Overview

This guide gives brief step-by-step instructions for basic data input for online requisitions (RQs) within the Colleague application.

Logging in

1. Open your Internet Browser.

   Enter the following URL in your address bar:
   Test
   https://hydrus.lcsc.edu:8088/test/sl/index.htm

   Production
   https://lcprod.lcsc.edu:8086/prod/sl/index.htm

   WarriorWeb Test

   http://watestsql.lcsc.edu/WATEST/WATEST
   WarriorWeb Production
   https://warriorweb.lcsc.edu/WebAdvisor/WebAdvisor

2. Enter your logon credentials:

   Your Colleague login & password is the same as your network login & password

   Your WarriorWeb login & password are different than your network login. If you don't have one contact the helpdesk.

Creating a RQ

From the main Colleague screen you will type XREQM.

1. At the RQ Lookup Prompt type A for Add > OK

2. A second box will appear. If you contacted Purchasing for a number input that number here. If this is a computer order, an order between $5K - $10K, or you want Purchasing to place the order press OK.
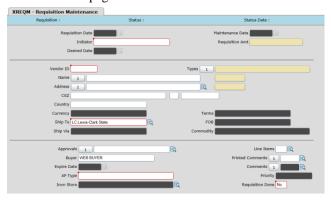

   Enter new Req No, "N"o Number, <ENTER> to assign automatically
   385789

3. If you hit OK without entering a RQ number, a third box will appear.

   Number will be assigned automatically upon completion of Req

   This is telling you a system generated number will be assigned once the RQ done field is changed to Yes.

4. A custom field sequence has been setup to assist you through this process. Fields that are in black are not assessable. You can either tab or enter to go to the next field. See back page for additional information.
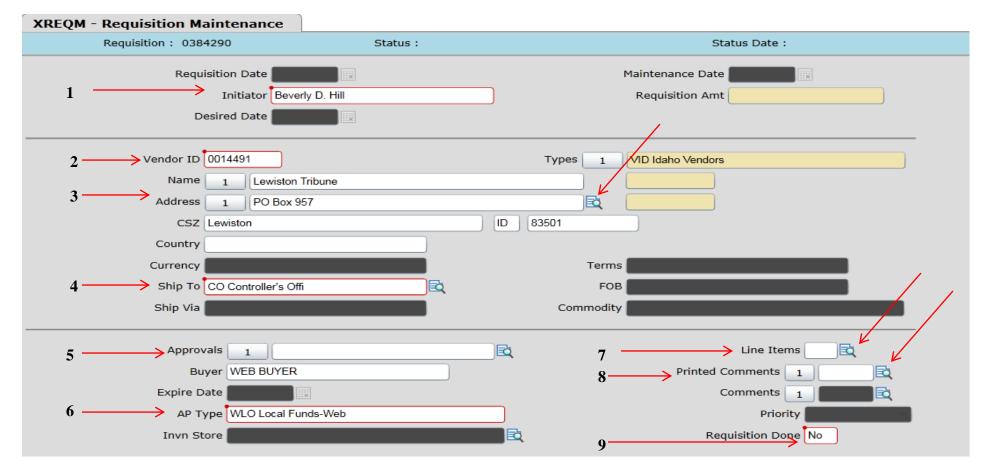

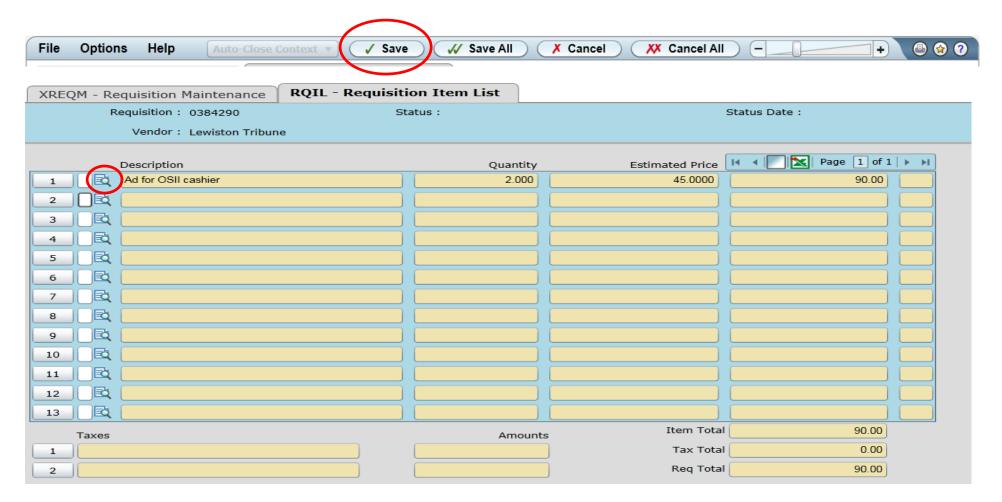   RQIL- Item List –Detail F2 intoRQIM
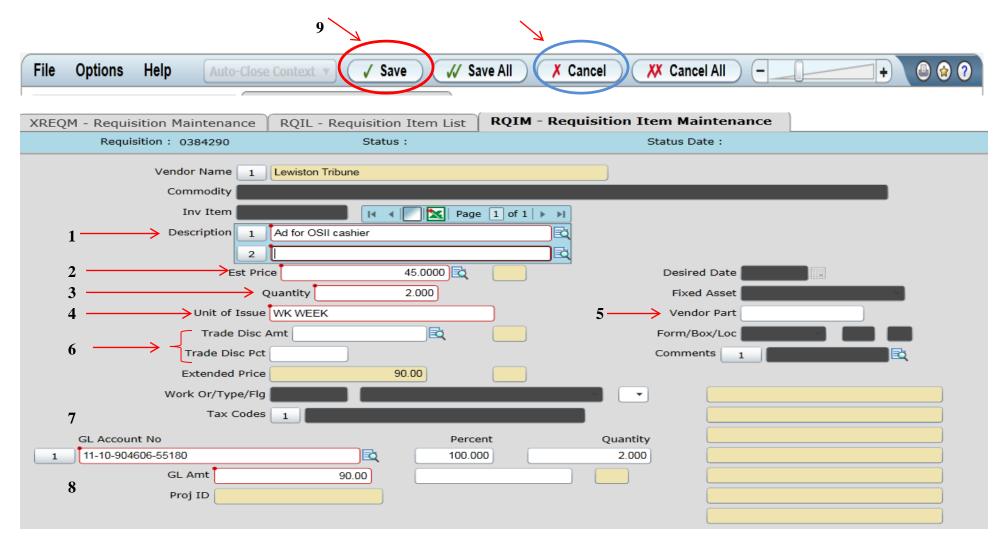

   RQIM-Item Maintenance

XREQM - Requisition Maintenance

Requisition : 0384290　　　Status :　　　Status Date :

Requisition Date ▮　Maintenance Date ▮

1 → Initiator | Beverly D. Hill |　Requisition Amt

Desired Date ▮

2 → Vendor ID | 0014491 |　Types | 1 | VID Idaho Vendors

Name | 1 | Lewiston Tribune

3 → Address | 1 | PO Box 957

CSZ | Lewiston |　ID | 83501

Country | |

Currency ▮　Terms ▮

4 → Ship To | CO Controller's Offi |　FOB ▮

Ship Via ▮　Commodity ▮

5 → Approvals | 1 | |　7 → Line Items | |

Buyer | WEB BUYER |　8 → Printed Comments | 1 | |

Expire Date ▮　Comments | 1 | ▮

6 → AP Type | WLO Local Funds-Web |　Priority ▮

Invn Store ▮　9 → Requisition Done | No |

1. **Initiator:** Enter your network ID or Warrior ID# and your full name will appear in the field. On WarriorWeb you can view the RQ's you've created but only if you're the initiator.
2. **Vendor ID:** Enter the vendor ID # or vendor name. If your vendor is not in Colleague, contact Purchasing to create a vendor record.
3. **Address:** Please verify the vendor address is correct. You can detail in and see other address or input the correct address.
4. **Ship To:** Enter your department code or search by keying in three dots (…) ellipsis.
5. **Approvals:** Leave blank, the approvals will auto populate when the RQ is finished.
6. **AP TYPE:** Enter WLO for local accounts or WAP for appropriated accounts
7. **Line Items:** Click on the blue window or the F2 key to detail to RQIL
8. **Printed Comments:** Input additional information, i.e. Check needed by, Quote number, cash receipt # for refunds, etc.
9. **Requisition Done:** The default is No and the status will remain as In Process. Change to Yes when complete, approval will auto populate and the status will change from In Process to Not Approved.

RQIL will be blank the first time you detail in and will reflect all the line items when you save out of RQIM-Item Maintenance. You do not enter any information directly on this form.

1. F2 or Detail into RQIM
2. F9 or use the Save button to go back to XREQM

1. **Description:** Enter a brief but descriptive name of the item you're ordering. You can also drill into a word wrap field. Use only 3 lines.
2. **Est Price:** Enter the estimated price per item
3. **Quantity:** Enter the quantity you wish to order. Default is one.
4. **Unit of Issue:** Enter the unit of issue, refer to handout or enter three dots (…) and select from list. Most common is EA each.
5. **Vendor Part:** Enter when a part number or model number is required.
6. **Trade Discount:** Rarely used. Use these fields to enter any discount allowed from the vendor.
7. **GL Account No:** Enter your 15 digit GL account number. Remove custom field seq if multi accts needed. (Options/unclick Custom)
8. **GL Amt:** Enter the amount to be charged to the GL account number. If it's the full amount of this line item, you can hit Enter.
9. **Save:** F9 or hit the Save button to save this line item and a blank screen will appear for your next line item. If done, hit the Cancel button.