

Processing Requisition

Creating a Requisition

1. Access **MyWord, Finance Self Service, My Requisition.**
2. Click on **Create Requisition**
3. Enter a date in the **Delivery Date**
4. Enter your **Organization code**
5. Verify the details of the **Requestor/Delivery information** section. Enter changes as needed.
6. Click **Next** to access the Vendor Information field
7. Select a **Vendor** section the vendor list. Verify the vendor's address
8. Click **Next** to access **Add Item & Accounting** section
9. Enter the commodity description in the **Add Item(s)** field
10. Enter the **Unit of Measure** field
11. Enter a number in the **Quantity** field
12. Enter an amount in the **Unit Price** field
13. Tab through the **Discount** and Additional fields, entering values as needed.
14. Add a **Public Comment** (Item Text) for the Commodity if necessary
15. Click on **Save**
16. Add another Item and follow steps 9 – 15 for each additional item or

The screenshots illustrate the following steps in the requisition creation process:

- Step 1:** Accessing the My Finance dashboard.
- Step 2:** Clicking the "Create Requisition" button.
- Step 3:** Entering the Requestor (Angela Mazzoni) and Delivery Date (05/24/2018).
- Step 4:** Selecting the Organization (6306 Enterprise Applications).
- Step 5:** Verifying details in the Requestor/Delivery information section, including the Attention To field (Ina Sulcher).
- Step 6:** Clicking the "Next" button to proceed to the Vendor Information field.
- Step 7:** Selecting a Vendor from the list (Heights Office Supply).
- Step 8:** Clicking the "Next" button to access the "Add Item & Accounting" section.
- Step 9:** Entering the Commodity Description (pasta).
- Step 10:** Entering the Unit of Measure (EACH BKG).
- Step 11:** Entering the Quantity (12.00).
- Step 12:** Entering the Unit Price (0.5000).
- Step 13:** Tabbing through the Discount and Additional fields.
- Step 14:** Adding a Public Comment (Inna Chert).
- Step 15:** Clicking the "Save" button to complete the requisition.

