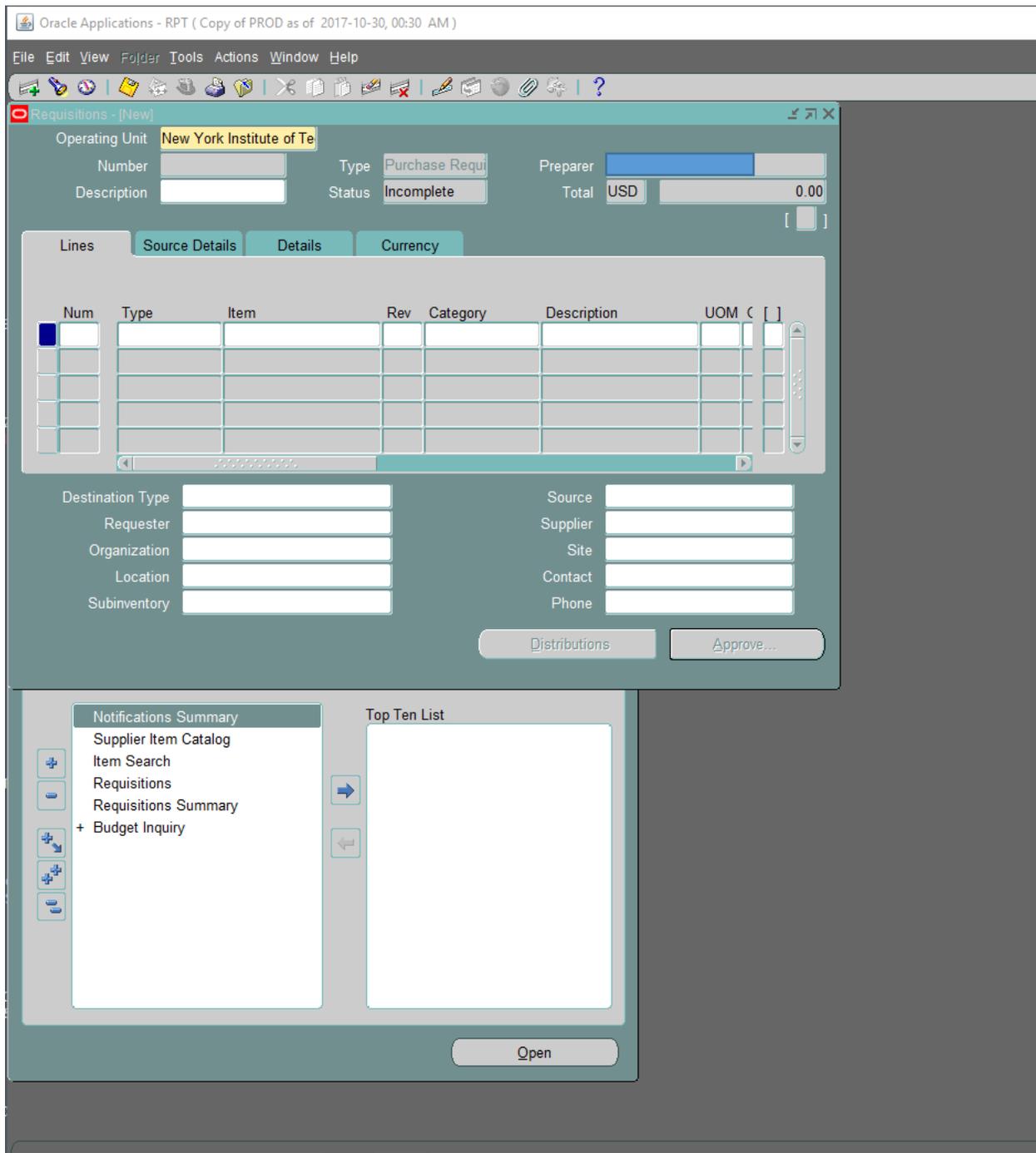


# ORACLE REQUISITIONING

Users have specific responsibilities (authorizations) based on activity (departmental) codes as determined by the Budget Office.



Select "REQUISITIONS"

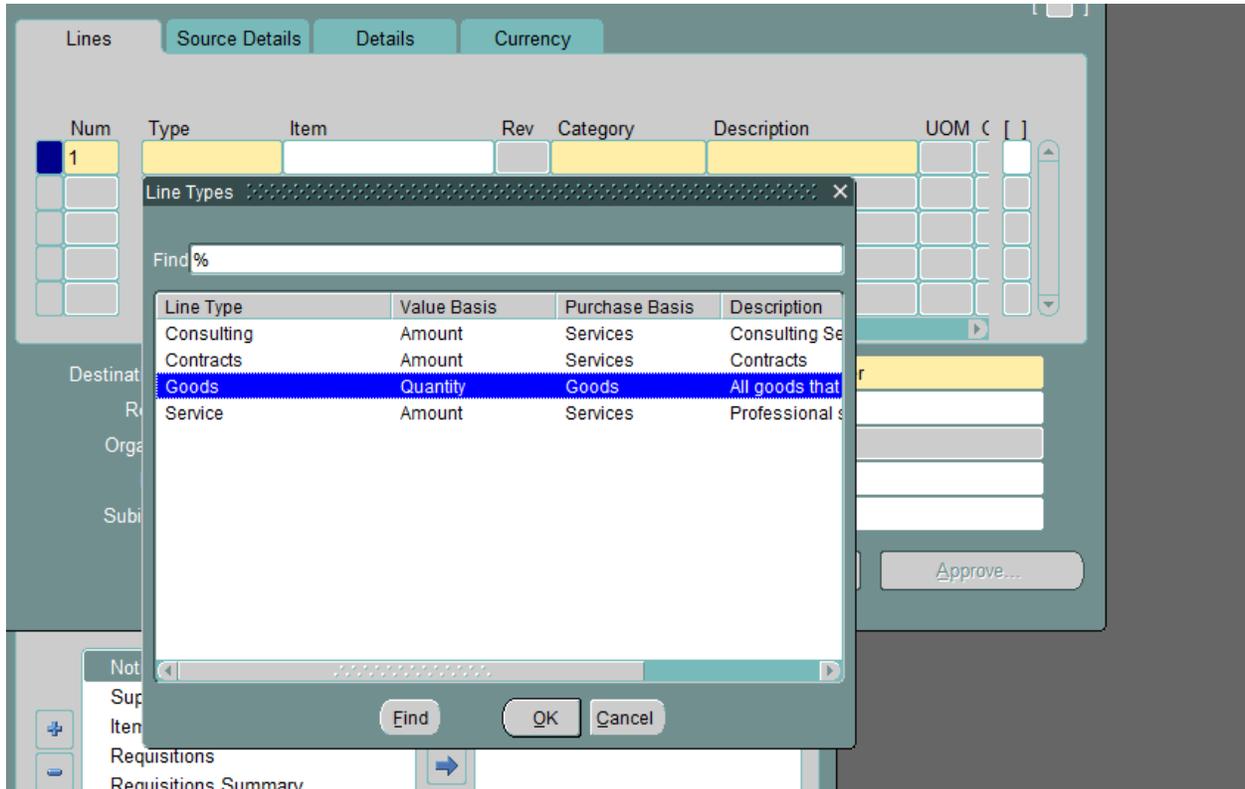


In the screen, enter the following information:

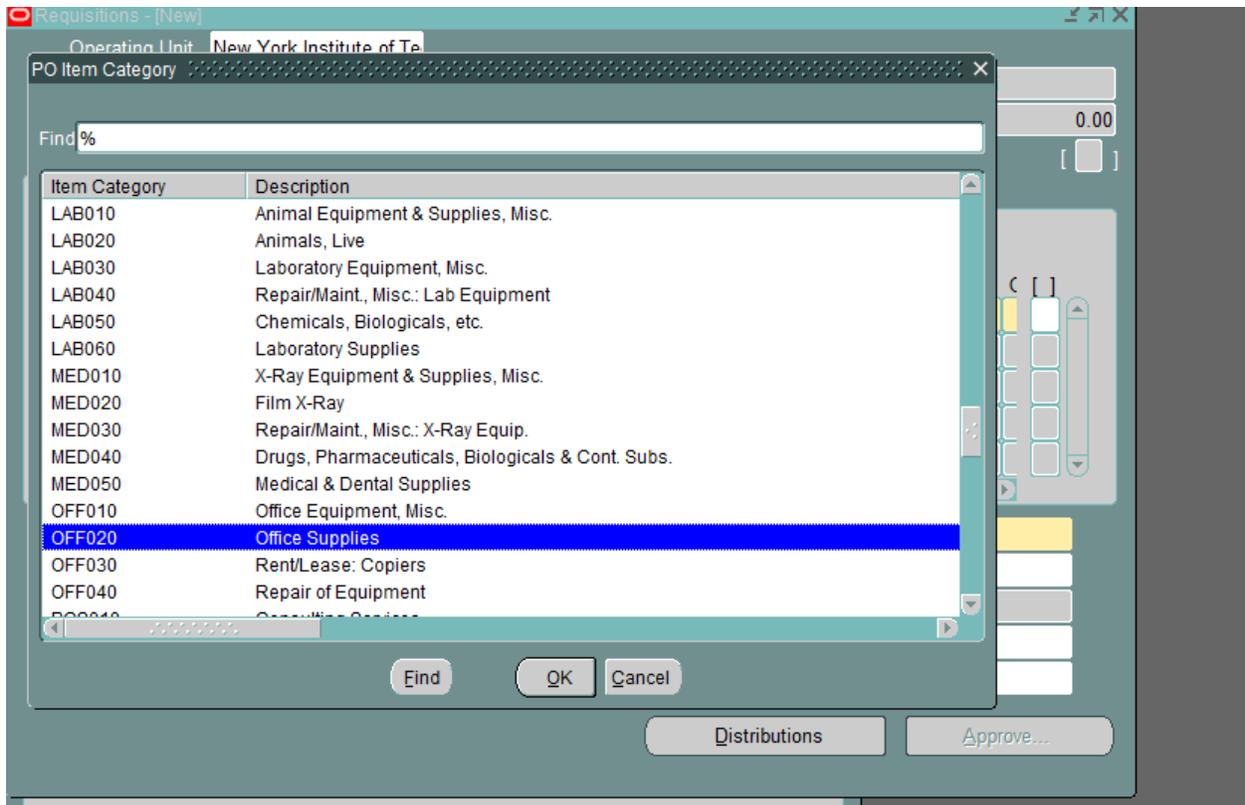
- DESCRIPTION (description of project or any additional information that Procurement may need)

- Put cursor on TYPE in the LINES tab – you will see three dots (...). Move cursor over the dots and a list of values will appear. Select the most appropriate description for the requisition.

NOTE: fields that are highlighted with yellow are MANDATORY and must be entered.

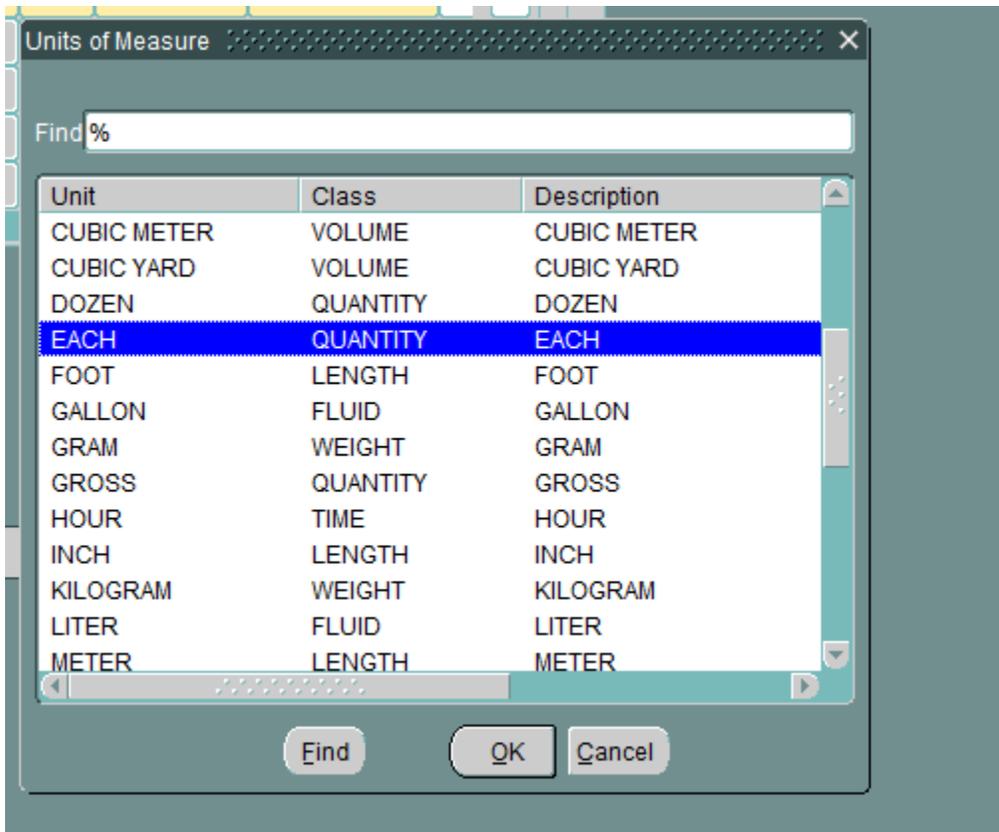


- Put cursor on CATEGORY in the LINES tab – Click on the dots and a list of values will appear. Select the most appropriate description.



Hit "OK"

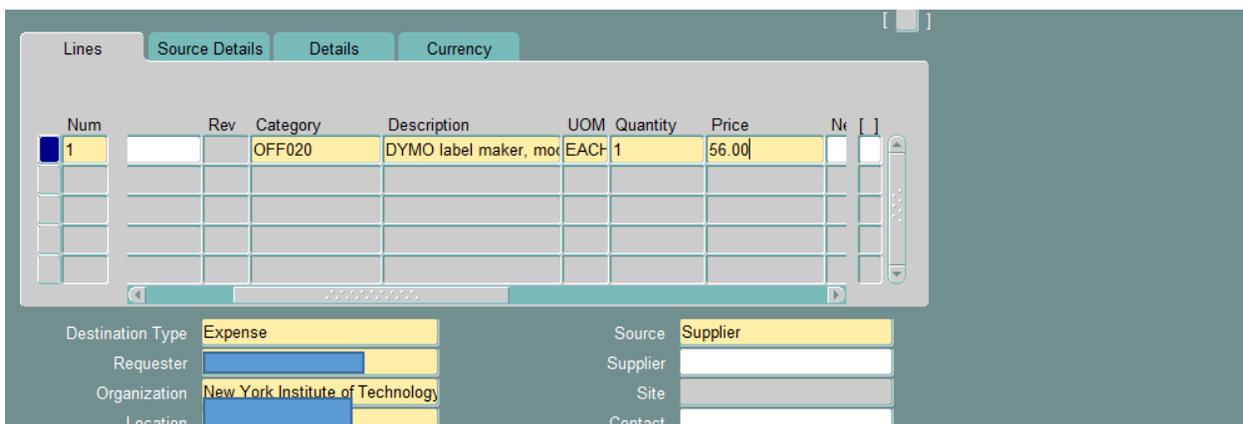
Enter the **line item description** for the item you are requesting. Include manufacturer, model number, and any additional information required to place the order with the vendor.



Enter unit of measure (UOM) from the list of values If the LINE TYPE is “GOODS”.

**NOTE:** The UOM (US DOLLAR) is automatically entered in the system if you select the other LINE TYPE options (service, contract, consulting).

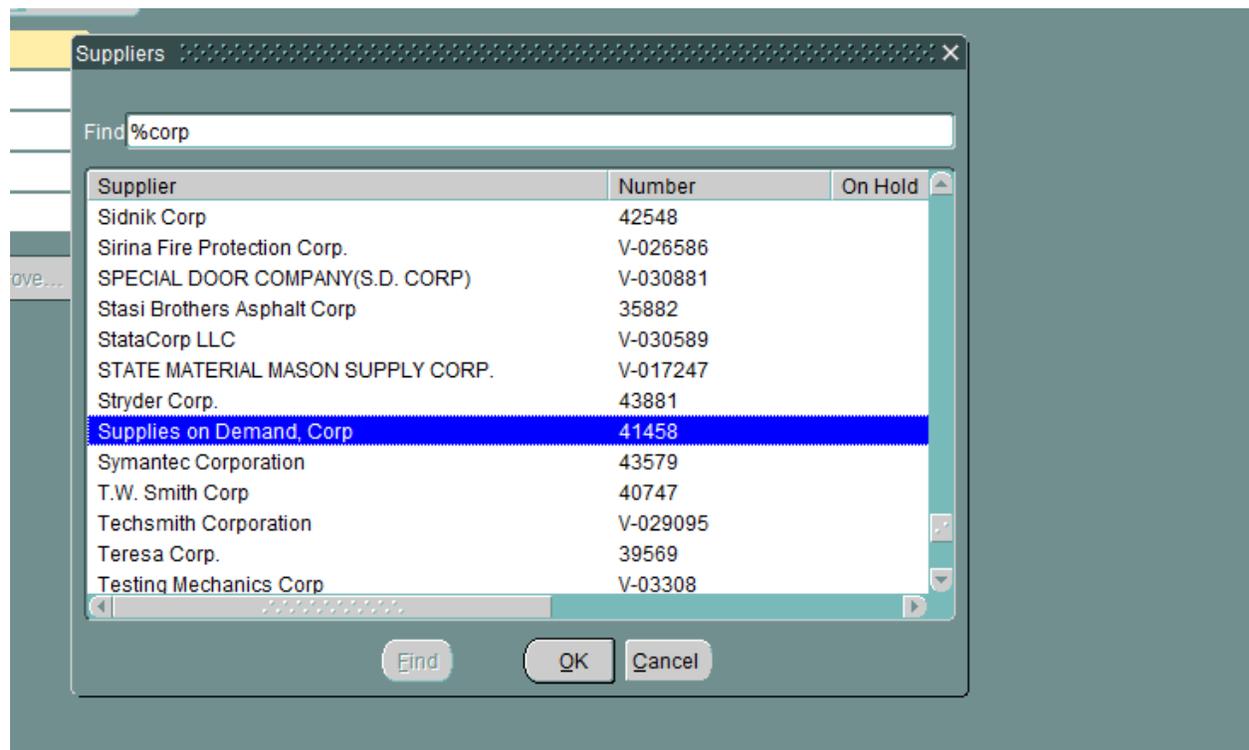
Enter quantity and unit price:



## ENTER VENDOR INFORMATION FOR THE LINE:

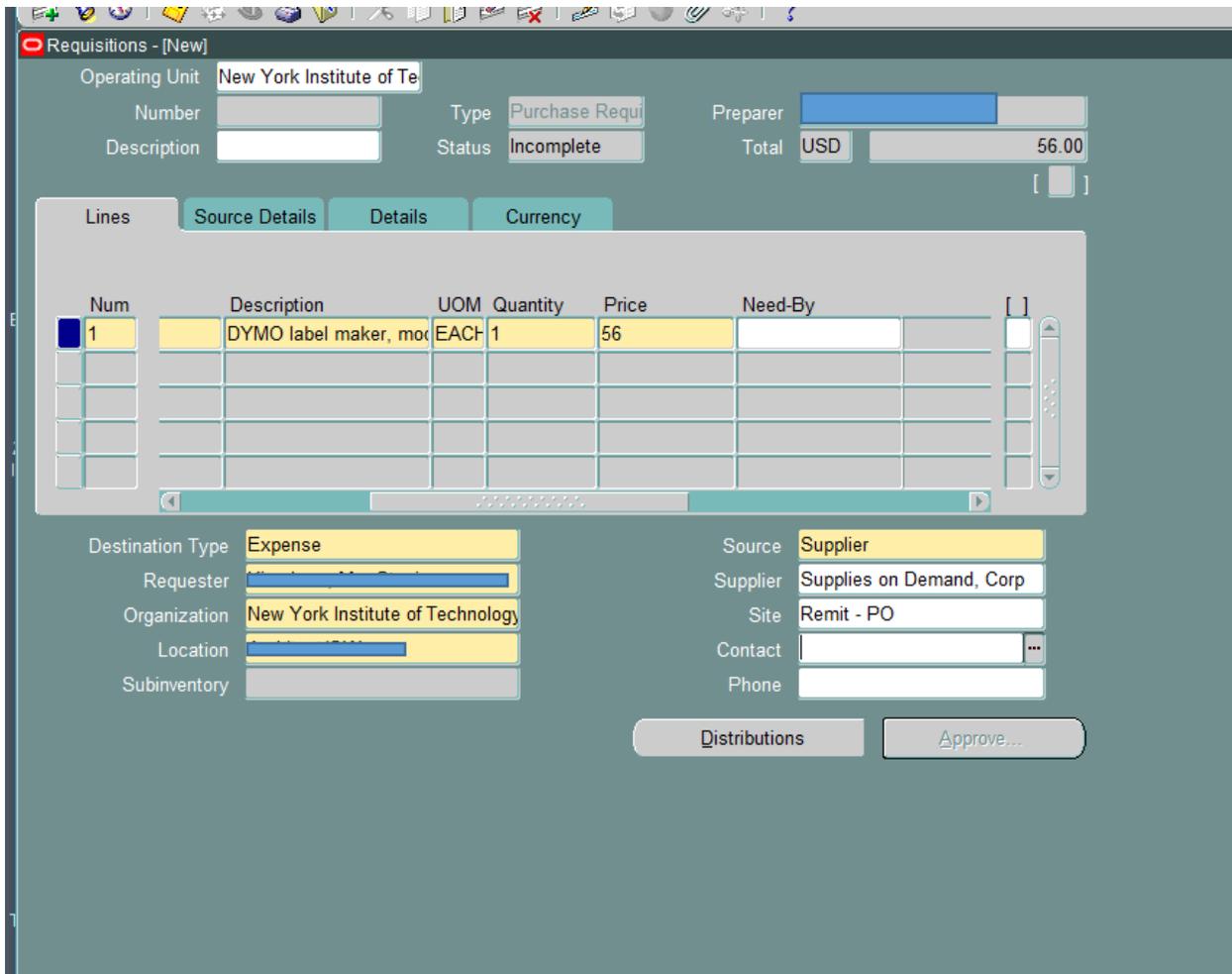
In the SUPPLIER field, select the list of values (...) to locate the supplier name by doing one of the following:

1. Enter the wildcard character (%) for a complete list of suppliers.
2. Enter the partial supplier name with the wildcard character (%) at the beginning and you will get a list of all suppliers with corp in the name
3. Enter a partial name without the wildcard (%) and a list of suppliers which starts with corp will appear



Enter the site information for the vendor by selecting the list of values (...). If only one address exists for the supplier, the system will automatically populate the information. Otherwise, select the supplier site from the list of values.

NOTE: if a supplier does not appear in the list, contact Procurement Services. The new supplier will need to complete a Vendor Application Packet and Procurement will need to enter this information in Oracle before orders may be placed. For questions or assistance, contact Procurement Services.

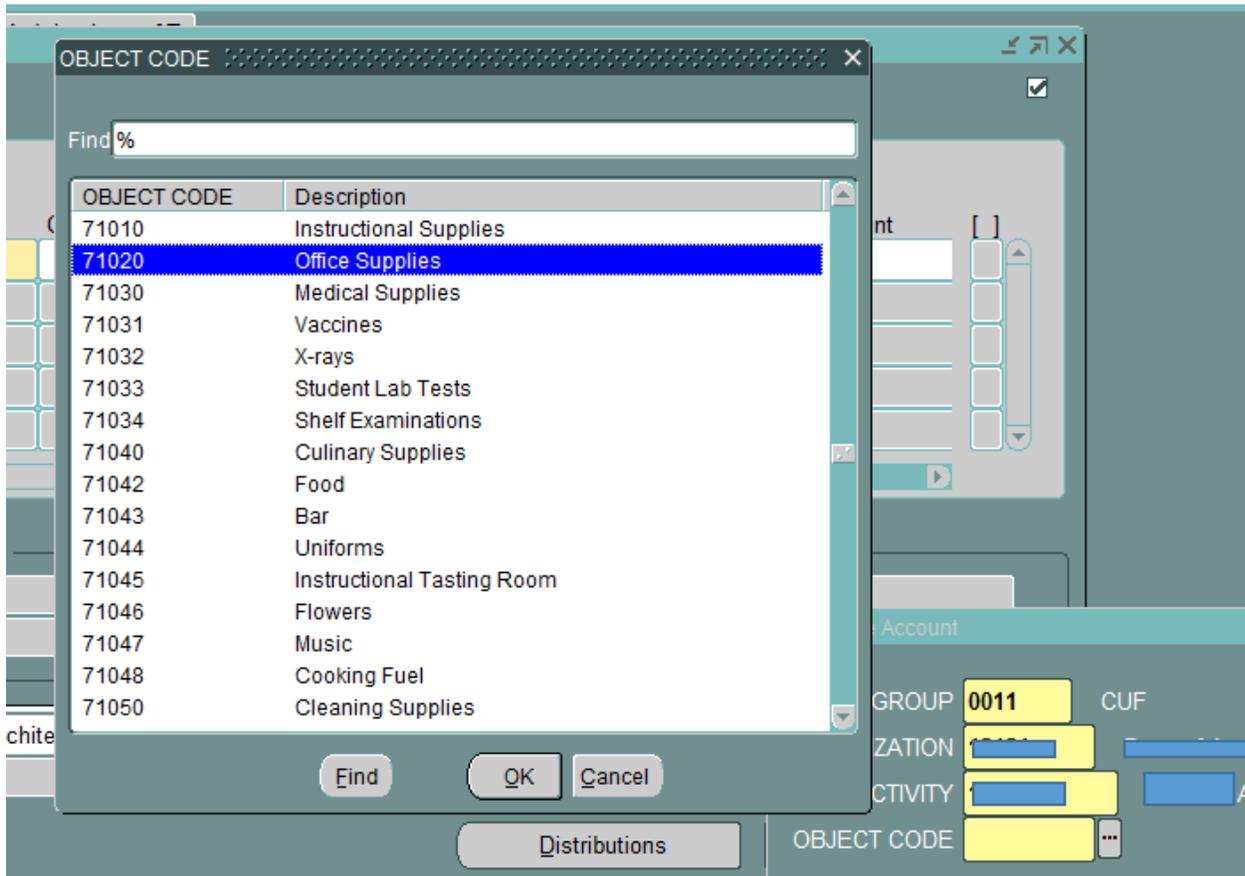


Click on “DISTRIBUTIONS”. Click on CHARGE ACCOUNT and click on the list of values. The following screen will appear:

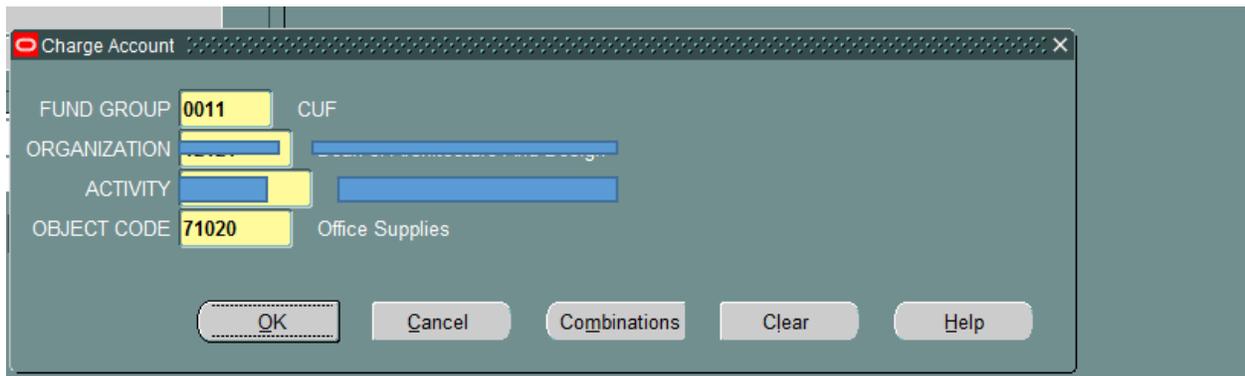


Enter ACTIVITY code and hit TAB on your keyboard; or use the list of values to select the code. Select OK.

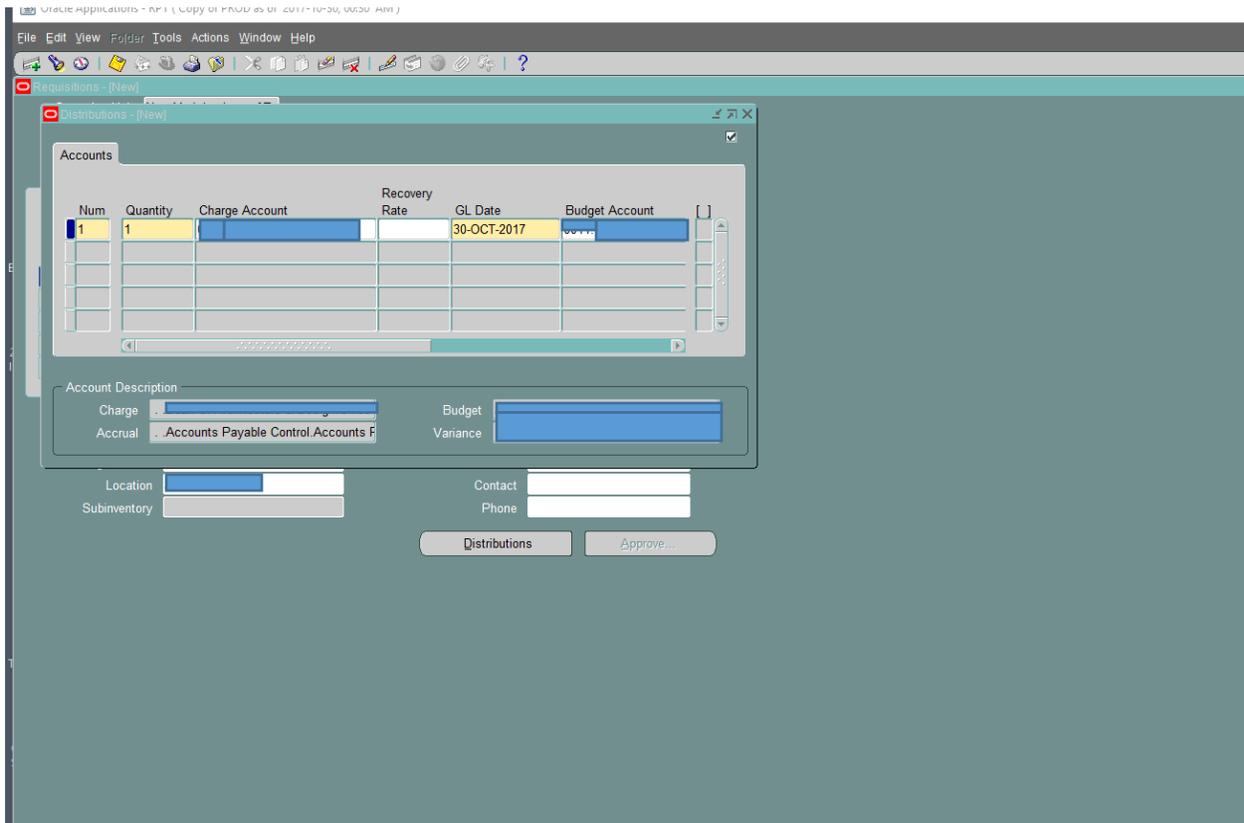
The next screen will appear. Enter the OBJECT CODE and hit the TAB key from the keyboard; otherwise, use the list of values to select the code.



Select OK



## SAVE THE REQUISITION!



The APPROVE button will now be enabled and the requisition number will appear.

Requisitions - [New]

Operating Unit: New York Institute of Te  
 Number: [ ] Type: Purchase Requi  
 Description: [ ] Status: Incomplete  
 Preparer: [ ] Total: USD 56.00

Lines: Source Details Details Currency

Num	Description	UOM	Quantity	Price	Need-By
1	DYMO label maker, mod	EACH	1	56	

Destination Type: Expense  
 Requester: [ ]  
 Organization: New York Institute of Technology  
 Location: [ ]  
 Subinventory: [ ]

Source: Supplier  
 Supplier: Supplies on Demand, Corp  
 Site: Remit - PO  
 Contact: [ ]  
 Phone: [ ]

Distributions Approve...

Select APPROVE. The “RESERVE” button will be automatically selected under ENCUMBRANCE and the Requisition will be forwarded to the FINANCIAL REVIEWER. Select OK.

Approve Document - 266540

Approval Details Additional Options

Encumbrance

Reserve  Unreserve  
 Use GL Override  Use Document GL Date to Unreserve  
 Unreserve Date: [ ]  
 Accounting Date: [ ]

Approval

Submit for Approval  
 Forward  
 Forward From: Kirschner, Ms. Staci  
 Approval Path: [ ]  
 Forward To: Financial Reviewer, The

Note: [ ]  
 Change Summary: [ ]

Transmission Methods

Print  XML  
 Fax FAX Number: [ ]  EDI  
 E-Mail E-Mail Address: [ ]  
 None

OK Cancel

If there is sufficient budget, the requisition will be approved to forward to the Financial Approver.

