

Electronic Purchase Requisition System

To start, navigate as follows:

- UWO Menu
- UWO PO Requisitions
- UWO PO Requisitions

Click on Add a new value.

Enter Purchase Order Reference, which is a required field.

Click on ADD.

Requester Supplier Order an Item Accounting Information General Comments to Purchasing

Business Unit: UWO Purchasing Dept Tracking #: NEXT
Purchase Order Reference: 7

Requester Information

Requester: Lilly Ross

*Ship To Location: SLB-PURCH

University of Western Ontario
Purchasing
London ON N6A 5B8

Room Number: 232

Phone: 519-661-2111 Ext: 84575

Attention: Lilly Ross

Date goods/services required by: 12/28/2004

Save Notify Previous tab Next tab Add Update/Display

[Requester](#) | [Supplier](#) | [Order an Item](#) | [Accounting Information](#) | [General](#) | [Comments to Purchasing](#) | [Comments to Vendor](#)

Override any field on the requester page if needed.

Click on the Supplier page.

Enter the Vendor ID BD2011 and tab out of field.

Note: If you do not know the Vendor ID:

Click on the magnifying glass to search for the vendor.

Click in the Name 1 field and Type the vendor name to search by Vendor name.

Click on Look Up.

Click on the vendor you want.

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Requester | **Supplier** | Order an Item | Accounting Information | General | Comments to Purchasing |

Business Unit: UWO **Purchasing Dept Tracking #:** NEXT
Purchase Order Reference: 1

Use CtrlF4 or click on the down arrow to search for the vendor.

Vendor ID: **Vendor Name:**

OR Type Vendor Information below:

Company Name: **Currency Code:**
Address Line 1: Canadian Dollar
Address Line 2:
City:
Prov./State: **Postal:** **Country:** Canada
Contact Info:
Telephone: 800/932-5000 **Ext.:**
Fax Number: 800/668-6348 **Ext.:**

Save Notify Previous tab Next tab Add Update/Display

[Requester](#) | [Supplier](#) | [Order an Item](#) | [Accounting Information](#) | [General](#) | [Comments to Purchasing](#) | [Comments to Vendor](#)

Enter Contact Information, if available.

Click on Vendor Location to search and view vendor detail.

If you cannot find a Vendor ID, all fields must be filled in.

Click on Order an Item page.

Click on Order an Item.

Enter description, required quantity, unit of measure, and unit price.

Click OK.

Requester | Supplier | **Order an Item** | Accounting Information | General | Comments to Purchasing |

Business Unit: UWO **Purchasing Dept Tracking #:** NEXT
Purchase Order Reference: 1

Order Item << Click Here to Add An Item. Refresh Amount **Amount (Excluding Tax):** 50.000

Click on the Magnifying Glass to Modify An Item.

Customize | Find | View All | First 1 of 1 Last

	Item Description	Qty		Unit Price	Extended Price	Radio-active	Permit ID	Delete Row
1	456	1.0000	EACH	50.00000	50.000	N		<input type="checkbox"/>

Click on Order an Item to enter the next item.

Click on Accounting Information page.

Click on Accounting.

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Enter accounting information.

Click OK.

Click on the General page.

The screenshot shows the 'General' tab of a requisition form. At the top, there are navigation tabs: Supplier, Order an Item, Accounting Information, General (selected), Comments to Purchasing, and Comments to Vendor. The form contains the following fields and sections:

- Business Unit:** UWO
- Purchasing Dept Tracking #:** NEXT
- Purchase Order Reference:** 1
- A search box with 'TERS' and a magnifying glass icon, and a text field with 'TeachRsch'.
- Operator Info** button.
- Checkboxes for:
 - I certify the end-use of these items to be hazardous/controlled substance. (excluding radioactive)
 - Quotes on file or faxed to Purchasing if amt > \$25,000.
 - This is a confirmation order.
 - This is a standing order.
 - There is an attachment for this requisition.
- Attachment Type and Notes** section with radio buttons for:
 - Renewal Notice
 - Registration
 - Order Form
 - Other
- Nature of Goods/Services** section with radio buttons:
 - Scientific/Medical/Dental
 - Computer/Business Products/Furniture
 - Building Maintenance
 - Travel/Hospitality Services
 - Other or Unsure
- Requisition Process Control Option** section with:
 - Delete Requisition
 - Save As Draft
- Submit** button with a printer icon.
- Navigation buttons: Save, Notify, Previous tab, Next tab, Add, Update/Display.
- Footer navigation: [Requester](#) | [Supplier](#) | [Order an Item](#) | [Accounting Information](#) | [General](#) | [Comments to Purchasing](#) | [Comments to Vendor](#)

Enter End Use, which is a required field.

Click on any box pertaining to this requisition.

Click on Nature of Goods/Services.

Click on Comments to Purchasing to Add your comments.

Click on Comments to Vendor if you have information for the vendor.

Return to the General page.

Click on Save.

Click on the Printer icon.

Click on the Submit button.

Click on ADD to add another Requisition.

Electronic Purchase Requisition Reports

To start, navigate as follows:

- UWO Menu
- UWO PO Requisitions
- Report Required (i.e. Req Track Report by Tracking#)
- Add a New Value

Type Report in the Run Control ID box.

Click on ADD (the first time only) otherwise under Find an Existing Value Click on Search.

Enter Tracking Number 0000000016.

Req Tracking by Tracking #

Run Control ID: Report [Report Manager](#) [Process Monitor](#)

Process Instance:6954

Report Request Parameters

Tracking Number:

Click on Run.

Process Scheduler Request

User ID: LROSS Run Control ID: Report

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	
<input checked="" type="checkbox"/>	Req Tracking by Tracking #	UFSP0429	Crystal	Window	PDF	

Select Window for type and PDF for format.

Click OK.