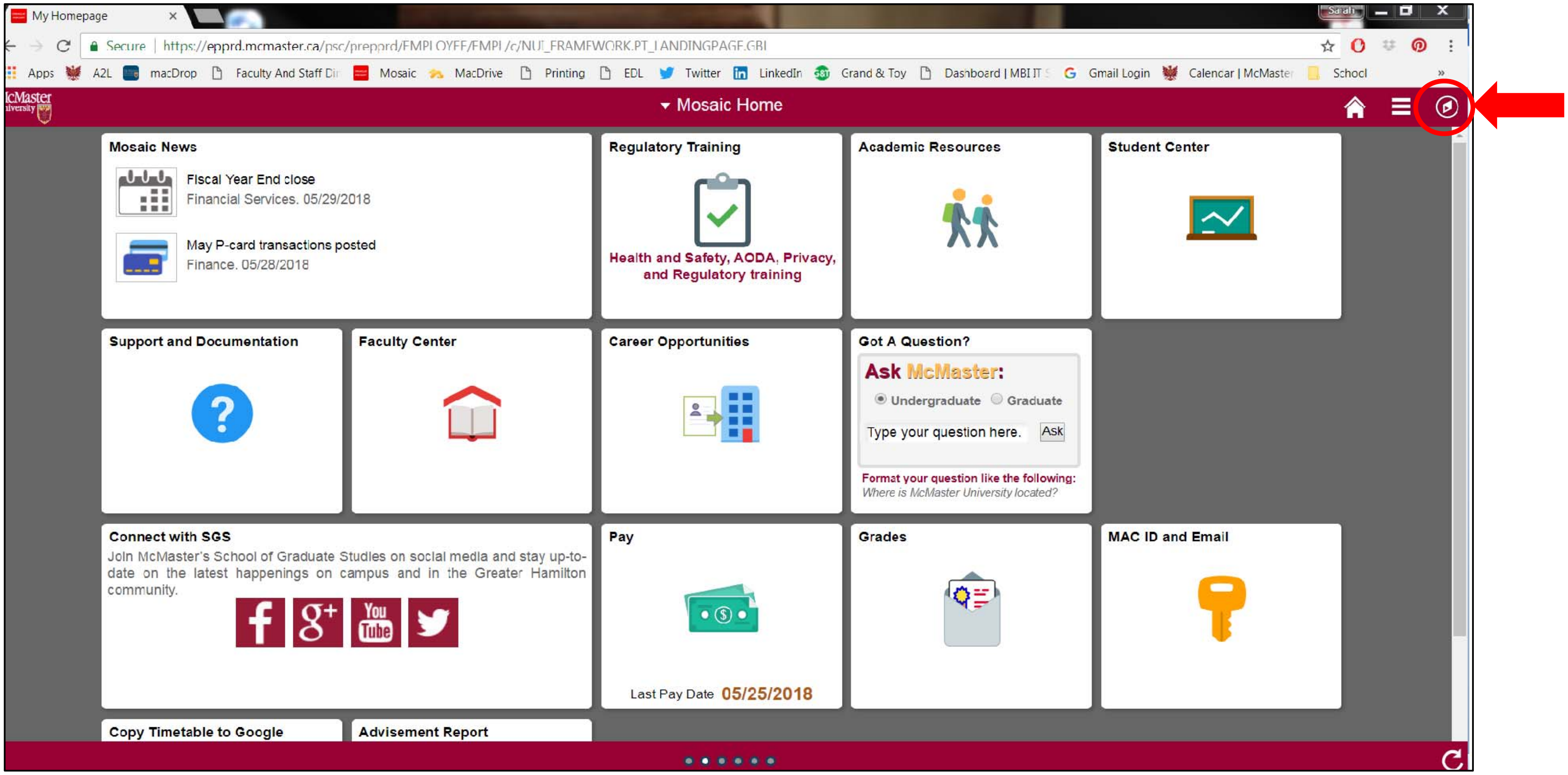
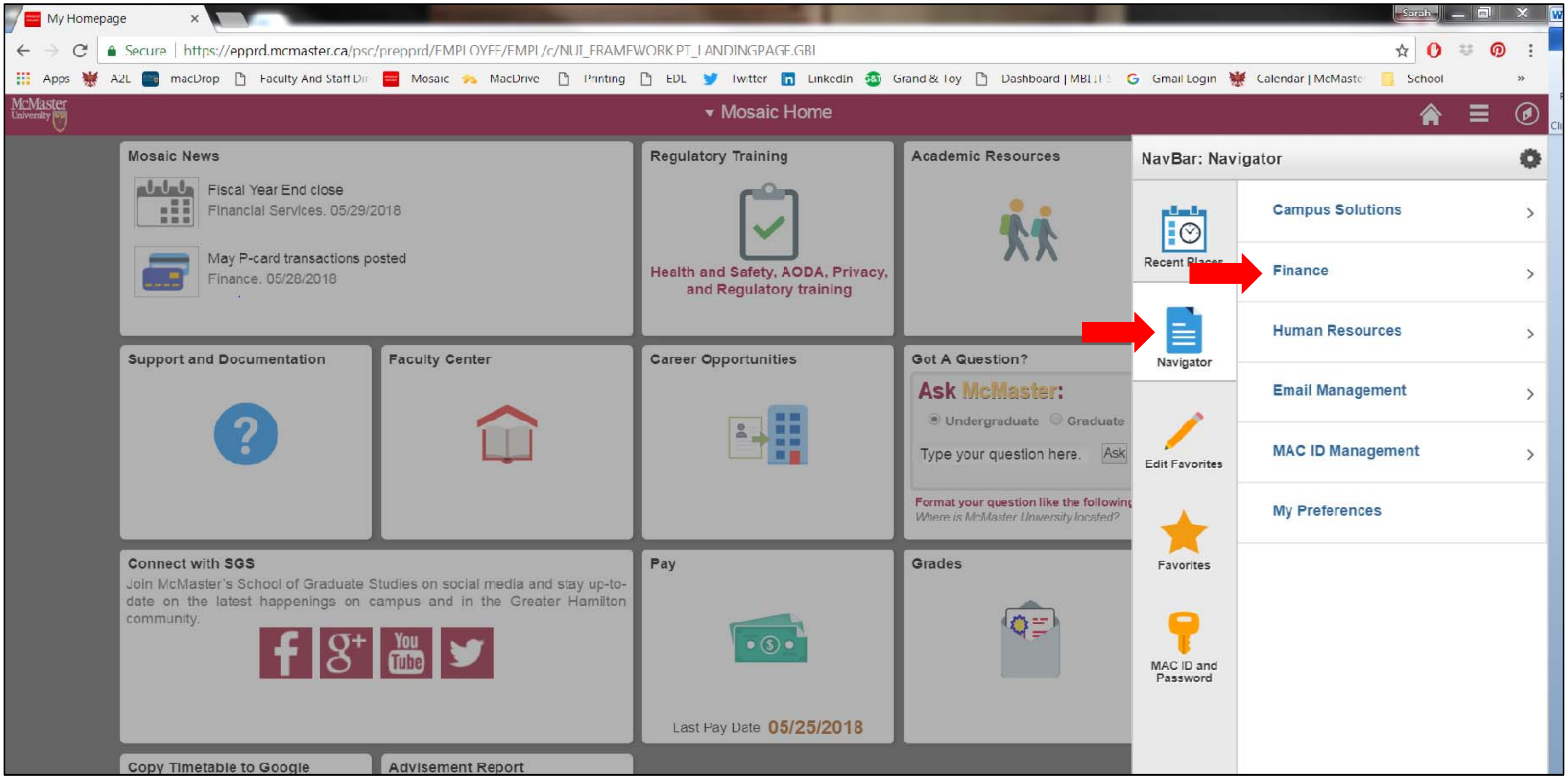
How to Enter a Purchase Requisition

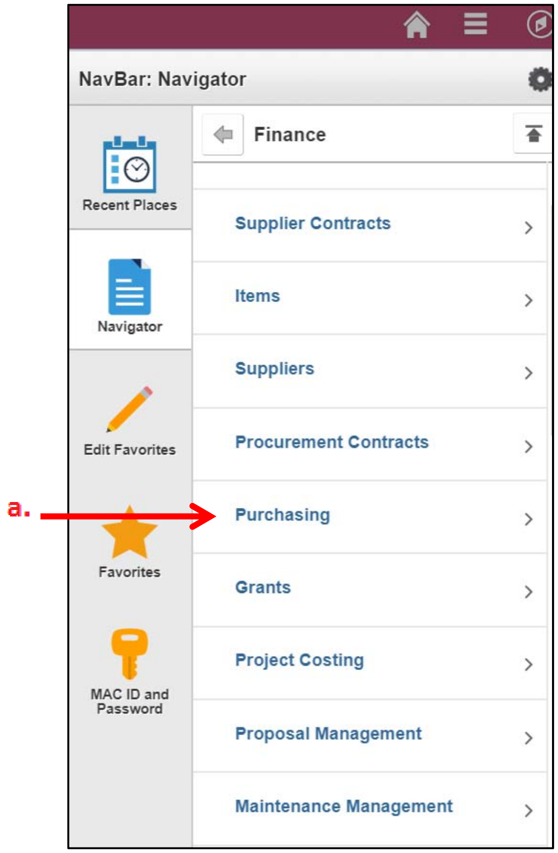
1. Login to MOSAIC
2. Select the NavBar Icon at the top of the screen

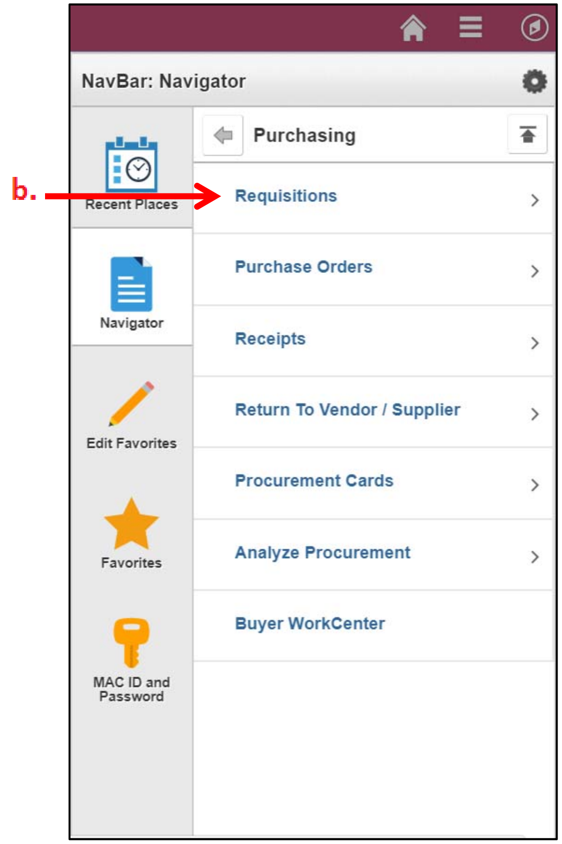


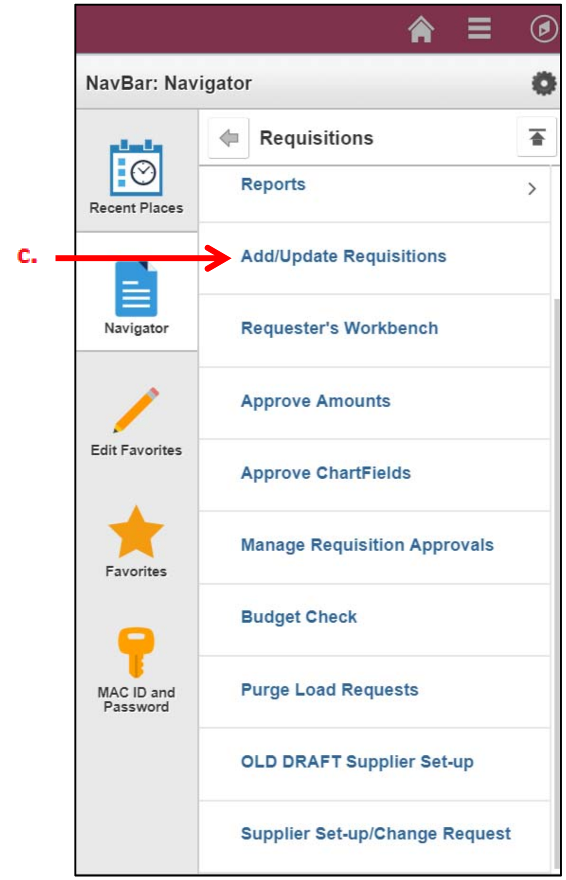
3. Select '**Navigator**', then '**Finance**'



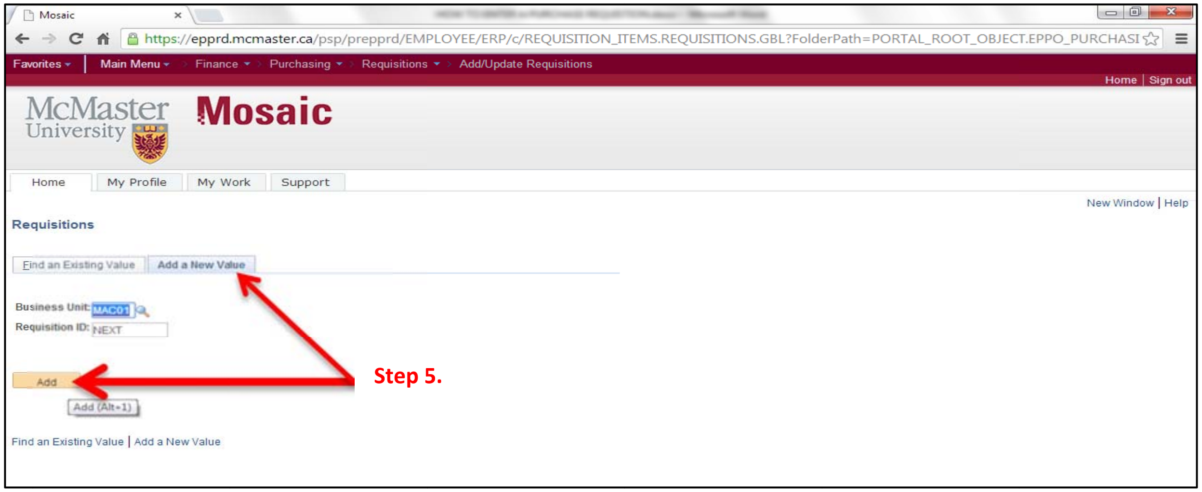
4. Start a Requisition, by selecting:
    a. Purchasing
    b. Requisition
    c. Add/Update Requisition



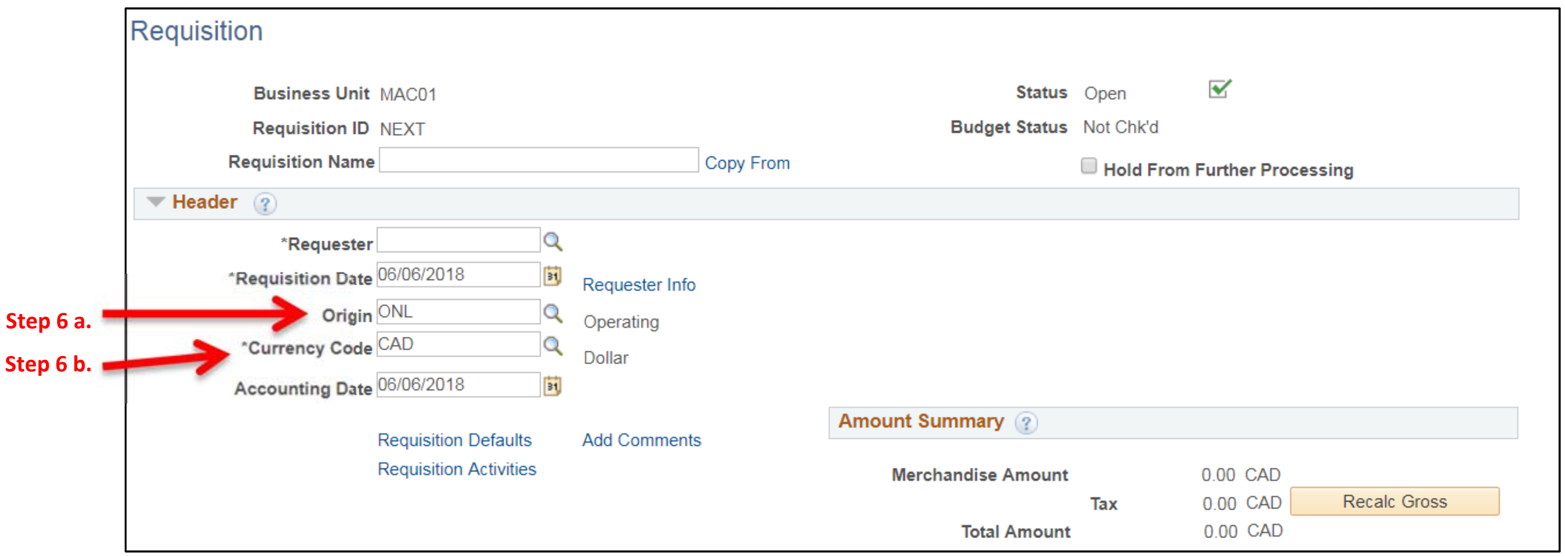




5. Click on the **Add a New Value** tab and select **Add**.
   *You would select **Find an Existing Value** if you wanted to look up a requisition you entered previously.*

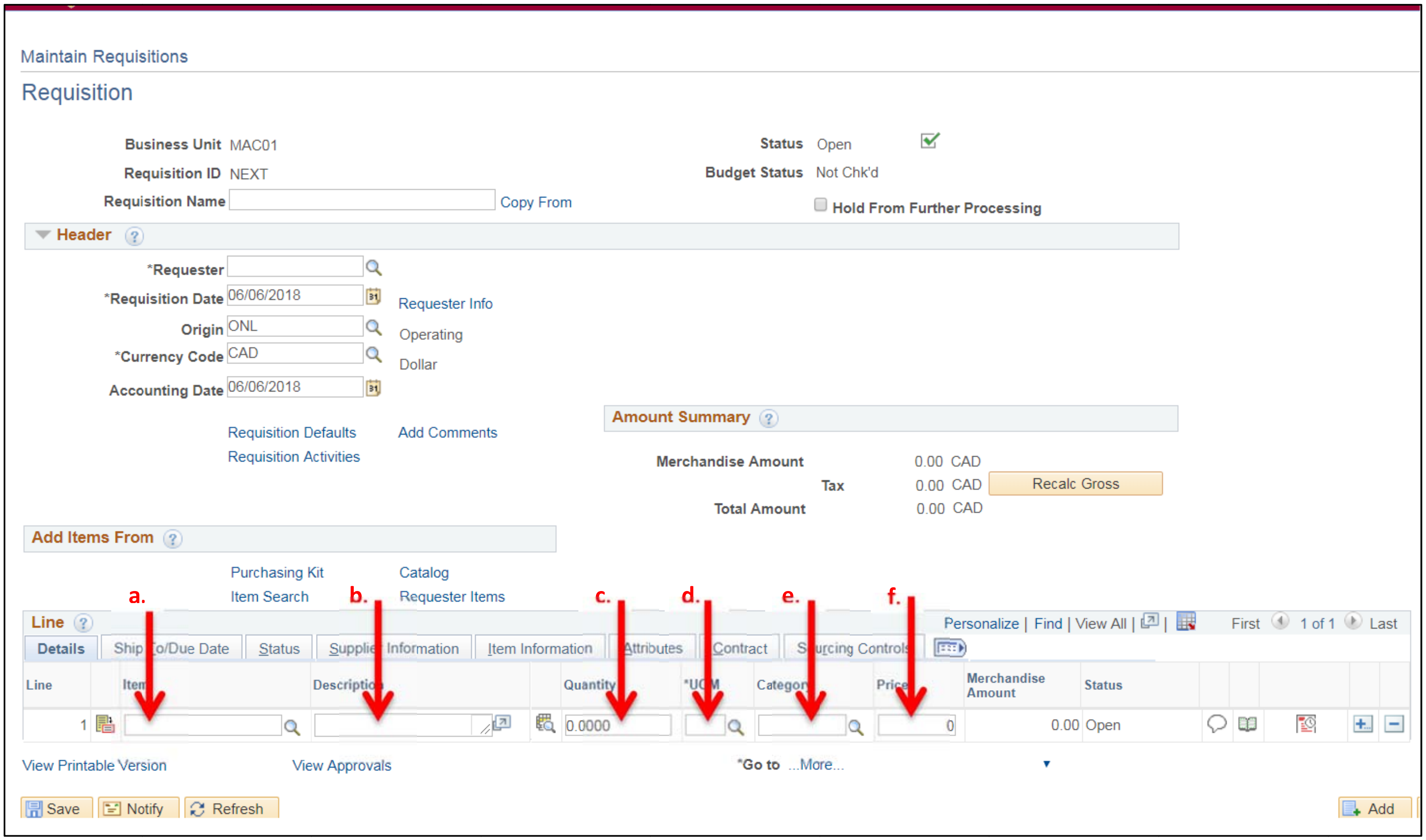


6. Modify the information in the Header. Modify by clicking on magnifying glass next to each field. **Requisition Date** defaults to today's date. **Accounting Date** defaults to today's period.
   a. **Origin**- Defaults to ONL. Will need to be changed to RSCH for Research accounts or CAP for Capital accounts (Facilities) where required.
   b. **Currency**- defaults to Canadian. Need to change for other currencies.

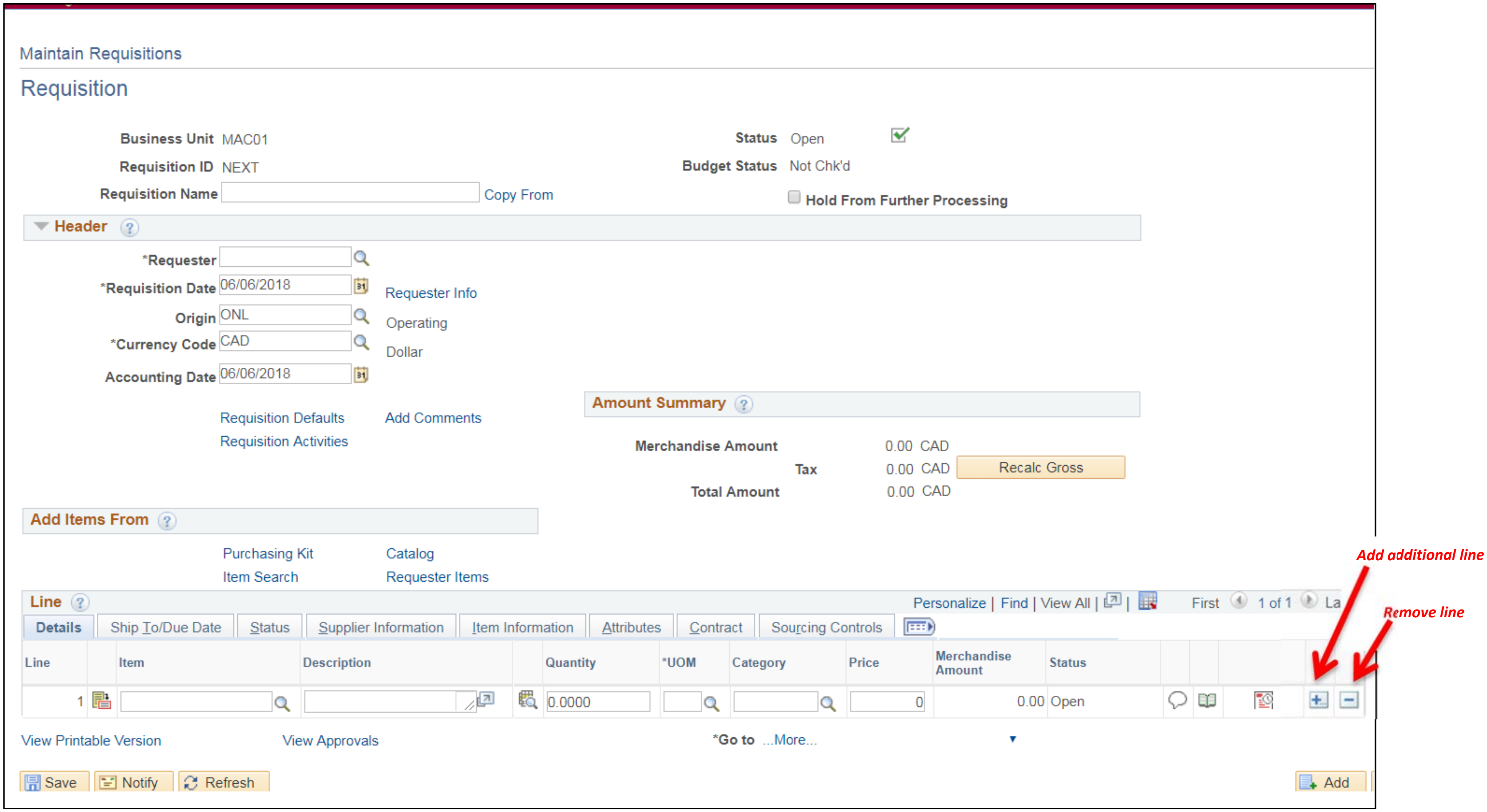


7. Now enter the Line item description on the Details line. *All Line Information*

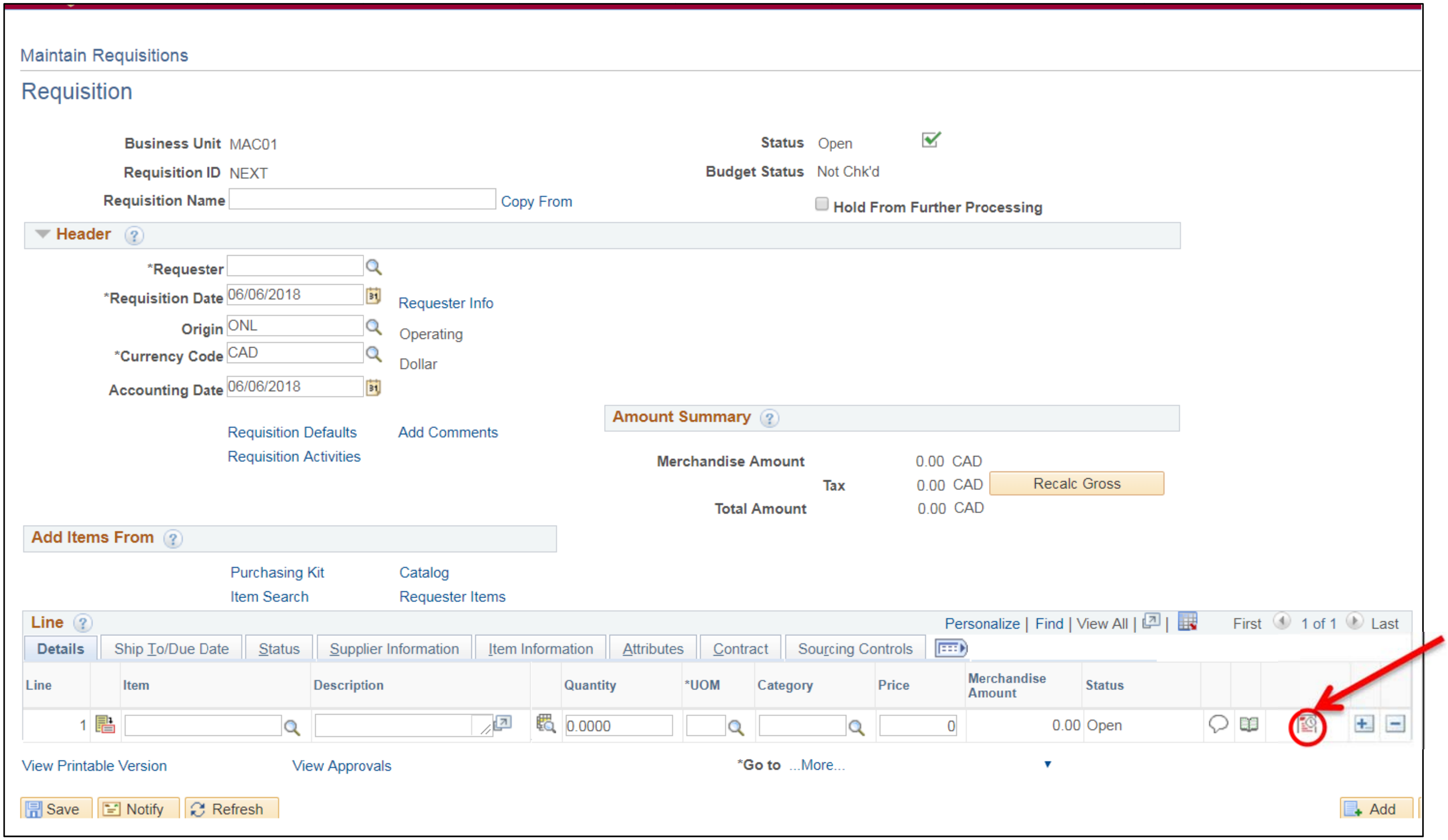
   a. **Item**- leave this field empty. *(Dead Field- does not show on PO)*
   b. **Description**- type a description of the item you are purchasing. If the supplier has provided an item number begin the description with the supplier's item number.
   c. **Quantity**- this is the number you are purchasing. **For Blanket Purchase orders enter the total quantity for the period the blanket PO covers. For example- qty 1,000 (10 releases x 100 units = 1,000 qty)**
   d. **UOM** - unit of measure. Most requisitions will have EA (each) as UOM. Click on magnifying glass to view other options.
   e. **Category** - click on magnifying glass to view options available. **This is category of goods or services you are buying, not your department**.
   Example- lab supplies such as beakers should be 4110000 Laboratory & Scientific Equipment, not Research Services.
   f. **Price**- remember to enter the price without taxes. PeopleSoft calculates the taxes for you.



8. **OPTIONAL:** To add additional lines hit the + button at the end of the line. / To remove lines hit the − button at the end of the line.

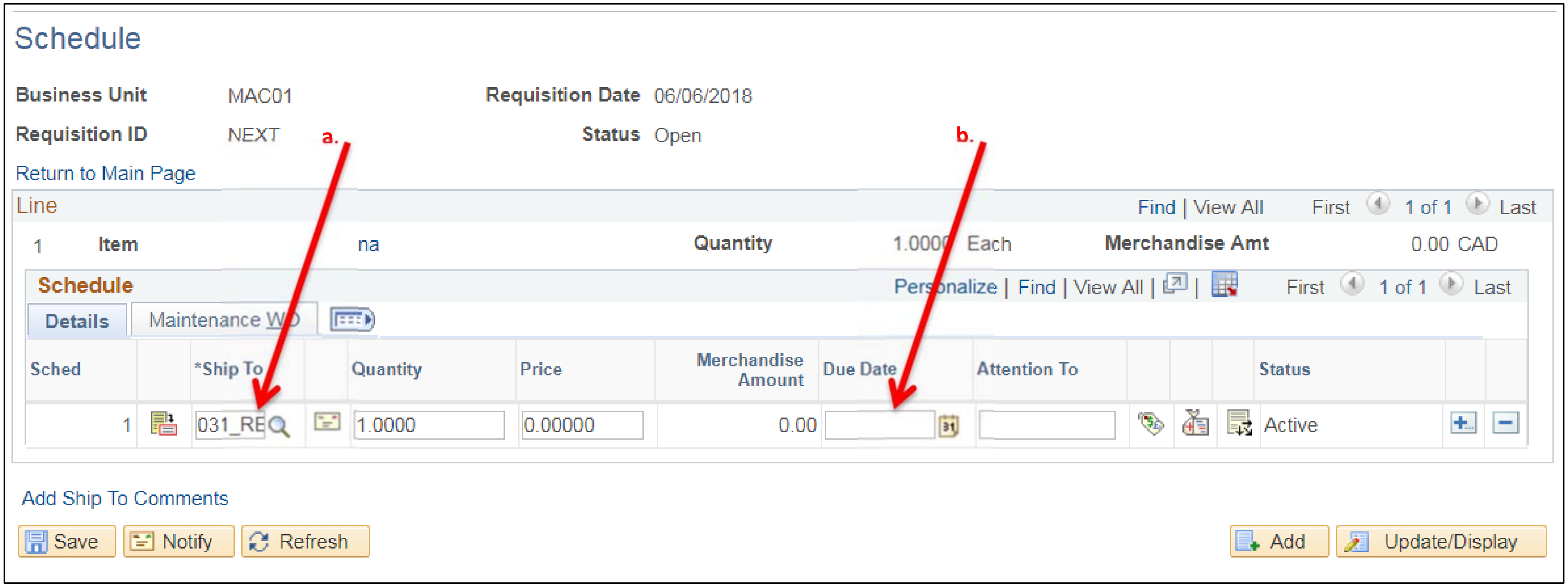


9. Click on the **Schedule** icon at the end of the line.

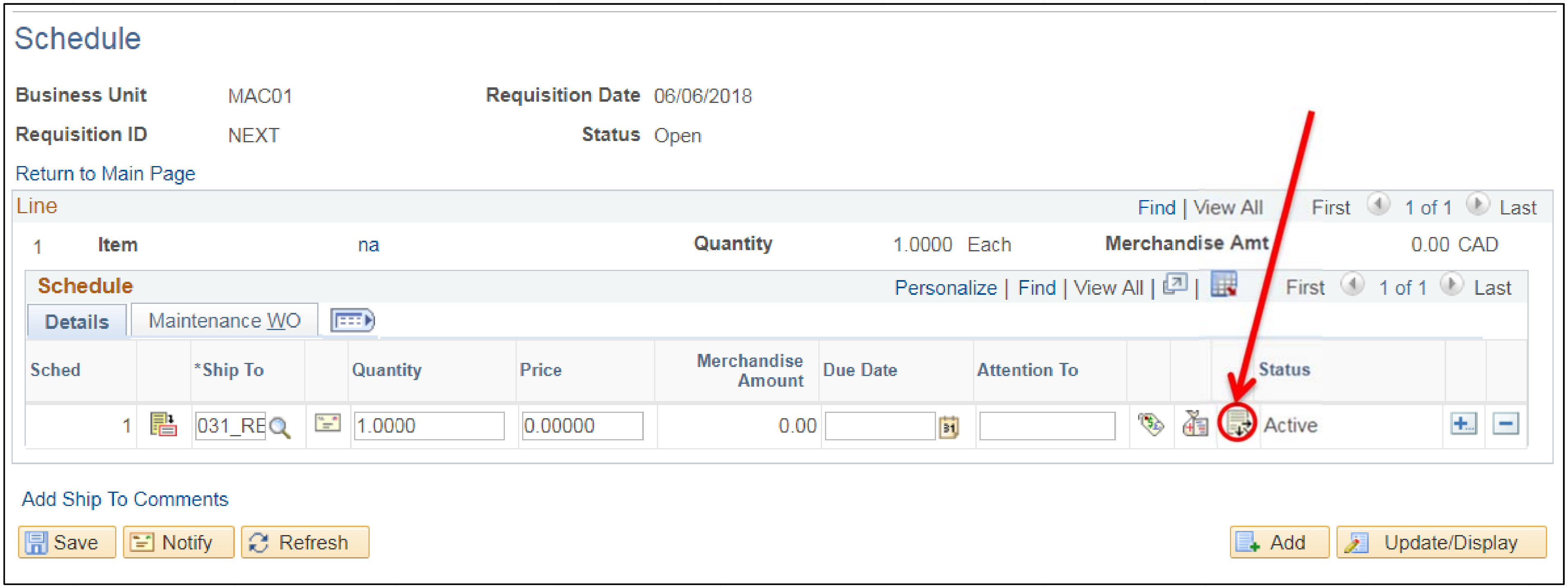


10. **Schedule**- enter the 'Ship To'(*delivery location*) and Due Date here.

a. **Ship to-** should default to your location & can select other locations by clicking on magnifying glass.
b. **Due Date-** click on the calendar icon to change due date. The due date is the date you want the goods to be delivered to your location.

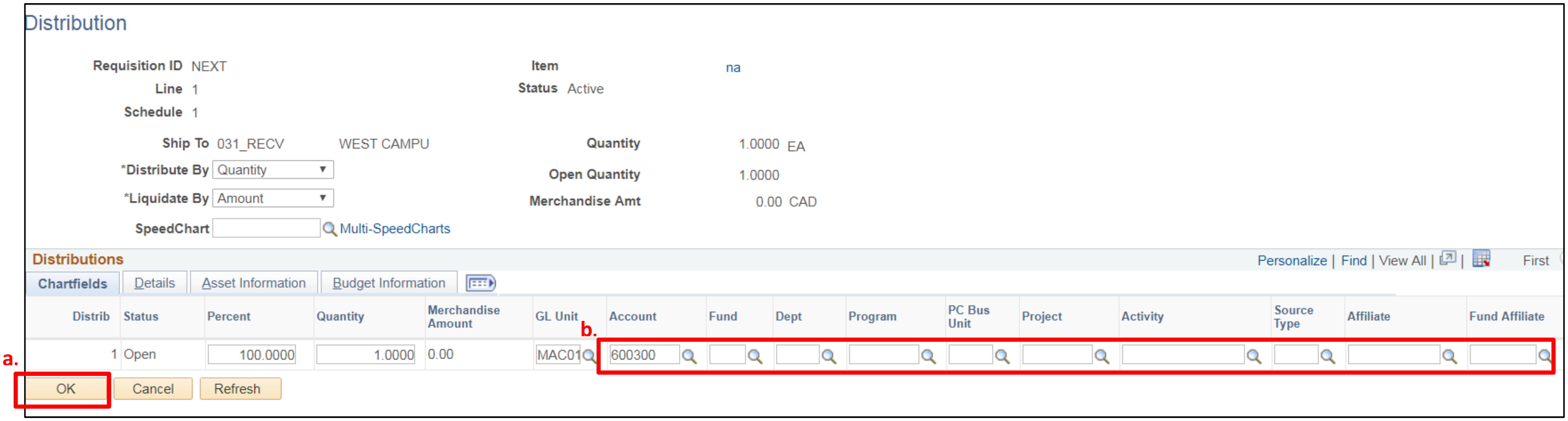


11. Click on the **Distribution** icon at the end of the line.

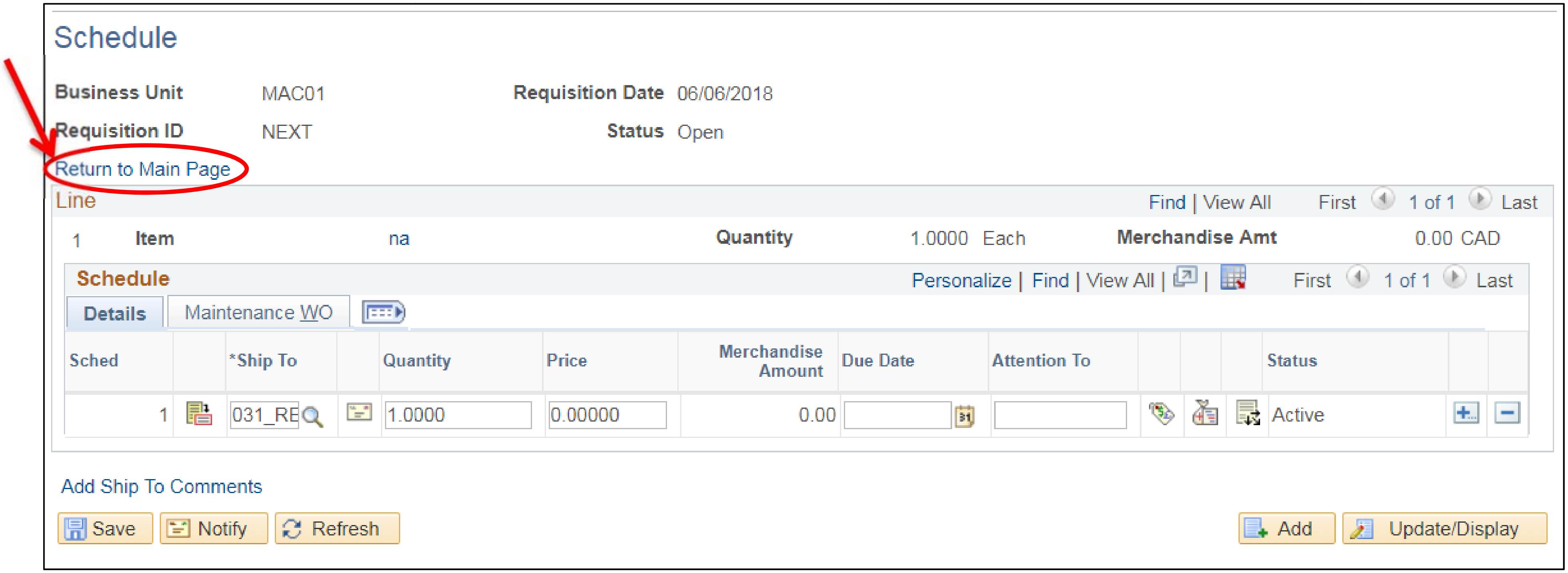


12. Enter your Chart field information in the Distribution fields.

    a. Only populate the fields that apply to your Chart string. Click on the magnifying glass next to each field to find the appropriate information and select.
    b. Select **Ok** when done entering information.

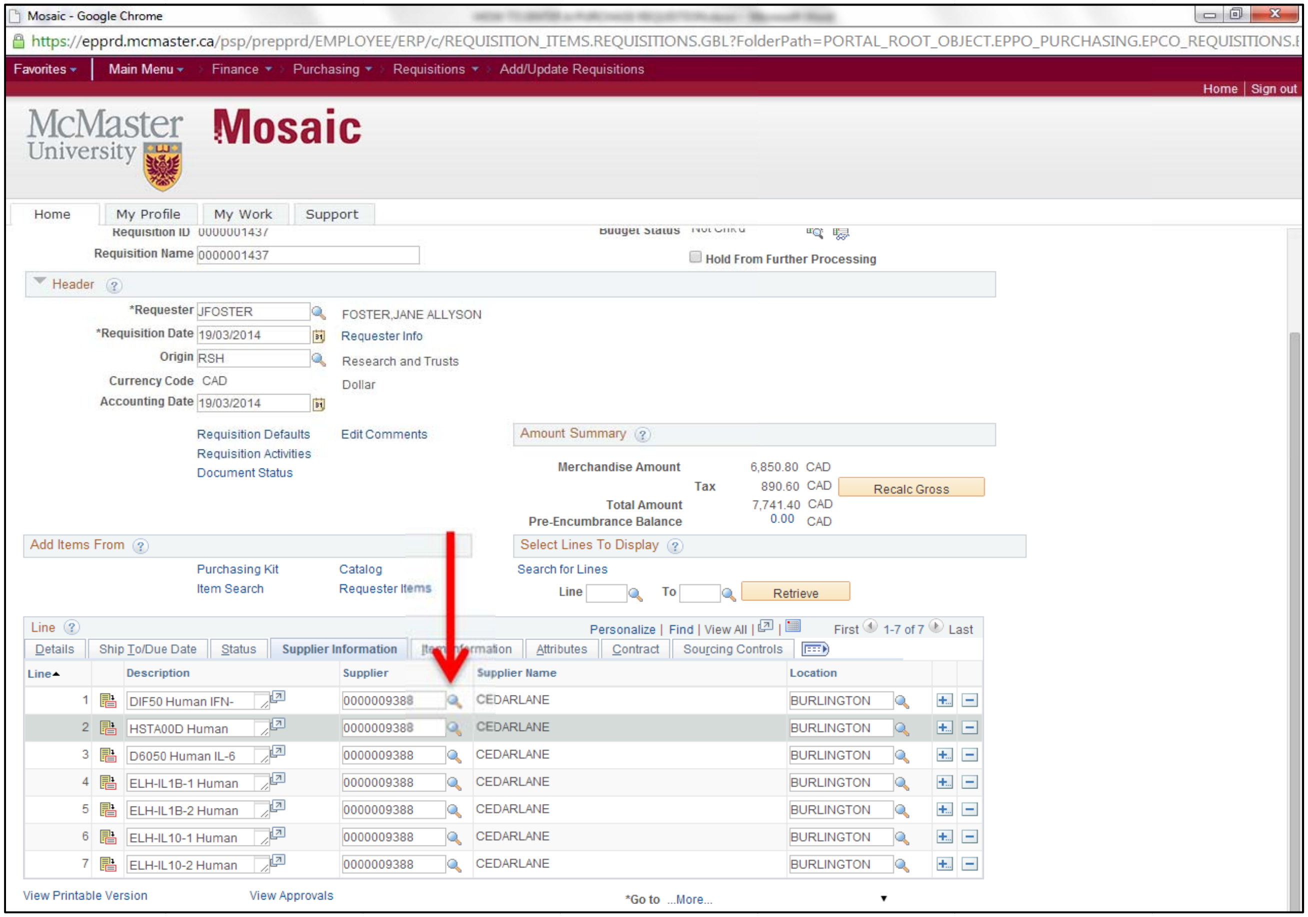


13. This will take you one step back to Schedule. Click on **Return to Main Page**.



14. Click on the **Supplier** tab to select the supplier. If the Supplier is not listed you will need to request a supplier setup by going to **Finance-Purchasing-Requisitions** and Selecting: **Supplier Setup/Change Request.**

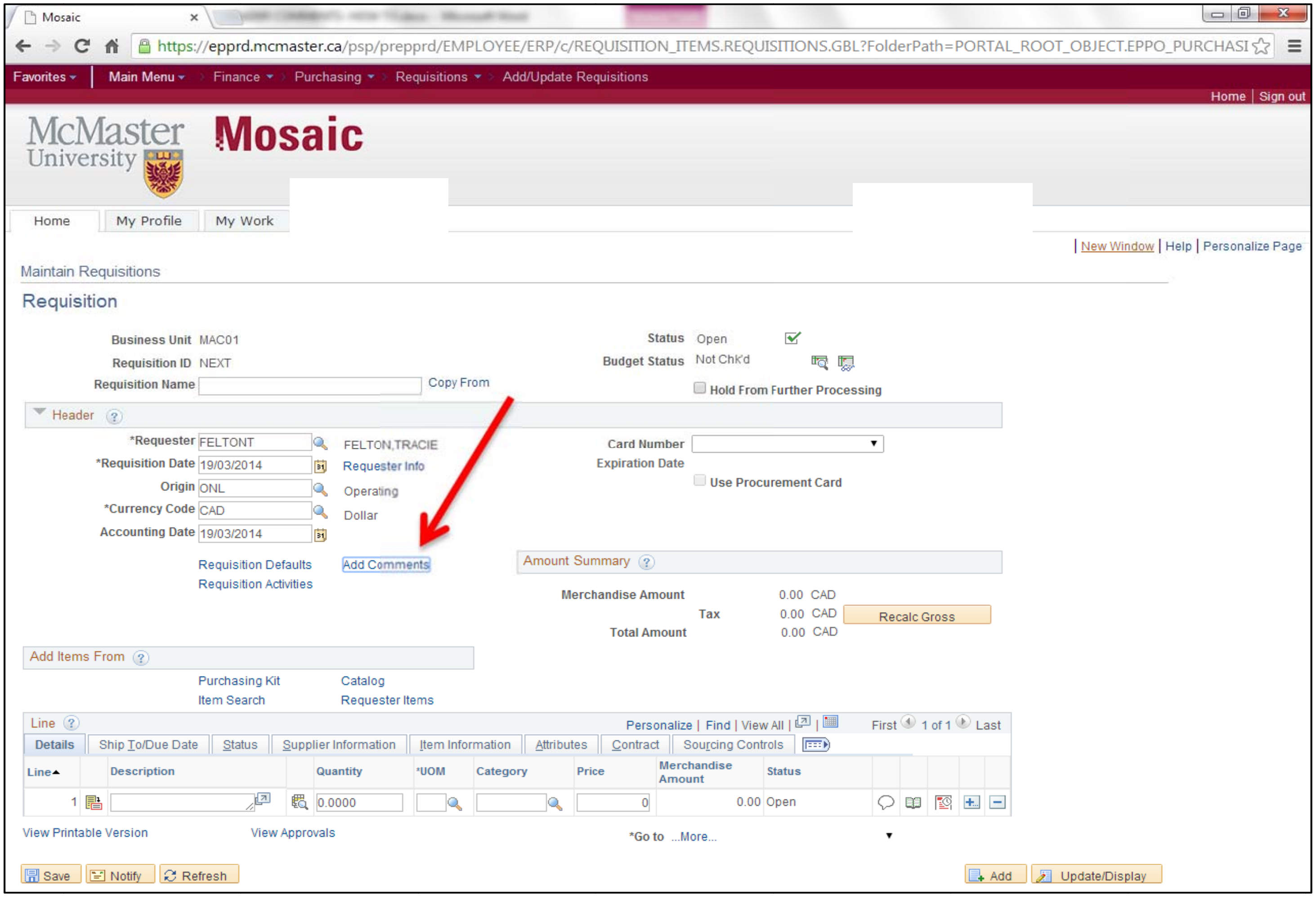
    Click on magnifying glass to find the supplier.



Repeat steps 9 to 14 for each line on your requisition.

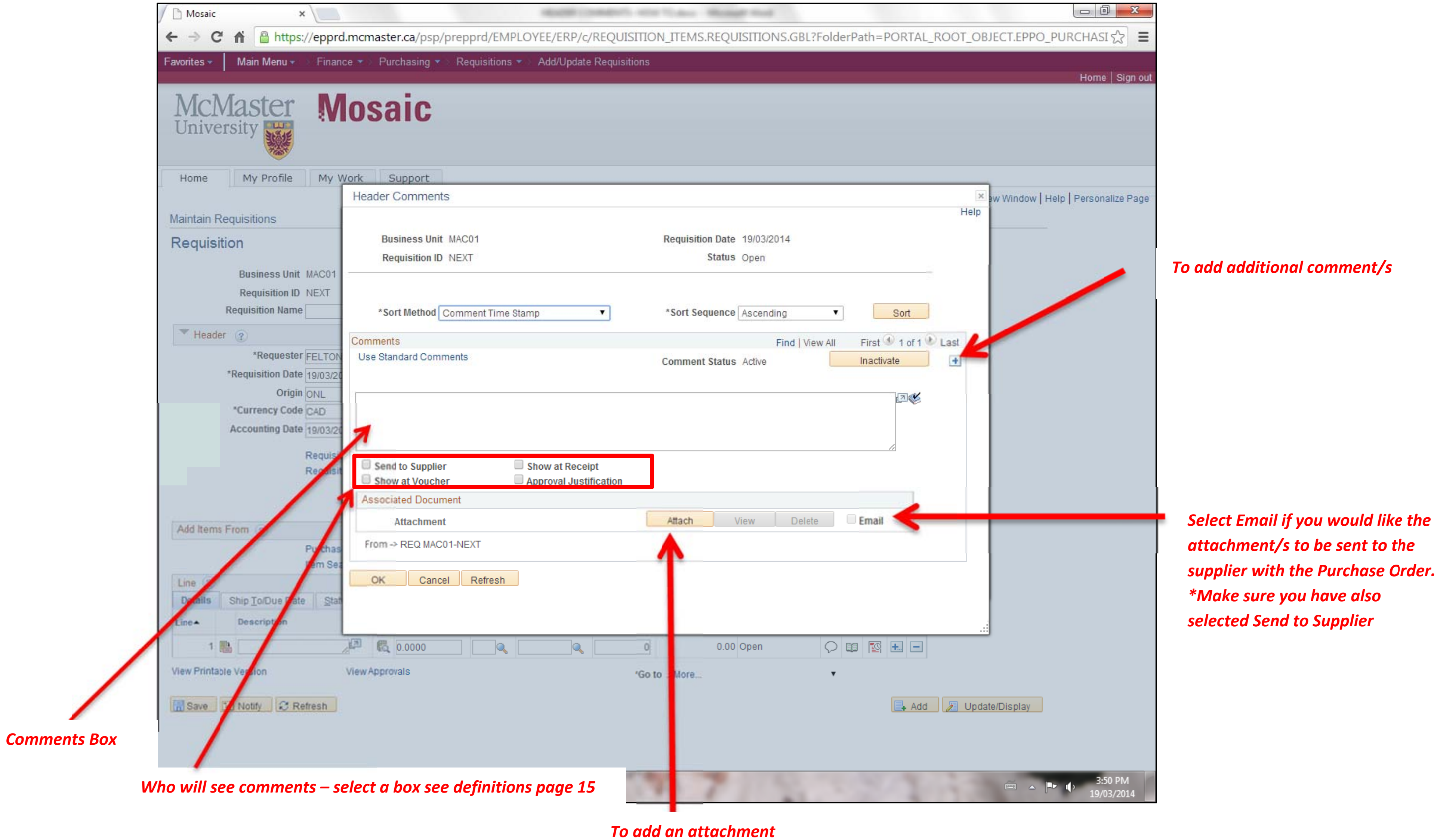
15. **Adding Attachments:** Purchase requisitions always need an attachment added as an Approval Justification to confirm the goods/services have been procured through a process meeting current Purchasing Policies. Please refer to the current Purchasing Policy for requirements.

Click on **Add Comments** and a new Prompt box will appear.



16. Adding comments:

Note the comment box is 1 of 1 and hitting the **+** button allows for additional comments to be added. If you added a comment box which you want removed hit the **Inactivate** button and the comment box will be removed.



Who will see the Comments:

Whatever you type in the comment box is visible to the group(s) selected below the box.

Send to Supplier- comments get sent to the Supplier with the purchase order.

Show at Voucher- comments are visible to Accounts Payable when invoices are processed.

Show at Receipt- comments are visible to McMaster Receiving Departments when receiving the goods.

Approval Justification- comments are visible internally only. This comment is for internal backup to support purchasing policies. Multiple quotes and Sole Source documents are to be inserted here.

(All of the above options are found under the comments box)

17. Adding Attachments: ***(See visual page 14)***

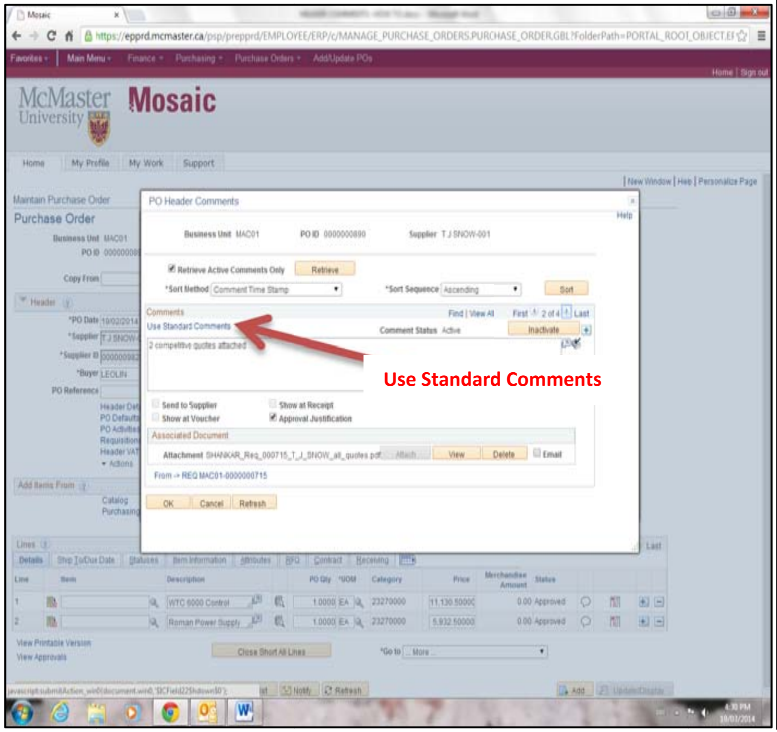
To add attachments hit the **Attach** button. Select **Choose File** to find the file to be attached and select **Upload**. The attachment gets attached to the comment box that is open.

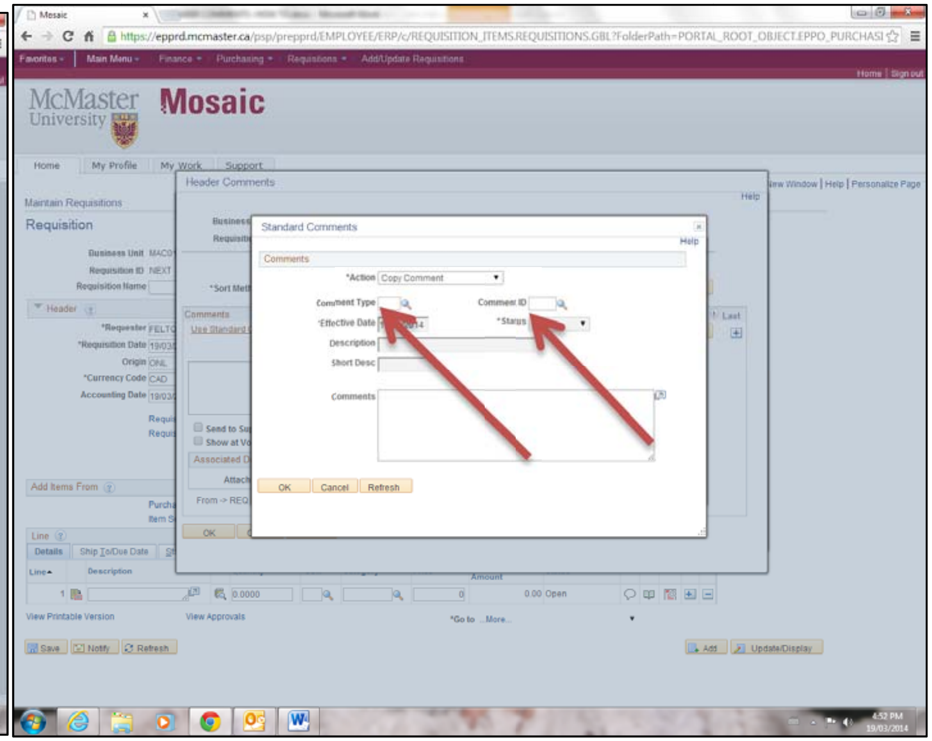
If you want the attachment **Sent to the Supplier** be sure you click off **Email,** otherwise the file won't emailed to the Supplier when the purchase order is dispatched by the system.

Types of documents that should be attached if applicable:

- Quote or Sole Source (Remember Sole Source documents require signatures with the exception of the CFO who approves electronically through PeopleSoft.)
- Contract (Remember contracts require physical signatures as per Execution of Instruments.)
- ICQ- Independent Contractor Questionnaire- (For orders over $10,000 ICQ form approved by ICQ Administrator with assigned ICQ number)

In addition to being able to add custom comments to the requisitions there are Standard Comments which can be inserted into the comments section. Select **Use Standard Comments.**   Click on the magnifying glass to select the comment. Select the comment from the dropdown list.





A. Click on the magnifying glass next to Comment Type and then choose your Comment Type
B. Once the comment type is chosen then click the Comment ID you would like to use
C. Select **Ok** and it will be pasted in your main comment box.
D. **For US Orders only**- Select **Shipping Comments** and **Custom**s as the **Comment ID**. This will paste the McMaster custom's broker information into the comment box. Be sure to select **Send to Supplier** and click off **Email** so it is sent to the supplier with the purchase order.
E. **Incoterms**- When entering requisitions for goods it is important to list the Incoterms in the Header and select **Send to Supplier**.
   Incoterms are term used by the industry to clearly communicate the tasks, costs, and risks associated with the transportation and delivery of goods.

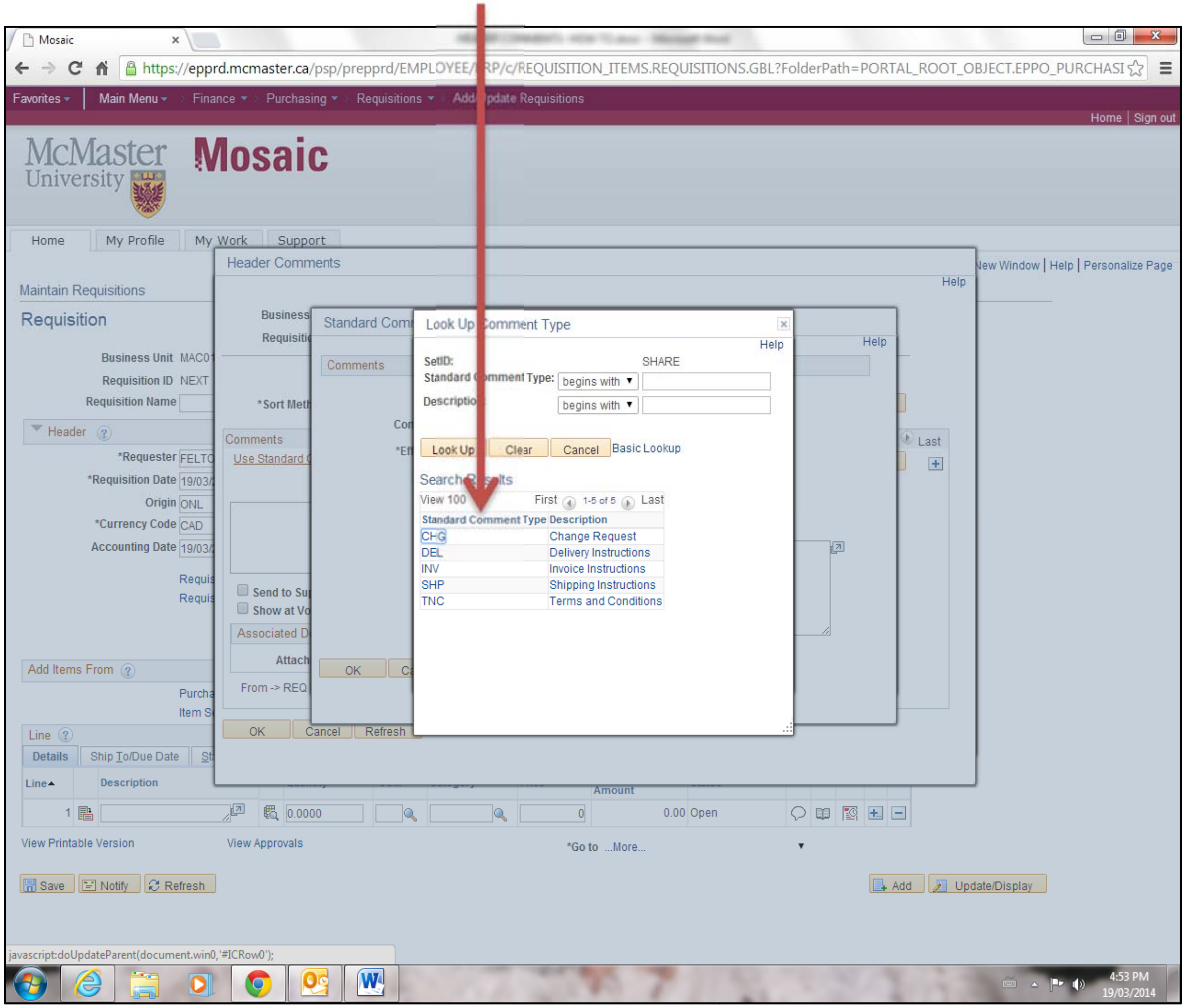
Some examples of Incoterms are: *(Incoterms are not found within the Standard comments, these need to be added as comments manually)*

DAP- delivered at place

DDP- delivered duty paid

FOB- free on board

List of Comment Types to choose from – once the Comment Type is selected you will now select the comment ID which, will populate in the comments box.



Routing a Sole/Single Source Form to the AVP of Admin & CFO:

18. Adding a Sole Source to a requisition- How to guide a form to the AVP of Admin & CFO (Refer to SP01 to see if your order meets the required thresholds): http://www.mcmaster.ca/bms/policy/purchase/SP-01.pdf (Example over $10,000 a Sole Source would be required if you are unable to obtain 2 competitive quotations).

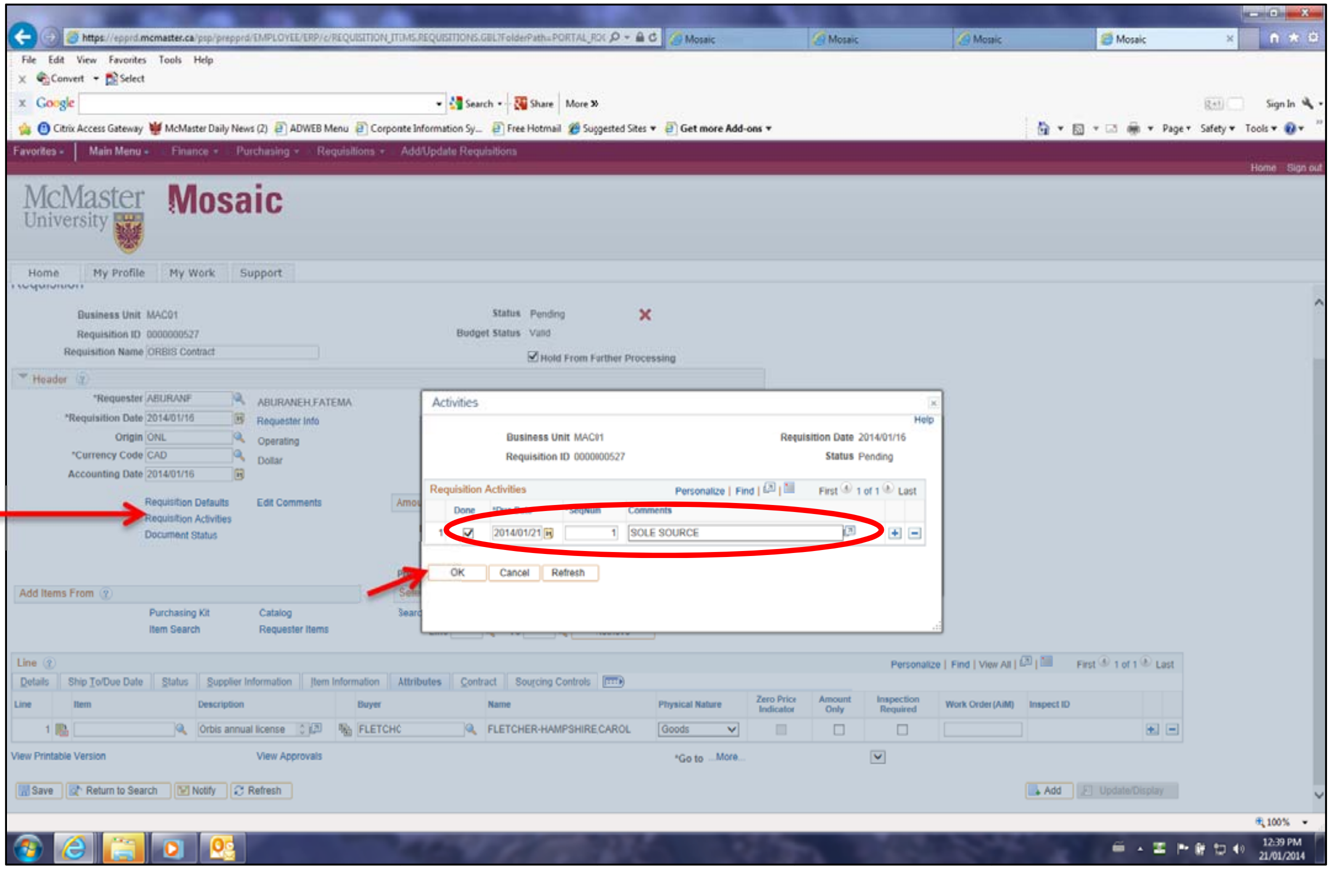
To be compliant with laws, regulations, public policy and McMaster University's Strategic Procurement Policy SP-01, all acquisitions must be subject to competitive bidding. In rare, specific or exceptional circumstances, only one supplier or consultant may be able, or capable, of providing goods or services.

When a competitive bid cannot be completed for an acquisition the purchaser must complete a Single/Sole Source Certificate and get appropriate approval signatures. *The AVP Administration & CFO is to be completed electronically via PeopleSoft.*

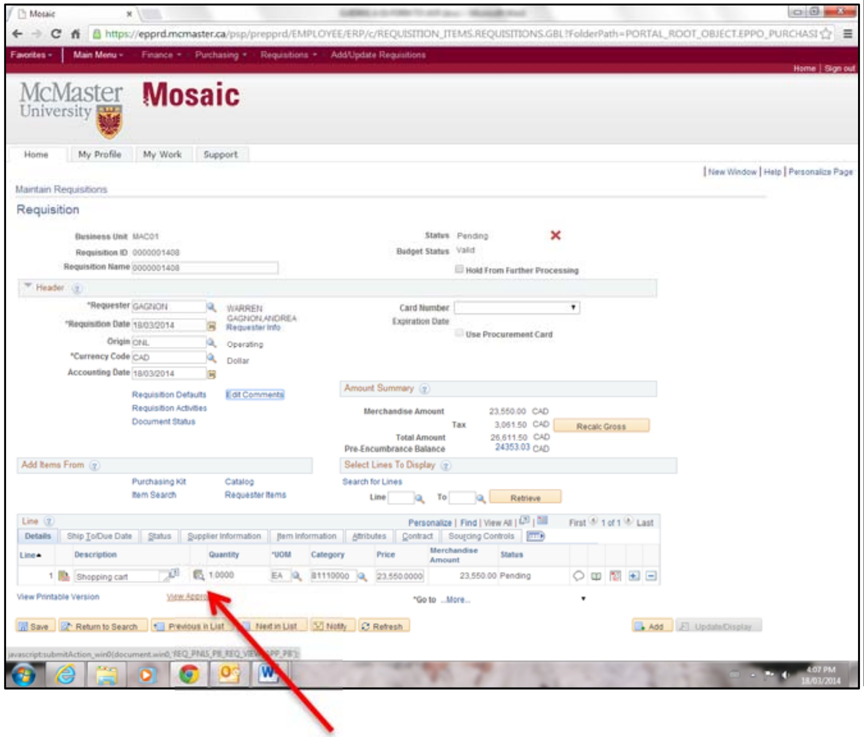
Ensure you have attached your Sole Source to the "Approval Justification" in the comments portion of the requisition. ***(Instructions as listed above within page 15 & 16 to add attachments)***

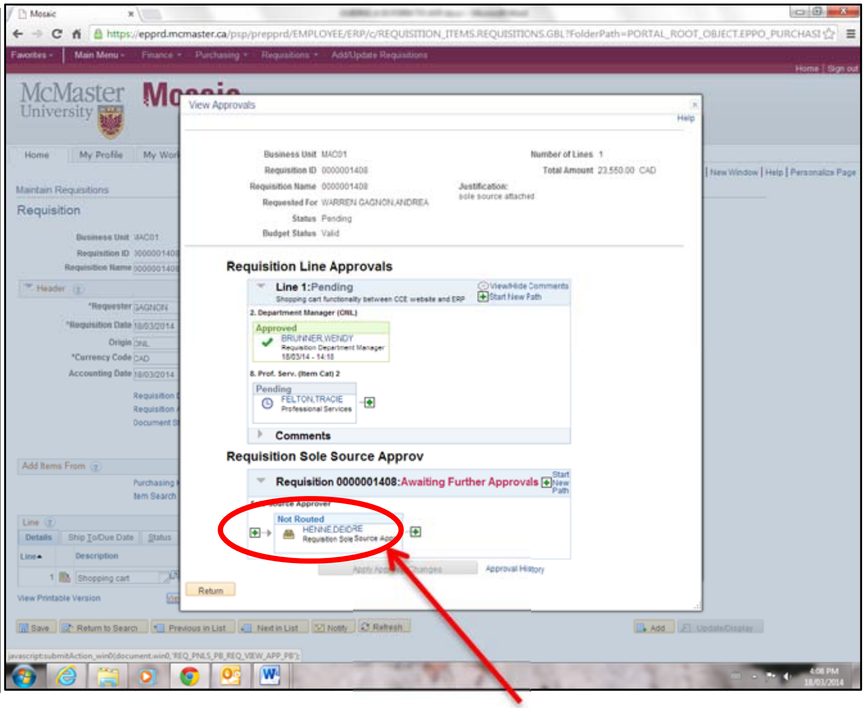
a. Select **Requisition Activities** in the Header.

b. Hype in the words "Sole Source" under Comments and then click off "Done" so a check mark appears. This will route the requisition to the **AVP of Administration/CFO for review/approval.**



c. The AVP of Admin/CFO will now be listed as one of the approvers on the requisition once the requisition is saved and submitted for approval. To see the routing go to View Approvals found within the main page of the requisition. Once the View Approvals is selected you will then be able to see the name of the AVP of Administration/CFO (D. Henne.)

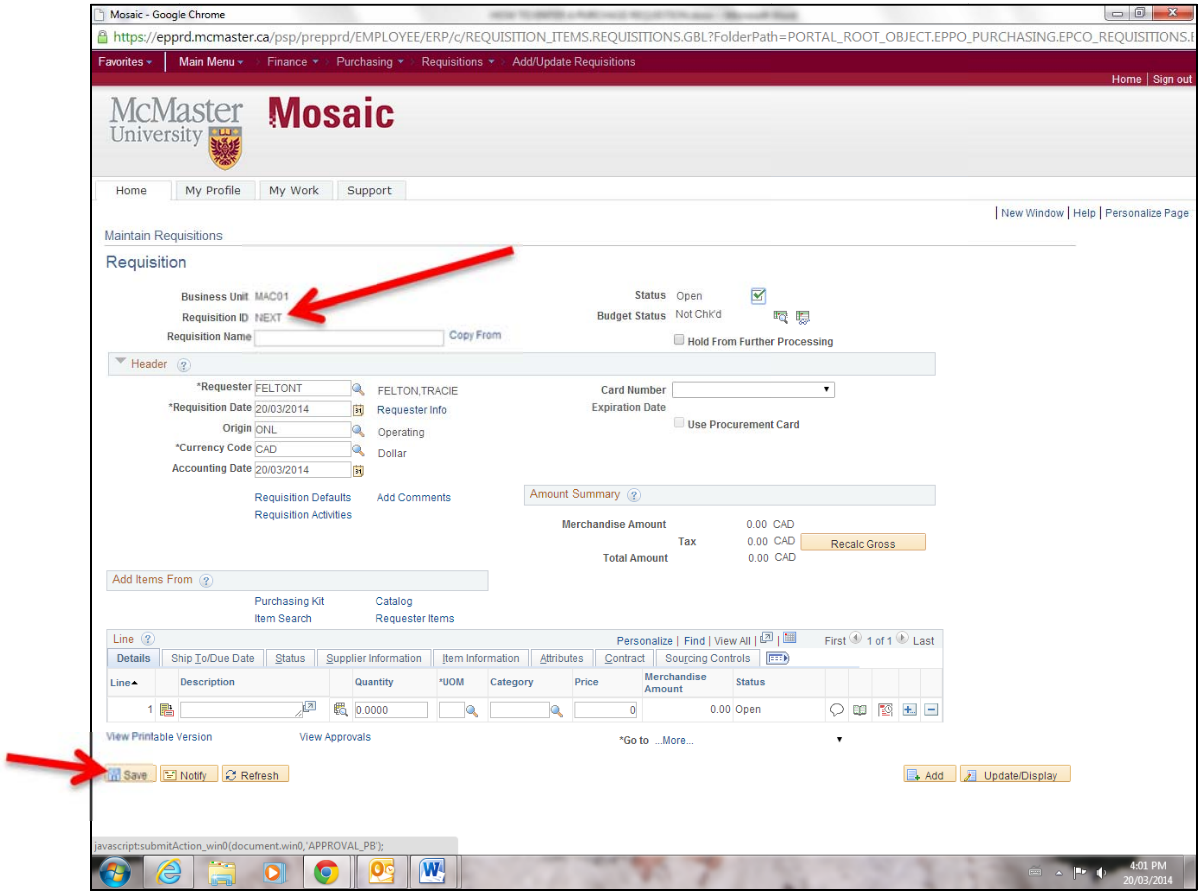




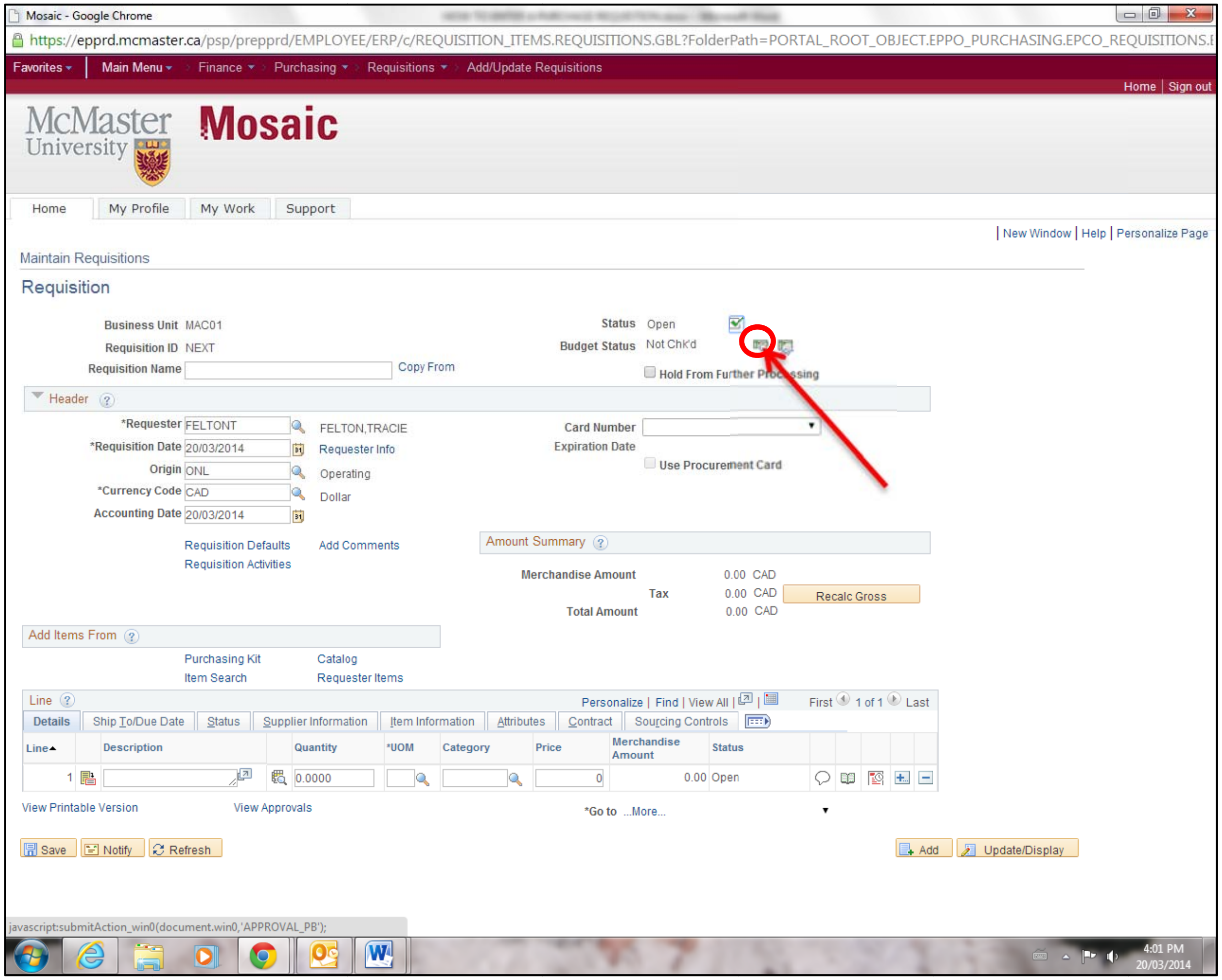
FINALIZING YOUR REQUISTION: ***(It's important to follow these steps as listed to ensure your requisition is submitted correctly)***

Save – Budget Check – Green Checkmark : to submit for approval

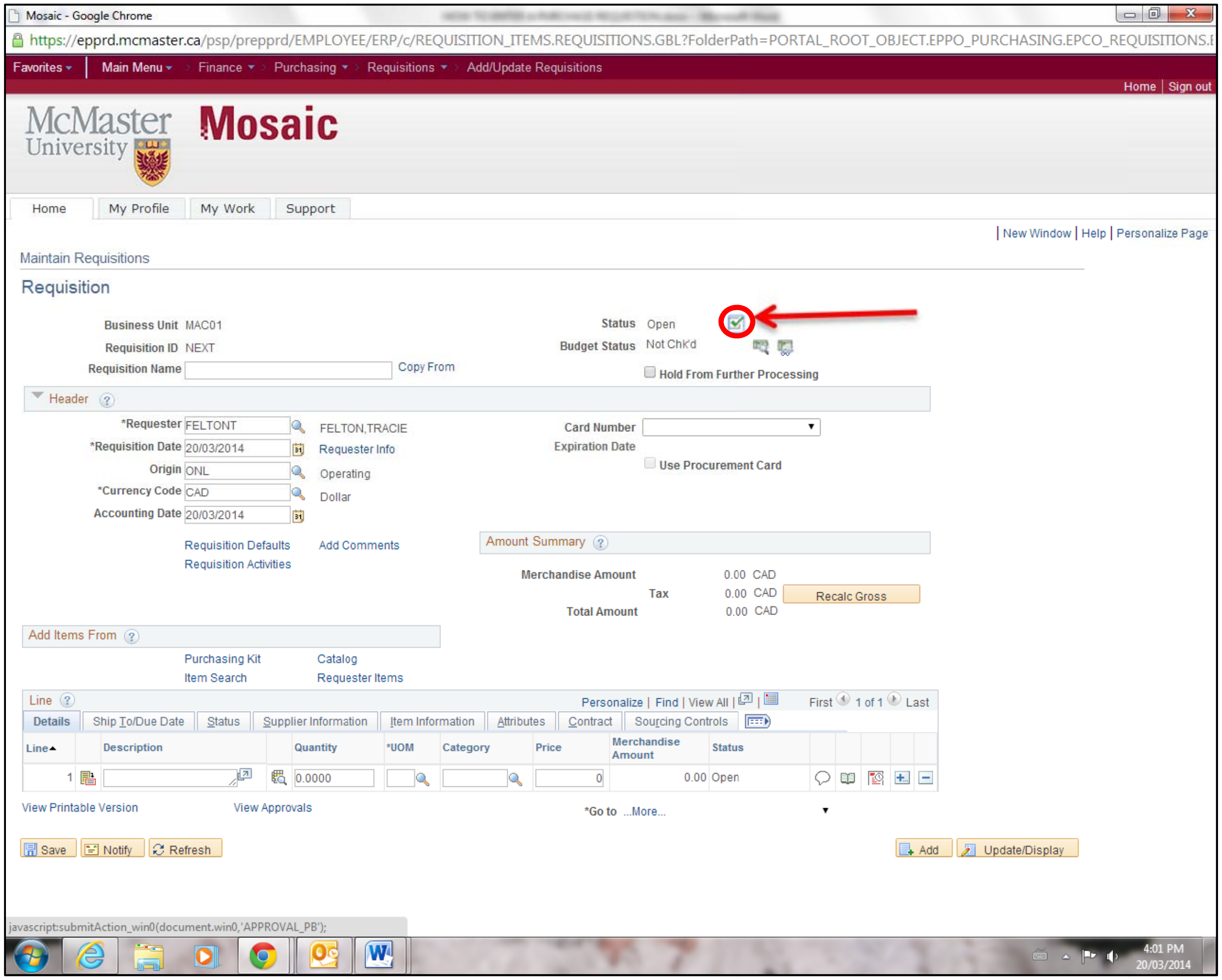
19. Select the **Save** button. A requisition number will be generated next to **Requisition ID**.



20. Click on the **Budget Check** button. The budget check will be performed and budget check status will change from Pending to Approved.

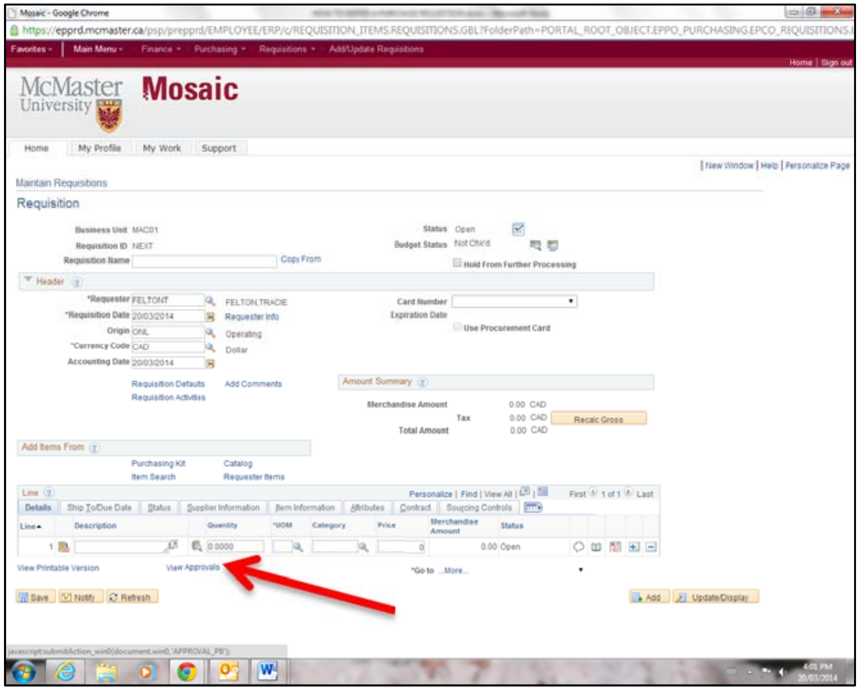


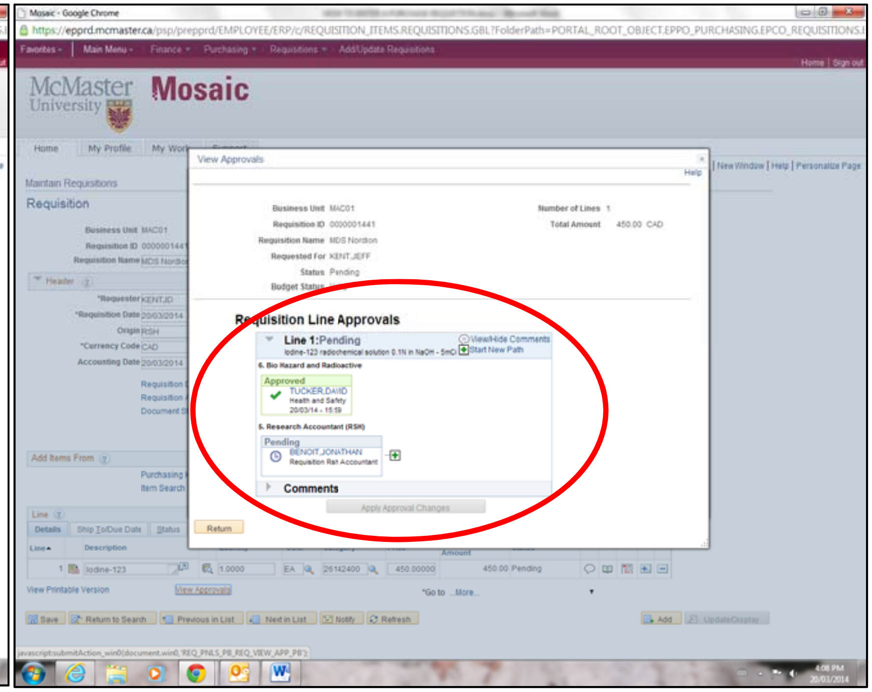
21. Click the green checkmark to submit the requisition to be routed to the next approver.



This will show you the names of the individuals that need to approve the purchase requisition and where it is in the approval process. *(Approval Route):*

22. Click on the **View Approvals** button.





<u>You have now completed a requisition. What next?</u>

The flow of the Requisition:

- *Once approvals are complete, the Requisition will be Auto Sourced into a Purchase Order.*
- *The Purchase Order will be sent to the Supplier by the PeopleSoft system or by a Procurement Specialist.*
- *The Goods or Services are then received by you the end-user, unless the goods you had purchased had come directly to HSC or General Receiving. A Receipt ID Number is assigned to the Purchase order once the Goods or Services are received in PeopleSoft.*

- *Remember there are 3 key numbers tied to one order processed before payment:*