

# HOW TO SUBMIT SUPPLY REQUISITIONS IN ENCORE

1. Open Encore
  - a. Go to **Financial Information**
    - i. Select **Purchasing** from drop-down menu
2. Go to **Purchasing Information**
  - a. Select **Requisition Entry** (it will come up with a form and the cursor will be in the Ship To box)
    - i. Enter your school's or facility's location number and hit the **TAB** key
3. *Enter vendor's name*
  - a. Hit **TAB** (if you are doing a warehouse requisition, leave this box blank.)
  - b. If you are unsure the vendor is listed, *click on the three dots* to the right of this box. It will bring up the vendors for you. (Be sure that the vendor is in our list of authorized vendors. If you're unsure if the vendor is a District authorized vendor, call the Purchasing Department at 801-402-7880.) Double click on the vendor's name. It will automatically appear in the box. Press the **TAB** key *twice* to skip over the DEPT box.
4. *Enter your school or facility name*
  - a. Press the **TAB** key
5. Fill in the account information as follows: (Please note that your location and the year will automatically be filled in for you.)

<b>Fund</b>	<b>Program Code</b>	<b>Func</b>	<b>Acct</b>
10	2836- Ryan/ North End	2600	610
10	2837- Todd/ South End	2600	610

6. For a **vendor requisition**, leave the **Item Number** blank. If ordering from the **warehouse**, click in the **Item Number** box and enter how much of the item you need.
7. Enter the quantity and hit the **TAB** key.
8. Enter the units (i.e. each). Hit the **TAB** key
9. Enter the description of the item
  - a. Include a part number or a catalog number in the description
  - b. Press **TAB**
10. Enter the price.
  - a. Press **TAB** until cursor is in the **Category box**.
11. *Click on the three dots* in the **Category box**.
  - a. Categories will appear
    - i. Double click on which category the item you are needing falls under.
    - ii. Press **TAB**
12. Enter vendor name.
13. **Repeat numbers 6-12 until all the items you need are entered.**
14. Scroll to bottom of the page and click **SAVE**.
15. Located at the upper left-hand corner of the screen is the **Requisition ID Box**. In it will show your Requisition number. **Write this down so you can track the Purchase Order later.**
16. If you so choose, you can click on **PRINT** to have a physical copy for your records.
17. Click on **ORDER** before exiting from this screen. Once you have pressed **ORDER**, the requisition will go to purchasing to be processed.