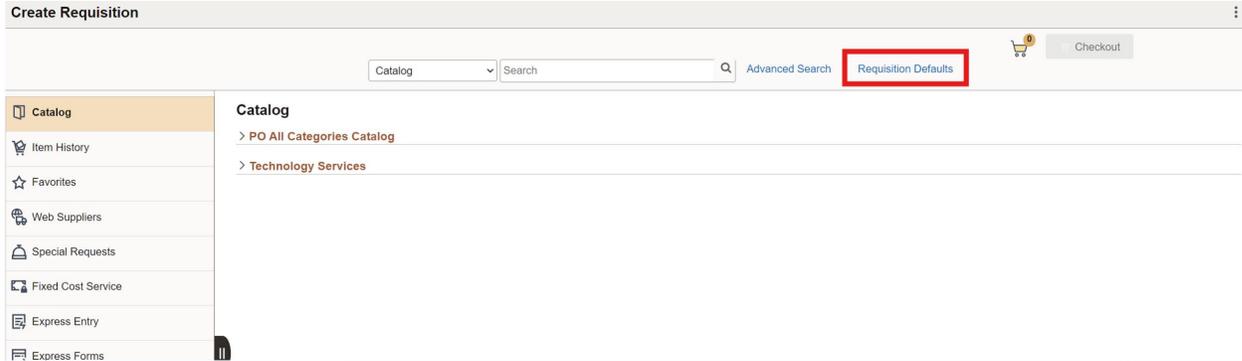


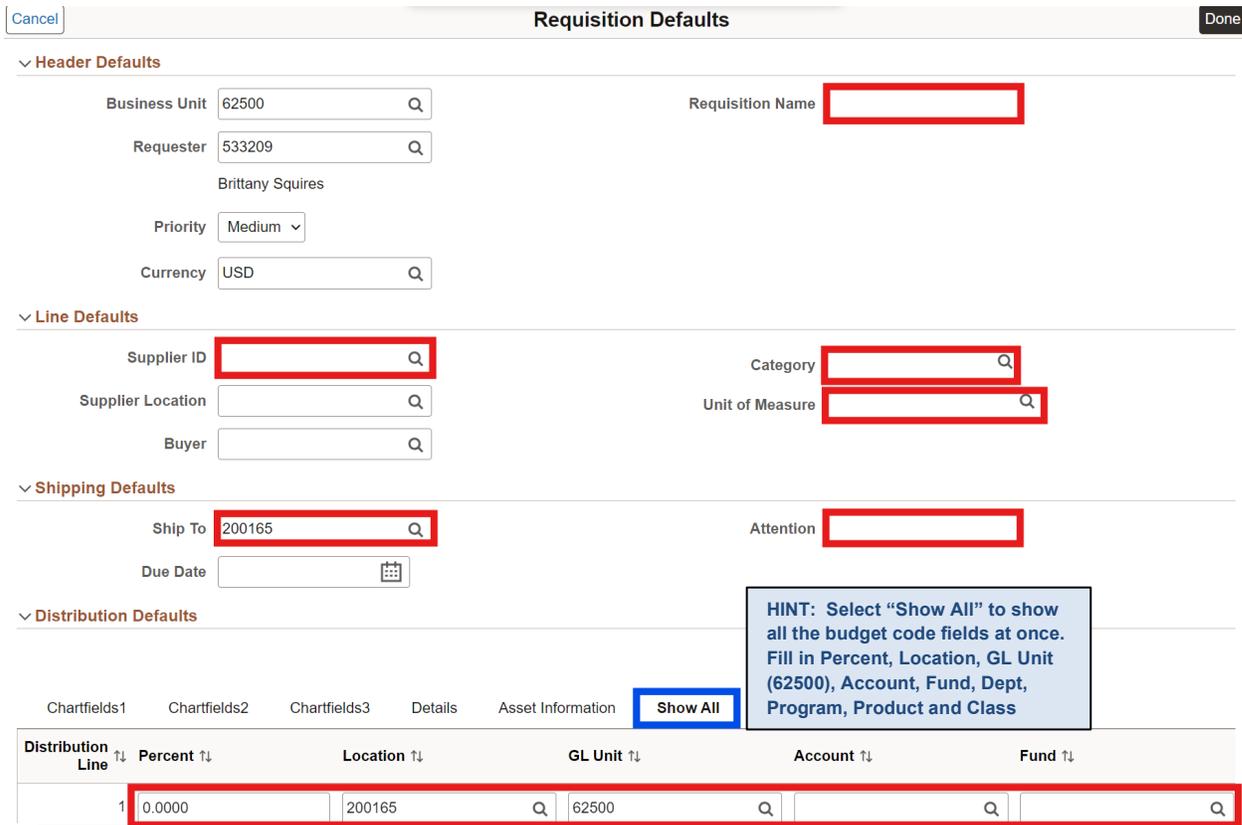
Business Process	Navigation
1. Enter Supply Order for Standardized Items from Technology Services Storefront	1. Main Menu > Procurement > eProcurement > Create Requisition

Use the following navigation to create a Technology Services Supply Order requisition.

1. From the Main Menu page , select **Procurement > eProcurement > Create Requisition**
2. Select **Requisition Defaults**



3. Fill in **Requisition Name, Supplier ID, Category, Unit of Measure**. Update **Ship to** location, **Attention** Field and enter **Budget Code**. If you need to look-up your selection, Click the hour glass to the right of the field and search.



Requisition Defaults Done

Cancel

▼ Header Defaults

Business Unit: 62500

Requisition Name:

Requester: 533209

Brittany Squires

Priority: Medium

Currency: USD

▼ Line Defaults

Supplier ID:

Category:

Supplier Location:

Unit of Measure:

Buyer:

▼ Shipping Defaults

Ship To: 200165

Attention:

Due Date:

▼ Distribution Defaults

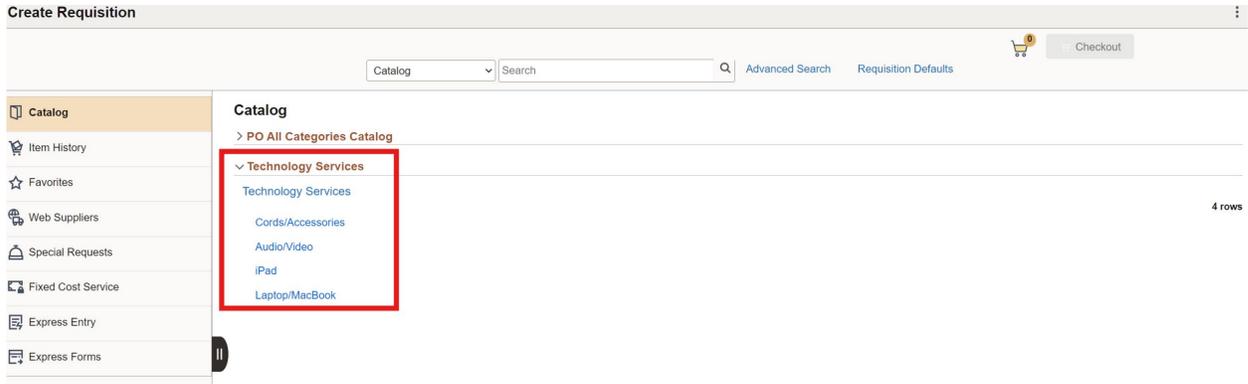
Chartfields1 Chartfields2 Chartfields3 Details Asset Information **Show All**

HINT: Select "Show All" to show all the budget code fields at once. Fill in Percent, Location, GL Unit (62500), Account, Fund, Dept, Program, Product and Class

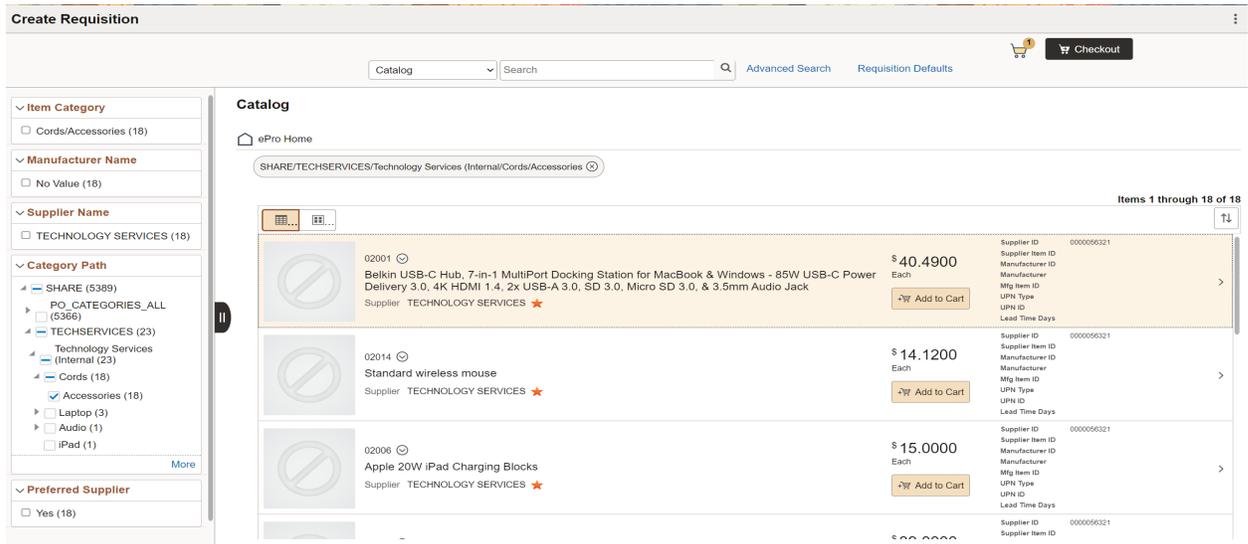
Distribution Line	Percent	Location	GL Unit	Account	Fund
1	0.0000	200165 <input type="button" value="Q"/>	62500 <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

4. Select **DONE** in upper right corner.

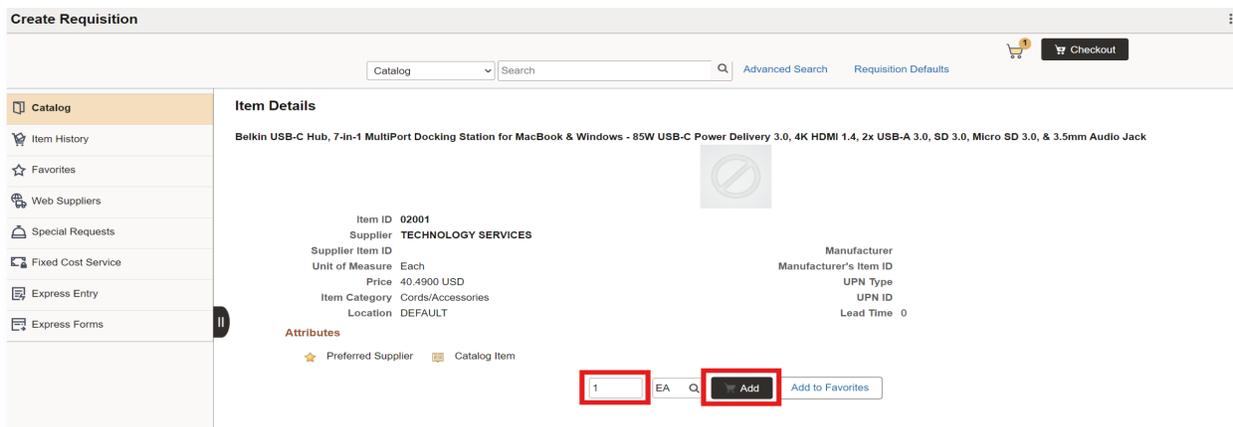
5. **Adding your Items to Cart:** Under **Catalog**, drop down the **Technology Services** Menu and find the items needed within each category.



6. Select the item you want



- 7.) Add the **Quantity** and Click **ADD**. ** Have more items to add, you can then repeat this process by Clicking **Catalog** on the left side and select more items.



HINT: Click the Search Tips link to display a listing of the different wildcard values or ways to search for an item.

- After you have added all your items click **Checkout** in upper right corner
- On the Checkout Screen you can verify everything looks correct and Add any supporting documents or Approvals to **Line Item 1** by Clicking **Line Comments**.

Create Requisition

Continue Shopping Save Submit

Checkout Order Total 40.49 USD

▼ Requisition Summary

Business Unit 62500 Saint Paul Public Schools
 Requisition Name Priority Medium
 Requester 533209 Brittany Squires
 Currency USD

▼ Justification Comments

▼ Requisition Lines Overview

Select All Actions

Line	Quantity	Unit of Measure	Price	Currency	Total	
Line 1 Belkin 3.5mm Hub, 7-in-1 MultiPort Docking Station for MacBook & Windows - 85W USB-C Power Delivery 3.0, 4K HDMI 1.4, 2x USB-A 3.0, SD 3.0, & Jack Item ID 02001 Supplier TECHNOLOGY SERVICES	1.0000	EA	40.49	USD	40.49 USD	<input type="button" value="ScheduleDetails"/> >

Order Total 40.49 USD

- Click **Add Attachments**

Cancel **Requisition Line Comments and Attachments** Done

Comments + -

Comment Text

Send to Supplier No

Show at Receipt No

Show at Voucher No

- Click **My Device** and select the document from your computer and Click **Upload**. Once it's complete, Select **Done**.

File Attachment x

Choose From

- Select **Submit** in upper right corner. **YOU ARE FINISHED!**
 This Requisition will now start the Approval Chain (your direct supervisor > Budget Admin > Accountant > Purchasing Department)

