Web Requisitions Training

Overview: Use the Datatel Web Interface to submit, view or modify requisitions, view purchase order numbers, and accept goods and services.

1. Sign into the HUB

MPSHIRE COLLEGE	Log Out Main Menu Default Menu Contai
EMPLOYEES MENU	Welcome Mar
Timesard Panafite	My Budget
Enter a Timecard	My Budget
<u>Time History</u> Leave Plan/Salary Info	IT Tickets
Pay Stub W-2 Statements	Enter an IT Ticket IT Ticket Status Inquiry
Supervisors	D. I.B. O. C. L. L.C.
Review Employee Timecards Employee Time History	Vehicle Registration Driver Approval
Personal Information	Demisitions
Web Address change My Documents Emergency Contact Info Faculty/Staff Emergency Notification Web Directory Info/Preference Race/Ethnicity Update	Requisitions Enter a Requisition View/Modify/Del Requisitions Approvals Needed Receive Goods and Services
	Log Out Main Menu Default Menu Contag

2. Click on <Enter a Requisition>

HAMPSHIRE COLLEGE						
		Log О <i>и</i> т	Main Menu	DEFAULT MENU	HELP	CONTACT US
					We	lcome Marjorie!
	Enter a Req	uisition				
Vendor ID or Name	SUBMIT	-				
		Log О ит	Main Menu	DEFAULT MENU	HELP	Contact Us

3. Enter a vendor name or some part of a vendor name, for example, <Atkins> will retrieve records for Atkins Country Market as well as anyone with that string of characters as part of the name.

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НАМ	PSHIR	e c'o	LLEGE		Log О <i>и</i> т	Main Menu	Default Menu	HELP	Contact Us
								We	come Marjorie!
				Vendor LookU	p Result	s			
	Choose One	Vendor ID	Vendor Name	Vendor Address					
	0	0501532	Atkins Farms Country Market	1150 West St Amherst MA 01002-3327					
	0	0660696	Fleur C. Birch-Atkinson						
	•	1038691	James H. Atkinson						
	0	1047391	Ms. Kaitlin A. Atkins						
	0	1128005	Thomas & Michelle Atkinson, Dmd.	69 Bridge St Northampton MA 01060-2402					
	0	1609036	John Atkinson		I				
				SUBMIT					
					Log О <i>и</i> т	MAIN MENU	DEFAULT MENU	HELP	CONTACT US

4. Choose the correct vendor and click <submit>. If the vendor you would like is not listed, contact the vendor and ask them to submit a W-9 form to the purchasing office. Email <u>purchasing@hampshire.edu</u> to expect a W-9 for that vendor and indicating what address any checks to that vendor should go to.

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						Nelcome Marjorie
			Ente	er a Requisition		
* = Required						
View Budget						
Requisition Date *	09/20/10					
Initiator \star	MRDCP					
Confirmation E-Mail Address*	mrdCP@hamps	hire.edu				
Ship to	BO Business Of	fice	•			
Desired Date						
Vendor ID or Name≭	0501532					
AP Type	0001 Vendors Paya	ble				
Itom Description	Quantity	Linit of legue	Price	Department	Object Code=	
Boxtape	1.00	EA Fach	5.00	90-0-30701 CUBBENT FUNDS - UNBE	63040 OFFICE SUPPLIES	T
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Item Description*	Quantity=	Unit of Issue	Price	Department	Object Code*	
Box tape	1.00	EA Each 💌	5.00	90-0-30701 CURRENT FUNDS - UNRE 💌	63040 OFFICE SUPPLIES	
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FAX to 413-	-559-5639					
Printed Comments	-559-5639					
Printed Comments PAX to 413- Comments Next Approver mrdCP I	-559-5639					
Printed Comments Comments Next Approver mrdCP	-559-5639			SUBMIT		

- 5. Using the drop down arrows, choose your mail code as the "ship to" address.
- 6. Leave "Desired Date" blank.
- 7. Enter a description, quantity, unit of issue, price, department and object code for each line.
- 8. Enter any instruction to the purchasing office in the "printed comments" box. For example, if you would like the PO faxed to a vendor, put "FAX" and include the fax number. If you would like the PO printed and sent to you, put "SEND" in printed comments. If there are not instructions, then the PO will not be sent anywhere (most vendors only require the number and not a copy of the purchase order).
- 9. Enter your own initials and department as "next approver". If the requisition is over your limit, enter your supervisors' initials and department. If the requisition is over \$10,000, enter the controller's initials and department (dbkBO).
- 10. Click <Submit>.

Welcome Marjoret Requisition Requisition Number 0070777 Requisition Number 0070777 Requisition Total 55:00 Vendor D and/or Name 0501532 Altins Farms Country Market	thehub	Log О ит	Main Menu	DEFAULT MENU	HELP	Contact Us
Prequisition Provide Provide </th <th></th> <th></th> <th></th> <th></th> <th>We</th> <th>elcome Marjorie!</th>					We	elcome Marjorie!
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Purchase Orders Created Item Description Vendor Item Quantity Unit of Issue Price Extended Price GL Distribution Box tape 1.000 EA Each 5.000 5.00 30-0-30701-63040 BUSINESS OFFICE : OFFICE SUPPLIES Printed Comments FAX to 413-559-5633 Comments Approval Date Next Approval Marjorie Dunehew OK Log Out Main Menu Default 1 Menu Help Contract Us	Ship to BO Business Office Commodity Code					
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Comments Approval Date Next Approval Marjorie Dunehew OK Log Out Main Menu Default 1 Menu Help Contact Us	Printed Comments					
OK LOG OUT MAIN MENU DEFAULT MENU HELP CONTACT US	Common Annual Date					
OK LOG OUT MAIN MENU DEFAULT MENU HELP CONTACT US	Comments Approval Date					
OK LOG OUT MAIN MENU DEFAULT MENU HELP CONTACT US	Marjorie Dunehew					
LOG OUT MAIN MENU DEFAULT MENU HELP CONTACT US		OK				
		Log О ит	Main Menu	DEFAULT MENU	HELP	Contact Us

11. Click <OK>.

PSHIRE COLLEGE	Log Out Main Menu Default Menu Contact
MPLOYEES MENU	Welcome Marjo
Timesurd Banafite	My Budget
Enter a Timecard	My Budget
Ime History Leave Plan/Salary Info Day Studies	IT Tickets
W-2 Statements	Enter an IT Ticket IT Ticket Status Inquiry
Supervisors	Public Safety Info
Review Employee Timecards Employee Time History	Vehicle Registration Driver Approval
Personal Information	Requisitions
Web Address change My Documents Emergency Contact Info Faculty/Staff Emergency Notification Web Directory Info/Preference Race/Ethnicity Update	Enter a Requisition ViewModify/Del Requisitions Approvals Needed Receive Goods and Services
	LOG OUT MAIN MENU DEFAULT MENU CONTAG

12. The approval process is now a separate button. From the Hub main menu, go to Approvals Needed.

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									W	elcome Marjorie!
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	Date Requisition	N Req Num Vendor/Item 0070777 Atkins Farms C Box tape	ountry Market 5.00	Approve?						
					SUBMIT					
					Log	Ουτ	MAIN MENU	DEFAULT MENU	HELP	CONTACT US

- 13. Put a check in <Approve?> and click <Submit>.
- 14. At this point, you can check on the status of your requisition by clicking <View/ Modify/ Delete Requisition>.

MPSHIRE COLLEGE	Log Out Main Menu Default Menu Contac
EMPLOYEES MENU	Welcome Marj
Timecard Benefits	My Budget
Enter a Timecard Time History	My Budget
Leave Plan/Salary Info Pay Stub W-2 Statements	IT Tickets Enter an IT Ticket IT Ticket Status Inquiry
Supervisors	Dublic Safaty Info
Review Employee Timecards Employee Time History	Vehicle Registration Driver Approval
Personal Information	Dequisitions
Web Address change My Documents Emergency Contact Info Faculty/Staft Emergency Notification Web Directory Info/Preference Race/Ethnicity Update	Enter a Requisition View/Modify/Del Requisitions Approvals Needed Receive Goods and Services
	Log Out Main Menu Default Menu Contad

HELP CONTACT US

Welcome Marjorie!

Requisition Number	Requisition Date	Status	Purchase Orders Created	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount	
<u>0070777</u>	09/20/10	Outstanding		Ms. Marjorie R. Dunehew	Ms. Marjorie R. Dunehew	0501532	Atkins Farms Country Market	5.00	Modify
0070709	09/14/10	PO Created	P0110696		Ms. Marjorie R. Dunehew	0490425	Enterprise Fleet Services	10,746.89	Modify
0070541	08/30/10	PO Created	P0110529		Ms. Marjorie R. Dunehew	1625969	Mount Holyoke College	12,148.05	Modify
0070357	08/11/10	PO Created	P0110352		Ms. Marjorie R. Dunehew	0490425	Enterprise Fleet Services	10,296.23	Modify
0070276	08/04/10	PO Created	B0110041		Ms. Marjorie R. Dunehew	0501532	Atkins Farms Country Market	5.00	Modify
0070269	08/04/10	PO Created	P0110259		Ms. Marjorie R. Dunehew	0490369	Delivery Express	10.00	Modify
0070242	07/30/10	PO Created	P0110234		Ms. Marjorie R. Dunehew	0678444	Five Colleges Inc.	10,070.37	Modify
0070215	07/26/10	PO Created	B0110038		Ms. Marjorie R. Dunehew	0501391	Sodexo, Inc.	1,000.00	Modify
<u>0070194</u>	07/23/10	PO Created	P0110196		Ms. Marjorie R. Dunehew	0490369	Delivery Express	20.00	Modify
0070171	07/21/10	PO Created	P0110157		Ms. Marjorie R. Dunehew	0678444	Five Colleges Inc.	209,165.15	Modify
0070159	07/21/10	PO Created	P0110158		Ms. Marjorie R. Dunehew	0678444	Five Colleges Inc.	13,493.00	Modify
0070079	07/13/10	PO Created	P0110085		Ms. Marjorie R. Dunehew	0490425	Enterprise Fleet Services	11,445.36	Modify
0069984	07/01/10	PO Created	P0110027		Ms. Marjorie R. Dunehew	1413991	KPMG, LLP	20,000.00	Modify
				ОК					
	_	_				MENU	DEENIN T MENU	HELP	

View/Modify/Del Requisitions

- 15. Note Requisition Number 70777. The status is Outstanding. This means that it is ready to be made a Purchase Order by the Purchasing Office. If the status is "not approved", then approvals are still needed: either by you, your supervisor (if the dollar amount is over your limit), or the Controller (if the dollar amount is over \$10,000).
- 16. If you would like to make a correction on this requisition, click "Modify".

	
* = Required	
View Budget	
Requisition Number 0070777 Requisition Date 09/20/10 Status Outstanding Status Date 09/20/10	
Initiator Ms. Marjorie R. Dunehew Desired Date Commodity Code	
Confirmation E-Mail Address* mrdCP@hampshire.edu	
Ship to BO Business Office	
Vendor ID or Name 0501532	
Atkins Farms Country Market	
Person Vendor	
AP Type 0001 Vendors Payable 💌	
Modify Delete Item Description Vendor Item Quantity* Unit of Issue Price	
Box tape	
Number of Line Items to Add 0	
FAX to 412_550_5620	
Printed Comments Comments	
Next Approval Approval Date	
	-

17. Make your changes, then scroll down and click <Submit>.

2 Zimbra: 9/20 - 9/24	X	View/Modify	/Del Requis	itions 🛛 🗋 Spri	nt Systems of Photography	Order 🖂 🛛 🛧					
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		<i>vervu</i>	J			Log О 07	Main Menu	DEFAULT MENU	HELP	Con	itact U s
									w	elcome I	Marjorie!
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Rec	quisition mber	Requisition Date	Status	Purchase Orders Created	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount		
0070	<u>0777</u>	09/20/10	PO Created	P0110766	Ms. Marjorie R. Dunehew	Ms. Marjorie R. Dunehew	0501532	Atkins Farms Country Market	5.00	<u>Modify</u>	Delete
0070	<u>0709</u>	09/14/10	PO Created	P0110696		Ms. Marjorie R. Dunehew	0490425	Enterprise Fleet Services	10,746.89	Modify	<u>Delete</u>
0070	<u>0541</u>	08/30/10	PO Created	P0110529		Ms. Marjorie R. Dunehew	1625969	Mount Holyoke College	12,148.05	Modify	<u>Delete</u>
0070	0357	08/11/10	PO Created	P0110352		Ms. Marjorie R. Dunehew	0490425	Enterprise Fleet Services	10,296.23	<u>Modify</u>	<u>Delete</u>
0070	<u>0276</u>	08/04/10	PO Created	B0110041		Ms. Marjorie R. Dunehew	0501532	Atkins Farms Country Market	5.00	Modify	<u>Delete</u>
0070	0269	08/04/10	PO Created	P0110259		Ms. Marjorie R. Dunehew	0490369	Delivery Express	10.00	<u>Modify</u>	<u>Delete</u>
0070	<u>0242</u>	07/30/10	PO Created	P0110234		Ms. Marjorie R. Dunehew	0678444	Five Colleges Inc.	10,070.37	<u>Modify</u>	Delete
0070	0215	07/26/10	PO Created	B0110038		Ms. Marjorie R. Dunehew	0501391	Sodexo, Inc.	1,000.00	<u>Modify</u>	<u>Delete</u>
0070	<u>0194</u>	07/23/10	PO Created	P0110196		Ms. Marjorie R. Dunehew	0490369	Delivery Express	20.00	<u>Modify</u>	<u>Delete</u>
0070	0171	07/21/10	PO Created	P0110157		Ms. Marjorie R. Dunehew	0678444	Five Colleges Inc.	209,165.15	Modify	<u>Delete</u>
0070	0159	07/21/10	PO Created	P0110158		Ms. Marjorie R. Dunehew	0678444	Five Colleges Inc.	13,493.00	Modify	Delete
0070	0079	07/13/10	PO Created	P0110085		Ms. Marjorie R. Dunehew	0490425	Enterprise Fleet Services	11,445.36	<u>Modify</u>	<u>Delete</u>
0069	<u>9984</u>	07/01/10	PO Created	P0110027		Ms. Marjorie R. Dunehew	1413991	KPMG, LLP	20,000.00	Modify	Delete
					ОК						
						Log О ит	MAIN MENU	DEFAULT MENU	HELP	C <u>o</u>	ITACT U <u>s</u>

- 18. Once the requisition has been created, you will see the number in the fourth column from the left. Click <ok> to return to the main menu.
- 19. To accept the purchase order, click on <Receive Goods and Services> from the main menu.

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			Receive Good	ls and Se	ervices			
Choose a Vendor and/or PO to filter lines s	hown							
Vendor				•				
Purchase Order Number		•						
Accent All 🔲 Note: Check here to a	ccept all lines sho	IVVD						
The following apply to all lines received:								
Packing Slip								
Arrived Via		•						
Vendor	PO Number	Vendor Item	Item Description	Qty Ordered	Unit of Issue	Qty Accepted	Qty Rejected	MSDS Rev
Atkins Farms Country Market (0501532)	P0110766		Box tape	1.000	EA	1.00		
EPCO Business Forms (1626646)	P0110628		500 Purchase Order forms	1.000				
	P0110741		HC #10 Strathmore env.	1.000				
Marcus Printing Co (0480869)			500 #10 envelopes for PS	1.000				
Marcus Printing Co (0480869) Marcus Printing Co (0480869)	P0110689		· ·					_
Marcus Printing Co (0480869) Marcus Printing Co (0480869) Marcus Printing Co (0480869)	P0110689 P0110639		#10 envelopes color	1.000				
Marcus Printing Co (0480869) Marcus Printing Co (0480869) Marcus Printing Co (0480869) Marcus Printing Co (0480869)	P0110639 P0110639 P0110639		#10 envelopes color #10 envelopes plain	1.000				
Marcus Printing Co (0480869) Marcus Printing Co (0480869)	P0110689 P0110639 P0110639 P0110639		#10 envelopes color #10 envelopes plain HC #10 envelopes for PR	1.000				
Marcus Printing Co (0480869) Marcus Printing Co (0480869) Marcus Printing Co (0480869) Marcus Printing Co (0480869) Marcus Printing Co (0480869)	P0110639 P0110639 P0110639 P0110627		#10 envelopes color #10 envelopes plain HC #10 envelopes for PR	1.000 1.000 1.000				
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Click the quantity accepted, then click <submit>.

НАМ	APSHIRE COLLEGE				
			T MAIN MENU	DEFAULT MENU	HELP CONTACT US
					Welcome Marjorie!
		View Receiving Confirm	nation		
	Packing Slip Arrived Via				
	The following items were accepted: Vendor PO Number Item Descri Atkins Farms Country Market (0501532) P0110766 Box tape	otion Qty Ordered Qty Accepted MS 1.000 1.000	iDS Rcvd		
	The following items were rejected: Vendor PO Number Item Description Qty Ordered Qty	r Rejected Return Date Return Via	Rtn Auth No Retur	n Reason Reordered Ret	urn Comments
		ОК			
				Return	to Receive Goods and Services
		Log Ou	T MAIN MENU	DEFAULT MENU	HELP CONTACT US

Click <OK>.