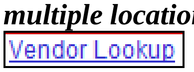
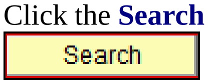
Enter a Requisition

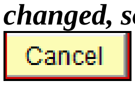
Step	Action
1.	**Three (3) Steps to Entering a Requisition** There are three steps to entering a requisition: **Step 1: Enter Defaults (Requisition Defaults page)** Users **<u>must</u>** enter the Defaults (i.e. the chartstring(s) to which the item(s) is being charged) in the Requisition Defaults page first in order to properly save the requisition. **Step 2: Enter Item (Requisition page)** Enter the Item(s) to be ordered in the Requisition page; **Step 3: Adjust ChartString (Schedule page)** If necessary, users will adjust the Distribution of Funds (i.e. the ChartString(s) the item(s) is being charged to) on the Distribution page located in the Schedule page. ***NOTE: Changing the order of these steps may cause save errors which will result in the re-entering of the requisition by the Requester.***
2.	Click the **Main Menu** button. Main Menu
3.	Click the **Purchasing** menu. Purchasing
4.	Click the **Requisitions** menu. Requisitions
5.	Click the **Add/Update Requisitions** menu. Add/Update Requisitions
6.	**Requisition ID** The Requisition ID should default as NEXT. This allows the system to auto-assign the requisition number. Once the requisition is entered and saved, the system will generate the next Requisition ID (number) assigned to the Business Unit. The Requisition ID is not the Purchase Order (PO) number. A separate PO number will be assigned by Purchasing once the PO is generated. ***NOTE: Blanket Orders or Standing Orders will be entered in PeopleSoft one time to cover the entire year and thereafter, the Purchase Order number will be used to place additional orders for the year. See your buyer or Purchasing for more information about Blanket Orders or Standing Orders.***

Step	Action
7.	**BRFHS Confirming Purchase Orders** Enter the assigned requisition number in the Requisition ID field when creating a requisition assigned to a Confirming Purchase Order.
8.	Click the **Look up Business Unit** button.
9.	Click the **BRFHS** link.
10.	Click the **Add** button. ***NOTE: To access and view an existing requisition, click the Find an Existing Value tab. See the "View a Requisition in the Activity Log topic for instruction on how to find an existing requisition in the PeopleSoft system.***
11.	**Status** The Status should default as Approved. **Budget Status** The Budget Status field indicates whether the Budget Check process has been run. The Budget Check process must be run prior to Purchasing sourcing (i.e. generating) the Requisition to a Purchase Order or RFQ - Request for Quote (for bid). The Budget Status should default as Not Chk'd.
12.	Click the **Hold From Further Processing** option to ensure that all additions/changes/deletions are made to the requisition before being sourced into a PO.
13.	**Requisition Name** This field can be used to enter a description of the item(s) being purchased or free text. If the field is not populated upon saving the requisition id will populate to this field.
14.	The Requester (your User ID) should default into the page. If the Requester does not default, contact the Purchasing department so that the appropriate defaults can be set for entering future requisitions. You may enter the Requester or select it by clicking the **Look Up Requester** magnifying glass. If you enter the Requester, it must be entered in **ALL CAPITAL** letters.
15.	The **Requisition Date** defaults to the current date and may remain as defaulted. The **Accounting Date** also defaults to the current date. However, it may be adjusted as needed (e.g. when entering a requisition for the next fiscal year).
16.	View the links on the Maintain Requisitions page.

Step	Action
17.	The **Requisition Defaults** link is used to enter default chartstring information. Click the **Requisition Defaults** link. Requisition Defaults
18.	The Requisition Defaults page allows users to enter vendor, shipping, chartstring, etc. information on one page rather than for each line item. Information entered on this page will automatically be "defaulted" to each line item, thus minimizing data entry. ***NOTE: Only information that will apply to <u>all</u> lines of the requisition should be entered on the Requisitions Defaults page.***
19.	**Step 1: Enter Requisition Defaults** You **<u>must</u>** **<u>first</u>** **<u>enter</u>** data into the Requisitions Defaults page for two reasons: 1. In order to properly Save the requisition. If defaults are not entered before entering item(s) information, the requisition will not save and the requisition will have to be re-entered by the requester. 2. In order for the chartstring (s) to default to all line items. The chartstring values can be changed on any line item on the Distribution page. However, by entering the information on the Requisitions Defaults page, the system will automatically default the chartstring information to each line item on the requisition.
20.	In the Defaults Options section, the Override option is selected as the default and should remain as is.
21.	Certain fields in the requisition are required fields, meaning the requisition cannot be saved if the field is left blank. Generally these fields have an asterisk next to the field name. There are a few fields, however, that are viewed as required fields by BRFHS that may not be designated with an asterisk. On this page you are required to enter information into the following fields: Buyer, Vendor, Ship To, Due Date, Account, Department and Location.
22.	If you know the buyer's UserID, you may enter it directly into the field. The UserID must be typed in **ALL CAPS**. If you do not know the buyer's UserID, you may search for it by clicking the Look up Buyer (magnifying glass) to the right of the Buyer field. Click the **Buyer** button.
23.	Enter the desired information into the **Name** field. Enter "**Buyer's Last Name**". ***NOTE: If you enter the full name, the name must be entered in proper PeopleSoft format (i.e. last name, first name with no space between)***. ***See "Using the Look Up Feature" topic for instruction on how to search for information in the database.***

Step	Action
24.	Click the **Look Up** button. Look Up
25.	A name or list of names will display in the Search Results area. Click the **Delatte, Adam T.** link. Delatte, Adam T.
26.	Press the Tab key to move from field to field within PeopleSoft. **The Enter key <u>cannot</u> be used to move from field to field.** The Enter key acts as a Save button, so do not use it when entering requisition information.
27.	The Unit of Measure field will be left **<u>blank</u>** on the Requisition Defaults page. You will enter the Unit of Measure in the Line Details on the Maintain Requisitions page. ***NOTE: Entering the Unit of Measure on the Requisition Defaults page may cause problems with saving the requisition.***
28.	A requisition can have only one vendor. Although the Vendor field is not a required field, the requester **<u>must</u>** provide information about the vendor to Purchasing. The Vendor ID is used to designate the Vendor for the requisition. The vendor id is always a 10-digit number in PeopleSoft. Users can enter the vendor id directly into the Vendor field or can utilize the Look up Vendor to search for it.
29.	If the Vendor ID is unknown, the requester should attempt to locate the vendor in the database. If the vendor does not appear in the list of vendors in the PS system, the Vendor field may be left blank. However, vendor information **<u>must</u>** then be entered in the Header Comments page and include as much of the following information as is known: the vendor's name, contact person, street address, city, state, zip code, telephone number, fax number and Tax ID Number. ***NOTE: Entering information in the Header Comments page is shown in the Add, Change and Delete Comments topic.***
30.	For this example, the vendor id is unknown but can be found in the PS Database. Click the **Look up Vendor** button.
31.	***See Using the Look Up Feature topic in the Requisition Basics section for information on how to use the Look up feature to search for a vendor.***
32.	Click the **Short Vendor Name** list.
33.	Click the **contains** list item. contains
34.	Enter the desired information into the **Short Vendor Name** field. Enter "**OFFICE**".
35.	Click the **Look Up** button. Look Up
36.	Click the **0000002440** link. 0000002440

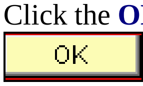
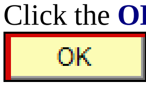
Step	Action
37.	When the Vendor field contains a value, the Vendor name will default to the right of the Vendor field. The Vendor Location will also default into the page. **The Vendor Location will remain as defaulted.** If the vendor has multiple locations, you **must** advise Purchasing as to where to send the Purchase Order by entering the location address in the Header Comments section. ***Entering information in the Header Comments page is shown in the Add, Change and Delete Comments topic.***
38.	Another alternative for finding a vendor in the database is utilizing the Vendor Lookup link. The Vendor Lookup link allows you to search for a vendor using detailed criteria such as Name, Short Vendor Name, City, State, Country, Postal, Vendor TIN (Tax Identification Number), etc. Click the **Vendor Lookup** link. ***NOTE: The Vendor Lookup can also be used to locate the address for a vendor that has multiple locations.*** 
39.	You may do a full or partial search on any field(s) on the Vendor Search page. Enter the desired information into the **Name** field. Enter "**OFFICE%**".
40.	Enter the desired information into the **City** field. Enter "**LA**".
41.	You may change the number of rows that will be viewed in the Max Row field. In this example will change the Max Rows from 10 to 50. Enter the desired information into the **Max Rows** field. Enter "**50**".
42.	Click the **Search** button. 
43.	The first four (4) vendor options display in the Search Results area. There are a total of 18 options available in this example, so the desired vendor may not appear on the first page. Click the **View All** link. 
44.	In this example there is more than one Office Depot option. The information provided in the Search Results area is not sufficient to determine which Office Depot option to select. You will need to look through the various options to find the one you desire. Click the **Sel** option. 

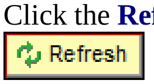
Step	Action
45.	Once an option has been selected, the Vendor Detail and Address options become links enabling you to view vendor information such as the location address. Click the **Address** link. ***NOTE: The Vendor Detail link does not provide address information.*** 
46.	The address the selected vendor option displays. If this is the desired vendor, the address would be entered in the Header Add Comments section. Click the **OK** button. 
47.	If the selected option is **not** the correct vendor, simply click the next option in the list and click the Address link to view information for the next vendor/location. Repeat these steps until the desired vendor/location is found.
48.	Click the **Cancel** button. ***NOTE: The defaulted location code on the Requisition Defaults page should never be changed, so the Cancel button will always be selected.*** 
49.	The Category field will remain blank on the Requisition Defaults page. The Category code will be entered in the Line Details on the Maintain Requisition page. ***NOTE: Entering Category information on the Requisition Defaults page may cause problems with saving the requisition.***
50.	The Ship To is the Business Unit location designation where the item(s) will be delivered. Click the **Ship To** button. 
51.	Click the **BRFHS** link. 
52.	Click the **Due Date** button. 
53.	Click the desired date. 

Step	Action
54.	**Distribute by** Funds are distributed either by Quantity or Amount. The distribution method is important when: 1. An item(s) is being charged to more than one account or department; or 2. An item(s) is a product or a service. Most blanket purchase orders are distributed by Amount.
55.	The Distribute by can be designated either on the Requisition Defaults page or the Distribution page. When entering multiple line item requisitions, if the distribution method is designated one way on the Requisitions Defaults page, you can change the distribution option on the Distribution page for a specific line item. Changing the distribution method on the Distribution page will be shown later in this topic. ***Contact your Buyer for additional information about distributing funds by Quantity or Amount.***
56.	In this example, you will distribute by Quantity, so the Distribute by will remain as defaulted. Distributing funds by Amount is shown later in this topic.
57.	The Ultimate Use Code, Attention To and SpeedChart fields will remain blank. The One Time Address link is not used at this time.
58.	**Enter ChartString Values** You will enter the ChartString combination to which the item(s) is being charged in the Distribution section of the Requisition Defaults page. If there are multiple items being ordered, each line on the requisition can have a different ChartString value. Therefore, the various ChartString values will **<u>only</u>** be entered on the Requisition Defaults page if they apply to most items ordered on the requisition. ***NOTE: If chartstring information is not entered on the Requisition Defaults page, it <u>must</u> be entered on the Distribution page for each line item on the requisition.***
59.	**Account Code** The Account Code is a transaction code for the item(s) being ordered (e.g. computer, office supplies, medical supplies, etc.). Lines on a requisition may have different Account Codes and the correct Account Code **<u>must</u>** be entered on each line item. ***NOTE: If you are ordering multiple items on the requisition and each item has a different Account Code, you should leave the Account Code field blank on the Requisition Defaults page. You must then enter the appropriate Account Code in the Distribution page for each line item. If most of the line items have the same Account Code, you may opt to enter the Account Code that applies to most of the line items on the Requisition Defaults page. You would then need to change the Account Code for those items requiring a different Account Code on the Distributions page.*** *Contact your Finance/Accounting group for a list of account codes.*

Step	Action
60.	In this example, the Account Code for Office Supplies, General will be used. Enter the desired information into the **Account** field. Enter "**546700**".
61.	The Dept is the cost center paying for the item(s). The Dept is always a 7-digit department number. Enter the desired information into the **Dept** field. Enter "**2036380**".
62.	**Location** The Location is a business unit designation. ***For BRFHM, the Location can be a 7-digit department number, or an alphanumeric location code (e.g. MH011060)***
63.	**BRFHS** BRFHS uses an 8-10 alphanumeric code, so the default will be changed for all BRFHS requisitions. Each department has an assigned code. Below are examples of two BRFHS Location codes: 1. Surgery Department - MB010303: MB designates Medical B building, 01 designates that it is located on the 1st floor of the building, and 0303 is room 303; or 2. Hospital Anesthesiology - HH03H0015A: HH designates Hospital H wing, 03 designates it is located on the 3rd floor, and H0015A is room H315A.
64.	Click the **Look up Location** button.
65.	Enter the desired information into the **Description** field. Enter "**NEURO**".
66.	Click the **Look Up** button. Look Up
67.	Click the **N20G0100** link. N20G0100
68.	**Enter Multiple ChartStrings** Items can be charged to more than one chartstring; for instance if more than one department is paying for an item. More than one chartstring can be entered on the Requisition Defaults page if the added chartstring will apply to most of the line items on the requisition. If the added chartstring does not apply to most of the line items, it should not be added on the Requisition Defaults, but instead should be entered on the specific line item's Distribution page.
69.	Click the **Add multiple new rows at row 1** button.

Step	Action
70.	A prompt box will display asking you to enter the number of rows you wish to add. The prompt will default to 1. Add only the number of rows needed as the system will not save blank lines. Click the **OK** button. OK
71.	The new row displays. Line 2 has all the same chartstring values (Account, Department, and Location) as line 1. *One or more of the chartstring values on line 2* ***must*** *be changed for a second chartstring to be charged.*
72.	**Percent** When the cost of an item(s) is split between more than one chartstring, the percentage to be applied to each **must** be designated using the Percent field. When the new row is added, the system still assigns 100% of the cost to the original chartstring. You will need to change that percentage based on how funds will be split (e.g. 50% charged to line 1 and 50% to line 2).
73.	Adding a new chartstring will be demonstrated later in this topic. Click the **Delete row 2** button.
74.	A warning message displays to confirm the delete. Click the **OK** button. OK
75.	Once all default information has been entered on the page, click the **OK** button to return to the Maintain Requisitions page. OK
76.	**Step 1:** Entering Requisition Defaults is complete. **Step 2:** Enter Item(s) on the Requisition page will now be demonstrated.
77.	**Description** A description must be entered for each line item. You may enter the description directly into the Description field or in the Transaction Item Description box located on the Details page. ***NOTE: Only 20 characters can be viewed in the Description field at a time. Users should enter description information in the Transaction Item Description box if more than 20 characters are needed.***
78.	Click the **Details...** button.

Step	Action
79.	**Transcation Item Description** The Transaction Item Description is a required field and is a free-text edit box (i.e. there is no drop-down arrow from which to select a value). All description information must be entered in **ALL CAPS**. You can enter up to 254 **characters** (this includes spaces) into the field. The system will allow you to enter more than 254 characters, but will then automatically truncate it down to 254 characters.
80.	Enter the desired information into the **Spell Check Tansaction Item Description** field. Enter "**D-RING BINDERS, 5" RINGS, BLUE**".
81.	**Spell Check** The blue book with the checkmark to the right of the Transaction Item Description is the spell check feature for the field. The spell check works similarly to spell check used for Word and other Microsoft applications. Click the **Preferred Language Item Description** button. 
82.	Click the **OK** button. 
83.	Below the Transaction Item Description box are five collapsed sections: Vendor Information, Item Information, Attributes, Contract, and Sourcing Controls. Click the **Expand All** link to expand all five sections at one time. Click the **Collapse All** link to minimize all five sections. ***NOTE: You may opt to expand or collapse the five sections individually by clicking on the Expand Section arrows located to the left of each section title.*** 
84.	The window expands to reveal more fields. Although most end-users will not enter information into these fields, you may enter information pertinent to the line such as Vendor's Catalog or Vendor Item ID. ***NOTE: The Manufacturers ID, Description, Manufacturer's Item ID and UPN ID fields should not be used.***
85.	If you know the requisition will need to go out for bid, click the checkbox in front of the RFQ Required (Request for Quote) field for **<u>each</u>** line in the distribution. If you are unsure as to whether or not the requisition will go out for bid, do not check the RFQ Required field.
86.	Click the **OK** button to return to the Maintain Requisitions page. 
87.	When entering requisition items, the Item field will always be left blank.

Step	Action
88.	**Quantity** The Quantity **<u>must</u>** be entered as whole numbers (e.g. 10 or 11 rather than 10.5). ***NOTE: Delete the value in the Quantity field before entering the new value to prevent keying errors. The system will automatically populate the decimal point and trailing zeros when the page is refreshed (i.e. 10.0000).*** Enter the desired information into the **Quantity** field. Enter "**10**".
89.	**Unit of Measure** The UOM (Unit of Measure) is a required field and may be entered in upper, lower or mixed case. The system will automatically change the UMO to upper case when the page is refreshed. You may also search for the UOM by clicking the magnifying glass to the right of the UOM field. Do **<u>not</u>** select a unit of measure that contains both alpha characters and numbers, such as B01 or C05. Enter the desired information into the **UOM** field. Enter "**EA**".
90.	**Category** The Category code will be **00000** (Generic Item Category) in the Category field and the Purchasing Department will change it at the P.O. level. Enter the desired information into the **Category** field. Enter "**00000**".
91.	**Price** When entering the cost of an item into the Price field, you **<u>must</u>** enter the decimal point to indicate cents (e.g. 15.99). Enter the desired information into the **Price** field. Enter "**15.99**".
92.	***NOTE: It is recommended that users Refresh the page after entering data for each line to validate the information entered.*** Click the **Refresh** button to update fields. 
93.	*The total amount of item(s) ordered on Line 1 will display in the Merchandise Amount field.*
94.	**Line 1 Icons** The Line Comments button (comment bubble icon) may be used to enter comments specific to the line item (e.g. special delivery or shipping instruction or additional space for item description if needed). ***NOTE: Line Comments may be entered at any time but for training purposes will be demonstrated in the Add, Change, and Delete Comments topic.***

Step	Action
95.	**Line 1 Icons** (continued) The Line Defaults button (the open book icon) is not used. The Schedule button (the page with red lines and a clock icon) is used to access the Distribution page to adjust ChartString information entered on the Requisition Defaults page if needed.
96.	**Line 1 Icons** (continued) The Plus (+) and Minus (-) signs located on the far right of Line 1 allow you to add or delete row(s) from the requisition. ***NOTE: It is not necessary to return to the Requisition Defaults page when adding rows to the requisition. Begin at Step 2: Enter Items to be Ordered.***
97.	**Go to** The Go to field is used to view the Activity Log, which allows you to view the status of saved requisitions. ***See the View the Requisition and Activity Log topic for additional information.***
98.	The Tabs above Line 1 (Ship To Due Date, Status, Vendor Information, Item Information, Attributes, Contract, and Sourcing Controls) provide a compilation of the information entered into the requisitions. The system automatically defaults needed information into the tabs. ***NOTE: Users should never change any information on these tabs.***
99.	**Step 3: Adjust ChartString (Schedule Page)** You can adjust the distribution of funds (i.e. the ChartString(s) to which the item(s) is being charged) on the Distribution page. You must first access the Schedule page to get to the Distribution page. Click the **Schedule...** button. 
100.	If you need to add additional shipping or delivery instructions such as entering more than one Ship To location, or the name of the person receiving the item(s), you may utilize the Add Ship To Comments link. ***NOTE: You may also include this information in Line Comments if applicable to only a single line item.***
101.	Click the **Distribution** button. 

Step	Action
102.	**Distribution** Chartstring information entered on the Requisition Defaults page automatically displays on the Distribution page for **all** line items. Thus, the Distribution page allows users to view and adjust chartstring values for a specific line item. Each line item can have the same chartstring or a different chartstring. Depending on whether the chartstring is the same or different will determine what information, if any, will be entered on a line item's Distribution page.
103.	For example: 1. If the chartstring is the same for all line items, no changes will be made on the Distribution page. 2. If the entire chartstring is different for each line item, you would **not** enter the chartstring on the Requisition Defaults page, but instead **must** enter it on the Distribution page for each line item. 3. If only **one chartfield** is different for each line item, that chartfield may be left blank and all other chartfields populated on the Requisition Defaults page. You **must** then go to the Distribution page for **each** line item and enter the missing chartfield information. 4. If multiple chartstrings will be charged for a specific line item, you can add a line on the Distribution page and enter the second set of chartstring values.
104.	**Distribute By** The Distribute By field indicates whether cost is being allocated by Quantity or Amount. Most blanket purchase orders are distributed by amount, especially those covering services. The Distribute By defaults based on the information entered on the Requisition Defaults page. The Distribute By can be changed on the Distribution page for a specific line item as needed. ***Contact your Buyer for additional information regarding distributing funds by Quantity or Amount.***
105.	**Scenario** In this example you will: 1. Change the Distribute By from Quantity to Amount; 2. Insert a row so a second chartstring can be entered; 3. Charge forty percent (40%) of the cost of the binders to department 2036380; and 3. Charge sixty percent (60%) of the cost of the binders to department 2036345.

Step	Action
106.	Click the button to the right of the **Distribute By** field. ***NOTE: The Quantity field displays between the Percent and Merchandise Amount fields when the Distribute By is Quantity.***
107.	Click the **Amount** list item. *Notice the Quantity field between Percent and Amount.* Amount
108.	When the Distribute By is changed to Amount, the Quantity field is removed from the page.
109.	Click the **Add multiple new rows at row 1** button.
110.	A prompt box displays. The system defaults the number of rows to add to 1, but you can change that number if needed. However, the system will not allow you to save blank rows, so only add the number of rows needed. Click the **OK** button. OK
111.	When a row is added the original chartstring values will be duplicated on the new row. At least one chartfield (Account, Dept, and Location) **must** be changed on the new row.
112.	***NOTE: Delete the value in the Percent field for Line 1 before entering the new percentage to prevent keying errors.*** Enter the desired information into the **Percent** field. Enter "**40**".
113.	Enter the desired information into the **Percent** field. Enter "**60**". ***NOTE: The system will automatically populate the decimal point and trailing zeroes when you navigate away from the field.***
114.	The system automatically recalculates the Merchandise Amount based on the new percentage values.
115.	***NOTE: Delete the value in the Dept field for line 2 before entering the new value to prevent keying errors.*** Enter the desired information into the **Dept** field. Enter "**2036345**".
116.	Once you have completed entering chartstring information, you would click the OK button to return to the Schedule page. For training purposes only, click the **Delete row 2** button.

Step	Action
117.	A message box will display confirming you want to delete the row. Click the **OK** button. OK
118.	***NOTE: Delete the value in the Percent field for Line 1 before entering the new percentage to prevent keying errors.*** Enter the desired information into the **Percent** field. Enter "**100**".
119.	Click the **Refresh** button. Refresh
120.	Distributing funds by Quantity will now be demonstrated. **Scenario** In this example you will: 1. Change the Percent value for line 1 to 100; 2. Change the Distribute By to Quantity; 3. Add a new row to the page; 4. Charge three (3) binders to department 1053000; and 5. Charge two (2) binders to department 1050100.
121.	Click the button to the right of the **Distribute By** field.
122.	Click the **Quantity** list item. Quantity
123.	***NOTE: The Quantity field displays again on the page.***
124.	Enter the desired information into the **Quantity** field. Enter "**4**".
125.	Click the **Add multiple new rows at row 1** button.
126.	Click the **OK** button. OK
127.	The system automatically displays a Quantity of 6 in the new row. When a row is added the original chartstring values will be duplicated on the new row. At least one chartfield (Account, Dept, and Location) **must** be changed on the new row.
128.	Enter the desired information into the **Dept** field. Enter "**2036345**".
129.	Once you have completed entering chartstring information, you would click the **OK** button to return to the Schedule page. For training purposes only, click the **Delete row 2** button.

Step	Action
130.	Click the **OK** button. OK
131.	The Percent and Quantity **must** be restored to the original values once row 2 is deleted. ***NOTE: Delete the value in the Quantity field for Line 1 completely before entering the new quantity to prevent keying errors.*** Enter the desired information into the **Quantity** field. Enter "**10**".
132.	Click the **OK** button. OK
133.	Click the **Return to Main Page** link. Return to Main Page
134.	*It is recommended that you Save the requisition after completing each row.* ***NOTE: If a multiple line item requisition is created, and a red box or save edit message is received, the line item containing the blank field(s) will not be identified. For multiple line item requisitions, it is strongly recommended the user save after the completion of each line item.***
135.	Click the **Save** button. Save
136.	The system assigns a Requisition ID number to the requisition when it is first saved. The Requisition ID is not the Purchase Order (PO) number. A separate PO number will be assigned by Purchasing when the PO is generated. **BRFHS** When a Confirmation PO Number is entered, this will be both the Requisition ID and PO number. A separate PO number will **not** be assigned.
137.	The following is the **minimal** data required to save a requisition and generate a Requisition ID number. If any of these fields are left blank, you will receive either a red box or a save edit error message. You **cannot** successfully save the requisition until all required fields are populated. 1. Requester 2. Requisition Date 3. Accounting Date 4. Buyer 5. Vendor Number 6. Ship To 7. Due Date 8. Account 9. Department 10. Location 11. Description 12. Quantity 13. Unit of Measure 14. Category 15. Price

Step	Action
138.	Multiple items may be entered on the requisition; however, all items **must** be ordered from the same vendor. A requisition cannot have multiple vendors. Click the **Add multiple new rows at row 1** button.
139.	Click the **OK** button.
140.	You would enter information to Line 2 in the same manner as demonstrated in Line 1. For **training purposes only**, a new line item will **not** be added. Click the **Delete row 2** button.
141.	Click the **OK** button.
142.	*You **must** save the requisition each time a change is made.* Click the **Save** button.
143.	***NOTE: If the requisition is not complete, do not uncheck the Hold From Further Processing checkbox so that you may continue working on the requisition.*** **For training purposes only**, the Hold From Further Processing box will remain checked at this time.
144.	When the requisition is complete, you **must uncheck** the Hold From Further Processing checkbox. ***NOTE: You cannot add information to the requisition once the Hold From Further Processing checkbox is unchecked and the requisition is saved.***
145.	This completes ***Enter a Requisition***. **End of Procedure.**