

Creating a PR in Cat PAWS Quick Reference

Once you start a purchase requisition you CAN save it and finish later. But you must have it almost complete before it will save.

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

New employees receive foap authorization, username and password from Denise Workman – dwork@nwmissouri.edu
Budget and Webfocus reporting email Denise Workman (dwork@nwmissouri.edu) for assistance

Current employee having problems with username and password call Helpdesk at 1634.

Logging into CatPAWS:

- Go to Northwest Homepage
- Click on Connect
- Click on **CatPAWS**
- Click **Login/Enter Secure Area**
- Enter **919#, TAB** then **Pin#**
- Click **Login**

Main Menu:

- Click on **Finance** tab
- 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
- Enter Organization – if you use multiple foaps you will need to enter the org here also
- Enter **Attention To** – Person/Dept/Bldg and Room
- Click on **Document Text** – enter contract number, vendor if not found, etc. **Save** then **X** out
- 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**. The easiest way is go to Purchasing website and click on Banner for commodity code list and find.*
- Enter **U/M** (unit of measure), **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__ (If over \$5,000 may need 76XX account number), 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 (do not click on share)** if needed
- **Complete**
- Click on Printer button or File/Print if you want a copy of your requisition (best to write down number and go to view documents to get a complete copy of your document printed)
- **Exit**

*Call the Purchasing office for assistance to get the commodity code on your desktop and easy ways to search and find commodity codes before creating your PR.