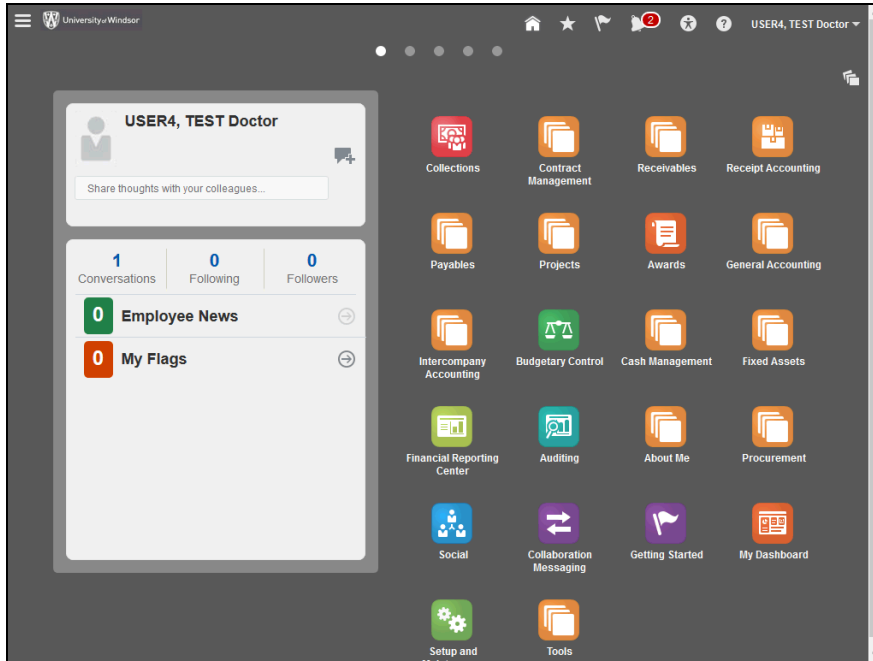



PO 03: Create non catalog requisition by amount from foreign supplier
Created on 2/26/2018

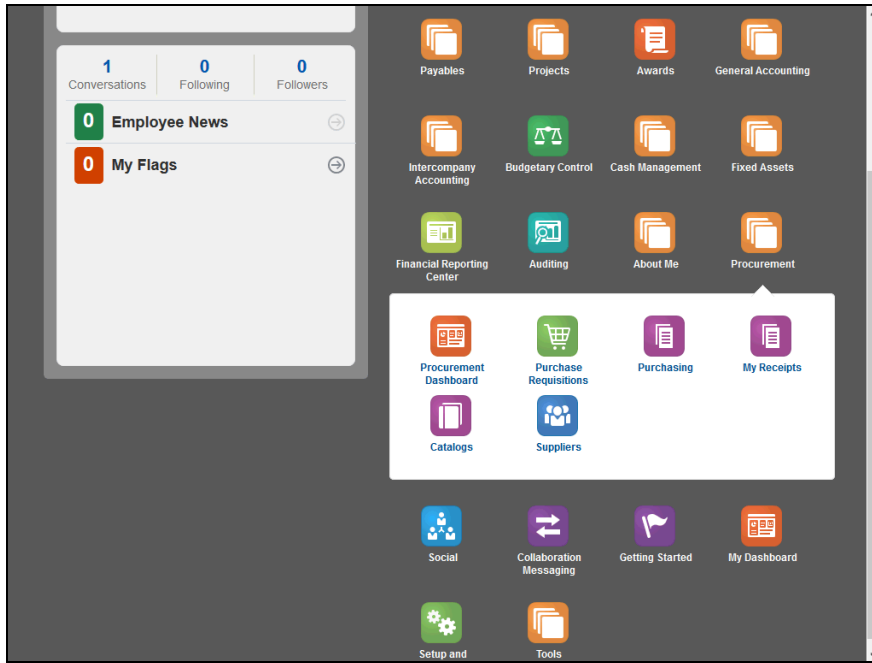
PO 03: Create non catalog requisition by amount from foreign supplier


Procedure

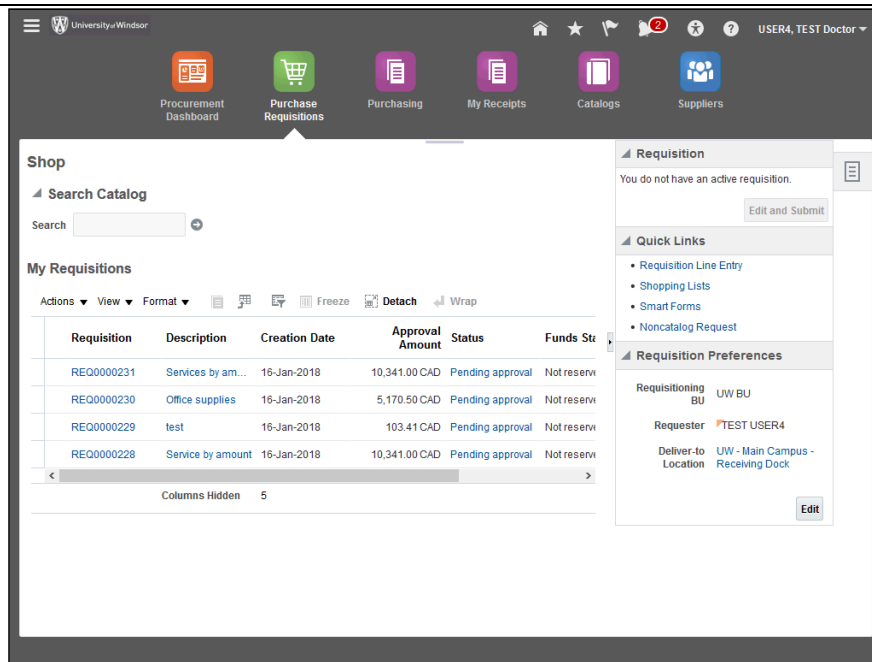
This User Guide outlines the steps required to create a non-catalog requisition by amount from foreign supplier.




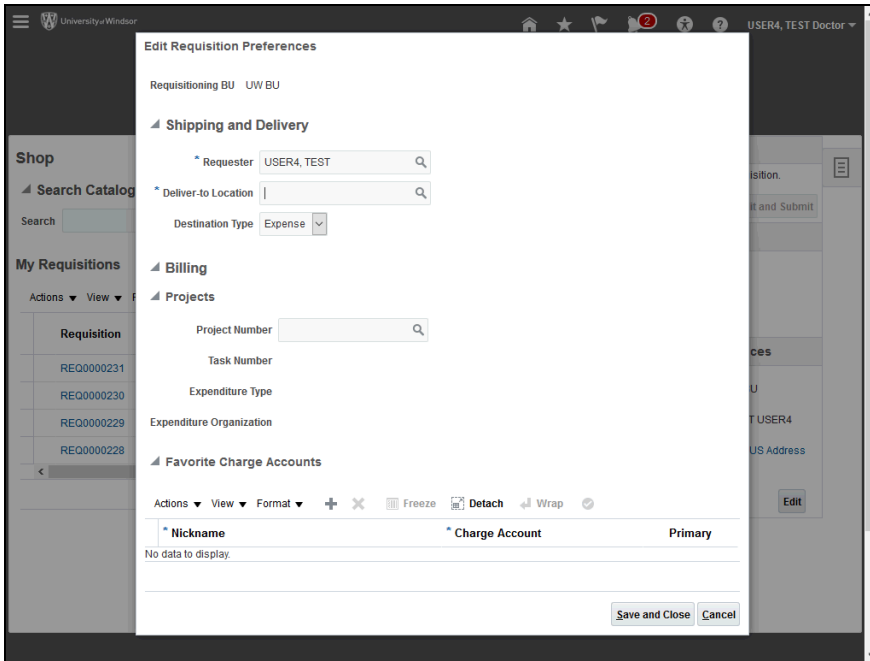
Step	Action
1.	Click the Procurement button. 



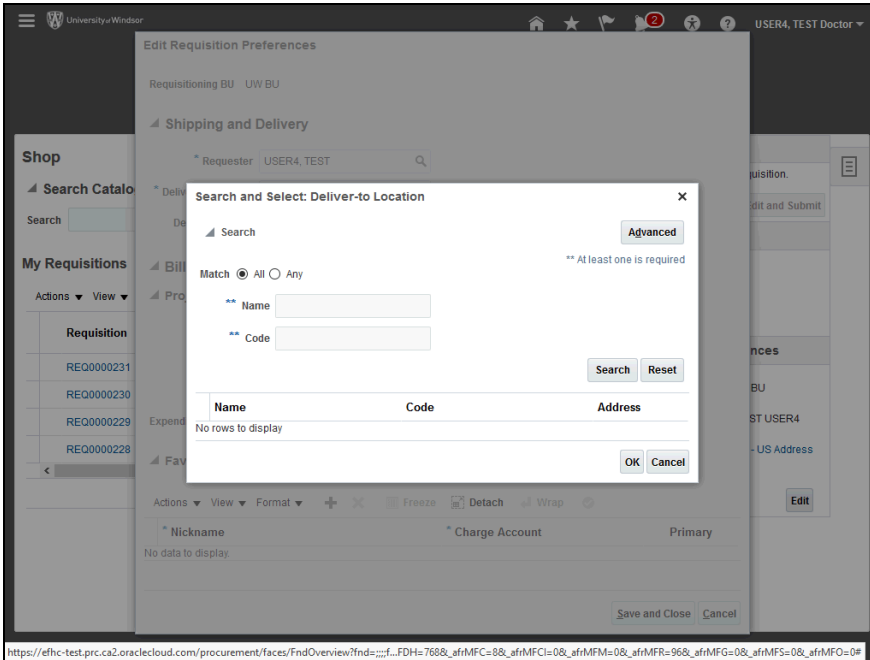
Step	Action
2.	Click the Purchase Requisitions button. 



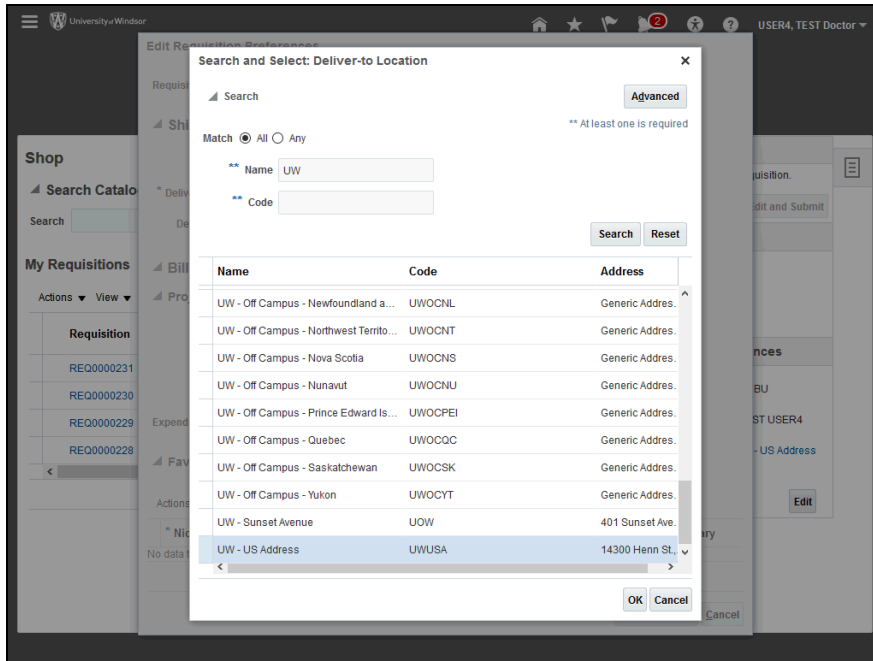
Step	Action
3.	Click the Edit button under Requisition Preferences . 



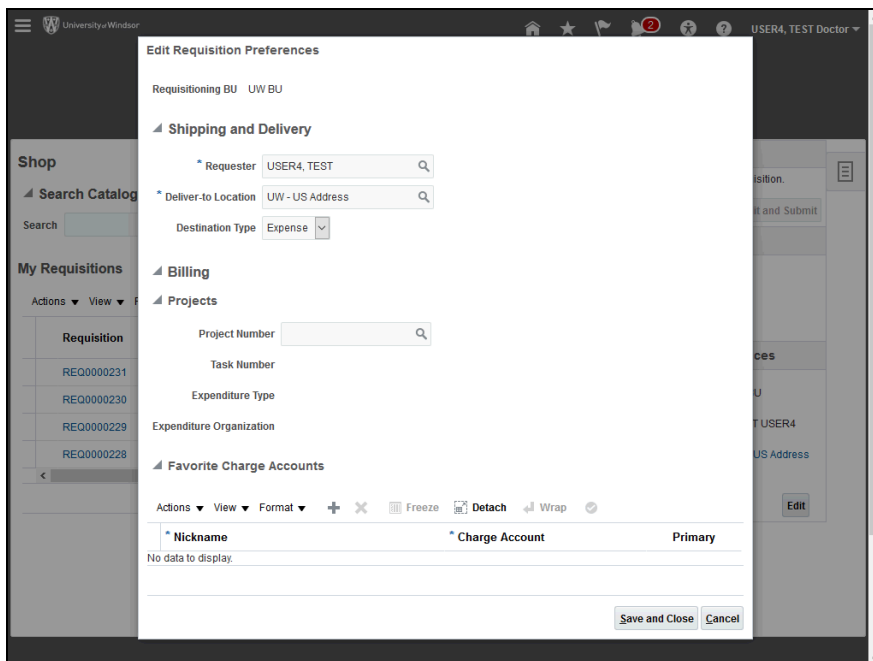
Step	Action
4.	Click the Search Help button next to the Deliver-to Location field.



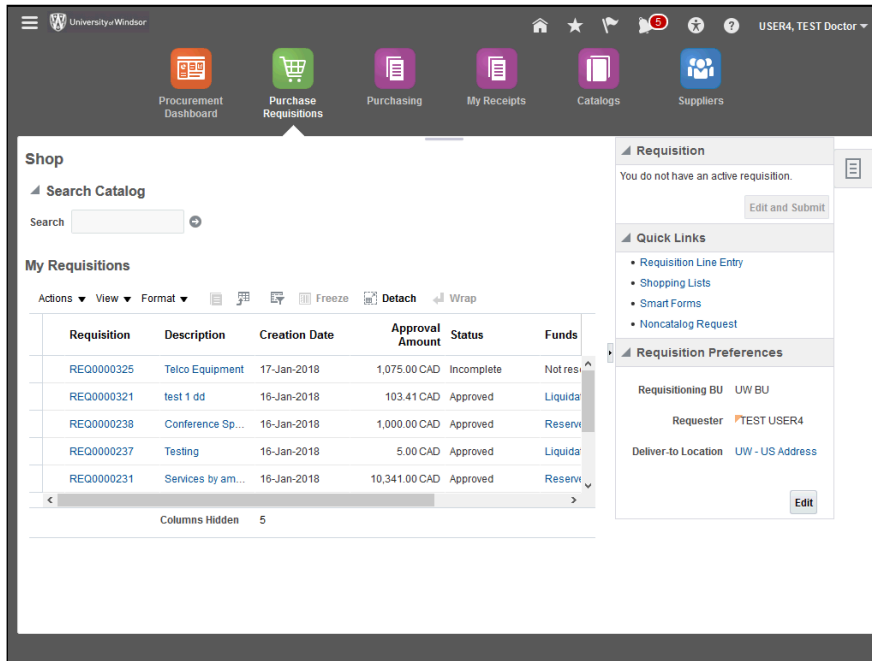
Step	Action
5.	Enter the delivery location name in the Name field. Click the Search button. Select the appropriate Name from the list.



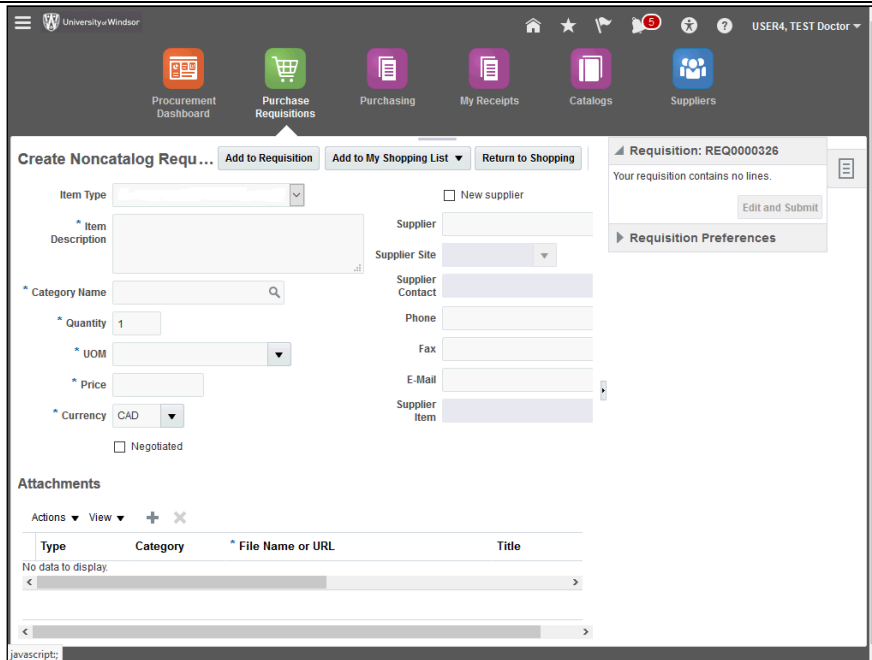
Step	Action
6.	Click the OK button.



Step	Action
7.	Click the Save and Close button.



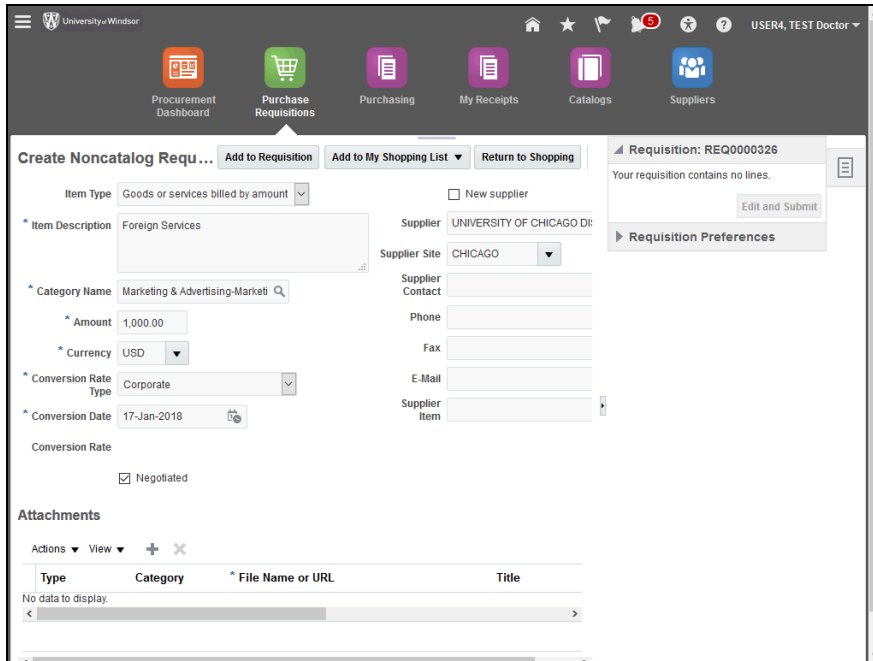
Step	Action
8.	Click the Non-catalog Request link. Noncatalog Request



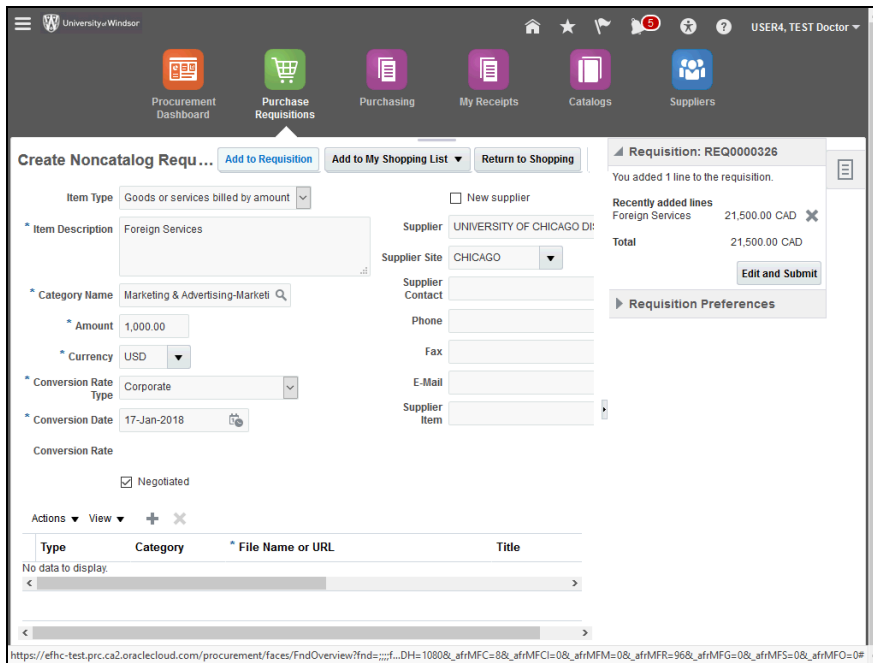
Step	Action
9.	Enter the appropriate information into the following fields: Item Type Item Description Category Name Amount Currency Conversion Rate Type

Step	Action
10.	Click the Negotiated checkbox.

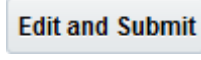
Step	Action
11.	Enter the supplier in the Supplier field.

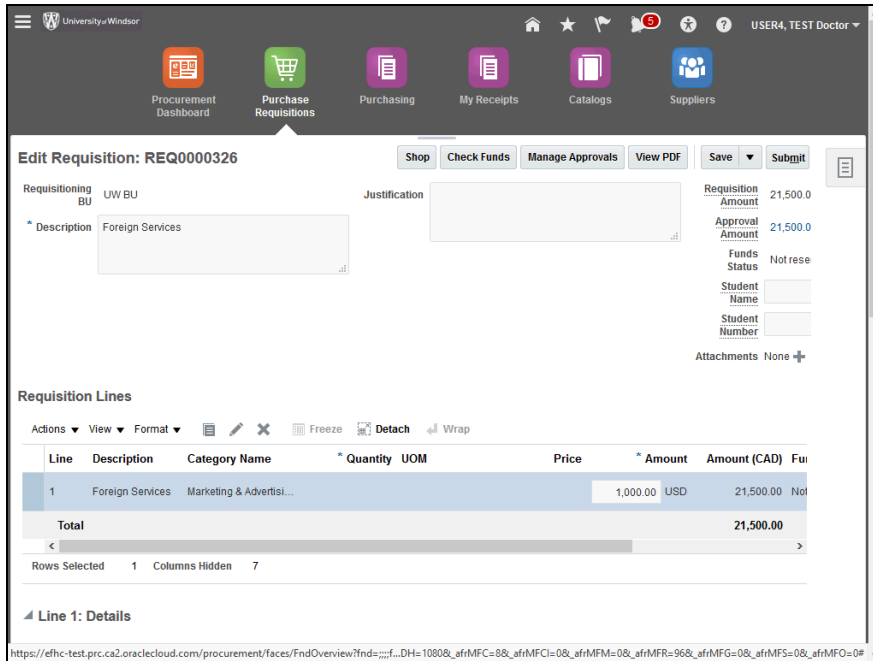


Step	Action
12.	Click the Add to Requisition button.

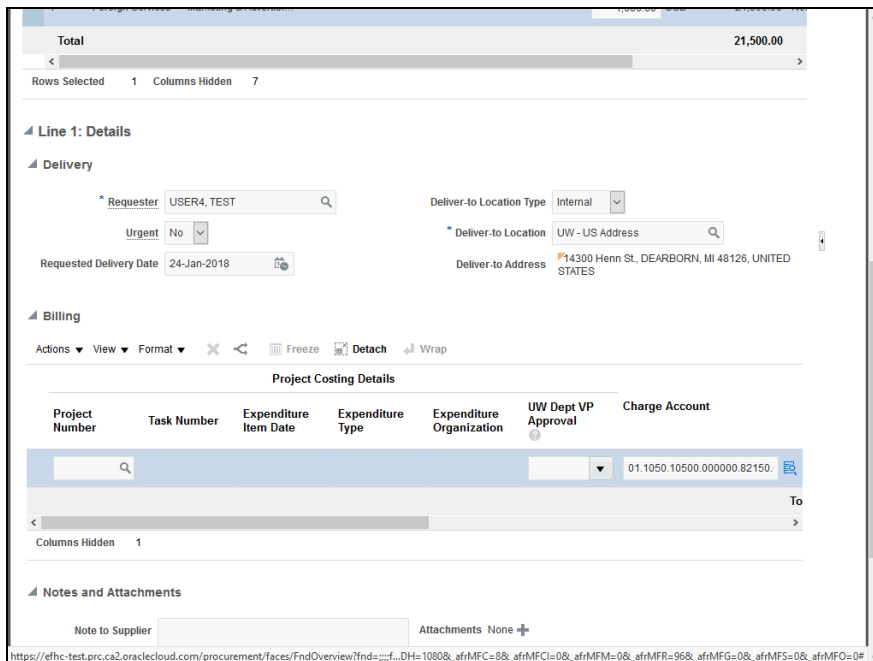


Step	Action
13.	Click the Edit and Submit button.

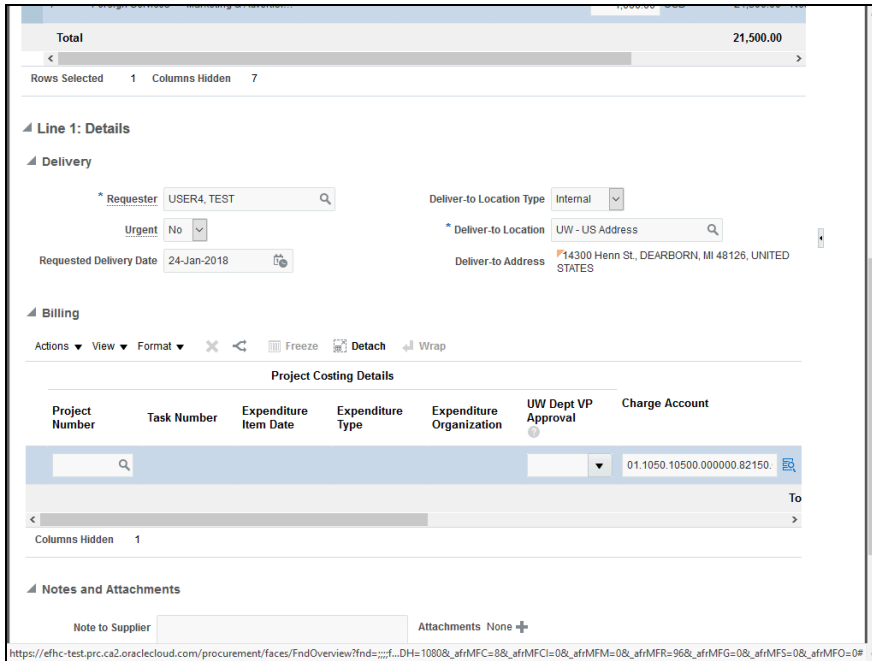




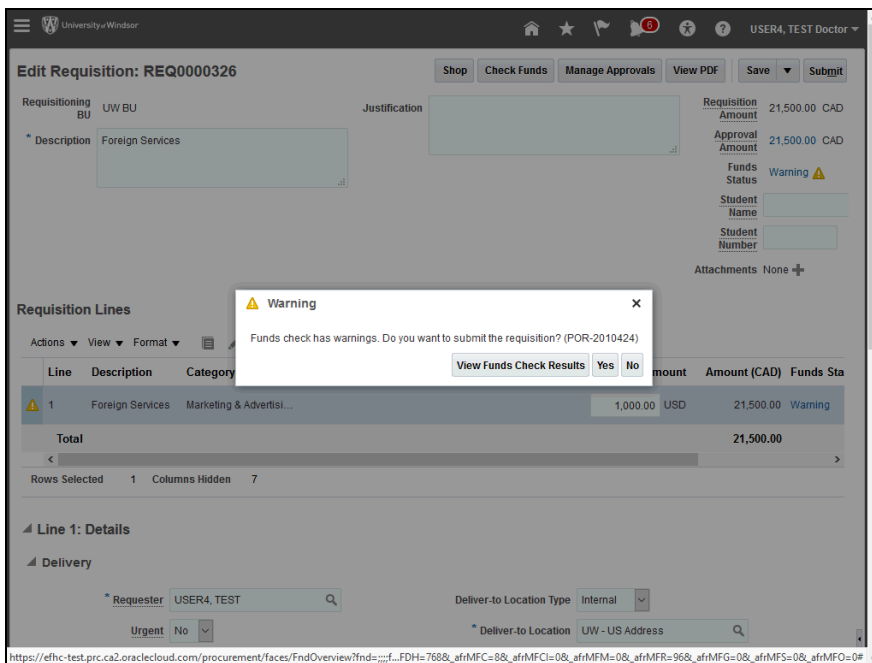
Step	Action
14.	Verify Deliver-to Address details.



Step	Action
15.	Verify Charge Account details.

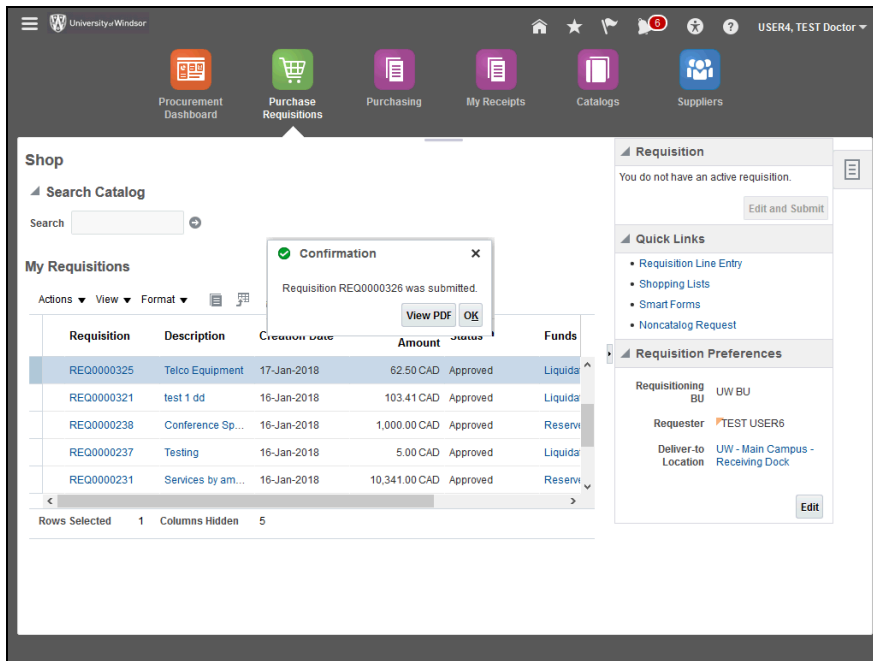


Step	Action
16.	Click the Submit button.

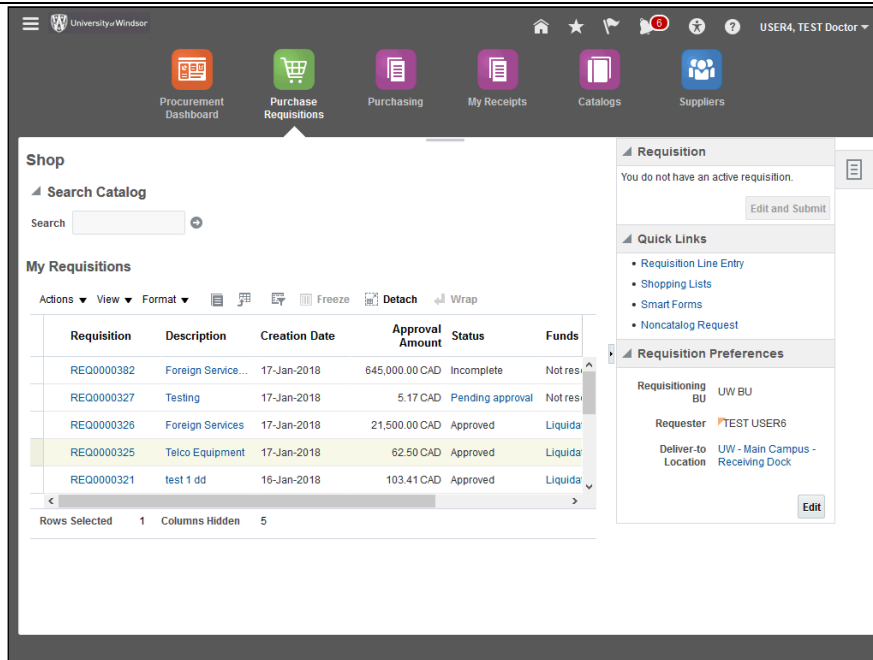


Step	Action
17.	Click the Yes button.

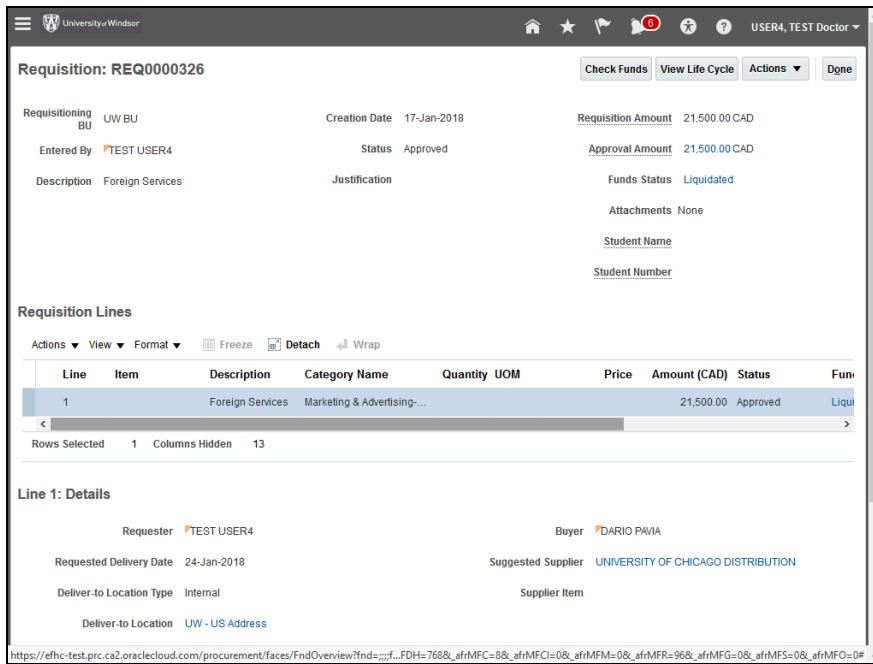




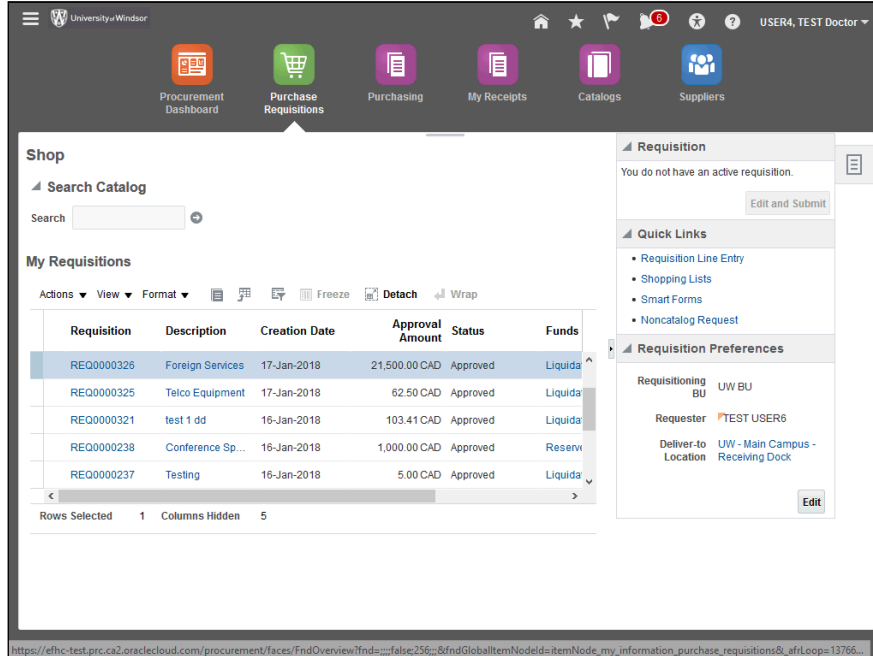
Step	Action
18.	Click the OK button.



Step	Action
19.	The new requisition appears in this list. When approved, the status will display Approved. Click the New Requisition link to display additional information. Validate the details and the status.



Step	Action
20.	Click the Done button.



Step	Action
21.	End of Procedure.