PO.06 – Create Requisition

Need goods/services? No → Payment request? Yes → Create requisition through the marketplace → Lines added to requisition → Click edit and submit to access requisition header page and populate justification → Confirm and update distribution as necessary → Submit requisition.

Yes → Marketplace? No → Process Payment Request (AP.03) → End

Yes → Create from smart form → Supplier exists? Yes → Select supplier and supplier site → Add lines to requisition → Yes → Select ‘New supplier’ checkbox and enter address → Lines added to requisition → Marketplace?

- Can also duplicate an existing requisition

- Project-related capital purchases must be sent to CapEquip or FabEquip expenditure type (excluding capital projects purchases)

- COA-funded capital purchases must be on account 1740 or 1750

Financial Unit Manager

End

Procurement Requester

Process Journals (GL.02)

Manage Requisition Approvals (PO.08)