



PURCHASE REQUISITIONS

PURCHASE REQ. CREATION – WEB ADVISOR

PURCHASING 701.5.7

OVERVIEW

- ▶ **PURCHASE REQUISITION CREATION:** The purchase requisition creation is the process for departments to enter purchasing requests through WebAdvisor. The request will convert to Datatel/Colleague system. The requisitions created with WebAdvisor are limited to ten (10) line items and may use only one (1) GL account number.
- ▶ **CONTACT:** The contact for “Purchase Requisition Creation - WebAdvisor” is the Office of Support Services (783-2018).

LOGIN

- ▶ Login to WebAdvisor

See Section 404 for login instructions. If you do not have a WebAdvisor account, please contact the Office of Administrative Computer Applications (783-2009).

PURCHASE REQUISITION CREATION

PURCHASING 701.5.7

MENU SELECTION

- ▶ From the **Employees** menu, click **Requisition for goods and services**.

Financial Information

[Budget selection](#)

[Requisition for goods and services](#)

[Requisition status](#)

VENDOR NAME

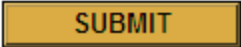
- ▶ Click the check box for “I do not wish to perform a vendor lookup”

- ▶ Click 

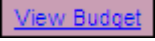
Requisition for goods and services

Vendor ID or Name

I do not wish to perform a Vendor LookUp



CREATE REQUISITION

- ▶ Budget may be viewed by clicking 
- ▶ Requisition Date is populated, but can be changed.
- ▶ Initiator is populated with your initials.
- ▶ Ship To is populated, but can be changed.
- ▶ Email Address is populated with your address.
- ▶ Enter desired date (optional), vendor name, check person vendor (if applicable) and choose AP Type from drop down box

Requisition for goods and services

[View Budget](#)

Requisition Date*	<input type="text" value="01/02/07"/>
Initiator*	<input type="text" value="LMP"/>
Confirmation E-Mail Address*	<input type="text" value="l.purcell@moreheadstate.edu"/>
Ship to*	<input type="text" value="Morehead State University"/>
Desired Date	<input type="text"/>
Vendor ID or Name	<input type="text" value="Cardinal Office Systems"/>
Person Vendor	<input type="checkbox"/>
AP Type	<input type="text" value="Vendor Payables"/>

ENTER LINE ITEMS

- ▶ Enter item description
- ▶ Enter Vendor Item number (optional).
(NOTE: Do not exceed 10 characters. If Item Number is longer than 10 characters, enter information in Comments Section)
- ▶ Enter quantity
- ▶ Select unit of issue from drop down box
- ▶ Enter Price. This is “price each” or “price per”.

PRINTED COMMENTS

- ▶ Enter comments to be printed on Purchase Order
- ▶ Enter Ship To Address!

Printed Comments

COMMENTS

- ▶ Enter comments for approvers or Office of Support Services to view

Comments

**SUBMIT
REQUISITION**

- ▶ Click
(NOTE: Email is sent to all required approvers that requisition is pending his/her approval).

VIEW REQUISITION

- ▶ Note requisition number (top of screen)
- ▶ Click

PURCHASE REQUISITION CREATION –WEB ADVISOR

Requisition

10-64001000-5100100 is over budget by \$162,987.98

Requisition Number 0000167 Requisition Status In Progress (unfinished)

Requestor Name Joe W. Sample Initiator Name LaDonna M. Purcell

Requisition Date 05/30/06

Maintenance Date

Desired Date

Vendor ID and/or Name CARDINAL OFFICE SYSTEMS

AP Type VP Vendor Payables

Requisition Total \$94.19

Ship to SS Morehead State University

Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Account Number	Project ID	Tax Code
Copy paper	KEPC1022R	2.000	BX Box	26.4000	52.80	10-64001000-5100100 Support Services : Supplies		
Inventory tags	AVE15060	1.000	BX Box	41.3900	41.39	10-64001000-5100100 Support Services : Supplies		

Printed Comments

Please ship to:

Morehead State University

Office of Support Services

Morehead, KY 40351

Comments

Warning: All line items on this document have been populated with default tax form

information from the chosen vendor.

Copy paper for office use; inventory tags for use in surplus sale.

Approval Date Next Approval

OK

MAIN MENU

► Returned to Main Menu.

LOGOUT

▶ See Section 404 for Logout procedures for WebAdvisor.



Last Revision: 12/3/08