

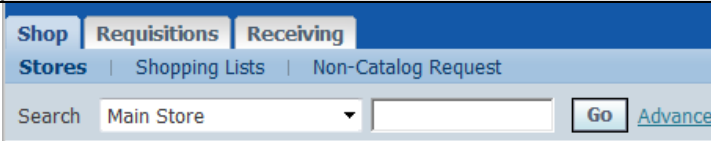
## Creating an Incomplete Requisition in R12

### Step 1



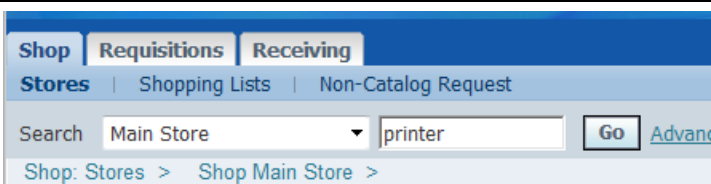
Click the APS iProcurement Super User, and then click iProcurement Home.

### Step 2



Select Main Store in the Search field if it is not already displayed.

### Step 3

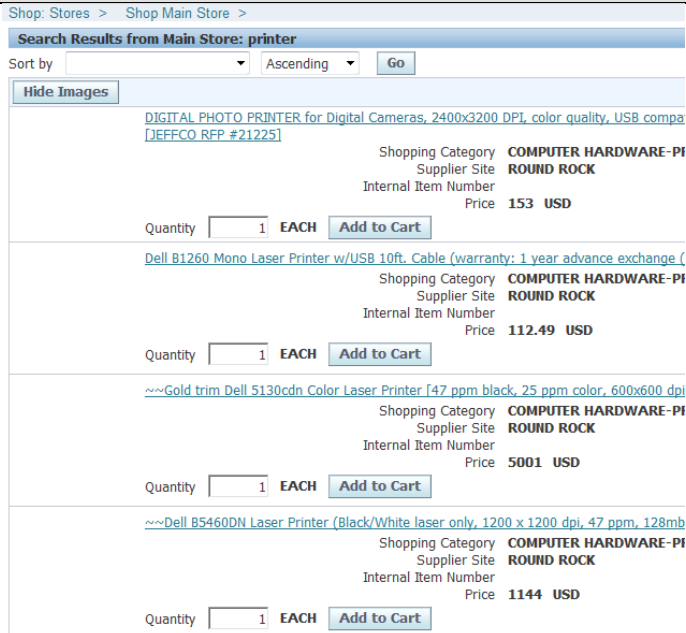


Enter the desired information into the Search field.

For example, enter 'printer'.

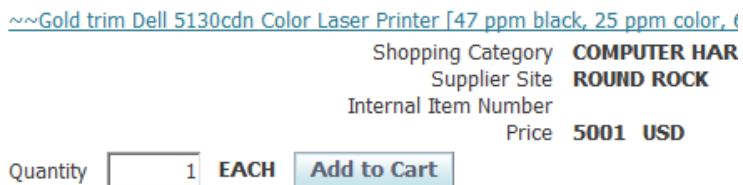
Click the Go button.

### Step 4



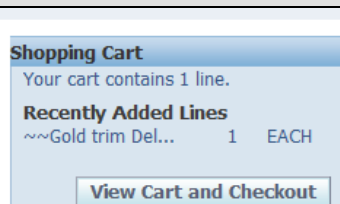
Verify the corresponding items in the Search Results.

### Step 5

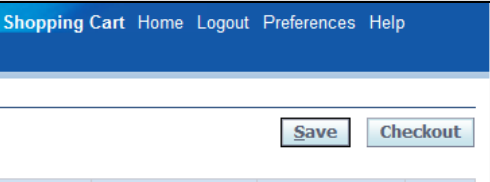
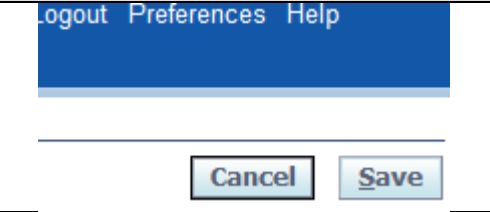
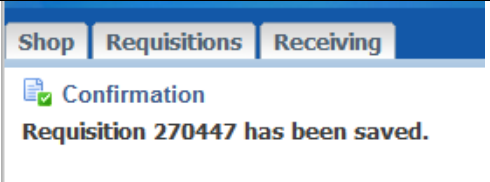


Enter required quantity in the Quantity field for the item you want.  
Click the Add to Cart button.

### Step 6



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

Step 7		
		Click the Save button.
Step 8		
		<p>Note: Since we clicked Save rather than Checkout on the previous screen, we now have an Incomplete Requisition.</p> <p>Click the Save button again.</p>
Step 9		
		Note Confirmation and the Requisition Number, and that your requisition has been saved rather than submitted.