

How To Enter a Requisition in RSSP – Updated for 25B

This document will walk you through entering a requisition.

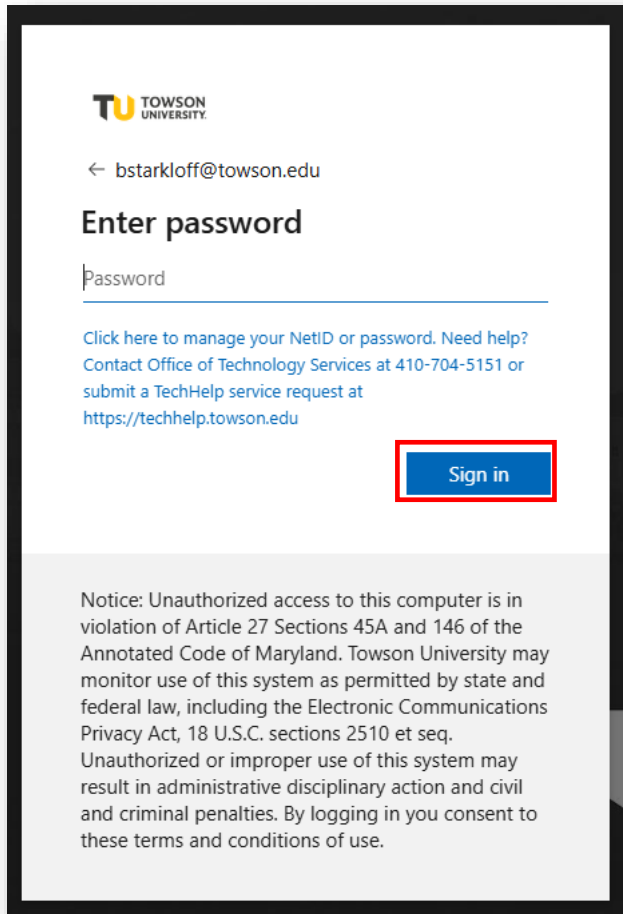
For ease of use, please have your 4-digit source and 5-digit cost center ready before beginning a new requisition.

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Create non-catalog request

Log into [Stratus Financials](#) using Company Single Sign-On.

A screenshot of the Towson University login page. The page has a white background with a black border. At the top left is the Towson University logo (TU TOWSON UNIVERSITY). Below it is the email address 'bstarkloff@towson.edu' with a back arrow. The main heading is 'Enter password'. Below this is a password input field with a blue underline. Under the input field is a link: 'Click here to manage your NetID or password. Need help? Contact Office of Technology Services at 410-704-5151 or submit a TechHelp service request at https://techhelp.towson.edu'. A blue 'Sign in' button with a red border is positioned to the right of the link. At the bottom, there is a grey box containing a legal notice about unauthorized access to the computer system.

TU TOWSON UNIVERSITY

← bstarkloff@towson.edu

Enter password

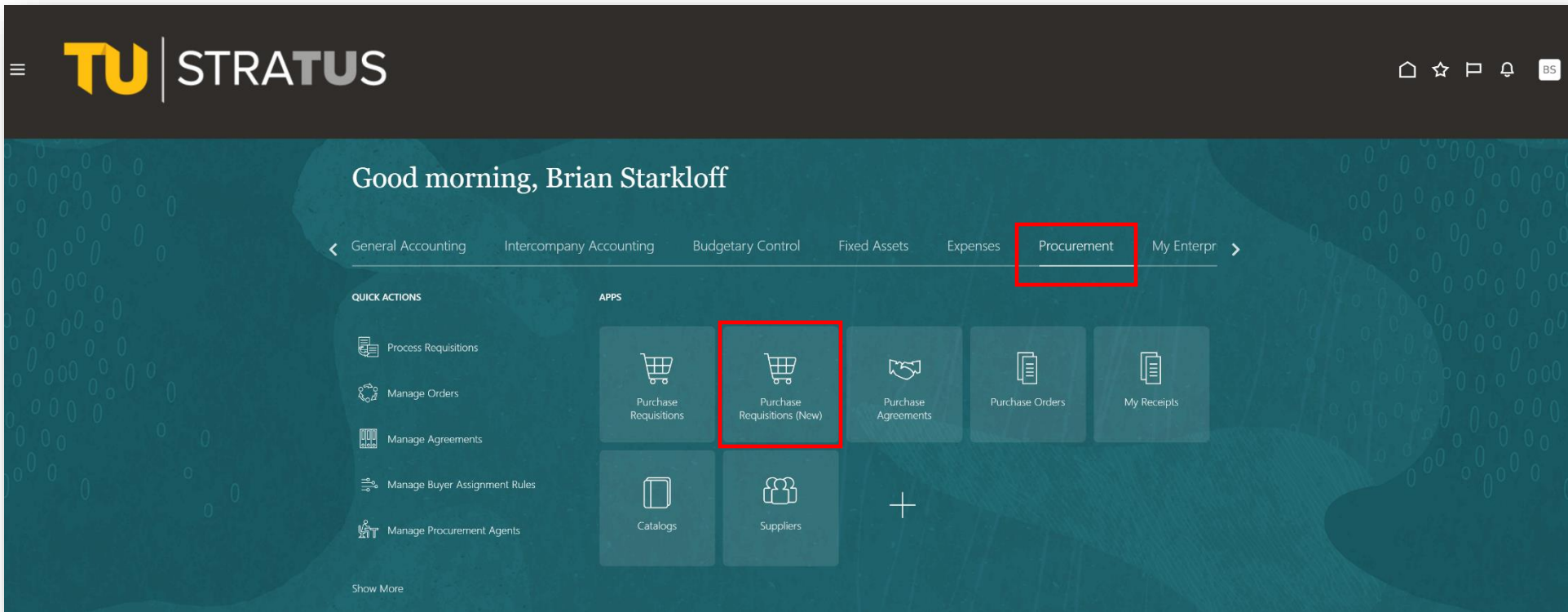
Password

[Click here to manage your NetID or password. Need help?](#)
[Contact Office of Technology Services at 410-704-5151 or submit a TechHelp service request at https://techhelp.towson.edu](#)

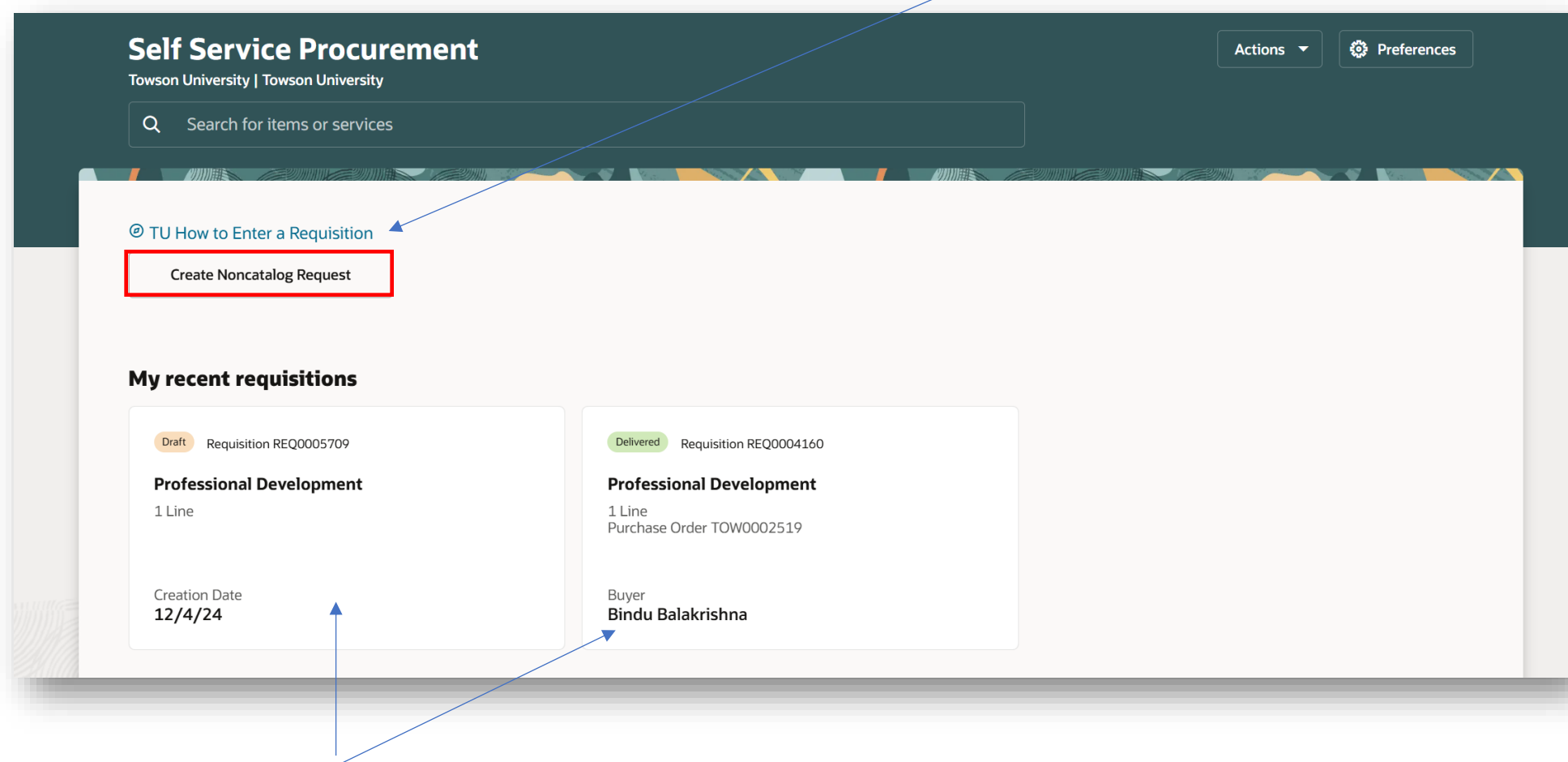
Sign in

Notice: Unauthorized access to this computer is in violation of Article 27 Sections 45A and 146 of the Annotated Code of Maryland. Towson University may monitor use of this system as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. sections 2510 et seq. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By logging in you consent to these terms and conditions of use.

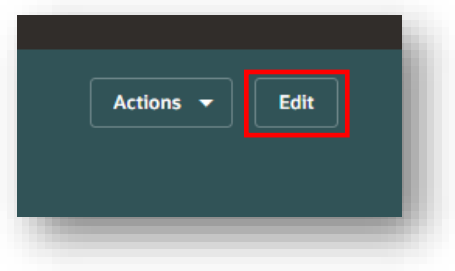
Navigate to the Procurement tab and select the Purchase Requisition (New) tile.



Select Create Noncatalog Request to start a new requisition. Tip: This guide is available here.



Tip: You can edit your recent requisitions by click on them here.



After opening a recent requisition, Click Edit at the top right to make changes.

Here is the requisition form. Begin by filling out the item description, followed by Item Type. Depending on the item type you select, you will need to complete the remaining fields based on that items type such as Category (account), Quantity, Unit of Measure (UOM), Pricing options, and Source/Supplier (If you want to choose a supplier that is not already in the system, see appendix.)

Item types: These options replace the different non catalog request forms in the old system. Select Goods by quantity, services by amount or services by quantity.

Create Noncatalog Request

CancelAdd to ListAdd to Cart

Item Description

Required

Item Type
Goods billed by quantity

Category

Required

Pricing

Quantity
1

UOM

Required

Price

Currency
USD

Source

☐ New supplier

Supplier

Supplier Site

Supplier Contact

Supplier Item

Wildcard Tip: When searching for Supplier, you can type % before or after any letters the supplier contains, and results will populate. This comes in handy if you are unsure of exactly how the supplier is listed within the system. For example, if you are searching for “Baltimore Business Journal” you can type %bus and it will populate.

Supplier

Supplier

%bus

▼

Abbott Bus Lines

American Combustion Industries Inc

Anderson Bus Co

Baltimore Business Journal

Supplier Site

▼

For attachment category, leave the selection of: To Buyer. Then drag and drop your attachment(s).

Internal to Requisition

To Receiver

Miscellaneous

To Approver

To Buyer

To Supplier

Category

To Buyer

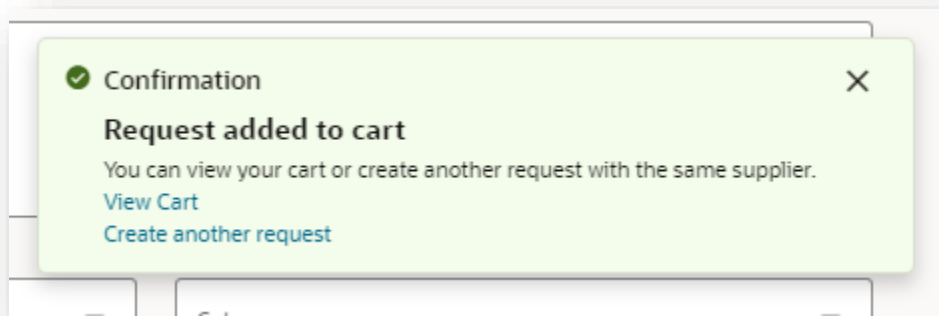
Drag and Drop

Select or drop files here.

URL

Add URL

When your form is complete, select Add to Cart at the top right.



After you add to cart, this confirmation box will appear. You can now select View Cart to complete the requisition process. Or if you want to create another line for this requisition, you can select create another request.

Header

Header of Requisition: Within the Requisition summary you will find additional options for delivery, urgency, notes, etc. Click on the icon here.

This icon will take you to header info:

Cart

Requisition REQ0005963

Supplies Admin-Markers, Pens, Boards

Sold By Uline

\$100.00 Each

Quantity

25

Supplies Janitorial

Sold By Uline

\$200.00 Each

Quantity

5

TEST Office chairs First floor Admin

Sold By Uline

\$800.00 Each

Quantity

10

Requisition summary

Subtotal

\$11,500.00

Estimated Tax

\$0.00

Approval Amount

\$11,500.00

Description

Requester

Oreoluwa Oyelaja

Deliver to Location

Towson University

Charge To

Multiple

Funds Status

Not reserved

Budget Date

Multiple

Self Service Procurement

My Requisitions

Cart 3

Requisition Header info:

Here you may add an additional Header level Description or Justification. These fields are optional.

You can change the Requester if you are entering a requisition on behalf of someone else. This requisition will be routed to them.

If you want to change the requested delivery date, click on the icon to the right and select a new date.

REQ0005296
Requisition

Cancel Update

Description

Justification

Delivery

Requester
Brian Starkloff

Requested Delivery Date
9/25/24

Deliver to Location
Towson University

☐ Urgent

If this is an Urgent requisition, you can indicate that by selecting this box.

When finished, click Update at the top right.

If you are entering a requisition for the next fiscal year, change the budgetary control date to the first day of the next fiscal year (7/1/25).

You also can add any notes you have for the supplier here. When finished, click Update.

Charge account

Charge To

1020-20830-608201-00000-000-000000-0000

Budgetary control

Budget Date

9/18/24

Notes

Note to Supplier

Attachments

Category

Internal to Requisition

Drag and Drop

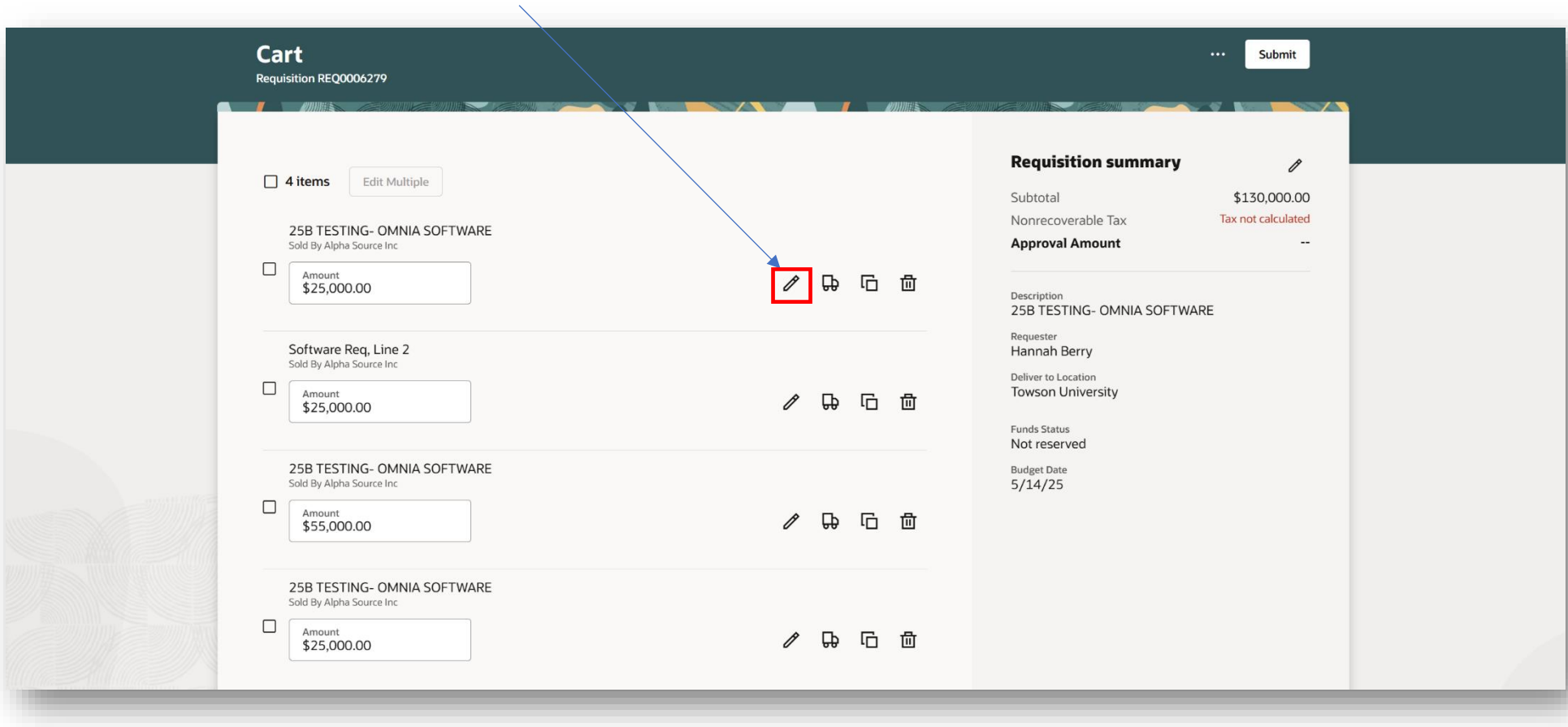
Select or drop files here.

URL

Add URL





Cart





Now we are back in the Cart. If you need to make edits to the line item(s) click on the pencil icon.











Cart
Requisition REQ0006279


4 items [Edit Multiple](#)

☐ 25B TESTING- OMNIA SOFTWARE
Sold By Alpha Source Inc
Amount \$25,000.00    

☐ Software Req. Line 2
Sold By Alpha Source Inc
Amount \$25,000.00    

☐ 25B TESTING- OMNIA SOFTWARE
Sold By Alpha Source Inc
Amount \$55,000.00    

☐ 25B TESTING- OMNIA SOFTWARE
Sold By Alpha Source Inc
Amount \$25,000.00    

Requisition summary 

Subtotal \$130,000.00
Nonrecoverable Tax Tax not calculated
Approval Amount --

Description
25B TESTING- OMNIA SOFTWARE

Requester
Hannah Berry

Deliver to Location
Towson University

Funds Status
Not reserved

Budget Date
5/14/25

Line Details and Delivery and Billing

Make any edits you need to, then click Update when you are finished.

Note that you can select between Line Details and Delivery and Billing Details here:

Requisition Line Details

Requisition REQ0006279

Cancel

Update

Line Details

Delivery and Billing Details

Item Description

25B TESTING- OMNIA SOFTWARE

Item Type

Services billed by amount

Category

Software Licences Administrative

Pricing

Amount

\$25,000.00

Currency

USD

Source

☐ New supplier

Supplier

Alpha Source Inc

Supplier Site

000

Supplier Contact

Supplier Item

You can change the amount here.

You can delete a line here.

Cart

Requisition REQ0006279

...

Submit

☐ 4 items

Edit Multiple

25B TESTING- OMNIA SOFTWARE

Sold By Alpha Source Inc

☐

Amount

\$25,000.00

Software Req. Line 2

Sold By Alpha Source Inc

☐

Amount

\$25,000.00

25B TESTING- OMNIA SOFTWARE

Sold By Alpha Source Inc

☐

Amount

\$55,000.00

25B TESTING- OMNIA SOFTWARE

Sold By Alpha Source Inc

☐

Amount

\$25,000.00

Requisition summary

Subtotal

\$130,000.00

Nonrecoverable Tax

Tax not calculated

Approval Amount

--

Description

25B TESTING- OMNIA SOFTWARE

Requester

Hannah Berry

Deliver to Location

Towson University

Funds Status

Not reserved

Budget Date

5/14/25

You can edit delivery and billing here.

You can duplicate here.

You can now edit multiple lines at the same time by clicking on the boxes to the left of the line, then clicking on the Edit Multiple button.

Cart

Requisition REQ0006279

...

Submit

2 of 4 selected

Edit Multiple

25B TESTING- OMNIA SOFTWARE

Sold By Alpha Source Inc

☒

Amount
\$25,000.00

Software Req, Line 2

Sold By Alpha Source Inc

☒

Amount
\$25,000.00

25B TESTING- OMNIA SOFTWARE

Sold By Alpha Source Inc

☐

Amount
\$55,000.00

Requisition summary

Subtotal

\$130,000.00

Nonrecoverable Tax

Tax not calculated

Approval Amount

--

Description

25B TESTING- OMNIA SOFTWARE

Requester

Hannah Berry

Deliver to Location

Towson University

Funds Status

Not reserved

Budget Date

5/14/25

5/2025

Page 15 of 54

Here you can make edits to the multiple likes you selected. You can edit things such as the delivery options or changing the charge account.

2 Requisition Lines

Edit delivery and billing details for the selected lines.

Cancel

Update

> Selected lines

Delivery

Requester

Requested Delivery Date

Deliver to Location

☐ Urgent

Line additional information

Attribute Value

Attribute Value

Charge account

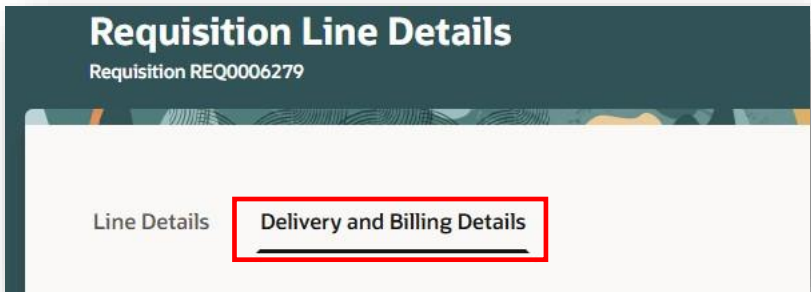
Charge To

---00000-000-000000-0000

5/2025

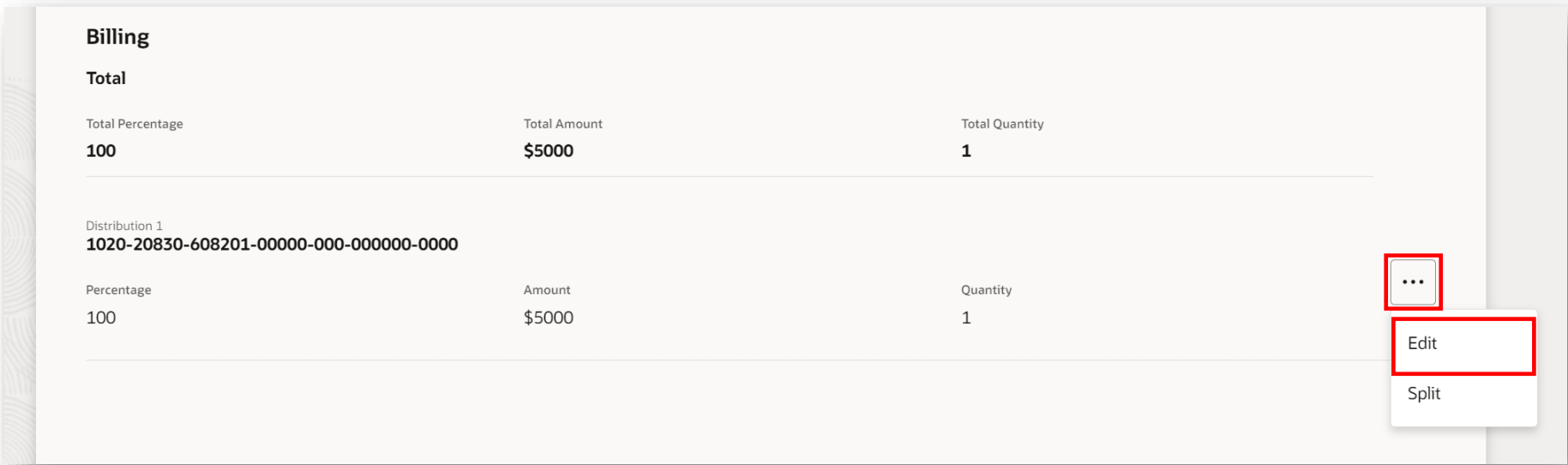
Page 16 of 54

In the Delivery and Billing Details section, you can edit the distribution.



You can edit the distribution to charge another cost center than the one that is listed. Also, you can split these charges between your cost center and another one. Click on the 3 dots (...) here and select Edit.

*For Splitting the cost between multiple cost centers, see appendix.



NOTE: The ALIAS functionality utilized in the Classic Requisition and on other documents like expenses and invoices to search for correct combinations was not carried into RSSP. You will need to be aware of your source and cost center combinations to make this process simpler. If you want to change your source and cost center, you can simply delete the numbers and type in new ones. The system will bring up drop down lists with valid values in each COA segment to make selection easier.

Charge Account

Distribution 1

Quantity
1

Amount
\$2,500.00

Percentage
100

Budget Date
9/18/24

Charge account

Charge To
1020-20830-608201-00000-C

Distribution 1

Quantity
1

Amount
\$2,500.00

Percentage
100

Budget Date
9/18/24

Charge account

Charge To
1020-18930-608201-00000-C

Tip: If you get an error message here, again make sure the combination is correct, and that this natural account has been used in the past. Retype the natural account and it might work the 2nd time (this is something we are working on making easier)

DO NOT use the icon to the right of the Charge account box to update the account string, as this functionality is not compatible with our system.

Distribution 1

Quantity
1


Amount
\$2,500.00

Percentage
100

Budget Date
9/18/24

Charge account

Charge To
1020-20830-608201-00000-(



Click update when finished.

Cancel

Update

Be sure to Check Funds to confirm funding is available for this requisition. Select the dot menu (...) and Check Funds.

Cart

Requisition REQ0006279

...

Submit

Check Funds

View Approvers

View PDF

Save for Later

☐ 4 items

Edit Multiple

25B TESTING- OMNIA SOFTWARE

Sold By Alpha Source Inc

☐

Amount

\$25,000.00

Software Req, Line 2

Sold By Alpha Source Inc

☐

Amount

\$25,000.00

Requisition summary

Subtotal

Nonrecoverable Tax

Approval Amount

Description

25B TESTING- OMNIA SOFTWARE

Requester

Hannah Berry

Deliver to Location

Towson University

✓

The requisition passed the funds check process.

View details

You will see this message if it has passed the funds check process.

Cart Menu

The dot (...) menu also allows you to View PDF which is a preview of your requisition in PDF format.

Cart

Requisition REQ0006279

...

Submit

☐ 4 items

Edit Multiple

25B TESTING- OMNIA SOFTWARE

Sold By Alpha Source Inc

☐

Amount
\$25,000.00

Software Req, Line 2

Sold By Alpha Source Inc

☐

Amount
\$25,000.00

Requisition summary

Subtotal

Nonrecoverable Tax

Approval Amount

Description
25B TESTING- OMNIA SOFTWARE

Requester
Hannah Berry

Deliver to Location
Towson University

Check Funds

View Approvers

View PDF

Save for Later

PDF Preview

Here is an example of the PDF



Requisition REQ0005778 (1.00 USD)

Report Date 2/21/25 11:41 AM EST
Page 1 of 1

Requisitioning BU	Towson University	Requisition Amount	1.00 USD
Entered By	Starkloff, Brian	Approval Amount	1.00 USD
Status	Incomplete	Procurement Card	
Description	testing 1 2 3	Justification	none
Emergency Requisition	No	Funds Status	Not reserved

Attachments

Title	File Name or URL	Description
green.JPG	green.JPG	

Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
1		For Testing new RSSP release (to be cancelled)	Administrative Hearing Charge	1	Each	1.00 USD	1.00	Incomplete	Not reserved

Requester	Starkloff, Brian	Supplier	Busch Systems International, Inc.
Urgent	No	New Supplier	No
Requested Delivery Date	12/17/24	Supplier Site	000
Deliver-to Location Type	Internal	Supplier Contact	
Deliver-to Location	Towson University	Contact Phone	
Deliver-to Address	8000 York Road United States Towson, MD 21252 Baltimore	Supplier Item	
Destination Type	Expense	Note to Supplier	
Subinventory		Note to Receiver	
Note to Buyer			

Distribution	Charge Account	Budget Date	Percentage	Quantity	Amount (USD)	Funds Status
1	1020-18930-608201-00000-000-000000-0000	12/10/24	100	1	1.00	Not reserved

End of Report

Add Approvers

The dot (...) menu also allows you to view and add Approvers.

Cart

Requisition REQ0006279

4 items

Edit Multiple

25B TESTING- OMNIA SOFTWARE

Sold By Alpha Source Inc

Amount

\$25,000.00

Software Req, Line 2

Sold By Alpha Source Inc

Amount

\$25,000.00

Requisition summary

Subtotal

Nonrecoverable Tax

Approval Amount

Description

25B TESTING- OMNIA SOFTWARE

Requester

Hannah Berry

Deliver to Location

Towson University

...

Submit

Check Funds

View Approvers

View PDF

Save for Later

5/2025

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You will see the list of approvers here. Click on the name of an approver already listed, then select + Add Approvers, to add an approver to this requisition.

Tip: When a cost center manager creates the requisition, the cost center manager’s name may appear in the approver list preview, the requisition will go to their supervisor since cost center managers can’t approve their own requisitions.

<

Approvers

Requisition REQ0006279

Entered By Jennifer Scott

Business Unit Towson University

Description 25B TESTING- OMNIA SOFTWARE

Submit

+ Add Approvers

TU_OFFICE_OF_TECHNOLOGY_SERVICES_GROUP

IT Approval: ITApproval

Oreoluwa Oyelaja

Cost Center Approval

Hailu Deressa

Cost Center Approval: CostCenterManager

Jennifer Scott

Cost Center Approval: CostCenterManager

Hannah Berry

Requester FYI: NotifyRequestersFYI

Submitted By

You

Add approvers

Bruce Jones

Select the approver you want to add parallel to the current participant.

Approver
Gina

Gina Laupert
invalidglaupert@towson.edu

Gina Peach
gpeach@towson.edu

Gina Pomilla
invalidgpomilla@towson.edu

Regina Carlow
invalidrcarlow@towson.edu

Regina Ging
invalidrging@towson.edu

Type in the name of the person you want to add as an approver beginning with their first name. When you see the name, select it from the menu.

5/2025

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Add approvers

Jennifer Scott

Select the approver you want to add parallel to the current participant.

Approver



Required

☒ FYI only

You can check the FYI only box here if you want to include someone in the requisition for informational purposes only and not as someone who will need to approve it. Kind of like a CC on an email.

Add approvers

Bruce Jones

Select the approver you want to add parallel to the current participant.

Approver
Gina Peach

Enter at least 3 characters.

Cancel

Add

Select Add at the bottom right.

You will see the new approver listed. If finished, click Submit and you will get a confirmation that your requisition has been submitted. If you are not ready to submit, click the back arrow next to Approvers to go back to the requisition page.

<

Approvers

Requisition REQ0005778

Entered By

Brian Starkloff

Business Unit

Towson University

Description

testing 1 2 3

+ Add Approvers

Bruce Jones

Cost Center Approval

Gina Peach

Cost Center Approval

Submitted By

You

✔ Confirmation

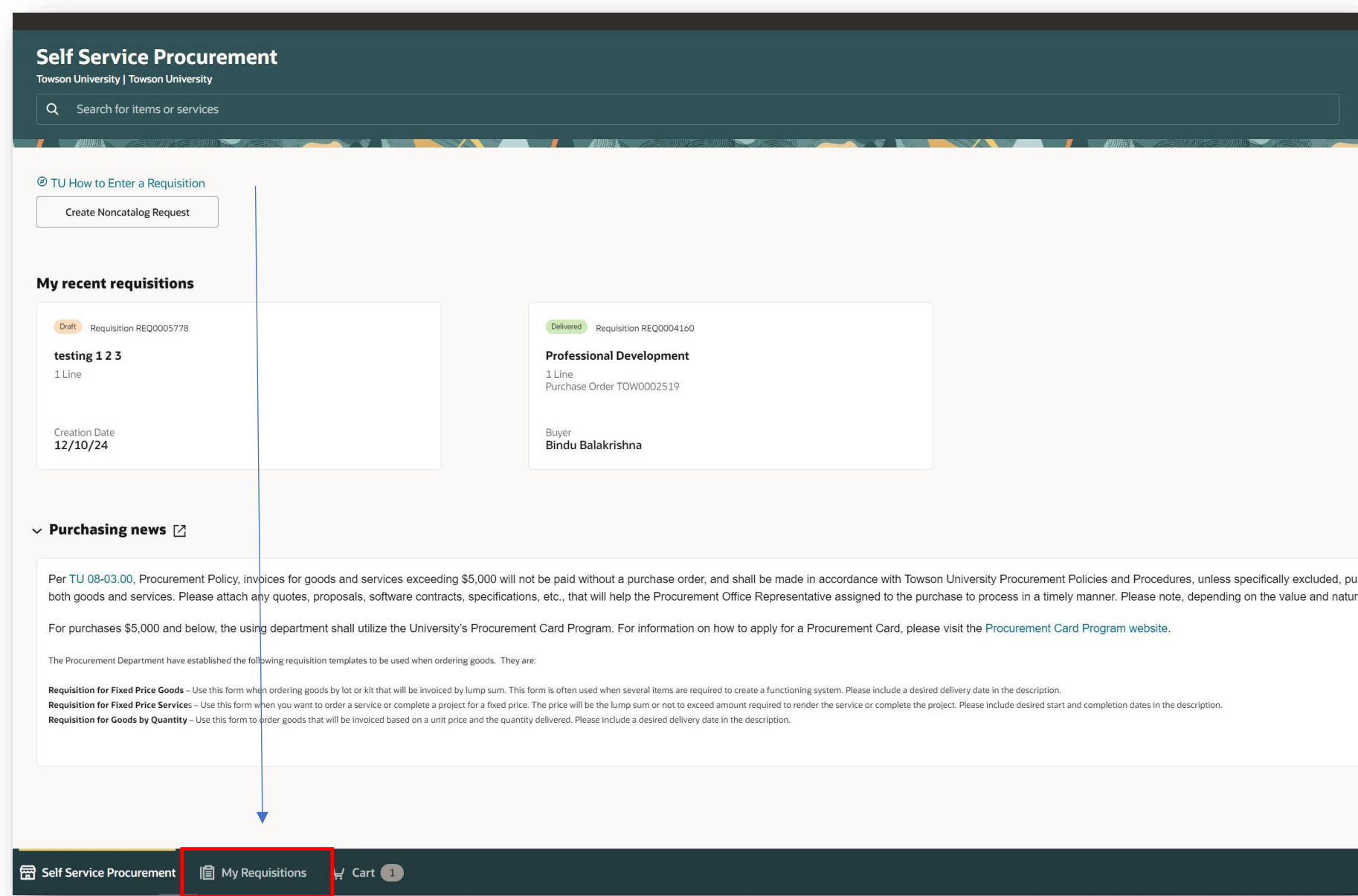
×

Requisition submitted

Requisition REQ0003984 was submitted for approval.[View requisition](#)

My Requisitions Tab

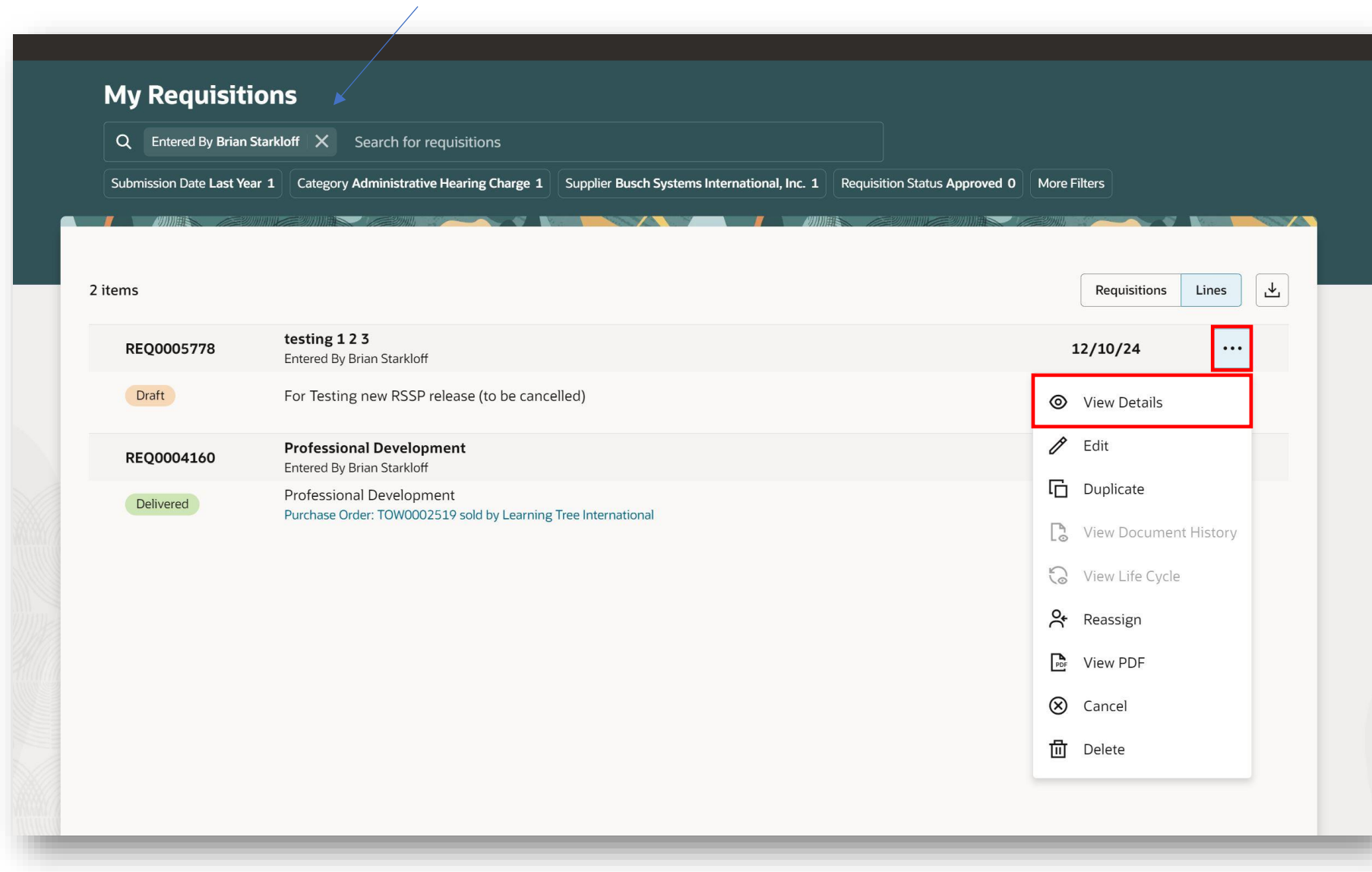
You can view all of your submissions by clicking My Requisitions at the bottom of the page.



View Details

By clicking on the 3 dots (...) on the right and selecting View Details, you can see the current status of the requisition.

You can also search any requisitions here by using the Entered by box.



View Details:

Requisition REQ0005307

Approved

Towson University

Entered By Brian Starkloff Creation Date 9/24/24

Actions Edit

Description

Computer

Justification

Subtotal

\$5,000.00

Estimated Tax

\$0.00

Approval Amount

\$5,000.00

Funds Status

Reserved

> More information

Lines

Approved

Computer
Approval Date: 9/24/24

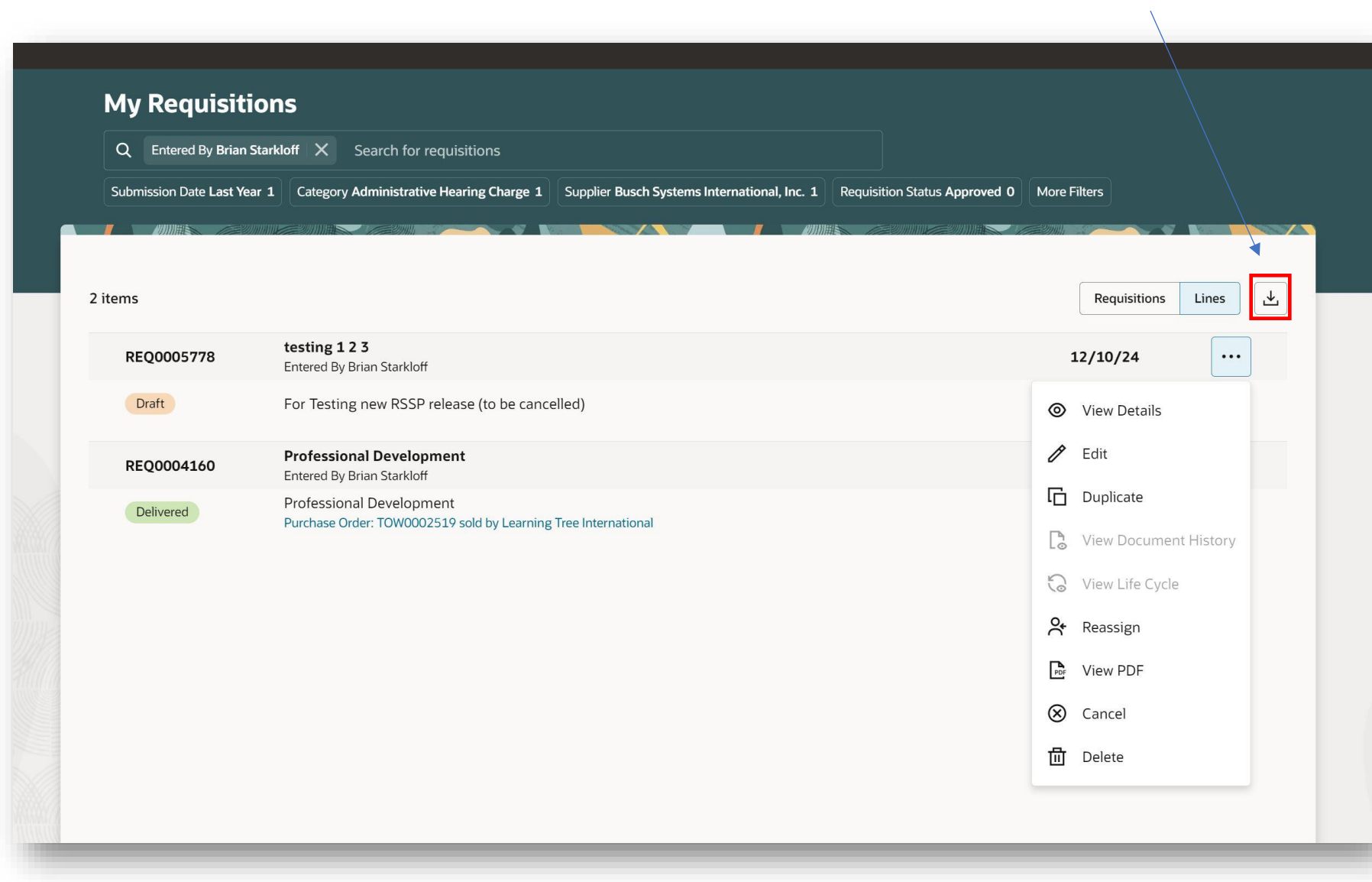
Cost Center 20830
\$5,000.00

1 Each

...

Downloading

If you want to download all of your requisition lines listed on the My Requisitions page to Excel, select the download icon here:



The default view for this page is by Lines. You can change your view to Requisitions if you want a more summarized view.

My Requisitions

Q

Entered By Oreoluwa Oyelaja

X

Search for requisitions

Submission Date This Quarter 19

Creation Date This Quarter 24

Category Administrative Hearing Charge 5

Supplier Proquest LLC 6

More Filters

41 items

Requisitions

Lines

Download

REQ0005963	Supplies Admin-Markers, Pens, Boards Entered By Oreoluwa Oyelaja	2/20/25	...
Pending approval	Supplies Admin-Markers, Pens, Boards	25 Each	...
Pending approval	Supplies Janitorial	5 Each	...
Pending approval	TEST Office chairs First floor Admin	10 Each	...
REQ0005961	TEST 2 Multiple Lines and Same buyer Entered By Oreoluwa Oyelaja	2/17/25	...
Order canceled	TEST-construction Admin Building-Windows Purchase Order: TOW0003583 sold by Towson City Center LLC Cancellation Reason: Test	4 Each	...
Ordered	Mobile device- TEST-Window Glue Purchase Order: TOW0003583 sold by Towson City Center LLC	4 Each	...
REQ0005960	Test - Create a Rec Entered By Oreoluwa Oyelaja	2/17/25	...
Draft	Test - Approver Edit This req	5 Each	...

My Requisitions

Cart

Here is the Requisitions view.

My Requisitions

Q

Entered By Oreoluwa Oyelaja

X

Search for requisitions

Submission Date This Quarter 14

Creation Date This Quarter 16

Category Administrative Hearing Charge 3

Supplier Proquest LLC 4

More Filters

28 items

Requisitions

Lines

<div>Pending approval</div>	<div>REQ0005963</div> <div>Supplies Admin-Markers, Pens, Boards</div> <div>Entered By Oreoluwa Oyelaja</div>		<div>\$11,500.00</div>	<div>2/20/25</div>	<div>...</div>
<div>See line details</div>	<div>REQ0005961</div> <div>TEST 2 Multiple Lines and Same buyer</div> <div>Entered By Oreoluwa Oyelaja</div>	<div>Purchase Order: TOW0003583 sold by Towson City Center LLC</div>	<div>\$44,000.00</div>	<div>2/17/25</div>	<div>...</div>
<div>Draft</div>	<div>REQ0005960</div> <div>Test - Create a Rec</div> <div>Entered By Oreoluwa Oyelaja</div>		<div>\$110,000.00</div>	<div>2/17/25</div>	<div>...</div>
<div>Pending approval</div>	<div>REQ0005959</div> <div>Test - Create a Rec</div> <div>Entered By Oreoluwa Oyelaja</div>		<div>\$10,000.00</div>	<div>2/17/25</div>	<div>...</div>
<div>Approved</div>	<div>REQ0005955</div> <div>NEW SUPPLIER- TEST</div> <div>Entered By Oreoluwa Oyelaja</div>		<div>\$6,400.00</div>	<div>2/13/25</div>	<div>...</div>
<div>Ordered</div>	<div>REQ0005954</div> <div>TEST-Films on Demand Master Academic Collection TWO</div> <div>Entered By Oreoluwa Oyelaja</div>	<div>Purchase Order: TOW0003579 sold by Proquest LLC</div>	<div>\$5,000.00</div>	<div>2/13/25</div>	<div>...</div>

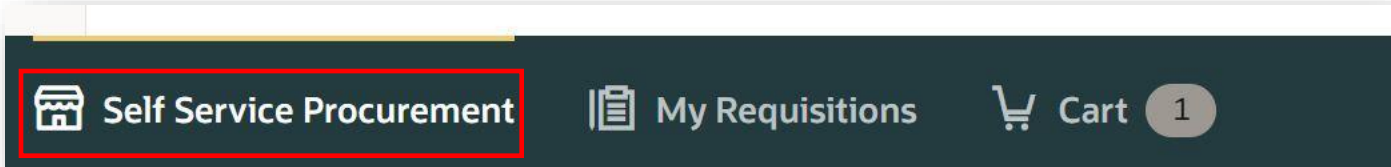
nt

My Requisitions

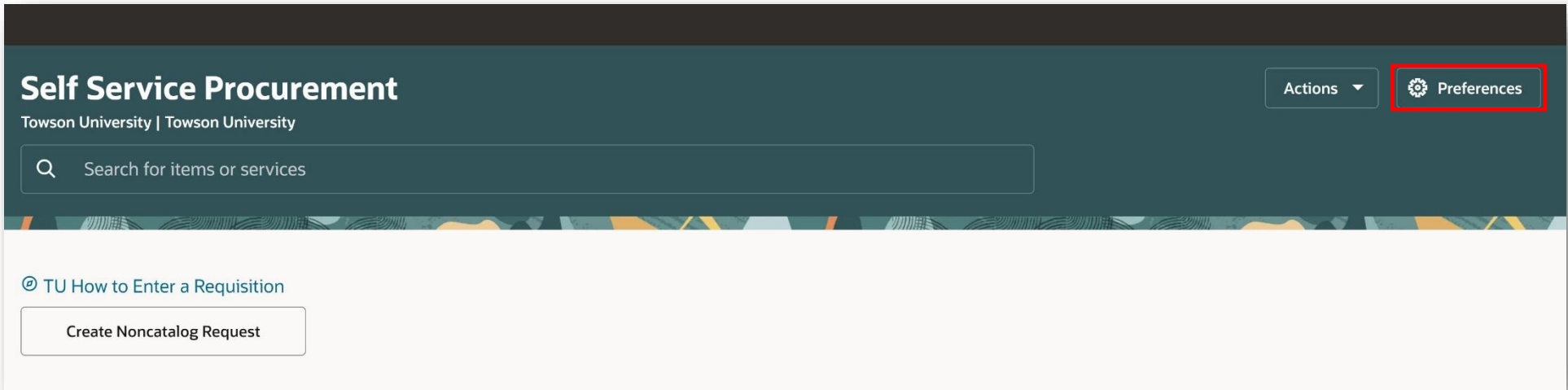
Cart

Default Preferences

To change your default preferences on these views, go to the Self Service Procurement tab:



From here, select Preferences:



Preferences

Requisitioning BU
Requisitioning BU
Towson University

Delivery

Requester
Brian Starkloff

Deliver to Location
Towson University

Charge accounts +

Display settings
Display preferences apply to all BUs you have access to.

☐ Show the table view for the cart

☐ Show the table view for search results

☒ Show the requisitions view for my requisitions

Cancel Update

Here you can check the boxes under the Display settings if you wish to apply that option for your cart, and/or my requisitions. Do not use the 2nd box for search results as we do not have this option enabled.

To permanently keep the requisition view in My Requisitions, select that here.

Click Update.

Preferences

Requisitioning BU
Requisitioning BU
Towson University

Delivery

Requester
Brian Starkloff

Deliver to Location
Towson University

Charge accounts +

Display settings
Display preferences apply to all BUs you have access to.

☒ Show the table view for the cart

☐ Show the table view for search results

☐ Show the requisitions view for my requisitions

Cancel Update

To show the table view for your cart, select that here.

Click Update.

Here is what your cart will look like if you enable “Show the table view for the cart”

With this view, you will be able to see a listing of all the lines on your requisition. You can also use the search box under More information to search for lines by description, category, or source.

Cart

Requisition REQ0005778

Actions

Submit

Requisition summary

Description

testing 1 2 3

Justification

none

Subtotal

\$1.00

Estimated Tax

\$0.00

Approval Amount

\$1.00

Funds Status

Not reserved

> More information

Q

Search for lines by description, category, or source

Duplicate

Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled)	Administrative Hearing Char	Busch Systems International	1	Each	1.00 USD	1.00 USD	\$1.00		

Click on the truck icon if you want to edit delivery or billing information.
Or the pencil icon if you want to edit the quantity.

Duplicate

Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled)	Administrative Hearing C	Busch Systems Internatio	<input type="text" value="1"/>	Each	1.00 USD	1.00 USD	\$1.00		<div> </div>

When finished, select the check mark icon under Action.

Duplicate or Delete

If you want to Duplicate or Delete any of these lines, you would first need to highlight the line by clicking on it, then the Duplicate and Delete options will become available.

Cart

Requisition REQ0005778

Actions

Submit

Requisition summary

Description

testing 1 2 3

Justification

none

Subtotal

\$1.00

Estimated Tax

\$0.00

Approval Amount

\$1.00

Funds Status

Not reserved

> More information

Search for lines by description, category, or source

Duplicate

Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled)	Administrative Hearing Char	Busch Systems International	1	Each	1.00 USD	1.00 USD	\$1.00		

Customize

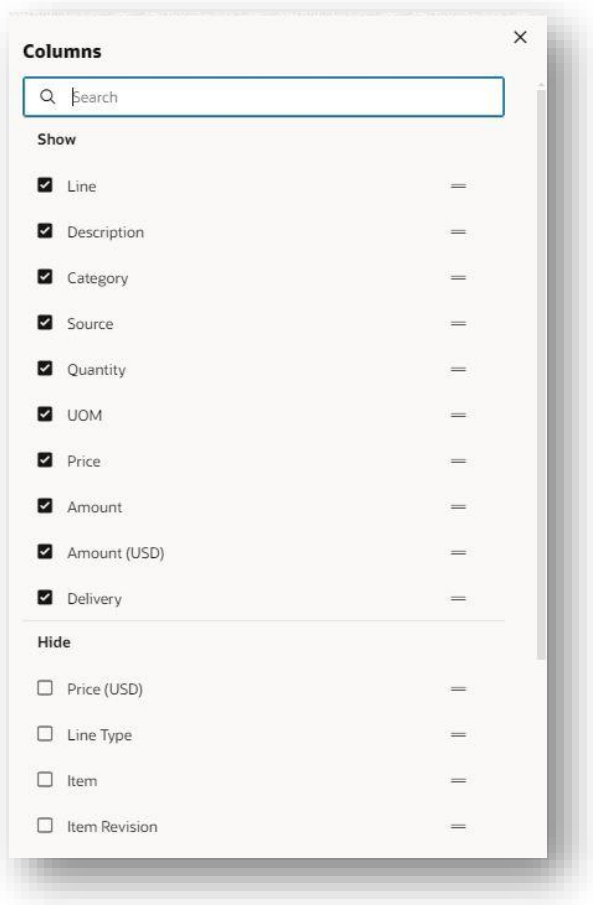
You can also customize your columns by click this icon here

Q Search for lines by description, category, or source

Duplicate

Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled	Administrative Hearing	Busch Systems Interna	1	Each	1.00 USD	1.00 USD	\$1.00		



Here you can check or uncheck any of the columns you'd like to see in your cart.

Reassign

To Reassign or transfer a requisition to someone else, click on the 3 dots (...) to the right of the requisition date and select Reassign.

My Requisitions

Submission Date Last Year 1

Category Administrative Hearing Charge 1

Supplier Busch Systems International, Inc. 1

Requisition Status Approved 0

2 items

REQ0005778	testing 1 2 3 Entered By Brian Starkloff		
Draft	For Testing new RSSP release (to be cancelled)		
REQ0004160	Professional Development Entered By Brian Starkloff	4/15/24	...
Delivered	Professional Development Purchase Order: TOW0002519 sold by Learning Tree International	\$15,368.00	...

View Details

Edit

Duplicate

View Document History

View Life Cycle

Reassign

View PDF

Cancel

Delete

My Requisitions

Cart 1

Reassign requisition

REQ0005307

Reassign To



Enter at least 3 characters.

☐ Notify the assignee



Cancel

Reassign

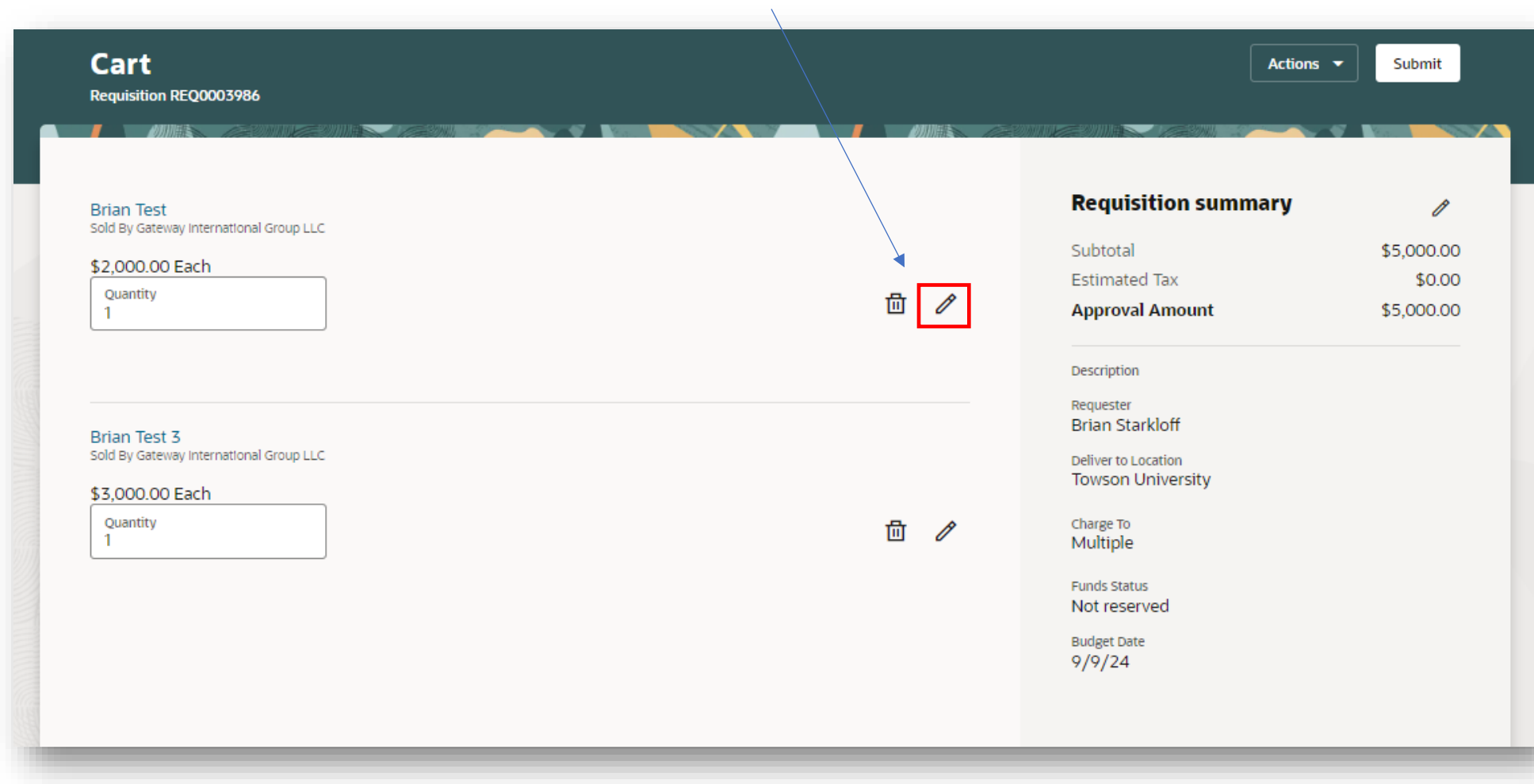
Type in the name of the person you want to reassign to and check the box to Notify the assignee.

Then select Reassign at the bottom right.

Appendix

Appendix 1: Splitting between two different cost centers:

To split the cost of this requisition to different cost centers, first select this edit icon on the item you wish to split in your cart.



Scroll down to the bottom of the page. Click on the 3 dots (...) to the right of the Distribution string and choose Split.

Line Delivery and Billing Details

CancelUpdate

Attachments

Category
Internal to Requisition

Drag and Drop

Select or drop files here.

URL

Add URL

Billing

Total

Total Percentage

100

Total Amount

\$2000

Total Quantity

1

Distribution 1

1020-20830-608201-00000-000-000000-0000

Percentage

100

Amount

\$2000

Quantity

1

...

Edit

Split

Fill in either the Quantity, Amount, or Percentage and the other boxes will automatically update based on your input. Then change the charge account to the other cost center you want charged for this.

Then select Create at the bottom right and you will be returned to the line item details where you will see the 2 cost centers listed.

Distribution 2

Quantity
0.5

Amount
\$1,000.00

Percentage
50

Budget Date
9/9/24

Charge account

Charge To
1020-18930-608201-00000-C

CostCenter	Description
18930	Financial Servi...

Cancel

Create

Appendix 2: Enter new supplier information

If your supplier does not pre-populate in the system, you will need to enter information here. Click the New Supplier box and enter all the new supplier information.

Source

☒ New supplier

Supplier

Supplier Address

Supplier Contact

Fax

Phone

Email

Supplier Item

Appendix 3: Editing as an Approver

To edit a requisition as an approver, click on the requisition name in your bell notifications, or through email.

Notifications

Show All

TRANSFERRED

1 minute ago

Approve Requisition REQ0005499

Oreoluwa Oyelaja

Approve

Reject

Requisition Approval

\$2,000.00

Oyelaja, Oreoluwa

TEST-For Brian

Requisition [REQ0005499](#)

Lines

TEST-For Brian

\$2,000.00

1 x \$2,000.00

Charge Account: 1020-20830-614150-00000-000-000000-0000 State\Support\Admin & Financial Systems and Tec-Construction\Repair Maint-Default Initiative-UO Default-Future-Default Interfund

Budget Date: 11/14/24

Approval History

Oreoluwa Oyelaja reassigned to Brian Starkloff

11/18/24 10:27 AM

Assigned to Gina Peach

11/18/24 10:27 AM

Submitted by Oreoluwa Oyelaja

11/18/24 10:27 AM

REQ0005499.pdf

Edit Requisition

Then select Edit Requisition.

In this example, we will change the price of the requisition, then approve it.

Click on the name of the item.

Requisition REQ0005499

Approver edit

Actions

Submit

TEST-For Brian

Sold by Park Avenue Cleaning

\$2,000.00 Each

Quantity

1

Requisition summary

Subtotal

\$2,000.00

Estimated Tax

\$0.00

Approval Amount

\$2,000.00

Description

TEST-For Brian

Requester

Oreoluwa Oyelaja

Deliver to Location

Towson University

Charge To

1020-20830-614150-00000-000-000000-0000

Funds Status

Not reserved

Budget Date

11/14/24

Change the Pricing, then click Update.

Edit Noncatalog Request

Approver edit

Cancel

Update

Item Description

TEST-For Brian

Item Type

Goods billed by quantity

Category

Construction Repair or Maintenance of Building In

Pricing

Quantity

1

UOM

Each

Price

\$2,500.00

Currency

USD

5/2025

Page 51 of 54

When finished, click Submit.

Requisition REQ0005499

Approver edit

Actions

Submit

✓ The requisition passed the funds check process.

View details

TEST-For Brian

Sold By Park Avenue Cleaning

\$2,500.00 Each

Quantity

1

Requisition summary

Subtotal

\$2,000.00

Estimated Tax

\$0.00

Approval Amount

\$2,000.00

Description

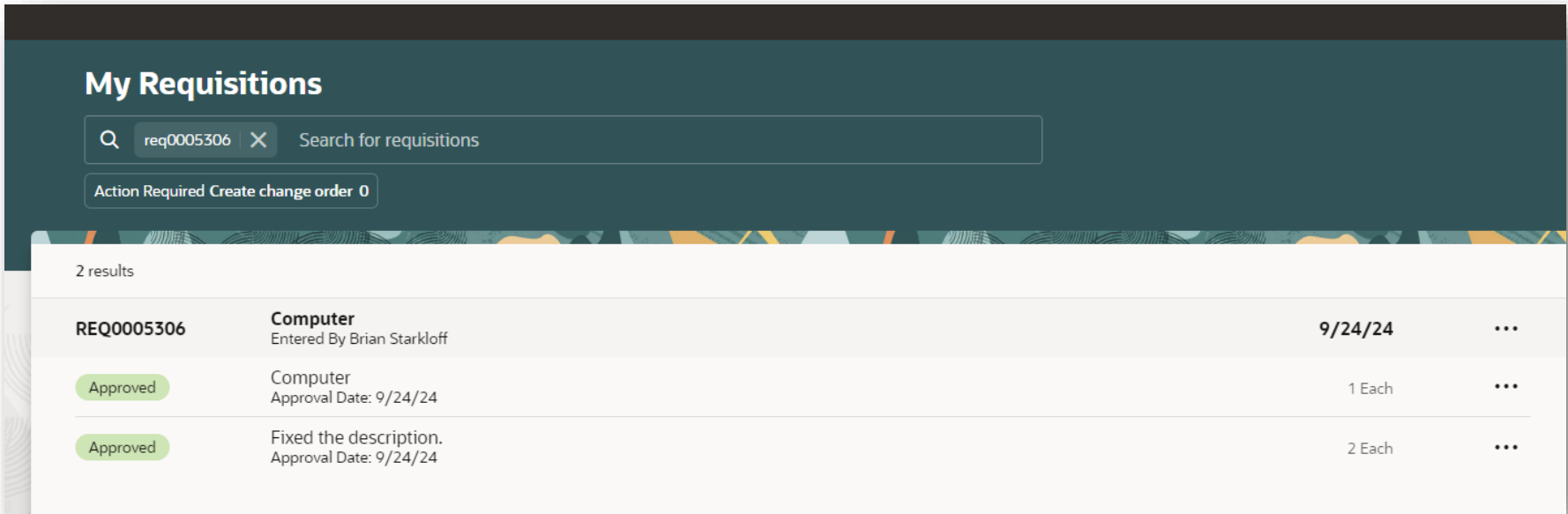
TEST-For Brian

Requester

Oreoluwa Ovelaia

Appendix 4: View document history

Once approved you can search for the requisition on the My Requisitions page, and you should now see that the status has been updated. If you were the last approver, you will see approved. If you were not, it will still say pending approval.



You can also click on the 3 dots and view the approval history/status to see where it is in the process.

