

CHEAT SHEET
How to Enter a Purchase Requisition in 9.0

Purchasing → Requisitions → Add/Update Requisitions
Add a New Value → ADD

Click on Requisition Defaults Link
Under Default Options, Choose the Override Button
Enter Vendor ID#
Enter Unit of Measure
Enter Category
Enter SpeedChart & Click OK

Enter Description (Copy from previous PO, when possible)
Enter Quantity (Do not need to enter UOM again)
Enter price (If multiple months/quarters, enter price per quarter/item)
Add more lines if needed
(You can go ahead and save here to make sure you do not lose your work.)

Click on the Add Comments Link
Click Copy Standard Comments Link
Comment Type = REQ
Comment ID = ALL
Standard comments will be displayed in Comments field. Remove what you do not need & add what you need to.
Press OK.
Check off (1) Send to Vendor (2) Shown at Receipt (3) Shown at Voucher
Click OK.
Press Save & WRITE DOWN requisition number

At the top right corner for Status, click the green check mark. Status should be Approved.
Click the magnifying glass next to Budget Status. Once valid, Save again.

Turn off pop-up blockers & Click on View Printable Version at bottom left above Save button.

Print out, get signed, and turn into Purchasing @ ADA 1004G along with appropriate attachments (e.g. quote/SFE). (If under \$1,000*, and requesting a verbal Purchase Order, email PDF to purchasing@uno.edu – no signature needed.)

*Please note that computers, software, and anything that requires a contract can not be processed on a verbal, regardless of price.