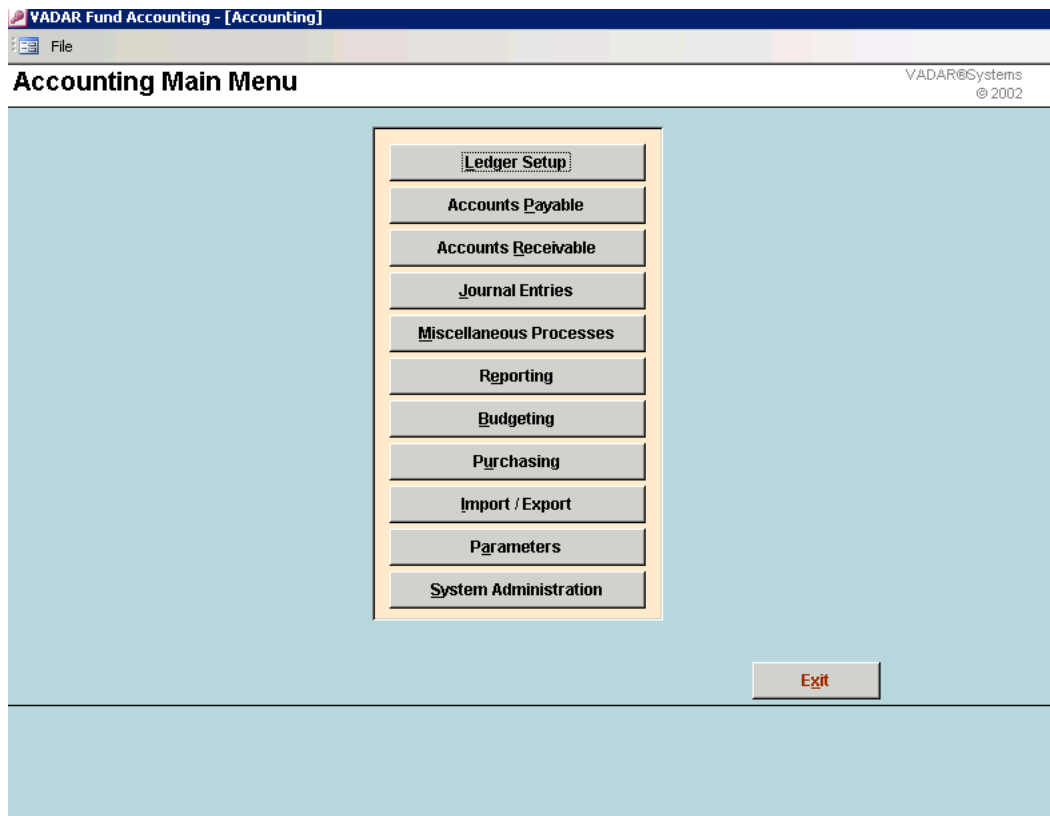
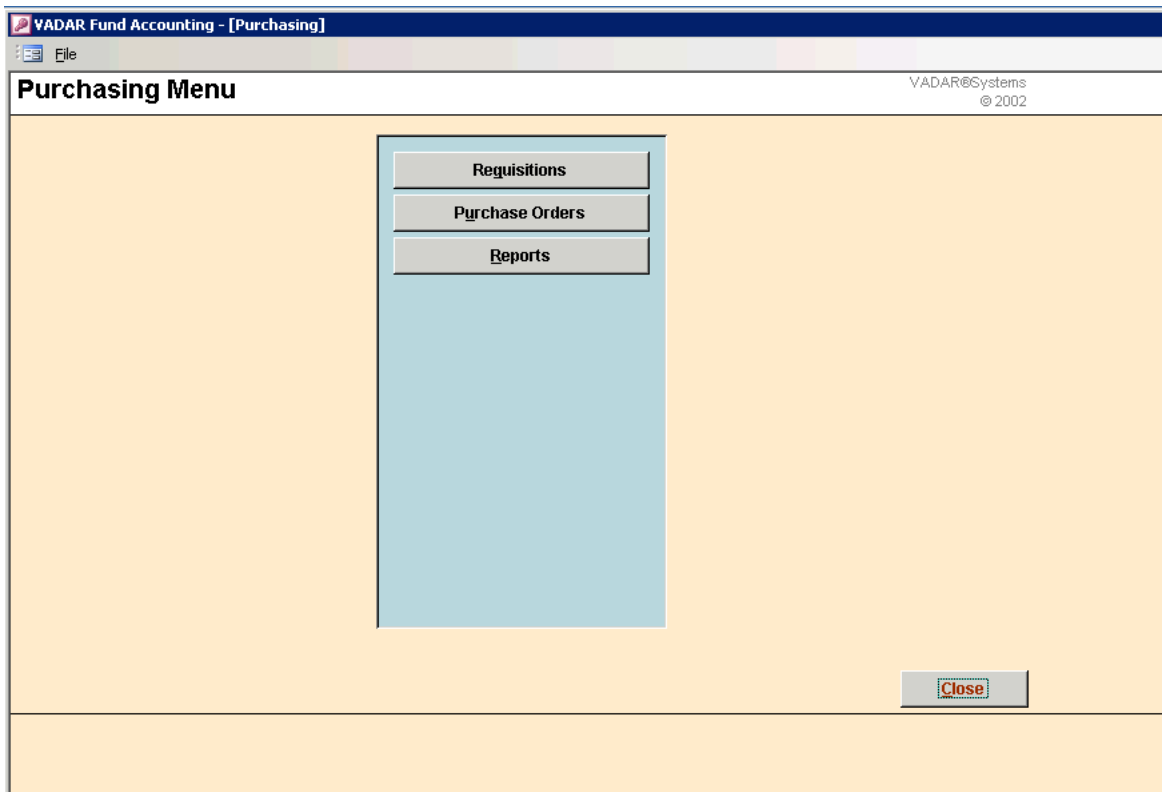


HOW TO PROCESS A REQUISITION IN VADAR



- 1) From the main screen, select the “Purchasing” menu option
- 2) Select “Requisitions”



VADAR Fund Accounting - [Purchasing]

File

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Requisition Menu

Remote

Maintenance

Submitted

Maintenance

Approve

Convert

On Demand Budget Warning

Select Fiscal Year: 2017

Summary Detail

Close

- 3) Under “Remote” – Select “Maintenance”. *Remote means that you will be working only on your workstation. You are the only one who can see these entries until you Submit them for review in a later step.*
- 4) Select “New” to create a requisition.

VADAR Fund Accounting - [Purchasing]

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Remote Requisitions

Fiscal Year: 2017

Search in: for: Search: All Or Results

Requisition	Date	Vendor	Sub Name	Amount

Report Options

☒ Summary

☐ Detail

☐ Document

Report

New

Edit

Remove

Submit

Close

VADAR Fund Accounting - [Requisitions]

File

Requisition Maintenance VADAR@Systems © 2002

Summary Distributions Shipping

Vendor Details

Select Vendor by: ☒ Name ☐ Number

school FOOD SERVICES OF NEW ENGLAND, INC.

Vendor Number: Subnumber:

Vendor Name:

Name 2:

Address:

City:

State:

Zip Code:

Country:

Shipping Address:
(S) Town of Uxbridge - Accounting/Finance
21 South Main Street Room 201
Uxbridge MA 01569

Requisition Details

Requisition: 61

Requisition Date: 07/19/2016

Due Date: 07/19/2016

Expiry Date: 07/19/2017

Comments:

List Attached: ☐ Sole Source: ☐ Free Freight: ☐

Hold PO: ☒

Created by: justinc

On: 07/19/2016

Vendors New Edit Save Cancel Close

- 5) In the vendor field, simply start typing the name of the vendor you are looking for and it will begin to auto-populate. You can also select the dropdown to scroll through the list of vendors. For a more detailed search, select the "Vendors" button on the bottom left.
- 6) In the Comments field, please provide enough information so that the approver can understand what the requisition is for.
- 7) Due Date should be the date you reasonable expect the purchase to be complete the goods/services received. Expiry Date will default to today + 1 year.

VADAR Fund Accounting - [Requisitions]

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Requisition Maintenance

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Summary | Distributions | Shipping

Requisition: 61 Vendor Number: 2195 Sub: 1
Name: SCHOOL FOOD SERVICES OF NEW ENGL

Add/Edit Detail Line

Qty	Item	Project	Component	Amount	Extended
1.0000	Test Item 1			100.0000	100.00

Description: This is a test description Account: 10-303-5450-00000000-4110-8 District Custodial Cleaning Supplie

Click Detail Line to Edit

Qty	Item	Account	Amount	Extended
1.0000	Test Item 1	10-303-5450-00000000-4110-8	District Custodial Cleani	100.0000

Total: 100.00

Edit Line Remove Line Reset Amounts Reset All

Vendors New Edit Save Cancel Close

14) On the Shipping Tab, the address will default to your office location. You can override the address if the order should ship to another location.

VADAR Fund Accounting - [Requisitions]

File

Requisition Maintenance

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Summary | Distributions | **Shipping**

Ship to: (S) Town of Uxbridge - Accounting/Finance

Address: 21 South Main Street Room 201

City: Uxbridge

State: MA

Zip Code: 01569

Contact: Justinc

Telephone: (508) 278-8600 x2275

Fax: (508) 278-7126

Email: jcole@uxbridge-ma.gov

Vendors New Edit Save Cancel Close

15) When you have complete all the Yellow field on all 3 tabs, press the “Save” button at the bottom. If you have addition Req’s to do, click “New” otherwise, “Close”

VADAR Fund Accounting - [Purchasing]

File

Remote Requisitions

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Fiscal Year: 2017

Search in: for: Search: All Or Results

Requisition	Date	Vendor	Sub Name	Amount
61	7/19/2016	2195	1 SCHOOL FOOD SERVICES OF NEW ENGLAND INC.	100.00

Report Options

- ☒ Summary
- ☐ Detail
- ☐ Document

Report

New

Edit

Remove

Submit

Close

- 16) When you hit "Close" in step #15, you will be brought back to the main Requisitions screen. When you are ready to submit for approval, click your requisition, and click the "Submit" button on the right hand side. You will see your requisition disappear from the box, and it will be added to the approval workflow.