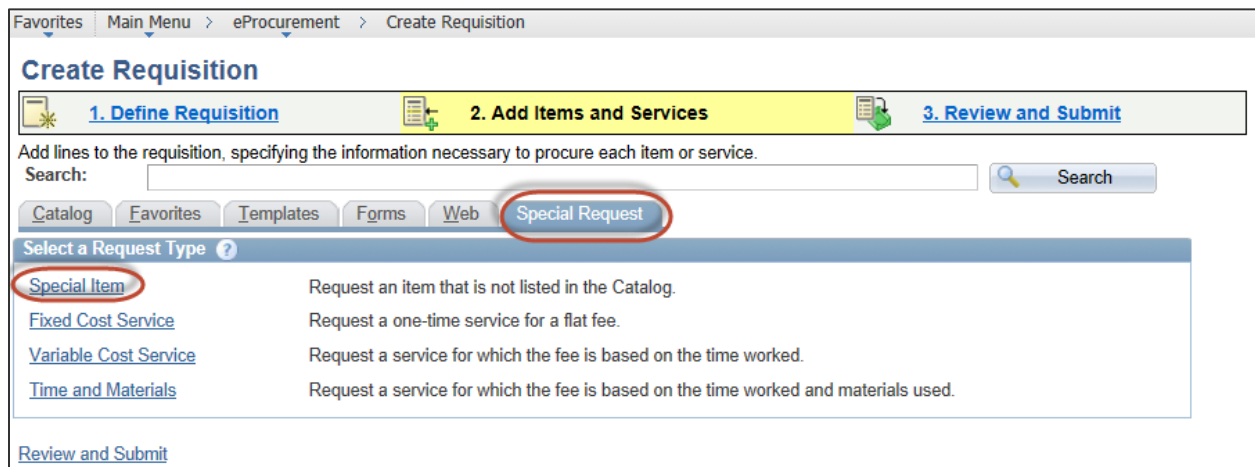


Business Process	Navigation
<ol style="list-style-type: none"> 1. Enter requisition lines by description using Special Item. 2. Enter requisition lines by description using Fixed Cost Service. 3. Enter requisition lines by description using Variable Cost Service. 4. Enter requisition lines by description using Time and Materials. 	<ol style="list-style-type: none"> 1. Main Menu > eProcurement > Create Requisition 2. Main Menu > eProcurement > Create Requisition 3. Main Menu > eProcurement > Create Requisition 4. Main Menu > eProcurement > Create Requisition

Process 1: Enter requisitions lines by description using Special Item

Use the following navigation to create a requisition.

1. From the Main Menu page, select **eProcurement > Create Requisition**
2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition – 1. Define a Requisition.
3. Select the **Special Request** tab on the 2. Add Items and Services page.



4. Select the **Special Item** link.

Favorites Main Menu > eProcurement > Create Requisition

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Forms Web **Special Request**

Special Item

*Item Description:

*Price: *Currency:

*Quantity: *Unit of Measure:

*Category: Due Date:

Vendor ID:

Vendor Name:

Vendor Item ID:

Mfg ID:

Manufacturer:

Mfg Item ID:



[Suggest New Vendor](#)

Additional Information

Send to Vendor Show at Receipt Show at Voucher

Request New Item

Request New Item

5. Enter a complete description of the good you want to order in the **Item Description** field. The description should include any applicable model numbers, measurements, sizes or colors. The ISBN number should be included for textbooks.
6. Enter the **Price** of the good.
7. Enter the **Quantity** you want to order.
8. Enter the **Unit of Measure** or select the  magnifying glass to search for a value.
9. Select a **Category** for the good. Categories for goods begin with 0-8 and services begin with a 9. You can enter the value or select the  magnifying glass to search for a value. The **Look Up Category** page will display when you search for a Category. You can search one of two ways:
 - a. Select **Description** from the Search By dropdown list and enter a description of the item. Click the **Find** button to get a list of Categories that match the description. Select the link for the correct requisition line Category.

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By: Description Find

Categories	Catalog	Category	Description	Find in Tree
1	PO_CATEGORIES_ALL	15000	Hardware Supplies	
2	PO_CATEGORIES_ALL	20700	Computer Accessories & Supplies	
3	PO_CATEGORIES_ALL	47500	Health and Medical Equipment, Accessories and Supplies	
4	PO_CATEGORIES_ALL	48500	Janitorial Equipment and Supplies	
5	PO_CATEGORIES_ALL	51500	Lawn & Grounds <5K Maint Equip, Supplies, Accessories	
6	PO_CATEGORIES_ALL	51501	Lawn & Grounds >5K Maint Equip, Supplies, Accessories	

- b. Select the Expand Section icon in the **Browse Category Tree** menu bar to display the Catalog. Click the File Folder icon to display Categories in the tree. Select the link for the correct requisition line Category.

Browse Category Tree

*Select a catalog:

Left | Right [All Purchasing Items \(DO NOT U](#)

- [Amusement & Entertainment Serv](#)
- [Appliances & Nutrition Service](#)
- [Architectural & Engineering Se](#)
- [Athletic Supplies Sporting Goo](#)
- [Audio/Visual <5K Electronic Eq](#)
- [Audio/Visual >5K Electronic Eq](#)
- [Automobiles & Other Vehicles R](#)
- [Automobiles, Trucks Buses & Oth](#)
- [Automotive, Accessories, Main](#)

10. The vendor information is not required but you can select a **Vendor Name** or **Vendor ID** if you know the vendor supplying the goods or service.
11. The **MFG ID** is not required but you can add a pre-defined Manufacturer by selecting the magnifying glass to search for a value.
12. Click **Add Item** to add the item to the Requisition Summary and to create the requisition line.

Requisition Summary		
Description	Qty	UOM
Quick Reference Guide Trai...	50	EA
Total Lines: 1		
Total Amount (USD): 5,000.00		

13. Repeat steps 5 – 12 to add additional items.

14. After you have added all your items click the **3. Review and Submit** link to review and update the requisition line(s), schedule(s) and distribution(s). Details for reviewing schedules and distributions are in a separate training quick reference guide titled Enter a Requisition – 3. Review and Submit.

Process 2: Enter requisitions lines by description using **Fixed Cost Service**

Use the following navigation to create a requisition.


1. From the Main Menu page, select **eProcurement > Create Requisition**
2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition – 1. Define a Requisition.
3. Select the **Special Request** tab on the 2. Add Items and Services page.

The screenshot shows the 'Create Requisition' interface. At the top, there are three tabs: '1. Define Requisition', '2. Add Items and Services' (which is highlighted in yellow), and '3. Review and Submit'. Below the tabs, there is a search bar and a set of navigation buttons: 'Catalog', 'Favorites', 'Templates', 'Forms', 'Web', and 'Special Request' (which is circled in red). Underneath, there is a section titled 'Select a Request Type' with three options: 'Special Item', 'Fixed Cost Service' (circled in red), and 'Variable Cost Service'. Each option has a brief description. At the bottom of this section is a 'Review and Submit' link.

4. Select the **Fixed Cost Service** link.

The screenshot shows the 'Fixed Cost Service' form. The 'Special Request' tab is selected. The form contains several fields, many of which are circled in red to indicate where data should be entered: 'Service Description', 'Value of Service' (with a value of 0.00000), 'Category', 'Start Date', and 'End Date'. Other fields include 'Currency' (set to USD), 'Vendor ID', 'Vendor Name', 'Quote Number', and 'Quote Date'. There is also a 'Suggest New Vendor' link. At the bottom, there is an 'Additional Information' section with three checkboxes: 'Send to Vendor', 'Show at Receipt', and 'Show at Voucher'. At the very bottom are three buttons: 'Add Service', 'Cancel', and 'Add or Start New Type'.

5. Enter a complete description of the service in the **Service Description** field describing the service, who will perform the service and when the service will take place.
6. Enter the price of the service in the **Value of Service** field.

7. Select a **Category** that begins with a 9. Categories for goods begin with 0-8 and services begin with a 9. You can enter the value or select the  magnifying glass to search for a value. The **Look Up Category** page will display when you search for a Category.
8. The vendor information is not required but you can select a **Vendor Name** or **Vendor ID** if you know the vendor supplying the service.
9. Enter the date range of the service in the **Start Date** and **End Date** fields.
10. If you have a quote, enter the **Quote Number** and **Quote Date**.
11. You must attach a copy of the Contract and a W-9 form for each contract for complete directions on what and how to do a contract visit the Purchasing website at purchasing.spps.org. Details for adding attachments are in a separate training quick reference guide titled Add Requisition Comments and Attachments.
12. Click **Add Service** to add the service to the Requisition Summary and to create the requisition line.

Requisition Summary		
Description	Qty	UOM
Service for Quick Referenc...	1	EA
Total Lines:		1
Total Amount (USD):		25,000.00

13. Repeat steps 5 – 12 to add additional items.
14. After you have added all your items click the **3. Review and Submit** link to review and update the requisition line(s), schedule(s) and distribution(s). Details for reviewing schedules and distributions are in a separate training quick reference guide titled Enter a Requisition – 3. Review and Submit.

Process 3: Enter requisitions lines by description using **Variable Cost Service**

Use the following navigation to create a requisition.


1. From the Main Menu page, select **eProcurement > Create Requisition**
2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition – 1. Define a Requisition.
3. Select the **Special Request** tab on the 2. Add Items and Services page.

The screenshot shows the 'Create Requisition' interface. At the top, there are three tabs: '1. Define Requisition', '2. Add Items and Services' (which is highlighted in yellow), and '3. Review and Submit'. Below the tabs, there is a search bar and a set of navigation buttons: 'Catalog', 'Favorites', 'Templates', 'Forms', 'Web', and 'Special Request' (which is circled in red). Underneath, there is a section titled 'Select a Request Type' with a help icon. It lists four options: 'Special Item', 'Fixed Cost Service', 'Variable Cost Service' (which is circled in red), and 'Time and Materials'. Each option has a brief description. At the bottom left, there is a 'Review and Submit' link.

4. Select the **Variable Cost Service** link.

The screenshot shows the 'Variable Cost Service' form. At the top, the same three tabs are visible. The 'Special Request' tab is selected. Below the tabs, there is a search bar and the same set of navigation buttons. The form is titled 'Variable Cost Service'. It contains several fields, many of which are circled in red: '* Service Description:', '* # of Units of Work:', '* Rate:' (with a value of 0.00000), '* Category:', '* Unit of Work:', '* Currency Code:' (with a value of USD), 'Vendor ID:', 'Vendor Name:', 'Quote Number:', 'Beginning Date:', and 'Date of Completion:'. There is also a 'Suggest New Vendor' link. At the bottom, there is an 'Additional Information' section with a text area and three checkboxes: 'Send to Vendor', 'Show at Receipt', and 'Show at Voucher'. At the very bottom, there are three buttons: 'Add Service', 'Cancel', and 'Add or Start New Type'.

5. Enter a complete description of the service in the **Service Description** field describing the service, who will perform the service and when the service will take place.
6. Enter the quantity in the **# of Units of Work** field.
7. Enter the unit of measure in the **Unit of Work** field.

8. Enter the unit price in the **Rate** field.
9. Select a **Category** that begins with a 9. Categories for goods begin with 0-8 and services begin with a 9. You can enter the value or select the  magnifying glass to search for a value. The Look Up Category page will display when you search for a Category.
10. The vendor information is not required but you can select a **Vendor Name** or **Vendor ID** if you know the vendor supplying the service.
11. If you have a quote, enter the **Quote Number** and **Quote Date**.
12. Enter the date range of the service in the **Beginning Date** and **Date of Completion** fields.
13. You must attach a copy of the Contract and a W-9 form for each contract for complete directions on what and how to do a contract visit the Purchasing website at purchasing.spps.org. Details for adding attachments are in a separate training quick reference guide titled Add Requisition Comments and Attachments.
14. Click **Add Service** to add the service to the Requisition Summary and to create the requisition line.

Requisition Summary		
Description	Qty	UOM
Service for Quick Referenc...	1	EA
Total Lines:	1	
Total Amount (USD):	25,000.00	

15. Repeat steps 5 – 14 to add additional items.
16. After you have added all your items click the **3. Review and Submit** link to review and update the requisition line(s), schedule(s) and distribution(s). Details for reviewing schedules and distributions are in a separate training quick reference guide titled Enter a Requisition – 3. Review and Submit.

Process 4: Enter requisitions lines by description using **Time and Materials**

Use the following navigation to create a requisition.


1. From the Main Menu page, select **eProcurement > Create Requisition**
2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition – 1. Define a Requisition.
3. Select the **Special Request** tab on the 2. Add Items and Services page.

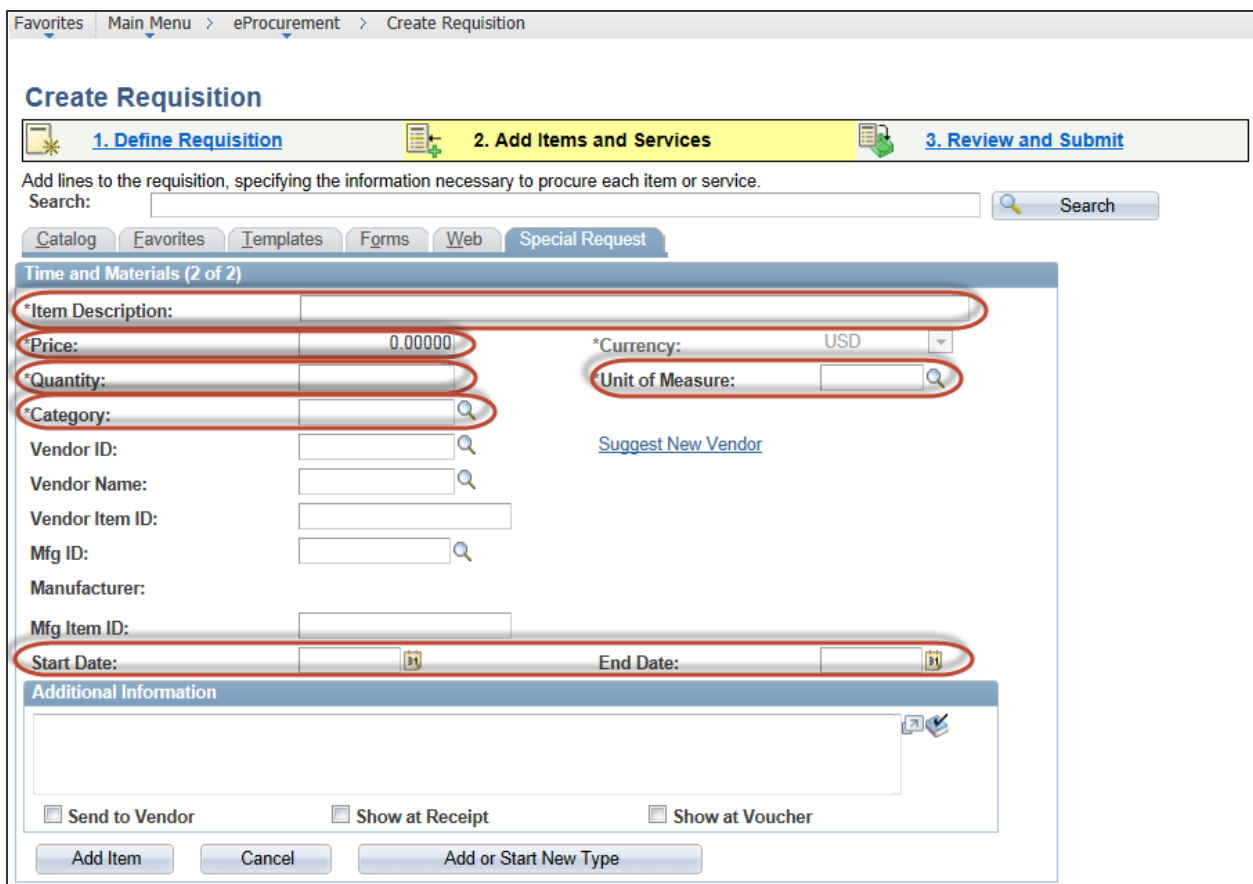
The screenshot shows the 'Create Requisition' interface. At the top, there are three tabs: '1. Define Requisition', '2. Add Items and Services', and '3. Review and Submit'. Below the tabs, there is a search bar and a set of navigation buttons: 'Catalog', 'Favorites', 'Templates', 'Forms', 'Web', and 'Special Request'. The 'Special Request' button is highlighted with a red circle. Below this, a dropdown menu titled 'Select a Request Type' is open, showing four options: 'Special Item', 'Fixed Cost Service', 'Variable Cost Service', and 'Time and Materials'. The 'Time and Materials' option is highlighted with a red circle. Below the dropdown, there is a 'Review and Submit' link.

4. Select the **Time and Materials** link.

The screenshot shows the 'Time and Materials (1 of 2)' requisition entry form. The form is titled 'Time and Materials (1 of 2)'. It contains several fields, many of which are highlighted with red circles: '* Service Description:', '* # of Units of Work:', '* Rate:' (with a value of 0.00000), '* Category:', '* Unit of Work:', '* Currency:' (with a value of USD), '* Beginning Date:', and '* Date of Completion:'. There are also fields for 'Vendor ID:', 'Vendor Name:', 'Quote Number:', and 'Quote Date:'. Below the main form, there is an 'Additional Information' section with a text area and three checkboxes: 'Send to Vendor', 'Show at Receipt', and 'Show at Voucher'. At the bottom, there are 'Continue' and 'Cancel' buttons, with the 'Continue' button highlighted in red.

5. Enter a complete description of the service in the **Service Description** field describing the service, who will perform the service and when the service will take place.
6. Enter the quantity in the **# of Units of Work** field.
7. Enter the unit of measure in the **Unit of Work** field.


8. Enter the unit price in the **Rate** field.
9. Select a **Category** that begins with a 9. Categories for goods begin with 0-8 and services begin with a 9. You can enter the value or select the  magnifying glass to search for a value. The Look Up Category page will display when you search for a Category.
10. The vendor information is not required but you can select a **Vendor Name** or **Vendor ID** if you know the vendor supplying the service.
11. If you have a quote, enter the **Quote Number** and **Quote Date**.
12. Enter the date range of the service in the **Beginning Date** and **Date of Completion** fields.
13. You must attach a copy of the Contract and a W-9 form for each contract for complete directions on what and how to do a contract visit the Purchasing website at purchasing.spps.org. Details for adding attachments are in a separate training quick reference guide titled Add Requisition Comments and Attachments.
14. Click **Continue** to add the service to the Requisition Summary, create the requisition line and access the Materials page of the Time and Materials requisition type.





15. Enter a complete description of the parts, materials or textbooks included with the service in the **Item Description** field. The description should include any applicable model numbers, measurements, sizes or colors. The ISBN number should be included for textbooks.

16. Enter the **Price** of the materials.

17. Enter the **Quantity** you want to order.

18. Enter the **Unit of Measure** or select the  magnifying glass to search for a value.

19. Select a **Category** for the goods/materials. Categories for goods begin with 0-8 and services begin with a 9. You can enter the value or select the  magnifying glass to search for a value.

- 20. The vendor information is not required but you can select a **Vendor Name** or **Vendor ID** if you know the vendor supplying the materials.
- 21. The **MFG ID** is not required but you can add a pre-defined Manufacturer by selecting the  magnifying glass to search for a value.
- 22. You can enter the date range of the service in the **Start Date** and **End Date** fields.
- 23. Click **Add Item** to add the item to the Requisition Summary and to create the requisition line.

Requisition Summary		
Description	Qty	UOM
Quick Reference Guide Service	1000	HR
Quick Reference Guide Mate...	1000	EA
Total Lines:	2	
Total Amount (USD):	750,000.00	

- 24. Repeat steps 5 – 23 to add additional items.
- 25. After you have added all your items click the **3. Review and Submit** link to review and update the requisition line(s), schedule(s) and distribution(s). Details for reviewing schedules and distributions are in a separate training quick reference guide titled Enter a Requisition – 3. Review and Submit.