

INSTRUCTIONS FOR REQUISITIONS – NON-EPYLON VENDOR

These instructions will help you get all the needed information for requisitions input into Epylon, when the vendor is not currently active in Epylon.

1. In QSS (Minisoft, Reflections) look up the vendor number and write it down. This should be a five digit number (i.e. 00349 LAKESHORE LEARNING)
2. Choose the Shipping Address number for the location where you want delivery. Make sure you include all four digits (i.e. warehouse = 0003)
3. Prepare the eRequisition in Epylon just as you normally would, including all information except supplier.
4. Check budget as usual.
5. AFTER budget is checked, and requisition is successfully encumbered, insert the following information in the Title, beginning at the far left: a)Vendor Number/Name; b)Shipping Address #; c)Req # - Req # will show on eReq after the budget check (see example below)
6. Forward the requisition to your approver as usual.

Epylon.com - eRequisition - Create New - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://www.epylon.com/erfp/ereq/create_ereq.html;\\$\\$sessionid\\$XMMOOFAAAAAD5QFIV2KSFEY;\\$ti\\$84;\\$ts\\$1051112010676?RET](http://www.epylon.com/erfp/ereq/create_ereq.html;$$sessionid$XMMOOFAAAAAD5QFIV2KSFEY;$ti$84;$ts$1051112010676?RET) Go Links

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Work Trail: eRequisition Inbox : eRequisition

eRequisition - Create New 1 STEP 1: ENTER EREQUISITION INFO. 2 STEP 2: REVIEW AND PROCEED

Contact Details

Initiator	Representative A Business Office, Kern County Superintendent of Schools
Date Initiated	Apr 23, 2003
Phone	661-836-4653
Email	temorgan@kern.org

Overview

eRequisition Title* 00349/LAKESHORE;0003;REQ #307641-STUDENT DICTIONAF

Done Internet

Start GroupWise - ... Epylon.com... Off Line PO ... 8:36 AM

Failure to include the necessary information in the eRequisition Title will result in the Business Office being unable to process your requisition.