Automated Processing of Special Request Requisitions

Automated processing of Special Request Requisitions is an option that is available to each institution. ITS can customize the run controls for Requisition Expedite to meet your specific needs. We have outlined a couple of options below, as well as provided a definition for a few of the common terms that are used throughout the document.

What is a batch process?

We use the term "batch process" to describe a process that is initiated from a run control page rather than from the transaction add/inquiry pages. A batch process can also be scheduled to run at a specific time.

What is a batch job?

A batch job includes multiple batch processes and is scheduled to run at specific times during the day.

A batch job can take processes that you may run manually (Budget Check, Verify Document Tolerance, etc) and include them in an automated job that is scheduled to run at specific times during the day.

ITS created a batch job named SCIQUEST that runs 5 times a day at: 10 am, 12 pm, 2 pm, 4 pm, and 6 pm. This batch job was created to process all CAT origin transactions (those that originate in the GFM); however, a couple of institutions have chosen to also include batch processes for ONL origin (special requests entered manually) transactions as well.

What does Origin mean?

The Origin of a Requisition or PO defines where the document originated from. If it has a **CAT** Origin, this indicates that the Req was created from the GeorgiaFirst Marketplace (GFM). If it has an **ONL** Origin, this indicates that the Req was created as a Special Requisition.

What processes are included in the SCIQUEST batch job?

- Requisition Budget Check
- Requisition Expedite (based on Origin)
    - Run Control for CAT origin Requisitions only
    - Run Control for ONL origin Requisitions only
- PO Budget Check
- PO Verify Document Tolerance
- PO Dispatch

**Note: A Requisition must be approved before the batch job can pick it up. Approvals cannot be an automated process.

Option 1: Expedite Requisition to Build PO as OPEN

The SCIQUEST batch job will be set to pick up your CAT and ONL Requisitions. For both types of Requisitions, the following processes will run: Requisition Budget Check and Requisition Expedite.

- CAT origin transactions will continue to be processed as they are today.
- A second run control will be created for ONL origin requisitions with the 'Build POs as Approved' checkbox unselected. The associated POs will be built into an OPEN Status. The Buyer will need to review the PO and then manually approve.

Option 1 Considerations: If your institution does NOT use the Buyer level of approval in eProcurement, then this option may be best for you. Building PO's into an Open status will give you time to review the PO and make any necessary edits prior to dispatch. Your team will have to review the PO and manually Approve. Once the PO is Approved, it will be picked up in the next scheduled SCIQUEST batch job and the following processes will run: PO Budget Check, Verify Document Tolerance, PO Dispatch.

Option 2: Expedite Requisition to Build PO as Approved

The SCIQUEST batch job will be set to pick up your CAT and ONL Requisitions. For both types of Requisitions, all processes included in the SCIQUEST batch job will run: Requisition Budget Check, Requisition Expedite, PO Budget Check, Verify Document Tolerance, PO Dispatch.

- CAT origin transactions will continue to be processed as they are today.
- A second run control will be created for ONL origin requisitions with the 'Build POs as Approved' checkbox selected. The associated POs will be built as APPROVED. The buyer will not have time to make any edits to the PO, as the processes within the SCIQUEST batch job run consecutively.

Option 2 Considerations: If your institution uses the Buyer level of approval in eProcurement for Special Requests (ONL origin), then this option may be best for you. If the Buyer is reviewing and making any necessary edits to the Requisition before it is built into a PO, then it may not be necessary to review it again once the PO is created. Under this option, once the Requisition is approved it would be picked up in the next scheduled SCIQUEST batch job and would be fully processed, including dispatch to the supplier.