Create a Contract Encumbering Order Requisition

This reference guide describes how to create a Contract Encumbering Order (CEO) requisition to pre-encumber funds for a contract that will result in a CEO purchase order. This guide describes the steps to create a Contract Encumbering Order (CEO) requisition. There is a separate guide describing the steps to process it and convert it to a purchase order.

A requisition is an internal document that agencies use to request a purchase. Use the EProcurement module in SWIFT to create and process requisitions. The pre-encumbrance is created through the budget check process in SWIFT. Requisitions are not dispatched to suppliers.

Contract Encumbering Orders (CEO) pre-encumber funds.

- They set aside the funds for a specific purchase.
- There is no legal obligation to spend it.
- CEO requisitions are typically used for Building Construction Contracts, Other Construction Contracts or Roadway Construction Contracts.
- Upon award of a CEO requisition, SWIFT creates a CEO purchase order and relieves the CEO requisition’s pre-encumbrance balance.

IMPORTANT! After you create a CEO requisition, you will need to edit the CEO requisition to add contract information. Then, you need to convert the CEO requisition into a purchase order to establish the encumbrance.

To add contract information and convert the CEO requisition into a CEO purchase order, please review the SWIFT Reference Guides.

Steps to complete

- Step 1: Create a CEO requisition record
- Step 2: Validate or update defaults as needed
- Step 3: Enter the requisition item(s)
- Step 4: Process the requisition
Steps to create and process a Contract Encumbering Order requisition

Step 1: Create a CEO requisition

1. Navigate to the Create Requisitions page in the EProcurement module.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>

2. Enter Business Unit, select Add.

3. On the Requisitions Settings page, specify the requisition name, requester and other information that applies to the entire requisition. Adding information here carries throughout the requisition (e.g., ChartFields or Ship To).

Fields on the Requisitions Settings page

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Validate the default or enter a business unit.</td>
</tr>
<tr>
<td>Requester</td>
<td>Defaults to the person entering the requisition, but it can be changed.</td>
</tr>
<tr>
<td>Requisition Name</td>
<td>Create a name that helps you organize it. It does not appear on the purchase order. If left blank, the requisition number will default in this field.</td>
</tr>
<tr>
<td>Origin</td>
<td>This code represents which division, area or unit in the business unit that originated this requisition.</td>
</tr>
<tr>
<td>Agency Reference</td>
<td>Optional field that carries over to the purchase order and prints on it. Follow your agency’s guidelines on this field.</td>
</tr>
<tr>
<td>Billing Location</td>
<td>Where invoices are sent for this business unit.</td>
</tr>
<tr>
<td>Doc Type</td>
<td>CEO</td>
</tr>
</tbody>
</table>

![Requisition Settings Image]
Step 2: Validate or update defaults as needed

1. **Default Options section:**

   On the **Default Options** section, you can enter shipping and accounting information.
   
   - 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 and the same shipping and accounting information.

2. **Line Defaults section:**

   Use this section to change or add field values to the entire requisition. As you add items to this requisition, the values of this group box are applied to the new requisition line based on your default option. The **Default Options Group** box determines how the field values are applied.

   You can set the defaults for **Supplier, Supplier Location, Buyer, Category** and **Unit of Measure**. However, these fields are not required.

3. **Shipping Defaults/Distribution Defaults sections:**

   - On the **Shipping Defaults** section, you can set the defaults for **Ship To, Due Date and Attention** fields.
     - There is also an **Add One Time Address** link.
     - The **Ship To** value is required.

   - **SWIFT does not use the Distribution Defaults section.**

4. **Accounting Defaults section:**

   ChartField values are required on requisitions. Enter them on the **Chartfields 1** tab if you want them carried throughout the requisition. You can also add the **Details** and **Asset Information** as needed by your agency.

   1. **After you complete the defaults sections, scroll to the bottom of the page and select the OK button.**
SWIFT displays the Create Requisition page.

**Step 3: Enter the requisition item(s)**

1. On the Create Requisition page, select the Special Requests link for CEO requisitions.

2. SWIFT displays the Special Requests page. Enter the values in the required fields for the desired item. You can also enter information in other fields as needed.
When you are done, scroll to the bottom of the page and select the **Add to Cart** button.

SWIFT updates the top of the page every time you add to your cart. You can see the number of lines entered.
If you select the **Shopping Cart** icon, SWIFT opens up the top right of the page with the items you entered.

SWIFT brings you back to the **Special Requests** page.

- You can add more items here and then select the **Add to Cart** button at the bottom of the page.
- When you have completed all of the lines, select the **Checkout** button. It is located on the top, right of the page.

### Step 4: Process the requisition

1. Review and submit the requisition.

SWIFT displays the **Checkout- Review and Submit** page. Review the header, lines and defaults. Make any changes as needed.

2. Scroll to the bottom of the page and select the **Save and submit** button.
3. Budget check the requisition.

SWIFT displays a Confirmation page. Scroll to the bottom of the page and select the Check Budget link.

- The Budget Checking Status will show as “Valid” if the budget check is successful.
- If the Budget Checking Status shows “Error”, select the Edit Requisition button to return to the requisition. Correct the errors and save. Then, select the Check Budget button to run budget check.

4. When the requisition is in an “Approved” Status and a Budget Status of “Valid”, SWIFT creates the pre-encumbrance. The CEO requisition is ready for further processing.

You have successfully created a Contract Encumbering Order requisition.