

CITY OF TULSA

ERP IMPLEMENTATION

PURCHASE ORDERS/REQUISITIONS

- 11-17-2017 Last day to enter a Purchase Requisition in Infor for items to be received and paid for or on before 11/30/17. Otherwise please wait to enter in MUNIS.
- 12/11/2017 You must enter a requisition in MUNIS for the following:
- Any open balance on a PO carried forward from Infor referencing the original PO
 - Any open balances on Blanket PO's
 - Any open PO's (including blankets) issued against a current contract
- A List of all open PO's by department will be issued by Ashleigh Woodall on 12/1/2017
- The original PO number must be referenced in the general notes section and check the box to indicate that the note should print on the PO (Vendor's way to know that this not a new PO)
- Every department is responsible for re-entering the requisitions for the any open PO's balances against their budget.

CONTRACTS

- 12/4/2017 A List of all ENCUMBERED contracts by department will be issued by Nancy Robbins (nancyrobbins@cityoftulsa.org) on 12/4/2017 to all department.
- 12/8/17 List of current contract the information requested on the previous template will need to be provided. Departments are responsible for providing a cleaned list to be re-enter in MUNIS
- 12/11/2017 On Monday, 12/11/17 our contract team will start re-entering all open contracts in MUNIS. Team members Names:
- 12/16/2017 This Process is estimated to be completed by 12/16/17 after which any new contract can be process through regular Munis workflow.
- Contracts will be send through a special workflow to be reviewed and post to the system.
- Contract numbers for current contract (processed in INFOR) will remain the same (5 digits). New MUNIS contracts will contain 6 digits.
- Contracts signed by the Mayor on December 4th and 6th 2017 will be enter into MUNIS and TCM.