How To Submit An IHPO Request in Finex

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This tutorial guides you through submitting an IHPO request in Finex.

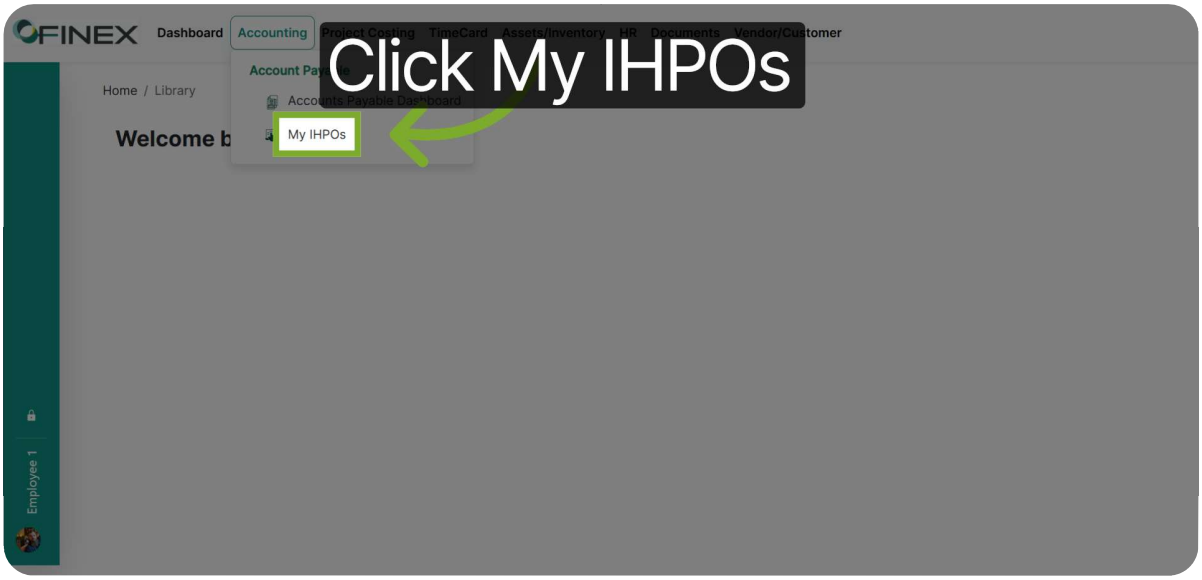
Go to www.finexweb.com

01 Access Accounting Section

Click Accounting to access the financial section of Finex.

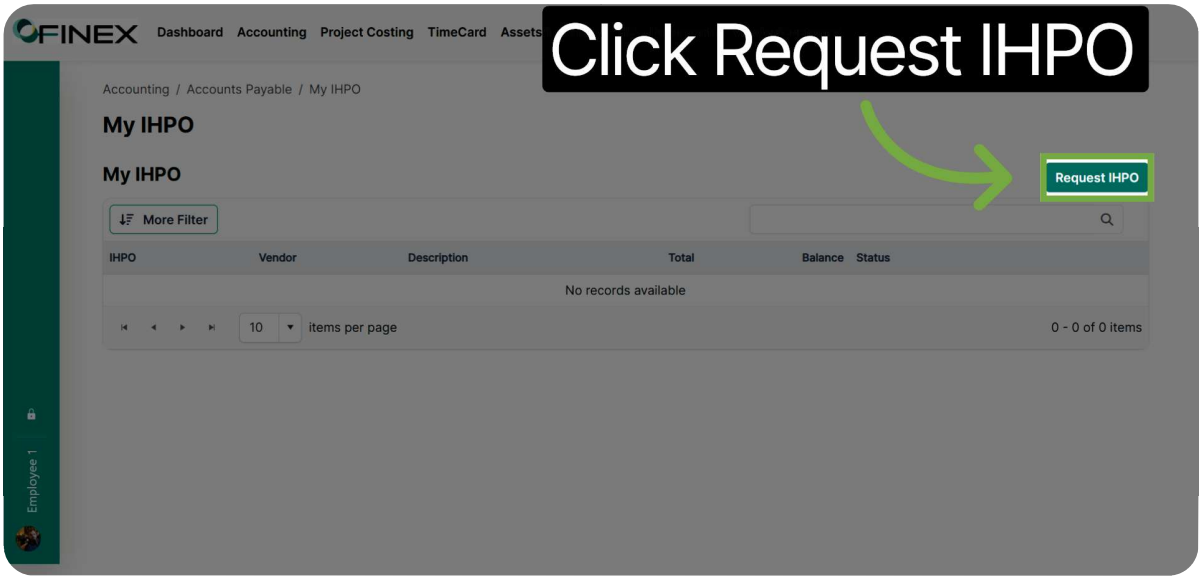
02 Open My IHPOs

Click My IHPOs is to access where you can make an IHPO request in Finex.



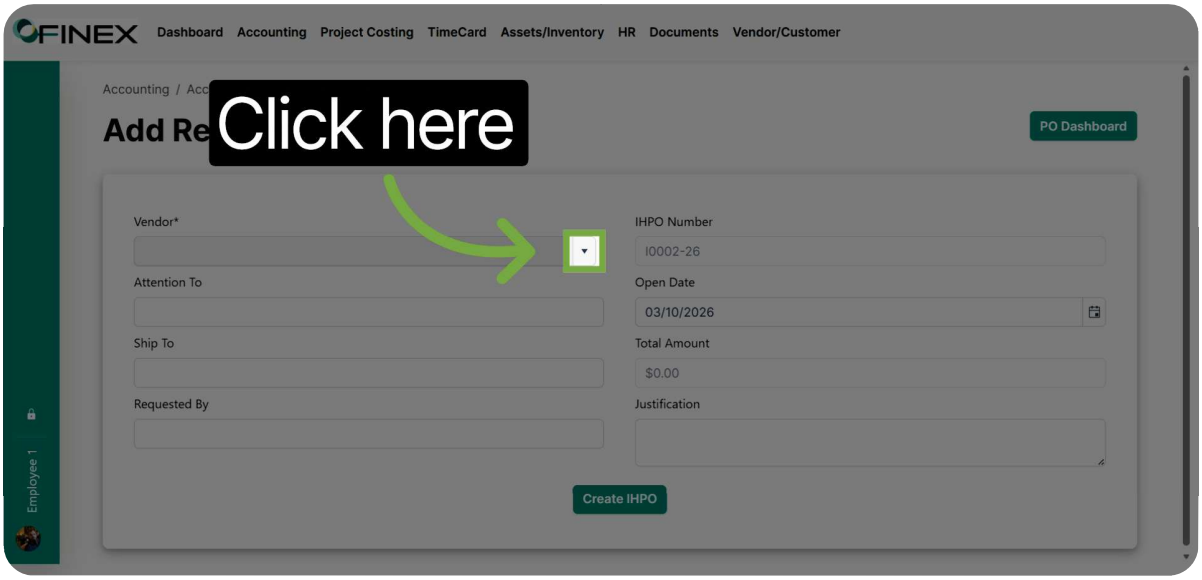
03 Select IHPO Request

Click Request IHPO to start your IHPO request.



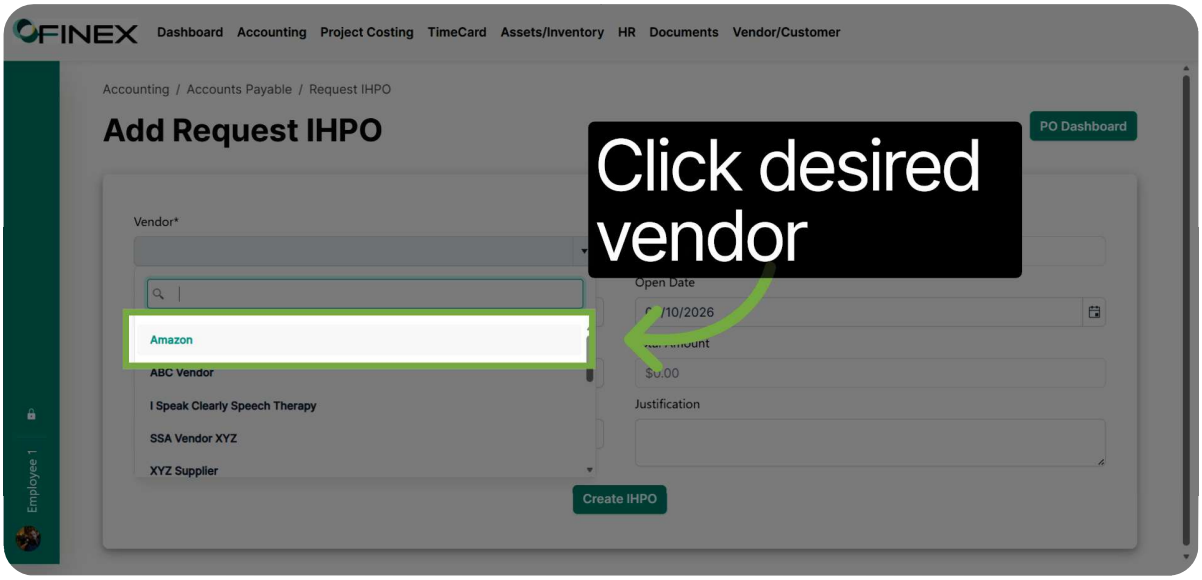
04 Open Vendor Selection

Click the drop-down to view the list of vendors for your IHPO request.



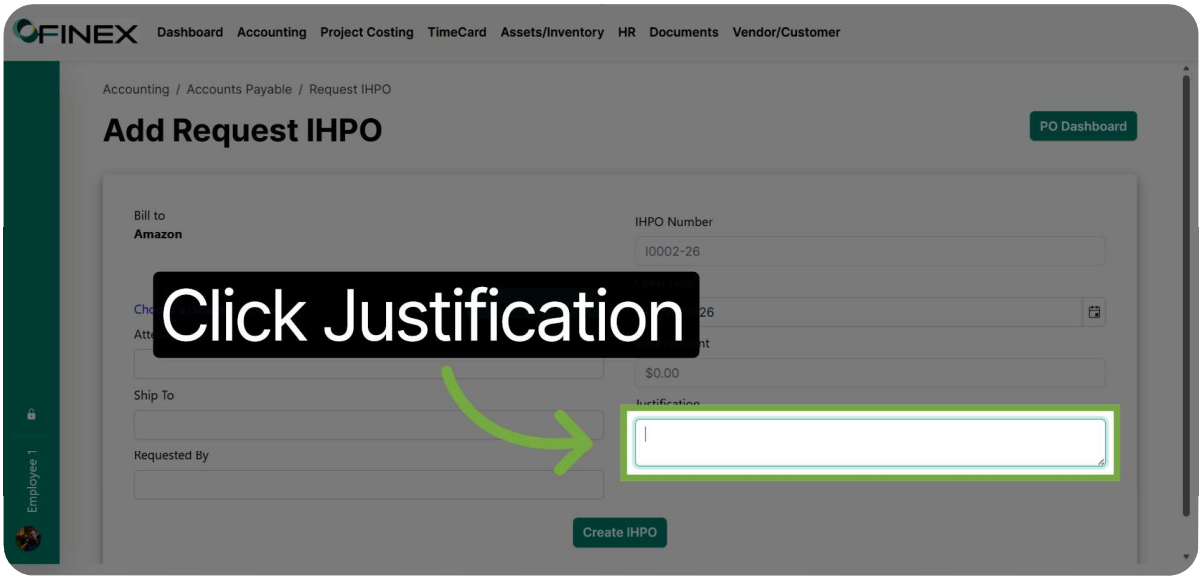
05 Select Desired Vendor

Choose your desired vendor for the IHPO from the drop-down list.



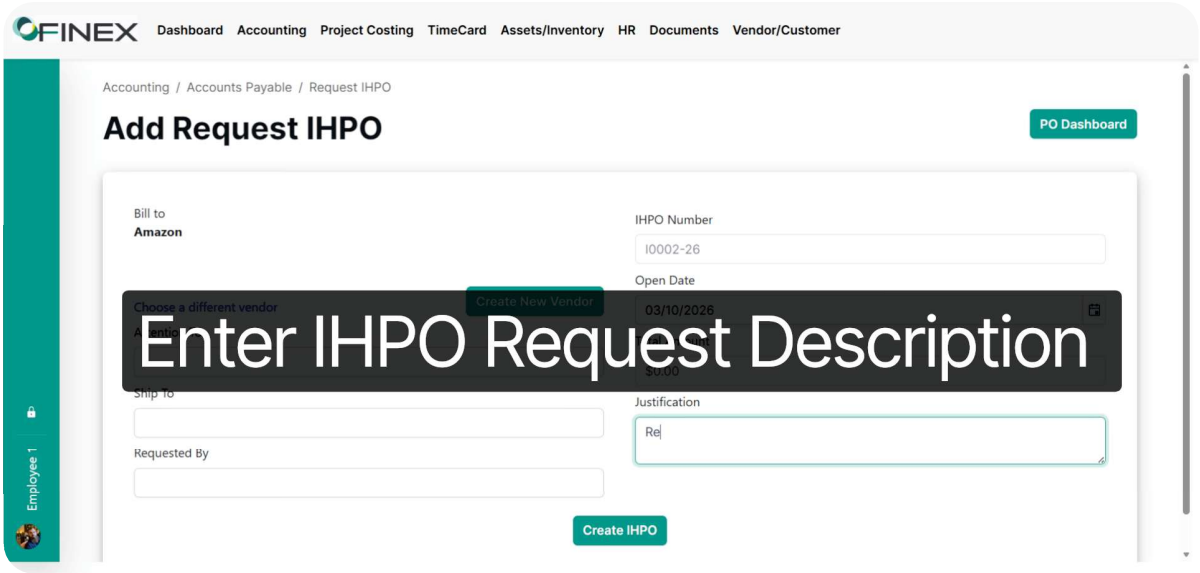
06 Select Justification Field

Click the Justification field.



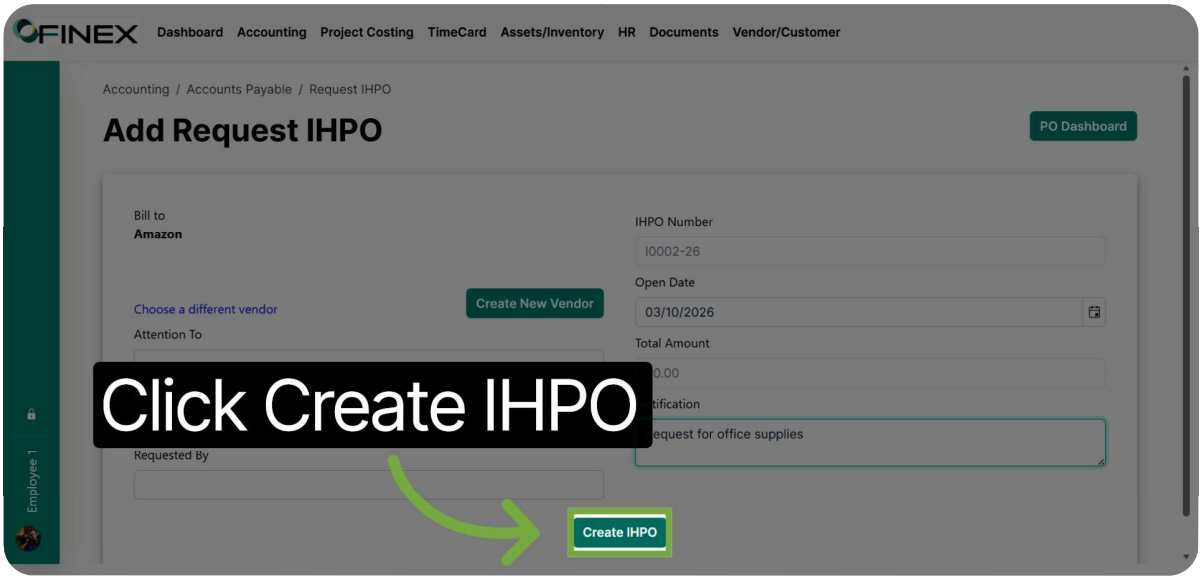
07 Enter IHPO Request Description

Enter your IHPO request description.



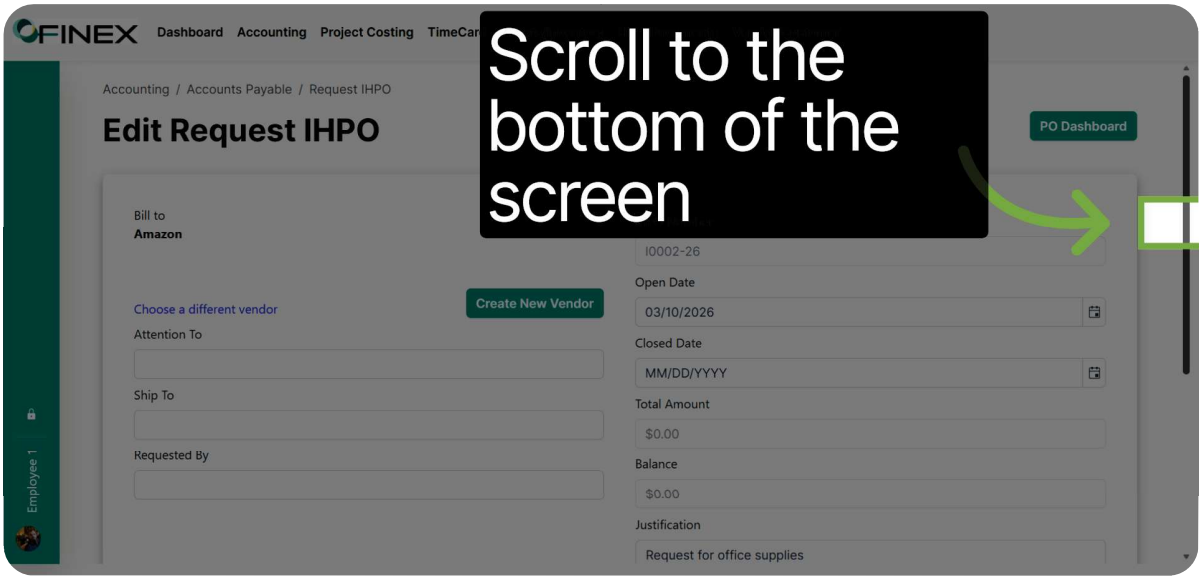
08 Create IHPO Request

Click Create IHPO.



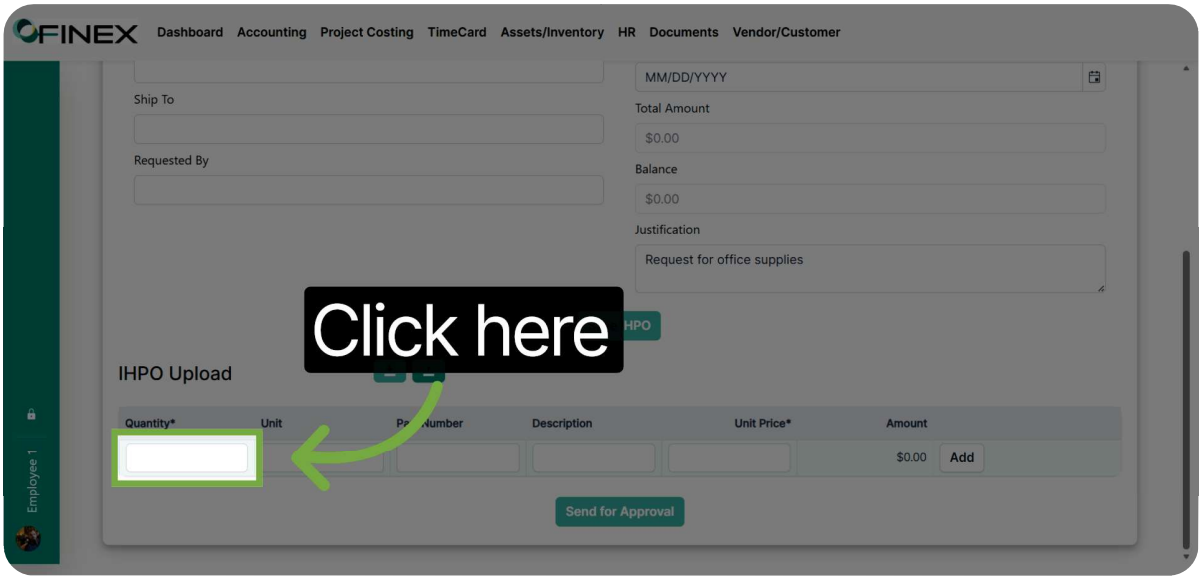
09 Scroll To Bottom Of IHPO Screen

Scroll to the bottom of the IHPO screen.



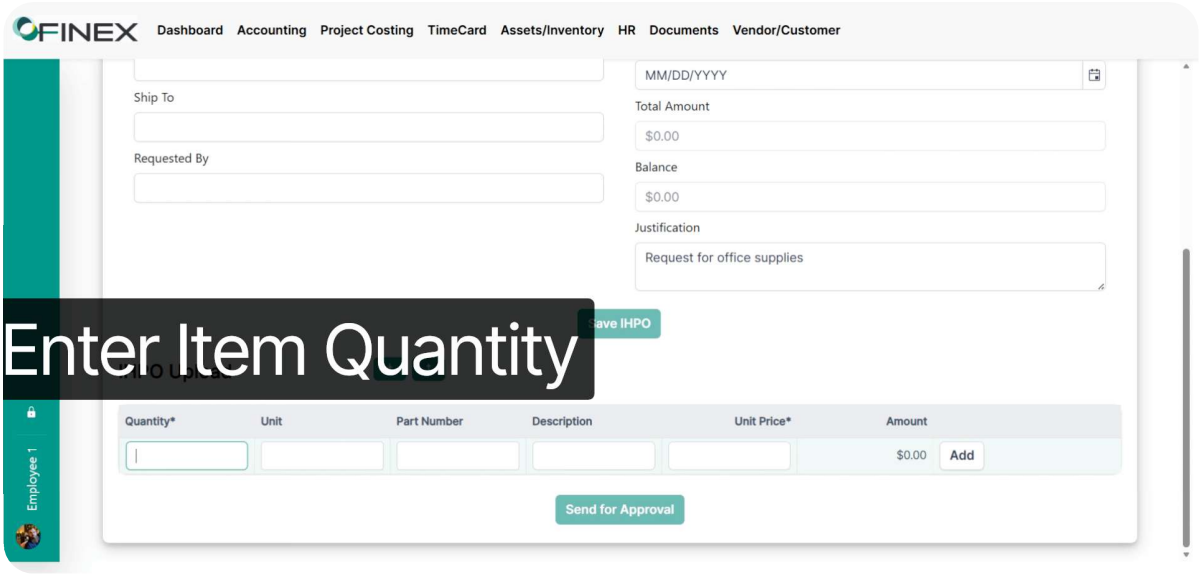
10 Select Quantity Field

Click here to select the Quantity field.



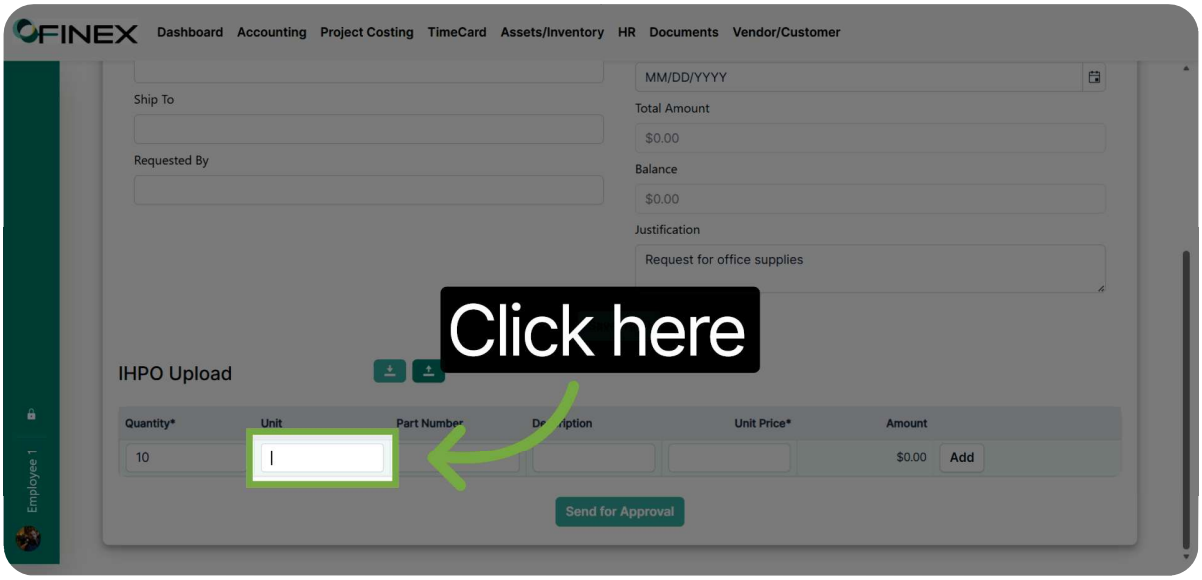
11 Enter Item Quantity

Enter the quantity of the items you are requesting.



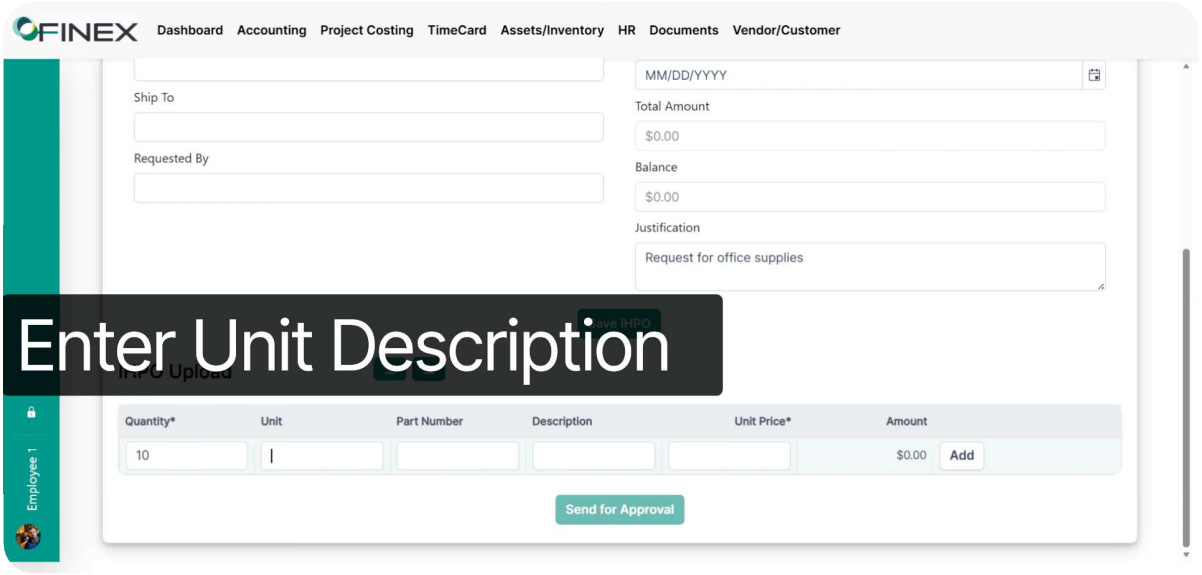
12 Select Unit Field

Select the Unit field.



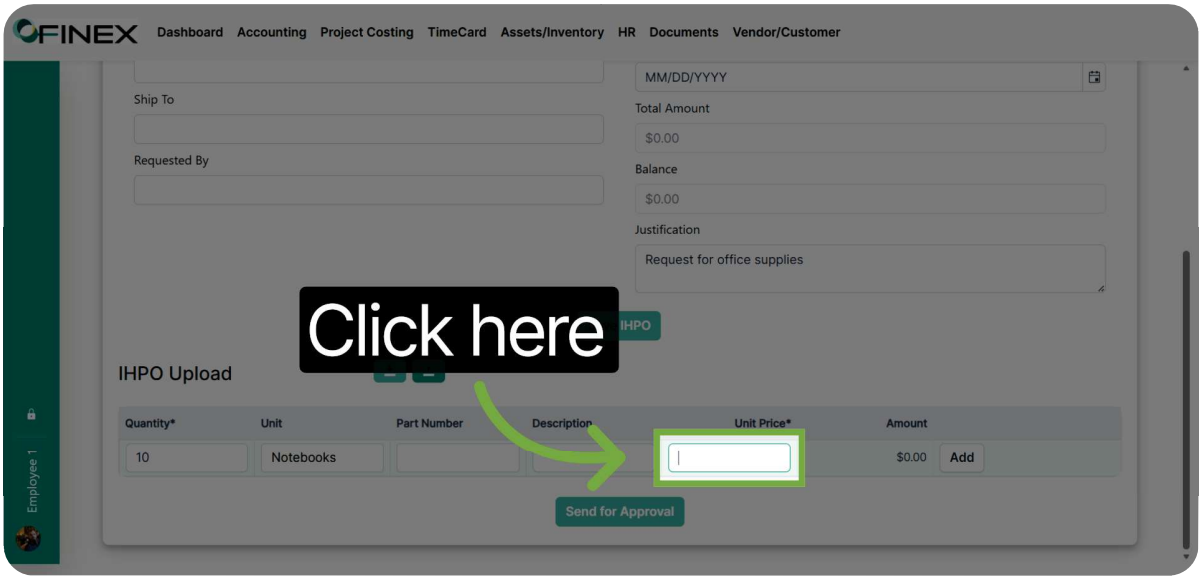
13 Enter Unit Description

Enter the name of the units or items that you are requesting.



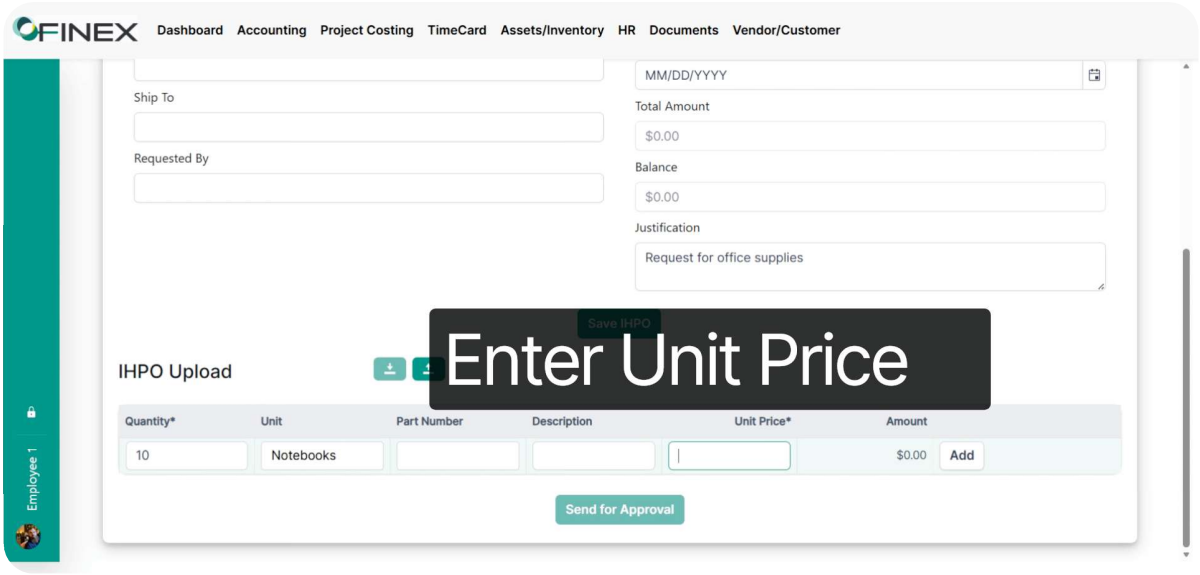
14 Select Price Field

Select the Price field.



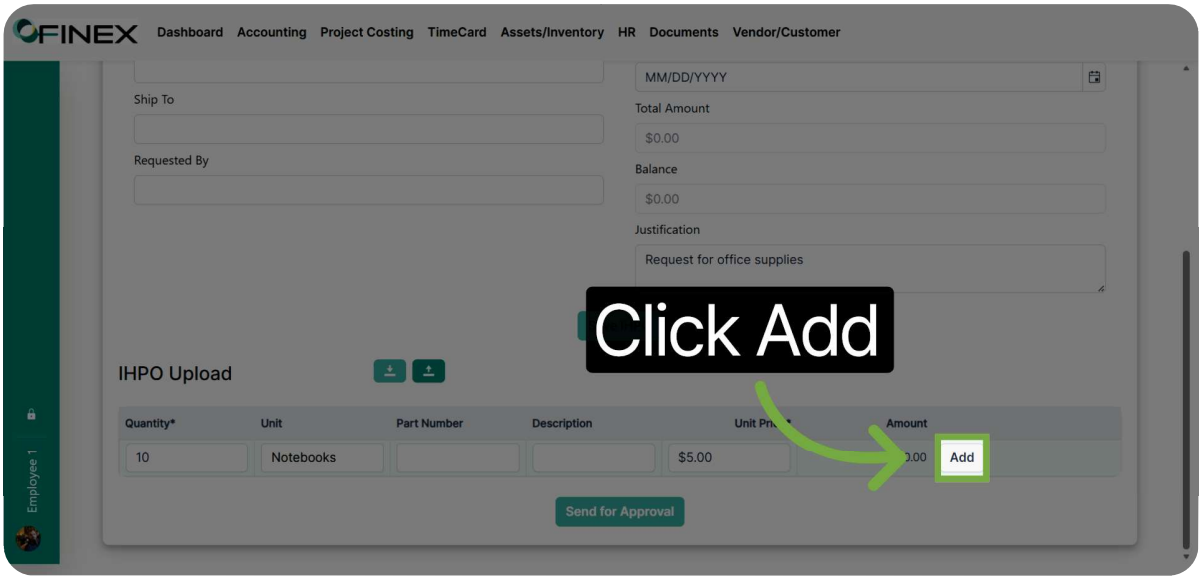
15 Enter Unit Price

Add the price per unit.



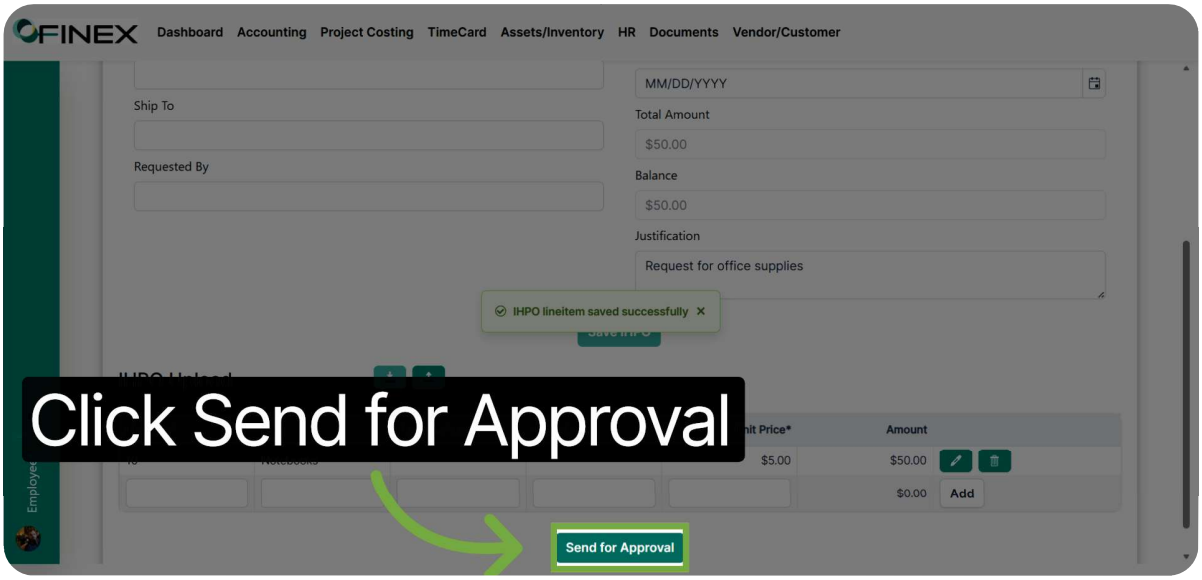
16 Select Add Item to IHPO

Click Add to save the information added to your IHPO.



17 Send IHPO for Approval

Click Send For Approval to finish your IHPO request.



You have now successfully completed IHPO request and sent it for approval.

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