

Remember to use the Visual Assist  to search for information.

To	Do This
<p><b>Enter a Purchase Requisition, Non-Contract/Non-Stock &lt; \$10,000</b></p>	<p><b>Navigation:</b> Purchasing – Agencies &gt; Requisitions - Agency &gt; Enter &amp; Revise [Commodity or Service] Requisition &gt; Choose the type of requisition to enter</p> <p>Start this instruction from the Work With Order Headers window.</p> <ol style="list-style-type: none"> <li>1. Click <b>Add</b>. The Order Header window appears.</li> <li>2. Complete the following fields: <ul style="list-style-type: none"> <li>• <b>Address Numbers</b> <ul style="list-style-type: none"> <li>– Supplier – Use 999999 (Generic Supplier Address Book number) when total order value is estimated to be \$500 or greater.</li> <li>– Ship To</li> <li>– Buyer</li> <li>– Send Invoice To – defaults but can be overridden</li> </ul> </li> <li>• <b>Payment Remark</b> - optional</li> <li>• <b>Description</b> - optional</li> <li>• <b>Business Unit</b> – BU accountable for the order</li> <li>• <b>Dates</b> <ul style="list-style-type: none"> <li>– Order Date - defaults to current date but can be overridden</li> <li>– Requested</li> <li>– Promised Delivery</li> <li>– Cancel Date - leave blank</li> </ul> </li> </ul> </li> <li>3. Click <b>OK</b>. The Order Detail window appears. <ul style="list-style-type: none"> <li> The new Order Number and Or Ty (Order Type) will appear and should be noted.</li> </ul> </li> <li>4. Complete the following information: <ul style="list-style-type: none"> <li>• NIGP Number – commodity codes for items to be purchased</li> <li>• Quantity Ordered – required if purchasing individual items <i>not</i> bulk</li> <li>• Tr. UoM - Unit of Measure</li> <li>• Unit Cost</li> <li>• Extended Cost –system automatically defaults extended cost if purchasing units</li> <li>• Description 1 – defaults, will print on all procurement documents</li> <li>• Description 2 – <i>Will not</i> print on purchasing documents</li> <li>• Account Number</li> <li>• Other fields as required by your agency</li> </ul> </li> <li>5. Click <b>OK</b>.</li> <li>6. Click <b>Cancel</b>.</li> <li>7. Click <b>Close</b>.</li> </ol>