

Question	Answer
How long does it take for a requisition to be processed?	Normally, 1 – 2 business days after the requisition has been released. To expedite urgent requisitions, please send an email to Jeff Strunk, Holly Vasquez, or Sharon Koenig with the requisition number.
What do I do if my vendor is not in the vendor master list?	<ol style="list-style-type: none"> <li>1. Complete a new vendor setup form available on the Procurement Services Website.</li> <li>2. Use the non-specified vendor number, 102580, to complete the requisition.</li> <li>3. Add comments to the Header Note that non-specified vendor is being used, but the vendor setup is being sent to Procurement Services for processing</li> </ol>
What do I do if my delivery address is not listed or needs to be changed?	Email Jeff Strunk, or Holly Vasquez in Procurement Services to have the address listed or changed.
What do I do if I need to change the cost center on my requisition that I already entered before I click save?	The cost center can be changed under the Account Assignment tab on the item detail (last section) of the requisition page. Highlight the entire line and then click the delete icon. The new cost center can then be entered.
How do I look up a vendor in the system?	To search for a vendor use transaction code, MK03, or when entering a purchase requisition using ME51N search on the vendor field.
Should I create multiple lines using more than one release strategy on a requisition?	The preference is to create separate requisitions, if multiple lines created on the requisition require more than one person to release.