The New Universities (Commonwealth U & PennWest) have been established in the SAP procurement system. The New University Codes are 82 for Commonwealth University and 84 for PennWest.

To prepare for university activities for Fiscal Year 2022-2023, **requisitioners can begin creating Purchase Requisitions (PRs) immediately under the New University Codes.**

Please refer to these Login Instructions to place PRs for the New Universities:
- Commonwealth U Access – SourcePoint
- Commonwealth U Access – SAP GUI
- PennWest Access – SourcePoint
- PennWest Access – SAP GUI

The correct Ship-to location of your receiving campus location must be updated on each PR. Please refer to this [Quick Reference Guide for instructions to update Ship-to](#).

As in any other Fiscal Year-End process, budget check will not be available at first. Only after your University loads the new budget for the next fiscal year will it be visible in SourcePoint. Nonetheless, please enter your necessary documents.

Additionally, the integration impacts some encumbered Purchase Orders (POs) that extend into the next fiscal year. If your Purchase Order is impacted, you will receive further instruction related to next steps.

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**Legacy PRs & POs**

PRs and POs from previous fiscal years will still be managed under the Legacy University Codes until further notice.

Please refer to these Login Instructions to manage PRs under the Legacy University Codes:
- Commonwealth U Access – SourcePoint (scroll down to Legacy Access section)
- Commonwealth U Access – SAP GUI (scroll down to Legacy Access section)
- PennWest Access – SourcePoint (scroll down to Legacy Access section)
- PennWest Access – SAP GUI (scroll down to Legacy Access section)

**Note:** Until legacy university activities are completed, users must maintain two sets of credentials. The internet browser’s cache and cookies must be cleared as you navigate between each login.
Please refer to these documents on how to clear browser:
- Clear Browser – Microsoft Edge
- Clear Browser – Google Chrome
- Clear Browser – Firefox

FAQs

Q: When will the RPO close PO’s?
A: After the current fiscal year has been closed, because there might be invoices coming in that will need to be processed against old fund centers.

Q: Will the new PR need to be entered with the remaining value on the PO?
A: Yes.

Q: If the PO will be completed by June 30, then no action is necessary?
A: Correct.

Q: Should all new requests be entered in SourcePoint (as some of the POs are old SAP POs)?
A: Yes, unless there is an OA/SPOA that was created in SAP, then it should be entered in SourcePoint.