



Creating a Requisition from a Shopping Cart

Shopping is Easy in ePro!



What is the Requestor's Role in ePro?

- Requestors can shop for items and add them to carts.
- Requestors can also submit carts that have been assigned to them by Shoppers.
- Requestors are users who have knowledge of ePro accounting codes and Chartfields. They input those codes when submitting the requisition.
- Responsibilities of a requestor include following Procurement Guidelines, bid thresholds, validating accuracy of Accounting Chartfields, Ship To information, and Business Purpose.



Creating a Requisition from a Shopping Cart

As a Requestor, in addition to shopping, you may also be assigned carts from individuals in your department who have the Shopper role. Shoppers cannot place orders. Shoppers can add items to a cart, and then assign the cart to a Requestor for review.

The screenshot displays the 'Cart Management' section of the E-PRO system. At the top, there is a navigation bar with 'UNT SYSTEM | UNT | UNT DALLAS' and a search bar. Below the navigation bar, there is a breadcrumb trail: 'Shop > My Carts and Orders > View Carts > Assigned Carts'. A banner for 'JAGGAER revised its Service Privacy Policy' is visible. The main content area is titled 'Cart Management' and has two tabs: 'Draft Carts' and 'Assigned Carts'. Below the tabs, there are links for 'Assign Substitute' and 'Filter Assigned Carts'. A table lists the assigned carts with columns: Type, Cart Number, Shopping Cart Name, Cart Description, Date Created, Total, Created By, Assigned To, and Action. One cart is listed with the name '2023-04-04 dlshopper01 01'. A dropdown menu is open over the table, showing 'Action Items' (highlighted in green), 'Approvals', 'Carts Assigned To Me' (with a '1' badge), 'Search', and 'My Returned Requisitions' (with a '7' badge). A black arrow points from the 'Carts Assigned To Me' option to the 'Assigned Carts' tab. Another black arrow points from the 'Shopping Cart Name' column header to the cart entry in the table.

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	3745651	2023-04-04 dlshopper01 01		4/4/2023	1,170.81 USD	DL Shopper	DL Requestor	View



Creating a Requisition from a Shopping Cart

Shopping Cart • Shopping Cart

Return Cart Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name: 2023-04-04 dlshopper01 01

Description:

Budget Date: mm/dd/yyyy

PR Override Budget Date:

Priority: Normal

The Requestor reviews the cart and can Return the Cart to the Shopper if changes are needed. If everything is correct, the Requestor clicks Proceed to Checkout.

Details	
For	DL Shopper
Total (1,170.81 USD)	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal *	1,170.81
Shipping	0.00
Handling	0.00
Total *	1,170.81



Creating a Requisition from a Shopping Cart

Requisition • 3744922

Summary Taxes/S&H PO Preview Comments Attachments History

General

Cart Name: 2023-03-31 ntrequestor101

Description: no value

Business Unit: University of North Texas (NT752)

Department: UNT Denton (NT752)

Budget Date: no value

PR Override Budget Date: X

Priority: Normal

Prepared by: NT Requestor

Prepared for: NT Requestor

Ad-Hoc Approver: Select

Shipping

Ship To

Deliver to: NT Requestor
Bldg/Rm: 213
UNT System Business Service Center
Denton, TX 76205
United States

Delivery Options

Delivery Location: 0212 101 WEST SILO

Requested Delivery Date: no value

Expedite: X

Ship Via: Best Carrier-Best Way

Billing

Bill To

Email to: invoices@untsystem.edu
UNT System Business Service Center
1112 Dallas Dr. Ste. 4200
Denton, TX 76205
United States

Accounting Codes

Values vary by line.

Internal Notes and Attachments

Internal Note: no value (Required)

External Notes and Attachments

Note to all Suppliers: no value

Attachments for all suppliers: Add

Draft

Correct these issues.
You are unable to proceed until addressed.
[Required: Internal Note](#)

Total (1,018.98 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	1,018.98
Shipping	0.00
Handling	0.00
Total	1,018.98

What's next for my order?

Next Step: Department Approval

Approvers: Approver, Dept Witty, Matthew

Workflow

Draft
Active
NT Requestor

The Draft section on the right will guide you through completing any required information. Click on the blue links for help.

You will need to carefully review items on the requisition. If you need to make edits in a section, simply click the Pencil icon for that section to enable editing.

Edit Internal Notes And Attachments

Internal Note

Internal Note *

1000 characters remaining [expand](#) [clear](#)

Required

Is Supplier a Foreign Vendor?

Previous PO

Purchase Order Category Code: 9 - Exempt from TBPC

Buyers Only

Buyer_ID: Jill Roys - jkr0051

★ Required fields Save Close



Creating a Requisition from a Shopping Cart

Before we get to how to enter all the required information, some notes on Ship To & Delivery Locations for orders containing assets.

Assets are controlled inventory items and can only be delivered to **approved locations**. The address of these locations must be listed on the requisition along with the bldg/rm code you want Asset Management to deliver them to.

For UNT Denton, there are only 2 addresses that are approved for assets to be shipped to:

- UNT Central Receiving
 - 2310 N. I-35E, Denton, TX 76205
- Discovery Park Building
 - 3940 N. Elm St, Denton, TX 76207

You will also be prompted to enter the building and room code in the "Delivery Location" field prior to checkout and again in the "Bldg/Rm" field during checkout.

These fields should be identical and have someone available to sign for the asset when Asset Management distributes it.

Do not put the location of Asset Management.

This process should also be followed for non-assets, with the exception of the approved delivery location.

Non-assets can be shipped anywhere on campus, since they are not inventoried by Asset Management. Simply select your building in the search bar and confirm it fills the correct address.

Edit Shipping

Ship To ★

No address assigned

UNT-Central Receiving

Deliver to: ★

Bldg/Rm: ★

Address Line 1: 2310 N. I-35E UNT Central Receiving

City: Denton

State: TX

Zip Code: 76205

Country: United States

Results Per Page 10

Delivery Options

Delivery Location ★

Requested Delivery Date

Expedite

★ Required fields

This box allows you to select who Asset Management will deliver this to. It will autofill with your name, but you should change it if you will not be the person accepting the asset after it's been processed.

Asset Management will still see your name on the requisition if they have questions.

This search bar allows you to select an approved asset delivery location and automatically inputs the address in the box above.

Beware, this will not stop you from entering the wrong address, which may cause your PO to be rejected or sent back to you for correction.

These boxes allow you to select where you want the asset taken after it has been processed by Asset Management. Both boxes should be identical and show your building/room code.

Beware, if you input the wrong location or the fields do not match, your po may be rejected or the asset may be delivered to the wrong location.



Creating a Requisition from a Shopping Cart

Checkout - 178699579 - Draft P x Buyer Dashboard x | +

solutions.sciquest.com/apps/Router/SimpleCheckout?ReqlId=178699579&tmstmp=1715786467299

Requisition • 178699579

Summary Taxes/S&H PO Preview Comments Attachments 2 History

General	Shipping
Cart Name: 2023-10-26 oss0018 01	Ship To: no address (Required)
Description: IRES Dec 22-Jan 23 AG Chili trip Kelli Moses services	Delivery Options
Business Unit: Univ. of North Texas System (SY769)	Delivery Location: no value (Required)
Department: Procurement (927100)	Requested Delivery Date: no value
Accounting Date: no value	Expedite: X
PR Override Budget Date: X	Ship Via: Best Carrier-Best Way
Request Budget Override: X	
Budget Override Justification: no value	
Priority: Normal	
Prepared by: Owain Snyder	
Prepared for: Owain Snyder	
Ad-Hoc Approver: Select	

To select the Ship To & Delivery locations, click the Pencil icon for the Shipping section, and search for the initial Ship To address (click the magnifying glass for a list of all possible locations). Select the corresponding result, then enter the Building / Room Number. Next, click the arrow in the Delivery Location field.

Edit Shipping

Ship To *

No address assigned

UNT-Central Receiving

Deliver to: ★ Owain Snyder Add to my addresses

Bldg/Rm: ★ My Room

Address Line 1: 2310 N. I-35E UNT Central Receiving

City: Denton

State: TX

Zip Code: 76205

Country: United States

UNT-Central Receiving Results Per Page: 10

Delivery Options

Delivery Location ★

Requested Delivery Date: mm/dd/yyyy

Expedite:

★ Required fields

Save Close



Creating a Requisition from a Shopping Cart

Organization Values

Search ←

Clear

Click Search in the resulting pop-up, then search for the final Delivery Location. Click the plus mark to select the desired location and click Save to close the window and save all the shipping information.

Custom Field Search ✕

ESSC Description Filter

Clear All Filters

Page 1 of 28 1-20 of 557 Results 20 Per Page ▾

Value ↑	Description	
ESSC 01XX1	EAGLE STUDENT SERVICES CENTER	+
ESSC 01XX2	EAGLE STUDENT SERVICES CENTER	+

Edit Shipping ✕

Ship To ★

No address assigned

UNT-Central Receiving

Deliver to: ★ Owain Snyder Add to my addresses

Bldg/Rm: ★ My Room

Address Line 1 2310 N. I-35E UNT Central Receiving

City Denton

State TX

Zip Code 76205

Country United States

UNT-Central Receiving Results Per Page 10 < 1 of 1 >

Delivery Options

Delivery Location ★ ESSC 01XX1 Required

Requested Delivery Date mm/dd/yyyy


Expedite

★ Required fields **Save** Close



Creating a Requisition from a Shopping Cart

Internal Notes and Attachments

Internal Note: Adding my Internal Note as Required.  ...

Internal Attachments: [Add](#)

Is Supplier a Foreign Vendor?


Previous PO: no value

Purchase Order Category Code: 9 Exempt from TBPC

Buyers Only

Buyer_ID: Jill Roys jkr0051

External Notes and Attachments

Note to all Suppliers: no value  ...

Attachments for all suppliers: [Add](#)

PO Clauses: 1 [Edit](#) | [View details](#)


You can add Internal Notes (the internal note is required) or External Notes and attachments to your requisition. Non-catalog suppliers will receive External notes and attachments. ***Important to Note:*** External notes will be available to punchout and hosted suppliers (suppliers may or may not access them).

Update as needed using the Pencil icon. Each line item on your requisition will have accounting codes that you will need to review.



The next screen will guide you through adding attachments.


102 Items

Eppendorf North America Inc - 102 Items - 1,018.98 USD



SUPPLIER DETAILS 001-Hauppauge : 102 Motor Pkwy, Hauppauge, New ... 

Contract: no value Quote number: no value

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Pipet Helper®, 1-channel, 0.1 – 100 mL	4423000010	1 EA	9.99	100 EA	999.00	 

ITEM DETAILS 

Manufacturer Name	Eppendorf	Contract:	no value	Internal Note	no value
Manufacturer Part Number	4423000010	Commodity Code	17500 / CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES / None	Internal Attachments	Add
More Information URL	https://online-shop.eppendorf.us...	Is this a exclusive acquisition request?	<input checked="" type="checkbox"/>	External Note	no value
MSDS URL	https://online-shop.eppendorf.us...	Taxable	<input checked="" type="checkbox"/>	Attachments for supplier	Add

ACCOUNTING CODES Values have been overridden for this line  

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site
NT752 University of North Texas	None_NT752 NT752_Default	53071 Lab Supplies	225020 Men's Basketball	880003 Interscholastic Athletics FFF	200 Designated Operating-Managed	630 Scholarships and Fellowships	no value	no value	no value	no value	no value	no value



Creating a Requisition from a Shopping Cart

Requisition • 3749984

Assign Cart Place Order

Summary Taxes/S&H PO Preview Comments Attachments History

Budget Date no value
PR Override Budget Date X
Priority Normal
Prepared by NT Requestor
Prepared for NT Requestor
Ad-Hoc Approver Select

Delivery Options
Delivery Location 0212 101 WEST SILO
Requested Delivery Date no value
Expedite X
Ship Via Best Carrier-Best Way

Accounting Codes
Values vary by line.

Internal Notes and Attachments
Internal Note no value Required
Internal Attachments Add Add Internal Attachments
Is Supplier a Foreign Vendor?

External Notes and Attachments
Note to all Suppliers no value
Attachments for all suppliers Add
PO Clauses 1 Edit | View details

Draft
Correct these issues. You are unable to proceed until addressed.
Required: Internal Note
Total (7,500.00 USD)
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Subtotal 7,500.00
Shipping 0.00
Handling 0.00
7,500.00
What's next for my order?
Next Step Exception Approval
Approvers Approver, AM Chauhan, Asima Grounds, Jimmy

Add Attachments

Attachment Type File Link
File(s) *
Drop File or Browse
Max. File Size: 24.41 MB
★ Required fields
Save Changes Close

Edit External Notes And Attachments

External Info
Note to all Suppliers
1000 characters remaining expand | clear
PO Clauses 1
Save Close

Internal and External attachments can be added by clicking the Add links in the Internal Notes and Attachments section and External Notes and Attachment section.

Note that External attachments are visible to non-catalog suppliers. Attachments are not sent to punchout and hosted suppliers.



Creating a Requisition from a Shopping Cart

UNT SYSTEM | UNT | ISC² | UNT DALLAS

All Search (Alt+Q) 1,018.98 USD

Requisition • 3744922

Assign Cart **Place Order**

Summary Taxes/S&H PO Preview Comments Attachments History

more info...

ACCOUNTING CODES Values have been overridden for this line

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site
NT752	None_NT752	53071	225020	880003	200	630	no value	no value	no value	no value	no value	no value
University of North Texas	NT752_Default	Lab Supplies	Men's Basketball	Intercollegiate Athletics FFF	Designated Operating-Managed	Scholarships and Fellowships						

2 Serological Pipets, sterile, 10mL, orange, 400pcs. 0030127722 400 EA 9.99 2 EA 19.98

ITEM DETAILS

Manufacturer Name	Eppendorf	Contract	no value	Internal Note	no value
Manufacturer Part Number	0030127722	Commodity Code	17500 / CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES / None	Internal Attachments	Add
More Information URL	https://online-shop.eppendorf.us...	Is this a exclusive acquisition request?	✗	External Note	no value
MSDS URL	https://online-shop.eppendorf.us...	Taxable	✗	Attachments for supplier	Add

more info...

ACCOUNTING CODES Values have been overridden for this line

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site
NT752	None_NT752	53071	225020	880003	200	630	no value	no value	no value	no value	no value	no value
University of North Texas	NT752_Default	Lab Supplies	Men's Basketball	Intercollegiate Athletics FFF	Designated Operating-Managed	Scholarships and Fellowships						

The Workflow section will provide you helpful information about where the requisition is in the workflow process.

The blue links can be clicked to tell you who the approvers are for the requisition.

Once you have reviewed the requisition, click the Place Order button in the top right corner of the screen.

What's next for my order?

Next Step Department Approval

Approvers Approver, Dept Witty, Matthew

Workflow

Draft Active NT Requestor

OFAC Check Future

Initial Validation Request Future

Department Approval Future

Final Validation Request Future

2nd OFAC Check Future

Create PO Future

Finish Future

Workflow

Draft Active NT Requestor

OFAC Check Future

Initial Validation Request Future

Department Approval Future

225020

Dept Approver UNTS-JaggaerTest@untsystem.edu

Matthew Witty Matt.Witty@unt.edu

Final Validation Request Future



Creating a Requisition from a Shopping Cart

Business_Unit *	Speedchart *	Account *	Department *	Fund *	Fund Category *	Function *	Project	PC Business Unit
NT752	βF30120	53071	121100	190000		200	GF30120	NGRCT

Enter Project ID for Sponsored Projects/Grants

Instructions to adding the Speed-chart:

1. If the Project is a Sponsored Project and/or Grant funded, the speed-chart is the Project ID.
2. For all other funding sources, the speed-chart will follow the format (NONE_BusinessUnit)

ACCOUNTING CODES

Values have been overridden for this line

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site	Asset Tag ID
NT752 University of North Texas	None_NT752	53071 Lab Supplies	225020 Men's Basketball	880003 Intercollegiate Athletics FFF	200 Designated Operating-Managed	630 Scholarships and Fellowships	no value	no value	no value	no value	no value	no value	no value

For all other Funding sources, type NONE_BU



Creating a Requisition from a Shopping Cart

UNT SYSTEM | UNT | hsc | UNT DALLAS

All Search (Alt+Q) 0.00 USD

Simple Advanced Go to: Non-Catalog Item | Favorites | Forms | Shop | Quick Order Browse: Suppliers | Categories | Contracts

Search for products, suppliers, forms, part number, etc.

Requisition 3744922 Submitted

Summary		Options	
Requisition number	3744922	Print	
Requisition status	Pending	Recent orders	
Cart name	2023-03-31 ntrequestor01 01	Return to your home page	
Requisition date	3/31/2023		
Requisition total	1,018.98 USD		
Number of line items	2		

Your requisition is created and on its way through the workflow.

You can click the Requisition Number link to view the requisition. You also have the option to print a copy of the requisition.

Summary - Requisition 3744922 - Google Chrome

https://userstest.scsiquet.com/apps/Router/ReqSummaryPrinterFriendly?ReqId=3744922&PrinterFriendly=true&QuickViewWindow=true&tmst...

3/31/23, 5:10 PM Summary - Requisition 3744922

Requisition Summary - 3744922

General		Shipping	Billing
Status: Pending	Ship To: Dallas to NT	Bill To: Requestor	
Submitted: 2023-03-31 02:07 PM	Requestor: Ray, Ron 215	Requestor: UNT System Business	
Cart Name: 2023-03-31 ntrequestor01 01	UNT System Business	Service Center	
Description: 01	Service Center	1112 Dallas, D. Box 4000	
Business Unit: University of North Texas	United States	Dallas, TX 75225	
Department: UNT Dallas (97752)	Delivery Location: 0212 101	United States	
Budget Date: 3/31/2023	Requested Delivery Date: 03/31/2023		
PR Override Budget: X	Priority: Normal		
Date: 3/31/2023	Prepared by: NT Requestor		
Prepared for: NT Requestor	Prepared for: NT Requestor		

Accounting Codes Values vary by line

Internal Notes and Attachments		External Notes and Attachments	
Internal Note: Adding my internal Note as Requestor	Internal Attachments: No value	External Note: No value	External Attachments: No value
Is Supplier a Foreign Vendor? X	PO Classes: No value	Attachments for all suppliers: No value	
Predefined PO: No value	Contract: CONTRACT Standard Contract Clause		
Purchase Order Category Code: 9			

Supplier / Line Item Details

Eppendorf North America Inc

101-444-page
100 Motor Hwy, Hoopagane New York 11788 United States

Contract: No value
Quote number: No value

[Add document for this supplier.](#)

Product Description	Contract No	Size / Packaging	Unit Price	Quantity	Est. Price
Paper Helder, 1-chassat, 0.1 - 100 ml	402000010	EA	9.99 USD	100 EA	999.99

Accounting Codes values have been specified for this line

Business Unit	Spends/Act	Account	Department	Fund	Fund Category	Project	PC	Activity	Program	Purpose	Site

Print 2 pages

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Save Cancel



Creating a Requisition from a Shopping Cart

Requisition • 3744922

Summary Taxes/S&H Comments Attachments History

General ... **Shipping** ... **Billing** ...

Status Completed (3/31/2023 5:16 PM)

Submitted 3/31/2023 5:07 PM

Cart Name 2023-03-31 ntrequestor01 01

Description no value

Business Unit University of North Texas (NT752)

Department UNT Denton (NT752)

Budget Date 3/31/2023

PR Override Budget Date

Priority Normal

Prepared by NT Requestor

Prepared for NT Requestor

Accounting Codes

Values vary by line.

Internal Notes and Attachments ... **External Notes and Attachments** ...

Internal Note Adding my Internal Note as Required.

Internal Attachments

Is Supplier a Foreign Vendor?

Note to all Suppliers no value

Attachments for all suppliers

PO Clauses 1 View details

Completed

Total (1,018.98 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 1,018.98

Shipping 0.00

Handling 0.00

Related Documents

Purchase Order: NT00000596

What's next?

Workflow

- Submitted 3/31/2023 5:07 PM NT Requestor
- OFAC Check Completed
- Initial Validation Request Completed
- Department Approval Approved Dept Approver

Once your requisition passes OFAC checking and Initial Validation, it routes through approvals.

Once approved, the requisition goes through final validation and a second OFAC check.

Then your PO will be created and sent to the supplier!

Purchase Order • Eppendorf North America Inc • NT00000596 Revision 0

Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts Invoices Comments Attachments History

General Information

PO Business Unit University of North Texas (NT752)

PO/Reference No. NT00000596

Revision No. 0

Supplier Name Eppendorf North America Inc

Purchase Order Date 3/31/2023

Total 1,018.98

Owner Name NT Requestor

Owner Department UNT Denton (NT752)

Owner Phone

Owner Email UNTS-JaggaerTest@untsystem.edu

Requisition Number 3744922 view print

Document Status

PO status Open

Workflow Completed (3/31/2023 5:17 PM)

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view

Email (HTML Body) OrderValidation@sciquest.com

Manual

Distribution Date/Time 3/31/2023 5:17 PM

Supplier Sent To Supplier

Completed

Details

Supplier Status

Sent To Supplier

Supplier Eppendorf North America Inc

Total (1,018.98 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 1,018.98

Shipping 0.00

Handling 0.00

1,018.98

Related Documents

Requisition: 3744922

What's next? 14

Workflow Status Completed

Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	1	Pipet Helper®, 1-channel, 0.1 - 100 mL	4423000010	1 EA	9.99	100 EA 999.00