

Creating a PR in Cat PAWS Quick Reference

Once you start a purchase requisition you **CAN NOT** save it and finish later. You must complete to get a PR# or all information will be lost.

If you are inactive in CatPAWS for 30 minutes it will log you out and all information will be lost.

Logging into CatPAWS:

- Go to Northwest Homepage
- Click on QuickTools down arrow
- Click on **CatPAWS**
- Click **Yes** on security information box
- Click **Login/Enter Secure Area**
- Enter **919#, TAB** then **Pin#**
- Click **Login**

Main Menu:

- Click on **Finance** tab (located on the top right side of the page)
- Click on **Purchase Requisition**

Requisition:

- Enter **Delivery Date**
- Enter **Vendor ID** – Vendor 919#
To search go to **Code Lookup** at bottom of screen to search (Type is vendor and Criteria is %Name%) **Execute Query**
- Click **Vendor Validate** –to see name and address
- Click on **Document Text** – enter contract number, vendor if not found, etc. **Save** then **X** out
- Enter **Attention To** – Person/Dept/Bldg and Room
- Enter **Commodity Code** – do not write text over this description
To search go to **Code Lookup** at bottom of screen to search. (Type is commodity and criteria is %Item%) **Execute Query**
- Enter **Quantity** and **Unit Price** then click on **Commodity Validate** (change U/M if needed)
- **Click on each Item number to add commodity text** – **Save** then **X** out
- Enter your Chart **N**, Fund ____, Orgn____, Account____, Program____, Accounting **100**
To search go to **Code Lookup** at bottom of screen to search. (Type is account and criteria is %Desc%) **Execute Query**
- Create **Template** if needed
- **Complete**
- Click on Printer button or File/Print if you want a copy of your requisition
- **Exit**