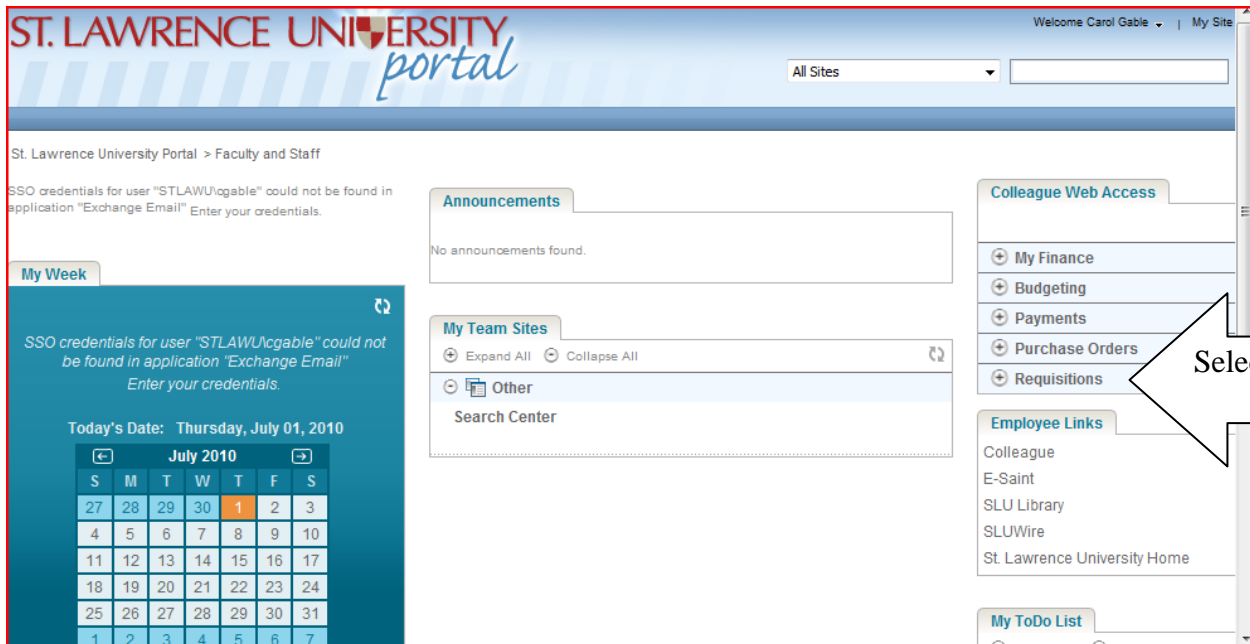


## Entering a Requisition in Webadvisor

Select Colleague Web Access from the [Business Office's Datatel Web Page](#).

Users will need to enter their network ID and password. This is the same ID and password used to log on to your university computer each day.



The screenshot shows the St. Lawrence University portal interface. At the top, it says "ST. LAWRENCE UNIVERSITY portal" and "Welcome Carol Gable | My Site". Below the header, there is a navigation bar with "All Sites" and a search box. The main content area is titled "St. Lawrence University Portal > Faculty and Staff". There are several sections: "Announcements" (No announcements found), "My Team Sites" (Expand All, Collapse All, Other, Search Center), "Colleague Web Access" (My Finance, Budgeting, Payments, Purchase Orders, Requisitions), "Employee Links" (Colleague, E-Saint, SLU Library, SLUWire, St. Lawrence University Home), and "My ToDo List". A callout box points to the "Requisitions" link in the "Colleague Web Access" menu with the text "Select Requisitions".

St. Lawrence University Portal > Faculty and Staff

SSO credentials for user "STLAWU\cgable" could not be found in application "Exchange Email" Enter your credentials.

My Week

SSO credentials for user "STLAWU\cgable" could not be found in application "Exchange Email" Enter your credentials.

Today's Date: Thursday, July 01, 2010

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Colleague Web Access

- My Finance
- Budgeting
- Payments
- Purchase Orders
- Requisitions

Employee Links

- Colleague
- E-Saint
- SLU Library
- SLUWire
- St. Lawrence University Home

My ToDo List

Select Requisitions

The screenshot shows the St. Lawrence University Portal interface. At the top, it says "ST. LAWRENCE UNIVERSITY portal" and "Welcome Carol Gable | My Site". Below the header, there's a navigation menu with "All Sites" and a search box. The main content area is titled "St. Lawrence University Portal > Faculty and Staff". There are several sections: "Announcements" (No announcements found), "My Team Sites" (Expand All, Collapse All, Other, Search Center), "Colleague Web Access" (Main Menu, Requisitions, Enter a Requisition for Goods and Services, View/Modify/Delete Requisitions, Requisition Approvals), "Employee Links" (Colleague, E-Saint, SLU Library, SLUWire, St. Lawrence University Home), and "My ToDo List". A "My Week" calendar is also visible, showing the date Thursday, July 01, 2010.

Select Enter a Requisition

The screenshot shows the "Enter a Requisition for Goods and Services" form in the Datatel University system. The header includes "DATA TEL UNIVERSITY" and navigation links: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "EMPLOYEES MENU", "HELP", and "CONTACT US". The page title is "EMPLOYEES" and it says "Welcome Carol!". The main form area has a title "Enter a Requisition for Goods and Services" and a text input field for "Vendor ID or Name". Below the input field is a checkbox labeled "I do not wish to perform a Vendor LookUp". A "SUBMIT" button is located at the bottom of the form. The footer navigation is identical to the header.

Enter name or ID of vendor if you wish to designate specific vendor.

Users wishing to order from a new vendor not used by St. Lawrence University before need to obtain a completed W-9 form from the vendor and forward to Purchasing with a request to add the vendor to Colleague.

## Enter a Requisition for Goods and Services

**Warning: 06/07/10 falls outside of the current fiscal year**

[View Budget](#)

Requisition Date\*

Initiator\*

Confirmation E-Mail Address\*

Ship to\*

Desired Date

Vendor ID or Name

Person Vendor

AP Type

System will prepopulate some fields with date. Change the date to 7/1/10 and enter information below such as description, quantity.

Item Description*	Vendor Item	Quantity*	Unit of Issue	Price	Cost Center

Cost center field displays a drop down selection of 10 digit accounts for which the user may enter requisitions. Continuing to the right is the field for object codes which also offers a drop down selection of codes set up for these costs centers.

After data has been entered, click the Submit field at the bottom of the screen.

## Requisition

Requisition was successfully created

Requisition Number 0000018  
Requisition Total \$1,000.00  
Vendor ID and/or Name 0000025 Wesco

This screen will be displayed indicating the requisition is created. An email notification will be sent to the creator and anyone that is required to approve the requisition. Click OK.

Requisition Status Outstanding AP Type PO PURCHASE ORDER  
Requisition Date 07/01/10 Status Date 07/01/10 Maintenance Date 07/01/10 Desired Date  
Requestor Name Ms. Carol Gable Initiator Name Ms. Carol Gable  
Ship to MC St. Lawrence University Commodity Code

### Purchase Orders Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Desired Date	Fixed Asset	Tax Info	Comments
computer		1.000	UN Unit	1,000.0000	1,000.00	1-08-04-31200-52520 Instructional IT : Office Supplies					

### Printed Comments

Comments	Approval	Date
capital equipment	Carol Gable	06/07/10

Next Approval

OK