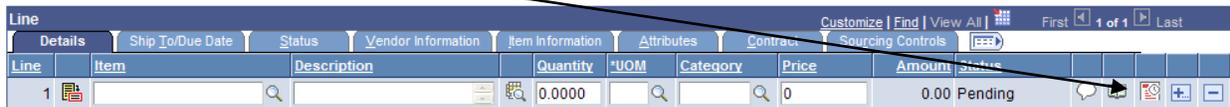


How to Enter a New Requisition Checklist

Navigation: Purchasing > Requisitions > Add/Update Requisitions

1. 'Add a New Value' Tab – Enter/Verify Business Unit (BU). Verify that the Requisition ID = NEXT. Click 'Add'.
2. Enter 'Requester' (this usually defaults in). Note: Requisitions can also be copied from a previous requisition, click the 'Copy From' hyperlink.
3. Verify/Enter the Origin field.
4. Click the [Requisition Defaults](#) hyperlink. Verify that the Override button is selected.
5. Enter all information that will be the same for all items. Click OK. **NOTE:** You can enter a speedchart here as a default or you can use a speedchart in the schedule distributions for each line.
6. Enter the Description.
7. Enter the Quantity. Note: If you entered a UOM, Category, and/or a Ship To in your header defaults and it did not display on the Form page, click the refresh button on the bottom of the page. If you did not enter the UOM, Category, and/or Ship To in the header, enter it here.
8. Enter the Price.
9. Click the Schedule icon here.



Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1			0.0000			0	0.00	Pending

10. Enter/Verify the Ship To field, Quantity, Price and Due Date.
11. Click the Distribution icon here.



Sched	*Ship To	Quantity	Price	Amount	Due Date	Status
1	110002	1.0000	1.00000	1.00	02/27/2008	Active

12. Enter/Verify that the Percent, Quantity, GL Unit, Account, Operating Unit, Fund, Dept, Class, and Location fields have values entered. Click OK to get to the Schedule Page.
13. Click Save or [Return to Main Page](#) and save there.
14. Click the [Add Comments](#) hyperlink to enter any comments. Click OK.

15. Click Save. To add additional items to your requisition, click the  at the end of the line row. If you didn't enter the distributions in the Header Defaults, you will need to enter distributions for each additional item.
16. Budget Check . The Budget Status will change from Not Checked to Valid. Click Save.
17. Approve the Requisition – Navigation: *Purchasing > Requisitions > Approve Amounts*.
18. Enter BU and Requisition number, Click Search. Find and click your requisition. If you just entered a requisition, it may automatically display without doing the search function.
19. Verify that the information is correct. Click Save. The status will change from “Initial” to “Complete”. If the requisition needs a second approval, a warning screen will appear telling you that it must be approved and the status will change to “In Process.”