CUNYfirst Requisition Creation

CUNYfirst is the City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Please Note: THIS IS THE TRAINING ENVIRONMENT!!!

Signing on to **CUNYfirst** - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more. It will give faculty additional tools to enhance their interaction with students. It is also designed to give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation's largest urban university.

Username:	
Password:	$oldsymbol{O}$

Enter username and password to enter system

ENTERPRISE MENU	
Self Service <u>Financials Supply Chain</u> <u>HR / Campus Solutions</u> <u>firstSolutions Knowledge Base</u>	Click "Financial Supply Chain"
Menu 🖾 🗖 🔀	
Search:	
()) ())	
 My Favorites CUNY Employee Self-Service Manager Self-Service Vendors Purchasing eProcurement Services Procurement Accounts Payable Commitment Control Set Up Financials/Supply Chain Enterprise Components Worklist Tree Manager Reporting Tools PeopleTools My Personalizations My System Profile My Dictionary firstSolutions Knowledge Base 	Click " <u>eProcurement"</u> to access the online requisitioning module



Create Requisition

🙀 1. Define	Requisition		2. Add Items and Services	₽}	3. Review ar	nd Submit
Specify requisition na	me, requester	, and other information th	nat applies to the entire requisition			
Business Unit:	CSIPR	College of Staten Islar	nd-CUNY			
Requester:	10856075		Diane Squires		*Currency:	USD
Requisition Name:					Priority:	Medium 🔻
► Line Defaults		7				
Continue	•	\mathbf{N}				
			0			
Enter Requisi	tion Nan	ne for easier re	eterence			
Create Requis	sition					

🕞 1. Define	Requisition	Add Items and Services	3. Review an	id Submit					
Specify requisition name, requester, and other information that applies to the entire requisition.									
Business Unit: CSIPR College of Staten Island-CUNY									
Requester:	10856075	Diane Squires	*Currency:	USD					
Requisition Name:	Test Requistion 1]	Priority:	Medium 🔻					
▶ Line Defaults									
untinue									
Clipte Trian	a mart to I in a Defaulta to	armand field							

Click Triangle next to Line Defaults to expand field

Create Requi	sition					
1. Define	Requisition		2. Add Items and Se	vices	3. Review a	nd Submit
Specify requisition na	me, requester,	and other informatio	on that applies to the entir	e requisition.		
Business Unit:	CSIPR	College of Staten I	sland-CUNY			
Requester:	10856075		Diane Squires	1	*Currency:	USD
Requisition Name:	Test Requist	tion 1			Priority:	Medium 🔻
✓ Line Defaults						
Note: The defaults s	specified below	v will be applied to re	equisition lines when ther	e are no predefine	d values for these fiel	ds.
Vendor:		Q Vendor L	ocation:	Q		
Buyer:		Category	<i>r</i> :	Q	Unit of Measure:	Q
Shipping Default	s					
Ship To: 1M	I-201 🔍	E Medify Shippin	<u>q Address</u>			
Due Date:	B1	Attention:				
Accounting Det	faults			<u>Customi</u> :	<u>ze Find 🗗 🛗 🛛 F</u>	First 🚺 1 of 1 🕨 Last
Chartfields1	C <u>h</u> artfields2	Chartfield 3 [] GL U it	<u>etails</u> <u>A</u> sset Information	Account		
3A-102 Q		CSI01	2	Q		-
Continue						

Click on Vendor magnifying glass to access vendor file

Vendor Search

Vendor ID				Find
Name				Reset
Short Vendor Name:				
City				
Country		State	•	
Postal Code				
Enter search criteria to find a	a vendor.			

Enter Vendor name in Short Vendor Name field (you only need to enter the first few letters of a vendor name. The full name is not necessary and may not be in the system with the same spelling as you may expect)

Vendor Search

Vendor ID		Find
Name		Reset
Short Vendor Name:	Staple	
City	^	
Country	State	
Postal Code		
Enter search criteria to find	a vendor.	

To look up Staples you can type Staple and then click "FIND"

Vendor Search						
Vendor ID]		Find		
Name				Reset		
Short Vendor Name:	STAPLE]				
City						
Country		State	•			
Postal Code						
				Customize Find	View All 🗗 🛗	First 🚺 1-4 of 4 💟

	<u>Vendor ID</u>	Name	Location	Address	City	<u>State</u>	
1	2000000362	STAPLES INC	MAINCHECK	DEPT ROC	BOSTON	MA	P-
2	200000390	STAPLES THE OFFICE SUPERSTORE LLC	MAINCHECK	DEPT ROC PO BOX 415256	BOSTON	MA	
3	200000404	STAPLES COPY & PRINT SHOP	MAINCHECK	315 PARK AVE SOUTH	NEW YORK	NY	P
4	200000451	STAPLES CONTRACTS & COMMERCIAL INC	MAINCHECK	DEPT ROC	BOSTON	MA	P

Select correct vendor from vendors displayed. If you are not sure which vendor is the correct vendor scroll to the right and click on vendor lookup details.

Vendor Lookup Details

SetID:	STAPR	Vendor ID:	200000451	\checkmark	Search	Return to Define Re
Vendor D	etail					
ShortNa	me:	STAPLES CO	-002		Status:	Approved
Name 1:		STAPLES CO	NTRACTS & COM	MERCIAL INC	Class:	Supplier
Name 2:					HR Class:	
Address	:	00002 005			Persistence:	Regular
Dflt Loc:		MAINCHECK	MAINCHECK			
Corpora	te Vendor:	STAPR 200	00000451 ST	APLES CONTRACTS	S & COMMERCIA	LINC
Remit Ve	endor:	STAPR 200	00000451 ST	APLES CONTRACTS	S & COMMERCIA	LINC
V 0	pen For Or	dering	Withholding /	Applicable	VAT Applic	able

Vendor details will be displayed

Click on go Back arrow on top of page to return to vendor list

Vendor Search

Vendor ID				Find
Name				Reset
Short Vendor Name:	STAPLE			
City				
Country		State	•	
Postal Code				

				Customize Find View	All 🖾 🛄 🛛 First	💶 1-4 of 4 🖻	Last
	Vendor ID	Name	Location	Address	<u>City</u>	<u>State</u>	
1	200000362	STAPLES INC	MAINCHECK	DEPT ROC	BOSTON	MA	
2	200000390	STAPLES THE OFFICE SUPERSTORE LLC	MAINCHECK	DEPT ROC PO BOX 415256	BOSTON	MA	
3	200000404	STAPLES COPY & PRINT SHOP	MAINCHECK	315 PARK AVE SOUTH	NEW YORK	NY	P
4	200000451	STAPLES CONTRACTS & COMMERCIAL INC	MAINCHECK	DEPT ROC	BOSTON	MA	₽ 1

Select Vendor by clicking on Vendor ID Number of correct vendor

Create Requisition

1. Define	Requisition	<u> </u>	Add Items and Services	3. Review a	and Submit
Specify requisition nar	me, requester, and	other information that	applies to the entire requisiti	on.	
Business Unit:	CSIPR Col	lege of Staten Island-	CUNY		
Requester:	10856075		Diane Squires	*Currency:	USD
Requisition Name:]	Priority:	Medium 🔻
▼ Line Defaults					
Note: The defaults s	pecified below will	be applied to requisiti	on lines when there are no p	redefined values for these fie	lds.
Vendor: 2000	J00451 Q	Vendor Locatio	n: MAINCHECK		
Buyer:	Q	Category:	1	Unit of Measure:	Q
Shipping Defaults	6				
Ship To: 1M	l-201 🔍 🖃	Modify Shipping Addr	ress		
Due Date:	Att	ention:			
Accounting Def	aults			Customize Find 🖾 🛗 🗌	First 🚺 1 of 1 🕨 Last
Chartfields1	C <u>h</u> artfields2 C	h <u>a</u> rtfields3 <u>D</u> etails GLUnit	Accou) Int	
3A-102 Q		CSI01 Q		Q	
Continue					

Vendor field is populated with vendor number

Next Select Category by clicking on magnifying glass

Do not select Buyer that field is for Purchasing Department only

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

💌 Search Categories							
Search By	Catego	ry			Find		
Categories			Custom	<u>ize Find</u> 🗖 🛗	First 🚺 1	of 1 🗈 Last	
Catalog	L	<u>Category</u>		Description		Find in Tree	
1						£	
Browse Ca	tegory T	ree					

Click on drop down field where "Category" is displayed and change to search by "Description"

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Cat	tegories					
Search By	Descrip	otion -			Find	
Categories			<u>Custr</u> m	i <u>ze Find</u> Ӣ 🏙	First 🗹	1 of 1 🔟 Last
Catalog	1	<u>Category</u>		Description		Find in Tree
1						£
			/			
Browse Ca	tegory T	iree				

Enter description of goods or services you want to purchase

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Ca	tegories				
Search By	Descripti	on 🔻	Office su	pplies	Find
Categories			Custor	<u>mize Find 🖾 🛗</u>	Filst 🚺 1 of 1 🔟 Last
Catalo	g	Category		Description	
1 Non Ca	atalog	Category		Description	
Browse Ca	ategory Tre	e	/		
his search	is for "O	ffice Sunn	lies" ent	ered into field an	d then click "Find"

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Cat	tegories				
Search By	Description	▼ Office su	Ipplies	Find	
Categories		Custom	ize Find 🗖 🛗	First 🚺 1-4 of 4	🕨 Last
Catalog	g <u>Categ</u>	lory	Description		Find in Tree
1 ALL ITE	<u>MS</u> 88880	<u>00700</u>	TRAVEL CARD O	ffice supplies	£
2 ALL ITE	MS 99990	01000	P-CARD Office Su	<u>ipplies</u>	£
3 ALL ITE	<u>MS</u> <u>44120</u>	00000	Office supplies		£
4 ALL ITE	<u>MS</u> 44120	00090	Office supplies - G	<u>irn</u>	£
Browse Ca	tegory Tree				

All data descriptions with "Office Supplies" appear. Click on "Category Number" for correct description of what you are purchasing.

Create Requisition			_	
1. Define Requisition	E 2. Add Iter	ms and Services	<u>3. Review an</u>	d Submit
pecify requisition name, requester, a	and other information that applies	to the entire requisition.		
Business Unit: CSIPR	College of Staten Island-CUNY			
Requester: 10856075	Dia	ne Squires	*Currency:	USD
Requisition Name:			Priority:	Medium 🔻
r Lino Dofaulto				
Note: The defaults specified below	will be applied to requisition lines	when there are no predefine	d values for these field	IS.
Vendor: 200000451	vendor Location:			
Buyer:	Category:	412000000	Unit of Measure:	Q
Shipping Defaults		Λ		
Ship To: 1M-201 Q	Modify Shipping Address			
Due Date:	Attention:			
Accounting Defaults		Customi	rol Find I 🖉 I 🗮 🛛 Fi	irat 🚺 4 af 4 🖸 Last
Chartfields1 Chartfields2	Chart elds3 Details Asse	t Information		
Location	GL Unit	Account		
3A-102 Q	CSI01 Q	Q		
Continue				
latagone" field is now	nonulated with actor	ow number		
alego y neiu is now	populated with categ	or y number		

You don't have to select Unit of Measurement on this tab

Create Requisition	
1. Define Requisition	3. Review and Submit
Specify requisition name, requester, and other information that applies whe entire requisition.	
Business Unit: CSIPR College of Staten Island-CUNY	
Requester: 10856075 Dane Squires	*Currency: USD
Requisition Name:	Priority: Medium 👻
▼ Line Defaults	
Note: The defaults specified below will be applied to requisition lines when there are no predefined	l values for these fields.
Vendor: 2000000451 Q Vendor Location: MAINCHECK Q	
Buyer: Category: 4412000000 Q	Unit of Measure:
Shipping Defaults	
Ship To: 1M-201 Q Tel Modify Shipping Address	
Due Date:	
Accounting Defaults	e Find 🖾 🗮 First 🚺 1 of 1 🖸 ast
Chartfields1 Chartfields2 Chartfields3 Details Asset Information	
Location GL Ur t Account	
3A-102 Q CS 1 Q Q	-
Continue	
Click Continue or "Add Items and Services"	
Check Continue of Add Items and Services	
Create Requisition	
Image: Define Requisition Im	3. Review and Submit
Add lines to the requisition, specifying the information necessary to procure each item or service.	
Search:	
Catalog Favorites Templates Forms Web Special Request	
*Select a catalog: All Items • Choose from ava	ailable
All Items All tems	ropdown list ies by clicking
folders View items in a d	ategory by

Use the checkboxes to select categories to search below

Q Search

Search Settings

8

Search Catalog

Description: Manufacturer:

Vendor: Vendor Item ID: Item ID: UPN ID:

Manufacturer's Item ID:

Include Images

Click "Special Request"

Search contains all of the following search

ields entered:

Create Requisition

1. Define Re	equisition	2. Add Items and Services	3. Review	w and Submit
Add lines to the requisition	, specifying the information nec	essary to procure each item or service.		
Search:				Q Search
Catalog Favorites T	emplates Forms Web S	pecial Request		
Select a Request Type				
Special Item	Request an item that is not lis	sted in the Catalog.		
Fixed Cont Service	Request a one-time service for	or a flat fee.		
Variable Cos Service	Request a service for which t	the fee is based on the time worked.		
Time and Materials	Request a service for which t	the fee is based on the time worked and i	materials used.	

Click "Special Item"

Create Requisition

Special Item						
*Item Description: *Price: *Quantity:	>		*Currency: *Unit of Measure:	USD		
*Category:	4412000000	Q	Due Date:			
Vendor ID:	200000451	COMME	ES CONTRACTS & ERCIAL INC	Suggest New Ver	<u>ndor</u>	
Vendor Item ID:						
Mfg ID:		Q				
Mfg Item ID:						
Additional Inform	ation			Request	New Item	
				🎸 📄 Req	uest New Item	

Enter item description, price and quantity. Then select "Unit of Measure" by clicking on magnifying glass.

Create Requis	sition				
1. Define	Requisition	2. Add Items ar	nd Services		3. Review and Submit
Add lines to the requisition	on, specifying the information	on necessary to procure each	item or service.		
Search:					Q Search
Catalog Favorites	Templates Forms We	eb Special Request			
Special Item					
*Item Description:	Blue pens				
*Price:	4.25	*Currency:	USD		
*Quantity:	5	*Unit of Measur	e:	Q	
*Category:	4412000000 🔍	Due Date:		31	
Vendor ID:	200000451 🔍	STAPLES CONTRACTS &	Suggest	New Vendor	
		COMMERCIAL INC			
Vendor Item ID:					
Mfg ID:	Q				
Mfg Item ID:					
Additional Informatio	'n		F	Request New I	tem
			ي ا	Request N	lew Item
Send to Vendo	r 🔲 Show at Recei	ipt 🔲 Show at Voucher			
Add Item Cance	Add or Start New	Туре			

Look Up		E	×
Look Up	o Unit of Measure		•
Unit of Meas	sure: begins with 🔻		
Look Up Search Re	Clear Cancel Basic	Lootup	
View 100	First	1-115 of 115 🗾 Last	
<u>Unit of</u> Measure	Description	Shot Description	
AVC	Average Cost Dollars	AvgCast	
<u>B15</u>	BAG 15	BAG 15	
<u>B25</u>	BAG 25	BAG 25	
<u>B50</u>	BAG 50	BAG 50	
<u>BBL</u>	Barrel - Liquid Measure	Barrel	
<u>BOX</u>	Box	Box	
<u>BRL</u>	BARREL	BARREL	
BSD	Bushel - Dry Measure	Bushel	
<u>C</u>	Celsius	<u>Celsius</u>	
CAN	CAN	CAN	Ŧ
			:

Select Unit of Measure form list or conduct Lookup. You can change search parameters from "begins with" to "contains" or other options within drop down



Search results are displayed. Select "Box" or other "Unit of Measure"

Create Requis	sition					
1. Define	Requisition	Et.	2. Add Items and Se	ervices		3. Review and Submit
Add lines to the requisiti	ion, specifying the informati	on necessa	ry to procure each item o	or service.		
Search:						Q Search
Catalog Favorites	Templates Forms W	eb 🕇 Specia	al Request			
Special Item						
*Item Description: *Price: *Quantity: *Category: Vendor ID: Vendor Item ID: Mfg ID:	Blue pens 4.25000 5.0000 4412000000 Q 2000000451 Q	STAPLES COMMER(*Currency: *Unit of Measure: Due Date: CONTRACTS & CIAL INC	USD BOX Suggest New	Q I Vendor	
Mfg Item ID: Additional Information Send to Vendor Add Item Canc	on or Show at Rece el Add or Start New	ipt	Show at Voucher	Kequ	iest New Ite	m w Item
\	"U	nit of N	leasure" field	is then j	populat	ed

Click "Add Item" to add this request to requisition.

Create Requisition

1. Define	Requisition		2. Add Items and S	Services	I	3. Review and Submit
Add lines to the requisit	tion, specifying the i	nformation necess	ary to procure each item	or service.		7
Search:						Q Search
Catalog Favorites	🛘 Templates 🕇 Forr	ms 🗍 Web 🗍 Spec	ial Request			
Special Item					/	
*Item Description:						
*Price:			*Currency:	USD		
*Quantity:			*Unit of Measure:		Q	
*Category:	4412000000	Q	Due Date:		31	
Vendor ID:	200000451	STAPLE	S CONTRACTS &	Suggest Ne	w Vendor	
		COMME				
Vendor Item ID:						
Mfg ID:		Q				
Mfg Item ID:						
Additional Informati	ion			Red	uest New It	em
				🧉 🗆	Request N	ew Item
Send to Vend	lor 🔲 Show	at Receipt 🛛	Show at Voucher			
Add Item Cano	cel Add or S	tar New Type				
	/					

You can now add additional items if desired follow steps above for multiple items Click "Review and Submit" when you have completed all requests for this requisition.

Create Requi	isition						
1. Define	Requisition	2. Add Items and Ser	vices 📑	3. Review a	nd Submit		
Review the details of	your requisition, make any ne	cessary changes, and submit it	for approval.				
Business Unit:	CSIPR College of Sta	ten Island-CUNY					
Requester:	10856075	Diane Squires		*Currency:	USD		
Requisition Name:				Priority:	Medium 🔻		
Requisition Lines							
Line Descript	<u>tion</u>	Vendor Name	<u>Quantity</u>	<u>UOM</u>	Price	Total	
1 Blue Pen	<u>15</u>	STAPLES CONTRACTS & COMMERCIAL INC	5.0000 Box		4.25000	21.25	
Stect All / De	select All				Total Amount:	21.25 USD	
Add to Favor	rites 🖓 Add to Template(s)	Modify Line / Shipping / Acco	unting 🗍 Delete				
Justification/Comme	avts						
	\mathbf{i}						
Send to Vendor	Show at Receipt	low at Voucher					
Check Bud	dget						
📙 Save & submit	A Save & preview approvals	X Cancel requisition		Find more iter	ns		

Review line details, click triangle next to line

Crea	ite Requ	isition										
-*	1. Define	Requisition		2. Ad	dd Items and	<u>Services</u>		3. Review	and Submit			
Review	the details of	your requisiti	on, make any n	ecessary chang	ies, and subm	nit it for approv	/al.					
Busine	ss Unit:	CSIPR	College of St	aten Island-CU	NY							
Reques	ster:	10856075			Diane Squii	res		*Currency:	USD			
Requis	ition Name:							Priority:	Medium 🔻			
Requis	ition Lines											
L	.ine <u>Descrip</u>	tion		<u>Vend</u>	or Name	0	uantity	UOM	Price		<u>Tota</u>	<u>1</u>
▽ 🔲	1 Blue Per	<u>15</u>		STAPLES C & COMMER	CONTRACTS	5.0000	Box		4.25000		21.25	
	Cons	olidate with o	other Reqs	Voverrid 🗸	e Suggested	Vendor						
5	Shipping Line	: 1	Due Date	:	31	Quantity:	5.0000			+-		
9	Status:	Active	*Ship To:	1M-201	 Q	Modify Ship	oing Addres	<u>ss</u>				
		Diane Squire		·	1							
	Attention.	Diane oquire										
*[Distribute by:	Qty 💌	SpeedChart:		Q							
Acc	counting Line	s	_			<u>Cu</u>	istomize Fin	d View All 🗗	🔢 🛛 First 🚺 1 of 1	Last		
C	hartfields1	Chartfields2	Chartfields3	Details 2	Asset Informatio	on i						
1	ie S	nen	Dist Type	34-102	Quantity 5 0000	100.0000	An	100111 GL UNIT	Account			
	Select All / De	select All		∧	∧				Total Amount	t:	21.25 USD	
L_	Add to Favo	rites 😰 Add	l to Template(s)	Modify Line	/ Shipping / A	ccounting	Delete					
Justific	cation/Comm	ents										
										5		
- Co	nd to Vondor	Chow of	t Descript	how of Voucho	. \				-11			
i sei	nu to vendor	SHOW at	i neceipt 🖾 S	now as vouche								

Verify Chartfield information by clicking on Tabs

Chartfield1 info has delivery location, quantity and account that can be changed Percent relates to percentage of expense for requisition and for each line of req. GL Unit is constant for the College of Staten Island Center which is CSI01

I. Define Requisition I. Add Items and Services I. Review and Submit Review the etails of your requisition, make any necessary changes, and submit it for approval. Business Unit: CSIPR College of Staten Island-CUNY Requester: 10856075 Diane Squires "Currency: USD Requisition Name: Priority: Medium Requisition Lines Priority: Medium Line Description Vendor Name Quantity UOM Price Total 1 Blue Pens STAPLES CONTRACTS 5.0000 Box 4.25000 21.25 Status: Active "Shipping Line: 1 Due Date: Image: 10000 Image: 100000 Image: 100000 Image: 100000 Im
Review the etails of your requisition, make any necessary changes, and submit it for approval. Business Unit: CSIPR College of Staten Island-CUNY Requester: 10856075 Diane Squires Requisition Name: Priority: Medium Requisition Lines Priority: Medium I Blue Pens STAPLES CONTRACTS 5.0000 Box 4.25000 21.25 Consolidate with other Reqs Ø Override Suggested Vendor Image: Status: Active "Shipping Line: 1 Due Date: Image: Modify Shipping Address Attention: Diane Squires Image: Status: Active "Shipping Suires Image: Status: Active "Shipping Image: Status: Active Status: The 201 The 201<
Business Unit: CSIPR College of Staten Island-CUNY Requester: 10856075 Diane Squires *Currency: USD Requisition Name: Priority: Medium Requisition Lines Priority: Medium I Blue Pens STAPLES CONTRACTS 5.0000 Box 4.25000 21.25 Consolidate with other Reqs Override Suggested Vendor Image: Consolidate with other Reqs Override Suggested Vendor Status: Active *Ship To: 1M-201 Modify Shipping Address Attention: Diane Squires Modify Shipping Address Attention: Diane Squires
Requester: 10856075 Diane Squirês *Currency: USD Requisition Name: Priority: Medium Requisition Lines Priority: Medium Requisition Lines Status: STAPLES CONTRACTS 5.0000 Box 4.25000 21.25 Consolidate with other Reqs Override Suggested Vendor Quantity: 5.0000 Box 4.25000 21.25 Shipping Line: 1 Due Date: 19 Quantity: 5.0000 Consolidate with other Reqs Override Suggested Vendor Status: Active *Ship To: 11M-201 Modify Shipping Address Attention: Diane Squires
Requisition Name: Priority: Medium Requisition Lines Quantity UOM Price Total I Blue Pens STAPLES CONTRACTS 5.0000 Box 4.25000 21.25 Image: Consolidate with other Reqs Override Suggested Vendor Shipping Line: 1 Due Date: Image: Consolidate with other Reqs Image: Consolidate withother Reqs
Requisition Lines Line Description Vendor Name Quantity UOM Price Total I Blue Pens STAPLES CONTRACTS 5.0000 Box 4.25000 21.25 Image: Consolidate with other Reqs Image: Consolidate with othe
Line Description Vendor Name Quantity UOM Price Total I Blue Pens STAPLES CONTRACTS 5.0000 Box 4.25000 21.25 Image: Consolidate with other Reqs Image: Consolidate with oth
1 Blue Pens STAPLES CONTRACTS 5.000 Box 4.25000 21.25 Consolidate with other Reqs Image: Consolidate with other Reqs
Consolidate with other Reqs Image: Consolidate with other Reqs Shipping Line: 1 Due Date: Status: Active *Shipping Line: 1 Image: Consolidate with other Reqs Status: Active *Shipping Line: 1 Image: Consolidate with other Reqs Active *Ship To: Image: Consolidate with other Reqs Attention: Diane Squires
Shipping Line: Due Date: Image: Comparison of the compariso
Status: Active *Ship To: 1M-201 Q > Modify Shipping Address Attention: Diane Squires
Attention: Diane Squires
Attention: Diane Squires
*Distribute by: Qty V SpeedChart: Q
Accounting Lines Customize Find View All [42] # First 10 1 of 1 De Last
Chartfields1 Chartfields2 Chartfields3 Cetails Asset Information
Oper Unit Fund Dept Program MP Sp Init
Select All / Deselect All 21.25 USD
Add to Favorites 🔯 Add to Template(s) 🔜 Modify Line / Shipping / Accounting 🗍 Delete
Justification/Comments
Send to Vendor Show at Receipt Show at Voucher
Theorem Budget
Save & submit & Save & preview approvals X Cancel requisition Find more items
Check Budget

Chartfield2 has expense information. All fields are automatically populated based on system setup information. The only change may be in the "Dept" if you have rights to create a requisition for more than one department.

Create Requisition			
1. Define Requisition	2. Add Items and Services	3. Review and Submit	
Review the details of your requisition, make any neo	essary changes, and submit it for approval.		
Business Unit: CSIPR College of Stat	en Island-CUNY		
Requester: 10856075	Diane Squires	*Currency: USD	
Requisition Name:		Priority: Medium -	
Requisition Lines			
Line Description	Vendor Name Quantity	UOM Price	Total
✓ 1 <u>Blue Pens</u>	STAPLES CONTRACTS 5.0000 Box & COMMERCIAL INC	4.25000	21.25
Consolidate with other Reqs	Override Suggested Vendor		
Shipping Line: 1 Due Date:	Quantity: 5.0000	•	
Status: Active *Ship To:	1M-201 🔍 📰 Modify Shipping Addre	ss	
Attention: Diane Squires			
· · · · · · · · · · · · · · · · · · ·			
*Distribute by: Qty SpeedChart:	Q		
Accounting Lines	<u>Customize</u> <u>Fi</u>	1 of 1 🖸 🖬 🖬 🖬 🖬 🖬 1 of 1 🚺 La	st
<u>Chartfields1</u> Chartfields2 Chartfields3	Details Asset Information		
PC Bus Unit Project Act	vity Fnd Src Proj Act	ChartField 3	
	Q 999999 Q 0		
Select All / Deselect All		Total Amount:	21.25 USD
Add to Favorites 2 Add to Template(s)	Modify Line / Shipping / Accounting 🗊 Delete		
Justification/Comments			
		E 2	
Send to Vendor Show at Receipt Sh	ow at Voucher	.11	
Check Budget			
Save & submit Save & preview approvals	Cancel requisition	Find more items	

Chartfield3 does not require any changes by requestor.

Create Requisition				
1. Define Requisition	2. Add Items and Services	3. Review ar	id Submit	
Review the details of your requisition, make any nec	essary changes, and submit it for approva	al.		
Business Unit: CSIPR College of State	en Island-CUNY			
Requester: 10856075	Diane Squires	*Currency:	USD	
Requisition Name:		Priority:	Medium 🔻	
Requisition Lines				
Line Description	<u>Vendor Name</u> Qu	<u>iantity UOM</u>	Price	<u>Total</u>
▽ □ 1 <u>Blue Pens</u>	STAPLES CONTRACTS 5.0000 & COMMERCIAL INC	Box	4.25000	21.25
Consolidate with other Reqs	Voverride Suggested Vendor			
Shipping Line: 1 Due Date:	Quantity:	5.0000	+	
Status: Active *Ship To:	1M-201 🔍 📰 Modify Shippi	ing Address		
Attention: Diane Squires				
*Distribute by: Qty SpeedChart:	Q			
Accounting Lines	Cus	tomize Find View All 🗷 🖁	First 🚺 1 of 1 🕨 Las	
<u>Chartfields1</u> Chartfields2 Chartfields3 Affiliate IN Unit Budget Dat	Details Asset Information			
Q Q 06/10/20		21.25 Dollar	1 1	
Select All / Deselect All		,	Total Amount:	21.25 USD
Add to Favorites Add to Template(s)	Modify Line / Shipping / Accounting	Delete		
Justification/Comments				
			5	
			.41	
Send to Vendor Show at Receipt Sho	w at voucher			
Check Budget				
📒 Save & submit 🛛 🖧 Save & preview approvals	X Cancel requisition	Find more item	<u>IS</u>	

Details is also an informational tab not requiring changes

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<u>1. Define</u>	Requisition	2. Add Items and Serv	vices 😼	3. Review a	nd Submit	
Review the details of	your requisition, make any	necessary changes, and submit it	for approval.			
Business Unit:	CSIPR College of	Staten Island-CUNY				
Requester:	10856075	Diane Squires		*Currency:	USD	
Requisition Name:	000000021			Priority:	Medium 🔻	
Requisition Lines						
Line Descrip	<u>otion</u>	Vendor Name	Quantity	<u>UOM</u>	Price	<u>Total</u>
D 1 Blue Per	<u>ns</u>	STAPLES CONTRACTS & COMMERCIAL INC	5.0000 Box		4.25000	21.25 E
Select All / De	eselect All				Total Amount:	21.25 USD
Add to Favo	rites 😡 Add to Template(s) 🔂 Modify Line / Shipping / Accou	unting 🗍 🗍 Delete			
Justification/Commo	ents					
Send to Vendor	Show at Receipt	Show at Voucher				
Check Bud	dget Budg	et Checking Status:Not Checked	d			
Save & submit & Save & preview approvals Cancel Changes						
R	k					
When the I	requisition is	completed	To revie	<mark>w a requ</mark>	isition first cli	ick
click "Save & Submit "Save & Preview Approvals"						
click "Save	e & Submit		<mark>"Save &</mark>	Preview	<mark>Approvals"</mark>	