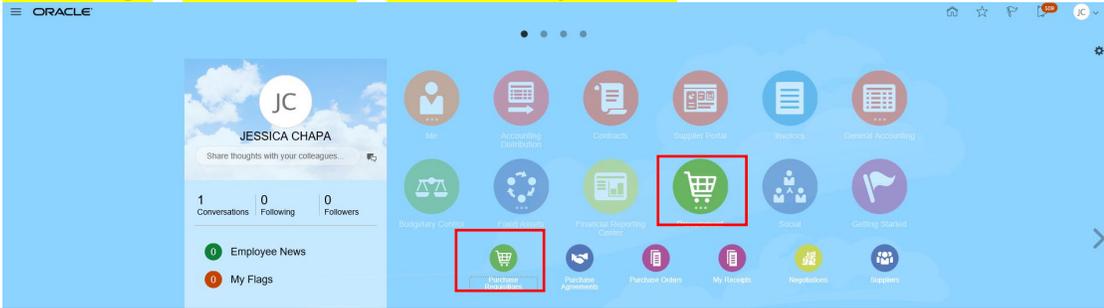
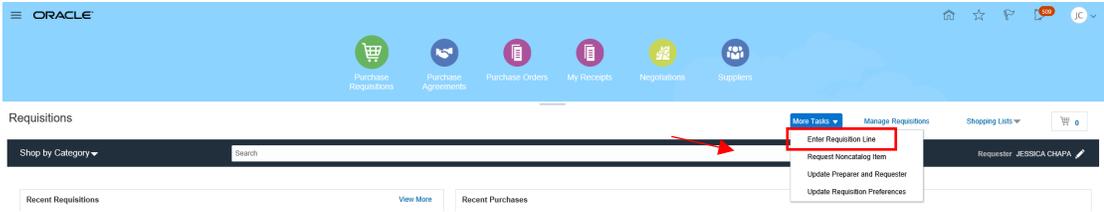
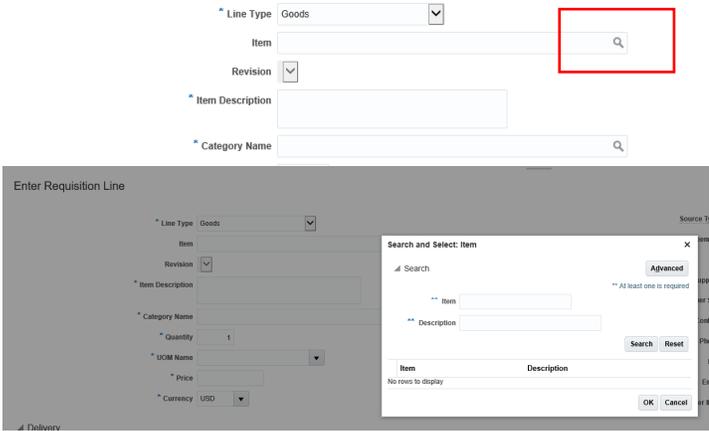
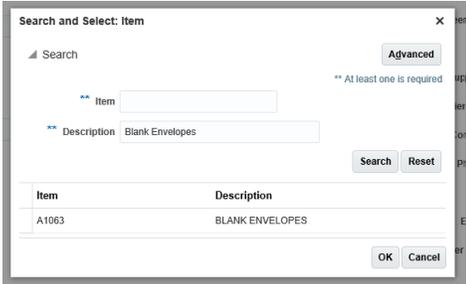
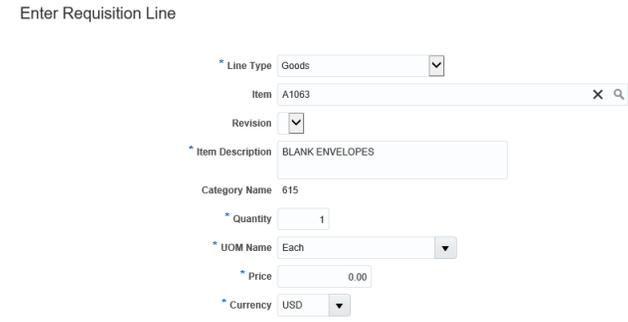


Create Requisition Line Entry for Item Master Items

Audience: Requesters

Purpose: An order is a formal authorization to purchase goods or services. Your purchasing department creates a purchase order, which a supplier receives. A purchase order can be tracked until you receive the goods or services. A requisition is a request for the goods or services. If approved, a purchase order is created to fulfill the requisition. If details. The Requisitions page is the landing page for the Purchase Requisitions work area and is also informally referred to as the shopping home page. Requesters can use the self-service page to place purchase requests for goods or services. Item Master Items can be selected and will prefill certain information (Description, Category Code and Unit of Measure) to simplify requisition entry for common nly purchased goods /services. This job aid will assist you with creating a purchase requisition line entry for items contained in the Item Master.

Step	Action
1	<p>Log into Oracle.</p> <p>Home Page > Procurement > Purchase Requisitions</p> 
2	<p>Click the More Tasks > Enter Requisition Line link.</p> 
3	<p>Click the Line Type list.</p>
4	<p>Select the Goods list item.</p> 
5	<p>Select the Item Search Icon</p>

	<p>Enter Requisition Line</p> 
<p>6</p>	<p>Search for Items contained in the Item Master by Item Number or Description (All Items Numbers start with A)</p> 
<p>7</p>	<p>Select Item and click OK.</p>
<p>8</p>	<p>The Item Master item details will populate the requisition line. Update Description, Quantity and Price as needed.</p> 
<p>9</p>	<p>Click the Charge Account icon and either accept default or add new applicable charge account information.</p>

Requested Delivery Date: 8/5/19
Suggested Buyer: Chapa, Jessica

Segment Value Description
GL Fund 1010 General Fund
GL Department 114001 Support Services > 2510
GL Program 50 General Govt - Legislative & Executive
GL Account 510001 Salaries > 511110
GL Project 00000 NIL
GL Future 00000 Default

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Charge Account	Budget Date	Percentage	Quantity	Amount (USD)	Funds Status	Distribution Flexfields	Delete
				1010.114001.50.510001.00000.00	7/29/19	100	1	1,000.00	Not reserved		X
Total							100	1	1,000.00		

Attachments: None +

10 In the Notes and Attachments section, click the + icon next to **Attachments None**.

Item: Roof Repair Kit
Category Name: 910
Quantity: 1
UOM Name: Each
Price: 1,000.00
Currency: USD
Requester: Thomasso
Requested Delivery Date: 8/5/19
Suggested Buyer: Chapa, Jessica

Attachments

Type	Category	*File Name or URL	Title	Description	Attached By
File	To Buyer	Browse... No file selected.			Amanda Thon

Rows Selected: 1

11 In the Attachments window click the **Type** list.

12 Select the **File** list item.

13 Click the **Category** list.

14 Click to select the **To Buyer** list item.

15 Click the **Browse** button under ***File Name or URL** field.

16 Select a file for **Attachment**.

17 Click in the **Title** field.

18 Enter information into the **Title** field.

19 Click in the **Description** field and enter information into the **Description** field.

20 Click the **Add to Cart** button.

21	<p>Click Shopping Cart icon and select Review.</p>
22	<p>Select Y/N option for *State Contract - If yes, please insert Contract Number.</p>
23	<p>Enter if 'Y' is selected enter a number in the State Contract Number field.</p>
23	<p>Select Y/N *Sole Source ("If yes please attach proof of Sole Source").</p>
24	<p>Select Y/N *Resolution Attached.</p>
25	<p>Select Y/N *Will Services be performed on Lucas County property?</p>
26	<p>Click the Check Funds button.</p>
27	<p>Click the View Funds Check Results button.</p>
28	<p>Click the Done button.</p>
29	<p>Click the OK button.</p>
30	<p>Click the Manage Approvals button.</p>
31	<p>Click the Submit button.</p>
32	<p>Click the OK button.</p>