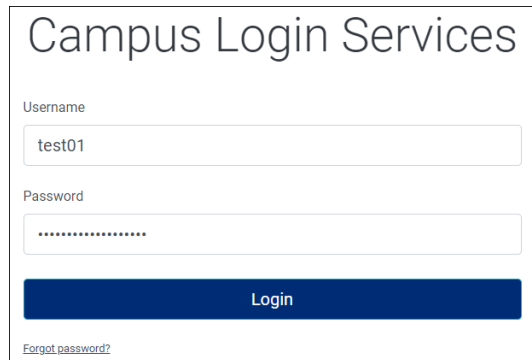




Adobe Sign  
Purchase Requisition Guide

Please follow the instructions below once you have created and submitted the Purchase Requisition form within OnBase and received your completed PDF.

1. Login to [Adobe Acrobat Sign](#).
  - a. If you do not have an Adobe Acrobat Sign account, you can request it through the TeamDynamix [Adobe Acrobat Sign Support Service Ticket](#).
2. Enter your **@mail.fresnostate.edu** email and hit Tab on your keyboard or click out of the email field.
3. You will be redirected to the Fresno State page and prompted to login using your Fresno State username and password.



Campus Login Services

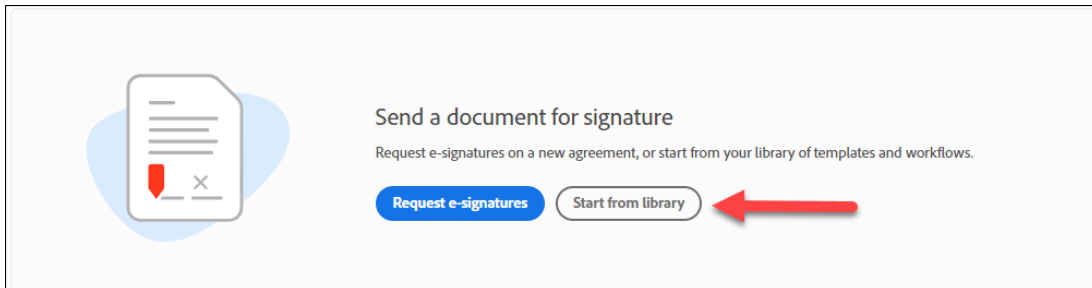
Username  
test01

Password  
.....

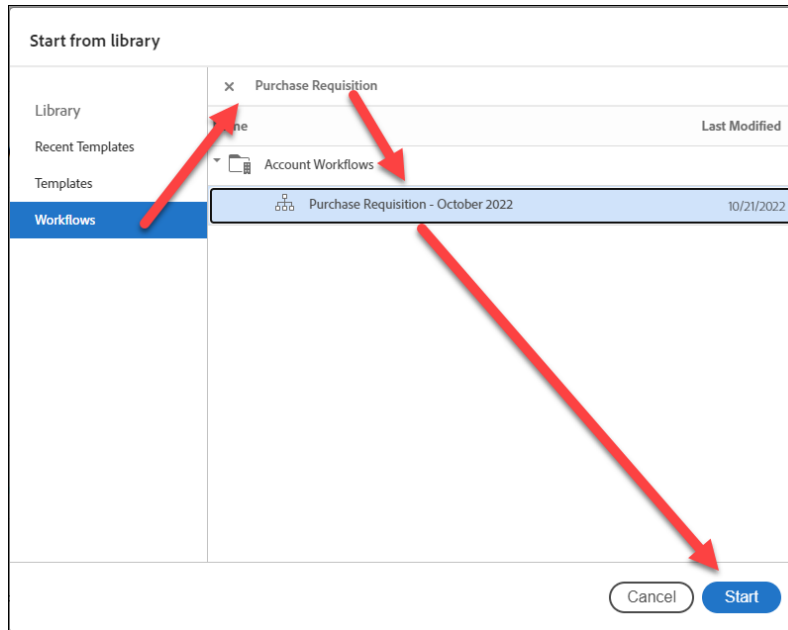
Login

[Forgot password?](#)

4. Once logged in, Click on **Start from library**.



5. A **Start from library** prompt will appear. Select **Workflows** in the left-side pane.
6. Search for Purchase Requisition in the search bar or scroll down the list of workflows.
7. Click on the Purchase Requisition workflow and click **Start**.



8. You will need to enter the correct recipients into the fields listed.
  - a. **School or Department Approval** – Required. It is the approved department signer.
  - b. **IRA Funding/HR (if needed)** – Optional. It is only needed if there is an IRA Fund or an HR fund being used (approved ergonomics purchases HR is helping to fund)
  - c. **ITL Review (if needed)** – Optional. Enter your department’s ITL. It is only needed if you are purchasing IT equipment or software (ITPR still needs to be submitted for software)

**Recipients** ?

School or Department Approval\*

✉ Email

IRA Funding/HR (if needed)

✉ Email

ITL Review (if needed)

✉ Email

Procurement Buyer\*

✉ Email

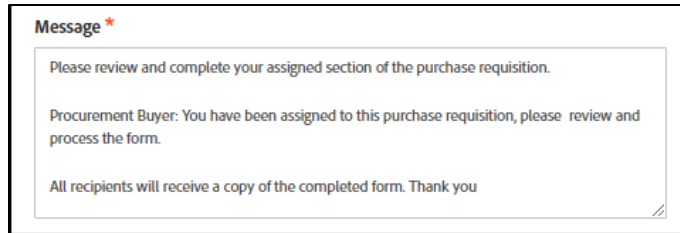
Procurement Processing\*

✉ Email

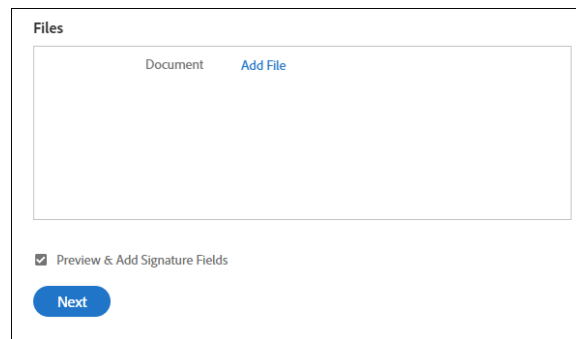
9. Please update the **Document Name** field to include the name of the vendor – Purchase Requisition. Example: Company XYZ - Purchase Requisition.

**Document Name \***

10. Please leave the **Message** field as is.



11. In the **Files** field, click on the **Add File** button.

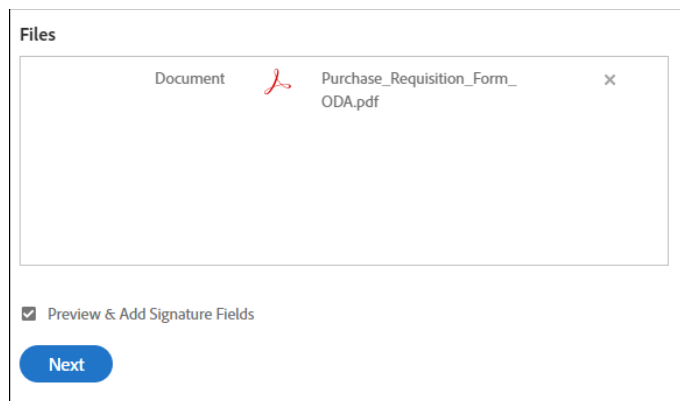


12. A prompt will appear. Click **Choose Files from My Computer**.

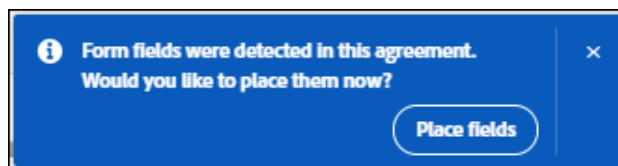
13. Select the PDF Purchase Requisition file you are submitting and click **Open**.

14. Make sure that the **Preview & Add Signature Fields** checkbox is checked.

15. Click **Next**.

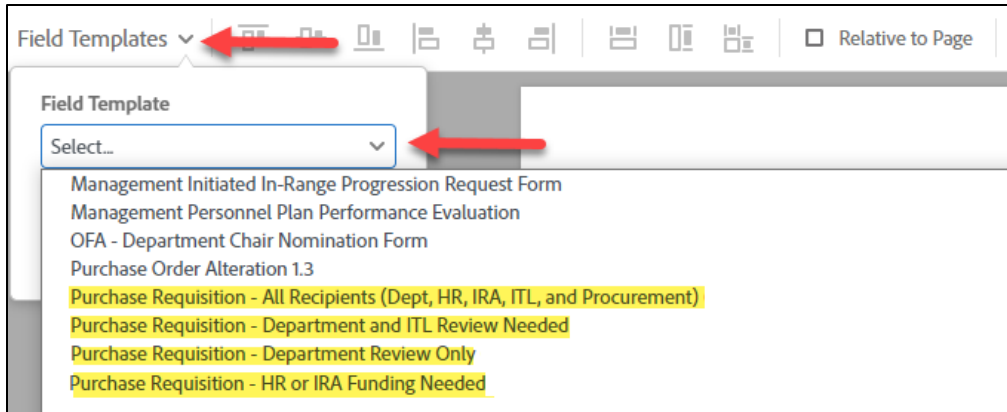


16. Click **x** to close out of the Place fields prompt at the top.

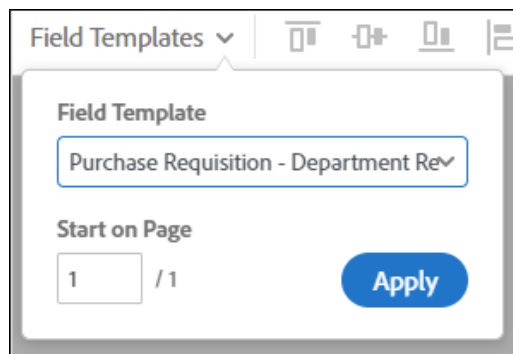


17. At the top-left corner click on **Field Templates** and click on the dropdown list to see shared templates. The templates are as follows:

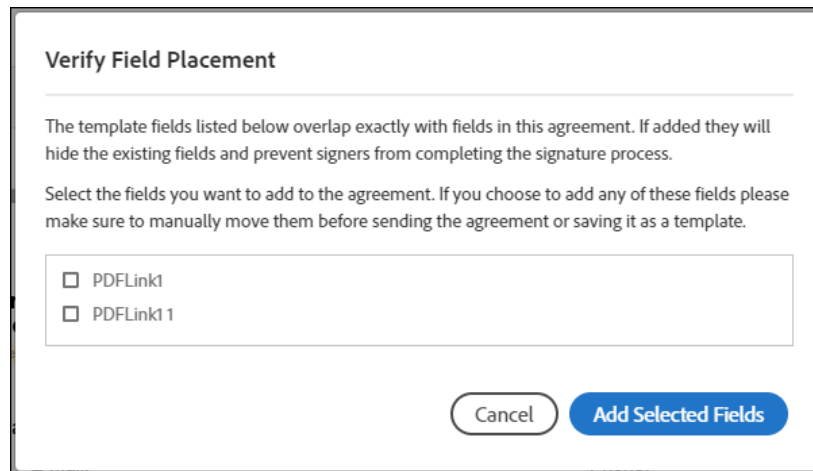
- Purchase Requisition – All Recipients (Dept, HR, IRA, ITL, and Procurement)
- Purchase Requisition – Department and ITL Review Needed
- Purchase Requisition – Department Review Only
- Purchase Requisition – HR or IRA Funding Needed



18. Please select the correct template based on the recipients you added and click **Apply**.



19. You may be prompted to Verify Field Placement. Do not select any fields and click **Add Selected Fields**.



20. The selected template will be applied to your purchase requisition. Adjust the fields to align correctly, if needed. If additional fields are needed for a recipient, drag and drop fields onto the form.

The screenshot shows a web-based form for a purchase requisition. The main form area contains various fields for recipient information, including Date, Department Name, Fax, Contact Person, E-Mail, Phone, Dept/Deliver To, M/S, Loc, Date Needed, School/Department Approval, Signature, and IT Review. Below these fields is a table with columns for Account, Fund, Dept, Program, Class, Project, Split, Amt, Adtg, Trans, Acct, and Date. The table has several rows, with the first row containing data for NGP, City, UOM, Description, Special Instructions/Comments, Tax, Rec, Unit, Price, and Extension. Below the table are fields for Suggested Vendor, Vendor, Contact, Address, Phone, and FAX. At the bottom of the form are fields for Business Unit, Buyer #, Vendor #, Loc, Add, PO Type, PO Comments, Dist/Match, Due Date, Payment Terms, Freight, and Ship Via. A red arrow points to the Business Unit field. On the right side of the form, there is a sidebar with a list of field categories: RECIPIENTS, Signature Fields, Signer Info Fields, Data Fields, More Fields, and Transaction Fields. The Signature Fields category is expanded, showing options for Signature, Initials, Signature Block, and Stamp. The Signer Info Fields category is also expanded, showing options for Data Fields, More Fields, and Transaction Fields. At the bottom of the sidebar, there are buttons for Reset Fields, Save as template, Send, and Save Progress. The Send button is highlighted in blue.

21. Once you are done adjusting the fields, click **Send**.

This is a close-up view of the bottom right corner of the form. It shows the 'Send' button, which is a blue button with white text. Above the 'Send' button is a 'Reset Fields' link and a 'Save as template' checkbox. Below the 'Send' button is a 'Save Progress' link. A red arrow points to the 'Send' button. The background is a dark grey color.