Creating a Requisition

- Click on "**Requisition**" link in "**Transaction**" column under "**Purchasing/Accounts Payable**" header
- Tabs to input information
    - Document Overview
        - **Description**
            - Start with FO code
            - Vendor name or description of good/service
            - Example: "057 – Fisher Hawaii"
    - Delivery
        - Select building code
            - Click on button
            - Enter **campus code** (use KA)
            - Enter **building code** (see building code list or search via button)
                - Select building by clicking on "**return value**" link
        - **Set as default building** (no need to search again)
        - Input **Room number**
    - Vendor
        - Click on button
        - Search vendor by using wild cards (asterisk *)
        - Select vendor by clicking on "**return value**" link
        - If no vendor we must setup a vendor code
            - Departments will obtain W-9/WH-1 from vendor
    - Items
        - **Item Type**
            - "NO QUANTITY"
                - Do not select quantity – harder to do payment
                - Do not use quantity box – error will occur
        - Input **Description** of good and services
            - Include quantity of goods
        - Input **Unit Cost**
            - Input total cost of line item
        - Click "**Add**" button
        - Click "**Setup Distribution**" button
            - Select campus codes in **Chart** (KA)
            - Enter **Account Number**
            - Enter **Object** (Object code/Subcode)
            - Click "**Add**" button
            - Click "**Distribute To Items**" button
    - Additional Institutional Info
        - Input your **Phone number** (808-734-XXXX)
- Click "**Calculate**" button
- Click "**Submit**" button