

# SISFIN Portal Requisition Quick Guide

- 1. Log into the SISFIN Portal**
- 2. Click on “Requisitions”**
  - a. This screen shows three tabs (Select Requisitions, Vendors & Details)*
  - b. You must start with Select Requisitions*
  - c. After entering several, you can navigate between the tabs to make any changes to requisitions entered*
- 3. Using the drop down menu, find/click on 2021-2022**
  - a. You can view previous year requisitions (that you entered) by using the drop down menu and selecting a historical year*
- 4. Click “Add Requisition”**
- 5. In Vendor Name field type the first few letters & click search**
  - a. Example: Center Court, type “cent” and click search*
  - b. Example 2: Classroom Connection, type “classroom” and click search*
- 6. Click to “Select” the vendor**
  - a. This switches automatically to the vendor tab*
- 7. Mark the checkbox to “Submit to SISFIN”**
- 8. Use the drop down to select next year “2021-2022”**
- 9. Select your building**
- 10. Click “Update”**
  - a. This switches automatically to the details tab*
- 11. Click “Add Line”**
  - a. Use as much detail as possible on the item description so the correct item is purchased! Remember someone else will be ordering it!*
- 12. Click “Update”**
- 13. Continue to “Add Line”s if you are using the same vendor**
- 14. Click “Submit” when finished for that vendor**
- 15. Click on the “Select Requisitions” tab and start over with direction #3**