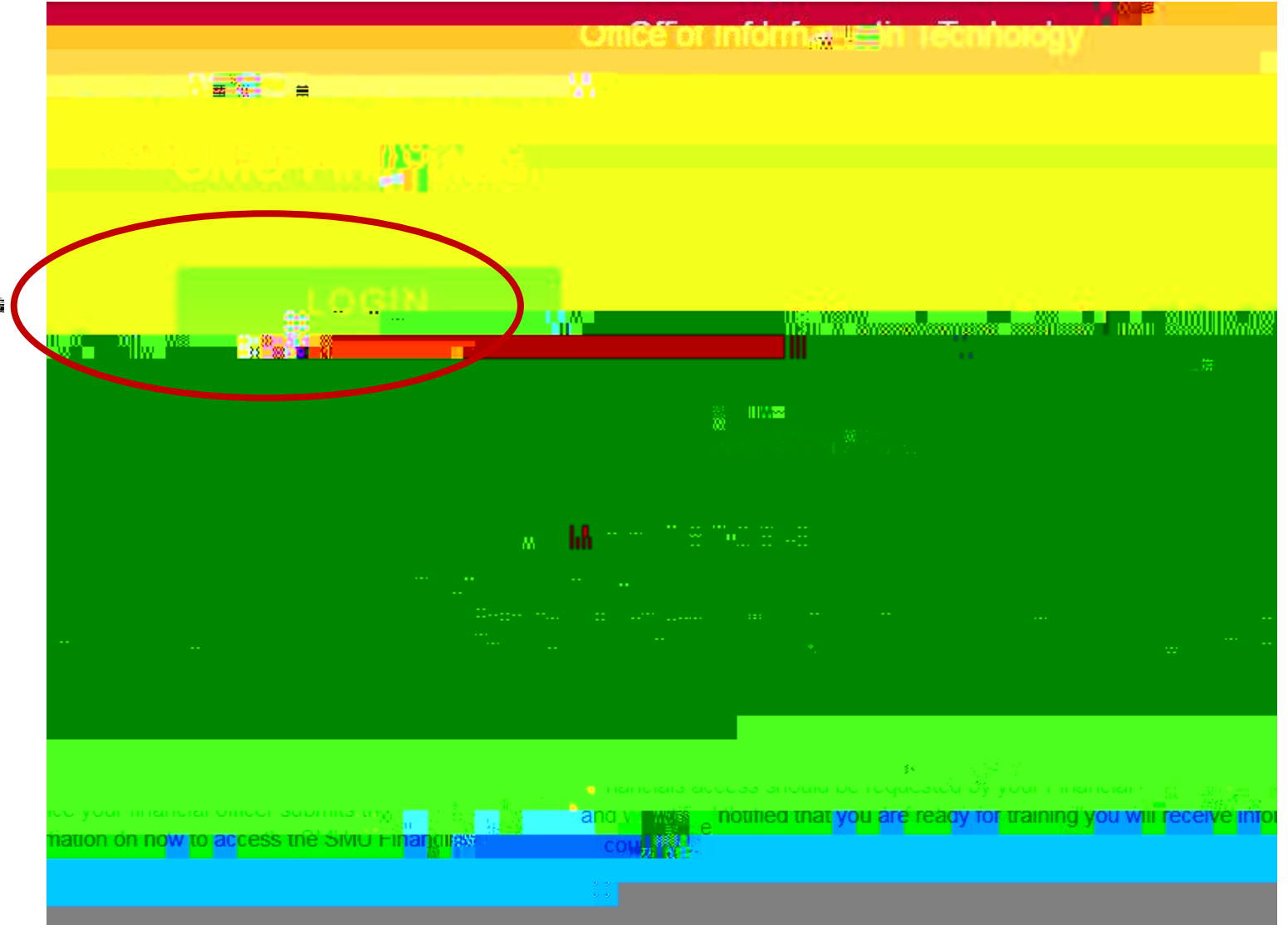


Entering

eProcurement **Requisitions**

Go to SMU FINANCIALS <https://www.smu.edu/finance>

Click the blue LOGIN button



Special Requests

The screenshot shows a web application interface for creating requisitions. At the top, there is a navigation bar with the following elements: a 'Welcome' message for 'Cathy Heckman', a 'Home' icon, 'My Preferences', 'Requisition Settings', a shopping cart icon showing '0 Lines', and a 'Checkout' button. Below this is a search bar with a dropdown menu currently set to 'Requisitions'. To the right of the search bar are 'Search' and 'Advanced Search' buttons. The main content area features a grid of menu items. The 'Special Requests' menu item is circled in red. Below the main menu, there are several promotional banners for 'Dell' and 'VW'.

Create Requisition ?

Welcome Cathy Heckman

Home My Preferences Requisition Settings 0 Lines Checkout

Requisitions Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Web... Browse Supplier Websites

Express Item Entry... Create an Express Requisition

Special Requests... Create a non-catalog requisition

Dell

VW

ENTER ITEM DETAILS

1. Item Description
2. ~~Item Description~~
3. Quantity
4. Unit of Measure
5. Category
6. ~~Optional Due Date (opt)~~
7. Supplier Name

Create Requisition [?]

Welcome Cathy Heckman

[Home](#)

[My Preferences](#)

[Requisition Settings](#)

[0 Lines](#)

[Checkout](#)

Request Options

Search All

Search

Advanced Search

Item Details

Item Description:

Unit of Measure:

*Quantity:

*Category:

Special Requests:

Supplier Name:

VENDOR LOOK-UP by Vendor Name

1. Type part of vendor
2. Click **"Find"**.
3. Click **"Supplier ID #"**

Figure 11. Continuous and Repair

The screenshot shows a web application interface for 'Supplier Search'. At the top, there is a search bar with the text 'Continous and Repair' entered. To the right of the search bar are two buttons: 'Find' and 'Clear'. Below the search bar, there is a section for 'Search Results' with a table of results. The table has columns for 'Supplier ID #', 'Supplier Name', 'Address', 'City', 'State', and 'Zip'. The first row of results is highlighted in blue and contains the following information: Supplier ID # 1000000000, Supplier Name Continous and Repair, Address 1000000000, City 1000000000, State 1000000000, and Zip 1000000000. Below the table, there is a 'Page 1 of 1' indicator and a 'Total Results: 1' label.

Supplier ID #	Supplier Name	Address	City	State	Zip
1000000000	Continous and Repair	1000000000	1000000000	1000000000	1000000000

AFTER all items have

been entered

Click **"CHECKOUT"**

The shopping cart will show

all items

entered.

Create Requisition [?]

Welcome Cathy Heckman

[Home](#)

[My Preferences](#)

[Requisition Settings](#)

[0 Lines](#)

[Checkout](#)

Request Options

Search All

Search

Advanced Search

Dell
VWR International
Fisher Scientific

Item Details

Item Description: Algebra 4GB USB d

Unit Price: \$ 63.00

Quantity: 500

Unit of Measure: EA

Special Requests

*Quantity: 500

Due Date

*Category: AD16

Item	Description	Unit Price	Quantity	Unit of Measure	Due Date	Category
Dell	Algebra 4GB USB d	\$ 63.00	500	EA		AD16



SAVE & PRINT:

once all information has been entered

CONFIRMATION

1. **REQ NAME & REQ #**
2. Click **"View Printable Version"**
3. Click **"Edit This Requisition"**
4. **Changes can be made**
approval process begins again.

Confirmation

Your requisition has been submitted.

Requested For Cathy Heckman Number of Lines 3

The screenshot shows a confirmation page for a requisition. At the top, it says 'Requested For Cathy Heckman' and 'Number of Lines 3'. Below this is a large yellow area containing a table of requisition details. A red circle highlights a link that says 'Edit This Requisition'. Below the table is a green area with a 'View Printable Version' link. At the bottom, there is a blue area with a 'Print' button and a 'Close' button.

