Entering a New Requisition

1. After Logging in, change to ALL CAPS.
2. Go to the left-hand menu, click in the Menu tab to view Munis Menu.
   a. Click the arrow of Departmental Functions and find Requisitions Entry program.
3. You will be directed to the Requisition Entry Screen
   a. To add a new requisition, Click the Green (+) cross button.
4. The Dept/Loc, Fiscal Year, Status, and Entered field should be automatically populated. Do not change this value unless you are authorized to purchase items for other departments.
5. Tab Through the following Fields:
   a. Fiscal Year
   b. Requisition Number
6. When you reach the General Commodity Code:
   a. Click on the ellipses (…)
   b. A list of commodity codes will come up. Select your commodity code by clicking on the commodity code. After you select, you will be directed back to the Requisition Entry Screen.
   c. Hit tab and the General Description will auto fill with the description.
7. Tab to the Needed By field.
   a. Fill in a date or click on the calendar icon to select a date.
8. General Notes
   a. At least one General Note is required in all requisitions:
      i. Name, Building, Room Number, & Mailstop.
         1. The General Note is also used to communicate information that is helpful to you buyer to expedite the requisition such as Fax PO to Vendor; RUSH; etc. These types of comments must be entered on a separate Note than the delivery information.
   b. Click the General Notes button.
   c. Click the Add New Record button (Green + on toolbar).
      i. The Requisition, Date/Time; and Created By fields will auto fill. Your cursor will be positioned in the Notes Line field.
   d. Add your note and then accept it by clicking on the Green Check (Top Left Corner)
      i. To add another note, click Add New Record button (Green + on toolbar) and repeat same as above.
   e. When you have accepted your last note:
      i. Close the General Notes screen by clicking on the Red circle (Top Right corner of screen).
      ii. You will be directed back to the Requisition Entry Screen.
9. Tab to the **Vendor** Field  
   a. Click on the Ellipses (...) next to the **Vendor Entry** box to open the **Vendor Help** screen.  
   b. Type the first several characters of the vendors name or type in the entire vendor name (this must be entered in **ALL CAPS**).  
   c. Double click to the select the one you want (Make sure that the vendor’s status is Active).  
   d. If the address shown is incorrect, you will need to click the Ellipses (...) button next to the PO mailing entry box and select the correct address.

10. If your Vendor is not listed, please let us know by **Importing** a note in the **Vendor/Sourcing Notes**.
   
   a. Click on the **Vendor/Sourcing** Notes button.  
   b. Click on the **Import** button (Left of screen).  
      i. The **Requisition Notes** screen will appear.  
      ii. Select **New Vendor** by Double Clicking that line.  
         1. Click the **Update the Current Record** button (Console with a Red Slash; on the Toolbar).  
            a. Fill in the requested fields.  
               i. Direct the vendor to register with the Supplier Registration website  
                  ([https://supplierregistration.purchasing.unlv.edu](https://supplierregistration.purchasing.unlv.edu))  
               ii. When the fields are complete, accept the note by clicking on the **Green Check**.  
      2. Close the **Vendor/Sourcing Notes** screen by clicking on the **Red Circle** (Top Right corner of screen).

11. Tab to the **Remit** field.  
   
   a. Munis will automatically populate the Remit field. Make sure that the address number in the **PO mailing** field and the **Remit** field match. If they do not, make the correction.

12. Tab to the **Reference** field.  
   
   a. Enter the name and complete telephone number of the person vendors can contact regarding order specifics.

13. Tab through **Terms/Miscellaneous** (No Entry Required).

14. Tab until you are brought to the **Line Detail** screen.  
   
   a. Enter your **Quantity**.

15. Tab to **Commodity**.  
   
   a. Click the Ellipsis (...); the **General commodity** field will automatically be populated based on the commodity you chose earlier.  
   b. Click the **Green Check** button to get to the **Commodities Selection** screen.  
      i. Click on the **Commodity** with the Object & Sub-Object (Ex: 0663-30-KO) that you want to use, and then click the **Green Check** button to select it.

16. The **Commodity** and **Description** fields will automatically be populated based on your selection.  
   Tab to the **Description** field. Always delete the defaulted description language in the Description field. Change it to a description of the item(s) that you want to purchase using the quote presented to you by the vendor.
17. Provide a **Unit Price**. You do not need to update anything else in the **Detail** or **Miscellaneous** sections, so tab until you reach the **first account line**.

18. Type your **account information** in, making sure that you add a “.00” to the Org code, and match the object from the **Commodity field**.

19. Tab out of the account. The Amount automatically populates based on the Quantity and Unit Price fields.

20. Click the **Green Check** button to save the Line Item

   a. If you get an **Error Message** (Error Messages show at the Bottom Left of your screen), you may be using an account with insufficient funds.

   i. Use a different account or wait another day (remember MUNIS is one day behind ADVANTAGE).

21. Close the window using the **Red Circle** to get back to the **Requisition Entry** screen. You will notice that there is now a Line in the Line Items section.

22. **Attach** necessary documentation such as Quotes and Competitive Exception forms by clicking on the **Paper Clip** icon (at Top of your screen, on the toolbar).

23. Click on the **Release** button (at Left Side of screen) to send the Requisition to the appropriate Approvers.

24. Click on the **Approver** button (at Left Side of screen) in order to view the approval status of your request (if applicable).