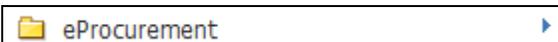
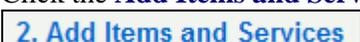
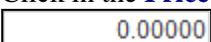
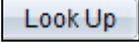
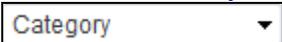
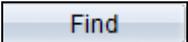
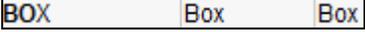
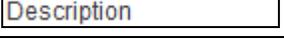
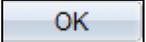
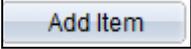


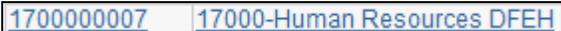
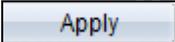
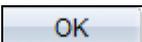
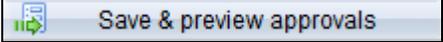
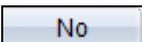
## Creating a requisition

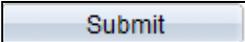
Step	Action
1.	<p>Begin by navigating to the <b>Create Requisition</b> menu.</p> <p>Click the <b>Main Menu</b> button.</p> 
2.	<p>Click the <b>eProcurement</b> menu.</p> 
3.	<p>Click the <b>Create Requisition</b> menu.</p> 
4.	<p>Enter a name for the requisition.</p> <p>Click in the <b>Requisition Name</b> field.</p> 
5.	<p>Enter the desired information into the <b>Requisition Name</b> field.</p>
6.	<p>Navigate to the <b>Add Items and Services</b> stage of the requisition.</p> <p>Click the <b>Add Items and Services</b> link.</p> 
7.	<p>Click <b>Special Item</b> to begin adding items to a requisition.</p> <p>Click the <b>Special Item</b> link.</p> 
8.	<p>Enter a description for the first item.</p> <p>Click in the <b>Item Description</b> field.</p>
9.	<p>Enter the desired information into the <b>Item Description</b> field.</p>
10.	<p>Enter the estimated price of the proposed item.</p> <p>Click in the <b>Price</b> field.</p> 
11.	<p>Enter the desired information into the <b>Price</b> field.</p>
12.	<p>Indicate the unit of measure used for pricing this item.</p> <p>Click the <b>Look up Unit of Measure</b> button.</p> 

Step	Action
13.	Enter the first letter or number of the <b>Unit of Measure</b> .  Click in the <b>Unit of Measure</b> field. 
14.	"Each" is a common unit of measure. Enter the desired information into the <b>Unit of Measure</b> field.
15.	Click the <b>Look Up</b> button. 
16.	All units of measure beginning with "ea" display.  Click the <b>Each</b> link. 
17.	Enter the quantity to purchase.  Click in the <b>Quantity</b> field. 
18.	Enter the desired information into the <b>Quantity</b> field.
19.	Use the <b>Look up Category</b> button to search for a UNSPSC.  Click the <b>Look up Category</b> button. 
20.	Click the <b>Search By</b> menu to select how to search for the UNSPSC from the dropdown list.  Click the <b>Search By</b> list. 
21.	You can search for UNSPSCs by Category (number) or Description.  Click the <b>Description</b> list item. 
22.	For this scenario, you intend to search for projectors.  Click in the <b>Find</b> field. 
23.	Enter the desired information into the <b>Find</b> field.
24.	Click the <b>Find</b> button. 
25.	FISCal lists all UNSPSCs that contain the word "projector" in the Description. For this scenario, you select Multimedia projectors.  Click the <b>Multimedia projectors</b> link.

Step	Action
26.	Add this item to the requisition. Click the <b>Add Item</b> button. 
27.	Enter the next item. Click in the <b>Item Description</b> field.
28.	Enter the desired information into the <b>Item Description</b> field.
29.	Enter the approximate price of the item. Click in the <b>Price</b> field. 
30.	Enter the desired information into the <b>Price</b> field.
31.	For this scenario, bulbs come in boxes of 2. Click in the <b>Unit of Measure</b> field. 
32.	Enter the desired information into the <b>Unit of Measure</b> field.
33.	All Units of Measure beginning with the letters "bo" display. Click the <b>BOX</b> object. 
34.	Enter the desired quantity. Click in the <b>Quantity</b> field. 
35.	Enter the desired information into the <b>Quantity</b> field.
36.	Enter the UNSPC of this item. Click the <b>Category Lookup</b> button. 
37.	For this scenario, you intend to search for projector bulbs. Click the <b>Look up Category</b> list. 
38.	Click the <b>Description</b> list item. 
39.	Click in the <b>Find</b> field. 
40.	Enter the desired information into the <b>Find</b> field.

Step	Action
41.	Click the <b>Find</b> button. 
42.	All UNSPSCs that contain the word "projection" display. For this example, select Projection lamps.  Click the <b>Projection lamps</b> link.
43.	If desired, enter a <b>Due Date</b> to receive this item.  Click in the <b>Due Date</b> field. 
44.	Enter the desired information into the <b>Due Date</b> field.
45.	If desired, add a comment regarding this item.  Click in the <b>Additional Information</b> field.
46.	Enter the desired information into the field.
47.	If desired, spell check the entered comment.  Click the <b>Spell Check Comment Text</b> button. 
48.	Click the <b>OK</b> button. 
49.	For this scenario, you want the vendor to receive your entered comment.  Click the <b>Send to Vendor</b> option. 
50.	Add this item to the requisition.  Click the <b>Add item</b> button. 
51.	After entering all desired items, click <b>3. Review and Submit</b> .  Click the <b>3. Review and Submit</b> link. 
52.	Enter funding information in the <b>Comments</b> field. Comments entered in the <b>Review and Submit</b> stage apply to the entire requisition.  Click in the <b>Comments</b> field.
53.	Enter the desired information into the <b>Comments</b> field.
54.	Click the <b>Send to Vendor</b> option. 

Step	Action
55.	<p>For this scenario, you want to select all items.</p> <p>Click the <b>Select All / Deselect All</b> option.</p> 
56.	<p>Indicate where these items should get shipped.</p> <p>Click the <b>Modify Line / Shipping / Accounting</b> button.</p> 
57.	<p>Select where you want the items shipped.</p> <p>Click the <b>Look up Ship To</b> button.</p> 
58.	<p>For this scenario, you want these items shipped to Human Resources.</p> <p>Click the <b>1700000007</b> link.</p> 
59.	<p>Attach the entered information to the selected items.</p> <p>Click the <b>Apply</b> button.</p> 
60.	<p>Leave "<b>All Distribution Lines</b>" selected and click OK to return to the <b>Create Requisition</b> page.</p> <p>Click the <b>OK</b> button.</p> 
61.	<p>For this scenario, you choose to save without submitting.</p> <p>Click the <b>Save &amp; preview approvals</b> button.</p> 
62.	<p>For this scenario, you want to view the printable version of the requisition.</p> <p>Click the <b>View printable version</b> link.</p> 
63.	<p>You may view the printout in two different formats. For this scenario, you want the short version.</p> <p>Click the <b>No</b> button.</p> 
64.	<p>Click the <b>Maximize/Restore</b> button to expand the view of the report.</p> <p>Click the <b>Maximize/Restore</b> button.</p> 

Step	Action
65.	When finished viewing the report, click the Close button (looks like an X.)  Click the <b>Close</b> button. 
66.	Click <b>Submit</b> to submit the requisition for approval.  Click the <b>Submit</b> button. 
67.	You have successfully created and submitted a requisition. <b>End of Procedure.</b>