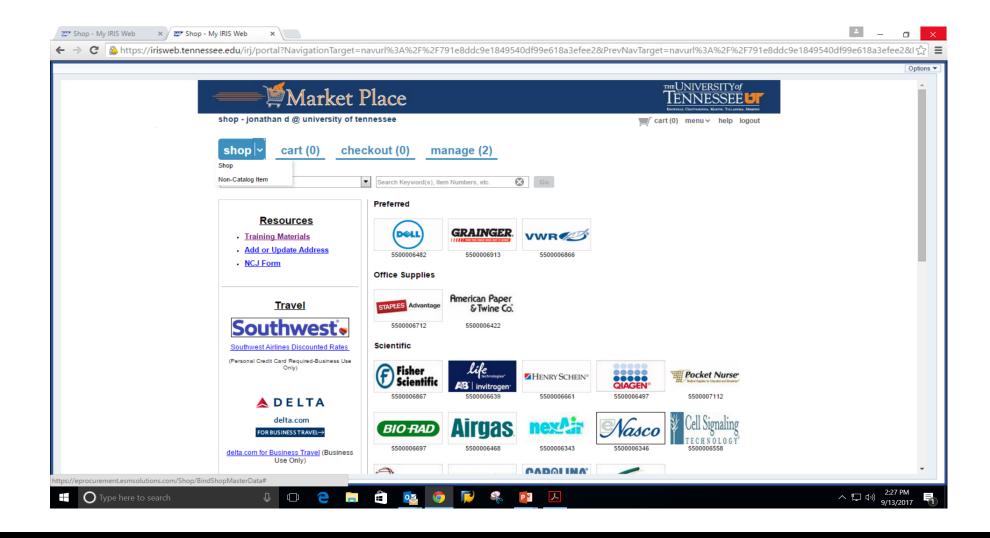
ESM Requisition System Overview





What?

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

shop	~ cart	(0)	checko	ut appro	ove					
selection :	Active	•	Transaction # :		PO #	:	sort by : Recer	ntly Added	rows / pg : 1	0 💌 🤇
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2 C	Item/Service: F Catalog Item #:	Front S	aal <u>edit</u>	Procurement	lote: <u>add</u> Dnly: Sel lote: <u>add</u>	attachments	UOM: * Qty: Item Subtotal:	16		Ipdate Delete
				* Asset > \$4,999		ect Aux Field				

NCJ Form

UT THE UNIVERSITY OF TENNESSEE

Purchase Requisition Non-Competitive Justification

Complete all that apply:

New Purchase	Amendment to an ex	isting purchase order	
Original Start Date:		Amendment Start Date:	
Original End Date:		Amendment End Date:	
Original Amount:		Amendment Amount:	
Total Amount with ALL Amendments:		Previous PO #:	

Supplier or equipment is specifically named in the grant or proposal

Supplier is a subcontractor named in the grant or proposal

Explain in detail why the University should use Non-Competitive negotiation rather than a $\underline{\rm competitive}\ {\rm process}\ -$

What?

There are 5 order types to select from:

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

Things to Remember:

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

Things to Remember:

Notes/attachments:

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

Multiple fund accounts:

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

GL Code:

• You need to enter the GL code at the account assignment

First Time Market Place Users:

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

Training Link https://procurement.tennessee.edu/training/market-place-training/

CT THE UNIVERSITY OF TENNESSEE A - Z Index Directory Office 365 Search tennessee edu Q							
	PROCUREMENT SERVICES	Finance > Procurement Services > Training > Market Place Training Market Place Training					
	UT Market Place → Purchasing (How do I buy?)	Training Documents Iraining Session PowerPoint Step By Step Instructions Econverd a Transaction Frequently Asked Questions (FAQ)					
	Contracts Info for Suppliers Contract Management System	First Time User? Video Training					
	Training Resources Contact						
		Click for Full Screen Iransfer Cart Selection Edit Ship To and Bill To Addresses in Your Profile					
		Shopper Transfer Cart Selection Edit Ship To and Bill To Addresses in Your Profile Shop Reporting easyPurchase Ship To Bill To Profile (DOCX File) University of Tennessee easyPurchase Transfer Originator's Cart SG (DOCX File)					
		Checkout Checkout Part.1 Checkout Part.2 Checkout Part.3 Account Solits By Line Item Accounting Assignment Splits at Header Level Shop Cart Checkout (DOCX File)					

Questions?

THE UNIVERSITY OF TENNESSEE