ePro/PO – Enter a Requisition – 2. Add Items and Services (Express Form)

Reference Guide

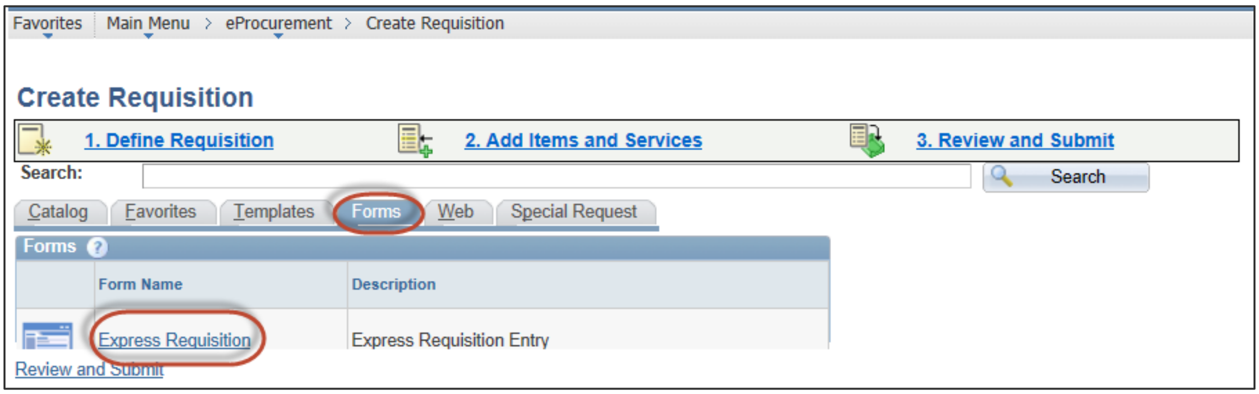
Business Process	Navigation
1. Enter requisition lines using the express requisition form.	1. Main Menu > **eProcurement > Create Requisition**

Use the following navigation to create a requisition.

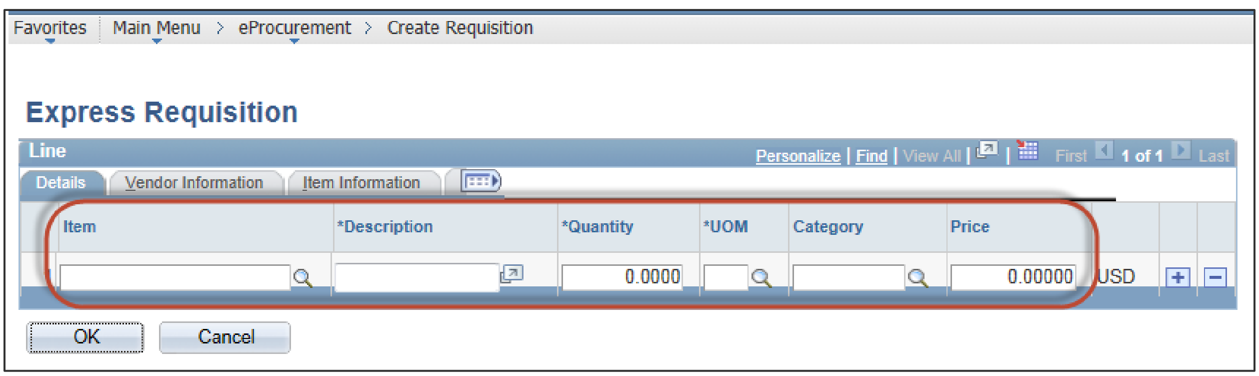
1. From the Main Menu page, select **eProcurement > Create Requisition**

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 **Forms** tab on the 2. Add Items and Services page.



4. Click the Express Requisition link.



5. Requisition lines can be added with or without an **Item**. Select the magnifying glass to search for an Item.

6. Enter the **Description** of the good if you are not ordering an item. The Description will automatically populate when you order from an item.

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

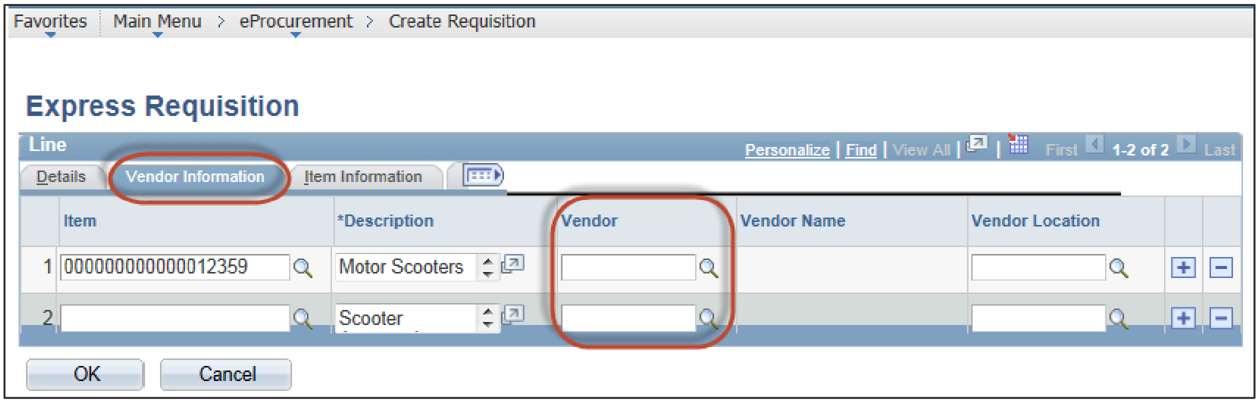
8. When ordering by description, enter the **Unit of Measure** or select the magnifying glass to search for valid value. The Unit of Measure will automatically populate when you order from an item.

9. When ordering by description, enter the **Category** or select the magnifying glass to search for valid value. The Category will automatically populate when you order from an item

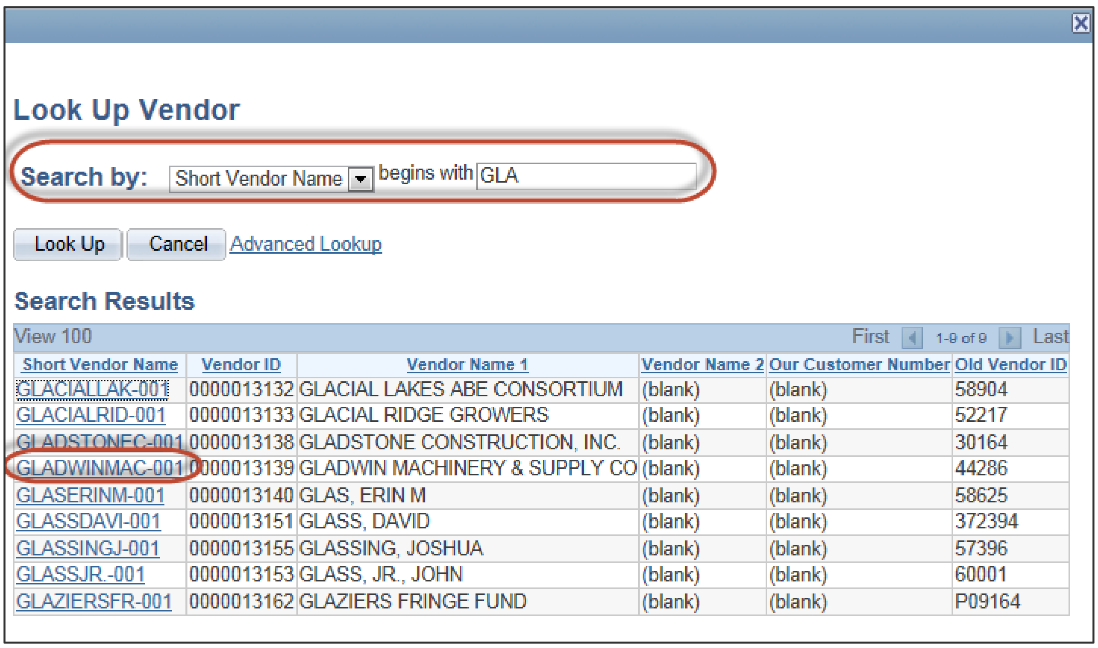
10. When ordering by description, enter the **Price**. The Price will automatically populate when you order from an item

11. If you want to add addition requisition lines, click the Add a Row icon and repeat steps 5 – 10.

12. Click the Vendor Information tab if you want to add the vendor to the requisition line(s).

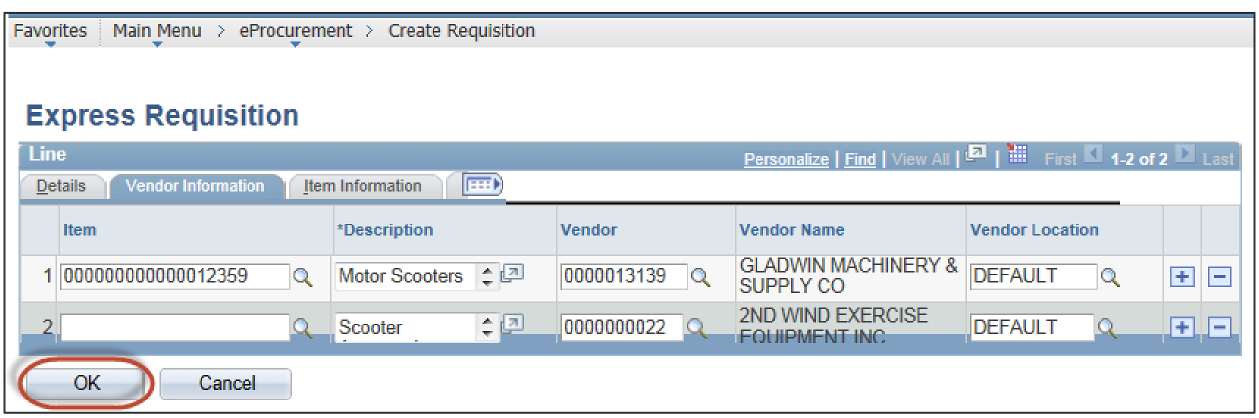


13. Enter the **Vendor ID** or select the magnifying glass to search for valid value.



Short Vendor Name	Vendor ID	Vendor Name 1	Vendor Name 2	Our Customer Number	Old Vendor ID
GLACIALLAK-001	0000013132	GLACIAL LAKES ABE CONSORTIUM	(blank)	(blank)	58904
GLACIALRID-001	0000013133	GLACIAL RIDGE GROWERS	(blank)	(blank)	52217
GLADSTONEC-001	0000013138	GLADSTONE CONSTRUCTION, INC.	(blank)	(blank)	30164
GLADWINMAC-001	0000013139	GLADWIN MACHINERY & SUPPLY CO	(blank)	(blank)	44286
GLASERINM-001	0000013140	GLAS, ERIN M	(blank)	(blank)	58625
GLASSDAVI-001	0000013151	GLASS, DAVID	(blank)	(blank)	372394
GLASSINGJ-001	0000013155	GLASSING, JOSHUA	(blank)	(blank)	57396
GLASSJR.-001	0000013153	GLASS, JR., JOHN	(blank)	(blank)	60001
GLAZIERSFR-001	0000013162	GLAZIERS FRINGE FUND	(blank)	(blank)	P09164

14. When searching **the Look Up Vendor** page displays. You can search by **Vendor ID** or **Short Vendor Name**. Enter a partial name and click the **Look Up** button to find the vendor. Click the **Short Vendor Name** link to select the vendor. You can select different vendors for each requisition line.



15. Click **OK** to add the item(s) to the Requisition Summary and to the requisition line(s).

Requisition Summary

Description	Qty	UOM
Motor Scooters and Truckst...	5	EA
Scooter Accessories	25	EA

Total Lines: 2

Total Amount (USD): 2,505.00

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.