

Procurement Department – Fast Facts

Quick Pay

We are pleased to announce that EAS Procurement Department Users can now use a Quick Pay Requisition to obtain an automatically generated Purchase Order. The requisition creator will receive an e-mail that includes a URL/link to the University Purchase Order in a PDF format. [Note: Immediately save the Purchase Order form with a “.pdf” extension since the link is secured and cannot be re-opened.] If the requisition creator’s approval limit is greater than the amount of the requisition, a purchase order will be created and an e-mail confirmation will be sent within 15 minutes. If additional approvals are required, the workflow process will prevail. The Purchase Order can be faxed directly to the Supplier, if applicable. (Do not fax the Purchase Order to the Supplier if you have already received your order or if services have already been rendered.)

Quick Pay Requisitions can only be used for purchases no greater than \$2,500 and only for Suppliers presently registered in EAS. Basically, all the steps for creating a Quick Pay Requisition are the same as the Requisition Process you are currently using except for:

Mandatory Steps in Quick Pay

Requisition Process:

- Line Type: Goods or Services
- Option to choose a Supplier
- Option to choose Supplier Site

Quick Pay Requisition Process:

- Line Type: Quick Pay
- Must choose a Supplier from List of Values
- Must choose Supplier Site from LOV

Instructions for Creating a Quick Pay Requisition:

1. Log on to EAS – GW SC Departmental User.
2. Navigate to Requisition.
3. For the Requisition line **Type**, enter “**Quick Pay**” instead of “Goods” or “Services”.
4. All line types must be **Quick Pay**. You **cannot** use a second line type for Goods or Services.
5. Continue to fill in the same fields you normally complete for a Requisition.
6. Unlike a Requisition, you must choose a **Supplier Name** from the LOV.
7. Unlike a Requisition, you must choose a **Supplier Site** from the LOV.
8. Once you have completed the Quick Pay Requisition, click approve to submit the requisition into Workflow for approval.

In addition to e-mail notification, the Purchase Order number can be retrieved by the following steps:

1. Navigate to the Requisition Summary form.
2. Find your Quick Pay requisition by entering search criteria such as the name of the creator of the requisition, Supplier name, line type of Quick Pay, etc.
3. On the Requisition Lines Summary form that returns requisitions matching your search criteria, find your requisition and scroll across to the column Order Number to obtain the Purchase Order number.

Note: Oracle requisition workflow and the invoice process remain the same.

If you need help, please call the Procurement Department at (202)994-2500