

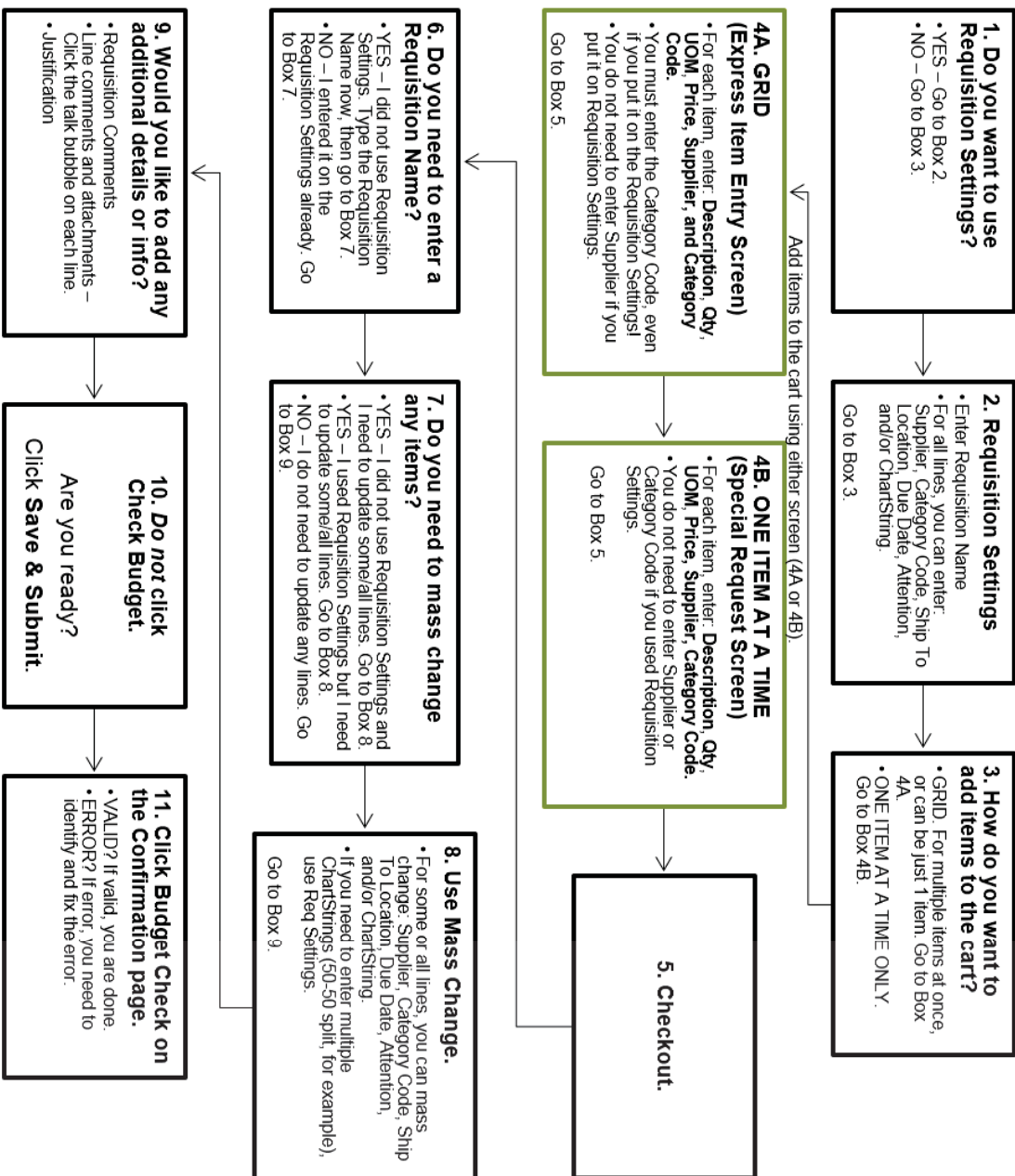
Flowchart

REQUISITIONS FLOWCHART

Start by going to eProcurement > Requisitions.

BEFORE YOU BEGIN:

- Know your ChartString(s).
- Perform one-time setup: Personalize Columns for ChartStrings on Express Item Entry.



DETAILS ABOUT

BOX 9:

Requisition Comments

(in the PO this is called Header Comments) - Can be displayed on PO, Receipt, or Voucher (you click the checkboxes)

Line comments and attachments

– Click the talk bubble on each line. Can be displayed on PO, Receipt, or Voucher (you click the checkboxes)

• **Justification** – Shows up for approvers; stays on requisition and pulls to the POS – good for approvers