CUNYFIRST
REQUISITIONS/PURCHASING PRESENTATION

CONTACT INFO:
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1. WHAT IS PURCHASING?/ WHO HANDLES PURCHASING? (SLIDE 3)

2. GLOSSARY TERMS (SLIDE 4)

3. PROCUREMENT STEPS (SLIDE 5)

4. CREATING A REQUISITION ON CUNYFIRST (SIDES 6-8)

5. THREE STAGES IN CREATION OF REQUISITIONS (SLIDES 9-20)
   • STAGE 1: DEFINE REQUISITION (SLIDES 10)
   • STAGE 2: ADD ITEMS AND SERVICES (SLIDES 11-13)
   • STAGE 3: REVIEWING AND SUBMITTING (SLIDES 14-19)

6. MANAGE REQUISITIONS (SLIDE 20)

7. BUDGET CHECK (SLIDE 21)

8. HOW TO CANCEL A REQUISITION (SLIDE 22-24)

9. PURCHASE ORDER (SLIDES 25)
**WHAT IS PURCHASING?**

- PURCHASING IS THE PROCESS OF HOW GOODS AND SERVICES ARE ORDERED.

- PURCHASING CAN BE USUALLY DESCRIBED AS THE TRANSACTIONAL FUNCTION OF PROCUREMENT FOR GOODS AND SERVICES.

**WHO HANDLES PURCHASING?**

- PURCHASING WILL BE DONE SOLELY BY THE STUDENT ACTIVITIES ASSOCIATION, INC. BUSINESS OFFICE (SAABO) & JJC PROCUREMENT DEPARTMENT.

- GENERALLY, STUDENT ORGANIZATIONS AND DEPARTMENTS MUST SUBMIT PURCHASE REQUESTS AKA REQUISITIONS VIA CUNYFIRST AT LEAST THIRTY (30) DAYS PRIOR TO THE EXPECTED DATE OF GOODS AND SERVICES. SOME REQUESTS MAY REQUIRE ADDITIONAL TIME.

ANY PURCHASES OR PROMISES MADE TO VENDORS BY ORGANIZATIONS AND/OR DEPARTMENTS WITHOUT THE APPROVAL OF THE STUDENT ACTIVITIES ASSOCIATION, INC. BUSINESS OFFICE WILL BE AT THE EXPENSE OF THAT ENTITY.
• **REQUISITION**: ONLINE FORM OF REQUESTING ITEMS/SERVICES. AFTER YOU ENTER & SUBMIT A REQUISITION, YOU CAN ROUTE IT FOR APPROVAL. FOR ALL INTENTS AND PURPOSES, A REQUISITION IS WHAT WE WILL NOW CALL PURCHASE REQUEST.

• **INSPECTION**: EXAMINATION OF CERTAIN PURCHASES

• **PURCHASE ORDER**: USED BY A BUYER TO PLACE AN ORDER AND IS ISSUED BEFORE DELIVERY.

• **RECEIPT**: PROOF THAT GOODS/SERVICES WERE RECEIVED

• **VOUCHER**: A DOCUMENT USED TO GATHER AND FILE ALL OF THE SUPPORTING DOCUMENTS NEEDED TO APPROVE THE PAYMENT OF A LIABILITY.

• **QUERY**: A REQUEST FOR DATA OR INFO.

• **CHARTFIELD**: THE CHART OF ACCOUNTS IS COMPROMISED OF INFO FIELDS THAT PROVIDE BASIC STRUCTURE TO SEGREGATE AND CATEGORIZE TRANSACTIONAL AND BUDGET DATA. EACH INFORMATIONAL FIELD IS CALLED A CHARTFIELD.
**PROCUREMENT STEPS**

1. **VENDOR ID CHECK** Entities need to confirm their vendor of choice has a Vendor ID in CUNYFirst. If vendor is not in CUNYFirst, entities need to email saabo@jjay.cuny.edu with vendor’s CUNY Substitute W-9 Form, CUNY Vendor/Payee Direct Deposit (ePayment) Request Form, and Document Verification Memorandum to be submitted to the CUNY Vendor Management Unit for vetting and approval.

2. **EMAIL SUPPORTING DOCUMENTS** Entities need to email saaboforms@jjay.cuny.edu with a document packet for all requests (forms will depend on type of request, ex: oral bid, contract request, etc.)

3. **REQUISITION/BUDGET CHECK** Once supporting documents have been reviewed and approved, the entity will be notified to enter a requisition on CUNYFirst. Requisition must be entered and approved prior to a budget check under Manage Requisitions.

4. **PROCUREMENT** Purchasing reviews the requisition, determines & follows the appropriate procurement method, then issues a purchase order directly to the vendor. If a contract is required, the vendor must sign the contract before a purchase order can be issued.

5. **RECEIPT OF GOODS/SERVICES** Selected vendor provides the goods/services. The requestor inspect goods for any material defects. If the goods/services are accepted, the requestor must create a receipt in CUNYFirst to initiate payment to the vendor.

6. **SUBMIT INVOICE FOR PAYMENT** The vendor is required to submit an invoice to Accounts Payable (A/P). The requestor must approve the invoice in order for payment to be made by A/P. Invoices received directly from the vendor should be forwarded to saabo@jjay.cuny.edu for processing.

7. **PAYMENT** A/P validates payment requests & creates payment vouchers. Vouchers are interfaced to the State Financial System (SFS) for payment to the vendor.
CREATING A REQUISITION ON CUNYFIRST

CUNY ACQUIRES GOODS AND SERVICES THROUGH A COMPETITIVE BIDDING PROCESS MANAGED BY THE PURCHASING DEPARTMENT.

STUDENT ORGANIZATIONS/DEPARTMENTS ARE REQUIRED TO CREATE A REQUISITION STATING THEIR BUSINESS NEEDS.

IT IS STRONGLY SUGGESTED THAT REQUESTERS RUN THE BUDGET OVERVIEW QUERY IN CUNYFIRST TO CONFIRM THE GENERAL AVAILABILITY OF FUNDS PRIOR TO CREATING A REQUISITION.

IF THE FUNDS ARE INSUFFICIENT, REQUISITIONS WILL FAIL THE BUDGET CHECKING PROCESS AND WILL NOT ROUTE TO THE PURCHASING DEPARTMENT.
SIGN INTO YOUR CUNY FIRST ACCOUNT AND FROM THE ENTERPRISE MENU, SELECT THE *Financial Supply Chain* LINK.

NAVIGATE TO: **eProcurement > Create Requisition.**
WHEN PROMPTED, ENTER BUSINESS UNIT, **JJC03** AND THEN CLICK ON **Ok**.
THREE STAGES IN THE CREATION OF A REQUISITION

STAGE 1: DEFINE REQUISITION
STAGE 2: ADD ITEMS AND SERVICES
STAGE 3: REVIEWING AND SUBMITTING
DEFINE YOUR REQUISITION

NAME YOUR REQUISITION. THIS IS INTENDED TO MAKE IT EASIER TO SEARCH FOR AND KEEP TRACK OF, AS THERE WILL BE MULTIPLE REQUISITIONS THROUGHOUT THE YEAR.

THE EXAMPLE SHOWCASES A REQUISITION FOR COMPUTERS THAT THIS DEPARTMENT PLANS TO PURCHASE FOR FISCAL YEAR 2019.

ONCE NAMED, CLICK ON Continue.
ADD ITEMS AND SERVICES

ON THE SPECIAL REQUEST TAB THERE ARE FOUR REQUEST TYPES; SELECT THE TYPE THAT FITS YOUR INDIVIDUAL REQUEST.

SPECIAL ITEM: USE THIS IF YOU ARE ORDERING ANY PRODUCTS (PROMOTIONAL ITEMS, SUPPLIES, ETC.).

FIXED COST SERVICE: USE THIS IF YOU ARE PAYING A VENDOR FOR A SERVICE (CONTRACTUAL).

VARIABLE COST SERVICE: USE THIS IF YOU ARE PAYING A VENDOR FOR MULTIPLE SERVICES (EX: 3 WORKSHOPS).

TIME AND MATERIALS: USE THIS IF YOU ARE PAYING A VENDOR FOR A SERVICE AND PRODUCT (EX: BOOK TALK & BOOKS).
ENTER ALL THE REQUIRED INFO INCLUDING ITEM DESCRIPTION, PRICE, QUANTITY, CATEGORY CODE, UNIT OF MEASURE, VENDOR ID, AND ADDITIONAL INFORMATION ABOUT THE PURCHASE AND/OR CONTACT INFORMATION OF REPRESENTATIVE.

SELECT “send to vendor”, “show at receipt” AND “show at voucher” BEFORE ADDING ITEM.

AFTER ALL INFORMATION IS ENTERED, CLICK ON Add Item.
THE ITEM WILL DISPLAY IN THE REQUISITION SUMMARY BOX TO YOUR LEFT. THE SYSTEM IS READY TO ENTER ANY ADDITIONAL REQUISITION LINES DETAILS AS NEEDED. FOR THIS EXAMPLE, WE WILL REVIEW THE SINGLE ITEM AND SUBMIT THE REQUISITION FOR APPROVAL AND BUDGET CHECK. CLICK ON **Review and Submit**.
REVIEW AND SUBMIT

CLICK ON THE CALLOUT ( RandomForestClassifier ) ICON TO ADD SUPPORTING DOCUMENTATION.

CLICK **Add Attachment** ICON TO ADD ATTACHMENT(S). BROWSE TO SELECT THE FILE(S). MAKE SURE YOUR FILE NAME IS SHORT AND CONCISE.

ATTACH **PDF** OF PAPERWORK SUBMITTED TO **SAABOFORMS@JJAY.CUNY.EDU**

CLICK **UPLOAD** AND SELECT **OK**.
FILL IN THE REQUIRED CHARTFIELDS: Account, OPER UNIT, Dept.#, MOP, SPI UNIT, PROGRAM, AND FUNDING SOURCE. DEFAULT Chartfields CAN BE VIEWED AND CHANGED FOR EACH LINE IN THE REQUISITION.

ALL REQUESTERS HAVE A SET OF DEFAULT CHARTFIELDS (CUNYFIRST CODES THAT IDENTIFY THE TRANSACTIONS IN THE SYSTEM) WHEN THEY ARE INITIALLY SETUP IN CUNYFIRST.

YOU CAN SEE ALL OF THEM BY CLICKING ‘Chartfield1’, ‘Chartfield2’, ‘Chartfield3’ AND ‘Details’ TABS.
MORE CHARTFIELD BOXES CAN BE FOUND ON TABS: Chartfields2 AND Chartfields3.

* PROGRAM AND FUNDING SOURCE CODES DIFFER AMONG EACH ENTITY. EMAIL SAABO@JJAY.CUNY.EDU TO CONFIRM YOUR CODES.
Amount Only Lines on a requisition are for services only. For example, contractual services.

To make a line on a requisition on an Amount Only line, click on the Line Details icon, place a check mark on the Amount Only check box, click Ok and finally click on Yes.
Once you’ve reached this page, your requisition has been submitted and is now in the process of getting approved.

All requisition approvers (supervisors, department approvers, category approvers) will receive an email notification with a link to approve pending requisitions.

Once all requisition details have been reviewed and supporting documents verified, the requisition is ready to be approved.

Once the requisition is ready to be saved, click on Save & preview approvals.

This will save the requisition by assigning a requisition ID and will illustrate the approval routing the requisition will follow.

Click submit to initialize the approval process.

**NOTE:** Approvers will receive an email notification that a requisition is awaiting their approval. Once the requisition has been fully approved by all parties (supervisor, department approvers and in some cases category approvers), the requisition will then be available for the budget check process. Budget check process runs automatically at the top of every hour.
A FULLY APPROVED REQUISITION LOOKS LIKE THIS:
MANAGING REQUISITIONS

MANAGE REQUISITIONS PAGE WILL ENABLE YOU TO VIEW REQUISITIONS & TRACK THEIR PROGRESS FROM CREATION TO PAYMENT.

STEP#1: NAVIGATE TO eProcurement>Manage Requisitions

STEP#2: ENTER AS MUCH INFO TO LOCATE THE REQUISITION TO BE VIEWED. FOR EXAMPLE, Business Unit, 'date from' AND 'date to' HAS BEEN ENTERED. CLICK Search.

ON THIS PAGE YOU CAN ALSO: CANCEL REQUISITION, COPY REQUISITION, EDIT REQUISITION, BUDGET CHECK REQUISITION, ETC...

IN THIS EXAMPLE; REQUISITION 0000000202 HAS BEEN ROUTED TO THE PURCHASING DEPARTMENT WHERE A PURCHASE ORDER HAS BEEN CREATED & THE REQUESTOR HAS ADDED A RECEIPT.

REQUESTORS CAN TRACK ALL CHANGES TO THEIR REQUISITIONS FROM THIS PAGE INCLUDING APPROVALS, MANAGING BUDGET STATUS, ERRORS, COPY AND CANCELING REQUISITIONS.
AFTER YOUR REQUISITION HAS BEEN APPROVED NAVIGATE TO THE MANAGE REQUISITION PAGE. CLICK ON THE “SELECT ACTION” DROP BOX ON THE RIGHT OF YOUR REQUISITION NUMBER AND CLICK “CHECK BUDGET” FROM THE DROP DOWN, THEN CLICK GO.

BUDGET SHOULD HAVE VALID STATUS. IF YOU HAVE A BUDGET ERROR CONTACT SAABO@JJAY.CUNY.EDU
HOW TO CANCEL A REQUISITION

IF GOODS OR SERVICES ARE NO LONGER REQUIRED AND A PO HAS NOT BEEN CREATED AGAINST THE REQUEST, THERE MAY BE TIMES WHEN A REQUISITION WILL NEED TO BE CANCELED.

WHEN A REQUISITION IS CANCELED, THE PRE-ENCUMBRANCE IS RELEASED ONCE THE CANCELED REQUISITION IS BUDGET CHECKED.

NAVIGATE TO eProcurement > Manage Requisitions AND SEARCH FOR THE REQUISITION. CLICK ON THE ( ) AND SELECT ‘Cancel Requisition’ THEN CLICK ON THE ( ) BUTTON.
CLICK ON THE ‘Cancel Requisition’ BUTTON.

ONCE THE REQUISITION IS CANCELED, THE STATUS OF THE REQUISITION CHANGES TO ‘Canceled’.
REQUESTERS NEED TO DO A BUDGET CHECK TO ENSURE PRE-ENCUMBRANCE FUNDS RETURN BACK INTO THEIR BUDGET.

CLICK ON THE (▼) AND SELECT ‘Check Budget’ THEN CLICK ON THE (►) BUTTON.

ONCE THE REQUISITION HAS BEEN BUDGET CHECKED, THE BUDGET STATUS OF THE REQUISITON CHANGES TO ‘Valid’.

THIS Completes THE CANCEL PROCESS AND ENSURES FUNDS ARE RETURNED TO THE BUDGET FOR THE DEPARTMENT.
THE STUDENT ACTIVITIES ASSOCIATION, INC. BUSINESS OFFICE (SAABO) & JJC PROCUREMENT DEPARTMENT FINALIZES PURCHASE ORDERS AFTER A REQUISITION HAS BEEN APPROVED.

SAABO WILL INFORM THE ENTITY WHEN A PURCHASE ORDER HAS BEEN CREATED AND SENT TO THE VENDOR.

NOTE: THE REQUESTOR OR DEPARTMENT PERSONNEL MUST NOT PROVIDE THE VENDOR WITH THE PURCHASE ORDER NUMBER PRIOR TO THE RECEIPT OF A FULLY EXECUTED PURCHASE ORDER FROM THE STUDENT ACTIVITIES ASSOCIATION, INC. BUSINESS OFFICE (SAABO).