

## Header Tab

The **Header tab** has two sections: *Header Information* and *Delivery Information*. The *Header Information* shows the date, who is requesting the requisition and what is being ordered. The *Delivery Information* shows where the order will be delivered and who to contact, if someone other than the requestor.

The screenshot shows a web interface for creating a requisition. At the top, there are four tabs: 'Header', 'Items/Funding', 'Vendor', and 'Summary'. The 'Header' tab is active. Below the tabs, there are two main sections: 'Header Information' and 'Delivery Information'. The 'Header Information' section contains a 'Requisition Only' checkbox, a '\* Number' text box, a '\* Date' calendar icon with the value '08/28/20xx', a '\* Requestor' text box with the value 'Joe Suny', a 'Budget Requisition' checkbox, and a 'Comments' text area with the value 'New chair for Director'. The 'Delivery Information' section contains a 'Name' text box with the value 'UCTD', a 'Building' text box with the value 'Library North', a 'Room' text box with the value '113', an 'Attention Of' text box, a 'Direct Questions To' text box, and an 'Expected Delivery Date' calendar icon with the value '09/28/20xx'. At the bottom right of the form, there is a 'Save' button.

1. On the **Header tab**, under **Header Information**:
  - **Requisition Only:** leave blank
  - **Number:** leave blank as this will automatically populate
  - **Date:** choose a date (i.e. today's date)
  - **Requestor:** type your name
  - **Comments:** type in what the requisition is for (i.e.: what you are buying)
2. Under **Delivery Information**:
  - a. **Name:** enter delivery **Department** name
  - b. **Building:** enter delivery building name
  - c. **Room Number:** enter delivery room number
  - d. **Attention of:** enter person receiving item (optional)
  - e. **Direct Questions to:** enter person receiving item, if different than **Attention of** (optional)
  - f. **Expected Delivery Date:** leave as is
  - g. Click **Save**

**Note:** Once you click *Save*, you have created a requisition and will have a requisition number.