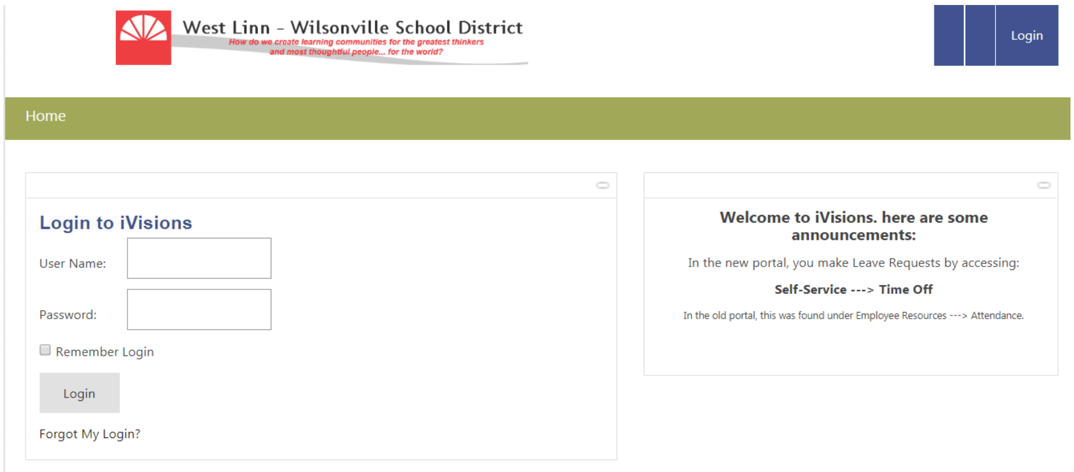
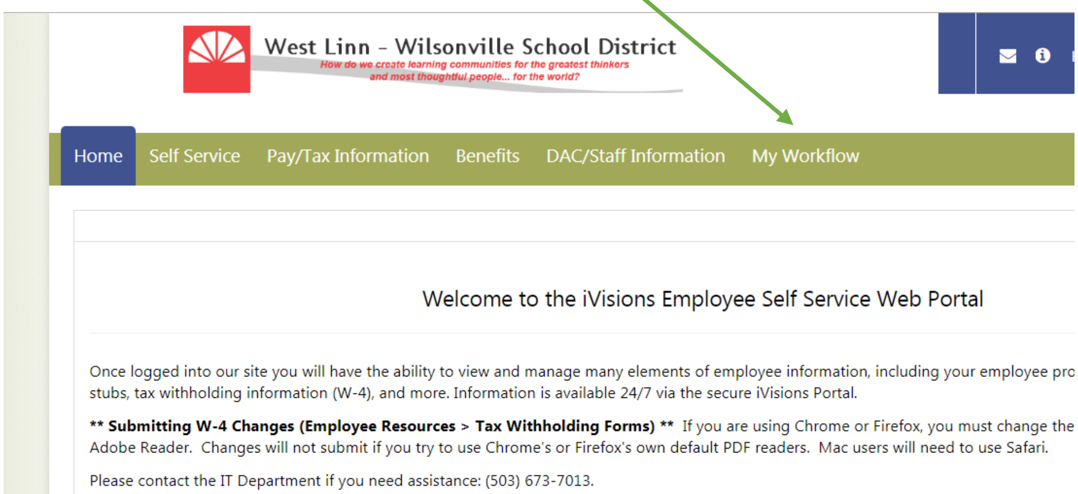
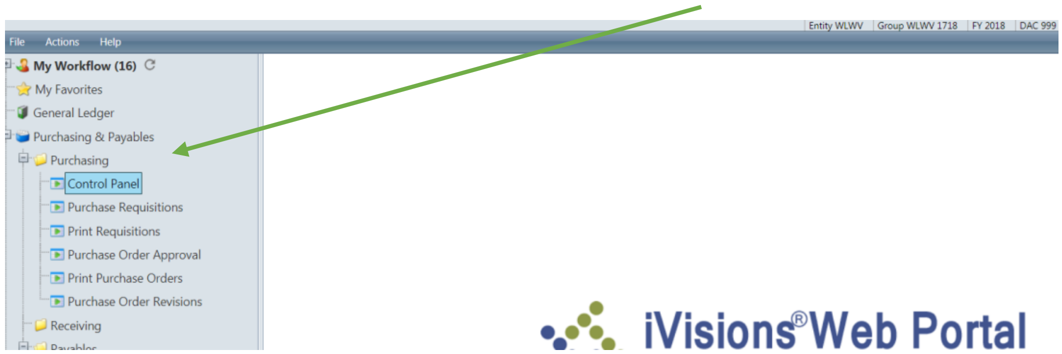
Creating Requisitions/Purchase Orders



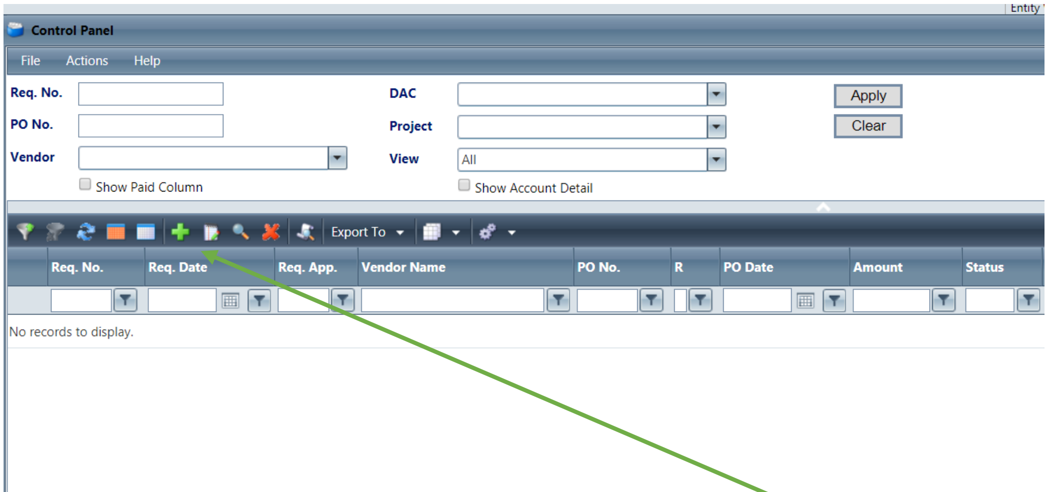
*After logging in to iVisions, click on My Workflow



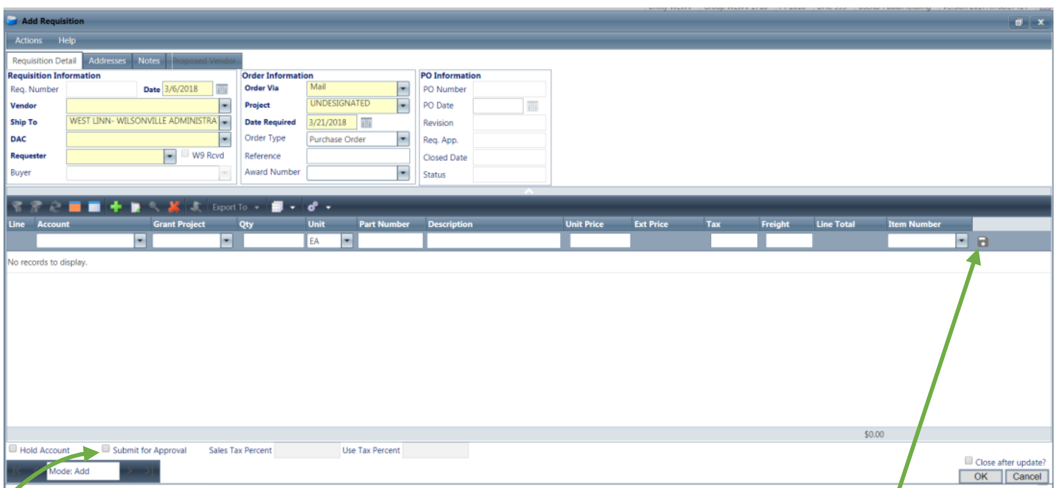
*Expand Purchasing & Payables – Expand Purchasing – Click on Control Panel



<u>The Control Panel opens up to the search screen.</u>



*** *<u>To create a new purchase order, click on the bright green plus sign</u>***



<u>*Fields to fill in:</u>

- ***Vendor***
- ***DAC***
- ***Requester***
- ***Reference – Optional – good to put in quote number, department, etc.***

<u>*Line Items:</u>

- ***Account***
- ***Qty (Quantity)***
- ***Description – This will auto fill, but replace with the actual description of the item.***
- ***Unit Price***
- ***Freight – If any***

<u>*After each LINE item, click on the SAVE icon to the far right</u>

<u>*Once completed, click on the Submit for Approval, then OK (bottom right corner).</u>

Your requisition will then go to the building approver (principal), then to the Business Office.

Once approved, you will receive an email with the Purchase Order attached.