

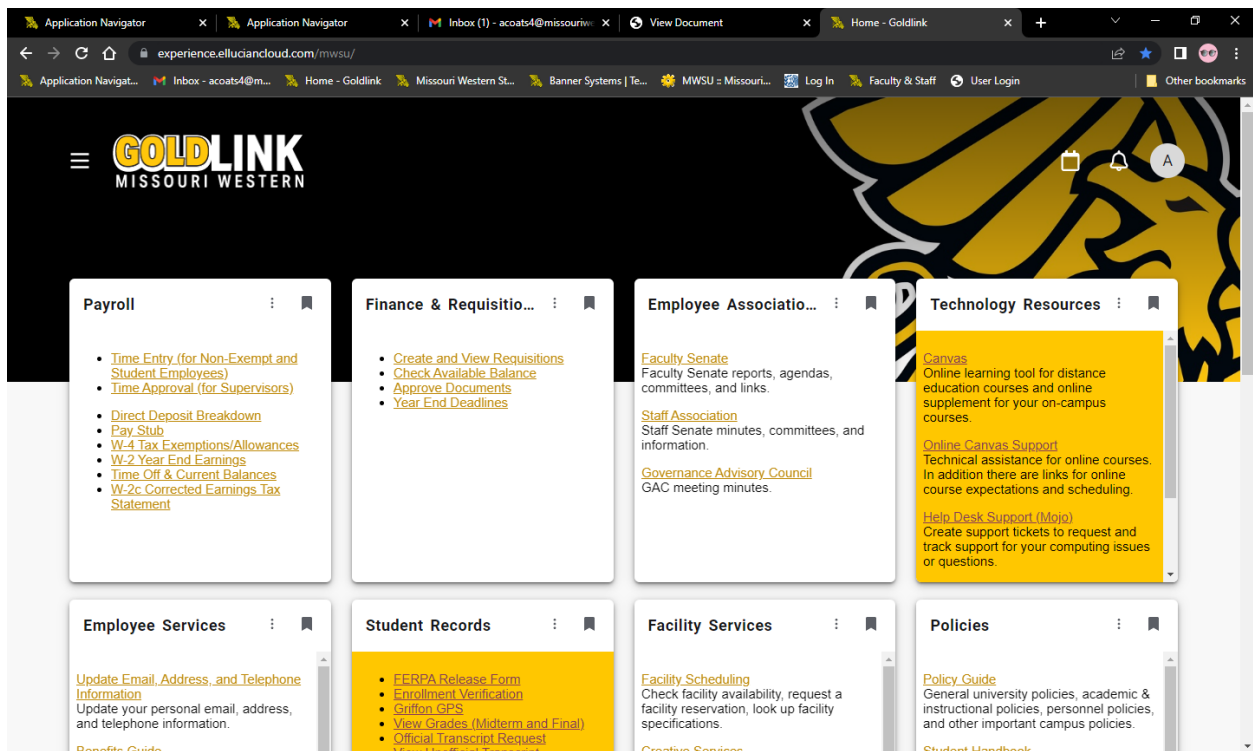
CREATE REQUISITION

Obtain a quote from your vendor. If over \$3,000 *STOP* and refer to the [purchasing manual](#).

(If your purchase requires any form of printing a [print request](#) form should be filled out. Purchasing then obtains quotes.)

Review your budget and verify that you have enough funds to cover your purchase.

Login to Gold Link and click on Create & View Requisitions



Click on Create Requisition

← → ↻ 🏠

financesb-prod.ec.missouriwestern.edu/FinanceSelfService/ssb/myRequisitions#/listrequisition

🔍 ☆ 🗖️ ⋮

Application Navigat... Inbox - acoats4@m... Home - Goldlink Missouri Western St... Banner Systems | Te... MWSU = Missouri... Log In Faculty & Staff User Login Other bookmark

MISSOURI WESTERN STATE UNIVERSITY ⚙️ 👤 Amy B Coat

My Finance • My Requisitions

My Requisitions

Search Requisition 🔍

Create Requisition

Requisition	Date	Vendor	Amount	Status
Draft Requisitions 0				
Pending Requisitions 0				

Screen 1: Requester Information

- Requester: Your Name will populate
- Order Date: Today's Date
- Transaction Date: Today's Date
- Delivery Date: Today's Date
- Requester Email: Can leave blank
- Public Comment: This will **print & will be seen on the PO**. Use for contract #s, IFB #s or directions (Example: BuyBoard Contract 123, State Contract 502-16, Please Fax PO to 816-222-2222 OR Please email to email@email.com)
- Private Comment: Doesn't print – only seen by purchasing Example: Supporting (which should be used sparingly as all orders should be placed with a PO).
- Chart: Always Z
- Organization: Choose your Org from the drop down
- Ship to Location: Always WC Purchasing
- Attention To: Person who will be receiving the merchandise
- Tax Group: Can be left blank

Click Next

My Requisition x +

https://financesb-prd.ec.missouriwestern.edu:8102/FinanceSelfService/ssb/myRequisitions#/requisition/create

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My Finance • My Requisitions • Create Requisition

Create Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

Requestor *

Amy Coats

Transaction Date * 06/04/2021 **Delivery Date *** 06/04/2021

Requester Email

Enter Requestor Email

Accounting Type : Document level

Requisition Comments

Public Comment

Invoice in the mail

Private Comment

Email to abc@email.com

Chart *

Z Missouri Western State University

Organization *

31201 Purchasing Department

Ship To Location *

WC Purchasing

Attention To * Purchasing **Tax Group** Choose Tax Group

Ship To Location

Attention: Purchasing
4525 Downs Drive
St. Joseph MO 64507

Requisition Summary Save as draft

Add details and click Next to build this summary view.

Back Next Submit Requisition

Screen 2: Vendor Information

Choose Vendor from drop down box. If you know your G# you can start typing it to populate.

This does take a moment to populate so please be patient.

If you don't know your G# you can scroll through or start typing your vendor name.

Once vendor is found, click on the selection to populate the fields.

My Requisition x +

https://financesb-pprd.ec.missouriwestern.edu:8102/FinanceSelfService/ssb/myRequisitions#/requisition/vendor/R0047288

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Amy B Coats

My Finance • My Requisitions • R0047288

R0047288

Attachments Delete Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

☐ Choose vendor for me

Vendor

Choose Vendor

G00250707

News Press & Gazette (G00250707)

News-Press TV, LLC, dba KNPN/NNPN/WBJO Saint Joseph MO 64501

News Press & Gazette (G00250707)

News-Press TV, LLC, dba KNPN/NNPN/WBJO Kansas City MO 64187-3808

News Press & Gazette (G00250707)

News-Press TV, LLC, dba KNPN/NNPN/WBJO Saint Joseph MO 64502

News Press & Gazette (G00250707)

News Press & Gazette (G00250707)

Requisition Summary

Save as draft

Requisition Number R0047288

Back Next View as PDF Submit Requisition

Vendor Email: Can be left blank

Discount: Never Use this, always leave as “choose discount”

Currency: Leave as “choose currency”

Click Next

The screenshot shows a web browser window with the URL <https://financesb-prd.ec.missouriwestern.edu:8102/FinanceSelfService/ssb/myRequisitions#/requisition/vendor/R0047288>. The page header includes the Missouri Western State University logo and the user name Amy B Coats. The breadcrumb trail is My Finance > My Requisitions > R0047288. The main heading is R0047288, with links for Attachments and Delete Requisition. The form is divided into three tabs: 1 Requestor Information, 2 Vendor Information (active), and 3 Add Item & Accounting. In the Vendor Information tab, there is a checkbox for 'Choose vendor for me'. Below it, the 'Vendor' dropdown is set to 'News Press & Gazette (G00250707)'. The 'Vendor Information' section displays the selected vendor's details: 'News Press & Gazette (G00250707)', 'NPG Newspapers Inc', '825 Edmond Street', and 'St Joseph MO 64501'. The 'Vendor Email' dropdown is set to 'Choose/Enter Email'. At the bottom, the 'Discount' dropdown is set to 'Choose Discount' and the 'Currency' dropdown is set to 'Choose Currency'. On the right side, the 'Requisition Summary' section shows the 'Requisition Number' as 'R0047288' and a 'Save as draft' button. At the bottom right, there are buttons for 'Back', 'Next', 'View as PDF', and 'Submit Requisition'.

My Requisition

https://financesb-prd.ec.missouriwestern.edu:8102/FinanceSelfService/ssb/myRequisitions#/requisition/vendor/R0047288

MISSOURI WESTERN STATE UNIVERSITY

Amy B Coats

My Finance > My Requisitions > R0047288

R0047288

Attachments Delete Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

☐ Choose vendor for me

Vendor

News Press & Gazette (G00250707)

Vendor Information

News Press & Gazette (G00250707)
NPG Newspapers Inc
825 Edmond Street
St Joseph MO 64501

Vendor Email

Choose/Enter Email

Discount

Choose Discount

Currency

Choose Currency

Requisition Summary

Requisition Number R0047288

Save as draft

Back Next View as PDF Submit Requisition

Screen 3

Add Item used to be Commodity Description. Type G1 General then backspace and type your description.

Your Description needs to match the quote (Example if your quote says black electrical tape then your commodity description needs to say black electrical tape, if the quantity is 20 your quantity must be 20). Remember, your requisition is your order form. If you are not specific in what you want to order you may not receive what you expect. Example: You want to shirt to say "Go Griff" but you just put "T-Shirt"; this is not specific and the requisition will be returned to you.

Unit of Measure: Leave as EA Each

Tax Group: Leave as "Choose Tax Group"

Quantity: Type in the exact quantity you are ordering

Unit Price: The price of each item you are ordering

Discount Amount: **Always leave Blank**

Additional Amount: **Always leave Blank**

Tax Amount: **Always leave Blank**

Once this is all filled out the "Commodity Item Total" will be populate

Public Comment: This is where you would **continue the line** if you ran out of room on your first line. Due to the pickiness of Self Service, please don't leave a space or use a special character at the beginning on the line.

Private Comment: Can leave blank. Doesn't print

Click Save



My Requisition

https://financesb-pprd.ec.missouriwestern.edu:8102/FinanceSelfService/ssb/myRequisitions#/requisition/commodityDetail/R0047288

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My Finance • My Requisitions • R0047288

R0047288

Attachments Delete Requisition

1 Requestor Information 2 Vendor Information 3 Add Item & Accounting

Item Code (G1)
General

Unit Of Measure *
EACH (EA)

Quantity *
25.00

(Quantity) X (Unit Price)
USD 50.00

Discount Amount
0.00

Tax Amount
0.00

Commodity Item Total
USD 50.00

Tax Group *
Choose Tax Group

Unit Price *
2.0000

Commodity Comments

Public Comment
Enter comments for the commodity item

Private Comment
Enter comments for the commodity item

Requisition Summary

Requisition Number
R0047288

News Press & Gazette (G00250707)
NPG Newspapers Inc
St Joseph MO 64501

Save as draft

Back Save View as PDF Submit Requisition

If you do not have any more lines click Save
Click Add Accounting

Chart: Always Z

Index: Leave as "choose index" (MWSU no longer has Index Codes)

Fund: Choose your Fund

Organization: Choose Your Org

Account: Choose the account code that corresponds to your purchase

Program: Choose the program code that corresponds to your purchase

Activity: Leave as "choose activity"

Location: Leave as "choose location"

Project: Leave as "choose project"

Click Save

Distribution Amount

Distribution Percent: Leave as 100%

Discount Amount: Never Use

Additional Amount: Never Use

Tax Amount: Never Use

Hit Save or if you need to go back later click save as draft

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⚙️ 👤 Army B Coats

My Finance • My Requisitions • R0047291

R0047291

📎 Attachments 🗑️ Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Requisition Number (R0047291)

Currency USD

Chart *

Z Missouri Western Stat... ▾

Index

Choose Index ▾

Fund *

1102 General Unrestricted Fund ▾

Organization *

31201 ▾

Account *

71000 Supplies ▾

Program *

71 General Physical Plant ▾

Activity

Choose Activity ▾

Location

Choose Location ▾

Project

Choose Project ▾

Distribution Amount *

20.00

Distribution Percent *

100.00000000

Discount Amount

0.00

Additional Amount

0.00

Tax Amount

0.00

Distribution Total

20.00

Remaining

0.00

Requisition Summary

Save as draft

Requisition Number R0047291

DS Painting LLC (G00440910)
27830 242nd Street
Maryville MO 64468

Commodities (2)

Purple Paint

Quantity 2.00 @ 5.0000

Discount 0.00

Tax 0.00

Green Paint

10.00

Accounting Total 0.00

Commodity Total 20.00

Balanced 0%

Grand Total - All Commodities 20.00

Grand Total - All Accounting 0.00

View as PDF Submit Requisition

Back

Save

If you are finished entering your requisition click on submit requisition. If you don't click submit your req won't make it to your approvers and will be "stuck" in the system.

My Finance • My Requisitions • R0047291

R0047291 Attachments Delete Requisition

1 Requestor Information

2 Vendor Information

3 Add Item & Accounting

Add Item(s)

Choose Item

Commodities (2)

Purple Paint	10.00	
Quantity 2.00 @ 5.0000	Discount 0.00	
Additional Charges 0.00	Tax 0.00	
Green Paint	10.00	
Funding	100%	

Requisition Summary

Requisition Number R0047291

DS Painting LLC (G00440910)
27830 242nd Street
Maryville MO 64468

Commodities (2)

Purple Paint	10.00
Quantity 2.00 @ 5.0000	Discount 0.00
Additional Charges 0.00	Tax 0.00
Green Paint	10.00
Funding	100%

Grand Total - All Commodities 20.00

Grand Total - All Accounting 20.00

Back View as PDF **Submit Requisition**

Your R# will then show up under Pending Requisitions

Email this # with your quote to your approver and CC purchase@missouriwestern.edu

MISSOURI WESTERN STATE UNIVERSITY Settings Logout Amy B Coats

My Finance • My Requisitions

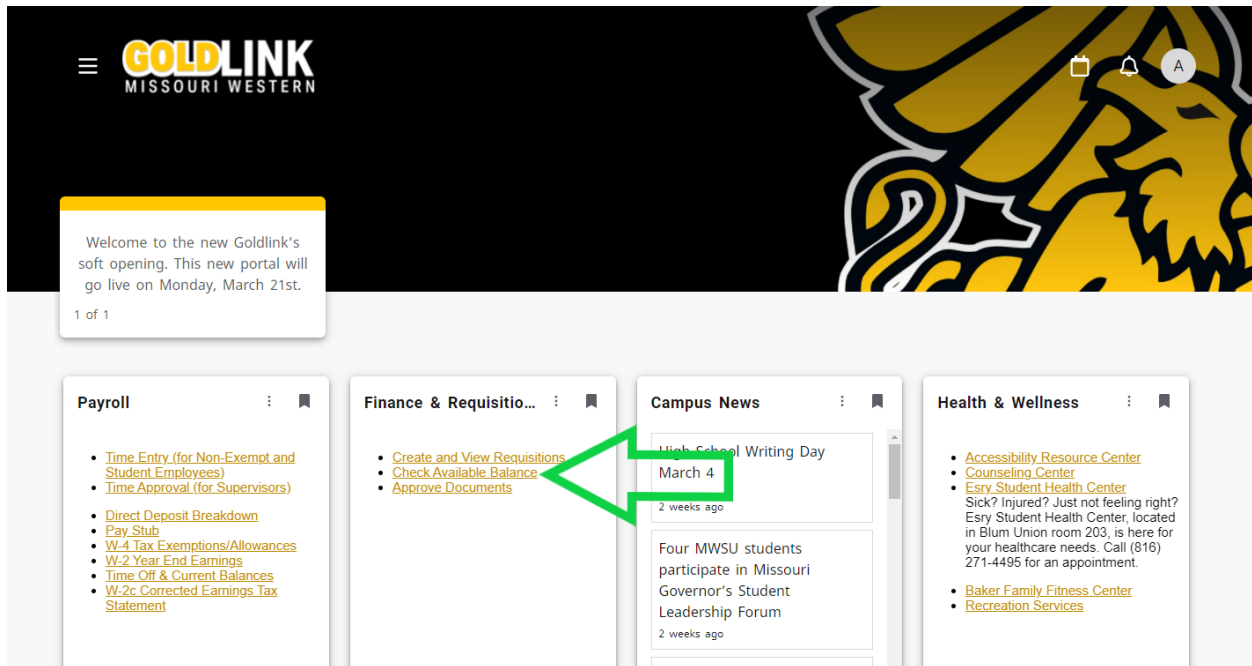
My Requisitions Search Requisition Create Requisition

Requisition	Date	Vendor	Amount	Status
Draft Requisitions 0				
Pending Requisitions 2				
R0047291	06/04/2021	DS Painting LLC	\$20.00	In Approval 1
R0047290	06/04/2021	Heartland Paint LLC	\$10.00	In Approval 1
Completed Requisitions 2437				
R0047276	05/04/2021	Aramark Food and Support Services	\$701.00	Converted to PO 1
R0047274	05/03/2021	Strata Information Group Inc	\$17,600.00	Converted to PO 1

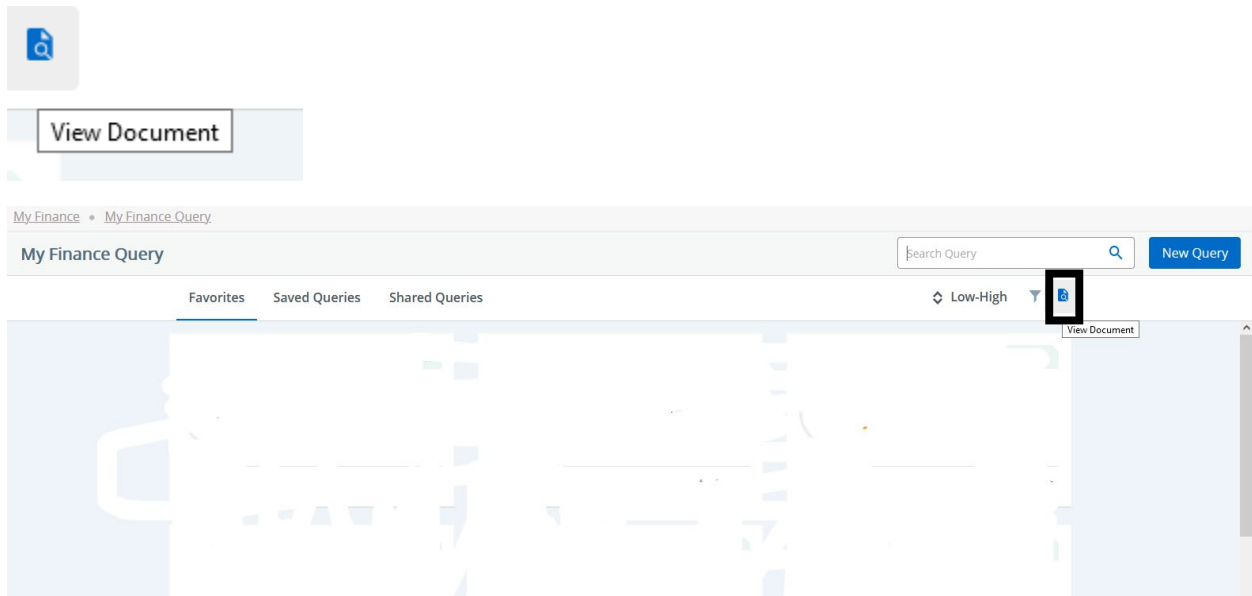
[View More](#)

To view your approver

Go to Finance & Requisitions and click on “Check Available Balance”



Click on the document icon

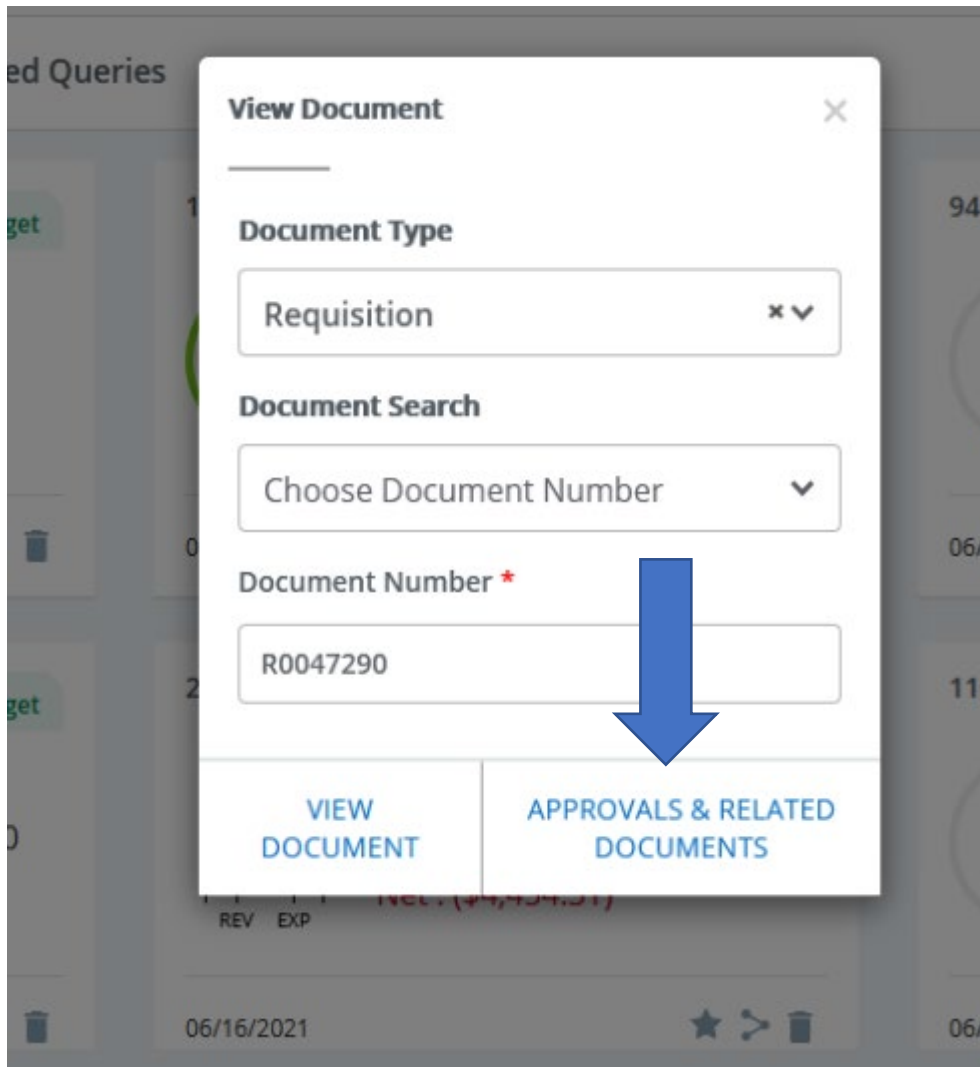


Document Type: Choose Requisition

Document Search: Leave Blank

Document Number: Type in your #

Click Approvals and Related Documents (do NOT hit enter)



The image shows a 'View Document' modal window overlaid on a blurred background. The modal has a title bar with a close button (X). It contains three input fields: 'Document Type' with a dropdown menu showing 'Requisition', 'Document Search' with a dropdown menu showing 'Choose Document Number', and 'Document Number' with a red asterisk and the text 'R0047290'. A large blue arrow points from the 'Document Number' field down to the 'APPROVALS & RELATED DOCUMENTS' button. At the bottom of the modal are two buttons: 'VIEW DOCUMENT' and 'APPROVALS & RELATED DOCUMENTS'. The background shows a table with columns 'REV' and 'EXP', and a date '06/16/2021'.

REV	EXP
06/16/2021	

Under Approval History you will see who has approved and who needs to approve

Related Documents

No Related Documents information available for R0050169

Approval History

No Approval History information available for R0050169

Approvals Required

ATHLETIC TRAINER NON-TS (R936) (10)
Theresa M Grosbach

OK