



## 5 Step Quick Guide for FAST WR

<p>Step 1 <a href="#">Create WR</a></p>	<p>Go to: Uvic online tools / FAST / Web Requisitioning / Requisition / New requisition</p> <ul style="list-style-type: none"> <li>• Reference: leave blank (WR# will be auto generated here)</li> <li>• Telephone #: enter your phone #</li> <li>• Ship to: enter your 4 digit department code</li> <li>• Building/Room: enter if applicable</li> <li>• Select vendor: type in vendor name (OK if red)</li> <li>• Comments: any comment or clarification you would like to add</li> <li>• Date required: will default to 10 days from issuance of WR</li> <li>• Create Requisition</li> </ul>
<p>Step 2 <a href="#">Add commodity item</a></p>	<p>Click on Green Plus: Add Commodity Item</p> <ul style="list-style-type: none"> <li>• Enter details of commodity</li> <li>• Default column: only apply the default check mark if all commodity items of the order will be charged to the same FAST account</li> <li>• Save</li> <li>• Repeat this step if required for more commodity items</li> </ul>
<p>Step 3 <a href="#">Add accounting item</a></p>	<p>Click on Green Plus: Add Accounting Item</p> <ul style="list-style-type: none"> <li>• Enter FAST account details</li> <li>• Save</li> <li>• Repeat this step if required for different FAST account</li> </ul>
<p>Step 4 <a href="#">Attach documents</a></p>	<p>Click on: Attach Additional Information</p> <ul style="list-style-type: none"> <li>• Click on green plus</li> <li>• Choose file and navigate to saved document</li> <li>• Upload file</li> </ul>
<p>Step 5 <a href="#">Submit</a></p>	<p>Click on: Submit</p> <ul style="list-style-type: none"> <li>• Search for employee to approve this requisition (magnifying glass to help search) OR</li> <li>• Send to a department: choose from drop down menu OR</li> <li>• Send directly to Purchasing <ul style="list-style-type: none"> <li>○ Comment box: enter comment you would like to share with the recipient of the WR, i.e. approved</li> </ul> </li> <li>• Submit</li> </ul>