

QUICK REFERENCE GUIDE

Create and Process an Open Market Requisition

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Create and Process an Open Market Requisition

A requisition is an internal document that agencies use to request a purchase. Encumbering funds occurs through the budget check process in SWIFT. Requisitions are not dispatched. There are two types of requisitions: Open Market Requisitions and Contract Encumbering Order Requisitions. This guide provides an overview on Open Market Requisitions. It will also describe the steps to create and process them.

For information about Contract Encumbering Order Requisitions, see the **Create and Process a Contract Encumbering Order Requisitions Quick Reference Guide** located on the SWIFT Training and Support Resources: <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/epro.jsp>

Overview of Open Market Requisitions

Open Market Requisitions (OMR) are typically used for items that cost over \$10,000.00 and need to be bid out (e.g., Strategic Sourcing Event). The solicitation process results in a purchase order. OMRs are entered in SWIFT's ePro module. They are further processed through a Strategic Sourcing Event by Minnesota's Materials Management Division or the agency. The agency processes these events if there is Authority for Local Purchase.

Process Steps to Create an OMR

1. Define the Requisition.

- **Navigation:** eProcurement, Create Requisition
- On the **Create Requisition** page/ **1. Define Requisition** tab, enter the following fields.
 - *Business Unit:* Validate the default or enter a business unit.
 - *Requester:* Defaults to the person entering the Requisition, but can be changed.
 - *Requisition Name:* Create a name.
 - *Origin:* This code represents which division, area or unit in the business unit that originated this requisition.
 - *Agency Reference:* Carries over to the purchase order and prints on it.
 - *Billing Location:* where invoices are sent for this business unit.
 - *Doc Type:* **OMR**

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: Minnesota Management & Budget Origin: Accounting Services: OMR-Open Market Rec

*Requester: Employee Name Suggested Vendors *Currency:

: SAMPLE REQUISITION Agency Reference: Priority:

[Approval Exception](#) Billing Location:

- Expand the **Line Details** section. Enter the following fields as needed.

You can enter shipping and accounting information here. Entering the values in *Line Details* section and selecting the “Override” *Default Option* will populate those values on each line of the requisition.

Or, you can enter them on the **Review and Submit** page of the requisition. You will have to enter them manually line by line.

- Enter the following fields as needed.
 - *Default Options*:
 - Selecting “Default” will apply any defaulted values into any blank fields from the Line Defaults section to all lines of the requisition. It will not override values that already exist.
 - Selecting “Override” will override any defaulted values with the values entered in the Line Defaults to all lines of the requisition. **NOTE:** This option may be helpful with requisitions with multiple lines.
 - *Shipping Defaults*: The *Ship To* value is required. Enter it here. You can also add the *Due Date* and *Attention* fields as needed.
 - *Accounting Defaults*: The *ChartFields* values are required. Enter them here. You can also add the *Details* and *Asset Information* needed by your agency.
- Click the **Continue** button when you are done with the **Create Requisition** page.

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:

Buyer: Category: Unit of Measure:

Shipping Defaults

Ship To: [Modify Onetime Address](#)

Due Date: Attention:

Accounting Defaults

Personalize | Find | First 1 of 1 Last

Pct	Location	GL Unit	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC B
<input type="text"/>											

Continue

2. Add Items and Services.

- Click on the **Special Request** tab. Select the **Special Item** link.

Create Requisition

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

Add lines to the requisition, specifying the information necessary to procure each item or service.

Detailed Catalog | Favorites | Templates | Forms | Web | **Special Request**

Select a Request Type ?

- Special Item** Request an item that is not listed in the Catalog.
- Fixed Cost Service Request a one-time service for a flat fee.
- Variable Cost Service Request a service for which the fee is based on the time worked.
- Time and Materials Request a service for which the fee is based on the time worked and materials used.

- Enter the *Item Description, Price, Quantity, Category* and *Unit of Measure*. The remaining fields are optional in SWIFT. They can be entered as needed for the requisition.
- **NOTE:** The *Account* in the ChartFields will default based on the *Category* chosen.
- Click the **Add Item** button to add the line to the requisition.
- Repeat to add as many lines as required.

Detailed Catalog | Favorites | Templates | Forms | Web | **Special Request**

Special Item

Item Description: ASPHALT ROAD PAVER (USED)

Price: 20000.00000 *Currency: USD

Quantity: 1.0000 *Unit of Measure: EA

Category: 22101607 Due Date: []

Vendor ID: []

Vendor Name: []

Vendor Item ID: []

Mfg ID: []

Manufacturer: []

Mfg Item ID: []

Additional Information

Request New Item

Request New Item

Send to Vendor Show at Receipt Show at Voucher

Add Item | Cancel | Add or Start New Type

- The **Requisition Summary** at the top right of the page displays all items that were added.

2. Add Items and Services | 3. Review and Submit

ation necessary to procure each item or service.

Forms | Web | **Special Request**

item that is not listed in the Catalog.

Requisition Summary		
Description	Qty	UOM
ASPHALT ROAD PAVER (USED)	1	EA
TRUCK - HEAVY MAINTENANCE	1	EA
Total Lines:	2	
Total Amount (USD):	30,000.00	

NOTE: If you are adding an *Item* from the SWIFT *Catalog*, please refer to the **Create an Open Market Requisition with an Item ID Reference Guide**. <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/index.jsp>

3. Review and Submit the Requisition.

- Click on the **3. Review and Submit** tab at the top of the requisition page.
- Add, review or change information on this page.
- On the header, you can update the *Requester*, *Origin* and *Requisition Name*.

Create Requisition

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

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: G1001 Minnesota Management & Budget Origin: 509 Accounting Services Doc Type (Buyer Only): OMR-Open Market Rec

*Requester: Suggested Vendors *Currency: USD

Requisition Name: SAMPLE REQUISITION Agency Reference: SAMPLE Priority: Medium

- To update the requisition, click on the **Line Detail** icon to expand the requisition line. This icon is located on the far right of the requisition lines section.

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	ASPHALT ROAD PAVER, USED		1.0000	EACH	20,000.00000	20,000.00

- Update the requisition as needed.
 - **Individual Lines:** Click on the **Line Detail** icon to expand the requisition line. You can review the information on this line.

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	ASPHALT ROAD PAVER (USED)		1.0000	EACH	20,000.00000	20,000.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: 1.0000 Price: 20,000.00000

Status: Active *Ship To: G104THFL00 [Modify Onetime Address](#)

Attention To: Requestor's Name [Add Shipto Comments](#)

*Distribute By: Qty SpeedChart:

Accounting Lines

Line	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open	G104THFL00	1.0000	100.0000	20,000.00	MN001

2 TRUCK - HEAVY MAINTENANCE 1.0000 EACH 10,000.00000 10,000.00

All Lines: Click on the box on each line or click the **Select All** button. Then click on the **Modify Line/Shipping/Accounting** button.

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	ASPHALT ROAD PAVER (USED)		1.0000	EACH	20,000.00000	20,000.00
2	TRUCK - HEAVY MAINTENANCE		1.0000	EACH	10,000.00000	10,000.00
Total Amount:						30,000.00 USD

Buttons: Add to Favorites, Add to Template(s), **Modify Line / Shipping / Accounting**, Delete

- On the **Modify Line/Shipping/Account** page, update values as need. Click the **Apply** button.

4. Save and Submit the Requisition.

- At the bottom on the requisition, click on the **Save and Submit** button.

Comments

Send to Vendor Show at Receipt Shown at Voucher Approval Justification [More Comments](#)

Buttons: Check Budget, Pre-Check Budget, **Save & submit**, Save & preview approvals, Cancel requisition, Find more items

- If you updated this requisition, SWIFT will display the **Distribution Change Options** page. Keep the default of *All Distribution Lines*. Click **OK**.

Distribution Change Options

For the selected requisition lines, apply distribution changes to

All Distribution Lines
Apply changes to all existing distribution lines.

Matching Distribution Lines
Apply changes to each existing distribution line by matching the distribution line numbers.

Replace Distribution Lines
Remove the existing distribution lines and replace with the distribution lines changes.

Buttons: **OK**, Cancel

- SWIFT will display a **Confirmation** page displaying the *Requisition ID*. Click the **Check Budget** button.

Confirmation

Requested For: Cunningham Number of Lines: 2
 McComb, Shelia M
 Requisition Name: SAMPLE REQUISITION Total Amount: 30,000.00 USD
 Requisition ID: 1000000004
 Business Unit: G1001
 Status: Approved
 Priority: Medium
 Budget Status: Not Checked

Buttons: Submit, Edit Requisition, Apply Approval Changes, **Check Budget**, Pre-Check Budget

- The *Budget Status* will show as “Valid” on the **Confirmation** page if the budget check is successful. If the *Budget Status* does not show as “Valid”, click the **Edit Requisition** button to return to the requisition. Correct the errors and save. Then, click the **Check Budget** button to run budget check.

Confirmation				Requisition Summary		
Requested For:	TRN_PO	Number of Lines:	2	Description	Qty	UOM
Requisition Name:	CONSTRUCTION ENCUMBRANCE	Total Amount:	50,000.00 USD	ELECTRICAL RE-WIRING	1	EA
Requisition ID:	1000000009	Pre-Encumbrance Balance:	50000.00 USD	ELECTRICAL RE-WIRING LABOR	100	HR
Business Unit:	B2201			Total Lines:	2	
Status:	Approved			Total Amount (USD):	50,000.00	
Priority:	Medium					
Budget Status:	Valid					

- When the requisition is in an “Approved” status and a *Budget Status* of “Valid”, the OMR can be bid out through the Strategic Sourcing process.