Online Requisition
Internships/Clinical Agreements
This guide is for internships/clinical agreements which are $0 requisitions.

**Enter a Requisition**

**Add/Update Requisitions**

1. Click on ‘Add’.

**Maintain Requisitions page**

6. **Add Items From**

3. **Purchase Kit**

4. **Catalog**

5. **Requester Items**

2. **Add Comments**

1. **Add**
2. **Add Comments**  Begin your comments with:

   UNIVERSITY USE ONLY:
   Department Name, Requestor Name and Ext.
   Name of Site, Address, City/State/Zip, Contact Name, Phone, Fax, Email Address,
   Effective Quarter/Year, Student Name, Instructor Name, Course Title
   Click on the **OK** button.

3. **Description:** Internship or Clinical Agreement – Department Name (ie Nursing)
4. **Quantity:** enter quantity. Service or open orders enter a quantity of ‘1’.
5. **Price:** 0
6. **Requisition Defaults** (located to the left of the Add Comments link)

7. **Override**: click on the radio button

8. **Supplier**: vendor id 0000001950 (CSULA)

9. **Category**: 96200

10. **Unit of Measure**: LOT

11. **Ship To**: NOTAX

12. **Due Date**: if a rush order enter the due date

13. **Distribute by/Liquidate by**: Amount

14. **Financial Chartfield**: enter your Deptid/Fund/Program (opt) – leave Account blank.

15. Click on the **OK** button, the following page will display:
16. Click on Mark All to check all the boxes and [OK] to return to the main page.

**Maintain Requisitions** page

**NOTE:** If you have items that are a different category, UOM or chartfield; change the row after you finish your requisition defaults.
17. Click on the button at the bottom of the page. If any required fields are missing, you will receive a warning, update the field and save again. Once the save is complete, contact your approver to approve the requisition.

Copy a Requisition
To save time, you can copy a previously entered requisition, make the necessary updates for that order and save. Once saved, a new requisition number will generate.

On the Add/Update Requisitions page, click on the ‘Copy From’ link.

You can search by entering the requisition ID you want to copy OR by searching your requisitions by entered 45 + your emplid into the Requester field. Click on , matching requisition(s) will display below.
Using the search by Requester, 61 requisitions are found. You can click on the Req ID link for each one to see review that requisition. When you search by Requisition ID, only that requisition will appear. Once you find the requisition you want to copy, click on the ‘Sel’ checkbox and click on .

Requisition ID shows ‘NEXT’, you can make updates to the requisition for your new purchase. Once you are done, click on and a new Requisition number will update in the Requisition ID field.
**Print Requisitions**

Once your requisition is saved, you can print a copy of it by navigating to the ‘Print Requisition’ page: Purchasing > Requisitions > Reports > Print Requisition

Do not click on the ‘View Printable Version’ link, it will give the following error:

![Error Message]

**NOTE:** do not use the View Printable Version link

**Requisition Print page**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- [Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

- Run Control ID: begins with

If you have already created a Run Control ID, you can click on the ‘Search’ to either go directly to the Print Requisition page or a list of Search Results will display and you choose the run control.
If you have multiple Run Controls, choose the one you want to use and the Print Requisition page will display.

**Add a New Value tab**: a run control ID must be created the first time you print a requisition. Click on the tab ‘Add a New Value’ tab and enter a Run Control ID name such as Report_Print or Print_Req, there can be no spaces. Click on
Business Unit: LACMP

Requisition ID: enter the requisition number (10 digits)

Statuses to Include: Click on ‘Select All’ to check the boxes in the Statuses to Include section.

NOTE: if this is your first time, click on to save the Business Unit and Statuses for this Run Control ID.

Click on Run, the Process Scheduler Request page will display.

Process Scheduler Request page

Click on OK to start the process and return to the Print Requisition page.
Click on the **Report Manager** link. The Report Manager page will display.

**Report Manager** page

Click on **Refresh** until you see a link in the Report column PORQ010. Click on the link. **NOTE:** the link appears only when the process is finished.
Report page

Click on the PDF link to view your requisition.

NOTE: if you do not see a .pdf file, in the navigation area on top, click on Print Requisition and check if the Business Unit field has ‘LACMP’ and the Requisition ID has 10 digits. If either are missing, update the fields and run the process again.