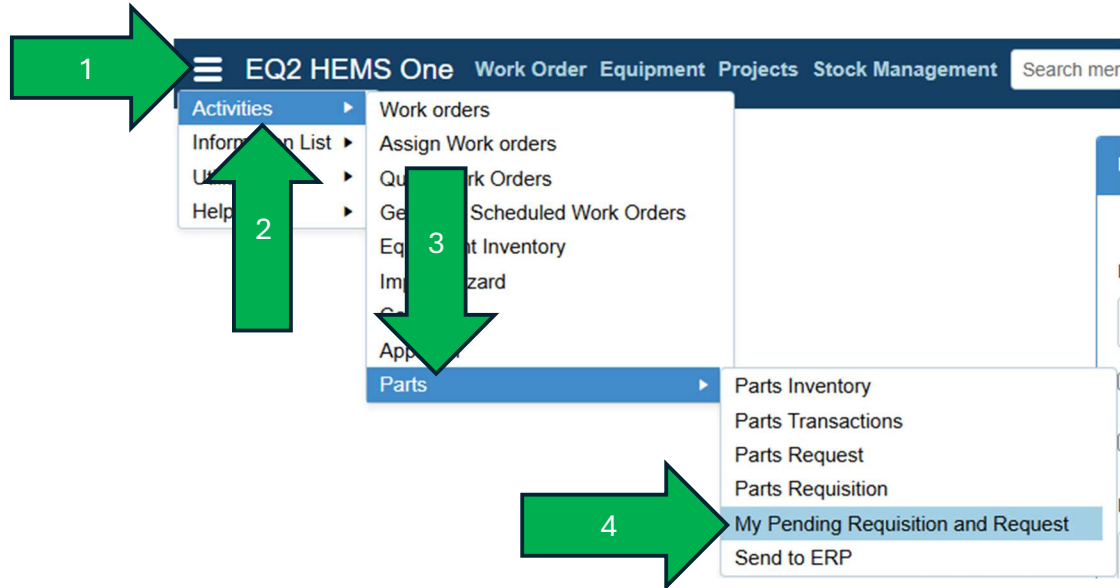


HEMS One: My Pending Requisition and Request

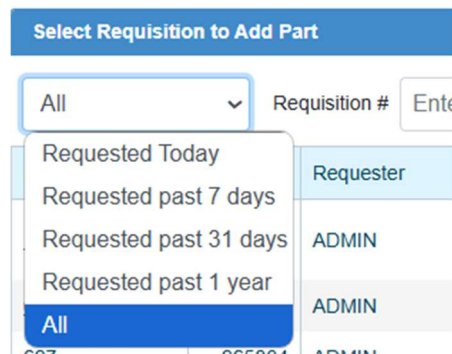
Navigate to My Pending Requisition and Request by clicking on the hamburger icon in the upper left of the HEMS One window (1). Then select the Activities menu (2), followed by the Parts submenu (3), and My Pending Requisition and Request (4).



Use the search fields in the top left of the “Select Requisition to Add Part” window to search for requisitions.

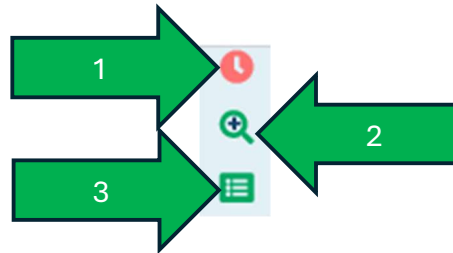


The search will default to All requisitions. To limit the days of requisitions seen, use the drop-down menu to select the desired timespan.



HEMS One: My Pending Requisition and Request

4. **PO Required?:** If this box is checked, a purchase order is required.
5. **PO:** The purchase order used for the requisition.
6. **Rusk PO?:** If this box is checked, the requisition requires a rush purchase order.
7. **Ordered?:** If this box is checked, the parts on the requisition have been ordered.
8. **Order On:** The date the parts on the requisition were orders.
9. **Delivery Due Date:** The date the parts delivery is due.
10. **Order Reference #:** The order number from the Supplier.
11. **Invoice Date:** The invoice date of the order.
12. **Invoice #:** The invoice # of the order.
13. **Ship To:** Where the order is being shipped.
14. **Notes:** This is an open text field.
 - a. To add a timestamp to the Notes field, use the Clock icon to the right end of the field (1). To expand the Notes field, use the Show Expanded View icon (2). To use predefined text in the Notes field, use the Predefined Text icon (3).



15. **Part #:** The part number(s) associated with the requisition.
16. **Description:** The part description.
17. **Manufacturer:** The part manufacturer.
18. **Order Qty:** The quantity of parts to be ordered.
19. **Unit Price:** The unit price of the part.
20. **Tax (%):** The percentage Tax on the part.
21. **Total Cost:** The total cost of the requisition.
22. **Catalog #:** The catalog number of the part
23. **Add Parts:** Use this button to add parts to the requisition.
24. **Sub Total:** The subtotal of the requisition. This field cannot be edited.
25. **S & H:** Shipping and handling costs.
26. **Other Charges:** Other charges associated with the requisition.
27. **Total:** The sum of the Sub Total, S&H, and Other Charges. This field cannot be edited.
28. **Ready for Approval:** This button is clicked when the Requisition is ready for approval.
29. **Save:** This button is clicked to Save the requisition.
30. **Cancel:** This button is clicked to cancel any changes made to the requisition.