EAS Purchase Requisitions

EAS Requisition Entry - Alias (GL) Based

How Enter EAS Purchase Requisitions that are charged to an Alias.

Topics

- Overview
  - New PO vs. Existing PO
  - Requisition Line Types
  - Categories (NIGP Codes)

- Enter New EAS Requisition or a Requisition to Change Existing PO

- Attach Documents (pdf, doc, xIs, etc.)

- Submit for Approval
Overview

• Add to an Existing PO
  • When additional funds are needed on an existing PO a new requisition is created and linked to the existing PO

• Requisition Line Types
  • Goods: tangible products generally sold at a fixed unit price
  • Services: intangible services generally sold hourly
  • QuickPay: Goods type line with a total PO cost less than $2,500, all PO lines must be QuickPay line type
  • Leases: Monthly rental or lease agreements, work with Procurement prior to use

• Categories (NIGP Codes)
  • A National Institute of Governmental Purchasing (NIGP) code defines the products/services that a vendor provides
  • Vendors receive solicitations based on the NIGP codes that they register
EAS Purchase Requisitions
Alias Based EAS Requisition Entry

Select Line Type search to select other Line Type

Select Line Type: Goods, Services, Lease or QuickPay
Select OK

Notes:

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41
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Requisition Entry and Submission Complete