Electronic-Requisitioning FAQs

How does someone get access to E-Req?

*Fill out an application and have it approved. You can find the application on the internet: [http://finance.tufts.edu/purchasing/downloads/TuftsMarketplacewebappl.doc](http://finance.tufts.edu/purchasing/downloads/TuftsMarketplacewebappl.doc)*

Can I use E-Req from any location and any computer?

*E-Req can be accessed from both on-campus and off-campus locations. E-Req requires use of Internet Explorer 6.0 (IE) or greater with a recent version of JAVA installed on the PC and JAVA enabled in IE. At this time only MAC’s running a version of Windows with IE 6 or greater can use the E-Req system. Our software vendor has indicated that future planned releases will support both platforms (PC and MAC’s)*

Who do I contact if I have a problem logging in?

*If you have an account on E-Req and you are experiencing problems logging in using your Tufts Trumpeter EMAIL (LDAP) username & password, please contact Susan Gibson at 7-5078 or susan.gibson@tufts.edu for assistance.*

Can users that do not have a Tufts Trumpeter E-mail account get access to E-Req?

*No, you must be on LDAP to access the E-Req system.*

What if the vendor I plan to use doesn’t appear on the list?

*During normal business hours new vendors can be set up quickly on the system by contacting Dolores Rufo at 617-627-2100 or dolores.rufo@tufts.edu.*

What do I do if I need to “ship to” a location that doesn’t appear?

*Please contact Susan Gibson at 7-5078 or susan.gibson@tufts.edu for assistance with new Tufts shipping locations.*

How long will it take to place the order once Purchasing has received the E-Req?

*Qualifying requisitions under $5000 will be given a PO number within a few minutes upon submittal. Qualifying requisitions are those under $5000 with no ad hoc approval requirements and where a supplier has been specified.*

*Purchase orders for requisitions over $5000 will be created after all approvals have been received. Supplier copies of the POs will normally be sent within 24 hours assuming all required documentation has been provided with the requisition.*
If I am making a purchase which charges a grant, will Sponsored Programs also need to approve the E-Req?

All grant requisitions over $5000 will be automatically routed to Sponsored Programs for review and approval.

How many ‘splits’ can I make per E-Req?

E-Req supports any number of split charges by LINE ITEM. For example: Item number one might have 2 split charges while line two could have 4 or 5. This is no limit on the number of lines or split charges as far as we know.

What do I do if I have an emergency order?

Depending on the type of emergency do the most expedient thing. If time permits and the emergency cost is under $5000 please use the E-Req system to obtain an “instant PO” for the supplier or use the P-Card if possible.

How can I cancel an order before it gets to Purchasing?

The E-Req system allows for changes or cancellations of requisitions in process prior to a purchase order being created in our PeopleSoft System (normally next day after all approvals have been received).

For changes to PO’s already created in PeopleSoft please create a new requisition selecting requisition type “Change Order” and reference the PO to be changed in the comments or line item field. Additionally, please clearly state the change you are requesting in the line item description and enter the dollar amount of the change in the line item cost field. After all approvals have been received, Purchasing will make the appropriate changes to the specified PO in the PeopleSoft System.

How do I proceed if I already have an invoice for goods/services? How do I get a payment made using the E-Req system?

All goods and services except for emergency situations and/or prepaid orders should have a created PO prior to receipt of an invoice.

For emergency situations or for prepaid orders/deposits please clearly indicate in the item description or vendor comments field that a “Check with Order” is required for this PO. Attach an electronic copy of the invoice to be paid to the requisition or where an electronic attachment is not possible, indicate on the requisition that the invoice is being forwarded separately to purchasing and place the invoice in an envelope indicating the requisition number that the invoice is to be matched with and forward the document(s) to the purchasing department for further processing.

How do I add a funding source to my profile when a faculty member receives a new grant?

Changes can be made by filling out the application form. Make sure you click the “change” box. http://finance.tufts.edu/purchasing/downloads/TuftsMarketplacewebappl.doc

New grant authorizations will be provided similar to the process used for P-Card authorization.

What types of orders can be entered on E-Req?

Any order you currently place via a paper requisition. Orders for restricted items (radioactive items, animals, alcohol…) must follow Tufts procedure and have required forms/license info attached.