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

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]