

# REQUISITIONS, PURCHASE ORDERS, RECEIVING, & CONTRACTS

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Govs Suite

# WELCOME!

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Please jot down your questions and hold until the end of the presentation.

# Agenda

- Govs Suite Quick Tour
- New Suppliers
- Creating Requisitions
- Editing Requisitions
- Purchase Orders
- Change Orders
- Receipts

# GOVS SUITE QUICK TOUR

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Accessing the Procurement Module

# Govs Suite Login

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID

User ID

Password

Password

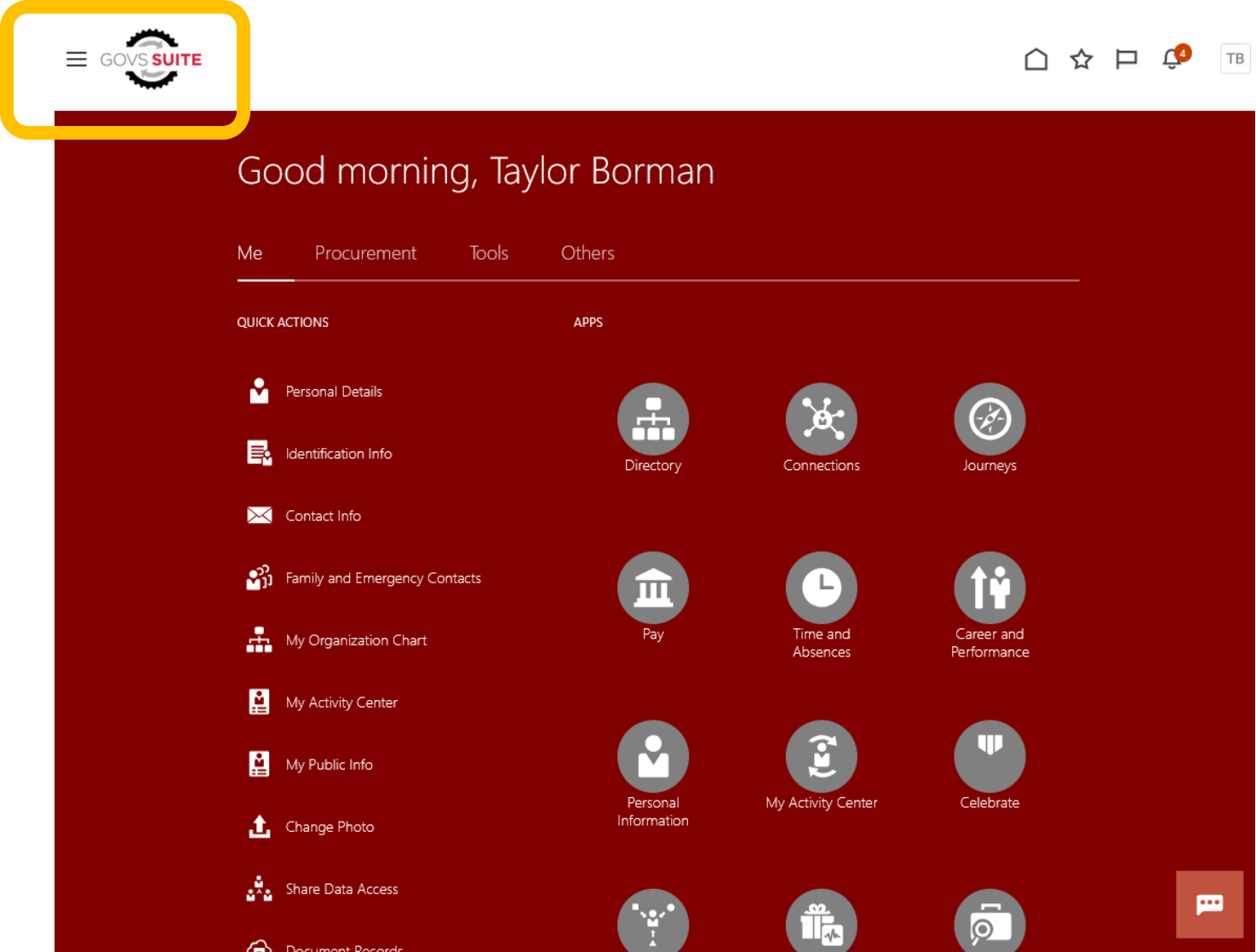
[Forgot Password](#)

Sign In

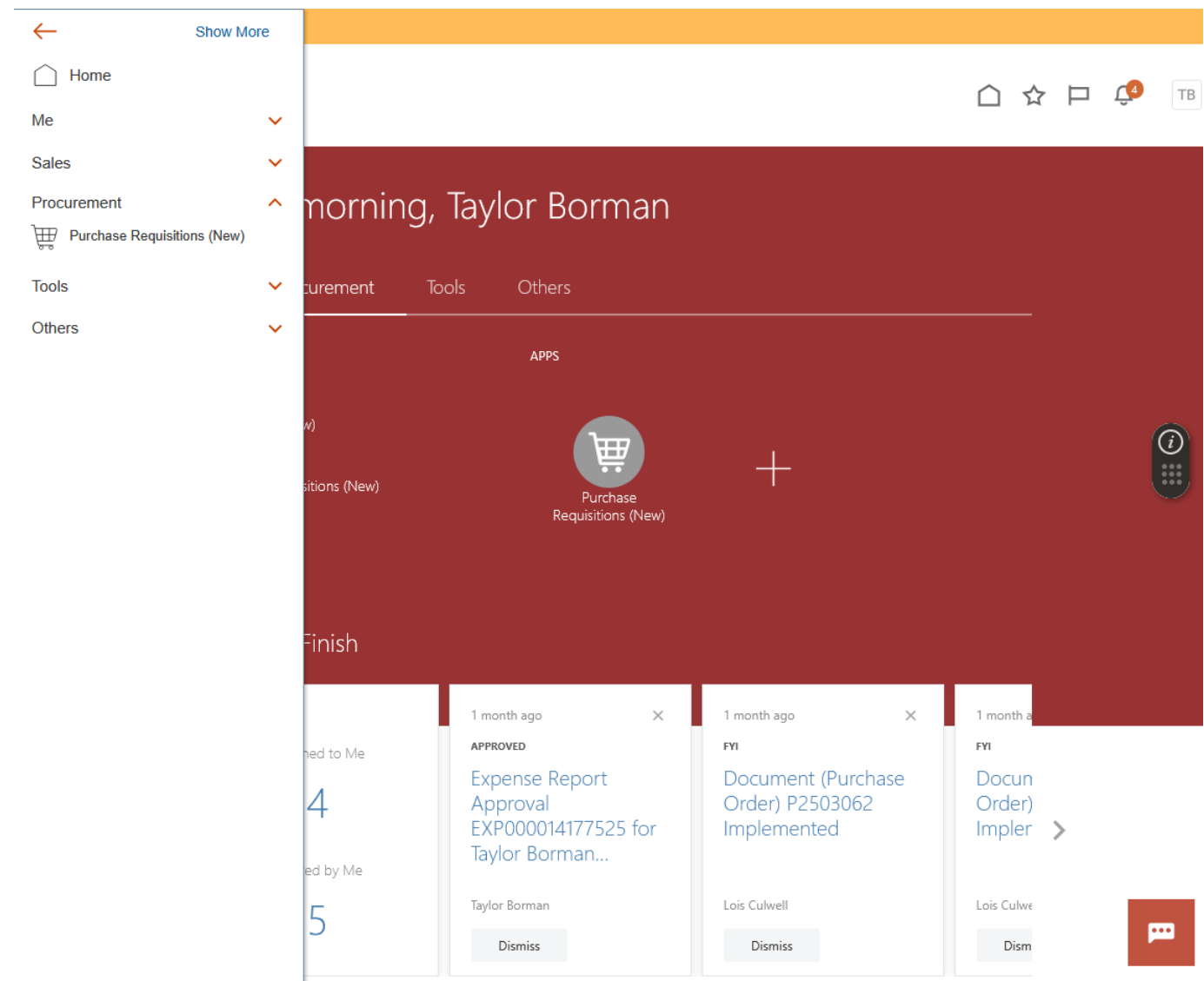
Select Language

English

# Govs Suite Home Screen



# Govs Suite Navigating to Procurement



# Procurement Page

## Self Service Procurement

University | Austin Peay State University Central Receiving

Actions ▾

⚙️ Preferences








🔍 Search for items or services

### My recent requisitions

<div>Ordered Requisition REQU000055</div> <div><b>Belkin Secure Holder with Strap - Black</b></div> <div>1 Line Purchase Order POU0000039</div> <div>Buyer Lois Culwell</div>	<div>Ordered Requisition REQU000147</div> <div><b>10.9-inch iPad Wi-Fi 64GB - Silver</b></div> <div>1 Line Purchase Order POU0000091</div> <div>Buyer Lois Culwell</div>	<div>Canceled Requisition REQU000146</div> <div><b>Dell 24 USB-CREG Hub Monitor - P2425HE;Dell Pro 24 Plus USB-C Hub Monitor - P2425HE</b></div> <div>1 Line</div> <div>Last Updated 3/28/2025</div>	<div>Pending approval Requisition REQU000145</div> <div><b>Requisition for Taylor</b></div> <div>1 Line</div> <div>Date Submitted 3/27/2025</div>
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[See more](#)

### Featured categories

<div>-Requisition Forms</div> <div></div>	<div>American Paper and Twine</div> <div></div>	<div>Apple</div> <div></div>	<div>CDW</div> <div></div>
<div>Carolina Biological</div> <div></div>	<div>Dell</div> <div></div>	<div>McKesson</div> <div></div>	



# NEW SUPPLIERS

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Merchants, Vendors, Contractors, etc.

# New Supplier Registration Process

- Supplier registration will now be facilitated through a supplier portal in Govs Suite.
- New supplier requests can still be submitted to Procurement through GOVSTECH.
- If a department wishes to expedite the registration process, they can refer the supplier to the registration link and instructions on the [apsu.edu/procurement](https://apsu.edu/procurement) webpage.
- Procurement will directly assist suppliers with the registration process if they encounter any challenges.
- Once registered and approved, Procurement will notify any departments/individuals that were provided by the supplier as a reference.

# New Supplier Registration Page

Place company name here

## APSU Supplier Registration

**Enter your email**  
Get a one-time access code to start.

Email

Required

**Send Access Code**

- Suppliers can register directly with APSU now!

**Sign In**  
Oracle Applications Cloud

**Company Single Sign-On**

or

User ID

Password

[Forgot Password](#)

**Sign In**

Select Language  
English

# New Supplier Registration Page

7|7

☒ a. YES  
☐ b. NO

1.a.1. State Supplier's Country  
Required

2. Are you excluded from Federal Procurement or Non-procurement Programs?  
Required

☐ a. YES  
☒ b. NO

3. Do you have any contact in APSU?  
Required

☒ a. YES  
☐ b. NO

3.a.1. Please provide the name or email of your APSU contact  
Required

End of Section 1 of 1

Updated just now

Cancel Save **Submit**

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

- If you refer a supplier for registration, please remind them to provide your name/department.
- This will help us update you when they are in the system.

# Supplier Portal

- Suppliers can manage their profile changes and updates in the portal including addresses and ACH details.
- In the portal, suppliers are able to directly Invoice against their Purchase Orders, which go directly to Accounts Payable.
- Requisitioners will receive a hold notification in Govs Suite if a Purchase Order is Invoiced but does not have Receipts.
- If a supplier sends you an email or paper invoice, please contact Accounts Payable for further instructions.

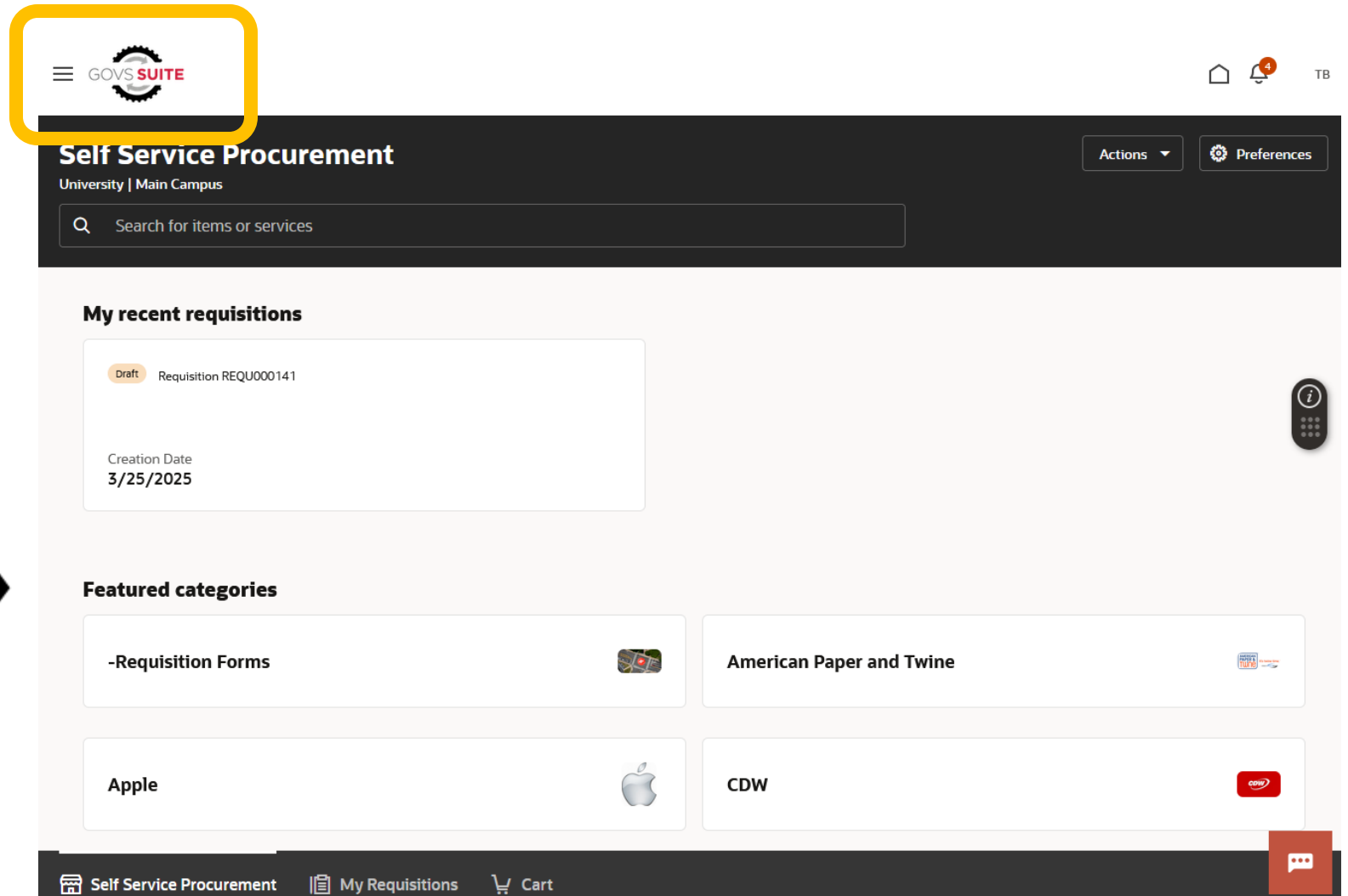
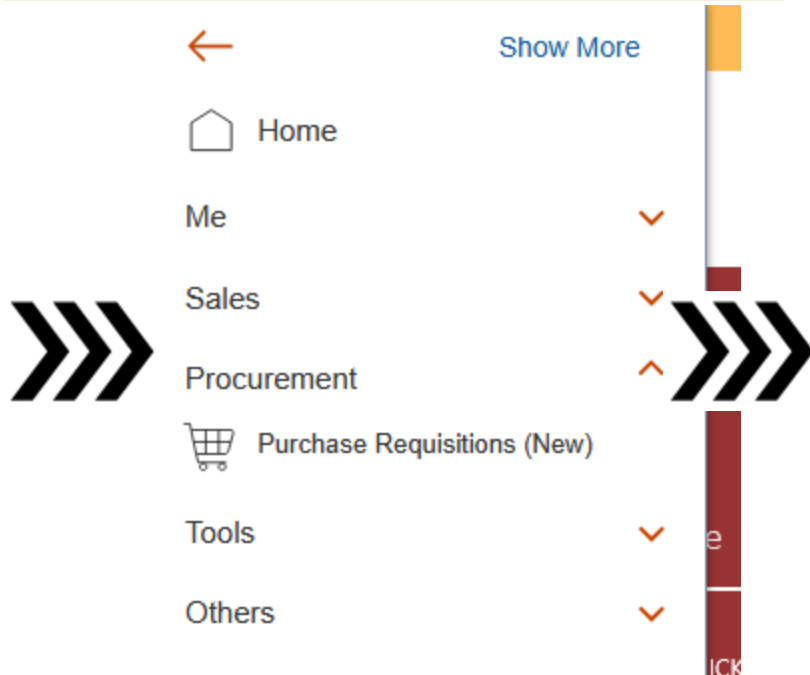
# REQUISITIONS

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Punchouts, Non-catalog, Payment Authorizations, Business Meal,  
Contracts

# Requisitions

- From the Navigator Menu
- Click Procurement
- Click Purchase Requisitions



# Requisitions

**Self Service Procurement**  
University | Main Campus

Search for items or services

**My recent requisitions**

Draft Requisition REQU000141

Creation Date  
3/25/2025

**Featured categories**

-Requisition Forms

American Paper and Twine

Apple

CDW

Self Service Procurement | My Requisitions | Cart

- Setting Preferences
- The appropriate BU (Business Unit) must be selected prior to entering a requisition.

## Preferences

### Requisitioning BU

Requisitioning BU  
University

University

Foundation



# Requisitions

## Self Service Procurement

University | Austin Peay State University Central Receiving

Actions ▾

⚙️ Preferences








🔍 Search for items or services

### My recent requisitions

<div>Ordered Requisition REQU000055</div> <div><b>Belkin Secure Holder with Strap - Black</b></div> <div>1 Line Purchase Order POU0000039</div> <div>Buyer Lois Culwell</div>	<div>Ordered Requisition REQU000147</div> <div><b>10.9-inch iPad Wi-Fi 64GB - Silver</b></div> <div>1 Line Purchase Order POU0000091</div> <div>Buyer Lois Culwell</div>	<div>Canceled Requisition REQU000146</div> <div><b>Dell 24 USB-CREG Hub Monitor - P2425HE;Dell Pro 24 Plus USB-C Hub Monitor - P2425HE</b></div> <div>1 Line</div> <div>Last Updated 3/28/2025</div>	<div>Pending approval Requisition REQU000145</div> <div><b>Requisition for Taylor</b></div> <div>1 Line</div> <div>Date Submitted 3/27/2025</div>
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[See more](#)

### Featured categories

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<div>Carolina Biological</div> <div></div>	<div>Dell</div> <div></div>	<div>McKesson</div> <div></div>	

# Requisitions

- Clicking “Requisition Forms” takes you to the Business Meal, Payment Auth, Noncatalog, and Contract Request forms

## Featured categories

-Requisition Forms



### < -Requisition Forms

Q Search for items or services

4 results

Card View

Table View

Business Meal Form (U)

Create Request

Payment Authorization (U)

Create Request

Noncatalog Requisition (U)

Create Request

Contract Request (U)

Create Request

Self Service Procurement

My Requisitions

Cart

# Requisitions

- Fill out the line item information

## Create Request

Cancel

Add to List

Add to Cart

### Noncatalog Requisition (U)

Item Description

22 x 26 inch event posters

Item Type

Goods

Category

SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPME



### Pricing

Quantity

4

UOM

EACH



Price

\$26.00

Currency

USD

☐ Negotiation required

☒ Negotiated

i

# Requisitions

- Select the supplier. Add any notes or attachments needed.

**Source**

Agreement Type  
Contract Purchase Agreement

Agreement

Supplier  
Dickson Graphics

Supplier Site  
3004 Highway 4-AP-1

Supplier Contact  
Cody Crawford

Supplier Item

**Manufacturer**

Manufacturer

Manufacturer Part Number

**Additional information**

**Notes**

Note to Supplier  
Please see attached Quote

**Attachments**

Category  
To Supplier

**Drag and Drop**  
Select or drop files here.

# Requisitions

- Click “Add to Cart” to proceed to the next step.
- \*Note\* If your requisition has multiple lines, click “Create another request” to add each subsequent line item.

## Create Request

### Noncatalog Requisition (U)

Item Description  
22 x 26 inch event posters

Item Type  
Goods

### Pricing

Quantity  
4

UOM  
EACH

Price  
\$26.00

Currency  
USD

Cancel

Add to List

Add to Cart



Confirmation



### Request added to cart

You can view your cart or create another request with the same supplier.

[Create another request](#)



# Requisitions

- From the Cart screen is where you can add additional lines, check funds, and adjust the FOAP.

## Cart

Requisition REQU000141

Actions

Submit

22 x 26 inch event posters

Sold By Dickson Graphics

\$26.00 EACH

Quantity

4

### Requisition summary

Subtotal	\$104.00
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$104.00</b>

Description

Deliver to Location

Main Campus

Charge To

A-

A110001-701070-61600-400-000000-000 00000-000000-000000

Funds Status

Not reserved

Budget Date

3/26/2025

Peay

University

ESSEE

# Requisitions

Cart

Requisition REQU000141

Actions

Submit

22 x 26 inch event posters

Sold By Dickson Graphics

\$26.00 EACH

Quantity

4

Requisition summary

Subtotal

\$200.00

Estimated Tax

\$0.00

Approval Amount

\$200.00

Description

Deliver to Location

Main Campus

Charge To

A-

A110001-701070-61600-400-000000-000

00000-000000-000000

Funds Status

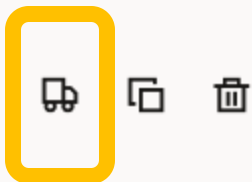
Not reserved

Budget Date

3/26/2025

- Here, line items can be adjusted, duplicated, or removed.
- Individual/Split FOAP accounts can also be applied to each line.

# Requisitions



- Clicking the truck icon takes you to the Delivery and Billing Details.
- In the Billing section, the 3 dots will allow you to edit/split the FOAP.

Delivery and Billing Details

Requisition REQU000141

Line Description

22 x 26 inch event posters

Quantity

4

Delivery

Requested Delivery Date

4/2/2025

Deliver-to Location

Austin Peay State University Central Receiving

Deliver-to Address

681 Summer St, Clarksville, TN 37040, Montgomery, United States

☐ Urgent

Billing

Total

Total Percentage

100

Total Amount

\$104

Total Quantity

4

Distribution 1

A-A110001-701070-61600-400-000000-00000000-000000-000000

Percentage

100

Amount

\$104

Quantity

4

...

Edit

Split

CLARKSVILLE TENNESSEE



# Requisitions

- The Quantity Fields at the top allow you to split the line between multiple FOAPS

Delivery and Billing Details

Requisition REQU000141

Quantity

4

Delivery

Requested Delivery Date

Deliver-to Location

Austin Peay State University Central

7040, Montgomery, United States

Total Percentage

100

Distribution 1

A-A110001-701070-74110-450-000000-00

Percentage

50

Distribution 2

A-A110001-301005-74110-450-000000-00

Percentage

50

Amount

\$52

Distribution 1

Quantity

2

Amount

\$52.00

Percentage

50

Budget Date

3/26/2025

Project costing

Project Number

Charge account

Charge To

A-A110001-701070-74110-450-000000-00000000-000000-000000

Additional information

Search

Information

Combination details

Segment	Value	Description
Entity	A	Austin Peay State University
Fund	A110001	Undesignated E and G
Organization	701070	Soccer Women
Account	74110	Printing of Supplies by Institution
Program	450	Institutional Support
Activity	000000	Default Activity
PPM_Project	00000000	Default Project
InterFund	000000	Default Interfund
Future	000000	Default Future Value

Cancel

Update

# Requisitions

- If you have a Grant FOAP, enter the project number.
- Additional fields will populate to be filled out.
- Contact the Grants office if you have any questions about Grant expenditures.

**Delivery and Billing Details**  
Requisition REQU000141

Quantity  
4

**Delivery**

Requested Delivery Date

Deliver-to Location  
Austin Peay State University Central

7040, Montgomery, United States

**Distribution 1**

Quantity  
2

Amount  
\$52.00

Percentage  
50

Budget Date  
3/26/2025

**Project costing**

Project Number

**Charge account**

Charge To  
A-A110001-701070-74110-450-000000-00000000-000000-000000

**Project costing**

Project Number  
A250013

Task Number

Expenditure Item Date

Expenditure Type

Expenditure Organization

Contract Number

Funding Source

**Distribution 2**  
A-A110001-301005-74110-450-000000

Percentage  
50

\$52

Cancel Update

# Requisitions

- The Charge account field is where FOAP information is updated.
- You can also search by description if you do not know the value.

Delivery and Billing Details

Requisition REQU000141

Quantity

4

Delivery

Requested Delivery Date

Deliver-to Location

Austin Peay State University Central

Address

mer St, Clarksville, TN 37040, Montgomery, United States

Distribution 1

Quantity

2

Amount

\$52.00

Percentage

50

Budget Date

3/26/2025

Project costing

Project Number

Charge account

Charge To

A-A110001-701070-74110-450-000000-00000000-000000-000000

Additional information

Combination details

Segment	Value	Description
Entity	A	Austin Peay State University
Fund	A110001	Undesignated E and G
Organization	701070	Soccer Women
Account	74110	Printing of Supplies by Institution
Program	450	Institutional Support
Activity	000000	Default Activity
PPM_Project	00000000	Default Project
InterFund	000000	Default Interfund
Future	000000	Default Future Value

Distribution 2

A-A110001-301005-74110-450-000000-00

Percentage

50

Amount

\$52

Cancel

Update

# Requisitions

## Cart

Requisition REQU000141

The requisition didn't pass the funds check process. (POR-2011317)

View details

22 x 26 inch event posters

Sold By Dickson Graphics

\$26.00 EACH

Deliver to Location

Main Campus

Requisition s

Subtotal

Estimated Tax

Approval Amount

Description

Description Field Text

Justification

Justification Field Text

Deliver to Location

Varies by line

Charge To

Multiple

Funds Status

Not reserved

Budget Date

3/26/2025

- “Checking Funds” will verify funds are available.
- Click view details to identify the budget account that failed.

## Funds check results

Requisition REQU000141

### Transaction lines

All (2)Passed (1)Failed (1)Warning (0)

22 x 26 inch event posters

Impacted control budgets

University Budget

Insufficient funds

Budget Manager

Jacklyn Milam

Budget Account

A-A110001-701070-74-450

Budget Period

FY-2025

Requested

\$52.00

Project Burden

No

University Budget

Passed budgetary control validation

Budget Manager

Jacklyn Milam

Budget Account

A-A110001-301005-74-450

Budget Period

FY-2025

Requested

\$52.00

Project Burden

No

# Requisitions

## Cart

Requisition REQU000141

The requisition didn't pass the funds check process. (POR-2011317)

View details

22 x 26 inch event posters

Sold By Dickson Graphics

\$26.00 EACH

Deliver to Location

Main Campus

Requisition s

Subtotal

Estimated Tax

Approval Amount

Description

Description Field Text

Justification

Justification Field Text

Deliver to Location

Varies by line

Charge To

Multiple

Funds Status

Not reserved

Budget Date

3/26/2025

- “Checking Funds” will verify funds are available.
- Click view details to identify the budget account that failed.

## Funds check results

Requisition REQU000141

### Transaction lines

All (2)Passed (1)Failed (1)Warning (0)

22 x 26 inch event posters

Impacted control budgets

University Budget

Insufficient funds

Budget Manager

Jacklyn Milam

Budget Account

A-A110001-701070-74-450

Budget Period

FY-2025

Requested

\$52.00

Project Burden

No

University Budget

Passed budgetary control validation

Budget Manager

Jacklyn Milam

Budget Account

A-A110001-301005-74-450

Budget Period

FY-2025

Requested

\$52.00

Project Burden

No

# Requisitions

Cart

Requisition REQU000141

Actions

Submit

✓ The requisition passed the funds check process.

View details

22 x 26 inch event posters

Sold By Dickson Graphics

\$26.00 EACH

Quantity

4

Deliver to Location

Austin Peay State University Central Receiving

22 x 26 inch event posters

Sold By Dickson Graphics

\$12.00 EACH

Quantity

8

Deliver to Location

Main Campus

Requisition

Subtotal

Estimated

Approval

Description

Description

Justification

Justification

Deliver to Loc

Varies by li

Charge To

Multiple

Funds Status

Not reserved

Budget Date

3/26/2025

• After resolving any budgetary issues, the Requisition can be submitted!


✓ Confirmation

Requisition submitted

Requisition REQU000141 was submitted for approval.[View requisition](#)

Austin Peay

State University

CLARKSVILLE  TENNESSEE

# CONTRACTS

---

**Amanda Phillips**

Contracts & Reporting Specialist

phillipsag@apsu.edu

931-221-7022

**Corey Harkey**

Associate General Counsel

harkeyc@apsu.edu

931-221-7584



# CONTRACTS NAVIGATION

(Select Procurement)

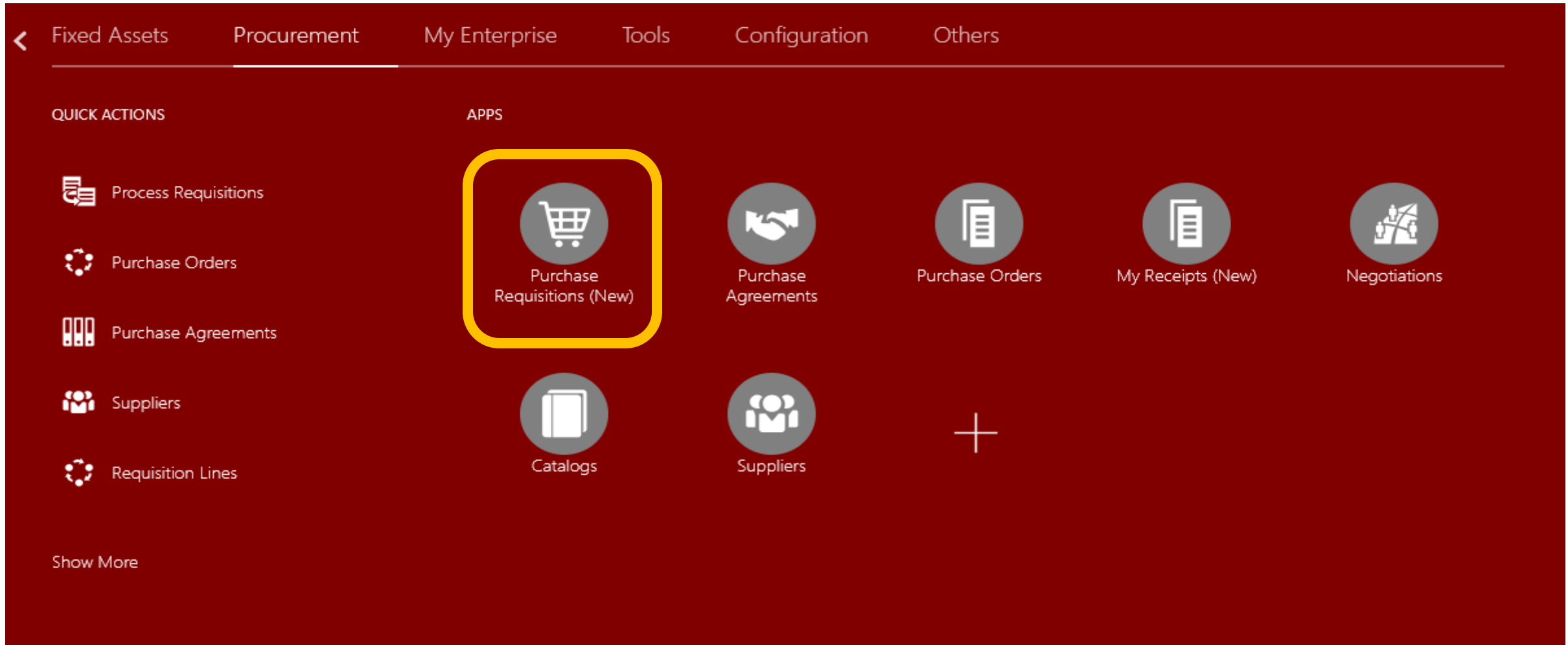
A screenshot of the GOVS SUITE Contracts Navigation interface. The top navigation bar is dark red and contains a back arrow, "Fixed Assets", "Procurement" (highlighted with a yellow box), "My Enterprise", "Tools", "Configuration", and "Others". Below this bar, the interface is divided into two main sections: "QUICK ACTIONS" on the left and "APPS" on the right. The "QUICK ACTIONS" section lists: Personal Details, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Activity Center, My Public Info, Change Photo, Share Data Access, and Document Records. The "APPS" section displays a grid of 15 circular icons with labels: Directory, Connections, Journeys, Pay, Time and Absences, Career and Performance, Personal Information, My Activity Center, Celebrate, Touchpoints, Benefits, Current Jobs, Wellness, Personal Brand, Volunteering, Safety Incidents, Web Clock, and My Expenses. A plus sign icon is located at the bottom right of the apps grid. A "Show More" link is positioned at the bottom left of the interface.

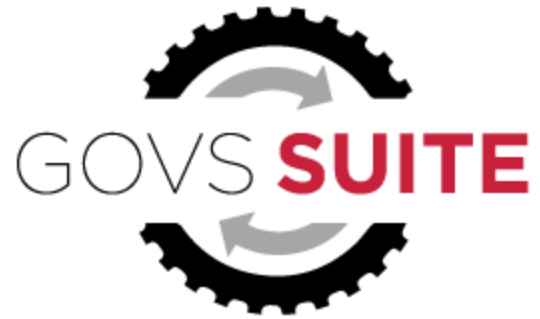




# CONTRACTS NAVIGATION

(Select Purchase Requisitions (New))





# CONTRACTS NAVIGATION

(Select Requisition Forms)

## Featured categories

-Requisition Forms



American Paper and Twine



Apple



CDW

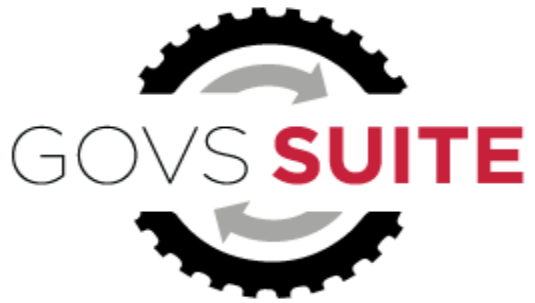


Dell



McKesson





# CONTRACTS NAVIGATION

(Select Contract Request Form)

**Business Meal Form (U)**

Create Request

**Payment Authorization (U)**

Create Request

**Noncatalog Requisition (U)**

Create Request

**Contract Request (U)**

Create Request



# CONTRACT REQUEST FORM

(Fill in Description & Pricing)

Create Request

Cancel

Add to List

Add to Cart

## Contract Request to PO For Request Based Services (U)

Item Description

Required

Item Type  
Rate Based Services

Category  
Contract Request

## Pricing

Quantity  
1

UOM  
EACH

Price  
\$500.00

Currency  
USD



# CONTRACT REQUEST FORM

(Fill in Supplier Information)

Source

Agreement Type  
Contract Purchase Agreement

Agreement ▼

Supplier ▼

Supplier Site

Supplier Contact

Supplier Item



# CONTRACT REQUEST FORM

(Fill in Contract Information)

**Additional information**

**Contract / Agreement Description**

What Service or Product(s) will contractor be providing?

Service or Contract Start Date 

Service or Contract End Date 

Number of Renewals

Person with department designated to monitor Contract

Phone

Email

Frequency Contract Monitoring ▼

Total Contract Amount (including renewals)



# CONTRACT REQUEST FORM

(Fill in Department Information & Type of Contract)

## Requesting Department & Contract Information

<input type="text" value="Department Name"/>	<input type="text" value="Dept Contact Person Name"/>
<input type="text" value="Phone Number"/>	<input type="text" value="Campus Box"/>
<input type="text" value="Email Address"/>	<input type="text" value="Type of Contract / Agreement ▼"/>

### Type of Contract

- ☐ Academic Agreement
- ☐ Clinical Affiliation
- ☐ Dual Services
- ☐ Game Agreements
- ☐ Memorandum of Understanding
- ☐ Personal / Professional
- ☒ Software/Hardware Purchase
- ☐ Use of Off Campus Facilities

### Descriptions

- ☐ Installed on APSU computer
- ☒ Software as a Service



# CONTRACT REQUEST FORM

(Add Attachments & Add to Cart to Submit)

## Attachments

Category  
Internal to Requisition

### Drag and Drop

Select or drop files here.

URL

Add URL

Cancel

Add to List

Add to Cart



# BREAK TIME – Back at 11!

- What's next?
- Notifications and Approvals
- Creating Requisitions for Another Employee
- Reassigning Requisitions
- Updating/Editing Requisitions
- Deleting Requisitions
- Change Orders
- Purchase Orders and Life Cycle
- Creating Receiving Reports (Receipts)
- Correcting Receipts
- Partial Receipts

# REQUISITIONS

---

Notifications and Approvals

# Requisitions - Notifications

- The notification bell is a critical point of communication.
- Various updates will feed through the notifications.
- Approval notifications also appear here.



Good evening, Taylor

urement Tools O

etails

on Info

to

Emergency Contacts

My Organization Chart

My Activity Center

My Public Info

Change Photo



Personal Information



My Activity Center



Celebrate


## Notifications


- ACTION REQUIRED** 27 minutes ago  
Approve Requisition REQU000146  
Casey Leffel [Approve](#) [Reject](#)
  - ACTION REQUIRED** Yesterday  
Approve Requisition REQU000145  
Casey Leffel [Approve](#) [Reject](#)
  - ACTION REQUIRED** 2 days ago  
Approve Requisition REQU000140  
Casey Leffel [Approve](#) [Reject](#)
  - APPROVED** 1 month ago  
Expense Report Approval EXP000014177525 for Taylor Borman (1,454.67 USD)  
Taylor Borman [Dismiss](#)
  - FYI** 1 month ago  
Document (Purchase Order) P2503062 Implemented  
Lois Culwell [Dismiss](#)
- [Load More Items](#) 1-5 items

# Requisitions - Approvals



- To approve a requisition, the easiest way is through the notification.
- Click the requisition number to view the document.

 Family and Emergency Contacts

 My Organization Chart

 My Activity Center

Notifications

Show All

ACTION REQUIRED

1 minute ago

Approve Requisition REQU000147

Casey Leffel

Approve

Reject

ACTION REQUIRED

36 minutes ago

Approve Requisition REQU000146

Casey Leffel

Approve

Reject

ACTION REQUIRED

Yesterday

Approve Requisition REQU000145

Casey Leffel

Approve

Reject

ACTION REQUIRED

2 days ago

Approve Requisition REQU000140

Casey Leffel

Approve

Reject

APPROVED

1 month ago

Expense Report Approval EXP000014177525 for Taylor Borman (1,454.67 USD)

Taylor Borman

Dismiss

Load More Items

1-5 items

# Requisitions - Approvals

- A requisition summary will pop up for review.
- Then approve/reject the requisition.

Approve Requisition REQU000147

Actions ▼

Requisition Approval

**419.00 USD**

**Borman, Taylor**

10.9-inch iPad Wi-Fi 64GB - Silver

Entered By Leffel, Casey

Requisition [REQU000147](#)

## Lines

10.9-inch iPad Wi-Fi 64GB - Silver

**419.00 USD**

1 x 419.00 USD

Charge Account

A-  
A110001-701070-61600-400-000000-00000000-000000-000000  
0

# REQUISITIONS

---

Creating requisitions for other employees to review or submit.

# Requisitions

- Changing the Requestor field in your preferences will send your requisition to the person to approve after you submit.
- This example will route the requisition to Taylor Borman to approve after it has been submitted

## Self Service Procurement

University | Main Campus

Search for items or services

### My recent requisitions

Pending approval Requisition REQU000141

Description Field Text

2 Lines

Date Submitted  
3/26/2025

### Featured categories

-Requisition Forms



American Paper and  
Twine



Apple



CDW

Carolina Biological



Dell



McKesson



Actions

Preferences

## Preferences

### Requisitioning BU

Requisitioning BU  
University

### Delivery

Requester  
Taylor Borman

Deliver to Location  
Austin Peay State University Central Receiving

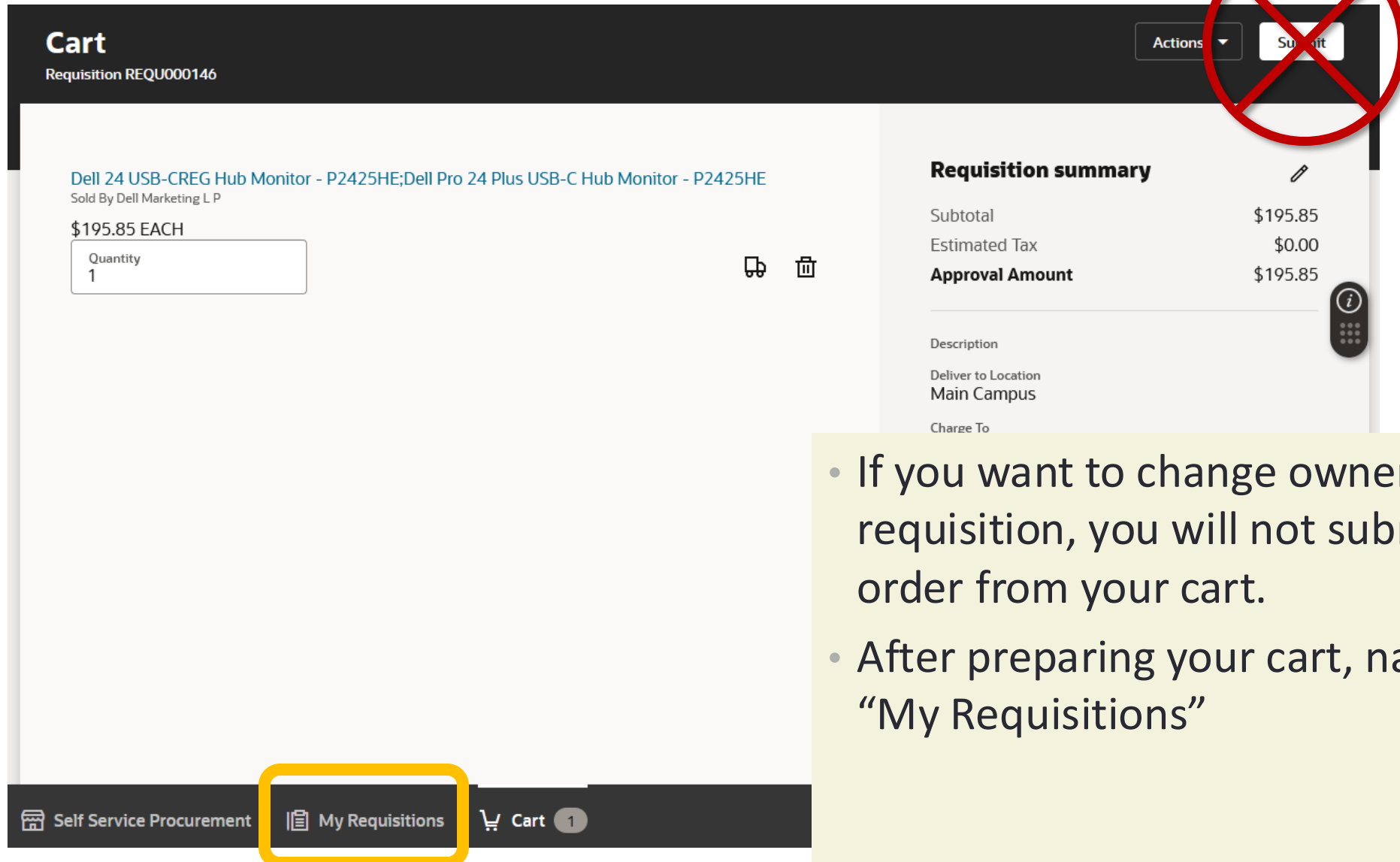
Destination Type  
Expense

### Project costing

Project Number



# Requisitions - Reassign



The screenshot shows a web interface for a requisition cart. At the top, a dark header bar contains the word "Cart" and the requisition ID "Requisition REQU000146". On the right side of this header, there is an "Actions" dropdown menu and a "Submit" button. A large red 'X' is drawn over the "Submit" button. The main content area is divided into two columns. The left column displays the item details: "Dell 24 USB-CREG Hub Monitor - P2425HE; Dell Pro 24 Plus USB-C Hub Monitor - P2425HE", "Sold By Dell Marketing L P", and a price of "\$195.85 EACH". Below the price is a quantity selector with the value "1". To the right of the quantity selector are icons for a truck and a trash can. The right column is titled "Requisition summary" and contains a table with the following data: Subtotal (\$195.85), Estimated Tax (\$0.00), and Approval Amount (\$195.85). Below the table, there is a section for "Description" with the text "Deliver to Location Main Campus" and "Charge To". A small information icon (i) is located to the right of the summary table. At the bottom of the page, a dark footer bar contains three links: "Self Service Procurement", "My Requisitions" (which is highlighted with a yellow rectangle), and "Cart 1".

**Cart**  
Requisition REQU000146

**Requisition summary**

Subtotal	\$195.85
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$195.85</b>

Description  
Deliver to Location  
Main Campus  
Charge To

Self Service Procurement **My Requisitions** Cart 1

- If you want to change ownership of a requisition, you will not submit the order from your cart.
- After preparing your cart, navigate to “My Requisitions”



# Requisitions - Reassign

**My Requisitions**

Search for requisitions

Entered By Taylor Borman 3 Submission Date This Quarter 4 Creation Date Today 2 Category SIGNS, SIGN MATERIALS, SIGN MAKING E

5 items

REQU000146

Draft Dell 24 USB-CREG Hub Monitor - P2425HE;Dell Pro 24 Plus USB-C Hub Monitor - P2425HE

REQU000140 Ring tree

Self Service Procurement My Requisitions Cart 1

**Reassign requisition**  
REQU000146

Reassign To  
Casey Leffel

☒ Notify the assignee

Requisitions Lines

3/28/2025

...

View Details  
Edit  
Duplicate  
View Document History  
View Life Cycle  
**Reassign**  
View PDF  
Cancel  
Delete

**in Peay**  
University  
TENNESSEE

- From this screen, clicking the 3 Dots next to the requisition bar will open a menu with the option to reassign.
- The new owner will be able to edit the requisition and submit the order.

# Requisitions - Reassign



## Self Service Procurement

University | Austin Peay State University Central Receiving

### My recent requisitions

**Draft** Requisition REQU000146

1 Line

Creation Date  
**3/28/2025**

**Pending approval** Requisition REQU000145

**Requisition for Taylor**

1 Line

Date Submitted  
**3/27/2025**

**Ordered** Requisition

**True PO for multi**

1 Line  
Purchase C

Buyer  
**Lois Culv**

### Notifications

[Show All](#)

FYI

Requisition REQU000146 Entered by  
Taylor Borman Was Reassigned to You

2 minutes ago

Taylor Borman

**Dismiss**

- Here we can see the notification sent and the Draft requisition now appears in Casey's list

# REQUISITIONS

---

Managing your requisitions and orders.

# Requisitions - Manage

- The “My Requisitions” screen is used to search and manage your orders.
- You can Withdraw, Edit, Delete, and submit Change Orders

### My Requisitions

Entered By Casey Leffel

Search for requisitions

Submission Date This Quarter 36

Creation Date Last Month 19

Category EQUIP MAINT/REPAIR SERVICES

38 items

RequisitionsLinesDownload

REQU000146	Entered By Casey Leffel	3/28/2025	...
Draft	Dell 24 USB-CREG Hub Monitor - P2425HE;Dell Pro 24 Plus USB-C Hub Monitor - P2425HE	1 EACH	...
REQU000145	Requisition for Taylor Entered By Casey Leffel	3/28/2025	...
Pending approval	Requisition for Taylor	1 BOX	...
REQU000144	True PO for multi Period Accounting Entered By Casey Leffel	3/26/2025	...
Ordered	True PO for multi Period Accounting Purchase Order: POU0000090 sold by Dickson Graphics	25 EACH	...
REQU000136	PA Entered By Casey Leffel	3/24/2025	...
Approved	PA Approval Date: 3/24/2025	1 EACH	...

Self Service Procurement

My Requisitions

Cart 1

# Requisitions – Edit/Update

- Let's edit the requisition that was assigned to Casey.

### My Requisitions

×

Submission Date This Quarter 36

Creation Date Last Month 19

Category EQUIP MAINT/REPAIR SERVICES (GENERAL EQUIP) 6

Supplier OT

38 items

Requisitions

Lines

⬇

REQU000146	Entered By Casey Leffel	3/28/2025	⋮
Draft	Dell 24 USB-CREG Hub Monitor - P2425HE;Dell Pro 24 Plus USB-C Hub Monitor - P2425HE		
REQU000145	Requisition for Taylor Entered By Casey Leffel		
Pending approval	Requisition for Taylor		
REQU000144	True PO for multi Period Accounting Entered By Casey Leffel		
Ordered	True PO for multi Period Accounting <a href="#">Purchase Order: POU0000090 sold by Dickson Graphics</a>		
REQU000136	PA Entered By Casey Leffel		
Approved	PA Approval Date: 3/24/2025		

View Details

Edit

Duplicate

View Document History

View Life Cycle

Reassign

View PDF

Cancel

Delete

Self Service Procurement

My Requisitions

Cart 1

# Requisitions – Edit/Update

## Cart

Requisition REQU000146



Dell 24 USB-CREG Hub Monitor - P2425HE;Dell Pro 24 Plus USB-C Hub Monitor - P2425HE

Sold By Dell Marketing L P

\$195.85 EACH

Quantity

1



### Requisition summary

Subtotal

\$195.85

Estimated Tax

\$0.00

Approval Amount

\$195.85

Description

Requester  
Taylor Borman



Deliver to Location  
Main Campus


Destination Type  
Expense


Charge To  
A-A110001-701070-61600-400-000000-00000000-000000-000000


Funds Status  
Not reserved


Budget Date  
4/4/2025



 Self Service Procurement

 My Requisitions

 Cart 1



- Now the requisition is in the Cart, and it can be updated and submitted.

# Requisitions – Cancel

- Requisitions can be cancelled, and drafts can be deleted from the same menu.

### My Requisitions

Q

Entered By Casey Leffel

X

Search for requisitions

Submission Date This Quarter 37

Creation Date Last Month 19

Category EQUIP MAINT/REPAIR SERVICES (GENERAL EQUIP)

Supplier Dell Equipment Inc

More Filters

38 items

REQU000146	Dell 24 US	Entered By C	Pending approval
REQU000145	Requisition	Entered By C	Pending approval
REQU000144	True PO fo	Entered By C	Ordered
REQU000136	PA	Entered By Casey Leffel	Approved

Requisitions

Lines

3/28/2025

...

View Details

Edit

View Approvers

Duplicate

View Document History

View Life Cycle

Reassign

View PDF

Cancel

Delete

### Cancel requisition?

If you cancel requisition REQU000146, all eligible lines will be canceled.

Cancellation Reason

Required

Don't Cancel

Cancel Requisition

Self Service Procurement

My Requisitions

Cart

# Requisitions – Change Orders

The screenshot displays the 'Requisitions' interface. At the top, there is a search bar with the text 'Entered By Casey Leffel' and a 'Search for requisitions' button. Below the search bar, there are filters for 'Submission Date This Quarter 37', 'Creation Date Last Month 19', 'Category EQUIP MAINT/REPAIR SERVICES (GENERAL EQUIP) 6', and 'Supplier O'Dell Equipment'. The main table lists several requisitions:

Requisition ID	Description	Status	Approval Date
REQU000145	Requisition for Taylor	Pending approval	
REQU000144	True PO for multi Period	Ordered	
REQU000136	PA	Approved	3/24/2025
REQU000135	Signs for the office	Ordered	
REQU000132	PA - Item Description Field	Approved	3/24/2025
REQU000130	Test URL 2		3/21/2025

An 'Edit requisition?' dialog box is open, showing a 'Change Description' text area and 'Cancel' and 'Edit' buttons. A yellow box highlights the 'Edit' button in the dialog box. Another yellow box highlights the 'More' menu icon (three dots) next to the 'Signs for the office' requisition. A third yellow box highlights the 'Edit' option in the 'More' menu.

- Change Orders for requisitions that have already been approved are submitted through the same menu by clicking edit.



# Requisitions – Change Orders

- After submitting the edits, the status on the requisition page will update to show pending approval.

< Change Order 2

Purchase Order POU0000083

Signs for the office

\$20.00 EACH

Quantity ✖

100

Change order summary ✎

Ordered\$2,000.00

Total Tax\$0.00

Total\$2,000.00

Supplier

Dickson Graphics

Delete

Submit

REQU000135	<b>Signs for the office</b> Entered By Casey Leffel	3/24/2025	...
Ordered	Signs for the office Purchase Order: POU0000083 sold by Dickson Graphics (Change order pending approval)	1 EACH	...

✔ Change order created ✕

# REQUISITIONS

---

Requisition Life Cycle

# Requisitions – Life Cycle

- Requisition, Purchase Order, Receipt, and Invoice documents are all linked together in Govs Suite.

## My Requisitions

Entered By Casey Leffel 3

Submission Date Today 3

Creation Date Today 3

Category COMPUTER ACCESSORIES AND SUPPLIES 2

More Filters

6 items

RequisitionsLinesDownload

REQU000147	10.9-inch iPad Wi-Fi 64GB - Silver Entered By Casey Leffel	3/28/2025	...
Ordered	10.9-inch iPad Wi-Fi 64GB - Silver <a href="#">Purchase Order: POU0000091 sold by Apple Computer</a>	1 EACH	...
REQU000146	USB-C Hub Monitor - P2425HE Entered By Casey Leffel	3/28/2025	...
Canceled	Dell 24 USB-CREG Hub Monitor - P2425HE;Dell Pro 24 Plus USB-C Hub Monitor - P2425HE Cancellation Reason: oopsie	1 EACH	...
REQU000145	Requisition for Taylor Entered By Casey Leffel	3/28/2025	...
Pending approval	Requisition for Taylor	1 BOX	...
REQU000141	Description Field Text	3/25/2025	...
Pending approval	22 x 26 inch event posters	4 EACH	...
Pending approval	11 x 17 inch event posters	8 EACH	...

Self Service Procurement

My Requisitions

Cart

# Requisitions – Purchase Orders

**My Requisitions**

Search for requisitions: POU0000005

Requisition Status Approved 0 | Line Status Approved 0

1 item

Ordered	<b>REQU000005</b> Dell Wired Headset - WH3024 Entered By John Hartsock	Purchase Order: POU0000005 sold by Dell Marketing L P	\$45.62	1/23/2025	...
---------	--	---	---------	-----------	-----

- View Details
- View Order
- View Document History
- View Life Cycle
- Reassign
- View PDF

• From the "My Requisitions" Page, you can drill down by clicking "View Details"

Self Service Procurement | My Requisitions | Cart

# Requisitions – Purchase Orders

REQU000005

Ordered

Requisition

Entered By John Hartsock Business Unit University Creation Date 1/22/2025

Actions

View Life Cycle

Reassign

View PDF

View Document History

Description

Justification

Description

Justification

Subtotal

Estimated Tax

Approval Amount

\$45.62

\$0.00

\$45.62

> More information

Lines

Ordered

Dell Wired Headset - WH3024

\$45.62

1 EACH

Purchase Order: POU00000005 sold by Dell Marketing L P

Approval Date: 1/22/2025

Self Service Procurement

My Requisitions

Cart

- Navigate to the Actions menu and click “View Life Cycle”

# Requisitions – Purchase Orders

Requisition

REQU000005

Purchase Order

POU0000005

Life Cycle

View Purchase Order

Supplier

Dell Marketing L P

Open Date

1/23/2025

Total Amount

45.62 USD

Ordered

45.62

45.62

Fulfilled

Invoiced

45.62

45.62

0

10

20

30

40

50

Amount USD

Line details

Requisition				PO Line-Schedule	Ordered		In Transit	In Receiving	Delivered	Delivery Date
Description	Line	Amount	Quantity		Amount (USD)	Quantity				
Dell Wired Headset - WH3	1	45.62 USD	1 EACH	1-1	45.62	1 EACH				Requested 1/30/2025

Related documents

Negotiation (0)

Shipments (0)

Receipts (0)

Invoices (1)

Line Description	PO Line-Schedule	Invoice Number	Date	Status	Matched Quantity	Matched Amount	Receipts	Total Invoice Amount
Dell Wired Headset - WH3024	1-1	TI00005AA	1/28/2025	On Hold (Receipt Re	1 EACH	45.62 USD		45.62 USD

My Requisitions

Cart

- In this example, we can see that a Purchase Order has been created, and an Invoice has been submitted.
- Because a Receipt has not been created, the “Fulfilled” is empty.
- Additionally, we can see there is a hold on the invoice because it is waiting for receipt matching

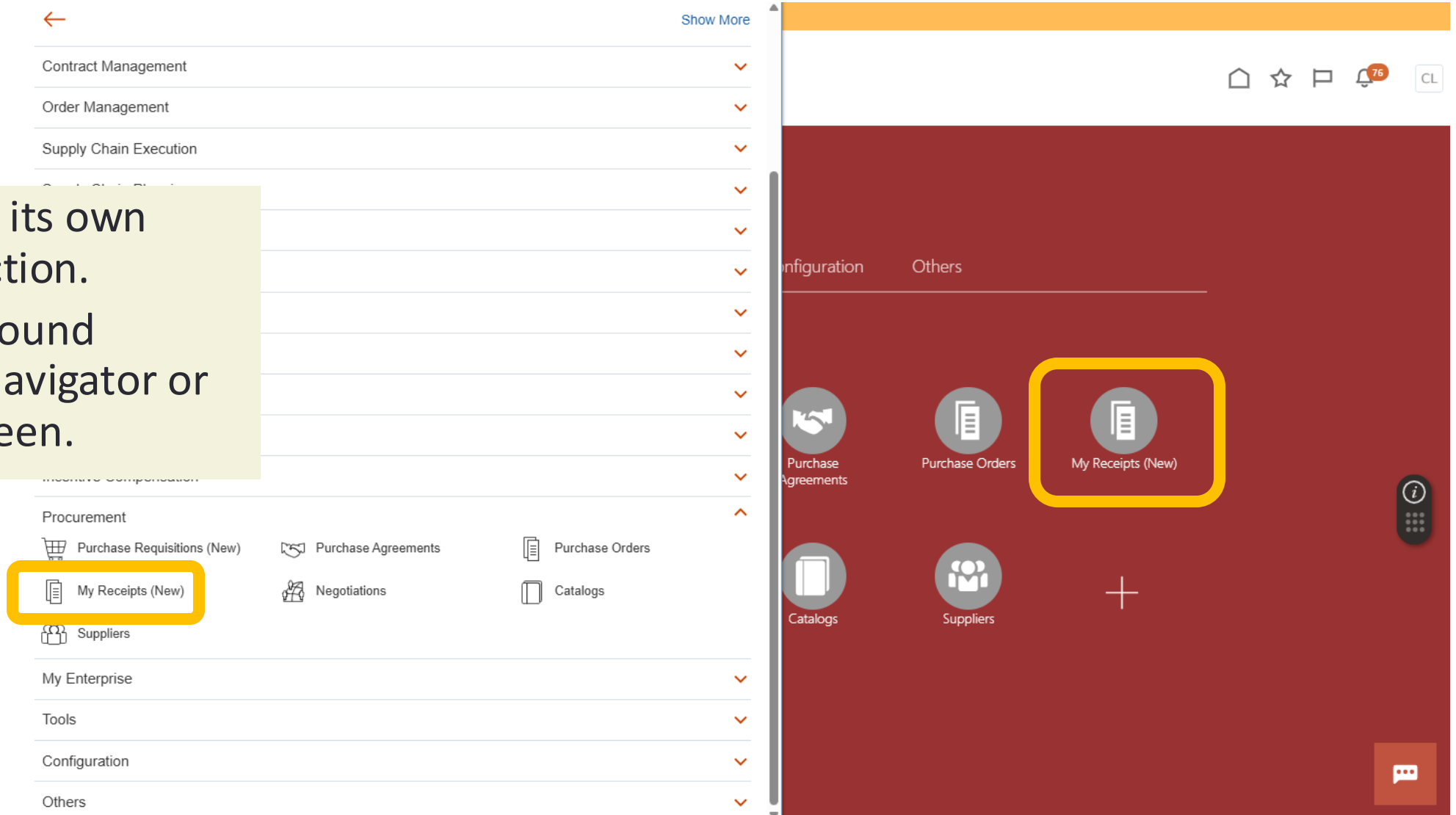
# REQUISITIONS

---

Receipts (Receiving Reports)

# Receipts

- Receiving has its own dedicated section.
- Links can be found through the navigator or the home screen.





# Receipts

- The “Orders to Receive” page is used to identify orders for which you have not created receipts.

## Orders to Receive University ▾

Expected Date 3/28/2025 - 3/28/2025

Requisition REQU000064 2

6 results

Select the orders you want to receive today

☐ 6 items

Receive Now

Receive with Details

☐

Purchase Order POU0000042

**11-inch iPad Pro Wi-Fi 128GB - Space Gray**

1 EACH

From Apple Computer

Expected on 2/26/2025

☐

Purchase Order POU0000053

**BELL SHAPE EAR PLUGS**

1 PACKAGE

From Fisher Scientific Company LLC

Expected on 3/10/2025

☐

Purchase Order POU0000055

**11-inch iPad Pro Wi-Fi + Cellular 128GB - Space Gray**

1 EACH

From Apple Computer

Expected on 3/10/2025

☐ Orders to Receive

☐ My Receipts

- Check the box next to the item you want to create a receipt for.
- “Receive Now” will do a quick receipt for the item selected.
- “Receive with Details” allows for partial receiving if your order has multiple items.

Orders to Receive University

Q

Expected in the past

X

Try a requisition, item, or supplier

Expected Date 3/28/2025 - 3/28/2025

Requisition REQU000064 2

6 results

Select the orders you want to receive today

1 of 6 selected

Receive Now

Receive with Details

11-inch iPad Pro Wi-Fi 128GB - Space Gray

1 EACH

From Apple Computer

Expected on 2/26/2025

BELL SHAPE EAR PLUGS

1 PACKAGE

From Fisher Scientific Company LLC

Expected on 3/10/2025

11-inch iPad Pro Wi-Fi + Cellular 128GB - Space Gray

1 EACH

From Apple Computer

Expected on 3/10/2025

Orders to Receive

My Receipts

# Receipts – Partial Receipts

- “Receive with Details” will open a sidebar to specify the quantity that was received.

**New receipt**  
1 of 1

**11-inch iPad Pro Wi-Fi + Cellular 128GB - Space Gray**

Supplier Apple Computer	Order Quantity 1 EACH
Quantity Received to Date 0 EACH	Remaining Quantity 1 EACH

**Add details of your receipt**

Receipt Quantity  
1

UOM  
EACH

**Attachments**

**Drag and Drop**  
Select or drop files here.

URL

Add URL

**Receipt details**

Tracking Number

Packing Slip

Cancel

Submit

# Receipts – Updating Receipts

- The “My Receipts” page allows you to manage your created receipts.
- You can update/revise receipts here if your original amounts were incorrect.

The screenshot displays the 'My Receipts University' interface. At the top, there's a search bar and filters for 'Receipt Date' (3/28/2025 - 3/28/2025) and 'Requisition' (REQU0000). Below this, a welcome message for 'Casey' is followed by the instruction 'Select the receipts that you want to return or update'. Two buttons, 'Return' and 'Update', are shown, with the 'Update' button highlighted by a yellow box. A list of receipts follows, with the first receipt selected (checked box):

- ☒ Receipt 27: 11-inch iPad Pro Wi-Fi + Cellular 128GB - Space Gray, 1 EACH, From Apple Computer, Received today.
- ☐ Receipt 26: 11-inch iPad Pro Wi-Fi 128GB - Space Gray, 1 EACH, From Apple Computer, Received today.

At the bottom, a navigation bar shows 'Orders to Receive' and 'My Receipts', with the latter highlighted by a yellow box. On the right, a detailed view of the selected receipt is shown, including fields for 'Update receipt', 'Update details of your receipt', and 'Order details'.

**Update receipt**  
1 of 1

**11-inch iPad Pro Wi-Fi + Cellular 128GB - Space Gray**

Received Quantity 1 EACH	Order Quantity 1 EACH
Receipt Date 3/28/2025 8:35 AM	Receipt 27

**Update details of your receipt**

Revised Quantity [dropdown] [up/down arrows] Required  
Date Revised 3/28/2025 10:17 AM [calendar icon]

**Order details**

Description  
11-inch iPad Pro Wi-Fi + Cellular 128GB - Space Gray

Supplier Item  
MP553LL/A

Purchase Order  
POU0000055

Purchase Order Line  
1

Purchase Order Schedule  
1

Shipment  
Requisition  
REQU000064

Quantity Received to Date  
1 EACH

Project Number  
Task Number

Kanban Card

Note to Receiver

# QUESTIONS?

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**FIN**

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