Create a Requisition Using a Catalog Item

Step	Action
1.	Navigate to the Create Requisition screen to begin. Click the **eProcurement** link. 
2.	Click the **Create Requisition** link. 
3.	Step 1 involves specifying the information that defines the Requisition. Enter a name for the Requisition in the **Requisition Name** field.
4.	Click the **2. Add Items and Services** link. Alternatively, you could click the **Continue** button to move on to the next step. 
5.	The tabs on this screen indicate the sources you can use to create a Requisition. Click the **Catalog** tab. 
6.	You can browse the catalog by expanding all folders, but a more functional option is to use the search bar at the top, or search fields below. Useful search fields include **Description**, **Manufacturer's Item ID**, and **UPN ID**.
7.	Enter the desired search term in the **Search** field. ***Tip***: keep your search terms in the singular form (ex. glove vs. gloves) and be as broad as possible.
8.	Click the **Search** button. 
9.	From your **Search Results** select each item you want to add to your cart. 
10.	Continue selecting until you have marked all desired items. 
11.	Once you have selected all desired items, scroll to the bottom of the page.
12.	Click the **Add** button. 
13.	Note that the Requisition Summary box is now populated with your selection.
14.	Scroll to the top of the screen.

Step	Action
15.	Click the **Review and Submit** link to move on to the last step in the process. 
16.	On this page you can review your items and make any necessary changes to the quantity and charge code information. Once you are satisfied with your review, click the **Save & submit** button to complete the Requisition. 
17.	You have successfully created a Requisition by using the Catalog. **End of Procedure.**