Create a Requisition (Order) - Shopper

- Shop
- Click Cart Icon – To get to your Cart
- Proceed to Checkout
- Add Shipto Address
- Add Accounting Distribution
- Assign Cart to Requisitioner

Create a Requisition (Order) - Requisitioner

- Same as above
- Proceed to Checkout Optional Fields - if needed
- Ensure protected data is removed from the requisition, e.g. Social Security Number (SSN)
- Submit Requisition

Links to Other helps

One UShop  Shopper Training  Requisitioner Training  Approver Training  Document Actions