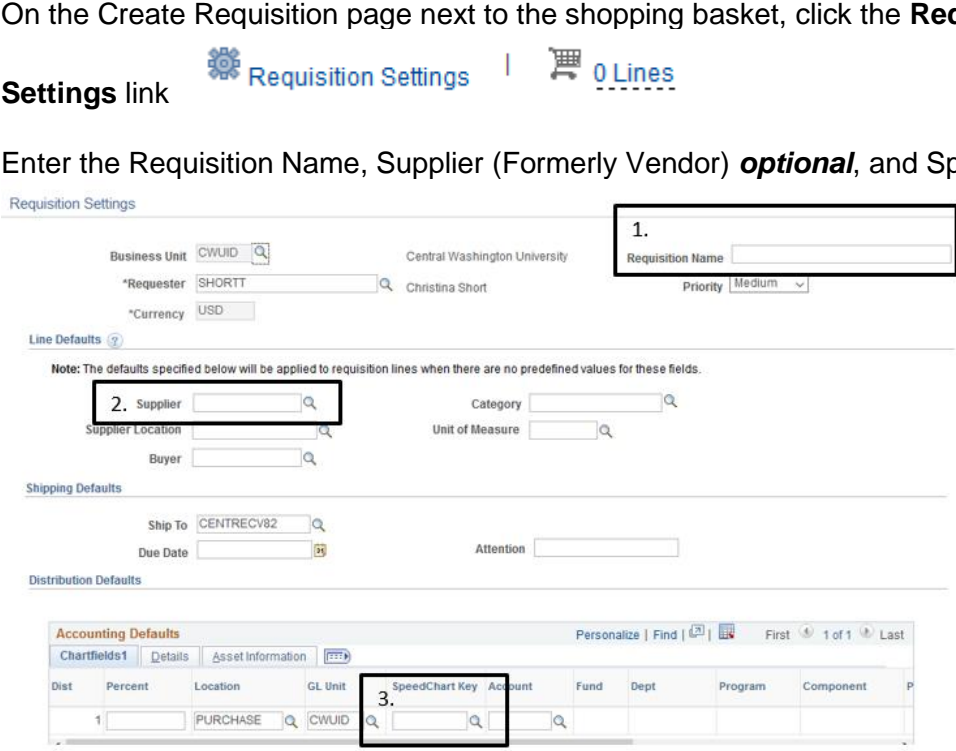

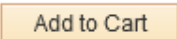


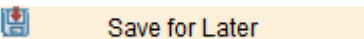




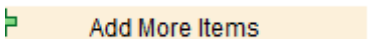

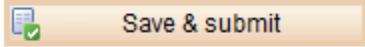


Quick Guide for Entering A Purchase Requisition

This document provides users with high level instructions on enter a purchase requisition.

1.	Log into MyCWU
2.	<p>Click on Main Menu on MyCWU Dashboard</p> <p>Navigation: Main Menu > Financial Management > Employee Self Service > Procurement > Manage Requisitions</p> <p>Or Click the link for Purchase Requisitions in the FMS Toolbox pagelet</p> <p>Helpful hints for the Search Page: Modify the Date From field and Request State field</p>
3.	Click the Create New Requisition link.
4.	<p>On the Create Requisition page next to the shopping basket, click the Requisition Settings link</p>  <p>Enter the Requisition Name, Supplier (Formerly Vendor) <i>optional</i>, and SpeedChart.</p> <p>1. Requisition Name</p> <p>2. Supplier</p> <p>3. SpeedChart Key</p>
5.	<p>Click the Special Requests tab.</p>  <p>Special Requests Create a non-catalog request</p> <p>Enter Item Description, Price, Quantity, Unit of Measure, and Category.</p>

	<p>Click the  at the bottom of the page.</p> <p>Do Not Use the Manufacturer or Request New Item areas.</p>
<p>6.</p>	<p>At the top of the page next to the shopping cart, you will now see it indicates  <u>1 Line</u> has been added.</p> <p>If you have more items to add continue entering more special requests and add them to the shopping cart.</p> <p>If you do not have any more lines, continue to the checkout button </p>
<p>7.</p>	<p>At this point, you are ready to save the requisition.</p> <p>Click on the Save For Later button  at the bottom of the page.</p> <p>Check out- Review and Submit Section</p> <p>Under the  area click the  next to the line number and the Accounting Lines.</p> <p>Add your SpeedChart Key if you did not enter it in the Requisition Settings area. If you are splitting the transaction between multiple budgets, click the  to add another SpeedChart Key. Note: Once you enter these values and click save the SpeedChart Key field will show empty but all the Chartfields such as Dept, Fund, Program, Operating Unit, Component (optional) will have values based on the SpeedChart Key.</p> <p>You can preview the approval chain by clicking on the Preview Approvals button .</p> <p>If you still need to add detail to the requisition, you can click on the Add More Items button  or if you have to leave the system return to the Manage Requisitions and find your requisition and edit it.</p>
<p>8.</p>	<p>If you want to add comments and/or attach documents to your requisition, this functionality is available at the Requisition Line header under Comments. Click the</p>

	Add  next to your line.
9.	<p>If you are ready to submit this requisition, click the Save and Submit</p> <p> button. Depending on your requisition, different approval routings will be required. At this point, your requisition has been successfully saved and routed for approval. You can't modify the requisition after it has been submitted for approval unless it has been denied and sent back to you.</p> <p>Once you click the Save and Submit button, the Approval screen will appear and show the first step with a clock in front of it.</p>

If you have any questions, please contact the Purchasing Office (509-963-1002) or email purchasing_office@cwu.edu.