
How to Enter a Purchase Requisition Work Instructions

TO ENTER A PURCHASE REQUISITION

GO TO:

Financials

 C. Purchasing

 B. Purchase Order Processing Menu

 A. Requisition Entry

Click on ADD

Click on Requisition Number box ---New number will appear

Tab

Click on green check

Enter: Quantity Amount

Tab

Tab

Tab

Tab - Enter unit price

Tab – Enter discount percent

Tab – Enter freight amount

Tab - Total will appear and send curser to description box. Type description of item.

Click on Green Check

Enter account to be charged

File

Exit

Release