### Business Process

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### Navigation

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**Process 1: Enter requisitions lines using Direct Connect for School Specialty**

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 Web tab on the 2. Add Items and Services page.

4. Click the **School Specialty** link to access School Specialty’s website.
5. Click the **Begin Shopping** link.

6. Browse the vendor’s website to find the items you wish to order.

7. Enter the **Qty** you want to order.

8. Click **Add to Cart** to update the shopping cart.
9. Repeat steps 6 – 8 to add additional items.

10. Click on the Shopping Cart icon and review the items in the cart.

11. Click Proceed to Checkout. The Review page displays.
12. Click **Submit**.

13. Click the **Click Here** button to add the item(s) to the Requisition Summary and to the requisition line(s).
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.

15. Once you have pulled the items in your shopping cart back into a PeopleSoft requisition do not punch out to the vendor’s website again to add additional items. You will need to create a new requisition for any additional items or cancel the requisition and start over.
Process 1: Enter requisitions lines using Direct Connect for Innovative Office

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 Web tab on the Add Items and Services page.

4. Click the Innovative link to access Innovative Office Solutions’ website.

5. Browse the vendor’s website to find the items you wish to order.
6. Enter the **Qty** you want to order.

7. Click **Add to Cart** to update the shopping cart.

8. Repeat steps 5 – 7 to add additional items.

9. Click **Checkout**.
10. Click **Submit Order** to add the item(s) to the Requisition Summary and to the requisition line(s).

11. 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.

12. Once you have pulled the items in your shopping cart back into a PeopleSoft requisition do not punch out to the vendor’s website again to add additional items. You will need to create a new requisition for any additional items or cancel the requisition and start over.