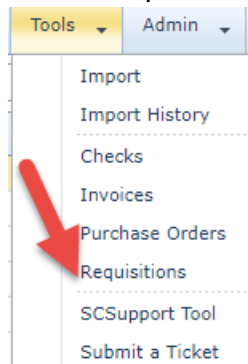


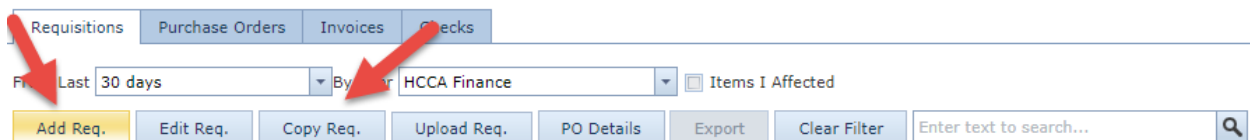
SCView Creating Requisitions

Adding Requisitions

1. Select Requisitions from the Tools menu



2. Add or copy (clone) a Req (Do NOT clone Reqs that were not created in SCView)



Note:

- Vendors pull from state software
- Notes can be added for approvers (these will not appear on the PO)
- Adding lines for order or using SCView spreadsheet (available from HCC)
- Use * to search all instances of a word for Account Code purposes.
- Submitting a Requisition puts the workflow in motion.
- Upload function allows documents, such as quotes and receipts, to be attached to the PO.
- Teachers or others the items attention should be directed to can be added in the CC email field.

Submit Save Draft Cancel

No Attachments Attach Send with PO

Requester Email Attention To

Requested PO Date Requisition No

CC Email

Approval Path 

Vendor

Deliver To

Email Vendor

Vendor Address

Fund to be used/Notes to Approver
(DOES NOT APPEAR ON PO)

Requisition Description
(APPEARS ON PO ABOVE LINES)

Who will place the order 

Add Line Copy Line Edit Line Delete Line Upload **Add a line for shipping charges if necessary...**

#	Quantity	Unit	Description	Unit Price	Account	Total
No data to display						

Submit Save Draft Cancel