

Demand Requisitions

The Demand Requisition is a new feature and process in ProcureAZ version 9.0 which will give the parent or sponsor agency the ability to poll their child or participating agency for procurement needs. The Demand Requisition provides the ability for agencies to combine forecasted demand into a single solicitation, allowing for better unit pricing.

Basic Purchaser users have the ability to create a Demand Requisition with a list of items to send out to multiple agency users. Emails are generated and sent to the specified agency users all at the same time to allow all agencies to make requests independent of each other. Each participating agency user updates the items tab with quantity needed.

Participant User Roles

Only authorized Basic Purchasing users can open a Demand Requisition, based on privileges set by the Internal/Organization Administrator. If the user has this permission, then Demand Requisition will display as a choice in the Requisition Type drop down at document creation.

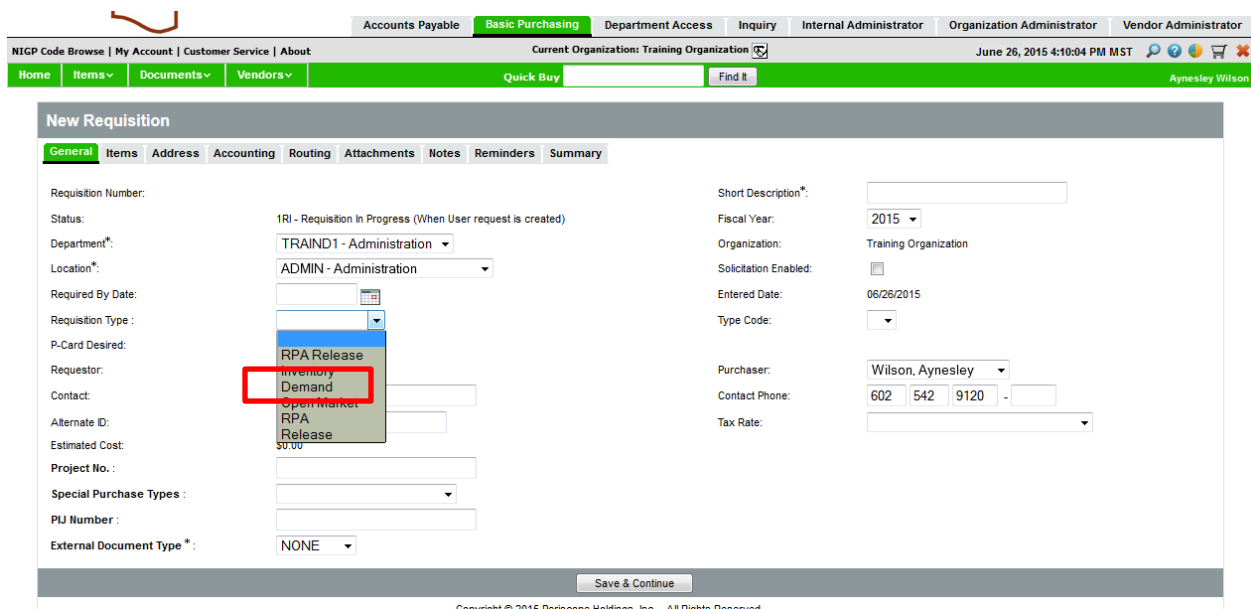
User roles that are able to participate in a Demand Requisition are:

- Basic Purchaser
- Department Access
- Inventory User

A user who is not part of at least one of the three groups will not appear as a selection choice when the Basic Purchaser selects participants.

Creating a Demand Requisition

The Basic Purchaser opens a new requisition, enters a Short Description, and chooses **Demand Requisition** in the Requisition Type drop down box. Once the user clicks **Save and Continue**, the page will refresh and the tab bar will have changed to the new Demand Requisition tab bar.



Demand Requisitions

Demand Requisition ADSP011-00001204 Status: 1RI - In Progress

General Items **Participants** Vendors **Responses** Address Routing Attachments Notes Reminders Summary

(New tab bar for demand requisitions. Note the addition of Participants and Responses tabs, and the removal of the Accounting tab, because there is no accounting associated with demand requisitions)

Add items from the Items tab per current process for creating requisitions.

Select Participants

Navigate to the Participants tab to search for agency users to participate in the Demand Requisition. Complete the **Available On Date** (when you want users to be able to add quantities) and **Respond by Date** (when you want users to complete their input) fields.

Demand Requisition ADSP011-00001204 Status: 1RI - In Progress

General Items **Participants** Vendors Responses Address Routing Attachments Notes Reminders Summary

Sponsor Organization: ADSP0 - State Procurement Office

Available On Date : Respond By Date :

Search Criteria

Delete All	Organization	Department
<input type="checkbox"/>	Arizona Department of Education	ADEDAGD - Adult Ed and GED Testing

Save & Continue

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Using, the dropdown/lookup function, select each organization desired to find intended users, then choose **Save & Continue**.

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General Items **Participants** Vendors Responses Address Routing Attachments Notes Reminders Summary

Sponsor Organization: ADSP0 - State Procurement Office

Available On Date : Respond By Date :

Search Criteria

Delete All	Organization	Department
<input type="checkbox"/>	<div> <input type="text"/> <input type="text"/> </div> <ul style="list-style-type: none"> Apache Junction Unified School District Arizona Department of Commerce Arizona Department of Corrections Arizona Department of Economic Security Arizona Department of Education Arizona Department of Emergency and Military Affairs Arizona Department of Environmental Quality Arizona Department of Gaming Arizona Department of Health Services 	<input type="text"/>

Demand Requisitions

Select the desired department from the Department drop-down menu, then choose **Save and Continue**. Choose "Agency Umbrella Master Control" if the demand requisition is for the entire Organization.

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General **Items** **Participants** **Vendors** **Responses** **Address** **Routing** **Attachments** **Notes** **Reminders** **Summary**

Sponsor Organization: ADSP0 - State Procurement Office

Available On Date : Respond By Date :

Search Criteria

Delete All	Organization	Department
<input type="checkbox"/>	Arizona Department of Education	AGY - Agency Umbrella Master Control
		AGY - Agency Umbrella Master Control
		ADEDACA - Academic Achievement
		ADEDACC - Accounting
		ADEDADM - Administrative Services
		ADEDAGD - Adult Ed and GED Testing
		ADEDAIM - Standards Development and Assessment

Save & Continue

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Continue until all orgs and departments have been added.

Once departments have been selected, the **Find User** button will be visible.

Demand Requisition ADSP011-00001204 Status: 1RI - In Progress

General **Items** **Participants** **Vendors** **Responses** **Address** **Routing** **Attachments** **Notes** **Reminders** **Summary**

Sponsor Organization: ADSP0 - State Procurement Office

Available On Date : 04/29/2011 Respond By Date : 04/06/2012

Search Criteria

Delete All	Organization	Department
<input type="checkbox"/>	Arizona Department of Education	Educational Technology
<input type="checkbox"/>	Arizona Department of Education	Agency Umbrella Master Control

To select the users who will be invited to respond

Find User **Save & Continue**

To add more departments or organizations

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Click **Find User**.

Use the boxes in the Select column to indicate which users should be notified of the demand requisition.

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Demand Requisition ADSP011-00001204

Select	Organization	Department	Email Address	First Name	Last Name	Status
<input type="checkbox"/>	Arizona Department of Education	Deleted	test@periscopeholdings.com	Roberta	Alley	Active
<input type="checkbox"/>	Arizona Department of Education	Deleted	test@periscopeholdings.com	Cheryl	Lebo	Active
<input type="checkbox"/>	Arizona Department of Education	Deleted	test@periscopeholdings.com	Vince	Yanez	Active
<input checked="" type="checkbox"/>	Arizona Department of Education	Educational Technology	mcamire@periscopeholdings.com	Dani	Camire	Active
<input type="checkbox"/>	Arizona Department of Education	Procurement	mcamire@periscopeholdings.com	Harold	Camire	Active
<input type="checkbox"/>	Arizona Department of Education	Procurement	test@periscopeholdings.com	Clay	Dones	Active
<input type="checkbox"/>	Arizona Department of Education	Procurement	test@periscopeholdings.com	Laura	Dudzik	Active
<input checked="" type="checkbox"/>	Arizona Department of Education	Procurement	test@periscopeholdings.com	Greg	Dwight	Active
<input type="checkbox"/>	Arizona Department of Education	Procurement	test@periscopeholdings.com	Procurement	Inbox	Active
<input type="checkbox"/>	Arizona Department of Education	Procurement	test@periscopeholdings.com	Debbie	Jackson	Active
<input type="checkbox"/>	Arizona Department of Education	Procurement	test@periscopeholdings.com	Doug	Peeples	Active
<input type="checkbox"/>	Arizona Department of Education	Procurement	test@periscopeholdings.com	Jo	Summers	Active
<input checked="" type="checkbox"/>	Arizona Department of Public Safety	Finance	test@periscopeholdings.com	Patricia	Jonas	Active
<input type="checkbox"/>	Arizona Department of Public Safety	Finance	test@periscopeholdings.com			

To add users to the participant list

To exit without adding these users to the participant list.

Save & Exit Close Window

All users who are added to the requisition will be able to add their input to the quantities of items desired.

Click the "Select" box next to the user you want to invite to participate, and click "Save & Exit". From the main tab, click the **Email Participants** button to email all participants from the page. This will send a request email to those users listed asking them to add their input to this requisition.

Demand Requisition ADSP011-00001204 Status: 1RI - In Progress

General Items **Participants** Vendors Responses Address Routing Attachments Notes Reminders Summary

Sponsor Organization: ADSP0 - State Procurement Office

Available On Date: 04/29/2011 Respond By Date: 04/06/2012

Search Criteria **click the + to show which organizations and departments were selected**

Participant List **Participant list**

Delete All	Organization	Department	Location	First Name	Last Name
<input type="checkbox"/>	Arizona Department of Education	Educational Technology	Educational Technology	Dani	Camire
<input type="checkbox"/>	Arizona Department of Education	Procurement	CENTRAL	Greg	Dwight
<input type="checkbox"/>	Arizona Department of Public Safety	Finance	Finance	Patricia	Jonas

Delete Email Participants

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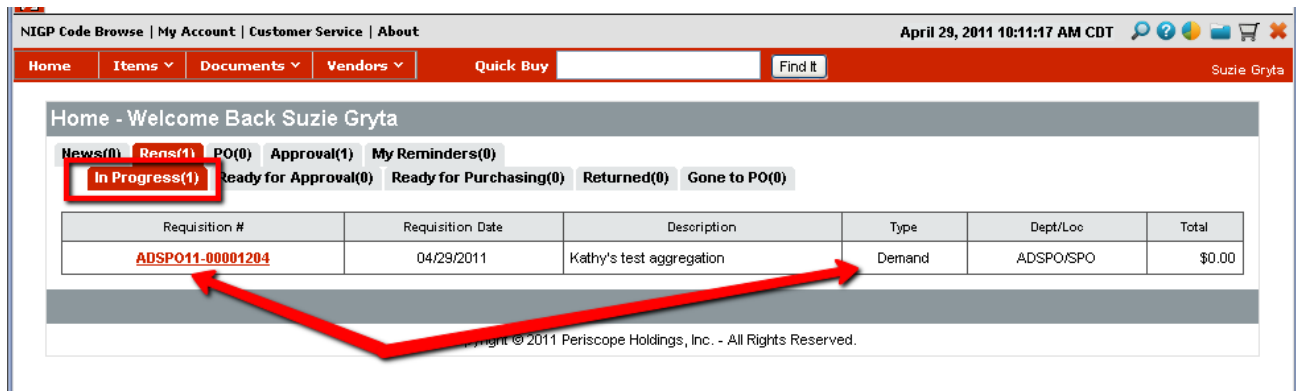
If desired, participants can be deleted from the list by checking the box in the "delete" column and clicking **Delete**.

Demand Requisitions

Responding to a Demand Requisition

Participants will be notified by email that they have been invited to respond to a demand requisition.

Once you login, you will see the demand requisition on your home screen under Requisitions in Progress.



Home - Welcome Back Suzie Gryta

News(0) **Reqs(1)** PO(0) Approval(1) My Reminders(0)

In Progress(1) Ready for Approval(0) Ready for Purchasing(0) Returned(0) Gone to PO(0)

Requisition #	Requisition Date	Description	Type	Dept/Loc	Total
ADSP011-00001204	04/29/2011	Kathy's test aggregation	Demand	ADSP0/SPO	\$0.00

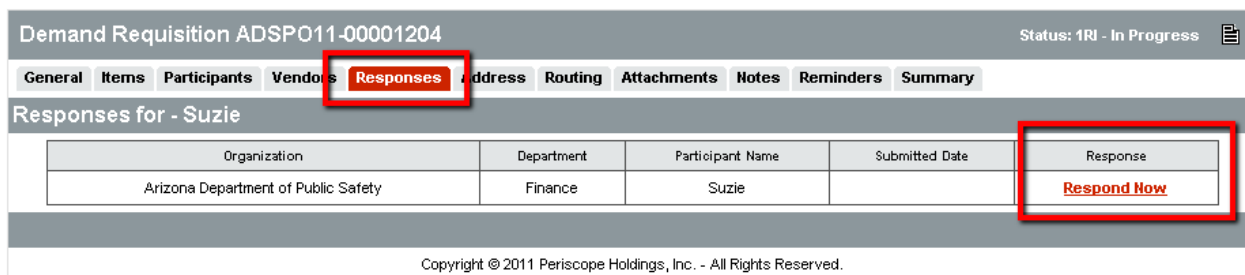
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Click the link to open the requisition.

Click the items tab to see what items you may request.

Click on the Participants tab to view the Respond By Date. You may create responses until the end of the day on that date. Note that this date may be changed by the sponsoring agency.

Click the Responses tab, and click the **Respond Now** link next to your name to create a response.



Demand Requisition ADSP011-00001204 Status: 1RI - In Progress

General Items Participants Vendors **Responses** Address Routing Attachments Notes Reminders Summary

Responses for - Suzie

Organization	Department	Participant Name	Submitted Date	Response
Arizona Department of Public Safety	Finance	Suzie		Respond Now

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Edit the quantity next to the items to indicate how many your business unit would like to order. Click **Save & Exit** to save this response for further editing. AT THIS POINT YOUR RESPONSE HAS NOT BEEN SUBMITTED.

Click Save & Continue, and the **Submit Response** button will display. Choose Submit Response to submit your response to the sponsoring organization. Choose Save & Exit to save the document for further editing and exit. Choose Save & Continue to save input and continue editing this document. Choose Close window to exist without saving changes.

Demand Requisitions

Demand Requisition ADSP011-00001204

Item #	Quantity	Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1.0	4.0	\$0.00	\$0.00	EA	\$0.00		\$0.00	\$0.00	\$0.00
2.0	4.0	\$0.00	\$0.00	EA	\$0.00		\$0.00	\$0.00	\$0.00
Total									\$0.00

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To re-open a response for further editing, return to the Responses screen and choose the Edit Response.

Responses that have been submitted to the sponsoring organization will display the timestamp in the Submitted Date column. You may re-edit and re-submit your response as often as you like until the Respond By date has passed.

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Responses for - Suzie

Organization	Department	Participant Name	Submitted Date	Response
Arizona Department of Public Safety	Finance	Suzie	04/29/2011 10:42:29 AM	Edit Response

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Viewing Responses

The demand requisition will appear under the Requisitions: In Progress tab of the Purchaser's Home Screen. Click the requisition number to access the document.

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[Dashboard](#)
[Reqs\(1\)](#)
[Bids\(126\)](#)
[PO\(0\)](#)
[Approval\(1\)](#)
[My Reminders\(0\)](#)
[Events\(0\)](#)

[In Progress\(1\)](#)
[Ready for Approval\(0\)](#)
[Ready for Purchasing\(0\)](#)
[Returned\(0\)](#)
[Gone to PO\(0\)](#)

Requisition #	Requisition Date	Description	Type	Dept/Loc	Total
ADSP011-00001204	04/29/2011	Kathy's test aggregation	Demand	ADSP0/SPO	\$0.00

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To view the participant responses, click the Responses tab.

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Demand Requisition ADSP011-00001204
Status: 1RI - In Progress

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Responses - Other Participants

Select All	Organization	Department	Participant Name	Submitted Date	Response
<input type="checkbox"/>	Arizona Department of Education	Educational Technology	Dani Camire		Edit Response
<input type="checkbox"/>	Arizona Department of Education	Procurement	Greg Dwight		Edit Response
<input type="checkbox"/>	Arizona Department of Public Safety	Finance	Patricia Jonas		Edit Response
<input type="checkbox"/>	Arizona Department of Public Safety	Finance	Suzie Gryta	04/29/2011 10:42:29 AM	Edit Response

Aggregate Demand

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There will be a timestamp in the Submitted Date column next to all participants who have responded.

To view individual participant's responses, click the **Edit Response** link. If desired, the Purchaser may edit and change the amounts on the participant's response, and resubmit the response.

To aggregate all responses into the demand requisition, indicate in the Select column which responses should be included (or click the box under "Select All") and click **Aggregate Demand**.

Quantities of the items under the Items tab will be updated to reflect the totals of all responses selected.

Completing the Demand Requisition

Once all responses have been aggregated, the sponsoring agency may make whatever changes desired to the item quantities.

Complete the remainder of the requisition as you would any document, and process through all required steps.

NOTE that there will be no accounting on this requisition.

Account Code	Amount
There is no item accounting available for this item.	

Submit for Approval
Cancel Requisition
Clone Requisition
Print

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