

## Procurement: Create a Catalog Requisition

*For employees creating a catalog requisition*

**Purpose:** Create a catalog requisition.

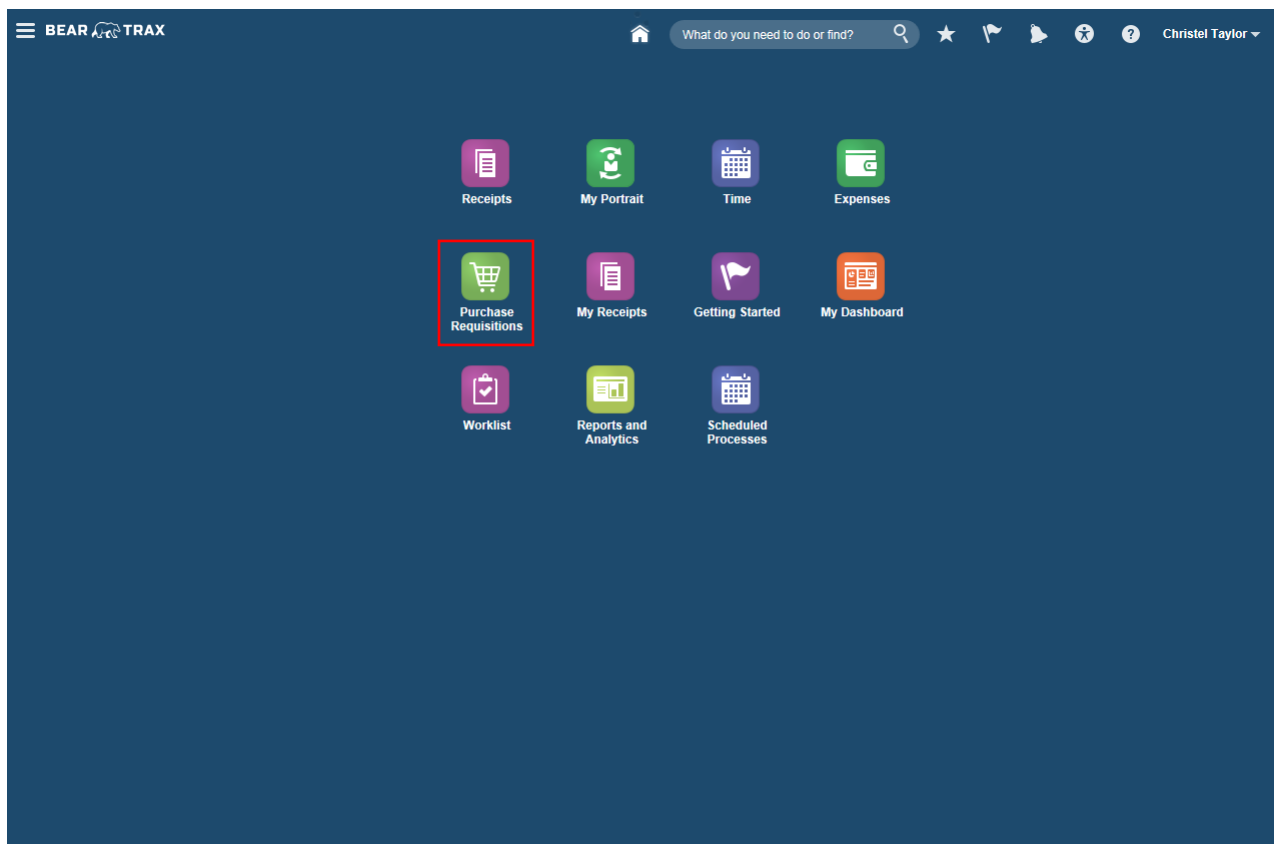
**How to Access:** Log into the [Bear Trax](#) application select the **Procurement** task in the Navigator.

**Helpful Hints:** Be sure to keep in mind that...

- This job aid is for punch-out catalog requisitions and local catalog requisitions
- Quotes and other necessary information can be attached
- If submitting a non-catalog requisition, refer to the Create a Requisition Non-Catalog request
- Required fields are designated by asterisks, \*.

**Procedure:** Complete the following steps to create a catalog requisition:

1. Click on the **Purchase Requisitions** icon.



2. Select one of the catalog icons—in this example, we select **GBEX LLC**.

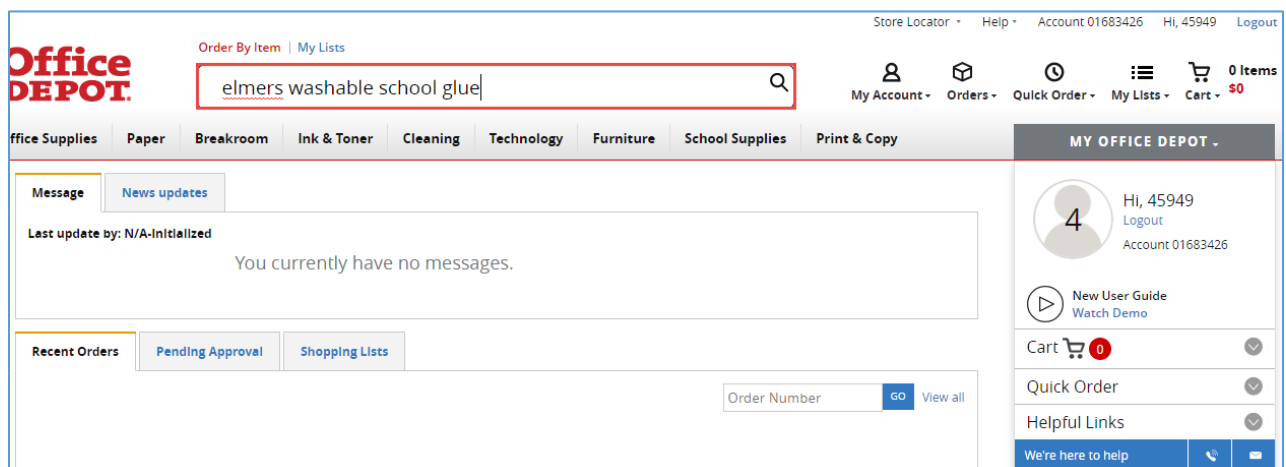
**Note:** Using the search field on the left side of the page is also an option if searching for a specific catalog item.



**Note:** Clicking one of the catalog icons will punch out to that supplier's website. Screenshots will not indicate the exact website clicked by users.

3. Click in the Search field and type in the item you are searching for.

**Note:** There are several ways to find items to purchase. In this example, we are using the search field.



4. Click in the **Qty** box and add the quantity needed, then click **Add to Cart**.



Item 502807

**Elmer's® Washable School Glue,**  
4 Oz.

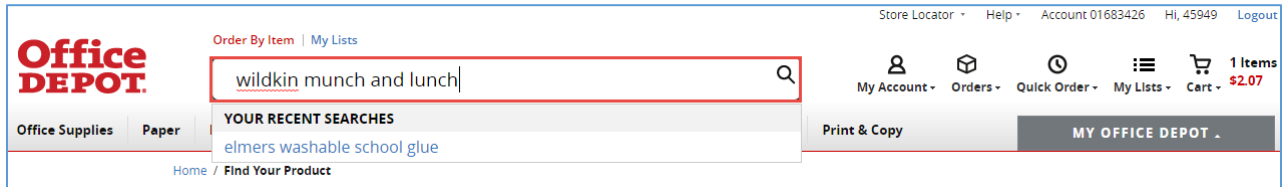
Availability: 99,989

- ✓ Sold Online
- ✓ Sold in Stores
- ECO Eco-conscious
- ▶ Safety Data Sheets

Qty  **Add to Cart** **\$2.07** / each

☐ Compare

5. Click in the search field and type in the next item needed.



Office DEPOT

Order By Item | My Lists

Store Locator Help Account 01683426 HI, 45949 Logout

My Account Orders Quick Order My Lists Cart 1 Items \$2.07

Print & Copy MY OFFICE DEPOT

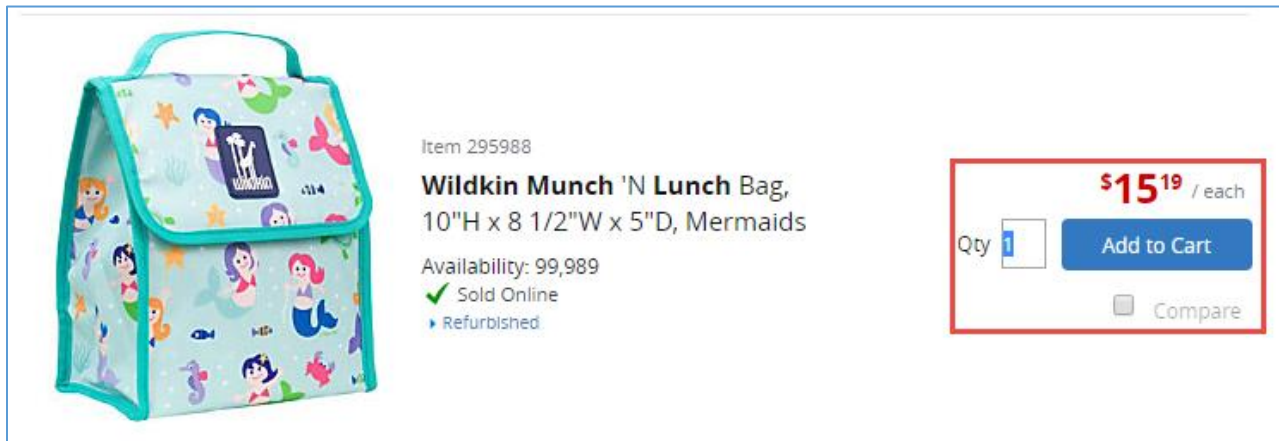
Home / Find Your Product

Search: wildkin munch and lunch

YOUR RECENT SEARCHES

elmers washable school glue

6. Click in the **Qty** box and add the quantity needed, then click **Add to Cart**.



Item 295988

**Wildkin Munch 'N Lunch Bag,**  
10"H x 8 1/2"W x 5"D, Mermaids

Availability: 99,989

- ✓ Sold Online
- ▶ Refurbished


Qty  **Add to Cart** **\$15.19** / each

☐ Compare

7. Click **CHECK OUT** once you have finished adding necessary items to order or reorder. This will return you to the Bear Trax application, and the requisition will appear.

Home / Find Your Product

The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
 <b>Wildkin Munch 'N Lunch Bag, 10"H x 8 1/2"W x 5"D, Mermaids</b> Item # 295988 Entered Item # 295988 <a href="#">Refurbished</a>	<b>\$15.19 /each</b>	3

Continue Shopping

SHOPPING CART **CHECK OUT**

**Need Help?**

- Email Assistance
- Phone Support
- FAQs

The requisition will appear under **My Requisitions** as **Incomplete**. The details of the requisition will appear in the top right corner of the page.

**Shop**

Search Catalog

Search

Browse Catalog

amazonbusiness Amazon(Punch Out)

BH B&H Photo(Punch Out)

CDWG CDW(Punch Out) CDW(Punch Out)

GBEX, LLC GBEX LLC

Phillips Supply Company Commercial Cleaning & Facility Maintenance Products

HENRY SCHEIN®

**My Requisitions**

Actions View Format Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ100646	Elmers(R) Washable School G...	5/3/17	47.64 USD	Incomplete	Not reserved	
REQ100645	Elmers(R) Washable School G...	5/3/17	2.07 USD	Approved	Liquidated	PO200215

**Requisition: REQ100646**

You added 2 lines to the requisition.

**Recently added lines**

Wildkin Munch N Lunch ...	45.57 USD	X
Elmers(R) Washable Sch...	2.07 USD	X
<b>Total</b>	<b>47.64 USD</b>	

**Edit and Submit**

**Quick Links**

- Requisition Line Entry
- Noncatalog Request

**Requisition Preferences**

Requisitioning BU Shawnee State University BU

Requester All Givan

Deliver-to Location Main Campus, Admin Building

**Edit**

8. Click on **Edit and Submit** in order to complete the requisition.

**Requisition: REQ100646**

You added 2 lines to the requisition.

**Recently added lines**

Wildkin Munch N Lunch ...	45.57 USD	✕
Elmers(R) Washable Sch...	2.07 USD	✕
<b>Total</b>	<b>47.64 USD</b>	

**Edit and Submit**

Review the details via the Edit Requisition page and add any additional details as needed. Scroll down to see additional details on the page such as Delivery, Billing and Notes/Attachments.

9. Click on the text box next to **Suggested Buyer** and enter the field with Schwamberger, Debra. The system will automatically populate the rest of that field.

**Edit Requisition: REQ100646**
Shop Check Funds Manage Approvals View PDF Save Submit

Requisitioning BU Shawnee State University BU
Procurement Card
Justification
Requisition Amount 47.64 USD
Approval Amount 47.64 USD
Funds Status Not reserved
Attachments None

\* Description Elmers(R) Washable School Glue, 4 Oz.

☐ Emergency purchase order number required

**Requisition Lines**

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM	Price	Amount (USD)	Funds Status	Delete
1	Elmers(R) Washable School Glue, 4 Oz.	GBEX Office Supplies	1	EA	2.07 USD	2.07	Not reserved	✕
2	Wildkin Munch N Lunch Bag, 10H x 8 1/2W x 5D, Me Domestic kitchenwar...		3	EA	15.19 USD	45.57	Not reserved	✕
<b>Total</b>						<b>47.64</b>		

Rows Selected 1 Columns Hidden 8

**Line 1: Details**

**Delivery**

\* Requester:

Urgent:

Requested Delivery Date:

Deliver-to Location Type:

\* Deliver-to Location:

Deliver-to Address:

Suggested Buyer:

Schwamberger, Debra dschwamberge@discard.mail.us2.cloud.oracle.com

More...

**Billing**

Actions View Format

* Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
10-1010-50-10084-61101-10000-000 <input type="button" value="Search"/>	5/3/17 <input type="button" value="Calendar"/>	100	1	2.07	Not reserved	<input type="button" value="X"/>
<b>Total</b>		<b>100</b>	<b>1</b>	<b>2.07</b>		

Columns Hidden 1

**Notes and Attachments**

Note to Supplier:

Attachments: None

**Source**

Agreement Type:

Supplier: GBEX LLC

There are action buttons at the top of the page. These are **OPTIONAL**, and not required to complete the requisition.

**Edit Requisition: REQ100728**

Requisitioning BU: Shawnee State University BU

Procurement Card:

\* Description:

Justification:

Requisition Amount: 47.64 USD

Approval Amount: 47.64 USD

Funds Status: Not reserved

Attachments: None

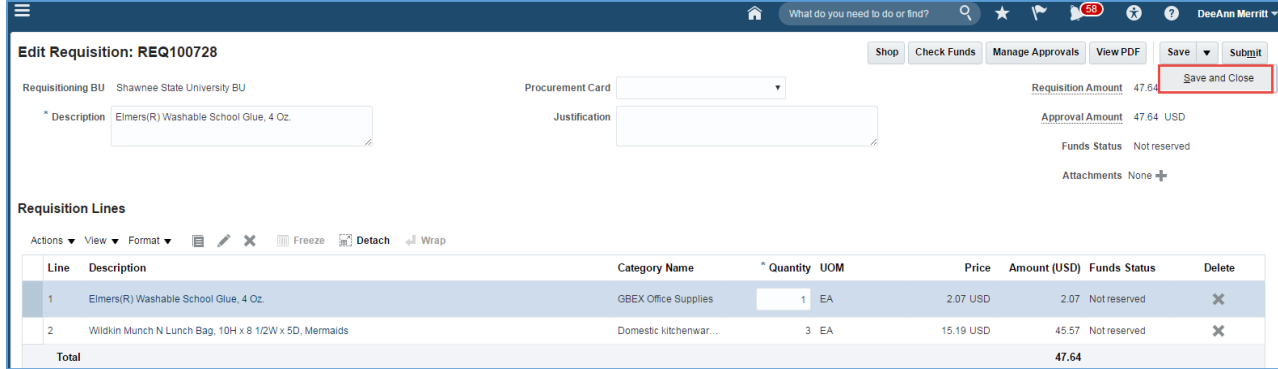
**Requisition Lines**

Actions View Format

Line	Description	Category Name	* Quantity	UOM	Price	Amount (USD)	Funds Status	Delete
1	Elmers(R) Washable School Glue, 4 Oz.	GBEX Office Supplies	1	EA	2.07 USD	2.07	Not reserved	<input type="button" value="X"/>
2	Wildkin Munch N Lunch Bag, 10H x 8 1/2W x 5D, Mermaids	Domestic kitchenwar...	3	EA	15.19 USD	45.57	Not reserved	<input type="button" value="X"/>
<b>Total</b>						<b>47.64</b>		

Icon	Action
Shop	Takes users back to the home page
Manage Approvals	Shows requisition status and hierarchy of the approval process
View PDF	Opens a new window with a PDF version of the requisition

10. If you are not ready to submit, click **Save and Close** to save changes and close out of the page. The requisition will be in **Incomplete** status until it has been submitted.



**Edit Requisition: REQ100728**

Requisitioning BU: Shawnee State University BU

Procurement Card: [Dropdown]

\* Description: Elmers(R) Washable School Glue, 4 Oz.

Justification: [Text Area]

Requisition Amount: 47.64

Approval Amount: 47.64 USD

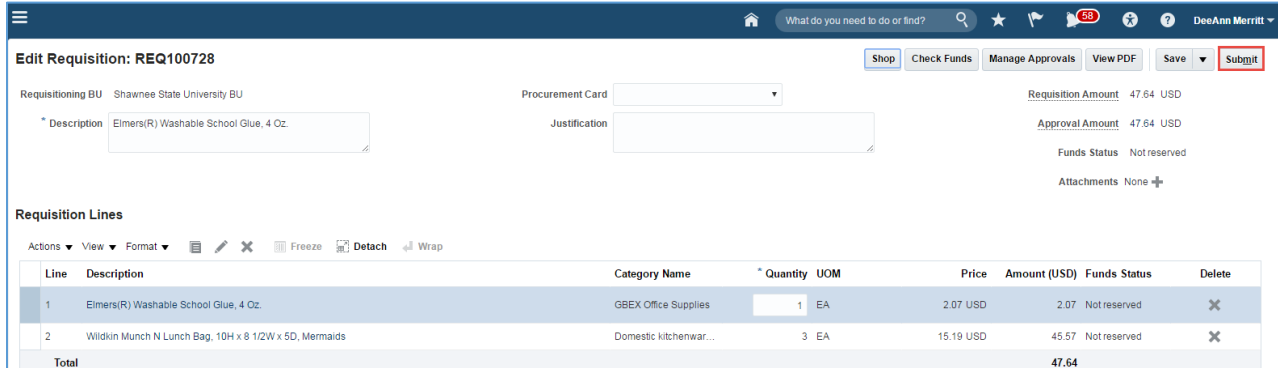
Funds Status: Not reserved

Attachments: None

**Requisition Lines**

Line	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Funds Status	Delete
1	Elmers(R) Washable School Glue, 4 Oz.	GBEX Office Supplies	1	EA	2.07 USD	2.07	Not reserved	X
2	Wildkin Munch N Lunch Bag, 10H x 8 1/2W x 5D, Mermaids	Domestic kitchenwar...	3	EA	15.19 USD	45.57	Not reserved	X
<b>Total</b>						<b>47.64</b>		

11. Click **Submit** to finalize the order and submit the requisition for approval.



**Edit Requisition: REQ100728**

Requisitioning BU: Shawnee State University BU

Procurement Card: [Dropdown]

\* Description: Elmers(R) Washable School Glue, 4 Oz.

Justification: [Text Area]

Requisition Amount: 47.64 USD

Approval Amount: 47.64 USD

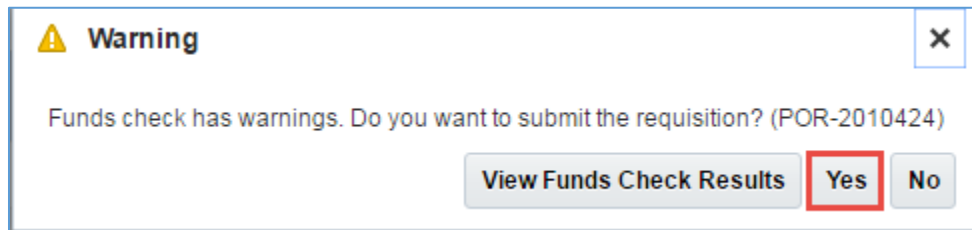
Funds Status: Not reserved

Attachments: None

**Requisition Lines**

Line	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Funds Status	Delete
1	Elmers(R) Washable School Glue, 4 Oz.	GBEX Office Supplies	1	EA	2.07 USD	2.07	Not reserved	X
2	Wildkin Munch N Lunch Bag, 10H x 8 1/2W x 5D, Mermaids	Domestic kitchenwar...	3	EA	15.19 USD	45.57	Not reserved	X
<b>Total</b>						<b>47.64</b>		

12. A warning window may appear regarding a funds check. Click **Yes** to continue and submit.

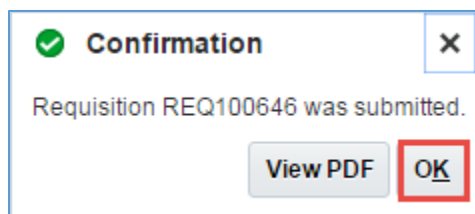


**Warning**

Funds check has warnings. Do you want to submit the requisition? (POR-2010424)

View Funds Check Results **Yes** No

13. The confirmation window appears, click **OK**.









**Confirmation**

Requisition REQ100646 was submitted.

View PDF **OK**

The new requisition line item now appears under **My Requisitions** and has a **Pending approval** status.

My Requisitions						
Actions ▼ View ▼ Format ▼     Freeze  Detach  Wrap						
Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ100646	Elmers(R) Washable School G...	5/3/17	47.64 USD	Pending approval	Not reserved	

## Final Notes

By following these steps, you have successfully created a catalog requisition and submitted it for approval.