Creating a requisition for a contract supplier

Click Procurement/Requisitions – Advanced

On the Requisition entry tab

1. Enter in Contract code (type in directly e.g. NCTR2229 or search by Contract name i.e.

"Computer" for Dell) Note: Supplier code will default in when you tab to next field

- 2. Select Contact from drop down list (if there is one)
- 3. Click into 'Wordord' field and enter your Sub Acc (for the purposes of training enter DE01)
- 4. Select Delivery Contact from drop down list (address will populate in Delivery address field)
- 5. Enter Delivery description (i.e. first point of contact for Delivery/Courier)
- 6. Enter Delivery attention (i.e. person whom goods are for)
- 7. Leave all other fields as they are

equisition entry	Requisition details Produc	ct explorer				
Requisition		Default supplier & contra	ict			Delivery contact
Requisitioner* User, Training 999998 Status* Active Period	₹ 202302	Supplier * 52975 DELL COMPUTER CORPORATION Contact Contract NCTR2229 Desktop/Laptop Framework	N (IRL)	Fixed supplier	[Delivery date 7/7/2023 Delivery contact * TU DUBLIN RATHDOWN HOUSE (Deliver) ♥ Delivery address GRANGEGORMAN GRANGEGORMAN NOAD LOWER D07 H6K8
		Default GL analysis Reteontract NA NA	· ·	Workord DE01 Finance	<	Delivery description * Reception Area - Ground Floor Delivery attention * John Doe, room 2-345,extn 7531

On the Requisitions details tab

- 1. Click into the first row under the 'Product' heading
- 2. Enter Product code (if known) or do a text search and choose a product from matches
- 3. If product code does not have a price choose a different one with a price

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ł	Requi	sition	details													
	ŧ	ŧ		Funds check	Product		Description	Unit	Supplier	Delivery date	Quantity	Currency	Price	Amount	Contract	Status
		1			KK0001	D	ELL LATITUDE 5420	EA	52975	9/16/2021	3.00	EUR	535.00	1,605.00	NCTR1607	Active
Σ														1,605.00		
4	Add	Delet	e Co	oy Reset	Park C	ose	Kit components									

- Click the save button, you should see a 'Success' popup message with the requisitiion number. If you get an error go back to the start and try again.
- Finally, click OK and close the 'Requisitions advanced' tab to bring you back to the main menu.

