

Create a Requisition Request

Click Numbers in Sequence

Click / Complete items in or highlighted in Yellow

The screenshot displays the Infor CloudSuite Financials & Supply Management web application. The user is logged in as Forrest Benedict. The interface is divided into a left-hand navigation menu and a main content area. In the navigation menu, the 'Requisition Self Service' option is highlighted with a red box and the number '2'. In the main content area, the 'Requester' section is active, showing a table for 'My Requisition Lines Past Requested Delivery Date' which is currently empty. Below this, there are sections for 'Unreleased Requisitions' and 'Supplier Requisitions To Review', both of which are also empty. The 'Requester' dropdown menu in the top left is highlighted with a red box and the number '1'. The browser's address bar shows the URL: https://mingle35-portal.infor.gov.com/IDAHO_TRN/e6db2828-a2c0-47f0-9873-31ffdeed607d?favoriteContext=https%3A%2F%2Fin-idaho-trn.tam.infor.gov.com%2Ffsm%2FRequester%2Fpage%2FRequ...

Create a Requisition Request

The screenshot shows a web browser window with the URL https://fin-idaho-trn.tam.infor.gov/fsm/Requester/requisitions.html?csk.IsoLocale=en_US. The page title is "Requisition Self Service". In the top right corner, there is a navigation bar with a red box around the "Profile" link, a red number "1" to its left, and a "New Request" link. Below the navigation bar, there is a search bar with the placeholder text "Search the catalog...". The main content area is divided into several sections: "My Requisitions" with a "VIEW ALL" link, "Recent Items", "My Quick Links" with "My Shopping Lists" and "Add a Special / Service Item" links, "Recent Special / Service", and "Punchout Vendors".

My Profile + New Request

200 - DEPARTMENT OF ADMINISTRATION | Giffins, Lori Ann K.

Company	Requesting Location		
200 - DEPARTMENT OF ADMINISTRATION	200-3010 - CAPITOL MALL		
Deliver From Company	Deliver From Location		
200 - DEPARTMENT OF ADMINISTRATION	CMPS - ADMIN CAPITOL MALL CENT...		
Deliver To	Comment Type		
650 W State St, Rm 100, Boise Id 73720	Print on Purchase Order		
Vendor	Vendor Purchase From		
32768 - ACCO ENGINEERED SYSTEMS	P-1 - PURCHASING - ACCO ENGINEE...		
Buyer	Requisition Description	Commodity Code	
266840 - BENEDICT II, FORREST T.	Tire for KC-135	25-20-22-05 - Aircraft tires	
Distribution Account			
Agency	Org Cost Center	Appropriation Unit	Fund
200 - DEPARTMENT OF ADMINISTRATION	3010 - Capitol Mall Cost Center	ADAC - Public Works Operations	45026 - Admin Acct Svcs Appd&Con...
Account			
101000 - Cash On Hand			
Show More			
PO Code			
<input type="text"/>			
Create Request			

Fill out everything in **Yellow**

Should auto populate

Choose this option

Select the "P-1" Option for the Vendor

Perform this step if all line items are under the same account. Will save time in the long run

Click once page is completed

See page 4 (next page) to complete this popup

Create a Requisition Request

Perform this step if all line items are under the same account. Will save time in the long run

Company: 200 - DEPARTMENT OF ADMINISTRATIVE SERVICES | Requesting Location: 200-3010 - CAPITOL MALL

Deliver From Company: 200 - DEPARTMENT OF ADMINISTRATIVE SERVICES | Deliver From Location: CMPS - ADMIN CAPITOL MALL CENTRAL

Deliver To: 650 W State St, Rm 100, Boise Id 73720 | Comment Type: Print on Purchase Order

Vendor: 32768 - ACCO ENGINEERED SYSTEMS | Vendor Purchase From: P-1 - PURCHASING - ACCO ENGINEERED SYSTEMS

Buyer: 266840 - BENEDICT II, FORREST T.

Project	Program	Location	Additional Reporting
	2003227		200BORAHB26

Custodial Account: | Funding Source: | System Interagency:

[Show Less](#)

Agency: 200 - DEPARTMENT OF ADMINISTRATIVE SERVICES | 3010 - Capitol Mall Cost Center | ADAC - Public Works Operations | 45026 - Admin Acct Svcs Appd&Con...

Account: 101000 - Cash On Hand

[Show More](#)

PO Code:

[Create Request](#)

Completed Page (Sample)

← My Profile + New Request

200 - DEPARTMENT OF ADMINISTRATION | , BENEDICT II, FORREST T.

Company: 200 - DEPARTMENT OF ADMINISTRATION
Requesting Location: 200-3010 - CAPITOL MALL

Deliver From Company: 200 - DEPARTMENT OF ADMINISTRATION
Deliver From Location: CMPS - ADMIN CAPITOL MALL CENT...

Deliver To: 650 W State St, Rm 100, Boise Id 73720
Comment Type: Print on Purchase Order

Vendor: 32768 - ACCO ENGINEERED SYSTEMS
Vendor Purchase From: P-1 - PURCHASING - ACCO ENGINEERED SYSTEMS

Buyer: 266840 - BENEDICT II, FORREST T.
Requisition Description: Tire for KC-135
Commodity Code: 25-20-22-05 - Aircraft tires

Distribution Account

Agency: 200 - DEPARTMENT OF ADMINISTRATION
Org Cost Center: 3010 - Capitol Mall Cost Center
Appropriation Unit: ADAC - Public Works Operations
Fund: 45026 - Admin Acct Svcs Appd&Con...

Account: 101000 - Cash On Hand

Project:
Program: 10205 - Budget and Policy
Location:
Additional Reporting: 110EDCS - EDUCATION & TRAINING...

Custodial Account:
Funding Source:
System Interagency:

[Show Less](#)

PO Code:

Create Request 1

- Ensure all information is correct
- Click To Create Request

Note: New Request #

Create a Requisition Request

Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Company: 200 - DEPARTMENT OF ADMINISTRATION
Requesting Location: 200-3010 - CAPITOL MALL

Deliver From Company: 200 - DEPARTMENT OF ADMINISTRATION
Deliver From Location: CMPS - ADMIN CAPITOL MALL

Deliver To:
Comment Type: Print on Purchase Order

Vendor: 32768 - ACCO ENGINEERED SOLUTIONS
Vendor Purchase From: R-4 - DEPT 48424

1 Add to Request New Request

Choose from Punchout ie Office Depot... or Special/Service Item

Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog Shop Punchout Vendors Add from Shopping Lists Add a Special / Service Item

Basic Catalog Search *See Slides 8-13* [Switch to Advanced Catalog Search](#) *See Slide 14-19*

Q Search the catalog...

Previously Requested Items Shopping List Items Stock Non Stock Special Service

Enter a product name or keyword to browse a list of products to add to your Request.

Tax Total 0.00
Request Total 0.00
0 Items within this Request

View Request Details
Submit Request
Delete Request
Notes

2
3


Using the Punchout System

Using the Punchout System

← Request # 414

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, BENEDICT II, FORREST T.


Search the Catalog **Shop Punchout Vendors** Add from Shopping Lists Add a Special / Service Item


FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC
OFFICE DEPOT BUSINESS SOLUTIONS

Tax Total 0.00
Request Total 0.00
0 Items within this Request

View Request Details

You are now being re-directed to
FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC


Loading

Using the Punchout System

Search for your item, this example is for pens

















The screenshot shows the ODP Business Solutions website interface. At the top, the logo 'odp BUSINESS SOLUTIONS™' is on the left. A navigation bar contains 'Products' with a dropdown arrow, a search bar with 'Pens' and a red '1' next to it, and icons for 'Contact Us', a shopping cart with '0', and a user profile 'B'. Below the navigation bar are links for 'Orders', 'Order By Item', 'Shopping Lists', 'Proprietary Items', and 'Bulletin Board'. The account number '77227479' is on the right. The breadcrumb trail reads 'Home / Office Supplies / Pens, Pencils & Markers / Pens'. The main heading is 'Pens' with a red '2' next to it. A grid of ten product categories is displayed, each with a representative image: 'Ballpoint Pens' (BIC pen), 'Calligraphy Pens' (various colored pens), 'Fountain Pens' (highlighted with a red box and red '2'), 'Pen Refills' (Pilot G2 refills), 'Felt Tip Pens' (Sharpie pens), 'Gel Pens' (Pilot G2 gel pen), 'Rollerball Pens' (Lamy rollerball pen), 'Multifunction Pens' (Pilot multifunction pen), 'Check Fraud Prevention & Counterfeit Detector Pens' (security pens), and 'Counter Pens' (a pen with a counter). A 'What's New?' link is in the bottom right corner.

Using the Punchout System

Ensure item is a "Contract Item"

Grid List Sort by: Relevance

In Stock Items Only Clear All

<p>Contract Items <input type="checkbox"/> Compare</p>  <p>Office Depot® Brand Retractable Ballpoint Pens With Grips, Medium Point, 1.0 mm,...</p> <p>Item #9828588</p> <p>★★★★★ (22)</p> <p> </p> <p>\$8.66/pack</p> <p>29 Available</p> <p><input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="Add To List"/></p>	<p>Contract Items <input type="checkbox"/> Compare</p>  <p>BIC Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black...</p> <p>Item #664011</p> <p>★★★★★ (1304)</p> <p> </p> <p>\$5.46/box</p> <p>662 Available</p> <p><input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="Add To List"/></p> <p><i>Click Item needed</i></p>	<p>Contract Items <input type="checkbox"/> Compare</p>  <p>Office Depot® Brand Retractable Ballpoint Pens With Grips, Medium Point, 1.0 mm,...</p> <p>Item #161636</p> <p>★★★★★ (312)</p> <p> </p> <p>\$7.82/pack</p> <p>846 Available</p> <p><input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="Add To List"/></p>	<p>Contract Items <input type="checkbox"/> Compare</p>  <p>Office Depot® Brand Soft-Grip Retractable Ballpoint Pens, Medium Point, 1.0 mm,...</p> <p>Item #479608</p> <p>★★★★★ (18)</p> <p> </p> <p>\$6.10/dozen</p> <p>2302 Available</p> <p><input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="Add To List"/></p>
<p>Contract Items <input type="checkbox"/> Compare</p>  <p>TUL® BP Series Retractable Ballpoint Pens, Medium Point, 1.0 mm, Pearl White...</p> <p>Item #5830360</p> <p>★★★★★ (18)</p>	<p>Contract Items <input type="checkbox"/> Compare</p>  <p>Office Depot® Brand Soft-Grip Retractable Ballpoint Pens, Medium Point, 1.0 mm,...</p> <p>Item #479560</p> <p>★★★★★ (36)</p>	<p>Contract Items <input type="checkbox"/> Compare</p>  <p>BIC Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Blue...</p> <p>Item #255876</p> <p>★★★★★ (809)</p>	<p>Contract Items <input type="checkbox"/> Compare</p>  <p>TUL® BP Series Retractable Ballpoint Pens, Medium Point, 1.0 mm, Pearl White...</p> <p>Item #5876588</p> <p>★★★★★ (30)</p>

Using the Punchout System

Select Quantity & Add To Cart

Home / Office Supplies / Pens, Pencils & Markers / Pens / Ballpoint Pens / Product Details

BIC Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens

Item #664011 | Manufacturer #GSM60-BLACK

★★★★★ 4.8 (1307) Write a review

\$5.46/box

1 Add To Cart

Delivery

Some items have multiple options

Ink Color Options

Pack Size Options

10 12 36 60 240

Complete Your Purchase

Office Depot® Brand Perforated Writing Pads, 8-1/2" x...

★★★★★ (905) \$50.98 each

[View Details](#)

Post-it Super Sticky Notes, 3 in x 3 in, 24 Pads, 70...

★★★★★ (280) \$13.38 each

[View Details](#)

Description Specs Reviews

Contract Items Eco Conscious

Combine longevity, consistent performance and smooth writing with BIC Round Stic Xtra Life Ballpoint Pens. Creating clear, vivid lines, they're the ideal ballpoint pens for writing lists, taking notes, journaling and more. The flexible round barrel fits snugly in your hand and offers a controlled yet comfortable hold, making these the best pens for prolonged writing sessions. Plus, these writing pens provide consistent ink flow, letting you write smoothly and evenly. Looking for reliable pens for school or office supplies? Choose BIC Round Stic Xtra Life Ballpoint Pens for a high-quality, affordable product you can trust — write first time, every time

- Enjoy permanent marks and lines from this pen.
- Medium-point tip offers comfort while writing.
- Round barrel is designed to be lightweight and flexible, offering a comfortable grip.
- Ballpoint ink delivery is smooth and satisfying, while the 1.0 mm point allows for easy legibility.

Using the Punchout System

To view Cart or Checkout

The screenshot displays the Office Depot website interface. At the top, there is a navigation bar with the 'odp BUSINESS SOLUTIONS' logo, a 'Products' dropdown menu, a search bar, and a shopping cart icon showing a total of \$3.00. Below the navigation bar, there are links for 'Orders', 'Order By Item', 'Shopping Lists', 'Proprietary Items', and 'Bulletin Board'. The main content area shows the product details for 'BIC Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens'. The product image shows a box of pens and a single pen. The product description includes a star rating of 4.8 (1307 reviews) and a 'Show More' button. On the right side, there is a 'Cart Summary' pop-up window showing the item details and 'View Cart' and 'Checkout' buttons. A yellow callout box with the text 'Checkout adds item to Requisition' points to the 'Checkout' button. Below the product image, there are tabs for 'Description', 'Specs', and 'Reviews'. The 'Description' tab is active, showing a detailed description of the pens and their benefits. At the bottom right, there is a 'Complete Your Purchase' section with two recommended items: 'Office Depot® Brand Perforated Writing Pads, 8-1/2" x...' and 'Post-it Super Sticky Notes, 3 in x 3 in, 24 Pads, 70...'.

Can change quantity here


Click to add more items to Requisition

Request # 414

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, BENEDICT II, FORREST T.

< Add More Items

1 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
1	 BIC Round Stic Ballpoint Pens - Medium Pen Point - Black - 1 Item: 966080	1.0000 / PK - Package	3.0000	3.0000	USD Unreleased

Tax Total 0.00 USD
Request Total 3.00 USD

Submit

Add notes: ie person to receive product

Request # 414 has been submitted.
Fri Nov 03 2023 12:18:52 GMT-0600 (Mountain Daylight Time)

Return to Dashboard

Submit this requisition?
Are you sure you want to submit this requisition?

Yes No

Add Item To Requisition

(Not Punchout)

Add Item Not found in Punch Out

See next page to fill out top section

Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog Shop Punchout Vendors Add from Shopping Lists **Add a Special / Service Item**

Add a Special or Service Item Add to Request

Add Item Add Amount Service Item
 Add Quantity Service Item

Item Description *

Q Search for items...

Item * Vendor Item

Q Search for items...

Quantity * UOM * Cost Cost Option

0.0000 / Q 0.0000

Deliver To

Vendor Vendor Purchase From

32768 - ACCO ENGINEERED S... R-4 - DEPT 48424

Manufacturer Manufacturer Number

Distribution Account

Agency Org Cost Center

200 - DEPARTMENT OF ADMINI... 3010 - Capitol Mall Cost Center

Appropriation Unit

ADAC - Public Works Operations

Fund Account

45026 - Admin Acct Svcs Appd&... 577500 - Other Professional Svcs

[Show More](#)

Asset Asset Template

Deliver From Company Deliver From Location

200 - DEPARTMENT OF ADMINI... CMPS - ADMIN CAPITOL MALL ...

Commodity Code

72-10-15-11 - Air conditioning ins...

PO Code

Notes

Normal Text B / U S Enter notes here...

File Attachment

Browse for file...

Add to Request

Tax Total 0.00
Request Total 0.00
0 Items within this Request

[View Request Details](#)
[Submit Request](#)
[Delete Request](#)
[Notes](#)

If ordering for more than one program (account), contact your finance team

Option 3 from Slide 6

Purchase Order Requisition Request

Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog Shop Punchout Vendors Add from Shopping Lists **Add a Special / Service Item**

Add a Special or Service Item Add to Request

Add Item Add Amount Service Item
 Add Quantity Service Item

Item Description *

Q Search for Items...

Item * Vendor Item

Q Search for Items... **Will auto populate**

Quantity * UOM * Cost Cost Option

0.0000 / Q 0.0000

Deliver To

Vendor Vendor Purchase From

32768 - ACCO ENGINEERED S... R-4 - DEPT 48424

Manufacturer Manufacturer Number

Tax Total 0.00
Request Total 0.00
0 Items within this Request

View Request Details
Submit Request
Delete Request
Notes

**Attach Quotes
/ documents here
(see page 17 for popup)**

***HOT** If you received a quote for any Service, you MUST attach it here

Create a Requisition Request Notes Popup

Create Comment

Company: DEPARTMENT OF ADMINISTRATION (200) Requisition: 76

Print On Internal Documents Print On Receiving Document Print On Requisition

Print On Purchase Order Print On Pick List Display Only

Print On Purchase Order Trailer Print On Delivery Ticket Invoice Comments

Title * File

Text

Normal Text | B | I | U | S | A | [Icons] | HTML

Description of Added Note

Add any Quotes in Notes

Cancel **Submit**

Service Item

Tax Total 0.00

Request Total 0.00

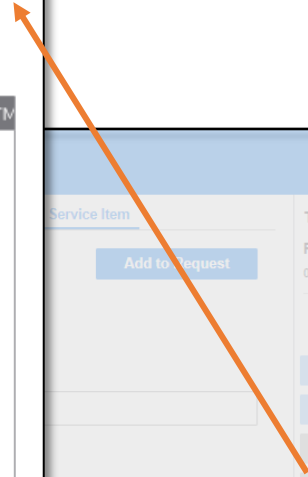
0 Items within this Request

View Request Details

Submit Request

Delete Request

Notes



Deliver to

Vendor: 32768 - ACCO ENGINEERED S... Vendor Purchase From: R-4 - DEPT 48424

Manufacturer: Manufacturer Number:

Create a Requisition Request

Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog Shop Punchout Vendors Add from Shopping Lists Add a Special / Service Item

Add a Special or Service Item

1 Add to Request

Add Item Add Amount Service Item
 Add Quantity Service Item

Item Description *

KC135 Tire

Item * Vendor Item

Quantity * UOM * Cost Cost Option

/

Deliver To

Vendor Vendor Purchase From

Manufacturer Manufacturer Number

Tax Total 0.00
Request Total 0.00
0 Items within this Request

View Request Details
Submit Request
Delete Request
Notes

Create a Requisition Request



Added item shows up here

Create a Requisition Request

← Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog Shop Punchout Vendors Add from Shopping Lists **Add a Special / Service Item**

Add a Special or Service Item

Add Item Add Amount Service Item
 Add Quantity Service Item

Add to Request

Item Description *

Q Search for items...

Item * Vendor Item

Q Search for items...

Quantity * UOM * Cost Cost Option

0.0000 / Q= 0.0000

Deliver To

Vendor Vendor Purchase From

32768 - ACCO ENGINEERED S... Q= R-4 - DEPT 48424 Q=

Manufacturer Manufacturer Number

Q=

Tax Total 0.00
Request Total 0.00
0 Items within this Request

View Request Details
Submit Request
Delete Request
Notes

Click "Submit Request" to route Requisition

Creating a Requisition

Notes:

1. Attach quotes if received (*slide 16, bottom of page*)
2. If commodity is found under a State Contract, purchasing will change vendor to match Statewide Contract
 - Agency will be informed of any changes