

**Go to Requisition Entry (Use CAPITAL LETTERS and TAB to maneuver through screens)**

- 1) Select **Add** on the Main Header Screen— Your 3-digit Site code will default in the **Dept/Loc** field.
- 2) **TAB** to the **Requisition Number** field for your new req. #. Write it down for future reference.
- 3) **General Commodity** - Type **300** and **TAB**. The **General Description** will self-populate.

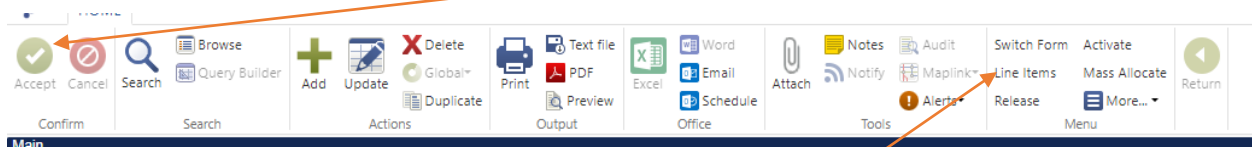
- 4) **PO Expiration** – enter **06/30/2019**
- 5) **UNCHECK Three Way Match**

- 6) Enter **Vendor ID #** or click on the **Elipse Button (3 dots)** to look up vendor.
- 7) **TAB** to **Ship To**: Enter **OP**
- 8) **Email**: Enter **your phone extension**
- 9) **Reference**: Enter **Site/Location on site/Your Name**
- 10) Select **Vendor Sourcing Notes**

- 11) Select **Import**
- 12) **Highlight OP**
- 13) **Accept**
- 14) **Return**

Normal	9	04/26/2011	LeeannErrolabere	02 -- PLEASE DO NOT DELIVER UNTIL AFTER
Normal	10	04/26/2011	LeeannErrolabere	UP - PURCHASE ORDER ISSUED PER UPCCAA
Normal	11	04/26/2011	LeeannErrolabere	OP -- OPEN PURCHASE ORDER IN THE AMOUNT
Normal	12	04/26/2011	LeeannErrolabere	MA --ANNUAL MAINTENANCE CONTRACT(S) - OPEN
Normal	13	04/27/2011	LeeannErrolabere	04 -- DO NOT DELIVER EQUIPMENT TO SCHOOL

15) Takes you back to the Main Header Screen. Select **Accept**.



16) Takes you to the Line Item Screen. (If it doesn't, select **Line Items**.)

17) **Quantity** :1

18) **Description**: Enter **short description of what you are buying, your site name, school year and authorized signers**.

19) **Unit Price**: Estimated \$ amount for entire school year.

20) **UOM**: Enter **LOT**

21) Highlight **taxable field** and use the **space bar** to remove tax.

Seq	T	Account	Description	Amount	GL Buc
01	Exp	430008-650-0000-0650-7530-0000-0-60001--01	...	1,000.00	U
02	Exp	430008-650-0000-0650-7530-0000-0-60001--01	...	.00	

22) Enter **Budget String** or use **Elipse Button (3 dots)** to locate budget.

23) **TAB** to **Amount**. Verify both \$ amounts match and **TAB AGAIN**.

24) **Accept**

25) **Return**

26) Takes you back to the Main Header Screen - **Release**.

27) **Continue**

28) **Yes**

29) Verify **Status is 8 – Approved**. If **Status is 6 -Pending**, view **Approver Button** at bottom of screen. Make next approver aware of pending status to avoid delays in PO processing.