

## Entering Requisitions

1. From the requisition screen – click the “New” button at the top.

Requisition Listing - ST MARYS COUNTY PUBLIC SCHOOLS - Windows Internet Explorer

http://smcpsfin2.smcps.org/plus/fps/gwc2.02/fglcisapi.dll@MTAuM54zMC4yOjYzNTU=/wa/sua/211683826/1?t=

Links >> Convert Select

ePlus Center eFinancePlus - ST MA... Requisition Listing... Vendor Information... http://www.smcps.o...

eFinancePlus+ New Period Favorite Print Help Exit

LINKS ACTIONS

OK Back

Date: 10/23/2009 Period: 4/10

Search Criteria

Year: 2010 Recommended Vendor: [magnifying glass]

Requisition: [text box] Ship To: [dropdown]

Buyer: [text box] LOCATION: [dropdown]

Date Requested: [text box] Attention: [text box]

Date Required: [text box]

Find Advanced

Requisition	Date	Fiscal Year	Vendor #	Vendor Name	Buyer	LOCATION	Amount	Indicators

Start Inboxes - Microsoft Outl... Requisition Listing... My Documents correction for vendor... Document1 - Microsof... Links >> 10:38 AM

2. A requisition number will automatically generate. Fill in the fields:  
Location (your school/office location number), Vendor (vendor number, click the magnifying glass to search), Buyer (your full name), Attention, (teacher name or room #), Ship to (pick a location code)

New Requisition Information - ST MARYS COUNTY PUBLIC SCHOOLS - Windows Internet Explorer

http://smcpsfin2.smcps.org/plus/fps/gwc2.02/fglcisapi.dll@MTAuM54zMC4yOjYzNTU=/wa/sua/211683826/2

Links >> Convert Select

ePlus Center eFinancePlus - ST MA... New Requisition I... Vendor Information... http://www.smcps.o...

eFinancePlus+ Notes Attach Favorite Print Help Exit

LINKS ACTIONS

OK Back Save Add Item

Date: 10/23/2009 Period: 4/10

Header Line Items

General Information

Requisition #: R100734

LOCATION #: [text box]

Requested: 10/23/2009

Required: [text box]

Vendor: [magnifying glass]

Vendor Address: [text box]

Alternate Order Address: [text box]

Freight: [text box]

Comments: [text box]

Buyer: [text box]

Attention: [text box]

Ship To: [dropdown]

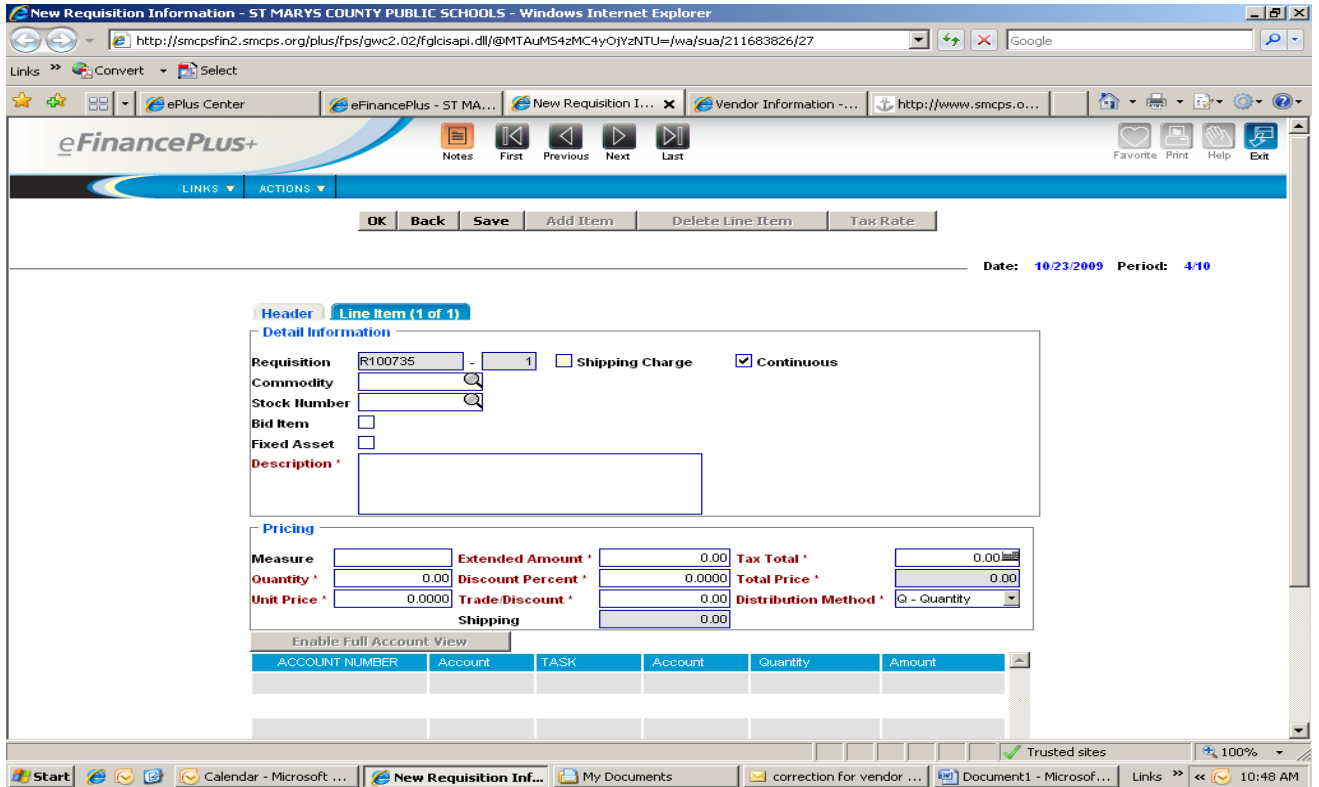
Continuous:

Enable Full Account View Select Detail Items

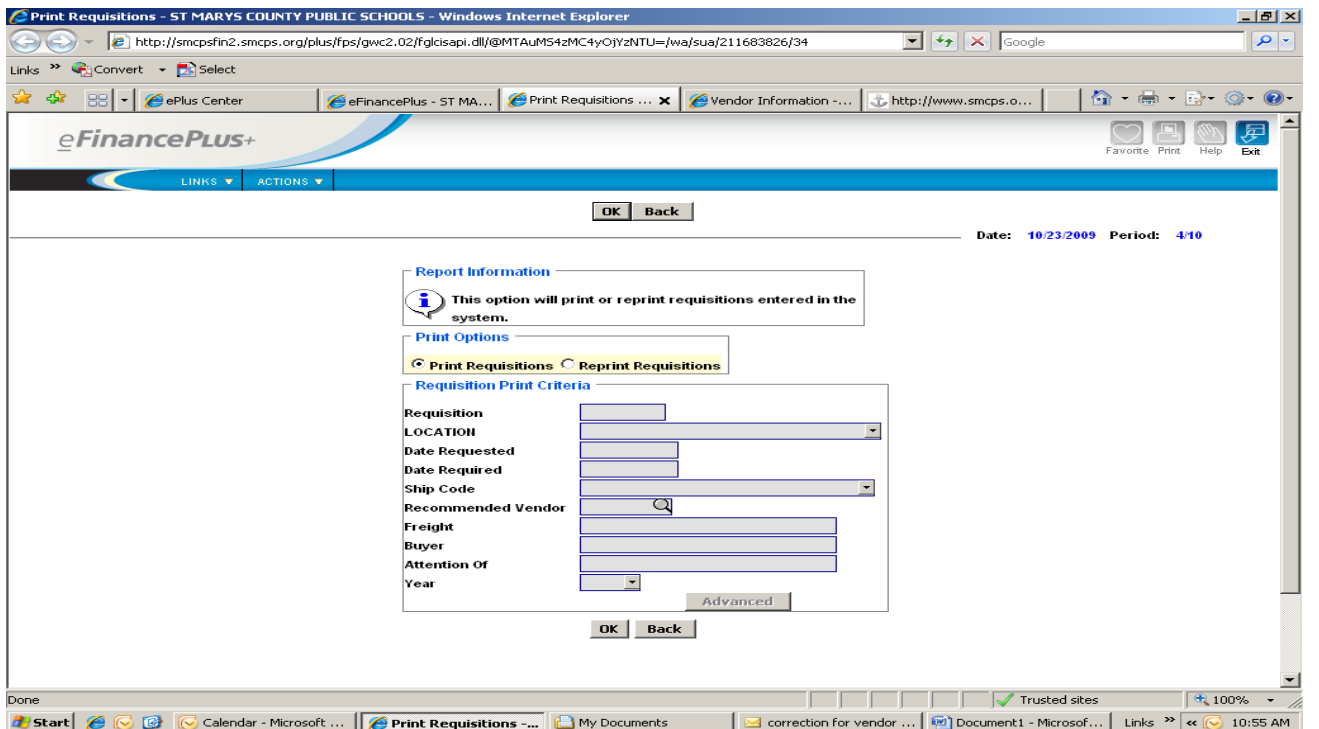
Line Item	Description	Quantity	Price	Total	ACCOUNT NUMBER	Account	Status

Start Inboxes - Microsoft Outl... New Requisition Inf... My Documents correction for vendor... Document1 - Microsof... Links >> 10:41 AM

- Fill in fields: Commodity (for items from the bid list, must put in the dashes), Stock Number (if available), Description (will fill in automatically is entering bid list item), Unit of Measure (ea, case, etc.), Unit Price (Extended price will automatically calculate). Tab down to reach the account string. Account string is entered as: 10041500501000 in first box and then the account number 7399 ex. in the second box. Then enter will complete that screen and move to the next line item for you to enter.



- Once you have entered all the line items you can click the back button to get back to the Header tab to review the total order. Click Save. If you are ready to print, click back again to get back to the main requisition screen. Click on Actions in the blue bar to find the drop down menu to print. You can reprint here too.



- It will ask if you want to print the notes associated with it, click yes. Default to print to screen. Once it comes up, you can print it out. You can also save it and email it.

http://smcpsfin2.smcps.org/plus/users/jnelson/rpt/printed\_reqs?lnels\_4164.pdf - Windows Internet Explorer  
 http://smcpsfin2.smcps.org/plus/users/jnelson/rpt/printed\_reqs?lnels\_4164.pdf

Links >> Convert Select  
 ePlus Center eFinancePlus - 5... Print Requisition... http://smcps... Vendor Informa... http://www.smc...

1 / 1 102% Collaborate Sign Find

PAGE 1  
 REQUISITION R100261

REQUESTED	REQUIRED	LOCATION	8600	BUYER
09/25/09		SUPPORT SERVICES		JENNIFER NELSON

SHIP TO 0606  
 EVERGREEN ELEMENTARY SCHOOL  
 MRS. KIM SUMMERS  
 43765 EVERGREEN WAY  
 CALIFORNIA, MD 20619  
 ATTN: DESIGN & CONSTRUCTION -BIKE RACK

FREIGHT

VENDOR 92120  
 BRANDIR INTERNATIONAL, IN  
 521 FIFTH AVENUE, 17TH FLOOR  
 NEW YORK NY 10175-1799

LN/ST	COMMODITY	STOCK NO	QUANTITY	UOM	UNIT PRICE	EXTENSION/ TAX/TRADE-IN
01	M RB11 I G RIBBON BIKE RACK		1.00	EA	885.0000	885.00
						0.00
						0.00
					TOTAL PRICE	885.00

ACCOUNT NUMBER	ACCOUNT	TASK	ACCOUNT	CHARGE	AMOUNT
31159000606654	7395				885.00

EXTENSION/

Done Unknown Zone  
 Start Calendar - Microsoft... http://smcpsfin2.s... My Documents correction for vendor ... Document1 - Microsof... Links 11:03 AM

