How to Create a PAWS Purchase Requisition

Updated 01/11/2023

1. Go to www.jsums.edu and log into your P.A.W.S account.
2. From the Main Menu, click “FINANCE” and on the next screen click “MY FINANCE”
3. On the following screen, select “MY REQUISITIONS”
4. To start a new requisition, click “CREATE REQUISITION”
5. Requestor information screen fields will auto-populate based on your general employee information. Make changes to fields as necessary then:
    a. Select accounting type (“Document Level Accounting”)
    b. Enter delivery date
    c. Enter ship-to location (usually CENREC-Central Receiving)
    d. Enter attention to name
    e. Add any necessary comments
6. Clicking NEXT will generate your Requisition Number and take you to the Vendor Information screen
7. If you do not know the vendor number, you may search for the vendor in the VENDOR field
    a. Search by entering the vendor’s name (at least first 3 letters of vendor’s name) preceded and followed by the percentage sign. Refer to the example next:
        i. If searching for the vendor “Workplace Solutions,” you would enter **%**Workplace**%** in VENDOR field, verify the full name of the vendor you need and select them from the search results.
8. Review the vendor name and address for accuracy – BE SURE TO DO THIS STEP!
9. In the DISCOUNT field, select “30 NET 30 DAYS”
10. In the CURRENCY field, select “USD”
11. Click NEXT to proceed to the page to ADD ITEMS
12. Enter the name of the item you are purchasing
    a. If the item is already on the list, you would select it and proceed to the next page.
    b. If it is ***not*** already on the list, you will need to type the name of the item and select “add it as a new item”
13. On next screen, enter the item details. The following example is for ordering batteries:
        i. Unit of Measurement (How many batteries in a pack?)
        ii. Quantity (How many packs of batteries are you ordering?)
        iii. Unit Price (How much does each pack of batteries cost?)
        iv. You may enter any additional information if needed, but it is not required unless there is a red asterisk (*) next to the field.
        v. Click SAVE and then add additional items by following the same steps
14. Once you have added and saved all of the items, click “ADD ACCOUNTING” and the next screen will allow you to enter accounting information.
15. The CHART and ORGANIZATION fields will auto-populate (make changes as needed)
16. Enter or search for your FUND, ACCOUNT, and PROGRAM and verify the totals for Distribution Amount and Distribution Percent
17. Click SAVE
18. REVIEW the requisition details for accuracy and completeness and attach any supporting documentation by clicking “ATTACHMENTS” at the top of the screen.
19. Click “SUBMIT REQUISITON”

Call the Office of Purchasing at 601-979-**0702**, 601-979-**0978** or 601-979-**0869** for assistance and/or to report issues or make suggestions for systems improvement.

Thank you!