# Work Instructions for using the Specials Requests functionality in eProcurement

### Log in to my slice

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Help & Information	
MySlice has been upgraded! - Before logging in for the first time please clear your web browser cache by following these instructions. Not clearing browser cache may lead to unpredictable results.	
Login Help for Parents and Proxy accounts	
<ul> <li>Downtime information for MySlice and other university systems</li> </ul>	
Change NetID password	
<ul> <li>If you have problems logging in or need assistance, contact the ITS Service Centers at</li> </ul>	
help@syr.edu or 315.443.2677. For available hours: ITS Service Center Hours.	

# Select Employee Home from your drop down menu list and then click on the eProcurement Icon



### Then Select create Requisitions

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→ C	edu/psr/FN92PROD/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?CONTEXTIDPARAMS=TEMPLATE_D%3aPTPPNAVCOL&scname=SYRNAV_EPROCUREMENT_001&PanelCollapsible=Y	☆ 💶 🎓
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	Alternate User	
Create Requisitions	If you will be temporarily unavailable, you can select an alternate user to receive your routings.	
Manage Requisitions	Alternate User ID Q	
	Effective Date From	
	Effective Date To (example:12/31/2000)	
	Save Notify	
	-	

All purchase requisitions can be entered using the ePro system. If the vendor that you are trying to place a requisition with is not listed on the Create Requisition Screen as a direct connect supplier the order can be placed using the Special Requisition feature.

\*For specialty items that are not available through the supplier direct connect catalogs you can also use the Special Request feature

### Navigate to eProcurement>Requisition

Click on Requisition Settings to modify the <u>header</u> information of your requisition:

ate Requisition @ me Caramella,Cynthia		lome Home	My Preferences	📜 <u>0 Lines</u>	Checkout
Request Options	Search Web	~		Search	Advanced Search
Web WB MASON	Web 👔	Marshart	Description		
Grainger B + H Photo Fisher Scientific VWR International	W.B.MASON	WB MASON	Office Supplies		
More Special Requests		Grainger B + H Photo	Choose to DISPLAY the nonsecure items.		
	F Fisher Scientific	Fisher Scientific			
	We Enable Science	VWR International GovConnection	Toners, computer peripherals and accessories.		
	IT Solutions and Services	Dell	Choose to DISPLAY the nonsecure items.		

# The following screen should appear

sition Settings												
Business	Unit	SYRUN		Syracu	se University	0	Requisit	ion Name				
Requ	ester	CCARAMEL		Caram	ella,Cynthia			Priority Medium V				
*Curr	ancy	USD										
Default Options 👔												
	l f	f you select this optio ields.	n, the defaults	specified be	low will be a	pplied to requis	ition <mark>lines when</mark> t	here are no pred	lefined values for t	hese		
Override		f you select this optic	n, the defaults	specified be	low will over	ride any predef	ined values for th	iese fields,only n	on-blank values a	re assigned.		
ne Defaults 👔												
Sup	lier		Q		Catego	ory	G	2				
Supplier Loca	tion		Q	U	nit of Measu	ire	Q					
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ipping Defaults												
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Accounting Defa Chartfields1	IChar ults etails	Asset Information	GL Unit	Fund	Dept	Program	Personalize   Mycode	Find   🖓   🔢	First (1) Project	of 1 🕑 La		

OK Cancel

Scroll Right to see the entire Accounting defaults screen

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Cha	rtfields1	De	etails <u>A</u> sset	Information		D					
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Q		Q	Q		Q	<u> </u>			Q	Q	+
<											>

Information entered in this screen applies to <u>all requisitions lines</u> unless changed at the line level at a later point in time.

Priority = Defaults to Medium, if your requisition is urgent please change this priority flag to High

Default Options = Override should be selected as default do not change

Supplier = If the requested supplier is known please enter the supplier ID by using the search field. If the supplier is unknown or TBD please leave this field blank

Category = Use the search field to identify the appropriate product category for the items being purchased. This categorization is important as this field is used to by the system to determine which Buyer to route your requisition to

Ship to Location = This field will have a default value based on how the user was setup in ePro. This value can be changed if the default location is not the correct delivery location for this requisition.

Materials Distribution a code of SW16100 should be used

Physical Plant a code of SW10100 should be used

Due Date = This is the date when you would like to receive the materials, if no value is entered the field will default to date of entry.

Attention = Complete this field if the product is to be delivered to someone other than the person entering the requisition. Note please enter the employees last name first only 20 characters available in this field.

Dist = Distribution line number defaults from the software, not available for editing

Percent = This is the percentage of the requisition that will be distributed to the chartstring that follows

Location = This value defaults to the requestor's physical location. Note if you are ordering product for another area other than your own, and the product is going to be delivered to Materials Distribution then update this field value to the area that you are ordering for

GL Unit = Default of SYRUN do not change

Fund = Determined by which Fund will be charged

Dept. = Enter the department number to be charged

Program = Enter the program number to be charged

MyCode = Optional per department, enter appropriate MyCode

PC Bus Unit = Only if a project chartstring is going to be charged enter SYRUN in this field, otherwise leave blank.

Project = Enter project number if applicable

Activity = Enter activity number if applicable

Select OK, you will be returned to the main screen.

From the main screen you will select Special Requests from the left hand menu.

reate Requisition ③		lome 🙆	My Preferences 👹 Requisition Settings	T OLines	Checkout
Request Options	Search Web	<b>v</b> ]		Search	Advanced Search
Web	Web 🛞		-		
Grainger B + H Photo Fisher Scientific VWR International	WERNASON	WB MASON	Description Office Supplies		
More Special Requests	GRAINGER	Grainger B + H Photo	Choose to DISPLAY the nonsecure items.		
	Fisher Scientific	Fisher Scientific			
	We Enable Science	WWR International GovConnection	Toners, computer peripherals and accessories		
	( Services	Dell	Choose to DISPLAY the nonsecure items.		

# The following screen will appear.

Caramella,Cynthia		Home	My Preferences	Requisition Settings	🦉 <u>Q.Lin</u>	Checkout
Request Options	Search	<b>v</b> ]			Sea	Advanced Search
b WB MASON Grainger B + H Photo Fisher Scientific WB International	Special Requests Enter information about the Item Details "Item Description	?) non-catalog it	em you would like to o	rder.		
More	"Price "Quantity "Category		٩	°C: "Unit of N	urrency U leasure Due Date	SD Q III
	Supplier Supplier ID Supplier Name Supplier Item ID				Su	ggest New Supplier
	Manufacturer					

Additional Information			
		ra 🔊	
Send to Supplier	Show at Receipt	Show at Voucher	
Request New Item			
Request New Item	A notification will be sent to a buyer	regarding this new item request.	

#### Add to Cart

#### \* All fields that are marked with an "\*" are required.

\*Item Description = Description of good or service that you are ordering

\*Price = Enter the price per unit for the good or service that you are ordering, if the specific price is not known then enter a value of .01. If the chartstring being charged has a project tail then an estimated value for the product should be used, and a comment should be added that indicates that the price is an estimated value

Currency = Defaults to USD not available for editing

\*Quantity = Enter the quantity of items to be purchased

\*Unit of Measure = Utilize the search feature to select the appropriate UOM for the product that you are purchasing

\* Category = Use the search field to identify the appropriate product category for the items being purchased. This categorization is important as this field is used to by the system to determine which Buyer to route your requisition to

Due Date = This is the date when you would like to receive the materials, if no value is entered the field will default to date of entry.

Supplier ID = If the requested supplier number is known please enter the supplier ID by using the search field. If the supplier is unknown or TBD please leave this field blank.

Supplier Name = If the requested supplier name is known please select the search field and enter the supplier name.

vorites Main	Menu 🥆 🕨 🛛	eProcurement	Requisition	n			
pplier Search					$\frown$		
	Supplier ID				Find		
	Name				Reset		
Short Su	pplier Name						
Alternate	Supp Name						
	City						
	Country		Q 9	State 🗸			
	Postal Code						
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OK Canc vpe in the supplie RACOSE UNIVERSITY AVSLICE vorites Main Men pplier Search	el r name and s nu	select find. Welcome to: F curement + R	N92RT lequisition				
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Select the correct vendor by selecting the Supplier ID number

This will bring you back to the main screen

ome Yandon,Melissa M		🙆 Home 🖌	* My Preferen	ces 👹 Requisition	Settings   🎽	0 Lines	Checkout
Request Options	Search All	~				Search	Advanced Search
Web WB MASON Grainger Apple	Special Requests Enter information about the Item Details	7) non-catalog item	you would like	to order:			
B + H Photo Fisher Scientific	*Item Description	Porta Potty Ren	tal				
More	*Price		1000		*Currency	USD	
Special Requests	*Quantity		4		*Unit of Measure	EA	Q
	*Category	30201708	Q		Due Dat	e 11/15/2016	2
	Supplier						
	Supplier ID	M213323001	a				
	Supplier Name	Able-Smith Ten		Able-Smith Tent		Suggest New	Supplier
	Supplier Item ID						
	Manufacturer						
	Mfg ID		Q				
	Manufacturer	1					
	wing item ito		10				
	Additional Information			- 1995 - 1995 - 1975 - 1975 - 1975 - 1975 - 1975 - 1975 - 1975 - 1975 - 1975 - 1975 - 1975 - 1975 - 1975 - 197			
	Estimated price entered,	please verify with	vendor prior to	placing the order	白豪		

Supplier Item ID = Supplier part number if known

Mfg. ID = This field can be left blank

Manufacturer = This field populates automatically if a Mfg. ID is selected, this field can be left blank

Mfg. Item ID = This field would indicate the manufactures part number, this field can be left blank

Additional Information = This is additional notes or information pertaining to the specific line item

Select the Send to Supplier check box to display the information to the vendor on the Purchase Order. Recommend leaving the Show at Receipt, and Show at Voucher check boxes unchecked

Select the Add to Cart button at the bottom of the screen

You may receive a message like the following if there is a split distribution

MYSLICE	Welcome to: FN92RT
Favorites Main Menu > eF	rocurement   Requisition
Welcome Yandon,Melissa M	
Request Options	Search All
Web WB MASON Grainger Apple B + H Photo Fisher Scientific More	Special Requests               Enter information about the non-catalog item you would like to order:             Item Details             *Item Description             *Price             1000             *Currency             USD             *Currency             *Currency             USD             *Currency             USD             *Currency             USD             *Currency             USD             *Currency             USD             *Currency             USD
Special Requests	Cutrency USU     C
	Mig ID

Select Yes to continue

# The following screen should appear

te Requisition 😰						~	
ne Yandon,Melissa M		🙆 Home 🏄 N	ly Preferences	Requisition	Settings   📜 <u>1</u>	Line	Checkout
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Wab	Special Requests	2					
WB MASON Grainner	Enter information about the	non-catalog item you	would like to or	der:			
Apple	Item Details						
Fisher Scientific	*Item Description	ļ					
More	*Price				*Currency	USD	
Special Requests	*Quantity				*Unit of Measure	EA	Q
	*Category	30201706	a		Due Date	11/15/2018	<u>*1</u>
	Supplier						
	Supplier ID	M213323001	a,				
	Supplier Name	Able-Smith Tent	Q, Able-	Smith Tent		Suggest New	Supplier
	Supplier Item ID						
	Manufacturer						
	Mfg ID		Q				
	Manufacturer						
	Mfg Item ID		1				
	Additional Information						
					a 🐔		
		Chowrel	Receint	Sho	w at Voucher		

If your shopping cart does not appear automatically then select the shopping cart icon on the top right of the screen.

syracoise university MYSLICE	Welcome to: FN92RT	Home Workist Add to Favorites Sign i All   Search  Add to Favorites Sign i Advanced Se
Favorites Main Menu > e	eProcurement / Requisition	
Create Requisition (2)		Print   New Window   Help   Personalize Page
Welcome Yandon, Melissa M	金 Home <i>产</i> My Preferences 徽 Requisition Settings 1 涅 <u>2 Lines</u> Checkout	Shopping Cart x Description Qty UOM
Request Options	Search All V Advanced Search	Porta Polity Relinant 4 EA Porta Potty Cleaning Serv 4 EA
Web WE MASON Grainger Apple B + H Photo Fisher Scientific More Special Requests	Special Requests	Total Lines 2 Total Amount (USD) 4400.00 Close Checkout
	Manufacturer Mfg ID Q Manufacturer Mfg Item ID Additional Information	
	Send to Supplier Show at Receipt Show at Voucher	
	Request New Item  Request New Item  Anotification will be sent to a buyer regarding this new item request.  Add to Cart	

You will now repeat the previous steps to add additional item(s)

After all desired items are added to the cart, click on the Check Out button at the top of the screen

MYSLICE		All V Search Advanced
avorites Main Menu 🔸	eProcurement + Requisition	Dist New Window 1 Use 1 Descention Dave
Create Requisition (2)		Print   New Window   Help   Personalize Page
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Request Options	Search All V	Porta Potty Cleaning Serv 4 EA
Web	Special Requests 👔	
WB MASON Grainner	Enter information about the non-catalog item you would like to order:	
Apple B + H Photo	Item Defails	
Fisher Scientific	*Item Description	
more	*Price *Currency USD	
Special Requests	*Quantity Vinit of Measure EA Q	
	*Category 30201706 Q Due Date 11/15/2016 (#)	Total Lines 2 Total Amount (USD) 4400.00
	Supplier	Class Chaskaut
	Supplier ID M213323001 Q	Close Checkout
	Supplier Name Able-Smith Tent Q, Able-Smith Tent Suggest New Supplier	
	Supplier Item ID	
	Manufacturer	
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	12. C	
	Send to Supplier Show at Receipt Show at Voucher	
	Request New Item	
	Request New Item A notification will be sent to a buyer regarding this new item request.	

# The following screen will appear

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vorites Main Menu > ePr	ocurement → Requisitio	n		_		_			_
Checkout - Review and Sub	omit								
Review the item information and submit the	e req for approval.		(Ж м	y Preferences	Requisition Setting	<b>j</b> 5			
Requisition Summary				82		11			
Business Unit	SYRUN	Syracuse University	Requisitio	on Name Test Requisit	tion for Training				
Requeste	MMYANDON	Yandon, Melissa M		Priority Medium 💊	2				
*Currency	USD								
Cart Summary: Total Amount 4,400.00 L	ISD								
Expand lines to review shipping and ac	counting details			Add More Ite	ems				
Requisition Lines									
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
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Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00		🖗 Edit	Û
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	き 読い	Mass Change			
					Total Amount	4,400.00 USD			
Shipping Summary									
Edit for All Lines									
Ship To Location	SW16100								
Address	Hawkins Warehouse 1600 Jamesville Avenue Roo Syracuse, NY 13244	m 100							
Attention To	Joe Carfi								
Requisition Comments									
Enter requisition comments									
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	HL								
eview the item information and submit the n	eq for approval.								
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Bulley II-1		0		Test Desc	initian fao Toninian				
Business Unit	STRON	Syracuse University	Requisitio	on Name	Istuon for Training				
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*Currency	USD								
art Summary: Total Amount 4,400.00 US	D								
Expand lines to review shipping and accord	unting details			Add More	Items				
Requisition Lines									
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	a Dele
Tota Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00	Ell.	💬 Edit	Û
Shipping Line 1	*Ship To	SW16100		Quantity	4.0000			(+)	-
	Address	Hawkins Warehouse		Price	1000.0000	Price Adjust	ment		
		1000 Jamesville Avenue Room 100 Syracuse, NY 13244				Pegging Inq	uiry		
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Select All / Deselect All	Select lines to:	Add to Favorites Add to	Template(s)	Delete Selec	ted ted	lass Change			

The most common fields that are changed at the line level are the chartstring values, make any necessary changes Select the arrow next to Account Lines to see the details of the chartstring

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orites Main Menu > ePro	ocurement	+ Requ	isition		_	_			_	_				
Business Unit	SYRUN			Syracuse Univers	ity	Requisi	ion Name	lest Requisit	ion for Training					
Requester	MMYANDO	N		Yandon,Melissa N	4		Priority	Medium 🗸	0					
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To see the chartstrings select the Chartfields2 tab

	A Description of the local division of the l												
Business Unit	SYRUN	Syracuse University		Requisiti	on Name Tes	t Requisition	n for Training	3					
Requester	MMYANDON	Yandon, Melissa M			Priority Med	lium 🗸							
*Currency	USD												
Summary: Total Amount 4,400.00 U	ISD												
pand lines to review shipping and acc	ounting details				Ada	More Item	s						
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	Attention To Due Date Chartfields1 Chartfie Fund Dept Prog 11 Q 31007 Q 000 11 Q 31012 Q 000	Hawtins Warehouse 1000 Jamesulle Avenue II Syracuse, NY 13244 Joe Carfi 11/15/2018 By Qty ✓ Idds2 Details Details gram Account 001 Q 560409 Q 001 Q 560409 Q	Room 100	SpeedCh ormation Ass PC Bus Unit	artat Information 2 Project	Price	1000.0000	Price Adju Pegging Ir Pegging V Source Ty	Personalize   rpe Budg Refer	Find   Vie ence	w All [2]	Budget Class	1-2 of 2
□ 2 os Porta Potty Cleaning Services	Attention To Due Date * Accounting Lines *Distribute E Accounting Lines Chartfields1 Chartfie Fund Dept Prog 11 Q 31017 Q 000 11 Q 31012 Q 000	Hawtins Warehouse 1000 Jamesulle Avenue It Syracuse, NY 13244 Joe Carfi 11/16/2016 By Qty ✓ Hds2 Details Dejails. gram Account 001 Q 560409 Q Able-Smith Tent	Room 100     Section     Asset Infr Mycode     Q     Q	SpeedCh ormation Ass PC Bus Unit Q 4.0000	art et information 2 Project Q Each	Price Q Budget Activity	1000.0000	Frice Adju Pegging Ir Pegging V Pegging V Source Ty 400.00	Personalize   Personalize   Personalize   Personalize   Personalize   Personalize   Personalize	Find   Vie ence Q Q Edit	Work Order	Budget Class	1-2 of 2

#### Make any required changes to chartstring values

Any attachments or additional line item notes are also entered at this screen by selecting the comment cloud on the line item

Business Unit	SYRUN	Syracuse Unive	ersity	Requisition	n Name Test F	Requisition for Training						
Requester	MMYANDON	Yandon, Melissa	a M	1	Priority Mediu	um 🗸						
*Currency	USD											
t Summary: Total Amount 4,400.00 US	5D											
xpand lines to review shipping and accord	unting details				Add 1	More Items						
Requisition Lines (2)	100 Marca			and a second second								
Line Description	Item ID	Supplier		Quantity	UOM	Price	Total	De	tails Con	nments Delete		
T 1 Porta Potty Rental		Able-Smith Tent		4.0000	Each	1000.0000	4000.00	The second se	© E¢	t 🗉		
Shipping Line 1	*Ship To	SW16100	Q		Qua	antity 4.0000			<u> </u>	+ -		
	Address	Hawkins Warehouse				Price 1000.0000	Price Ad	ustment				
	Address	Hawkins Warehouse 1600 Jamesville Aver Syracuse, NY 13244	nue Room 100			Price 1000.0000	Price Ad Pegging	ustment Inquiry				
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	Address Attention To Due Date Accounting Lines Accounting Lines Chartfields1    Chartfiel	Hawkins Warehouse 1600 Jamesville Aver Syraouse, NY 13244 Joe Carfi 11/15/2018 y Qty ds2 Details Def	nue Room 100 ¢ tails 2 Asset In	SpeedChar	t	Price 1000.0000	Price Ad Pegging Pegging	ustment Inquiry Workbench Personali	ze   Find   \	View All   📳	First 🕚	1-2 of 2 🕐 Las
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	Address Attention To Due Date → Accounting Lines → Distribute By Accounting Lines © phartfields1 Chartfielt Fund Dept Progr 11 Q 31007 Q 0000 11 Q 31012 Q 00000	Hawkins Warehouse 1000 Jamesville Aver Syracuse, NY 13244 Joe Carfi 11/15/2016 y City V ds2 Details Def aram Account 01 Q 560400 01 Q 560400	tails 2 Asset In Mycode	SpeedChar Information Asset PC Bus Unit Pr 2 2 2 2	t	Price 1000.0000	Price Ad Pegging Pegging Source	Ustment Inquiry Workbench Personal rype F F	ze   Find   \ udget isference	View All   🖅   5 Work Order 2,Q 2,Q	Budget Class	1-2 of 2 @ Lat

#### The following screen will appear once you select the comment cloud

SYRAGUSE UNIVERSITY MYSLICE	Welcome to: FN92RT			
Favorites Main Menu → el	Procurement > Requisition			
ine Comment				
Business Unit SYRUN	Requisition Date 11/14/2016			
	Status Open			
Line 1				
Comments		Find First	🕚 1 of 1 🕑 Last	
	Entered On:			
1 < <estimated entered,="" please<="" price="" td=""><td>verify with vendor prior to placing the order&gt;&gt;</td><td></td><td></td><td>ZŒ</td></estimated>	verify with vendor prior to placing the order>>			ZŒ
Send to Supplier	Show at Receipt Show at Vouch	er		
OK Cancel				1

To add an attachment to the line, you must add a comment in the comment box if a comment was not previously added

After you have entered your comment select the Add Attachments button and browse to the appropriate file location

MYSLICE	Welcome to: FN92	स			
Favorites Main Menu +	eProcurement + Requis	ition			
Line Comment					
Business Unit SYRUN	Requisition Date Statue	= 11/14/2018 s Open			
Comments		Find First	st 🕜 1 of 1 🛞 Last		
1 < <estimated entered,="" ple<="" price="" td=""><td>ase verify with vendor prior to placi</td><td>Entered On: ng the order&gt;&gt;</td><td></td><td>es</td><td></td></estimated>	ase verify with vendor prior to placi	Entered On: ng the order>>		es	
Send to Supplier Add Attachments	Show at Receipt	Show at Voucher			
OK Cancel				File Attachment	×
					Help
			d	Upload Cancel	Browse

After file is selected then click upload

ontes	Main Menu 🔹 🕨	eProcurement	<ul> <li>Requisiti</li> </ul>	on	_		_		
e Commer	ıt								
Bus	iness Unit SYRUN	R	quisition Date	11/14/2016					
			Status (	Onen					
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Commonte					Find	First (	🖲 1 of 1 🛞 1	last	
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Select the Send to Supplier checkbox, Show at Receipt, and Show at Voucher can be left unchecked

Once all of your attachments are added select OK, this will bring you back to the main screen, select the line triangle again to close line details

If you need to edit any previous comments or delete an entire line these features are available by selecting either the Edit hyperlink or the trash can icon to the right of the requisition lines

Requisition Lines (2)									
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00	8	Edit	Û
Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00	P	🖗 Edit	Û
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	18,0	Aass Change			
					Total Amount	4,400.00 USD			

If all lines are okay then proceed to the next section

(

								_	_
SYRACUSE UNIVERSITY MYSLICE	Welcome to: FN92R	ат —							
Favorites Main Menu → eF	Procurement → Requisi	tion							
Requisition Lines (7)									
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
I Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00		🖗 Edit	Û
Porta Potty Cleaning Free Services		Able-Smith Tent	4.0000	Each	100.0000	400.00		💬 Edit	Û
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Tolete Selected	i 13,0	lass Change			
					Total Amount	4,400.00 USD			
Shipping Summary									
Edit for All Lines Ship To Location	SW16100								
Address	Hawkins Warehouse 1600 Jamesville Avenue Ro	oom 100							
Attention To	Joe Carfi								
Requisition Comments									
Enter requisition comments									
								[ <b>ग</b>	
Send to Supplier	Show at Receipt	Shown at Voucher							
Approval Justification									
Enter approval justification for this r	equisition								
							G	2	
L									
🛃 Save & submit 📳	Save for Later	Add More Items	60 Preview Approvals						

Requisition Comments = Any comments related to the entire requisition should be entered here. If comments are added, please select the Send to Supplier checkbox

Approval Justification = Enter a justification for the requisition that will be reviewed by the approver, see below example

AYSLICE	Welcome to: FN92R	F							
vorites Main Menu → eP	rocurement + Requisit	ion				_	_	_	
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
Final September Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00	PA	🖗 Edit	Û
Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00		💬 Edit	Ũ
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	12.	Mass Change			
					Total Amount	4,400.00 USD			
hipping Summary									
Edit for All Lines Ship To Location Address	SW16100 Hawkins Warehouse	vm 100							
	Syracuse, NY 13244	100 × 100							
Attention To	Joe Carfi								
equisition Comments									
Enter requisition comments									
Porta Potties should be cleaned aft	er each event.							ব্র	
Send to Supplier	Show at Receipt	Shown at Voucher						1	
Enter approval justification for this re	equisition								
This requisition is for the Portable T	oilets that we use for our Footba	ill Games.					Ì	<u>م</u>	
	1	Budget Checking Status:N	ot Checked						

+ Add More Items = If you have determined that you need to add additional items to your requisition

Preview Approval = Will show you the approval routing for the requisition, see below for example

orites Main	Menu		
iew Approvals	9		
Requested For	Yandon,Melissa M	Number of Lines	2
Requisition Name	Test Requisition for Training	Total Amount	4,400.00 USD
Requisition ID	0000097374		
Business Unit	SYRUN		
Status	Open		
Priority	Medium		
Budget Status	Not Checked		
tage 1			
T BUSI	NESS_UNIT=SYRUN, REQ_ID=0000097374:Initiated		
Path 1			
Not Routed	1 mella Cynthia		
Syracı	use Dept Approvers		

Click on return to return to the previous page

Save & submit = Select this button when you are ready to submit your requisition for approval and processing

The following screen will appear

avorites Main Menu	▶ eProcurement ▶ Requisition		
Confirmation			
Your requisition has been subm	itted.		
Requested For	Yandon,Melissa M	Number of Lines	2
Requisition Name	Test Requisition for Training	Total Amount	4,400.00 USD
Requisition ID	0000097374	Approval Justification	
Business Unit	SYRUN	This requisition is for the for our Football Games.	Portable Toilets that we u
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		
4	/		
View printable version	Edit This Requisition		
Stage 1			
Juger		Start	
BUSINESS	_UNIT=SYRUN, REQ_ID=0000097374	Pending	
Path 1			
Pending			
Syracuse Dept A	pprovers		
Apply Approval Chang	25		

If you would like to view a printable version of the requisition, click the hyperlink, if your requisition has multiple chartstring lines then you may receive the following message

Welcome to: FN92RT	
Favorites Main Menu + eProcurement + Requisition	
Confirmation	
Your requisition has been submitted.	
Requested For Yandon,Melissa M	Number of Lines 2
Requisition Name Test Requisition for Training	Total Amount 4,400.00 USD
Requisition ID 0000097374	Approval Justification
Business Unit SYRUN	for our Football Games.
Status Pending	
Priority Medium	
Budget Status Not Checked	Message
<u>Wiew printable version</u> <u>Edit This Requisition</u>	Do you want to print the requisition with distribution details ? (18036,11614)
Stage 1	Yes No
BUSINESS_UNIT=SYRUN, REQ_ID=0000097374:P	ending the start Path
Path 1 Pending Caramelia,Cynthia Syracuse Dept Approvens	
Apply Approval Changes	
Create New Requisition Har Manage Requisitions	

The printable view should appear

10	) 🧭 https:	://fn92rt.p	s. <b>syr.edu</b> /psc	/FN92RT/vi	ew/FILEDB_	P - ₽ C	🥥 EST Supp	oort Page	Requisition	Requisition	(
e Ec	lit View	Favorites	Tools H	lelp							
usiness equisitio equisitic eader Co orta Potti	Unit: SYRUN n: 0000097374 n Name: Test R mments: es should be cle ation is for the P	equisition for 7 aned after eac	Fraining h event. that we use for o	Requester: N Requested B Entered Date	IMYANDON ly: Yandon,Melis l: 11/14/16	a M	Status: Currend Requisi	Pending Approval y: USD tion Total: 4,400.00			
ne: 1 ne Comr Estimate	Item Descrip nents: d price entered, p	ition: Porta Po please verify wi	tty Rental	placing the order>	Quantity: 4.00	00 U	IOM: EA Price: 1,	000.00 Line Total: 4,000.00 Line Status: Pëndir	) Jg		
hip Line: ttention:	1 Joe Carfi		Ship To: SW1 Due Date: 11/	16100 (15/16	A H 1 S U	ddress: awkins Wareho 500 Jamesville J yracuse NY 132 nited States	use Ivenue Room 100 44	Shipping Quantity: 4.000 Shipping Total: 4,000.00	D		
Dist	Location	Qty	Amount	PCT	Fund	Dept	Program	Account			
1	SW16100	3.0000	3,000.00	75.00	11	31007	00001	560409			
Dist	Location	Qty	Amount	PCT	Fund	Dept	Program	Account			
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Select File>Print to print your requisition

Close the window by clicking the small red x in the upper right-hand corner of the screen

You can edit the requisition until it is approved, once approved you cannot edit the requisition

If you did not print the requisition you may wish to record the requisition number at this time