PURCHASE REQUISITION ENTRY

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

Graphical user interface, text, application

Description automatically generated



Enter Vendor number or Press F3 key to perform search.

In the Req# field: Press F3 key to search for open requisitions.Graphical user interface, text, application, email

Description automatically generated



Graphical user interface, text, application

Description automatically generated with medium confidence

Select the open Requisition.

If no open requisition exists, cancel out of session.

Graphical user interface, application, table

Description automatically generated



Press F1 button to assign a Requisition.Graphical user interface, text, application, email

Description automatically generated



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.

Table

Description automatically generated



Click “OK” when complete

Graphical user interface, text, application

Description automatically generated

