To get started, sign into Epro, click on "eprocurement", then "create requisition"

user name here, then click "ok"
Create Requisition

<table>
<thead>
<tr>
<th>1. Define Requisition</th>
<th>2. Add Items and Services</th>
<th>3. Review a</th>
</tr>
</thead>
</table>

Specify requisition name, requester, and other information that applies to the entire requisition.

- **Business Unit:** 84000 Middle Georgia College
- **Requester:** amdaniels Daniels,April M
- **Requisition Name:**
- **Priority:**

Can name the requisition whatever you want, so later you can find it...otherwise your requisition number will automatically go here.

Can do one of two things here, either click "continue" and move to the next screen or click on the sideways triangle if you are entering in a large order. (next screen shot will show you what I am talking about).
Create Requisition

1. Define Requisition

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: 84000
Middle Georgia College

Requester: amdaniels
Daniels, April M

Requisition Name: 
Priority: 

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor Location: 
Vendor: 

Category: 
Buyer: 

Unit of Measure: 

Shipping Defaults

Ship To: MAIN
Modify Shipping Address

Due Date: 
Attention: 

Accounting Defaults

Chartfields

Location GL Unit Account Fund Dept Program Class Project Bud
MAIN 84000 10500 0149100 16300 11000 2013

continue

If you are going to have a big order and the information is going to be the same, you can do the drop down box and enter in the vendor name, category, and unit of measure. It will populate on each of your "add items" screen. Click "continue". (changing the account information here will not be of any help here).
Create Requisition

1. Define Requisition
2. Add Items and Services
3. Review

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:
Catalog Favorites Templates GaFirst Marketplace Special Request

Select a Request Type

- **Special Item**
  Request an item that is not listed in the Catalog.

- **Fixed Cost Service**
  Request a one-time service for a flat fee.

- **Variable Cost Service**
  Request a service for which the fee is based on the time worked.

- **Time and Materials**
  Request a service for which the fee is based on the time worked and materials used.

Review and Submit

If you are doing a normal (not a GA marketplace) requisition, then click on "Special request" and "special item".

Help

if you save anything to your favorites later, it will show up here.
### Create Requisition

Add lines to the requisition, specifying the information necessary to procure each item or service.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Item Description</em></td>
<td><em>Price</em></td>
</tr>
<tr>
<td><em>Currency</em></td>
<td><em>Quantity</em></td>
</tr>
<tr>
<td><em>Unit of Measure</em></td>
<td><em>Category</em></td>
</tr>
<tr>
<td>Vendor ID</td>
<td>Vendor Item ID</td>
</tr>
<tr>
<td>Mfg ID</td>
<td>Mfg Item ID</td>
</tr>
</tbody>
</table>

**Additional Information**

- **Send to Vendor**
- **Show at Receipt**
- **Show at Voucher**

**Buttons**

- Add Item
- Cancel
- Add or Start New Type

*Note: The highlighted fields have to be filled in.*

To find a vendor, click on the magnifying class.
### Vendor Search

- **Vendor ID:**
- **Name:**
- **Short Vendor Name:** aero
- **City:**
- **Country:**
- **State:**
- **Postal Code:**

**Enter search criteria to find a vendor:**

*Return to Special Request*
Create Requisition

Add lines to the requisition, specifying the information necessary to procure each item or service.

**Item Description:** cleaning of airplane

**Price:** 1600.0000

**Currency:** USD

**Quantity:** 1.0000

**Unit of Measure:** DLR

**Due Date:**

**Category:** 96200

**Vendor ID:** 0000012795

**Vendor Item ID:**

**Mfg ID:**

**Mfg Item ID:**

**Vendor:** AEROSPACE PRODUCTS INTERNATIONAL INC.

**Additional Information:** DNR- Eastman Aviation

**Send to Vendor**

**Show at Receipt**

**Show at Voucher**

Click on "add item", if there are any errors, it will make you fix them. If all is good, the screen will go blank. If you are adding more lines, continue the process. When finished (after clicking on the "add item" and making the cells blank), click on the "3. review and submit" at the top right hand corner.

Category code, you will have to click on the magnifying class and look it up.

May or may not have, not mandatory, but needed if ordering a part.

Any additional information goes here.
Create Requisition

1. Define Requisition
2. Add Items and Services
3. Review

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

Business Unit: 84000 Middle Georgia College
Requester: amdaniels Daniels, April M
Requisition Name: dummy PO

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>cleaning of airplane</td>
<td>AEROSPACE PRODUCTS INTERNATIONAL INC.</td>
<td>1.0000</td>
<td>Dollar</td>
<td></td>
</tr>
</tbody>
</table>

Justification/Comments

- If it is going to be a repeated item, you can click it and add to your favorites.

Send to Vendor
Show at Voucher

Save as Template
Save & submit
Save & preview approvals
Cancel requisition

Find more items
Create Requisition

1. Define Requisition

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

Business Unit: [Input]
Requester: [Input]
Requisition Name: [Input]

2. Add Items and Services

- Line
- Description
- Vendor Name
- Quantity
- UOM
- *Currency:
- Priority:
- Consolidate with other Reqs
- Override Suggested Vendor

Shipping Line: 1
Due Date: [Input]
Status: Active
*Ship To: [Input]

Attention: [Input]

*Distribute by: Qty
SpeedChart: [Input]

Accounting Lines

- Chartfields1
- Chartfields2
- Chartfields3
- Details
- Asset Information

Line Status Dist Type *Location Quantity Percent Amount GL Unit Acco
1 Open MAIN 1.0000 100.0000 1,600.00 84000 7511

Total Amount

Justification/Comments

- Send to Vendor
- Show at Receipt
- Show at Voucher

Save as Template

- Save & submit
- Save & preview approvals
- Cancel requisition

Find more items

Help

Once the information is fixed, click here to take you to the approval screen.
Create Requisition

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

Business Unit: 84000 Middle Georgia College
Requester: amdaniels Daniels, April M
Requester Name: dummy PO

Requisition Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Quantity</th>
<th>UOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>cleaning of airplane</td>
<td>aerospace products international inc.</td>
<td>1.0000</td>
<td></td>
</tr>
</tbody>
</table>

Shipping Line: 1
Due Date: 
Status: Active
Ship To: 
Attention: Daniels, April M

*Currency: amdaniels
*Priority:

Accounting Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Status</th>
<th>Dist Type</th>
<th>Location</th>
<th>Quantity</th>
<th>Percent</th>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>MAIN</td>
<td></td>
<td>1.0000</td>
<td>100.000</td>
<td>1,600.00</td>
<td>84000</td>
<td>7511</td>
</tr>
</tbody>
</table>

Select All / Deselect All
Add to favorites
Modify Line / Shipping / Accounting
Delete

Justification/Comments

Send to Vendor
Show at Receipt
Show at Voucher

Save as Template
Save & submit
Save & preview approvals
Cancel requisition

Find more items
**Create Requisition**

**Modify Line / Shipping / Accounting**

### Line Information

*Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.*

<table>
<thead>
<tr>
<th>Vendor ID:</th>
<th>Vendor Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buyer:</th>
<th>Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Shipping Information

<table>
<thead>
<tr>
<th>Ship To:</th>
<th>Modify Shipping Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due Date:</th>
<th>Attention:</th>
<th>SpeedChart</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Accounting Information

<table>
<thead>
<tr>
<th>Percent</th>
<th>GL Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Bud Ref</th>
<th>Chartfields1</th>
<th>Details</th>
<th>Asset Information</th>
<th>Load Values From</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>84000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add the information here, and click "apply"**
Distribution Change Options

For the selected requisition lines, apply distribution changes to:

- **All Distribution Lines**
  Apply changes to all existing distribution lines.

- **Matching Distribution Lines**
  Apply changes to each existing distribution line by matching the distribution line numbers.

- **Replace Distribution Lines**
  Remove the existing distribution lines and replace with the distribution lines changes.

---

Once you click "okay" here, it will take you back to the summary page. Click on "save and preview approvals".
Confirmation

Requested For: Daniels, April M
Requisition Name: dummy PO
Requisition ID: 0000405507
Business Unit: 84000
Priority: Medium
Budget Status: Not Checked

Number of Lines: 1
Total Amount: 1,600.00 USD

Department and Proj. Approval

Line 1: Initiated
cleaning of airplane

Department and Proj. Approver
- Not Routed
  - Horton, Rebecca Marie
    Dept-Manager and Dept-Appr

Buyer Approval - NonCatalog

dummy PO: Initiated

Buyer Approval
- Not Routed
  - Multiple Approvers
    Buyer Approval

Submit
Edit Requisition
Apply Approval Changes

View printable version
Manage Requisitions
Create New Requisition

Help

right now, it shows "not routed", once you click on submit, it will change to "pending approval"

if you need to add an approver, click here and it will ask you to search for the person or if you already know their user name, enter it in. It will add that person to the approval flow.

this is the purchasing agent