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.
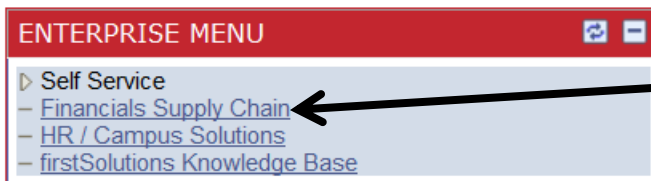
Please Note: THIS IS THE TRAINING ENVIRONMENT!!!

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: [_____] ▶▶

Enter username and password to enter system

ENTERPRISE MENU

▷ Self Service
– Financials Supply Chain
– HR / Campus Solutions
– firstSolutions Knowledge Base

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 "eProcurement" to access the online requisitioning module

Menu ▬

Search:
[   ] ⊗

▷ My Favorites
▷ CUNY
▷ Employee Self-Service
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▷ Reporting Tools
▷ PeopleTools
  – My Personalizations
  – My System Profile
  – My Dictionary
  – firstSolutions Knowledge Base

Click on "**Create Requisition**" to access online requisitioning module

Create Requisition

	1. Define Requisition		2. Add Items and Services		3. Review and 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: [   ]   **Priority:** Medium ▼

▸ Line Defaults

[Continue]

Enter Requisition Name for easier reference

Create Requisition

	1. Define Requisition		2. Add Items and Services		3. Review and 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

[ntinue]

Click Triangle next to Line Defaults to expand field

Create Requisition

	1. Define Requisition		2. Add Items and Services		3. Review and 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

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: [ ]   **Vendor Location:** [ ]

Buyer: [ ]   **Category:** [ ]   **Unit of Measure:** [ ]

Shipping Defaults

Ship To: 1M-201   📧 Modify Shipping Address

Due Date: [ ]   **Attention:** [ ]

Accounting Defaults

Customize | Find | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information	
Location		**GL Unit**		**Account**	
3A-102		CSI01		[ ]	−

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	[ ]	

ℹ️ Enter search criteria to find 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	
Name	
Short Vendor Name:	Staple
City	
Country	State
Postal Code	

Find

Reset

🛈 Enter search criteria to find a vendor.

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

Vendor Search

Vendor ID	
Name	
Short Vendor Name:	STAPLE
City	
Country	State
Postal Code	

Find

Reset

Customize | Find | View All | 🖵 | 🔢   First ◄ 1-4 of 4 ► Last

	Vendor ID	Name	Location	Address	City	State	
1	2000000362	STAPLES INC	MAINCHECK	DEPT ROC	BOSTON	MA	📇
2	2000000390	STAPLES THE OFFICE SUPERSTORE LLC	MAINCHECK	DEPT ROC PO BOX 415256	BOSTON	MA	📇
3	2000000404	STAPLES COPY & PRINT SHOP	MAINCHECK	315 PARK AVE SOUTH	NEW YORK	NY	📇
4	2000000451	STAPLES CONTRACTS & COMMERCIAL INC	MAINCHECK	DEPT ROC	BOSTON	MA	📇

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:	2000000451	✔	Search	Return to Define Requisition

Vendor Detail

ShortName:	STAPLES CO-002	Status:	Approved
Name 1:	STAPLES CONTRACTS & COMMERCIAL INC	Class:	Supplier
Name 2:		HR Class:	
Address:	00002 005	Persistence:	Regular
Dflt Loc:	MAINCHECK MAINCHECK		
Corporate Vendor:	STAPR 2000000451 STAPLES CONTRACTS & COMMERCIAL INC		
Remit Vendor:	STAPR 2000000451 STAPLES CONTRACTS & COMMERCIAL INC		

☑ Open For Ordering   ☐ Withholding Applicable   ☐ VAT Applicable

Vendor details will be displayed

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

Vendor Search

Vendor ID	[blank]		Find
Name	[blank]		Reset
Short Vendor Name:	STAPLE		
City	[blank]		
Country	[blank]	**State**	[dropdown]
Postal Code	[blank]		

Customize | Find | View All | | First ◄ 1-4 of 4 ► Last

	Vendor ID	Name	Location	Address	City	State	
1	2000000362	STAPLES INC	MAINCHECK	DEPT ROC	BOSTON	MA	
2	2000000390	STAPLES THE OFFICE SUPERSTORE LLC	MAINCHECK	DEPT ROC PO BOX 415256	BOSTON	MA	
3	2000000404	STAPLES COPY & PRINT SHOP	MAINCHECK	315 PARK AVE SOUTH	NEW YORK	NY	
4	2000000451	STAPLES CONTRACTS & COMMERCIAL INC	MAINCHECK	DEPT ROC	BOSTON	MA	

==Select Vendor by clicking on Vendor ID Number of correct vendor==

Create Requisition

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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: [blank]   **Priority:** Medium ▼

▼ **Line Defaults**

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: 2000000451   **Vendor Location:** MAINCHECK

Buyer: [blank]   **Category:** [blank]   **Unit of Measure:** [blank]

Shipping Defaults

Ship To: 1M-201   [icon] Modify Shipping Address

Due Date: [blank]   **Attention:** [blank]

Accounting Defaults   Customize | Find | | First ◄ 1 of 1 ► Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information	
Location		**GL Unit**		**Account**	
3A-102		CSI01		[blank]	−

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	Category ▼	[ ]	Find	

Categories			Customize | Find | 🖳 | 🏢	First ◀ 1 of 1 ▶ Last
	Catalog	**Category**	**Description**	**Find in Tree**
1				🔍

▶ Browse Category Tree

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 Categories				
Search By	Description ▼	[ ]	Find	

Categories			Customize | Find | 🖳 | 🏢	First ◀ 1 of 1 ▶ Last
	Catalog	**Category**	**Description**	**Find in Tree**
1				🔍

▶ Browse Category Tree

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 Categories				
Search By	Description ▼	Office supplies	Find	

Categories			Customize | Find | 🖳 | 🏢	First ◀ 1 of 1 ▶ Last
	Catalog	**Category**	**Description**	
1	Non Catalog	Category	Description	

▶ Browse Category Tree

This search is for "Office Supplies" entered into field and then click "Find"

Look Up Category

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

Search Categories

Search By | Description ▼ | Office supplies | **Find**

Categories   Customize | Find | 🖼 | 📊   First ◄ 1-4 of 4 ► Last

	Catalog	Category	Description	Find in Tree
1	ALL ITEMS	8888000700	TRAVEL CARD Office supplies	🌳
2	ALL ITEMS	9999001000	P-CARD Office Supplies	🌳
3	ALL ITEMS	4412000000	Office supplies	🌳
4	ALL ITEMS	4412000090	Office supplies - Grn	🌳

▶ **Browse Category Tree**

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

Create Requisition

📝	**1. Define Requisition**	📋	**2. Add Items and Services**	📑	**3. Review and 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: [　　　　　　]   **Priority:** Medium ▼

▼ Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: 2000000451 🔍   **Vendor Location:** MAINCHECK 🔍

Buyer: [　　　] 🔍   **Category:** 4412000000 🔍   **Unit of Measure:** [　] 🔍

Shipping Defaults

Ship To: 1M-201 🔍   📧 Modify Shipping Address

Due Date: [　] 📅   **Attention:** [　　　　]

Accounting Defaults   Customize | Find | 🖼 | 📊   First ◄ 1 of 1 ► Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information	📋

Location	GL Unit	Account	
3A-102 🔍	CSI01 🔍	[　　] 🔍	⊟

Continue

<mark>**"Category" field is now populated with category number**</mark>

<mark>**You don't have to select Unit of Measurement on this tab**</mark>

Create Requisition

📄	1. Define Requisition	📋	2. Add Items and Services	📥	3. Review and 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: _____   **Priority:** Medium ▼

▼ Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: 2000000451 🔍   **Vendor Location:** MAINCHECK 🔍

Buyer: _____ 🔍   **Category:** 4412000000 🔍   **Unit of Measure:** __ 🔍

Shipping Defaults

Ship To: 1M-201 🔍   📧 Modify Shipping Address

Due Date: ___ 📅   **Attention:** _____

Accounting Defaults

Customize | Find | 🔲 | ⊞   First ◀ 1 of 1 ▶ Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information	⊞

Location	GL Unit	Account	
3A-102 🔍	CSI1 🔍	___ 🔍	⊟

Continue

Click Continue or "Add Items and Services"

Create Requisition

📄	1. Define Requisition	📋	2. Add Items and Services	📥	3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: _____   🔍 Search

Catalog	Favorites	Templates	Forms	Web	Special Request

Browse Catalog

***Select a catalog:** All Items ▼

☐ ⊞ All Items

- Choose from available catalogs in the dropdown list
- Navigate categories by clicking folders
- View items in a category by clicking the category name
- Use the checkboxes to select categories to search below

Search Catalog

Search contains   all of the following search fields entered:

Description: _____   🔍 Search

Manufacturer: _____   Search Settings

Manufacturer's Item ID: _____

Vendor: _____

Vendor Item ID: _____

Item ID: _____

UPN ID: _____

☐ Include Images

Click "Special Request"

Create Requisition

🗋✳	**1. Define Requisition**	📄← **2. Add Items and Services**	📄↩ **3. Review and Submit**

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [_____] 🔍 Search

| Catalog | Favorites | Templates | Forms | Web | **Special Request** |

Select a Request Type

Special Item	Request an item that is not listed in the Catalog.
Fixed Cost Service	Request a one-time service for a flat fee.
Variable Cost Service	Request a service for which the fee is based on the time worked.
Time and Materials	Request a service for which the fee is based on the time worked and materials used.

Click "Special Item"

Create Requisition

🗋✳	**1. Define Requisition**	📄← **2. Add Items and Services**	📄↩ **3. Review and Submit**

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [_____] 🔍 Search

| Catalog | Favorites | Templates | Forms | Web | **Special Request** |

Special Item

*Item Description:	[_____]	
*Price:	[_____]	*Currency: USD
*Quantity:	[_____]	*Unit of Measure: [_____] 🔍
*Category:	4412000000 🔍	Due Date: [_____] 📅
Vendor ID:	2000000451 🔍	STAPLES CONTRACTS & COMMERCIAL INC Suggest New Vendor
Vendor Item ID:	[_____]	
Mfg ID:	[_____] 🔍	
Mfg Item ID:	[_____]	

Additional Information

[_____] ✒

			Request New Item

☐ Request New Item

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

[Add Item] [Cancel] [Add or Start New Type]

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

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Create Requisition

1. Define Requisition	2. Add Items and Services	3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [   ] 🔍 Search

| Catalog | Favorites | Templates | Forms | Web | **Special Request** |

Special Item

*Item Description: Blue pens

*Price: 4.25   *Currency: USD

*Quantity: 5   *Unit of Measure: [   ] 🔍

*Category: 4412000000 🔍   Due Date: [   ] 📅

Vendor ID: 2000000451 🔍   STAPLES CONTRACTS & COMMERCIAL INC   Suggest New Vendor

Vendor Item ID: [   ]

Mfg ID: [   ] 🔍

Mfg Item ID: [   ]

Additional Information   **Request New Item**

[   ] ✔   ☐ **Request New Item**

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

Add Item   Cancel   Add or Start New Type

Look Up ⊠

Look Up Unit of Measure

Unit of Measure: [begins with ▼] [   ]

Look Up   Clear   Cancel   Basic Lookup

Search Results

View 100	First ◀ 1-115 of 115 ▶ Last

Unit of Measure	Description	Short Description
AVC	Average Cost Dollars	AvgCost
B15	BAG 15	BAG 15
B25	BAG 25	BAG 25
B50	BAG 50	BAG 50
BBL	Barrel - Liquid Measure	Barrel
BOX	Box	Box
BRL	BARREL	BARREL
BSD	Bushel - Dry Measure	Bushel
C	Celsius	Celsius
CAN	CAN	CAN

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

10

Look Up ⊠

Look Up Unit of Measure

Unit of Measure: contains ▾ | box |

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100	First ◄	1-115 of 115 ►	Last

Unit of Measure	Description	Short Description
AVC	Average Cost Dollars	AvgCost
B15	BAG 15	BAG 15
B25	BAG 25	BAG 25
B50	BAG 50	BAG 50
BBL	Barrel - Liquid Measure	Barrel
BOX	Box	Box
BRL	BARREL	BARREL
BSD	Bushel - Dry Measure	Bushel
C	Celsius	Celsius
CAN	CAN	CAN

==Enter search parameter "Unit of Measure" changed to <u>contains</u>==

==Search for <u>box</u>==

Look Up ⊠

Look Up Unit of Measure

Unit of Measure: contains ▾ | BOX |

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100	First ◄	1 of 1 ►	Last

Unit of Measure	Description	Short Description
BOX	Box	Box
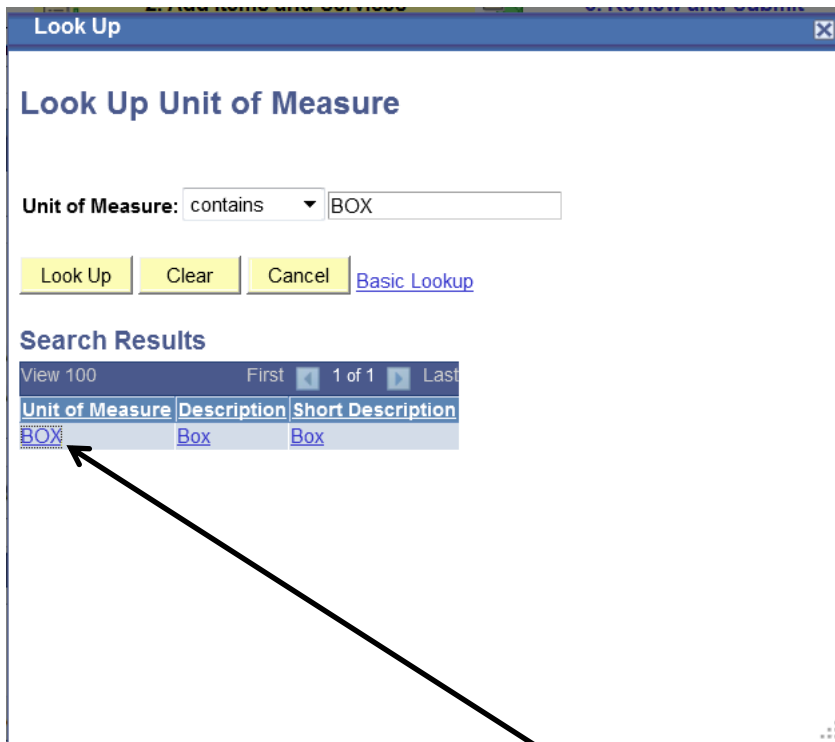
==Search results are displayed. Select "Box" or other "Unit of Measure"==

Create Requisition

📝	**1. Define Requisition**	📋 **2. Add Items and Services**	📑 **3. Review and Submit**

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [   ] 🔍 Search

| Catalog | Favorites | Templates | Forms | Web | **Special Request** |

Special Item

*Item Description: Blue pens

*Price: 4.25000   ***Currency:** USD

*Quantity: 5.0000   ***Unit of Measure:** BOX 🔍

*Category: 4412000000 🔍   **Due Date:** [   ] 📅

Vendor ID: 2000000451 🔍   STAPLES CONTRACTS &   Suggest New Vendor
                                COMMERCIAL INC

Vendor Item ID: [   ]

Mfg ID: [   ] 🔍

Mfg Item ID: [   ]

Additional Information   **Request New Item**

[   ] ✍   ☐ **Request New Item**

☐ **Send to Vendor**   ☐ **Show at Receipt**   ☐ **Show at Voucher**

[Add Item] [Cancel] [Add or Start New Type]

"Unit of Measure" field is then populated

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

Create Requisition

📝	**1. Define Requisition**	📋 **2. Add Items and Services**	📑 **3. Review and Submit**

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [   ] 🔍 Search

| Catalog | Favorites | Templates | Forms | Web | **Special Request** |

Special Item

*Item Description: [   ]

*Price: [   ]   ***Currency:** USD

*Quantity: [   ]   ***Unit of Measure:** [   ] 🔍

*Category: 4412000000 🔍   **Due Date:** [   ] 📅

Vendor ID: 2000000451 🔍   STAPLES CONTRACTS &   Suggest New Vendor
                                  COMMERCIAL INC

Vendor Item ID: [   ]

Mfg ID: [   ] 🔍

Mfg Item ID: [   ]

Additional Information   **Request New Item**

[   ] ✍   ☐ **Request New Item**

☐ **Send to Vendor**   ☐ **Show at Receipt**   ☐ **Show at Voucher**

[Add Item] [Cancel] [Add or Start 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.

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Create Requisition

1. Define Requisition	**2. Add Items and Services**	**3. Review and 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: **Priority:** Medium ▼

Requisition Lines

	Line	Description	Vendor Name	Quantity	UOM	Price	Total
☐	1	Blue Pens	STAPLES CONTRACTS & COMMERCIAL INC	5.0000	Box	4.25000	21.25

Select All / Deselect All   **Total Amount:**   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

[Check Budget]

[Save & submit]   [Save & preview approvals]   [✖ Cancel requisition]   Find more items

==**Review line details, click triangle next to line**==

Create Requisition

1. Define Requisition	**2. Add Items and Services**	**3. Review and 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: **Priority:** Medium ▼

Requisition Lines

	Line	Description	Vendor Name	Quantity	UOM	Price	Total
☐	1	Blue Pens	STAPLES CONTRACTS & COMMERCIAL INC	5.0000	Box	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 Address
Attention: Diane Squires

*Distribute by: Qty   **SpeedChart:**

Accounting Lines   Customize | Find | View All | First ◄ 1 of 1 ► Last

	Chartfields1	Chartfields2	Chartfields3	Details	Asset Information				
Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account	
1	Open		3A-102	5.0000	100.0000	21.25	CSI01	51001	+ −

Select All / Deselect All   **Total Amount:**   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

==**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**==

Create Requisition

1. Define Requisition   **2. Add Items and Services**   **3. Review and 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: **Priority:** Medium ▾

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▽ ☐ 1	Blue Pens	STAPLES CONTRACTS & COMMERCIAL INC	5.0000	Box	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 Address
Attention: Diane Squires

*Distribute by: Qty ▾   **SpeedChart:**

Accounting Lines   Customize | Find | View All | ⊡ | ▦   First ◄ 1 of 1 ► Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information

Oper Unit	Fund	Dept	Program	MP	Sp Init	
9999	10	80045	99999	355	9999	⊞ ⊟

☐ Select All / Deselect All   **Total Amount:** 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

Check Budget

💾 Save & submit   Save & preview approvals   ✖ Cancel requisition   Find more items

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 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

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▽ ☐ 1	Blue Pens	STAPLES CONTRACTS & COMMERCIAL INC	5.0000	Box	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 Address
Attention: Diane Squires

*Distribute by: Qty ▾   **SpeedChart:**

Accounting Lines   Customize | Find | View All | ⊡ | ▦   First ◄ 1 of 1 ► Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information

PC Bus Unit	Project	Activity	Fnd Src	Proj Act	ChartField 3	
			999999			⊞ ⊟

☐ Select All / Deselect All   **Total Amount:** 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

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 and 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: **Priority:** Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▽ ☐ 1	Blue Pens	STAPLES CONTRACTS & COMMERCIAL INC	5.0000	Box	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 Address
Attention: Diane Squires

*Distribute by: Qty   **SpeedChart:**

Accounting Lines

Customize | Find | View All | 🔳 ⊞   First ◀ 1 of 1 ▶ Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information

Affiliate	IN Unit	Budget Date	Stat	Open Qty	GL Base Amount	Currency			
		06/10/20		5.0000	21.25	Dollar		⊞	⊟

☐ Select All / Deselect All   **Total Amount:**   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

🔲 Check Budget

💾 Save & submit   🖧 Save & preview approvals   ✖ Cancel requisition   Find more items

Details is also an informational tab not requiring changes

1. Define Requisition	2. Add Items and Services	3. Review and 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: 0000000021   **Priority:** Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
▷ ☐ 1	Blue Pens	STAPLES CONTRACTS & COMMERCIAL INC	5.0000	Box	4.25000	21.25

☐ Select All / Deselect All   **Total Amount:**   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

🔲 Check Budget   Budget Checking Status: **Not Checked**

💾 Save & submit   🖧 Save & preview approvals   ✖ Cancel Changes   Find more items

When the requisition is completed click "Save & Submit" | **To review a requisition first click "Save & Preview Approvals"**

You must click "Save & Submit" before the requisition can be processed for approval