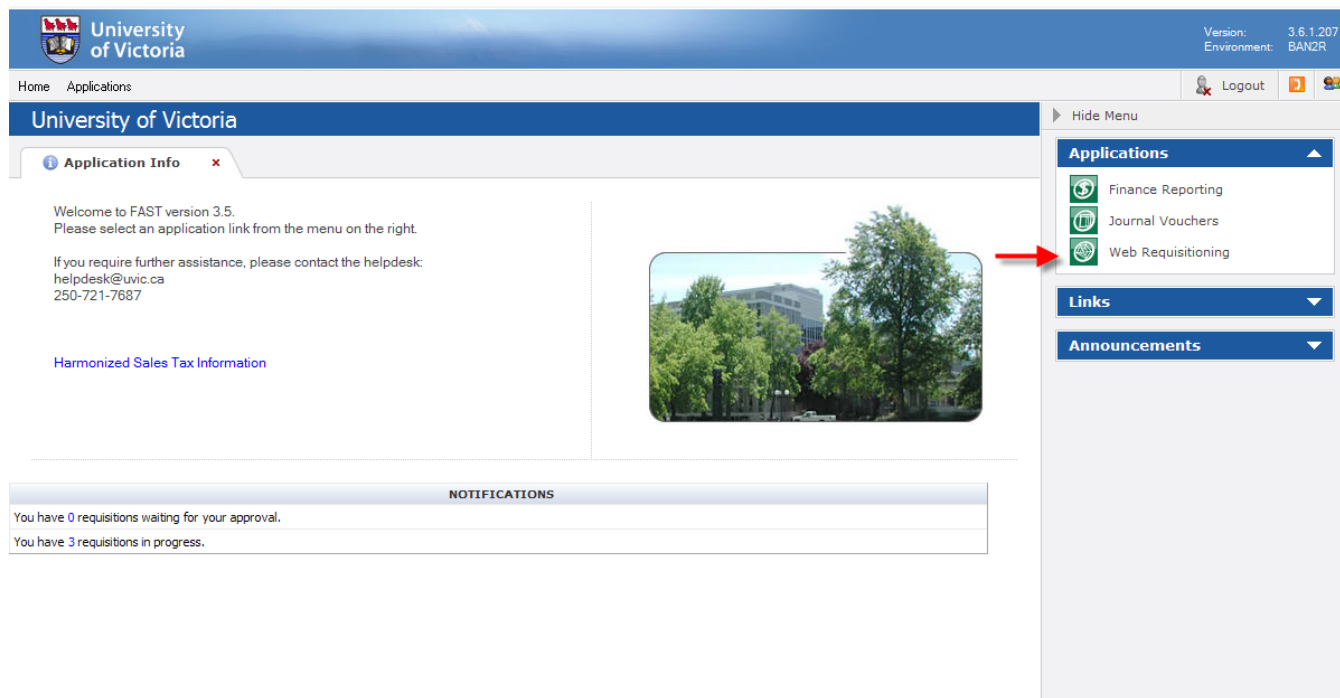




Accessing the Requisition

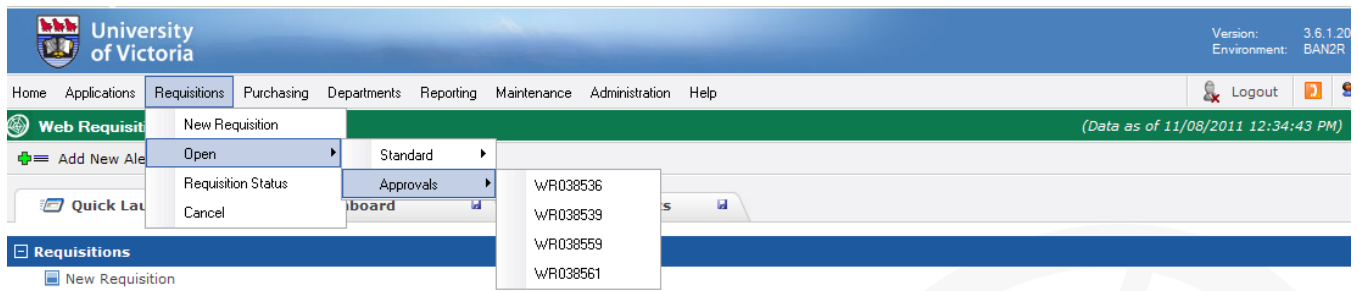
You will receive an email indicating that you have a Purchase Requisition waiting for your approval. You can click on the link provided in your email; it will take you to the log in page for UVic. Once logged into UVic you can access FAST by clicking on the down arrow beside "My online tools" in the status bar at the top of the page, and selecting FAST.

Once logged on, click on Web Requisitioning as shown below.

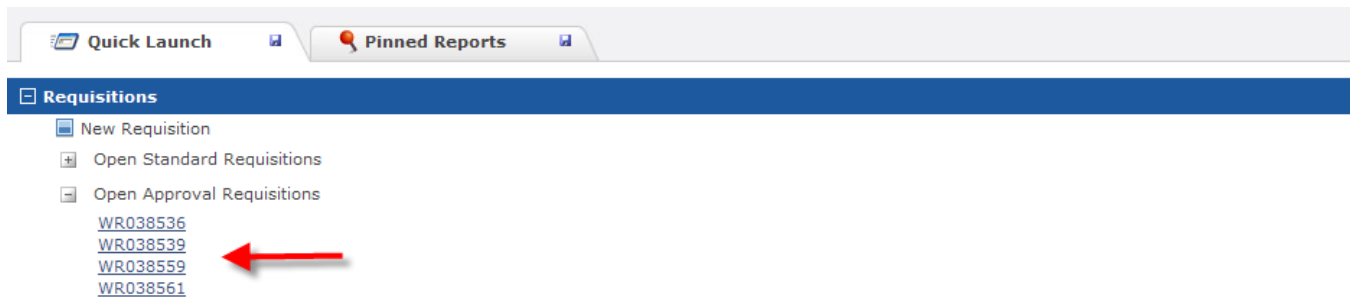


From here click on the Requisition Menu – Open – Approvals as shown below.

Note: You cannot click on the secondary menus; you must hold your cursor over the desired choice and scroll over to the next menu shown.



Or, the documents that have been set to you for approval will also appear under the Open Approval Requisitions in the Quick Launch tab.

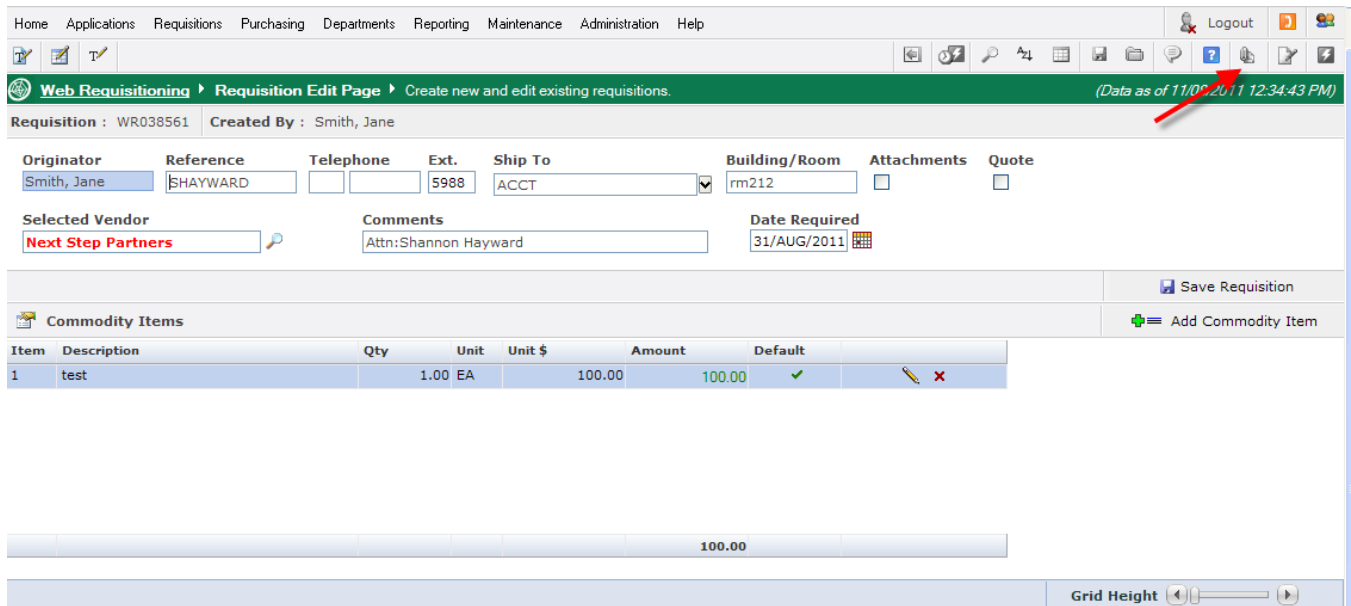


When you have received an email indicating that you have a Requisition for approval, you will have a requisition showing in your approval queue. Click on the desired Requisition Number. The WR##### should match what is shown in the subject of the email. The chosen vendor's name may also appear.

Viewing the Requisition

An approver can view the details of the requisition and make changes to the header or commodity information.

The date required field must be future dated; the minimum is 3 days in the future to allow purchasing time to process the Requisition. When you view the requisition, after the date in this field, you must change the date to a future date before it can be approved. This field is a courtesy field; future dating a requisition does not mean that Purchasing will not process it before that time. Additionally, if the order is a rush order, future date the field to the minimum and makes notes in the comments field that it is an urgent order.



The screenshot shows the 'Requisition Edit Page' in the WebReq system. The breadcrumb trail is 'Web Requisitioning > Requisition Edit Page > Create new and edit existing requisitions.' The page title is '(Data as of 11/08/2011 12:34:43 PM)'. The requisition details are as follows:

Requisition : WR038561	Created By : Smith, Jane
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Header Information:


Originator	Reference	Telephone	Ext.	Ship To	Building/Room	Attachments	Quote
Smith, Jane	SHAYWARD		5988	ACCT	rm212	<input type="checkbox"/>	<input type="checkbox"/>


Additional Fields:

Selected Vendor	Comments	Date Required
Next Step Partners	Attn:Shannon Hayward	31/AUG/2011

Commodity Items Table:

Item	Description	Qty	Unit	Unit \$	Amount	Default	
1	test		1.00 EA	100.00	100.00	✓	 
					100.00		

Grid Height: 

Review the requisition commodity and accounting information. If the attachment or quote icons have a red asterisks as shown  be sure to review the attachments by clicking the icons.



If you are satisfied that the requisition is complete and accurate, click on the 'Send for Approval' icon shown below.

Line	Fund	Orgn	Acct	Actv	Locn	Amount	
1	10000	82200	7200			100.00	

Grid Height [adjustable]

Accounting Items + Add Accounting Item

Accounting Detail for Commodity Item 1

Attach Additional Information | Add/Edit Requisition Notes

History | PDF | Cancel | Copy | Warnings | **Submit for Approval**

Approving and Submitting the Requisition

On the requisition approval page shown below, you can send the Requisition on to a higher level approver or another reviewer, back to the originator or on to Purchasing to be processed.

Requisitions for the Computer Store can be sent directly to the Computer Store by choosing "Send to a Department" and then selecting 'CSTOR-COMPUTER STORE' from the drop down box.



Select a user to send requisition to for approval:

* **Employee**

- Search for an Employee to approve this Requisition
- Send to a Department
- Send directly to Purchasing

Enter additional comments here:

Total of all Commodity items : \$1.12

Total of all Accounting items : \$1.12


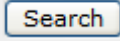
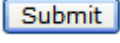
Requisition Balance : \$0.00

[Return to Requisition](#)

A requisition may be sent to another approver even if it is not in balance. i.e. The commodity total does not equal the accounting total; however, it must be balanced as shown above Requisition Balance = \$0, before it can be sent to purchasing.



To send to another approver or reviewer or to the originator:

- Click on the  icon and search for the employee by first and/or last name. The % can be used as a wildcard character.
- Hit the  button.
- A list of all employees within your search criteria will appear, click on the desired user.
- The additional comments box can be used to send a reminder or note to the chosen user. These notes will appear in the text of the email sent to the next approver and in the print preview of the requisition.
- Hit the  button at the bottom of the page.

Web Requisitioning > Requisition Approval > Submit requisition for approval, or to Purchasing. (Data as of 11/08/2011)

Select a user to send requisition to for approval:

* Employee

First Name

Last Name

Please enter a search string

Send directly to Purchasing

Prior Approval Comments:

Submitted By	Sent To	Date Sent	Approval Comments
TEST1	SHAYWARD	11/08/2011 2:21:09 PM	test

Enter additional comments here:

Total of all Commodity items : \$112.00
 Total of all Accounting items : \$112.00
Requisition Balance : \$0.00

[Return to Requisition](#)



To send to Purchasing:

- Click on " Send directly to Purchasing"
- A drop down menu will populate with 'Purchasing'

Send requisition direct to PURCHASING:

* ▼

- Search for an Employee to approve this Requisition
- Send to a Department
- Send directly to Purchasing

- The additional comments box can be used to send a reminder or note to the purchasing assistant or buyer. These notes will appear in the text of the email sent to the next approver and in the print preview of the requisition.
- Hit the button at the bottom of the page.

The [Return to Requisition](#) link can be used at any point to review the details of the requisition.