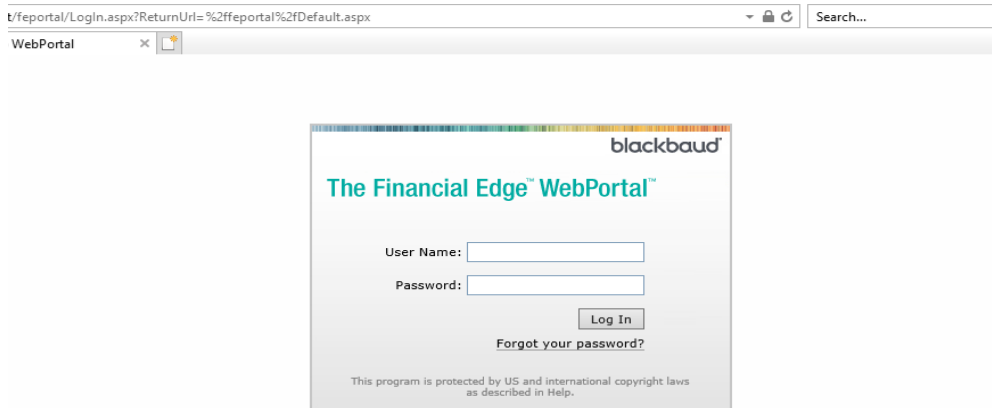


TO GENERATE A REQUISITION

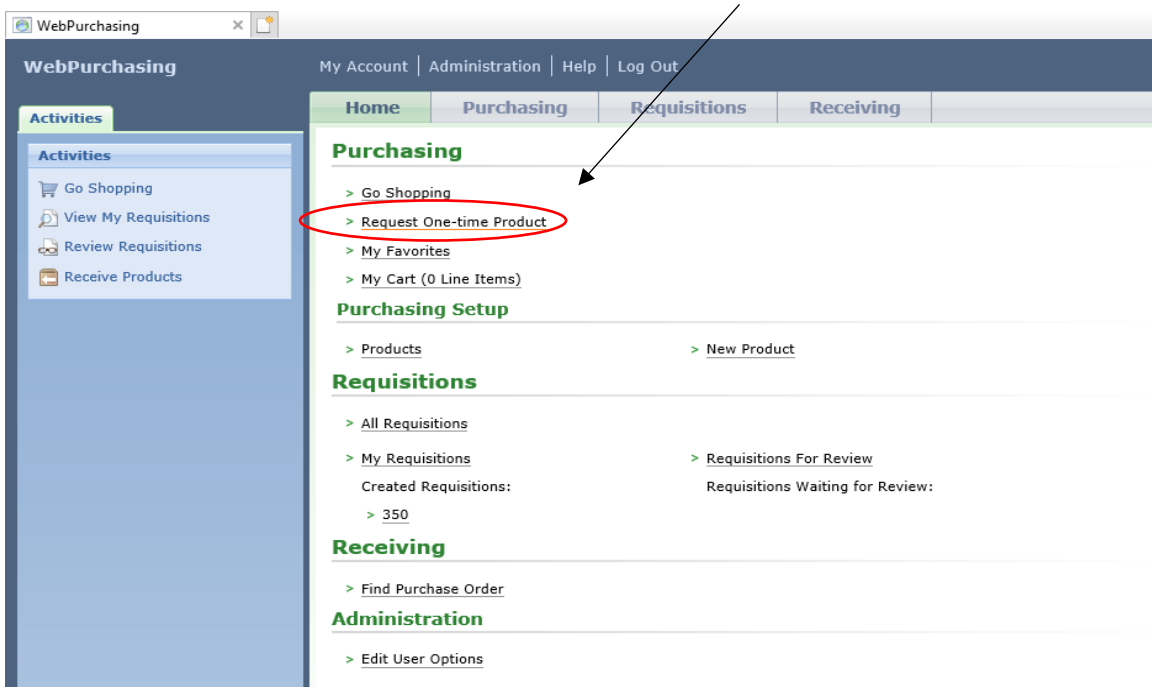
1. LOG ON TO WEBPORTAL

Please note: if you have to step away from entering the requisition before you are finished make sure you log out of Webportal. (we have a limited number of licenses and if you are logged in and not working on a requisition someone else is unable to access the system) Once you log out the system will save what you have already done in the cart. To access again follow the same instructions below to login and access your cart . Continue where you left off.

Important note about saving your requisition: Everytime you save your work the screen should flash or “blink” as referred to through out this document. **If you do not see the screen blink then the save was not successful.** Please make sure to pay attention to the screen when saving your work.



2. Click on *Request a one-time product*



3. TO SELECT A VENDOR

- Under Select A Vendor - type in your vendor name and click on the binocular icon.

Request One-time Product | My Account | Administration | Help | Log Out | Welcom

Activities | My Cart

Activities

- View My Cart (0 Line Items)
- View My Favorites
- View Product List
- Add New Product

Home | Purchasing | Requisitions | Receiving

Add to Cart

Select a Vendor...
Dynamic Systems x [binocular icon]

Can't Find a Vendor?

Enter one here

Vendor Name [text box] Contact Name [text box]
Phone Number [text box] Email Address [text box]
Website [text box]
Address [text box]
Product Description [text box]
☒ By Quantity
Quantity [text box] Unit of Measure [dropdown]
Unit Price [text box]
☐ Flat Amount
Total Price [text box]
Notes [text box]

- When the vendor name comes up, click on the company name (see below)

If the vendor is not available: send an email to Olmiraída Medina in Accounts Payable at omedina@moore.edu with the information needed to add a new vendor. ******DO NOT ADD THE VENDOR YOURSELF******

Select a Vendor...
DYNAMIC SYSTEMS x [binocular icon]

Can't Find a Vendor?

Enter one here

Vendor Name [text box] Address: [text box]
Phone Number [text box] City: [text box]
Website [text box] State: [dropdown]
Address [text box]
Product Description [text box]
☒ By Quantity
Quantity [text box] Unit Price [text box]
☐ Flat Amount
Total Price [text box]
Notes [text box]

Find a Vendor...

Vendor Name: DYNAMIC SYSTEMS x [binocular icon] Vendor ID: [text box] Address: [text box] City: [text box] State: [dropdown]

Search Clear

Vendor Name	Vendor ID	Address	City	State/Province
DYNAMIC SYSTEMS	100200	6420 PLEASANT STREET	SOUTH PARK	Pennsylvania

4. Choose **"by quantity"** (do not use "by flat")

Request One-time Product My Account Administration Help Log Out Welcome

Activities My Cart

Activities

- View My Cart (0 Line Items)
- View My Favorites
- View Product List
- Add New Product

Home Purchasing Requisitions Receiving

Add to Cart

Select a Vendor...
DYNAMIC SYSTEMS x

Can't Find a Vendor?

Enter one here

Vendor Name Contact Name
Phone Number Email Address
Website
Address

Product Description

☒ By Quantity
Quantity Unit of Measure
Unit Price
☐ Flat Amount
Total Price

Notes

5. Type in the product description, quantity, unit of measurement (select appropriate unit from drop down box) and unit price.

Request One-time Product My Account Administration Help Log Out Welco

Activities My Cart

Activities

- View My Cart (0 Line Items)
- View My Favorites
- View Product List
- Add New Product

Home Purchasing Requisitions Receiving

Add to Cart

Select a Vendor...
DYNAMIC SYSTEMS

Can't Find a Vendor?

Enter one here

Vendor Name Contact Name
Phone Number Email Address
Website
Address

Product Description 2000 - Accounts Payable Checks starting

☒ By Quantity
Quantity 1.0000 Unit of Measure
Unit Price \$272.480
☐ Flat Amount
Total Price

Notes

1
BAG
BALE
BOOKS
BOTTLE
BOX
CARTON
CASE
CONES
CS
DZ
EACH
FT
GAL
GROSS
HPS
LB
LENGTHS
LITER
PINT
PKG
PR
PT
QT.
ROLL
SETS
SHEETS
TUBE
YDS

6. Make sure to list all of the account number(s) you will be using under the Notes section

If you have an invoice number or quote number you should list it next to the account number (i.e. 10-6610-5630 - Quote # 123456) then click on **Add to Cart**.

The screenshot shows the 'Request One-time Product' form. The 'Add to Cart' button is circled in red. The 'Notes' field contains the text '10-6610-5630' and is also circled in red. A black arrow points from the 'Add to Cart' button to the 'Notes' field. The form includes fields for Vendor Name, Phone Number, Website, Address, Contact Name, Email Address, Product Description, Quantity, Unit of Measure, Unit Price, and Total Price. The 'Quantity' field is set to 1.0000 and the 'Unit of Measure' is set to EACH. The 'Unit Price' is \$272.480. The 'Total Price' is \$272.480. The 'Notes' field has a 'Remaining: 488' indicator.

For Requisitions with One Line Item and Shipping – skip to shipping charges below

For Requisitions with more than one line item - To Add another line item we will follow #3 of these instructions. Under Select A Vendor - type in your vendor name and click on the binocular icon then click on the Vendor name.

The screenshot shows the 'Find a Vendor' dialog box. The 'Vendor Name' field contains 'dynamic systems' and is circled in red. The 'Vendor ID' field contains '100200' and is also circled in red. The dialog box includes fields for Address, City, and State. The 'Search' button is highlighted. The background shows the 'Request One-time Product' form with the 'Add to Cart' button and 'Notes' field.

Vendor Name	Vendor ID	Address	City	State/Province
DYNAMIC SYSTEMS	100200	6420 PLEASANT STREET	SOUTH PARK	Pennsylvania

Then we will follow # 4 again – please note **no need to re-enter the account number** if it is the same as the first item added to the cart.

Choose **“by quantity”** (do not use “by flat”) then type in the product description, quantity, unit of measurement (select appropriate unit from drop down box) and unit price.

The screenshot shows the 'Request One-time Product' form. The 'Purchasing' tab is active. A message at the top says 'Add to Cart One-time product has been added to the Cart.' Below this, there's a 'Select a Vendor...' section with 'DYNAMIC SYSTEMS' selected. A 'Can't Find a Vendor?' section is also present. The 'Enter one here' section contains fields for Vendor Name, Phone Number, Website, Address, Contact Name, and Email Address. The 'Product Description' field is filled with 'Estimated Shipping'. The 'By Quantity' radio button is selected, and the 'Quantity' field is set to '1.0000', 'Unit of Measure' is 'EACH', and 'Unit Price' is '\$20.000'. The 'Flat Amount' radio button is unselected. The 'Notes' field is empty. A red oval highlights the 'By Quantity' section, and an arrow points to the 'Email Address' field.

Once you are finished click on **Add To Cart**

The screenshot shows the 'Request One-time Product' form. The 'Purchasing' tab is active. A message at the top says 'Add to Cart One-time product has been added to the Cart.' Below this, there's a 'Select a Vendor...' section with 'DYNAMIC SYSTEMS' selected. A 'Can't Find a Vendor?' section is also present. The 'Enter one here' section contains fields for Vendor Name, Phone Number, Website, Address, Contact Name, and Email Address. The 'Product Description' field is filled with 'Estimated Shipping'. The 'By Quantity' radio button is selected, and the 'Quantity' field is set to '1.0000', 'Unit of Measure' is 'EACH', and 'Unit Price' is '\$20.000'. The 'Flat Amount' radio button is unselected. The 'Notes' field is empty. A red oval highlights the 'Add to Cart' button, and an arrow points to the 'Email Address' field.

SHIPPING CHARGES – it is important to list shipping charges on the requisition. If you do not have the amount of the shipping charges contact the vendor and ask for an estimate. Then enter under “By Quantity” as follows:

Product Description: Estimated Shipping

Quantity: 1 **Unit of Measurement:** Each

Unit Price: enter the estimated charge

Then click on **Add to cart**

7. Once everything is added to your cart click on **View My Cart** and verify all of the information is correct.

If you have an incorrect item, click on the **Remove** box and then click on **Update Cart** and then click on **Request One-time Product** to re-enter.

My Cart

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing Requisitions Receiving

Create Requisition **Update Cart** Total: \$292.48 Empty Cart

Remove	Product Description	Quantity	Unit Price	Extended Price
<input type="checkbox"/>	2000 - Accounts Payable Checks starting with 181450	1.0000	\$272.480	\$272.48
			Unit: EACH	
<input type="checkbox"/>	Estimated Shipping	1.0000	\$20.000	\$20.00
			Unit: EACH	

Activities

- Continue Shopping
- Add New Product
- Request One-time Product**
- Create Requisition

8. If the information is entered correctly click on **Create Requisition**

My Cart

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing Requisitions Receiving

Create Requisition **Update Cart** Total: \$292.48 Empty Cart

Remove	Product Description	Quantity	Unit Price	Extended Price
<input type="checkbox"/>	2000 - Accounts Payable Checks starting with 181450	1.0000	\$272.480	\$272.48
			Unit: EACH	
<input type="checkbox"/>	Estimated Shipping	1.0000	\$20.000	\$20.00
			Unit: EACH	

Activities

- Continue Shopping
- Add New Product
- Request One-time Product
- Create Requisition**

The screen should blink then you will see the below:

Create Requisition

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing **Requisitions** Receiving

Submit Requisition **Save** Total: \$292.48 Return To Cart

Created By: omedina Approval Rule:

Status: Editing

Description:

Add Attachments 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
Vendor:	DYNAMIC SYSTEMS				<Not Distributed>	Save
2	Estimated Shipping	1.000	\$20.000	\$20.00	Pending	Edit
Vendor:	DYNAMIC SYSTEMS				<Not Distributed>	Save

History of Changes

There are no changes on this Requisition.

9. Click on drop down box for Approval Rule and select the appropriate department name

https://feportal.moorecollege.net/feportal/WebPurchasing/Requisitions/CreateRequisition.aspx

Create Requisition

My Account | Administration | Help | Log Out

Welcome omedina

Home | Purchasing | **Requisitions** | Receiving

Submit Requisition | Save | Total: \$292.48 | Return To Cart

Created By: omedina | Approval Rule: **Business Office** | Show Details

Status: Editing

Description:

Add Attachments 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
Vendor: DYNAMIC SYSTEMS						<Not Distributed> Save
2	Estimated Shipping	1.000	\$20.000	\$20.00	Pending	Edit
Vendor: DYNAMIC SYSTEMS						<Not Distributed> Save

History of Changes

There are no changes on this Requisition.

10. Under **Description** enter in the name of the company (this will help when you have to search requisitions.)

Then under the first line number click on the **Edit** button (on the righthand side of the screen).

https://feportal.moorecollege.net/feportal/WebPurchasing/Requisitions/CreateRequisition.aspx

Create Requisition

My Account | Administration | Help | Log Out

Welcome omedina

Home | Purchasing | **Requisitions** | Receiving

Submit Requisition | Save | Total: \$292.48 | Return To Cart

Created By: omedina | Approval Rule: **Business Office** | Show Details

Status: Editing

Description: Dynamic Systems

Add Attachments 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
Vendor: DYNAMIC SYSTEMS						<Not Distributed> Save
2	Estimated Shipping	1.000	\$20.000	\$20.00	Pending	Edit
Vendor: DYNAMIC SYSTEMS						<Not Distributed> Save

History of Changes

There are no changes on this Requisition.

Your screen should blink again, then you will see the below screen.

11. Under **Internal Notes** you should see the account number(s) entered under the Notes section during Step 6 above.

Edit Line Item 1

My Account | Administration | Help | Log Out

Welcome

Home | Purchasing | Requisitions | Receiving

[Return to Requisition] [Save] Item Status: Pending [Copy Line Item]

Line Item 1 - 2000 - Accounts Payable Checks starting with 181450

Quantity: 1.000 Unit: EACH
Unit Price: \$272.480 Extended Price: \$272.48

External Notes

Internal Notes

10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS [Search]

Suggest Another Vendor

Vendor Name [Text Box] Contact Name [Text Box]
Phone Number [Text Box] Email Address [Text Box]
Website [Text Box]
Address [Text Box]

Purchase Order Line Item Information (optional)

Date Required [Text Box] Department [Drop Down]
Ship via [Drop Down] Deliver to [Drop Down]
Ship to [Drop Down] Freight on board [Drop Down]
Buyer [Drop Down]

Distribution

Detail View [Dropdown] [Add] [Distribute Evenly] [Check Budget] [Load Default Distribution]

12. Under **Purchase Order Line Item Information** enter the following:

- Ship via - select **Best Method** from drop down box
- Ship to - select **Shipping & Receiving** from drop down box
- Buyer – select **your name** from the drop down box
- Department – select **your department** from the drop down box
- Deliver to – select **your name** from the drop down box

Edit Line Item 1

My Account | Administration | Help | Log Out

Welcome

Home | Purchasing | Requisitions | Receiving

[Return to Requisition] [Save] Item Status: Pending [Copy Line Item]

Unit Price: \$272.480 Extended Price: \$272.48

External Notes

Internal Notes

10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS [Search]

Suggest Another Vendor

Vendor Name [Text Box] Contact Name [Text Box]
Phone Number [Text Box] Email Address [Text Box]
Website [Text Box]
Address [Text Box]

Purchase Order Line Item Information (optional)

Date Required [Text Box] Department [Drop Down: BUSINESS OFFICE]
Ship via [Drop Down: Best Method] Deliver to [Drop Down: omedina]
Ship to [Drop Down: SHIPPING/RECEIVING] Freight on board [Drop Down]
Buyer [Drop Down: OLMIRAI DA MEDINA]

Distribution

Detail View [Dropdown] [Add] [Distribute Evenly] [Check Budget] [Load Default Distribution]

History of Changes

13. Scroll down to the **Distribution** section and click on **ADD** then enter the amount and the account number of the line number you are editing.

The screenshot shows the 'Edit Line Item 1' form. The 'Distribution' section is circled in red. It contains a table with columns: Amount, GL Account, Project, and Class. The first row has an Amount of \$272.48, GL Account of xx-6610-kxxx, and Project of General Supplies. The 'ADD' button is located to the left of the table. An arrow points to the 'ADD' button.

Amount	GL Account	Project	Class
\$272.48	xx-6610-kxxx	General Supplies	

Click on **Save** – the screen should blink and then you'll see the below

The screenshot shows the 'Edit Line Item 1' form after saving. The 'Distribution' section is no longer visible. The 'Line Item 1 - 2000 - Accounts Payable Checks starting with 181450' is displayed. The 'Quantity' is 1.000, 'Unit Price' is \$272.480, 'Unit' is EACH, and 'Extended Price' is \$272.48. The 'Distribution' section is still visible at the bottom of the form.

Quantity	Unit Price	Unit	Extended Price
1.000	\$272.480	EACH	\$272.48

If you have more than one line item and the account numbers are different click on **SAVE** and then **Return to Requisition**. Then repeat steps 10-13 above.

If you have more than one line item AND the account number is the same click on **Copy Line Item Info**.

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing Requisitions Receiving

Return to Requisition Save Item Status: Pending Copy Line Item Info

Line Item 1 - 2000 - Accounts Payable Checks starting with 181450

Quantity: 1.000 Unit: EACH
Unit Price: \$272.480 Extended Price: \$272.48

External Notes

Internal Notes
10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS

Suggest Another Vendor

Vendor Name Contact Name
Phone Number Email Address
Website
Address

Purchase Order Line Item Information (optional)

Date Required Department: BUSINESS OFFICE
Ship via: Best Method Deliver to: omedina
Ship to: SHIPPING/RECEIVING Freight on board
Buyer: OLMIRAI DA MEDINA

Distribution

Detail View Add Distribute Evenly Check Budget Load Default Distribution

Check each one of the boxes under **Copy Line Item Information** then click on **OK**

https://portal.moorecollege.net/portal/WebPurchasing/Requisitions/CreateLineItem.aspx?id=13936

Edit Line Item 1

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing Requisitions Receiving

Return to Requisition Save Item Status: Pending

Line Item 1 - 2000 - Accounts Payable Checks starting with 181450

Quantity: 1.000 Unit: EACH
Unit Price: \$272.480 Extended Price: \$272.48

External Notes

Internal Notes
10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS

Suggest Another Vendor

Vendor Name Contact Name
Phone Number Email Address
Website
Address

Purchase Order Line Item Information (optional)

Date Required Department: BUSINESS OFFICE
Ship via: Best Method Deliver to: omedina
Ship to: SHIPPING/RECEIVING Freight on board
Buyer: OLMIRAI DA MEDINA

Distribution

Detail View Add Distribute Evenly Check Budget Load Default Distribution

Copy Line Item Information

- ☒ External Notes
- ☒ Internal Notes
- ☒ Vendor Information
- ☒ PO Information
- ☒ Distribution

OK Cancel

Click on **SAVE**, the screen should blink and then you will see the below

14. Click on **Return to Requisition**

My Account | Administration | Help | Log Out

Welcome omedina

Home | Purchasing | **Requisitions** | Receiving

Item Status: Pending

Copy Line Item Info

Internal Notes

10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS

Suggest Another Vendor

Vendor Name
Phone Number
Website
Address

Contact Name
Email Address

Purchase Order Line Item Information (optional)

Date Required
Ship via
Ship to
Buyer

Department
Deliver to
Freight on board

Distribution

Detail View | Add | Distribute Evenly | Check Budget | Load Default Distribution

Amount: \$272.48 | GL Account: 10-6610-5630 | General Supplies | Distribute Evenly

Amount to Distribute: \$0.00

Amount	Project	Class
\$272.48		Unrestricted Net Assets

The Status should be listed as **<Distributed>**, if it says **<Not Distributed>** click on **Edit** and follow steps 10-13 above.

My Account | Administration | Help | Log Out

Welcome omedina

Home | Purchasing | **Requisitions** | Receiving

Submit Requisition | Save | Total: \$292.48 | Return To Cart

Created By: omedina | Approval Rule: Business Office | Show Details

Status: Editing

Description: Dynamic Systems

Add Attachments | 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	Edit
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
2	Estimated Shipping	1.000	\$20.000	\$20.00	Pending	Edit

History of Changes

There are no changes on this Requisition.

15. Once everything is listed as <Distributed> click on **Submit Requisition**

My Account | Administration | Help | Log Out

Welcome omedina

Activities

Return To Cart
Save Requisition
Submit Requisition

Home Purchasing Requisitions Receiving

Submit Requisition Save Total: \$292.48 Return To Cart

Created By: omedina Approval Rule: Business Office Show Details

Status: Editing

Description: Dynamic Systems

Add Attachments 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
Vendor: DYNAMIC SYSTEMS						
2	Estimated Shipping	1.000	\$20.000	\$20.00	Pending	Edit
Vendor: DYNAMIC SYSTEMS						

History of Changes

There are no changes on this Requisition.

Make sure to save your requisition number.

My Account | Administration | Help | Log Out

Welcome omedina

Activities

Continue Shopping
View My Requisitions

Home Purchasing Requisitions Receiving

Requisition 5234 Submitted Successfully!

You may view your newly submitted requisition here.

If you have opted into Email alerts, as defined on the My Account page, you will receive alerts indicating your requisition's status.

Note: Pressing the browser back button to edit your requisition is not possible at this time.

16. Once you're completed click on home and log out. It is important to log out of the system when you are not actively working on a requisition. There is a limited number of people that can access the system at the same time.

My Account | Administration | Help | Log Out

Welcome omedina

Activities

Go Shopping
View My Requisitions
Review Requisitions
Receive Products

Home Purchasing Requisitions Receiving

Purchasing

- Go Shopping
- Request One-time Product
- My Favorites
- My Cart (0 Line Items)

Purchasing Setup

- Products
- New Product

Requisitions

- All Requisitions
- My Requisitions
- Created Requisitions:
 - 5234 - Dynamic Systems
 - 350
- Requisitions For Review
- Requisitions Waiting for Review:
 - 5234 - Dynamic Systems

Receiving

- Find Purchase Order

Administration

- Edit User Options