



Entering Contract Requisitions for Next Fiscal Year

1.	Click the Purchasing link from the menu															
2.	Click the Purchase Orders link from the menu															
3.	Click Add/Update POs from the menu															
4.	Enter the Business Unit															
5.	Click Add															
6.	Enter Vendor ID															
7.	Enter Buyer															
8.	Click Header Details Link															
9.	Enter or select PO Type															
10.	Change the Accounting Date to 07/01/YYYY (current calendar year) or later															
11.	Click OK when the “Date out of range” message display															
12.	Click PO Defaults															
13.	Enter: <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Ship To</td> <td style="width: 33%;">Due Date</td> <td style="width: 33%;">Original Promise Date</td> </tr> <tr> <td>Account</td> <td>Program</td> <td>Location</td> </tr> <tr> <td>Fund Code</td> <td>Class</td> <td></td> </tr> <tr> <td>Dept</td> <td>Project (if applicable)</td> <td></td> </tr> <tr> <td>Program</td> <td></td> <td></td> </tr> </table>	Ship To	Due Date	Original Promise Date	Account	Program	Location	Fund Code	Class		Dept	Project (if applicable)		Program		
Ship To	Due Date	Original Promise Date														
Account	Program	Location														
Fund Code	Class															
Dept	Project (if applicable)															
Program																
14.	Verify that Budget date is 07/01/YYYY (current calendar year)															
15.	Click OK															
16.	Click Line Details															
17.	Enter Transaction Item Description															
18.	Click Item Information															
19.	Enter Vendor’s Catalog, Vendor Item ID and Manufacturer ID															
20.	Click OK															
21.	Enter PO Qty, UOM, Category and Price															
22.	Save															
23.	Add additional lines to the Purchase Order as necessary. Add header or line comments															
24.	Save.															