**Purchase Requisition – One Pager**

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| 1. | Click on the **Requisition** button. |
| 2. | Type “Requisition for Goods or Services”. In the Description text box. |
| 3. | Click on the  “Search” button next to the Building field and return the value required. |
| 4. | Click on the  “Search” button next to the Room field and return the value required. |
| 5. | Click on the  “Calendar” button next to the Date Required field and return the value required. \*Note Optional\* |
| 6. | Select the Date Required reason  by selecting it from the list. \*Note Optional\* |
| 7. | Enter Delivery Instructions. \*Note Optional\* |
| 8. | Click on the  “Search” button next to the Suggested Vendor field and return the value required. |
| 9. | Add an additional note on the notes to vendor to be displayed on the purchase order document. \*Note Optional\* |
| 10. | In the Quantity Field enter the quantity that you require of the goods or services |
| 11. | Click on the  “Search” button next to the UOM field and return the value required. |
| 12. | Click on the  “Search” button next to the Commodity Code field and return the value required. |
| 13. | Enter an fully descriptive Item Description in the Item Description Field |
| 14. | Enter the Unit Price of the goods or service. |
| 15. | Click on the  button to add the item to the transaction |
| 16. | Click on the  button next to accounting lines |
| 17. | Enter and add the accounting line as required. |
| 18. | Select a Capital Asset System Type. |
| 19. | Select a Capital Asset System State. |
| 20. | Click on the  action button to open up more options about the asset. |
| 21. | In the Capital Asset Note Text field enter the Asset description. |
| 22. | Search for the Asset type by clicking on the  search icon and returning the desired value. |
| 23. | Specify the amount of assets that are being bought in the How many assets field. |
| 24. | In the Asset Representative field enter the staff number of the person responsible for the asset. |
| 25. | On the Location sub-tab specify the amount of assets that will be linked to that specific location. |
| 26. | On the Building Field search for the building by clicking on the  search icon and return the desired value. |
| 27. | On the Room Field search for the room by clicking on the  search icon and return the desired value. |
| 28. | To add the location information click on the  button. |
| 29. | Click on the  button. |
| 30. | Click on the  button. |