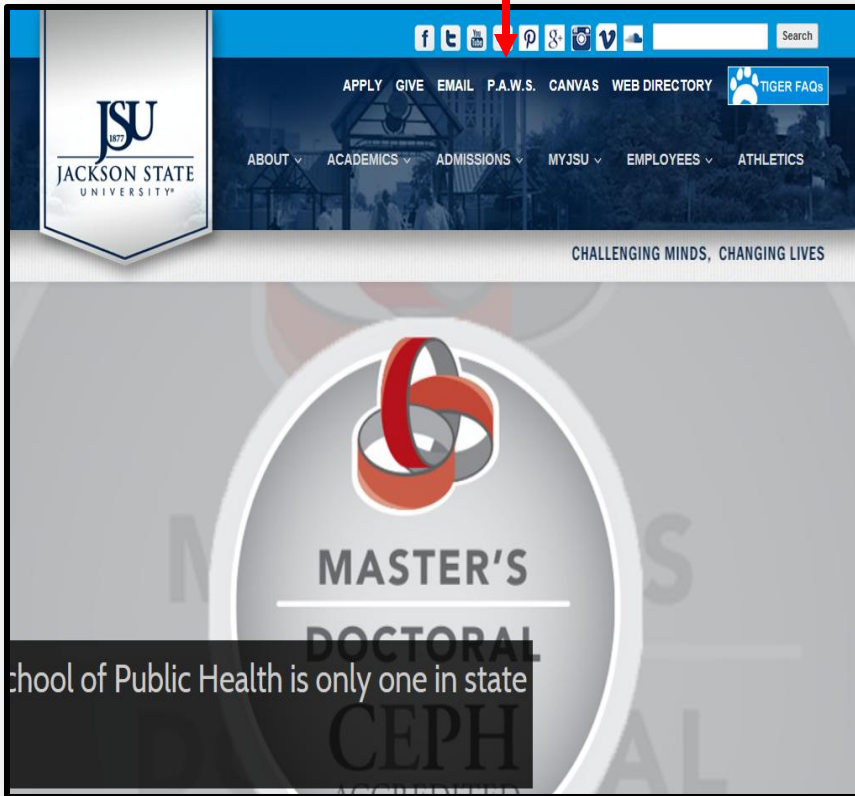# ONLINE REQUISITIONS

Requisitions

- 2 quotes are required for purchases over $5,000 but less that $50,000.

- The bid process is required for purchases over $50,000.

- Requisitions must be submitted, approved, and a PO issued prior to goods being ordered and/or services rendered.

•**Go to www.jsums.edu**
•**Click PAWS**

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

UNIFIEDDIGITALCAMPUS

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Enter your User ID and PIN.

Login

*** If you do not have your pin number, enter your user id then click: [Do not know my PIN?]

RELEASE: 7.3

Powered by **SunGard SCT**

If you do not know your pin, click "Do not know my PIN?" for instructions on resetting your PIN.

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

UNIFIEDDIGITAL**CAMPUS**

| Personal Information | Alumni and Friends | Student and Financial Aid | Employee | Finance |

Search [   ] [Go]

ACCESSIBILITY   SITE MAP   HELP   EXIT

Main Menu

Welcome, Janieth F. Wilson Adams, to JSU PAWS (Personal Access to Web Services)! Last web access on Oct 25, 2007 at 10:41 am

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

Old WebTailor Administration
Customize a web menu or procedure, a graphic element, a set of information text, a set of menu items; update user roles; Customize a web module, web rules, WebTailor parameters; Customize a login return location; Customize WebTail or overrides, global user interface settings.

WebCT.com, The e-Learning Hub
Find online help, research tools, discussions, and more!

Finance
Create or review financial documents, budget information, approvals.

Course Syllabi

Requisition

💬 Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

[Search In Process Requisitions]

Use Template [None ▾]
[Retrieve]

Transaction Date [21 ▾] [AUG ▾] [2017 ▾]
Delivery Date [21 ▾] [AUG ▾] [2017 ▾]
Vendor ID [＿＿＿] [Vendor Validate] ◀━━━━ **Enter Vendor J#**
Address Type [＿]
                               Address Sequence [＿]

Vendor Contact [＿＿＿＿＿＿] **Vendor E-mail** [＿＿＿＿＿＿＿]

Requestor Name [Keilani Vanish]
Requestor E-mail [keilani.r.vanish@jsums.edu]

	Area Code	Phone Number	Extension
Requestor Phone	601	979	0330
Requestor Fax	601	979	3245

Chart of Accounts [J]
                               Organization [402000]

Currency Code [None ▾]
                               Discount Code [None ▾]

Ship Code [CENREC]
                               Attention To [Keilani Vanish]

Comments [＿＿＿＿＿＿]
                               Document Text

Type of Search Options

Next to "Title Criteria, enter part of the vendor's name using the wildcard (%) at the beginning of the first character and at the end of the last character (ex. %Office%). Click Execute Query

Code lookup results

Hold	Vendor ID	Name
No	J00086194 Office, Alexis L.	
No	J00318017 Viking Office Products	
No	J00318067 Office of Naval Research	
No	J00325581 Data Prime Office Technologies	
No	J00326103 Office Information Technology	
No	J00326165 Office Max	
No	J00326246 Southern Office Services, LLC	
No	J00326327 JSU Catering Office	
No	J00326345 Office Products	
No	J00326362 Craft Office Products	

Use Template [None ▾]

[Retrieve]

Enter the vendor's J# Next to vendor ID

Then click "Vendor Validate to populate the vendor's address

Search In Process Requisitions

Use Template None

Retrieve

Transaction Date 21 AUG 2017
Delivery Date 21 AUG 2017
Vendor ID J00326165   Vendor Validate
Address Type BU   **Address Sequence** 1

Vendor Contact [   ]   **Vendor E-mail** [   ]
Vendor Name Office Max
Vendor Address 8100 Tyler Boulevard
                   Mentor OH 44060 United States of America
Fax Number 800-3467024

Requestor Name Keilani Vanish
Requestor E-mail keilani.r.vanish@jsums.edu

	Area Code	Phone Number	Extension
Requestor Phone	601	979	0330
Requestor Fax	601	979	3245

Chart of Accounts J   **Organization** 402000

Currency Code USD   **Discount Code** None

Ship Code CENREC   **Attention To** Keilani Vanish

Comments BF Roberts/Business Office   **Document Text**

For Comments, Enter Building and Department

Enter the Unit of Measure (i.e. the way the goods are sold or packaged). Press the drop down arrow to review a list of choices.

No entry

Enter the number of this item to be purchased.

Comments | BF ROBERTS/FINANCIAL SERVICE |

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1		Scissors Black 7"#EXP10646	EA	1	7.50	0	0
2		Paper- 8 X 10.5 in	EA	5	4.00	0	0
3			None				
4			None				
5			None				

Commodity Validate

Enter the description of the goods or services you are requesting.

Use the following format.
Item Name/ Item Description/ Item Number

Example:
Scissors   Black 7" Straight #EXP10646

Enter the price for the goods or services requested.

Item Text

Search [   ] [Go]

Document/Commodity Text

Enter Item 1 Text, Print

```
Brand of Scissors in Cut Them
```

Enter Item 1 Text, No Print

```

```

[Save]

[Exit document/item text page]

- **Enter the continuation of the item text**

- **Click Save**

- **Click "Exit document text"**

- **Leave blank is not needed.**

Enter the Unit of Measure (i.e. the way the goods are sold or packaged). Press the drop down arrow to review a list of choices.

No entry

Enter the number of this item to be purchased.

Comments BF ROBERTS/FINANCIAL SERVICE

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1		Scissors Black 7"#EXP10646	EA	1	7.50	0	0
2		Paper- 8 X 10.5 in	EA	5	4.00	0	0
3			None				
4			None				
5			None				

Commodity Validate

Click to validate after finishing

Enter the description of the goods or services you are requesting.

Use the following format.
Item Name/ Item Description/ Item Number

Example:
Scissors   Black 7" Straight #EXP10646

Enter the price for the goods or services requested.
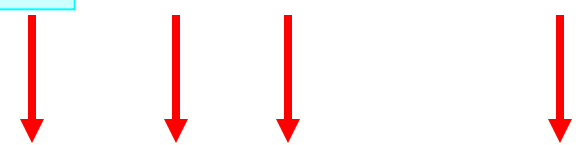
Verify The Totals

Commodity Validate

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1	7.50	0.00	0.00	7.50
2	20.00	0.00	0.00	20.00
3				
4				
5				
Totals:	27.50	0.00	0.00	27.50

Enter the budget(s) used for this purchase.

Use the Index or

Fund Organization and Program

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	J		100000	100000					
2									
3									
4									
5									

Save as Template

☐ Shared

[Validate] [Complete]

Enter account number or search for account number

Code Lookup

Chart of Accounts Code	J ▾
Type	account ▾
Code Criteria	
Title Criteria	%Supplies%
Maximum rows to return	10 ▾

[Execute Query]

Enter Budget cont…

Select

Make sure accounting equals the total purchase price

Dollars ⊙ Percents ○

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	J		100000	100000	752030	60			27.5
2									
3									
4									
5									

Save as Template [   ]

☐ Shared

[Validate] [Complete]

Click complete when finished

Click "Validate to make sure the information is correct and everything balances

Document is Complete

JSU PAWS
PERSONAL ACCESS TO WEB SERVICES

UNIFIEDDIGITALCAMPUS

Personal Information | Financial Aid | Employee | **Finance**

Search [＿＿＿＿＿] [Go]

MENU   SITE MAP   HELP   EXIT

Requisition

Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

✔ Document Validated with no errors

✔ Document R0029296 completed and forwarded to the Approval process

[Another Requisition, Same Vendor] [Another Requisition, New Vendor]

Use Template [None ▾]

[Retrieve]

Supporting Documentation

Supporting Documentation

- Attach all receipts on a 8.5 x 11 sheet of paper.

- Put the requisition number and index number on all pages

- Upload documents to the requisition

Upload Using JSU PAWS

- Scanning and emailing the supporting documentation to your email address

- Save the supporting documentation to your computer

- Name it (R00XXXX) whatever the requisition number is

Click "View Document"

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: [Requisition ▼] [Document Number] [R0027027] ← Enter the requisition number

Submission#: [ ]   **Change Seq#** [ ]   [Reference Number] [ ]

Display Accounting Information

◉ Yes   ○ No

Display Document/Line Item Text   **Display Commodity Text**

○ All   ◉ Printable   ○ None   ○ All ◉ Printable ○ None

[View document] [Approval history]

[View Supporting Documents]

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	J	11		240742	241090	725015	20				N	N	N	130.00
Total of displayed sequences:														130.00

✔ No Related Documents Available

[View Supporting Documents]

CONSULTANT_AGREEMENTS ▾   [Upload Supporting Documents]

CONSULTANT_AGREEMENTS
RECIEPTS
INVOICES
QUOTES
RECEIVING_DOCS
BID_DOCS
AWARD_DOCS
OTHER

ance Query | Purchase Order | Approve Documents | View Document | E
Budget Transfer | Delete Finance Template]

•**Scroll to the bottom of the requisition**

•**Select the type of supporting documentation**

•**Click the "Upload Supporting Documents"**

REQUISITION

REQ_NUM	=	R0031947
DOC_TYPE	=	CONSULTANT_AGREEMENTS
JNUMBER	=	J00128805

Select the file to upload:(only pdf files) [_____] [Browse...]

[upload]

- Click "Browse"
- Attached the supporting documentation that was saved on computer
- Click "Upload"

Check Approval History

Click "View Document"

ISU | **P.A.W.S**
1877 | *Personal Access to Web Services*

Search [ ] [Go]

MENU   SITE MAP   HELP   EXIT

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: [Requisition ▾]   [Document Number]   [R0153802]   ← Enter the requisition number

Submission#: [ ]   **Change Seq#** [ ]   [Reference Number]   [ ]

Display Accounting Information

◉ **Yes**   ○ **No**

Display Document/Line Item Text	**Display Commodity Text**
○ **All** ◉ **Printable** ○ **None**	○ **All** ◉ **Printable** ○ **None**

[View document] [Approval history]

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Multiple Line Budget Transfer | Delete Finance Template]

RELEASE: 8.5.0.4

JSU 1877 | P.A.W.S
Personal Access to Web Services

Personal Information | Student | Financial Aid | Faculty Services | Employee | **Finance**

Search [＿＿＿＿＿＿＿＿] [Go]

MENU   SITE MAP   HELP   EXIT

View Document

Document Identification

Document Number	R0153802	Type	Requisition
Originator:	J00128805	Keilani Vanish	

✔ There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
USS2	1	Sep 17, 2018	Latonya Butler
4004	10	Sep 17, 2018	Keilani Vanish

[View Supporting Documents]

[CONSULTANT_AGREEMENTS ∨]   [Upload Supporting Documents]

Things to Know

Keep in Mind

- Only 5 lines can be entered per requisition

- If more than 5 lines, create another requisition.

- Denying requisition does not cancel it. To canceled a requisition, contact the Purchasing Office.

Do Not Use a Online Requisitions for:

- Travel reimbursement
- Inter Departmental Transfers
- University Scholarships

- No Purchase Order, No Check

Questions or Concerns

For more information, contact Purchasing at 601-979-0696

For technical questions, contact Keilani Vanish at 601-979-0330