PURCHASE REQUISITION ENTRY

FROM MAIN ACS SCREEN: Distribution > Purchase Orders > Processing > Purchase Requisition Entry



Enter Vendor number or Press F3 key to perform search.

In the Req# field: Press F3 key to search for open requisitions.



Select the open Requisition.

If no open requisition exists, cancel out of session.



Press F1 button to assign a Requisition.

Click Yes.

Click detail page tab.

Enter your item on the next available line.

Cd = S for Stock Item or N for Non-Stock Item

Enter the Item Number:

Stock items: The description and cost will auto populate. Enter the Qty, JOB # and required date.

Non-Stock Items: Enter the description, Qty and cost for item. Enter the JOB # and required date.



Click “OK” when complete



