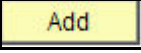
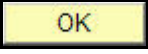



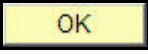




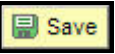



EXPRESS STEPS: *Creating a Service Contract Requisition*

➤ *To create a SVC requisition:*

- **Purchasing > Requisitions > Add/Update Requisition.**
- From the **Add a New Value** tab click 
- Change the Origin to SVC.
- To enter the Requisition Defaults:
 - Click the **Requisition Defaults** link
 - Click **Override**
 - Enter a **Vendor**
 - Enter a **Category**
 - Enter **Unit of Measure**
 - If necessary, change the **Ship To** location
 - Enter the **Fund**
 - Click 
- To fill in the Line Details:
 - Enter a **Description**
 - Enter a **Quantity**
 - Enter a **Price**
 - Click  (Schedule)
 - Enter the **Due Date** for the first payment
 - Click  (Distribution)
 - Click  to add the necessary lines
 - Enter the appropriate **Percent, Fund, and DCC**
 - Click 
- To add more lines:
 - From the Main Page, click  to add the necessary lines (each line represents one payment)
 - Add the due date of each line in the schedule, as necessary by clicking  (Schedule)
 - Change the distribution of each line (payment) as necessary by clicking  (Schedule) and  (Distribution) (see prior step on filling in the Line Details)
- Click  to save the requisition
- Click  to budget check