

New Functionality in Requisition Creation

Departments can now change the default vendor address when selecting a vendor on a requisition. Below is a quick look at how the new process works. Questions regarding the new process should be directed to the Purchasing Office by email at purchasing@utsa.edu.

Step 1

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: UTSA

*Requester: Yvette Medina *Currency:

Requisition Name: Priority:

Line Defaults

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Vendor: Vendor Location: *Address Sequence Number:

Buyer: Category: Unit of Measure:

Step 2

Search

Vendor ID:

Vendor Name:

Alternate Vendor Name:

Country:

Postal Code:

State:

HUB Vendors Only

| Vendor ID | Name | Default Location | Default Location Description | HUB Class | Address | Address | City | State | Postal Code |
|-----------|----------------|------------------|------------------------------|-----------|---------|---------------------|------------|-------|-------------|
| 00037229 | DELL MARKET LP | SHARED | Shared - Converted Location | | 8 | DELL WAY NUM 8142 | ROUND ROCK | TX | |
| 00037229 | DELL MARKET LP | UTTYL | UTTYL | | 8 | 1 DELL WAY NUM 8142 | ROUND ROCK | TX | |
| 00037229 | DELL MARKET LP | UTEP | UTEP | | 24 | PO BOX 371964 | PITTSBURG | PA | |
| 00037229 | DELL MARKET LP | UTEP3 | UTEP3 | | 24 | PO BOX 371964 | PITTSBURG | PA | |

This new field identifies the default Address Sequence Number

Step 3

Create Requisition

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*Requester: Yvette Medina *Currency:

Requisition Name: Priority:

Line Defaults

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Buyer: Category: Unit of Measure:

Step 4

Search Results

| Address Sequence Number | Address Line 1 | Address Line 2 | City | State | Postal Code |
|-------------------------|-------------------------------|----------------|-------------------|-------|-------------|
| 1 | 550 ASBURY DR | (blank) | BUFFALO GROVE, IL | IL | 600894552 |
| 2 | PO BOX 676921 CFO DELL USA LP | (blank) | DALLAS | TX | 752676021 |
| 3 | 1 DELL WAY BLDG 6 | (blank) | ROUND ROCK | TX | 786827000 |
| 4 | PO BOX 676932 | (blank) | DALLAS | TX | 752676032 |
| 5 | PO BOX 676944 | (blank) | DALLAS | TX | 752676044 |
| 6 | PO BOX 692228 | (blank) | CINCINNATI | OH | 452060021 |
| 7 | PO BOX 5995 | (blank) | AUSTIN | TX | 787660986 |
| 8 | 1 DELL WAY NUM 8142 | (blank) | ROUND ROCK | TX | 786827000 |
| 9 | 1 DELL WAY BLDG 8 | (blank) | ROUND ROCK | TX | 786827000 |
| 10 | 1 DELL WAY MSC B58-56 | (blank) | ROUND ROCK | TX | 786827000 |
| 11 | 1200 E CAMPBELL RD STE 109 | (blank) | RICHARDSON | TX | 750811963 |
| 12 | PO BOX 677 | (blank) | CAROL STREAM | IL | 601320001 |
| 13 | 2300 GREENAWN BLVD | (blank) | ROUND ROCK | TX | 786647090 |
| 14 | 1 DELL WAY | (blank) | ROUND ROCK | TX | 786827000 |
| 15 | PO BOX 12001 | (blank) | DALLAS | TX | 752660001 |
| 16 | 2401 GREENAWN BLVD | (blank) | ROUND ROCK | TX | 786820001 |
| 17 | PO BOX 120001 | (blank) | DALLAS | TX | 753120001 |
| 18 | 99355 COLLECTION CENTER DR | (blank) | CHICAGO | IL | 606930993 |
| 19 | PO BOX 120325 | (blank) | DALLAS | TX | 753120325 |
| 20 | PO BOX 13564 | (blank) | AUSTIN | TX | 787113564 |
| 21 | PO BOX 22130 | (blank) | OAKLAND | CA | 946232130 |
| 22 | PO BOX 643561 | (blank) | PITTSBURGH | PA | 152643561 |
| 23 | PO BOX 643568 | (blank) | PITTSBURGH | PA | 152643568 |
| 24 | PO BOX 371964 | (blank) | PITTSBURG | PA | 152674964 |
| 25 | ONE DELL WAY | (blank) | ROUND ROCK | TX | 78682 |
| 26 | ONE DELL WAY 658-07 | (blank) | ROUND ROCK | TX | 78682 |
| 27 | PO BOX 677654 | (blank) | DALLAS | TX | 752674601 |
| 28 | c/o Dell USA LP PO Box 677654 | (blank) | Dallas | TX | 752674601 |
| 29 | PO BOX 5292 | (blank) | CAROL STREAM | IL | 601975292 |

Use the "spy" glass to search available vendor addresses to issue PO to.

Step 5

Create Requisition

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*Requester: Yvette Medina *Currency:

Requisition Name: Priority:

Line Defaults

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Vendor: Vendor Location: *Address Sequence Number:

Buyer: Category: Unit of Measure:

Item Description:

*Price: *Currency:

*Quantity: *Unit of Measure:

*Category: Due Date:

*Vendor ID: *Address Sequence Number:

Vendor Name: TX 78682

Vendor Item ID:

Mfg ID:

Suggest New Vendor