

## REQUISITION ENTRY CHECKLIST

**(Refer to the Helpful Hints document or call your Buyer for more details if needed)**

Req #: \_\_\_\_\_ Vendor: \_\_\_\_\_ \$ \_\_\_\_\_

COMPLETE	ACTION	COMMENTS
<input type="checkbox"/>	Requisition Created and Named <ul style="list-style-type: none"> <li>- Correct vendor, location and address sequence selected</li> <li>- Correct Buyer assigned</li> </ul>	
<input type="checkbox"/>	Lines created matching quote. Quote must be valid. <ul style="list-style-type: none"> <li>- Line description or comments field should contain a complete and accurate description of the products or service being requested</li> <li>- A common and correct UOM has been selected that matches the quote</li> </ul>	
<input type="checkbox"/>	Quote attached to requisition in comments bubble on Line 1	
<input type="checkbox"/>	Complete UTA, Vendor and end user delivery contact information added in comments field and marked "show at receipt", "show at voucher" and "send to vendor" as appropriate	
<input type="checkbox"/>	Any additional required documents attached if applicable: <ul style="list-style-type: none"> <li>- Vendor documents requiring review and/or signature</li> <li>- EIR/ISO/OIT approval</li> <li>- Approved exception</li> <li>- Exclusive acquisition form (EAJ)</li> <li>- HR Offer letter (for relocation PO's)</li> </ul>	
<input type="checkbox"/>	<b>For MAVESHOP Requisitions</b> <ul style="list-style-type: none"> <li>- Do <b>not</b> change Buyer or Vendor info. They default correctly.</li> <li>- Check to ensure requisition does not have multiple "ship to" addresses (will stop PO from dispatching to vendor)</li> <li>- If <u>any</u> asset(s) or controlled item(s) are on the order, all lines set to ship to CENT110 with final delivery address noted in comment field and marked "show at receipt"</li> </ul>	