Creating a Printer Ink/Toner PO

1. Decide what product you need to purchase
   - Find model number on old cartridge (or)
   - Receive email alert for printers low on toner
2. Sign into Teams and select “Create Requisition”
3. Choose Traditional and click continue
4. For Category choose “Printer Supplies”
   - The “Vendor” and “Order From” fields are automatically populated for you
5. Fill in “Ship to Location” and “Receiving Group”

6. Click “Add Line Items”
7. At the bottom of the screen click “Add Line from Catalog”

8. Type the product number or printer model in the description box and click “Search”
   • I.e. For a HP Laserjet 4000 you would input 4000 or the toner model number 27x
9. Select the item you wish to purchase
   - This will fill in your requisition line with the product and price

10. Update quantities and add account codes
11. Add additional lines in the same manner
12. When complete click submit

13. Once PO is approved by Accounting and Purchasing you may send PO to vendor for purchase.