

# Requisition Instructions

URL: <http://admin-apps.fas.harvard.edu>

ERP Power/ Authenticate/log in

Create EREQ/Free Form

your name and address will automatically come up

hit the blue icon to search for the vendor (see back of sheet)

if more than one option is available, ask Angela/Joe which one

if not on listing, call 617-495-2000 (vendor hotline) and give the name,

“remit to address” and Federal ID number - they will give you a

number to insert into vendor number field - if an individual, you will need

their SSN

Go To Line Items (green tick mark on top of page)

Compete quantity, amount per item (price from catalogs will probably be higher than the price that we should get), description and item number

Financial Coding Bookmarks:

always choose [your lab name] - Endowment or

[your lab name] - Grant (if relevant)

if financial code other than bookmark, e.g. split between two labs, ask A/J

insert correct object code (examples below) - if unsure, ask A/J:

e.g. lab supplies 6600

equipment < \$5K 6765

computer hardware 6750

software <\$5K 6710

fabrication 6811

capital equipment 6813

ask A/J for other codes if appropriate

Confirm (up top) each Line Item before creating/cloning a new one

Route EREQ

if > \$5,000, choose Mike as approver unless he is away, then Angela

if > \$5,000, is equipment and on grant, choose Mike as approver, complete

Vendor Verification Form and give to Mike for approval

If < \$5,000, PO number will appear - give # to vendor

up top, go to View PO/print copy for Joe with note that you have/have not ordered.