

**Design Document – Requisitions**  
**March 11, 2012**

**TABLE OF CONTENTS**

CLIENT ACCEPTANCE OF DESIGN DECISIONS .....	2
Requesting Locations (RQ01.1).....	3
Requesting Locations (RQ01.1) Address Page.....	5
Requesters (RQ04.1) Main Page.....	6
Requester (RQ04.1) Purchasing Class Page .....	8
Requester (RQ04.1) Accounting Units Page .....	9
Requester (RQ04.1) Requisition Self Service Page.....	10
Requester (RQ04.1) Requester Contact.....	12
Procurement Punchout Setup.....	13
Appendices.....	14
Requesting Locations –.....	14
Requesters –.....	15
Custom Approval Inbox – Sample Only.....	16

## CLIENT ACCEPTANCE OF DESIGN DECISIONS

*Indicate acceptance and approval of design decisions by signing below.*

**Project Management**

**Director:** \_\_\_\_\_

**Dated** \_\_\_\_\_

**Title:**

**Name:**

**Procurement**

**Director:** \_\_\_\_\_

**Dated** \_\_\_\_\_

**Title:**

**Name:**

**Accounting**

**Controller:** \_\_\_\_\_

**Dated** \_\_\_\_\_

**Title:**

**Name:**

**Information Systems**

**Director:** \_\_\_\_\_

**Dated** \_\_\_\_\_

**Title:**

**Name:**

## Requesting Locations (RQ01.1)

See Appendix for list of requesting locations to be loaded.

Field	Description/Usage	Configuration
Company	Select a Company	0010
Requesting Location	Define Location	
Requesting Location	Define Location Name	
From Company	Select a Company	0010
From Location	Select a Location	
Location Rule	Optionally define location priority for fulfillment	N/A
Transaction Type	Select default transaction type for this location	IS
Issue Account	Optional: Select Accounting Unit, Account and sub-account	From GLNAMES Accounting Unit

Field	Description/Usage	Configuration
<b>Activity</b>	Optional: Select Activity and Acct Category	For Grant Related
<b>PO Code</b>		For Grant Related
<b>Process Level</b>		
<b>Buyer</b>	Optional: Select buyer code	
<b>Fill or Kill flag</b>	Select fill/or kill	Fill
<b>Stockless flag</b>		N/A
<b>Single Document to a PO</b>		Default to Company – Company expected to be N
<b>Requisition Approval Type</b>		Default to Company – Company expected to be Header via Process Flow
<b>Status</b>		A

**Requesting Locations (RQ01.1) Address Page**

**LAWSON** Requesting Locations (RQ01.1) Welcome Lawson [logout]

Company 
  
 Requesting Location

Address 1   
 Address 2   
 Address 3   
 Address 4   
 City or Address 5   
 State or Province  Postal Code   
 County   
 Country Code   
 GLN Number

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Field	Description/Usage	Configuration
<b>Company</b>	Select a Company	Optional remote locations only
<b>Requesting Location</b>	Define Location	N/A
<b>Address 1</b>	Identify line 1 of address data	N/A
<b>Address 2</b>	Identify line 2 of address data	N/A
<b>Address 3</b>	Identify line 3 of address data	N/A
<b>Address 4</b>	Identify line 4 of address data	N/A
<b>City or Address 5</b>	Identify City or line 5 of address data	N/A
<b>State or Province</b>	Identify State or Province	N/A
<b>Postal Code</b>	Identify Zip code or Postal Code	N/A
<b>County</b>	Identify County	N/A
<b>Country Code</b>	Identify Country	N/A

## Requesters (RQ04.1) Main Page

See appendix for requesters to be loaded.

Requesters (RQ04.1)

Welcome Lawson [logout]

rq04

Related Forms

Requester

Name

Main Purchasing Classes Accounting Units Requisition Self... Requester Contac...

Company

Requesting Location

Requisition Approval Type  Header using Approval Codes

Approval Code

Status  Active

Item Entry Code  Item Number

Use Entered Cost Default

Require Vendor on Special Items  Require Vendor

Disable Single RQ to a Single PO  Override Not Allowed

Require Commodity Code  Required

Allow Unit Cost Override


From Vendor Agreements  No

From Last PO or Last Cost  No

Field	Description/Usage	Configuration
<b>Requester</b>	Identify Requester – Typically employee number – Must be defined as webuser for Requisition Self Service	
<b>Name</b>	Identify Requester by Name	
<b>Company</b>	Select a Company	0010
<b>Requesting Location</b>	Select a Location	Per Identified Accounting Unit
<b>Approval Type</b>	Select Approval Type 0 = Header using Approval Codes 1 = Header using Process Flow 2 = Line using Process Flow 3 = No Approvals Required	1 = Header using Process Flow
<b>Approval Code</b>	Select approval Code	N/A
<b>Status</b>	Indicates Requester status I = In-active	A – Active
<b>Item Entry Code</b>	Select item entry preference 2 = UPC 3 = UPN1 4 = UPN2	1 = Item

Field	Description/Usage	Configuration
	5 = NDC 6 = SKU	
<b>Use Entered Cost Default</b>	Permit requester to override price agreements or previous	N
<b>Require Vendor on Special Items</b>		N
<b>Disable Single RQ to a Single PO</b>		Y or N
<b>Require Commodity Code</b>		Y for Strategic Sourcing
<b>Allow Unit Cost Override</b>		N
<b>From Price Agreements</b>	Select or enter	N
<b>From Last PO or Last Cost</b>	Select or Enter	N

**Requester (RQ04.1) Purchasing Class Page**


Requesters (RQ04.1)
Welcome Lawson [\[logout\]](#)

rq04

Requester

Name


FC	Major	Minor	Minor Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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Field	Description/Usage	Configuration
<b>Major</b>	Select or Enter Major Purchasing Class	N/A
<b>Minor</b>	Select or Enter Minor Purchasing Class	N/A

Major Class	Minor Class	

Requester (RQ04.1) Accounting Units Page


Requesters (RQ04.1)
Welcome Lawson [logout]

rq04

+ Add Change Delete Previous Inquire Next Inquire

Requester

Name

Main Purchasing Classes **Accounting Units** Requisition Self... Requester Contac...

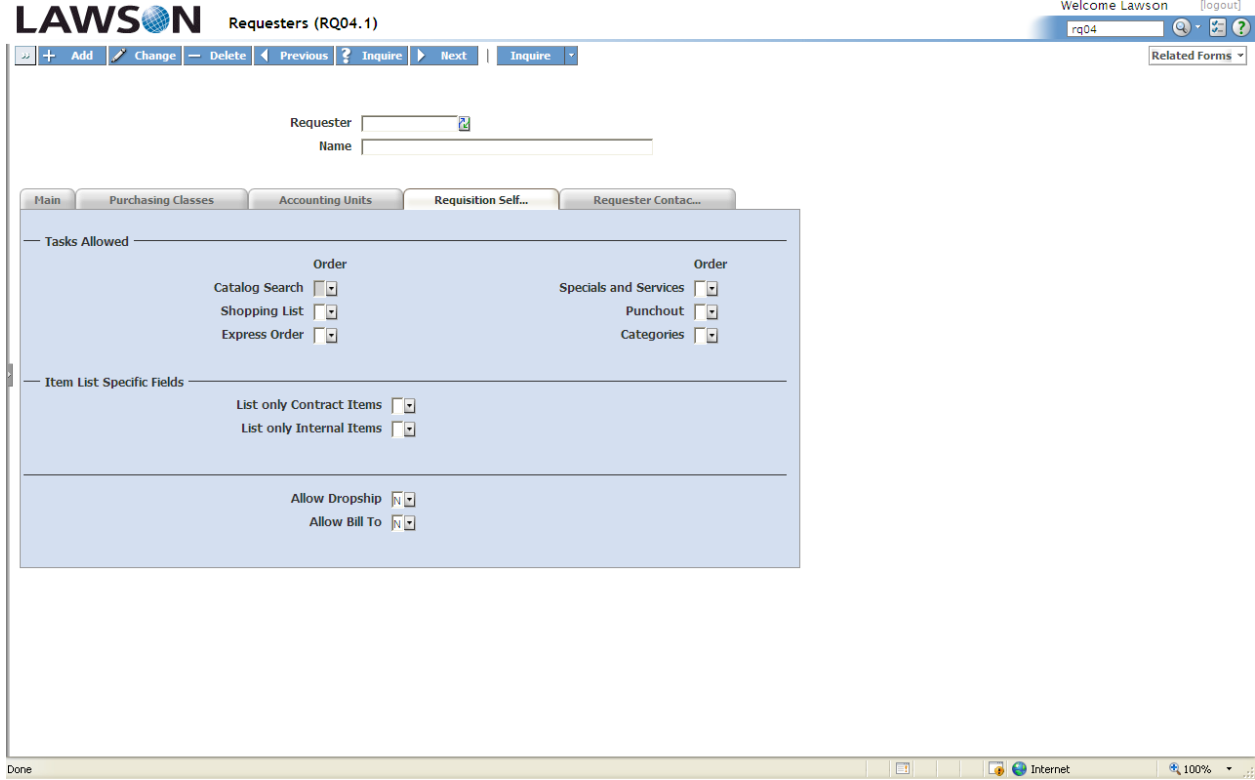
FC	Accounting Unit	Description
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Done Internet 100%

Field	Description/Usage	Configuration
Accounting Unit	Select or Enter Accounting Unit	Identified by Requester

**Requester (RQ04.1) Requisition Self Service Page**

Catalog Search, Express Order, Shopping List, Specials and Services and optionally Categories will be available for requesters via Requisition Self Service.



Field	Description/Usage	Configuration
<b>Requisition Self Service – Tasks Allowed</b>		
<b>Catalog Search</b>	Select order	1
<b>Specials / Services</b>	Select	4
<b>Shopping List</b>	Select Order	2
<b>Punchout</b>	eProcurement	3
<b>Express Order</b>	Select Order	5
<b>Categories</b>	Select Order if UNSPSC codes loaded	6

Field	Description/Usage	Configuration
<b>Item List Specific Fields</b>		
<b>List contract Items</b>	Select or Enter option	N
<b>List internal items</b>	Select or Enter option	N
<b>Allow Dropship</b>	Select or Enter option	N default
<b>Allow Bill To</b>		N

**Requester (RQ04.1) Requester Contact**

The screenshot shows the Lawson Requesters (RQ04.1) web application. At the top, there is a navigation bar with buttons for '+ Add', 'Change', '- Delete', '< Previous', '? Inquire', '> Next', and 'Inquire'. The user is logged in as 'Welcome Lawson' with a 'logout' link. The search bar contains 'rq04'. Below the navigation bar, there are tabs for 'Main', 'Purchasing Classes', 'Accounting Units', 'Requisition Self...', and 'Requester Contac...'. The main form area contains the following fields:

- Requester Name
- Address 1
- Address 2
- Address 3
- Address 4
- City or Address 5
- State or Province
- Postal Code
- County
- Country Code
- Telephone
- Fax
- Email

Field	Description / Usage	Decision
<b>Requester</b>		
<b>Name</b>	Select or enter a requesting Location	
<b>Address 1</b>	Enter Address Line 1	
<b>Address 2</b>	Enter Address Line 2	
<b>Address 3</b>	Enter Address Line 3	
<b>Address 4</b>	Enter Address Line 4	
<b>City or Address 5</b>	Enter City or Address Line 5	
<b>State or Province</b>	Enter State or Province	
<b>Postal Code</b>	Enter Zip code	
<b>County</b>	Enter County	
<b>Country Code</b>	Enter Country	
<b>Telephone</b>	Enter Telephone	Will not be used on purchase orders
<b>Fax</b>	Enter Fax Phone Number	Will not be used on purchase orders
<b>Email</b>	Enter Email address	Will not be used on purchase orders

## **Procurement Punchout Setup**

Attributes (ED53.1)

UniqueName

UserEmail

FirstName

LastName

User (ED43.1)

User Attributes (ED49.1)

Template (ED45.1)

## Appendices

### *Requesting Locations –*

Requesting Location	Organization	Description	Person Responsible	Issue Accounting Unit
600	Operations	Maintenance Admin		600
605	Operations	Tech Services Admin		605
130	EVP Administration	Marketing Admin		130
327	EVP Administration	Administrative Services Admin		327
316	Board Directs	Media Relations		316



**Custom Approval Inbox – Sample Only**

Portal Page

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Home
Req: 7...

Go Back

Actions

- Approve
- Reject
- Unrelease
- Escalate

Please Review

- Display
- Folders\*
- Messages
- History

Req Number	Requester	Name	Total
<u>788</u>	tkostichka	Tricia Kostichka	100.00

Line	Item	Description	Quantity	Uom	Unit Cost	Total	Vendor	Company	Acct Unit	Account	Activity
1	TAPE SYNC FOR DPD	Marketplace PM	1.0000	EA	100.00000	100.00	1007544	10	752300	60000	