







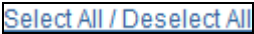
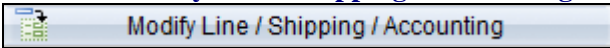
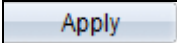
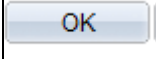
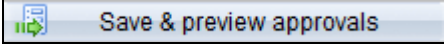
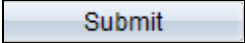


Creating a Web Requisition

Step	Action
1.	Click the Main Menu button. 
2.	Click the eProcurement menu. 
3.	Click the Create Requisition link. 
4.	Enter the desired information into the Requisition Name field.
5.	Click the 2. Add Items and Services link. 
6.	Click the Web tab. 
7.	Click the desired Merchant link.
8.	Select the desired Category .
9.	Click the desired Item .
10.	Click the Add to Cart » button. 
11.	Enter the desired Quantity .
12.	Click the Add to Requisition » button. 
13.	The Requisition Summary is now populated. Note: If ordering computers, you will see every part needed to assemble a computer package (keyboard, monitor, tower, etc.)
14.	Click the 3. Review and Submit link. 
15.	Enter Comments as needed.
16.	Click the Select All / Deselect All link. 
17.	Click the Modify Line / Shipping / Accounting button to add account information. 

Step	Action
18.	<p>You have two choices when entering the shipping address:</p> <ol style="list-style-type: none"> 1. One time address change 2. Load shipping address from default values. <p>In an instance where you want something sent to a different location than your default shipping address, click on the <u>Modify Onetime Address</u> link and enter the address information.</p> <p>Proceed with entering Account, Fund and Dept codes.</p>
19.	<p>To load your default shipping address <u>and</u> use your default Fund and Dept, click the Load Values From Defaults link.</p> <p>Load Values From Defaults</p>
20.	<p>The default Ship To:, Fund, and Dept fields are now populated.</p>
21.	<p>Enter the desired information into the Account field.</p>
22.	<p>Click the Apply button.</p> <p></p>
23.	<p>Change the radio button if needed.</p> <p>Note: - Select All Distribution Lines when using one Dept (org) to pay for all items.</p> <p>Select Replace Distribution Lines when splitting charges between orgs. For more information, see the Split Item Costs: Multiple Line Items topic.</p>
24.	<p>Click the OK button.</p> <p></p>
25.	<p>Click the Save & preview approvals button.</p> <p></p>
26.	<p>Click the Submit button.</p> <p></p>
27.	<p>End of Procedure.</p>