

Business Process	Navigation
1. Enter requisition lines using pre-defined Favorites.	1. Main Menu > Finance Navigation > eProcurement > Create Requisition

Use the following navigation to create a requisition from a pre-defined Favorite. You must save requisition line(s) as a Favorite before you can create a requisition using Favorites. Details for creating a Favorite are in a separate training quick reference guide titled Enter a Requisition – Create Favorites.

1. From the Main Menu page, select **Finance Navigation > eProcurement > Create Requisition**
2. Enter the requisition header information. Details for creating a requisition header are in a separate training quick reference guide titled Enter a Requisition – 1. Define a Requisition.
3. Select the **Favorites** tab on the 2. Add Items and Services page.

The screenshot shows the 'Create Requisition' interface with the 'Add Items and Services' step active. A search bar is at the top, followed by tabs for 'Catalog', 'Favorites', 'Templates', 'Forms', 'Web', and 'Special Request'. The 'Favorites' tab is selected, showing a table of favorite items. The table has columns for 'Type', 'Description', 'Vendor Name', 'Status', 'Price', 'UOM', and 'Quantity'. Two items are listed: 'Math for the Consumer - Student...' and 'Additional textbook materials'. The 'Additional textbook materials' item has a checked checkbox and a quantity of 5. Below the table are buttons for 'Add', 'Add to Favorites Group(s)', 'Delete from Favorites', and 'Add to Template(s)'. The 'Add' button is circled in red.

4. Select the checkbox(s) next to the item you want to add to the requisition. You can select the Select All/Deselect All hyperlink to check all the items.
5. Enter the **Quantity** you want to order for each item you are selecting.
6. Click **Add** to add the item(s) to the Requisition Summary and to the requisition line(s).

Requisition Summary			
Description	Qty	UOM	
Additional textbook materials	5	EA	
Total Lines:			1
Total Amount (USD):			64.75

7. After you have added all your items click the **3. Review and Submit** link to review and update the requisition line(s), schedule(s) and distribution(s). Details for reviewing schedules and distributions are in a separate training quick reference guide titled Enter a Requisition – 3. Review and Submit.