SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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

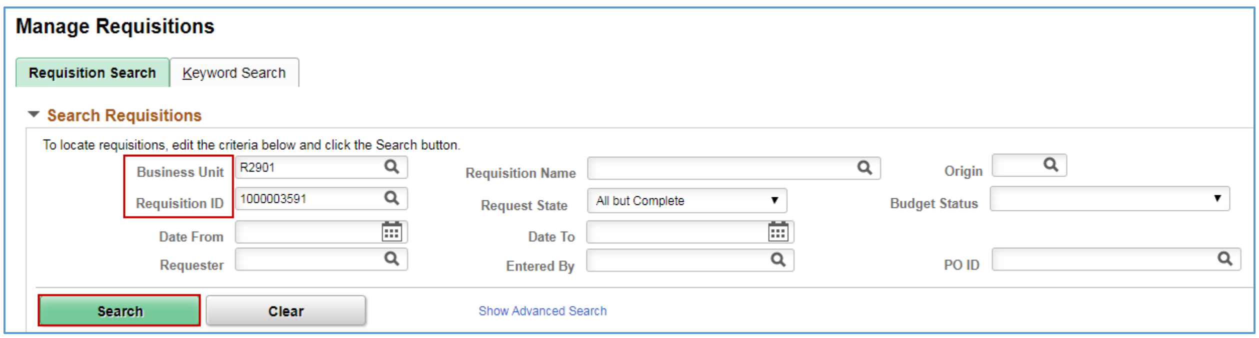
Steps to edit a CEO or OMR requisition

Step 1: Access the requisition

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

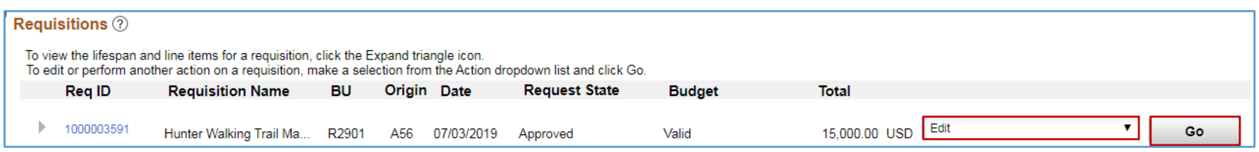
Navigation Options	Navigation Path
Navigation Collection	Procurement, eProcurement, Requisitions, Manage Requisitions page.

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



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.**

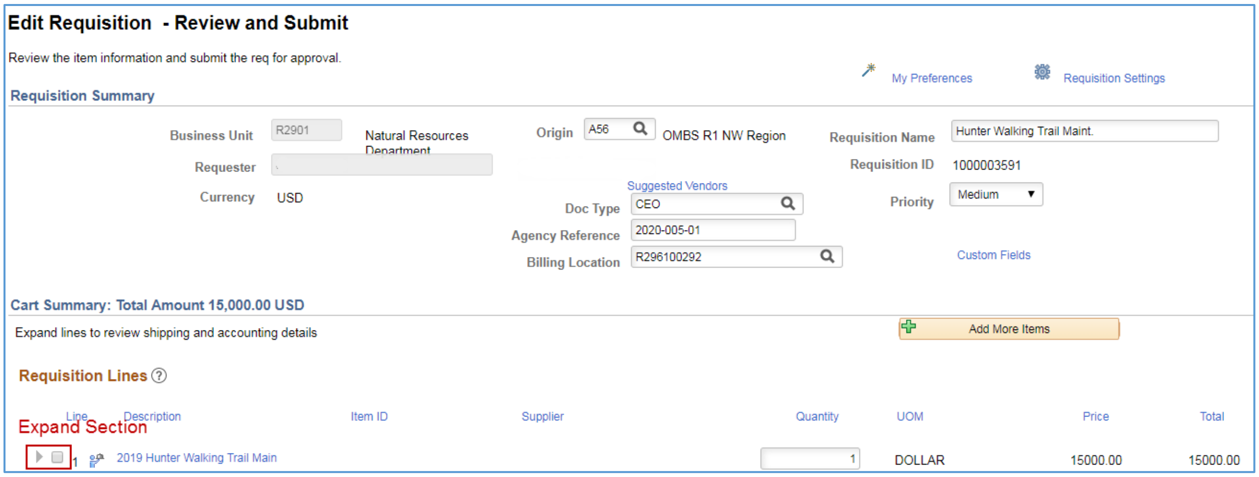


Step 2: Edit the requisition

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

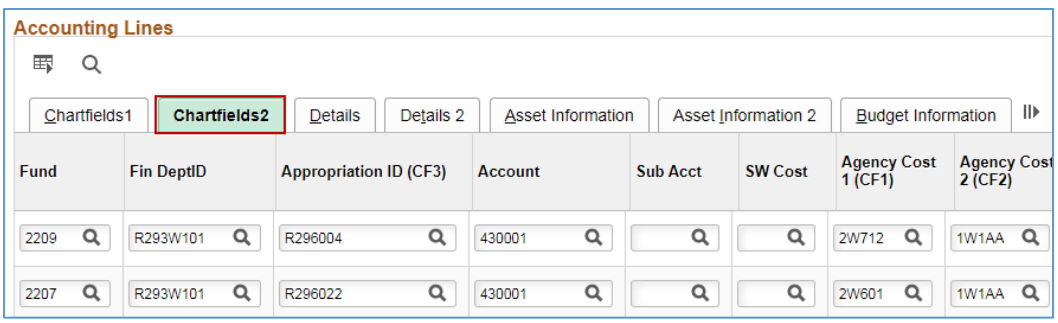
1. Edit the requisition as needed on the **Requisition Lines** section.

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

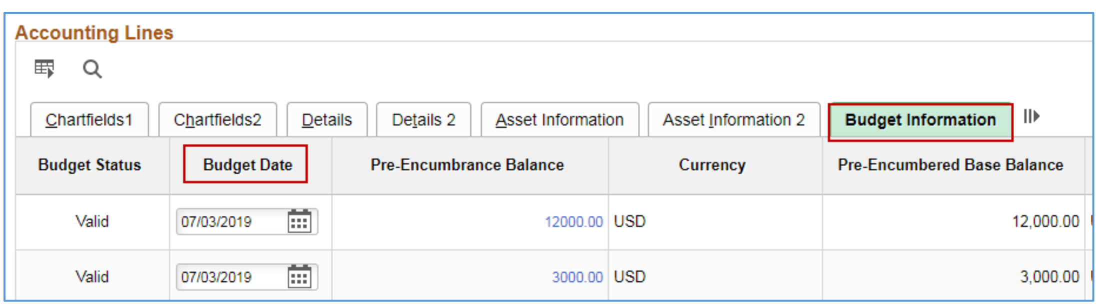


2. Update the ChartFields information as needed.

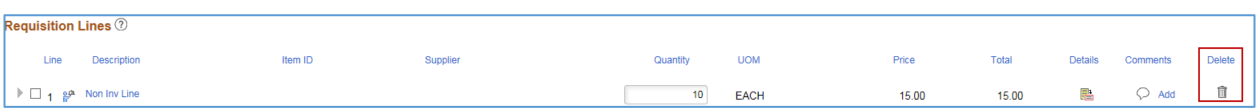
- Select the **Expand Section** icon on left side of the line. Go to the bottom of the page to the **Accounting Lines** section.
- If you want to update Chartfield information, select the **Chartfields2** tab. Update the ChartField information as needed.



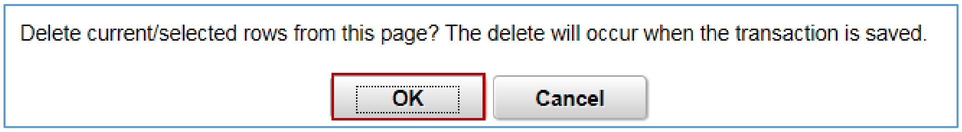
3. Update the *Budget Date* as needed. If you want to update the *Budget Date*, select the **Budget Information** tab. Update it as needed.



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



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

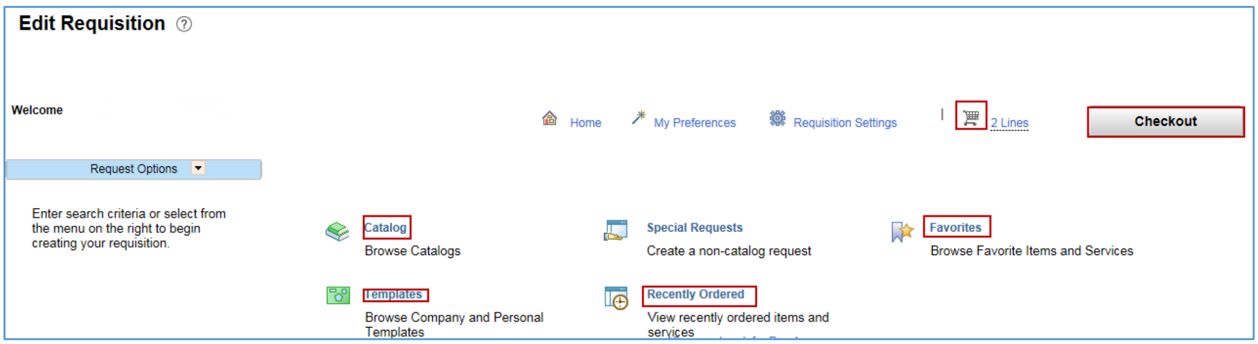


- SWIFT returns you to the **Edit Requisition – Review and Submit** page.

5. Add additional lines as needed.

- Select the **Add More Items** button.

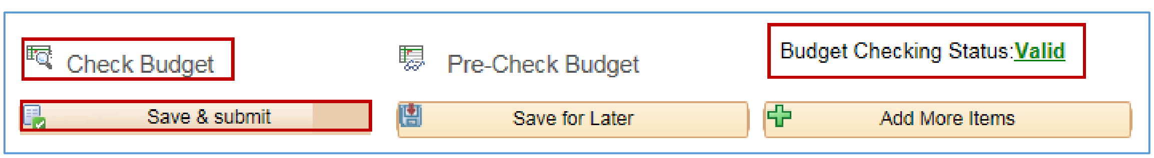
- SWIFT displays the **Edit Requisition** page. You can enter items into this section from the **Catalog, Templates, Recently Ordered** or **Favorites** if you have items in these sections.



- 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.



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.