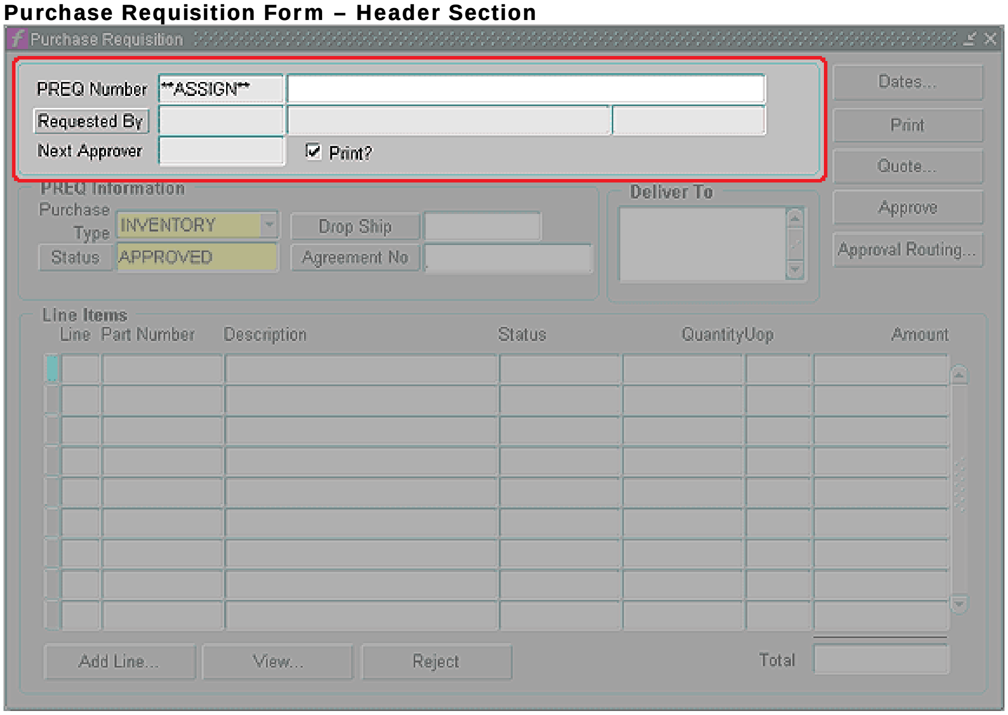
What you need to know:

a) A purchase requisition is used for stock parts only.

<u>PROCEDURE</u>

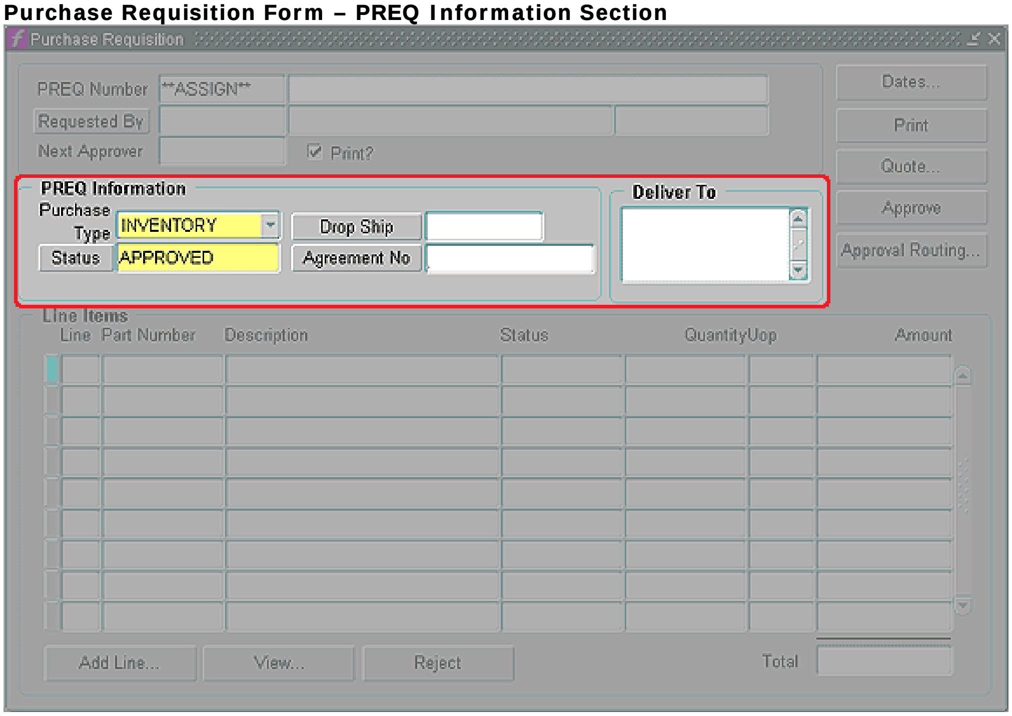
1. In the Purchasing folder, open the Purchase Requisition form.

Purchase Requisition Form – Header Section



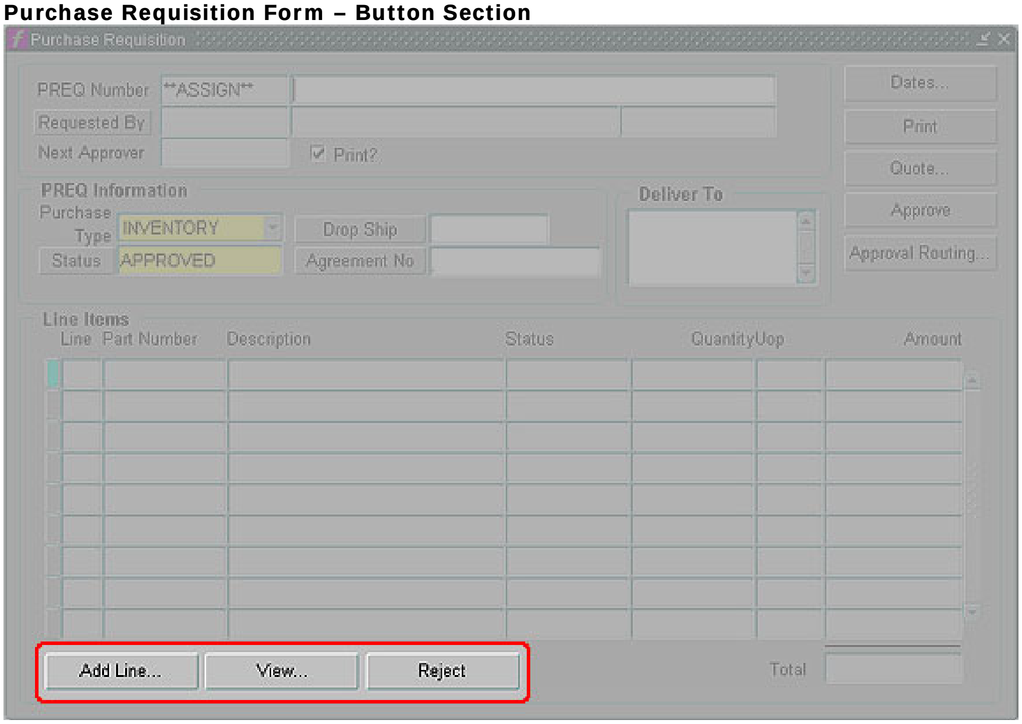
a) In the header section on the Purchase Requisition form, complete the following:
  i) PREQ Number – (read only/required) Will be assigned by FAMIS when record is saved.
  ii) PREQ Description – (required – unlabeled field) Enter the description of the purchase requisition in this unlabeled field. Refer to business rules for format.
  iii) Requested By – (read only) The 5-digit employee ID, name, and phone number of the enter user will be populated in these fields.
  iv) Next Approver – (read only) Not used.
  v) Print? Checkbox – Uncheck this box if you do not want a printed copy of the Purchase Requisition when the record is saved.

Purchase Requisition Form – PREQ Information Section



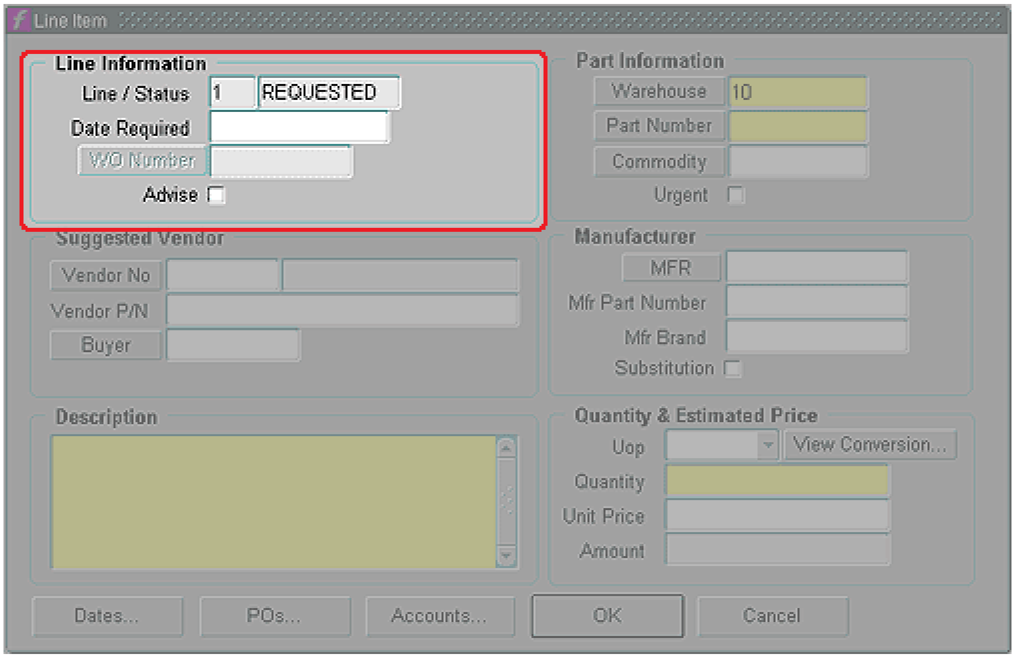
b) In the PREQ Information section on the Purchase Requisition form, complete the following:
   i) Purchase Type – (required) Defaults to INVENTORY; do not change.
   ii) Status – (required) Defaults to APPROVED; do not change.
   iii) Drop Ship – (not used)
   iv) Agreement No. – (not used)
   v) Deliver To – (not used)

Purchase Requisition Form – Button Section



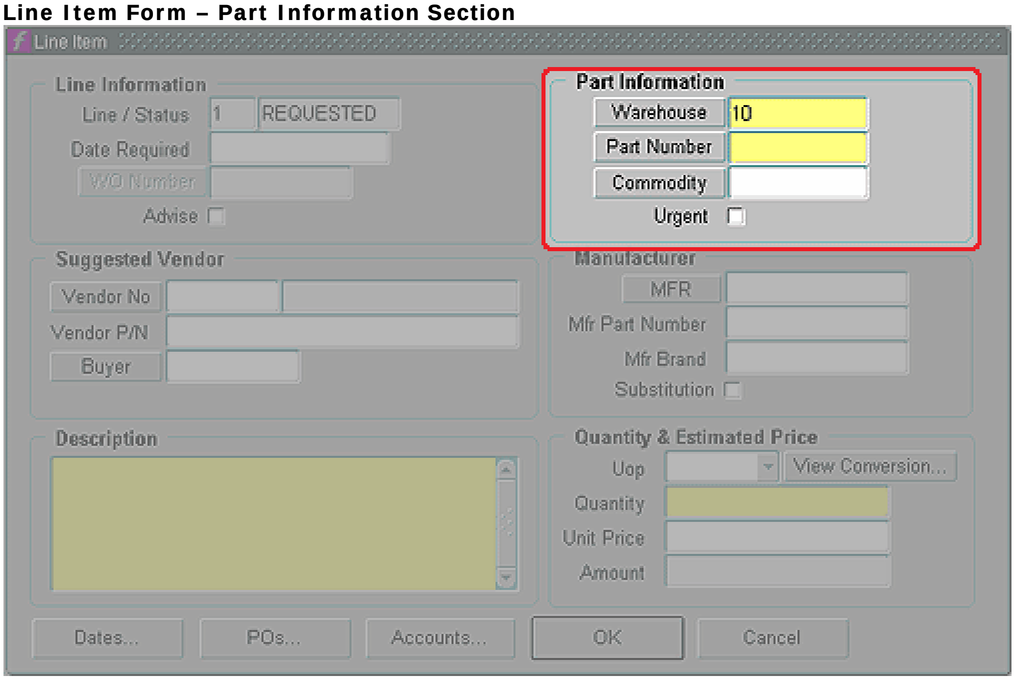
c) Click on add line button to open the Line Item form.

Line Item Form – Line Information Section



d) In the Line Information section on the Line Item form, complete the following:
   i) **Line/Status** – (Read only) Automatically populates with line item and default status; do not change.
   ii) **Date Required** – Enter the date item required, if applicable.
   iii) **WO Number** – (Read only)
   iv) **Advise** – (Not used)

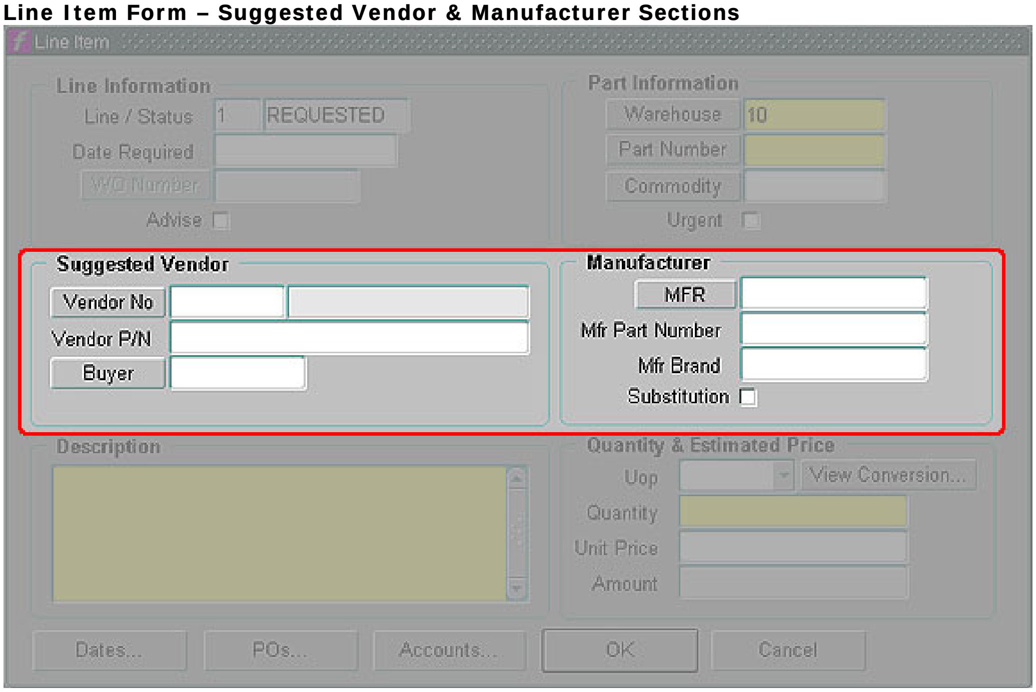
Line Item Form – Part Information Section



e) In the Part Information section on the Line Item form, complete the following:
   i) **Warehouse** – (required) Automatically defaults to the enter user's warehouse.
   ii) **Part Number** – (required) Enter part # on line item screen and tab out of the field. Note: Tab action automatically populates commodity, description, manufacturer information (if available), suggested vendor (if available), unit of purchase (UOP), and unit price.
   iii) **Commodity** – (Not used)

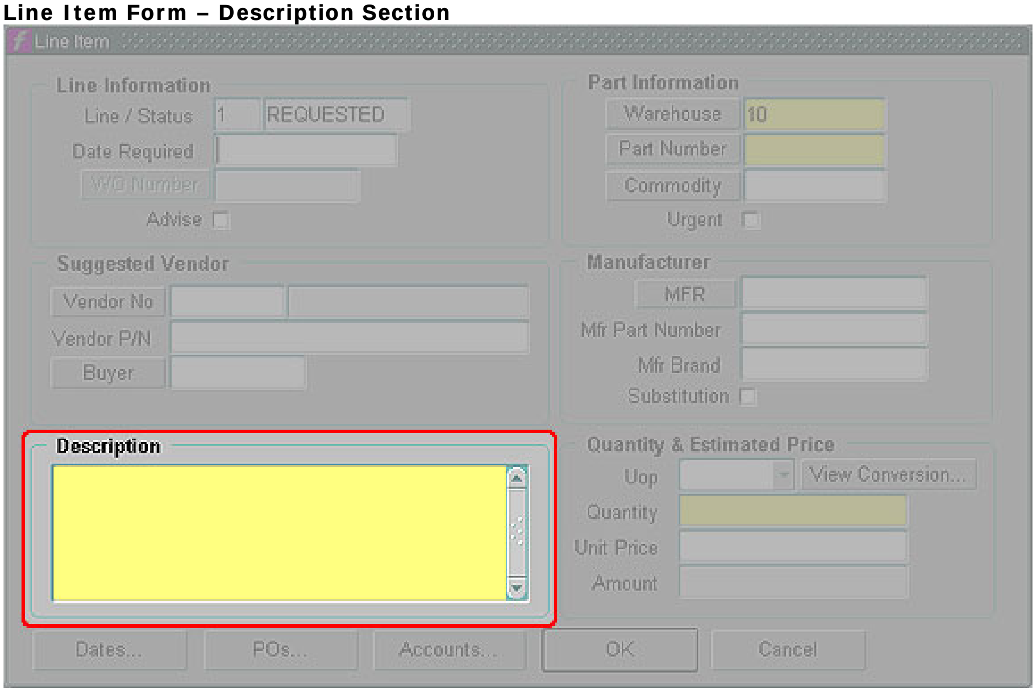
iv) **Urgent** – (Not used)

Line Item Form – Suggested Vendor & Manufacturer Sections



f) Suggested Vendor & Manufacturer sections on the Line Item form are not used.

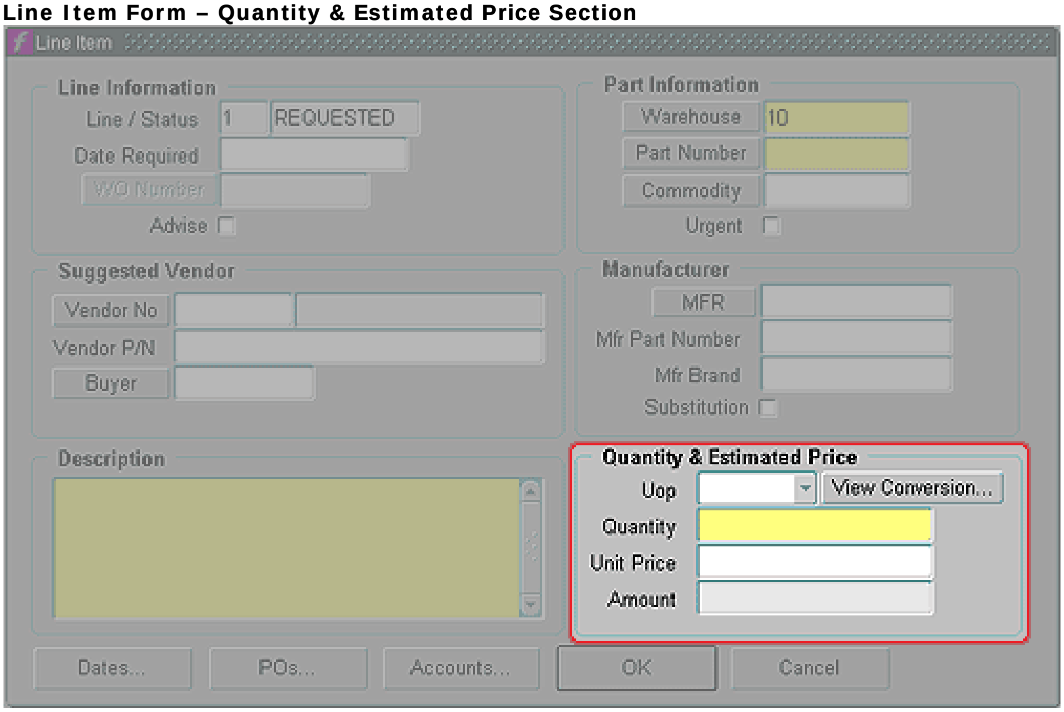
Line Item Form – Description Section



g) In the Description section on the Line Item form, complete the following:

i) **Description** - Automatically loads the description associated with the part number. Do no change.

Line Item Form – Quantity & Estimated Price Section



h) In the Quantity & Estimated Price section on the Line Item form, complete the following:
   i) **UOP** – (read only) Automatically loads the unit of purchase associated with the part number.
   ii) **Quantity** - Enter quantity.
   iii) **Unit Price** – (read only) Automatically loads the unit price associated with the part number.
   iv) **Amount** – (read only) Value loaded after quantity entered.
i) Click the OK button to close the line item form.
j) Repeat steps d - i until all lines are entered.
k) Close the Purchase Requisition form when finished adding all line items.
   i) Daily PO download will be checked for deletions. Refer to business rules.