



## Building Better Renewal Requisitions



Whether you are setting up a standing or regular order, following these steps will help you streamline and improve your annual renewal submissions, which will save you time and effort, and help your purchase orders be issued faster!

### 1. Make a Plan



1. Know what requisitions need to be submitted each year, **and the expiration dates of any annual contracts**. Many departments find it useful to maintain a spreadsheet or list of renewals. Banner reports, EDDIE reports and/or iBuy queries are also useful tools to capture annual renewals. Calendar reminders are also highly recommended – especially for contracts. Remember that the contract process takes time, so plan ahead.

2. Be sure to review your list to eliminate requisitions that are no longer needed. Utilize Banner functions such as FOIDCH and FGIENCD to review the number of transactions and amount spent in the prior year. Determine in advance whether the transaction history indicates if the requisition is not needed this year. This would include standing POs with less than \$10,000 spend from the previous year. No standing POs under \$10,000 will be processed.

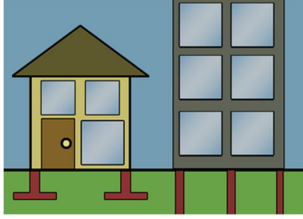
### 2. Gather Your Supplies

1. Your requisition should NOT be submitted until you have attached ALL of the applicable supporting documentation/information:
  - Quote(s) (3 or more quotes required >\$10K)
  - Vendor contract or terms & conditions
  - Vendor's current certificate of insurance, which meets University requirements as outlined on the OBFS website
  - Vendor contact information (for contracts, financial disclosures, T&Cs)
  - Correct FOAPAL information
2. Submitting a requisition before having the supporting documents leads to errors and change requests, wastes time and will result in your requisition being returned. **BEING READY IS BETTER THAN BEING EARLY.**





### 3. Build on a Solid Foundation



#### iBuy Requisitions

Use iBuy for all renewal requisitions (both regular and standing orders)

1. Use the Standing Order Form in iBuy for standing order renewals
  - a. To create the requisition, you will need to navigate to the shopping dashboard and select the Standing Order Form or open the previous year's requisition and Copy to New Cart
    - i. You may click the link to view the job aid for utilizing this form, or you may watch the instructional video at <https://www.uiucpurchasing.illinois.edu/videos-how-to/#ibuy>
    - ii. If you copy from last year's requisition, please make sure to open the Form at the bottom of the new cart and verify and update the information, as needed.

b. Know the purpose and importance of all the parts of the requisition:

- Click "Edit" in the Billing Options section and enter the accounting date as 7/1/2022.
- Click "Edit" in the Delivery Options section and enter the requested delivery date as 6/30/2023.
- If there is a contract number or bulletin number associated with the order, please click "Edit" in the Internal Notes and Attachments section to enter that information.
- Please be sure to include the Previous Purchase Order number by selecting "Edit" in the Internal Notes and Attachments section.
  - o If there was a PO from FY22, this must be included.
- Be sure to attach your vendor quote to the External attachments. All other competitive quotes obtained should be attached to the Internal Attachments.
- iBuy Standing Orders must contain a line for shipping/handling when shipping will be invoiced by the vendor.



2. Use the Purchase Requisition Form in iBuy for regular renewal orders
  - a. To create the requisition, you will need to navigate to the shopping dashboard and select the Purchase Requisition Form or open the previous year's requisition and Copy to New Cart
    - i. You may click the link to view the job aid for utilizing this form, or you may watch the instructional video at <https://www.uiucpurchasing.illinois.edu/videos-how-to/#ibuy>
    - ii. If you copy from last year's requisition, please make sure to open the Form at the bottom of the new cart and verify and update the information, as needed.
  - b. Know the purpose and importance of all the parts of the requisition:
    - These orders must be quantity-based.
      - o Example 1: Service that you pay one-time for 12 months of services. Enter 12 as the quantity, estimated monthly amount in the Unit Price, and MONTHS in Unit of Measure.
      - o Example 2: Meter reads. Black and white copies, Quantity – 50,000 (estimate your quantity based on previous years), Each in Unit of Measure, \$.005 in Unit Price
    - Click "Edit" in the Billing Options section and enter the accounting date as 7/1/2022.
    - Click "Edit" in the Delivery Options section and enter the requested delivery date as 6/30/2023.
    - If there is a contract number or bulletin number associated with the order, please click "Edit" in the Internal Notes and Attachments section to enter that information.
    - Please be sure to include the Previous Purchase Order number by selecting "Edit" in the Internal Notes and Attachments section.
      - o If there was a PO from FY22, this must be included.
    - Be sure to attach your vendor quote to the External attachments.
    - iBuy Regular Orders must contain a line for shipping/handling when shipping will be invoiced by the vendor.

#### 4. **Measure Twice, Cut Once**

- Take the time to double-check ALL information prior to submitting requisition. A good purchase order starts with a good requisition! Make sure your requisition is accurate and thorough.
- Be sure applicable solicitation, contract and/or previous PO numbers are referenced.
- Make sure you are using the correct vendor number and address code.
- Make sure all relevant documentation is attached (both internal and external).
- Check that unit measures, quantities and unit costs are accurate.

