

## Importing Requisition Lines from Excel

### Purchasing and Payables > Purchasing > Control Panel

You can import a file containing requisition lines from Microsoft Excel. One detail line will be created for each line in the spreadsheet. The spreadsheet to import from must be in a [specific format](#).

If your DAC does not have the Purchasing and Payables Central Site attribute, you can still import requisition lines; however the system will generate a report if there are accounts in the imported requisition that you are not authorized to use or if amounts exceed budget. If this report contains only warnings, the import will proceed. If there are any errors (for example, account restriction), the import will not take place.



You can only use this option with requisitions. Once a requisition becomes a purchase order, this option is no longer available.

### To import requisition lines:

1. In the Control Panel, select the Add command.
2. In the Add Requisitions screen, complete the fields in the Requisition Information and Order Information sections as appropriate.
3. From the Actions menu, select the Quick Requisition option. The system displays the Quick Requisition screen.
4. From the Actions menu, select the Import from Excel option. The system displays a screen that you can use to locate the file you want to import.
5. Locate the file, select it, and click Open. The system imports the file and creates separate requisition detail lines for each line in the file.
6. Click OK to save the requisition.