Procedure for E-procurement Requisition Entry
Amazon Business/Eaton Office Supply/WB Mason orders using Daemen Login

Place an order via applicable website with Daemen Login credentials, download and save a PDF copy of the order for attachment to requisition. In Amazon, go to order history and choose "printable order summary" to save as your attachment. If any technology items are being purchased – they will need approval by IT before order can be placed. Please get IT approval first and include that with your order attachment (scan or combine all documents in one PDF file for attachment if possible).

After placing order online – the order will need to be entered in the eProcurement system to obtain approvals, allow creation of a PO and finalizing the order by Purchasing

1. In Self Service, choose the **Procurement** tile, choose "create"
2. **Document type** "requisition"
3. **Requisition Date** defaults to today's date – only change this if you want it to be a future date (mostly used at year end when the requisition needs to fall into the new year – backdating is not allowed)
4. **Initiator** defaults to person doing entry, but it can be changed to another person (lookup available) The initiator will later need to accept items from the order once received. It may be advantageous to choose a different initiator if someone else would be determining if items were received rather than yourself.
5. **Confirmation Email Address** defaults to the person doing entry – you can add additional emails by entering a comma and space between email addresses if others need notification of this order status
6. **Next Approvers** – do not use this field
7. **Printed Comments** – not necessary to enter anything here
8. **Internal Comments** - enter the single or multiple order numbers assigned by Amazon/Eaton Office Supply/WB Mason for reference or any notes needed for the approvers or purchasing department. Note – if one online order was placed, list all items in one requisition even if Amazon breaks it up and assigns more than one order number. It comes through purchasing as one total order and it is important to only create one requisition for each order placed.
9. **Ship To** – leave default of Daemen University Mailroom – it will be delivered to your office by the mailroom personnel as usual
10. **Desired Date** (optional) – this is the date by when you need the items
11. **Vendor ID** – Enter vendor number or look up vendor using search bar – hit enter then click on correct vendor (142474-Amazon; 279401 WB Mason; 129427-Eaton Office Supplies)
12. **AP type** - will default to the appropriate method for vendor – do not change
13. Click "**add item**" to open the line-item information (description/qty/GL account) description – brief description of item(s) ordered or name of event or purpose (ex: office supplies, Winterfest supplies, etc.) You can group all items on one line or use multiple lines if desired. Add the GL account number (budget account) – can type number or words to search – click on correct account number. Qty 1, price is total of order; If splitting cost between 2 budget lines – click "Add GL Account" and split the amounts to each GL account. Click "add item" button at bottom to complete. Add more items if needed. Note: if sharing cost with another department – each department will have to submit a requisition for their portion and should note in internal comments that it is part of an order with cost being shared with "x" or 1 of "x". Click "**add item**" to complete that line. Additional item lines can be added by repeating this process.

14. When finished adding all items, click “**save and attach**” and upload the order copy as an attachment. This is needed for approvers to see what was ordered. If you are ordering technology items that need IT approval, include documents showing IT approval for purchase.
15. The order will follow the approval process and eventually the purchasing department will create a PO from the requisition and finalize the order.
16. Once the ordered items are received, the initiator will need to accept the items so that the charges can be paid. Choose the “**Receive Goods and Services**” tile in Financial Management Overview screen. Find the correct vendor to accept items, enter qty accepted and click submit. If all items from an order were not received and the items were grouped into one, do not accept and contact Mary Hartnett in Purchasing. She can modify the item list on her end so that you are able to accept only the items received and the outstanding items will show separately to be accepted later. This process eliminates the need to return a packing slip to the purchasing office as you are verifying that you received the goods.