

DATATEL REQUISITIONS

Requisition LookUp or (A)dd

OK Cancel Finish Help

Enter "N"o Number or <ENTER> to assign automatically

OK Cancel Finish Help

Number will be assigned automatically upon completion of Req

OK

- Enter 'a' and click 'OK'
- Click 'OK' (leave blank)
- Click 'OK'

DATATEL REQUISITIONS

Requisition Date 

Initiator

- Leave as current date
- Enter name of person requesting the order
- Press 'Enter'

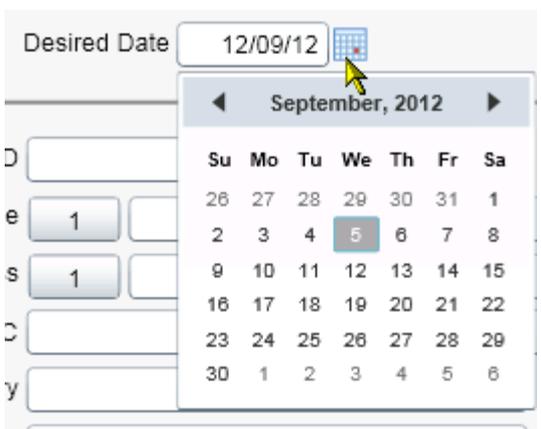


Search Results for: ROD LLEWELLYN (STAFF)

Filter:	Staff	1 - 1 of 1		
1	<input checked="" type="checkbox"/>	Roderick C. Llewellyn ID: 0028448 Social: 126-875-747	13B Fowler St Wolfville NS B4P 1M5 CANADA Source:	DOB: 1982/11/17 Birth Last Where Used: HRP EMP MAI PER STA V

1 selected 1 - 1 of 1

- Click the box next to desired name
- Click 'Open'



Desired Date 

September, 2012

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- Click calendar icon and select date when goods/services are required.

DATATEL REQUISITIONS

Vendor ID: corp exp
Types: 1
Name: 1
Address: 1
City/Pr/PC:
Country:
Currency:
Terms:

- Type all or part of the vendor name in the 'Vendor ID' field.
 - 'Corporate Express' will produce few results
 - 'Corp Exp' will produce many results

Search Results for: corp express (CORP) * The active form requires single selection *

Filter: Vendors | Select All | + Add | 1 - 8 of 15

1	<input checked="" type="checkbox"/>	Corporate Express Canada Inc. ID: 0049457	PO Box 2050, CRO Halifax NS B3J 2Z1	Where Used: COR, VEN Source:
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1 selected | Select #: | Open | 1 - 8 of 15

- Click the box next to desired vendor
- Click 'Open'
- If the wrong vendor is chosen, click on the Vendor ID box and hold Ctrl+Alt+D to reset the selection.

Vendor ID: 0040417
Types: 1
Name: 1 Corporate Express
Address: 1 Atlantic Division
City/Pr/PC: Dartmouth NS B3B 2E5

DATATEL REQUISITIONS

Ship To

- Enter the two letter code for the ordering Department
 - To lookup codes type ‘...’ and press ‘Enter’
 - Find department in list and click box next to name
 - Click ‘Open’

Ship Via

- Enter ‘BW’

DATATEL REQUISITIONS

Approvals 1 RLLEWELL

Enter Password

••••

OK Cancel

- Within my approval limit
 - Enter username, press 'Enter'
 - Enter Datatel password, press 'Enter'

Approvals 1

REQUISITION MAINTENANCE

Authorizations

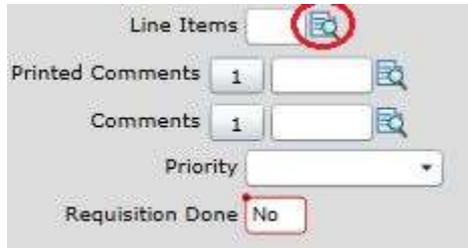
Approvals 1

Dates

Next Approvals 1 rllewell

- Above my approval limit
 - Click on Field Detail Button
 - Enter username of person that will be approving the requisitions
 - This person will receive an email prompting them to approve the requisition
 - Click 'Save' and then 'Update'

DATATEL REQUISITIONS



Line Items: 

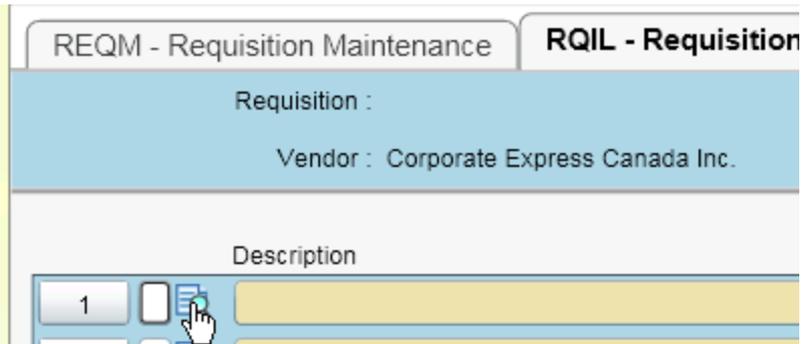
Printed Comments: 

Comments: 

Priority:

Requisition Done:

- Click Field Detail Button



REQM - Requisition Maintenance RQIL - Requisition

Requisition :
Vendor : Corporate Express Canada Inc.

Description

Line Item	Description
1	

- Click Field Detail Button on line 1

DATATEL REQUISITIONS

Requisition :	Status :	Status Date :
Vendor Name	1 Corporate Express Canada Inc.	
Commodity		
Inv Item		
Description	1 pencils, pens	
	2 itm# FG-39045	

- Description
 - Goods: Enter a short description of the item and product number if applicable.
 - Services: Enter short description of service
 - Transportation Rentals: Enter start/end date of rental, purpose of trip and destination

DATATEL REQUISITIONS

Requisition :	Status :	Status Date :
Vendor Name	1 Corporate Express Canada Inc.	
Commodity		
Inv Item		
Description	1 pencils, pens	
	2 itm# FG-39045	
Est Price	1.1200	Desired Date 12/09/12
Quantity	25.000	Fixed Asset
Unit of Issue	EA Each	Vendor Part

- Est Price: enter price per unit ordered (before tax)
- Quantity: enter number of items ordered
- Unit of Issue: Enter type of units item is issue as (ie. each, liters, etc.)
- To look up unit types type ‘...’ and hit ‘Enter’

DATATEL REQUISITIONS

Requisition :	Status :	Status Date :
Vendor Name	1 Corporate Express Canada Inc.	
Commodity		
Inv Item		
Description	1 pencils, pens	
	2 itm# FG-39045	
Est Price	1.1200	
Quantity	25.000	
Unit of Issue	EA Each	
Trade Disc Amt	2.80	
Trade Disc Pct	10.000	
Desired Date	12/09/12	
Fixed Asset		
Vendor Part		
Form/Box/Loc		
Comments	1	

- Trade Discount – if a discount is given (ie. educational) enter the amount.
 - Trade Disc Amt – Dollar discount
 - Trade Disc Pct – Percent discount

DATATEL REQUISITIONS

Requisition :

Status :

Status Date :

Vendor Name 1 Corporate Express Canada Inc.

Commodity

Inv Item

Description 1 pencils, pens

2 itm# FG-39045

Est Price 1.1200

Quantity 25.000

Unit of Issue EA Each

Trade Disc Amt 2.80

Trade Disc Pct 10.000

Extended Price 25.20

Work Or/Type/Fig

Tax Codes 1

Desired Date 12/09/12

Fixed Asset

Vendor Part

Form/Box/Loc

Comments 1

GL Account No

Page 1 of 2

Percent

Quantity

GL Account No	Percent	Quantity
1 11-5-632000-63225	100.000	25.000
25.20		

GL Funds Availability

Business Office : Off

Bgt: 13375.00

Exp: 4330.44

Enc: 0.00

Req: 25.20

- Enter G/L to be charged, press enter
- Enter amount/percent to charge G/L
 - Allows splitting a cost between multiple G/L's.

DATATEL REQUISITIONS

Requisition: _____ Status: _____ Status Date: _____

Vendor Name: 1 Corporate Express Canada Inc.

Commodity: _____

Inv Item: _____

Description: 1 pencils, pens
2 itm# FG-39045

Est Price: 1.1200
Quantity: 25.000
Unit of Issue: EA Each

Trade Disc Amt: 2.80
Trade Disc Pct: 10.000
Extended Price: 25.20

Work Or/Type/Flg: _____

Tax Codes: 1 _____

Desired Date: 12/09/12
Fixed Asset: _____
Vendor Part: _____
Form/Box/Loc: _____
Comments: 1 _____

GL Account No: 11-5-632000-63225
Percent: 100.000
Quantity: 25.000

GL Funds Availability: 25.20

Business Office: Off

Bgt: 13375.00
Exp: 4330.44
Enc: 0.00
Req: 25.20

- When Finished click 'Save' and then 'Update'
- At this point a new requisition line is opened for the next item.
 - A second item can be entered, or
 - Click 'Cancel' and then 'Cancel' to exit the item detail screen

DATATEL REQUISITIONS

Description		Quantity	Estimated Price	Page 1 of 1	
1	pencils, pens	25.000	1.1200	25.20	
2	paper	10.000	52.5000	525.00	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
Taxes			Amounts		Item Total
1					550.20
2					0.00
					Req Total
					550.20

- The summary screen will display the items entered on the previous detail screen
- Click 'Save' and then 'Update'



DATATEL REQUISITIONS

REQM - Requisition Maintenance

Requisition: _____ Status: _____ Status Date: _____

Requisition Date: 12/09/05 Maintenance Date: _____
Initiator: Mr Rodenick C. Liewa Requisition Amt: 550.20
Desired Date: 12/09/12

Vendor ID: 0049457
Name: 1 Corporate Express Co
Address: 1 PO Box 2050, CRO
City/Pr/PC: Halifax
Country: _____
Currency: _____
Ship To: BL Facilities Manage
Ship Via: BW BEST WAY
Terms: 01 DUE ON RECEIPT
FOB: _____
Commodity: _____

Approvals: 1 Rod Llewellyn
Buyer: _____
Expire Date: _____
AP Type: _____
Invn Store: _____

Line Items: 2
Printed Comments: 1
Comments: 1
Priority: _____
Requisition Done: No

This Requisition has been assigned a Number of 0047030

OK

- Click 'Save' and then 'Update'
- A requisition number will be given (relevant internally only)
- Once approved the Purchasing Office will generate the Purchase Order and fax this to the vendor on your behalf

DATATEL REQUISITIONS

- The Department will receive two hard copies of the Purchase Order
- To have an invoiced paid the following is required to be sent to Accounts Payable:
 - Second copy of Purchased Order signed by department
 - Original invoice (this may have come directly to Accounts Payable)
 - Shipping document, bill of lading, etc. if applicable