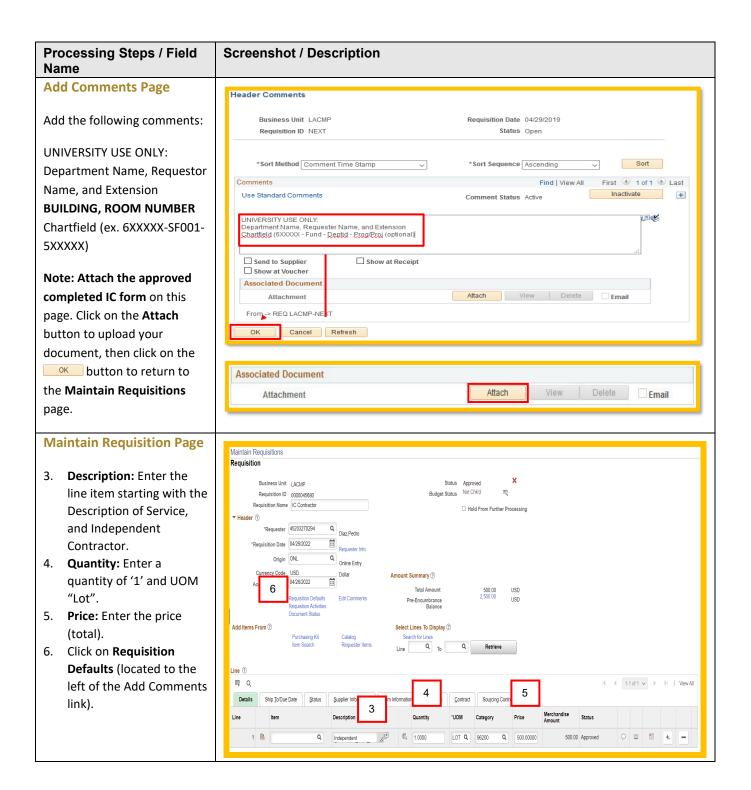




**For Independent Contractor** 





**For Independent Contractor** 

#### **Processing Steps / Field** Screenshot / Description Name **Requisition Defaults Page** Business Unit | I ACMP Requisition Date 04/26/2022 Requisition ID 0000045680 Status Approved 7. **Override:** Click on the radio Default Options ? If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, OPefault button. and the values on this page are not used 8. Supplier: Enter if you have Override If you select this option, all default values entered on this page override the default values found in the default hierarchy, a preferred vendor. Click on Line 10 to look up the supplier Unit of Measure LOT Q Q Buver Q EAGLE TOOLS Q 0000083769 Supplier Location LOC1 Supplier Supplier Lookup Q 9 9. Category: Click on Q to Category 11 view a list of choices (ex. Q CSU, Los Angeles Amount Distribute By **:::** 96219-Catering, 96200-\*Liquidate By Q Q Ship Via UPSAIR Misc Serv, 92403-Spec Lec Ultimate Use Code Attention To FOB Q or 92401-Guest Artist). Distribution Make sure the **Buyer** Q SpeedChart section remains blank. Distributions 10. **LOT** = Service or open ■ Q orders. Details Asset Information 13 11. Ship To: Open and Service = Dist Percent GL Unit Oper Unit Account Fund Class **NOTAX** 14 LACMP Q Q Q SF001 Q 500120 Q Q Q 12. \*Distribute by/\*Liquidate Refresh **by:** Service = Amount 13. Financial Chartfield: Enter your **Dept ID** and **Fund**. Program is an optional field. Leave the Account field blank, it will autopopulate based on the Category code chosen. 14. When finished, click on the ok button. The following page will display:



Total Amount

Pre-Encumbrance Balance

Select Lines To Display ?

<u>A</u>ttributes

Search for Lines

1.0000

Item Information

500.00 2,500.00

Sourcing Controls

Q 500.0

Q

Contract

LOT Q

96200

\*Go to

\*UOM

USD

LISD

Price

**For Independent Contractor** 

### **Processing Steps / Field** Screenshot / Description Name 15. Click on Mark All to check all the boxes and OK to Retrofit field changes to "all" existing requisition lines/schedules/distributions..... return to the main page. Business Unit LACMP Requisition Date 04/26/2022 Requisition ID 0000045680 Status Approved NOTE: You can return to nedule defaults, Select 'Apply' to apply changes to all lines and schedules. defaults, Select 'Apply' to apply changes to the Distrib Line. Requisition Defaults at any time For u select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition ct 'Apply to All Distribs' to apply changes to all distribution lines on the requisition. if you add additional lines later or need to change one of these **Retrofit Field Selection** values. 1-7 of 7 View All ≕ Q Apply to All Distribs Distrib Line Field Name Field Value Apply ≜ **~** Ship To NOTAX **~** Supplier Location LOC1 **~** Fund SE001 V GL Unit LACMP **~** Category 96200 0000083769 V Supplier **~** Unit of Measure LOT OK Cancel Refresh **NOTE:** If you have items that Maintain Requisitions are a different category, UOM Requisition or chartfield, change the row × Status Business Unit LACMP Approved after you finish your Not Chk'd To. Requisition ID 0000045680 Budget Status requisition defaults. Requisition Name IC Contractor ☐ Hold From Further Processing ▼ Header ② \*Requester 45203270294 Q Diaz,Pedro 16. Click on the Save button \*Requisition Date 04/26/2022 at the bottom of the page. Requester Info Origin ONL Once the save is complete, Online Entry Currency Code USD Dollar Amount Summary ? Accounting Date 04/26/2022

Requisition Defaults

Document Status

Purchasing Kit

<u>S</u>tatus

Q

Previous in List

Item Search

Ship To/Due Date

Return to Search

Add Items From ?

Line ?

瞬

Details

1 🖺

View Printable Version

Edit Comments

Catalog

Supplier Information

Next in List

Independent

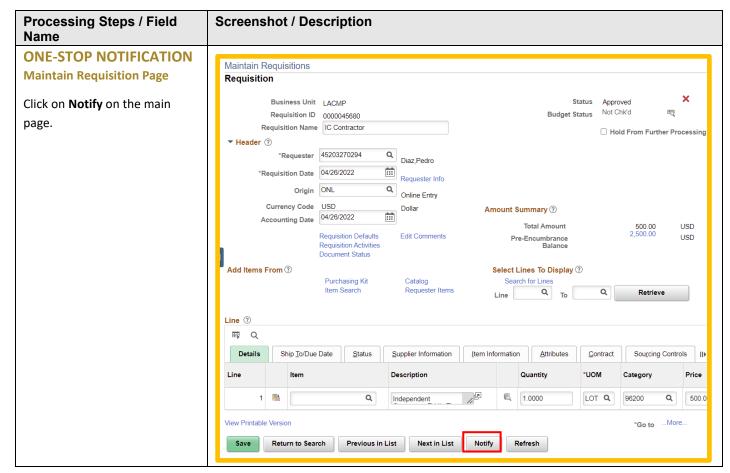
Requester Items

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.

NOTE: If any required fields are missing, you will receive a warning message. All required fields will need to be filled out before the page can be saved

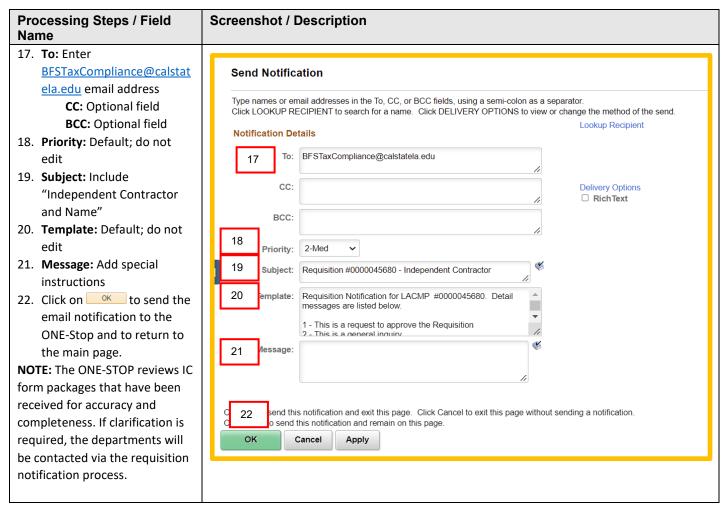


**For Independent Contractor** 



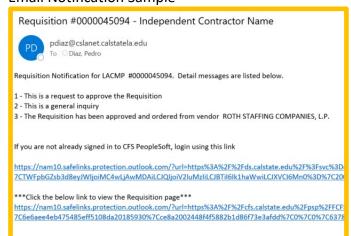


**For Independent Contractor** 



**NOTE:** The ONE-STOP reviews IC form packages that have been received for accuracy and completeness. If clarification is required, the departments will be contacted via the requisition notification process.

# **Email Notification Sample**



NOTE: Please see Appendix A at the end of the document for a complete guide to the following: Requestor Notifies Approver to Approver Req, Approver Notifies Requestor Req has been Approved, Requisition to Check Notification Process