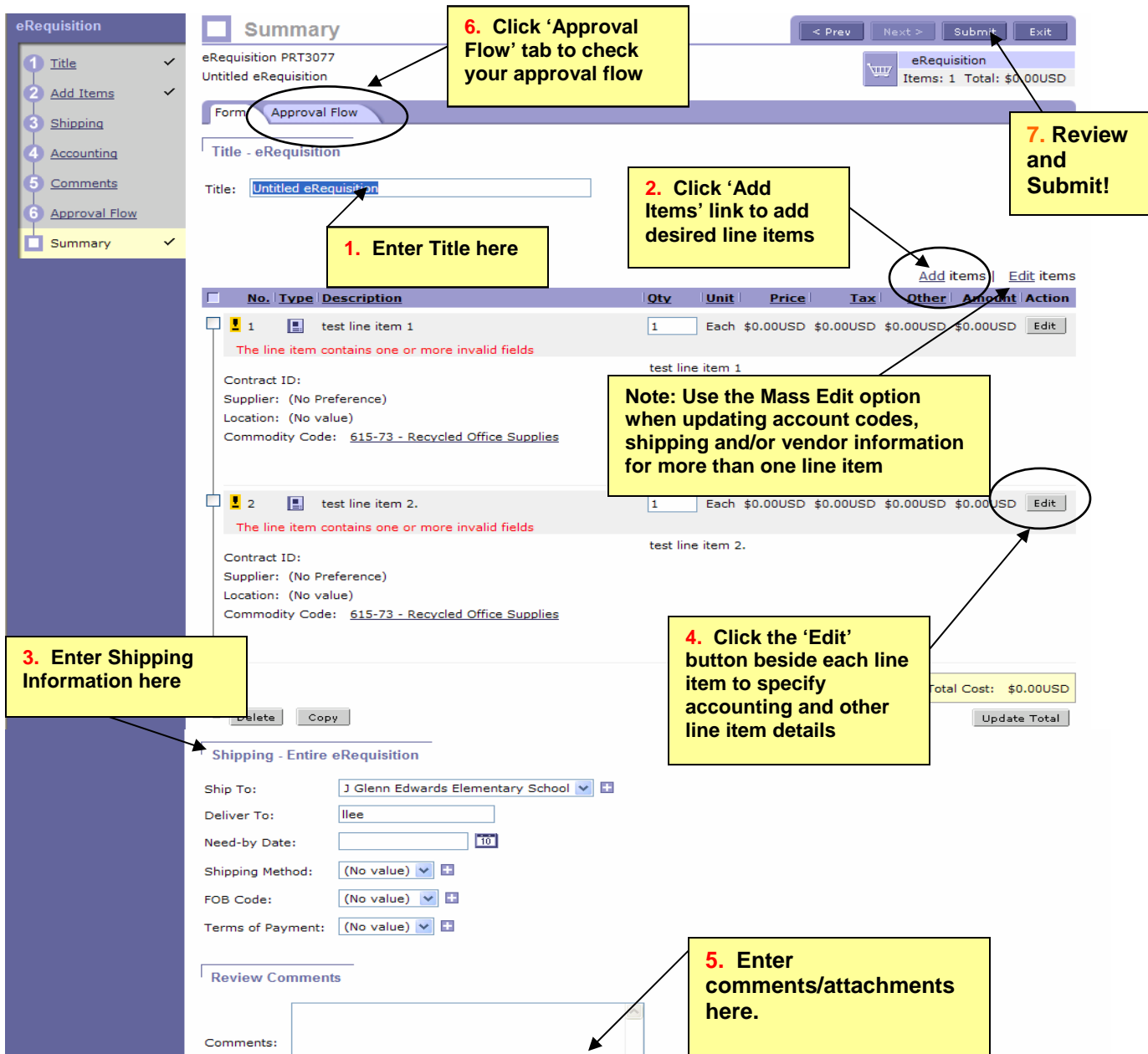


Entering a Requisition in E-Procurement - Advanced

When you create a requisition in E-Procurement, you can go through all 6 steps on the shortcut menu to enter the appropriate line item information **OR** you can go straight to the Summary Page to enter all requisition information.

**Enter your title, shipping, comment and line item information right on the Summary page.
 Review your information and submit!**

Click the Summary link from the Shortcut Menu on the left-hand side to go straight to the Summary Page.



1. Enter Title here

2. Click 'Add Items' link to add desired line items

3. Enter Shipping Information here

4. Click the 'Edit' button beside each line item to specify accounting and other line item details

5. Enter comments/attachments here.

6. Click 'Approval Flow' tab to check your approval flow

7. Review and Submit!

Note: Use the Mass Edit option when updating account codes, shipping and/or vendor information for more than one line item

The screenshot shows the 'Summary' page for an eRequisition (PRT3077). The left sidebar contains a 'Shortcut Menu' with steps 1 through 6, and 'Summary' is selected. The main content area includes a 'Title' field (containing 'Untitled eRequisition'), a table of line items (with two 'test line item' entries), a 'Shipping' section (with fields for 'Ship To', 'Deliver To', 'Need-by Date', 'Shipping Method', 'FOB Code', and 'Terms of Payment'), and a 'Review Comments' section. Callouts point to various elements: Step 1 points to the title field; Step 2 points to the 'Add items' link; Step 3 points to the shipping section; Step 4 points to the 'Edit' button in the line item table; Step 5 points to the comments text area; Step 6 points to the 'Approval Flow' tab; and Step 7 points to the 'Submit' button. A note points to the 'Edit items' link in the table header.

Contact the E-Procurement @ Your Service Help Desk for assistance, 1-888-211-7440, option 1.