

## Creating a Requisition

Step	Task
1.	Type <b>FZAREQN</b> in the <b>Search</b> field and press ENTER.
2.	For a new requisition, type <b>NEXT</b> . <b>OR</b> To finish an in-process requisition, type the requisition number or click <b>Search</b> , then <b>Filter</b> . Enter the search criteria and click <b>Go</b> . Double click the requisition number you want to finish. <b>OR</b> To copy a requisition or PO, click <b>Copy</b> and type the requisition or purchase order number.
3.	Click the <b>Go</b> button.
4.	TAB and fill in the <b>Transaction Date</b> field.
5.	TAB and fill in the <b>Delivery Date</b> field.
6.	TAB and fill in the <b>Comments</b> field (optional) – use to document “bid item,” “sole source,” or “fixed asset.”
7.	Click the <b>Next Section</b> button.
8.	Type your Organization code in the <b>Organization</b> field.
9.	Select <b>Document Text</b> from the <b>Related</b> menu to open <b>Procurement Text Entry (FOAPOXT)</b> , then click the <b>Go</b> button. Enter information for the buyer (e.g., <i>attachment is being sent via fax</i> ), then click the <b>Go</b> button and type information (up to 50 characters per line).
10.	Click the <b>Save</b> button.
11.	Click the <b>Close</b> button.
12.	Press TAB through the rest of the fields, editing as needed.
13.	Change the information in the <b>Attention To</b> field, if necessary.
14.	Click the <b>Next Section</b> button.
15.	Type the <b>Vendor</b> number or click the <b>Search</b> button, select <b>Entity Name/ID Search</b> and query on the vendor.  <b>NOTE:</b> If a PO hold has been placed on a vendor profile, a <b>Banner</b> (*ERROR*) message will appear. The purchase requisition may be submitted and approved, but the transaction will not be completed until the <a href="#">review process</a> has been completed by the Purchasing Division.  Continue completing the requisition by clicking the <b>OK</b> button, if desired.
16.	Select a different BP <b>Address Type</b> by clicking the <b>Search</b> button, if desired.
17.	Press TAB through the rest of the fields to make any changes.
18.	Click the <b>Next Section</b> button.  <b>NOTE:</b> If you do not want Document Level Accounting, clear the <b>Document Level Accounting</b> box before entering any FOAPAL information.
19.	Type a commodity code for the item of purchase or click the <b>Search</b> button to find the code.

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20.	Delete the default commodity code description and place a single period (.) in the <b>Description</b> field. After the period, enter the vendor's catalog number and a brief description of what you are purchasing. (No more than 35 characters. Use upper and lower case text.)
21.	Press TAB and fill out the <b>U/M, Quantity</b> and <b>Unit Price</b> fields.
22.	Press TAB to calculate the <b>Extended Amount</b> .
23.	Select <b>Related, Item Text, Go</b> to add Item Text. Type a description of the item to be purchased (only 50 char/line).
24.	Click the <b>Save</b> and <b>Close</b> buttons when Item Text entry is complete.
25.	If you are purchasing more items, click the <b>Insert</b> button and repeat steps 19-24.
26.	Click the <b>Next Section</b> button when all items are entered.
27.	Type or use the <b>Search</b> button for FOAPAL codes as needed.
28.	To allocate how much of the order will be charged to a particular FOAPAL, either: Press TAB to move to the <b>Extended Amount</b> percentage box, click to select it, and type a <i>percentage</i> in the <b>Extended</b> field. <b>OR</b> Press TAB to move to the <b>USD</b> field and type the <i>dollar amount</i> .
29.	If you need to add FOAPAL(s), click the <b>Insert</b> button and go back to step 27.
30.	Click the <b>Next Section</b> button.
31.	Verify the <b>Status</b> fields display "BALANCED."
32.	Record the requisition number for your records (first field).
33.	Click the <b>Complete</b> button if you are finished with the requisition. <b>OR</b> Click the <b>In Process</b> button to save and complete later.
34.	Click the <b>Close</b> button to return to the main menu.