

## ISU Purchasing Department [PURCH]

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**From:** ISU Purchasing Department [PURCH]  
**Sent:** Monday, February 22, 2010 12:27 PM  
**Subject:** Requisitioning system: change & training for contract orders  
**Attachments:** image001.png; image003.jpg

To: Requisitioning system users

Effective immediately, a change has been made on the *Create Req* and *Work Req* screens in the requisitioning system. When the **Order Type** is changed to Contract, the screen will change as shown below. Only one item will be displayed under Item Information, the **Qty** field will be fixed at 1, and **Description** will display a message reminding the user to enter the description in the **Contract Description** fields, which now appear immediately below the **Fund Acct** fields.

For users who want more information about processing new and renewing contracts and blanket orders in the requisitioning system, the following training sessions are being offered:

- Monday, March 8, 10:00-11:00 am, 1155 Administrative Services Bldg
- Wednesday, March 10, 1:30-2:30 pm, 1155 Administrative Services Bldg

Enroll in these sessions by going to the HRS Training link under the employee tab in AccessPlus; look for *PURCH – Using the requisitioning system for contract & blanket orders*.

**Vendor Information** - Open to complete vendor information  
(Enter criteria below and use pull-down arrow to select from vendor database)

Vendor	<input type="text"/>				
Address1	<input type="text"/>		Phone: Intl Pfx	Number	<input type="text"/>
Address2	<input type="text"/>		Fax: Intl Pfx	Number	<input type="text"/>
City, State	<input type="text"/>		ZIP Code	<input type="text"/>	Intl <input type="text"/>
Country (Other than US)	<input type="text"/>		Attention	<input type="text"/>	

**Item Information** - Open to complete item information

Class Code	Item Qty	Description	Unit Cost	Ext Cost
> <input type="text"/>	1.00 (Enter information in Contract Description fields)	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Fund Acct      Total Order Amt

**Contract Description**

**Notes Information** - Open to complete notes information