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MENU SITE MAP HELP EXIT

Requisition

Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing. Choose Save In Process to validate and save the current contents without completion.

Search In Process Requisitions

Use Template None
Retrieve

1. **Transaction Date** 9 MAY 2012 *Delivery date should be 2 days out from transaction date.*
Delivery Date 9 MAY 2012

2. **Vendor ID** 000166305 Vendor Validate *Copy vendor ID from below, and then click "Vendor Validate"*

Address Type BU **Address Sequence** 1

Vendor Contact **Vendor E-mail**

3. **Vendor Name** Kaufman Kramer Photography
Vendor Address 1081 Mifflin Ave.
Ashland OH 44805
Fax Number

Vendor address will populate after vendor is validated. If vendor is not in system, contact Business Office.

Requestor Name Audrey Burkholder
Requestor E-mail

	Area Code	Phone Number	Extension
Requestor Phone			
Requestor Fax			

Chart of Accounts H **Organization** 53002

This section should fill automatically.

Currency Code USD **Discount Code** None

Ship Code CRV **Attention To** Communication & Creative Services

Comments

Document Text

4.

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

4a. change to "EA"

5. Commodity Validate *Information will be ins*

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

Dollars Percents

6.

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	H								
2									
3									
4									
5									

Save as Template

Shared

7. Validate Complete Save In Process*

8. *"Validate" should give you green check at top of screen; :Complete will give you a "R##"*

Code Lookup

Chart of Accounts Code H

2a. **Type** vendor *Drop down, select "vendor".*

Code Criteria

2b. **Title Criteria** Kauf% *If exact name is unknown, type what is known and end with "%".*

Maximum rows to return 10

2c. Execute Query

RELEASE: 8.5

** "Save in Process"- if you do not get a green check mark at the top of your screen; your form did not save. It will not save if there are errors.*