

ESM Requisition System Overview



Market Place

THE UNIVERSITY of TENNESSEE **UT**
KNOXVILLE, CHATTANOOGA, MARTIN, TULLAHOMA, MEMPHIS

shop - jonathan d @ university of tennessee | cart (0) menu help logout


shop | cart (0) | checkout (0) | manage (2)

Shop
Non-Catalog Item | Search Keyword(s), Item Numbers, etc. | Go


Resources

- [Training Materials](#)
- [Add or Update Address](#)
- [NCJ Form](#)

Travel



[Southwest Airlines Discounted Rates](#)
(Personal Credit Card Required-Business Use Only)



delta.com
FOR BUSINESS TRAVEL

[delta.com for Business Travel](#) (Business Use Only)

Preferred

 5500006482	 5500006913	 5500006866
-------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------

Office Supplies

 5500006712	 5500006422
-------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

Scientific

 5500006867	 5500006639	 5500006661	 5500006497	 5500007112
 5500006697	 5500006468	 5500006343	 5500006346	 5500006558

What?

- Requisitions and NCJs will be entered using the Market Place
- Reqs and NCJs are combined into ONE transaction

shop cart (0) checkout approve

selection: Active Transaction #: PO #: sort by: Recently Added rows / pg: 10 Go

Transaction #: 46347
Transaction Name: 10/04/2016-09 48-Richter-ACTION BOLT ...
User Group: Unassigned
Requester: Jennifer Richter
Create Date: 10/4/2016
Supplier: ACTION BOLT & SCREW CORP
Total Line Items: 4
Total Value: 12,183.46 USD

Payment Form: PO
Order Type: 1-Standard Order
External Note: add attachments
Internal Note: add attachments
Purchase Order #: 2377
Work Order:
* Asset > \$4,999.99?:
* Ship To - Attn: Jennifer Richter
Procurement Only: Select Commodity
* Acct Assignment: Select Account details

Selection: Active
Status: Unsubmitted Transaction
System Note: None
Next Step: Provide Missing Data

Update Provide

1 Item/Service: Ball Carriage for the Metal Laser Melting System
Catalog Item #:
Delivery Date:
External Note: add attachments
Procurement Only: Select Commodity
Internal Note: add attachments
Work Order:
* Asset > \$4,999.99?:
* Ship To - Attn: Jennifer Richter
Acct Assignment: Select Account details

Price: 118.00 USD
UOM: Each
* Qty: 8
Item Subtotal: 944.00 USD
Item Total: 944.00 USD

Update Delete

2 Item/Service: Front Seal
Catalog Item #:
Delivery Date:
External Note: add attachments
Procurement Only: Select Commodity
Internal Note: add attachments
Work Order:
* Asset > \$4,999.99?:
* Ship To - Attn: Jennifer Richter
Acct Assignment: Select Account details

Price: 274.16 USD
UOM: Each
* Qty: 16
Item Subtotal: 4,386.56 USD
Item Total: 4,386.56 USD

Update Delete

NCJ Form



Purchase Requisition Non-Competitive Justification

Complete all that apply:

<input type="checkbox"/> New Purchase	<input type="checkbox"/> Amendment to an existing purchase order
Original Start Date: <input type="text"/>	Amendment Start Date: <input type="text"/>
Original End Date: <input type="text"/>	Amendment End Date: <input type="text"/>
Original Amount: <input type="text"/>	Amendment Amount: <input type="text"/>
Total Amount with ALL Amendments: <input type="text"/>	Previous PO #: <input type="text"/>
<input type="checkbox"/> Supplier or equipment is specifically named in the grant or proposal	
<input type="checkbox"/> Supplier is a subcontractor named in the grant or proposal	

Explain in detail why the University should use Non-Competitive negotiation rather than a competitive process –



What?

There are 5 order types to select from:

- **Standard Order-** one time PO
- **Framework Order-** purchases over a period of time (Unencumbered)
- **Informal Bids-** for those departments that have been granted approval to conduct informal bidding
- **Sole Source Standard- NCJ** for a one time purchase
- **Sole Source Framework- NCJ** for purchases over a period of time (Unencumbered)
 - The NCJs and Informal Bid order types require documents attached to the requisition.

Things to Remember:

- Vendors must be entered at the very beginning of the requisition process.
- If the req is for a bid, you may enter the vendor that is your suggested source.
- If you do not know of a vendor, you may enter “unknown.”
- A vendor can only be searched by entering in vendor name or part of the name.
- **You cannot search by vendor number.**

Things to Remember:

Notes/attachments:

- Internal: for things you need to communicate to Purchasing
- External: attachments or notes that will go out to vendor in the bid or will be printed on the PO.

Multiple fund accounts:

- If you want to split by dollars - multiple fund accounts on the line item level
- If you want to split by percentages - header or line item level

GL Code:

- You need to enter the GL code at the account assignment

First Time Market Place Users:

- Enable **pop-ups!**
- **Browsers:** Google Chrome or Mozilla Firefox
- For first-time Market Place users, you will need to **set up your Ship to and Bill To addresses** in your profile.

Training Link

<https://procurement.tennessee.edu/training/market-place-training/>

PROCUREMENT SERVICES
UT Market Place -- >
Purchasing (How do I buy?) v
Contracts v
Info for Suppliers v
Contract Management System v
Training Resources >
Contact >

Finance > Procurement Services > Training > Market Place Training

Market Place Training

Training Documents

- [Training Session PowerPoint](#)
- [Step By Step Instructions](#)
- [Forward a Transaction](#)
- [Frequently Asked Questions \(FAQ\)](#)

First Time User?

Video Training



[Click for Full Screen](#)

- [Transfer Cart Selection](#)
- [Edit Ship To and Bill To Addresses in Your Profile](#)

Shopper

- [Transfer Cart Selection](#)
- [Edit Ship To and Bill To Addresses in Your Profile](#)
- [Shop Reporting](#)
- [easyPurchase Ship To Bill To Profile \(DOCX File\)](#)
- [University of Tennessee easyPurchase Transfer Originator's Cart SG \(DOCX File\)](#)

Checkout

- [Checkout Part 1](#)
- [Checkout Part 2](#)
- [Checkout Part 3](#)
- [Account Splits By Line Item](#)
- [Accounting Assignment Splits at Header Level](#)
- [Shop Cart Checkout \(DOCX File\)](#)

Questions?