New Functionality in Requisition Creation

Departments can now change the default vendor address when selecting a vendor on a requisition. Below is a quick look at how the new process works. Questions regarding the new process should be directed to the Purchasing Office by email at purchasing@utsa.edu.

Create Requisitio		—	3. Review and 9	Submit)r Searc dor ID: ie:	h	Dell Mar%			Ste	p 2			
			5. Review allu	Subilit	rt Vendor M	lame:	Dell Mal /s				Reset			
Specify requisition name, req	uester, and other information that applies to th	e entire requisition.			rnate Vndr	Name:								
Business Unit:	UTSA1 Q UTSA										HUB Ver	ndors Only		
*Requester:		 Modine 			ntry:			Q						
	6001027824	Q Yvette Medina	*Currency:	USD	tal Code:				State:		•	This	ew field	
Requisition Name:			Priority:	Medium -									ew field fies the	
Line Defaults 20							Default	Default Location	HUB		<u>Personalize</u>		lt Addre	
Default Options 👔					ndor ID	Name	Location	Description	Class	Address	ddress	City Seque	nce Nur	nber
	If you select this option, the defaults specified these fields.	below will be applied to requisition lines whether the second s	nen there are no prec	defined values for	00037229	DELL MARKETING LP	SHARED	Shared - Converted		8	DELL WAY NUM 8142	ROUND ROCK	тх	R
- overnae	If you select this option, the def	override any predefined values	for these fields, only	non-blank values are				LUCATION			J			
	assigned. Vendor				00037229	DELL MARKETING LP	UTTYL	UTTYL		8	1 DELL WAY NUM 8142	ROUND ROCK	ТΧ	
Vendor:	Vendor Location.	Q *Add	ress Sequence Nu	mber	00037229	DELL MARKETING LP	UTEP	UTEP		24	PO BOX 371964	PITTSBURG	PA	B
Buyer:	Q Category:	Q Un	it of Measure:	Q	00037229	DELL MARKETING LP	UTEP3	UTEP3		24	PO BOX 371964	PITTSBURG	PA	
Create Requis		Step 3		<u>3. Review ar</u>	nd Subn	<u>nit</u>	view	S and Submit	tep		•			X Melp
Specify requisition nam	e, requester, and other information tha	t applies to the entire requisition.								ch Results				
Business Unit:	UTSA1 Q UTSA						incy: ity:	USD Medium	View 10 Addres Sequer Number 1	12 nce Address L		Address Line 2 City (blank) BUFFALC		29 E Last Postal Code 600894557

	UTONI CION				1	850 ASBURY DR	(blank) BUFFALO GROVE	L 600894557
					2	PO BOX 676021 C/O DELL USA LF		TX 752676021
*Requester:	6001027824	Yvette Medina	*Currency:	USD	are no predefined values for 3		Children and Child	TX 786827000
	0001021024		Guitency.	030	4	PO BOX 676032		TX 752676032
					fields, only non-blank values are	PO BOX 676044 PO BOX 692228		TX 752676044 OH 452690001
Requisition Nar	ne:		Priority:	Medium -		PO BOX 9986		TX 787660986
				moulum	quence Number 8Q 4	1 DELL WAY NUM 8142	(blank) ROUND ROCK	TX 786827000
D Line Defeulte					asure:	1 DELL WAY BLDG 8	(blank) ROUND ROCK	TX 786827000
Line Defaults					10	1 DELL WAY MSC RR8-06	(blank) ROUND ROCK	TX 786827000
					11	1200 E CAMPBELL RD STE 108	(blank) RICHARDSON	TX 750811963
Default Option	e 🙆				12	PO BOX 677	(blank) CAROL STREAM	L 601320001
Bendunt option	* 😍				13	2300 GREENLAWN BLVD	(blank) ROUND ROCK	TX 786647090
	If you as lost this action, the defaulte exercities	heless will be evenliged to requirit		defined values for	1 🕮 🛗 First 🖬 1 of 1 🖬 Lat 14	1 DELL WAY	(blank) ROUND ROCK	TX 786827000
Default	If you select this option, the defaults specified	below will be applied to requisiting	Use the "spy" glass	defined values for	15	PO BOX 12001	(blank) DALLAS	TX 752250001
	these fields.		to search available		Program PC Bus Unit P	2401 GREENLAWN BLVD	(blank) ROUND ROCK	TX 786820001
	ulese lielus.		to search available			PO BOX 120001 99355 COLLECTION CENTER DR	(blank) DALLAS (blank) CHICAGO	TX 753120001 L 606930993
Override	If you select this option, the defaults specified	below will override any predefin	vendor addresses to	non-blank values are		PO BOX 120325		TX 753120325
overnue	in you coloci une option, the delidate operation	2.1		Stante Faladoo aro	, 20			TX 787113564
	assigned.		issue PO to.		1			CA 946232130
					1	PO BOX 643561	(blank) PITTSBURGH	PA 152643561
					23	PO BOX 643568	(blank) PITTSBURGH	PA 15264
Vendor:	0000037229 Q Vendor Location:	SHARED	*Address Sequence N	umber 80	24	PO BOX 371964	(blank) PITTSBURG	PA 15250-7964
	0000037229	SHARED			25		(blank) ROUND ROCK	TX 78682
					36	ONE DELL WAY RR8-07	(blank) ROUND ROCK	TX 78682
Duwor	Cotomon"		Unit of Measure:	0	37	PO BOX 677654		TX 75267-6021
Buyer:	Q Category:		 Onit of Measure: 	C	38	c/o Dell USA L.P. PO Box 677654	(blank) Dallas	TX 75267-6021
					39	PO BOX 5292	(blank) CAROL STREAM	IL 60197-5292

Create Requis			Step 5		3 Rev		0	
🕌 1. Define Re	quisition	i≡G.				iew and	Submit	
pecify requisition nam	e, requester, and	other information that a	applies to the entire requis	sition.				
Business Unit:	UTSA	UTSA						
Requester:	600102		O Yvette M	Aodina	*0		USD	
ivequester.	000102	11024		leuma	*Curren	cy:	050	
Requisition Name:					Priority	:	Medium	•
Line Defaults 👔								
Default Options 👩								
Default	If you select	this option, the default	s specified below will be a	applied to requisiti	on lines when there	are no pr	edefined value	es
Default								
	for these field	ds.						
Override			s specified below will over	rride any predefin	ed values for these	fields, onl	y non-blank va	alues are
Override			s specified below will over	rride any predefin	ed values for these	fields, onl	y non-blank va	alues are
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	If you select	this option, the default						alues are
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