UNITED STATES DEPARTMENT OF AGRICULTURE

IAS Release 3.0

Desktop User Guide

Prepared by CRI Solutions, Inc.

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Draft Version 1.3

Contents

IAS Release Information

IAS Release 3.0

In a continuing effort to support IAS users and streamline USDA's acquisition process, IAS will be upgraded to version R3.0. This upgrade is a proactive measure designed to ensure IAS remains reliable and accurate as well as in the forefront of technology and at the same time incorporate enhancements requested by end-users.

IAS Release 3.0 is a robust release involving upgrades of several architectural components as well as enhanced new functionality for users and correction of existing functionality. This release contains the following enhancements:

- Upgrade Oracle iProcurement to 11.5.10: IAS was on Oracle 11.5.8 R3.0 will upgrade Oracle to 11.5.10 and configure 11.5.10 to work in an IAS environment. Oracle 11.5.10 offers important enhanced functionality to the users in the area of Requisitioning.
- Previously, the Vendor Search form defaulted the Vendor Address type to **PRISM** and Organization to the users default organization. The new enhancement will default the Vendor Address type to **EXTERNAL** and the Organization field to Current **Orgs**.
- Display the receipt FFIS status (Accept, Reject, Pending) on receipt on the following iProcurement Receipt screens: (1) My Receipts at Glance, (2) View Receipts and (3) Receipt Details. This enhancement is shown throughout the **Receiving** section (page 140) of this document.
- Display the Requisition-PO-Receipt life cycle on the requisition. Requestors can navigate to requisition line and can view the associated award and receipt information. Please refer to the Tracking Requisition Status section and the **Accessing the Receipt Status in IAS** section (page 159) of this document for more information on these updates.
- Change the filtering in FFIS to exclude certain vendors before importing into IAS (filter criteria available). Previously, TELE, UTIL and GOVT entities were included in the filter list of vendors. These entities do not require a Prompt Pay code which causes errors on invoicing. The enhancement changed the filtering in FFIS to exclude TELE, UTIL and GOVT vendors before importing to IAS The enhancement also provides additional filtering on vendors before importing to IAS. The vendor types that remain in IAS are: A, B, C, F, L, S, T, U, X, and Z
- Allow change of vendor suffix on the award, carry forward this change to invoice and then modify the vendor suffix on the Invoice during the invoice creation process.
- A requestor is not set up to modify or cancel a requisition in FFIS. Therefore any such attempt fails in FFIS. This enhancement used the new 11.5.10 functionality to enhance the *Cancel* button verbiage as "Only Funds Officers can cancel Approved or Pre-Approved requisitions".
- The system now displays the maximum characters on the following fields: (1) Note to Buyer and (2) Justification (Note to Approver).

Introduction to IAS

Introduction

Did you know?

The U.S. Department of Agriculture spends more than $2 billion on goods and services every year, representing nearly 3 million transactions.

From fire-fighting equipment … to food safety programs … to veterinary services … to tree conservation initiatives … these purchases and many more all contribute to the delivery of USDA mission-critical activities throughout the United States and the around the world.

Managing all these transactions is no small task. That's why USDA is committed to the effective operations, maintenance and support of the Integrated Acquisition System (IAS).

IAS is a modern, web-based, enterprise-wide system designed to support USDA procurement of goods and services efficiently and transparently. Among the many benefits IAS delivers to USDA are:

- Reliable procurement-related financial data
- Lower purchasing costs
- Reduced lead time to complete acquisitions
- Improved customer service
- Support for integrated planning and budgeting
- Increased opportunities for small and disadvantaged businesses

For more information, visit the IAS Web Site at http://www.ias.usda.gov/.

What is IAS Requisition Management?

Have you ever ordered anything from a web store on the Internet? If you have, you may remember searching for an item, placing it into a "Shopping Cart," and submitting your transaction with a credit card to complete the purchase. Using the Requisition Management Module to manage your Requisitions is much like ordering items on the Internet. IAS is an online procurement system that enables the USDA to manage all its purchasing activities via a single self–service interface.

Requisitioners, Receivers and Funds Approvers routinely use the Requisition Management Module (also commonly referred to as iProc) to create, modify, cancel, or approve Requisitions, or to record receipt of requisitioned goods or services.

You will need to know the basics of IAS Requisition Management to help you navigate within the application. In this topic you will learn how to:

Let's begin with how to login to IAS.

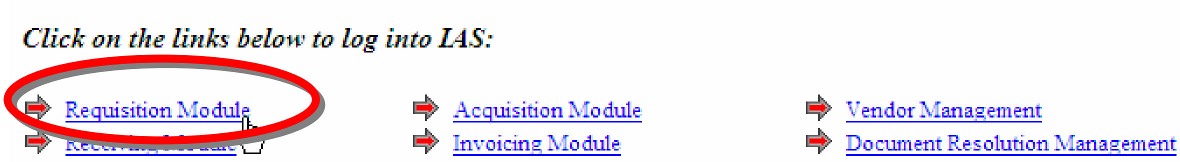
Logging Into IAS

To log in to IAS from the USDA home page, type the following URL in your browser window:

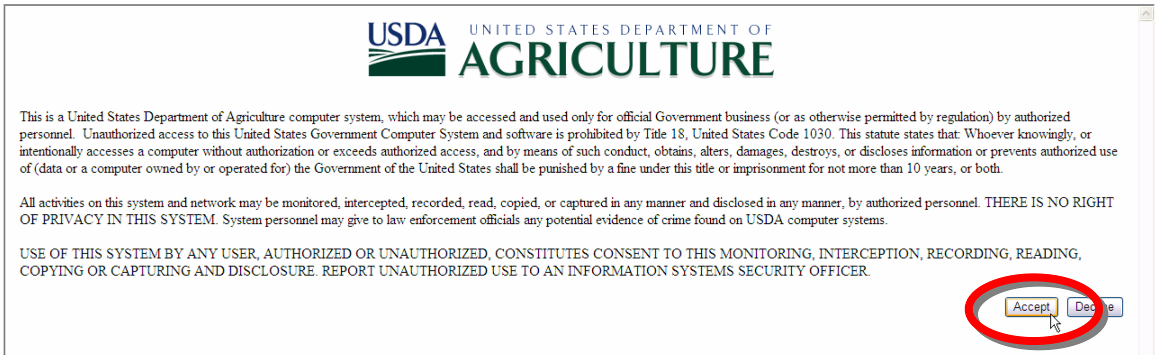
www.ias.usda.gov

This will take you to the IAS USDA Homepage.

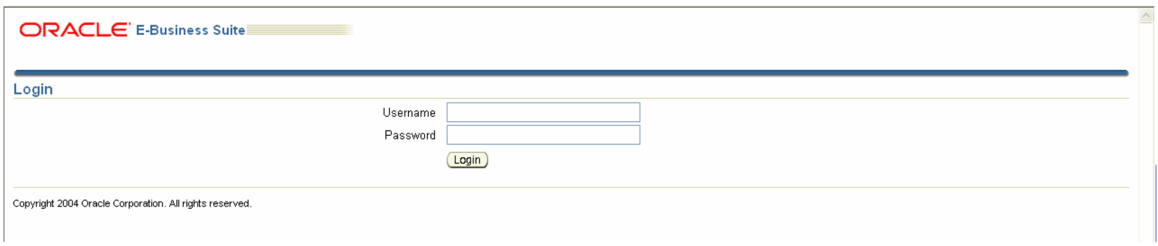
From the IAS USDA Homepage, click on the *Requisition Module* link.



On the next page, read the information and click on the **Accept** button to proceed to the *Oracle Applications Login* screen.

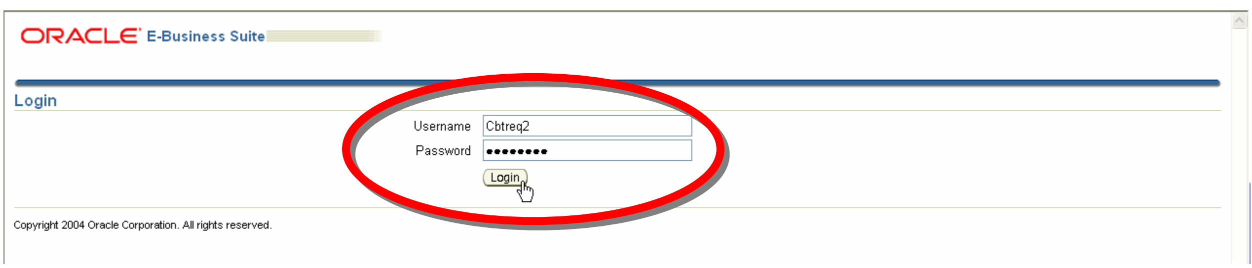


Now you'll see the Oracle Applications Login screen displayed in your browser.

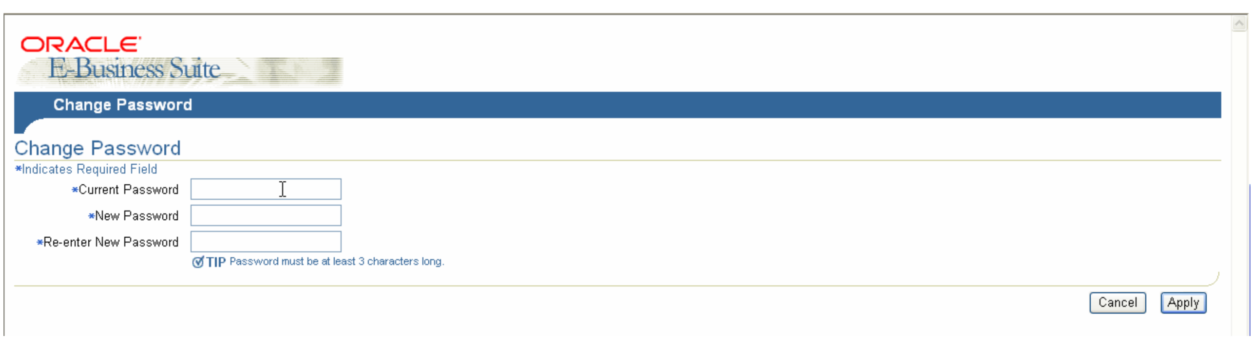


IAS uses FFIS usernames and passwords. This allows Requisitions to pass from IAS directly to FFIS, for commitment of funds. Enter your username and password in the spaces provided.

Once you have entered you username and password, click on Login.



If logging in for the first time, you'll be prompted to change your password.

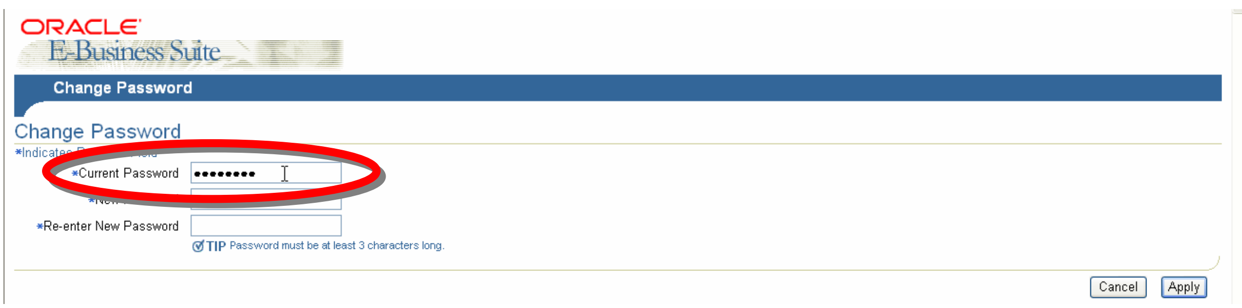


The following rules apply when creating a password:

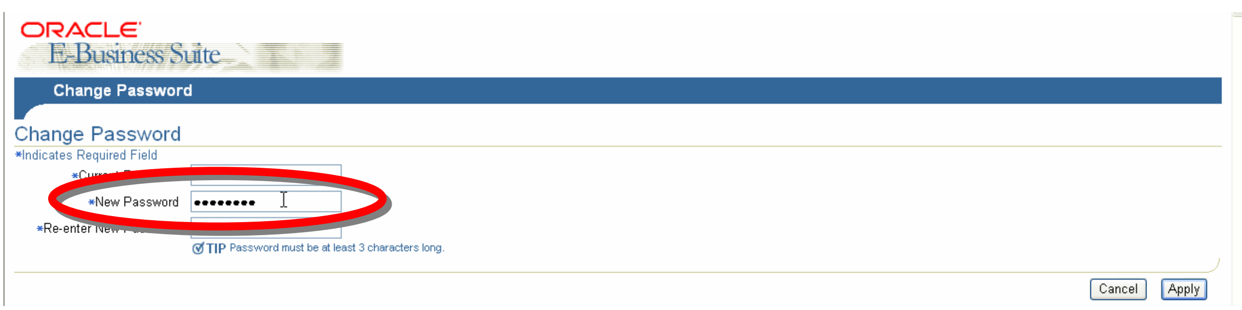
- Passwords will contain a minimum of 8 characters.

- One character must be a number.
- The leading character cannot be a number.
- Successive, repeat characters are not permitted. E.g. "mississippi1"
- IAS will prompt users to change passwords every 30 days.
- Passwords cannot be re-used for a period of 1 year.
- After 3 failed login attempts a user's account will be locked out. Please contact your System Administrator for assistance.
- Once logged in, if an account is left idle, IAS will time out after 30 minutes. The user will have to login again.
- User names and passwords are NOT case sensitive!

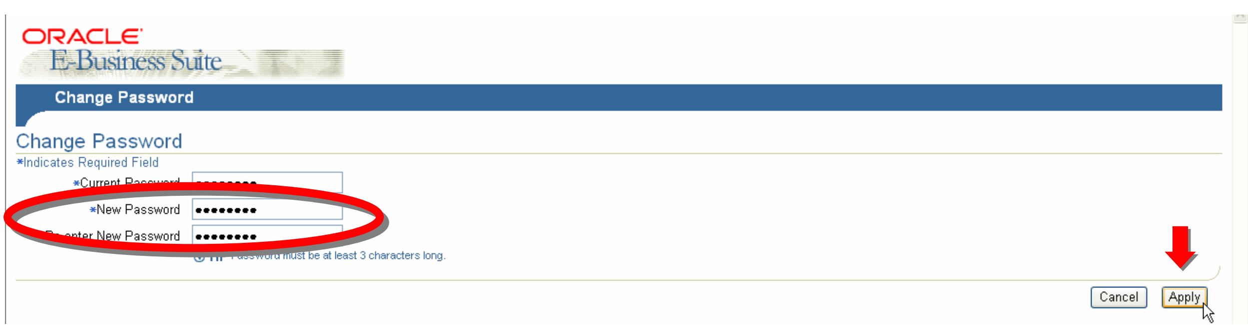
Enter your password in the *Current Password* field.



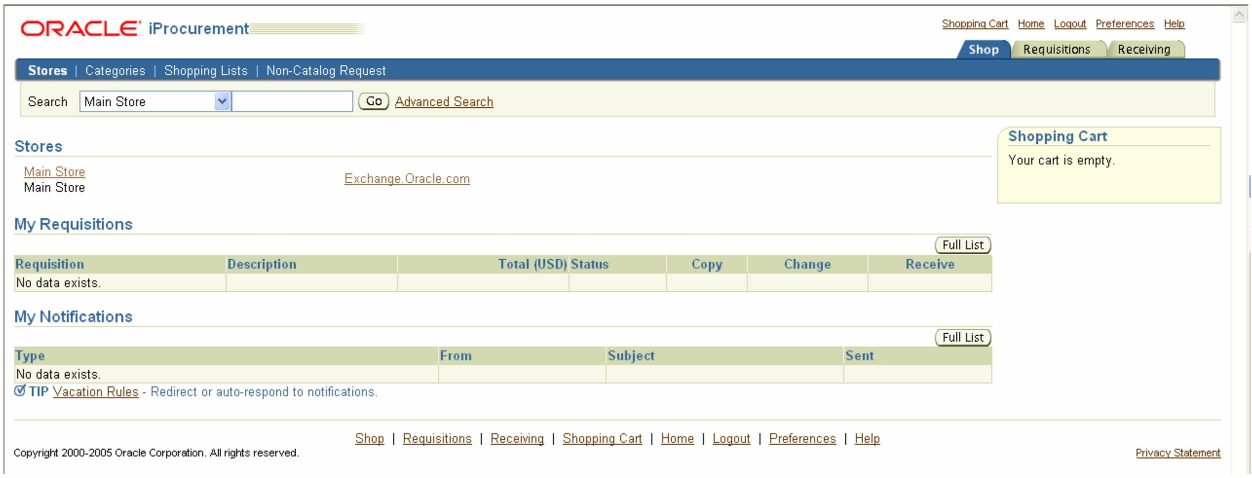
Next, enter your new password in the *New Password* field.



Finally, re-enter your new password in the *Re-enter New Password* field. Then click Apply.

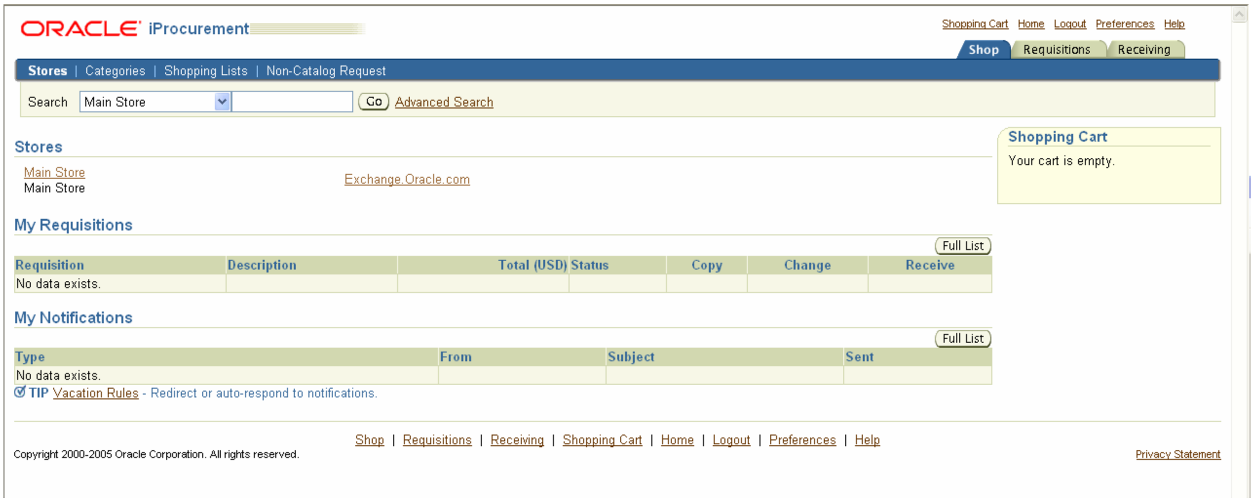


Entering this information correctly will automatically take you to the *Shop* page.



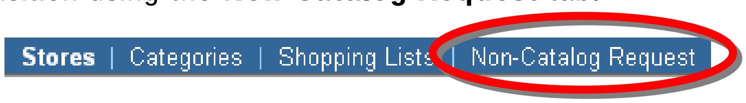
Reviewing the Shop Page

When you first log in to the Requisition Module of IAS, the *Shop* page will automatically be displayed. The following is a screenshot of the *Shop* page:



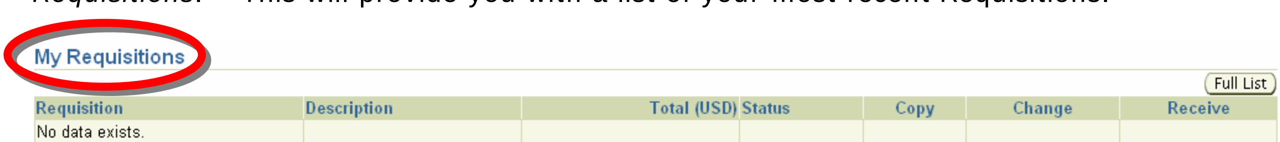
From the *Shop* page, you can:

- Start a Requisition using the **Non-Catalog Request** tab.

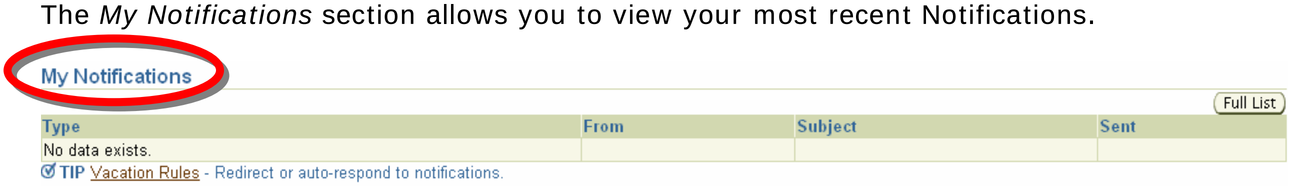


- Access your recent Requisitions, as well as a full list of your Requisitions.
- Access your recent Notifications, as well as a full list of your Notifications.
- View Requisition items currently in the *Shopping Cart.*
- Access the **Requisitions** tab.
- Access the **Receiving** tab, which allows you to Receive items; create, view, modify and cancel Receipts; and return items.
- Access the *Preferences* page which contains personal user preferences for IAS.

The *Shop* page allows you to view a portion of your Requisitions in a section called *My Requisitions*. This will provide you with a list of your most recent Requisitions.

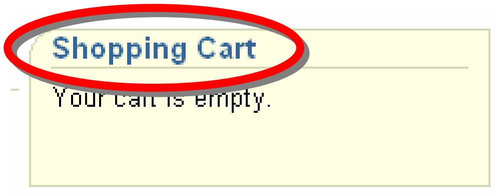


The *My Notifications* section allows you to view your most recent Notifications.



Note: Both the *My Requisitions* section and the *My Notifications* section will be covered in greater detail later in this document.

The *Shopping Cart* Quick Reference box allows you to see items placed in the *Shopping Cart*. It is located on the right-hand side of the screen.



The *Shop* page can be accessed from the **Shop** tab in the top right of the page.

These tabs, located at the top left-hand side of the page, allow a user to navigate throughout the Requisition Module. You can easily access both the *Requisitions* page and the *Receiving* page using the corresponding tabs. We'll be reviewing each of those pages shortly.

You can navigate throughout the Requisition Module by using the menu at the bottom of the page that looks like this:

Note: You can also access the *Shopping Cart*, *Home* (*Shop* page), *Preferences* page, *Help* page, and *Logout* of IAS using the menu located in the top right-hand corner of the *Shop* page.

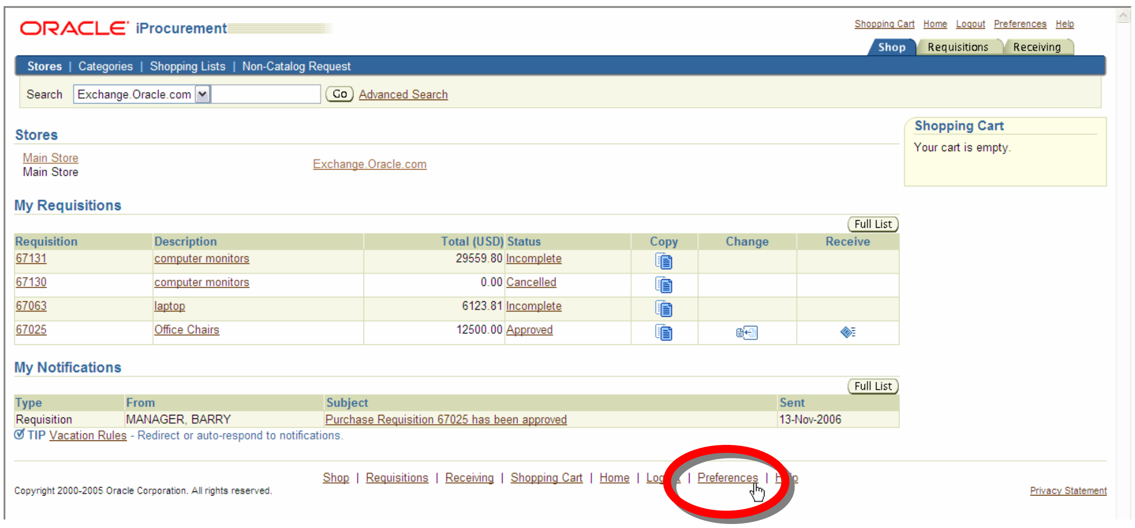
Simply clicking on the underlined word link will take you to the corresponding page.

Reviewing the Preferences Page

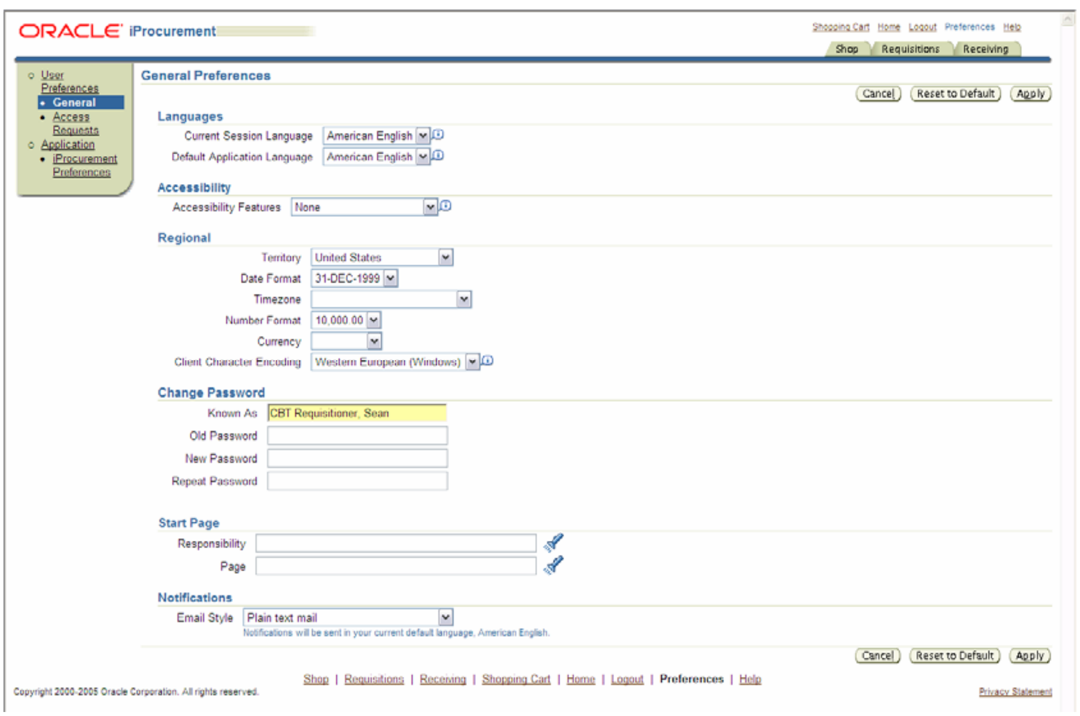
The Preferences page allows a user to edit his or her system profile preferences. Most of the fields on this screen will be pre-populated with default values. These values can be changed by the user.

> **Warning!** Any change to the default Date Format (DD-MON-RRRR) will cause Requisitions to fail.

The *Preferences* page is accessible from the *Shop* page. To access, the *Preferences* page, click the *Preferences* link located on the *Shop* page.

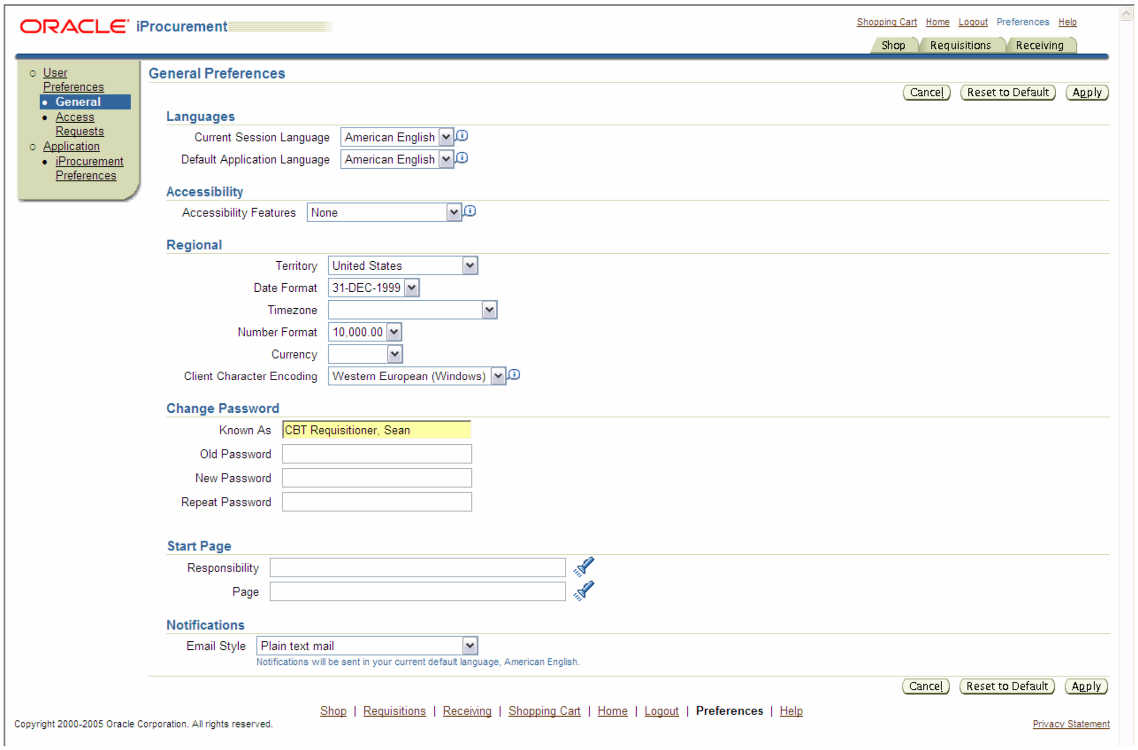


This will take you to the *General User Preferences* page.

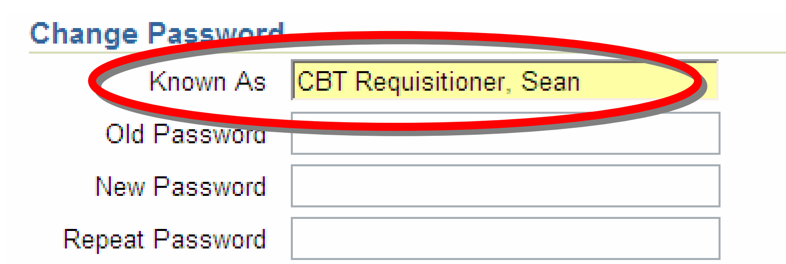


Change your Password

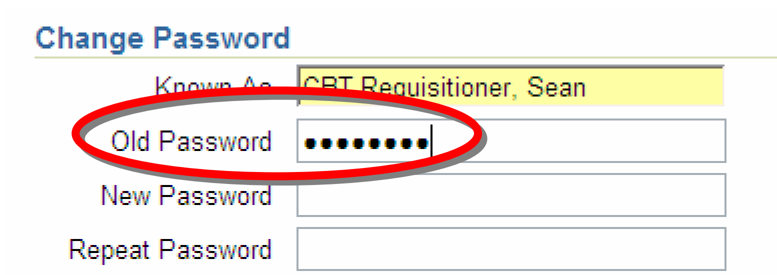
The Requisition Module allows a user to change his or her password from the *Preferences* page. To begin the process of changing your password, navigate to the *Preferences* page using the steps above. This will take you to the *General User Preferences* page.



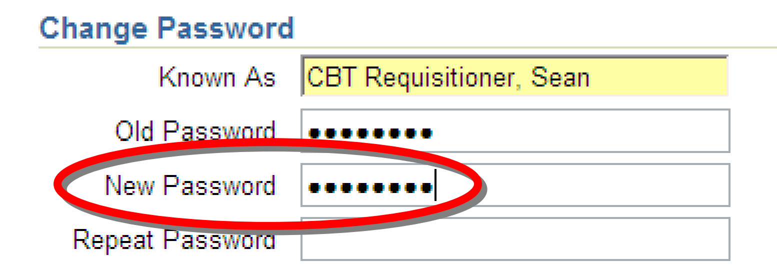
Go to the *Change Password* section and verify that you are the user listed in the **Known As** field.



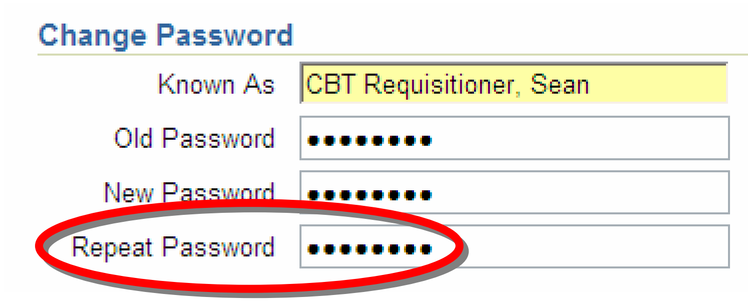
Once you have done this, enter your old password in the **Old Password** field.



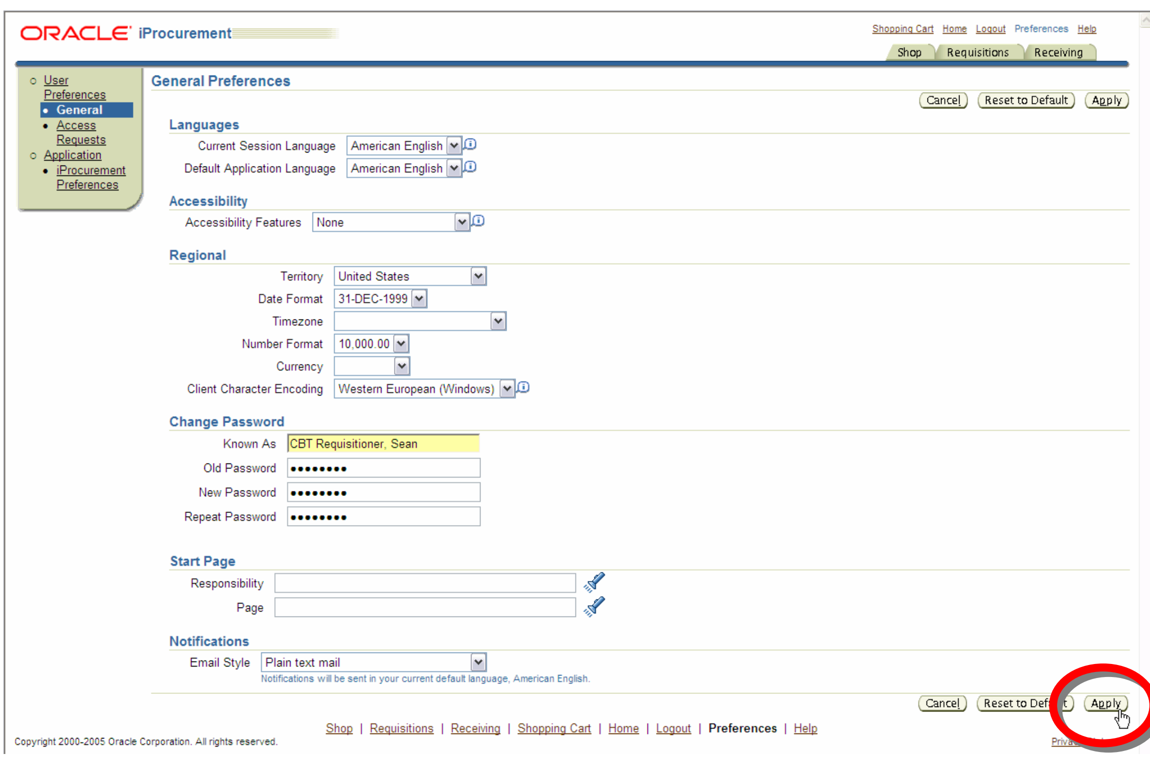
Next, enter your new password in the **New Password** field.



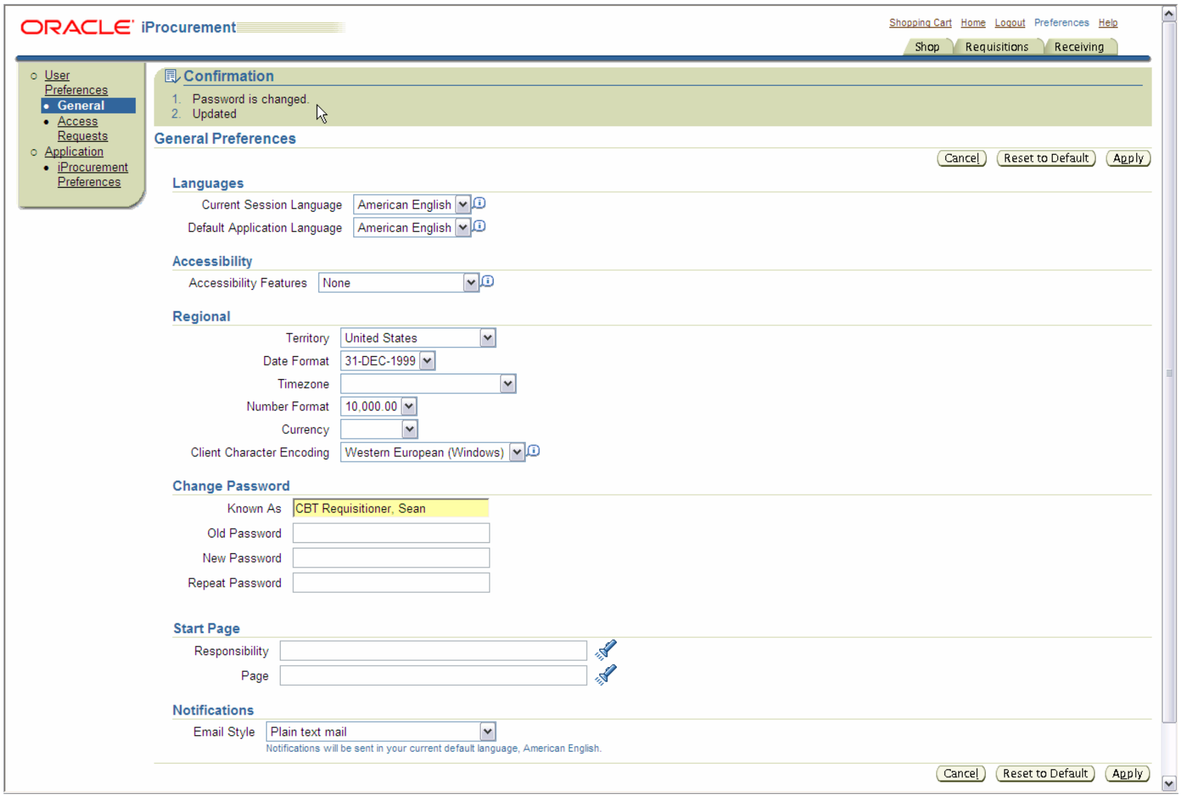
Enter your new password one additional time in the **Repeat Password** field.



Click the **Apply** button to submit your password changes.



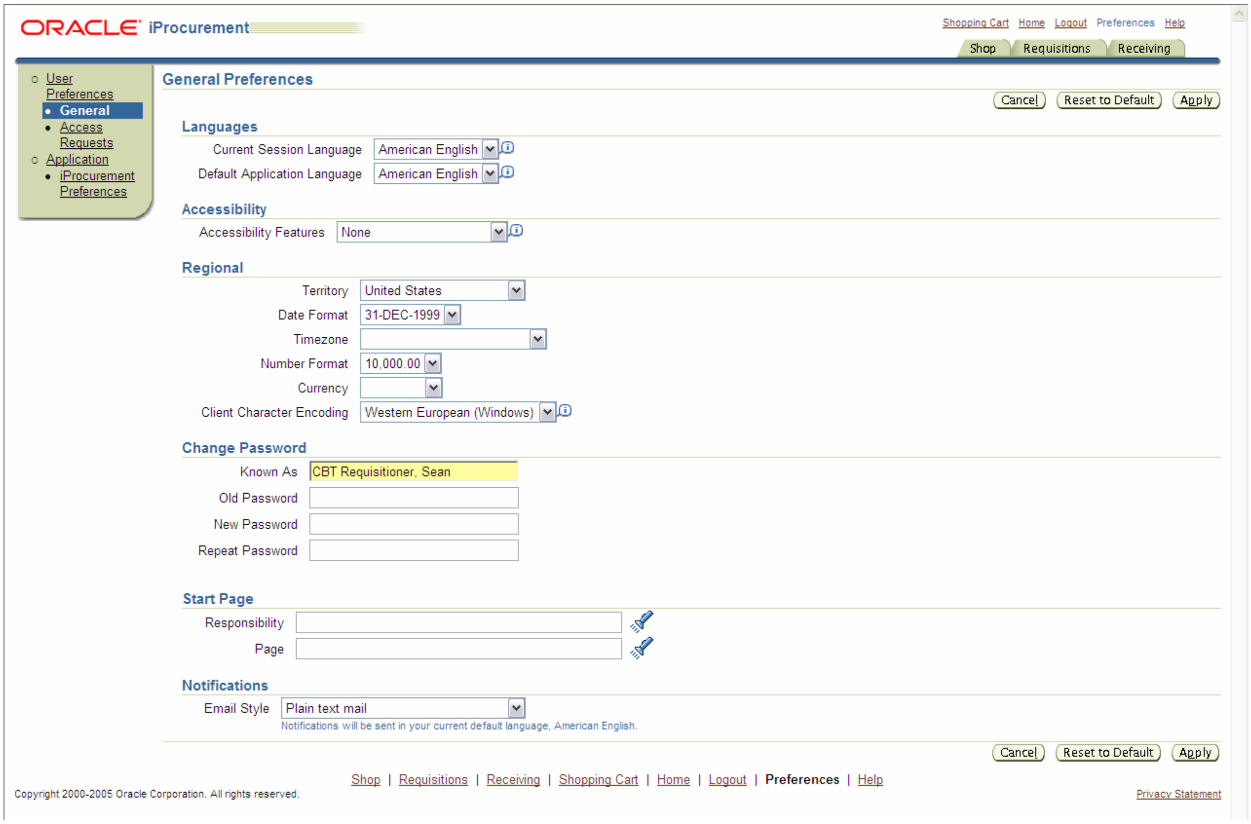
Once you submit your changes, a confirmation message will appear on the *General Preferences* page.



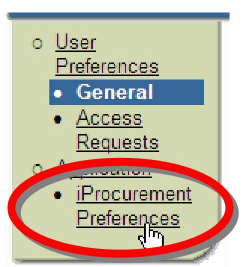
Favorite Charge Accounts

Users can save their most commonly used charge accounts in the *Favorite Charge Account* section of the *Preferences* page. These accounts can then be selected for use during the Checkout process of creating a Requisition. (The process of creating a Requisition and Checkout will be discussed in the next section of this guide.)

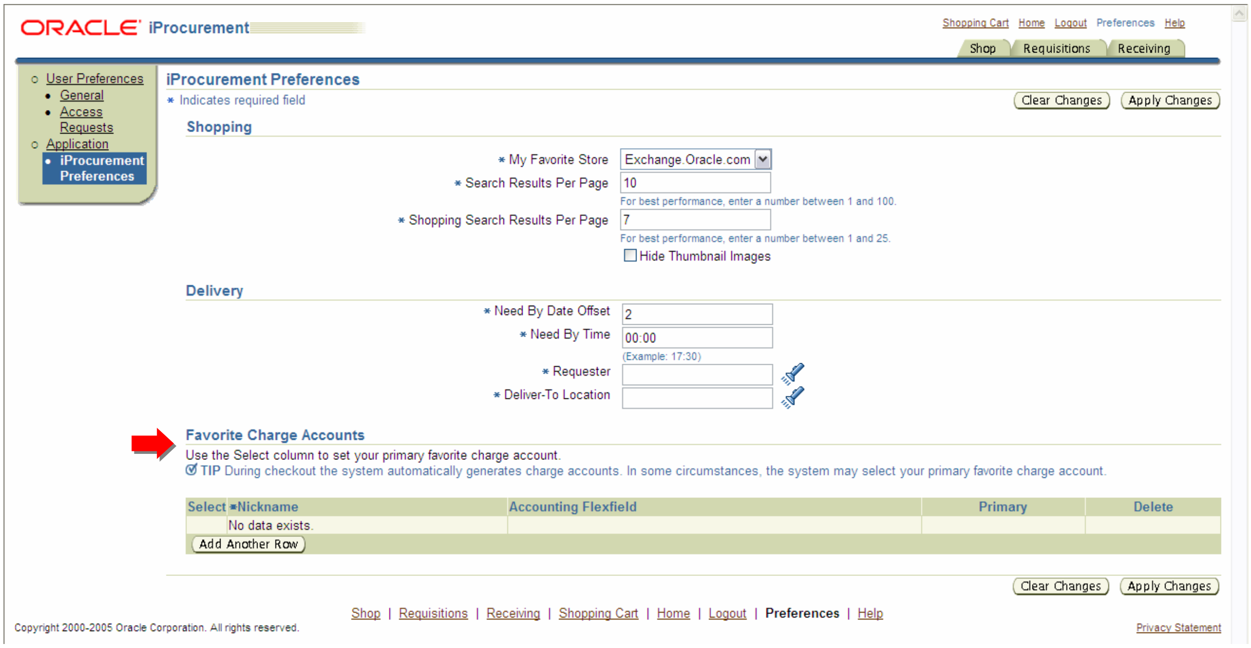
To begin this process, navigate to the *General Preferences* page from the *Shop* page using the method described above.



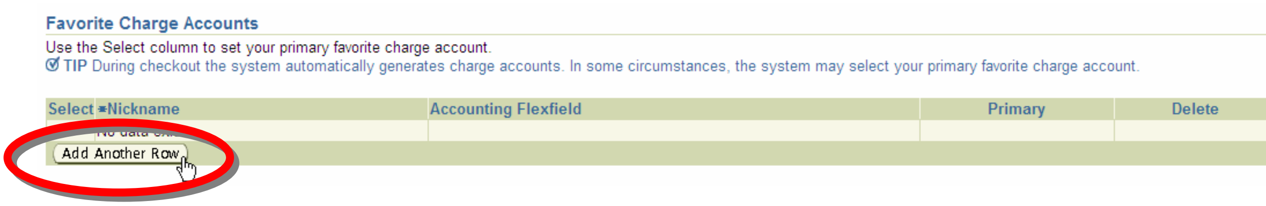
Using the navigation box in the upper right-hand corner, select the **iProcurement Preferences** link.



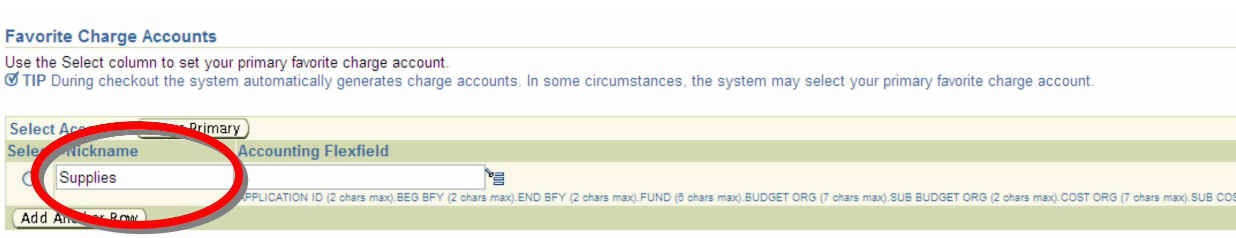
The *iProcurement Preferences* page will appear and *Shopping* and *Delivery* information should be pre-populated. The *Favorite Charge Accounts* section will appear on this screen as well.



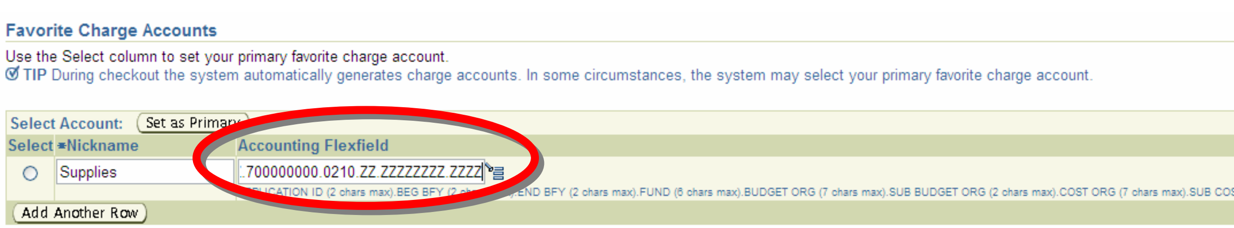
In the *Favorite Charge Accounts* section, click the **Add Another Row** button.



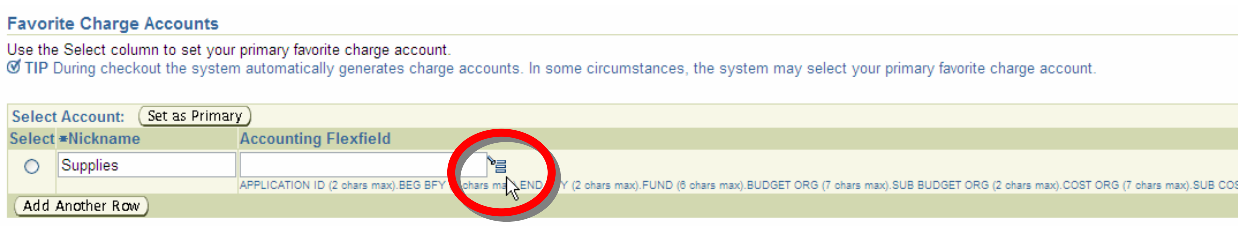
Enter a nickname in the **Nickname** field for the first charge account you are entering.



Next, manually enter the charge account code in the **Accounting Flexfield** field.

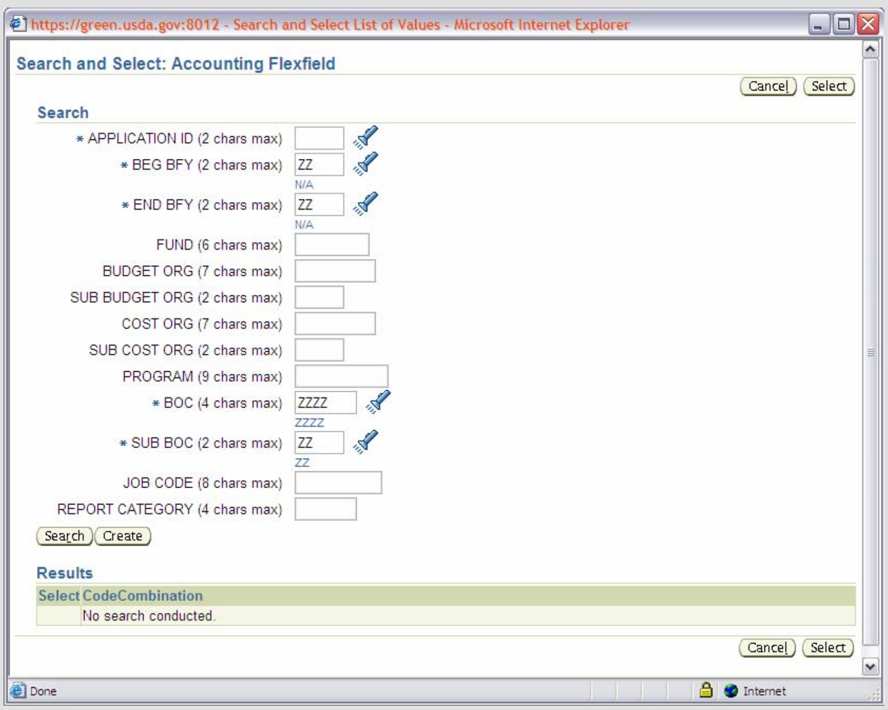


If you need to look up the corresponding charge account code, click on the **Accounting Search** icon  to search for this code.



HOW TO: Use Accounting Search and Select Feature

Whenever you see the **Accounting Search** icon  you can search the IAS to help you complete the associated field correctly. When you click on the **Accounting Search** icon in the *Accounting Flexfield* section, you will see the following page:



This is the *Search and Select: Accounting Flexfield* page. It allows you to search for charge accounts using portions of your accounting codes.

The following information is part of each accounting code and should be capitalized:

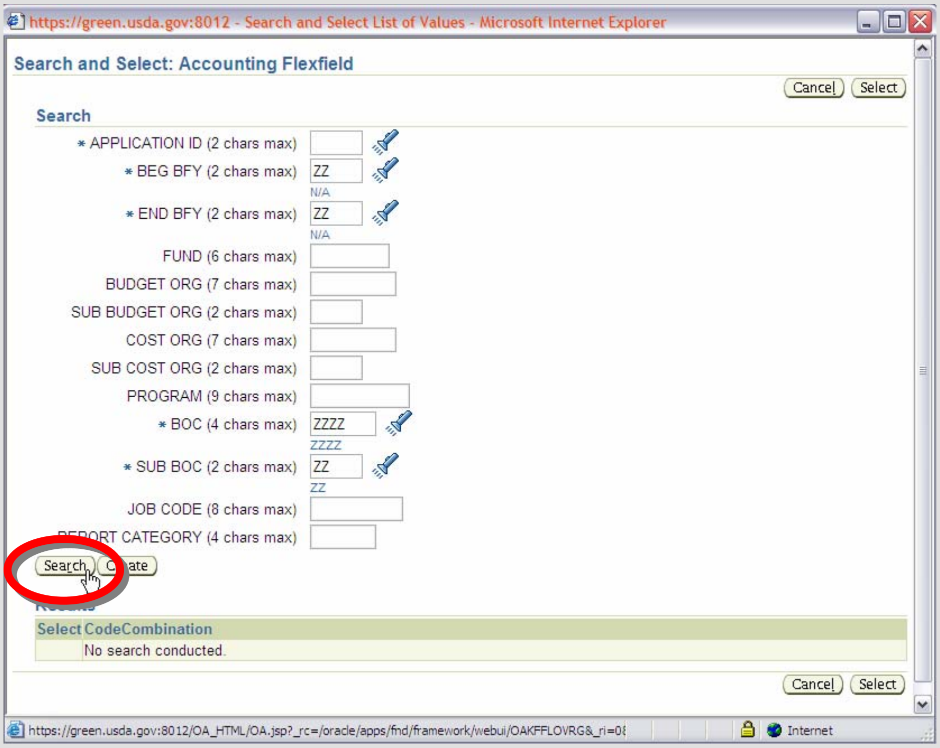
- *APPLICATION ID: 2 chars max
- *BEG BFY: 2 chars max
- *END BFY: 2 chars max

- FUND: 6 chars max
- BUDGET ORG: 7 chars max
- SUB BUDGET ORG: 2 chars max
- COST ORG: 7 chars max
- SUB COST ORG: 2 chars max
- PROGRAM: 9 chars max
- ***BOC**: 4 chars max
- ***SUB BOC**: 2 chars max
- JOB CODE: 6 chars max
- RPTG: 4 chars max

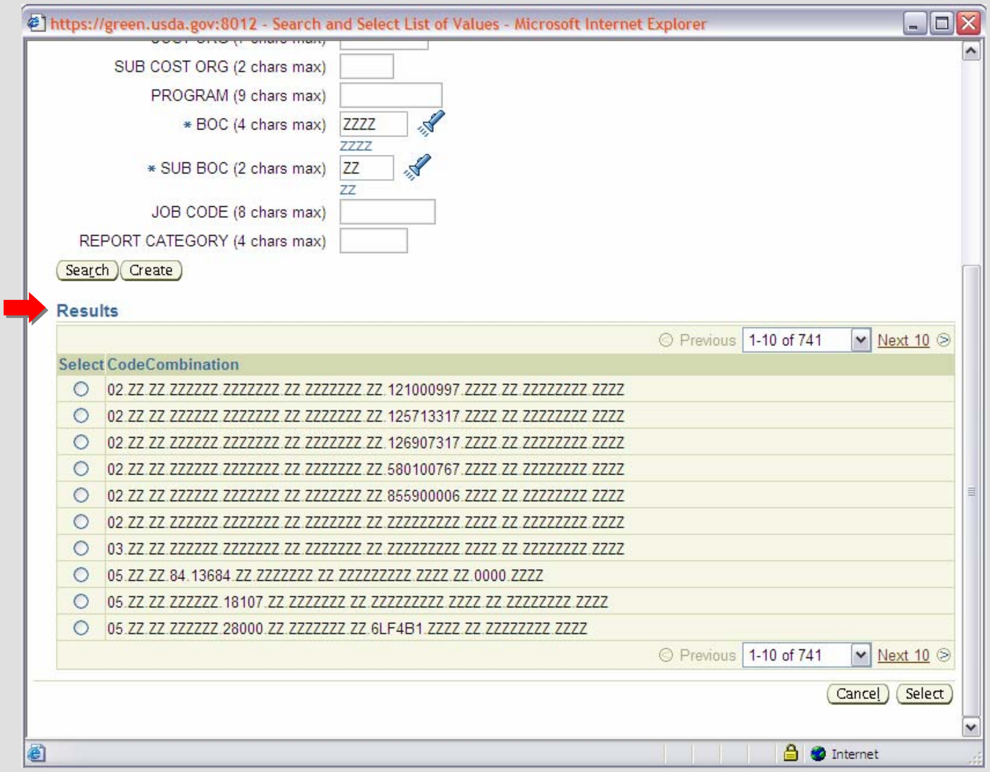
Note: A * indicates a required field.

Tip! The BEG BFY, END BFY, BOC, and SUB BOC fields are pre-populated.

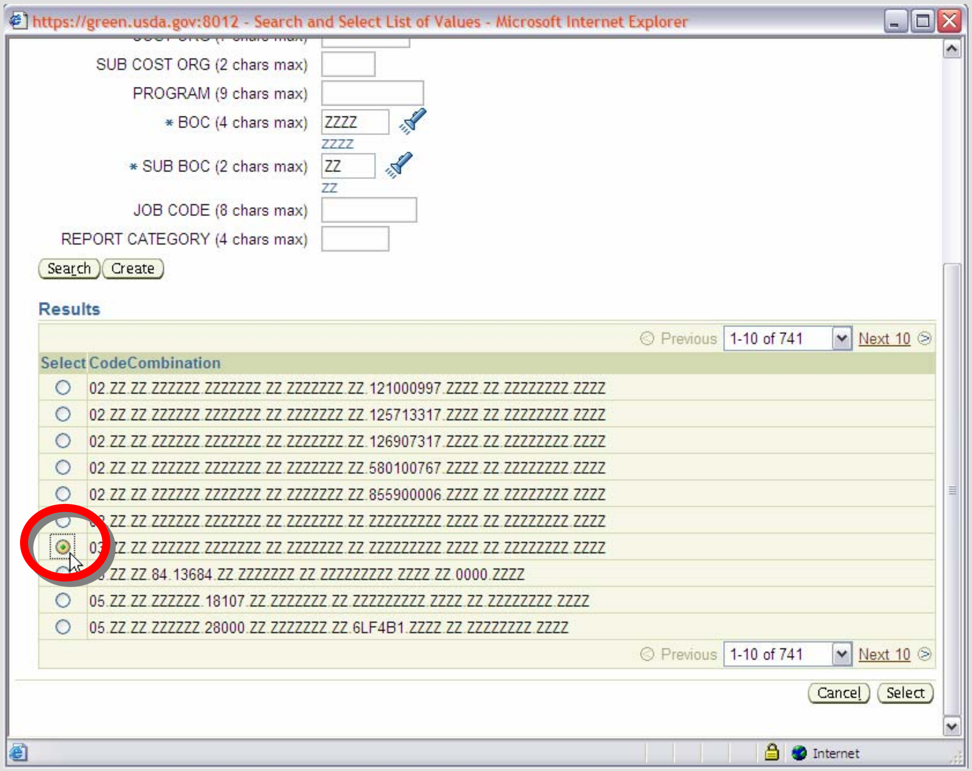
If you don't know any of your account codes, just click the **Search button.** You can also enter portions of the charge account you know, if any, and select the **Search** button.



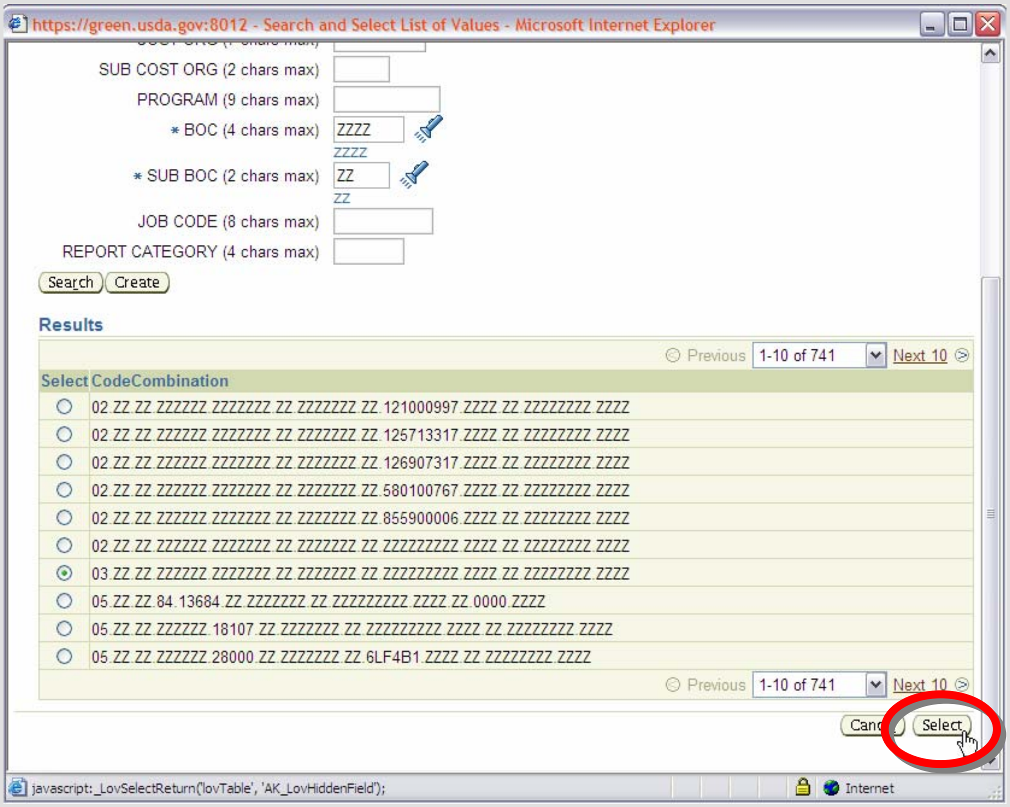
Results for your search will display inside the *Search and Select: Accounting Flexfield* window in the *Results* section.



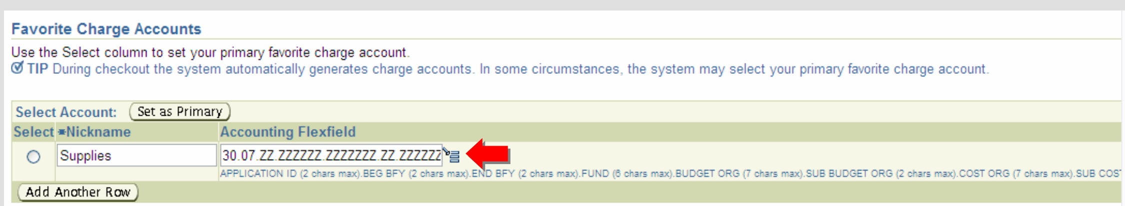
Continue by clicking on the **Select** radio button, , next to the appropriate line.



Then click on the **Select** button at the bottom right hand corner of the *Search and Select: Accounting Flexfield* window.



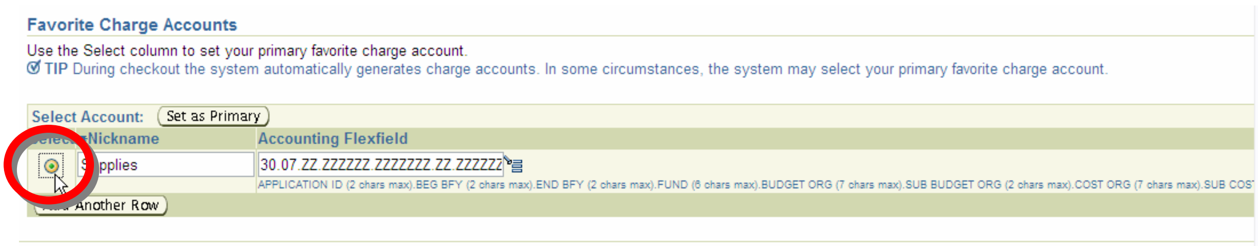
This will return you to the *iProcurement Preferences* page and automatically fill in the charge account in the **Accounting Flexfield** field.



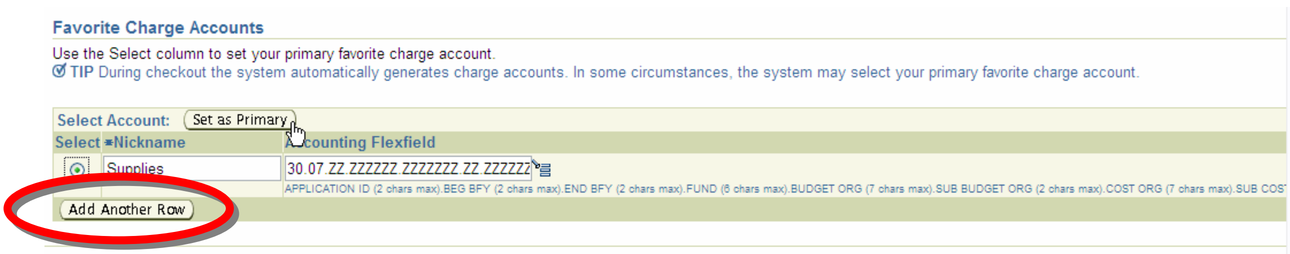
Now that you have been introduced to the search feature, let's continue. If you want to add an additional charge account code to your *Favorite Charge Accounts* section, click the **Add Another Row** button.

Remember! If multiple account codes are added, the User must select one account code to be the Primary account.

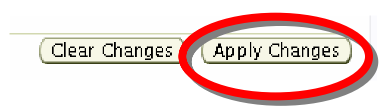
Next, we will show how to set a favorite charge account as your primary charge account. First, click the radio button in the *Select* column next to the corresponding row.



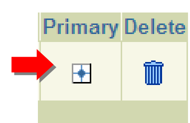
Then, click on the **Set as Primary** button.



After completing all your changes, don't forget to click the **Apply Changes** button in the lower right-hand corner of the *iProcurement Preferences* page to ensure your changes are saved to your Preferences.

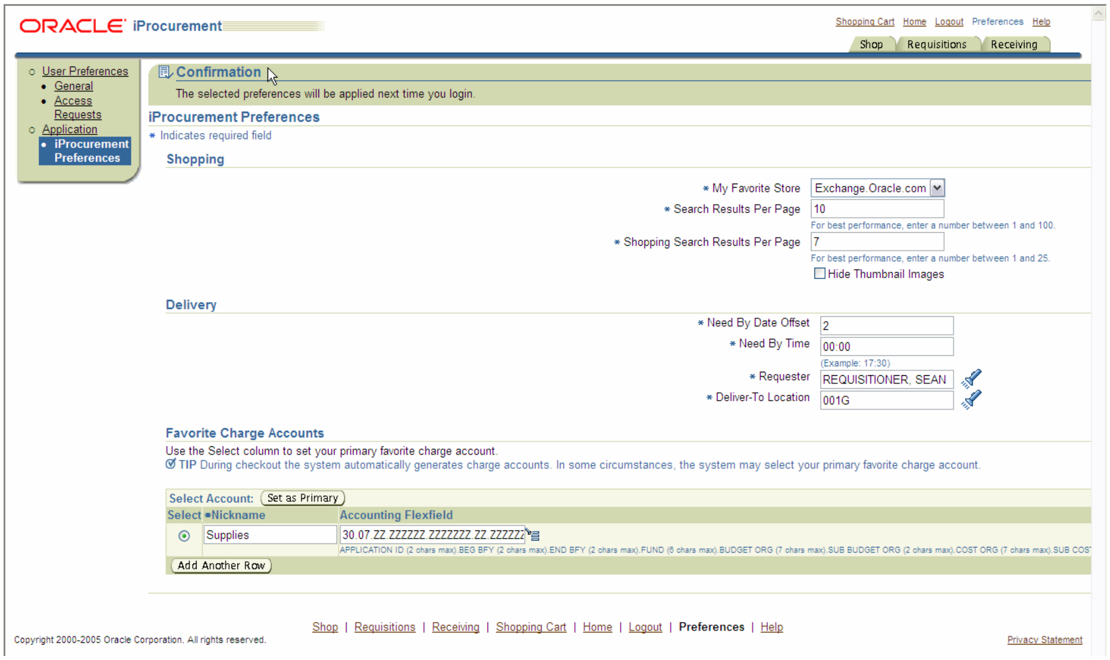


To ensure the correct account has been set as the Primary, look for the icon in the *Primary* column on the right-hand side of the *Favorite Charge Accounts* section.



> **Note:** You can delete charge accounts from the *Favorite Charge Account* section by clicking the **Trash Can** icon in the *Delete* column.

To ensure your changes are applied to your Preferences, look for a Confirmation message displayed at the top of the *iProcurement Preferences* page.


ORACLE iProcurement
Shopping Cart Home Logout Preferences Help
Shop Requisitions Receiving
User Preferences
General
Access Requests
Application
iProcurement Preferences
Confirmation
The selected preferences will be applied next time you login.
iProcurement Preferences
* Indicates required field
Shopping
* My Favorite Store
Exchange.Oracle.com
* Search Results Per Page
10
For best performance, enter a number between 1 and 100.
* Shopping Search Results Per Page
7
For best performance, enter a number between 1 and 25.
Hide Thumbnail Images
Delivery
* Need By Date Offset
2
* Need By Time
00:00
(Example: 17:30)
* Requester
REQUISITIONER, SEAN
* Deliver-To Location
001G
Favorite Charge Accounts
Use the Select column to set your primary favorite charge account.
TIP During checkout the system automatically generates charge accounts. In some circumstances, the system may select your primary favorite charge account.
Select Account: Set as Primary
Select *Nickname Accounting Flexfield
Supplies
30.07.ZZ.ZZZZZZ.ZZZZZZZ.ZZ.ZZZZZ
Add Another Row
Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help
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Privacy Statement

Requisitions

Introduction

In the previous topic, you learned about the basic history and functions of IAS, as well as how to navigate throughout the system. In this topic, creating and making changes to a Requisition will be discussed.

Objectives

In this topic you will learn how to:

- Create a simple Requisition
    - Add an Item to the Shopping Cart
    - Save Shopping Cart for Later Use
    - Review Basics of Fields
    - Complete Requisition
- Create a complex Requisition
    - Change *Item Type* to *Goods or services billed by amount*
    - Add Multiple Items to the Shopping Cart
    - Edit Line Items for the Requisition
    - Change Billing Information
    - Create an Ad Hoc Approval Chain
    - Complete Requisition
- Track the Requisition Status and Approval History
- Change a Requisition
- Cancel a Requisition

Let's begin by creating a simple Requisition.

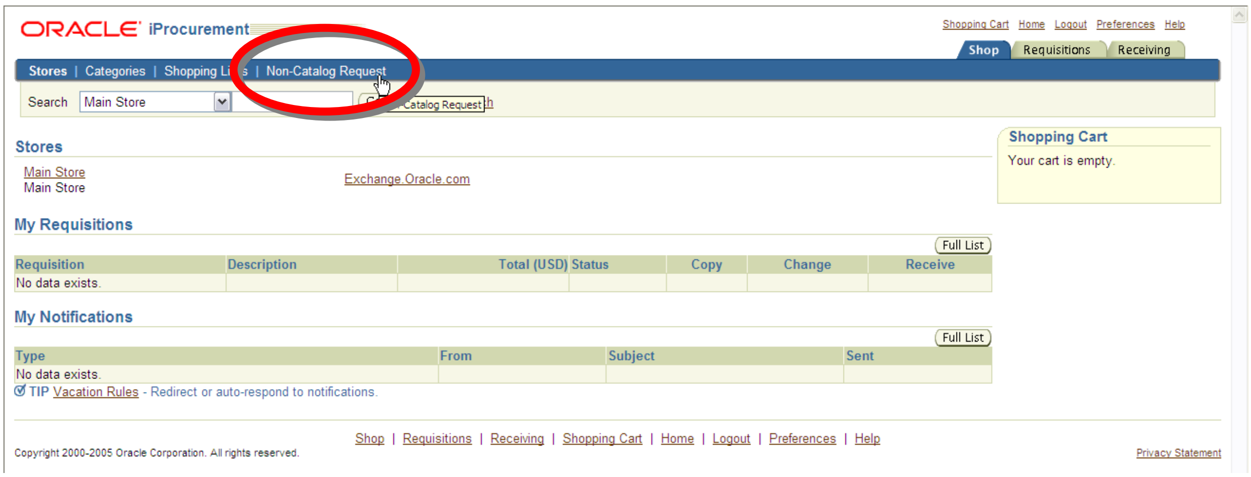
Create a Simple Requisition

In this user guide, a simple request is defined as a request for goods or services billed by quantity. In this section, a Requisition will be created for office chairs to demonstrate the process of creating a simple Requisition.

Stage 1: Starting a Requisition

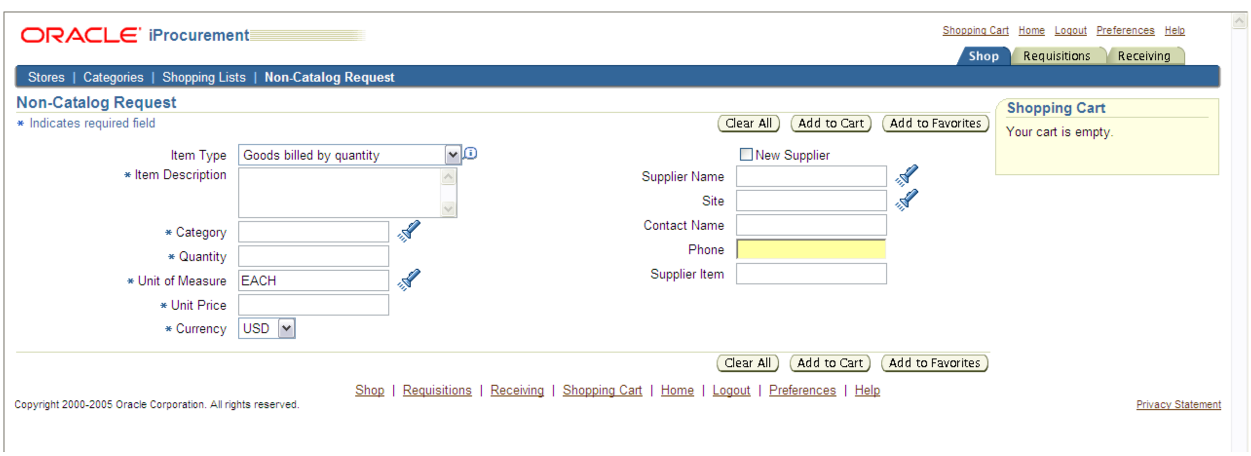
The first step to creating a simple or basic Requisition is to create a Non-Catalog Request. This is where most Requisitions begin, unless you have saved a shopping cart, which is a function that will be discussed later on.

Click on the **Non-Catalog Request** link on the *Shop* page to go to the *Non-Catalog Request* page.



Stage 2: Adding Line Items - Enter Requisition Details

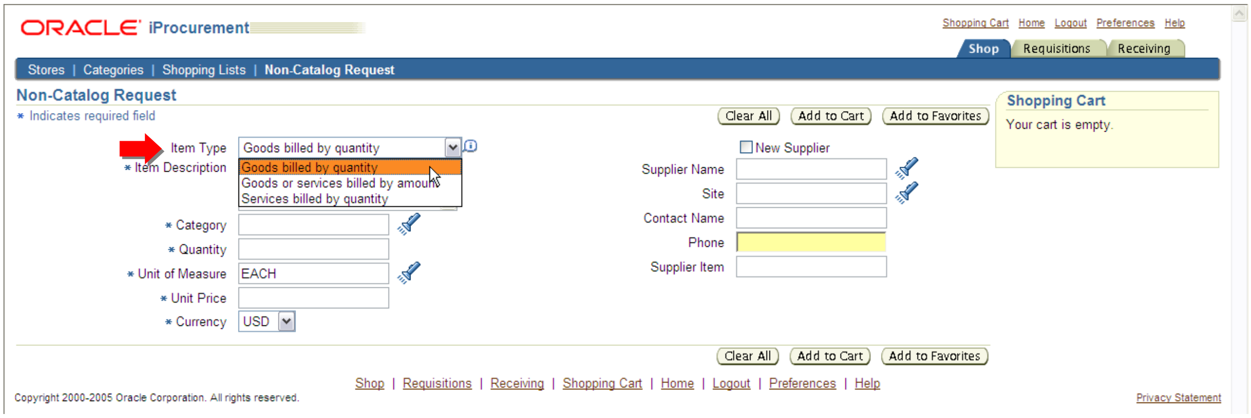
The *Non-Catalog Request* screen should now be open and you can begin creating a Requisition in IAS.



NOTE: A blue asterisk (*) indicates a mandatory field in IAS that a user must complete.

Select the Item Type (Required)

The Item Type field gives a user three options: Goods billed by quantity, Services billed by quantity, Services billed by amount.



Goods billed by quantity is used for items that have a specific cost associated with them such as 20 office chairs for $250 each or 3 engine blocks for $1500 each.

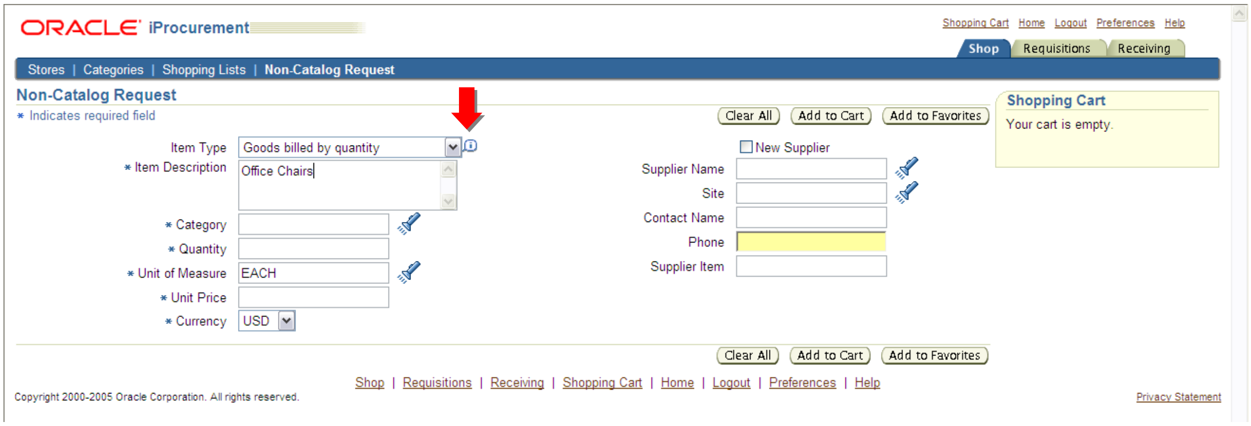
Services billed by quantity is used when services can be billed in distinct quantities, such as a period of time or an amount of space. A good example of a service billed by quantity is a contract billed by work hours or days. Alternatively, an example of a service billed by space is a contract for grounds maintenance billed by acre. The setup for this type of item is identical to the set up for *Goods billed by quantity*, so that topic will not be covered here.

Goods or *services billed by amount* is used when goods or a service will be paid in monetary increments over time. A good example of this is a contract or lease.

NOTE: When using goods or services billed by quantity, the Requisition units should match the way in which the order will be receipted and invoiced. For example, if you are procuring a year's worth of maintenance services that will be billed monthly, the units of measure should be in months, not years. If the monthly amounts will vary and are not equal, you should use services billed by amount.

Since this type of item requires a more complex Requisition, it will be covered in the next section – Creating Complex Requisitions.

Note: There is an information icon  displayed next to the drop-down menu for the *Item Type* field. Whenever this icon is listed, it provides more detailed information about that field.

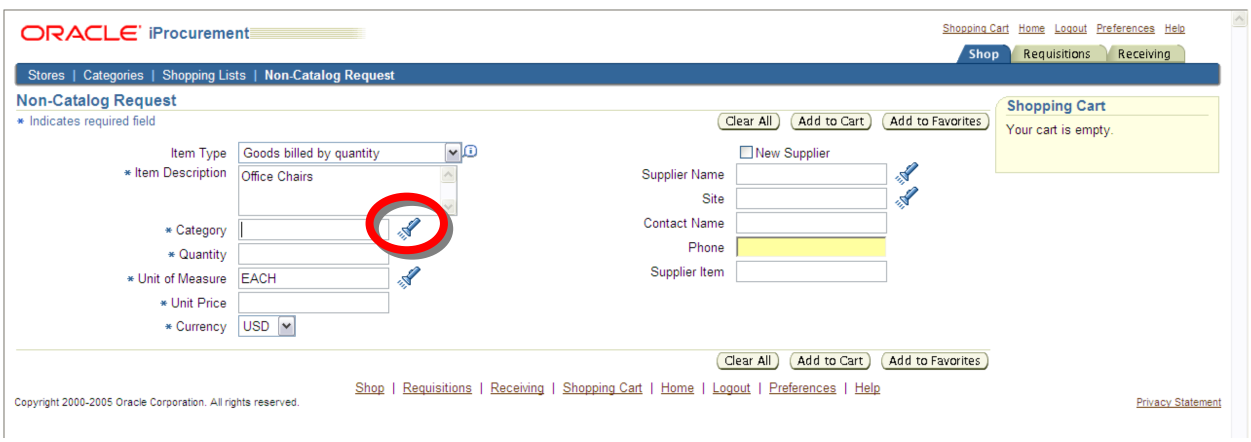


Enter the Item Description (Required)

This is a free text field to enter a brief description of the item or items you are ordering. This field allows a maximum of 250 characters. If additional space is needed, an attachment to your Requisition can be added in Stage 5.

Select a Category (Required)

A user must identify and select a *Category* for each non-catalog request. The USDA refers to this Category as the Product Service Code. Select the **Flashlight** icon  to search for a category.

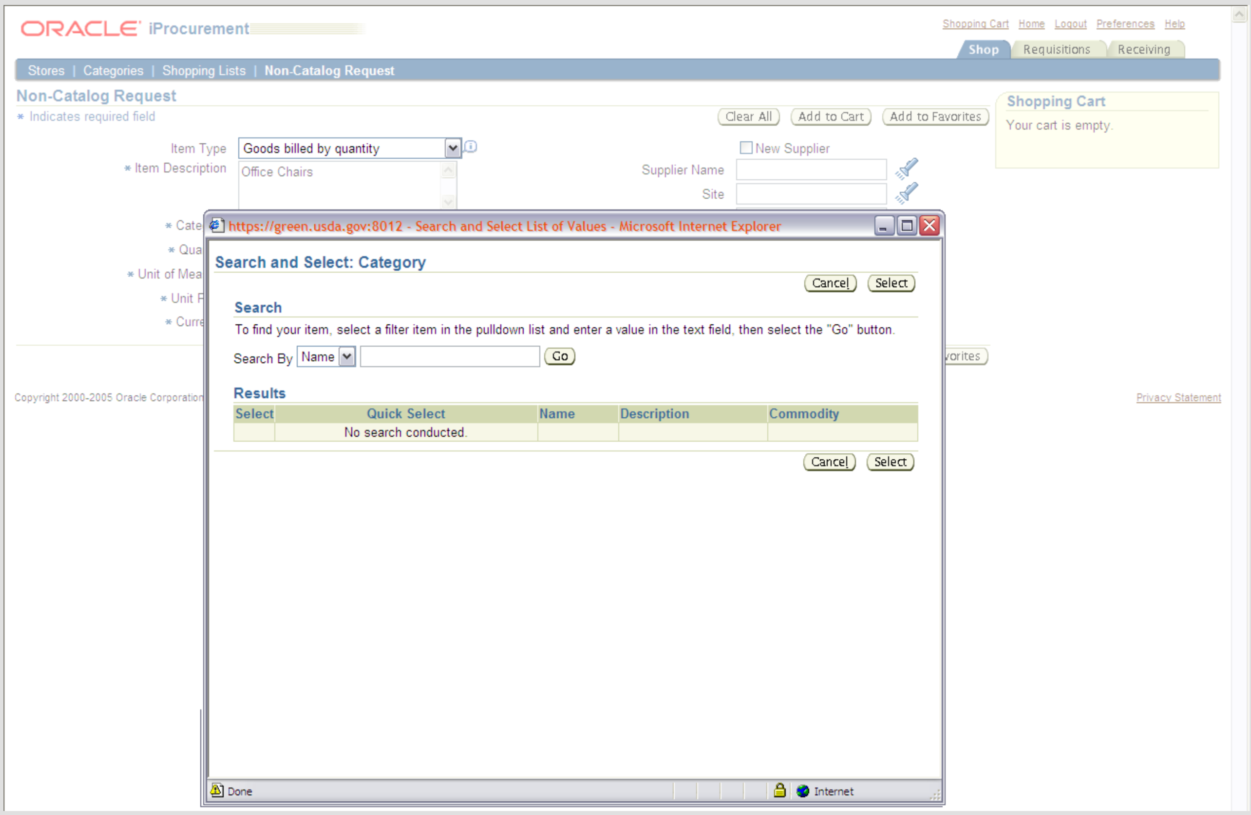


Tip: The Budget Approver or Contracting Officer has the authority to change this field later. The full list of category codes is available on the portal page. (IAS Portal Site -> Guidance -> Non-Catalog Category Codes-Federal Product Service Codes) If you are unable to find an appropriate code, 9999 may be entered as a default code.

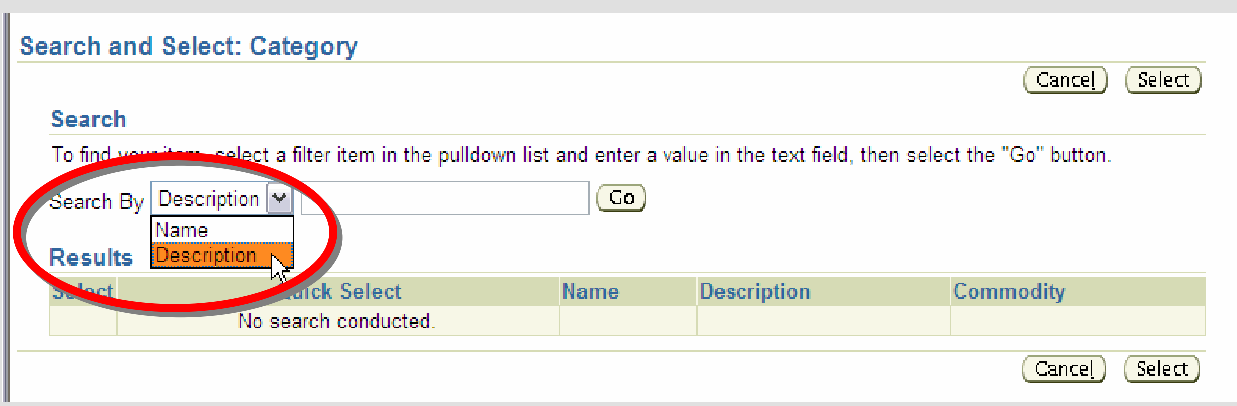
Remember! These codes are for categories of items. For example, when entering the line item for office chairs, the code selected will be one for office equipment; not specifically an office chair. As a user, ensure you search for the category the good/service falls under.

HOW TO: Use Flashlight Search and Select Feature

Whenever you see the **Flashlight** icon , you can search the IAS to help you complete the associated field correctly. When you click on the **Flashlight** icon in the *Category* section, you will see the following page:



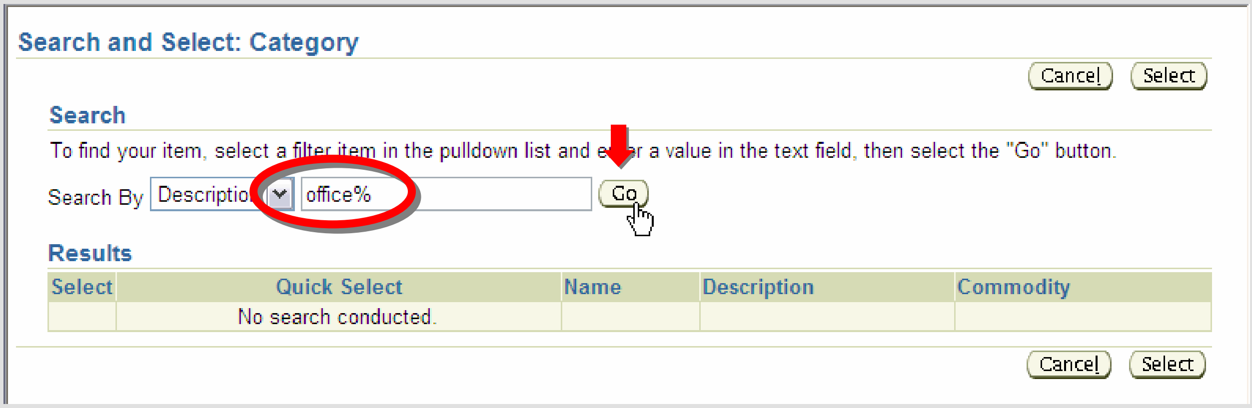
Click on the drop down menu highlighted above to select search criteria by *Category Description* or *Category Name*.



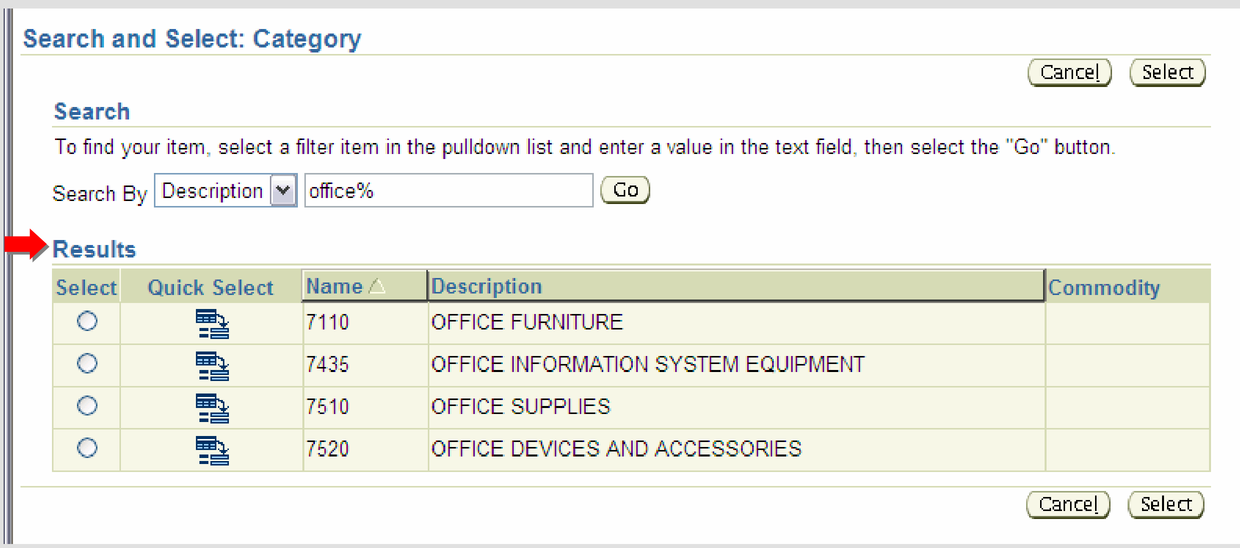
The following general rules will be helpful in obtaining the search results you need to complete your Requisition:

- Characters are not case sensitive.
- The complete results list can be generated by searching on an empty field or by entering the percent sign (%) as a wildcard.
- Descriptions that begin with a certain word or set of characters can be searched for by entering those characters. For example, if you want to search for Office at the beginning of a description, enter “office” in the search field.
- Descriptions containing certain words or characters can be found using the % as a wildcard at the beginning. For example, if you want to search for office in the middle of a description, enter “%office” in the search field.
- Navigation through search options is provided at both the top and bottom of the page. (e.g. Previous, 1-10, Next 10)

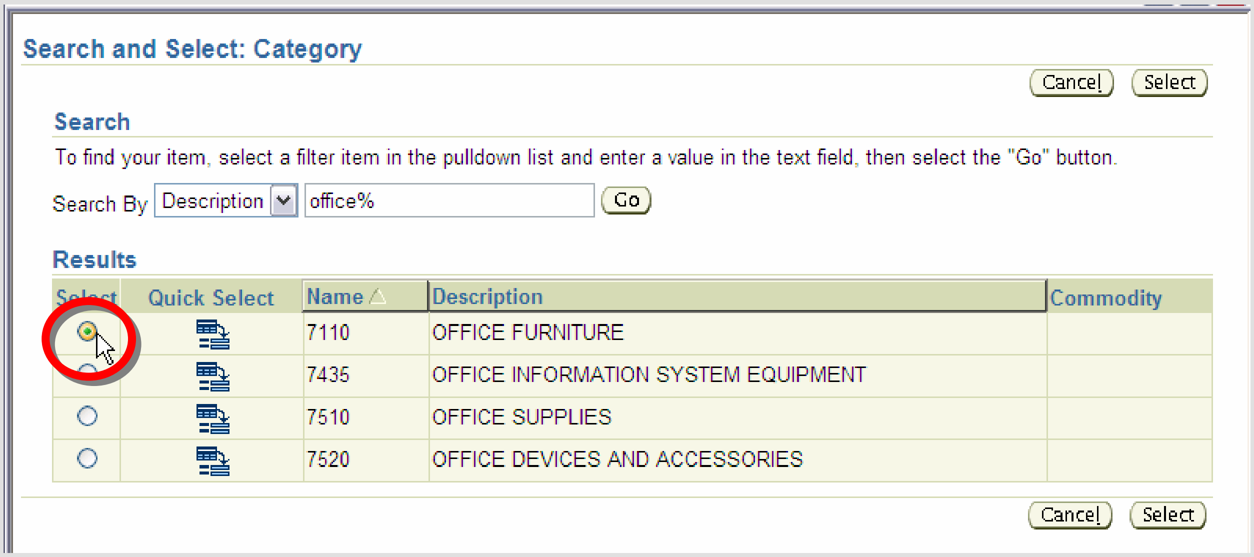
For our simple Requisition, you will search by *Category Description.* Enter “office%” and click on the **Go** button to execute the search.



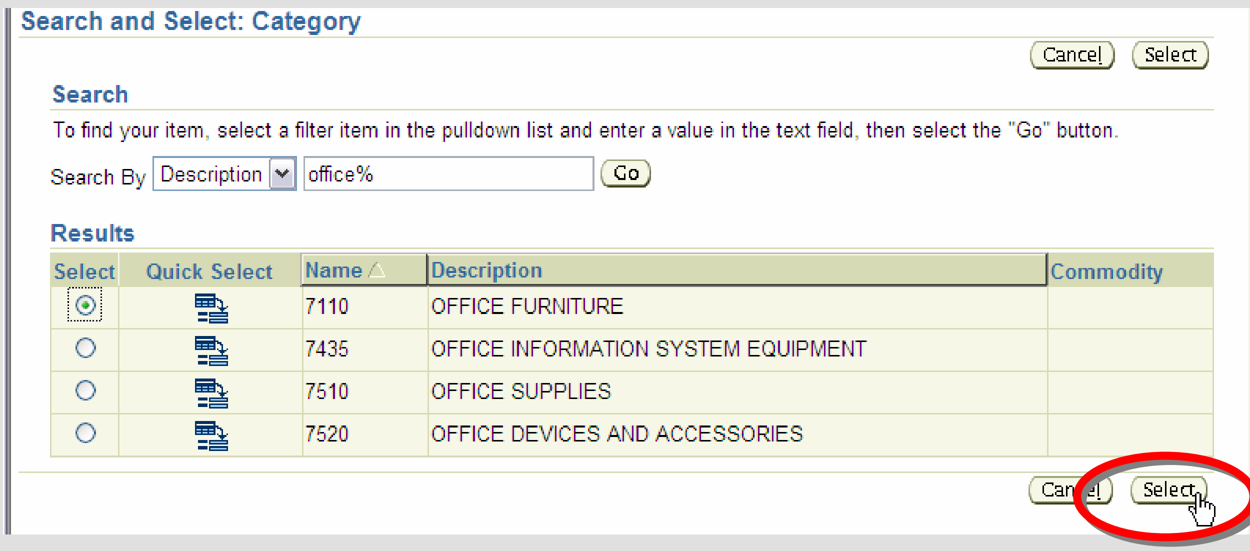
Your results will fill in below the search fields.



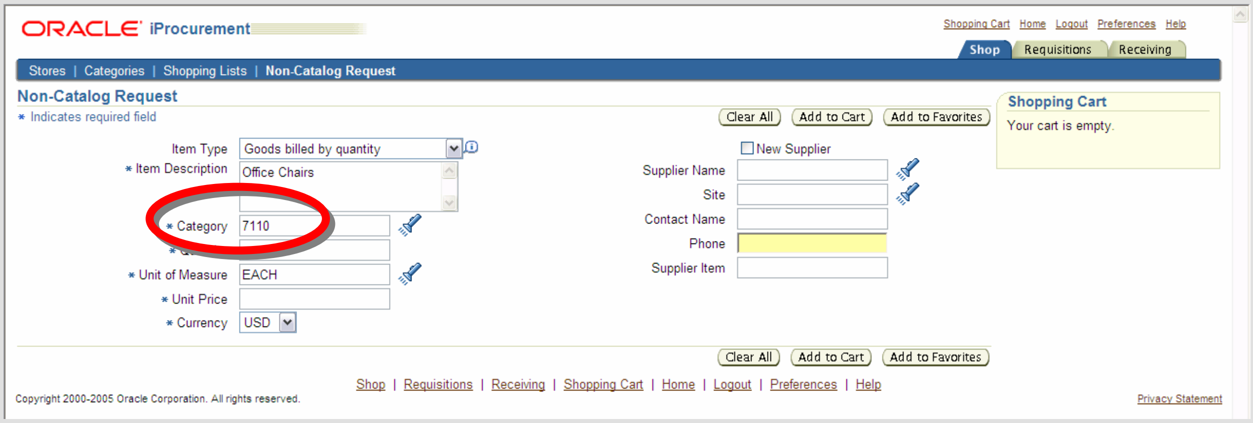
Continue by clicking on the **Radio** button in the *Select* column next to the appropriate line.



Then click on the **Select** button at the bottom right hand corner of the *Search and Select: Category* window.

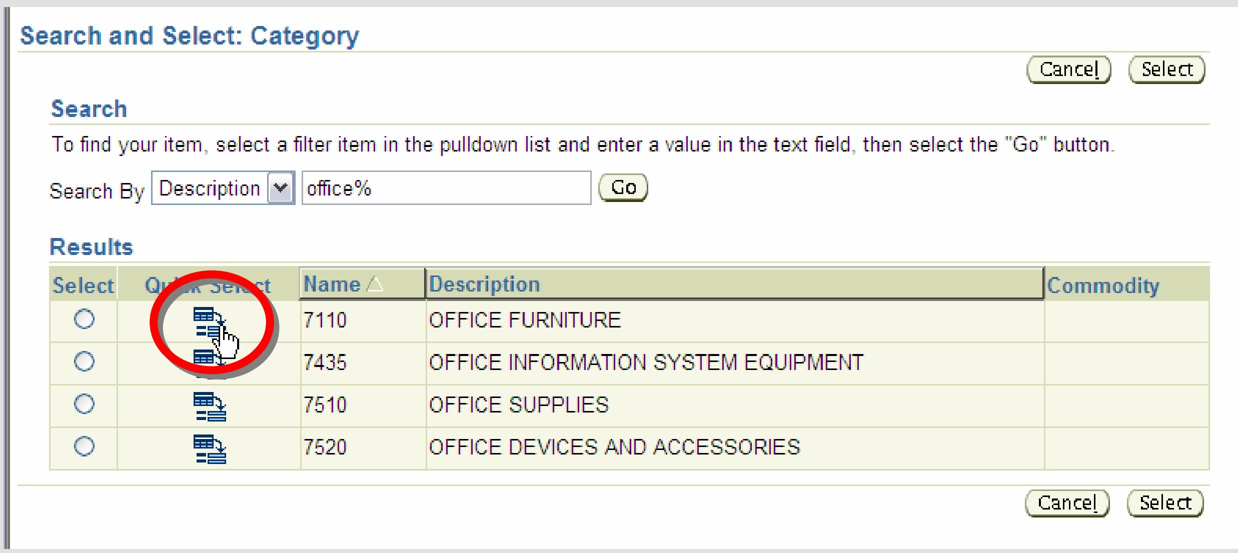


This will return you to the *Non-Catalog Request* page and automatically fill in the category code.



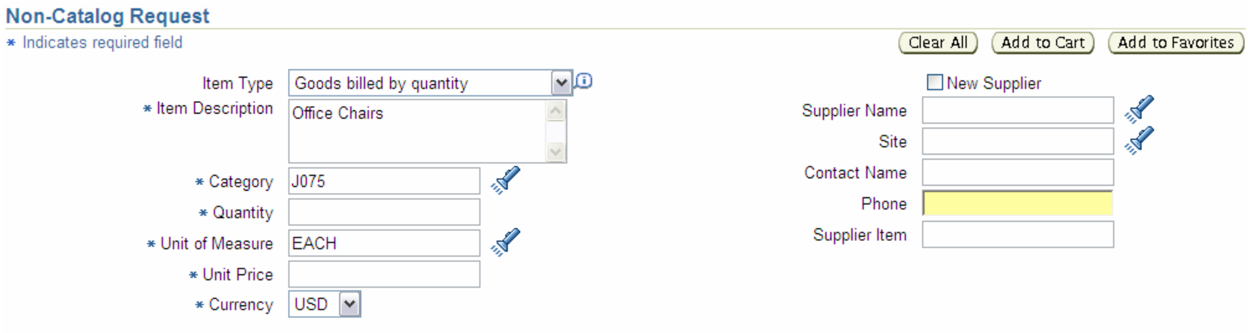
New Feature!

The **Quick Select** button  feature is available in any *Search and Select* pop-up window. The **Quick Select** button saves you the trouble of clicking both the **Select** radio button and the additional **Select** button to return you to your original page.



For this example, once the search results are received, click on the **Quick Select** button to select the correct category item and return to the *Non-Catalog Request* page.

Now that you have learned how to use the search feature, let's continue to fill out the rest of the information associated with our Requisition.



Quantity (Required)

Enter the number of items you would like to purchase in this field.

> **NOTE**: The Quantity value extends to four decimal places. (e.g. 2.0259) However, it is highly recommended that whole numbers be used to prevent rounding errors.

Unit of Measure (Required)

The Unit of Measure field defaults to "Each." To change this field, use the Search and Select tool. If you know the unit of measure you want to use is in the list, just type it into the text field in uppercase.

> **Tip!** Other Units of Measure can be added to the Search and Select list by submitting a request to the IAS Help Desk (support@iashelpdesk.com or 1-866-IAS-8686).

Unit Price (Required)

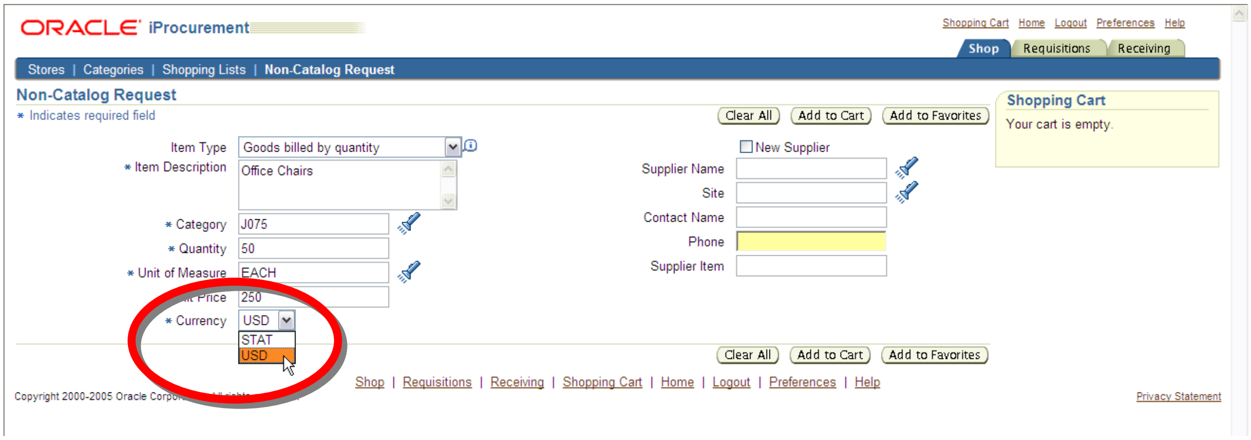
Enter the estimated dollar value per item. When entering the unit price, do not insert a currency symbol ($). Also, whole dollar values do not require a trailing decimal point and zeros. For example, $100.00 would be entered as 100. If required, you can enter cents. For example, $100.65 would be entered at 100.65.

> **Note:** The Unit Price value extends to three decimal places. (e.g. 1.599)

> **Warning!** Do not include delivery charges as part of the price of any line item. All delivery charges must be entered as a separate line item.

Currency (Required)

This defaults to USD (US Dollars) as FFIS only accepts US dollar values. The final cost of a foreign transaction paid in US Dollars is determined when the Bank of America provides the final exchange cost data.



Supplier Information (optional)

You may select a Vendor by using the **Flashlight icon** to search the vendor database. If you are unable to find the vendor in the vendor database, you may “check” the **New Supplier** checkbox and type in your desired vendor information.

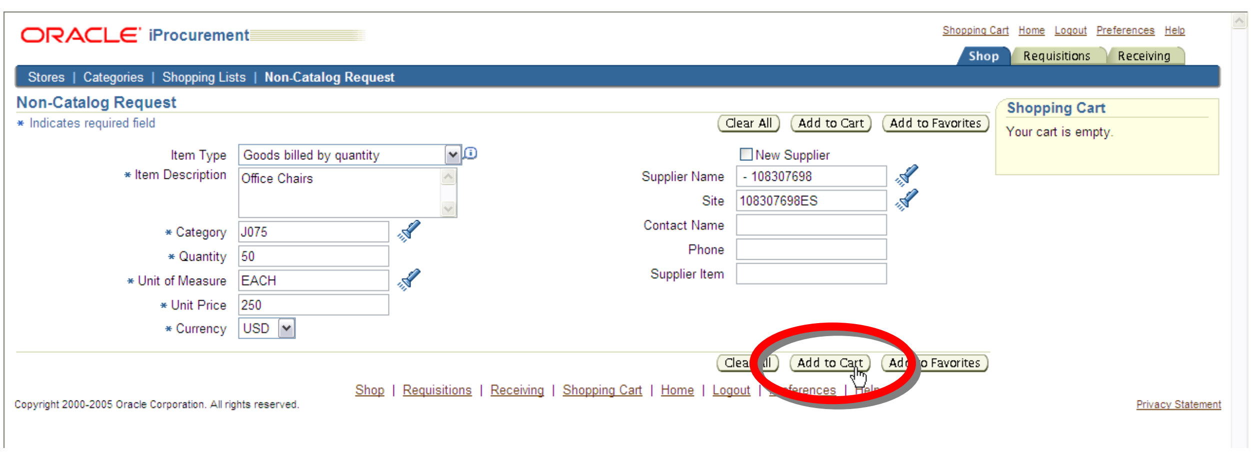
> **Note:** IAS receives vendor information from the FFIS Vendor Database. FFIS draws its vendor information from Central Contractor Registry (CCR). If a vendor is inactive in FFIS, it will not be available in IAS. It is important to validate that the supplier exists in CCR/IAS at this time. This can be done by using the *Search and Select* feature. Click on the **Flashlight icon** to search for a vendor.

For this simple Requisition, leave the Supplier field blank, since it is an optional field.

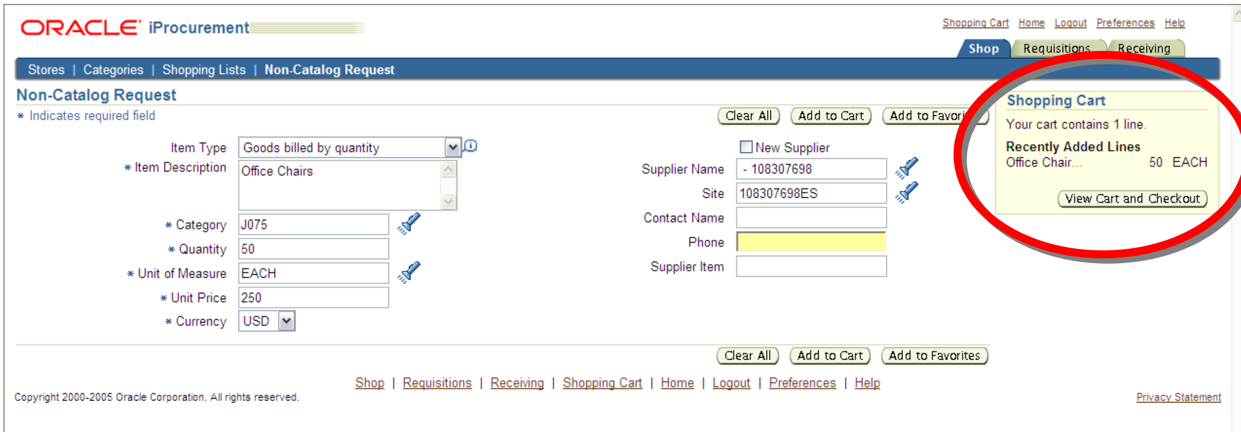
Stage 3: Adding, Clearing, and Saving Requisition Items

Now that these details of your Requisition have been entered, your item can be added to the *Shopping Cart* using the **Add to Cart** button.

For this simple Requisition example, you are only entering one line item, 50 office chairs. Select the **Add to Cart** button to add this line item of the Requisition to the *Shopping Cart*.

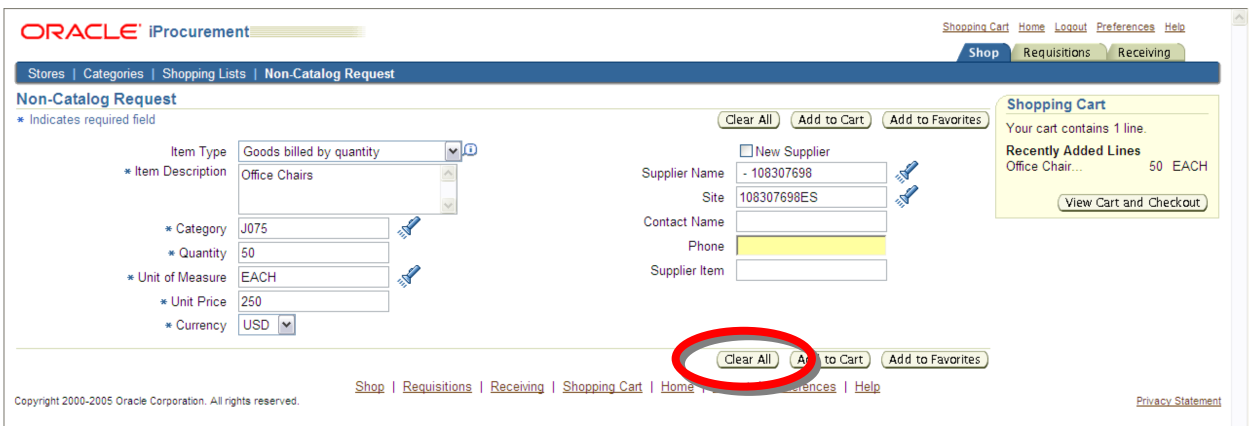


Once you have added an item to the *Shopping* Cart, you can see your item addition in the *Shopping Cart* Quick Reference box on the right side of the screen.



Clearing Line Item Details

The **Clear All** button, located on the *Non-Catalog Request* screen, is an option that allows a Requisitioner to clear the details associated with a Requisition item. This button is used if you needed to add an additional line item to create a Requisition with multiple line items.



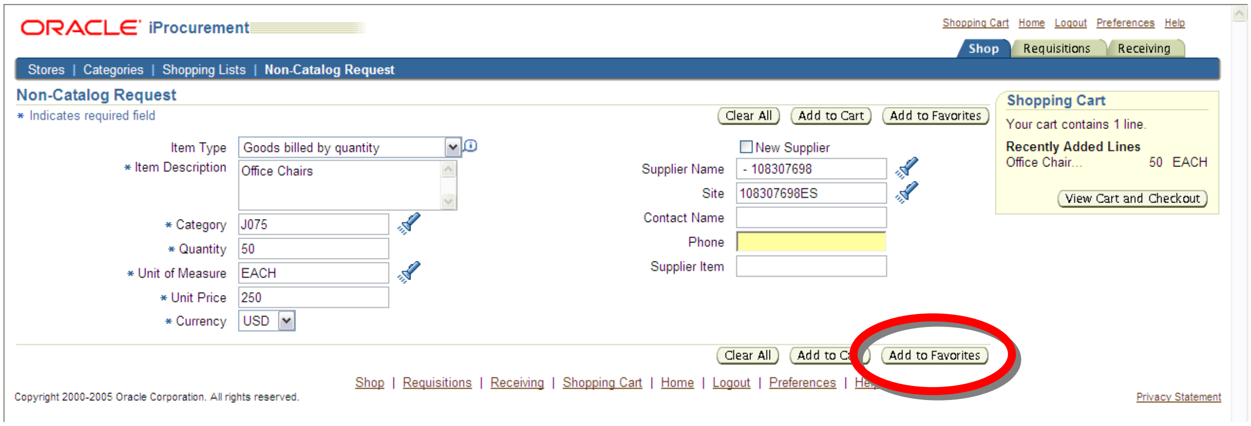
Note: The **Clear All** button does not clear the *Item Type* field. If you want to change the *Item Type*, you must change that field.

This functionality will be further explained in the next section of this User Guide, *Creating a Complex Requisition*.

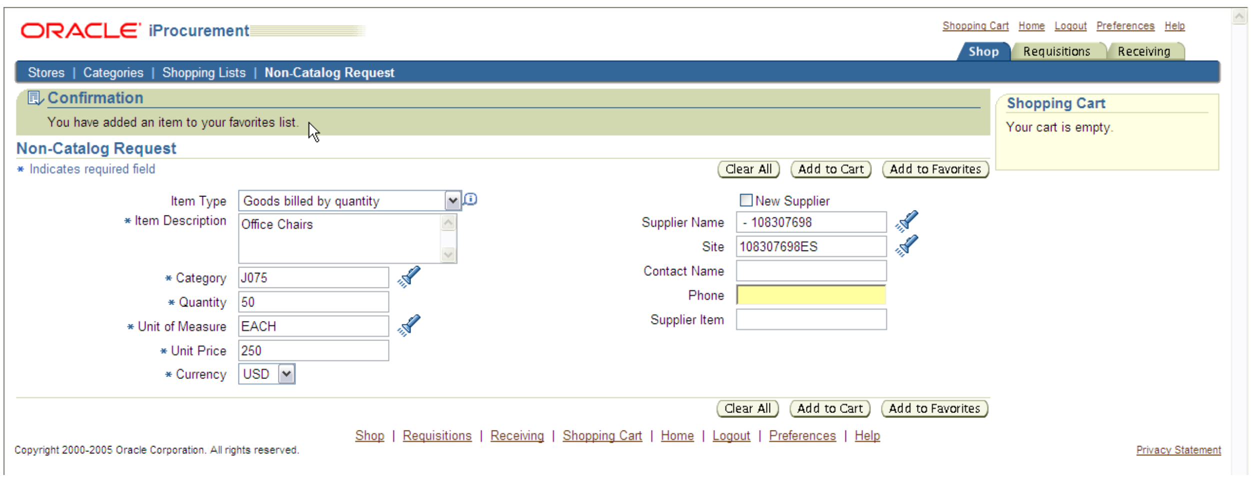
Adding to Favorites

Often, a Requisitioner will repeatedly order certain items such as office supplies. You can save the Requisition details for these items to your Favorites using the **Add to Favorites** button. This will prevent you from having to enter the details each time you create a Requisition for these items.

Click the **Add to Favorites** button to save the Requisition details for this item to your Favorites.

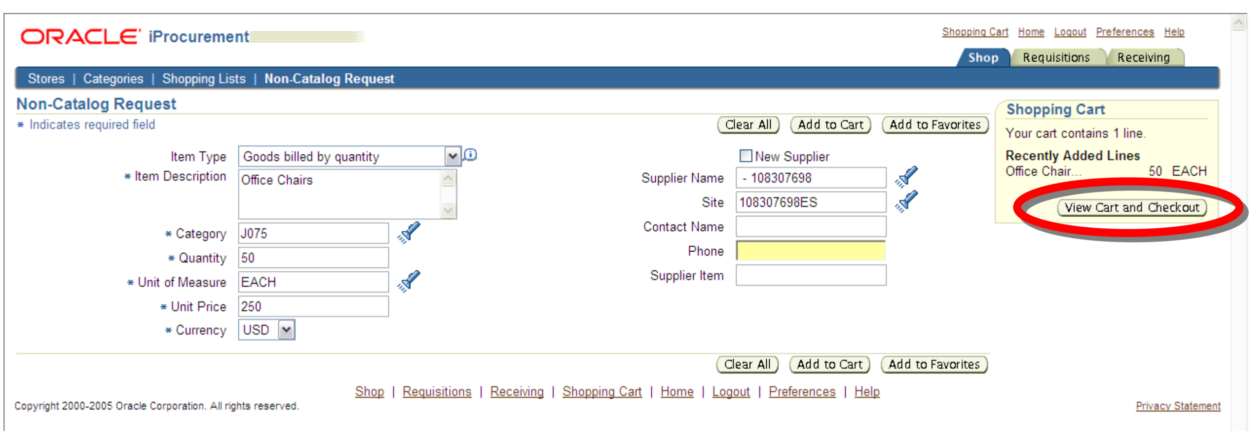


After selecting the **Add to Favorites** button, a confirmation message will be displayed at the top of the *Non-Catalog Request* screen stating that the item was added to your *Favorites List*.

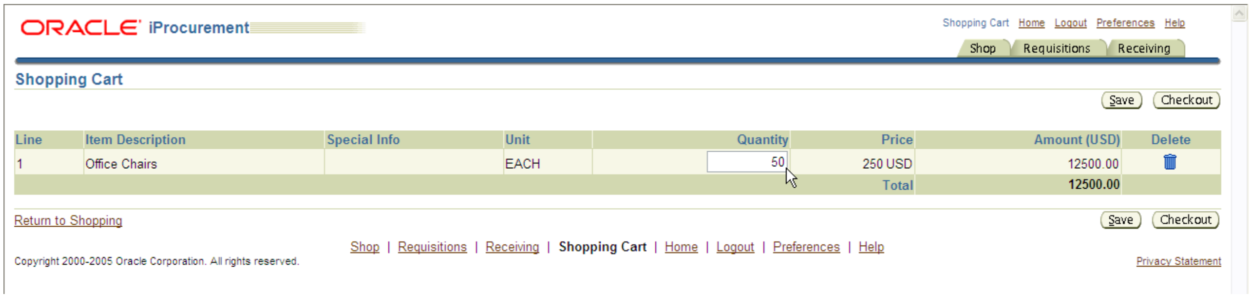


Stage 4: Reviewing Requisition Items

Now that your simple Requisition item has been added to the *Shopping Cart*, click on the **View Cart and Checkout** button in the *Shopping Cart* Quick Reference on the right side of the screen.



This will take you to the *Shopping Cart* screen.



Shopping Cart

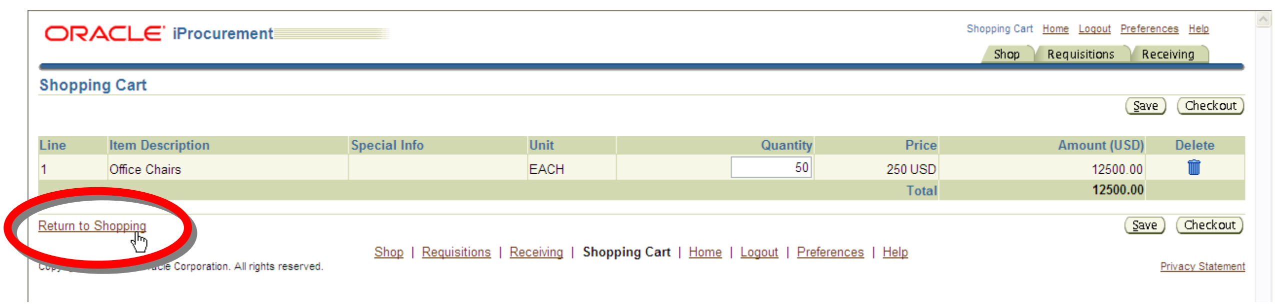
The Shopping Cart allows you to view each line item that you have entered as a part of your Requisition.

> **Tip!** After entering all items, it is recommended that you click the **Save** button. This action will protect work-to-date on the Requisition in the event of a power loss or network failure. This will also allow you to continue the checkout process at a later time.

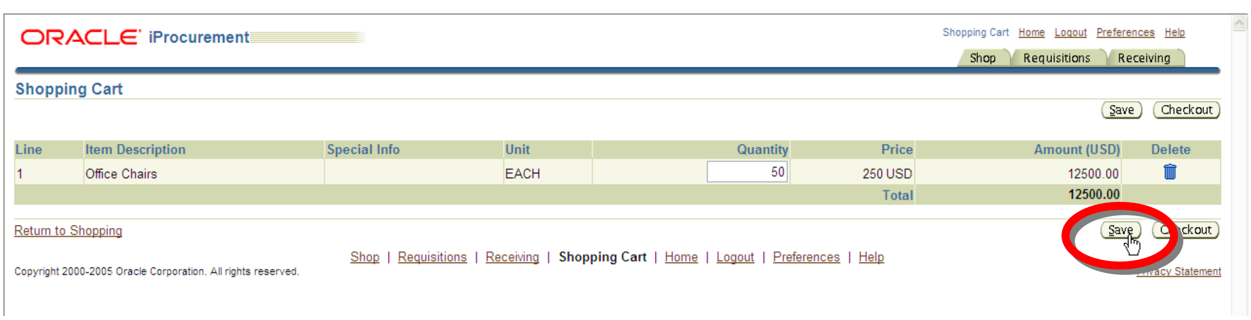
Helpful Features

If you want to remove a line item, click on the **Trash Can** icon  in the *Delete* column and row of the item you would like to remove.

If you want to add an additional line item or make a change to a listed line item, click on the **Return to Shopping** link located below the *Line* column.

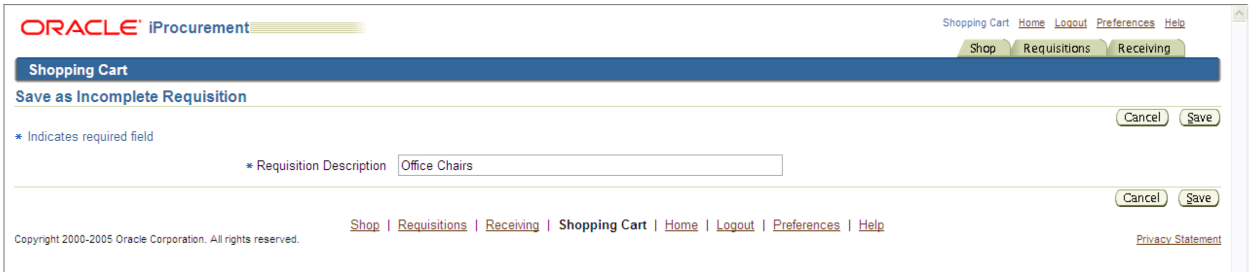


To change the quantity of a line item, change the number in the box listed in the Quantity column. Then click on the **Save** button located at the bottom of the *Amount* column.



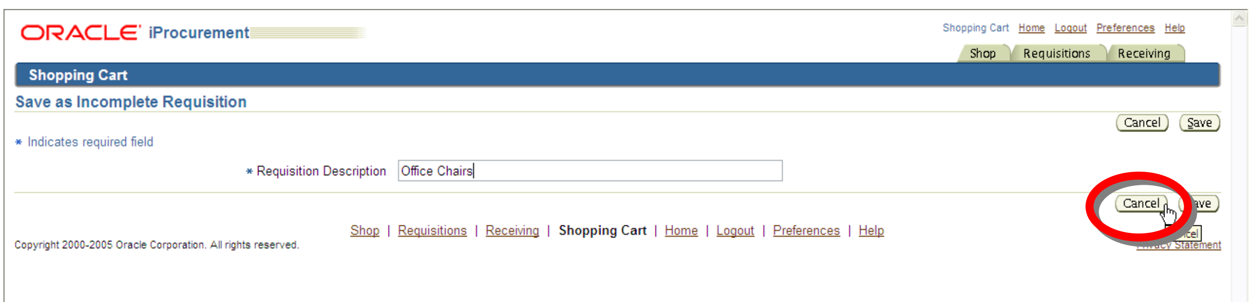
Saving an Incomplete Requisition

As stated in the Shopping Cart section, an incomplete Requisition can be saved on the Shopping Cart page. After clicking the **Save** button, the *Shopping Cart – Save as Incomplete Requisition* screen will be displayed.

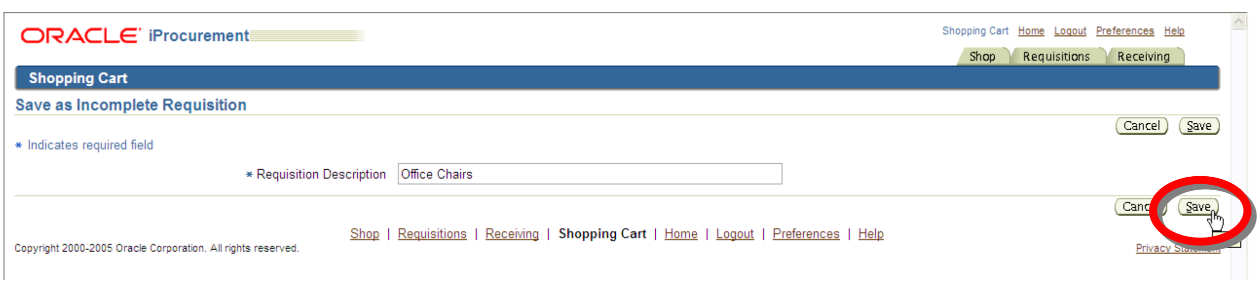


The *Requisition Description* field will be pre-populated with the *Item Description* of the first line item of your Requisition. In our example, "Office Chairs" pre-populates this field. You have the option to change the *Requisition Description* at this time.

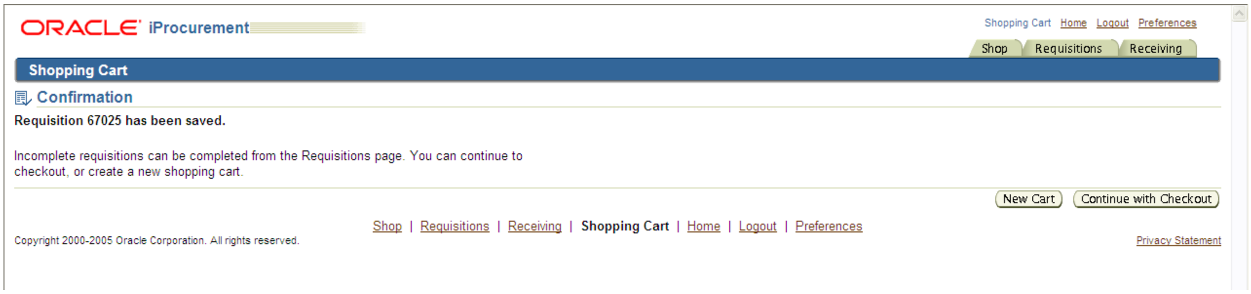
If you decide not to save your incomplete Requisition, click the **Cancel** button to return to the *Shopping Cart* page.



To finalize the process of saving your incomplete Requisition, click the **Save** button.

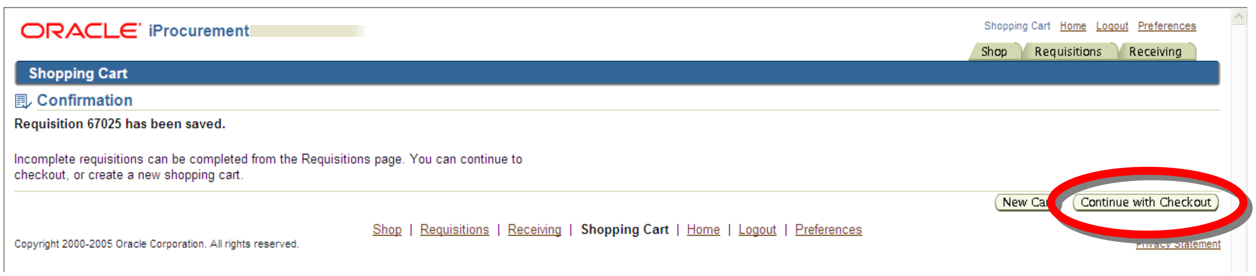


A *Confirmation* page will be displayed on your screen when a Requisition is saved correctly.



This confirmation contains a Requisition number which can be used as reference for locating this Requisition in the future.

The *Confirmation* page allows a user to start a new Requisition by clicking the **New Cart** button. If you wish to continue entering the details of your Requisition for submission, please click the **Continue with Checkout** button.



For this simple Requisition example, click on the **Continue with Checkout** button and return to the *Shopping Cart* page.

Now that you have learned how to Save an Incomplete Requisition, you can finalize and submit your Requisition in the *Checkout* section. Select the **Checkout** button on the *Shopping Cart* screen to continue to the *Checkout* page.

Stage 5: Checkout

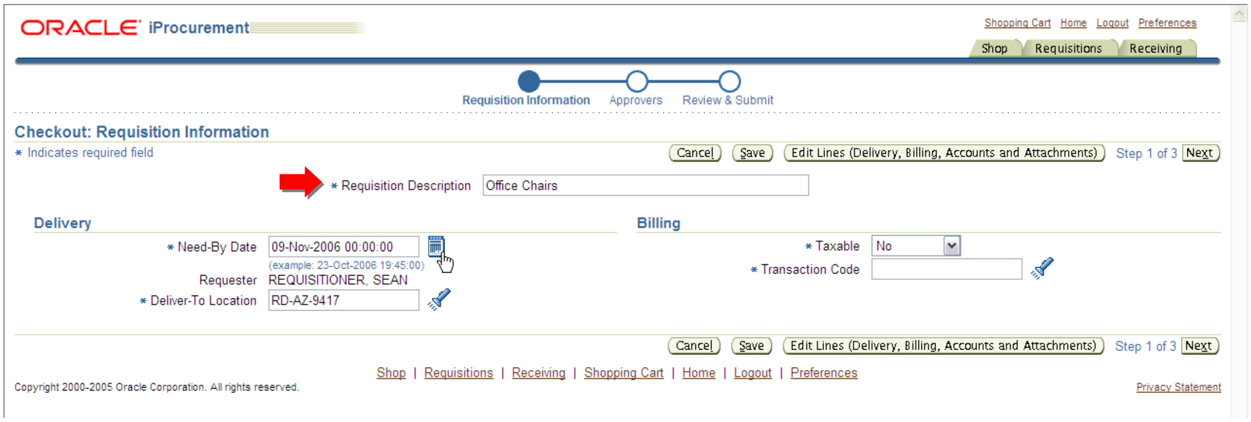
There are three steps in the Checkout process: (1) *Requisition Information*, (2) *Approvers*, and (3) *Review & Submit*.

You can track your progress through the Checkout process by following the indicator bar at the top of the screen. The shaded blue circles will indicate which step you are at in your checkout process.

Step 1 - Enter/Change Requisition Information

Notice that the information from your Profile settings has pre-populated the *Delivery* and *Billing* information fields. This information can be changed as required.

First, confirm or change the *Requisition Description*.



Requisition Description (Required)

This is the title of the Requisition. IAS automatically fills this in based on the description of the first line item in the Requisition. Change this as necessary.

Next, confirm or change the *Delivery* information:

Need-By Date (Required)

This is the day you want to receive the item(s) or the completion date for services. The format for this is DD-MMM-YYYY 00:00:00. For example, April 5, 2006 2:30 pm is expressed as 05-APR-2006 14:30:00.

> **Note:** If you have created a User Profile as instructed, the Need-By Date and Deliver-To Date should be pre-populated with the User Profile information.
>
> **Warning!** It is very important to enter an accurate **Need-By Date**. This date is sent to PRISM and used by the system to determine if your document can be processed further down in the procurement process.
> It can also be critical during audits. Financial statement audits closely examine the period of performance – the duration of time between the expected delivery date of goods/services and the actual receipt date. The "Need-By Date" is the date that the goods/services are expected to be delivered.

There are two ways to change the Need-By Date: (1) manual entry or (2) using the calendar feature. To use the calendar feature, simply click on the calendar icon  located beside the *Need-By Date* field to select your desired date.

Requester (Required)

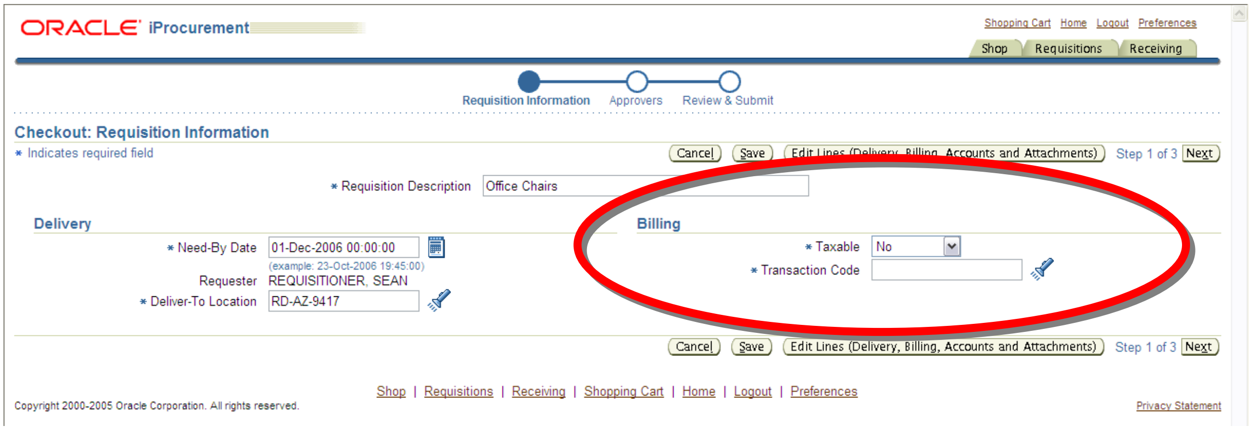
This field should be populated with your name or ID number. Do not change this information as this indicates who will receive the items on this requisition.

Deliver to Location (Required)

This is the default location established in your profile. If you need to send the goods or services somewhere else, you can search for that location using the *Search and Select* function by clicking on the **Flashlight icon**.

Note: The *Deliver-To Location* code is also the Fed-Strip ID of the location. If you do not know this ID, it can be searched for in the *Deliver-To Location* field. Please note that the address of the Deliver-To location will be visible.

Now, confirm or change the *Billing* information:

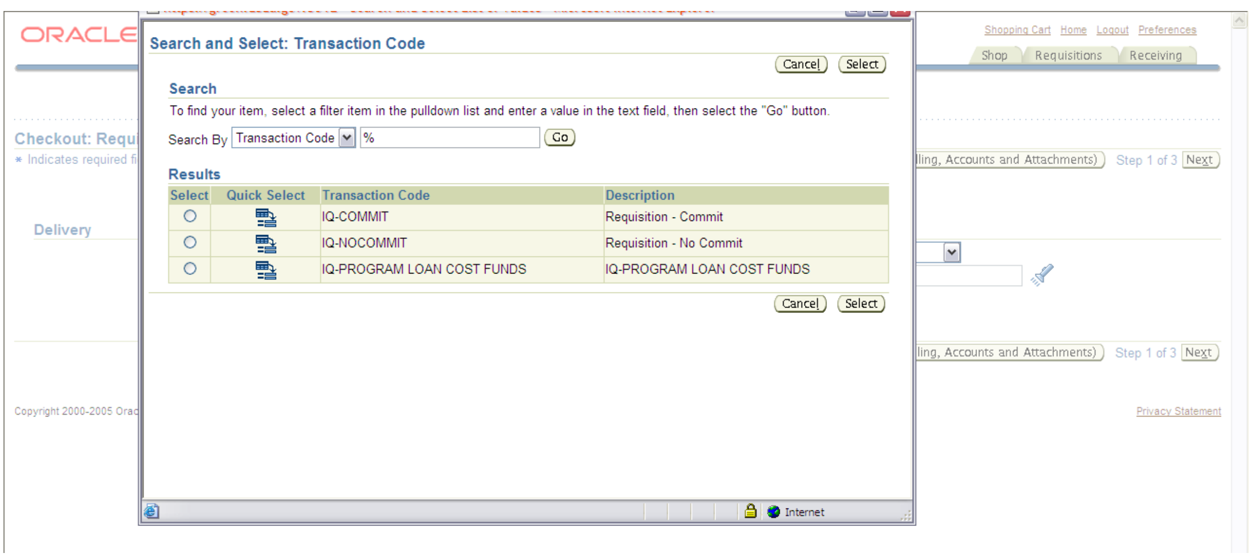


Taxable (Required)

The default setting for this field is "No" since IAS does not calculate tax. As all Federal purchases are text exempt, this default should be left as "No." Do not select Yes as there are no tax codes available to select.

Transaction Code (Required)

You can use the *Search and Select* tool by clicking on the **Flashlight icon** to help you with the Transaction Code.



There are three types of transactions for Requisitions: (1) IQ-COMMIT, (2) IQ-NOCOMMIT, and (3) Program Loans Cost Funds (PLCF).

IQ-COMMIT (Default)

This will commit funds from the budget for this Requisition. This transaction type should be selected when funding is available for line items.

IQ-NOCOMMIT

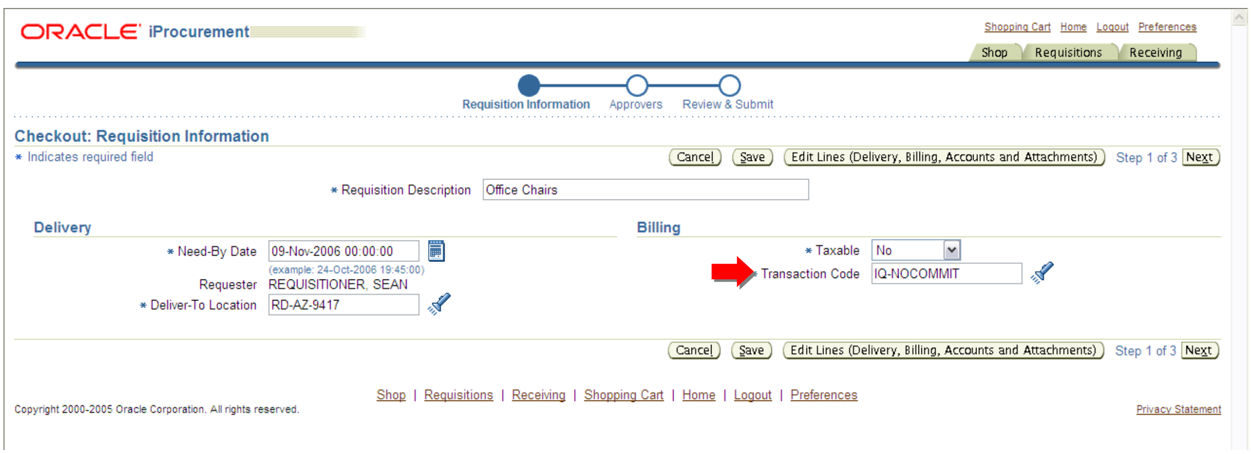
This transaction code will store the information into IAS without committing funds from the budget. Use this item when no funding is currently available for your line items.

IQ-PROGRAM LOAN COST FUNDS

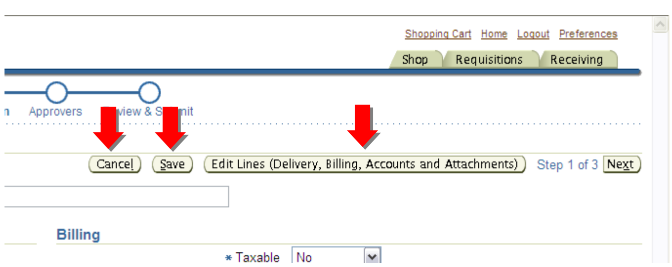
This transaction code is designed for use by RD, FSA and other agencies managing Program Loan Cost Funds. This code is more commonly known as Type-60 Funds.

> **Note:** The Agency must be enabled for PLCF transactions within IAS before users are able to successfully make *IQ-PROGRAM LOAN COST FUNDS* acquisitions. *IQ-PROGRAM LOAN COST FUNDS* transactions attempted by non-enabled agencies will reject in FFIS and generate an Error Message.

For this simple Requisition example, you will choose **IQ-Commit** as your choice for the *Transaction Code* field.



Below the *Billing* section of the *Checkout: Requisition Information* page, there are three options: (1) **Cancel**, (2) **Save**, and (3) **Edit Lines (Delivery, Billing, Accounts, and Attachments)**.



Cancel Button

If you select Cancel, your entry in the *Checkout: Requisition Information* screen will be cleared, and IAS will return you to the *Shopping Cart* for this Requisition.

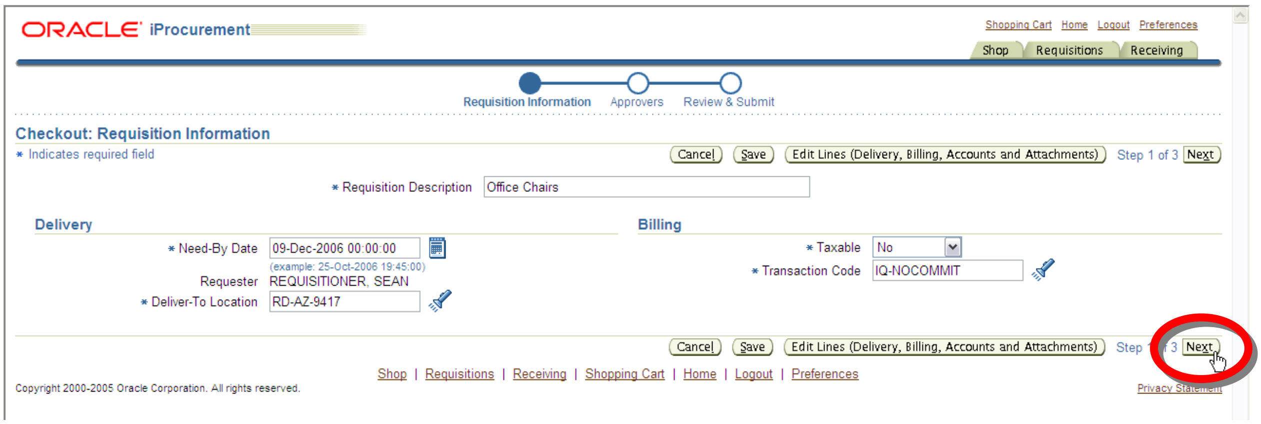
Save Button

The IAS will save your incomplete Requisition and assign it a number.

Edit Lines (Delivery, Billing, Accounts, and Attachments) Button

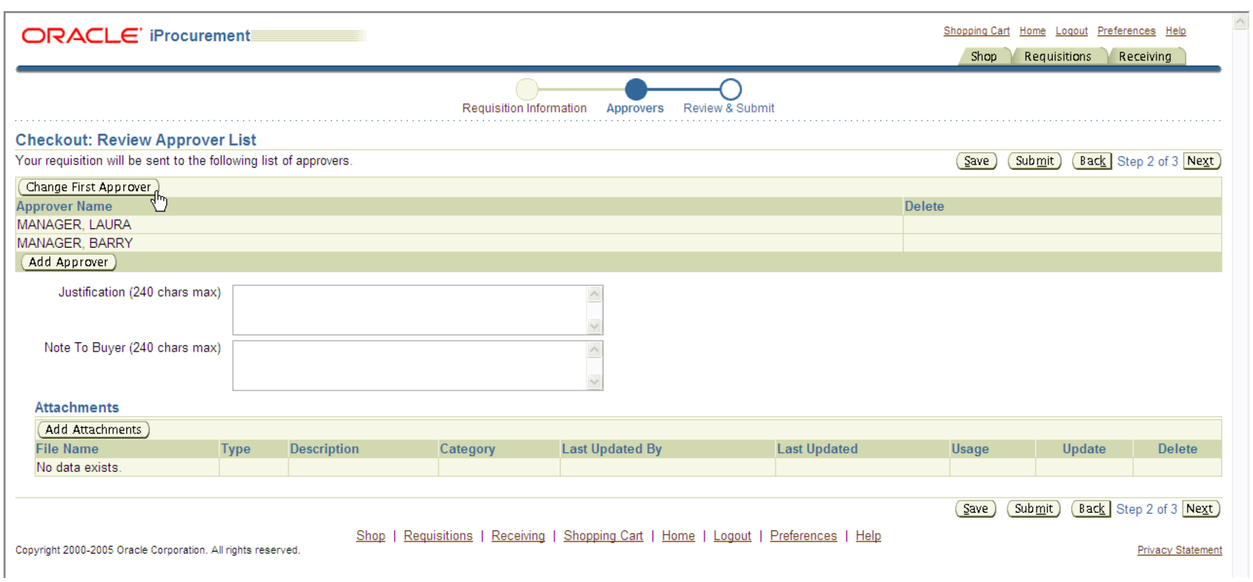
Selecting this button will take you to a new screen which allows you to edit Delivery, Billing, Accounts, and Attachments information for each Requisition. Remember, the information in this section is pre-populated with the information stored in your profile settings. This information can be changed as required.

For the simple Requisition, you will not need to make changes using the *Edit Lines* section. That will be covered in more detail in the next section; *Creating a Complex Requisition*. Click on the **Next** button to move to stage two of Checkout, *Approvers*.



Step 2 – Review / Add Approvers

In the second step of Checkout, Approvers can be changed and/or added for the Requisition being created. The *Checkout: Review Approver List* page should be displayed at this time.

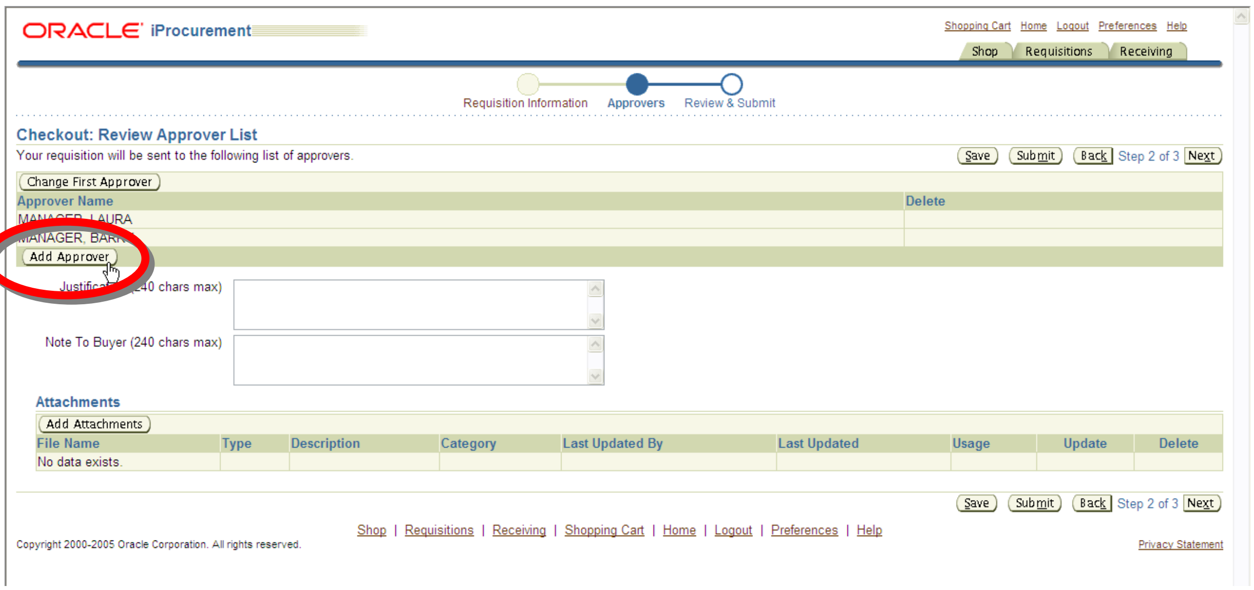


NOTE: A list of Approvers is also known as an Approval Chain. If an Approver is not "Required", then it may be removed manually by the user. If the Approver is "Required," then the Approver may only be changed to another Approver with the same budget authorization as the original required approver.

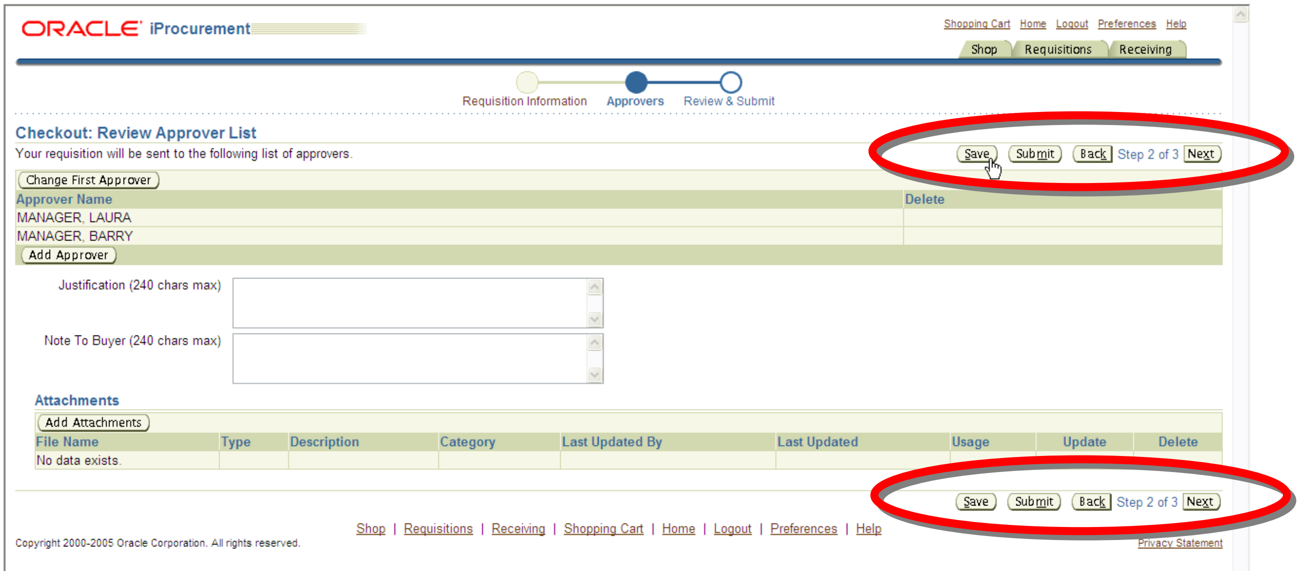
For this simple Requisition, no changes to the Approval Chain are needed. Adding and changing Approvers will be discussed in the next section; *Creating a Complex Requisition*.

You also have the option to add notes for your Approver, as well as attach justifications. When adding Approvers, make sure that the final Approver has rights to commit funds in FFIS for the account specified in the Requisition, e.g. the final Approver has budget authority.

Warning! Never attempt to add a contracting officer to the Approval Chain. The Requisition will be automatically routed to the Acquisition Management module per pre-defined routing rules.



This page has four buttons in the top-right of the screen for users to navigate and/or take action: (1) the **Back** button, (2) the **Next** button, (3) the **Submit** button and (4) the **Save** button.



Back *button*

The **Back** button allows you to navigate back to Step 1 - Enter/Change Requisition Information.

Next *button*

The **Next** button allows you to move forward to Step 3 – Review and Submit.

Submit *button*

If you have no additions or changes to make to your Requisition, you can immediately submit your Requisition by clicking on the **Submit** button.

> **Note:** it is strongly recommended that you go to the next step. Step 3 allows you to check your work, review your Requisition, and print out the details of the Requisition in an easy-to-read format.

Save *button*

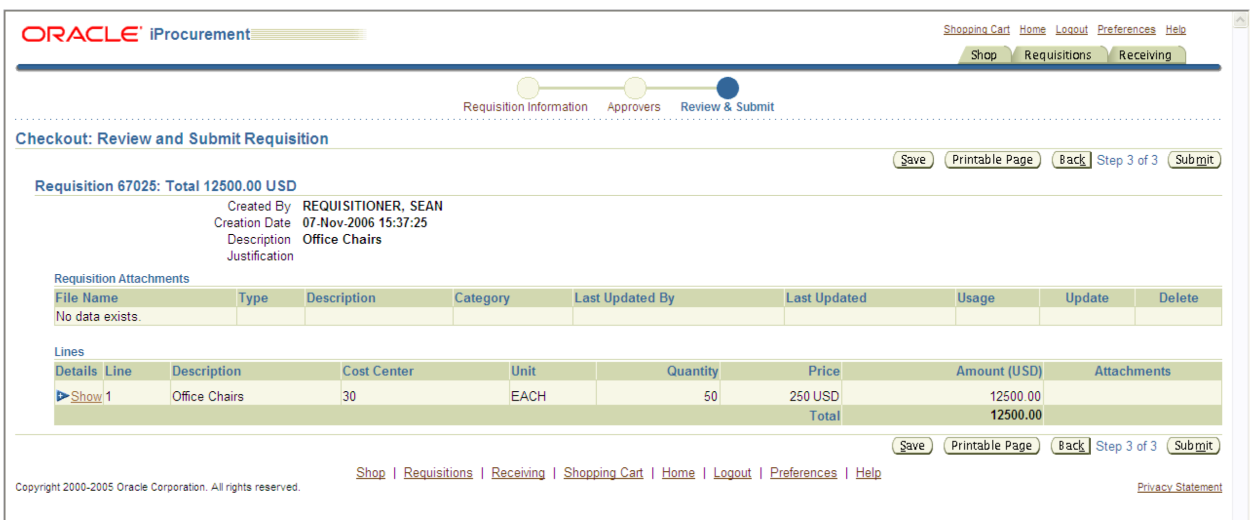
The **Save** button allows you to save the Requisition for a later time.

> **Tip!** Saving your Requisition at each available opportunity ensures your Requisition details are preserved in case of browser failure or inadvertent computer shutdowns.

For this simple Requisition, no changes to the *Checkout: Approver List* page are needed. Click the **Next** button to proceed to Step 3 of the Checkout process.

Step 3 – Review and Submit

The *Review and Submit* page provides a user the opportunity to review the details of the Requisition prior to submission. The *Checkout: Review and Submit Requisition* page should be displayed.

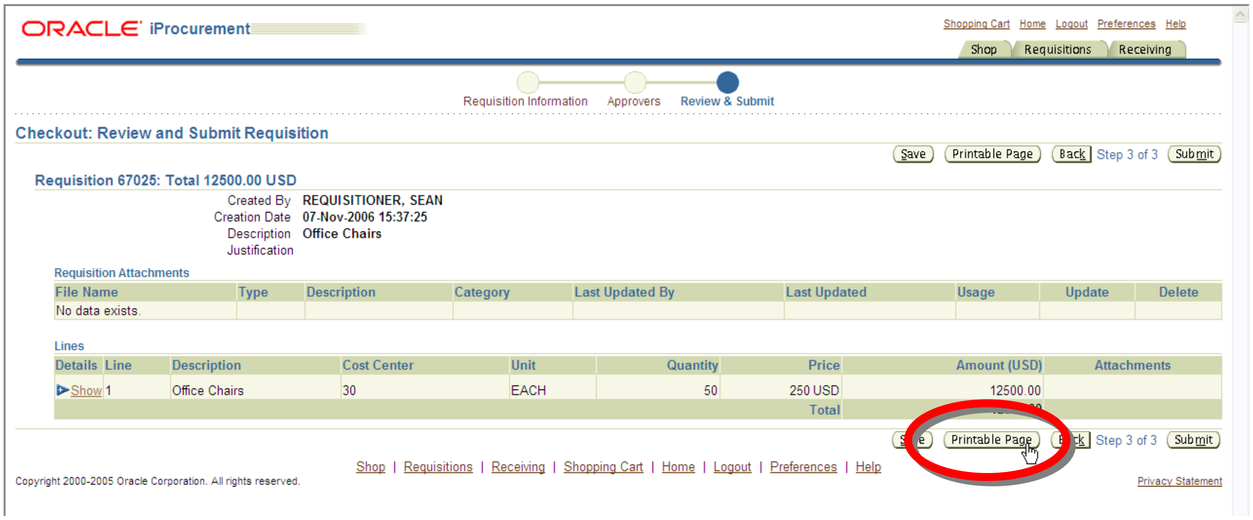


If you need to make corrections, use the **Back** button to edit the Requisition.

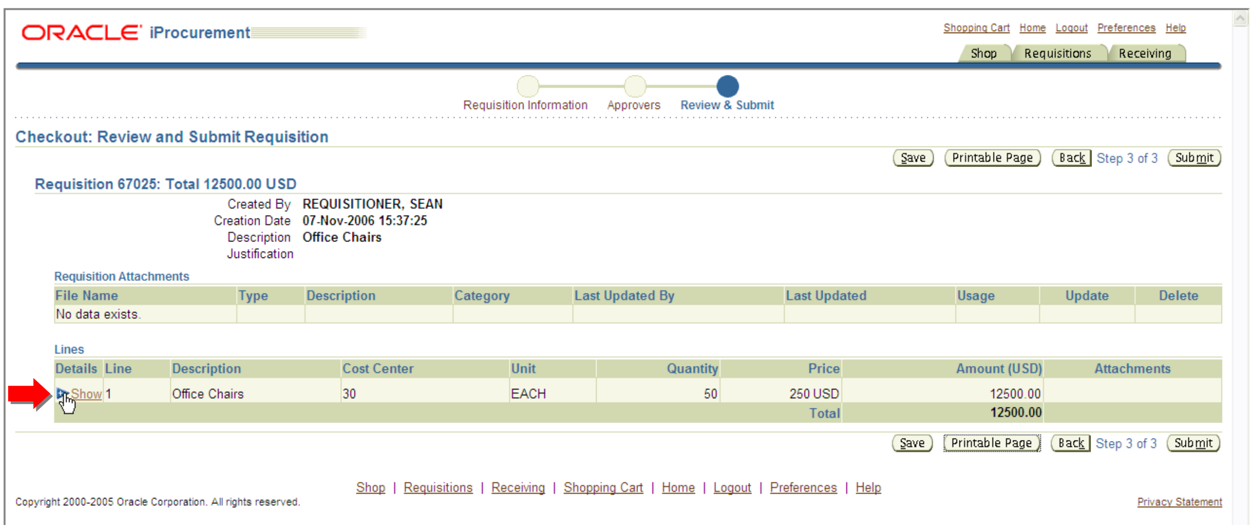
This page also provides a user the option to save, print, and submit a Requisition.

Printing Your Requisition Details

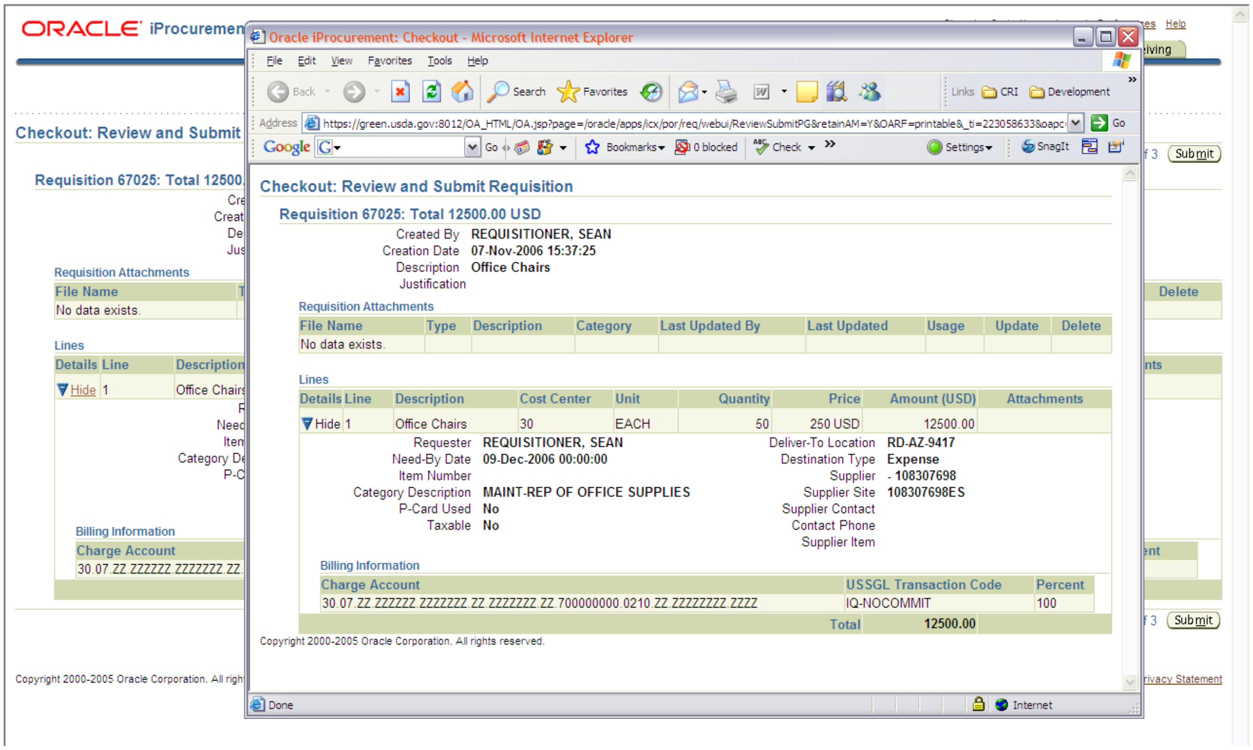
If you would like to print out your Requisition information, the option to do so is available from the *Checkout: Review and Submit Requisition* page. To get the printer-friendly version, click on the **Printable Page** link on the right-hand side of the screen.



Tip! To get a printer-friendly version containing a detailed view of each line item in your Requisition, click the **Show** link next to each line item prior to clicking on the **Printable Page** link.

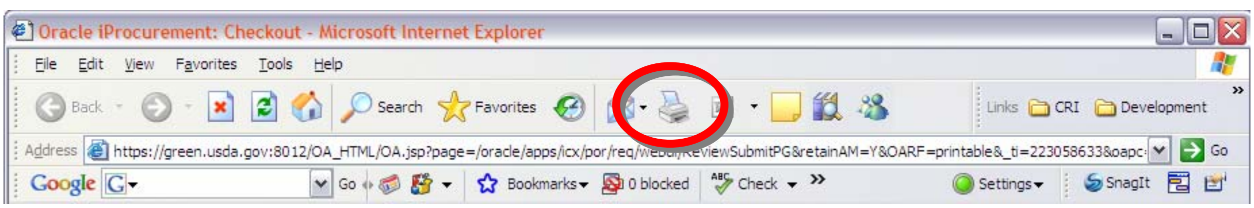


A new printer-friendly window will open up containing your Requisition details.



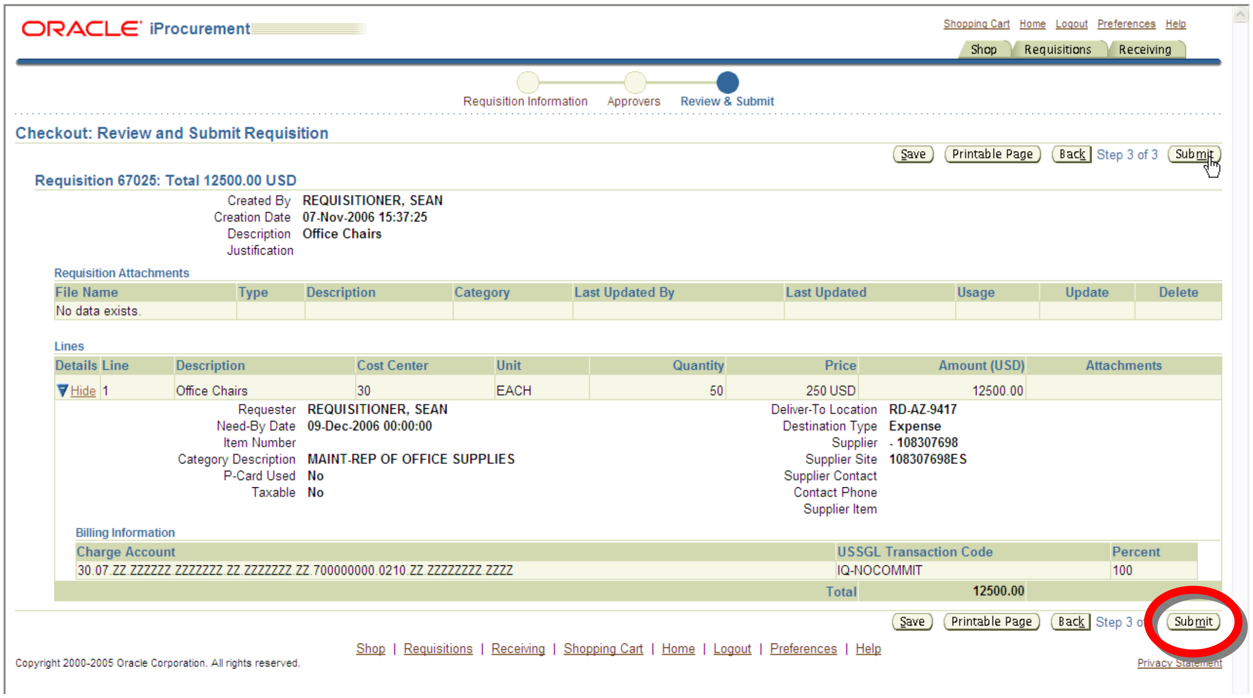
To print this page, use the print function in your browser.

- Click on the **File** menu located in the top-right corner of the toolbar, then select **Print**, or,
- click on the **Printer** icon  in your browser.

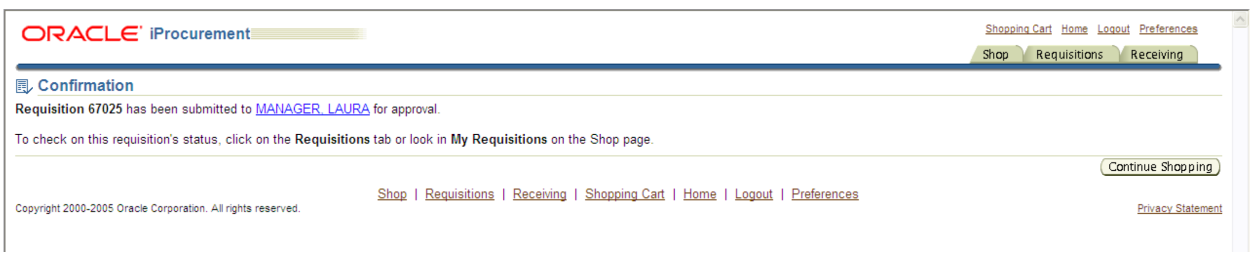


This will print your Requisition with all of the associated details. Close the window to return to the *Checkout: Review and Submit Requisition* screen.

If satisfied with your Requisition information, click on the **Submit** button.



You will receive a blue confirmation message that indicates a Requisition has been successfully created. Below it will be the Requisition number.



At this point, the first Approver in your Approval Chain is notified that a Requisition is awaiting approval.

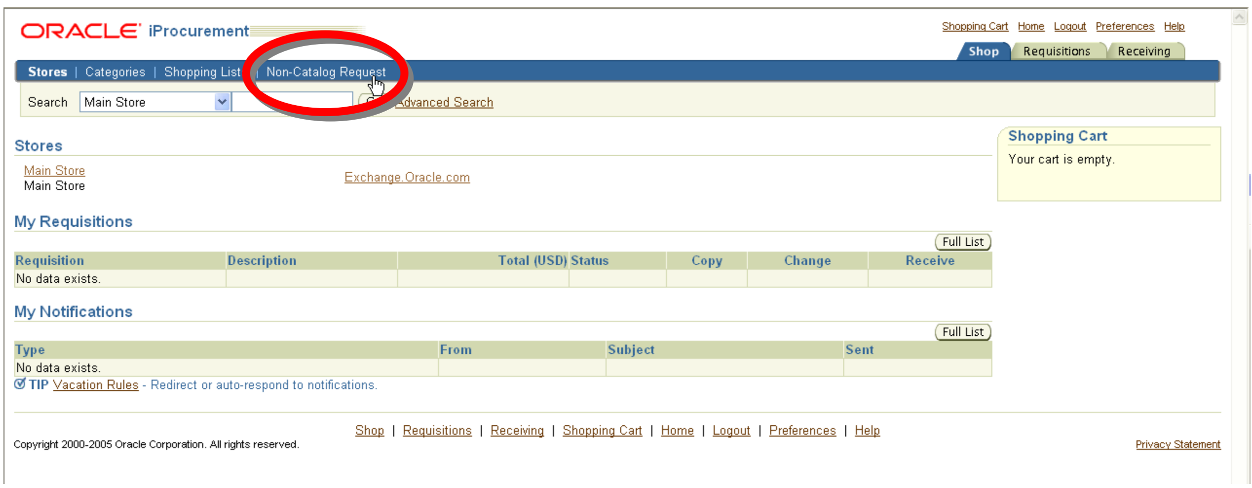
> **NOTE:** In your confirmation message, clicking on the Approver's name generates an email message to the Approver regarding the Requisition submitted. This email will appear in a new window, and allow you to enter any additional information needed by this Approver.

Creating a Complex Requisition

In this section, another Requisition will be created, this time utilizing more of the options available in IAS. This next Requisition will be for a couple of related contracts where one service contract will have two different accounting codes. These are contracts that we will need to pay over time, as the service is rendered. This contract will not be paid by the hour but rather, a dollar amount will be paid as the invoices are received. Creating a Requisition for *Services billed by quantity* would make creating a Receipt for dollars very difficult. Therefore, a Requisition for *Goods or Services billed as an amount* will be created to accommodate the payment constraints.

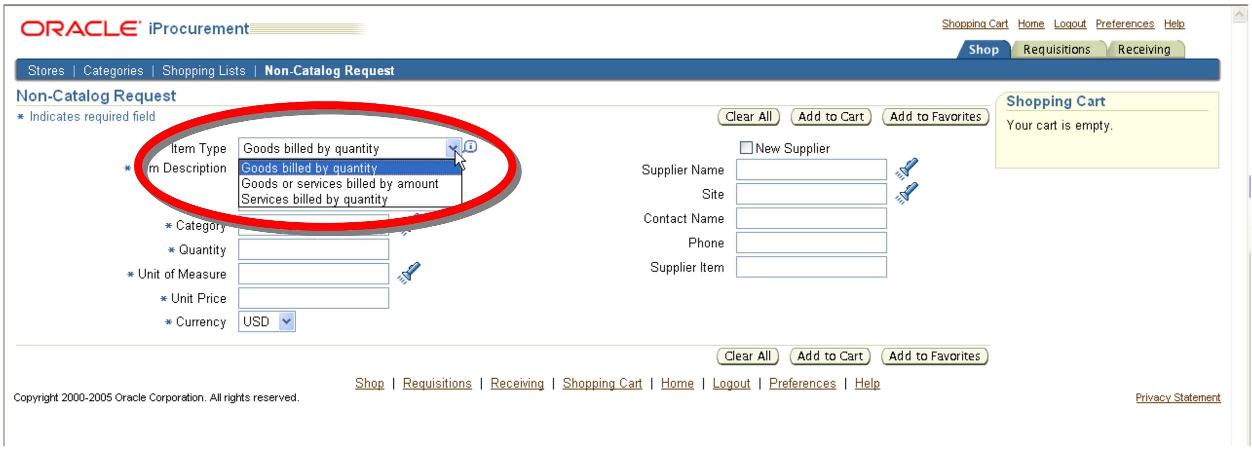
Stage 1: Starting a Requisition

To begin, you start at the *Shop* page of IAS just like the simple Requisition created earlier. Then you click on the **Non-Catalog Request** link as you did for the simple Requisition.

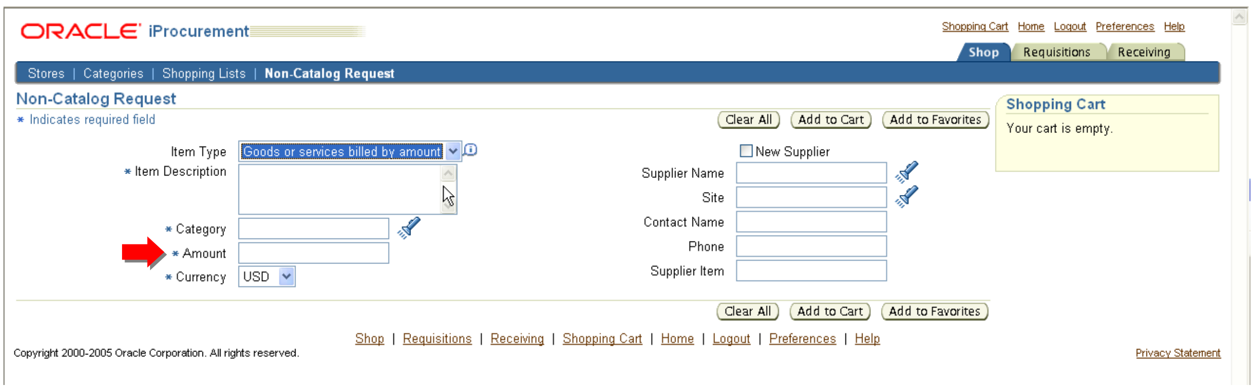


Stage 2: Add a Line Item - Enter Requisition Details

This takes you to the *Non-Catalog Request* page. The *Item Type* drop down menu defaults to *Goods billed by quantity*. Change the *Item Type* to *Goods or Services billed as an amount* by clicking on the down arrow next to *Goods billed by quantity*, then selecting *Goods or Services billed as an amount* from the menu.



Once you select *Goods or Services billed as an amount* from the menu, the page will update. This update removes the *Quantity*, *Unit of Measure* and *Unit Price* fields from the page, and replaces them with a simple *Amount* field.



New Field - *Amount* (Required)

This is the text field where users enter the entire dollar amount for the line.

> **Remember!** Enter any delivery costs as a separate line item.

To continue, fill out all the information for the Requisition. Enter an appropriate category from the *Category* field for the contract or use the *Search and Select* feature by clicking on the **Flashlight** icon. Fill in the *Item Description* with a brief description of the contract, just like you did for the goods in the *Creating a Simple Requisition* section.

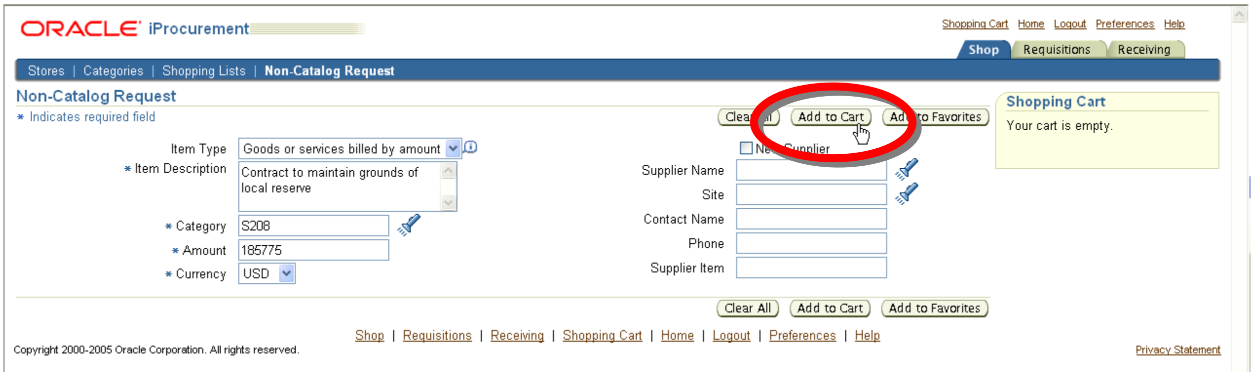
> **Remember!** Additional information can be included in the *Attachments* section later during the Requisition creation process.

The next field is *Currency*. As with the simple Requisitions, the currency remains US Dollars. The last required field is the *Amount*. You still have the option to add supplier information as before.

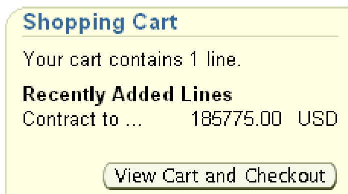
Next, you will add this item to the cart.

Stage 3: Adding, Clearing, and Saving Requisition Items

Once all of the information has been entered, click on the **Add to Cart** button to add the line to your Requisition. In this example, a couple of line items will be created to work with.



Once you add the item to your cart, IAS lists that item in a box on the right-hand side of the screen. This is your *Shopping Cart Quick Reference*.



Tip! When you add an item to the cart, IAS keeps all the information you just entered in the fields. If you would like to clear out that information, click on the **Clear All** button.

Note: Clicking on the **Clear All** button will not change the *Item Type* field. If you want to use a different *Item Type* for your next line, you will have to change it manually.

Stage 4: Reviewing Requisition Items

Once you've finished adding all of the lines to your Requisition, click on the **View Cart and Checkout** button. This button will take you to the *Shopping Cart* page.

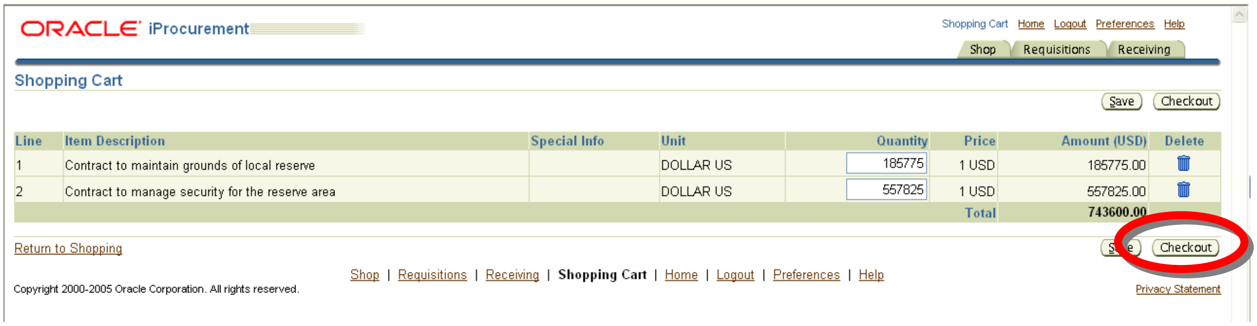
Note: There is only one check out process. You can access as many or as few options to as you like to complete your Requisition.

Again, the Shopping Cart allows you to view each line item that you have entered as a part of your Requisition.

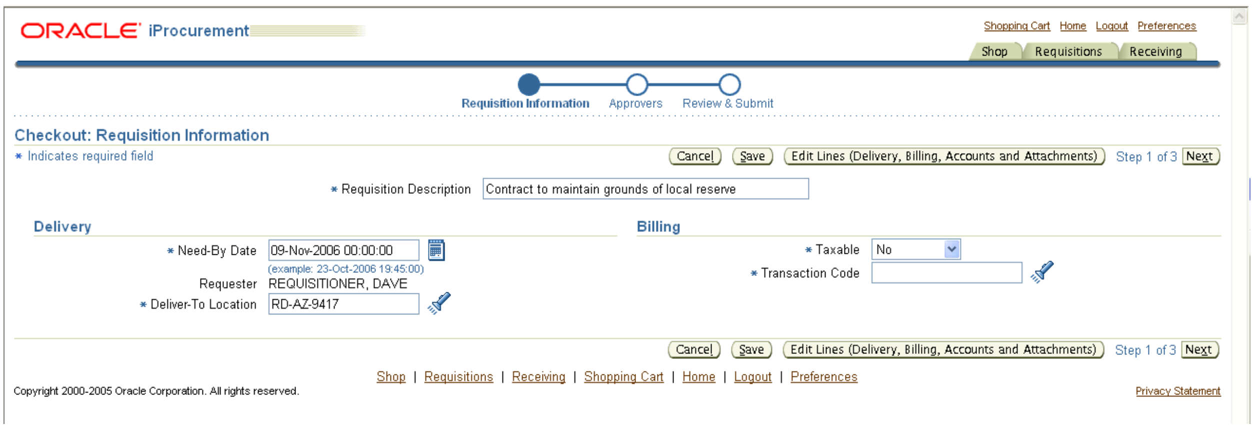
Remember! After entering all items, it is recommended that you click the **Save** button. This action will protect work–to-date on the Requisition in the event of a power loss or network failure. This will also allow you to continue the check out process at a later time.

Stage 5: Checkout

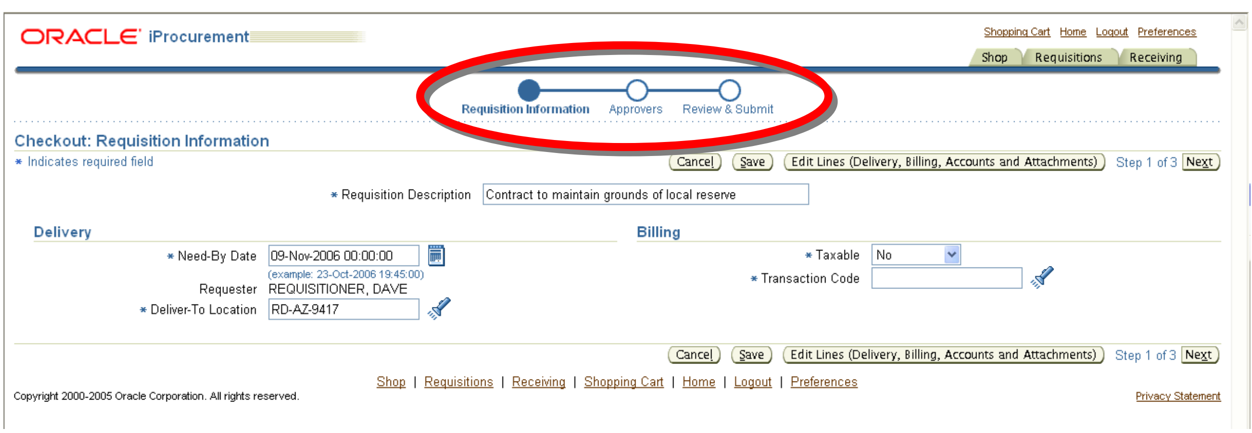
Click on the **Checkout** button to continue.



This will take you to the *Checkout: Requisition Information* page.



There are three steps in the Checkout process: (1) *Requisition Information*, (2)*Approvers*, and (3) *Review & Submit*.



You can track your progress through the Checkout process by following the indicator bar at the top of the screen. The shaded blue circles indicate which step you are at in the Checkout process.

Step 1 - Enter/Change Requisition Information

Notice that the information from your Profile settings has pre-populated the *Delivery* and *Billing* information fields. On this page, you can enter a different delivery location for the entire Requisition, or set the transaction code for the Requisition.

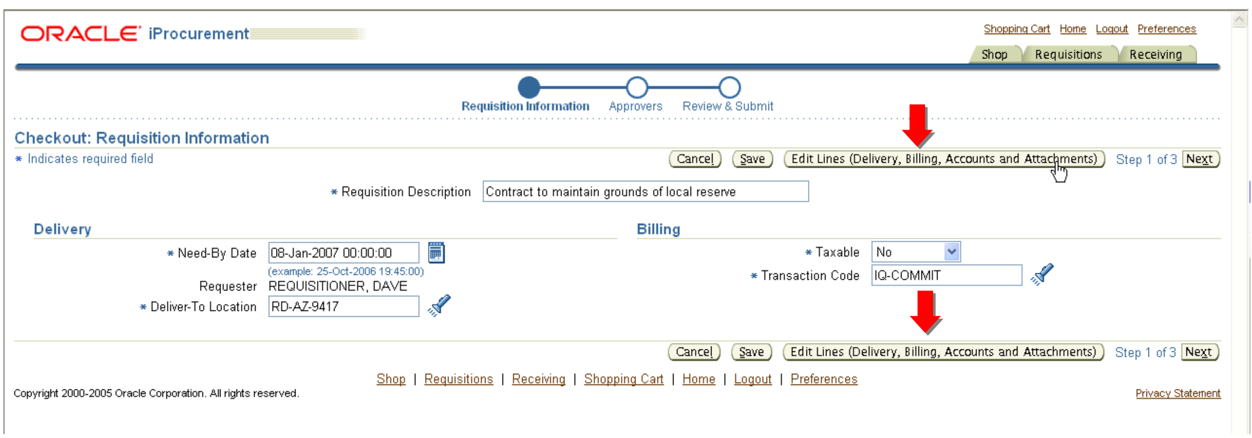
Remember! You can save your cart here for later use and editing.

First, confirm or change the *Requisition Description*. Next, confirm or change the *Delivery* information, including updating the *Need-By Date*.

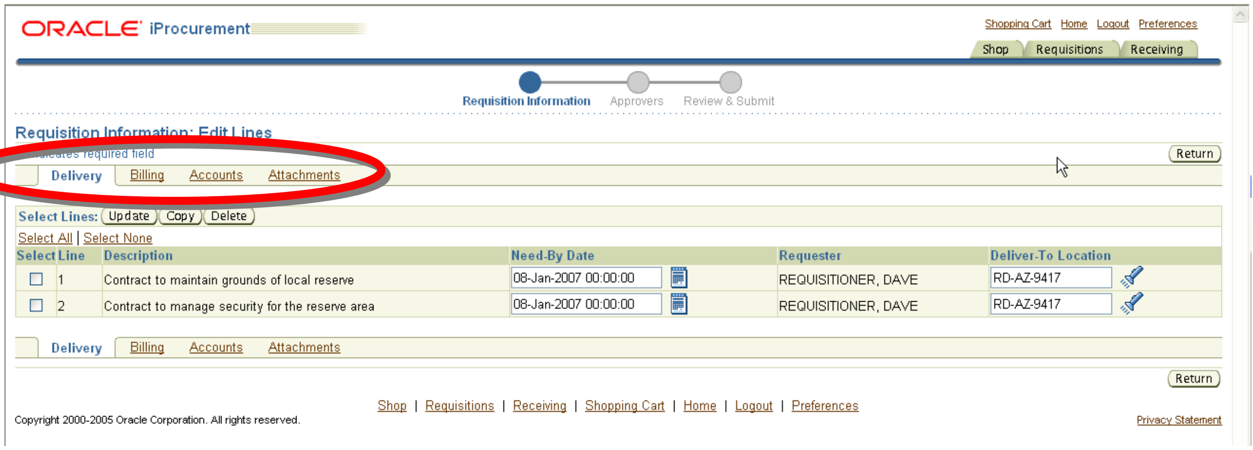
Remember! It is very important to enter an accurate **Need-By Date**. This date is sent to PRISM and used by the system to determine if your document can be processed further down in the procurement process. It can be critical during audits. Financial statement audits closely examine the period of performance – the duration of time between the expected delivery date of goods/services and the actual receipt date. The "Need-By Date" is the date that the goods/services are expected to be delivered.

Also confirm the billing information. Once you have completed the information on this page so your satisfaction, you can continue to edit the document by clicking on either of the **Edit Lines (Delivery, Billing, Accounts and Attachments)** button. This is where you can change the accounting codes from their defaults.

Tip! You should always ensure that the correct Budget Object Code (BOC) is used, especially when purchasing reportable property. This will ensure that accurate details are sent to the property system.



This takes you to the *Requisition Information: Edit Lines* page. If you would like to edit the accounting information for the entire Requisition or each individual line, you can click on the links at the top of the page; *Delivery*, *Billing*, *Accounts* and *Attachments*. These links represent the different kinds of information you can edit about your Requisition.



Note: There are many ways to change the Requisition details in IAS Release 3.0. Feel free to navigate and explore the system.

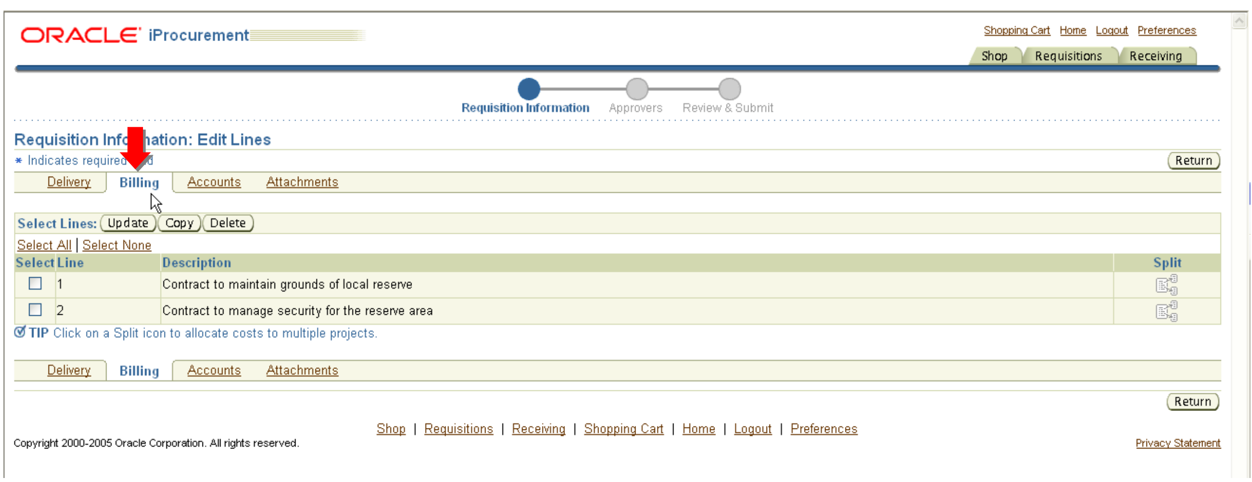
Delivery

The *Delivery* section allows users to make changes to the *Need-By Date*, *Requester*, *and Deliver-To Location*.

Reminder! The *Need-By Date* field is searchable using the **Calendar** icon shown below. The *Requester* and *Deliver-To Location* fields are searchable using the **Flashlight** icon.

Billing

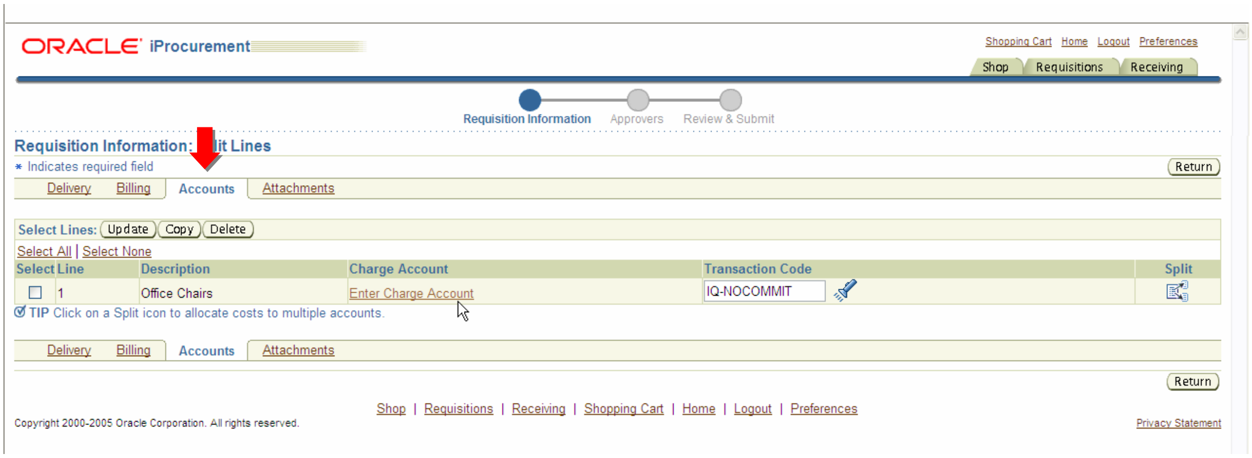
The *Billing* section allows users to make any additional changes to the Taxable field for each individual line item of the Requisition.



The *Billing* section also allows a user to allocate costs across multiple accounts for a line item within a Requisition, using the **Split** button .

Accounts

The *Accounts* tab allows you to edit the *Charge Account* and *Transaction Code* for each individual line item of the Requisition.



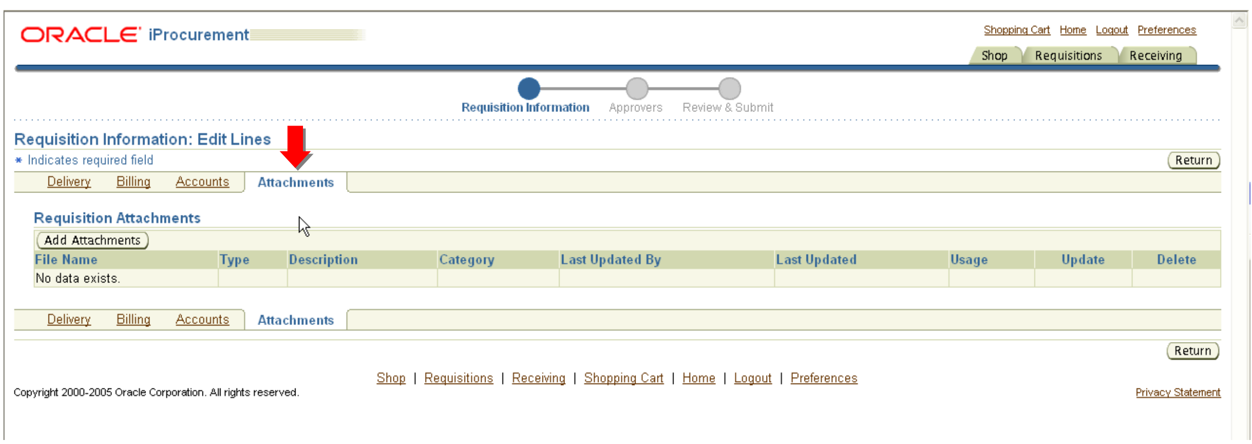
Your default Charge Account will be inserted for the item(s) you selected.

> **TIP!** You should check to make sure that the correct account code and fiscal year are being used to prevent errors.
>
> **Note:** The "Z's" in the charge code are neutral placeholders for accounting segments not currently in use by an Agency.

To enter or edit the charge account information, you need to navigate to the *Requisition Information: Split Cost Allocation* page. You can get to it several ways, such as clicking on the **Split** icon  on the *Billing* section or the *Accounts* section. Changing accounting codes will be covered a little further down, including how to enter the account information.

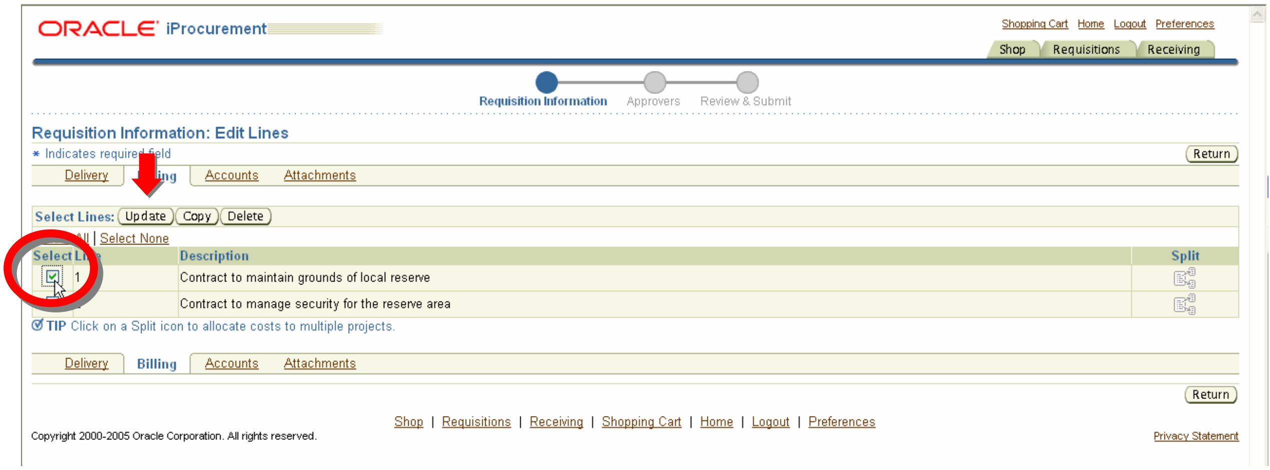
Attachments

The *Attachments* section allows a user to attach files or text to the Requisition. It provides an opportunity to communicate with other parties who have interest in the Requisition being created (e.g. Buyers and Approvers).

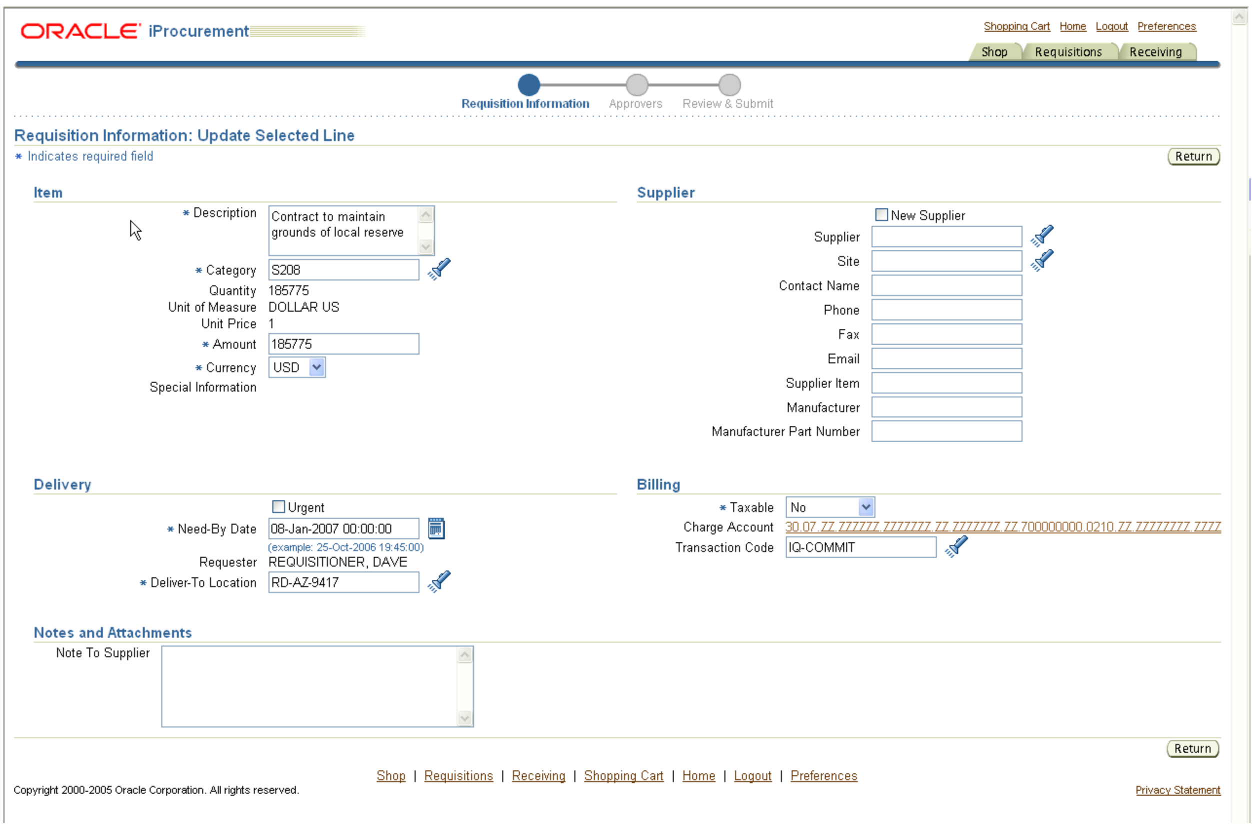


Adding attachments will be covered later.

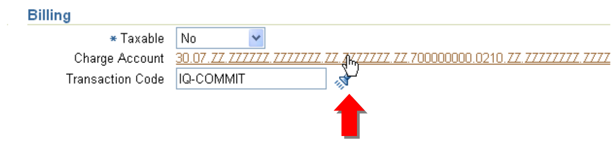
Alternatively, you can change the details for each line item by viewing the line details on the *Requisition Information: Update Selected Line* page. To get to this page, simply click on the **check box** next to the line you would like to edit, and then click on the **Update** button.



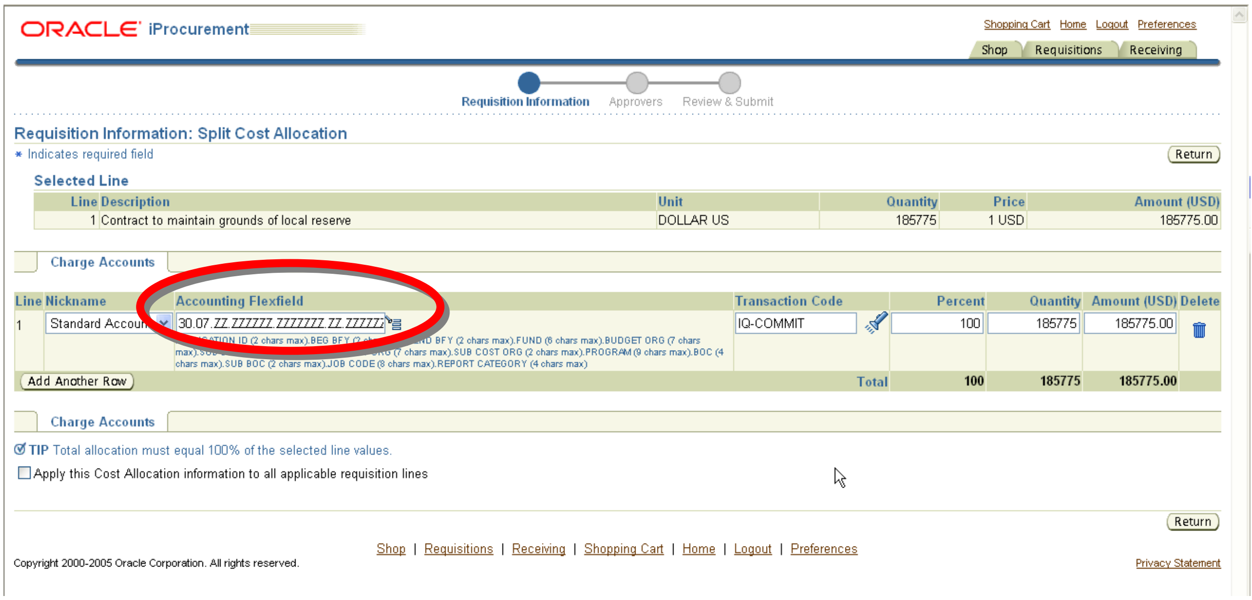
The *Requisition Information: Update Selected Line* page should be displayed.



Here you can update much of the information associated with that line including *Category*, *Amount*, *Need-By Date*, or add notes to the supplier. Especially important is that you can edit the *Charge Account* code. In the following example, the charge account information for this item will be updates to split the cost between two budget codes. Click on the **Charge Account Number** to proceed.

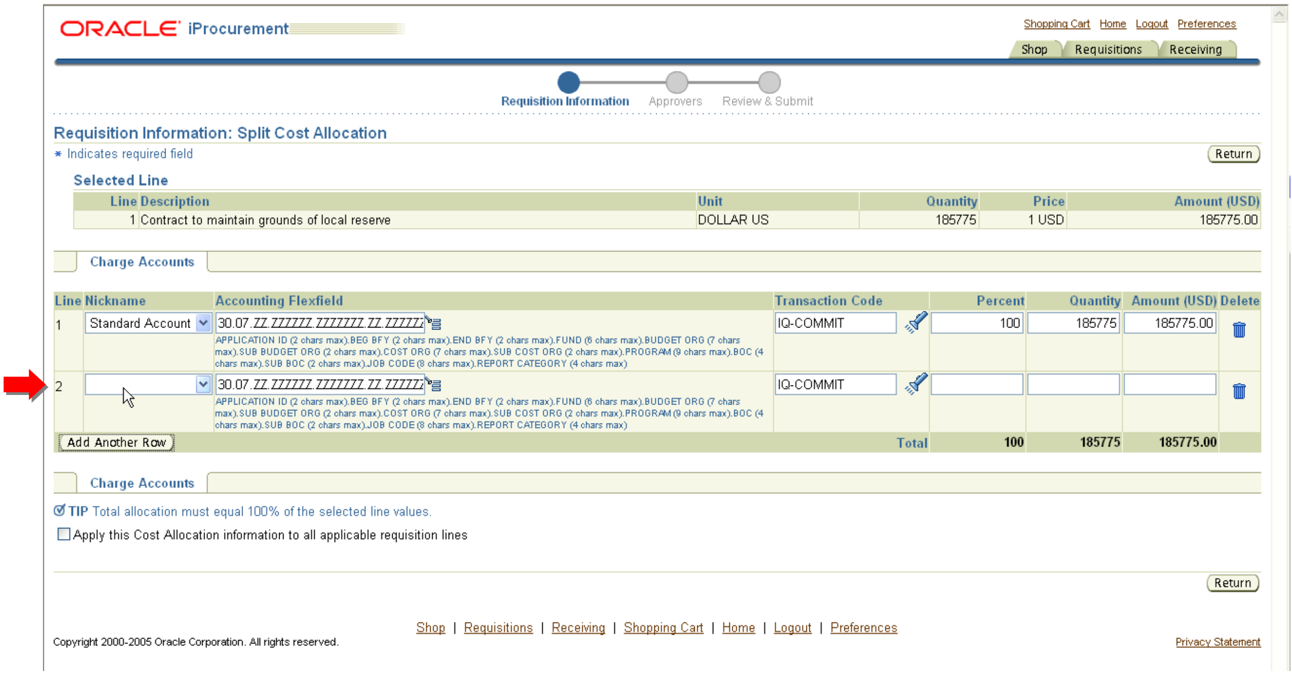


This will take you to the *Requisition Information: Split Cost Allocation* page, where you can edit existing lines of accounting or add additional lines. Since you set up a favorite accounting code, the system will initially default to that accounting code.



> **Warning!** Though you can have IQ-NOCOMMIT and IQ-COMMIT line items in the same Requisition, it is highly discouraged. When the IQ-COMMIT line items are awarded, it locks the Requisition so the IQ-NOCOMMIT line items cannot be changed to IQ-COMMIT lines. See the **Changing a Requisition** section (page 86) for more information on how to change Requisitions.

To add an additional line of accounting, click on the **Add Another Row** button. It will automatically create a new accounting line to enter in more information. It defaults to the favorite accounting code you set up in your preferences. The *Transaction Code* for the new line defaults to IQ-COMMIT, just as the first line did.

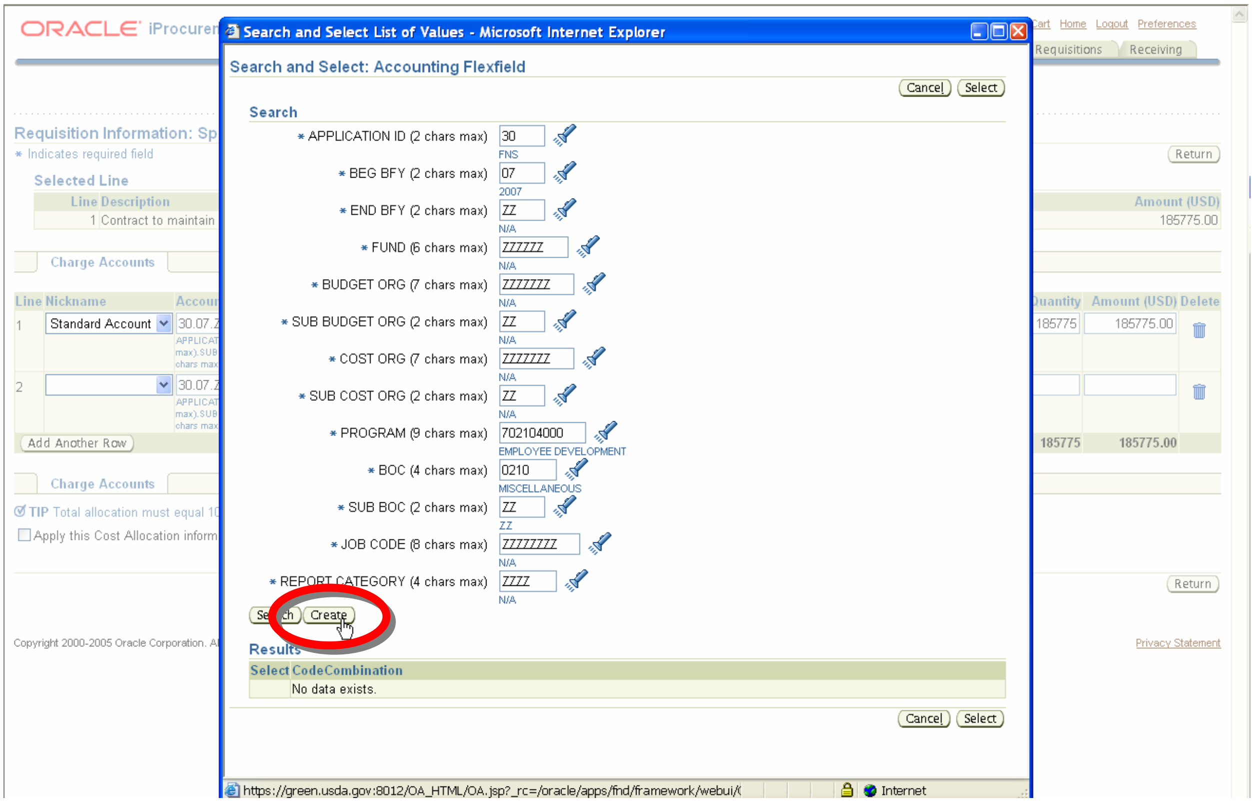


Click on the **Accounting Search** icon  next to the empty accounting line. This will open a new window where you can enter in the proper accounting information.

Change the accounting information as necessary.

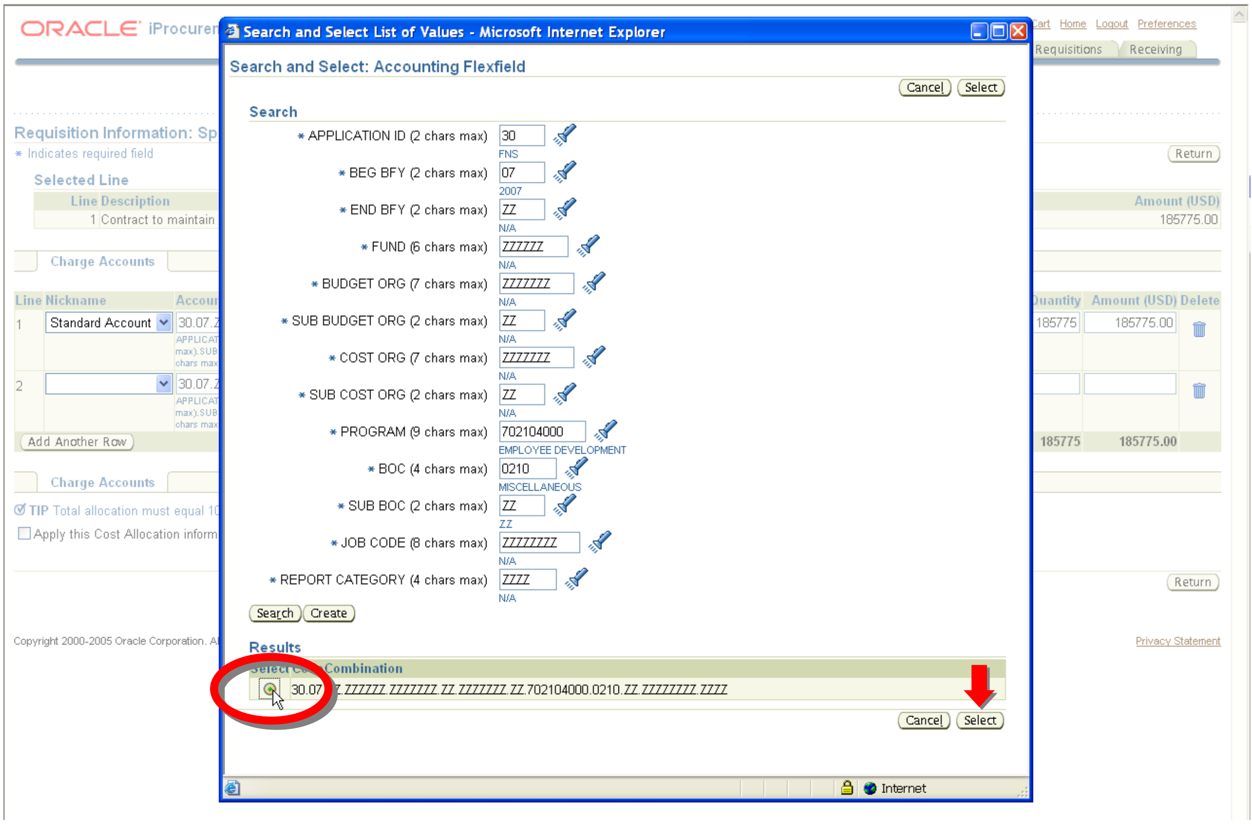
> **Note:** As you enter information into the fields, the page may refresh and add information for you. This can take a few minutes, depending on the speed of your network connection and the resource usage within IAS. Wait for the page to finish loading, then continue to add information until all appropriate fields are filled.
>
> **Tip!** If you don't know what your accounting codes are, please contact your Manager. The Budget Approver for your agency should have this information. It is important that all the fields are completed with the correct number of characters. IAS now displays the required character number next to each field.
>
> You can also find more information about accounting codes in the System Procedures Document For IAS Release 2.6 (IAS Portal Site -> Guidance -> Additional Topics -> IAS Systems Procedures Document).

Once you have entered the correct accounting code, click on the **Create** button below the fields.



This will create an accounting line in the *Results* area. Click on the radio button next to the accounting line you just created, then click on the **Select** button at the bottom of the window.

Tip! You may need to scroll down to see the **Select** button.



Once you have selected the accounting line, the *Search and Select: Accounting Flexfield* pop up window will automatically close and the information will populate the *Accounting Flexfield* text box. The *Percent*, *Quantity*, and *Amount (USD)* fields will not populate automatically.

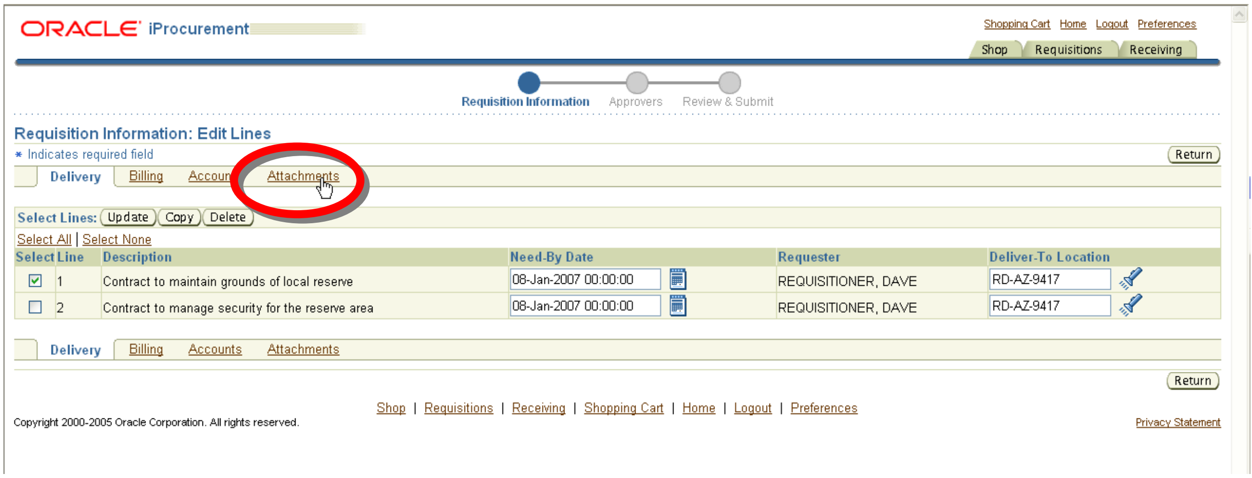
> **Tip!** You can use any of the three fields to update the other two. Here's how it works: if you enter in a percentage in the *Percent* field, then click anywhere else on the page, the *Quantity* and *Amount (USD)* fields will update automatically for that line. Alternatively, if you were doing a quantity based Requisition for 6 items, and you wanted two items to be paid by a certain accounting code, you would just enter "2" in the *Quantity* field and the *Percent* would automatically update to be 33.333333333% and the *Amount (USD)* field would reflect the cost of two items. You can also enter the dollar amount for each account and the percent and quantity will be automatically updated.
>
> **Note:** This works on a line by line basis.
>
> **Warning!** Before continuing, make sure that the *Total* line at the bottom comes to 100%.

Once you have finished adjusting the accounting, you can click on the **Return** button to go back to *Requisition Information: Update Selected Line* page. Review the page again to check for information that may need to be adjusted.

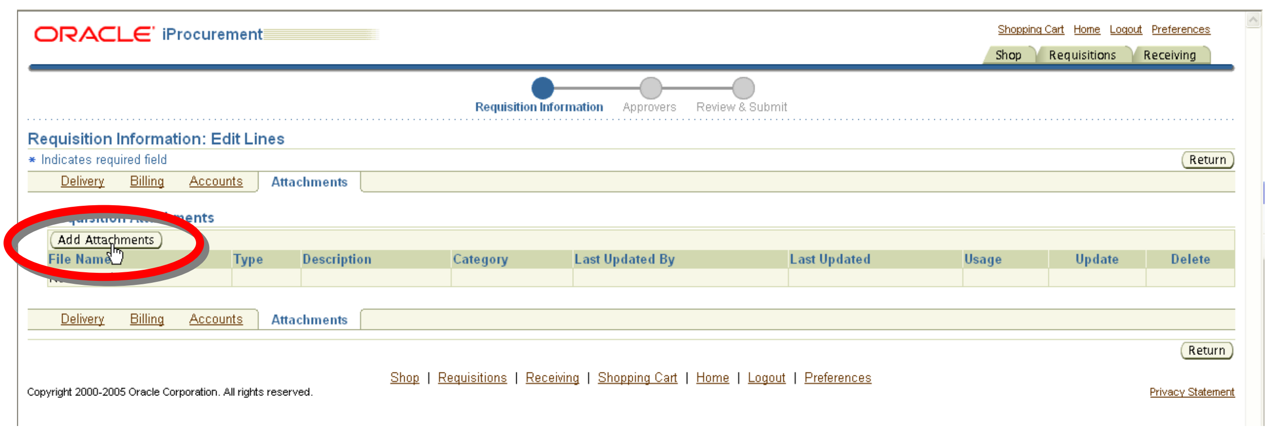
> **Note:** The *Charge Account* field now says "Multiple" to reflect the multiple lines of accounting.

Once all of the information has been verified, click on the **Return** button to go to the *Requisition Information: Edit Lines* page. Here you can continue to add information to your Requisition.

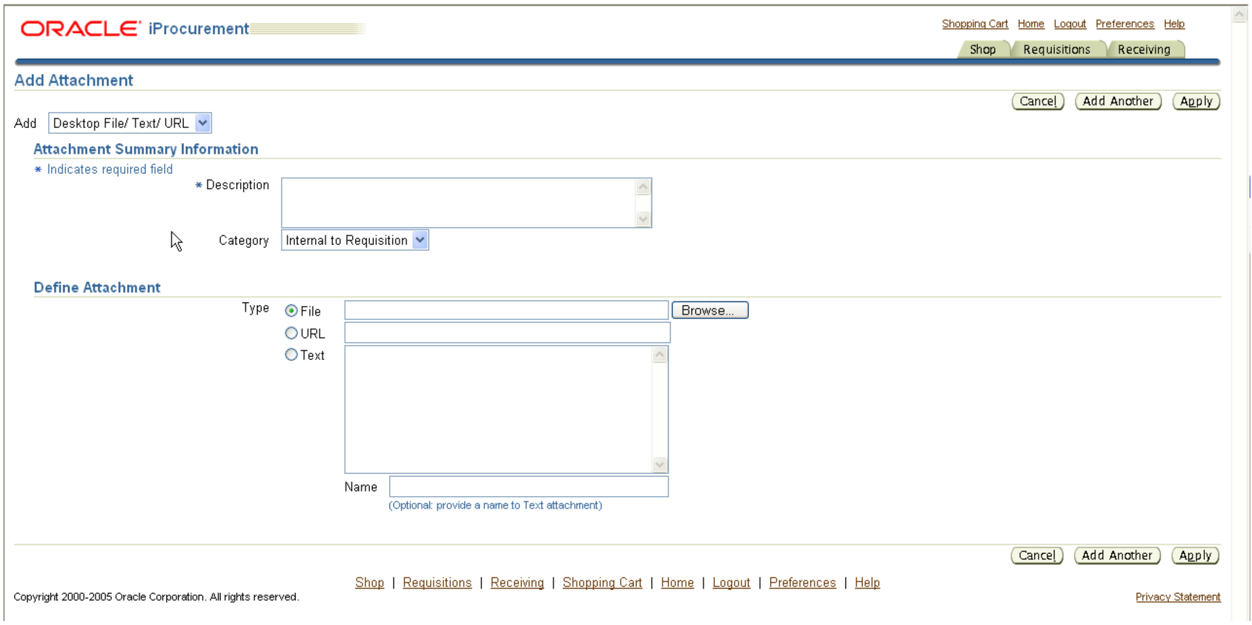
Next, an attachment will be added to the Requisition. If you need to describe your Requisition needs in more detail than the text field allows, then place that information in a document and attach it to the Requisition. Once you have your document ready in an easily accessible location on your computer, click on the ***Attachments*** link at the top of the page to go to the *Attachments* section of the *Requisition Information: Edit Lines* page.



Click on the **Add Attachments** button to create a new attachment.



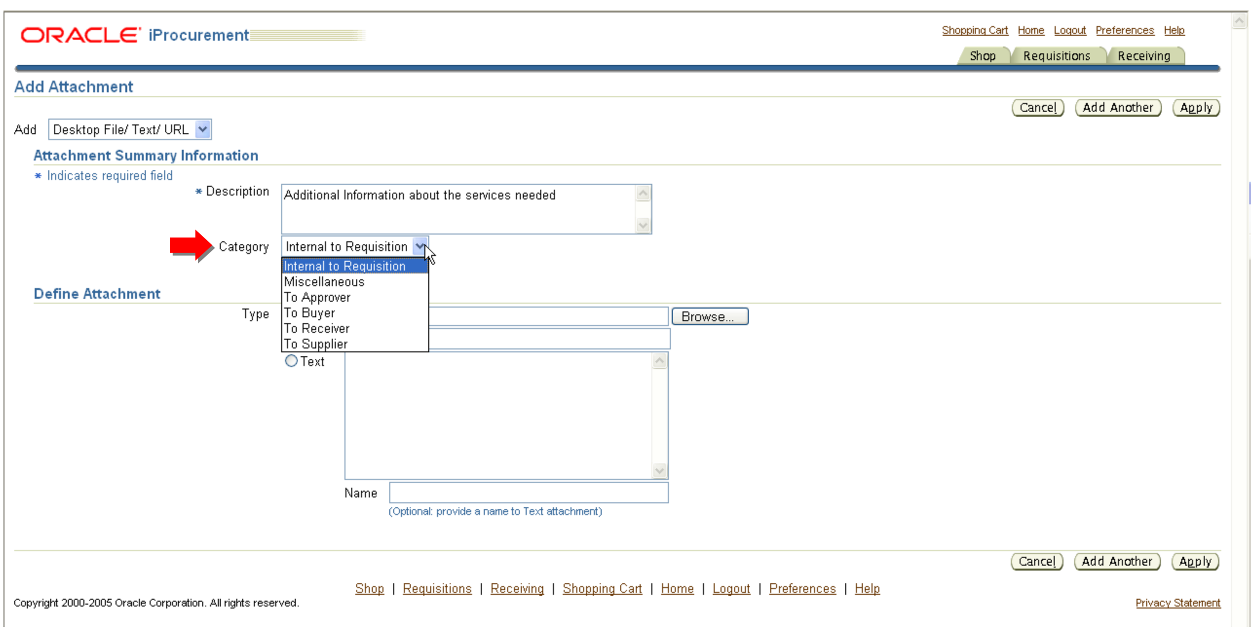
This will bring you to the *Add Attachment* page.



Here you can create your attachment. First, enter a description for your attachment in the *Description* field.

> **Warning!** The description should be short, as this field is limited to 255 characters. Entering more characters will result in an error.

Then select the *Category*. This allows you to specify the recipients of the attachment.

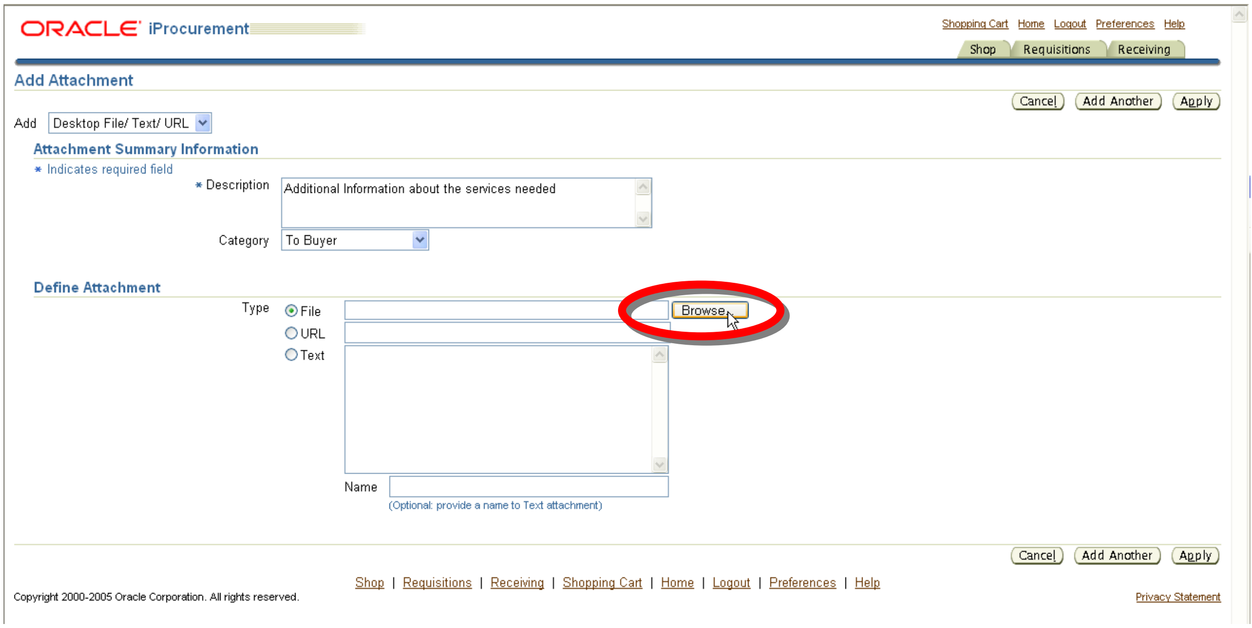


The options are:

- Internal to Requisition
- Miscellaneous

- To Approver
- To Buyer
- To Receiver
- To Supplier

Choose the appropriate recipient, and then move on to the *Define Attachment* section. To attach a file from your computer, click on the **Browse** button.



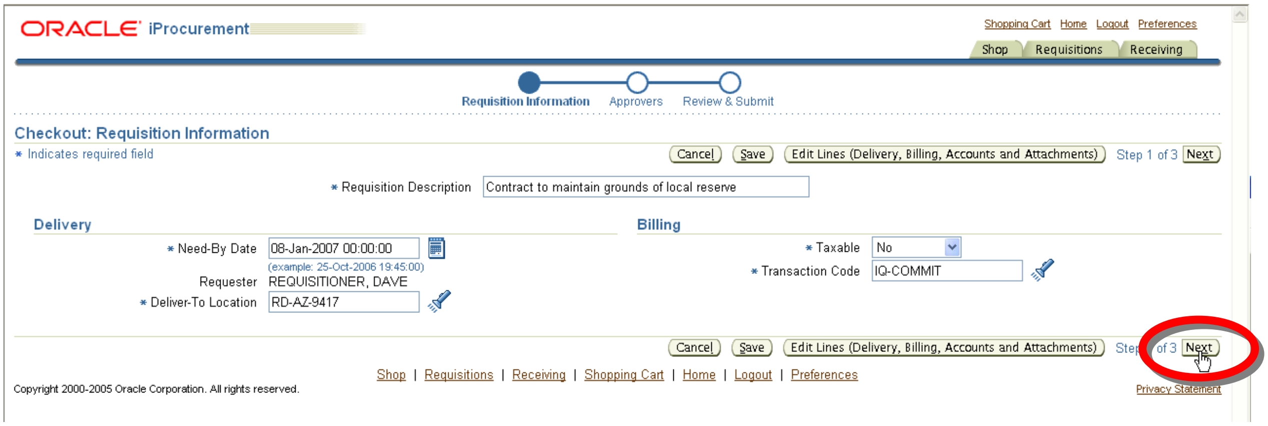
WARNING! Attachment file names cannot exceed 50 characters. If the name exceeds this limitation, attachment will not be sent to the Acquisition Management module with the Requisition.

A pop up window will appear allowing you to view the files on our computer and navigate to the document you want to attach. If you don't want to attach a document, you can enter a web site address into the *URL* field or type your notes directly into the *Text* field. When you have finished, click on the **Apply** button to submit your attachment.

Note: You can add more than one attachment in a row. Simply click on the **Add Another** button to save the current attachment and move on to another.

When you click on the **Apply** button, it will take you back to the *Attachments* section of the *Requisition Information: Edit Lines* page. There you will be able to see your attachment(s). Click on the **Return** button to go back to the *Checkout: Requisition Information* page.

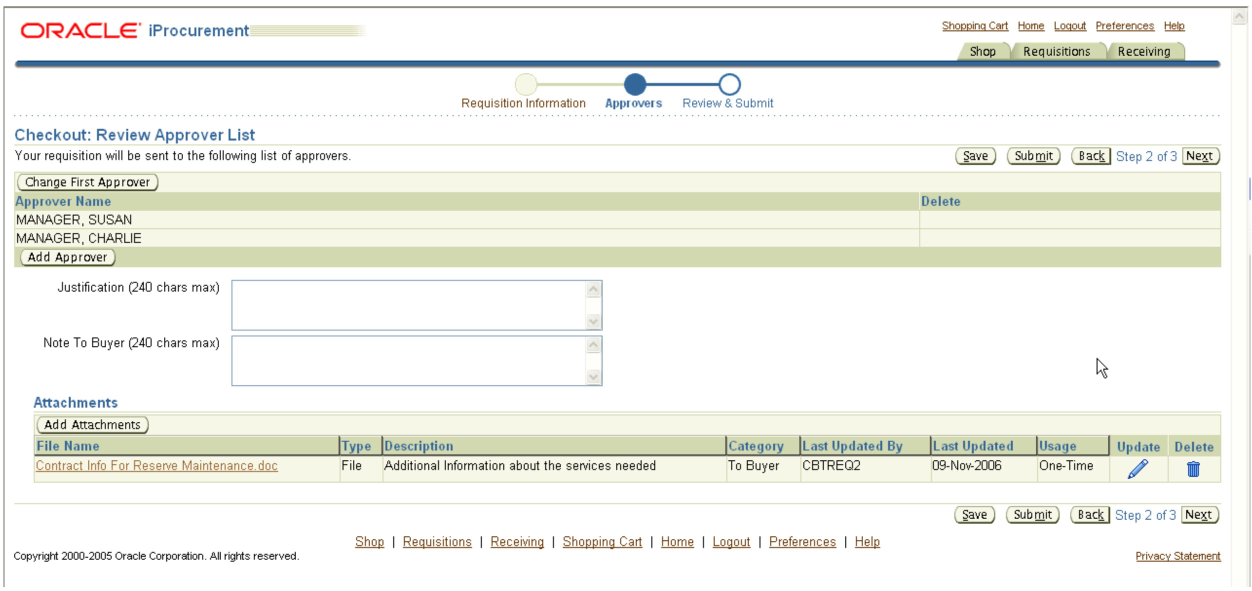
Once you have finished making all of your changes, click on the **Next** button to continue through the checkout process.



This will take you to Step 2 of the checkout process – Add/Change Approvers.

Step 2 – Review/Add Approvers

In the second step of Checkout, Approvers can be changed and/or added for the Requisition being created. The *Checkout: Review Approver List* screen should be displayed at this time.



This is where you can change the list of Approvers who will review your Requisition.

Note: A list of Approvers is called an Approval Chain. If an Approver is not "Required," then it may be removed manually by the user. If the Approver is "Required," then the Approver may only be changed by the user to another approver with budget authority.

Warning! If you change your normal Approval Chain, make sure that a Budget Approver is the LAST person on the list of Approvers. If the last person approving the Requisition does not have budget authority, the money for the Requisition cannot be committed and you will receive an error message. Additionally, only one Budget Approver can be included in the chain.

Tip! Do not add the contracting staff to the approval chain. Once the Requisition is approved it will automatically route to the Acquisition Module.

To change just the first Approver, click on the **Change First Approver** button.

Tip! If you want to add an Approver anywhere else in the chain, click on the **Add Approver** button. This option will allow you to specify precisely where you want the new Approver to be inserted – before or after any Approver already on the list.

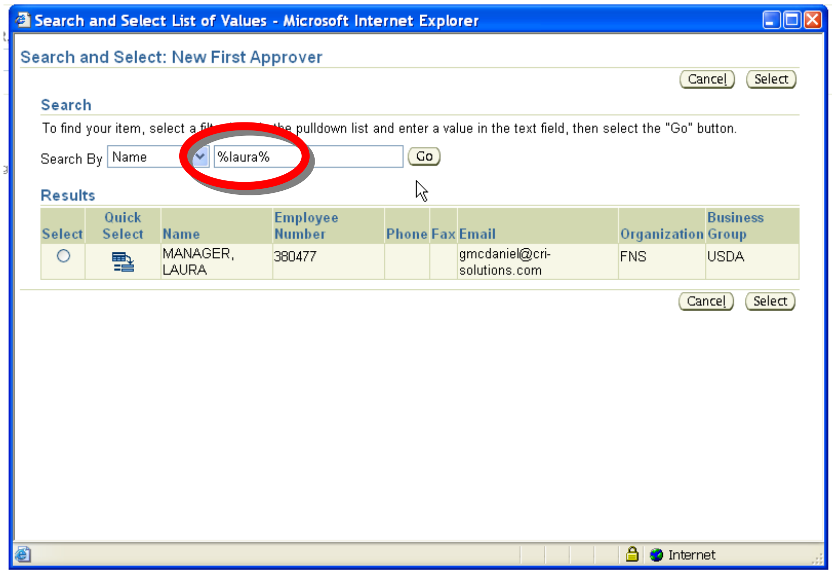
When you click on the **Change First Approver** button, it will take you to the *Checkout: Select Approver* page.

Tip! To reset the entire Approval Chain, change the first Approver to the Budget Approver and add Management Approvers before the Budget Approver.

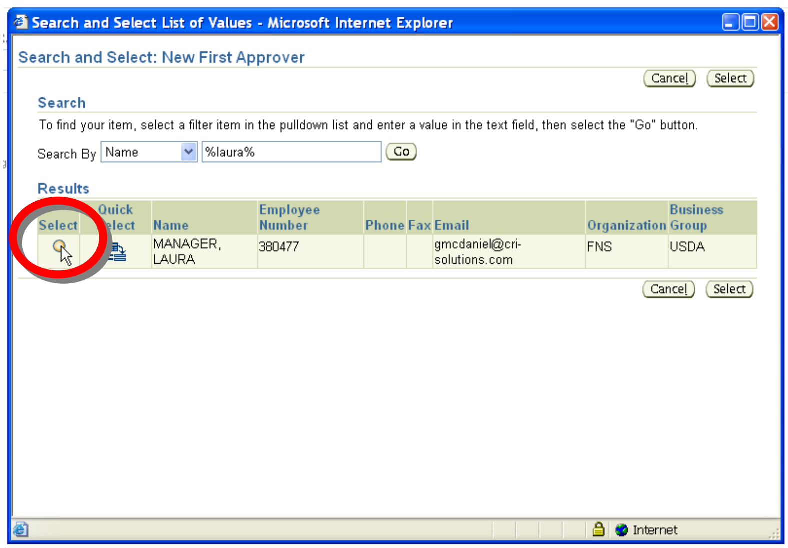
Tip! Saving your Requisition each available opportunity is recommended to ensure your Requisition details are saved in case your browser fails or computer shuts down.

This works just like the other Search and Select in the system. Click on the **Flashlight** icon to open the *Search and Select: New First Approver* page. Enter the name of the user you would like to search for. Utilized the wildcard (%) as previously described.

Tip! In IAS, all user names are listed in the following manner: LAST_NAME, FIRST_NAME. When you are searching for a user, enter their last name first, or use the wild card character (%) in front of the first name.

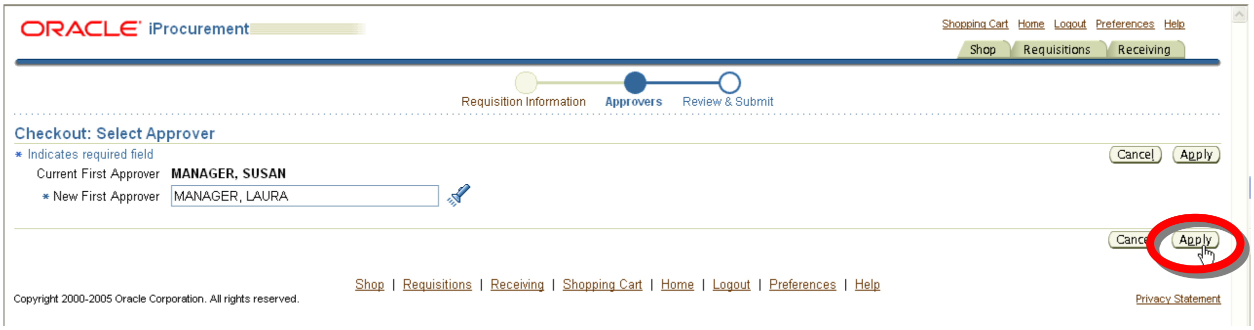


When you've found the Approver you want to be the first Approver in the Approval Chain, click on the **Select** radio button next to the manager you want, and then click on the **Select** button.

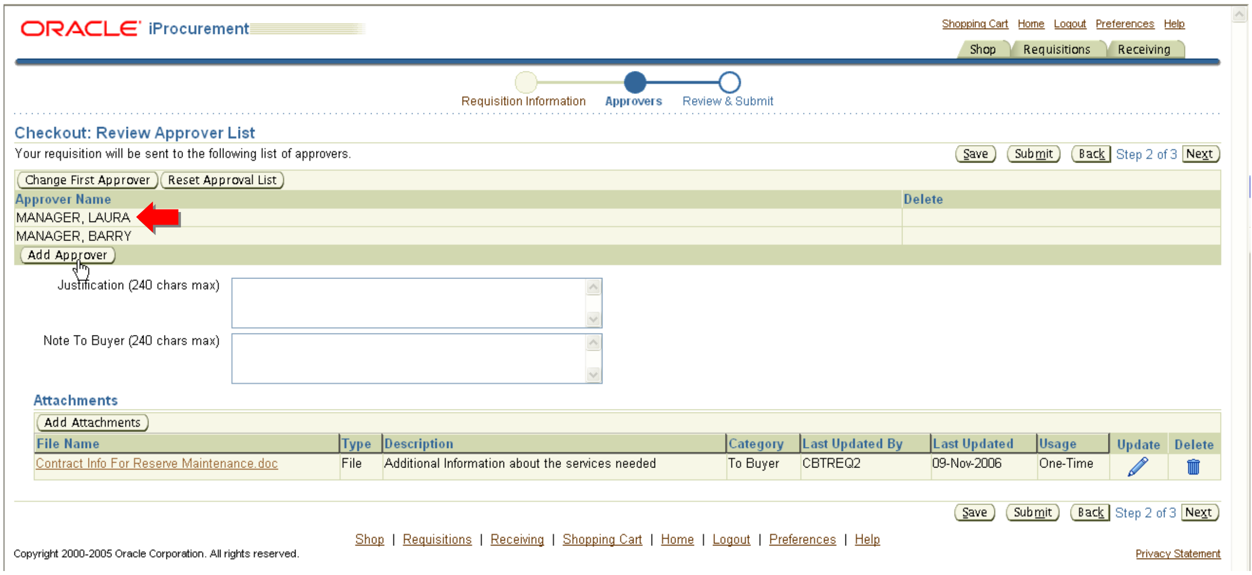


Tip! Click on the Quick Select icon to quickly select the appropriate Approver and close the window in one step.

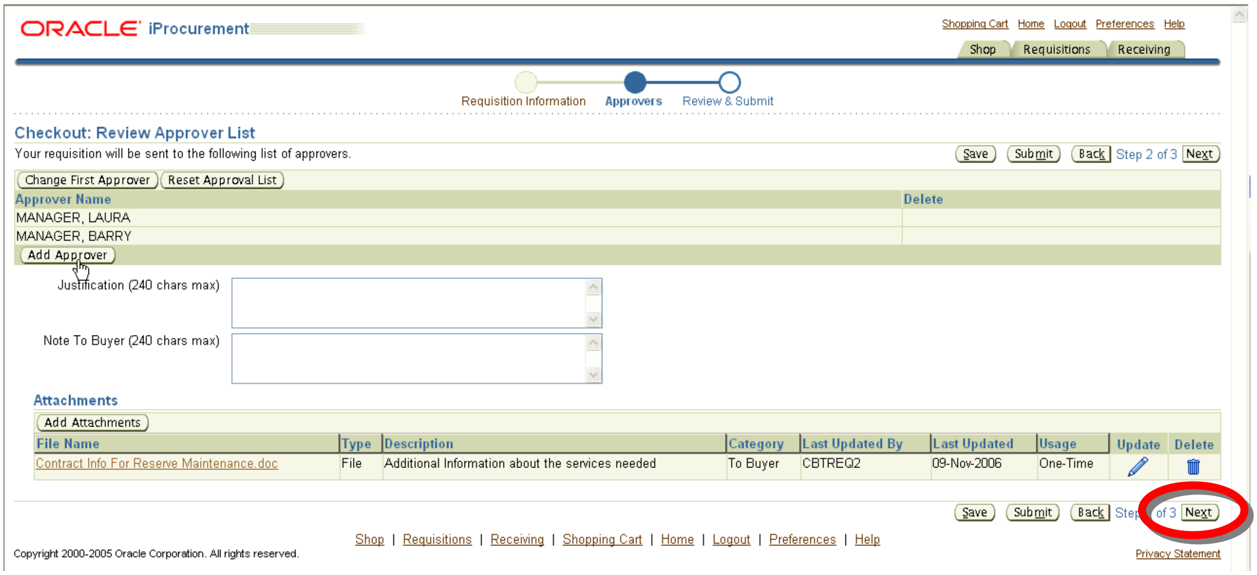
Clicking on the **Select** button will bring you back to the *Checkout: Select Approver* page. The Manager you chose will appear in the *New First Approver* text field. Click on the **Apply** button to continue.



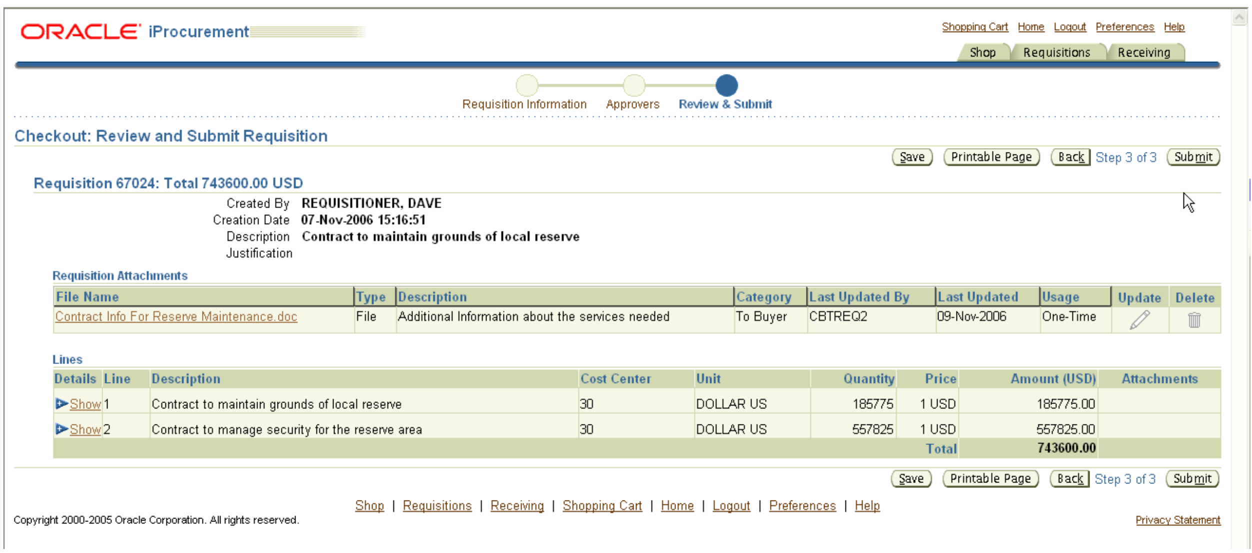
This will take you back to the *Checkout: Review Approver List* page. Notice that your new Approval Chain appears on screen.



When you are finished adding Approvers, click on the **Next** button to go to the final step of the Requisition process.



This will take you to the final checkout page called *Checkout: Review and Submit Requisition*.

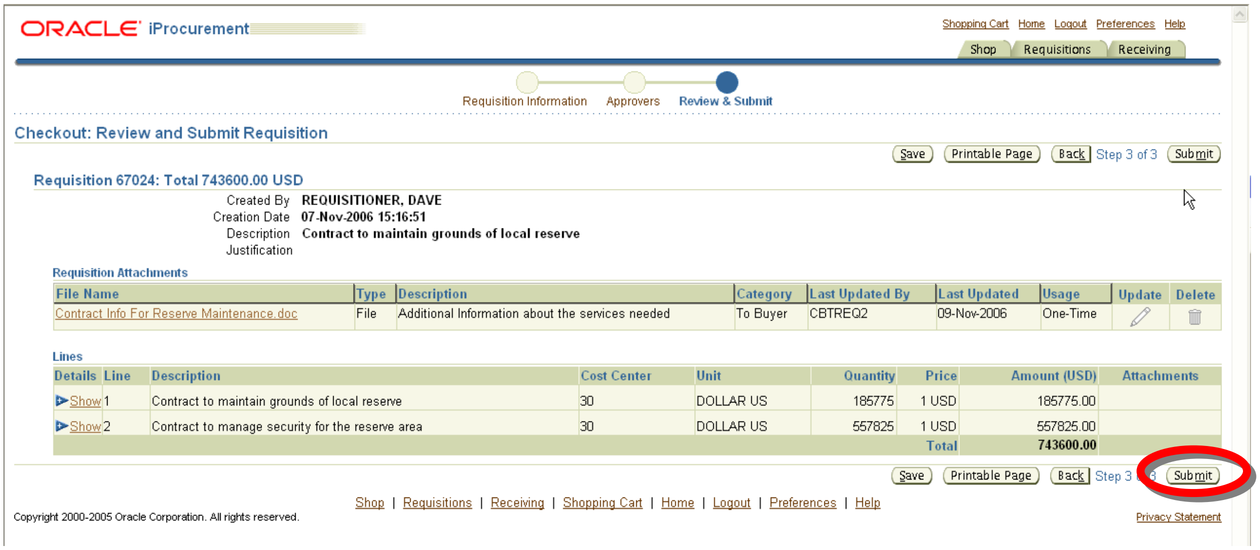


Step 3 – Review and Submit

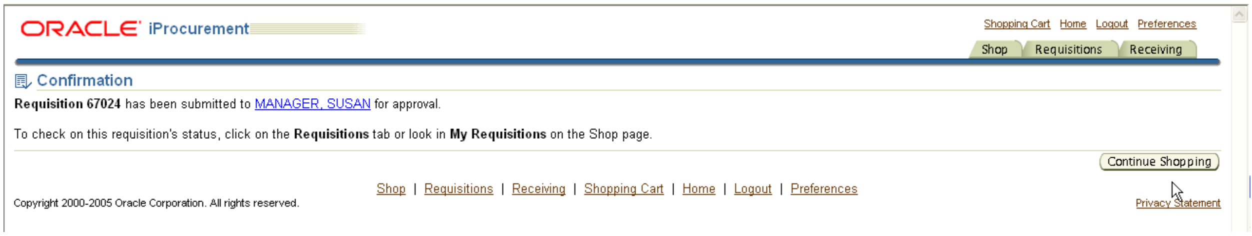
The *Checkout: Review and Submit Requisition* page provides a user with the opportunity to review the details of the Requisition prior to submission.

Remember! To print out the details of the final page, open up the details for each line by clicking on the **Show** link next to each line. When they are all open, click on the **Printable Page** button to open up the printer-friendly page. Click on the **Printer** icon in your browser. Then you can close the window.

Once you are certain that all the details are correct, click on the **Submit** to complete your Requisition.

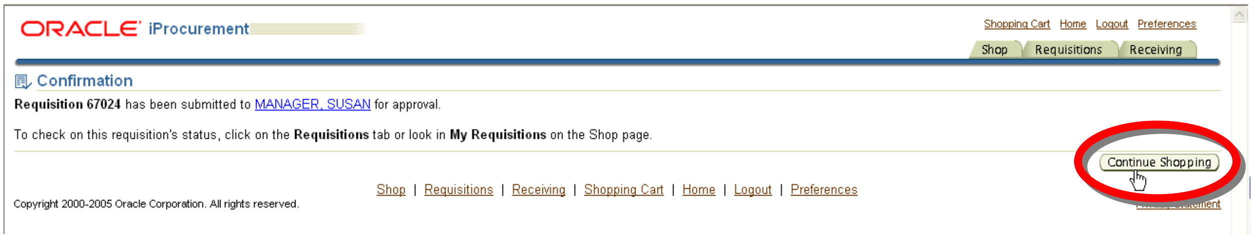


Once the Requisition is submitted to the appropriate Approver, IAS will send you to the *Confirmation* page.



This page will show your Requisition number and the Manager who will be the first to review your Requisition.

To return to the IAS main page, click on the **Shop** tab in the top-right corner of the page, or click on the **Continue Shopping** button on the right side of the page.



Now you are back to the *Shop* page, and your new Requisition should appear in the *My Requisitions* section of that page.