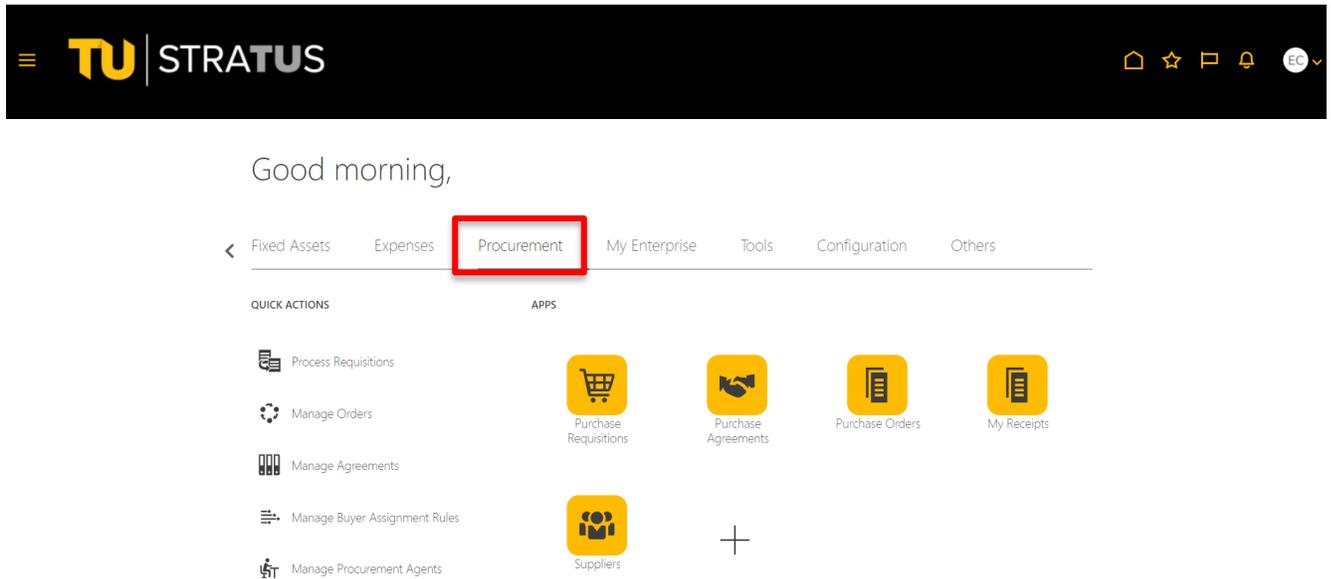


# Purchasing – Creating a Requisition

For employees creating a purchase requisition

- Purpose:** Create a purchase requisition.
- How to Access:** Log into the Stratus application. Select the **Procurement** task in the Navigator.
- Helpful Hints:** Be sure to keep in mind that...
- Supporting documents and other necessary information can be attached.
  - Advanced Search and View Option instructions can be found in the Appendix at the end of this document.
- Procedure:** Complete the following steps to create a purchase requisition:

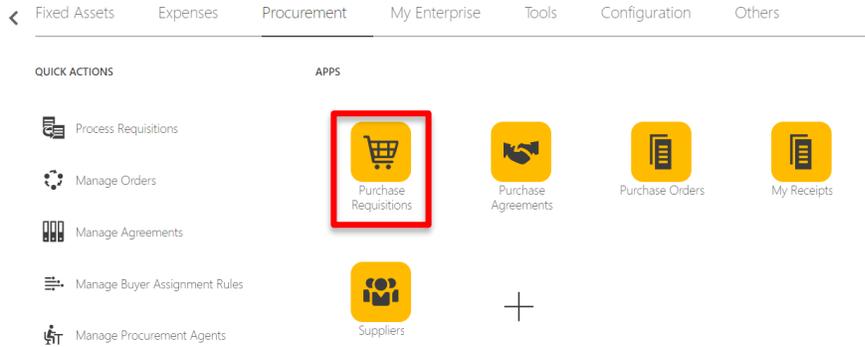
1. Select **Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.



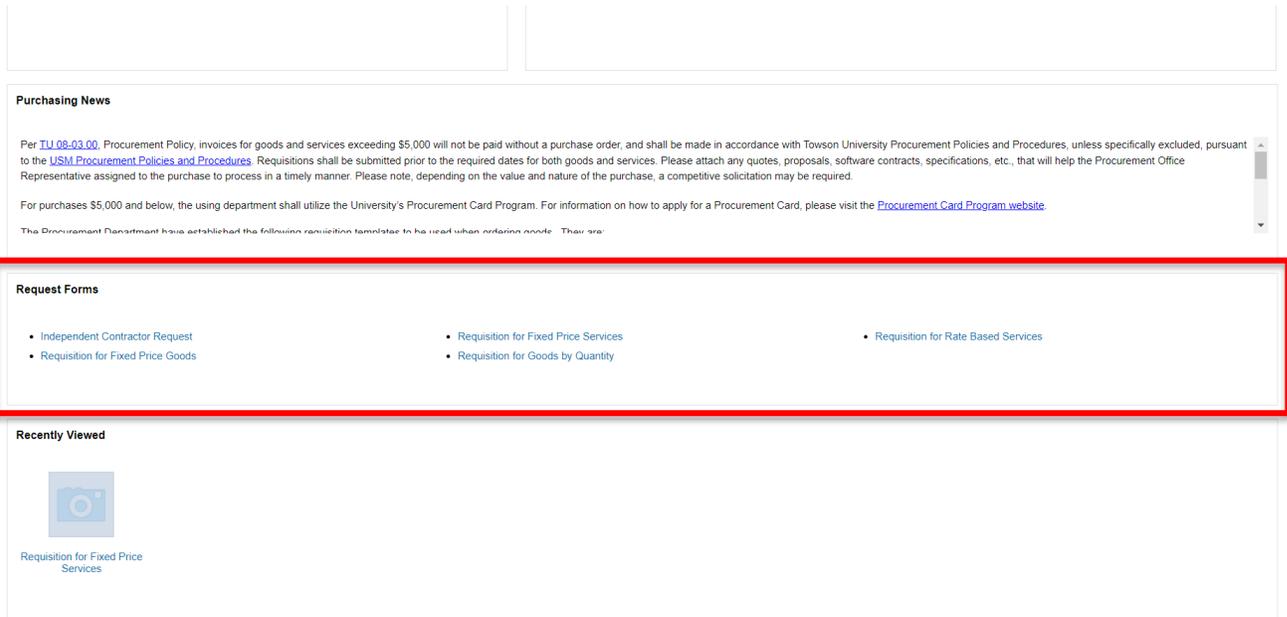
2. Click on the **Purchase Requisitions** Icon.



Good morning,



3. On the Purchase Requisitions page, under **Request Forms**, select the type of form you would like to create. (**Note:** for this example, we will select "Requisition for Fixed Price Services")



4. On the **Create Request** page, fill in the fields to complete your requisition.  
**NOTE:** To use the Advanced Search feature to find a Category Name, refer to the appendix at the end of this document.



Create Request: Requisition for Fixed Price Services

Add to Shopping List Add to Cart Done

Request Type Requisition for Fixed Price Service

Use this form when you want to order a service or complete a project for a fixed price. The price will be the lump sum or not to exceed amount required to render the service or complete the project. Please include desired start and completion dates.

Line Type Fixed Price Services

\* Item Description

\* Category Name

\* Amount

Currency USD

Agreement  New supplier

Supplier

Supplier Site

Supplier Contact

Phone

Fax

Email

Supplier Item

Attachments

View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
------	----------	--------------------	-------	-------------	-------------	---------------

5. In addition to filling in the fields, you can also add supporting documents under **Attachments**. Use the **Category** box to route your attachment to the buyer.

Create Request: Requisition for Fixed Price Services

Add to Shopping List Add to Cart Done

Request Type Requisition for Fixed Price Service

Use this form when you want to order a service or complete a project for a fixed price. The price will be the lump sum or not to exceed amount required to render the service or complete the project. Please include desired start and completion dates.

Line Type Fixed Price Services

\* Item Description Maintenance Services for Grounds

\* Category Name Maintenance Services Grounds

\* Amount 200.00

Currency USD

Agreement  New supplier

Supplier Brawner Builders, Inc

Supplier Site 000

Supplier Contact

Phone

Fax

Email

Supplier Item

Attachments

View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	Internal to Rec	Maintenance for Grounds Quote .docx <input type="button" value="Update..."/>	Maintenance for Grounds	<input type="text"/>	Erin Cavrak	3/29/22 11:50 AM

6. When you are finished filling in the fields for your requisition, click the **Add to Cart** button in the upper right corner. You will notice the shopping cart icon to the right of the "Done" button should now have a "1" next to it.

Create Request: Requisition for Fixed Price Services

Request Type: Requisition for Fixed Price Service

Line Type: Fixed Price Services

\* Item Description: [Text Field]

\* Category Name: [Text Field]

\* Amount: [Text Field]

Currency: USD

Agreement:  New supplier

Supplier: [Text Field]

Supplier Site: [Dropdown]

Supplier Contact: [Dropdown]

Phone: [Text Field]

Fax: [Text Field]

Email: [Text Field]

Supplier Item: [Text Field]

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
------	----------	--------------------	-------	-------------	-------------	---------------

7. Click on the shopping cart icon to review your requisition.

Create Request: Requisition for Fixed Price Services

Request Type: Requisition for Fixed Price Service

Line Type: Fixed Price Services

\* Item Description: [Text Field]

\* Category Name: [Text Field]

\* Amount: [Text Field]

Currency: USD

Agreement:  New supplier

Supplier: [Text Field]

Supplier Site: [Dropdown]

Supplier Contact: [Dropdown]

Phone: [Text Field]

Fax: [Text Field]

Email: [Text Field]

Supplier Item: [Text Field]

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
------	----------	--------------------	-------	-------------	-------------	---------------

Maintenance Services for Grounds \$200.00

Total \$200.00

Review Submit

8. On the **Edit Requisition** page, you can edit your requisition and add additional information, such as charge account, split it between cost centers, etc.

# Purchasing – Creating a Requisition

9. When you are finished reviewing your requisition, click the **Submit** button in the upper right corner.

**NOTE:** If you are not ready to Submit your requisition, you can click the arrow next to **Save** to **Save and Close** and return to the requisition at another time to complete and submit.

Edit Requisition: REQ0000039

Requisitioning BU: Towson University

\* Description: Maintenance Services for Grounds

Justification: [Empty field]

Requisition Amount: 200.00 USD

Approval Amount: 200.00 USD

Funds Status: Not reserved

Attachments: None

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions: View, Format, Freeze, Detach, Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Amount (USD)	Funds Status	Delete
1	Maintenance Services for Grounds	Maintenance Service ...				200.00	200.00	Not reserved	X
<b>Total</b>							<b>200.00</b>		

Rows Selected 1 Columns Hidden 7

Line 1: Details

Delivery

\* Requester: Cavrak, Erin

\* Deliver-to Location: Towson University

Deliver-to Address: 8000 York Road, United States, Towson, MD 21252, Baltimore

10. You will then be routed back to the Purchase Requisition page, where you can review your recent requisitions using either **Recent Requisitions** or **Manage Requisitions**. Under the **Recent Requisitions** section, you can monitor where your requisition is at in the approval process by clicking "Pending approval" next to the requisition you would like to view. (NOTE: Refer to the appendix at the end of this document for options on customizing your screen display in Stratus.)

Requisitions

More Tasks Manage Requisitions

Requester: Erin Cavrak

Recent Requisitions

Requisition Number	Description	Status
REQ0000039	Maintenance Services for Grounds	Pending approval

Recent Purchases

No data to

Purchasing News

Per TU 08-03.00, Procurement Policy, invoices for goods and services exceeding \$5,000 will not be paid without a purchase order, and shall be made in accordance with Towson University Procurement Policies and Procedures, unless specifically excluded, pursuant to the UEM Procurement Policy and Procedure. Requisitions shall be submitted prior to the required date for both goods and services. Please attach any order, proposal, software contracts, specifications, etc. that will help the Procurement Office

11. **NOTE:** Also using **Recent Requisitions** or **Manage Requisitions**, you will find any incomplete requisitions. To continue editing a requisition in progress, click the requisition number. Use the drop-down labeled **Actions** and select **Edit**. Make the necessary changes and when you are finished, click **Submit**.

Requisition: REQ0000103

**Check Funds** **View Life Cycle** **Actions** **Done**

Requisitioning BU: Towson University  
 Entered By: Jeffery Sutton  
 Description: Latex Gloves

Creation Date: 4/12/22  
 Status: Incomplete  
 Justification: Supply of gloves will only last another 3 weeks.

Requisition Amount: 700.00  
 Approval Amount: 700.00  
 Funds Status: Not reserved  
 Attachments: None

Actions: Duplicate, Cancel Requisition, Delete, **Edit**, Reassign, View Document History, View PDF

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1		Latex Gloves	Supplies Medical	20	Each	35.00 USD	700.00	Incomplete	Not reserved		

Rows Selected 1 Columns Hidden 13

Line 1: Details

12. This will take you to a page where you can view the approval workflow for a specific requisition.

Requisition: REQ0000039  
Date Submitted: 3/29/22 11:54 AM

Options

Section	Stage or Participant
1	Header Preapproval Stage
1.1	Erin Cavrak - Requester FY1 Assigned 3/29/22 11:55 AM
2	Header Stage
2.1	- Parallel System Update Erin Cavrak 3/29/22 11:55 AM
2.2	Parallel
2.2.1	Branch 2.2
2.2.1.1	- Cost Center Approval System Update Erin Cavrak 3/29/22 11:55 AM
2.2.1.2	Cost Center Approval
2.2.1.2.1	Regina Carlow - Cost Center Approval Assigned 3/29/22 11:55 AM

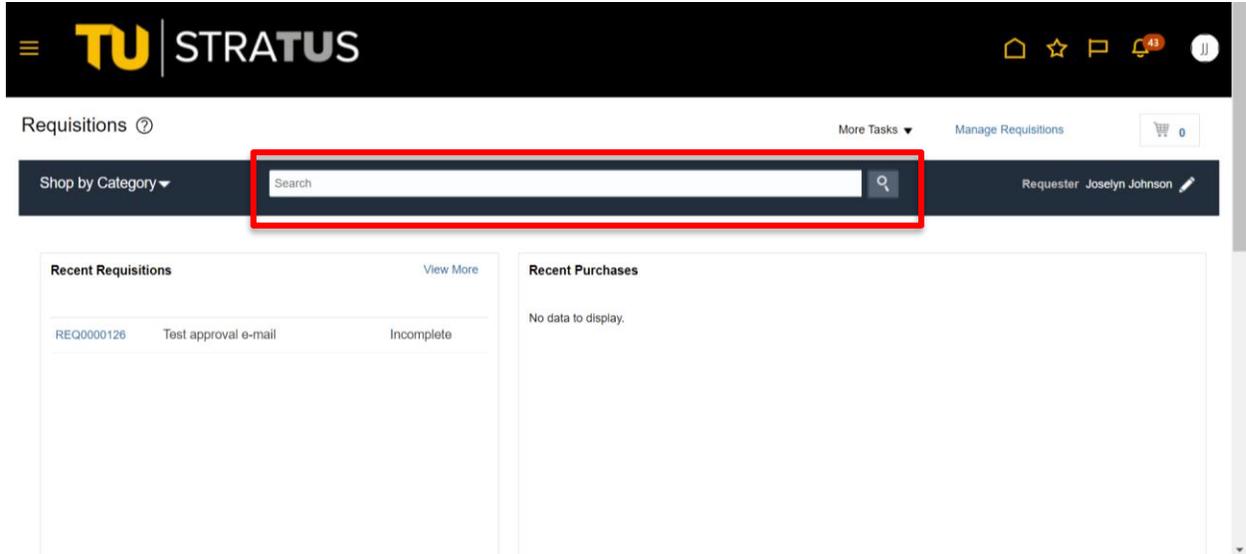
Header Preapproval...

**NOTE:** If there are no funds available for the requisition you submit, a box will indicate that, and you will have the option to request an override.

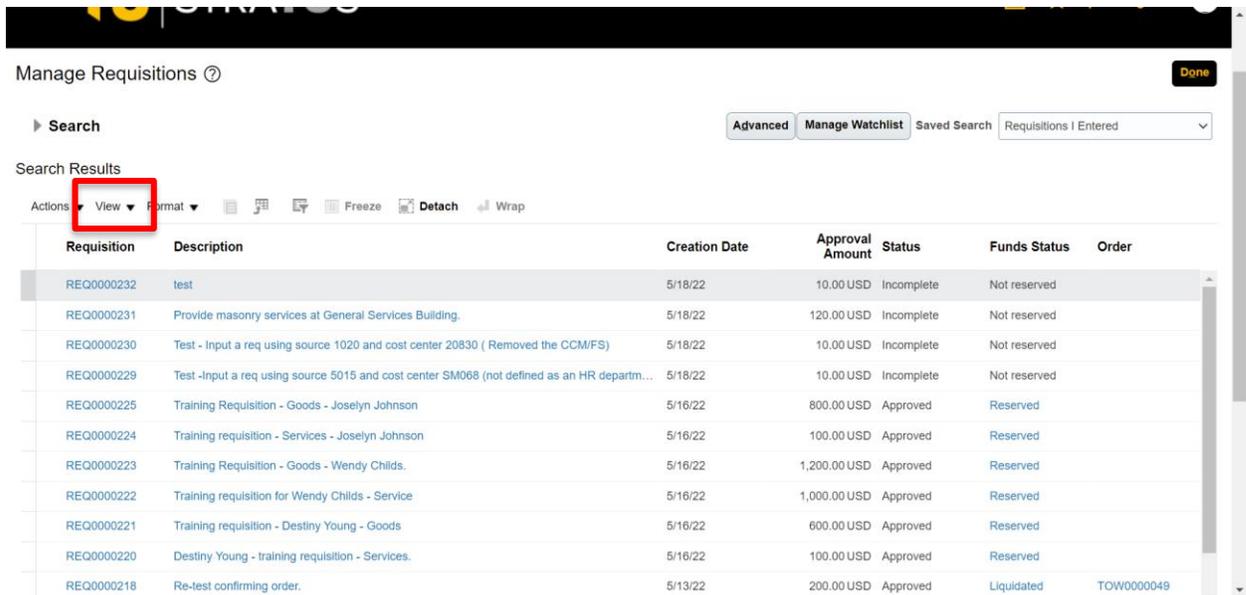
## Appendix – Using View to Customize What Your Screen Displays

This section will show how to use the View dropdown to customize what you see on your screen

1. On the Manage Requisitions page, use the search to display the requisitions you want to review.



2. The system returns your list of requisitions displaying the Requisition Number, Description, Creation Date, and so forth displaying the information from left to right. Now we will use the View dropdown to customize the screen to our needs. Click on View.



3. The system will display this drop down. We will then click on Columns to see what other information is available.

## Purchasing – Creating a Requisition

Manage Requisitions Done

Search Advanced Manage Watchlist Saved Search Requisitions I Entered

Search Results

Actions View Format Freeze Detach Wrap

Req		Creation Date	Approval Amount	Status	Funds Status	Order
REQ		5/18/22	10.00 USD	Incomplete	Not reserved	
REQ	services at General Services Building.	5/18/22	120.00 USD	Incomplete	Not reserved	
REQ	using source 1020 and cost center 20830 ( Removed the CCM/FS)	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ	using source 5015 and cost center SM068 (not defined as an HR departm...	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ	ion - Goods - Joselyn Johnson	5/16/22	800.00 USD	Approved	Reserved	
REQ	ion - Services - Joselyn Johnson	5/16/22	100.00 USD	Approved	Reserved	
REQ0000223	Training Requisition - Goods - Wendy Childs.	5/16/22	1,200.00 USD	Approved	Reserved	
REQ0000222	Training requisition for Wendy Childs - Service	5/16/22	1,000.00 USD	Approved	Reserved	
REQ0000221	Training requisition - Destiny Young - Goods	5/16/22	600.00 USD	Approved	Reserved	
REQ0000220	Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved	
REQ0000218	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049

- The system will now display all the information that is available with this view. A blue check indicates the column is being displayed. A gray box indicates the information is available but is not being displayed. For example, Order Status is currently not displayed. To view it, click the gray box to enter a check.

Search Advanced Manage Watchlist Saved Search Requisitions I Entered

Search Results

Actions View Format Freeze Detach Wrap

Req		Creation Date	Approval Amount	Status	Funds Status	Order
REQ		5/18/22	10.00 USD	Incomplete	Not reserved	
REQ		5/18/22	120.00 USD	Incomplete	Not reserved	
REQ	30 ( Removed the CCM/FS)	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ	068 (not defined as an HR departm...	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ		5/16/22	800.00 USD	Approved	Reserved	
REQ		5/16/22	100.00 USD	Approved	Reserved	
REQ0000223	Training Requisition - Goods - Wendy Childs.	5/16/22	1,200.00 USD	Approved	Reserved	
REQ0000222	Training requisition for Wendy Childs - Service	5/16/22	1,000.00 USD	Approved	Reserved	
REQ0000221	Training requisition - Destiny Young - Goods	5/16/22	600.00 USD	Approved	Reserved	
REQ0000220	Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved	
REQ0000218	Re-test confirm	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049
REQ0000216	Test acknowle	5/13/22	400.00 USD	Approved	Liquidated	
REQ0000215	CO#1 to PO T	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045
REQ0000210	Test - 4800-80	5/5/22	200.00 USD	Approved	Reserved	

- Order Status now has a blue check and is being displayed on the far right of the screen.

## Purchasing – Creating a Requisition

Search Results

Advanced Manage Watchlist Saved Search Requisitions | Entered

Actions View Format Freeze Detach Wrap

Req	Creation Date	Approval Amount	Status	Funds Status	Order	Order Status
REQ0000223	5/18/22	10.00 USD	Incomplete	Not reserved		
REQ0000222	5/18/22	120.00 USD	Incomplete	Not reserved		
REQ0000221	5/18/22	10.00 USD	Incomplete	Not reserved		
REQ0000220	5/18/22	10.00 USD	Incomplete	Not reserved		
REQ0000219	5/16/22	800.00 USD	Approved	Reserved		
REQ0000218	5/16/22	100.00 USD	Approved	Reserved		
REQ0000217	5/16/22	1,200.00 USD	Approved	Reserved		
REQ0000216	5/16/22	1,000.00 USD	Approved	Reserved		
REQ0000215	5/16/22	600.00 USD	Approved	Reserved		
REQ0000214	5/16/22	100.00 USD	Approved	Reserved		
REQ0000213	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049	Closed for Rece...
REQ0000212	5/13/22	400.00 USD	Approved	Liquidated		
REQ0000211	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045	Open
REQ0000210	5/5/22	200.00 USD	Approved	Reserved		

- You also have the option to reorder columns. To do so, select View and on the drop-down menu, select Reorder Columns.

Manage Requisitions

Advanced Manage Watchlist Saved Search Requisitions | Entered

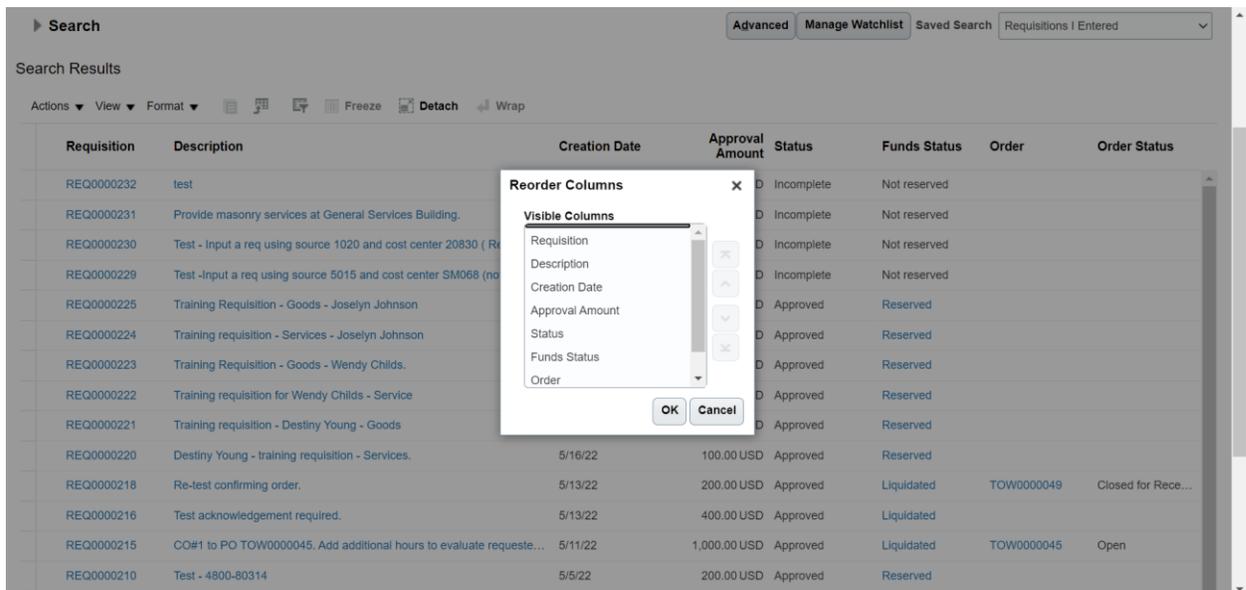
Search Results

Actions View Format Freeze Detach Wrap

Req	Creation Date	Approval Amount	Status	Funds Status	Order
REQ0000223	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000222	5/18/22	120.00 USD	Incomplete	Not reserved	
REQ0000221	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000220	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000219	5/16/22	800.00 USD	Approved	Reserved	
REQ0000218	5/16/22	100.00 USD	Approved	Reserved	
REQ0000217	5/16/22	1,200.00 USD	Approved	Reserved	
REQ0000216	5/16/22	1,000.00 USD	Approved	Reserved	
REQ0000215	5/16/22	600.00 USD	Approved	Reserved	
REQ0000214	5/16/22	100.00 USD	Approved	Reserved	
REQ0000213	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049

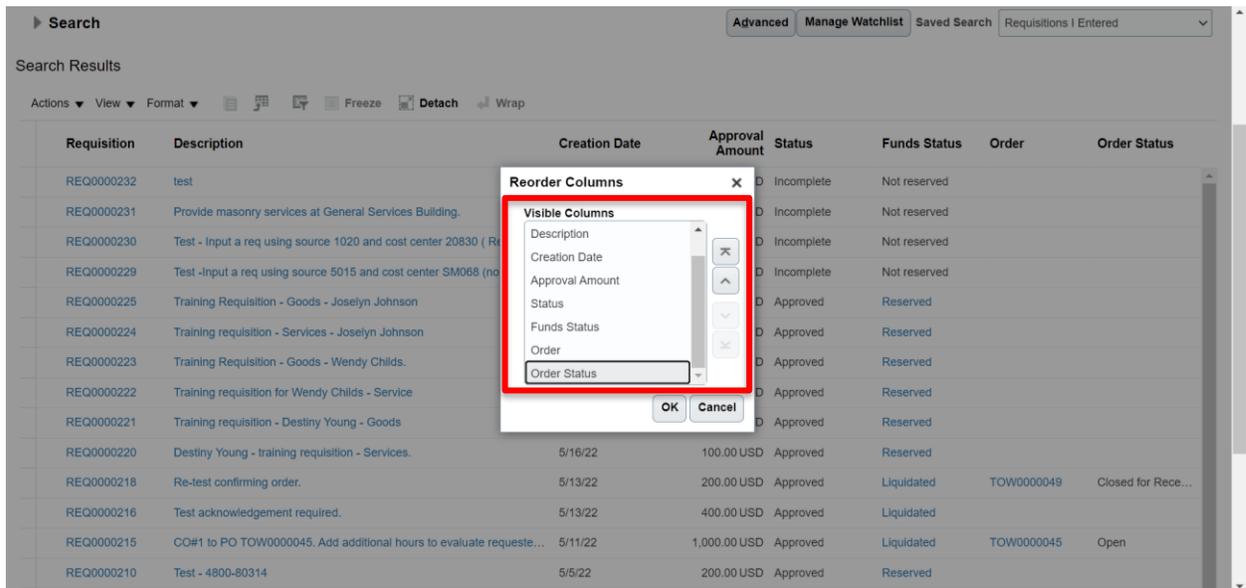
- The system will return the Reorder Columns screen. Use the scroll bar to locate the columns you'd like to move. In this example, we will use Order Status.

## Purchasing – Creating a Requisition



Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	Order Status
REQ0000232	test			D Incomplete	Not reserved		
REQ0000231	Provide masonry services at General Services Building.			D Incomplete	Not reserved		
REQ0000230	Test - Input a req using source 1020 and cost center 20830 (R			D Incomplete	Not reserved		
REQ0000229	Test -Input a req using source 5015 and cost center SM068 (no			D Incomplete	Not reserved		
REQ0000225	Training Requisition - Goods - Joselyn Johnson			D Approved	Reserved		
REQ0000224	Training requisition - Services - Joselyn Johnson			D Approved	Reserved		
REQ0000223	Training Requisition - Goods - Wendy Childs.			D Approved	Reserved		
REQ0000222	Training requisition for Wendy Childs - Service			D Approved	Reserved		
REQ0000221	Training requisition - Destiny Young - Goods			D Approved	Reserved		
REQ0000220	Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved		
REQ0000218	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049	Closed for Rece...
REQ0000216	Test acknowledgement required.	5/13/22	400.00 USD	Approved	Liquidated		
REQ0000215	CO#1 to PO TOW0000045. Add additional hours to evaluate requeste...	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045	Open
REQ0000210	Test - 4800-80314	5/5/22	200.00 USD	Approved	Reserved		

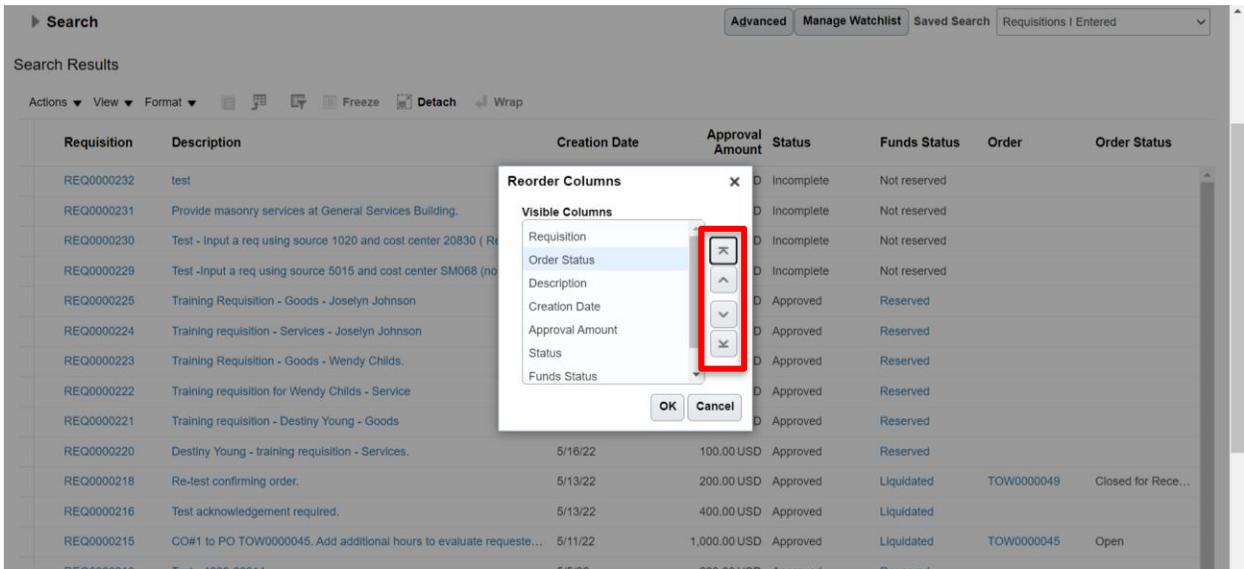
- When you click on Order Status the system will display arrows that allow you to change its order on your display.



Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	Order Status
REQ0000232	test			D Incomplete	Not reserved		
REQ0000231	Provide masonry services at General Services Building.			D Incomplete	Not reserved		
REQ0000230	Test - Input a req using source 1020 and cost center 20830 (R			D Incomplete	Not reserved		
REQ0000229	Test -Input a req using source 5015 and cost center SM068 (no			D Incomplete	Not reserved		
REQ0000225	Training Requisition - Goods - Joselyn Johnson			D Approved	Reserved		
REQ0000224	Training requisition - Services - Joselyn Johnson			D Approved	Reserved		
REQ0000223	Training Requisition - Goods - Wendy Childs.			D Approved	Reserved		
REQ0000222	Training requisition for Wendy Childs - Service			D Approved	Reserved		
REQ0000221	Training requisition - Destiny Young - Goods			D Approved	Reserved		
REQ0000220	Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved		
REQ0000218	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049	Closed for Rece...
REQ0000216	Test acknowledgement required.	5/13/22	400.00 USD	Approved	Liquidated		
REQ0000215	CO#1 to PO TOW0000045. Add additional hours to evaluate requeste...	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045	Open
REQ0000210	Test - 4800-80314	5/5/22	200.00 USD	Approved	Reserved		

- If you click the arrow with the line above it, the column will move to first on the display. We want the Order Status column to display second so we will use the plain arrow to move it to the left. Each click of the up arrow moves the column one space to the left (down arrow moves it to the right). Once the column is moved to the desired position, click OK.

## Purchasing – Creating a Requisition



Search Results

Actions View Format Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	Order Status
REQ0000232	test			Incomplete	Not reserved		
REQ0000231	Provide masonry services at General Services Building.			Incomplete	Not reserved		
REQ0000230	Test - Input a req using source 1020 and cost center 20830 ( Remove...			Incomplete	Not reserved		
REQ0000229	Test -Input a req using source 5015 and cost center SM068 (not defin...			Incomplete	Not reserved		
REQ0000225	Training Requisition - Goods - Joselyn Johnson			Approved	Reserved		
REQ0000224	Training requisition - Services - Joselyn Johnson			Approved	Reserved		
REQ0000223	Training Requisition - Goods - Wendy Childs.			Approved	Reserved		
REQ0000222	Training requisition for Wendy Childs - Service			Approved	Reserved		
REQ0000221	Training requisition - Destiny Young - Goods			Approved	Reserved		
REQ0000220	Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved		
REQ0000218	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049	Closed for Rece...
REQ0000216	Test acknowledgement required.	5/13/22	400.00 USD	Approved	Liquidated		
REQ0000215	CO#1 to PO TOW0000045. Add additional hours to evaluate requeste...	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045	Open
REQ0000210	Test - 4800-80314	5/5/22	200.00 USD	Approved	Reserved		

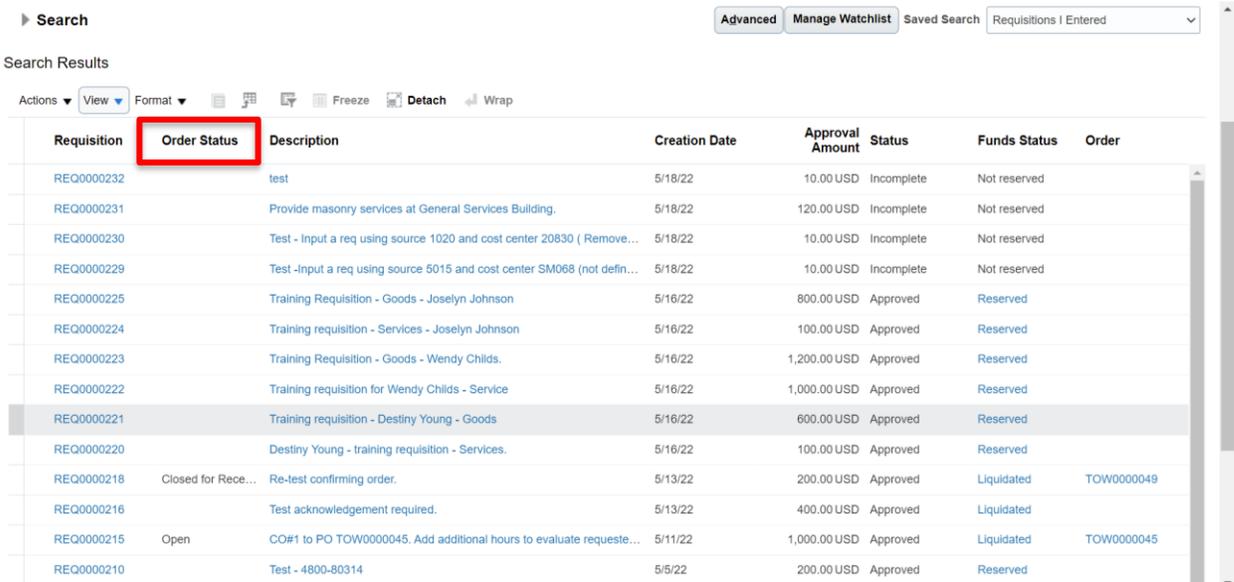
Reorder Columns

Visible Columns

- Requisition
- Order Status
- Description
- Creation Date
- Approval Amount
- Status
- Funds Status

OK Cancel

10. You can now see that Order Status is the second column displayed on the screen. The new order is automatically saved.



Search Results

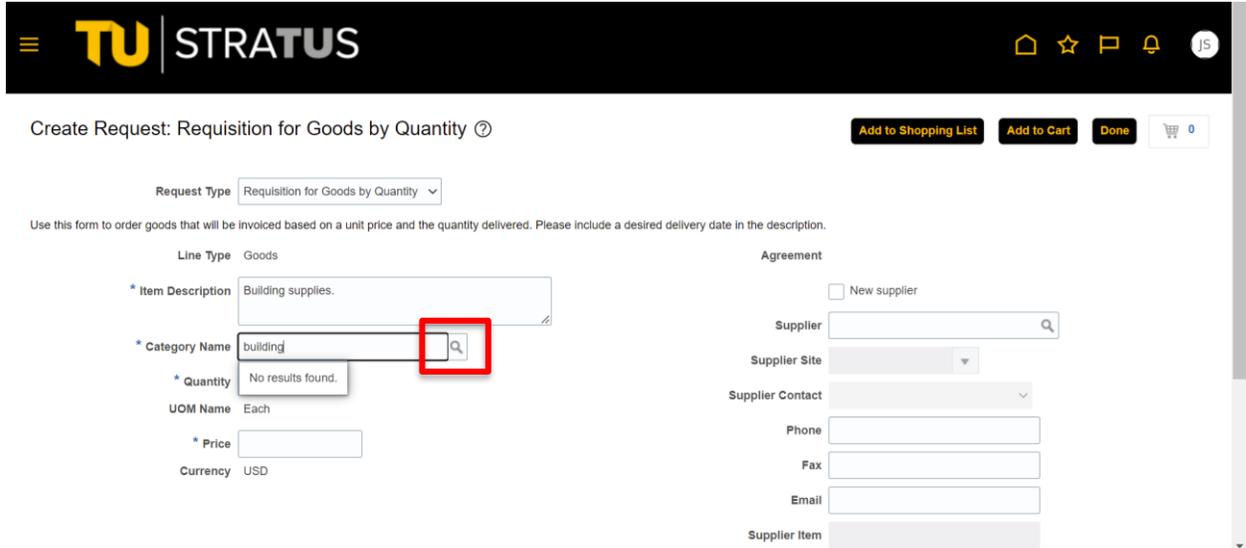
Actions View Format Freeze Detach Wrap

Requisition	Order Status	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ0000232		test	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000231		Provide masonry services at General Services Building.	5/18/22	120.00 USD	Incomplete	Not reserved	
REQ0000230		Test - Input a req using source 1020 and cost center 20830 ( Remove...	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000229		Test -Input a req using source 5015 and cost center SM068 (not defin...	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000225		Training Requisition - Goods - Joselyn Johnson	5/16/22	800.00 USD	Approved	Reserved	
REQ0000224		Training requisition - Services - Joselyn Johnson	5/16/22	100.00 USD	Approved	Reserved	
REQ0000223		Training Requisition - Goods - Wendy Childs.	5/16/22	1,200.00 USD	Approved	Reserved	
REQ0000222		Training requisition for Wendy Childs - Service	5/16/22	1,000.00 USD	Approved	Reserved	
REQ0000221		Training requisition - Destiny Young - Goods	5/16/22	600.00 USD	Approved	Reserved	
REQ0000220		Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved	
REQ0000218	Closed for Rece...	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049
REQ0000216		Test acknowledgement required.	5/13/22	400.00 USD	Approved	Liquidated	
REQ0000215	Open	CO#1 to PO TOW0000045. Add additional hours to evaluate requeste...	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045
REQ0000210		Test - 4800-80314	5/5/22	200.00 USD	Approved	Reserved	

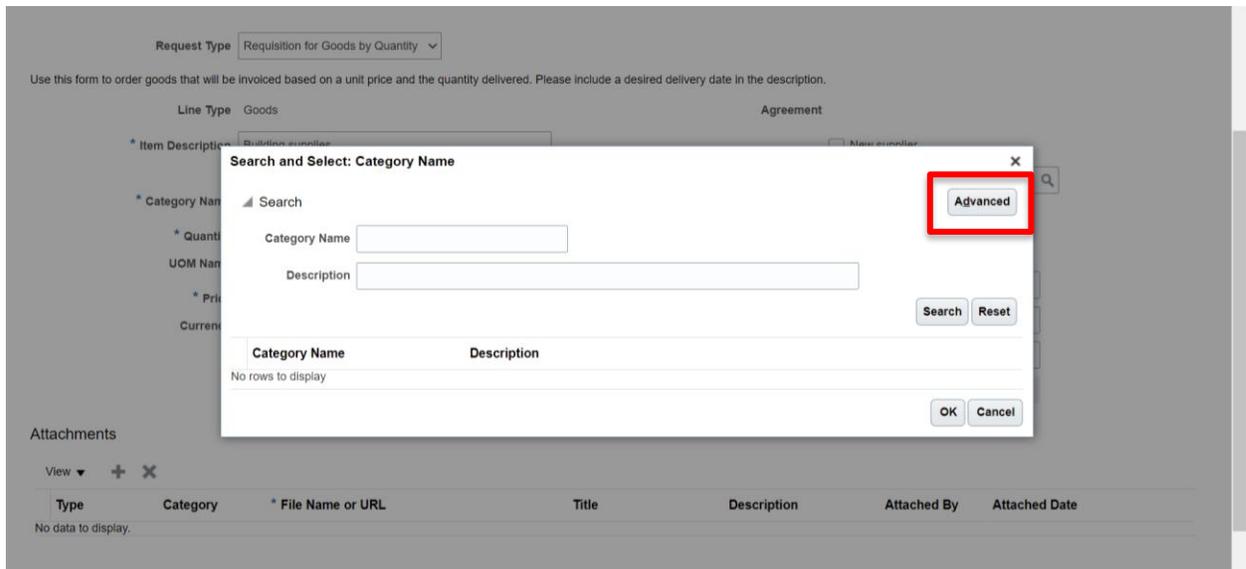
# Appendix – Using Advanced Search to find a Category Name

For employees creating a purchase requisition

1. On the Create Request page, when filling in the **Category Name** field, if a message returns “No results found”, use the Advanced Search feature by clicking the **magnifying glass icon** next to the Category Name box.



2. This will bring up a “Search and Select” popup window. Click **Advanced** to bring up the Advanced Search screen.



3. Use the dropdown next to Category Name to select the type of search you want to conduct. In this example, we will use “Contains”.

## Purchasing – Creating a Requisition

The screenshot shows a 'Search and Select: Category Name' dialog box overlaid on a requisition form. The dialog has a search section with a dropdown menu set to 'Contains' and a text input field containing 'building'. Below this is another dropdown set to 'Starts with' and an empty text input field. To the right of these fields are buttons for 'Search', 'Reset', 'Add Fields', and 'Reorder'. The 'Search' button is highlighted with a red box. Below the search section is a table with columns 'Category Name' and 'Description', and a message 'No rows to display'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

4. Type a portion of the category's description in the Category Name field. When you click search the system will return all Category Names that contain the information entered anywhere in the description (in this example, "building").

This screenshot is similar to the previous one, showing the same 'Search and Select: Category Name' dialog box. The 'Search' button is now highlighted with a red box, indicating the next step in the process.

5. Highlight the line of the category you wish to select and click OK.

## Purchasing – Creating a Requisition

**Search and Select: Category Name**

Search Basic

Category Name

Description

Category Name	Description
Construction Repair or Maintenance ...	614145 - Major repairs or improvements to complete building exterior
Construction Repair or Maintenance ...	614150 - Major repairs or improvements to complete building interior, including painting, new office cons...
Construction of Building Additions or I...	614110 - New building construction or a new addition to a building
Equipment - Fixed for Buildings	614020 - Major Equipment fixed to a structure; ie chillers, telecom equipment etc
Equipment Maintenance & Building N...	611135 - New equipment used to maintain the proper condition of a building, i.e. plumbing, electrical, m...
Equipment Maintenance & Building R...	610135 - Equipment purchased for replacement of already existing maintenance equipment. i.e. replac...
Maintenance & Repair Building Non ...	608160 - non-routine repairs such as be repairing doors, repairing HVAC systems, etc.
Maintenance & Repair Building Routine	608157 - For general building maintenance such as replacing filters, cleaning ducts, etc
Supplies for Buildings janitorial	609012 - Misc. items purchased that are considered janitorial
Supplies for Buildings non janitorial	609009 - Misc. items purchased such as light bulbs that are considered non-janitorial

- The system will return to the requisition page and automatically fill the Category Name field with your selection.

Request Type

Use this form to order goods that will be invoiced based on a unit price and the quantity delivered. Please include a desired delivery date in the description.

Line Type

\* Item Description

\* Category Name

\* Quantity

UOM Name

\* Price

Currency

Agreement  New supplier

Supplier

Supplier Site

Supplier Contact

Phone

Fax

Email

Supplier Item

Attachments

View

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						