
Creating a Requisition in E-Procurement

1 Add Title

Create a title for your requisition

Be sure to use a descriptive title to help when referencing the requisition in the future.

2 Add Items

Add your line items here!

-Catalog Items: Use the keyword search to locate and add an item on state contract OR drill down on the appropriate category to find the desired item.

-Punchout Items: Enter 'punchout' in the search field to return all punchout catalogs. Once you locate the appropriate catalog, click 'shop supplier catalog' and shop away!

-eQuote Items: Click the eQuote button to punchout to the eQuote site and enter your quote request. Once vendors have responded, click on the description to award the eQuote to the selected supplier before submitting your requisition.

-Non-Catalog Items: Enter line item information on the non-catalog tab including: description, supplier, supplier location, commodity code, quantity, unit of measure, and price. Click the 'Add Item' button at the bottom to add the item to your requisition.

3 Add Shipping Details

Enter shipping information here

Choose your ship to address, shipping method, FOB code, and terms of payment. Enter your school's name or a person's name in the 'Deliver to' field.

4 Add Accounting Details

Enter your account number here

5 Add Comments

Enter comments for your reviewers and/or the supplier. You can also add an attachment through the comments page!

To include your comments on your purchase order (for the supplier), check the box that states, 'include comment and/or attachments on purchase orders'

To add an attachment to your purchase order, click the 'add attachment' button at the bottom of the comment box. Remember to click the checkbox to include the comment on the purchase order if you want the vendor to receive the attachment.

6 Approval Flow

Check your approval flow.

Summary

Review your information and submit your requisition!