

# FI Self Service Quick Reference-Requisition

Use Template:

Transaction Date: 17 FEB 2004  
 Delivery Date: 17 FEB 2004  
 Vendor ID:    
 Address Type:  Address Sequence:   
 Vendor Contact:  Vendor E-mail:   
 Requestor Name: Amy Schwartz  
 Requestor E-mail:   
 Phone Area:  Phone:  Ext:   
 FAX Area:  FAX Number:  FAX Ext:   
 Chart of Accounts: T Organization: XXXXX  
 Currency Code: None Discount Code: None  
 Ship Code:  Attention To: Amy Schwartz  
 Comments:  Document Text:

Use Code Lookup to find the vendor code

Anticipated date of delivery

Validate after entering Vendor ID to fill in the vendor information

Use RECSTP, RECMPL, SERVCN, or NOREC.

For the vendor to reach you with questions

End destination of product-name, building, room

Enter the business purpose, a clear and concise description

"Print" text prints on the PO. "No Print" text is information for the buyer.

For additional information about the commodity.

Enter specific description of what's being ordered.

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

Use the Commodity Codes List

Unit of Measure

Validate after entering commodity information to calculate

Price per Unit

Number of Units

**Calculated Commodity Amounts**

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

Leave at percents to ensure correct entry of FOAPAL information

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Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

100

Enter the assigned index code then validate. It will populate Fund, Organization, and Program.

Required for Capital Purchases

After validating, enter account number here from Commodity Codes List

Save as Template:

Shared

Checks for errors, missing information, and distributes the Index.

Submits form. Check for your requisition number on the next screen to assure that the requisition has been submitted.