












 **EXPRESS STEPS:** *Creating a Reserved PO Requisition without using Requisition Defaults*

### **Purchasing > Requisitions > Add/Update Requisition**

- From the **Add a New Value** tab, click 
- Change the **Origin** to **RSV (Reserved PO)**
- To fill in the Line Details: 
  - Enter as your **Description** *"ASSIGN TO RESERVED PO #xxx"* followed by a description of the item being purchased
  - Enter a **Quantity**
  - Enter the **UOM**
  - Enter a **Category**
  - Enter a **Price**
  - Click the **Vendor Information** tab
  - Click the Look Up icon  for the **Vendor** field
  - Search for and select the vendor
  - Click the Look Up icon  for the **Location** field
  - Select the correct location
  - Click the **Details** tab
  - Click  (Schedule)
  - Change the **Ship To** location if necessary; Select a **Due Date** if needed
  - Click  (Distribute)
  - \*Enter a **Fund**
  - Enter a **DCC**
  - Verify or select a different **Account** code
  - Click 
- Click  to save the requisition
- Click the  link near the top left of the page
- Click  to budget check \***Note:** For a Grant, click the lookup icon for the SpeedChart key , select the correct SpeedChart key, and click **OK**. **Note:** you may have to re-enter the quantity.