

Business Process	Navigation
<ol style="list-style-type: none"> 1. Enter the requisition header information. 2. Define line defaults. 	<ol style="list-style-type: none"> 1. Main Menu > eProcurement > Create Requisition 2. Main Menu > eProcurement > Create Requisition

Process 1: Enter the requisition header information

Use the following navigation to create a requisition.

1. From the Main Menu page, select **eProcurement > Create Requisition** to access the **1. Define Requisition** page.

2. Enter a **Business Unit** = 62500 (should default from your user preferences).
3. Enter your EMPLID in the **Requester** field (should default from your user preferences). You can place an order on behalf of another Requester by entering their EMPLID in the Requester field or select the  magnifying glass to search for a value.
4. Enter a description of the requisition in the **Requisition Name** field to help you identify the requisition as it flows through the system. The **Requisition Name** should include the school site and program name. The **Requisition Name** displays on many of the requisition pages including the **Manage Requisitions**, **Approve Requisitions** and **Receive Items** pages and is available when writing queries and reports. If the field is left blank the **Requisition ID** will automatically default when the requisition is saved.
5. If you are not entering any Line Default values click **Continue** to enter the requisition lines. Details for creating a requisition lines are in a separate training quick reference guide titled Enter a Requisition – 2. Add Items and Services.

Process 2: Define line defaults

Use the following navigation to create a requisition with line defaults.

1. From the Main Menu page, select **eProcurement > Create Requisition**
2. Line defaults are optional. The values you key in the Line Defaults fields will default into the Requisition Lines, Shipping Lines or Accounting Lines. This functionality is useful when you are creating a requisition with multiple lines and all of the lines will have the same values. Each of these fields can be entered or changed on the lines.
3. Follow the steps from Process 1 to enter the requisition header information.
4. Click the  Expand Section icon to display the **Line Defaults** section.

Favorites | Main Menu > eProcurement > Create Requisition

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: 62500 Saint Paul Public Schools

*Requester: 500518 Jim Engen *Currency: USD

Requisition Name: Quick Reference Guide Req Priority: Medium

Line Defaults

Default Options

Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Vendor: [] Vendor Location: []

Buyer: [] Category: [] Unit of Measure: []

Shipping Defaults

Ship To: 214095

Due Date: [] Attention: []

Accounting Defaults

Pct	Location	GL Unit	Fund	Dept	Program	Product	Account	Class	Funding Src	PC Br
[]	214095	62500	[]	[]	[]	[]	[]	[]	[]	[]

Continue

5. Select the **Default** radio button when you want the field values to default only when another default value does not exist. Select the **Override** radio button when you want the field values to default when a value does not exist or when you want to replace a value that defaults from another source.
6. Enter the field values you want to default to the requisition lines. Some field values will default from system configuration. **Ship To** location and **Attention** fields will default from the requester's ID. The **Buyer** and **Account** will default based on the **Category** code selected and should not be overridden.
7. Click **Continue** to enter the requisition lines. Details for creating a requisition line are in a separate training quick reference guide titled Enter a Requisition – 2. Add Items and Services.