My Requisitions tasks

Create a requisition

To begin the purchase process, use the **My Requisitions** dashboard page to create a purchase requisition.

Procedure

1. On the **My Requisitions** dashboard page, click **Create Requisition**.
2. On the **Requestor Information** page, specify who is requesting the purchase using the available fields if you are not the default requester for the account. Click **Next** to continue to the next page.
3. On the **Vendor Information** page, select the vendor for the requisition.
   Type the name of the vendor or the vendor number if known and search for it. Select the appropriate vendor. If it is a new vendor, check choose vendor for me at the top of the page and attach new vendor W9 before sending requisition to purchasing office. Type the vendor email in email field.
4. On the **Add Item & Accounting** page, add an item using the **Add Item(s)** field.
   Type the description of the item(s) needed and the page updates with required fields for the selected item.***Please note, index does not show as a required field, but it is required. Please always start with your index so it will populate your Fund, Org, and Program codes.**
5. Click **Save**. The page refreshes with the item you just added listed below the **Add Item(s)** field. You can click any item in the list to view its details.
6. Repeat steps 4 and 5 as necessary to add additional items to the requisition.
7. Click **Add Accounting**. Enter your index number in the index field and then skip to the account code. Note: Only use account codes beginning with 7s, i.e. 7005, 7058, etc.
   The page refreshes with the required fields for accounting information.
8. Click **Save**.
   The Requisition Summary updates.
9. Click **Save as draft** if you want to return to the requisition before submitting or **Submit Requisition** to send the requisition for approval. Click view as PDF and print and have cost center to sign and send to purch@una.edu for processing.