CREATING A TRADITIONAL REQUISITION

In frontline on the dashboard:

- On **MY ENTRY POINTS Tab**, click **MY REQUISITIONS**
- Click **CREATE REQUISITIONS**
- Requisition Type: **TRADITIONAL**
- Fiscal Year: **CURRENT YEAR**
- Cart Name: Use default name or you can rename it
- Click **CONTINUE**
- You can search by **CATEGORY** or **VENDOR**
    1. **CATEGORY:** Choose Category for majority of items being ordered.
       This will narrow down Vendors available who are Awarded Vendors
       In the **VENDOR** box, choose vendor needed
       Or
    2. **VENDOR:** Type Vendor name, click return. Pop-up should be vendors with that name. Double click on vendor needed
- **ORDER FROM:** Should populate or you may have to choose if there is more than 1
- Click **SELECT**
- **SHIP-TO LOCATION:** Type your location # and then select it
- **SHIP-TO RECEIVING GROU**P**:** This will populate from the Ship-To Location
- Click **ADD LINE ITEMS**
- One line requisition or scroll down to add more line(s) – **ADD LINE FROM SCRATCH**
  In the pop-up, select number of lines to add, Click **OK**
- **QTY:** Enter the number of items needed
- **VENDOR STOCK NUMBER:** Enter if you have it
- **UNIT OF MEASURE:** Choose one of the units (ie: FREIGHT, or each, etc.
- **LONG DESCRIPTION:** Enter description, up to 1,000 characters
- **JUSTIFICATION:** Enter explanation of purchase. This is an internal note. Does not appear on PO.
- **SPECIAL INSTRUCTIONS:** Will print on PO under corresponding line item.
- **UNIT PRICE:** Enter price per unit.
- **UNIT DSCNT.:** Enter Dollar amount or percentage if given
- **CLICK TO ADD AN ACCOUNT:**
    - **a)** Enter **FUND**
    - **b)** Enter **OWNER**
    - **c)** Scroll over, **Click Magnifying Glass Icon**, Click on **Account String needed**,
      Click **SELECT**
- Click **OK (SAVE CURRENT LINE) OR COPY TO ALL lines**
- **UPLOAD:** Attach quote if needed
- **Type:** Choose **INTERNAL**
- Click **SUBMIT** when complete (click **SAVE CART AS INCOMPLETE**) if need to come back to it