

are requests for purchases that go through an approval process before actually being ordered or purchased. Employees that enter requisitions will be responsible for entering information correctly and timely. Once requisitions are fully approved, they become Batch Status Purchase Orders.

- 1. Go to
- 2. Click on the
- 3. Click on , under the My Requisition Processing section

tab

4. Click



Home Accounts Accounts Accounts Accounts Accounts Accounts Accounts	ali <b>je kao se </b>
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5. Under the

section, choose:

- a. Correct
- b. Confirm
- c. Choose between or
- 6. Under the complete:
  - e.
  - b. Choose correct
  - c.c Choose correct
  - d. Confirm
  - e. Choose and
  - f. If applicable choose a
  - g. If applicable choose a

- 7. Choose between one of the options
  - a. to add line of merchandise
  - b. to add



11.

- a. Account information selected at top, along with the distribution amount/percentages, will show in the
- b. The or for selected account(s) can be modified

when done

c. Click or to de-select accounts

12. Oick

13. When the entry is completed acc