

## EXTERNAL AND INTERNAL REQUISITIONS

MDS (Stores) no longer carries blank requisitions as they are now created on the web using MY UW Page <https://login.wisc.edu/?appurl=my.wisc.edu/portal>

### **To use MY UW, you will need a UW NetID**

Contact Doit's Help Desk at 608-264-HELP (4357) for assistance in getting your NetID and password. (You will need your Staff ID number.)

### **Requisition Creation**

To create requisitions, go to My UW Page (<https://login.wisc.edu/?appurl=my.wisc.edu/portal>) and press the Services Tab and scroll to Requisition and Number Generator and select External Requisition Generator or Internal Work Order Generator.

**NOTE:** A newer version of the External Requisition Generator was installed on February 11, 2008. Since this new version only validates funding for UW Madison departments, we suggest putting the basic information and items into the requisition generator, skipping the funding entry, printing the requisition, and hand writing the funding information on the printed copy. Another option is to enter UW Extension funding in the COMMENTS SECTION. The Vendor Number feature also points to UW Madison vendors. If you know the UW Extension vendor number, please add that number in the COMMENTS SECTION also.

The Internal Work Order will still accept UW Extension funding.

Call UW Extension Business Services at 608-265-6645 or 608-265-6787 if you have questions.