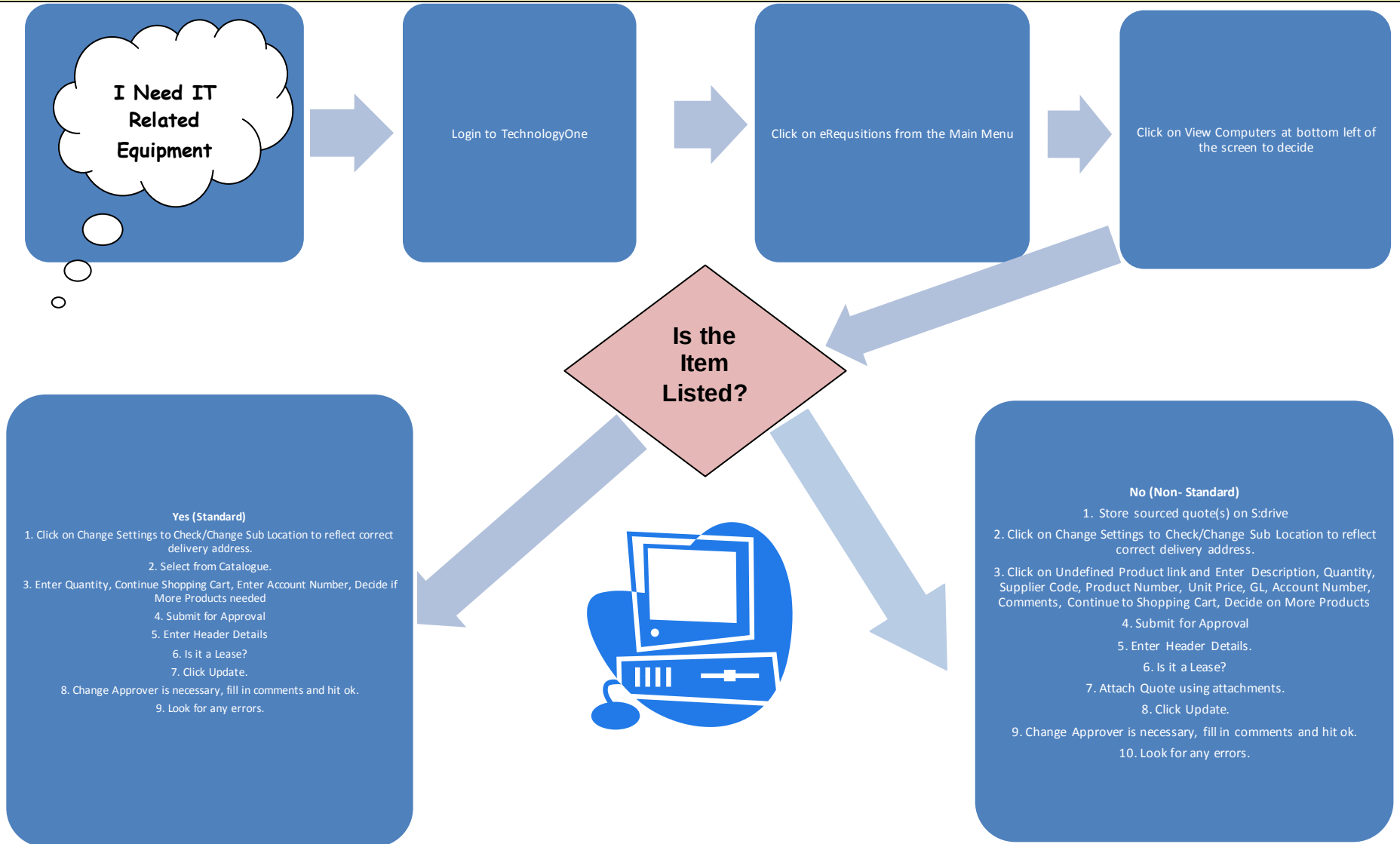


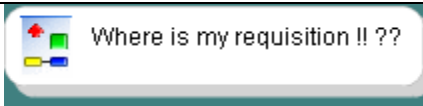
TechnologyOne Financials

eRequisitions DRAFT - Cheat Sheet

IT Related Equipment



Frequently Asked Questions

Where can I view Products on the Web?	http://www.newcastle.edu.au/service/technology-one/erequisitions.html
Where is My Requisition?	 and Click on the  Start Processing
Where do I save my quotes?	Save your quotes gathered for Non-Standard items to the S: Drive or the U: Drive.
Where do I place my justification for a non standard item?	Enter in the Comments in the Header Details.
Who do I contact regarding IT Client Services Pool?	https://17000.newcastle.edu.au
When do I Receipt the item and how?	At the time of receipting fill in the Maintain Asset Details. This link is found to the left of the data entry Receipting screen. There is a Receipting/Purchase Order Reference Card available to refer to or refer to the TechOne eRequisitions – Computer Related Equipment Reference Card in the section on Receipting.
Where do I find out more about TechnologyOne?	https://blackboard.newcastle.edu.au
Who do I contact for Support on eRequisitions?	finerv-erequisitions@newcastle.edu.au or Ext 12073
Can I book into Instructor Led Training	https://hronline.newcastle.edu.au/
TechnologyOne is not working	finerv-systems@newcastle.edu.au
Citrix is not working	https://17000.newcastle.edu.au
Who updates the Products and Pricing?	finerv-erequisitions@newcastle.edu.au or Ext 12073