

GUS Procurement

Requisition Preferences & Punchout Orders



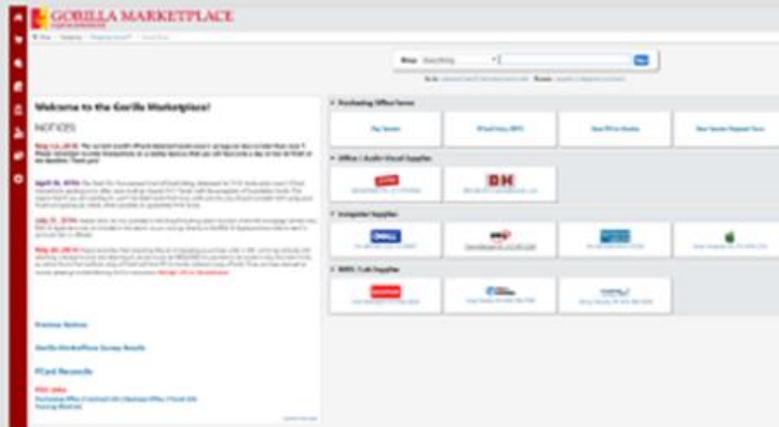
GUS Procurement



Changes

- No PCards on Punchouts
- Approvals
- Reconciliation
- Entry Methods
- Receipting of all PO's.

GUS Procurement

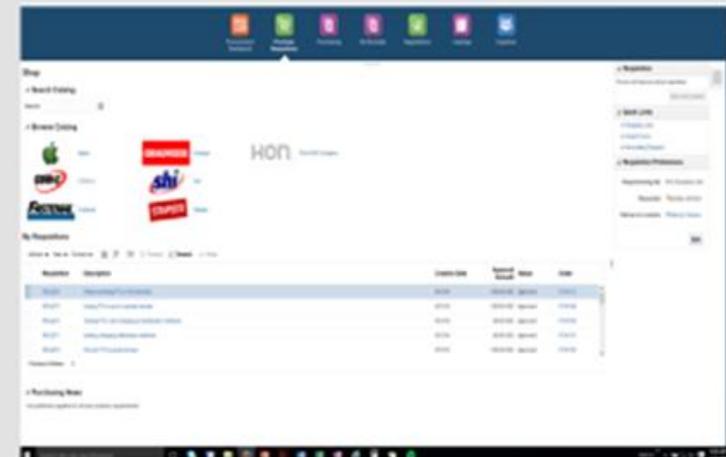


Gorilla MarketPlace

- Pay Vendor
- BPC Entry
- Send PO to Vendor
- Punchout Purchase

GUS Procurement

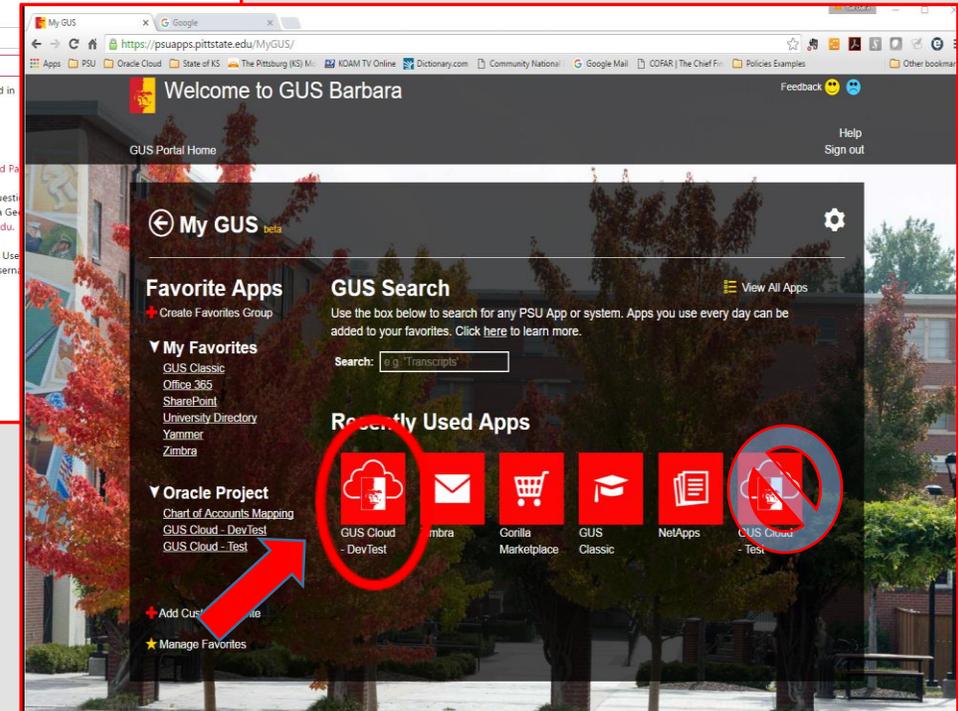
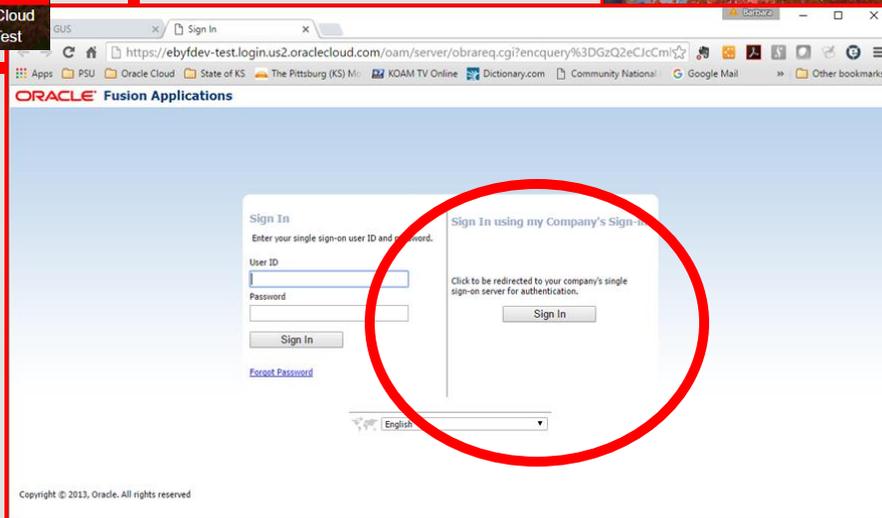
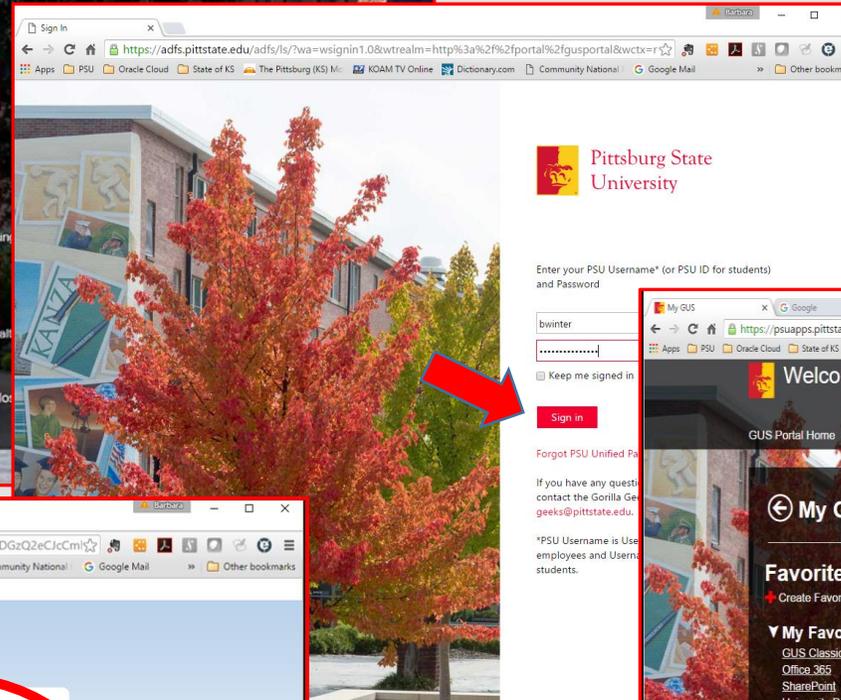
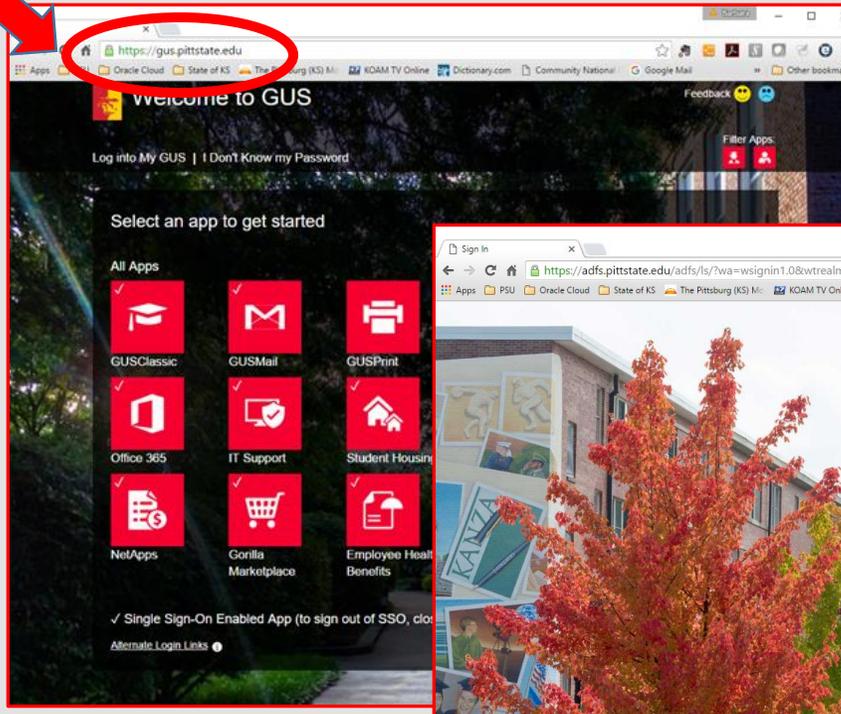
- Invoice Imaging
- Expenses
- Send PO to Vendor (Smart Form)
- Punchout Purchase



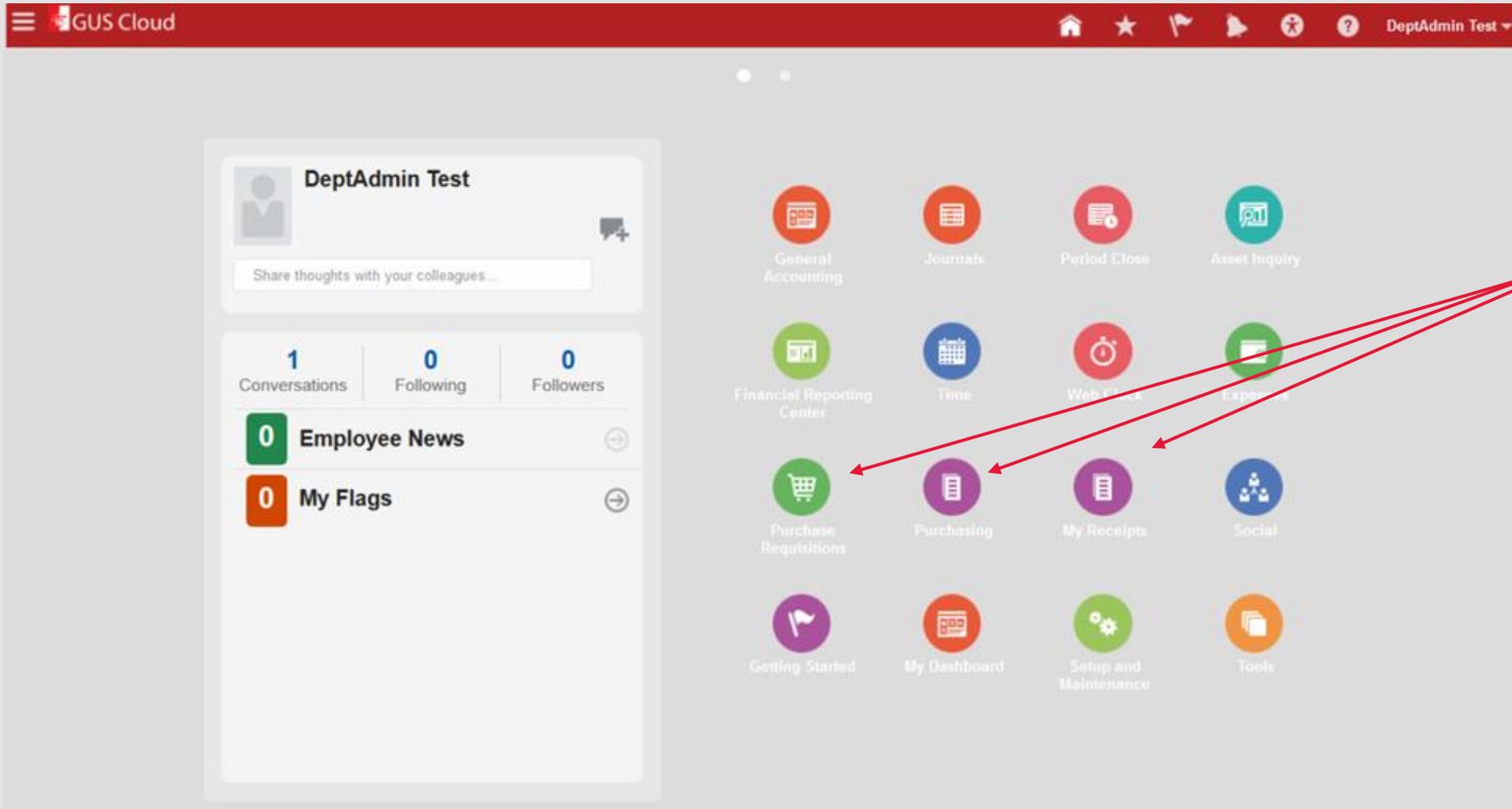
GUS Cloud - Log In



- Go to the GUS Portal at gus.pittstate.edu
- Click Log into My GUS
- Enter PSU Unified username and password.
- Click Sign In
- Click on **GUS Cloud – DevTest**



GUS Procurement



Procurement Task Icons

- Purchase Requisitions: Shopping Pages: Punchouts. Send PO to Supplier
- My Receipts
- Purchasing- Overview of Orders

Home Page

GUS Procurement



Navigator
Main Menu

Roles
Your Roles determine access and which Tasks you have available in the Navigator.

GUS Cloud

Navigator

- Warehouse Operations**
 - Receipts
- General Accounting**
 - General Accounting Dashboard
 - Journals
 - Period Close
- Fixed Assets**
 - Assets
 - Asset Inquiry
- Financial Reporting Center**
- Payroll**
 - Accounting Distribution
- Expenses**
 - Corporate Cards
- My Team**
 - Manage Users
- About Me**
 - Talent Profile
 - Goals
 - Performance
 - Personal Information
 - Benefits
 - Competitions
 - My Portrait
 - Time
 - Web Clock
 - Expenses
 - My Account
- Procurement**
 - Procurement Dashboard
 - Purchase Requisitions
 - Purchasing
 - My Receipts
 - Negotiations
 - Catalogs
 - Suppliers
- Directory**
 - Person Gallery
 - Directory
 - Resource Directory
 - Social
 - Getting Started
 - My Dashboard
 - Setup and Maintenance
- Tools**
 - Appearance
 - Structure
 - Announcements
 - Worklist
 - Spaces
 - Reports and Analytics
 - Scheduled Processes
 - File Import and Export
 - Download Desktop Integration ...

Purchasing

GUS Procurement- Requisition Preferences



GUS Cloud

Procurement Dashboard Purchase Requisitions Purchasing My Receipts Negotiations Catalogs Suppliers

Shop

Search Catalog

Search

Browse Catalog

Apple Dell Hon B&H FASTENAL SHI CDW-G GRAINGER STAPLES

My Requisitions

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01:00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

Columns Hidden: 5

Purchasing News

Use preferred suppliers for all your business requirements.

Requisition: REQ206

You added 4 lines to the requisition.

Recently added lines

HP 950XL High Yield BL...	92.14 USD	✕
HP 61XL 2-pack High YL...	52.24 USD	✕
Staples Copy Paper, LE...	31.74 USD	✕
Post-it Super Sticky N...	9.60 USD	✕
Total	185.72 USD	

Edit and Submit

Quick Links

- Shopping Lists
- Smart Forms

Requisition Preferences

Requesting BU	Pitts Business Unit
Requester	Barbara Jemison
Deliver-to Location	Pittsburg Campus

Edit



This side toolbar view can be hidden or viewable with the use of the arrow key

GUS Procurement- Requisition Preferences



The screenshot displays the GUS Cloud interface. At the top, there is a navigation bar with icons for Procurement Dashboard, Purchase Requisitions, Purchasing, My Receipts, Negotiations, Catalogs, and Suppliers. Below this is a 'Shop' section with a search bar and a grid of supplier logos including Apple, Dell, Hon, B&H, Fastenal, Shi, CDW-G, Grainger, and Staples. A 'My Requisitions' table is visible, listing various requisitions with columns for Requisition, Description, Creation Date, Approval Amount, Status, and Function. A 'Requisition Preferences' modal window is open, showing fields for Requisitioning BU (PSU Business Unit), Requester (Barbara Jemison), and Deliver-to Location (Pittsburg Campus). An 'Edit' button is highlighted with a red circle.

Requisition	Description	Creation Date	Approval Amount	Status	Function
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12Pk	6/9/16	185.72 USD	Incomplete	Not
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Res
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liqu
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liqu
REQ197	01.00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liqu

Requisition Preferences (or Favorites): Designed to help speed up the requisition process and minimize errors from entry by specifying default information for creating requisitions.

Edit

GUS Procurement- Requisition Preferences



Edit Requisition Preferences

Requisitioning BU PSU Business Unit

Shipping and Delivery

* Requester Jemison, Barbara

* Deliver-to Location Pittsburg Campus

Destination Type Expense

Billing

Projects

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

Favorite Charge Accounts

* Nickname	* Charge Account
Food/Foundation	432U.F4210302.532010.0.0.0.0.0
Office Supplies	1105.4210300.537100.0.0.0.0.0
Tools	1105.4510305.534100.0.0.0.0.0

Save and Close Cancel

Adding a **Nickname** to your Charge Account will help you quickly recognize if you have entered the correct funding for a particular purchase.

GUS Procurement- Requisition Preferences



Edit Requisition Preferences

Requisitioning BU PSU Business Unit

Shipping and Delivery

Requisitioning BU PSU Business Unit

Shipping and Delivery

* Requester Jemison, Barbara

* Deliver-to Location Pittsburg Campus

Destination Type Expense

Billing

Projects

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

Favorite Charge Accounts

Actions View Format

* Nickname Primary

Food/Foundation 432U.F4210302.532010.0.0.0.0.0

Office Supplies 1105.4210300.537100.0.0.0.0.0

Tools 1105.4510305.534100.0.0.0.0.0

Charge Account

Hide Segments

Fund

CostCenter

Account

DepartmentCostCenter 0

DepartmentAccount 0

Intercompany 0

FutureUse1 0

FutureUse2 0

Search Reset OK Cancel

Attach Wrap

* Charge Account

Charge Account

432U.F4210302.532010.0.0.0.0.0

1105.4210300.537100.0.0.0.0.0

1105.4510305.534100.0.0.0.0.0

Save and Close Cancel

Enter your Charge Account segments by clicking on the search icon and then either selecting from the dropdowns or manually entering the number. Save by clicking OK.

***Note :** When searching by description, searches are case sensitive. You may need to try upper and lower case.

GUS Procurement- Requisition Preferences



* Using what you learned in week one with Chart of Accounts, we want to enter a few of your "favorites"

GUS Finance – Chart of Accounts



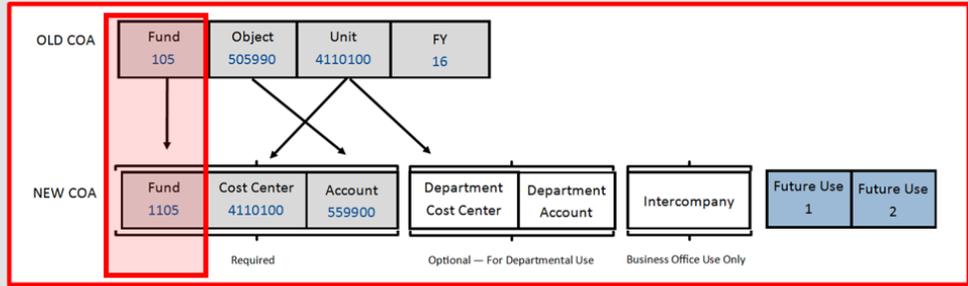
GUS Finance – Chart of Accounts



Funds

- Defines the fiscal entity and is self balancing.
- Now 4 digits with the first digit identifying the entity. Otherwise the Fund numbers are the same!
 - 1 PSU
 - 4 PSU Foundation, Inc.

Notice in the example that Fund 105 is now Fund 1105.



220 Funds in PSU Admin
90 Funds in GUS Finance

OLD COA 105-505990-4110100-16
NEW COA 1105.4110100.559900.0.0.0.0

Accounts Mapping App

PSU Legacy	PSU Oracle
Fund	Fund
Object	Cost Center
Unit	Account

GUS Procurement- Requisition Preferences



Edit Requisition Preferences

Requisitioning BU PSU Business Unit

Shipping and Delivery

* Requester Jemison, Barbara

* Deliver-to Location Pittsburg Campus

Destination Type Expense

Billing

Projects

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

Favorite Charge Accounts

Actions View Format + X Freeze Detach Wrap

* Nickname	* Charge Account	Charge Account
Food/Foundation	432U.F4210302.532010.0.0.0.0.0	
Office Supplies	1105.4210300.537100.0.0.0.0.0	✓
Tools	1105.4510305.534100.0.0.0.0.0	

Save and Close Cancel

Setting your *Primary Key* defines your default. This can be set from your Actions dropdown.

GUS Procurement- Requisition Preferences



Requisitioning BU PSU Business Unit

Shipping and Delivery

* Requester Jemison, Barbara

* Deliver-to Location Pittsburg Campus

Destination Type Expense

Billing

Projects

Project Number

Task Number

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

Favorite Charge Accounts

Actions View Format

* Nickname

Primary

Food/Foundation	432U.F4210302.532010.0.0.0.0.0	
Office Supplies	1105.4210300.537100.0.0.0.0.0	✓
Tools	1105.4510305.534100.0.0.0.0.0	

Charge Account

Hide Segments

Fund

CostCenter

Account

DepartmentCostCenter 0

DepartmentAccount 0

Intercompany 0

FutureUse1 0

FutureUse2 0

Search Reset | OK Cancel

Live Demo to add
Charge account
favorites.

GUS Procurement- Punchout Orders



The screenshot displays the GUS Cloud interface. At the top, a navigation bar includes icons for Procurement Dashboard, Purchase Requisitions, Purchasing, My Receipts, Negotiations, Catalogs, and Suppliers. A red box highlights this navigation bar with the text "Navigation within this Module". Below the navigation bar, the main content area is divided into sections: "Shop" with a search and browse catalog, a grid of supplier logos (Apple, Dell, Hon, B&H, Fastenal, Shi, CDWG, Grainger, Staples), "My Requisitions" with a table of requisitions, and "Purchasing News". A sidebar on the right shows a summary of a requisition with a total of 185.72 USD and quick links for Shopping Lists and Smart Forms.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-It Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01.00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping: Dell Latitude E5570,Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

GUS Procurement- Punchout Orders



Shop

Search Catalog

Search

Home
Star
Flag
Play
Refresh
Help
Barbara Jemison

Purchasing
My Receipts
Negotiations
Catalogs
Suppliers

Browse Catalog

Requisition: REQ206

You added 4 lines to the requisition.

Recently added lines

HP 950XL High Yield BL...	92.14 USD	✕
HP 61XL 2-pack High YL...	52.24 USD	✕
Staples Copy Paper, LE...	31.74 USD	✕
Post-it Super Sticky N...	9.60 USD	✕
Total	185.72 USD	

[Edit and Submit](#)

Quick Links

- Shopping Lists
- Smart Forms

Requisition Preferences

Requisitioning BU: PSU Business Unit

Requester: Barbara Jemison

Deliver-to Location: Pittsburg Campus

[Edit](#)

My Requisitions

Actions View Format Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01.00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping: Dell Latitude E5570,Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

Columns Hidden: 5

Purchasing News

Use preferred suppliers for all your business requirements.

Search Catalog is intended to help guide you to an appropriate punchout vendor for the product you are looking to purchase.

GUS Procurement- Punchout Orders



Reminder: No PCards on Punchouts.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01.00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping: Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

Punchout links are displayed with the vendor's logo. Clicking the logo link will take you to that supplier's contracted website. From there, you shop as you would with any online purchase. Once you are ready to check out, your shopping cart will be redirected back to the document builder in GUS Cloud.

GUS Procurement- Punchout Orders



The screenshot displays the GUS Cloud procurement system interface. At the top, there is a navigation bar with icons for Procurement Dashboard, Purchase Requisitions, Purchasing, My Receipts, Negotiations, Catalogs, and Suppliers. The main content area is divided into three sections: Shop, My Requisitions, and Purchasing News.

Shop Section: Includes a search catalog and a browse catalog with logos for Apple, Dell, Hon, B&H, Fastenal, Shi, CDWG, Grainger, and Staples.

My Requisitions Section: Contains a table of requisitions with columns for Requisition, Description, Creation Date, Approval Amount, Status, Funds Status, and Order.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01:00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

Document Builder Area (circled in red): A sidebar on the right titled "Requisition: REQ206" showing a list of items added to the requisition. Each item has a price and a small 'X' icon for removal.

Item	Price
HP 950XL High Yield BL...	92.14 USD
HP 61XL 2-pack High YL...	52.24 USD
Staples Copy Paper, LE...	31.74 USD
Post-it Super Sticky N...	9.60 USD
Total	185.72 USD

Below the list are sections for "Quick Links" (Shopping Lists, Smart Forms), "Requisition Preferences" (Requisitioning BU: PSU Business Unit, Requester: Barbara Jemison, Deliver-to Location: Pittsburg Campus), and an "Edit" button.

Document Builder area.
Allows you to see what you have in your "cart" as you shop.
These line items can be removed by clicking the X.

GUS Procurement- Punchout Orders



The screenshot displays the GUS Cloud interface. At the top, there is a navigation bar with icons for Procurement Dashboard, Purchase Requisitions, Purchasing, My Receipts, Negotiations, Catalogs, and Suppliers. Below this is a 'Shop' section with a search bar and a 'Browse Catalog' area featuring logos for Apple, Dell, Hon, B&H, Fastenal, SHI, CDW-G, Grainger, and Staples. A 'My Requisitions' table is visible, listing various requisitions with details like description, creation date, approval amount, status, and funds status. A sidebar on the right shows details for Requisition: REQ206, including a list of recently added lines and a total amount of 185.72 USD. Below the table, there are sections for 'Purchasing News' and 'Quick Links'.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01.00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping: Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

Columns Hidden: 5

Requisition: REQ206
You added 4 lines to the requisition.

Recently added lines	Amount	Action
HP 950XL High Yield BL...	92.14 USD	X
HP 61XL 2-pack High YL...	52.24 USD	X
Staples Copy Paper, LE...	31.74 USD	X
Post-it Super Sticky N...	9.60 USD	X
Total	185.72 USD	

[Edit and Submit](#)

Quick Links

- Shopping Lists
- Smart Forms

Requisition Preferences

Requisitioning BU	PSU Business Unit
Requester	Barbara Jemison
Deliver-to Location	Pittsburg Campus

[Edit](#)

Let's try a punchout order!

GUS Procurement- Punchout Orders



Live Demo of
punchout order.

GUS Procurement- Punchout Orders



My Requisitions Table:

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01:00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

The document builder area shows you what has been put into your cart. Use the **Edit and Submit** link to open the full requisition and add your funding, description and other information.

GUS Procurement- Punchout Orders



My GUS Shop - Purchase Requisition

https://ebyfdev-test.prc.us2.oraclecloud.com/procurement/faces/FndOverview?fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&fnd

Actions View Format Freeze Detach Wrap

Line	Line Type	Item	Revision	Description	Category Name	* Quantity	UOM	Price	Price (USD)	Amount	Amount (USD)	Conversion Rate	Conversion Type	Conve Date
1	Goods	Post-it Super Stick		Goods/Services		1	EA	9.60 USD	9.60	9.60 USD	9.60			
2	Goods	Staples Copy Paper		Goods/Services		1	EA	31.74 USD	31.74	31.74 USD	31.74			
3	Goods	HP 61XL 2-pack H		Goods/Services		1	EA	52.24 USD	52.24	52.24 USD	52.24			
4	Goods	HP 950XL High Yield		Goods/Services		1	EA	92.14 USD	92.14	92.14 USD	92.14			
Total											185.72			

Rows Selected 1

Line 1: Details

Delivery

* Requester: Jemison, Barbara

Urgent: No

Deliver-to Location Type: Internal

* Deliver-to Location: Pittsburg Campus

Deliver-to Address: 1701 S Broadway, Russ Hall, Pittsburg, KS, Crawford66762, UNITED STATES

Billing

Actions View Format Freeze Detach Wrap

Distribution	Charge Account Nickname	* Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
1	Office Suppl	1105.4210300.537100.0.0.0.0		100	1	9.60	Not reserved	X
Total						9.60		

Columns Hidden: Food/Foundation, Office Supplies, Tools

Notes and Attachments

Search the web and Windows

PURCH 10:00 PM 6/12/2016

Add your funding for each line in your requisition. *Important to note that *each line* will be assigned your "Primary Key" default funding. If that is not the funding you want to use, you will need to change the funding for each line.



GUS Procurement- Punchout Orders

My GUS Shop - Purchase Requisition

https://ebyfdev-test.prc.us2.oraclecloud.com/procurement/faces/FndOverview?fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&fnd

Actions View Format Freeze Detach Wrap

Line	Line Type	Item	Revision	Description	Category Name	* Quantity	UOM	Price	Price (USD)	Amount	Amount (USD)	Conversion Rate	Type	Conve Date
1	Goods	Post-it Super Stick		Goods/Services	Goods/Services	1	EA	9.60 USD	9.60	9.60 USD	9.60	9.60		
2	Goods	Staples Copy Paper		Goods/Services	Goods/Services	1	EA	31.74 USD	31.74	31.74 USD	31.74			
3	Goods	HP 61XL 2-pack H		Goods/Services	Goods/Services	1	EA	52.24 USD	52.24	52.24 USD	52.24			
4	Goods	HP 950XL High Yie		Goods/Services	Goods/Services	1	EA	92.14 USD	92.14	92.14 USD	92.14			
Total											185.72			

Rows Selected 1

Line 1: Details

Rows Selected 1

Line 1: Details

Delivery

* Requester: Jemison, Barbara

Urgent: No

Deliver-to Location Type: Internal

* Deliver-to Location: Pittsburg Campus

Deliver-to Address: 1701 S Broadway, Russ Hall, Pittsburg, KS, Crawford66762, UNITED STATES

Billing

Actions View Format Freeze Detach Wrap

Delete Charge Account Nickname Split

* Charge Account	* Budget Date	* Percentage	Amount (USD)	Funds	Status	Delete
1241.4210300.537100.0.0.0.0		66.6666666	50.00		Not reserved	X
2 Office Supplies 1105.4210300.537100.0.0.0.0	6/13/16	33.3333333	25.00		Not reserved	X
Total			75.00	100		

Windows Search the web and Windows PURCH 10:00 PM 6/12/2016

Split funding is done at the line level of billing distribution. * Note that you must change each line of the requisition you want split. Split the line by dollar amount, and the system will populate the percentage for you.

GUS Procurement- Punchout Orders



My GUS Shop - Purchase Requisition...
https://ebyfdev-test.prc.us2.oraclecloud.com/procurement/faces/FndOverview?nd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&nd

Line 3: Details

Delivery

* Requester: Jemison, Barbara

Urgent: No

Deliver-to Location Type: Internal

* Deliver-to Location: Pittsburg Campus

Deliver-to Address: 1701 S Broadway, Russ Hall, Pittsburg, KS, Crawford66762, UNITED STATES

Billing

Actions View Format Freeze Detach Wrap

Distribution	Charge Account Nickname	* Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
1	Office Suppl	1105.4210300.537100.0.0.0.0		100	1	52.24	Not reserved	
Total			Total	100	1	52.24		

Columns Hidden 1

Notes and Attachments

Note to Supplier: [Text Area]

Attachments: None +

Source

Agreement Type: Contract Purchase Agreement

Agreement: PA3

✓ Negotiated

Supplier: STAPLES CONTRACT and COMMERCIAL INC 000002571

Urgent PO needed:
Yes /No

Deliver to Location:
Default will be 300 E
Lindburg, but Staples
Orders will need to be
changed. Addresses
should appear in the
dropdown.

Notes to supplier, and
add attachments,
such as quotes.

Vendor name and
information

GUS Procurement- Punchout Orders



Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ206	Post-it Super Sticky Notes, 3" x 3", Canary Yellow, 12/Pk	6/9/16	185.72 USD	Incomplete	Not reserved	
REQ200	Testing Supplier loads with site assignments.	6/7/16	100.00 USD	Approved	Reserved	
REQ199	Staples Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01:00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570;Dell Latitude E5570, BTX	6/7/16	747.03 USD	Approved	Liquidated	PON138

My Requisitions area. Allows you to see all your requisitions at a glance.



GUS Procurement- Punchout Orders

Requisition Amount 10.00 USD
 Approval Amount 10.00 USD
 Funds Status Not reserved
 Attachments None +

UOM	Price	Price (USD)	* Amount	Amount (USD)	Conversion Rate Type	Conversion Date
			10.00	10.00	USD	
				10.00		

Deliver-to Location Type Internal
 * Deliver-to Location Pittsburg Campus
 Deliver-to Address 1701 S Broadway, Russ Hall, Pittsburg, KS, Crawford66762, UNITED STATES

* Budget Date	Percentage	Amount (USD)	Funds Status	Delete
	100	10.00	Not reserved	
Total	100	10.00		

Requestion: REQ206
Date Submitted 7/27/16 12:00 AM

Options Apply Reset

- 1 Header Preapproval Stage
 - 1.1 Parallel
 - 1.1.1 Branch 1.1
 - 1.1.1.1 Barbara Jemison - Pre Approval Header Hierarchy Approved Jul 28, 2016
 - 1.1.1.2 Maria Ulbrich - Pre Approval Header Hierarchy Assigned Jul 28, 2016
 - 1.1.1.3 Joseph Ensich - Pre Approval Header Hierarchy
 - 1.1.1.4 Truman Hughes - Pre Approval Header Hierarchy
- 2 Header Stage
- 3 Header Postapproval Stage

Approvals can be viewed from Manage Approvals or from the My Requisitions area of your shopping home page for status Pending Approval.

Requisition: REQ206

You added 4 lines to the requisition.

Recently added lines

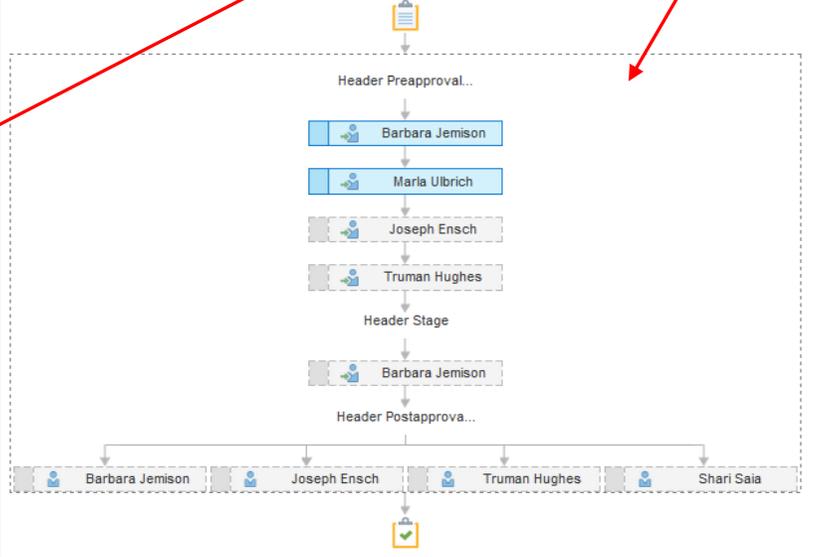
HP #10L High Yield	92.14 USD
HP #10L 2-pack High Yield	92.24 USD
Staples Copy Paper, L.E., Post-it Super Sticky N.	31.74 USD
Post-it Super Sticky N.	9.60 USD
Total	165.72 USD

Quick Links: Shopping Lists, Smart Forms

Requisition Preferences: Requesting BU: PSU Business Unit, Requester: Barbara Jemison, Deliver-to Location: Pittsburg Campus

My Requisitions

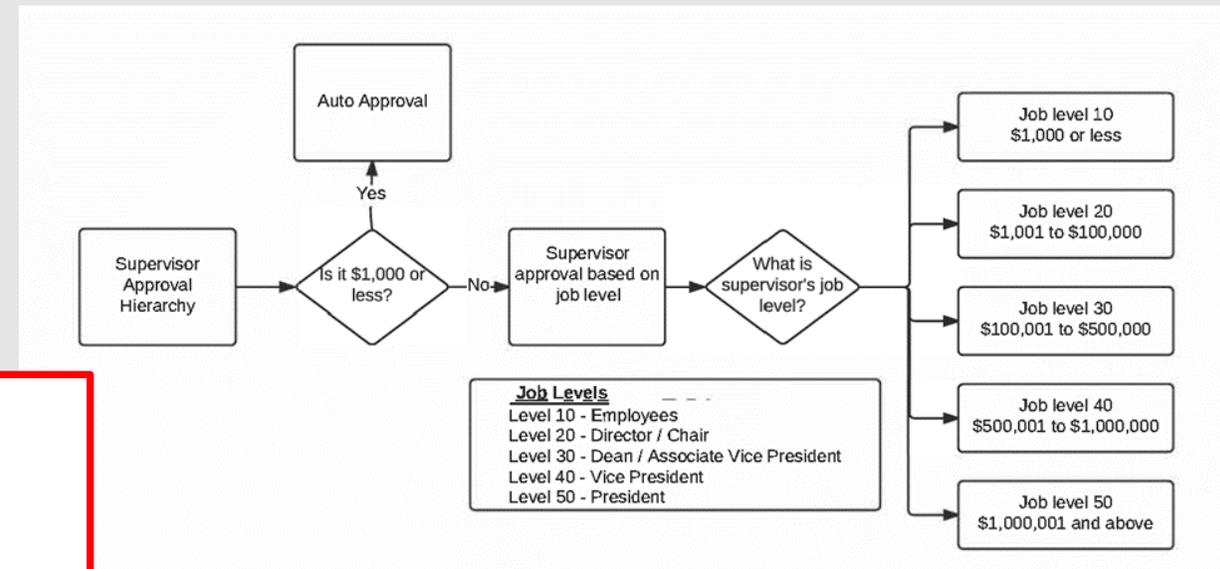
Requisition	Description	Creation Date	Approval	Status	Funds Status	Order
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REQ199	Staples Copy Paper, LETTER-Size, 50/104 USEuro Brightness, 20" x 11" x 11", 1 Case, 10 Reams, 5,000 sheets	6/7/16	31.74 USD	Approved	Liquidated	PON140
REQ198	Lenovo USB Sound Bar	6/7/16	28.15 USD	Approved	Liquidated	PON139
REQ197	01.00 Latitude 15 (e5570) 5000 - Great value and in-stock for fast shipping; Dell Latitude E5570/Dell Latitude E5570, BTX	6/7/16	747.93 USD	Approved	Liquidated	PON138



GUS Procurement- Approvals

Approval Matrix for the Procurement Module –

Rule	Job Level	Amount From	Amount To	FY 15			
				Count	%	Amount	%
Auto Approve	10	-	1,000.00	27,761	87.38%	\$ 5,086,148	7.93%
Director/Chair	20	1,001.00	100,000.00	3,912	12.31%	28,583,746	44.55%
Dean/Associate VP	30	100,001.00	500,000.00	85	0.27%	15,303,212	23.85%
Vice President	40	500,001.00	1,000,000.00	10	0.03%	7,615,474	11.87%
President	50	1,000,001.00	-	4	0.01%	7,577,787	11.81%
				31,772	100.00%	\$ 64,166,367	100.00%



Example:

Kim Little submits a punchout order to Fastenal for \$1,200.

Employee (Requester) Kim Little (Job Level 10)

Supervisor Approval Tim Senecaut (Director at Job Level 20- approves as Supervisor)

If:

Professional Development fund| Pawan Kahol

Foundation funding Marla Ulbrich

Finally:

Purchasing Department

GUS Procurement



Questions ?