This is a step-by-step guide to enter and print requisitions by requesters. To approve requisitions, please refer to the Approver Guide.

**Enter a Requisition**

**Add/Update Requisitions**

1. Click on **Add**

**Maintain Requisitions page**

1. **Add**
2. **Add Comments**
3. **Item Information**
4. **Quantity**
5. **Price**
6. **Add Items From**
Add Comments page

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

   UNIVERSITY USE ONLY:
   Department Name, Requestor Name and Ext.
   Chartfield ex. 6XXXXX-SF001-5XXXXX
   Other information you can add: Preferred Vendor ABC (include contact, address and phone) or special shipping instructions
   Click on the **OK** button.

   **NOTE**: When you have a quote or any other document you need to send to Purchasing, you can attach the file on this page. Click on the ‘Attach’ button to upload your document, then click on the **OK** button to return to the Maintain Requisitions page.

Maintain Requisitions page

If your order has multiple items, add your rows now. Click on **+** on the right-hand side of the line to add row(s). Do not enter more than 25 lines per requisition.

3. **Description**: enter the line item starting with the item name followed by the description. Include a catalog reference or part number, if applicable. Types of entry:

   - Commodity entry  Item, Description
   - Service/Open Orders entry  Service/Open Order - …
   - Additional Funds  PO# 2019XXXXX – additional funds
Freight & Handling Enter a line for all freight and handling charges

4. **Quantity**: enter quantity. Service or open orders enter a quantity of ‘1’.

5. **Price**: enter the price per item

6. **Requisition Defaults** (located to the left of the Add Comments link)

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

8. **Supplier**: enter if you have a preferred vendor. Click on search to look up the supplier id.

9. **Category**: Click on search to view a list of choices. (Catering 96115, Freight FRT)

10. **Unit of Measure**: EA = commodity items LOT = Service or open orders

11. **Ship To**: Items = RECEIVING Open and Service = NOTAX

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

13. **Distribute by/Liquidate by**:
   - Items = Quantity
   - Blanket and Service = Amount

14. **Financial Chartfield**: enter your Deptid/Fund/Program (opt) – leave Account blank, it will auto-populate based on the Category code chosen.

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.

**NOTE**: You can return to Requisition Defaults at any time if you add additional lines later or need to change one of these values.

**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. **Line Comments**: additional information relevant to that line that is not noted in the Description field such as size/color. If you have $0 items, enter the information here. For quotes, enter your quote number here on the last row of your order.

18. Click on the **Save** 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, the Requisition ID field will change from ‘NEXT’ to the assigned requisition number, make note of this number. 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 ![Add](image). Click on the ‘Copy From’ link.

![Maintain Requisitions](image)

**Maintain Requisitions**

**Copy Requisition**

**Header**

- **Requisition ID**: XXXXXXXX
- **Origin**: 
- **To**: 
- **Supplier ID**: LACMP
- **Supplier Name**: 
- **Item ID**: LACMP
- **Item ID**: 
- **Department**: 
- **Supervisor Lookup**: 
- **Requester Name**: 45
- **Requisition Date**: 12/23/2019
- **Req Status**: 
- **Req Status**: 

![Search](image)
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

![Print Requisition page]

**NOTE:** do not use the [View Printable Version](#) link.

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

![Error]

**Requisition Print page**

![Requisition Print page]

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
**Print Requisition page**

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 , the Process Scheduler Request page will display.

**Process Scheduler Request page**

Click on to start the process and return to the Print Requisition page.
Requisition Print page

Click on the Report Manager link. The Report Manager page will display.

Report Manager page

Folder: General

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