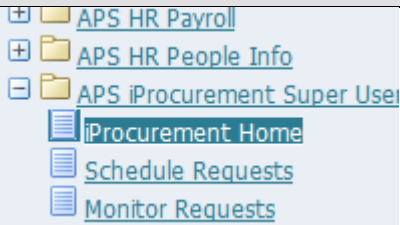


Creating a Requisition for a Catalog Item in R12

Step 1



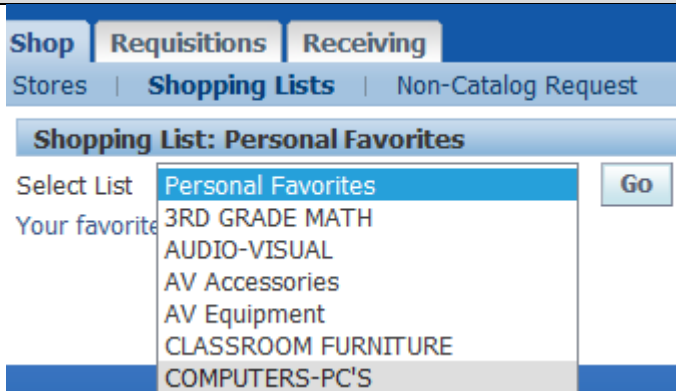
Click the APS iProcurement Super User link.
Click the iProcurement Home link.

Step 2



On the Shop tab, click the Shopping Lists link.

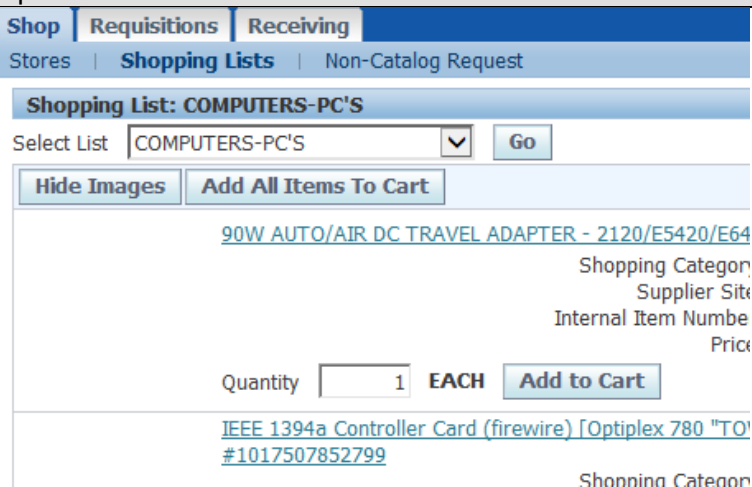
Step 3



Use the drop down arrow to select the List you are interested in.

Click the Go button.

Step 4



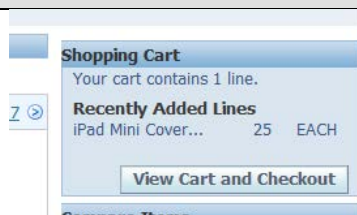
Scroll down until you find the item you want.

Enter required Quantity in the Quantity field.

Click the Add to Cart button.

Note: Repeat for each item you are requesting.

Step 5



Click the **View Cart and Checkout** button on the right side of the screen.

Step 6

Amount (USD)	Delete
1,100.00	

Click the **Checkout** button.

Step 7

Enter desired information in Requisition Description, Need-By Date, and Deliver-To Location fields.

Step 8

Click the **Edit Charge Account** link to change it OR Skip to Step 15.

Step 9

Charge Account	GL Date
Enter Charge Account	14-Feb-2014
Enter Charge Account	14-Feb-2014

Click the **Charge Account** link again.

Note: If you have multiple lines, you will need to enter a charge account for each line in your requisition.

Step 10

Click the Search button next to Charge Account.

Step 11

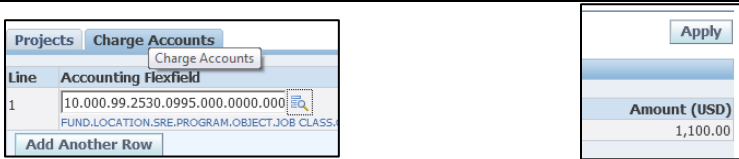
Select the correct values for all the segments of Charge Account.
Click Search button.

Step 12



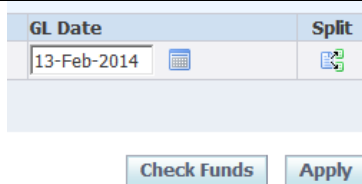
Select the radio button next to the Charge Account in the Search results. Click Select button.

Step 13



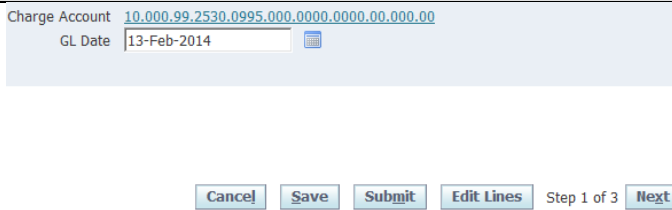
Verify the Account Code on the left side of the screen, and click the Apply button on the far right side of the screen.

Step 14



Click the Apply button again.

Step 15



Verify the Charge Account. Click the Next button.

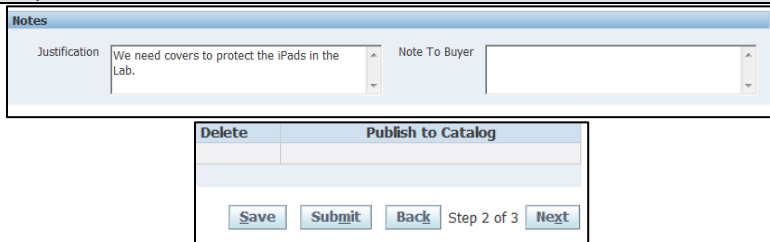
Note: You will need to enter a charge account for each line in your requisition.

Step 16



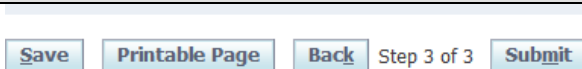
Verify the Approvers of the Requisition.

Step 17



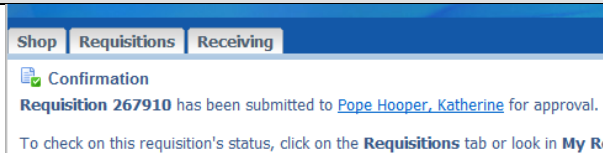
Add details in the Justification and/or Note To Buyer text boxes if needed. Click Next button.

Step 18



Click the Submit button.

Step 19



Get Confirmation and Requisition Number.