

When creating requisitions remember the following:

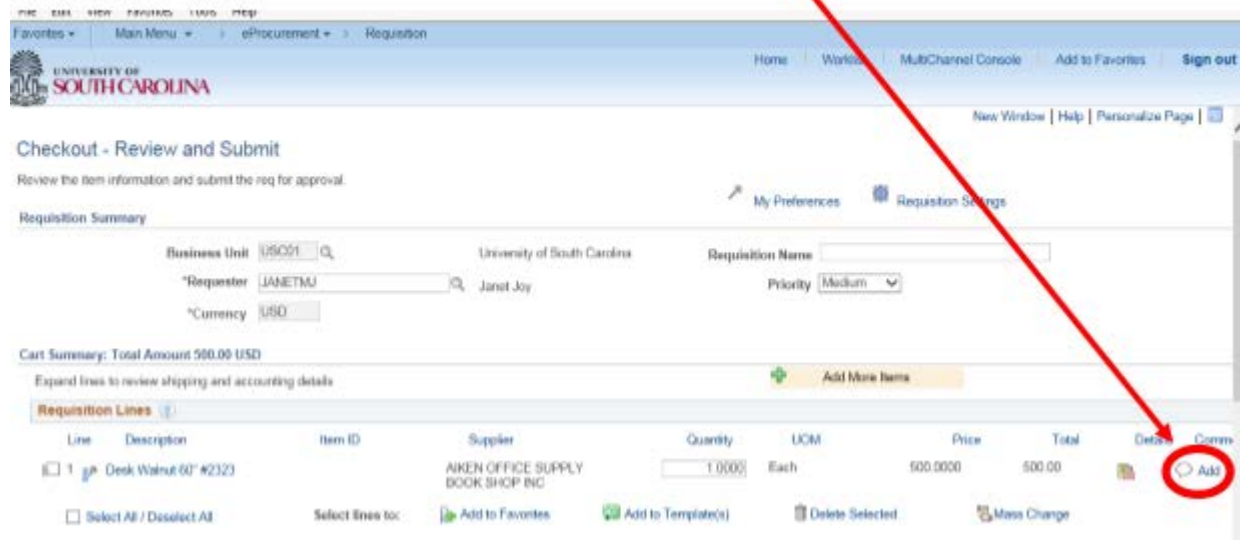
- Ensure the supplier status is approved
[Supplier Packet Information Available Here](#)(Send completed forms to Janet Joy)
- Enter a detailed item description of your purchase for each line item
- An example of a line item description:
 - **Incomplete description:** 2-Ply Jumbo Rolls
 - **Complete description:** Toilet Paper, 2 Ply, Jumbo Roll, white, 1000 per roll, Roll width 3.50", roll diameter 8.8 core, 3.3" diameter Catalog #323508

Note new change: You will no longer create a separate line description for freight charges. If there is an applicable freight charge, notate the cost in the line item comments and the freight will be added to the purchase order by Purchasing. Reminder: do not create a separate line description for tax; the tax will be applied at the PO level by Purchasing.

Note new change: A negative line item (discount or credit) should **not** be included as a line item on the requisition. Make note of the discount or credit in the line comments section of the requisition. Only the **net amount due** should be entered in the line description.

- [Enter comments or attachments on the Requisition Line under Comments](#). This allows the approver to view your attachments.

- When adding comments and attachments, click here (Add)



- Always budget check your requisition by selecting the 'Check Budget'. **Do not** select Pre-Check Budget.



- Once you select Check Budget You will receive this:

Budget Checking Status: Valid

- Always remember to select 'Save and Submit':



- You will receive Confirmation Screen
- Use the Dell Punch-out option to order Dell computers, toner, or accessories.
- Please remember 'PO Created' only indicates that the requisition has been assigned to a buyer and is not a valid PO at this point. Once the buyer reviews and approves the procurement, the PO status is changed to 'PO Dispatched' and is dispatched to the supplier via email. To avoid duplicate shipments, the requester should not relay a PO number to the supplier without prior communication with the buyer.

Note new process: [Purchase Order Change Request - New process effective April 2016](#)

For additional information please visit the [PeopleSoft Documentation](#) site.