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