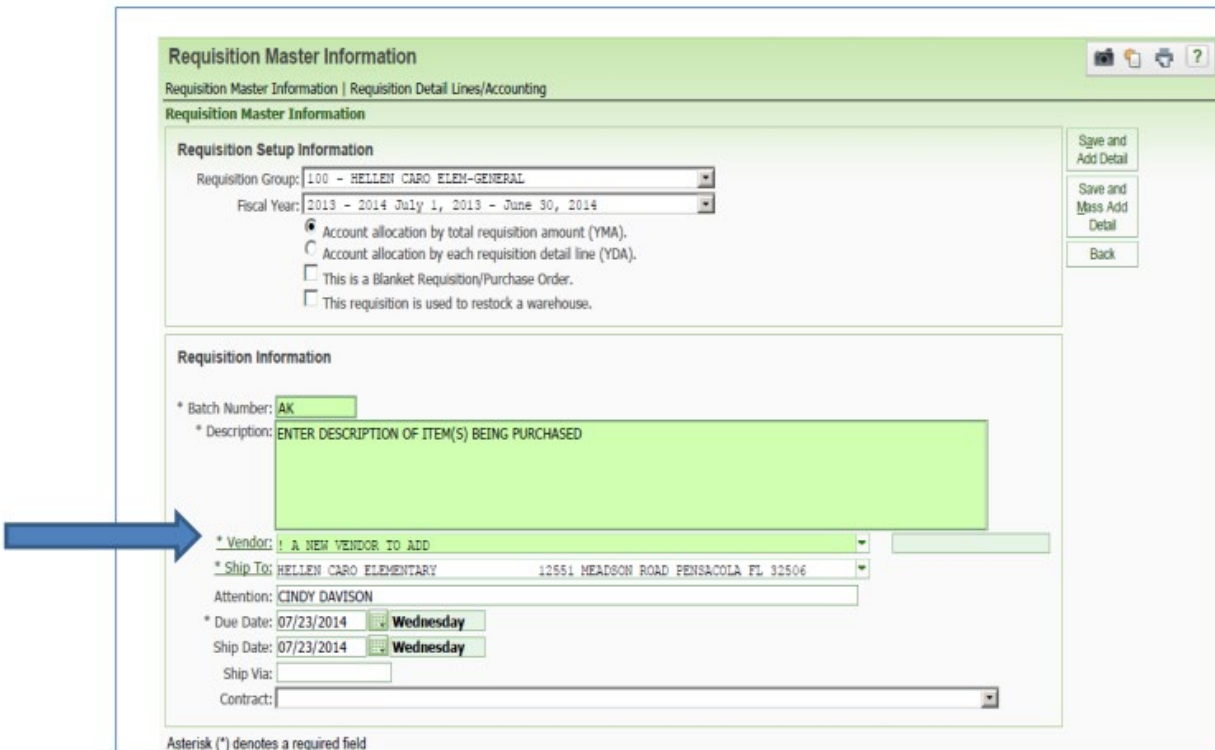


Entering a Requisition for a Vendor Not Found in Skyward

1. If you're adding a requisition for a vendor that can not be found in Skyward for a Professional Service or Merchandise order, then select ! A NEW VENDOR TO ADD as the vendor name when entering the requisition. See Screen below.
2. When you reach the "NOTES" section of the requisition, enter all vendor's contact information that you have (ie, name, address, phone, fax, email, etc).
3. Once the requisition is submitted, Procurement will pull this information, contact the vendor to get the forms completed, set up the new vendor, and process the requisition into a Purchase Order. If the vendor offers to send you a W-9 or automatically includes one, you can scan and attach this to the requisition.

Professional Service agreements still need to be sent to appropriate Procurement Specialist in a Word file.

Quotes still need to be attached to the requisition as well.



The screenshot shows the 'Requisition Master Information' form in Skyward. The form is divided into two main sections: 'Requisition Setup Information' and 'Requisition Information'. In the 'Requisition Information' section, the 'Vendor' field is highlighted with a blue arrow and contains the text '! A NEW VENDOR TO ADD'. Other fields include 'Batch Number' (AK), 'Description' (ENTER DESCRIPTION OF ITEM(S) BEING PURCHASED), 'Ship To' (HELLEN CARO ELEMENTARY, 12551 HEADSON ROAD PENSACOLA FL 32506), 'Attention' (CINDY DAVISON), 'Due Date' (07/23/2014, Wednesday), 'Ship Date' (07/23/2014, Wednesday), 'Ship Via', and 'Contract'. The 'Requisition Setup Information' section includes 'Requisition Group' (100 - HELLEN CARO ELEM-GENERAL) and 'Fiscal Year' (2013 - 2014 July 1, 2013 - June 30, 2014). There are three radio buttons for account allocation: 'Account allocation by total requisition amount (YMA)' (selected), 'Account allocation by each requisition detail line (YDA)', and 'This is a Blanket Requisition/Purchase Order'. There are also two checkboxes: 'This requisition is used to restock a warehouse' and 'This requisition is used to restock a warehouse'. The form has a green header and footer, and a right-hand sidebar with buttons for 'Save and Add Detail', 'Save and Mass Add Detail', and 'Back'. An asterisk (*) denotes a required field.

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **AK**

Requisition Number: **0000157477** Accounting: **Account allocation by total requisition amount.** [Edit Master](#)

Group: **(100) HELLEN CARO ELEM-GENERAL** Amount: **1.00** [Notes](#)

Fiscal Year: **2013 - 2014** Ship To: **HELLEN CARO ELEMENTARY** [Attachments](#)

Vendor: **! A NEW VENDOR TO ADD** Blanket PO: **This is not a Blanket PO**

Description: **test**

[Submit For Approval](#)

[Save and Finish Later](#)

[Back](#)

Requisition Detail Line Items

Views: [General](#) Filters: [*Skyward Default](#)

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100		test	1	EA	1.00000	1.00	

Notes

Add/Edit Note for Requisition# 0000157477 [Save](#)

* Note Category: **NO VENDOR FOUND - PROVIDE INFORMATION BELOW** [Back](#)

Entered Date: **07/23/2014**

Entered Time: **8:48 AM**

Entered By: **DAVISON, CINDY J**

* Note: **ENTER VENDOR NAME, CONTACT NAME, PHONE NUMBER, ADDRESS, FAX NUMBER, EMAIL ADDRESS AND ANY OTHER CONTACT INFORMATION**

Protected (Read only to all users except the user that entered it.)

Notes

Requisition Notes

Views: [General](#) Filters: [*Skyward Default](#) [Add](#)

Enter Date	Enter Time	Category	Note	Entered By	P
There are no records to display; check your filter settings.					

[Back](#)

Notes

Add/Edit Note for Requisition# 0000157477

* Note Category: **NO VENDOR FOUND - PROVIDE INFORMATION BELOW** ▾

Entered Date: 07/23/2014

Entered Time: 8:48 AM

Entered By: DAVISON, CINDY J

* Note: ENTER VENDOR NAME, CONTACT NAME, PHONE NUMBER, ADDRESS, FAX NUMBER, EMAIL ADDRESS AND ANY OTHER CONTACT INFORMATION

Protected (Read only to all users except the user that entered it.)

Save

Back

