CREATING A WAREHOUSE REQUISITION

In frontline on the dashboard:

- On **MY ENTRY POINTS Tab**, click **MY REQUISITIONS**
- Click **CREATE REQUISITIONS**
- Requisition Type: **WAREHOUSE**
- Fiscal Year: **CURRENT YEAR**
- Cart Name: Use default name or you can rename it
- Click **CONTINUE**
- **Requestor:** Default to your name
- **Deliver or Pick up at:** Choose **DELIVER OR PICK UP AT WAREHOUSE**
- **Delivery Location:** Enter your location number
- **Delivery receiving Group:** Default to your location number
- Click **ADD LINE ITEMS**
- Scroll down, Click **ADD LINE FROM CATALOG**
- **Purchasing Category:** Scroll down to **WHSE to see listings**
- **Choose Category needed:** (ie: WHSE-Office Supplies)
- Click **SEARCH**
- Click items needed. You can choose several.
- Click **SELECT CATALOG ITEM(S).** Note: If you choose Select All, ALL items will be chosen
- Choose **QUANTITY** needed. Notice Qty Available
- Do you want to allow Back Orders? **If not, UNCHECK the box**
- Click **(CLICK TO ADD AN ACCOUNT)**
- Enter **OBJECT CODE, OWNER, ETC.**
- Scroll over to right, click **Magnifying Glass Icon**
- Click on Account String
- Click **SELECT**
- Click **OK (SAVE CURRENT LINE)** OR **COPY TO ALL EMPTY LINES**
- Repeat steps as needed
- Click **SUBMIT** if complete, or click **SAVE CART AS INCOMPLETE** if need to complete later

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