

Business Process	Navigation
1. Add comments and attachments to a requisition.	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. Enter the requisition line information. Details for creating requisition lines are in a separate training quick reference guide titled Enter a Requisitions – 2.Add Items and Services.
4. Enter the requisition schedule and distribution information. Details for creating requisition schedules and distributions are in a separate training quick reference guide titled Enter a Requisitions – 3.Review and Submit
5. Click the **Review and Submit** link.

The screenshot displays the 'Create Requisition' interface in the eProcurement system. The top navigation bar shows 'Main Menu > eProcurement > Create Requisition'. The main heading is 'Create Requisition'. Below this, there are three tabs: '1. Define Requisition', '2. Add Items and Services', and '3. Review and Submit'. The '3. Review and Submit' tab is active. The page contains several input fields for requisition details: Business Unit (62500), Saint Paul Public Schools, *Requester (500518), Jim Engen, *Currency (USD), Priority (Medium), and Requisition Name (Comments & Attachments). Below these fields is a table for 'Requisition Lines' with columns: Line, Description, Vendor Name, Quantity, UOM, Price, and Total. The first line is highlighted with a red circle around the 'Add Comments and Attachments' link. Below the requisition lines, there are shipping and accounting details. The shipping line section includes fields for Shipping Line (1), Due Date, Quantity (10.0000), Price (250.00000), Status (Active), *Ship To (214095), Attention To (Jim Engen), and *Distribute By (Qty). A red circle highlights the 'Add Shipto Comments' link. The accounting lines section includes a table with columns: Line, Status, Dist Type, *Location, Quantity, Percent, Merchandise Amt, and GL Unit. The first line is highlighted. At the bottom, there is a 'Comments' section with checkboxes for 'Send to Vendor', 'Show at Receipt', 'Shown at Voucher', and 'Approval Justification'. A 'More Comments' link is also present.

6. Comments are free form text that can be added at the **Header, Line or Ship To** levels of a requisition. You will want to add Header comments if the comment applies to the entire requisition. Line comments are specific to a requisition line. Ship To comments automatically default the delivery information.
7. Select the **Send to Vendor** checkbox if the comment should print on the PO. Click the **Show at Receipt** checkbox if the receiver should be able to view the comment when entering a receipt. Select the **Shown at Voucher** if AP needs to see the comment and select the **Approval Justification** checkbox if the requisition approver should view the comment.
8. Enter **Header Comments** in the Comments text box at the bottom of the 3.Review and Submit page. Select the applicable checkboxes if the comments should be viewed by the vendor, receiver, AP or the approver.
9. Click the  Add/Edit Comments icon to access the Line Comments page and add **Line Comments** and **Attachments**.

10. Enter the comment in the text box and select the applicable checkboxes if the comment should be viewed by the vendor, receiver or AP.
11. Click the  Spell Check icon to spell check the comment.
12. Click **Add Attachments**. You must attach a scanned copy of the Contract and vendor's 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.

13. Click **Browse** to search for the file to attach. Attachments can be .xls, .doc or .pdf.
14. Select the file you want to attach and click **Upload**.

Attached File	User/Date Time	View	Send to Vendor
1 PO_Inquiry_of_Purchase_Orders.docx	VP12013-05-13-20.39.14.089	View	☐

15. Click **View** to open the attachment. Click **OK** to return to the 3.Review & Submit page.
16. Complete the requisition and submit it for workflow approval following the steps outlined in the training quick reference guide titled Enter a Requisitions – 3.Review and Submit.