

Requisition Layout

Requisition 1 3502 2

Summary PO Preview Comments Attachments History

General 7	Internal Info 8	Supplier Info 3
Cart Name: 2021-05-06 jschlun2 03	Force Dept Approval: No	Shipping Instruction: no value
Priority: Normal	Note to Procurement: no value	Contract/Quote No.: no value 4
Prepared by: Jon Schlundt	Pricing Source: no value	PS Contact: no value
Prepared for: Jon Schlundt	Internal Note: no value	Note to all Suppliers: no value
Department: Procurement Services (Procurement Services)	Internal Attachments: Add	Accounting Date Override: no value
	Contract Review: X	Attachments for all suppliers: Add 5
	Visual Compliance Checked: X	Additional Notes or Clauses?: Add

Fixed Asset Review/University Inventory

Shipping	Billing
Ship To: Contact Name Jon Schlundt, Dept. Name 711/Procurement Services, CR1, Grace Hall, 708 Grace Hall, Building GRAC, Notre Dame, IN 46556, United States	Bill To: Accounts Payable (574) 631-8274, notredame@easyaccessap.com (574) 631-6378, AP1, University of Notre Dame, 725 Grace Hall, Notre Dame, IN 46556-5612, United States 6

Codes and FOAPAL 9

Accounting Codes (FOAPAL)

Draft

Correct these issues. You are unable to proceed until addressed.

- Required: Organization
- Invalid value: Program
- Required: Req Type

Total (393.50 USD)

Subtotal 393.50

393.50

Submit Requisition

Assign Cart

What's next for my order?

Next Step Valid FOP Check

Approvers Automatically calculated by system

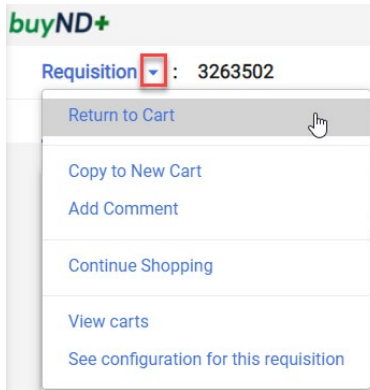
Workflow

Show skipped steps

- Draft Active Jon Schlundt
- Valid FOP Check Future
- FOAPAL Auth Future
- Create PO Future
- Finish Future

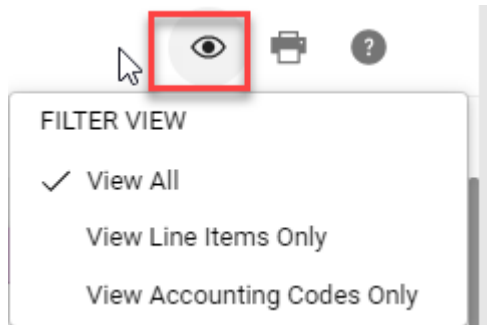
1. Requisition Options Drop Down Menu

- Any available Requisition options are displayed in this menu.



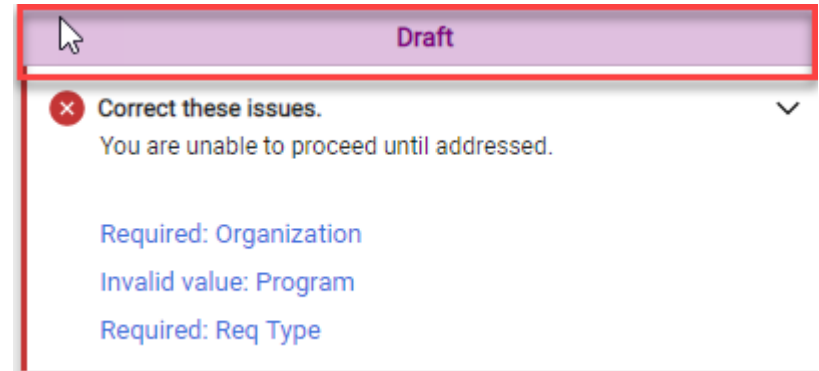
2. Filter View

- Filter view allow you to toggle between header and line item views.



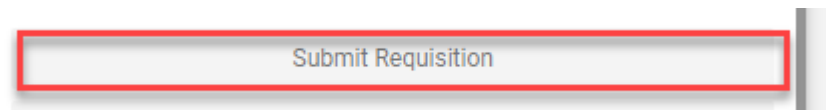
3 & 4. Requisition Status and Errors

- Requisition status is displayed with any errors that must be correct before the requisition is submitted.



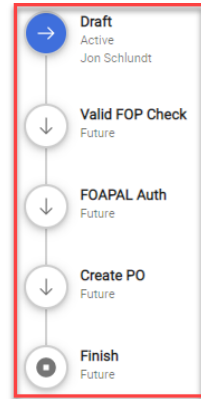
8. Submit Requisition Button

- The submit requisition button will be grayed out until all errors are corrected and then turn green.



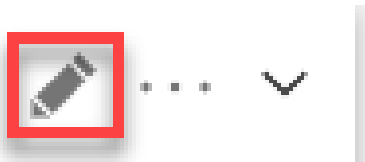
6. Workflow Steps

- This section shows all work flow steps the requisition must go through as well complete and pending steps.



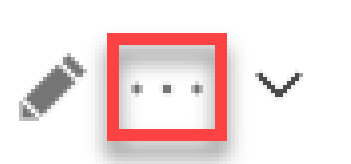
7. Edit

- The pencil icon is used to edit a section



8. Actions Icons

- The Actions icon is used for section help, to hide optional fields or additional line actions.



9. Expand/Collapse

- This icon will expand or collapse a section.



Requisition Layout

Codes and FOAPAL 10

Accounting Codes (FOAPAL)

Chart	Fund	Organization	Account	Program	Activity	Location
1 Notre Dame	100000 Educational and General	<i>no value</i> ✖ Required	72251 Office Supplies	70000 General Administration	<i>no value</i>	<i>no value</i>

Custom Codes

Req Type *no value*
✖ Required 11

Grant Review No Grant Review

75 Items 12

Office Depot · 75 Items · 393.50 USD 14

^ SUPPLIER DETAILS 16

Contract	<i>no value</i>	PO Number	To Be Assigned
PO Clauses	Add		

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Blue Pens	BPO-1122	EA	15.24	<input type="text" value="25"/> EA	15

^ ITEM DETAILS 17

Contract:	<i>no value</i>	External Note	<i>no value</i>
Internal Note	<i>no value</i>		
Department Reference	<i>no value</i>		
Commodity Code	10 / Office Supplies		
Internal Attachments	Add		18

10. Edit Codes and FOAPAL

- The Pencil icon in the Codes and FOAPAL section will allow you to edit the FOAPAL, Requisition Type and Grant Review fields.

Edit Codes And FOAPAL

Accounting Codes (FOAPAL)

Chart * Fund * Organization *

1 100000 Search

Required

11. Required Fields

- The red X will indicate any required fields that have not been populated.

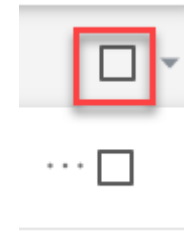
Custom Codes

Req Type * No Value Required

Grant Review * No Grant Review

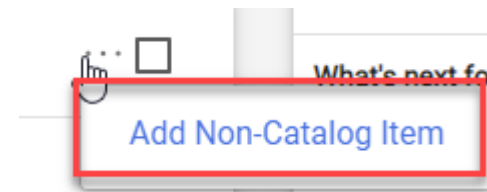
12 & 13. All Line Select & Single Line Select

- The open boxes are used to select all requisition lines or individual lines.



14. Supplier Action

- The supplier action icon will allow you to add a non-catalog item.



15. Line Actions Menu

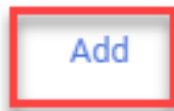
- The line actions menu allows you to update the line FOAPAL, Codes and other info. It also allow you to remove the item, add to favorites and other cart options.

The screenshot shows a menu with two columns of options. The left column includes 'Override', 'Internal Note', 'Questions', 'Ship To', 'Accounting Codes (FOAPAL)', and 'Custom Codes'. The right column includes 'Remove', 'Requires Sourcing', 'Remove Requires Sourcing', 'Add to Favorites', 'Move to Another Cart', 'Add to Other Cart/PR', and 'Add to PO Revision'. The 'Ship To' option is highlighted with a mouse cursor.

16. PO Clause

- The Add link allows you to add an PO Clause.

PO Clauses



17. Edit Item Details

- The pencil icon on the line allows you to edit item details such as Quantity, Notes, and Commodity Code.

The screenshot shows a form titled 'Edit Line 1: Item Details'. It contains fields for 'Contract', 'Internal Note', 'External Note', 'Department Reference', and 'Commodity Code *'. The 'Commodity Code' dropdown is set to '10 - Office Supplies'. There are 'Save' and 'Cancel' buttons at the bottom right.

18. Add Internal Attachments

- The Add link will allow you to add internal attachments.

Internal Attachments

