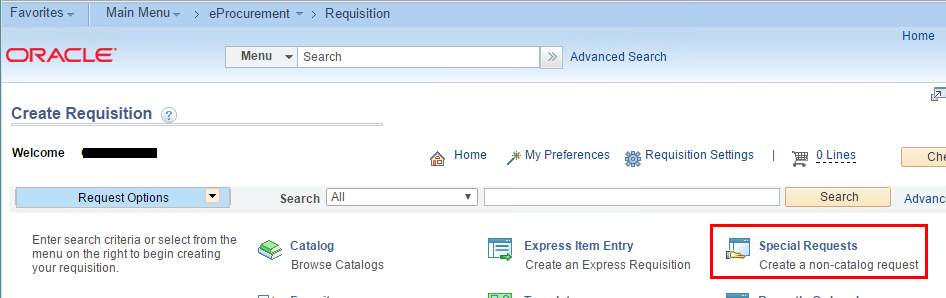
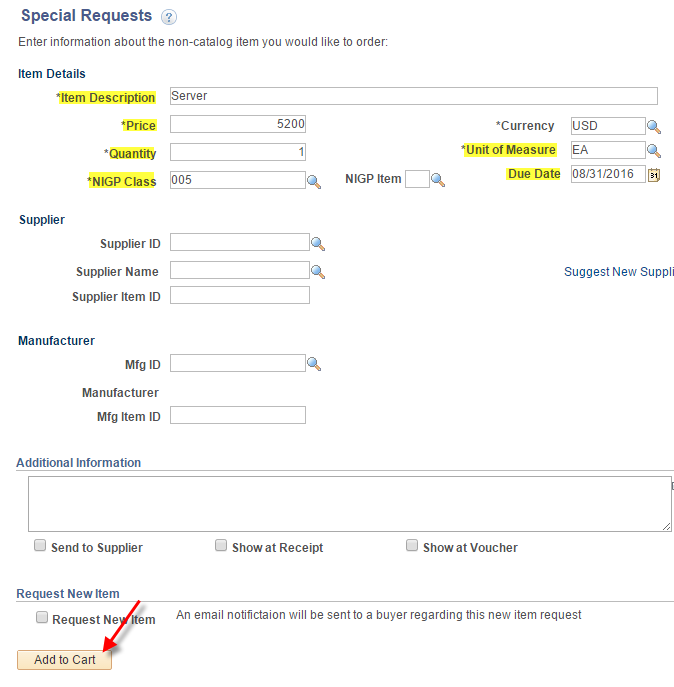
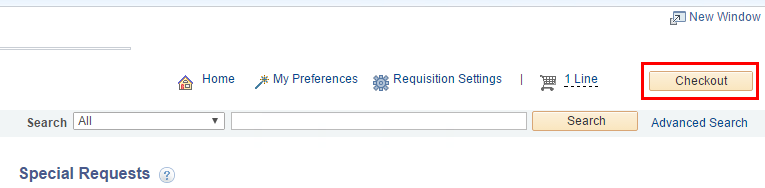
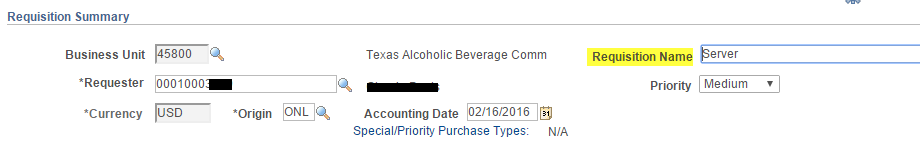
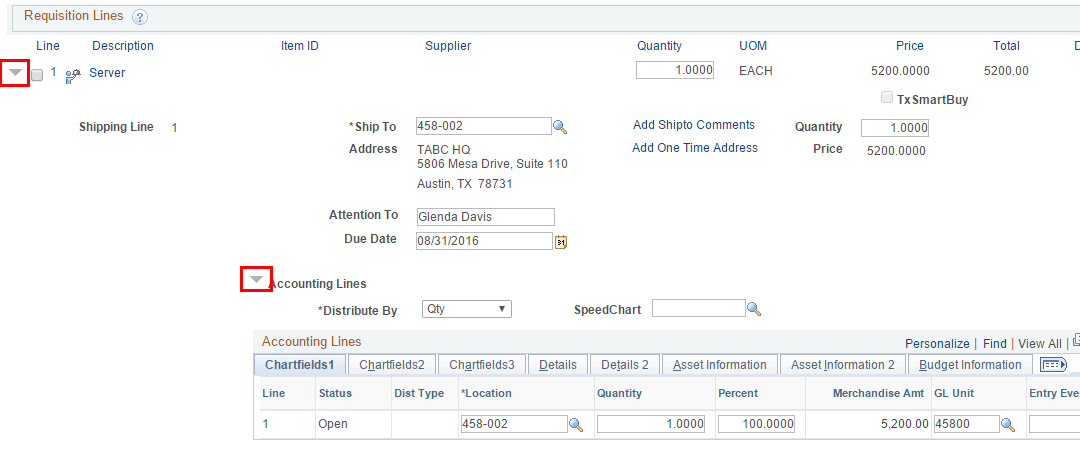
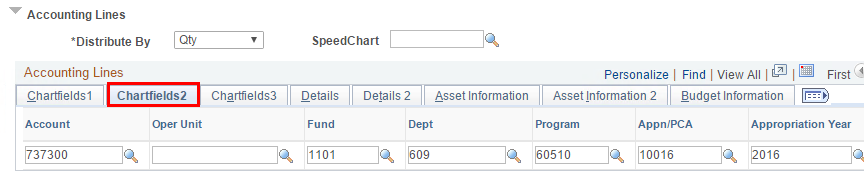
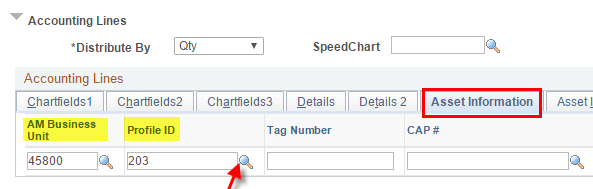
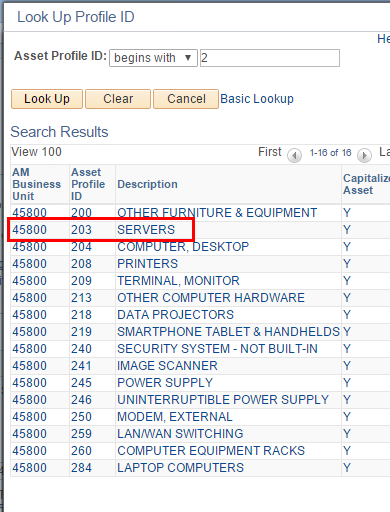
# Requisition – Asset

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 arrow and Accounting Lines arrow to reveal the chartfields.  
   
7. **Click** the Chartfields2 tab and populate the chartfield.
8. **Click** the Asset Information tab and enter the AM Business Unit and Profile ID for the asset.   
     
     
   
9. Scroll down and **click** ‘Save and submit’.   
     
   