Overview: Use the Datatel Web Interface to submit, view or modify requisitions, view purchase order numbers, and accept goods and services.

1. Sign into the HUB

2. Click on <Enter a Requisition>

3. Enter a vendor name or some part of a vendor name, for example, <Atkins> will retrieve records for Atkins Country Market as well as anyone with that string of characters as part of the name.
4. Choose the correct vendor and click <submit>. If the vendor you would like is not listed, contact the vendor and ask them to submit a W-9 form to the purchasing office. Email purchasing@hampshire.edu to expect a W-9 for that vendor and indicating what address any checks to that vendor should go to.
5. Using the drop down arrows, choose your mail code as the “ship to” address.
6. Leave “Desired Date” blank.
7. Enter a description, quantity, unit of issue, price, department and object code for each line.
8. Enter any instruction to the purchasing office in the “printed comments” box. For example, if you would like the PO faxed to a vendor, put “FAX” and include the fax number. If you would like the PO printed and sent to you, put “SEND” in printed comments. If there are not instructions, then the PO will not be sent anywhere (most vendors only require the number and not a copy of the purchase order).
9. Enter your own initials and department as “next approver”. If the requisition is over your limit, enter your supervisors’ initials and department. If the requisition is over $10,000, enter the controller’s initials and department (dbkBO).
10. Click <Submit>.
11. Click <OK>.

12. The approval process is now a separate button. From the Hub main menu, go to Approvals Needed.
13. Put a check in <Approve?> and click <Submit>.

14. At this point, you can check on the status of your requisition by clicking <View/ Modify/ Delete Requisition>.
15. Note Requisition Number 70777. The status is Outstanding. This means that it is ready to be made a Purchase Order by the Purchasing Office. If the status is “not approved”, then approvals are still needed: either by you, your supervisor (if the dollar amount is over your limit), or the Controller (if the dollar amount is over $10,000).

16. If you would like to make a correction on this requisition, click “Modify”.

View/Modify/Del Requisitions

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Requisition Date</th>
<th>Status</th>
<th>Purchase Orders Created</th>
<th>Requestor Name</th>
<th>Initiator Name</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Total Amount</th>
<th>Modify</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>001234</td>
<td>07/01/16</td>
<td>PO Created</td>
<td>PO10234</td>
<td>Ms. Marlene R. Durahenw</td>
<td>Ms. Marlene R. Durahenw</td>
<td>0010234</td>
<td>Tampa College University</td>
<td>5000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>001235</td>
<td>07/02/16</td>
<td>PO Created</td>
<td>PO10235</td>
<td>Ms. Marlene R. Durahenw</td>
<td>Ms. Marlene R. Durahenw</td>
<td>0010235</td>
<td>Enterprise Fleet Services</td>
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<tr>
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<td>Ms. Marlene R. Durahenw</td>
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<td>Enterprise Fleet Services</td>
<td>12,149.45</td>
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<td>0010237</td>
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<tr>
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<td>07/06/16</td>
<td>PO Created</td>
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<td>Ms. Marlene R. Durahenw</td>
<td>Ms. Marlene R. Durahenw</td>
<td>0010239</td>
<td>Delivery Express</td>
<td>10,900.27</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
17. Make your changes, then scroll down and click <Submit>.
18. Once the requisition has been created, you will see the number in the fourth column from the left. Click <ok> to return to the main menu.

19. To accept the purchase order, click on <Receive Goods and Services> from the main menu.
Click the quantity accepted, then click <submit>.

Click <OK>.