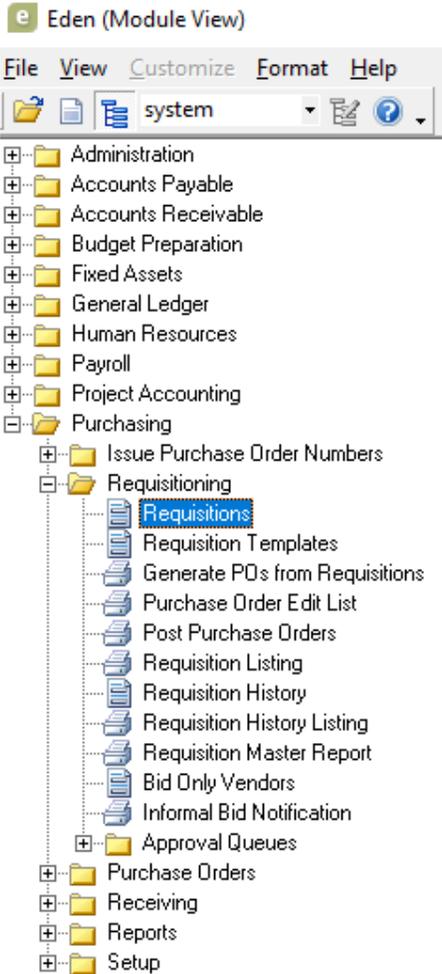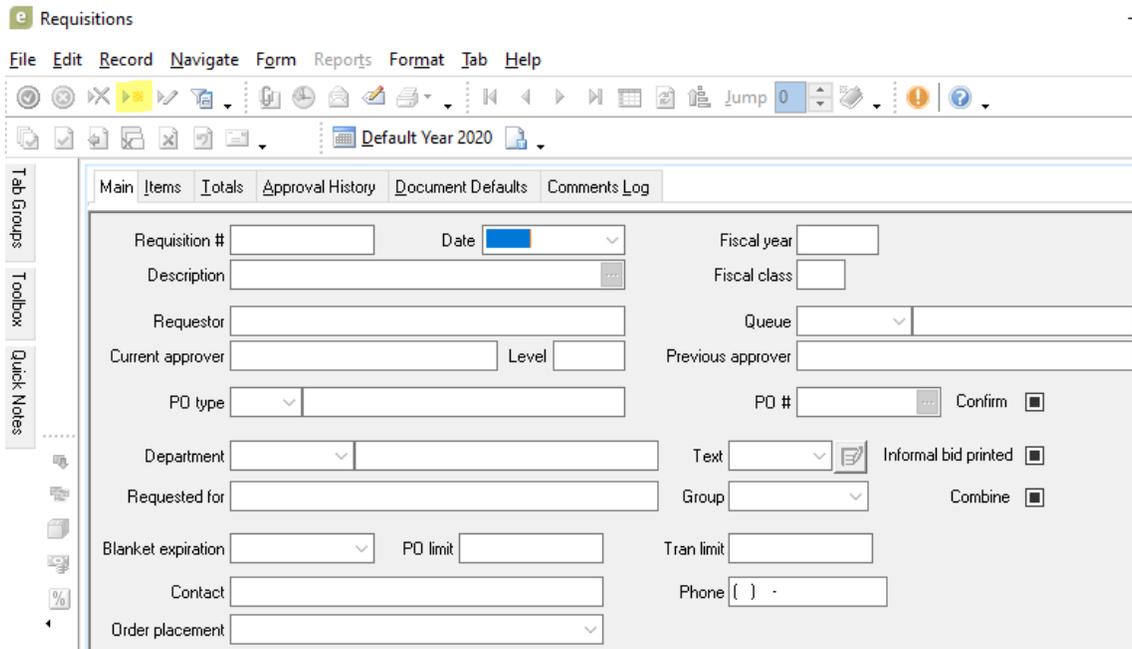# REQUISITIONS

OPEN A NEW REQUISITION

Open the Eden menu. Click on Purchasing → Requisitions

This will open up the Requisition page (below). Click on the "insert new record" button (highlighted):

Main Tab – In the "Description" box, input the project name, quote/proposal number, date of agreement or unique description. **Include the project number (if applicable) and the PO $ amount.** This will serve as your "title" and will be what is displayed when searched for in Eden.

In the "Contact" box, input the project manager (i.e. engineer, supervisor).

Note: Eden fills out the rest of the information (whatever is not highlighted) automatically. So, the Date, Fiscal Year, Fiscal Class, Queue, Department, etc. We do not change any of this information when creating POs.

Items Tab – Click on the "Items" tab on the top of the screen (between "Main" and "Totals"). Fill out highlighted sections just as you would an invoice. In "Extension", add the PO amount. In the big description box, enter the project number again (if applicable), as well as, a short description of the PO (i.e. the type of service, if it went to Council and the Council Meeting date). This is an internal mechanism to **provide Finance with information about the PO and why we are encumbering funds.**

**Note: If you input a project number, Eden will auto populate the account code the project is coded to.

Document Defaults Tab – Go to the "Document Defaults" page. In the "Vendor #" section, type in the vendor number. The highlighted green sections will autofill.

In the "Instructions" section, input the project manager (the same person you put under "Contact" in the "Main" tab) and in the line below, add their phone number.

| Main | Items | Totals | Approval History | Document Defaults | Comments Log |

RFP ☐   Encumber ☑   Selected ☑

Vendor # `00127` ··· `PG&E`   Contract # `_____`

Terms `due` ▼ `Due Upon Receipt`

Order from ▼ `PG&E`   Pay to ▼ `PG&E`
`PACIFIC GAS & ELECTRIC COMPANY`   `PACIFIC GAS & ELECTRIC COMPANY`
`P. O. BOX 997300`   `P. O. BOX 997300`
`SACRAMENTO` `CA` `95899-7300`   `SACRAMENTO` `CA` `95899-7300`

Contact `_____`   `_____`
Phone # `_____`   `_____`
Fax #   `_____`   `_____`
Email   `_____`   `_____`

Bill to `dptww` ▼ `DEPARTMENT OF PUBLIC WORKS`   Ship to `dpwks` ▼ `PUBLIC WORKS DEPARTMENT`
`P O BOX 151560`   `111 MORPHEW STREET`
`_____`   `_____`
`SAN RAFAEL` `CA` `94915`   `SAN RAFAEL` `CA` `94901`

Desired ▼   FOB point `DESTINATION`
Required ▼   Ship via ▼ `_____`

Instructions `_____`
`_____`

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Comments Log Tab—Use this section to note the best contact information (name and phone number/email) for anything pertaining to this Purchase Order. If this PO is for a vehicle purchase, note the contact at the dealership; if it's for a quote, note the vendor contact and info.

SAVE AND SEND!

Save the requisition! Write down the requisition number, GL# or Project#, and vendor# on the document (quote, proposal, agreement, contract) you've been working from. Highlight contractor's information, description of job, quote#, and total amount.

Then scan and send to Finance (Sara Smith, cc: Nadine). If over $10,000 - send to Finance Director. Ask them politely to approve and create a Purchase Order for the attached Requisition.

Once Finance completes the PO, they'll email back the PO. Admin will then send the requestor their PO and save a copy of the PO for our records.

PO's are saved and filed in **01.14.01.**

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