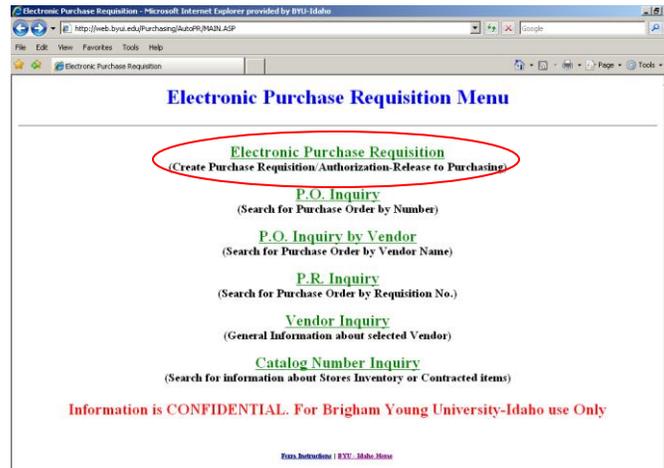


# How to fill out a Requisition

1. Go to [byui.edu/Purchasing](http://byui.edu/Purchasing) and click on "Purchase Requisitions." You may be prompted to authenticate.
2. Click on "Electronic Purchase Requisition"

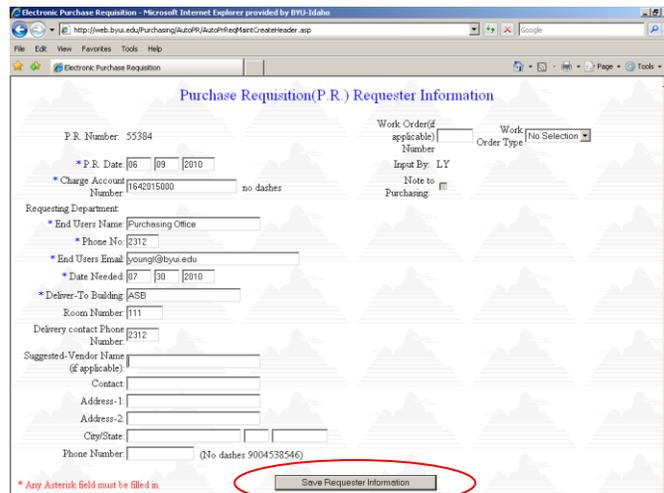


3. Click on "Create P.R."



*Note: A requisition has two parts: First is the "Requester Information" page, which is who you are and what account you want to use, second is the line items, which is what you want to buy. Make sure you fill out both pages.*

4. Fill in all the required areas noted with an asterisk. If you have a suggested vendor you may include that as well.



- Click on "Save Requester Information" Four new buttons should now appear. You can add any special comments to Purchasing at this time by selecting "Note to Purchasing" after you save.

**Purchase Requisition(P.R.) Requester Information**

P.R. Number: 55384

Work Order(if applicable) 00000 Work Order Type: No Selection

\* P.R. Date: 06/09/2010

\* Charge Account: 1642015000 so dashes

Requesting Department: PURCHASING AND TRAVEL OF

\* End User Name: PURCHASING OFFICE

\* End User Email: YOUNGL@BYUI.EDU

\* Date Needed: 07/30/2010

\* Deliver To Building: ASB

Room Number: 111

Delivery contact Phone Number: 6312

Suggested Vendor Name (if applicable):

Contact:

Address-1:

Address-2:

City/State:

Phone Number: 0000000000 (if dashes 8004538546)

Buttons: Return to PR Main Menu, **Enter Items**, Authorize to Purchasing, Delete P.R.

\*Any asterisk field must be filled in.

- Click on "Enter Items"
- Click on "ADD New Item" to enter your first line item.

**P.R. Items**

P.R. Number: 55384

LINE NUMBER	DESCRIPTION	UNIT ISSUE	QUANTITY
ADD New Item	BYUI STATE		

Back to Requester Information

- Enter the information for the items you need.

**P.R. Line Item**

P.R. Number: 55384 Line Item Number: 01

BYU-I Catalog # (if applicable):

\* Quantity: 12

\* Unit of Issue: CARTON

\* Description: 601key

Est. Unit Price: 1250

Price Type Code: ESTIMATE

Request Actual Price before placing order:  a

Hazardous Material (check if yes):  b

Auto Pickup Flag (check if not going to receiving department for fees.):  c

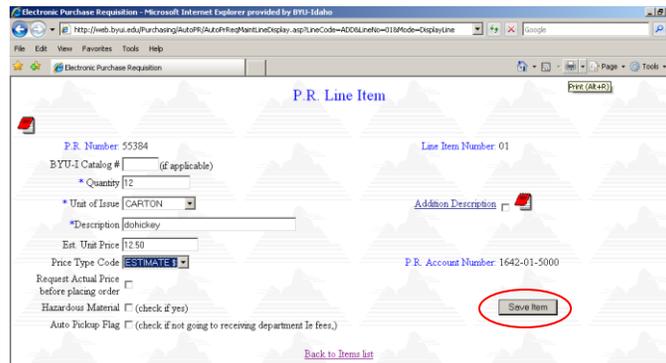
P.R. Account Number: 1642-01-5000

Buttons: **Save Item**, Additional Description

Back to Items list

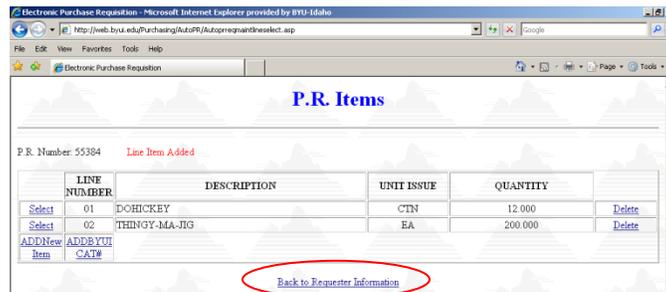
- If you want Purchasing to call you with the actual price before it is purchased check this box.
  - If the item(s) is or contains hazardous material check this box.
  - If the item(s) will not be delivered to Stores & Receiving, (fees, customer pick-up, etc...) check this box.
- Click on Additional Description if you need more space. Remember this information will be seen by the vendor.

- Click on "Save Item" when you have finished with this item.



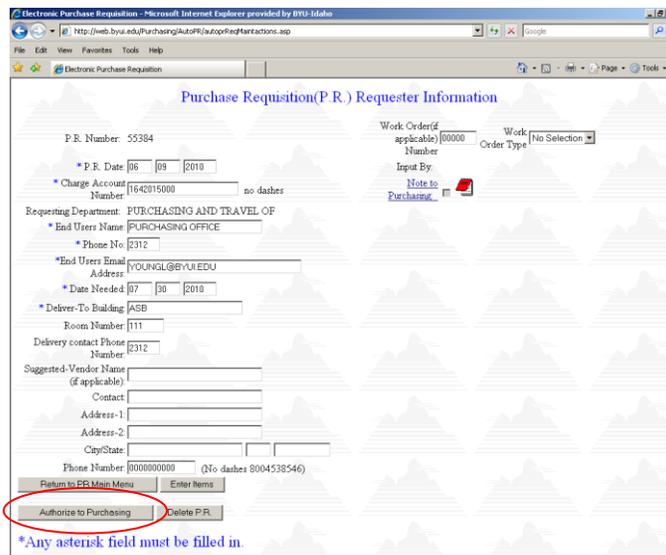
Repeat this process until you have entered all the items you need. Make sure each unique item has its own line.

10. Once you have all the items you want entered click on "Back to Requester Information."



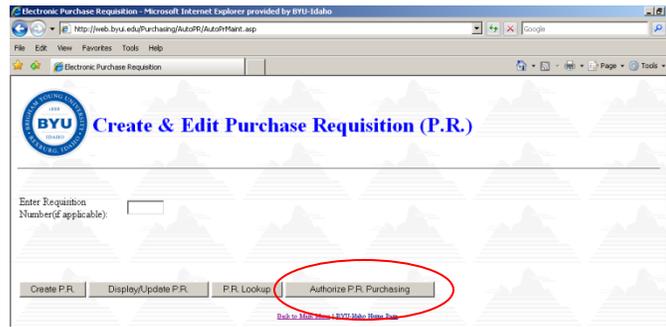
11. Now you're back on the Requester Information page. You can make any changes to this page if needed.

12. To submit your requisition click on "Authorize To Purchasing"



The Purchase Requisition (P.R.) will go to your account steward for approval. He/She will receive an email notifying them, with the link to provide approval. If they do not receive an email have them check their junk mail as the AS400 and Outlook do not always communicate well. He/She can also go to the Purchase Requisition page.

1. Click on "Authorize P.R. Purchasing"



2. Enter the account number and I number and click on "Search"



3. All P.R.s waiting to be authorized will be displayed for approval.