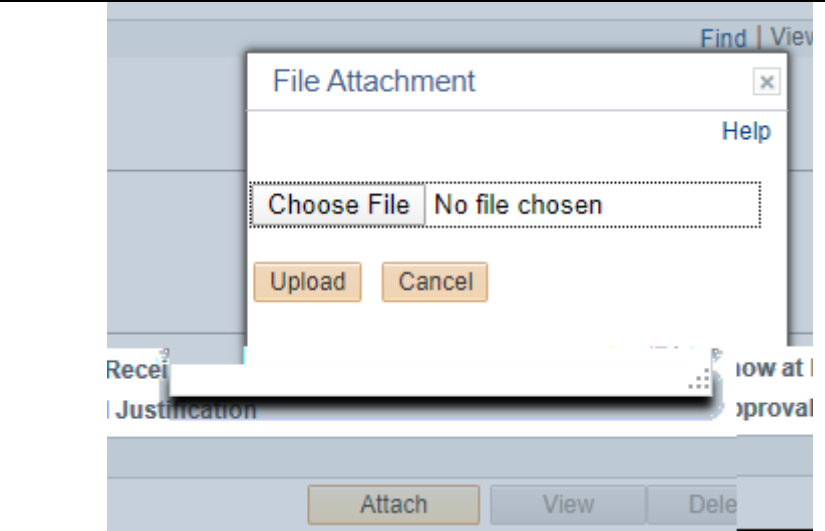


The following instructions will assist in create a Purchase Requisition. Contact Finance – Procurement if you require further information.

Contact information: <https://www.sfu.ca/finance/departments/procurement-page.html>

<p>Sign in to Fins https://fins.sfu.ca</p>	 <p>The screenshot shows the SFU End-User WorkCentre homepage. At the top, there is a navigation bar with 'Main' and 'Reports/Queries' tabs. Below this is a 'My Work' section. The main content area is a grid of various application links, including 'Exp.Rpt - Create/Edit/Attach/Submit', 'Purchase Requisition', 'Accounts Payable', 'General Ledger', 'Budget Control', and 'Financial Management'. A red box highlights the 'Purchase Requisition' link.</p>
<p>Select Requisitions – Create/Modify Click Add</p>	 <p>The screenshot shows the 'Requisitions' menu in the SFU End-User WorkCentre. The 'Add a New' button is highlighted with a red circle. Below the menu, there are sections for 'Expense Management' and 'Procurement Management'. The 'Expense Management' section includes options like 'Exp.Rpt - View/Print/Withdraw', 'Exp.Rpt - Delete', 'Cash Adv - Create/Edit/Attach/Submit', 'Cash Adv - View/Print/Withdraw', 'Cash Adv - Delete', 'Other - Delegate Entry Authority', and 'Other - User Profile Attendees'. The 'Procurement Management' section includes 'Requester Setup & Authorize Users'.</p>
<p>Provide Requisition Name</p>	 <p>The screenshot shows the 'Requisition' form in the SFU End-User WorkCentre. The form is titled 'Requisition' and includes fields for 'Business Unit' (SFUNV), 'Requisition ID' (MEVT), and 'Requester' (KIPLING). The 'Requester' field is highlighted with a red box. Below the 'Requester' field, there is a 'Header' section with a question mark icon. The 'Requestion Date' is set to 01/10/2020. The 'Requester Info' section is also visible.</p>

Add attachment



save submit

PR number

