


Business Process	Navigation
1. To add a procurement (blanket) contract to a requisition.	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. Enter the requisition line information. Details for creating requisition lines are in a separate training quick reference guide titled Enter a Requisitions – 2. Add Items and Services.
 - a. When creating a requisition for a contract the requisition lines should be created from one of the Special Request types; Special Item, Fixed Cost Service, Variable Cost Service or Time and Materials.
 - b. The Vendor ID on the requisition line needs to match the Vendor on the contract.
 - c. The Category on the requisition line needs to match the Category on the contract.
 - d. The price added to the requisition line will be updated to match the contract price once the contract is linked.
 - e. When you link the contract you will be given the option to use the Description from the requisition line or the contract line if they vary.
4. Click the **Review and Submit** link.

5. Click the  **Line Details** icon to display the requisition line information.

Create Requisition

Line Details

Line: 1 1 Line Status: Pending

Item Details

Merchandise Amt: 10.00 USD
 Category: 99046 [View Hierarchy](#)
 Description: Guard and Security Services
 Buyer: [Buyer Information](#)
 Vendor: 0000025611 [Suggest New Vendor](#)
 Vendor Location: DEFAULT [SAFETY DEFAULT LOCATION](#)
 Vendor's Catalog:
 Vendor Item ID:
 Manufacturer ID: [UPN ID:](#)
 Manufacturer:
 Manufacturer's Item ID:
 Physical Nature: Services
 Where Performed: Buyer's Location

RFQ Required Zero Price Indicator Amount Only
 Device Tracking Inspection Required
[Configuration Info](#)

Contract

Sourcing Controls

OK Cancel

6. Click the **Expand Section** icon to add the contract information to the requisition line.

Contract

Contract ID: [Contract Search](#) GPO ID:
 Version: Use Contract if Available GPO Contract:
 Contract Line: [Contract Search](#)
 Category Line: [Contract Search](#)

Sourcing Controls

OK Cancel

7. Enter the **Contract ID** and **Contract Line** number. You can search for a contract by selecting the magnifying glass icon or by selecting the **Contract Search** icon.

8. A popup message displays when you link the contract ID and line number to the requisition line. The message that displays depends on what method you used to search for the contract.

a. If you search for the contract using the magnifying glass icon you will receive the following message when you add the Contract Line number.


Message

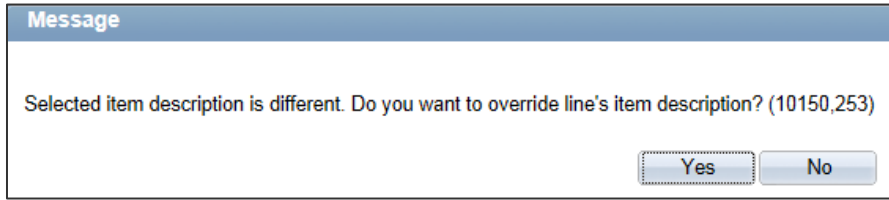
Override Requisition Line Description (1) with Contract Line Description(Additional Services & Repairs) on Line 1 (10100,170)

Press OK to override Requisition Line Description with Contract Line Description. Press Cancel to use the entered Requisition Line Description.

OK Cancel

b. Click the **OK** button to replace the requisition line Description with the contract line description.

- c. If you search for the contract using the contract search  icon you will receive the following message when you add the Contract.



- d. Click the **Yes** button to replace the requisition line Description with the contract line description.

9. The contract is linked to the requisition line.

The screenshot shows the "Line Details" form for Line 1. The "Item Details" section includes fields for Merchandise Amt (500.00 USD), Category (99046), Description (Guard and Security Services), Buyer, Vendor (0000025611), Vendor Location (DEFAULT), and various IDs. The "Contract" section is highlighted with a red box and contains the following fields: Contract ID (000000000000000000000000000031), Version (1), Contract Line (2), and Category Line. A checkbox labeled "Use Contract if Available" is checked. Below the "Contract" section is the "Sourcing Controls" section with "OK" and "Cancel" buttons.

- 10. Click the **OK** button to return to the 3.Review and Submit page.
- 11. Complete the requisition by entering the requisition Shipping and Accounting information. Details for entering schedule and distribution information is in a separate training quick reference guide titled Enter Requisitions – 3.Review and Submit.
- 12. If there is more than on requisition line you will need to repeat steps 5 – 11 for all the requisition lines.
- 13. Enter any applicable comments and attachments. Details for entering schedule and distribution information is in a separate training quick reference guide titled Add Requisition Comments and Attachments.
- 14. Click **Save & Submit** when the requisition is completed. The requisition is routed for approval using workflow. If you want to save the requisition without submitting it into the workflow approval process then click **Save & Preview Approvals**.

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Edit Requisition

[1. Define Requisition](#) | [2. Add Items and Services](#) | **3. Review and Submit**

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Saint Paul Public Schools *Currency:
 Requester: Kaola Yang Priority:

Requisition Name:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Reference Contract Line 1	MINNESOTA CONWAY FIRE & SAFETY	<input type="text" value="1.0000"/>	Month	1,000.00000	1,000.00
2	Reference Contract Line 2	MINNESOTA CONWAY FIRE & SAFETY	<input type="text" value="1.0000"/>	Each	750.00000	750.00
Total Amount:						1,750.00 USD

Select All / Deselect All

Comments

Send to Vendor
 Show at Receipt
 Shown at Voucher
 Approval Justification
 [More Comments](#)

 Budget Checking Status: **Valid**

[Find more items](#)

- The Confirmation page displays. The **Requisition ID** is assigned and the requisition is routed to the first approver. The **Budget Status** is 'Not Checked'. The requisition will be budget checked and the pre-encumbrance will be generated after the requisition has an **Approved** status.