

# Creating an Agreement Requisition

## USE:

- Encumbering funds to be held for payments for an agreement (usually service contract) throughout the year.

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## Steps:


1. NAVIGATION: **eProcurement / Create Requisition**

2. Choose  [Special Request](#)

3. Select  **Service** Click

4. Select  **Fixed Cost** Click  for most service agreements. If the cost is annual for a specific amount use fixed cost. Otherwise, contact the buyer for instructions.

5. Perform tasks below:

In This Field	Enter
Description	<b>AGMT-Description of the requisition</b> Be sure to start your description with " <b>AGMT-</b> " to signify that this is an agreement. <i>Example: AGMT_MAINT_RENEWAL</i>
Category	Type partial name. <b>ex: MAINT AGMT-</b> , then click  Select appropriate category
Value of Service	Annual price of the agreement
Start Date	In most cases this will be <b>6/1/2011</b>
Due Date	In most cases this will be <b>5/31/2012</b>
Quote number and Quote date	Enter this information, if appropriate

6. CLICK HYPERLINK [Vendor Lookup](#) **DON'T FORGET**

7. In **Name** field, search for a vendor by typing a partial name with %. Ex: Name:


8. Click .



9. Select  next to the vendor you want.


10. In field **Comment Text:**, enter details about the requisition including **model numbers, and serial numbers.**

11. Click

## Creating an Agreement Requisition cont.

12. Select  to confirm the **Shipping Address**.

13. To change **Ship To Location**, click magnifying glass  **MORE**  **\*Ship To Location**

14. Click  to enter Cost Distribution (Chartstring)

15. Change Distribute by **Qty** to **Amt**  **\*Distribute by**  
Amt


This allows multiple invoices to be paid from this agreement.

16. Perform tasks below:

In This Field	Enter
Department	<b>Required (6 digits)</b> may be defaulted
Fund	<b>Required (3 digits)</b>
Fund Source	<b>Required (5 digits)</b>
Program Code	<b>Required (Zero's or 5 digits)</b>
Function	<b>Required (3 digits)</b>
Property	<b>Required (Zero's or 5 digits)</b>
<a href="#">Project/Grant</a>	<b>Blank or 7 digits</b>
Account	<b>Will default based on the category selected. Be sure you have sufficient funding in the proper account.</b>

17. Click the More Details tab. Enter the **BUDGET DATE** of **06/04/2011** to Charge this Agreement to the Next Fiscal Year.

18. CLICK HYPERLINK: [Return to Requisition Summary](#)

19. Budget Check by clicking on , then click OK

20. Verify that Budget Check Status displays: **Valid**

21. Click Save and Submit

22. Write down the requisition number



Requisition has been saved and assigned ID number: 0000000084.  
 This Requisition has been submitted to the approval process.

23. Click Home