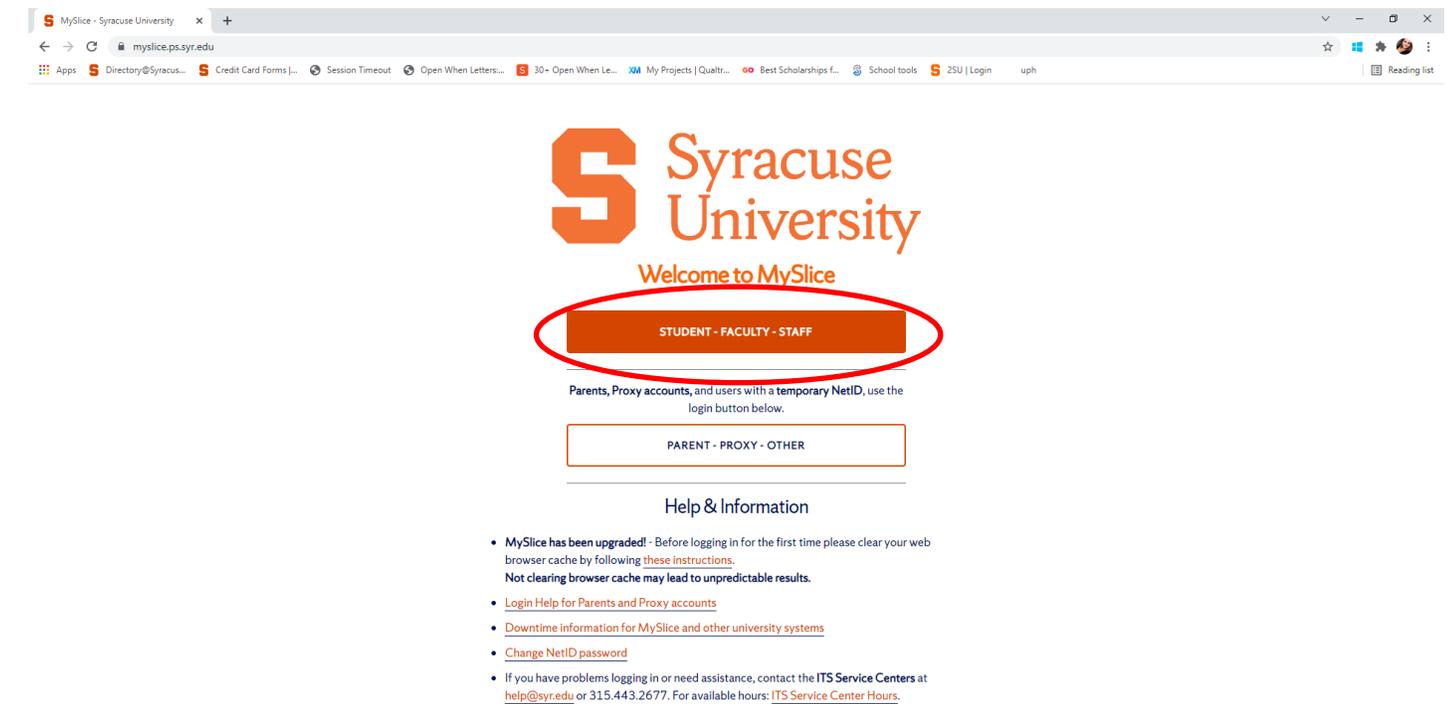
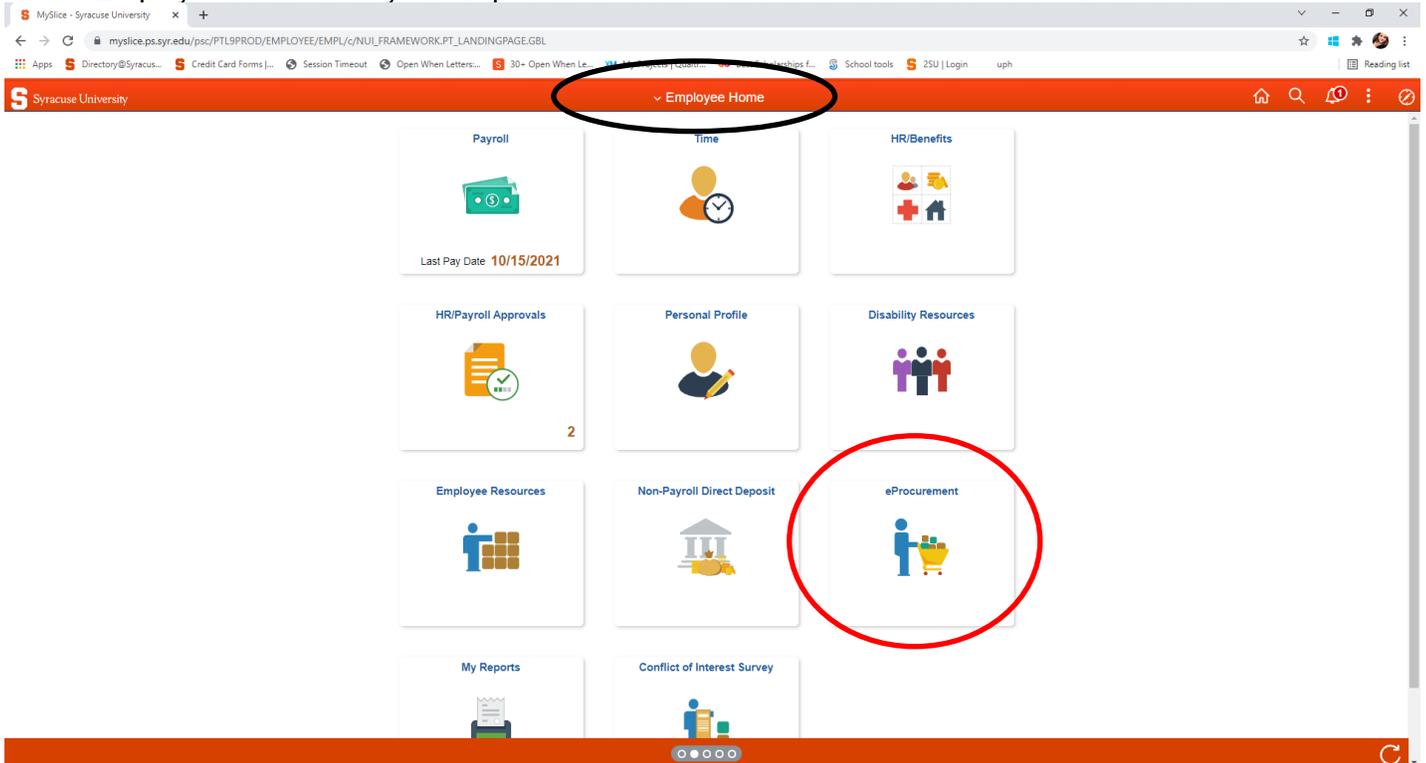


# Work Instructions for using the Specials Requests functionality in eProcurement

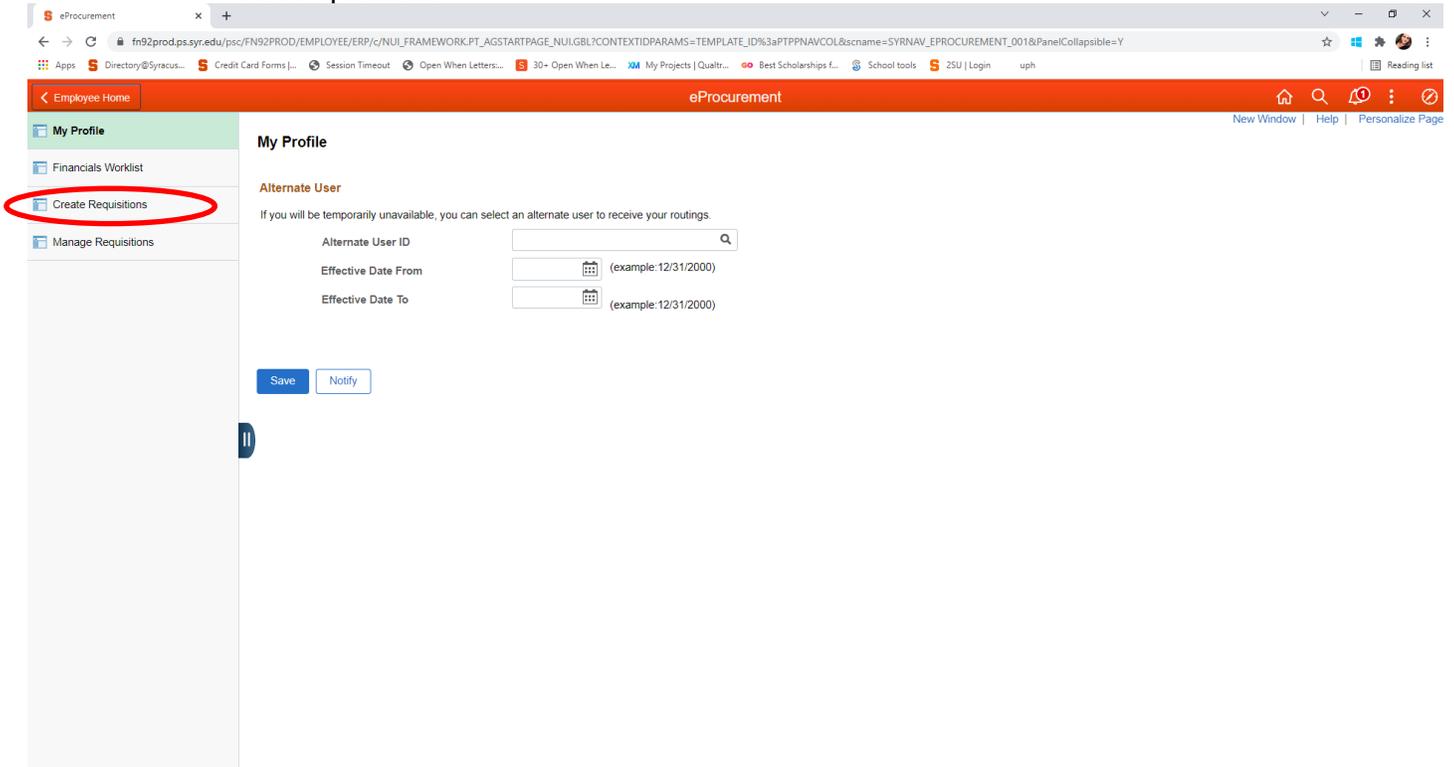
Log in to my slice



Select Employee Home from your drop down menu list and then click on the eProcurement Icon



## Then Select create Requisitions



All purchase requisitions can be entered using the ePro system. If the vendor that you are trying to place a requisition with is not listed on the Create Requisition Screen as a direct connect supplier the order can be placed using the Special Requisition feature.

\*For specialty items that are not available through the supplier direct connect catalogs you can also use the Special Request feature

### Navigate to eProcurement>Requisition

Click on Requisition Settings to modify the header information of your requisition:

# eProcurement Special Request Training

[Favorites](#) | [Main Menu](#) | [eProcurement](#) | [Requisition](#)

Create Requisition ?

Welcome Caramella,Cynthia

[Home](#) | [My Preferences](#) | [Requisition Settings](#) | [0 Lines](#) | [Checkout](#)

Request Options: Web

Search: Web

**Web**  
 WB MASON  
 Grainger  
 B + H Photo  
 Fisher Scientific  
 VWR International  
 More...  
**Special Requests**

Merchant	Description
WB MASON	Office Supplies
Grainger	
B + H Photo	Choose to DISPLAY the nonsecure items.
Fisher Scientific	Fisher Scientific
VWR International	VWR International
GovConnection	Toners, computer peripherals and accessories.
Dell	Choose to DISPLAY the nonsecure items.

The following screen should appear

Requisition Settings

Business Unit: SYRUN Syracuse University  
 Requester: CCARAMEL Caramella,Cynthia  
 \*Currency: USD  
 Requisition Name:   
 Priority: Medium

**Default Options** ?

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.  
 Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

**Line Defaults** ?

Supplier:  Category:   
 Supplier Location:  Unit of Measure:   
 Buyer:

**Shipping Defaults**

Ship To: SK30210  
 Due Date:  Attention:

**Distribution Defaults**

SpeedChart:

**Accounting Defaults** Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information								
Dist	Percent	Location	GL Unit	Fund	Dept	Program	Mycode	PC Bus Unit	Project	Activity
1		SK30210	SYRUN							

OK Cancel

Scroll Right to see the entire Accounting defaults screen

**Accounting Defaults** Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information								
Mycode	PC Bus Unit	Project	Activity	Source Type	Bud Ref	Work Order	Budget Class			

## eProcurement Special Request Training

Information entered in this screen applies to all requisitions lines unless changed at the line level at a later point in time.

Priority = Defaults to Medium, if your requisition is urgent please change this priority flag to High

Default Options = Override should be selected as default do not change

Supplier = If the requested supplier is known please enter the supplier ID by using the search field. If the supplier is unknown or TBD please leave this field blank

Category = Use the search field to identify the appropriate product category for the items being purchased. This categorization is important as this field is used to by the system to determine which Buyer to route your requisition to

**Ship to Location** = This field will have a default value based on how the user was setup in ePro. This value can be changed if the default location is not the correct delivery location for this requisition.

Materials Distribution a code of SW16100 should be used

Physical Plant a code of SW10100 should be used

Due Date = This is the date when you would like to receive the materials, if no value is entered the field will default to date of entry.

Attention = Complete this field if the product is to be delivered to someone other than the person entering the requisition. Note please enter the employees last name first only 20 characters available in this field.

Dist = Distribution line number defaults from the software, not available for editing

Percent = This is the percentage of the requisition that will be distributed to the chartstring that follows

**Location** = This value defaults to the requestor's physical location. Note if you are ordering product for another area other than your own, and the product is going to be delivered to Materials Distribution then update this field value to the area that you are ordering for

GL Unit = Default of SYRUN do not change

Fund = Determined by which Fund will be charged

Dept. = Enter the department number to be charged

Program = Enter the program number to be charged

MyCode = Optional per department, enter appropriate MyCode

PC Bus Unit = Only if a project chartstring is going to be charged enter SYRUN in this field, otherwise leave blank.

Project = Enter project number if applicable

Activity = Enter activity number if applicable

Select OK, you will be returned to the main screen.

From the main screen you will select Special Requests from the left hand menu.

Navigation: Favorites | Main Menu | eProcurement | Requisition

### Create Requisition

Welcome Caramella,Cynthia

Home | My Preferences | Requisition Settings | 0 Lines | Checkout

Request Options | Search: Web | Search | Advanced Search

**Web**

- WB MASON
- Grainger
- B + H Photo
- Fisher Scientific
- VWR International
- More...

**Special Requests**

Merchant	Description
WB MASON	Office Supplies.
Grainger	
B + H Photo	Choose to DISPLAY the nonsecure items.
Fisher Scientific	
VWR International	
GovConnection	Toners, computer peripherals and accessories.
Dell	Choose to DISPLAY the nonsecure items.

The following screen will appear.

Navigation: Favorites | Main Menu | eProcurement | Requisition

### Create Requisition

Welcome Caramella,Cynthia

Home | My Preferences | Requisition Settings | 0 Lines | Checkout

Request Options | Search: All | Search | Advanced Search

**Web**

- WB MASON
- Grainger
- B + H Photo
- Fisher Scientific
- VWR International
- More...

**Special Requests**

### Special Requests

Enter information about the non-catalog item you would like to order:

**Item Details**

\*Item Description

\*Price  \*Currency

\*Quantity  \*Unit of Measure

\*Category  Due Date

**Supplier**

Supplier ID

Supplier Name

Supplier Item ID

[Suggest New Supplier](#)

**Manufacturer**

Mfg ID

Manufacturer

Mfg Item ID

### Additional Information

---

 Send to Supplier

 Show at Receipt

 Show at Voucher

### Request New Item

---

 Request New Item    A notification will be sent to a buyer regarding this new item request.

**\* All fields that are marked with an "\*" are required.**

\***Item Description** = Description of good or service that you are ordering

\*Price = Enter the price per unit for the good or service that you are ordering, if the specific price is not known then enter a value of .01. If the chartstring being charged has a project tail then an estimated value for the product should be used, and a comment should be added that indicates that the price is an estimated value

Currency = Defaults to USD not available for editing

\*Quantity = Enter the quantity of items to be purchased

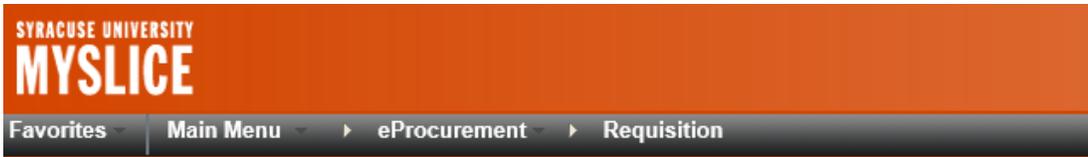
\*Unit of Measure = Utilize the search feature to select the appropriate UOM for the product that you are purchasing

\* Category = Use the search field to identify the appropriate product category for the items being purchased. This categorization is important as this field is used to by the system to determine which Buyer to route your requisition to

Due Date = This is the date when you would like to receive the materials, if no value is entered the field will default to date of entry.

Supplier ID = If the requested supplier number is known please enter the supplier ID by using the search field. If the supplier is unknown or TBD please leave this field blank.

Supplier Name = If the requested supplier name is known please select the search field and enter the supplier name.



Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country

State

Postal Code

Type in the supplier name and select find.



Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country

State

Postal Code

Search Results							Personalize	Find	View All	First	1 of 1	Last
Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State						
1 M213323001	Able-Smith Tent	000001	Upgrade	Party Rental Enterprises	Cicero	NY						

Select the correct vendor by selecting the Supplier ID number

This will bring you back to the main screen

SYRACUSE UNIVERSITY  
**MYSLICE**

Welcome to: FN92RT

Favorites Main Menu eProcurement Requisition

Create Requisition ?

Welcome Yandon, Melissa M

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

Web  
WB MASON  
Grainger  
Apple  
B + H Photo  
Fisher Scientific  
More...

Special Requests

**Special Requests** ?

Enter information about the non-catalog item you would like to order:

**Item Details**

\*Item Description Porta Potty Rental

\*Price 1000 \*Currency USD

\*Quantity 4 \*Unit of Measure EA

\*Category 30201708 Due Date 11/15/2016

**Supplier**

Supplier ID M213323001

Supplier Name Able-Smith Tent Able-Smith Tent Suggest New Supplier

Supplier Item ID

**Manufacturer**

Mfg ID

Manufacturer

Mfg Item ID

**Additional Information**

Estimated price entered, please verify with vendor prior to placing the order

Send to Supplier  Show at Receipt  Show at Voucher

**Request New Item**

Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

**Supplier Item ID** = Supplier part number if known

Mfg. ID = This field can be left blank

Manufacturer = This field populates automatically if a Mfg. ID is selected, this field can be left blank

Mfg. Item ID = This field would indicate the manufactures part number, this field can be left blank

Additional Information = This is additional notes or information pertaining to the specific line item

Select the Send to Supplier check box to display the information to the vendor on the Purchase Order. Recommend leaving the Show at Receipt, and Show at Voucher check boxes unchecked

Select the Add to Cart button at the bottom of the screen

You may receive a message like the following if there is a split distribution

The screenshot shows the MYSlice eProcurement interface. At the top, it says 'Welcome to: FN92RT'. Below that is a navigation bar with 'Favorites', 'Main Menu', 'eProcurement', and 'Requisition'. The main header includes 'Create Requisition' and a user profile for 'Yandon, Melissa M'. A search bar is present with 'All' selected. The main content area is titled 'Special Requests' and contains a form for entering information about a non-catalog item. The form fields include: Item Description (Porta Potty Rental), Price (1000), Currency (USD), Quantity, Category (30201706), Supplier ID (M21332300), Supplier Name (Able-Smith), and Supplier Item ID. A 'Message' dialog box is overlaid on the form, asking: 'Allocate the changed quantity based on the split distribution? (10200.396)'. Below the message, it states: 'Selecting "Yes" will allocate the quantity based on the existing distribution percentages. Selecting "No" will require a manual update of the distribution lines.' There are two buttons: 'Yes' (circled in red) and 'No'. Below the form, there are sections for 'Manufacturer' (Mfg ID, Manufacturer, Mfg Item ID) and 'Additional Information' (text area with a note: 'Estimated price entered, please verify with vendor prior to placing the order'). At the bottom, there are checkboxes for 'Send to Supplier' (checked), 'Show at Receipt', and 'Show at Voucher'. A 'Request New Item' section has a checkbox for 'Request New Item' with a note: 'A notification will be sent to a buyer regarding this new item request.' An 'Add to Cart' button is at the bottom left.

Select Yes to continue

The following screen should appear

**SYRACUSE UNIVERSITY**  
**MYSLICE**

Welcome to: FN92RT

Favorites Main Menu eProcurement Requisition

Create Requisition ?

Welcome Yandon, Melissa M

Home My Preferences Requisition Settings **1 Line** Checkout

Request Options Search All Search Advanced Search

**Special Requests** ?

Enter information about the non-catalog item you would like to order:

**Item Details**

\*Item Description

\*Price  \*Currency

\*Quantity  \*Unit of Measure

\*Category  Due Date

**Supplier**

Supplier ID

Supplier Name  Able-Smith Tent [Suggest New Supplier](#)

Supplier Item ID

**Manufacturer**

Mfg ID

Manufacturer

Mfg Item ID

**Additional Information**

Send to Supplier  Show at Receipt  Show at Voucher

**Request New Item**

Request New Item A notification will be sent to a buyer regarding this new item request.

[Add to Cart](#)

If your shopping cart does not appear automatically then select the shopping cart icon on the top right of the screen.

**Shopping Cart**

Description	Qty	UOM
Porta Potty Rental	4	EA
Porta Potty Cleaning Serv...	4	EA
<b>Total Lines</b>		2
<b>Total Amount (USD)</b>		4400.00

Buttons: Close, Checkout

**Special Requests**

Enter information about the non-catalog item you would like to order:

**Item Details**

\*Item Description: \_\_\_\_\_  
 \*Price: \_\_\_\_\_ \*Currency: USD  
 \*Quantity: \_\_\_\_\_ \*Unit of Measure: EA  
 \*Category: 30201700 Due Date: 11/15/2016

**Supplier**

Supplier ID: M213323001  
 Supplier Name: Able-Smith Tent Able-Smith Tent Suggest New Supplier  
 Supplier Item ID: \_\_\_\_\_

**Manufacturer**

Mfg ID: \_\_\_\_\_  
 Manufacturer: \_\_\_\_\_  
 Mfg Item ID: \_\_\_\_\_

**Additional Information**

Send to Supplier  Show at Receipt  Show at Voucher

**Request New Item**

Request New Item  A notification will be sent to a buyer regarding this new item request.

Buttons: Add to Cart, Checkout

You will now repeat the previous steps to add additional item(s)

After all desired items are added to the cart, click on the Check Out button at the top of the screen

**Checkout**

**Shopping Cart**

Description	Qty	UOM
Porta Potty Rental	4	EA
Porta Potty Cleaning Serv...	4	EA
<b>Total Lines</b>		2
<b>Total Amount (USD)</b>		4400.00

Buttons: Close, Checkout

**Special Requests**

Enter information about the non-catalog item you would like to order:

**Item Details**

\*Item Description: \_\_\_\_\_  
 \*Price: \_\_\_\_\_ \*Currency: USD  
 \*Quantity: \_\_\_\_\_ \*Unit of Measure: EA  
 \*Category: 30201700 Due Date: 11/15/2016

**Supplier**

Supplier ID: M213323001  
 Supplier Name: Able-Smith Tent Able-Smith Tent Suggest New Supplier  
 Supplier Item ID: \_\_\_\_\_

**Manufacturer**

Mfg ID: \_\_\_\_\_  
 Manufacturer: \_\_\_\_\_  
 Mfg Item ID: \_\_\_\_\_

**Additional Information**

Send to Supplier  Show at Receipt  Show at Voucher

**Request New Item**

Request New Item  A notification will be sent to a buyer regarding this new item request.

Buttons: Add to Cart, Checkout

The following screen will appear

SYRACUSE UNIVERSITY  
MYSLICE
Welcome to: FN92RT

Favorites Main Menu eProcurement Requisition

---

### Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#)   [Requisition Settings](#)

#### Requisition Summary

Business Unit	SYRUN	Syracuse University	Requisition Name	Test Requisition for Training
Requester	MMYANDON	Yandon, Melissa M	Priority	Medium
*Currency	USD			

---

Cart Summary: Total Amount 4,400.00 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines										
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00			
2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00			

Select All / Deselect All     
 Select lines to:   
 [Add to Favorites](#)   
 [Add to Template\(s\)](#)   
 [Delete Selected](#)   
 [Mass Change](#)

**Total Amount**    4,400.00 USD

---

#### Shipping Summary

[Edit for All Lines](#)

Ship To Location	SW16100
Address	Hawkins Warehouse 1800 Jamesville Avenue Room 100 Syracuse, NY 13244
Attention To	Joe Carfi

---

#### Requisition Comments

Enter requisition comments

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit  Syracuse University Requisition Name   
 Requester  Yandon, Melissa M Priority   
 \*Currency

Cart Summary: Total Amount 4,400.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00			
Shipping Line 1		*Ship To	<input type="text" value="SW18100"/>	Quantity		<input type="text" value="4.0000"/>				
		Address	Hawkins Warehouse 1600 Jamesville Avenue Room 100 Syracuse, NY 13244	Price		1000.0000		Price Adjustment Pegging Inquiry Pegging Workbench		
		Attention To	<input type="text" value="Joe Carfi"/>							
		Due Date	<input type="text" value="11/15/2016"/>							
Accounting Lines										
2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00			
<input type="checkbox"/> Select All / Deselect All                      Select lines to: <a href="#">Add to Favorites</a> <a href="#">Add to Template(s)</a> <a href="#">Delete Selected</a> <a href="#">Mass Change</a>										
							Total Amount	4,400.00 USD		

Shipping Summary

[Edit for All Lines](#)

Ship To Location

The most common fields that are changed at the line level are the chartstring values, make any necessary changes  
 Select the arrow next to Account Lines to see the details of the chartstring

**SYRACUSE UNIVERSITY**  
**MYSLICE**

Welcome to: FN92RT

Favorites Main Menu eProcurement Requisition

Business Unit: SYRUN Syracuse University Requisition Name: Test Requisition for Training  
 Requester: MMYANDON Yandon, Melissa M Priority: Medium  
 \*Currency: USD

Cart Summary: Total Amount 4,400.00 USD  
 Expand lines to review shipping and accounting details [Add More Items](#)

**Requisition Lines**

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete																																	
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00																																				
Shipping Line 1		*Ship To	SW16100	Quantity	4.0000	Price	1000.0000	Price Adjustment Pegging Inquiry Pegging Workbench																																			
		Address	Hawkins Warehouse 1800 Jamesville Avenue Room 100 Syracuse, NY 13244																																								
		Attention To	Joe Carfi																																								
		Due Date	11/15/2018																																								
<b>Accounting Lines</b>																																											
		*Distribute By	Qty	SpeedChart																																							
<b>Accounting Lines</b>																																											
<table border="1"> <thead> <tr> <th>Line</th> <th>Status</th> <th>Dist Type</th> <th>*Location</th> <th>Quantity</th> <th>Percent</th> <th>Merchandise Amt</th> <th>GL Unit</th> <th>Entry Event</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Open</td> <td></td> <td>SW16100</td> <td>3.0000</td> <td>75.0000</td> <td>3,000.00</td> <td>SYRUN</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Open</td> <td></td> <td>SW16100</td> <td>1.0000</td> <td>25.0000</td> <td>1,000.00</td> <td>SYRUN</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event			1	Open		SW16100	3.0000	75.0000	3,000.00	SYRUN				2	Open		SW16100	1.0000	25.0000	1,000.00	SYRUN			
Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event																																			
1	Open		SW16100	3.0000	75.0000	3,000.00	SYRUN																																				
2	Open		SW16100	1.0000	25.0000	1,000.00	SYRUN																																				
2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00																																				

Select All / Deselect All      Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount 4,400.00 USD

To see the chartstrings select the Chartfields2 tab

**SYRACUSE UNIVERSITY MYSLICE** Welcome to: FN92RT All

Favorites Main Menu eProcurement Requisition

Business Unit: SYRUN Syracuse University Requisition Name: Test Requisition for Training  
 Requester: MMYANDON Yandon, Melissa M Priority: Medium  
 \*Currency: USD

Cart Summary: Total Amount 4,400.00 USD  
 Expand lines to review shipping and accounting details Add More Items

**Requisition Lines**

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete	
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00				
Shipping Line 1											
		*Ship To	SW16100	Quantity	4.0000						
		Address	Hawkins Warehouse 1600 Jamesville Avenue Room 100 Syracuse, NY 13244	Price	1000.0000		Price Adjustment Pegging Inquiry Pegging Workbench				
		Attention To	Joe Carfi								
		Due Date	11/15/2016								
Accounting Lines											
		*Distribute By	Qty	SpeedChart							
<b>Accounting Lines</b> Personalize Find View All First 1-2 of 2 Last											
Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information											
Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project	Activity	Source Type	Budget Reference	Work Order	Budget Class
11	31007	00001	560409								
11	31012	00001	560409								
2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00				

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 4,400.00 USD

Shipping Summary

Make any required changes to chartstring values

Any attachments or additional line item notes are also entered at this screen by selecting the comment cloud on the line item

**SYRACUSE UNIVERSITY MYSLICE** Welcome to: FN92RT All

Favorites Main Menu eProcurement Requisition

Business Unit: SYRUN Syracuse University Requisition Name: Test Requisition for Training  
 Requester: MMYANDON Yandon, Melissa M Priority: Medium  
 \*Currency: USD

Cart Summary: Total Amount 4,400.00 USD  
 Expand lines to review shipping and accounting details Add More Items

**Requisition Lines**

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete	
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00				
Shipping Line 1											
		*Ship To	SW16100	Quantity	4.0000						
		Address	Hawkins Warehouse 1600 Jamesville Avenue Room 100 Syracuse, NY 13244	Price	1000.0000		Price Adjustment Pegging Inquiry Pegging Workbench				
		Attention To	Joe Carfi								
		Due Date	11/15/2016								
Accounting Lines											
		*Distribute By	Qty	SpeedChart							
<b>Accounting Lines</b> Personalize Find View All First 1-2 of 2 Last											
Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information											
Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project	Activity	Source Type	Budget Reference	Work Order	Budget Class
11	31007	00001	560409								
11	31012	00001	560409								
2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00				

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 4,400.00 USD

The following screen will appear once you select the comment cloud



**Line Comment**

Business Unit SYRUN      Requisition Date 11/14/2018  
 Status Open

Line 1

Comments Find    First 1 of 1 Last

Entered On:

1 <<Estimated price entered, please verify with vendor prior to placing the order>>

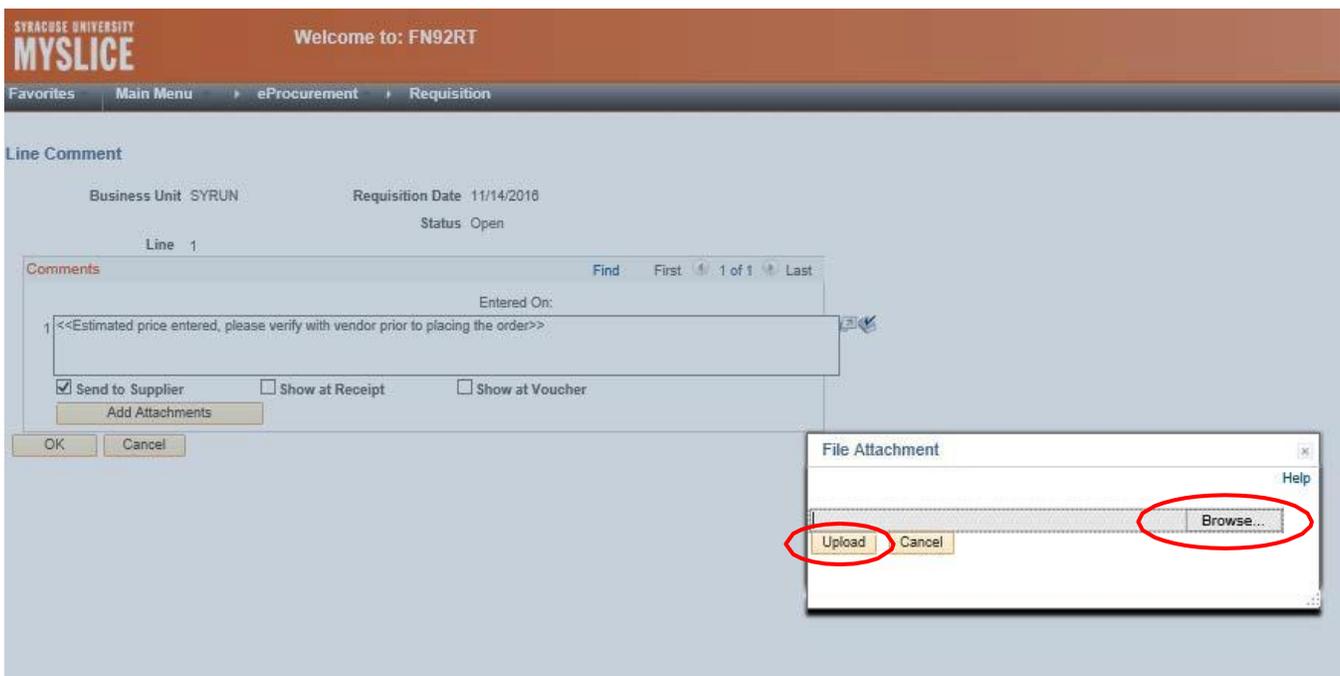
Send to Supplier     Show at Receipt     Show at Voucher

Add Attachments

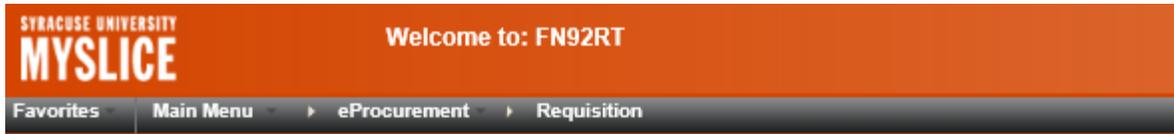
OK    Cancel

To add an attachment to the line, you must add a comment in the comment box if a comment was not previously added

After you have entered your comment select the Add Attachments button and browse to the appropriate file location



After file is selected then click upload



Line Comment

Business Unit SYRUN Requisition Date 11/14/2016  
Status Open

Line 1

**Comments** Find First 1 of 1 Last

Entered On: 11/14/2016 8:48:14AM

1 <<Estimated price entered, please verify with vendor prior to placing the order>>

**Send to Supplier**     Show at Receipt     Show at Voucher

[Add Attachments](#)

Attachments			
Attached File	User/Date Time	View	Send to Supplier
1 10_Excel_Pro_Tips_eBook - Jon_Acampora.pdf	MMYANDON2016-11-14-09.46.50.338	<a href="#">View</a>	<input type="checkbox"/>

[OK](#)    [Cancel](#)

Select the Send to Supplier checkbox, Show at Receipt, and Show at Voucher can be left unchecked

Once all of your attachments are added select OK, this will bring you back to the main screen, select the line triangle again to close line details

If you need to edit any previous comments or delete an entire line these features are available by selecting either the Edit hyperlink or the trash can icon to the right of the requisition lines

Requisition Lines										
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ <input type="checkbox"/>	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00		<a href="#">Edit</a>	
▶ <input type="checkbox"/>	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00		<a href="#">Edit</a>	

Select All / Deselect All   
 Select lines to:   
 [Add to Favorites](#)   
 [Add to Template\(s\)](#)   
 [Delete Selected](#)   
 [Mass Change](#)

Total Amount    4,400.00 USD

If all lines are okay then proceed to the next section

**SYRACUSE UNIVERSITY**  
**MYSLICE**

Welcome to: FN92RT

[Favorites](#) | 
 [Main Menu](#) | 
 [eProcurement](#) | 
 [Requisition](#)

**Requisition Lines** (?)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ <input type="checkbox"/> 1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00		Edit	
▶ <input type="checkbox"/> 2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00		Edit	

Select All / Deselect All     
 Select lines to:     
 Add to Favorites     
 Add to Template(s)     
 Delete Selected     
 Mass Change

Total Amount      4,400.00 USD

---

**Shipping Summary**

[Edit for All Lines](#)

Ship To Location      SW16100  
 Address      Hawkins Warehouse  
                                  1600 Jamesville Avenue Room 100  
                                  Syracuse, NY 13244  
 Attention To      Joe Carfi

---

**Requisition Comments**

Enter requisition comments

Send to Supplier     
  Show at Receipt     
  Shown at Voucher

---

**Approval Justification**

Enter approval justification for this requisition

    
     
     
[Preview Approvals](#)

Requisition Comments = Any comments related to the entire requisition should be entered here. If comments are added, please select the Send to Supplier checkbox

Approval Justification = Enter a justification for the requisition that will be reviewed by the approver, see below example

**SYRACUSE UNIVERSITY**  
**MYSLICE** Welcome to: FN92RT

Navigation: Favorites | Main Menu | eProcurement | Requisition

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Porta Potty Rental		Able-Smith Tent	4.0000	Each	1000.0000	4000.00			
2	Porta Potty Cleaning Services		Able-Smith Tent	4.0000	Each	100.0000	400.00			

Select All / Deselect All   
 Select lines to:   
 Add to Favorites   
 Add to Template(s)   
 Delete Selected   
 Mass Change

**Total Amount**    4,400.00 USD

---

**Shipping Summary**

Edit for All Lines

Ship To Location: SW16100  
 Address: Hawkins Warehouse  
 1600 Jamesville Avenue Room 100  
 Syracuse, NY 13244  
 Attention To: Joe Carfi

---

**Requisition Comments**

Enter requisition comments

Porta Potties should be cleaned after each event.

Send to Supplier   
  Show at Receipt   
  Shown at Voucher

---

**Approval Justification**

Enter approval justification for this requisition

This requisition is for the Portable Toilets that we use for our Football Games.

Budget Checking Status: **Not Checked**

+ Add More Items = If you have determined that you need to add additional items to your requisition

Preview Approval = Will show you the approval routing for the requisition, see below for example

SYRACUSE UNIVERSITY  
**MYSLICE**

Welcome to: FN92RT

Favorites Main Menu eProcurement Requisition

Preview Approvals

Requested For	Yandon, Melissa M	Number of Lines	2
Requisition Name	Test Requisition for Training	Total Amount	4,400.00 USD
Requisition ID	0000097374		
Business Unit	SYRUN		
Status	Open		
Priority	Medium		
Budget Status	Not Checked		

Stage 1

BUSINESS\_UNIT=SYRUN, REQ\_ID=0000097374:Initiated

Path 1

Not Routed

Caramella, Cynthia  
Syracuse Dept Approvens

Return Apply Approval Changes

Click on return to return to the previous page

Save & submit = Select this button when you are ready to submit your requisition for approval and processing

The following screen will appear

### Confirmation

Your requisition has been submitted.

Requested For	Yandon, Melissa M	Number of Lines	2
Requisition Name	Test Requisition for Training	Total Amount	4,400.00 USD
Requisition ID	0000097374	Approval Justification	This requisition is for the Portable Toilets that we use for our Football Games.
Business Unit	SYRUN	Status	Pending
Status	Pending	Priority	Medium
Priority	Medium	Budget Status	Not Checked
Budget Status	Not Checked		

 [View printable version](#)  [Edit This Requisition](#)

### Stage 1

**BUSINESS\_UNIT=SYRUN, REQ\_ID=0000097374:Pending** 

Path 1

Pending

 Caramella, Cynthia  
Syracuse Dept Approvers 

[Apply Approval Changes](#)

 [Create New Requisition](#)  [Manage Requisitions](#)

If you would like to view a printable version of the requisition, click the hyperlink, if your requisition has multiple chartstring lines then you may receive the following message

SYRACUSE UNIVERSITY  
**MYSLICE**

Welcome to: FN92RT

Favorites Main Menu eProcurement Requisition

### Confirmation

Your requisition has been submitted.

Requested For	Yandon, Melissa M	Number of Lines	2
Requisition Name	Test Requisition for Training	Total Amount	4,400.00 USD
Requisition ID	0000097374	Approval Justification	This requisition is for the Portable Toilets that we use for our Football Games.
Business Unit	SYRUN		
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		

[View printable version](#) [Edit This Requisition](#)

### Stage 1

BUSINESS\_UNIT=SYRUN, REQ\_ID=0000097374:Pending Start New Path

Path 1

Pending

Caramella, Cynthia  
Syracuse Dept Approvers +

[Apply Approval Changes](#)

[Create New Requisition](#) [Manage Requisitions](#)

**Message**

Do you want to print the requisition with distribution details ? (18038,11614)

The printable view should appear

https://fn92rt.ps.syr.edu/psc/FN92RT/view/FILEDB\_ EST Support Page Requisition Requisition

File Edit View Favorites Tools Help

Business Unit: SYRLUN Requisition: 000097374 Requisition Name: Test Requisition for Training  
 Requester: MMYANDON Requested By: Yandon, Melissa M Entered Date: 11/14/16 Status: Pending Approval Currency: USD Requisition Total: 4,400.00

Header Comments:  
 Porta Potties should be cleaned after each event.  
 This requisition is for the Portable Toilets that we use for our Football Games.

Line: 1 Item Description: Porta Potty Rental Quantity: 4.0000 UOM: EA Price: 1,000.00 Line Total: 4,000.00  
 Line Status: Pending

Line Comments:  
 <<Estimated price entered, please verify with vendor prior to placing the order>>

Ship Line: 1 Ship To: SW16100 Attention: Joe Carfi Due Date: 11/15/16 Address: Hawkins Warehouse 1600 Jamesville Avenue Room 100 Syracuse NY 13244 United States Shipping Quantity: 4.0000 Shipping Total: 4,000.00

Dist	Location	Qty	Amount	PCT	Fund	Dept	Program	Account
1	SW16100	3.0000	3,000.00	75.00	11	31007	00001	560409
2	SW16100	1.0000	1,000.00	25.00	11	31012	00001	560409

Line: 2 Item Description: Porta Potty Cleaning Services Quantity: 4.0000 UOM: EA Price: 100.00 Line Total: 400.00  
 Line Status: Pending

Line Comments:  
 <<Estimated cost please verify with supplier.>>

Ship Line: 1 Ship To: SW16100 Attention: Joe Carfi Due Date: 11/15/16 Address: Hawkins Warehouse 1600 Jamesville Avenue Room 100 Syracuse NY 13244 United States Shipping Quantity: 4.0000 Shipping Total: 400.00

Dist	Location	Qty	Amount	PCT	Fund	Dept	Program	Account
1	SW16100	3.0000	300.00	75.00	11	31007	00001	560409
2	SW16100	1.0000	100.00	25.00	11	31012	00001	560409

Select File>Print to print your requisition

Close the window by clicking the small red x in the upper right-hand corner of the screen

You can edit the requisition until it is approved, once approved you cannot edit the requisition

If you did not print the requisition you may wish to record the requisition number at this time