<u>CREATING A WAREHOUSE REQUISITION AT-A-GLANCE</u>

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 (**815 –** Warehouse) 8. Requested Delivery Date (*today's date*) 9. Print Requisition (*Y/Yes, N/No*) 10. Technology Related Item (*Leave blank for Warehouse Orders*) 11. Bid Number – (**INV** – Inventory) 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: <u>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.</u> 14. Accounting Unit *(enter appropriate budget information)* 15. Account *(enter appropriate budget information)* 16. **<u>NO VENDOR INFORMATION NEEDED ON WAREHOUSE ORDERS</u>** 17. **Click change**	
18. **Click on the *"Lines"* Tab section.**	
Fill in the following fields of the *"Lines"* section: 19. FC (*A to Add or use drop down arrow to select options*) 20. Item (*click on drop down arrow in the item field, then click the drop down arrow near the top of the screen and select **<u>Active Items At From Location</u>** (this will open the warehouse catalog. Select the appropriate warehouse item*) 21. Quantity (*enter the appropriate quantity*) and click the "Change" Tab at the top of the screen 22. UOM, Unit Cost and Item Description information fields will automatically fill-in 23. If using funds other than 199 – fill in Dist. Co., Account Unit and Account fields; and appropriate Activity and/or Asset Template as needed 24. **Click change**	
25. Repeat above for each line item.	
26. **Click Release -** (*Requisition is complete and ready for approval from your Budget Holder*)	

Purchasing Revised: 6/13/2012