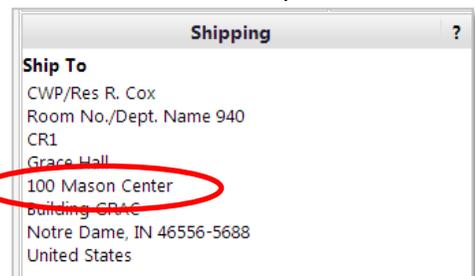


Accessing a Requisition

- There are two ways to access a requisition that is pending your approval:
- Option 1: Email Notification**
 - You will receive an email notification that a requisition is pending your approval.
 - Click on the link and log in to buyND with your net ID and password.
- Option 2: Direct Log In**
 - Visit either:
 - <http://buy.nd.edu>
 - <http://inside.nd.edu>
 - Use the buyND quick app on the Home or Administrative tabs
 - Log in using your net ID and password.
 - Click on the **Document Search and Approvals** menu on the side navigation bar and then click on the **Approvals** sub-menu to get to **My Approvals**.

- Once you have accessed a requisition, you can review and edit detail information for:
 - Priority**- orders marked Urgent will be given priority in the approval queue by the Procurement Specialists.
 - Internal Information**- including Internal Attachments
 - Supplier Information**- including Notes to the Supplier and Attachments for the Supplier
 - Ship To information**- displays the shipping address associated with the requisition.
 - Note:** All requisitions will list **100 Mason Center** in addition to your address because that is where items will be delivered to Central Receiving. Central Receiving will then deliver the items to your office.

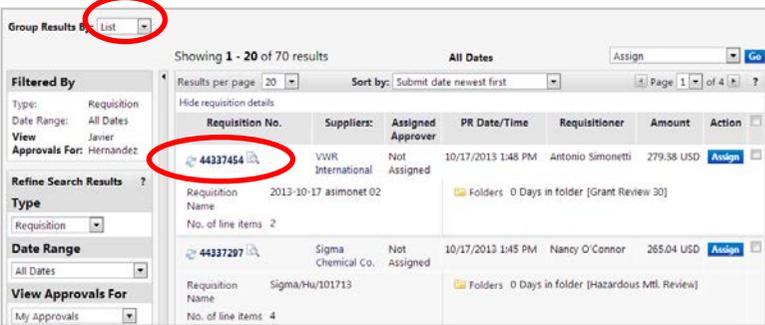


- Line item information**- displays the **Supplier** name, the items that are being ordered, and the **Subtotal** for the order.
 - Note: Accounting Codes (FOAP) values have been overridden for this line** signifies that the FOAPAL has been changed from what is in the header.

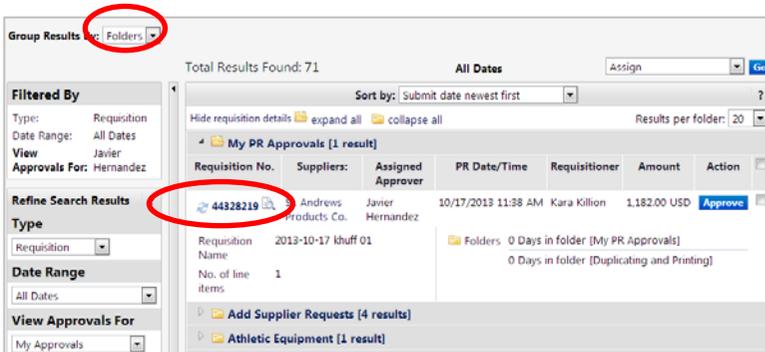


- Your Approvals folder contains all of the requisitions pending for your review. You will have two view options:

a) List



b) Folder



- To view the details of a requisition, click on the **requisition number** you wish to review.

| Product Description | Catalog No |
|---|-------------------|
| ThinkPad Ultrabase | 0A33932 |
| Accounting Codes (FOAP) values have been overridden for this line | |
| Internal Note | no note |
| Department Reference | 10000 Procurement |
| Internal Attachments | |

f) Codes and FOAPALS

- To change the FOAPAL for **all line items**, click **edit**.

| Accounting Codes (FOAP) | | | | | edit |
|---|--------|--------------|---------|---------|------|
| Chart | Fund | Organization | Account | Program | |
| 1 | 100000 | 43100 | 72301 | 70000 | |
| Accounting Codes (FOAP) values vary by line | | | | | |

- Note: Accounting Codes (FOAP) values vary by line** signifies that the FOAPAL as been split at the line level.
 - To change the FOAPAL for **a line item**, click the Codes and FOAPAL tab at the top of the requisition.
 - Before changing a FOAPAL, be sure that the requestor has permission to charge against the FOAPAL. If the requestor should have access, please contact Carol Grontkowski at 574-631-7028 or cgrontko@nd.edu.**

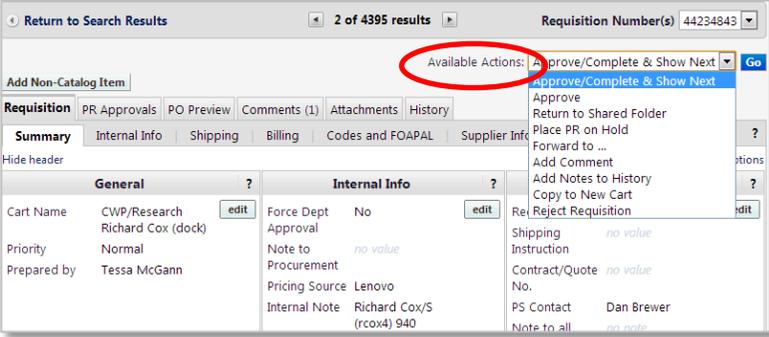
Understanding the Requisition

| General | | Internal Info | | Supplier Info | |
|---|---|-------------------------------|--|---------------------------------|------------------|
| Cart Name | 2013-10-14 jhernan5 01 | Force Dept Approval | No | Req Type | Standard PO |
| Priority | Normal | Note to Procurement | no value | Shipping Instruction | no value |
| Prepared by | Javier Hernandez | Pricing Source | no value | Contract/Quote No. | Quote 62385 |
| | | Internal Note | no note | PS Contact | Javier Hernandez |
| | | Internal Attachments | | Note to all Suppliers | no note |
| | | VSF- Mossberg 9-21.d... (75k) | | Accounting Date Override | no value |
| | | Rink Quote.docx (18k) | | Attachments for all suppliers | |
| | | Express Press Quote... (114k) | | Mossberg Quote.docx (114k) | |
| | | | | Additional Notes or Clauses? | no clause |
| Shipping | | | Billing | | |
| Ship To Javier Hernandez Room No./Dept. Name 704/Procurement Services CR1 Grace Hall 100 Mason Center Building GRAC Notre Dame, IN 46556-5688 United States | | | Bill To Accounts Payable (574) 631-8274 acctpay@nd.edu (574) 631-6378 AP1 University of Notre Dame 725 Grace Hall Notre Dame, IN 46556-5688 United States | | |
| Codes and FOAPAL | | | | | |
| Accounting Codes (FOAP) | | | | | |
| Chart | Fund | Organization | Account | Program | |
| 1 Notre Dame | 100000 Educational and General | 56000 Procurement Services | 71176 Printing | 70000 General Administration | |
| Custom Codes | | | | | |
| Activity | | no value | | | |
| Location | | no value | | | |
| Commodity Code | | 10 Office Supplies | | | |
| Grant Review | | No Grant Review | | | |
| Supplier / Line Item Details | | | | | |
| Hide line details | | | | | |
| Mossberg & Co., Inc. | | | PO Number | | |
| more info... | | | To Be Assigned | | |
| Product Description | | | | | |
| 1 | Printing of 5,000 Sunrise at ND posters | Catalog No | Size / Packaging | Unit Price | Quantity |
| | more info... | N/A | LO | 5,920.19 | 1 LO |
| Internal Note | | no note | | no note | |
| Department Reference | | no value | | | |
| Internal Attachments | | | | | |
| Supplier subtotal | | | | 5,920.19USD | |
| Subtotal | | | | 5,920.19 | |
| Total | | | | 5,920.19 USD | |

- Cart Name**- the name of this cart. Naming your cart will help you identify it more easily later on.
- Priority** -orders marked Urgent will be given priority in the approval queue by the Procurement Specialists.
- Internal Information**- add a note regarding this request. This note is not visible to suppliers. All fields are optional.
- Internal attachments**- click on add attachment to browse and choose a file.
- Supplier Information**- add a note regarding this request. This note is visible to suppliers. All fields are optional.
- Req Type**- the default is Standard PO. You can change this to designate a Blanket or Contract PO. Please refer to the quick reference guides on Blanket and Contract POs for more information.
- Attachments for all suppliers**- click on add attachment to browse and choose a file.
- Ship to**- displays the shipping address associated with the requisition.
- Codes and FOAPALS**- the FOAPAL that will be billed for the items that are being ordered.
- Supplier**- the name of the supplier fulfilling the order.
- PO Number**- the PO number associated with the order.
- Items**- displays the items that are being ordered as well as the Subtotal for the order.

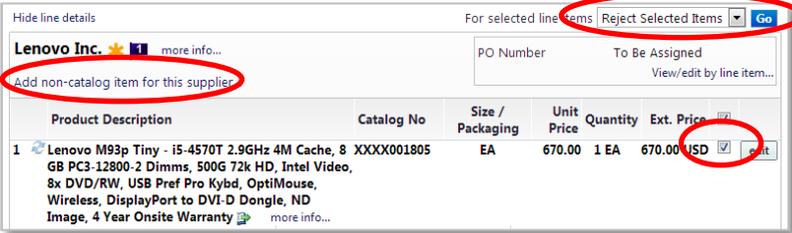
Approving a Requisition

1. Under the **Available Actions** drop-down menu, you have the following options:



- Approve/Complete & Show Next**, which will approve the requisition and take you to the next requisition in your approval queue.
- Return to Shared Folder**, which returns the requisition to a shared folder.
- Place PR on Hold**, which indicates that you need additional information or time to review the requisition. To remove the hold, just choose another action from the drop-down menu.
- Forward to**, which sends the approval process for a requisition to another approver. When you forward the requisition, your part of the approval process is complete.
- Add Comment**, which adds a comment to the requisition. If you select a user, they will receive an email indicating that a comment has been added to the requisition.
- Add Notes to History**, which allows you to add a note that is visible in the **History** tab.
- Copy to New Cart**, which duplicates the entire requisition and places it in a new cart.
- Reject Requisition**, which rejects the entire requisition.

2. Once you have chosen your action, click the **Go** button.
 3. If you want to reject specific line items, check the checkbox next to the line item on the right hand side and select **Reject Selected Items** from the **For selected line items** drop-down menu. Click **Go**.



Adding a Non-Catalog Item

- You can add a non-catalog item to a requisition awaiting your approval by clicking on **Add non-catalog item for this supplier** and filling out the relevant information.
- Select **Save and Close**.
- The item will be added to the requisition and the total will be adjusted.

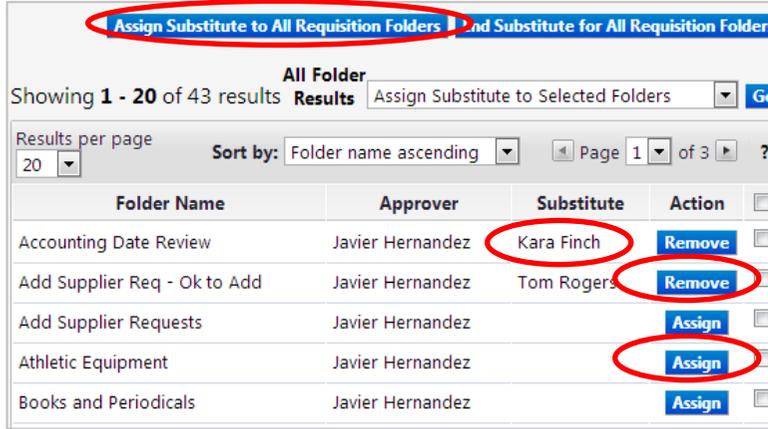
Managing Substitutions

1. Assign a substitute for your order approvals when you are unavailable. When a substitute is assigned, future orders requiring your approval will be automatically routed to your substitute. It will not redirect any orders in your approval folder at the point you assign the substitute.

1. Click on the **Document Search and Approvals** menu on the side navigation bar and then click on the **Assign Substitute** **Approvers** sub-menu.

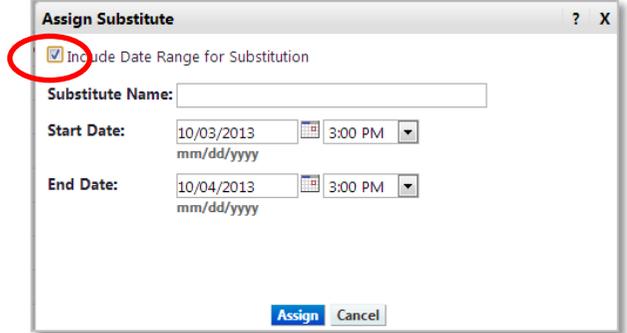


2. From this sub-menu, you can assign a substitute for individual folders or all folders. You can see who you are substituting for and who you have assigned as a substitute.



- There are three ways to assign a substitute:
 - Click **Assign Substitute to All Requisition Folders** if you want to assign all of the approver responsibilities to one other approver.
 - Place a check mark in the rightmost column and click **Go** next to **Select Assign Substitute to Selected Folders** if you want to assign multiple folders.
 - Click **Assign** for each folder to individually assign responsibility to another approver.

4. When assigning a substitute, click **Include Date Range for Substitution** to assign a folder substitution for a specific date/time range.



- There are two ways to remove substitutions:
 - Click **End Substitute for All Requisition Folders**.
 - Click **Remove** for each folder.