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.

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).
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.