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 is 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



- 17. Click on Add Accounting
- 18. Enter an account code in the Account field. The COA, Year, Fund and Orgn field default based on user-defined data.

NOTE: Complete the Fund, ORGN and Program as needed if it does not default.

- 19. Tab through the remaining fields is the Accounting section
- 20. Click Save
- 21. Click on Attachments
- 22. Click on Attach file
- 23. Click on Choose File and select the document for the backup, click Open
- 24. Click on Document Type, select Requisition.
- 25. Click Upload to attach your document
- 26. Click in Document Name to view in Xtender. When done exit Xtender
- 27. Click the back arrow to return to the **Accounting** section.
- 28. Click Submit Requisition

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NOTES:

Save as draft View as PDF Submit Requisition

