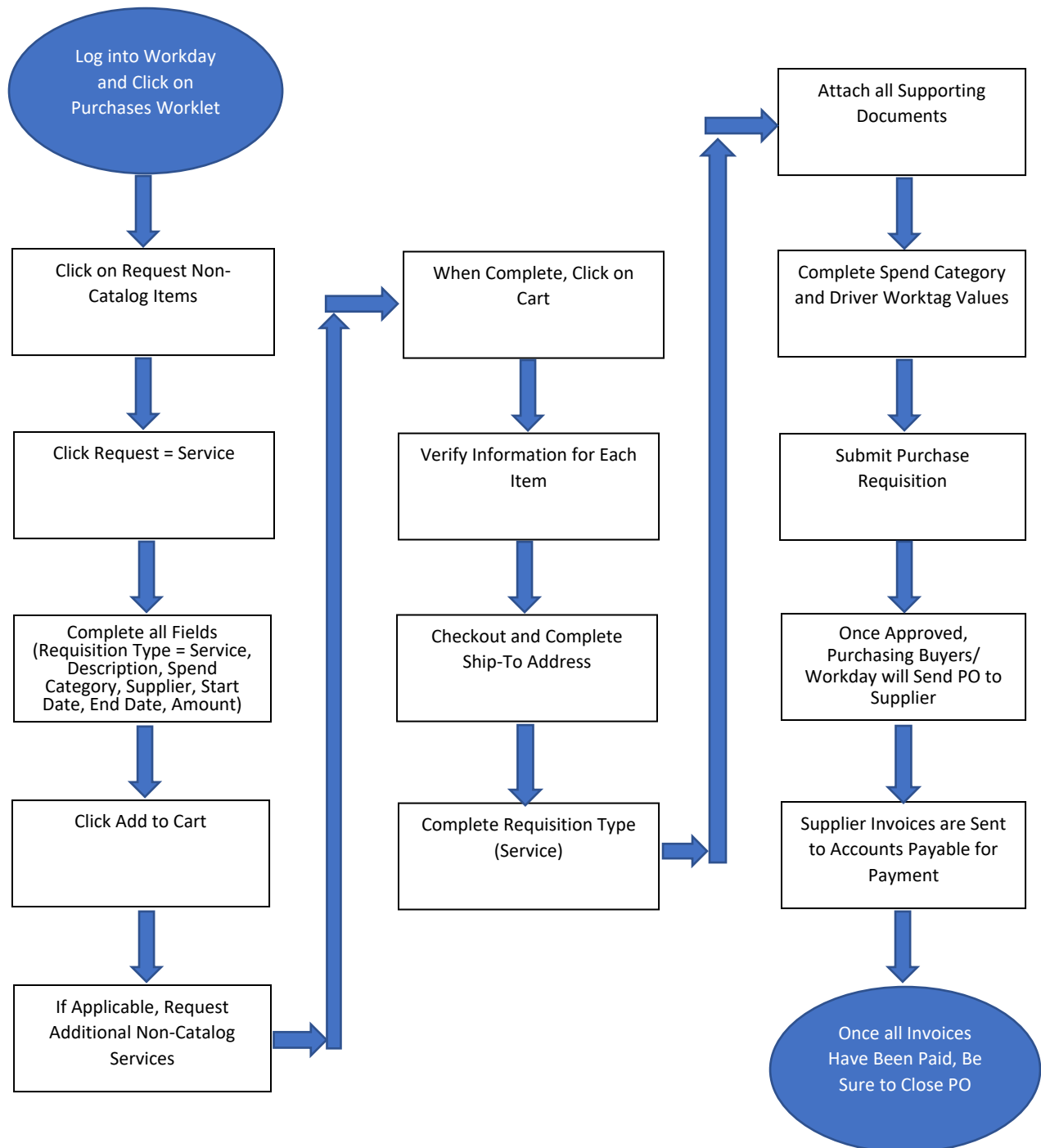


Create Purchase Requisition for Services



Please Note:

- 1) When initiating a requisition, end-users may/may not get an initial screen to update the following:
 - a. Ship-To (Always replace Accounts Payable with the location where items should actually be shipped.)
 - b. Requisition Type (i.e., Goods, Service Contract/Quote, Standing Order, etc.)
 - c. Driver Worktag Information
- 2) During the Checkout step (this is the last page with the “Submit” button), if end-users need to edit the Ship-to Address field, they will first need to complete the Spend Category for each line item. Then click the related actions located at the very bottom of the page. This icon looks like three dots and is located to the right of the Submit button.