



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

WEB REQUISITIONING DASHBOARD

Business World (M7)

A brief overview of the web requisitioning dashboard

Overview

Once you log in, instead of being greeted by your usual menu structure, you will be greeted by the Web Requisitioning Dashboard

The screenshot shows the 'Requisitions - standard' dashboard. At the top, there is a navigation bar with a home icon, a search icon, and several menu items: 'Requisition Entry', 'Own Requisitions', 'All Requisitions', 'Tender List', and 'Task Management'. Below the navigation bar, the main content area is titled 'Requisitions - standard' and contains several sections: 'Requisition entry' (with a 'Product explorer' sub-tab), 'Requisition' (with a 'Requisitioner*' dropdown set to 'Munster Technological University' and a 'Status' dropdown set to 'Active'), 'Default supplier & contract' (with a 'Supplier*' dropdown and a 'Fixed supplier' checkbox), 'Delivery contact' (with a 'Contact' dropdown set to 'Goods Inwards Cork (Delivery)' and a 'Delivery address' text area containing 'Munster Technological University, Bishopsdown, Cork T12 P928'), and 'Default GL analysis' (with 'Costs' and 'Retcontract' dropdowns). At the bottom, there is a 'Requisition details' table with columns for '#', 'Funds check', 'Description', 'Supplier', 'Quantity', 'Currency', 'Price', 'Amount', and 'Status'. Below the table is a row of action buttons: 'Save', 'Clear', 'Open', 'Print preview', 'Export', 'Log book', 'Copy requisition', 'Start from template', 'Save as template', and 'More actions'.

The dashboard has five tabs:

Requisition Entry

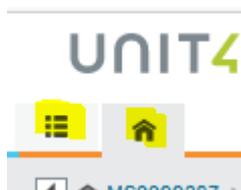
Own Requisitions

All Requisitions

Tender List

Task Management

To access the previous menu view, click on the three lines on the upper left of the screen and the menu will be displayed. To switch back to the dashboard, click on the house icon



Requisition Entry

This is the same as the requisition entry screen previously used. It will now be the first screen displayed when you login

Own Requisitions

This is similar to the Own Requisitions Enquiry screen previously used, with a couple of changes:

1. Date – The requisitions are now ordered from the most recent on top to the oldest at the end
2. Department Code – The department code as well as the cost centre is now displayed
3. Workflow – You can now view the workflow directly from the own requisitions report by clicking on the icon under the ‘workflow map’ column on the far right

Requisitions											
Sort and group by: Date											
Date	Requisition	Dept	Costs	Supplier ID (T)	Product description	Quantity	Unit price	Amount	Purchase order	Workflow state (T)	Workflow map
4/25/2023	3006697	B210	B210	FEC T/A FARNELL IN	Delivery	1.00	5.95	5.95	2022267	Finished	
4/25/2023	3006697	B210	B210	FEC T/A FARNELL IN	Trux Trux HD 720n Video Webcam 2410113	15.00	19.50	292.50	2022267	Finished	

All Requisitions

Again, this is similar to the previous report used, with the same changes implemented.

Tender List

This is a new report which displays all the current Active Tenders with MTU. You will be prompted to enter a description or a supplier name (please note that the * wildcard should be used eg. *Forrest* to include all results with that word in it). If you wish to view all active tenders, leave both fields blank and hit OK.

TENDER											
Sort and group by: Tender, Supplier Rank, Supplier Name (T)											
Tender	Description	Supplier Rank	Supplier Name	Supplier Name (T)	Status	E Tender Ref	Ordering Dept (T)	Period Expires	Tender		
Tender: AC190003											
1	AC190003	TECHNICAL ASSISTANCE TO FINANCIAL & PROJECT MANAGEMENT	1	57976	DESARROLLO DE ESTRATEGIAS EXTERL	N	155389	202508	CIT		
Tender: AC190012											
2	AC190012	MULTI SUPPLIER FRAMEWORK FOR THE PROVISION OF LIBRARY GOODS	1	53293	EBSCO INFORMATION SERVICES	N	152951	202403	EPS		
3	AC190012	MULTI SUPPLIER FRAMEWORK FOR THE PROVISION OF LIBRARY GOODS	1	57484	O MAHONY'S BOOKSELLERS LTD	N	152951	202403	EPS		
4	AC190012	MULTI SUPPLIER FRAMEWORK FOR THE PROVISION OF LIBRARY GOODS	1	59293	PROQUEST LLC	N	152951	202403	EPS		
Tender: AC190013											
5	AC190013	SINGLE SUPPLIER FRAMEWORK FOR THE SUPPLY OF LIBRARY JOURNALS & PERIODICALS	1	53293	EBSCO INFORMATION SERVICES	N	156235	202403	EPS		
Tender: AC200003											

A list of all active tenders will be displayed. The supplier rank column should be noted. For example if we look at the tender for graphic design services, we can see that the 3 suppliers on this tender are ranked. Pierce Partnership should be contacted in the first instance as they are ranked 1, and if they can't provide the goods/services, the 2nd ranked supplier should be contacted and so forth. If all the rankings are 1 on the same tender, any company can be contacted.

TENDER FOR THE PROVISION OF GRAPHIC DESIGN SERVICES TO MTU	1	101062	THE PIERCE PARTNERSHIP T/A THE FOL...	N
TENDER FOR THE PROVISION OF GRAPHIC DESIGN SERVICES TO MTU	2	59001	2B:CREATIVE	N
TENDER FOR THE PROVISION OF GRAPHIC DESIGN SERVICES TO MTU	3	101379	DARRAGH NEELY DESIGN	N

This report can be useful if you are unsure which supplier is tendered for a specific service or supply of goods.

Task Management

This tab links to your tasks and displays them in the same manner as if you clicked on your tasks on the upper right and 'task management'.