How to Add a Department Requisition on the WEB
When to use a Department Requisition
What is the process
How to enter Department Requisition in the Odyssey System on the WEB
How to enter a Department Requisition

- This is the 1st screen you see when you log into WEB.
Entering a requisition.....

- Here you can enter search information to look for a requisition you have already entered or create a new requisition.
After selecting Create a New Requisition you will see this screen.
Entering your information....

- Here you will select the type of requisition and start entering your information.
Entering delivery information.....
How to add vendor to Req

Vendor and Shipping Information

- Suggested Vendor
- Vendor Name
- Attention
- Suite
- P.O. Box
- Street
- City St Zip
- Phone and Fax

Here you can leave this area blank or select a vendor by clicking on the magnifying glass.

Help Table - VENDOR

- Display Lines: 20
- Start Key
- Refresh

Select | Vendor Code | Vendor Name
-------|-------------|-------------
042233033 | Dinn Bros  
133637177 | World Dance Alliance America
777777777 | (Obs) Beneficiary Payment
999999991 | (Obs) Child Support
999999992 | (Obs) College Obligation

Type your vendors name here to locate the vendor and then select.
Shipping and Account Information

### Shipping Information

- **Ship To Code**: RC
- **Ship To Name**: Receiving Department/Bldg 900
- **Ship To Address**:
  - Miami Dade College
  - North Campus
  - 11380 NW 27TH Avenue
  - Miami, FL 33167

Please leave this as Receiving Dept unless this is a blanket or service contract.

### Account Information

<table>
<thead>
<tr>
<th>Account/Custodial</th>
<th>Qualifier 1</th>
<th>Qualifier 2</th>
<th>GL Code</th>
<th>Account Name</th>
<th>Split Percentage</th>
<th>Split Amount</th>
<th>Extra Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Enter your Qual and GL Code in the highlighted areas. Here you can have multiple accounts listed and have the ability to split the amount/percentage.
Header Selections

- Once you have entered all of the required information you will select to Add Requisition.
Adding items

- Once you add your requisition you then can enter your items or add attachments.
Adding Items continued....
Adding Items continued....

You must enter the quantity, unit price and unit of measure for each item. If you are unsure about the unit of measure click on the magnifying glass!

Once you are done entering the required information you must click ADD.

Click this box if the item is freight/shipping.
Adding Items continued...

- After entering the account information you are ready to Add the item. Go back to the top and select ADD.
Adding Items continued...

Once you select ADD, you will see that you have Item number 001 now. To add more items click create new item. Once you are done click on Header Details.
Activity of Requisition

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Action</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/14/2010</td>
<td>3:13 PM</td>
<td>Pend Item</td>
<td>Charmaine A Alexander</td>
</tr>
<tr>
<td>04/14/2010</td>
<td>3:14 PM</td>
<td>Pending</td>
<td>Charmaine A Alexander</td>
</tr>
</tbody>
</table>

Here your requisition status will be updated. You will be able to see if it is pending approval or approved.

Here you see that the req is pending item and then pending. It has not been sent for approval or it would be pending approval.
Sending for Approval....

Click send for approval once you have entered all required information and your items.

Now the status reads Pending approval.
## Status Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Status</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/15/2010</td>
<td>4:16 PM</td>
<td>Pend Item</td>
<td>Charmaine A Alexander</td>
</tr>
<tr>
<td>04/15/2010</td>
<td>4:17 PM</td>
<td>Pending</td>
<td>Charmaine A Alexander</td>
</tr>
<tr>
<td>04/15/2010</td>
<td>4:17 PM</td>
<td>Pend Approval</td>
<td>Charmaine A Alexander</td>
</tr>
</tbody>
</table>