Create Requisition Page 1 of 1

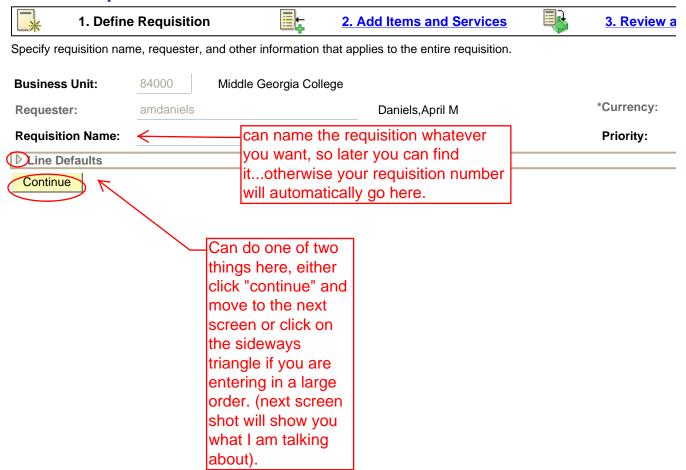
<u>Help</u>

then click "ok"

OK

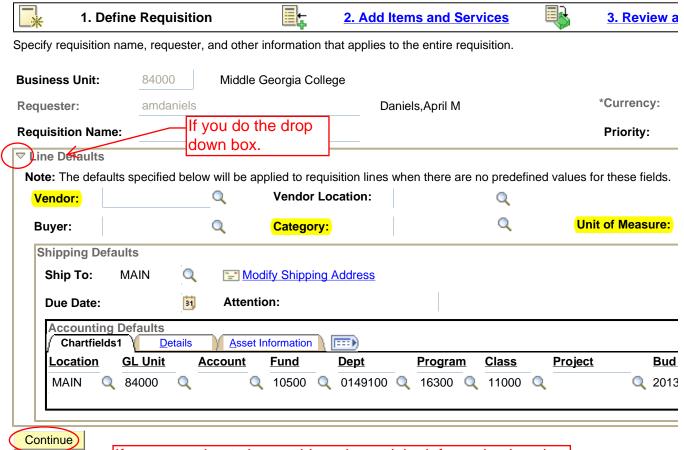
<u>Help</u>





Help

Create Requisition



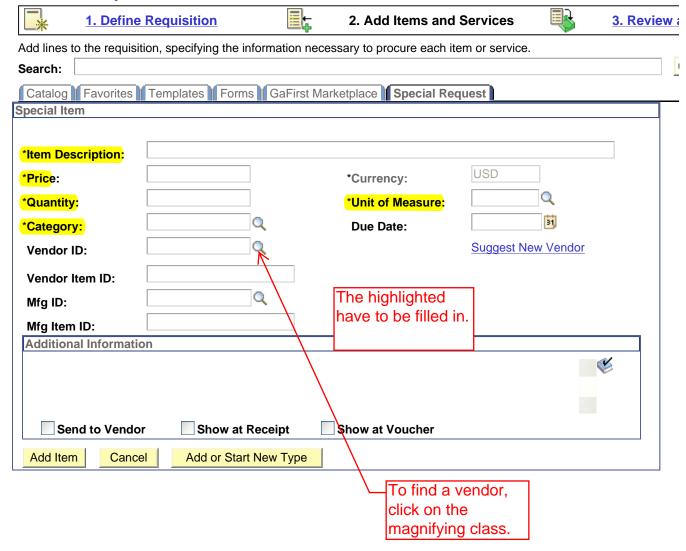
If you are going to have a big order and the information is going to be the same, you can do the drop down box and enter in the vendor name, category, and unit of measure. It will populate on each of your "add items" screen. Click "continue". (changing the account information here will not be of any help here).

Page 1 of 1 Requisitions if you save anything to your <u>Help</u> favorites later, it will show up here. Create Requisition 1. Define Requisition 2. Add Items and Services 3. Review a Add lines to the requisition, specifying the information necessary to procure each item or service. Search: Catalog Favorites Templates Forms GaFirst Marketplace Select a Request Type Special Item Request an item that is not listed in the Catalog. Request a one-time service for a flat fee. Fixed Cost Service Variable Cost Service Request a service for which the fee is based on the time worked. Request a service for which the fee is based on the time worked and materials used. **Time and Materials** If you are doing a normal (not a GA **Review and Submit** marketplace) requisition, then click on

"Special request" and "special item".

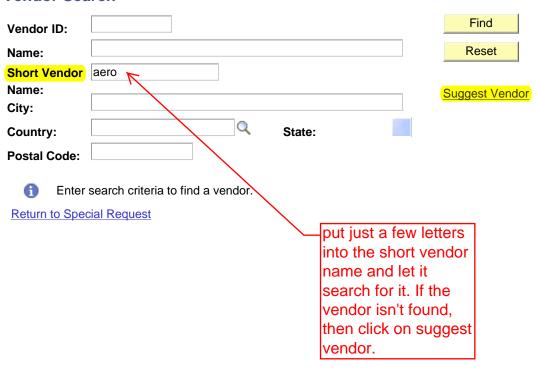
<u>Help</u>

Create Requisition



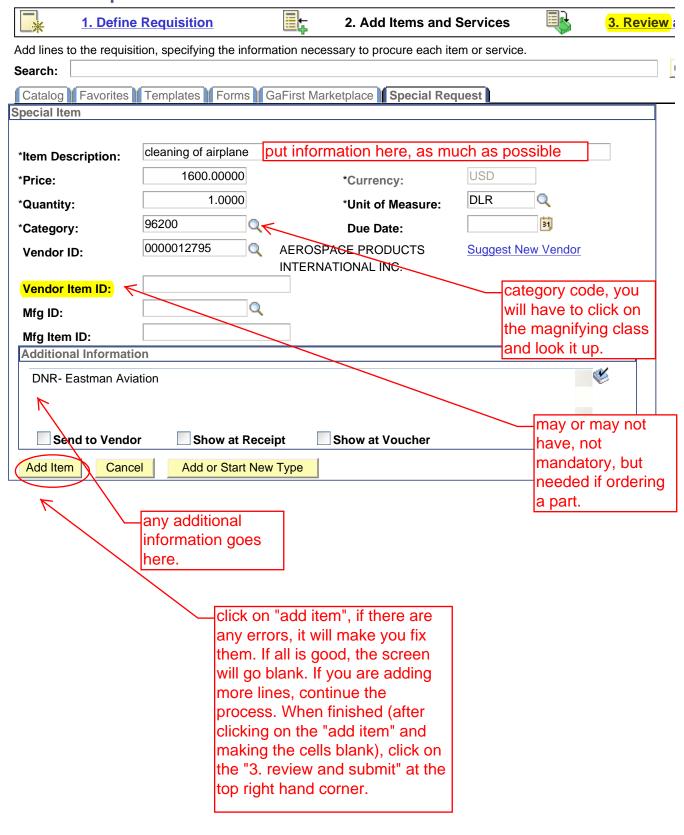
<u>Help</u>

Vendor Search



Help

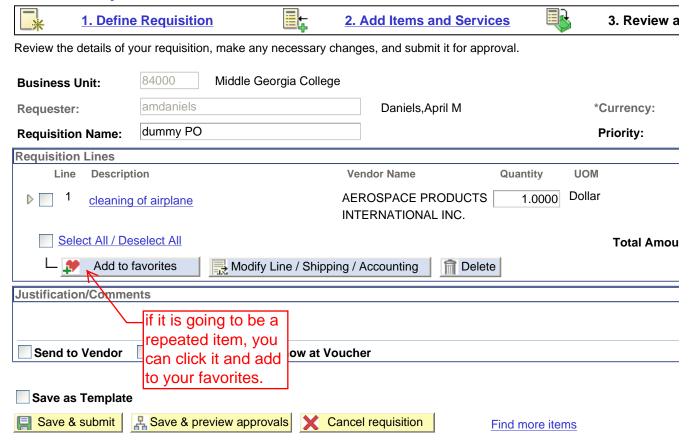


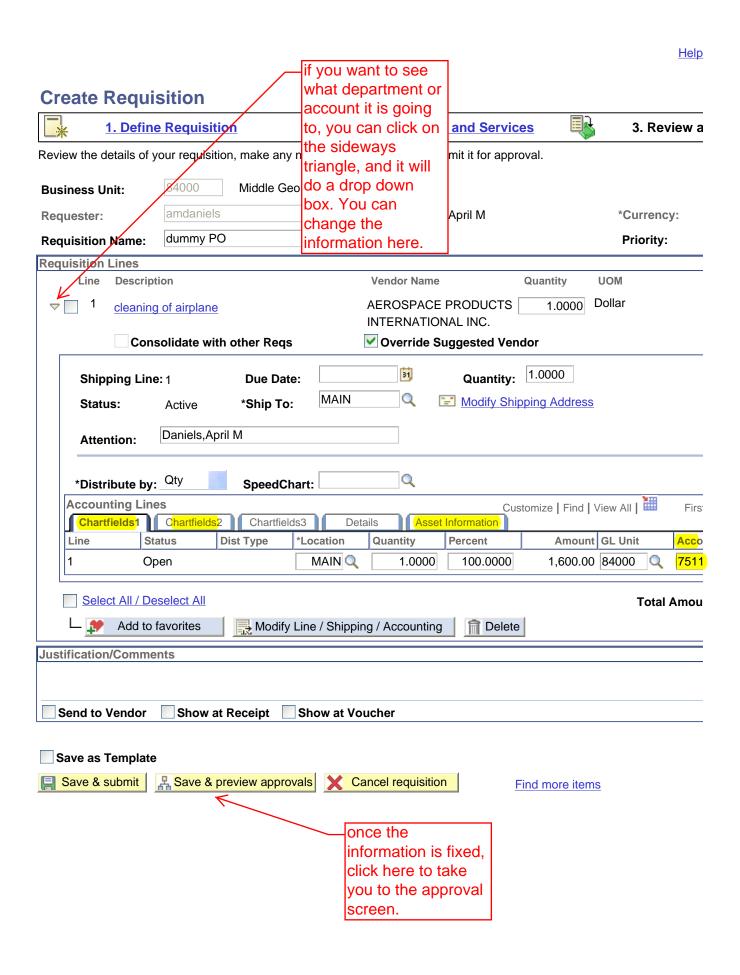


summary of what you have entered.

<u>Help</u>

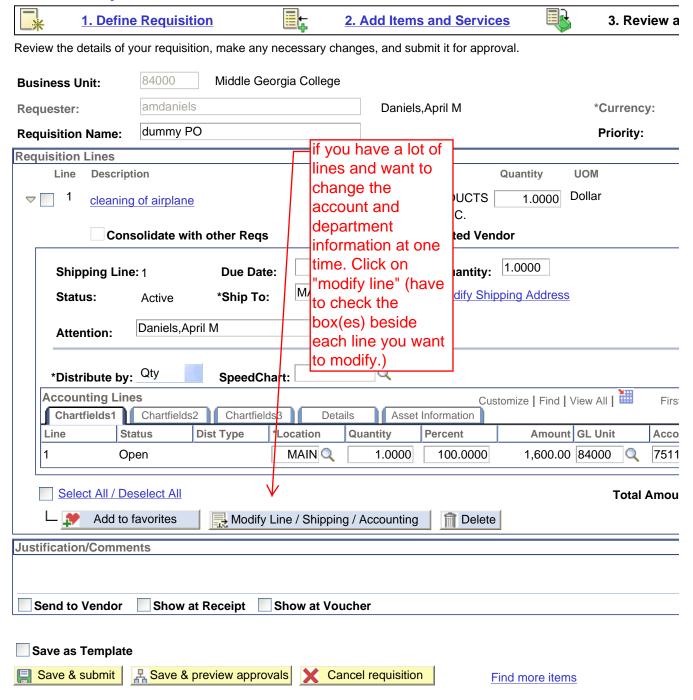
Create Requisition





Help

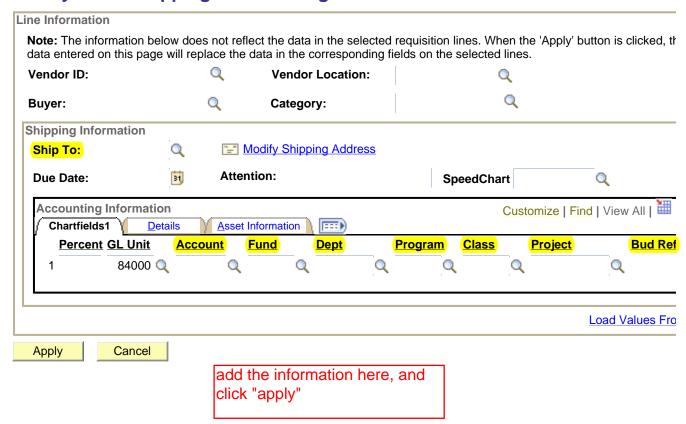
Create Requisition



Help

Create Requisition

Modify Line / Shipping / Accounting



<u>Help</u>

Distribution Change Options

For the selected requisition lines, apply distribution changes to:

All Distribution Lines

Apply changes to all existing distribution lines.

Matching Distribution Lines

Apply changes to each existing distribution line by matching the distribution line numbers.

Replace Distribution Lines

Remove the existing distribution lines and replace with the distribution lines changes.



once you click "okay" here, it will take you back to the summary page. Click on "save and preview approvals".

Help

Confirmation

Requested For: Daniels, April M Number of Lines:

Requisition Name: dummy PO Total Amount: 1,600.00 USD

Requisition ID: 0000405507

Business Unit: 84000
Priority: Medium

Budget Status: Not Checked

Department and Proj. Approval

