

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

EMPLOYEES MENU Welcome Marjorie!

Timecard/Benefits

- [Enter a Timecard](#)
- [Time History](#)
- [Leave Plan/Salary Info](#)
- [Pay Stub](#)
- [W-2 Statements](#)

Supervisors

- [Review Employee Timecards](#)
- [Employee Time History](#)

Personal Information

- [Web Address change](#)
- [My Documents](#)
- [Emergency Contact Info](#)
- [Faculty/Staff Emergency Notification](#)
- [Web Directory Info/Preference](#)
- [Race/Ethnicity Update](#)

My Budget

- [My Budget](#)

IT Tickets

- [Enter an IT Ticket](#)
- [IT Ticket Status Inquiry](#)

Public Safety Info

- [Vehicle Registration](#)
- [Driver Approval](#)

Requisitions

- [Enter a Requisition](#)
- [View/Modify/Del Requisitions](#)
- [Approvals Needed](#)
- [Receive Goods and Services](#)

2. Click on <Enter a Requisition>

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Welcome Marjorie!

Enter a Requisition

Vendor ID or Name

SUBMIT

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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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Welcome Marjorie!

Requisition

Requisition was successfully created

Requisition Number 0070777
 Requisition Total \$5.00
 Vendor ID and/or Name 0501532 Atkins Farms Country Market

Requisition Status Not Approved AP Type 0001 Vendors Payable
 Requisition Date 09/20/10 Status Date 09/20/10 Maintenance Date 09/20/10 Desired Date
 Requestor Name Ms. Marjorie R. Dunehew Initiator Name Ms. Marjorie R. Dunehew
 Ship to BO Business Office Commodity Code

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution
Box tape		1.000	EA Each	5.0000	5.00	90-0-30701-63040 BUSINESS OFFICE : OFFICE SUPPLIES

Printed Comments
[FAX to 413-559-5639](#)

Comments	Approval Date
Next Approval Marjorie Dunehew	

OK

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11. Click <OK>.

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[Driver Approval](#)

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[View/Modify/Del Requisitions](#)
[Approvals Needed](#)
[Receive Goods and Services](#)

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

Approvals Needed

Fiscal Year 2011
 ID 1610822
 INITIALS MRDCP

Date	Requisition	Req Num	Vendor/Items	Amount	Approve?
09/20/10	87725	0070777	Atkins Farms Country Market Box tape	5.00	<input checked="" type="checkbox"/>

SUBMIT

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>.

Timecard Benefits

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Requisitions

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- [View/Modify/Del Requisitions](#)
- [Approvals Needed](#)
- [Receive Goods and Services](#)

View/Modify/Del Requisitions

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

OK

- 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).
- If you would like to make a correction on this requisition, click "Modify".

Modify a Requisition

* = 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 *

Ship to

Vendor ID or Name

Atkins Farms Country Market

Person Vendor

AP Type

Modify	Delete	Item Description	Vendor Item	Quantity*	Unit of Issue	Price
<input type="checkbox"/>	<input type="checkbox"/>	Box tape		1.000	EA Each	5.0000

Number of Line Items to Add

Printed Comments

Comments

Next Approval	Approval	Date
<input type="text"/>	Marjorie Dunehew	09/20/10
<input type="text"/>		

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

Zimbra: 9/20 - 9/24 View/Modify/Del Requisitions Sprint Systems of Photography | Order...

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Welcome Marjorie!

View/Modify/Del Requisitions

Requisition Number	Requisition Date	Status	Purchase Orders Created	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount		
0070777	09/20/10	PO Created	P0110766	Ms. Marjorie R. Dunehew	Ms. Marjorie R. Dunehew	0501532	Atkins Farms Country Market	5.00	Modify	Delete
0070709	09/14/10	PO Created	P0110696		Ms. Marjorie R. Dunehew	0490425	Enterprise Fleet Services	10,746.89	Modify	Delete
0070541	08/30/10	PO Created	P0110529		Ms. Marjorie R. Dunehew	1625969	Mount Holyoke College	12,148.05	Modify	Delete
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0070194	07/23/10	PO Created	P0110196		Ms. Marjorie R. Dunehew	0490369	Delivery Express	20.00	Modify	Delete
0070171	07/21/10	PO Created	P0110157		Ms. Marjorie R. Dunehew	0678444	Five Colleges Inc.	209,165.15	Modify	Delete
0070159	07/21/10	PO Created	P0110158		Ms. Marjorie R. Dunehew	0678444	Five Colleges Inc.	13,493.00	Modify	Delete
0070079	07/13/10	PO Created	P0110085		Ms. Marjorie R. Dunehew	0490425	Enterprise Fleet Services	11,445.36	Modify	Delete
0069984	07/01/10	PO Created	P0110027		Ms. Marjorie R. Dunehew	1413991	KPMG, LLP	20,000.00	Modify	Delete

OK

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- 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.
- To accept the purchase order, click on <Receive Goods and Services> from the main menu.

Receive Goods and Services

Choose a Vendor and/or PO to filter lines shown

Vendor

Purchase Order Number

Accept All Note: Check here to accept all lines shown

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 Rcvd
Atkins Farms Country Market (0501532)	P0110766		Box tape	1.000	EA	<input type="text" value="1.00"/>	<input type="text"/>	<input type="checkbox"/>
EPCO Business Forms (1626646)	P0110628		500 Purchase Order forms	1.000		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Marcus Printing Co (0480869)	P0110741		HC #10 Strathmore env.	1.000		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Marcus Printing Co (0480869)	P0110689		500 #10 envelopes for PS	1.000		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Marcus Printing Co (0480869)	P0110639		#10 envelopes color	1.000		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Marcus Printing Co (0480869)	P0110639		#10 envelopes plain	1.000		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Marcus Printing Co (0480869)	P0110627		HC #10 envelopes for PR	1.000		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

SUBMIT

Click the quantity accepted, then click <submit>.

View Receiving Confirmation

Packing Slip

Arrived Via

The following items were accepted:

Vendor	PO Number	Item Description	Qty Ordered	Qty Accepted	MSDS Rcvd
Atkins Farms Country Market (0501532)	P0110766	Box tape	1.000	1.000	

The following items were rejected:

Vendor	PO Number	Item Description	Qty Ordered	Qty Rejected	Return Date	Return Via	Rtn Auth No	Return Reason	Reordered	Return Comments

OK

[Return to Receive Goods and Services](#)

Click <OK>.