

## QUICK REFERENCE GUIDE

February 20, 2024

### Create an Open Market Requisition

Open Market Requisition (OMR) requisitions are used to pre-encumber funds for goods or services that need to be bid out through a Strategic Sourcing event. The result of this process is a purchase order.

There are two processes depending on how many distributions you wish to add to it.

- Create and process an Open Market Requisition with one distribution.
- Create and process an Open Market Requisition with multiple distributions using Accounting Tag templates.

This reference guide describes the steps to create and process an Open Market Requisition (OMR) requisition with one distribution. It also describes the basic steps to create an Open Market Requisition with multiple distributions.

### Steps to create and process an OMR with one distribution

#### 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 Option            | Navigation Path   |
|------------------------------|---|
| <b>Navigation Collection</b> | Procurement, EProcurement, Create Requisition, Requisition Defaults page. |

Adding information on the Requisition Defaults page carries throughout the requisition, such as ChartFields or Ship To.

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 "OMR"
  - e. Agency Reference (optional)
  - f. Billing Location
  - g. Requisition Name (optional)

Fields in the Header Default section of the Requisition. Fields marked with an asterisk (\*) are required.

| Field Name        | Field Description   |
|-------------------|---|
| *Business Unit    | The Business Unit typically corresponds to an agency, such as G1001 for Minnesota Management and Budget.  |
| *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 left blank, the Requisition Number will default in this field. |
| *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 | Where invoices are sent for this Business Unit.   |
| *Document Type    | OMR   |

**Requisition Defaults**

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▼ **Header Defaults**

Business Unit: G1001

Requester:

Priority: Medium

Currency: USD

\*Origin: 514

Management Services

\*Document Type: OMR

Agency Reference:

\*Billing Location: G104THFL00

Requisition Name:

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

▼ **Line Defaults**

Supplier ID:

Supplier Location:

Buyer:

Category:

Unit of Measure:

- 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. There is also an Add One Time Address button if you need a One Time Address.

**Shipping Defaults**

\*Ship To:   Attention:

Due Date:

- In the **Distribution Defaults** section, enter Chartfield values. They are required on requisitions. ChartFields are agency-specific and should be obtained from the agency budget manager. Enter the required fields on the Chartfields 1 tab
  - Location
  - Fund
  - Fin DeptID
  - Appropriation ID
  - Other ChartFields as required by your agency

**Distribution Defaults**

Accounting Tag:

**Chartfields1** Details Asset Information Show All

| Distribution Line | Percent | *Location  | GL Unit | Fund | Fin DeptID | Appropriation ID (CF3) |
|-------------------|---------|------------|---------|------|------------|------------------------|
| 1                 | 0       | G104THFL00 | MN001   | 1000 | G1032000   | G100002                |

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

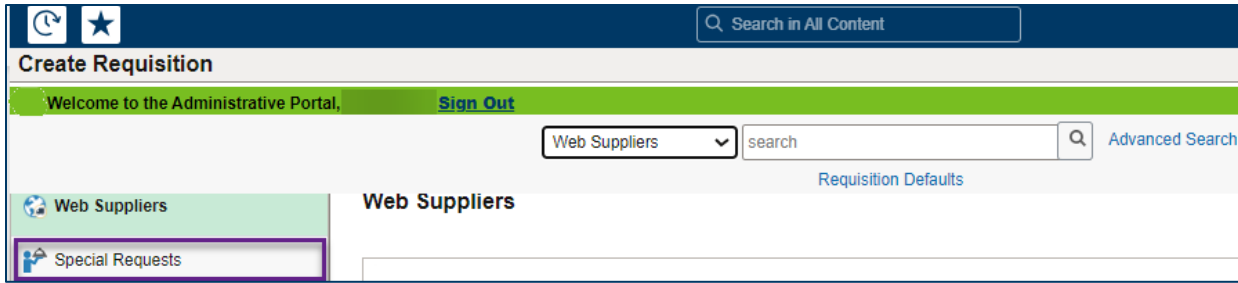
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**Requisition Defaults**

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## Step 2: Enter the requisition item(s)

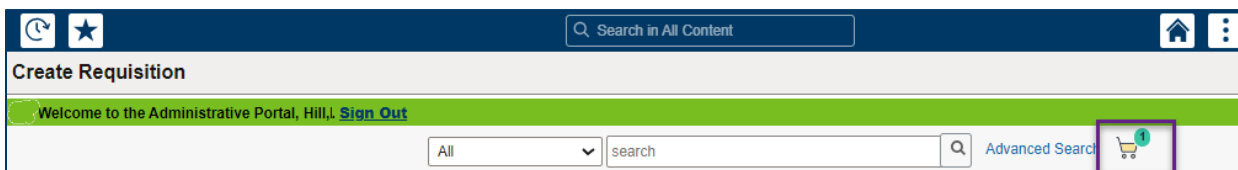
- SWIFT brings you to a new page to select items for the requisition using the left menu. For the OMR request, select **Special Requests**.



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.
  - a. Item Description
  - b. Price
  - c. Quantity
  - d. Category
  - e. Unit of Measure

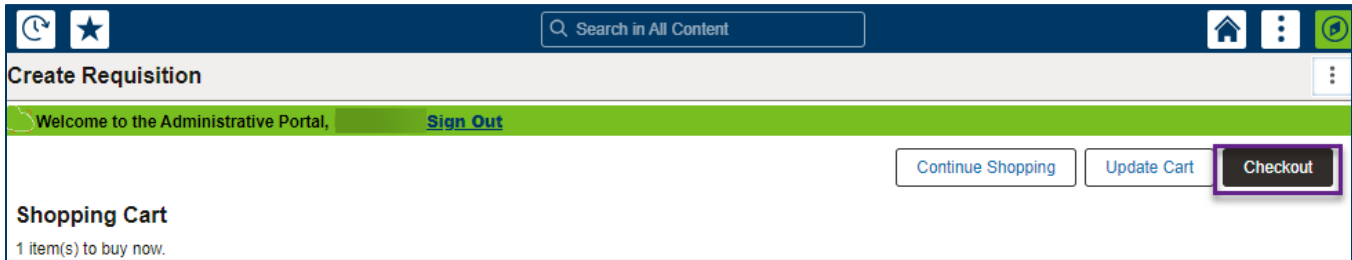
3. When you are done, scroll to the bottom of the page. Select the **Add** button.

4. SWIFT will add the item(s) to the shopping cart.
  - a. Repeat the process for as many requisition lines as needed.
  - b. You can see the Shopping Cart icon at the top right of the page. It shows the items you entered.
  - c. Press the **Shopping Cart** icon.



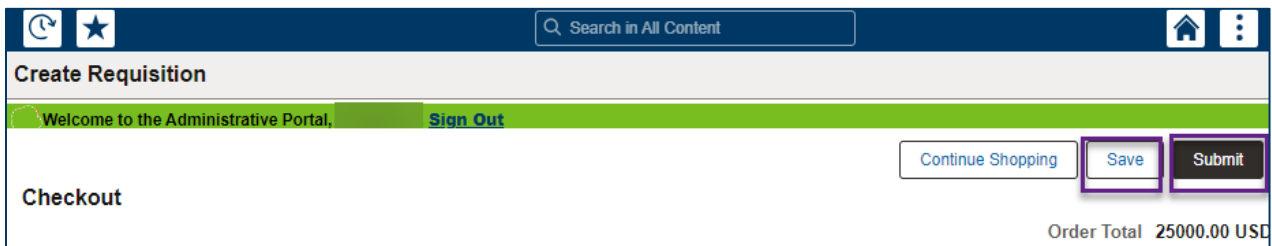
5. SWIFT opens the Shopping Cart page with the items you entered.
  - a. If you wish to add more items to this requisition, select the **Continue Shopping** button. Follow the directions highlighted in Step 2 of this guide.

b. When you're ready, select the **Checkout** button at the top right of the page.

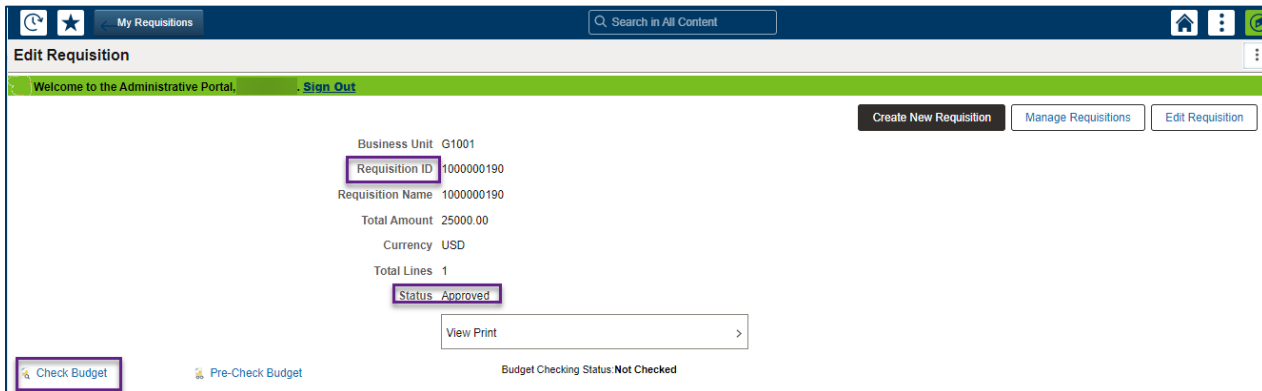


### Step 3: Process the requisition on the Checkout page

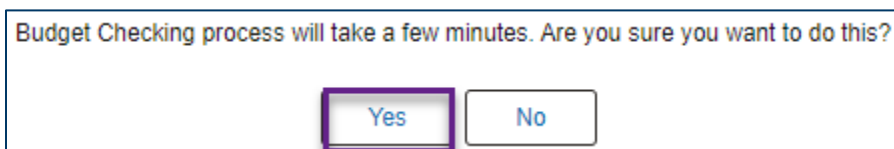
1. SWIFT displays the Checkout page. Review the header, Requisition Summary, and Requisition Lines. Make any changes as needed.
2. When finished, select the **Save** button at the top of the page. Then, select the **Submit** button.



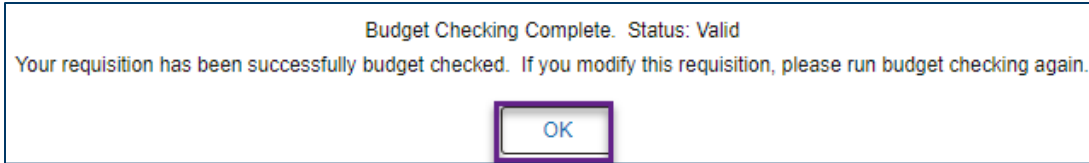
3. SWIFT displays a confirmation page displaying the Requisition ID.
  - a. Scroll to the bottom of the page and select the **Check Budget** link.



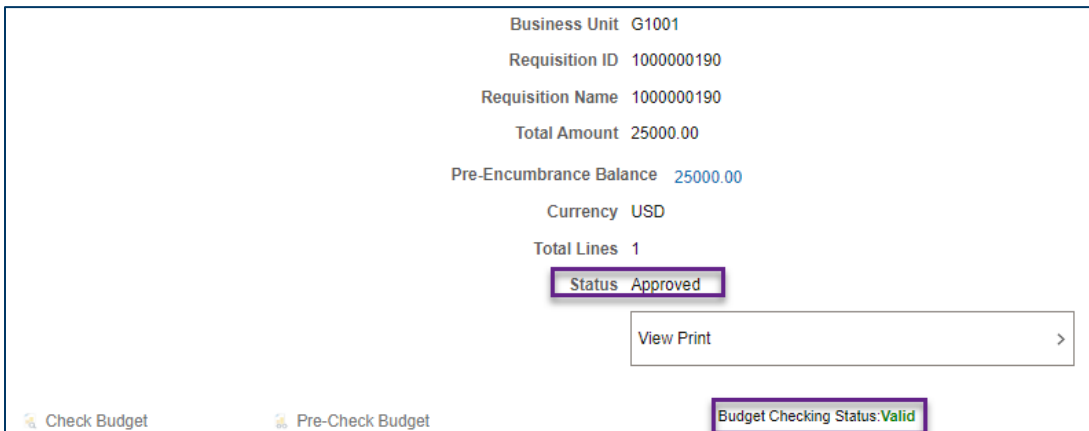
b. SWIFT displays a message. Select the **Yes** button.



c. If the Budget Checking process is complete and the Status is "Valid," you will receive a message. Select **OK**.



- d. If the Budget Checking Status shows “Error,” select the **Edit Requisition** button at the top of the page. Correct the errors and save. Then again select the **Check Budget** button to run budget check.
4. When the requisition is in an “Approved” Status and a Budget Checking Status of “Valid,” SWIFT creates the pre-encumbrance. The OMR requisition is ready for further processing.



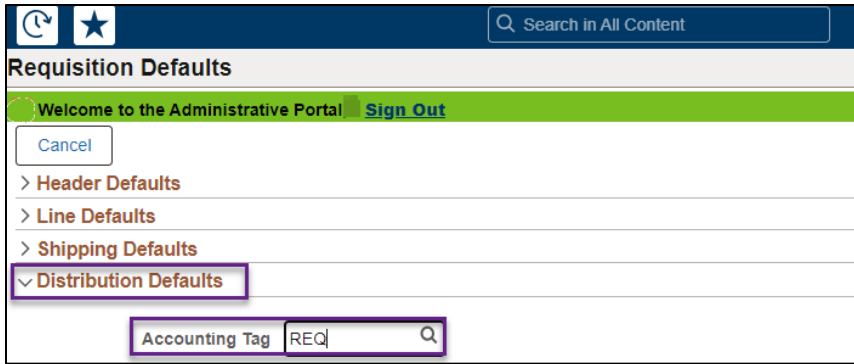
**You have successfully created an Open Market Requisition with one line.**

## How to create and process an OMR with multiple distributions

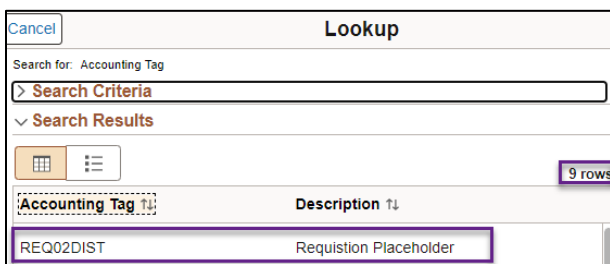
If you are creating an Open Market Requisition (OMR) with multiple distributions, consider creating using Accounting Tags templates. There are nine templates starting with “REQ” that available for adding up to ten lines.

**IMPORTANT.** Follow the steps from the Create and process an Open Market Requisition with section of this guide for details to create an OMR with multiple distributions.

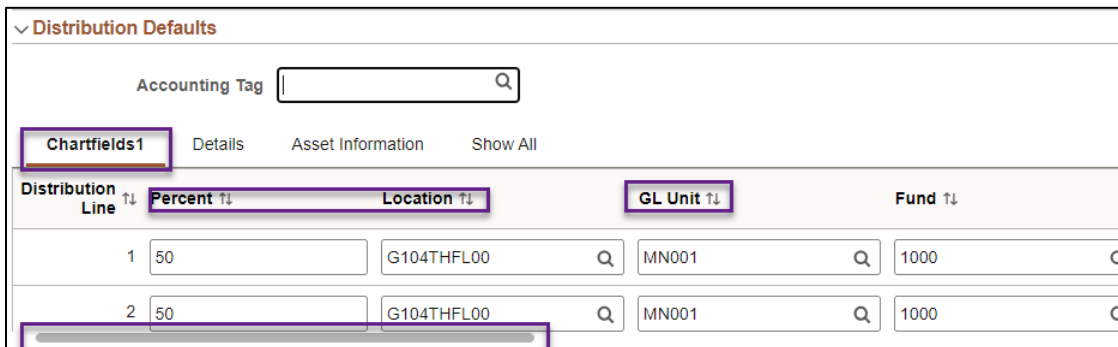
1. Enter requisition information on the defaults sections of the Requisition Defaults page.
2. Use the **Distribution Defaults** section to access the Accounting Tags templates.
  - a. In the **Accounting Tags** section, enter “REQ” and select the Lookup icon. It looks like a looking glass.



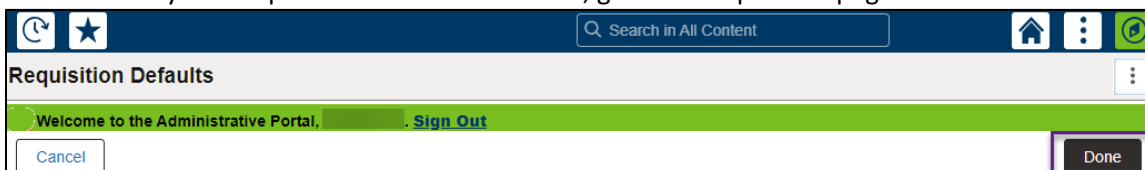
- b. SWIFT opens the existing Accounting Tag templates. Select the template that adds the number of lines you need. For example, "REQ02DIST" adds two lines.



3. SWIFT returns to the Requisition Defaults page.
  - It created distribution lines in the Chartfields1 tab in Distribution Defaults section.
  - It populated Percent and distributed that by the number of lines.
  - It also populated the GL Unit, and Fund.
4. Update fields as appropriate. Use the scroll bar at the bottom of the page to scroll to the right for all the chartfields.



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



6. Continuing processing the requisition with the updated distribution lines.