ERP Web Requisitioning

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

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

Requisitions - advanced

Requisition entry	Requisition details	Product explorer

Requisition details

	#		Funds check	Product	Description	Unit	Supplier	Delivery date	Quantity	Currency	Price	Amount	Contract	Status
☐	1			KK0001	DELL LATITUDE 5420 ...	EA	52975	9/16/2021	3.00	EUR	535.00	1,605.00	NCTR1607	Active

| Σ | | | | | | | | | | | | 1,605.00 | | |

Add	Delete	Copy	Reset	Park	Close	Kit components

4. 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.

5. Finally, click OK and close the 'Requisitions – advanced' tab to bring you back to the main menu.

✖

✅ **Success**

The requisition is saved with requisition number 700000196

OK