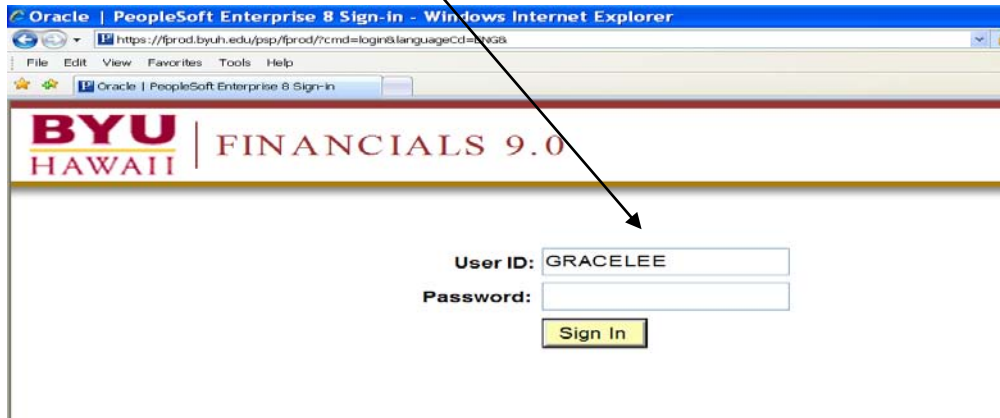
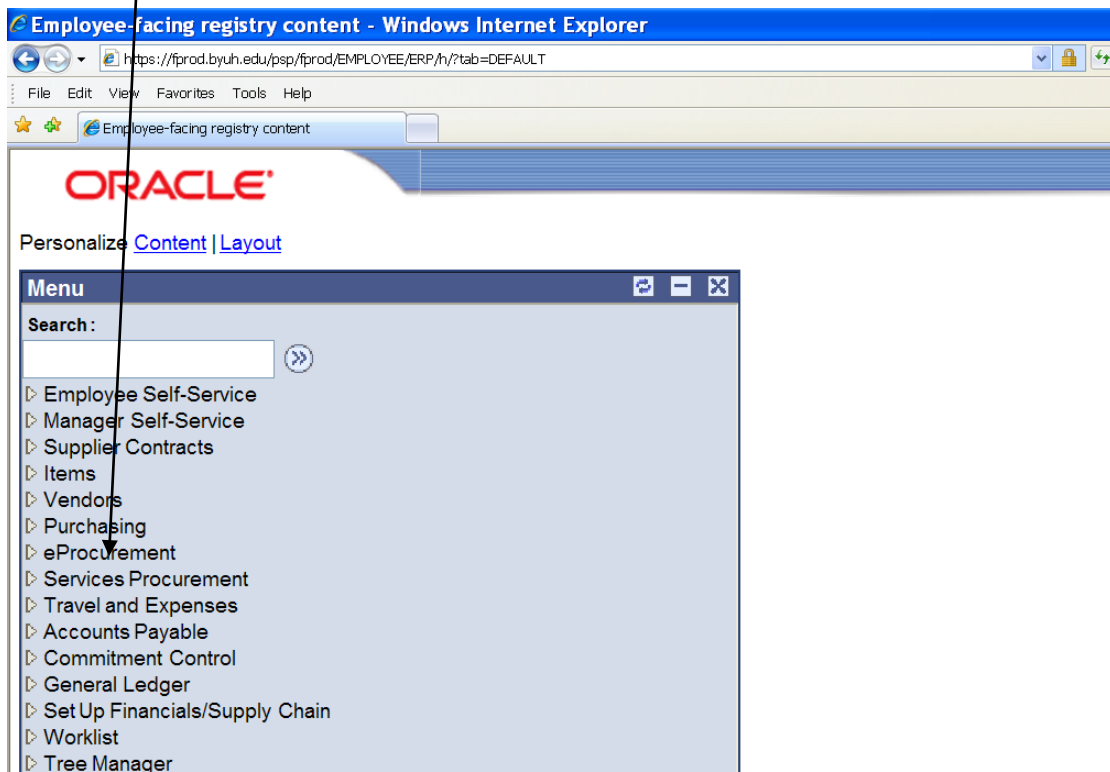


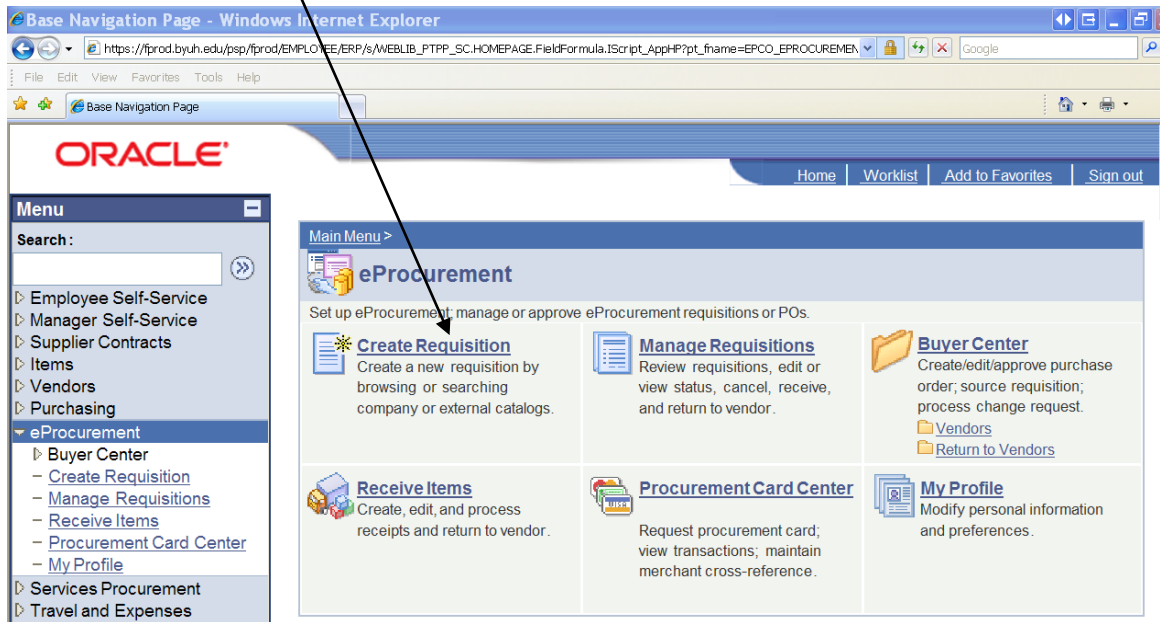
- 1) Open Your Internet Browser
- 2) On the www.byuh.edu website –go to my/byuh (upper right hand corner)
- 3) Sign in with your CES NET ID and Password and Select **People Soft Finance**.



- 4) Click on **eProcurement** from the Menu

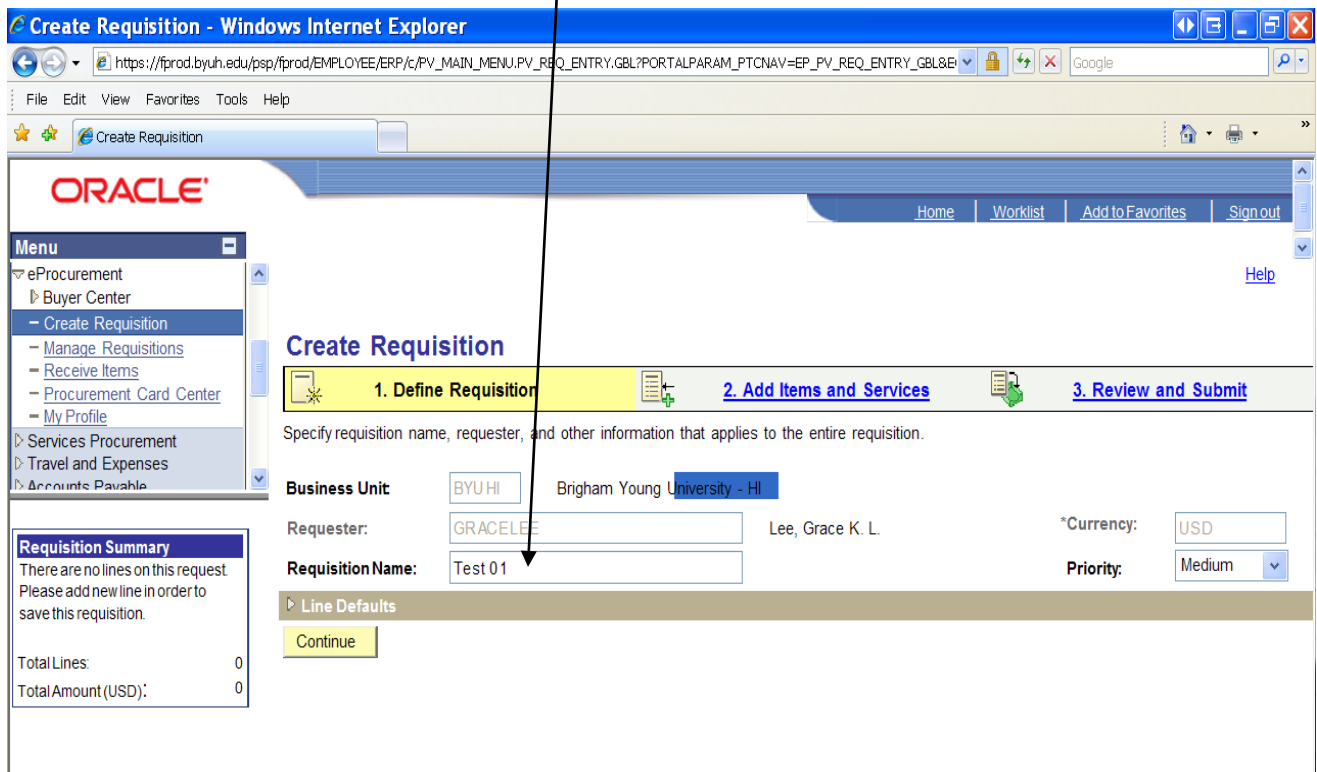


5) Click on **“Create Requisition”**

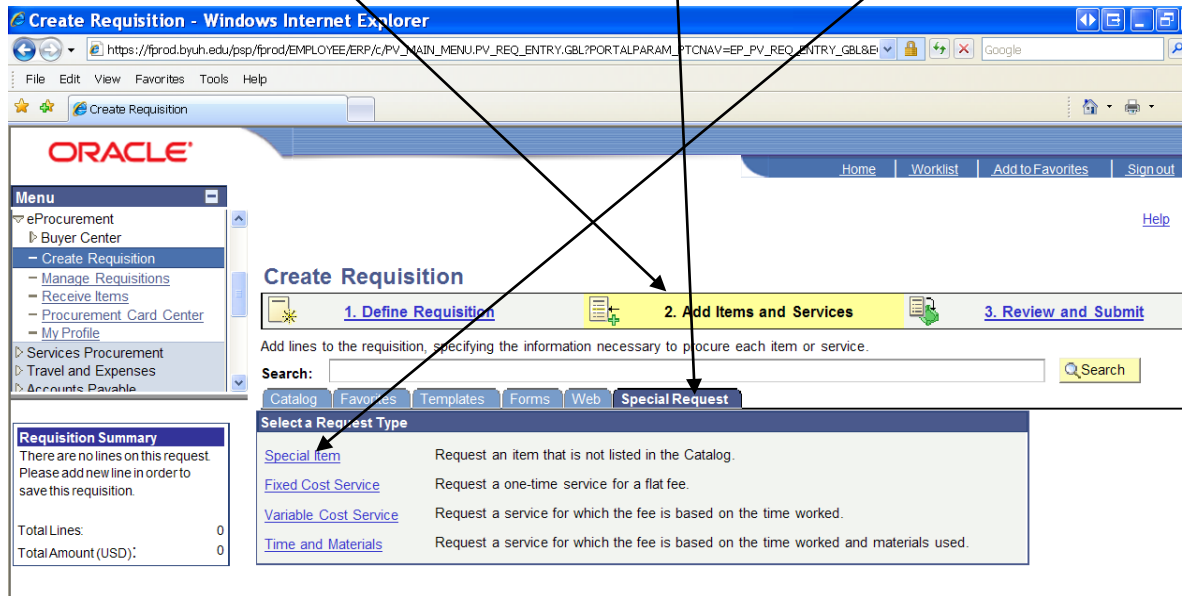



6) **Create requisition --**

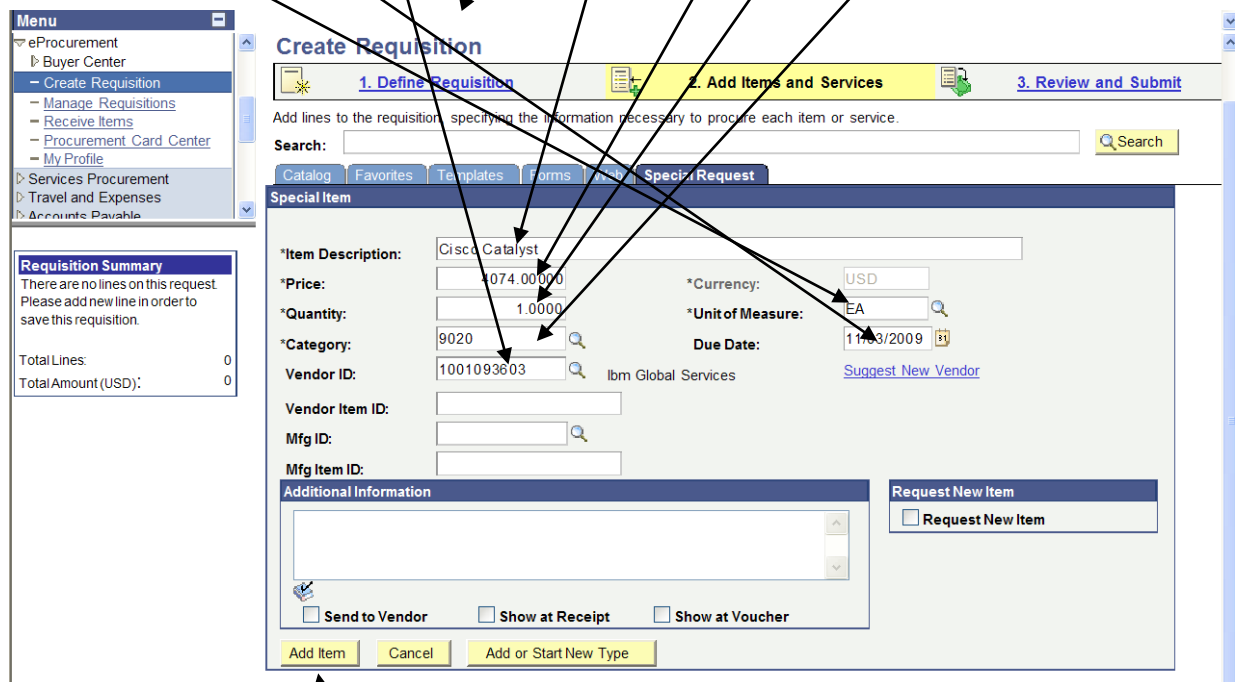
a) Under **“1. Define Requisition”**--input **“Requisition Name”**: (you can name it anything you want; this is different than the requisition ID#).



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”**”.

**Create Requisition**

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Forms | Web | **Special Request**

**Special Item**

\*Item Description:

\*Price:  \*Currency:

\*Quantity:  \*Unit of Measure:

\*Category:  Due Date:

Vendor ID:  [Suggest New Vendor](#)

Vendor Item ID:

Mfg ID:

Mfg Item ID:

**Additional Information**

Send to Vendor  Show at Receipt  Show at Voucher

**Requisition Summary**

Description	Qty	UOM
Cisco Catalyst	1	EA
Total Lines: 1		
Total Amount (USD): 4,074.00		

- e) Click on to update the account information of each line item under Review and Submit.

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

**Create Requisition**

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  Brigham Young University - HI

Requester:  Lee, Grace K. L. \*Currency:

Requisition Name:  Priority:

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Cisco Catalyst	Ibm Global Services	1.0000	Each	4,074.00000	4,074.00
<b>Total Amount:</b>						4,074.00 USD

Select All / Deselect All

**Justification/Comments**

Send to Vendor  Show at Receipt  Show at Voucher

[Find more items](#)

**Requisition Summary**

Description	Qty	UOM
Cisco Catalyst	1	EA
Total Lines: 1		
Total Amount (USD): 4,074.00		

- f) Click “**Chartfields 2**” to input **fund** and **dept ID**. You can input any special instructions on “**Comments**”.

The screenshot shows a requisition form for 'Cisco Catalyst' with a total amount of 4,074.00 USD. The 'Accounting Lines' section is expanded to show 'Chartfields 2' with a 'Fund' of '20' and a 'Dept' of '167000'. The 'Justification/Comments' section is empty. The 'Check Budget' button is highlighted with a yellow background.

- 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.

The dialog box contains the following text: 'Budget Checking will save your requisition in an Open Status. (18036.39) In order to perform budget checking on this requisition, it must first be saved in an Open Status. Press OK to continue. Press Cancel to return to your requisition without budget checking.' The 'OK' button is highlighted with a yellow background.

- i) Click “**Save and submit**”— and you will receive a **confirmation** of your requisition.

The screenshot shows the bottom of the requisition form with the 'Save & submit' button highlighted with a yellow background. Other buttons include 'Check Budget', 'Save & preview approvals', and 'Cancel requisition'.

**Budget Status** should be “**valid**” and your requisition will be assigned an **ID#**.  
 BYUH Req Approval will list the **approvers** for this requisition.

iter

**Confirmation**

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Requested For: Lee, Grace K L      **Number of Lines:** 1  
 Requisition Name: Test 01      **Total Amount:** 4,074.00 USD  
 Requisition ID: 0000012184  
 Business Unit: BYUHI  
 Priority: Medium  
 Budget Status: **Valid**

**BYUH Req Approval**

Line 1: Pending + Start New Path

Cisco Catalyst

**Manager Approval**

Pending

Owan, Robert  
BYUH Req Line Approver

**Asset Approval**

Pending

Nilson, Jim  
Asset Approver Computer

Submit    Edit Requisition    Apply Approval Changes    Check Budget

[View printable version](#)    [Manage Requisitions](#)    [Create New 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.

ePro Print Req Script - Windows Internet Explorer

https://fprod.byuh.edu/psp/fprod/EMPLOYEE/ERP/e/?url=https%3a%2f%2ffprod.byuh.edu%2fpsc%2ffprod%2fEMPLOYEE

File Edit View Favorites Tools Help

ePro Print Req Script

Show Distribution Information    Print Requisition    Close Window

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**Requisition: Test 01**

Requester: Lee, Grace K. L.    Business Unit: BYUHI    Requisition ID: 0000012184    Date: 11/3/2009

Comments:

Line	Description	Qty	Price	Curr	UOM	Total
1	Cisco Catalyst	1.0000	4,074.00000	USD	EA	4,074.00
	<b>Sched Line</b>					
1	Ship To Brigham Young University - HI		Attention Lee, Grace K. L.	Due Date 11/3/2009	Qty 1.0000	Total 4,074.00