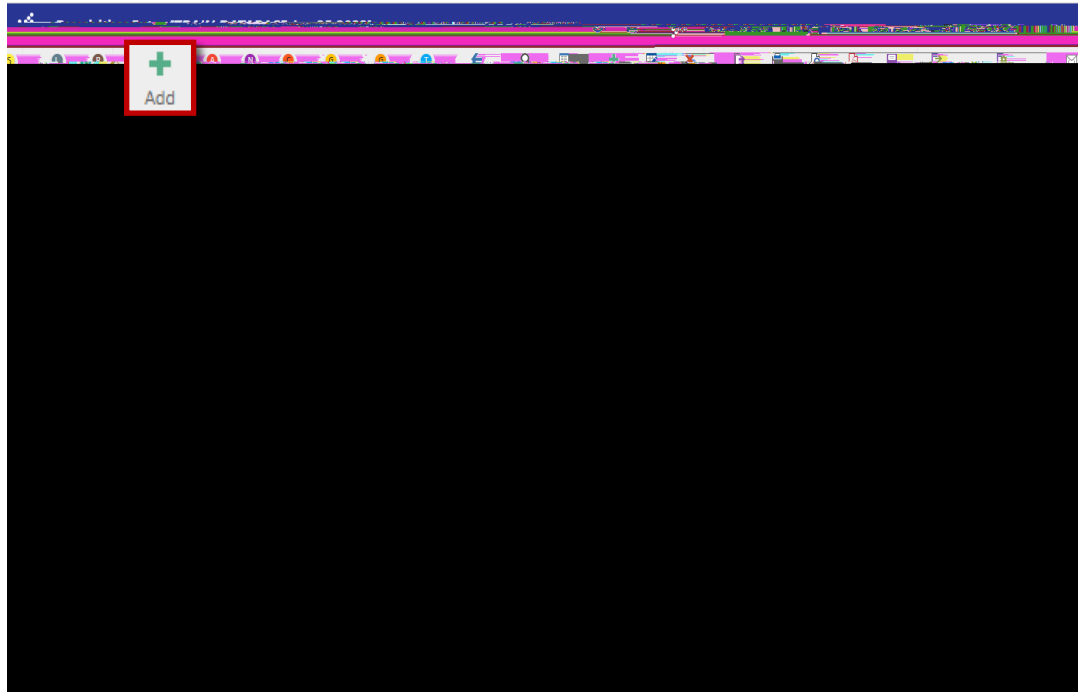


The Requisition window opens.

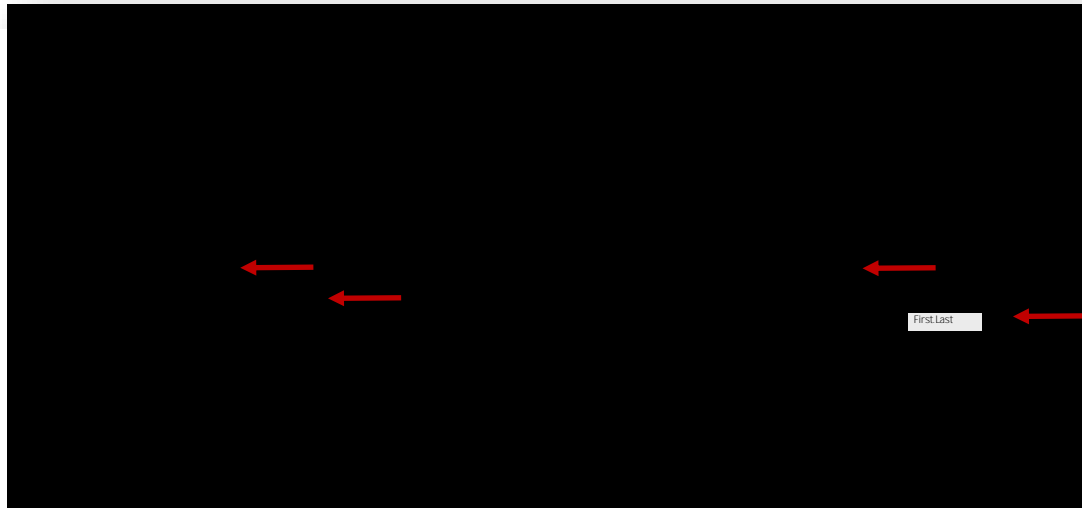
Click Add.



The Location and Fiscal year will automatically populate with the current year.

Press the tab key and stop at the General commodity field.

The status, requisition number, Entered date and by will automatically populate.



Remember to press the Tab Button to move from field to field! A few field values are automatically populated



Press the tab key to reach the General commodity field.

Click on the ellipses to view a list of the General Commodity codes.



The Commodity Help window will open with a list of commodity codes.

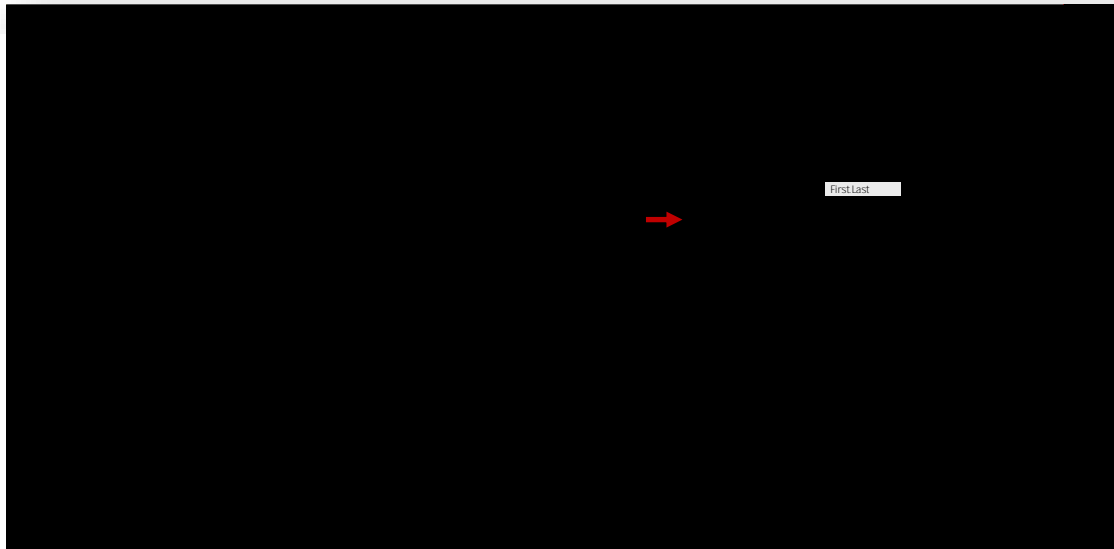
Use the arrow key to scroll to select 670 WAREHOUSE PURCHASE.

Click Accept or d ick Acc

Verify Quantity is selected in the Receive by section.

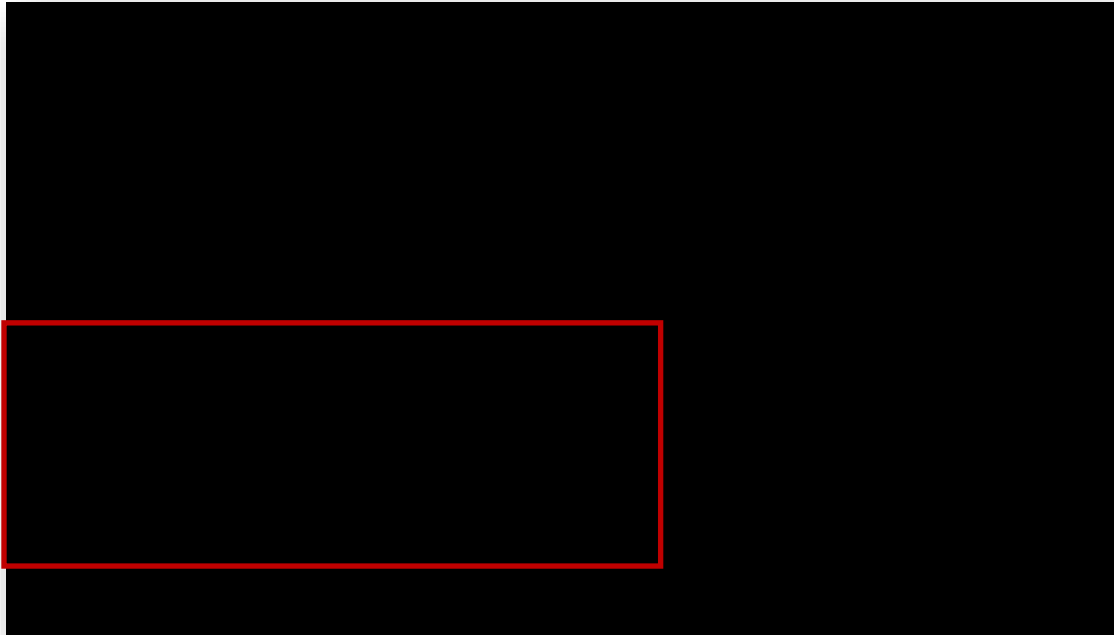
This option cannot be changed once the end-user clicks the accept button .

If a change needs to be made, it must be done before clicking accept .



Press the tab key to reach the Vendor Information.

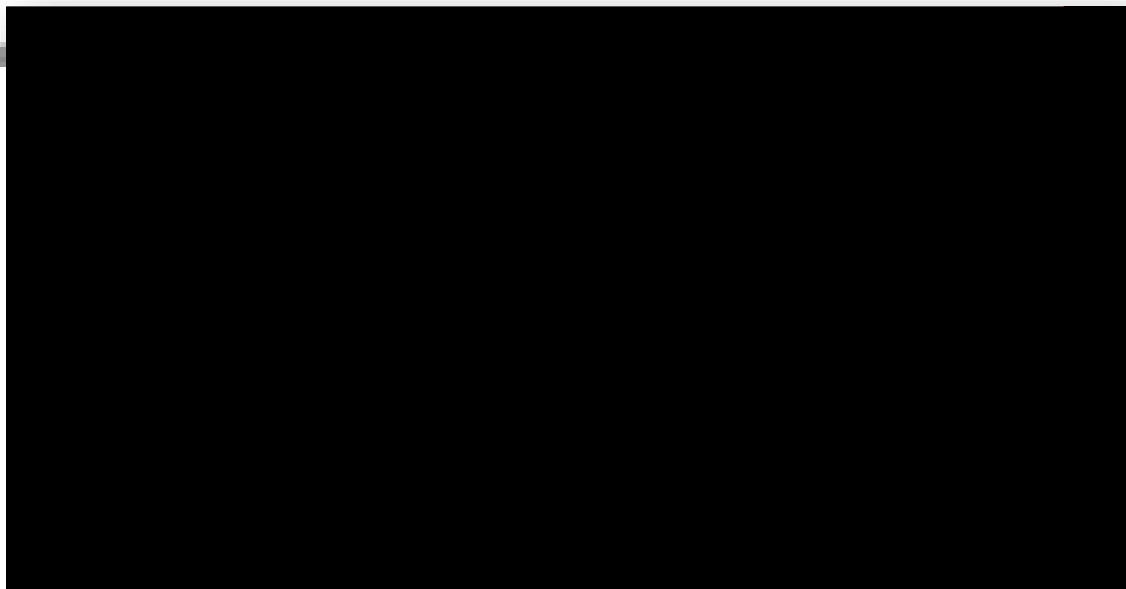
When entering a warehouse requisition, the vendor number and information will not be populated.



Press the tab key to reach the Ship to and Email fields.

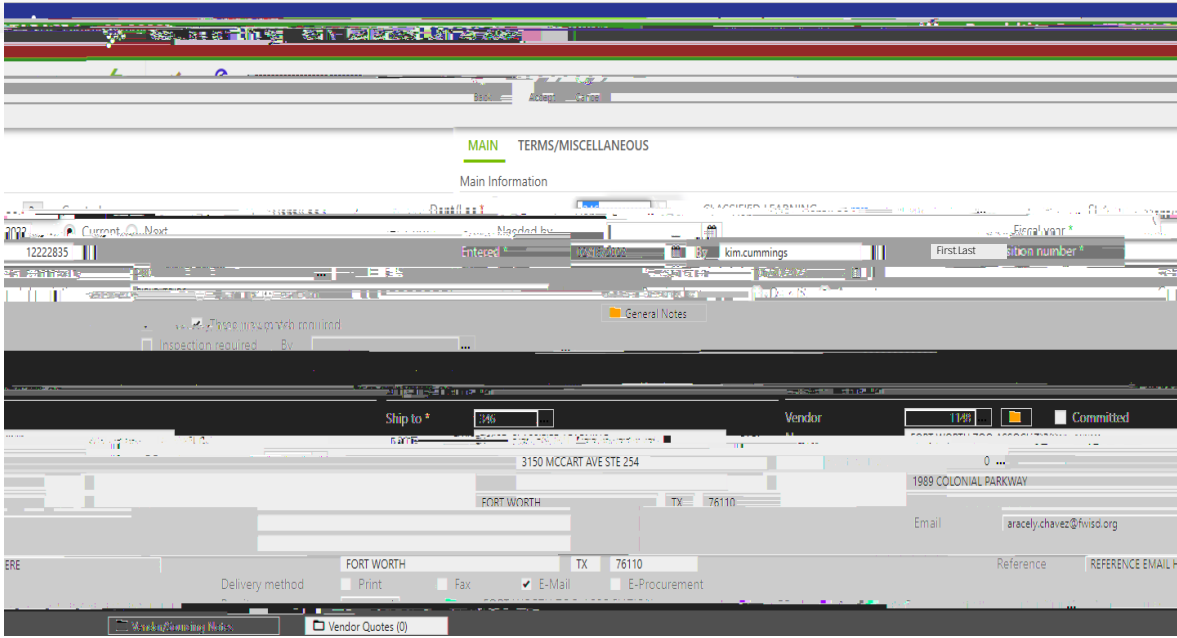
These fields will automatically populate while completing the form.

The email should match the user entering the requisition. In the Reference field, enter the email address of contact person for the purchase. This provides the warehouse a contact email address if there is a question about the warehouse orc M



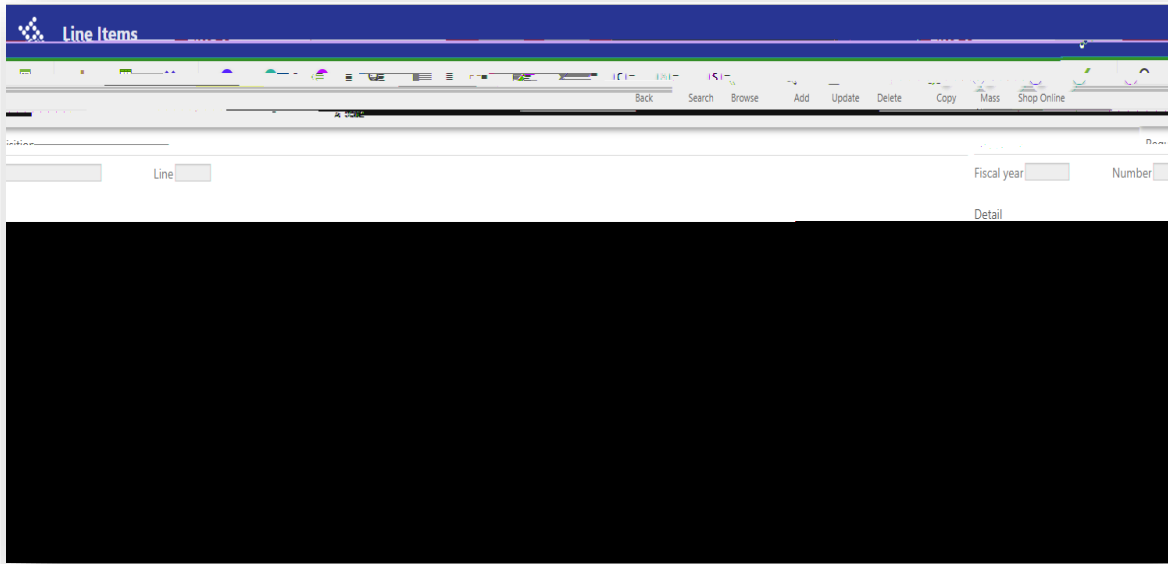
B / o e

Click Accept.

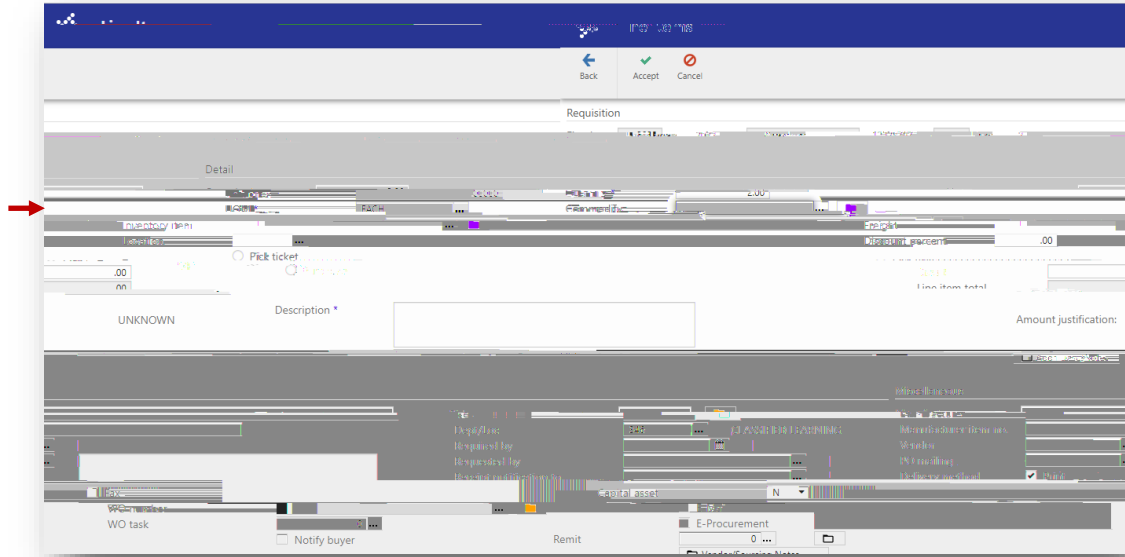


The Line Items window opens.


Click Add

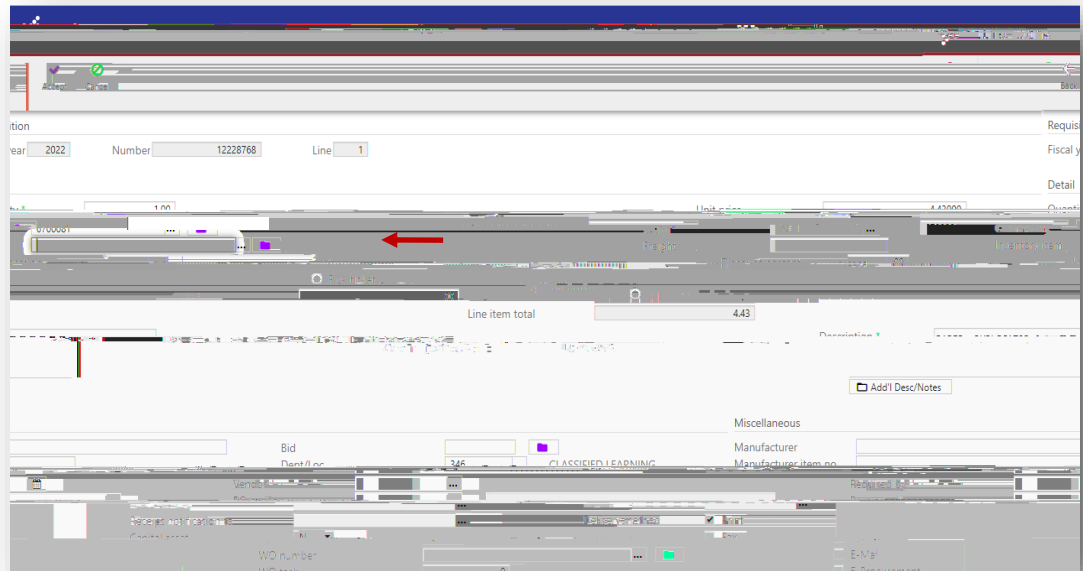


Enter the Quantity of items.



Tab to the Inventory Item field.

Click on the ellipses icon  to view a list of inventory items.





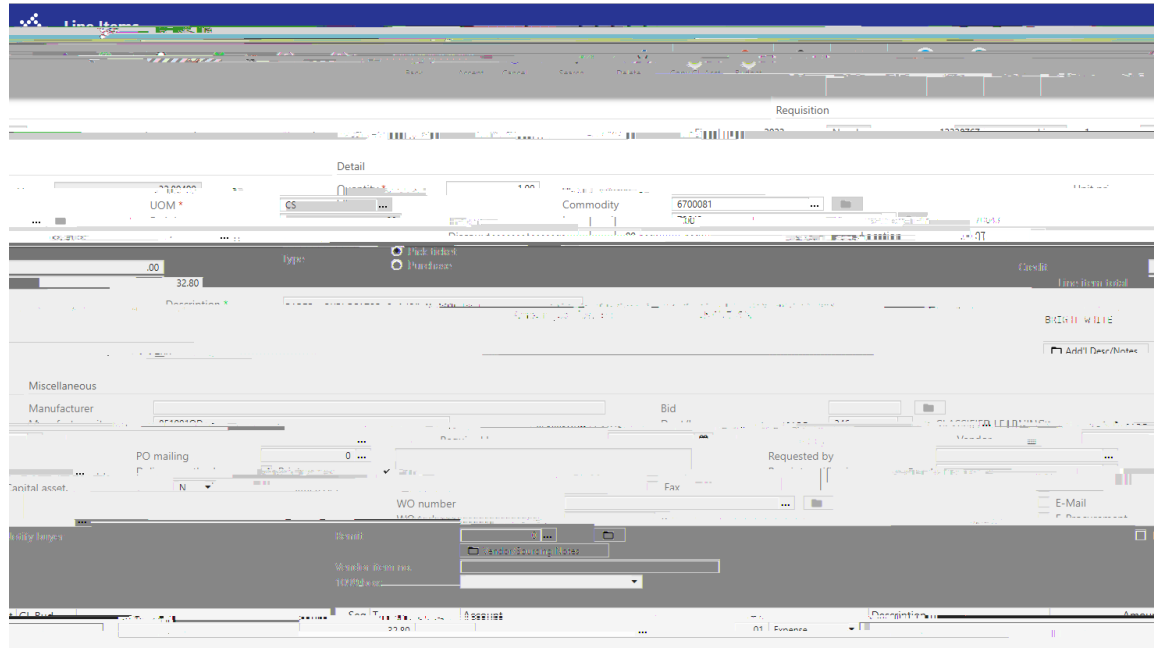


Tab to Budget line

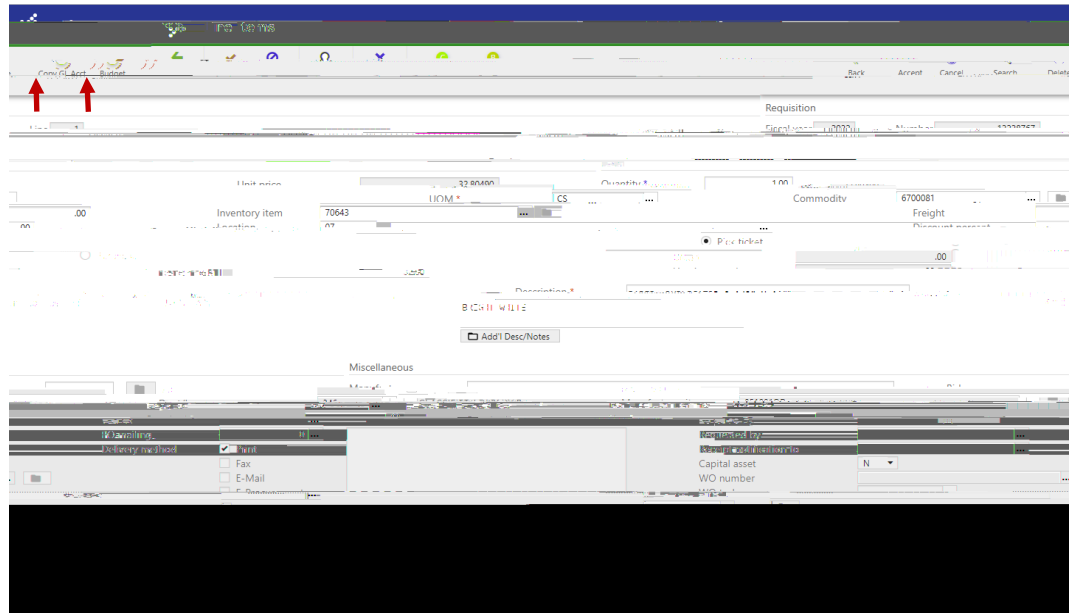
Manufacturer Item No.,  
Delivery Method and Dept/  
Loc will populate.

Expense will be set to T and  
the area to enter the account  
number will be highlighted in  
blue.

If the columns at the bottom  
of the requisition screen do  
not match the print screen,  
enter a ticket to Business  
Systems to have this  
updated.



Once all line items have been  
entered with the appropriate  
GL account, click Accept and  
Back



Creating multiple lines using the same budget.:

Enter the GL account on line 1 of the requisition.

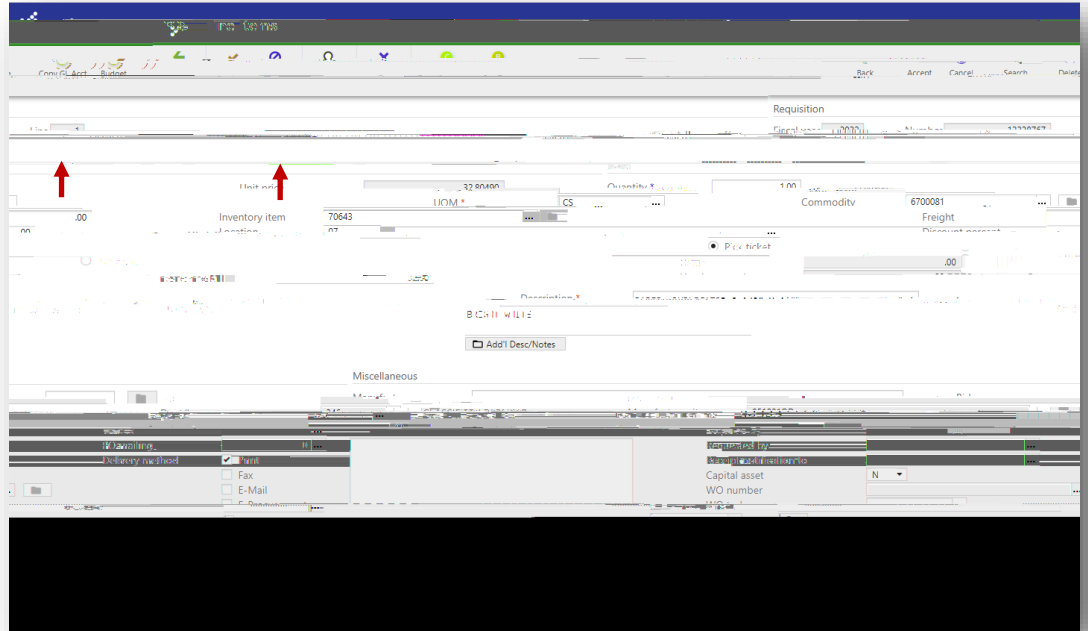
Click Accept.

Click Add to enter Line Item 2.

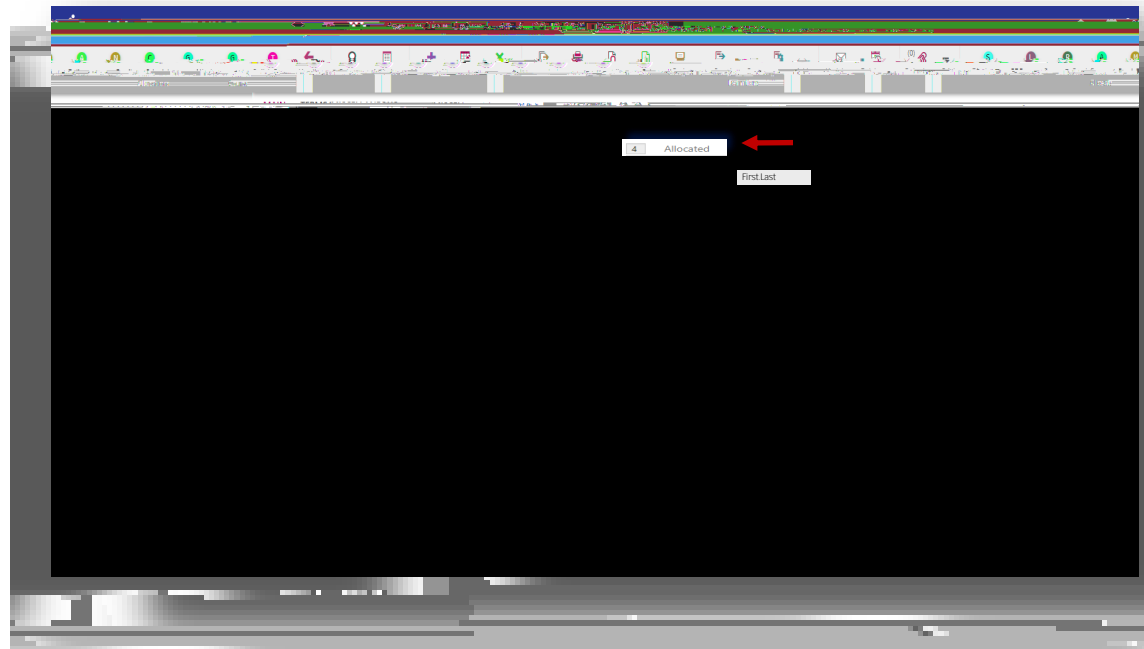
Once Item information has been entered, tab to the Account field and select Copy GL Account icon.

This will copy the GL account from line 1 to line 2.

Click Accept after the account populates.

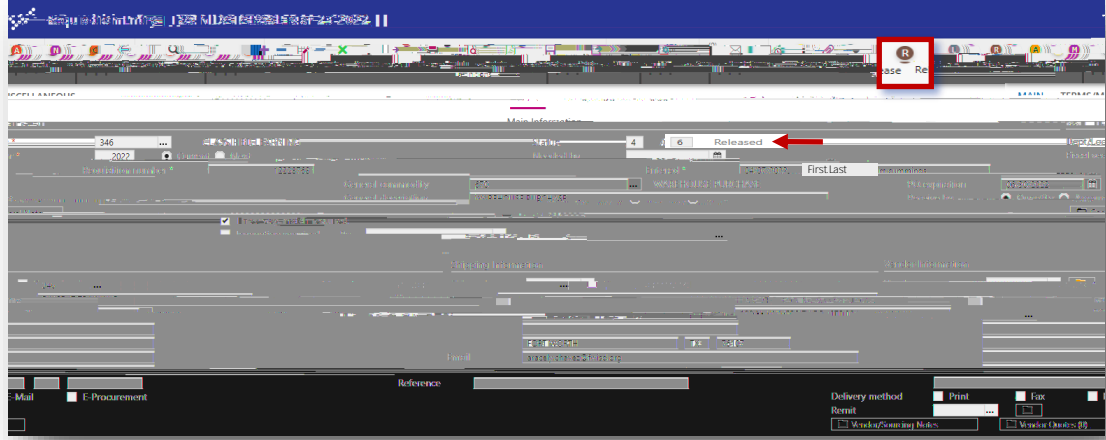


When All information has been entered and the GL accounts assigned, the status will now show as (4) Allocated.

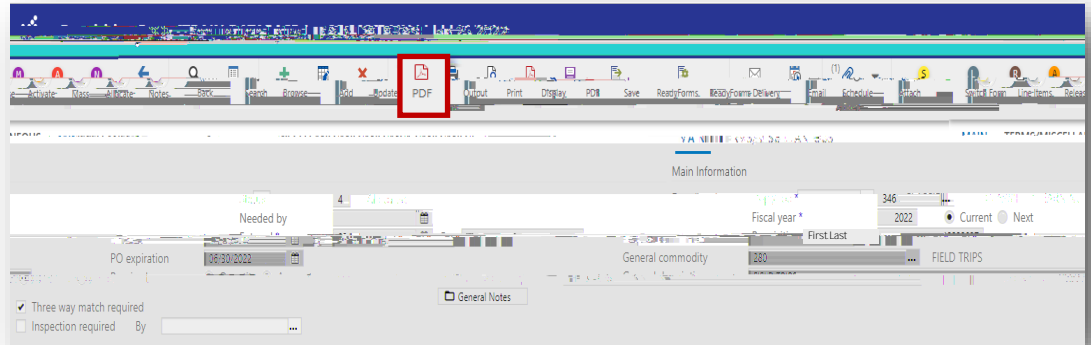


Review the information and click on Release.

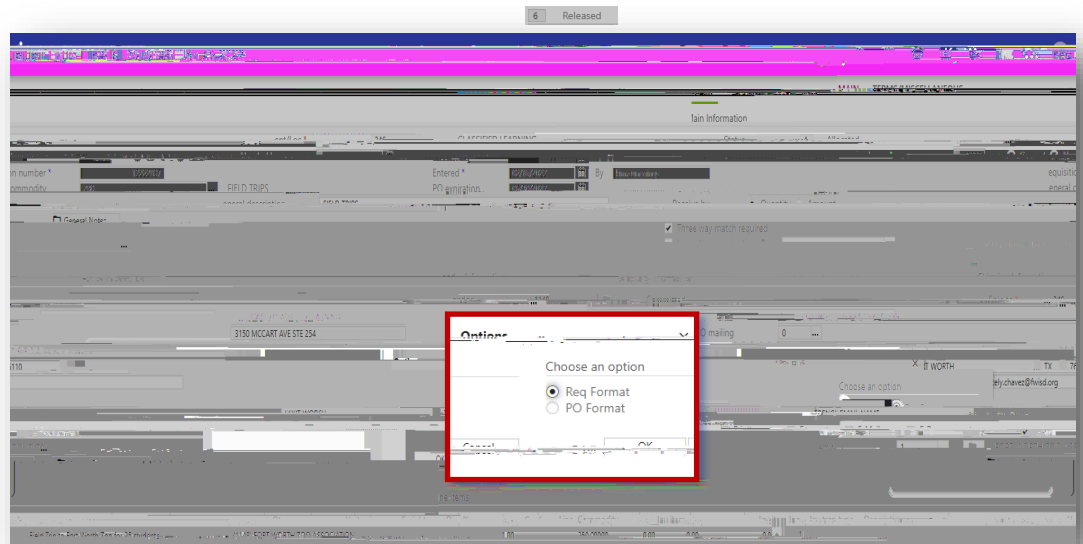
The Status will update from  
(4) Allocated to  
(6) Released.



Click on PDF.

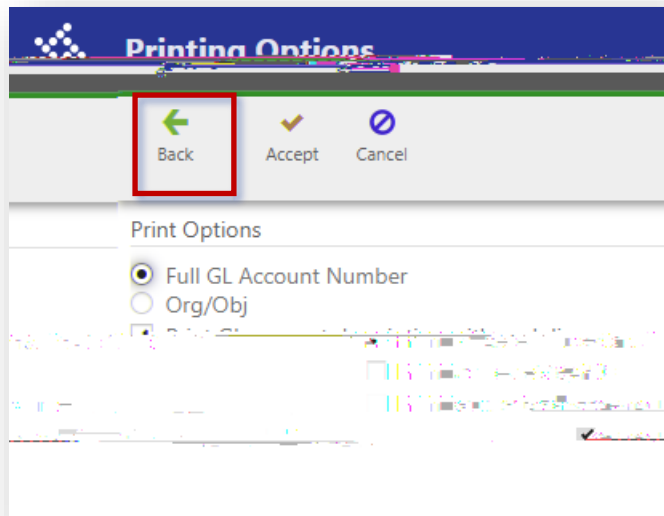


The Options window opens.  
Choose Req Format  
Click OK.



The Printing Options window opens.

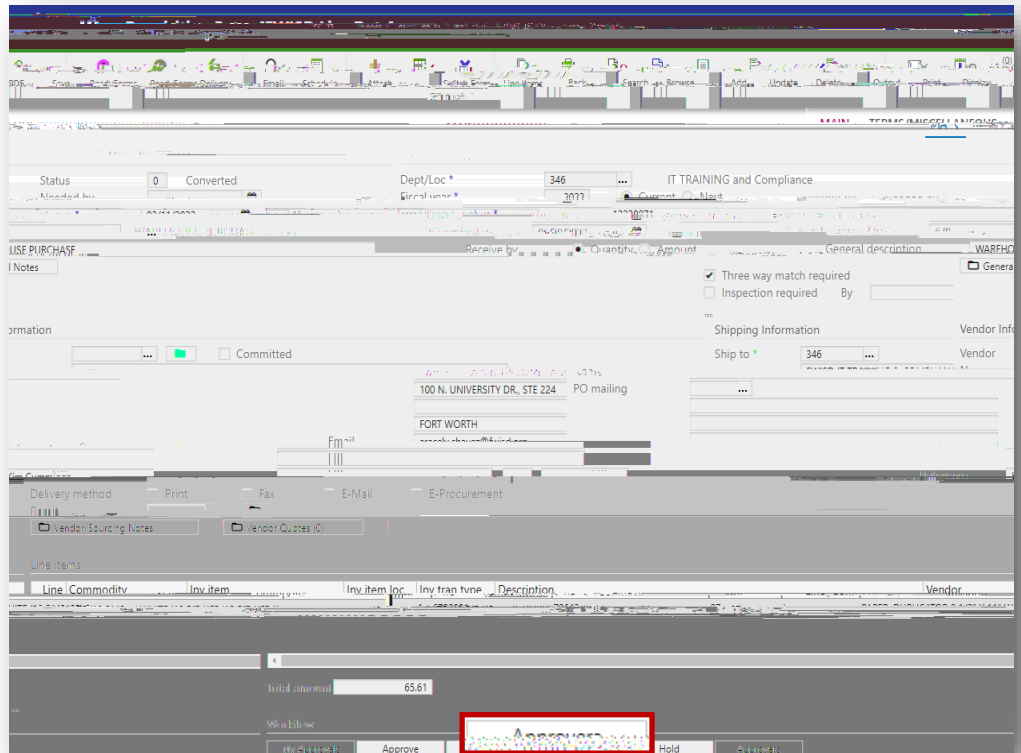
Click Accept



The PDF will open in another tab and can be saved.

DO NOT SEND PDF COPY TO THE VENDOR AS THIS IS NOT A PO.

Click on Approvers.  
A new window opens.



Click Expand All.

A list of approvers will display.

There are reqs that will have multiple approval levels as in the example.

When the status is Group Complete to the right of the approver's name, that is an indication the approver has approved the req.

When the status displays In Progress the requisition is in that approver's queue.

Click on Back to close out of the Approvers window.

You are done!

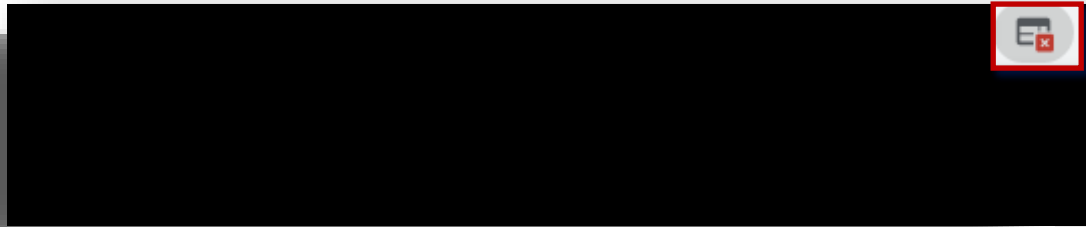
The screenshot displays a web application interface for requisition management. At the top, there is a search bar and a 'Back' button highlighted with a red box. Below this is a table with columns: Name, Action taken date, Action taken, and Comment. A second table below it has columns: Status, Activated Date, and Activated. A 'Back' button is also visible at the bottom left. A yellow box highlights an 'Expand All' button at the bottom center. Blue arrows point to various elements in the tables, and a black redaction box covers a portion of the data in the second table.

Name	Action taken date	Action taken	Action	Comment
ADAGEY CLUMET	11/03/2021	09:34	Approved	GET...

Status	Activated Date	Activated
Group Complete		
In Progress		

If the PDF does not open on the screen or it does not show ready to open in the upper right corner, the pdf has been blocked.

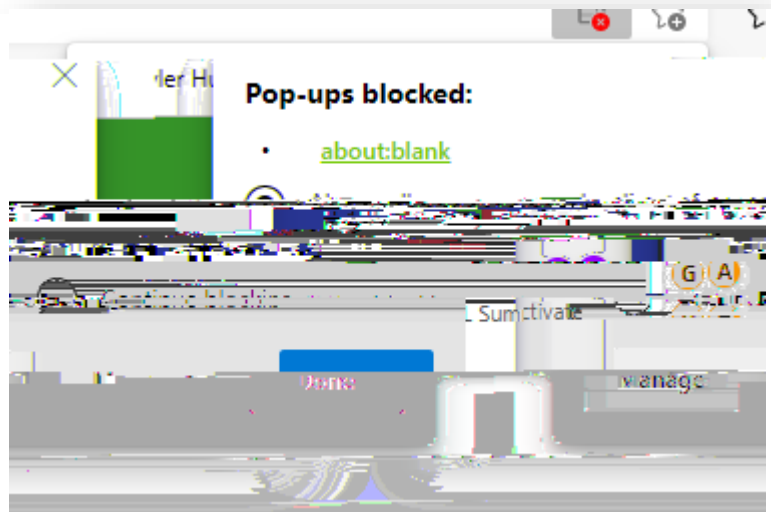
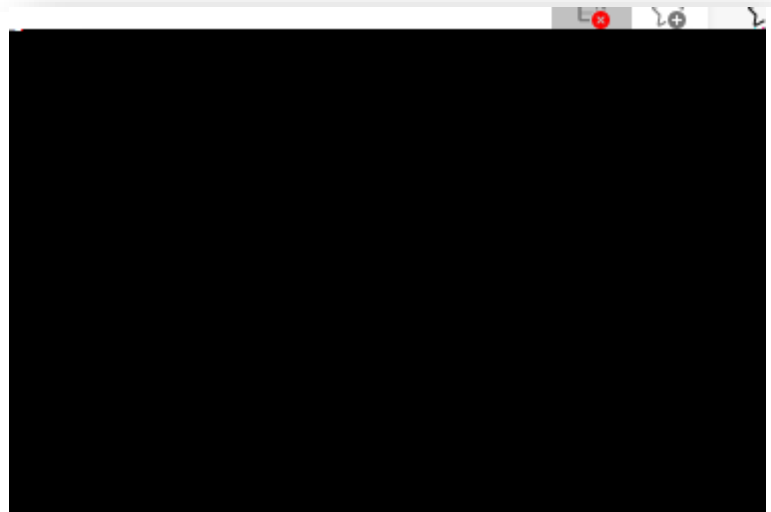


This can be seen by the icon at the end of the address bar.

Click on this icon to update the settings to allow for pop-ups.

The default setting for pop-ups is set to Continue blocking.

Click the button to Always allow pop-ups and



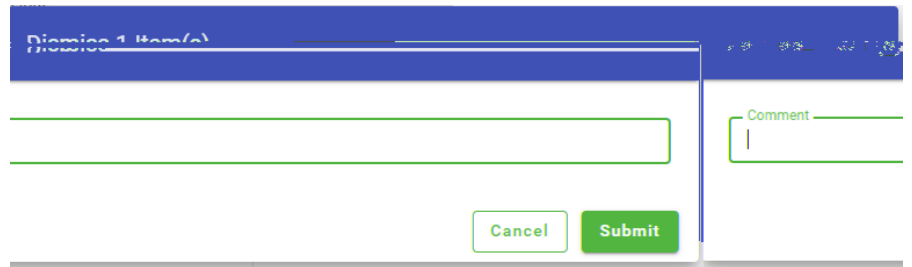
After a requisition has  
been through the  
approval process, a  
Notification will be

Ma É Me á ta rfa – ill Ma É M



The option to Dismiss the notification is available by clicking on the checkbox to the left of the requisition information.

Click Dismiss at the bottom of the screen (t A )



The screenshot shows a modal dialog box titled "Dismiss 1 Item(s)". The dialog has a blue header bar with the title and navigation icons. Below the header is a large empty text area. To the right of this area is a "Comment" field with a vertical cursor. At the bottom of the dialog are two buttons: "Cancel" and "Submit".



## GLOSSARY

- A general grouping category assigned to each employee, it is assigned based on work department/location.
- An organization's financial year. A fiscal year may or may not coincide with the calendar year.
  - A number automatically assigned for the requisition.
  - A code that gives a general description; it standardizes information regarding purchased items.
  - A short description of the commodity, it will automatically populate based on the general commodity.

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t/location it will auto a modi-