UAccess FINANCIALS
Arizona BuyWays & Requisitions
Table of Contents

Introduction ........................................................................................................................................... 1
Objectives ............................................................................................................................................. 1
Additional Resources ......................................................................................................................... 1
Definitions ........................................................................................................................................... 3
Arizona BuyWays Quick Reference .................................................................................................... 5
Purchasing from Arizona BuyWays ....................................................................................................... 7
Importing Requisition Accounting Lines ............................................................................................ 27
Purchasing from Multiple Arizona BuyWays Vendors ......................................................................... 39
Appendix A: Purchasing Tax-Exempt Items from Arizona Buyways ................................................. 57
Introduction
The University of Arizona has contracts with quite a few vendors through Arizona BuyWays. You can access all of those vendors through a single portal housed within UAccess Financials. Once you are done shopping, UAccess Financials automatically creates the requisition(s) that you will need to complete in order to finalize your purchase.

Objectives
• Access Arizona BuyWays through UAccess Financials
• Purchase items from multiple vendors in Arizona BuyWays
• Complete account information for those purchases
• Set up and import Accounting Line information
• Access Action List to complete additional Requisitions

Additional Resources

Procurement & Contracting Services: http://pacs.arizona.edu/
http://pacs.arizona.edu/AZ_buyways_faqs

The 24/7 IT Support Center: Basic application support
http://the247.arizona.edu, 520-626-8324

UAccess Community: Discussions, questions and answers, resources
http://community.uaccess.arizona.edu/

UAccess Financials Online Tutorials: Reference and step-by-step guides
http://financials.tutorials.arizona.edu.
Definitions

Arizona BuyWays
Arizona BuyWays (Shop Catalogs) is the University of Arizona’s E-Procurement (web-based requisitioning) solution.
- Purchase from multiple vendors through one portal.
- Access contracted pricing from UA preferred vendors.
- Place orders 24 hours a day, 7 days a week.

Stores
Stores is a division of Procurement and Contracting Services (PACS) that offers a variety of commonly used supplies and services.
- Access the Stores catalog through Arizona BuyWays.
- Merchandise can be delivered to you or you can call for other arrangements.
- [http://pacs.arizona.edu/stores](http://pacs.arizona.edu/stores)

Requisition
Document used to request purchases.
- Routes for approval within UAccess Financials.

Purchase Order
Document created once a requisition receives final approval from FSO. Purchase Orders over $5000 will need to be approved by Procurement and Contracting Services.

Payment Request
Document created once FSO Accounts Payable receives an invoice from a vendor. Routes for Fiscal Officer approval.

Central Receiving/AHSC Receiving
Central and Arizona Health Sciences Center (AHSC) Receiving are responsible for receiving and inspecting incoming freight for the University of Arizona and for identifying damages of goods received.
- Receiving documents are maintained in Central and AHSC Receiving.
Arizona BuyWays Quick Reference

How to Use Arizona BuyWays

1. Use Shop Catalogs to access Arizona BuyWays
2. Select the vendor you want to purchase from
3. Select the items you want to purchase
4. Shop at additional vendors if desired
5. Return to UAccess Financials
6. Complete the requisition(s)
7. Submit the requisition(s)

Important!

☐ Remember to add Accounting Lines before submitting the requisition.
☐ Return to the Action List to complete additional requisitions if you shopped at multiple vendors.
☐ After you submit your requisition, click the reload button to confirm that the Requisition Status is Awaiting Fiscal Officer.
Purchasing from Arizona BuyWays

Procedure

In this lesson you will learn how to purchase items from Arizona BuyWays through UAccess Financials.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the Main Menu go to <strong>Transactions &gt; Purchasing &gt; Shop Catalogs</strong>. Click the <strong>Shop Catalogs</strong> link.</td>
</tr>
</tbody>
</table>

Arizona BuyWays will open inside the UAccess Financials window.

3. **Note:** If you are purchasing business cards or other printed material from WestPress Printing, save the proof as a pdf and attach it to the **Notes and Attachments** tab of the requisition so that reviewers can see it.
4. Note that you are able to set up favorites and quick order options to expedite purchasing.
   In this case, however, you are going to order from Office Depot.
   Click the scrollbar.

5. Click the **Office Depot** button.

6. You can create a shopping list for frequently ordered items.
   If you haven't ordered an item before, however, you will need to search for it.
   Enter "**pens**" in the **Search** field.

7. Click the magnifying glass.

8. Searching for and selecting items in Arizona BuyWays is very much like most other online shopping.
   Use the links on the left to narrow your search.
Training Guide
Arizona BuyWays & Requisitions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Order three types of pens. Note that the quantities in which items are sold may vary.</td>
</tr>
<tr>
<td>10.</td>
<td>Once you’ve selected the items you want on this screen, add them to your cart. Click the <strong>ADD TO CART</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 11.  | That seems like enough pens for one shopping trip.  
      | Click the **Check Out** button. |
|      | ![Check Out button](image) |
| 12.  | Verify that you are buying what you intend to buy.  
      | Click the **CONTINUE** button. |
|      | ![CONTINUE button](image) |
### Step 13
Once you have confirmed that the order is complete and accurate, you are ready to pull the information into UAccess Financials.

Click the **Proceed to UAccess Financials** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>UAccess Financials automatically creates a requisition for your order. All of the information that can be pulled from Arizona BuyWays is entered in the requisition. But there are elements that you will need to fill out.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter a short, specific description of the order in the <strong>Description</strong> field. It can be helpful to your department reconcilers if you include the name of the vendor. Enter &quot;<strong>Pens for Training—Office Depot</strong>&quot; in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>16.</td>
<td>A brief description of the business purpose of the order will expedite the review of the purchase. Enter &quot;<strong>Office supplies to use in training classes</strong>&quot; in the <strong>Explanation</strong> field.</td>
</tr>
<tr>
<td>17.</td>
<td>The <strong>Requisition Detail</strong> section is automatically filled out for you. You can edit the information if you need to.</td>
</tr>
</tbody>
</table>
### Step 18
Click the **hide** button.

19. If you have set a default building previously, the building information will already be populated.

If this is the first requisition you are completing, you will need to look up the building.

Click the magnifying glass.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Use whatever information you have to search for the building. Enter &quot;73&quot; in the <strong>Building Code</strong> field.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the <strong>search</strong> button.</td>
</tr>
</tbody>
</table>
22. Click the return value link.

*return value*
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>Enter the specific room number that you need to have the items delivered to. Enter &quot;337&quot; in the <strong>Room</strong> field.</td>
</tr>
</tbody>
</table>

24. If this is the building that you will usually use for delivery, set it as the default. Click the **set as default building** button.

25. The next time you create a requisition, the building information will automatically be populated with the default that you just set. Click the **hide** button.
Step 26. The Vendor tab is automatically filled out with the information from the Arizona BuyWays vendor you chose.

Click the hide button.
27. The items that you selected are automatically added to the Items tab. However, you still need to tell UAccess Financials which account(s) to charge the purchase to.

28. If you are using the same account for all items, the easiest approach is to use the setup distribution function. Click the setup distribution button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td>An Accounting Line is added to the <strong>Items</strong> tab for you to fill out. Complete it with the appropriate accounting information. Note that this tutorial only fills out the basics of the Accounting Lines. You may also need to add Sub-Accounts, Project Codes, or other information.</td>
</tr>
<tr>
<td>30.</td>
<td>Click the <strong>Chart</strong> drop-down list.</td>
</tr>
<tr>
<td>31.</td>
<td>Click the <strong>UA</strong> list item.</td>
</tr>
<tr>
<td>32.</td>
<td>Enter the account you want to charge the items to. If you don't know the account number, you can search for it using the magnifying glass. Enter &quot;1144050&quot; in the <strong>Account Number</strong> field.</td>
</tr>
<tr>
<td>33.</td>
<td>Enter an appropriate Object Code. In this case, you have been shopping for office supplies. Enter &quot;5230&quot; in the <strong>Object</strong> field.</td>
</tr>
<tr>
<td>34.</td>
<td>Always remember to add the lines! Click the <strong>add</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
35. | Note that you can add additional accounts if you want to split fund the purchase.

If you are splitting the expense between multiple accounts, make sure that you adjust the **Percent** fields so that the total of all accounts equals 100.

36. | Once you have all of your accounts set up, you are ready to distribute the information.

Click the **distribute to items** button.
Step | Action
--- | ---
37. | Look for the message at the top of the screen to confirm that the account information has been distributed.

You can also check the individual lines.

Click the **show** button.
38. The account information you distributed has been added to the item (and the rest of the items on the requisition).

Note that you can adjust the information and add or delete accounting lines to the individual items as you need to.

39. We'll come back to the **Items** tab in a moment. But for now, collapse it.

Click the **hide** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 40.  | Take a look at the contact information on the **Additional Institutional Info** tab.  
       The **Requestor** fields default to the contact information of the requisition initiator (you).  
       If you need to have someone else be the contact for order inquiries, simply add their information to the **Contact** fields. |
| 41.  | Note that **Method of PO Transmission** defaults to **ELECTRONIC** and cannot be changed. **Cost Source** defaults to **B2B VENDOR** and cannot be changed.  
       Click the **hide** button. |
42. On requisitions, you always need to click the **calculate** button to perform amount and tax calculations before you submit the document.

Click the **calculate** button.

43. Let's take a look at the **Items** tab again to see the effect of clicking the **calculate** button.

Click the **show** button.
Step | Action
--- | ---
44. | You can now see tax and total amounts on each individual line and on the overall items totals.
45. | Click the hide button.
46. | You are now ready to submit your document, at which point it will route to the appropriate people for approvals.
| Click the submit button.
47. | This next step isn't necessary, but it will help you confirm that you have completed your requisition correctly.
| Note that your status currently shows as ENROUTE and your Requisition Status as In Process.
| Click the reload button.
Step | Action
--- | ---
48. | After you reload the document, the document header should show a Status of *ENROUTE* and a Requisition Status of *Awaiting Fiscal Officer*.

*Important! If you see a Requisition Status of *Awaiting Accounting Lines*, then you skipped the step of adding account information and your requisition is not complete and will not route for approval. You will need to access the requisition from your Action List and add accounts to it.*

49. | Once all approvals are complete, the order will be completed and shipped.

*End of Procedure.*
Importing Requisition Accounting Lines

Procedure

While you can enter Accounting Lines one by one into UAccess Financials, you can also import them in bulk.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>For most documents, you begin on the Accounting Lines tab to set up imports. However, in Requisitions, the Accounting Lines are embedded in the <strong>Items</strong> tab. Click the <strong>show</strong> button.</td>
</tr>
</tbody>
</table>

To access the Accounting Lines, begin with setup distribution.

Click the **setup distribution** button.
### Step 3

Use the **help** button on the **Accounting Lines** to download the correct template for importing Requisition Accounting Lines.

Click the **Help** icon.
4. Different e-docs have different templates. Make sure that you use the correct template for the Requisition.

Click the scrollbar.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5.   | Note that Requisition (REQS) is listed in the left column.  
      | Click the **PURAP_Account_Import.xls** link. [PURAP_Account_Import.xls](#) |
| 6.   | Click the **OK** button. [OK](#) |
| 7.   | The template opens in Microsoft Excel. Fill it out as needed.  
<pre><code>  | Enter &quot;ua&quot; in the **Chart** field. |
</code></pre>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 8.   | The rest of the required fields have been filled out for you in this document.  
*Note: You can also include Sub-Accounts and other data as necessary.* |
| 9.   | Make sure that you delete the top two rows before you save the file. If you don’t, you won’t be able to upload the file.  
Right-click the 1 & 2 row header. |
| 10.  | Click the **Delete** list item. |
11. Note that there are no blank rows between the rows with text in them. If you inserted blank rows in this file, you would have blank Accounting Lines after importing the file.

12. You are now ready to save.

You must save the file as a Comma Separated Value (.csv) in order to upload it.

*Note: This tutorial uses Microsoft Excel 2007. If you have a different version, the process is the same but your buttons may be in a different location.*

Click the **Office Button** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Click the <strong>Save As</strong> button.</td>
</tr>
<tr>
<td>14.</td>
<td>You may want to rename the file to something that will be easy for you to recognize. In this tutorial, the renaming has already been done. Click the <strong>Save as type</strong> drop-down list.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
15. | Click the CSV (Comma delimited) list item.
16. | Click the Save button. 
17. | Click the Yes button.
18. | Click the Minimize button.
19. | Now that your template file is set up, let's take a look at how you import it. Remember to click the setup distribution button to most efficiently add Accounting Lines. Click the import lines button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Upload your saved file. Click the <strong>Browse</strong>... button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 21.  | Select the document you want to upload.  
<pre><code>  | Select your template. |
</code></pre>
<p>| 22.  | Click the <strong>Open</strong> button. |
| 23.  | Click the <strong>add</strong> button. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>Scroll down if needed to see all of the accounts you added. Click the scrollbar.</td>
</tr>
<tr>
<td>25.</td>
<td>Now that the information has been imported, you can edit individual rows as you see fit. And, of course, in reality, you will also need to add items to the Requisition so that you have something to distribute the lines to. Click the <strong>hide</strong> button.</td>
</tr>
</tbody>
</table>
| 26.  | Keep in mind the three keys to properly importing Accounting Lines to a Requisition  
   a) Begin at the **Items** tab.  
   b) Choose the right template for the Requisition.  
   c) Delete the top two rows.  
   d) Save as a .csv file.  
   **End of Procedure.** |
Purchasing from Multiple Arizona BuyWays Vendors

Procedure

If you need to shop from multiple Arizona BuyWays vendors in one session, you can do so. UAccess Financials will automatically create a requisition for each vendor. You will need to complete all of the requisitions to complete your order.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | On the Main Menu go to Transactions > Purchasing > Shop Catalogs.  
Click the Shop Catalogs link. |
| 2.   | You are shopping from multiple Arizona BuyWays vendors and, in this example, Life Science Products Inc. is the first.  
Click the Life Science Products, Inc. button. |
| 3.   | In this case, use a keyword search to find your item.  
Enter "shoe cover" in the Search field. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td></td>
<td>![Image of search results]</td>
</tr>
<tr>
<td>5.</td>
<td>If the specific vendor you chose doesn't carry the item you searched for, Arizona BuyWays will offer you results from any of the Arizona BuyWays hosted catalogs. In this case, the results are actually from BioExpress. That works just fine for our purposes.</td>
</tr>
<tr>
<td>6.</td>
<td>This vendor pre-populates the quantity of each item with a one, which can be changed if applicable. Click the <strong>Add to Cart</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>You have no more shopping to do here. Click the <strong>1 item(s) added, view cart</strong> link.</td>
</tr>
</tbody>
</table>

*Page 40*
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Your item has been added to your shopping cart in Arizona BuyWays. Click the <strong>Continue Shopping</strong> link.</td>
</tr>
<tr>
<td>9.</td>
<td>Next, you are purchasing some items from Office Depot. Click the <strong>Office Depot</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>10.</td>
<td>Search for the items you want to purchase. Enter &quot;office paper&quot; in the <strong>Search by Keyword or Item#</strong> field.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the magnifying glass.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>12.</td>
<td>Enter the number of items you want. Enter &quot;2&quot; in the Qty field.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the ADD TO CART button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Check Out</strong> button.</td>
</tr>
<tr>
<td>15.</td>
<td>Click the <strong>CONTINUE</strong> button.</td>
</tr>
</tbody>
</table>
16. All of the items from all of the vendors show on the checkout page. If you're done shopping, you can return to UAccess Financials.

Click the **Proceed to UAccess Financials** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Note the message at the top of the requisition. UAccess Financials has created separate requisitions for each of the vendors you ordered items from. You must visit your Action List and complete all of the requisitions to complete your order.</td>
</tr>
<tr>
<td>18.</td>
<td>You will need to complete the requisition as usual.</td>
</tr>
<tr>
<td>19.</td>
<td>Enter &quot;Paper for WaTT—Office Depot&quot; in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>20.</td>
<td>Enter the business purpose of the purchase. Enter &quot;<strong>Printer paper for WaTT handouts and training materials.</strong>&quot; in the <strong>Explanation</strong> field.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
21. | Click the hide button.
### Step 22
Since you set a default building, the delivery information is already complete, though you could edit it if you needed to.

Click the **hide** button.

### Step 23
The vendor information pulled in from Arizona BuyWays.

Click the **hide** button.

### Step 24
In this case, you are going to import account information rather than manually enter it. The first step is to use setup distribution to access the Accounting Lines.

Click the **setup distribution** button.
### Step 25
**Action**
You are going to import accounting lines from a document you have pre-prepared.

Click the **import lines** button.
![Import Lines Button](image)

### Step 26
**Action**
Click the **Browse** button.

![Browse Button](image)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>Select your Accounting Lines document.</td>
</tr>
<tr>
<td>28.</td>
<td>Click the <strong>Open</strong> button.</td>
</tr>
<tr>
<td>29.</td>
<td>Click the <strong>add</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 30.  | The information from the csv file is added to the Accounting Line. You can edit Object Codes, Project Codes, etc. as needed.  
Click the **distribute to items** button. |
| 31.  | You can check--or edit--the distributed lines if you want to.  
Click the **show** button. |
Step | Action
--- | ---
32. | If you have no changes to make, close the **Items** tab.

Click the **hide** button.
### Step 33.
If the contact information doesn't need to be edited, close the **Additional Institutional Info** tab.

Click the **hide** button.

![hide button](image)

### Step 34.
As always, you will need to calculate.

Click the **calculate** button.

![calculate button](image)

### Step 35.
And then your first requisition is ready to be submitted.

Click the **submit** button.

![submit button](image)
36. You want to see the confirmation message that your document has been successfully submitted. It's a good idea to click the **reload** button at this point to make sure that your Requisition Status is *Awaiting Fiscal Officer*.

37. Once you have successfully submitted the first requisition, go to your Action List to complete the second requisition. Click the **action list** button.
### Step 38

Access the other requisition to complete it.

**Important!** Keep an eye on your Action List. If you see a requisition listed here with a Status of ENROUTE, you may not have successfully added account information. In that case, you must open the requisition and add the account information. **Your order will not be processed until you do.**

Click the 2035108 link.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.</td>
<td>Access the other requisition to complete it. <strong>Important!</strong> Keep an eye on your Action List. If you see a requisition listed here with a Status of ENROUTE, you may not have successfully added account information. In that case, you must open the requisition and add the account information. <strong>Your order will not be processed until you do.</strong> Click the 2035108 link. 2035108</td>
</tr>
</tbody>
</table>
39. At this point, you need to complete the second requisition—including Accounting Lines—and submit it for routing.

For the purposes of this tutorial, however, we are not going to step through the whole requisition process.

40. Any time you purchase from multiple vendors, you will have multiple requisitions to complete. As long as you remember to add Accounting Lines and submit them all, you should be in good shape!

End of Procedure.
Appendix A: Purchasing Tax-Exempt Items from Arizona Buyways

Procedure

In this tutorial you will learn how to purchase a tax-exempt item on an Arizona BuyWays requisition.

*Note: Do not purchase taxable and tax exempt items from Arizona BuyWays on the same requisition. The requisition will not process correctly. Instead, complete two requisitions: one for the taxable items and one for the tax-exempt.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | This tutorial focuses on what you need to do to mark a purchase as tax exempt.  
*Note: Items from the following vendors will always need to be marked as Quantity Tax Exempt: UA Stores, Stores-Fisher CORE Center, and Bio-5.* |
| 2.   | For the purposes of this tutorial, assume that you have already completed the Document Overview, Delivery, and Vendor tabs.  
The Items tab is where you mark your items as tax exempt.  
Click the show button. |
| 3.   | Click the Item Type drop-down list. |
### Step 4

4. Click the **QUANTITY TAX EXEMPT** list item.

### Step 5

5. You also need to complete the Accounting Lines for this item.

   Click the **show** button.
Step | Action
--- | ---
6. | For the purposes of this tutorial, the Accounting Lines have been completed for you.
7. | Click the Hide button.
8. | Complete any other tabs on the requisition as needed. Then, as always, calculate.
   | Click the calculate button.
9. | You are ready to submit your requisition.
   | Click the submit button.
10. | That’s all it takes to mark items as tax-exempt.
   | Once all the appropriate approvals are complete, your requisition will be processed.
   | End of Procedure.