

# Requisition and Number Generator User Guide

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## **Overview: Create a Department Requisition via My UW**

Based on campus focus group feedback, Purchasing Services and DoIT have partnered to develop a web-based requisition generator. This tool has been integrated into Services tab of the My UW portal to enable campus users to create and print both internal and external requisitions from the Web. Enter the same information through the menu-driven interface as appears on a requisition, and the program will automatically number and generate an Adobe Acrobat .pdf document that can be printed.

The application also offers the ability to reserve a single requisition number or block of numbers to be used in departments that already have electronic systems to generate requisitions, but receive the pre-printed paper requisition documents for the sole purpose of feeding the numbers into their system. Pre-printed paper requisition forms are no longer available for order through MDS; however, any current paper forms you have are still valid and may still be used.

This system does not have an underlying database that will store requisition information. It also does not electronically route requisition information. It is a Web-based method of preparing and printing a requisition and assigning a unique requisition number to the printed document. If departments desire a database behind the application to capture their requisition information, DoIT is providing a more advanced version of the program with these features on a subscription basis. For more information on this product, please contact Brian Busby, at 262-9110 or [brian.busby@doit.wisc.edu](mailto:brian.busby@doit.wisc.edu).

To use this tool, log in to My UW at <http://my.wisc.edu> using your Net ID and choose the “Services” tab. The application is automatically available on the Services tab for any individual on the UW-Madison payroll (including payrolled students).

Extensive help documentation is available on the application website. Many of the headings and labels provided within the application are also links to specific completed examples of the necessary information for that specific field. Please contact Purchasing Services at [purch@bussvc.wisc.edu](mailto:purch@bussvc.wisc.edu), or 262-1526 with any questions about using the application or general requisition questions. DoIT’s Help Desk is available by calling 264-HELP to handle questions or problems pertaining to My UW as well as any technical and computer related issues involving the requisition generator.

## Logging into the Requisition and Number Generator on your Services Tab in My UW

Login to the Requisition and Number Generator through My UW at <http://my.wisc.edu> using your NetID and password. If you do not already have a NetID and password, choose the “Activate my NetID” link to begin. For any questions pertaining to My UW logins or problems activating your NetID, please contact DoIT’s Help Desk at 264-HELP.

[Activate my NetID](#)   [Modify my NetID](#)

### NetID Login

**For a higher level of security, you are required to**

Prior to using **My UW**, you must login with your NetID.

LOGIN

NetID   
[What is my NetID? \(ie. bbadger\)](#)

Password   
[Forgot your password?](#)

**MY UW**  
MADISON

5/25 [Bookmarks module returning soon](#)  
5/24 [My UW is all new!](#)

[More MyUW news](#)

[About My UW-Madison](#)

Once you are logged in, choose the Services tab. The Requisition and Number Generator is located on this tab and is available by default to all payrolled individuals at UW-Madison.

**My Home**   **Academics**   **Services**   **Work Record**

WiscMail   WiscCal   My WebSpace

### Requisition and Number Generator

- ◆ [About this application.](#)
- ◆ [Single requisition generator.](#)
- ◆ [Request a block of requisition numbers.](#)
- ◆ [View/download your requisition number blocks.](#)  
for users who have requested blocks of requisition numbers.
- ◆ [Administrator Login.](#)

Interested in trying out generating a requisition online? Follow the Single Requisition Generator link above and click the "Create a Practice Requisition" button.

The content and its arrangement on the page can be customized by choosing the “Add / remove content” or “Rearrange layout” buttons towards the right side of your screen. Be sure to click the “Update” button near the bottom of the screen to apply any changes that are made.

**Content loaded on this page:**

- ▶ Requisition and Number Generator
- ▶ My DoIT Help Desk Cases
- ▶ DoIT Consolidated Billing Invoice
- ▶ Lost and Found
- ▶ Purchasing Resources
- ▶ Computing and Software
- ▶ Marketplace

**Customize this page:**

Add / remove content

Rearrange layout

Content on the Services tab can be rearranged or removed using the appropriate buttons.

Choose one of the links within the application to begin to generate requisitions or to request requisition numbers. The following sections of this document will cover these actions in detail.

**Requisition and Number Generator**

- ◆ About this application.
- ◆ Single requisition generator.
- ◆ Request a block of requisition numbers.
- ◆ View/download your requisition number blocks.  
for users who have requested blocks of requisition numbers.
- ◆ Administrator Login.

Interested in trying out generating a requisition online? Follow the Single Requisition Generator link above and click the "Create a Practice Requisition" button.

## Reserving Requisition Numbers and Requesting Blocks of Requisition Numbers

### Requesting a Block of Numbers:

The application allows the appropriately authorized department staff to electronically request blocks of internal and external requisition numbers to be used in the Department. Many Departments have their own electronic systems to create requisitions or prefer to use an Excel spreadsheet to create and print requisitions. To obtain numbers to use in these situations, choose "Request a block of requisition numbers" from the Main Menu. Enter the requested identifying information along with the number of requisition numbers you expect to use for the next 2 years. A separate request will have to be filled out for each block of internal or external numbers desired.

#### Requisition and Number Generator

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Interested in trying out generating a requisition online? Follow the Single Requisition Generator link above and click the "Create a Practice Requisition" button.

Choose "Request a block of requisition numbers"

### Requisition Number Block Request

Please complete the following information:

Your Name:

Organization/Department:

UDDS numbers you will use:

Phone Number:

Email Address:

**You will need to enter this email address to retrieve your block of requisition numbers after it is approved.**

Requisition Number Type:  Internal  External

Number of Requisition Numbers:

Please enter the number of requisition numbers you expect to use in a two year period.

Enter the requested information, choose the type of requisition number, and enter the number of Requisitions Numbers desired.

A confirmation message will appear indicating that your request has been recorded. The request will be reviewed and you will receive an email notification when this has been completed. The email will state "Your request for requisition numbers from Purchasing/Business Services has been approved. Please return to the Requisition and Number Generator in My UW and choose "View/download your requisition number blocks" to receive your numbers." At that time, you will need to login to the application through My UW and choose the "View/download your requisition number blocks" link from the Main Menu. This will take you to the screen below to enter your email address to retrieve your block. The application will list your approved blocks and provide a link to download the list of numbers in an Excel spreadsheet.

BUSINESS SERVICES  
**PURCHASING SERVICES**
[Requisition Home](#)  
[Admin Page](#)

## Requisitions

To retrieve your requisition numbers, please enter the email address you entered when requesting a block of numbers and click the "Retrieve Blocks" button.

Enter your email address and click the "Retrieve Blocks" button to list your approved number blocks. The numbers may be downloaded as an Excel spreadsheet.

### Your Approved Requisition Blocks:

Request Date	Type	Requested Block Size
4/22/2004 10:02:04 AM	external	500

**Approved Numbers:** X00001x-X00500x (the x at the end of the number represents the checkdigit.)  
[\[Spreadsheet of these numbers\]](#)

### Reserving Single Requisition Numbers:

The application also allows you to reserve requisition numbers one at a time. You can use this option to reserve and assign the number only, without completing and printing the requisition. This option is particularly useful for capturing numbers if a department has its own electronic system to enter and prepare requisitions or is using an Excel spreadsheet to prepare requisitions, but does not produce a very large volume of orders or does not want to reserve an entire block of numbers. It can also be used if a requisition number is needed in a hurry to place a phone order, but not enough information is known to fully complete the requisition. The number can then be entered into the Requisition Generator at a later time to complete the official paper document.

Begin by choosing "Single Requisition Generator" from the Main Menu.

**Requisition and Number Generator**

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for users who have requested blocks of requisition numbers.
- ◆ [Administrator Login.](#)

Interested in trying out generating a requisition online? Follow the Single Requisition Generator link above and click the "Create a Practice Requisition" button.

Choose "Single Requisition Generator" from the Main Menu

Your name, UDDS, and phone number will be filled in automatically for you. Choose either an internal or external requisition. Choose the "Reserve Requisition Number Only" button at the bottom of the screen.

BUSINESS SERVICES  
**PURCHASING SERVICES**  
**Requisition and Number Generator**

[Requisition Home Page](#)

Note: you must have the free [Adobe Reader](#) or a comparable program installed on your computer to view and print the requisition document produced by this application.

Your Name, UDDS, and Phone are filled in automatically.

**User Information(Required):**

Your Name:

Organization/UDDS:

Phone:

Requisition Type:

External Requisition

Internal Requisition

Choose an Internal or External Requisition

Will this requisition require funding mapped to items?

No

Yes

Are you a delegated purchasing agent?

No

Yes

Requisition Number:  I require a new requisition number.

(Does not apply to practice requisitions)  I already have a number for this requisition:

Click "Reserve Requisition Number Only"

An intermediate screen appears indicating that you will be reserving the number only as opposed to creating the entire printed document. To continue, choose “Proceed With Number Reservation.” The number will then be reserved and displayed. Since this function only captures a number, you will not be able to go back and enter information into the requisition generator using that number. If this option was used to capture a number to complete a phone order, use the practice requisition option (covered in the next page of the manual) to complete the printed document and manually replace the number on the printed document with the number that you had already reserved.

**BUSINESS SERVICES**  
**PURCHASING SERVICES**  
**Requisition and Number Generator**

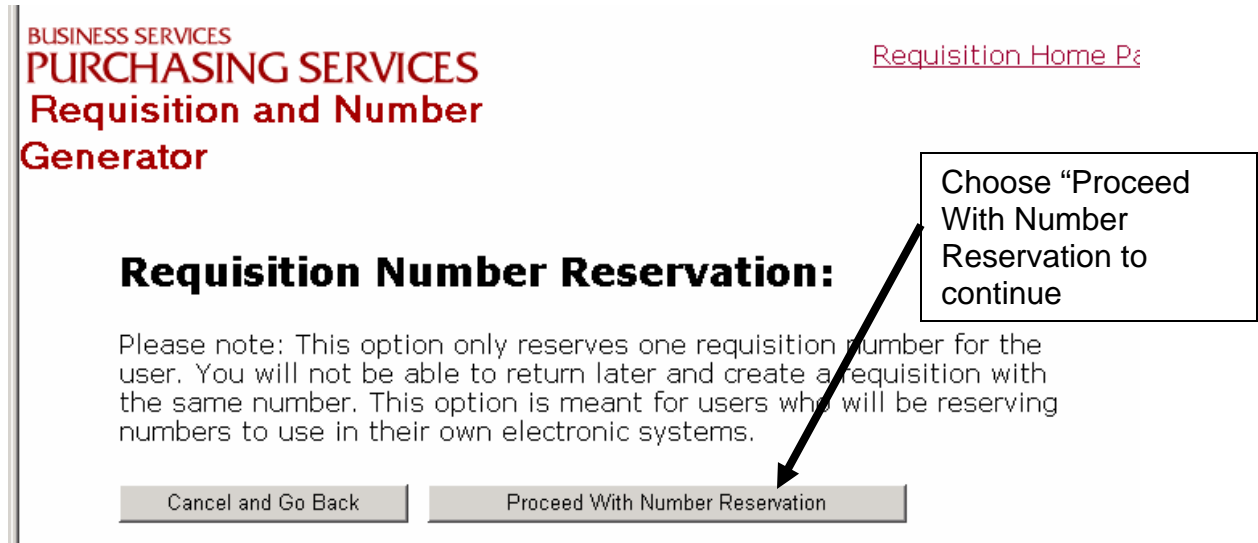
[Requisition Home Page](#)

**Requisition Number Reservation:**

Please note: This option only reserves one requisition number for the user. You will not be able to return later and create a requisition with the same number. This option is meant for users who will be reserving numbers to use in their own electronic systems.

Choose “Proceed With Number Reservation to continue”

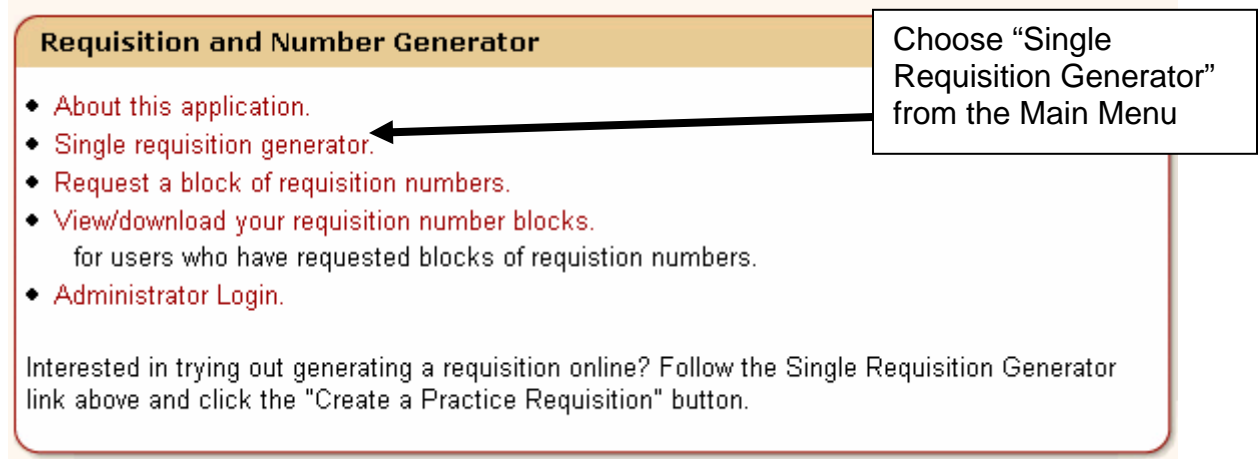
Cancel and Go Back    Proceed With Number Reservation





## Creating a Practice Requisition

The requisition generator has been designed with a practice feature to allow you get a feel for how the application will work and practice the different types of requisitions you may be completing without using valid requisition numbers. All options available in the practice section are the same as the real application with the exception of the requisition number, which will read PRACTICE. To begin using the practice feature, choose "Single Requisition Generator" from the Main Menu.



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for users who have requested blocks of requisition numbers.
- ◆ [Administrator Login.](#)

Interested in trying out generating a requisition online? Follow the Single Requisition Generator link above and click the "Create a Practice Requisition" button.

Choose "Single Requisition Generator" from the Main Menu

Your name, UDDS, and phone number will be filled in automatically for you. Choose either an internal or external requisition. Choose the “Create a Practice Requisition” button at the bottom of the screen.

BUSINESS SERVICES  
**PURCHASING SERVICES**  
**Requisition and Number Generator**

[Requisition Home Page](#)

Note: you must have the free [Adobe Reader](#) or a comparable program installed view and print the requisition document produced by this application.

Your Name, UDDS, and Phone are filled in automatically.

**User Information(Required):**

Your Name:

Organization/UDDS:

Phone:

Requisition Type:  External Requisition  Internal Requisition

Choose an Internal or External Requisition

Will this requisition require funding mapped to items?  No  Yes

Are you a delegated purchasing agent?  No  Yes

Requisition Number:  I require a new requisition number.  
(Does not apply to practice requisitions)  I already have a number for this requisition:

Choose the “Create a Practice Requisition”

The practice screen from the application appears below. The underlined headings in the application are links allowing you to obtain specific information and examples about that area of the requisition. Everything in the practice section will function exactly the same as the actual requisition creation. For more specific information about creating a requisition, please see the next section.

---

**Requisition Information:**

Requisition Number: **PRACTICE**  
Requisition Type:  Specific  Blanket  
Requisition Date:   
Requisition Begin Date:  Note: Begin and end dates apply only to blanket requisitions.  
Requisition End Date:   
Contact Person:   
Contact Phone:   
Previous P.O.:  (If available/applicable)

---

Vendor Name:   
Vendor Number: (optional)  Vendor Numbers and other vendor information may be obtained through the [Purchasing Inquiry by Vendor Name](#), if needed. Cut and paste information from the application which will open in a new window.  
Address Line 1:   
Address Line 2:   
Address Line 3:

---

Ship To:   
Address Line 1:   
Address Line 2:   
Address Line 3:

---

Printing:  Print two requisitions on each sheet of paper.  
 Print each requisition on it's own sheet of paper.  
Copies to print:  OFFICIAL FILE COPY  
 UNLABELED COPY  
 DEAN'S COPY  
 DEPARTMENT COPY  
 EXTRA COPY

## Creating a Requisition

This section allows you to create and print a requisition with a valid number assigned to it. Choose "Single Requisition Generator" from the menu to begin.

**Requisition and Number Generator**

- ◆ [About this application.](#)
- ◆ [Single requisition generator.](#) ← Choose "Single Requisition Generator" from the Main Menu
- ◆ [Request a block of requisition numbers.](#)
- ◆ [View/download your requisition number blocks.](#)  
for users who have requested blocks of requisition numbers.
- ◆ [Administrator Login.](#)

Interested in trying out generating a requisition online? Follow the Single Requisition Generator link above and click the "Create a Practice Requisition" button.

Your name, UDDS, and phone number will be filled in automatically. Choose the appropriate type of requisition, if you will require a funding map, if you will require the options available to delegated purchasing agents, or if you need to have a requisition number assigned or wish to enter your own. If you requested a block of requisition numbers, but still wish to use this program to generate a paper document, use the "I already have a number for this requisition" option. Choose the "Create Requisition Online" button at the bottom of the screen. The underlined headings are links allowing you to obtain specific help information about that area of the requisition.

### User Information(Required):

Your Name:   
 Organization/UDDS:   
 Phone:

Your Name, UDDS, and Phone are required to continue, and are filled in automatically.

Requisition Type:  
 External Requisition  
 Internal Requisition ← Choose an Internal or External Requisition

Will this requisition require funding mapped to items?  
 No  
 Yes ← Indicate if the req will require a funding map

Are you a delegated purchasing agent?  
 No  
 Yes ← Choose if you need access to the portions of the requisition a delegated agent must complete.

Requisition Number:  
 (Does not apply to practice requisitions)  I require a new requisition number.  
 I already have a number for this requisition:

Choose "Create Requisition Online" to begin.

Choose if you need a req. number or would like to enter your own.

### Entering General Requisition Information:

After choosing "Create Requisition Online" from the main menu, begin to enter the general information on the requisition, such as dates, vendor, ship to address, etc. The Contact Person, Contact Phone, and Ship To fields are mandatory. Enter all necessary information as described below. Choose the number of copies to print, and choose "Save and Continue" to enter items and funding information.

#### Requisition Information:

Requisition Number: 122H172 ← Req. number is automatically generated by the application.

Requisition Type:  Specific  Blanket

Requisition Date: 5/7/2004 ← Today's date is automatically entered.

Requisition Begin Date:  Note: Begin and end dates apply only to blanket requisitions.

Requisition End Date:

Contact Person: MICHAEL MATSCHULL ← Enter contact person and phone: This will automatically be populated with your information the first time, but will remember the last value entered upon each subsequent use.

Contact Phone: 262-4555

Previous P.O.:

Vendor Name: COMPUTER DISCOUNT WAREHOUSE

Vendor Number: (optional)  Vendor Numbers and other vendor information may be obtained through the [Purchasing Inquiry by Vendor Name](#), if needed. Cut and paste information from the application which will open in a new window.

Address Line 1: 230 N MILWAUKEE AVE ← Enter vendor name and address information. Use the given link to look up a vendor number if desired.

Address Line 2: VERNON HILLS, IL 60061

Address Line 3:

Ship To: MICHAEL MATSCHULL ← Enter the name and address where the items are to be sent. This will automatically be populated with your information the first time, but will remember the last value entered upon each subsequent use.

Address Line 1: 201 PETERSON BLDG

Address Line 2: 750 UNIV AV

Address Line 3: MADISON WI 53706

Printing:  Print two requisitions on each sheet of paper.  
 Print each requisition on it's own sheet of paper.

Copies to print:  OFFICIAL FILE COPY ← Printing Options: Choose how you would like the printed results to appear and which copies will be needed.  
 UNLABELED COPY  
 DEAN'S COPY  
 DEPARTMENT COPY  
 EXTRA COPY

← Choose "Save and Continue" to move on to entering items and funding information.

## **Entering Items and Funding Information:**

The interface pictured on the next page allows the entry of items and funding information on the requisition. Each line is numbered automatically by the application. Enter any needed information in the appropriately labeled box. Click on any of the hyperlinked labels for more information and completed examples for that area of the requisition.

Enter the Quantity, Unit, and Unit Cost for each item. The application will multiply the Unit Cost and Quantity to calculate both the Extended Cost and the Total Cost. Enter the Item Description in the "Item Description/Comment" box as you would on a normal requisition. The box can hold up to 800 characters and will automatically wrap the text on the final document (so there is no need to hit "enter" after every line). Choose "Add Another Line" to add as many item descriptions or messages as needed. An attached list will be automatically generated if necessary.

To apply a requisition level discount, select the Requisition Level option from the Discount Type select box and enter the percent discount in the Requisition Level Discount field. Do not include the "%" symbol. For item level discounts, select Item Level from the Discount type select box and enter the percent discount in the Discount field for each item with a discount.

To create a comment line or order message, leave the quantity box blank and enter the desired text in the "Item Description/Comment" field or select and customize one of the standard messages from the drop down box.

Enter the funding information in the appropriate boxes. Choose "Add More Funding" to add another string if needed. Funding amounts will be automatically added and an attached list will be generated automatically if necessary. The "Total Funding" and "Total Cost" fields should match before generating the printed document. The "Cost-Funding" field displays the difference, if any, and is provided as a reminder to help to ensure that the amounts match. If they do not, a warning message indicating so will appear before the final printable document is generated. Since there is a calculation applied to this funding amount field, it will only take numeric values. If you have a need to add non-numeric characters to the funding amount field (such as an "F" in a split funding situation), add the non-numeric character by hand to the printed copy of the document.

**Enter the Quantity, Unit, Unit Cost and Item Description** in the appropriate boxes. Extended and total costs are automatically calculated. Enter up to 800 characters for the description and the text will automatically wrap on the final printed requisition.

**To enter comments/order messages:** Leave the quantity blank and enter the information in the Item Description/Comment field or choose and customize a message from the drop down box. Use "Add Another Line" to add more items or comments.

## Requisition Items:

Please note that Item Numbers are assigned automatically, and may not match the line numbers below. To create a comment line or order message, simply leave the quantity box blank and enter the desired text in the Item Description/Comment field. You may also select a standard order message from the select box below each item description. No more than 800 characters may be entered for a single line. The text will be wrapped automatically on the printed requisition.

Discounts: To apply a requisition level discount, select the Requisition Level option from the Discount Type select box and enter the percent discount in the Requisition Level Discount field. Do not include the "%" symbol. For item level discounts, select Item Level from the Discount type select box and enter the percent discount in the Discount field for each item with a discount.

Discount Type:  Requisition Level Discount:

	Quantity	Unit	Discount	Comm. (optional)	Unit Cost	Ext. Cost
Line Number 1:	<input type="text" value="1"/>	<input type="text" value="ea"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$1,271.00"/>	<input type="text" value="\$1,271.00"/>
<u>Item Description/Comment:</u>	<input type="text" value="IBM NetVista M42 Series computer: 2.53GHz Intel Pentium 4 processor, 512MB RAM, 40GB hard drive, 48X Max CD-ROM, 10/100 Ethernet, Windows XP Pro, IBM ThinkVision L150 15-inch TFT LCD, IBM ServicePac 3 Year On Site Service"/>					
<input type="button" value="Remove This Line"/>		<input type="text" value="Select standard text for this line: -----"/>				
<input type="button" value="Add Another Line"/>						Total Cost: <input type="text" value="\$1,271.00"/>

## Requisition Funding:

Fiscal Year	Fund	Account	UDDS	Activity	Class	Building	Amount	
<input type="text" value="4"/>	<input type="text" value="101"/>	<input type="text" value="XX27"/>	<input type="text" value="A036500"/>	<input type="text" value="3"/>	<input type="text" value="3340"/>	<input type="text"/>	<input type="text" value="\$1,271.00"/>	<input type="button" value="Remove This Line"/>
<b>Total Funding:</b>							<input type="text" value="\$1,271.00"/>	
<b>Cost - Funding:</b>							<input type="text" value="\$0.00"/>	
<input type="button" value="Add More Funding"/>								

Choose "Save and Prepare Requisition Document" to generate the final printable document.

For help completing an External Requisition, Tutorials, Tracking Information  
<http://www.bussvc.wisc.edu/purch/ExtReqMa>

**Add funding information** in the appropriate boxes. Choose "Add More Funding" to add another funding line. The Total Funding and Total Cost should match before continuing. The "Cost-Funding" field displays the difference, if any.

## Generating the Final Printed Requisition

The final requisition form, containing the user specified number of copies, will appear in a new window. This document can be printed on your local printer and the Adobe Acrobat .pdf file can be saved if desired. If the new window does not appear, choose the "Open My Requisition" link to generate it. The window below depicts an example of a finished product.

Requisitions can be printed on plain white 8.5 x 11 paper. No colored copies are necessary. The copy of the requisition to be routed to Purchasing Services for processing must be on a half sheet of paper and must contain the necessary original approval signatures, just as before. Do not alter the way you process any of the paper forms without consulting the Dean/Director's office for approval.

Adobe Reader - [UserGuideEx.pdf]

File Edit View Document Tools Window Help

Open Save a Copy Print Email Search Select Text 108%

**EXTERNAL REQUISITION** FORM U.W.(2)-1A THE UNIVERSITY OF WISCONSIN SYSTEM **No. 122H172**

FY	FUND	ACCOUNT	UNIT	DIV	DEPT	ACT	CLASS	BLDG.NO.	\$AMOUNT	BLANKET	ORDER PERIOD	DATE
4	101	XX27	A	03	6500	3	3340		\$1,271.00	FROM		5/7/2004
										TO		

VENDOR NO.:  
 S U G E N D O R  
 V  
 C O M P U T E R D I S C O U N T W A R E H O U S E  
 230 N MILWAUKEE AVE  
 VERNON HILLS, IL 60061

D E L I V E R Y  
 B U I L D I N G  
 S T R E E T  
 C I T Y  
 M I C H A E L M A T S C H U L L  
 201 PETERSON BLDG  
 750 UNIV AV  
 MADISON WI 53706

CALL FOR ADDITIONAL INFO: MICHAEL MATSCHULL, 262-4555

ITEM	QUANTITY	UNIT	ITEM DESCRIPTION	COMM. CODE	UNIT PRICE	TOTAL PRICE
1	1	ea	IBM NetVista M42 Series computer: 2.53GHz Intel Pentium 4 processor, 512MB RAM, 40GB hard drive, 48X Max CD-ROM, 10/100 Ethernet, Windows XP Pro, IBM ThinkVision L150 15-inch TFT LCD, IBM ServicePac 3 Year On Site Service		\$1,271.00	\$1,271.00
						\$1,271.00

PREVIOUS PO#:

F.O.B. TERMS DELIVERY REFERENCE BID NO. WAIVER BULLETIN NO. RECORDED

nf-203d  
OFFICIAL FILE COPY

**EXTERNAL REQUISITION** FORM U.W.(2)-1A THE UNIVERSITY OF WISCONSIN SYSTEM **No. 122H172**

FY	FUND	ACCOUNT	UNIT	DIV	DEPT	ACT	CLASS	BLDG.NO.	\$AMOUNT	BLANKET	ORDER PERIOD	DATE
4	101	XX27	A	03	6500	3	3340		\$1,271.00	FROM		5/7/2004
										TO		

VENDOR NO.:  
 S U G E N D O R  
 V  
 C O M P U T E R D I S C O U N T W A R E H O U S E  
 230 N MILWAUKEE AVE  
 VERNON HILLS, IL 60061

D E L I V E R Y  
 B U I L D I N G  
 S T R E E T  
 C I T Y  
 M I C H A E L M A T S C H U L L  
 201 PETERSON BLDG  
 750 UNIV AV

8.5 x 11 in



## Navigating Back to the Application

Once a requisition has been successfully generated, a menu will appear outlining choices for returning to the application, and making changes to your form.

Use the “Open My Requisition” link if the printable Adobe Acrobat file has not appeared. This will manually open the window for you.

Use the “Make Changes to your requisition” link to go back and edit any of the information in your final requisition form if you notice a change needs to be made. This option is only available immediately after generating the printable form. Proofread the printed form immediately to determine if this option is needed, as it will not be available once you exit the application. If small changes are needed, such as adding an “F” to a funding line in a split funding situation, these may be written directly on the printed copy. A new copy does not need to be generated in these cases.

“Return to the requisitions home page” will take you back to the Main Menu of the application. “Create another requisition and clear entry fields” will begin the process of creating another form, but will wipe out the data you entered on the previous requisition. Use “create another requisition without clearing your previous entry” to create another form and leave all the items you just entered.

### Requisition and Number Generator

Thank you for using the Requisition Generator. If popup windows are enabled, a new window should appear containing your requisition document. If your browser has not opened a new window to display the requisition, please click the following link to open it manually:

[Open my Requisition](#)

You may print your requisition from the popup window by selecting “print” from the file menu.

Please select from the following options:

- ◆ [Make changes to your requisition](#): This will allow you to make changes to your current requisition and generate a new printable PDF requisition document.

**Please note: if you wait longer than 30 minutes, your session will time out and you will have to re-enter your requisition!**

- ◆ [Return to the requisitions home page.](#)

- ◆ [Create another requisition and clear entry fields.](#)

- ◆ [Create another requisition without clearing your previous entry.](#) Creating another requisition without clearing your previous entry will allow you to create a new requisition with a new number while reusing some or all of your previous entry.

## Frequently Asked Questions

- 1. *Who can I contact if I am having problems using the Requisition and Number Generator?***
  - Application instructions are located at <http://www.bussvc.wisc.edu/purch/req/ReqGenIns.html>.
  - For technical issues, computer related questions, browser questions, login questions, or any problems related to My UW, please contact DoIT's Help Desk at 264-HELP.
  - For questions about using the application or general requisition questions, contact Purchasing Services at [purch@bussvc.wisc.edu](mailto:purch@bussvc.wisc.edu) or 262-1526.
  
- 2. *The Requisition Generator does not appear on my Services tab in My UW. What should I do?***
  - The application should automatically be available for any payrolled individual at UW-Madison.
  - Choose the "Add / remove content" button under the "Customize this page: heading" towards the upper right of the screen.
  - Be sure that the "Requisition and Number Generator" option is checked.
  - If not, click the checkbox next to "Requisition and Number Generator" and choose Update at the bottom of the page to add the module.
  - If the application is still unavailable, contact the DoIT Help Desk for assistance.
  
- 3. *I used the "Back" button in my browser to go back and lost all the information I had typed in. What happened?***
  - To retain the information that has been input, use the "Save and go back" button at the bottom of the screen, instead of the "Back" button available in the toolbar of your browser.
  
- 4. *The finished Adobe Acrobat .pdf document doesn't open by itself when I finish entering all the requisition information. What happened?***
  - Most likely, you have pop-up blocking software installed. If you want to keep the pop-up blocker, and the browser has not opened a new window to display the requisition, click the "Open My Requisition" link to open the document manually or disable the pop-up blocker to let the window open automatically.

**5. The requisitions in the finished Adobe Acrobat .pdf document are not printing at the correct size or one of the documents on the page is not 5.5 inches long. How can I correct this?**

- Check your settings in Adobe Acrobat and try the following:
- Once you have your requisition prepared and ready for printing (i.e. you are looking at the PDF document on your screen):
  - i. Click on the "File" menu in the upper left hand corner.
  - ii. Select "Print..."
  - iii. In the "Page Handling" section (about 2/3 of the way down in the window that appears), set "Page Scaling" to "Fit to paper".
  - iv. Click "O.K." to print your document. The setting should be persistent, so doing it once should take care of the problem.
  - v. If this does not fix your problem, please contact the Help Desk at 264-HELP for further assistance.

**6. I got interrupted and was not able to complete the requisition I was working on. It appears that the application has "lost" everything I entered. What do I do?**

- Both the Requisition application and the My UW portal are on a 15-minute timeout, meaning that after 15 minutes of inactivity you will be taken out of the application. Unfortunately, you will need to begin your work again.

**7. The application timed out and I can't continue with the requisition I was completing. What do I do?**

- Both the Requisition application and the My UW portal are on a 15-minute timeout, meaning that after 15 minutes of inactivity you will be taken out of the application. Unfortunately, you will need to begin your work again.

**8. I noticed a mistake or something that needs to be changed in the requisition I completed. Can I edit the document that I already completed?**

- If you have not yet exited your web browser (and the application has not timed out after 15 minutes of inactivity), you may choose the "Make changes to your requisition" link to go back and edit information in your current requisition and generate a corrected Acrobat .pdf document with the same requisition number. Make sure you destroy the first, "incorrect" copy after the corrections have been made. Unfortunately, if you have already exited the browser window, you will need to start over with a new number.
- You may also choose to write the changes directly on the original printed version instead of starting over.

**9. I need to start my requisition over. What about the number I already reserved?**

- Don't worry about using another number. The application keeps track of which numbers are available and will automatically assign a new one. You will not be held accountable for getting a number without actually using it.

**10. Im ordering something over the phone and I need a requisition number right now. I don't have the information needed to complete the form. How can I use the web-based system to do this?**

- Go into the web based requisition generator application and use the "Request requisition number only" option to obtain a valid number. Use this number to complete your order.
- When you are ready to generate the final printed requisition, choose the radio button next to the "I already have a number for this requisition" option on the initial entry screen. Enter the valid requisition number you claimed earlier and the requisition will be generated using that number.

**11. I already have a requisition number. Can I use this application to generate/type the requisition?**

- Yes. If you already have a number, choose the radio button next to the "I already have a number for this requisition" option on the initial entry screen. Enter the number you wish to use and the printable requisition will be generated with the number you entered. Be sure to double check the number as the application will warn you if it is not properly formatted for the type of requisition you are trying to complete.

**12. I would like a block of numbers in sequence (like the numbers you could get in a pre-printed package of forms), but would still like to type requisitions using the Requisition and Number Generator in My UW. Is this possible?**

- Yes, use the system to request a block of numbers and download the Excel spreadsheet containing your numbers. Instead of letting the system assign you a new number each time a requisition is printed, choose the radio button next to the "I already have a number for this requisition" option on the initial entry screen. Enter the number you wish to use and the printable requisition will be generated with the number you entered. Be sure to double check the number as the application will warn you if it is not properly formatted for the type of requisition you are trying to complete.

**13. Why do the values for the contact person and contact phone, the ship to address, and the funding information appear/change each time?**

- The system uses something called a “cookie” to store the most recent values input in these fields on your machine. The next time you access the application, the last set of values typed in these boxes will appear.

**14. Can I change the information that is pre-populated for me (Contact name and phone, ship to address, and funding information)?**

- Yes, it is only there as a helpful tool for those who can use it. If the information is not correct, simply delete it and type over it.

**15. I'm using a different computer than I normally do, why didn't the application automatically fill in the last set of values I used for contact information, ship to, and funding information?**

- The application “remembers” values by using a file called a “cookie” stored on your machine. If you move to a different machine, do not have cookies enabled in your browser, or delete your cookies, the application will not have the last set of values used for your contact person, ship to address, and funding string stored correctly. It will default to the values that are automatically filled in using the information stored about your NetID in the campus directory.

**16. Requisitions print on an 8.5"x11" sheet of paper, do I need to cut them in half?**

- Yes, the Official copy, which comes to Purchasing Services, must be on a half sheet of paper.
- Consult with your Dean or Director's office as to if any other required copies will need to be cut or can be filed on full sheets. Do not change your process without first consulting with your Dean/Director's office.
- Some users also have paper pre-cut before printing and feed the half sheets into their printers.

**17. I've printed off a number of copies of my requisition, do they all need to be signed?**

- Purchasing requires one original signed copy (signed by everyone including the Dean's Office), beyond that your Departmental policy dictates if any other copies require signatures. Do not alter the way you currently process any of the paper forms without consulting your Dean/Director's office for approval.
- Please consult your Dean/Director's office to see how many signed copies are necessary for your situation and follow their instructions.

**18. My Department requires that all copies be signed, but my Dean's Office does not want to sign more than one copy of each requisition. What do I do?**

- Get an original signature on one copy; and if possible, make photocopies for those that require them. Make sure Purchasing gets the copy containing the original signature.
- Some users that require multiple signatures are printing the forms on carbonless paper to generate the extra copies.

**19. I need to enter a non-numeric character in the requisition funding amount field (such as an "F" for split funding) and the application won't let me. It just prints \$0.00 for the total. What do I do?**

- Since there is a calculation applied to this funding amount field, it will unfortunately only take numeric values. Add the non-numeric character by hand to the printed copy of the document.

**20. I need to enter a text string with no spaces (such as a long web address) in the Requisition Items area that looks like it will be longer than the width of the form. What do I do?**

- Enter the long text string as you would any other piece of text in the Requisition Items area. The application will print as much of it on one line as possible and automatically create a line break where necessary so it doesn't run over the edge of the form.

**21. I need to enter a very long item description / attached list. Can the application handle this?**

- Yes, up to a point. The requisition generator can generate an attached list up to about 2 pages in length. If you anticipate that there is necessary text that will not fit on 2 pages of the attached list form, please create the text in a word processing program instead and staple it to the printed requisition form.

**22. Am I required to use this web based system to generate printed requisitions?**

- No, there are a number of ways that people can generate requisitions without this system.
- Download and use the Excel based requisition form on the Purchasing Services Forms page at <http://www.bussvc.wisc.edu/purch/forms.html#ReqForm>.
- If your Department has its own electronic method of creating requisitions or any leftover multi-part paper forms, those may be used as well.
- If you desire to continue using multi-part pre-printed paper forms, see the next question.

**23. How do I get pre-printed paper forms, I can't use the web based system?**

- Whatever you print must conform to the existing requisition form specifications.
- This print job will also most likely exceed the State's \$49.99 limit and therefore as a cautionary note please refer to the printing regulations in PPP 4 at <http://www.bussvc.wisc.edu/purch/ppp4.html>.

**24. This application does not have a database associated with it. Is there a version available with more functionality?**

- Yes, DoIT has a more advanced version available that offers a full database, but there is a monthly subscription fee associated with it. For more information please contact Brian Busby at 262-9110 or [brian.busby@doit.wisc.edu](mailto:brian.busby@doit.wisc.edu).

**25. Are there any known browser compatibility issues?**

- No, if any are found please report them and we will attempt to resolve the issue.

**26. Are students allowed to use the Requisition and Number Generator?**

- The application is only available for students if they are also employed by UW-Madison. Any payrolled employee should automatically have access to this application on the Services tab of My UW. If an employed student is having difficulty accessing the application they should contact the DoIT Help Desk for assistance.

**27. The Requisition and Number Generator is not currently available through My UW. What can I do to prepare a requisition?**

- Call Purchasing Services at 262-1526 to obtain a valid requisition number. A Microsoft Excel version of both the internal and external requisition forms is available at <http://www.bussvc.wisc.edu/purch/RequisitionTemplate.xls> and can be used with the number(s) obtained from Purchasing until the application is up and running again in My UW.
- Also, you may use any paper requisition forms that are still left in your Department. Though new forms are no longer available from MDS, the previously distributed forms are still valid.