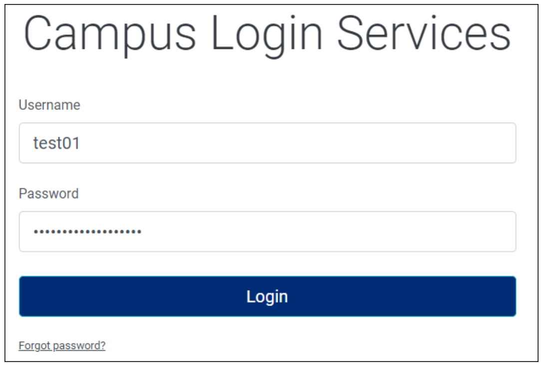
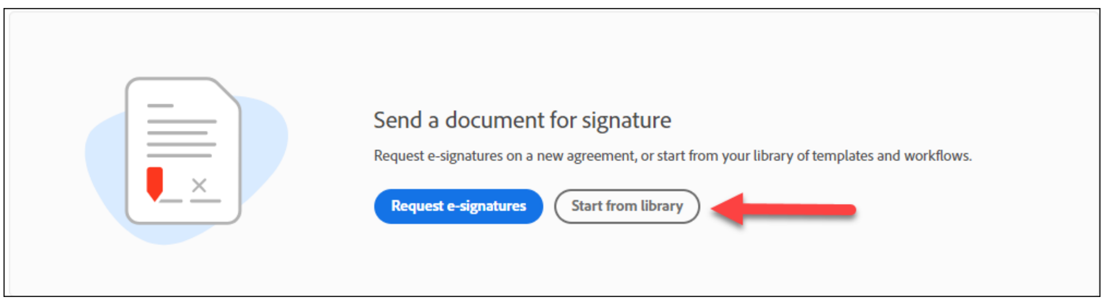
Adobe Sign
Purchase Requisition Guide

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

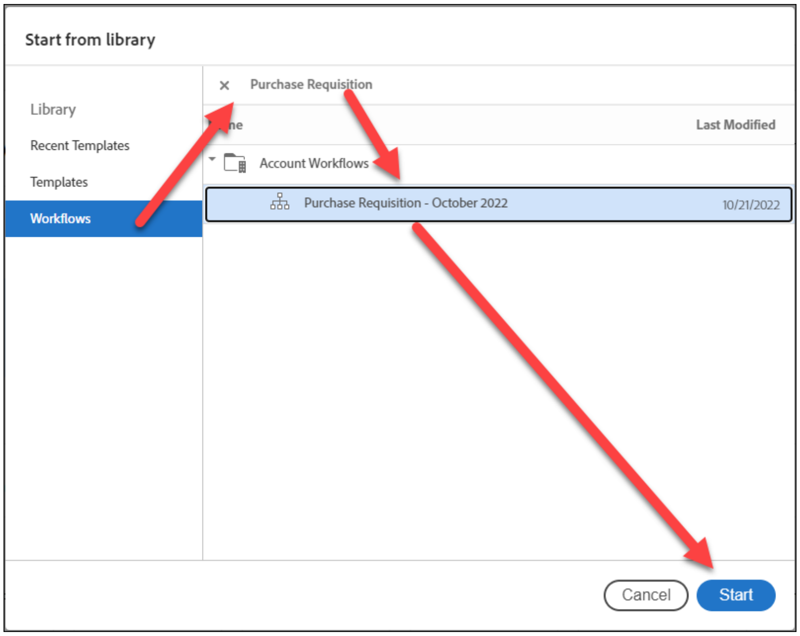
1. Login to [Adobe Acrobat Sign](#).
    a. If you do not have an Adobe Acrobat Sign account, you can request it through the TeamDynamix [Adobe Acrobat Sign Support Service Ticket](#).
2. Enter your **@mail.fresnostate.edu** email and hit Tab on your keyboard or click out of the email field.
3. You will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



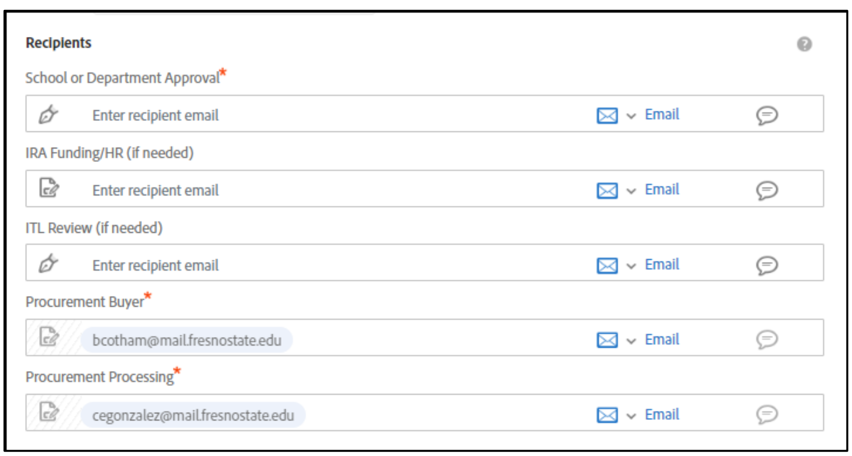
4. Once logged in, Click on **Start from library.**



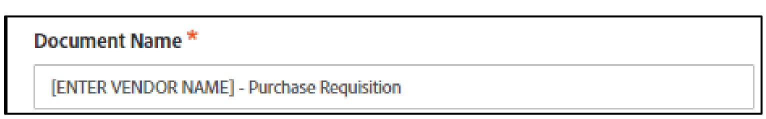
5. A **Start from library** prompt will appear. Select **Workflows** in the left-side pane.
6. Search for Purchase Requisition in the search bar or scroll down the list of workflows.
7. Click on the Purchase Requisition workflow and click **Start**.



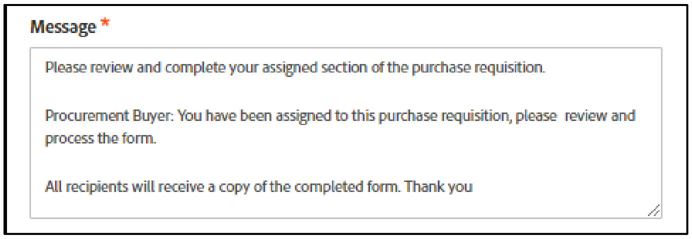
8. You will need to enter the correct recipients into the fields listed.
    a. **School or Department Approval** – Required. It is the approved department signer.
    b. **IRA Funding/HR (if needed)** – Optional. It is only needed if there is an IRA Fund or an HR fund being used (approved ergonomics 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)



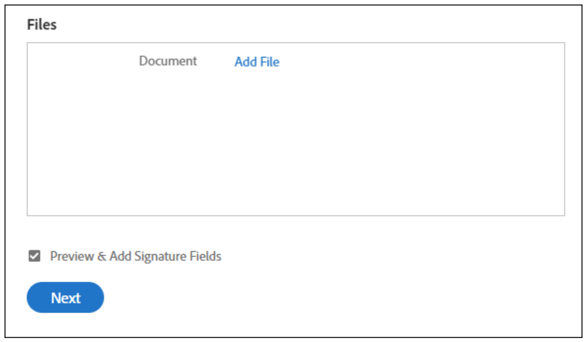
9. Please update the **Document Name** field to include the name of the vendor – Purchase Requisition. Example: Company XYZ - Purchase Requisition.



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



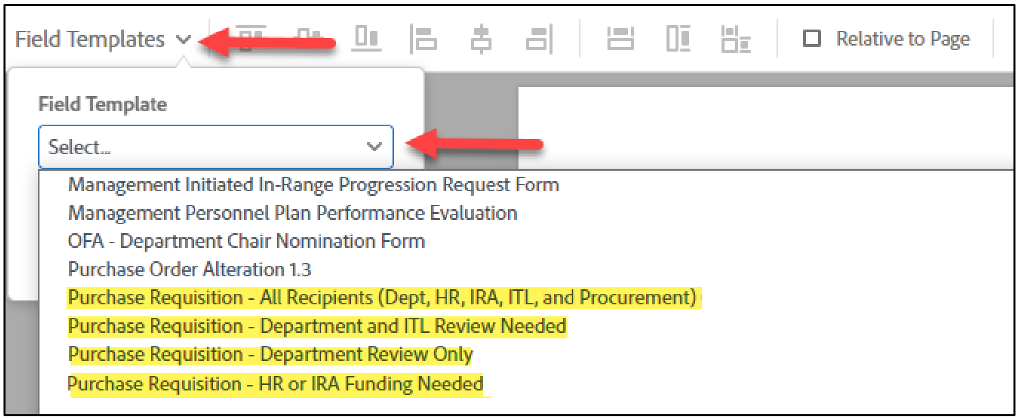
11. In the **Files** field, click on the **Add File** button.



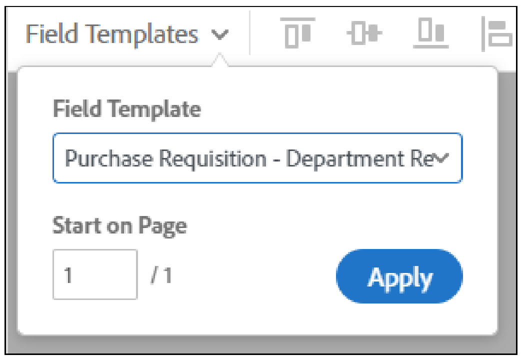
12. A prompt will appear. Click **Choose Files from My Computer**.
13. Select the PDF Purchase Requisition file you are submitting and click **Open**.
14. Make sure that the **Preview & Add Signature Fields** checkbox is checked.
15. Click **Next**.

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

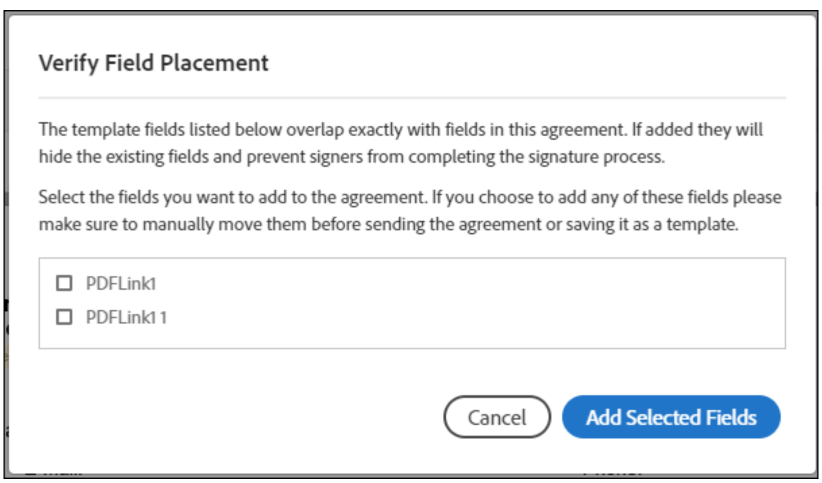
17. At the top-left corner click on **Field Templates** and click on the dropdown list to see shared templates. The templates are as follows:
    a. Purchase Requisition – All Recipients (Dept, HR, IRA, ITL, and Procurement)
    b. Purchase Requisition – Department and ITL Review Needed
    c. Purchase Requisition – Department Review Only
    d. Purchase Requisition – HR or IRA Funding Needed



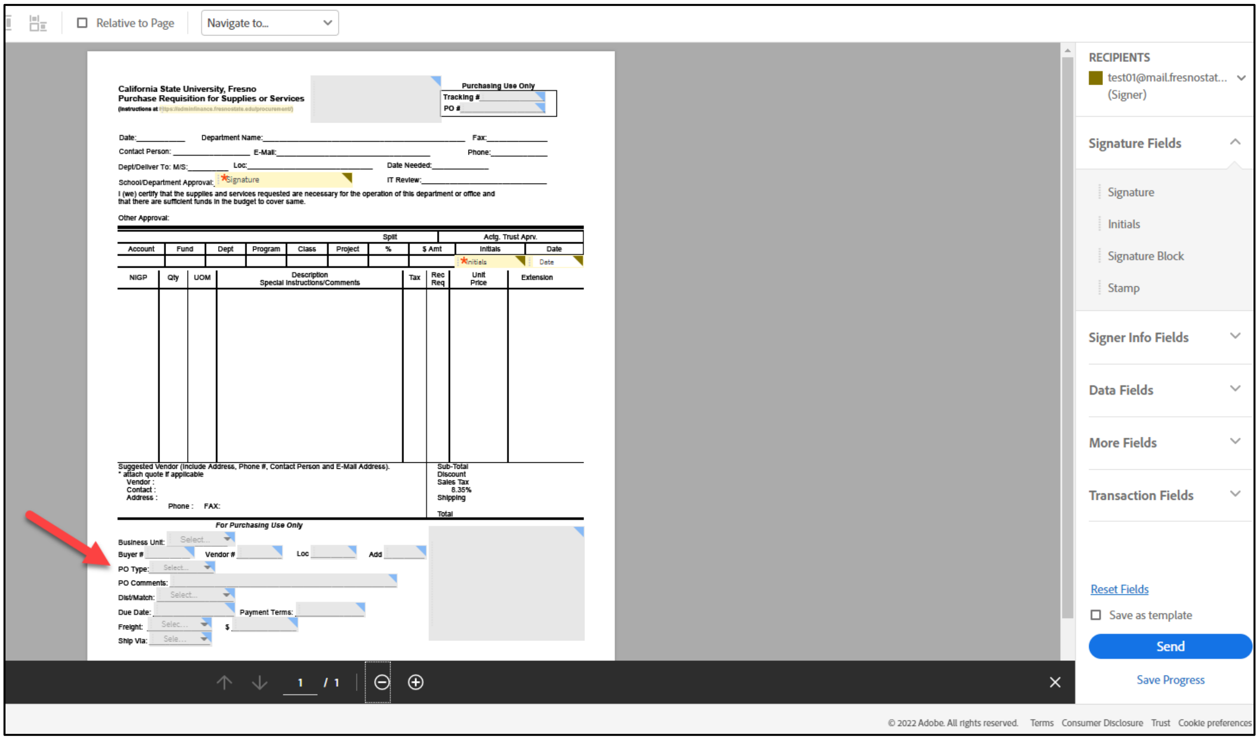
18. Please select the correct template based on the recipients you added and click **Apply**.



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.



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