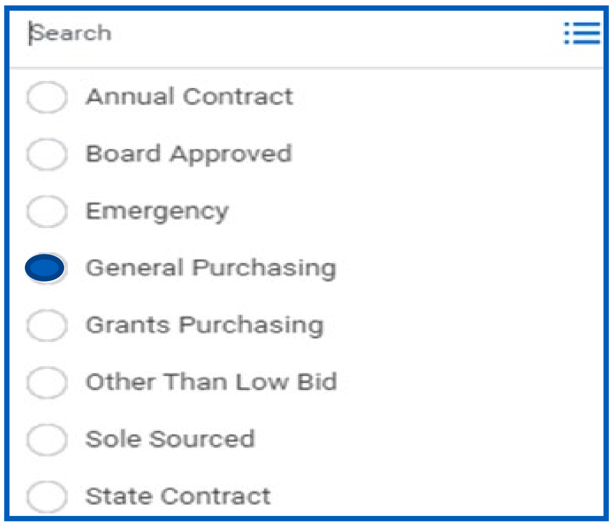
REQUISITION EVENT

GENERAL PURCHASING

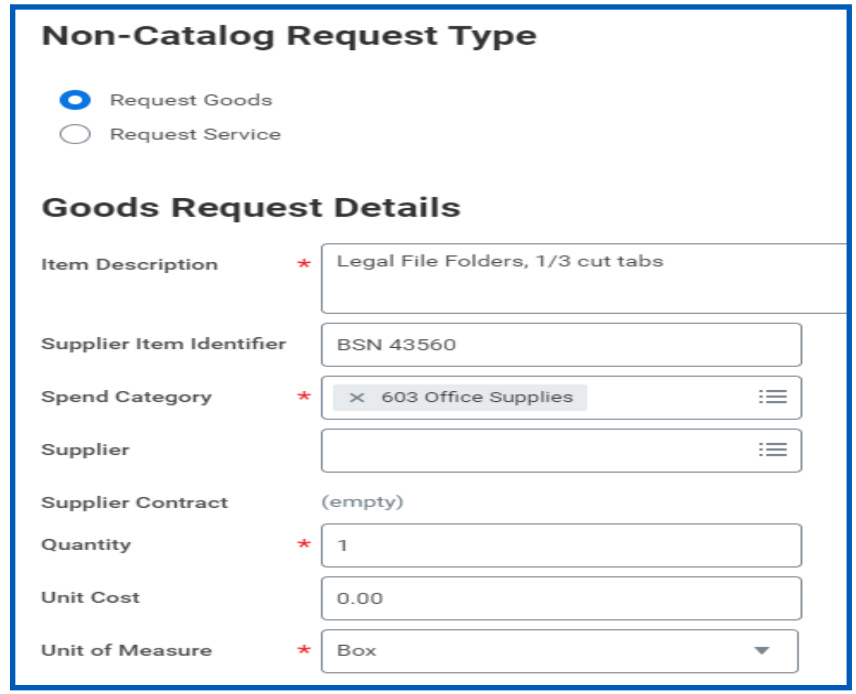
Under the **Procurement application** or by searching procurement in the search bar, you may create a requisition, a receipt or a return.

TO CREATE A REQUISITION:

1. Click the **Procurement** application.
2. Under Tasks Click **Create Requisition**.
3. Notice most fields are auto filled. Check for accuracy.
4. Choose the **Requisition Type** from the drop-down menu**.** **For office supplies choose general purchasing.**

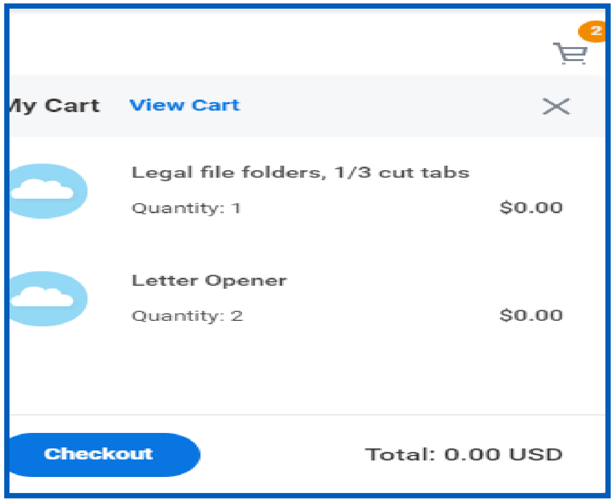


5. Click **OK**.
6. Click **Request Non-Catalog Items**.
7. Choose either **Requests Goods** or **Request Service**.
8. Enter **Item Description**.
9. Enter **Supplier Item Identifier** (Item Number).
10. Choose the **Spend Category** from the drop-down menu or type in the number (Example: 603 for office supplies).
11. Enter **Supplier** (Vendor) if known.
12. Enter **Quantity**.
13. Enter **Unit Cost** if known.
14. Choose **Unit of Measure** from the drop-down menu.



15. Click **Add to Cart**.
16. Continue entering **additional items** and adding to cart.

17. Click the **shopping cart icon** to checkout when you have entered all your items.



18. Click the **Checkout button**.

19. **Note**: you may add a memo to the Supplier (vendor) or internally to Purchasing, Finance, Director, etc.

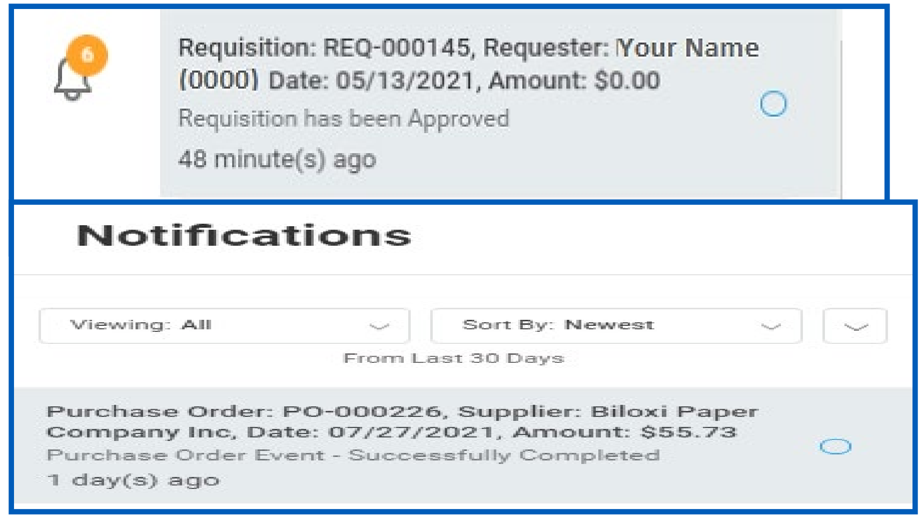
20. **Scroll down** to see the requisition information. **Changes, additions and/or corrections** can be made from this screen.

21. Upload any attachments if necessary.

22. Click **Submit.** Your requisition is complete and routed for approval if needed, then to the Buyers (Purchasing Department) to create the PO.

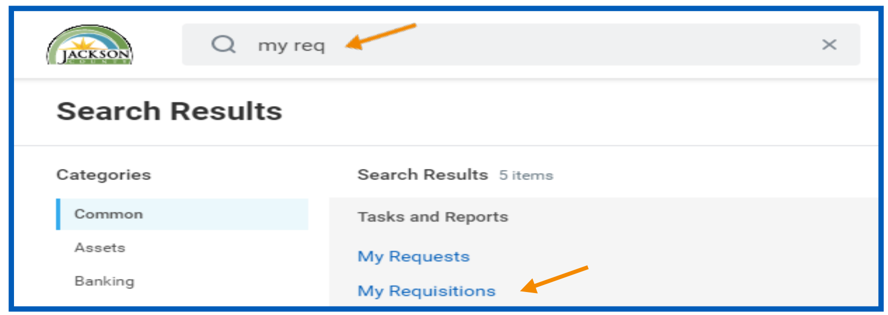
23. You will receive a notification once the requisition is approved.

24. Click the notification bell to see the notification.



26. To see a report of your requisitions and corresponding POs, **type my req** in the search bar.

27. Choose **My Requisitions** under Tasks and Reports.



28. Click **OK**. (No information is required on this screen unless you want to filter your results). **Your report opens with access to your requisitions and POs.**