>Last Modified</b>	03:07 PM 10/22/2019
<b>Route Status</b>	INITIATED	<b>Last Approved</b>	
<b>Document Status</b>	In Process	<b>Document Status Modified</b>	03:07 PM 10/22/2019
<b>Node(s)</b>	AdHoc	<b>Finalized</b>	

Future Action Requests

show

Calculate Submit Save Close Cancel

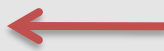


Click the "submit" button to start the workflow approval process for your document.



# Requisition

3 error(s) found on page.



If your document was not successfully submitted, you will receive a red error message. The errors that need your attention will be marked in red at the location of the error (for example if you have an accounting line error, a red error message will appear in the "items" box. The errors will need to be corrected before you can resubmit.

9  
colorstate.edu  
able

Status : INITIATED  
Created : 03:07 PM 10/22/2019  
Requisition Doc Status : In Process

EXPAND ALL

COLLAPSE ALL

## DOCUMENT OVERVIEW

### OVERVIEW

\*Description:

Explanation:

Organization Document Number:

### FINANCIAL DOCUMENT DETAIL

\*Year: 2020

Total Amount: 7,500.00

### REQUISITION DETAIL

\*Chart/Org: CO / 6010

\*Funding Source: INSTITUTION ACCOUNT

Receiving Required:

Payment Request Positive Approval Required:

Account Distribution Method: Proportional

## DELIVERY



# Importing Quotes – Requisitions

Quote must be a CSV file.



# CSV Import Parameters

Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost
1	ea	2076-524		IBM Storwize V7000 SFF Control	8960.00
1	ea	1173		Storwize V7000U Indicator	0.00
8	ea	5305		5m Fiber Cable (LC)	36.77
1	ea	9730		Power Cord - PDU connection	8.27
1	ea	AGBH		Shipping and Handling 524	113.72

Note:

1. Be sure CSV file is setup in the format above.
2. Leave the "Commodity Code" column blank in your CSV file.
3. Do not use dollar sign in "Unit Cost" field.
4. Remove row with descriptors (i.e., Quantity, UOM, Catalog #, etc.) before uploading



Complete the "Document overview," "Delivery," and "Vendor" tabs like any other requisition.

To import your quote, click "import lines."

Vendor Name 3:

Vendor Name 4:

Vendor Name 5:

IMPORT LINES

ADD ITEM Import Templates

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
QUANTITY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>
<p>Setup Distribution   Remove Accounts From All Items   Remove Commodity Codes From All Items   Expand All Accounts   Collapse All Accounts</p>										

### CURRENT ITEMS

No items added to document

### TOTALS

Grand Total : 0.00  
APO Limit : 10,000.00



Click "choose file," locate the document on your computer, and then click "add." This will import your itemized quote into the requisition.

ITEMS

ADD ITEM [Import Templates](#)

Choose File No file chosen

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
QUANTITY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>

CURRENT ITEMS

No items added to document

TOTALS

Grand Total : 0.00



# Fiscal Year Requisitions



[EXPAND ALL](#) [COLLAPSE ALL](#)

DOCUMENT OVERVIEW 

OVERVIEW

\* Description :

Organization Document Number :


FINANCIAL DOCUMENT DETAIL


\* Year : 2020

Between April and June, Initiators need to select the appropriate fiscal year from a drop down box here. Otherwise, the fiscal year will default to the current one. Follow the steps for either a “no quantity” or “quantity” requisition.



REQUISITION DETAIL

\* Chart/Org : CO / 6010   
Receiving Required :   
Account Distribution Method : Proportional

\* Funding Source : INSTITUTION ACCOUNT   
Payment Request Positive Approval Required :







# Data Entry Fields to Avoid in the Requisition




Do not include information in the “Delivery Instructions” field as this information will not appear on the face of the Purchase Order for a vendor to view. Any instructions to a vendor should be included in the “Notes and Attachments” area towards the bottom of the Requisition.

\* Chart/Org: CO / 6010   
Receiving Required:   
Account Distribution Method: Proportional




\* Funding Source: INSTITUTION ACCOUNT   
Payment Request Positive Approval Required:


---

DELIVERY 

---

FINAL DELIVERY

\* Delivery Campus: MC - CSU Main Campus   
Building: Howes Street Business Center  building not found set as default building  
\* Address 1: 555 S. HOWES ST.  
Address 2:   
\* Room: 108   
\* City: FORT COLLINS  
State: CO  
Postal Code: 80523  
\* Country: United States

\* Delivery To: Brink, Lynette   
Phone Number: 970-491-5105  
Email: Lynette.Brink@colostate.edu

Delivery Instructions:

---

RECEIVING ADDRESS

6010-1  
200 West Lake Street



Including information in the "Additional Suggested Vendor Names" will cause the requisition to enter an error queue or route to Procurement when it normally wouldn't.

VENDOR

Vendor Address

Suggested Vendor:

Vendor #:

Address 1:

Address 2:

Attention:

Province:

City:

State:

Postal Code:

Country:

Vendor Info

Customer #:

Notes To Vendor:

Contract Name:

Phone Number:

Fax Number:

Payment Terms:

Shipping Title:

Shipping Payment Terms:

Contacts:

Supplier Diversity:

ADDITIONAL SUGGESTED VENDOR NAMES

Vendor Name 1:

Vendor Name 2:

Vendor Name 3:

Vendor Name 4:

Vendor Name 5:



Selecting the “Restricted” field will cause the requisition to enter an error queue because the information will be invisible.

ITEMS

ADD ITEM Import Templates IMPORT LINES

*ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	RESTRICTED	ASSIGNED TO TRADE IN	ACTIONS
QUANTITY ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>

CURRENT ITEMS

No items added to document

TOTALS



Using the “PO Total Cannot Exceed” field will cause the requisition to enter an error queue in Procurement.

ADDITIONAL INSTITUTIONAL INFO

* Method of PO Transmission: ELECTRONIC	* Requestor Name: Brink, Lynette
* Cost Source: ESTIMATE	* Requestor Phone: 970-491-5105
Contact Name:	* Requestor Email: Lynette.Brink@colostate.edu
Contact Phone:	Reference 1:
Contact Email:	Reference 2:
PO Total Cannot Exceed:	Reference 3:

ACCOUNT SUMMARY

VIEW RELATED DOCUMENTS

VIEW PAYMENT HISTORY



# Document Approval Limits

## Department Approvals

$\leq \$1000$

Fiscal Officer

Department (Doc. Types: AV, BA, DI, GEC, Encumbrance, TF)

\$100.01-\$9999.99

Fiscal Officer

Department (organizations-ORG)  
(Doc. Type: DV, IB, IO, REQ, WOA)

$\geq \$10,000$

Fiscal Officer

Department (organizations-ORG)  
Dean/VP

Action	Requested Of
PENDING APPROVE	<u>ORG-8045</u>
PENDING APPROVE	<u>DIV-V4</u>



Your PR may require additional approvals (i.e., Separation of Duties, Animal Purchase Review, Property, etc.) before it routes to Procurement.



For assistance:

Lynette Brink

491-5105

[Procurement\\_Help\\_Desk@colostate.edu](mailto:Procurement_Help_Desk@colostate.edu)

