

Using Online Requisition Entry through the Portal



ARKANSAS STATE UNIVERSITY-NEWPORT

Technological Jonesboro

User Name: Password: Login

- Home
- Campus Life
- Admissions
- Financial Aid

You are here: Home

- Portal**
- Home
- Public Page
 - Events Calendar
 - Campus Announcements
 - Announcements
 - Campus Resources
- Student Account**

Portal

Public Page ?

Welcome

Welcome to the ASU-Newport/ASUTC portal.
The portal contains access to online courses, campus connect, calendars, financial aid information, student billing, registration, etc for all ASUN campuses (Newport, Marked Tree, Jonesboro).

If you are a student and have never logged in click on the Student Account link on the left hand side of this page for detailed instructions.

Events Calendar ?

Campus ?

You have

Announcements ?

You have no incoming announcements.

[Show All Announcements](#)

Campus Resources ?

Ungrouped

[Apply Online today!!](#)

[Go to Main Screen](#)

Log in to the portal with your full login name and the password that you use to login to your computer. Example: username: john_doe@asun.edu



ARKANSAS STATE UNIVERSITY-NEWPORT

Jonesboro

Once you have logged in click on the finances tab

Welcome back **Tamya J Stallings** ([Personal Info](#) | [Logout](#))

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Portal

[Printer Friendly](#)

Public Page

Welcome

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If you are a student and have never logged in click on the Student Account link on the left hand side of this page for detailed instructions.

Events Calendar

Campus Announcements

You have no incoming announcements.

[Show All Announcements](#)

Announcements

[Scholarship Applications](#)
 (from CHERYL B CROSS)

[Show All Announcements](#)

Campus Resources

Ungrouped

[Apply Online today!!](#)

[Go to Main Screen](#)



Welcome back **Tamya J Stallings** ([Personal Info](#) | [Logout](#))

[Home](#) [Campus Life](#) [Admissions](#) [Financial Aid](#) [Academics](#) [Finances](#) [Human Resources](#) [Career Pathways](#) [Computer Services](#) [My Pages](#)

You are here: [Finances](#) > [Home](#)

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- Home**
- [Custom Content](#)
- [Bookmarks](#)
- [GL Account Lookup](#)
- [Calendar](#)
- [Item Approval](#)
- [Announcements](#)
- [Requisition Entry](#)
- Staff**

Finances

Custom Content

There is no content in this portlet.

Bookmarks

There are no Bookmarks for this portlet.

[Go to Main Screen](#)

GL Account Lookup

[Lookup GL Account Information](#)

Item Approval

You do not have any Items to Approve

Requisition Entry

[Requisition Entry](#)

[Check Requisition Status](#)

Next you will click on requisition entry to enter a new requisition.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

[Full Size Calendar](#)

Announcements

[Scholarship Applications](#)
(from CHERYL B CROSS)

[Show All Announcements](#)

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- Staff

Finances

[Printer Friendly](#)

Requisition Entry - Requisition Entry

Enter New Requisition

Basic Information

Entered Date* Need By Date*

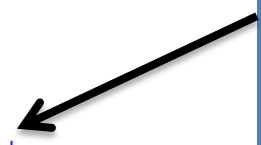
Campus, Handling, Type, Computer [Explanation and Codes](#)

Vendor Name Vendor ID

Comment/Vendor Information

Ship To

Then choose campus, handling, type and if it is a computer purchase or not. These choices can be expanded by clicking on the explanation and codes.



Finances

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Staff

- [Purchasing](#)
- [Grants](#)

Quick Links

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- [My Pages](#)
- [Copy Courses](#)
- [ASUN Facebook](#)
- [Faculty/Staff Email](#)
- [Student Email](#)

Finances

Requisition Entry - Requisition Entry

Enter New Requisition

Basic Information

Entered Date* Need By Date*

Campus, Handling, Type, Computer [Explanation and Codes](#)

In the box above, enter the campus code as the first digit, the handling instruction code as the second digit and the type of requisition as the third digit. If this is a computer purchase, enter all three digits, including requisition type, and follow them with the letter "Y".

Examples: **31** is Marked Tree campus, Mail by Purchasing, Regular requisition.

133Y is Newport campus, Fax by Purchasing, Regular requisition, computer purchase.

Campus Codes: 1 = ASUN Newport 3 = ASUN Marked Tree 5 = ASUN Jonesboro	Handling Instructions: 1 = Mail by Purchasing 2 = Return PO to originator 3 = Fax by Purchasing 4 = Hold check 5 = In-house transfer	Requisition Types: 1 = Budget Transfer Request 2 = Direct Payment Request 3 = Regular Requisition 4 = Travel Request 5 = Paper Request (If not provided, defaults to Regular Requisition)	Computer hardware/software order: Y = Yes N = No (If not provided, defaults to NO)
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Vendor Name Vendor ID

The explanations explain which number to put in and a sample of what should be in the box.

Comment/Vendor Information

Text input field for Comment/Vendor Information

Ship To

Text input field for Ship To

Item(s) Requested

*Qty. Item Requested

Unit

*Unit

0

Text input field for Unit

Text input field for Unit

0

*Charge To Account: [Select](#)

Text input field for Charge To Account

Description

Text area for Description

Put your cap locks on and then begin entering the information. If this is a new vendor then you can add that in the comment/vendor information.

Put your name in the ship to area.

Then begin entering the item that you wish to purchase. Put the quantity that you need and then put the each in the unit location. Then enter the unit price. The total price will automatically calculate.

Note: Leave the item requested blank at this point.



*Qty.	Item Requested	Unit	*Unit Price (\$)	Total Price (\$)
<input type="checkbox"/> 0	<input type="text"/>	<input type="text"/>	0	<input type="text"/>

*Charge To Account: [Select](#)

Description

*Required Fields

[+ Add Another Item](#) [Delete Selected](#)

Total Price (\$)

Enter the description of the item that you are ordering.

If you have more than one item click on the Add another Item and you will get a new area to enter information in. You must add the tax and shipping as individual items for any item that is purchased.

Item(s) Requested

*Qty. Item Requested	Unit	*Unit Price (\$)	Total Price (\$)
<input type="checkbox"/> 0		0	

*Charge To Account: [Select](#)

Description

*Qty. Item Requested	Unit	*Unit Price (\$)	Total Price (\$)
<input type="checkbox"/> 0		0	

*Charge To Account: [Select](#)

Description

The second area for entering information will appear below. You do the same process as the first item and then finalize your order.