



9.2 eProcurement Requisition – Supplier Location Job Aid

Type of Procurement	Supplier Location	Defaulted Dispatch	Requisition Type
Create a requisition to reconcile a P-Card swipe transaction	PCARDPOS	PRINT	REQUISITION, ITD-10, PRODUCT SCHEDULE, TSR EQUIP, TSR MACR
Create a requisition and pay with P-Card (Both inventory & non-inventory)	PCARDOPTIN	Default set in the Supplier Setup. Email/FAX/Print	REQUISITION, ITD-10, PRODUCT SCHEDULE, TSR EQUIP, TSR MACR
Create a catalog requisition and pay with P-Card	PCARDOPTIN (Users must update the default using MASS update button)	Default set in the Supplier Setup. Email/FAX/Print	REQUISITION, ITD-10
Create a WEB Punch-Out requisition and pay with P-Card	PUNCHOUT	EDX	REQUISITION
Create a catalog requisition (for inventory) and pay with P-Card for Suburban or Staples	PCARDOPTIN (Users must update the default using MASS update button)	Default set in the Supplier Setup. Email/FAX/Print	REQUISITION
Create a catalog, special request, WEB Punch-Out, Template, Favorite or ePro Service requisition and pay with ACH (Both inventory & non-inventory)	MAIN-ACH or MAIN	Default set in the Supplier Setup. Email/FAX/Print	REQUISITION, ITD-10, PRODUCT SCHEDULE, TSR EQUIP, TSR MACR
Create a DAS-BID requisition	MAIN-ACH or MAIN	This type of Requisition will get converted into a Contract.	DAS-BID