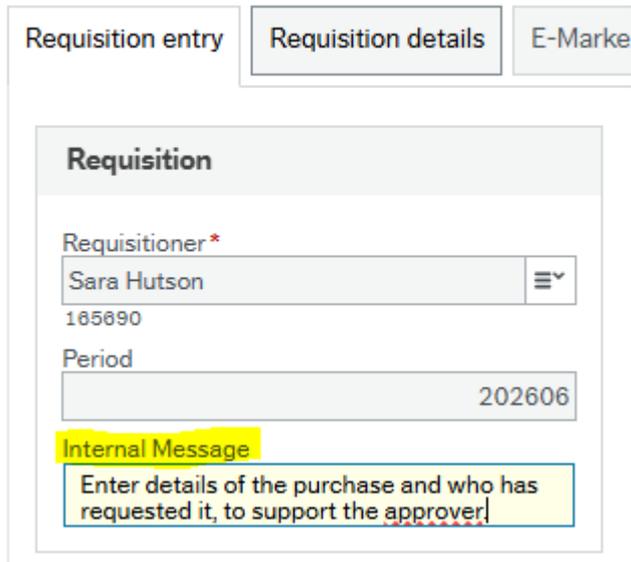## Guidance for requisitioning

When raising a requisition, it is crucial that the authoriser is given as much information as possible regarding the purchase. This will allow them to make an informed decision when approving or rejecting the task.

Please enter any relevant information, justifying the purchase, in the internal message box when raising the requisition. This information is then seen by the approver when they receive the task.

Please note, this screen is on the **Requisition entry** tab, this allows a message to be put on the requisition that any approvers will see. If you add information on the Requisition details tab, this appears on the purchase order and will be seen by the supplier.