



REQUISITIONS, PURCHASE ORDERS, & RECEIVING

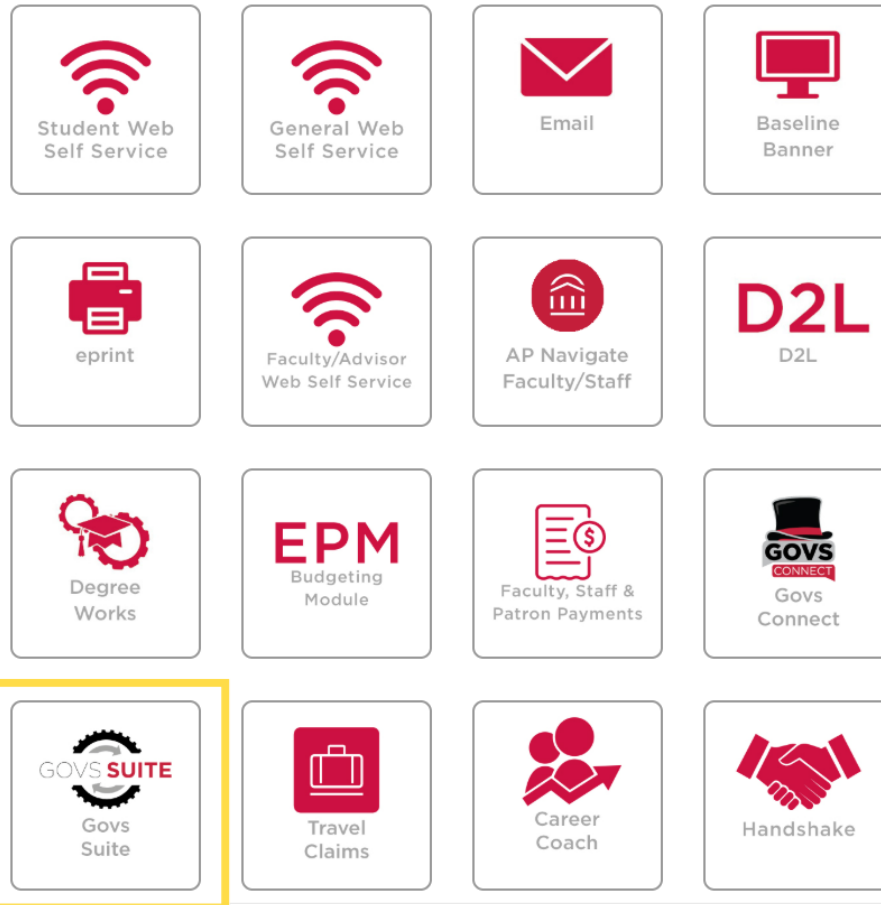
In this training:

- Govs Suite Quick Tour
- Creating Requisitions
- Editing Requisitions
- Purchase Orders
- Receipts

GOVS SUITE QUICK TOUR

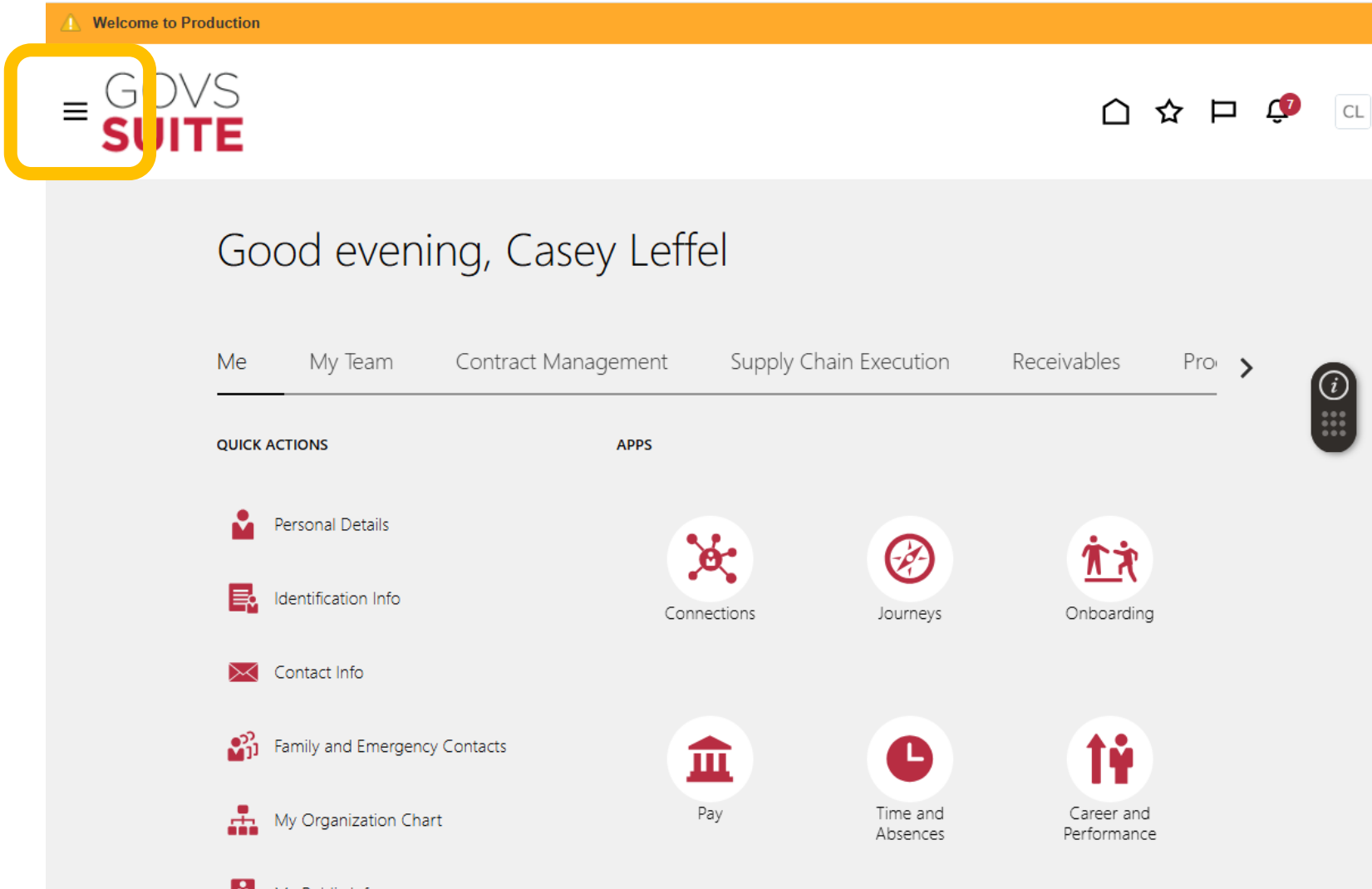
Accessing the Procurement Module

Govs Suite Login



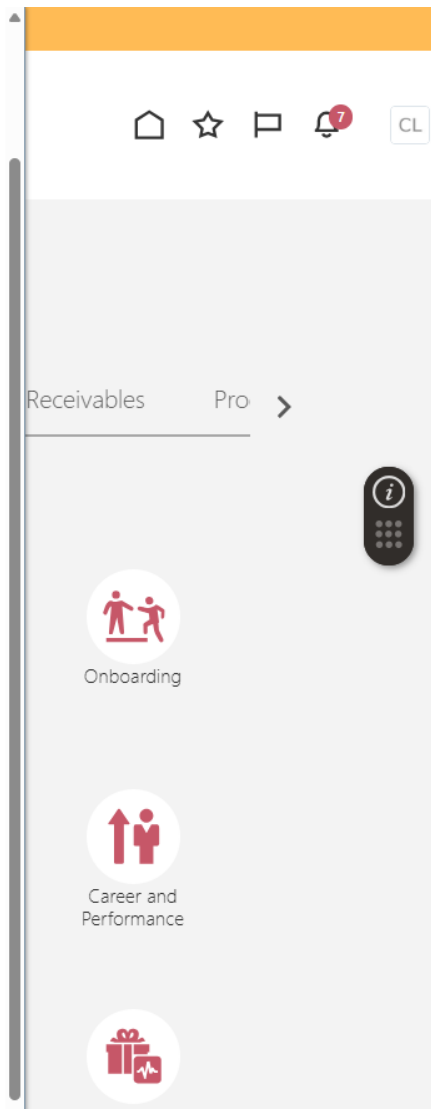
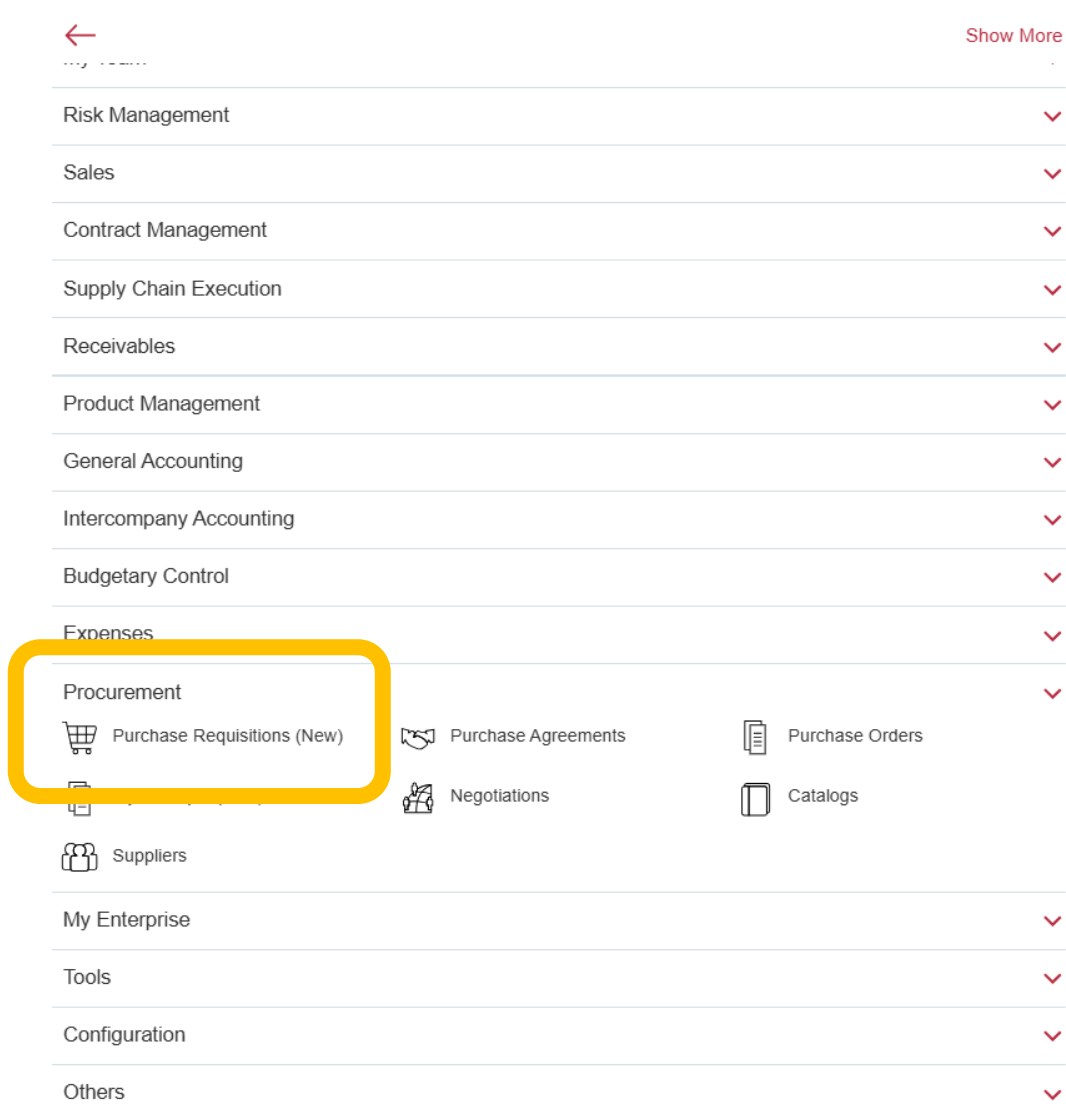
- Access Goves Suite from OneStop utilizing your Single Sign On (SSO)

Govs Suite Home Screen



- The Navigator (≡) will open a list of various modules.

Govs Suite Navigating to Procurement



- Clicking “Procurement” will open additional options.
- Clicking on “Purchase Requisitions” will take you to the Self-Service Procurement page for entering Requisitions.

Procurement Page

Self Service Procurement

University | Austin Peay State University Central Receiving

Actions ▾

Preferences








Search for items or services

My recent requisitions

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

Featured categories

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

REQUISITIONS

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

Requisitions

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



The screenshot shows the "Self Service Procurement" web application interface. At the top, there is a dark navigation bar with the "GOVS SUITE" logo on the left, a search bar in the center, and "Actions" and "Preferences" buttons on the right. Below the navigation bar, the page title "Self Service Procurement" is displayed, followed by "University | Main Campus". A search bar with the placeholder text "Search for items or services" is located below the title. The main content area is divided into several sections: "My recent requisitions" with a card for "Draft Requisition REQU000141" (Creation Date: 3/25/2025); "Featured categories" with cards for "-Requisition Forms", "Apple", and "American Paper and Twine"; and "CDW". At the bottom, a dark footer bar contains navigation links for "Self Service Procurement", "My Requisitions", and "Cart", along with a chat icon.

The Navigator menu is shown on the left side of the interface. It includes sections for "Expenses", "Procurement", and "My Enterprise". Under the "Procurement" section, there are three items: "Purchase Requisitions (New)" (highlighted with a yellow box and a right-pointing arrow), "My Receipts (New)", and "Suppliers". The "Purchase Requisitions (New)" item is also highlighted with a left-pointing arrow.

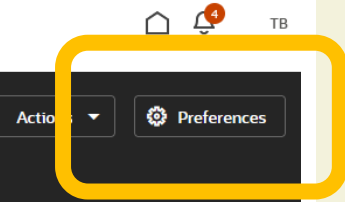
Requisitions



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.
- Not matching the BU to the FOAP you are using will cause your requisition to fail.

Preferences

Requisitioning BU

Requisitioning BU
University

University

Foundation



Requisitions

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

Featured categories

-Requisition Forms



< -Requisition Forms

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

- For this example, we will submit a Noncatalog Requisition.
- Notice that there are two options: by Cost and by Quantity
- The one you pick will determine the type of receiving you will do.

The screenshot displays a grid of four requisition options, each with a 'Create Request' button. The 'Noncatalog Requisition by Quantity (U)' option is highlighted with a yellow rounded rectangle. The 'Contract Request Form(U)' option includes a note: 'Sold By APSU CONTRACT (Replace if supplier in system)'.

Option Name	Action
Contract Request Form(U)	Create Request
Noncatalog Requisition by Cost (U)	Create Request
Noncatalog Requisition by Quantity (U)	Create Request
Payment Authorization (U)	Create Request

Requisitions

- Line item description goes here
- This is the description that will be sent to the supplier
- Descriptions should be specific especially if available in various sizes.
- If you have the supplier's catalog number, include that information

- Quantity and price go here
- (note that we are entering a quantity because we are using a by Quantity form)

Create Request

[Cancel](#) [Add to List](#) [Add to Cart](#)

Noncatalog Requisition by Quantity (U)

Item Description
22 x 26 inch event posters

Line Type
Order By Quantity

Category
Noncatalog

Pricing

Quantity
4

Price
\$ 26.00

UOM
EA

Currency
USD

Negotiation required Negotiated

Requisitions

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.

- Select the supplier and supplier site.
- Note that this is the Order site, not the Remit site.

- Attachments must be labeled as “to Supplier” if you need to send a quote/agreement to the supplier.
- Internal only documents should be set to “to Approver”

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

Cancel

Add to List

Add to Cart

Noncatalog Requisition (U)

Item Description
22 x 26 inch event posters

Item Type
Goods

Confirmation

Request added to cart

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

Create another request

Pricing

Quantity
4

UOM
EACH

Price
\$26.00

Currency
USD

Requisitions

- From the Cart screen is where you can add additional lines, check funds, and adjust the FOAP.
- Additionally, you can add summary information to describe the purpose and intent for the requisition.

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
Approval Amount	\$104.00




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



Requisitions

Cart

Requisition REQU000141

22 x 26 inch event posters
Sold By Dickson Graphics

\$26.00 EACH

Quantity
4

- Let's add a description to the requisition. Start by clicking the pencil next to "Requisition Summary"

Requisition summary

Subtotal	\$104.00
Estimated Tax	\$0.00
Approval Amount	\$104.00

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

Requisitions

- The next screen will have fields to enter a Description and Justification if needed.
- These fields can help you stay organized when reviewing past requisitions

REQU005714
Requisition

Cancel

Update

Description

Justification

Requisitions


- Further down, you can also add a Grant project number and adjust the FOAP for the entire requisition.
- The Charge account field is where FOAP information is updated.
- You can also search by description if you do not know the value.
- Note that all segments must have the dashes and numbers, including the zeros

Project costing

Project Number 

Charge account

Select favorite charge account Enter charge account number

Charge To
A-A127081-403000-74510-450-000000-0000000 

Note that if you need to split FOAPs, that must be done at the line level. (next slides)

Requisitions – Splitting FOAPS

Cart
Requisition REQU000141

22 x 26 inch event posters
Sold By Dickson Graphics

\$26.00 EACH

Quantity
4

Actions Submit

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

Quantity input field:

Delivery truck icon: 

- Here, Line Items can be adjusted, duplicated, or removed.
- Individual/Split FOAP accounts can also be applied to each line.
- To start editing/splitting the FOAP, click the delivery truck icon

Requisitions



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

Delivery and Billing Details

Requisition REQU000141

Cancel Update

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 Percentage	Total Amount	Total Quantity
100	\$104	4

Distribution 1
A-A110001-701070-61600-400-000000-00000000-000000-000000

Percentage	Amount	Quantity
100	\$104	4

CLARKSVILLE TENNESSEE

A yellow rounded rectangle highlights a menu that appears when clicking the three dots in the Billing section. The menu contains the options 'Edit' and 'Split'.

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

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

Additional information

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 Required

Expenditure Item Date Required

Expenditure Type Required

Expenditure Organization Required

Contract Number

Funding Source

Requisitions

- The Charge account field is where FOAP information is updated.
- You can also search by description if you do not know the value.
- Note that all segments must have the dashes and numbers, including the zeros

Delivery and Billing Details

Requisition REQU000141

Quantity
4

Delivery

Requested Delivery Date

Deliver-to Location
Austin Peay State University Central

Address
...ner St, Clarksville, TN 37040, Montgomery, United States

...-701070-74110-450-000000-00

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

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 Instituti
Program	450	Institutional Support
Activity	000000	Default Activity
PPM_Project	00000000	Default Project
InterFund	000000	Default Interfund
Future	000000	Default Future Value

Requisitions - Submitting

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 \$ 00
Estimated Tax \$0
Approval Amount \$ 00

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

Actions
Check Funds
View Approvers
View PDF
Save for Later

- “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

11 x 17 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](#)

REQUISITIONS

Creating requisitions for others.

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.
- This also makes them the person responsible for receiving

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

Cart
Requisition REQU000146

Actions **Submit**

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
Deliver to Location
Main Campus
Charge To

Self Service Procurement **My Requisitions** Cart 1

- If instead, 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

The screenshot displays the 'My Requisitions' page. At the top, there is a search bar and several filter buttons: 'Entered By Taylor Borman 3', 'Submission Date This Quarter 4', 'Creation Date Today 2', and 'Category SIGNS, SIGN MATERIALS, SIGN MAKING EC'. Below this, a list of 5 items is shown. The first item, 'REQU000146', is highlighted. It is a 'Draft' for 'Dell 24 USB-CREG Hub Monitor - P2425HE;Dell Pro 24 Plus USB-C Hub Monitor - P2425HE'. To the right of the item, there is a date '3/28/2025' and a 'Lines' tab. A yellow box highlights a three-dot menu icon next to the date. A dropdown menu is open, showing options: 'View Details', 'Edit', 'Duplicate', 'View Document History', 'View Life Cycle', 'Reassign', 'View PDF', 'Cancel', and 'Delete'. The 'Reassign' option is highlighted with a yellow box. A separate inset window titled 'Reassign requisition' for 'REQU000146' is shown, featuring a 'Reassign To' dropdown menu with 'Casey Leffel' selected and a checked 'Notify the assignee' checkbox.

- 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

Search for items or services

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

73

Notifications

Show All

Search

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 17 Category EQUIP MAINT/REPAIR SERVICES

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	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

Entered By Casey Leffel Search for requisitions

Submission Date This Quarter 36 Creation Date Last Month 19 Category EQUIP MAINT/REPAIR SERVICES (GENERAL EQUIP) 6 Supplier O...

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 Purchase Order: POU0000090 sold by Dickson Graphics		
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



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

Self Service Procurement | My Requisitions | **Cart 1**

 Peay University
KENTUCKY

Requisitions – Cancel

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

The screenshot displays the 'My Requisitions' page with a search bar and filters. A modal dialog titled 'Cancel requisition?' is open, asking for a cancellation reason for requisition REQU000146. A context menu is also open, showing options like 'View Details', 'Edit', and 'Cancel'. The 'Cancel' option is highlighted with a yellow box. The dialog box also has 'Don't Cancel' and 'Cancel Requisition' buttons.

My Requisitions

Entered By Casey Leffel Search for requisitions

Submission Date This Quarter 37 Creation Date Last Month 19 Category EQUIP MAINT/REPAIR SERVICES (GENERAL EQUIP) Supplier Dell Equipment Inc

38 items

Requisition ID	Supplier	Status
REQU000146	Dell 24 US	Pending approval
REQU000145	Requisition	Pending approval
REQU000144	True PO for	Ordered
REQU000136	PA	Approved

Cancel requisition?

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

Cancellation Reason

Required

Don't Cancel Cancel Requisition

3/28/2025

- View Details
- Edit
- View Approvers
- Duplicate
- View Document History
- View Life Cycle
- Reassign
- Cancel

Self Service Procurement My Requisitions Cart

Peay University TENNESSEE

Requisitions – Purchase Orders

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

The screenshot displays the 'My Requisitions' page. At the top, there is a search bar and several filter buttons: 'Entered By Casey Leffel 3', 'Submission Date Today 3', 'Creation Date Today 3', 'Category COMPUTER ACCESSORIES AND SUPPLIES 2', and 'More Filters'. Below the filters, it indicates '6 items' and provides tabs for 'Requisitions' and 'Lines', along with a download icon. The main content is a table of requisitions:

Requisition ID	Description	Status	Submission Date	Quantity
REQU000147	10.9-inch iPad Wi-Fi 64GB - Silver Entered By Casey Leffel	Ordered	3/28/2025	1 EACH
REQU000146	Dell 24 USB-CREG Hub Monitor - P2425HE; Dell Pro 24 Plus USB-C Hub Monitor - P2425HE Entered By Casey Leffel	Canceled	3/28/2025	1 EACH
REQU000145	Requisition for Taylor Entered By Casey Leffel	Pending approval	3/28/2025	1 BOX
REQU000141	Description Field Text	Pending approval	3/25/2025	4 EACH
	11 x 17 inch event posters	Pending approval		8 EACH

The first requisition (REQU000147) is highlighted with a yellow box. It includes a 'Purchase Order: POU0000091 sold by Apple Computer' link. The bottom navigation bar contains 'Self Service Procurement', 'My Requisitions', and 'Cart' icons.

Requisitions – Purchase Orders

My Requisitions

Search for requisitions: POU0000005

Requisition Status Approved 0 | Line Status Approved 0

1 item

Ordered

REQU000005
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

Self Service Procurement | My Requisitions

- Requisition, Purchase Order, Receipt, and Invoice documents are all linked together in Govs Suite.
- You can drill down by clicking “View Details”

Requisitions – Purchase Orders

< REQU000005 Ordered
Requisition

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

Actions View Document History

- View Life Cycle
- Reassign
- View PDF

Description: Dell Wired Headset - WH3024

Justification:

Subtotal	Estimated Tax	Approval Amount
\$45.62	\$0.00	\$45.62

> More information

Lines

Ordered	Dell Wired Headset - WH3024 Purchase Order: POU00000005 sold by Dell Marketing L P	\$45.62 Approval Date: 1/22/2025	1 EACH	...
----------------------	---	-------------------------------------	--------	-----

Self Service Procurement | My Requisitions | Cart

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

Requisitions – View Life Cycle

[< Requisition REQU000005](#) Purchase Order POU0000005 [View Purchase Order](#)
 Life Cycle

Supplier Dell Marketing L P Open Date 1/23/2025 Total Amount 45.62 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 Req	1 EACH	45.62 USD		45.62 USD

[Home](#) [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

APPROVALS

Notification Bell and Alert Emails

Requisitions - Notifications



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

Notifications

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

[Load More Items](#) 1-5 items

My Organization Chart

My Activity Center

My Public Info

Change Photo



Personal Information



My Activity Center



Celebrate

Requisitions - Approvals



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

Notifications [Show All](#)

- ACTION REQUIRED** 1 minute ago
[Approve Requisition REQU000147](#)
Casey Leffel
- ACTION REQUIRED** 36 minutes ago
[Approve Requisition REQU000146](#)
Casey Leffel
- ACTION REQUIRED** Yesterday
[Approve Requisition REQU000145](#)
Casey Leffel
- ACTION REQUIRED** 2 days ago
[Approve Requisition REQU000140](#)
Casey Leffel
- APPROVED** 1 month ago
[Expense Report Approval EXP000014177525 for Taylor Borman \(1,454.67 USD\)](#)
Taylor Borman

[Load More Items](#) 1-5 items

Family and Emergency Contacts

My Organization Chart

My Activity Center

TB



W
Y
E

Requisitions

- A requisition summary is provided and can be approved or rejected.

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-
A110001-701070-61600-400-000000-00000000-000000-00000
0

RECEIVING

Creating receipts for purchase order items

Receipts

- Note the business unit in the top. You must switch between University/Foundation depending on the PO
- The “Orders to Receive” page is used to identify orders for which you have not created receipts.

The screenshot displays the 'Orders to Receive University' interface. At the top, the title 'Orders to Receive University' is highlighted with a yellow box. Below the title is a search bar containing the text 'Expected in the past' and a search icon. To the right of the search bar is a button labeled 'Try a requisition, item, or supplier'. Below the search bar are two filter buttons: 'Expected Date 3/28/2025 - 3/28/2025' and 'Requisition REQU000064 2'. The main content area shows '6 results' and a heading 'Select the orders you want to receive today'. Below this heading are two buttons: 'Receive Now' and 'Receive with Details'. The results list includes three items, each with a checkbox and a '6 items' label. The first item is 'Purchase Order POU0000042 11-inch iPad Pro Wi-Fi 128GB - Space Gray 1 EACH' from 'Apple Computer', expected on 2/26/2025. The second item is 'Purchase Order POU0000053 BELL SHAPE EAR PLUGS 1 PACKAGE' from 'Fisher Scientific Company LLC', expected on 3/10/2025. The third item is 'Purchase Order POU0000055 11-inch iPad Pro Wi-Fi + Cellular 128GB - Space Gray 1 EACH' from 'Apple Computer', expected on 3/10/2025. At the bottom of the interface, there are two navigation buttons: 'Orders to Receive' (highlighted with a yellow box) and 'My Receipts'.

Receipts

- The search here can be finicky. The easiest way to get all lines available is to click the field that says “Requester (your name)”

Welcome to Production

GOVS SUITE

Orders to Receive Foundation ▾

Try a requisition, item, or supplier

Expected Date 2/2/2026 - 2/2/2026 Document Type Purchase order 5 Requester Lynne Halliburton 5 Exclude 2-Way Match Orders 5 More Filters

You're up to date on your receipts.

Orders to Receive My Receipts

Receipts

- After clicking “Requester Lynne Halliburton,” we see all of the open PO lines under the business unit selected = University.

Orders to Receive University ▾

Requester Lynne Halliburton ▾ Try a requisition, item, or supplier

Expected Date 2/2/2026 - 2/2/2026

Document Type Purchase order 5

Exclude 2-Way Match Orders 5

Purchase Order POU0001237 3

More Filters

Expected on 8/16/2024

Please see attached C-24-0762. The term for this P

Purchase Order P2501641
From Eastwood Athletics LLC
1,500 EA

Receive Now

Expected on 9/20/2024

C-25-0183 Coaching Sessions for 6 leaders Aug. - N

Purchase Order P2502853
From Tabitha Kaiser
9,700 EA

Receive Now

Partially received

Expected on 8/11/2025

Canon copier B & W copies

Purchase Order POU0001237
From Canon USA Inc
4,120 EA

Receive Now

Partially received

Expected on 8/11/2025

Canon copier color copies

Purchase Order POU0001237
From Canon USA Inc
9,277 EA

Receive Now

Partially received


Expected on 8/11/2025

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Purchase Order POU0001237
From Canon USA Inc
6 MO

Receive Now






Receipts

- Available PO lines to receive will appear as cards.
- Using the  icon in the bottom right corner of the card will open the detailed receiving
- For our example, we will create a partial receipt for the Canon Copier Lease

Orders to Receive University ▾

Q Requester Lynne Halliburton ✕ Try a requisition, item, or supplier

Expected Date 2/2/2026 - 2/2/2026 Document Type Purchase order 5 Exclude 2-Way Match Orders 5 Purchase Order POU0001237 3 More Filters

<p>Expected on 8/16/2024</p> <p>Please see attached C-24-0762. The term for this P</p> <p>Purchase Order P2501641 From Eastwood Athletics LLC 1,500 EA</p> <p>Receive Now </p>	<p>Expected on 9/20/2024</p> <p>C-25-0183 Coaching Sessions for 6 leaders Aug. - N</p> <p>Purchase Order P2502853 From Tabitha Kaiser 9,700 EA</p> <p>Receive Now </p>	<p>Partially received</p> <p>Expected on 8/11/2025</p> <p>Canon copier B & W copies</p> <p>Purchase Order POU0001237 From Canon USA Inc 4,120 EA</p> <p>Receive Now </p>
<p>Partially received</p> <p>Expected on 8/11/2025</p> <p>Canon copier color copies</p> <p>Purchase Order POU0001237 From Canon USA Inc 9,277 EA</p> <p>Receive Now </p>	<p>Partially received</p> <p>Expected on 8/11/2025</p> <p>Canon Copier FY 25-26 Model: C5840/Serial 3kg03569</p> <p>Purchase Order POU0001237 From Canon USA Inc 6 MO</p> <p>Receive Now </p>	



Receipts – Partial Receipts

- From here, we can enter the specific amount/quantity to receive.
- Since we only want to receive 1 Month for the copier lease, we need to update the quantity from 6 to 1.

New Receipt

Cancel Create

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Supplier Canon USA Inc	Order Quantity 12 MO	Quantity Received to Date 6 MO
Remaining Quantity 6 MO	Invoiced Quantity 6 MO	

Add details of your receipt

Receipt Quantity: 6 ▼ ▲ UOM: MO ▼

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Receipt details

Tracking Number 📄 Packing Slip 📄 Receipt Date: 2/2/2026 9:13 AM 📅

Notes

Receipts – Partial Receipts

Enter 1 in the “Receipt Quantity” field

Additionally, if you have documentation to attach, you can add that invoice to the attachments.

Note – that invoices still need to be emailed to Accounts Payables

New Receipt

Cancel Create

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Supplier Canon USA Inc	Order Quantity 12 MO	Quantity Received to Date 6 MO
Remaining Quantity 6 MO	Invoiced Quantity 6 MO	

Add details of your receipt

Receipt Quantity: 1 UOM: MO

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

Receipt details

Tracking Number Packing Slip Receipt Date: 2/2/2026 9:13 AM

Notes

Receipts – Partial Receipts



- On the “My Receipts” tab at the bottom, this page will show you receipts that have been created.
- Now we can see our new receipt that was just created for 1 MO of Canon Copier Lease.

My Receipts University ▾

Try a receipt, item, or supplier

Receipt Date 2/2/2026 - 2/2/2026

Document Type Purchase order 40

Received By Lynne Halliburton 40

Requisition REQU001535 19

More Filters

Recent receipts

Received today

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Receipt 7464
From Canon USA Inc

Received Quantity
1 MO



Receipt 7464

Received on 1/13/2026

Canon copier color copies

Receipt 6835
From Canon USA Inc

Received Quantity
2,146 EA

Received on 1/13/2026

Canon copier B & W copies

Receipt 6834
From Canon USA Inc

Received Quantity
2,064 EA

Received on 1/13/2026

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Orders to Receive

My Receipts

Receipts – Partial Receipts



- Let's say we need to edit or zero out this receipt because it was created in error.
- Start by clicking the card of the receipt you want to edit.

My Receipts University ▾

Try a receipt, item, or supplier

Receipt Date 2/2/2026 - 2/2/2026

Document Type Purchase order 40

Received By Lynne Halliburton 40

Requisition REQU001535 19

More Filters

Recent receipts

Received today

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Receipt 7464
From Canon USA Inc



Received Quantity
1 MO

Received on 1/13/2026

Canon copier color copies

Receipt 6835
From Canon USA Inc

Received Quantity
2,146 EA

Received on 1/13/2026

Canon copier B & W copies

Receipt 6834
From Canon USA Inc

Received Quantity
2,064 EA


Received on 1/13/2026

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Orders to Receive

My Receipts

Receipts – Partial Receipts


- Now that the receipt is open, click the  pencil next to the received quantity to update the receipt.

< Receipt 7464

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Supplier Canon USA Inc	Order Quantity 12 MO
---------------------------	-------------------------

Receipt details

Received Quantity 1 MO 	Receipt Date 2/2/2026 9:13 AM
---	----------------------------------

Not happy with the item?

[Return](#)

Attachments

No attachments were added to this receipt.

Additional details

Tracking Number	Packing Slip
-----------------	--------------

Notes

Additional information

Context Value

Order details

My Receipts University ▾

Try a receipt, item, or supplier

Receipt Date 2/2/2026 - 2/2/2026

Document Type Purchase order 40

Received By Lynne Halliburton 40

Requisition REQU001535 19

More Filters

Recent receipts

Received today

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Receipt 7464
From Canon USA Inc

Receipt 7464

Received Quantity
1 MO

Received on 1/13/2026

Canon copier color copies

Receipt 6835
From Canon USA Inc

Received Quantity
2,146 EA

Received on 1/13/2026

Canon copier B & W copies

Receipt 6834
From Canon USA Inc

Received Quantity
2,064 EA

Received on 1/13/2026

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569


< Receipt 7464

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Supplier
Canon USA Inc

Order Quantity
12 MO

Receipt details

Received Quantity
1 MO 

Not happy with the item?

Return

Attachments

No attachments were added to this receipt

Additional details

Tracking Number

Notes

Additional information

Context Value

Order details

Update details of your receipt

Revised Quantity
0  

Date Revised
2/2/2026 9:21 AM 

Cancel

Update 

- T
- a
- y
- Y
- r
- o
- i

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Supplier Order Quantity
12 MO

Receipt details

Received Quantity  Receipt Date
0 MO 2/2/2026 9:13 AM

No quantity of this item is left for return

Attachments

No attachments were added to this receipt.

Additional details

Tracking Number Packing Slip

Notes



Additional information

Context Value

Order details

Description
Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Supplier Item

 Receipt 7464 updated 

- The al yo
- You re or in



My Receipts University ▾

🔍 Try a receipt, item, or supplier

Receipt Date 2/2/2026 - 2/2/2026

Document Type Purchase order 40

Received By Lynne Halliburton 40

Requisition REQU001535 19

More Filters

Recent receipts

Received today

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Receipt 7464
From Canon USA Inc

Received Quantity
0 MO

Received on 1/13/2026

Canon copier color copies

Receipt 6835
From Canon USA Inc

Received Quantity
2,146 EA

Received on 1/13/2026

Canon copier B & W copies

Receipt 6834
From Canon USA Inc

Received Quantity
2,064 EA

Received on 1/13/2026

Cannon Copier FY 25-26 Model: C5840/Serial 3kg03569

Receipt 6833
From Canon USA Inc

Received Quantity

QUESTIONS?

Pat Walton, waltonp@apsu.edu

Lois Culwell, culwelll@apsu.edu

Casey Leffel, leffelc@apsu.edu

Kimberly Willis, willisk@apsu.edu

Jess Verrillo, verrilloj@apsu.edu



FIN
