





create_requisition_2

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| Delete | Note | Item | Catalog Nbr | Description | Quantity | Unit of Issue | Unit Price | SubTotal | Commodity Code |
|----------------|----------|------|-------------|------------------|----------|---------------|------------|--------------|----------------|
| | | | | Long Description | | Status | Discount % | Discount Amt | Freight % |
| | Note | 001 | 123 | pens | 1.00 | EA Each Each | 30.00000 | 30.00 | |
| | Accounts | | | black pens | | Y - Approved | 0.00% | 0.00 | 0.00% |
| | Note | 002 | 12345 | pencils | 1.00 | PA Pail Pail | 25.00000 | 25.00 | |
| | Accounts | | | brown pencils | | Y - Approved | 0.00% | 0.00 | 0.00% |
| Refresh Totals | | | | | | | | | + Add |

| | |
|--------------------------|---|
| Item | The sequential number of the row is automatically populated. |
| Catalog Nbr | Type an item catalog number. This field can be a maximum of 15 characters. |
| Description | Type a short description (e.g., computer, pens, books, etc.) of the item being ordered. This field is required and can be a maximum of 30 characters. |
| Unit of Issue | Click  to select a basic unit (e.g., EA (each), CA (case)) on which the price is based. |
| Quantity | Type the quantity in units of issue for the requested item. |
| Unit Price | Type the price per unit of issue for the requested item. |
| SubTotal | The subtotal is populated based on the Quantity and Unit Price fields. |
| Discount % | If there is a discount on the line item, type the value (percent) to be reduced from the item price. The Discount Amt field is populated when another field is selected. |
| Discount Amt | Type a value of discount amount. The Discount % field is recalculated when another field is selected. |
| Freight Elig | Select if the requisition item is eligible for transportation charges and you want to include the freight cost in the requisition total. If not selected, the Freight % and Freight Amt fields are disabled. |
| Freight % | Type the percentage value of the item's purchase price for the item's transportation charges. The Freight Amt field is calculated and the Freight Cost field is adjusted when another field is selected. |
| Freight Amt | Type a value for the amount of charges. The Freight % and Freight Cost fields are adjusted when another field is selected. |
| Totals | The total line item value is displayed. The discount and freight amounts are included in the calculation. |
| Status | By default, this field set to <i>Y - Approved</i> . Click  to select a different requisition item status. Notes: If <i>Y - Approved</i> is selected, a unit price other than \$0 is required. If <i>F - Free</i> is selected for goods or services being requisitioned without charge, the account code must be blank. |
| Long Description | Type a detailed item description (e.g., training dates, etc.) |
| Requisition Total | The calculated total cost for each item in the requisition based on the quantity ordered and unit price per item is displayed. |
| Refresh Totals | <input type="checkbox"/> Click Refresh Totals to update the totals if any amounts are changed in the grid. |

The last line of the of the requisition displays the requisition subtotal (quantity x unit price), discount amount, freight amount, and requisition total (the total calculated requisition amount including discounts and freight amounts).

Click **+Add** to add additional line items.



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