SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated October 6, 2022

Create an Inventory Requisition

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.

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 requester creates the inventory requisition in EProcurement.
2. 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 batch processing.
4. Then, they fulfill the orders and send the materials to where they are needed.

Sometimes the warehouse is only able to fulfill part of the request. SWIFT will create the backorder for the balance of the materials ordered.

Steps to create an Inventory Requisition

Step 1: Create the requisition and enter required fields in the Defaults sections

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

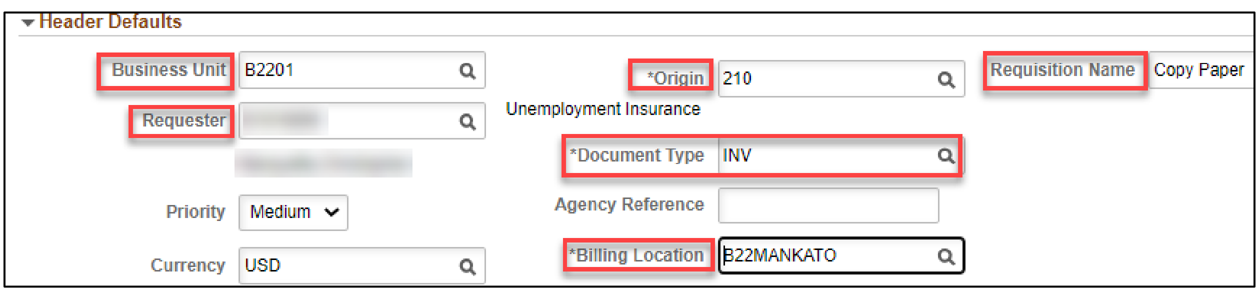
Navigation Options	Navigation Path
Navigation Collection	Procurement, EProcurement, Create Requisitions, Requisition Defaults page.

2. On the *Header Defaults* section, enter or confirm these fields.
   a. *Business Unit*
   b. *Requester*, which is your *Employee ID*

c. *Origin*
d. *Document Type,* enter "INV"
e. *Agency Reference* (optional)
f. *Billing Location*
g. *Requisition Name* (optional)

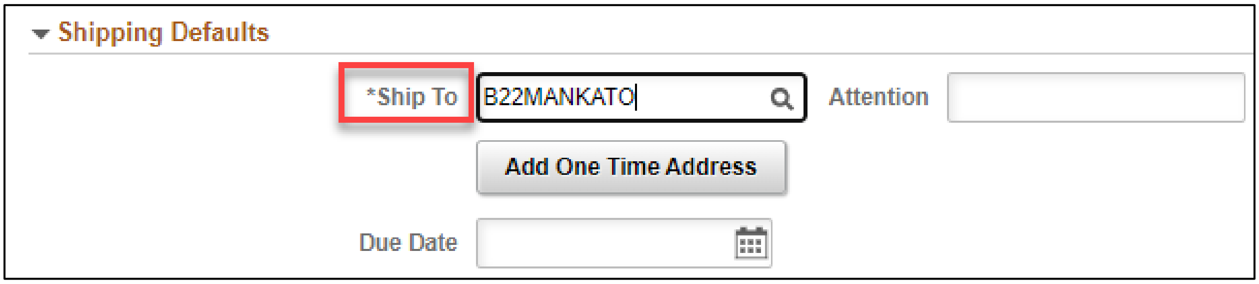
Fields on the Header Default section of the Requisition Defaults page.
Required fields are marked with an asterisk (*)

Field	Field Description
***Business Unit**	Validate the default or enter a Business Unit.
***Requester**	Defaults to the person entering the requisition, but it can be changed.
Requisition Name	Optional. 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.
***Origin**	This code represents which division, area, or unit in the Business Unit that originated this requisition.
Agency Reference	Optional field that carries over to the purchase order and prints on it. Follow your agency's guidelines on this field.
***Billing Location**	This field indicates where invoices are sent for this Business Unit.
***Document Type**	Select "INV" for an Inventory Requisition.



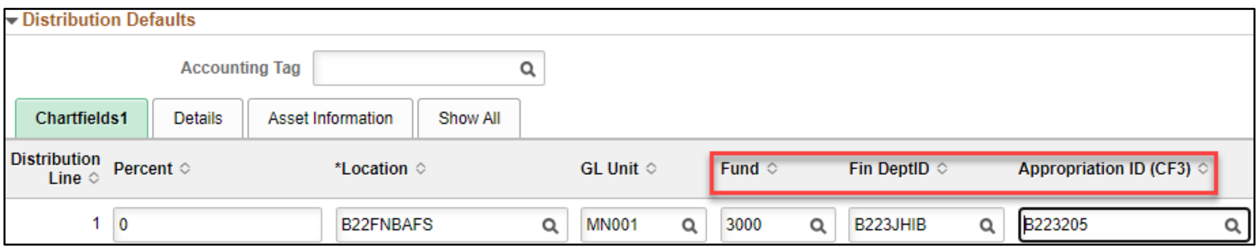
3. In the *Line Defaults* section, enter your *Employee ID* or the buyer who will be processing the requisition in the *Buyer* field.

4. In the *Shipping Defaults* section, enter the “Ship To.” This is where the supplier should deliver the items or where the work will be performed.



5. Enter *Chartfield* values in the *Distribution Defaults* section. They are required on requisitions. Enter the required fields on the *Chartfields1* tab.
    a. *Location*
    b. *Fund*
    c. *Fin DeptID*
    d. *Appropriation ID*
    e. Other *ChartFields* as required by your agency

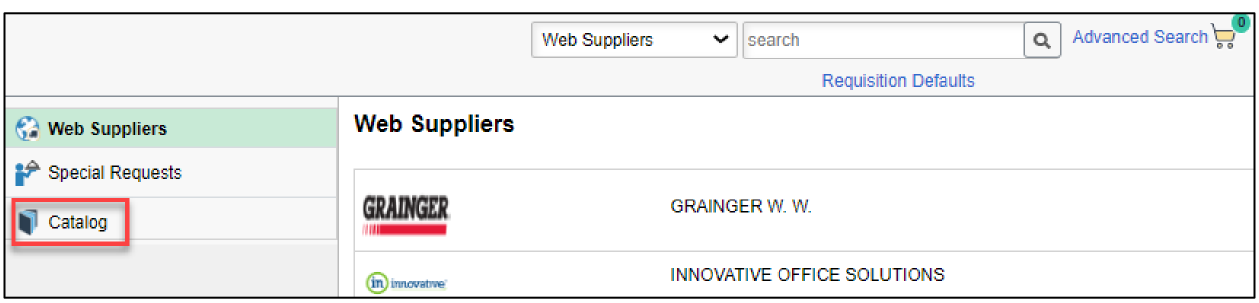
IMPORTANT: Make sure you enter the correct Chartfield information on the requisition. If you enter invalid values, SWIFT will not create the Material Stock Request.



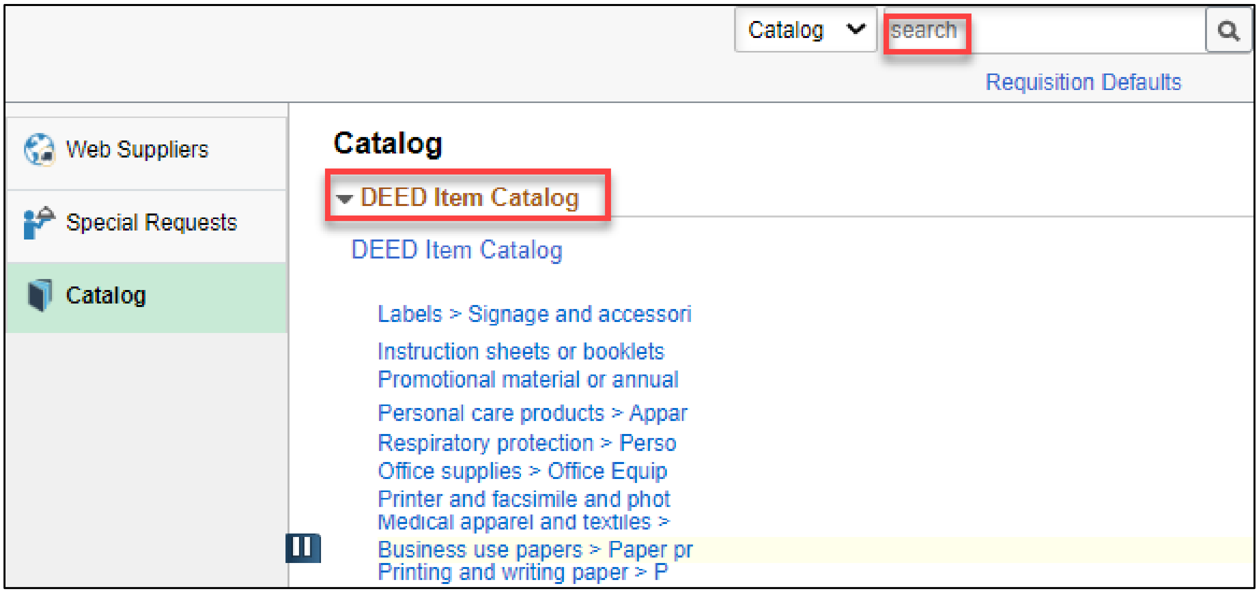
6. After you complete the defaults sections, go to the top of the page. Select the **Done** button.

Step 2: Enter the requisition item(s)

1. SWIFT brings you to a new page to select items for the requisition using the left menu. For the “INV” requisition, select *Catalog*.

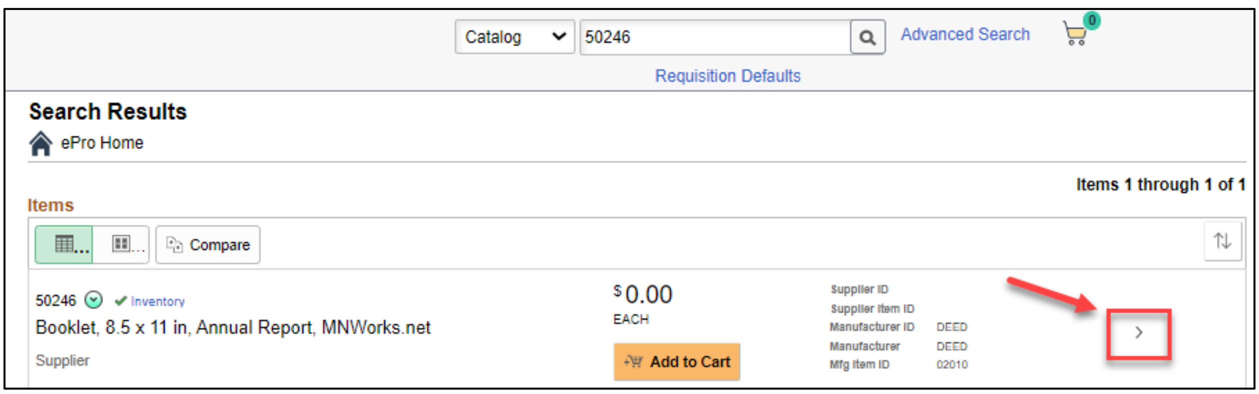


2. Enter the *Item ID* or description in the *Search* field at the top of the page. Or select a category from the Catalog drop down section to show item lists.

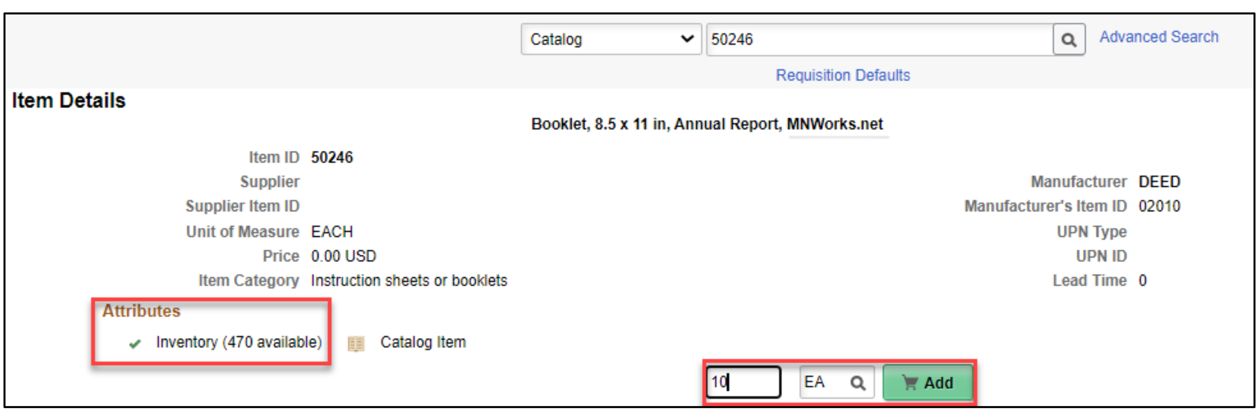


SWIFT displays the results of your search on the *Search Results* page.

3. Select the caret next to the line you wish to use.

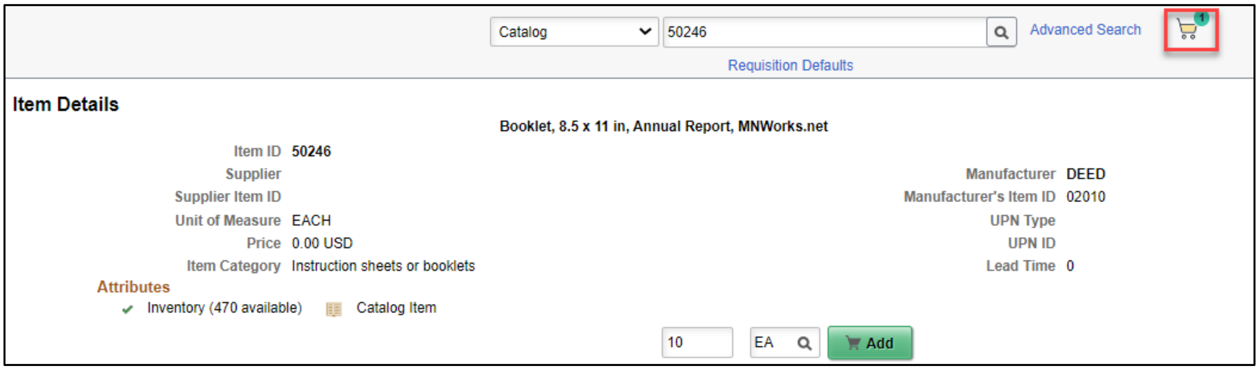


a. The *Item Details* page opens so you can view the quantity available and enter the quantity you wish to order.



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

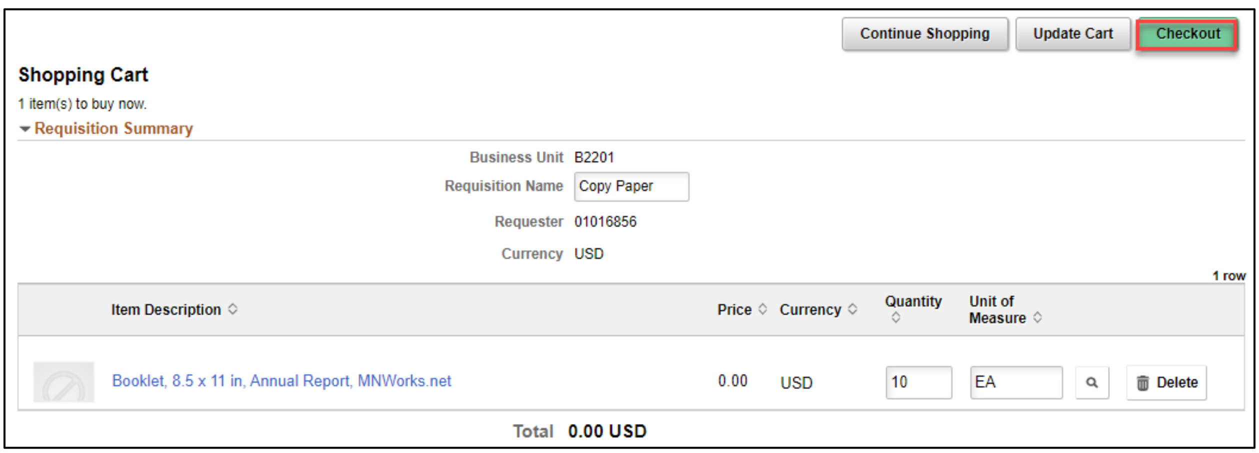
SWIFT updates the **Shopping Cart** at the top of the page with your inventory items.



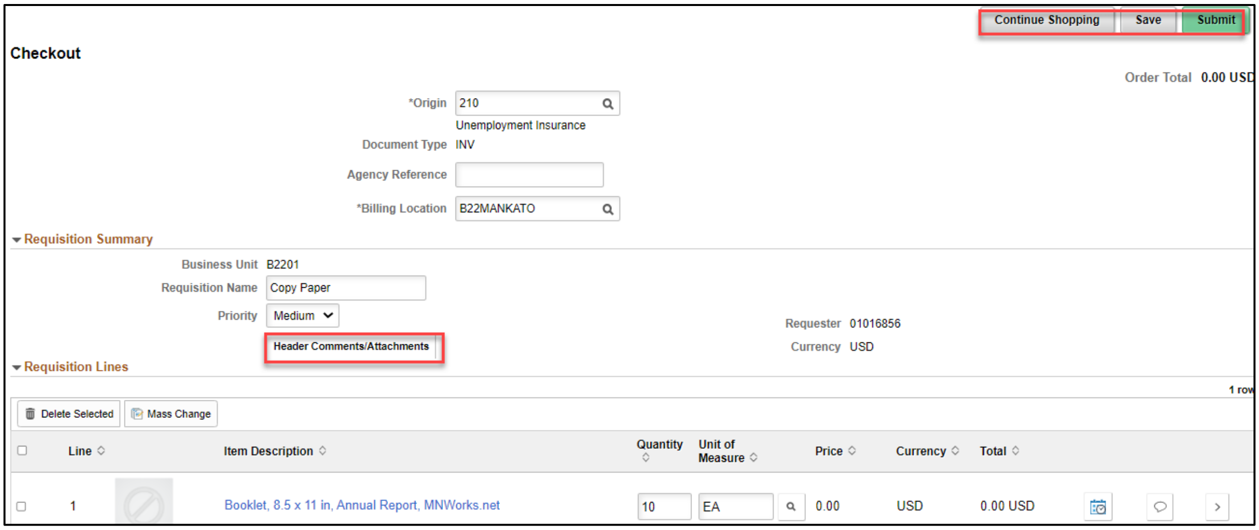
IMPORTANT: If you need to edit the requisition, update it before you save and submit it. Once SWIFT runs the batch and creates the Material Stock Request, you cannot edit the requisition.

Step 3: Review and submit the requisition

1. When you are ready to complete the requisition, select the **Shopping Cart** icon at the top of the page. SWIFT opens the *Shopping Cart* page. Items added to the cart and their quantities are listed.
2. Select the **Checkout** button to open the *Checkout* page.

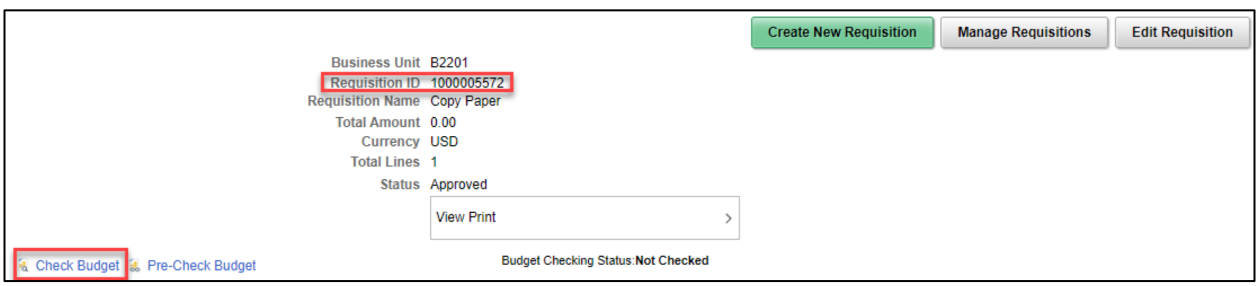


3. On the *Checkout* page, add any comments or attachments.
   - Review the *Requisition Lines* information and updated if needed.
   - Select the **Continue Shopping** button to add additional items to the cart, if needed.
4. At the top of the requisition *Checkout* page, select the **Save** button. This generates a *Requisition ID*. If you are ready to submit the requisition for processing, select the **Submit** button.



5. SWIFT displays 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.



6. 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 Requisition** button to return to the requisition. Correct the errors and select the **Submit** button. Select **Check Budget** to rerun the budget check.

You have successfully created and processed an Inventory requisition.