## Creating a Requisition from a SuperQUOTE Award

- Request is entered and awarded in SuperQUOTE.
  - KFS and SuperQUOTE is synced every 15 minutes
- Click on "SuperQUOTE Awards" link in "Transactions" column under "Purchasing/Accounts Payable" header
- Enter "Award Number" (SuperQUOTE request number)
- Delete defaulted "Fiscal Office Code" (Just in case SuperQUOTE account registered to another FA)
- Click on the search button
- Click on the SuperQUOTE request number in the "Actions" Column (Left most)
- Information will populate into Requisition
- Refer to *Creating a Requisition Cheat Sheet* 
  - Double check delivery address, it defaults to users profile
  - Once the Requisition is saved, SuperQUOTE cannot be pulled up again
  - Change line items to "No Quantity" (It defaults to Quantity)

\*\*\*Please be sure to change the vendor to their proper vendor code\*\*\*