



Managing eProcurement Requisitions

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Training Guide

Managing eProcurement Requisitions

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Managing eProcurement Requisitions

Entering an eProcurement Requisition

Speedcharts - Review for Edit


Procedure

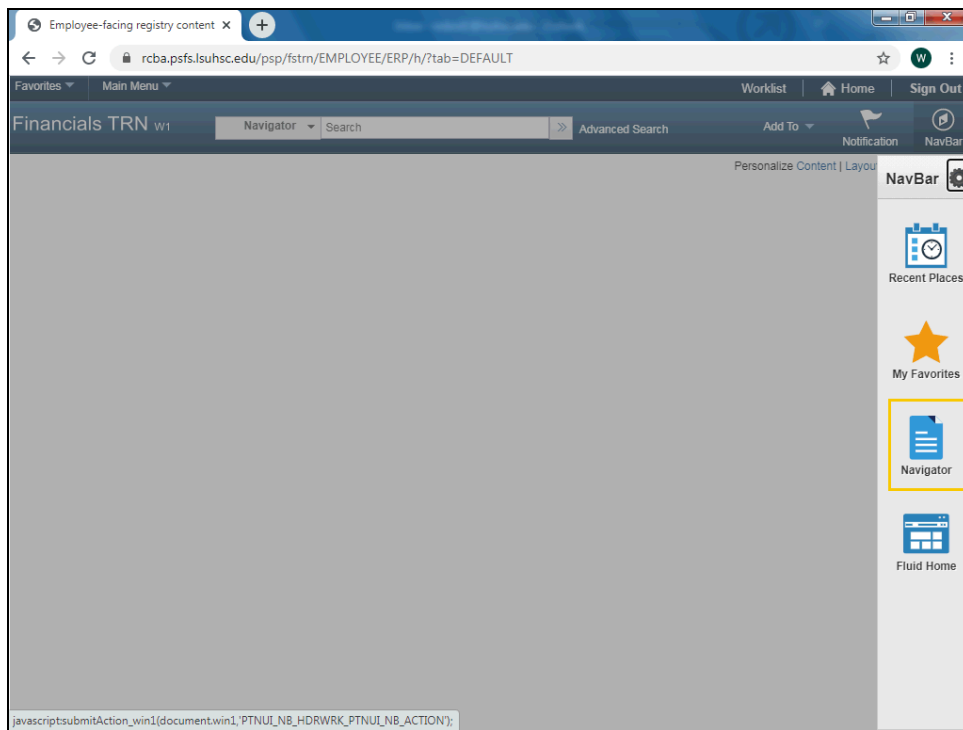
In this topic you will learn how to use **SpeedCharts** to simplify data entry.

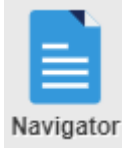
Step	Action
1.	<i>NOTE: Speedcharts are referred to as Accounting Tags in eProcurement. However, the process for looking up Speedchart (Accounting Tag) information remains the same.</i>
2.	A SpeedChart is a shortcut the users can enter to automatically fill in the individual ChartField values on the distribution line. The use of SpeedCharts can greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used combinations of Chartfield values and by reducing keystroke errors.
3.	<p><u>Please review the following definitions on SpeedChart, ChartField and ChartString used in this training document.</u></p> <ul style="list-style-type: none">•SpeedChart – is a combination of ChartFields, excluding the Account Code. The Account Code is not part of the SpeedChart values and needs to be entered on the distribution line to complete the ChartString. It is also known as SpeedType.•ChartField – In Peoplesoft, the Chart of Accounts is comprised of information fields that provide the basic structure to segregate and categorize transactional and budget data. Each informational field is called a CHARTFIELD.•ChartString – is combining a series of chartfield values into one string. <p>SpeedCharts are utilized on the Requisition Defaults and line distribution page:</p> <ul style="list-style-type: none">•Single SpeedCharts are accessed on the Requisition default page and the Distribution line.•Multiple SpeedCharts are accessed on the Distribution lines.

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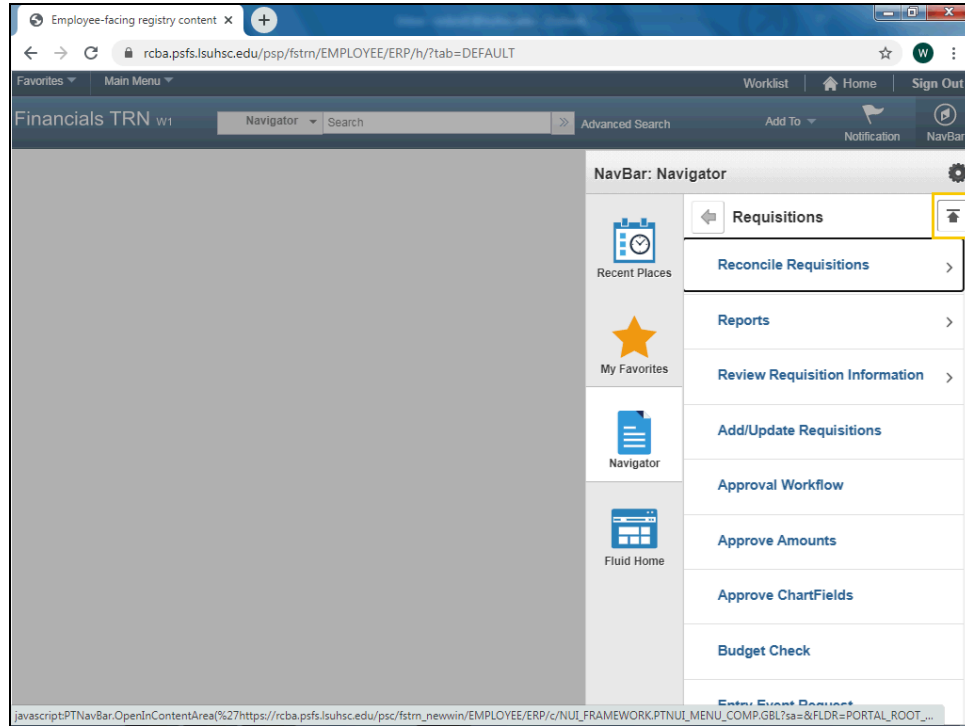
Step	Action
4.	<p>Lookup SpeedChart Information:</p> <p>The SpeedChart information can be found in the SpeedType lookup.</p> <p>Click the NavBar button.</p> 





Step	Action
5.	<p>Click the Navigator button.</p> 

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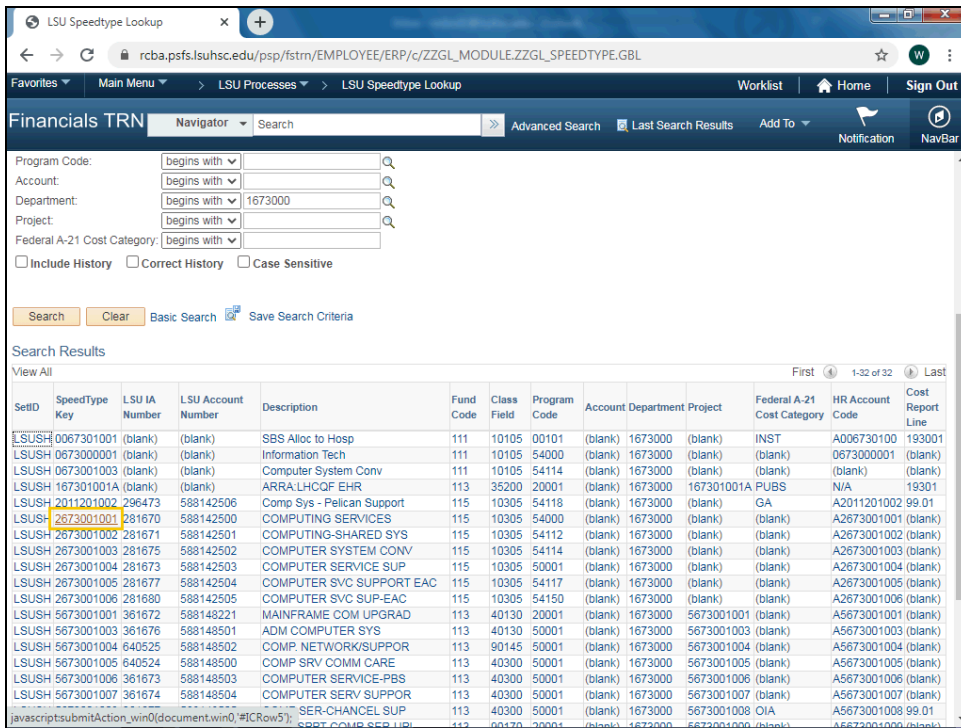


Step	Action
6.	<p><i>NOTE: The NavBar Menu navigation remains on the last menu option selected. The Back to Root Arrow button, if present, will take you back to the Financials Home page menu. If the Back to Root Arrow is not present, the top of the Financials Home Page menu is being displayed.</i></p> <p>Click the Back to Root button.</p> 
7.	<p>Click the Down scrollbar.</p> 
8.	<p>Click the LSU Processes link.</p> <p>LSU Processes</p>
9.	<p>Click the LSU SpeedType Lookup link.</p> <p>LSU Speedtype Lookup</p>

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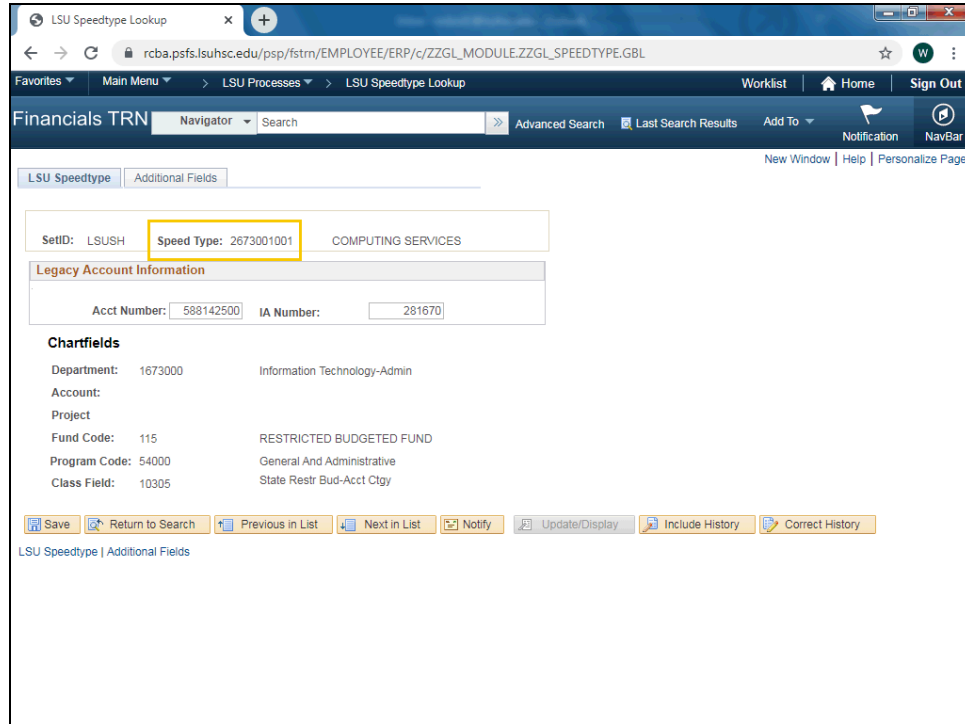
Step	Action
10.	<p>NOTE: In this example we are searching for all the SpeedCharts for a specific Department.</p> <p>Enter your Business Unit in the SetID field and the Department ID you wish to search for.</p> <p>Click the Search button.</p> <p>Search</p>



Step	Action
11.	<p>Select SpeedType Key for the department you wish to review.</p> <p>Click the SpeedType Key link.</p> <p>2673001001</p>

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Step	Action
12.	<p><u>The SpeedChart information is displayed.</u></p> <p><i>NOTE: If you want to use this SpeedChart when creating your information, please make a note of the SpeedType Key to enter in the SpeedChart search field.</i></p> <p><i>NOTE: Only SpeedChart that begin with a numeric value can be used when creating the Requisitions. Speed Charts that begin with a "G" or "R" cannot be used.</i></p> <p>Note the LSU Speedtype field value.</p> <p>Press [Enter] to continue.</p> <p style="color: blue;">2673001001</p>
13.	<p>Single SpeedChart</p> <p>The Single SpeedChart field is located on the Requisition Defaults page above the distribution line. The SpeedChart always overwrites any existing Chartfield values entered on the requisition Distributions line. You will need to enter the SpeedChart before you input the Account Code chartfield value on the Distributions line.</p>
14.	<p><i>NOTE: If you know the SpeedChart you want to use you can enter the complete SpeedChart Key into the SpeedChart field. Or you can enter part of the SpeedChart Key, click the lookup icon and select a SpeedChart from the list.</i></p>

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Requisition Defaults

Default Options

Default
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, and the values on this page are not used.

Override
If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: AANDER1 (Anderson, Alison) | Unit of Measure: []
 Supplier: 000002440 (OFFICE DEPOT) | Supplier Location: 14
 Category: [] | Supplier Lookup: []

Schedule

Ship To: LSUSH (LSUHSC-Shreveport) | *Distribute By: Quantity
 Due Date: 06/11/2020
 Ultimate Use Code: [] | Ship Via: GRND
 Attention To: [] | Freight Terms: PP&A


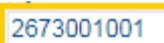
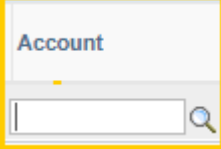
Distribution

One Time Address: []
 SpeedChart: []

Distributions

Dist	Percent	GL Unit	Account	Dept	Location	IN Unit	Fund	Program	Class	Budget Date
1	[]	LSUSH	[]	[]	[]	[]	[]	[]	[]	06/04/2020

OK Cancel Refresh

Step	Action
15.	Enter the desired information into the SpeedChart field. Enter " 2673% ".
16.	Click the SpeedChart Look up button. 
17.	Click the 2673001001 link. 
18.	The Chartfield values are filled in as indicated in the screenshot. Please enter the account number to complete the ChartString.
19.	NOTE: If you cannot find a SpeedChart that contains the values for which the item(s) is being charged, you can manually enter the ChartString values on the distribution line. Click in the Account button. 

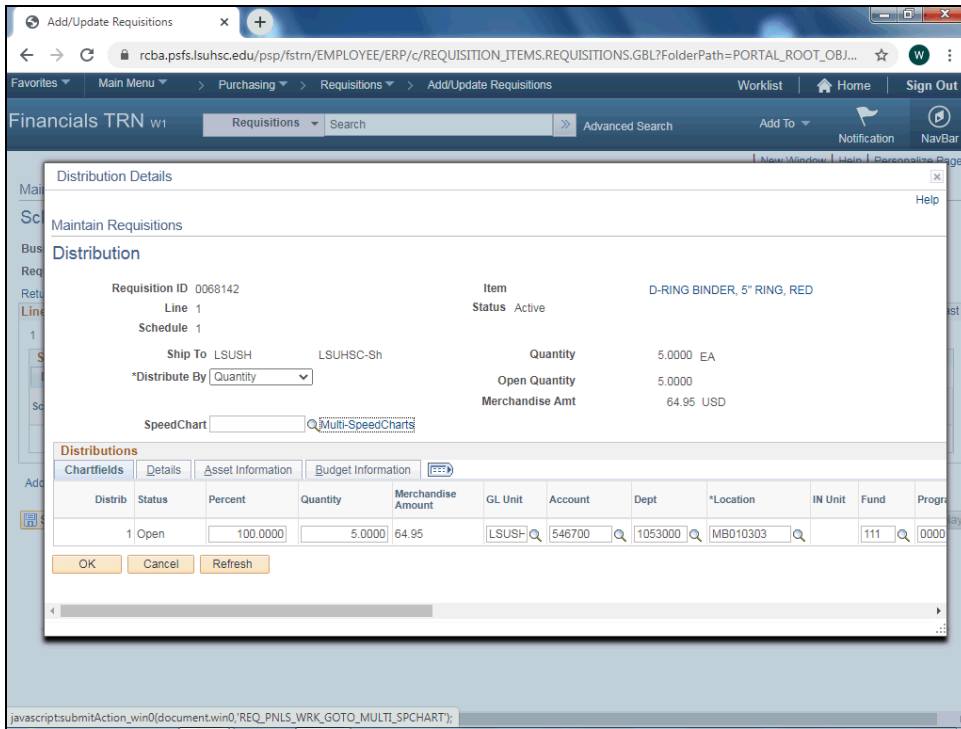
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Step	Action
20.	<p>If you want to split the charges between multiple ChartStrings on the Requisition Default page, you can add another distribution line by clicking on the Add Multiple New Rows button (+) located at the end of the distribution line.</p> <p><i>NOTE: You cannot select a SpeedChart for the second distribution line; doing so will overwrite the ChartField values on the <u>first distribution line</u>.</i></p> <p>Click OK to continue.</p>
21.	<p>The new row will display the values from distribution line 1. Update the ChartString values on line two to charge to the correct ChartString, and apply the percentage of distribution to each line.</p> <p><i>NOTE: If there are multiple items being ordered and charged to different ChartStrings, you can choose to enter the ChartString on each line instead of on the Requisition Defaults.</i></p>

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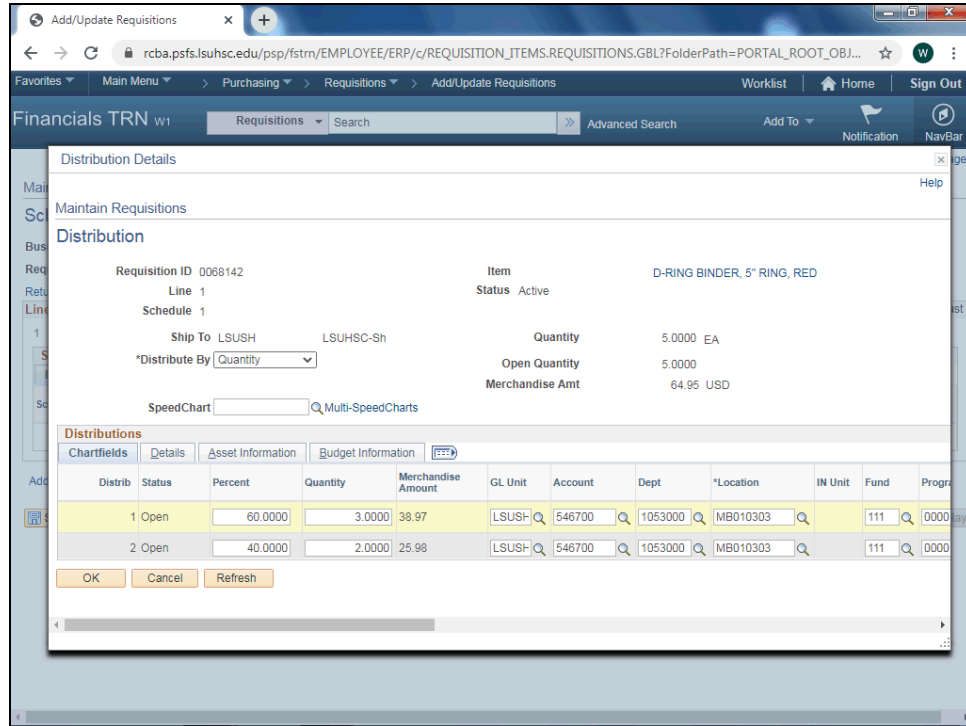
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Step	Action
22.	<p><u>Using Multiple SpeedCharts per Line Item</u></p> <p>Use this procedure when you want to split the charges or overwrite an existing ChartField at the PO and Requisition line level.</p> <p>The Multiple SpeedCharts functionality provides you with the ability to choose whether you want to override or append multiple SpeedCharts to existing ChartField Values. You can use multiple SpeedCharts to automatically calculate distribution quantities, amounts, and percentages.</p> <p>Navigation: Click on the Schedule icon on the line item you wish to split the charges for, then click the Distribution/ChartFields icon.</p> <p>Click the Multi-SpeedCharts link.</p>
23.	<p>If you know the SpeedChart you want to use, you can enter the complete SpeedChart Key or you can enter part of the SpeedChart Key, click the LookUp icon and select a SpeedChart from the list.</p> <p>Click the Add a new row at row 1 link.</p> 

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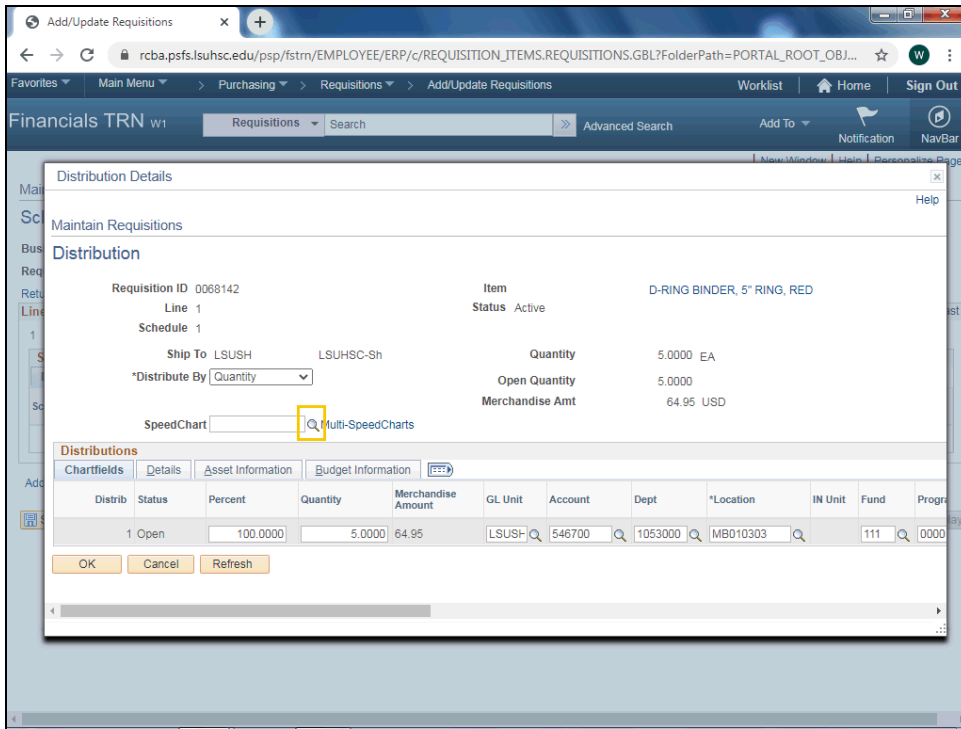
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Step	Action
24.	Enter how you want to distribute the charges. In this example, the quantity was distributed between the two Chartstrings, 3 and 2.


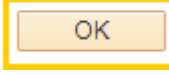
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Step	Action
25.	<p><u>Overwrite a SpeedChart:</u></p> <p>In this scenario, incorrect ChartField value information was entered for this line item</p> <p>You can lookup the Speedchart information to find the correct SpeedChart. Refer to the SpeedChart Lookup document for assistance.</p> <p>The Speedcharts for the department is displayed, find the SpeedType Key that list the ChartString values you want to use for the line item.</p> <p>Click the SpeedType Key in the SpeedChart field. The ChartString values will be displayed.</p> <p>Click the SpeedType Key in the SpeedChart field. The ChartString values will be displayed.</p> 

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Step	Action
26.	<p><u>Append SpeedChart</u></p> <p>In this scenario you will append a new ChartString to an existing one, creating a second distribution row.</p> <p>Navigation: Click on the Schedule Icon on the line item you wish to split the charges for, then click the Distribution/ChartFields Icon.</p> <p>Click the Append option.</p>  A rectangular button with a light gray background and a thin black border. The word "Append" is written in a dark gray font. To the left of the text is a small, light gray circle. The entire button is enclosed in a yellow rectangular highlight.
27.	<p>Enter the Chartfield Key.</p> <p>Click the OK button.</p>  A rectangular button with a light beige background and a thin black border. The word "OK" is written in a dark gray font. The entire button is enclosed in a yellow rectangular highlight.
28.	<p>The append SpeedChart action creates a second distribution line. Update the second distribution line to change the percentage of distribution and add the account code.</p>
29.	<p>This completes the SpeedCharts section. End of Procedure.</p>

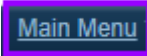
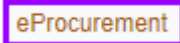
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Create a Punchout Requisition

Procedure

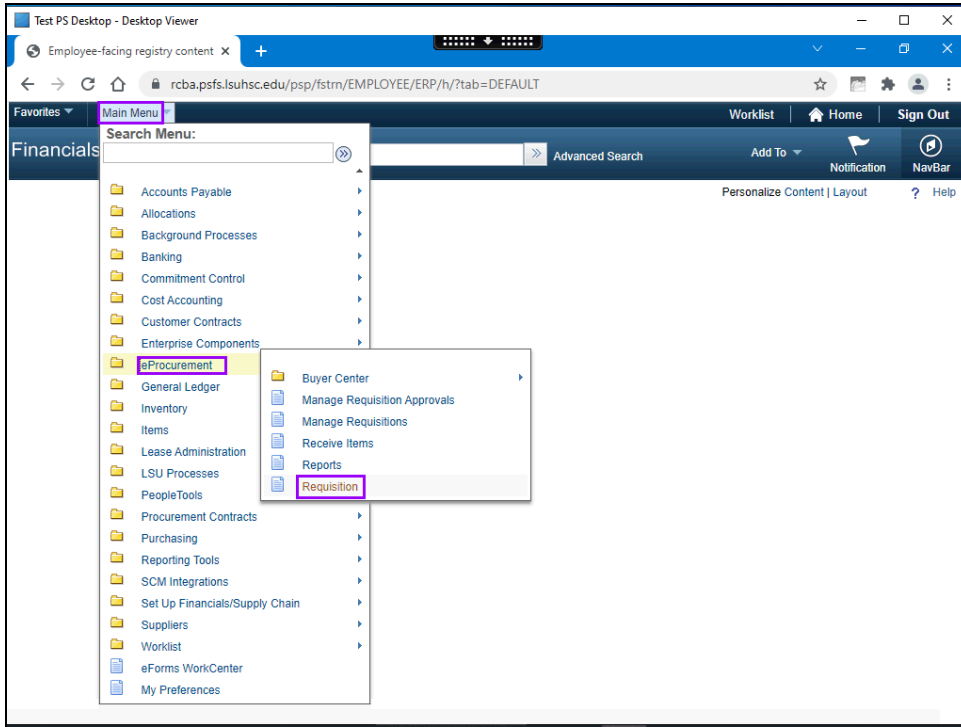
In this topic you will learn how to **Create a Punchout Requisition**.

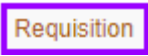
A **Web Punchout** is a method for requesters to buy from a supplier's website from within the requester's own procurement system.

Step	Action
1.	<p><i>NOTE: eProcurement is the new requisition module for LSUSH. The module provides electronic commerce transactions with certain vendors by web punchout to their catalog, returning the request to the PeopleSoft Financials application, then submitting the order to the vendor. All other requisitions may be created through the Special Requests feature.</i></p> <p>Click the Main Menu link.</p> 
2.	<p>Click the eProcurement link.</p> 

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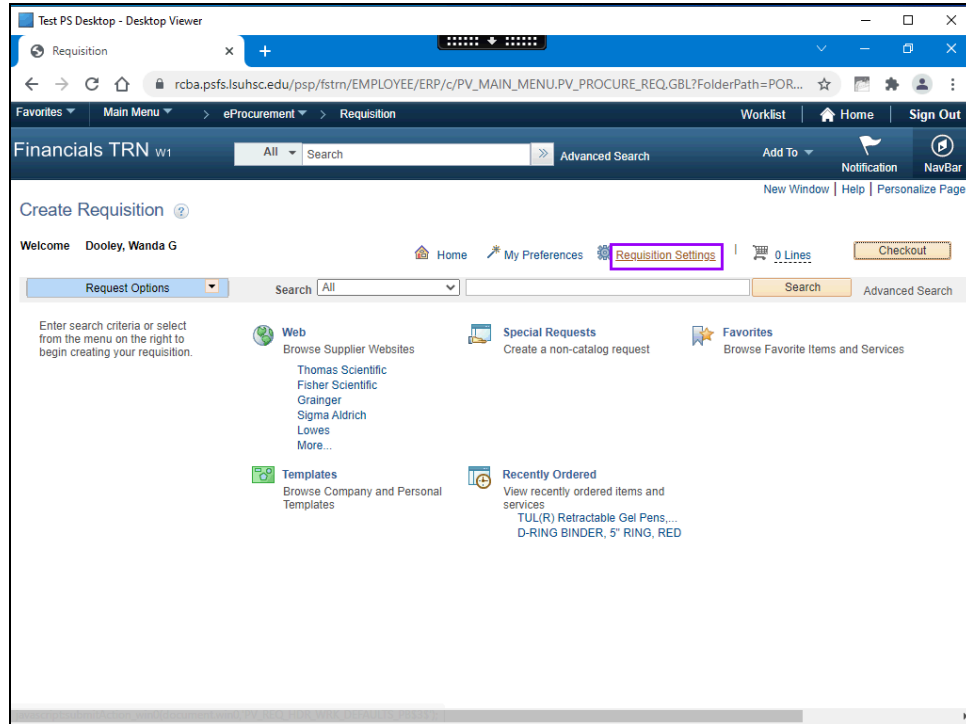
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Step	Action
3.	Click the Requisition link. 
4.	There are three (3) steps to creating a Punchout Requisition: <ol style="list-style-type: none"> 1. Enter Requisition Settings 2. Enter punchout line items and checkout 3. Review, Save and Print the punchout requisition <p><i>NOTE: Changing the order of these steps may cause default errors which will result in the re-entering of the requisition by the requester.</i></p>

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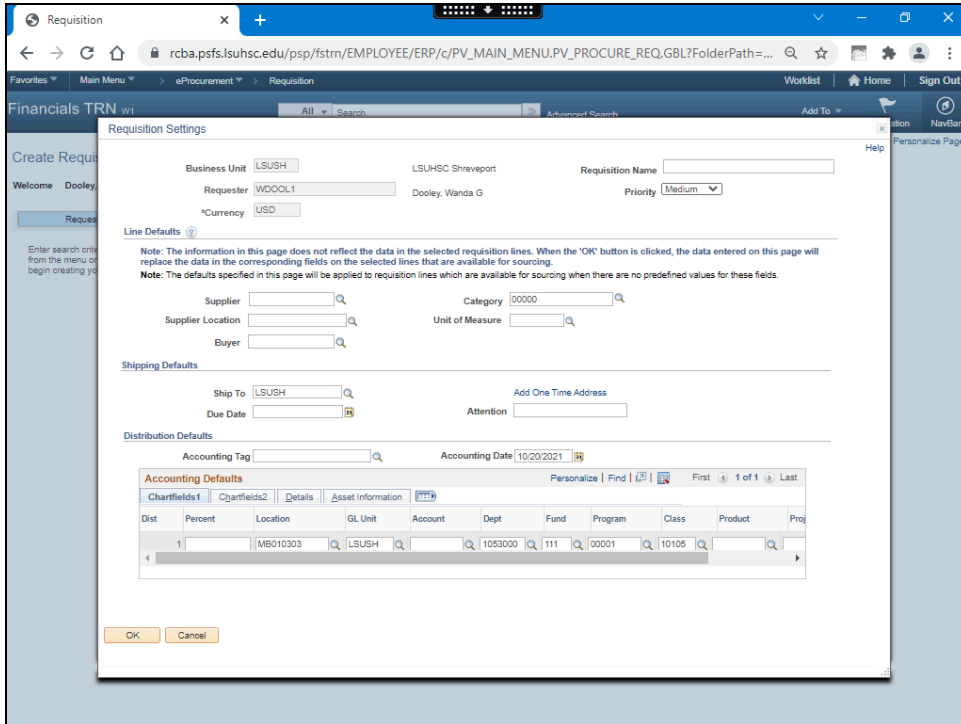
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Step	Action
5.	<p>Step 1: Enter Requisition Settings</p> <p>The Requisition Settings are used to set the default values for the requisition.</p> <p>Click the Requisition Settings link.</p> <p>Requisition Settings</p>

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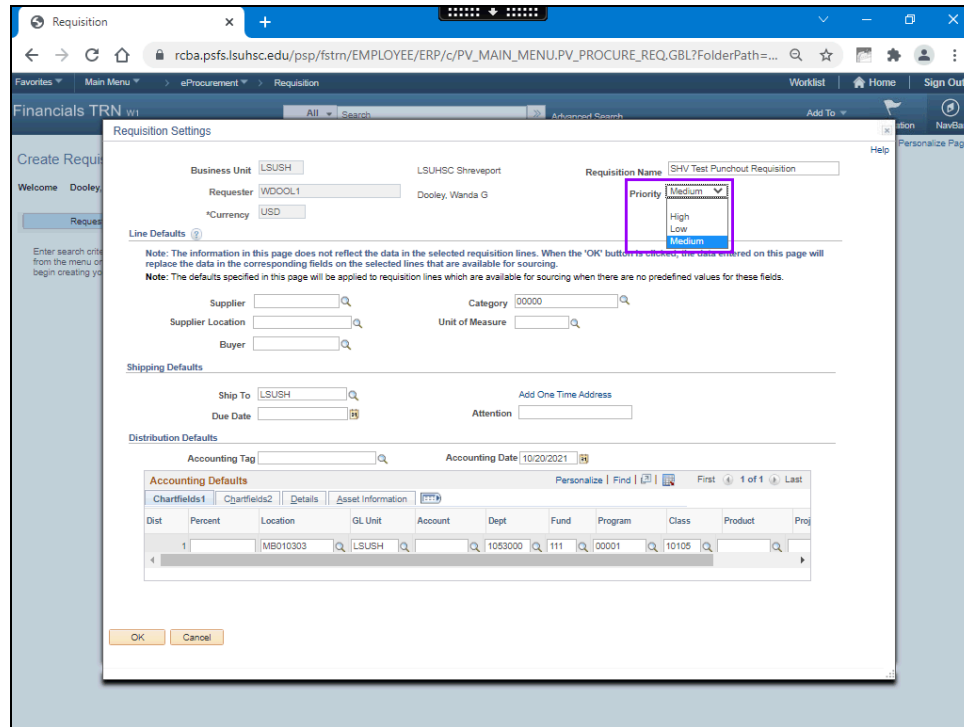
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Step	Action
6.	<p>The Requisition Settings page will display.</p> <p>The Requisition Settings page allows users to enter supplier, shipping, charstring, etc., information on one page rather than for each line item of the requisition. Fields such as the Business Unit, Requester, Currency, and Location information should default from your profile. Any entries or changes made on the Requisition Settings page automatically default for all Line Items if made prior to adding any lines to the requisition.</p>
7.	<p>The top section of the Requisition Settings page allows the user to enter a <i>Requisition Name</i>, change the priority, as well as change the requester if entering the request for another user (<i>i.e., a Department Approver can change the Requester to any Requester that they approve. Buyers can do the same for all requesters</i>).</p> <p>Enter the desired information into the Requisition Name field. Enter "SHV Test Punchout Requisition".</p>
8.	<p>Requisitions do not have to be approved in any particular order. However, you may click the Priority drop-down arrow next to the requisition links to make a notation of the priority order in which you wish the Approver to approve the requisitions in his/her Worklist.</p> <p>NOTE: This <u>does not</u> reorder the requisitions on the Worklist.</p> <p>Click the down arrow to the right of the Priority field.</p> 

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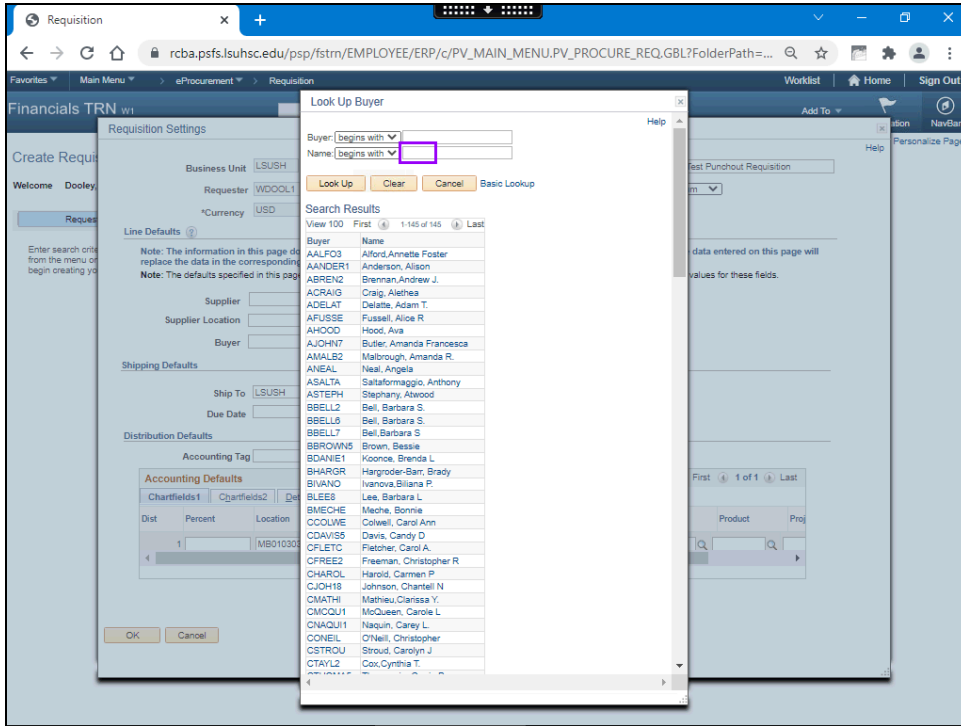
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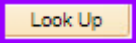


Step	Action
9.	<p>NOTE: <i>The priority could be the importance of the requisition or the expected turnaround time. In the Worklist, the priority of the requisition is displayed and can be sorted by priority by clicking on the Priority column header.</i></p> <p>Low - Turnaround time is not a priority.</p> <p>Medium - The default value for all requisitions, the expectation for approval is within a few days.</p> <p>High - Very important, approval is expected within a day. For example, an emergency requisition needed to be ordered and paid for quickly.</p> <p>Choose the desired Priority.</p> <p>Medium</p>
10.	<p>Under the Line Defaults section, Buyer is a required field. If you know the Buyer's UserID, you may enter directly into the field, or search for it using the Look up Buyer (magnifying glass) to the right of the Buyer field.</p> <p>Click the Look up Buyer button.</p> 

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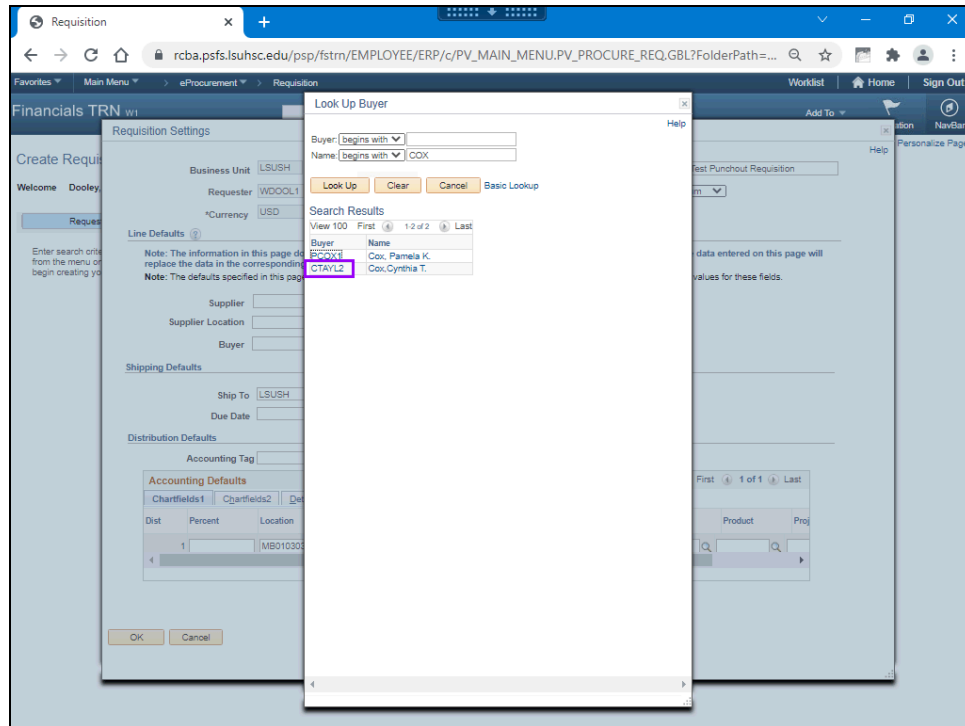
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Step	Action
11.	<p>Enter the desired information into the Name field. Enter "COX".</p> <p><i>NOTE: If you enter the full name, the name must be entered in proper PeopleSoft format (i.e., last name, first name).</i></p>
12.	<p>Click the Look Up button.</p> 

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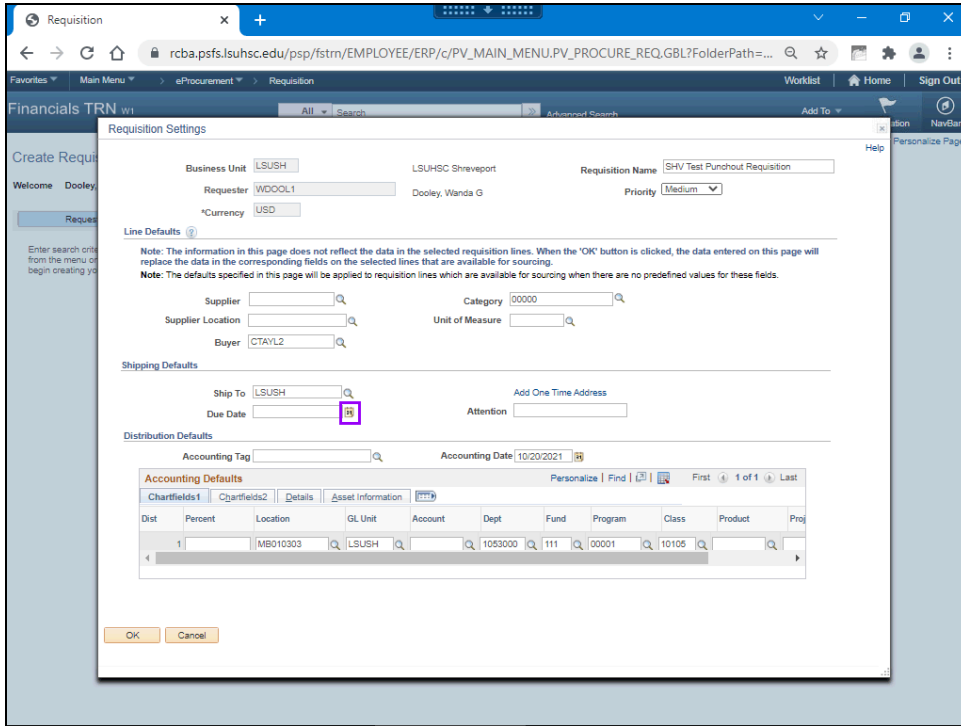
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Step	Action
13.	A name or list of names will display in the Search Results area. Click the CTAYL2 link. CTAYL2

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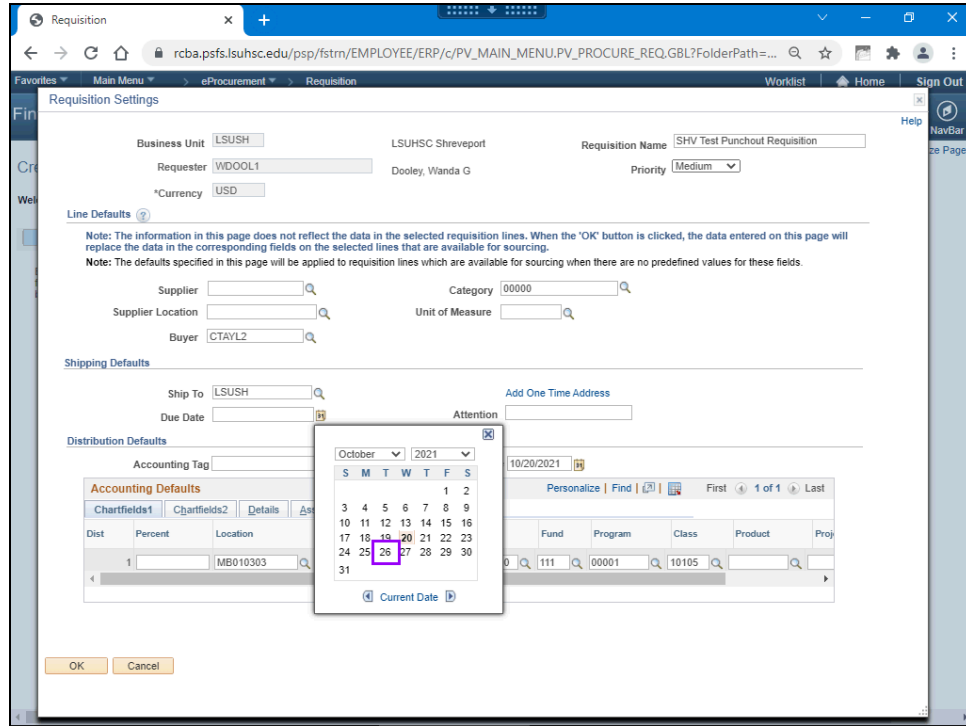
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Step	Action
14.	<p>The Due Date is the date you expect to receive the goods from the Vendor.</p> <p>Under Shipping Defaults section, click the Due Date button.</p> 

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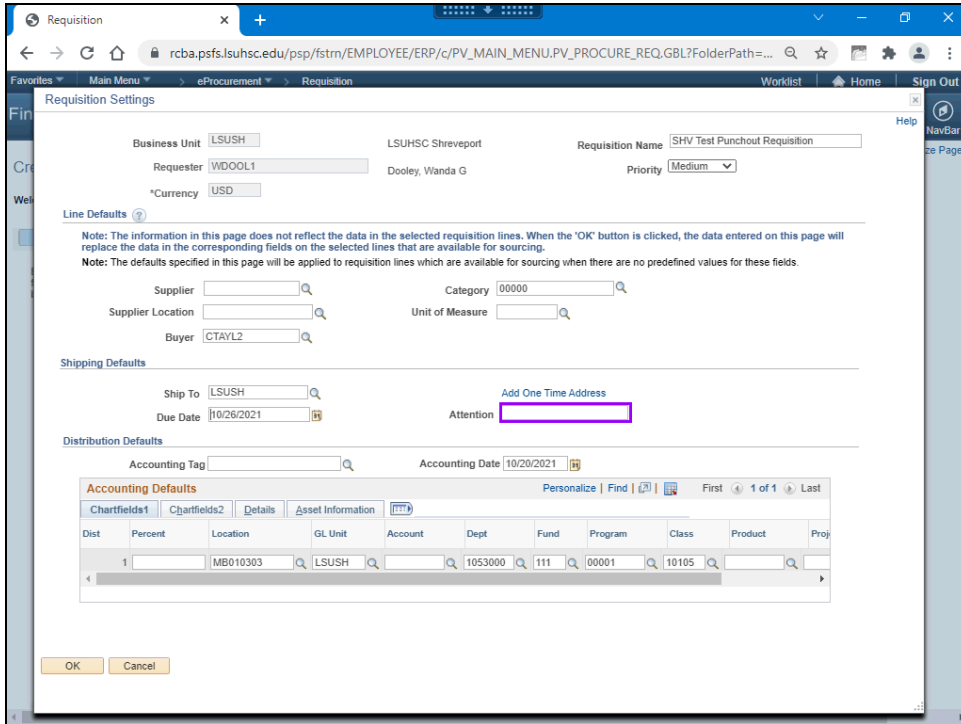
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Step	Action
15.	Choose a date. For this example, click the October 26, 2021 date. 

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Step	Action
16.	In the Attention field, enter the name of the person to whom the delivery will be made. Enter the desired information into the Attention field. Enter " Caresa Garrett ".
17.	In the Distribution Defaults section, the Accounting Tag is the same as the Speedtype. The chartstring information in the Accounting Defaults section may be changed by selecting an Accounting Tag or by manually changing each of the values in the Accounting Defaults section. Entries or changes made on the Requisition Settings page, prior to selecting any requisition lines will carry forward to all lines.
18.	The Accounting Date defaults to the current date. When creating requisitions for the upcoming fiscal year at year-end, this field may be changed as needed.
19.	Location LSUSH uses an 8-10 alphanumeric code, so the default will be changed for all LSUSH requisitions. Each department has an assigned code. Below are examples of two LSUSH Location codes: 1. Surgery Department - MB010303: MB designates Medical 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

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Step	Action
20.	The Location entered in the Accounting Defaults indicates where the delivery will be made. If the Location does not default it may be entered, or you may use the Look Up Location button to the right of the Location field.

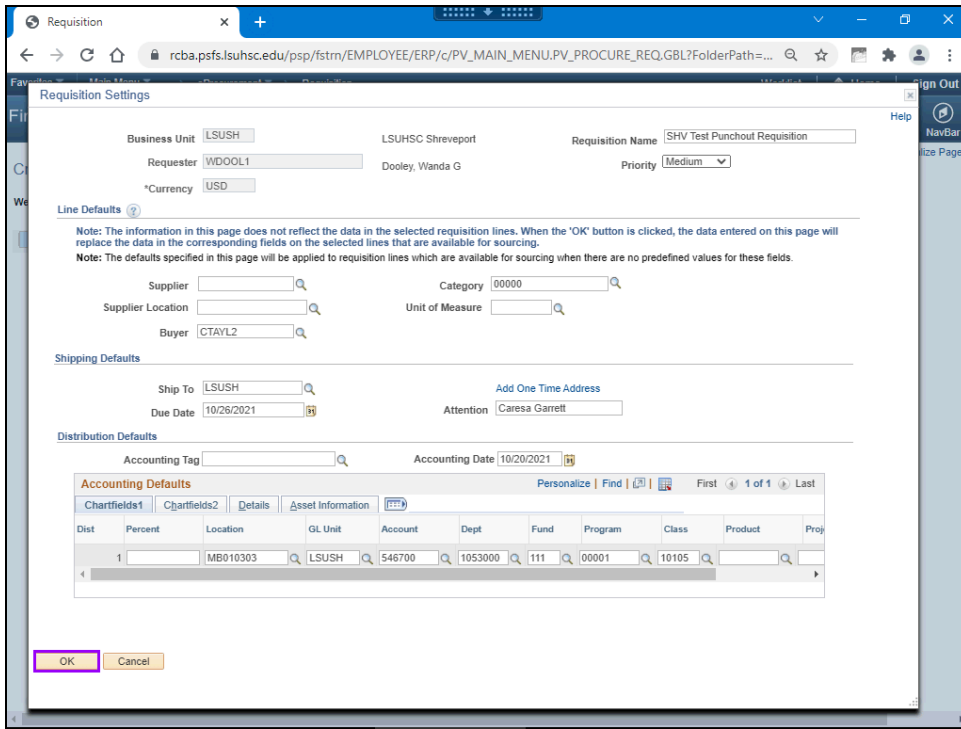
The screenshot shows the 'Requisition Settings' page. Key fields include Business Unit (LSUSH), Requisition Name (SHV Test Punchout Requisition), and Priority (Medium). The 'Accounting Defaults' section is expanded, showing a table with the following data:

Dist	Percent	Location	GL Unit	Account	Dept	Fund	Program	Class	Product	Proj
1		MB010303	LSUSH							

Step	Action
21.	<p>The Account field is typically blank on the Requisition Settings page. Users may enter the Account prior to selecting any requisition lines and the Account number will be defaulted for each line item added to the requisition.</p> <p>In this example, the Account Code for <i>Office Supplies, General</i> is used.</p> <p>Enter the desired information into the Account field. Enter "546700".</p>
22.	<p>The Dept. will be the department number to which the items will be charged.</p> <p>Enter the desired information into the Dept. field. Enter "1053000".</p>
23.	<p>The Fund Code identifies the funding source for the item(s) being ordered. If the item(s) involves a Project/Grant, you will need to enter the Fund Code associated with the specified Project/Grant (i.e., 113,115,116, etc.)</p> <p>Enter the desired information into the Fund field. Enter "111".</p>
24.	Enter the desired information into the Program field. Enter " 00001 ".
25.	Enter the desired information into the Class field. Enter " 10105 ".

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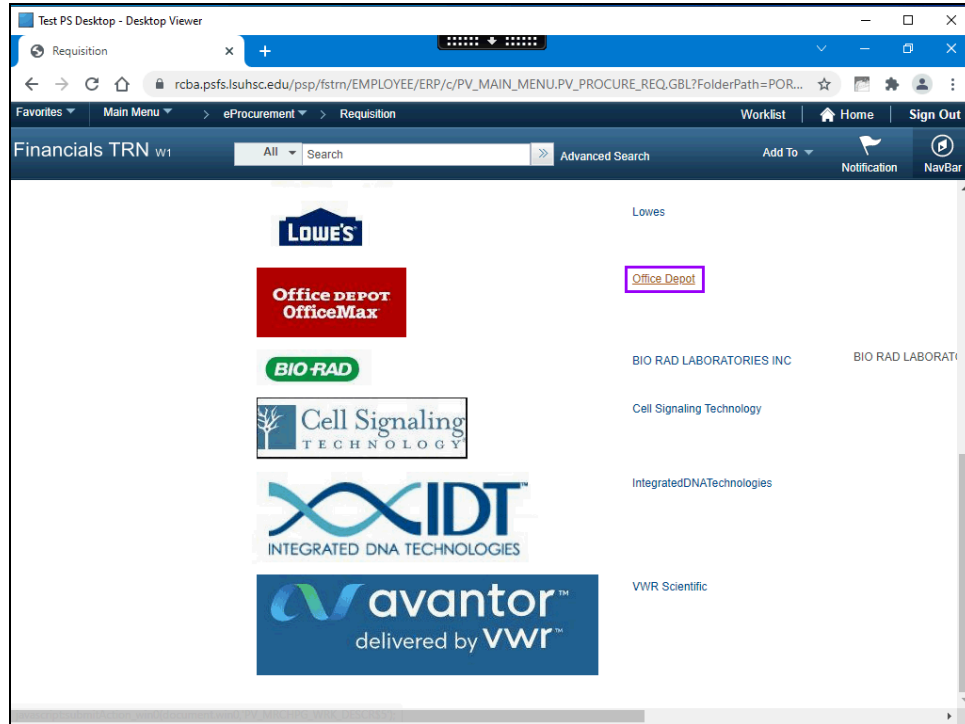
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Step	Action
26.	<p>Click the OK button.</p> <p><i>This completes Step 1: Enter Requisition Settings.</i></p> <p>OK</p>
27.	<p>Step 2: Enter punchout line items and checkout</p> <p>The Supplier Punchout catalogs are available through the Web section of the page. Select the link for the vendor if it is displayed or select More...</p> <p>Click the More... link.</p> <p>More...</p>

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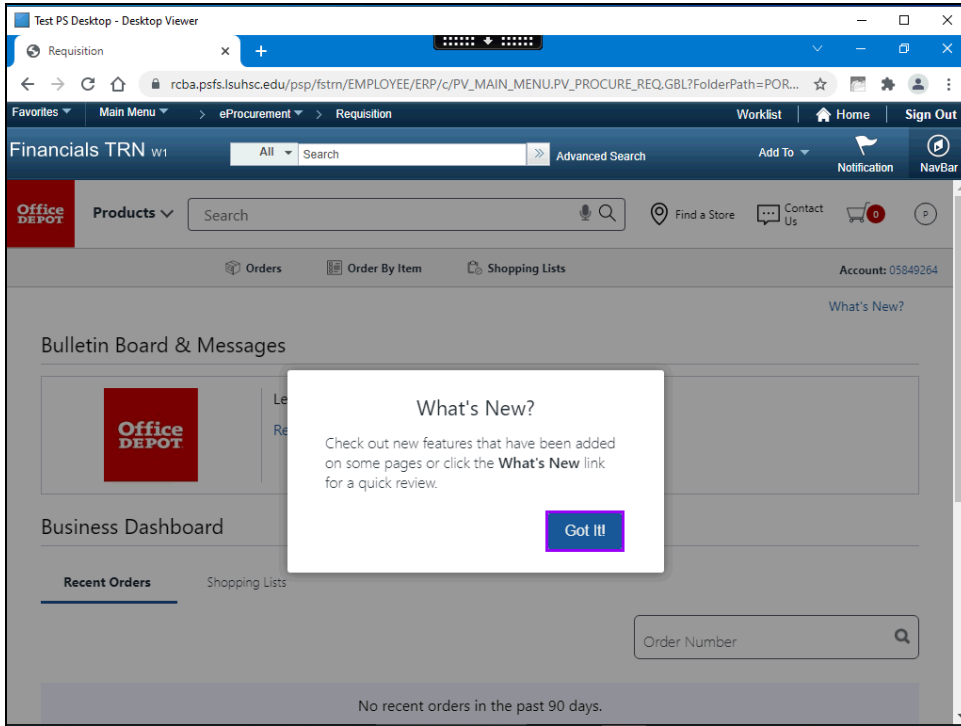
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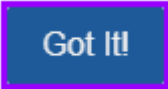


Step	Action
28.	<p>The page displays the supplier logos and a link. Select the link for the desired vendor.</p> <p>The system processes the request and the Office Depot punchout catalog will load to the screen for display.</p> <p><i>NOTE: Each of the supplier punchout catalog websites will have a different look and feel. This is because you are on the supplier's site, <u>not</u> on the LSU Health PeopleSoft website. For this example, the Office Depot punchout catalog is used. Other supplier catalogs will look and function differently, should you need any assistance on a supplier's punchout website, please contact your Buyer.</i></p> <p>Click the Office Depot link.</p> <p>Office Depot</p>

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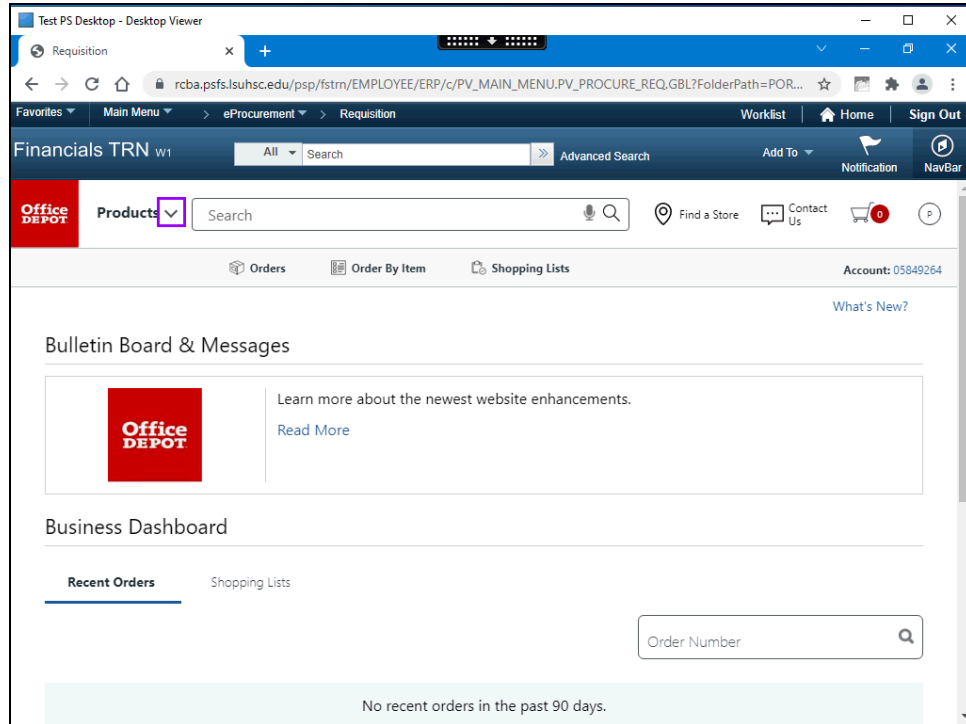
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Step	Action
29.	<p>Some vendors, like Office Depot will include tips about new features or items. In this case simply press the Got It! button to move on.</p> <p>Click the Got It! button.</p> 

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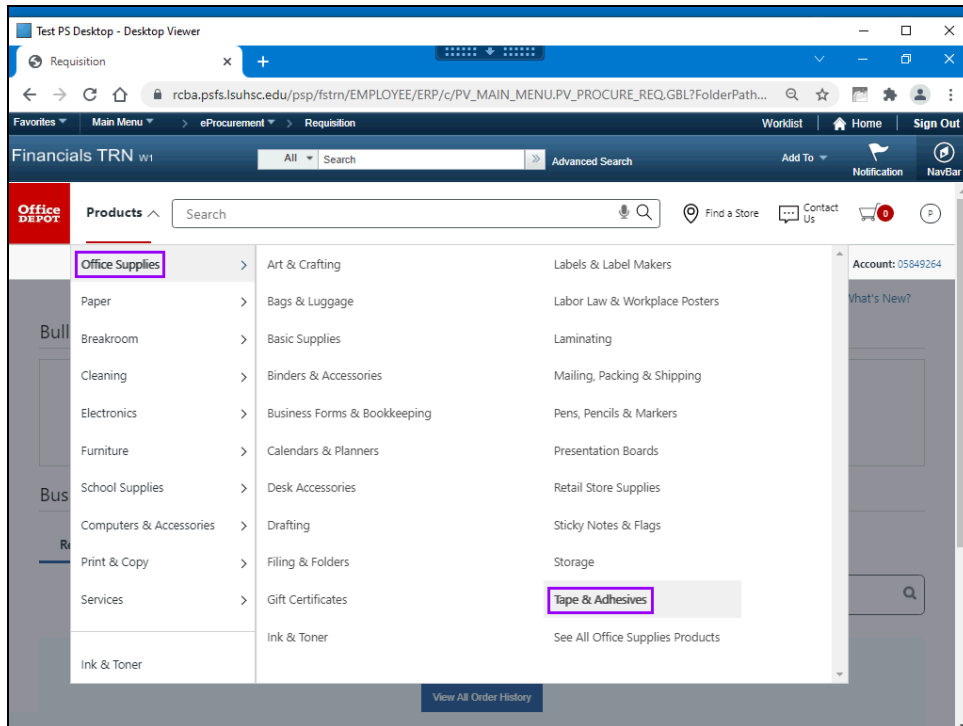
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Step	Action
30.	<p>Click the Products arrow.</p> <p><i>NOTE: Depending on the version you are using; your Office Depot screen may differ slightly from the screen you see here. You may have to Click <u>Menu</u>, then click <u>Products</u>.</i></p> 

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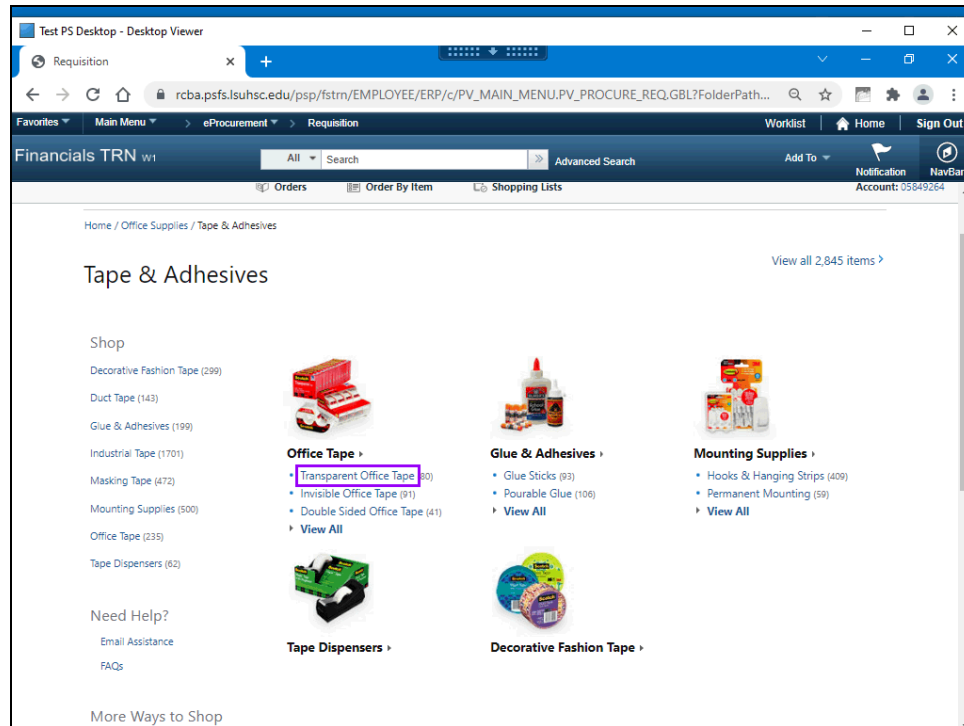
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Step	Action
31.	Hover over the Office Supplies menu option to display the office supply options. Click the Tape & Adhesives link.

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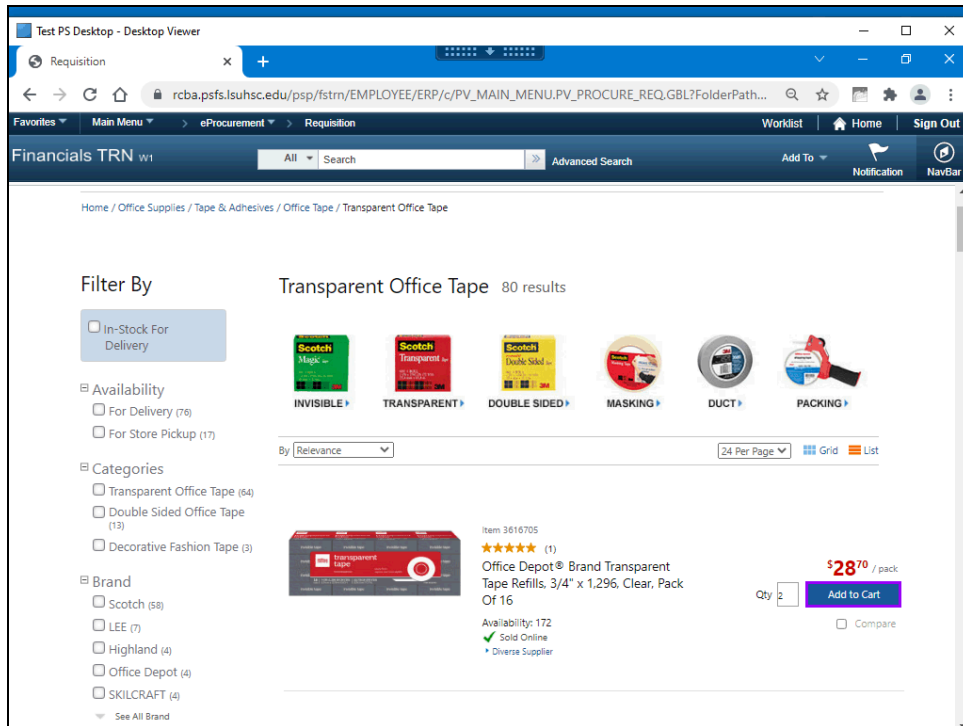
Managing eProcurement Requisitions



Step	Action
32.	<p>You can continue to narrow down the search by category or select one of the links on the screen.</p> <p>Click the Transparent Office Tape link.</p> <p>Transparent Office Tape</p>
33.	<p>The user can filter further or scroll through the list to select the desired product. In this example, the first product, <i>Office Depot Brand Transparent Tape Refills, Pack of 16</i> will be selected.</p>
34.	<p>Enter the desired information into the Qty field. Enter "2".</p>

Training Guide

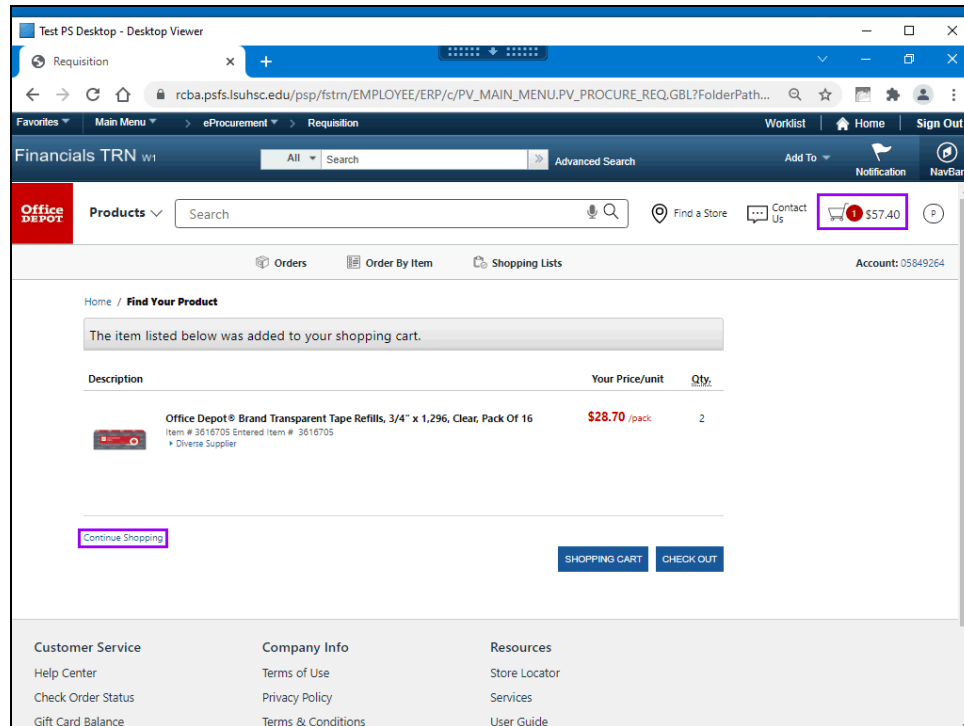
Managing eProcurement Requisitions



Step	Action
35.	Click the Add to Cart button. <div data-bbox="347 1062 548 1119" style="border: 1px solid black; background-color: #0000FF; color: white; padding: 5px; text-align: center; margin-top: 10px;"> Add to Cart </div>

Training Guide

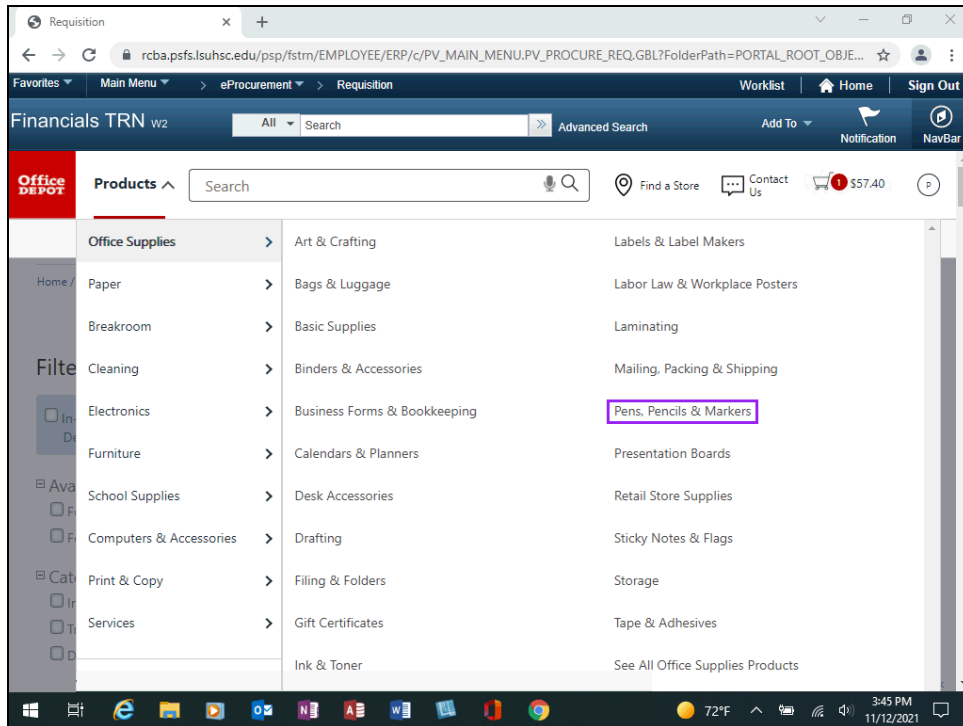
Managing eProcurement Requisitions



Step	Action
36.	<p>Each time you add an item, you will be brought to the cart for review.</p> <p>NOTE: The shopping cart icon at the top right includes a red dot. This indicates that there are goods in the cart and the dollar amount displays.</p> <p>Below the item added to the cart you will find the link to Continue Shopping at the bottom left. At the right are the buttons to take you to the SHOPPING CART and CHECK OUT.</p> <p>Click the Continue Shopping link.</p> <p>Continue Shopping</p>
37.	Point to the Products .
38.	Point to the Office Supplies .

Training Guide

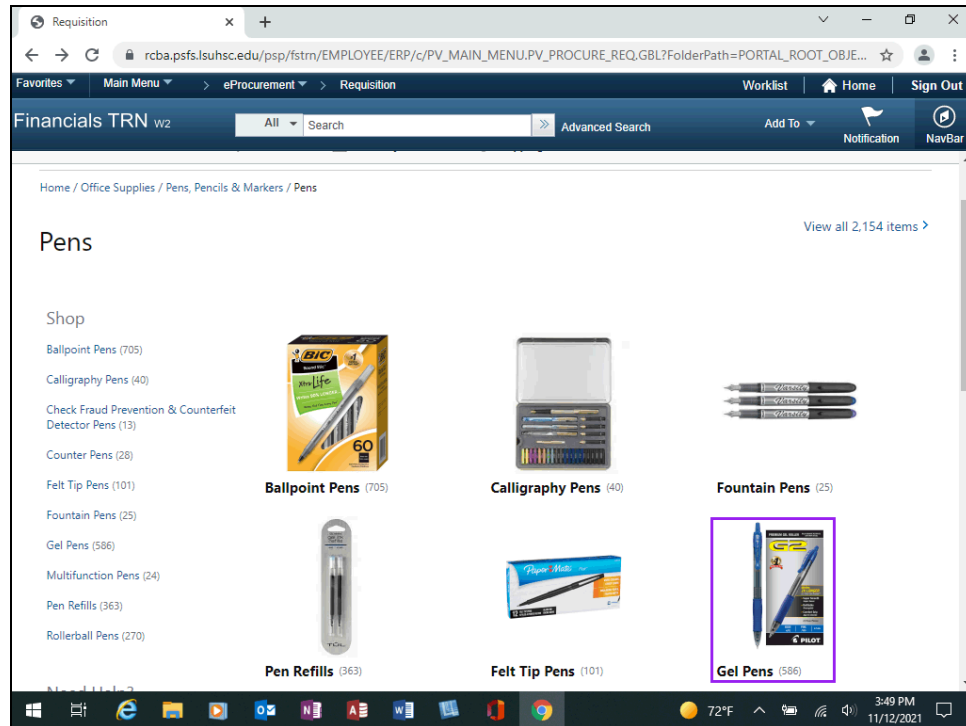
Managing eProcurement Requisitions



Step	Action
39.	Click the Pens, Pencils & Markers link. 

Training Guide

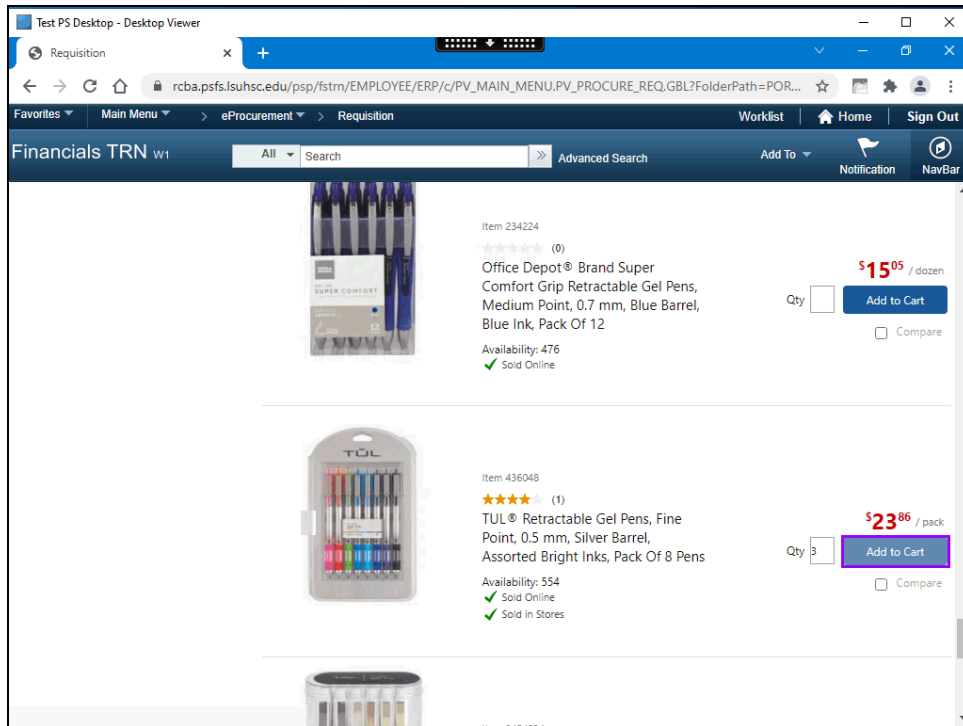
Managing eProcurement Requisitions

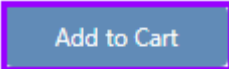


Step	Action
40.	Click the Gel Pens button.
41.	Select the next item for the cart. Enter the desired information into the Qty field. Enter " 3 ".

Training Guide

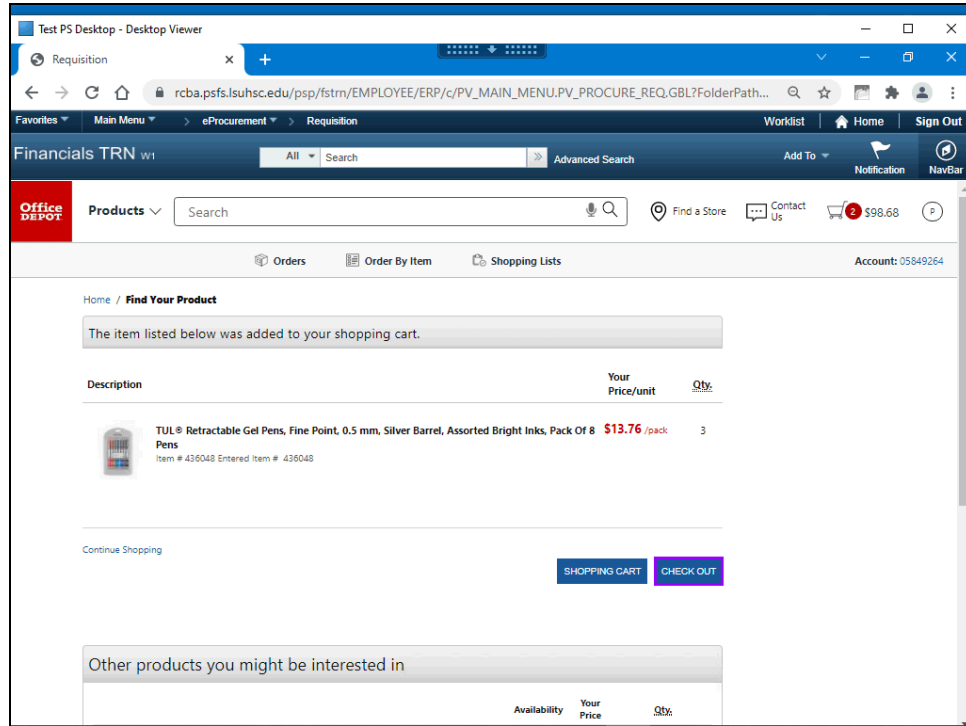
Managing eProcurement Requisitions



Step	Action
42.	Click the Add to Cart button. 

Training Guide

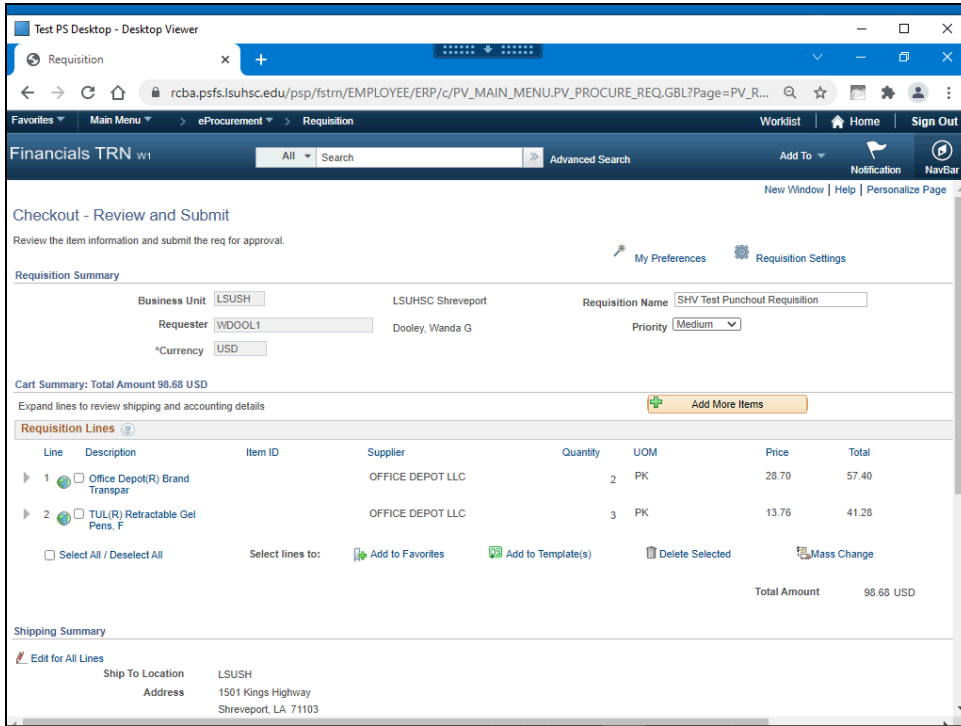
Managing eProcurement Requisitions



Step	Action
43.	<p>If the item selection is complete, you may select the SHOPPING CART button to review the cart or CHECK OUT to complete the process.</p> <p>Click the CHECK OUT button.</p> <p><i>This completes Step 2: Enter punchout line items and checkout.</i></p> <p>CHECK OUT</p>

Training Guide

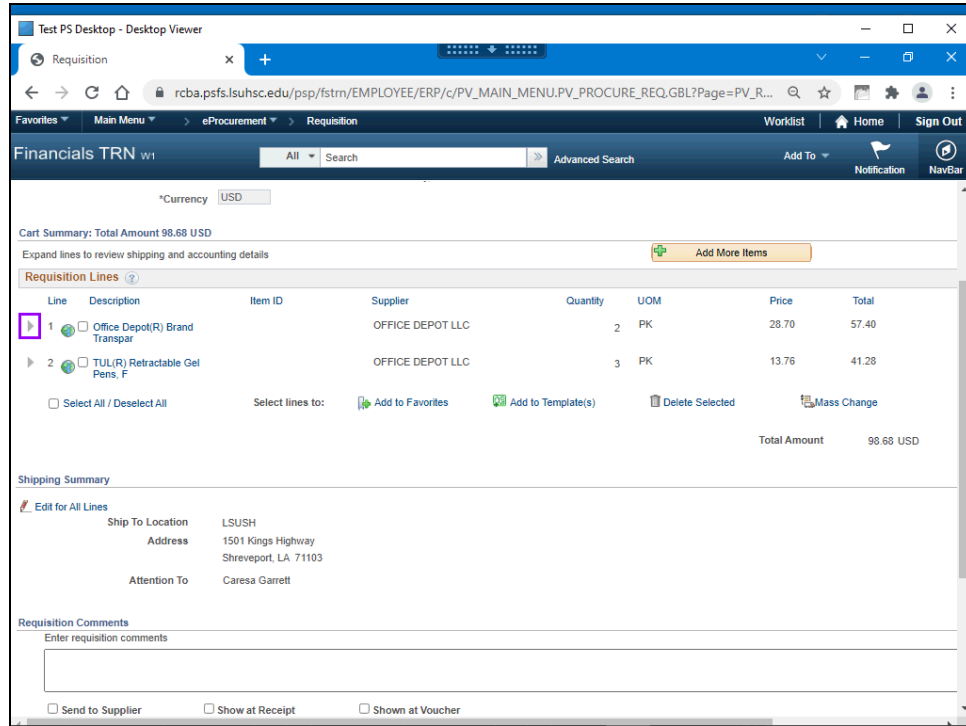
Managing eProcurement Requisitions




Step	Action
44.	<p>Step 3: Review, Save and Print the requisition</p> <p>This sends the order back to the eProcurement module for completion. Users may change the Requisition Summary information, details about the line or shipping, enter comments and a justification.</p>
45.	<p>The Requisition Summary section at the top of the requisition displays the header information. You may change the requisition name and priority if needed.</p>
46.	<p>The Requisition Lines section contains information including the description, supplier, quantity, price, and unit of measure. Click the Description link for a particular item to view the full description of the item. Comments are available if entered. You may delete a line from the requisition using the trash can icon.</p>

Training Guide

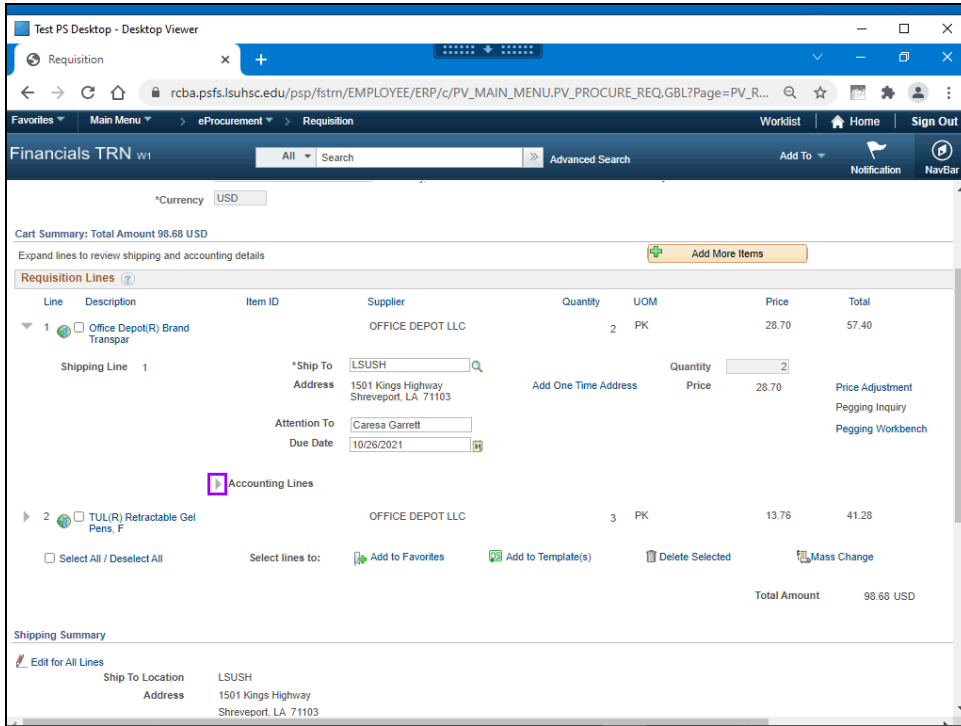
Managing eProcurement Requisitions




Step	Action
47.	<p>At the left margin of the line item, there is an arrow to expand the line and view the line's Shipping information.</p> <p>Click the Show Ship To and Accounting arrow.</p> 

Training Guide

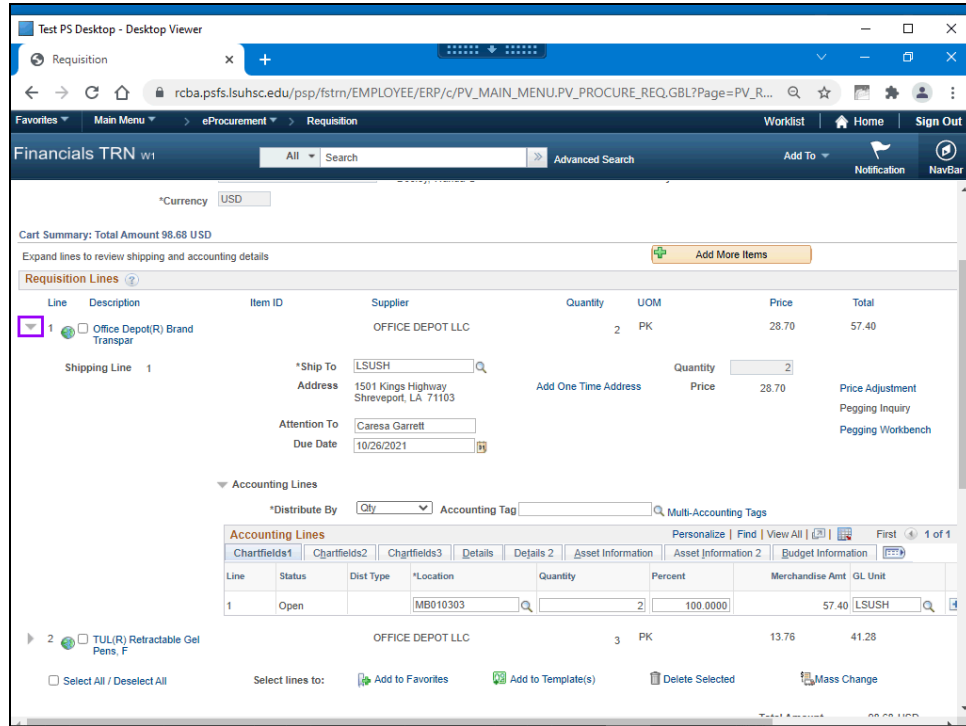
Managing eProcurement Requisitions




Step	Action
48.	<p>Select the arrow next to Accounting Lines to expand and view the accounting distribution information for the line.</p> <p>Click the Expand Section Accounting Lines arrow.</p> 
49.	<p>The vast majority of Punchout Requisitions (Direct Connect Vendors) will have a *Distribute By of Quantity (Default).</p> <p>NOTE: <i>Special Request Requisitions</i> can use either <i>Quantity (Default)</i> or <i>Amount</i>. <i>Blanket or Service Requisitions</i> should be set to <i>Amount</i>.</p> <p>Click the button to the right of the *Distribute By field.</p>
50.	<p>If the user wants to split the accounting between Chartstrings, the user may select the Add a new row at row 1 (+) to add an additional distribution line.</p>

Training Guide

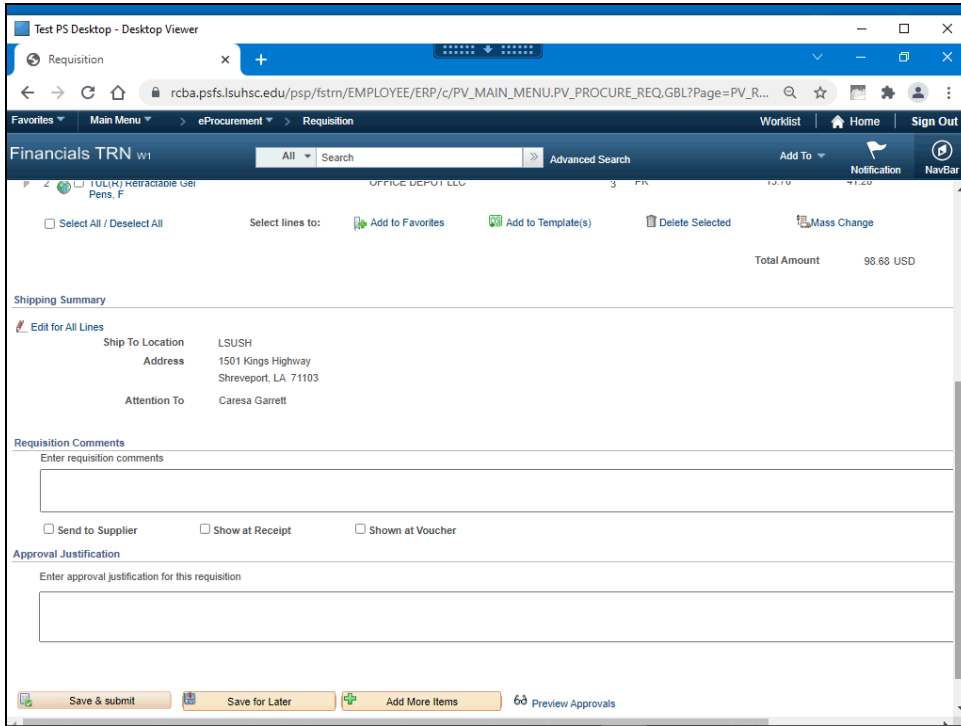
Managing eProcurement Requisitions



Step	Action
51.	<p>Select the arrow to the left of the line number to collapse the Shipping and Accounting information.</p> <p>Click the Collapse Section arrow.</p> 

Training Guide

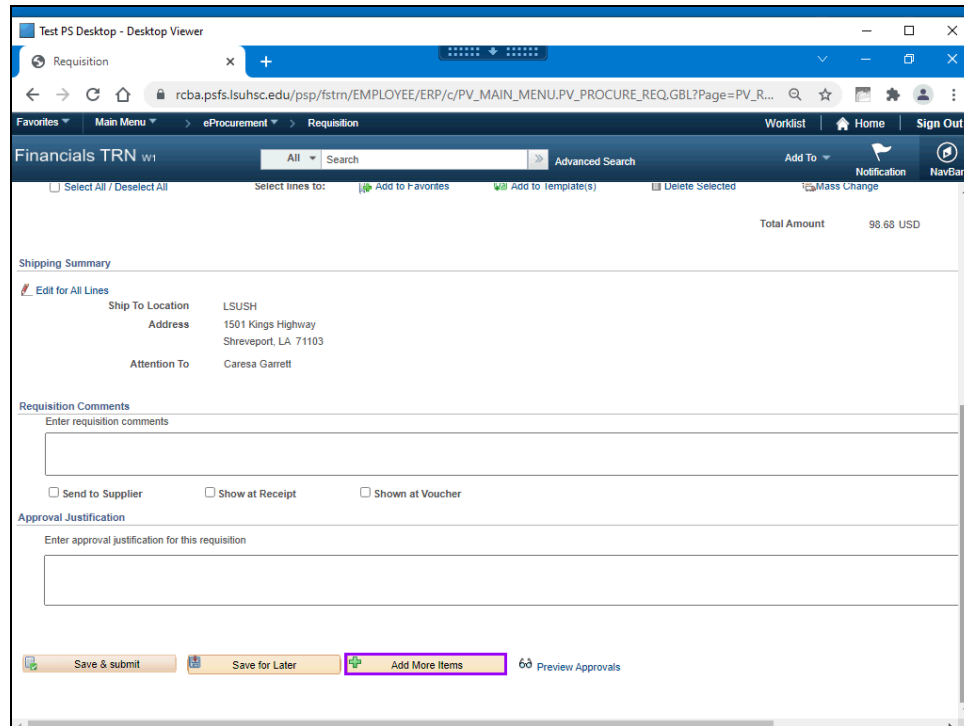
Managing eProcurement Requisitions



Step	Action
52.	The bottom section of the Requisition provides a Shipping Summary , a section for Requisition Comments and Attachments , and a section to enter Approval Justification to be sent to the requisition approver.
53.	<p><u>Send to Supplier</u> - If the Send to Supplier checkbox is checked, any comments shown will be printed on the PO. Purchasing will check this box if needed.</p> <p><u>Show at Receipt</u> - Comments will be shown on the printed receipt when goods/services are received.</p> <p><u>Shown at Voucher</u> - Comments will be shown on the printed voucher.</p>

Training Guide

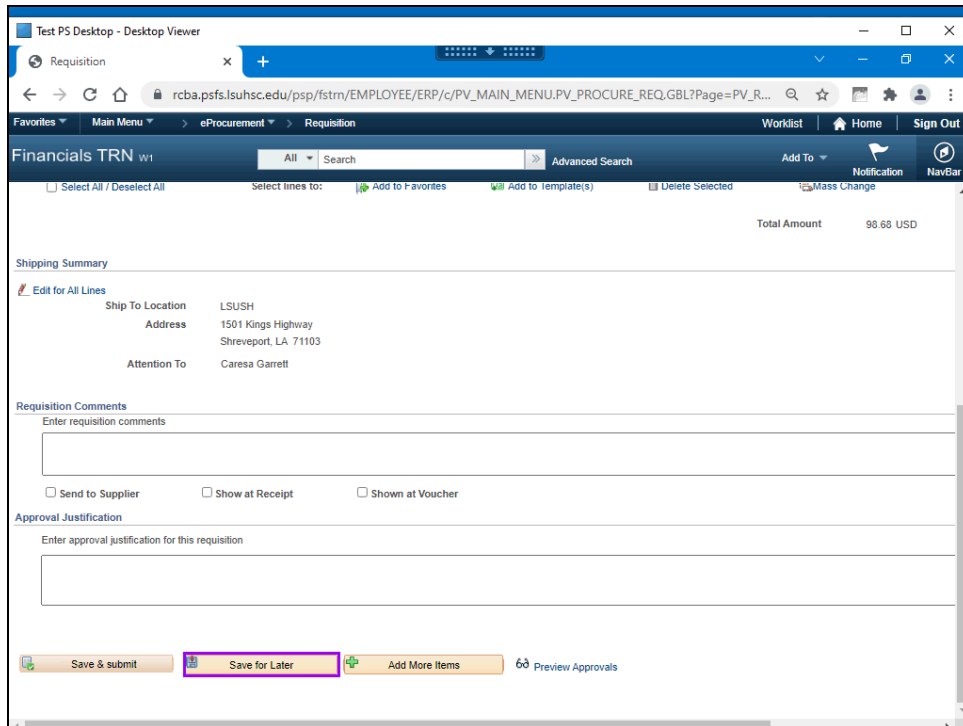
Managing eProcurement Requisitions



Step	Action
54.	<p>If the user wants to add additional lines to the requisition from this vendor use the +Add More Items button which can be found above the Requisitions Line section and at the bottom of the screen.</p> <p><i>NOTE: By clicking the + Add More Items button, this will take the user back to the Create Requisition page. <u>Click the same vendor to return to their website to select another item, repeating steps; starting at step #27.</u></i></p>

Training Guide

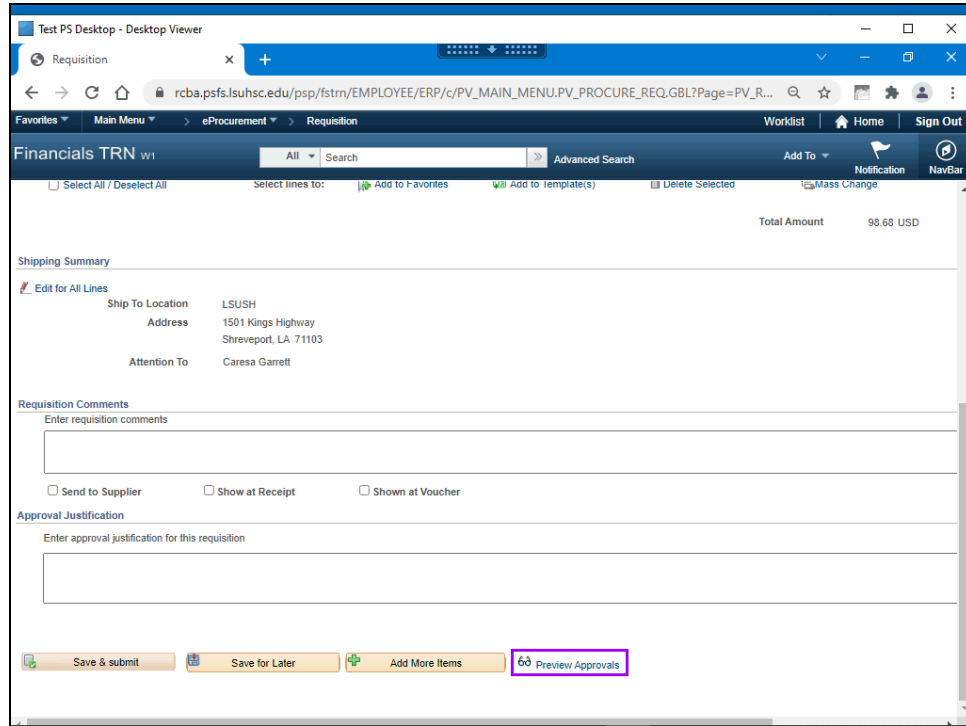
Managing eProcurement Requisitions



Step	Action
55.	To allow the user to save the requisition and come back to it for additional work use the Save for Later button. This is the old function of "Hold From Further Processing" checkbox.

Training Guide

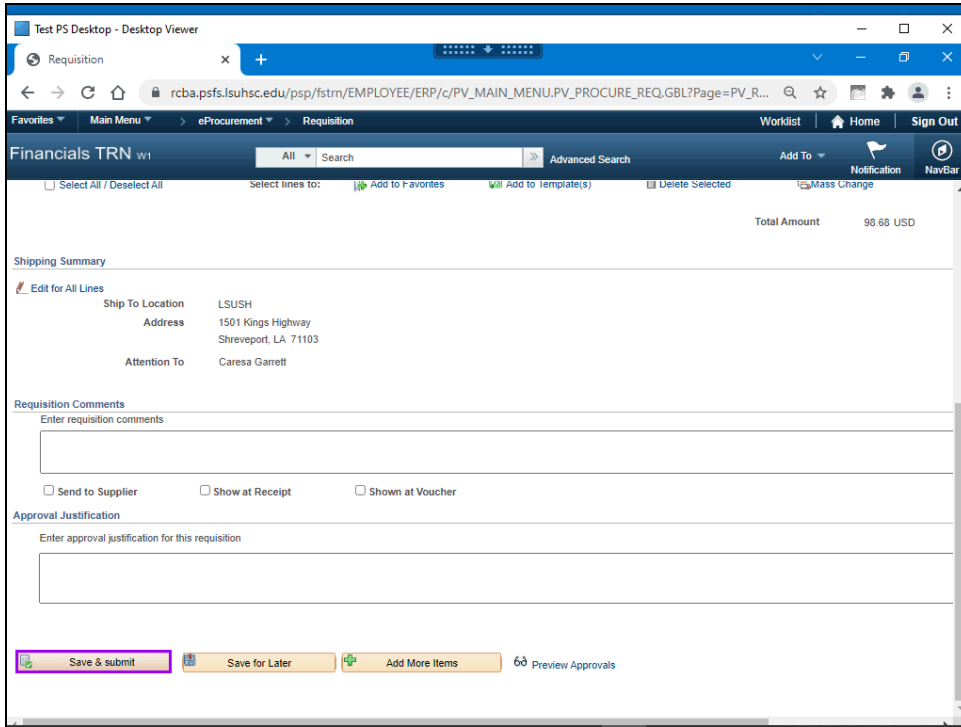
Managing eProcurement Requisitions

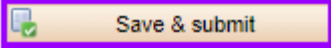


Step	Action
56.	The eyeglass icon and Preview Approvals link can be selected once the requisition is saved to check the approval routing for the requisition.

Training Guide

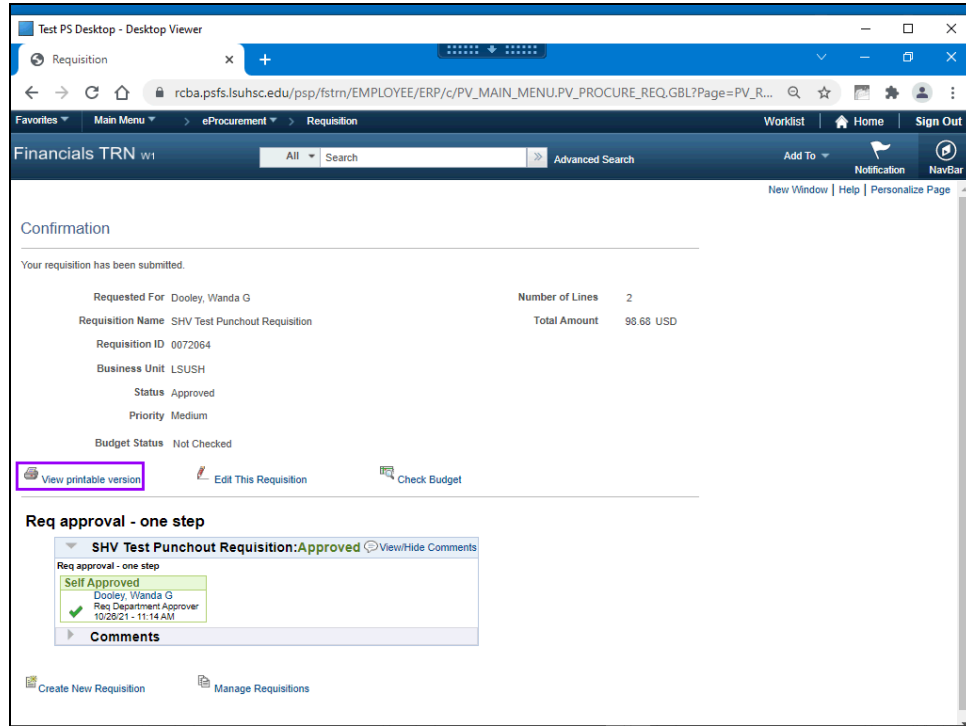
Managing eProcurement Requisitions

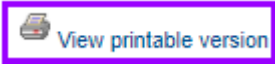


Step	Action
57.	<p>To save the requisition and submit it to workflow for the approver to review and approve use the Save & Submit button.</p> <p>Click the Save & Submit button.</p> 
58.	<p>The Confirmation page displays the Requisition ID, Amount, Approval Status, etc.</p> <p><i>NOTE: Once the requisition is complete and Approved, the Check Budget process is run. The Check Budget process will be demonstrated in the Budget Check a Requisition topic.</i></p>

Training Guide

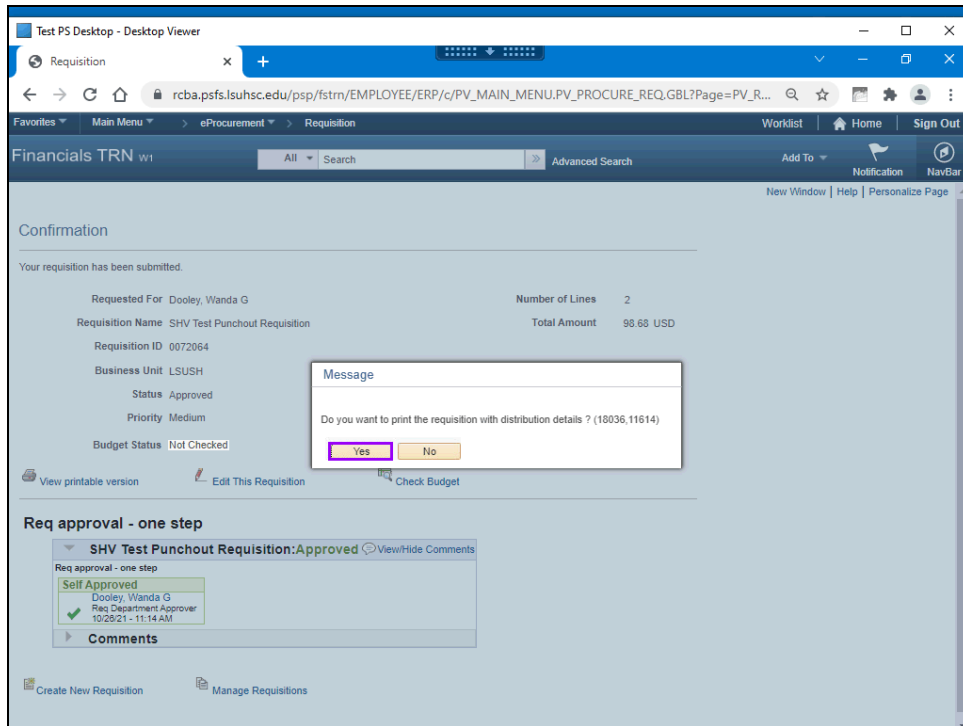
Managing eProcurement Requisitions

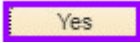


Step	Action
59.	<p>Users may select to print the requisition, if desired.</p> <p>Click the View Printable Version link.</p> 

Training Guide

Managing eProcurement Requisitions



Step	Action
60.	<p>A message will display asking if you want to print the distribution details.</p> <p>Click the Yes button.</p> 

Training Guide

Managing eProcurement Requisitions

The screenshot shows a web browser window titled "Test PS Desktop - Desktop Viewer" displaying a requisition page. The page contains details for a requisition, including business unit, requester, status, and line items. A right-click context menu is open over the "Print..." link in the menu bar, with the "Print..." option highlighted by a purple box.

Business Unit: LSUSH
Requisition: 0072064
Requisition Name: SHV Test Punchout Requisition
Vendor: 000002440
Requester: WDOOL1
Requested By: Dooley, Wanda G
Entered Date: 10/26/21
OFFICE DEPOT LLC
Status: Approved
Currency: USD
Requisition Total: 98.68

Line 1: Item Description: Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,295, Clear, Pack Of 16
Quantity: 2
UOM: PK
Price: 28.70
Line Total: 57.40
Line Status: Approved

Ship Line: 1
Attention: Caresa Garrett
Ship Via: GRND
Ship To: LSUSH
Due Date: 10/26/21
Freight Terms: PP&A
Address: 1501 Kings Highway Shreveport LA,71103 United States
Shipping Quantity: 2
Shipping Total: 57.40

Distr	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MB010303	2	100.00	57.40	LSUSH	54670

Dept	Fund	Program	Class
1053000	111	00001	10105

Open QTY 2.0000 **Open Amt** 0.0000

GL Base Amount	Currency	Sequence	Capitalize
57.40	USD	0	N

Line 2: Item Description: TULL(R) Retractable Gel Pens, Fine Point, 0.5 mm, Silver Barrel, Assorted Bright Inks, Pack Of 8 Pens
Quantity: 3
UOM: PK
Price: 13.76
Line Total: 41.28
Line Status: Approved

Ship Line: 1
Attention: Caresa Garrett
Ship Via: GRND
Ship To: LSUSH
Due Date: 10/26/21
Freight Terms: PP&A
Address: 1501 Kings Highway Shreveport LA,71103 United States
Shipping Quantity: 3
Shipping Total: 41.28

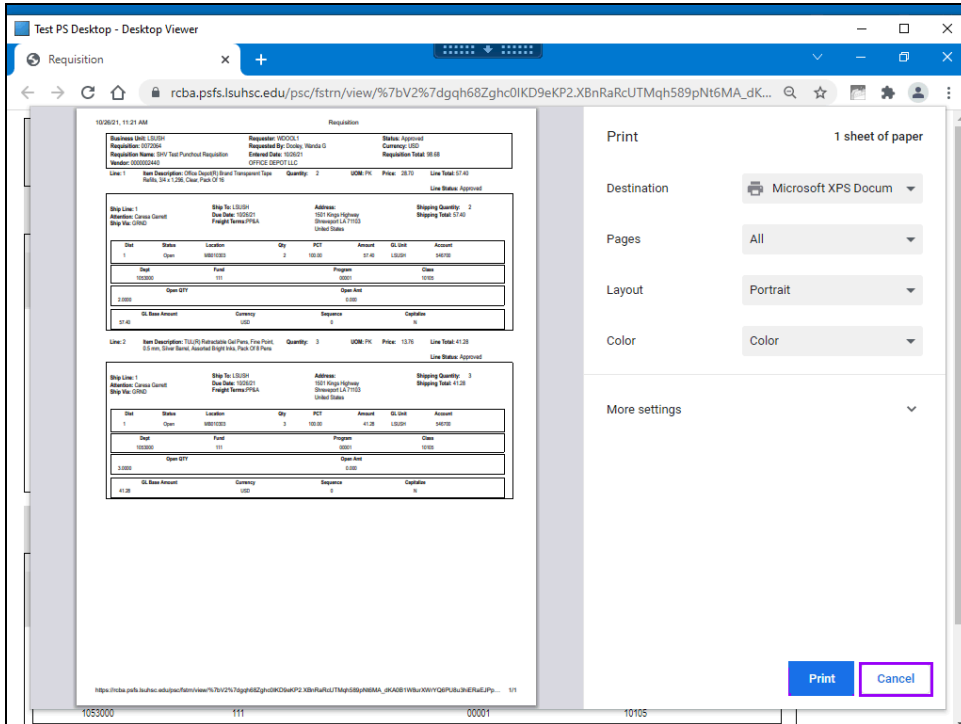
Distr	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MB010303	3	100.00	41.28	LSUSH	546700

Dept	Fund	Program	Class
1053000	111	00001	10105

Step	Action
61.	<p>The requisition will process and display for printing. To print, right click anywhere in the requisition and select Print...</p> <p>Click the Print... link.</p> <p>Print...</p>

Training Guide

Managing eProcurement Requisitions



Step	Action
62.	<p>The requisition opens the print pdf window for printing and the user would print the requisition.</p> <p>For training purposes only, click the Cancel button.</p> <div style="border: 2px solid purple; padding: 5px; display: inline-block; margin-top: 10px;">Cancel</div>

Training Guide

Managing eProcurement Requisitions

Business Unit: LSUSH
 Requisition: 0072064
 Requisition Name: SHV Test Punchout Requisition
 Vendor: 000002440

Requester: WDOOL1
 Requested By: Dooley, Wanda G
 Entered Date: 10/26/21
 OFFICE DEPOT LLC

Status: Approved
 Currency: USD
 Requisition Total: 98.68

Line: 1 Item Description: Office Depot(R) Brand Transparent Tape
 Refills, 3/4 x 1,295, Clear, Pack Of 16 Quantity: 2 UOM: PK Price: 28.70 Line Total: 57.40
 Line Status: Approved


Ship Line: 1 Ship To: LSUSH Address: 1501 Kings Highway Shipping Quantity: 2
 Attention: Caresa Garrett Due Date: 10/26/21 Shreveport LA,71103 Shipping Total: 57.40
 Ship Via: GRND Freight Terms: PP&A United States

Distr	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MB010303	2	100.00	57.40	LSUSH	546700
Dept		Fund	Program		Class		
1053000		111	00001		10105		
Open QTY			Open Amt				
2.0000			0.000				
GL Base Amount		Currency	Sequence		Capitalize		
57.40		USD	0		N		

Line: 2 Item Description: TULL(R) Retractable Gel Pens, Fine Point,
 0.5 mm, Silver Barrel, Assorted Bright Inks, Pack Of 8 Pens Quantity: 3 UOM: PK Price: 13.76 Line Total: 41.28
 Line Status: Approved

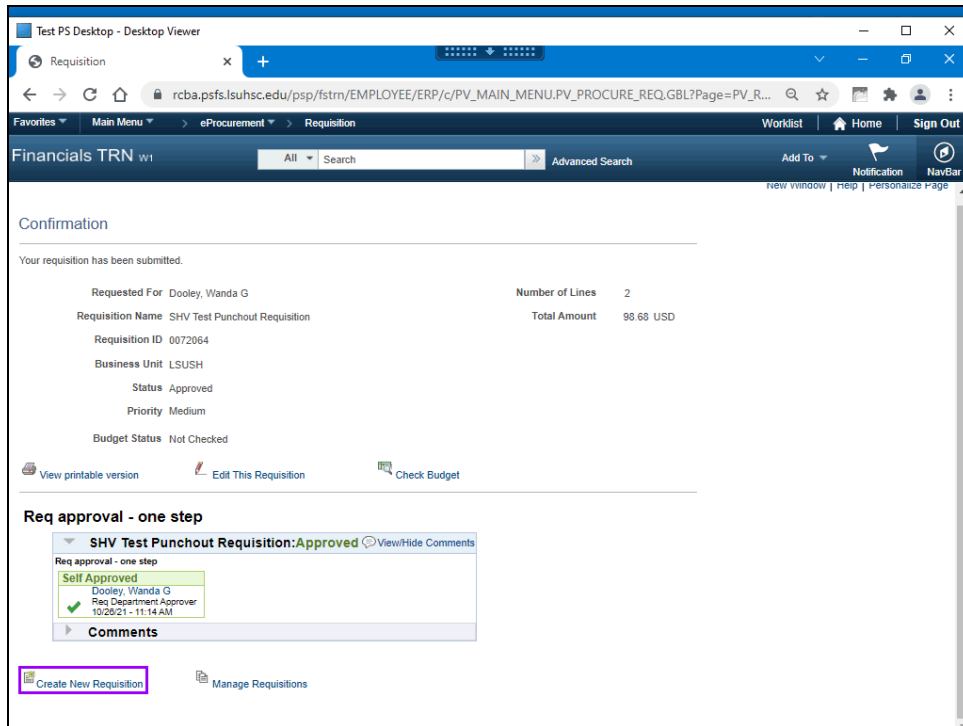
Ship Line: 1 Ship To: LSUSH Address: 1501 Kings Highway Shipping Quantity: 3
 Attention: Caresa Garrett Due Date: 10/26/21 Shreveport LA,71103 Shipping Total: 41.28
 Ship Via: GRND Freight Terms: PP&A United States


Distr	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MB010303	3	100.00	41.28	LSUSH	546700
Dept		Fund	Program		Class		
1053000		111	00001		10105		

Step	Action
63.	<p>Once the requisition has printed, the two-toned requisition remains displayed on the screen.</p> <p>Click the Close tab.</p> 

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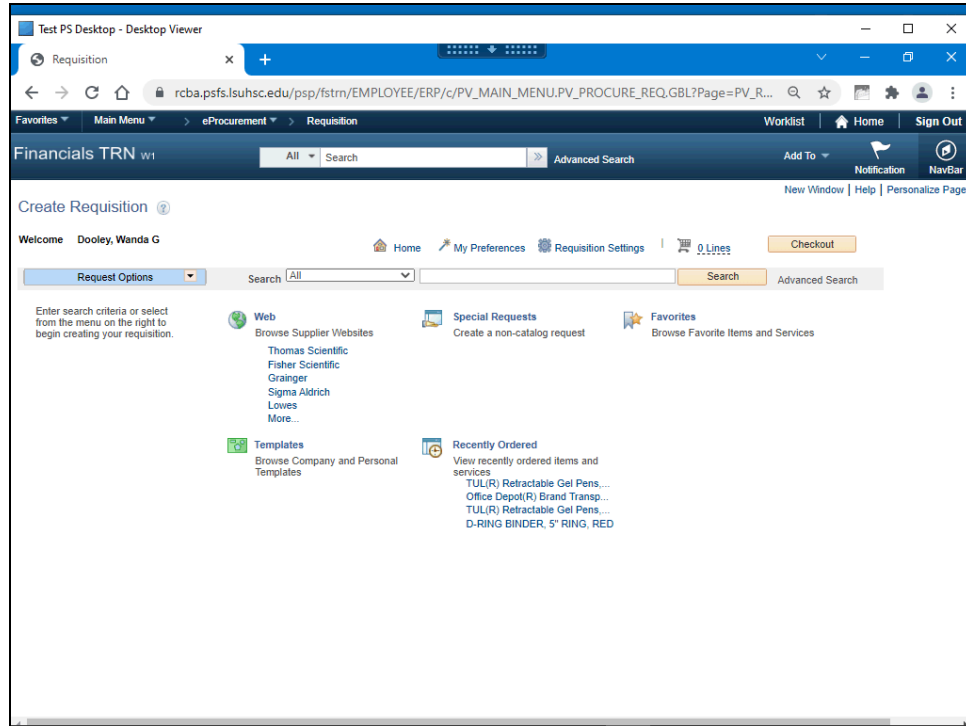
Managing eProcurement Requisitions



Step	Action
64.	<p>You are returned to the requisition Confirmation page.</p> <p>If you want review other requisitions, select the Manage Requisitions link.</p> <p>To create a requisition for another supplier, click the Create New Requisition link.</p> 

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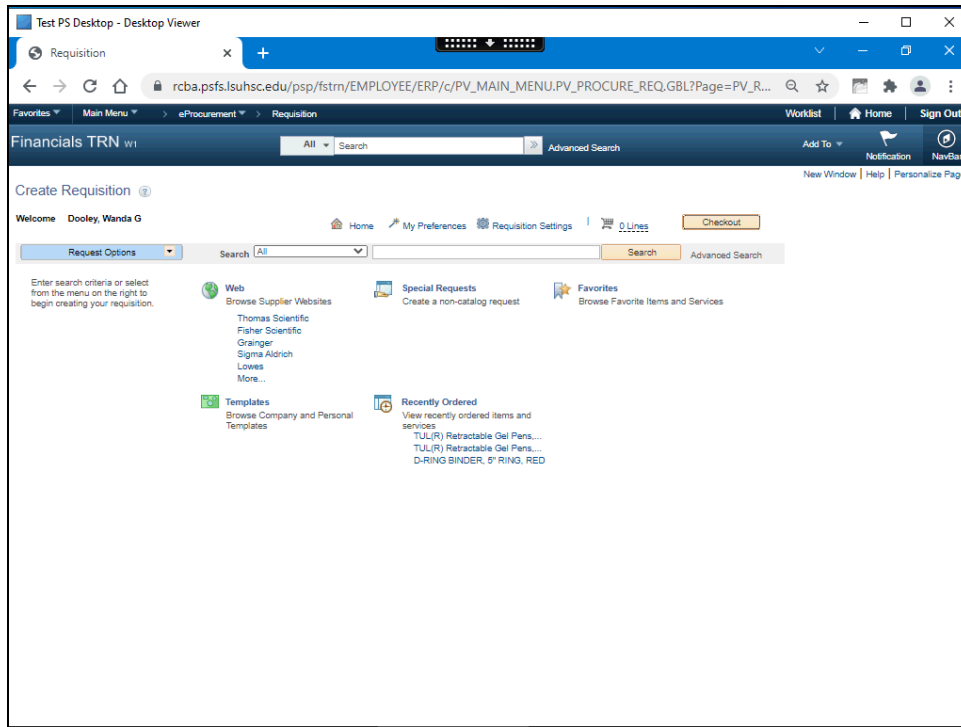
Managing eProcurement Requisitions



Step	Action
65.	You may choose Web then a supplier for a punchout requisition or select Special Request to create a Special Request Requisition .

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Managing eProcurement Requisitions



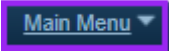

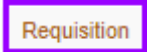
Step	Action
66.	This completes the <i>Create a Punchout Requisition</i> . End of Procedure.

Create a Special Request Requisition

Procedure

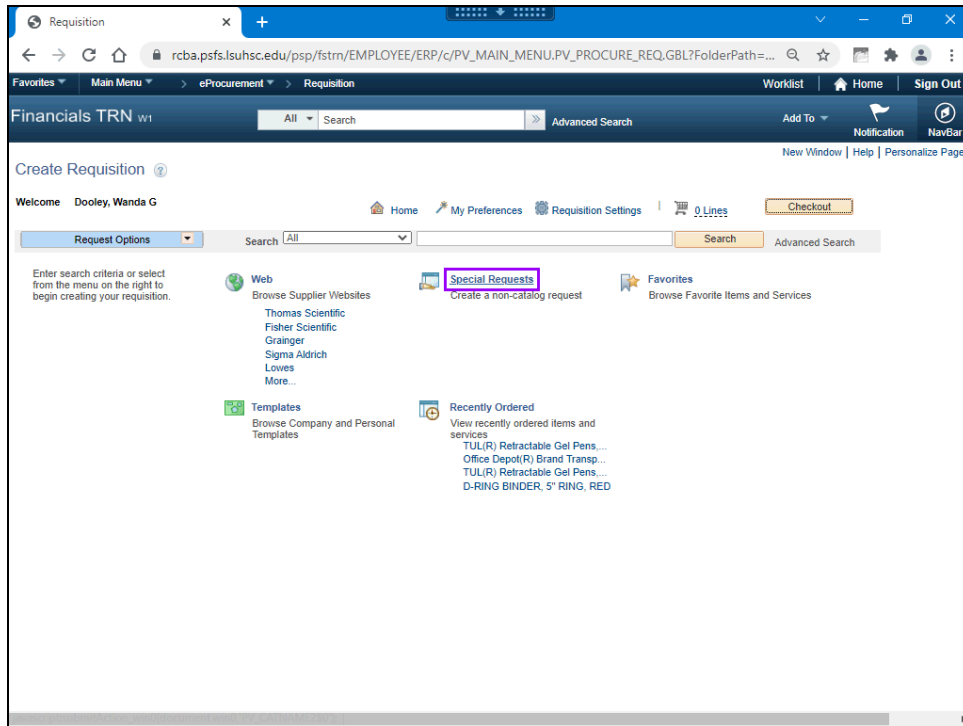
This topic will show how to **Create a Special Request Requisition**.

NOTE: eProcurement is a new requisition module which provides electronic commerce transactions with certain suppliers by web punchout to their catalog, returning the request to the PeopleSoft Financials application, then submitting the order to the supplier. All other requisitions may be created through the Special Requests feature.

Step	Action
1.	Click the Main Menu link. 
2.	Click the eProcurement link. 
3.	Click the Requisition link. 
4.	There are four (4) steps to creating a Special Request Requisition: <ol style="list-style-type: none"> 1. Enter Requisition Settings 2. Enter Item Information 3. Checkout and Review the Requisition 4. Enter Requisition Comments and Submit and Print the Requisition <p><i>NOTE: Changing the order of the steps may cause default and save errors which may result in the re-entering of the requisition by the Requester.</i></p>

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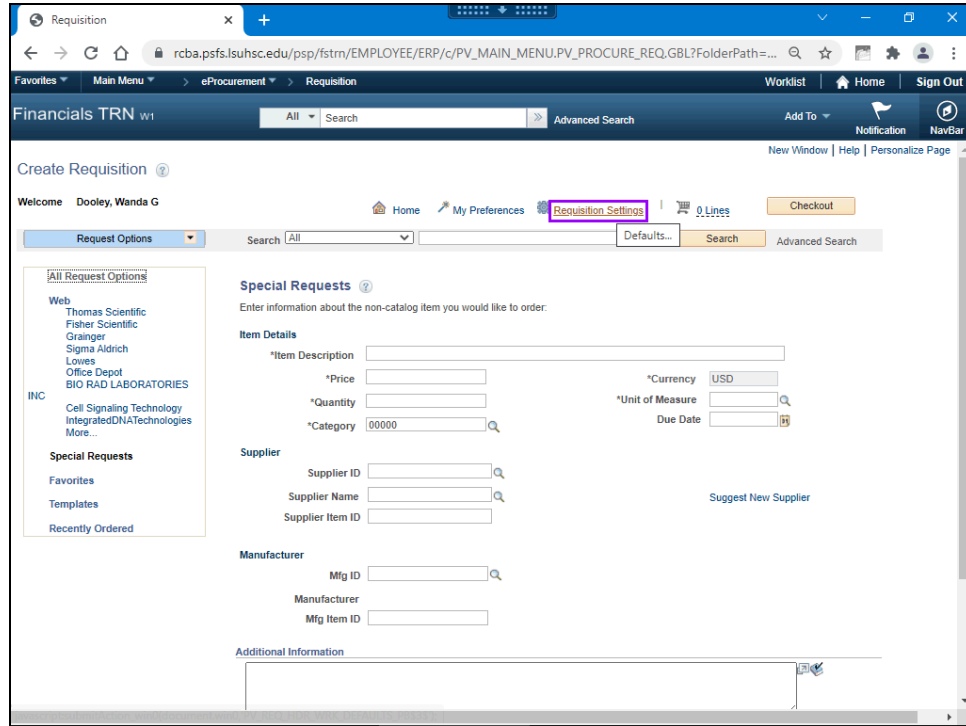
Managing eProcurement Requisitions



Step	Action
5.	<p>The Create Requisition screen will display.</p> <p>Click the Special Requests link.</p> <p>Special Requests</p>

Training Guide

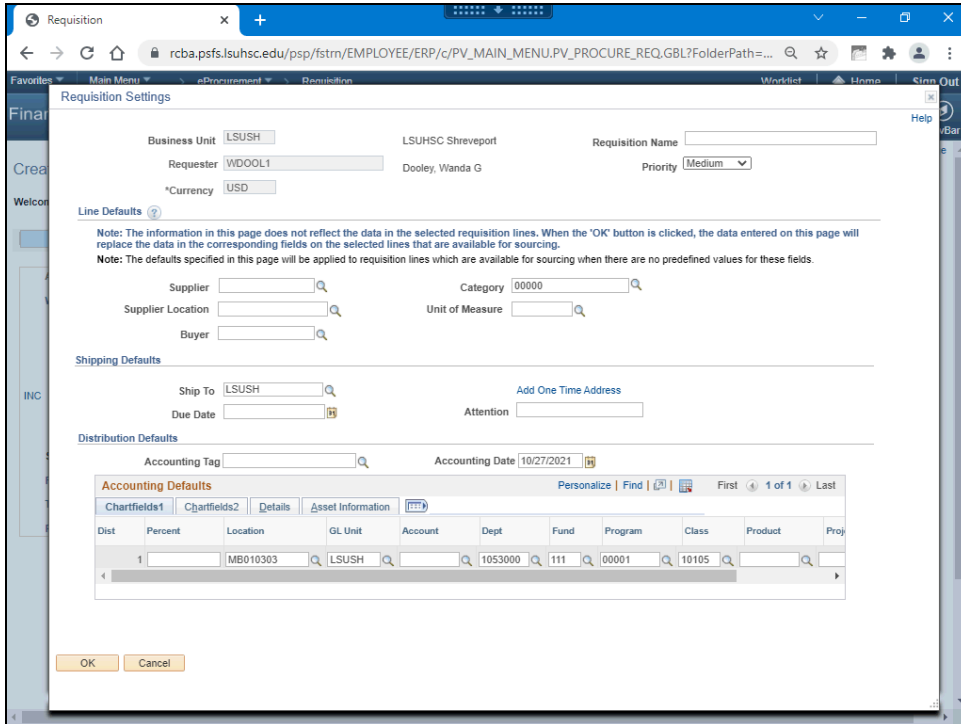
Managing eProcurement Requisitions



Step	Action
6.	<p>Step 1: Enter Requisition Settings</p> <p>The Special Requests page will display for data entry.</p> <p>Click the Requisition Settings link.</p> <p>Requisition Settings</p>

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Managing eProcurement Requisitions



Step	Action
7.	The Requisition Settings page allows users to enter supplier, shipping, chartstring, etc., information on one page rather than for each line item of the requisition. Thus, this page represents the default settings for the user's eProcurement requisition. The Requester, Location, and Chartstring information are defaulted from the Requester's profile. You may change the information if you desire.
8.	The top section of the Requisition Settings page allows the user to enter a <i>Requisition Name</i> , change the priority, as well as change the requester if entering the request for another user (<i>i.e., a Department Approver can change the Requester to any Requester that they approve. Buyers can do the same for all requesters</i>). Enter the desired information into the Requisition Name field. Enter " SHV Test Special Requisition ".
9.	Requisitions do not have to be approved in any particular order. However, you may click the Priority drop-down arrow next to the requisition links to make a notation of the priority order in which you wish the Approver to approve the requisitions in his/her Worklist. NOTE: This <u>does not</u> reorder the requisitions on the Worklist.

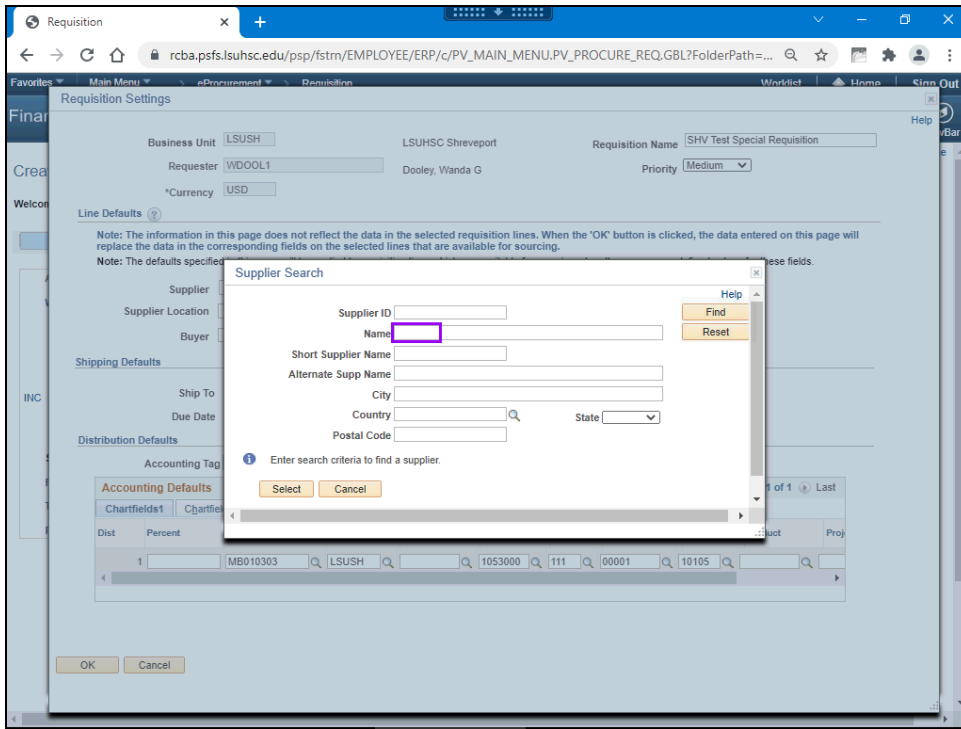
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Managing eProcurement Requisitions

Step	Action
10.	<p><i>NOTE: The priority could be the importance of the requisition or the expected turnaround time. In the Worklist, the priority of the requisition is displayed and can be sorted by priority by clicking on the Priority column header.</i></p> <p>Low - Turnaround time is not a priority.</p> <p>Medium - The default value for all requisitions, the expectation for approval is within a few days.</p> <p>High - Very important, approval is expected within a day. For example, an emergency requisition needed to be ordered and paid for quickly.</p>
11.	<p>The Line Defaults section is where you will begin to enter default information. If known, you may enter the supplier information directly into the Supplier field, or you can search for the supplier using the Look Up Supplier button to the right of the Supplier field.</p> <p><i>See Using the Look up Feature in the Requisition Basics - Review for Edit section for information on how to use the Search for Supplier Look up feature.</i></p> <p>Click the Look Up Supplier button.</p> 

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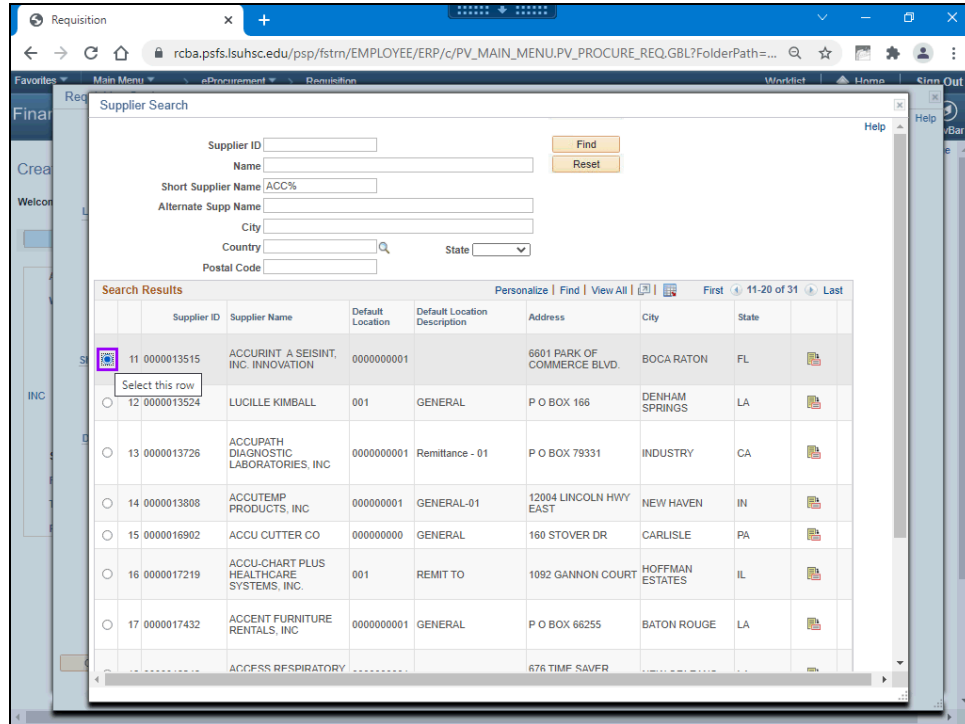
Managing eProcurement Requisitions


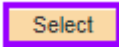

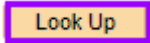



Step	Action
12.	<p><i>ACCURINT</i> will be the supplier used for this example.</p> <p>NOTE: If the supplier is not located in Supplier Search, please contact your Buyer for assistance.</p> <p>Enter the desired information into the Name field. Enter "ACC".</p>
13.	<p>Click the Find button.</p> <p></p>

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Managing eProcurement Requisitions



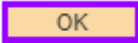
Step	Action
14.	<p>Click the Select this row option next to the supplier you would like to choose.</p> <p>In this example, the Supplier is located in Supplier Search and the row for <i>ACCURINT A SEISINT, INC INNOVATION</i> will be selected.</p> 
15.	<p>Click the Select button.</p> 
16.	<p>The Supplier Name and Location defaults into the Requisition Settings page.</p> <p>Click the Look Up Buyer button to the right of the Buyer field.</p> 
17.	<p>Users may enter all or part of the last name of the <i>Buyer</i> in the Name field.</p> <p>Enter the desired information into the Name field. Enter "TEMPLE".</p>
18.	<p>Click the Look Up button.</p> 
19.	<p>Click the Buyer link.</p> 

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Managing eProcurement Requisitions

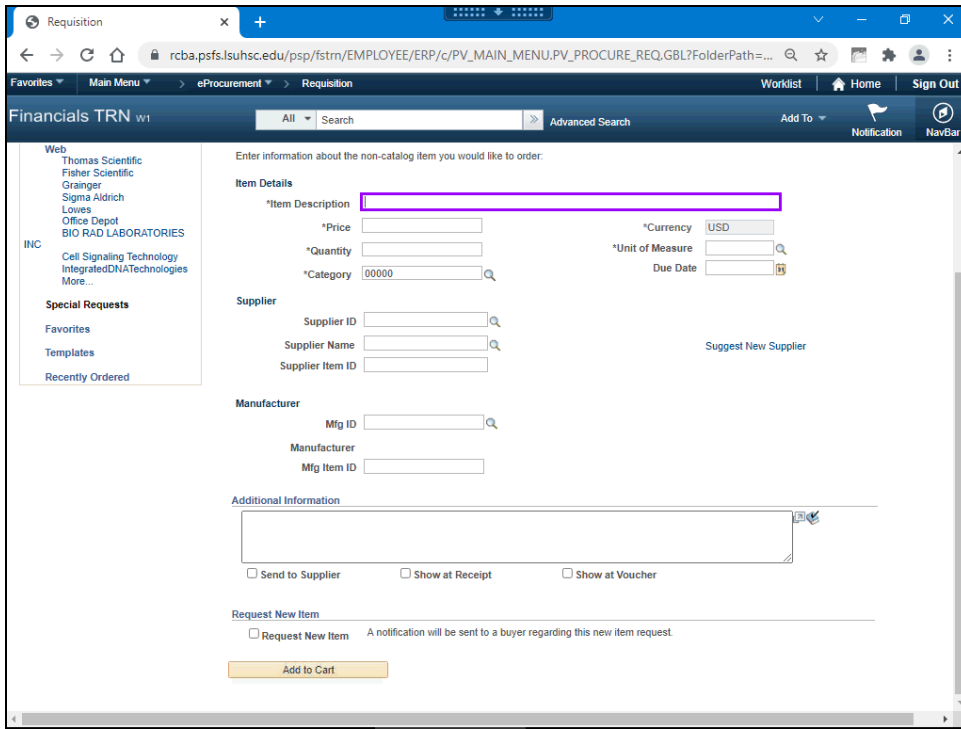
Step	Action
20.	<p>In the Shipping Defaults section, the Due Date is the date you expect to receive the items ordered. If you know the proper format for the date, click in the Due Date field and type in the desired date.</p> <p>If not, click the Calendar button to the right of the Due Date field.</p> 
21.	<p>Click the November 10, 2021 link.</p> 
22.	<p>In the Attention field, enter the name of the person to whom the delivery will be made.</p> <p>Enter the desired information into the Attention field. Enter "Caresa Garrett".</p>
23.	<p>In the Distribution Defaults section, the Accounting Tag represents the Speedtype. The Accounting Date defaults to the current date.</p>
24.	<p>The chartstring information in the Accounting Defaults section may be changed by selecting an <i>Accounting Tag</i> or by <i>manually</i> changing each of the values in the Accounting Defaults section. Entries or changes made on the Requisition Settings page, prior to selecting any requisition lines will carry forward to all lines.</p>
25.	<p>Location</p> <p>LSUSH uses an 8-10 alphanumeric code, so the default will be changed for all LSUSH requisitions. Each department has an assigned code. Below are examples of two LSUSH Location codes:</p> <ol style="list-style-type: none"> 1. Surgery Department - MB010303: MB designates Medical 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
26.	<p>The Location entered in the Accounting Defaults indicates where the delivery will be made. If the Location does not default it may be entered, or you may use the Look Up Location button to the right of the Location field.</p> <p>Enter the desired information into the Location field. Enter "MB010303".</p>
27.	<p>The Account field is typically blank on the Requisition Settings page. Users may enter the Account prior to selecting any requisition lines and the Account number will be defaulted for each line item added to the requisition.</p> <p>In this example, the Account Code for <i>Scientific Supplies, Equipment</i> will be used.</p> <p>Enter the desired information into the Account field under Accounting Defaults section. Enter "549200".</p>

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Step	Action
28.	The Dept. will be the department number to which the items will be charged. Enter the desired information into the Dept field. Enter " 1053000 ".
29.	The Fund Code identifies the funding source for the item(s) being ordered. If the item(s) involves a Project/Grant, you will need to enter the Fund Code associated with the specified Project/Grant (i.e., 113,115,116, etc.) Enter the desired information into the Fund field. Enter " 111 ".
30.	Enter the desired information into the Program field. Enter " 00001 ".
31.	Enter the desired information into the Class field. Enter " 10105 ".
32.	Click the OK button. <i>This completes Step 1: Enter Requisition Settings.</i> 



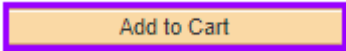
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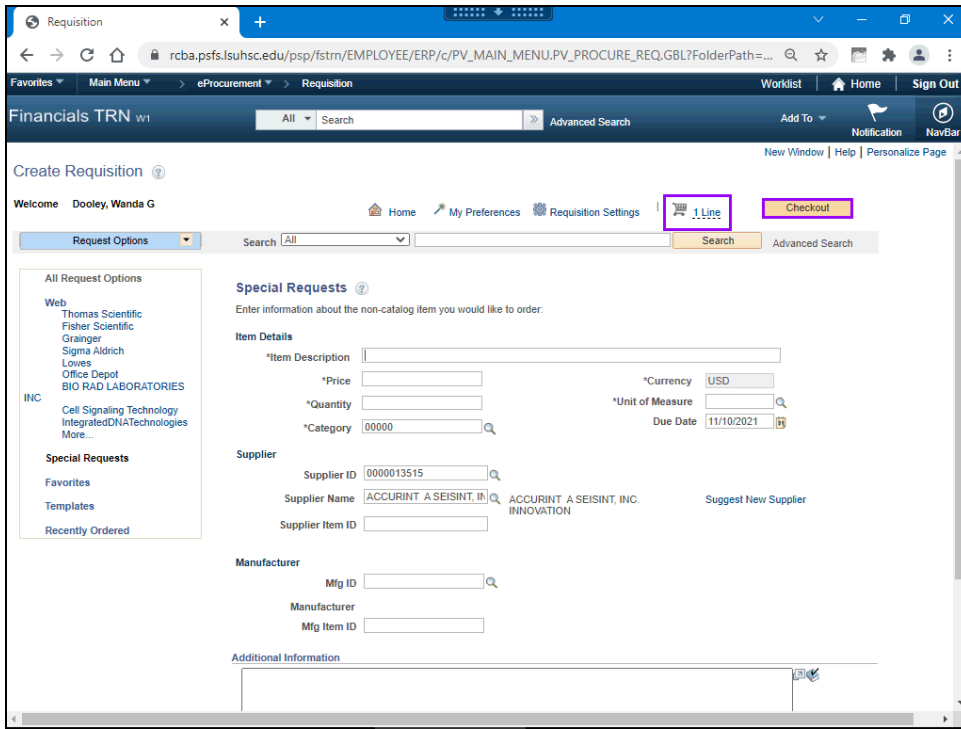
Step	Action
33.	<p>Step 2: Enter Item Information</p> <p>The Item Description is a required field. It is a free-form text field, meaning you can use upper, lower, or mixed case for letters. Numbers and special characters are also usable in this field. The Item Description needs to be descriptive enough for the Buyer's to understand what you wish to purchase, without being overly verbose.</p> <p>Enter the desired information into the *Item Description field. Enter "Test Item Ordered for Class".</p>
34.	<p>Price is a required field. When entering the cost of an item into the Price field, users must enter the decimal point to indicate cents (e.g., 12.99).</p> <p>Enter the desired information into the Price field. Enter "25.00".</p>
35.	<p>Quantity is a required field. The Quantity must be entered in whole numbers (e.g., 10 or 11 rather than 10.5).</p> <p>Enter the desired information into the Quantity field. Enter "35".</p>
36.	<p>Category is a required field, but will remain as defaulted with the 00000 General Item Category Code.</p>

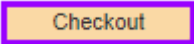

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Step	Action
37.	<p>Unit of Measure (UOM) is a required field and may be entered in upper, lower or mixed case. You may enter the UOM directly into the Unit of Measure field, or you can search for it by clicking the magnifying glass to the right of the Unit of Measure field.</p> <p>Click the Look up Unit of Measure button.</p> 
38.	<p>In this example, the Each (EA) option will be used for the Unit of Measure.</p> <p>Click the EA link.</p> 
39.	<p>Click the Add to Cart button.</p> <p><i>This completes Step 2: enter Item Information.</i></p> 

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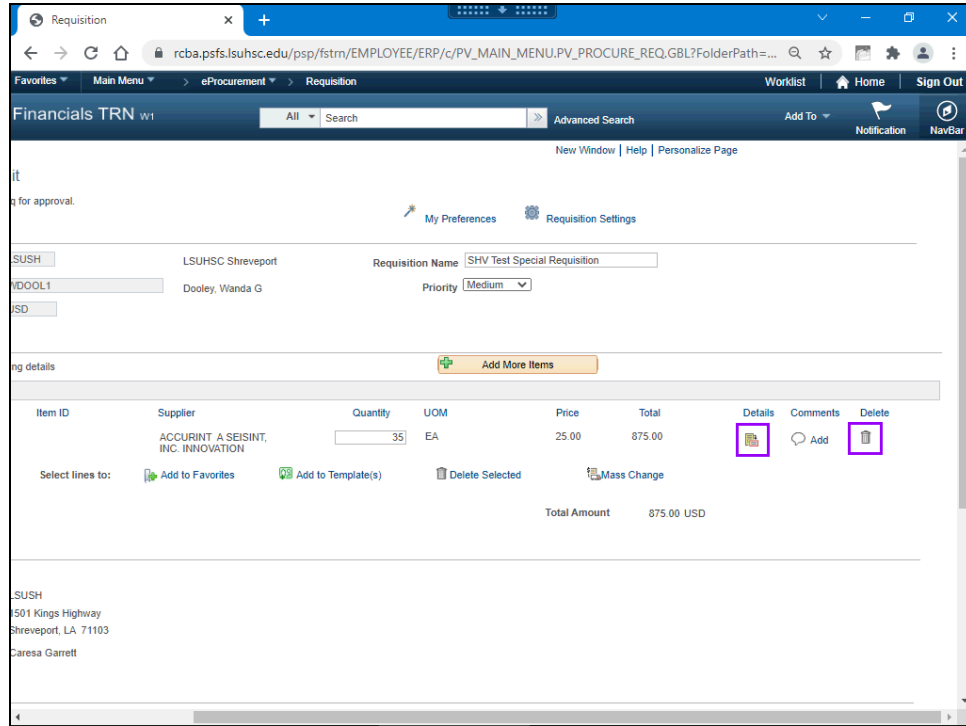
Managing eProcurement Requisitions



Step	Action
40.	<p>Step 3: Checkout and Review Special Requests Requisition</p> <p>In the top left of the screen you will now see that an item has been added to the cart. The number next to the cart is the item added.</p> <p>If this is the only item to purchase from this Supplier, click the Checkout button to the right of the cart.</p> 
41.	<p>The Checkout - Review and Submit page appears.</p> <p>The Requisition Summary section at the top of the requisition displays the Header information. The <i>Requisition Name</i> and <i>Priority</i> may be changed if desired.</p>
42.	<p>The Requisition Lines section is loaded with information including the Description, Supplier, Quantity, Price, and Unit of Measure.</p> <p>Requisition Lines Comments are available if entered.</p> <p>Click the Expand Shipping Line arrow to the left of the Line field.</p> 

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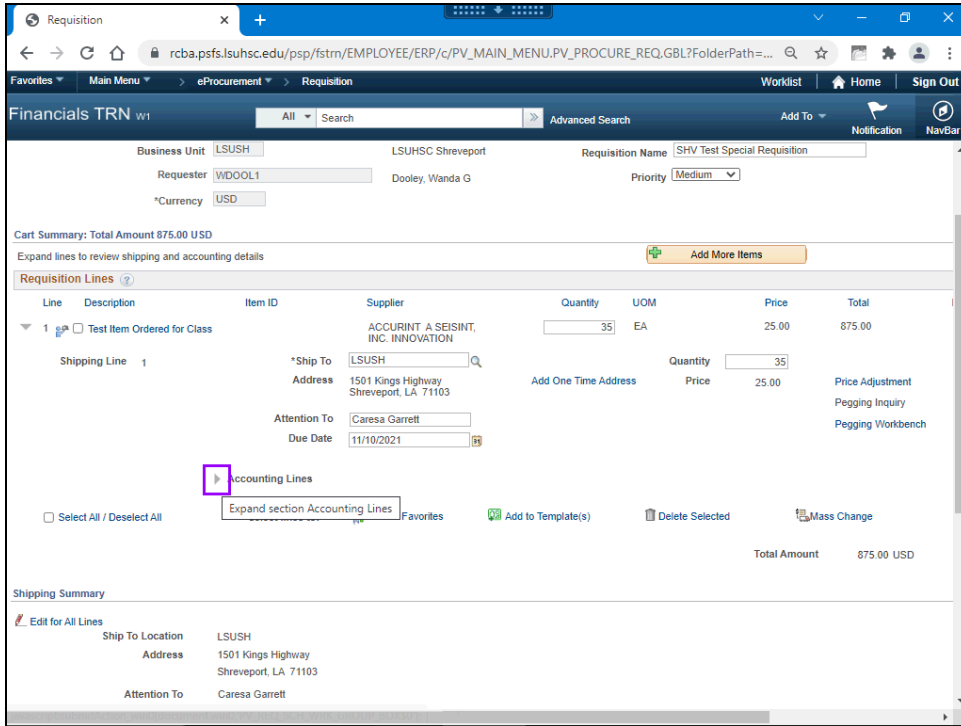
Managing eProcurement Requisitions



Step	Action
43.	<p>The Details icon provides the full description of the item.</p> <p>The user may Delete a line from the requisition using the trash can icon located on the far right of the line item.</p>

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Managing eProcurement Requisitions

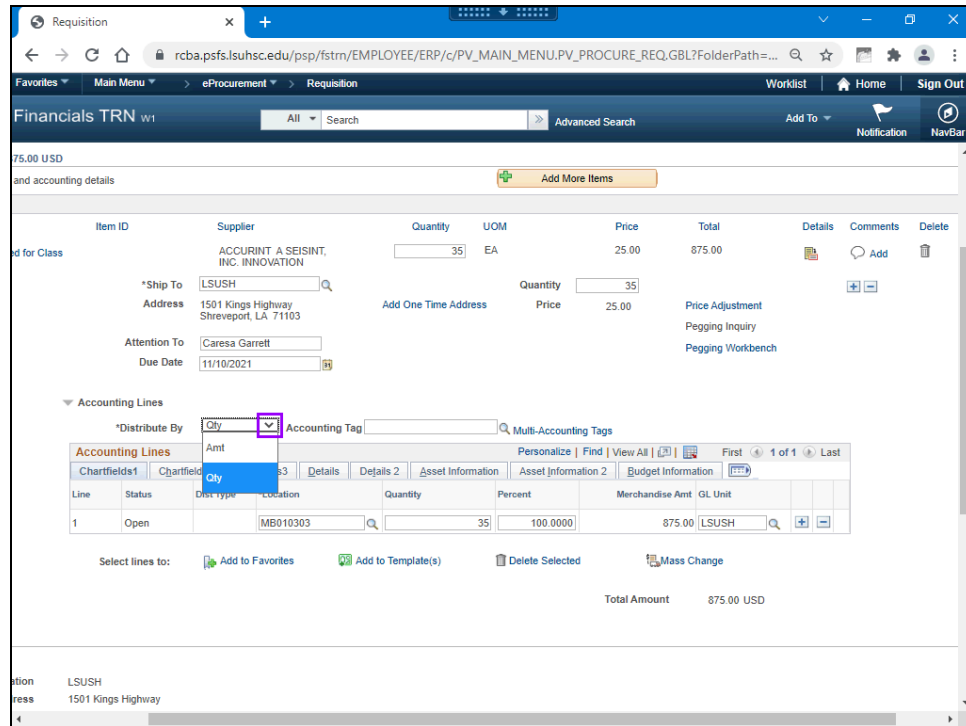




Step	Action
44.	To view the Accounting Distribution information for the line, click the button to the left of the Accounting Lines field.



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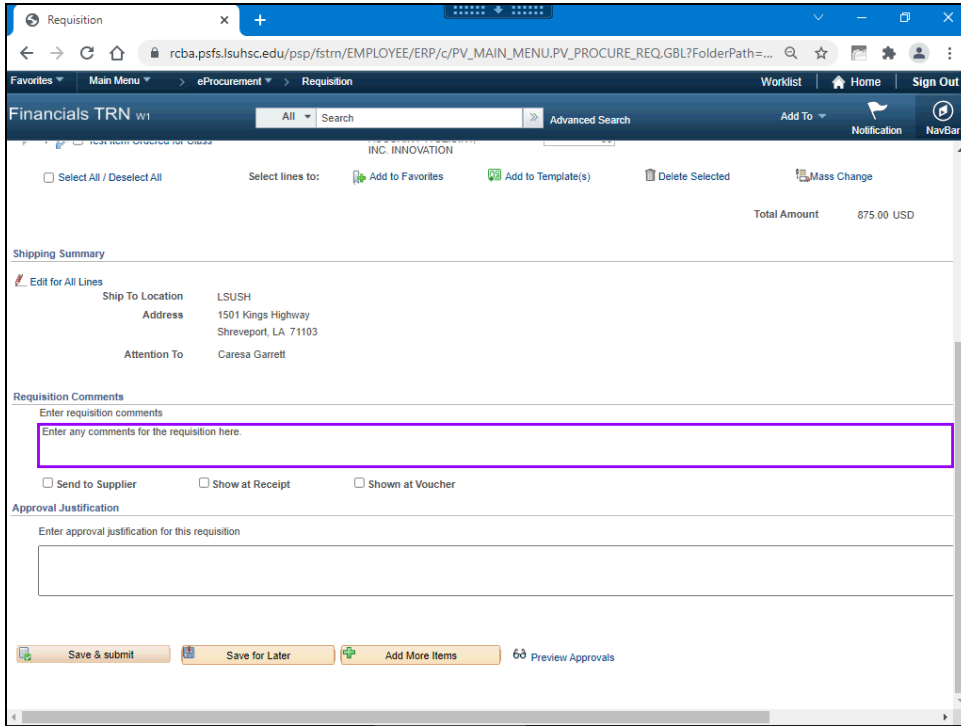
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Step	Action
45.	<p>The Distribute By field indicates whether cost is being allocated by <i>Quantity</i> or <i>Amount</i>. Most blanket requisitions are distributed by amount, especially those covering services.</p> <p>The Distribute By defaults based on the information entered on the <i>Requisition Settings</i> page. The Distribute By can be changes on the <i>Accounting Lines</i> for a specific line item as needed.</p> <p>Click the button to the right of the *Distribute By field.</p> 
46.	<p>If the user wants to split the accounting allocation between Chartstrings, the user may select the (+) at the end of the line to add an additional distribution line.</p> <p><i>See the "Split a Distribution on a Requisition" section located later in this manual for additional information.</i></p>
47.	<p>Click the button to the left of the Line field to Collapse Shipping and Accounting field information.</p> <p><i>This completes Step 3: Checkout and Review Requisition.</i></p> 

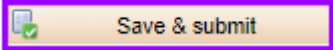
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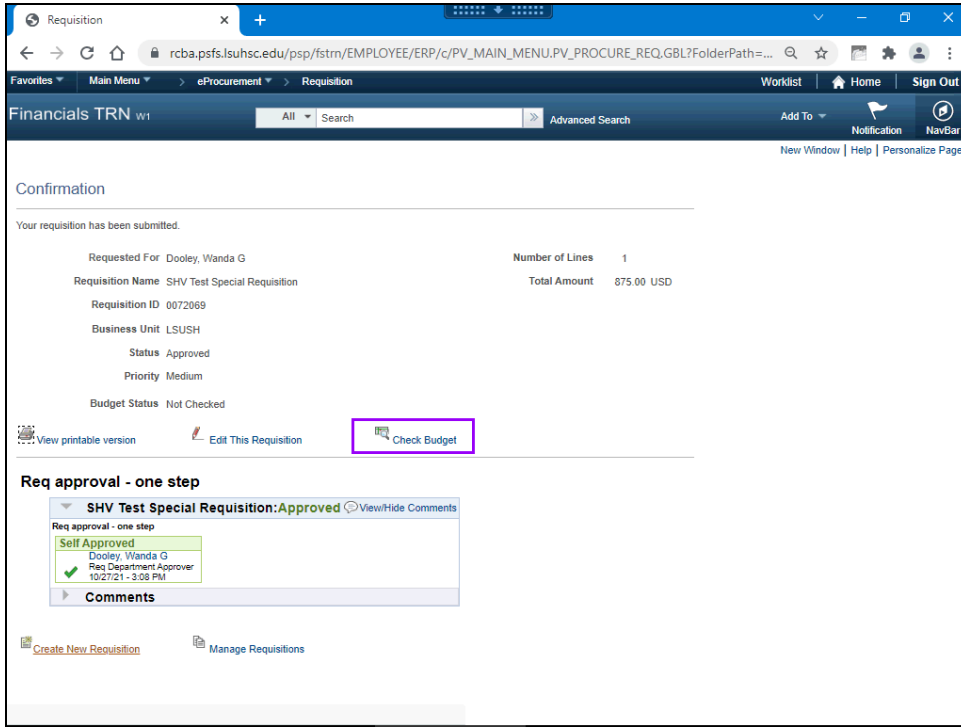
Step	Action
48.	<p>Step 4: Enter Requisition Comments and Submit and Print Requisition</p> <p>The bottom section of the requisition provides a Shipping Summary, a section for Requisition Header Comments and Attachments and a section to Enter Approval Justification for this requisition to be sent to the requisition approver.</p> <p><i>See the "Add Comments and Attachments" section located later in this manual for additional information.</i></p> <p>Enter the desired information into the Enter requisition comments field. Enter "Enter any comments for the requisition here."</p>


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Step	Action
49.	<p>The buttons at the bottom allow the user to choose his/her next step.</p> <p><u>Save & Submit</u> - this button is used to save the requisition and submit it to workflow for the approver to review and approve.</p> <p><u>Save for Later</u> - this allows the user to save the requisition and come back to it for additional work at a later time. This button performs the same function as the "Hold from Further Processing" checkbox.</p> <p><u>Add More Items</u> - if the user wants to add additional line to the requisition from this supplier.</p> <p>The <u>Eye-glass icon and Preview Approvals</u> link can be selected once the requisition is saved to check the approval routing for the requisition.</p> <p>Click the Save & Submit button.</p> 
50.	<p>The Confirmation page displays the Requisition ID, Amount, Approval Status, etc.</p> <p><i>NOTE: Once the requisition is complete and Approved, the Check Budget process is run. The Check Budget process will be demonstrated in the Budget Check a Requisition topic.</i></p>

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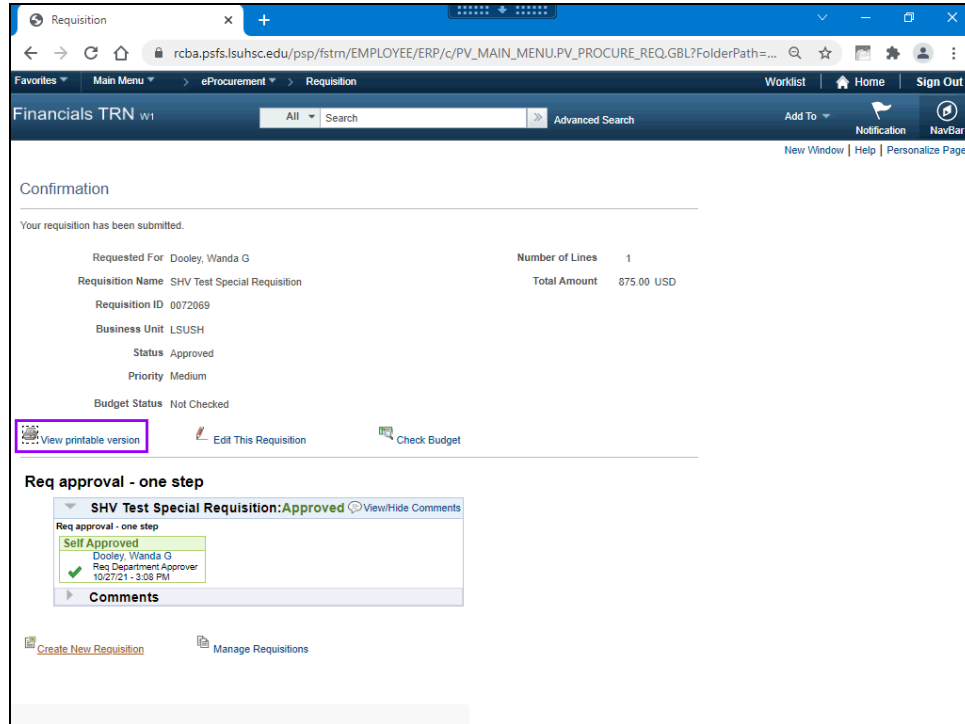
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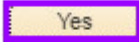


Step	Action
51.	<p>The Confirmation page displays the Requisition ID, Amount, Approval Status, etc.</p> <p>Click the Check Budget button.</p> 

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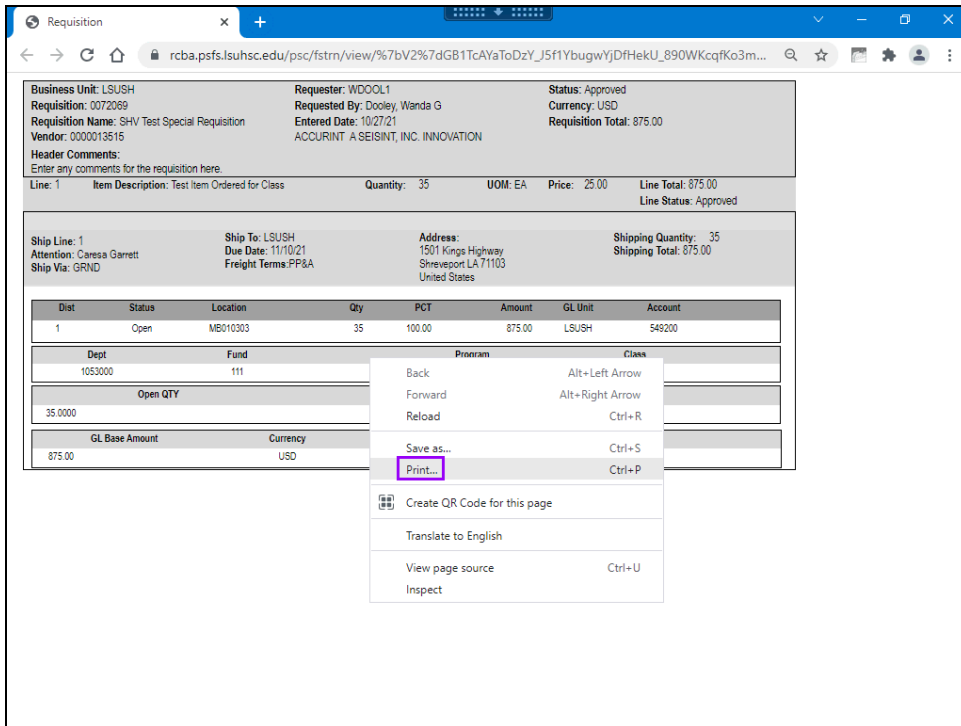
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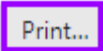
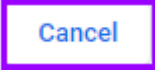



Step	Action
52.	<p>The user may also select the View Printable Version link to print the requisition if needed.</p> <p>Click the View Printable Version button.</p> 
53.	<p>A message will display asking if you want to print the distribution details.</p> <p>Click the Yes button.</p> 

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Step	Action
54.	<p>The requisition will process and display for printing. To print, right-click anywhere in the requisition and select Print...</p> <p>Click the Print... link.</p> 
55.	<p>The requisition opens the print pdf window for printing and the user would print the requisition.</p> <p>For training purposes only, click the Cancel button.</p> 
56.	<p>Once the requisition has printed, the two-toned requisition remains displayed on the screen.</p> <p>Click the Close button.</p> 
57.	<p>To create a requisition for another supplier, select the Create New Requisition link.</p> <p>If you want to review other requisitions, select the Manage Requisitions link.</p>

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Step	Action
58.	This completes the <i>Create a Special Request Requisition</i> . End of Procedure.

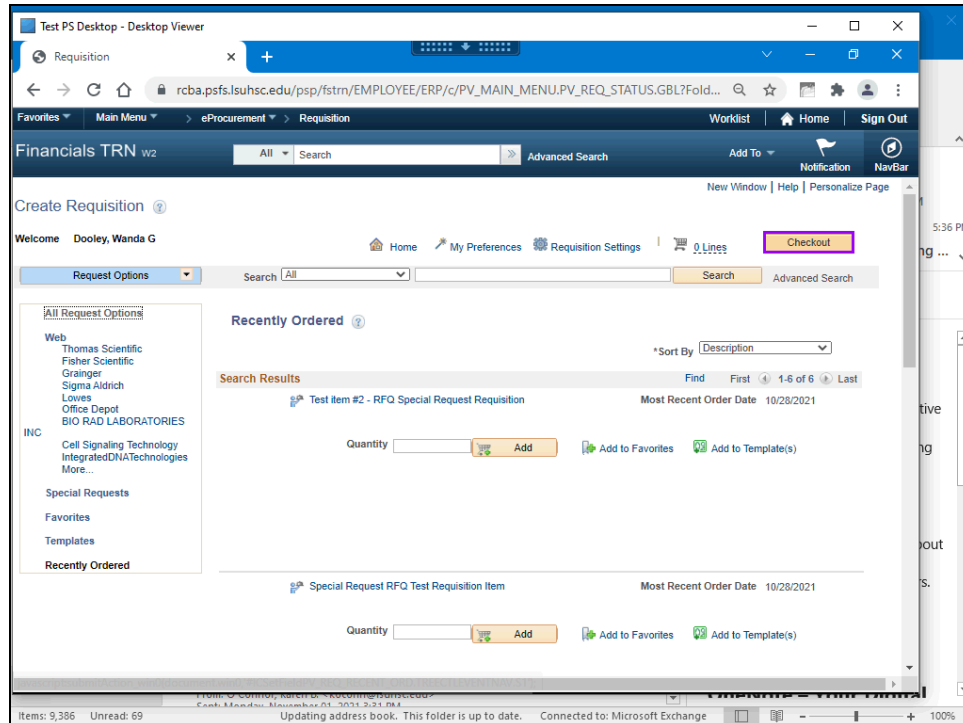
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Managing eProcurement Requisitions

Split a Distribution on a Requisition

Procedure

In this topic you will learn to **Split a Distribution on a Requisition**.

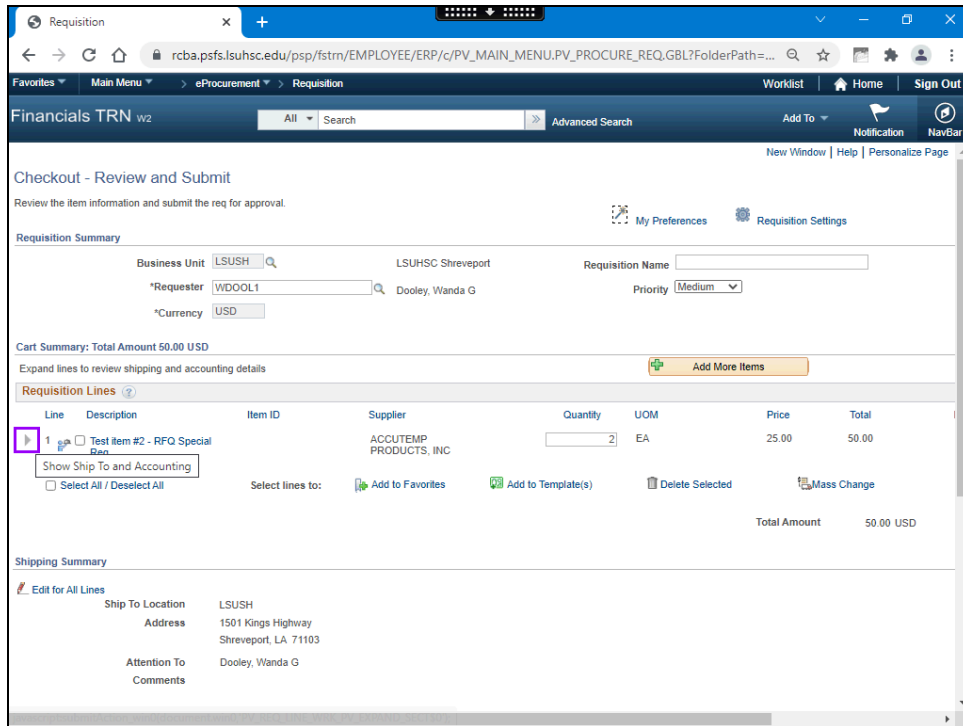
NOTE: When entering a new requisition or editing an existing one, the allocation can be split to distribute to different chartstrings. In this example, an allocation by Quantity will be split to distribute to different departments.




Step	Action
1.	NOTE: When creating a new requisition, and after adding items to the cart, proceed to checkout and the distribution can be entered and changed in the Checkout - Review and Submit screen. <u>Although, it is HIGHLY recommended that this step be done in the setup (Requisition Settings) prior to adding any items to the cart.</u>

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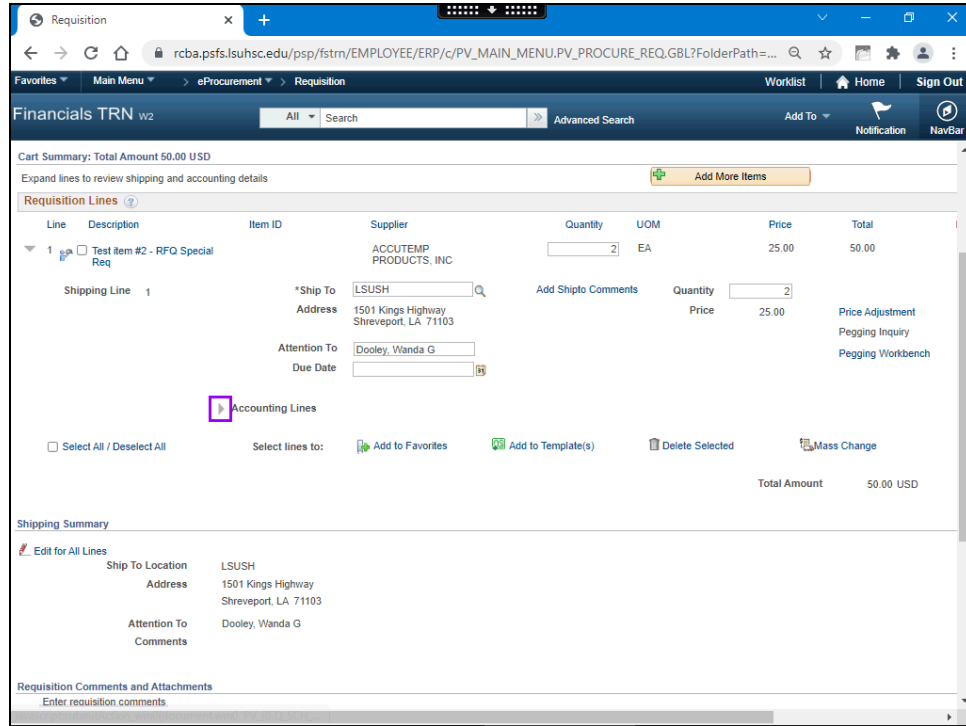
Managing eProcurement Requisitions




Step	Action
2.	Click the Expand Requisition Lines arrow. 

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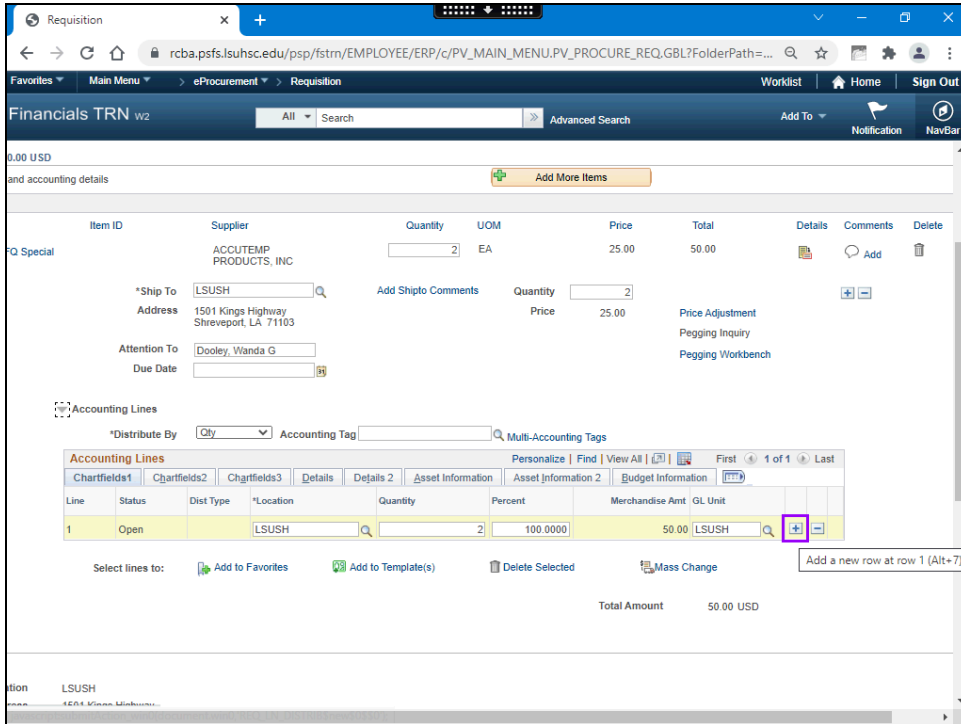
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Step	Action
3.	Click the Expand Accounting Lines arrow. 

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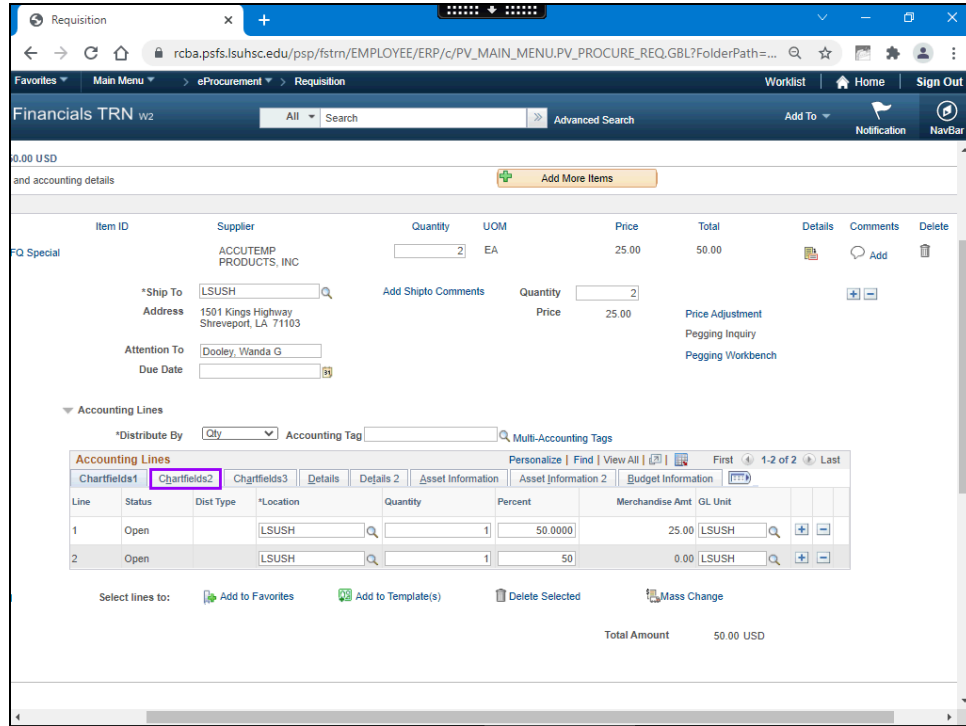
Managing eProcurement Requisitions



Step	Action
4.	<p>The information entered on the <i>Requisition Settings</i> page will default to all lines items. The Distribute By field indicates whether costs are being allocated by <i>Quantity</i> or <i>Amount</i>. The Distribute By can be changed in the Accounting Lines section for a specific line item as needed. This allows users to not only split line item cost allocations by Quantity or Amount, but to also split allocations between departments, funds, projects, etc.</p> <p>Click the Add a new row at row 1 button.</p> 
5.	<p>In this example, the user will split the cost allocation by Quantity between two departments for the specified line item. The chartstring will be split evenly between the two department.</p> <p>Enter the desired information into the Line 1 Quantity field. Enter "1".</p>
6.	<p>Enter the desired information into the Line 1 Percent field. Enter "50".</p>
7.	<p>Enter the desired information into the Line 2 Quantity field. Enter "1".</p>
8.	<p>Enter the desired information into the Line 2 Percent field. Enter "50".</p>

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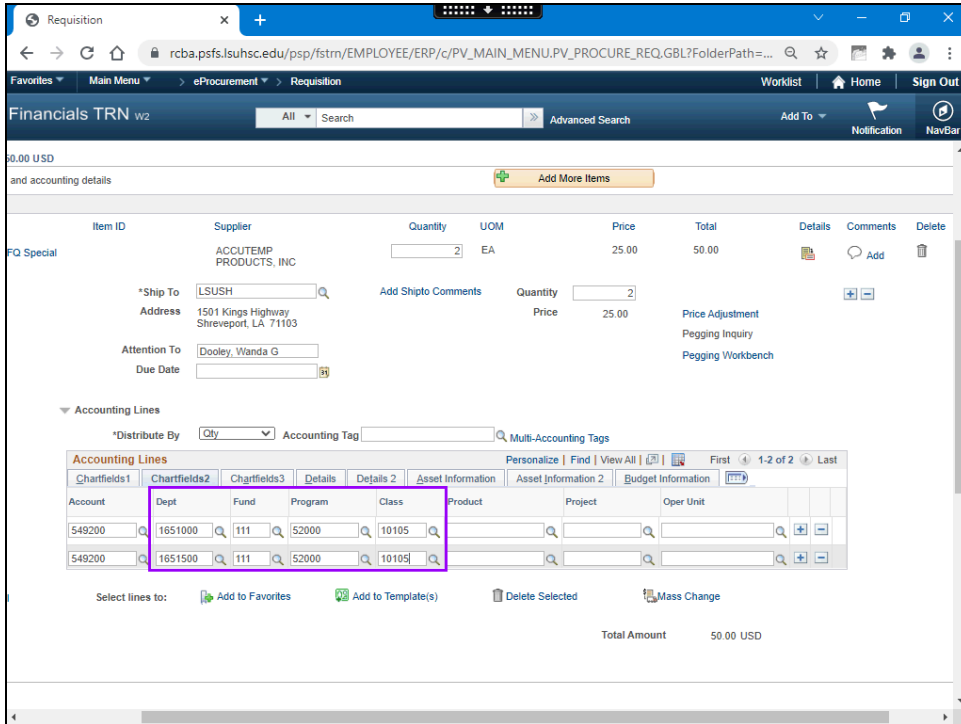
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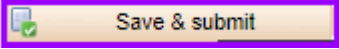


Step	Action
9.	Click the Chartfields2 tab. <div style="border: 1px solid purple; padding: 2px; display: inline-block; margin-top: 5px;">Chartfields2</div>

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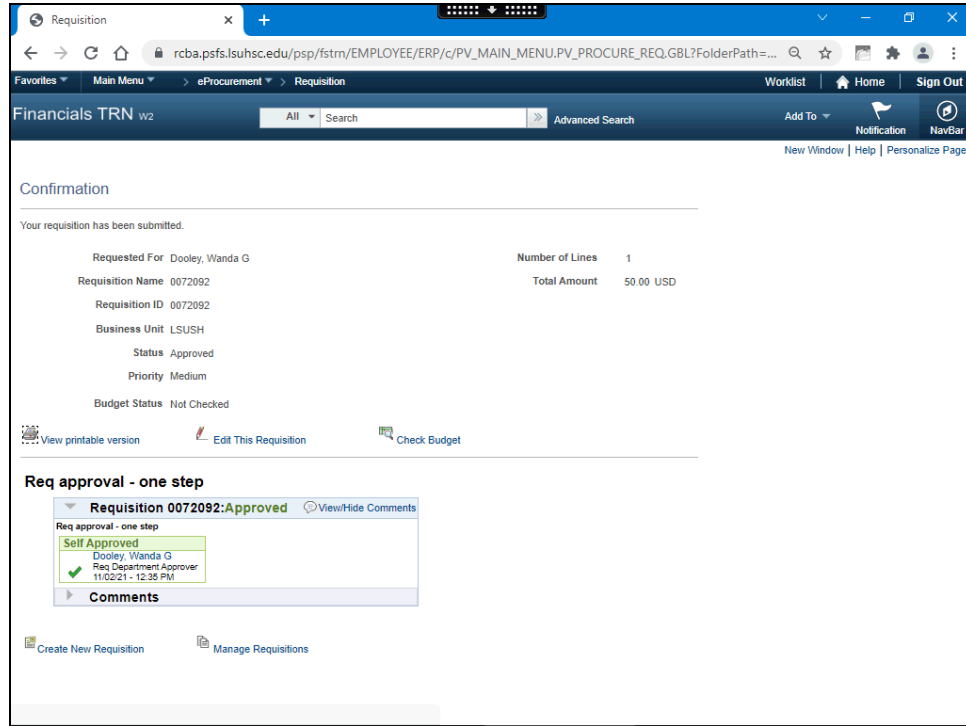
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Step	Action
10.	The chartstring information has been entered on Line 2 to complete the distribution split. Notice the Dept number on Line 2 is different than Line 1. Because the Dept is different, the Fund , Program and Class can remain as defaulted. A user could also use the same Dept for both lines and change the Fund , Program or Class instead.
11.	<p>Once the distribution information has been entered, the updated information will need to be Saved. If the requisition is complete, the user would select the Save & Submit button. If the user is not finished with the requisition but needs to come back to it later, then the Save for Later button would be selected.</p> <p><i>See the Edit an ePro Requisition Add Lines for additional information on retrieving Save for Later requisitions.</i></p> <p>Click the Save & Submit button.</p> 

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Managing eProcurement Requisitions



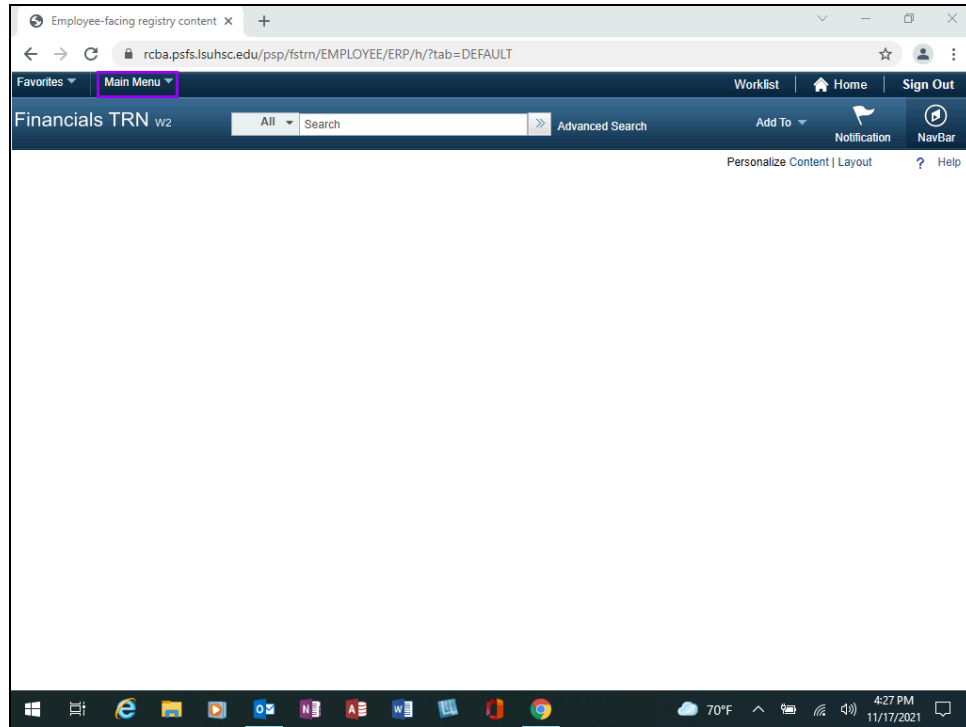
Step	Action
12.	The requisition will be submitted for Approval. Once approved, the requisition will have to be budget checked before it can be sourced to a PO.
13.	This completes <i>Split a Distribution on a Requisition</i> . End of Procedure.

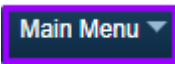

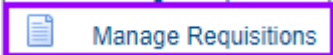

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Managing eProcurement Requisitions

Find/Edit a Save for Later Requisition

Procedure

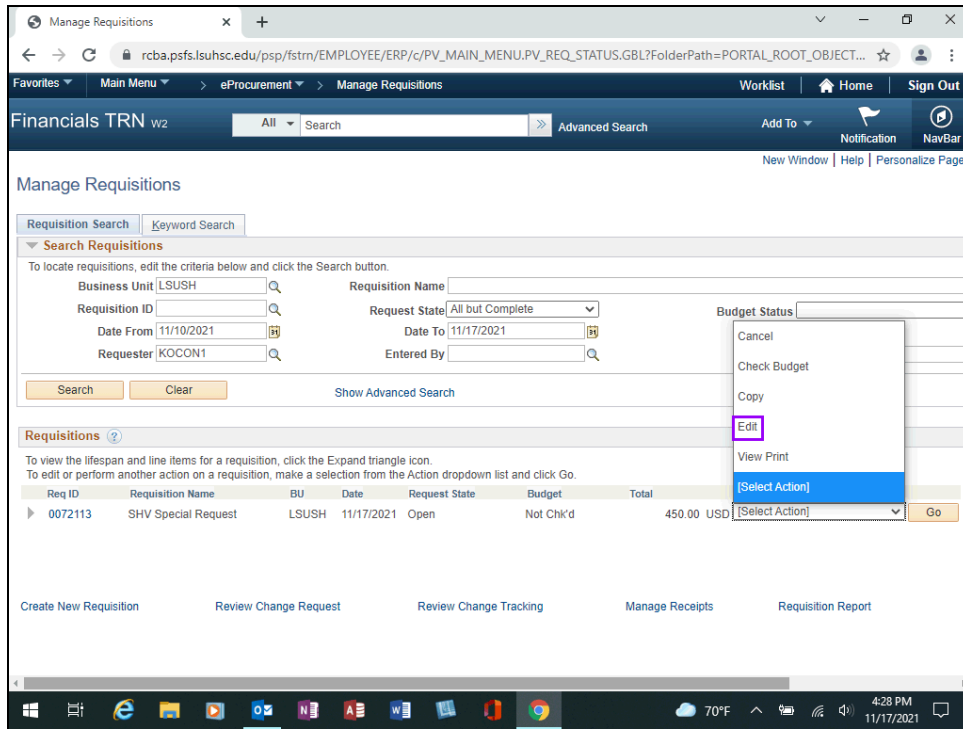
In this topic you will learn how to [Find/Edit a Save for Later Requisition](#).


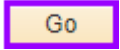


Step	Action
1.	Click the Main Menu button. 
2.	Click the eProcurement link. 
3.	Click the Manage Requisitions link. 
4.	If your requisition does not automatically display in the Requisitions section, users may search the requisition by entering the Requisition ID, Requisition Name, Requisition State, or by changing the Date From or Date To. In this example, the requisition defaulted (0072113) will be used. Click the button to the right of the (Select Action) field. 

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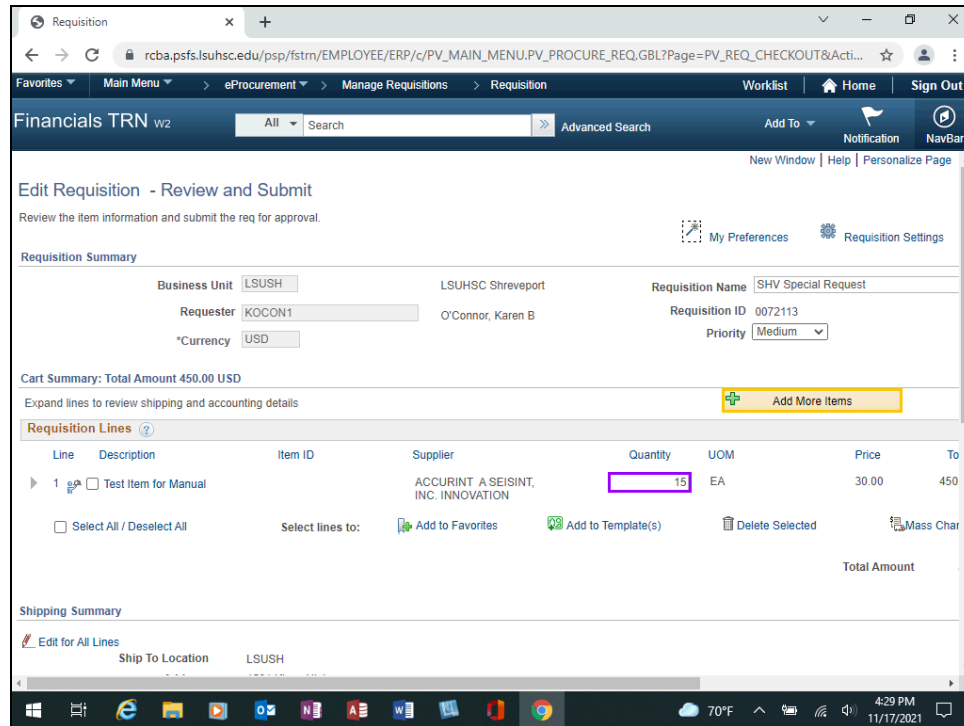
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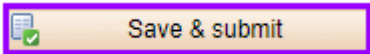


Step	Action
5.	Click the Edit list item. 
6.	Click the Go button. 

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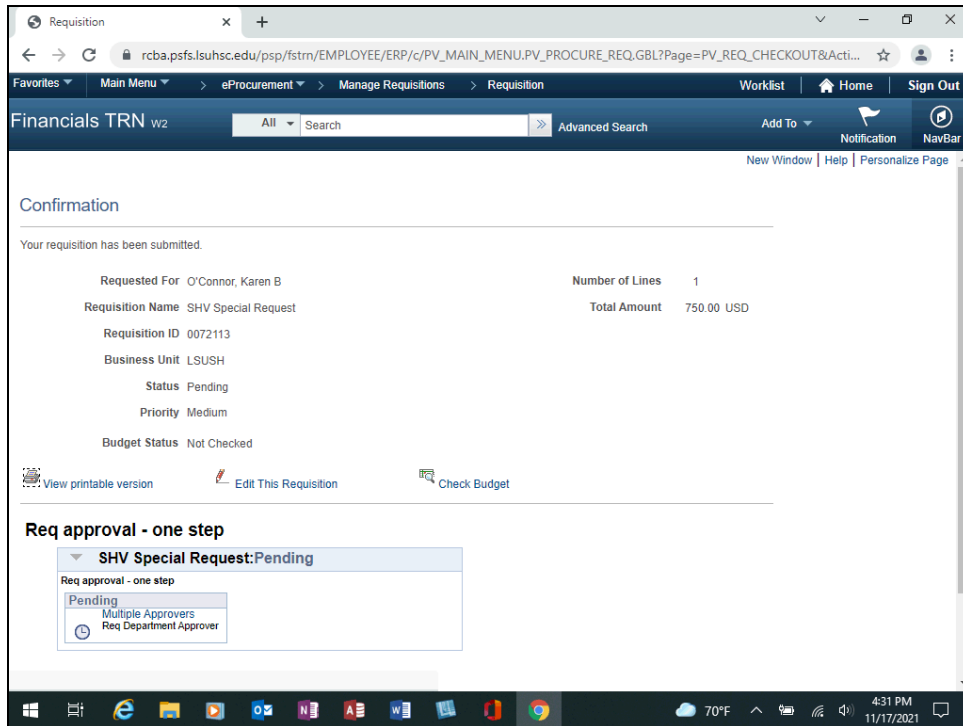
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Step	Action
7.	<p>Users can <i>Add More Items</i> to the requisition, <i>change the Quantity</i> of items ordered, <i>delete an item</i> using the Delete button at the end of Line 1, etc.</p> <p>In this example, the user will change the Quantity from <i>15</i> to <i>25</i>. Enter the desired information into the Quantity field. Enter "25".</p>
8.	<p>If the requisition is still <u>not</u> complete, the user can again select the <i>Save For Later</i> button.</p> <p>In this example, the requisition is complete, so the user will save and submit.</p> <p>Click the Save & submit button.</p> 

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Step	Action
9.	The Confirmation page displays.
10.	This completes <i>Find/Edit a Save for Later Requisition</i> . End of Procedure.

Add Comments and Attachments

Procedure

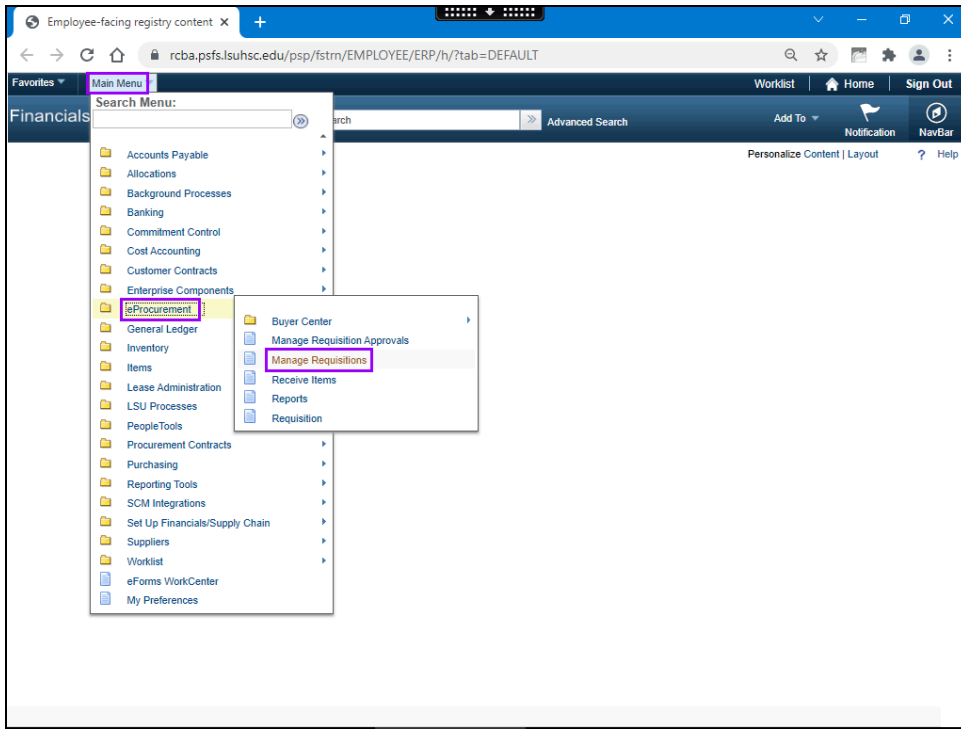
In this topic you will learn to **Add Comments and Attachments**.


***NOTE:** Comments and attachments can be added to the requisition on the Checkout page for new requisitions or on the Edit Requisition page for existing requisitions.*

Step	Action
1.	Click the Main Menu link. 
2.	Click the eProcurement link. 

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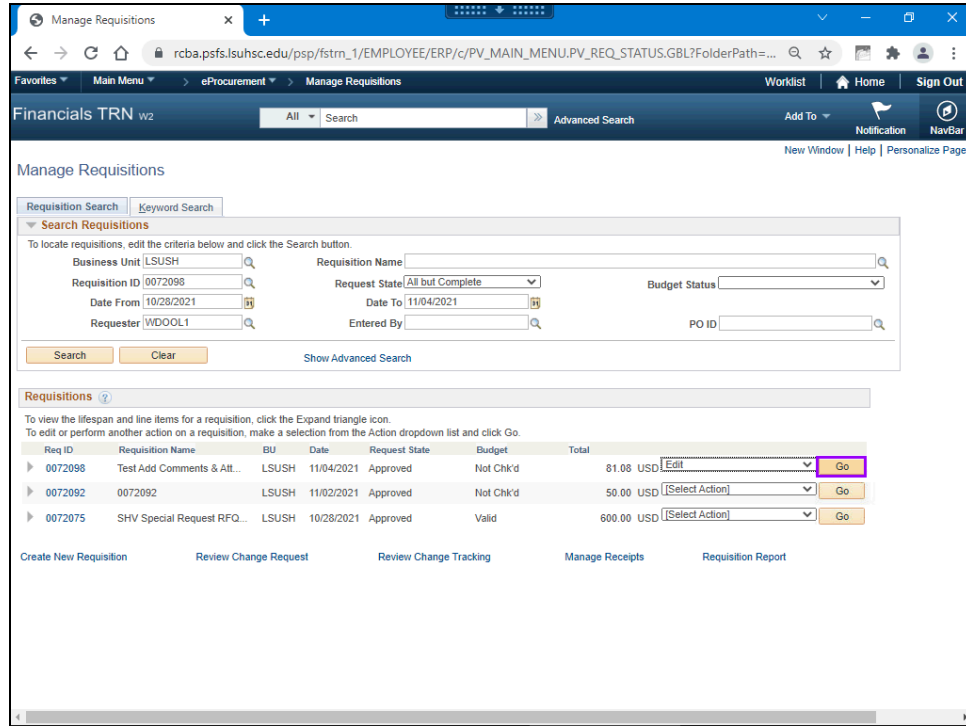
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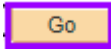
Step	Action
3.	<p>In this example, the user will add comments on the Edit Requisition page by navigating through the Manage Requisition page.</p> <p><i>NOTE: For new requisitions, navigate Main Menu > eProcurement > Requisition, add items to the cart, and select the Checkout button to access the Checkout page.</i></p> <p>Click the Manage Requisitions link.</p> <p>Manage Requisitions</p>
4.	<p>Search for the requisition you wish to add comments and/or attachments.</p> <p>Click the button to the right of the Line 1 Select Action field.</p> <p></p>
5.	<p>Click the Edit link.</p> <p>Edit</p>

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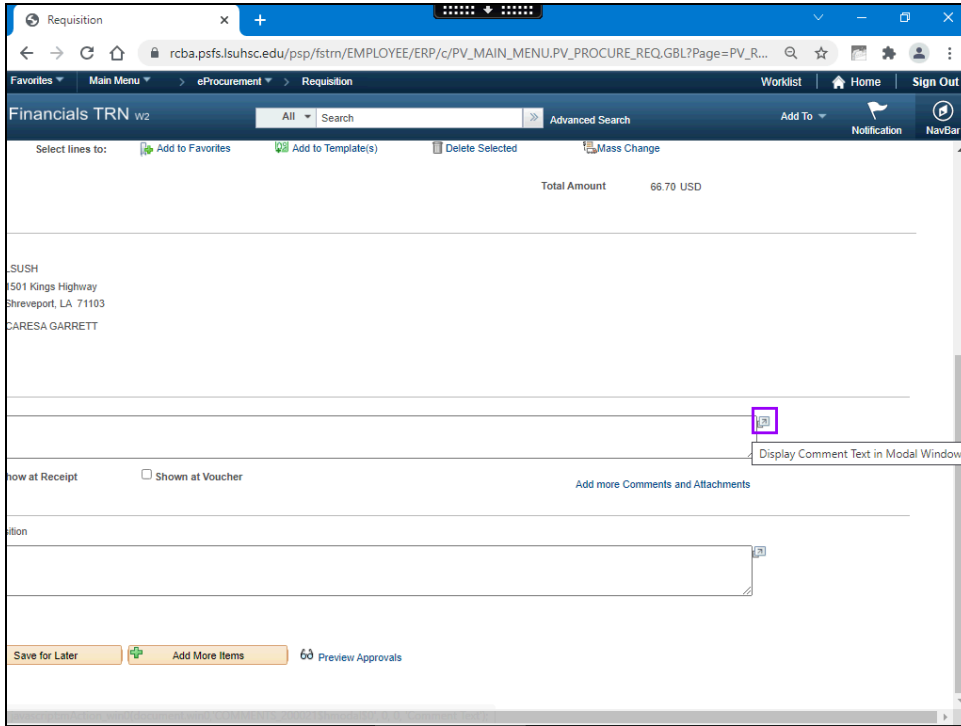



Step	Action
6.	Click the Go button.



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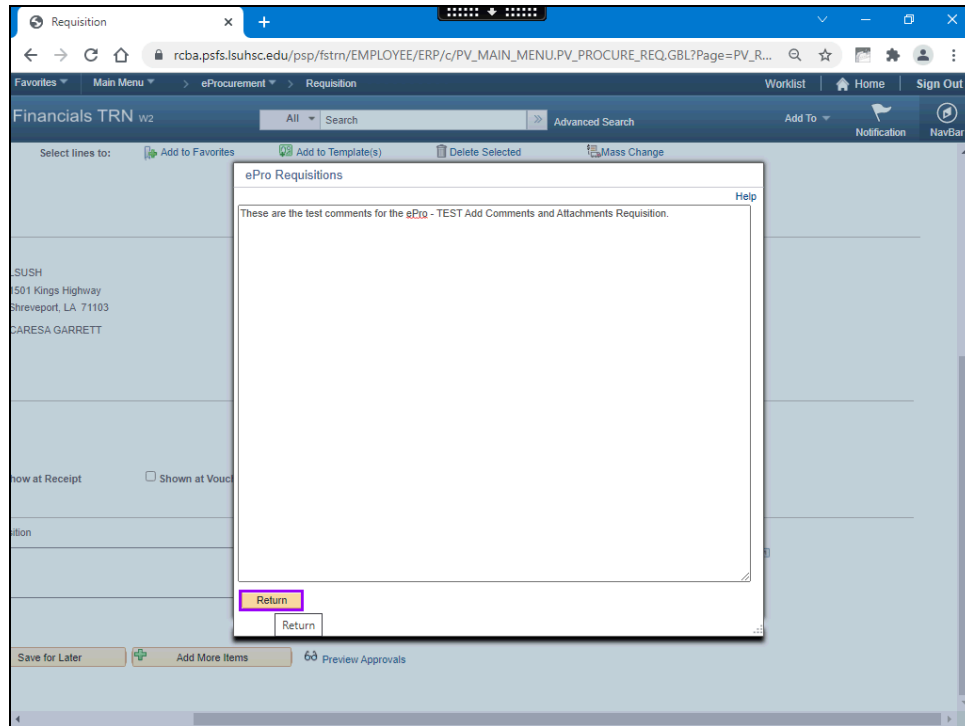
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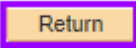


Step	Action
7.	<p><u>Adding Header Comments and Attachments</u></p> <p>Clicking on the "Display Comment Text in Modal Window" button at the top right corner of the text box will open a popup with a much larger text area for easier editing.</p> <p>Click the Display Comment Text in Modal Window button.</p> 
8.	<p>Enter the desired information into the ePro Requisitions field. Enter "These are the test comments for the ePro - TEST Add Comments and Attachments Requisition.".</p>

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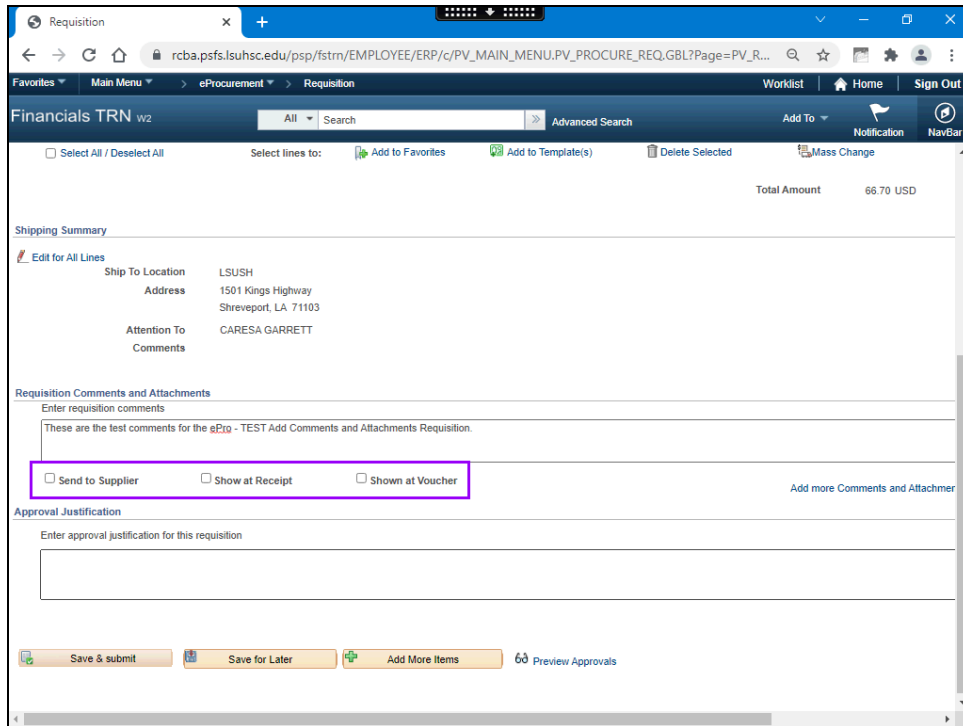
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Step	Action
9.	Click the Return button. 

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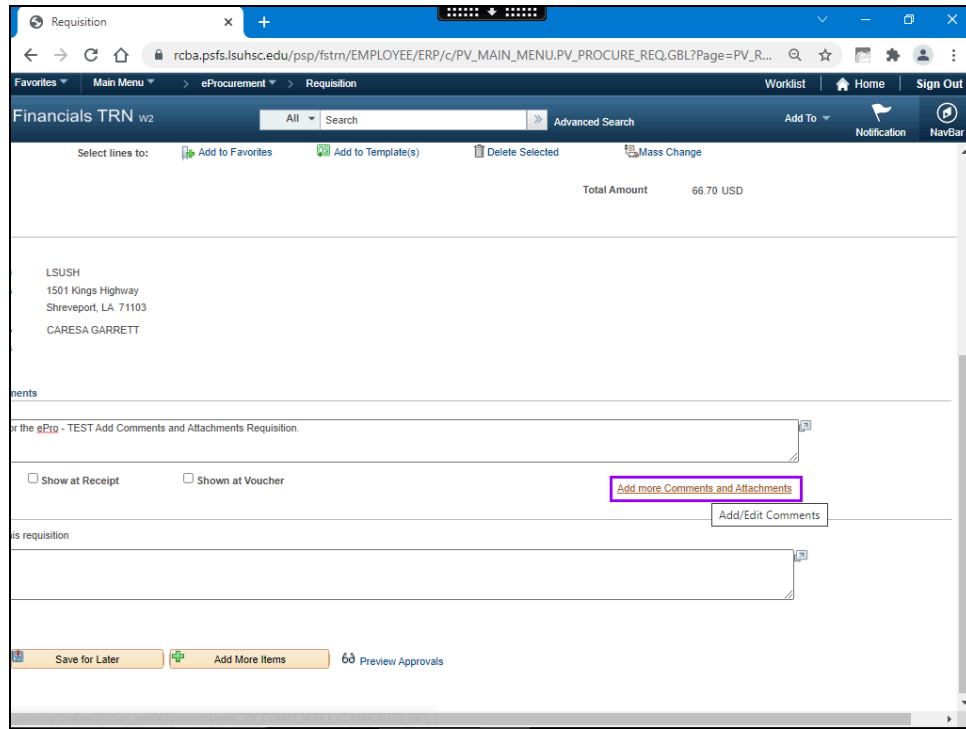
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Step	Action
10.	There are also checkbox options to send the comments to the <i>Supplier</i> , to <i>Show on the Receipt</i> , and to <i>Show on the Voucher</i> .

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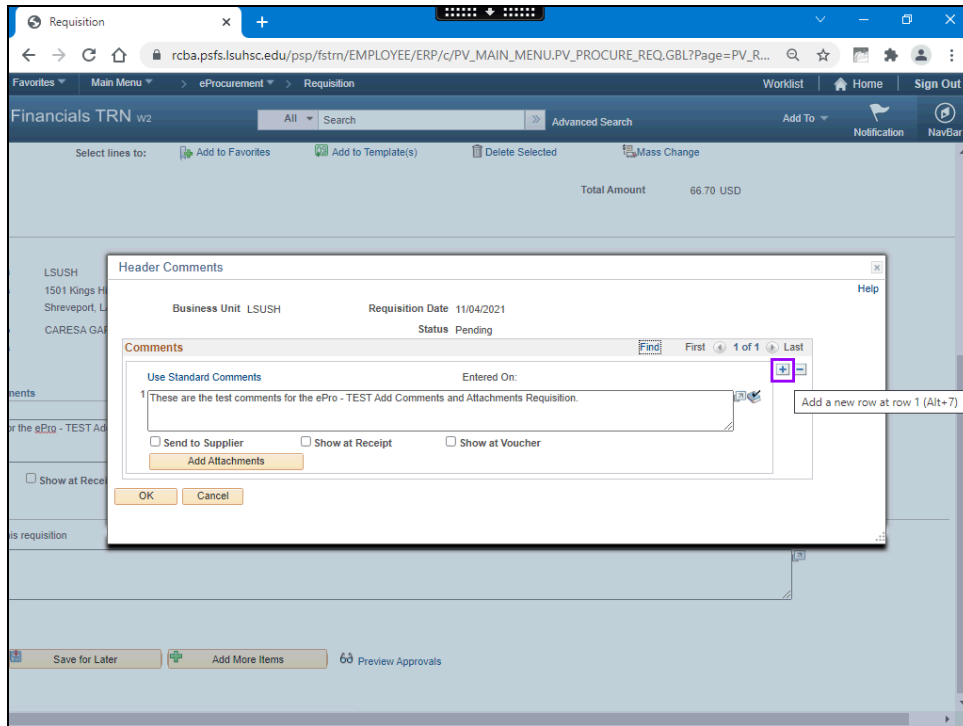
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Step	Action
11.	<p>Opening the modal window will also display the same text.</p> <p>To enter more comments and add attachments, click the Add More Comments and Attachments link.</p> <p>Add more Comments and Attachments</p>

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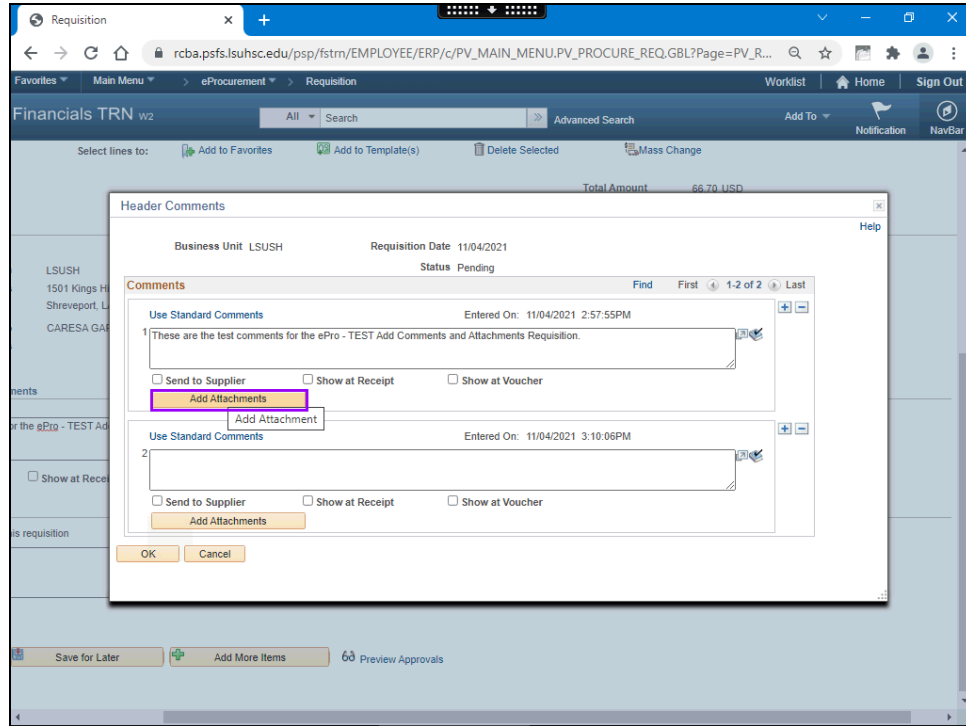
Managing eProcurement Requisitions

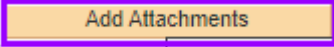


Step	Action
12.	<p>A new window will open displaying the Header Comments. Notice that the original comment is displayed as the first comment. To add more comments, click on the + icon.</p> <p>Click the Add a new row at row 1 (+) link.</p> 

Training Guide

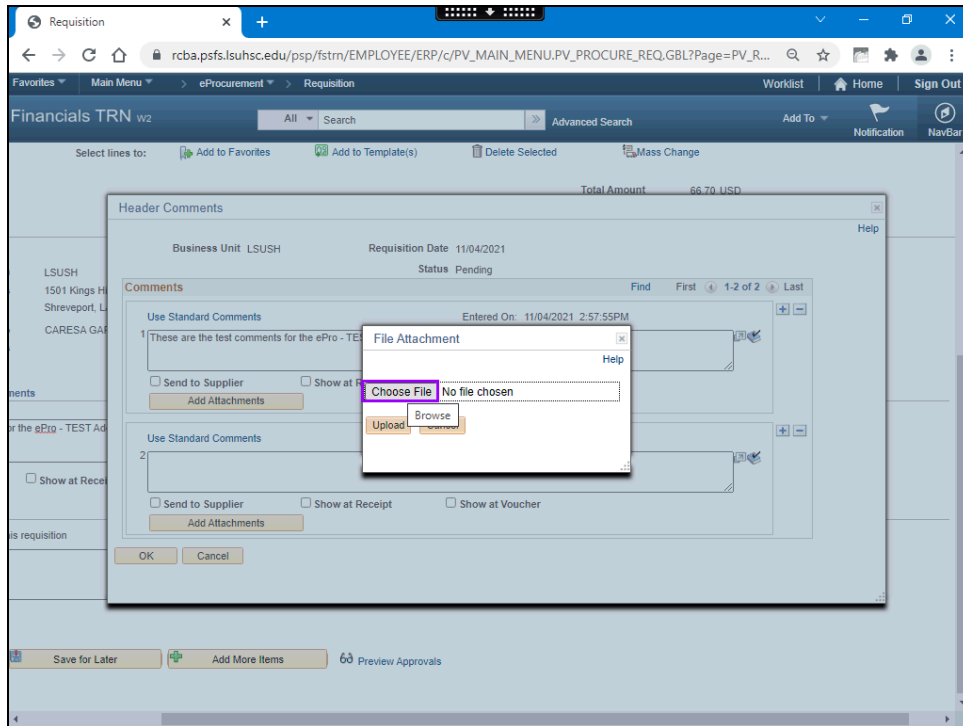
Managing eProcurement Requisitions



Step	Action
13.	<p>The new comment will be Comment 2.</p> <p>Attachments can be added to individual comment boxes.</p> <p>Click the Add Attachments button for Comment 1.</p> 

Training Guide

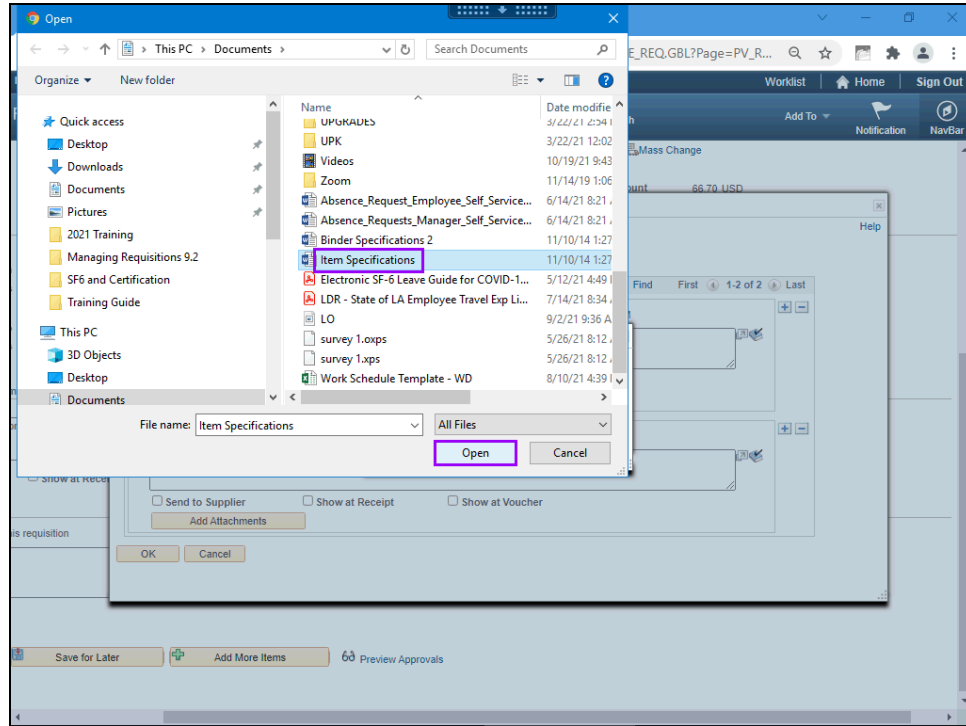
Managing eProcurement Requisitions

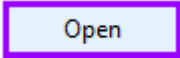
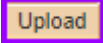




Step	Action
14.	<p>Choose the file location for the attachment.</p> <p>Click the Choose File button.</p> <p>Choose File</p>

Training Guide

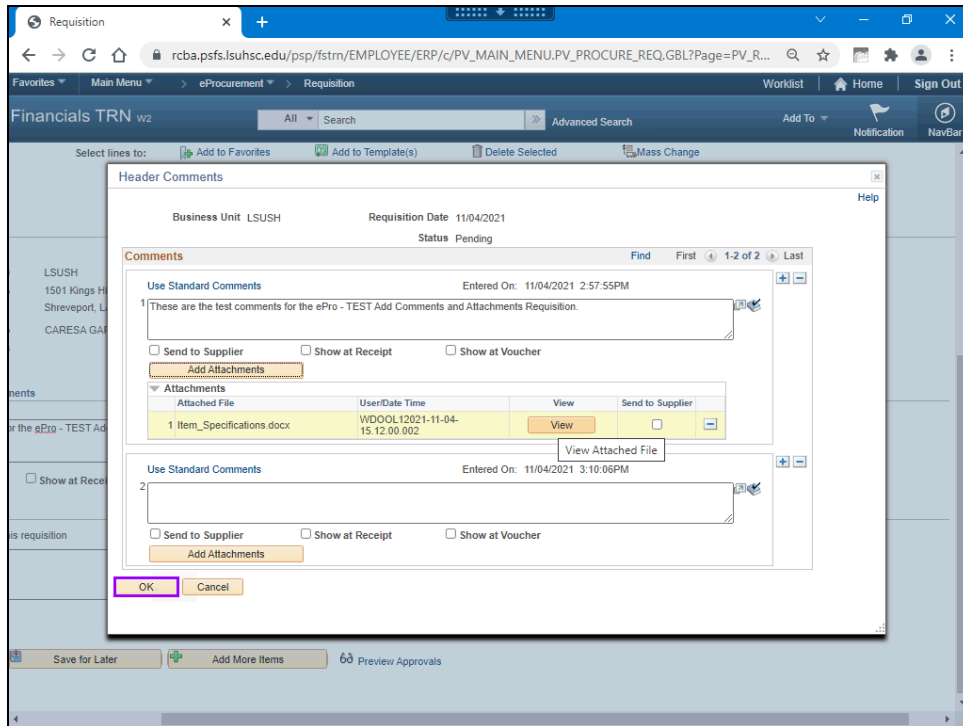
Managing eProcurement Requisitions

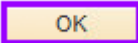


Step	Action
15.	<p>Select the desired file to attach.</p> <p>Click the Open button.</p> 
16.	<p>Click the Upload button.</p> 
17.	<p>The Attachment can be viewed for validity.</p> <p>Click the View button.</p> 
18.	<p>The File Attachment is displayed.</p>
19.	<p>Close the processing window.</p> <p>Click the X button.</p> 

Training Guide

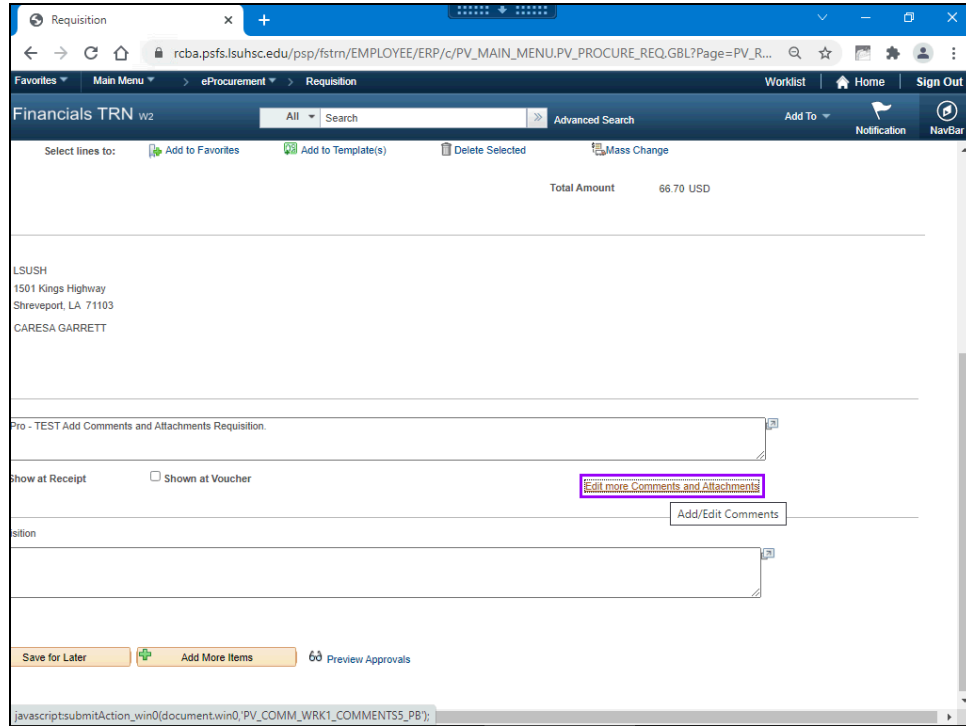
Managing eProcurement Requisitions



Step	Action
20.	<p>Details of the attachment are now displayed under Comment 1.</p> <p>Click the OK button.</p> <p></p>

Training Guide

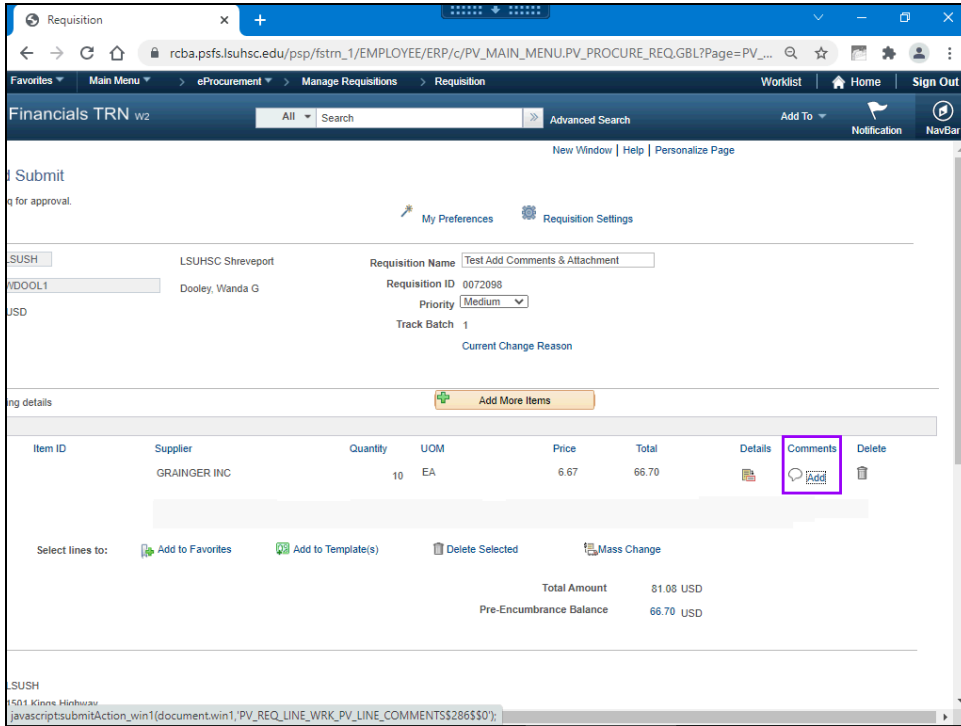
Managing eProcurement Requisitions




Step	Action
21.	<p>After Comments have been added you will notice the link now reads Edit instead of Add more Comments and Attachments.</p> <p>Click the Edit More Comments and Attachments link.</p> <p>Edit more Comments and Attachments</p>

Training Guide

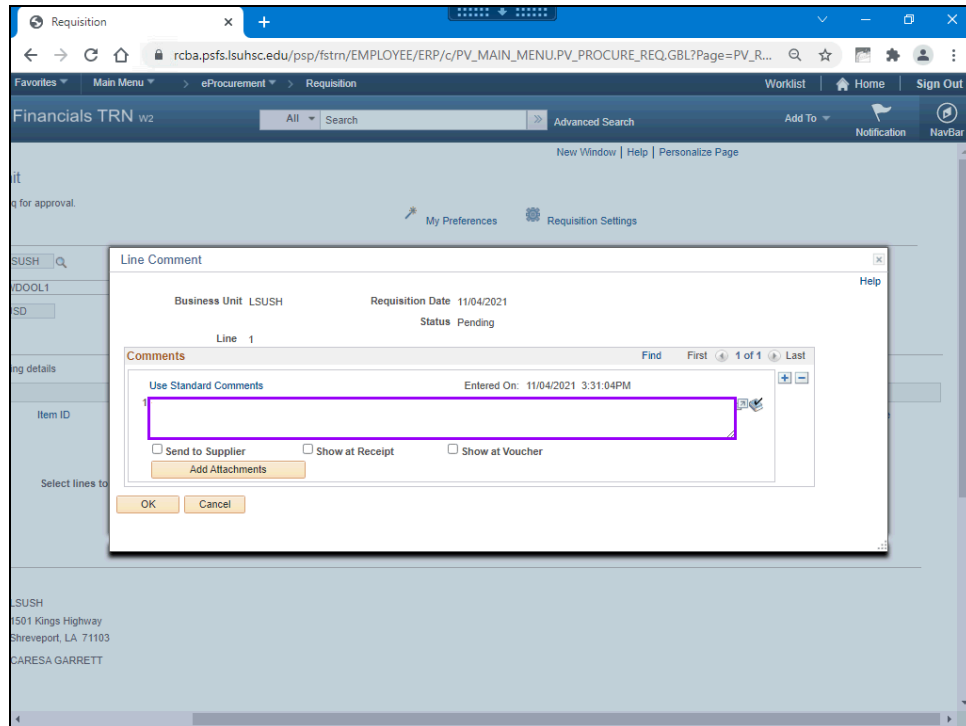
Managing eProcurement Requisitions




Step	Action
22.	<p>Adding Line Comments and Attachments</p> <p>On the <i>Checkout</i> or <i>Edit Requisition</i> page, comments and attachments can also be added on the requisition line. Entering these comments works similarly to the <i>Header Comments</i>. To add line comments, click on the Comment bubble icon at the end of line 1.</p> <p>Click the Comments/Add link.</p> 

Training Guide

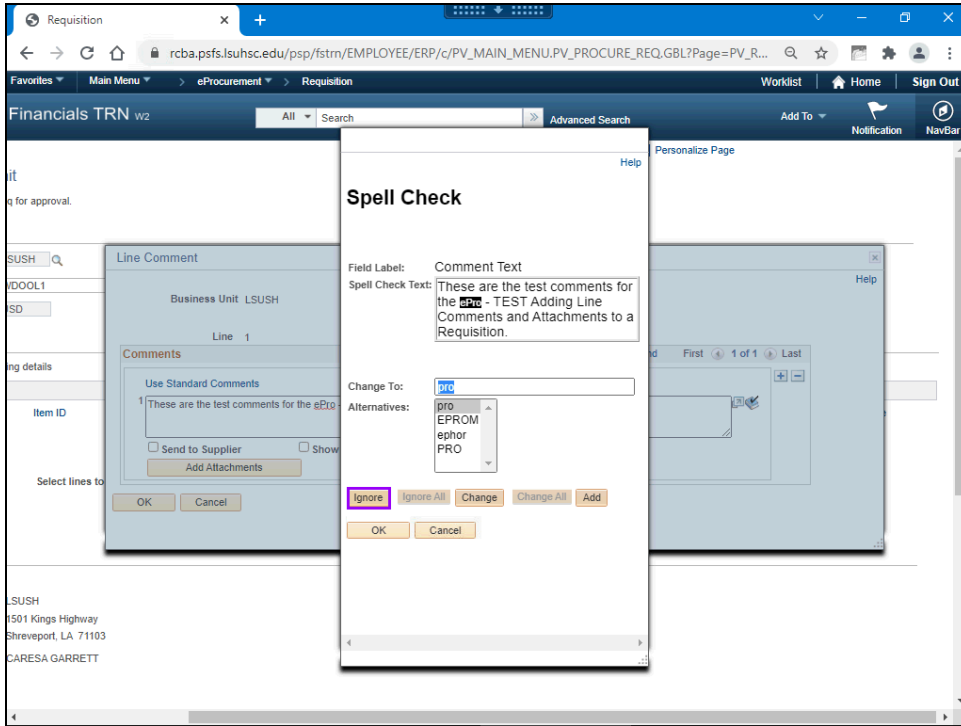
Managing eProcurement Requisitions




Step	Action
23.	A new window will open displaying the Comment 1. Enter the desired information into the Line Comments field. Enter " These are the test comments for the ePro - TEST Adding Line Comments and Attachments to a Requisition. ".
24.	There are also options to <i>Send to Supplier</i> , <i>Show at Receipt</i> , and <i>Show at Voucher</i> . Attachments may also be added.
25.	The comment entered can be spell checked. Click the Spell Check link. 

Training Guide

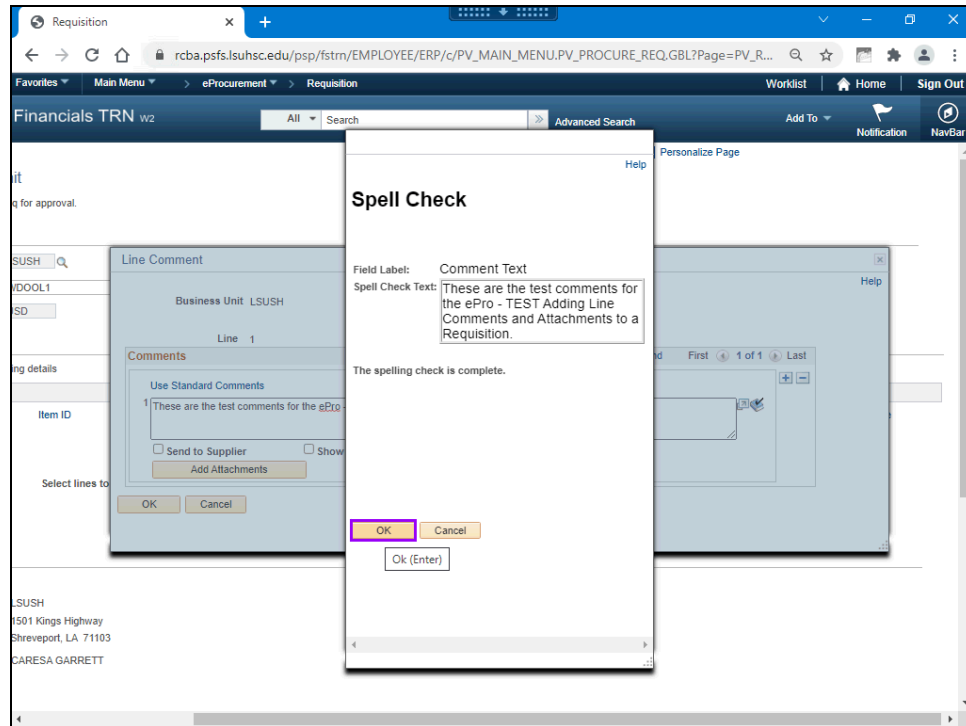
Managing eProcurement Requisitions

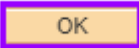



Step	Action
26.	<p>If there is a perceived misspelled word it will take you to a screen where you can pick the correct spelling and then click OK. If there are no misspellings a system message will state “No Misspellings found”.</p> <p>In this example, the highlighted word is not in the dictionary, but the spelling is correct. Therefore, we will not change the spelling of the highlighted word.</p> <p>Click the Ignore button.</p> <p></p>

Training Guide

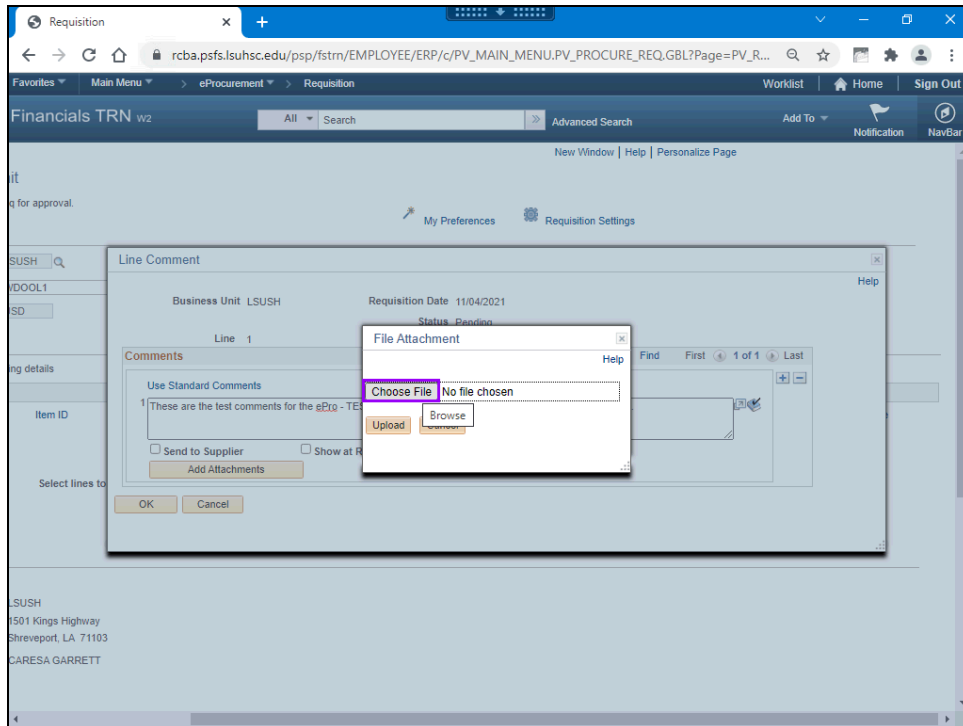
Managing eProcurement Requisitions

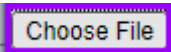
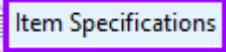
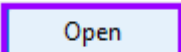
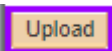


Step	Action
27.	Click the OK button. 
28.	Attachments can also be added to individual line comments. Click the Add Attachments button. 

Training Guide

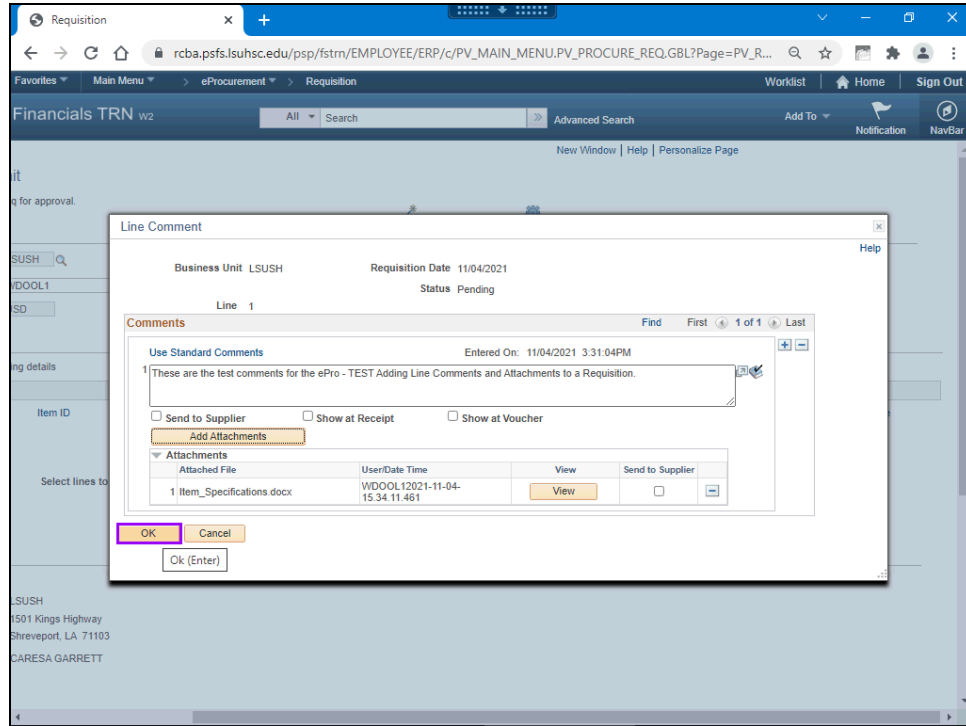
Managing eProcurement Requisitions

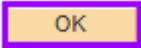


Step	Action
29.	Click the Choose File button. 
30.	Select the desired file. Click the File Name link. 
31.	Click the Open button. 
32.	Click the Upload button. 

Training Guide

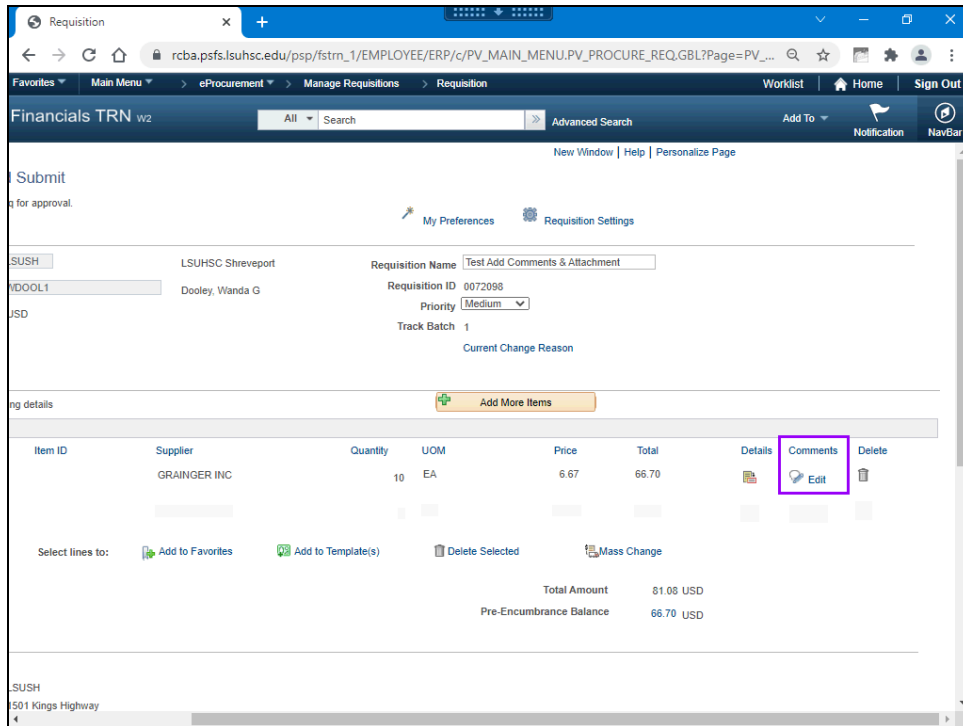
Managing eProcurement Requisitions



Step	Action
33.	Click the OK button. 

Training Guide

Managing eProcurement Requisitions

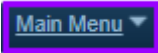



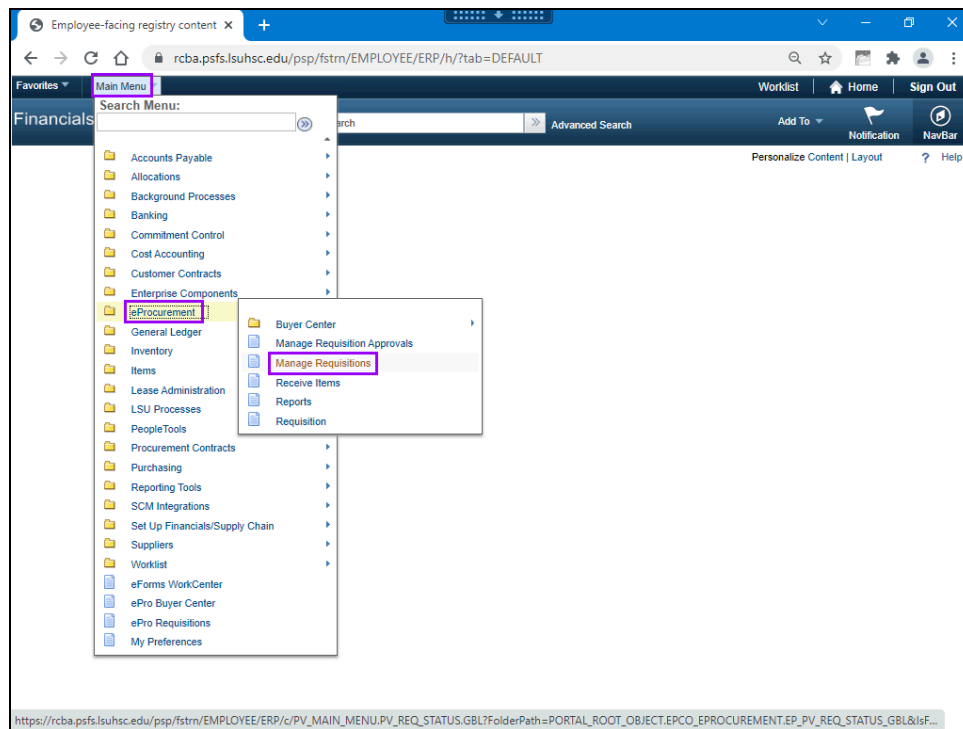
Step	Action
34.	Now that comments have been added, the Comment bubble now reads <i>Edit</i> instead of <i>Add</i> .
35.	This completes <i>Add Comments and Attachments</i> . End of Procedure.


Copy a Requisition

Procedure

In this topic you will learn to **Copy a Requisition**.

Step	Action
1.	Click the Main Menu link. 
2.	Click the eProcurement link. 

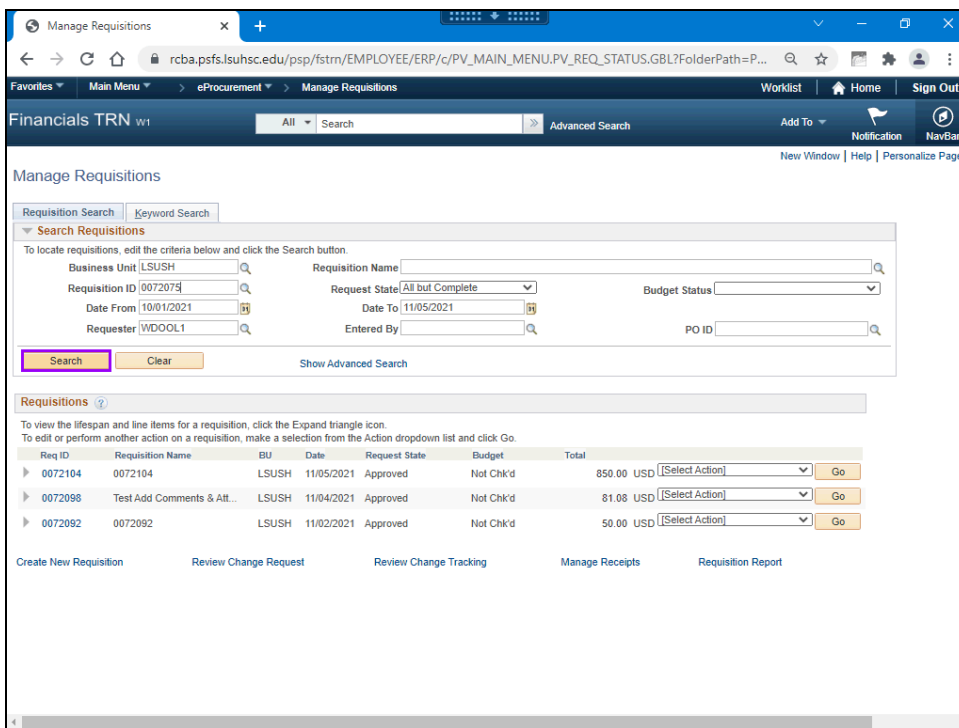


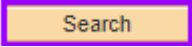

Step	Action
3.	Click the Manage Requisitions link. 

Training Guide

Managing eProcurement Requisitions

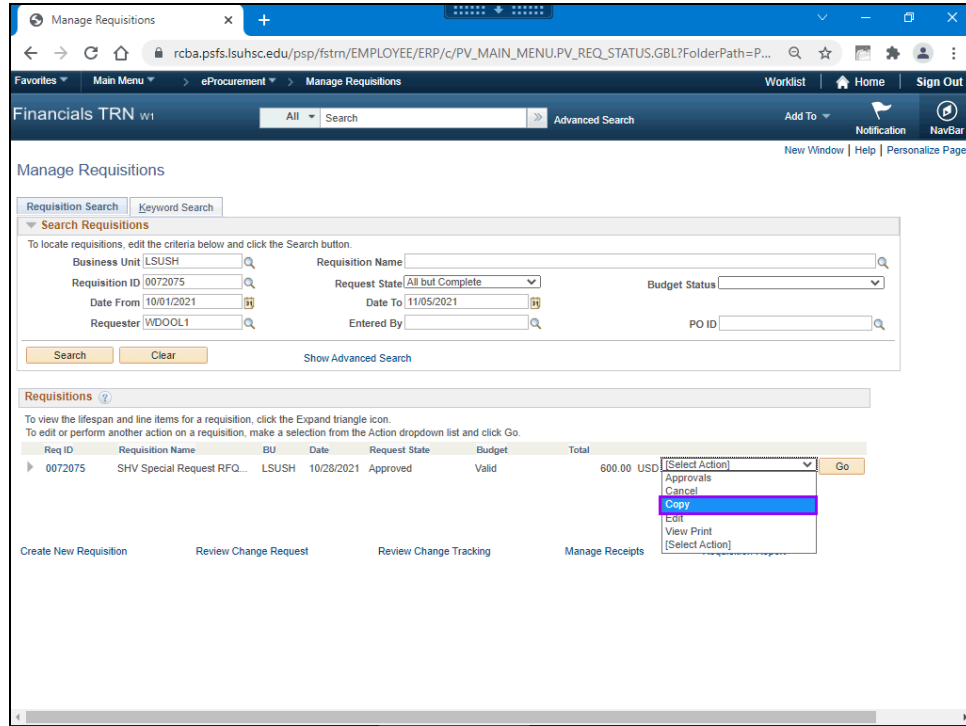
Step	Action
4.	<p>The Date From field may need to be changed to search for older requisitions. In this example the date range is going to be expanded to a wider date range.</p> <p>Enter the desired information into the Date From field. Enter "10/01/2021".</p>
5.	<p>Enter in the requisition ID to be copied. If you don't know the requisition ID you can click the magnifying glass next to the requisition ID field and search by Requestor User ID.</p> <p>If you know the Requisition ID enter the desired information into the Requisition ID field. Enter "0072075".</p>



Step	Action
6.	<p>Click the Search button.</p> <p></p>
7.	<p>The desired requisition will display at the bottom of the screen.</p> <p>Click the button to the right of the Select Action field.</p> <p></p>

Training Guide

Managing eProcurement Requisitions

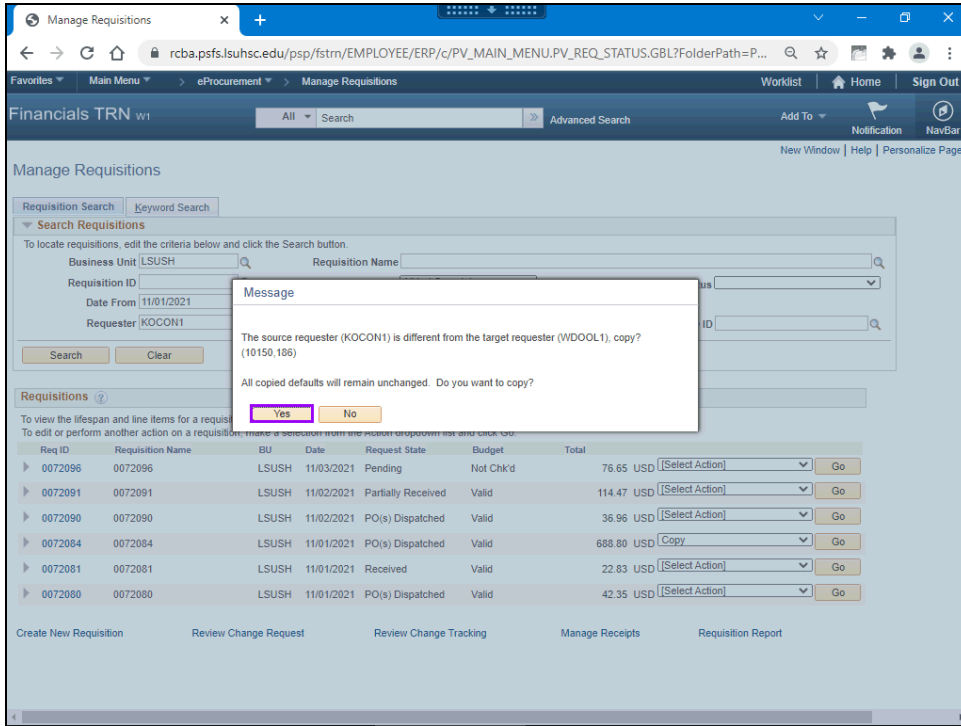


Step	Action
8.	Click the Copy list item.

Copy

Training Guide

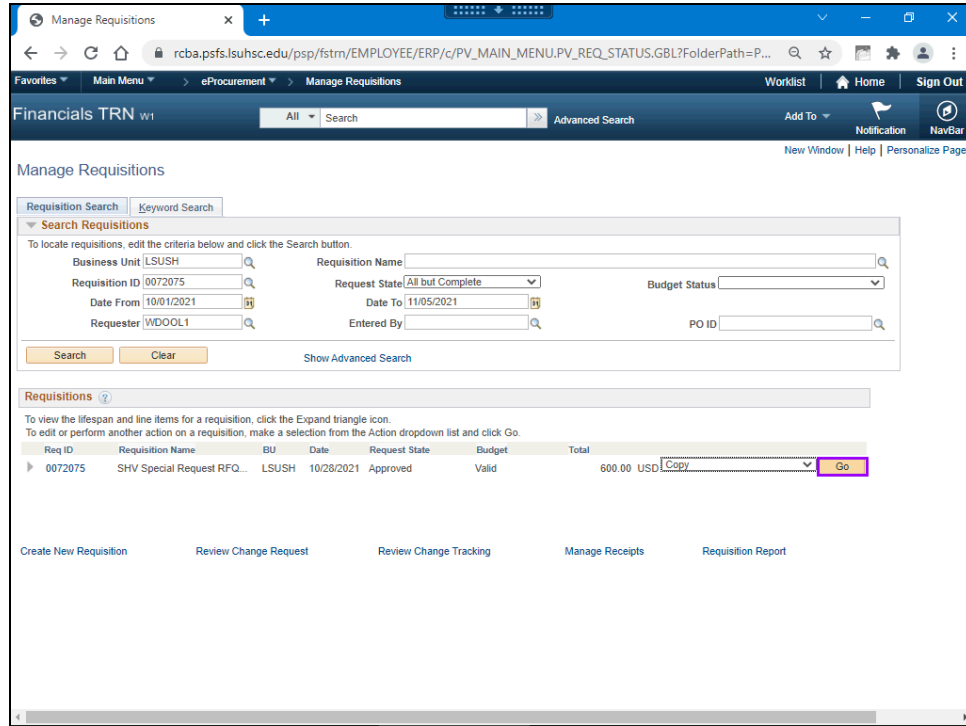
Managing eProcurement Requisitions

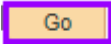


Step	Action
9.	NOTE: <i>If copying another user's requisition, you will receive a message stating that the default items from that user will remain unchanged. Please remember to review the copied requisition and change items as required for your needs. Click Yes to continue from this message.</i>

Training Guide

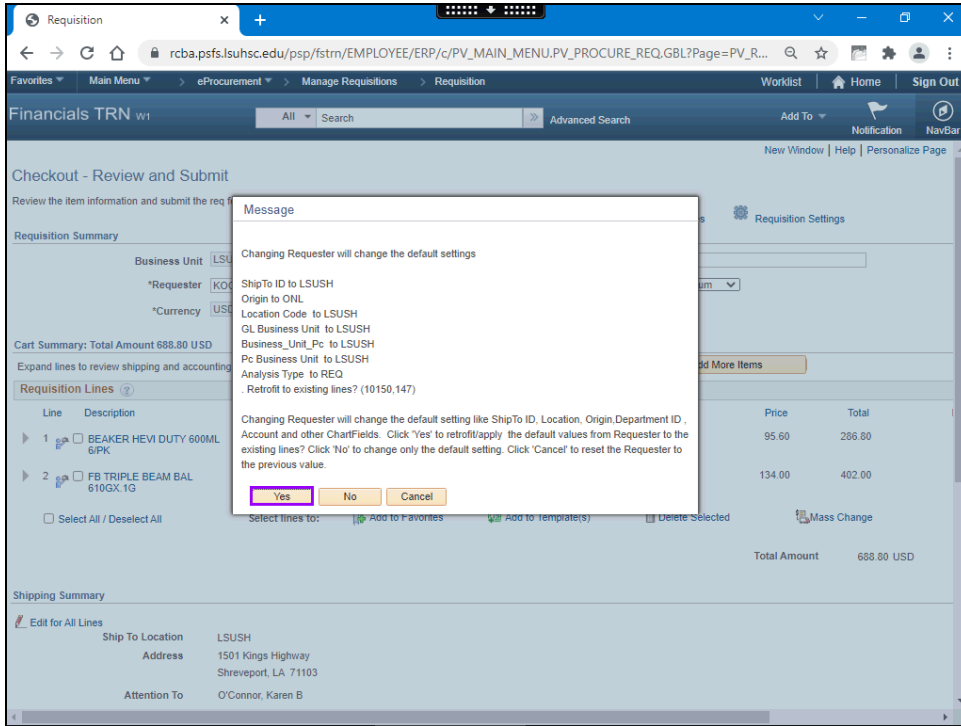
Managing eProcurement Requisitions



Step	Action
10.	Click the Go button. 

Training Guide

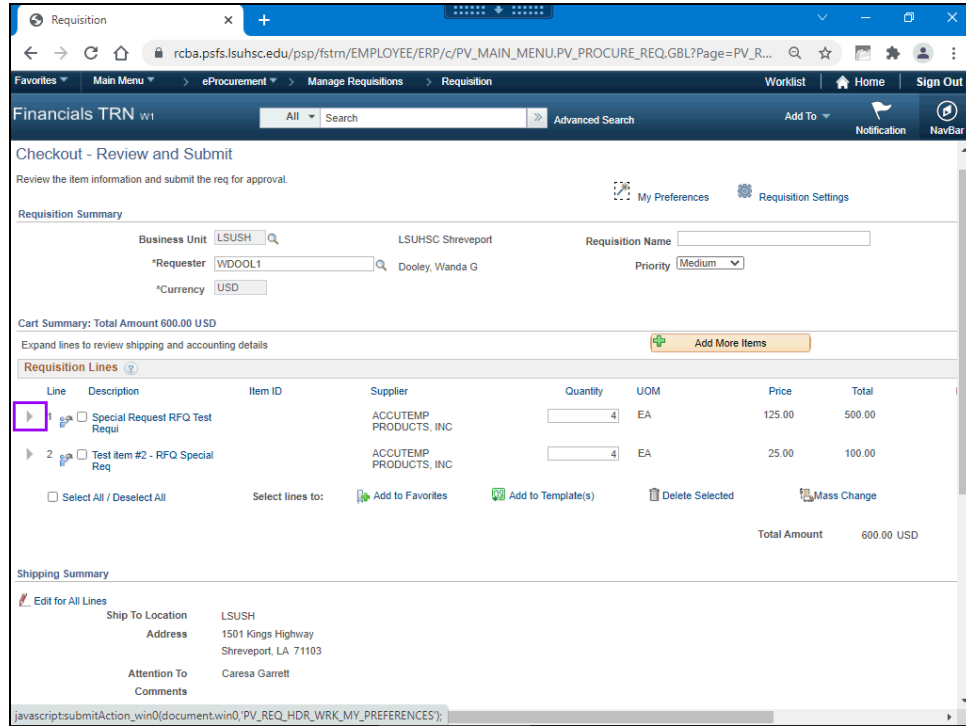
Managing eProcurement Requisitions




Step	Action
11.	<p>NOTE: Remember, if you copied the requisition from another user you need to change default information to your required information (i.e. requester ID). Once you change Requester to your own ID you will receive a message like the one above, choose the appropriate answer to return to the Checkout – Review and Submit page. Click the Yes button to continue.</p>

Training Guide

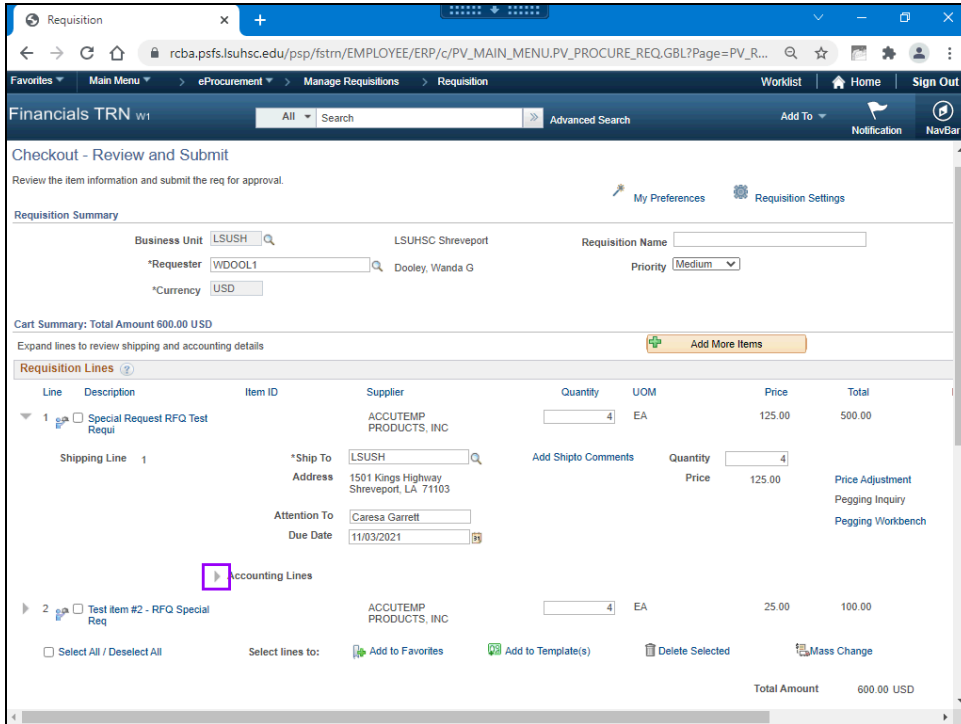
Managing eProcurement Requisitions




Step	Action
12.	<p>The Checkout - Review and Submit page will display.</p> <p>On this page the Schedules and Distributions of the requisition lines can be modified. To access them, click on the Expand Requisition Lines arrow on the left side of the Line Item.</p> <p>Click the button to the left of the Expand Requisition Lines field.</p> 

Training Guide

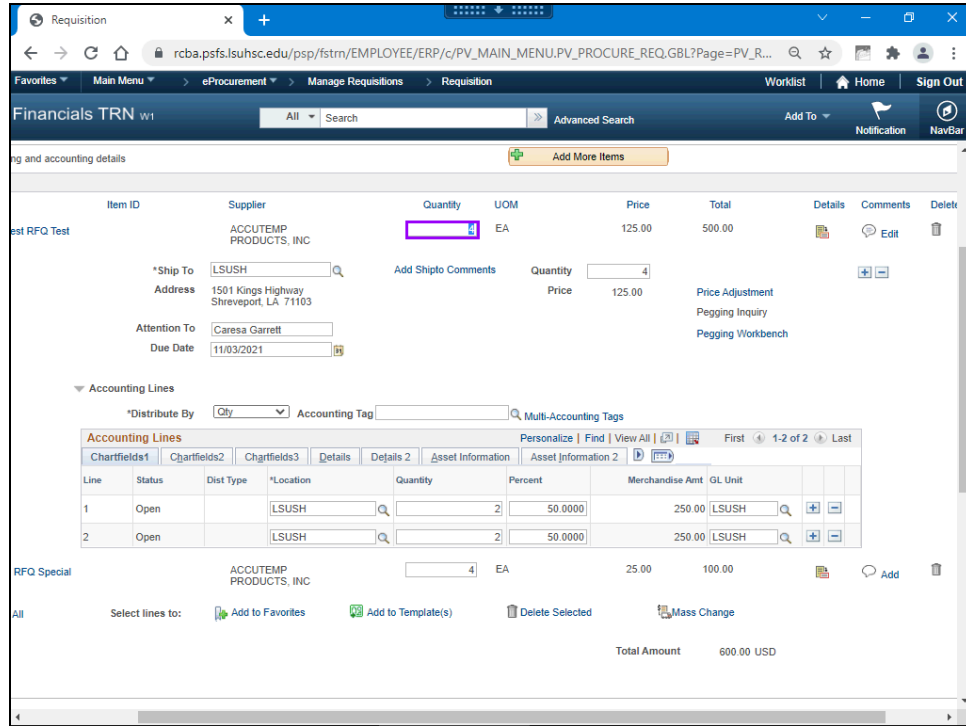
Managing eProcurement Requisitions



Step	Action
13.	Click the button to the right of the Expand Accounting Lines field. 
14.	Change the necessary information for the new requisition.

Training Guide

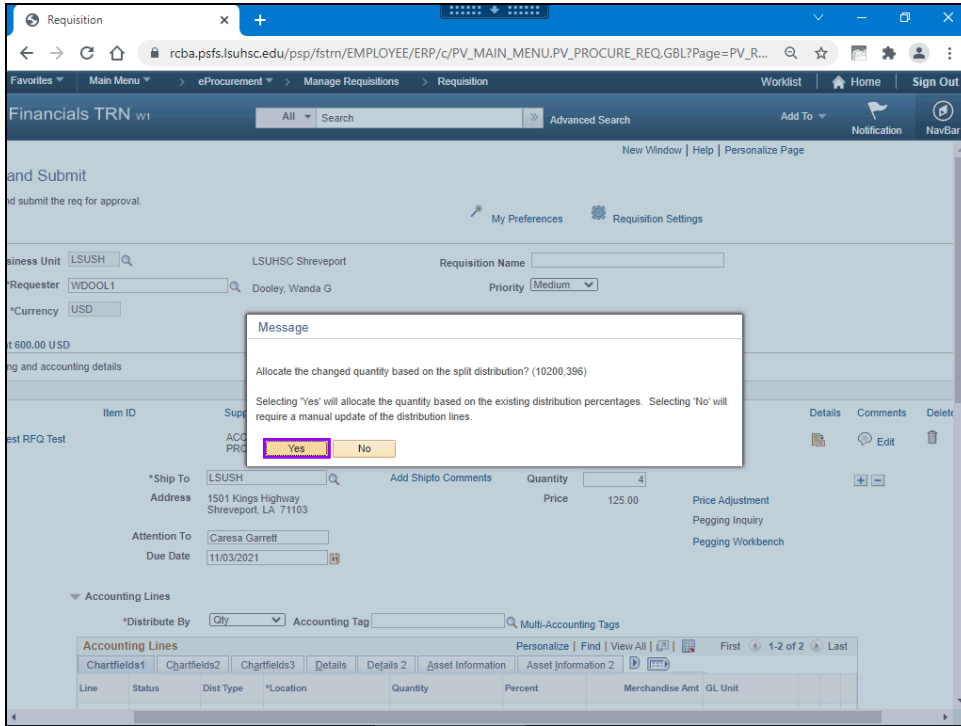
Managing eProcurement Requisitions

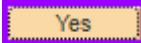


Step	Action
15.	In this example, the Quantity has been changed. Enter the desired information into the Quantity field. Enter "6".

Training Guide

Managing eProcurement Requisitions



Step	Action
16.	<p>A Message will display regarding the allocation of the quantity, due to the change made.</p> <p>Click the Yes button.</p> 

Training Guide

Managing eProcurement Requisitions

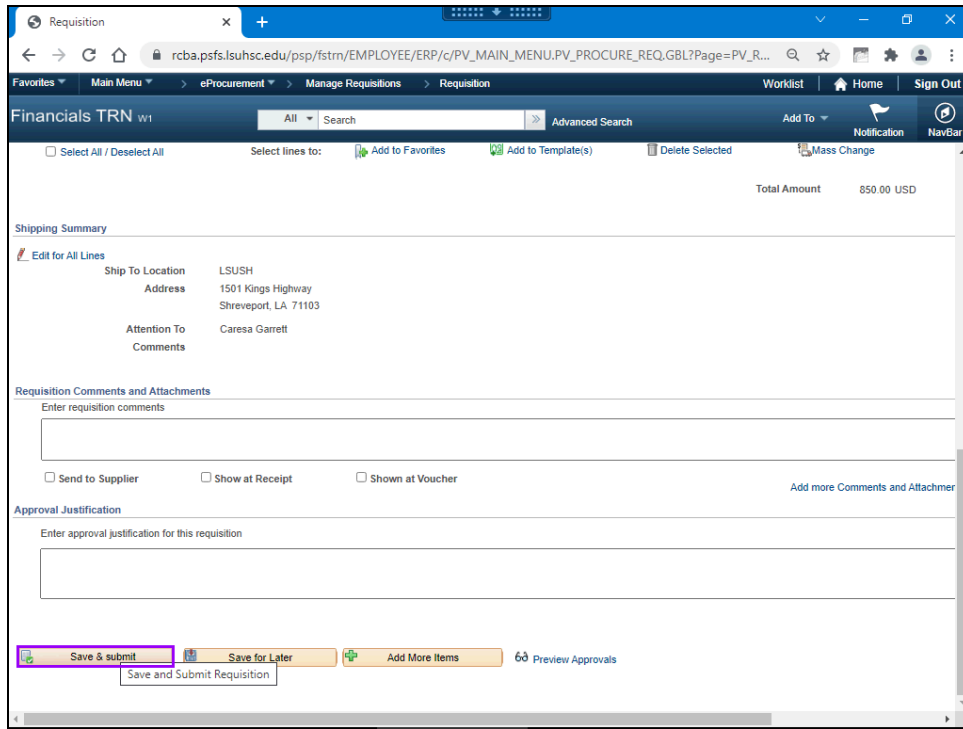
The screenshot displays a requisition line for 'RFQ Test' with a quantity of 6.00 and a total of 750.00. The 'Accounting Lines' section is expanded, showing a distribution table with two lines, each with a quantity of 3 and a 50.0000 percent distribution. The total amount for the requisition is 850.00 USD.

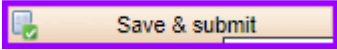
Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		LSUSH	3	50.0000	375.00	LSUSH
2	Open		LSUSH	3	50.0000	375.00	LSUSH

Step	Action
17.	The Distribution will automatically split based on the percentage distribution indicated.

Training Guide

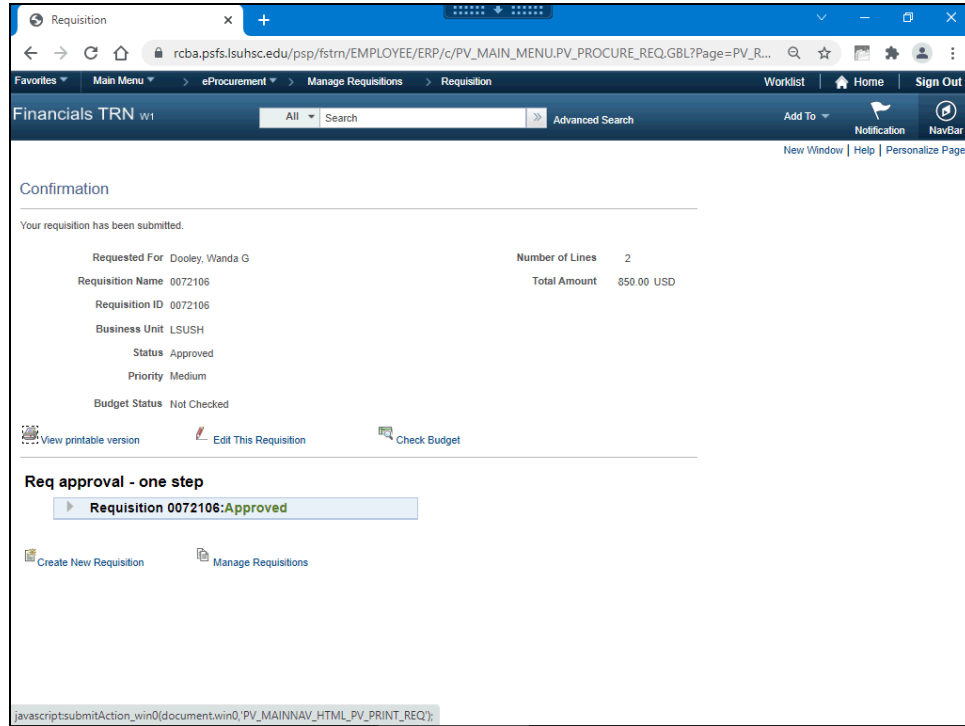
Managing eProcurement Requisitions



Step	Action
18.	<p>If all schedules and distributions are ready, scroll to the bottom of the page.</p> <p>Click the Save & Submit button.</p> 

Training Guide

Managing eProcurement Requisitions



Step	Action
19.	<p>The Requisition Confirmation page will display.</p> <p>The requisition will be submitted for approval, and once approved, it will have to be Budget Checked before it can be sourced to a Purchase Order.</p>
20.	<p>This completes <i>Copy a Requisition</i>.</p> <p>End of Procedure.</p>

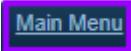

Training Guide
Managing eProcurement Requisitions

Cancellations

Cancel a Requisition

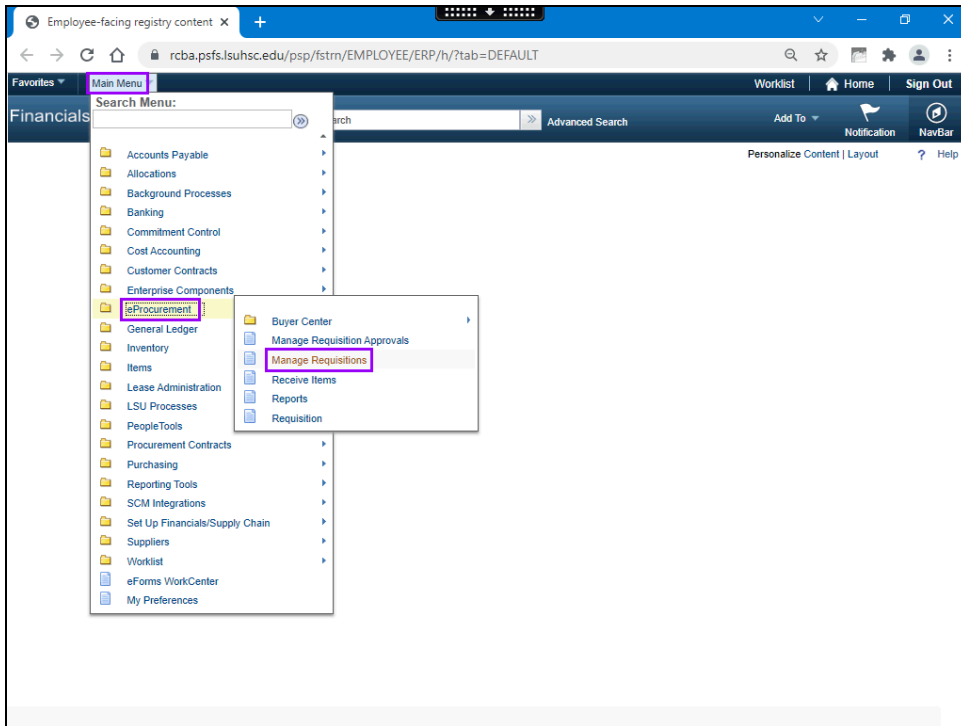
Procedure


In this topic you will learn to **Cancel a Requisition**.

Step	Action
1.	NOTE: A requisition line or a requisition can be canceled if: <ol style="list-style-type: none"><i>1. The requisition is not on hold.</i><i>2. You are authorized to cancel and/or update requisitions on the User Preferences.</i><i>3. You are authorized to cancel and/or update requisitions for a specified requester on the User Preferences.</i><i>4. No requisition lines, or the specific line to be canceled, have been sourced to a PO or RFQ.</i>
2.	Click the Main Menu link. 
3.	Click the eProcurement link. 

Training Guide

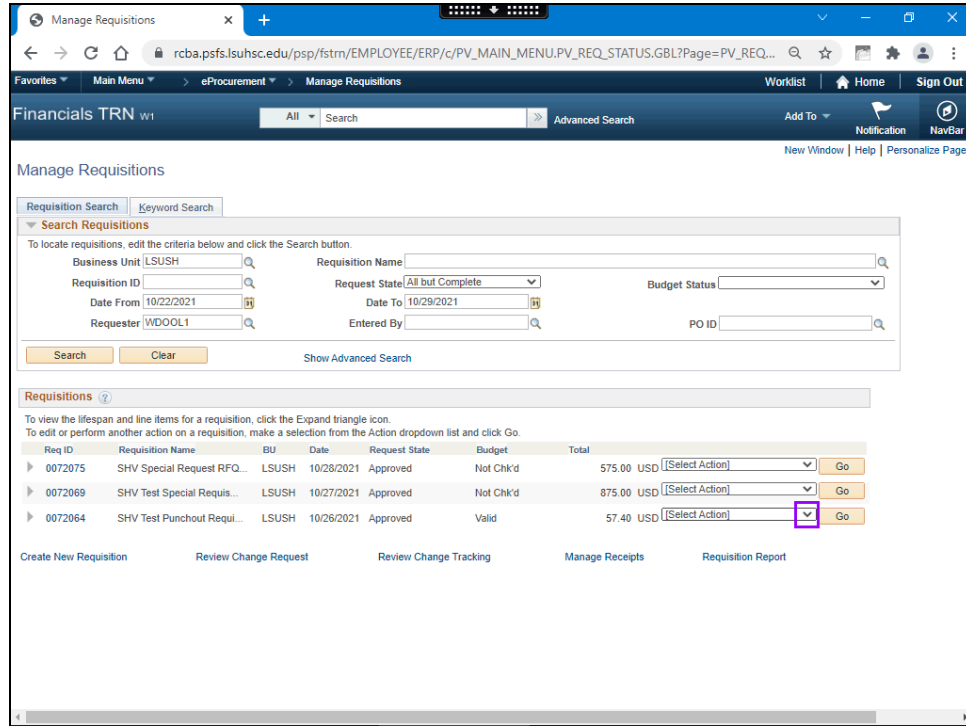
Managing eProcurement Requisitions


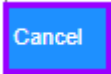


Step	Action
4.	Click the Manage Requisitions link. 

Training Guide

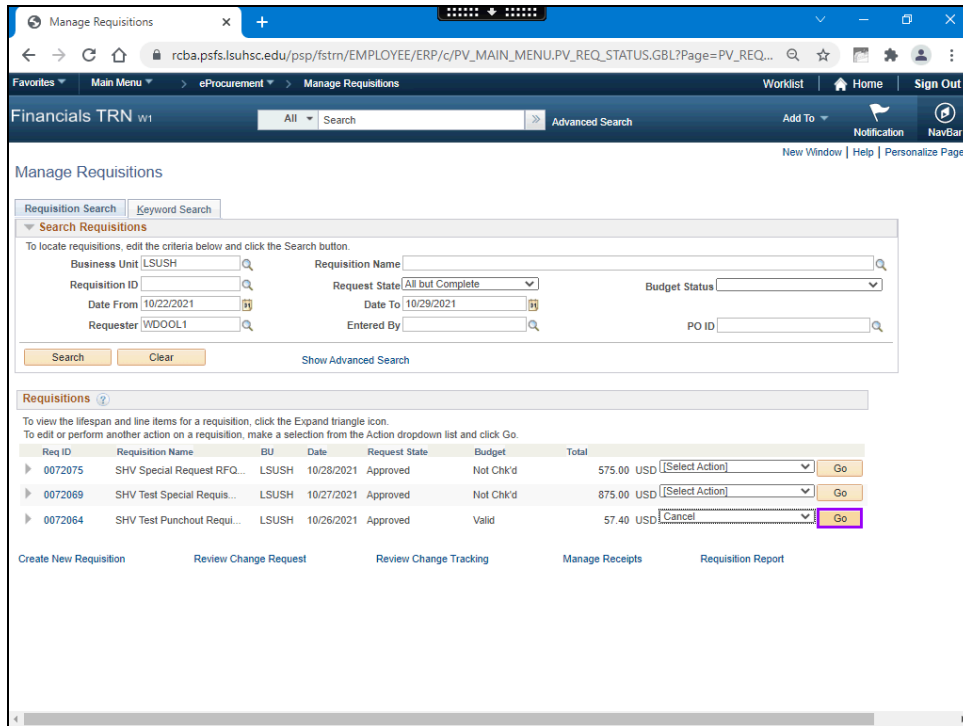
Managing eProcurement Requisitions



Step	Action
5.	Click the button to the right of the Line 3 Select Action field. 
6.	Click the Cancel link. 

Training Guide

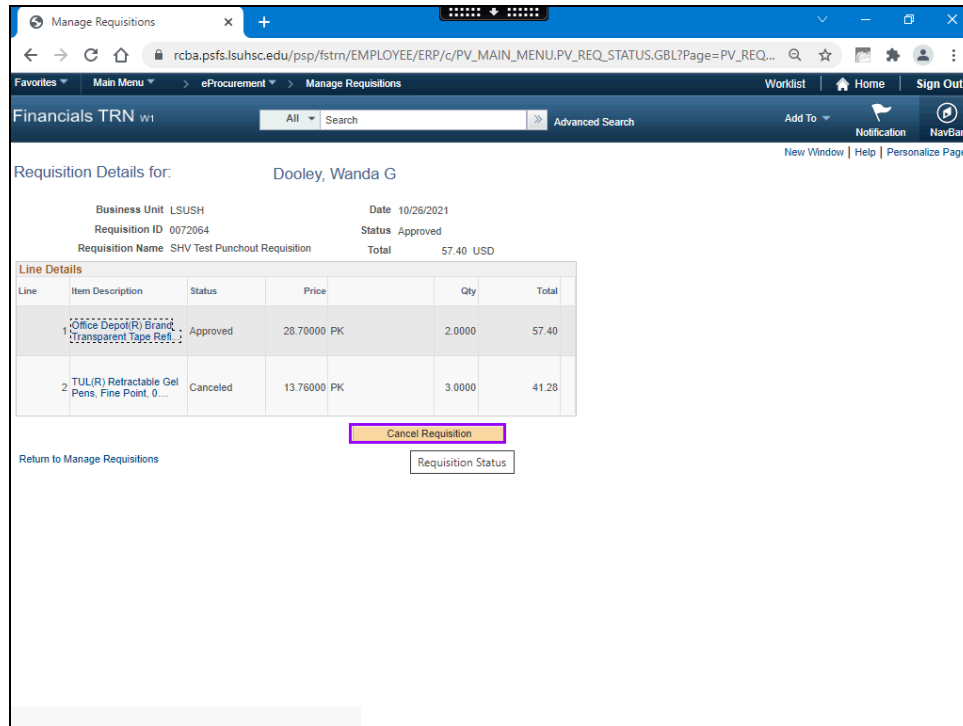
Managing eProcurement Requisitions





Step	Action
7.	Click the Go button.

Training Guide

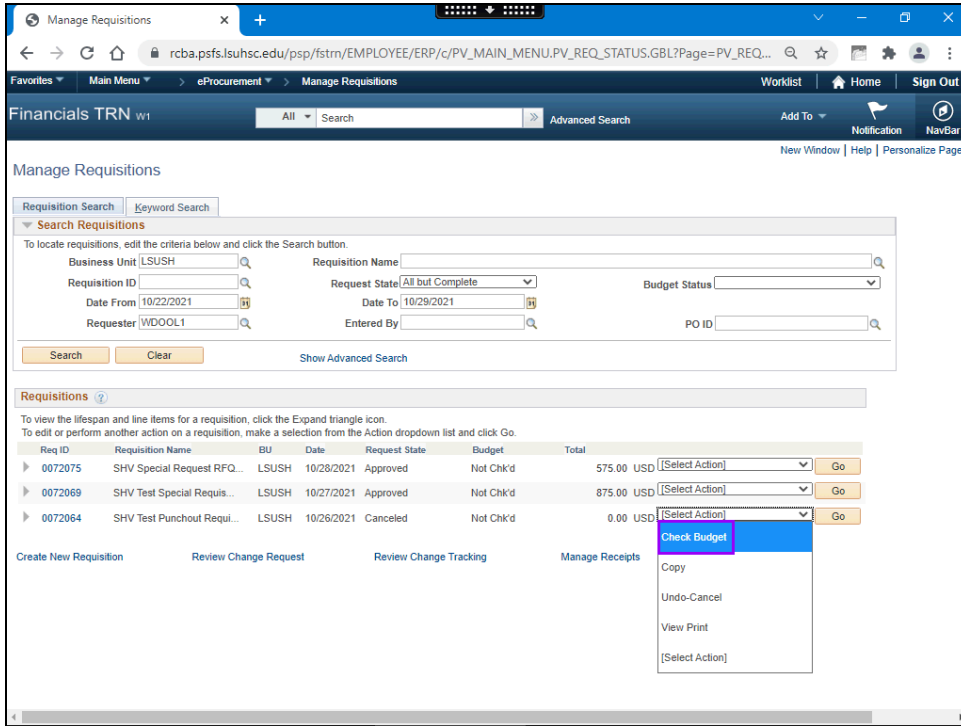
Managing eProcurement Requisitions

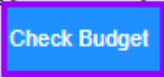
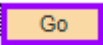


Step	Action
8.	<p>The Requisition Details screen will display. Once the requisition has been canceled, no further changes can be made to the requisition.</p> <p>Click the Cancel Requisition button.</p> 
9.	<p>The requisition is now in a Canceled status. This also changes the <i>Budget Status</i> from Valid to Not Checked. The <i>Budget Status</i> will need to be updated to release the encumbrance.</p> <p>Click the button to the right of the Line 3 Select Action field.</p> 

Training Guide

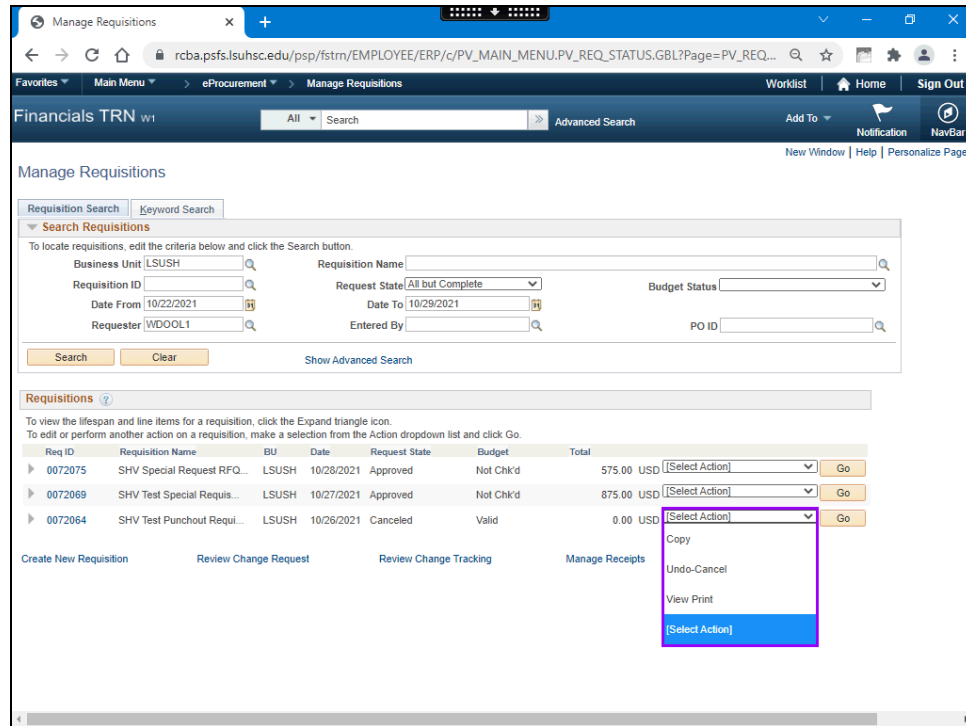
Managing eProcurement Requisitions



Step	Action
10.	Click the Check Budget link. 
11.	Click the Go button. 
12.	The Budget Status updates to Valid .

Training Guide

Managing eProcurement Requisitions



Step	Action
13.	Canceled requisitions can still be <i>copied</i> or <i>printed</i> from the Manage Requisitions page. All lines from the cancelled requisition are copied and made active on a new requisition.
14.	This completes <i>Cancel a Requisition</i> . End of Procedure.

Training Guide
Managing eProcurement Requisitions

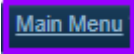
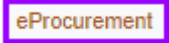
Cancel a Requisition Line

Procedure

In this topic you will learn to Cancel a Requisition Line.

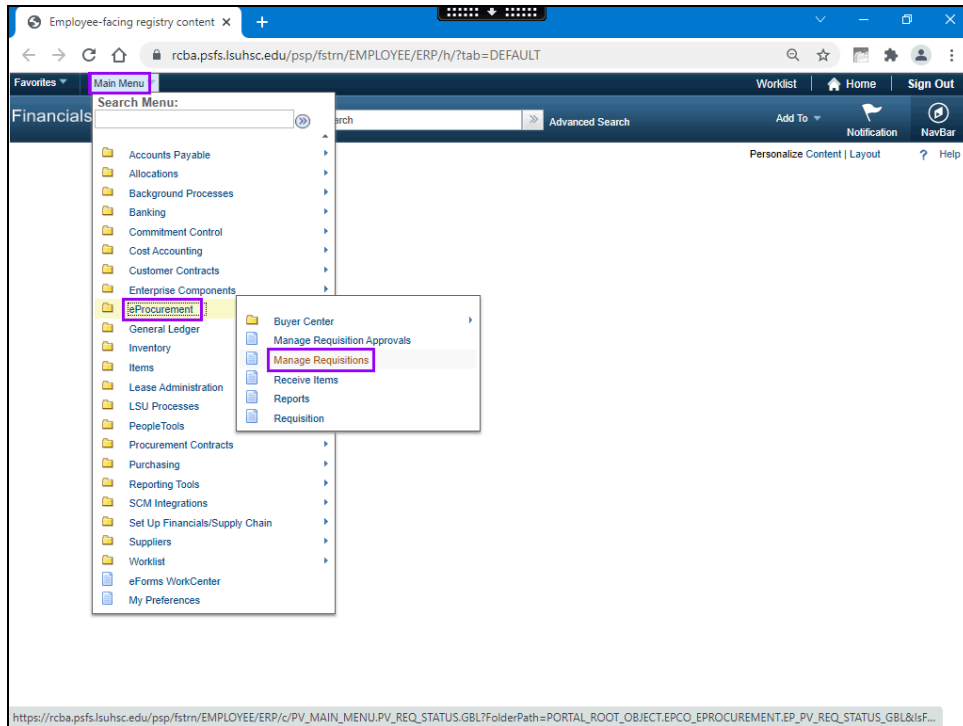
NOTE: A requisition line or a requisition can be canceled if:


1. The requisition is not on hold.
2. You are authorized to cancel and/or requisitions on the User Preferences.
3. You are authorized to cancel and/or update requisitions for the requester on the User Preferences.
4. No requisition lines or the specific line to be canceled have been sourced to a PO or RFQ.

Step	Action
1.	NOTE: A requisition line or a requisition can be canceled if: <ol style="list-style-type: none">1. The requisition is not on hold.2. You are authorized to cancel and/or update requisitions on the User Preferences.3. You are authorized to cancel and/or update requisitions for a specified requester on the User Preferences.4. No requisition lines, or the specific line to be canceled, have been sourced to a PO or RFQ.
2.	Click the Main Menu link. 
3.	Click the eProcurement link. 

Training Guide

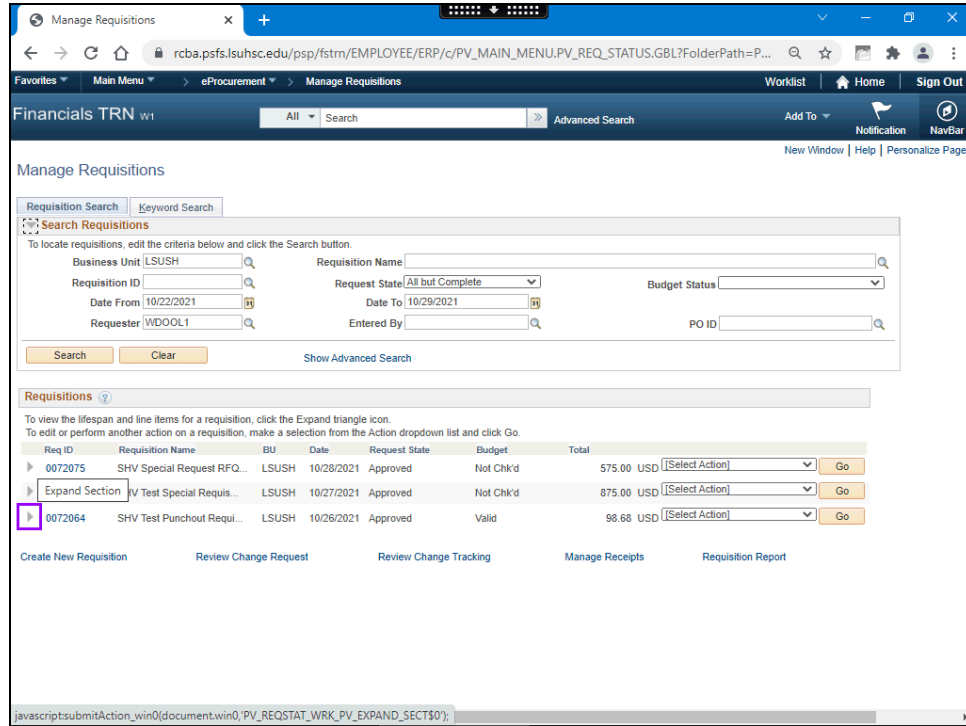
Managing eProcurement Requisitions




Step	Action
4.	Click the Manage Requisitions link. 

Training Guide

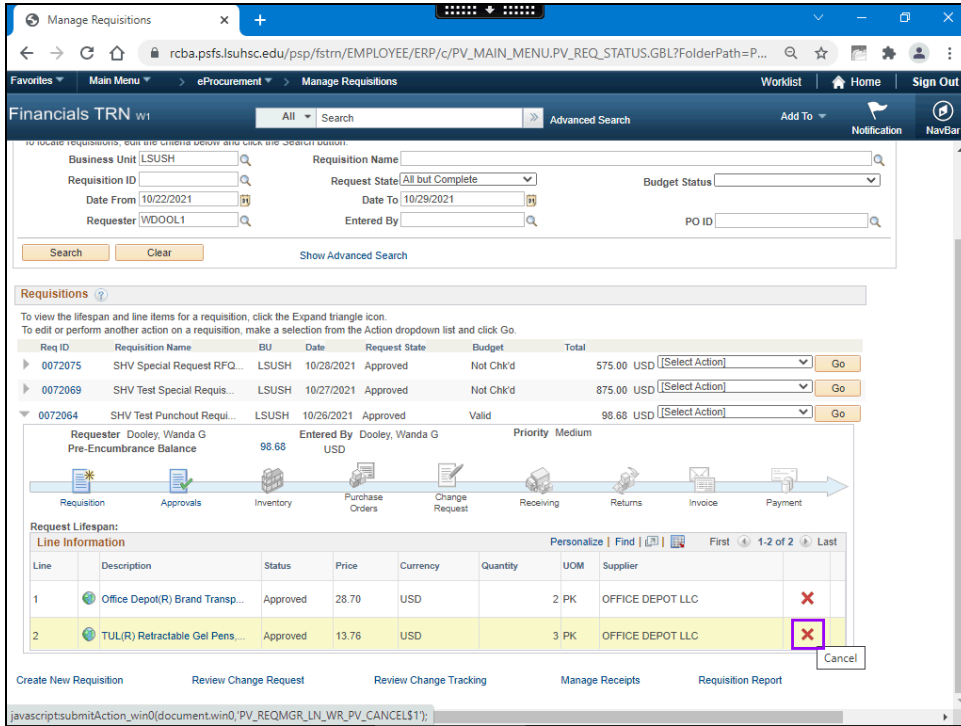
Managing eProcurement Requisitions





Step	Action
5.	Expand the requisition information to see more details; click the button to the right of the Requisition Line 3 Information field. 

Training Guide

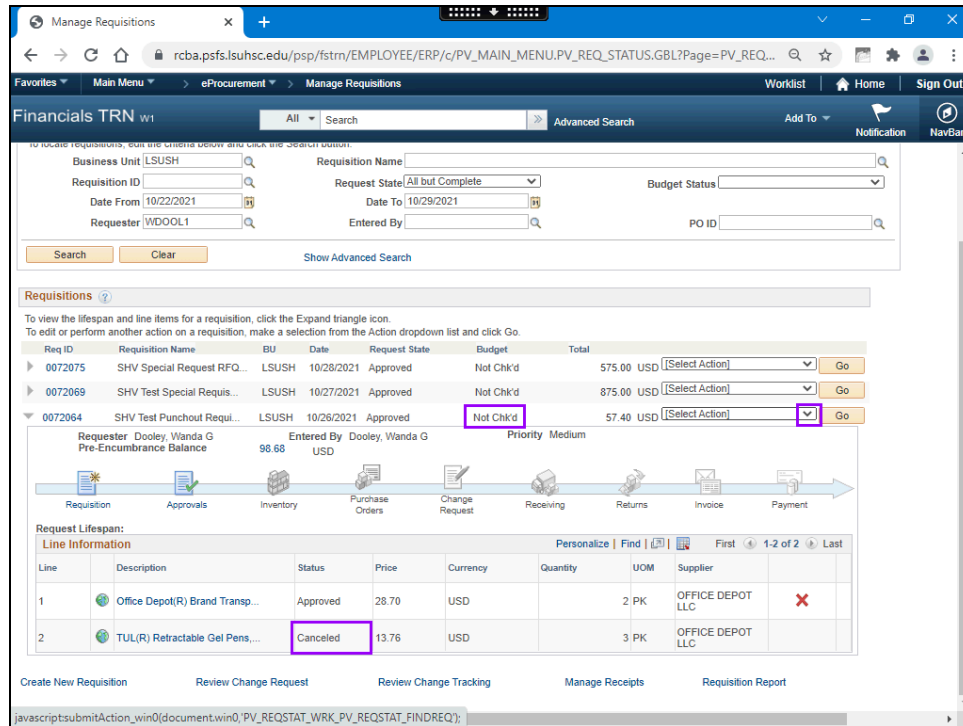
Managing eProcurement Requisitions


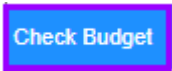


Step	Action
6.	<p>To cancel a line on a requisition, click the red X at the end of the line to be canceled. In this example, line 2 will be canceled.</p> <p>Click the X button.</p> 
7.	<p>A confirmation message will display.</p> <p>Click the OK button.</p> 

Training Guide

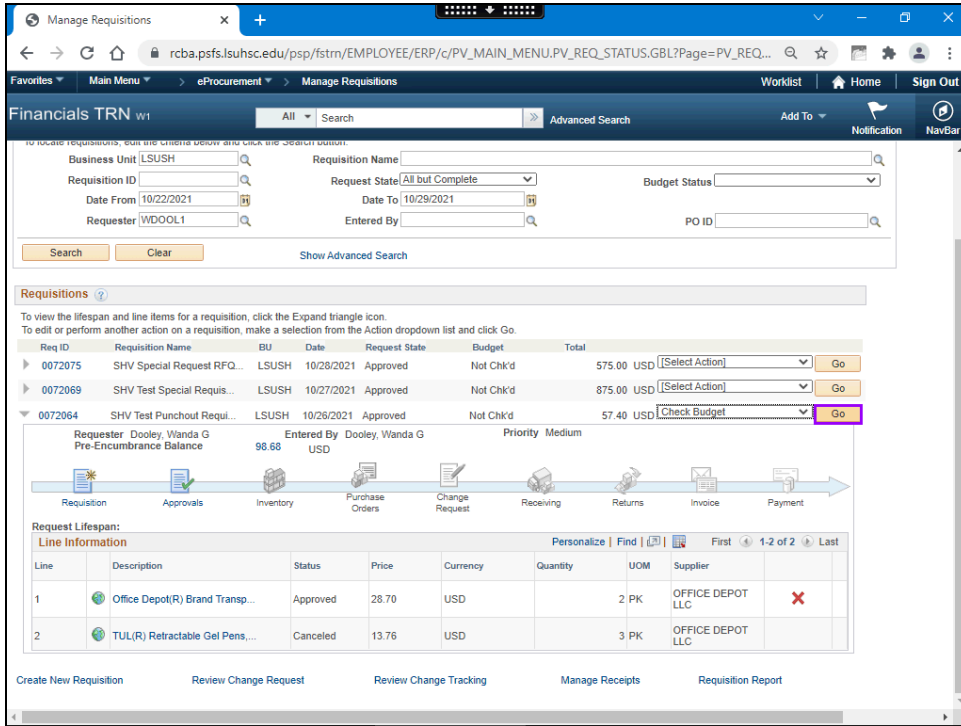
Managing eProcurement Requisitions

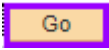


Step	Action
8.	<p>Line 2 will update to a Canceled Status and the red X for that line will no longer be available. However, the <i>Budget Status</i> has changed from Valid to Not Checked. The <i>Budget Status</i> will need to be updated to release the encumbrance.</p> <p>Click the button to the right of the Line 3 Select Action field.</p> 
9.	<p>Budget check the requisition by selecting the "Check Budget" item from the Drop-down menu.</p> <p>Click the Check Budget link.</p> 

Training Guide

Managing eProcurement Requisitions



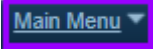

Step	Action
10.	Click the Go button. 
11.	The Budget Status updates to Valid .
12.	A requisition with cancelled lines can still be <i>copied</i> or <i>printed</i> from the Manage Requisitions page. However, only the active lines on the requisition will be copied or printed.
13.	This completes the Cancel a Requisition Line . End of Procedure.

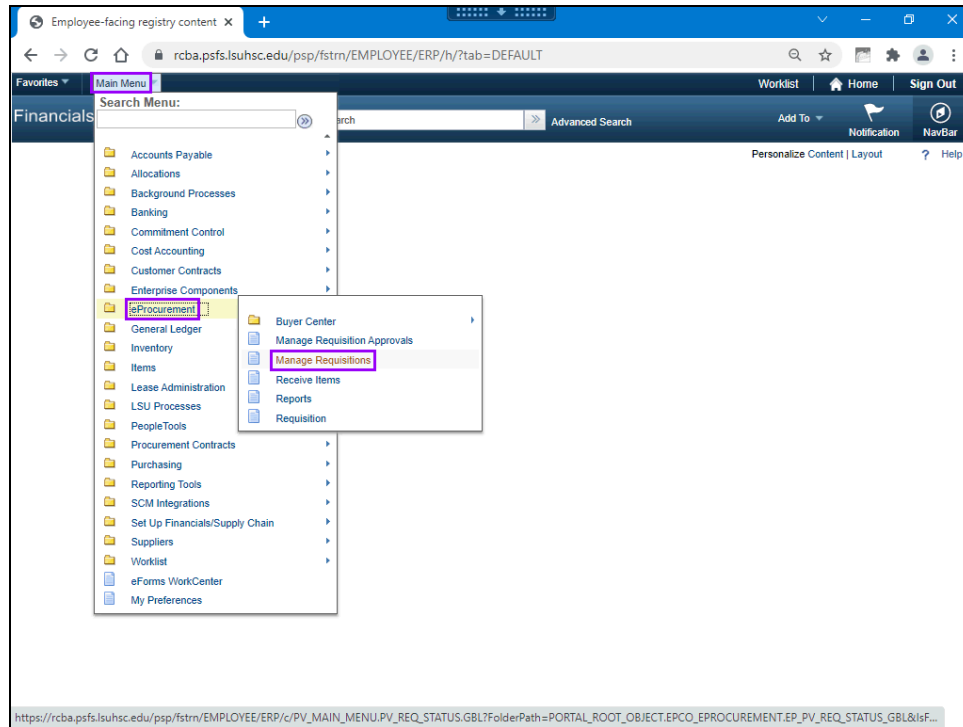
Budget Check a Requisition


Budget Check a Requisition

Procedure

In this topic you will learn how to **Budget Check a Requisition**.

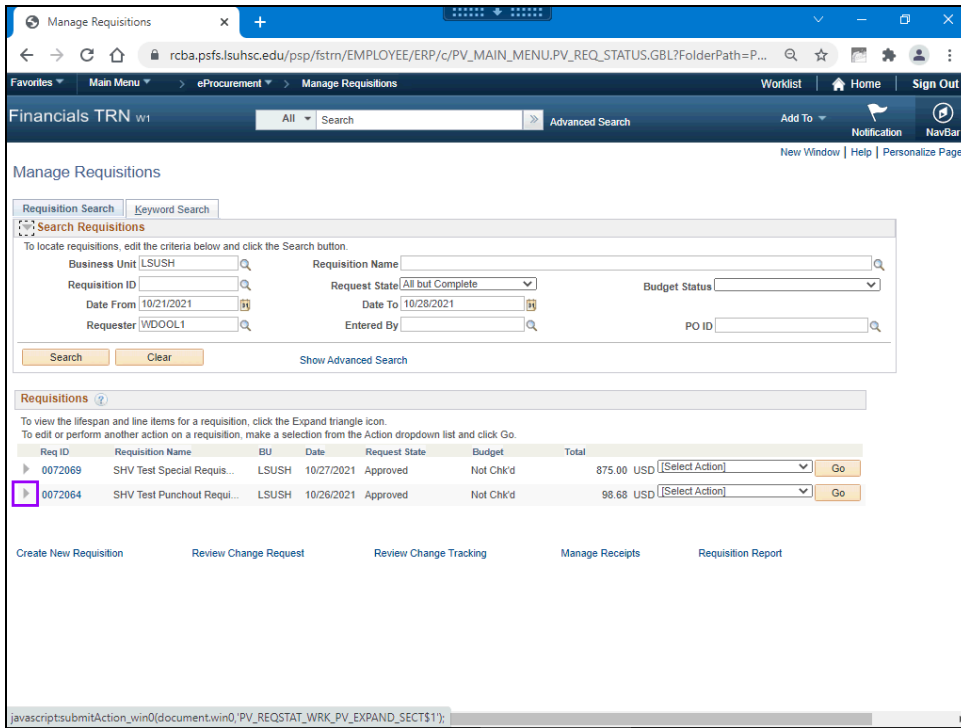
Step	Action
1.	Click the Main Menu link. 
2.	Click the eProcurement link. 



Step	Action
3.	Click the Manage Requisitions link. 

Training Guide

Managing eProcurement Requisitions

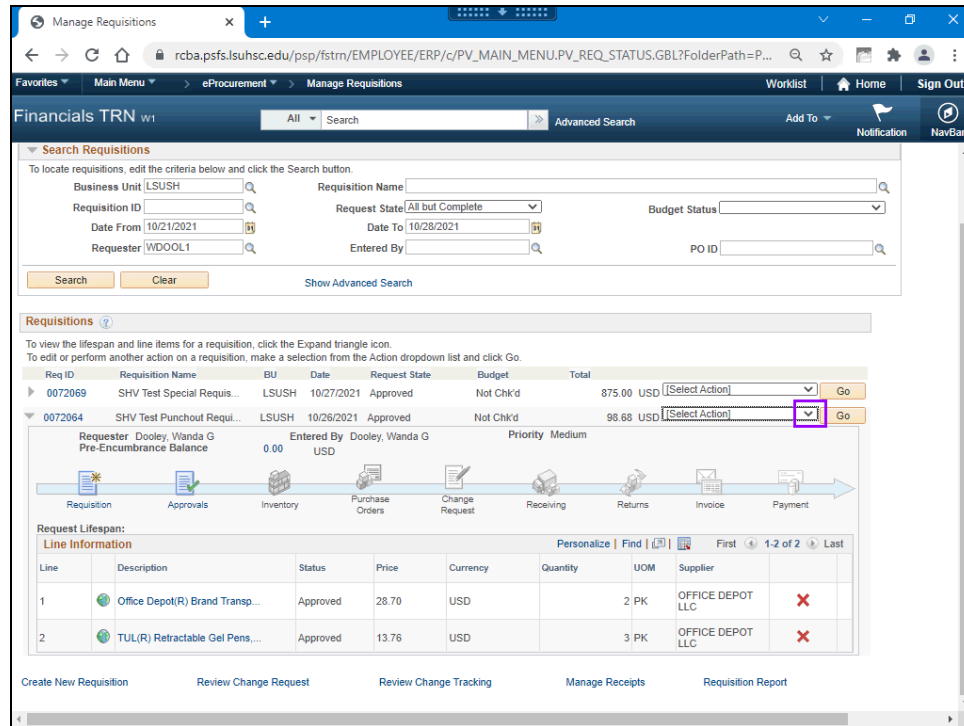



Step	Action
4.	Under the Requisitions section, click the arrow to the left of the Line 3 Req ID Information field.



Training Guide

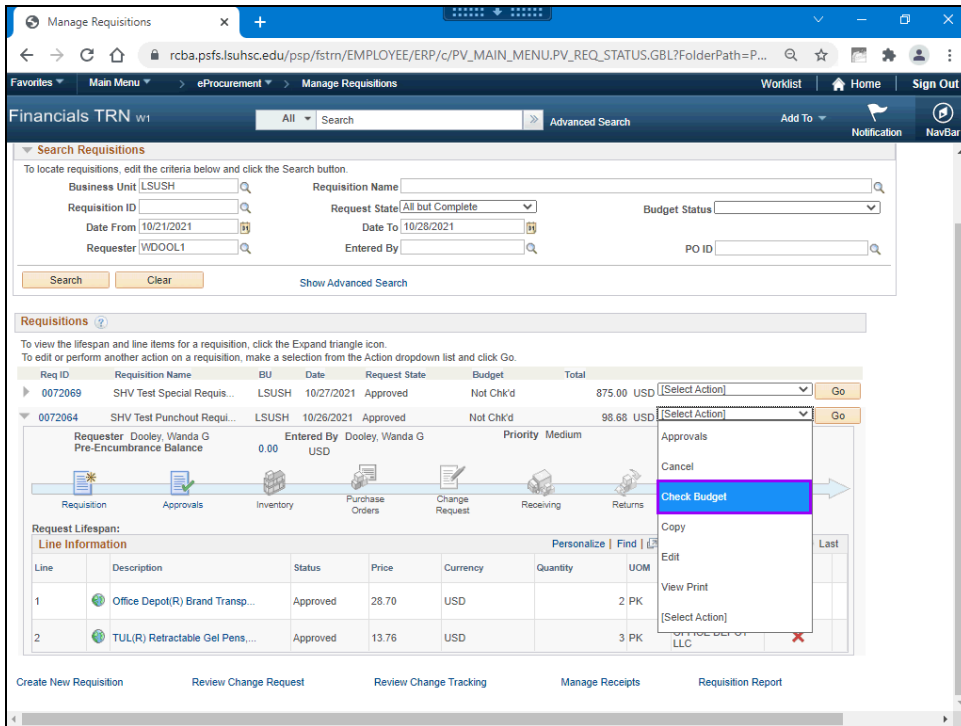
Managing eProcurement Requisitions

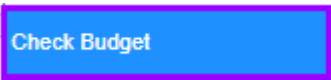
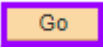


Step	Action
5.	<p>This will display the Request Lifespan which graphically shows where the requisition is in the process. When there are colored icons, it indicates the stage has been completed. In this example, <i>Requisition</i> and <i>Approvals</i> are in color. The other icons are grayed out indicating that the requisition has not been sourced to a PO yet. This is because the requisition still needs to be Budget Checked successfully before it can be sourced to a PO.</p> <p>Above the Request Lifespan section, on the right side of the page you will see the "Select Action" option box and the Go button.</p> <p>Click the button to the right of the Line 2 Select Action field.</p> 

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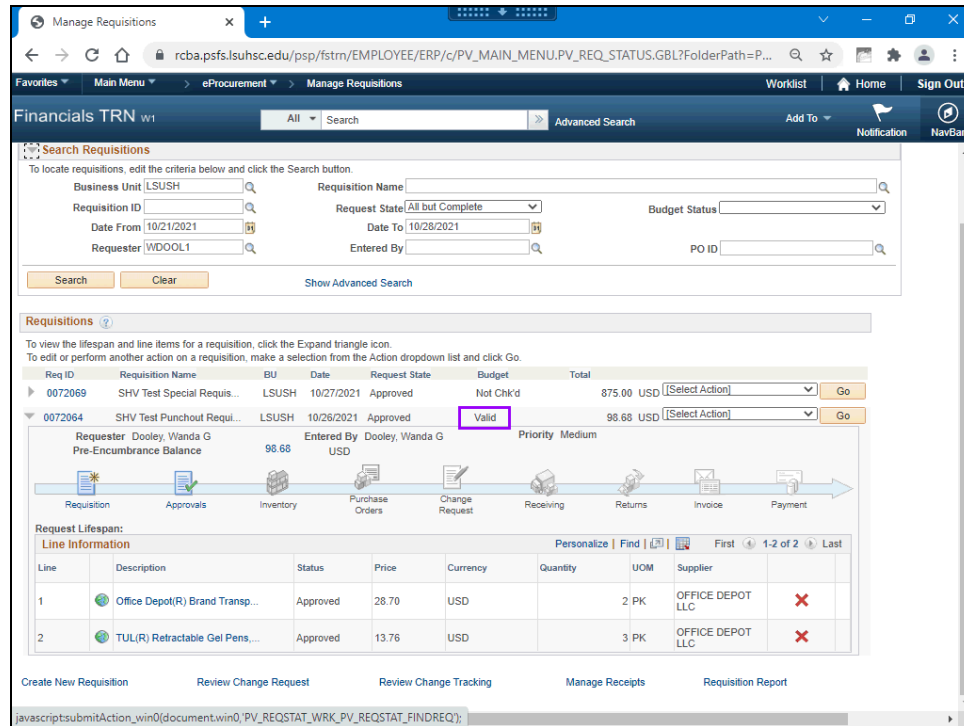
Managing eProcurement Requisitions



Step	Action
6.	<p>The available actions are:</p> <p><u>Approvals</u> - to view the approvals for the requisition <u>Cancel</u> - to cancel the requisition <u>Check Budget</u> - to run the budget check process <u>Copy</u> - to create a copy of the requisition <u>Edit</u> - to open the requisition for editing <u>View Print</u> - to print the requisition</p> <p>Click the Check Budget link.</p> 
7.	<p>Click the Go button.</p> 
8.	<p>The system will process the Budget Check. Notice that the processing icon spins in the top right corner of the screen. Once the process is completed, the Budget Status will change to <i>Valid</i>, <i>Warning</i>, or <i>Error</i>.</p>

Training Guide

Managing eProcurement Requisitions



Step	Action
9.	Now that the status of the Budget Status is Valid , the requisition is available to be sourced to a Purchase Order.
10.	This completes <i>Budget Check a Requisition</i> . End of Procedure.

Training Guide
Managing eProcurement Requisitions

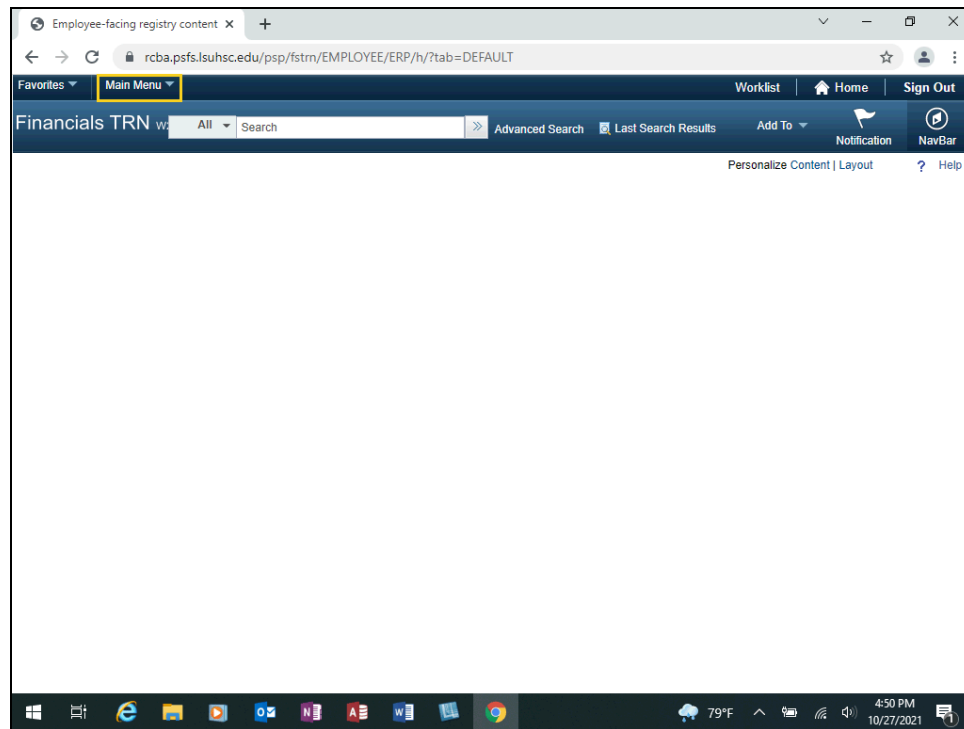
Inquiries



Conduct Requisition Searches in eProcurement

Procedure

In this topic you will learn how to **Conduct Requisition Searches in eProcurement**.


Step	Action
1.	In eProcurement, searching for requisitions can be done in the Manage Requisitions page. Requisitions created in eProcurement and also in the Purchasing module can be searched.

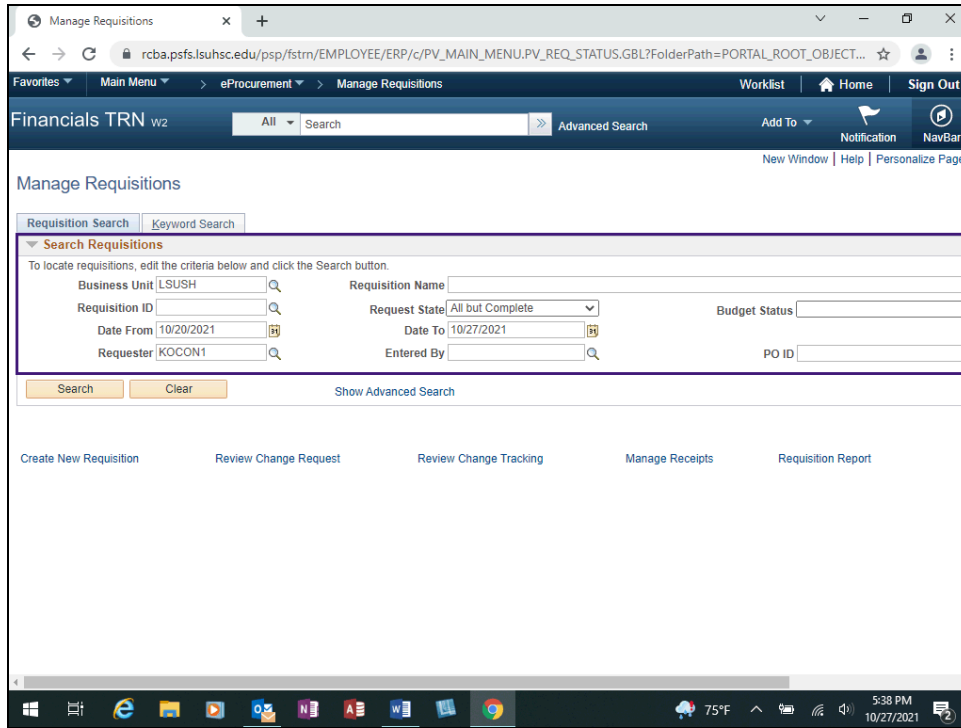



Step	Action
2.	Click the Main Menu button. 
3.	Click the eProcurement menu. 

Training Guide

Managing eProcurement Requisitions

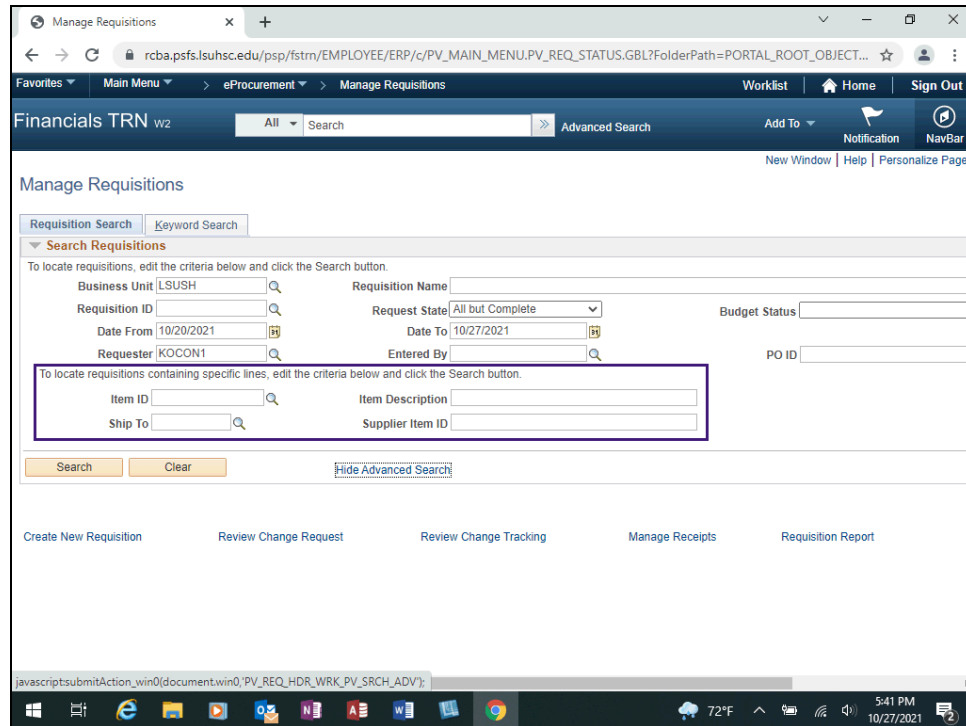
Step	Action
4.	Click the Manage Requisitions menu. 



Step	Action
5.	By default, the search will fill in the user's User ID and Business Unit in the search parameters, along with dates from the past week and the Request State of <i>All but Complete</i> .
6.	Recommended parameters used in <i>Search</i> are: <ul style="list-style-type: none"> • Business Unit: User's BU • Requisition Name: Blank • Requisition ID: Enter if known, otherwise leave blank • Requisition State: All but Complete • Budget Status: Blank • Date From and To: Narrow date range to refine search • Requester: Specific UserID if possible, otherwise blank would pull all user's requisitions • Entered By: Blank • PO ID: Enter if searching for requisition sourced to a specific PO
7.	Click in the Show Advanced Search field. 

Training Guide

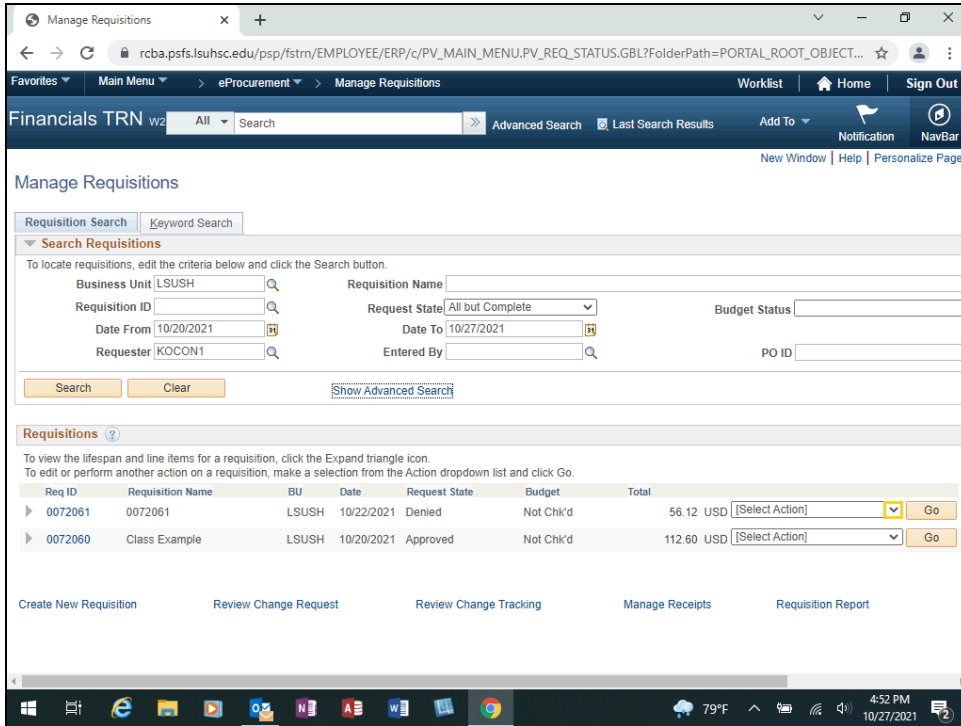
Managing eProcurement Requisitions




Step	Action
8.	<p>Recommended <i>Advanced Search</i> parameters are:</p> <ul style="list-style-type: none"> • Item ID: Blank • Item Description: Enter if a specific item description is known, otherwise leave blank • Ship To: Enter if known, otherwise leave blank • Supplier Item ID: Blank
9.	<p>Click in the Hide Advanced Search field.</p> <p>Hide Advanced Search</p>
10.	<p>NOTE: For this exercise, the parameters will remain as defaulted.</p> <p>Click the Search button.</p> <p>Search</p>

Training Guide

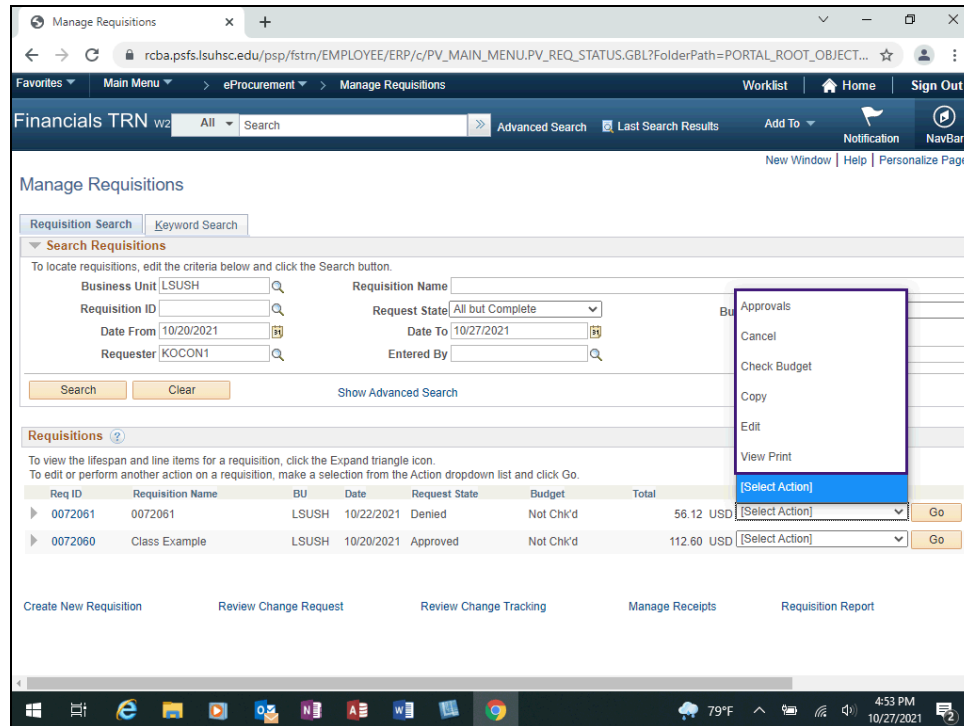
Managing eProcurement Requisitions



Step	Action
11.	<p>After retrieving requisition search results, several actions can be performed on the requisition.</p> <p>Click the button to the right of the Select Action field.</p> 

Training Guide

Managing eProcurement Requisitions



Step	Action
12.	<p>Available <i>Action</i> options are:</p> <ul style="list-style-type: none"> • Approvals: View requisition approvals • Cancel: Cancel the <u>entire</u> requisition • Copy: Copy the requisition to a new one, which can then be edited • Edit: Edit the existing requisition. If edited, the requisition <u>must</u> be submitted for approval again. • View Print: View a printable version of the requisition
13.	<p>This completes <i>Conduct Requisition Searches in eProcurement</i>. End of Procedure.</p>

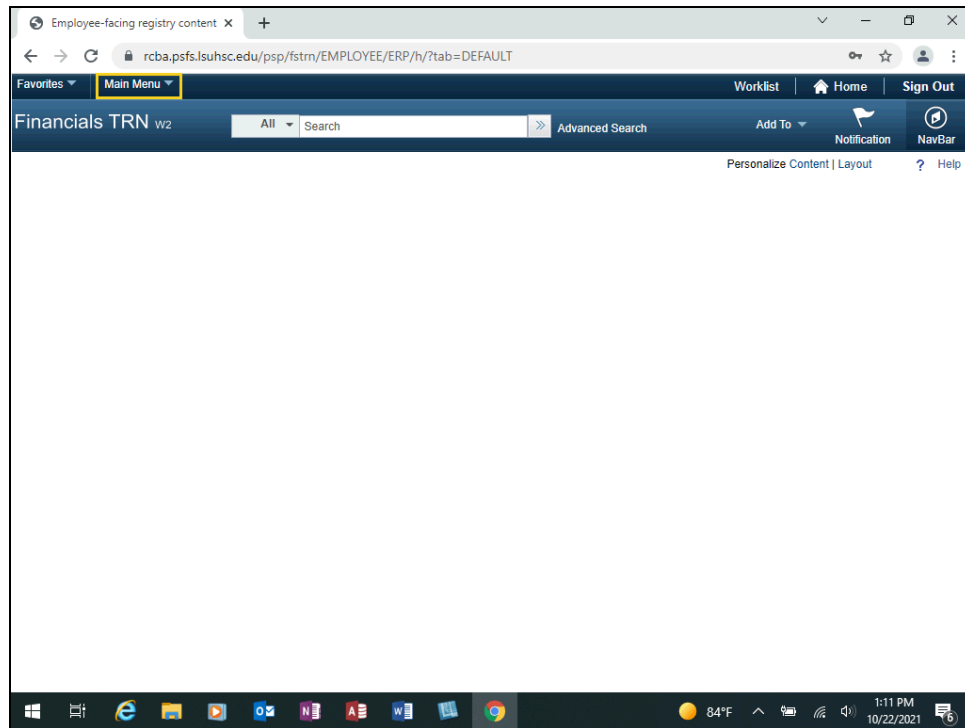
Training Guide
Managing eProcurement Requisitions

Inquire on a ePro Requisition

Procedure

In this topic you will learn how to **Inquire on an ePro Requisition**.

Step	Action
1.	eProcurement provides a method to inquire on the status of a requisition to view the detailed information. It also provides the status within the life cycle of the requisition to purchase order, to voucher, and then payment.

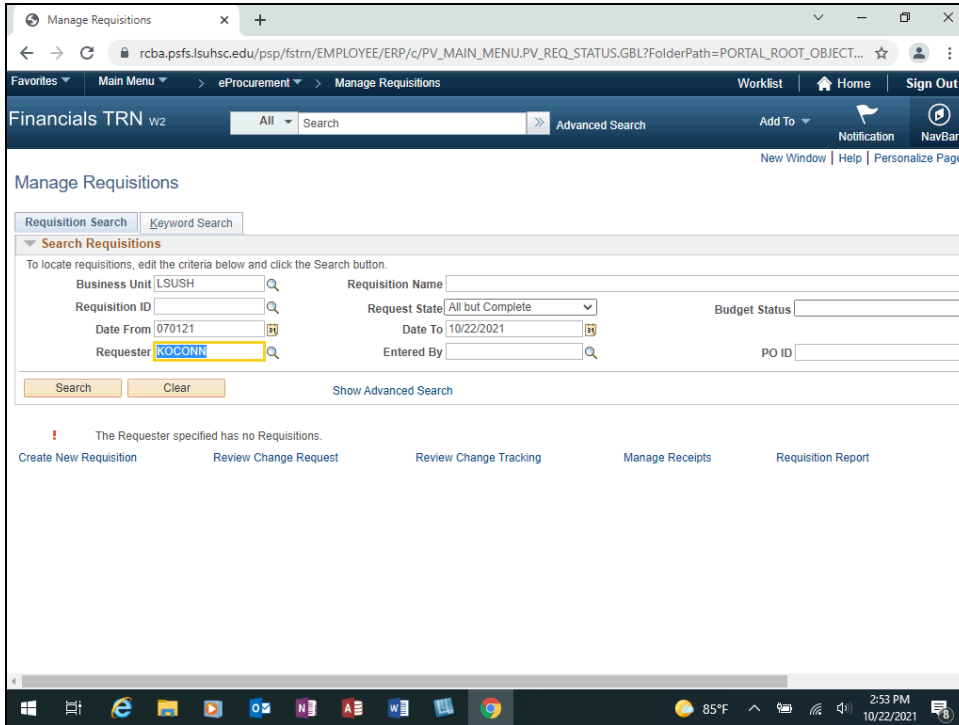


Step	Action
2.	Click the Main Menu button. <div style="border: 2px solid yellow; padding: 2px; display: inline-block;">Main Menu ▾</div>
3.	Click the list item. <div style="border: 2px solid yellow; padding: 2px; display: inline-block;"> 📁 eProcurement ▶ </div>
4.	Click the list item. <div style="border: 2px solid yellow; padding: 2px; display: inline-block;"> 📄 Manage Requisitions </div>

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Managing eProcurement Requisitions

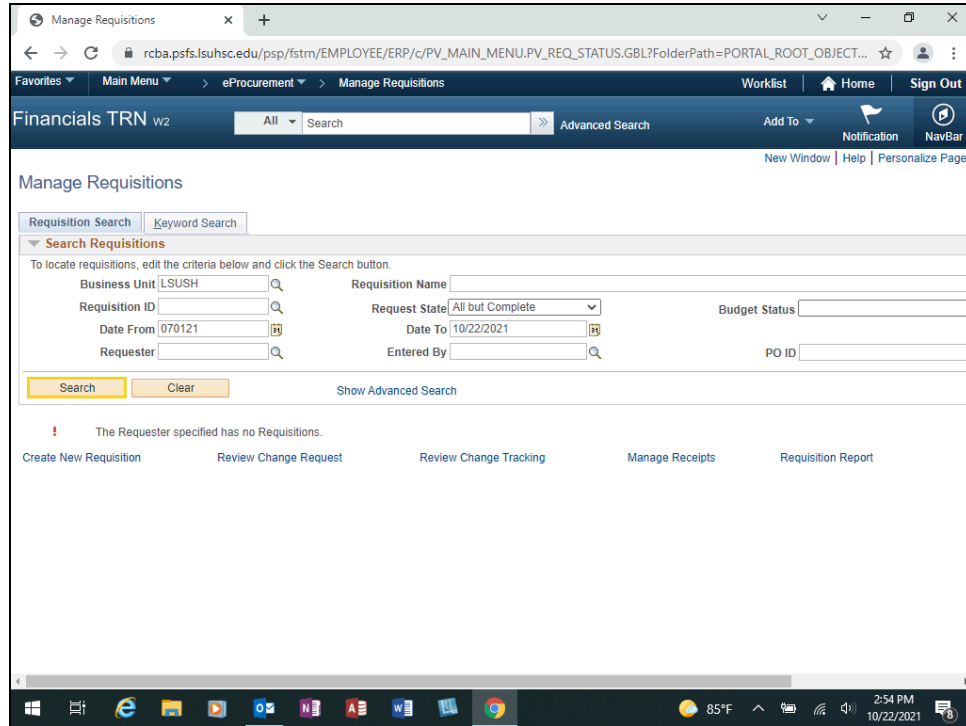
Step	Action
5.	<p>In this example, the date range of 07/01/21 - 10/22/21 will be entered. The Requester will also be removed prior to searching.</p> <p>Enter the desired information into the Date From field. Enter "070121".</p>


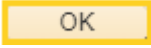


Step	Action
6.	<p>The Date To will remain as defaulted.</p> <p>Highlight the Request ID and strike the Delete key on your keyboard.</p> <p>Press [Delete].</p>

Training Guide

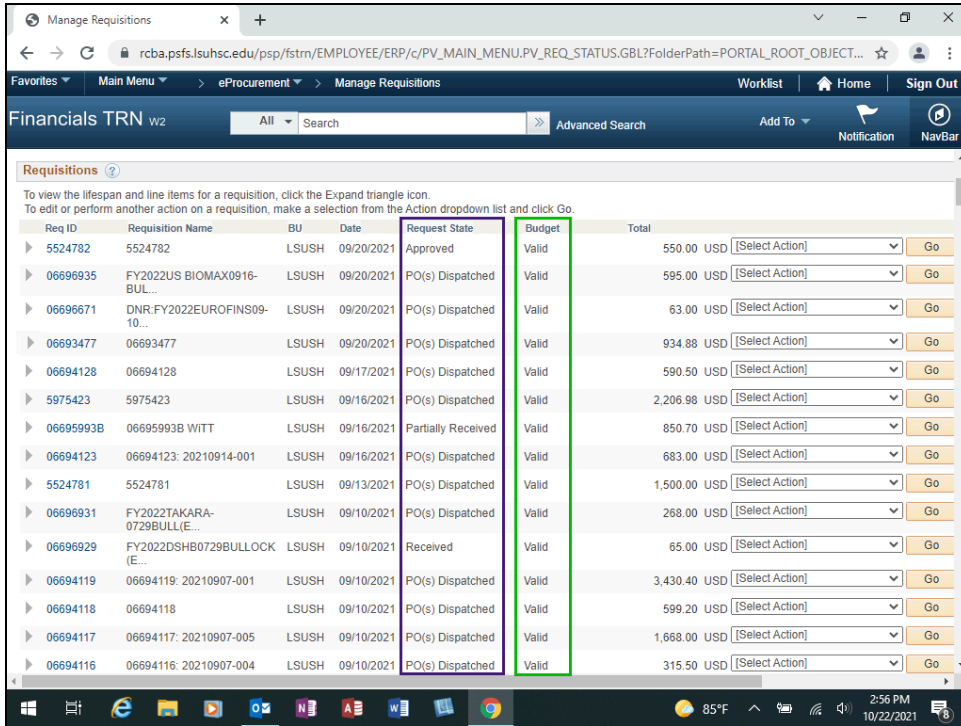
Managing eProcurement Requisitions





Step	Action
7.	Click the Search button. 
8.	A message displays stating the max scroll amount has been reached. Click the OK button. 

Training Guide

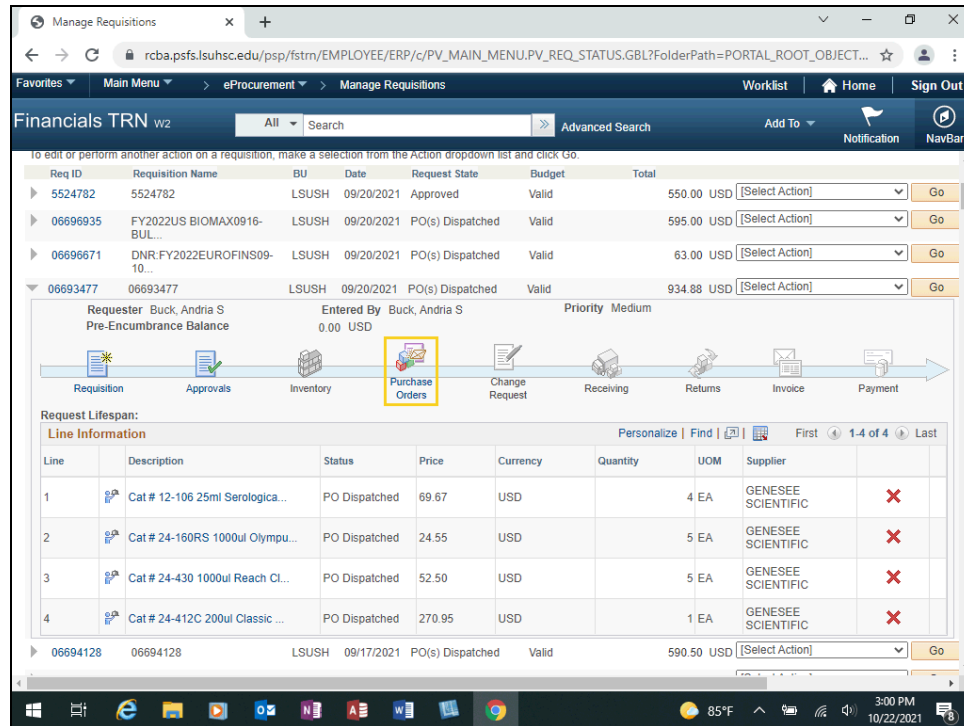
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Step	Action
9.	A list of requisitions displays the most recent to oldest order. As you can see, there are a number of requisitions that may be scrolled through. There are several Request States : Approved, PO(s) Dispatched, Partially Received, Received, etc. Each line displays the Budget Check status as well.
10.	The Action list allows the user to choose an action such as edit, copy, view print, etc.
11.	In this example, the user will select requisition 06693477 . Click the Expand Section for Req ID 06693477 button. 
12.	Click the Down scrollbar. 

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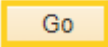
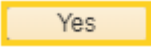
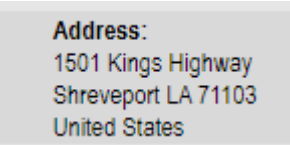

Managing eProcurement Requisitions



Step	Action
13.	<p>Icons in color are: Requisition, Approvals, and Purchase Orders indicating that the requisition has progressed into the life cycle. Users can select colored icons to view information associated with the document.</p> <p>Click the Purchase Orders button.</p> 
14.	<p>The Purchase Order information for the requisition displays for review.</p> <p>Click the Return to Manage Requisitions link.</p> 
15.	<p>Click the button to the right of the (Select Action) field.</p> 
16.	<p>If the user wants to print the requisition, select the View Print option.</p> <p>Click the View Print list item.</p> 

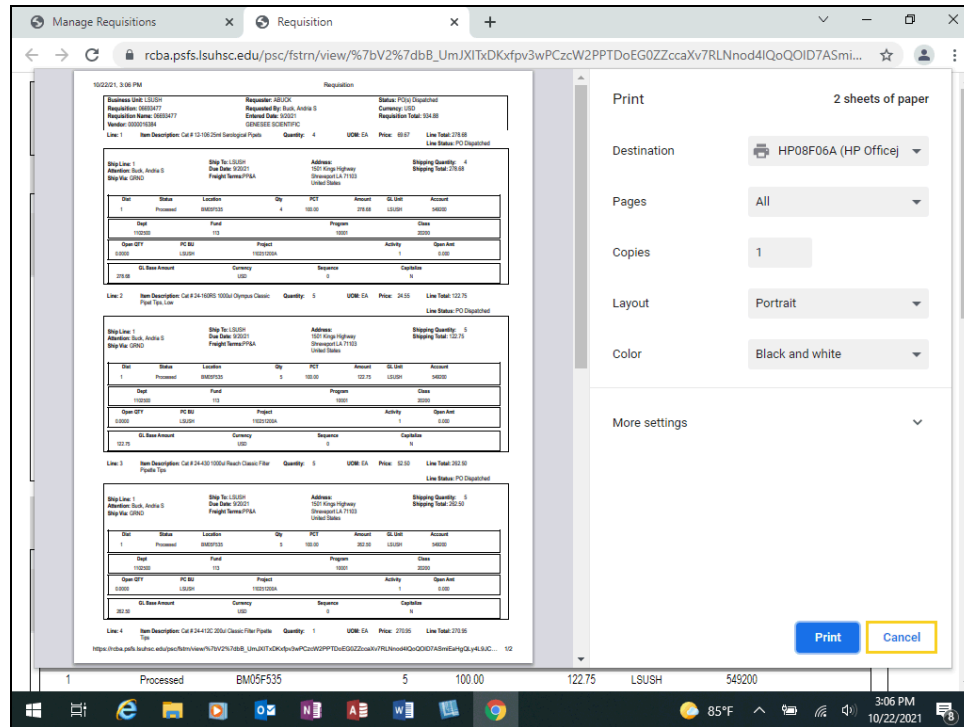
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Step	Action
17.	Click the Go button. 
18.	A message displays asking if you want to print with the distribution details. This will allow the chartstring information to print. Click the Yes button. 
19.	A new tab opens and the printable version of the requisition displays. To print the requisition, right-click anywhere in the requisition to get the print menu to display. Right-click the Window .  <p>Address: 1501 Kings Highway Shreveport LA 71103 United States</p>
20.	Click the Print menu. 

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Managing eProcurement Requisitions



Step	Action
21.	The Print Preview displays. Generally, users would select the Print option. For training purposes only , click the Cancel button. 
22.	Click the Close button on the Requisition tab. 
23.	Click the Collapse Section for Req ID 06693477 button. 
24.	Review other requisitions as desired.
25.	This completes Inquire on an ePro Requisition . End of Procedure.

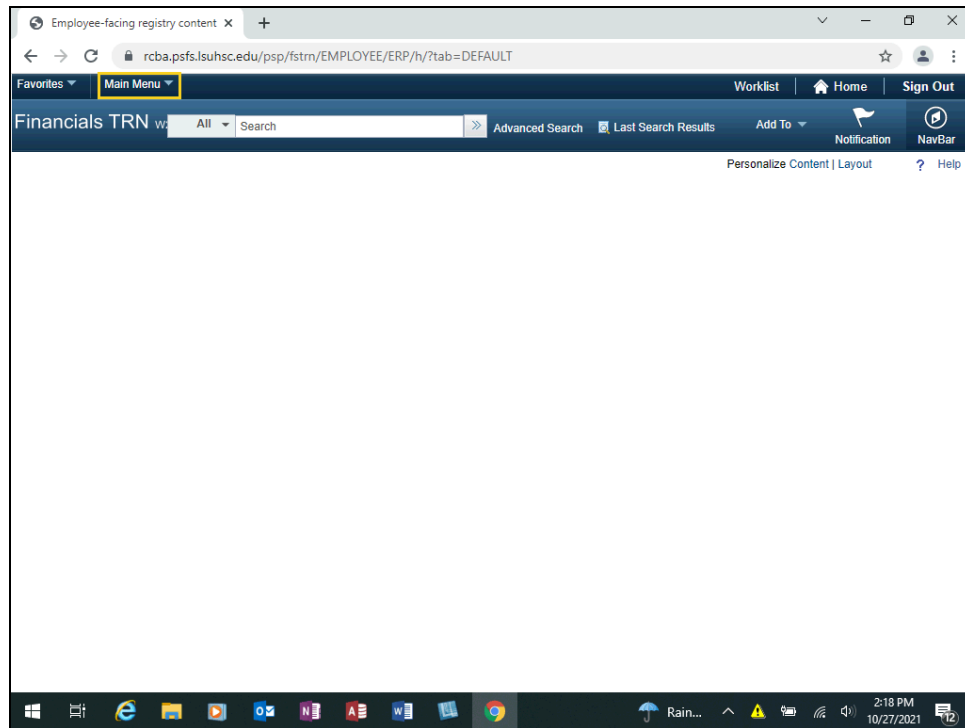
Training Guide
Managing eProcurement Requisitions




Inquire on a ePro Purchase Order

Procedure

In this topic you will learn how to **Inquire on an ePro Purchase Order**.

Step	Action
1.	In this exercise the <i>Classic</i> menus will be utilized. For NavBar navigation, select: NavBar > Navigator > eProcurement > Buyer Center > Inquiries and Reports

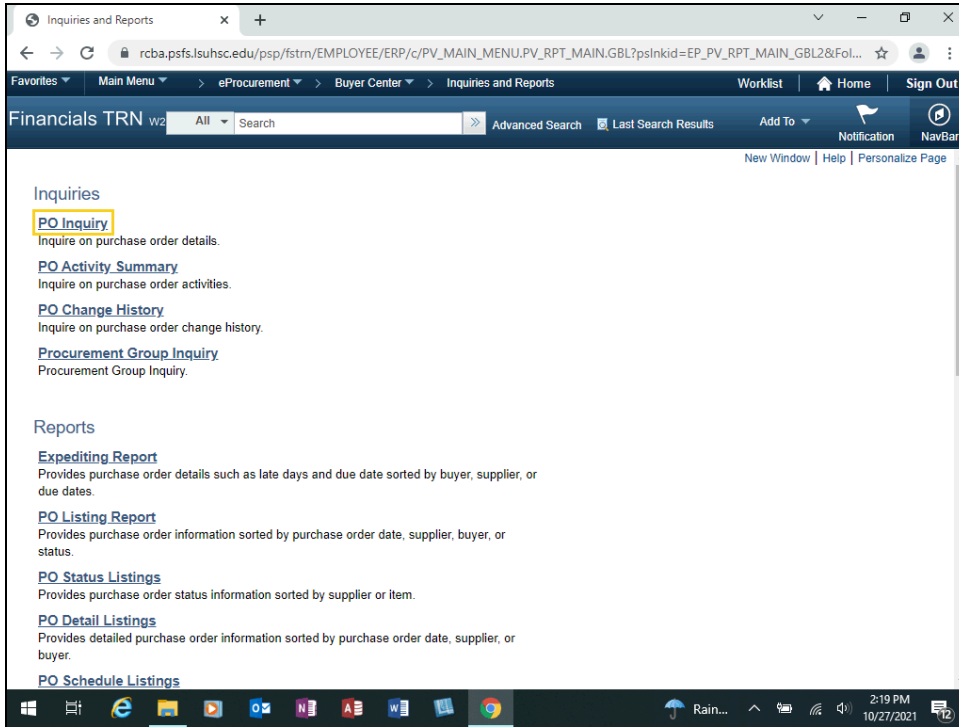



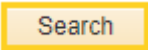

Step	Action
2.	Click the Main Menu button. 
3.	Click the eProcurement menu. 
4.	Click the Buyer Center menu. 

Training Guide

Managing eProcurement Requisitions

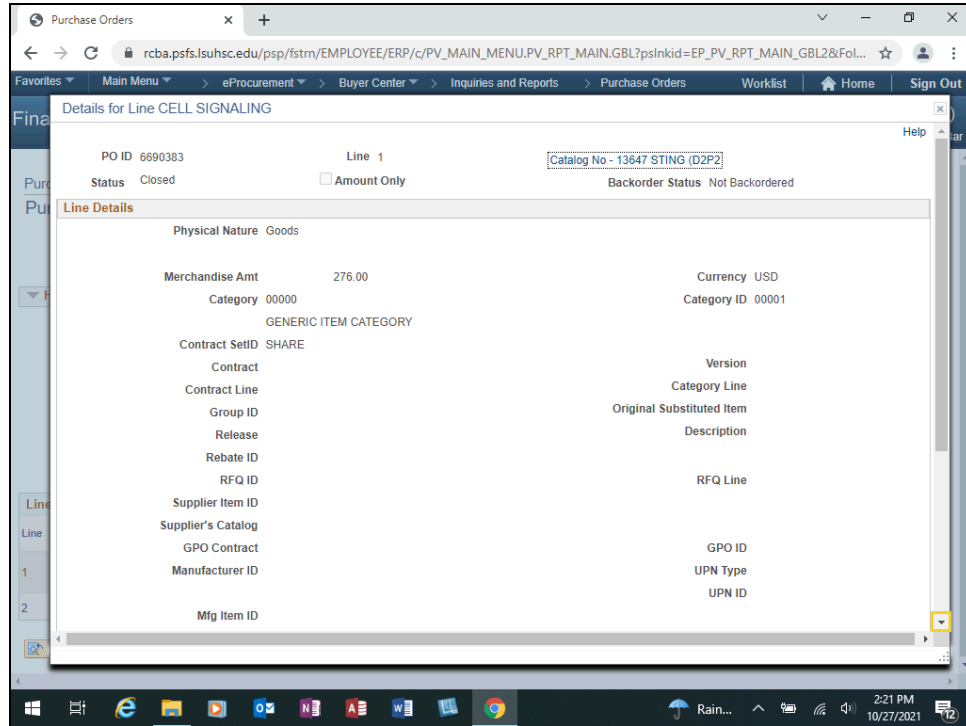
Step	Action
5.	Click the Inquiries and Reports menu. 






Step	Action
6.	Click the PO Inquiry link. 
7.	Enter the desired information into the PO ID: field. Enter " 6690383 ".
8.	Click the Search button. 
9.	The Purchase Order Inquiry page displays. Users can view relevant PO information such as Status, Budget Check, Supplier Line Details, etc. Click the Line Details button. 

Training Guide

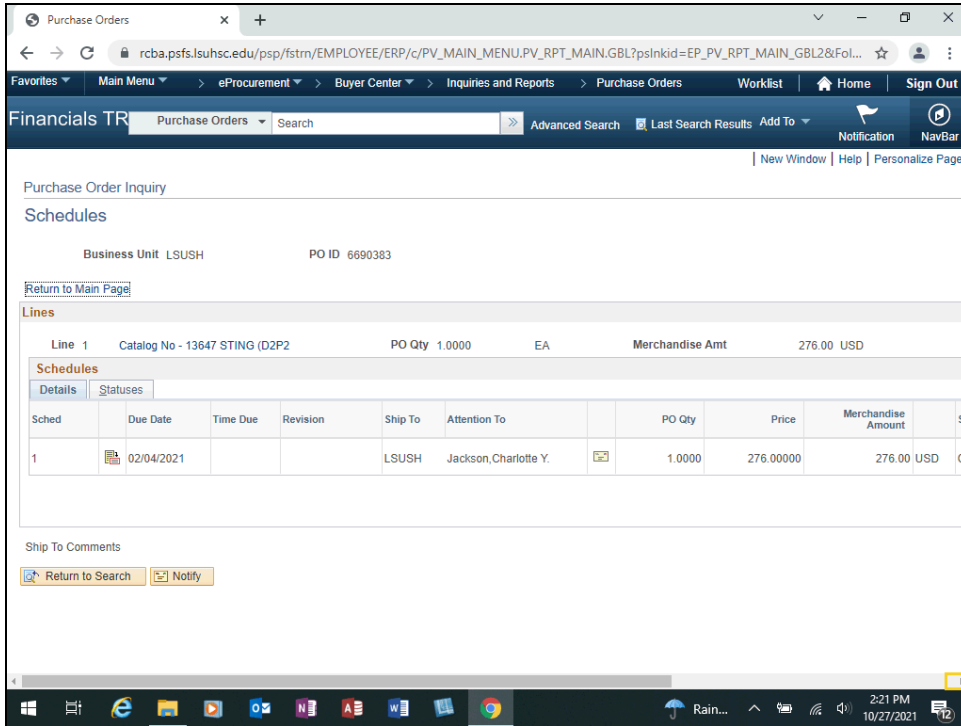
Managing eProcurement Requisitions





Step	Action
10.	<p>The Line Details page displays information about each line item within the requisition, such as Status, Backorder Status, Merchandise Amt., Category, etc.</p> <p>Click the Down scrollbar.</p> 
11.	<p>Click the Return button.</p> 
12.	<p>Click the Line 1 - Schedule button.</p> 

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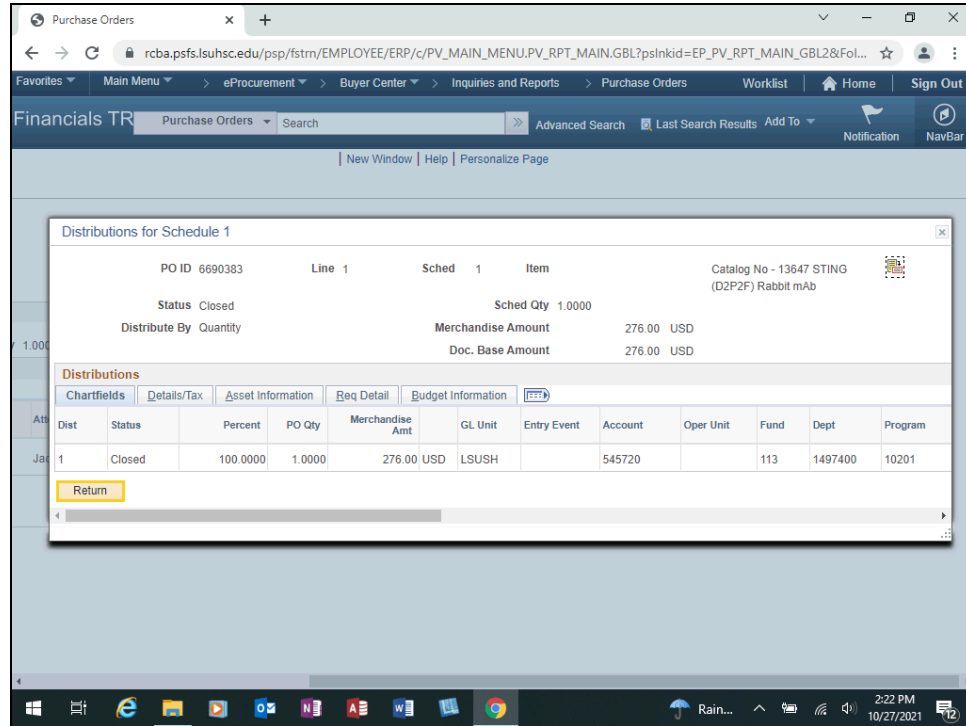
Managing eProcurement Requisitions



Step	Action
13.	<p>The <i>Schedule</i> page contains the <i>Distribution</i> button. It also provides users with shipping information for the item, such as where the item is being shipped to, when it's due, the merchandise amount, and cost of the item.</p> <p>Click the Right scrollbar.</p> 
14.	<p>Click the Distributions/ChartFields button.</p> 

Training Guide

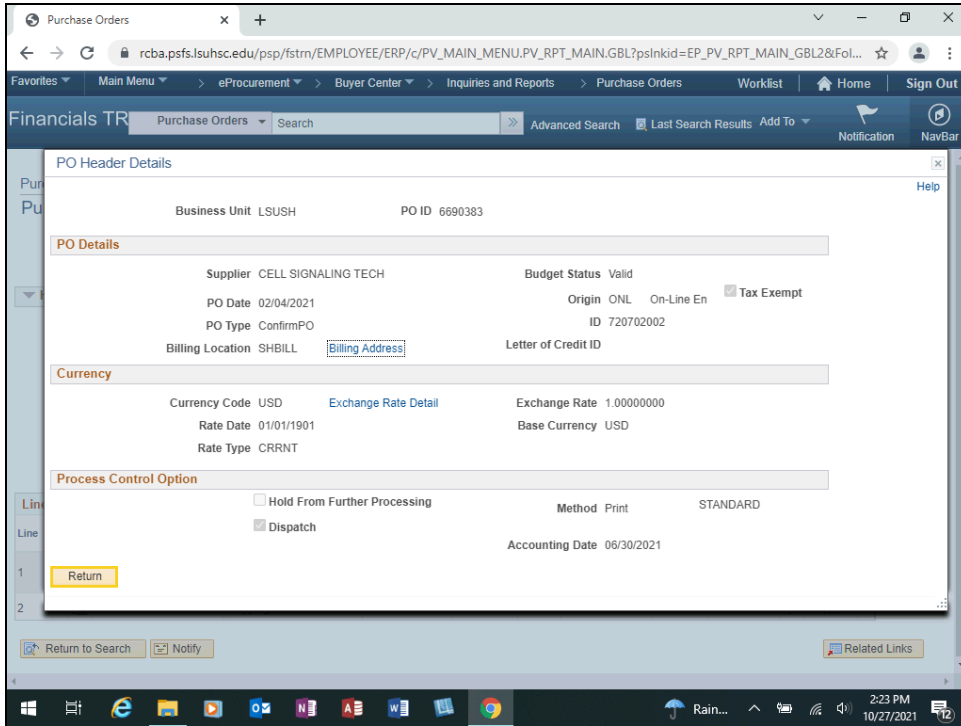
Managing eProcurement Requisitions





Step	Action
15.	<p>The <i>Distribution</i> page displays distribution statuses, as well as the chartstring information by which the system allocates or charges an expense account.</p> <p>Click the Return button.</p> <p>Return</p>
16.	<p>Click the Return to Main Page link.</p> <p>Return to Main Page</p>
17.	<p>Click the Header Details link.</p> <p>Header Details</p>

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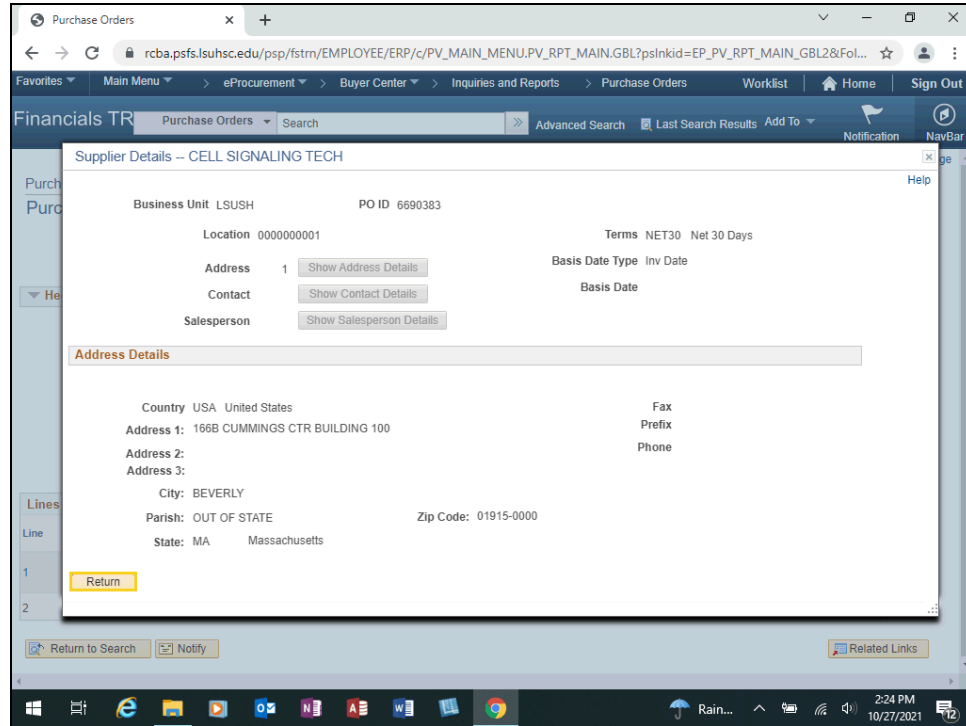
Managing eProcurement Requisitions



Step	Action
18.	<p>The <i>Header Details</i> page contains information relevant to the entire requisition such as Supplier, Billing Address, Budget Check, etc.</p> <p>Click the Return button.</p> <p></p>
19.	<p>Click the Supplier Details link.</p> <p></p>

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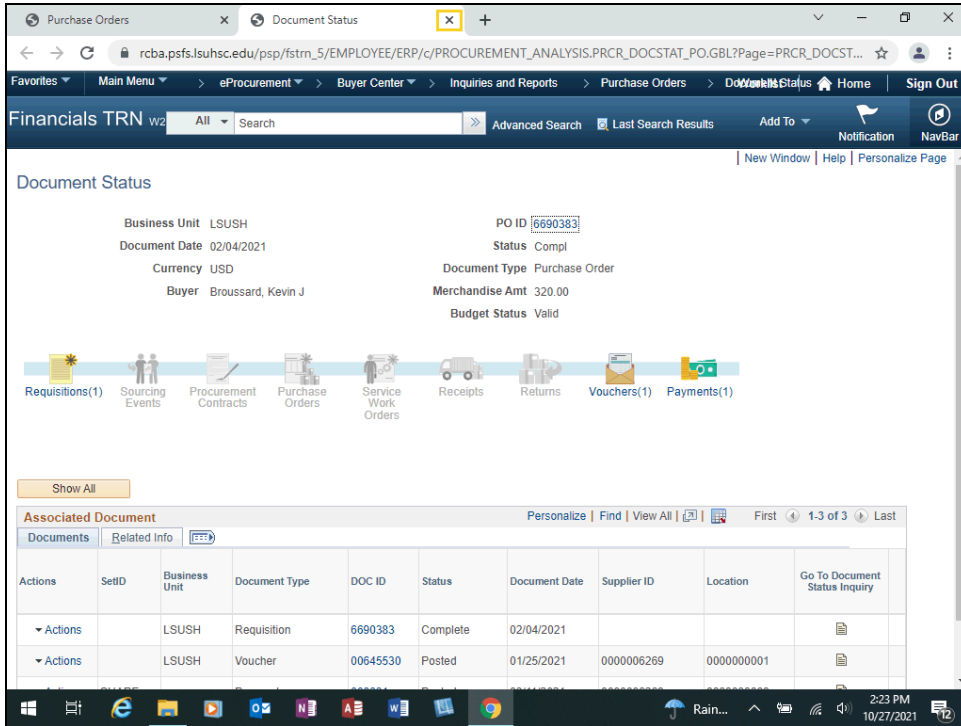
Managing eProcurement Requisitions





Step	Action
20.	<p>Users are able to view all the supplier detail information on the <i>Supplier Details</i> page, such as Terms, Address, Basis Date Type, etc.</p> <p>Click the Return button.</p> <p>Return</p>
21.	<p>Click the Document Status link.</p> <p><i>NOTE: This will open a new window.</i></p> <p>Document Status</p>

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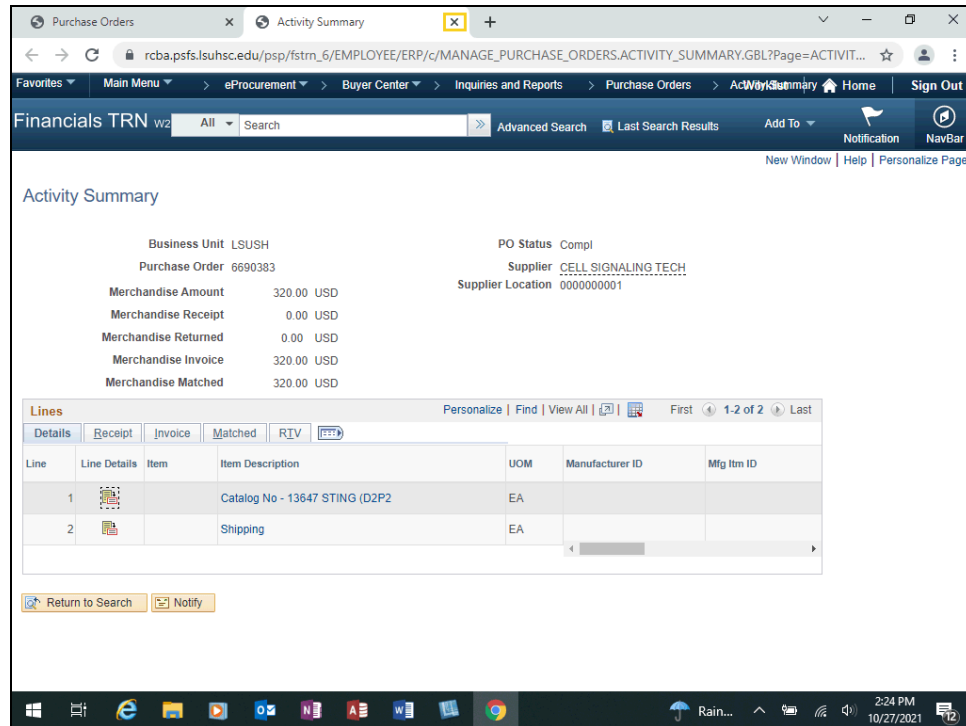
Managing eProcurement Requisitions




Step	Action
22.	<p>Users are able to view additional documents associated with the PO on the Document Status page. Links associated with each document can be selected to view the various document inquiry pages.</p> <p>Click the Close tab.</p> 
23.	<p>Click the Activity Summary link.</p> 

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Managing eProcurement Requisitions



Step	Action
24.	<p>On the <i>Activity Summary</i> page, users can view information for receiving, invoicing, matching and returning activities that have been performed on the selected PO to date.</p> <p>Click the Close tab.</p> 
25.	<p>This completes <i>Inquire on an ePro Purchase Order</i>.</p> <p>End of Procedure.</p>

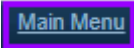

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Managing eProcurement Requisitions

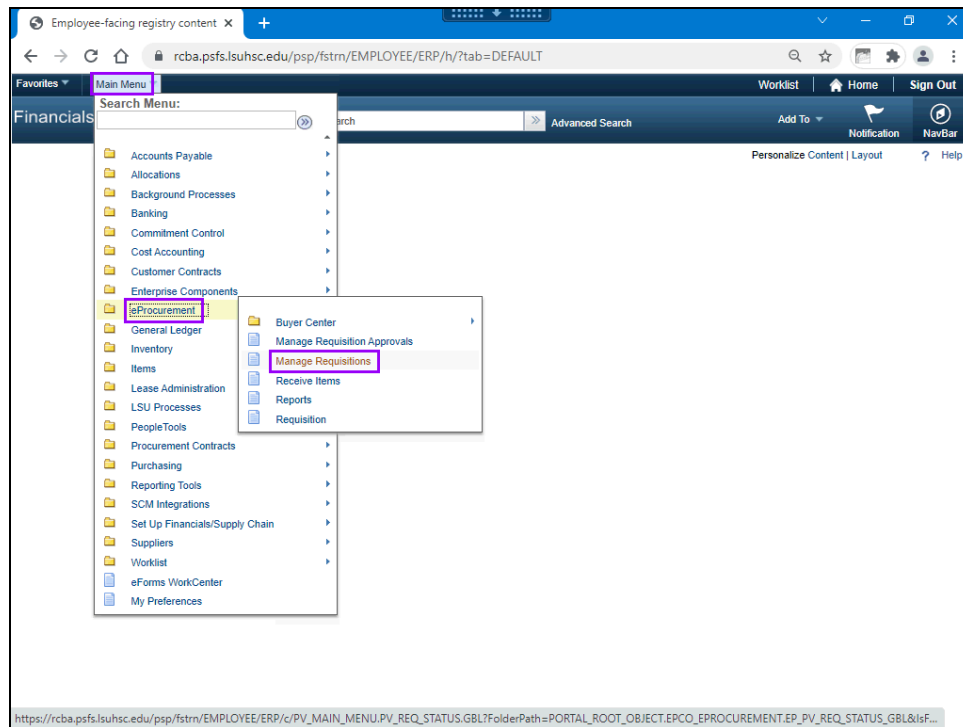
Inquire on Document Status


Procedure

In this topic you will learn **Inquire on Document Status**.

***NOTE:** While this method does not provide the level of detail that the Document Status page does, this is a useful and convenient way to view documents/changes associated with the requisition.*

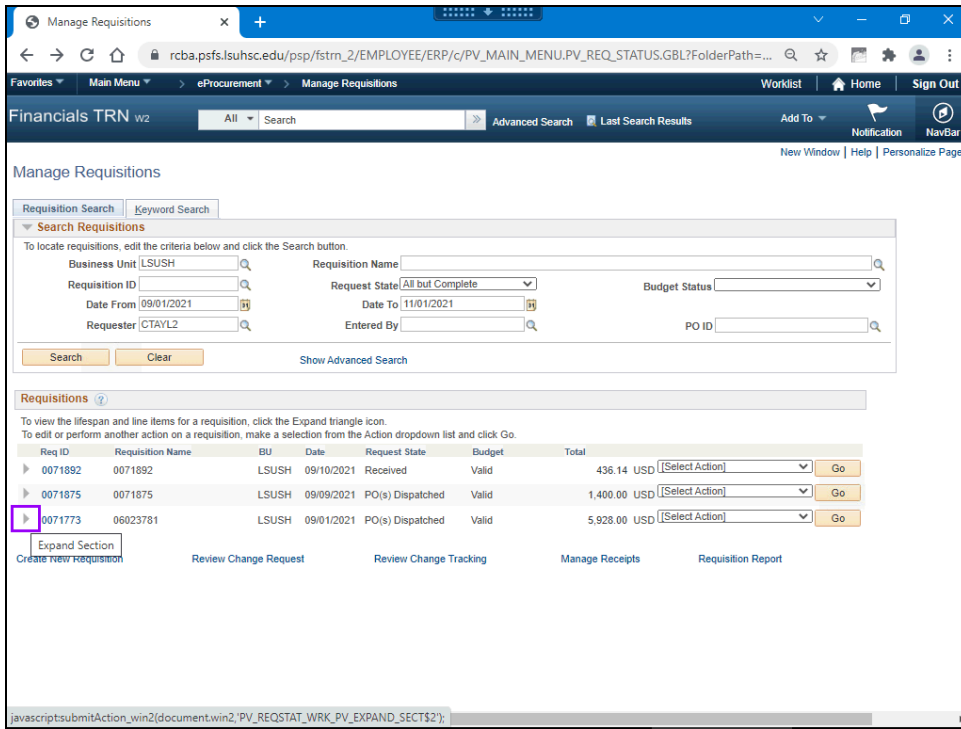
Step	Action
1.	Click the Main Menu link. 
2.	Click the eProcurement link. 




Step	Action
3.	Click the Manage Requisitions link. 

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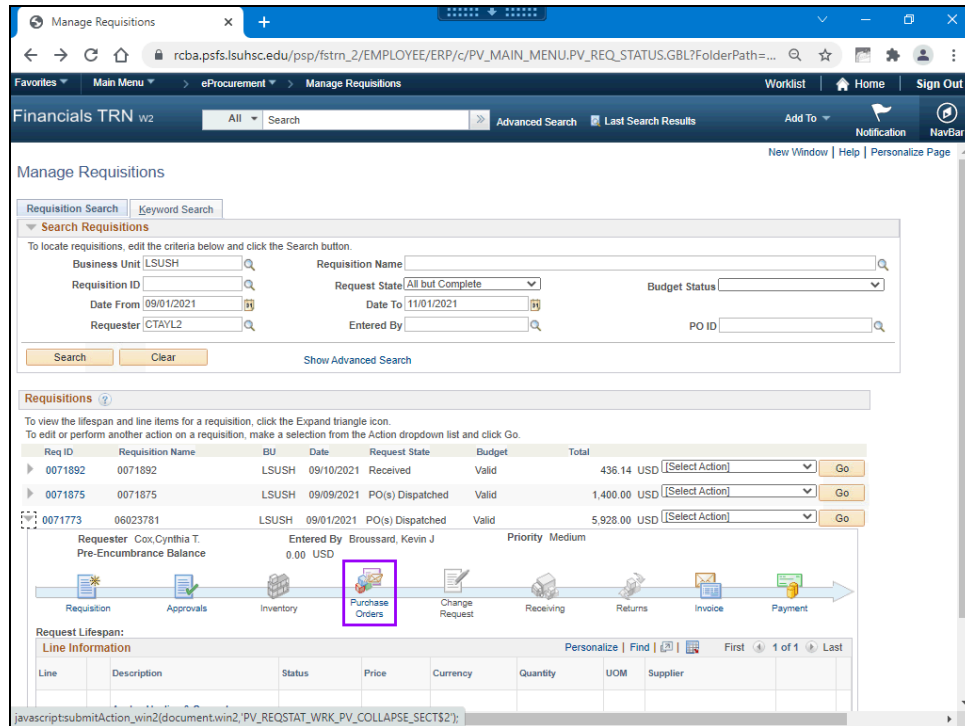
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Step	Action
4.	<p>Enter the search parameters to find the requisition. Be sure to note the dates used for the search. The Expand the Requisition arrow allows users to view additional details on the requisition.</p> <p>Click the Expand the Requisition button.</p> 

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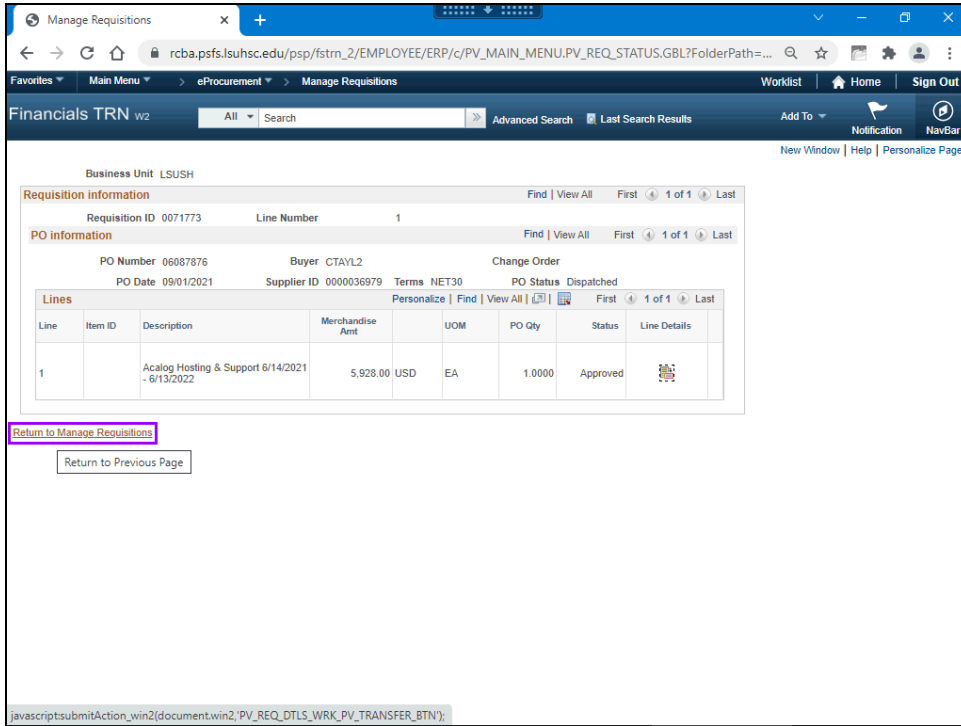
Managing eProcurement Requisitions





Step	Action
5.	<p>The Lifespan of the requisition will display and any related documents to the requisition can be accessed. Colored icons indicate documents associated with the requisition. In this example, there are Purchase Orders, Invoice, and Payment icons available. Icons in gray indicate that no documents of this type exist.</p> <p>Click the Purchase Order link.</p> 

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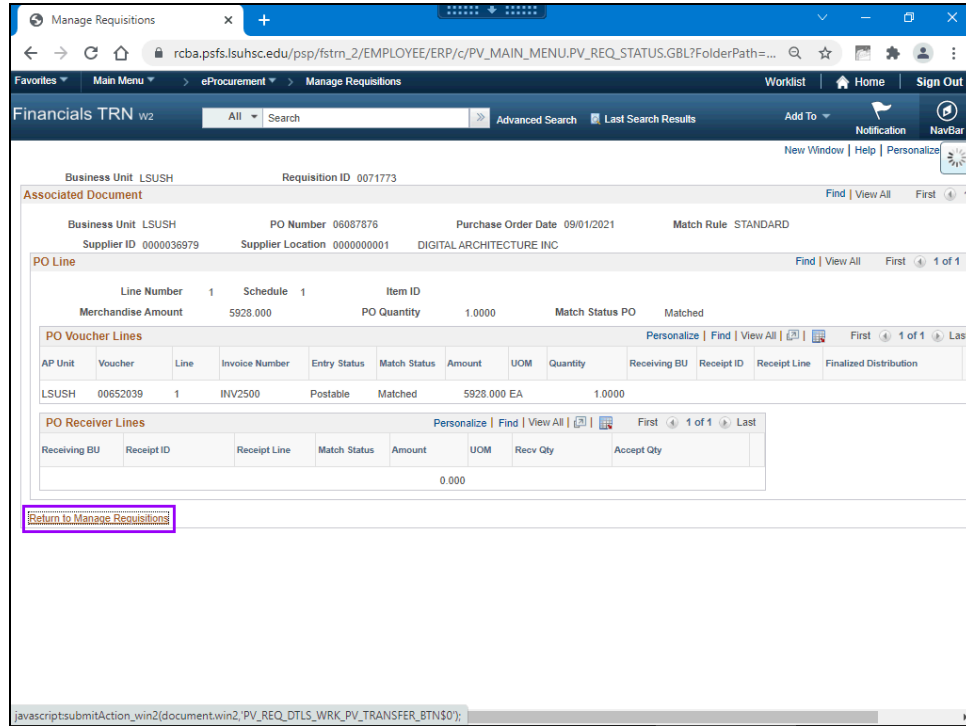
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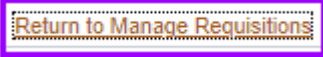
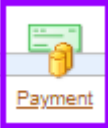


Step	Action
6.	<p>Details of the related PO can be viewed here. However, distribution chartfields cannot be accessed.</p> <p>Click the Return to Manage Requisitions link.</p> <p></p>
7.	<p>Invoice icon allows the user to view receipt details.</p> <p>Click the Invoice link.</p> <p></p>

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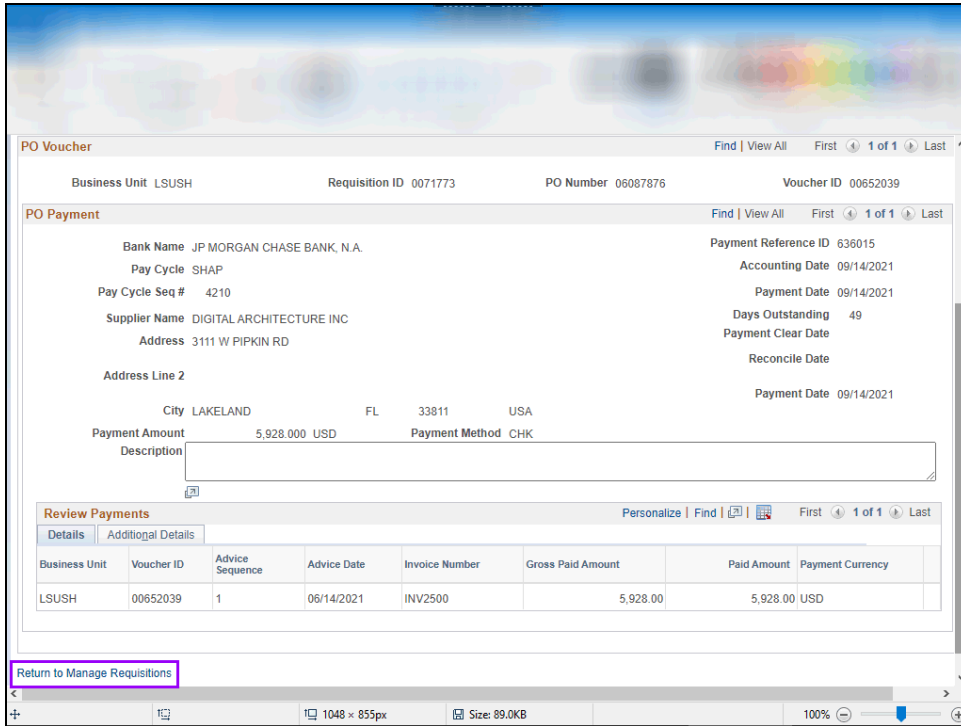
Managing eProcurement Requisitions



Step	Action
8.	Click the Return to Manage Requisitions link. 
9.	Click the Payment link. 

Training Guide

Managing eProcurement Requisitions



Step	Action
10.	The PO Payment page displays. You can return to the Manage Requisitions page by clicking on the Return to Manage Requisitions link in the bottom left of the screen.
11.	This completes <i>Inquire on Document Status</i> . End of Procedure.

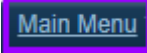
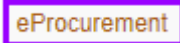
View Print Requisitions

View Print Form for a Saved Requisition

Procedure

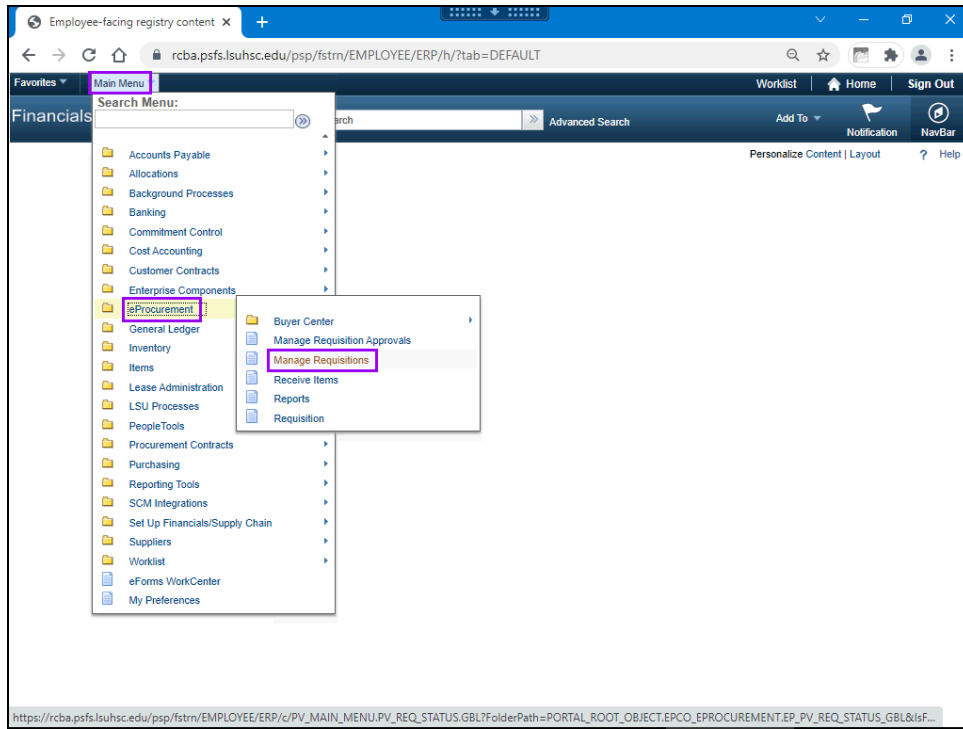
In this topic you will learn how to **View Print Form for a Saved Requisition**.

NOTE: eProcurement allows the user to view the requisition in several ways. Users can view print while they are in the requisition, have saved it for later, from the Manage Requisition menu, and/or from the Purchasing menu.

Step	Action
1.	Click the Main Menu link. 
2.	Click the eProcurement link. 

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Managing eProcurement Requisitions




Step	Action
3.	Click the Manage Requisitions link. Manage Requisitions

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Managing eProcurement Requisitions

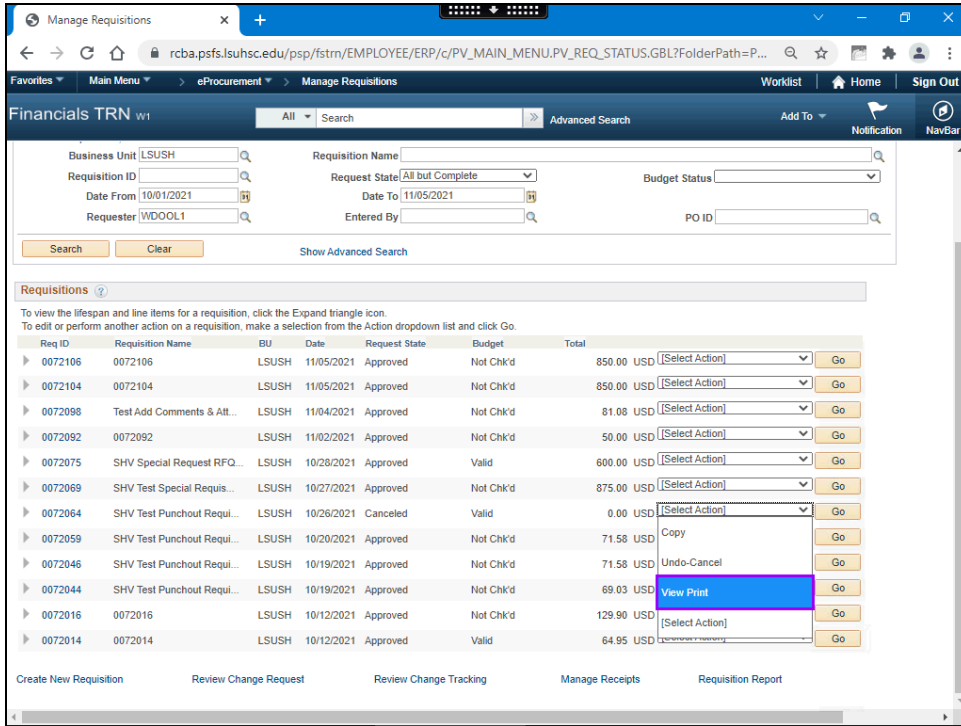
The screenshot displays the 'Manage Requisitions' interface. At the top, there is a search form with the following fields: Business Unit (LSUSH), Requisition Name, Requisition ID, Date From (10/01/2021), Requester (WDOOL1), Request State (All but Complete), Date To (11/05/2021), Budget Status, and PO ID. Below the search form is a table of requisitions. The table has columns for Req ID, Requisition Name, BU, Date, Request State, Budget, and Total. Line 7 is highlighted, and its 'Select Action' dropdown menu is open, showing a downward arrow icon.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0072106	0072106	LSUSH	11/05/2021	Approved	Not Chk'd	850.00 USD	[Select Action] Go
0072104	0072104	LSUSH	11/05/2021	Approved	Not Chk'd	850.00 USD	[Select Action] Go
0072098	Test Add Comments & Alt...	LSUSH	11/04/2021	Approved	Not Chk'd	81.08 USD	[Select Action] Go
0072092	0072092	LSUSH	11/02/2021	Approved	Not Chk'd	50.00 USD	[Select Action] Go
0072075	SHV Special Request RFQ...	LSUSH	10/28/2021	Approved	Valid	600.00 USD	[Select Action] Go
0072069	SHV Test Special Requis...	LSUSH	10/27/2021	Approved	Not Chk'd	875.00 USD	[Select Action] Go
0072064	SHV Test Punchout Requi...	LSUSH	10/26/2021	Canceled	Valid	0.00 USD	[Select Action] Go
0072059	SHV Test Punchout Requi...	LSUSH	10/20/2021	Approved	Not Chk'd	71.58 USD	[Select Action] Go
0072046	SHV Test Punchout Requi...	LSUSH	10/19/2021	Approved	Not Chk'd	71.58 USD	[Select Action] Go
0072044	SHV Test Punchout Requi...	LSUSH	10/19/2021	Approved	Not Chk'd	69.03 USD	[Select Action] Go
0072016	0072016	LSUSH	10/12/2021	Approved	Not Chk'd	129.90 USD	[Select Action] Go

Step	Action
4.	Click the button to the right of the Line 7 Select Action field. 

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Managing eProcurement Requisitions



Step	Action
5.	Click the View Print list item.

View Print

Training Guide

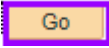
Managing eProcurement Requisitions

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

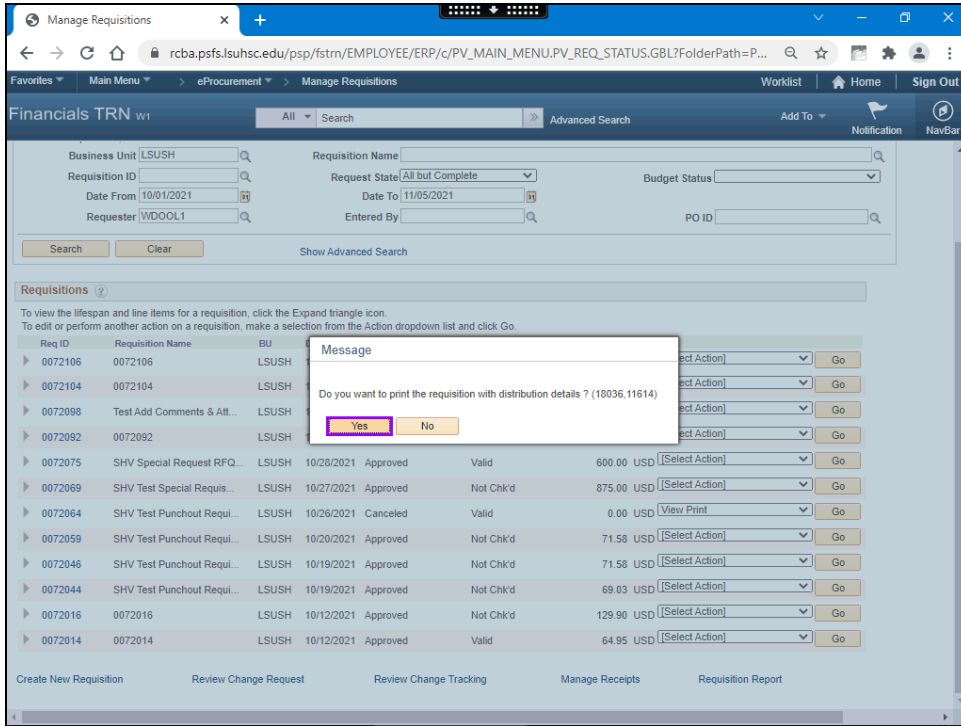
Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0072106	0072106	LSUSH	11/05/2021	Approved	Not Chk'd	850.00 USD	[Select Action] Go
0072104	0072104	LSUSH	11/05/2021	Approved	Not Chk'd	850.00 USD	[Select Action] Go
0072098	Test Add Comments & Att...	LSUSH	11/04/2021	Approved	Not Chk'd	81.08 USD	[Select Action] Go
0072092	0072092	LSUSH	11/02/2021	Approved	Not Chk'd	50.00 USD	[Select Action] Go
0072075	SHV Special Request RFQ...	LSUSH	10/28/2021	Approved	Valid	600.00 USD	[Select Action] Go
0072069	SHV Test Special Requis...	LSUSH	10/27/2021	Approved	Not Chk'd	875.00 USD	[Select Action] Go
0072064	SHV Test Punchout Requi...	LSUSH	10/26/2021	Canceled	Valid	0.00 USD	[View Print] Go
0072059	SHV Test Punchout Requi...	LSUSH	10/20/2021	Approved	Not Chk'd	71.58 USD	[Select Action] Go
0072046	SHV Test Punchout Requi...	LSUSH	10/19/2021	Approved	Not Chk'd	71.58 USD	[Select Action] Go
0072044	SHV Test Punchout Requi...	LSUSH	10/19/2021	Approved	Not Chk'd	69.03 USD	[Select Action] Go
0072016	0072016	LSUSH	10/12/2021	Approved	Not Chk'd	129.90 USD	[Select Action] Go
0072014	0072014	LSUSH	10/12/2021	Approved	Valid	64.95 USD	[Select Action] Go

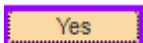
Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

Step	Action
6.	Click the Line 7 Go button. 

Training Guide

Managing eProcurement Requisitions



Step	Action
7.	<p>A message will display asking if you want to print the distribution details. Select <u>Yes</u> to include the chartstring information on the printout, or <u>No</u> to exclude the chartstring information on the printout.</p> <p>Click the Yes button.</p> 

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Managing eProcurement Requisitions

The screenshot shows a web browser window titled "Test PS Desktop - Desktop Viewer" displaying a requisition page. The page contains details for a requisition, including business unit, requester, status, and line items. A right-click context menu is open over the "Print..." link in the menu bar, with the "Print..." option highlighted by a purple box.

Business Unit: LSUSH
Requisition: 0072064
Requisition Name: SHV Test Punchout Requisition
Vendor: 000002440
Requester: WDOOL1
Requested By: Dooley, Wanda G
Entered Date: 10/26/21
OFFICE DEPOT LLC
Status: Approved
Currency: USD
Requisition Total: 98.68

Line 1: Item Description: Office Depot(R) Brand Transparent Tape Refills, 3/4 x 1,295, Clear, Pack Of 16
Quantity: 2
UOM: PK
Price: 28.70
Line Total: 57.40
Line Status: Approved

Ship Line 1: Attention: Caresa Garrett
Ship To: LSUSH
Due Date: 10/26/21
Freight Terms: PP&A
Address: 1501 Kings Highway Shreveport LA,71103 United States
Shipping Quantity: 2
Shipping Total: 57.40

Distr	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MB010303	2	100.00	57.40	LSUSH	54670

Dept	Fund	Program	Class
1053000	111	00001	10105

Open QTY 2.0000 **Open Amt** 0.0000

GL Base Amount	Currency	Sequence	Capitalize
57.40	USD	0	N

Line 2: Item Description: TULL(R) Retractable Gel Pens, Fine Point, 0.5 mm, Silver Barrel, Assorted Bright Inks, Pack Of 8 Pens
Quantity: 3
UOM: PK
Price: 13.76
Line Total: 41.28
Line Status: Approved

Ship Line 1: Attention: Caresa Garrett
Ship To: LSUSH
Due Date: 10/26/21
Freight Terms: PP&A
Address: 1501 Kings Highway Shreveport LA,71103 United States
Shipping Quantity: 3
Shipping Total: 41.28

Distr	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MB010303	3	100.00	41.28	LSUSH	546700

Dept	Fund	Program	Class
1053000	111	00001	10105

Step	Action
8.	<p>The requisition will process and display for printing. A new tab opens that displays the printable version of the requisition. To print, right click anywhere in the requisition and select Print...</p> <p>Click the Print... link.</p> <p>Print...</p>

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Managing eProcurement Requisitions

Business Unit: LSUSH
 Requisition: 0072064
 Requisition Name: SHV Test Punchout Requisition
 Vendor: 000002440

Requester: WDOOL1
 Requested By: Dooley, Wanda G
 Entered Date: 10/26/21
 OFFICE DEPOT LLC

Status: Approved
 Currency: USD
 Requisition Total: 98.68

Line: 1 Item Description: Office Depot(R) Brand Transparent Tape
 Refills, 3/4 x 1,295, Clear, Pack Of 16 Quantity: 2 UOM: PK Price: 28.70 Line Total: 57.40
 Line Status: Approved

Ship Line: 1
 Attention: Caresa Garrett
 Ship Via: GRND

Ship To: LSUSH
 Due Date: 10/26/21
 Freight Terms: PP&A

Address: 1501 Kings Highway
 Shreveport LA,71103
 United States

Shipping Quantity: 2
 Shipping Total: 57.40

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MB010303	2	100.00	57.40	LSUSH	546700
		Dept	Fund	Program		Class	
		1053000	111	00001		10105	
		Open QTY		Open Amt			
		2.0000		0.000			
		GL Base Amount	Currency	Sequence	Capitalize		
		57.40	USD	0	N		

Line: 2 Item Description: TULL(R) Retractable Gel Pens, Fine Point,
 0.5 mm, Silver Barrel, Assorted Bright Inks, Pack Of 8 Pens Quantity: 3 UOM: PK Price: 13.76 Line Total: 41.28
 Line Status: Approved


Ship Line: 1
 Attention: Caresa Garrett
 Ship Via: GRND

Ship To: LSUSH
 Due Date: 10/26/21
 Freight Terms: PP&A

Address: 1501 Kings Highway
 Shreveport LA,71103
 United States

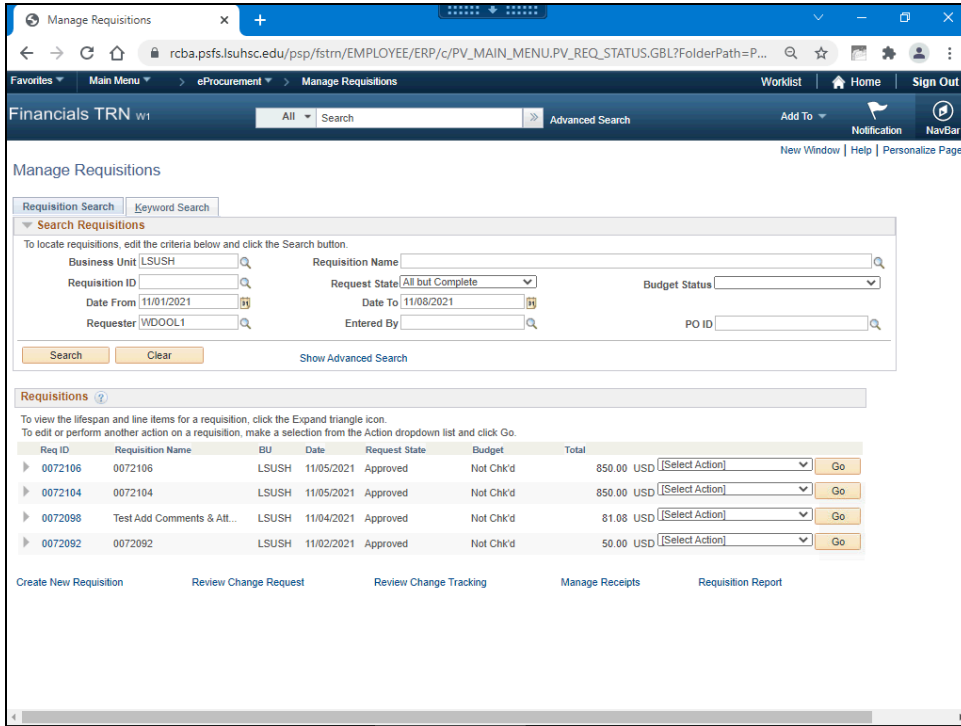
Shipping Quantity: 3
 Shipping Total: 41.28

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	MB010303	3	100.00	41.28	LSUSH	546700
		Dept	Fund	Program		Class	
		1053000	111	00001		10105	

Step	Action
10.	<p>Once the requisition has printed, the two-toned requisition remains displayed on the screen.</p> <p>Click the X on the tab in the upper left corner to close the screen.</p> 

Training Guide

Managing eProcurement Requisitions

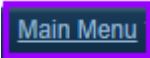
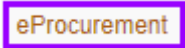


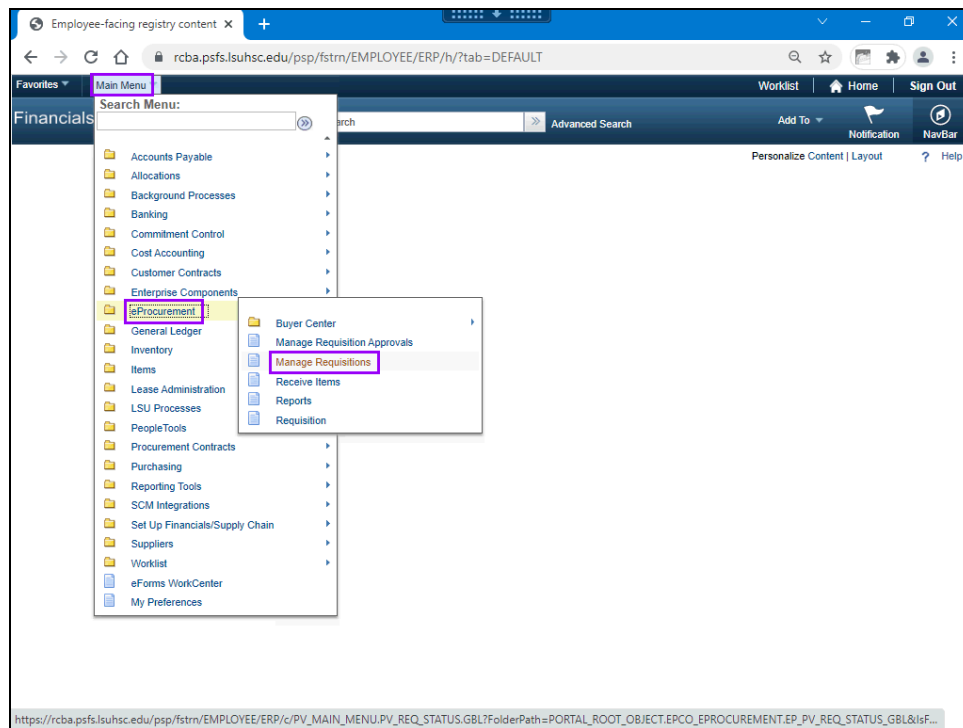
Step	Action
11.	This completes the <i>View Print Form for a Saved Requisition</i> . End of Procedure.


Print via the Requisition Report Process

Procedure

In this topic you will learn to **Print via the Requisition Report Process**.

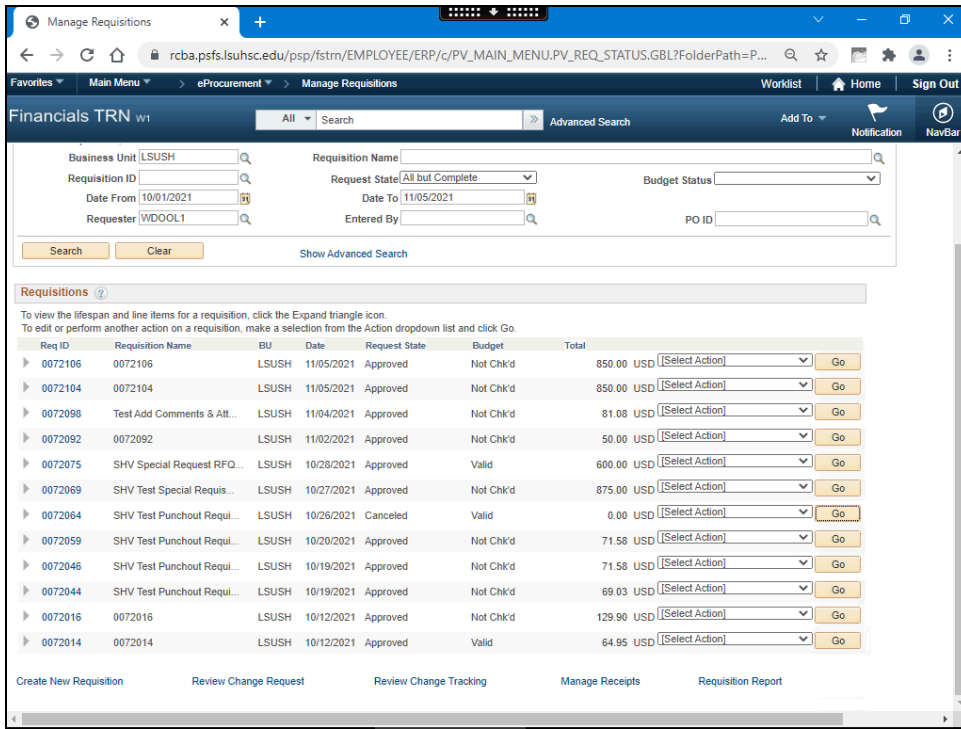
Step	Action
1.	<i>NOTE: eProcurement allows the user to view the requisition in several ways. Users can view print while they are in the requisition, have saved it for later, from the Manage Requisition menu, and/or from the Purchasing menu.</i>
2.	Click the Main Menu link. 
3.	Click the eProcurement link. 



Step	Action
4.	Click the Manage Requisitions link. 

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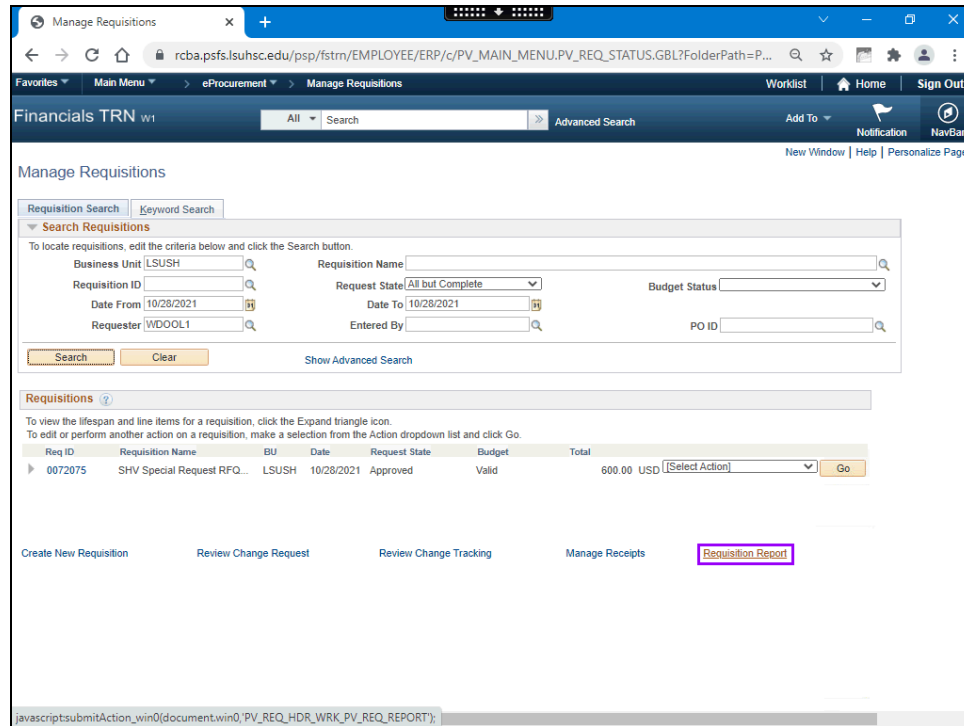
Managing eProcurement Requisitions



Step	Action
5.	The Manage Requisition page displays.
6.	<p>In this example, the Requisition date of 10/28/2021 is used. There is one (1) requisition available for review.</p> <p>Click the Search button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Search</div>

Training Guide

Managing eProcurement Requisitions

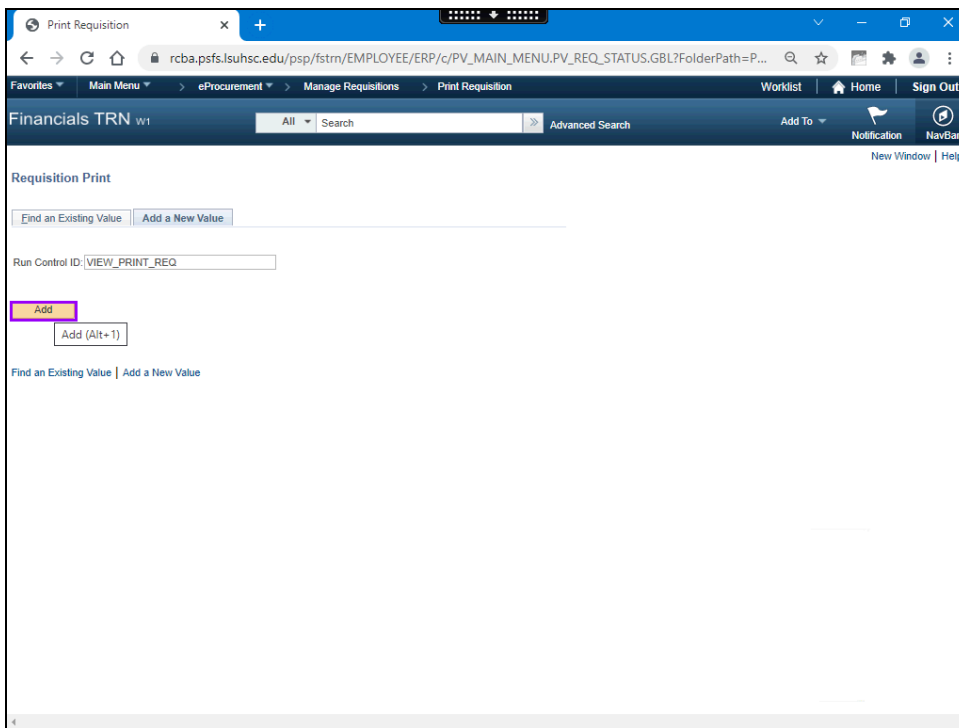


Step	Action
7.	<p>Below the list, there are links to <i>Create New Requisition</i>, <i>Review Change Request</i>, <i>Review Change Tracking</i>, <i>Manage Receipts</i>, and <i>Requisition Report</i>.</p> <p>To run the process to print one or more requisitions, click the Requisition Report link at the bottom right of the page.</p> <p>Requisition Report</p>
8.	<p>NOTE: All reports and processes are run using a "Run Control ID". You will need to create an ID the FIRST time you run a report or process. All subsequent times you will use "Search" to find your ID. You can create more than one ID.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>

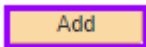
Training Guide

Managing eProcurement Requisitions

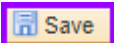
Step	Action
9.	<p>Run Control ID</p> <p>A Run Control ID is used to access the Process Scheduler. You may save parameters to a particular process or report to a Run Control ID to minimize data entry when running recurring processes and/or reports.</p> <p>A Run Control ID is:</p> <ul style="list-style-type: none"> • Specific to an end-user's Operator (User) ID; • Can be entered in upper case, lower case, or mixed case; • Can be up to 30 characters long; • Characters can be either numbers or letters, but cannot include any special characters (e.g., \$, #, &); • Cannot contain blank spaces; and • Must be one continuous string of characters or words must be linked by an underscore.
10.	Enter the desired information into the Run Control ID field. Enter " VIEW_PRINT_REQ ".

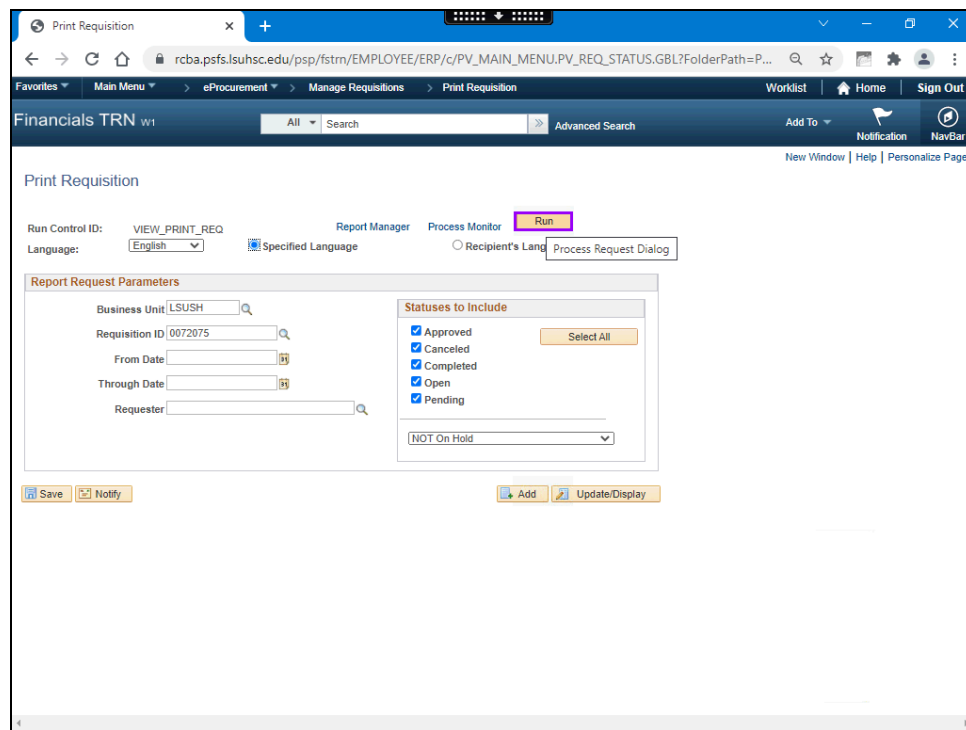


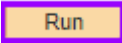

Step	Action
11.	Click the Add button.



Training Guide Managing eProcurement Requisitions

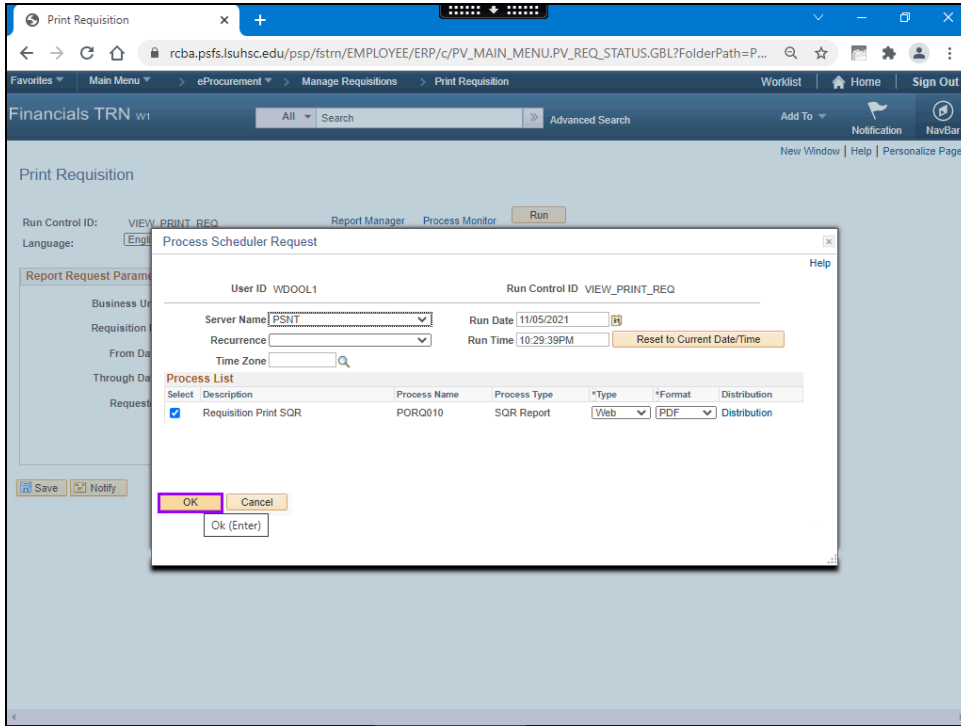
Step	Action
12.	<p>Users will enter or select the following report parameters:</p> <ul style="list-style-type: none"> • Business Unit • Requisition ID • Statuses to Include: <ul style="list-style-type: none"> ○ Select All ○ NOT On Hold <p><i>NOTE: The From Date, Through Date and Requester fields will be left blank.</i></p>
13.	<p>After entering the desired Report Request Parameters, click the Save button.</p> 



Step	Action
14.	<p>Click the Run button.</p> 
15.	<p>Select the appropriate Server Name.</p> <p>Click the PSNT list item.</p> 

Training Guide

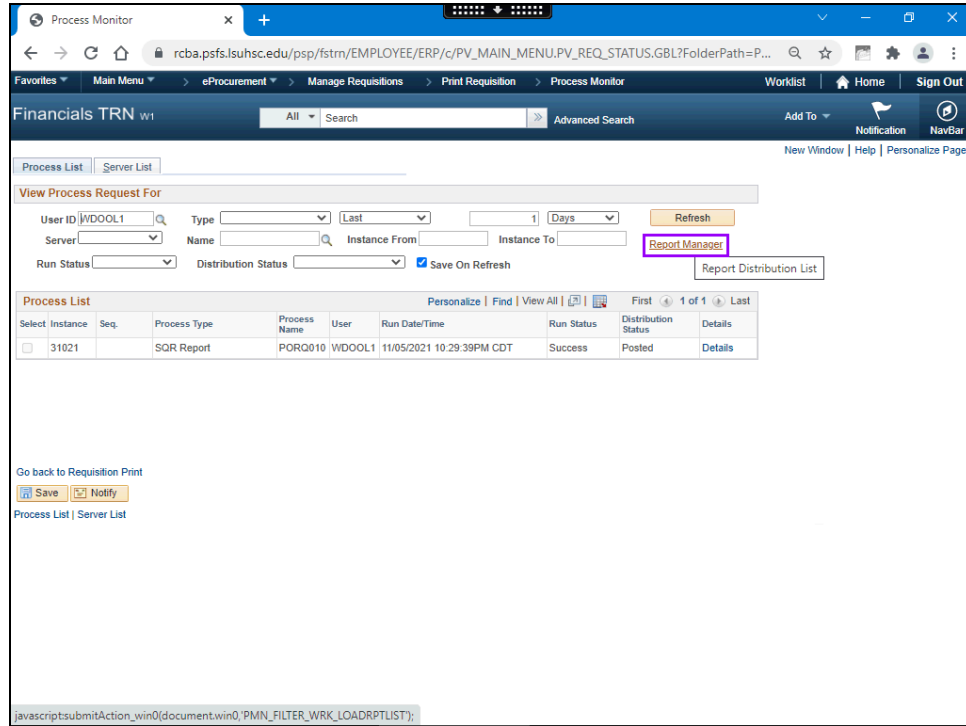
Managing eProcurement Requisitions



Step	Action
16.	<p>All other parameters will remain as defaulted.</p> <p>Click the OK button.</p> <p>OK</p>
17.	<p>You are returned to the Print Requisition page and the <i>Process Instance</i> is displayed. You may navigate to the Process Monitor page or the Report Manager page to check the status of the process and then view the requisition.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p>

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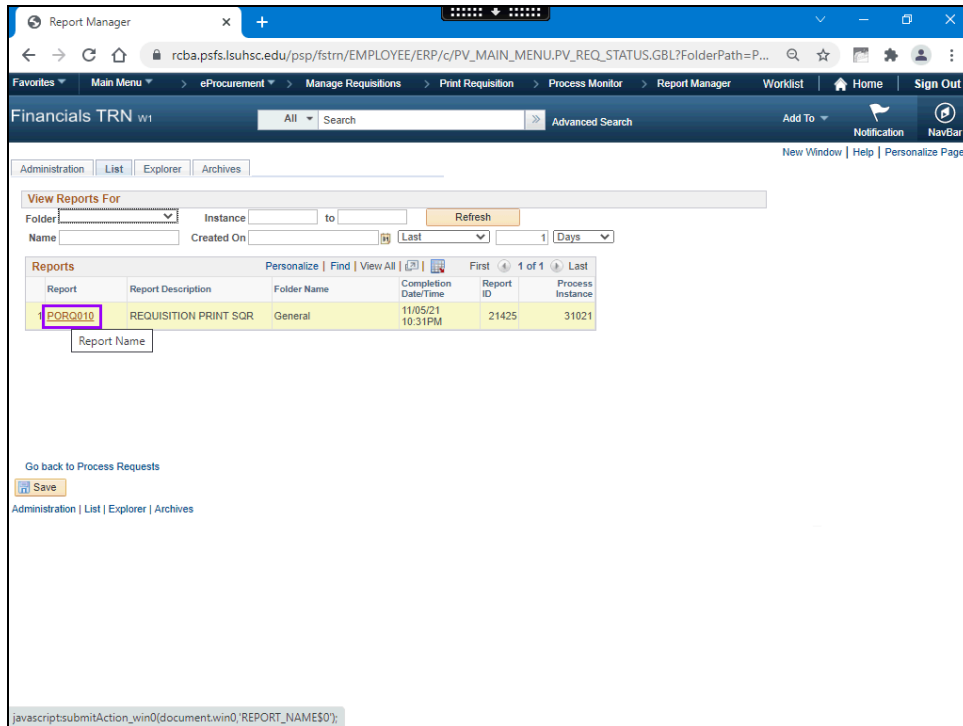
Managing eProcurement Requisitions



Step	Action
18.	<p>The process must have a Run Status = Success and Distribution Status = Posted. If either status is other than Success or Posted respectively, click the Refresh button every 10-15 seconds until the correct statuses are achieved.</p> <p>Click the Report Manager link.</p> <p>Report Manager</p>

Training Guide

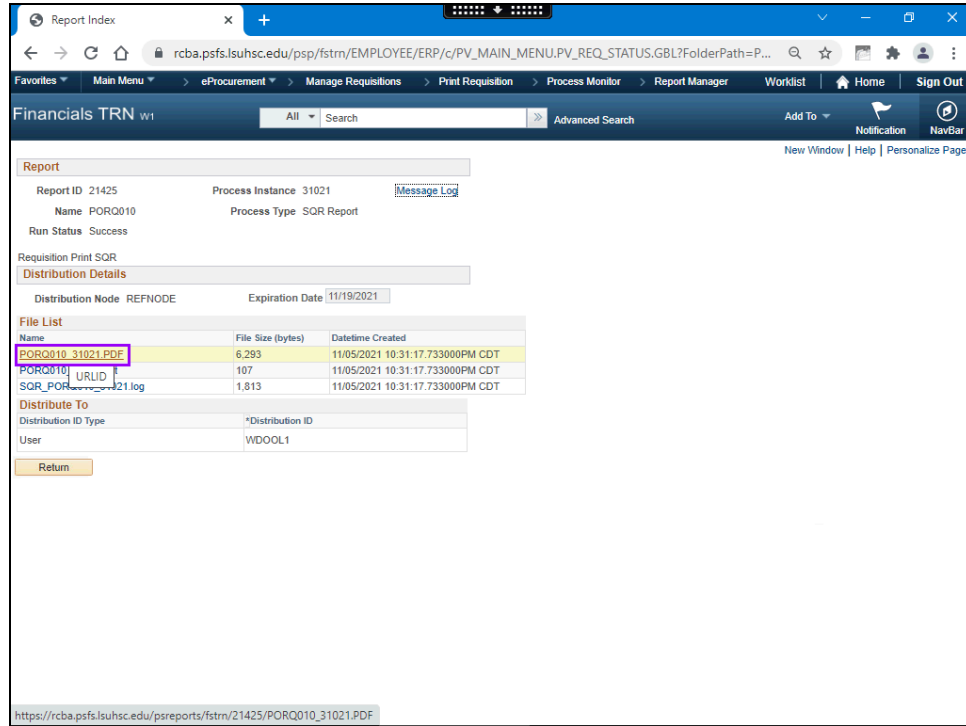
Managing eProcurement Requisitions



Step	Action
19.	<p>The blue link un the Report column is the completed report.</p> <p>Click the PORQ010 link.</p> <p>PORQ010</p>

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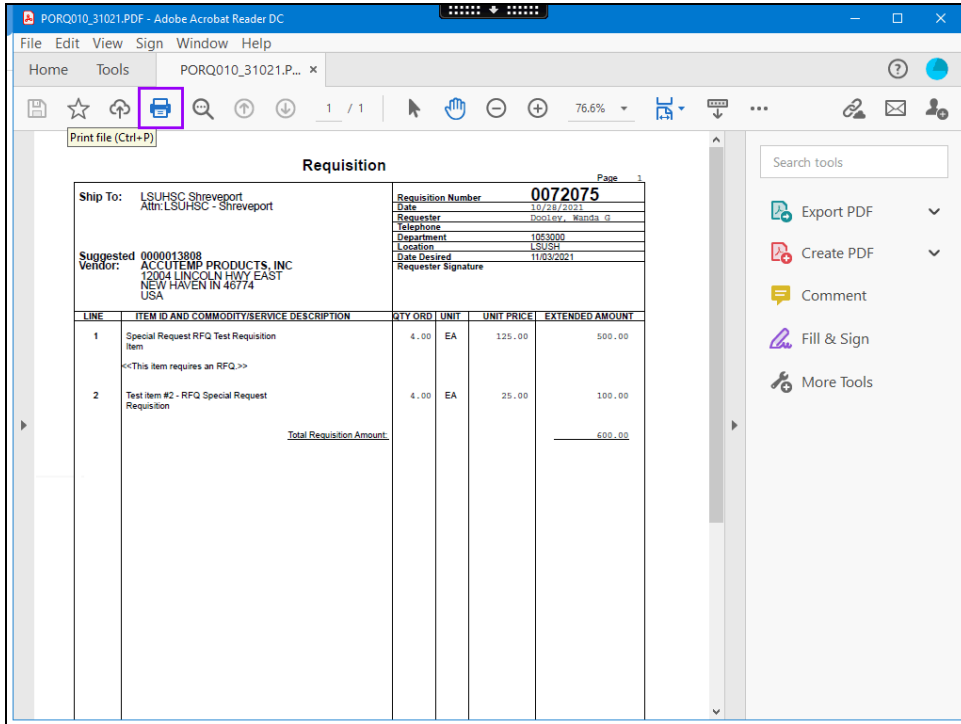
Managing eProcurement Requisitions



Step	Action
20.	Click the PORQ010_31021.PDF link.

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Managing eProcurement Requisitions



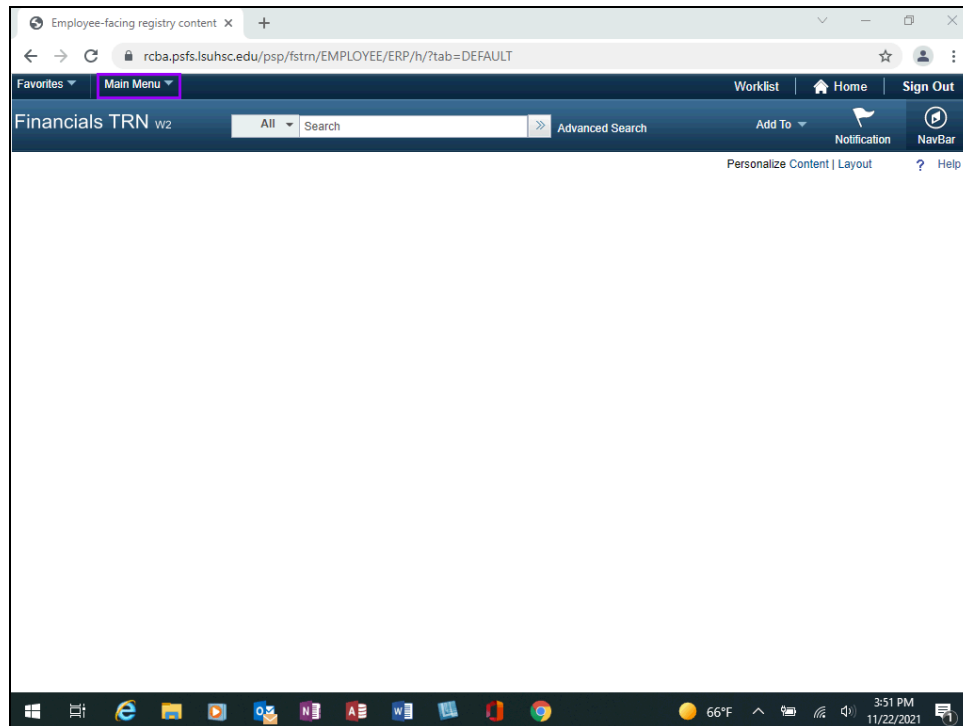
Step	Action
21.	The PDF file displays. You may select the printer icon to print the requisition.
22.	This completes <i>Print via the Requisition Report Process</i> . End of Procedure.

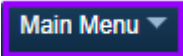


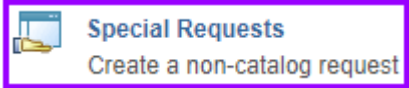
Requisition Basics

Use the Lookup Feature

Procedure


In this topic you will learn how to **Use the Lookup Feature**.

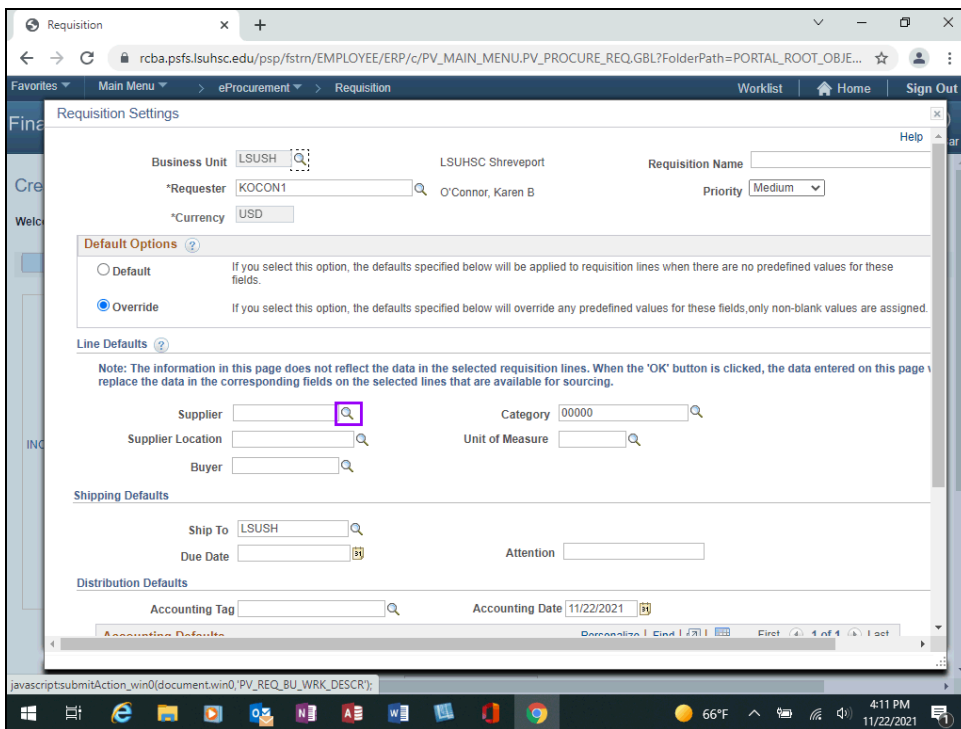



Step	Action
1.	Click the Main Menu button. 
2.	Click the eProcurement button. 
3.	Click the Requisitions link. 
4.	Click the Special Requests link. 

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Managing eProcurement Requisitions

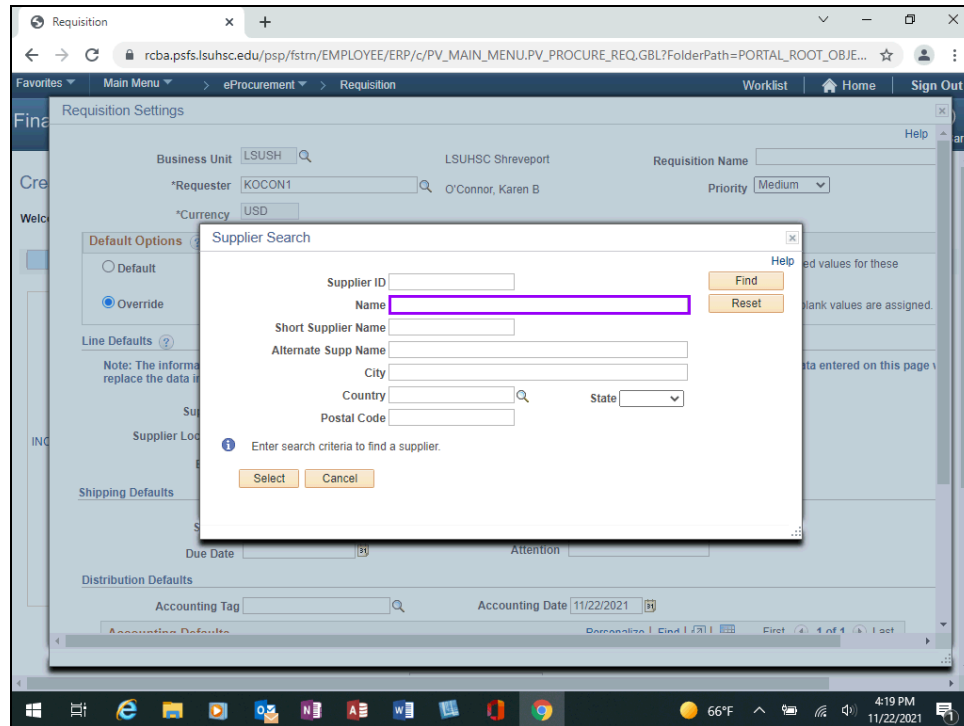
Step	Action
5.	Click the Requisition Settings menu. 
6.	The Look Up feature allows you to search for all valid values in the database for a specific field. It can also be used to narrow the scope of your search when a large number of values are returned. The Look up feature is depicted in the database as a magnifying glass. Anytime you see a magnifying glass next to a field, you have look up capability.
7.	In this example you will search for an appropriate value for the Supplier field. The 10-digit Supplier ID number is the value needed for the Supplier field rather than the supplier name. You will locate and select ACCURINT utilizing the Lookup feature. Once selected, the system will default the Supplier ID number into the Supplier field, thus completing the Lookup process.




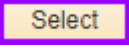


Step	Action
8.	Click the Supplier Lookup button. 

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Managing eProcurement Requisitions



Step	Action
9.	A pop-up Supplier Search panel displays. Users will enter part or all of the supplier name in the Name field. Enter the desired information into the Name field. Enter " ACCU ".
10.	Click the Find button. 
11.	The system has only returned supplier names that begin with the "ACCU." A total of 15 options have been retrieved with the first 10 displaying in the Search Results area.
12.	Click the Line 4 ACCURINT A SEISINT, INC. INNOVATION option. 
13.	Click the Down button of the scrollbar. 
14.	Click the Select button. 
15.	The system defaults the desired <i>Supplier ID</i> and <i>Supplier Location code</i> into the Supplier and Supplier Location fields respectively.
16.	This completes <i>Using the Lookup Feature</i> . End of Procedure.

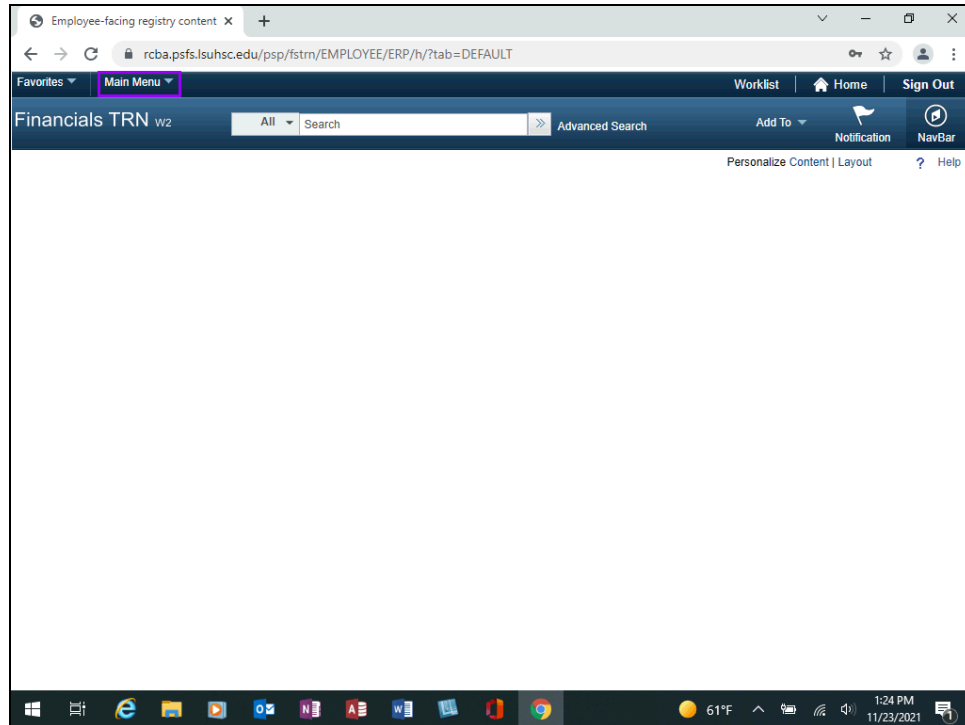
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Managing eProcurement Requisitions

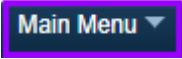


Create/Find a Run Control ID

Procedure

In this topic you will learn how to **Create/Find a Run Control ID**.

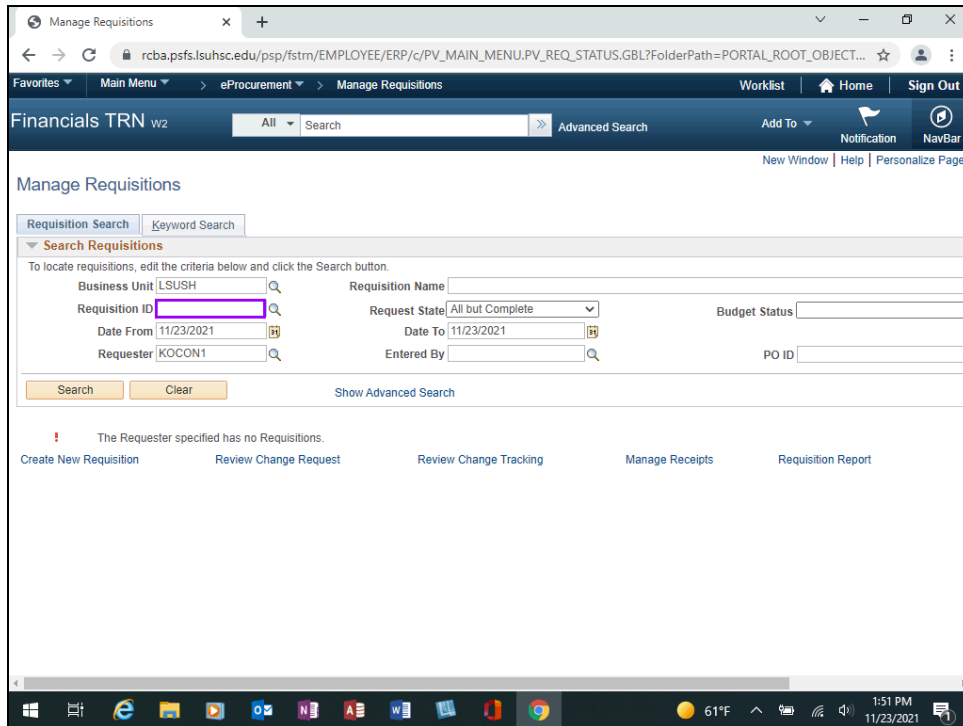
NOTE: All reports and processes are run using a "Run Control ID." You will need to create an ID the **FIRST** time you run a report or process. All subsequent times you will use "Search" to find your ID. You can create more than one ID.

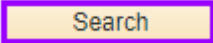
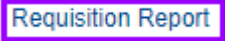


Step	Action
1.	Click the Main Menu button. 
2.	Click the eProcurement link. 
3.	Click the Manage Requisitions link. 
4.	In this example, the Requisition ID is 0072096 and the Date From is 11/01/2021. The Date To will remain as defaulted.

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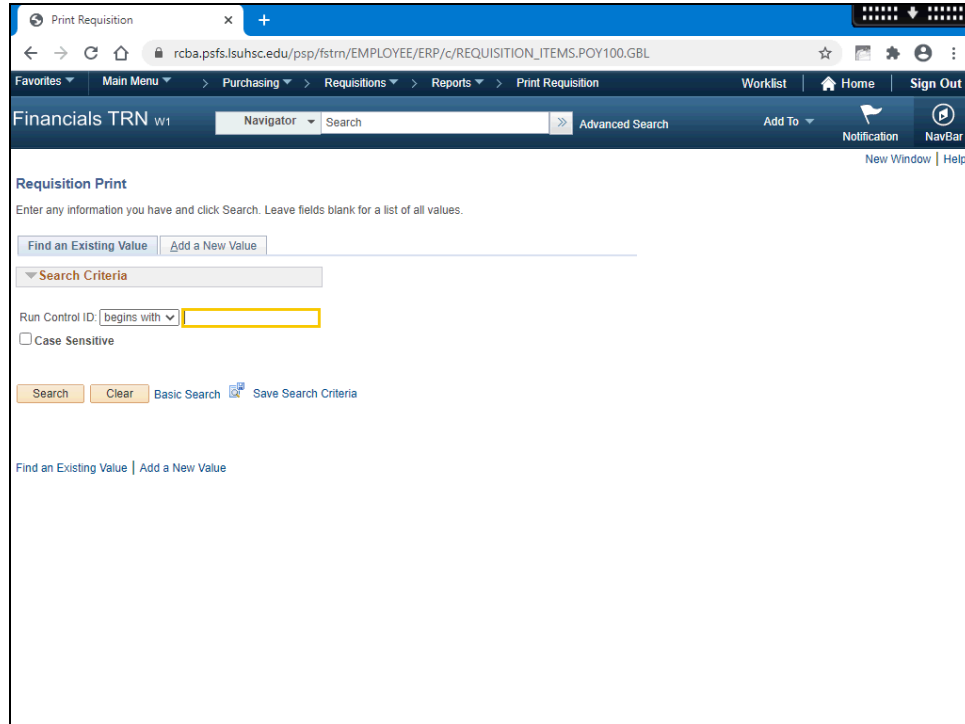
Managing eProcurement Requisitions



Step	Action
5.	Enter the desired information into the Requisition ID field. Enter " 0072096 ".
6.	Enter the desired information into the Date From field. Enter " 11/01/2021 ".
7.	Click the Search button. 
8.	Click in the Requisition Report field. 

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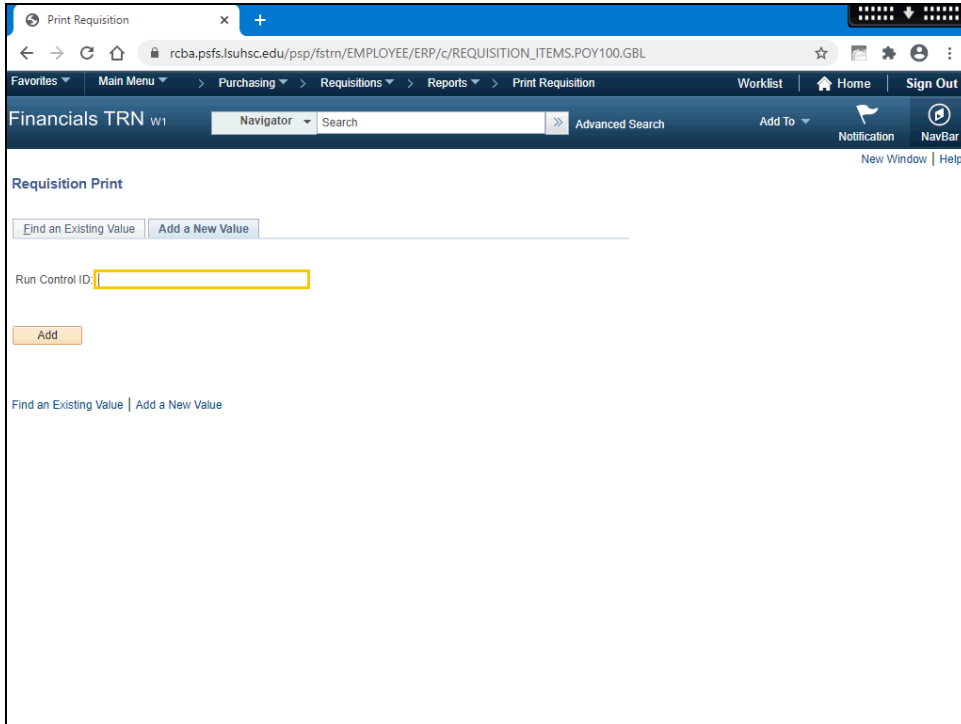
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Step	Action
9.	<p>The first time you use <i>Requisition Report</i>, you will need to create a Run Control ID in order to access the <i>Process Scheduler</i>.</p> <p>The system defaults you into the <i>Find an Existing Value</i> tab; clicking the <i>Search</i> button will display any existing run control ids. Create a new Run Control ID by clicking the <i>Add a New Value</i> tab or hyperlink.</p> <p>NOTE: On all subsequent prints, you will use the Find an Existing Value tab to search for existing Run Control IDs.</p>
10.	<p>Click in the Add a New Value field.</p> <p>Add a New Value</p>

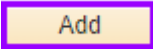
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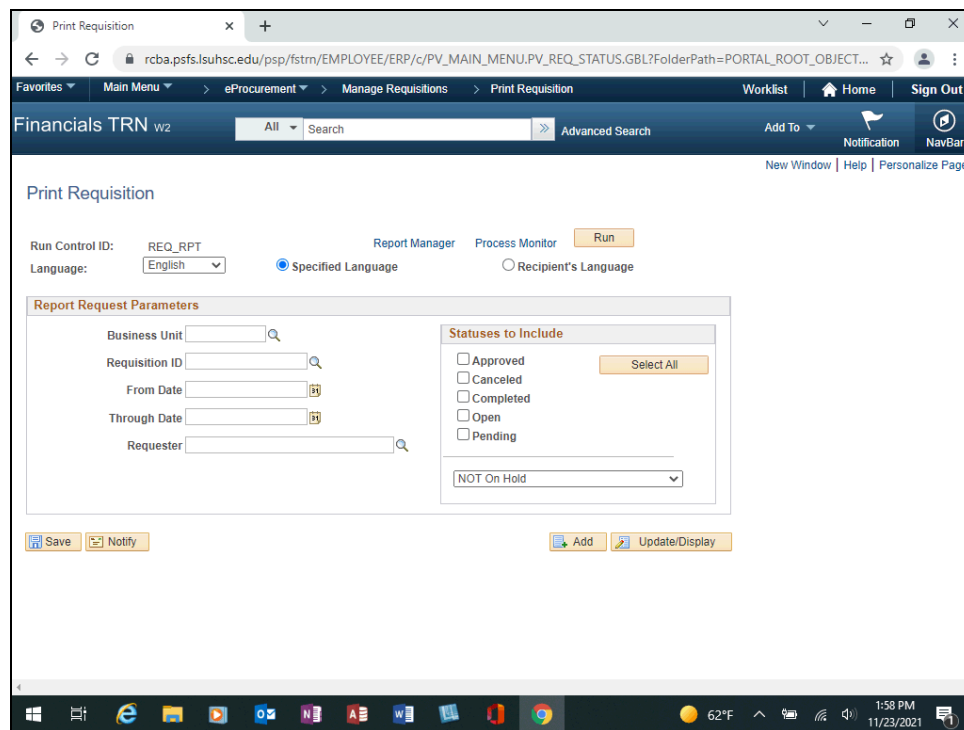
Managing eProcurement Requisitions



Step	Action
11.	<p>Run Control ID</p> <p>A Run Control ID is used to access the <i>Process Scheduler</i>. You may save parameters to a particular process or report to a Run Control ID to minimize data entry when running recurring processes and/or reports.</p> <p>A Run Control ID is:</p> <ul style="list-style-type: none"> • Specific to an end-user's Operator (User) ID; • Can be entered in upper case, lower case, or mixed case; • Can be up to 30 characters long; • Characters can be either numbers or letters, but cannot include any special characters (e.g., \$, #, &); • Cannot contain blank spaces; and • Must be one continuous string of characters or words must be linked by an underscore.
12.	<p>Examples of Run Control IDs that meet the requirement:</p> <ol style="list-style-type: none"> 1. REQ_RPT can be used since an underscore links the two words together; or 2. REQUISITIONREPORT can be used because it is one string of characters.
13.	<p>Examples of Run Control IDs that do not meet requirements:</p> <ol style="list-style-type: none"> 1. REQ RPT because there is a blank space between the two words; or 2. REQUISITION_REPORT'S because a special character, an apostrophe, is used.

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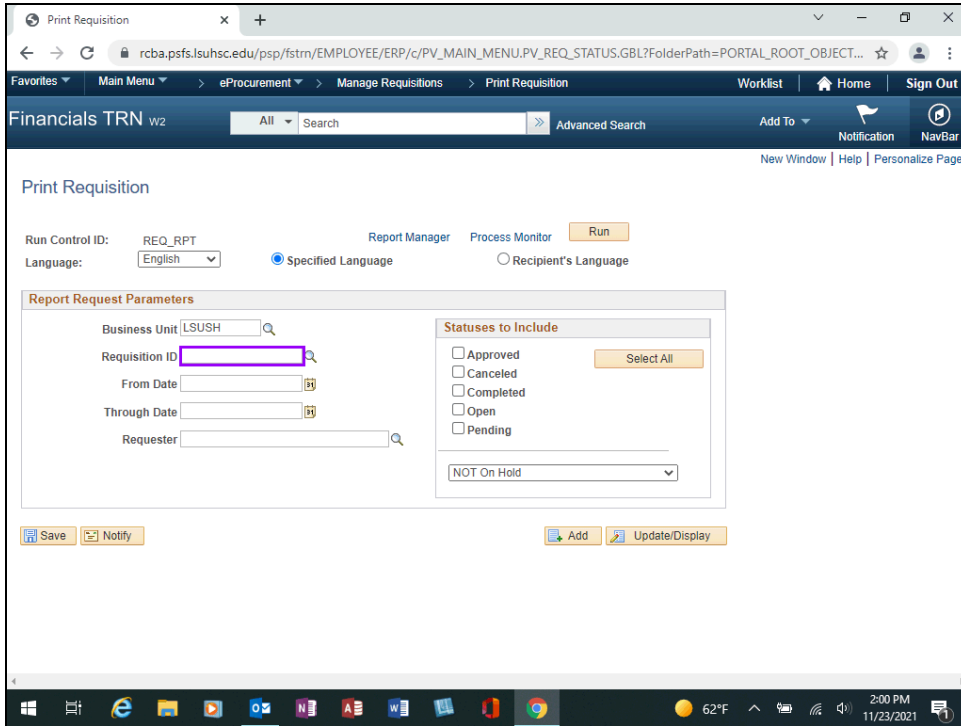
Step	Action
14.	A Run Control ID must be created to run many reports in PeopleSoft. <i>If a Run Control ID is created that is unique to a specific report, it can be used to run the specific report in the future. The advantage to this method is that all report parameters are saved with the run control.</i> When running future reports, a user would only have to change the Requisition ID instead of entering all report parameters again. If you create one Run Control ID to use for all reports, then you will need to change all report parameters each time a report is run.
15.	Enter the desired information into the Run Control ID: field. Enter " REQ_RPT ".
16.	Click the Add button. 

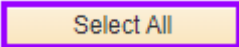
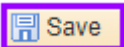


Step	Action
17.	The parameters you enter on the Print Requisition page will be saved to the specified Run Control ID . When running the report in the future, the user will only change the Requisition ID ; all other fields will remain as defaulted. You must save your parameters in order for your parameters to default in the future.
18.	Enter the desired information into the Business Unit field. Enter " LSUSH ".

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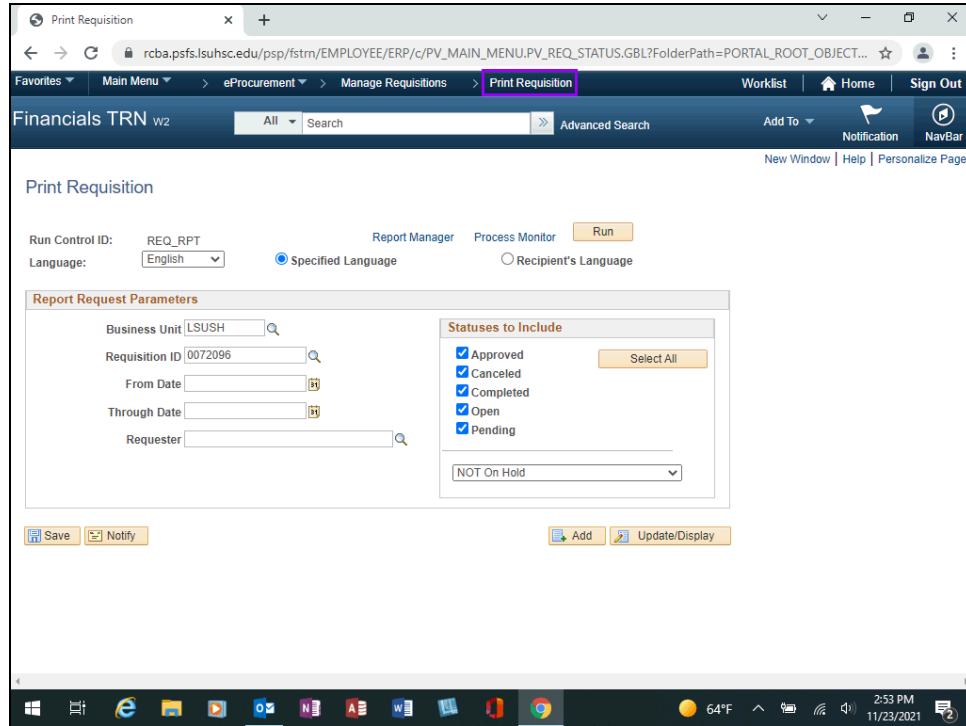
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Step	Action
19.	Enter the desired information into the Requisition ID field. Enter " 0072096 ".
20.	NOTE: Do <u>not</u> enter From Date, Through Date, or Requester. If this information is entered incorrectly, it may prevent the requisition from printing. Since requisitions <u>must be requested and printed ONE AT A TIME</u>, entering the Requisition ID will be sufficient to identify the requisition.
21.	<p>Statuses to Include</p> <p>If you select the wrong status, it will prevent the requisition from printing (i.e.g, the end-user checked Pending, but the requisition is already Approved). By clicking the Select All button, you will be able to print the requisition in any status.</p> <p>Click the Select All button.</p> 
22.	The bottom status will remain as defaulted as NOT On Hold .
23.	<p>Click the Save button.</p> <p>NOTE: The Run Control and associated parameters <u>must be saved to be reused for future prints.</u></p> 

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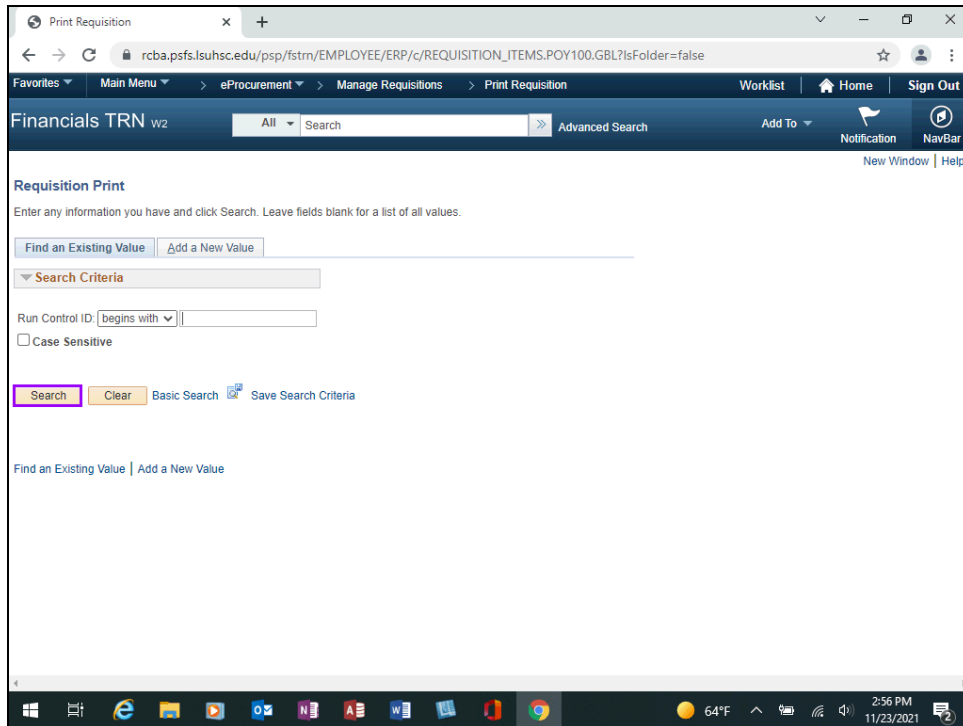
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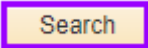


Step	Action
24.	<p>NOTE: After saving your parameters, you would click the Run button to begin the print process. You must access the Report Manager to view and print your report.</p> <p>For training purposes only, click the Print Requisition link.</p> <div data-bbox="440 1192 646 1255" style="border: 2px solid purple; padding: 2px; display: inline-block; text-decoration: none;"> Print Requisition </div>

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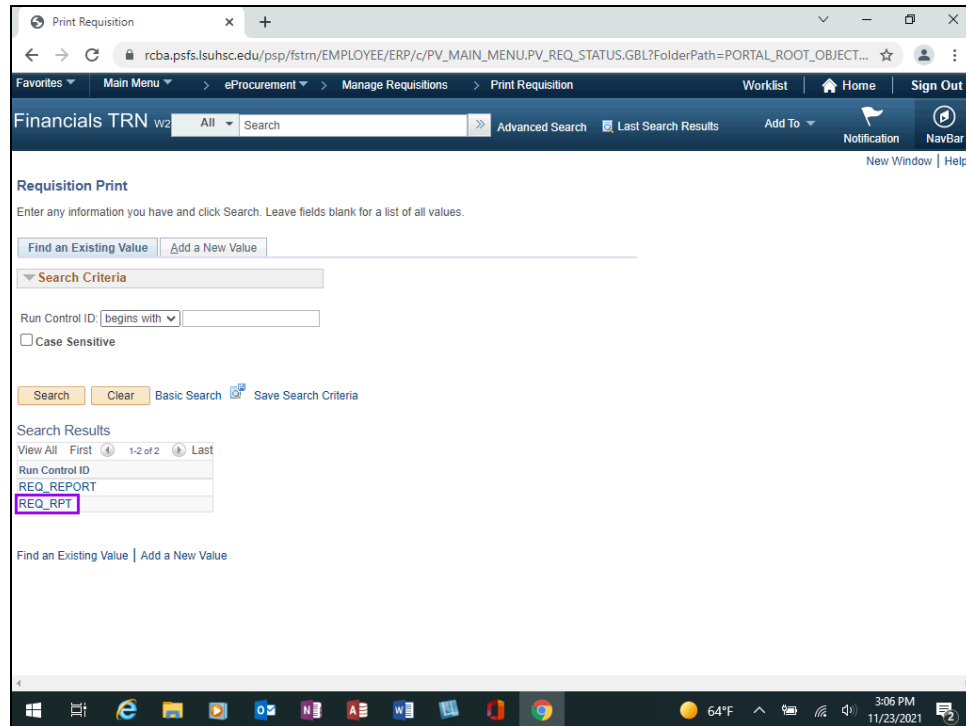
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Step	Action
25.	Click the Search button. 

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Step	Action
26.	<p>A list of available Run Control IDs will display. Once a Run Control is selected, the Print Requisition page displays the information from the most recent print request for that Run Control ID.</p> <p><i>NOTE: If you did not save your run control parameters, the Run Control ID was not saved and the run control will not display in your search results. Also, if only one run control has been created, the system will default you to the Print Requisitions page.</i></p> <p>Click the REQ_RPT link.</p> <p>REQ_RPT</p>
27.	The Print Requisition page associated with the selected run control displays.
28.	This completes <i>Create/Find a Run Control ID</i> . End of Procedure.