

# Purchasing: Create Requisition – Pre-Approved IT items

## PURPOSE

IT Pre-approved Purchase Items include everyday computer items (mouse, keyboards, USB Drives, etc.) that have been pre-approved by the IT Dept. for your purchase. Search Catalog will provide a listing of those items.

Catalog Items will be pre-set with the cost of the item. You can complete the order WITHOUT selecting a Supplier. The Buyer in the Purchasing Department will assign the Supplier when it is converted to a PO.

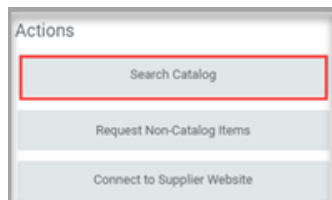
## Create Requisition – Request Catalog Items

1. Starting from the **Purchases** worklet.



Purchases

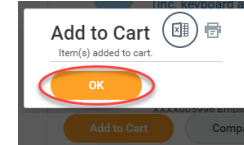
2. Click **Search Catalog** under Actions




**NOTE:** (If accessing for first time) **Requisition Type** choose "Standard Purchase Order-Requisition" and then click **Search**

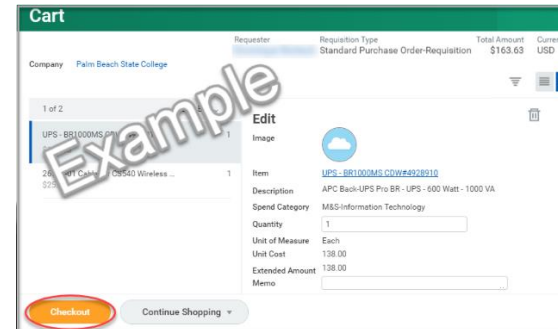
3. Select the items you want to order, then click **Add to Cart**

4. Click **OK**



5. Click on the cart icon  and review all the information.

6. Click **Checkout**.

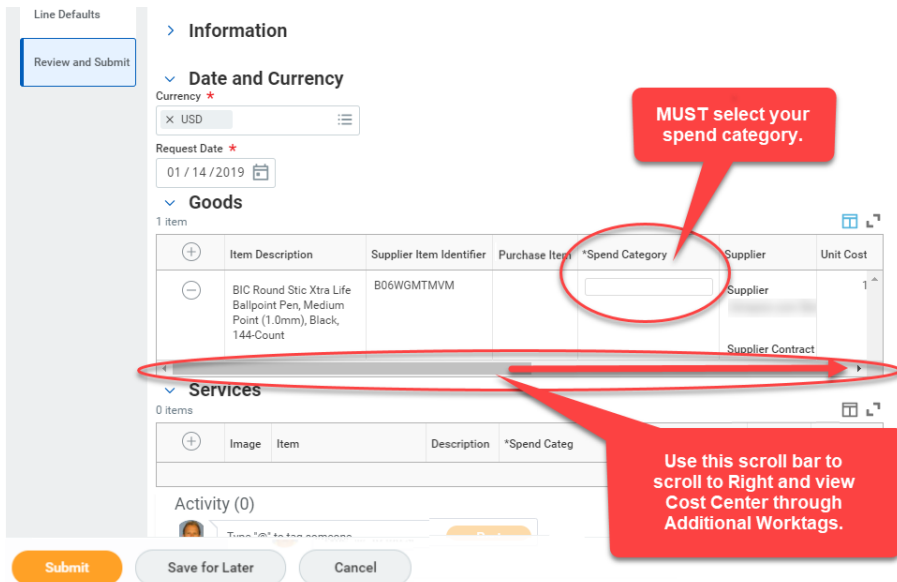


7. **Shipping Address-** All IT items must be *shipped to Central Campus Receiving*. IT must process your items prior to receiving. IT will deliver your items to you post processing.

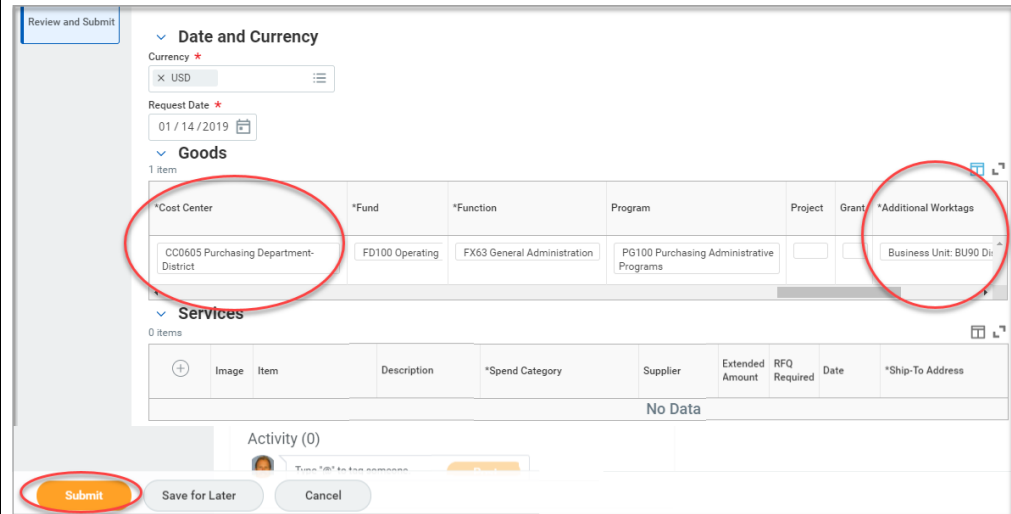
The **Shipping Address** will auto populate to the Belle Glade Campus receiving. This **MUST** be changed to *Central Campus Receiving*. Select the dropdown list, select *Default Addresses*, and select *Central Campus Receiving*. Then, click **Next** at the bottom of the screen.

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8. **Information** – not required to fill out all fields. If you want to add a note that will appear on the purchase order to the supplier – add text in the 'Memo to Suppliers' field. The 'Internal Memo' field can be used for notes that you may want associated with your order.
9. Click **Next** three times.
10. Click on **Review & Submit** section. This section has a few areas that you will need to fill in or check that the auto populated information is correct.
  - a. **Spend Category** – This is the budget line that will get charged. Choose **Spend Categories by Hierarchy > Materials & Supplies >** (choose category here) If you are unsure what your Spend Category is, please cross reference the [Spend Category Crosswalk](#).



- b. Scroll to the right and double-check **\*Cost Center** and **\*Additional Worktags**. Change if necessary. If you are unsure what your Cost Center is, Please cross reference the [Legacy Crosswalk](#).



11. Click **Submit** at the bottom of the page.

## "Up Next" – An Explanation of Processing Flow.

Once you click **submit**, numerous steps happen behind the scenes before the supplier receives your PO. The below outline is for your information only and no steps are required on your part.

- Requisition flows through your approval path which may include your cost center manager, budget review, assets accountant, and more. Timeframe depends upon the number of approvers in the path and what is being ordered (1-5 days)
- Buyer approves requisition. Requisition is now converted to an "approved" purchase order (5-7 days). BUT, your PO is not yet done!
- Procurement Director **"issues"** an official purchase order to supplier. The order has been officially placed (1 additional day typical).

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REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
6/1/18	Initial release	ERP Team
7/3/18	Added paragraph to Purpose section	DC
11/29/18	Corrected formatting	Dominique Norbeck
1/18/19	Added all images, rewrite of steps 7-11.	Dominique Norbeck & Bill Zaugg
2/1/19	Updated Worktag Links	Dominique Norbeck
2/12/19	Added "Up Next" section	Dominique Norbeck