

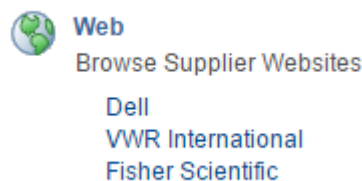
Creating a Web Requisition

Introduction

Some suppliers allow for creating a requisition using their own web-based ordering system built into Financials.SMU.

Initiating a Web Requisition

1. On the Financials.SMU home page, click on **Main Menu**.
2. Click on **eProcurement**.
3. Click on **Requisition**.
4. Under the **Web** section of the page, click on the supplier you would like to order from.
5. You will be routed to the supplier's website to browse and select items.
6. Once items are selected, follow the supplier's instructions for creating a requisition.
7. The supplier's website will then place the requisition data into the appropriate form in Financials.SMU.
8. Proceed with requisition submission as usual.



End of Procedure.

