

Stockroom Requisitions

I. **Defined:**

1. A Stockroom Requisition is a request for items stocked on-campus at Central Stores.
2. The following items should ***always*** be ordered from Central Stores:
 - a. Any stationery item with the Seminary logo (letterhead, paper, envelope, folder, project cover, etc.)
 - b. Inter-office delivery envelopes
 - c. Facial tissue
 - d. Cash delivery forms
 - e. Campus maps
 - f. Mailing labels
 - g. Any Seminary publication (catalogs, viewbooks, Tie magazines, etc.)
3. Please allow 2 business days for delivery.
4. If you have any questions concerning stockroom requisitions, please call Sid 4397.

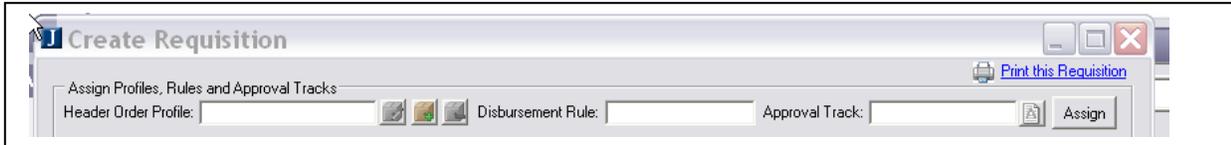
II. **Creating a Stockroom Requisition:**

1. Login to Jenzabar EX
2. Click on Business Office, then Purchasing (Do not select Common.)
3. Click the Tasklist Menu, Click Open
4. Double-click your department
5. Double-click Requisitions (including Stockroom)
6. Enter the following information on the requisition (Always use the tab key to move through the requisition)
 - a. In the 'Requisition Profile' section use the Requisition Text field to give delivery instructions, or other pertinent info.
 - Ex. "Call before delivery." Please remember to always include a room number and an extension number.
 - b. Click on 'Suggest a Vendor'
 - c. Vendor ID – 176000
 - d. In the 'Default Line Items' area:
 - Enter your account number* (enter "00" at the end if there is not a 5th component)
 - Do not enter dashes
 - **Only one account number per Requisition!*
 - e. Click Assign button to the right of Account number
 - f. Inv Code (Scroll down to select the desired item from the pull-down menu. *Please call ext. 4397 if you encounter any problems.*)
 - g. Tab twice, enter the desired Quantity, and tab once. All other pertinent information will be entered automatically.
7. If you wish to order more than one item, right-click in the gray area at the bottom, click 'Add Row', and enter in the desired item using the same process described above.

8. Click the Save button (Do not click the Submit for Approval)
9. Print using instructions below.

III. Printing a Requisition:

1. Click 'Print this Requisition' at top right of form. (Appears after clicking Save)



2. Select "r_print_requisition_sbs_stockroom" from drop-down (Do not select any other option), select 'Preview' and then 'Print Requisition'.
3. A finished image of the requisition will appear for review. If no corrections are necessary, print a copy.
4. Have the Department Manager sign in the 'Cost Center Manager' space at the bottom.
5. Send to Central Stores.

Stockroom Requisition Screen:

