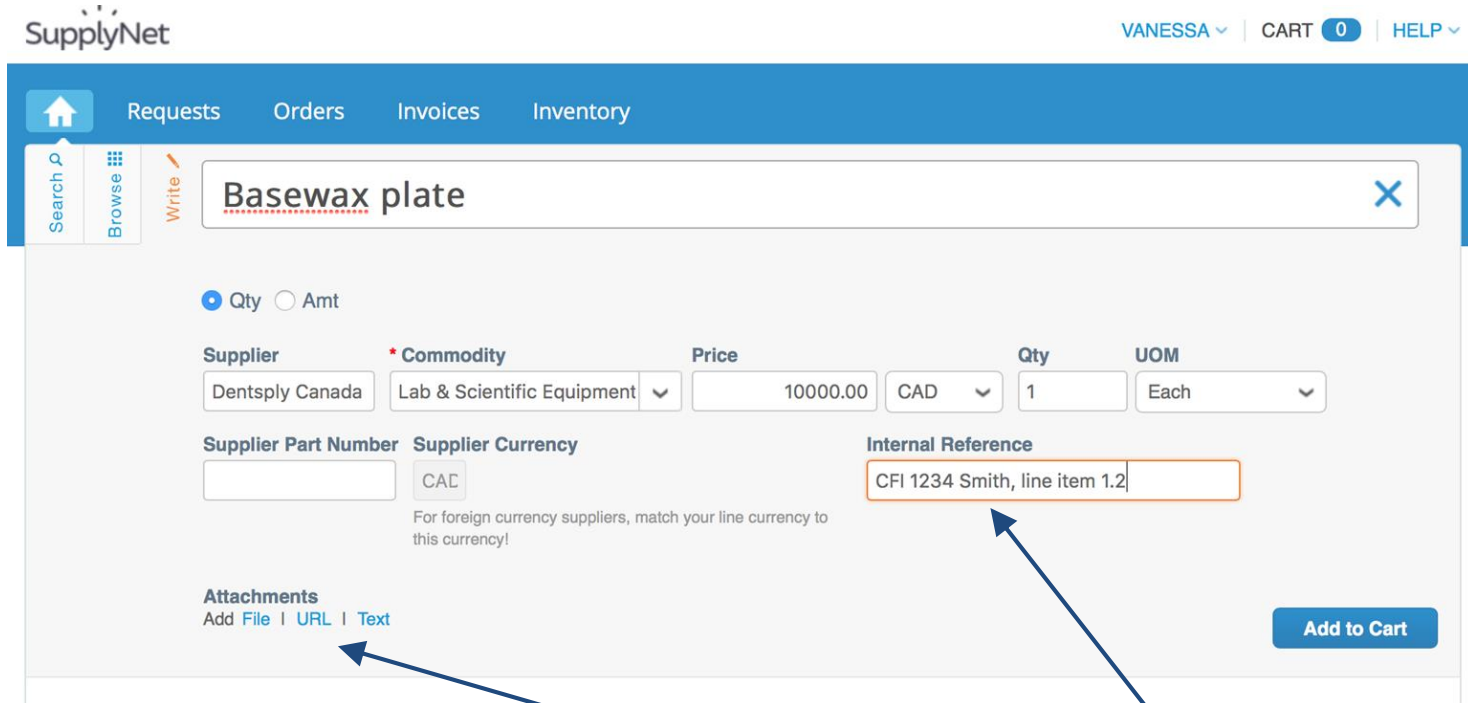


Create Requisition in SupplyNet



The screenshot shows the SupplyNet interface for creating a requisition. The user is logged in as VANESSA. The main navigation bar includes Requests, Orders, Invoices, and Inventory. The search bar contains 'Basewax plate'. The form fields are as follows:

Supplier	Commodity	Price	Qty	UOM
Dentsply Canada	Lab & Scientific Equipment	10000.00 CAD	1	Each

Additional fields include:

- Supplier Part Number: [Empty]
- Supplier Currency: CAD
- Internal Reference: CFI 1234 Smith, line item 1.2

Attachments: Add File | URL | Text

Buttons: Add to Cart

For SupplyNet inquiries:

e-mail: SupplyNet@sms.ualberta.ca

<http://www.sms.ualberta.ca/SupplyNet.aspx>

<https://sites.google.com/a/ualberta.ca/uofa-coupa-users/training>

- Add internal reference
- Attach CFI quote

Create Requisition in SupplyNet

Review Cart

[General Info](#) [Cart Items](#) [Approvers](#) [Comments](#) [History](#)

Take a Tour! You may have noticed a few new things on your **checkout page** — let us show you around.

Start Tour!



General Info

Created By David Smith

On Behalf Of

Justification

Attachments [Add File](#) | [URL](#) | [Text](#)

Please enter final destination below:

* **Department** Dentistry

* **Room** 333

* **Building** KayeClinic (Kaye Edmonton Clinic)*

Phone Number 780 111-2222

Ship To

Address UofA Central Receiving
116St & 85thAve
Edmonton, AB T6G 2R3
Canada
Location Code: 1

Attention David Smith


- Attach quote
- Add address


Create Requisition in SupplyNet

Cart Items		Billing
1	Baseplate wax (pink, regular, Truwax) 3 x 81.66 CAD / Box (BX) = 244.98 CAD From Dentsply Canada Ltd Commodity Lab Supplies (502171) • Payment Terms 30 • Supplier Part Number 7709003 • Supplier Currency CAD • Internal Reference ***** CFI 1234 Smith, line item 1.2	SpeedCode - Account UOFAB-Lab Supplies-_ASSIGN SPEEDCODE UOFAB-502171-_ASSIGN SPEEDCODE
2	Brush tips, detachable, pkg/6 5 x 35.26 CAD / Each = 176.30 CAD From Dentsply Canada Ltd Commodity Lab Supplies (502171) • Payment Terms 30 • Supplier Part Number 676101 • Supplier Currency CAD • Internal Reference ***** CFI 1234 Smith, line item 3.1	SpeedCode - Account UOFAB-Lab Supplies-_ASSIGN SPEEDCODE UOFAB-502171-_ASSIGN SPEEDCODE
Add Line Clear Cart		Total 8 Units 421.28 CAD

Approvers

[Add](#)


 David Smith
Project Leader


 Isabelle Johnston
Other approver

RSO gets inserted for purchases above \$10,000

[Save for Later](#)
[Save](#)
[Submit for Approval](#)

- Select the lookup icon
- Add the VP speedcodes and others
- Submit for approval

Create Requisition in SupplyNet

Comments

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Private Comment

Add Comment to Supplier

History >

Integration History >

- FAs inserted as watchers
- Add comments to a particular individual(s) (i.e. Assigned to FA name)
- Add comments on private mode (for only UofA)
- Add comment to supplier