

## Step-by-Step Instructions for Submitting an Emergency Purchase Requisition

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▲ Certain Requisitioners have the ability to submit an emergency purchase requisition. Emergency purchase requisitions are created when an accelerated approval process is required, such as when a natural disaster occurs.

To create an emergency purchase requisition, add the associated freeform line item(s) to your shopping cart and then begin the checkout process. Catalog items may also be added.

Any fields with a red asterisk indicate a mandatory field that must be completed.

- Update the **Type** to *Emergency Purchase*.
- Update the **Requisition Label** with a description of what the purchase requisition is for.
- If available, select the associated **Emergency Contract**. This field is only available after the **Type** has been updated to *Emergency Purchase* and the values displayed for this field are based on the submitting Requisitioner's organizational scope.
- Select the **Origin Code** based on the agency you are purchasing for.

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The screenshot shows a form for submitting an emergency purchase requisition. The form is divided into two columns. The left column contains fields for Status, Type, Requisition Label, Requester, Organization, Business Unit, and Fiscal Year. The right column contains fields for Emergency Contract, Receiving Required?, Origin Code, and Budget Date. Callouts A, B, C, and D are placed over specific fields: A is over the Type dropdown, B is over the Requisition Label text input, C is over the Emergency Contract dropdown, and D is over the Origin Code dropdown. The form is pre-filled with the following values: Status: Draft; Type: Emergency Purchase; Requisition Label: DRC Emergency Purchase; Requester: Ryan Kyle; Organization: DRC100000 OPERATION SUPPORT CENTER DRCALL; Business Unit: DRC01 - Dept of Rehab & Corrections; Emergency Contract: Emergency - Flood; Receiving Required?: No; Origin Code: (empty); Budget Date: 7/23/2020.

Status	Draft	Emergency Contract	Emergency - Flood
Type *	Emergency Purchase	Receiving Required?	No
Requisition Label *	DRC Emergency Purchase	Origin Code	
Requester	Ryan Kyle	Budget Date *	7/23/2020
Organization *	DRC100000 OPERATION SUPPORT CENTER DRCALL		
Business Unit *	DRC01 - Dept of Rehab & Corrections		
Fiscal Year			

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On the right side of the page, enter the **Request Description**, as well as any applicable **Comments to Supplier**. This information can be added at both the header and line item level.

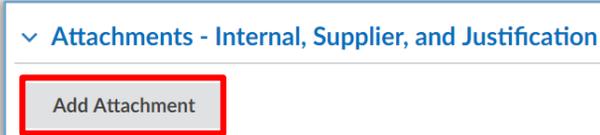
4

Click **Save**.

A blue rectangular button with a white floppy disk icon and the text "Save" in white.

5

Add a justification document to the purchase requisition that details why an emergency purchase requisition is being created.

A screenshot of a software interface showing a dropdown menu. The menu title is "Attachments - Internal, Supplier, and Justification" with a blue downward arrow. Below the title is a button labeled "Add Attachment" which is highlighted with a red rectangular border.

▼ Attachments - Internal, Supplier, and Justification

Add Attachment

▲ In the case of an emergency purchase requisition, the following information is required to be included as part of the justification document: the State Agencies for which the purchasing and contracting requirements should be suspended; details of the emergency; and a description of the supplies or services to be purchased.

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Continue making updates to any remaining line items. When you have successfully completed the mandatory and optional fields as well as resolved any applicable alerts, click **Submit requisition**.

A green rectangular button with the text "Submit requisition" in white.

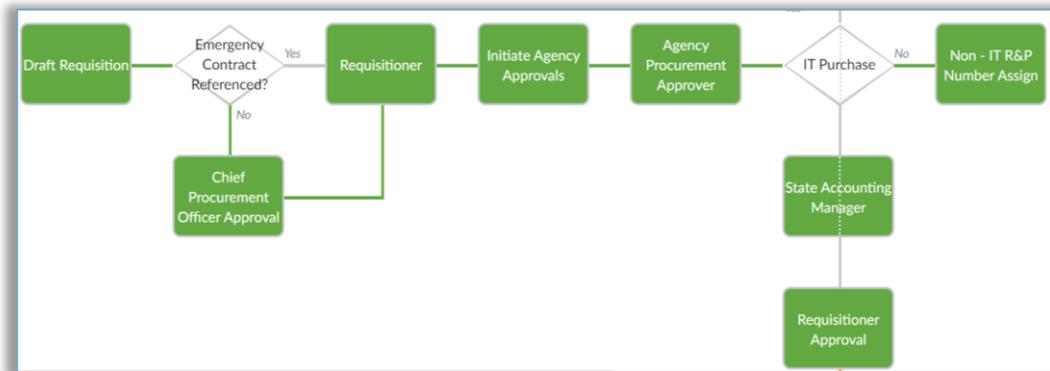
Submit requisition

## Step-by-Step Instructions for Submitting an Emergency Purchase Requisition

After your requisition has been submitted for review you can check its approval status at any time.

- ▲ When an emergency purchase requisition is submitted, it will go through an accelerated approval process and will be sent to the State Chief Procurement Officer for approval if an Emergency Contract is not referenced. On the **Workflow** tab, you can see where your requisition is in the approval process. Steps in green are completed steps, while steps in orange are in progress. As action is taken on your requisition, the Approval History section on the bottom of this page will be updated with the names of the individuals who have taken action on the purchase requisition.
- ▲ After obtaining the Chief Procurement Officer's approval, the emergency purchase requisition will be routed back to the Requisitioner so they can fill in additional details for the purchase.
- ▲ Controlling Board Numbers will still be established in OAKS as they are currently, and the Requisitioner will have the ability to add the applicable Controlling Board Number to the purchase requisition.
- ▲ After obtaining the State Accounting Manager's approval, the purchase requisition will be returned to the original Requisitioner.

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- ▲ The original Requisitioner can then add other relevant details to the purchase requisition. (e.g., chartfield information or item details) and submit the emergency purchase for the remainder of the necessary agency approvals.
- ▲ If you would like to print the details of your requisition, click the **Print** (🖨) icon in the top right of the page.