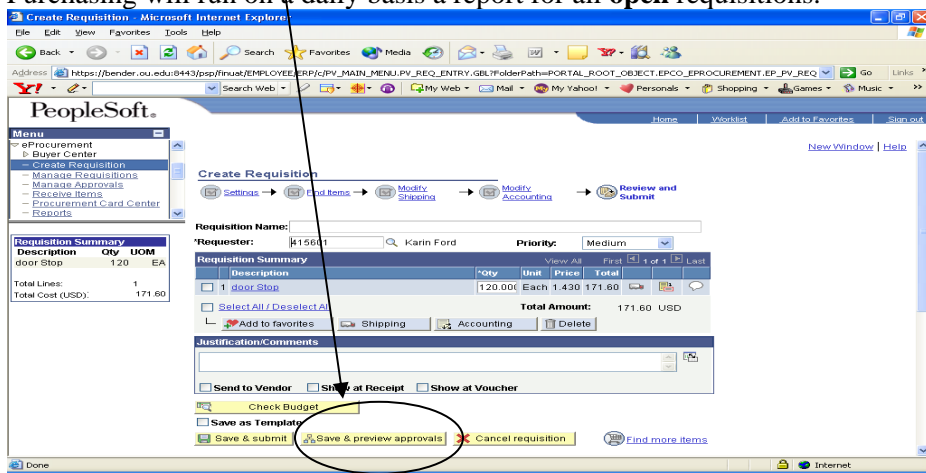


Entering Budget Year 2010 Standing Orders/Requisitions


1. Create a new requisition by entering your information in **eProcurement**. If you have saved you annual orders under your template or favorites from previous years then select one or the other for a new requisition.
2. **Vital information** Enter **FY10** on **first line** also (**Please include purchase order number if requisition is replacing previous order**) in Justifications Comments. Also enter the type of standing order in this field (Property or Equipment lease, Maintenance, etc). Enter beginning and ending dates as well (ex. July 1, 2009- June 30, 2010).
3. Click **Save & Preview Approvals** once your requisition is complete. This will be your **“only”** save to notify Purchasing that a fy10 requisition is waiting for review. Requisition status will show **OPEN** under requisition status field. Purchasing will run on a daily basis a report for all **open** requisitions.



NOTE: Do Not Click Submit or Budget Check Button on the Confirmation Page.

4. When **2010** budget becomes available, Purchasing will notify requester after **July 1st** of any necessary changes.
5. Once notified by Purchasing please **Edit** or **Submit** and **Budget Check** your requisition. Your requisition will now go to workflow for your next line approver.

Click on eProcurement ➔ Manage Requisitions ➔ <Select Action click drop down select **Edit Requisition** and click Go Update any Changes – Amount, Quantity, etc.

- a. Update Vendor information if required
- b. Save & Submit
- c. Budget Check  on confirmation page

If you have any questions contact any Buyer in Purchasing for assistance.