

Process:	Requisitions/Purchase Order Entry		
Contact:	Humanities & Social Sciences	Last Revision Date:	09/17/2024
	Financial Services		

Introduction:

The requisition and purchase order process is used for all non-MarketPlace purchases totaling \$5,000 or more.

Please check to see if the Supplier is on Marketplace and can accept orders over \$5000 or more, if the supplier is a Marketplace supplier, please use Marketplace. Marketplace suppliers that accept orders over \$5,000 are indicated by an asterisk *

If the supplier is not on Marketplace, a Non Marketplace requisition entry is required.

Create requisition using the information below:

In MyPack Financials click the MarketPlace Tile



Then Click Non-MarketPlace Requisition Tile



Entry Information:

- 1. Supplier ID-Click magnifying icon-**To search for your supplier/vendor. Only select/check-Use Best Source Vendor (if you do not have a specific vendor for items/services)
- 2. Supplier Email Address-**Email address for the vendor/contact person for order
- 3. Copy of quote or specifications for order;** Enter the description of the items, quantity of items, UOM-(Unit of measure), price of item, category ID-(this is determined by the item’s description and/or account code).
- 4. Click Add to Cart**
- 5. Requisition Name-**What you name the order
- 6. Ship To Address-**click magnifying glass icon-To search for your NCSU location for delivery
- 7. Attention To-**Contact Name of person requesting/placing order

- 8. Attention To Phone #**
- 9. Click Adjust Distributions**-Change the project ID, if needed click the magnifying glass to search for project IDs.
- 10. Requisition Lines**-Click triangle, to open requisition lines; check to see if the items are on the correct account codes. This is where you can change the project ID and account codes.
- 11. Requisition Comments and Attachments**-Upload copies of the approved Contracts and/or Independent Contract checklists, and Approved Quote from the Supplier
- 12.** Sole Source Justification, (on departmental letterhead) if needed
- 13.** If your requisition is ready for submission, click: **Save & Submit**
- 14.** If you are not ready to submit, click : **Save for Later**

[Non-MarketPlace Requisition Updates](#)