

Good afternoon, Joseph Baer

- Me
- My Team
- My Client Groups
- Procurement
- My Enterprise
- Tools
- Reports
- Configuration
- Others

QUICK ACTIONS

- Personal Details
- Identification Info
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Document Records

APPS

Purchase Requisition - Services

			Time and Absences	Career and Performance
Personal Information	Learning	Benefits	Current Staff Jobs	Web Clock
Roles and Delegations	Expenses	Campus Address - TEST	DPU Alert - TEST	HealthEquity-WageWorks Transit/FSA/HSA



Search

Good afternoon,

1/29

Click **Procurement**

Note: If **Procurement** is not visible click the arrow (>) on the right and then click **Procurement**.

Me

My Team

My Client Groups

Procurement

My Enterprise

Tools

Reports

Configuration

Others

QUICK ACTIONS

- Personal Details
- Identification Info
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Document Records

APPS

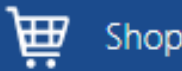
<div></div> <div>Directory</div>	<div></div> <div>Journeys</div>	<div></div> <div>Pay</div>	<div></div> <div>Time and Absences</div>	<div></div> <div>Career and Performance</div>
<div></div> <div>Personal Information</div>	<div></div> <div>Learning</div>	<div></div> <div>Benefits</div>	<div></div> <div>Current Staff Jobs</div>	<div></div> <div>Web Clock</div>
<div></div> <div>Roles and Delegations</div>	<div></div> <div>Expenses</div>	<div></div> <div>Campus Address - TEST</div>	<div></div> <div>DPU Alert - TEST</div>	<div></div> <div>HealthEquity-WageWorks Transit/FSA/HSA</div>



Good morning, DePaul Employee

Me My Team Procurement Tools Others

QUICK ACTIONS



Shop



Manage Requisitions

Show More

2/29 Click 'Purchase Requisitions'



Purchase Requisitions



Receive Purchase Order Items



Things to Finish



Self Service Procurement

DePaul University | Lincoln Park Campus

... Preferences

Search for items or services

Shop by category

Browse all



Purchasing Catalog

3/29

Click 'Purchasing Requisition Service.'

Purchasing Catalog CDW



Purchasing Catalog Staples



Purchasing Requisition Goods



Purchasing Requisition Service



Create Request

Cancel

Add to List

Add to Cart

Purchasing Requisition Goods

Goods related purchases are billed and received based on quantity of units, rather than dollar amount

Item Description

Required

Line Type
Goods

Category

Required

Pricing

Quantity

UOM
EA

Price

Currency
USD

Required

Source

4/29

Enter a **Description** of the **purchase**

Note: The description may include a **summary** of what is being purchased, and what the **business purpose** is.

Next



Create Request

Cancel

Add to List

Add to Cart

Purchasing Requisition Goods

Goods related purchases are billed and received based on quantity of units, rather than dollar amount

Item Description

Required

Line Type
Goods

Category

Required

5/29

Enter **Category**

Note: Start typing the name and search results will auto-populate. Category will drive what **expense account** is used for the purchase.

BackNext

Pricing

Quantity

Required

UOM
EA

Price

Required

Currency
USD

Source



Item Description

Required

Line Type
Fixed Price Services

Category

Required

Pricing

6/29

Enter the total **Amount** of the service.

BackNext

Amount

Required

Currency
USD

Source

☐ New supplier

Supplier

Supplier Site

Supplier Contact



Create Request

Cancel Add to List Add to Cart

Pricing

Amount

Currency
USD

Required

Source

☐ New supplier

7/29

Enter **Supplier**

Note: Begin typing the name of the supplier and results will auto-populate. Select your desired supplier from the list.

Smart Tip: When selecting Supplier Site, please select one marked 'Pay' or 'Primary Pay.'

BackNext

Supplier

Supplier Site

Supplier Contact

Additional information

Bidding Compliance

Contract
No

Standard Comments

Purchase Order Compliance
ATF Compliant



☐ New supplier

Supplier

Supplier Site

Supplier Compliance

8/29

Select the relevant option for **Bidding Compliance**

Note: Bidding Compliance will be validated by **Procurement**. If no bids are required (under \$25,000), select N/A.

BackNext

Additional

Bidding Compliance

Contract No

Standard Comments

Purchase Order Compliance
ATF Compliant

If prepaid, what fiscal years does this relate to?

If prepaid, what expense account does this relate to?

Notes

Note to Buyer



☐ New supplier

Supplier

Supplier Contact

Supplier Site

9/29

Select **Yes** if this is applicable to **Contract**

Note: Procurement will review this selection, and the attached support to route the requisition for appropriate contract review.

BackNext

Additional information

Bidding Compliance

Contract
No

Standard Comments

Purchase Order Compliance
ATF Compliant

If prepaid, what fiscal years does this relate to?

If prepaid, what expense account does this relate to?

Notes

Note to Buyer



☐ New supplier

Supplier

Supplier Contact

Supplier Site

Additional

Bidding Co

Contract
No

Standard Comments

Purchase Order Compliance
ATF Compliant

If prepaid, what fiscal years does this relate to?

If prepaid, what expense account does this relate to?

Notes

Note to Buyer

10/29

×

If necessary, select Standard Comments from the dropdown below.
If this is not necessary, please bypass this step.

BackNext



☐ New supplier

Supplier

Supplier Contact

Supplier Site

Additional information

Bidding Compliance

Contract
No

Standard Comments

Purchase Order Compliance
ATF Compliant

If prepaid, what fiscal years does this relate to?

If prepaid, what expense account does this relate to?

Notes

Note to Buyer

11/29

Select relevant option for **Purchase Order Compliance**

Note: Purchase Order Compliance will be validated by Procurement. This selection defaults to '**ATF (After the Fact) Compliant**'. If the requisition is entered after the purchase has been completed, select "Not Compliant" or "Exempt." If this is an Emergency purchase, select Procurement Exempt.

BackNext



☐ New supplier

Supplier

Supplier Contact

Supplier Site

Additional information

Bidding Co

Standard C

If prepaid, what fiscal years does this relate to?

Contract
No

Purchase Order Compliance
ATF Compliant

If prepaid, what expense account does this relate to?

12/29

Select the fiscal year applicable from the dropdown below.
If this is not necessary, please bypass this step.

BackNext

Notes

Note to Buyer



☐ New supplier

Supplier

Supplier Contact

Supplier Site

Additional information

Bidding Compliance

Standard Comments

If prepaid, what fiscal years does this relate to?

Contract No

Purchase Order
ATF Comp

If prepaid, what expense account does this relate to?

13/29

If the purchase relates to a **future fiscal year** select the related **expense account**

Note: This selection will drive what **expense account** is used when expense is eventually recognized in **future fiscal years**. You must enter a **new line** for each impacted future fiscal year.

BackNext

Notes

Note to Buyer



Create Request

Cancel Add to List Add to Cart

If prepaid, what fiscal years does this relate to?

Notes

Note to Buyer

Note to Supplier

14/29



Attach files here.

Back

Next

Drag and Drop

Select or drop files here.

URL

Add URL



Create Request

Cancel

Add to List

Add to Cart

If prepaid, what fiscal years does this relate to?

Notes

Note to Buyer

Note to Supplier

Attachments

Category
To Approver

Drag and Drop

Select or drop files here.

URL

Add URL

15/29

Click **Add to Cart**.

BackNext



Create Request

Cancel

Add to List

Add to Cart

Purchasing Requisition Goods

16/29

Click 'View Cart' to view the requisition. Click 'Create another request' to add an additional line to the requisition.

BackNext

Confirmation

Request added to cart

You can view your cart or create another request with the same supplier.

View Cart (1)

Create another request

Item	Goods
------	-------

Line Type Goods	Category Classroom Materials
--------------------	---------------------------------

Pricing

Quantity 1	UOM EA
Price \$ 100.00	Currency USD

Source

☐ New supplier





Cart

Requisition REQ0000148405

☐ 1 item

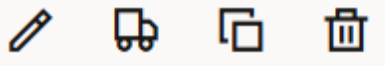
Edit Multiple

Goods
Sold By 4imprint Inc



\$100.00 EA

Quantity
1



Requisition summary



Subtotal	\$100.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$100.00


Description
Goods

Deliver-to Location
Loop Campus

Charge To
100.690100.554910.65.10.000000.0000.00 

Funds Status
Not reserved

Budget Date
8/21/2025

17/29 

Pro Tip: If you have multiple lines on your requisition, you can modify the **Charge Account** and **Delivery** information all at once by clicking this edit pencil.

If you wanted to edit one line at a time, use the edit pencils to the left.

BackNext



Cart

Requisition REQ0000148446

Submit

7 items Edit Multiple

Description
Sold By Staples Contract & Commercial LLC

☐ \$1.00 EA

Quantity
1

18/29

If you need to split the **Charge To** account, please click '**Edit Delivery and Billing Details**'.

If a split is not needed, feel free to skip to step 26.

Back Next



Requisition summary

Subtotal	\$7.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$7.00



Description

Deliver-to Location
Lincoln Park Campus

Funds Status
Not reserved

Budget Date
9/19/2025

Project

Requisition Line Details

Cancel

Update

Requisition REQ0000148405, Line 1

Deliver-to Location

Loop Campus

Deliver-to Address

1 E. Jackson Blvd, Chicago, IL 60604, Cook, United States

UN Number

UN Number Description

Hazard Class

Hazard Class Description

☐ Urgent

Billing

Total

Total Percentage	Total Amount	Total Quantity
100	\$100.00	1

Distribution 1
100.690100.554910.65.10.00000.0000.00

Percentage	Amount	Quantity
100	\$100.00	1



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Click '...' to continue.

BackNext



Requisition Line Details

Cancel Update

Requisition REQ0000148405, Line 1

Deliver-to Location
Loop Campus

Deliver-to Address
1 E. Jackson Blvd, Chicago, IL 60604, Cook, United States

UN Number

UN Number Description

Hazard Class

Hazard Class Description

☐ Urgent

Billing

Total

Total Percentage	Total Amount	Total Quantity
100	\$100.00	1

Distribution 1
100.690100.554910.65.10.00000.0000.00

Percentage	Amount	Quantity
100	\$100.00	1



20/29

Click 'Split' to continue.

Back

Split

Requisition Line Details

Requisition REQ0000148405, Line 1

Deliver-to Location

Loop Campus

Deliver-to Address

1 E. Jackson Blvd, Chicago, IL 60604, Cook, United States

UN Number

UN Number Description

Hazard Class

Hazard Class Description

☐ Urgent

Billing

Total

Total Percentage	Total Amount	Total Quantity
100	\$100.00	1

Distribution 1
100.690100.554910.65.10.00000.0000.00

Percentage	Amount	Quantity
100	\$100.00	1

Distribution 2

Quantity

Amount

Required

Percentage

Project costing

Project Number

Charge account

Charge To

100.690100.554910.65.10.00000.0000.00

Additional information

Attribute Value

Attribute Value

Cancel

Create

Requisition Line Details

Requisition REQ0000148405, Line 1

Cancel

Update

Deliver-to Address
1 E. Jackson Blvd, Chicago, IL 60604, Cook, United States

UN Number



UN Number Description

Hazard Class



Hazard Class Description

☐ Urgent

Billing

Total

Total Percentage

100

Total Amount

\$100.00

Total Quantity

1

Distribution 1

100.690100.554910.65.10.00000.0000.00

Percentage

50

Amount

\$50.00

Quantity

0.5

Distribution 2

100.690100.554910.65.10.00000.0000.00

Percentage

50

Amount

\$50.00

Quantity

0.5

...

...

22/29



Click '...' for the distribution you would like to edit.

Back

Next

?

Requisition Line Details

Requisition REQ0000148405, Line 1

Cancel

Update

UN Number



UN Number Description

Hazard Class



Hazard Class Description

☐ Urgent

Billing

Total

Total Percentage

100

Total Amount

\$100.00

Total Quantity

1

Distribution 1

100.690100.554910.65.10.00000.0000.00

Percentage

50

Amount

\$50.00

Quantity

0.5

Distribution 2

100.690100.554910.65.10.00000.0000.00

Percentage

50

Amount

\$50.00

Quantity

0.5



23/29



Click 'Edit'

Back

Edit

Split

Delete

Requisition Line Details

Requisition REQ0000148405, Line 1

UN Number

UN Number Description

Hazard Class

Hazard Class Description

☐ Urgent

Billing

Total

Total Percentage

100

Total Amount

\$100.00

Total

1

Distribution 1

100.690100.554910.65.10.00000.0000.00

Percentage

50

Amount

\$50.00

Distribution 2

100.690100.554910.65.10.00000.0000.00

Percentage

50

Amount

\$50.00

Combination details

Segment	Value	Description
Fund	100	Unrestricted Operating
Cost Center	690100	Human Resources - Operating
Account	554910	Educational Classroom Materials
Activity	65	Institutional Support
Legal Entity	10	DePaul University
Program	00000	Default Program
Future1	0000	Default Future1
Future2	00	Default Future2

Distribution 1

Quantity

0.5

Amount

\$50.00

Percentage

50

Budget Date

8/21/2025

Project cost

Project Number

Charge account

Charge To

100.690100.554910.65.10.00000.0000.00

24/29

Here, you can select the correct charge account you would like to use.

Click 'Update' to continue.

BackNext

Additional information

Value

Attribute Value

Cancel

Update

Requisition Line Details

Requisition REQ0000148405, Line 1

Cancel

Update

25/29

Click 'Update'

BackNext

Deliver-to Address
1 E. Jackson Blvd, Chicago, IL 60604, Cook, United States

UN Number

UN Number Description

Hazard Class

Hazard Class Description

☐ Urgent

Billing

Total

Total Percentage	Total Amount	Total Quantity
100	\$100.00	1

Distribution 1
100.690100.554910.65.10.00000.0000.00

Percentage	Amount	Quantity	...
50	\$50.00	0.5	

Distribution 2
100.690100.554910.65.10.00000.0000.00

Percentage	Amount	Quantity	...
50	\$50.00	0.5	



Cart

Requisition REQ0000148405



Submit

26/29

Below you will see your requisition summary. You can edit the line details by clicking on one of the icons. If no edits are needed, click '...' in the top right corner.

Icon Guide:
Pencil - Edit Line Details
Truck - Edit Delivery and Billing Details (ex: Grant and Project information)
Paper - Duplicate
Trash - Delete

BackNext

☐ 1 item

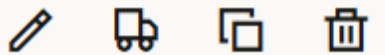
Edit Multiple



Goods
Sold By 4imprint Inc

\$100.00 EA

Quantity
1




Requisition summary



Subtotal	\$100.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$100.00

Description

Deliver-to Location
Loop Campus

Charge To
100.690100.554910.65.10.00000.0000.00 

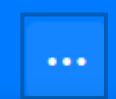
Funds Status
Not reserved

Budget Date
8/21/2025



Cart

Requisition REQ0000148405



Submit

27/29

Click '...' for More Actions.

BackNext

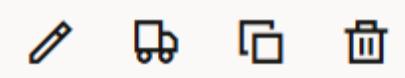
☐ 1 item Edit Multiple

Goods
Sold By 4imprint Inc

☐ \$100.00 EA

Quantity

1



Requisition

Subtotal	\$100.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$100.00

Description
Goods

Deliver-to Location
Loop Campus

Charge To
100.690100.554910.65.10.00000.0000.00

Funds Status
Not reserved

Budget Date
8/21/2025



Cart

Requisition REQ0000148405

☐ 1 item

Edit Multiple

Goods
Sold By 4imprint Inc

☐

\$100.00 EA

Quantity

1



Requisition summary

Subtotal
Nonrecoverable Tax
Approval Amount

Description
Goods

Deliver-to Location
Loop Campus

Charge To
100.690100.554910.65.10.00000.0000.00

Funds Status
Not reserved

Budget Date
8/21/2025

...

Submit

- Check Funds
- View Approvers
- View PDF
- Save for Later

28/29

Here you will see more options before submitting. It is a good idea to **Check Funds** before proceeding to review available budgets.

BackNext



Cart

Requisition REQ0000148405

Submit

29/29

Once you are satisfied with your requisition, click 'Submit'

Back Next

1 item Edit Multiple

Goods
Sold By 4imprint Inc

☐

\$100.00 EA

Quantity
1



Requisition summary

Subtotal	\$100.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$100.00

Description
Goods

Deliver-to Location
Loop Campus

Charge To
100.690100.554910.65.10.000000.0000.00

Funds Status
Not reserved

Budget Date
8/21/2025



Cart

Requisition REQ0000148405



Submit

☐ 1 item

Edit Multiple

Goods
Sold By 4imprint Inc

☐

\$100.00 EA

Quantity

1

Requisition summary	
Subtotal	\$100.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$100.00

Description
Goods

Deliver-to Location
Loop Campus

Charge To
100.690100.554910.65.10.00000.0000.00

Funds Status
Not reserved

Budget Date
8/21/2025

Congratulations! You have added a requisition. Your requisition will be pending approval.