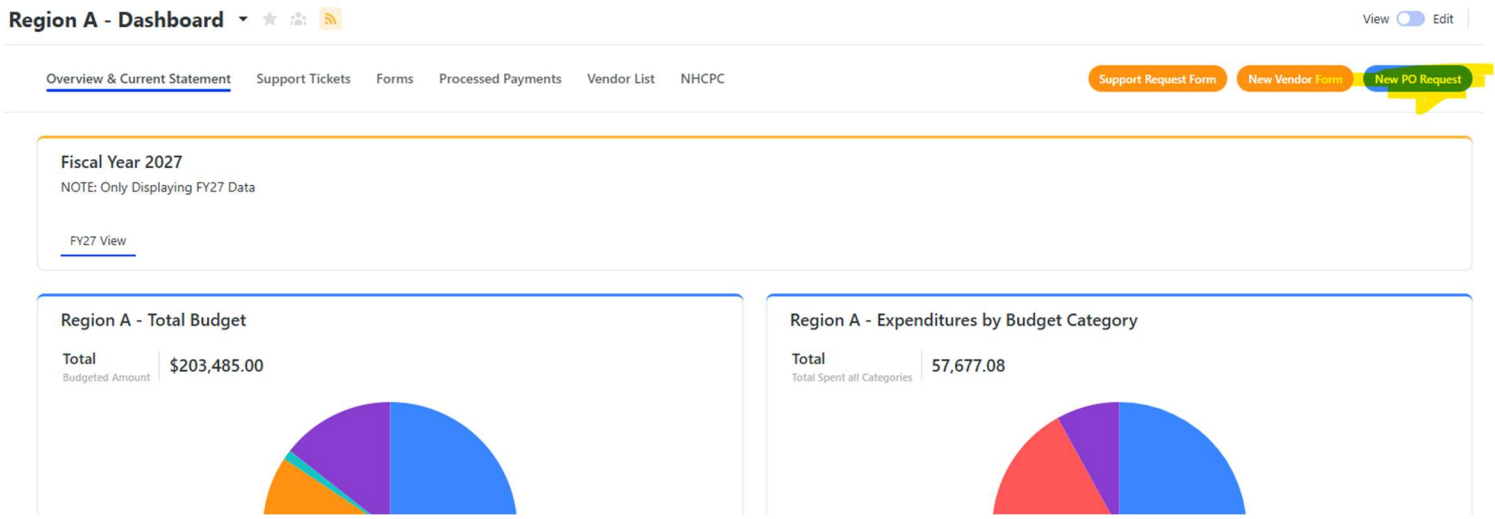
Work Aid: Submitting a Requisition in Smart Suite

Step 1: Select a vendor and obtain a quote. Reach out to coalitionsupport@gha.org for assistance with this.

Step 2: Complete a hardcopy of the purchase requisition form and sign it, including HCF and HCC signatures. Ensure that the form is signed and shipping + taxes are included. Complete the form using the requisition form instructions on GHC911.

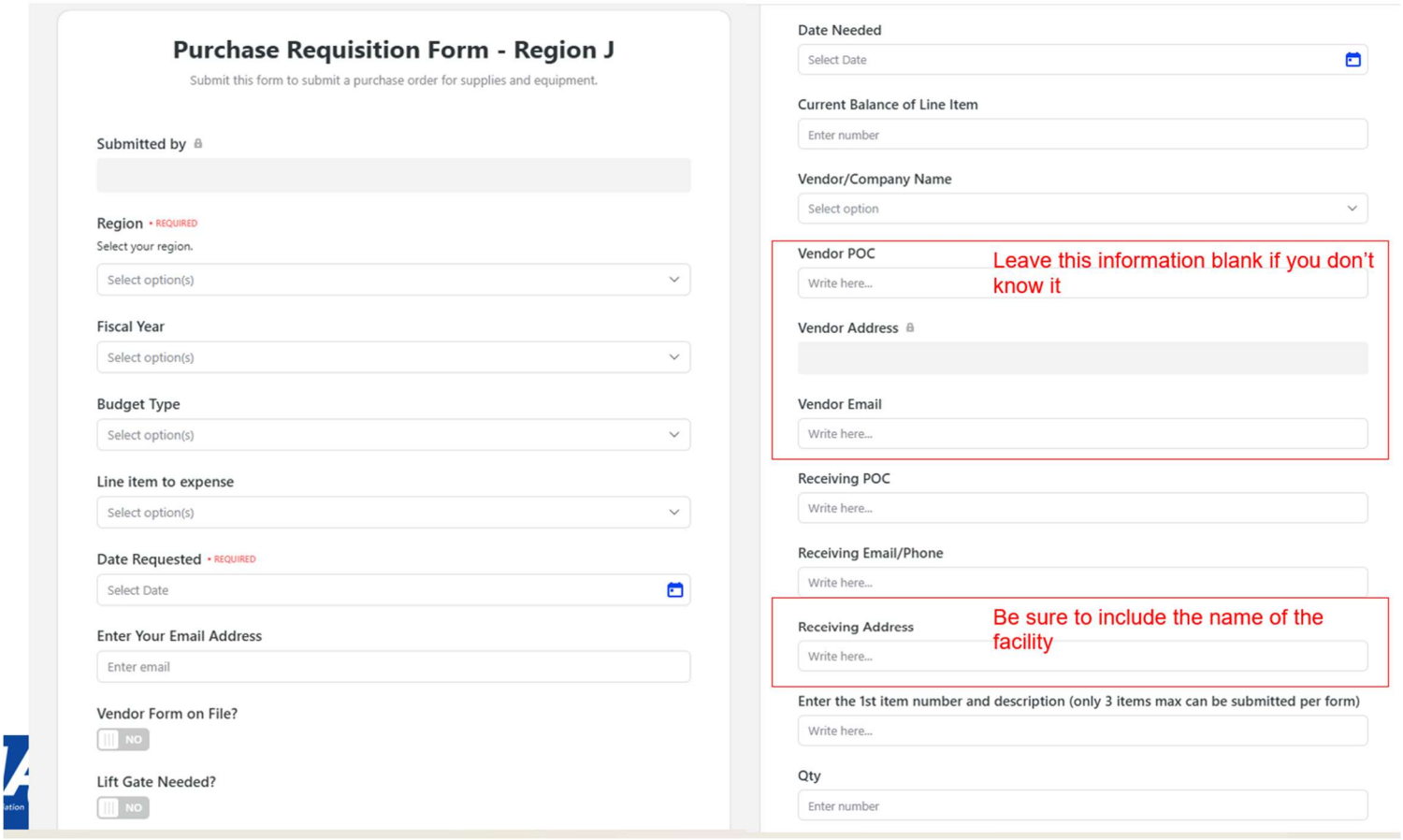
Step 3: From your dashboard, click the new PO Form button in the upper right corner.

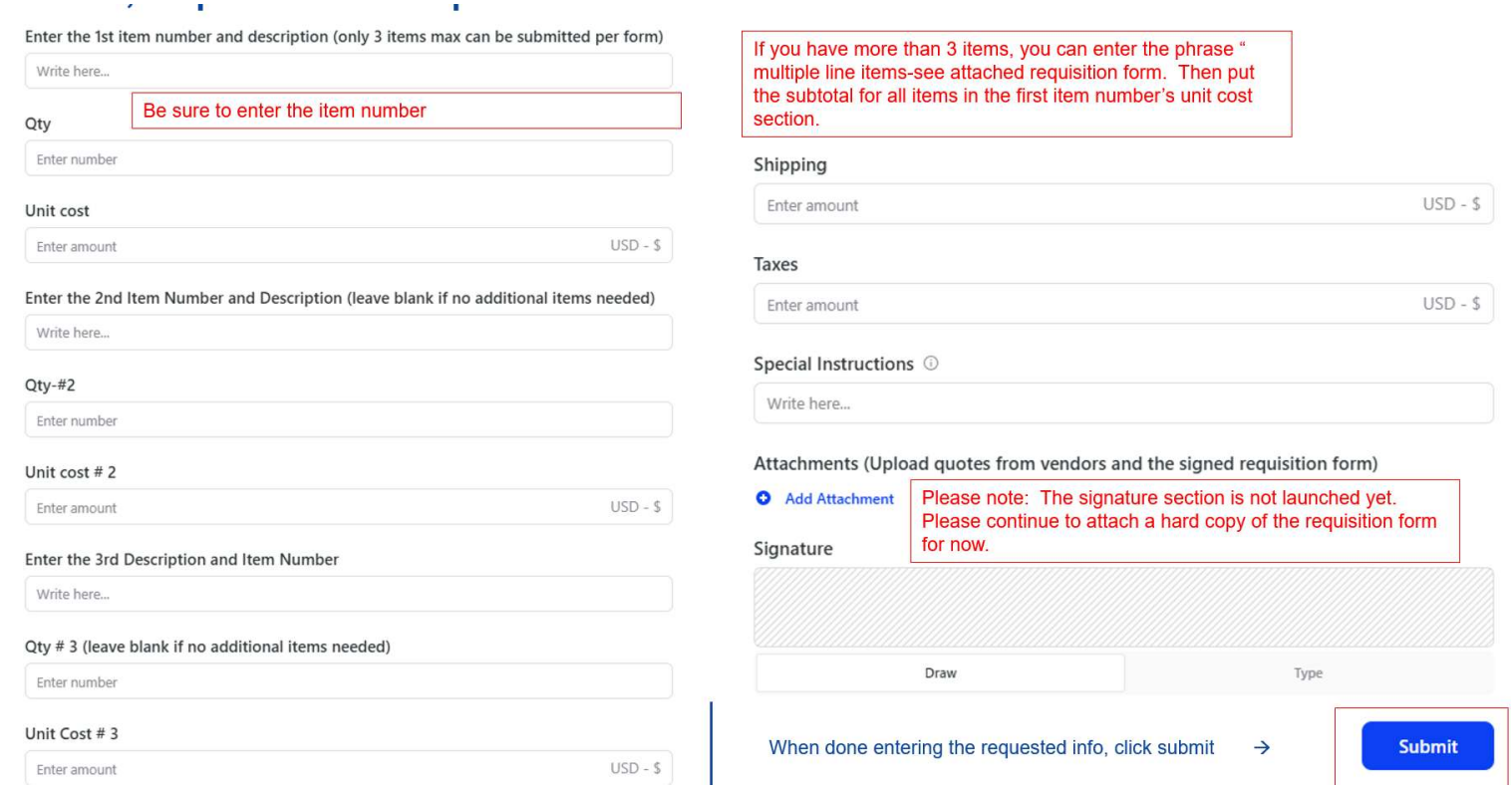


Step 4: When you click the New PO form button, you will be taken to the online requisition form. Input the requested information and attach a hard copy of the signed requisition form and quote. When you are done completing the form, click submit at the bottom of the form and it will route the PO to coalition support to initiate ordering.

Please note: You do not need to enter anything in the "submitted by" field, since it will automatically populate when you enter your region.

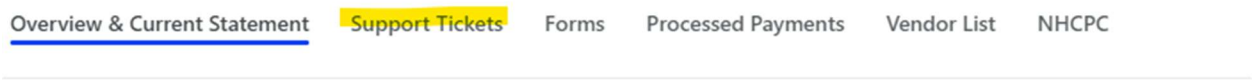
Refer to the screenshots on the next page for important highlights on the form.


Purchase Requisition Form - Region J
Submit this form to submit a purchase order for supplies and equipment.
Submitted by
Region • REQUIRED
Select your region.
Select option(s)
Fiscal Year
Select option(s)
Budget Type
Select option(s)
Line item to expense
Select option(s)
Date Requested • REQUIRED
Select Date
Enter Your Email Address
Enter email
Vendor Form on File?
NO
Lift Gate Needed?
NO
Date Needed
Select Date
Current Balance of Line Item
Enter number
Vendor/Company Name
Select option
Vendor POC
Write here...
Leave this information blank if you don't know it
Vendor Address
Vendor Email
Write here...
Receiving POC
Write here...
Receiving Email/Phone
Write here...
Receiving Address
Write here...
Be sure to include the name of the facility
Enter the 1st item number and description (only 3 items max can be submitted per form)
Write here...
Qty
Enter number


Enter the 1st item number and description (only 3 items max can be submitted per form)
Write here...
Be sure to enter the item number
Qty
Enter number
Unit cost
Enter amount
USD - $
Enter the 2nd Item Number and Description (leave blank if no additional items needed)
Write here...
Qty-#2
Enter number
Unit cost # 2
Enter amount
USD - $
Enter the 3rd Description and Item Number
Write here...
Qty # 3 (leave blank if no additional items needed)
Enter number
Unit Cost # 3
Enter amount
USD - $
If you have more than 3 items, you can enter the phrase " multiple line items-see attached requisition form. Then put the subtotal for all items in the first item number's unit cost section.
Shipping
Enter amount
USD - $
Taxes
Enter amount
USD - $
Special Instructions
Write here...
Attachments (Upload quotes from vendors and the signed requisition form)
Add Attachment
Please note: The signature section is not launched yet. Please continue to attach a hard copy of the requisition form for now.
Signature
Draw
Type
When done entering the requested info, click submit
Submit

Step 5: When you receive the item, sign the packing slip and email it to coalitionsupport@gha.org. For items with a unit cost of $5000.00 or more, send the serial numbers for each unit received.

Step 6: Review the statuses of purchases from your dashboard by clicking "support tickets" on the navigation menu in the upper left corner of your dashboard.

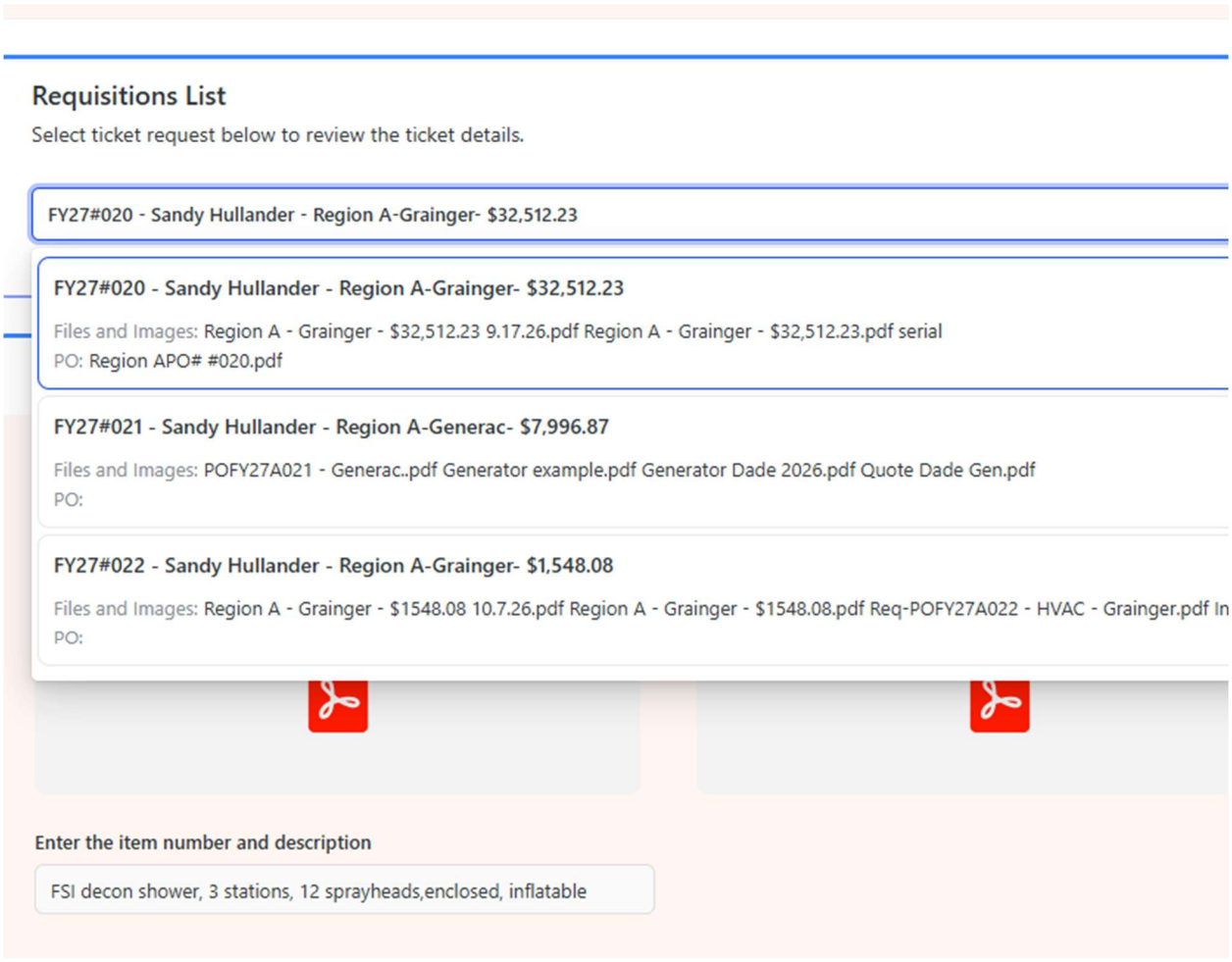


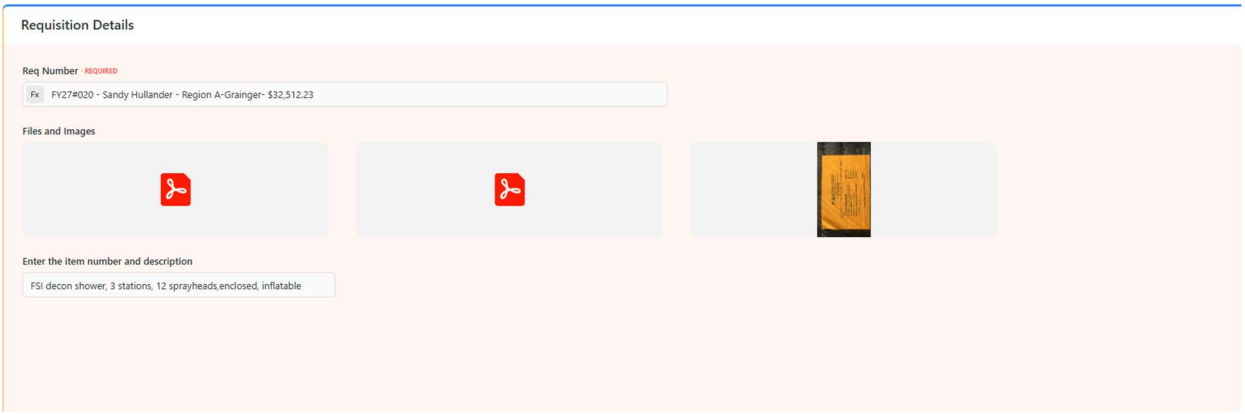


In the "Total Requisitions by Status" section of your "Support Requests," You will be able to see the number of "New Reqs" submitted along with how many are in the quoting process and the number of purchasing payments completed. To see the status of other support tickets including travel reimbursements, payments, and reallocations, you can still view those in the "Total Support Tickets by Status" section.



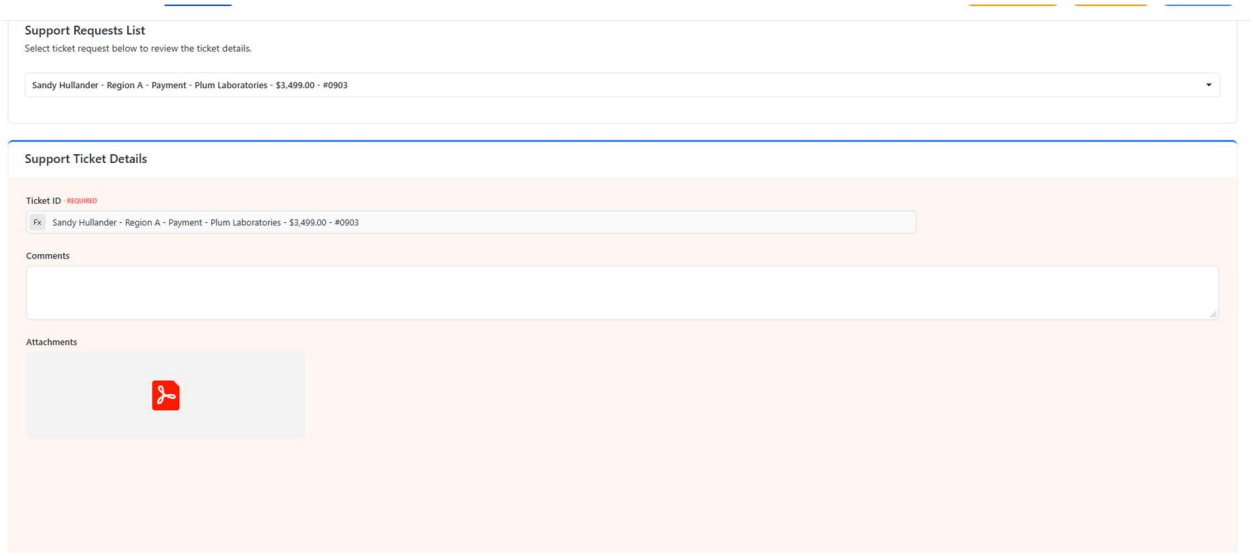
Step 7: View the details for each purchase requisition by scrolling to the bottom of the page to the "Requisition List" and "Requisition Details" section. From there you able to select each PO requisition you have submitted and download the payment packets and documentation.





Details on other support tickets can still be accessed from the “Support Requests List” and “Support Ticket Details” section.

Version 1 10/29/2026


Support Requests List
Select ticket request below to review the ticket details.
Sandy Hullander - Region A - Payment - Plum Laboratories - $3,499.00 - #0903
Support Ticket Details
Ticket ID - REQUIRED
Fx Sandy Hullander - Region A - Payment - Plum Laboratories - $3,499.00 - #0903
Comments
Attachments