1) Open Your Internet Browser

2) On the www.byuh.edu website – go to my/byuh (upper right hand corner)

3) Sign in with your CES NET ID and Password and Select People Soft Finance.

4) Click on eProcurement from the Menu
5) Click on “Create Requisition”

6) Create requisition --
   a) Under “1. Define Requisition” -- input “Requisition Name”: (you can name it anything you want; this is different than the requisition ID#).
b) Click “2. Add items and Services”, then select “Special Request” and “Special Item”.

c) Input the fields on the “special item screen”—Item Description, Price, Quantity, Category, Unit of Measure, Due Date, Vendor ID (can find vendor id by clicking)

When input is done for each line item, click “add item”.
d) Continue to populate additional line items if needed—click **“add item” after each line item’s input is done”**. **Requisition Summary** will show the total number of line items and total amount of the requisition. After all the line items have been input—Click **“3. Review and Submit”**.

e) Click on ✅ to update the account information of each line item under Review and Submit.
f) Click “Chartfields 2” to input **fund** and **dept ID**. You can input any special instructions on “Comments”.

g) Repeat process (e) and (f) for all other line items.

h) When all line items are done. Click “Check Budget”—the following statement will appear. Click “OK” to complete budget checking.

i) Click “Save and submit”— and you will receive a **confirmation** of your requisition.
Budget Status should be “valid” and your requisition will be assigned an ID#. BYUH Req Approval will list the approvers for this requisition.

Congratulations!! Your requisition is done. An e-mail notification will be sent to the approver(s).

Click “Print Printable Version” to print a copy of the requisition.