

Next-Gen Procurement

Advancing Simplicity and Service



[Next-Gen Procurement Initiative](#)

Agenda



»» Purchase Requisitions

»» Project Updates

»» Questions



What is a Purchase Requisition?

- A request to buy goods or services from an established university supplier
- Includes:
 - Supplier Name
 - What needs to be purchased
 - Quantity
 - Cost
 - Accounting Code Information (Budget)
 - Business Justification
- A requisition is routed for approvals ***BEFORE*** an order is placed



How does a purchase requisition work?



**Purchase
Requisition**



**Purchase
Order**



**Sent to Supplier
to Fulfill Order**



Why are requisitions important?

»»» Verify budget availability

»»» Capture business justification upfront before purchase is made

»»» Provide visibility to department purchasing and business teams

»»» Prevent unauthorized purchases

»»» Create a documented approval/audit trail



Purchase Requisition Sneak Peak

Marketplace **KANSAS STATE UNIVERSITY** All Search Products or Suppliers

7.55.2_644762 | DEMO

Checkout More Actions

Bill To *

Ship To *

Kansas State University [00000]
105 Anderson Hall
919 Mid-Campus Dr North
Manhattan, KS 66506
United States

*Attn

Anderson Hall [Anderson]
919 MID CAMPUS DR NORTH
Manhattan, KS 66506-0100
United States

Organization

Order Type

Staples Add notes

| PRODUCT | UNIT PRICE | QTY. | SUBTOTAL | TAX |
|--|----------------|--------------------------------|----------|---------|
| STAPLES Business Advantage TRU RED Desktop Stapler, 25-Sheet Capacity... | \$18.22 / Each | <input type="text" value="1"/> | \$18.22 | \$0.00 |
| *DEPARTMENT 05040 *PROJECT NMCOSTFEES *PCA 01620 *AWARD NOAWARD *FUNDSOURCE 0003 *OBJECT E3710 *TASK 99 SUBACCOUNT | | | | |
| | | | Subtotal | \$18.22 |



Purchase Requisition Sneak Peak

The screenshot displays the Unimarket interface for Kansas State University. The top navigation bar includes the university logo, a search bar with the text "All Search Products or Suppliers", and icons for shopping cart, user profile, and notifications. The main content area shows a product listing for "STAPLES TRU RED Desktop Stapler, 25-Sheet Capacity...". The product details include a unit price of "\$18.22 / Each" and a quantity of "1". Below the product listing, there is a summary table with the following data:

| | Subtotal | Tax |
|--------------|----------------|--------|
| Subtotal | \$18.22 | |
| Shipping * | \$ 0 | \$0.00 |
| Tax | | \$0.00 |
| Total | \$18.22 | |

Below the summary table, there are sections for "Special Instructions", "Blanket order" (set to "Blanket order"), and "Terms and Conditions" (set to "Default"). To the right, there is an "Order attachments" section with a "Drop files to attach, or browse" button and a "Size limit 50MB" note. At the bottom of the main content area, there are three buttons: "Checkout", "Save", and "Cancel". The footer of the interface includes the date and time "Friday, May 8, 2026 2:58 PM", links for "Terms and Conditions", "Privacy Policy", and "Copyright © 2005-2026 Unimarket. All Rights Reserved.", and the Unimarket logo.



Catalog/Punch Out Supplier

Employee needs to buy a laptop



Non-Catalog Supplier

Department needs to buy a \$5,000 piece of equipment that is not available through a catalog supplier in the Marketplace



Project Updates



**Update on
Forms**



**Name
Announcement!**



**Upcoming
Focus
Areas**



**Thank you for
sharing your
time with us.**

**What questions do
you have?**



We welcome your feedback!



<https://forms.office.com/r/NhDvFpKes6>

