ELECTRONIC FORMS SYSTEM

PURCHASE
ORDER
REQUISITION

USER MANUAL

(Updates on Web Page WWW.UAB.EDU/PURCHASING)

March 1, 2001
PURCHASE ORDER REQUISITION MANUAL

TABLE OF CONTENTS

INTRODUCTION .............................................. 1
HOW TO ACCESS THE SYSTEM .......................... 3
HOW TO USE THE SYSTEM ................................. 4
PURCHASE ORDER REQUISITION PROCESSING .......... 14
PURCHASE ORDER REQUISITION SCREENS ............. 51
GLOSSARY ..................................................... 121
APPENDIXES .................................................. 126
INDEX .......................................................... 146
INTRODUCTION

The Electronic Forms System (EFS) is a computerized system designed to facilitate the processing of financial forms at the University of Alabama at Birmingham. The system includes the Electronic Signature Approval System (ESAS) that deals with the routing and approval of all electronic forms. The system also includes a separate component that deals with the preparation and processing of each unique form. The Purchase Order Requisition (PPOREQ) form can be entered in EFS and pass automatically through ESAS for review and approval. The system also provides inquiry capability and an audit trail for approvals and updates.

Throughout this manual, when reference is made to a "requisition," it applies to a Purchase Order Requisition only, not a Disbursement Requisition, an Internal Requisition, or a Travel Requisition. The ESAS transaction type for Purchase Order Requisitions is PPOREQ. The system is used to request supplies, materials, software, maintenance, repairs, radioactive materials and equipment. There are certain transactions that cannot be processed in EFS. Any requisition that is an exception should be submitted on the current paper form and processed according to existing procedures.

A purchase order requisition is created by a user known as a "requestor." The requisition then passes to predetermined levels for review and approval by users known as "department approvers." The approval path must be defined for each organizational unit (division, department, school, VP, etc.) within UAB prior to using the system. The ESAS path may have from 1-7 levels as determined by the FAS account number’s affiliation attributes. All forms affiliated with a given organizational unit (e.g., the Department of Microbiology) will flow automatically along the same approval path. Once all required user approvals are entered, the requisition passes to central review groups that include Accounting, Accounting Manager, Purchasing, Purchasing Manager, Equipment Accountant, Controller and Radiation Safety. The accountant and the buyer can review and process the same form simultaneously. Further central approvals may be required.
depending upon the total dollar amount or nature of the requested expenditures. When all central approvals are entered, the purchase order number is assigned to the requisition. For requisitions indicating that the department will phone in the order to the vendor, the purchase order number will be displayed on the screen at the moment all required approvals are obtained. This type requisition will automatically become a CONFIRMATION purchase order, and a purchase order is not mailed to the vendor. If the requestor does not indicate the requisition is a "phone order," the purchase order number first appears on the screen after the nightly batch job at TUCC is completed and Purchasing Services mails the vendor a purchase order the next working day. Purchase orders are processed each night and include requisitions that received central approval during the working hours of 8:00 a.m. to 5:00 p.m. During the batch process, the requisition data is moved from EFS to PAPS, the purchase order copies are printed, and FAS is updated. The requesting department receives a "pink copy" of all purchase orders via campus mail.

This manual deals solely with the Purchase Order Requisition portion of the Electronic Forms System. The Electronic Signature Approval System (ESAS) manual addresses all aspects of the approval process. As other electronic forms are added to the system, manuals will be provided for each separate application.
HOW TO ACCESS THE SYSTEM

All users of this system must have access to the TUCC mainframe computer through the TUCC ACF2 Security System. If you are not already connected, you may contact TUCC User Services for information on establishing access to TUCC at 934-3540. User Services' e-mail address is US@UABDPO.DPO.UAB.EDU.

UAB employees with an ACF2 Logon ID may access the Electronic Forms System to be a "Requestor" for Purchase Order Requisitions. No other security clearance is required.

The Electronic Signature Approval System (ESAS) registers users that are authorized to access and approve specific purchase order requisitions. Refer to the ESAS manual for instructions on accessing ESAS. User manuals and forms for registering UAB employees to be "user approvers" for PPOREQ transactions are available by calling General Accounting at 934-4151.

Questions regarding the Purchase Order Requisition System (PPOREQ) or this manual may be directed to Procurement at 934-8640 or Purchasing Services at 934-4515.

Questions regarding the Electronic Signature Approval System (ESAS) may be directed to General Accounting at 934-4151.

Users can refer to the TUCC Online System Information Manual for additional information about online access to UAB Systems.
INTRODUCTION

The information in this section is essential to your use of the Electronic Forms System. Some of the special function keys used will vary depending on your keyboard and the way in which you are connected to TUCC. The instructions provided in this manual are applicable to an IBM compatible system. You should refer to a conversion chart for your system to determine the comparable function key.

This section covers basic concepts of the system, screen navigation and format, editing commands, messages, and special features of the system.

SPECIAL KEYS

Control keys perform special functions and provide instructions to the system. They do not display characters on the screen and may control the position of your cursor. Your position on the screen is indicated by the cursor. The cursor is the blinking line or box that indicates the spot on the screen at which the next character will appear when you key data. Control keys vary depending on your keyboard. Before you begin using the system, you should locate the appropriate key for the following functions:

CLEAR As a general policy, the CLEAR key that normally erases the current display from the screen will not function within the Electronic Forms System. The CLEAR key, however, may be used when you return to the TUCC menu during sign-off, if necessary. CLEAR is the PAUSE key on the IBM PC or compatible.

HOME HOME moves the cursor to the top left of the screen to the SCREEN field.
Chapter 3 - How To Use The System

ERASE EOF  This key may be pressed to clear data out of a field from the point of the cursor to the end of the field. The equivalent PC key is END.

TAB  The Tab key advances the cursor to the right to the next field to be updated (if necessary). If you fill all characters of a field, the cursor automatically advances to the next field without striking the Tab key. Press Shift Tab to tab to the left.

ENTER  The Enter key sends the characters you key from the terminal to the computer. (The Enter key for some keyboards is labeled Return.) Normally you should complete all data entry on a screen before pressing the Enter key. However, if you press Enter before all required data is entered, the system will display a message to prompt you for the required data. It is not necessary to press the Enter key after you press a control key such as HOME, ERASE EOF, or the PF keys.

PRIMARY FUNCTION KEYS (PF KEYS or F KEYS)

PF1-  The PF1 key will invoke HELP.

PF3-  The PF3 key will BACKOUT (with no updating) to previous screen or logical path or backout of "pop-up" windows.

PF8-  On any screen displaying data with the message MORE, press PF8 to scroll forward. (There is no scroll backward function key in this system.)

PF12-  The PF12 key returns to the TUCC TPX Menu.
SCREEN NAVIGATION

To move from one screen to another, type the screen ID in the SCREEN field, usually located at the top left of the screen. Some screens such as Vendor Detail Inquiry (VDI) or Item Shortname Lookup (ISL) have a SCRN field located in a column next to the records displayed on the screen. You may enter a valid screen ID to a specific record and pull the related data to another screen for processing.

You may also use the PF3 key to backout of a screen without update or to exit a "pop-up" window. PF3 is commonly used to return to the previous screen or logical path.

Another way to navigate from screen to screen is to use the option and selection fields. You will actually use a combination of all of the above methods to navigate within the system. For example, the normal flow for creating requisitions is:

1. From EFS, select option 2 - Purchase Order Requisition.
2. From PRM, select option 1 - Requisition Header.
3. From RQH, enter RQL in the SCREEN field to go to the line screen.
4. From RQL, enter RQC in the SCREEN filed to go to the comment screen.

When you are ready to approve requisitions, the most common flow is as follows:

1. From EFS, select option 1 - Electronic Signature Approval System.
2. From ASM, select option 1 - User Transaction Approval.
3. From UTA, press Enter to display your documents. Then select the document you want to review or approve. The system displays the screen where approval may be made for that form.
4. For Purchase Order Requisitions, the screen displayed is the Requisition Line (RQL) screen. You may go to another screen before approval, however, most of the time you will approve from this screen.
5. After approval, use the PF3 key to return to the UTA screen to another document. The cursor will be positioned at the next document on the list.
SPECIAL NAVIGATION BETWEEN IMS APPLICATIONS

The following are special screen requests that allow users to move between two IMS applications, for example FAS and EFS or PAPS and EFS. This eliminates numerous steps necessary to sign off one system and sign on to another system.

TUCC Key TUCC in the screen field on any EFS screen to return to the TUCC menu.

PAPS For authorized users of PAPS signed on to EFS, key PAPS in the screen field to go to the PAPS applications. Note: It is recommended that you sign on to PAPS before signing on to EFS each session (usually first thing each morning).

EAR To move from PAPS to EFS, key EAR in the NEXT FUNCTION field on a PAPS screen.

FAS For authorized users of FAS signed on to EFS, key FAS in the screen field to go to the FAS application.

EA To move from FAS to EFS, key EA in the screen field. The ASM (Approval Selection Menu) screen will be displayed.

Note: During navigation, a screen may be displayed that instructs the user to PLEASE PRESS ENTER TO CONTINUE. When you press Enter, the appropriate application will be presented to your terminal or PC.
SCREEN COMMANDS

Screen commands are three (3) byte characters defined in the system and entered by the user to request an action. Not all commands are valid for use on all screens. To view the valid commands for a particular screen, enter a (?) in the command field on that screen and the system will display a list. Commands are:

- Blank  Inquire on a Requisition
- ADD    Add a Requisition
- APP    Approve a Requisition
- CAN    Cancel a Requisition
- CHG    Change a Requisition Header
- CPY    Copy a Requisition Header (only)
- DIS    Disapprove a Requisition and return it to first approver
- DUP    Duplicate the Entire Requisition (Header and lines)
- HLD    Place a Requisition on Hold
- MDL    Create a Model of Requisition
- OPN    Return a Requisition to Requestor (user approvers only)
- REL    Release Requisition from Hold
- SUB    Submit Requisition for Approval

INQUIRE (blank) - If the command field is blank, the system assumes you want to inquire. Enter requisition number, transaction type, Logon ID, etc. to tell the system which record(s) you wish to display.

ADD - Key ADD and press Enter to generate a requisition number. Complete the required fields and press Enter to add the record. The requisition status will be OPEN.

APPROVE - Key APP and press Enter to approve a requisition. A "pop-up" window will be displayed that asks for your password. Key password and press Enter to complete the approval. You will receive a message if approval was successful. Your approval may be one in a series of approvals required to approve the document. The status changes to USER APPROVED only when all user approvals are made. The status changes to CENTRAL APPROVED when all central approvals are made. If you begin the approval process and then decide to stop, use the PF3 key to backout without approving.
CANCEL - Key CAN and press Enter to cancel a requisition. A requisition may be cancelled at its current level or any level higher when no further processing is to be done on the requisition. A "pop-up" window will be displayed for you to confirm the request. Enter "Y" (or "N" to stop) and the reason for cancellation. Comments will be logged to indicate date, time, Logon ID, and action of the individual cancelling the requisition. A requestor may cancel a requisition before it is submitted to user approvals but not after it is submitted. A user approver may cancel a requisition as long as it is in user approvals but not after it has been routed to central. After the requisition is in central, it may be cancelled by a central reviewer before the requisition is approved and the purchase order number is assigned but not after. You will receive the message REQUISITION HAS BEEN CANCELLED. A cancellation is a final and non-reversible action and the requisition status changes to CANCELLED. Therefore, a cancelled requisition cannot be changed and cannot be resubmitted for approval. A requisition cannot be cancelled after it is CENTRAL APPROVED. This includes those that qualify for central bypass. After that point, the buyer would cancel the purchase order in PAPS, not the requisition in EFS. Cancelling a requisition and cancelling a purchase order are two separate functions.

CHANGE - Enter CHG to place the requisition in a change mode. Press the Enter key and you will receive a message, IN CHANGE MODE, ENTER CHANGES OR PF3 TO EXIT. Key in the changes and press Enter. The requisition you want to change must be displayed on the screen. You will receive the message RECORD UPDATED when the change is processed in the system. After a requisition has been submitted by the requestor, it enters the approval path and cannot be changed by the requestor. The requestor will have inquiry only capability. Likewise, after the requisition has left user approvals, it can no longer be changed by a user approver. This same rule applies when the requisition is in central approvals. Once approved by a review group, the requisition may no longer be changed by that group. At each level, a requisition may be changed only by individuals authorized for that group. Use the PF3 key to backout or exit from a change mode when you do not want to continue.

COPY - Enter CPY to make an exact copy of a requisition header only. Display the requisition you want to copy on your screen, key CPY in the command field, erase the requisition number displayed, and press Enter. The system will generate a new requisition number and place the requisition in ADD mode. You may add, change, or delete data. When you are finished, press Enter to add the new record. You now must
add the requisition line(s), since this command creates a new requisition header only. When you are finished, you may submit the requisition for user approvals.

DISAPPROVE - Enter DIS to disapprove a requisition. A "disapprove" erases all approvals up to that point and sends the document back to the first approver level. The requisition status returns to READY. When the "disapprove" command is entered, a confirmation "pop-up" window will appear on the screen and the user will confirm the requested command and give a reason. You will receive the message REQUISITION HAS RE-ENTERED THE APPROVAL PROCESS. Use PF3 key to backout of the disapproval process if you do not want to continue. Comments will be logged to indicate date, time, Logon ID, and action of the approver issuing the disapprove command. You cannot reverse a disapprove command. Once disapproved the requisition must be re-approved at the lower levels and move along the approval path again. To return the requisition to the requestor, the approver must "open" it (use the OPN command). A disapprove command will not return a requisition to the requestor.

DUPLICATE - Enter DUP to make an exact duplicate of another requisition header, all lines, and all user-entered comments. Display the requisition you want to duplicate on the RQH screen, key DUP in the command field, erase the old requisition number and press Enter. The system will generate a new requisition number. You may add, change, or delete data. When you are finished, press Enter to add the record. Submit the requisition when you are ready to send it to user approvals.

HOLD - Enter HLD to place a requisition on "hold." This can be done by any approver at any level. The requisition status changes to HOLD. You will receive the message REQUISITION HAS BEEN PUT ON HOLD. Any authorized departmental user at the level that applied the flag or higher can remove the "hold" flag by entering the REL (release) command. Comments will be logged to the RQC screen to show time, date and Logon ID of the user who applied the "hold" flag or released the "hold." The "hold" flag may be used, for example, at fiscal year end to mark requisitions entered in September that are not to be encumbered until October. When the "hold" flag is entered, a "pop-up" window will be displayed and a date may be entered to indicate the date when the "hold" will be automatically removed by the system. If no date is entered, the form is on indefinite "hold" and the flag must be removed manually. As the "hold" flag is removed (either manually or by the system), the system will completely re-edit the transaction. Users should type internal comments on the RQC screen to explain the reason for the
"hold." Since the "hold" may be released by someone (at the same level) other than the individual who applied the "hold," anyone releasing a document from "hold" should consult the comment screen before releasing. A requestor does not use the HOLD command since all requisitions in an OPEN status are already "held" by the requestor.

MODEL - Enter MDL to create a requisition model. The model is any requisition with an "open" status used for repetitive transactions and is "copied" each time it is used. The requisition model itself is never submitted for approval and remains in the system indefinitely. A requestor may "copy" the model (header only) or "duplicate" an entire model (header, lines, and comments). You can then allow the system to generate a new requisition number and add it to the system. You may make changes or additions before submitting the requisition to the approval process. The requisition status will be MODEL for all model requisitions. After you "copy" and "add" a new requisition from the model, the status changes to "open."

OPEN - Enter OPN in order to send a requisition back to the requestor. A "pop-up" window will be displayed to confirm the action. Enter a "Y" to confirm or "N" to discontinue. You may also enter a reason or instructions to the requestor. "Open" will remove all approvals on the document. The requisition status changes to REOPEN and the requisition returns to the requestor. The requestor may edit the requisition and resubmit to the approval process.

RELEASE - Enter REL to release a requisition from "hold." You will receive a message REQUISITION HAS BEEN TAKEN OFF HOLD. Since the "hold" may be released by someone (at the same level) other than the individual who applied the "hold," anyone releasing a document should consult the comments screen for information regarding the "hold." When the requisition is released, the status returns to the last status before the "hold."

SUBMIT - Enter SUB when the requisition is ready to leave the requestor and enter the approval process. When the requisition is submitted, the requestor will receive the message REQUISITION HAS ENTERED THE APPROVAL PROCESS. After the requisition is submitted, no changes may be made to the requisition by the requestor. The requestor will have inquiry only capability for the document. The requisition status changes from OPEN to READY after it is submitted.
LINE COMMANDS

Line commands are one (1) byte characters entered by the user to request an action. To view the valid line commands for a particular field, enter a (?) in the command field on that screen and the system will display a list. Line commands include the following:

- Blank: Inquire on a line comment
- A: Add a line or line comment
- C: Change a line or line comment
- D: Delete a line or comment

Line commands are used primarily on the requisition line and comment screens, RQL and RQC. When using line commands, do not use a screen command at the same time.

MESSAGES

Error messages are displayed near the bottom of the screen. Each error message has a unique six byte message number that has the format:

- XX - two byte system application prefix
- 9999 - four byte numeric

Example: "AP0025 - PLEASE ENTER A 4-DIGIT OBJECT CODE."

Since there are several hundred different messages, this manual does not address each one. The message will be in most cases self-explanatory and you will know the correct action to take. The system highlights all fields in error and positions the cursor on the first error field.

Some error messages are a warning only and the user may continue processing by pressing the Enter key. Warnings are intended to assist the user in providing information that may be helpful in processing requisitions.

Other messages are considered reject messages and require the user to make a correct entry before processing may continue.
When the user makes certain errors, the system will display a "pop-up" window as a "help" feature. An example is when an incorrect screen ID is entered. The "pop-up" window will display all of the screen choices. Another example is command choices. Use the PF3 to exit these windows.

The user will receive interactive messages from the system and will be guided by the system during requisition processing to take certain actions or make necessary changes. Therefore, it is important to be aware of the message and take appropriate action. If at anytime you have received a message and cannot continue processing, use the PF3 key to back out.
BASIC FLOW FOR PURCHASE ORDER REQUISITIONS

Once you have completed the process necessary to become an authorized user of the EFS system, you may find it helpful to follow the step-by-step guides located in this chapter. There are several types of users of the Electronic Forms System - requestors, user approvers, central approvers, reviewers, and inquirers; and, each one may use the system in a different way. However, the basic flow of a requisition is as follows:

1. Department Requestor creates the requisition; the requisition status is OPEN. When finished, the requestor SUBMITS the requisition. (If a requisition is returned to the requestor, the status is REOPENED.)

2. Optional
Requestor may pass a requisition to a Reviewer; the requisition status is REVIEWED. If the requestor does not pass the requisition to a Reviewer, the requisition will pass automatically to the first approver when submitted. The status is READY.

3. Department Reviewer approves the requisition; the requisition status changes to READY.

4. Department Approver(s) approves the requisition; when all required approvals are entered, the requisition status changes to USER APPROVED.

5. Central Review Groups approve the requisition; when all required approvals are entered, the requisition status changes to CENTRAL APPROVED.

6. Requisition goes through the batch process at TUCC and a purchase order is printed; the requisition status changes to COMPLETE.
7. Purchase Order "pink copy" is forwarded in campus mail to the department submitting the requisition. Vendor copy for non-confirmation purchase order is mailed to the vendor.

8. The requisition remains on EFS in inquiry mode.
GUIDE TO ACCESSING THE PURCHASE ORDER REQUISITION SYSTEM

There are various means of connection to TUCC and the steps one user may follow will be different from another user. However, successful connection to TUCC will eventually bring each user to the UAB logo screen. This step-by-step guide begins at the UAB logo screen.

Step 1  From the UAB logo screen - Primary Selection Menu, type TPX in the selection field at the bottom of the menu and press Enter. The TPX Sign On screen will be displayed next.

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
PRIMARY SELECTION MENU

******  *****  *************************
******  *****  *************************
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
******  *****  *****  *****  *****
Chapter 4 – Purchase Order Requisition Processing

Step 2  From TPX Sign On screen, type your ACF2 Logon ID in the User ID field and your password in the Password field (in the blind) and press Enter. The TPX Menu screen will be displayed next.

Userid:    _    (or LOGOFF)  07:55:47
Password:  05/19/99
New Password:  R24A
Account:    3278-2
Transfer:   SMRTJAB
Step 3  EFS is an IMS application. Therefore, you should press the PF2 key to select IMSP. The TUCC Application Menu will be displayed next. (The IMS Sign On screen is automatically processed for you.)

```
NVI/TPX MENU FOR PURC085
Panelid - TEN0041
Terminal - R24A
Cmdkey=PF24 Jump=PA2 Menu=PF12
Model - 3278-2
Print=NONE Cmdchar=/ System - TPX

<table>
<thead>
<tr>
<th>Sessid</th>
<th>Sesskey</th>
<th>Session Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ TSO</td>
<td>PF 1</td>
<td>TSO AT TUCC</td>
<td></td>
</tr>
<tr>
<td>_ IMSP</td>
<td>PF 2</td>
<td>Administrative Applications</td>
<td></td>
</tr>
<tr>
<td>_ SIGNOFF</td>
<td>PF 3</td>
<td>TERMINATE TPX &amp; ALL SESSIONS</td>
<td></td>
</tr>
<tr>
<td>_ DPO</td>
<td>PF 4</td>
<td>Data Post Office</td>
<td></td>
</tr>
<tr>
<td>_ HDSICS</td>
<td>PF 5</td>
<td>Health Info Systems CICS</td>
<td></td>
</tr>
<tr>
<td>_ PNN</td>
<td>PF 6</td>
<td>DPO NEWS/INFO SERVICE</td>
<td></td>
</tr>
<tr>
<td>_ IMST</td>
<td>PF 7</td>
<td>Test IMS at TUCC</td>
<td></td>
</tr>
<tr>
<td>_ TPXMAIL</td>
<td>PF 8</td>
<td>TPX MAIL SYSTEM</td>
<td></td>
</tr>
<tr>
<td>_ SCOTTY</td>
<td>PF 9</td>
<td>DYNAMICALLY ADDED SESSION</td>
<td></td>
</tr>
</tbody>
</table>

PRESS PF12 FROM ANY SESSION TO RETURN TO THIS SCREEN
Command ==> _
Helpful Commands: HELP UP DOWN LEFT RIGHT H =Cmd Help
```
Step 4 From TUCC Application Menu, key 08 in the Select Option field and press Enter. You have now entered the Electronic Forms System and the EFS Selection Menu is displayed next.

```
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
05/19/99
08:09:27
*** TUCC APPLICATIONS MENU ***

OPTION

01 PAPS - PURCHASING AND ACCOUNTS PAYABLE SYSTEM
02 STARS - STUDENT ADMINISTRATIVE RECORD SYSTEM
03 HURS - HUMAN RESOURCES SYSTEM
04 BA - BUDGET MODELING SYSTEM
05 PA - PERSONNEL APPLICANT SYSTEM
06 FAS - FINANCIAL ACCOUNTING SYSTEM
07 EAS - EQUIPMENT ACCOUNTING SYSTEM
08 EFS - ELECTRONIC FORMS SYSTEM
09 AD - ALUMNI DEVELOPMENT/GIFT RECORDS

SELECT OPTION: ___ OR OTHER TRANSACTION:
PRESS PF3 TO LOGOFF IMS
DFS058I 08:09:27 SIGN COMMAND COMPLETED
```
Step 5  From the EFS Selection Menu, you may select 01 if you want to approve documents or 02 if you want to enter or inquire on requisitions. Once you have accessed either 01-ESAS system or 02-PPOREQ system, you may move freely between the two systems by entering the desired screen ID. If you select 02, the Purchase Order Requisition Menu (PRM) is displayed. If you select 01, the Approval Selection Menu (ASM) is displayed.
SIGNING OFF THE ELECTRONIC FORMS SYSTEM

When you are finished processing requisitions, you should sign off the system. Enter TUCC in any Screen ID field and press Enter to return to the TUCC menu. You can then sign on to another system, or exit all systems. You may also sign off by using the F3 or PF3 key to back out from each screen.
GUIDE TO CREATING REQUISITIONS

To create a requisition, follow these steps:

Step 1  From EFS Selection Menu type 02 in the Option field and press Enter.

EFS ELECTRONIC FORMS SYSTEM SELECTION MENU 05/18/99
08:25:31

01 - ELECTRONIC SIGNATURE APPROVAL SYSTEM (ESAS)
02 - PAPS PURCHASE ORDER REQUISITIONS (PPOREQ)
03 - HURS TURNAROUND DOCUMENTS (HTADOC)
04 - TRAVEL CENTER AIRLINE TICKET REQUISITIONS (TATREQ)
05 - HURS TIME SHEETS (HTSPAY)
06 - JOURNAL ENTRY (FASJES)

Option: _
Step 2  From the Purchase Order Requisition Menu, select Option 01 – REQUISITION HEADER (RQH) and press Enter.

<table>
<thead>
<tr>
<th>OPTION</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 (RQH)</td>
<td>REQUISITION HEADER</td>
</tr>
<tr>
<td>02 (RQL)</td>
<td>REQUISITION LINE</td>
</tr>
<tr>
<td>03 (RQC)</td>
<td>REQUISITION HEADER/LINE COMMENTS</td>
</tr>
<tr>
<td>04 (VSN)</td>
<td>VENDOR SHORT NAME</td>
</tr>
<tr>
<td>05 (VDI)</td>
<td>VENDOR DETAIL INQUIRY</td>
</tr>
<tr>
<td>06 (ISL)</td>
<td>ITEM SHORTNAME LOOKUP</td>
</tr>
<tr>
<td>07 (IQI)</td>
<td>ITEM QUOTE INQUIRY</td>
</tr>
<tr>
<td>08 (RAP)</td>
<td>REQUISITION APPROVAL PATH</td>
</tr>
<tr>
<td>09 (RHI)</td>
<td>REQ/PO/INV HISTORY INQUIRY</td>
</tr>
<tr>
<td>10 (RRL)</td>
<td>REQUESTOR REVIEW LIST</td>
</tr>
</tbody>
</table>

PF3 - EXIT

OPTION: ____
Chapter 4 – Purchase Order Requisition Processing

Step 3 You are now on the Requisition Header (RQH) screen. Key ADD in the command field and press the Enter key to allow the system to generate a requisition number. (If you had previously signed on and were using the system, a requisition number may be present in the requisition number field. If so, enter the ADD command and blank out the previous requisition number. The system will generate a new requisition number.) After the system has generated the new number, complete the required fields, make optional entries as needed at the header level and press Enter. You will receive the message "RECORD ADDED, GO to RQL to add lines." Key RQL in the screen field and press Enter.

---

**RQH**

REQUISITION HEADER

SCREEN: _

05/19/99

11:51:44

============================================

COMMAND: _

REQ NO : 310870

ORDERED FOR : STEVE LAFOY ______ PH: 205 934-8640 REQ DATE: 05/19/1999

BLDG/RM/ZIP : AB 620 0106 ______ REO STAT: OPEN

PO/INV/RPT TO : RITA CARDEN ______ PH: 205 934-8380 REO TOTL:

BLDG/RM/ZIP : AB 620 0106 ______ LASTLINE:

DEPT NAME : PURCHASING ______ PO PRDT:

CONTACT NAME : STEVE LAFOY ______ PH: 205 934-8640 PO NUMBR:

EXPIRE DATE : _

COMMENTS : _

DEPT WILL PHONE ORDER: N

ACCOUNT OBJECT PERCENT

213017 2020 100.00

NAME : FISHER SCIENTIFIC

ADDRESS :

STE 500

3970 JOHNS CREEK CT

CITY : SUWANEE

ST/ZIP/PHONE : GA 30024 770-871-4500 FAX #: 2059336003 FOB: B_

USER FIELD : __________ PRI/CLASS CODE: 1 SHIP TO: DD TERMS: N22

REVIEWER : _

REQID: PURC085 LAFOY,STEPHEN C

AP0048 - RECORD ADDED, GO TO SCREEN RQL TO ADD LINES
Step 4  You are now on the Requisition Line (RQL) screen. An "A" will be displayed in the line command field on line 1. An account number and object code, if entered on the header screen, will be displayed at line 1. The cursor is sitting at the item number field.

FOR GENERIC ITEMS:

The catalog code (CTLG) field on line 01 will be blank. Key a generic item number in the item field. Use one of the generic numbers from the QUICK REFERENCE GUIDE, or type a question mark (?) in the item number and look up the number for the generic/commodity item you wish to use. Once entered on line 1, the same generic item number will default to each line as you add other lines. After selecting the generic item number, type the quantity, unit of purchase, unit price, and the description (including the vendor catalog number) and press Enter. The line defaults will be displayed. Then you should key the quantity, unit of purchase, unit price, and description for line 2. This step may be repeated as needed.

FOR A CONTRACT ITEM WITHIN THE VENDOR’S ELECTRONIC CATALOG (See catalog/vendor list on the Quick Reference Guide):

The catalog code, i.e., FSC, RYC, will be displayed on the first line. Type the vendor’s catalog number in the item number field and press Enter. The item, if found in the database, will be displayed along with the price, unit of purchase, etc. If more than one shipping package is available from the vendor, the choices are displayed in a pop-up window. Type an "S" next to the package or size you wish to order and press Enter. The message "LINE ADDITION WAS SUCCESSFUL" will be displayed. To add line 2, type an "A" in the CMD field on the next line, and press Enter. The account, object, and catalog code will default to the next line, and you key the next vendor catalog number and continue as described above.
**Chapter 4 – Purchase Order Requisition Processing**

RQL REQUISITION LINE 05/19/99
SCREEN: ___ 11:59:20

COMMAND: ___ CONTACT: STEVE LAFOY 48840
REQNO: 310870 STATUS: OPEN PO NBR :
REQ DATE : 05/19/1999 PO DATE:                 EXPDATE:
LAST UPDATED : VENDOR: 003440 FISHERSCIENTIFI
BUYER : ACCOUNT: 213017 OBJECT: 2020 MDT: ___
LAST LINE USED : COMMENTS: N TOTAL : TERMS: N22
REVIEWER: REQUESTOR : PURC085 LAFOY,STEPHEN C

<table>
<thead>
<tr>
<th>CMD LN</th>
<th>ACCT</th>
<th>OBJECT</th>
<th>CTLG</th>
<th>ITEM-NBR</th>
<th>QUANTITY</th>
<th>UOP</th>
<th>UNIT PRICE</th>
<th>EXT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 01</td>
<td>213017</td>
<td>2020</td>
<td>FSC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDT:</td>
<td>__</td>
<td>___</td>
<td>__</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| MDT: | ___ | ___ |

| MDT: | ___ | ___ | ___ |

| MDT: | ___ | ___ |

AP0206 - ENTER DATA TO ADD LINES OR PF3 (EXIT)
Step 5  (OPTIONAL)
You may want to add additional comments that apply to the requisition. Key RQC in the screen field and press Enter to go to the Requisition Comments screen. Your requisition number was carried forward from the previous screen along with any comments from the Requisition Header screen. If additional comments apply to all lines on the requisition, tab down to the first available comment line and enter "A" in the line command field, a sequence number (1, 2, 3, etc.), the comments, and press Enter.

If the comments apply to a specific requisition line, you must also key in the requisition line number in the Line No field. Press Enter to add your comments.

<table>
<thead>
<tr>
<th>RQC SCREEN: ___</th>
<th>REQUISITION HEADER/LINE COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/19/99 11:55:08</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQ NO: 310870 LINE: ___ CATALOG: ___ ITEMNO: ___</th>
<th>NOTE PAD: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/D LINE NO SEQ</td>
<td>COMMENTS/SPECIFICATIONS</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>*** END OF DATA ***</td>
<td></td>
</tr>
</tbody>
</table>
Step 6  When all data entry is complete (header, lines, and comments), you are ready to submit the requisition for approval. From either the RQH or RQL screen, enter SUB in the command field and press the Enter key. You will receive a message REQUISITION HAS ENTERED THE APPROVAL PROCESS. The requisition status changes from OPEN to READY and the requisition is now available for approval by designated approver(s). **The requestor may not make changes to a requisition after it is submitted.**
SPECIAL INSTRUCTIONS FOR PROCESSING REQUISITIONS

BLANKET ORDER PROCESSING

Requisitions may be processed as blanket or standing orders. Each requisition must contain an expiration date (MM/DD/YYYY) not to exceed the budget end date. The requestor should enter this date on the RQH (header) screen. The date field will allow the system to produce management reports that will be sent to the department to warn when POs are overspent or expired. The generic item number selected for the requisition line should best describe the commodity group representative of the items to be purchased, e.g., 49001 for Scientific Supplies, 61500 for Office Supplies. The unit of purchase (UOP) should be entered as UN. The requisition line should be entered with a unit price of (.01) or one cent. Therefore, the quantity should be entered in an amount necessary to extend the dollar total of the line. Example: 100000 UN @ .01 = $1000.00 blanket order line. This format will allow Accounts Payable to make multiple payments against the purchase order line. Below is an example of a correctly entered requisition line for a blanket order. You may use RQC (comments) screen for additional comments, restrictions or instructions to the vendor.

<table>
<thead>
<tr>
<th>RQL</th>
<th>REQUISITION LINE</th>
<th>05/19/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN: ___</td>
<td>CONTACT: STEVE LAFAY 46840</td>
<td></td>
</tr>
<tr>
<td>COMMAND: ___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQNO: 310870</td>
<td>STATUS: OPEN</td>
<td></td>
</tr>
<tr>
<td>PO NBR:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQ DATE: 05/19/99</td>
<td>PO DATE:</td>
<td></td>
</tr>
<tr>
<td>EXPDATE: 09/30/2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAST UPDATED: 05/19/99</td>
<td>VENDOR: 093440 FISHERSCIENTIFIC</td>
<td></td>
</tr>
<tr>
<td>BUYER:</td>
<td>ACCOUNT: 213017 OBJECT: 2020 MDT: ___</td>
<td></td>
</tr>
<tr>
<td>LAST LINE USED: 1</td>
<td>COMMENTS: N TOTAL: 2000.00 TERMS: N22</td>
<td></td>
</tr>
<tr>
<td>REVIEWER: REQUESTOR: PURC085 LAFAY, STEPHEN C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHD LN</th>
<th>ACCT</th>
<th>OBJECT</th>
<th>CTLG</th>
<th>ITEM-NBR</th>
<th>QUANTITY</th>
<th>UOP</th>
<th>UNIT PRICE</th>
<th>EXT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDT: 213017 2020</td>
<td>___</td>
<td>49001</td>
<td>20000</td>
<td>UN .010</td>
<td>2000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCIENTIFIC SUPPLIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AP0180 - LINE ADDITION WAS SUCCESSFUL
CHECK ENCLOSED PURCHASE ORDERS

Some requisitions require prepayment and a check must accompany the purchase order. The requestor should enter a comment on the requisition header screen. If prepayment is approved by the buyer, the buyer will enter a payment terms code of "CE" and the purchase order will be produced in the PAPS nightly batch as a "check enclosed" purchase order. Purchasing Services will forward the hardcopy of the purchase order to Accounts Payable for a check to be issued. The check and PO will be distributed according to normal procedure and/or special instructions. The check will be dated one day later than the purchase order.
FREIGHT, SHIPPING AND HANDLING CHARGES, ETC.

Normally when the requisition is first created, the requestor does not know the exact amount of any freight, shipping or handling charges. The vendor freight terms that are displayed in the FOB field on the RQH screen are those established in the vendor database. If freight charges are normally paid to a vendor, then the charges will be paid when the invoice is processed. It is not necessary to add a separate line for freight. However, if it is imperative that a specific amount be entered on a requisition line for freight, shipping, or special handling, key in the item number FRT and enter the line as shown below:

```
<table>
<thead>
<tr>
<th>RQL</th>
<th>REQUISITION LINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN:</td>
<td>05/19/99</td>
</tr>
<tr>
<td>COMMAND:</td>
<td>12:04:53</td>
</tr>
<tr>
<td>REQNO:</td>
<td>310870</td>
</tr>
<tr>
<td>STATUS:</td>
<td>OPEN</td>
</tr>
<tr>
<td>PO NBR:</td>
<td></td>
</tr>
<tr>
<td>REQ DATE:</td>
<td>05/19/1999</td>
</tr>
<tr>
<td>PO DATE:</td>
<td></td>
</tr>
<tr>
<td>EXPDATE:</td>
<td>09/30/2000</td>
</tr>
<tr>
<td>LAST UPDATED:</td>
<td>05/19/1999</td>
</tr>
<tr>
<td>VENDOR:</td>
<td>003440 FISHERSCIENTIFIC</td>
</tr>
<tr>
<td>ACCOUNT:</td>
<td></td>
</tr>
<tr>
<td>OBJECT:</td>
<td>213017</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>2005.00</td>
</tr>
<tr>
<td>TERMS:</td>
<td>N22</td>
</tr>
<tr>
<td>REVIEWER:</td>
<td>PURC085 LAFOY, STEPHEN C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CMD LN</th>
<th>ACCT</th>
<th>OBJECT</th>
<th>CTLG</th>
<th>ITEM-NBR</th>
<th>QUANTITY</th>
<th>UOP</th>
<th>UNIT PRICE</th>
<th>EXT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 213017 2020</td>
<td>49001</td>
<td>200000</td>
<td>UN</td>
<td>0.01</td>
<td>2000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SCIENTIFIC SUPPLIES</td>
<td></td>
</tr>
<tr>
<td>Q2 213017 2020</td>
<td>FRT</td>
<td>500</td>
<td>UN</td>
<td>0.01</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FREIGHT, SHIPPING CH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AP0180 - LINE ADDITION WAS SUCCESSFUL
```
RADIOACTIVE MATERIAL

You may enter your requisitions for RADIOACTIVE MATERIALS via the Electronic Forms System. Once approved by the department, the requisition will continue through central approvals to the Radiation Safety Division. The order will be phoned to the vendor by the Radiation Safety office. YOU WILL NO LONGER SEND A PAPER REQUISITION TO RADIATION SAFETY WHEN USING ELECTRONIC FORMS.

After the order is placed by Radiation Safety, you may view the purchase order number that has been assigned to the requisition on either the RQH or RQL screen. You may also view on the RQC screen the shipping information and the date the order was placed by Radiation Safety. The following instructions apply to radioactive material requisitions.

1. The Catalog Codes and Vendor Numbers frequently used when ordering radioactive materials are listed below. When pulling data from the catalog within the database, always ensure that the catalog code is displayed in the
Chapter 4 – Purchase Order Requisition Processing

CTLG field and the vendor’s product number is entered in the ITEM-NBR field for each line.

<table>
<thead>
<tr>
<th>Catalog Code</th>
<th>Vendor</th>
<th>Vendor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AME</td>
<td>Amersham</td>
<td>000972</td>
</tr>
<tr>
<td>ICN</td>
<td>ICN</td>
<td>003489</td>
</tr>
<tr>
<td>NEN</td>
<td>Dupont-New</td>
<td>003008</td>
</tr>
</tbody>
</table>

2. When not ordering from one of these vendors above, select the correct vendor name on the RQH screen and enter the generic item number 49080 in the Item Number field for each requisition line on the RQL screen. **Do not use any other generic item number when ordering radioactive materials.**

3. When adding each line, the "requestor" will receive a "pop-up" window to enter the licensee name, license number, and quantity of radioactive material on hand for each line. Show the quantity on hand numerically and the units in either MCI or UCI units.

4. To include a "freight" line for freight charges or special handling, use the item number **FRT.**
5. When the requisition is "submitted," it will pass through all required approvals to Radiation Safety only if the "requestor" orders from one of the contract vendor catalogs OR uses the generic item number 49080.

6. The order will be placed with the vendor via telephone by the Radiation Safety Department. After the requisition is processed, you may view shipping information and the notes on the RQC (Requisition Comments) screen or the RAD screen.

7. DO NOT SEND A PAPER REQUISITION TO RADIATION SAFETY WHEN USING ELECTRONIC FORMS AND DO NOT PHONE IN THE ORDER YOURSELF - YOUR ORDER MAY BE DUPLICATED.

Questions regarding the system may be directed to Steve LaFoy 4-8640.
Questions regarding your order may be directed to Sherri Price, 4-2487.
Chapter 4 – Purchase Order Requisition Processing

BATCH CHANGE OF REQUESTOR ID FOR DOCUMENTS

When a requisition is created in the system by a requestor, the requisition is "linked" to the requestor’s Logon ID for the lifetime of the document. The Requestor Review List (RRL) screen displays a list of all requisitions "owned" by a specific requestor. There may be occasions when it will be necessary to "move" a group of documents from one requestor to another. This may happen when a person permanently leaves the department or UAB and no longer is a user of the Electronic Forms System. It is possible to move the documents "owned" by that requestor to the person replacing the original requestor. A blank form for your use is located in Appendix E. Complete the form, obtain proper signature, and forward to AB 620 zip 0106, UAB Procurement. You may also e-mail your request to lafoy@uab.edu.

APPROVING REQUISITIONS AT THE DEPARTMENT LEVEL

Transactions awaiting departmental approval appear in the specified user approver’s work queue on the UTA screen. Transactions are listed in numerical order by transaction type, i.e., HURS documents, PAPS Purchase Order Requisitions, etc. Since requisition numbers are sequentially assigned by the system, the order of requisitions will also be the date and time a requisition was created in the system. The system assists users, both departmental and central, by prioritizing requisitions in the user’s work queue. Requisitions that have been disapproved or sent back to the first level for any reason will appear at the top of the work queue so they may be processed first. Requisitions against accounts that are nearing the budget end date are moved to the top of the queue. This is especially helpful at the end of the month and during year-end processing. The charged account’s budget end date per FAS is checked during routine editing and if the system date is within 12 days of the budget end date for the account, the requisition will be flagged as a priority and will appear at the top of the list.

When a requisition is selected from UTA work queue, the Requisition Line (RQL) screen is automatically displayed. However, if the Re-approval indicator is "Y," the Requisition Comment (RQC) screen is displayed. After reading the comments, continue to the RQL screen. The user may approve at this point or continue to review the requisition. The
user may approve on the RQH or RQL screen by entering the command APP in the command field. A "pop-up" window will appear with the user’s Logon ID displayed and the user is asked to enter a password. When the user enters the correct password, the current screen is redisplayed. If a requisition is disapproved, a "pop-up" window will be displayed and the user is asked to confirm the disapproval request and enter a reason. A disapproved requisition reenters the approval path at the first required user approval level.

After the requisition is approved (or disapproved), the user may return to the UTA work queue by pressing the PF3 key. The work queue will be displayed and the next transaction for review will be located at the top of the screen.

During the approval process, the approver may make changes to the requisition such as quantity, price, account number, etc. These changes will not cause the requisition to return automatically to the requestor or previous approver. However, the department user may choose to "open" the requisition and return it to the requestor. See OPEN command in a previous section for more detail.

During the approval process the system may present messages such as REQUISITION TOTAL EXCEEDS ACCOUNT BALANCE or ACCOUNT IS OVERSPENT. These messages provide information about the accounts and are "warnings" only. The user may continue processing by pressing the Enter key. Other messages are reject messages, and the user may not continue processing until the edit is satisfied. Examples are BUDGET END DATE>REQUISITION DATE, OR ACCOUNT IS DELETED.
SIGNATURE POLICY

UAB policy requires a minimum of two different signatures for purchase order requisitions. Therefore, the requestor counts as the first signature and any other authorized approver at any required level counts as the second signature. If a user approves a requisition for which he or she is also the requestor and no other approvals are required, the user will receive the message ALL APPROVALS REMOVED - ONLY ONE SIGNATURE EXISTS. The requisition must be approved by another authorized approver.

PBUY REVIEW GROUP BYPASS

The requisition may bypass PBUY approval if:

- the vendor name is not "NEW" or "UNKNOWN"
- the total amount is greater than $0 and less than $500.00 for non-contract items, or the total amount is greater than $0 and less than $20,000.00 for contract items
- the requisition does not have any user-entered comments or instructions
- the expiration date field is blank
- the payment terms field is not "CE" or "SEE"
GUIDE TO APPROVING REQUISITIONS AT THE DEPARTMENT LEVEL

To approve a requisition, follow these steps:

Step 1 From the EFS Selection Menu, select Option 01 - ELECTRONIC SIGNATURE APPROVAL SYSTEM (ESAS) and Enter.

EFS ELECTRONIC FORMS SYSTEM SELECTION MENU 05/19/99
08:25:31

01 - ELECTRONIC SIGNATURE APPROVAL SYSTEM (ESAS)
02 - PAPS PURCHASE ORDER REQUISITIONS (PPOREQ)
03 - HURS TURNAROUND DOCUMENTS (HTADOC)
04 - TRAVEL CENTER AIRLINE TICKET REQUISITIONS (TATREQ)
05 - HURS TIME SHEETS (HTSPAY)
06 - JOURNAL ENTRY (FASJES)

Option: __
Chapter 4 – Purchase Order Requisition Processing

Step 2  From Approval Selection Menu (ASM), select Option 01 - User Transaction Approval (UTA) and Enter.

<table>
<thead>
<tr>
<th>ASM Screen: ___</th>
<th>ELECTRONIC SIGNATURE APPROVAL SYSTEM</th>
<th>05/19/99</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>APPROVAL SELECTION MENU</td>
<td>12:20:30</td>
</tr>
</tbody>
</table>

01 - (UTA) User Transaction Approval  
02 - (CTR) Central Transaction Approval  
03 - (UPI) User Approval Path Inquiry  
04 - (CPI) Central Approval Path Inquiry  
05 - (UAM) User Approval Maintenance  
06 - (CAM) Central Approval Maintenance  
07 - (UIS) User Inquiry Setup  
08 - (URS) User Reviewer Setup  
09 - (BAM) Batch Attribute Maintenance

Option: ___
Chapter 4 – Purchase Order Requisition Processing

Step 3 From the UTA screen, press the Enter key to display all transactions awaiting your approval; or, key in the transaction type PPOREQ and your Logon ID and press Enter. Tab down to the transaction you want to review and key any character, i.e. "S," in the SEL column, and press Enter. The system displays the requisition selected on the Requisition Line (RQL) screen.

<table>
<thead>
<tr>
<th>SEL</th>
<th>Type</th>
<th>Document No</th>
<th>Account</th>
<th>Last Approved</th>
<th>Last Level Approved</th>
<th>Com App</th>
<th>Doc</th>
<th>HOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PPOREQ</td>
<td>293273</td>
<td>538070</td>
<td>02/23/1999</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td>PPOREQ</td>
<td>293285</td>
<td>538070</td>
<td>02/23/1999</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td>PPOREQ</td>
<td>310787</td>
<td>430138</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPOREQ</td>
<td>310789</td>
<td>430138</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPOREQ</td>
<td>310796</td>
<td>430613</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPOREQ</td>
<td>310797</td>
<td>200050</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPOREQ</td>
<td>310797</td>
<td>430098</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPOREQ</td>
<td>310838</td>
<td>637160</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPOREQ</td>
<td>310844</td>
<td>637160</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPOREQ</td>
<td>310847</td>
<td>637160</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF DATA
Step 4  From the RQL screen, you may inquire, change, delete, or add requisition lines. When you are ready to continue, key a command in the command field on the RQH or RQL screen. A "pop-up" window will be displayed and the approver is asked to enter a password. Key in your password and press Enter. You will receive the message APPROVAL SUCCESSFUL. The requisition automatically passes to the next required user approver. When all user approvals have been made, the requisition status changes from READY to USER APPROVED and the requisition automatically passes into central.

Step 5  To return to the UTA screen to approve additional requisitions, press the PF3 key. The UTA screen will be displayed and the cursor will be located on the next document awaiting approval.

APPROVING REQUISITIONS AT THE CENTRAL LEVEL

Central approvers are those individuals who are authorized to approve electronic requisitions on behalf of a Central Administration review group. Please refer to the ESAS manual which addresses this process completely. Not all central review groups will review purchase order requisitions. The review groups that normally review purchase order transactions are:

ACCT  Accountant
AEQU  Equipment Reviewer
AMGR  Accounting Manager
CONT  Controller
PBUY  Purchasing Buyer
PMGR  Purchasing Manager
RADS  Radiation Safety
The central approval levels that normally apply to purchase order requisitions are:

- Level 5: RADS Radiation Safety
- Level 4: CONT Controller
- Level 3: AMGR Accounting Manager
- PMGR Purchasing Manager
- Level 2: AEQU Equipment Reviewer
- Level 1: ACCT Accountant
- PBUY Buyer

When the purchase order requisition has received all required user approvals, the system routes the requisition to central approval level 1 (PBUY and ACCT). At this level, the accountant and buyer can process the same form simultaneously. Both review groups must approve the requisition before it can pass to the next required level, if applicable. Certain requisitions qualify for PBUY review group bypass. See Page 37.

Transactions awaiting central approval appear in the central approver’s work queue, which is the CTA screen. Transactions are listed in numerical order by transaction type, i.e. HURS documents, PAPS Purchase Order Requisitions, etc. Since requisition numbers are sequentially assigned by the system, the order of requisitions will also be the date and time a requisition was created in the system. The system assists users, both departmental and central by prioritizing requisitions in the reviewer’s work queue. Requisitions that have been disapproved and sent back to the first level will appear at the top of the work queue so they may be processed first. Requisitions against accounts that are nearing the budget end date are moved to the top of the queue. The charged account’s budget end date per FAS is checked during routine editing and if the system date is within 12 days of budget end date for the account, the requisition will be flagged as a priority and displayed at the top of the list.

When a requisition is selected from the CTA work queue, the Requisition Line (RQL) screen is automatically displayed. The central approver may approve at this point or continue to review the requisition. From this screen the reviewer may go to the Requisition Comment (RQC) screen or the Requisition Header (RQH) screen by entering
the screen ID in the SCREEN field. The reviewer may approve on the RQH or RQL screen by entering APP in the command field. A "pop-up" window will appear with the user’s Logon ID displayed and the user is asked to enter a password. When the user enters the correct password, the current screen is re-displayed. If a requisition is disapproved, a "pop-up" window will be displayed and the user is asked to confirm the disapproval and enter a reason. A disapproved requisition re-enters the approval path at the first required level for departmental approval. After a requisition is approved (or disapproved), the central approver may return to the CTA work queue by pressing the PF3 key. The work queue will be displayed and the next transaction for review will be located at the top of the screen. If you have moved to several different screens during processing, PF3 will return to the previous screen. In some cases when the normal logical path is interrupted, the PF3 key will not return you to CTA. From any screen within EFS you may always enter CTA in the screen field and return to the work queue and display all transactions awaiting your approval.

During the Central Approval process, the reviewer may make changes to the requisition such as quantity, price, account number, etc. A change to the account number followed by the APP command will cause the requisition to return automatically to the first required level of departmental approvals. All approvals to that point will be removed from the document.

Users of FAS may move from the EFS application to the FAS application by entering FAS in the screen ID. To return from FAS to EFS, enter EA as the screen ID.

Users of PAPS may move from the EFS application to the PAPS application by entering PAPS in the screen ID. To return from the PAPS to EFS, enter EAR in the screen ID. You must be signed on to PAPS in order to navigate in this way.
To approve a requisition in central, follow these steps.

Step 1 From the EFS Selection Menu, select Option 01 - ELECTRONIC SIGNATURE APPROVAL SYSTEM (ESAS) and press Enter.

EFS ELECTRONIC FORMS SYSTEM SELECTION MENU 05/10/99
08:12:45

01 - ELECTRONIC SIGNATURE APPROVAL SYSTEM (ESAS)
02 - PAPS PURCHASE ORDER REQUISITIONS (PPREQ)
03 - HURS TURNAROUND DOCUMENTS (HTADOC)
04 - TRAVEL CENTER AIRLINE TICKET REQUISITIONS (TATREQ)
05 - HURS TIME SHEETS (HTSPAY)
06 - JOURNAL ENTRY (FASJES)

Option: --
Step 2  From the Approval Selection Menu (ASM), select Option 02 - Central Transaction Approval (CTA) and press Enter.
Chapter 4 – Purchase Order Requisition Processing

Step 3 From CTA screen, press the Enter key to display all transactions awaiting your approval: or, key in the transaction type PPOREQ and the Logon ID for the documents you wish to view and press Enter. Tab down to the document you want to review and key any character, i.e. “S,” in the SEL column, and press Enter. The system carries the requisition selected to the Requisition Line (RQL) screen.

<table>
<thead>
<tr>
<th>Trans Type</th>
<th>Document No.</th>
<th>Account</th>
<th>Event</th>
<th>Last Approved</th>
<th>Last Level Approved</th>
<th>Com App</th>
<th>Doc Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPOREQ</td>
<td>310658</td>
<td>430012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ</td>
<td>309781</td>
<td>430013</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>H</td>
</tr>
<tr>
<td>PPOREQ</td>
<td>309858</td>
<td>MDT</td>
<td>05/17/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ</td>
<td>310372</td>
<td>523856</td>
<td>05/18/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ</td>
<td>310385</td>
<td>317502</td>
<td>05/19/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ</td>
<td>310604</td>
<td>MDT</td>
<td>05/18/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ</td>
<td>310659</td>
<td>207086</td>
<td>05/18/1999</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ</td>
<td>310670</td>
<td>200061</td>
<td>05/19/1999</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PPOREQ</td>
<td>310748</td>
<td>523841</td>
<td>05/18/1999</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ</td>
<td>310832</td>
<td>203018</td>
<td>05/19/1999</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF DATA
Step 4  From the RQL screen, you may view, change, delete, or add requisition lines by entering the appropriate command (blank, C, D, A) in the line CMD field. You may go to the Requisition Header or Comments screen by entering the appropriate screen ID in the screen field. When you are ready to approve, key APP in command field on either the RQH or RQL screen and press Enter. A "pop-up" window will be displayed and the approver is asked to enter a password. Key in your password and press Enter. You will receive the message APPROVAL SUCCESSFUL when you have successfully approved the requisition for your review group, i.e., PBUY for Purchasing or ACCT for Accounting. The buyer and the accountant may review and approve documents simultaneously and both approvals are required before the requisition is completely approved for Level 1. The requisition automatically passes to the next required central approval level, if applicable, i.e., PMGR for Purchasing Manager or AMGR for Accounting Manager. The requisition status changes from USER APPROVED to CENTRAL APPROVED when all required approvals are recorded.

---

**RLQ**  
**REQUISITION LINE**  
**05/18/99**  
**SCREEN: **  
**13:08:26**  
**---------------------------------------------------------------------------------------------------------------------------------**  
**COMMAND: **  
**CONTACT: M CRAIG**  
**40302**  
**REQNO: 310698**  
**STATUS: USER APPROVED**  
**PO NBR: **  
**REQ DATE: 05/18/1999**  
**PO DATE: **  
**EXPDATE: 09/30/1999**  
**LAST UPDATED: 05/19/1999**  
**VENDOR: 025036**  
**HYCLOLABS INC**  
**BUYER: ROSALIND YOUNG**  
**48515 ACCOUNT: 430912**  
**OBJECT: 2040**  
**MDT: **  
**LAST LINE USED: 1**  
**COMMENTS: Y**  
**TOTAL: 7012.50**  
**TERMS: N30**  
**REVIEWER: **  
**REQUESTOR: CAN0005**  
**CRAIG, MARSHA L**  
**---------------------------------------------------------------------------------------------------------------------------------**  
**CMD LN**  
**ACCT**  
**OBJECT CTG**  
**ITEM-NBR**  
**QUANTITY**  
**UOP**  
**UNIT PRICE**  
**EXT PRICE**  
**---------------------------------------------------------------------------------------------------------------------------------**  
**01**  
**430912**  
**2040**  
**48001**  
**85**  
**EA**  
**82.500**  
**7012.50**  
**MDT: **  
**SCIENTIFIC SUPPLIES**  
**FETAL BOVINE SERUM # SH30071.09**  
**---------------------------------------------------------------------------------------------------------------------------------**  
**MDT: **  
**MDT: **  
**MDT: **  
**MDT: **  
**MDT: **  

**AP0145 - NO MORE LINES FOR THIS REQUISITION**
Chapter 4 – Purchase Order Requisition Processing

Step 5  To return to the CTA screen to approve additional documents, press the PF3 key. The CTA screen will be displayed and the cursor will be located on the next document awaiting approval.

<table>
<thead>
<tr>
<th>Trans Type</th>
<th>Document No</th>
<th>Account Event</th>
<th>Last Approved</th>
<th>Last Level</th>
<th>Com App</th>
<th>Doc Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPOREQ 310658</td>
<td>430812</td>
<td>05/19/1999</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ 309781</td>
<td>430138</td>
<td>05/13/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ 309858</td>
<td>MDT</td>
<td>05/17/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ 310372</td>
<td>523856</td>
<td>05/18/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ 310385</td>
<td>317502</td>
<td>05/19/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ 310694</td>
<td>MDT</td>
<td>05/18/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ 310659</td>
<td>207086</td>
<td>05/19/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ 310670</td>
<td>200061</td>
<td>05/19/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ 310748</td>
<td>523841</td>
<td>05/18/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPOREQ 310832</td>
<td>203018</td>
<td>05/19/1999</td>
<td>Y</td>
<td>H</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF DATA
Chapter 4 – Purchase Order Requisition Processing

PROCUREMENT/PURCHASING DEPARTMENT PROCESSING

A buyer code is associated with each item master file, both generic and contract. The item selected and entered on line 1 of the requisition determines the buyer to whom the requisition is routed. The buyer table contains fields where alternate buyer codes and dollar levels are stored. This allows the system to also route a requisition to an alternate buyer based on the total dollar amount on the requisition. The name of the buyer to whom the requisition is routed is shown on RQH and RQL screens.

Once the requisition is received, the buyer may be changed and the requisition may be routed to another buyer. When approved, the requisition is removed from the buyer’s work queue and automatically passes to the next approval level if additional approvals are required.

If the requisition does not qualify for PBUY bypass, it will be routed to the PBUY review group at the same time it is routed to the ACCT review group. Each group may review and approve the document simultaneously. Both review groups must approve the document in order to satisfy the central approval requirement for level 1. If the requisition totals $25,000.00 or more, it will pass to level 3 for approval by a reviewer authorized to approve for the Purchasing Manager review group - PMGR. If the document totals $10,000.00 or more, it will pass automatically to the AMGR - Accounting Manager review group. When applicable, both review groups must approve the document before it leaves central approval level 3. If the requisition totals $100,000.00 or more, it is routed to the CONT review group - level 4. Levels 2 and 5 are applicable to requisitions for equipment and radioactive materials.

Requisitions may qualify for PBUY bypass as defined in Chapter 4. The system logs approval as PBUYPAS and passes the requisition on to ACCT review group. Purchasing reviewers approve requisitions by entering the approval work queue (CTA) and selecting a requisition for review. Requisition data may be changed, added or deleted. When the review is complete, the buyer enters the APP (Approve) command on the RQH or RQL screen. The requisition is logged as approved with date, time, Logon ID and action. After each approval the buyer presses the PF3 key and the system automatically displays the approval work queue for the buyer to select the next requisition for review.
Purchasing reviewers may also inquire on a specific document by requisition number and approve the document without selecting it from the work queue.

Purchasing reviewers (PBUY group) may duplicate a requisition for the purpose of "splitting" the requisition between two (or more) vendors. If the reviewer has update capability and the document is in the PBUY work queue, the document may be duplicated. All approvals will be duplicated and logged for the new requisition. A message will also be logged indicating the reviewer Logon ID, date and time of the duplication. A requisition may not be duplicated by a PBUY reviewer after it is central approved. Purchasing reviewers may move from the EFS application to the PAPS application by entering PAPS in the screen ID field. To return, enter EAR in the screen ID field. You must be signed on to PAPS in order to go from EFS to PAPS.
Chapter 5 explains the detailed use of the following Purchase Order Requisition screens:

- REQUISITION HEADER (RQH)
- REQUISITION LINE (RQL)
- REQUISITION HEADER/LINE COMMENTS (RQC)
- VENDOR SHORTNAME (VSN)
- VENDOR DETAIL INQUIRY (VDI)
- ITEM SHORTNAME LOOKUP (ISL)
- ITEM QUOTE INQUIRY (IQI)
- REQUISITION APPROVAL PATH (RAP)
- REQUESTOR REVIEW LIST (RRL)
- EQUIPMENT REVIEW SCREEN (ERS)
- RADIATION SAFETY SCREEN (RAD)
- REQ/PO/INVOICE HISTORY INQUIRY (RHI)
- PURCHASE ORDER TO INVOICE LIST (POI)
- PURCHASE ORDER DETAIL INFORMATION (PDI)
- DOCUMENT PAYMENT LIST (DPL)
PURCHASE ORDER REQUISITION MENU (PRM)

<table>
<thead>
<tr>
<th>OPTION</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>[RQH] REQUISITION HEADER</td>
</tr>
<tr>
<td>02</td>
<td>[RQL] REQUISITION LINE</td>
</tr>
<tr>
<td>03</td>
<td>[RQC] REQUISITION HEADER/LINE COMMENTS</td>
</tr>
<tr>
<td>04</td>
<td>[VSN] VENDOR SHORT NAME</td>
</tr>
<tr>
<td>05</td>
<td>[VDI] VENDOR DETAIL INQUIRY</td>
</tr>
<tr>
<td>06</td>
<td>[ISL] ITEM SHORTNAME LOOKUP</td>
</tr>
<tr>
<td>07</td>
<td>[IQI] ITEM QUOTE INQUIRY</td>
</tr>
<tr>
<td>08</td>
<td>[RAP] REQUISITION APPROVAL PATH</td>
</tr>
<tr>
<td>09</td>
<td>[RHI] REQ/PO/INV HISTORY INQUIRY</td>
</tr>
<tr>
<td>10</td>
<td>[RRL] REQUESTOR REVIEW LIST</td>
</tr>
</tbody>
</table>

PF3 - EXIT

OPTION: _-

PURPOSE:

This menu displays the Purchase Order Requisition screens. The purpose of each screen is described in the following sections.

You may key a number in the OPTION field. The leading zero (0) is not required. The screen ID is displayed in parentheses.

You may key into the SCREEN field the screen ID for any screen used in the system, press Enter and go directly to that screen. From this menu you may use PF3 to EXIT.
Chapter 5 – Purchase Order Requisition Screens

REQUISITION HEADER (RQH)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN</td>
<td></td>
</tr>
<tr>
<td>REQUISITION HEADER</td>
<td>05/19/99</td>
</tr>
<tr>
<td>COMMAND</td>
<td></td>
</tr>
<tr>
<td>ORDERED FOR</td>
<td></td>
</tr>
<tr>
<td>BLDG/ROOM/ZIP</td>
<td></td>
</tr>
<tr>
<td>PO/INV/SHIP TO</td>
<td></td>
</tr>
<tr>
<td>DEPT NAME</td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td></td>
</tr>
<tr>
<td>EXPIRE DATE</td>
<td></td>
</tr>
<tr>
<td>DEPT WILL PHONE ORDER</td>
<td>_</td>
</tr>
<tr>
<td>COMMENTS</td>
<td></td>
</tr>
<tr>
<td>BUYER ID</td>
<td></td>
</tr>
<tr>
<td>VENDOR NO</td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td></td>
</tr>
<tr>
<td>ST/CITY/STATE</td>
<td></td>
</tr>
<tr>
<td>FAX #</td>
<td></td>
</tr>
<tr>
<td>FOB</td>
<td></td>
</tr>
<tr>
<td>USER FIELD</td>
<td></td>
</tr>
<tr>
<td>PRI/CLASS CODE</td>
<td></td>
</tr>
<tr>
<td>SHIP TO</td>
<td></td>
</tr>
<tr>
<td>TERMS</td>
<td></td>
</tr>
<tr>
<td>REVIEWER</td>
<td></td>
</tr>
<tr>
<td>REQID</td>
<td></td>
</tr>
</tbody>
</table>

PURPOSE:

This screen is used to create, change, inquire and approve requisitions. This is the first of three screens necessary to create a requisition and must be completed before requisition lines or comments may be added. This screen displays general descriptive information, the requisition status, and purchase order number. During requisition entry the requisition number is generated from this screen. You may use all commands.

From this screen you may PF3 back through the previous screens you accessed or you may enter a valid screen ID in the SCREEN field to navigate to another screen. You may also enter TUCC in the SCREEN field to return to the TUCC Menu. Use the PF1 key to view on-line HELP for this screen or enter a question mark in a specific field for on-line help. Not all fields have on-line HELP.
Any valid system command may be entered on this screen. Commands are:

- **Blank**: Inquire on a Document
- **ADD**: Add a Document Header
- **APP**: Approve a Document
- **CAN**: Cancel a Document
- **CHG**: Change a Document Header
- **CPY**: Copy a Document Header
- **DIS**: Disapprove a Document
- **DUP**: Duplicate the Entire Document
- **HLD**: Place a Document on Hold
- **MDL**: Create a Model of Document
- **OPN**: Return a Document to the Requestor
- **REL**: Release Document from Hold
- **SUB**: Submit a Document for Approval

**INQUIRE** (blank) - If the command field is blank, the system assumes you want to inquire. Enter a requisition number to tell the system which requisition you wish to display.

**ADD** - Key ADD and press ENTER to generate a requisition number. Complete the required fields and press Enter to add the record. The requisition status will be OPEN.

**APPROVE** - Key APP to approve a requisition. A "pop-up" window will be displayed that asks for your password. Key password and press Enter to complete the approval request. You will receive a message if approval was successful. Your approval may be one in a series of approvals required to approve the document. The status changes to USER APPROVED only when all user approvals are made. The status changes to CENTRAL APPROVED when all central approvals are made. If you begin the approval process and decide to stop, use the PF3 key to backout without approving.
CANCEL - Key CAN to cancel a requisition. A requisition may be cancelled at its current level or any level higher when no further processing is to be done on the requisition. A "pop-up" window will be displayed for you to confirm the request. Enter "Y" (or "N" to stop) and the reason for the cancellation. Comments will be logged to indicate date, time, Logon ID, and action of the individual cancelling the requisition. A requestor may cancel a requisition before it is submitted to user approvals but not after it is submitted. A user approver may cancel a requisition as long as it is in the user approvals but not after it has been routed to central. After the requisition is in central, it may be cancelled by a central reviewer before the requisition is approved and the purchase order number is assigned but not after. You will receive the message REQUISITION HAS BEEN CANCELLED. A cancellation is a final and non-reversible action and the requisition status changes to CANCELLED. Therefore, a cancelled requisition cannot be changed and cannot be resubmitted for approval. A requisition cannot be cancelled after it is CENTRAL APPROVED.

CHANGE - To change a requisition displayed on the RQH screen, key CHG in the command field and press Enter. You will receive a message, IN CHANGE MODE, ENTER CHANGES OR PF3 TO EXIT. Then, key in the changes and press Enter. You will receive the message RECORD UPDATED when the change is processed in the system. After a requisition has been submitted by the requestor, it enters the approval path and cannot be changed by the requestor. The requestor will have inquiry only capability. Likewise, after the requisition leaves user approvals, it can no longer be changed by a user approver. This same rule applies when the requisition is in central approvals. Once approved by a review group, the requisition may no longer be changed by that group. At each level a requisition may be changed only by individuals authorized for that group. Use the PF3 key to backout or exit from a change mode when you do not want to complete the change.

COPY - Key CPY to make an exact copy of a requisition header only. Inquire on the requisition you want to copy. Key CPY in the command field, erase the old requisition number and press Enter. The system will generate a new requisition number and place the requisition in ADD mode. You may add, change, or delete data. When you are finished, press Enter to add the new record. You now must add the requisition lines, since this command creates a new requisition header only. When you are finished, you may submit the requisition to user approvals.
DISAPPROVE - Key DIS to disapprove a requisition. A "disapprove" erases all approvals up to that point and sends the document back to the first required level of user approval. The requisition status returns to READY. A "disapprove" command will be used by central reviewers to return a requisition to the first required level of user approval. When the "disapprove" command is entered, a confirmation "pop-up" window will appear on the screen and the user will confirm the requested command and give a reason. You will receive the message REQUISITION HAS REENTERED THE APPROVAL PROCESS. Use the PF3 key to backout of the disapproval steps when necessary. Comments will be logged to indicate date, time, Logon ID, and action of the approver issuing the disapprove command. You cannot reverse a disapprove command. The requisition must be re-approved at the lower levels and move along the approval path again.

DUPLICATE - Key DUP to make an exact duplicate of another requisition header, lines, and all user-entered comments. Inquire on the requisition you want to duplicate, key DUP in the command field, erase the old requisition number and press Enter. The system will generate a new requisition number. You may add, change, or delete data. When you are finished, press Enter to add the new record. Submit the requisition when you are ready to send it to user approvals.

HOLD - Key HLD to place a requisition on "hold." The requisition status changes to HOLD. You will receive the message REQUISITION HAS BEEN PUT ON HOLD. Any authorized departmental user at the level which applied the flag or higher can remove the "hold" flag by entering the REL (release) command. Comments will be logged to the RQC screen to show time, date and Logon ID of the user who applied the "hold" flag or released the "hold." The "hold" flag may be used, for example, at fiscal year end to mark requisitions entered in September that are not to be processed until October. When the "hold" flag is entered, a "pop-up" window will be displayed and a date may be entered to indicate the date when the "hold" will be automatically removed by the system. If no date is entered, the form is on indefinite "hold" and the flag must be removed manually. As the "hold" flag is removed (either manually or by the system), the system will completely re-edit the transaction. Users should type internal comments on the RQC screen to explain the reason for the "hold." Since the "hold" may be released by someone at the same level other than the individual who applied the "hold," anyone releasing a document from hold should consult the comment screen before releasing.
MODEL - Key MDL to create a requisition model of any "open" requisition. The requisition status will be MODEL. A requestor may "copy" the model (header only) or "duplicate" an entire model (header, lines, and comments). You can then allow the system to generate a requisition number and add the new requisition to the system. You may make changes or additions before submitting the requisition to the approval process. The requisition model itself is never submitted for approval and remains in the system indefinitely.

OPEN - Key OPN to send a requisition back to the requestor. A "pop-up" window will be displayed to confirm the action. Enter a "Y" to confirm or "N" to discontinue. You may also enter a reason or instructions to the requestor. "Open" will remove all approvals on the document. The requisition status changes to REOPEN and the requisition returns to the requestor. The requestor may edit the requisition and resubmit to the approval process. Requestors should check the RRL screen frequently in order to take action on "Reopened" requisitions.

RELEASE - Key REL to release a requisition from "hold." You will receive a message REQUISITION HAS BEEN TAKEN OFF HOLD. Since the "hold" may be released by others at the same level anyone releasing a document should consult the comments screen for information regarding the "hold." When the requisition is released, the status returns to the last status before the "hold."

SUBMIT - Key SUB to submit the requisition to the approval process. The requestor will receive the message REQUISITION HAS ENTERED THE APPROVAL PROCESS. After the requisition is submitted, no changes may be made to the requisition by the requestor. The requestor will have inquiry only capability for the document. The requisition status changes from OPEN to READY after it is submitted.

REQ NO:
This is a required field. The system automatically generates a six (6) digit requisition number for each transaction when the requestor enters the ADD command on the requisition header. This number is cross referenced to the purchase order number (when assigned) and can be used for retrieval throughout processing. The numbers are sequentially assigned by the system. A user field is provided at the header level and may be used for any purpose including a
customized numbering scheme by the department, division, etc. However, the user field will not replace the requisition number generated by the system.

ORDERED FOR:
This is a required field. Enter the name of the individual to whom the ordered goods or services should be delivered.

PH:
This is a required field. Enter the telephone number for the "Ordered For" name.

REQ DATE:
The system will log the date the requisition is created.

BLDG/RM/ZIP:
Enter the building, room, and campus zip to indicate where the goods or services are to be delivered by the UAB Receiving Department indicated in Ship To Field. This is a required field.

REQ STAT:
The system displays the current requisition status. Status codes are assigned by the system when the user enters certain commands as shown below; or, the system will update the status when certain system functions are completed. Status codes are:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>0</td>
<td>Requisition is open and has not been submitted to the approval process.</td>
</tr>
<tr>
<td>Reopened</td>
<td>0</td>
<td>Department user may &quot;OPN&quot; a requisition already in the approval path and return it to the requestor, thus removing all existing approvals on the document.</td>
</tr>
<tr>
<td>Ready</td>
<td>1</td>
<td>Requisition has been submitted by the requestor and is in user approvals.</td>
</tr>
</tbody>
</table>
Chapter 5 – Purchase Order Requisition Screens

User
Approved 2  Requisition has received all required user approvals.

Central
Approved 3  Requisition has received all required central approvals.

Model 7  Requisition is a model only. The user may enter the command MDL. A model may never be submitted and is retained in order to use the "copy" or "duplicate" feature. See MODEL command.

Hold 8  Requisition is on hold. The user may enter the command HLD. A requisition on "hold" must be released before changes may be made or further approvals processed. See HOLD command.

Cancelled 9  Requisition is cancelled. The user may enter the command CAN if the requisition status is open or ready. A central reviewer may enter this command if the requisition is User Approved. A requisition may not be cancelled after a purchase order is issued and the requisition status is complete. After that point, the purchase order could be cancelled in PAPS. See CANCEL command.

Complete 4  Requisition has completed its way through the system and a purchase order has been printed.

PO/INV/RPT TO:
Enter the name of the individual to whom the purchase order copy and the positive or negative approval invoice reports should be sent if different from the
"Ordered For" name. If nothing is entered, the system defaults to the "Ordered For" name.

PH:
Enter the telephone number for the PO/INV/RPT TO name. This is a required field when the previous field is completed.

REQ TOTL:
The system displays the monetary total of all requisition lines.

BLDG/RM/ZIP:
Enter the building, room, and campus zip to indicate the location of the individual to receive the PO and Invoice Reports. This is a required field when the previous field is completed.

LAST LINE:
The system displays the last requisition line number used.

DEPT NAME:
This is a required field. Indicate the department in which the "Ordered For" individual is located.

PO PRT DT:
The system displays the date (mm/dd/yyyy) the purchase order is printed in PAPS.

CONTACT NAME:
Indicate the name of the individual in the department to contact for questions concerning this requisition. This is a required field.

PH:
Enter the telephone number for the contact name. This is a required field.

PO NUMBER:
The system displays the purchase order number when assigned in PAPS.

EXPIRE DATE:
Indicate the date (mm/dd/yyyy) the purchase order will expire. This is applicable only to blanket orders, standing orders, service agreements, or other long-term purchase orders with an expiration date. If a date is entered, it must not exceed the budget end date per FAS.

COMMENTS:
The system displays Y or N to indicate the presence of user entered comments on the RQC screen.

DEPT WILL PHONE ORDER:
Valid entries are "Y" (yes), "N" (no), or E (Electronic Data Interchange - automatically displayed when a requisition is downloaded to the vendor). "N" is the default. Enter a "Y" for "Yes" if someone in the user department is going to place the purchase order with the vendor either by telephone or by giving it in person to a vendor sales representative. If a "Y" is entered, a UAB purchase order number will be generated in PAPS at the time the requisition is CENTRAL APPROVED. A confirming purchase order will not be mailed to the vendor. The department copy/pink copy will be printed and returned to the department per normal procedure. **It is the responsibility of the requesting department to place the order with the vendor.**

When "Y" is entered, the "Confirmation" message line is automatically logged on the RQC screen.

When "Y" is entered, a purchase order number will be available on-line the moment all required approvals (both departmental and central) are logged to the requisition. It is at this point that the purchase order number may be provided to the vendor.

When "N" (no) is displayed, the purchase order is mailed to the vendor. The PO number is displayed on the user's screen after the PO is printed.

COMMENTS:
Enter up to 55 characters of comment information. If additional space is required for comments, you may use the RQC screen. Typical examples of external comments to the vendor are: "Please deliver as soon as possible," "Check
enclosed with purchase order," "Please send current catalog," "Please ship by air." Examples of internal comments are "Grant expires 6/30/99," or "Please FAX this order to the vendor." The comments entered in this field will appear as header comment sequence 001 when displayed on the RQC (comments) screen. The print indicator for external comments to the vendor should be "Y" and the print indicator for internal comments should be "N." Requisitions with comments do not qualify for Purchasing bypass when less than $500.00.

PRT ON PO:
Indicate if the comments should print on the purchase order to the vendor. The valid values are "Y" for yes and "N" for no. The default is "Yes." Vendor instructions/comments appear on the purchase order. Internal comments and notes to other users of the system should be marked with "N."

BUYER ID:
When the requestor submits the requisition to the approval process, a buyer ID, name, and phone number will be displayed in this field. The buyer is determined by the line item described on requisition line 1 along with the total dollar value of the requisition. Normally, a user should contact this person if assistance is needed regarding this requisition.

The buyer ID may be changed by a Purchasing reviewer. The system logs the Logon ID and date and time when a change is made.

VENDOR NO:
This is a required field. Enter a valid 6-digit vendor number for the preferred vendor as assigned in the vendor master file. The vendor data will be pulled to the screen when the requisition header is added. Use the screens VSN and VDI to search for and select vendors. You may invoke the vendor shortname search window by entering a name in the shortname rather than a number in the vendor number field. See discussion of SHORTNAME search below.

If you do not locate a vendor number for the vendor name and address of choice, enter "NEW" as the vendor shortname or vendor number. Purchasing Services will establish the vendor number when the requisition is processed. When
"NEW" is entered, a "pop-up" window will be presented for the user to enter the complete name and address for the vendor. This is a required entry.

If you do not know the vendor from which to order and you want a buyer to select the best source, enter UNKNOWN as the vendor shortname. This will establish the vendor number as UNKNWN (6 bytes). You may also enter UNKNWN (6 bytes) as the vendor number.

Below is an example of the Vendor Shortname "pop-up" window:

<table>
<thead>
<tr>
<th>RQH</th>
<th>REQUISITION HEADER</th>
<th>05/19/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN</td>
<td></td>
<td>13:23:22</td>
</tr>
<tr>
<td>COMMAND</td>
<td>CHG</td>
<td></td>
</tr>
<tr>
<td>ORDERED FOR</td>
<td>STEVE LAFAY</td>
<td></td>
</tr>
<tr>
<td>PH:</td>
<td>205 934-8640</td>
<td></td>
</tr>
<tr>
<td>BLDG/RM/ZIP</td>
<td>AB 620 0106</td>
<td></td>
</tr>
<tr>
<td>PO/INV/RPT</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>BLDG/RM/ZIP</td>
<td>Place a S next to vendor requested or</td>
<td></td>
</tr>
<tr>
<td>DEPT NAME</td>
<td>Place a D next to vendor to see more detail</td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td>Sel Vendor Vendor Shortname Vendor name</td>
<td></td>
</tr>
<tr>
<td>EXPIRE DATE</td>
<td>078877 FISHERBOOKS FISHER BOOKS</td>
<td></td>
</tr>
<tr>
<td>DEPT WILL PH</td>
<td>104276 FISHEREMD FISHER EMD</td>
<td></td>
</tr>
<tr>
<td>COMMENTS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUYER ID</td>
<td>115283 FISHERHAMILTONI FISHER HAMILTON INC</td>
<td></td>
</tr>
<tr>
<td>VENDOR NO</td>
<td>135080 FISHERHILL FISHER HILL</td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>108444 FISHERPAYKELHEA FISHER PAYKEL HEALTHCARE</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td>062075 FISHERPORTER FISHER &amp; PORTER</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>107772 FISHERSCIENTIFI FISHER SCIENTIFIC EDU. DIV.</td>
<td></td>
</tr>
<tr>
<td>USER FIELD</td>
<td>Press PF8 to page or PF3 to exit</td>
<td></td>
</tr>
<tr>
<td>REVIEWER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APO0056 - IN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Below is an example of the Vendor Detail "pop-up" window:

```
SNAME:

This field displays the first 15 characters of the vendor’s name in the form of a "Shortname." After you have generated a requisition number on the RQH screen, you will want to select the desired vendor. If you know the vendor number, you may enter it in the vendor number field. However, if you do not know the vendor number, you may enter from 1 to 15 characters of the vendor name in the vendor shortname field. Key in the fewest number of characters necessary to begin the search and press Enter. A "pop-up" window will be displayed that lists the vendor's name and multiple addresses, etc. When multiple vendor numbers exist for the same vendor name, an (*) may be displayed by one of the vendor numbers. The (*) indicates the vendor number you should select if in doubt. Enter "S" to select a vendor and return to the requisition header. The vendor number, name, address, phone and fax numbers will be pulled to the header screen. If you want to see more detail about the vendor before you select, enter "D" in the SEL column. You will receive another "pop-up" window that displays the detail. PF3 to exit the "pop-up" window. The cursor will be positioned next to the vendor number for which you viewed the detail. If you need to see another vendor’s detail, enter a "D" next to that vendor number. You may continue in this manner until you have moved through the list of shortnames. If at anytime you need to backout completely and start the search over, use the PF3 key to exit. From the
requisition header enter a different shortname and the process will repeat itself. From any "pop-up" window, you may PF8 to scroll forward or PF3 to exit.

After the vendor is selected using the shortname through the "pop-up" window, the vendor name, address, telephone number and fax number are pulled to the requisition header. Press Enter to add record. If at any point after the record is added you want to change the vendor, you should put the requisition in a change mode by keying the command CHG and press Enter. You will receive the message IN CHANGE MODE - ENTER CHANGES. You may change any update field on the screen including vendor shortname. This allows you to re-enter the shortname search for the purpose of selecting another vendor number.

If after searching the vendor file you are unable to locate the vendor name, enter NEW as the vendor number or vendor shortname. "NEW" means that the vendor database does not contain this vendor name and address. A "pop-up" window will be displayed where you must enter the vendor’s name and address. When the requisition is processed in Purchasing, a vendor number will be added to the PAPS vendor file.

If you do not know the vendor from which to order and you want Purchasing to select the best source, enter UNKNOWN as the vendor shortname. This will establish the vendor number as UNKNWN (6 bytes). You may also enter UNKNWN (6 bytes) as the vendor number.

If you see a vendor name on the list along with the words "DO NOT USE," please select another vendor. The "DO NOT USE" vendors are set to be purged. Appendix F contains a STANDARD ABBREVIATION LIST that you should consult when searching for words that are commonly abbreviated such as:

| UNIVERSITY | UNIV |
| INTERNATIONAL | INTL |
| NATIONAL | NATL |

NAME, ADDRESS, CITY/ST/ZIP/PHONE/FAX:

The system displays the vendor’s name, address, phone number and FAX number when available.
ACCOUNT:
Enter a valid six-digit FAS account number(s) to which the ordered goods should be charged if the account distribution applies to all lines on the requisition. The account number(s) must be in the allowable range and cannot be frozen or deleted. If the account is on "review" per FAS, a warning message will be displayed and the user may continue processing.

You may enter from 1 to 5 different account numbers and the percentage to be charged to each account. The percentages must total 100 and will apply to all lines of the requisition. You may enter only one object code per header. A multiple account distribution entered at the header will default to all lines on the requisition. Requisitions with accounts entered at the header level may contain up to 99 requisition lines. You may not mix accounts that encumber with accounts that do not encumber on the same requisition header. For example 706530 cannot be entered along with 200005.

If an account number is not entered on the header, it must be entered on the requisition line(s). Requisitions with accounts/object codes entered on each line rather than the header may contain only 20 lines.

If account number(s) entered at the header level require changing after the requestor submits the requisition, the user should put the requisition in change mode by keying CHG in the command field and press Enter. A field labeled UPDATE ACCOUNTS (/) will appear directly under the account number area. Enter a "Y." A pop-up window will be displayed and you may change, add, or delete account numbers as needed. When you are finished, press Enter.

The account number’s official FAS affiliation determines the routing of the form through departmental approvals. The account number and object code entered will be used to create the encumbrance in FAS. If the 6-digit account number is changed during the user approval process to an account number for which existing approvals are sufficient, the departmental user has the option to return the requisition to the first required level of user approval, or the approver may let it pass through automatically to the next level. If the existing signatures do not satisfy the approval requirements, the document will be returned to the lowest level requiring approval. If the 6-digit account number is changed by a central
approver, the requisition will automatically be returned to the first required level of user approval even if existing signatures are sufficient. Changing the 4-digit object code does not cause a requisition to be returned.

**OBJECT:**
Enter a valid 4-digit object code to which the ordered goods should be charged. Only one object may be entered. The object code entered at the header level applies to all lines on the requisition. Consult your FAS reference guide or call your accountant regarding object codes.

**PERCENT:**
Enter the percentage to be charged to each account when more than one account number is used. The percentages must add up to 100 and may be entered as XX.XX. Examples are:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>213017</td>
<td>60.00%</td>
</tr>
<tr>
<td>213019</td>
<td>30.00%</td>
</tr>
<tr>
<td>213015</td>
<td>10.00%</td>
</tr>
<tr>
<td>200053</td>
<td>25.75%</td>
</tr>
<tr>
<td>531359</td>
<td>74.25%</td>
</tr>
</tbody>
</table>

The default is 100% for a single account number. Percentages must be shown if multiple accounts are entered.

**PRI/CLASS CODE:**
This field is used by buyers to classify requisitions and purchase orders.

**FOB:**
This field displays the vendor’s freight terms as assigned in PAPS and cannot be changed by the user. The FOB Table is located in Appendix C. Valid codes are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Freight Prepaid by Vendor - FOB Destination</td>
</tr>
<tr>
<td>B</td>
<td>Freight Prepaid and Added to Invoice - FOB Destination</td>
</tr>
<tr>
<td>C</td>
<td>Freight Prepaid and Added to Invoice - FOB Shipping Point</td>
</tr>
<tr>
<td>D</td>
<td>Freight Prepaid - FOB Shipping Point</td>
</tr>
<tr>
<td>E</td>
<td>Freight Collect - FOB Shipping Point</td>
</tr>
</tbody>
</table>
USER FIELD:
This field may be used by the department for any purpose. It is not edited by the system, but will be printed on the department copy of the purchase order. It will also appear on the standardized EFS/PPORDER download file if available to the department.

SHIP TO:
Enter the code for the UAB Receiving Department that will receive the merchandise and deliver to the ordering department. This field may be changed by the user. The default is UR for UAB Receiving. Valid Codes include:

- UR  UAB Receiving
- DD  Direct Delivery to Department
- HR  Hospital Receiving
- MS  Maintenance Warehouse
- RS  Radiation Safety
- SB  See Below (See instructions on PO)

For special shipping instructions other than the above Receiving Departments, user must type the address on RQC.

The Receiving Department Table is located in Appendix D.

TERMS:
The system displays the vendor’s payment terms code as assigned in PAPS and cannot be changed by the user. A Terms Table is located in Appendix H. Examples of valid codes are:

- N30  Net 30 days
- N10  Net 10 days
- 210  2% 10 days, Net 30
- CE  Check Enclosed PO
REVIEWER:

Enter the Logon ID of the person established as a reviewer of requisitions for the account number shown on this screen. When the requisition is submitted, it will pass to the reviewer for approval prior to moving into User Approvals. Instructions for setting up a reviewer may be viewed by using online help from the URS screen. Press the F1 key when the cursor is at the Reviewer Logon ID field on the URS screen. Authorized department approvers may update the URS screen.

REQID:

The system displays the Logon ID and the name of the individual creating the requisition.
Chapter 5 – Purchase Order Requisition Screens

REQUISITION LINE (RQL)

This screen is used to create, change, and inquire on requisition lines. It may also be used to approve a requisition. A requisition header must first be entered on RQH screen before lines can be added. Up to three (3) requisition lines appear on the screen. To enter or inquire on additional lines, press the PF8 key to page forward. To inquire on a specific line number, key the number in the LN column (left side of line) and press Enter. (You should do this on the top line.) Once the header line(s) and comments (optional) are complete, the requisition may be submitted for approval. When the account number(s) is entered at the header level, the maximum number of lines that a requisition may contain is 99. **If account numbers are not entered at the header level, then they must be entered on each line and the requisition may contain only 20 lines.** The RQL screen collects required information about a requisition line such as UAB item number, description, quantity, unit of purchase, and vendor’s catalog number. This data prints on the purchase order. Use PF3 key to exit the screen.
Valid screen commands are:

<table>
<thead>
<tr>
<th>Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Inquire</td>
</tr>
<tr>
<td>APP</td>
<td>Approve document</td>
</tr>
<tr>
<td>CAN</td>
<td>Cancel a document</td>
</tr>
<tr>
<td>DIS</td>
<td>Disapprove document</td>
</tr>
<tr>
<td>HLD</td>
<td>Place document on hold</td>
</tr>
<tr>
<td>REL</td>
<td>Release document from hold</td>
</tr>
<tr>
<td>SUB</td>
<td>Submit document for approval</td>
</tr>
<tr>
<td>OPN</td>
<td>Open a document</td>
</tr>
</tbody>
</table>

INQUIRE (Blank) - If the command field is blank, the system assumes you want to inquire. Enter a requisition number to tell the system which requisition you wish to display.

APPROVE - Enter APP to approve a requisition. A "pop-up" window will be displayed that asks for your password. Key your password and press Enter to complete the approval request. You will receive a message if approval was successful. Your approval may be one in a series of approvals required to approve the document. The status changes to USER APPROVED only when all user approvals are made. The status changes to CENTRAL APPROVED when all central approvals are made. If you begin the approval process and then decide to stop, use the PF3 key to backout without approving.

CANCEL - Enter CAN to cancel a requisition. A requisition may be cancelled at its current level or any level higher when requisition processing is complete. A "pop-up" window will be displayed for you to confirm the request. Enter "Y" (or "N" to stop) and the reason for the cancellation. Comments will be logged to indicate date, time, Logon ID, and action of the individual cancelling the requisition. A requestor may cancel a requisition before it is submitted to user approvals but not after it is submitted. A user approver may cancel a requisition as long as it is in the user approvals but not after it has been routed to central. After the requisition is in central, it may be cancelled by a central reviewer before the requisition is approved and the purchase order number is assigned but not after. You will receive the message REQUISITION HAS BEEN CANCELLED. A
cancellation is a final and non-reversible action and the requisition status changes to CANCELLED. Therefore, a cancelled requisition cannot be changed and cannot be resubmitted for approval. A requisition cannot be cancelled after it is CENTRAL APPROVED.

DISAPPROVE - Key DIS to disapprove a requisition. A "disapprove" erases all approvals up to that point and sends the document back to the first required level of user approval. The requisition status returns to READY. A "disapprove" command will be used by central reviewers to return a requisition to the first required level of user approval. When the "disapprove" command is entered, a confirmation "pop-up" window will appear on the screen and the user will confirm the requested command and give a reason. You will receive the message REQUISITION HAS REENTERED THE APPROVAL PROCESS. Use the PF3 key to backout of the disapproval steps when necessary. Comments will be logged to indicate date, time, Logon ID, and action of the approver issuing the disapprove command. You cannot reverse a disapprove command. The requisition must be re-approved at the lower levels and move along the approval path again.

HOLD - Key HLD to place a requisition on "hold." The requisition status changes to HOLD. You will receive the message REQUISITION HAS BEEN PUT ON HOLD. Any authorized departmental user at the level which applied the flag or higher can remove the "hold" flag by entering the REL (release) command. Comments will be logged to the RQC screen to show time, date and Logon ID of the user who applied the "hold" flag or released the "hold." The "hold" flag may be used, for example, at fiscal year end to mark requisitions entered in September that are not to be processed until October. When the "hold" flag is entered, a "pop-up" window will be displayed and a date may be entered to indicate the date when the "hold" will be automatically removed by the system. If no date is entered, the form is on indefinite "hold" and the flag must be removed manually. As the "hold" flag is removed (either manually or by the system), the system will completely re-edit the transaction. Users should type internal comments on the RQC screen to explain the reason for the "hold." Since the "hold" may be released by someone at the same level other than the individual who applied the "hold." Anyone releasing a document from hold should consult the comment screen before releasing.

RELEASE - Key REL to release a requisition from "hold." You will receive a message REQUISITION HAS BEEN TAKEN OFF HOLD. Since the "hold" may be released by
Chapter 5 – Purchase Order Requisition Screens

others at the same level, anyone releasing a document should consult the comments screen for information regarding the "hold." When the requisition is released, the status returns to the last status before the "hold."

SUBMIT - Key SUB to submit the requisition to the approval process. The requestor will receive the message REQUISITION HAS ENTERED THE APPROVAL PROCESS. After the requisition is submitted, no changes may be made to the requisition by the requestor. The requestor will have inquiry only capability for the document. The requisition status changes from OPEN to READY after it is submitted.

OPEN - Key OPN to send a requisition back to the requestor. A "pop-up" window will be displayed to confirm the action. Enter a "Y" to confirm or "N" to discontinue. You may also enter a reason or instructions to the requestor. "Open" will remove all approvals on the document. The requisition status changes to REOPEN and the requisition returns to the requestor. The requestor may edit the requisition and resubmit to the approval process. Requestors should check the RRL screen frequently in order to take action on "Reopened" requisitions.

CONTACT:

The system displays the name and telephone number of the contact person as entered on the Requisition Header screen.

REQNO:

The system displays the six-digit number the system assigns to the requisition. If you are inquiring, enter the requisition number in this field. Once the requisition is displayed on the screen you may update the requisition lines unless the document is in "Inquiry Only" mode.

STATUS:

The system displays the current requisition status. Status codes are assigned by the system when the user enters certain commands as shown below; or, the system will update the status when certain system functions are completed. Status codes are:
### Chapter 5 – Purchase Order Requisition Screens

<table>
<thead>
<tr>
<th>STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Requisition is open and has not been submitted to the approval process.</td>
</tr>
<tr>
<td>Reopened</td>
<td>Department user may &quot;OPN&quot; a requisition already in the approval path and return it to the requestor, thus removing all existing approvals on the document.</td>
</tr>
<tr>
<td>Ready</td>
<td>Requisition has been submitted by the requestor and is in user approvals.</td>
</tr>
<tr>
<td>User</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Requisition has received all required user approvals.</td>
</tr>
<tr>
<td>Central</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Requisition has received all required central approvals.</td>
</tr>
<tr>
<td>Model</td>
<td>Requisition is a model only.</td>
</tr>
<tr>
<td>Hold</td>
<td>Requisition is on hold.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Requisition is cancelled.</td>
</tr>
<tr>
<td>Complete</td>
<td>Requisition has completed its way through the system and a purchase order has been printed.</td>
</tr>
</tbody>
</table>

**PO NBR:**

The system displays the purchase order number assigned by the system for the requisition displayed on the screen.

**REQ DATE:**

The system displays the date the requisition was first entered into the system. It is displayed as (mm/dd/yyyy).
PO DATE:
The system displays the date the purchase order is printed. It is displayed as (mm/dd/yyyy).

EXPDATE
The system displays the expiration date (mm/dd/yyyy) of the requisition/purchase order if it is a blanket, standing, maintenance/lease, or long-term service order.

LAST UPDATED:
The system displays the date the requisition was last updated. It is displayed as (mm/dd/yyyy).

VENDOR:
The system displays the vendor number and vendor short name for the requisition.

BUYER NAME:
The system displays the name and phone number of the buyer to whom the requisition was routed. Contact this individual if you need assistance regarding this requisition.

ACCOUNT:
The system displays the 6-digit FAS account number if entered on the requisition header as a single account distribution.

OBJECT:
The system displays the 4-digit object code from the requisition header if a single account distribution applies.

MDT:
The system displays "YES" when the requisition contains multiple accounts at the header level. Enter a (?) over the Y in YES to view the account distribution.

LAST LINE USED:
The system displays the last line number used on the requisition.
COMMENTS:
The system displays "N" when no user-entered comments are present on the RQH or RQC screen and "Y" when comments are present.

TOTAL:
The system displays the monetary total of the requisition lines.

TERMS:
The system displays the vendor payment terms from the requisition header.

REVIEWER:
The system displays the reviewer’s ID and brief name.

REQUESTOR:
The system displays the Logon ID and name of the requestor.

CMD:
Valid line commands are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Inquire</td>
</tr>
<tr>
<td>A</td>
<td>Add a line</td>
</tr>
<tr>
<td>C</td>
<td>Change a line</td>
</tr>
<tr>
<td>D</td>
<td>Delete a line</td>
</tr>
</tbody>
</table>

Key in the appropriate code by the line and press Enter. "A" will add data shown on the line. "C" puts the line in change mode. Key data and press Enter to complete the change. "D" will delete the data on the line. When you are deleting, you will receive a message that asks if you want to continue the "delete." Press Enter to confirm.

LN:
This is the sequential line number the system assigns to each requisition line. To begin processing at a specific requisition line number, enter the line number in the LN field on the top line. Example: 01, 02, 03…
Chapter 5 – Purchase Order Requisition Screens

ACCT:
The 6-digit FAS account number entered on the header will default to the lines. If not entered on the header, it must be entered on the line. A single account number entered at the line level will default to successive lines. When a different account number is keyed, that account number will default to successive lines. If account number(s) are entered on the lines rather than defaulting from the header, the requisition is limited to 20 lines. Requisitions with account(s) entered on the header may have a total of 99 lines.

OBJECT:
Enter the 4-digit FAS object code for the requisition line item. The object code entered at the header will default to the line. If header object information is not entered, it must be entered for each line.

CTLG:
Enter the 3-digit catalog code for the UAB vendor catalog, if applicable. If you select an item from one of the item screens, the catalog will be pulled to this field. A CATALOG CODE TABLE is located in Appendix A.

ITEM NBR:
Enter the item number from the item master file that best describes the item being ordered. Do not enter dashes, slashes or spaces as a part of the number. This is a required field. If the UAB item number is known, it can be entered on the requisition line and the data will be pulled to the line. **If the item number is not known, enter (?) in the item number field.** A "pop-up" window will be displayed. (Following this section are examples of the "pop-up" window screens.) Enter the first few alpha characters (no spaces or special characters) of the item name and press Enter. A list of items beginning with those characters will be displayed on the screen. Select the item to be pulled to the requisition line. If the item selected is a contract item and has multiple quote segments, i.e., different sizes as with chemicals, or different package units such as EA, PK, or CS, the system will display your choices in another "pop-up" window. Select the one you want to order and the data will be pulled to the requisition line.

There are two types of items - GENERIC and CONTRACT.
**GENERIC ITEM** - The PAPS item database contains many generic items. A generic item identifies the commodity group appropriate for the items(s) on a requisition. A buyer code (name) is associated with each generic item. The generic item number selected on line one (1) determines the buyer for the requisition. After selecting the generic item, the requestor must key in a complete description of the item(s) being ordered.

The following is a step-by-step guide for selecting a generic item:

1. When you know the generic item number that best describes all lines on the requisition, enter it along with the quantity, UOP, and description of the line. If you do not know the generic item number, enter a question mark (?) in the first position of the item number field and press Enter. A "pop-up" window for the Item Look Up System will be displayed for the generic item search. GEN is the default catalog code and will be displayed in the catalog field. If you decide you do not want to view generic items at this time, you may back out of the catalog code to view all items, or you may enter a different catalog at this point. Normally you will use GEN except when you are using the contract item file.

2. Key in the first few characters of the first word of the commodity group that best describes the items on the requisition in the first “pop-up” window, i.e., COMPUTER SUPPLIES, OFFICE SUPPLIES, SCIENTIFIC SUPPLIES, SUBSCRIPTIONS, JOURNALS, etc. A list of items beginning with those characters will be displayed in the "pop-up" window. Use the PF8 key to scroll to the next page, if necessary. Use PF3 to exit the window without selecting an item. Select the item by entering "S" in the CMD field to the left of the item and press Enter. RQL will be re-displayed and the item number you selected will be pulled to the line. Enter the remaining required data such as, description, quantity, etc., and press Enter to add the line. You will receive the message LINE ADDITION WAS SUCCESSFUL.

3. To add the next line type "A" in the CMD field and press Enter. The cursor will move to the first required field which is Quantity. The Account Number, Object Code, and Generic Item Number will default
from the previous line. Key in the quantity, the unit of purchase (UOP),
the unit price, and the description of the item you wish to order. There are
two lines of 52 characters each. If the description is longer than 104
characters, you must enter the remaining description as line comments on
the RQC screen. After you have completed all fields, press Enter. You
will receive the message LINE ADDITION WAS SUCCESSFUL.

NOTE: It is necessary to select the generic item number for line 1 only.
All other requisition lines will default to the generic item number selected
for line 1. Of course, you may select different numbers for each line, but it
is not necessary. The item selected on line 1 will determine the buyer to
whom the requisition is routed.

**CONTRACT ITEM** - The item database also contains a much larger group
of items defined as contract items. These items have predetermined
vendor quote information such as price, vendor name, product or catalog
number, description, packaging information, contract period, contract
number, buyer, etc. When requestor selects a contract item, all data is
pulled to the requisition line and cannot be changed. The system requires
the departmental user to enter allowable object codes. Examples of
contract items are:

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAP</td>
<td>21841</td>
<td>Paper, dual-purpose sheet, xerographic/duplicator, 8 ½ x 11, 5000 sheets/case</td>
</tr>
<tr>
<td>PAP</td>
<td>21815</td>
<td>Envelopes, plain white, regular, sub 24, #6 ¾, packed 500/bx</td>
</tr>
<tr>
<td>FSC</td>
<td>02539F</td>
<td>Beaker, Griffin, 30ml, 12/pk</td>
</tr>
<tr>
<td>AME</td>
<td>PB10164</td>
<td>Deoxy Adenosine 5’ - Alpha 32P</td>
</tr>
</tbody>
</table>
The following is a step-by-step guide for entering requisition lines using contract item numbers:

1. If you know the catalog code and item number, you may enter it on the line along with the quantity you want to order and press Enter. The system will display a "pop-up" window displaying the packages and/or sizes available. Select one by typing a character in the select field. The item, package, price, etc., is pulled to the line. Press Enter to add the line. The system will not display the "pop-up" if only one package or size exists for the item. The item is immediately pulled to the line when you press Enter.

2. Key in the first few characters of the first word of the item, i.e., BEAKER in catalog FSC, or ACETIC ACID in the catalog SIG. A list of items beginning with those characters will be displayed in the "pop-up" window. Use the PF8 key to scroll to the next page if necessary. Select the item by entering "S" in the CMD field to the left of the item and press Enter. If this item is sold in multiple sizes or packages, you will be presented with another "pop-up" screen that displays the item detail and you will choose the size or package you want to order. Select the item by entering "S" in the Select field in the left column and press Enter. RQL will be displayed and the item number you selected will be pulled to the line along with its price, UOP, description, and contract number. Key in the quantity you want to order and press Enter to add the line. You will receive the message LINE ADDITION WAS SUCCESSFUL when the line is added correctly.
If the item selected from the first item look up window is sold in only one package or size, the system will not display the second "pop-up" window. When you select the item, the system will go directly to RQL and the item will be pulled to the requisition line. You will receive the message ITEM SELECTION COMPLETE. Enter the quantity and press Enter to add the line.

3. To add the next line, type "A" in the CMD field and press Enter. The cursor will move to the first required field which is ITEM NUMBER. Key in an item number or if you do not know one, you may repeat the above Step 2. When you have completed the search and selection, press Enter to add the line. You will note that the Account Number, Object Code, and Vendor Catalog Code default from the previous line. You will receive the message LINE ADDITION WAS SUCCESSFUL when the line is added correctly.

QUANTITY:
Enter the number that specifies the quantity to be ordered. Quantity must be entered in whole numbers. Do not use decimals. This is a required field.

UOP:
Enter a valid unit of purchase (UOP) code defined in the system to represent the vendor’s unit of purchase, i.e., EA, BX, CS. The UOP is pulled from the vendor quote when a contract item is selected. This is a required field. If the requisition is a blanket order, please use the UOP code of "UN" (unit). The UNIT OF PURCHASE TABLE is located in Appendix I.

UNIT PRICE:
Enter the price at which the item will be purchased. This is a required field. If the requisition line is a "no charge," the price may be entered as zero ($00). The price is pulled from the vendor quote when a contract item is selected and may not be changed by the user. Requestors must enter a unit price for the cost of the item in US currency. The system
cannot handle conversion of foreign currency. Any requisition that cannot be paid in US currency must be handled outside the on-line system using the current manual Purchase Order Requisition form. If the requisition is for a blanket order, enter the unit price of .01 (one cent) and the quantity necessary to extend to the total amount on the requisition line. Example: 250000 UN @ .01 = $2500.00.

EXT PRICE:

The system displays the price of the requisition line. This is calculated by multiplying the quantity by the unit price.

QUOTE:

This field identifies the preferred quote number for the item. The quote number is pulled from the vendor quote when a contract item is selected. This field is also used to invoke a "pop-up" window for entering a bid number and a price type indicator. This is usually entered by a buyer in the Purchasing Department. Enter "BID" in the quote field and then complete the fields in the "pop-up" window. To inquire on the bid number for the requisition line, enter a (?) in the "bid" field. The "pop-up" window will be displayed.

SEQ:

This field identifies the sequence number for the vendor’s quote when multiple quotes exist for a vendor’s item. The sequence number is pulled from the vendor quote when a contract item is selected from ISL or IQI.

MDT:

Enter "YES" in this field when multiple accounts are to be entered for the line. A "pop-up" window will be displayed for you to enter the accounts, object, and percentages. When inquiring or changing, enter a question mark (?) in this field to display the account distribution previously entered on the line. Multiple accounts entered at the header level will default to the line. An MDT may have up to 5 different accounts, but must contain only one (1) object code. The percentages must be entered for each account and must total 100 percent. You may not mix accounts that
encumber with accounts that do not encumber, e.g., 706530 may not be combined with 200005.

DESCRIPTION:

Description is required for each requisition line. This is the description that prints on the purchase order. It must be entered by the requestor for all generic items. For contract items the description is pulled from the item database. If using a generic item, the first 20 characters of the generic item description are displayed to the left of the requisition line description. This is for informational purposes only and does not print on the purchase order.
Below is an example of the Item Lookup System "pop-up" window for generic item search:

<table>
<thead>
<tr>
<th>ISL</th>
<th>ITEM SHORTNAME LOOKUP</th>
<th>05/19/99</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SCREEN: ______________</td>
<td>13:40:40</td>
</tr>
</tbody>
</table>

===============================================
CATALOG: GEN_ SHORTNAME: BOOKS

<table>
<thead>
<tr>
<th>SCRN</th>
<th>CTLG ITEM</th>
<th>DESCRIPTION</th>
<th>CNT BUY</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>71510</td>
<td>BOOKS, MAGAZINES, PAMPHLETS, REPRINTS, ETC.</td>
<td>16</td>
</tr>
<tr>
<td>____</td>
<td>61515</td>
<td>BOOKS, RECEIPT, ACCOUNTING, ADDRESS, COLUMNS</td>
<td>16</td>
</tr>
<tr>
<td>____</td>
<td>45780</td>
<td>BOOKSTORE SUPPLIES</td>
<td>16</td>
</tr>
<tr>
<td>____</td>
<td>80008</td>
<td>BOOTS, LEATHER</td>
<td>16</td>
</tr>
<tr>
<td>____</td>
<td>80016</td>
<td>BOOTS, RUBBER</td>
<td>16</td>
</tr>
<tr>
<td>____</td>
<td>22641</td>
<td>BOTTLE POLYCARBONATE 10 OZ 80400A (GRITON MFG)</td>
<td>20</td>
</tr>
<tr>
<td>____</td>
<td>018123</td>
<td>BOWL, (SAUCE DISH) 4-1/2&quot; CONCOR WHITE</td>
<td>16</td>
</tr>
<tr>
<td>____</td>
<td>018124</td>
<td>BOWL, SOUP 10 OZ. CONCOR WHITE</td>
<td>16</td>
</tr>
<tr>
<td>____</td>
<td>038020</td>
<td>BOXES, FAST PACK, 2 PAIR, LEVEL 3 CABLE</td>
<td>6</td>
</tr>
<tr>
<td>____</td>
<td>22046</td>
<td>BOX READOUT, 4 CHANNEL</td>
<td>20</td>
</tr>
<tr>
<td>____</td>
<td>47062</td>
<td>BRACES, ORTHOPEDIC</td>
<td>19</td>
</tr>
<tr>
<td>____</td>
<td>26316</td>
<td>BRACKETS FOR GLOVE BOX</td>
<td>20</td>
</tr>
<tr>
<td>____</td>
<td>57009</td>
<td>BRASS AND BRONZE: BARS, PLATES, RODS, SHEETS</td>
<td>12</td>
</tr>
</tbody>
</table>

Below is an example of the Item Lookup System "pop-up" window for contract item search:

<table>
<thead>
<tr>
<th>ISL</th>
<th>ITEM SHORTNAME LOOKUP</th>
<th>05/19/99</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SCREEN: ______________</td>
<td>13:42:16</td>
</tr>
</tbody>
</table>

===============================================
CATALOG: FSC_ SHORTNAME: ALCOHOL

<table>
<thead>
<tr>
<th>SCRN</th>
<th>CTLG ITEM</th>
<th>DESCRIPTION</th>
<th>CNT BUY</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>FSC MAX0441T4</td>
<td>ALCOHOL GR 4LITER</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC A962200</td>
<td>ALCOHOL HISTO 200L</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC 19064541</td>
<td>ALCOHOL ISOPROPYL 160Z.</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC MAX04451</td>
<td>ALCOHOL OMNISOLV REAGENT 4LT</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC MAX04456</td>
<td>ALCOHOL OMNISOLV REAGENT 1LT</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC 0666973</td>
<td>ALCOHOL PREPADS MED 200/PK</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC 0666967</td>
<td>ALCOHOL PREP MEDIUM 3000/CS</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC 0666983</td>
<td>ALCOHOL PREP PADS SMALL 100/PK</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC 1798797F</td>
<td>ALCOHOL PREP PADS 10/PK</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC 19064622</td>
<td>ALCOHOL PREP PADS 100/PK</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC 19066664</td>
<td>ALCOHOL PREP PADS 200/PK</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC 22031360</td>
<td>ALCOHOL PREP PADS 200/PK</td>
<td>Y 24</td>
</tr>
<tr>
<td>____</td>
<td>FSC 19027047</td>
<td>ALCOHOL PREPS PADS 100/PK</td>
<td>Y 24</td>
</tr>
</tbody>
</table>
REQUISITION COMMENT (RQC)

PURPOSE:

The Requisition Comment screen allows a user to write comments, descriptions, specifications, or special instructions for the requisition. Certain transactions generated by the system are automatically logged as comments and remain a permanent part of the record for audit purposes. Comments entered on the RQH screen will appear as header comment sequence one (1).

Comments may be internal or external. Internal comments should be flagged with an "N" as the print indicator and will not print on the purchase order. Other comments are considered external and should be flagged with a "Y" so they will print on the purchase order. The print indicator defaults to "Y." Examples of external comments are: IMMEDIATE DELIVERY REQUESTED, SHIP SPECIAL NEXT DAY AIR, PLEASE SEND CATALOG WITH ORDER, etc.

Once a requisition has been user approved, no further user-entered comments may be added except via notepad. System-generated comments will be added throughout the process until the requisition is "complete."
Users may key internal notes that do not print on the purchase order in the notepad field. This field remains available as long as the requisition is in the system.

Comments that apply to specific requisition lines should reference the requisition line number. Comments that do not reference a requisition line are considered header comments. Use the PF8 key to page forward through all comments. Use PF3 to exit the screen.

REQUISITION NUMBER:
Enter the requisition number to view comments. When coming into RQC from the header or line screen, the requisition number you were previously viewing will be displayed in this field.

LINE:
Enter the requisition line number if you want the comments to be displayed beginning with a specific requisition line. Otherwise, the comments will begin with the header comments followed by the line comments.

CATALOG:
This field is normally used by the buyer for special item processing.

ITEMNO:
This field is normally used by the buyer for special item processing.

NOTEPAD:
Notepad provides the users who have ‘inquiry’ only capability a space to write notes on a requisition. Examples of use are: the date order was phoned to vendor, delivery information that was provided by the vendor, status of purchase order, instruction to internal staff, etc. These notes will never appear on a purchase order. The notes are for internal use only. Any authorized user may use the notepad area including central users, i.e., accountants, buyers. To access a notepad on a requisition, enter any character in the notepad field. When finished with the notepad, press F3 to exit window.
A/D/C:
Enter a command to update a line comment. The choices are Add, Change, or Delete; and valid entries are A, C, or D, respectively. The default is "blank" for inquire.

LINE NO:
Enter the line number to reference a requisition line. If no line number is entered, the system will process the comments as header comments.

LINE SEQ:
Enter the sequence number that identifies the order in which the comment lines are displayed on the screen and printed on the purchase order if applicable.

COMMENT/SPECIFICATION:
Enter lines of text that apply to the requisition header or lines. Comments may be internal or external. You may write up to 999 comments for each requisition line or requisition header.

PRINT ON PO? Y,N:
Indicate whether you wish to print the comment line on the purchase order. The default is "Y" (yes). Enter "N" (no) for internal only comments.
VENDOR SHORTNAME (VSN)

<table>
<thead>
<tr>
<th>VSN</th>
<th>VENDOR SHORTNAME</th>
<th>SCRN</th>
<th>SHORTNAME</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>COMAIR</td>
<td>___</td>
<td>COMAIR</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMMARKGOVERNMENT</td>
<td>___</td>
<td>COMMARK GOVERNMENT &amp; EDUCATION</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMARKINC</td>
<td>___</td>
<td>COMARK INC</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>CONCASTCABLEVIS</td>
<td>___</td>
<td>CONCAST CABLE VISION OF</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>CONCOMDONOTUSE</td>
<td>___</td>
<td>COMCOM GRAPHICS</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>CONDELINC</td>
<td>___</td>
<td>CONDEL INC</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMDESIGNSYS</td>
<td>___</td>
<td>COM DESIGN SYS</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMEXHISPANOAM</td>
<td>___</td>
<td>COMEX HISPANO AMERICA ’96</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMDIAL</td>
<td>___</td>
<td>COMDIAL</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMDISCO</td>
<td>___</td>
<td>COMDISCO</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMDISCODISASTE</td>
<td>___</td>
<td>COMDISCO DISASTER RECOVERY</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMDISCOINC</td>
<td>___</td>
<td>COMDISCO INC</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMDISCOINC</td>
<td>___</td>
<td>COMDISCO INC</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMEDYUSA</td>
<td>___</td>
<td>COMEDY USA</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>COMERCIALCELISL</td>
<td>___</td>
<td>COMERCIAL CELIS LTDA</td>
<td></td>
</tr>
</tbody>
</table>

PURPOSE:

The Vendor Shortname screen is used to search for or lookup vendor numbers. Enter up to 15 alpha characters in the shortname field. The system displays vendors beginning with those characters. Do not enter special characters such as dashes or spaces. Use the PF8 key to page forward or PF3 to exit screen. You can enter a valid screen ID in the SCRN field by a particular vendor and navigate to that screen for further processing. For example, when you select a vendor from this screen, the system will hold the data for future use in building a requisition header on the RQH screen. To access another screen without selecting a particular vendor, enter a valid screen ID in the SCREEN field in the top left-hand corner of the screen.

SHORTNAME:

Enter up to 15 characters of the vendor name. The search will begin at this point.
Chapter 5 – Purchase Order Requisition Screens

SCRN:
   Enter a valid screen ID to navigate to another screen for further processing. The
data is carried forward and used in processing, for example, when building a
requisition header.

VENDORNO:
   The system displays the vendor number for the vendor name.

SHORTNAME:
   The system displays the vendor shortname for the vendor. Vendors with DO
   NOT USE as a part of the name should not be selected. They are set to be purged
   from the PAPS master vendor file. Vendors marked with an (*) are the default
   vendor numbers where multiple vendor numbers exist for the same vendor name.
   Select the one with the asterisk when in doubt.

NAME:
   The system displays the vendor’s full name as entered in PAPS.
VENDOR DETAIL INQUIRY (VDI)

VENDOR DETAIL INQUIRY

SPECIAL: 077855  SHORT NAME: COMERCIALCELISL  CATALOG:
----- ORDER FROM ADDRESS -----  ------- REMIT TO ADDRESS -------
COMERCIAL CELIS LTDA

CTGNY : XLX
FOB : B
SHIPTO : UR

CASILLA 4016, CORREO CENTRAL
SANTIAGO CHILE --

TERMS : N30
POD : 

PHONE/FAX: 
SCREEN: 

VENDOR: 135700  SHORT NAME: COMERCIALGRUPOA  CATALOG:

COMERCIAL GRUPO ANAYA

CTGNY : XLX
FOB : B
SHIPTO : UR

JUAN IGNACIO LUCAS DE TENA, 15
28027 MADRID SPA --

TERMS : N30
POD : 

PHONE/FAX: 3417424259
SCREEN: ___

PURPOSE:
The purpose of this screen is to display detailed vendor information as carried in
the PAPS vendor file for the vendor number or shortname selected.

You may PF8 to page forward to the next vendor. If a vendor number was used to
begin the search, then the system will page to the next numerical vendor number.
If the shortname was used to begin the search, then the system will page to the
next vendor name alphabetically. If you enter a valid screen ID in the SCREEN
field next to the vendor record (right side of screen), the system will carry forward
the data for that vendor to the selected screen for further processing. Use PF3 to
exit the screen.

VENDOR:
Enter a valid 6-digit vendor number to begin the search by vendor number.

SHORTNAME:
Enter up to 15 alpha characters to begin an alphabetical search by vendor name.
The shortname for the vendor is displayed in this field when the search begins.
An (*) next to the shortname indicates the default vendor you should select when multiple vendor numbers exist for the same vendor name and you do not know which one to select.

ORDER FROM ADDRESS:
The system displays the complete address used when placing orders with the vendor. This is the address that prints on the purchase order to be mailed.

REMIT TO ADDRESS:
The system displays the complete address used when making remittance (payment) to the vendor. This is the address that prints on the check that will be mailed. **If the requisition requires a check to be mailed with the purchase order, you should select the vendor number based on the name and address in this column (right side of the screen).**

CTGRY:
The system displays the category code for the vendor that identifies the vendor’s business ownership classification, i.e., FS0 - Woman-owned, small business, non-minority; MS1 - Male-owned, small, minority. A CLASSIFICATION CODE list is located in Appendix J.

FOB:
This field displays the vendor’s freight terms as assigned in PAPS. The FOB Table is located in Appendix C. Valid codes are:

A  Freight Prepaid by Vendor - FOB Destination  
B  Freight Prepaid and Added to Invoice - FOB Destination  
C  Freight Prepaid and Added to Invoice - FOB Shipping Point  
D  Freight Prepaid - FOB Shipping Point  
E  Freight Collect - FOB Shipping Point
SHIP TO:
The system displays the ship to code for the UAB Receiving Department that will receive the merchandise and deliver to the ordering department. The default is UR for UAB Receiving. The RECEIVING DEPARTMENT TABLE is located in Appendix D. Valid codes include:

- UR  UAB Receiving
- HR  Hospital Receiving
- MS  Maintenance Warehouse
- RS  Radiation Safety
- SB  See Below (See instruction on PO)

TERMS:
The system displays the vendor’s payment terms code as assigned in PAPS. A TERMS TABLE is located in Appendix H. Examples of valid codes are:

- N30  Net 30 Days
- N10  Net 10 Days
- 210  2% 10 days, Net 30
- CE   Check Enclosed with PO

SCREEN:
Enter a valid screen ID. The vendor information will be carried forward if you select the RQH screen.

SALESPSN/FAX:
The system displays the name of the sales representative and the FAX number for the vendor if entered in PAPS.

PHONENO:
The system displays the telephone numbers for the vendor. Usually this is the vendor’s customer service or accounts receivable department.
CONTACT:
The system displays the contact names of individuals in the vendor customer service and accounts receivable departments.
ITEM SHORTNAME LOOKUP (ISL)

PURPOSE:

This screen is used to look up or search for UAB item numbers for specific products. Key in a series of characters (1 - 15), press Enter, and the system will display items beginning with those characters. Do not enter spaces or special characters such as ( - , / “ *, etc.). The system searches based on the alpha character only and displays the list alphabetically by item description.

Each requisition line must contain an item number from this list. The screen allows you to select an item and pull it to the requisition line by entering RQL in the SCRN field to the left of the item displayed. If you want to view more detail about the item before you select, enter IQI (Item Quote Information) in the SCRN field next to the item. The system displays the item quote detail. From the IQI screen you can select the item and go to the Requisition Line (RQL) or Requisition Header (RQH) screen. Not all items have item quote detail (i.e., a quote has expired and has not yet been replaced by a current quote).
To exit the screen without selecting an item, enter a valid screen ID in the SCREEN field at the top left of the screen, or PF3 to return to the previous screen.

You may choose to view only those items from a specific vendor catalog by entering the Catalog Code in the CATALOG field. For example, to see only Fisher items, enter FSC as the catalog code, or CHU for Church and Stagg, etc. The system displays only the items contained in the catalog selected.

To view only GENERIC items, enter GEN as the catalog code.

To view all items in the item database leave the catalog field blank.

The item field is comprised of two different types of items - CONTRACT and GENERIC.

CONTRACT items contain the specific detailed description of the item, unit of purchase (UOP), package size (if applicable), vendor catalog number, contract price, contract vendor, contract number and contract effective dates, and buyer ID. Contract items may be assigned to a vendor catalog, i.e., paper, copy/duplicator, 8 ½ x 11 (UAB STOCK NO 042105). A list of catalog codes is provided in Appendix A.

GENERIC items describe commodity groups and provide a method for the system to categorize items and route requisitions through the system to the appropriate buyer assigned to purchase the items on the requisition. When you want to see a list of generic items only, enter GEN as the catalog and the first characters of the commodity or generic item you want to see. The screen will display items that begin with the alpha characters selected. A buyer code is assigned to each generic item. The system routes the requisition to the buyer assigned to the generic item for Line 1 of the requisition. After a generic item is selected from the shortname lookup screen, the requestor must key in the specific detailed description for the items requested.
Examples of generic items are:
   49001 - Scientific Supplies
   61500 - Office Supplies
   20530 - Computer Supplies

CATALOG:

The system allows you to search for items within a given catalog. By entering a valid catalog code you may search for items within that catalog, similar to the way you would take a vendor’s catalog from your bookcase and look for a specific item alphabetically. If no catalog code is entered, then you will see ALL items from the database. If GEN is entered as the catalog, the system displays only generic items. Current catalogs include:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>CODE</th>
<th>CONTRACT #</th>
<th>VENDOR #</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERSHAM</td>
<td>AME</td>
<td>216</td>
<td>000972</td>
</tr>
<tr>
<td>CORPORATE EXPRESS/FAISON</td>
<td>CE2</td>
<td>441</td>
<td>147759</td>
</tr>
<tr>
<td>FISHER SCIENTIFIC</td>
<td>FSC</td>
<td>252</td>
<td>003440</td>
</tr>
<tr>
<td>ICN BIOMEDICAL</td>
<td>ICN</td>
<td>216</td>
<td>003489</td>
</tr>
<tr>
<td>NEN DUPONT</td>
<td>NEN</td>
<td>216</td>
<td>003008</td>
</tr>
<tr>
<td>CORPORATE EXPRESS</td>
<td>RYC</td>
<td>367</td>
<td>001243</td>
</tr>
<tr>
<td>(formerly Richard Young)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIGMA</td>
<td>SIG</td>
<td>333</td>
<td>007060</td>
</tr>
<tr>
<td>VWR SCIENTIFIC</td>
<td>VWR</td>
<td>252</td>
<td>008360</td>
</tr>
</tbody>
</table>

SHORTNAME:

The brief name (first 15 characters of the item name) used to identify an item. Do not enter spaces or special characters such as ( , / - , etc.).

SCRN:

Enter a valid screen ID. The most common choices are IQI, RQH, or RQL. The system allows you to select an item from the list and navigate to another screen for further processing. For example, IQI will show the contract quote detail for an
item. If RQH or RQL is selected, the system automatically carries forward information about the item to the requisition header and line.

CTLG:
The system displays the Catalog Code to which the item is assigned, if applicable. A blank field indicates a catalog is not applicable.

ITEM:
The system displays the item number for the shortname(s) selected. Within most vendor catalogs in the database, the item number is the same as the vendor’s product or catalog number.

DESCRIPTION:
The system displays the first line of description for the item(s) selected.

CNT:
The system displays "Y" (yes) if the item is on a UAB contract. If "Y," the system contains item quote detail that can be viewed on the IQI screen. When selecting this item to be added to the requisition, the system pulls all description, price, etc., to the line and you may not change the description or price of the item. Contract items are eligible for bypass treatment if all other criteria for bypass are met. If blank, the item is usually a generic item and the specific description of the item must be keyed in on the requisition line. The item will not qualify for bypass.

BUY:
The system displays the buyer code assigned to the item.
ITEM QUOTE INFORMATION (IQI)

ITEM QUOTE INFORMATION

Purpose:

Use this screen to inquire about vendor contract or quote information for a contract item. Items that have active vendor quotes are flagged with a contract indicator of "Y" by the item on the Item Shortname Lookup (ISL) screen. The system displays on IQI all active quotations for the item selected. Only contract items have quotes. Generic items do not have quotes.

You may navigate directly to IQI from any screen, then enter the Catalog Code, if applicable, and the Item Number. Press Enter to display all current quotes for the item selected.

Another way to access this screen is from the ISL (Item Shortname Lookup) screen. From ISL enter IQI in the SCRN field next to the item you want to view. The system will display the item quote information for the item selected.

To navigate to another screen or exit the screen, enter a valid screen ID in the SCREEN field at the top left of the screen or PF3 to return to the previous screen.
Chapter 5 – Purchase Order Requisition Screens

To select an item from this screen and pull the item detail to the requisition line screen, enter RQL in the SCRN field in the column to the left of the item. You may also select the item data and go to the RQH screen (Requisition Header). The data will be held until you are ready to add the requisition line. You may select only one line at a time.

UAB CATALOG:

Enter the 3-character UAB Catalog Code assigned by Purchasing that represents the vendor catalog in the PAPS item database. This is a required field if searching a specific vendor’s catalog. This is similar to taking a vendor’s catalog off the shelf and flipping through the pages, i.e., Fisher Scientific (FSC) or Church and Stagg (CHU). The catalog code should not be confused with the vendor’s catalog number or product number by which you would order the product. They are not the same. See Catalog Code Table in Appendix A. Current catalogs include:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>CODE</th>
<th>CONTRACT #</th>
<th>VENDOR #</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERSHAM</td>
<td>AME</td>
<td>216</td>
<td>000972</td>
</tr>
<tr>
<td>CORPORATE EXPRESS/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAISON</td>
<td>CE2</td>
<td>441</td>
<td>147759</td>
</tr>
<tr>
<td>FISHER SCIENTIFIC</td>
<td>FSC</td>
<td>252</td>
<td>003440</td>
</tr>
<tr>
<td>ICN BIOMEDICAL</td>
<td>ICN</td>
<td>216</td>
<td>003489</td>
</tr>
<tr>
<td>NEN DUPONT</td>
<td>NEN</td>
<td>216</td>
<td>003008</td>
</tr>
<tr>
<td>CORPORATE EXPRESS</td>
<td>RYC</td>
<td>367</td>
<td>001243</td>
</tr>
<tr>
<td>(formerly Richard Young)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIGMA</td>
<td>SIG</td>
<td>333</td>
<td>007060</td>
</tr>
<tr>
<td>VWR SCIENTIFIC</td>
<td>VWR</td>
<td>252</td>
<td>008360</td>
</tr>
</tbody>
</table>

ITEM NUMBER:

This is a required field. Enter the item number that identifies the item you want to view. Do not enter dashes, slashes, or spaces.

ITEM DESCRIPTION:

The system displays the complete description for the item as carried in the PAPS database.
Chapter 5 – Purchase Order Requisition Screens

BUYER ID:
The system displays the buyer ID assigned to the item.

VENDOR NUMBER:
The system displays the vendor number from the vendor quote segment for the item. This is the vendor from which the merchandise should be ordered. To order this item, the requisition header must show this vendor number. You may not order this item from a different vendor. You will receive an error message.

VENDOR NAME:
The system displays the vendor name for the item quote.

VENDOR CATALOG NO:
The system displays the vendor’s catalog number or product number for the item. This field may be blank.

QUOTE NUMBER:
The system displays the quote or contract number to which the item is assigned.

ITEM OBJCODE:
The system displays the object code if assigned to the item by Accounting.

SCRN:
Enter a valid screen ID to navigate to another screen. The item will be pulled to the new screen for further processing. The most common processing sequence will be from IQI to RQL.

QUOTE SEQNO:
The system displays the numerical sequence number for the quote. An item may have multiple quotes from a vendor, i.e., a quote for each package size or type the vendor sells. Quote sequence numbers are 01, 02, 03, 04, etc.

START DATE:
The system displays the contract or quote effective date (mm/dd/yyyy).
EXPIRE DATE:
  The system displays the contract or quote expiration date (mm/dd/yyyy).

STOCKKEEPING UNIT:
  The system displays the stockkeeping unit (SKU) for the item as defined in the system. The SKU usually represents the smallest form in which the item may be purchased. Refer to the UNIT OF PURCHASE table located in Appendix I.

SKU CONV:
  The system displays the conversion factor, if applicable, that represents the number of units per order unit. The item below, for example, is sold in two (2) different package units: PK @ 6.03 and CS of 15 PKS at $62.81.

<table>
<thead>
<tr>
<th>Description</th>
<th>SKU</th>
<th>Conv</th>
<th>UOP</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimwipes, ex. lrg.</td>
<td>PK</td>
<td>1.0</td>
<td>PK</td>
<td>6.03</td>
</tr>
<tr>
<td></td>
<td>PK</td>
<td>15.0</td>
<td>CS</td>
<td>62.81</td>
</tr>
</tbody>
</table>

PKG SIZE:
  The system displays the package size for the item, if applicable, i.e., Sigma #A1049 Abscisic Acid is available in four different packages - 25mg, 100mg, 250mg, 1g.

UNIT OF PURCHASE:
  The system displays the unit of purchase, also referred to as UOP, as quoted by the vendor. As a general rule, you should requisition items according to these units. A list of UNIT OF PURCHASE codes is located in Appendix I.

UNIT PRICE:
  The system displays the price for the corresponding unit of purchase as quoted by the vendor.

QUANTITY PRICE BREAK:
  The system displays the minimum quantity that must be purchased to obtain the price quoted. Usually this is one (1). If quantity break discounts are applicable, the item will be displayed as follows:
### Chapter 5 – Purchase Order Requisition Screens

<table>
<thead>
<tr>
<th>ITEM QUOTE INFORMATION</th>
<th>05/19/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN:</td>
<td>13:57:35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>AMERICAN</em></td>
<td>CES3_</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUYER</th>
<th>VENDOR</th>
<th>VENDOR</th>
<th>QUOTE</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>NUMBER</td>
<td>NAME</td>
<td>CAT NO</td>
<td>NUMBER</td>
</tr>
<tr>
<td>20</td>
<td>000972</td>
<td>AMERSHAM LIFE S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUOTE</th>
<th>START</th>
<th>EXPIRE</th>
<th>SKU</th>
<th>SKU</th>
<th>PKG</th>
<th>UN</th>
<th>UOP</th>
<th>UOP</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>05/04/1999</td>
<td>09/30/1999</td>
<td>LT</td>
<td>1.0</td>
<td>1X1MCI</td>
<td>LT</td>
<td>175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>05/04/1999</td>
<td>09/30/1999</td>
<td>LT</td>
<td>1.0</td>
<td>2X1MCI</td>
<td>LT</td>
<td>350.00</td>
<td>432.00</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>05/04/1999</td>
<td>09/30/1999</td>
<td>LT</td>
<td>1.0</td>
<td>1X2MCI</td>
<td>LT</td>
<td>235.00</td>
<td>760.00</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>05/04/1999</td>
<td>09/30/1999</td>
<td>LT</td>
<td>1.0</td>
<td>2X2MCI</td>
<td>LT</td>
<td>470.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>05/04/1999</td>
<td>09/30/1999</td>
<td>LT</td>
<td>1.0</td>
<td>1X5MCI</td>
<td>LT</td>
<td>380.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>05/04/1999</td>
<td>09/30/1999</td>
<td>LT</td>
<td>1.0</td>
<td>2X5MCI</td>
<td>LT</td>
<td>778.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AP0018 - END OF REQUESTED INFORMATION
Chapter 5 – Purchase Order Requisition Screens

REQUISITION APPROVAL PATH (RAP)

REQUISITION APPROVAL PATH
05/19/99
SCREEN: 13:59:34

REQNO: 310222  REQLINE: 4  STATUS: COMPLETE
REQUESTOR: MEDM100 MARTIN, DEBRA H.  SUBMIT DATE/TIME: 05/17/1999 06:55:23

<table>
<thead>
<tr>
<th>LN</th>
<th>ACCT/OBJ</th>
<th>LEVEL</th>
<th>LOGONID</th>
<th>NAME</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>523177</td>
<td>2080</td>
<td>DIV</td>
<td>NOT REQ</td>
<td>05/17/1999</td>
<td>06:55:23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DEPT</td>
<td>MEDM021 BYRNISDE, CHARLOTTE C</td>
<td>05/17/1999</td>
<td>09:20:16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SCH</td>
<td>NOT REQ</td>
<td>05/17/1999</td>
<td>09:20:16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SUB</td>
<td>NOT REQ</td>
<td>05/17/1999</td>
<td>09:20:16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MUNT</td>
<td>NOT REQ</td>
<td>05/17/1999</td>
<td>09:20:16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VP</td>
<td>NOT REQ</td>
<td>05/17/1999</td>
<td>09:20:16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PRES</td>
<td>NOT REQ</td>
<td>05/17/1999</td>
<td>09:20:16</td>
</tr>
<tr>
<td>01</td>
<td>523177</td>
<td>2080</td>
<td>PBUPAS</td>
<td></td>
<td>05/17/1999</td>
<td>09:20:16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ACCT</td>
<td>RFA0029 HUTCHESON, WAYNE J.</td>
<td>05/17/1999</td>
<td>13:18:28</td>
</tr>
</tbody>
</table>

END OF DATA

PURPOSE:

For a specific requisition number the Requisition Approval Path (RAP) screen displays the approval record, Logon ID, name, time and date of approval for each level the requisition has passed. If account numbers are entered at the requisition header level, the records are logged as line 00. If the account numbers are entered at the requisition line level, the records are logged for each requisition line. To see where the requisition is currently located or where the requisition is required to go next for approval, use the User Path Inquiry (UPI) or Central Path Inquiry (CPI) screen.

On this screen you may PF8 to scroll forward or PF3 to exit.

REQNO:

Enter the requisition number to display the approval record.
REQLINE:
Enter the requisition line number to view a specific line when accounts are entered at the requisition level.

STATUS:
The system displays the current requisition status. Status codes are assigned when the user requests certain commands as shown below, or the system will update the status when certain system functions are completed. Status codes are:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>0</td>
<td>Requisition is open and has not been submitted to the approval process.</td>
</tr>
<tr>
<td>Reopened</td>
<td>0</td>
<td>Department user may &quot;OPN&quot; a requisition already in the approval path and return it to the requestor, thus removing all existing approvals on the document.</td>
</tr>
<tr>
<td>Ready</td>
<td>1</td>
<td>Requisition has been submitted by the requestor and is in user approvals.</td>
</tr>
<tr>
<td>User</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>2</td>
<td>Requisition has received all required user approvals.</td>
</tr>
<tr>
<td>Central</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>3</td>
<td>Requisition has received all required central approvals.</td>
</tr>
<tr>
<td>Model</td>
<td>7</td>
<td>Requisition is a model only. The user may enter the command MDL. A model may never be submitted and is retained in order to use the &quot;copy&quot; or &quot;duplicate&quot; feature. See MODEL command.</td>
</tr>
</tbody>
</table>
| Hold       | 8    | Requisition is on hold. The user may enter the command HLD. A requisition on "hold" must be
Chapter 5 – Purchase Order Requisition Screens

released before changes may be made or further approvals processed. See HOLD command.

**Cancelled 9**

Requisition is cancelled. The user may enter the command CAN if the requisition status is open or ready. A central reviewer may enter this command if the requisition is User Approved. A requisition may not be cancelled after a purchase order is issued and the requisition status is complete. After that point, the purchase order could be cancelled in PAPS. See CANCEL command.

**Complete 4**

Requisition has completed its way through the system and a purchase order has been printed.

**LN:**

The system displays the requisition line number when accounts are entered at the line level. Header account records are entered as a 00 line.

**ACCT/OBJ:**

The system displays the FAS account number and object code for the requisition header or line record.

**LEVEL:**

The system displays the approval levels defined in Electronic Signature Approval System (ESAS) for the UAB organizational units.

**LOGONID:**

The system displays the Logon ID of the individual who approved the requisition header or lines. If no approval was required for the level, the system displays "not req" (required).

**NAME:**

The system displays the name of the individual next to his/her Logon ID.
DATE:
The system displays the date approval was made. (mm/dd/yyyy)

TIME:
The system displays the time the approval was made.
### REQUISITION/PO/INVOICE HISTORY INQUIRY SCREEN

<table>
<thead>
<tr>
<th>Sel</th>
<th>Req No</th>
<th>Req Date</th>
<th>Short Name</th>
<th>Req Status</th>
<th>Po No</th>
<th>PRT Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>310905</td>
<td>05/19/99</td>
<td>FISHERSCIENTIFIC</td>
<td>READY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010370</td>
<td>04/26/94</td>
<td>PERKINELMER</td>
<td>READY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310789</td>
<td>05/19/99</td>
<td>FISHERSCIENTIFIC</td>
<td>USER APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310850</td>
<td>05/19/99</td>
<td>LIFETECHNOLOGIE</td>
<td>USER APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310787</td>
<td>05/19/99</td>
<td>BIOSPECPROD</td>
<td>USER APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310658</td>
<td>05/18/99</td>
<td>HYCLONELABSINC</td>
<td>USER APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310797</td>
<td>05/19/99</td>
<td>DELLMARKETINGLP</td>
<td>USER APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310584</td>
<td>05/18/99</td>
<td>QUESTINTL</td>
<td>USER APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310844</td>
<td>05/19/99</td>
<td>ROCHEMOLECULARB</td>
<td>USER APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310744</td>
<td>05/18/99</td>
<td>XPEDX</td>
<td>CENTRAL APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310714</td>
<td>05/18/99</td>
<td>FISHERSCIENTIFIC</td>
<td>CENTRAL APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310838</td>
<td>05/19/99</td>
<td>FISHERSCIENTIFIC</td>
<td>CENTRAL APPROVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310786</td>
<td>05/19/99</td>
<td>SIGMACHEMCO</td>
<td>CENTRAL APPROVED</td>
<td>351879</td>
<td></td>
<td></td>
</tr>
<tr>
<td>310847</td>
<td>05/19/99</td>
<td>5PRIME5PRIMEINC</td>
<td>CENTRAL APPROVED</td>
<td>351893</td>
<td></td>
<td></td>
</tr>
<tr>
<td>310695</td>
<td>05/19/99</td>
<td>DNASEQUENCINGFA</td>
<td>CENTRAL APPROVED</td>
<td>351890</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:**

Use this screen to display a list of all requisitions created by a specific requestor. If you do not want to view all, you may select on the following fields: requisition status, requisition date, or vendor name. Requisitions are grouped by status and vendor. Use the PF8 key to scroll forward.

For example, if you want to display only requisitions with a date greater than 2/1/99, you would key in the date 02/01/99. Only requisitions created after this date will be displayed.
REQUESTOR ID:
Enter the requestor’s Logon ID.

REQUISITION STATUS:
Enter the status code to indicate the status type of the requisition you want the system to display. Blank is the default; the system will display all requisitions. (See Appendix G)

REQUISITION DATE:
Enter a date and the system will display only the requisitions entered on and after that date. If no date is entered, the system displays all requisitions. Displayed as (mm/dd/yyyy).

VENDOR SHORTNAME:
Enter the name of the vendor. Select from the pop-up window and press Enter to display the requisitions for that vendor.

SEL:
Enter any character to select a requisition to be pulled to the RQH screen for further processing.

REQUISITION:
The system displays the requisition number assigned to the requisition.

SHORTNAME:
The system displays the short name for the vendor.

REQ STATUS:
The system displays the status of the requisition. A STATUS CODE table is located in the Appendix G.

REQ DATE:
The system displays the date the requisition was first entered (mm/dd/yyyy).
PO NO:
   The system displays the purchase order number as assigned in PAPS.

PRT DATE:
   The system displays the purchase order print date.
Chapter 5 – Purchase Order Requisition Screens

EQUIPMENT REVIEW SCREEN (ERS)

PURPOSE:

The Equipment Review Screen (ERS) is used by the Requestor to enter information for capital equipment items that appear on the requisition. The information will assist the UAB Equipment Accounting Department in providing accurate acquisition information in order to update and track the equipment inventory.

This screen is presented to the Requestor at the time a requisition is submitted if the requisition contains equipment items. The Requestor will be unable to submit without completing this screen. Once the screen is completed by the Requestor, the submit process will continue.
REQNO:
   Enter the requisition number to display on this screen. If coming from another screen or immediately following the submit command, the requisition number will automatically be displayed.

REQ DATE:
   The screen displays the date the requisition was created.

PO NBR:
   Enter a purchase order number to view equipment information, if applicable. If requisition has not been central approved, the PO number will be blank.

VENDOR:
   The screen displays the vendor name as entered on the requisition.

PO DATE:
   The screen displays the date the purchase order was printed. If the purchase order has not printed, the PO date will be blank.

LN:
   The screen displays the first equipment line number. A user may enter a specific line number and begin a search at that point.

CTLG:
   The screen displays a UAB Catalog Code, if applicable.

ITEM NUMBER:
   The screen displays the UAB item number as entered on the requisition line.

QTY:
   The screen displays the total quantity as shown on the requisition line. In the space following Generic Name, the screen provides one (1) single line for each individual unit. For example; when ordering 3 typewriters, the total quantity will show 3 and the screen will display an individual line for each typewriter. On those lines, the user should enter the permanent location, name, phone number,
and department of the person who can answer any questions about each typewriter.

UOP:
The screen displays the unit of purchase as shown on the requisition line.

UNIT PRICE:
The screen displays the unit price as shown on the requisition line.

EXT PRICE:
The screen displays the extended price as shown on the requisition line.

ACCT:
The screen displays the account number charged for the requisition line.

OBJ:
The screen displays the capital object code (8200-8999) as shown on the requisition line.

REQUESTOR:
The screen displays the requestor’s name who entered the requisition.

DESCRIPTION:
The screen displays the description as shown on the requisition line. The description entered on the RQL screen should be concise yet informative, i.e. WW30 IBM wheelwriter typewriter, or M1234, incubator shaker w/platform. When purchasing a large system that cannot be simply defined, explain what functions it performs and/or its application.

GENERIC NAME OF EQUIPMENT:
Enter the noun that best describes the item purchased, i.e., typewriter, microscope, centrifuge. Supply as much information as possible.
Chapter 5 – Purchase Order Requisition Screens

BLDG:
Enter the **official** abbreviation of the UAB building where the equipment is to be operated. If not a UAB building, type RQC in the BLDG and ROOM fields and later go to the RQC screen and type the actual full address of the building.

END USER:
Enter the end user who will be operating the equipment and can answer questions about the item. This is usually the equipment operator or the principal investigator.

PHONE:
Enter the phone number of the end user.

DEPARTMENT:
Enter the name of the department, division, or unit that will be responsible for the equipment item. This is not necessarily the department that is purchasing the unit. This will be the department, division, or unit that will actually operate and possess the item, thereby assuming ownership of the item.
Chapter 5 – Purchase Order Requisition Screens

<table>
<thead>
<tr>
<th>RAD</th>
<th>RADIATION SAFETY REVIEW SCREEN</th>
<th>05/19/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN: ___</td>
<td>14:18:08</td>
<td></td>
</tr>
</tbody>
</table>

| REQNO: ___ | Req Date: | PO NBR: |
| ORDERED FOR: | PO DATE: | |
| BLDG/ROOM/ZIP: | VENDOR: | |
| DEPARTMENT: | PH: | TOTAL: |
| LICENSEE: | REQSTR: | |
| SHIPPING: | | |
| INFORMATION: | | |

<table>
<thead>
<tr>
<th>LNE</th>
<th>ITEM NUMBER</th>
<th>QTY ON</th>
<th>UOP</th>
<th>UNIT PRICE</th>
<th>QTY ON</th>
<th>UOM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RHI</th>
<th>ELECTRONIC FORMS SYSTEM</th>
<th>05/19/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN: ___</td>
<td>14:04:00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTION</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>(PO1) PURCHASE ORDER TO INVOICE LIST</td>
</tr>
<tr>
<td>02</td>
<td>(PDI) PURCHASE ORDER DETAIL INQUIRY</td>
</tr>
<tr>
<td>03</td>
<td>(DPL) DOCUMENT PAYMENT LIST</td>
</tr>
</tbody>
</table>

| OPTION: ___ |
Chapter 5 – Purchase Order Requisition Screens

PURCHASE ORDER TO INVOICE LIST (POI)

From the Requisition/Purchase Order/Invoice History Inquiry Menu (RHI) select Option 1 for the Purchase Order to Invoice List (POI) screen. This screen allows users to view information on invoice payments against a given purchase order. Key in the purchase order number to view the vendor number, invoice number, date payment is due, invoice date and amount. From this screen you can link to DDL to view the account number, additional charges, freight, etc.

PURCHASE ORDER DETAIL INQUIRY (PDI)

From the Requisition/Purchase Order/Invoice History Inquiry Menu (RHI), select Option 2 to access the Purchase Order Detail Inquiry (PDI) screen. This screen shows purchase order detail information that includes the item description, quantity ordered, and the
remaining balance. It also provides a link to the comment screen. User must key in the purchase order, requisition, or check number in the appropriate field.
From the Requisition/Purchase Order/Invoice History Inquiry Menu (RHI), select Option 3 to access the Document Payment List (DPL) screen. User may search for payment information on any purchase order requisition, disbursement requisition, travel requisition, or limited purchase order. Key in the requisition number or check number in the appropriate field. To view the account number and additional information, select the link to the DDL screen.
### Chapter 5 – Purchase Order Requisition Screens

<table>
<thead>
<tr>
<th>PYMT</th>
<th>PRTL INVOICE</th>
<th>EXP AMOUNT</th>
<th>ACCT OBJ</th>
<th>PO</th>
<th>PO</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>000 000001</td>
<td>134.40</td>
<td>523722</td>
<td>2080</td>
<td>516074</td>
<td>2</td>
</tr>
<tr>
<td>001</td>
<td>000 000002</td>
<td>54.20</td>
<td>523722</td>
<td>2080</td>
<td>516074</td>
<td>3</td>
</tr>
</tbody>
</table>

**AP0284 - END OF DATA, PF3-EXIT; PF11 - ITEM DESCR, DISC, ADDLCST/FRT**

---

**63153**

**L PAYMENT NBR: 000**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ITEM DESCRIPTION</th>
<th>DISCOUNT</th>
<th>ADDLCST/FRT</th>
<th>NET LINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>49001</td>
<td>DULBECCO’S COMPLETE</td>
<td>134.40</td>
<td>54.20</td>
<td></td>
</tr>
</tbody>
</table>

**AP0287 - END OF DATA, PF3 - EXIT; PF10 - RETURN**
ELECTRONIC FORMS SYSTEM

PURCHASE ORDER REQUISITIONS
QUICK REFERENCE GUIDE
(TRANS TYPE: PPREQ)

PRIMARY FUNCTION KEYS
PF or F 3 = Back up to previous screen or
F 8 = Scroll forward one page
PF or F 12 = Return to TPX Menu

CATALOG CODE TABLE

<table>
<thead>
<tr>
<th>CATALOG CODE</th>
<th>VENDOR</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>AME</td>
<td>Amersham</td>
<td>000972</td>
</tr>
<tr>
<td>CE2</td>
<td>Corporate Express/ Faison</td>
<td>147759</td>
</tr>
<tr>
<td>FSC</td>
<td>Fisher Scientific</td>
<td>003440</td>
</tr>
<tr>
<td>ICN</td>
<td>ICN</td>
<td>003489</td>
</tr>
<tr>
<td>NEN</td>
<td>Dupont-New England Nuclear</td>
<td>003008</td>
</tr>
<tr>
<td>RYC</td>
<td>Corporate Express*</td>
<td>001243</td>
</tr>
<tr>
<td>SIG</td>
<td>Sigma Chemical</td>
<td>007060</td>
</tr>
<tr>
<td>VWR</td>
<td>VWR Scientific</td>
<td>008360</td>
</tr>
</tbody>
</table>

* formerly Richard Young

Vendor catalogs do not include ALL items a vendor sells

LINE COMMANDS
A = Add a Line
C = Change a Line
D = Delete a Line

SCREEN COMMANDS
ADD = Add New Requisition
APP = Approve Requisition
CAN = Cancel Requisition
CHG = Change Requisition
DIS = Disapprove Requisition
HLD = Place Requisition on Hold
OPN = Return to Requestor
REL = Release Hold
SUB = Submit Req. for Approval
MDL = Create Model Requisition
DUP = Duplicate Entire Requisition
CPY = Copy Requisition Header

GENERIC ITEMS
49001 Scientific Supplies
20530 Computer Supplies
61500 Office Supplies
71510 Books, Publications
30238 Fax Supplies
01500 Copy Supplies
94540 Subscriptions
65502 Photographic Supplies
44574 Maintenance Supplies
28764 Repair – Hospital
61094 Printing
65507 Audiovisual Supplies
49080 Radioactive Material
48500 Janitorial Supplies
46701 Physical Therapy Supplies
44568 Furniture & Furnishings
46709 Med/Surg Supplies/General
### Helpful Numbers

<table>
<thead>
<tr>
<th>User Services</th>
<th>4-3540</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUCC Help Desk</td>
<td>4-2413</td>
</tr>
<tr>
<td>Steve LaFoy</td>
<td>4-8640</td>
</tr>
</tbody>
</table>

### Ship to Codes

- HR = Hospital Receiving
- UR = UAB Receiving

*Contract vendor subject to change each fiscal year*
GLOSSARY

**Account Number** - The 6-digit account number assigned in FAS.

**Accountant** - Central Approval Reviewer in Accounting with the responsibility to review and approve purchase order requisitions.

**ACCT** - ID for the reviewer group in the Accounting departments.

**ACF2 Logon ID** - Code set up by TUCC User Services to allow access to mainframe.

**Affiliation Attribute** - Alphanumeric code that identifies the division, department, school, etc., in which a particular account is associated or connected.

**AMGR** - ID for the reviewer group - Accounting Manager.

**Batch** - A process occurring nightly at TUCC that updates PAPS and FAS databases and also produces purchase orders, checks, reports, etc.

**Blanket Order** - A type of purchase order covering a specified period of time for the purchase of small dollar miscellaneous supplies covered by contract. A blanket order must have an expiration date that does not exceed the budget end date, or fiscal year end date.

**Budget Year** - The period of time that coincides with the budget period.

**Buyer** - Central Approval Reviewer in the Purchasing Department with the delegated responsibility to review and approve purchase order requisitions, and generate purchase orders.

**Catalog Code** - The 3-character code assigned by Purchasing to identify a specific vendor’s catalog of items, e.g., FSC - Fisher Scientific.

**CE** - Check Enclosed with a Purchase Order.

**Central Approver** - Accounting, Purchasing, Controller reviewers.
Command - Code defined in the system that, when entered, provides instructions to the system for a specific document or transaction.

Confirmation Purchase Order - A purchase order that confirms a telephone or verbal purchase order to a vendor.

Contract Item - An item in the PAPS database with price, vendor terms, etc.

CONT - ID for the reviewer group Controller.

DPL – Document Payment List.

EFS - Electronic Forms System.

ESAS - Electronic Signature Approval System.

FAS - Financial Accounting System.

FOB - Code to identify the shipping or freight terms for the vendor.

Fiscal Year - October 1 through September 30.

Generic Item - An item in the PAPS database that describes a category or commodity of items rather than a specific item.

HELP Text - Use PF1 from the SCREEN field. Enter a question mark (?) in a specific field to obtain on-line instructions and descriptive text to assist the user.

HOT Line - Dial 4-8640 for help.

Item Number - The number defined in the PAPS database to identify an item (see Generic and Contract Item).

IQI - Item Quote Information.
Quick Reference Guide

ISL - Item Shortname Lookup screen.

MDT - (Multiple Distribution Table) - Code number generated by the system when multiple account distribution is entered by the requestor.

Object Code - Represents a specific type or "object" of activity within a six-digit account number.

Payment Terms - Code defined in the system to represent the vendor’s payment terms.

PAPS - Purchasing/Accounts Payable System.

PBUY - ID for the reviewer group in the Purchasing Department.

PDI – Purchase Order Detail screen.

PFKEYS - Specific Function Keys on the terminal keyboard.

PHI – Menu screen for Requisition/Purchase Order/Invoice Inquiry.

PMGR - ID for the central reviewer group Purchasing Manager.

POI – Purchase Order to Invoice Inquiry screen.

POR - Purchase Order Requisition.

PPOREQ - Transaction type code for electronic Purchase Order Requisitions.

PRI/CLS - One (1) character code entered by the buyer to classify the purchase order.

PRM - Purchase Order Request Menu.

RAD – Radiation Safety Department ordering screen.

RAP - Requestor Approval Path.
**Reject Message** - A message presented to the user by the system that describes an error condition. Processing may not continue until the error is corrected.

**Requisition** - A request to purchase goods or services.

**Requestor** - Individual who initiates and submits requisitions to the approval process.

**Reviewer** - A user of the system who reviews requisitions in Central.

**Reviewer Group** - A group of users in Central that reviews requisitions.

**RQC** - Requisition Comments screen.

**RQH** - Requisition Header screen.

**RQL** - Requisition Line screen.

**RRL** - Requestor Review List.

**Ship-to Code** - The 2-character code for the Receiving Department that receives delivery of the goods from the vendor and delivers to the UAB departments.

**Status** - Current condition of the requisition document.

**Subcode** - Another word for FAS object code.

**TUCC** - The University Computer Center.

**User Approved** – Requisitions moved into Central approval

**VDI** - Vendor Detail Inquiry screen.

**Vendor** - A seller or distributor of goods or services.

**VSN** - Vendor Short Name screen.
Warning Message - A message presented to the user to describe a specific condition. The user may want to take action before continuing. However, processing may continue without any change.
### APPENDIX A

#### CATALOG CODE TABLE

<table>
<thead>
<tr>
<th>CATALOG CODE</th>
<th>VENDOR</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>AME</td>
<td>AMERSHAM</td>
<td>000972</td>
</tr>
<tr>
<td>CE2</td>
<td>CORPORATE EXPRESS/FAISON</td>
<td>147759</td>
</tr>
<tr>
<td>FSC</td>
<td>FISHER SCIENTIFIC</td>
<td>003440</td>
</tr>
<tr>
<td>ICN</td>
<td>ICN BIOMEDICAL</td>
<td>003489</td>
</tr>
<tr>
<td>NEN</td>
<td>NEN DUPONT</td>
<td>003008</td>
</tr>
<tr>
<td>RYC</td>
<td>CORPORATE EXPRESS</td>
<td>001243</td>
</tr>
<tr>
<td></td>
<td>(formerly Richard Young)</td>
<td></td>
</tr>
<tr>
<td>SIG</td>
<td>SIGMA CHEMICAL</td>
<td>007060</td>
</tr>
<tr>
<td>VWR</td>
<td>VWR SCIENTIFIC</td>
<td>008360</td>
</tr>
</tbody>
</table>
APPENDIX B
COMMANDS LIST

SCREEN COMMANDS:

Blank Inquire on a Document
ADD Add a Document Header
APP Approve a Document
CAN Cancel a Document
CHG Change a Document Header
CPY Copy a Document Header
DIS Disapprove a Document
DUP Duplicate an Entire Document
HLD Place a Document on Hold
MDL Create a Model of Document
OPN Return a Document to Requestor
REL Release Document from Hold
SUB Submit a Document for Approval

LINE COMMANDS:

Blank Inquire on a line comment
A Add a line or comment
C Change a line or comment
D Delete a line or comment
APPENDIX C
FOB CODE TABLE

A  Freight Prepaid by Vendor - FOB Destination
B  Freight Prepaid and Added to Invoice - FOB Destination
C  Freight Prepaid and Added to Invoice - FOB Shipping Point
D  Freight Prepaid - FOB Shipping Point
E  Freight Collect - FOB Shipping Point

Use this table to determine the applicable FOB Code.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR PAYS FREIGHT</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BUYER PAYS FREIGHT WHEN INVOICED</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TITLE PASSES AT SHIPPING POINT</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>TITLE PASSES AT DESTINATION</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VENDOR FILES CLAIMS (IF ANY)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUYER FILES CLAIMS (IF ANY)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>VENDOR RESPONSIBLE WHILE IN TRANSIT</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUYER RESPONSIBLE WHILE IN TRANSIT</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BUYER PAYS FREIGHT CHARGES WHEN BILLED BY CARRIER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
### APPENDIX D

**RECEIVING DEPARTMENT CODE TABLE**

<table>
<thead>
<tr>
<th>CODE</th>
<th>NAME/ADDRESS</th>
<th>TELEPHONE</th>
</tr>
</thead>
</table>
| AN   | Animal Resources Program  
17th Street and 7th Avenue, South  
Birmingham, AL  35233 | | |
| BC   | UAB Health Center  
3029 Allison Bonnett Memorial Drive  
Hueytown, AL  35023-2364 | 497-4083 |
| CS   | Cook Springs Animal Facility  
Ferguson Road  
Cook Springs, AL  35022 | | |
| DB   | Design Build Warehouse  
1430 2nd Avenue, South  
Birmingham, AL  35294 | 934-6555 |
| DD   | Deliver to Department  
Building/Room Number  
Shown Below | | |
| FN   | Food & Nutrition  
619 19th Street, South  
JT 122  
Birmingham, AL  35249 | 934-7031 |
| GS   | Homewood Clinic  
430 Greensprings Hwy  
Suite 2  
Homewood, AL  35209 | 942-2556 |
HC  UAB Clinic – Huntsville  (256) 551-4674
Attn: Edna Andrews
201 Governor’s Drive
Huntsville, AL  35801

HM  Hospital Mail Room  934-3227
QT 106
619 19th Street, South
Birmingham, AL  35233

HR  Hospital Receiving  934-4826
521 19th Street, South
Birmingham, AL  35233

HS  UAB School of Medicine-HSV  (256) 551-4446
Attn: Wanda Carter
109 Governor’s Drive
Huntsville, AL  35801

HWC  UAB Health Center Homewood
430 Greensprings Hwy., Suite 21
Birmingham, AL  35209
<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC</td>
<td>UAB Health Center Inverness</td>
<td>980-0035</td>
</tr>
<tr>
<td></td>
<td>1250 Inverness Corners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Birmingham, AL 35242</td>
<td></td>
</tr>
<tr>
<td>JS</td>
<td>Job Site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructions Printed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>On Purchase Order</td>
<td></td>
</tr>
<tr>
<td>LN</td>
<td>Liberty National Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2001 3rd Avenue, South</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Birmingham, AL 35233</td>
<td></td>
</tr>
<tr>
<td>MC</td>
<td>Madison County Department of Health</td>
<td>(256) 539-3711</td>
</tr>
<tr>
<td></td>
<td>304 Eustis Avenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Huntsville, AL 35801</td>
<td></td>
</tr>
<tr>
<td>MI</td>
<td>Montgomery Internal Medicine</td>
<td>(334) 288-8933</td>
</tr>
<tr>
<td></td>
<td>Residency Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4371 Narrow Lane Road, Suite 200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Montgomery, AL 36116</td>
<td></td>
</tr>
<tr>
<td>ML</td>
<td>Mary Lewis Convalescent</td>
<td>252-4397</td>
</tr>
<tr>
<td></td>
<td>2600 Highland Avenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Birmingham, AL 35205</td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td>Maintenance Storeroom</td>
<td>934-2570</td>
</tr>
<tr>
<td></td>
<td>608 8th Street, South</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Birmingham, AL 35233</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Department/Address</td>
<td>Contact Information</td>
</tr>
<tr>
<td>------</td>
<td>--------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>MW</td>
<td>Minor Construction</td>
<td>1405 2nd Avenue, South Birmingham, AL 35233</td>
</tr>
<tr>
<td>NA</td>
<td>Shipping Instructions</td>
<td>Do Not Apply To This Purchase Order</td>
</tr>
<tr>
<td>PO</td>
<td>UAB Post Office</td>
<td>UAB Station Birmingham, AL 35294</td>
</tr>
<tr>
<td>RC</td>
<td>UAB Health Center Roebuck</td>
<td>9709 Parkway East Birmingham, AL 35235</td>
</tr>
<tr>
<td>RS</td>
<td>Radiation Safety Department</td>
<td>221 14th Street, South Birmingham, AL 35233</td>
</tr>
<tr>
<td>SA</td>
<td>Substance Abuse Clinic</td>
<td>Suite 270-401 Beacon Parkway W Birmingham, AL 35209</td>
</tr>
<tr>
<td>SB</td>
<td>See Below</td>
<td>Instructions Printed On Purchase Order</td>
</tr>
<tr>
<td>Code</td>
<td>Location</td>
<td>Address</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>SC</td>
<td>Sylacauga Clinic</td>
<td>304 West Walnut Street</td>
</tr>
<tr>
<td>SF</td>
<td>Selma Family Medicine</td>
<td>429 Lauderdale Street</td>
</tr>
<tr>
<td>TH</td>
<td>Townhouse</td>
<td>Attn: Paula Burnette</td>
</tr>
<tr>
<td>UR</td>
<td>UAB Receiving Department</td>
<td>212 15th Street, South</td>
</tr>
<tr>
<td>WH</td>
<td>Woodward House</td>
<td>4101 Altamont Road</td>
</tr>
</tbody>
</table>
APPENDIX E
REQUESTOR ID BATCH CHANGE FORM

PURCHASE ORDER REQUISITION SYSTEM
PURCHASING
APJOB726

Submitted By: ________________

Date Submitted: ________________

Call Extension: ________________

Please run APJOB726 to redirect requisitions from one requestor to another.

Old Requestor Logon ID ________________

New Requestor Logon ID ________________
# APPENDIX F

## STANDARD ABBREVIATION LIST

<table>
<thead>
<tr>
<th>WORD</th>
<th>ABBREVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Alabama</td>
<td>UA</td>
</tr>
<tr>
<td>University of Alabama at Huntsville</td>
<td>UAH</td>
</tr>
<tr>
<td>University of Alabama at Birmingham</td>
<td>UAB</td>
</tr>
<tr>
<td>University of Alabama at Birmingham Health Services Foundation</td>
<td>UABHSF</td>
</tr>
<tr>
<td>University of Alabama at Birmingham Health Services Foundation Department of Neurology</td>
<td>UABHSFNEUROLOGY</td>
</tr>
<tr>
<td>University</td>
<td>UNIV</td>
</tr>
<tr>
<td>Birmingham</td>
<td>BHAM</td>
</tr>
<tr>
<td>Journal</td>
<td>JNL</td>
</tr>
<tr>
<td>Journals</td>
<td>JNLS</td>
</tr>
<tr>
<td>Association</td>
<td>ASSN</td>
</tr>
<tr>
<td>International</td>
<td>INTL</td>
</tr>
<tr>
<td>National</td>
<td>NATL</td>
</tr>
<tr>
<td>Society</td>
<td>SOC</td>
</tr>
<tr>
<td>American</td>
<td>AMER</td>
</tr>
</tbody>
</table>
Southern

No periods, commas or hyphens between letters.
Examples, Type IBM as opposed to I.B.M. or I B M
Type JT MASSEY not J.T. Massey or J T Massey
Type 3M instead of 3-M or 3 M.
## APPENDIX G
### STATUS CODE TABLE

<table>
<thead>
<tr>
<th>STATUS</th>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>0</td>
<td>Requisition is open and has not been submitted to the approval process.</td>
</tr>
<tr>
<td>Reopened</td>
<td>0</td>
<td>Department user may &quot;OPN&quot; a requisition already in the approval path and return it to the requestor, thus removing all existing approvals on the document.</td>
</tr>
<tr>
<td>Ready</td>
<td>1</td>
<td>Requisition has been submitted by the requestor and is in user approvals.</td>
</tr>
<tr>
<td>User</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>2</td>
<td>Requisition has received all required user approvals.</td>
</tr>
<tr>
<td>Central</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>3</td>
<td>Requisition has received all required central approvals.</td>
</tr>
<tr>
<td>Model</td>
<td>7</td>
<td>Requisition is a model only. The user may enter the command MDL. A model may never be submitted as a requisition and is retained in order to use the &quot;copy&quot; or &quot;duplicate&quot; feature. See MODEL command.</td>
</tr>
<tr>
<td>Status</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Hold</td>
<td>8</td>
<td>Requisition is on hold. The user may enter the command HLD. A requisition on &quot;hold&quot; must be released before changes may be made or further approvals processed. See HOLD command.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>9</td>
<td>Requisition is cancelled. The user may enter the command CAN if the requisition status is open or ready. A central reviewer may enter this command if the requisition is User Approved. A requisition may not be cancelled after a purchase order is issued and the requisition status is complete. After that point, the purchase order could be cancelled in PAPS. See CANCEL command.</td>
</tr>
<tr>
<td>Complete</td>
<td>4</td>
<td>Requisition has completed its way through the system and a purchase order has been printed.</td>
</tr>
</tbody>
</table>
## APPENDIX H

### TERMS CODE TABLE

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE</td>
<td>CHECK ENCLOSED</td>
</tr>
<tr>
<td>000</td>
<td>PAY IMMEDIATEALLY</td>
</tr>
<tr>
<td>N10</td>
<td>NET 10 DAYS</td>
</tr>
<tr>
<td>N15</td>
<td>NET 15 DAYS</td>
</tr>
<tr>
<td>N20</td>
<td>NET 20 DAYS</td>
</tr>
<tr>
<td>N22</td>
<td>NET 22 DAYS</td>
</tr>
<tr>
<td>N45</td>
<td>NET 45 DAYS</td>
</tr>
<tr>
<td>105</td>
<td>1% 10 DAYS NET 15</td>
</tr>
<tr>
<td>N30</td>
<td>NET 30 DAYS</td>
</tr>
<tr>
<td>110</td>
<td>1% 10 DAYS NET 30</td>
</tr>
<tr>
<td>115</td>
<td>1% 15 DAYS NET 30</td>
</tr>
<tr>
<td>120</td>
<td>1% 20 DAYS NET 30</td>
</tr>
<tr>
<td>130</td>
<td>1% 30 DAYS NET 31</td>
</tr>
<tr>
<td>200</td>
<td>2% 30 DAYS NET 31</td>
</tr>
<tr>
<td>205</td>
<td>2% 10 DAYS NET 15</td>
</tr>
<tr>
<td>210</td>
<td>2% 10 DAYS NET 11</td>
</tr>
<tr>
<td>211</td>
<td>2% 10 DAYS NET 30</td>
</tr>
<tr>
<td>215</td>
<td>2% 15 DAYS NET 30</td>
</tr>
<tr>
<td>220</td>
<td>2% 20 DAYS NET 30</td>
</tr>
<tr>
<td>230</td>
<td>2% 30 DAYS NET 31</td>
</tr>
<tr>
<td>510</td>
<td>5% 10 DAYS NET 30</td>
</tr>
<tr>
<td>SB</td>
<td>SEE BELOW</td>
</tr>
</tbody>
</table>
# APPENDIX I

## PURCHASING UNIT TABLE

| A | CASK................................. KS |
| AMPOULE......................... AM |
| ASSEMBLY......................... AY |
| ASSORTMENT ....................... AT |
| B | CENTIGRAM......................... CG |
| BAG ..................................... BG |
| BALE.................................... BE |
| BALL................................... BA |
| BAR................................. BR |
| BARREL.............................. BL |
| BOARD FOOT ........................ BF |
| BOLT.................................. BO |
| BOOK.................................. BK |
| BOTTLE.............................. BT |
| BOX ................................... BX |
| BRICK.................................. BI |
| BUCKET................................ BC |
| BUNCH................................. BH |
| BUNDLE............................... BN |
| BUSHEL ............................... BU |
| C | CENTIMETER......................... CM |
| CAKE.................................. CK |
| CAN .................................... CN |
| CANISTER ............................ CX |
| CAPSULE.............................. CP |
| CARAT................................. KR |
| CARBOY............................... CB |
| CARD................................. CD |
| CARTON............................... CT |
| CARTRIDGE........................... CA |
| CASE................................. CS |
FIFTEEN.............................. XV
FIFTY .................................. LL
FIVE HUNDRED ...................... VC
FIVE THOUSAND ..................... VM
FIVE ..................................... VX
FLASK ................................... FL
FONT ..................................... FO
FOOT ..................................... FT
FOUR ..................................... IV
GAL
GALLON IMPERIAL............. GB
GALLON .............................. GL
GILL .................................... GI
GLASS ................................. GS
GRAIN ................................. GN
GRAM .................................... GM
GREAT GROSS.................... GG
GROSS .................................. GR
GROUP ................................... GP
HALF DOZEN ....................... DH
HALF GROSS ......................... HG
HALF POUND ......................... PH
HANK .................................... HK
HEAD .................................... HE
HIDE ..................................... HI
HOGSHEAD ........................... HH
HUNDRED FEET ................. HF
HUNDRED POUNDS ............ HP
HUNDRED SQUARE FEET .. HS
HUNDRED WEIGHT ............. HW
HUNDRED YARD .................... HY
HUNDRED .............................. HD
INCH .................................... IN
INGOT ................................. IG
JAR .................................... JR
JUG ..................................... JG
KEG .................................... KE
KILOGRAM ............................ KG
KILOMETER .......................... KM
KIT ...................................... KT
LENGTH ............................... LN
LIGHT ................................... LI
LINEAR FOOT ....................... LF
LINEAR YARD ....................... LY
LINK ..................................... LK
LITER .................................... LR
LONGTON .............................. LG
LOT ....................................... LT
MAGAZINE ............................. MA
MEAL .................................... ME
METER .................................. MR
MILE ..................................... MI
MILLIGRAM .......................... MG
MILLILITER ........................... ML
MILLIMETER .......................... MM
MONTH ................................. MO
NET TON .............................. NT
OUNCE .................................... OZ
OUTFIT ................................. OT
PACK .................................... PK
PACKAGE .............................. PG
PAD ....................................... PD
PAIL ..................................... PL
Appendix

PAIL ......................................... PA
PANEL ......................................... PF
PECK ......................................... PE
PENNYWEIGHT ..................... DW
PIECE ......................................... PC
PINT ......................................... PT
PLATE ......................................... PM
POUND ..................................... LB
PYRAMID ............................... PY
Q
QUART IMPERIAL ............... QI
QUART ..................................... QT
QUIRE...................................... QR
R
RATION ............................. RA
REAM ...................................... RM
REEL ...................................... RO
RIBBON ................................... RN
ROUND .................................... RD
S
SACK ....................................... SA
SECTION ................................ SC
SET ......................................... SE
SET ......................................... ST
SHAKER .................................. SR
SHEET .................................... SH
SHORT TON ......................... TS
SHOT ................................. SO
SKEIN .................................. SK
SKID ..................................... SD
SKIN ..................................... SN
SLAB ..................................... SB
SLEEVE .................................. SV
SPOOL ..................................... SL
SQUARE FOOT .................... SF
SQUARE INCH ................. SI
SQUARE YARD ...................... SY
SQUARE ................................. SQ
STACK ................................. SS
STOCK ................................. SZ
STRIP ................................. SP
SUBSCRIPTION ................... SW
SUIT ..................................... SU
SYRINGE ............................. SG
T
TABLET ................................. TT
TAPE ...................................... TP
TEN BARRELS ................... TL
TEN ........................................ XX
THOUSAND BARRELS ......... MB
THOUSAND CUBIC FEET .... MC
THOUSAND FEET ................. MF
THOUSAND ........................ MX
TIN .................................... TI
TON ...................................... TN
TRAY ..................................... TR
TROY OUNCE ....................... TO
TUBE ................................. TB
TWENTY ........................ AX
TWO HUNDRED FIFTY ...... AA
TWO ..................................... II
U
UNIT .................................... UN
V
VIAL ...................................... VI
VOLUME ............................. VO
W
WAFER .................................. WF
WINE GALLON ....................... WG
Y
YARD .................................... YD
YEAR ................................. YR
### Appendix J

**Vendor Classification Code**

<table>
<thead>
<tr>
<th>CODE</th>
<th>Abbreviation</th>
<th>Description of Business Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLX</td>
<td>FL UNKNOWN</td>
<td>FEMALE, LARGE, UNKNOWN</td>
</tr>
<tr>
<td>FL0</td>
<td>FL OTHER</td>
<td>FEMALE, LARGE, OTHER THAN MINORITY CLASS</td>
</tr>
<tr>
<td>FL1</td>
<td>FL BLACK</td>
<td>FEMALE, LARGE, BLACK</td>
</tr>
<tr>
<td>FL2</td>
<td>FL HISPANIC</td>
<td>FEMALE, LARGE, HISPANIC</td>
</tr>
<tr>
<td>FL3</td>
<td>FL NATIVE AMER</td>
<td>FEMALE, LARGE, NATIVE AMERICAN</td>
</tr>
<tr>
<td>FL4</td>
<td>FL ASIAN PACIF</td>
<td>FEMALE, LARGE, ASIAN PACIFIC</td>
</tr>
<tr>
<td>FL5</td>
<td>FL ASIAN IND</td>
<td>FEMALE, LARGE, ASIAN INDIAN</td>
</tr>
<tr>
<td>FL6</td>
<td>FL OTHER MIN</td>
<td>FEMALE, LARGE, OTHER SOCIALLY AND ECONOMICALLY DISADVANTAGED GROUP</td>
</tr>
<tr>
<td>FL7</td>
<td>FL DISABLED</td>
<td>FEMALE, LARGE, DISABLED</td>
</tr>
<tr>
<td>FSX</td>
<td>FS UNKNOWN</td>
<td>FEMALE, SMALL, UNKNOWN</td>
</tr>
<tr>
<td>FS0</td>
<td>FS OTHER</td>
<td>FEMALE, SMALL, OTHER THAN MINORITY CLASS</td>
</tr>
<tr>
<td>FS1</td>
<td>FS BLACK</td>
<td>FEMALE, SMALL, BLACK</td>
</tr>
<tr>
<td>FS2</td>
<td>FS HISPANIC</td>
<td>FEMALE, SMALL, HISPANIC</td>
</tr>
<tr>
<td>FS3</td>
<td>FS NATIVE AMER</td>
<td>FEMALE, SMALL, NATIVE AMERICAN</td>
</tr>
<tr>
<td>Code</td>
<td>Class</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>FS4</td>
<td>FS ASIAN PACIF</td>
<td>FEMALE, SMALL, ASIAN PACIFIC</td>
</tr>
<tr>
<td>FS5</td>
<td>FS ASIAN IND</td>
<td>FEMALE, SMALL, ASIAN INDIAN</td>
</tr>
<tr>
<td>FS6</td>
<td>FS OTHER</td>
<td>FEMALE, SMALL, OTHER SOCIALLY AND ECONOMICALLY DISADVANTAGED GROUP</td>
</tr>
<tr>
<td>FS7</td>
<td>FS DISABLED</td>
<td>FEMALE, SMALL, DISABLED</td>
</tr>
<tr>
<td>MLX</td>
<td>ML UNKNOWN</td>
<td>MALE, LARGE, UNKNOWN</td>
</tr>
<tr>
<td>ML0</td>
<td>ML OTHER</td>
<td>MALE, LARGE, OTHER THAN MINORITY CLASS</td>
</tr>
<tr>
<td>ML1</td>
<td>ML BLACK</td>
<td>MALE, LARGE, BLACK</td>
</tr>
<tr>
<td>ML2</td>
<td>ML HISPANIC</td>
<td>MALE, LARGE, HISPANIC</td>
</tr>
<tr>
<td>ML3</td>
<td>ML NAT AMER</td>
<td>MALE, LARGE, NATIVE AMERICAN</td>
</tr>
<tr>
<td>ML4</td>
<td>ML ASIAN PACIF</td>
<td>MALE, LARGE, ASIAN PACIFIC</td>
</tr>
<tr>
<td>ML5</td>
<td>ML ASIAN IND</td>
<td>MALE, LARGE, ASIAN INDIAN</td>
</tr>
<tr>
<td>ML6</td>
<td>ML OTHER MIN</td>
<td>MALE, LARGE, OTHER SOCIALLY AND ECONOMICALLY DISADVANTAGED GROUP</td>
</tr>
<tr>
<td>ML7</td>
<td>ML DISABLED</td>
<td>MALE, LARGE, DISABLED</td>
</tr>
<tr>
<td>MSX</td>
<td>MS UNKNOWN</td>
<td>MALE, SMALL, UNKNOWN</td>
</tr>
<tr>
<td>MS0</td>
<td>MS OTHER</td>
<td>MALE, SMALL, OTHER THAN MINORITY CLASS</td>
</tr>
<tr>
<td>MS1</td>
<td>MS BLACK</td>
<td>MALE, SMALL, BLACK</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>MS2</td>
<td>MS HISPANIC</td>
<td>MALE, SMALL, HISPANIC</td>
</tr>
<tr>
<td>MS3</td>
<td>MS NAT AMER</td>
<td>MALE, SMALL, NATIVE AMERICAN</td>
</tr>
<tr>
<td>MS4</td>
<td>MS ASIAN PACIF</td>
<td>MALE, SMALL, ASIAN PACIFIC</td>
</tr>
<tr>
<td>MS5</td>
<td>MS ASIAN IND</td>
<td>MALE, SMALL, ASIAN INDIAN</td>
</tr>
<tr>
<td>MS6</td>
<td>MS OTHER</td>
<td>MALE, SMALL, OTHER SOCIALLY AND ECONOMICALLY DISADVANTAGED GROUP</td>
</tr>
<tr>
<td>MS7</td>
<td>MS DISABLED</td>
<td>MALE, SMALL, DISABLED</td>
</tr>
<tr>
<td>XLX</td>
<td>XLX UNKNOWN</td>
<td>UNKNOWN, LARGE, UNKNOWN</td>
</tr>
<tr>
<td></td>
<td>(DEFAULT CODE)</td>
<td></td>
</tr>
</tbody>
</table>
INDEX

A
Accessing the Purchase Order Requisition System.................................................. 16
Account Number ................................................................................................... 71, 84
Accounting Manager .............................................................................................. 52
Accounts ............................................................................................................... 73
ACCT .................................................................................................................. 43, 52
ACF2 Security System ......................................................................................... 3
Add ......................................................................................................................... 8
ADD ..................................................................................................................... 25, 57
AEQU ................................................................................................................... 43
AMGR ............................................................................................................... 43
App ......................................................................................................................... 8
Approve .................................................................................................................. 9
APPROVE ........................................................................................................... 57, 77
Approve Documents ............................................................................................ 21
Approving Requisitions ....................................................................................... 37, 39

B
Blanket Order Processing .................................................................................... 30
Buyer .................................................................................................................... 51

C
Can ......................................................................................................................... 8
Cancel .................................................................................................................... 9
CANCEL .............................................................................................................. 58, 78
CATALOG .......................................................................................................... 104
CATALOG CODES ......................................................................................... 88
Central Level ........................................................................................................ 43
Change ................................................................................................................. 10, 83
CHANGE .......................................................................................................... 58
Change of Requestor ID .................................................................................... 37
Chg ......................................................................................................................... 8
Commands .......................................................................................................... 8
Commands List ................................................................................................... 136
CONFIRMATION ............................................................................................. 2
Appendix

Connection to TUCC ................................................................. 16
CONT ......................................................................................... 43
CONTACT NAME ........................................................................ 64
Contract .................................................................................. 103
Contract Item ........................................................................... 87
Copy ........................................................................................ 10
COPY ....................................................................................... 59
Cpy .......................................................................................... 8
Creating Requisitions .............................................................. 23
CTA .......................................................................................... 48

D
DESCRIPTION .............................................................................. 91
Dis .......................................................................................... 8
Disapprove ............................................................................... 10
DISAPPROVE ........................................................................... 59, 78
Dup .......................................................................................... 8
Duplicate ................................................................................... 11
DUPLICATE ............................................................................... 59

E
Electronic Signature Approval System .................................... 1
EXPIRE DATE ........................................................................... 65

F
Flow ........................................................................................ 15
FOB Code Table .......................................................................... 137
Function Keys ........................................................................ 5
FUNCTION KEYS ........................................................................ 5
Function Keys ........................................................................ 5

G
Generic .................................................................................. 103
Generic Item ........................................................................... 85, 92
Generic Items ........................................................................... 85
Glossary .................................................................................... 130
<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>I</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>L</strong></td>
</tr>
<tr>
<td><strong>M</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>N</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>O</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>P</strong></td>
</tr>
</tbody>
</table>
Appendix

PBUY Review Group ................................................................. 52
PERCENT ........................................................................ 72
phone order .............................................................................. 2
PMGR .................................................................................. 43
PO NUMBER ................................................................. 65
PO/RPT TO ........................................................................ 64
PPOREQ ........................................................................ 1, 42
Purchase Order Requisition ................................................. 1
Purchasing Manager ................................................................. 52
Purchasing Unit Table ............................................................. 149

Q
QUANTITY ........................................................................ 89

R
Radioactive Material ........................................................... 34
RADS .................................................................................. 44
RAP ................................................................................. 113
Receiving Department Code Table ....................................... 138
Rel ..................................................................................... 8
Release ................................................................................ 12
RELEASE .......................................................................... 61, 79
REQ NO ........................................................................... 61
REQID .............................................................................. 75
requestor .............................................................................. 2
Requestor ............................................................................. 3
Requestor ID Batch Change Form ......................................... 143
Requestor Review List .......................................................... 117
Requisition ........................................................................... 1
REQUISITION APPROVAL ............................................. 113
Requisition Comment ............................................................. 93
Requisition Comments Screen ............................................. 28
Requisition Header Screen ................................................... 25
Requisition Line Screen ........................................................ 26
Requisition Number ............................................................... 25, 61
Requisition Screens ................................................................. 54
Requisition Status ................................................................... 15
Appendix

RQC................................................................................................................................... 93
RQH .................................................................................................................................. 25
RQL................................................................................................................................... 26
RRL .................................................................................................................................. 117

S
Screen Navigation ............................................................................................................. 6
SCREEN NAVIGATION ......................................................................................................... 6
Signature Policy .................................................................................................................. 39
Signing Off ........................................................................................................................ 22
SPECIAL KEYS ................................................................................................................................ 4
Standard Abbreviation List ............................................................................................... 144
Sub ....................................................................................................................................... 8
Submit ................................................................................................................................. 12, 29
SUBMIT .................................................................................................................................. 79

T
Terms Code Table ........................................................................................................... 148
TPX Sign On Screen ......................................................................................................... 18
transaction type ................................................................................................................... 1
TUCC .................................................................................................................................... 3, 16

U
UAB CATALOG ............................................................................................................... 108
UNIT PRICE ..................................................................................................................... 90
UNKOWN .......................................................................................................................... 67
UOP .................................................................................................................................. 89
User Transaction Approval ............................................................................................... 41
UTA .................................................................................................................................... 37, 41

V
VDI.................................................................................................................................... 98
Vendor Catalog ................................................................................................................... 84
Vendor Classificatin Code ................................................................................................. 153
Vendor Detail ...................................................................................................................... 69
Vendor Detail Inquiry ....................................................................................................... 98
VENDOR NO ...................................................................................................................... 67
Appendix

Vendor Shortname ............................................................................................................. 96
VSN .................................................................................................................................. 96