E-COMMERCE REQUISITIONS

Create the Requisition

Purchasing > My Requisition Processing > Requisitions

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| Purchasing Activity - VA 1 View My Purchase Orders - VO 1 Reports - RP 1 Receiving - RC Reports - RE Image: Comparison of the second s | <u>۹</u> | | |
| My Requisition Processing - MR Requisitions - RQ Approve Requisitions - AR My Requisition Approval History - MR | | | וחחחח |

Add from Online Catalog

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Select your Vendor (Example Amazon Business)

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| | world's Leading Supplier of Office Products amazonbusiness | Real Contraction of the second of the second | | | | |

This will open your standard Requisition Master Information. Enter your Group and Description. The shipping information is the most important. Enter your ship to address, and the attention to (be specific). Finally hit SAVE AND ADD DETAIL you will automatically be sent to Amazon to place your order.

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| Fiscal Year | 2017 - 2018 September 1, 2017 - August 31, 2018 🔻 | - | Duon | |
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| | Account allocation by each requisition detail line (YDA). | | | |
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Before placing your order make sure you check your shipping address. It should be based on the shipping address placed on your req, but it doesn't hurt to make sure. DISTRICT OFFICE: Each department has their own address. You will need to go in and select the correct one (Parent Partner Program too).



Add items to your cart just like any Amazon Order. Once your cart has everything you need SUBMIT THESE ITEMS FOR APPROVAL.



When you "Submit" you will be sent through the standard confirmation pages and then back to your Skyward Req. Make sure before you add your Requisition Account(s) you must ADD ECOMMERCE NARRATIVE. This is one of the more important narratives. If you forget this narrative the Business Office won't continue the ordering process and your order will be delayed or missed. This is just like adding any narrative. Select ADD ECOMMERCE NARRATIVE. A detail line screen will come up, and you just have to select the E-Commerce narrative and SAVE. Once your E-Commerce Narrative has been added you may proceed as normal and add your Req account and SUBMIT FOR APPROVAL.



Any confusion don't hesitate to call/email Amanda in the Business Office.