CREATING A REQUISITION AT-A-GLANCE

STEPS	
1. Go to the ***rq10*** screen (Requisition). This will put you into the "**Header**" Tab section.	
Fill in the following fields of the *"Header"* section: 2. Requestor (*your dept. or school number*) 3. Company (*199*) 4. Requesting Location (*your dept. or school number*) 5. Deliver to (*optional field*) 6. From Company (*199*) 7. Ship to or Stockroom (*dept./school number or 815 if ordering from Warehouse*) 8. Requested Delivery Date (*need date*) 9. Print Requisition (*Y/Yes, N/No*) 10. Technology Related Item (*Y (Yes) if ordering a Technology Related Item)* 11. Bid Number - optional (*can be found at the Purchasing Dept. website in the Yellow Pages or **must** read INV if ordering from Warehouse*) 12. **Click Add:** *This will generate Requisition number (make note of this number)*	
13. Click on the *"Miscellaneous"* Tab section.	
Fill in the following fields of the *"Miscellaneous"* section: Accounting information should only be entered in this section if using 199 funds. Other funds accounting information should be entered on **each** line in the "Lines" Tab section explained below. 14. Accounting Unit *(enter appropriate budget information)* 15. Account *(enter appropriate budget information)* 16. Vendor (*use drop down arrow to search and select the correct vendor*) 17. Vendor Name (*should fill in when you select the Vendor field above*) 18. Purchase From *(Choose the specific location address for the Vendor - this is where the Purchase Order will actually be mailed)* 19. **Click change**	
20. **Click on the *"Lines"* Tab section.**	
Fill in the following fields of the *"Lines"* section: 21. FC (*A to Add or use drop down arrow to select options*) 22. Item (*item number/description of what you are purchasing*) 23. Quantity 24. UOM (*Unit of Measure - use drop down to select options*) 25. Unit Cost 26. Item Description *(this field **must** contain some order information)* 27. Vendor Item (*fill in if more description is needed*) 28. If using funds other than 199 – fill in Dist. Co., Account Unit and Account fields; and appropriate Activity and/or Asset Template as needed 29. **Click change**	
30. Repeat above for each line item.	
31. **Click Release -** (*Requisition is complete and ready for approval from your Budget Holder*)	