# Requisition – SpeedCharts

1. Navigate to Main Menu > eProcurement > Requisition.
 
2. Click on Special Requests.
 
3. Enter the Item Description, Price, Quantity, Unit of Measure, NIGP Class, NIGP Item and Due Date.
 
4. Click Add to Cart.
 
5. Click Checkout.
 
6. Enter a Requisition Name.
 
7. Show Ship To and Accounting.
 
8. Expand Accounting Lines.
 
9. Click the SpeedChart search button. The field can be blank or you can enter a few characters to narrow the search.
 
10. Select a SpeedChart from the list.
 
11. Manually enter the chartfield elements not populated by the SpeedChart, making sure to complete all the accounting lines created by the speedchart.
 
12. Click Save & submit.
 
13. If the chartfield is missing any required fields or contains any conflicting values, a warning message will appear. If so, click OK. The req will save, but will not be able to budget check until the problem is corrected.
Message reads: "Warning – Invalid ChartFields Combination on Line Number: 1 Schedule Number: 1 Distribution Number: 1 for Chartfields…."
