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| 5 Off Contract  Open Market |

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Contents

[5. Off Contract Ordering – Open Market Requisition 1](#_Toc416706099)

[Learning Objectives 1](#_Toc416706100)

[Lesson Overview 1](#_Toc416706101)

[5.1. Create an Open Market Requisition 2](#_Toc416706102)

[The General Tab 2](#_Toc416706103)

[Invoice Method 3](#_Toc416706104)

[Adding and Editing Items 3](#_Toc416706105)

[Header and Item Tabs 5](#_Toc416706106)

[Items > General Tab 5](#_Toc416706107)

[Quantity and Cost 6](#_Toc416706108)

[Discount and Markup Percentage 7](#_Toc416706109)

[NIGP Code Search 7](#_Toc416706110)

[Item List 8](#_Toc416706111)

[Sorting 8](#_Toc416706112)

[Add Freight Charges 9](#_Toc416706113)

[Encumber Freight 9](#_Toc416706114)

[Searching For and Adding a Vendor 9](#_Toc416706115)

[Lookup & Add Vendors 9](#_Toc416706116)

[Informal Quotes 11](#_Toc416706117)

[Recommending Vendors 11](#_Toc416706118)

[Ship-To and Bill-To Addresses 12](#_Toc416706119)

[Apply Addresses on Header 13](#_Toc416706120)

[Apply Addresses on Line Items 13](#_Toc416706121)

[Adding Accounting 14](#_Toc416706122)

[Object Code Inference 15](#_Toc416706123)

[Add Accounting to Header 15](#_Toc416706124)

[Add Accounting to Line Items 16](#_Toc416706125)

[Accounting Verification 17](#_Toc416706126)

[Adding and Removing Attachments 17](#_Toc416706127)

[Attaching a Document 17](#_Toc416706128)

[Attachment Modification 18](#_Toc416706129)

[Adding, Editing, and Deleting Notes 18](#_Toc416706130)

[Item Notes 19](#_Toc416706131)

[Managing Reminders 19](#_Toc416706132)

[Create a Reminder 19](#_Toc416706133)

[Modify and Delete Reminders 19](#_Toc416706134)

[My Reminders 20](#_Toc416706135)

[Reviewing and Submitting the Requisition 20](#_Toc416706136)

[Submit For Approval 21](#_Toc416706137)

[Ready For Purchasing 21](#_Toc416706138)

[Activity 5.1 23](#_Toc416706139)

[Create an Open Market Requisition 23](#_Toc416706140)

[5.2. Check the Status of an Open Market Requisition 27](#_Toc416706141)

[Checking the Status 27](#_Toc416706142)

[Correcting Returned Requisitions 27](#_Toc416706143)

[Reopen Requisition 28](#_Toc416706144)

[Activity 5.2 29](#_Toc416706145)

[Check Requisition Status and Correct a Returned Requisition 29](#_Toc416706146)

[5.3. Create an Open Market Purchase Order 31](#_Toc416706147)

[Buyer Decision Process 31](#_Toc416706148)

[Convert to Purchase Order 31](#_Toc416706149)

[Edit/Complete Purchase Order 33](#_Toc416706150)

[Submit For Approval 33](#_Toc416706151)

[Activity 5.3 35](#_Toc416706152)

[Create an Open Market Purchase Order 35](#_Toc416706153)

[5.4. Cancel or Clone an Open Market Purchase Order and Requisition 37](#_Toc416706154)

[Cancel an Open Market Purchase Order 37](#_Toc416706155)

[Cancel an Open Market Purchase Order Using a Receipt 38](#_Toc416706156)

[Cancel an Open Market Requisition 38](#_Toc416706157)

[Clone an Open Market Purchase Order 38](#_Toc416706158)

[Clone an Open Market Requisition 39](#_Toc416706159)

[Lesson Summary 40](#_Toc416706160)

[Check Your Progress 41](#_Toc416706161)

1. Off Contract Ordering – Open Market Requisition

Learning Objectives

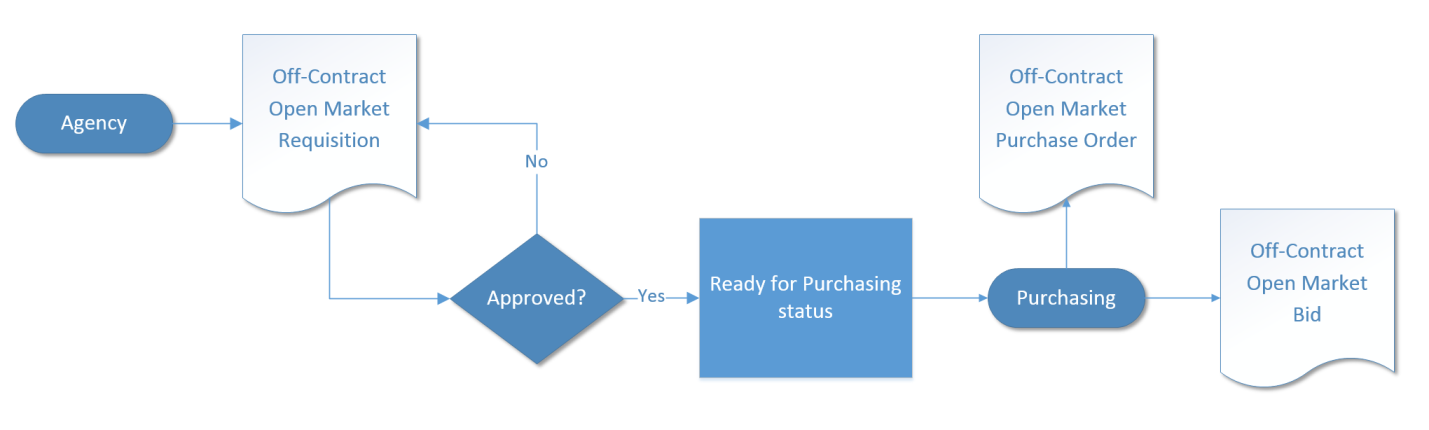
In this lesson, you will:

* Create an Open Market Requisition
* Check the status of Requisitions and correct returned Requisitions
* Create an Open Market Purchase Order
* Cancel an Open Market Purchase Order and Requisition
* Clone an Open Market Requisition

Lesson Overview

This lesson introduces the off-contract ordering process in ProcureAZ. This process begins with the creation of an Open Market Requisition document on which Item, Vendor, and Accounting information is entered. Following the submission and approval of a Requisition, an Open Market Purchase Order is created. An overview of the Open Market document lifecycle is represented in Figure 1 below.

Figure 1: Open Market Requisition Lifecycle



This lesson also reviews the document cancellation and cloning processes. In the activities, users will gain work-applicable experience in the ProcureAZ training environment by navigating and creating the various documents in the Open Market lifecycle.

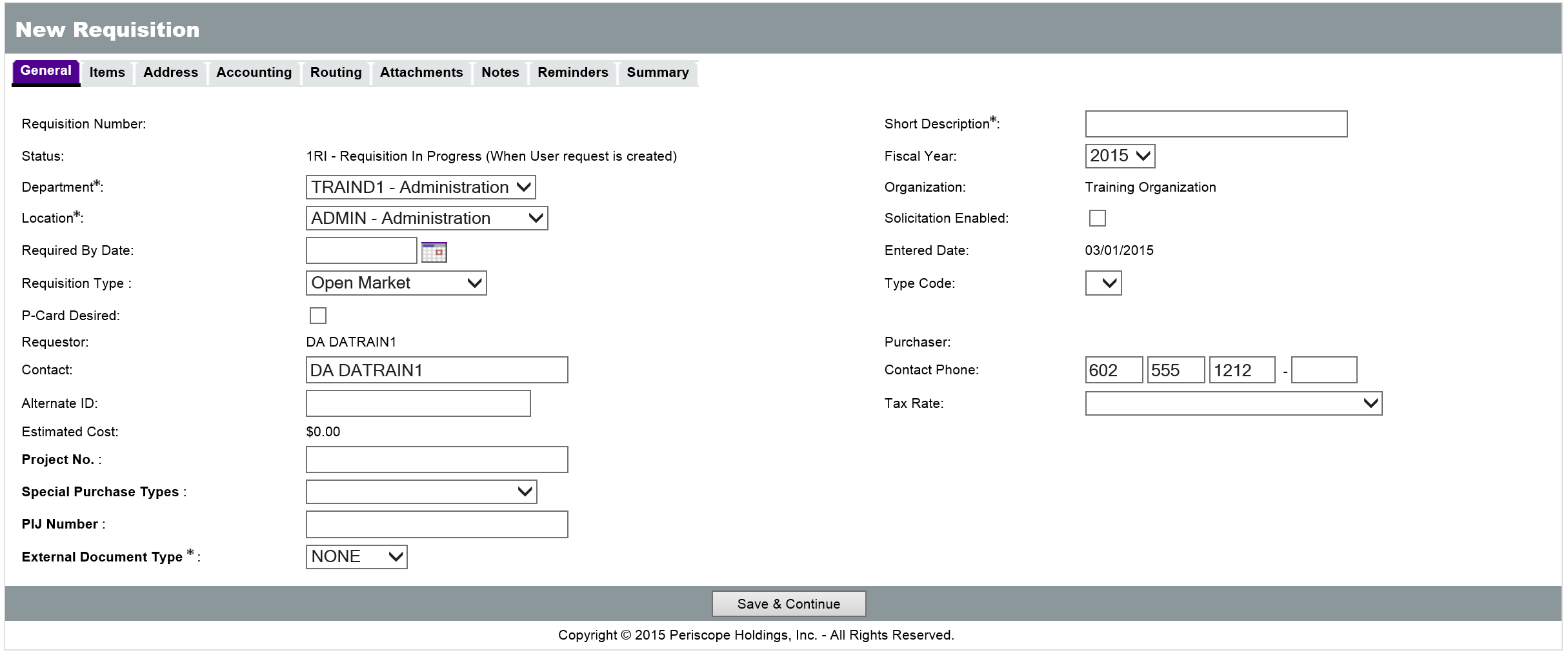
* 1. Create an Open Market Requisition

Open Market Requisitions are used to request the purchase of goods or services that are not available on an existing contract. The creator of the document must have at least the Department Access Requisitioner role designation. The items are defined and added manually to the Requisition. Submission and approval of an Open Market Requisition routes the document to a Basic Purchaser who is a procurement professional with delegated purchasing authority. The Basic Purchaser then decides whether to approve the purchase of the goods/services off-contract, convert the requisition to a solicitation, or cancel the requisition because the items are available on contract (requires either the original requester or Basic Purchaser to create a Release Requisition).

The process of creating a new Open Market Requisition begins by using the menu in the Header Bar to select Documents > Requisitions > New. This will display the New Requisition document General tab. It is recommended that documents are completed by following the tabs from left to right.

### The General Tab

The Requisition General tab is used to enter detailed information that defines the document as a whole. There are several required fields on the General tab. Optional fields can be completed if applicable.



After Save and Continue is clicked on the General Tab, the new Requisition will have a status of 1RI, Requisition In Progress. If a user leaves the general tab without clicking Save and continue the document never reached the In Progress status and does not exist. The In Progress status means that the document is currently being entered by the user. The Department and Location fields contain drop down menus for selection, but these fields will default to the values stored in the user’s profile. The Short Description field is required and should contain a brief but sufficient description of the goods or services being purchased, for example, “Office Supplies for Payroll.” The Requisition Type field contains a drop down menu for the type of Requisition, and should be set to Open Market. The rest of the fields are optional and can be entered or changed, if applicable. One of the optional fields on the General tab is the Invoice Method field.

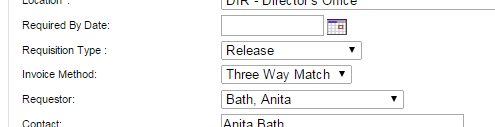
#### Invoice Method

The Invoice Method field on the General tab is used to select whether Two Way or Three Way Match will be used for the Requisition/Purchase Order. **Two Way Match is a new option** in ProcureAZ that requires a Purchase Order but does not require a Receipt to be entered before an Invoice can be processed. Selecting Three Way Match means that both a Purchase Order and a Receipt are required before an Invoice can be submitted. Three Way Match is the default Invoice Method and requires that the full documentation trail be created for a purchase.

New

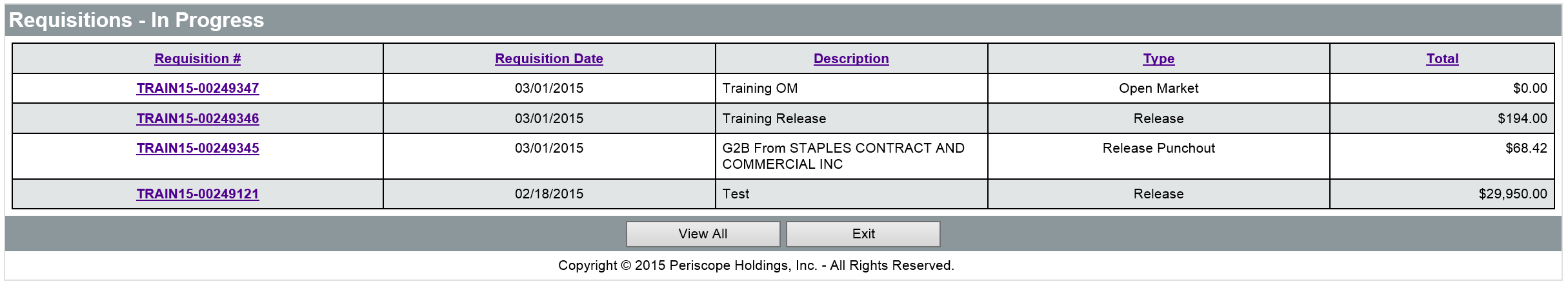
Feature

**TIP**: Two Way Match is a role granted to specific users by their agency. If users do not have the Two Way Match role, they will not see the Invoice Method field and the Requisition/Purchase Order Invoice Method will default to Three Way Match.



When the General tab is complete, clicking the Save & Continue button at the bottom of the screen will save the current document and allow the user to continue filling out the rest of the document.

Saving the document will create the Open Market Requisition and assign a Requisition Number which can be used to locate and reference the document. The document status will still be In Progress and it can be accessed and completed later, if necessary, by navigating to Documents > Requisitions > In Progress, or by searching for the Requisition number.

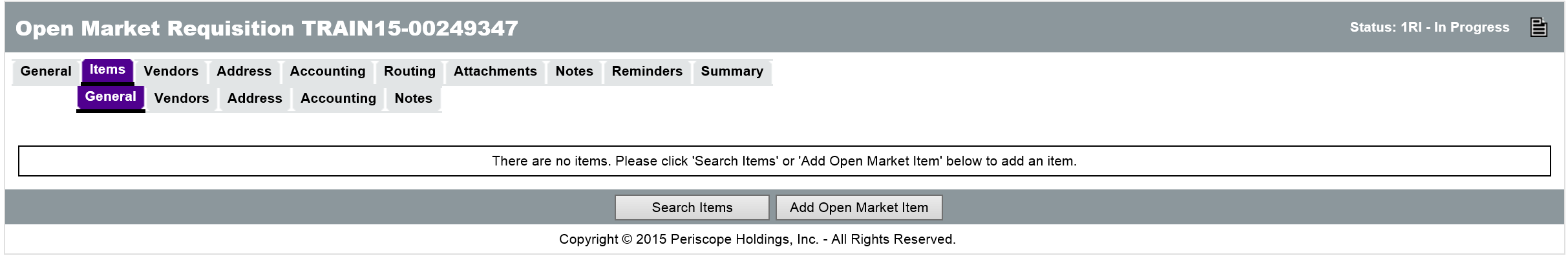


### Adding and Editing Items

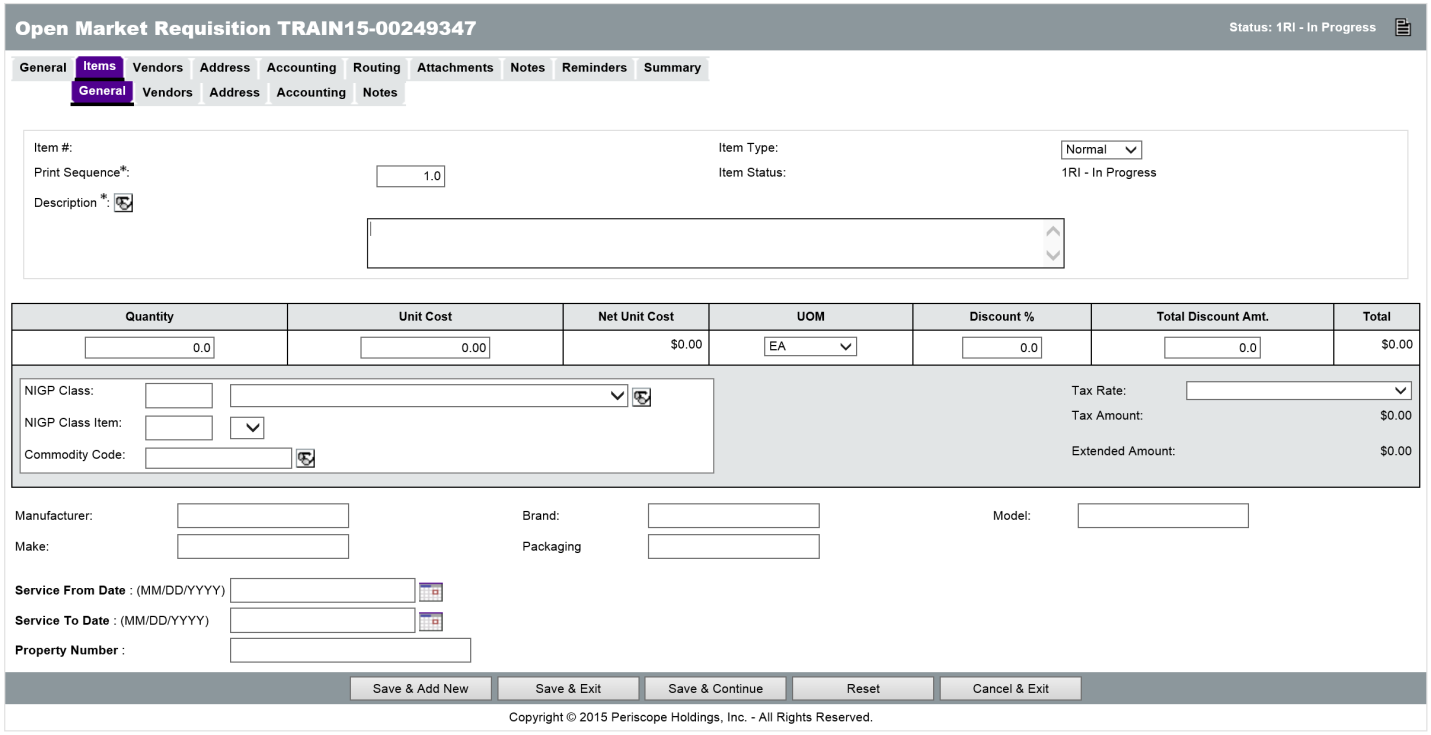
Once the document is saved, the Items tab is used to add items to the Requisition. If the Requisition Type has been set to Open Market, only Off-Contract Items will be displayed in search results. If the Requisition Type is left blank, then both On-Contract and Off-Contract Items will be displayed.

**TIP**: It is recommended that users initially search for items to see if the required items are available on-contract and/or have been ordered by your agency before. To do this, you will need to leave the Requisition type blank on the General tab until you have determined whether the item is available on contract or not. If the desired item is not found, a new Item will need to be created and defined on the Open Market Requisition.

New off-contract items ordered through the Open Market process may need to be competitively solicited (put out for bid) prior to being ordered. For this reason, Open Market Requisitions are always routed to a Basic Purchaser (procurement professional) who determines whether or not to convert the Requisition into a Bid or a Purchase Order.



The Add Open Market Item button will display a new blank Item screen that will be used to create the new Item.



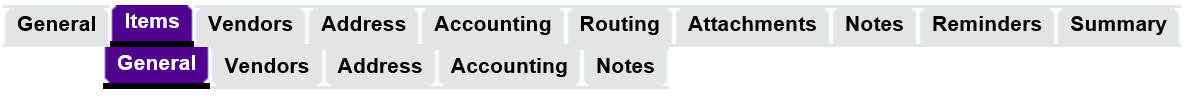
The buttons at the bottom of the screen are used to save the document or cancel out of the current screen.

* + Save & Add New – This button will save the current item and present a new blank item screen to create a new item.
  + Save & Exit – This button will save the current item and display the summary list of all items added to the Requisition.
  + Save & Continue – This button will save the current screen along with any completed fields and remain on this screen. This saves your progress so that you don’t lose it. It is a good idea to click this button if you need to take a break or get interrupted but are not finished.
  + Reset – This button will revert any changes made since the document was saved, except for changes to the NIGP Class field.
  + Cancel & Exit – This button will close the current screen without saving any changes that have been made.



#### Header and Item Tabs

At the top of the document, there are two rows of tabs: the Header tab row and the Items tab row (also called the Item subtabs). Information in the Header tab row applies to the document as a whole. Information in the Items tab row applies to the individual line items on the document.



#### Items > General Tab

Item entry begins on the Items > General tab. In order to create a new Normal Item in ProcureAZ, the following fields are required:

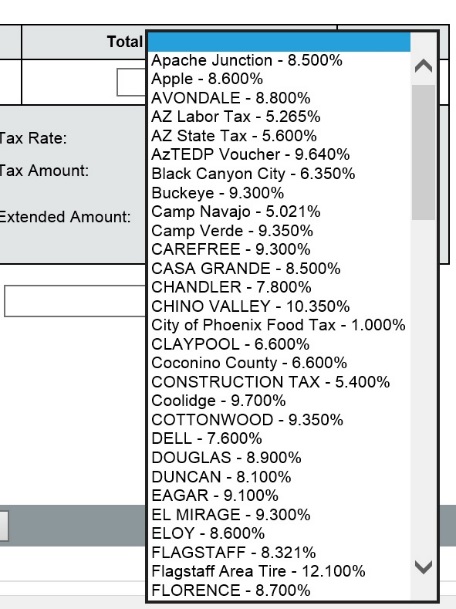
* + Print Sequence – The line sequence number determines the order in which the items will appear to vendors. This will default to the order in which Items are added to the Requisition and does not need to be changed.
  + Item Type – This value can either be Normal or Narrative. Normal items can be ordered. Narrative items only allow a Description, Project, Building Code, Cost Code, and Property Number to be entered.
  + Description – Enter the definition of the good or service being requested. For Narrative items, this can be instructions or other information.
  + Quantity – Enter the total number of the item being requested. See the information on entering quantities and costs in the section below.
  + Unit Cost – Enter the estimated cost of one unit of the item. See the information on entering quantities and costs in the section below.
  + Unit of Measure – Select the unit of measure for the item from the drop down menu.
  + NIGP Class – If known, the 3-digit NIGP Class code for the item can be entered directly in the field. The code can also be selected from the drop down menu or searched for using the eyeglass icon. For more information, refer to the NIGP Code Browse section in Lesson 2.2 of Document Types.
  + NIGP Class Item – If known, the 2-digit NIGP Class Item code for the item can be entered directly in the field. The code can also be selected from the drop down menu or searched for using the eyeglass icon next to the NIGP Class drop down. For more information, refer to the NIGP Code Browse section in Lesson 2.2 of Document Types.

New

Feature

* + Property Number – Used to record an Asset Tag number and pass this information to the Purchase Order. This free-text field can accept individual numbers or a range of numbers, for example 75800 – 75810.

**TIP**: Look for the information entered in the Property Number field in the Specification field after the document is interfaced to AFIS.

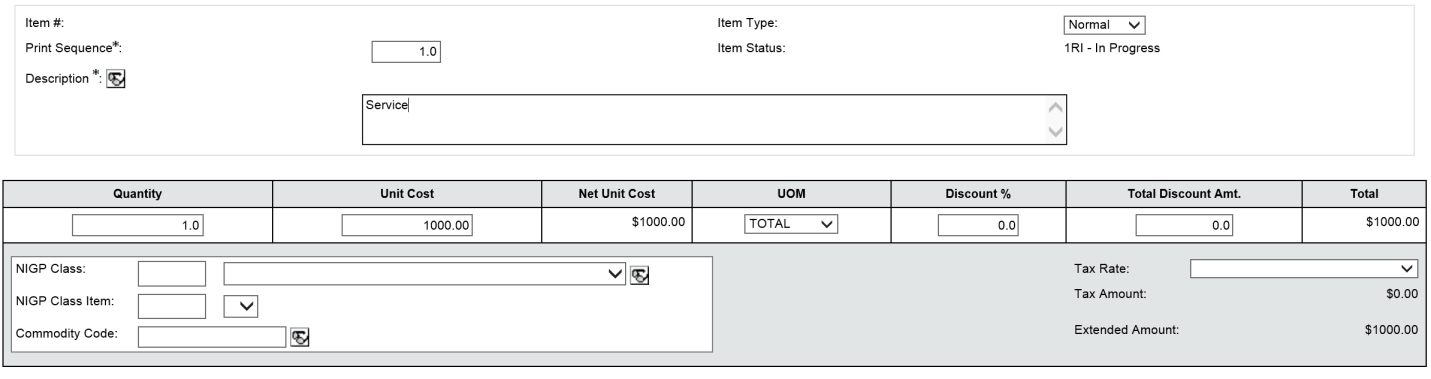


Other optional fields available when creating an Open Market Item include: Discount %, Total Discount Amt., Tax Rate, Manufacturer, Brand, Model, Make, and Packaging.

The Tax Rate is based on where the order is coming from. For example, if the vendor is in Flagstaff, then that is the Tax Rate that should be used. The Tax Rate should always be entered when the vendor is known. If the vendor is out of State, then the AZ State Tax rate should be chosen (use tax) to encumber the use tax.

##### Quantity and Cost

If the Item being entered will be received by quantity, such as chairs or desks, enter the exact number and select a unit of measure for the items being purchased, for example 50 and Each. If a service is entered that will be paid for based on a total invoice amount (receive by dollars), for example consulting services will cost $1,000, enter a quantity of 1, a unit of measure of Total, and the estimated cost ($1,000 in this example) for the service. The estimated cost is required even if the Requisition must go through a formal solicitation process.

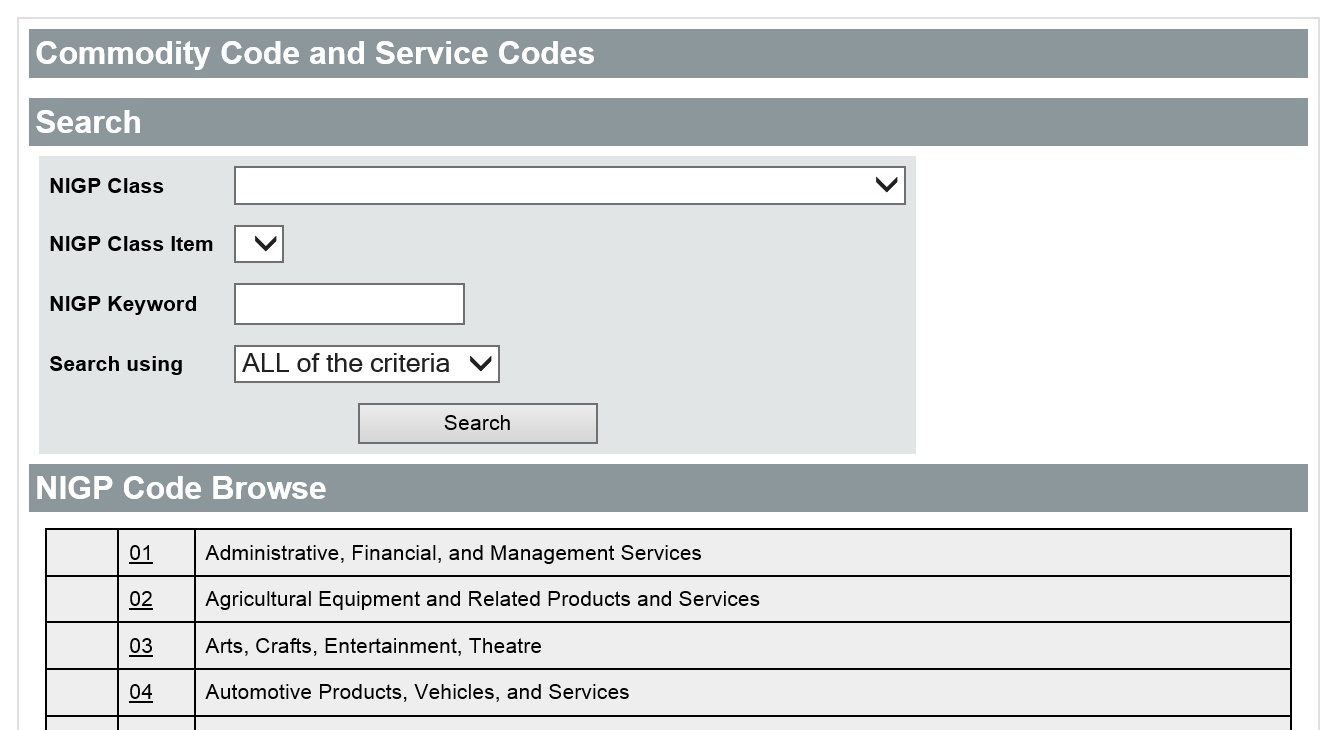


##### Discount and Markup Percentage

Only one of the Discount % and the Total Discount Amt. fields can be entered. Entering a Discount % will automatically calculate the Total Discount Amt. and vice versa. In order to process an Item discount, the Discount % field must be a positive number or the Total Discount Amt. field must be a negative number. A negative number in the Discount % field or a positive number in the Total Discount Amt. field signifies a markup.

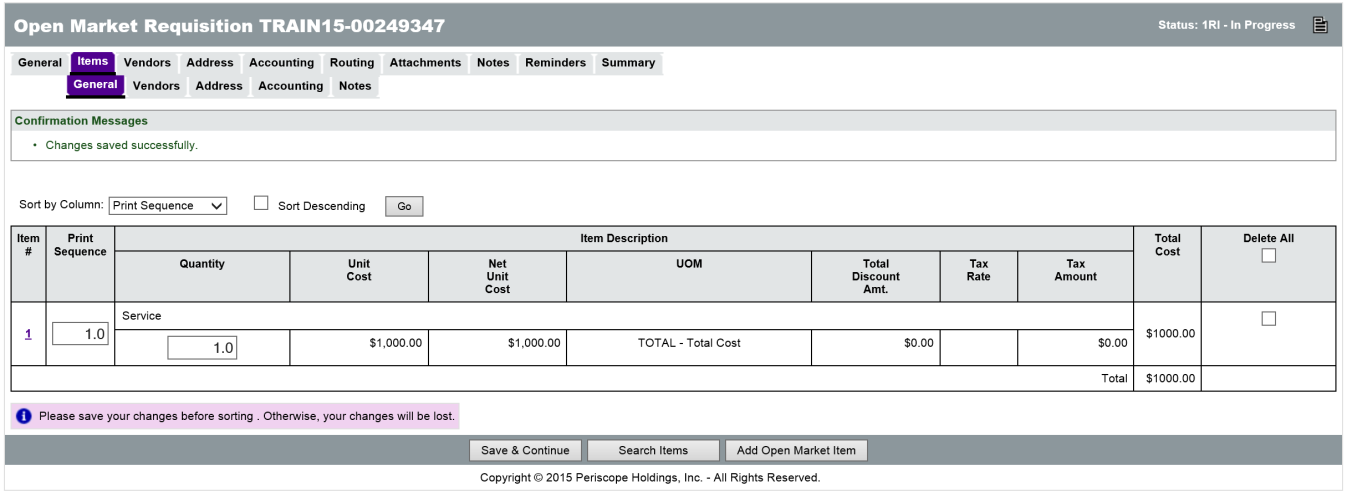
##### NIGP Code Search

The NIGP Class and Class Item fields allow searching for the appropriate class and item records to assign to the Item. This will open the NIGP Code Browse page in a pop-up window (Pop-up blocker should be disabled when working with ProcureAZ). The NIGP Keyword search field allows users to search by keyword. Enter a keyword in the box and click the Search button. It may be necessary to try different keywords in order to find one that returns the desired results. When the appropriate Class and Class Item have been found, select the radio button for the Class Item and click the Save & Exit button to populate the fields on the Requisition. For more information on using the NIGP Code Browse feature, refer to Lesson 2.2 of Document Types.



#### Item List

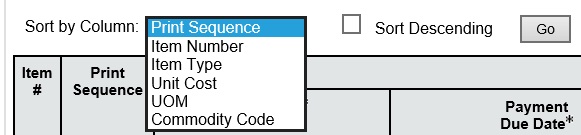
From the list of Items on the Requisition, it is possible to edit the current items, continue adding items, delete existing items, modify the print sequence, or modify the quantity of existing items. To edit an existing line item description, click the Item Number link in the first column.



To add additional Items, click the Add Open Market Item button. To delete an item, check the Delete check box in the last column on the right and click the Save & Continue button. Checking the Delete All check box will mark all lines for deletion. To modify the print sequence or quantity, enter the new value in the corresponding field, and click the Save & Continue button.

#### Sorting

The Item list can also be sorted by different columns by selecting the desired column from the Sort by Column drop down menu. The Descending check box will change the sorting order to descending.



The sorting method selected is enabled by clicking the Go button. It is important to remember to save any changes made on the Item list screen before changing the sorting method because changes will be lost otherwise.



### Add Freight Charges

New

Feature

If the agency will be required to pay freight charges for the ordered items and the freight charge has not been included in the price of the Item, the freight cost must be entered by creating an additional line Item on the Requisition/PO (encumber the amount).

#### Encumber Freight

For an Open Market Requisition Item that does not include freight in the unit cost, a new line Item must be added to the Requisition with the Freight commodity code of 962-86.

In order to encumber freight cost when multiple Items have been purchased and partial shipments are expected, it is recommended to spread the freight across all of the Items by entering the same quantity for freight and dividing the total cost by the number of units.

**TIP**: It is recommended that an equal quantity for freight and Items is entered to enable receipt of Items and freight in the same quantity.

### Searching For and Adding a Vendor

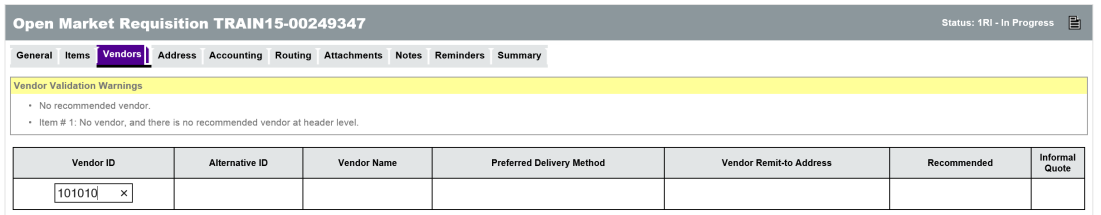
The Vendors tab in the Header tab row of the document is used to add vendors to the Requisition and allow users to select recommended vendors for the Items on the Requisition.

For standard Open Market Requisitions that will route to a Basic Purchaser for review and approval, providing a recommended vendor is not required. This will cause a yellow Vendor Validation Warning message to appear at the top of the document, but this warning can be ignored if necessary.

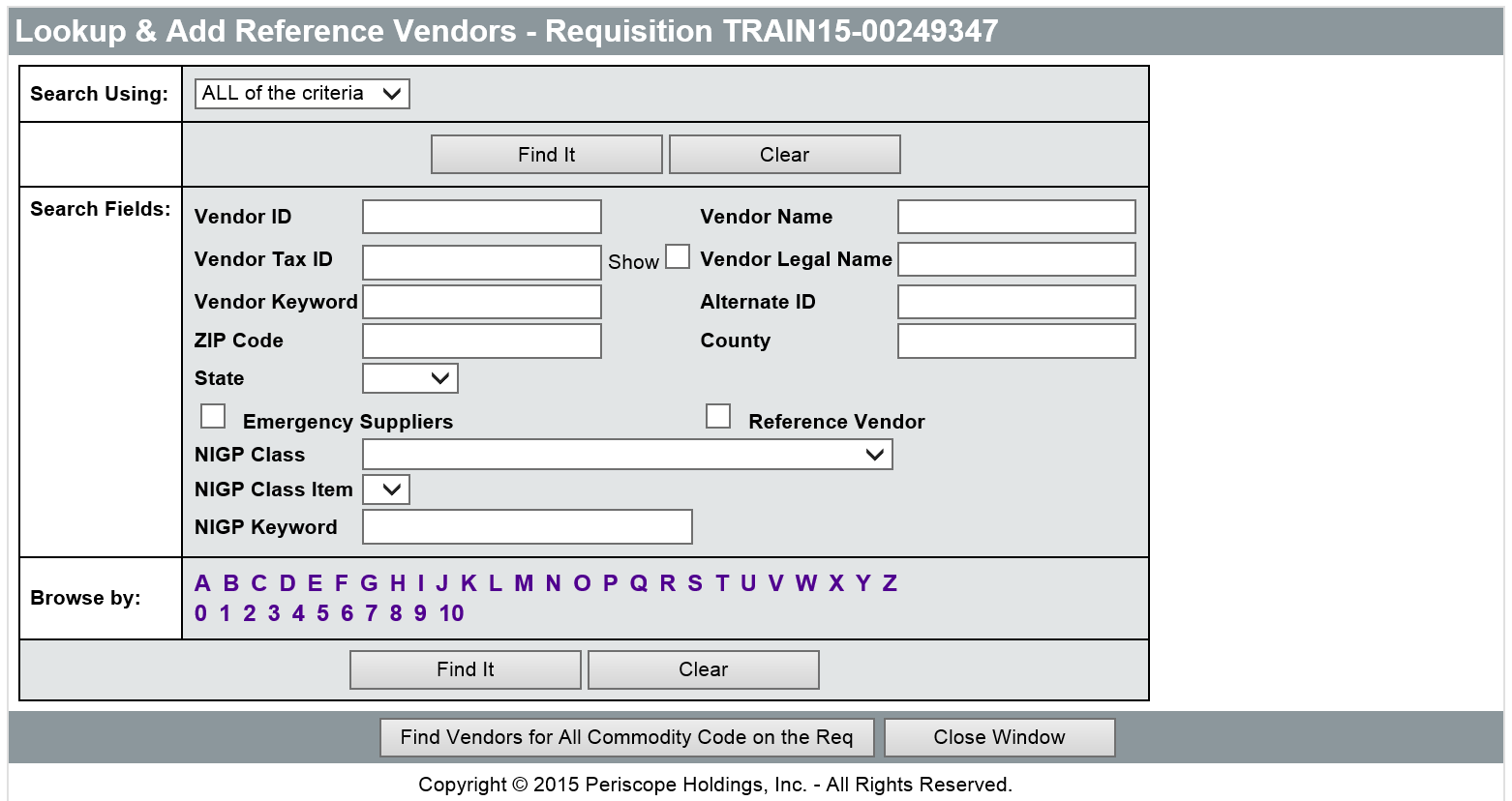
For Direct Open Market and RPA Requisitions, a vendor must be selected and recommended for all Items on the Requisition. On these document types, failure to select a vendor will result in a red Vendor Validation Error message that will prevent the processing of the Requisition.

#### Lookup & Add Vendors

Before recommended vendors can be added to the Items on the Requisition, the Vendors tab in the Header tab row must have vendors added either by entering the Vendor ID or by clicking the Lookup & Add Vendors button. If multiple vendors are added to a Requisition, then different vendors may be applied to the Items on the Requisition. A requisition with multiple vendors will result in multiple Purchase Orders.



Clicking the Lookup & Add Vendors button will cause a Lookup & Add Reference Vendors pop-up window to appear that allows the user to search for a vendor in the database. In the Lookup fields, users can search for a specific vendor by Vendor Name or Vendor ID. The easiest way to locate a vendor is to click the Find Vendors for All Commodity Code on the Req button located at the bottom of the pop-up window. This will return a list of all vendors that are registered with the Class Item and Commodity codes associated with the Requisition Items.

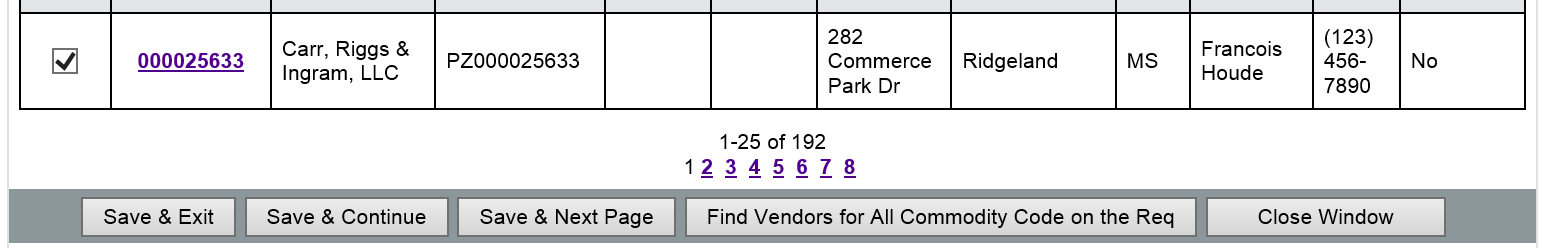


The Lookup & Add Reference Vendors page allows users to search based on any vendor related criteria. The Vendor ID, Vendor Name, Vendor Tax ID, Vendor Legal Name, Vendor Keyword, Vendor address, and other vendor information fields can be searched based on the information entered for ALL or ANY of the criteria by selecting the desired search option at the top of the page.

Any information entered in the fields is used as a search string. The search string can be anywhere in the returned field. For example, searching based on a Vendor Name of Acme will return all vendors with the letters “acme” anywhere in their Vendor Name.

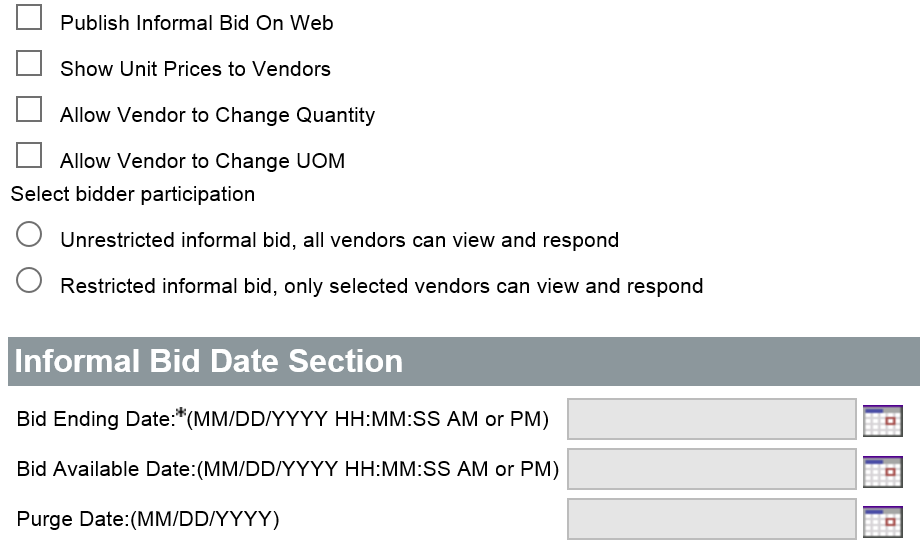
Vendors that have been designated as suppliers for a NIGP Class and Class Item can also be searched along with other identifying vendor information. For example, if a user is looking for a small business or specific type of small business, the Business Indicator field can be used to select a specific type of business (multiple types can be selected by holding “Ctrl” and clicking on each desired type).

Once the desired vendor has been located in the search results, click the Select check box for that vendor. With a vendor or vendors selected, the Save & Exit button adds the selected vendor(s) to the Requisition and closes the Lookup Vendors pop-up window. The Save & Continue button adds the vendor(s) to the Requisition and allows additional searches on the Lookup Vendor screen. If there are more than 25 results for the search, clicking the Save & Next Page button will add the selected vendor(s) to the Requisition and scroll to the next page of results. To exit without saving any changes, click the Close Window button.



#### Informal Quotes

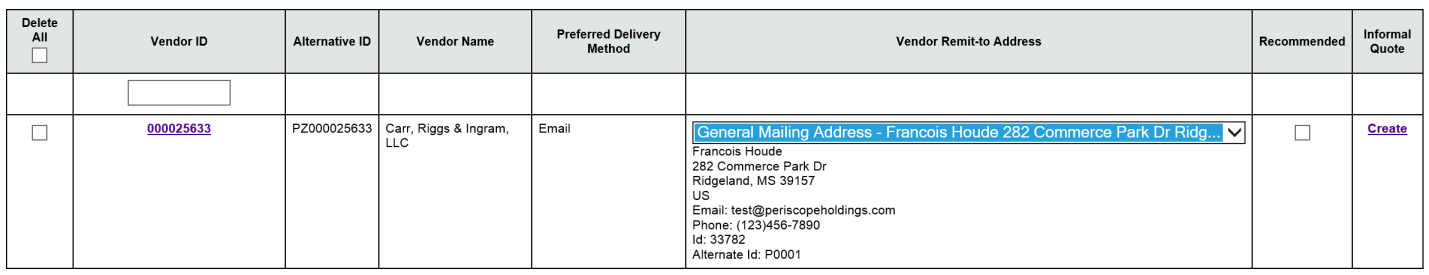
On the Header > Vendors tab, there are several options that are used when there is a need to solicit price quotes from vendors for off-contract Requisition Items through ProcureAZ. If applicable, this process is performed before recommending vendors. These fields are discussed more in-depth in Lesson 6 Informal Quotes.



#### Recommending Vendors

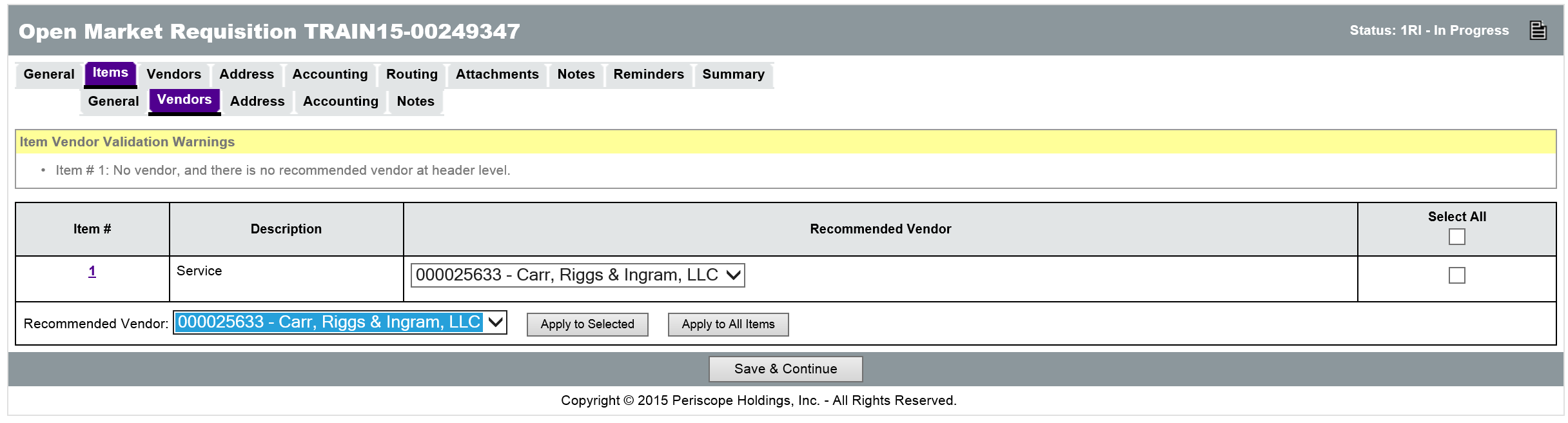
On the Requisition, the selected vendor information is displayed, including the Vendor ID and Alternative ID, the Vendor Name, Preferred Delivery Method, Vendor Remit-to Address, and a Recommended check box. Clicking the Recommended check box for a vendor on this screen and clicking Save & Continue will add the selected vendor to all of the Items on the Requisition.

**TIP**: The remit address is included on the PO sent to the vendor. If you choose the wrong remit address, it cannot be changed/corrected on the PO. The AP staff will have to change that remit address when they create the PO..



Once vendors have been added to the Requisition in the Header > Vendors tab, it is possible to recommend different vendors for different Items on the Items > Vendors tab. Each Item on the Requisition can have a different recommended vendor associated with it. One way to accomplish this is to use the drop down list in the Recommended Vendor column for each Item and select the recommended vendor for that Item.

If there are multiple items that will use the same recommended vendor, the Recommended Vendor section at the bottom of the list can be used instead. Select the check box for the desired Items in the column on the right and then select the vendor from the Recommended Vendor drop down at the bottom of the list. The Apply to Selected button will add the selected recommended vendor to the selected items. The Apply to All Items button will add the selected recommended vendor to all Items on the Requisition.



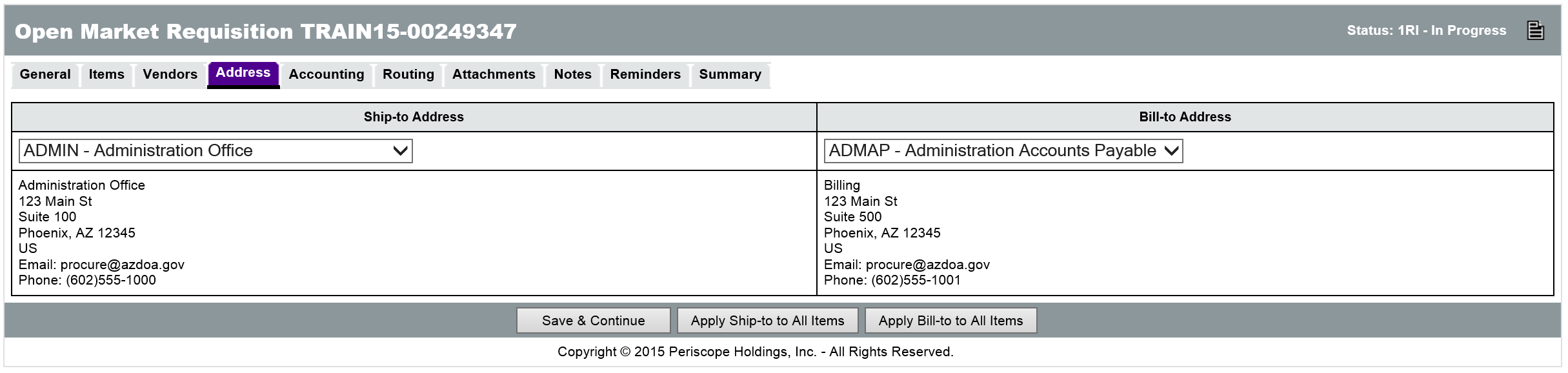
### Ship-To and Bill-To Addresses

Address information can be added at the document level on the Header > Address tab or at the individual Item level on the Items > Address tab. Address information entered at the Header level will apply the same information to all of the Requisition Items. A Ship-to and Bill-to address is required for all Requisition Items.

If the Department selected on the Header > General tab has a default Ship-to and Bill-to Address assigned, then those addresses will automatically populate the Header > Address tab on the Requisition. If the Department selected has multiple Ship-to or Bill-to Addresses configured, and they need to be changed at the document level, the Header > Address tab is used to apply the change. If the addresses need to be changed at the individual Item level, the Item Address tab is used to apply the change.

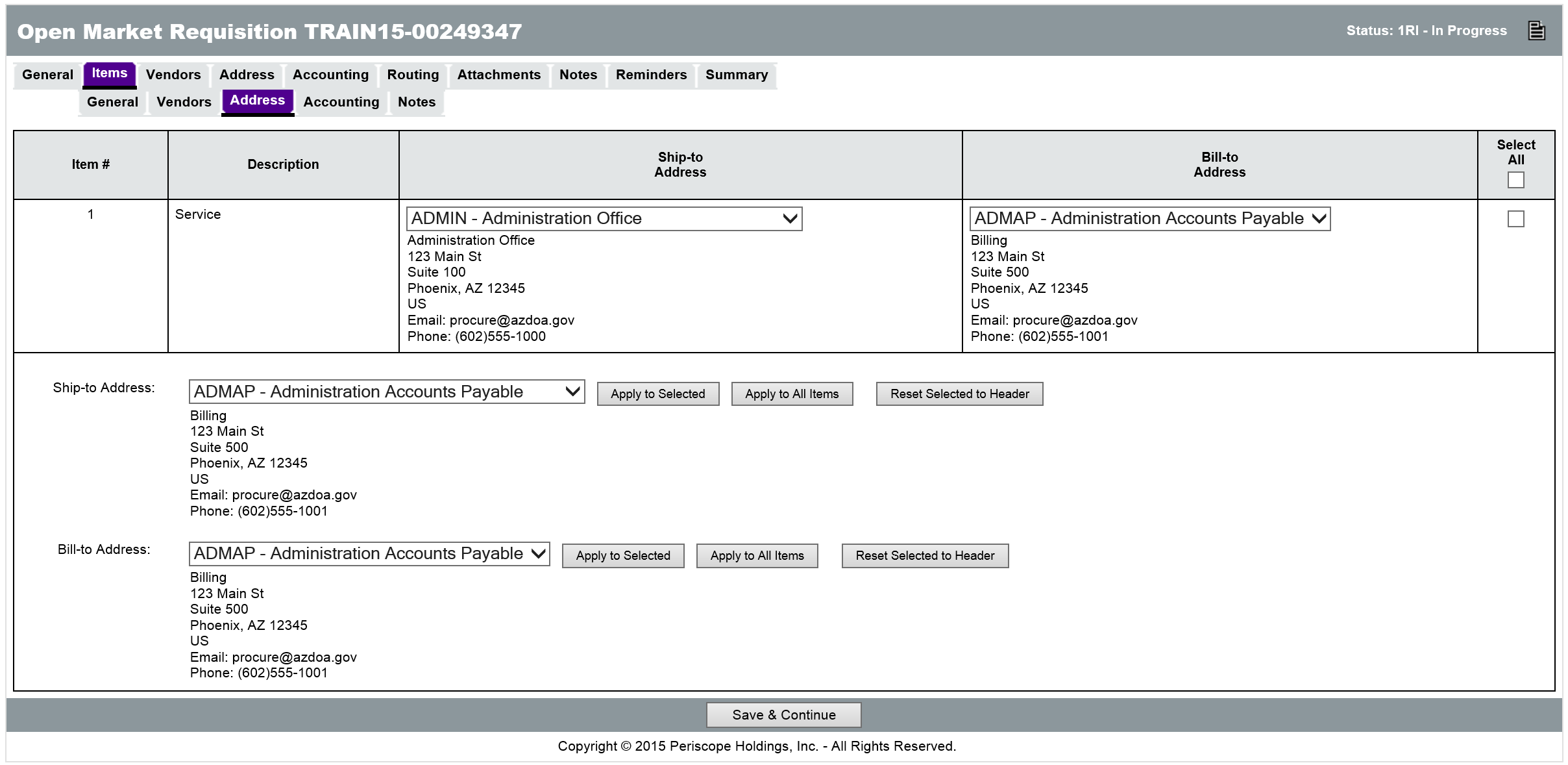
#### Apply Addresses on Header

All available addresses for the selected Department will appear in the drop down list for the Ship-to and Bill-to Address fields. If the address for the either the Ship-to or Bill-to Address has been changed, click the Save & Continue button to apply the change at the Header level, then click the Apply Ship-to to All Items button and/or the Apply Bill-to to All Items button to apply the change to all of the Requisition Items Ship-to and/or Bill-to Addresses respectively.



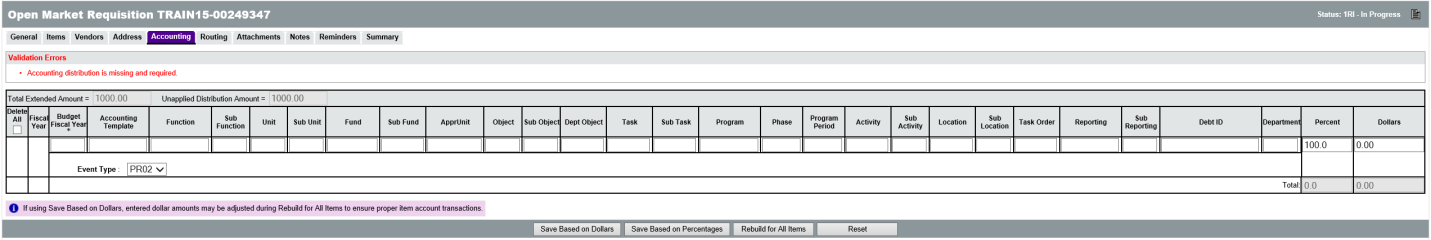
#### Apply Addresses on Line Items

If Items need to be shipped to different addresses, or if vendors need to send invoices to different addresses for different Items, then use the Items > Address tab to select the addresses for each Item. To apply a different address to multiple Items simultaneously, select the Items and use the Ship-to or Bill-to Address fields at the bottom of the page to select a different address. The Apply to Selected button will apply the selected address to the selected Items. The Apply to All Items button will apply the selected address to all of the Requisition Items. The Reset Selected to Header button will change any Ship-to or Bill-to Address to match the address on the Header > Address tab. When changes are complete, click the Save & Continue button to save the changes.



### Adding Accounting

Account codes can be added at the document level on the Header > Accounting tab or at the individual Item level on the Items > Accounting tab. Account codes entered at the Header level will apply the same information to all of the Requisition Items. Account codes are required for all Requisition Items. Users will need to know the specific Account Code elements/segments, or enter the Budget Fiscal Year along with an Accounting Template or Function code that will infer the appropriate Account codes during the interface process with AFIS.



**TIP**: If no accounting information is available to the user, placeholder accounting codes can be entered temporarily. The correct accounting codes will need to be entered for the Items prior to applying the final approval to the Requisition.

The elements/segments that must be entered depends upon the accounting methodology selected by the agency. If the agency has adopted use of Accounting Template or Function codes, the user must enter,

* + Budget Fiscal Year
  + Either Accounting Template or Function

If neither Accounting Template nor Function code are entered, the user must enter

* + Budget Fiscal Year
  + Unit
  + Fund
  + Appr Unit
  + Task

**TIP:** These are the minimum requirements enforced by ProcureAZ. However, the fields required by AFIS vary dependent upon the Agency’s accounting methodology.

#### Object Code Inference

**TIP**: Users should refer to their agency’s policy regarding Object code usage. Users should enter an Object code if their agency has special expectations or usage for it.

ProcureAZ requires that each Item be identified using a five-digit NIGP code. The General Accounting Office has created a reference table that maps NIGP code/dollar amount combinations to Statewide Object codes for the commonly used NIGP codes. Because of this established relationship, the Object code for each Item can be inferred when the accounting is saved on the item if the NIGP code is found in the reference table. The Object code will only be inferred if the field is left blank. During the inference process, if a matching Object code is found, it will be written to the Object field, but if no matching Object code is found, the field will be left blank and require input from the user before submitting the document to AFIS. If the user enters an Object code, ProcureAZ will not overwrite the code with an inferred Object code.

New

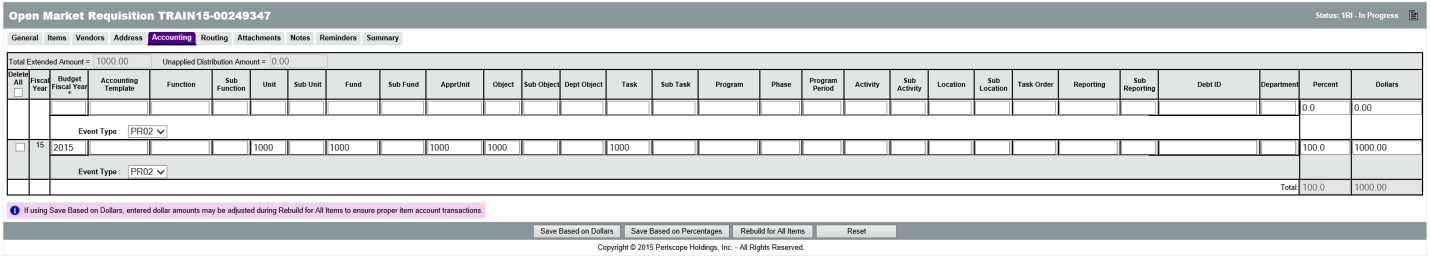
Feature

**TIP**: The Object code is only inferred if left blank. If an Object code has been entered by the user before saving/applying the accounting to the item, ProcureAZ will not overwrite the Object based on the NIGP code.

#### Add Accounting to Header

On the Header > Accounting tab, the Accounting codes can be entered into their respective fields. At the far right of the page (scrolling is necessary) there are fields for entering the Percent or Dollar distribution for the Accounting line. If multiple Accounts are responsible for payment of the request, their responsibility amount can be entered as either a percentage of the total or a dollar amount. Only the Percent field or the Dollars field can be used but not both.

Entering a value into one field will automatically calculate the other when the changes are saved. If the Percent field is used, the Save Based on Percentages button will update the Dollars. If the Dollars field is used, the Save Based on Dollars button will update the Percent. The sum of the percentages must equal 100 and the sum of the dollars must equal the total amount of the cost of the Items on the request. The Unapplied Distribution Amount must always be 0.

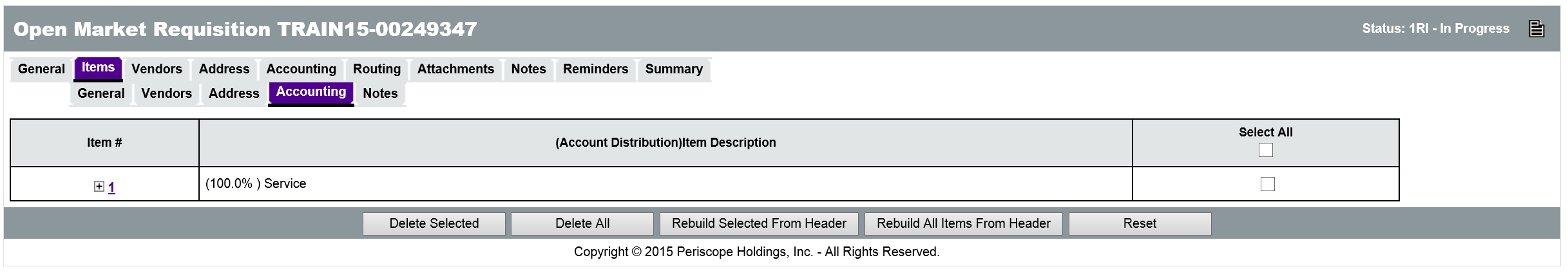


Once all Accounting information has been entered and the Unapplied Distribution Amount is 0, clicking the Rebuild for All Items button will apply the Accounting information to all of the Requisition Items.

At this point the document will be locked by ProcureAZ to perform several tasks and a system warning message will inform the user that the document is locked for editing. After locking the document, the Object code may be inferred on the individual items based on the Item’s NIGP code and a validation check is performed to ensure that all conditionally required information has been entered. Once the process is complete, a message box is displayed that informs the user that the page will be refreshed.

#### Add Accounting to Line Items

When Accounting codes must be different for each line item on the Requisition, the Items > Accounting tab must be completed. On this screen, each Item on the Requisition is displayed. Clicking the Item Number for an Item will display the same screen used on the Header, except that it applies only to the individual Item. The same Accounting information is required on this page and the Percent or Dollars fields can be used to distribute the cost of an Item across multiple accounts.



After entering the last Accounting line for an Item, but before saving, you can tell the system what to display after clicking one of the save buttons. The available options are: Current Page, Next Item, Previous Item, and Exit. Upon saving any changes, the system will lock the document for editing and perform the Object inference (if left blank) as well as the required field validation. A message box will be displayed when the document is ready to be refreshed.

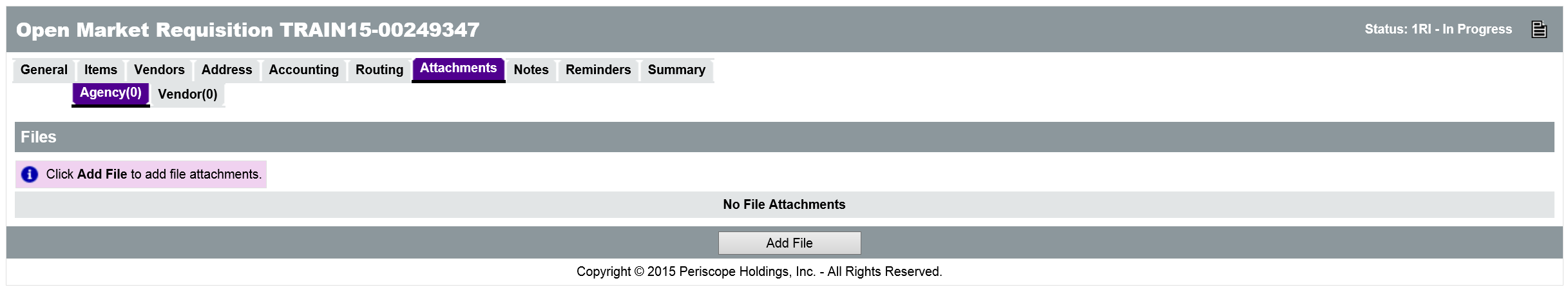
#### Accounting Verification

When the Requisition is submitted for approval, approvers can change the Accounting codes that have been entered if necessary.

### Adding and Removing Attachments

The Header > Attachments tab is used to view any existing attachments and add new attachments to the Requisition. State Procurement Office administrators can add default attachments to all new Requisitions so there may be attachments on the document that you did not add. The Attachments tab will display the number of attachments on the document in parenthesis. For example, Attachments(2) means that there are 2 attachments on the Requisition.

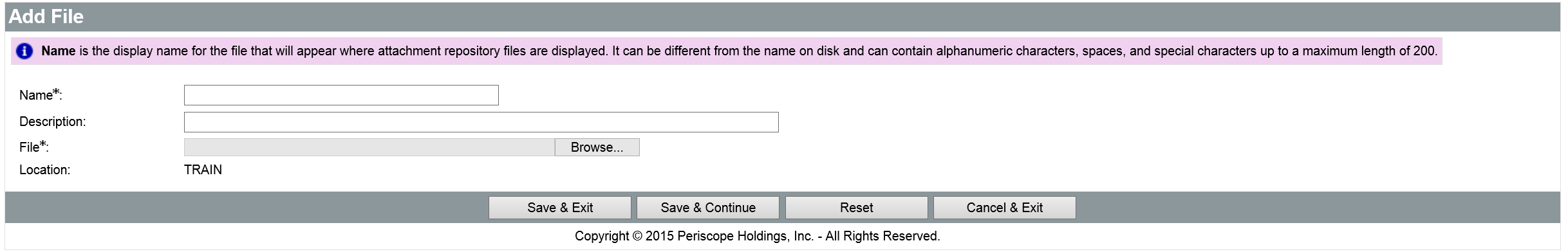
There are two Attachment tabs, one for Agency uploaded documents, and one for Vendor uploaded documents. Agency users can only upload documents to the Agency tab. If the document should not be viewable by vendors, the Show Vendor check box should be unchecked (it is checked by default).



Any supporting documents for the purchase must be scanned and attached to the Requisition as specified by policy. This might include documentation such as specification sheets, scope of work reports, or hard copy quotes. All Requisitions must include specifications for goods or services and, if sufficient detail cannot be contained in the Item Description field, any appropriate supporting documents must be attached. It is important that any attached document name accurately describes the document.

#### Attaching a Document

On the Attachments > Agency tab, click the Add File button. On the Add File page, the Name field is the display name for the file that will appear wherever attachment repository files are displayed. The Name can be different than the name of the file and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200 characters. If no Name is entered, it will default to the file name. The Description field is optional but can be used to enter a longer description of the file, its purpose, or any notes/comments about the file.



Clicking the Browse button will display a File Explorer window that allows the user to navigate to the folder location on the local machine or shared drive and select the file to upload. When the appropriate file has been selected, click Open in the File Explorer window to add the file path to the Attachment screen.

When all fields have been completed and the file has been selected, click the Save & Exit button to upload the file to ProcureAZ and attach it to the Requisition. To attach more files, click Add File.

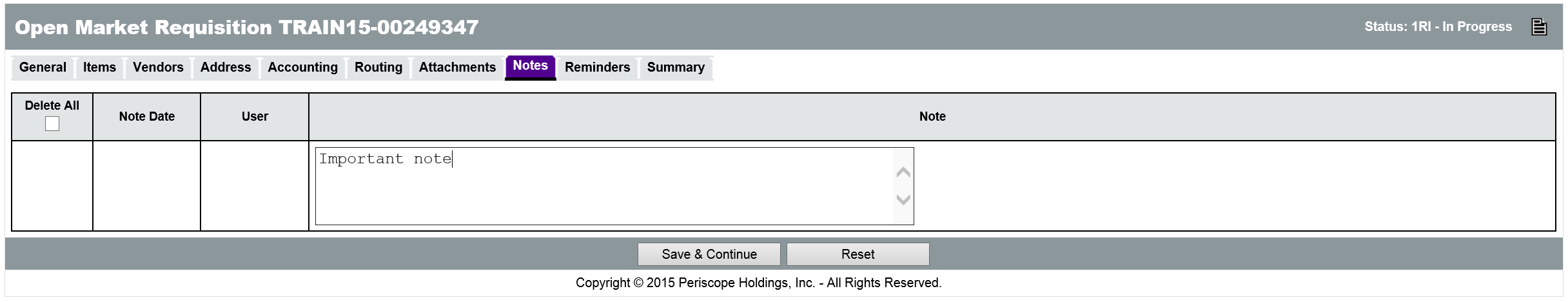
#### Attachment Modification

On the Attachments > Agency tab, the Show Vendor check box determines whether the vendor can view the attachment and the Delete check box will delete the attachment from the Requisition. After changing either of these settings, click the Save & Continue button to apply the changes.

The Name of the file is a link to the file detail screen. On the Attachment File Detail screen, only the Description can be modified. The file can also be downloaded by clicking the Download icon. If the Description has been changed, save the changes by clicking the Save & Exit button.

### Adding, Editing, and Deleting Notes

The Header > Notes tab is used to add notes about the Requisition document that are only visible to Organization users who access the document. Notes are entered in the Note field, which allows multiple lines of text to be entered. When one note is entered, clicking the Save & Continue button will save the note and add a new blank Note field for another note. Any notes that are saved to the document are stamped with the date they were added. Checking the Delete check box and clicking the Save & Continue button will remove the note from the document. The reset button will revert any changes made to the notes since the document was last saved. Like Attachments, the number of Notes added to the document will display in the tab name in the Header > Notes tab.



#### Item Notes

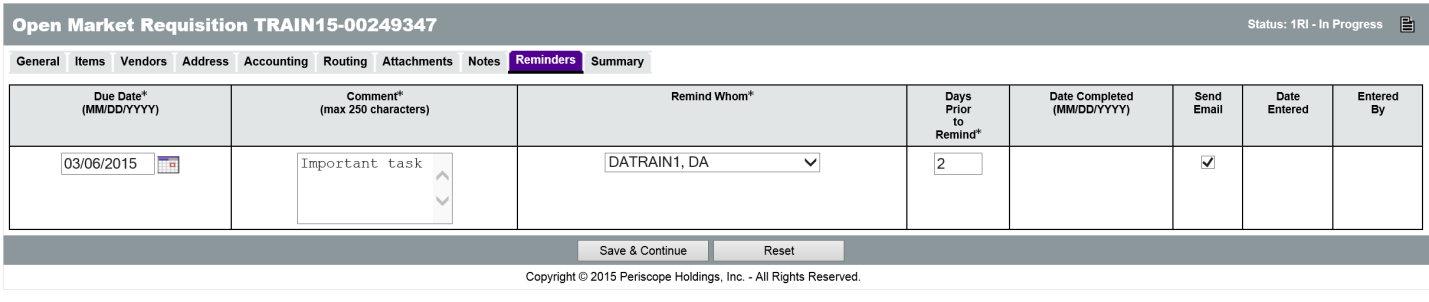
Notes can also be added to an individual Item on the Requisition on the Items > Notes tab. On this page, clicking the Item Number will display the same screen as the Header > Notes tab except that these Notes are added to a specific Item. Both header level and item level notes will follow on to the Purchase Order.

### Managing Reminders

The Reminders tab on a Requisition is used to create automatic reminders that will notify a user prior to the due date of the reminder. When there are no reminders, the first line is used to create a new reminder.

#### Create a Reminder

The Due Date field can be set to the date that the Requisition is due or any other date for which the user would like a reminder. The date picker icon can be used to select a date. The Comment field can contain text up to 250 characters and is used to type the reminder message that will be sent to the user. The Remind Whom field contains a drop down menu of all of the users in the system. Selecting a user from the list will notify that user based on the date settings on the reminder. The Days Prior to Remind field is used to specify the number of days, prior to the Due Date, that the user will be notified about the Requisition. If the Send Email check box is checked, ProcureAZ will send an email to the user with the reminder and comment.



#### Modify and Delete Reminders

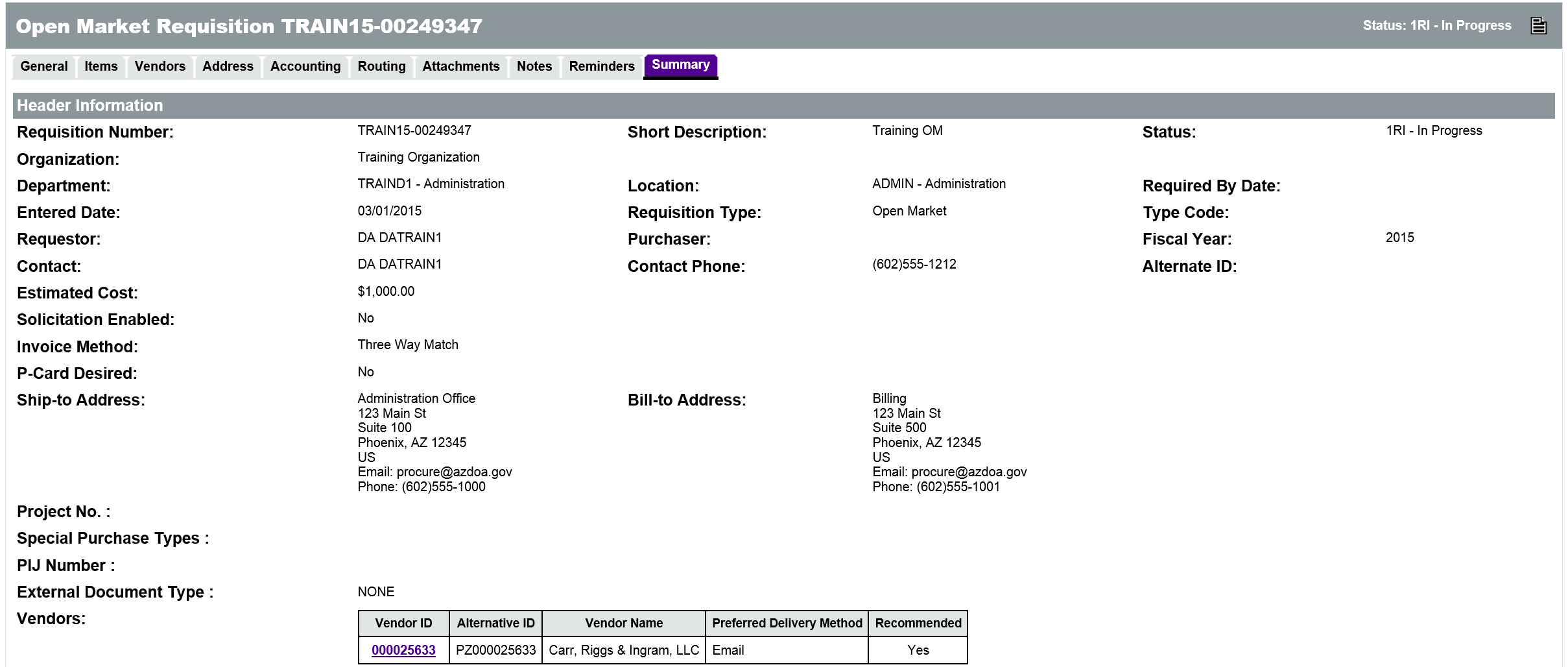
Existing Reminders can be edited and deleted on the Reminders tab of the Requisition. Only the user who added the reminder can remove it. If changes are made or the Delete check box is checked, clicking the Save & Continue button will apply the changes and/or deletions.

#### My Reminders

Any reminders that have been added for a user will display on that user’s My Reminders tab which is available on the Home Page. The My Reminders tab will display the number of current reminders in parenthesis. On the My Reminders page, reminders are separated into tabs by document type. The Reminder appears on the My Reminders page when the number of days prior to the due date has arrived. Reminders can be marked as complete by entering or selecting a date for the Date Complete field. This will remove the reminder from the My Reminders tab and mark the reminder as complete on the document.

### Reviewing and Submitting the Requisition

The Summary tab displays all of the information on the Requisition. Any warnings or errors present in the document will be displayed at the top of the screen. Yellow warning messages will not prevent document submission but should be noted by the user. Red error messages will prevent document submission and must be addressed prior to submitting the document for review. The document creator should scan the Summary page to make sure that all data was entered correctly. Any necessary corrections can be made on the tab where that information was entered.



When all errors have been corrected and the Summary page has been reviewed, the document is ready to be submitted for approval. There are four buttons at the bottom of the Summary page:

* + Submit for Approval – Click this button to submit the Requisition for approval. The approval path that has been triggered by the document will appear.
  + Cancel Requisition – Click this button to cancel the Requisition. This will delete the Requisition from ProcureAZ. A warning pop-up window will ask you to confirm cancellation.
  + Clone Requisition – Click this button to create an exact copy of the Requisition. The next screen will ask you to enter the Fiscal Year for the new document.
  + Print – Click this button to display a printable version of the document.



#### Submit For Approval

Click the Submit for Approval button. A dialog box pop-up will ask you to confirm submission of the Requisition, click OK. If there are approvals required and auto-cascading approval paths have been set up, the Approval Path screen will display the users that need to approve the document and the order of the approvals. For non-auto cascading approval paths, users will need to select the appropriate path for the document. If no approval paths are found for the document, the document moves to the next status.



The Continue button will send the Requisition to the first approver in the Approval Path. Until the Continue button is clicked the document will remain in a In Progress status. Clicking the Cancel & Exit button will cancel document submission and return to the Summary tab of the document.

When the Continue button is clicked, if document submission is successful, a message will be displayed at the top of the screen stating that the transaction was successful. Any warning or error messages generated by the submission will also be displayed.

### Ready For Purchasing

Once the Open Market Requisition document has received final approval, the status of the document changes to Ready for Purchasing and the document is automatically interfaced to AFIS. If the accounting codes are legitimate and sufficient funds are available in the account to pay for the requested Items, the document should successfully interface to AFIS. If the approved Open Market Requisition document interfaces successfully, a pre-encumbrance is created in AFIS. The ProcureAZ Open Market Requisition’s alternate ID field will display a string/value that begins with RQ.



That RQ number is the Document ID for the document that was interfaced to AFIS. Individuals with access to view documents in AFIS can review the content of that document in AFIS by searching for the Document ID.

Activity 5.1

Create an Open Market Requisition

Scenario

Your agency has needs to purchase a fishing boat and oars. There are no existing contracts with a vendor so you will need to create an Off-Contract Open Market Requisition to request the purchase of the items.

Setup

* Log in as the Requisitioner (DA) role on your Training Data Card

Steps

1. Create the new Requisition document.
   1. In the Header Bar, click **Documents**.
   2. Hover the mouse over **Requisitions**. The Requisitions menu expands.
   3. Click **New**. The New Requisition document opens.
2. Complete the data entry on the General tab.
   1. In the Department drop down menu, select the Department on your Training Card.
   2. In the Location drop down menu, select the Location on your Training Card.
   3. In the **Requisition Type** drop down menu, select **Open Market**.
   4. In the Short Description field, enter today’s date, Fishing Boat and Oars DATrain# (where ‘#’ is your student number, example: 12 MAR Fishing Boat and Oars DATrain1).
   5. Click the **Save & Continue** button. Observe the Confirmation Message that is displayed.
   6. On your Training Card, write down the **Requisition Number** that has been assigned to the Requisition in the space provided for Activity 5.1.
3. Add an Item to the Requisition.
   1. Click the **Items** tab.
   2. On the Items > General tab, click the **Add Open Market Item** button.
   3. In the **Description** field, enter Fishing Boat.
   4. In the **Quantity** field, enter 1.
   5. In the **Unit Cost** field, enter 500.
   6. In the **NIGP Class** field, click the **eyeglass icon**. The NIGP Code Browse page opens in a pop-up window.
   7. In the **NIGP Keyword** field, enter Boat.
   8. Click the **Search** button.
   9. In the results, click the radio button for **120-21Boats, 21 Feet and Under**. Click the **Save & Exit** button.
   10. In the **Property Number** field, enter 7210
4. Add another Item to the Requisition.
   1. On the Items > General tab, click the **Save & Add New** button.
   2. In the **Description** field, enter Boat Oars.
   3. In the **Quantity** field, enter 1.
   4. In the **Unit Cost** field, and 5.
   5. In the **NIGP Class** field, click the **eyeglass icon**. The NIGP Code Browse page opens in a pop-up window.
   6. In the **NIGP Keyword** field, enter Oars.
   7. Click the **Search** button.
   8. In the results, click the radio button for **120-70 Paddles and Oars**.
   9. Click the **Save & Exit** button.
   10. On the Items > General tab, click the **Save & Continue** button.
5. Search for and add recommended vendors to the Requisition.
   1. Click the Header > Vendors tab.
   2. Click the **Lookup & Add Vendors** button. The Lookup Vendors page opens in a pop-up window.
   3. At the bottom of the Lookup Vendors page, click the **Find Vendors for All Commodity Code on the Req** button.
   4. In the results, click the **Select** check boxes for **Melcher Marine LLC, dba Loyd’s Marine** and **Maurer Marine Inc**.
   5. At the bottom of the Lookup Vendors page, click the **Save & Exit** button.
   6. On the Vendors tab, click the **Recommended** check box for **Melcher’s Marine LLC, dba Loyd’s Marine**.
   7. Click the **Save & Continue** button.
   8. In the pop-up dialog box, click **OK** to apply the recommended vendor to all Requisition Items.
6. Review the Address information on the Requisition.
   1. Click the Header > Address tab.
   2. Observe the Ship-to and Bill-to Address for the selected Department.
7. Complete the Accounting information on the Requisition.
   1. Click the Header > Accounting tab.

**NOTE: Refer to the Accounting Information section of the Training Data Card**

* 1. Use the accounting information from **Function Code 2 BUT DO NOT ENTER INFORMATION IN THE OBJECT FIELD; LEAVE THE OBJECT FIELD BLANK***.*
  2. Click the **Save Based on Percentages** button.
  3. Click the **Rebuild for All Items** button. The document will need up to a minute to process the new accounting information.
  4. When the process is complete, click the **OK** button in the dialog box that appears.

1. Review accounting
   1. On the Items >Accounting tab, click 1 (not the plus sign) to see the account code segments displayed
      1. Note that the Object field has a value in it
      2. Click the **Cancel & Exit** button
   2. On the Items >Accounting tab, click 2 (not the plus sign) to see the account code segments displayed
      1. Note that the Object field remains BLANK. The NIGP and dollar amount combination was not included in the Object Inference table
2. Add the Object for Item 2
   1. Type **7599** in the Object field
   2. Click the Save Based on Percentages button
   3. When the process is complete, click the **OK** button in the dialog box that appears.
3. Optional: Add an Attachment to the Requisition.
   1. Click the **Attachments** tab.
   2. Click the **Add File** button. The Add File page opens.
   3. Click the **Browse** button.
   4. Navigate to the **Documents** folder (look on the left side of the file window for the shortcut).
   5. Double-Click **Documents for Training**.
   6. Select the **Vendor Documentation** file.
   7. Click **Open**.
   8. In the **Name** field, enter today’s date and Vendor Quote.
   9. Click the **Save & Exit** button.
4. Optional: Add another Attachment to the Requisition.
   1. Click the **Add File** button. The Add File page opens.
   2. Click the **Browse** button.
   3. Navigate to the **Documents** folder (look on the left side of the file window for the shortcut).
   4. Double-Click **Documents for Training**.
   5. **Select the file noted on your training card for Activity 5.1 Step K.6.**
   6. Click **Open**.
   7. In the **Name** field, enter today’s date and Item FAQ.
   8. Click the **Save & Exit** button.
5. Add a Note to the Requisition.
   1. Click the **Notes** tab.
   2. In the Note field, enter This is a training Requisition.
   3. Click the **Save & Continue** button.
6. Review and Submit the document for approval.
   1. Click the **Summary** tab.
   2. Review all of the information on the document.
   3. Click the Submit for Approval button.
   4. In the dialog box, click **OK**.
   5. On the Approval Path screen, click the **Continue** button.

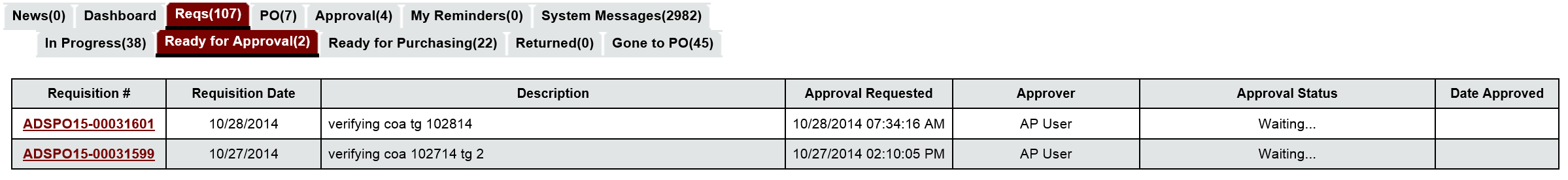
**Note**: Trainer will need to process the disapproval of each submitted document before beginning the next activity.

* 1. Check the Status of an Open Market Requisition

The status of a Requisition can be monitored at any point in the document lifecycle. The Home Page displays tabs for all document types accessible by the user profile.

### Checking the Status

The Reqs tab is used to view Requisitions saved in ProcureAZ and contains sub-tabs for each document status. Each tab name contains the number of documents displayed on that tab in parenthesis. For example, Ready for Approval(4) means that there are 4 Requisitions awaiting approval. If the document has been submitted for approval, it will move to the Ready for Approval tab.

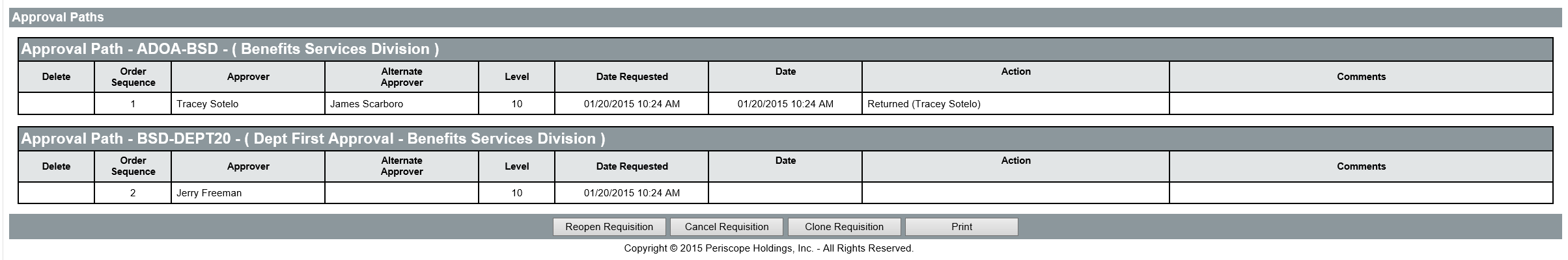


On the Ready for Approval tab, any Requisitions that are awaiting approval are displayed along with the Approval Requested date, the Name(s) of the Approver(s), the Approval Status, and the Date Approved. Clicking the Requisition document number will open the document for review. On a Requisition document, any user with access to the document can add Notes, but cannot edit or delete other user’s notes. The Accounting information can be modified, but only by the current approver.

If the document is disapproved for any reason, it will change to Returned status and the creator will be notified by email that the document has been disapproved.

### Correcting Returned Requisitions

Any disapproved Requisitions that you created will be displayed on the Reqs > Returned tab. Clicking the Requisition document number will open the document to the Summary tab. The Approval Paths section at the bottom of the Summary tab displays the Approval Actions that have been applied to the document. If the approver added any comments to the document when they disapproved it, they will be displayed in the Approval Path section. The options at the bottom of the Summary tab allow the document creator to reopen, cancel, clone, or print the Requisition.



#### Reopen Requisition

Documents may be returned because the approver was concerned about the document’s content, or they may be returned because there were errors when the document attempted to interface to AFIS. If the document has been returned without errors, it may be necessary to follow up with the Basic Purchaser in order to make sure that any issues preventing approval are properly addressed before resubmission. If changes are required, click the Reopen Requisition button on the Summary tab to change the status of the document to In Progress and enable document modification.

Activity 5.2

Check Requisition Status and Correct a Returned Requisition

Scenario

You submitted a Requisition for a boat last week. You want to monitor the progress in the approval chain. The Requisition has been disapproved with a comment about the selected vendor. The vendor is still in the system but is no longer in business, so another vendor will need to be selected.

Setup

* Log in to ProcureAZ using the Requisitioner (DA) role on your Training Data Card.

Steps

1. Review the approval status of the recently submitted Requisition documents.
   1. In the Home section, click the **Reqs** tab.
   2. Click the Reqs > Ready for Approval tab.
   3. Observe the documents listed on the Ready for Approval tab.
2. Locate and open the Returned document.
   1. Click the **Reqs > Returned** tab.
   2. Locate the Requisition document number that you wrote down on your Training Card in Activity 5.1.
   3. Click the **Requisition document number** to open the document.
   4. Review the Approver comments in the Approval Paths section.
3. Reopen the Requisition for modification.
   1. At the bottom of the Summary tab, click the **Reopen Requisition** button.
   2. Observe the System Warning message that the Requisition is being processed.
   3. When processing is complete, in the dialog box, click **OK**.
4. Select a different vendor for the boat.
   1. Click the **Vendor** tab.
   2. Click the **Recommended** check box for **Maurer Marine Inc**.
   3. Click **Save & Continue**. A dialog box appears to ask if you are sure you want to apply the recommended vendor to all of the Requisition Items.
   4. In the dialog box, click **OK**.
5. Resubmit the Requisition.
   1. Click the **Summary** tab.
   2. Click the Submit for Approval button
   3. In the dialog box, click **OK**.
   4. On the Approval Path screen, click the **Continue** button, then the **OK** button.

**Note**: Trainer will need to process the approval of each submitted document before beginning the next activity.

* 1. Create an Open Market Purchase Order

The next step in the off-contract Open Market lifecycle is the conversion from an approved Requisition to either a Bid or a Purchase Order. A Bid document is used to publish a request for goods or services in ProcureAZ on the internet and collect vendor quotes for the request. A quote can be selected from those received and turned into a Purchase Order. Purchase Orders are documents that are used to purchase goods or services. Purchase Orders are used to communicate the details of a purchase to both the vendor and any internal departments that need to know about the purchase. Purchase Orders can be created by a Basic Purchaser from a blank document, or from an existing Requisition or Bid.

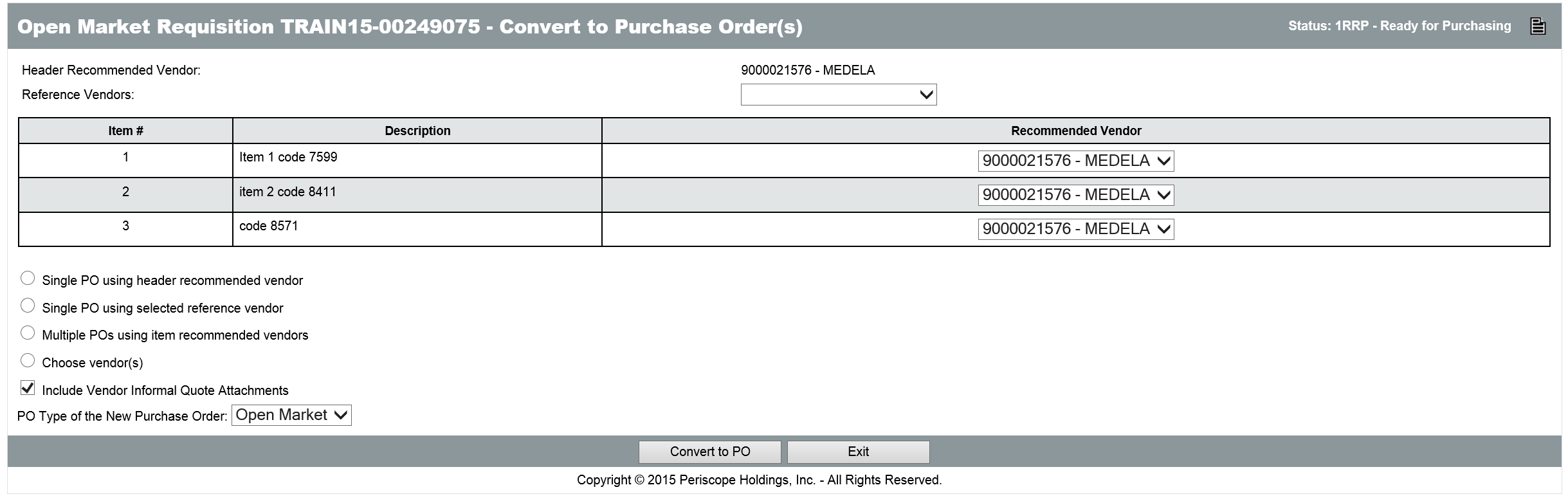
### Buyer Decision Process

Once the Requisition has passed successfully through the approval process, it may still be used in the Informal Quote process, or go straight to a Purchase Order. The Basic Purchaser is the person ultimately responsible for deciding what steps will be taken with the Requisition. It is also possible for the buyer to determine that the Requisition Items are part of an established contract, cancel the Purchase Order, and inform the requester of the cancellation. The requester would then need to cancel the Requisition.



### Convert to Purchase Order

Upon final approval and successful integration of the Open Market Requisition, the Basic Purchaser can use the Convert to PO button at the bottom of the Summary tab to bring up the Convert to Purchase Order(s) page.

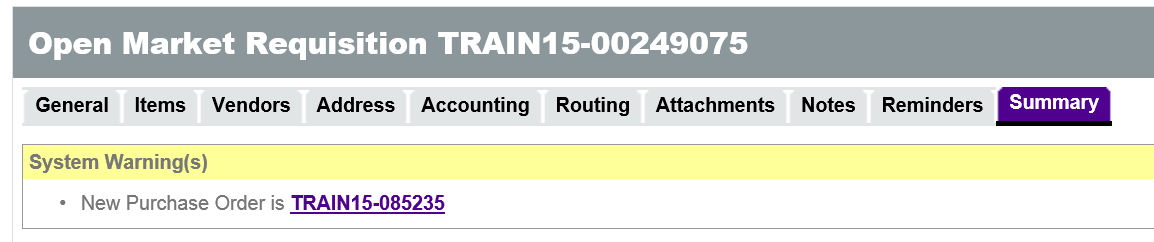


The Requisition creator may have recommended a single vendor on the Header > Vendor tab of the Requisition for all Items. If this is the case, the Purchase Order can be created by selecting the first option on the Convert to PO page, Single PO using header recommended vendor. The other options include: Single PO using selected reference vendor, Single PO using item recommended vendor, and Choose vendor(s). If multiple vendors were recommended, depending on the item, multiple POs will be created using those vendors. Regardless of which option is selected at this stage, the vendor on the In Progress Purchase Order can be changed at any time before sending it to the vendor.

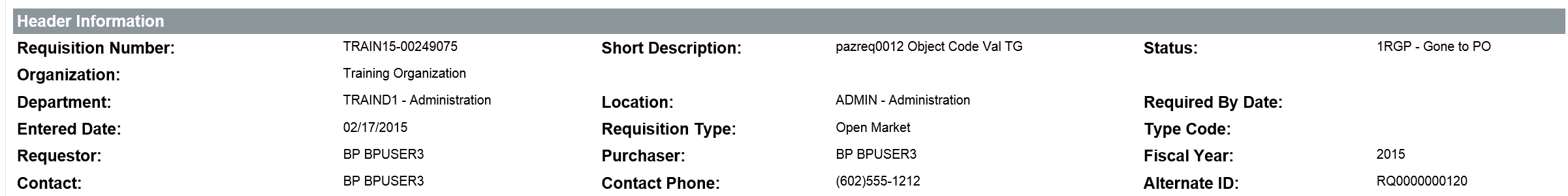
The PO Type of the New Purchase Order field is a drop down menu that will default to the same type as the Requisition. When converting an Open Market Requisition, Open Market will default for the PO Type.

Clicking the Convert to PO button on the Open Market Requisition will trigger an integration to AFIS. If the document successfully interfaces with AFIS, a Purchase Order with the status of In Progress will be created. There will be a message above the Requisition that provides both the new Purchase Order number, and a link to that document.

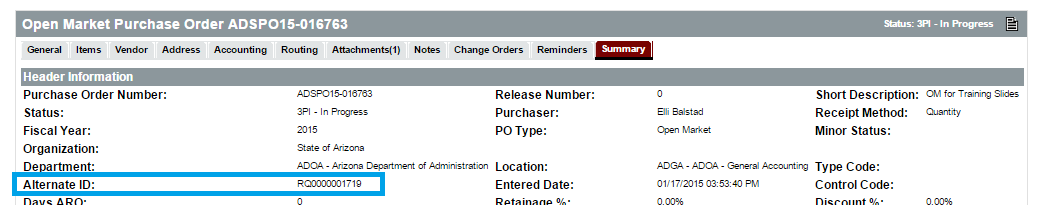
***i***



Click the link to navigate to the ProcureAZ Open Market Purchase Order. On the PO, the alternate ID field will display a string/value that begins with RQ after the initial integration.



During this AFIS integration, the Requisition’s pre-encumbrance document is zeroed out, and a new RQ document is created in AFIS to re-establish the pre-encumbrance in AFIS. The RQ number is the Document ID for the document that was interfaced to AFIS. Individuals with access to view documents in AFIS can review the content of that document in AFIS by searching for the Document ID.



**TIP**: Once a Requisition has been converted into a Purchase Order, the referenced Requisition can be located by navigating to Documents > Requisitions > Gone to PO. Clicking the Requisition document number will open the document to the Summary tab. A link to the created Purchase Order will be located in the Item Information section on the Summary tab.

#### Edit/Complete Purchase Order

***i***

After the conversion to a Purchase Order, the Basic Purchaser may edit the Purchase Order content. Any accounting-related changes will result in additional integration to AFIS each time the document is saved. The possible changes include, but may not be limited to:

* + Number of items
  + Cost
  + Account Coding

Most changes will result in the creation of a new version of the same document in AFIS

AFIS Screen Shot

**TIP**: If a new item is added to the PO, the integration will not be triggered until the accounting is added to that item.

After completing any required changes to the Purchase order, the Purchase Order should be submitted for approval.

#### Submit For Approval

Click the Submit for Approval button. In the dialog box pop-up asking you to confirm submission of the Purchase Order, click OK. If there are approvals required and auto-cascading approval paths have been set up, the Approval Path screen will display the users that need to approve the document and the order of the approvals. For non-auto cascading approval paths, users will need to select the appropriate path for the document. If no approval paths are found for the document, the document moves to the next status.



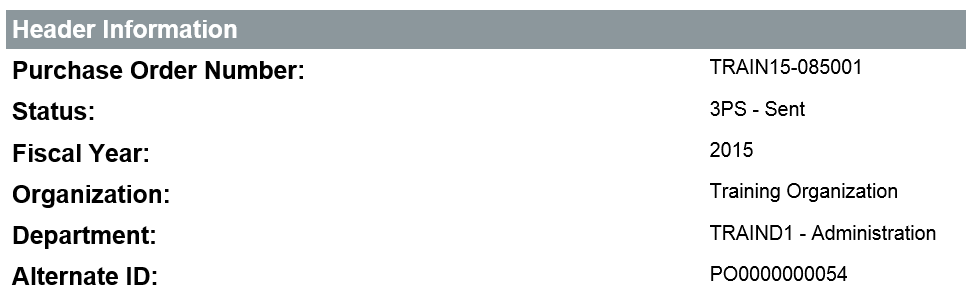
The Continue button will send the Purchase order to the first approver in the Approval Path. Until the Continue button is clicked the document will remain in an In Progress status. Clicking the Cancel & Exit button will cancel document submission and return to the Summary tab of the document.

When the Continue button is clicked, if document submission is successful, a message will be displayed at the top of the screen stating that the transaction was successful. Any warning or error messages generated by the submission will also be displayed.

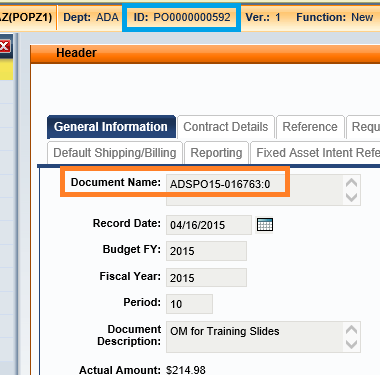
Once the Open Market Purchase Order document has received final approval, the status of the document changes to Ready to Send. The Basic Purchaser must then take action to notify the vendor. The two options available are Send Email and Notify Vendor or Set to Printed Status. Select one of those options and click Save and Continue.

After clicking Save and Continue, the ProcureAZ Purchase Order document is automatically interfaced to AFIS. If the Open Market Purchase Order document interfaces successfully, the pre-encumbrance is liquidated in AFIS and an encumbrance is created in AFIS. The ProcureAZ Open Market Purchase Order’s Alternate ID field will now display a string/value that begins with PO.

***i***



That PO number is the Document ID for the document that was interfaced to AFIS. Individuals with access to view documents in AFIS can review the content of that document in AFIS by searching for the Document ID.



Activity 5.3

Create an Open Market Purchase Order

Scenario

You are the Basic Purchaser for the Requisition submitted for the boat/oars. The document meets all business rules and is approved for purchase. You will convert the Requisition to a Purchase Order r.

Setup

* Log in as the user with the **Basic Purchaser (BP)** role on your Training Data Card.

Steps

1. Locate the Requisition with the Ready for Purchasing status.
   1. In the Home section, click the **Reqs** tab.
   2. Click the **Reqs** > **Ready for Purchasing** tab.
   3. Locate the Requisition document number that you wrote down on your Training Card in Activity 5.1.
   4. Click the **Requisition document number** for the approved document. The document opens to the Summary tab.
2. Convert the Requisition to a Purchase Order using the recommended header vendor.
   1. At the bottom of the Summary tab, click the **Convert to PO** button.
   2. In the dialog box, click **OK**.
   3. Select the radio button for **Single PO using header recommended vendor**.
   4. Verify that the PO Type of the New Purchase Order is **Open Market**.
   5. Click the **Convert to PO** button.
   6. On the Purchase Order(s) are currently in the queue to be processed page, click the **OK** button.
3. Review the created Purchase Order.
   1. Click the **link** to the newly created PO at the top of the Requisition.
   2. Review the information on the new Purchase Order document Summary tab.
   3. Observe any yellow system warning messages that may have appeared at the top of the document.

**TIP:** Yellow warning messages do not prevent document submission. Red error messages prevent document submission and must be corrected before the document can be successfully submitted.

1. Submit the Purchase Order for approval.
   1. In necessary, click the **Summary** tab.
   2. Click **Submit for Approval** at the bottom of the page.
   3. Click **Automatic Approval.**
   4. Click **Save & Continue, OK, then OK** again. You will be returned to the Summary tab of the PO.
   5. Observe that the Purchase Order is now in Ready to Send status.
   6. Scroll to the bottom of the Purchase Order to observe the Vendor Notification status.
   7. Click one of the available options.
   8. Click **Save and Continue**. This will finalize the Purchase order and set it to Sent status. Then click **OK**, then **OK** again.
   9. Write down the Purchase Order number on the Activity Card 5.3 section.
2. Locate the Requisition with the Gone to PO status.
   1. In the Header Bar, click **Documents**.
   2. Hover over **Requisitions**.
   3. Click **Gone to PO**.
   4. Locate the Requisition document that you wrote down on your Training Card in Activity 5.1.
   5. Observe that the Requisition appears in the list.
   6. Click the **Requisition document number** to open the document.
   7. Observe that the Item Information section on the Summary tab contains a link to the New Purchase Order document.
   8. Cancel or Clone an Open Market Purchase Order and Requisition

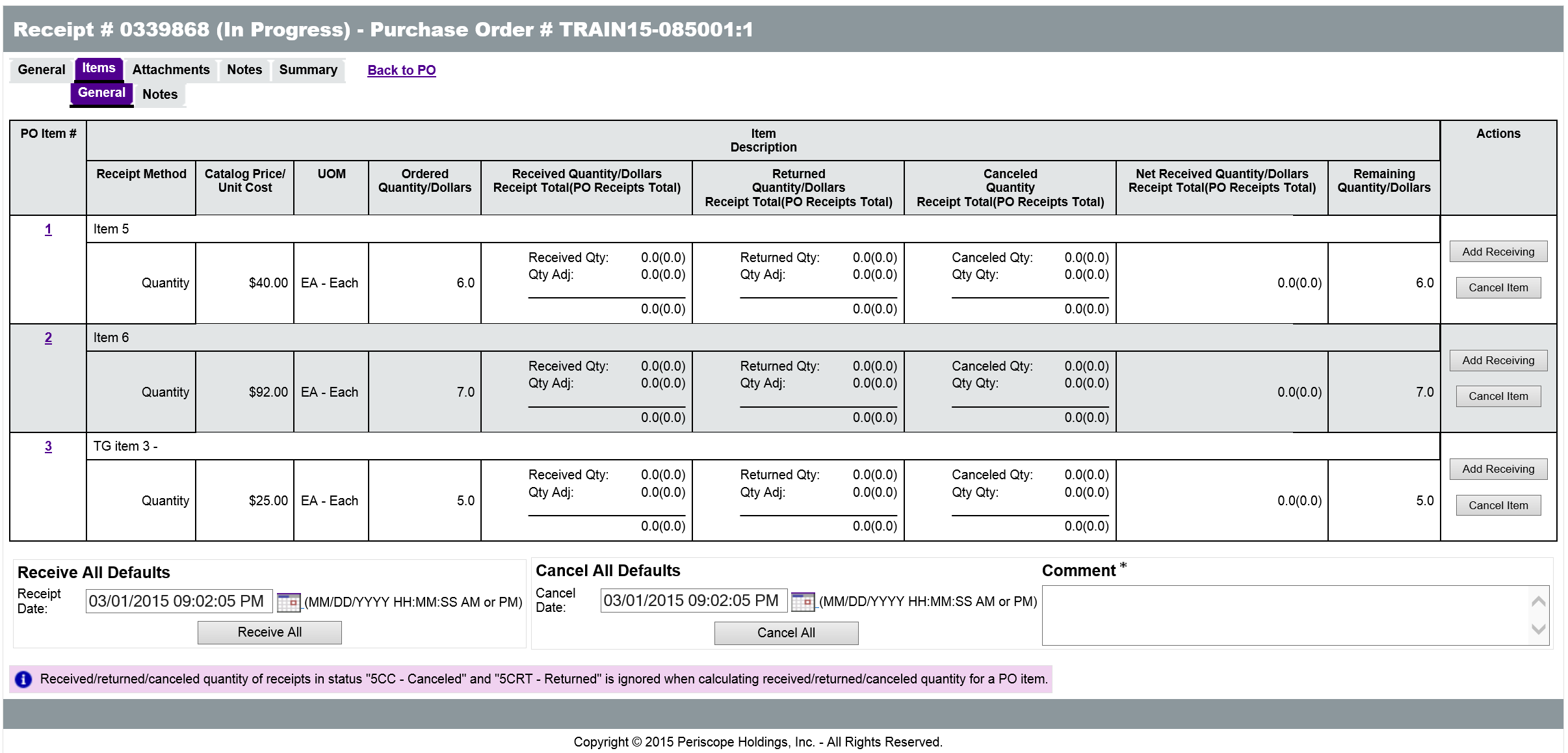
In ProcureAZ, documents can only be canceled when they have certain status levels. Documents cannot be canceled when their information is currently being used by another document. For example, if a Requisition has been converted into a Bid, the information on the Requisition is being used by the Bid and the status of the Requisition is determined by the Bid. In this situation, the Requisition could not be canceled unless the Bid was first canceled.

If an individual item on a Purchase Order is canceled, the Requisition will return to Ready for Purchasing status because of that item. The Requisition can then be canceled, or the item can be canceled, but the Purchase Order will remain active.

When an existing document contains all of the information needed to create a new document, the existing document can be cloned, or used as the basis for a new document. For example, if an agency orders the same office supplies from the same vendor using the same accounting codes, the Requisition information used to create one order can be copied to a new Requisition using the Clone document feature.

### Cancel an Open Market Purchase Order

Only a user with the Basic Purchaser role can cancel a Purchase Order using the Cancel button. To cancel an Open Market Purchase Order, go to the document to be canceled and click the Summary tab. At the bottom of the Summary tab, click the Cancel PO button. A dialog box pop-up will appear to confirm the cancellation. Clicking OK in the dialog box will proceed with the cancellation of the PO document. A Department Access user with modification rights to a Purchase Order can also cancel the document using a Receipt. This is recommended for Purchase Orders that are in a Sent status.



### Cancel an Open Market Purchase Order Using a Receipt

When an Item is canceled on a Receipt, a Change Order is automatically created for the Purchase Order that will cancel the Item on the Purchase Order. For more information on the receiving process, refer to Lesson 10, Receiving Items and Services.

### Cancel an Open Market Requisition

A Requisition can be canceled in ProcureAZ if it has not yet been converted into a Purchase Order or if the referencing Purchase Order document or item on the document is first canceled. If a buyer has determined that an off-contract Purchase needs to be made on-contract, they can cancel the Purchase Order and inform the Requisition creator of the need to cancel the Requisition and submit a Release (on-contract) Requisition.

To cancel an Open Market Requisition, open the document to be canceled and click the Summary tab. At the bottom of the Summary tab, click the Cancel Requisition button. A dialog pop-up will appear to confirm the cancellation. Clicking OK in the dialog box will proceed with the cancellation of the Requisition document.



### Clone an Open Market Purchase Order

ProcureAZ does not allow Open Market Purchase Orders to be cloned by Department Access users as this would bypass important steps in the procurement lifecycle. Basic Purchasing users have the option to Clone an Open Market Purchase Order on the Summary tab of the document by clicking the Clone PO button.

### Clone an Open Market Requisition

Both Department Access and Basic Purchasing users can clone an existing Open Market Requisition with all of the same information including Items, Vendors, Addresses, Accounting, Attachments, and Notes. All of the copied information on the Clone document is editable. This process can be performed by any user with access to the original Open Market Requisition document (i.e. Superusers).

Locate the Open Market Requisition to be cloned and open the document. Navigate to the Summary tab and click the Clone Requisition button at the bottom of the page.



On the General tab, the new document must be assigned to the appropriate Fiscal Year as the original document may have been created and saved in a prior or closed Fiscal Year. Once a Fiscal Year has been selected, click the Save & Continue button to create the new document. Clicking the Cancel & Exit button will cancel the clone process.

New Open Market Requisition clone documents have a status of In Progress. Any of the existing information in the Requisition can be modified before submitting the document for approval.

Lesson Summary

In this lesson you:

* Created an Open Market Requisition
* Checked the status of Requisitions and corrected returned Requisitions
* Created an Open Market Purchase Order
* Canceled an Open Market Purchase Order and Requisition
* Cloned an Open Market Requisition

Check Your Progress

1. The Items added to an Open Market Requisition must be defined by the user.
   1. True
   2. False
2. What types of addresses are required on an Open Market Requisition document?
   1. Payment-to
   2. Bill-to
   3. Invoice-to
   4. Ship-to
   5. Both b and d
3. The Object code on the Accounting tab can be inferred from what other code?
   1. Appr Unit
   2. NIGP code
   3. Budget Fiscal Year
   4. Fund
   5. None of the above
4. By default, all attachments uploaded to a Requisition can be seen by the Vendor.
   1. True
   2. False
5. In order for Returned Requisitions to be modified by the user, they must first be \_\_\_\_\_\_\_\_\_\_.
   1. Printed
   2. Sent to the vendor
   3. Flagged for modification
   4. Re-opened
6. A Department Access User can clone an Open Market Purchase Order.
   1. True
   2. False