Create an Inventory Requisition

A requisition is an internal document that agencies use to request a purchase. Use the EProcurement module in SWIFT to create and process requisitions. Do not dispatch the requisition to suppliers.

Agencies can use SWIFT’s EProcurement module to manage the items they keep in stock in a warehouse. Currently only a few agencies create requisitions to order their materials from their warehouses. The requisition’s requestor is responsible to ensure that the inventory request was fulfilled completely and accurately when the materials are physically received at their destination.

This reference guide provides an overview of Inventory requisitions. It lists the steps to create an Inventory requisition in SWIFT.

Steps to complete

- Step 1: Enter information on the Requisition Settings page
- Step 2: Enter information on the Create Requisition page
- Step 3: Review and submit the requisition

Overview of Inventory Requisitions

Inventory requisitions flow through SWIFT in this manner.

1. A requestor creates the inventory requisition in EProcurement.
2. SWIFT creates a material stock request to order inventory from the warehouse through SWIFT.

**IMPORTANT:** SWIFT processes pending material stock requests daily during batch processing. SWIFT’s batch processes at 10 a.m., 2 p.m. and 6 p.m. on business days.

3. Warehouse staff receive the material stock request after the daily batch processing.
4. Then, they fulfill the orders and send the materials to where they are needed.
5. The requisition’s requestor is responsible to ensure that the inventory request was fulfilled completely and accurately when the materials are physically received at their destination.
• Sometimes the warehouse is only able to fulfill part of the request. Warehouse staff record the partial fulfillment in SWIFT. SWIFT will create the backorder for the balance of the materials ordered.

• The requestor uses SWIFT’s Material Stock Requests page to track the materials. The requestor needs to review this page to avoid creating duplicate requisitions.

Steps to create an Inventory Requisition

Step 1: Enter information on the Requisition Settings page


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

2. The Requisitions Settings page opens. 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 not populated, the Requisition Number will become the Requisition Name.</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>This field indicates where invoices are sent for this Business Unit.</td>
</tr>
<tr>
<td>Doc Type</td>
<td>Select INV for an Inventory Requisition.</td>
</tr>
</tbody>
</table>

3. Confirm or enter information on the Default Options section.
• If you select the Default button, SWIFT will assign any values defaulted from the requester’s user setup to all requisition lines.

• If you select the Override button, SWIFT will allow the requester to change any defaulted values. SWIFT will also assign the new values to each requisition line.

4. Confirm or enter information on the Line Defaults section.

• Shipping Defaults: Enter the Ship To location. Ship To is the location where the goods are delivered. You can also enter the Due Date as needed.

5. Confirm or enter information on the Accounting Defaults section.

• Enter the Location, Fund, Fin DeptID and AppropID or keep the defaulted values, as appropriate. Follow your agency’s guidelines about Accounting Defaults.

IMPORTANT: Make sure you enter the correct Chartfield information on the requisition. If you enter invalid values, SWIFT will not create the Material Stock Request (MSR).

• After completing the required information, go to the bottom of the page and press OK.
Step 2: Enter information on the Create Requisition page

SWIFT displays the Create Requisition page.

1. For an Inventory requisition, you can find the item in various ways on this page: Catalog, Templates, Recently Ordered or Favorites.

2. On the Browse Catalog section, select the appropriate catalog.

SWIFT opens up the Catalog. Use the key word search or the Filter by menu on the left side. Then, select the Search button.
3. SWIFT displays the results of your search (e.g., Catalog Search Results).

You can see how many results were returned on the banner. In most cases, SWIFT will return multiple lines for the same Item ID. These results are due to multiple contracts available for you to purchase the item directly from the supplier.

- Select the checkbox next to the line you wish to use.
- Add the Quantity.
- Select Add for the item you wish to order from the warehouse.

- Repeat the search to add as many lines as required.

SWIFT updates the Shopping Cart at the top of the page with your inventory items.

IMPORTANT: If you need to edit the requisition, update it before you save and submit it. Once SWIFT runs the batch and creates the Material Stock Request, you cannot edit the requisition.

Step 3: Review and submit the requisition

1. When you are ready to complete the requisition, select the Checkout button at the top of the page. SWIFT opens up the Checkout – Review and Submit page.

   - Review the Requisition Summary section.
   - Review the Cart Summary section. You can add more items if needed.
   - Add any comments or attachments.

2. At the bottom on the requisition, select the Save & submit button.
SWIFT will display a Confirmation page with the Requisition ID.

- The Status is “Approved”.
- The Requisition Name is the same as the Requisition ID unless you entered a Requisition Name on the Define Requisition page.
- As a best practice, write down the Requisition ID. You will need it to follow its progress in SWIFT.

3. Budget check the requisition. Select the Check Budget link.

The Budget Status will show as “Valid” on the Confirmation page if the budget check is successful. SWIFT will process the requisition and send it to the warehouse.

- If the Budget Status does not show as “Valid”, select the Edit This Requisition link to return to the requisition. Correct the errors and save. Select Check Budget to rerun the budget check.

You have successfully created and processed an Inventory requisition.