

## **New- Electronic Documentation Requirements for All PRISM Requisitions**

Effective February 15, 2012, the following revisions to the procedure for submitting supporting documentation to Purchasing Services will be implemented:

- All requisitions must be submitted electronically through PRISM
- All requisitions must have supporting documentation attached when requisition is created in PRISM
  - Step-by-Step Instructions: [Attaching Supporting Documents To Prism Requisition](#)
- Requisitions lacking proper supporting documentation will be returned to the requesting department
- Supporting documentation requirements for requisitions are listed on the [Requisition Checklist](#)
- Upon requisition assignment to a Sr. Buyer in Purchasing Services, the following information is sent to the requesting department via the PRISM Workflow Mailer Notification System:

Assigned to Buyer: Sr. Buyer in Purchasing Services

Buyer's phone number: 412-624-\*\*\*\*

Buyer's email: \*\*\*\*\*@cfo.pitt.edu

- If you have questions regarding electronic requisition, contact the assigned Sr. Buyer

Purchasing Services is scheduled to move to Craig Hall on February 13, 2012 for 3-4 months to allow for construction on the 34<sup>th</sup> floor of the Cathedral of Learning.

Although many University departments are currently attaching supporting documentation when the requisition is created in PRISM, many other departments submit documentation in various ways - via email, inter-office mail, hand delivery, or fax to any of several fax numbers that have been associated with Purchasing Services over the years. In an effort to streamline and centralize the receipt of supporting documentation for requisitions processed by Purchasing Services, a revision to the way supporting documentation is currently received must be implemented.

Although the ability to attach documents electronically to the requisition is not new, the requirement to do so is. Providing all necessary backup documentation at the time of requisition submission will ensure your order is processed as quickly as possible. Since all documentation is attached to the requisition in PRISM when created, supporting documents flow with the requisition and therefore cannot be lost or misdirected. Additionally, the documents are available electronically for future reference in the event of audits, invoice disputes, asset tagging, etc. The benefits to the University purchasing

community will be ongoing and ultimately ensure that all requisitions are processed expeditiously.

Exceptions to this procedure may apply. Orders for ethanol alcohol must still be faxed to 412-624-5262. Orders for controlled substances, ATCC, and radioactive material (if not available in PantherBuy), will continue to use the current paper requisition.

If further information is required, contact:

Customer Service Team

Phone: 412-624-3578

Fax: 412-904-5529

[PurchasingandPantherBuy@cfo.pitt.edu](mailto:PurchasingandPantherBuy@cfo.pitt.edu)

Thank you for your cooperation and support.