



QUICK TIPS

Converted Requisition Processing

| Step | Process | Comments |
|------|---|-----------------------------------|
| 1 | Remove Hold flag from requisition header. | |
| 2 | Review the lines and the distribution lines | Make corrections as required |
| 3 | Validate the origin | Ensures correct workflow routing. |
| 4 | Budget Check | |

Processing Tips

- A. If you have entered a custom price (you have changed the price that was loaded by the item ID) you must remove the Calculate flag on the line details hyperlink for each line item.
- B. A valid account number will always start with a "5".
- C. If you will be processing to a **Purchase Order** or **RFQ**, make sure there is no price of zero on your line items (unless they will truly be no charge). When a no price is entered on a requisition a zero indicator flag is set under the line details hyperlink. This prevents the system from allowing a Purchase Order or RFQ award with a price. You will not be able to change the zero dollar amount to a different price.
- D. If this requisition will be pushed to an **RFQ** or an **Event**, you must change the distribution type to Quantity.
- E. On **Authority Orders** you must check the Amount only box on the Line Details hyperlink for each line.
- F. For **Releases**, enter contract number and contract line number on the Line Details hyperlink.
- G. Requisitions may be budget checked in batch by Business Unit.
- H. To print a converted requisition you will need to change the Requester field from Conversion to a valid requester.

If a discrepancy is found in the above information, email
Laura.Lovell@core.state.ok.us with the details.

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