

Create Requisition - Materials Management Request

Initiator: Requisitioner

Description

This document outlines the steps for accessing the Purchases Worklet and using the requisition template to create and submit a requisition for Compressed Gas Cylinders in Workday.

Additionally, this guide demonstrates how to order special mixes, delete or add a new gas cylinder line item from the cart, edit the quantity or memo of the line item from the cart, and save or edit a requisition.

Key Updates

Effective **September 23, 2025**, the PPGG and related worktags entered on the **Add from Templates and Requisitions** or **Create Requisition** screens will be applied directly to all the requisition lines. The automatic assignment of the PPGG and related worktags mirrors the same user experience when creating any other new requisition order.

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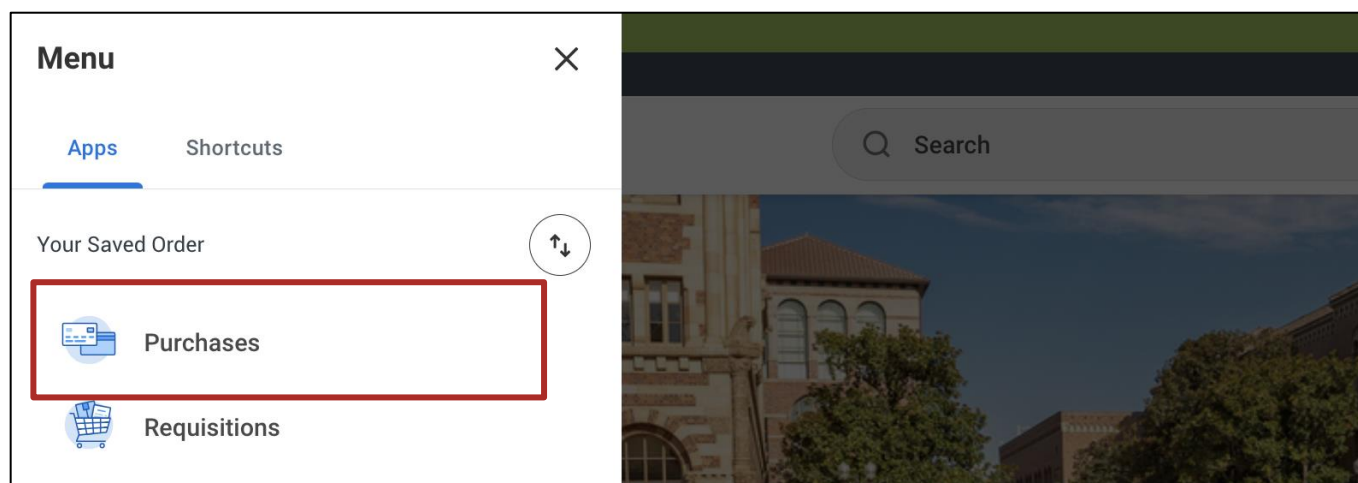
Create Requisition

Accessing the Purchases Worklet

Note: You can also refer to the [Add an App or Dashboard to Your Menu](#) tips and tricks guide for expanded instructions on accessing apps.

From the Workday **Home** screen:

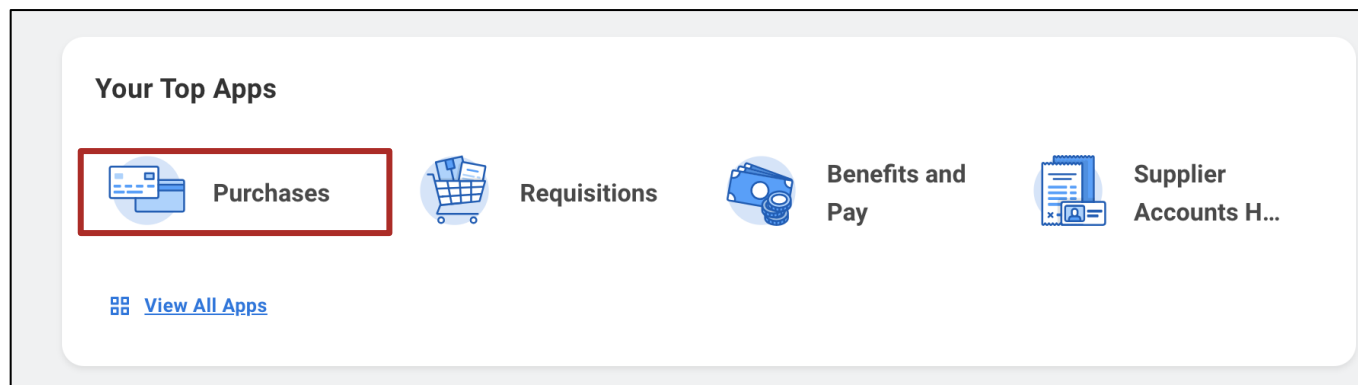
1. Navigate to your **left-hand** menu.
2. Select the **Apps** tab.
3. Select the **Purchases** Worklet or add the **Purchases** worklet to your **Apps** tab if it is not already listed.



Note: Alternatively, you can access the **Purchases** worklet through **Your Top Apps** if it is a worklet you frequently use.

From the Workday **Home** screen:

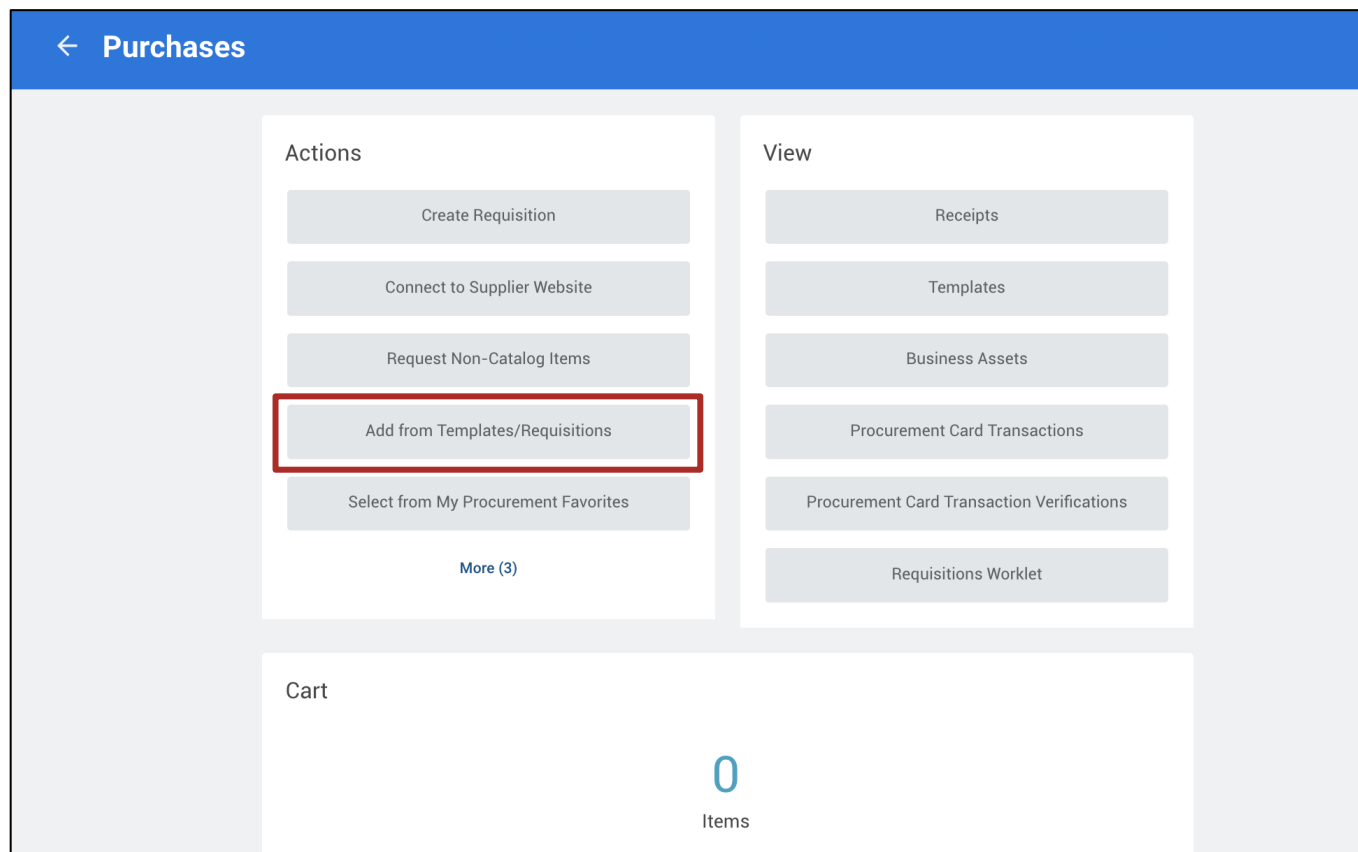
1. Scroll down to **Your Top Apps**.
2. In **Your Top Apps**, select the **Purchases** worklet.



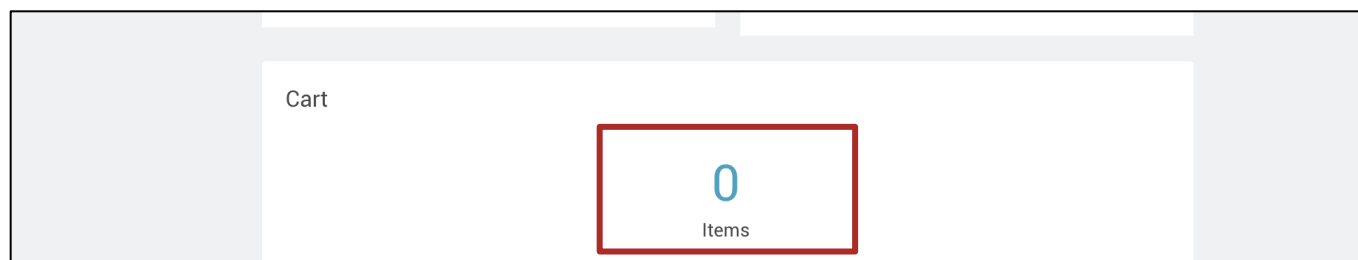
Creating the Requisition

From the **Purchases** screen:

- In the **Actions** section of the screen, select the **Add from Template/Requisitions** option.

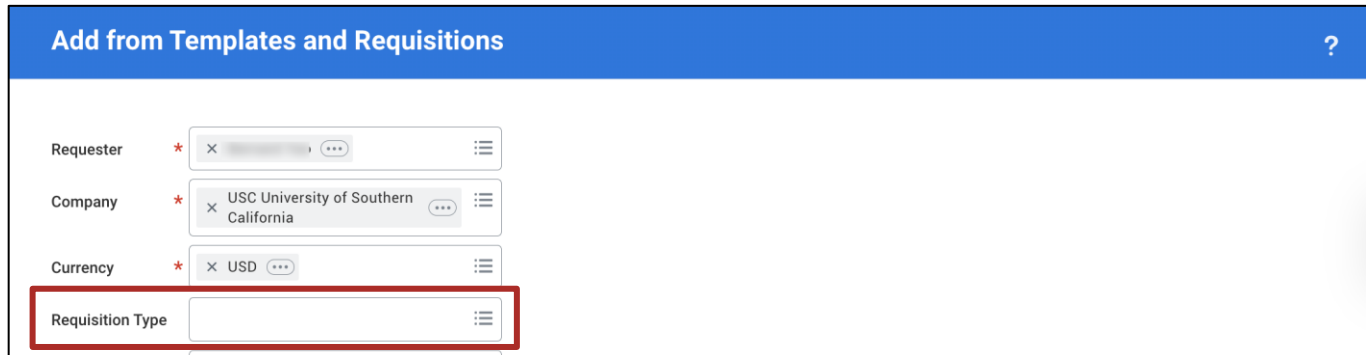


Note: The **Cart** section of the screen should show **0 Items**. Remove existing **Items** from the **Cart** before creating the **Gas Cylinder Order**.



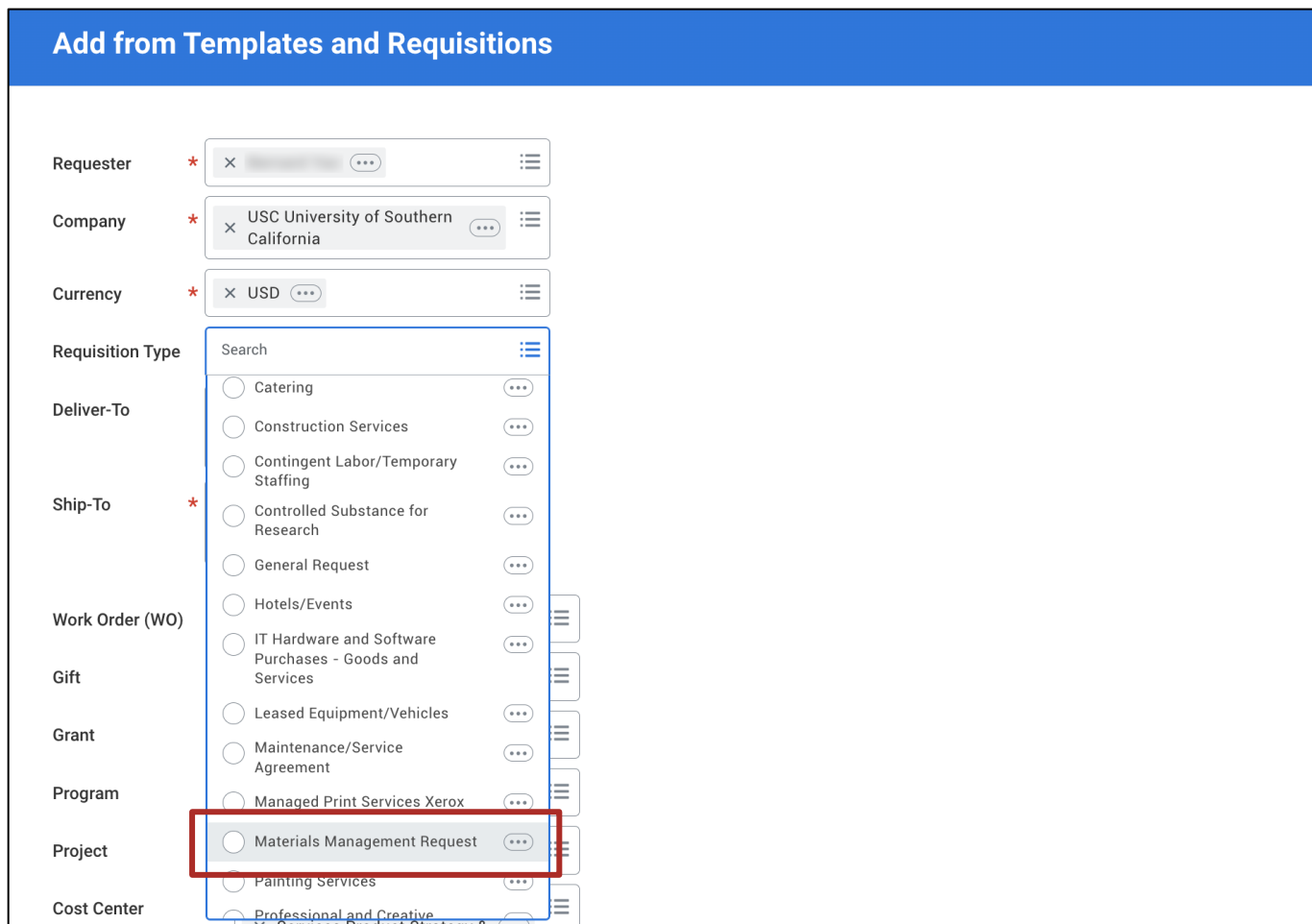
From the **Add from Templates and Requisitions** screen:

5. Select the **Requisition Type** field.



The screenshot shows the 'Add from Templates and Requisitions' screen. The 'Requisition Type' field is highlighted with a red box. The other fields are: Requester (with a dropdown arrow), Company (USC University of Southern California), and Currency (USD).

6. Select the **Materials Management Request** radio button to select the **Requisition Type**.



The screenshot shows the 'Add from Templates and Requisitions' screen with the 'Requisition Type' dropdown menu open. The 'Materials Management Request' option is highlighted with a red box. The other fields are: Requester (with a dropdown arrow), Company (USC University of Southern California), and Currency (USD). The dropdown menu lists various requisition types, including Catering, Construction Services, Contingent Labor/Temporary Staffing, Controlled Substance for Research, General Request, Hotels/Events, IT Hardware and Software Purchases - Goods and Services, Leased Equipment/Vehicles, Maintenance/Service Agreement, Managed Print Services Xerox, Materials Management Request, Painting Services, and Professional and Creative Services.

7. The **Deliver-To** and **Ship-To** fields are auto-populated based on the Requestor's default workspace. The Deliver-To and Ship-To combo can be edited in this section.

Notes:

- Reference the [Default Deliver-To Work Space](#) QRG to update the **Deliver-To** field.
- Most Materials Management Requests for Gas Cylinders will be delivered to Labs/Specialty locations. Add the proper delivery location in the **Memo to Suppliers** field, as shown in **Step 19** to ensure cylinders are delivered to the desired location.

Requester	*	x	...	:::
Company	*	x	USC University of Southern California	...
Currency	*	x	USD	...
Requisition Type		x	Materials Management Request	...
Deliver-To		x	...	...
Ship-To	*	x	...	...

8. In the **Gift**, **Grant**, **Program**, or **Project** field, enter the **PPGG** value for this purchase.

Gift		:::
Grant		:::
Program		:::
Project		:::

Notes:

- If, for some reason, you need to apply a mix of PPGGs for different quantities of gas cylinders lines, then leave the PPGG fields blank for this step. You will be able to enter this information at **Step 24** on the line level.
- The **Cost Center**, **Fund**, **Function**, and any **Additional Worktags** associated with the PPGG will auto-populate.

Cost Center	CA
Fund	FD
Function	FN
Additional Worktags	

9. Once PPGG entries have been completed, select **OK**.

OK	Cancel
-----------------------------------	---------------------------------------

From the **Add from Templates and Requisitions** screen:

10. In the **Requisition Templates** section, select the checkbox for the template for the Gas Cylinders purchase you are looking to make.

Add from Templates and Requisitions								
Company USC University of Southern California		Requester 		Requisition Type Materials Management Request				
Requisition Currency *		USD						
Requisition Templates 2 items								
Select	Name	Owned By	Company	Worktags	Requisition Type	Deliver-To	Date	Lines in Template
☐	IMPORTANT - There is a daily rental charge (Demurrage) for use of all cylinders. The cylinder rental charge will be billed monthly until the cylinder is returned to Mailing and Material Management. The PPGG information on the order will be charged for the rental until you notify us by email at mmsorder@usc.edu to use a		USC University of Southern California				08/19/2025	25

11. Select the **View Items** button. **DO NOT** select Add to Cart.

Note: If the **Add to Cart** button is selected, all gas cylinder items will be added to your cart, and any items added in error will need to be manually deleted. Refer to the [Additional Instructions](#) section at the end of this guide for steps on [Deleting a Gas Cylinder Line Item from the Cart](#).

View Items	Continue Shopping	Add to Cart	Cancel
---	--	--	---------------------------------------

12. In the **Good Lines** section, find the cylinders that need to be ordered.

Goods Lines 25 items										
Select	Quantity	Unit of Measure	Item	Item Description	Unit Cost	Extended Amount	Supplier	Order-From Connection	Manufacturer Part Number	Manufacturer
☐	0	Each	00001 - AEROBIC2001	5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation	245.00	0.00				
☐	0	Each	00012 - MEDCDX50	MEDICAL CARBON DIOXIDE 50 LBS - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will	54.50	0.00				

13. Select the **Quantity** field for that cylinder.

14. Enter the desired quantity. The system will auto-select the **Select** checkbox.

Goods Lines 25 items										
Select	Quantity	Unit of Measure	Item	Item Description	Unit Cost	Extended Amount	Supplier	Order-From Connection	Manufacturer Part Number	Manufacturer
☒	1	Each	00001 - AEROBIC2001	5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation	245.00	245.00				
☒	1	Each	00012 - MEDCDX50	MEDICAL CARBON DIOXIDE 50 LBS - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will	54.50	54.50				

15. After the desired line-item quantities have been entered, select **Add to Cart**.

From the **Cart** screen:

16. In the left-hand column, the **Cart** will list the line **items** selected from the template.

Cart

Company

USC University of Southern California

Requester

Requisition Type

Materials Management Request

Total Amount

\$469.50

Currency

USD

3 items

Sort By: ▾

AEROBIC2001

\$245.00

1

MEDCDX50

\$54.50

1

NITHYD206

\$170.00

1

Edit

Item

00001 - AEROBIC2001

Description

5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation

Spend Category

Material Management (SC)

Quantity

1

Note: To delete/add an item from the **Cart** or to provide additional instructions for [Ordering Special Mixes](#) refer to the [Additional Instructions](#) section of this guide.

17. Confirm the selected items and select **Checkout**.

Checkout

Continue Shopping ▾

From the **Requisition Information** section of the **Checkout** screen:

18. Review the already populated fields.

Checkout

3 Errors

Company

USC University of Southern California

Requester

Requisition

- new -

Status

Draft

Total Amount

469.50 USD

Shipping Address

Deliver-To

SCO

Ship-To Address

Requisition Information

Request Date

08/28/2025

Currency

USD

Requisition Type

Materials Management Request

19. In the **Memo to Suppliers** field, enter the lab location for the Gas Cylinders being ordered.

Memo to Suppliers

Please deliver Cylinders to Life Sciences Lab (Location Name/Building Code), if available.

20. In the **Internal Memo** field, enter the business justification.

Note: The business justification should address the who, what, when, where, and why of the purchase.

Internal Memo

Replenishment of the monthly lab cylinder order for research on ABCD.
(Who, what, where, when, why).

21. Navigate to the **Goods** section of the screen.

Goods

3 items

Order

Image

Company

Item

Purchase Item

Item Description

+

-

▼

▼



USC University of Southern California

00001 - AEROBIC2001

5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their

22. In the **Goods** section of the screen, scroll to the right and review the PPGG worktag for each goods line.
23. The **Cost Center**, **Fund**, and **Function** fields are prepopulated based on the PPGG worktag entered in the previous steps. Continue navigating to the right to review the prepopulated values.

*Cost Center	*Fund	Function	Additional Worktags
CA [dropdown]	FDI [dropdown]	FN: [dropdown]	Location: [dropdown]

24. **Optional:** This step is for splits only. When creating a requisition for materials management, you can split the quantity by PPGG.

Notes:

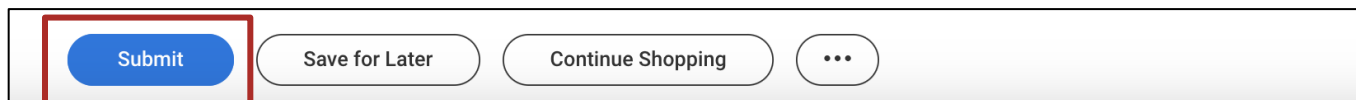
- To set up the quantity split for the same gas cylinder, you will add new line(s) as needed, and for each line, only one PPGG is to be assigned with the specific quantity.

Order	Image	Company	Item	Purchase Item	Item Description	*Spend Category	*Quantity
		USC University of Southern California	00001 - AEROBIC2001		5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation	Material Management (SC0826)	Quantity * 3 Unit of Measure * Each
		USC University of Southern California	00001 - AEROBIC2001		5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation	Material Management (SC0826)	Quantity * 2 Unit of Measure * Each

- In the **Memo** column of each line, enter the following **SPLIT PPGG - See line items for more information.**
- The **Quantity** and **Memo** fields for each line can also be updated from the **Cart**. Review the [Updating the Memo of Gas Cylinder Line Item from the Cart](#) and the [Updating the Quantity of Gas Cylinder Line Item from the Cart](#) sections of this guide for more information.

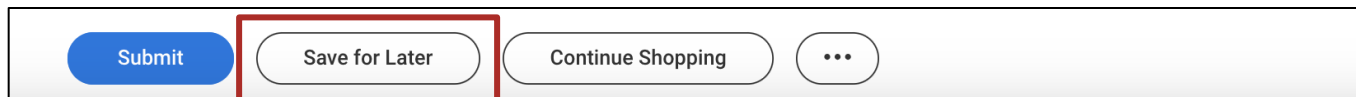
Tax Recoverability	Memo	Work Order (WO)	Gift	Grant	Program
CA-LOS ANGELES CO-LOS ANGELES-0015: State of California					PG [dropdown]
CA-LOS ANGELES CO-LOS ANGELES-0015: State of California					PG [dropdown]

25. Select **Submit**.



Notes:

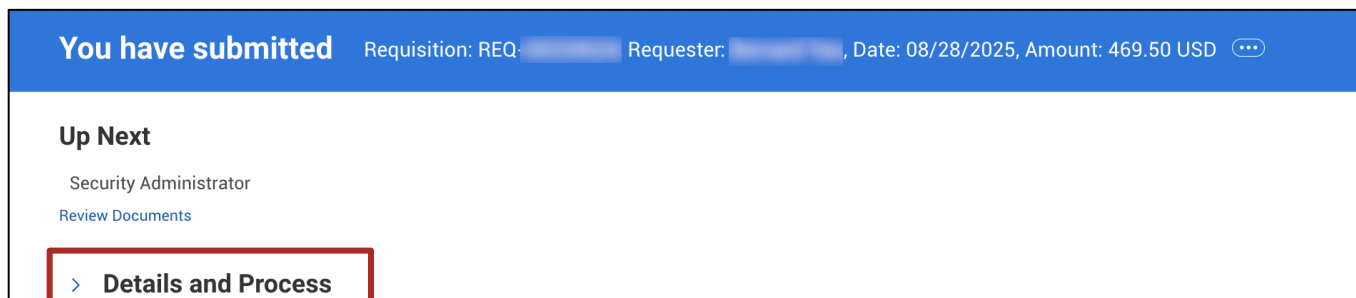
26. To save a **Requisition** with line Items from the **Checkout** page, select **Save for Later**. The system will generate a REQ #.



- If the **Save for Later** option is selected, then follow the steps in the [Editing a Requisition](#) section of this guide to edit a requisition in **Draft** status.

27. Once the **Requisition** is submitted, the system will generate a **REQ #** for tracking. After the **Cost Center Manager** or **Grant Manager** approves it, the **Materials Management team** will process the REQ and fulfill the order. A purchase order is not issued for these types of orders and Materials Management will charge the department's PPGG via an MMS (SC Logic) Journal.

Note: Select the **Details and Process** option to review the details of the submission.



You have successfully completed this task.

Additional Instructions

Ordering Special Mixes

Follow the steps in the [Create Requisition](#) section of this guide to access the purchases worklet and select the **Add from Templates and Requisitions** option.

From the **Add from Templates and Requisitions** screen:

1. In the **Requisitions Templates** section of the screen, select the checkbox of the template for **Gas Cylinders** in the **Select** column.

Add from Templates and Requisitions

Company
USC University of Southern California

Requester

Requisition Type
Materials Management Request

Requisition Currency *

× USD

...

Requisition Templates 2 items

Select	Name	Owned By	Company	Worktags	Requisition Type	Deliver-To	Date
☐	IMPORTANT - There is a daily rental charge (Demurrage) for use of all cylinders. The cylinder rental charge will be billed monthly until the cylinder is returned to Mailing and Material Management. The		USC University of Southern California				08/19/20

2. Select **View Items**.

Requisition Templates 2 items

Select	Name	Owned By	Company	Worktags	Requisition Type	Deliver-To	Date
☒	IMPORTANT - There is a daily rental charge (Demurrage) for use of all cylinders. The cylinder rental charge will be billed monthly until the cylinder is returned to Mailing and Material Management. The PPGG information on the order will be charged for the rental until you notify us by email at mmsorder@usc.edu to use a different PPGG. In the event a cylinder is lost or stolen while in your possession, the full		USC University of Southern California				08/19/20

View Items

Continue Shopping ▾

Add to Cart

Cancel

From the **Select Templates/Requisitions** screen:

3. In the Goods Lines section of the screen, scroll through the items listed until the **MIX001 – Special Mixes** item in the **Item** column is located.

Add from Templates and Requisitions

Company
USC University of Southern California

Currency
USD

Requester
[Redacted]

Requisition Type
Materials Management Request

Selected Templates/Requisitions

IMPORTANT - There is a daily rental charge (Demurrage) for use of all cylinders. The cylinder rental charge will be billed monthly until the cylinder is returned to Mailing and Material Management. The PPGG information on the order will be charged for the rental until you notify us by email at mmsorder@usc.edu to use a different PPGG. In the event a cylinder is lost or stolen while in your possession, the full replacement cost will be charged to your department. Please notify USC Material Management immediately to avoid ongoing demurrage charges. It is the responsibility of the department to make sure other vendors do not pick up cylinders that have a barcode label from USC Material Management. PROCESS: Materials Management Gas Cylinder Order Process – Quick Reference Guide can be accessed at <https://sites.usc.edu/workdayinfo/training/training-and-quick-reference-guides/index-all-quick-reference-guides-qrgs/#qrg-index-Procurement-Requisitions>

Goods Lines 25 items

Select	Quantity	Unit of Measure	Item	Item Description	Unit Cost	Extended Amount	Supplier	Order-From Connection
☐	0	Each	MIX001 - Special Mixes	Enter desire mix in the Memo field in the Cart. Note: * As of June 2, 2022, orders for Helium will not be filled until September due to the worldwide shortage.	0.01	0.00		
☐	0	Each	Rush1 - Same-Day Rush	Same-day rush delivery for Gas	75.00	0.00		

Continue Shopping ▾

Add to Cart

Cancel

4. To order a **Special Mix**, select the **Quantity** field for that item
5. Enter the desired quantity. The system will auto select the **Select** checkbox in the **Select** column.

Goods Lines 25 items

Select	Quantity	Unit of Measure	Item	Item Description	Unit Cost	Extended Amount	Supplier	Order-From Connection
☒	2	Each	MIX001 - Special Mixes	Enter desire mix in the Memo field in the Cart. Note: * As of June 2, 2022, orders for Helium will not be filled until September due to the worldwide shortage.	0.01	0.02		
☐	0	Each	Rush1 - Same-Day Rush	Same-day rush delivery for Gas	75.00	0.00		

6. Select **Add to Cart**.

Continue Shopping ▾

Add to Cart

Cancel

From the **Cart**:

- Once the **Item(s)** have been added to the **Cart**, locate and select the **Special Mixes** line Item from the list of **Items** in the left-hand column.

Cart

Company
USC University of Southern California

Requester

Requisition Type
Materials Management Request

Total Amount
\$0.02

Currency
USD

1 item

Special Mixes 2

\$0.02

Edit
Item
MIX001 - Special Mixes

- Select the **Memo** field and enter the desired mix.

Special Mixes 2

\$0.02

Item

MIX001 - Special Mixes

Description

Enter desire mix in the Memo field in the Cart. Note: * As of June 2, 2022, orders for Helium will not be filled until September due to the worldwide shortage.

Spend Category

Material Management (SC0826)

Quantity

2

Unit of Measure

Each

Unit Cost

0.01

Extended Amount

0.02

Manufacturer Part Number

(empty)

Manufacturer

(empty)

UNSPSC

(empty)

Additional Item Identifiers

(empty)

Item Tags

(empty)

Memo

- Select **Checkout** and complete the checkout process from **Step 17** of the [Creating the Requisition](#) section of this guide.

Checkout

Continue Shopping ▼

Adding a New Gas Cylinder Line Item from the Cart

This section demonstrates how to add a new line item from the **Cart**.

From the **Cart** screen:

1. Select **Continue Shopping**.



2. In the menu that displays, select **Add from Templates and Requisitions**.



From the **Add From Templates and Requisitions** screen:

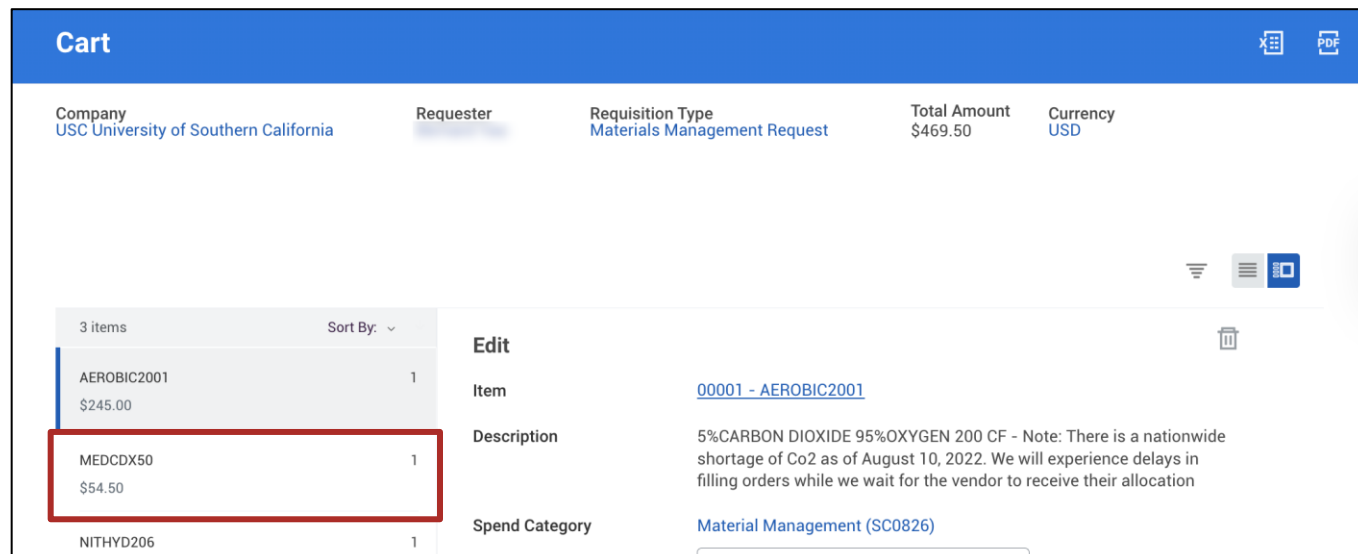
3. Continue from **Step 5** of the [Creating the Requisition](#) section of this guide.

Deleting a Gas Cylinder Line Item from the Cart

If a line item was added by error, you can remove that line item from the **Cart**.

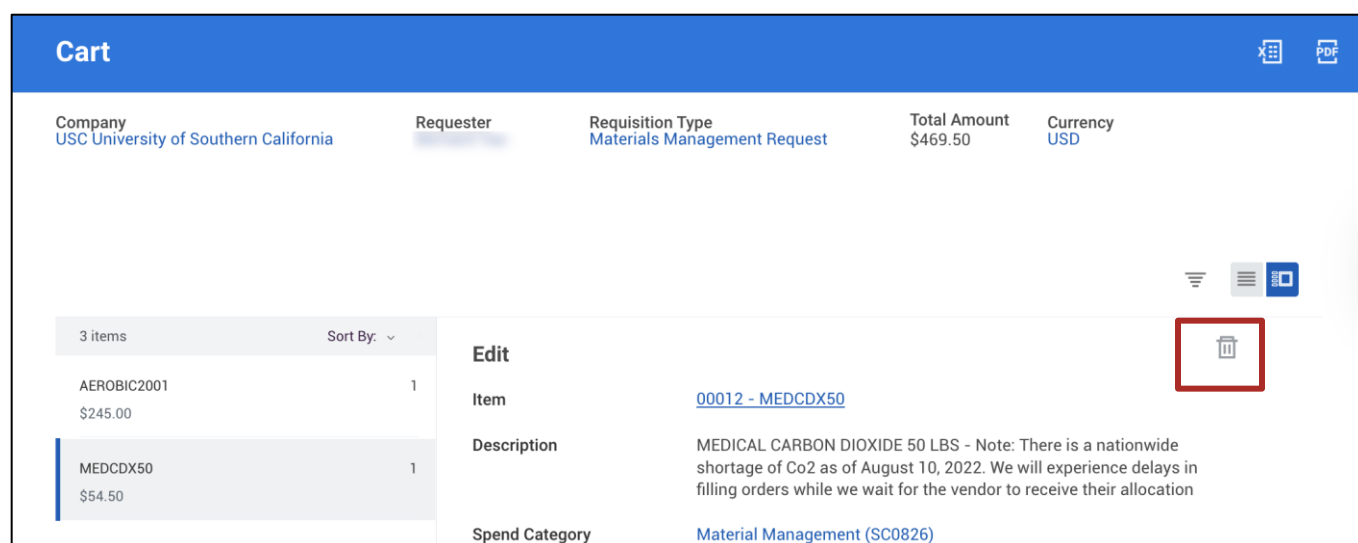
From the **Cart** screen:

1. In the left-hand items column, select the line item to be removed from the **Cart**.



The screenshot shows the 'Cart' interface for USC University of Southern California. It displays three items in a list: AEROBIC2001, MEDCDX50, and NITHYD206. The item MEDCDX50 is highlighted with a red box. To the right of the list, there is an 'Edit' section with a trash icon. The trash icon is highlighted with a red box.

2. Select the **Trash** icon on the right-hand side of the screen. The line item will be removed from the **Cart**.



The screenshot shows the 'Cart' interface after the item MEDCDX50 has been removed. The list now contains two items: AEROBIC2001 and MEDCDX50. The trash icon in the 'Edit' section is highlighted with a red box.

3. Select **Checkout** and complete the checkout process from **Step 17** of the [Creating the Requisition](#) section of this guide.



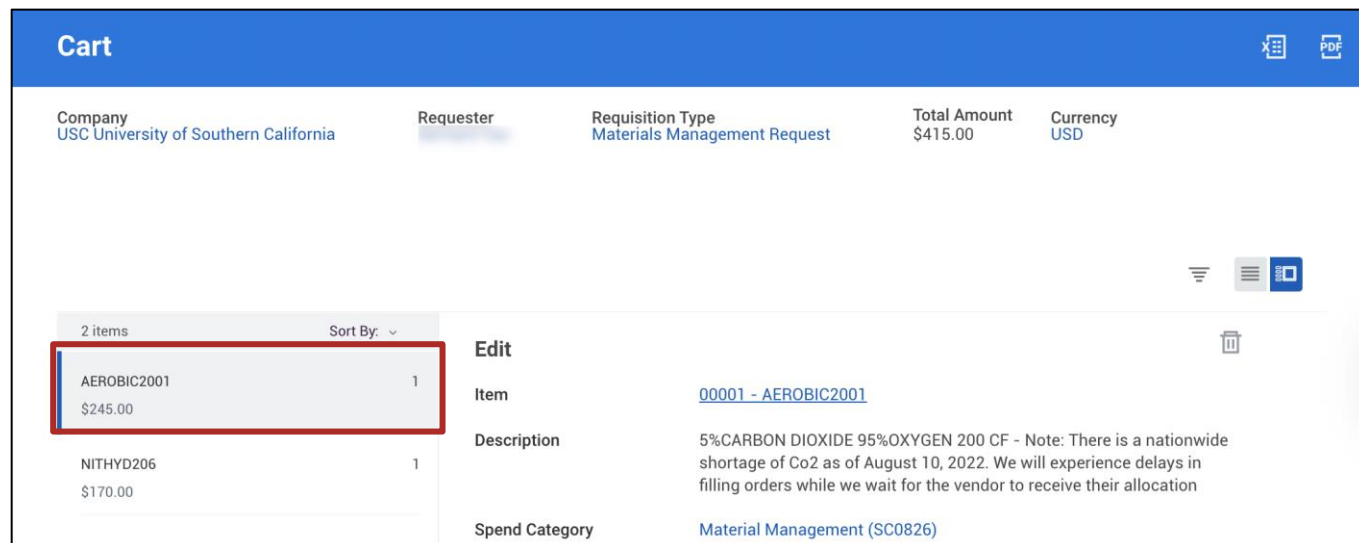
The screenshot shows the bottom of the cart interface with two buttons: 'Checkout' and 'Continue Shopping'. The 'Checkout' button is highlighted with a red box.

Updating the Quantity of Gas Cylinder Line Item from the Cart

This section demonstrates how to change the quantity of an item in the **Cart**.

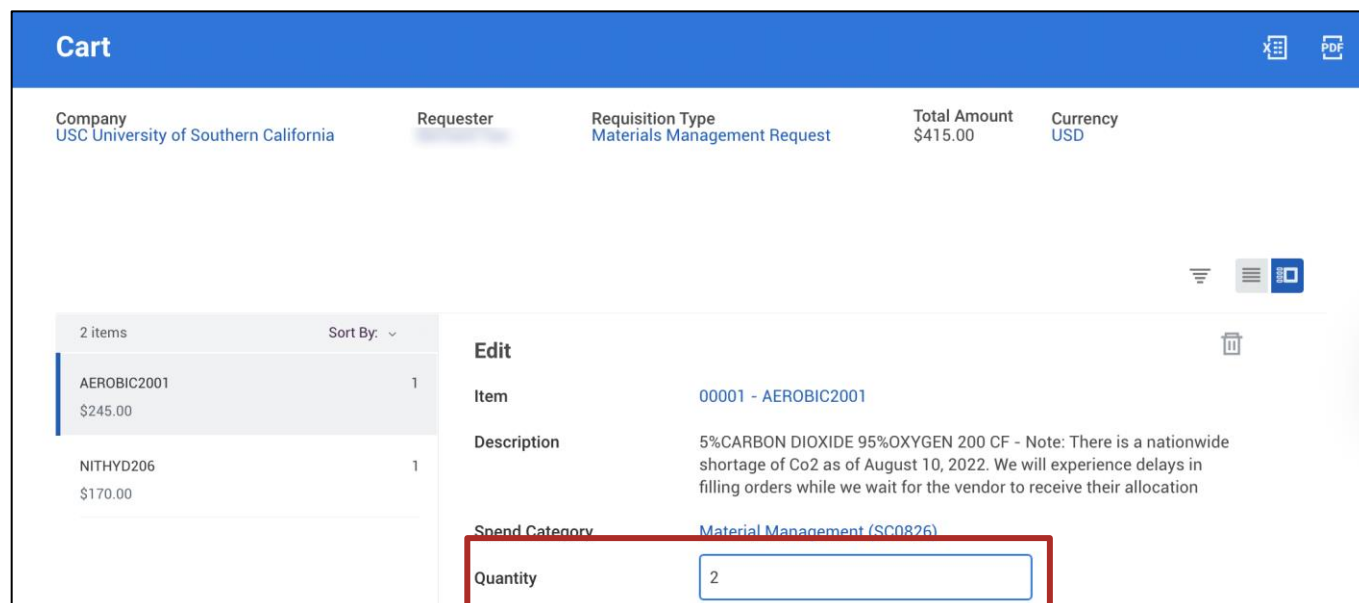
From the **Cart** screen:

1. In the left-hand items column, select the line item that you plan to update the **Quantity** on from the **Cart**.



The screenshot shows the 'Cart' interface. At the top, it displays 'Company: USC University of Southern California', 'Requester', 'Requisition Type: Materials Management Request', 'Total Amount: \$415.00', and 'Currency: USD'. Below this, there is a list of items. The first item, 'AEROBIC2001', is highlighted with a red box, indicating it is the selected item. The second item, 'NITHYD206', is listed below it. To the right of the items list, there is an 'Edit' section for the selected item, showing 'Item: 00001 - AEROBIC2001', 'Description: 5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation', and 'Spend Category: Material Management (SC0826)'.

2. In the **Quantity** field, enter in the number for the desired quantity.



The screenshot shows the 'Cart' interface, similar to the previous one. The 'AEROBIC2001' item is still selected. In the 'Edit' section, the 'Quantity' field is now highlighted with a red box and contains the number '2'. The other details remain the same.

3. Select **Checkout** and complete the checkout process from **Step 17** of the [Creating the Requisition](#) section of this guide.



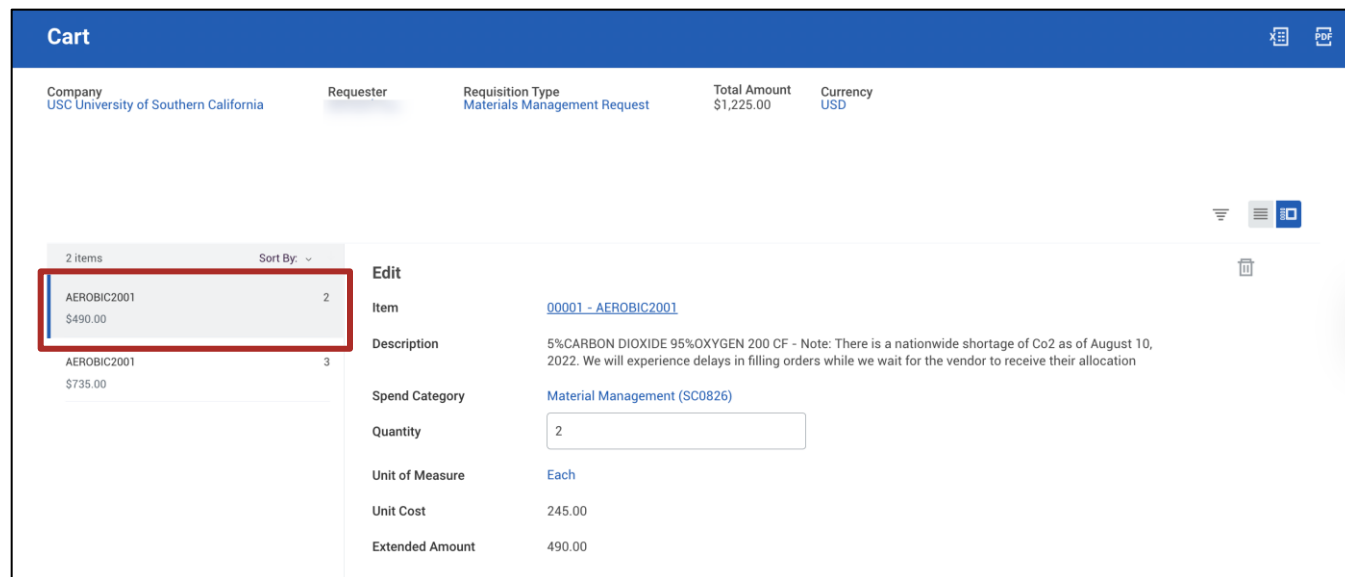
The screenshot shows the bottom of the 'Cart' interface. There are two buttons: 'Checkout' and 'Continue Shopping'. The 'Checkout' button is highlighted with a red box, indicating it is the next step to click.

Updating the Memo of Gas Cylinder Line Item from the Cart

This section demonstrates how to change the memo for a line item in the **Cart**.

From the **Cart** screen:

1. In the left-hand items column, select the line item that you plan to update the **Quantity** on from the **Cart**.



Cart

Company: USC University of Southern California | Requester: [Redacted] | Requisition Type: Materials Management Request | Total Amount: \$1,225.00 | Currency: USD

2 items | Sort By: [Dropdown]

Item	Quantity	Unit Cost	Extended Amount
AEROBIC2001 \$490.00	2	245.00	490.00
AEROBIC2001 \$735.00	3	245.00	735.00

Edit

Item: [00001 - AEROBIC2001](#)

Description: 5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation

Spend Category: Material Management (SC0826)

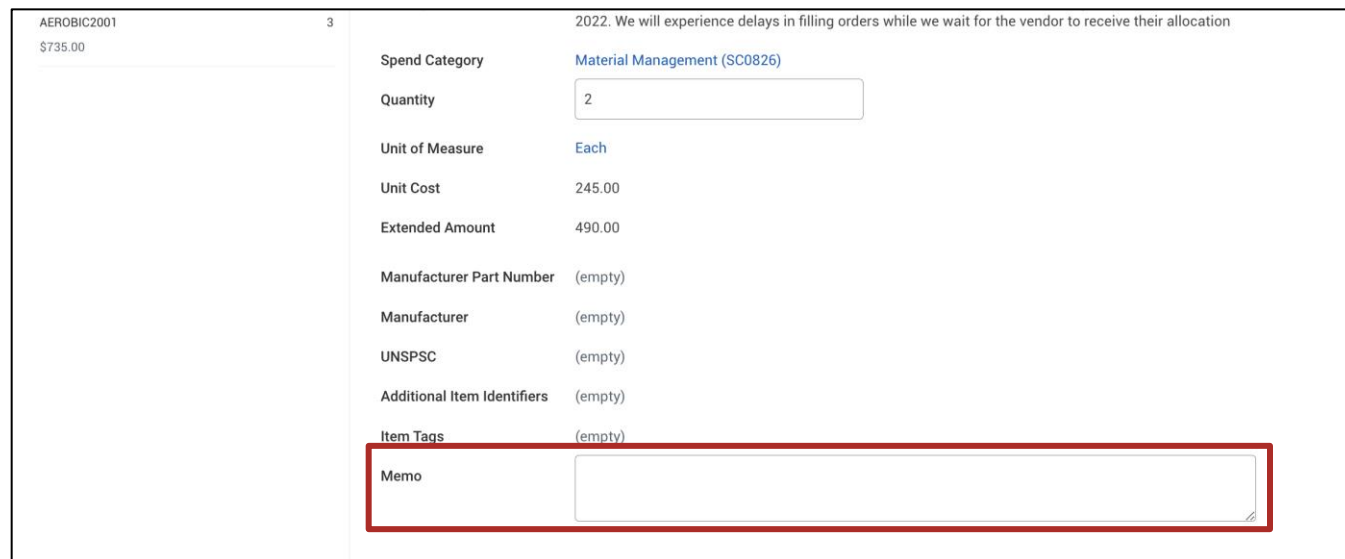
Quantity:

Unit of Measure: Each

Unit Cost: 245.00

Extended Amount: 490.00

2. In the **Memo** field, enter the necessary information for the respective line item.



AEROBIC2001 | 3 | \$735.00

2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation

Spend Category: Material Management (SC0826)

Quantity:

Unit of Measure: Each

Unit Cost: 245.00

Extended Amount: 490.00

Manufacturer Part Number: (empty)

Manufacturer: (empty)

UNSPSC: (empty)

Additional Item Identifiers: (empty)

Item Tags: (empty)

Memo:

3. Select **Checkout** and complete the checkout process from **Step 17** of the [Creating the Requisition](#) section of this guide.



Checkout | Continue Shopping ▾

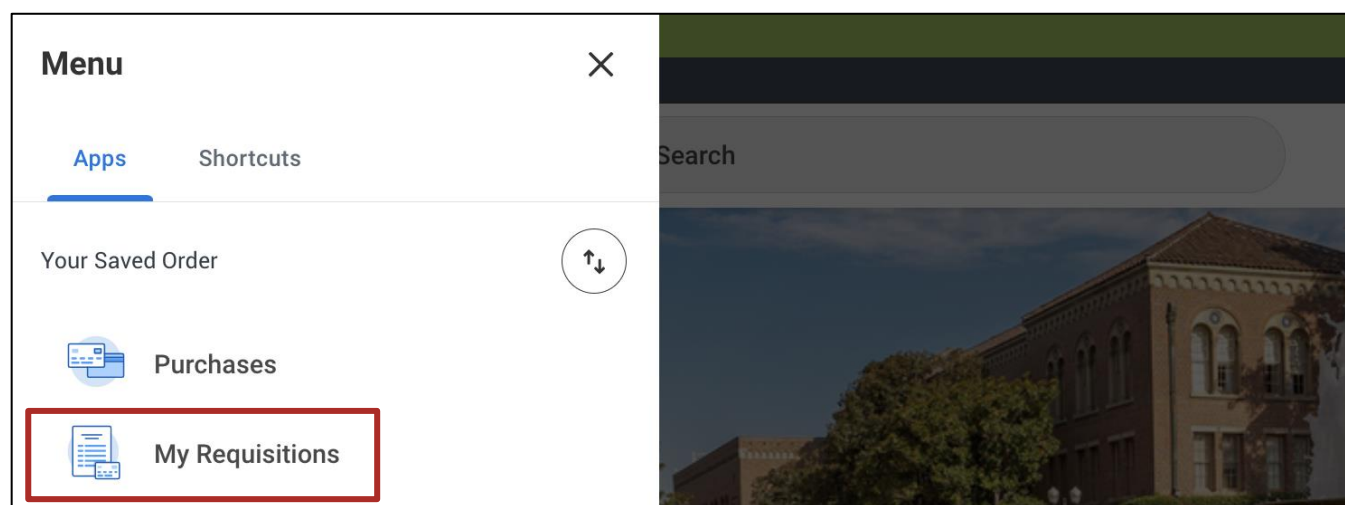
Editing a Requisition

This section demonstrates how to edit a requisition in **Draft** status.

From the Workday **Home** screen:

1. Select the **My Requisitions** worklet.

Note: Refer to the [Add an App or Dashboard to Your Menu](#) tips and tricks guide for expanded instructions on adding and accessing apps if the **My Requisitions** app needs to be added to your Menu.



From the **My Requisitions** screen:

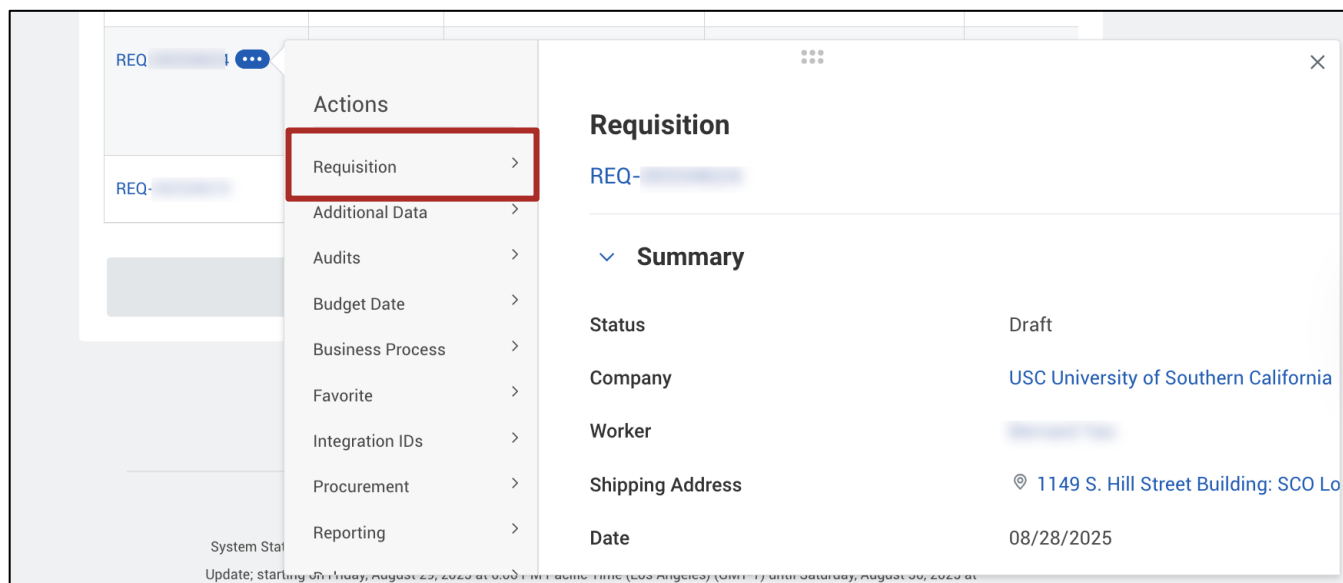
2. In the **Requisitions** column, find the requisition you wish to edit that is in **Draft** status.
3. Hover over the blue REQ hyperlink (REQ-XXXXXXXX) or select the tab key on your keyboard until the **Related Actions** button for the appropriate REQ displays.

← My Requisitions ⚙️				
Requisition	Date	Memo to Suppliers	Internal Memo	Status
REQ-XXXXXX	08/29/2025			Draft
REQ-XXXXXX	08/29/2025			In Progress
REQ-XXXXXX	08/29/2025			In Progress
REQ-XXXXXX	08/28/2025	Please deliver Cylinders to Life Sciences Lab (Location Name/Building Code), if available.	Replenishment of the monthly lab cylinder order for research on ABCD. (Who, what, where, when, why).	Draft

4. Select the **Related Actions** button when it appears.

REQ- [redacted]	08/29/2025			In Progress
REQ- [redacted]	08/28/2025	Please deliver Cylinders to Life Sciences Lab (Location Name/Building Code), if available.	Replenishment of the monthly lab cylinder order for research on ABCD. (Who, what, where, when, why).	Draft

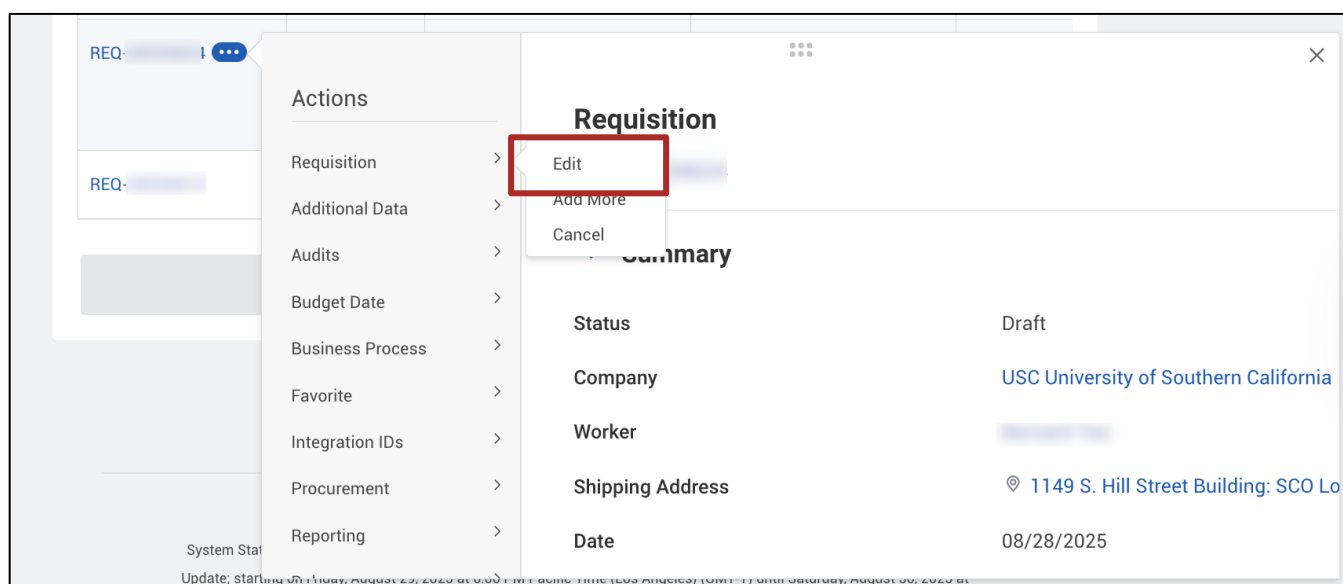
5. In the left-hand **Actions** column, select **Requisition**.



The screenshot shows the 'Requisition' form with the 'Actions' menu open on the left. The 'Requisition' option is highlighted with a red box. The form details are as follows:

Requisition	
REQ- [redacted]	
Summary	
Status	Draft
Company	USC University of Southern California
Worker	[redacted]
Shipping Address	1149 S. Hill Street Building: SCO Lo
Date	08/28/2025

6. Select **Edit**.



The screenshot shows the 'Requisition' form with the 'Actions' menu open on the left. The 'Edit' option is highlighted with a red box. The form details are as follows:

Requisition	
REQ- [redacted]	
Summary	
Status	Draft
Company	USC University of Southern California
Worker	[redacted]
Shipping Address	1149 S. Hill Street Building: SCO Lo
Date	08/28/2025

From the **Edit Requisition** screen:

7. Navigate to the **Requisition Information** section.

Edit Requisition
?

Company USC University of Southern California	Requester [Redacted]	Requisition REC [Redacted]	Status Draft	Total Amount 469.50 USD
--	-------------------------	-------------------------------	-----------------	----------------------------

Shipping Address

Deliver-To
[Redacted]
Ship-To Address
[Redacted]

Requisition Information

Request Date * 08/28/2025 
Currency * x USD ... 

8. Update the fields in the requisition header as needed. **DO NOT** change the Requisition Type.

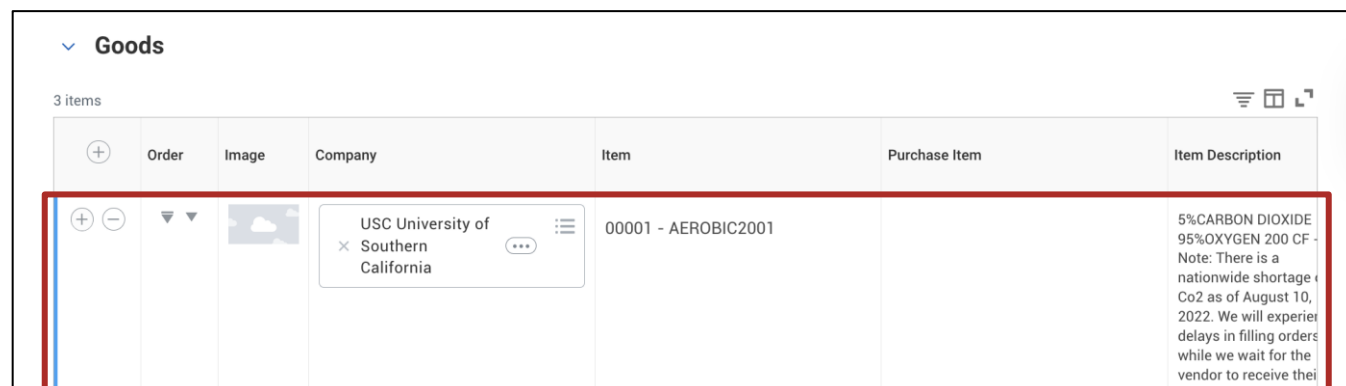
Requisition Information

Request Date * 08/28/2025 
Currency * x USD ... 
Requisition Type * x Materials Management Request ... 

Sourcing Buyer 
Submitted by [Redacted]
Freight Amount 0.00
Other Charges 0.00
Memo to Suppliers Please deliver Cylinders to Life Sciences Lab (Location Name/Building Code), if available.
Internal Memo * Replenishment of the monthly lab cylinder order for research on ABCD. (Who, what, where, when, why).

9. Navigate to the **Goods** section of the screen.

10. Update the line item fields as needed.

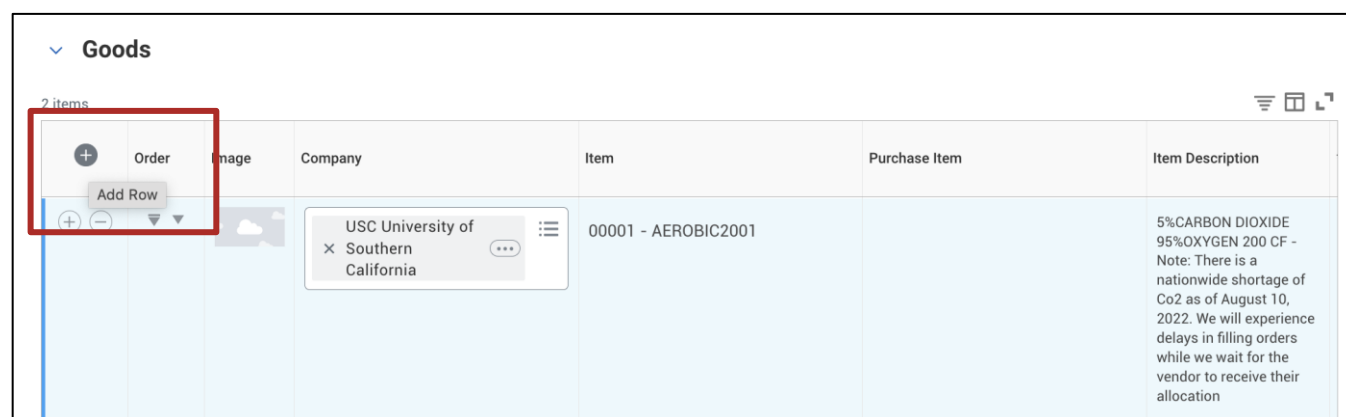


Goods

3 items

Order	Image	Company	Item	Purchase Item	Item Description
+		USC University of Southern California	00001 - AEROBIC2001		5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation

11. Select the **Add Row (+)** to add additional line items.



Goods

2 items

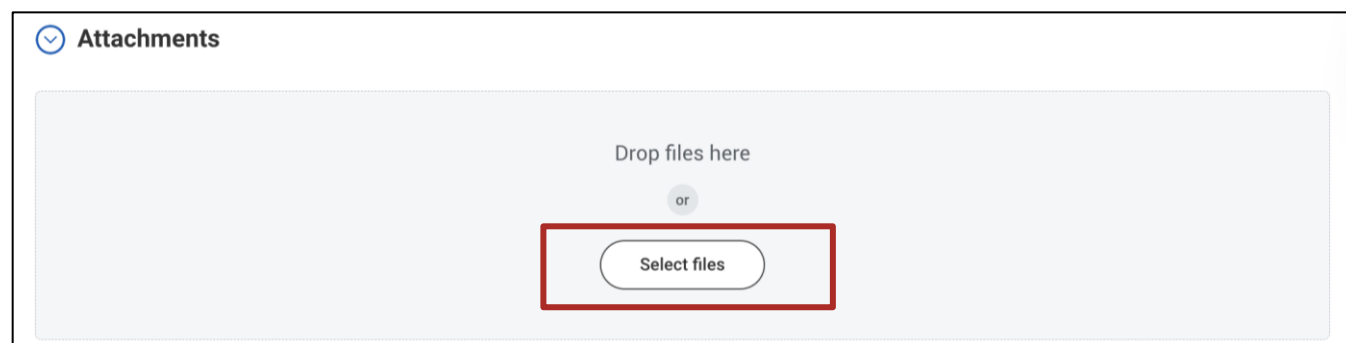
Order	Image	Company	Item	Purchase Item	Item Description
+		USC University of Southern California	00001 - AEROBIC2001		5%CARBON DIOXIDE 95%OXYGEN 200 CF - Note: There is a nationwide shortage of Co2 as of August 10, 2022. We will experience delays in filling orders while we wait for the vendor to receive their allocation

12. Scroll down to the **Attachments** and select the (>) arrow to expand the section.



> Attachments

13. Click **Select files** to upload attachments as needed.



Attachments

Drop files here

or

Select files

14. Select **Submit** or **Save for Later**.

Submit

Save for Later

Continue Shopping

...

15. If you select **Save for Later**, you will be navigated to the View Requisition screen.

Note: The requisition stays in **Draft** status.

View Requisition

REQ- [REDACTED]

...

PDF

Company USC University of Southern California	Requester Employee: [REDACTED]	Status Draft	Total Amount 469.50 USD
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▼ Requisition Information

Request Date

08/28/2025

Currency

USD

Requisition Type

Materials Management Request

Sourcing Buyer

(empty)

Submitted by

[REDACTED]

Consolidate Requisitions on Purchase Orders

No

Exclude Ship-To Address when Consolidating Requisition Lines

No

Memo to Suppliers

Please deliver Cylinders to Life Sciences Lab (Location Name/Building Code), if available.

Internal Memo

Replenishment of the monthly lab cylinder order for research on ABCD.
(Who, what, where, when, why).

16. If you select **Submit**, the requisition is submitted, and you will be navigated to the **You have Submitted** screen.

Note: Select the **Details and Process** option to review the details of the submission.

You have submitted

Requisition: REQ- [REDACTED]

Requester: [REDACTED], Date: 08/28/2025, Amount: 469.50 USD

...

PDF

Up Next

Security Administrator

Review Documents

> Details and Process

You have successfully completed this task.