

Requisition Pages

The following screenshots are provided to supplement the ASSIST step-by-step procedures to create a requisition in the Financial System. Be sure to sign up for the Purchasing Experience course to gain access to the training database and practice with the pages to “experience” the process. The facilitator can also assist you with your specific questions.

Header Defaults

Header Defaults Page

Unit: UNIV Req ID: NEXT

Default Options
Default Override

Item Defaults
Vendor: Location:
Buyer:
Ship To: 381 Stores And Receiving Building
Due Date: Category: UOM:

Distribute by: SpeedChart:

Distributions table with columns: Dist, Percent, GL Unit, Org, Fund, Acct, Pri/Grt, Program, UserDef, Budget Date, Location. Row 1: 1, UNIV, 05051, 07/01/2011, 381

One Time Address
OK Cancel Refresh

Vendor Lookup

Vendor Lookup Page

Search Criteria
Name: ShortName:
City: State: Postal:
Country: Class: Gov Class:

Max Rows 10 Search
Navigation icons

Search Results table with columns: Sel, Vendor ID, Name, Location, Location Descr, Governme

Vendor Detail Address
OK Cancel Refresh

Header Defaults

Unit: UNIV Req ID: NEXT

Asset Information Page

Default Options

Default Override

Item Defaults

Vendor: Location:
[Vendor Lookup](#)

Buyer:

Ship To: 381 Stores And Receiving Building

Due Date: Category: UOM:

Distribute by: SpeedChart:

Distributions Customize | Find | View All | First 1 of 1 Last

[Details](#) **Asset Information**

| Dist | AM Unit | Profile ID | Capitalize | Cost Type | Description |
|------|----------------------|----------------------|--------------------------|----------------------|-------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | |

One Time Address

Form Schedule

Schedule Page

Unit: UNIV Req ID: NEXT

Line Find | View All | First 1 of 1 Last

Line: 1 [chair](#)

Schedule Customize | Find | View All | First 1 of 1 Last

| Sel | Sched | *Ship To | Due Date | Req Qty | Price | Amount | Status |
|--------------------------|-------|----------|----------------------|---------|----------|--------|--------|
| <input type="checkbox"/> | 1 | 381 | <input type="text"/> | 1.0 | 12.35000 | 0.00 | Active |

Req Qty: 0.0000 Amount: 0.00 Dollar

[Distribution](#) [Shipment Detail](#) Drop Shipment
[Ship To Address](#) [One Time Address](#)

Form | Schedule

Header Comments

Header Comments Page

Unit: UNIV Req ID: NEXT

Comments Find | View All First 1 of 1 Last

Active Only *Sort Methd: Comment Time Sta *Sort Seq: Ascending

Comments:

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

File Name: File Extension:

[Standard Comments](#) [GoTo Source](#) [Fetch Item Specs](#)

OK Cancel Refresh

Standard Comments

Standard Comments Page

Comments

*Action: Cut and Paste

Std Type: Comment ID:

*Eff Date: 07/01/2011 *Status: Active

Description:

Short Desc:

Comments:

OK Cancel Refresh