1. Review the Shopping Cart

Review the items in your shopping cart, then click “Proceed To Checkout”

2. Correct Issues

On the right hand menu, the fields that need correcting will be listed. Each error is a hyperlink you can select to go directly to the issue that needs to be fixed.

3. Codes and FOAPAL Section

The Codes and Foapal section is the primary place that modifications will need to be made. You can modify these fields by clicking the pencil icon.

4. Update FOAPAL

Under the FOAPAL section, you will fill in every field of the FOAPAL you are using. To add a FOAPAL split, you will click the small plus icon that appears when hovering over the FOAPAL fields. To re-calculate once you have processed a split, click the checkmark icon that is located next to the plus icon.
5. Update Custom Codes
Under the custom codes section, you will click the small arrow on each of the fields to open a drop down menu and select an appropriate value for the “Grant Review” and the “Commodity Code” sections.

6. Verify Shipping Address
Verify the shipping address listed on the requisition. If you need to make a change, click the pencil icon to modify the address.

7. Add Attachments
If attaching documents to go to the supplier such as a quote or an invoice, you will click “add” next to the supplier attachments section.

8. Submit Requisition
When you have confirmed all of your fields are input, you will see that the “Submit Requisition” button has turned blue. You can then click this which will initiate the process of the requisition going through the workflow.