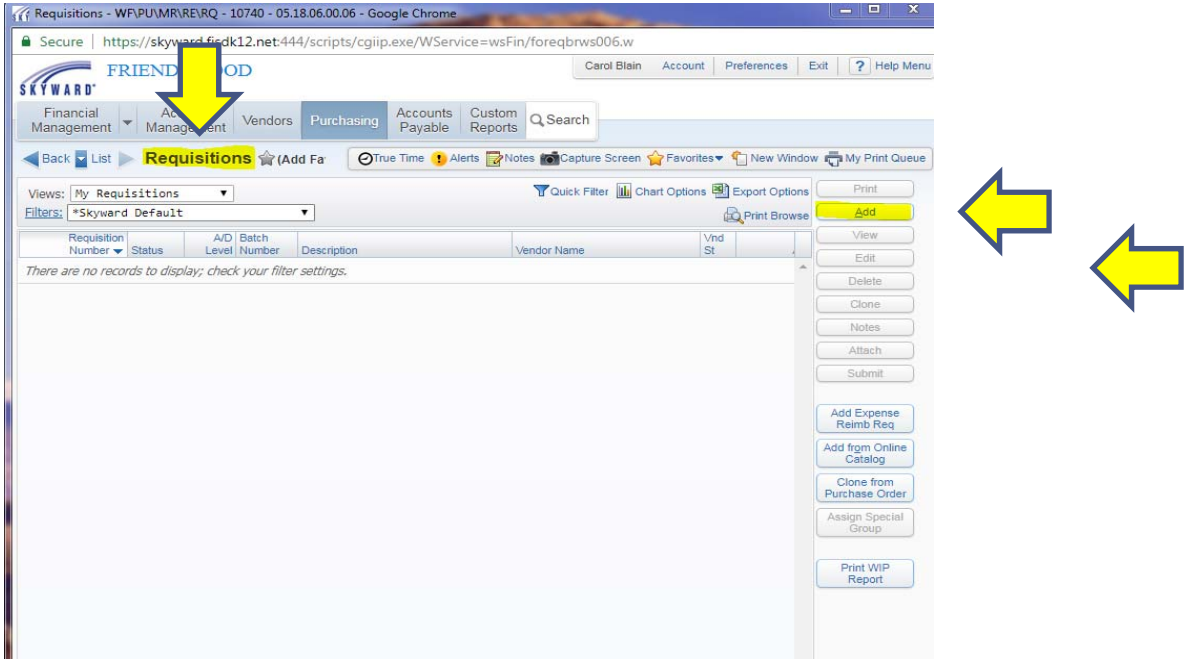
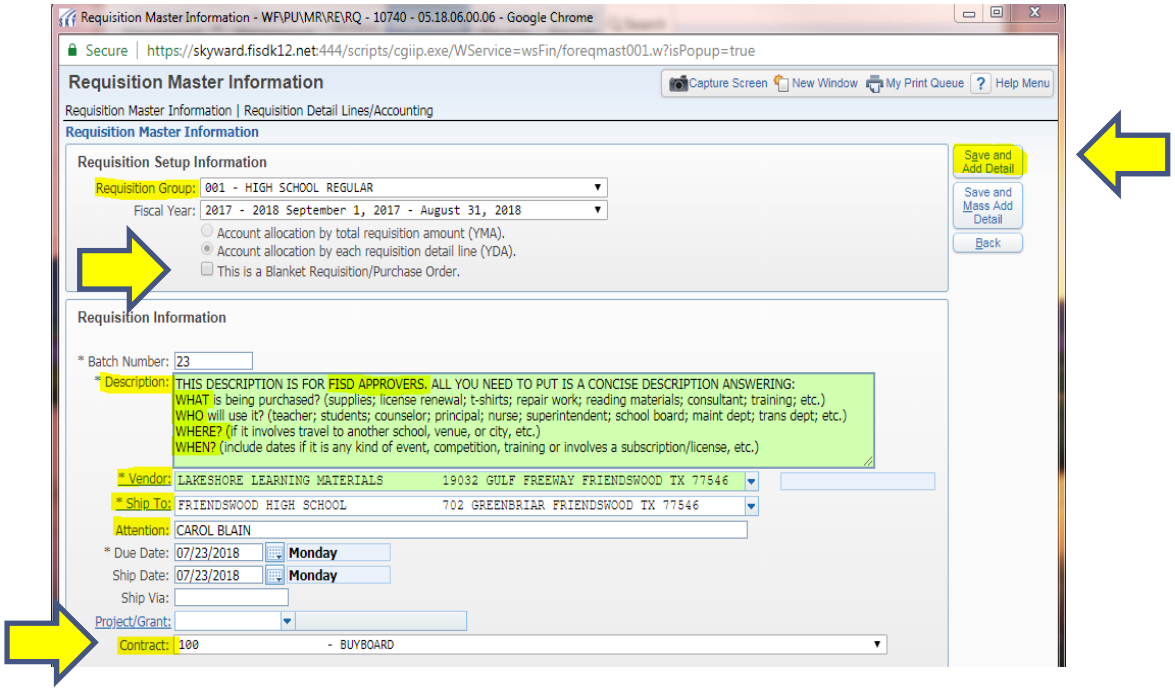
Purchasing – Requisition Entry (Add)



- In Skyward, go to **Purchasing**
- Select **Requisitions**
- Select **Add**

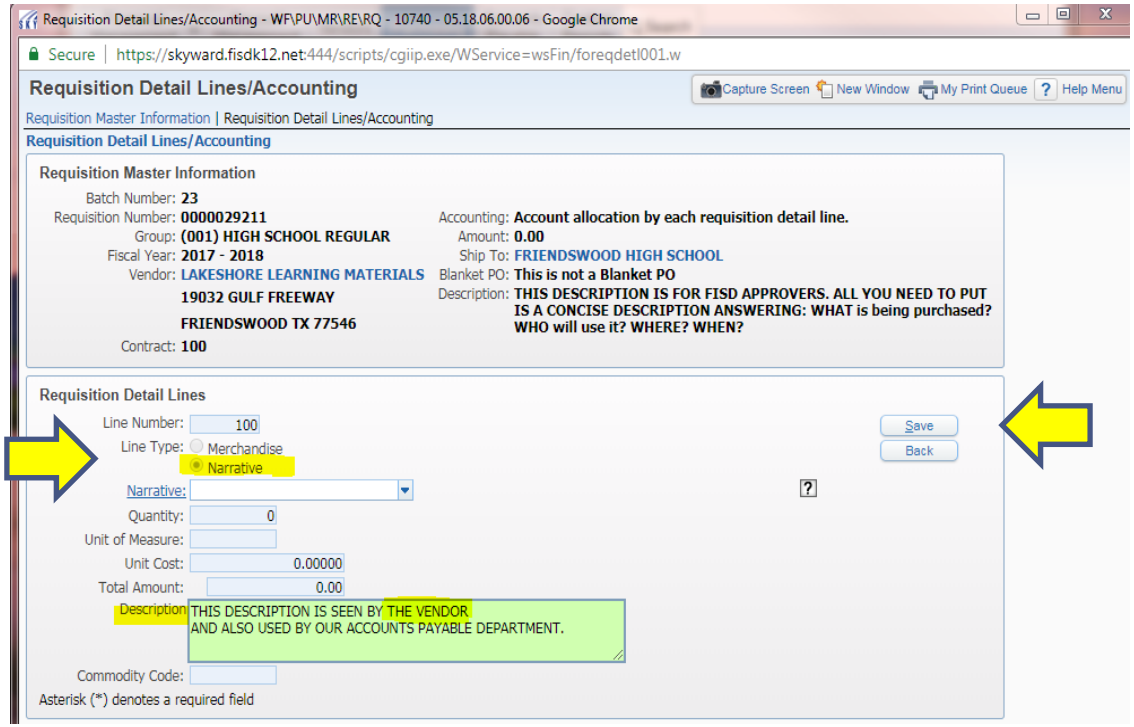
Purchasing – Requisition Entry (Master Info)



This is the "**Master Information**"

- Select appropriate **Requisition Group;** Always default to **YDA;**
- ***Never** check Blanket box*But you may put "*Blanket PO*" in Description.
- Fill in **Description (what? where? when? for who?)**
- Select **Vendor** and **Ship To** (ship to *Technology Dept* if appropriate)
- Select **Contract** if Coop Contract is provided on quote. (for ex. BuyBoard)
- **Save and Add Detail**

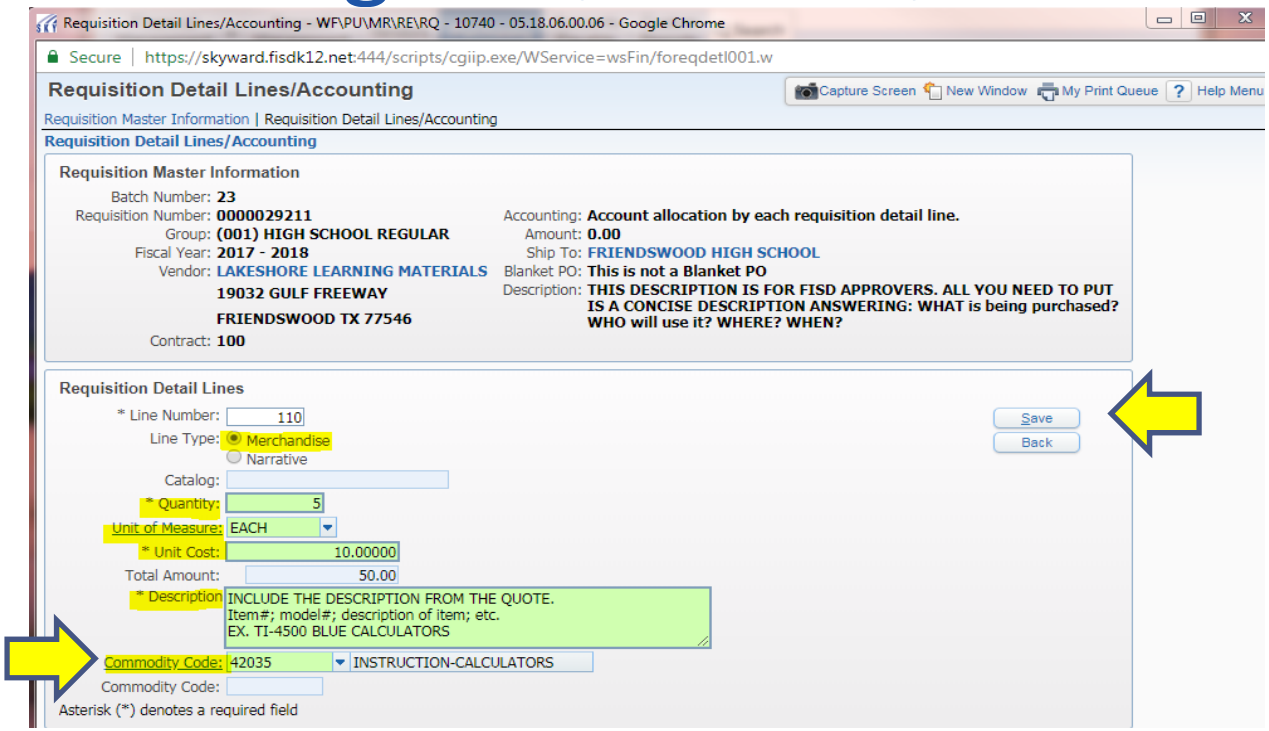
Purchasing – Requisition Entry (Narrative Detail)



These are the "**Detail Lines**"

- If you select **Narrative** you can enter a line with just a description – no amount (EX. QUOTE# 100; "MUST DELIVER BY 9/1/18"; etc.)
- **Save**

Purchasing – Requisition Entry (Merchandise Detail)



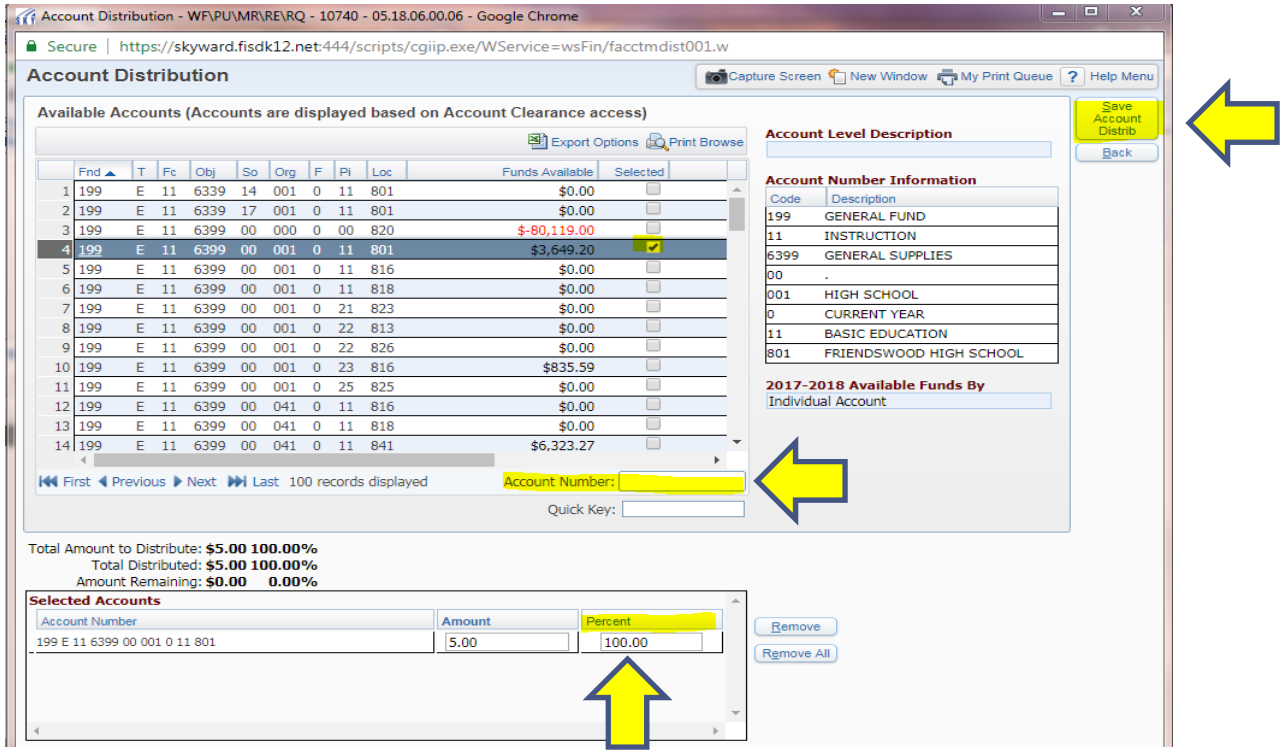
These are the "**Detail Lines**"

- Select **Merchandise;** Enter **Quantity; Unit Cost; Description**
- If more than 6 line items just enter **"see attached quote"** and attach details.
- Select the **Commodity Code** specific to each line item
- If shipping is not included in quote add a "**S&H**" line at 10% of cost to cover that expense.
- **Save**

Purchasing – Commodity Codes

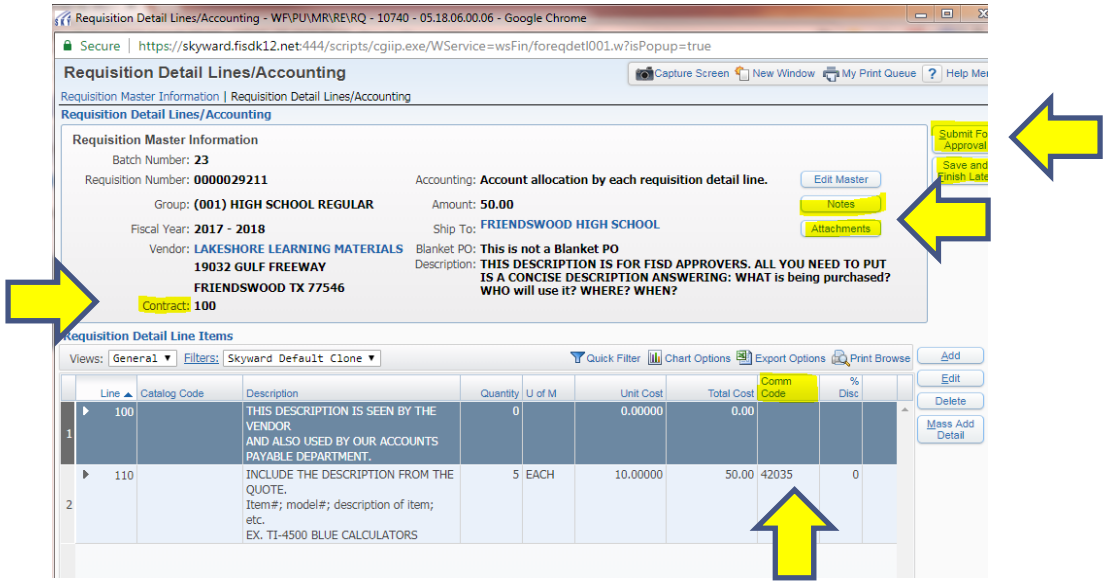
- Commodity Codes are standard classification codes for products and services used to track aggregate spending within the District. We just implemented these codes in 2017-18 which means they are subject to change periodically.
- A Google Sheets document has been created to help navigate these codes. Contact the Purchasing Coordinator for this link.
- Referring to a PO from last year can help when selecting these codes.
- Remember – CLONING your PO's can be a real time-saver!

Purchasing – Requisition Entry (Acct Distribution)



- Enter **Account Number** in search box
- Check the box to select the account
- Enter **100 percent**
- **Save Account Distribution**

Purchasing – Requisition Entry (Submit)



- Make sure **Contract** is selected if vendor is on a co-op. (*hint: you can click on blue vendor name and then click on it again on next screen and select Contracts on left side of screen to see if vendor is on a co-op) **Edit Master** if you need to go back and add this.
- Make sure you have included **Attachments** and added **Notes** if needed.
- Make sure you have entered a **Comm Code** (**Edit** if you need to)
- **Submit for Approval**