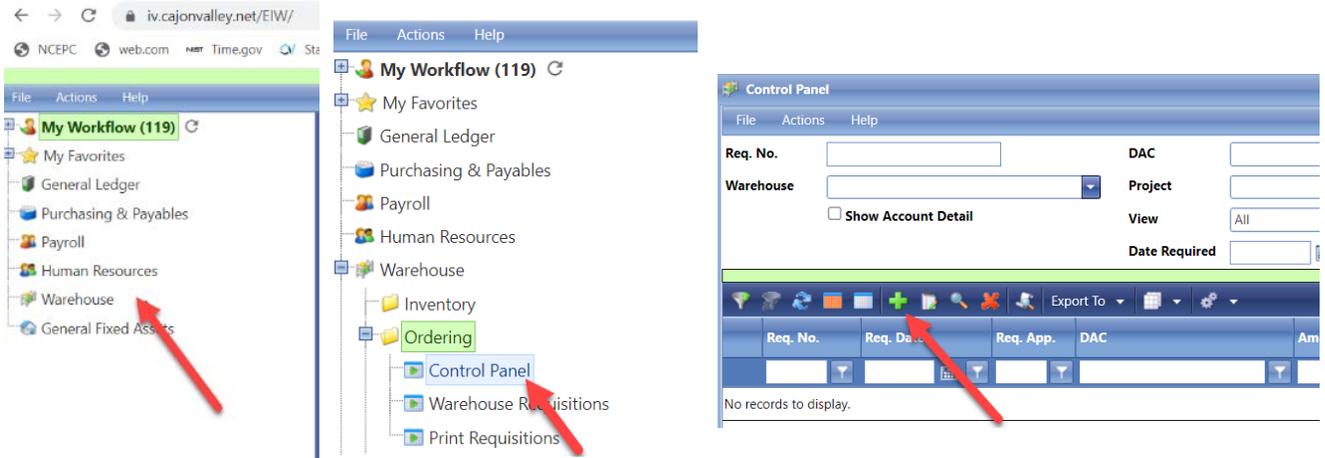


WAREHOUSE REQUISITION

FOR WAREHOUSE STOCK ITEMS FOUND IN THE WAREHOUSE CATALOG

- In iVisions, click Warehouse, in the Warehouse Control Panel click on the green plus sign to Create a Requisition



DAC – Your Site

Requester – Staff Member Requesting Items

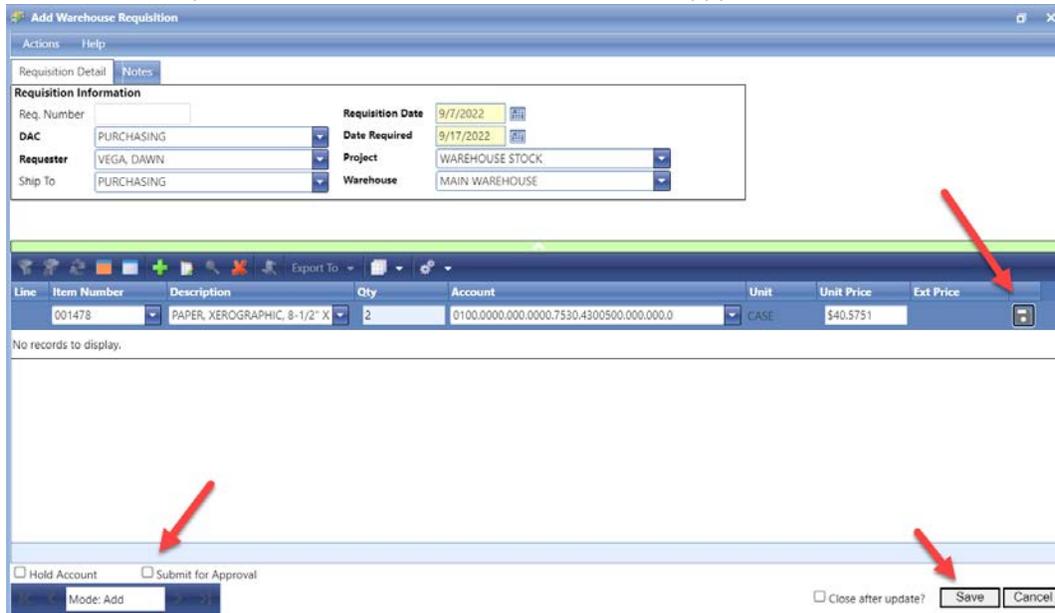
Ship To – Your Site

Project – Warehouse Stock

Warehouse – Main Warehouse

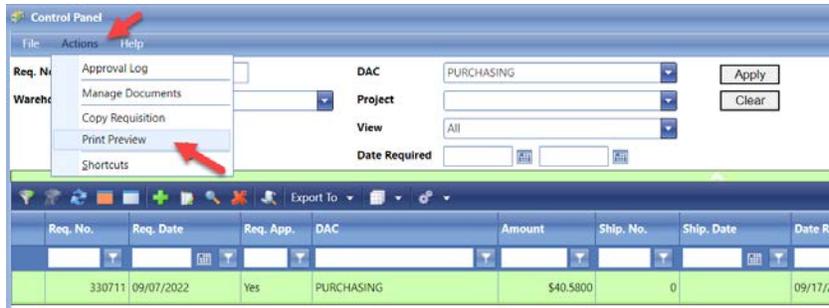


- After entering the header info, in the item number field, add the 6 digit item number from the warehouse catalog, tab over to enter the quantity and budget code. If you would like to use the same account for multiple line items click the "hold Account" square in the lower left corner. Click the little floppy disk icon to save the line item.

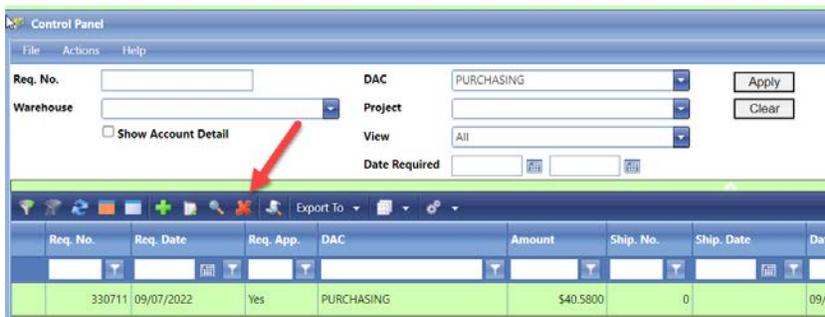


- Continue adding additional item numbers with applicable quantities and be sure to save each line item.
- Once you've added all items, click submit for approval and then save.
- Your requisition will now route through approvals and will be delivered on your next scheduled WH delivery day if submitted at least a week in advance and all approvers have approved the requisition.

- To check the status of your requisition in the approval workflow, go to the Warehouse Control Panel screen and enter your requisition number in the Req. No. field and click apply. Scroll to the right until you see the 'Next Approver' and 'Next Approver Name' fields. If your order is urgent and you see it is with your principal or other approver, contact them to request approval in iVisions. The Warehouse cannot ship any items until 'WH' is displayed as next approver.
- To print your requisition > cancel out of this screen and it will bring you back to the control panel, highlight your newly placed requisition and go to actions on the top left, select print preview from the drop down menu (it will download a PDF copy which will be available at the bottom of your screen). From there you can open and print or save it.



- To delete a requisition > highlight it and click the little red X, a small yellow banner will briefly display, letting you know your requisition has been deleted.



- Keep a record log of all the requisitions you've submitted so you can track the status and verify receipt upon delivery.