

ESM Requisition System Training

Welcome!
This session will begin at



The training session has started.

If you can not hear the audio:

Check your speakers to make sure they are not muted.
Check the volume on your computer.

If you still do not hear the audio:

Join from dial-in phone line: (Note: these are NOT toll-free numbers)

Dial: +1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)

Meeting ID: 532 537 7621

Participant ID: Shown after joining the meeting

ESM Requisition System Training

Overview



What?

- Requisitions and NCJs will be entered using the Market Place
- Reqs and NCJs are combined into ONE transaction

shop ~ cart (0) checkout approve

selection: Active Transaction #: PO #: sort by: Recently Added rows / pg: 10 Go

Transaction #: 46347
* Transaction Name: 10/04/2016-09-48-Richter-ACTION BOLT ... [edit](#)
User Group: Unassigned
Requester: Jennifer Richter
Create Date: 10/04/2016
Supplier: ACTION BOLT & SCREW CORP
Total Line Items: 4
Total Value: 12,183.46 USD

Payment Form: PO
Order Type: 1-Standard Order
External Note: [add attachments](#)
Internal Note: [add attachments](#)
Purchase Order #: 2377
Work Order:
* Asset > \$4,999.99?:
* Ship To - Attn: Jennifer Richter
Procurement Only:
* Acct Assignment: Select Account [details](#)

Selection: Active
Status: Unsubmitted Transaction
System Note: None
Next Step: Provide Missing Data

Update Provide

1 Item/Service: Ball Carriage for the Metal Laser Melting System [edit](#)
Catalog Item #:
Delivery Date:
External Note: [add attachments](#)
Procurement Only: Select Commodity
Internal Note: [add attachments](#)
Work Order:
* Asset > \$4,999.99?:
* Ship To - Attn: Jennifer Richter
Acct Assignment: Select Account [details](#)

Price: 118.00 USD
UOM: Each
* Qty: 8
Item Subtotal: 944.00 USD
Item Total: 944.00 USD

Update Delete

2 Item/Service: Front Seal [edit](#)
Catalog Item #:
Delivery Date:
External Note: [add attachments](#)
Procurement Only: Select Commodity
Internal Note: [add attachments](#)
Work Order:
* Asset > \$4,999.99?:
* Ship To - Attn: Jennifer Richter
Acct Assignment: Select Account [details](#)

Price: 274.16 USD
UOM: Each
* Qty: 16
Item Subtotal: 4,386.56 USD
Item Total: 4,386.56 USD

Update Delete

What?

There are 5 order types to select from:

- **Standard Order**- one time PO
- **Framework Order**- purchases over a period of time (Unencumbered)
- **Informal Bids**- for those departments that have been granted approval to conduct informal bidding
- **Sole Source Standard- NCJ** for a one time purchase
- **Sole Source Framework- NCJ** for purchases over a period of time (Unencumbered)
 - The NCJs and Informal Bid order types require documents attached to the requisition.

Things to Remember:

- Vendors must be entered at the very beginning of the requisition process.
- If the req is for a bid, you may enter the vendor that is your suggested source.
- If you do not know of a vendor, you may enter “unknown.”
- A vendor can only be searched by entering in vendor name or part of the name.
- **You cannot search by vendor number.**

Things to Remember:

Notes/attachments:

- Internal: for things you need to communicate to Purchasing
- External: attachments or notes that will go out to vendor in the bid or will be printed on the PO.

Multiple fund accounts:

- If you want to split by dollars - multiple fund accounts on the line item level
- If you want to split by percentages - header or line item level

GL Code

- You need to enter the GL code at the account assignment.

First Time Market Place Users:

- Enable **pop-ups!**
- **Browsers:** Google Chrome or Mozilla Firefox
- For first-time Market Place users, you will need to **set up your Ship to and Bill To addresses** in your profile.

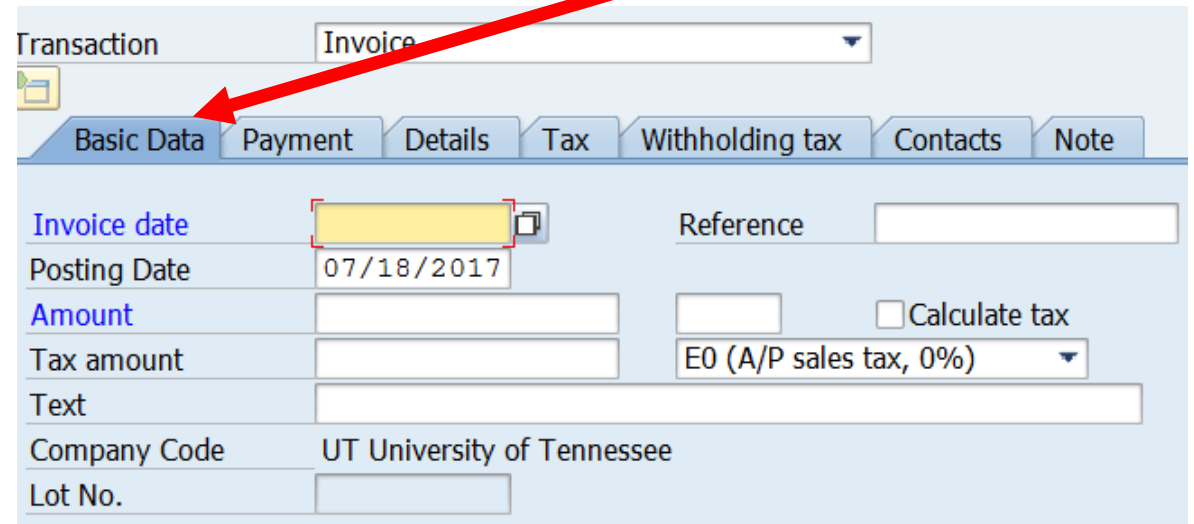


Pay an Invoice

Paying an Invoice

1. Go to IRIS transaction MIR7

Enter the required information on the Basic Data Tab



Transaction Invoice

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date [] Reference []

Posting Date 07/18/2017

Amount [] Calculate tax

Tax amount [] E0 (A/P sales tax, 0%)

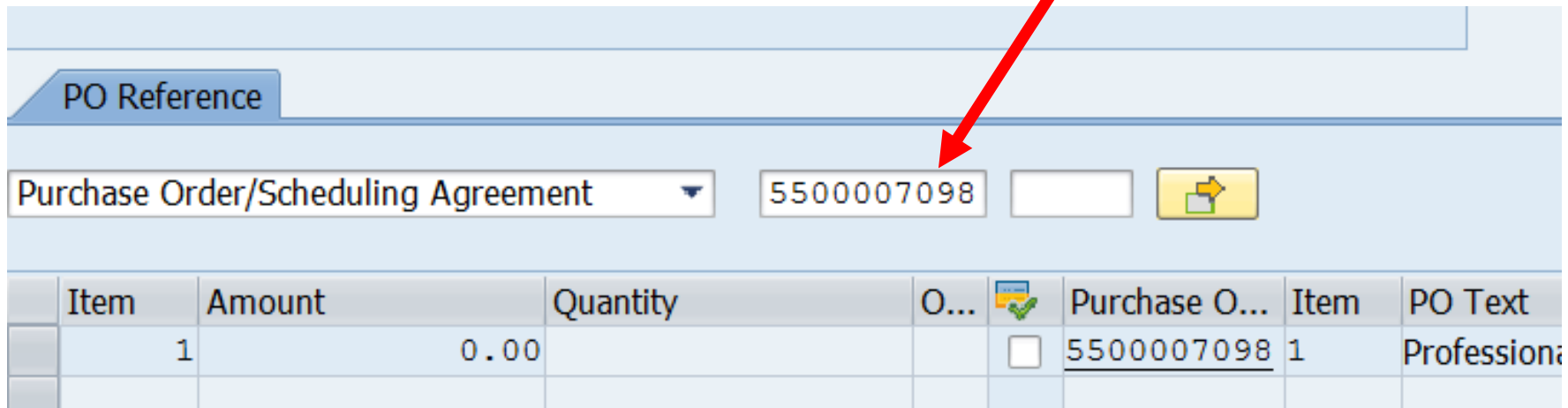
Text []

Company Code UT University of Tennessee

Lot No. []

Paying an Invoice

2. Enter the purchase order number in the Purchase Order/Scheduling Agreement box (hit enter)



The screenshot shows a software interface for managing purchase orders. At the top, there is a tab labeled "PO Reference". Below the tab, there is a dropdown menu currently set to "Purchase Order/Scheduling Agreement". To the right of the dropdown is a text input field containing the number "5500007098". A red arrow points to this text field. To the right of the text field is a small yellow icon with a green checkmark. Below this section is a table with the following columns: Item, Amount, Quantity, O..., Purchase O..., Item, and PO Text. The first row of the table has the following values: Item: 1, Amount: 0.00, Quantity: (empty), O...: (empty), Purchase O...: 5500007098, Item: 1, PO Text: Professional.

Item	Amount	Quantity	O...	Purchase O...	Item	PO Text
1	0.00			5500007098	1	Professional

Paying an Invoice

3. Highlight the line item you are paying against
 - a. go to the account assignment box and enter applicable account information

The screenshot shows a software interface for managing purchase orders. At the top, there is a 'PO Reference' section with a dropdown menu set to 'Purchase Order/Scheduling Agreement' and a text box containing '5500007098'. To the right, there are dropdown menus for 'Goods/service items' and 'All information'. Below this is a table with columns: 'Item', 'PO Text', 'Tax Code', 'N...', 'A', 'Acct Assgt', 'Edit Own C...', and 'Edit Vendor...'. The first row is highlighted in yellow and contains the following data: '1', 'Professional Soft Skills Customizable', 'E0 (A/P sales tax...', a checkbox, and 'U'. A red arrow points from the top right towards the 'Acct Assgt' column header.

Item	PO Text	Tax Code	N...	A	Acct Assgt	Edit Own C...	Edit Vendor...	S
1	Professional Soft Skills Customizable	E0 (A/P sales tax...	<input type="checkbox"/>	U				

Paying an Invoice

4. Enter applicable account information
 - a. Click on the Check button
 - b. Back button

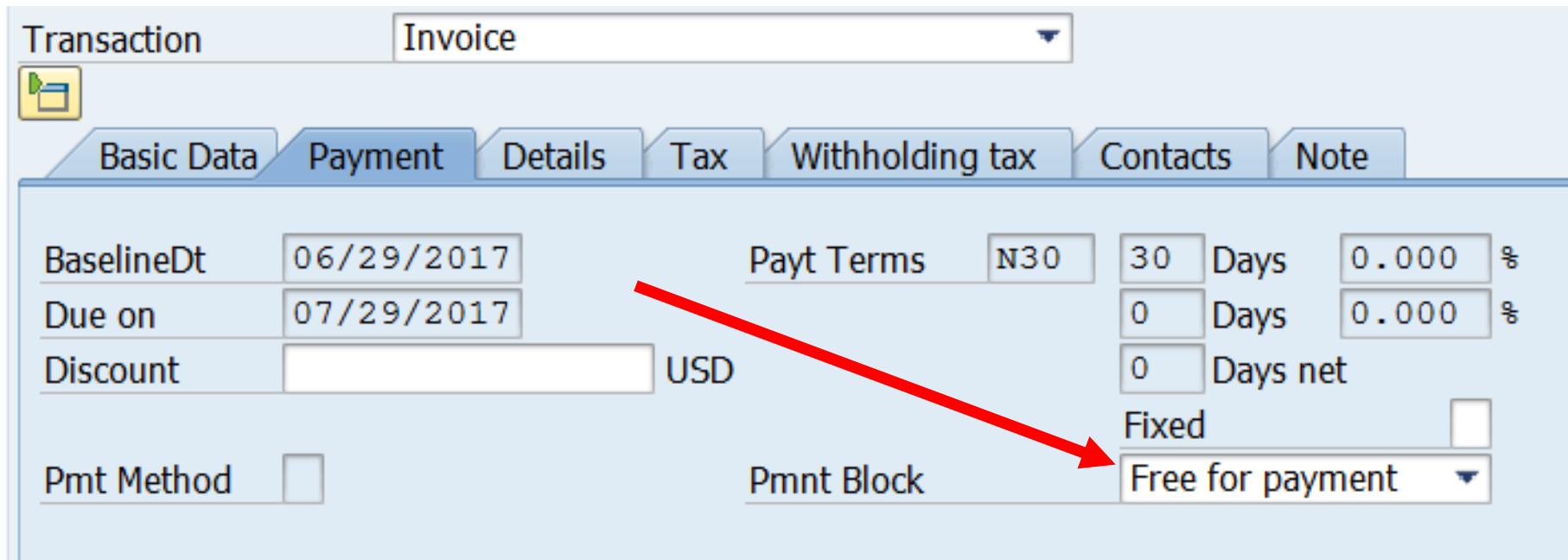
Amount	Quantity	G/L Account	Cost Center	Order	Text	WBS Elem

Total Amount:

Item(s): 1

Paying an Invoice

5. On the “Payment Tab” (at the top), enter the applicable payee number.

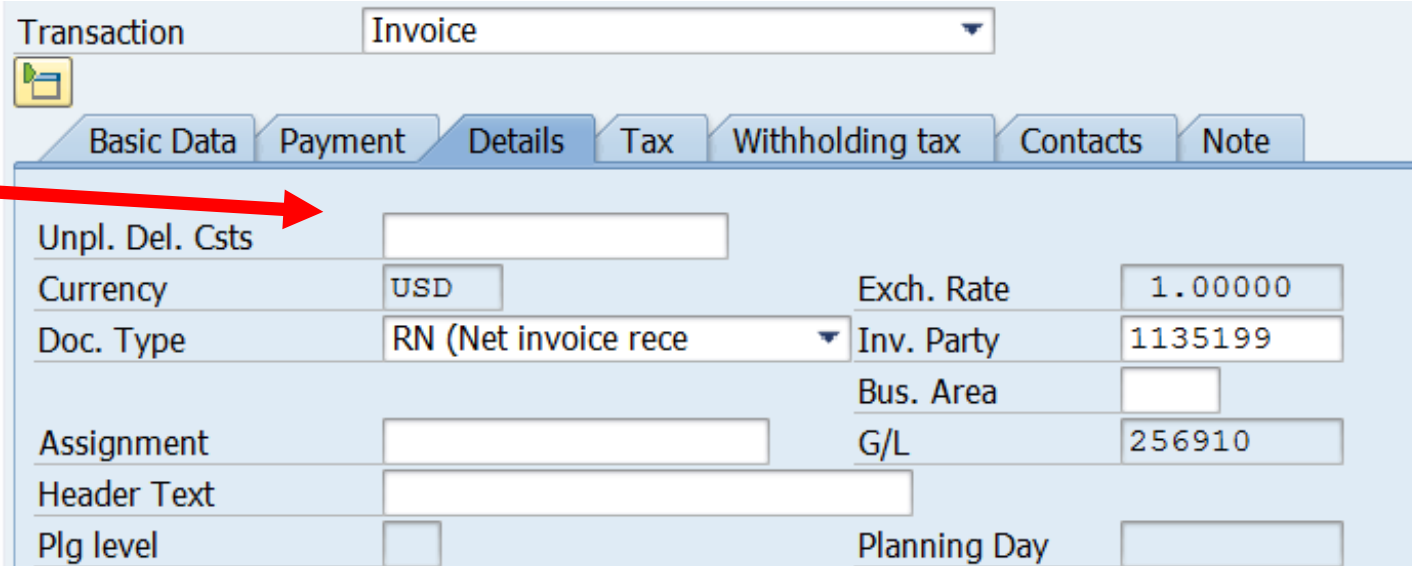


The screenshot shows a software interface for managing an invoice. At the top, there is a "Transaction" dropdown menu set to "Invoice". Below this is a navigation bar with tabs: "Basic Data", "Payment", "Details", "Tax", "Withholding tax", "Contacts", and "Note". The "Payment" tab is currently selected. The main area contains several fields and controls:

- BaselineDt:** 06/29/2017
- Due on:** 07/29/2017
- Discount:** [Empty field] USD
- Pmt Method:** [Empty checkbox]
- Payt Terms:** N30
- 30 Days:** 0.000 %
- 0 Days:** 0.000 %
- 0 Days net:** [Empty field]
- Fixed:** [Empty checkbox]
- Pmnt Block:** Free for payment (indicated by a red arrow)

Paying an Invoice

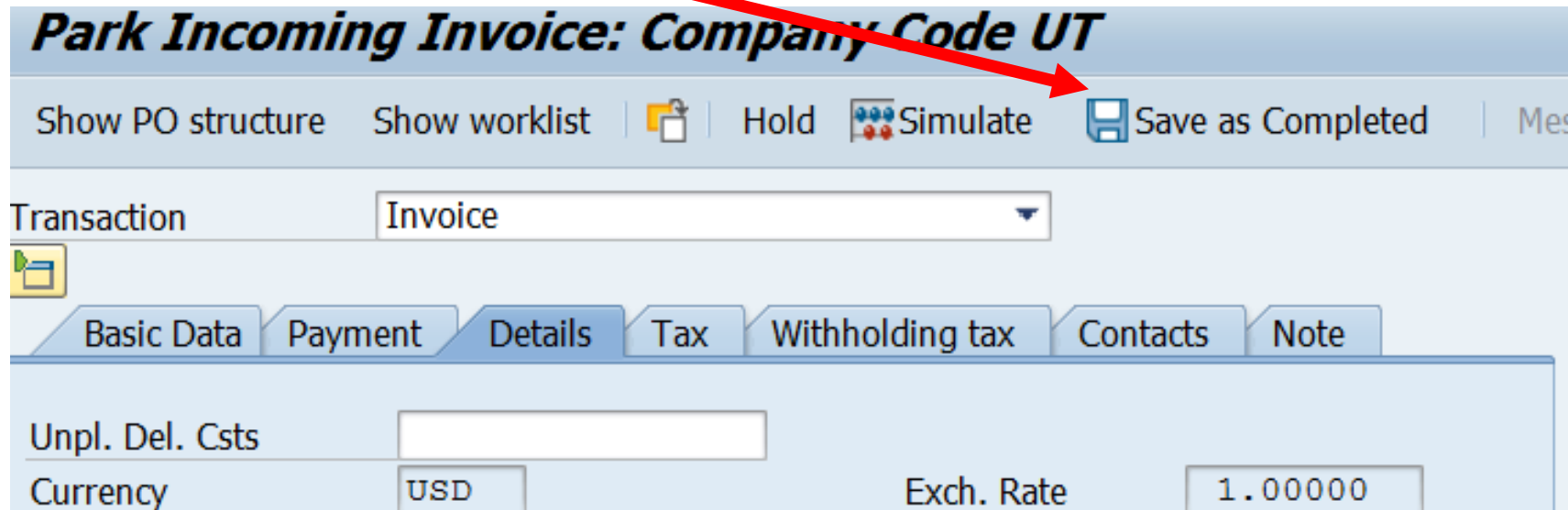
6. On the “Details Tab” (at the top), any shipping costs in which there is no line item, may be entered in the “Unpl. Del. Csts.” Box






The screenshot shows a software interface for managing an invoice. At the top, there is a dropdown menu labeled 'Transaction' with 'Invoice' selected. Below this is a navigation bar with several tabs: 'Basic Data', 'Payment', 'Details', 'Tax', 'Withholding tax', 'Contacts', and 'Note'. The 'Details' tab is currently active. A red arrow points to the 'Unpl. Del. Csts.' field, which is an empty text box. Other fields in the interface include 'Currency' (USD), 'Exch. Rate' (1.00000), 'Doc. Type' (RN (Net invoice rece)), 'Inv. Party' (1135199), 'Bus. Area' (empty), 'Assignment' (empty), 'G/L' (256910), 'Header Text' (empty), 'Plg level' (checkbox), and 'Planning Day' (empty).

Paying an Invoice


7. Click on “Save as Completed” button at the top



Park Incoming Invoice: Company Code UT

Show PO structure Show worklist |  Hold  Simulate  Save as Completed | Mes

Transaction Invoice



Basic Data Payment **Details** Tax Withholding tax Contacts Note

Unpl. Del. Csts

Currency USD Exch. Rate 1.00000

Questions?