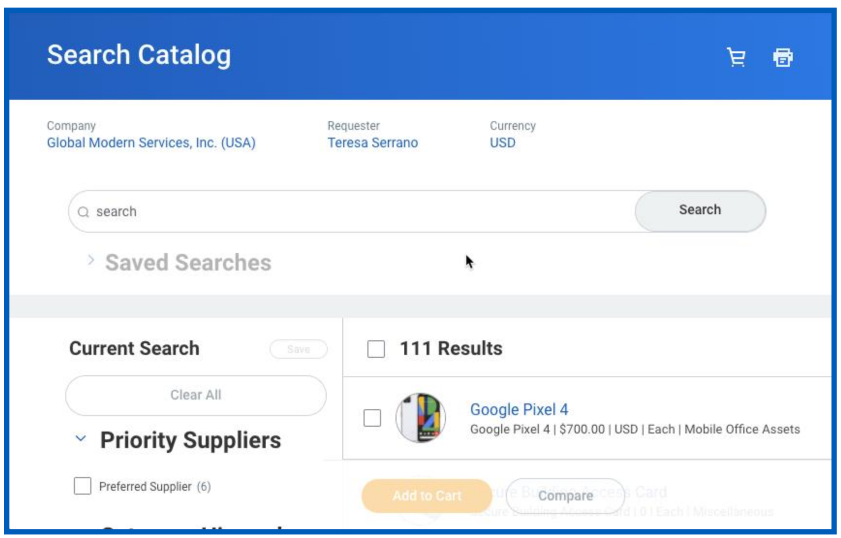
Expenses: Create Supplier and Procurement Requests

Employee

ORDER ITEM FROM THE STORES CATALOG

1. Navigate to the **Search Catalog** task in the **Purchases** application.
2. Confirm your Company, Requester, Currency, Ship-To address, and optionally, Requisition Type, Deliver-To, Cost Center, Location, Region, and Additional Worktags (many of these will auto-populate).
3. Click **Search**.
4. Search for items to order by either:
   a. Scrolling through the list of available items.
   b. Filtering items by Priority Suppliers, Category Hierarchy, Category, Supplier, Catalog, Item Tags, or Manufacturer (if your company has catalogs loaded).
   c. In the search field, enter your criteria.



5. Next to the items you want to order, select the **checkbox**, and then click **Add to Cart**.
6. In the upper right, click the **Cart** icon to review your cart, then click **Checkout** to proceed.

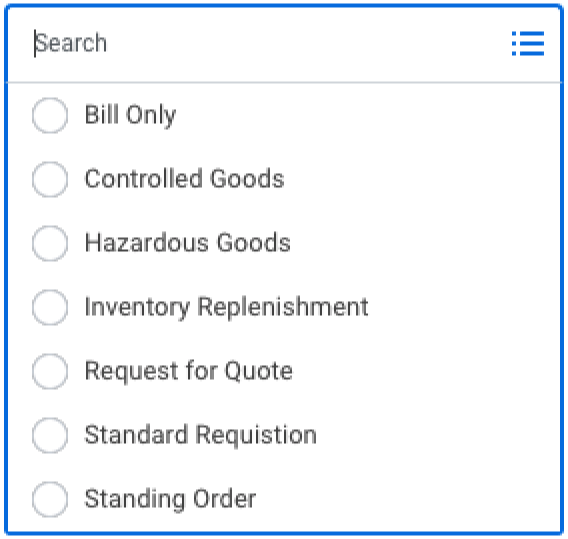
Note: Click Continue Shopping to select additional items from the Catalog. You can also Request Non-Catalog Items, Connect to Supplier website, Add from Templates and Requisitions, Select from My Procurement Favorites, or Request Project-Based Services.

7. Review the procurement request before submitting it. In your cart you can change the quantity ordered. You can also upload an attachment to provide more information for the approver.
8. Click **Submit**.

View the submitted purchase request and any approvals needed by your organization by clicking View Details and expanding the Details and Process section. Click Done to complete your requisition.

CREATE A PROCUREMENT REQUEST

1. From the Purchases application select "Request Non-Catalog Item" or search for the "Create Requisition" Task
2. Select Requisition Type

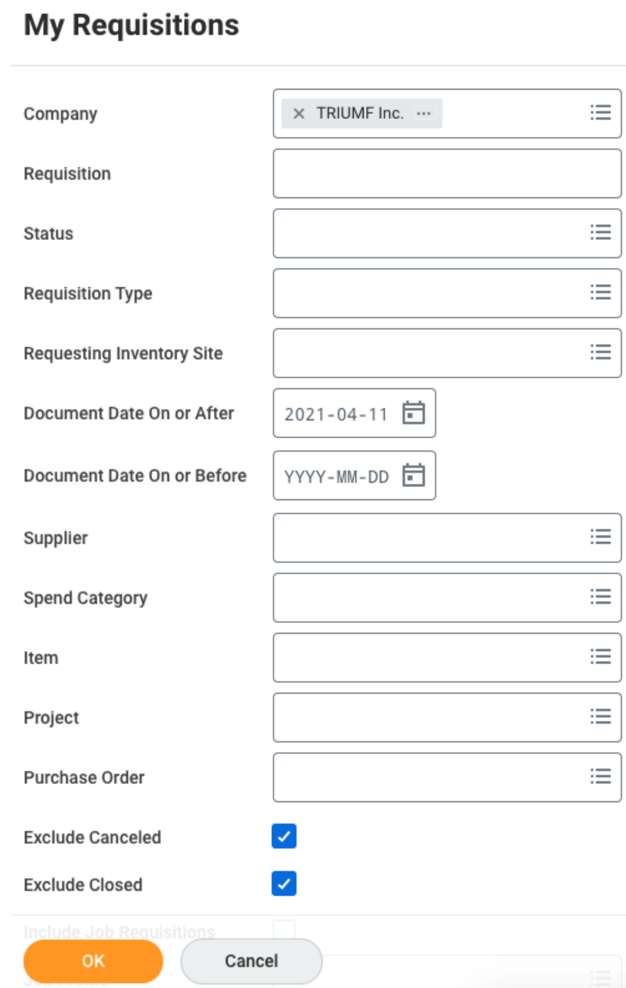


3. Select a Program, Fund or Grant
4. Click **OK**
5. Enter the Goods or Services requested
6. Click **Add to Cart**
7. Add more items if required
8. Click on **Cart** to Checkout
9. Review and **Submit**

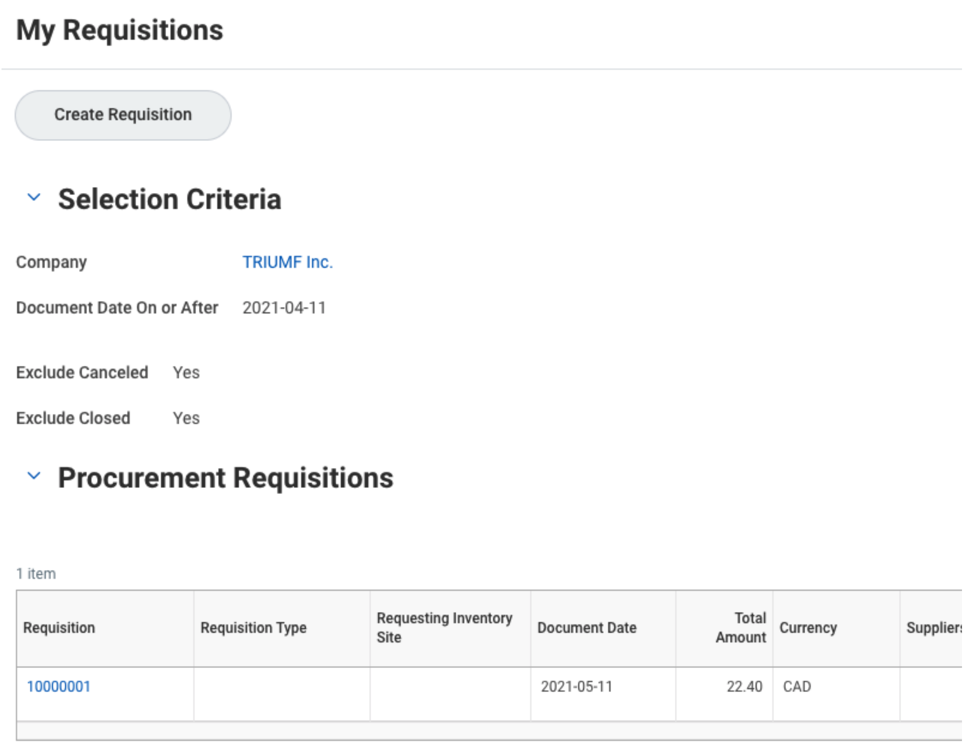
VIEW AND EDIT REQUISITONS

VIEW AN EXISTING REQUISITION

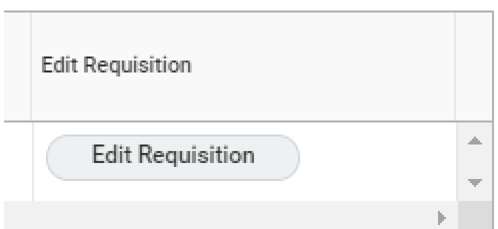
1. From the Purchases application click **Requisitions**



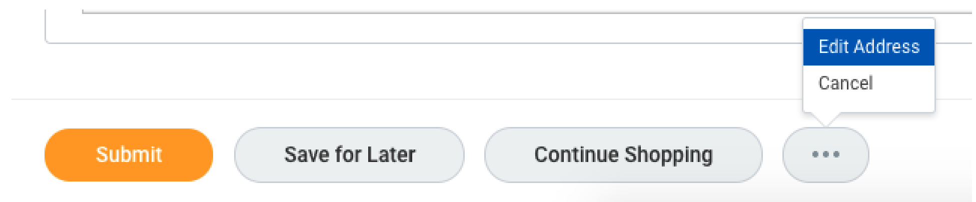
2. Complete fields or leave blank as desired
3. Click **OK**



4. Requisitions that are still in process can be edited. To edit a requisition, scroll to the right and click **Edit Requisition**.



5. Make your changes in the appropriate text fields. To change the shipping address, click ••• at the bottom of the page and then **Edit Address.**



6. After making your changes, click **Submit.**