Top of KFS req after returning from e-SHOP
First thing a user will want to do is set their default location. An online demo is located here:

Once a default is set users will only need to enter their room #.

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.
In this section, a user will need to provide an account and object code. Percentage is always 100% assuming one code is used. 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".
Bottom of the KFS req

Last item is to click submit at the bottom of the screen.

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