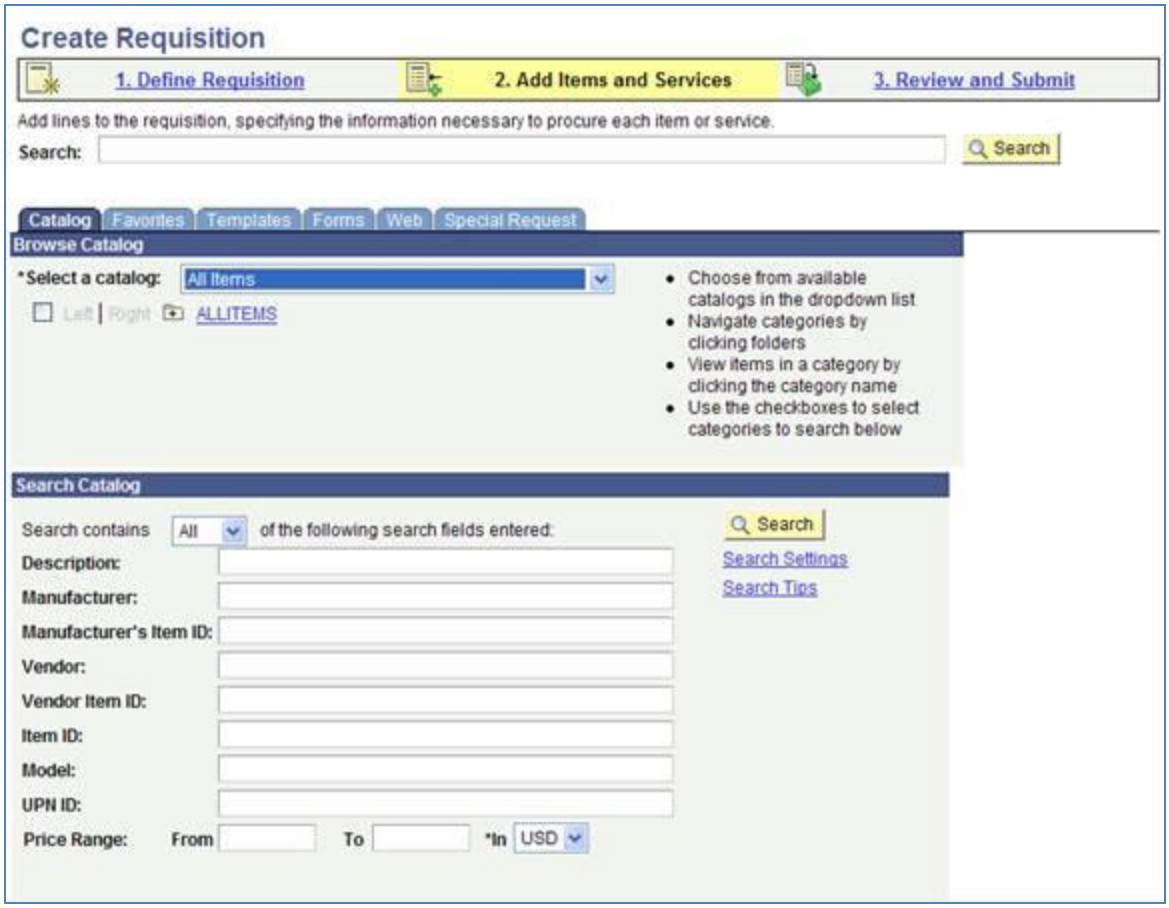
Create Requisition
1. Define Requisition
2. Add Items and Services
3. Review and Submit
Add lines to the requisition, specifying the information necessary to procure each item or service.
Search:
Search
Catalog
Favorites
Templates
Forms
Web
Special Request
Browse Catalog
*Select a catalog:
All Items
Left | Right
ALLITEMS
Choose from available catalogs in the dropdown list
Navigate categories by clicking folders
View items in a category by clicking the category name
Use the checkboxes to select categories to search below
Search Catalog
Search contains
All
of the following search fields entered:
Search
Search Settings
Search Tips
Description:
Manufacturer:
Manufacturer's Item ID:
Vendor:
Vendor Item ID:
Item ID:
Model:
UPN ID:
Price Range:
From
To
*In
USD