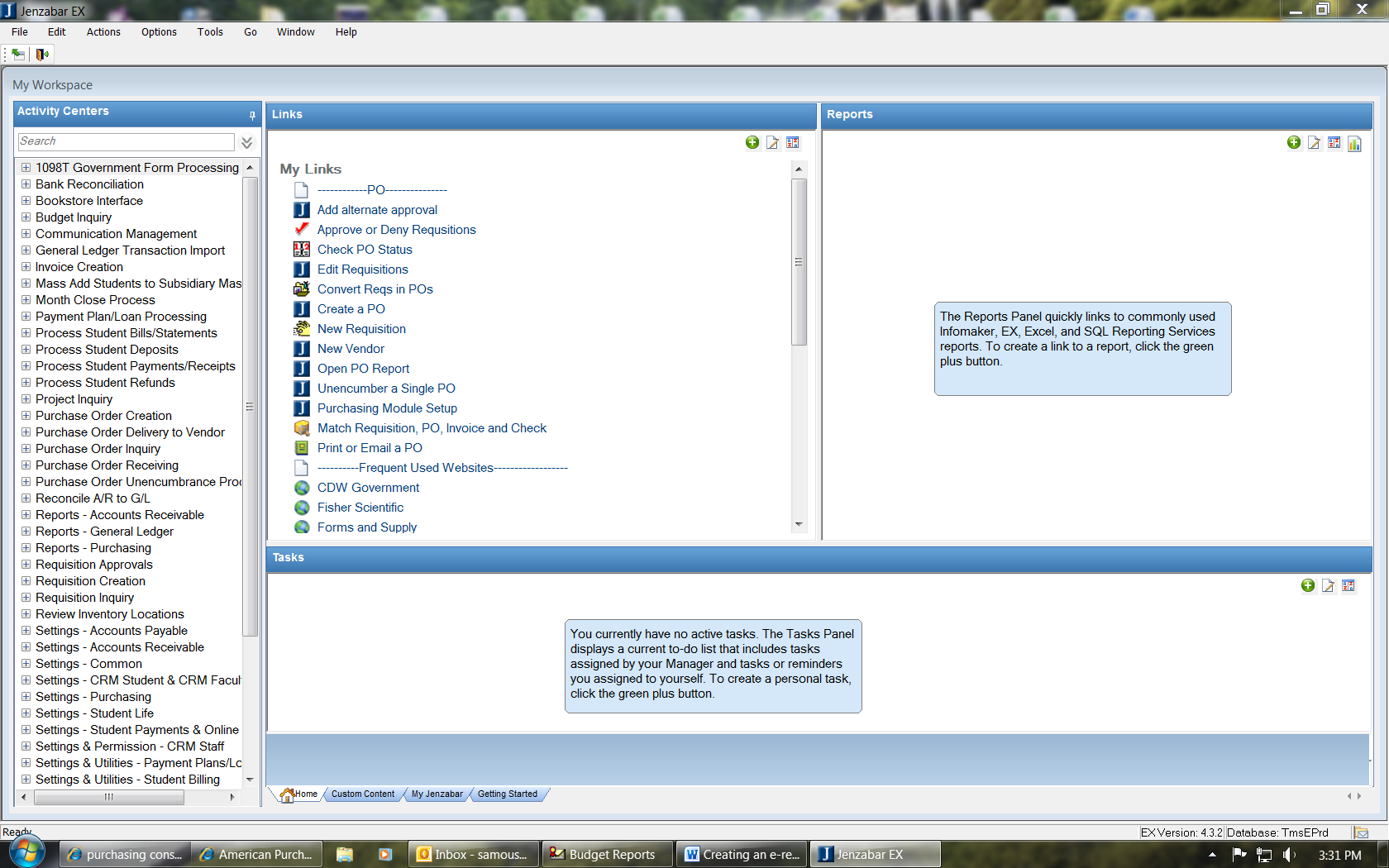
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|  |
| --- |
| **CREATING AN E-REQUISITION**  Jenzabar EX 4.6.3 |



Figure 1 – You must log into Jenzabar with your username and password that was provided to you by our IT department.

Figure 2 – Displays the activity centers.



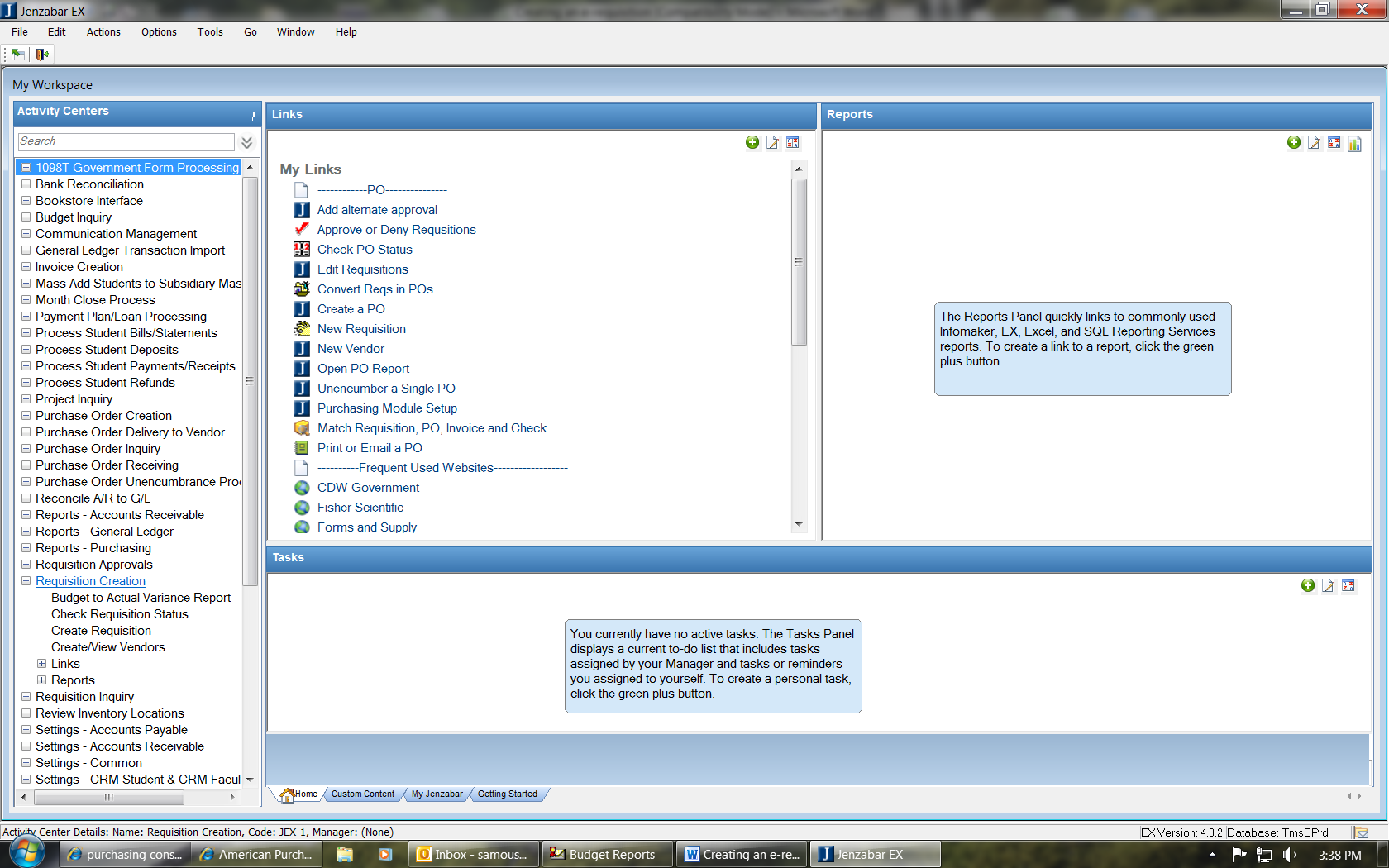
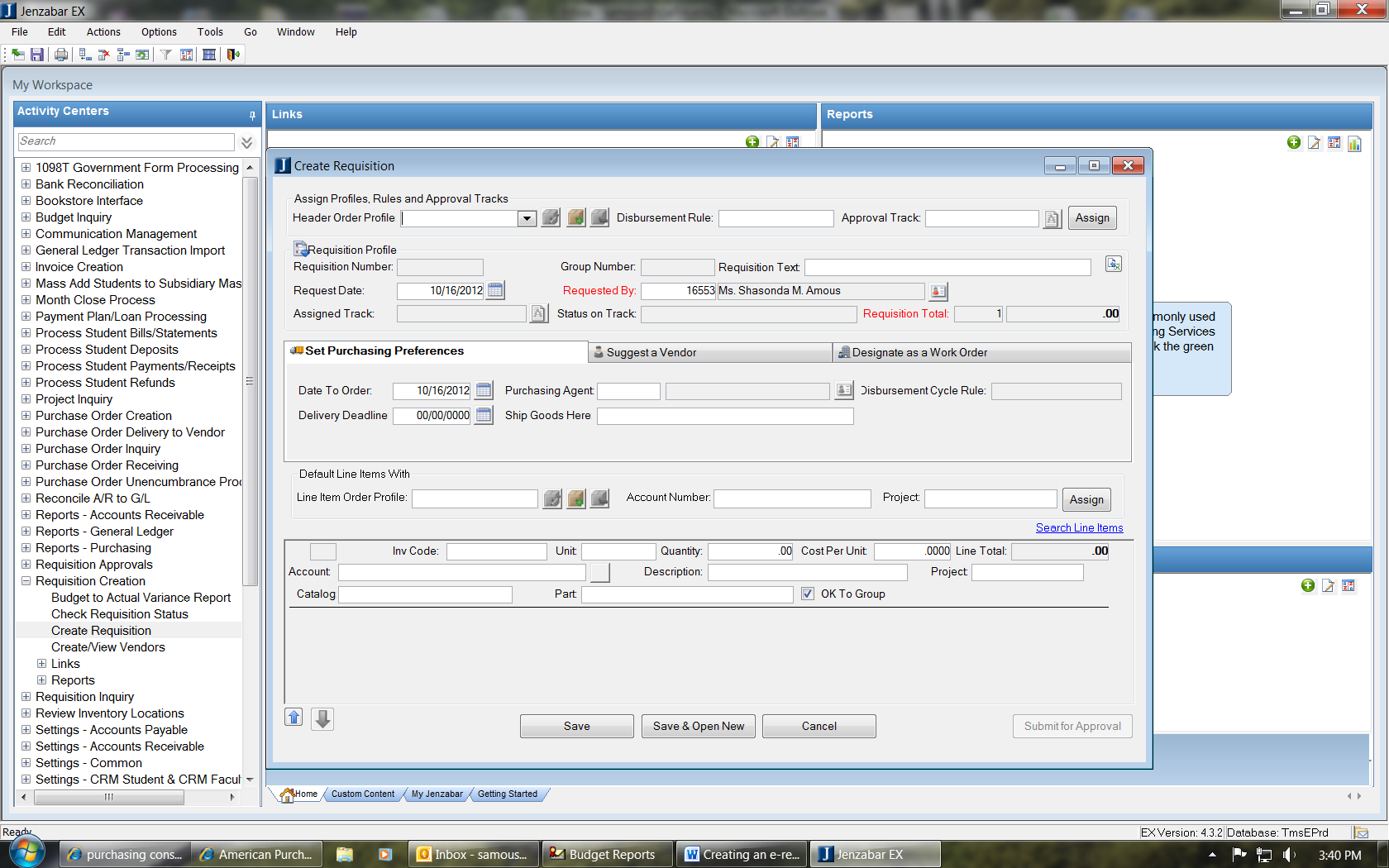


Figure 3 - Click on “Create Requisition” listed under the Activity Centers.

Figure 4 – Select “Create Requisition” listed under the create requisition option under your activity centers. The “create requisition” box should display at this point.

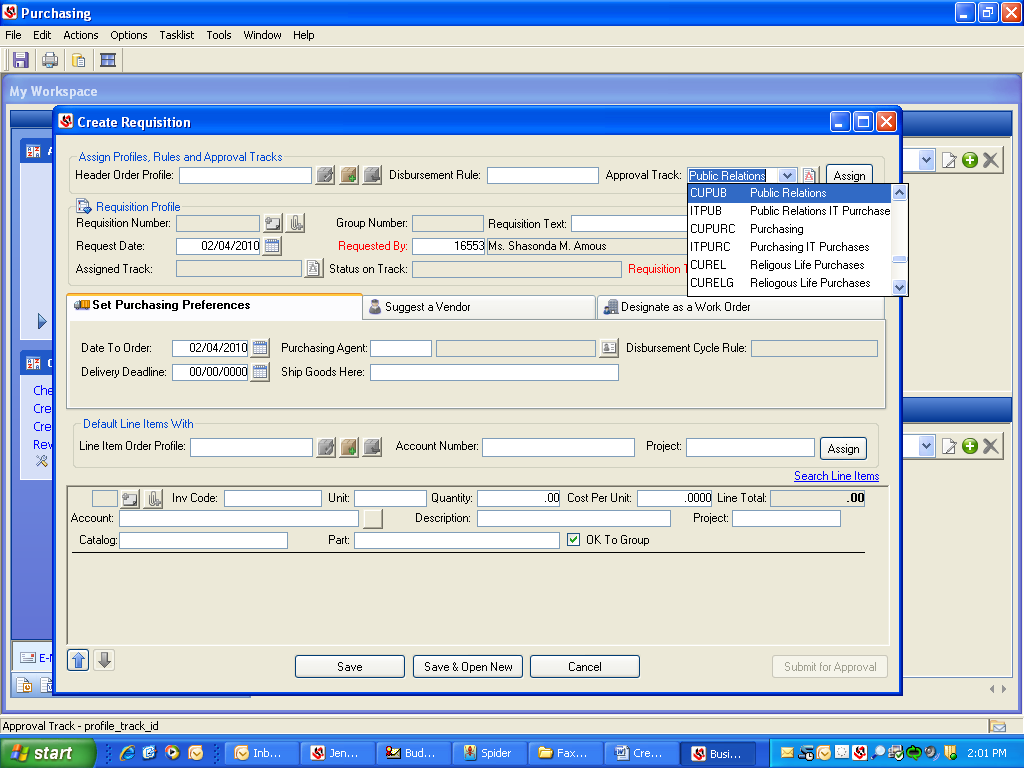


Figure 5 – Select an approval track ID.

**Please be sure to assign your approval track ID once it’s been selected.**

Figure 6 – Set your Purchasing Preferences.

1. **Select the Purchasing Agent ID.**
2. **Select the ship to address.**

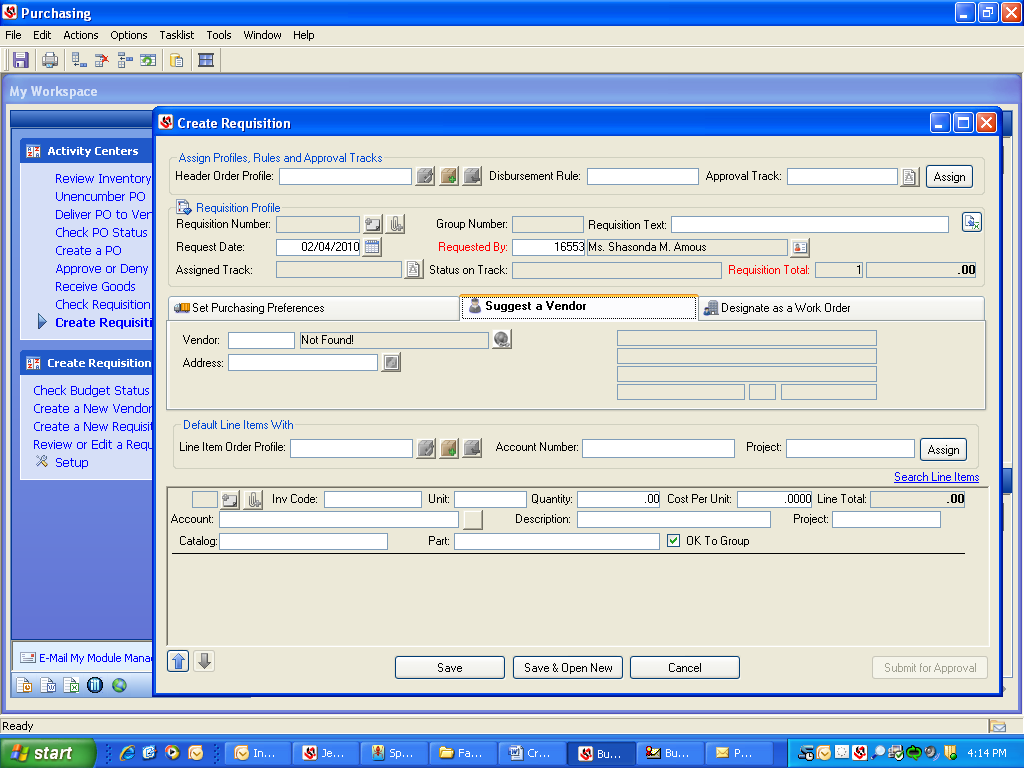
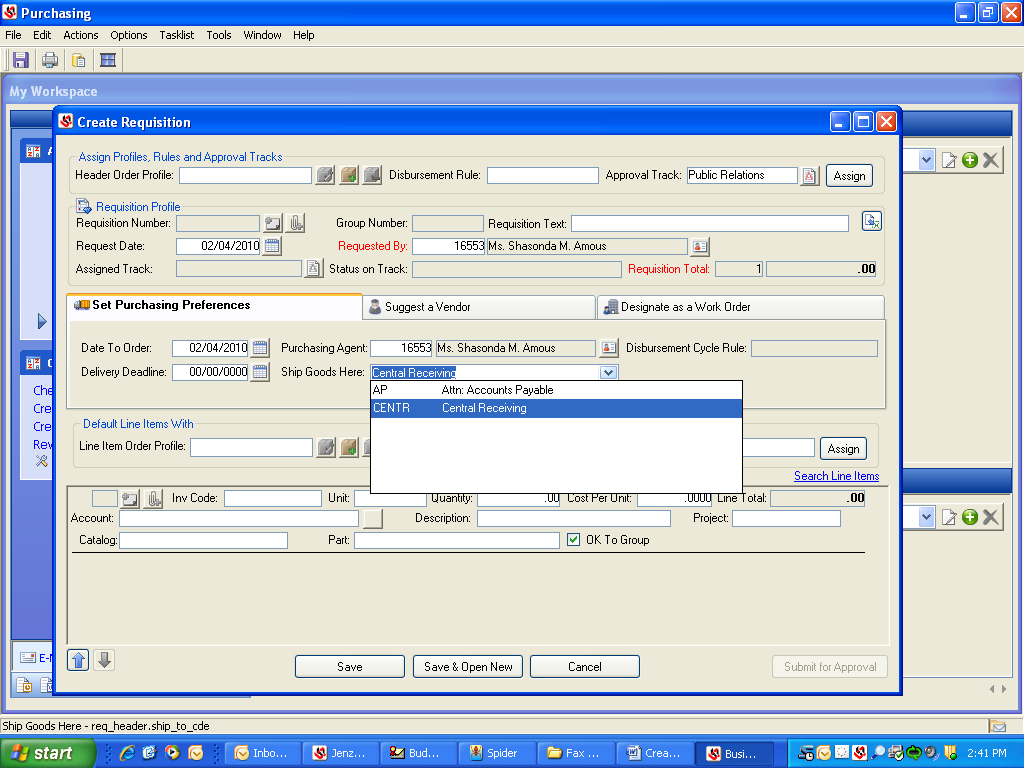


Figure 7 – Suggest a vendor.

If you do not know the vendor number, you can do an advanced search to find the vendor.

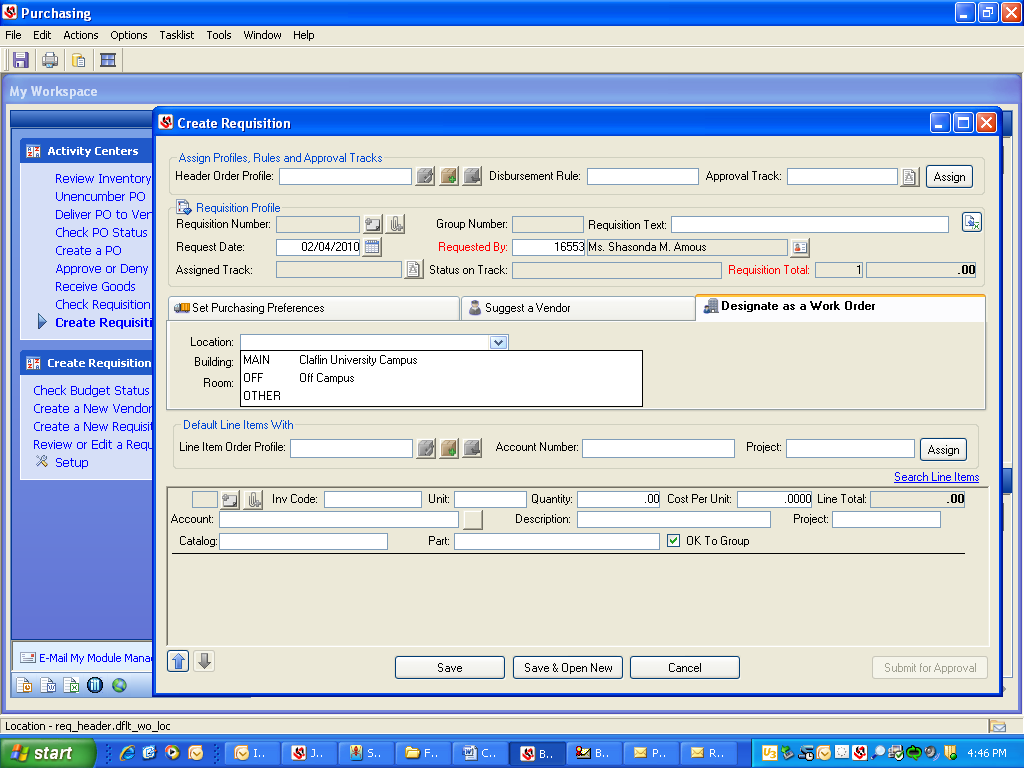
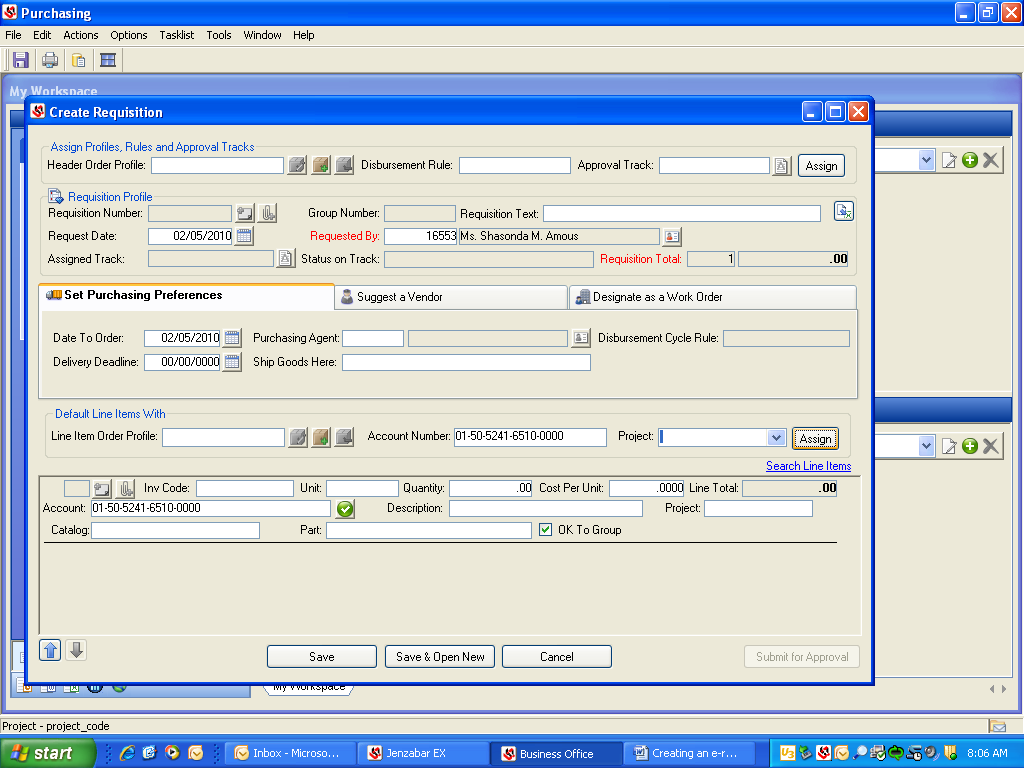


Figure 9 – Insert account number.

**Be sure to assign your account number.**

**Once you assign your acct. number it will default on all your lines.**

Optional

Figure 8 – Designate as a Work Order

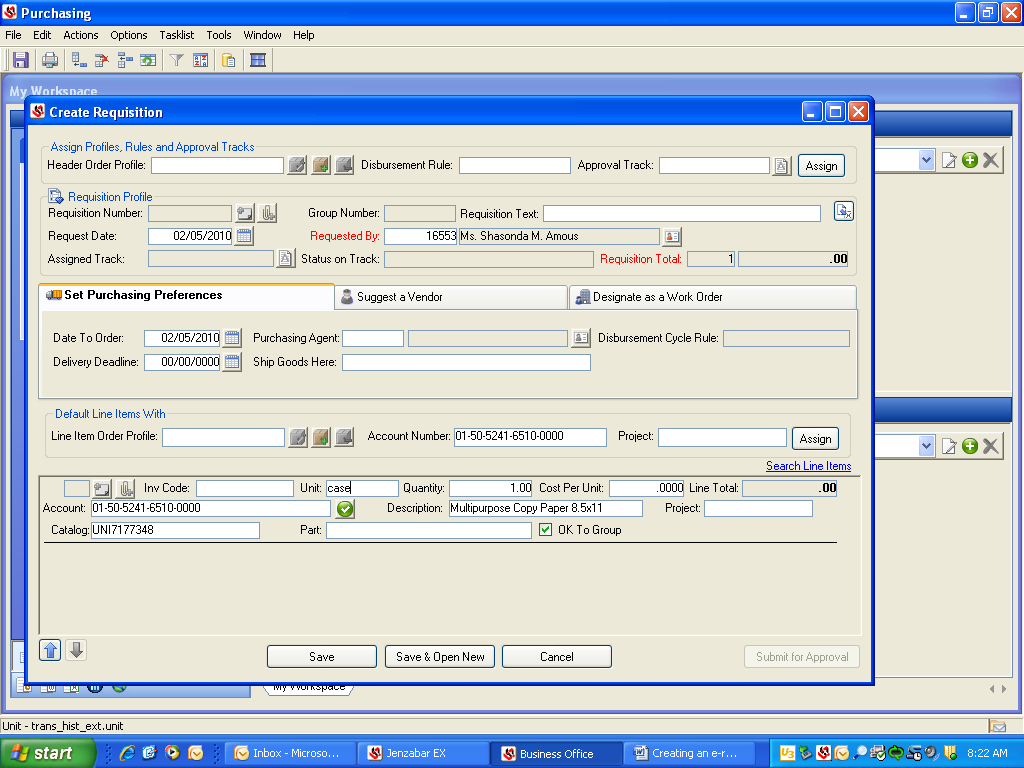
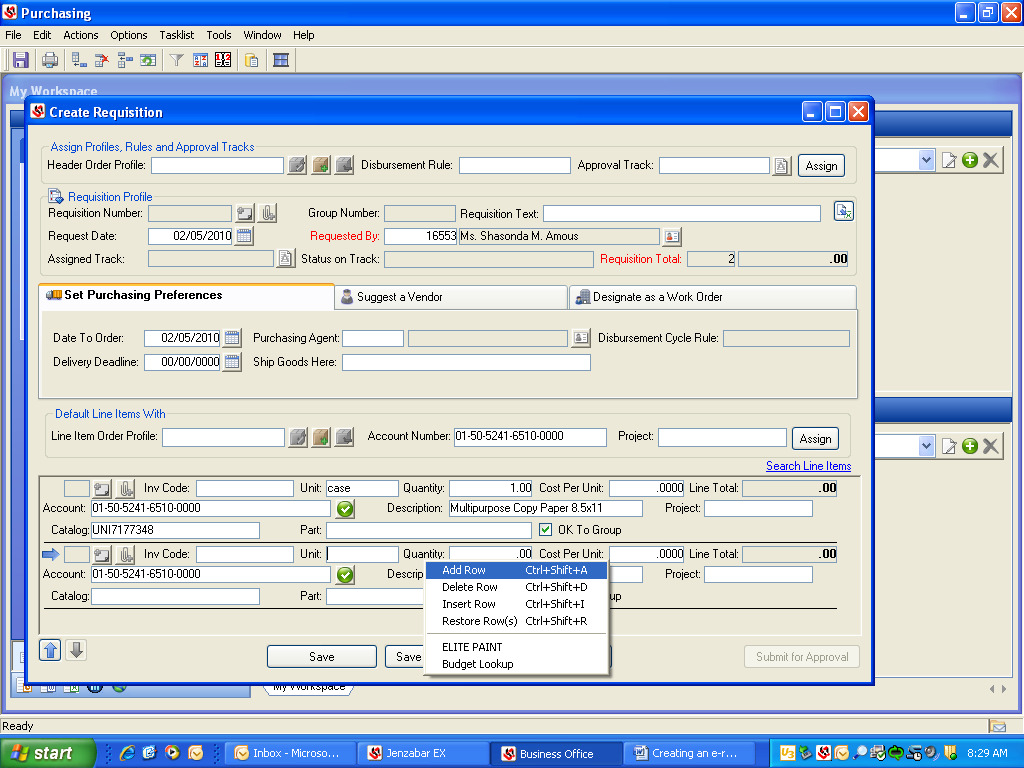
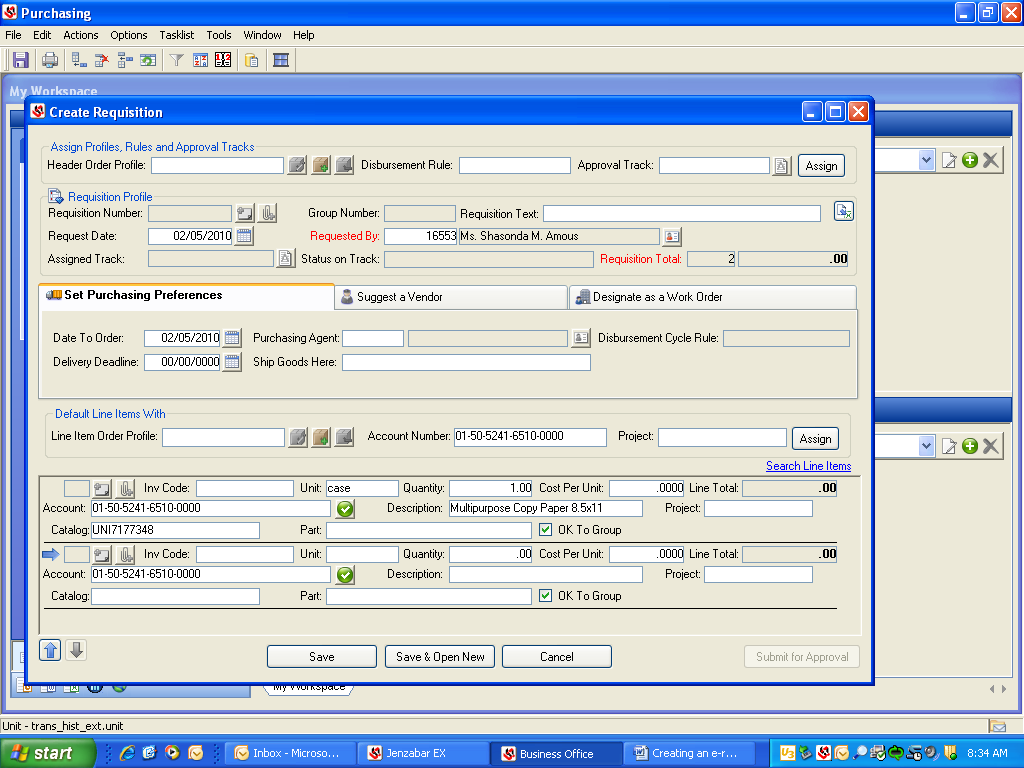


Figure 10 – Fill in all other required fields.



**Right click to add an additional row.**

Figure 11 – Add an additional row if other items are needed.



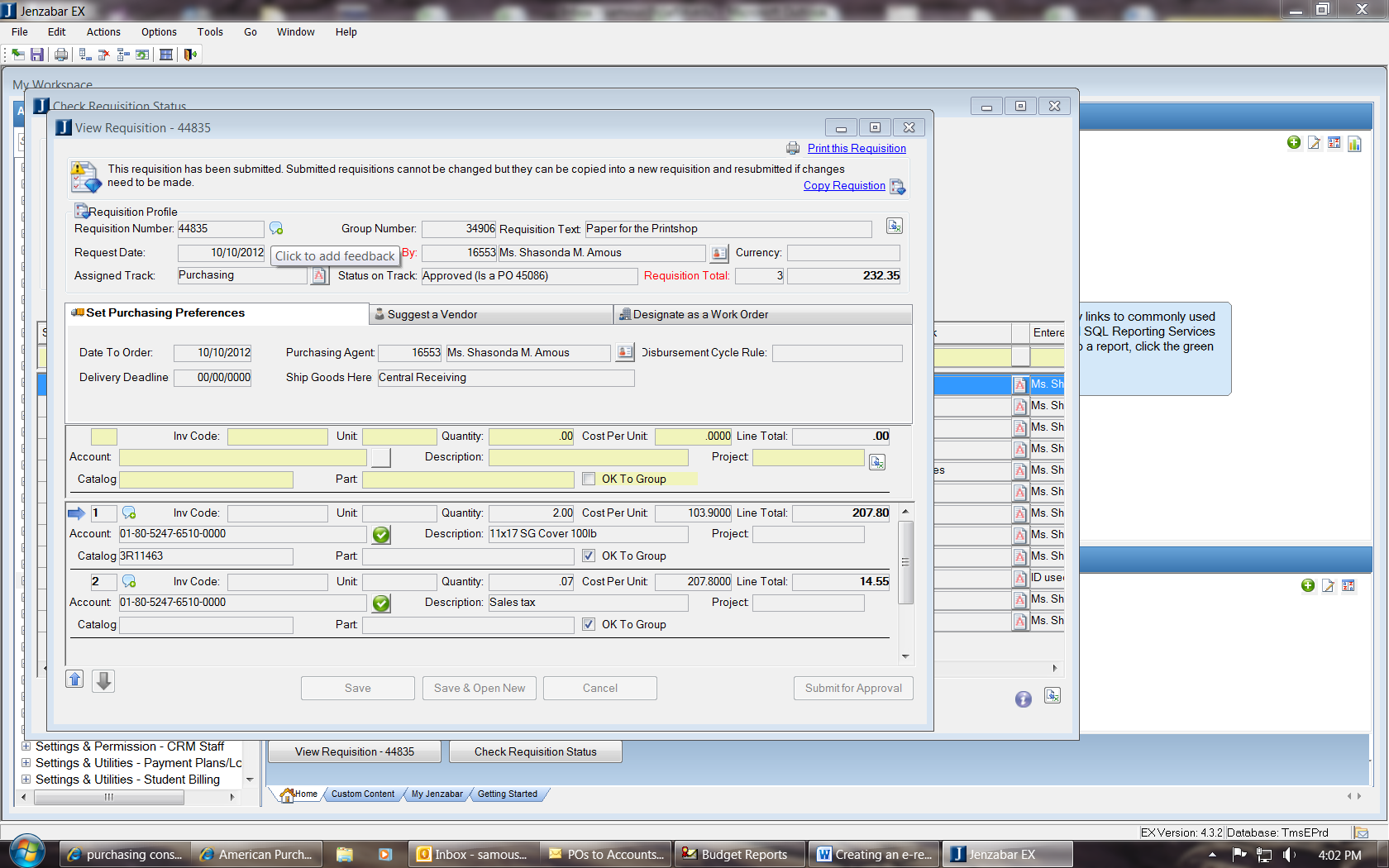
**Use the save option when you are not done inputting a requisition.**

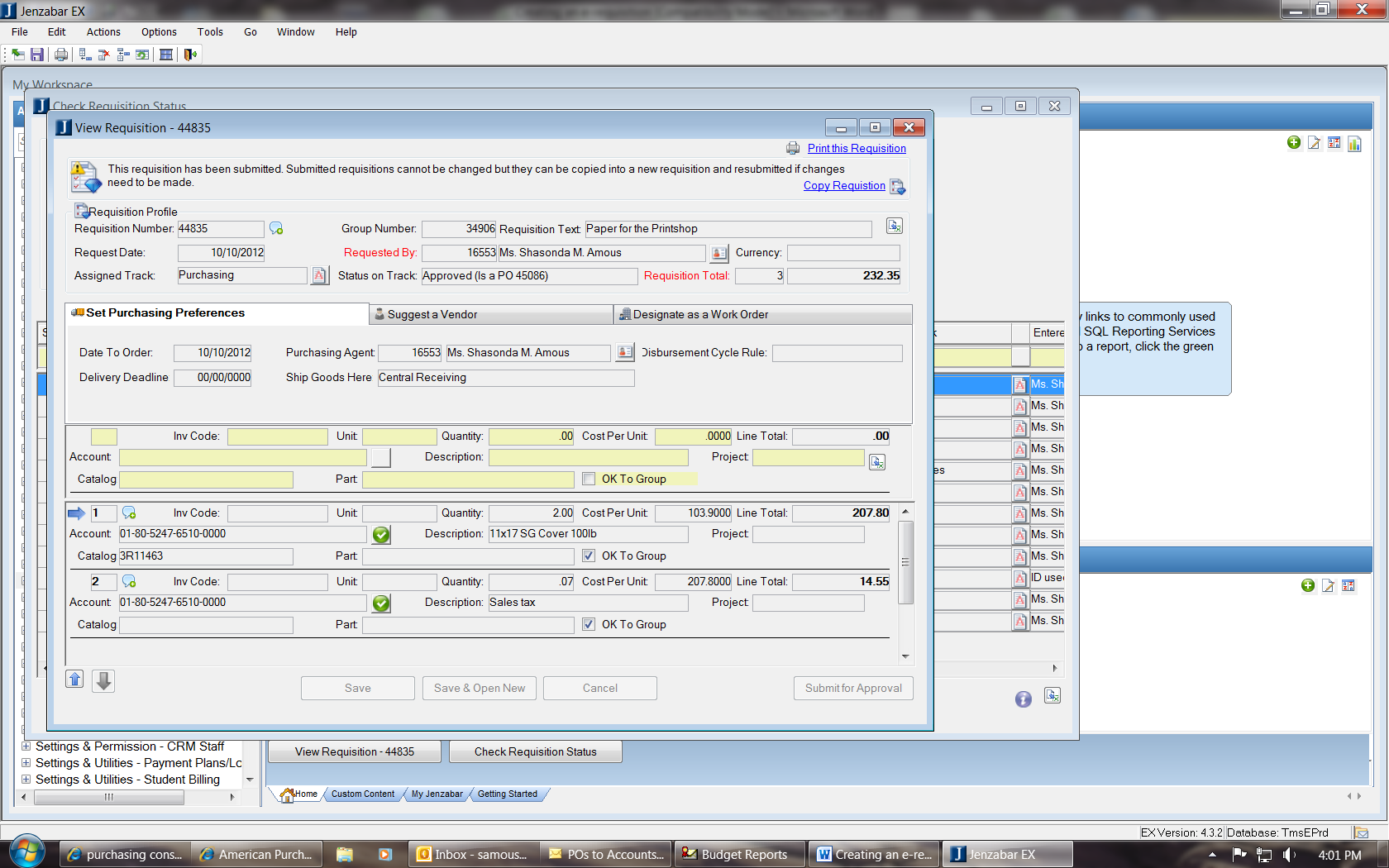
**Once you have completed all the fields in your requisition and you are satisfied with everything, click submit for approval.**

Figure 12 – Save, Save & Open New, Cancel or Submit for approval

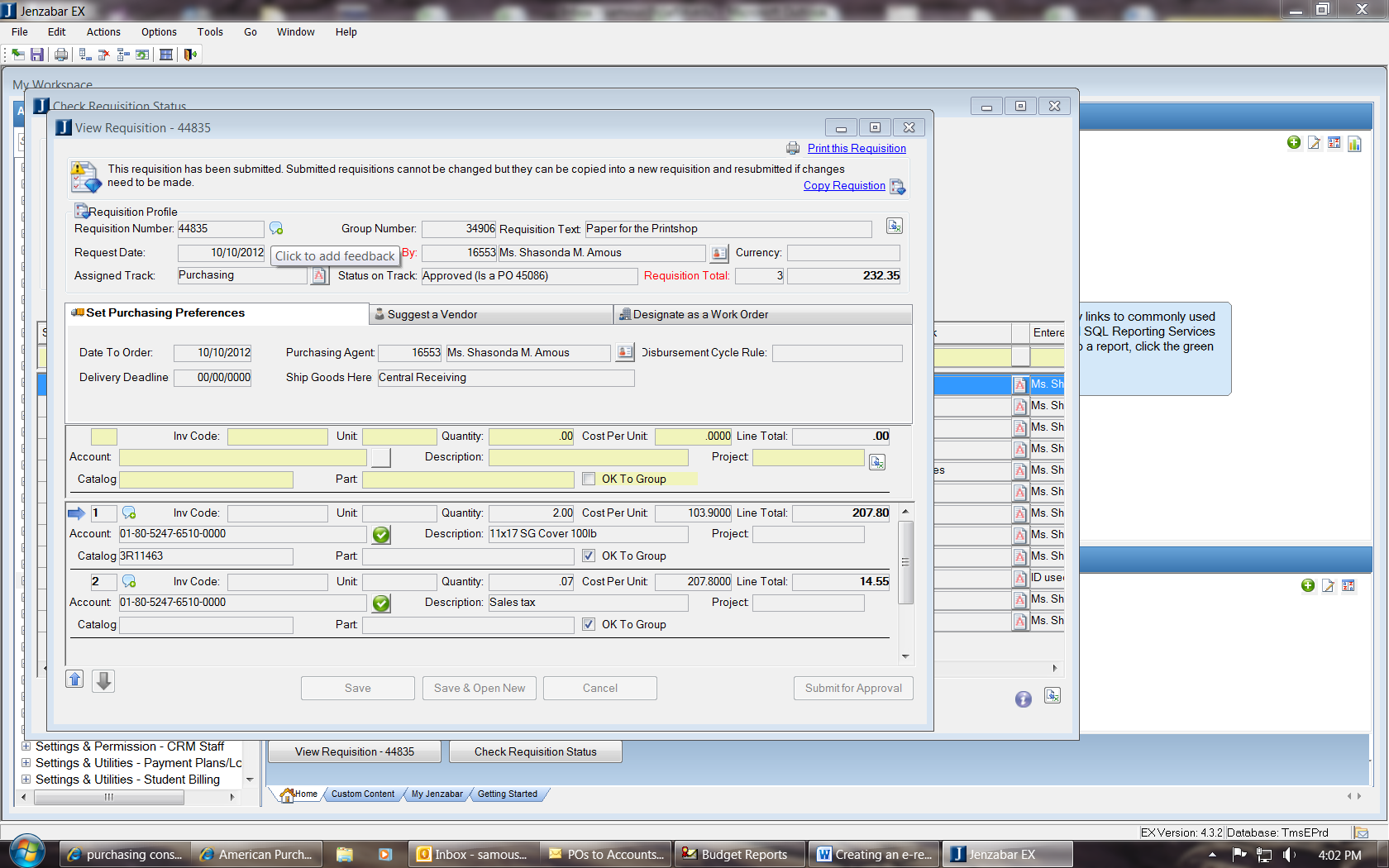
**If you are keying in multiple requisitions and you are not ready to submit them use this option.**

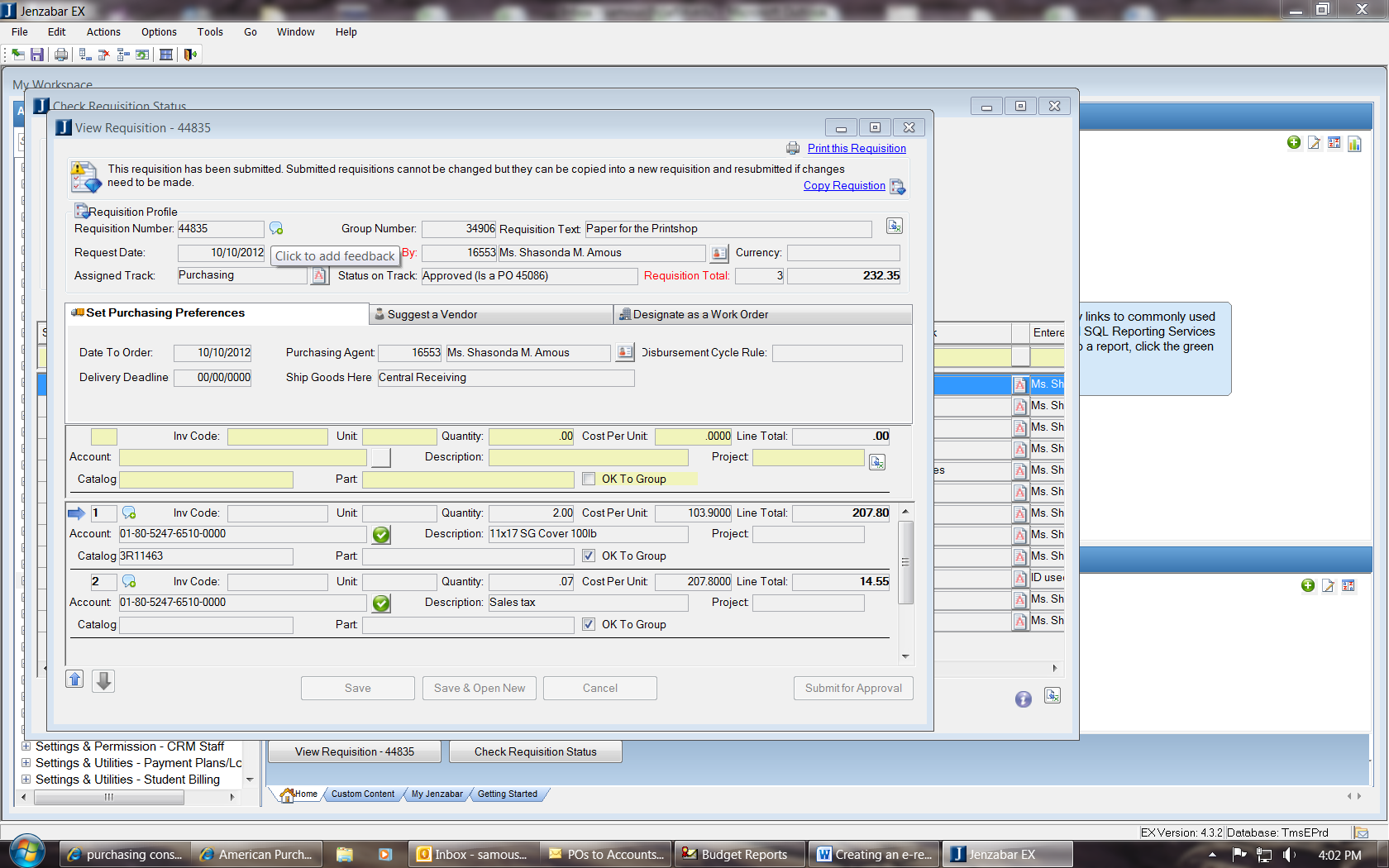
**How to attach supporting documentation to your e-requisition:**

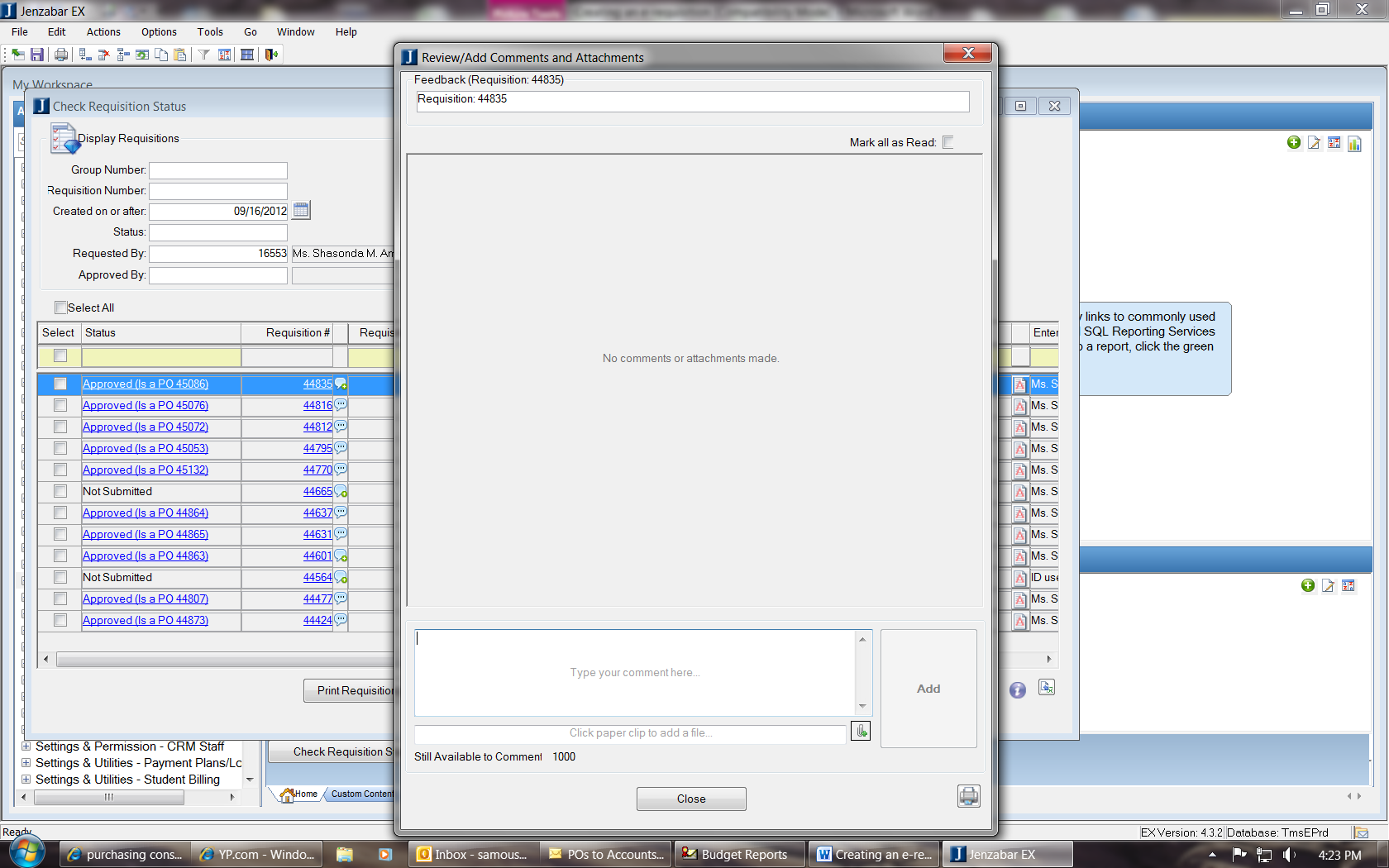
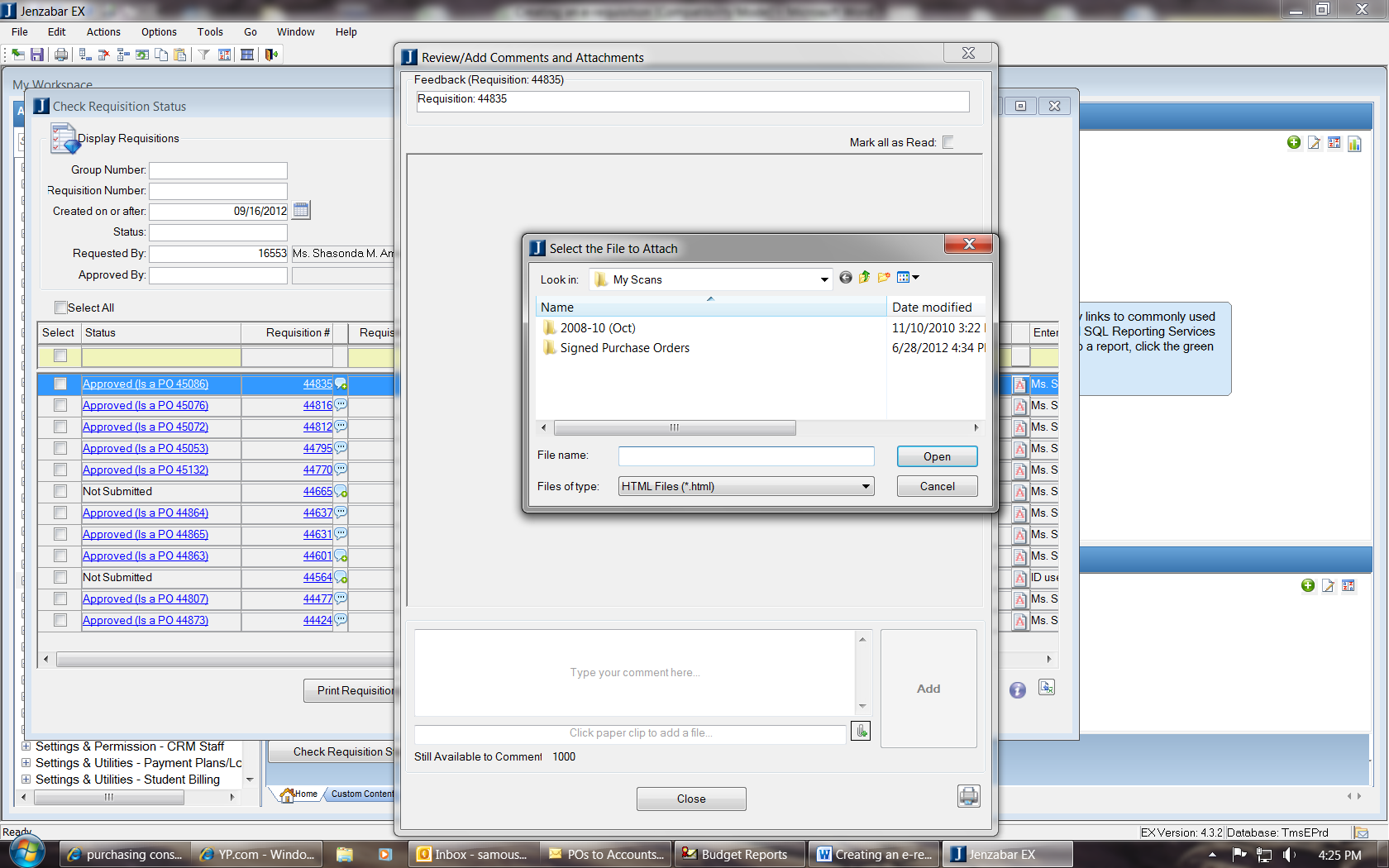
* First you will need to make sure that the documentation you are attaching is saved on your computer.
* Secondly, make certain that you have assigned your approval track, suggest a vendor and assign an account number to your requisition. Once this is completed, click on the save option at the bottom of the screen.
* Next you will click on the “click to add feedback”  option (**see figure 1**) located in the upper left portion of the e-requisition. (If the option does not appear, then you have not completed the above steps).
* A box will appear prompting you to select the file you wish to attach (**see figure 2**).
* Select the file and click open (**see figure 3**). You can only attach HTML (\*.html), PDF (\*.pdf) or TXT (\*.txt) files. Click “Add”, to add the attachment.
* Once you have click add, the file is attached (**see figure 4**).
* You can proceed with completing your e-requisition.



**Figure 1.**

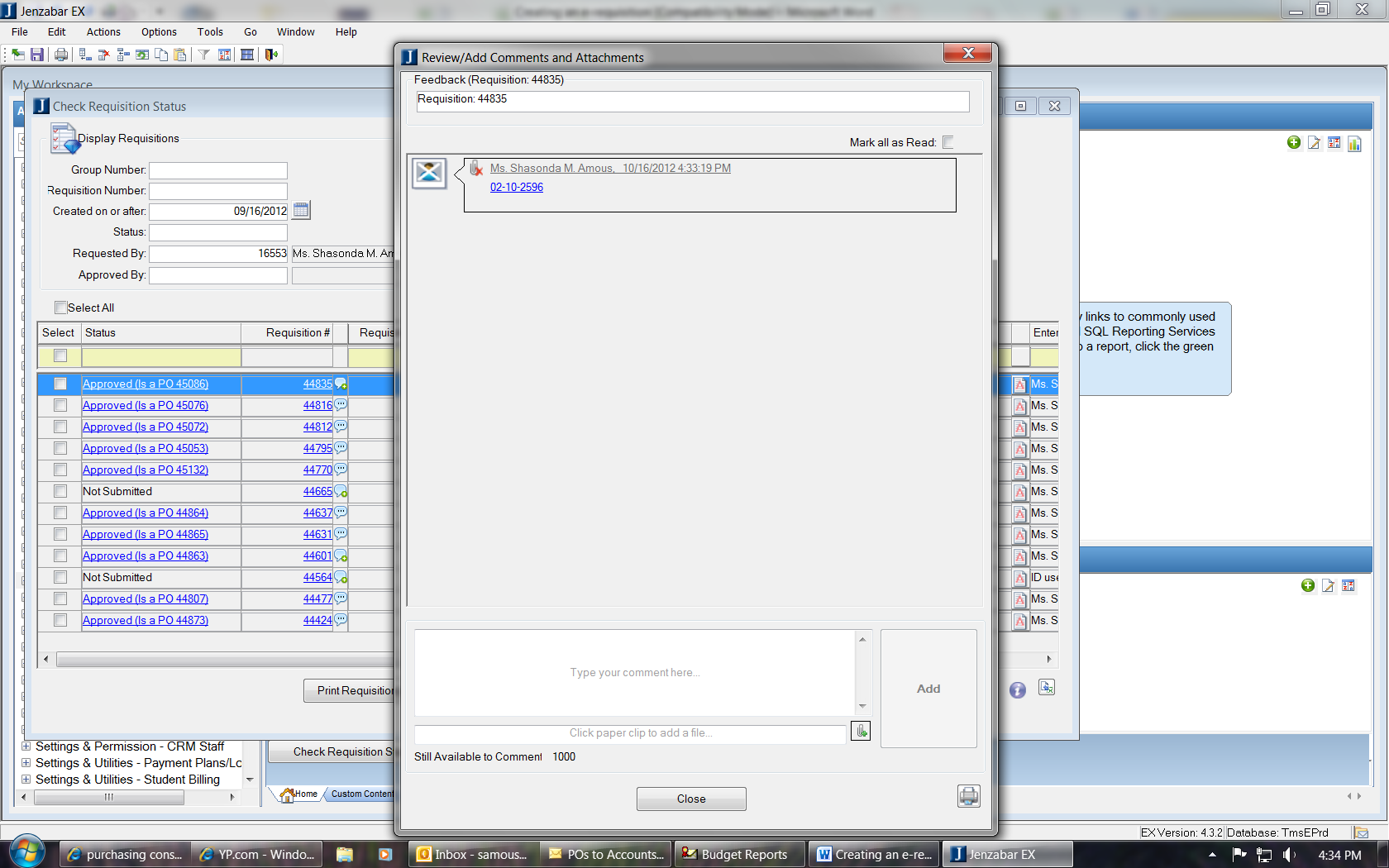




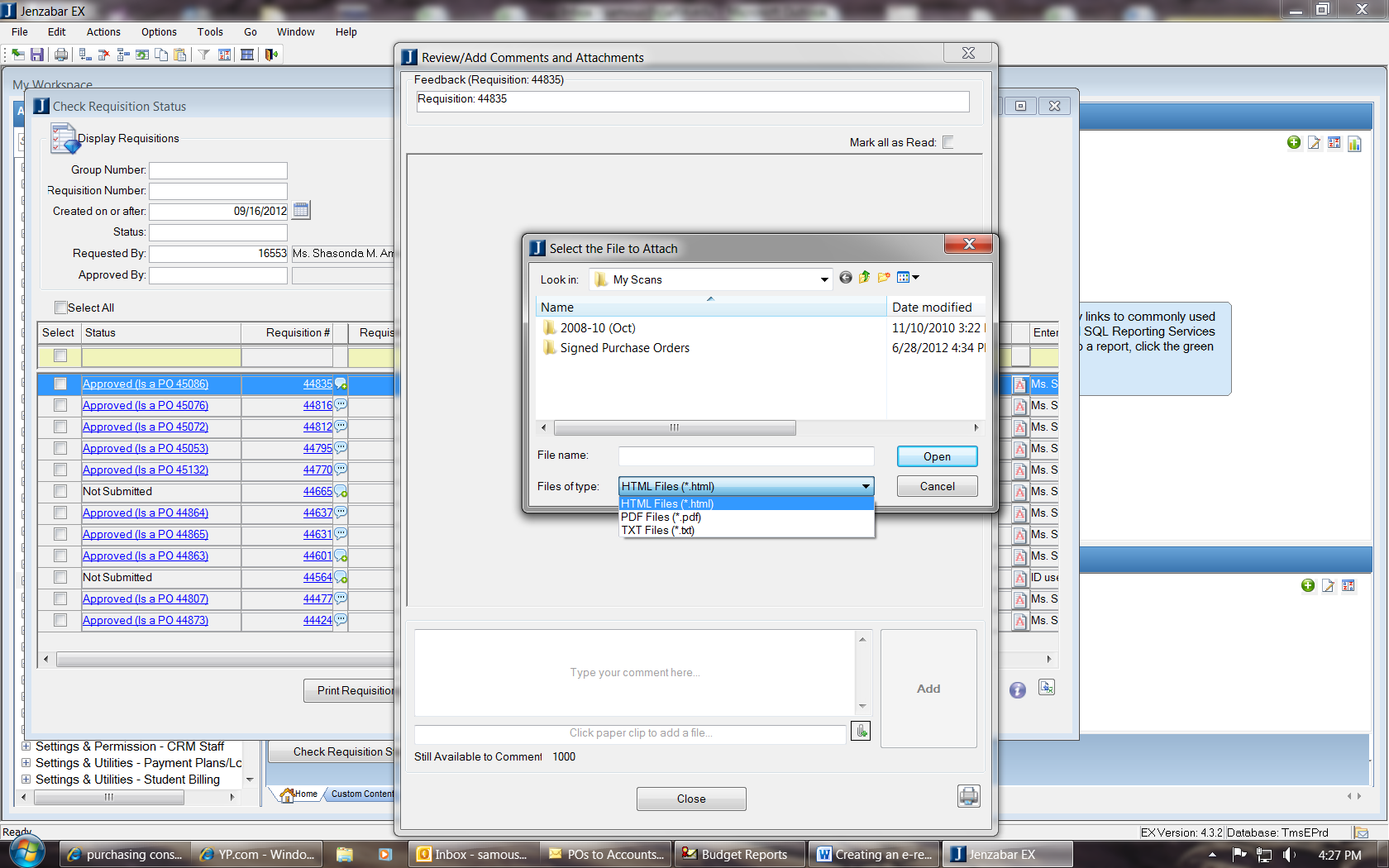


**Figure 2.**

**Figure 4.**



**Figure 3.**



**For assistance with inputting requisitions or any questions or concerns you may have regarding an e-requisition, please contact:**

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**TBA/Senior Procurement Specialist**

**Phone: 535-5486**

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**Or**

**Mrs. Priscilla Cleveland**

**Junior Procurement Specialist**

**Phone: 535-5215**

**Email:** [**pcleveland@claflin.edu**](mailto:pcleveland@claflin.edu)