

E-Procurement: Tyler Menu > Financials > Purchasing > Purchase Order Processing > Requisition Entry

Begin by entering a Normal Requisition. Click Add and Type in your normal information: Department, General Description, Vendor and select your shipping address.

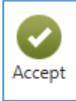
The screenshot shows the 'Requisition Entry' form with the following sections:

- Main:** Dept/Loc: 11510 FINANCE; Fiscal year: 2016 (Current/Next); Requisition number: 468; General description: STAPLES 3; Status: 2 Created; Entered: 02/10/2016; Convert to: Purchase Order; PO expiration; Receive by: Quantity/Amount; Project accounts applied:
- Vendor:** Vendor: 15000 Committed; Name: COUNTY CLERK/STAPLES; PO mailing; Delivery method: Print, Fax, E-Mail, E-Procurement; Address: ADMINISTRATIVE CENTER, 202 SOUTH K STREET, SPARTA, WI 54656; Vendor/Sourcing Notes; Vendor Quotes (0)
- Shipping and Billing:** Ship to: 11510; Address: MONROE CO FINANCE DEPT, 14345 CO HWY B RM 2, SPARTA, WI 54656; Email; Reference; Deliver To; Bill to: AD1141 MONROE COUNTY ADMINISTRATOR; Bill to email: apclerk@co.monroe.wi.us
- Miscellaneous:** Allocation; Type: N - NORMAL; PO

Click the  and select your department and double check the address.

The 'Shipping and Billing' section is highlighted, showing the following fields:

- Ship to: ...
- Address:
- Email:
- Reference:
- Deliver To:
- Bill to: ...
- Bill to email:

Then click  and it will kick you over to the Line Detail.

In the top right corner by the green return arrow. You will click

Shop Online

The screenshot shows a software interface with a top toolbar containing icons for Confirm, Search, Actions, Output, Office, Tools, and Menu. The main form area is divided into several sections:

- Item:** Fields for Item, Contract, and Warehouse, followed by a Description field and a Notes button.
- Additional Info:** A dropdown menu for 'Fixed asset'.
- Pricing:** Fields for Quantity, Unit Price, UOM, GROSS, Discount, Freight, Credit, and TOTAL. A note indicates 'Amount justification: UNKNOWN'.
- Allocations:** A table with columns: Seq, Org, Obj, Project, Description, Amount, GL Bud.

Then it will confirm what vendor you want and you select and click

Accept

This screenshot shows the same software interface as above, but with a vendor selection list displayed. The list has the following data:

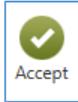
Vendor	Alpha Sort
15000	COUNTY CLERK/STAPLES

(Once we get more customers signed up and working with E-Procurement they too will show up. Please make sure you are selecting the correct customer.)

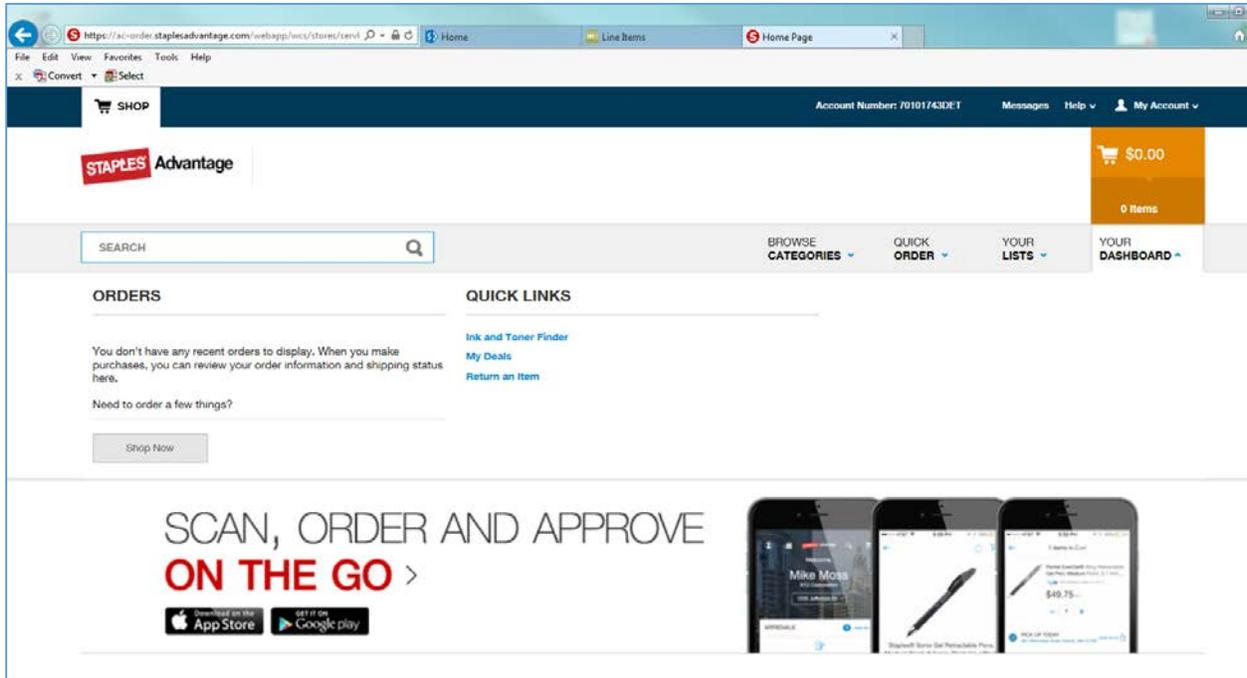
This screenshot shows the vendor selection list with two entries:

Vendor	Alpha Sort
15000	COUNTY CLERK/STAPLES
2269	MCKESSON MEDICAL SUR

Once you click



it will punch you out to the staples website.



ORDER MINIMUM NOT MET

Your organization has set an order minimum amount

Before it can be submitted, your order must be at least \$35.00.

[View more](#)

****** PLEASE BE AWARE THAT
STAPLES HAS AN ORDER
MINIMUM OF \$35.00 ******

Once you have hit your Order Minimum you want to Click Submit Order.

3DET Messages Help My Account

\$86.69

2 Items

YOUR LISTS YOUR DASHBOARD

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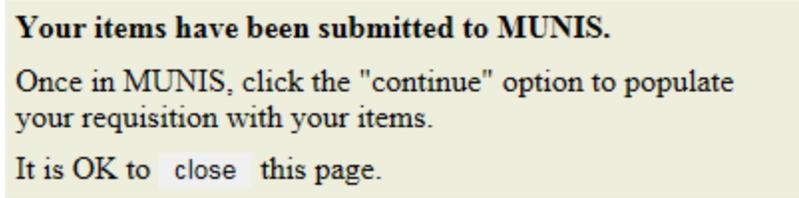
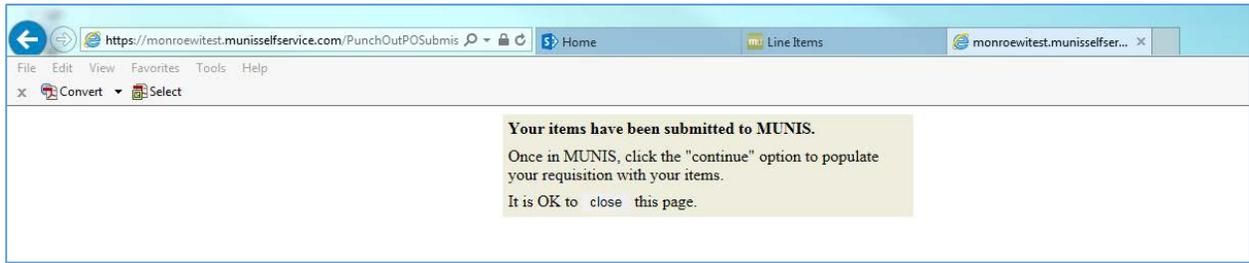
SUBTOTAL	\$86.69
TOTAL	\$86.69

SUBMIT ORDER

Continue Shopping

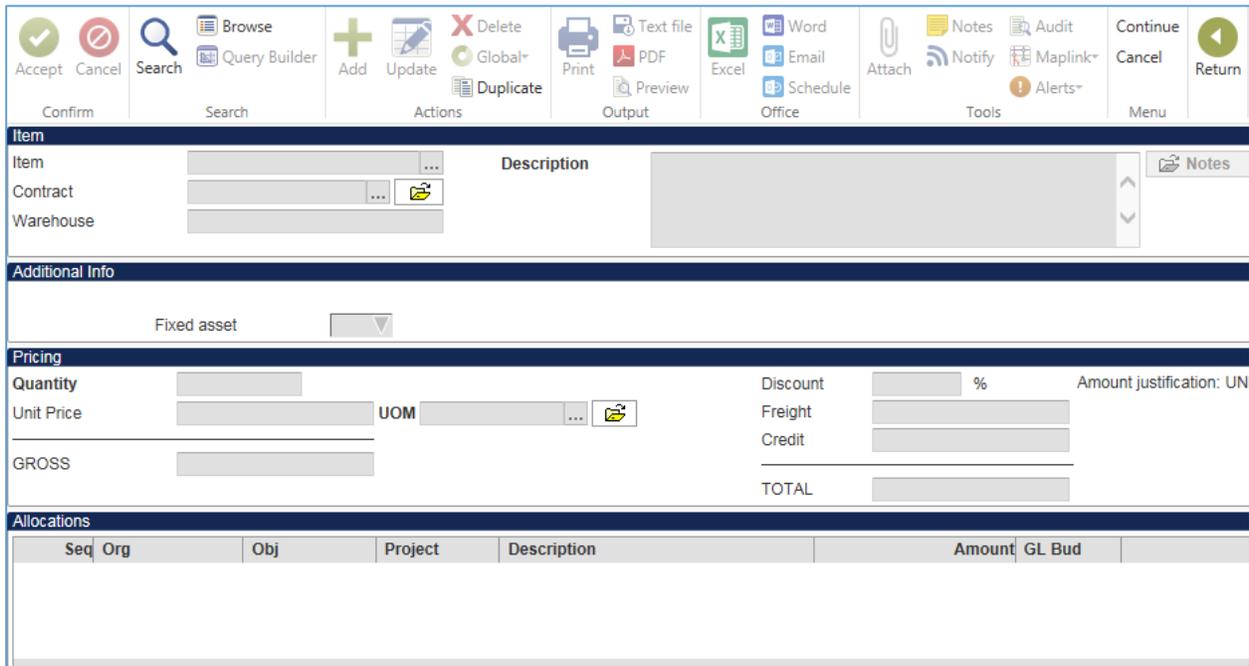
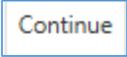
DONT FORGET TO ORDER

Staples will close and you will see a webpage that matches this.



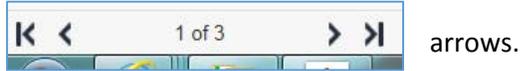
Click the web tab x to close and go back to your MUNIS Requisition Screen.

Once you get back into MUNIS click



*** IF YOU HAVE MORE THEN ONE ITEM. ***

Click  if you added more than one product the quantity will be down on the bottom by the



Scroll through Click  and then click into the allocations 

Allocations							
Seq	Org	Obj	Project	Description	Amount	GL Bud	
01		79.96		

Then click 

Once you have updated all your lines and have given them an Allocation Code  and proceed like normal and 

You will then receive a confirmation Email from e.procurement@co.monroe.wi.us sometime throughout the day.