## ePro/PO – Enter Supply Order Requisition – TS Storefront

Reference Guide

Business Process	Navigation
<ol> <li>Enter Supply Order for Standardized Items from Technology</li></ol>	1. Main Menu > Procurement >
Services Storefront	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

Create Requisition	1
	Catalog V Search Q Advanced Search Requisition Defaults
[] Catalog	Catalog
Ye Item History	> PO All Categories Catalog
☆ Favorites	7 reclinitional devices
Heb Suppliers	
Special Requests	
Fixed Cost Service	
Express Entry	
Express Forms	

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.

Cancel		Requisition Defaults		Done
✓ Header Defaults				
Business Unit	62500 Q	Requi	sition Name	
Requester	533209 Q			
	Brittany Squires			
Priority	Medium 🗸			
Currency	USD Q			
✓ Line Defaults				
Supplier ID	Q		Category	
Supplier Location	Q	Unit	t of Measure	
Buyer	Q			
✓ Shipping Defaults				
Ship To	200165 Q		Attention	
Due Date	<b></b>			
✓ Distribution Defaults			HINT: Select "Show All" to show	
			Fill in Percent, Location, GL Unit	
Chartfields1 Chartfi	ields2 Chartfields3 Deta	ails Asset Information Show All	(62500), Account, Fund, Dept, Program, Product and Class	
Distribution Line ↑↓ Percent ↑↓	Location ↑↓	GL Unit ↑↓	Account ↑↓ Fund ↑↓	]
1 0.0000	200165	Q 62500	۵ ۵	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.

Create Requisition								:
		Catalog	✓ Search	٩	Advanced Search	Requisition Defaults	Checkout	
Catalog	Catalog							
🙀 Item History	> PO All Categories Ca	italog						
☆ Favorites	Technology Services	;						
Heb Suppliers	Cords/Accessories							4 rows
Special Requests	Audio/Video							
Fixed Cost Service	Laptop/MacBook							
Express Entry								
Express Forms								

#### 6. Select the item you want

Create Requisition								:
		Catalog	Search	Q Advanced Search	Requisition Defaults	нц. Ц	Checkout	
∽ Item Category	Catalog							
Cords/Accessories (18)	ePro Home							
∼ Manufacturer Name	SHARE/TECHSERVICE	S/Technology Services (Internal	/Cords/Accessories 🛞					
No Value (18)								
~ Supplier Name							Items 1 through 18 of 1 ↑↓	8
TECHNOLOGY SERVICES (18)		02001 😔			<sup>\$</sup> 40.4900	Supplier ID ( Supplier Item ID	0000056321	Ī
Category Path A SHARE (5389)		Belkin USB-C Hub, 7-in-1 Delivery 3.0, 4K HDMI 1.4	MultiPort Docking Station for MacBook a , 2x USB-A 3.0, SD 3.0, Micro SD 3.0, &	& Windows - 85W USB-C F 3.5mm Audio Jack	Power Each	Manufacturer Mfg Item ID	>	
PO_CATEGORIES_ALL (5366)		Supplier TECHNOLOGY SERV	VICES ★		+ੇ₩ Add to Cart	UPN Type UPN ID Lead Time Days		
TECHSERVICES (23)     Technology Services     (Internal (23)     Cords (18)		02014 ⊙ Standard wireless mouse			<sup>\$</sup> 14.1200 Each	Supplier ID ( Supplier Item ID Manufacturer ID Manufacturer	0000066321	ľ
Accessories (18)		Supplier TECHNOLOGY SERV	VICES ★		-∛₩ Add to Cart	UPN Type UPN ID Lead Time Days		
Audio (1)     iPad (1)     More		02006 ⊘ Apple 20W iPad Charging	Blocks		<sup>\$</sup> 15.0000 <sub>Each</sub>	Supplier ID ( Supplier Item ID Manufacturer ID Manufacturer Mfg Item ID	>	
Ver (18)		Supplier TECHNOLOGY SERV	VICES ★		+₩ Add to Cart	UPN Type UPN ID Lead Time Days		
0 165(10)		-			\$00.0000	Supplier ID ( Supplier Item ID	0000056321	

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.

Create Requisition		1
	Catalog v Search	Q Advanced Search Requisition Defaults
[] Catalog	Item Details	
1 Item History	Belkin USB-C Hub, 7-in-1 MultiPort Docking Station for MacBoo	k & Windows - 85W USB-C Power Delivery 3.0, 4K HDMI 1.4, 2x USB-A 3.0, SD 3.0, Micro SD 3.0, & 3.5mm Audio Jack
☆ Favorites		
Heb Suppliers		
A Special Requests	Item ID 02001 Supplier TECHNOLOGY SERVICES	
Fixed Cost Service	Supplier Item ID Unit of Measure Each	Manufacturer Manufacturer's Item ID
Express Entry	Price 40.4900 USD Item Category Cords/Accessories	UPN Type UPN ID
Express Forms	Location DEFAULT	Lead Time 0
	🚖 Preferred Supplier 🛛 🌉 Catalog Item	1 FA O Add to Favorites

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

- 7. 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

				Contin	ue Shopping	Save Submit
Checkout						
						Order Total 40.49 USD
~ Requisition Summary						
Business Unit 6250	0 Saint Paul Public Schools	Priority	Medium 🖌			
Requisition Name Ente	er a Requisition name					
Requester 5332	109 Brittany Squires					
Currency USD						
() I	Header Comments					
✓ Justification Comments						
Requisition Lines Overview						
□ Select All Actions ⊙						1 row
Line 1 Catalog Item Belkin Hub, 7-in-1 MultiPor	t Docking Station for MacBook & Windows - 85W USB-C Power Delivery 3.0, 4K HDMI 1.4, 2x USB-A 3.0, SD 3.0, Micro SD 3.0,	&				
□ 3.5mm 12 Jack Item ID 02001			Quantity Unit of Measure Price	Currency	Total 40.49	C ScheduleDetails
Supplier_TECHNOLOGY SERVIC	CES		1.0000 EA Q 40.49	050	USD	
C Line Comments						
0						Order Total 40 49 USD

#### 9. Click Add Attachments

Cancel Requisition	n Line Comments and Attachments	Done
Comments		+ -
Use Standard Comments		
Comment Text		
Send to Supplier	No	
Show at Receipt	No	
Show at Voucher	No	
Add Attachment		

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

File Attachment	×
Choose From	
My Device	
11.) Select <b>Submit</b> in upper right corner. YOU ARE FINISHED!	

This Requisition will now start the Approval Chain (your direct supervisor > Budget Admin > Accountant > Purchasing Department)

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