# Types of Requisitions: Requisition

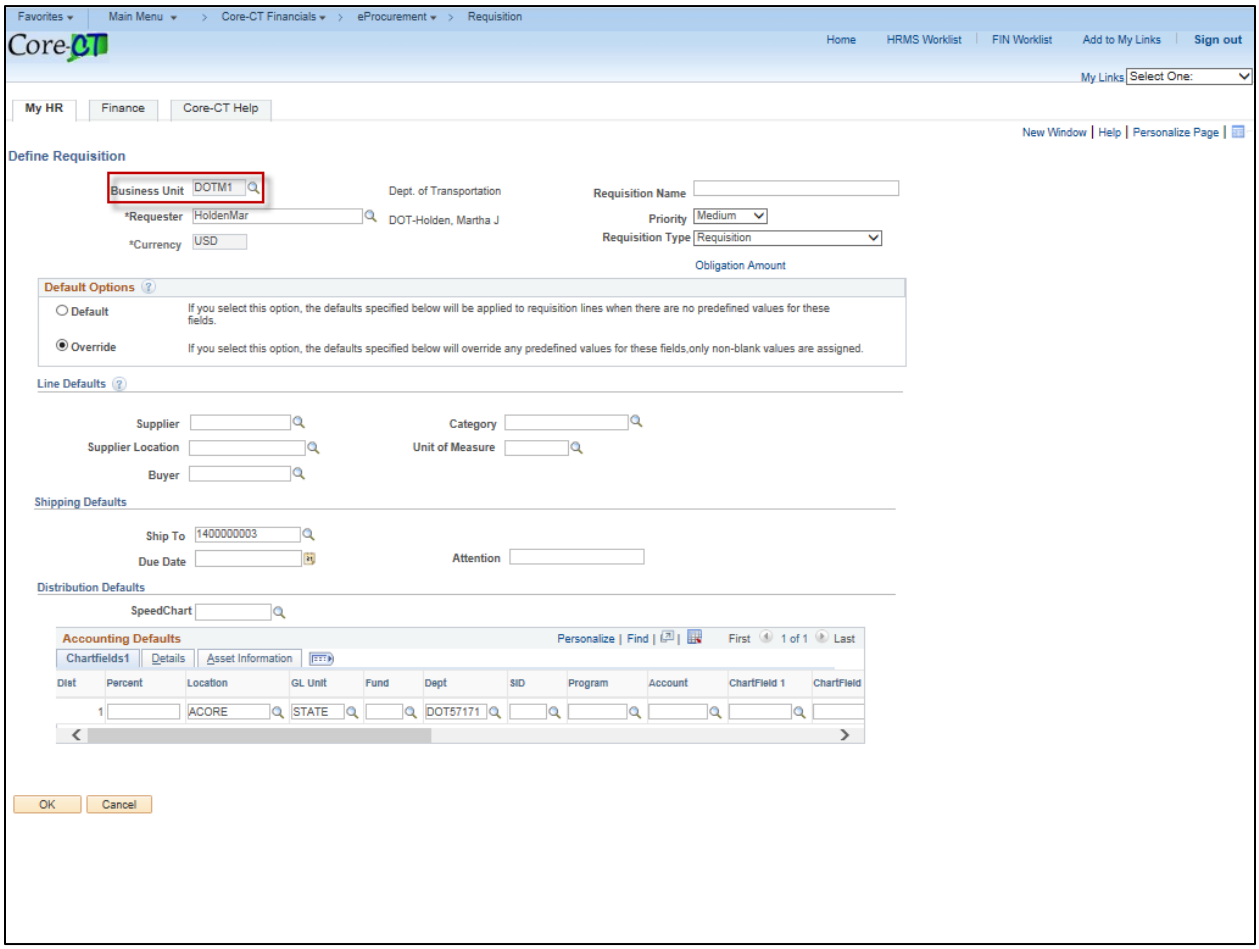
There are several different ways to create requisitions in eProcurement. : State Catalog, , WEB Punch-Out, Special Request, ePro Services, Templates & Favorites . (Note: Add an example of a template being added and a favorite item.)

## Navigation:

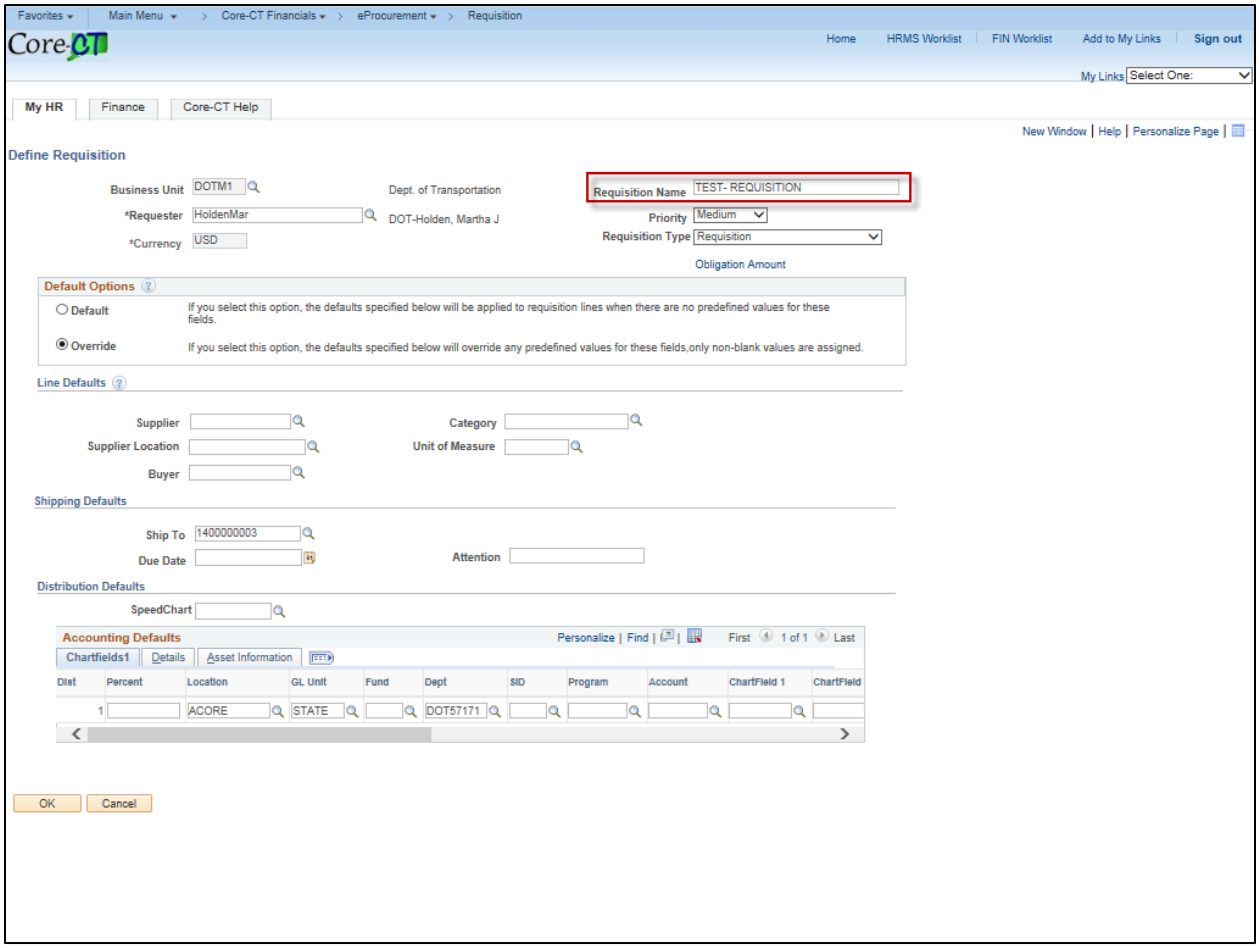
eProcurement > Requisition

## Procedure:

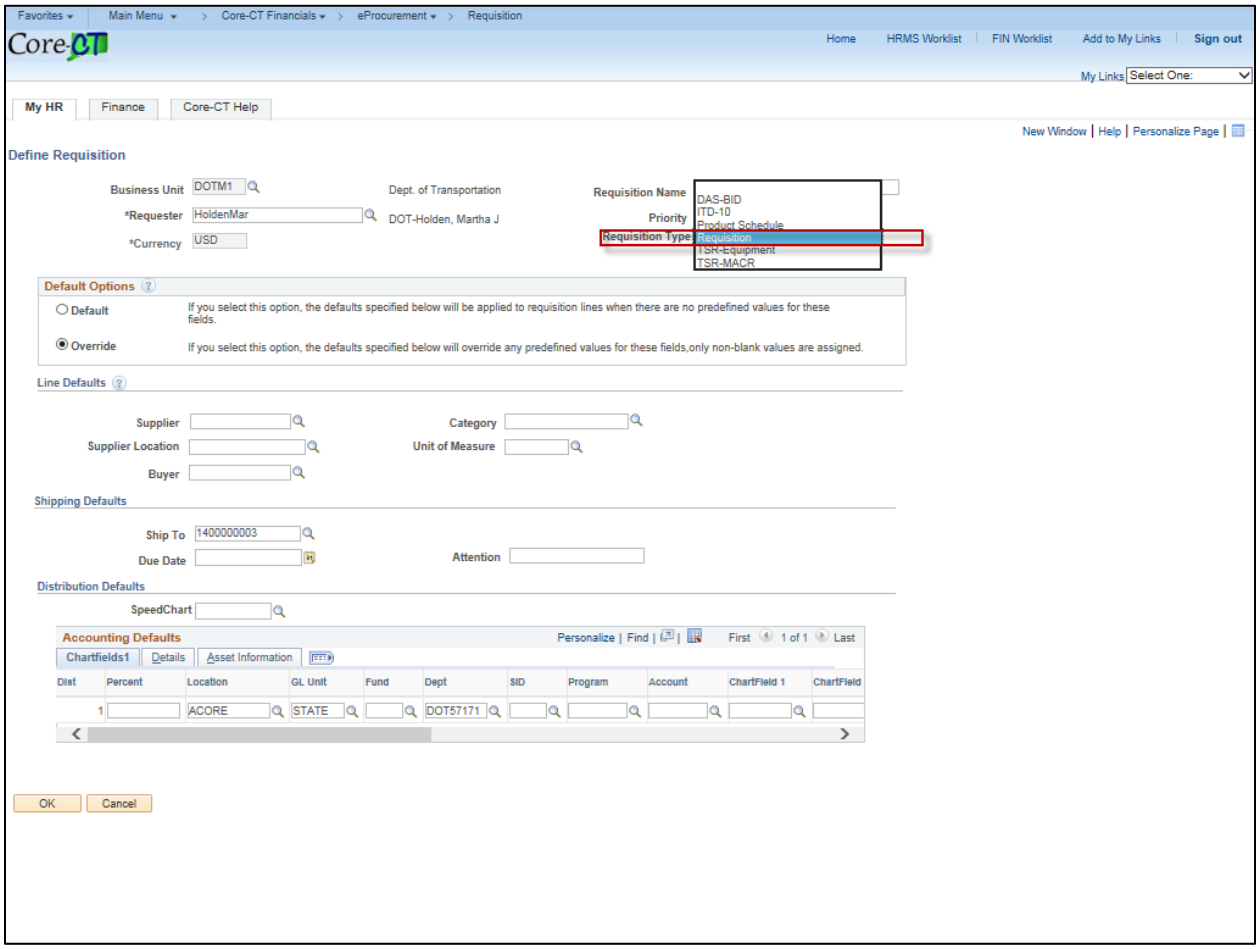
1. Enter **Business Unit**



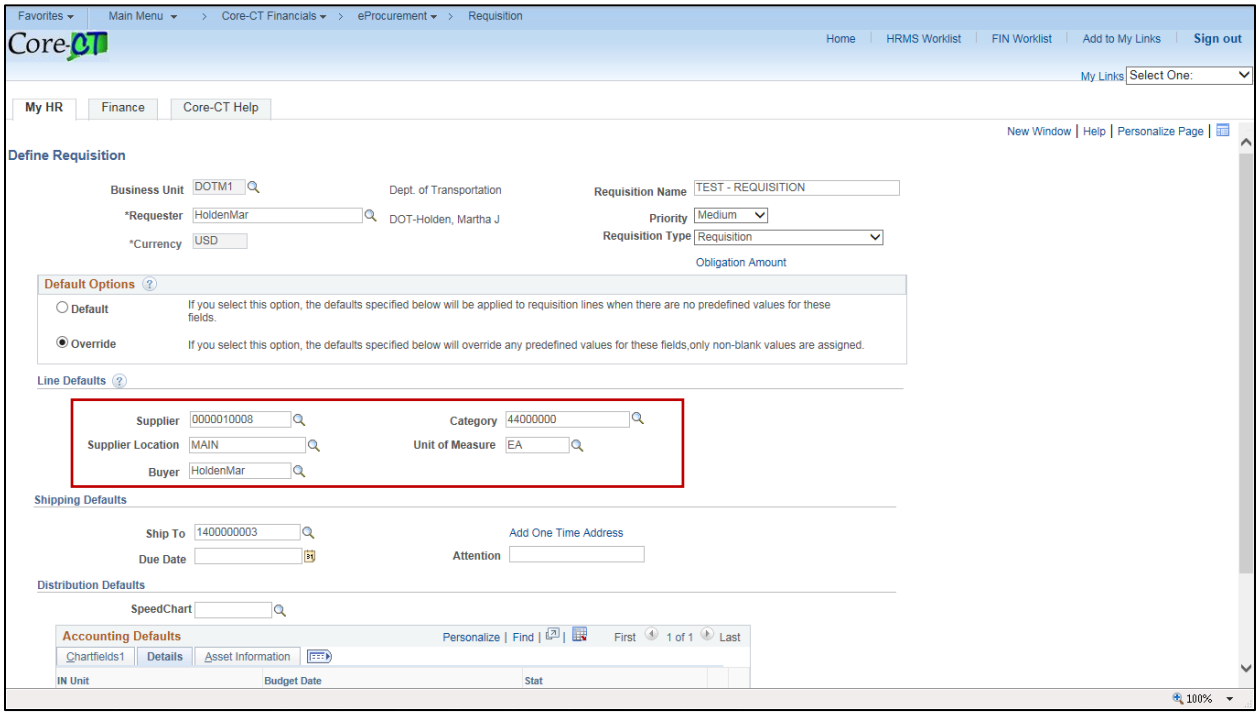
2. Enter **Requisition Name**



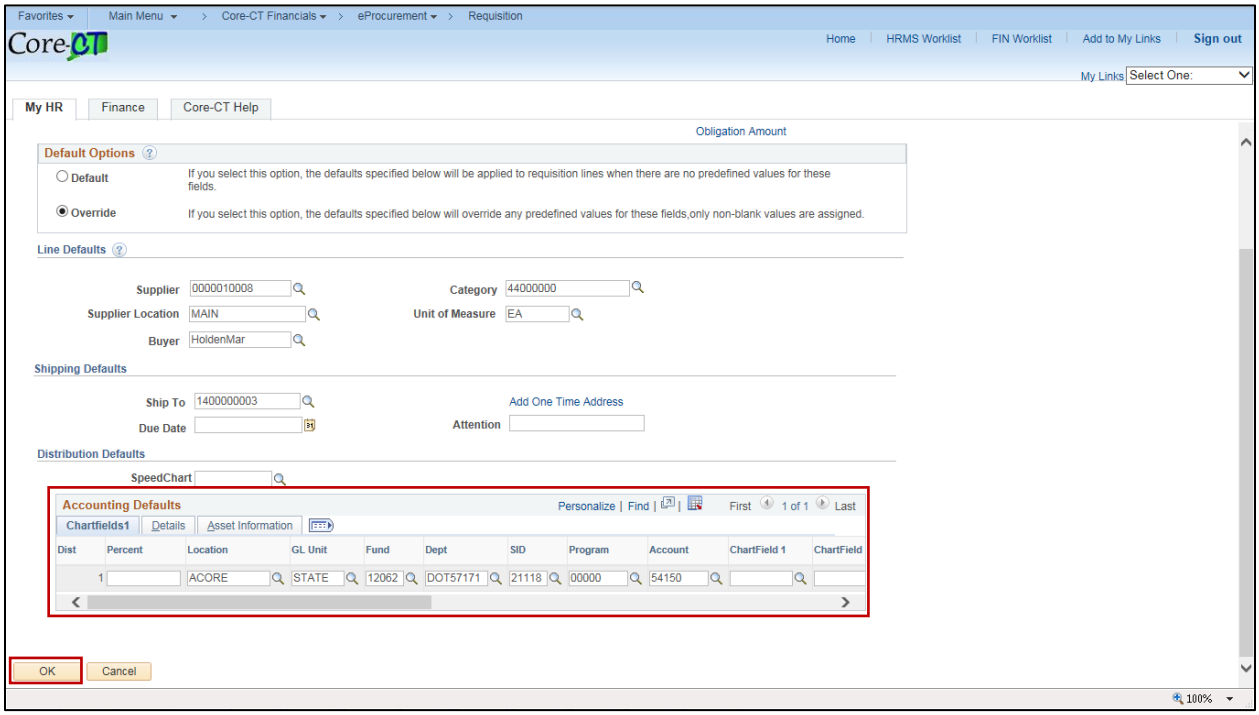
3. Click **Requisition Type** drop down boxes
4. Click the **Requisition** value



5. Add **Supplier**, **Supplier ID, Buyer**, **Category**, and **UOM** to the **Line Defaults**

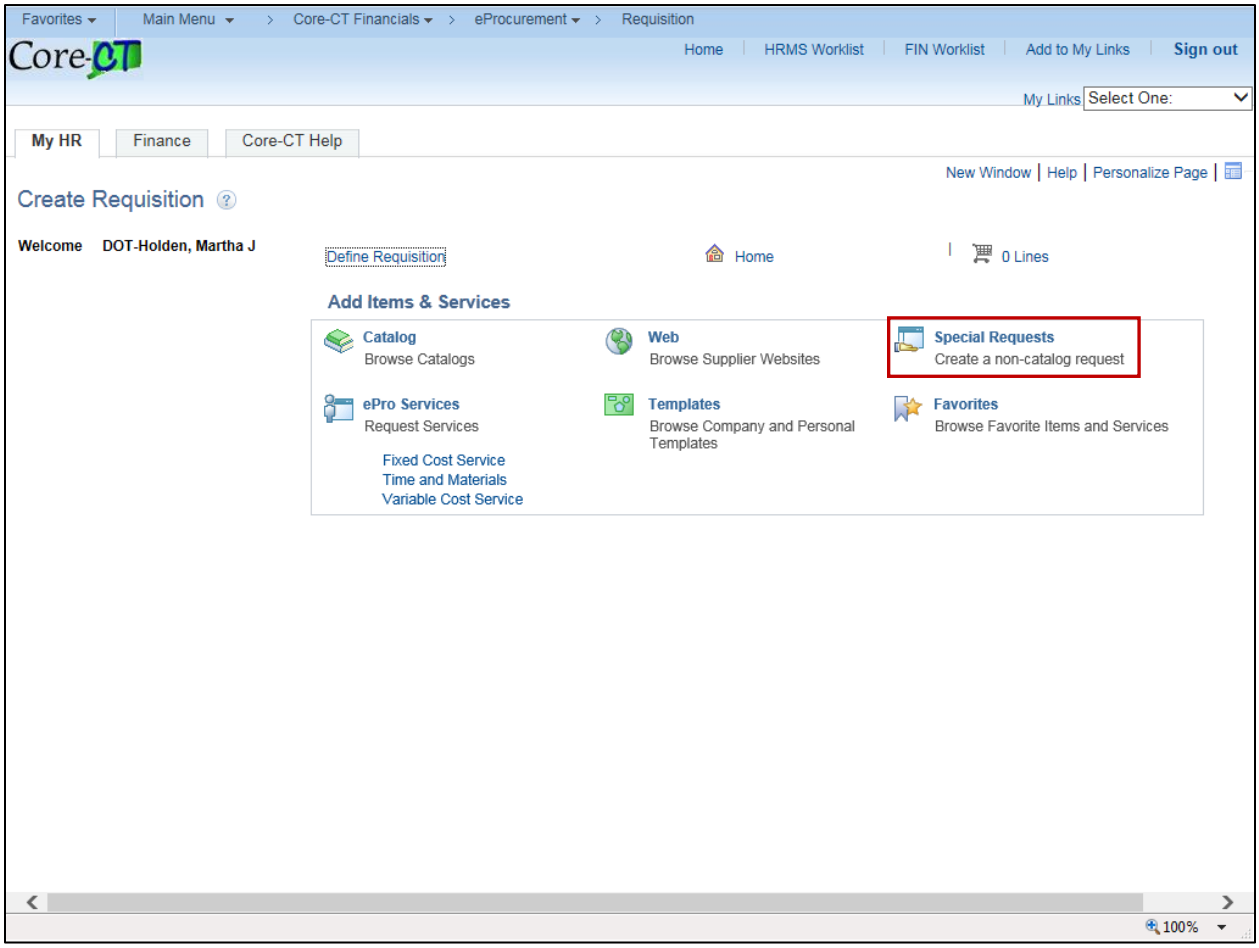


6. Add Chartfield information into the **Accounting Defaults**
7. Click **OK**

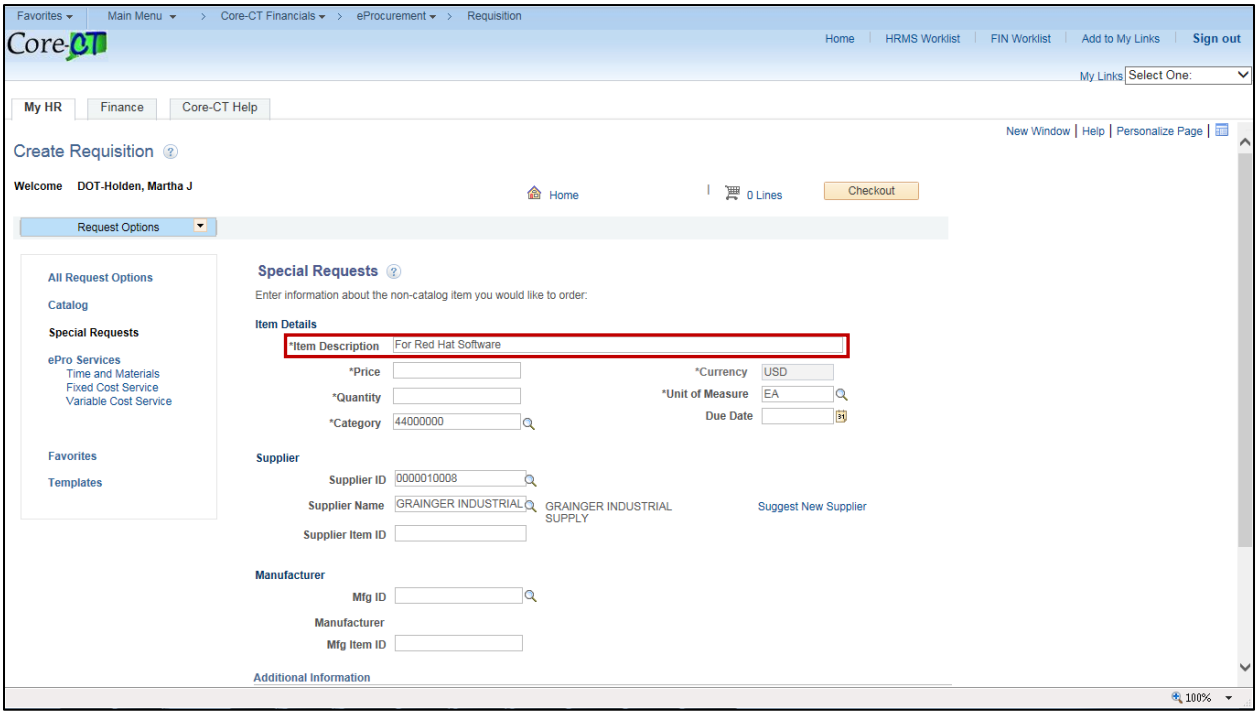


## Creating a Special Request Requisition

1. Click **Special Request** link

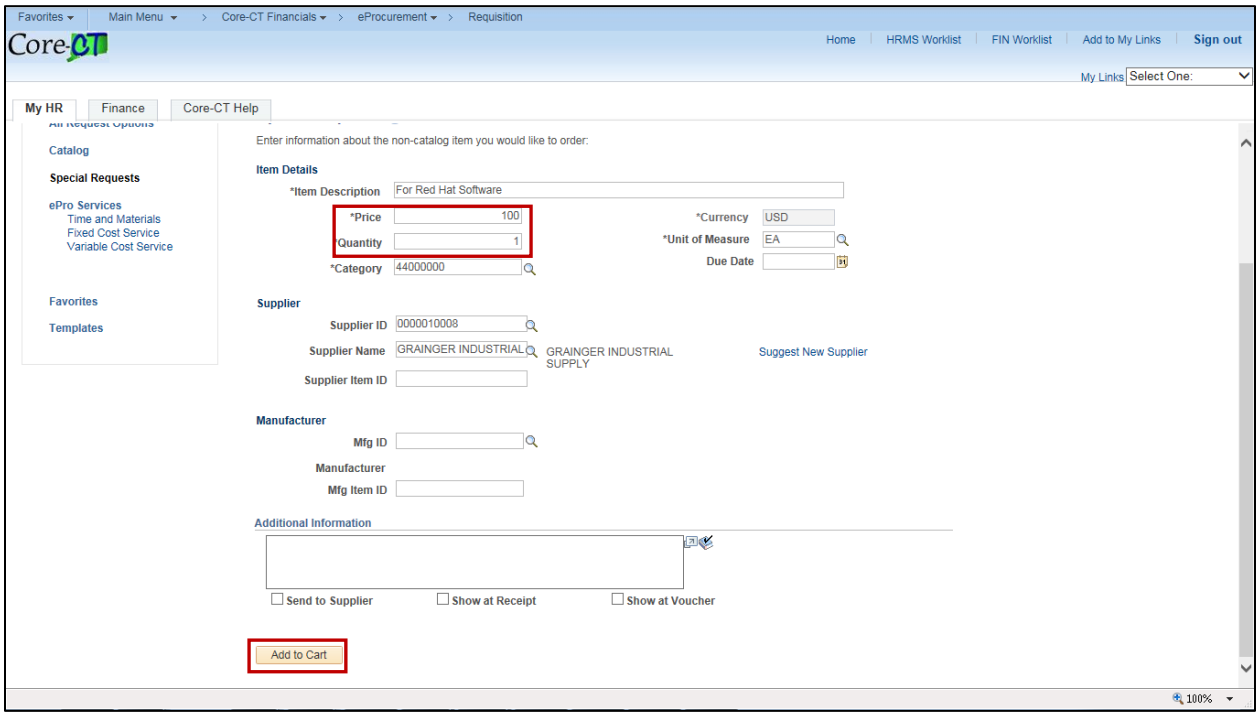


2. Enter **Item Description**

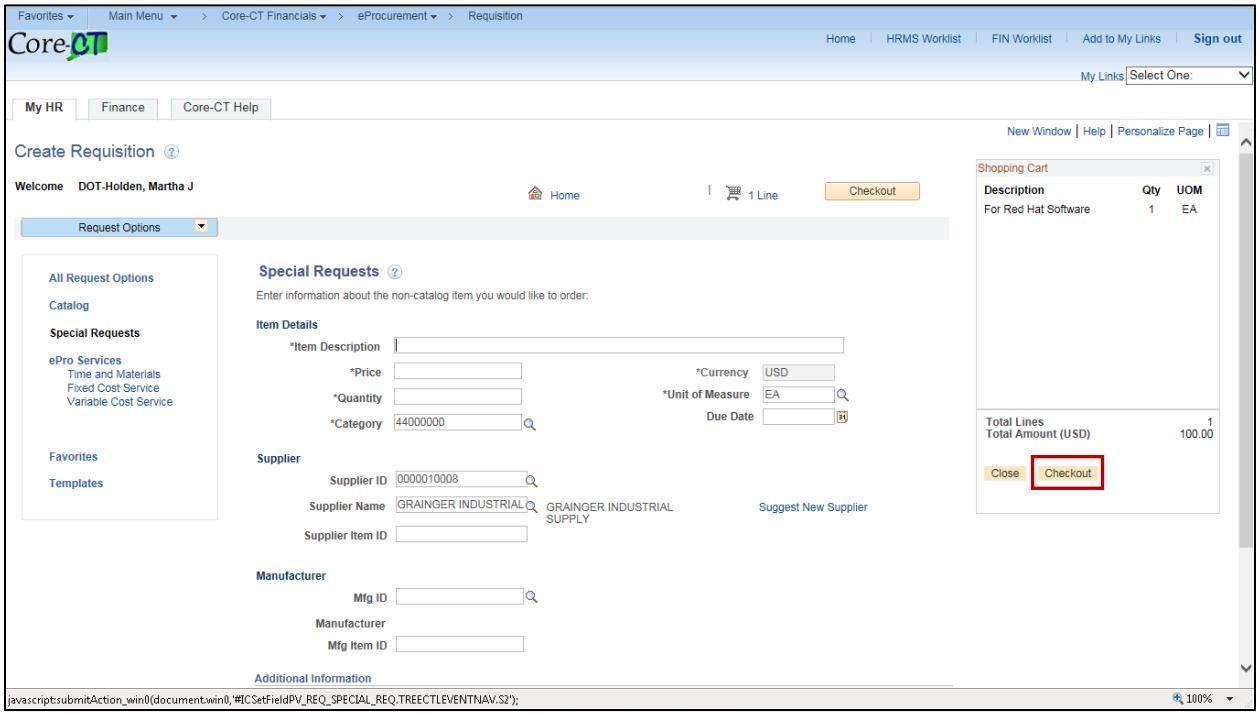



Note: *The Category, Unit of Measure, and Supplier ID fields populated with values entered on the Define Requisitions page.*

3. Enter the **Price** in the price field
4. Enter the **Quantity** in the quantity field
5. Click **Add to Cart**

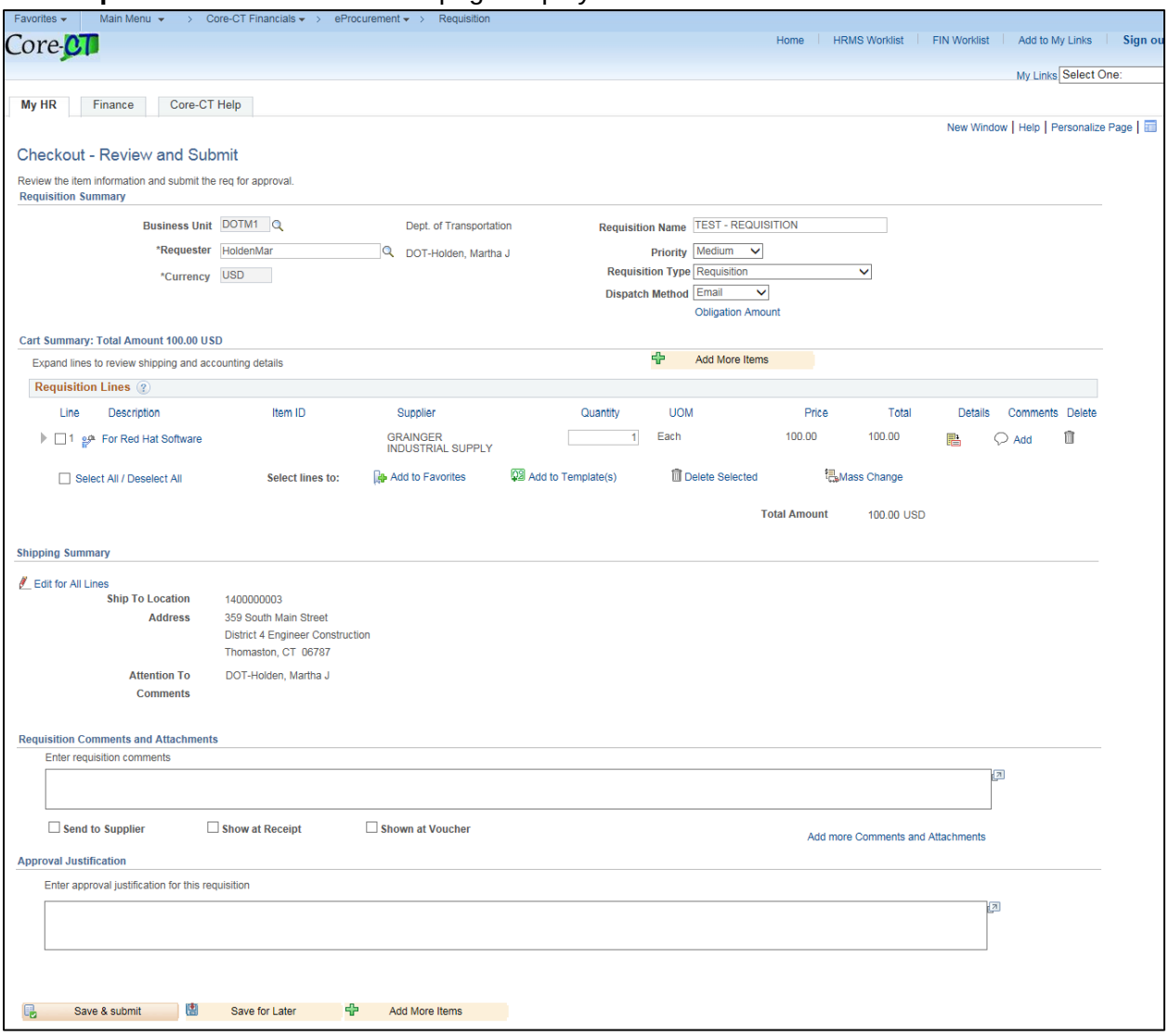


6. Click the **Check Out** link

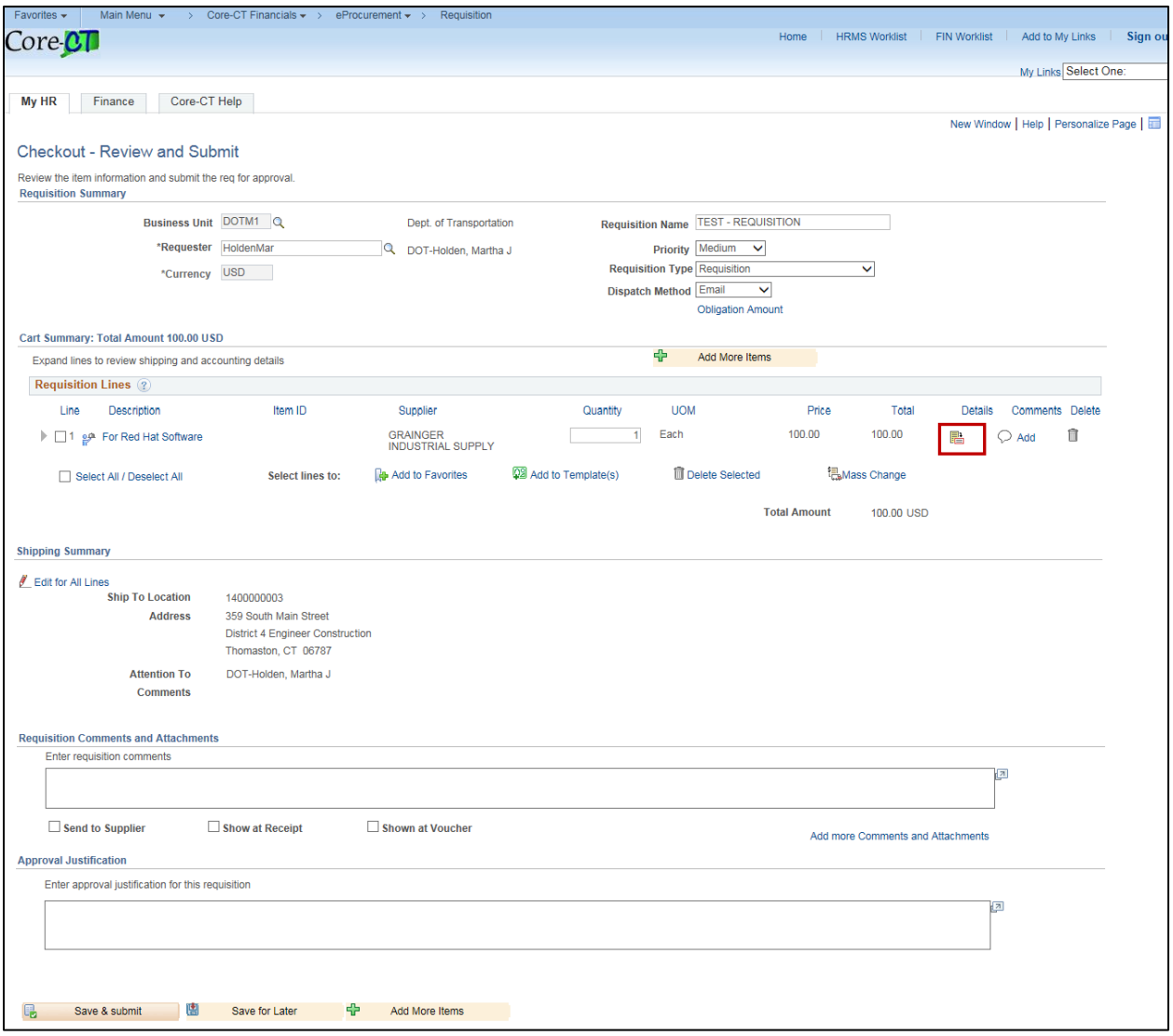



Note: *Do this process for all line items you wish to place on your requisition.*

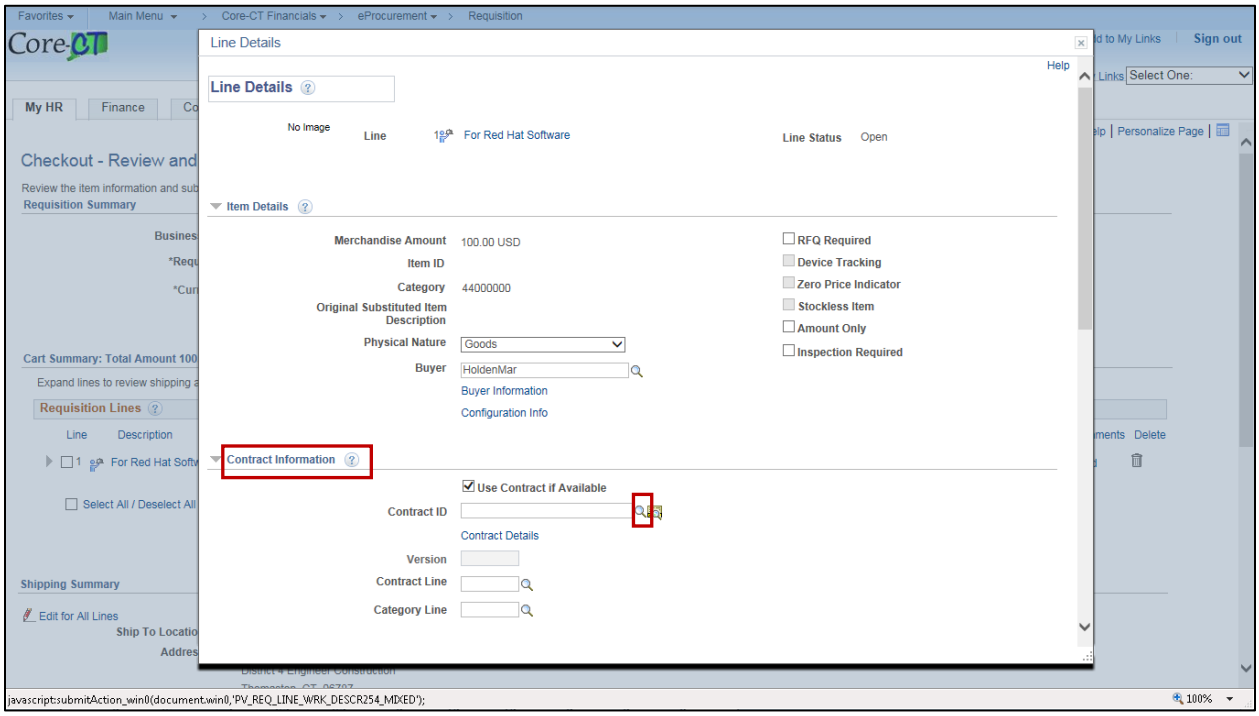
7. The **Requisition Save and Submit** page displays



8. Click the **Line Details** button

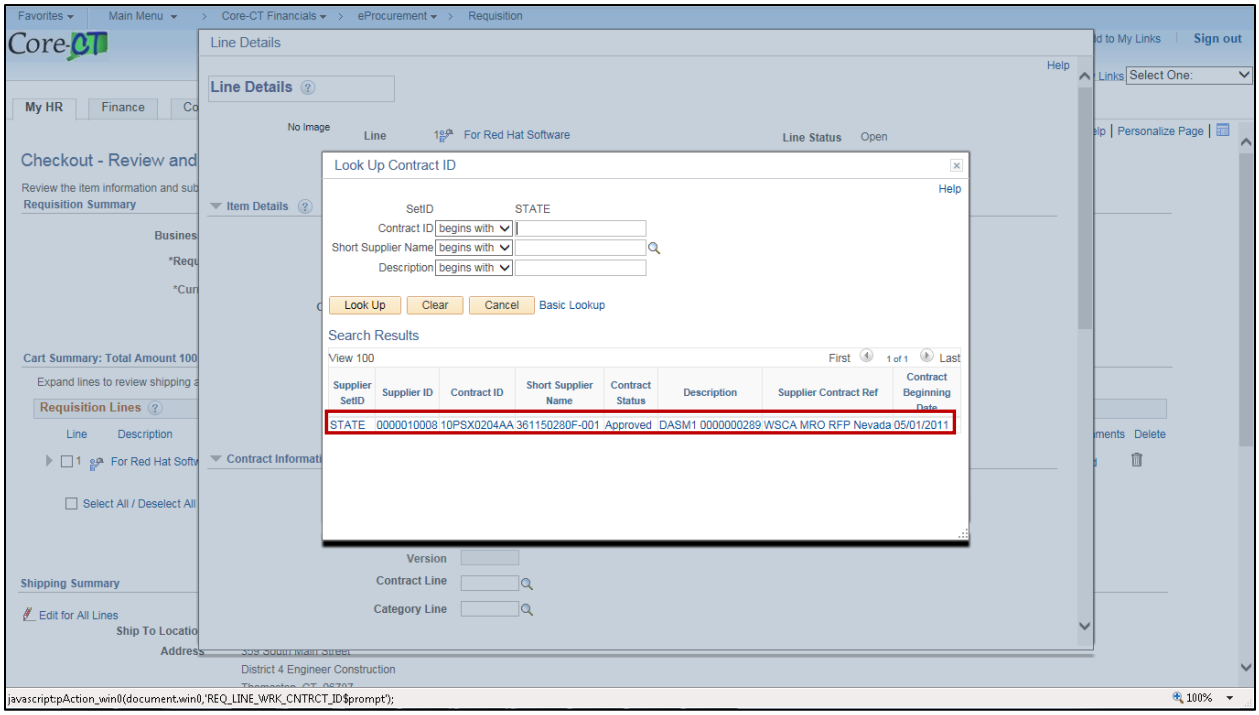


*9.* Click the **Expand Section** button next to the **Contract Information** section
10. Click the **Look Up Contract ID** button



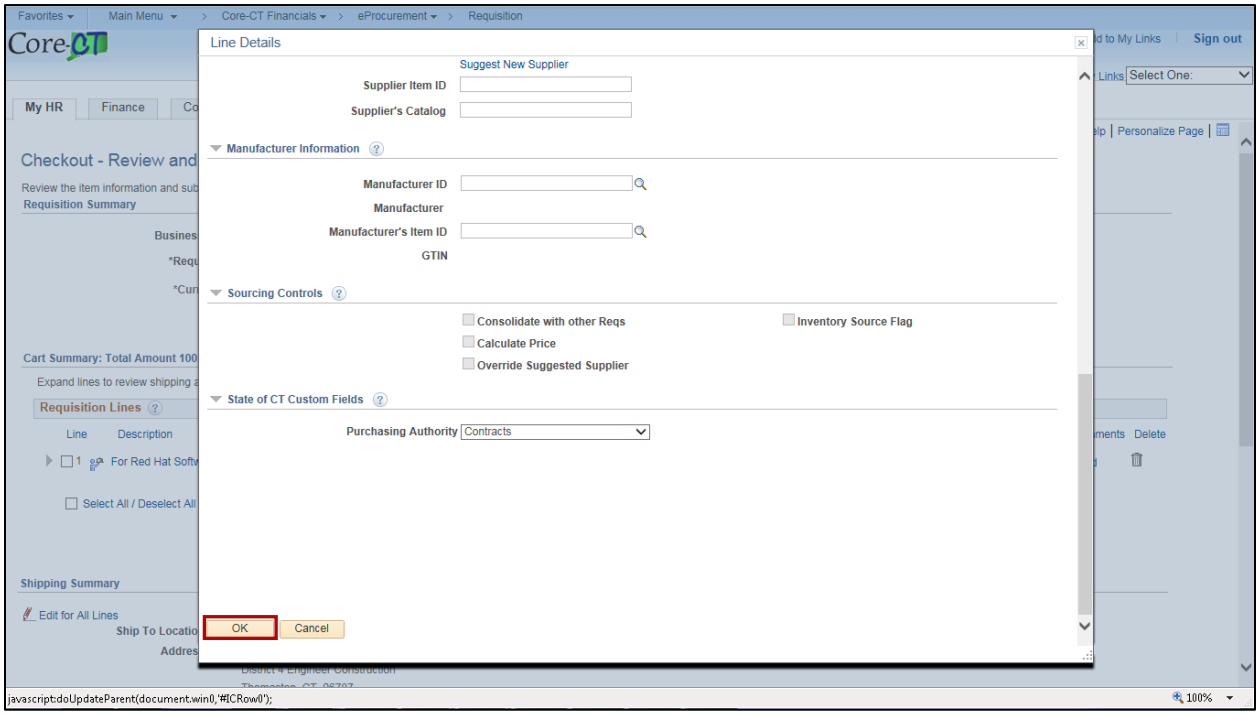

Note: *The Purchasing Authority defaults to Contracts*

11. Click on a **Valid Contract** for this requisition



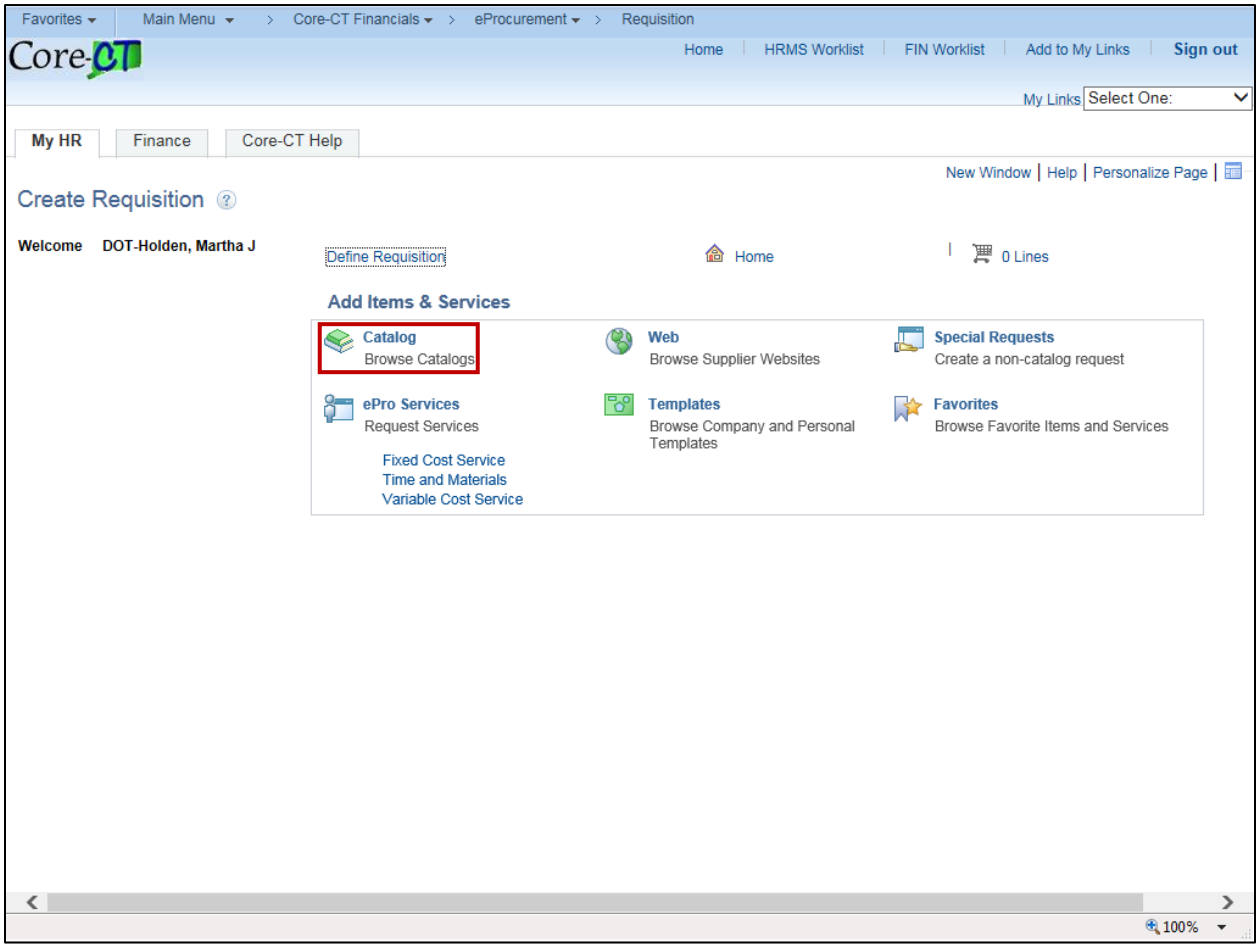

*Note: The Search Results should only display valid Contract IDs for the Supplier selected on the requisition.*

12. Click **OK**

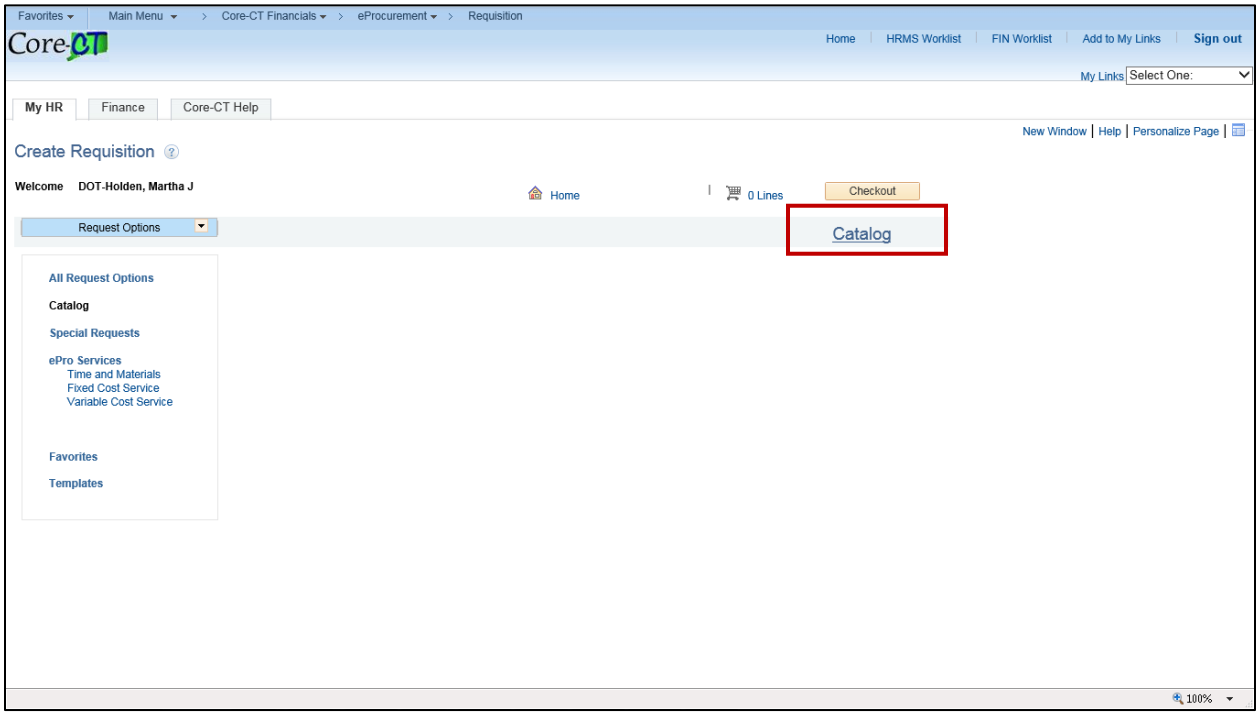

Line Details
Suggest New Supplier
Supplier Item ID
Supplier's Catalog
Manufacturer Information
Manufacturer ID
Manufacturer
Manufacturer's Item ID
GTIN
Sourcing Controls
Consolidate with other Reqs
Calculate Price
Override Suggested Supplier
Inventory Source Flag
State of CT Custom Fields
Purchasing Authority
Contracts
OK
Cancel

## Creating a Catalog Item Requisition

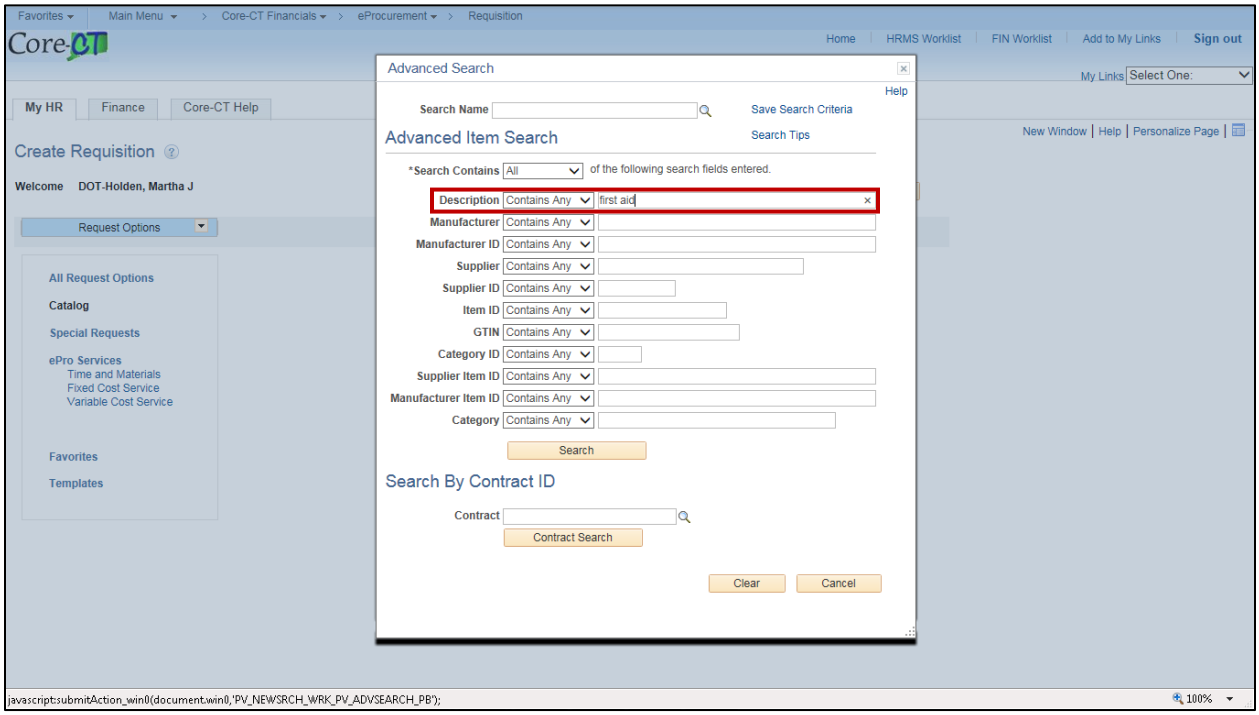
1. Click **Catalog** link



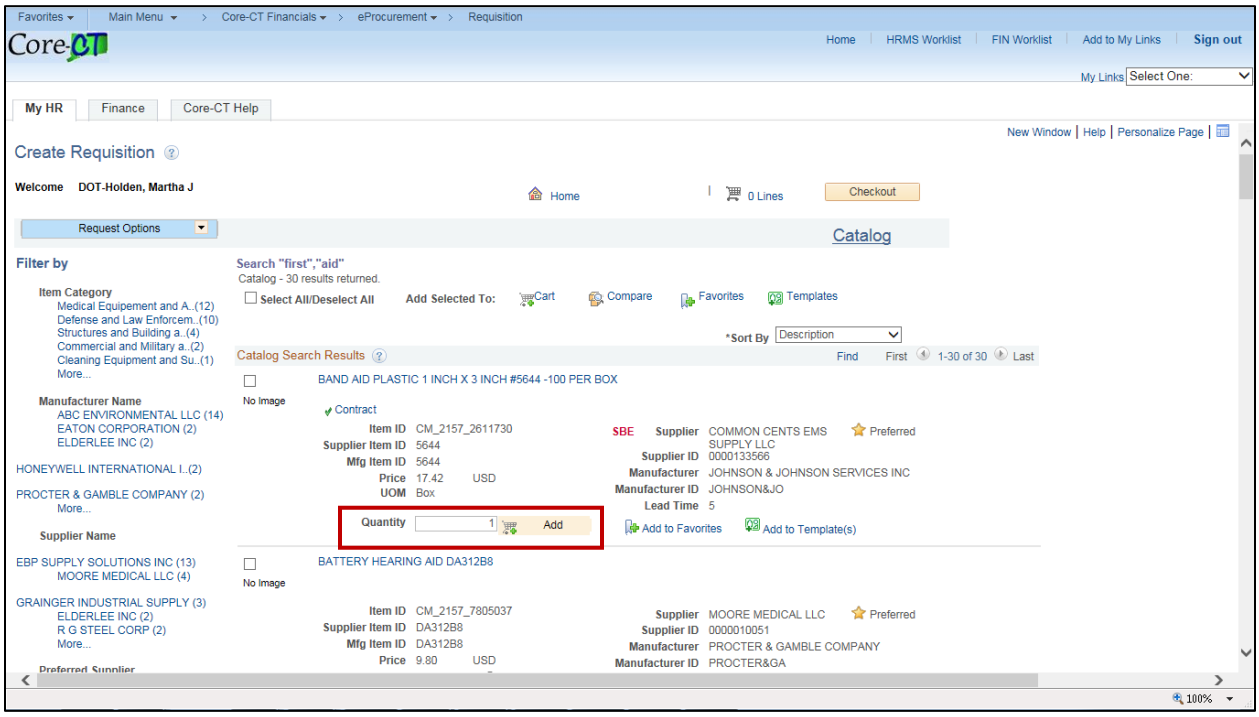
2. Click **Catalog** link



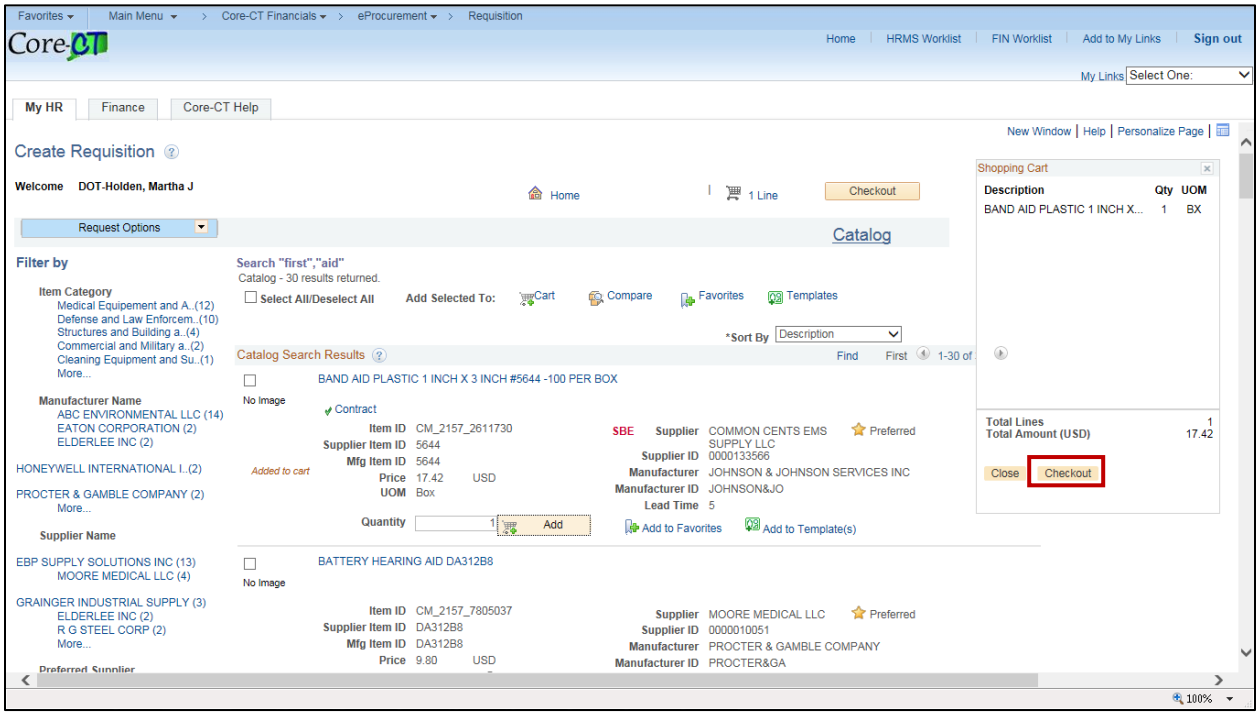
3. Search for an item in the **Description** field.



4. Decide which item should be added to the cart
5. Enter a number in the **Quantity** field
6. Click the **Add** button



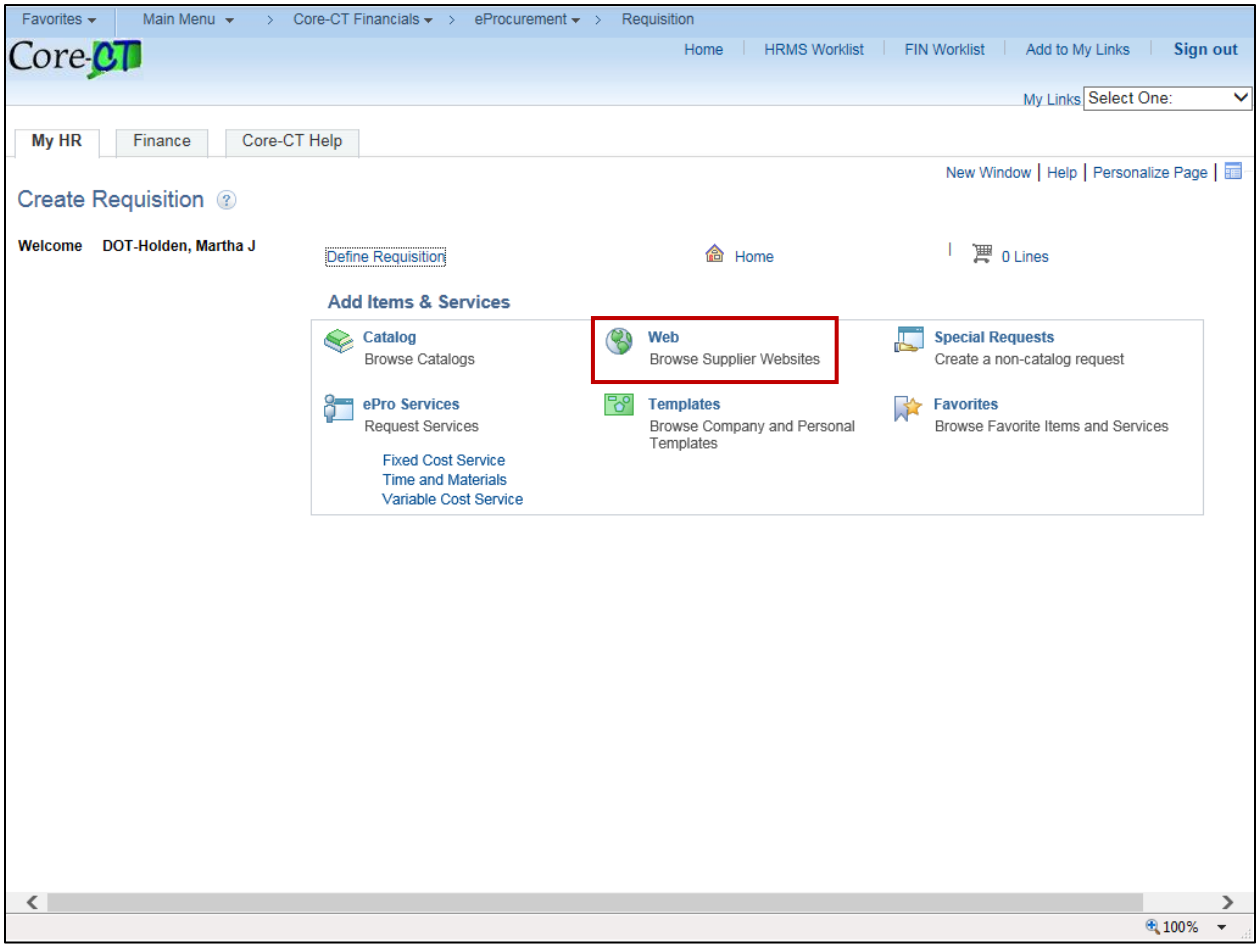
7. Click the **Checkout** button



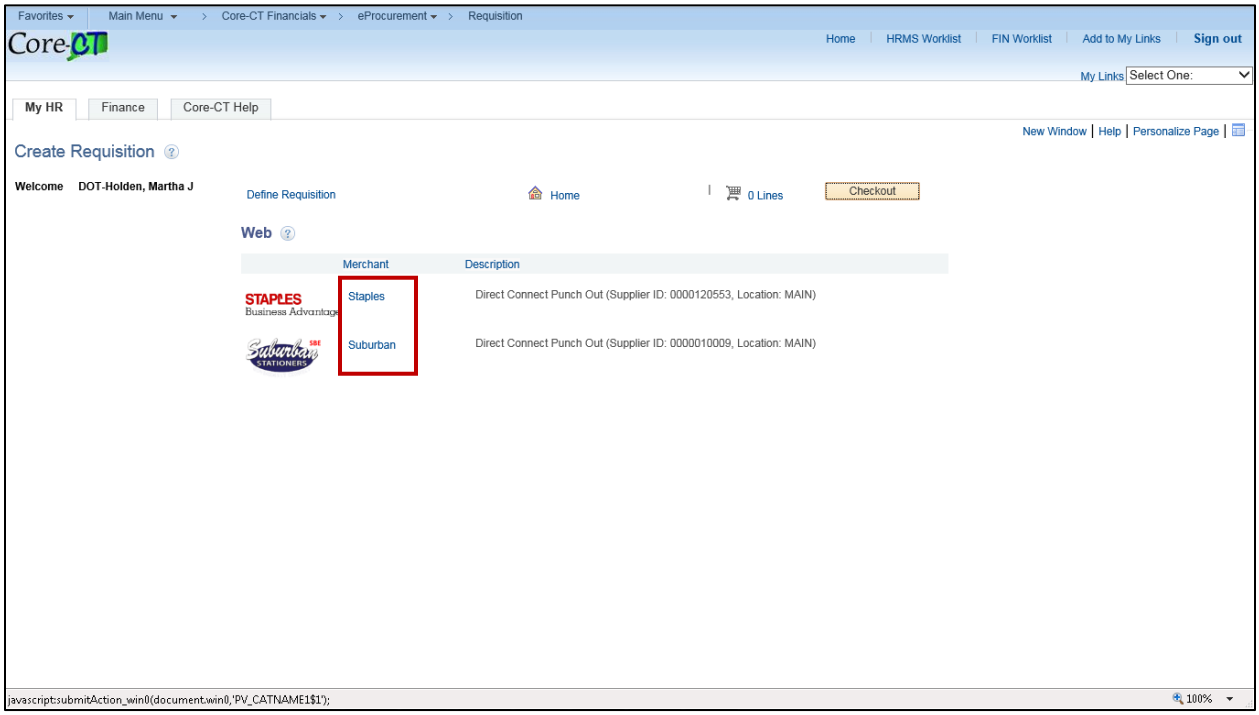

*Note: The Contract ID is populated when the item is chosen and will display in the Contract ID field when the Save & Submit button is clicked.*

## Creating a WEB (Punch-out) Requisition

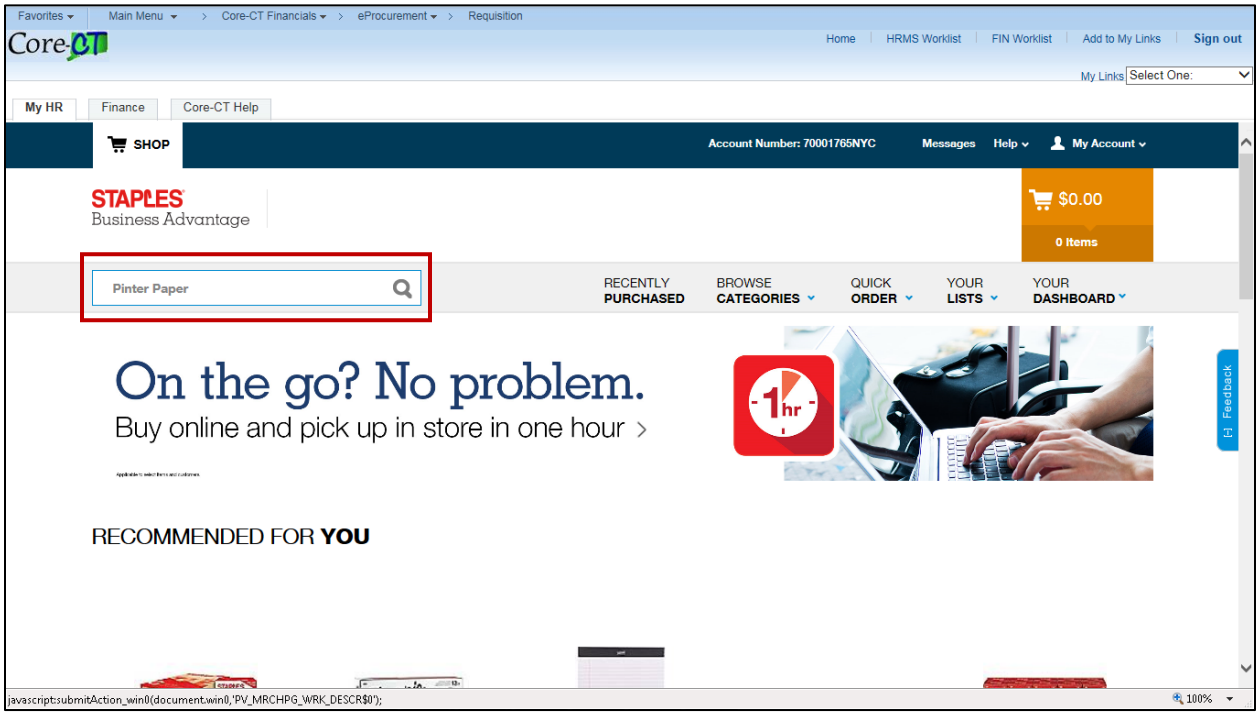
1. Click **Web** link



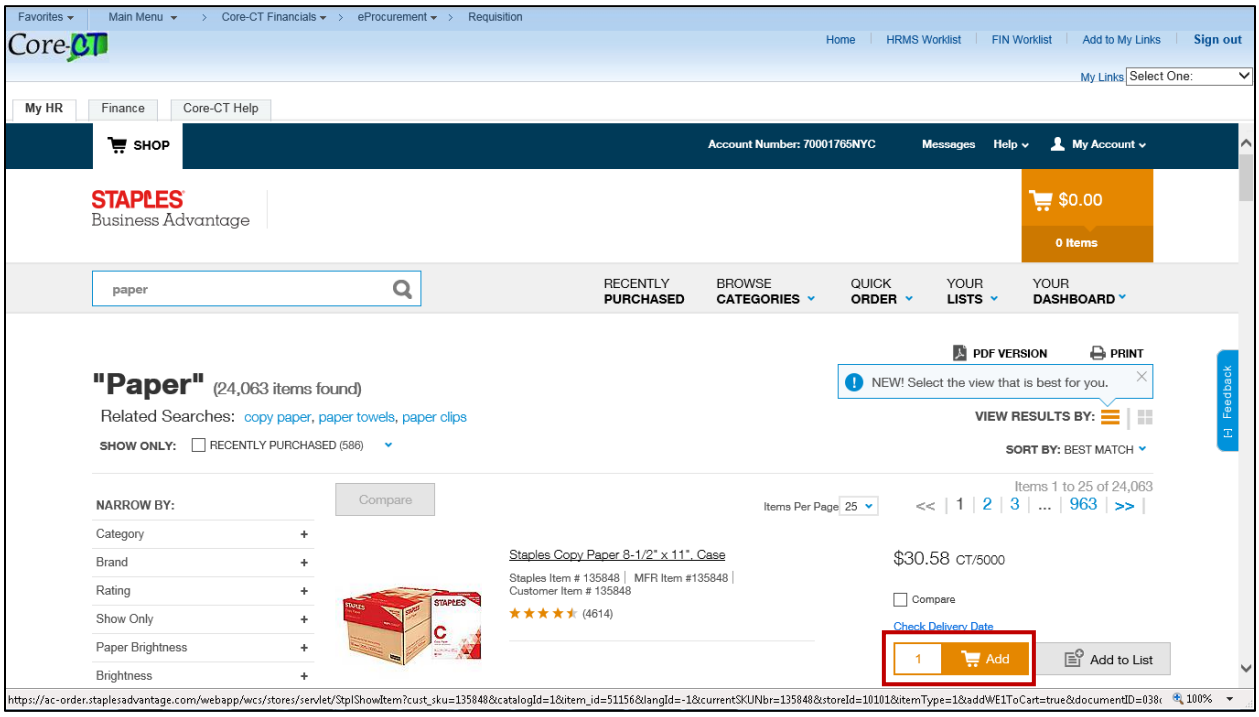
2. Click either the **Suburban** or **Staples** link



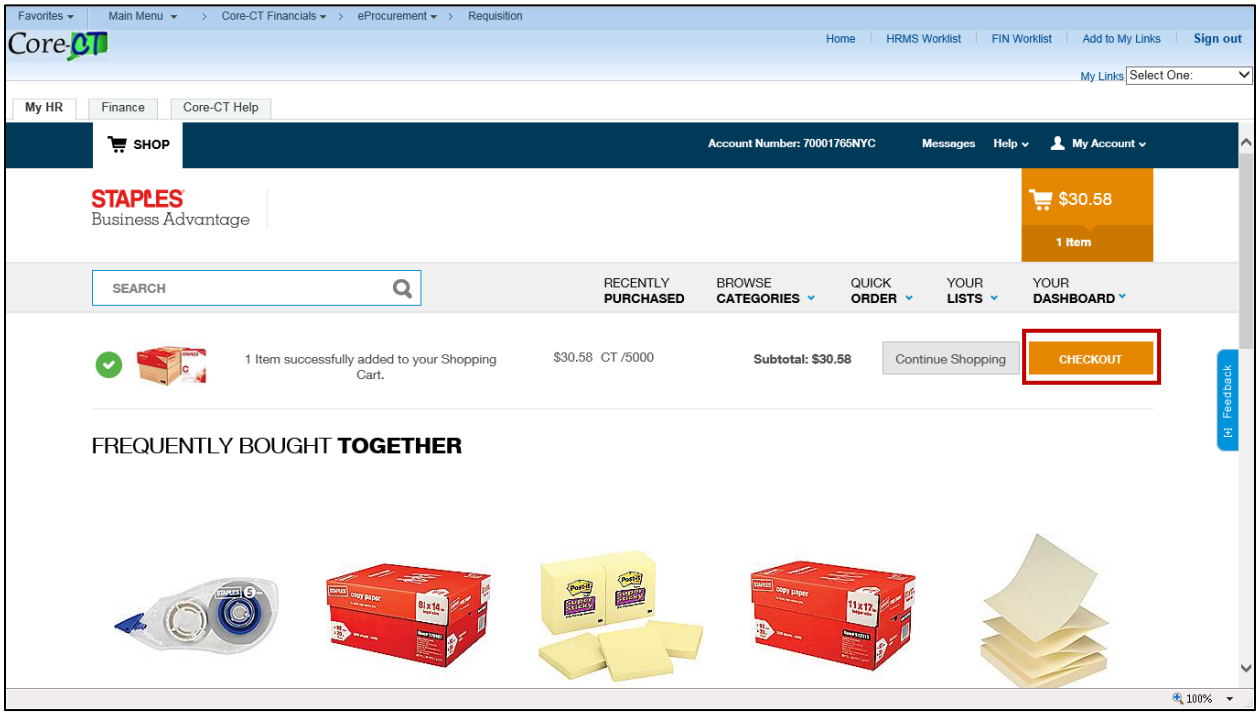
3. Enter an item into the **Search** field



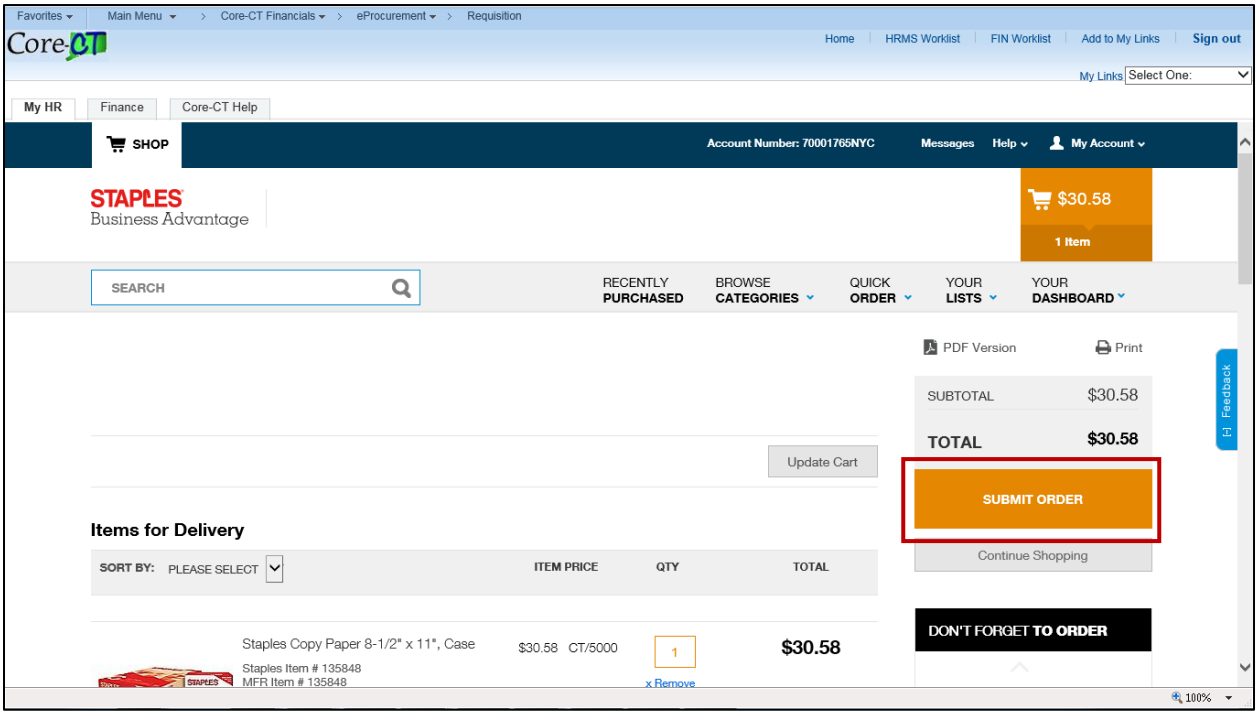
4. Choose an item from the search results
5. Enter a number in the **Quantity** field
6. Click the **Add** button



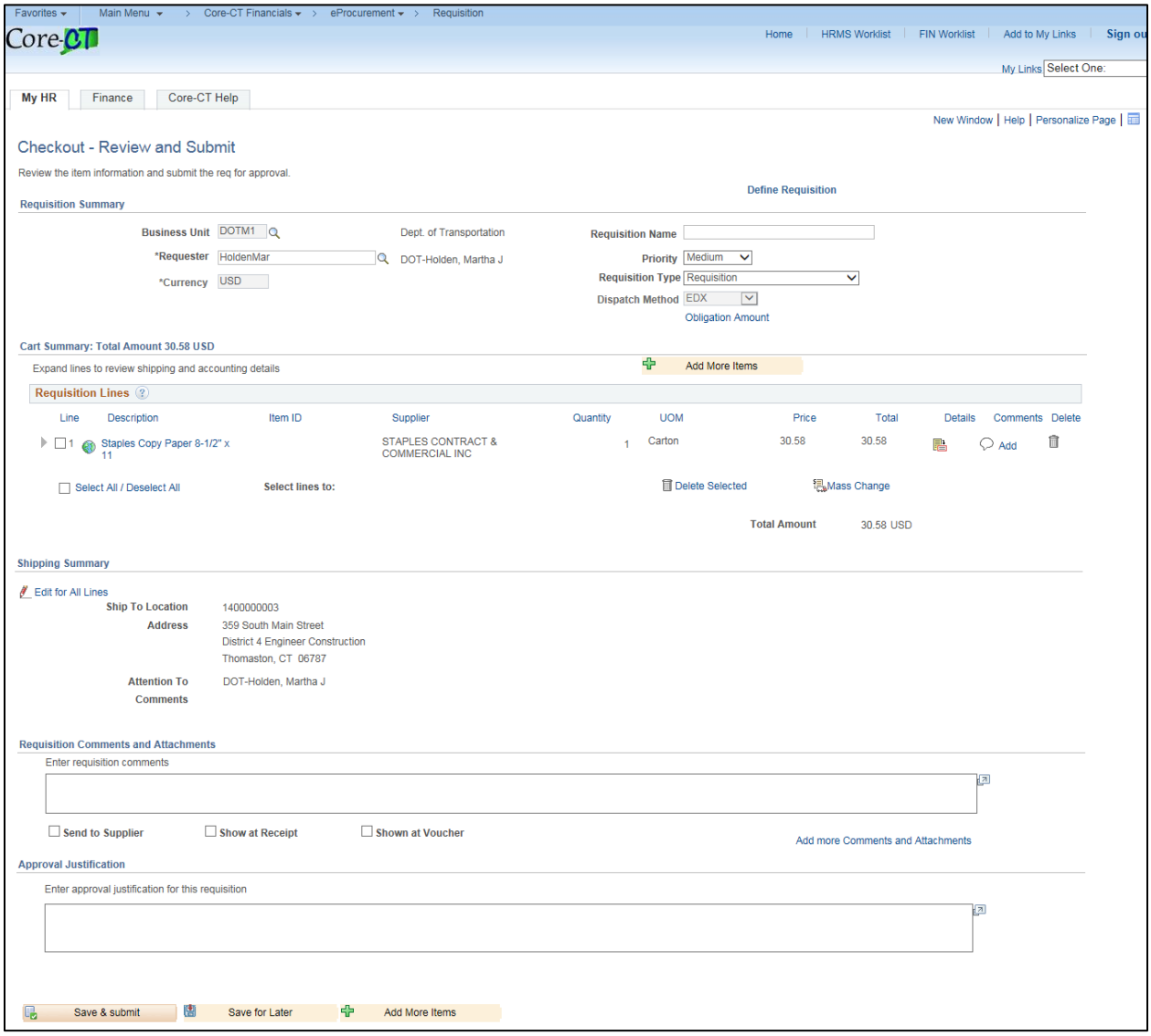
7. Click the **checkout** button



8. Click the **Submit** button



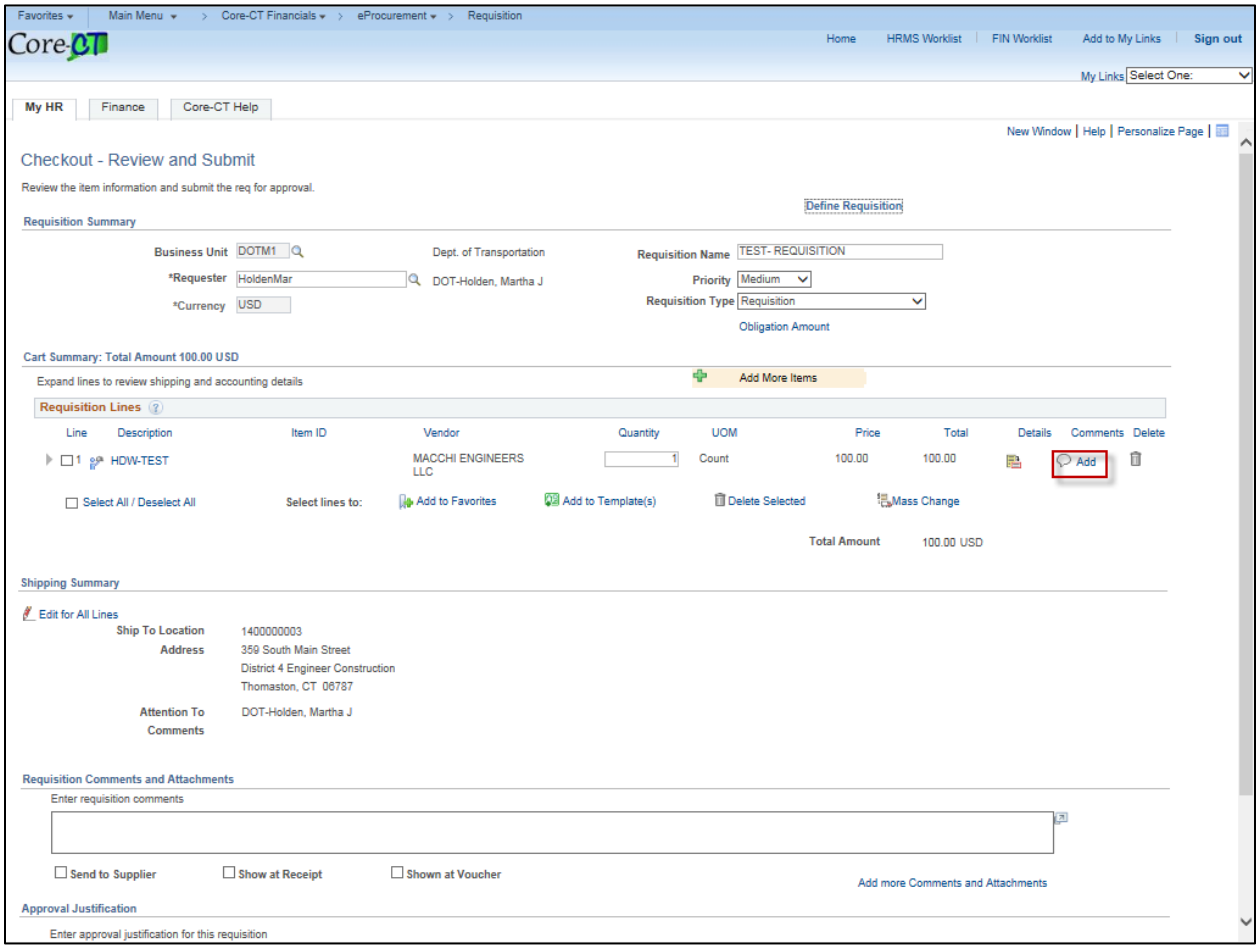
9. The items are populated on the ePro requisition



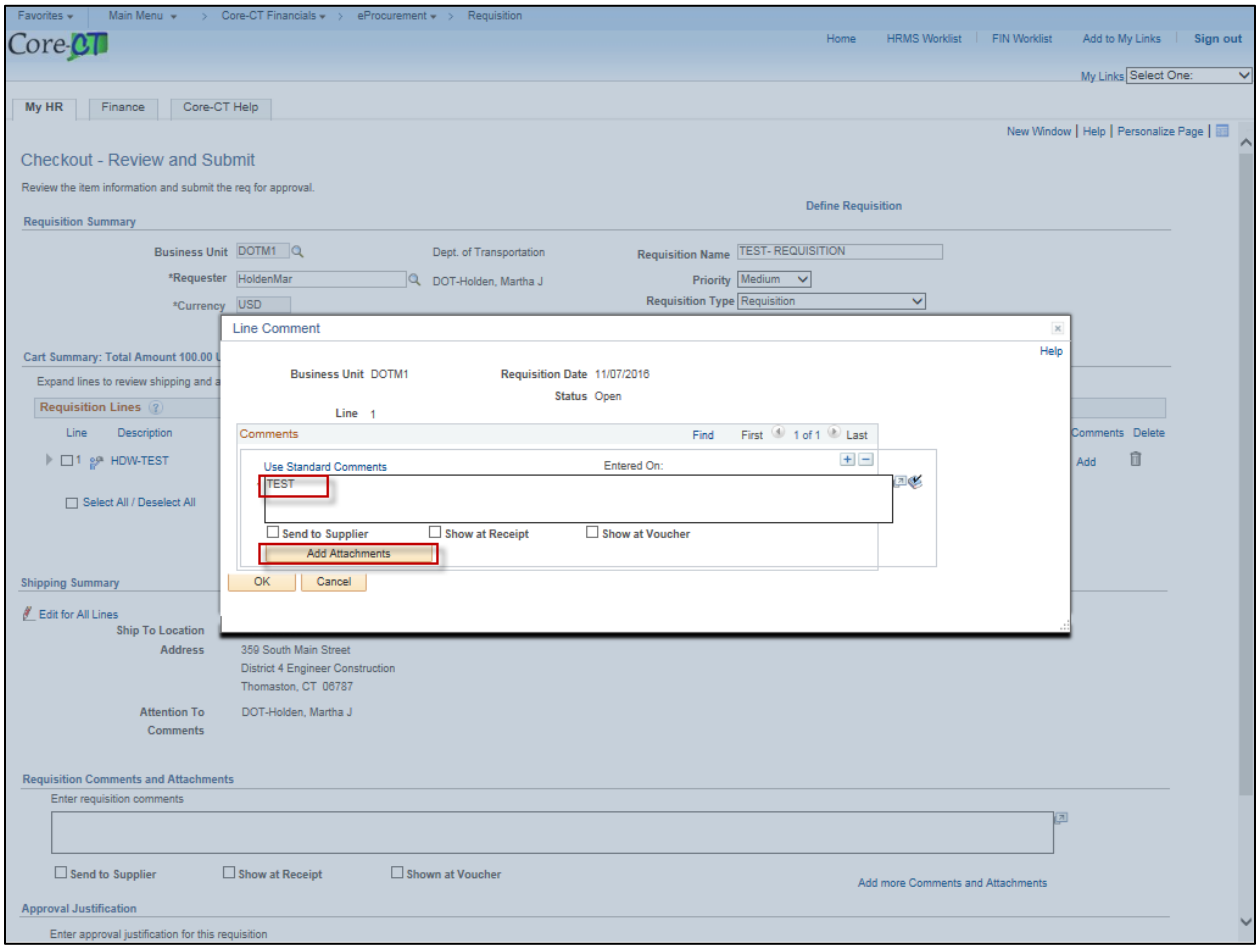

*Note: The Contract ID will populate when the Save & Submit button is clicked*

## Checkout – Review and Submit a Requisition

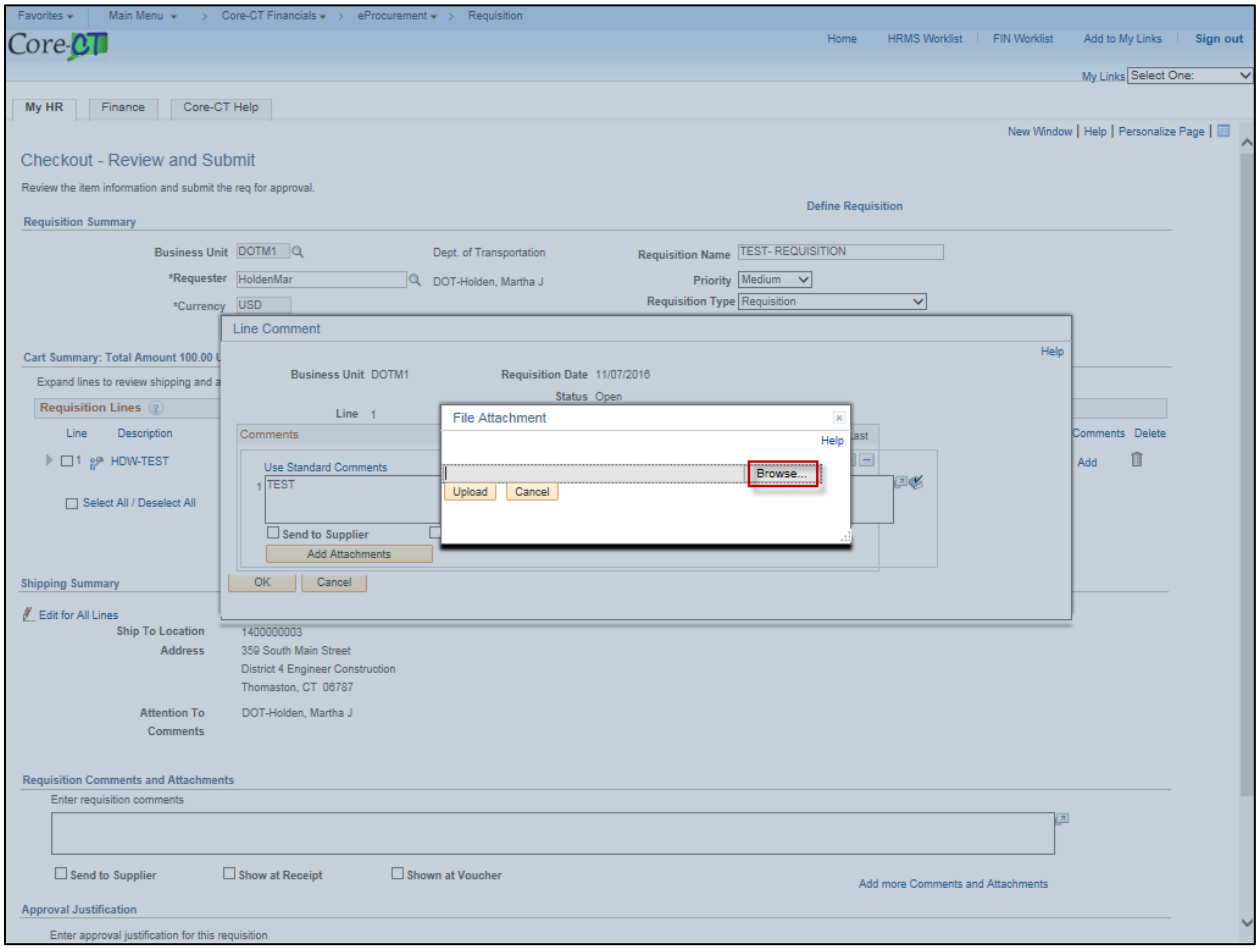
1. Click the **Line Comments** icon
2. Add **Comments**



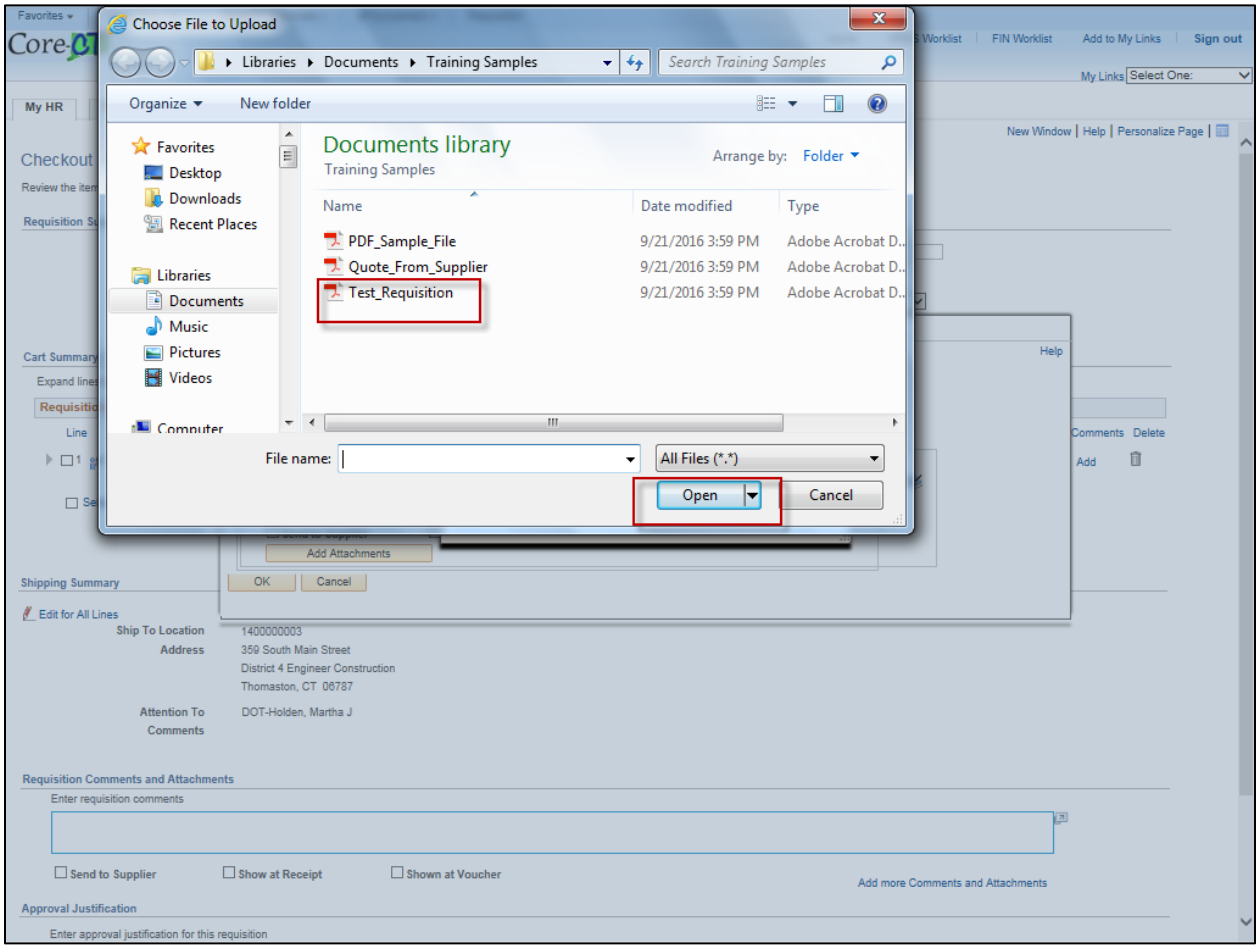
3. Click the **Add Attachment** button on the **Line Comments** page to attach supporting documents to the requisition



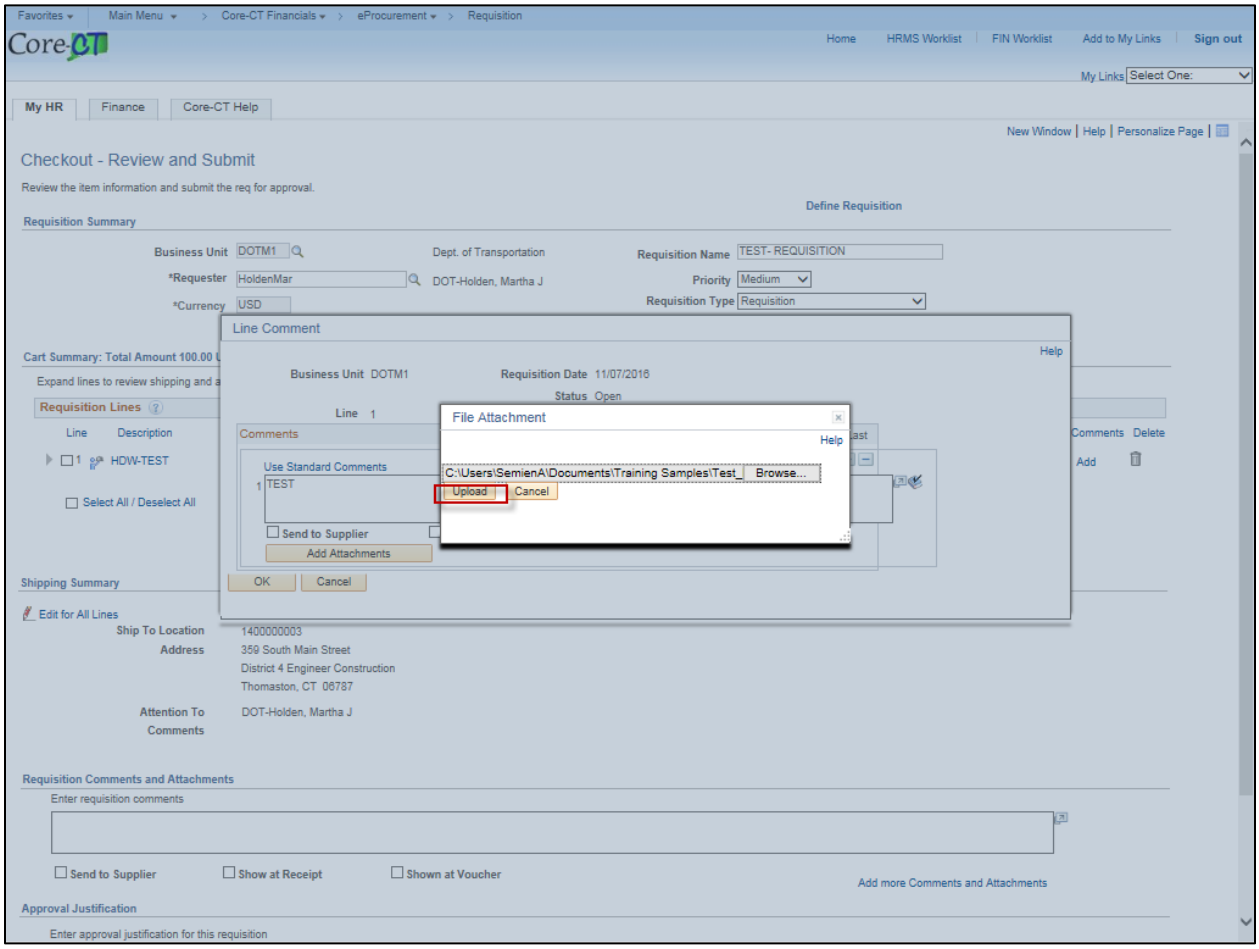
4. Click the **Browse …** button to display the document to be attached.



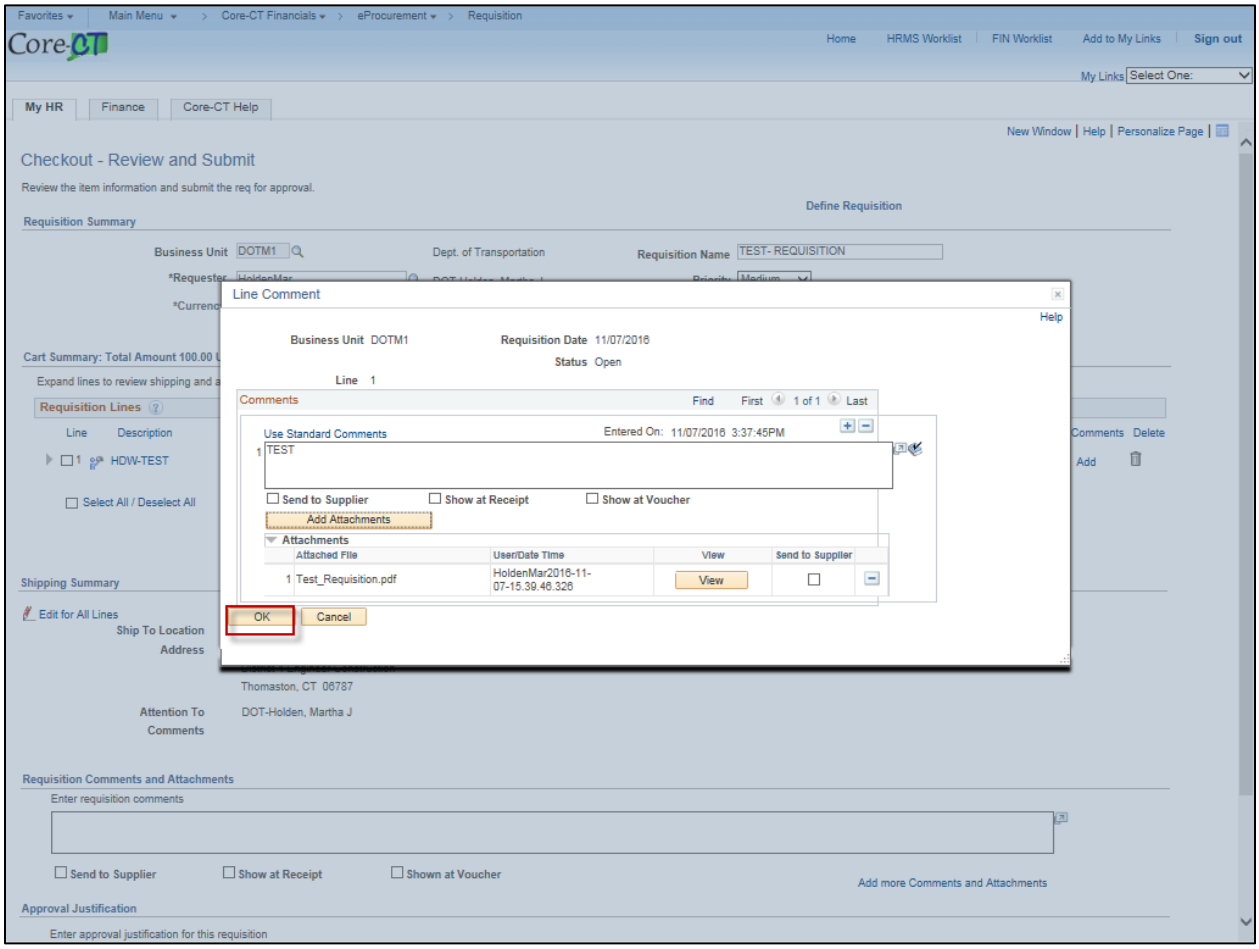
5. Click the **Open** button and select the document you wish to attach



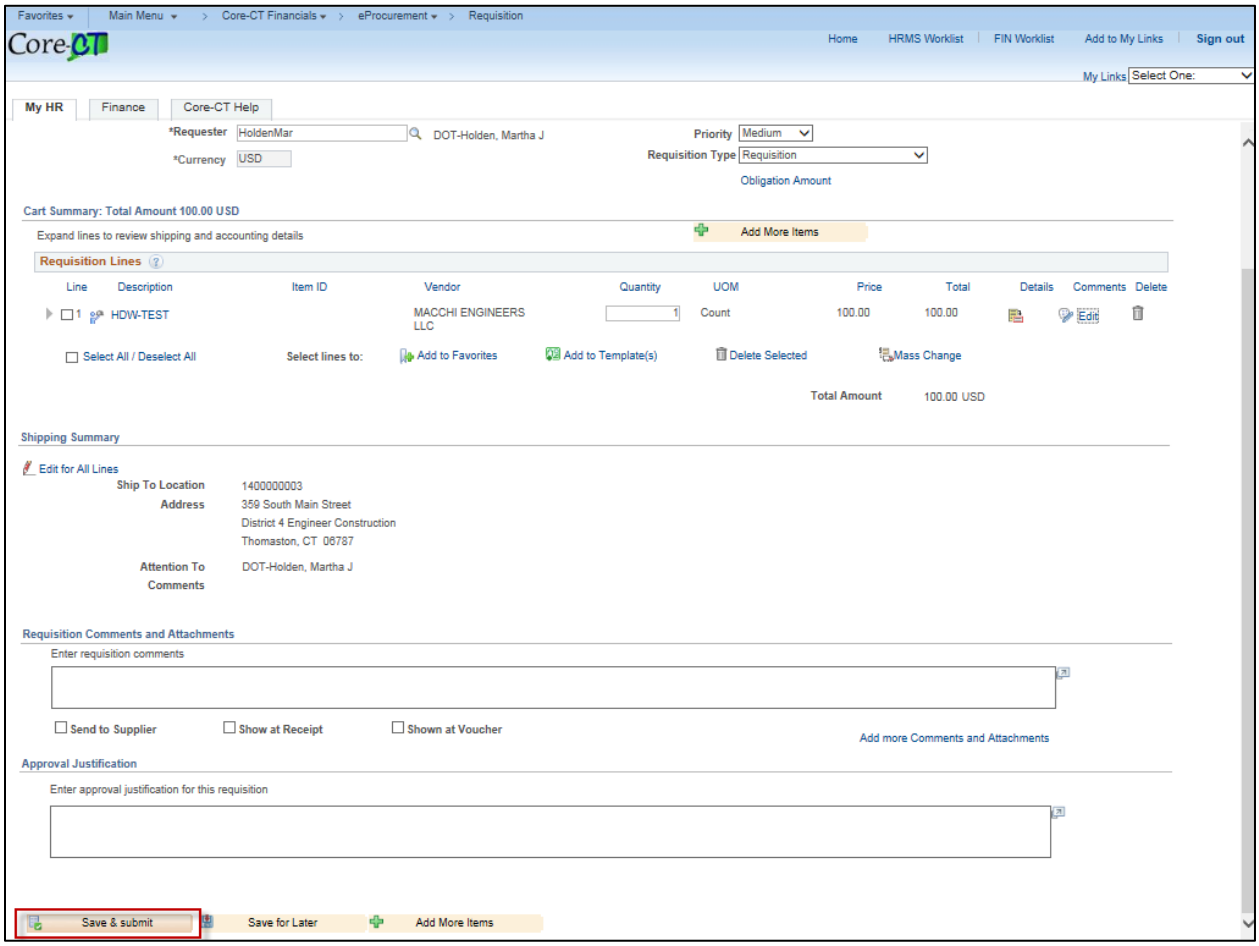
6. Click **Upload**



7. Click **OK**

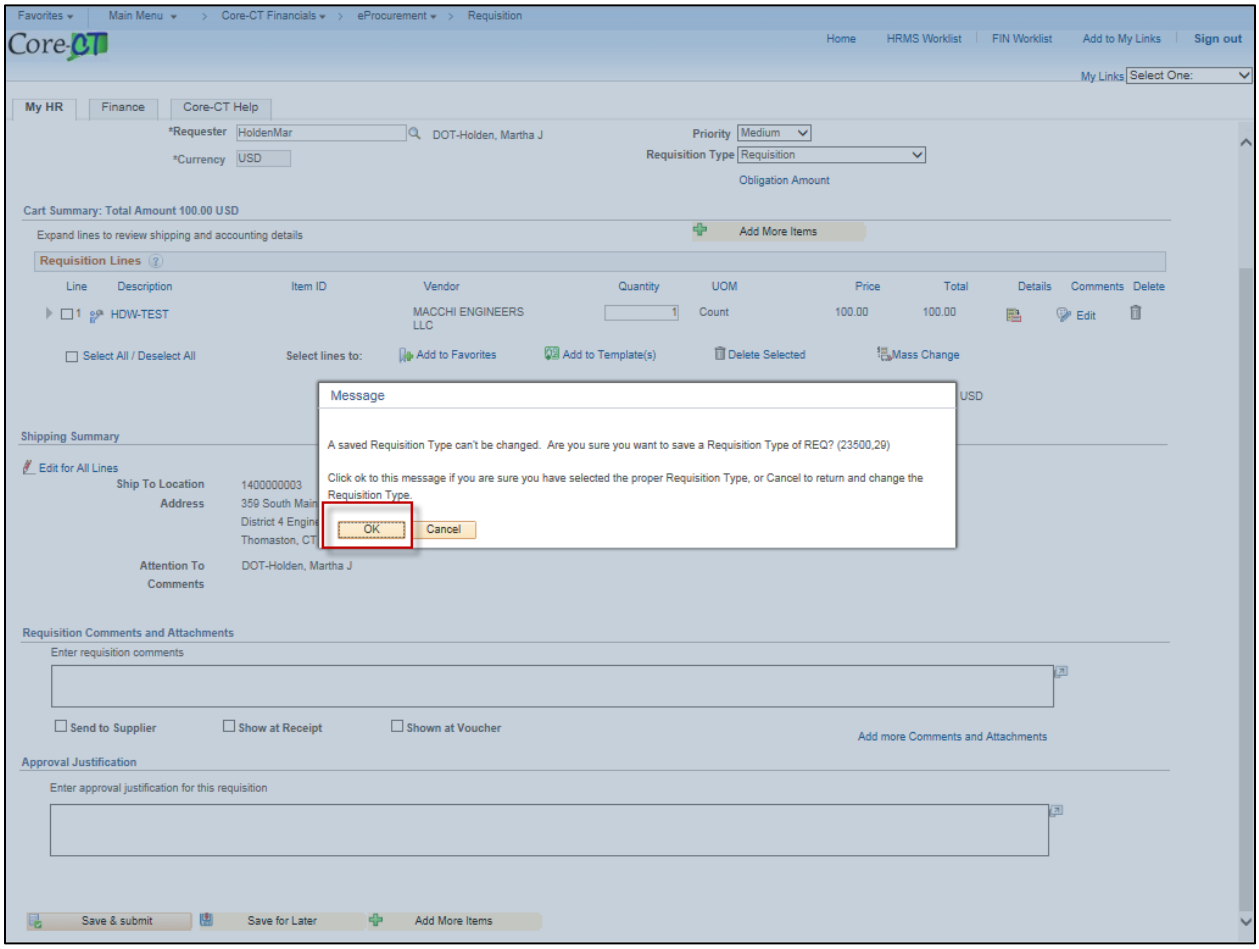

Checkout - Review and Submit
Review the item information and submit the req for approval.
Define Requisition
Requisition Summary
Business Unit DOTM1
Dept. of Transportation
Requisition Name TEST- REQUISITION
Line Comment
Business Unit DOTM1
Requisition Date 11/07/2016
Status Open
Line 1
Comments
Find First 1 of 1 Last
Use Standard Comments
Entered On: 11/07/2016 3:37:45PM
TEST
Send to Supplier
Show at Receipt
Show at Voucher
Add Attachments
Attachments
Attached File
User/Date Time
View
Send to Supplier
Test_Requisition.pdf
HoldenMar2016-11-07-15.39.46.326
View
OK
Cancel
Requisition Lines
HDW-TEST
Shipping Summary
Edit for All Lines
Ship To Location
Address
Thomaston, CT 06787
Attention To
DOT-Holden, Martha J
Comments
Requisition Comments and Attachments
Enter requisition comments
Send to Supplier
Show at Receipt
Shown at Voucher
Add more Comments and Attachments
Approval Justification
Enter approval justification for this requisition

8. Select **Save & Submit** to save this Requisition and begin the Approval Workflow process




Note: *Selecting **Save for Later** will save the Requisition, but not initiate the Approval Workflow process.*

9. Click the **OK**



The Approval Workflow Confirmation page is displayed. The system assigns a Requisition ID on the confirmation page. The requisition will be routed through the normal requisition approval process.