

QUICK REFERENCE GUIDE

Updated November 1, 2019

Edit a CEO or OMR Requisition

A requisition is an internal document that agencies use to request a purchase. Enter requisitions in SWIFT's eProcurement module. SWIFT creates a pre-encumbrance through the budget check process in eProcurement. Do not dispatch requisitions to suppliers. This reference guide describes editing active CEO or OMR requisitions.

Requisition Document Types:

Doc Type	Title	Description
CEO	Contract Encumbering Order	Pre-encumbers funds; does not print. Can be used to set up an estimated amount of money for Building Construction (BCC), Other Construction (OCC) or Roadway Construction (RWC) contracts. Upon award of the contract the CEO requisition is tied to the contract, a CEO order encumbrance is created and the CEO requisition pre-encumbrance balance is relieved.
OMR	Open Market Requisition	Normally used for items costing over \$10,000 that need to be bid out via a Strategic Sourcing event. The requisition goes through the SWIFT's solicitation process, resulting in a Purchase Order (POR). Enter OMRs in the EProcurement module and process it through the Strategic Sourcing module following the guidelines by the Office of State Procurement or the agency (depending on their ALP authority).

You can only edit active Contract Encumbering Order (CEO) or Open Market (OMR) Requisitions that have not been sourced to a purchase order, event or Inventory Material Stock Request and do not have a *Status* of "Complete" or "Canceled". Once you source the requisition, SWIFT changes the *Source Status* on each requisition line from "Available" to "In Process." Once the lines are no longer in a *Status* of "Available", SWIFT locks down the requisition and doesn't allow edits.

You can edit any area not marked in gray. Typical edits include the following.

- Update the ChartFields information as needed.
- Update the *Budget Date* as needed.
- Delete any lines as needed.
- Add additional lines as needed.

This guide lists the steps to edit a CEO or OMR requisition.

- It does not discuss the details about creating and processing the requisition based on its document type.
- It also does not discuss Inventory requisitions.

Steps to complete

- Step 1: Access the requisition
- Step 2: Edit the requisition
- Step 3: Process the requisition

Steps to edit a CEO or OMR requisition

Step 1: Access the requisition

1. Navigate to the **Manage Requisitions** page in the eProcurement module.

Navigation Options	Navigation Path
Navigation Collection	Procurement, eProcurement, Requisitions, Manage Requisitions page.

2. Enter the *Business Unit* and search information such *Requisition ID*. Select **Search**.

Manage Requisitions

Requisition Search Keyword Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: R2901 Requisition Name: Origin:

Requisition ID: 1000003591 Request State: All but Complete Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

[Show Advanced Search](#)

3. SWIFT opens the **Search Results** with the desired requisition. Don't select the *Req ID*.

- Select the "Edit" option from the drop down menu.
- Select **Go**.

Requisitions [?](#)

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Origin	Date	Request State	Budget	Total
▶ 1000003591	Hunter Walking Trail Ma...	R2901	A56	07/03/2019	Approved	Valid	15,000.00 USD

Step 2: Edit the requisition

SWIFT displays the **Edit Requisition – Review and Submit** page for the desired requisition.

1. Edit the requisition as needed on the **Requisition Lines** section.

IMPORTANT! SWIFT will not allow you to edit any fields that are marked in gray.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: R2901 Natural Resources Department
 Origin: A56 OMB5 R1 NW Region
 Requisition Name: Hunter Walking Trail Maint.
 Requisition ID: 1000003591
 Requester: [Redacted]
 Currency: USD
 Suggested Vendors: CEO
 Priority: Medium
 Agency Reference: 2020-005-01
 Billing Location: R296100292

Custom Fields

Cart Summary: Total Amount 15,000.00 USD

Expand lines to review shipping and accounting details Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
1	2019 Hunter Walking Trail Main			1	DOLLAR	15000.00	15000.00

2. Update the ChartFields information as needed.

- Select the **Expand Section** icon on left side of the line. Go to the bottom of the page to the **Accounting Lines** section.
- If you want to update Chartfield information, select the **Chartfields2** tab. Update the ChartField information as needed.

Accounting Lines

Chartfields1 **Chartfields2** Details Details 2 Asset Information Asset Information 2 Budget Information

Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)
2209	R293W101	R296004	430001			2W712	1W1AA
2207	R293W101	R296022	430001			2W601	1W1AA

3. Update the *Budget Date* as needed. If you want to update the *Budget Date*, select the **Budget Information** tab. Update it as needed.

Accounting Lines

Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 **Budget Information**

Budget Status	Budget Date	Pre-Encumbrance Balance	Currency	Pre-Encumbered Base Balance
Valid	07/03/2019	12000.00	USD	12,000.00
Valid	07/03/2019	3000.00	USD	3,000.00

4. Delete any lines as needed. Press the **Delete** icon for the line you wish to delete.

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
10	Non Inv Line			10	EACH	15.00	15.00			

- SWIFT displays a message confirming that you want to delete the line. Select the **OK** button.

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK

Cancel

- SWIFT returns you to the **Edit Requisition – Review and Submit** page.
- 5. Add additional lines as needed.
- Select the **Add More Items** button.

Expand lines to review shipping and accounting details

Add More Items

- SWIFT displays the **Edit Requisition** page. You can enter items into this section from the **Catalog, Templates, Recently Ordered** or **Favorites** if you have items in these sections.

Edit Requisition ?

Welcome

Home My Preferences Requisition Settings 2 Lines

Checkout

Request Options

Enter search criteria or select from the menu on the right to begin creating your requisition.

Catalog

Browse Catalogs

Special Requests

Create a non-catalog request

Favorites

Browse Favorite Items and Services

Templates

Browse Company and Personal Templates

Recently Ordered

View recently ordered items and services

- After you enter these items, SWIFT updates the **Shopping Cart** to show the additional line. Select the **Checkout** button.
- SWIFT returns you to the **Edit Requisition – Review and Submit** page.

Step 3: Process the requisition

1. When you complete the edits on the requisition, go the bottom of the **Edit Requisition – Review and Submit** page. Select the **Save & submit** button.

Check Budget

Pre-Check Budget

Budget Checking Status: Valid

Save & submit

Save for Later

Add More Items

2. SWIFT display the **Confirmation** page.
 - Depending upon the change, you may need to run the budget check. Select the **Check Budget** button.
 - Ensure the *Budget Checking Status* is "Valid". If not, resolve the budget error and rerun the budget check.

You have successfully edited a CEO or OMR requisition.