

Quick Reference Guide: Creating a Facilities Requisition



Purpose:

One-time facilities requests requiring payment should be requested following the steps below. Tulane employees are not required to submit Service Wave requests for these requests if a requisition is submitted and approved. Examples- adding or detracting from a space, adding an outlet, moving or assembling furniture, key requests, etc.

Use Service Wave for building maintenance that does not require payment i.e. clogged toilet, ceiling light out, doorknob fell off, etc.

Use Service Wave for recurring facilities requests.

Use Wave Sync for all event related requests.

Step-by-Step:

Sign into WaveWorks.

Click on the Procurement Tab.

Procurement

Click on the Purchase Requisitions (RSSP) shopping cart.



Purchase Requisitions (RSSP)

Click on Request Forms under the Shop by category.

Request Forms



Choose the Service Wave Job Orders form.

Click Create Request.

Service Wave Job Orders

Create Request

Enter a description and location of the work required.

Item Description



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Choose **TU Internal-Work Order** (non-running) as the Category.

Category
TU Internal - Work Order

Start typing **TU internal** for the full list

Enter the total Amount.

Amount Required

Use estimated costs from like requests

Choose **TU - Facilities Management WO/JOB**.

Supplier
TU - Facilities Management WO/JOB

Supplier Number is 10072 and is searchable

Supplier Site should auto populate.

Supplier Site
NEW ORLEANS 101

Add Specifics such as a needed by date or contact information.

Note to Supplier ?

Add to Cart.

Cancel Add to List **Add to Cart**

From the cart, click on the pencil next to the Requisition Summary

Requisition summary



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Enter either the GL, Non-Sponsored, or Sponsored Project in the **appropriate** field.

Project costing

Project Number

Charge account

Charge To
364900.410.75402.610.00000.0000.ER420089.0C

Only use the Charge Account if the account starts with GL

If using a Sponsored Project make sure to add the RASU details on the line item

See the How to Check Out section of the procurement guide for more information

If using Non-Sponsored or Sponsored Project enter 88102 as the Expenditure Type.

Expenditure Type
88102

88102 Recharge-Services Recharge-Services

Add the recipient.

Attention to (Recipient of Package or Service)

Required

This is the Tulane employee requesting the service

****TIP**** Search is last name, first name

Add the location of the work to be done.

Deliver-To Building Name

Required

This needs to match the building in the Delivery section

Add the recipient's room number.

Room Number

Required

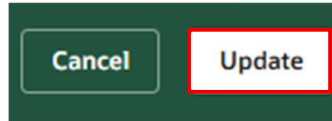
****TIP**** If delivering to JBJ, choose JBJ for the building and enter the specific building and room number here

****TIP**** If delivering to TNBRC, choose TNBRC for the building and enter the specific building and room number here

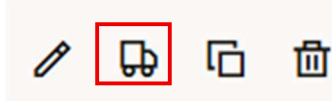


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Click Update.

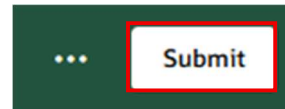


Update any line items.



This is where split allocations and adding the RASU details occur (add the RASU details everytime a Sponsored Project is used), complete those steps if applicable

Click Submit.



The three dots will allow a requisitioner to check funds, view approvers, view a pdf of the requisition or save for later

Once the Requisition is approved and becomes a PO, Business Operations in facilities will be notified and will issue a work order ticket.

The item will need to be received for payment to be remitted to the service department.

