To access the EPIC tool, you must have claimed your UMNetID. If you already have this, please go to step #2

1. Claim UMNetID at: www.umanitoba.ca/signum. Choose Create UMNetID.
2. JUMP is located at the top right corner of the U of M webpage, or by going directly to www.umanitoba.ca/jump. Scroll the Quick Links section and click on Finance. In the following page, select Epic System. This will open a new window and auto-log you into EPIC.

**This is not recommended if you are using multiple FOPs.**

- **NAVIGATION TABS**
  - **HOME**
    - Contains commands from all tabs. At a glance, you can see Common Actions, Recently Viewed Documents, News, Action Tiles, and To Do list, along with the My Documents section.
  - **CONTRACTS**
    - Create a new contract and view existing contracts you are involved in. Review contracts pending your review/approval.
  - **PROCUREMENT**
    - Create a new requisition, search the catalog, create a catalog or non-catalog item, search, and manage other requisitions.
  - **INVOICING**
    - Search invoices connected to your orders. Review invoices pending your review/approval.
  - **SUPPLIERS**
    - Search for Suppliers that are available in the system.
  - **MORE**
    - Access the full list of navigational tabs.

- **SETUP ACCOUNTING/SHIPPING INFORMATION**
  1. Click on Your Name, then select Change your profile from the drop down menu.
  2. Edit default FOAP or the default Ship To shipping address for your account.
  3. Do not set an approval flow to this request. This is not approval for orders, but an unnecessary approval for the profile change you are requesting. Only edit tab 2.

**This is not recommended if you are using multiple FOPs. Do you have default accounting you would like removed? Contact Aurora Finance at epic@umanitoba.ca.

- **EMAIL NOTIFICATION PREFERENCES**
  1. Click on Your Name, then select Change email notification preferences from the drop down menu.
  2. Click the arrow beside Edit Preferences for, then select the desired document type. For this example, select Requisition from the drop down menu.

Note: If you generally approve only one document type, you may want to make notifications more frequent for that document type.

3. Click the arrow beside the field When I am an approver to display the drop down options.
4. Select your choice (Send individual emails or Send consolidated email).
5. To turn off all email notifications for a document type, click the arrow beside the field When I need to approve a document to display the drop down options and select Never send.

- **DELEGATING AUTHORITY**
  You can delegate your account to another individual while you are away for a temporary period. This allows the delegatee individual to perform EPIC duties on your behalf.

1. Click on Your Name, then select the Delegate Authority option.
2. Click the arrow beside Delegatee field, then select the Delegate Authority option.
3. Enter the Start date & time, End date & time and the reason for delegating, then click Next.
4. Click Next to review changes (No approval needed)
5. Click Submit to confirm your request.
6. Click Home.
7. The next time the user who has been granted access to delegate logs in, the option to login as “yourself” or as the delegatee is shown.

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CREATING A REQUISITION

To Create a purchase request, start by Searching the Catalog.
1. Click on Catalog.
2. You have two options:
   a. Select the Category and locate the desired item
   b. or; Search for the product by entering the item, such as "tools", and click Search.

Note: on the left hand side you can narrow your results by selecting categories or suppliers.
( More options are displayed on the search results page)
3. Based on your search criteria, all available items and catalogs will be displayed. If the desired item is displayed:
   a. In the Qty section, enter the quantity required.
   b. Click Add to Cart.

Note: if you are done shopping, select Proceed to Checkout in the pop up box and proceed to step 6
4. If the item you need is not on the list, you have three options:
   a. Refine your results using the options on the left hand side and try again.
   b. Select a Punch-out Catalog from the search results & select Buy from Supplier. This will bring you to the supplier’s own website while remaining linked to EPIC, giving you the ability to add these items into your EPIC cart.
   c. If you continue having difficulty finding the desired item, follow the steps to create a Non-Catalog Requisition.

5. Once you are redirected to the supplier’s website you will need to follow these steps:
Note: Each Punch-out catalog is unique therefore the following steps may vary between websites
   a. Locate the search bar on the suppliers’ Punch-out website and search for the desired item
   b. You can view the search results and locate the item
   c. Click Add to Cart beside the desired item.
   d. You will be redirected to the Cart or may be required to click a View Cart option.
   e. Click Checkout.
   f. Click Submit to Procurement System. This may also appear as another Proceed to checkout button.

You will be redirected back into the EPIC requisition.

CREATING A NON-CATALOG REQUISITION

When you cannot find what you are looking for in a Catalog, you can add a Non-Catalog item manually to your purchase request. All fields are recommended to be as detailed as possible to prevent errors.

Go to the Create menu and select Requisition to begin a new request.
1. The Catalog home will open — always try searching for your item in the catalogs first.
2. Click "Add Non-Catalog Item". You will be redirected to the requisition form.
3. Enter a Description for your item in the Full Description field.
4. Click the drop down arrow beside the Commodity Code field, select Search more...

... NON-CATALOG REQUISITION (cont’d)

5. Enter the appropriate search for the item and click Search. (eg. Textbook). Be as specific as possible.
6. To select the result which suits your needs, click Select next to your choice.
7. Fill in the quantity, unit of measure, and unit price per item. Make sure to verify the currency.
8. Click Update Total.
9. Select the supplier by clicking the drop down arrow beside the Supplier field, select Search more...
   If you have the information, also complete the supplier part number, and supplier part auxiliary ID fields.
10. Click Add to Cart. You will be returned to the catalog home page.
11. If you have additional items to include on your request, find the items in the catalog or add more non-catalog items as above.
12. If you are done, click on the shopping cart icon & choose Proceed to Checkout to access your requisition.
13. Make sure the following information is entered and confirm accuracy:
   a. Title for the request
   b. On behalf of: Leave as default, otherwise enter the person who is managing the receiving & invoicing
   c. Buyer and FOB Shipping Instructions Fields: Leave blank
   d. Ship to: Where you are shipping the item to
   e. Deliver to: Person who will receive the item
   f. Need by date: Put this date about two weeks in the future, so it cannot expire and cause PO push errors. This will not delay your order.
   g. Add Comments or Attachments. You can make these visible to the supplier by clicking the check box next to Visible to supplier on the purchase order and click Ok.
7. Scroll to the Line Item section.
8. Click the check box beside a line item and click Actions then select Edit to view details for that item

(you must do this for each line item)
9. You can now review details
   a. Fund, Organization, and Program information will be defaulted from your user profile — you can override this if needed
   b. Account code has defaulted based on the selected commodity in the Catalog. — you can override this if needed
10. Click Ok to return to the main purchase request
11. Click Submit to send the request for approval
12. You are returned to the Catalog Home.
13. Click the Home Tab at the top of the page.

Important- If you are the final approver, the selected supplier is not enabled electronically. You will need to email or fax the Purchase Order (Orders tab) to the supplier once it is fully approved.

The notification you will receive via email will identify the supplier to whom you need to send the order.
**CREATING A NON-PO INVOICE**

Invoices that do not have a Purchase Order or Contract within EPIC and are on the approved list of Non-PO expenses which can be referred to on the Purchasing Services webpage, How to Make a Purchase can be processed as a Non-PO invoice.

To Create a Non-PO invoice, select Invoice from the Create menu or Common Actions field.

1. Enter Invoice Header Information
   a. Supplier: Select "Search more" and type in a search for the desired supplier.
   b. Supplier Invoice #: Enter the invoice # exactly as the supplier indicated. No Invoice #? Enter date in the following format "mm/dd/y".
   c. Invoice Date: Enter the date on the invoice.
   d. Supplier Sales Order #: Enter # if available.
   e. On Behalf of: Defaults to person entering invoice.
   f. Purchasing Unit: Leave as default, umanitoba
   g. All Required Documents Attached: Select Upload Invoice at the top of the Header Information. Browse and select the scanned invoice. Click Upload. Once attached, select Yes.
   h. Supplier Contact, Remit to Address, Payment Terms, and Ship From fields: Defaults based on the supplier.
   i. Ship To: Defaults is based on your profile. Revise the appropriate code if required.

2. Enter Line Item Details

   Enter line item details as displayed on the invoice.
   a. Click Add Item then select Non-Catalog Item from the drop-down menu for every invoice item.
   b. Quantity: Enter the quantity as per invoice.
   c. Unit: Select the appropriate unit of measure. e.g. EACH
   d. Price: Enter the price per unit on the invoice.
   e. Currency: Currency defaults to CAD. If the invoice is not Canadian funds, select the drop-down and click other to find the currency
   f. Commodity Code: Search and select a Commodity Code that fits the item/service invoiced.
   g. Supplier Part Number: Enter the part # if provided.
   h. Full Description: Enter the description of what is being invoiced exactly as on the invoice. Once complete, click Validate and Exit.
   i. FOAP: Click the check box beside the line item and choose Manage Accounting below. Enter the FOAP information for the expenses.
   j. Account field: Defaults from commodity code. You can change if desired. Click Validate and Exit to return to main non po page.
   k. Ship From/Ship To: defaults from the supplier information. Do not change.

   *** You are not required to enter Taxes, Shipping or Handling Charges***

3. Review and Edit Details
   a. Review all information matches the invoice exactly.
   b. Confirm the invoice has been attached.

4. Submit the Invoice to the Approval Process—Submit.

5. Send Original Invoice to Supplier Payment Services
   a. Complete EPIC Non-PO Invoice Cover Sheet.
   b. Mail original invoice and cover sheet to SPS.

**MANAGING REQUISITIONS**

You can edit a requisition that has a status of Composing or Submitted. You can withdraw a requisition that is in a Submitted state, then edit it.

To Locate a Request

Scroll down on your home page screen and find the My Documents section. Select the appropriate request. For Example: “Textbooks for Prof Hewitt”.

OR

If the document you are looking for is not in the My Documents Section, select Requisition in the Search bar on the Home dashboard. Search by entering in the requisition Title or PR# in the ID field. Click the magnifying glass to search.

To Edit a Request

1. Locate and select the Request.
2. Select Edit in the task bar.
3. Confirm Edit - click OK.
4. You will be redirected to the requisition line item page. Select the check box of the line item you would like to change then select Edit.
5. Once you are finished editing, click OK.
6. Once you are satisfied with the changes, click Submit.
7. Your requisition is now submitted to the approval flow.

To Copy a Request

1. Locate and select the Request.
2. Select Copy in the task bar.
3. You will be redirected to a new page where you can edit your copied requisition. A new PR# has been assigned.
4. Change the Title of the requisition, select the check box of the line item you would like to change then select Edit.
5. Once you have finished editing, click OK.
6. Once you are satisfied with the changes, click Submit.
7. Your requisition is now submitted to the approval flow.

To Withdraw a Request

Requisitions can be withdrawn at any time during the approval process. After a requisition has been fully approved, it cannot be withdrawn. A requisition returns to the status of Composing when it is withdrawn. When a request is withdrawn, there is no further action required, unless the preparer chooses to edit and resubmit the requisition.

1. Locate and select the Request.
2. Select Withdraw at the top of the request screen.
3. The request has been reset to Composing status.

To Delete a Request

1. Locate and select the Request.
2. Select Delete at the top of the request screen.
   You may be required to Withdraw Requisition before Deleting.
3. Confirm the Edit and click OK.
   You will be redirected back to the Home Page.

**APPROVE/DENY A REQUEST**

1. Log in to EPIC, then navigate to your To Do list.
2. Click on the Required Action in the last column of your full-panel To Do item, which will be Approve.
3. Approve, Deny or Edit.

When approving or denying the request, you can Add Comments. Click OK to approve. Clicking on Edit allows you to view and edit the request in EPIC.

**APPROVE/DENY A REQUEST via EMAIL**

Similar to approving through EPIC, you can approve or deny a request directly via email. If you have chosen to receive emails for each purchase request, here is how to approve requests:

1. Locate the email where the subject of the email begins with ACTION REQUIRED.
2. Click on Approve or Deny. This will compose a new email with all the information to approve or deny the request. Clicking View will open a link to JUMP where you can then log in to EPIC directly.

Note: You can add a comment with your response by typing it within the comments section. Please DO NOT delete or change the pre-existing text within the email. Your approval will fail.

**CANCELLING AN ORDER**

If a requisition is undesirable and PO# has been issued you will be required to cancel the request manually. You are required to Contact the Supplier before the order is cancelled in EPIC to ensure the goods have not been shipped. Once the cancellation is arranged, remove the receiving on the PO (see “remove receiving”), then open the purchase requisition (PR) in EPIC and select the Cancel option. If items have been shipped, the supplier will need to provide you with a return authorization number so that you can return the items.

Note: If invoices have been applied, you cannot cancel.

**ENTERING RECEIVING**

1. Locate the Request for Receiving in your To Do list then select Receive.

   OR select the request title then click EDIT.

2. Enter receiving # in Accepted field.

   Note: An option to Accept All is displayed at top of page

3. Review the page and click Submit once satisfied.
4. Click Home to Return to home page.

**To Reject Receiving details**

1. Locate the Request for Receiving from your To Do box then select Receive OR select the request title then click EDIT.
2. Enter receiving # in Rejected field.
3. Click Next and enter the reason in Rejection Reason field – (e.g. Damaged Bed Frames)
4. Click Replacement button, then click Next to view Summary.
Note: If you require assistance in coordinating the return, it is suggested that you involve Purchasing Services directly.
5. If known, enter return authorization number from supplier in Goods Return Tracking Number field.
6. Review the page and click Submit once satisfied. Receiving Done screen is displayed.
7. Click Home to return to home page.

To Remove Receiving details
1. From the Manage option on your Home dashboard, choose Receive. Select the option All then search the PO and select it. Select Reopen Order.
2. Remove receiving by entering (-) or the ‘previously accepted’ column in the Accepted field.
3. Change the Close Order option beneath the line items to No. Click Submit once satisfied.

**VIEWING INVOICES**
1. Locate and select the Request.
2. Click PO# to display the Purchase Order document.
3. Click Invoices Tab at top of screen to display invoices.
4. Click Invoice # to display document.
5. Click Reference Tab to view payment requests which are fully approved.
6. The Transaction field indicates whether or not the payment has been made. The PMT# will provide more details such as payment date and method of payment.
7. Click Documents # under ID field to display the payment summary. Payments will be generated from Banner when they are due and will appear in the History tab as PAID.

**RECONCILING AN INVOICE VARIANCE**
1. Locate the Invoice Reconciliation document in your To Do box and select Reconcile.
2. Click Open at the top of the screen.
3. Exceptions are displayed. Review the description then click Action beside the Line Item.
4. Select the Accept Invoice option if you accept the invoiced amount. You can also Defer to someone else to send the variance to someone else or Manual Match to move the invoice to the correct PO line.
5. The comments screen is displayed. You can add a comment by clicking the Comment button. After adding comments click OK to update.
6. Repeat for all exception lines. When all exceptions are resolved move to step 7.
7. Click Submit.

For further information on Invoice Reconciliations, please view the EPIC Invoice Reconciliation pamphlet.

**EPIC HINTS & TIPS**

**Keyword Searches**
All search terms must match a transaction in the system to be displayed in the search results. For example, a search for VGA cable will only display the results including the words VGA and cable. Update your search using the word OR for broader results.

**Required Fields**
Required fields are marked with a green asterisk. All other fields are optional.

**Name Searches**
Searching for a co-workers name? Leave an extra space between the first and last name to get your results!

**Key Terms & Definitions**

**Approver** – Individual or group responsible to review requests in EPIC and choose to approve or deny a request.

**Ariba** – Ariba, Inc. is the software used for the EPIC tool and is the global leader in E-Procurement solutions providing streamlined procurement procedures and business practice expertise.

**Buyer** – This is the name of the person responsible for the requisition in purchasing services. This field will be populated by Purchasing Services when they are involved in the request – leave blank.

**Composing** – Requisition which is in progress. The requisition is yet to be submitted.

**Dashboard** – A personalized portal which displays tools to help navigate within the EPIC system. Your homepage.

**EPIC** – Electronic Procurement and Information Center. A web-based application used to purchase goods or services from suppliers.

**FOAP** – The University’s Chart of Accounts consists of four elements commonly referred to as a FOAP: Fund, Organization, Account, and Program.

**FOB Shipping Information** – This shipping field in a purchase requisition means “Freight On Board”. This field will be populated by Purchasing Services when they are involved in the request – leave blank.

**Invoicing** – The Invoicing tab is used for searching invoices of various purchase order #’s. This tab is primarily used by Supplier Payment Services.

**Local Catalog** – Local Catalogs are designed with selected goods & services from specific suppliers and are loaded directly into EPIC, allowing you to search and compare items with UofM pricing.

**Non-Catalog Order** – Non-Catalog orders are used to order goods/services from suppliers when a catalog is not available in the EPIC system via Local or Punchout catalogs. This process can be used for general purchases, services and more.

**OK to Pay** – This means the requisition has no invoice variances and has been approved. The requisition is therefore being sent to Banner and is being processed for payment.

**Punchout Catalog** – Punchout Catalogs appear as supplier websites in EPIC. These catalogs allow you to browse the suppliers goods/services with UofM pricing and your selections are returned to your EPIC request.

**PR Number** – A unique number which helps identify the Purchase Requisition.

**Preparer** – An individual who creates and submits the requisition in EPIC. The preparer can withdraw a requisition from the approval flow, edit the requisition content and delete the requisition before it is fully approved and becomes a Purchase Order.

**Purchase Order (PO)** – Once a Purchase Requisition (PR) is fully approved the requisition is converted into a PO.

**Receiving** – The receiving process starts when a supplier ships ordered items and the items arrive at their shipping destination. When the shipment arrives, the person who receives the items submits receipt to acknowledge that goods have arrived.

**Requester** – An individual who manages the Purchase Order that has resulted from the purchase requisition. This individual is responsible to enter receiving on orders (when required), and to take any action required on the PO. Someone who either creates a request or is entered in the “on behalf of” box is a requester.

**Requisition** – An approved document that is created when you submit a request to purchase items. Each Requisition has a PR Number.

**Signing Authority** – An employee who has been given the authority to sign off on expenditures for the FOP combination.

**Watcher** – A watcher is a user or group who is notified of the submission and status of an approvable, but cannot approve or deny the approvable. For example, facilities personnel might need to know when any office furniture is purchased.

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