

WEB LINK REQUISITION INSTRUCTIONS

Log On:

<https://wl.sui-online.com/northeastia>

User ID – first 4 letters of employee’s last name and first 3 letters of first name

Password – last 4 digits of employee’s social security number




Enter Requisition:


Hover over Data Entry in the menu bar and click on “Requisition Entry”

Fill in Requisition information as follows:


Requisition Num – Leave blank

Vendor ID – Type in, if you know, the Vendor ID **OR**

Search – Click on the  by the **Vendor ID** empty box to search for a Vendor

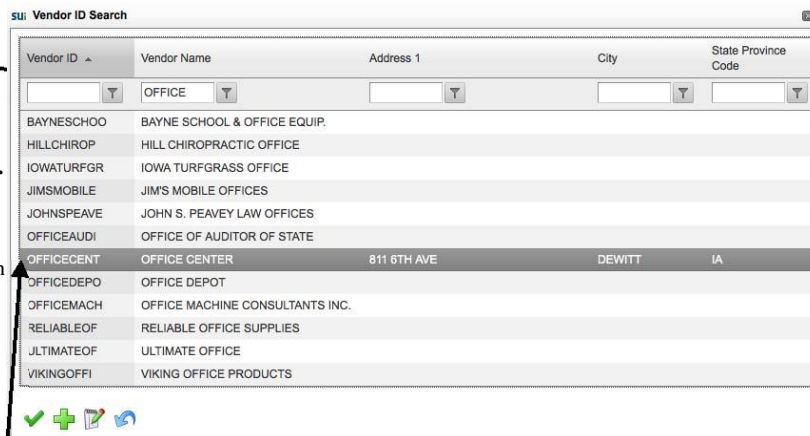
Type in part of name and click on the Filter icon  by the box and select “contains”

OR

Type in the first letter and click on the Filter icon  and select “starts with”

OR

Click on the page numbers at the bottom of the screen to scroll through and look for the Vendor without typing any part of the name above.



Double click on the vendor name or single click and click on the green to select that particular vendor.

Vendor Tips:

- If you are planning to use the *school* credit card, enter PCARD as the Vendor ID.
- If you can't find the vendor and think it is a new one, please email or call Tina to have the vendor added.

Requisition Amt – Type in the grand total of your purchase (do not use a \$ sign).

OR

Leave Blank (When you enter Detail lines below it will add the total for you.)

Requisition Date – Tab through for default of current date OR 7-1-2015 for new fiscal year purchase

Expected Date – Tab through or put a future date in if needed by a certain date.

Requisition Desc – Enter information such as “Send PO to employee,” “CO Fax PO,” “Send Check to Employee,” “Will send over paperwork” etc.

Ship To Address ID – Type in ELEM or MSHS

Employee ID – Tab through

View/Edit Comments button – Click on this button if you have additional information.

Click on under the Account Number heading (this will bring up another screen to fill in).

Account Number – Type in the Account Number if known with no dashes in between sets of numbers.

OR

Search - Click on the by the **Account Number** box to search for the correct account number. You can also search for the account code description. Double click on the correct account number.

Detail Description – Enter a description of the item.

Catalogue – Can be left blank

Cost Center – Tab through – leave blank

Quantity – Enter how many of the item to order – Tab

Unit Price – Enter price for that item with no \$ sign

Unit Description – Tab through – leave blank

Detail Amount – Should calculate automatically

Split Percent – Tab  through – leave blank

Click on the Save icon

Detail Line Tips:

- You may add more detail lines by clicking on again if you have more items to order from the same company.
- You may use different account numbers for each line if needed.

Your screen should look something like this:

****Click on the Submit button****

“Requisition was Successfully Saved and Submitted” (If you don’t see this message DO NOT EXIT OUT, your requisition has not saved.)

(Please send supporting paperwork, quotes, receipts, etc. to your building secretary with Requisition # written on it)

