Purchase Order Requisitions
In Atlas, be sure to personalize your menu by adding items you’ll need.
Buying

Create requisitions and review purchase orders.

**eCat (Electronic Catalog)**
Create requisitions for eCat vendors.

**External (Outside Vendors)**
Create requisitions for External (non eCat) vendors.

**Internal (MIT Services)**
Create requisitions for Internal Providers (e.g. CopyTech, AV Services, Sodexo Catering).

**External (Facilities Only)**
Create requisitions for External Vendors (for facilities employees only).

**Requisition Creator Inbox**
Find your rejected requisitions; correct and resubmit them for approval.

**Find Requisitions**
Find and display requisitions.

**Find Purchase Orders**
Find and display purchase orders.

**Close Purchase Orders**
Close NB, GR and BL purchase orders; contracts (57xxx) are closed by emailing pocloseout@mit.edu.

**Place Personal Orders**
Find discounted prices for computers, office supplies, and cell phones
Buying

Create requisitions and review purchase orders.

**eCat (Electronic Catalog)**
Create requisitions for eCat vendors.

**External (Outside Vendors)**
Create requisitions for External (non eCat) vendors.

**Internal (MIT Services)**
Create requisitions for Internal Providers (e.g. CopyTech, AV Services, Sodexho Catering).

**External (Facilities Only)**
Create requisitions for External Vendors (for facilities employees only).

**Requisition Creator Inbox**
Find your rejected requisitions; correct and resubmit them for approval.

**Find Requisitions**
Find and display requisitions.

**Find Purchase Orders**
Find and display purchase orders.

**Close Purchase Orders**
Close NB, GR and BL purchase orders; contracts (57xxx) are closed by emailing pocloseout@mit.edu.

**Place Personal Orders**
Find discounted prices for computers, office supplies, and cell phones
If you want a purchase order sent to vendor, click Yes

Include Student Group name

Search for and select Vendor
If vendor is not in the system, request addition of vendor in Internal Note

Include the following information:
1. Business Name
2. Business Address
3. Business Phone
4. Business Fax
5. Business Tax ID Number
Should auto-fill with your information

Deliver to W20-549
3-6777
Use this to split the cost between two or more cost objects. Ex: 80% to main account 20% to funding account.

Separate items using these fields. Ex: 75 books on one line and shipping cost on another.

Add Items if required.

| Long Text | Description | * | | Delivery Date | * | | Material Group | * | | Quantity | EA | x | USD | Line Item Total | USD |
|-----------|-------------|---|---|----------------|---|---|----------------|---|---|---|---|---|---|
| 10        |             |   |   |                |   |   |                |   |   |   |   |   |   |
|           |             |   |   |                |   |   |                |   |   |   |   |   |   |
| 20        |             |   |   |                |   |   |                |   |   |   |   |   |   |
|           |             |   |   |                |   |   |                |   |   |   |   |   |   |
| Add Item  |             |   |   |                |   |   |                |   |   |   |   |   |   |

Include a Cost Object and a G/L for each line.
When for is complete, click Submit Requisition

Select a Material Group using search function

Use “Miscellaneous” is not category fits your purchase
Requisition # assigned to this order

Summary of order

<table>
<thead>
<tr>
<th>#</th>
<th>Item Summary</th>
<th>Distrib</th>
<th>Cost Object</th>
<th>G/L Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Pizza for 200</td>
<td>100%</td>
<td></td>
<td>421000</td>
</tr>
<tr>
<td></td>
<td>Quantity</td>
<td>60 EA X 10.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Requisition: 600.00 USD
Email receipt to Mary Mango

(mmango@mit.edu)

Subject Line:

Req #: Enter Number Here