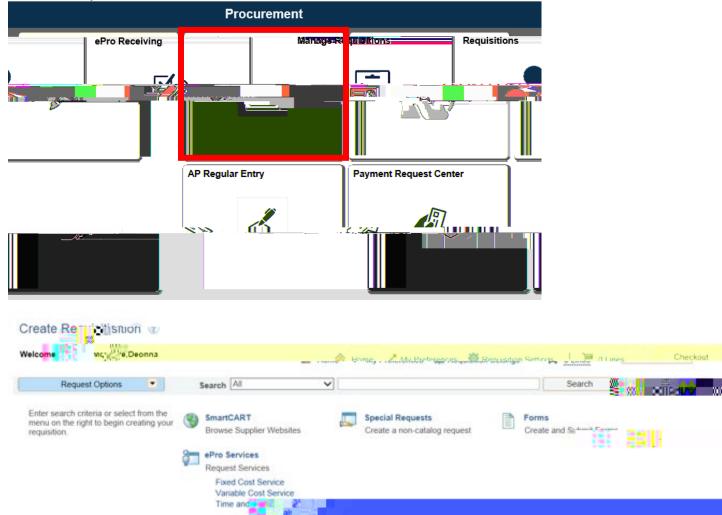
2. Click Requisition tile.



3. This is the Create Requisition screen.

The Request Options box is a dropdown menu of requisition options to choose from. You may either choose from the dropdown or options in the center of the screen.

4. Click the Requisition Settings link.

8. Click the Special Requests link to begin placing your order.

ne Moore,Deonna	julisition 💿	ne 🖍 My Prot		
Request Options	Search All			
I Request Options	Specia	ig item you would like to order:		
pecial Requests	"Item Description			
orms	*Price		*Currency USD	
Pro Services	*Quantity		"Unit of Mean Due Date (H)	
Fixed Cost Service	*Category	a,	Due Date	
Time : Aateria	and and a second s			
	Supplier ID	0	5	
	Supplier Name	a.	Click for Vendor Form	
	Additional Information			

- 9. Enter your item information on this page.
- a. Enter Item Description
- b. Enter your price
- c. Quantity
- d. Unit of Measure
- e. Category
- f. Supplier ID

Once these steps are completed, click Add to Cart Button . This will

put the item into your shopping cart shown at the top. You will notice that the icon with the shopping cart now has 1 item in it.

tes - it Menu	 Procurement -> Requisition 			
SE WESTERN RESERVE	Al - Se Merry	llen llen		
ate Requisition @				
ome Moore,Deonna	۵ (Home 🥕 My Preferences 🏼 🎆 Requ	isition Settings 🕴 📜 1 Line Checkout 🔗 🗙	
	an su cosmilar	» ^m n a		Mn
All Request Options	Special Requests (2)			
	Enter information about the son ca	taloa itaa wax mayd ike ja 🏹 🚆		
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Finite and materials	Supplier Supplier ID	la		
	Supplier Name	a	Suggest New Supplier Click for Vendor Form	
	Additional Information			
	Additional Information			
	Send to Supplier	Show at Receipt	Show at Voucher	
	Add to Cart			

10. After you have completed the process of ordering items, click the Checkout box.

CASE WESTERN RESERVE	All - Search						Home
						<u></u>	***
Checkout - Review and S	Submit						
leview the item information and submi							
In the Property of the Propert			/	My Preferences	Requisition Setti	ings	
lequisition Summary	Jacob Lase1	Correct Wheelth					
Business I			m Reserve Univ Re	quisition Name	-		
	ster dgm75	Moore, Deonna		Priority Medium	~		
*Currer	ncy USD						
Cart Summary: Total Amount 7,999.	95 USD						
Expand lines to review shipping and a				4	Add More It	ost, si	
Requisition Lines (2)							
Line Description	Item ID	Vendor	Quantity	UOM	Price	Total	Details
MacBook Pro Laptop			5.0000	Unit	1599.9900	7999.95	1
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	Delete Selected	[5]Mas	s Change	
					Tot	al Amount	7,999.95 US
Requisition Comments Enter requisition comments							
Send to Supplier	Show at Receipt	Shown at Voucher					
pproval Justification							
Enter approval justification for the	s requisition						

11. From the Checkout – Review and Submit screen, you will review your items, and verify that all information is correct. Here, you would also add a Speedtype if you did not enter a default one under Requisition Settings.

Add comments to the Requisition Comments section if necessary.

CASE WESTERN RESERVE	All	Search		2	Advanced Search					Home
Internet and the second s		Contraction								
Line Description	WH HERE	28M88	VEHILLA	388991	sasanny	NUMBER	100988	FIRE	WHERE A	ុកម្មនេះ
					E .	NNN Elsit		1600 0000	7000.05	00
Shipping Line 1		"Ship To	RLC31	2			Quantity	5.0000		
		Address	Cedar Avenue 5 10620 Cedar Av				Price	1599.9900		
			Cleveland, OH							
		Attention To	12							
		Due Date	№ <mark>22</mark> в	8						
Select All / Deselect All	Select lin	es to	Provide a second	2 – 10	Hod to rempiane(a)	- Cock	No Delicencia	2200	change.	
Select All / Deselect All uisition Comments Enter requisition comments	Select lin	es to. La	Produ to a set		Have no - remposite (a)	U Dec		-2008 ⁻²³⁸	Total Amount	7,999.9
uisition Comments Enter requisition comments			, 200 10 1 u.S.						Total Amount	7,999.9
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Lisition Comments Enter requisition comments	Show at Recei	pt	, 200 10 1 u.S.	ucher					Total Amount	7,999.9

12. After reviewing order, click the Check Budget link.

									Home
CASE WESTERN RESERVE	All · Search		Advance	d Search					
Line Description	Item ID	Vendor		Quantity 5.0000	UOM Unit		Price 1599.9900	Total 7999.95	Detail
Shipping Line 1	*\$hip To Address	RLC31 Cedar Avenue Service C 10620 Cedar Avenue Cleveland, OH 44106] Q Ar			Qua	1599.9900		
	Attention To Due Date	202/Rich Cowie]]B						
Account	Message								
Select All / Deselect All		e your requisition in an Op et checking on this requisiti			en Status. F	ress OK to o	ontinue. Press Can	cel to return to y	our requisi
					en Status. F	fress OK to o	ontinue. Press Can	cel to return to y	our requis
equisition Commerts Enter requeten recomments tsend to Supplier51	In order to perform budge				ven Status. F	hress OK to o	ontinue. Press Can	cel to return to y	our requis
Enter requir. W.S. communits	In order to perform budge	et checking on this requisiti			en Status. F	ress OK to c	ontinue. Press Can	cel to return to y	our requis
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	In order to perform budge	et checking on this requisiti			en Status. F	ress OK to c	ontinue. Press Can	cel to return to y	our requis
cuisition Commer Ints Enter require Marin communes Send to Supplier Supproval Justification	In order to perform budge	et checking on this requisiti	on, it must first			hess OK to o	ontinue. Press Can	cel to return to y	our requis

13. After reviewing message, click the OK button.

CASE WESTERN RESERVE		All	2	Man Provide Contract		Advance	d Search			
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				10620 Cedar Avenue						
				Cleveland, Contract of	-CO.					
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	of this require	how at Receipt		Shown at Voucher						

After checking budget, click the Save and Submit button. If you need to save the requisition for later, click the Save for Later button.
 End of Procedure.