
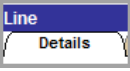




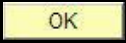
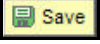




 **EXPRESS STEPS:** *Creating a One Line DCC Requisition without using Requisition Defaults*

Purchasing > Requisitions > Add/Update Requisition

- From the **Add a New Value** tab, click 
- Keep the **Origin** as **ONL**
- To fill in the Line Details: 
 - Enter *a description of the item being purchased* as the **Description**
 - Enter a **Quantity**
 - Enter the **UOM** (unit of measure)
 - 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 and 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