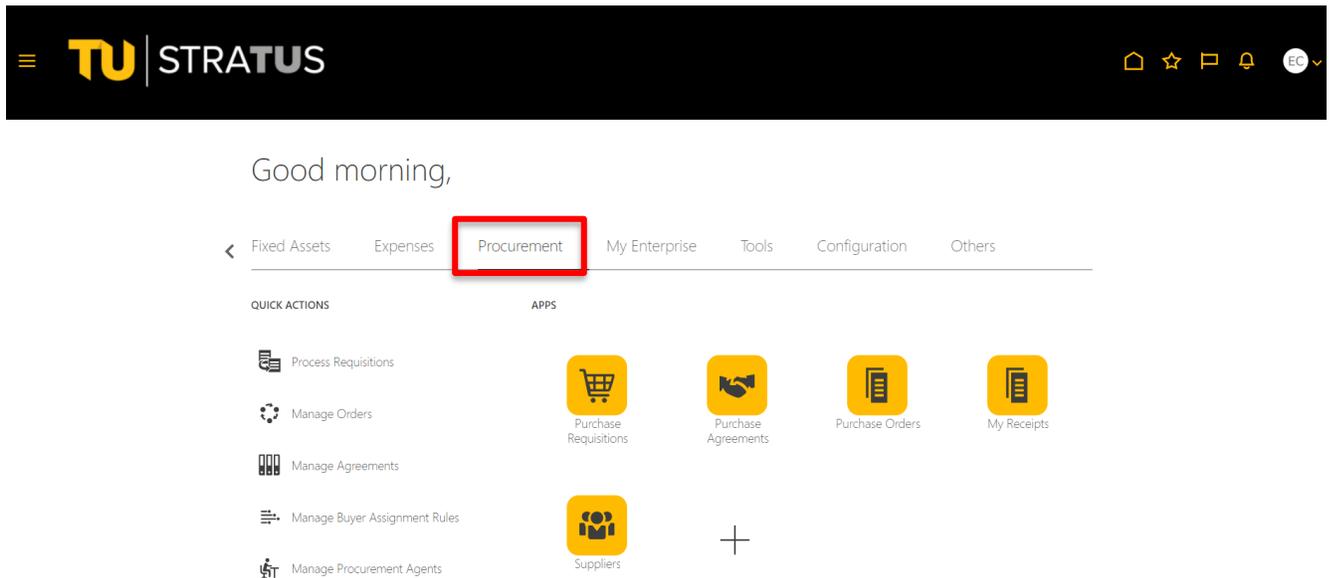


# Purchasing – Preparing a Requisition for Requester

For employees preparing a purchase requisition for another requester.

- Purpose:** Prepare a purchase requisition for another requester.
- How to Access:** Log into the Stratus application. Select the **Procurement** task in the Navigator.
- Helpful Hints:** Be sure to keep in mind that...
- Supporting documents and other necessary information can be attached.
- Procedure:** Complete the following steps to prepare a purchase requisition for another requester:

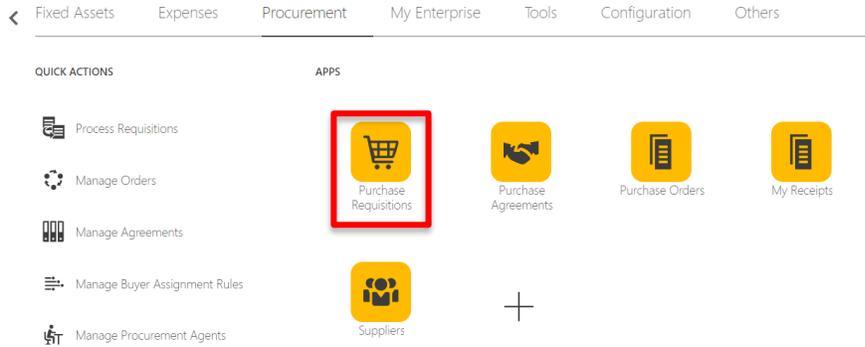
1. Select **Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.



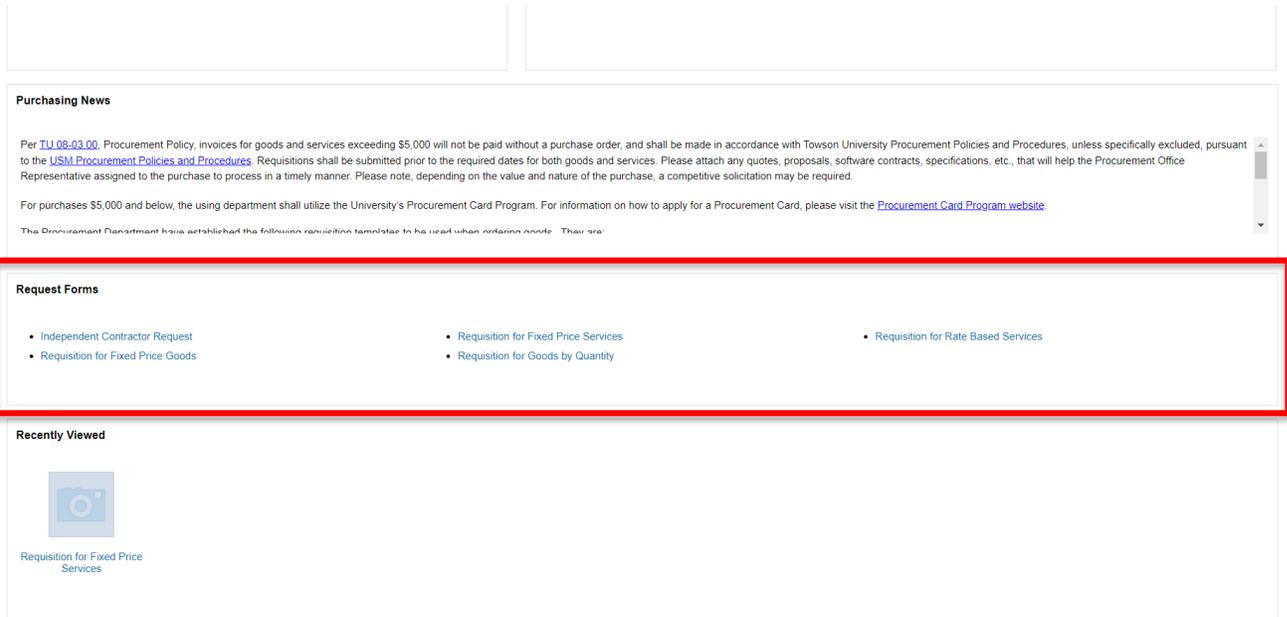
2. Click on the **Purchase Requisitions** Icon.



Good morning,



3. On the Purchase Requisitions page, under **Request Forms**, select the type of form you would like to create. (**Note:** for this example, we will select "Requisition for Fixed Price Services")



4. On the **Create Request** page, fill in the fields to complete your requisition.



Create Request: Requisition for Fixed Price Services Add to Shopping List Add to Cart Done

Request Type: Requisition for Fixed Price Service  
 Use this form when you want to order a service or complete a project for a fixed price. The price will be the lump sum or not to exceed amount required to render the service or complete the project. Please include desired start and completion dates.

Line Type: Fixed Price Services

\* Item Description:

\* Category Name:

\* Amount:

Currency: USD

Agreement:  New supplier

Supplier:

Supplier Site:

Supplier Contact:

Phone:

Fax:

Email:

Supplier Item:

Attachments

View + X

| Type | Category | * File Name or URL | Title | Description | Attached By | Attached Date |
|------|----------|--------------------|-------|-------------|-------------|---------------|
|------|----------|--------------------|-------|-------------|-------------|---------------|

5. In addition to filling in the fields, you'll also need to add supporting documents under **Attachments**. Use the **Category** field to route your attachments to the buyer.

Create Request: Requisition for Fixed Price Services Add to Shopping List Add to Cart Done

Request Type: Requisition for Fixed Price Service  
 Use this form when you want to order a service or complete a project for a fixed price. The price will be the lump sum or not to exceed amount required to render the service or complete the project. Please include desired start and completion dates.

Line Type: Fixed Price Services

\* Item Description: Maintenance Services for Grounds

\* Category Name: Maintenance Services Grounds

\* Amount: 200.00

Currency: USD

Agreement:  New supplier

Supplier: Brawner Builders, Inc

Supplier Site: 000

Supplier Contact:

Phone:

Fax:

Email:

Supplier Item:

Attachments

View + X

| Type | Category        | * File Name or URL   | Title                   | Description          | Attached By | Attached Date    |
|------|-----------------|--|-------------------------|----------------------|-------------|------------------|
| File | Internal to Req | Maintenance for Grounds Quote .docx <input type="button" value="Update..."/> | Maintenance for Grounds | <input type="text"/> | Erin Cavrak | 3/29/22 11:50 AM |

6. When you are finished filling in the fields for your requisition, click the "Add to Cart" button in the upper right corner. You will notice the **shopping cart icon** to the right of the "Done button" should now have a "1" next to it.

# Purchasing – Preparing a Requisition for Another Requester

**TU STRATUS** Home Star Flag Bell EC

Create Request: Requisition for Fixed Price Services ⓘ

[Add to Shopping List](#) **Add to Cart** [Done](#)

Request Type: Requisition for Fixed Price Service

Use this form when you want to order a service or complete a project for a fixed price. The price will be the lump sum or not to exceed amount required to render the service or complete the project. Please include desired start and completion dates.

Line Type: Fixed Price Services

\* Item Description:

\* Category Name:

\* Amount:

Currency: USD

Agreement:  New supplier

Supplier:

Supplier Site:

Supplier Contact:

Phone:

Fax:

Email:

Supplier Item:

Attachments

View

| Type | Category | * File Name or URL | Title | Description | Attached By | Attached Date |
|------|----------|--------------------|-------|-------------|-------------|---------------|
|------|----------|--------------------|-------|-------------|-------------|---------------|

7. Click on the shopping cart icon to review your requisition.

**TU STRATUS** Home Star Flag Bell EC

Create Request: Requisition for Fixed Price Services ⓘ

[Add to Shopping List](#) **Add to Cart** [Done](#)

Request Type: Requisition for Fixed Price Service

Use this form when you want to order a service or complete a project for a fixed price. The price will be the lump sum or not to exceed amount required to render the service or complete the project. Please include desired start and completion dates.

Line Type: Fixed Price Services

\* Item Description:

\* Category Name:

\* Amount:

Currency: USD

Agreement:  New supplier

Supplier:

Supplier Site:

Supplier Contact:

Phone:

Fax:

Email:

Supplier Item:

Attachments

View

| Type | Category | * File Name or URL | Title | Description | Attached By | Attached Date |
|------|----------|--------------------|-------|-------------|-------------|---------------|
|------|----------|--------------------|-------|-------------|-------------|---------------|

Maintenance Services for Grounds \$200.00

Total: \$200.00

[Review](#) [Submit](#)

8. On the "Edit Requisition" page, scroll down to the line details and enter the Requester's name in the box labeled Requester.

## Purchasing – Preparing a Requisition for Another Requester

Total 200.00

Rows Selected 1 Columns Hidden 7

Line 2: Details

Delivery

\* Requester Sutton, Jeffery

\* Deliver-to Location Towson University

Deliver-to Address 8000 York Road, United States, Towson, MD 21252, Baltimore

Urgent No

Requested Delivery Date 4/19/22

Billing

View Format Freeze Detach Wrap

| Charge Account                    | Budget Date | Percentage | Amount (USD) | Funds Status | Delete |
|-----------------------------------|-------------|------------|--------------|--------------|--------|
| 1020-20830-608156-00000-000-00000 | 4/12/22     | 100        | 200.00       | Not reserved | X      |
| Total                             |             | 100        | 200.00       |              |        |

Notes and Attachments

Note to Supplier

Attachments None +

9. If needed, use the lookup to find the employee's exact name. Highlight the employee's name and click OK to insert them as the requester.

Search and Select: Requester

Search

\*\* Name Contains Joselyn

\*\* Department Starts with

\*\* Job Starts with

\*\* Email Starts with

\*\* Phone Starts with

Search Reset Add Fields Reorder

| Name             | Department        | Job                 | Email                        | Phone |
|------------------|-------------------|---------------------|------------------------------|-------|
| Johnson, Joselyn | 18950-Procurement | Default Project Job | INVALID mjohanson@towson.edu |       |

OK Cancel

Purchasing – Preparing a Requisition for Another Requester

10. When you are finished reviewing your requisition, click the “Submit” button in the upper right corner.

The screenshot shows the TU STRATUS interface for editing requisition REQ0000039. The requisitioning BU is Towson University, and the description is "Maintenance Services for Grounds". The amount is 200.00 USD. The "Submit" button in the top right corner is highlighted with a red box. Below the form is a table with one line item: "Maintenance Services for Grounds" with a quantity of 1 and a price of 200.00. The total amount is 200.00. The "Save" button is also visible in the top right corner.

**NOTE:** If you are not ready to Submit your requisition, you can click “Save and Close” and return to the requisition at another time to complete and submit.

This screenshot is identical to the one above, showing the same requisition form. However, the "Save" button in the top right corner is highlighted with a red box instead of the "Submit" button. The rest of the interface, including the table and form fields, remains the same.

**NOTE:** If there are no funds available for the requisition you submit, a box will indicate that and you will have the option to request an override.