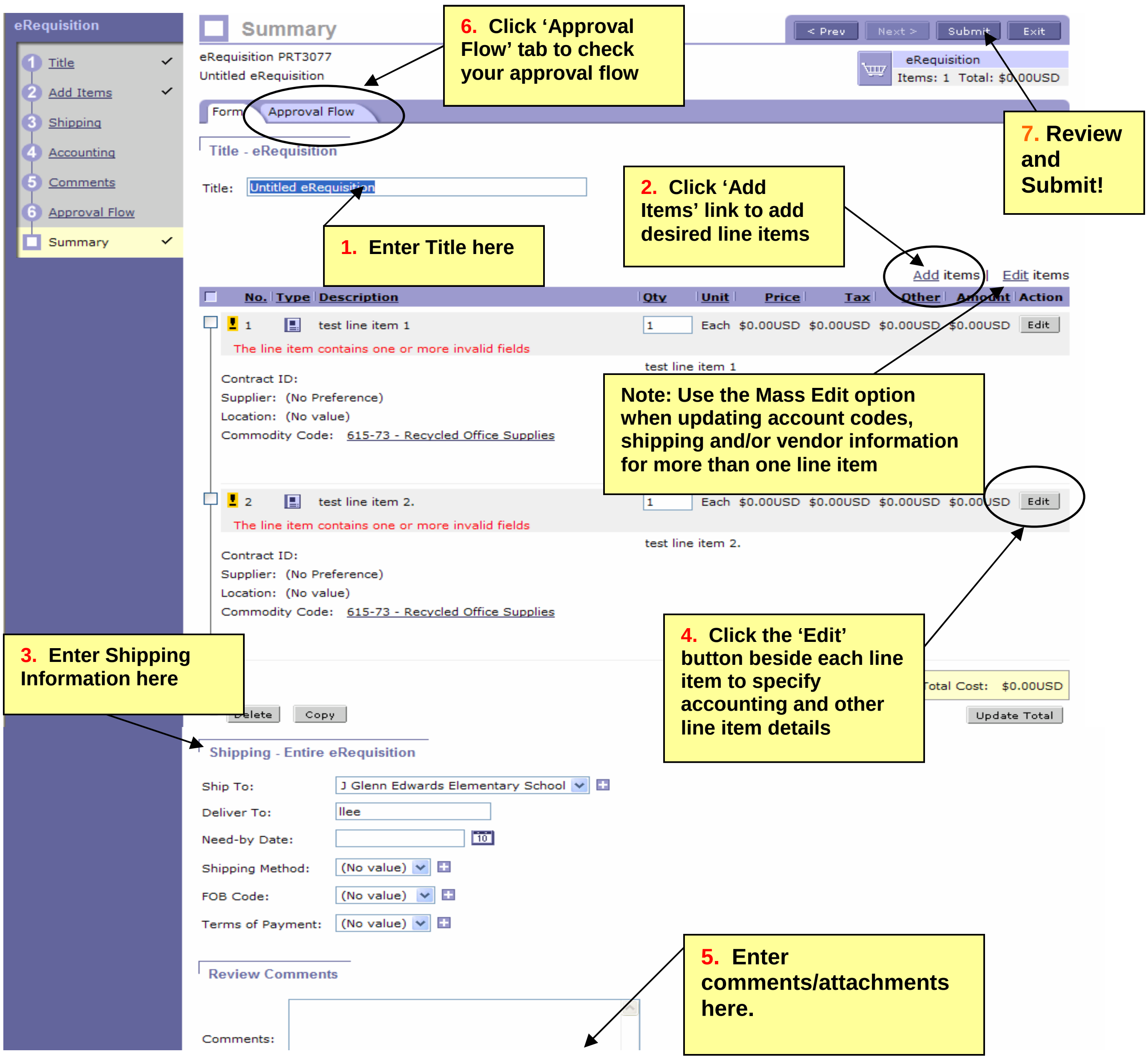
E-Procurement @your service
www.ncgov.com

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.



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