**Business Process**

1. Enter requisition lines using pre-defined Favorites.

**Navigation**

1. Main Menu > Finance Navigation > eProcurement > Create Requisition

Use the following navigation to create a requisition from a pre-defined Favorite. You must save requisition line(s) as a Favorite before you can create a requisition using Favorites. Details for creating a Favorite are in a separate training quick reference guide titled Enter a Requisition – Create Favorites.

1. From the Main Menu page, select Finance Navigation > 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 Favorites tab on the 2. Add Items and Services page.

4. Select the checkbox(s) next to the item you want to add to the requisition. You can select the Select All/Deselect All hyperlink to check all the items.
5. Enter the Quantity you want to order for each item you are selecting.
6. Click Add to add the item(s) to the Requisition Summary and to the requisition line(s).

7. 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.