

Business Process	Navigation
1. Enter requisition lines using the item catalog.	1. Main Menu > eProcurement > Create Requisition

Use the following navigation to create a requisition.

1. From the Main Menu page, select **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 **Catalog** tab on the 2. Add Items and Services page.

4. Enter a partial description of the item you want to order. Current items include textbooks and pre-approved District Technology computers, printers and software licenses.
5. Click the Search button to display the items that match the search criteria. The search results display in the Item Detail section.

	Item Description	Vendor	Manufacturer	Price	UOM	Quantity	
<input type="checkbox"/>	<a href="#">Charts, Anatomical and Life Sciences</a>			0.00000 USD	Each	<input type="text" value="1.0000"/>	Add
<input type="checkbox"/>	<a href="#">Educational: Foreign Languages, Math, Science, Social Studie</a>			0.00000 USD	Each	<input type="text" value="1.0000"/>	Add
<input type="checkbox"/>	<a href="#">Educational: Foreign Languages, Math, Science, Social Studie</a>			0.00000 USD	Each	<input type="text" value="1.0000"/>	Add
<input type="checkbox"/>	<a href="#">Family and Consumer Science (FACS) Equipment and Supplies</a>			0.00000 USD	Each	<input type="text" value="1.0000"/>	Add
<input type="checkbox"/>	<a href="#">Science Instruction Equipment and Supplies (For Classroom or</a>			0.00000 USD	Each	<input type="text" value="1.0000"/>	Add
<input type="checkbox"/> <a href="#">Select All / Deselect All</a>							

- Select the checkbox next to the item you want to order. You can select multiple checkboxes to add multiple items. Use the **Select All / Deselect All** link to select all of the items in the Item Detail display.
- Enter the **Quantity** of the item(s) you want to order.
- Click **Add** to add the item(s) to the Requisition Summary and to the requisition line(s). The Add button at the bottom of the page will create a requisition line for all selected items. The Add button to the left of the item will only add the item for that line.

Requisition Summary		
Description	Qty	UOM
Science Instruction Equipm...	50	EA
Educational: Foreign Langu...	10	EA
Total Lines:		2
Total Amount (USD):		0.00

- 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.