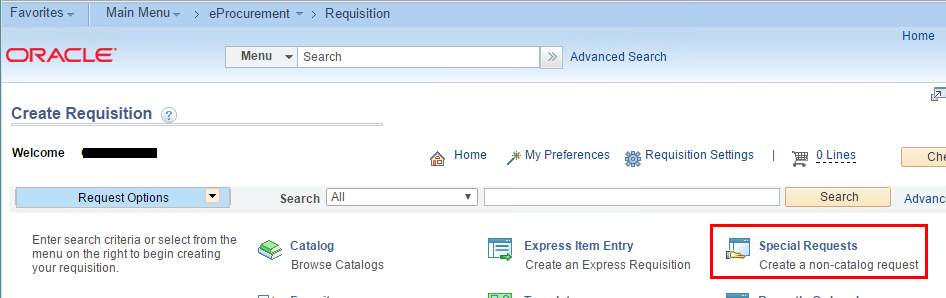
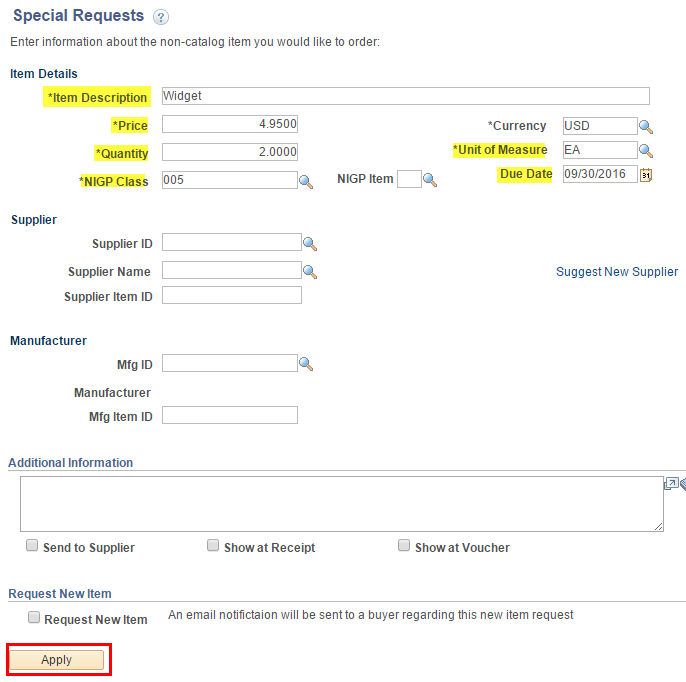
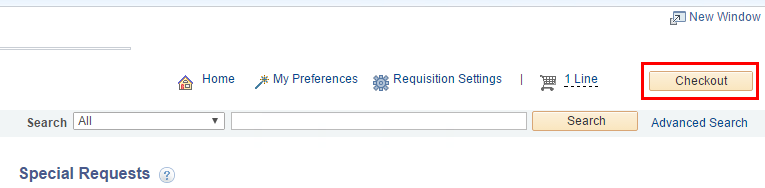
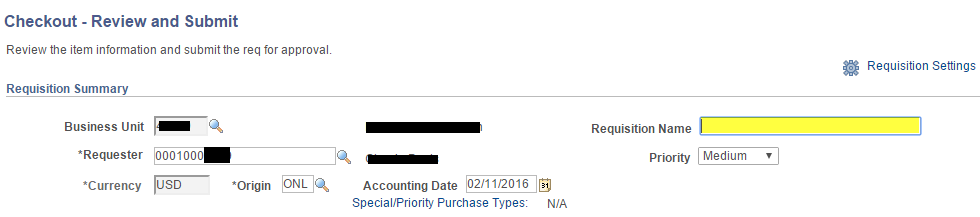
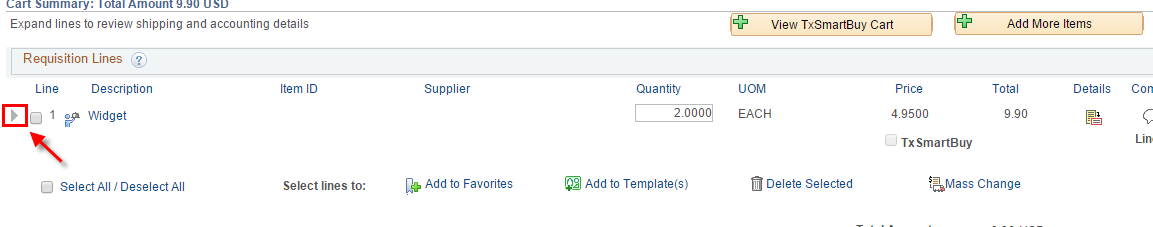
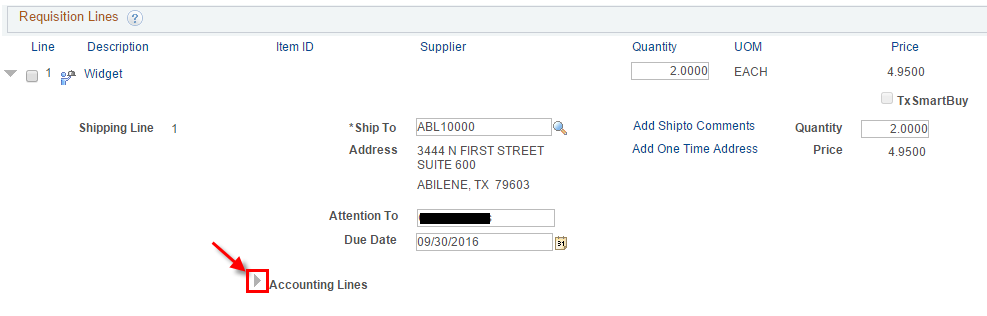
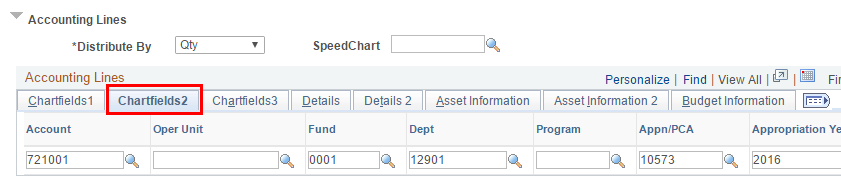
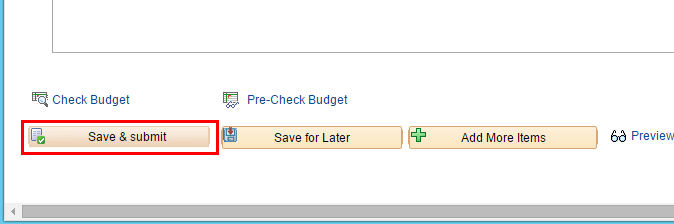
# Requisition - Basic Entry

1. **Navigate to**: Main Menu > eProcurment > Requisition  
   
2. **Select**: Special Requests  
   
3. **Enter**: Item Description, Price, Quantity, NIGP Class, Unit of Measure, Due Date. Click ‘Add to Cart’.  
   
4. **Click**: Checkout  
   
5. **Enter**: Requisition Name  
   
6. **Click** the Line 1 arrow button to reveal Shipping Line 1.  
   
7. **Click** the Accounting Lines arrow to reveal the chartfield entry.  
   
8. **Select** the ‘Chartfields2’ tab and enter the chartfield values required for your agency.   
   
9. Scroll to the bottom of the page and **click** ‘Save and submit’.   
   
10. If the save is successful you will be taken to the Confirmation page.   
    