

HELPFUL HINTS: PURCHASING - REQUESTER SETUP.

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**Requester Setup**

Requester: publ\_h\_stud01

**Requisition Summary**  
 There are no lines on this request.  
 Please add new line in order to save this requisition.

Total Lines: 0  
 Total Amount (0): 0

Generic ID: \_\_\_\_\_

Requisition Defaults

Ship To SetID: UNCCCH  Ship To: 201\_207A

\*Location Set ID: UNCCCH  \*Location: 201\_207A  *Required.*

PO Origin SetID: UNCCCH  Origin: ONL

Currency: USD Dollar

Phone: \_\_\_\_\_ *Required.*

Fax: \_\_\_\_\_

Use Only Assigned Catalogs  Price Can Be Changed

Consolidate with other Reqs  Defaults Inventory B

ChartFields *Required before dept is valid.*

GL Unit	Fund	Source	Account	Dept	PG Bus Unit	Project ID	Activity	Program	Cost Code 1	Cost C
UNCCCH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Catalog Information

Default  \*SetID \_\_\_\_\_ \*Catalog ID \_\_\_\_\_

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*Be sure to save after you're done.*

*It is possible to set a default Fund Source combination. In certain cases, such as individuals working full-time on ONE grant, the grant chartfields may also be entered as default. Be careful in these instances, since the preferences will need to be updated upon grant end.*