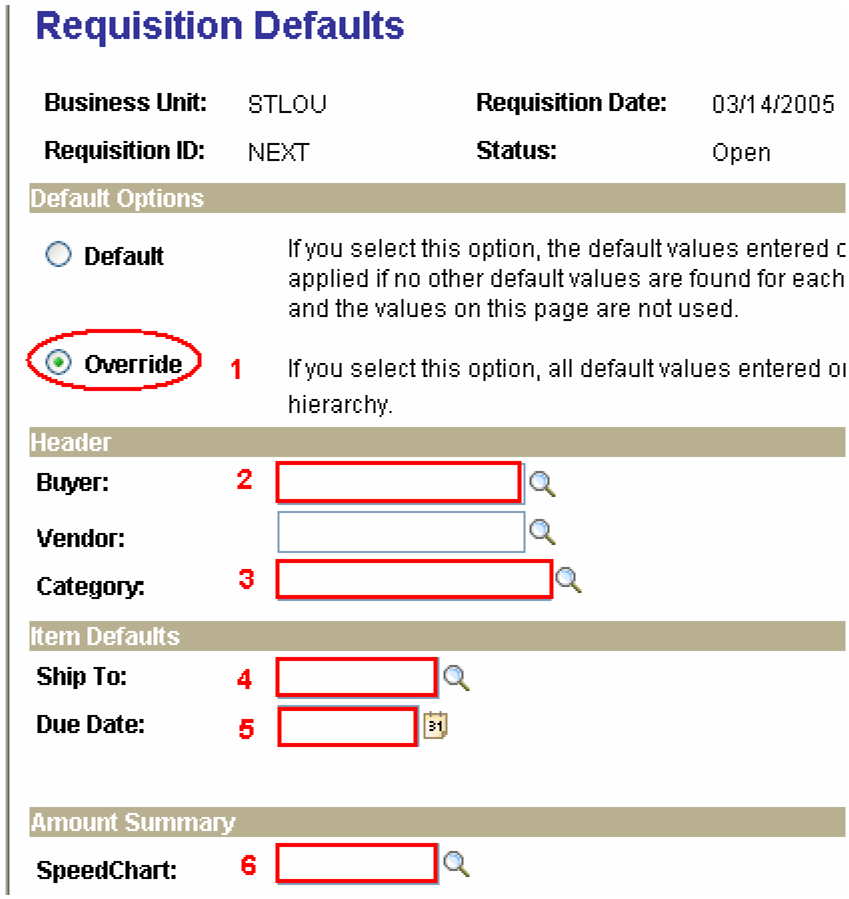
To Add/Update Requisitions

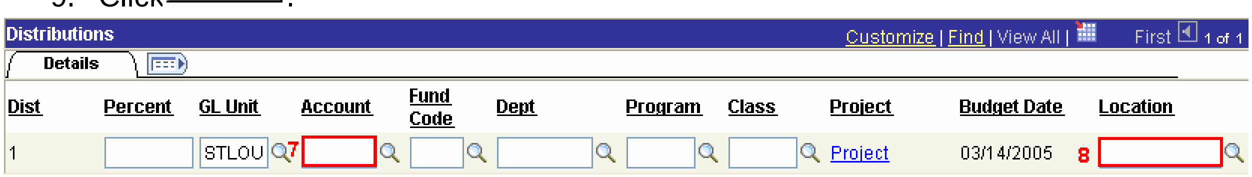
➢ Purchasing > Requisitions > Add/Update Requisitions

- Verify the Business Unit is STLOU and click Add.
- Requisition page - Select Requisition Defaults link.

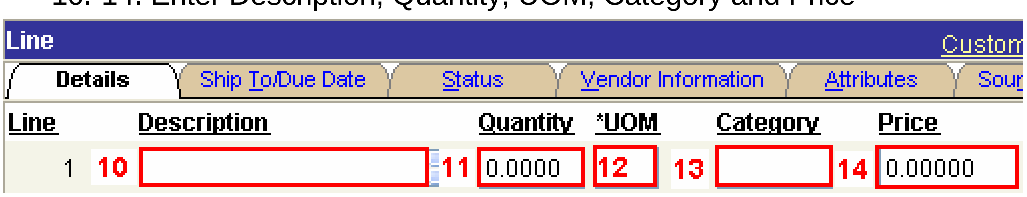
1. Select **Override** for Default Options.
2. Enter **Buyer**
3. Enter **Category**
   00001 Products
   00002 Services
4. Enter **Ship To**
5. Enter **Due Date**
6. Type your MOCODE in the **SpeedChart** box, click on the lookup icon then click on your speedchart link.



7. Enter **Account**.
8. Enter **Location** (in Distribution section).
9. Click OK.



10.-14. Enter Description, Quantity, UOM, Category and Price



15. To add lines, click the plus icon at the end of the line item row. In the dialog box that opens, enter the number of lines you want to add.
16. To change chartfield information and/or split fund an item, click the Schedule icon and then click the Distribution icon. Use the plus or minus icons to add or delete distribution rows. Click OK then click the Return to Main Page link.
17. Add Comments (or Edit Comments) - Select this link to **enter vendor contact information**. You must enter full vendor contact information and other information relating to the requisition on this page. These comments relate to the entire requisition. Click the plus button to add additional comment boxes. Click OK to return to the main Requisition page.
18. On the main Requisition page click Save. A requisition ID number will be assigned.

To Send a Requisition to Workflow for Approval

- Select Approve ChartFields from the main menu (if you have just saved your requisition),
  - OR select Purchasing > Requisitions > Approve ChartFields
- Search for and select the requisition ID to be approved.
- On the Requisition ChartField Approval page, - Verify Appr Act is "Approve", enter comments to Approver, if necessary. Click Save.
- When the warning displays, click OK.
- The approval status changes from "Initial" to "In Process".

To Print a Requisition

(Refer to the *Requisition Training Guide* to setup printing for the first time)

- Purchasing > Requisitions > Reports > Print Requisition
  - On the Find an Existing Value tab, enter "reqprint" in the Run Control ID box and hit enter.
  - Enter requisition print criteria (Requisition ID or Dates AND Requester, click Run.
  - Verify server name is "**PSUNX**", Type is "**Window**" and Format is "**PDF**".
  - Click OK.
  - The SQR process window will open, then when processing is complete, your requisition will display in Adobe Acrobat. Click the **print icon** on the Adobe Acrobat toolbar.

To Delete a Requisition – Must be done before Requisition is approved.

- Purchasing > Requisitions > Add/Update Requisitions > Find an Existing Value
- Verify the Business Unit is STLOU. Enter the Requisition ID number. Click Search.
- Click the Delete Requisition button. Click "Yes" on confirmation message page.

Document Status

- Purchasing > Requisitions > Review Requisition Information > Document Status
- Search for and select a requisition to be reviewed.
- On the Documents tab view associated documents. Click on document links to view more details.
- On the Related Info tab, click Accounting Entries link to view ChartField strings.