Set Default Delivery Address

Once a default address is set, users will only need to enter their room number. As seen from top of KFS screen.

Users may choose to set the room # as their default, or they may populate each time. Users will need to set a default building the first time they return to the KFS Req. Once the default is set it will always appear.
**Entering Account Codes**

In the Items tab, valid account and object codes and a percentage (use 100% for one account/object code) must be entered. Click the Add button.

As seen from middle of KFS screen

Users will also need to provide an account code. Open the fields by clicking “show”.

An account #, object code and percentage are required. Then click “add”.
Submitting a KFS Requisition

The final step is to click the submit button at the bottom of the screen.

After submitting, scroll to the top of the KFS screen to receive the submission confirmation message.

Last, click the submit button and all orders under $500 will go direct to the supplier.