

Business Process	Navigation
1. Enter requisition lines for pre-approved computers.	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 **Templates** tab on the 2. Add Items and Services page.

4. Click the Expand Section icon to view the items included in the order. When selecting a MS Office license should be included with each computer purchase.
5. Enter the **Quantity** you want to order.
6. Click **Add** to add the item(s) to the Requisition Summary and to the requisition line(s).

Requisition Summary		
Description	Qty	UOM
MS Office License for PC (...)	2	EA
Laptop: Dell E6430 + Softw...	2	EA
Total Lines:	2	
Total Amount (USD):	2,159.40	

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.