

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 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*****