

Submitting Requisitions Guide

1. Review the Shopping Cart

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

Shopping Cart ▾ 2021-05-19 ashline 01

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

Airgas USA LLC. · 1 Item · 4,000.00 USD

SUPPLIER DETAILS PO Purchasing 2 : 2600 Northland Drive, Elkhart... ▾

Details ▾

For Abigail Maines

Estimate (4,000.00 USD) ▾

Total: 4,000.00

Proceed To Checkout

Assign Cart

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.

Draft

✖ Correct these issues. ▾

You are unable to proceed until addressed.

Required: Organization

Invalid value: Program

Invalid value: Req Type

Required: Grant Review

Total (4,000.00 USD) ▾

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

Codes and FOAPAL ✎ ... ▾

Accounting Codes (FOAPAL)

Chart	Fund	Organization	Account	Program	Activity	Location
1	100000	no value Required	72001	70000	no value	no value
Notre Dame	Educational and General		Supplies	General Administration	Invalid value	

Custom Codes

Req Type Standard PO
Invalid value

Grant Review no value
Required

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.

Activity Location

Search Search

+ ✓ ♥

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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.

Accounting Codes (FOAPAL)

Chart *	Fund *	Organization
1	100000	56000

Custom Codes

Req Type *

Grant Review *

Profile Values

- 10 - 10 - Richard Forrester
- 15 - 15 - Vicky Flesher
- 20 - 20 - Donna Sheer
- 25 - 25 - John Engel
- 35 - 35 - Joe Quinn
- 40 - 40 - Greg Schaefer
- No Grant Review
- Organization Values

Required

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.

Shipping

Ship To

Contact Name Abigail Sheline
Dept. Name Procurement
CR1
Grace Hall
700 Grace Hall
Building GRAC
Notre Dame, IN 46556
United States

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.

Supplier Info

Shipping Instruction no value

Contract/Quote No. no value

PS Contact no value

Note to all Suppliers no value

Accounting Date Override no value

Attachments for all suppliers Add

Additional Notes or Clauses? Add

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

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Total (4,000.00 USD)

Subtotal 4,000.00

4,000.00

Submit Requisition

Assign Cart