

## For Requisitioners: How to Submit A Personal Requester List

~ ~ ~ **SETUP REQUIRED prior to creating your first Requisition.** ~ ~ ~

**WHAT is a personal Requester list?** The information from your personal Requester list is used to create the Attention line and the Ship To address that will be used on orders resulting from a requisition you created. You must provide a personal Requester list to Procurement before you will be able to successfully save a requisition.

**WHY do I need to submit one?** The eUMB Financials system will not allow you to save a requisition if the system has not been set up with your personal Requester list.

**WHEN can I submit my personal Requester list?** As soon as you are able to see the eUMB Financials link on the Enterprise Menu pagelet (on Campus Portal), you can submit your Requester lists. We recommend emailing it right away since you will not be able to successfully save a requisition until your list is set up in eUMB Financials.

**HOW do I submit my personal Requester list?** As soon as you can see the eUMB Financials link in Enterprise Menu pagelet, submit your Requester list by email to Joseph Evans, Director of Procurement ([jevans@af.umaryland.edu](mailto:jevans@af.umaryland.edu)). Be sure to include all of the following information for yourself (Requisitioner) and any others for whom you do procurements (Requesters):

### **Requisitioner (YOU)**

Name:  
EmplID:  
Dept. ID #:  
Street Address:  
Floor:  
Room:  
Bldg Name:  
City:  
State:  
Zip:

### **Requestor(s)**

(those for whom you do procurements)

Name:  
EmplID:  
Dept. ID #:  
Street Address:  
Floor:  
Room:  
Bldg Name:  
City:  
State:  
Zip:

**REMINDER: eUMB Financials will not allow you to submit a requisition until your Requester list has been entered into the system.**