CUNYfirst
Requisition Creation

CUNYfirst is the City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Please Note: THIS IS THE TRAINING ENVIRONMENT!!!

Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more. It will give faculty additional tools to enhance their interaction with students. It is also designed to give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation's largest urban university.

Username: 
Password: 

Enter username and password to enter system

Click “Financial Supply Chain”

Click “eProcurement” to access the online requisitioning module
Click on “Create Requisition” to access online requisitioning

Enter Requisition Name for easier reference

Click Continue to enter requisition information
Click “Special Item” or Special Request and then Special Item

You will need to complete Item Description, Price, Quantity, Unit of Measure, Category and Vendor ID
Create Requisition

Add lines to the requisition, specifying the information necessary to procure each item or service.

Description, price and quantity completed.

Click magnifying glass to select Unit of Measure.
Change drop down field to **Contains** and enter **Unit of Measure**, click **Look Up**
Unit of Measure results appear. Click on Unit of Measure

Unit of Measure is populated
Click magnifying glass to select Category

Change Category to DESCRIPTION and the enter description of goods/service click FIND
The data description with “Catering” appear. Click on “Category Number” to populate description on requisition.

Category field will be populated
Click magnifying glass in Vendor field to select vendor.

Enter Vendor name in Short Vendor Name field (you only need to enter the first few letters of a vendor name. The full name is not necessary and may not be in the system with the same spelling as you may expect.)
To look up a vendor such as Restaurant Associates you can type Restau and then click “FIND”

Select Vendor by clicking on Vendor ID Number of correct vendor
Vendor field is populated

Click “Add Item” to add this request to requisition.
You can now add additional items if desired follow steps above for multiple items

Click “Review and Submit” when you have completed all requests for this requisition.

Requisition Summary appears on left side of screen
To add an attachment or comment to your requisition

Click on Bubble to add comments or and attachments.

If you have an Attachment such as a quote click here. Add Comments in this field.
When adding an attachment this option will appear so you can select a file to upload from your computer or scan folder. Click **Browse** to access folder where file is located.
Select file from the computer folder where file is saved and click open to attach, then click **Upload**.

Selected file will be attached and appear as indicated. If you have additional attachments follow the same procedure again. Once you have attached all documentation click **OK**.
Review the details of your requisition, make any necessary changes, and submit it for approval.

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor Name</th>
<th>Quantity</th>
<th>Unit</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering for Department Meeting</td>
<td>RESTAURANT ASSOCIATES INC</td>
<td>1.0000</td>
<td>Each</td>
<td>104.0000</td>
<td>104.00 USD</td>
</tr>
</tbody>
</table>

Total Amount: 104.00 USD

Justification/Comments

- [ ] Send to Vendor
- [ ] Show at Receipt
- [ ] Show at Voucher

Check Budget

Save & submit ✗ Save & preview approved ✗ Cancel requisition

Find more items

Bubble will now have dotted lines to indicate there is an attachment or comments.

Review line details, click triangle next to line.
Verify Chartfield information by clicking on Tabs

Chartfield1 info has delivery location, quantity and account that can be changed.

Percent relates to percentage of expense for requisition and for each line of req.

GL Unit is constant for the Graduate Center which is GRD01.
Chartfield2 has expense information. All fields are automatically populated based on system setup information. The only change may be in the “Dept” if you have rights to create a requisition for more than one department.

Chartfield3 does not require any changes by requestor.
Details is also an informational tab not requiring changes

When the requisition is completed click “Save & Submit”
To review a requisition first click “Save & Preview Approvals”
You must click “Save & Submit” before the requisition can be processed for approval