# 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’.

