



9.2 eProcurement Requisitioning Methods

Requisition Method	Good or Service	Description
Catalog	Good	Use this requisition method to select items from the catalog. Should be used for all Inventory BUs. Example: A requisition to Grainger is created for 5 contracted items from the State Catalog.
Web Punch-Out	Office Supplies	Use this requisition method to purchase Office Supplies from WB Mason or Suburban Stationers. Example: Using Suburban Stationers as the Supplier, create a Punch-Out requisition for paper and pens.
Favorites	Good or Service	Once an item(s) is added to Favorites, it can be added to all future requisitions from the Favorites link. If an item is no longer available a warning message will display. Example: 8.5 X 11 copy paper was saved as a favorite item. Each time the item is requested, chose the item from the Favorites link.
Templates	Good or Service	Once an item(s) is added to a personal template, each time a similar request for the item(s) is required, the Template can be added to a requisition. If an item is no longer available the quantity field will be grayed out and it will not be added to the requisition. Example: Each month order the same 10 items from Grainger. Create the initial requisition and create a template. Each subsequent month use the template to create the monthly requisition.
Special Item	Good	Use this requisition method to request item(s) by description when they are not included in the State Catalog. These items may be on a state contract or could be a GL71 purchase. Example: A certain type of radial tire is on state contract but not included in the DAS Market Basket. The item must be created by using the Special Requests link and entering the information manually.
ePro Services		
Time and Materials	Service	This requisition method is used when a requisition is created that will include both time and materials. The requisition is created as a special request for a time and materials service. Example: A mechanic is hired to repair the transmission of an agency vehicle. He will complete the necessary repairs and invoice the agency for parts and labor as separate line items.
Fixed Cost Service	Service	This requisition method is used when a service is provided in exchange for a fixed fee. The requisition is created as a special request for a fixed cost service. Example: A contractor is hired to provide training to your agency. They will complete all necessary training in exchange for \$15,000.
Variable Cost Service	Service	This requisition method is used when a service is provided at a specified rate per hour. The requisition is created as a special request for a variable cost service. Example: A plumber is hired to repair a broken water fountain at your agency. They will complete the repair at the rate of \$100 per hour.