SUBMITTING A REQUISITION

OVERVIEW

Once you **Proceed to Checkout**, on the left hand side you can see:

1. **Requisition number**. This is a specific number that will be assigned to your requisition.
2. **Cart name**. The name you gave the cart or the default.
3. **Status** of the requisition.
4. **Total**.
5. **What's next for my order** shows you the next workflow step.
6. **Requisition**. This opens up to show you all parts of your requisition and has green checks to indicate specific areas are complete.

The areas are:

- **General**.
    - **Standing order**. Click edit in the upper right-hand corner and check the Standing Order button for open orders. This isn't available for catalog shopping
- **Shipping**. For all deliveries, except desk top deliveries, ship-to must be receiving. The ship-to address needs to be changed to your department ship-to for all desk top deliveries. These vendors are Staples, Office Depot, Computer Shop, and Warehouse Stores. The requisition will return if you use the receiving ship-to. It will also return if you use your department ship-to on a regular requisition.
- **Accounting Codes**. If you didn't set a default index, then you will need to fill it in. It will pop up immediately after hitting Proceed to Checkout. Put your index in or search for the index you need. This will populate the entire cart. If you had a default and want to change a line or all lines it must be done line by line.
- **Internal Notes and Attachments**. Internal notes are for University use only. They will not go to the vendor. This is a good place to attach approvals not caught in the workflow. For instance, Infrastructure approval emails.
- **External Notes and Attachments**. External notes go to the vendor. The requisition must be complete, but this is a good place to add text that wouldn't fit in the cart or instructions for the vendor.
- **Vendor Information**. This shows that you selected a vendor.
- **Taxes, Shipping and Handling**. This allows you to enter any shipping and/or handling charges.
- **Final Review**. Shows a summary of your requisition.

7. **Comments**. Allows you to see existing comments and to enter additional ones.
8. **Attachment Overview**. Shows you all attachments with this document.
9. **PR Approvals**. Lists the workflow steps your requisition has taken or will take. PRValidation indicates the documents status with Banner.
10. **PO Preview**. Has a preview of what the PO will look like at this stage. Keep in mind that a buyer can change your non-catalog item requisition, if necessary.

Click **Submit Requisition** at the top to submit you requisition.

If you are a shopper, click **Assign Cart** and select a requestor.