USOURCE

User Manual

Version 4

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INTRODUCTION

uSOURCE is an online procurement system that streamlines purchasing at the University of Toronto, allowing for significant time savings for everyone involved in purchasing routine items. This manual provides instruction on how to use uSOURCE.

All faculty and staff who have been given access to uSOURCE must exercise care and due diligence when using the system; this is to ensure that only accurate and appropriate purchasing transactions are processed from initial order to supplier payment.

How to Use this Manual

This manual has been designed to be printer-friendly. However, there are several interactive elements when viewing it electronically:

- Hyperlinks allow you to navigate within the document or visit external websites
- A bottom navigation bar (Previous or Next page, Return to Table of Contents, View Full Screen)

- Video tutorials indicated by this icon: 

Accessing uSOURCE

- Use your UTORid and password to login.

- The URL to login can be found on the Procurement Services website: www.procurement.utoronto.ca/usource

- For more information on your UTORid and the how to verify your password, go to: https://www.utorid.utoronto.ca

- For help desk support related to your UTORid, contact the Information Commons helpdesk at http://help.ic.utoronto.ca

Logging Out

UofT weblogin stores information in your web browser, using a feature called cookies. When you exit your browser, these cookies are cleared and you are logged out of weblogin and the services used for authentication.

CAUTION: Your browser may preserve cookies across browser sessions**. The Chrome browser, in particular,** now maintains cookies even after exiting. This enables you continue where you left off. While convenient, it conflicts with the intent of session cookies; exiting your browser should clear all of your session cookies ensuring no one can access your application privileges. If your browser maintains cookies across exit/restart, you need to ensure you have logged out of each application.

To exit your browser, look for the **close**, **exit**, **quit**, or "**X**" button.

User Roles

Role	System Permissions
 SHOPPER	• View all Suppliers and products available in uSOURCE • Create, update, edit and withdraw their own shopping carts • Create shared carts • Add notes and attachments to shopping carts • Assign and un-assign shopping carts to a Requisitioner • Check the approval status of a Requisition • Create Goods Receipts and Return Receipts • View all their Invoices and payment history in the uSOURCE system • Review and update their user profile
 REQUISITIONER	• Same permissions as Shoppers, as well as: • Receive and review assigned carts • Add or change ship-to addresses and accounting codes • Update cart information • Return/delete a cart • Submit carts to approval workflow; if authorized, self-approve orders • View document history and comments • Assign/unassign a substitute Requisitioner • Create a shared cart group for consolidated ordering by a group of Shoppers (e.g. office supplies for several people at once)
 APPROVER	• Review, push back, approve or reject Requisitions routed to them through approval workflow • Approve via email • Assign and unassign substitute Approvers • Search for and view documents related to the Requisitions they have approved, including the Purchase Order, Goods Receipts and Invoices.

RECEIVER

- Create Goods Receipts and Return Receipts

A role is a set of permissions; depending on your department's business process, a user can have a single role or multiple roles assigned to them.

For example, in a large department, a lab tech (Shopper) creates the shopping cart, assigns it to a lab manager (Requisitioner) who enters the accounting code information and shipping address, and then submits the cart to the Principal Investigator (Approver) who reviews the cart and approves the order. Or in a smaller department, the Business Officer creates the shopping cart, adds the accounting code information, and approves the order.

Basic vs Open Requisitioner

There are two types of Requisitioners:

A *Basic Requisitioner* can submit carts to approval workflow using up to 25 Funds Centers, which must be configured by a uSOURCE Administrator. Most Requisitioners fall into this category.

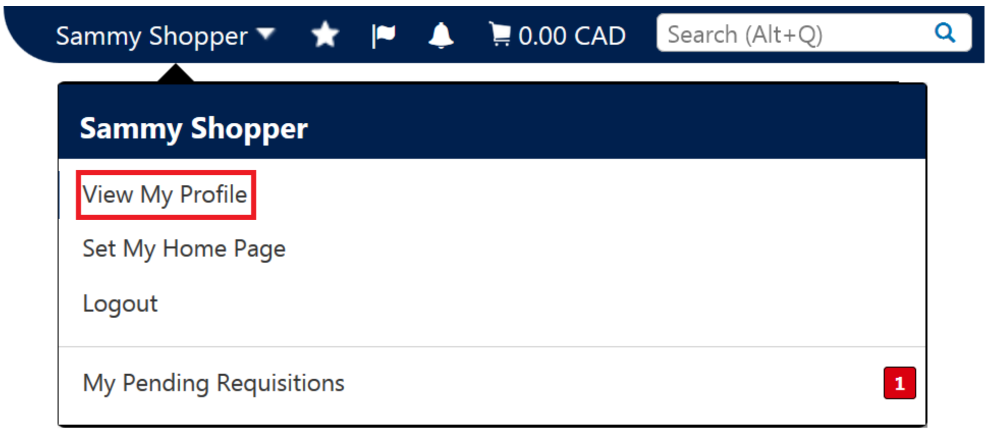
An *Open Requisitioner* can submit carts to approval workflow using any Fund Center. This role is typically assigned to users in departments that purchase centrally.

User Profile

View My Profile

To access your User Profile, from the uSOURCE homepage, click on your username in the top navigation bar, then select **View My Profile**.

Watch a video tutorial (with audio)



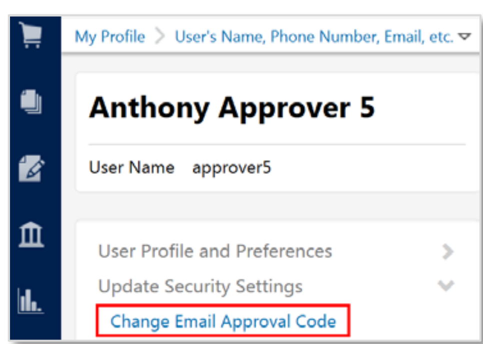
User's Name, Phone Number, Email

The User's Name, Phone Number, Email, etc., are pre-populated with information from the Human Resources Information System (HRIS). Update any incorrect or missing information to the profile and then click **Save**.

Note: Some fields are not editable and can only be changed by a uSOURCE Administrator.

Change Email Approval Code (Update Security Settings)

If you have approval permissions and can approve Requisitions sent to you from other users, use this to set/change your email approval code (See Approve by Email).



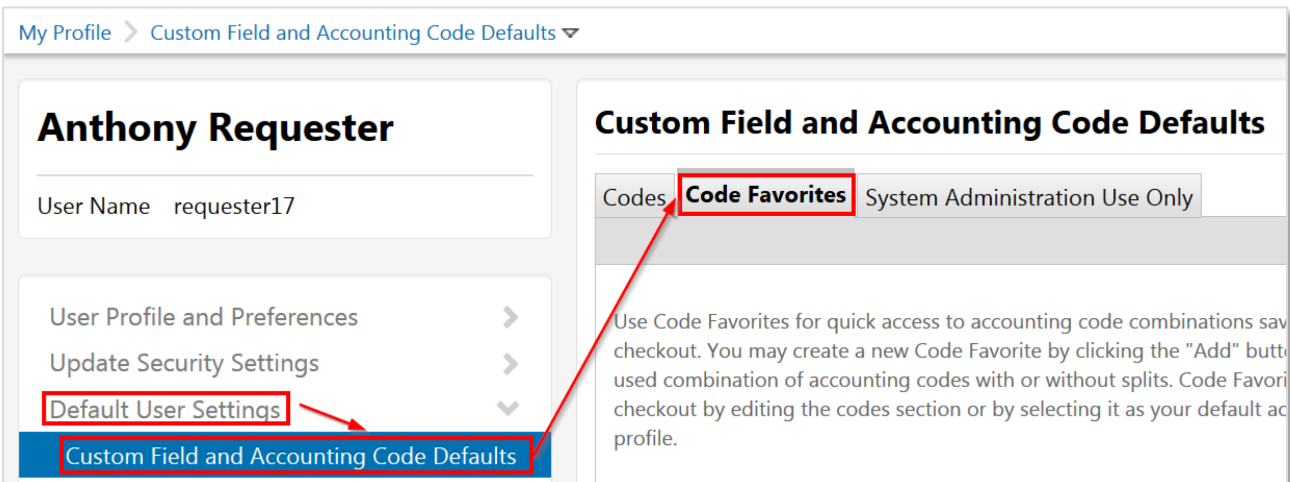
Code Favourites

Code favourites allow users to save different sets of accounting codes frequently used in combination with one another. Users who buy for different departments, projects, or who split purchases across different codes can store these combinations and quickly select them during checkout.

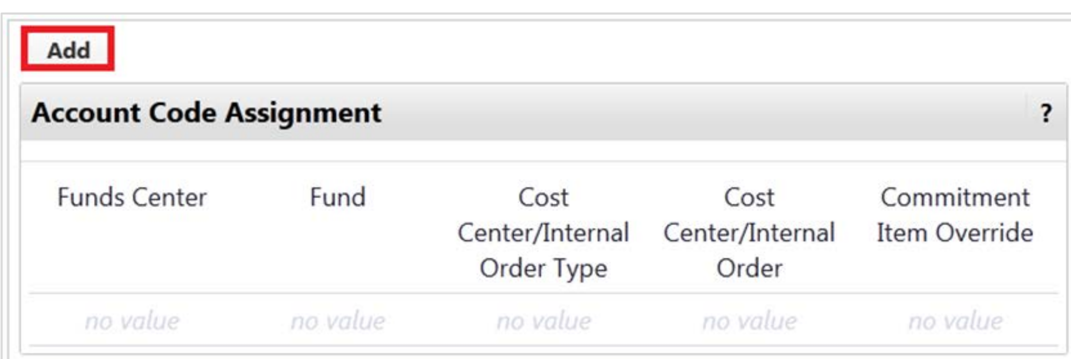
Watch a video tutorial

To setup a code favourite, go to:

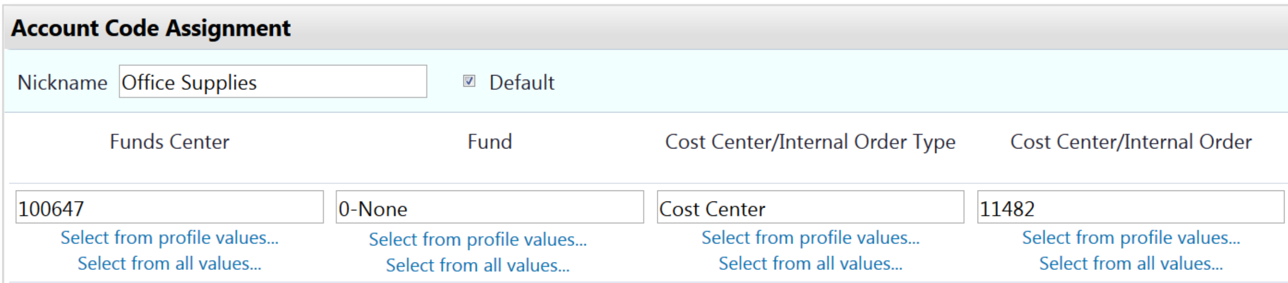
View My Profile > Default User Settings > Custom Field and Accounting Code Defaults > Code Favourites



1. Click the **Add** button above the **Account Code Assignment** section.



2. Enter a nickname that is recognizable (e.g. Office Supplies). This is important if you will be using more than one Accounting Code Favourite. Select the **Default** checkbox if this is your default. You can manually enter the appropriate values in each field.



- Users with the Basic Requisitioner role have the option to choose Funds Centers from a list assigned to their profile. Click **Select from profile values**, and choose the Funds Center from the drop down menu. If the Funds Center is not on the list, have your department key contact submit a request to the uSOURCE Help Desk.

3. Click **Save**.

Notes: The Fund field cannot be left blank. If there is no Fund, enter **0-None**. Also, under normal circumstances, you should not set custom account code favourites for the **Commitment Item Override** field. For each purchase, uSOURCE will propose appropriate codes.

Default Addresses

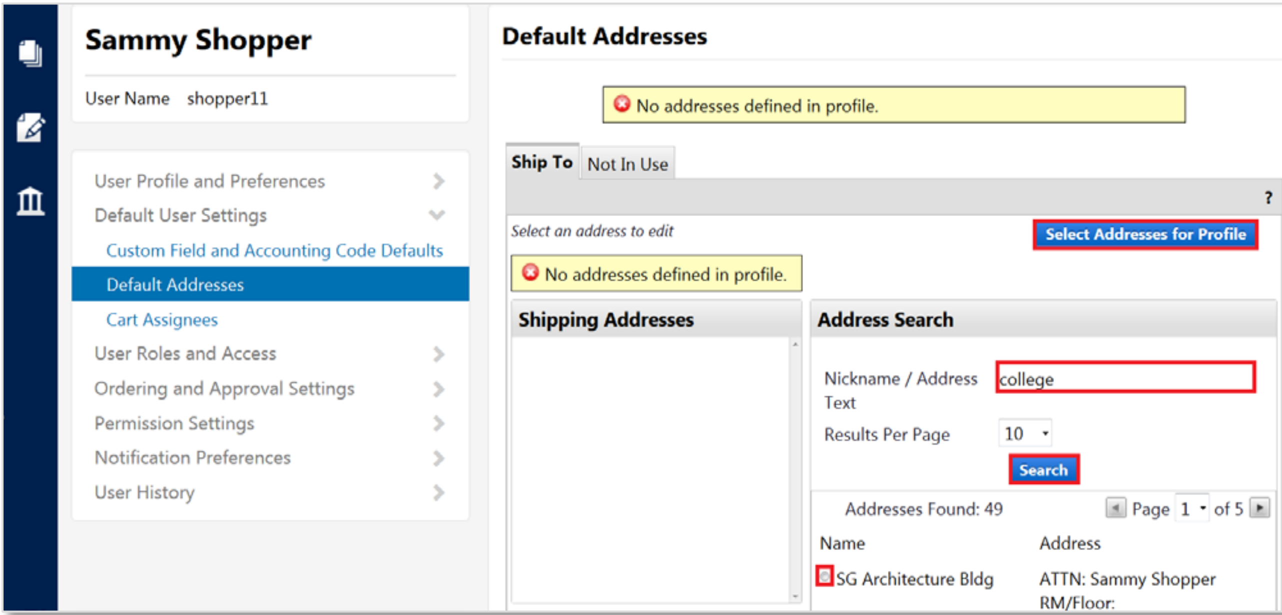
The shipping address identifies where the Supplier should ship your order. Users may add multiple shipping addresses from all three campuses to their User Profile. Additional building addresses can be added to the database if you plan on regularly shipping uSOURCE orders to a location that is not listed. Contact uSOURCE@utoronto.ca for more information.

Watch a video tutorial

To create default shipping addresses, go to:

View My Profile > Default User Settings > Default Addresses

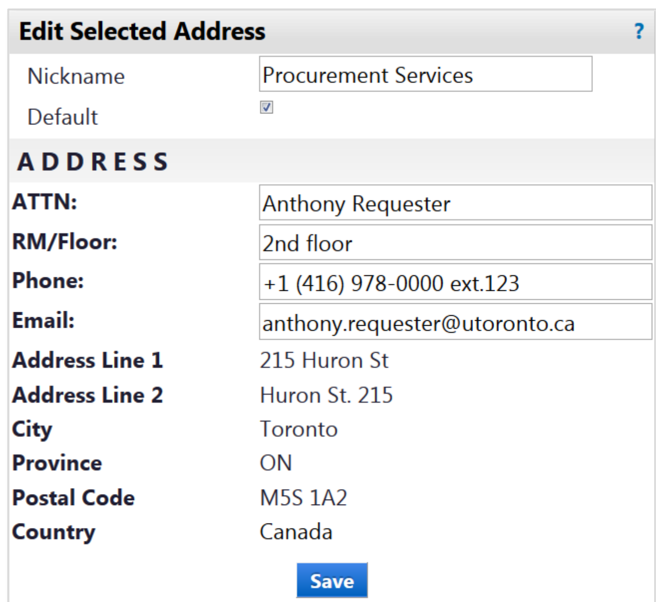
1. Click the **Select Addresses for Profile** button. Enter a search term in the **Nickname / Address** field such as the building or street name. Try not to be too specific with your search term (e.g. enter the street name only). Select the correct address by clicking the radio button to the left.



2. Enter all required information (**Nickname** for this address, **Attention To**, **Rm/Floor**, **Phone**, **Email**). Try to keep the **Rm/Floor** field as short as possible, as some supplier order systems will truncate long entries.

3. Select the **Default** checkbox if this address is to be your default shipping address.

4. Click **Save**.



Note: All uSOURCE Approved Suppliers are configured for electronic invoicing. The **Bill To** address does not need to be set up in a user's profile; this tab appears as **Not in Use**.

Cart Assignees

If your ordering process requires you to assign your cart to another user, you can save them in your profile for quick access.

Watch a video tutorial

To create a default Cart Assignee, go to:

View My Profile > Default User Settings > Cart Assignees

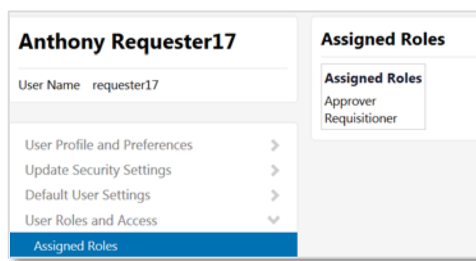
1. Click the **Add Assignee** button. Using the User Search pop-up window, enter one or more search terms (First, Last, User Name, Email, etc.). You can also use the Department drop-down menu. Click the **Search** button.

2. Locate the user from the list, and click the **[select]** link from the **Action** column.

3. From the **My Cart Assignee** list, click the **Set as Preferred** button to make the user the default Requisitioner for your orders.

4. Repeat steps above to add additional cart assignees to your list.

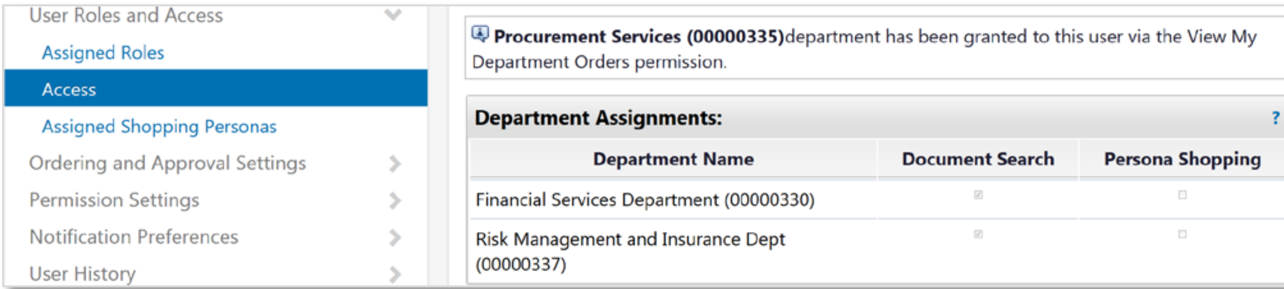
Assigned Roles



Provides a read-only list of the role(s) assigned to the user (Shopper, Requisitioner, Approver etc.). Roles can only be assigned or changed by a uSOURCE Administrator.

Access

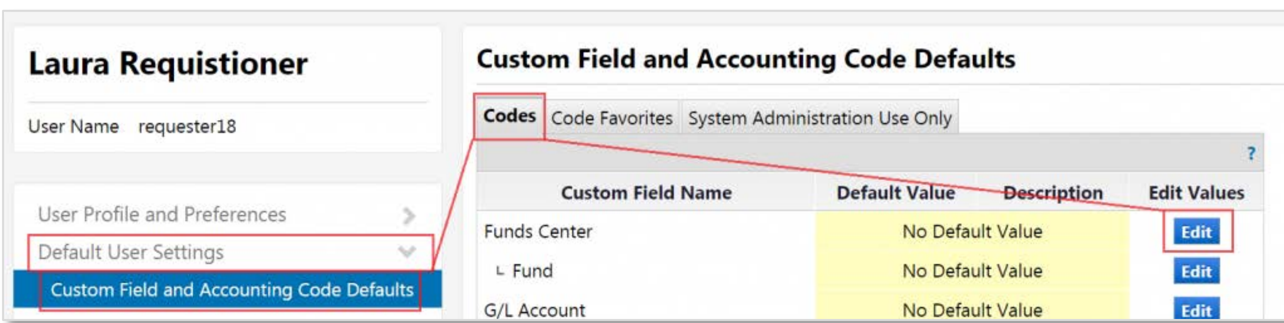
By default, users with Requisitioner and Approver permissions have access to search documents created by other users in their own department, as defined in their profile (Shoppers can only view their own order documents). Additional department visibility must be added to the **Access** page by a uSOURCE Administrator.

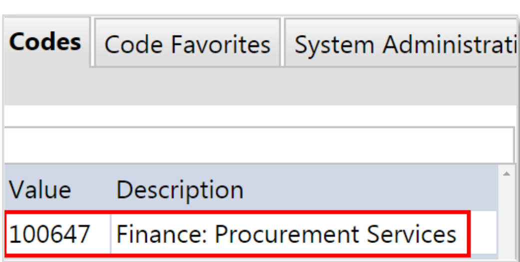


View Funds Center Access

Funds Center Access: Requisitioning

If you have *Basic Requisitioner* permissions*, you can view which Funds Centers you have access to for requisitioning (i.e. entering the CFC at checkout). Click on your username in the top navigation bar, then select **View My Profile**. Go to **Default User Settings > Custom Field and Accounting Code Defaults**. On the **Codes** tab, next to **Funds Center**, click the **Edit** button.

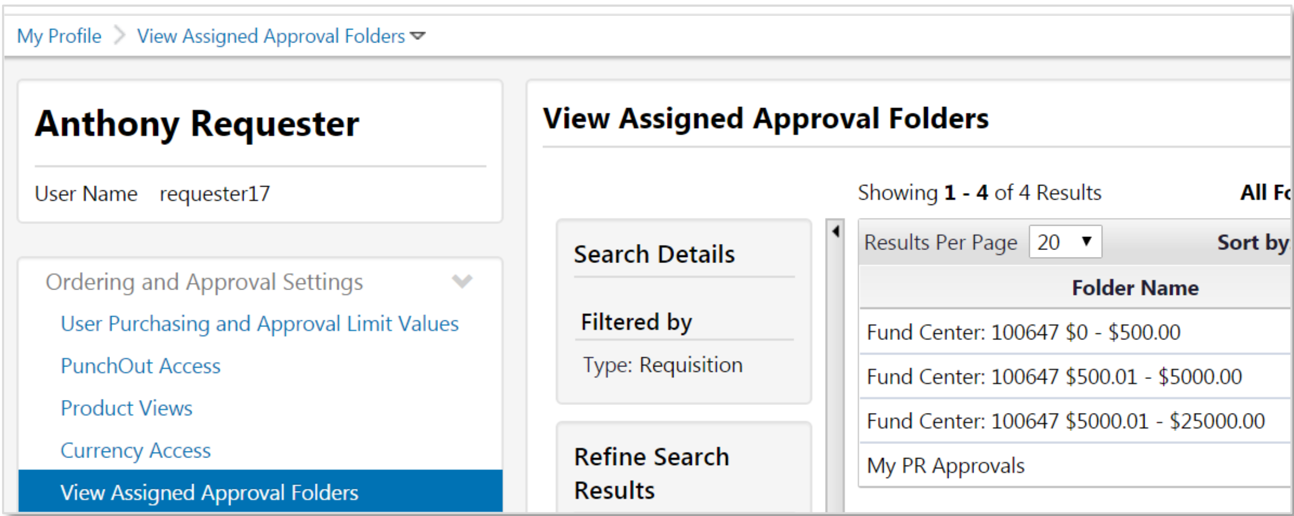




**Open Requisitioners* can access all Fund Centers.

Funds Center Access: Approving

If you have approval permissions (i.e. the ability to create the Purchase Order), you can view your approval access and maximum approval amount. Go to **Ordering and Approval Settings > View Assigned Folders**.



To request changes to approval permissions contact uSOURCE@utoronto.ca.

Notification Preferences

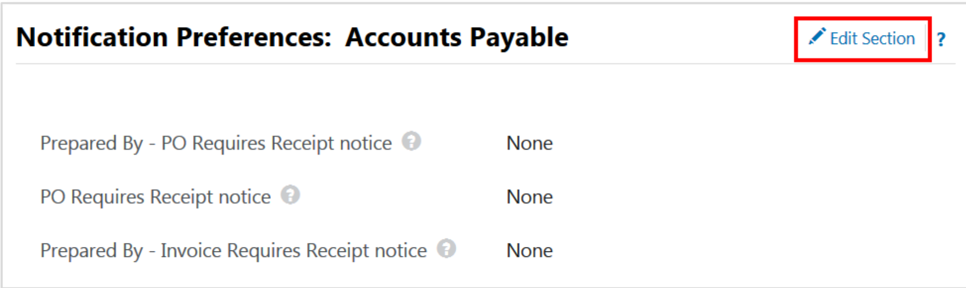
Users can receive email notifications from uSOURCE and/or within the uSOURCE application itself. Notifications within the application will be flagged at the top of the screen:

The Notification Preferences section controls when and why a user will receive email notifications, and in-system notifications.

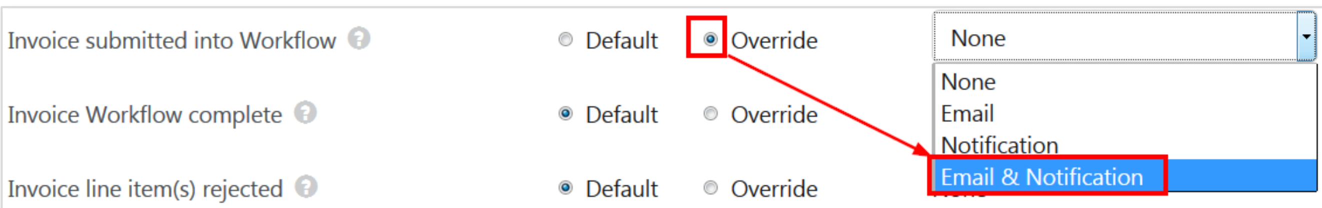
To edit your notification preferences, go to: **View My Profile > Notification Preferences**

1. From the **Notification Preferences** menu, click on the category you want to update (Administration & Integration, Shopping, Carts & Requisitions, etc.). Select **Edit Selection** (top

right).



2. To change a notification, select **Override** and choose from the drop-down (None, Email, Notification, Email & Notification). To view an explanation of a notification, just click on the question mark icon.



3. Click **Save Changes**.

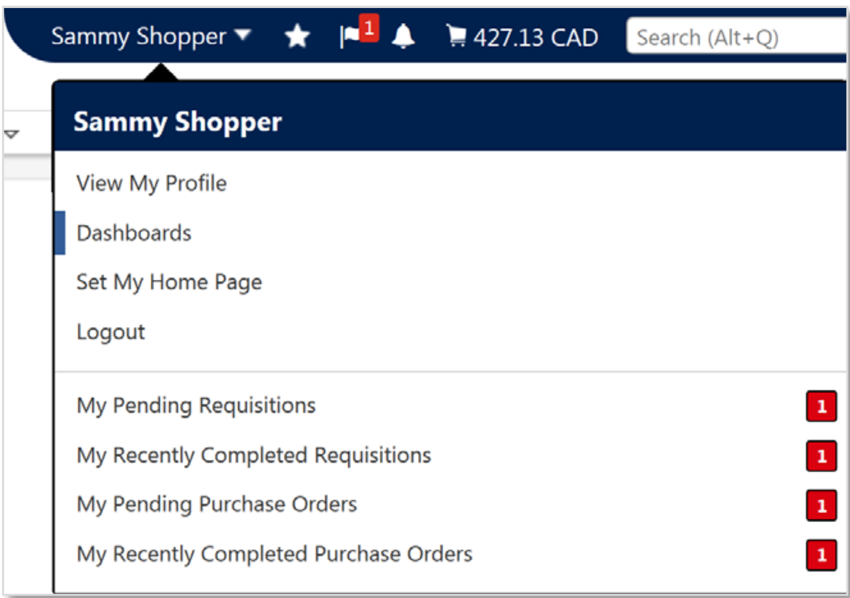
Searching for Documents

There are several ways to find order documents in uSOURCE (i.e. Requisitions, Purchase Orders, Receipts and Invoices).

Watch a video tutorial (with audio)

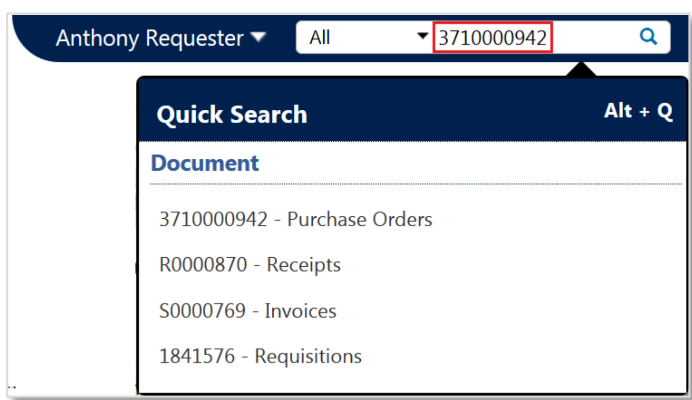
Pending and Recently Completed Orders

Click on your username in the top navigation bar to access your pending or recently completed Requisitions or Purchase Orders:



Quick Search

If you know the document number, enter it in the top right of the screen, and press *Enter* on your keyboard. You can access Quick Search from any screen in the uSOURCE system. The search results will include all related documents for this order.

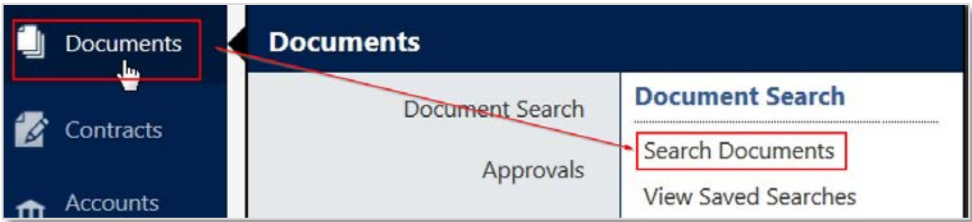


Open a document by clicking on the search result link.

Simple Search

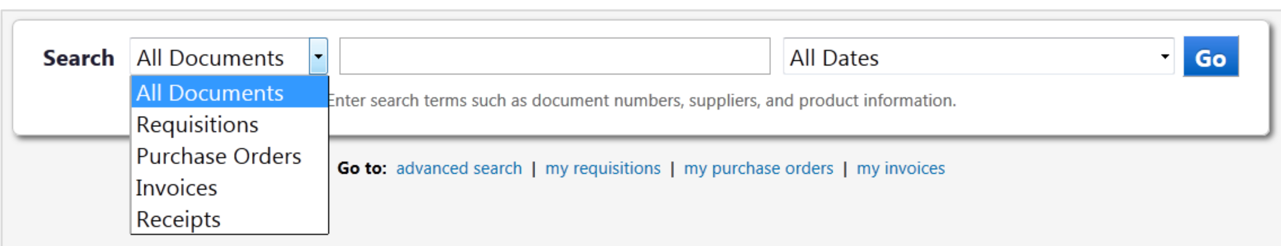
If you don't know the document number, from the left side navigation bar, go to:

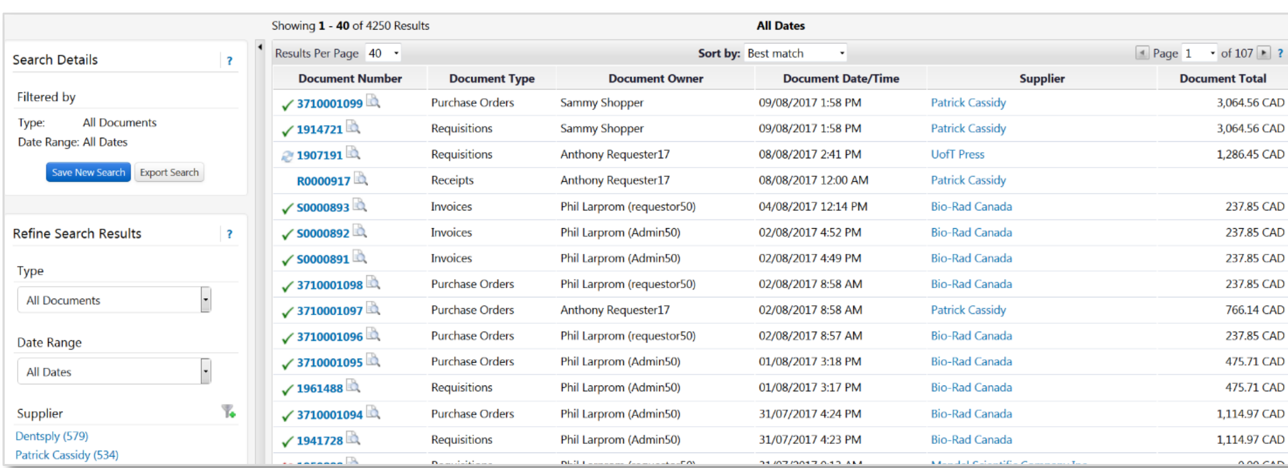
Documents > Document Search > Search Documents



Simple search allows you to search through all order documents created by your department (Note: Shoppers can only view their own orders). You can filter by document type, enter a search term (e.g. cart name, supplier name, product name or catalogue number), and select a date range.

To view all documents created by departments configured in your user profile, select **All Documents**, leave the search term blank, select **All Dates**, and click the **Go** button.

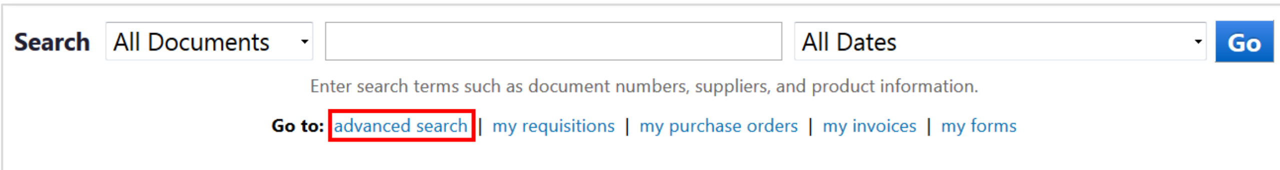




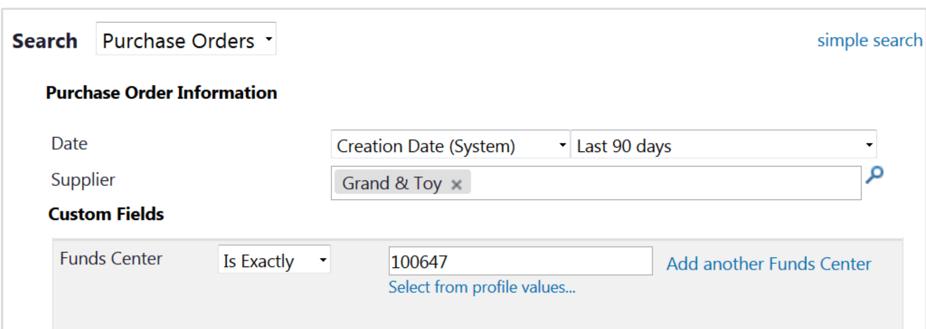
Click on the **Document Number** link to open a given document.

Advanced Search

Advanced Search is a powerful search tool that allows you to enter specific criteria. To use Advanced Search, click on the **advanced search** link on the search bar.



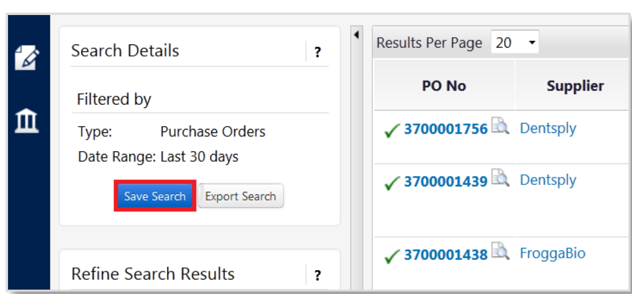
This option is most useful when you already know the criteria you are looking for. For example, you could search for all orders for Grand and Toy that used a specific Funds Center in the last 90 days.



Creating Search Favourites

You can save commonly-used searches for quick access using Search Favourites. To create a search favourite:

1. First perform the search you wish to save, and then click the **Save Search** button on the top left side of the Results page.
2. Name the search, and add a description (optional).



3. Choose a destination folder. To create a new folder, select **New**, followed by **Top level personal folder**.

4. Name the folder, and click **Save**.

5. Select the destination folder by clicking on it, and click **Save** again.

To access your saved searches, go to: **Documents > Document Search > View Saved Searches**

To run a search, click on the hyperlinked name of the search, or the **Go** button to the right.

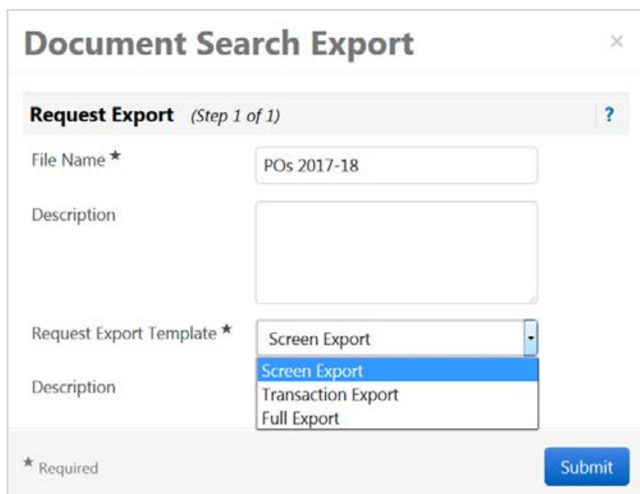
Exporting Search Results

You can export your results as a CSV file:

1. On the left navigation bar, under Search Details, click **Export Search**.

2. Provide a **File Name**, and **Description** (optional).

3. From the dropdown, select the type of export:
    a. **Screen Export** (brief summary)
    b. **Transaction Export** (more level of detail, including user names and email addresses)
    c. **Full Transaction Export** (all order data)



To view the results, click the **Go to Page: Download Export Files** button. You can also access all your recent exports here: **Documents >Document Search >Download Export Files**.

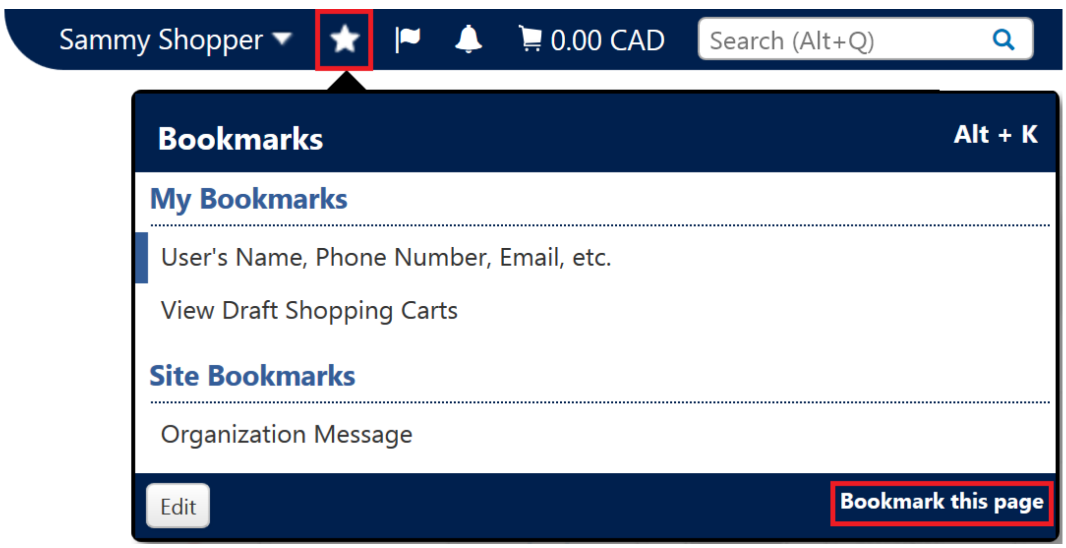
Click on the File Name link to open a zip folder which contains export files of the results.

Bookmarks and Keyboard Shortcuts

Bookmarks

Bookmarks provide quick access to frequently used pages. To bookmark a page:

1. Go to the page you wish to bookmark.
2. From the top navigation bar, click the star beside your username.
3. Click **Bookmark this page**.



To access your bookmarks, click the **Star** or use the **Alt + K** keyboard shortcut.

Keyboard Shortcuts

Alt + 1	Home screen
Alt + K	Open Bookmarks
Alt + M	Menu Search
Alt + P	Shopping Menu
Alt + Q	Document Quick Search

SHOPPER

Shoppers can view supplier catalogues and add items to shopping carts.

A Shopper’s permissions include:

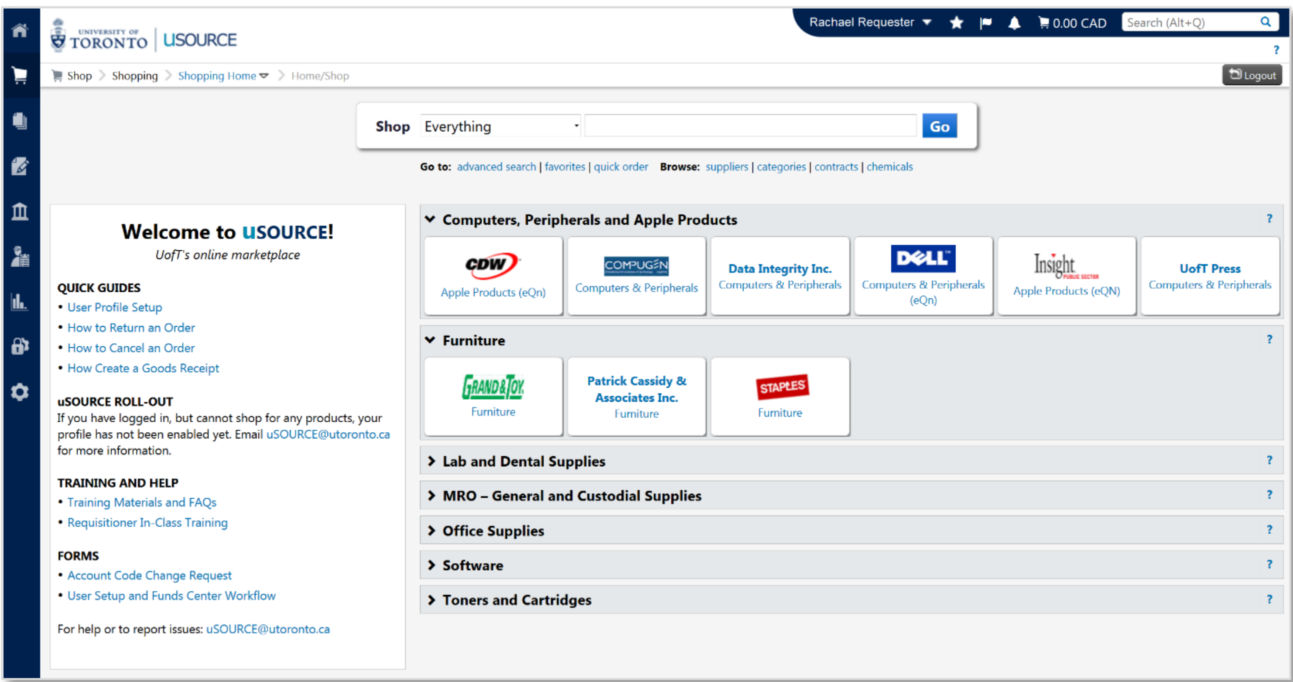
- View all Suppliers and products available in uSOURCE
- Create, update, edit and withdraw their own shopping carts
- Create shared carts
- Add notes and attachments to shopping carts
- Assign and un-assign shopping carts to a Requisitioner
- Check the approval status of a Requisition
- Create Goods Receipts and Return Receipts
- View all their Invoices and payment history in the uSOURCE system
- Review and update their user profile

Basic Shopping

When you first log into uSOURCE, you are brought to the Shopping Home page, which includes the Supplier Showcase.

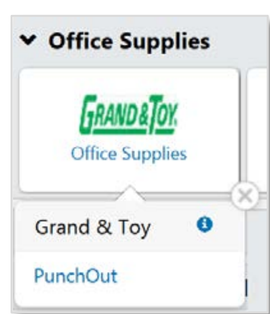
Watch a video tutorial (with audio)

Suppliers are grouped by category (Computers, Furniture, Lab Supplies, Office Supplies etc).



There are three types of Supplier catalogues in uSOURCE:

Punch-Out Catalogues

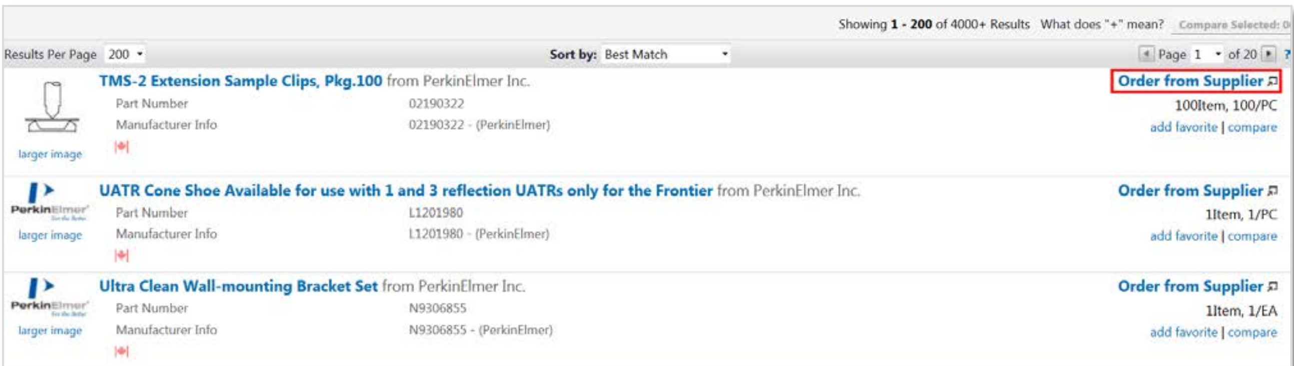


Punch-Out catalogues are hosted on websites external to uSOURCE and managed by the Supplier. When you click on a supplier sticker for a punch-out catalogue, you temporarily leave uSOURCE, and are brought to the supplier's website.

After you've finished adding items to your cart and leave the Supplier's website, your cart will be brought back into uSOURCE. Depending on your permissions, from there it can be assigned to another user, or submitted for approval.

Level II Punch-Out Catalogues

Suppliers with Level II Punch-out catalogues have their products listed in uSOURCE. However, to view pricing and to add items to a shopping cart, you'll need to 'punch-out' to the Supplier's website by clicking "Order from Supplier".



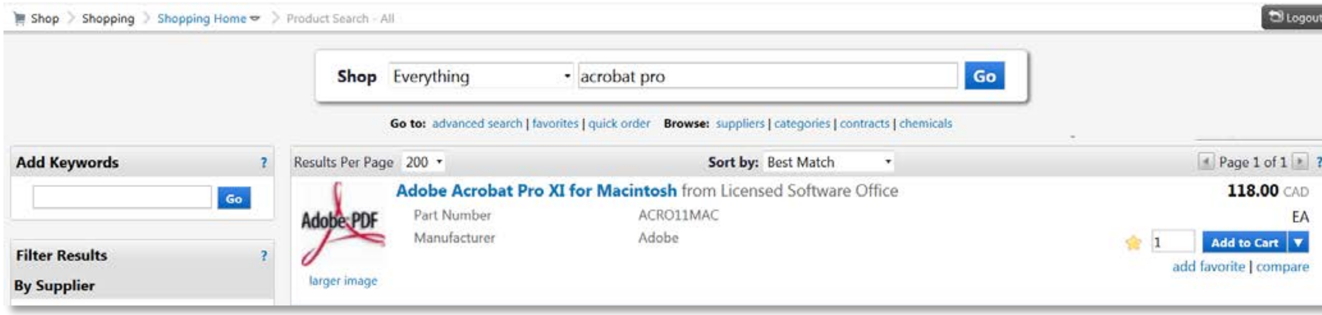
Hosted Catalogues

Like Level II Punch-Outs, hosted catalogues can be searched and viewed directly in uSOURCE. However, they also include pricing and the ability to add items directly to your cart. You can compare similar products from different suppliers simultaneously.

Searching Hosted & Level II Punch-Out Catalogues

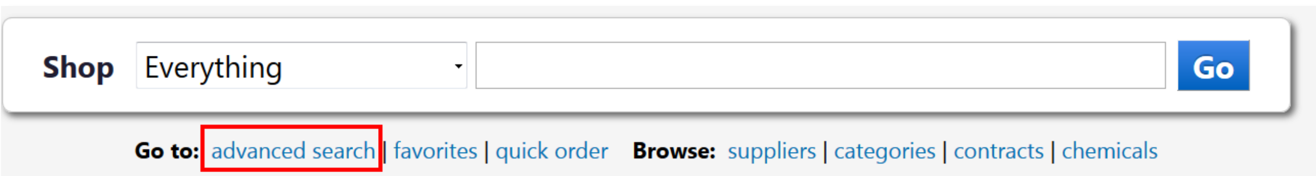
Simple Search

For Hosted and Level II Punch-Out catalogues, the 'Simple Search' toolbar is a quick way to search for products. From the uSOURCE homepage, enter a search term into the search field and click the **Go** button.

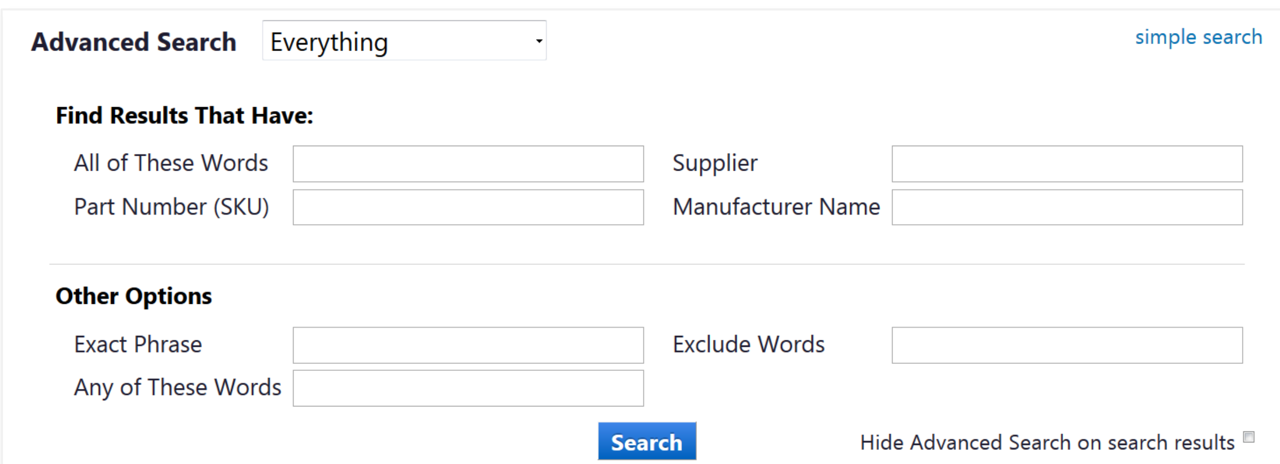


Advanced Search

To open Advanced Search, click on the link below the Shopping search bar.

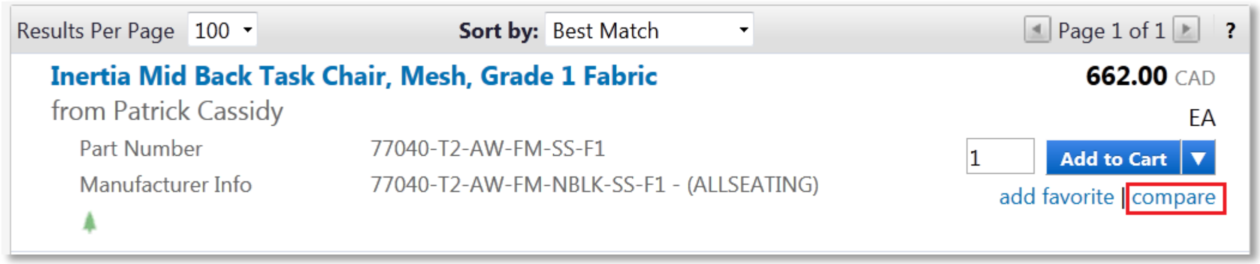


The Advanced Search window provides functionality to filter for specific criteria, such as SKU (part) numbers, supplier or manufacturer names, etc.

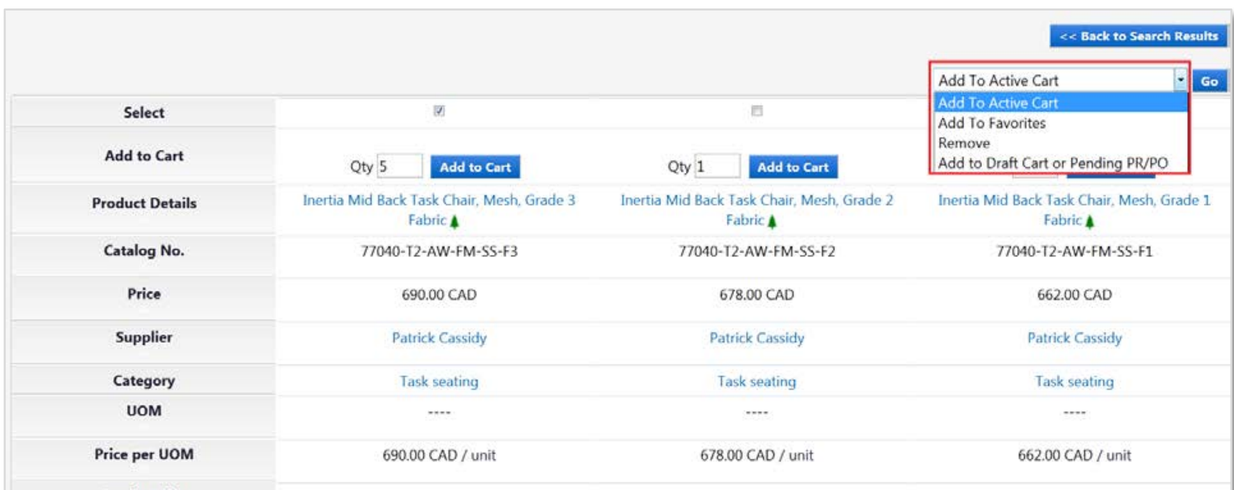


Comparing Products

Product comparison is available for most hosted catalogues. From your search results, click on the **compare** link.



Once you've selected all the items you wish to compare, click the **Compare Selected** button (top right of search results). The next screen provides a column comparison of the selected items product details, such as price, size, Supplier information, etc. You can add an item to your cart by entering the quantity and clicking the **Add to Cart** button. You can also select the checkbox above the correct item, and using the drop-down menu (top right of search results) add items to your cart, to Favourites, remove an item or add to a Draft Cart or Pending PR/PO.



Sharing a Shopping Cart

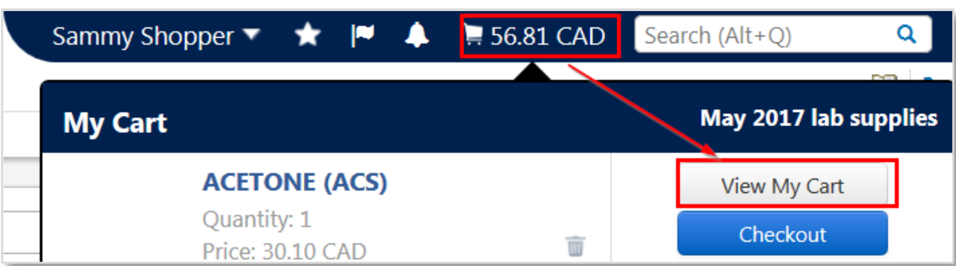
Shoppers and Requisitioners can share the same shopping cart with other users before it is assigned or submitted for approval.

Watch a video tutorial (with audio)

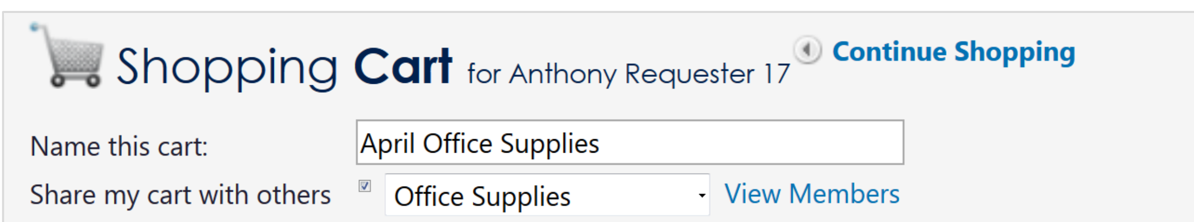
Note: Before you can share a cart, a Shared Cart Group must be created by a Requisitioner.

Sharing a Shopping Cart

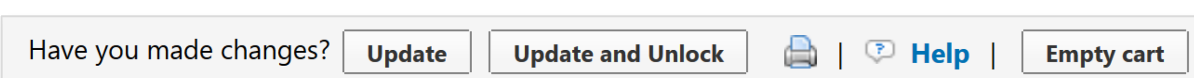
1. Open your active shopping cart: click on your cart total in the top navigation bar, then click **View My Cart**.



2. Click the **Share my cart with others** checkbox. A drop-down menu will display all user groups to which you belong and with whom you can share carts. Select the user group from the drop-down menu. To see which users are part of a group, click **View Members**.



3. Click the **Update** button if you wish to continue adding items to the cart. When you are ready to share the cart, click the **Update and Unlock** button.



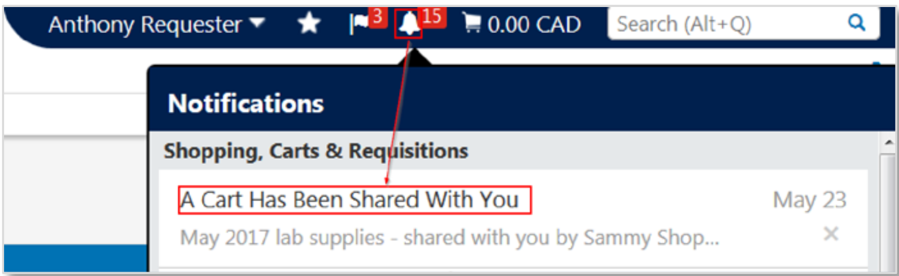
4. Other members of this group will receive an email and an in-system notification that you have

shared this cart with them.

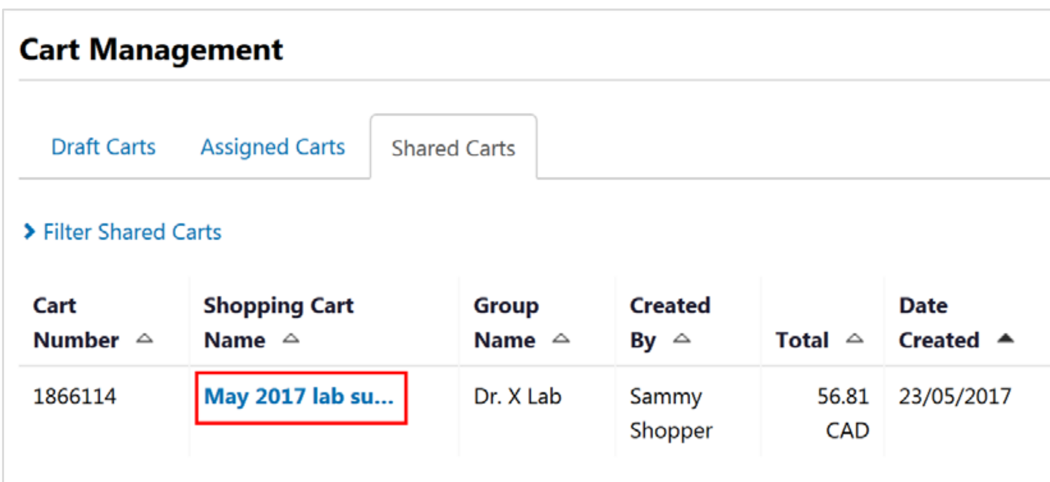
Open a Shared Cart

To open a cart shared by another user:

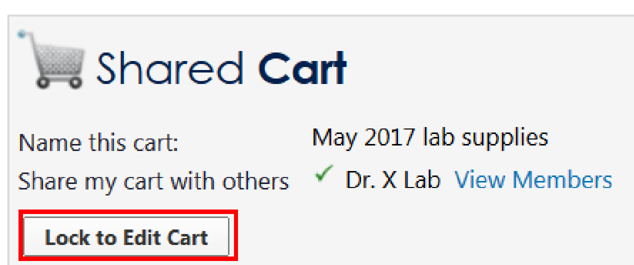
1. Click on the Notifications icon in the top navigation bar, then on the link below (**A Cart Has Been Shared With You**).



2. On the **Cart** Management **> Shared Carts** page, click on the **Shopping Cart Name** link to make this draft your Active Cart.



3. Before you can start adding items to this cart, first you need to 'Lock' it to prevent other members of this group from working on it at the same time. Click the **Lock to Edit Cart** button.



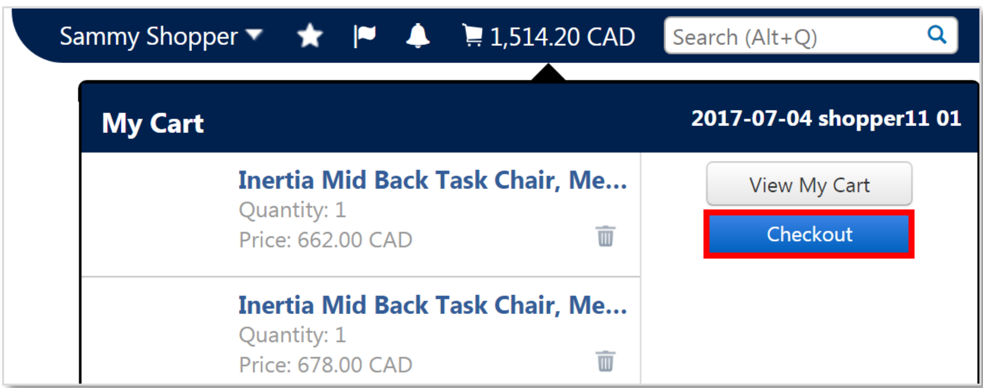
4. You can now add or edit items in this cart. When you are finished editing this cart, you can share it with another user, or assign it to a Requisitioner.

Assigning a Cart

If your order workflow requires your cart to be assigned to another user, once you have finished adding items to your cart:

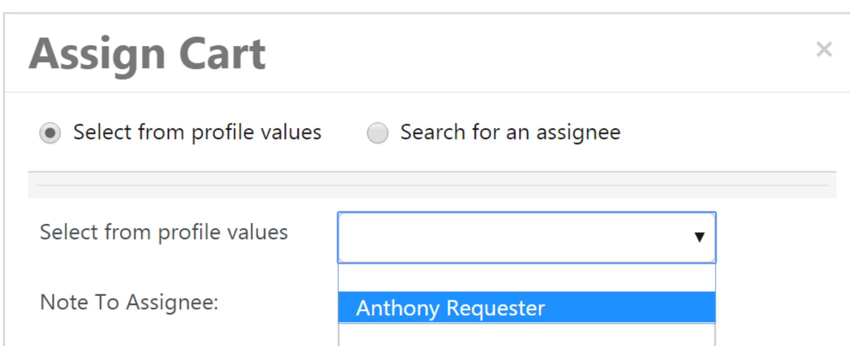
Watch a video tutorial (with audio)

1. Click on the total in the top navigation bar. A fly-out window will appear listing all the items in your cart. Click the **Checkout** button.

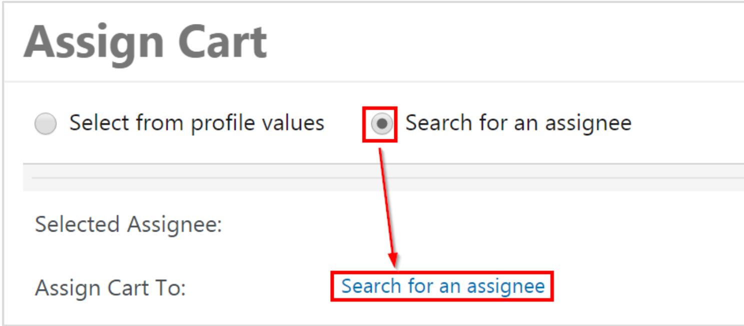


2. Click the **Assign Cart** button. The **Assign Cart** pop-up window appears, with two options:

   a. If you have already set up a [Cart Assignee] in your User Profile, you can select them from the drop-down menu (**Select from profile values**):



3. If the cart assignee hasn't been added to your profile, you can search from a list of all Shoppers and Requisitioners in the system. Select the **Search for assignee** radio button, then click on the link below.



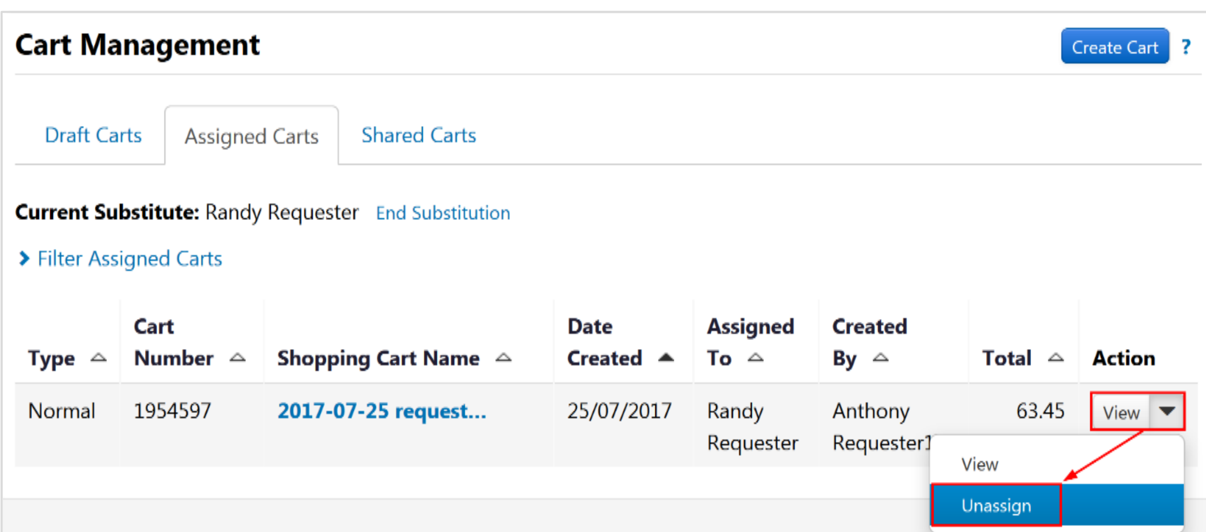
4. A **User Search** window will appear. You can search for the assignee using their first, last, or username (UTORid), their email address, or by department. Click on the **select** link next to the desired user.

When you have selected the assignee and provided a note (optional), click the **Assign** button. The user will receive a notification that a cart has been assigned to them.

Unassigning a Cart

If you need to withdraw a cart that hasn't created the Purchase Order, you can unassign it:

Go to **Shop > My Carts and Orders > View Carts**. On the **Cart Management > Assigned Carts** page, click on the **View** button, then select **Unassign** from the drop-down.



When you unassign a cart, it becomes your active cart, and can be deleted, or edited and resubmitted.

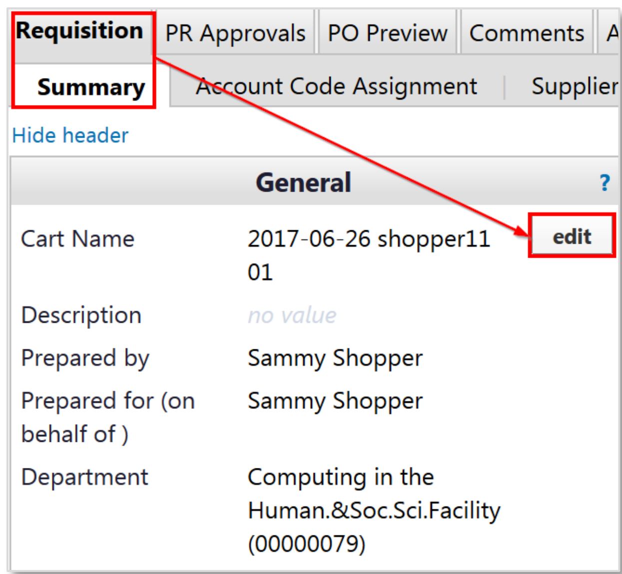
Changing a Shopping Cart's Owner

When you create a shopping cart, you are the 'owner' of the cart. However, it is possible to change the owner before it is submitted for approval. For example, if you are creating a cart for a user in another department, it's important they 'own' the order for reporting and document visibility.

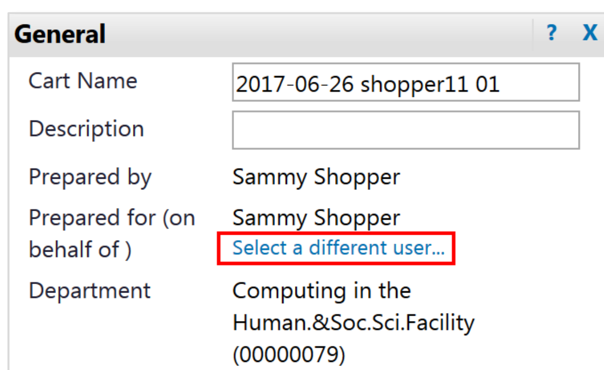
Watch a video tutorial

To change the owner of a cart:

1. On the Requisition checkout screen, click the **Summary** tab, then the **Edit** button next to **Cart Name**.

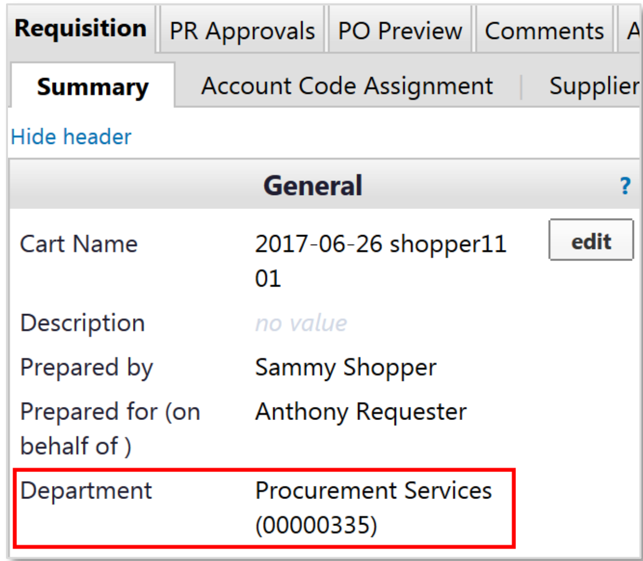


2. Under **Prepared for (on behalf of)**, click on **Select a different user**.



3. A User Search window will appear. Enter the search criteria (name, email, username, etc.), and press **Search**. Click **select** next to the correct user.

4. The cart 'creator' (Prepared by) remains the same, but the cart 'owner' (Prepared for) has been changed, as well as the corresponding department.



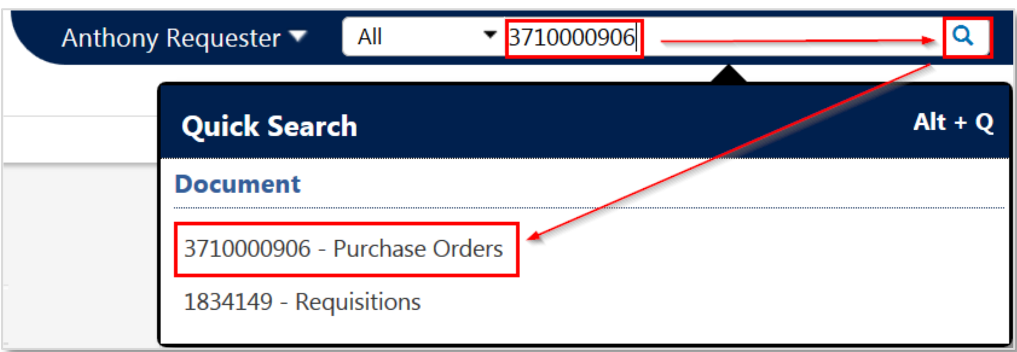
How to Create a Goods Receipt

When the total value of a Purchase Order (before tax) is more than $5,000, a Goods Receipt must be completed before payment is released to the Supplier. For orders less than $5,000 creating a Goods Receipt is optional, but does not affect the release of payment. Each delivery should include a Packing Slip that lists all items included in the delivery. If the Packing Slip is incorrect or missing, contact the Supplier for a replacement.

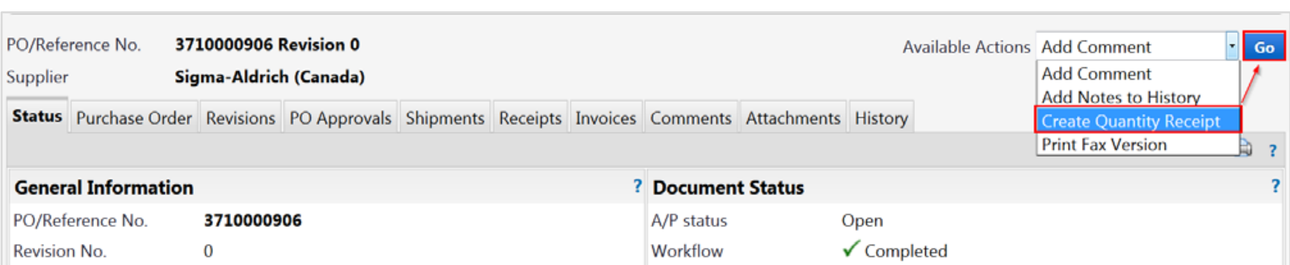
Watch a video tutorial

To create a Goods Receipt:

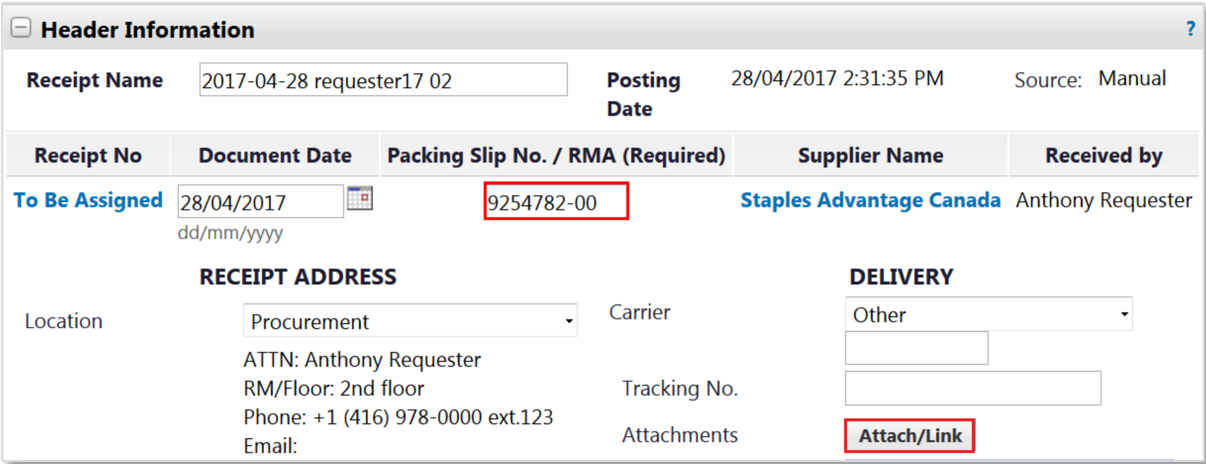
1. Open the Purchase Order: in the **Quick Search** field, enter the PO number found on the Packing Slip, click the search icon, then click the PO number.



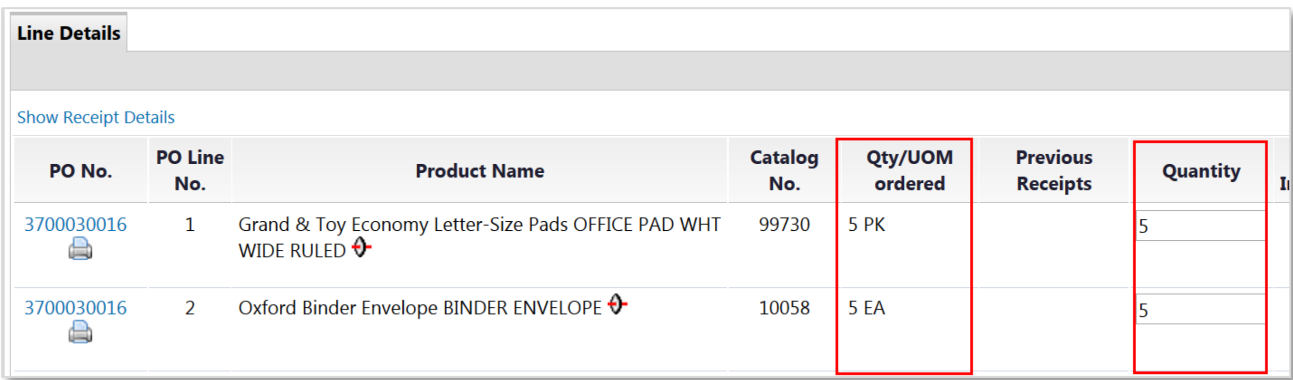
2. From the **Available Actions** drop-down, select **Create Quantity Receipt** and press **Go**.



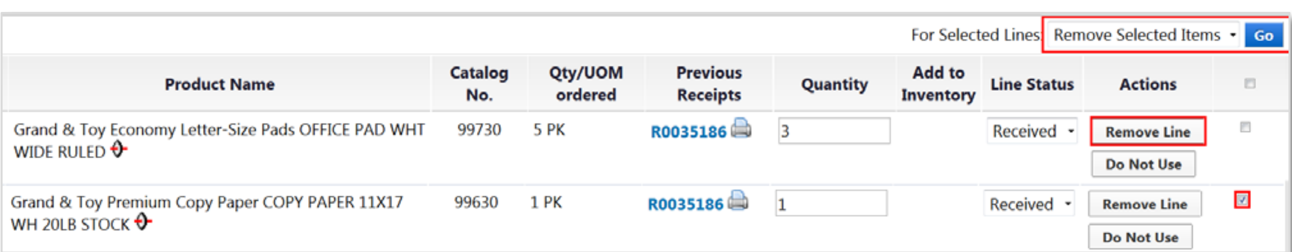
3. Enter the Packing Slip number. Depending on the Supplier, this may be listed as the 'Order' or 'Reference' number. Attach a scan of the packing slip and any other documentation by using the **Attach/Link** button (optional).



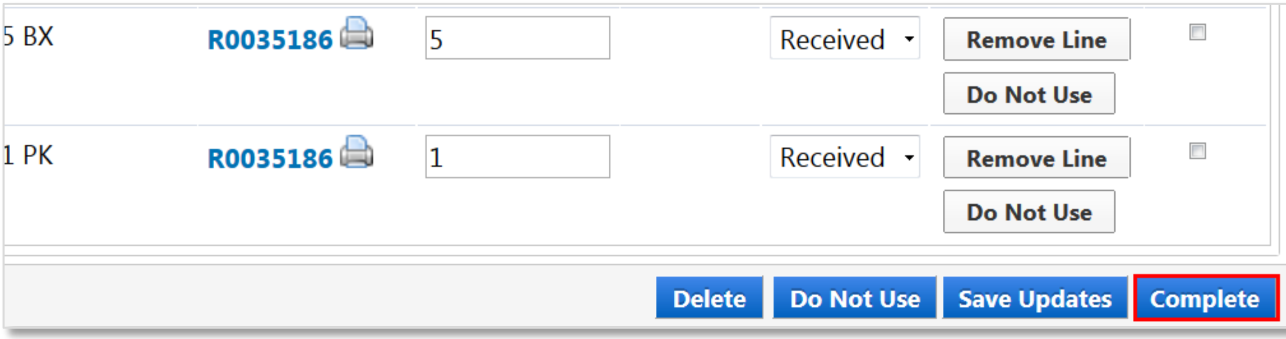
4. In the **Line Details** section, review the line item details and quantities. Check this information against the Packing Slip to ensure the quantity ordered = the quantity received. If needed, adjust the quantity received.



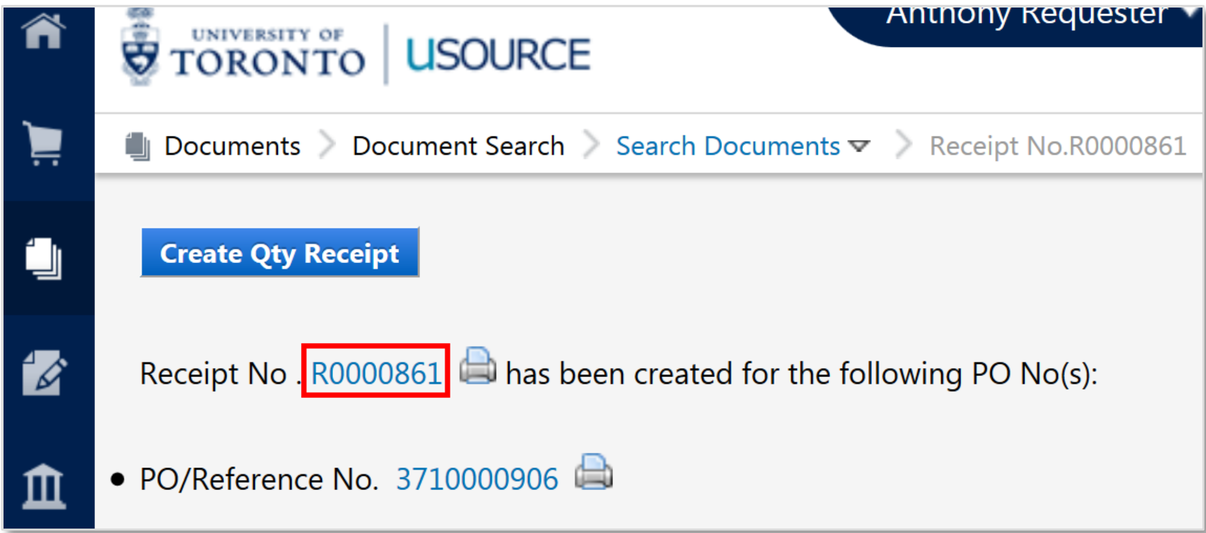
5. If any line items were not included in the delivery (i.e. a partial delivery), remove them from this receipt by clicking the **Remove Line** button, or remove several at once by selecting the items and then choosing **Remove Selected Items** from the top menu and pressing **Go**.



6. When you have finished entering all the necessary information, click the **Complete** button.



7. Write the Goods Receipt number on the Packing Slip and retain for your records.



Returning an Order

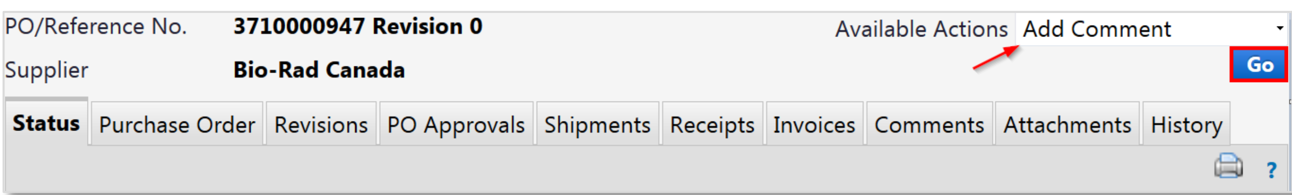
In the event an item is damaged, defective, incorrect etc., contact the Supplier and ask them to arrange a product return. If the item has been invoiced, ask them to submit a Credit Memo through uSOURCE.

Note: if the Purchase Order total is more than $5,000, see Returning an Order ($5,000+).

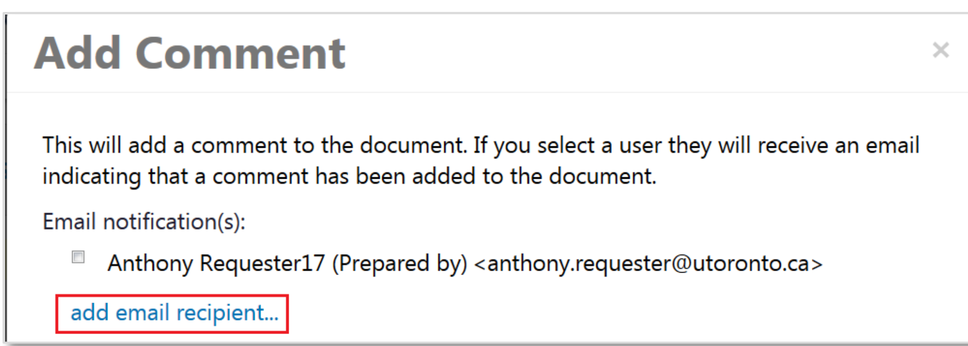
Cancel Line Item

If no replacements are expected, send a request to the uSOURCE Help Desk to cancel the item to release the committed funds.

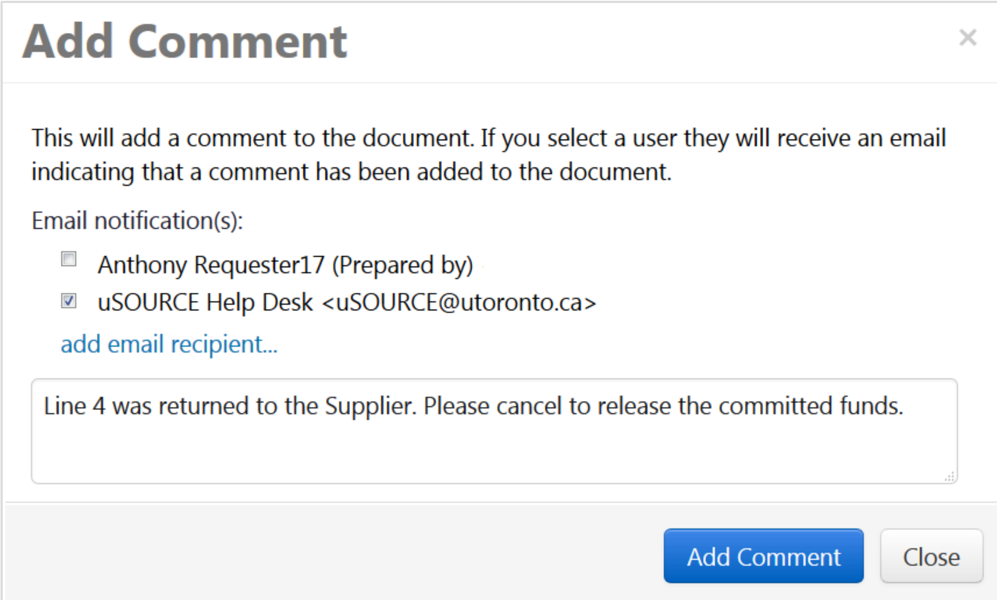
1. Open the Purchase Order, and in the Available Actions drop-down, click the **Go** button next to **Add Comment**.



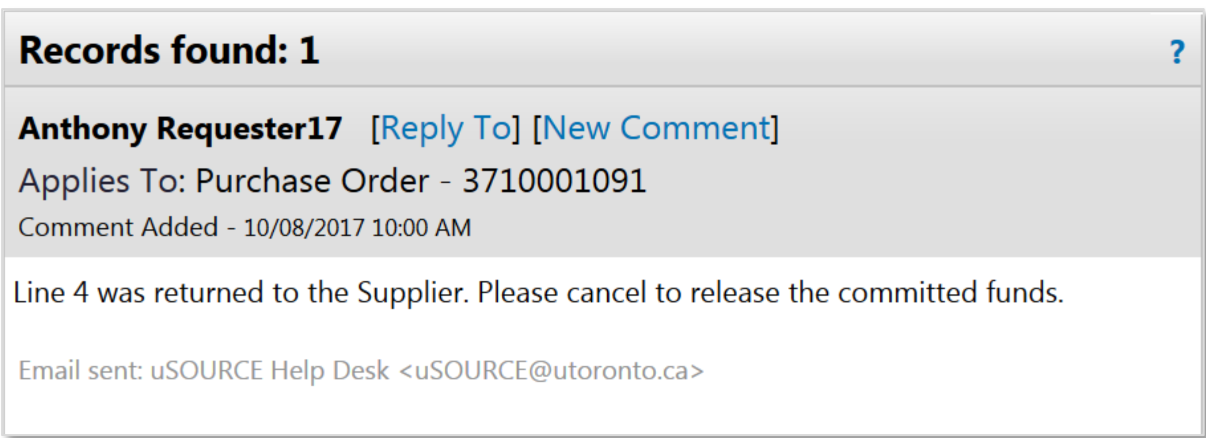
2. Add the uSOURCE Help Desk email address to the comment by clicking **add email recipient**.



3. A User Search window will appear. In the **User Name** field, enter **uSOURCE**, press **Search**. The uSOURCE Help Desk should appear. Click the **select** link. In the text area, enter the nature of the request (e.g. “Line 4 was returned to the Supplier. Please cancel to release the committed funds.”). To finish, click **Add Comment**.



4. The comment will be added to the PO, and a notification will be sent to the uSOURCE Help Desk to process your request.



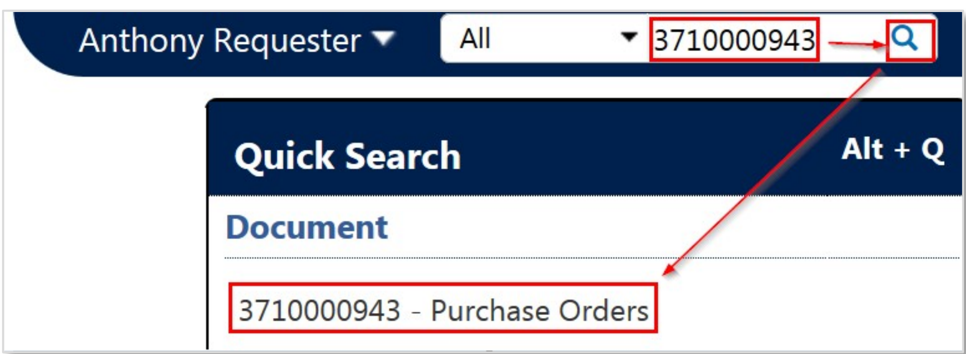
Returning an Order ($5,000+)

In the event an item is damaged, defective, incorrect etc., contact the Supplier directly and ask them to arrange for a product return. If the item has been invoiced, ask the Supplier to submit a Credit Memo through uSOURCE. And when the Purchase Order total (before tax) is greater than $5,000, the return must be documented in the system by creating a Return Receipt.

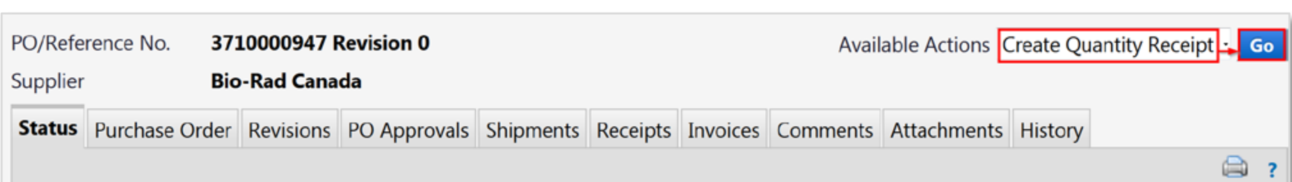
> **IMPORTANT:** A Goods Receipt must be created before you can return an item in uSOURCE (see steps 1-8 outlined in previous section: Create a Goods Receipt).

Create a Return Receipt

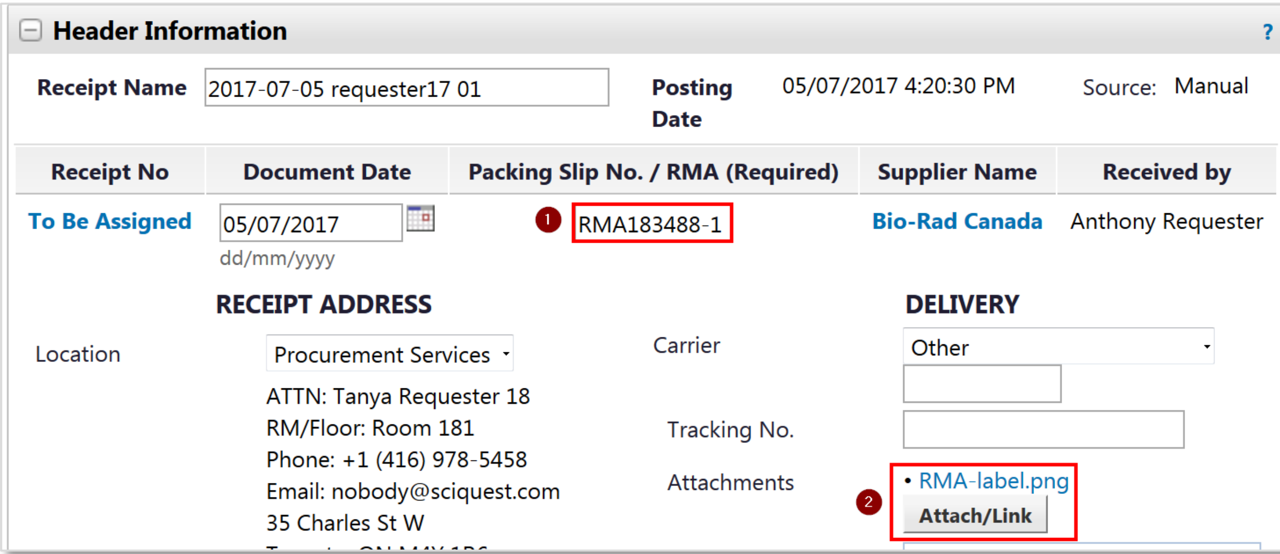
1. Open the Purchase Order: in the **Quick Search** field, enter the PO number, click on the search icon, then click the PO number.



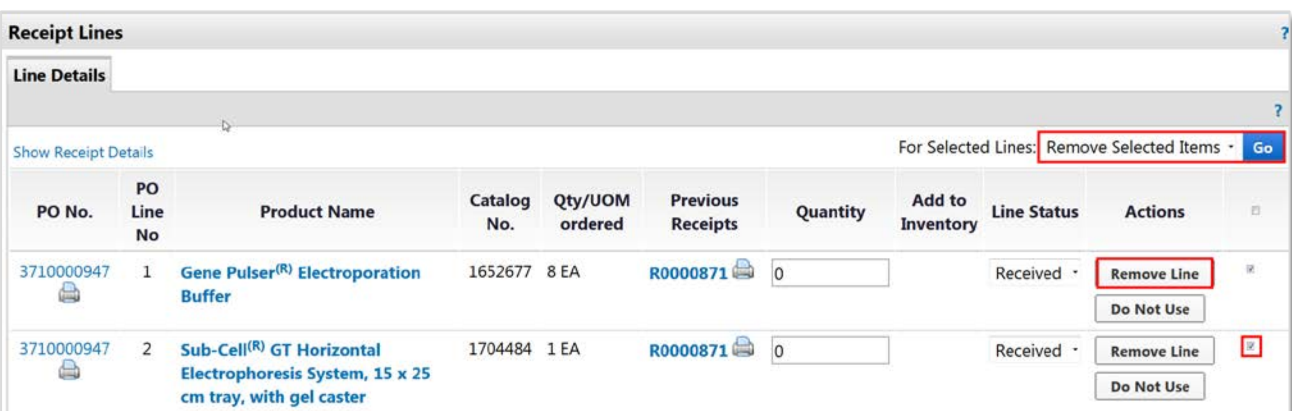
2. From the **Available Actions** drop-down (top right of screen), select **Create Quantity Receipt** and press **Go**. If the PO is *Closed*, send a request to re-open the PO before creating the receipt.



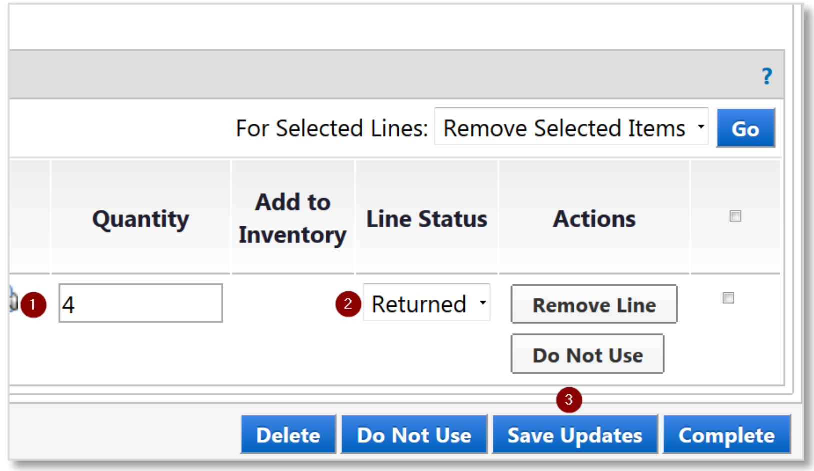
3. Enter the RMA number provided by the Supplier in the **Packing Slip/RMA** field (1). While not required, it is recommended to attach a scan of the RMA label and any other documentation by using the **Attach/Link** button (2).



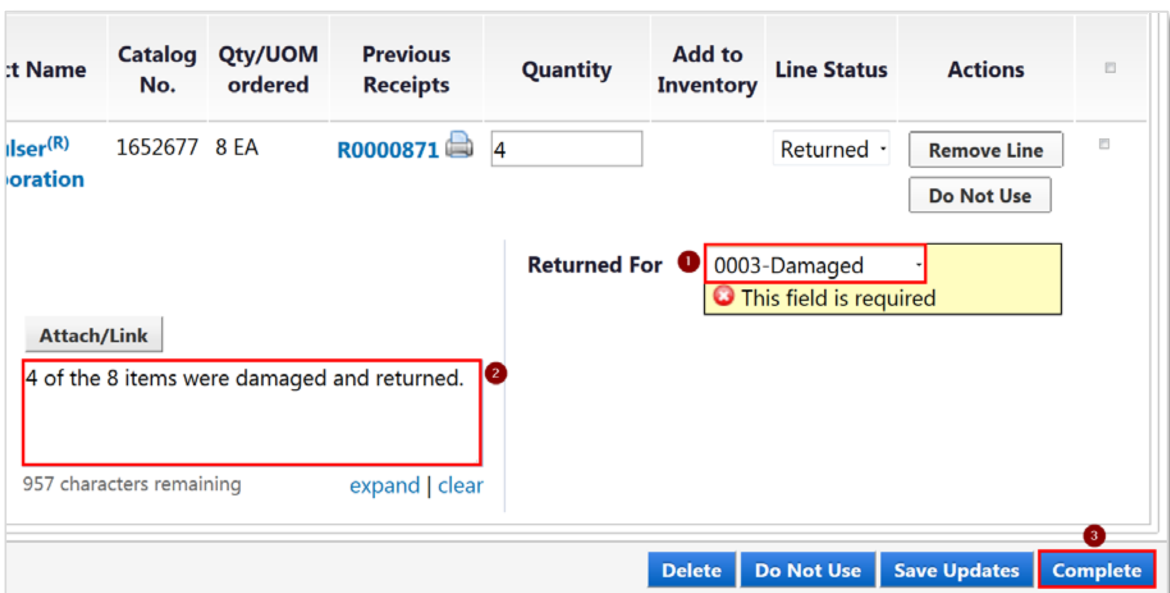
4. In the **Receipt Lines > Line Details** section, remove any line items that you will **not** be returning: click the **Remove Line** button, or remove several line items at once by selecting the items and then choosing **Remove Selected Items** from the top menu and pressing **Go**.



5. Enter the number of items you are returning in the **Quantity** field (1). Select **Returned** from the Line Status dropdown (2). Click the **Save Updates** button (3).



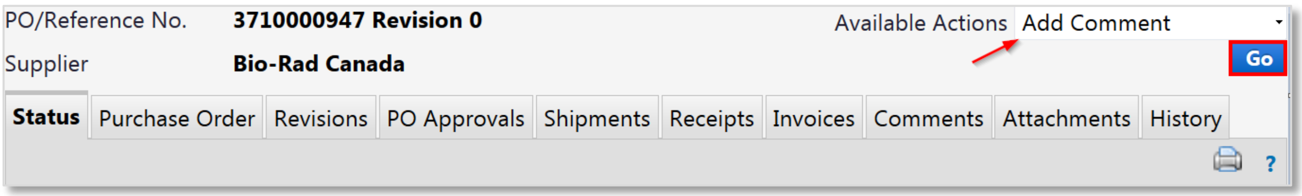
6. A yellow highlighted drop-down will appear. Select the reason for return (1). Enter a description in the **Notes** field (2) (optional). When finished, click the **Complete** button (3).



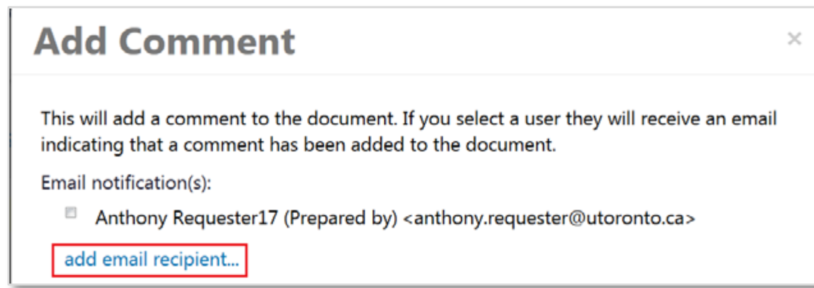
Cancel Line Item

If no replacements are expected, send a request to the uSOURCE Help Desk to cancel the item to release the committed funds.

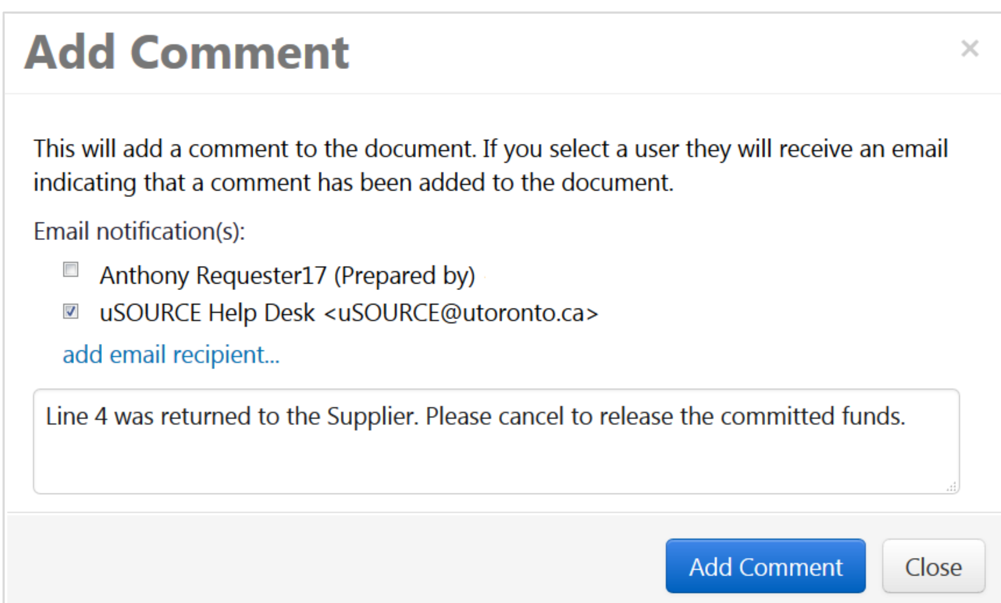
1. Open the Purchase Order, and in the **Available Actions** drop-down, click the **Go** button next to **Add Comment**.



2. Add the uSOURCE Help Desk email address to the comment by clicking **add email recipient**.



3. A User Search window will appear. In the **User Name** field, enter **uSOURCE**, press **Search**. The uSOURCE Help Desk should appear. Click the **select** link. In the text area, enter the nature of the request (e.g. “Line 4 was returned to the Supplier. Please cancel to release the committed funds.”). To finish, click **Add Comment**.



The comment will be added to the PO, and a notification will be sent to the uSOURCE Help Desk to process your request.

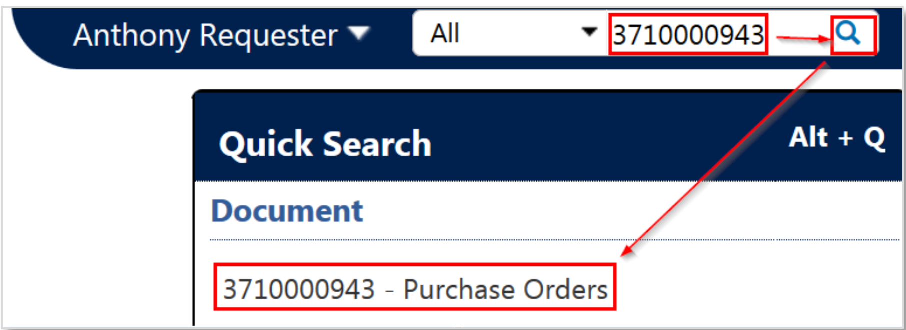
Cancel an Order

To cancel a line item that hasn't been delivered yet, first contact the Supplier to cancel the item in their system. If the item *has* been delivered, it can't be cancelled; you'll need to follow the return process instead (see Return an Order, or Return an Order ($5,000+).

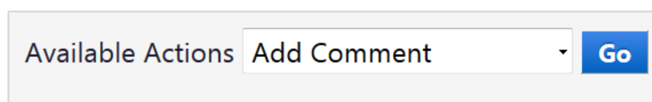
Watch a video tutorial

Next, notify the uSOURCE Help Desk using a PO Comment:

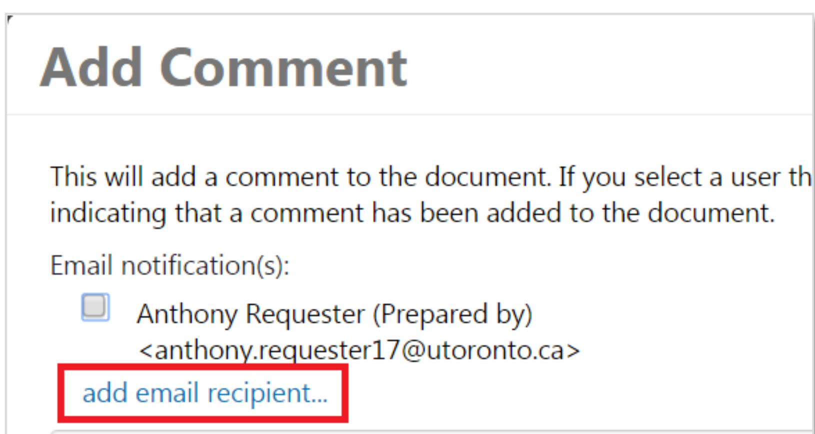
1. Open the Purchase Order: in the **Quick Search** field, enter the PO number, click on the search icon, then click the PO number.



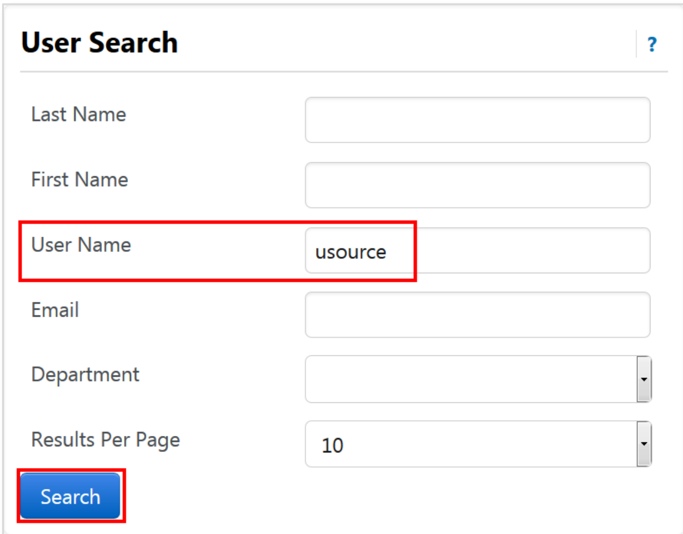
2. From the **Available Actions** drop-down menu (top right of screen), next to **Add Comment**, click the **Go** button.



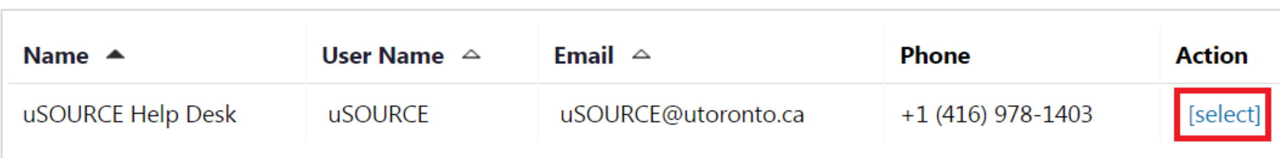
3. Add the uSOURCE Help Desk email address to the comment by clicking **add email recipient**.



4. A User Search window will appear. In the **User Name** field, enter **uSOURCE**, press **Search**.

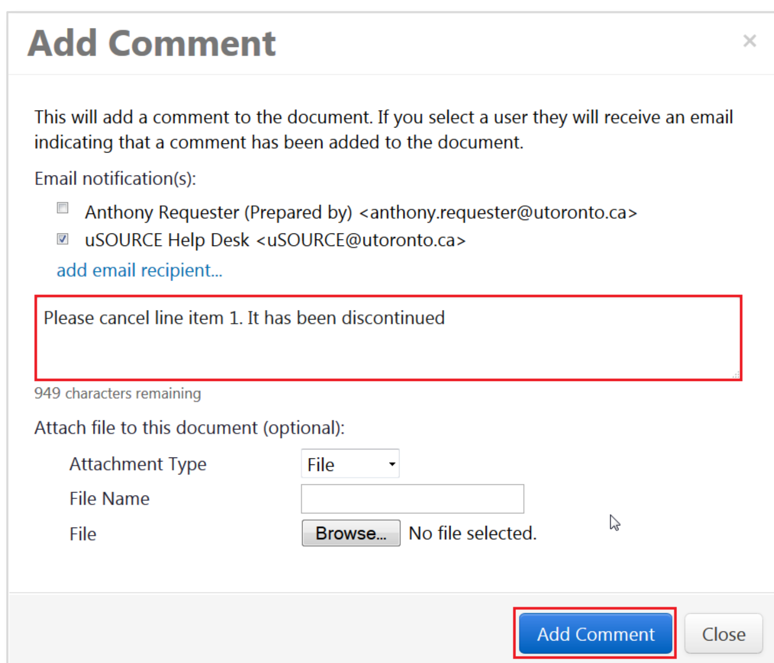


5. Click **select** next to the uSOURCE Help Desk.

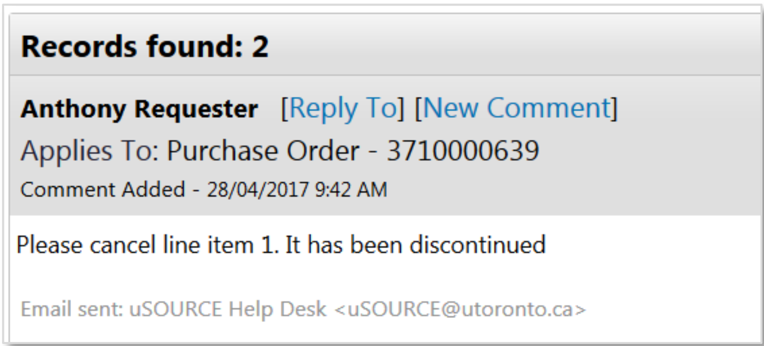


6. In the text area, indicate which line item(s) you would like to cancel, and the reason for the cancellation (e.g. "Please cancel line item 1. It has been discontinued.").

   To finish, click **Add Comment**.



7. The comment will be added to the PO, and a notification will be sent to the uSOURCE Help Desk to process your request.

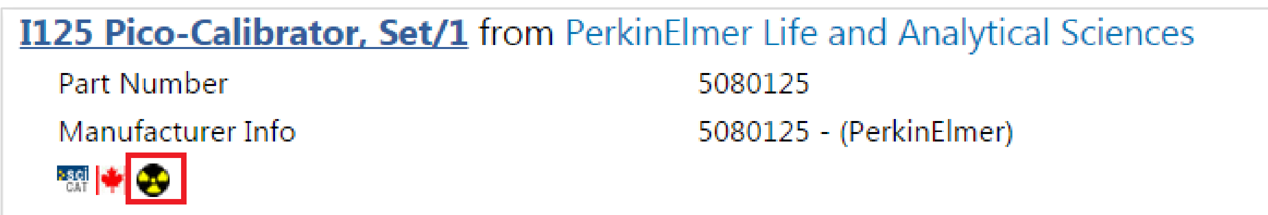


The uSOURCE Help Desk will notify you once the line item(s) have been cancelled and the committed funds released.

Shopping for Radioactive Items

To purchase a radioactive isotope you must have a valid University permit. For more information, including how to obtain a permit, see Purchasing Restricted Substances on the Procurement Services website.

Radioactive items in uSOURCE have specific UNSPSC codes that flag them as requiring Environment Health & Safety (EHS) approval, and are identified with a radioactive icon:

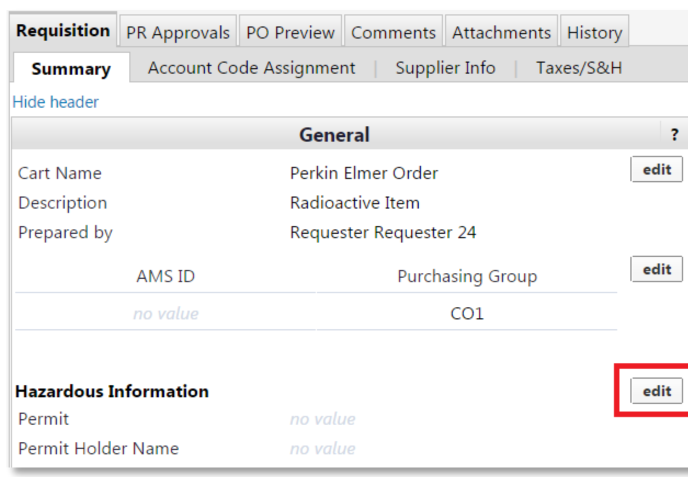


When you have finished adding items to a cart that includes radioactive items:

1. On the **Requisition > Summary** tab, in the section titled **Hazardous Information**, click the **Edit** button.

2. Enter the Permit Number and Permit Holder Name and click **Save**.

3. Proceed with the order by clicking Assign Cart or Submit Requisition buttons.



The Requisition will be reviewed by EHS before the Purchase Order is created and sent to the Supplier.

Note: The Ship-To Address must match the address EHS has on file for your Permit.

REQUISITIONER

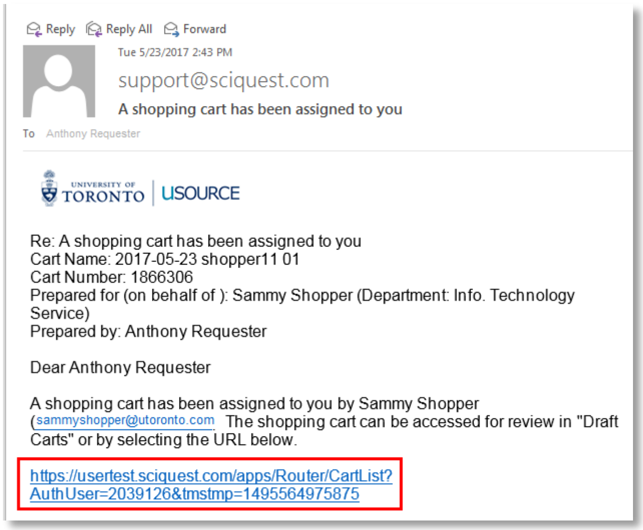
The Requisitioner has the same access as the Shopper, but can also:

- Receive and review assigned carts
- Add or change ship-to addresses and accounting codes
- Update cart information
- Return/delete a cart
- Submit carts to approval workflow; if authorized, self-approve orders
- View document history and comments
- Assign/unassign a substitute Requisitioner
- Create a shared cart group for consolidated ordering by a group of Shoppers (e.g. office supplies for several people at once)

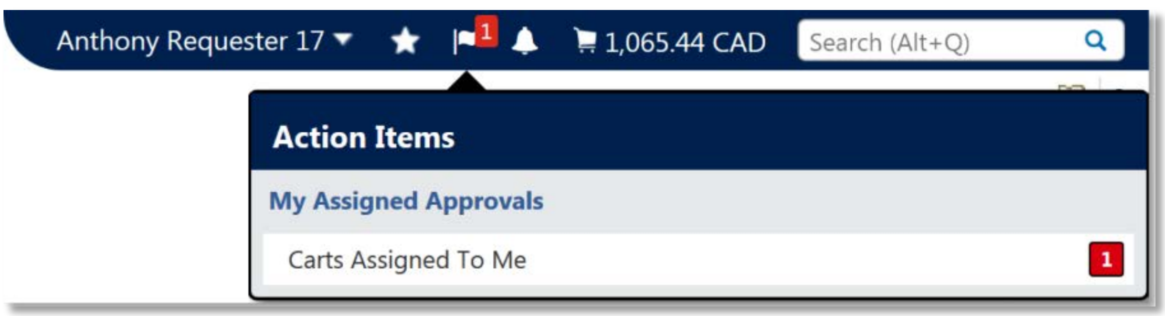
REQUISITIONER

Receiving and Reviewing Assigned Carts

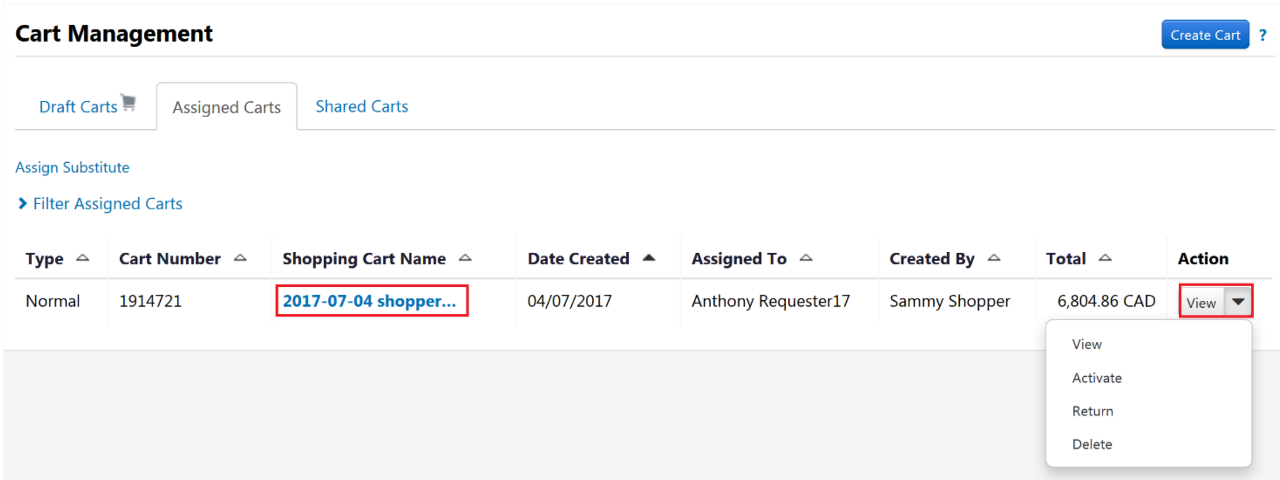
If you have Requisitioner permissions, other Shoppers and Requisitioners can assign carts to you. When a cart is assigned to you, you will receive an email notification that contains a link to the cart.



You can also log into uSOURCE and review any assigned carts by clicking on the **Action Items** icon on the top navigation bar, then **Carts Assigned to Me**.



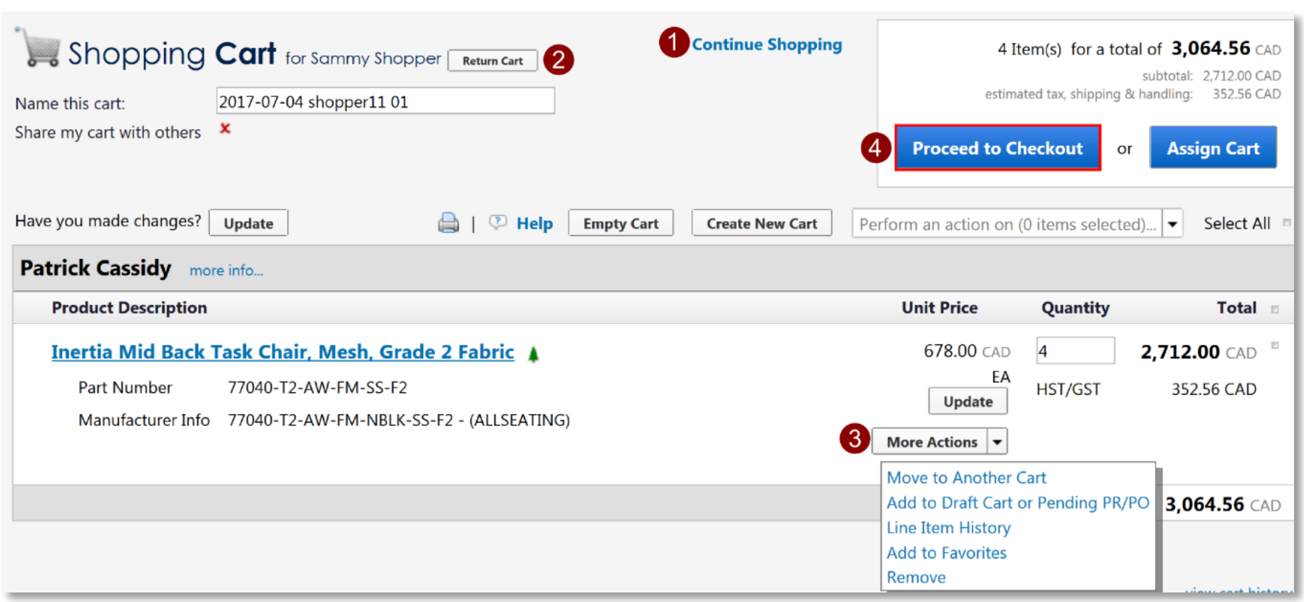
The **Cart Management > Assigned Carts** page lists all carts that have been assigned to you and carts you have assigned to other users. To make the cart your active cart (i.e. open the cart), click on the **Shopping Cart Name** link. If you wanted to Return or Delete the cart, click on the **View** button.



Reviewing an Assigned Cart

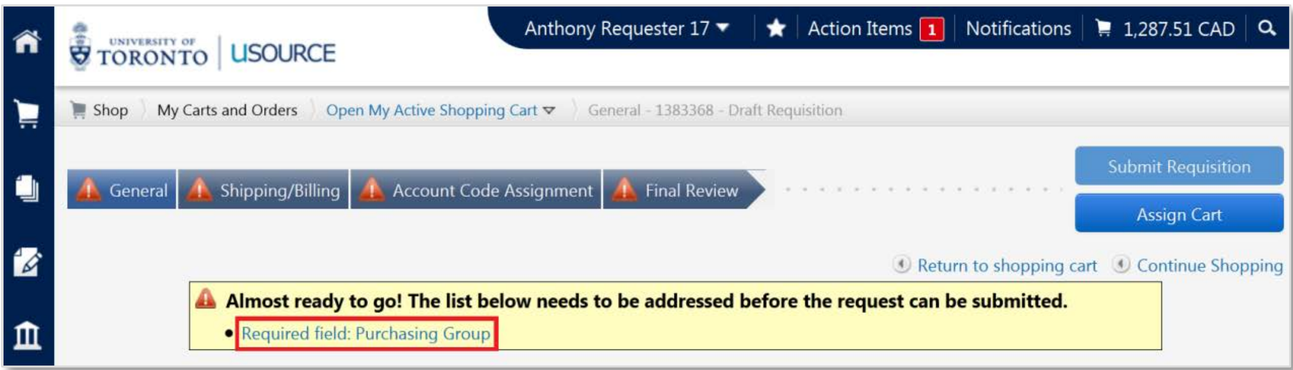
Once the cart has been opened, you can review and make changes to the order by clicking on the cart total in the top navigation bar, then **View My Cart**.

To add additional items to this cart, click the **Continue Shopping** link (1), which will bring you to the Shopping homepage. To return the cart to the user who assigned it, click the **Return Cart** button (2). To remove line items, click the **More Action**s button (3), then select **Remove** button from the drop-down. When you're ready to enter the account code assignment and shipping information, click the **Proceed to Checkout** button (4).



Entering Account Code Assignment

Before a Requisition can be submitted for approval, the account code assignment (Fund Center, Fund, Cost Center, etc.) must be entered or verified. If any information is missing, the system will flag these items in a yellow box at the top of the page.

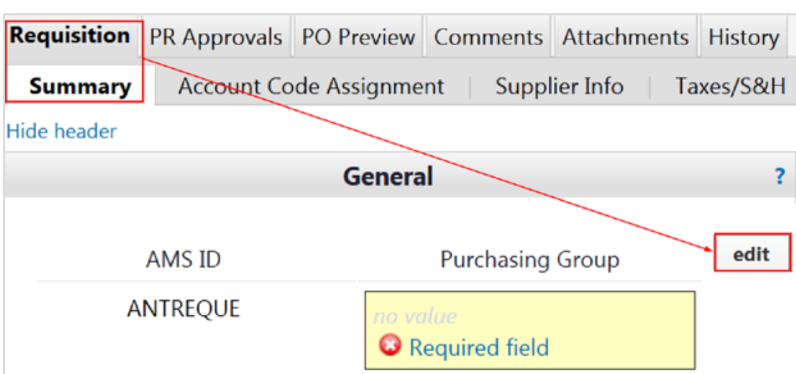


Purchasing Group

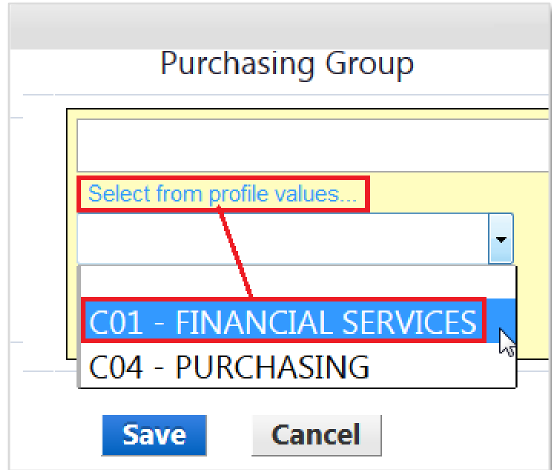
Your Purchasing Group is a three character ID that identifies purchases made by your department. It is passed from uSOURCE to the Financial Information System (FIS) and controls document visibility and reporting in FIS. If you are unsure which Purchasing Group to use, check with your Business/Finance Officer.

To edit or select the Purchasing Group:

1. Click on the **Required Field: Purchasing Group** link (see above screenshot), or go to **Requisition > Summary > General**, scroll down to **Purchasing Group**, and click on the **edit** button.



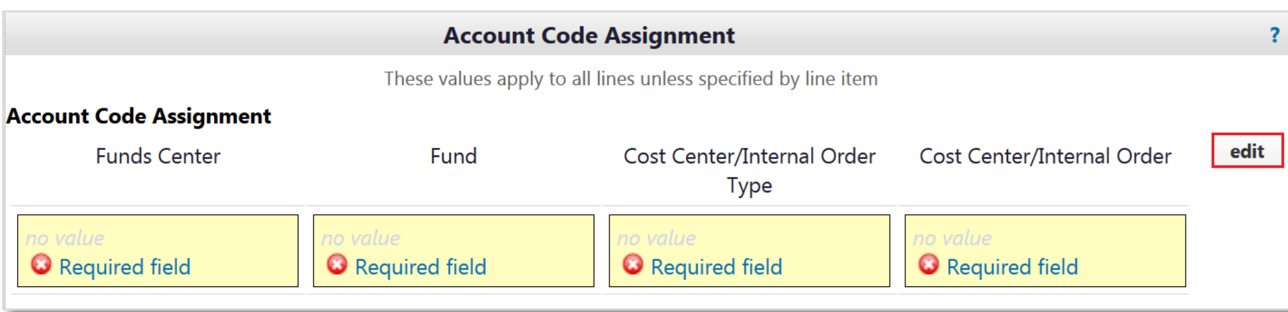
2. You can manually enter the information, or to see a list of Purchasing Groups configured in your profile, click the **Select from profile values** link. Once you've entered the information, click the **Save** button.



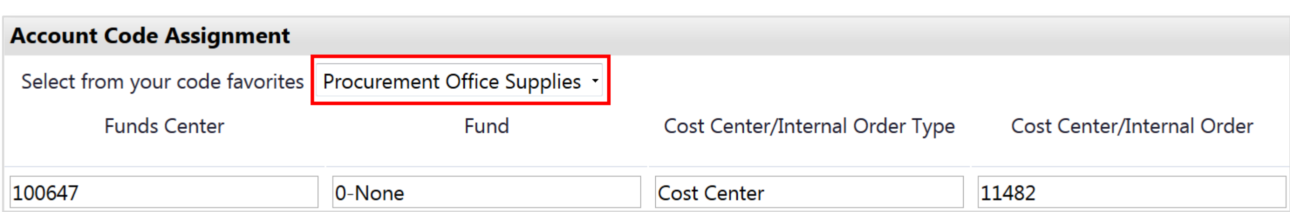
Account Code Assignment

From the **Requisition > Account Code Assignment** tab, review the Funds Center, Fund, and Cost Center/Internal Order information at the header level (these values apply to all lines unless specified by line item).

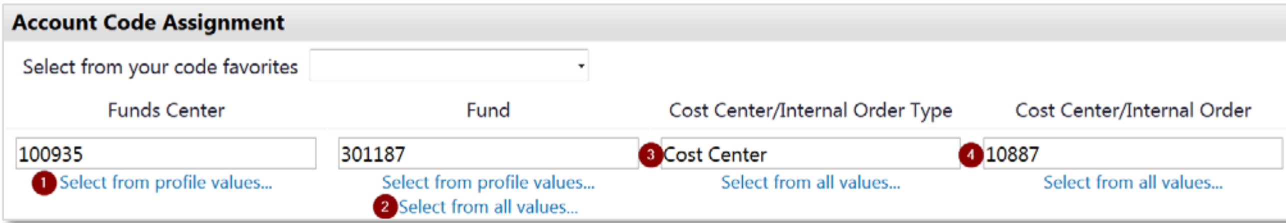
Click on any of the **Required field** links, or on the **Edit** button.



You can manually enter the information, or if you've set up a code favourite in your user profile, select a combination from the drop down menu to automatically populate all required fields.



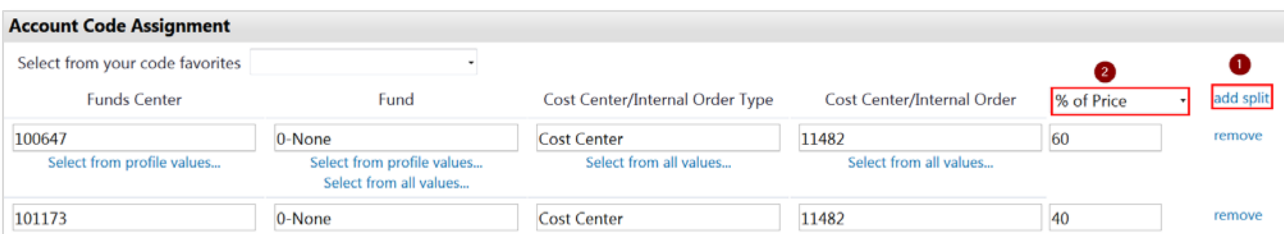
Alternatively, if you have Basic Requisitioner permissions, click the **Select from profile values** link for a list of Funds Centers you have access to (1). Click **Select from all values** for Funds associated with the Fund Center (2). Under **Cost Center/Internal Order Type**, specify whether you are using a Cost Center or Internal Order number (3) and enter the number in the next field (4).



Note: the Fund field cannot be left blank. If there's no Fund, enter *0-None*.

Split Accounting

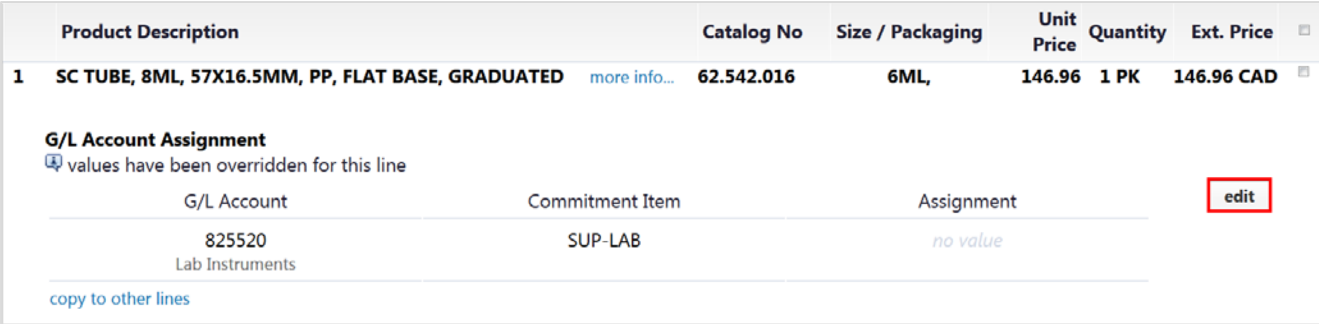
You can split the account assignment over more than one funding source. Click the **add split** link (1), and a new line will appear. Enter the assignment in the second line, and from the drop-down menu select whether to split by % of price or quantity, or by amount of price (2).



Changing the GL Assignment

uSOURCE automatically assigns the General Ledger code (GL) to every line item based on its UNSPSC code. However, you can change the GL Account Assignment on the Requisition:

1. Open the Requisition document, and select the **Account Code Assignment** tab. Scroll down to the line item you wish to change, and click the **Edit** button.



2. The **G/L Account Assignment** pop-up window will appear. You can enter the new GL value directly, or to search click **Select from all values**, then click **Search** to view all GL codes.

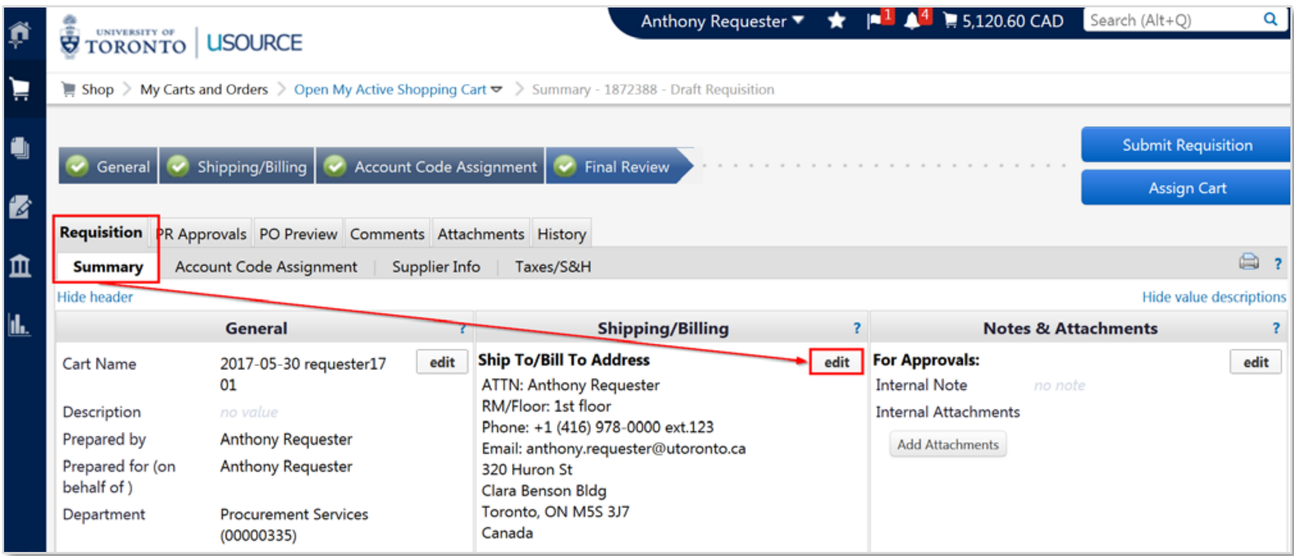
3. Click **Save**.

To have this GL assignment copied to other line items, click **copy to other lines**.

Selecting a Shipping Address

The shipping address identifies where the Supplier will ship your order. To select or edit the Shipping Address of a Requisition:

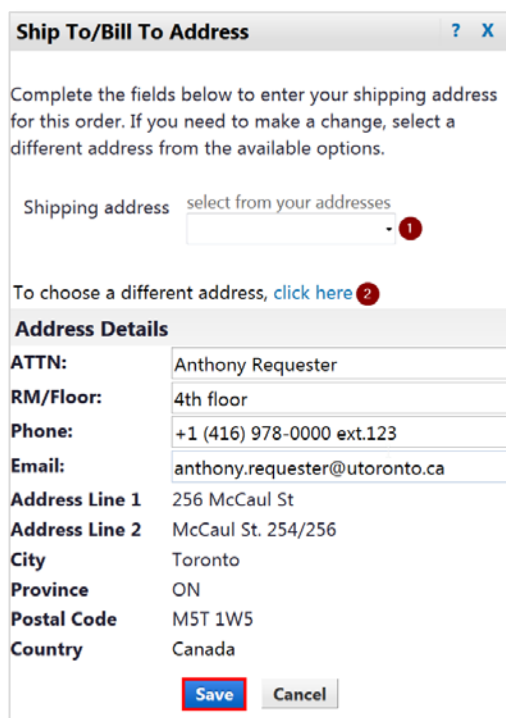
From the **Requisition > Summary** tab, under **Shipping/Billing**, click the **Edit** button.



To select a shipping address from your user profile, click the drop down menu under **select from your addresses** (1) and press the **Save** button to proceed to the next step in the check-out process.

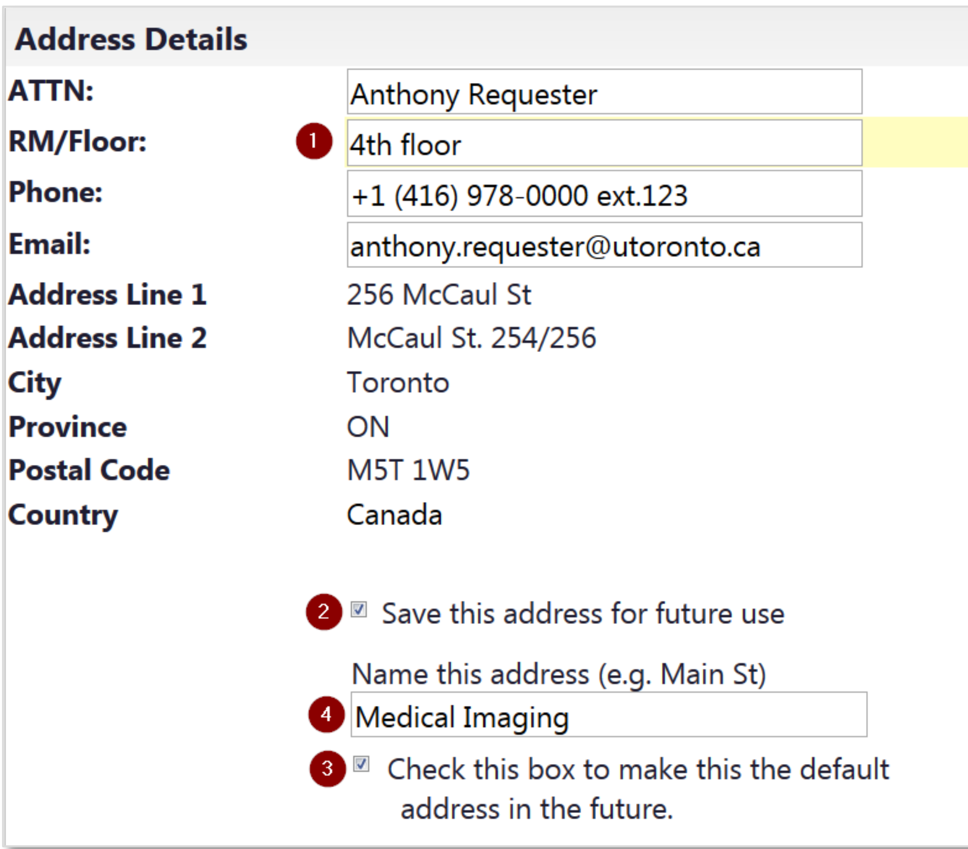
To search from a list of all U of T shipping addresses:

1. Click the **click here** link (2).



2. Click **select from org addresses**. Enter a search term, then click **Search.** Try to keep the search term as simple as possible, e.g. just enter the street number, otherwise you may exclude the address you want. Click **select** next to the address you want to use.

3. Enter the room or floor number (1), and if necessary edit the contact information. To add this address to your user profile, select the checkbox next to **Save this address for future use** (2). You can also make it the default address for all orders (3), and change the nickname if necessary (4).

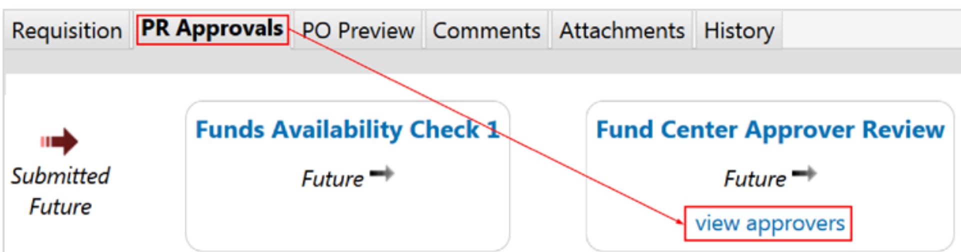


4. When all changes have been made, click the **Save** button.

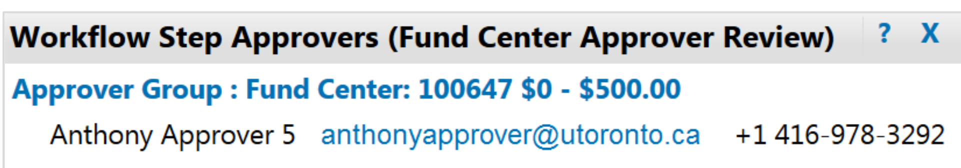
Viewing Approvers

If you are using a Funds Center in uSOURCE for the first time, it's important to verify it has the correct approval rules in place:

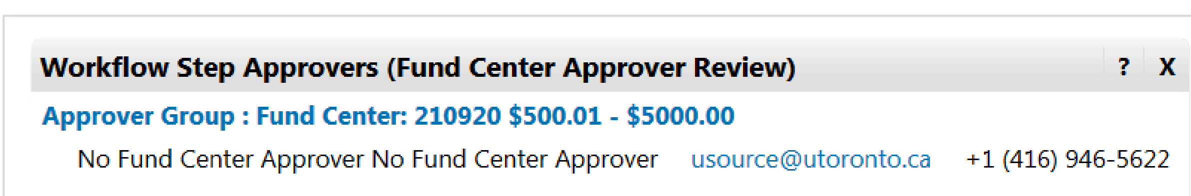
1. From the checkout window, click on the **PR Approvals** tab. Under **Fund Center Approver Review**, click on the **view approvers** link.



2. A list of all the approvers for this Funds Center will appear. Verify the correct approvers are in place.

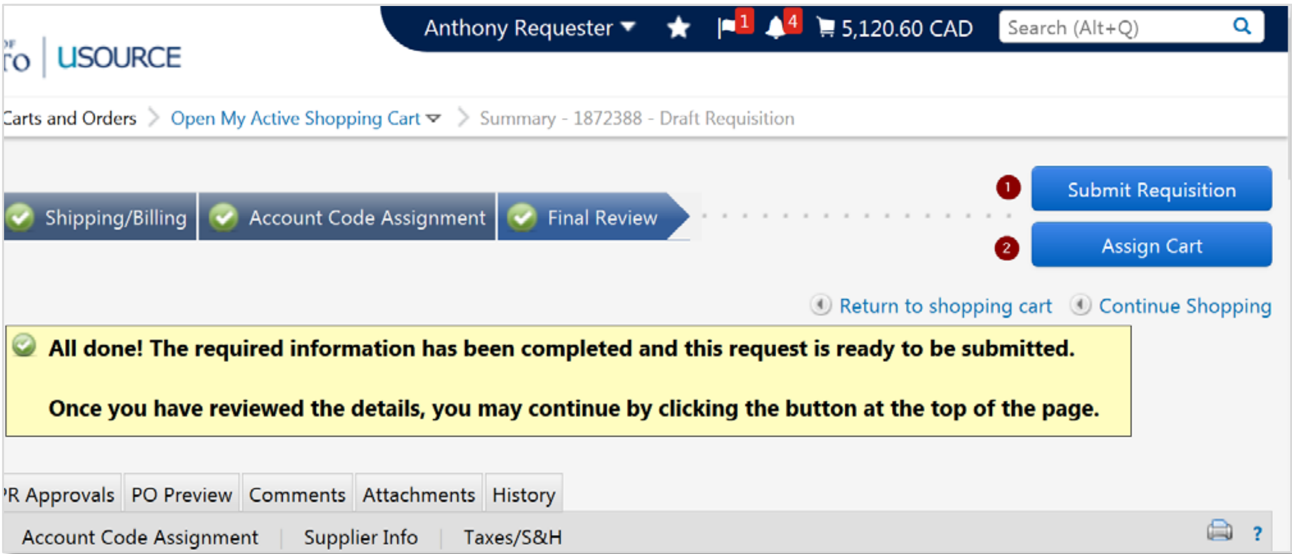


Note: If you see ***No Fund Center Approver*** or ***Missing Fund Center Approver*** listed, there are no approvers for this Funds Center; you should notify your department's key contact to setup the approval rules.



Submitting the Requisition

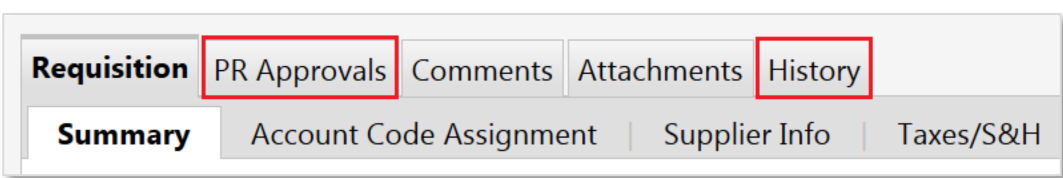
When you have finished entering the shipping and account code information, and you have proceeded through the *Final Review* step, you now have two options:



1. Clicking the **Submit Requisition** button, which sends the Requisition for approval to all the Approver(s) for this Funds Center. If you have self-approval permissions, the PO will be sent to the Supplier.

2. Clicking the **Assign Cart** button, which allows you to assign the cart to a specific Approver or Requisitioner.

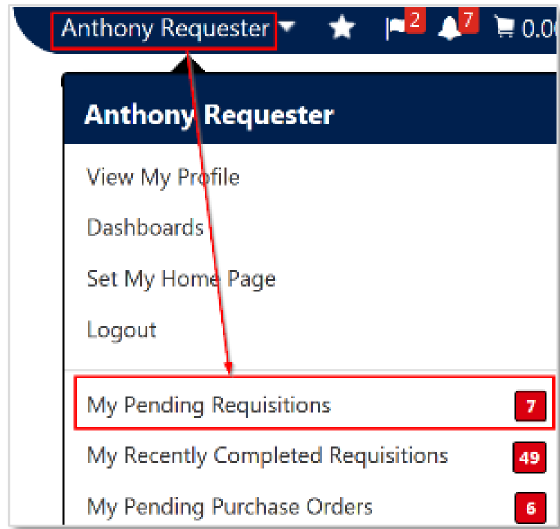
To check the status of your order, open the Requisition, and click on either the **PR Approvals** tab or the **History** tab.



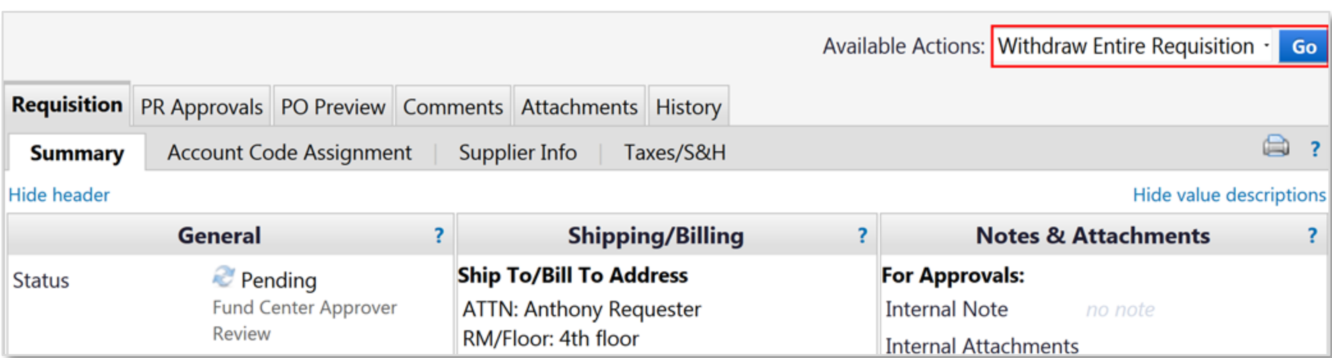
Withdrawing a Submitted Requisition

If you've submitted a Requisition that hasn't been approved yet, and you need to cancel it, you need to withdraw the Requisition. If it has been approved (i.e. the PO was created), see Cancel an Order.

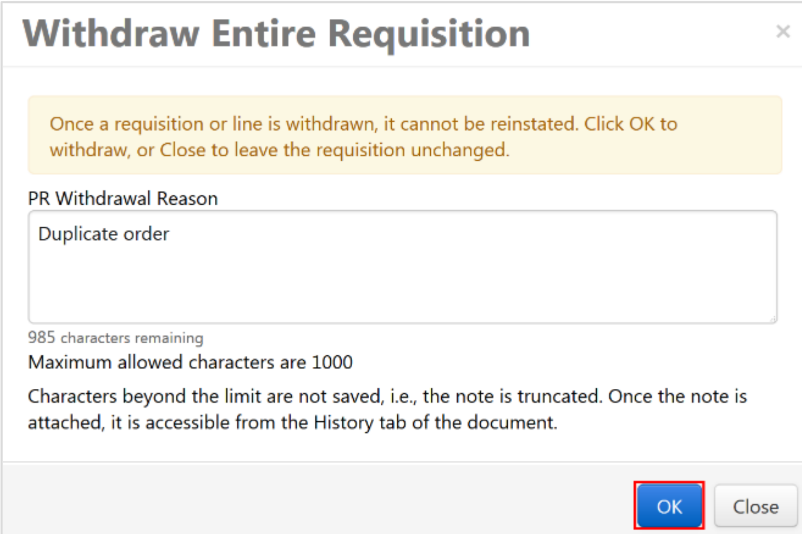
1. Click on your username in the top navigation bar, then select **My Pending Requisitions** from the fly-out menu.



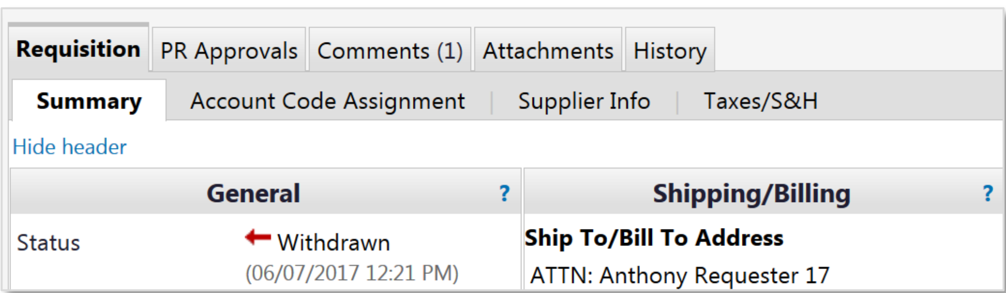
2. Click on the Requisition number link to open it. From **Available Actions** drop-down menu, select **Withdraw Entire Requisition**, and click **Go**.



3. Enter the reason for the withdrawal, and click **OK**.



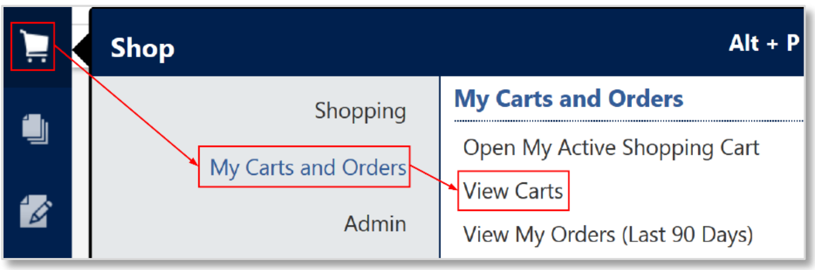
4. The Requisition status will appear as *Withdrawn*.



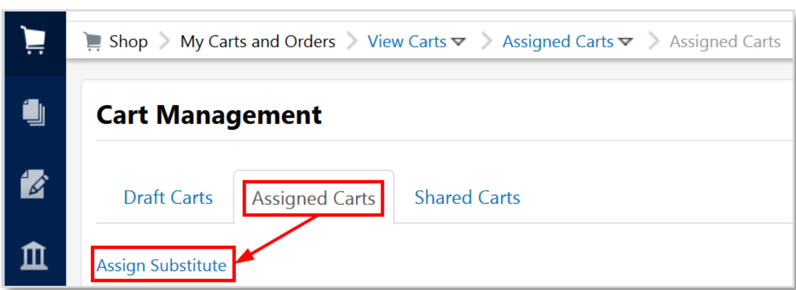
Assigning a Substitute Requisitioner

While you're on vacation, at a conference etc., you can assign a substitute Requisitioner for all carts assigned to you. To assign a substitute Requisitioner:

1. From the left navigation bar go to: **Shop > My Carts and Orders > View Carts**.

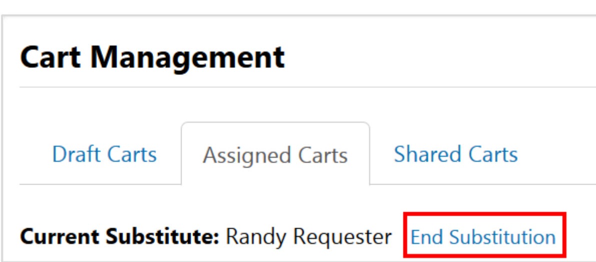


2. Click on **the Assigned Carts** tab, then the **Assign Substitute** link.



3. From the User Search pop-up, search for the user you would like to assign as the substitute. Click the **[select]** link to the right of the user's name. All carts assigned to you will be forwarded to this user.

When you are ready to end the substitution, click **End Substitution** on the **Cart Management > Assigned Carts** page.

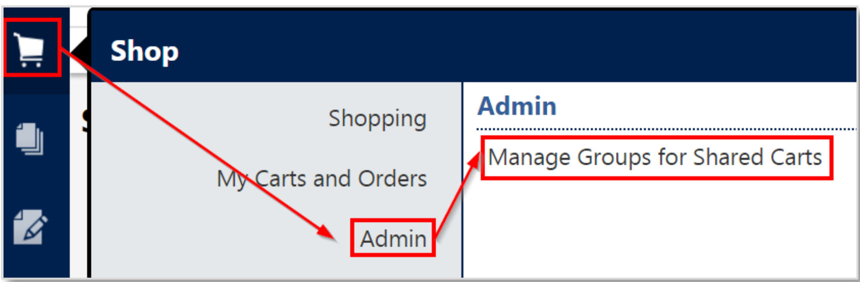


Creating a Shared Cart Group

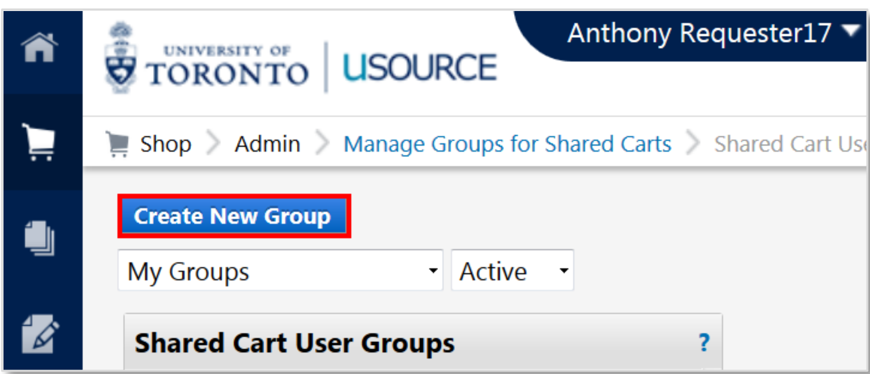
Shoppers and Requisitioners can share shopping carts before they are assigned or submitted for approval. However, first a Shared Cart Group must be created. To create a new Shared Cart Group:

Watch a video tutorial

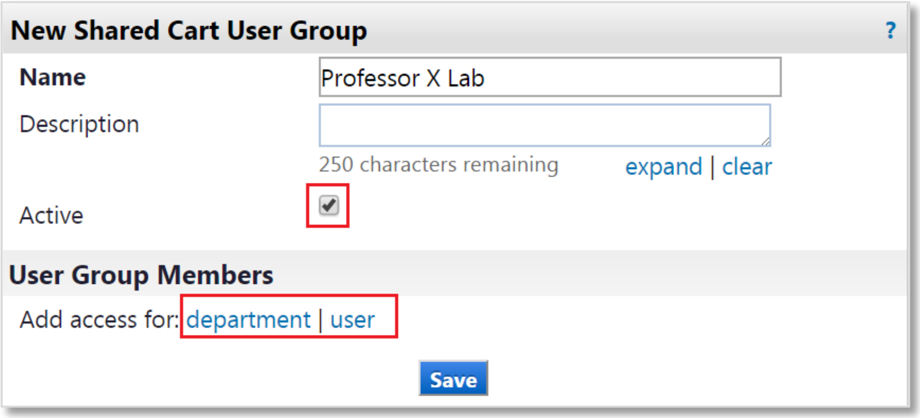
1. On the left navigation bar, click on the **Shop** icon, then select **Admin > Manage Groups for Shared Carts**.



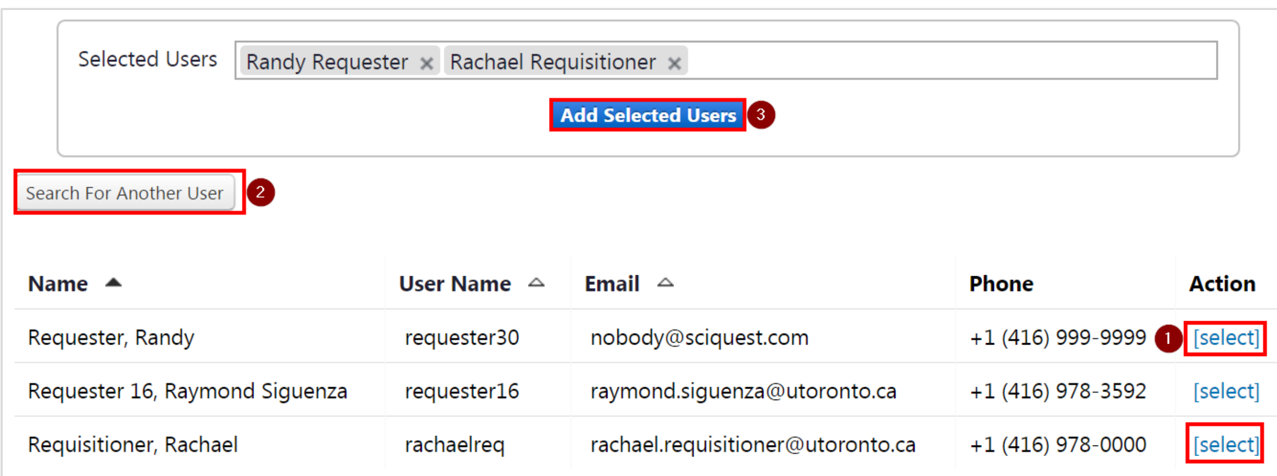
2. Click the **Create New Group** button.



3. Enter a name for the group, and description (optional). Make sure the **Active** checkbox is selected. Under **User Group Members**, to add an entire department to this group, click the **department** link, and dropdown will appear. To add individual users, click the **user** link.



4. A User Search window will appear. Search using name, email or username (UTORid). Click on the **[select]** link (1) to add the desired user to this selection. To add additional users, click the **Search For Another User** button (2). When you have finished adding, click the **Add Selected Users** button (3).



5. Click the **Save** button. This Shared Cart Group is now available for sharing shopping carts. As the group creator, you have automatically been added to the group.

To remove a group, uncheck the **Active** checkbox.

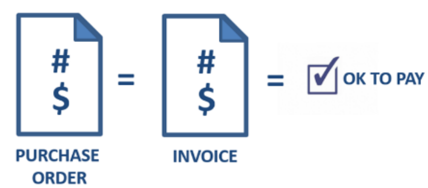
Paying Invoices

uSOURCE Suppliers submit invoices electronically directly into the system. This paperless process eliminates manual data entry for both the University and the Suppliers. Invoices are paid automatically by the system, using the FIS account numbers entered in the Requisition/Purchase Order.

Note: Invoices outside the system cannot be processed in uSOURCE. If you receive an invoice by email or mail, ask the Supplier to resubmit it through uSOURCE.

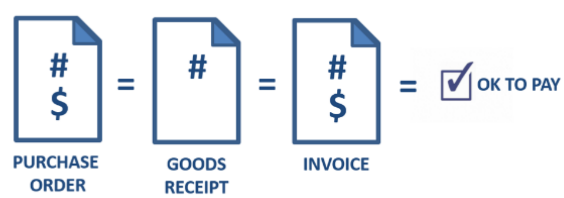
2-Way Match (<$5,000)

For orders **below $5,000** (before tax) an automated process called 2-Way Matching compares the Invoice data to the Purchase Order. If both match, the invoice is exported to the University's financial system, triggering the payment process.



3-Way Match (>$5,000)

For orders **equal to or greater than $5,000**, the system performs a 3-Way Match between the Purchase Order, Invoice, and Goods Receipt. If all three match, the invoice is exported the University's financial system, triggering the payment process.



When the Invoice doesn't match the Purchase Order or the Goods Receipt, the invoice is placed in a match exception queue, where it is reviewed by a uSOURCE administrator for resolution.

Once the 2-way or 3-way match has been met, the Purchase Order's A/P Status changes from *Open* to *Soft-Closed*. Once payment has been issued (Standard U of T Net 35 days), it moves to *Closed*.

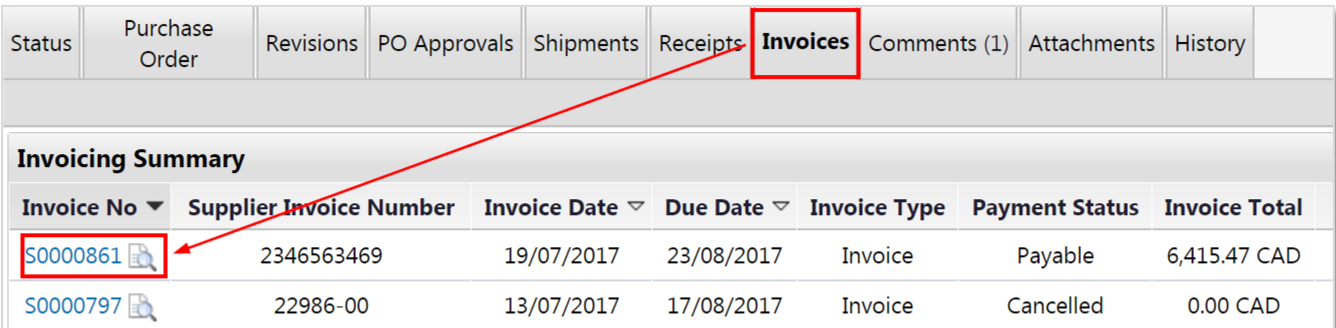
⚠ This PO is in *Soft Closed* status, awaiting payment to be released. Once payment is issued it will move to *Closed*.

View Invoice Information

To open an invoice:

1. Open the Purchase Order.

2. Click on the **Invoices** tab, then on the Invoice link.



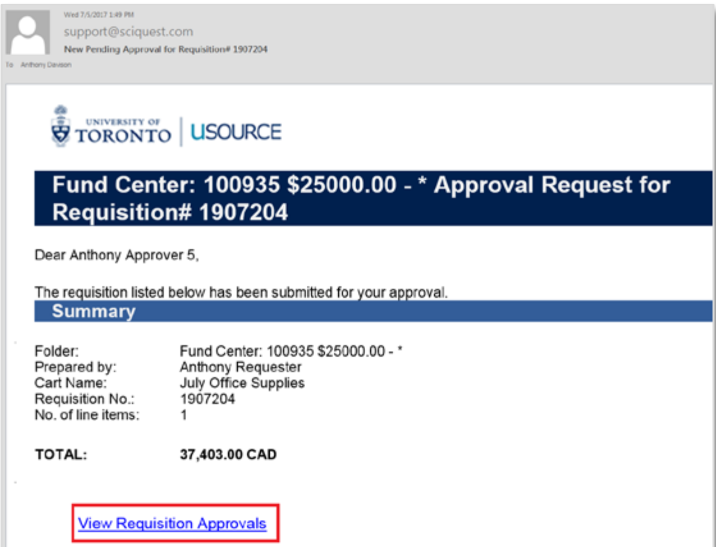
APPROVER

An Approver can:

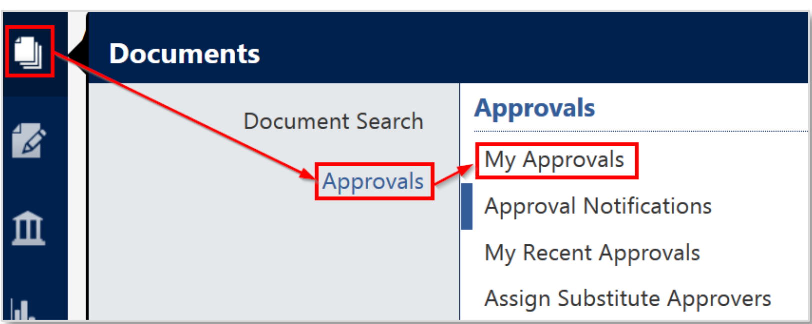
- Review, push back, approve or reject Requisitions routed to them through approval workflow
- Approve via email
- Assign and unassign substitute Approvers
- Search for and view documents related to the Requisitions they have approved, including the Purchase Order, Goods Receipts and Invoices

Reviewing a Requisition

When a Requisition is submitted and requires your approval, you will receive an email notification. The email will contain a link to open the Requisition in uSOURCE (**View Requisition Approvals**).



You can also access your pending approvals by going to **Documents > Approvals > My Approvals.**



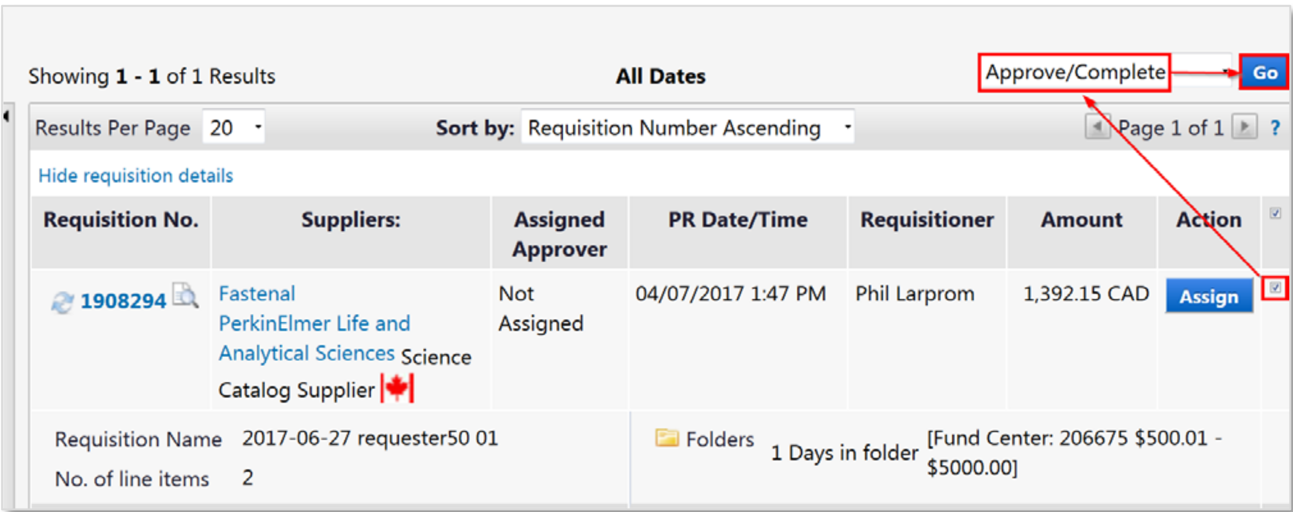
TIP: If your primary function in uSOURCE is approving Requisitions, you may want to make the **Approval Page** your default homepage. To do so, from the **My Approvals** page, click on your username in the top navigation bar, and from the drop-down select **Set My Home Page**, and then **Current Page**.

Approving a Requisition

Quick Approval Process

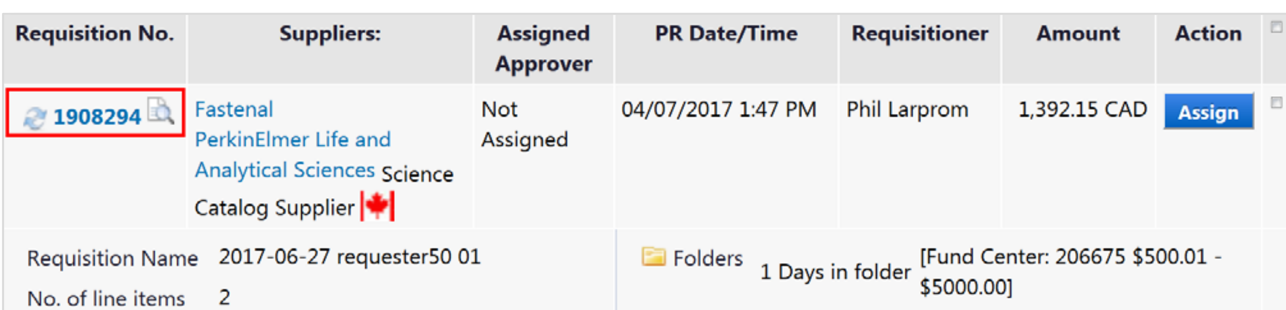
If you don’t need to review the Requisition details before approving it, from the **My Approvals** page, click the check box to the right of the Requisition you want to approve, then from the drop-down menu select **Approve/Complete**, then click **Go**.

Watch a video tutorial (with audio)

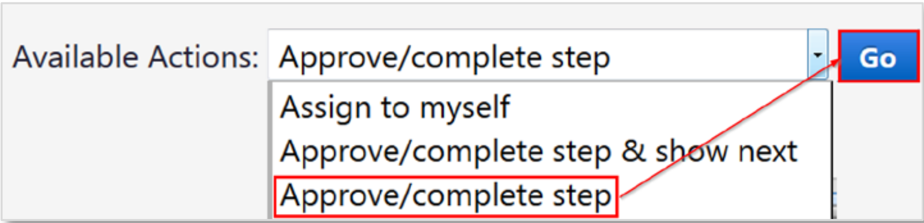


Standard Approval Process

For standard approvals, the Approver opens the Requisition, reviews the information, and then approves the order. Open the Requisition by clicking on the Requisition number link on the left side of the page.



After you’ve finished reviewing the order and are ready to approve it, from the Available Actions drop-down menu (top right), select **Approve/complete step** and click the **Go** button.



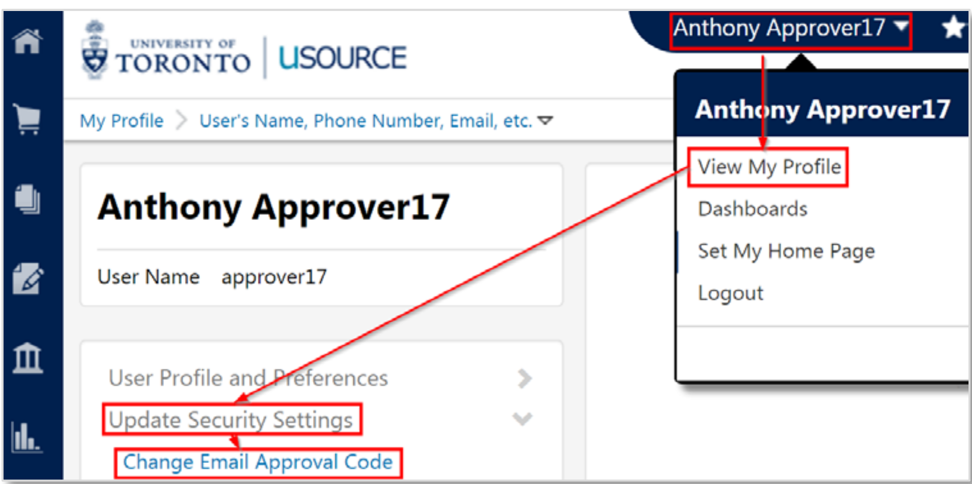
Approving by Email

You can approve Requisitions directly from an email, without logging into the uSOURCE system. The approval notification is sent to the email account associated with your User Profile.

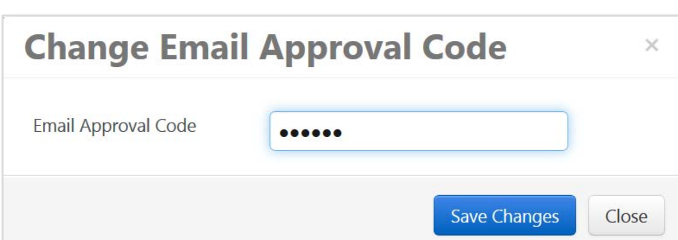
Setting Up Your Email Approval Code

Before you can use the email approve function, you need to setup an Email Approval Code. First, log into uSOURCE using your UTORid and password at www.procurement.utoronto.ca/usource.

Click on your username in the top navigation bar, then go to: **View My Profile > Update Security Settings > Change Email Approval Code**.



A pop-up window will appear. Enter any combination of letters and numbers (must be at least 4 characters), and press the **Save Changes** button.

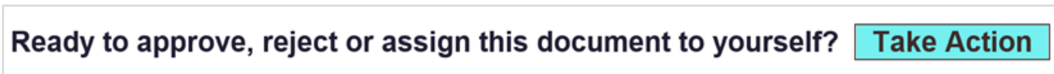


You are now set up to approve Requisitions via Email.

Approving a Requisition by Email

Watch a video tutorial

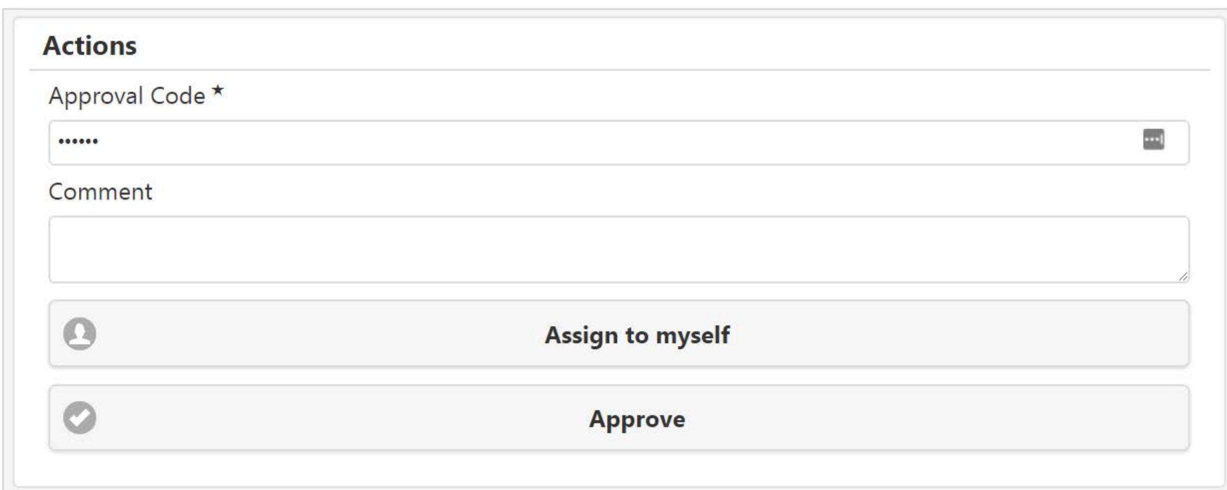
When a Requisition is submitted requiring your approval, you will receive an email with a summary of the Requisition details. Review the details, and when ready click the **Take Action** button.



A new tab/window will open in your browser.

1. In the **Actions** section, enter your **Approval Code**.

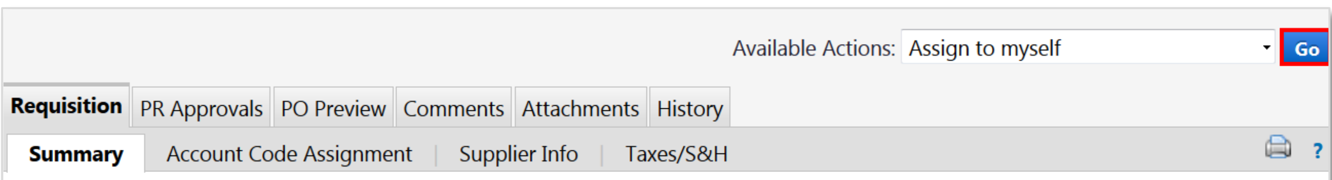
2. Click the **Approve** button to approve the Requisition, or the **Assign to myself** button to Return, Forward, or Reject (Cancel) the Requisition.



Returning a Requisition

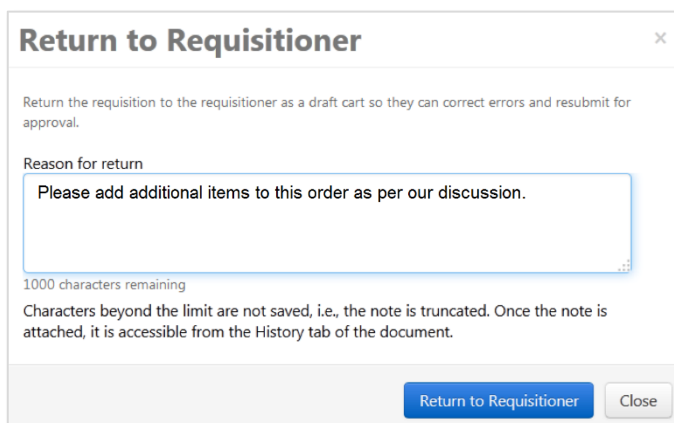
1. Open the Requisition by clicking on the **Requisition No.** link on the left side of the page.

2. From the **Available Actions** drop-down menu (top right), click the **Go** button to assign the Requisition to yourself.



3. A new set of options will now be available in **Available Actions**; select **Return to Requisitioner**, and press the **Go** button.

4. Enter the reason you are returning this Requisition, and click the **Return to Requisitioner** button.



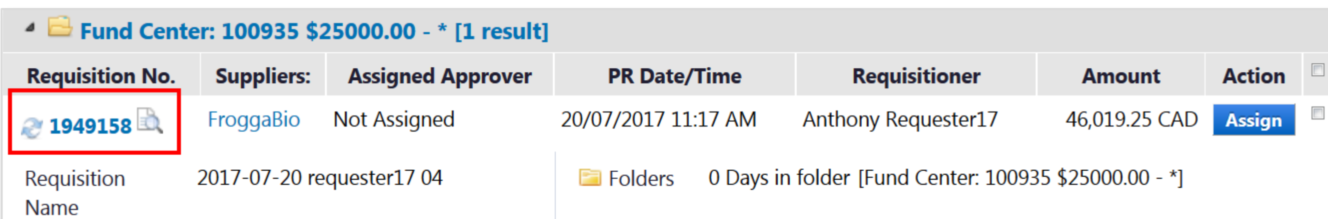
The Requisition will be returned to the Requisitioner for changes and re-submission.

Rejecting a Requisition

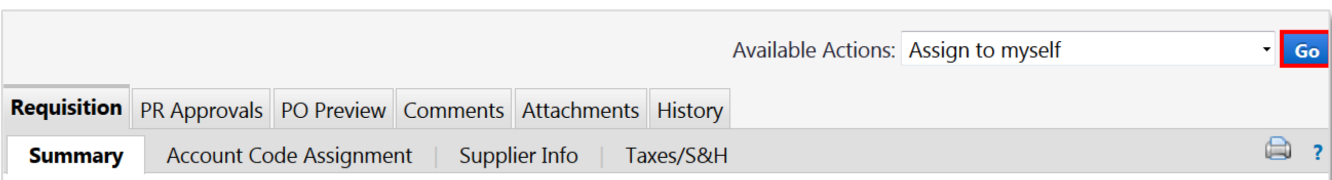
When a Requisition is submitted for your approval, you can reject the entire Requisition, or reject specific line items before it is approved.

Rejecting the Entire Requisition

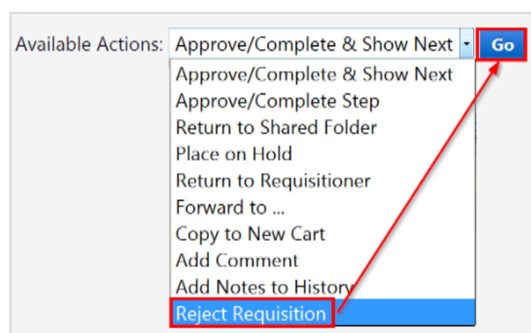
1. Open the Requisition by clicking on the **Requisition No.** link on the left side of the page.



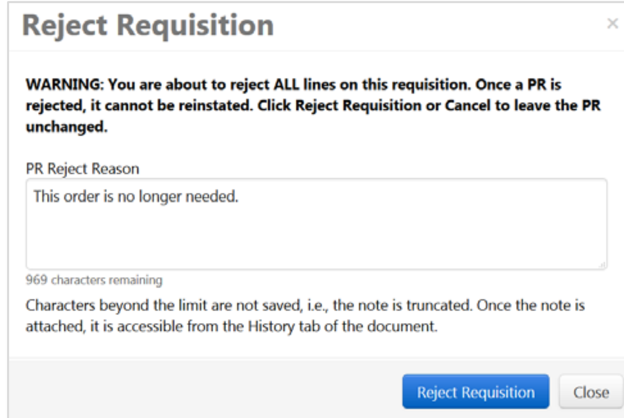
2. From the **Available Actions** drop-down menu (top right), click the **Go** button to assign the Requisition to yourself.



3. A new set of options will now be available in **Available Actions**; select **Reject to Requisitioner**, and press the **Go** button.



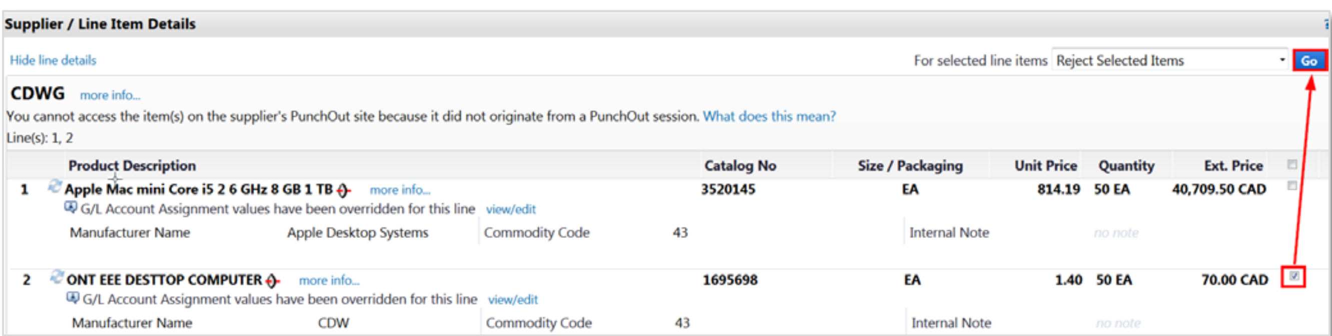
4. Enter the reason you are rejecting this Requisition, and click the **Reject Requisition** button.



The Requisition will be cancelled and no further changes can be made.

Rejecting Specific Line Items

You also have the option of rejecting specific line items. To do this, scroll down to the **Supplier/Line Item Details** section, select the items you want to reject, and press **Go** next to **Reject Selected Items**.

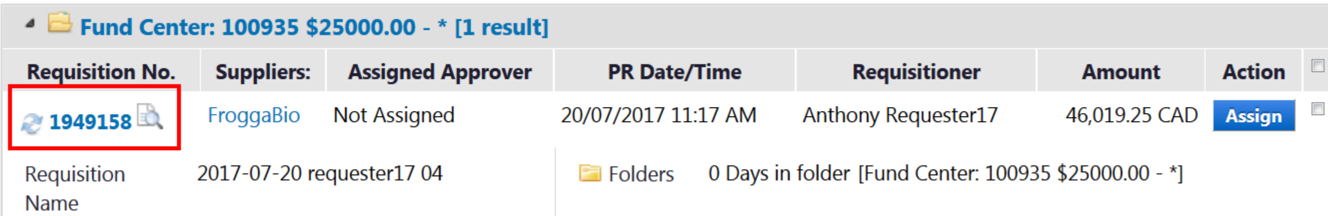


Enter a reason for rejecting the item(s), and press **the Reject Line Item** button.

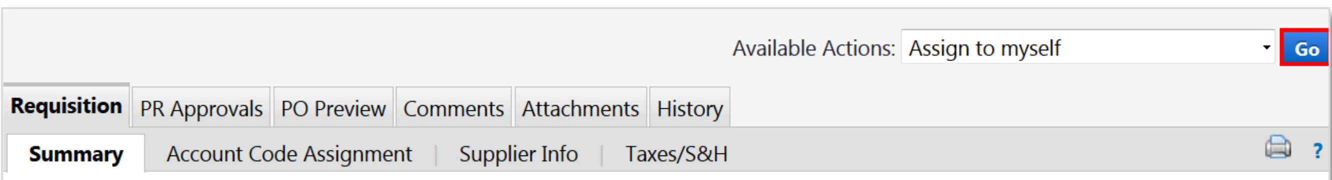
After the Requisition is approved, only the remaining line items will be included on the Purchase Order.

Forwarding a Requisition

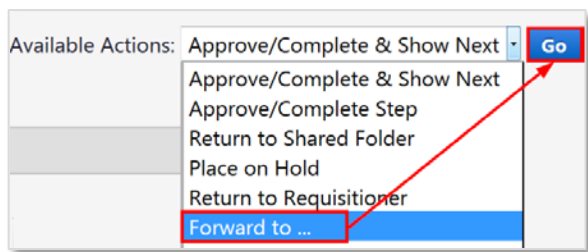
1. Open the Requisition by clicking on the Requisition Number link on the left side of the page.



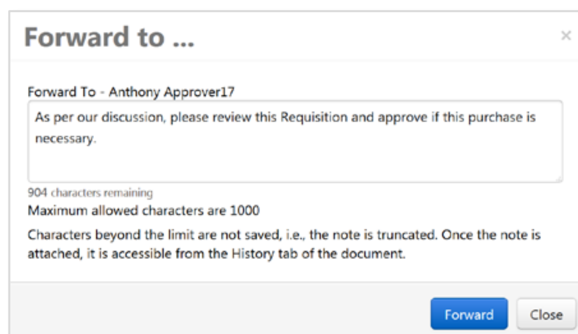
2. From the **Available Actions** drop-down menu (top right), click the **Go** button to assign the Requisition to yourself.



3. A new set of options will now be available in **Available Actions**; select **Forward to Requisitioner**, and press the **Go** button.



4. A user search window will appear. Search for the user using the first, last or username, or their email address. Enter a note (optional) and press the **Forward** button.



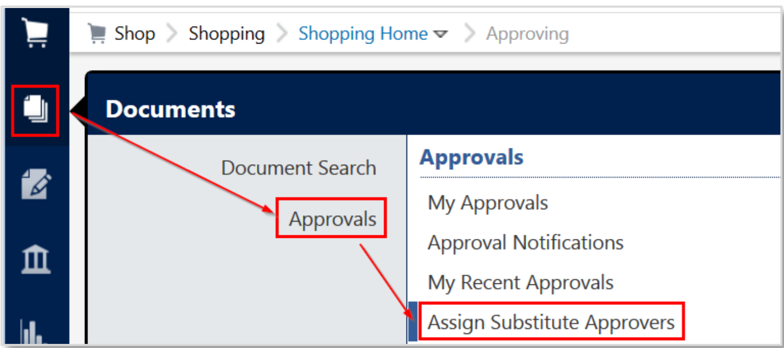
The user will receive an email and in-system notification to approve this Requisition.

Assigning a Substitute Approver

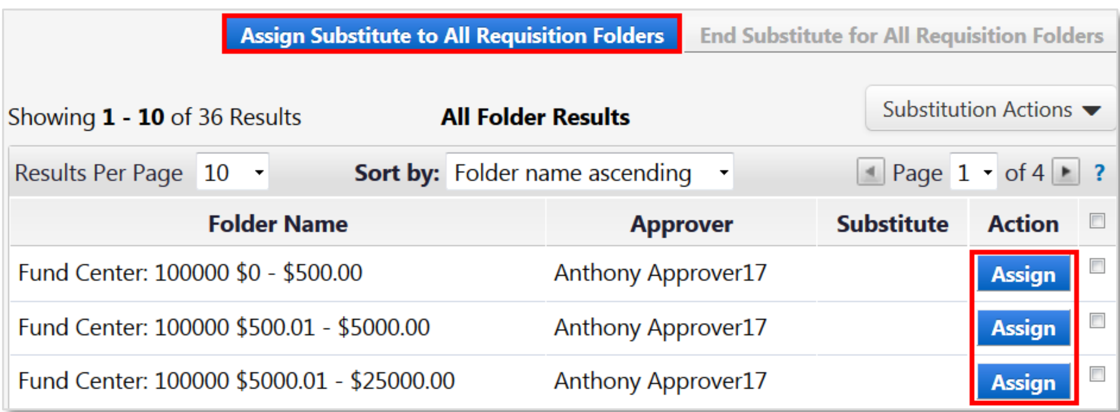
To assign a substitute Approver, from the left menu bar go to:

Documents > Approvals > Assign Substitute Approvers

Watch a video tutorial (with audio)

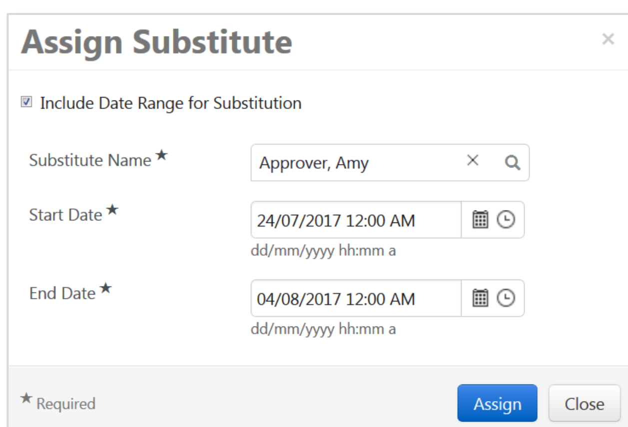


1. To choose individual Fund Centers, click the **Assign** button. To assign a substitute for all your workflow folders, click the **Assign Substitute to All Requisition Folders** button.

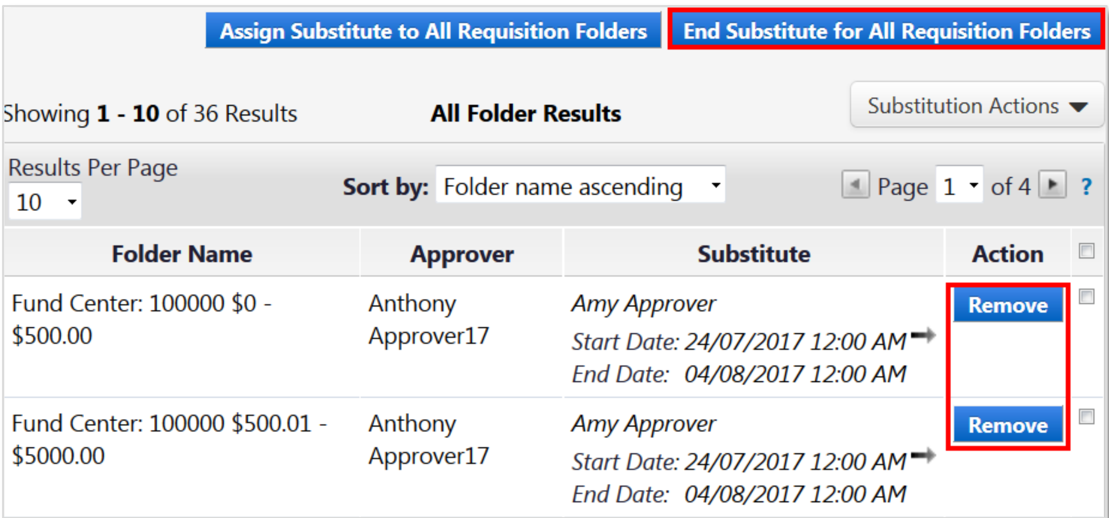


2. An **Assign Substitute** pop-up window will appear. Click the **Include Date Range for Substitution** checkbox. In the search bar, enter the name of the assignee. Click on the correct name. Enter a **Start Date** and **End Date**.

   Click the **Assign** button.



If you did not set an end date for the substitution, you will have to do it manually by clicking the **Remove** button for individual folders or the **End Substitute for All Folders** button.



Note: Your substitute will only receive Approval Request Notifications for new Purchase Requisitions. For existing Requisitions in your approval folder that require action during your absence, you should forward them separately to your substitute using the steps outlined in Forwarding a Requisition.

VIDEO TUTORIALS

Topic	Description	Role	Audio
Accounting Code Favourite	Create an accounting code favourite and set the default Purchasing Group	Shopper Requisitioner	
Approve a Requisition	Approve a Requisition	Approver	✔
Approve by Email	Approve a Requisition by email		
Approving	Approve, Reject, Forward and other options	Approver	✔
Assign a Cart	Assign a shopping cart to a Requisitioner	Shopper	✔
Assign Substitute Approver	Assign a substitute Approver	Approver	✔
Default Shipping Address	Create a default shipping address	Shopper Requisitioner	
Document Search	Search for documents in uSOURCE	All Roles	✔
How to Shop	Create a shopping cart using Hosted and Punch-Out catalogues	Shopper	✔
Cancel an Order	Cancel a line item	Shopper Requisitioner	
Share a Cart	Share a Cart and Create a Shared Cart Group	Shopper Requisitioner	✔
Shopping (Hosted)	Create a shopping cart with a hosted catalogue	Shopper Requisitioner	
Shopping (Punch-Out)	Create a shopping cart with a punch-out catalogue	Shopper Requisitioner	
User Profile	Review and update your user profile	All Roles	✔

SUPPLIERS ON uSOURCE

ACP CHEMICALS

BIO-RAD

CALEDON LABORATORY CHEMICALS

Canadawide SCIENTIFIC

CDW Canada

COMPUGEN

iD Data Integrity

DELL

Dentsply Sirona

FASTENAL

Fisher Scientific

FroggaBio scientific solutions

G&T GRAND&TOY

HENRY SCHEIN

Insight

jump+

UNIVERSITY OF TORONTO SCOTIABANK INFORMATION COMMONS Licensed Software Office

Mandel

MEDICALMART

Noble

PatrickCassidy

PerkinElmer

printersplus

QIAGEN

SARSTEDT

SIGMA-ALDRICH

STAPLES Business Advantage

Swish MAINTENANCE LIMITED Quality Cleaning Products Since 1956

TENAQUIP

UltiDent Scientific

UNIVERSITY OF TORONTO PRESS Advancing Knowledge

VWR We Enable Science