REQUISITIONS

PURPOSE: A requisition is required to initiate a PO to be setup for the purchase of goods and/ or services on awards.

REQUISITION REQUIREMENTS:

1. Less than $3500:
   a. Copy of Invoice
   b. Statement of work if services or consultant agreement
2. Greater than $3500:
   a. Statement of work/ consultant service agreement with any flow down terms or OVPR signed agreement
   b. Justification and Approval (J&A) Form
      i. Required for Services
      ii. Required if purchase is from a specific vendor
   c. Any other relevant correspondence

PROCESS:

1. Log on to EAS
2. Select the GW SC Departmental User Responsibility Folder
3. Select the Requisition text box
4. Enter Description (this is for your reference). Press the tab key
5. A pop up box will appear asking "Add to existing PO?" Select Yes or No from drop down and select OK. Note: If you select Yes another box will appear asking for the PO #
6. Default Line is Goods. Other options are: Services, NOGA and Leases. Select the appropriate line type and press OK
7. Select category. A drop down will appear with various choices. Select the appropriate and category and press OK
8. Enter Description.
9. Enter Quantity and Price. If this is for services the price will be put in the QUANTITY field
10. In the Need-by window you can default the current date. This will pop up a couple times as you wind your way thru the process. Dates must match.
11. Input information in the "Notes to Buyer" Section to alert Procurement that there are attachments or any other information that may be useful.
12. If purchasing equipment from a specific vendor enter supplier item number in "Supplier Item" field.
13. Under the Details tab there is a Justification window. There you can add a note to explain the need for the purchase which can be found on the Justification document.
14. Select location. This is the GW address of the department or PI.
15. Enter Supplier Name using partial name followed by % to narrow search then select find. Once found select OK. **Note: It is best to check the supplier is registered PRIOR to beginning the requisition.** Please see Supplier Inquiry Instructions for guidance.
16. Select site field. Choose site. Select OK. Input contact and phone info for vendor.

17. Select Distribution. This is where you will enter the PTA (Project Task Award) information
18. Select the PROJECT tab
19. Enter PTA and Expenditure type
20. Enter Expenditure Date. *Dates must remain the same. Normally defaults to current day
21. Toggle your way thru the other tab that ties the PTA to the deparment.
22. Select field in [ ] on the far right. Enter Deliver-To-Room Number and select OK
23. Select Diskette icon at the top to save requisition and close distributions by clicking the small "x"
24. If the Requisition has multiple lines you can press Shift F6 and it will copy all the information from the previous line to the new one. This saves you time as you only need to adjust what is necessary. After saving previous line simply toggle down to next line and hit Shift F6. One item that will need to be changed is the Description line. If the description lines match the system will try to condense everything to one line. Make sure each is different.
25. Add documents by selecting the Paperclip icon. A new window will appear. Select Category
26. Select TO APPROVER on the first line and add title of uploading document. In Description field indicate what is attached (i.e. Justification form and quote, etc) and in Data Type field indicate type of attachment (file, web page, etc) and then upload the package. On the 2nd line input TO BUYER and then go thru same process as the first line. Then close out window by clicking on the "x" in the corner of the window. You are now back on the original PO page.
27. If you have more than one attachment continue same steps as above. You can input multiple lines for both the Approvers and Buyers (Procurement).
28. Once all attachments have been uploaded select Approve
29. A new window will appear to add a note to the approver. You can add a note or continue by selecting OK
30. Another Pop up will appear stating your Budgetary Control actions completed successfully. Click Ok. This will take you back to the 1st screen where you may enter another requisition or close if not needed.

Note: An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds $5,000.

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