
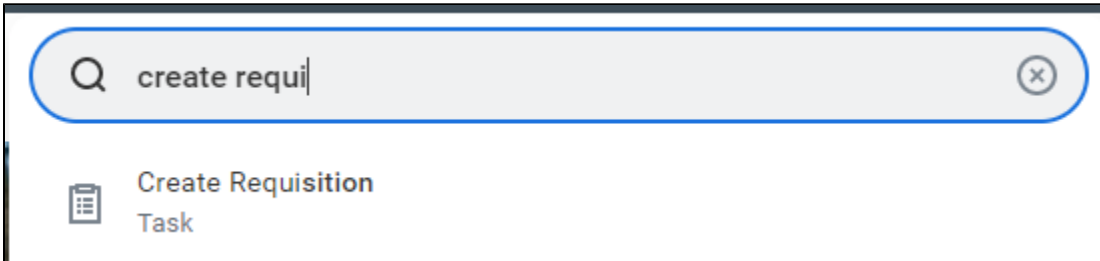


Create Requisition for NEW FY in Current FY

 This job aid is intended for staff with authority to create requisitions and procure goods and services for Lynn University and intended for requisitions created in a current fiscal year to be applied to a new fiscal year.

Search and select **Create Requisition**



A search bar with a magnifying glass icon on the left and a close button (X) on the right. The text 'create requi' is entered in the search bar. Below the search bar, a dropdown menu is visible, showing a document icon and the text 'Create Requisition Task'.

OR

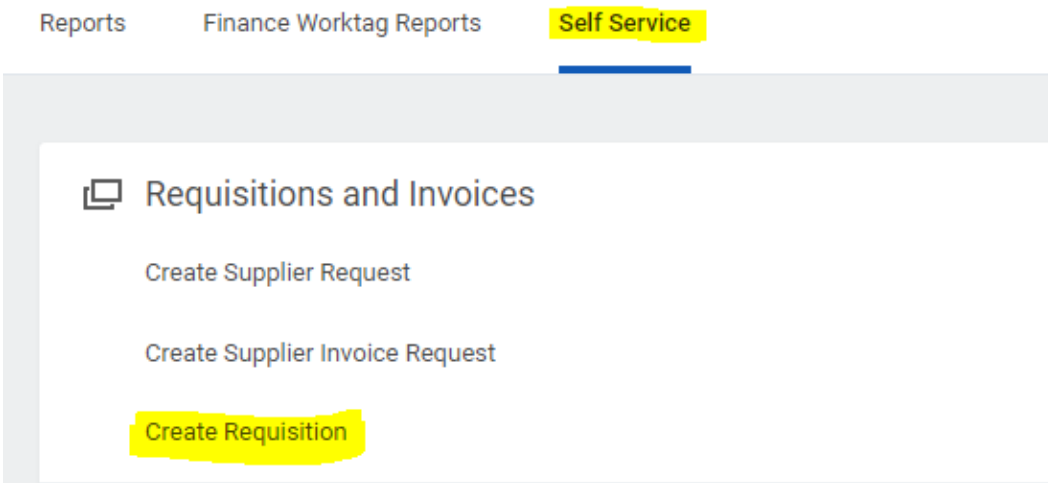
Click on **Cost Center App**



Cost Center

Select the **Self Service** tab

Under **Requisitions and Invoices**, select **Create Requisition**



A screenshot of a web application interface. At the top, there are three tabs: 'Reports', 'Finance Worktag Reports', and 'Self Service'. The 'Self Service' tab is highlighted with a yellow background. Below the tabs, there is a section titled 'Requisitions and Invoices' with a document icon. Under this section, there are three options: 'Create Supplier Request', 'Create Supplier Invoice Request', and 'Create Requisition'. The 'Create Requisition' option is highlighted with a yellow background.

Some information will be filled automatically depending on your cost center. Make sure you select the appropriate information.

Fill out the form and click **OK**

×

Create Requisition

?

Requester

*

Search

:

:

:

Company

*

×

Lynn University

...

:

:

:

Currency

*

×

USD

:

:

:

Requisition Type

:

:

:

Deliver-To

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:

Ship-To

*

×

3601 N. Military Trail Boca
Raton, FL 33431 United States of
America

:

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Cost Center

Search

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Program

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Project

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Gift

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Grant

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:

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Location

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:

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Additional Worktags

×

Fund: FD10 Without Donor
Restriction

:

:

:

OK

Cancel

Select **requisition type** or add requisition from template.

Create Requisition

Company
Lynn University

Requester
Mariana Islas

Currency
USD

▼ Instructions

Before submitting your requisition please be sure to review Purchasing policies available online at myLynn.

If you have any questions contact Procurement/AP at ☎561-237-7148.

▼ Select an Option

Request Non-Catalog Items

Request Goods or Services

Add from Templates and Requisitions

Select from Requisition templates and past Requisitions

Fill out requisition header for service or goods and **Add to Cart**

Company Lynn University	Requester Therese Bolduc	Requisition Type Blanket PO
----------------------------	-----------------------------	--------------------------------

Requisition Currency * X USD

Non-Catalog Request Type

☐ Request Goods
☒ Request Service

Service Request Details

Description * Blanket purchase order test to cover the period from 07/01/21-06/30/22
Acct #456789

Spend Category * X Software Licensing

Supplier X Accentia, Inc.

Supplier Contract

Start Date 07/01/2021

End Date 06/30/2022

Extended Amount 3,000.00

Memo test requisition

[Add to Cart](#) [Continue Shopping](#) [Cancel](#)

Check out cart-u[date Request Date to **07/01/2021** (or date of **next** fiscal year)

Checkout

Company Lynn University	Requester Therese Bolduc	Requisition - new -	Status Draft	Total Amount 3,000.00 USD
----------------------------	-----------------------------	------------------------	-----------------	------------------------------

Shipping Address

Deliver-To: de Hoernle Residence Hall

Ship-To Address: de Hoernle Residence Hall
3601 N. Military Trail
Boca Raton, FL 33431
United States of America

Requisition Information

Request Date: 07/01/2021

Currency: X USD

Credit Card:

Requisition Type: X Blanket PO

High Priority: ☐

Sourcing Buyer: X Maria Simonte-Yerganian

Submitted by: Therese Bolduc

Memo to Suppliers: To ensure payment please use this BPO on all invoices covering the period from 07/01/21 - 06/30/22. E-mail invoices to apinoves@lynn.edu

Internal Memo: test of BPO creation for FY22

Goods

0 items

Item	Item Description	*Special Category	*Quantity	Unit Cost	Extended Amount	Deliver To	*Ship-To Address
No Data							

Services

1 item

*Special Category	Extended Amount	Date	Deliver To	*Ship-To Address	Ship-To Contact	Supplier	Memo
purchase of to cover all from 7/06/2022 06/30/22	X Software Licensing 3,000.00	Start Date: 07/01/2021 End Date: 06/30/2022	X de Hoernle Residence Hall	X de Hoernle Residence Hall 3601 N. Military Trail Boca Raton, FL 33431 United States of America	X Therese Bolduc	Supplier: X Accerta, Inc. Supplier Contract:	test requisitor

Attachments

Activity (0)

Submit Save for Later Continue Shopping ...

If you click **Submit**, the REQ will then go through the approval process in WD hierarchy. After the REQ is approved, it will move to the PO Process. **Only Submit REQ pre 7/1** if the PO **must be created** prior to 7/1 – otherwise hit **Save for Later**



Save for Later

Services

1 Item

Item	Description	*Spend Category	Extended Amount	Date	Deliver-To	*Ship-To Address	Ship-To Contact
[-]	test for instructions	X Software Licensing	2,500.00	Start Date 07/01/2021 End Date 06/30/2022	X Harid Conservatory	X Harid Conservatory 2285 Potomac Rd Boca Raton, FL 33431 United States of America	X Maria Bimonte- Yerganian

Attachments

Submit Save for Later Continue Shopping

By choosing **Save for Later**, the REQ will be created and you will get the REQ number. The REQ is available to the Edit, Add More or Cancel

View Requisition REQ-1000348

Company Lynn University Requester Employee: Maria Bimonte-Yerganian

Shipping Address

Deliver-To Harid Conservatory

Ship-To Address Harid Conservatory 2285 Potomac Rd Boca Raton, FL 33431 United States of America

Requisition Information

Actions

- Requisition >
- Budget Date >
- Favorite >
- Integration IDs >
- Procurement >
- Roles >
- Supplier Link >

Requisition

Edit REQ-1000348

Add More

Cancel

Summary

Status Draft

Company Lynn University

Worker Maria Bimonte-Yerganian

Shipping Address Harid Conservatory

On 7/1 or after, go to the Purchases icon – **View Requisitions**

LYNN UNIVERSITY Search

Purchases

Actions

- Request Non-Catalog Items
- Connect to Supplier Website

View

- Requisitions
- Templates

Your requisition will be there waiting for you to edit and **Submit**

Procurement Requisitions

2 Items

Turn on the new tables view

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Supplier	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Requisition
REQ-1000348	Standard PO		06/03/2021	2,500.00	USD	BlueSky Technology Solutions LLC		Draft		TEST REQ FOR SPO FOR FY 22	Edit Requisition
REQ-1000000	Standard PO		07/01/2021	1,000.00	USD	BlueSky Technology Solutions LLC		Draft			