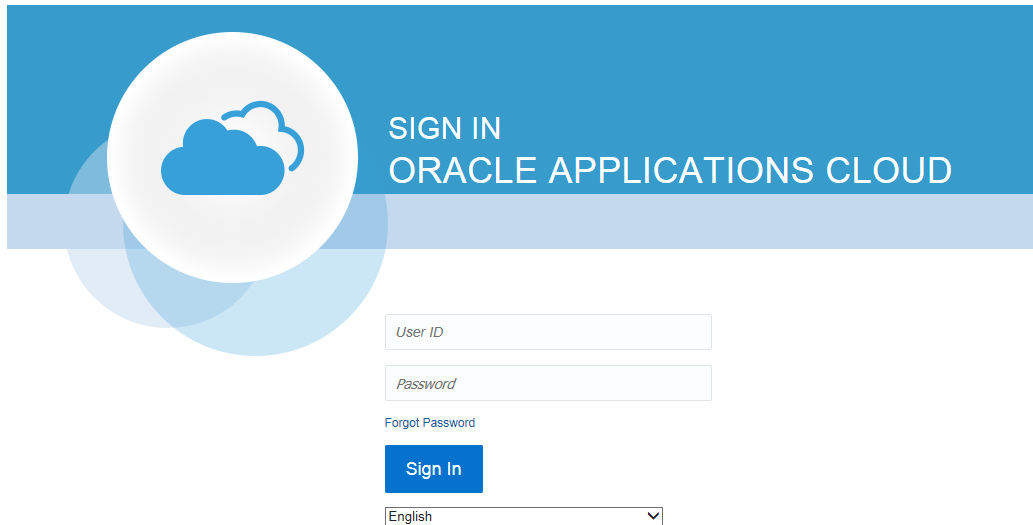


## Procurement: Create a Catalog Requisition

*For employees creating a catalog requisition*

<b>Purpose:</b>	Create a catalog requisition.
<b>How to Access:</b>	Log into the <a href="#">Bear Trax</a> application select the <b>Procurement</b> task in the Navigator.
<b>Helpful Hints:</b>	Be sure to keep in mind that... <ul style="list-style-type: none"><li>• This job aid is for punch-out catalog requisitions and local catalog requisitions</li><li>• Quotes and other necessary information can be attached</li><li>• If submitting a non-catalog requisition, refer to the Create a Requisition Non-Catalog request</li><li>• Required fields are designated by asterisks, *.</li></ul>
<b>Procedure:</b>	Complete the following steps to create a catalog requisition:

- 1.) Enter your Bear Trax User ID and password



SIGN IN  
ORACLE APPLICATIONS CLOUD

User ID

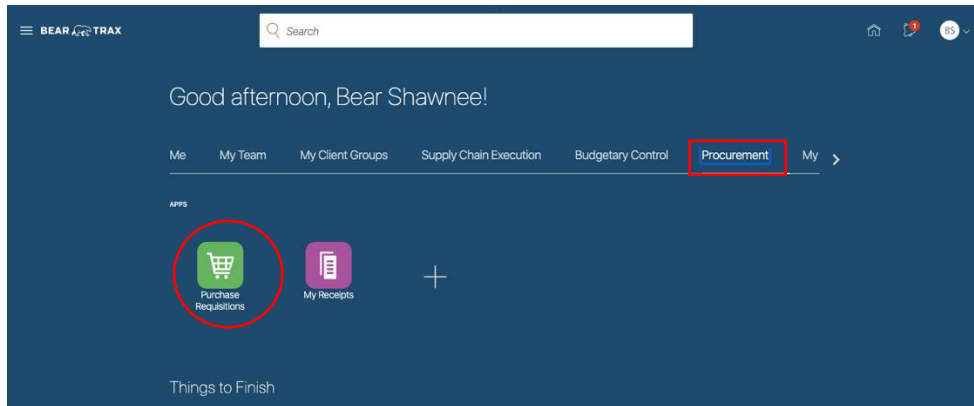
Password

[Forgot Password](#)

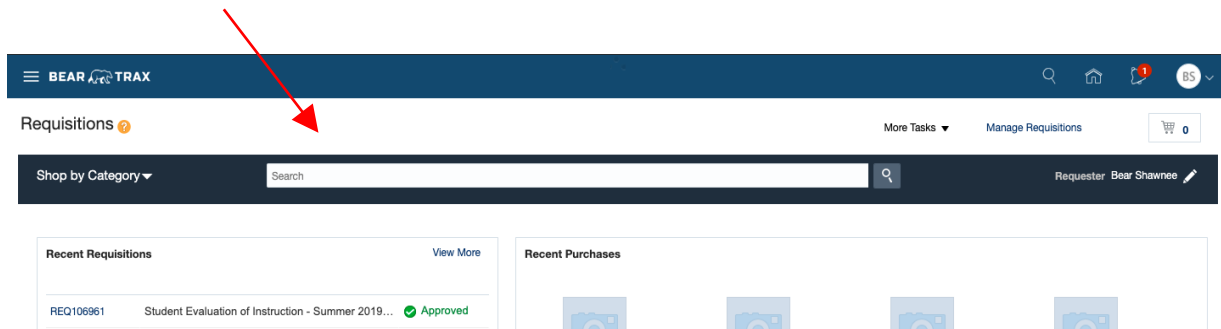
Sign In

English

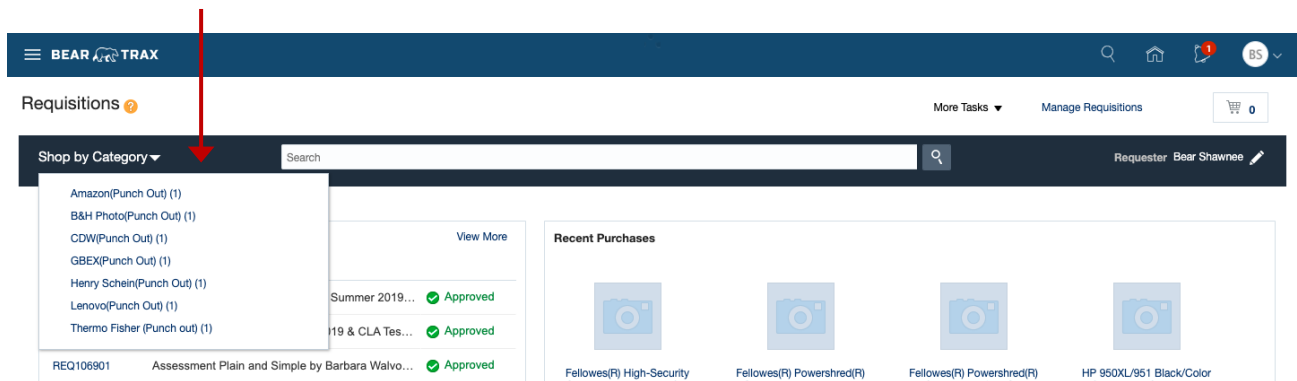
- 2.) Select the "Purchase Requisitions" icon from the homepage under the Procurement heading.



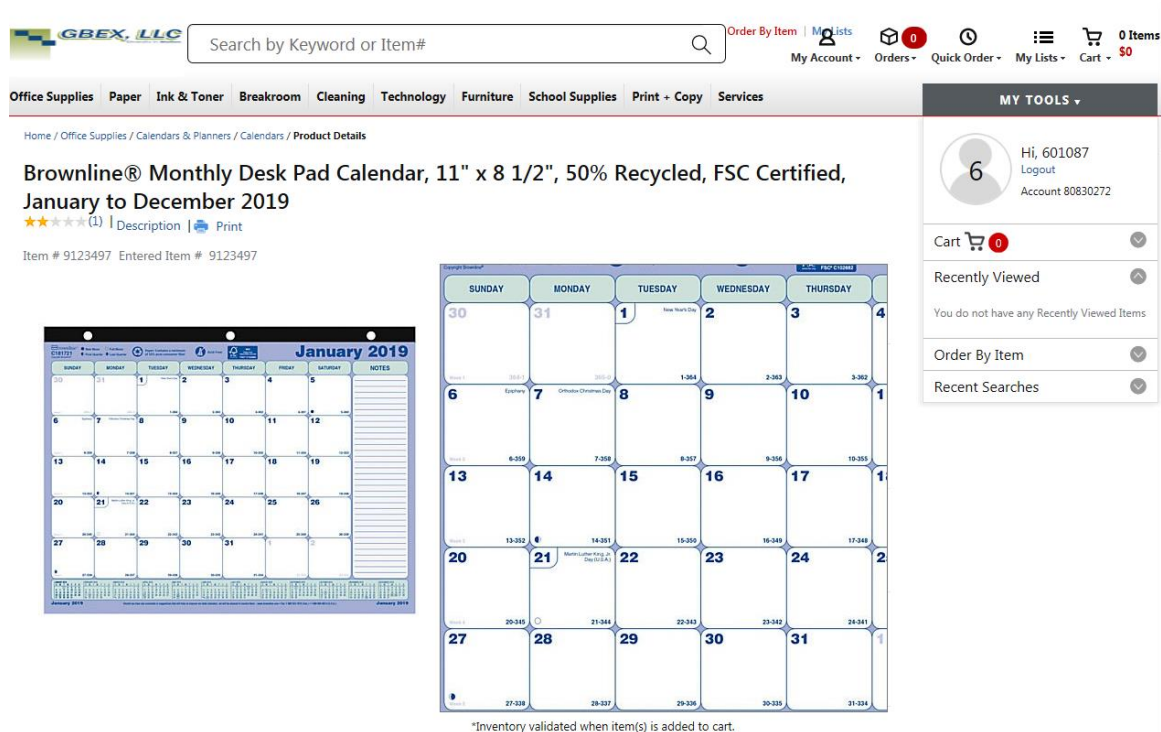
3.) Click on the search bar and type what you are looking for.



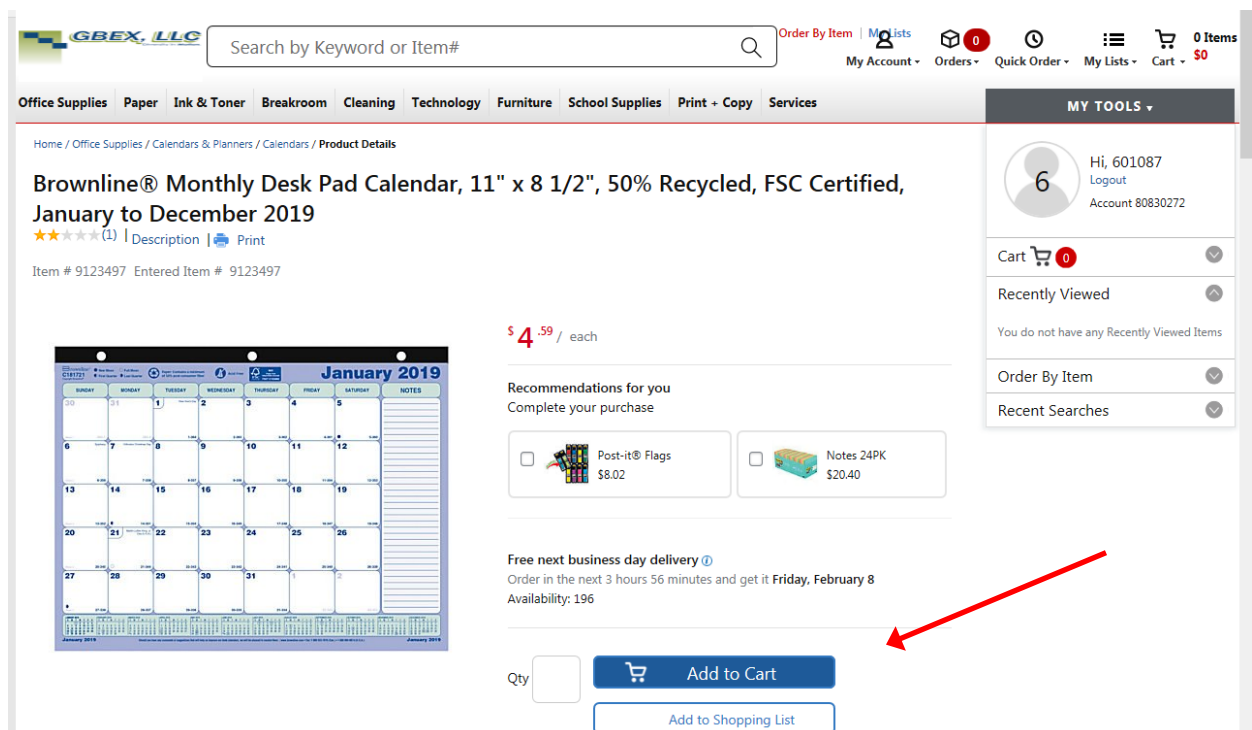
4.) Or click on the “Shop by Category” tab and select one of those options.



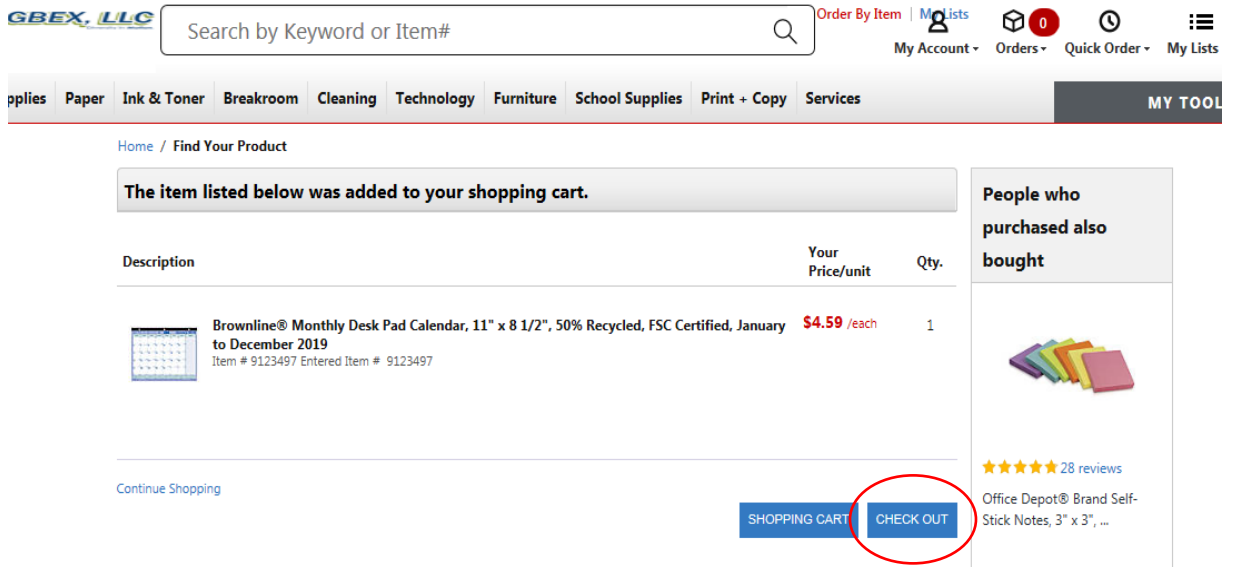
5.) Once you find what you are looking to buy.



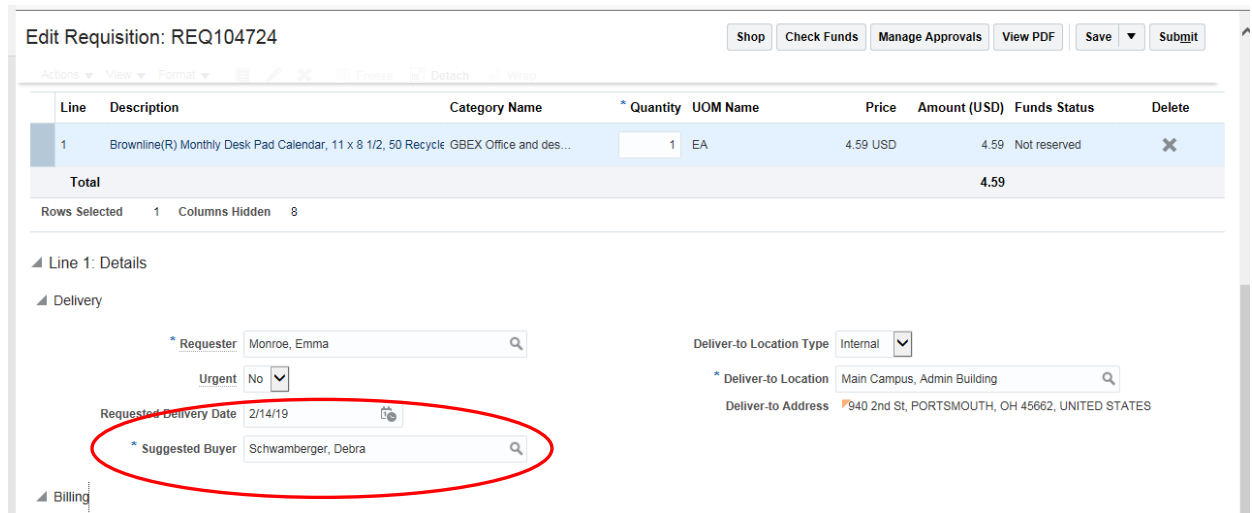
6.) Click on Add to Cart.



7.) When ready to check out, proceed by clicking “Check Out”.



8.) Under the Delivery section, in the “Suggested Buyer” box you will insert “Schwamberger, Debra”.



9.) When you are taken to this page, scroll down to the billing category and insert the correct account number.

Edit Requisition: REQ104724

Requisitioning BU: Shawnee State University BU

Description: Brownline(R) Monthly Desk Pad Calendar, 11 x 8 1/2, 50 Recycled, FSC Certified, January to December 2019

Justification: [Empty]

Requisition Amount: 4.59 USD

Approval Amount: 4.59 USD

Funds Status: Not reserved

Attachments: None

Requisition Lines

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Brownline(R) Monthly Desk Pad Calendar, 11 x 8 1/2, 50 Recycle GBEX Office and des...		1	EA	4.59 USD	4.59	Not reserved	X
<b>Total</b>						<b>4.59</b>		

Rows Selected: 1 Columns Hidden: 8

Line 1: Details

Delivery

Requester: Monroe, Emma

Urgent: No

Requested Delivery Date: 2/14/19

Suggested Buyer: [Empty]

Deliver-to Location Type: Internal

Deliver-to Location: Main Campus, Admin Building

Deliver-to Address: 940 2nd St, PORTSMOUTH, OH 45662, UNITED STATES

Edit Requisition: REQ104724

Requisitioning BU: Shawnee State University BU

Description: Brownline(R) Monthly Desk Pad Calendar, 11 x 8 1/2, 50 Recycled, FSC Certified, January to December 2019

Justification: [Empty]

Requisition Amount: 4.59 USD

Approval Amount: 4.59 USD

Funds Status: Not reserved

Attachments: None

Requisition Lines

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Brownline(R) Monthly Desk Pad Calendar, 11 x 8 1/2, 50 Recycle GBEX Office and des...		1	EA	4.59 USD	4.59	Not reserved	X
<b>Total</b>						<b>4.59</b>		

Rows Selected: 1 Columns Hidden: 8

Line 1: Details

Delivery

Requester: Monroe, Emma

Urgent: No

Requested Delivery Date: 2/14/19

Suggested Buyer: [Empty]

Deliver-to Location Type: Internal

Deliver-to Location: Main Campus, Admin Building

Deliver-to Address: 940 2nd St, PORTSMOUTH, OH 45662, UNITED STATES

Billing

Charge Account	Budget Date	Percentage	Quantity	Amount (USD)	Funds Status	Delete
10-1010-50-10074-62101-10000-01	2/7/19	100	1	4.59	Not reserved	X
<b>Total</b>			<b>100</b>	<b>1</b>	<b>4.59</b>	

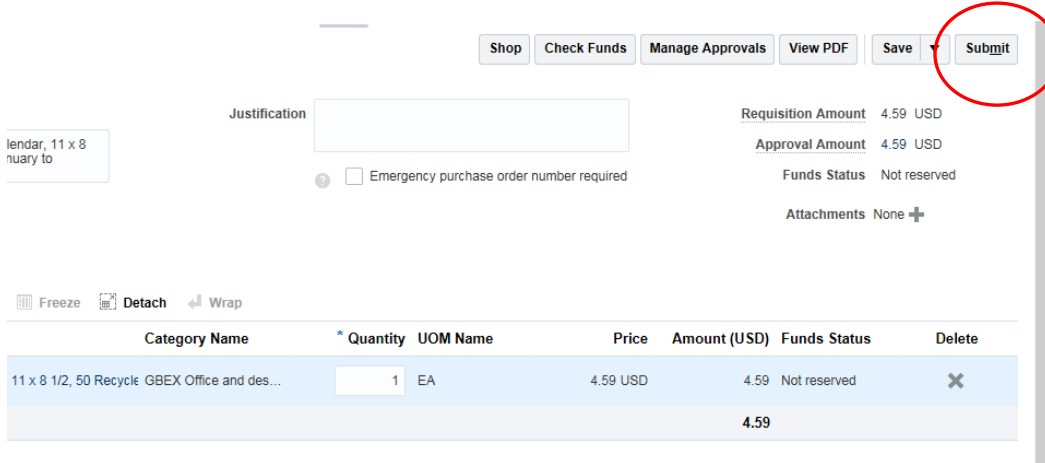
Notes and Attachments

Note to Supplier: [Empty]

Attachments: None

Source

10.) Once you have completed the last step click in the top right corner "Submit".



Buttons: Shop, Check Funds, Manage Approvals, View PDF, Save, **Submit**

Justification:

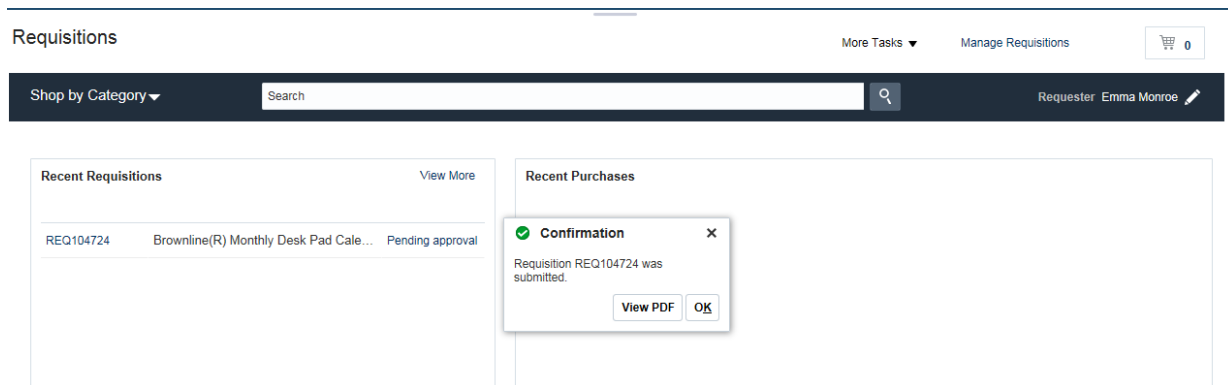
Emergency purchase order number required:

Requisition Amount: 4.59 USD  
Approval Amount: 4.59 USD  
Funds Status: Not reserved  
Attachments: None +

Freeze, Detach, Wrap

Category Name	* Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
11 x 8 1/2, 50 Recycle GBEX Office and des...	1	EA	4.59 USD	4.59	Not reserved	X
				4.59		

11.) After you submit your order, it will take you to the confirmation page.



Requisitions More Tasks Manage Requisitions 0

Shop by Category Search Requester: Emma Monroe

Recent Requisitions View More

REQ104724	Brownline(R) Monthly Desk Pad Cale...	Pending approval
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Recent Purchases

**Confirmation** X

Requisition REQ104724 was submitted.

[View PDF](#) [OK](#)