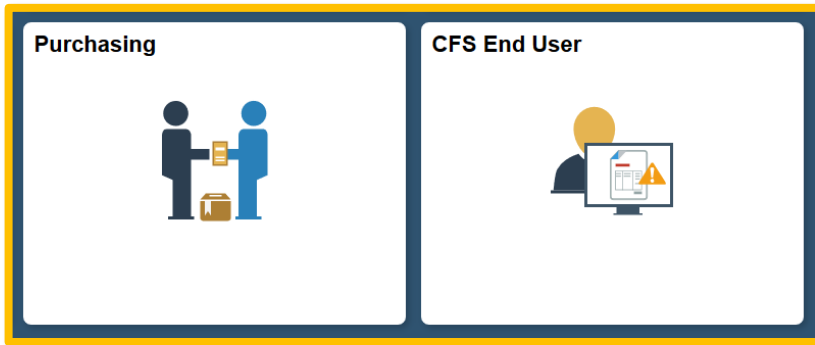
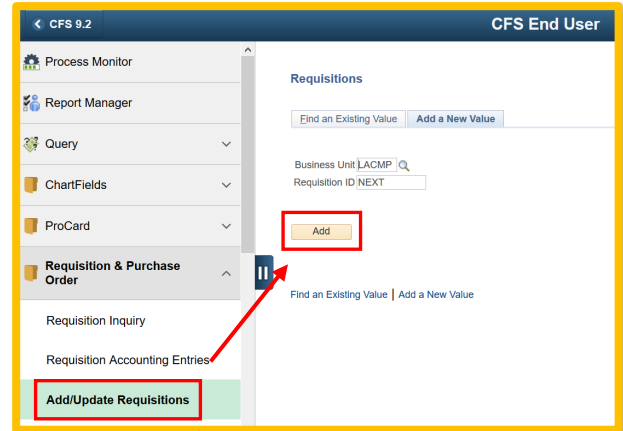


Enter a Requisition

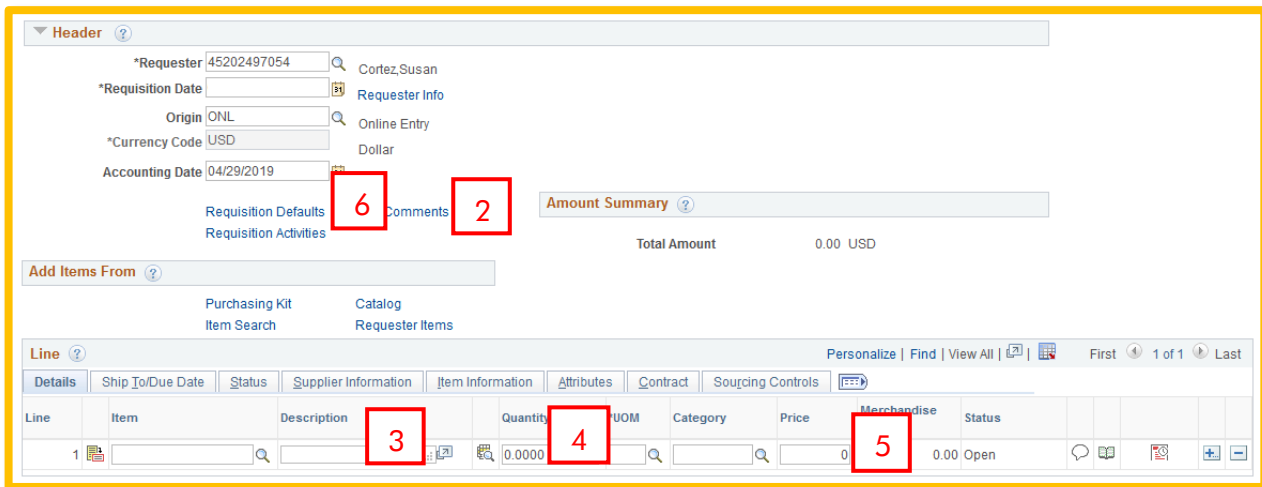


Click on either the Purchasing or CFS End User navigation tile and navigate to Add/Update Requisition.



1. Click on 'Add'.

Maintain Requisitions page



2. Click on **Add Comments**

Add Comments page

Header Comments

Business Unit LACMP Requisition Date 04/29/2019
Requisition ID NEXT Status Open

*Sort Method *Sort Sequence

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status Active

UNIVERSITY USE ONLY:
Department Name, Requester Name, and Extension
Charfield (6XXXXX - Fund - Deptid - Prog/Proj (optional))

Send to Supplier Show at Receipt
 Show at Voucher

Associated Document

Attachment	Attach	View	Delete	Email
From: REQ LACMP-NEXT	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/> Email

Add Comments - Begin your comments with:

UNIVERSITY USE ONLY:

Department Name, Requestor Name and Ext.

Name of Site, Address, City/State/Zip, Contact Name, Phone, Fax, Email Address, Effective Quarter/Year, Student Name, Instructor Name, Course Title

Click on the button.

Maintain Requisitions page (cont)

3. **Description:** Internship or Clinical Agreement – Department Name (ie Nursing)
4. **Quantity:** enter quantity. Service or open orders enter a quantity of '1'.
5. **Price:** 0

6. [Requisition Defaults](#) (located to the left of the Add Comments link)

Requisition Defaults

Business Unit LACMP Requisition Date 04/29/2019
 Requisition ID NEXT Status Open

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.

7 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

8 Buyer [] **10** Unit of Measure EA []
 Supplier 0000073014 [] IRG PLOTTERS & PRINTERS, Supplier Location 0001 []
 INC. Supplier Lookup
 Category 20401 **9** []

Schedule

11 Ship To RECEIVING [] Ship to Address: **13** *Distribute By Quantity [v]
 Due Date [] **12** *Liquidate By Quantity [v]
 Ultimate Use Code [] Ship Via UPSAIR []
 Attention To [] Freight Terms FOB []

Distribution

SpeedChart []

Distributions

Details Asset Information []

Dist	GL Unit	Location	Dept	14 Fund	Program	Account	Oper Unit	Percent	Class
1	LACMP []	RECEIVING []	500200 []	SF001 []	[] []	[] []	[] []	[] []	[] []

15 OK [] Refresh []

7. **Override:** click on the radio button
8. **Supplier:** vendor id 0000001950 (CSULA)
9. **Category:** 96200
10. **Unit of Measure:** LOT
11. **Ship To:** NOTAX
12. **Due Date:** if a rush order enter the due date
13. ***Distribute by/*Liquidate by:** Amount
14. **Financial Chartfield:** enter your Deptid/Fund/Program (opt) – leave Account blank.
15. Click on the button, the following page will display:

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit LACMP

Requisition Date 04/29/2019

Requisition ID NEXT

Status Open

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.

For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.

Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.

Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

Mark All Unmark All

Retrofit Field Selection				
Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input checked="" type="checkbox"/>		Supplier	0000073014	
<input checked="" type="checkbox"/>		Category	20401	
<input checked="" type="checkbox"/>		Unit of Measure	EA	
<input checked="" type="checkbox"/>		Supplier Location	0001	
<input checked="" type="checkbox"/>		Ship To	RECEIVING	
<input checked="" type="checkbox"/>		Ship Via	UPSAIR	
<input checked="" type="checkbox"/>		Freight Terms	FOB	

OK Cancel Refresh

16. Click on **Mark All** to check all the boxes and to return to the main page.

NOTE: You can return to Requisition Defaults at any time if you add additional lines later or need to change one of these values.

Maintain Requisitions page


Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
		Computer - HP Laptop	1.0000	EA	20401	1,250.0000	1,250.00	Open

Save Notify Refresh Add

17. Click on the button at the bottom of the page. If any required fields are missing, you will receive a warning, update the field and save again. Once the save is complete, the Requisition ID field will change from 'NEXT' to the assigned requisition number, make note of this number. Contact your approver to approve the requisition.

Copy a Requisition


To save time, you can copy a previously entered requisition, make the necessary updates for that agreement and save. Once saved, a new requisition number will generate.

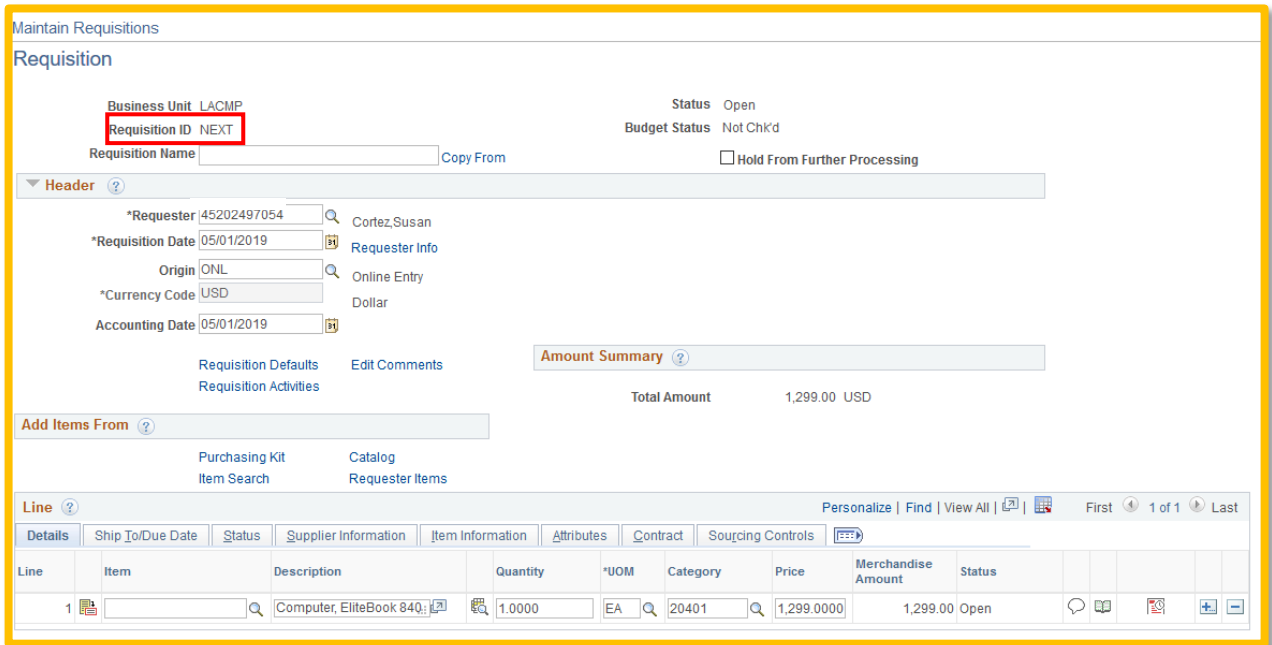
On the Add/Update Requisitions page, click on  .
On the Maintain Requisitions page, click on the 'Copy From' link.

Search by entering the requisition ID you want to copy **OR** by searching your requisitions by entered 45 + your emplid into the Requester field. Click on  , matching requisition(s) will display below.

Sel	Req ID	Requisition Name	Status	Origin	Requester
<input checked="" type="checkbox"/>	0000035402	0000035402	Complete	ONL	45202497054
<input type="checkbox"/>	0000034130	0000034130	Complete	ONL	45202497054
<input type="checkbox"/>	0000031266	0000031266	Complete	ONL	45202497054

Buttons: OK, Cancel, Refresh

Using the search by Requester, 61 requisitions are found. You can click on the Req ID link for each one to see review that requisition. When you search by Requisition ID, only that requisition will appear. Once you find the requisition you want to copy, click on the 'Sel' checkbox and click on  .



Maintain Requisitions

Requisition

Business Unit LACMP
Requisition ID NEXT

Status Open
Budget Status Not Chk'd

Requisition Name Copy From Hold From Further Processing

Header

*Requester 45202497054 Cortez, Susan
*Requisition Date 05/01/2019 Requester Info
Origin ONL Online Entry
*Currency Code USD Dollar
Accounting Date 05/01/2019

Requisition Defaults Edit Comments
Requisition Activities

Amount Summary

Total Amount 1,299.00 USD


Add Items From

Purchasing Kit Catalog
Item Search Requester Items

Line

Personalize | Find | View All | First 1 of 1 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls						
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1		Computer, EliteBook 840	1.0000	EA	20401	1,299.0000	1,299.00	Open					

Requisition ID must show 'NEXT', you can make updates to the requisition for your new agreement. Once you are done, click on  and a new Requisition number will update in the Requisition ID field, make note of this number. Contact your approver to approve the requisition.