# PDS Plus Quick-Reference Guide

**PDS Purchasing Matrix:** [http://www.vanderbilt.edu/procurement/eprocurement/forms/VU_Purchasing_Methods.xls](http://www.vanderbilt.edu/procurement/eprocurement/forms/VU_Purchasing_Methods.xls)

## Requisition to Payment Process

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Purchase Order (PO)</th>
<th>Invoice</th>
<th>Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>eProcurement</td>
<td>You</td>
<td>PDS: Procurement</td>
<td>Supplier</td>
</tr>
<tr>
<td>Paper Req</td>
<td>Created by</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### eProcurement

**Location:** [http://www.vanderbilt.edu/procurement/eprocurement/index.shtml](http://www.vanderbilt.edu/procurement/eprocurement/index.shtml)

- Use for:
  - Most general supplies and product orders
  - Frequently-used suppliers (Guy Brown, Fisher Scientific, Dell, etc.)
  - Orders < $25,000

### Paper Requisitions

- Each department stocks its own supply of these forms. Order more through eProcurement.

- **A Req:** general purpose form for non-capital and non-consulting purchases.
- **C Req** (Capital Requisition): for one item or system costing more than $3,000; durable product with a life expectancy > 2 years.
- **S Req:** for consulting or contractor services.

### Who can sign my req?

Requisitions must be signed by someone in your department who has proper Signature Authority and is at a level higher than the form’s requestor. Use Privilege Management to find an authorized signer for a requisition:

1. Log into [Privilege Management](http://www.vanderbilt.edu/ebiz/)
2. Click the Resource tab.
3. Type in the center number from your req.
4. Click the By Privilege tab on the Resource Details page.
5. Expand **Procurement and Disbursements**.
6. Expand **SigAuth Purchase Req** (for A-reqs and S-reqs); expand **SigAuth Capital Req** (for C-reqs).
7. Expand the dollar limit inclusive of the amount on your req.
8. Anyone under the Direct or Inherited heading can sign your req. (Tip: consult people under the Direct heading before those under the Inherited label when possible.)

### Use the AP/PO Reports to track your eProcurement and requisition purchases...

- **Report** to **Question Answered**
  - PO Summary: What POs hit my center(s) last week or last month?
  - Invoice Summary (Vouchers): What vouchers hit my center(s) last week or last month?
  - PO by Requisition: What PO goes with this requisition?
  - Invoice Payment Status: Has this invoice been paid?
  - Invoice Summary (Vouchers): What purchases have match exceptions?

### Links to Bookmark

- **PDS Website:** [www.vanderbilt.edu/pds](http://www.vanderbilt.edu/pds)
- **Purchasing Training:** [http://www.vanderbilt.edu/fis/Training/catalog.htm](http://www.vanderbilt.edu/fis/Training/catalog.htm)
- **Policies Manual:** [http://www.vanderbilt.edu/procurement/](http://www.vanderbilt.edu/procurement/)

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Procurement and Disbursement Services
PDS