Issuing Requisitions

1. Open MUNIS Web Live. If you do not have the icon on your desktop you can find it on the IT Department’s webpage.

2. Go to Requisition Entry. This may be in any of 3 different places
   a. listed in your favorites, or
   b. under Departmental Functions, or
   c. under Financials, Purchasing, Purchase Order Processing

3. Click on the Green Plus on the tool bar to add a new record.
   a. Your default Location/Department code will appear along with the fiscal year and current date.
   b. Press Tab and your default ship to address will appear.
   c. Press Tab a second time and MUNIS will assign the next available requisition number.
   d. Press Tab a third time and this brings your curser to the General Commodity field.

4. Enter the General Commodity code based on the Commodity Assignments table found on the Purchase Department’s webpage


   **If the General Commodity code is not entered, your requisition will not reach the purchasing department and cannot be converted to a Purchase Order. Your requisition will be lost, rejected, and/or cancelled.**

   Press Tab again and the commodity description will appear in the next field.

5. Move your cursor down to the Vendor field. Enter the Vendor number here or you can use the button with the 3 periods to search by name. If you cannot find the vendor then use the General Notes field to spell out the vendor’s name, address, and contact information.

6. Verify that the Ship To address is correct. Move your cursor down to the Reference field under the Ship To information. **The Reference field must include a name and full 10 digit phone number.** The information in this field provides anyone with questions about the requisition the name and number of who they should contact. Vendors arranging delivery need contact information at the site where the delivery is to be made.
7. Hit the General Notes button if you need to add a note.
8. Use the paperclip on the toolbar at the top of the page to add attachments.
9. Hit the Green Checkmark on the toolbar at the top of the page to accept the information that you have entered. This brings you to Line Detail.
10. On the **Line Detail** you need to enter the following 4 items:
   a. **quantity** of the item
   b. **estimated cost** of the item
   c. **full description** of the item including manufacturer, model, catalog number, color, size, package quantity, and any other appropriate information
   d. under **Org**, using all capital letters, you need to enter the fund number to be charged for this purchase. Once the 8 character Org is typed, your cursor will move to **Obj**. Continue completing the fund information. If using grant funds, you will need to enter a **Project**.
11. Hit the Green Checkmark to accept the information that you have entered.
12. If you have another item to be included on this requisition, hit the Green Plus to add a new record. This will bring up a new line item. Enter the information as outlined in step 10 above.
13. If you are finished entering requisition items, then close the Line Detail window by clicking on the white x inside the red box in the upper right corner of the window.
14. You will be returned to the Main page where you began the requisition. Here you can **Release** the requisition. Releasing the requisition sends it to the appropriate approvers.