CREATE REQUISITIONS

Log into Self Service.

Click on Finance and choose Requisition.

Enter expected Delivery Date.

Enter Vendor ID or use 'Code Lookup' at the bottom of the page.

(1) *Click* on the drop down 'Type' box and select 'Vendor'.

(2) Enter vendor last name (or first 4 or 5 letters and %).

(3) *Click* on Execute Query.

(4) A List of vendors will appear at the top of the req. Enter the vendor ID in the vendor ID box – it will not automatically populate.

Click Vendor Validate to default vendor info.

Enter Org and Ship To if it does not default.
(1) Ship To can be changed.
(2) Use 'Code Lookup' at the bottom of the page.
(3) Use the Code Criteria field.
(4) Select your ship to from the results and enter in the Ship To field.

To add text to the req, *Right Mouse Click* on the **Document Text** link. Type additional information in the box that opens and click 'Save'. Note one box will print on Requisition and Purchase Order, other box will not. (Reference Pg 8 in manual for more details)

Enter Commodity description, U/M, qty, and unit price.
Click Commodity Validate to calculate commodity totals.

Check '**Percentage**' box (should default)
Enter chart '**U**', **Index Number**, and **Accounting Amount** (Total Dollar amount or Percentage as applicable, normally 100)

Click on Validate
Message at top: ***Sequence 1 Accounting information is incomplete***
Scroll down to Accounting Box and Enter Account detail(4 digits ex. 7005)
Click on Validate
Message: ***Document Validate with no errors***
Click on Complete

*****NOTE***-**Insufficient funds will not allow you to complete.

Your Requisition will appear at the top of the screen R000xxx. Make note of this number, screen print or Copy.
Click 'MENU'
Click 'VIEW DOCUMENT'
Choose Document Type: Requisition
Enter Requisition Number (Paste or type)

Click VIEW DOCUMENT

PRINT Requisition for Signature & Forward to Purchasing.