

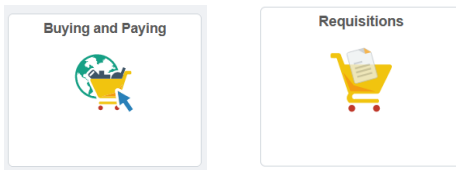
Presented by the Columbia University Purchasing Department

A Quick Guide to Requisitions and Change Orders in ARC

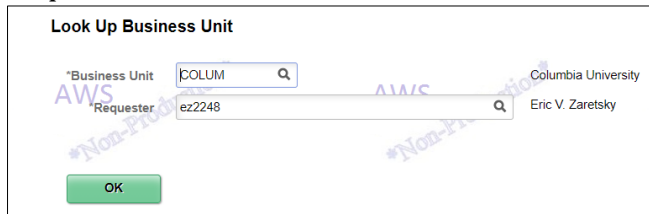
Creating the Requisition

For detailed instructions refer to the [Creating Requisitions in ARC](#) job aid.

1. In ARC, click the **Buying and Paying** tile and then click the **Requisitions** tile.



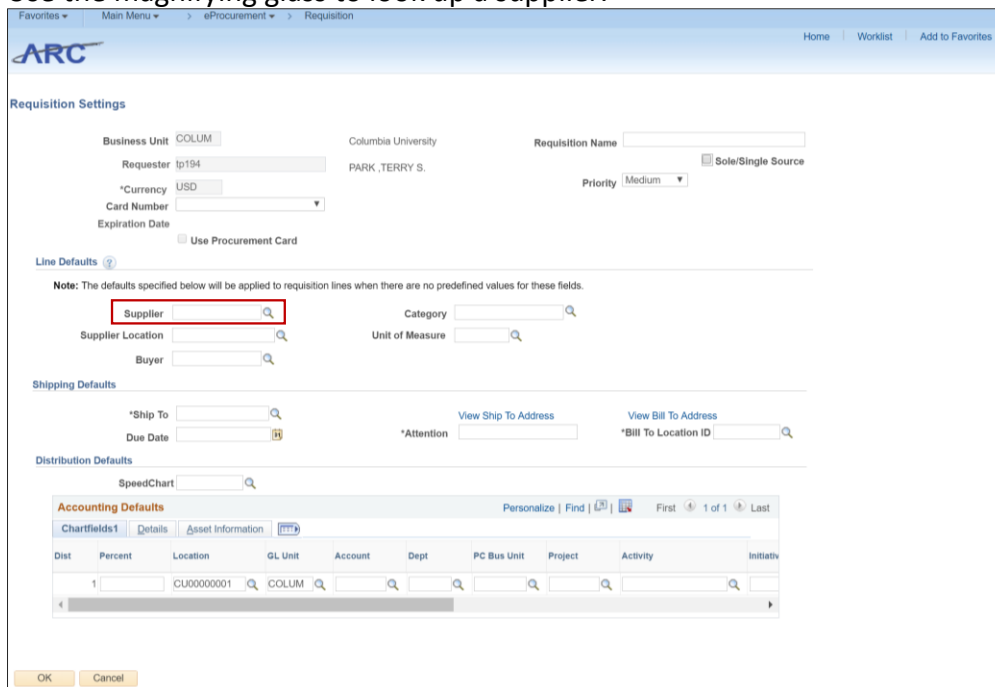
You can also click **NavBar > Main Menu > eProcurement > Create Requisition > Requisition** or use the **Navigation Search**. The ARC Look Up Business Unit page appears with your UNI in the Requestor field.



2. You can enter a colleague's UNI as a **Requestor**, if you are purchasing on behalf of that colleague. If you do so, their Requestor Defaults for Ship To/Bill To Address and ChartString information will be entered on the Requisition. Otherwise, your Requestor Defaults will be entered on the Requisition.
3. Click **OK**. The Requisition Setup screen appears with the Requestor defaults. Information entered here applies to all lines on your requisition.

Vendor Lookup

1. Use the magnifying glass to look up a supplier.



2. Use short name field to locate supplier.

Supplier Search

Supplier ID Find

Name Reset

Short Supplier Name **DELL**

Alternate Supp Name

City

Country State

Postal Code

Search Results

Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
1 000009532	DELL MARKETING LP	ACH-01	DIRECT DEPOSIT	One Dell Way	Round Rock	TX	
2 000009532	DELL MARKETING LP	CHK-01		One Dell Way	Round Rock	TX	
3 000009542	DELL FINANCIAL SERV	ACH-01		4319 COLLECTION CENTER DR	CHICAGO	IL	
4 000009542	DELL FINANCIAL SERV	CHK-01		4319 COLLECTION CENTER DR	CHICAGO	IL	
5 0000046760	DELL CATALOG SALES LP	CHK-01		PO BOX 120001	DALLAS	TX	
6 0000095198	MEDELLA MARIA LEE GLYMOUR	CHK-01	CHECK	1590 GOLDEN GATE AVENUE	SAN FRANCISCO	CA	
7 0000099168	DELL SOFTWARE INC	CHK-01	CHECK	5 POLARIS WAY	ALISO VIEJO	CA	
8 0000107048	CHARLES E LIDDELL	CHK-01	CHECK	42 UXBRIDGE ROAD	SUTTON	MA	
9 0000110403	DENKMODELL GMBH	CHK-01	CHECK	PFUELSTRASSE 5	BERLIN	BE	
10 0000110403	DENKMODELL GMBH	WIRE-01	WIRE TRANSFER	PFUELSTRASSE 5	BERLIN	BE	

OK Cancel

3. Click on the icon in the last column to see if the supplier is available for requisition use

Supplier Detail

SetID CUSET Supplier ID 000009542 Supplier Status Approved

Short Supplier Name DELL FINAN Supplier Classification Supplier

In City Limit N HR Class

Additional Name Persistence Regular

Alternate Supp Name **Open For Ordering Y**

Address 00001 Billing Address Withholding Applicable N

Corporate Supplier 000009542 DELL FINANCIAL SERV Display VAT Flag N

Remit Supplier 000009542 DELL FINANCIAL SERV

Supplier Types

Type	Long Name

OK Cancel

Bill to/Ship to Address

1. Requestor can select the Bill To Address and the Ship To Address.

Dist	Percent	Location	GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative
1		CU00000001	COLUM						

2. Select the appropriate address. Note the Floor and Room Number are included in the Description.

Ship To Location	Description
10000100EC	2920 BroadwayFL01RM00EC
1000010109	2920 BroadwayFL01RM0109
1000011AAA	2920 BroadwayFL01RM1AAA
100001E179	2920 BroadwayFL01RME179
100001E180	2920 BroadwayFL01RME180
1000020206	2920 BroadwayFL02RM0206
1000020220	2920 BroadwayFL02RM0220
1000020LD2	2920 BroadwayFL02RM0LD2
100002203E	2920 BroadwayFL02RM0203E
100002203F	2920 BroadwayFL02RM0203F
100002203J	2920 BroadwayFL02RM0203J
1000022603	2920 BroadwayFL02RM2603
1000030301	2920 BroadwayFL03RM0301
1000030303	2920 BroadwayFL03RM0303
100003306D	2920 BroadwayFL03RM306D
100003309A	2920 BroadwayFL03RM309A
100003CAFE	2920 BroadwayFL03RMCAFE

Ship To Location	Description
10000100EC	2920 BroadwayFL01RM00EC
1000010109	2920 BroadwayFL01RM0109
1000011AAA	2920 BroadwayFL01RM1AAA
100001E179	2920 BroadwayFL01RME179
100001E180	2920 BroadwayFL01RME180
1000020206	2920 BroadwayFL02RM0206
1000020220	2920 BroadwayFL02RM0220
1000020LD2	2920 BroadwayFL02RM0LD2
100002203E	2920 BroadwayFL02RM0203E
100002203F	2920 BroadwayFL02RM0203F
100002203J	2920 BroadwayFL02RM0203J
1000022603	2920 BroadwayFL02RM2603
1000030301	2920 BroadwayFL03RM0301
1000030303	2920 BroadwayFL03RM0303
100003306D	2920 BroadwayFL03RM306D
100003309A	2920 BroadwayFL03RM309A
100003CAFE	2920 BroadwayFL03RMCAFE

Note: If an address is not listed, please contact the Finance Service Center to add the address.

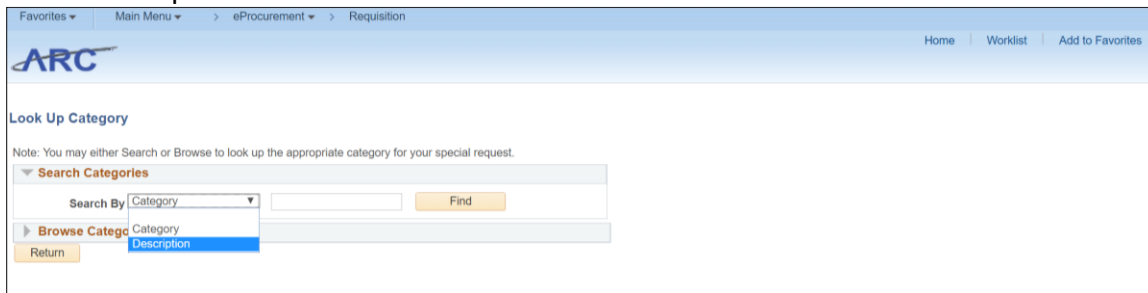
Chartstring

1. Requisition header versus requisition line entry (***it is important that only one of the two following entries are selected***)
 - a. Entry of a chartstring in requisition header will maintain the chartstring value throughout all lines of requisition.
it is important to note that the header must **only have one chartstring. If you require multiple chartstring value(s), this must be inserted into the individual lines as indicated in #2 below.*
 - b. Entry of chartstring(s) into individual lines only will require the entering of chartstring information for each line of requisition

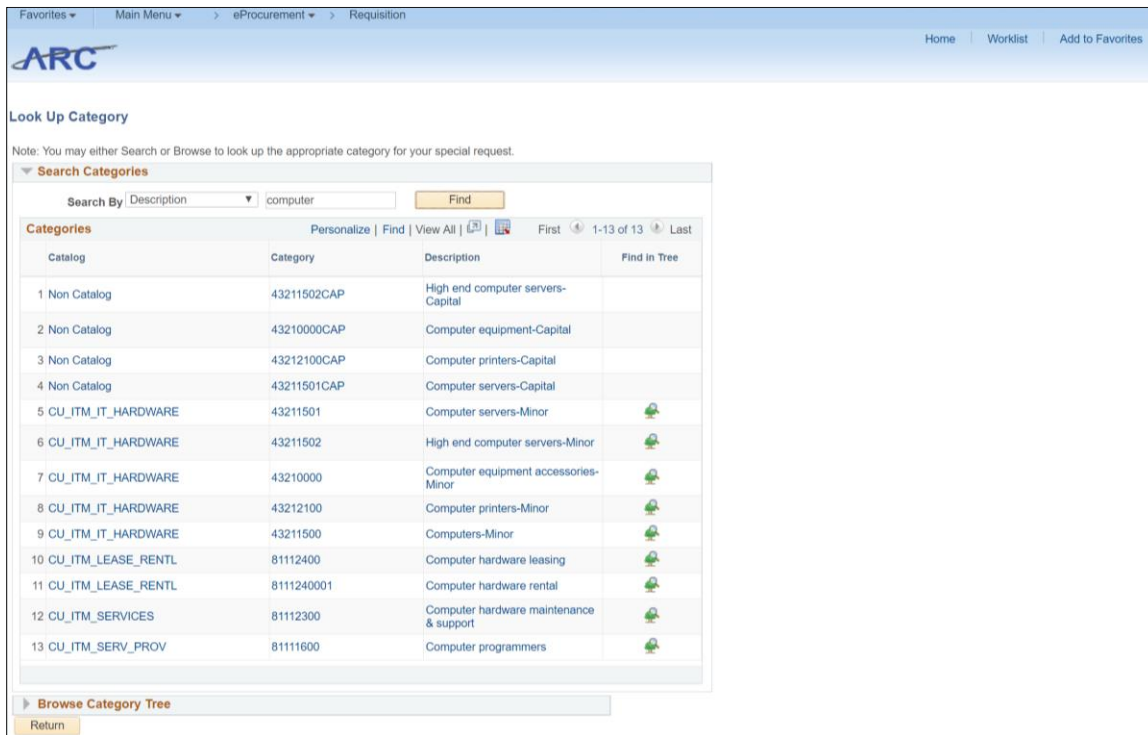
2. The Natural Account ChartField is tied directly to the Category Code (present only for requisition processing)
 - Natural Account will update based on Category Code selected (provide example)

Category Codes

1. Requisition header versus requisition line entry (***it is important that only one of the two following entries are selected***)
 - a. Entry in header will maintain category code throughout all lines of requisition
 - b. Entry in lines only will require category code information for each line of requisition
2. Category codes are important as they are necessary for proper routing of requisition as well as to obtain improved reporting
3. To look up category codes in ARC when creating a purchase requisition:
 - Select the magnifying glass next to the Category Code box
 - Select Description



- Type in description and click "Find"



Refer to the [Procurement Category Codes and Natural Accounts](#) job aid for a list of Category Codes.

- Incorrect use of Category Codes can result in misrouting or denial of requisition by Central that can delay the processing of the transaction

Add Items Page

- Special Item:** The use of this selection is generally for goods related requisitions where the quantity is an important part of the order to the supplier
- Fixed Cost Service:** The use of this selection is for service related requests that have a specific start and end date (e.g. Consultants, service agreements, leasing, etc.). Additional points are:
 - Only the first line of a requisition can be classified as a Fixed Cost Service as there can only be 1 line that maintains a service start and end date. All other lines must be categorized as Special Items only
 - Amount only flag should always be used when selecting a Fixed Cost Service (*see Amount Only section below for additional information*)
 - Multi-year PO's are available through this selection only (*see Multi-year PO's below for further details*)

Multi-year PO's

Refer to the [Creating a Multi-Year Requisition](#) in ARC job aid.

- Must have budget established for each year you will require (*this can be a \$0 budget except for grant related budgets*)
- The due date for each budget line **must** be the last day of the respective fiscal year
- The maximum number of budget years supported by ARC is 4
- In the event the contract runs beyond 4 years, the remaining year(s) would need to be entered into Year 4 requisition line
- The first line of the requisition represents a description of the fixed cost service transaction and does not have any dollar value (*the system will provide an alert indicating the line has \$0*). Dollar values must be entered into each of the subsequent Special Item lines along with their relevant chartstrings for each fiscal year.

**budgets beyond year 1 must be established through the budget tool prior to initiating the requisite process*

General Requisition Information

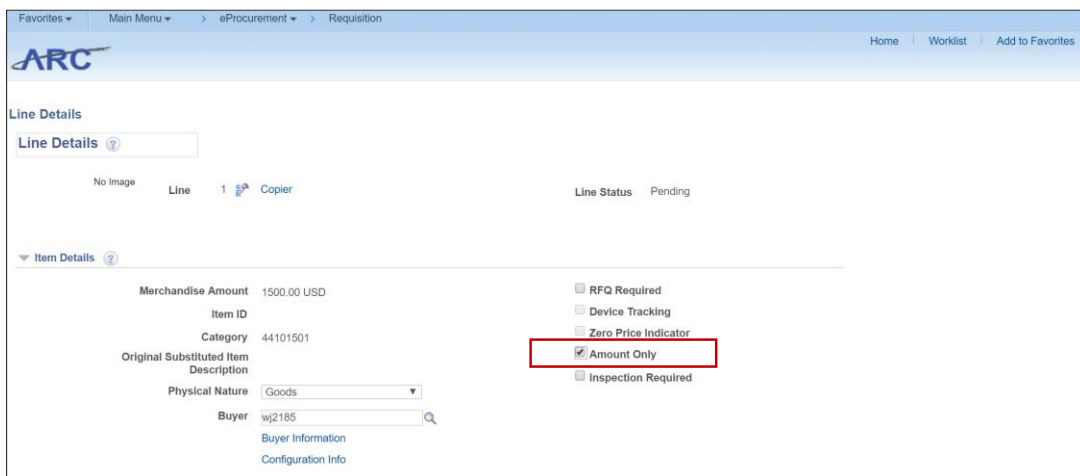
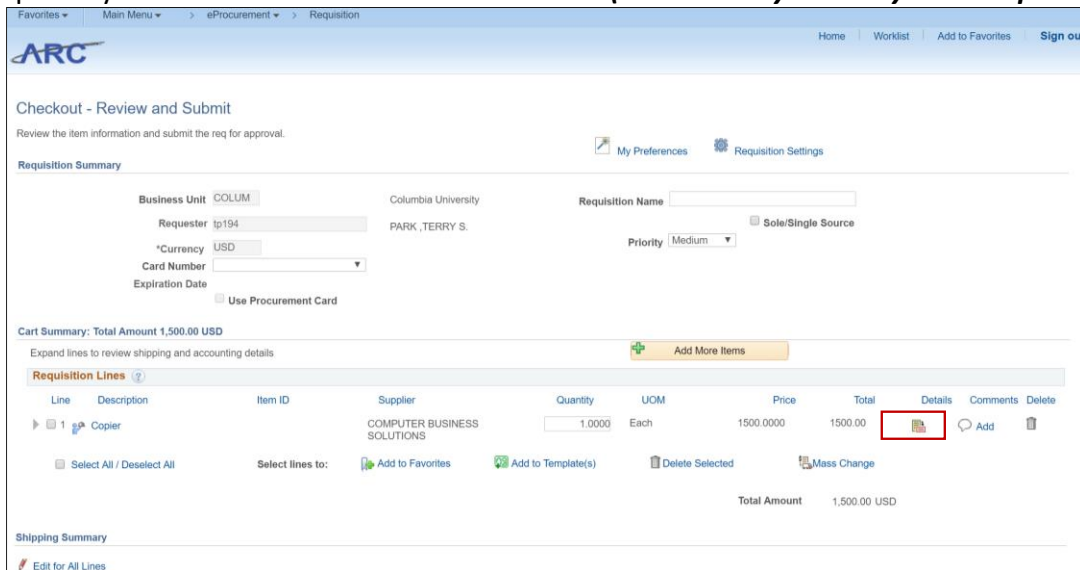
1. When adding a line item, it is important to be sure that:
 - Clear description of product or service that is being requested
Unacceptable Line Information: purchase reagent to purchase computer service agreement
** never type in "see quote" in the line item description*
Acceptable Line Information: Dell 780 computer with monitor Mono-S Strongcation Exchanger
Annual service contract for GE ultrasound
 - The quantity, unit cost and unit of measure is correct
 - You include the quote or proposal information (this should be done using the standard comments field and be sure to check the flag "to vendor" so the comments are transferred to the Purchase Order)
 - If you have not entered in a chartstring as part of the header process (step 1 of the requisition process) then you will need to do so at this time

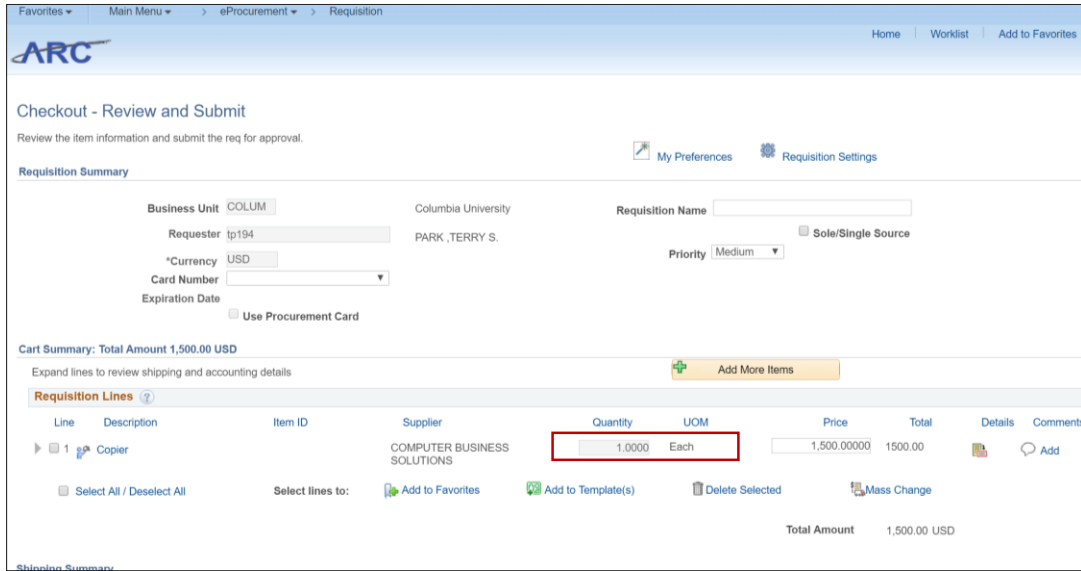
Amount Only Flag

1. Used for service related contracts (*not used for capital leasing*)
2. If this is not a service related category, then the amount only flag must be selected during the last step of the requisition create process, which is Review and Submit
3. When selected, all quantities on the respective line(s) will be converted to a value of 1 unit
4. It is also important to review the extended dollar value of the line item(s) as this might have changed due to the update in the quantity

Review and Submit Page

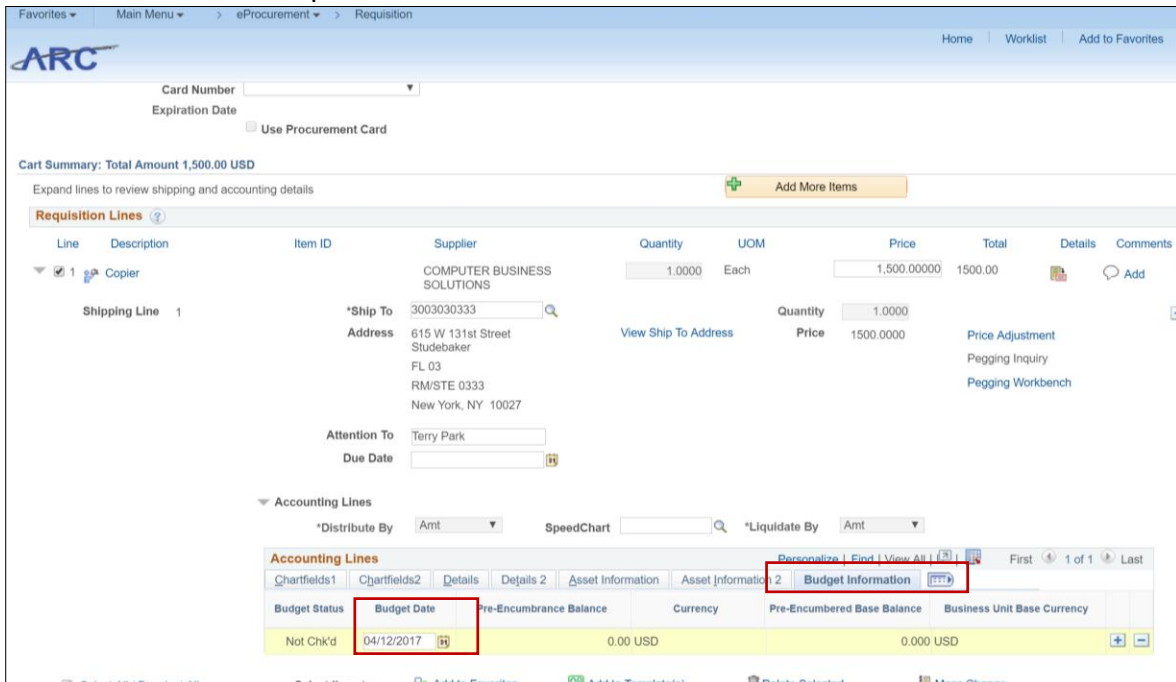
1. This is the final opportunity to review the transaction prior to submitting into workflow for approval
2. All elements should be reviewed for accuracy
3. *A budget check should be performed prior to submitting the transaction into workflow and should budget check fail, this **must** be corrected prior to submitting*
4. If you want to update the amount only flag for the line(s) this is the point at which this is accomplished:
 - Select the yellow notepad to the far right of the line which represents “line details”
 - This will open up a screen that will provide the line details and the “Amount Only” selection is located at the right bottom of the line details
 - If this flag is updated, once the flag is selected a warning will appear indicating that the quantity of the line will be converted to 1 unit (**amount only can only have a quantity of 1**)



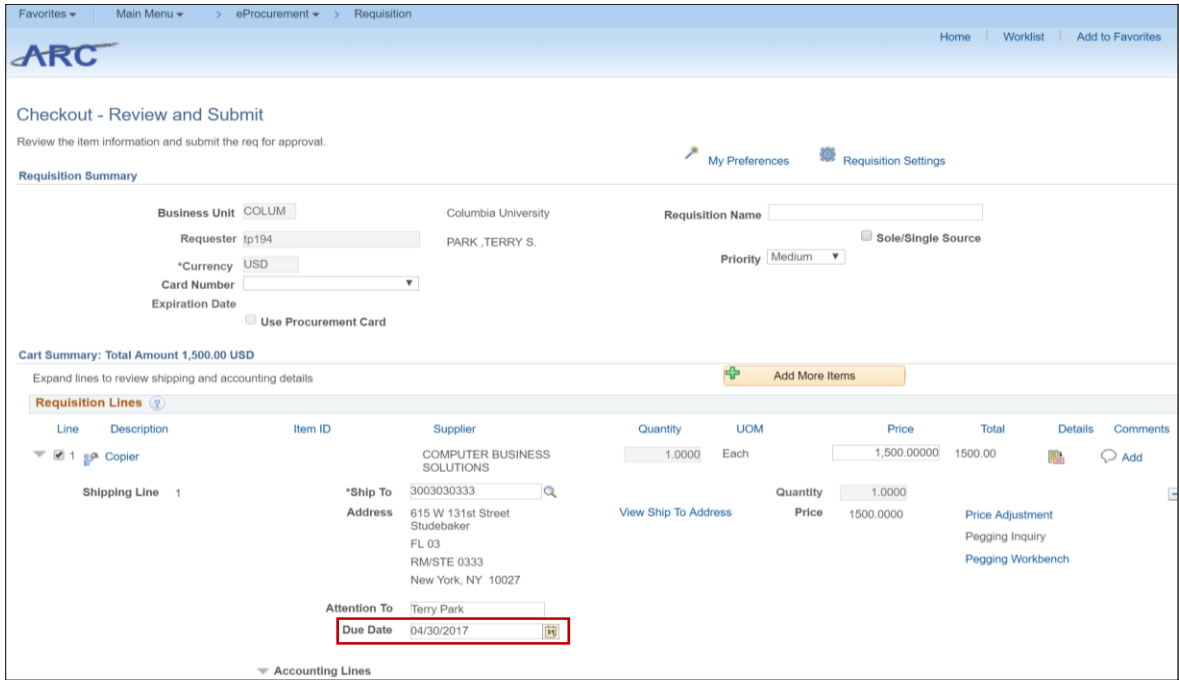


For Multi-year contracts

- Select the small triangle icon to the left of the line number - this will expand the line information
 - Select the tab for Budget Information
 - Update the budget date to correspond with each fiscal year
5. For details on how to complete a multi-year requisition please go to the Purchasing website and click on “Multi-Year Requisitions Guidance”



6. Be sure Due Date is set to the end of the respective fiscal year for that line



Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit: COLUM, Columbia University
 Requisition Name:
 Requester: tp194, PARK, TERRY S.
 *Currency: USD, Priority: Medium
 Card Number:
 Expiration Date:
 Use Procurement Card

Cart Summary: Total Amount 1,500.00 USD

Expand lines to review shipping and accounting details

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	Copier		COMPUTER BUSINESS SOLUTIONS	1.0000	Each	1,500.0000	1500.00		
Shipping Line 1		*Ship To	3003030333	Quantity	1.0000				
		Address	615 W 131st Street Studebaker FL 03 RM/STE 0333 New York, NY 10027	View Ship To Address	Price	1500.0000		Price Adjustment Pegging Inquiry Pegging Workbench	
		Attention To	Terry Park						
		Due Date	04/30/2017						

Accounting Lines

- Once completed and you are back on the Review and Submit page it is **strongly advised** you run the budget check process (this can potentially avoid the requisition being stopped right before the PO is issued and cause delays). For multi-year requisitions, you must receive a “valid” or “warning*” on the budget, if you receive an error, the budget line was not created and you must review with your business manager to have the budget created in the budget tool and rerun the budget check (verify budget dates are correct)
- \$0 line items can be accomplished, but a warning will be displayed so the customer is aware there are no monies on this line

Using UwPA's

It is important that both the supplier ARC ID and the Category Code match the preferred supplier information in order for the auto-sourcing feature occur. Refer to [the Goods and Service Catalog](#) to determine if UwPA is available for your product category.

Change Orders

1. Change Order should be done when updates are required for:
 - Increased quantity
 - Increased value
 - Due date
 - Cancellation of the PO
 - Chartstring modification (Financial Change Order)
2. Change Orders are not required most times when the value of an invoice exceeds the current PO value within an accepted variance/tolerance, which is 10% or \$5000, whichever is lower. This variance allows for items such as shipping charges and small incidental fees that may not have been anticipated when the purchase order was originally created. Above this threshold, however, a change order is required to increase the value of the original Purchase Order
3. When completing a Change Order, it is **mandatory** that you complete the “Justification” sections this will provide details to both the approver and Central as to what is being changed.

For details on creating a Change Order in ARC, please see the [Creating Change Orders Job Aid](#).

PO Liquidation (Close)

1. This occurs either through
 - a. Processing a final voucher and selecting the “finalize” icon during the payment process
 - b. Perform a Change Order to reduce value to \$0 or the remaining value.
2. Proceed to the “Add/Update” PO page, enter the PO number in the search criteria and use the “contains” filter.
3. Proceed to reduce PO line values to \$0 or less the amount over the already paid/received amount (*be sure that the “Amount Only” flag is not checked*)

Note: This can only be done when PO is in “Dispatch” status.

Note: This process can only be used for ARC based PO’s and not converted PO’s.

For details refer to the [Closing Purchase Orders Job Aid](#).

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>