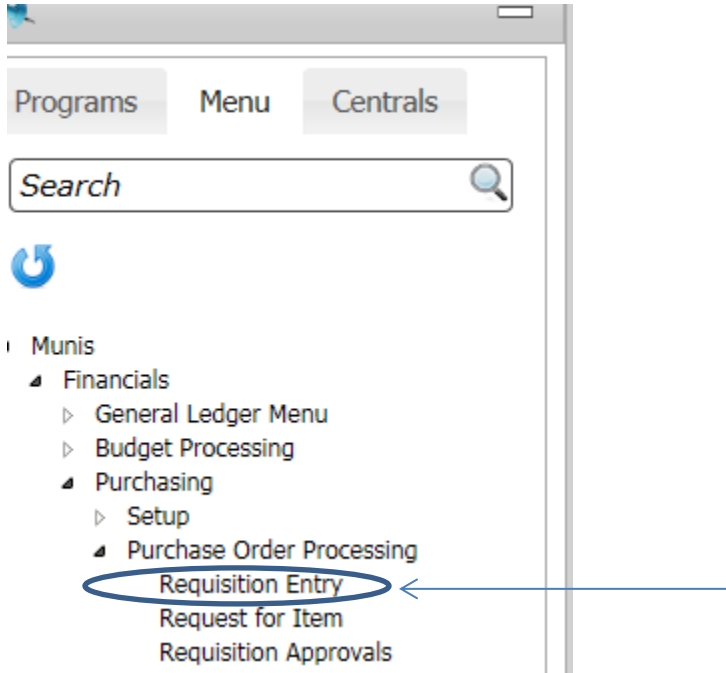


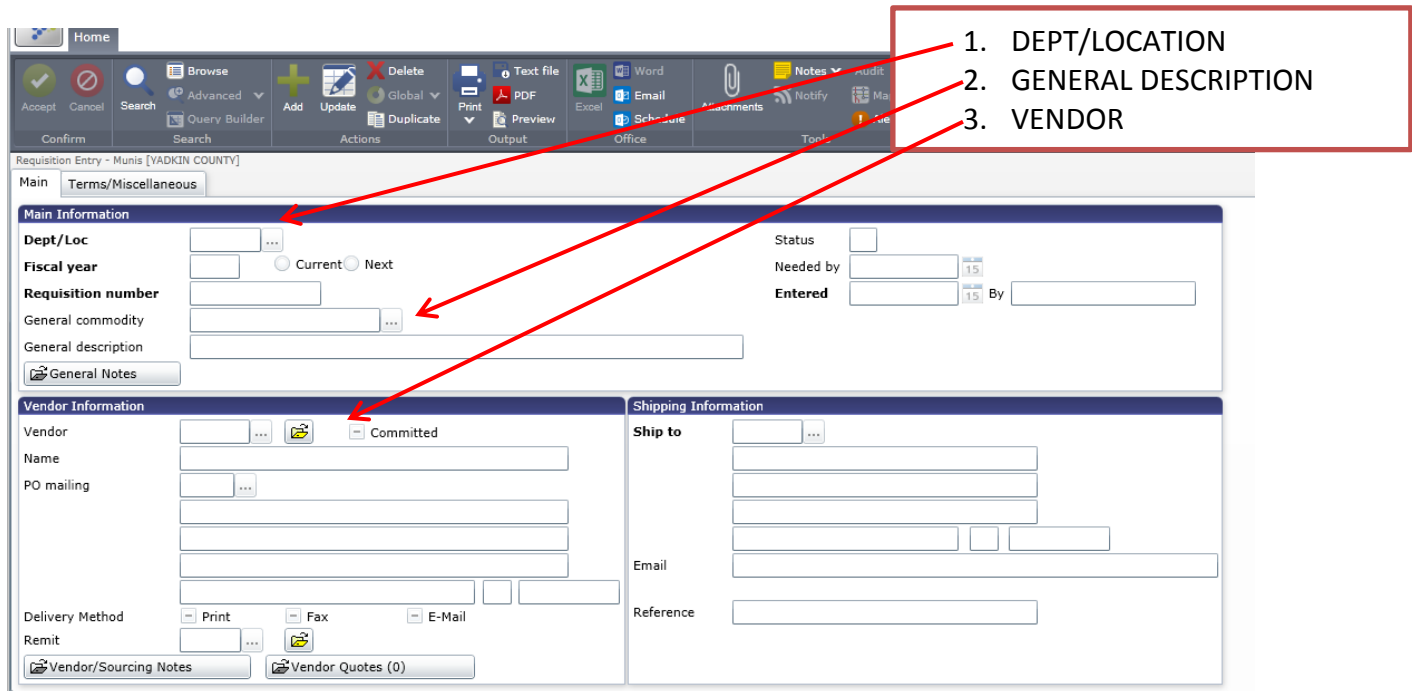
REQUISITION ENTRY

“HOW TO” GUIDE

PATH: FINANCIALS>PURCHASING>PURCHASE ORDER PROCESSING>REQUISITION ENTRY



STEP 1: COMPLETE THE FOLLOWING FIELDS ON THE REQUISITION ENTRY SCREEN

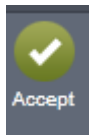


(THIS IS AN EXAMPLE OF THE REQUISITION SCREEN COMPLETED)

The screenshot shows a web-based requisition form. At the top, there are tabs for 'Main' and 'Terms/Miscellaneous'. The 'Main Information' section includes fields for Dept/Loc (4130), Fiscal year (2017), Requisition number (1994), and General description (OFFICE SUPPLIES). The 'Vendor Information' section shows Vendor (13024), Name (SUNTRUST), and Delivery Method (Print). The 'Shipping Information' section shows Ship to (FINANC), P. O. BOX 220, 217 EAST WILLOW STREET, YADKINVILLE, NC 27055. A 'Line Items' table is visible at the bottom with columns for Line, Commodity, Inv item, Inv item loc, Inv tran type, Description, and Vendor.

STEP 2: Click on the Terms and Miscellaneous Tab. **You ONLY use this tab if you are using a GENERAL SERVICE CONTRACT, and you will put the contract number in the contract field.**

This screenshot shows the 'Terms/Miscellaneous' tab selected. The 'Terms' section includes fields for Discount %, Freight %, and Special handling (N - NONE). The 'Miscellaneous' section includes Allocation, Buyer (lclearlock), Review, Type (N - NORMAL), and Purchase order. A red arrow points from the text above to the 'Contract' section, which has a 'Number' field circled in red. A 'Line Items' table is also visible at the bottom.



STEP 3: CLICK THE ACCEPT BUTTON (TOP LEFT)

STEP 4: COMPLETE THE **LINE DETAIL** SCREEN – AS FOLLOWS.

Requisition Entry - Munis [VADKIN COUNTY] > Line Detail

Requisition

Fiscal year: 2017 Number: 1994 Line: 1

Detail

Quantity: 1.00 Unit price: 500.00000
 Commodity: UOM: EACH
 Inventory Item: Freight: .00
 Location: Discount percent: .00
 Type: Pick ticket Credit: .00
 Purchase Line item total: 500.00
 Description: OFFICE SUPPLIES Amount justification: Not Needed
 Add'l Desc/Notes

Miscellaneous

Manufacturer: Required by: 15
 Manufacturer item no.: Requested by:
 Vendor: 13024 SUNTRUST Receipt notification to:
 Vendor item no.: Fixed asset: N
 1099 box: Notify buyer
 Bid:
 Dept/Loc: 4130 FINANCE

| Seq | Org | Obj | Project | Description | Amount | GL Bud |
|-----|---------|-------|---------|----------------------|--------|--------|
| 01 | 1054130 | 52010 | | SUPPLIES & MATERIALS | 500.00 | U |

STEP 5: **CLICK RETURN** AND **THEN RELEASE**

Audit Switch Form Activate Return
 Maplink Line Detail Mass Allocate Return
 Alerts Release More... Return
 Menu

Icearlock Lindsey

STEP 6: ATTACH DOCUMENT BY USING THE PAPERCLIP OR BLUE ATTACHEMENT LINK AT THE BOTTOM