

## Procurement: Create an Amazon Requisition

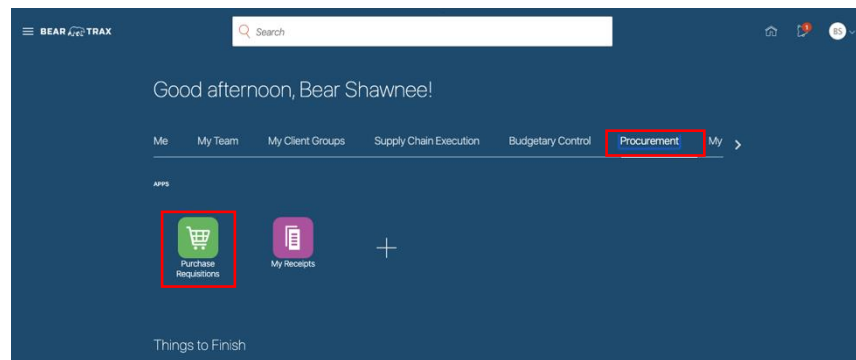
*For all Employees*

**Purpose:** To create an Amazon Requisition.

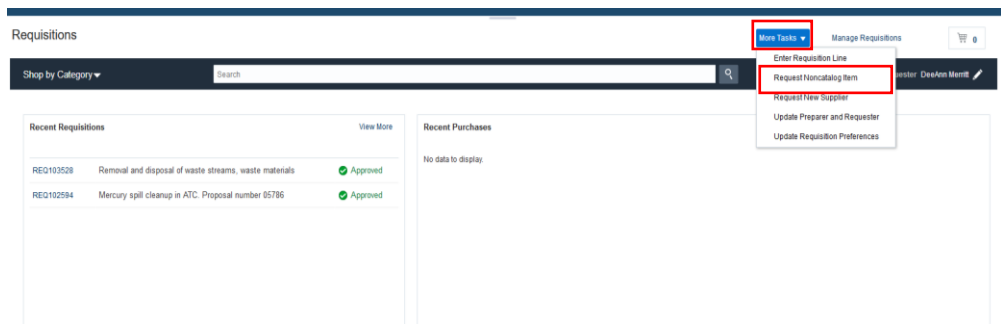
**How to Access:** Log into the [Bear Trax](#) application. Select the task in the Navigator.

**Procedure:** Complete the following steps to create an Amazon Requisition:


1. Navigate to the **Procurement – Purchase Requisitions.**



2. From the Requisitions page, Select **More Tasks – Request Noncatalog Item.**



- Enter in the required fields (**Item Description, Category Name, Quantity, UOM Name, Price, Currency, Supplier, Supplier Site**). **Note:** You will want to include the **ASIN** number in the *Item Description* Box. Then Click **Add to Cart**.

Create Noncatalog Request Add to Shopping List **Add to Cart** Done 

Item Type: Goods or services billed by quantity

\* Item Description: TEST PO BOOKHLN7K2 HAMILTON BEACH 70725A 12-CUP STACK & SNAP FOOD PROCESSOR & VEGETABLE CHOPPER, BLACK

\* Category Name: Choppers for the physically cha

\* Quantity: 1

\* UOM Name: EA

\* Price: 49.99

\* Currency: USD

Negotiated

New supplier

\* Supplier: AMAZON.COM

\* Supplier Site: MAN-PURCH

Supplier Contact:

Phone:



Fax:

Email:

Supplier Item:

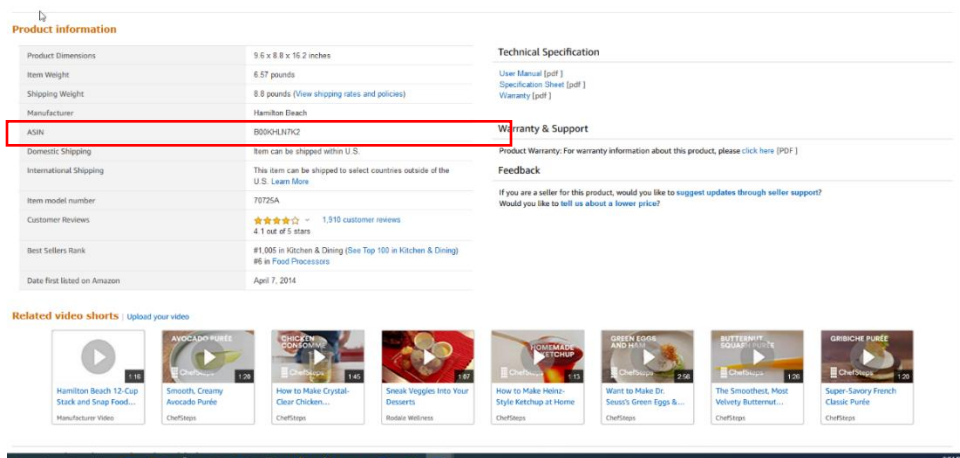
Add ASIN number  
See below for location

Attachments


View  

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Below screenshot will show you how to find the ASIN number from Amazon.



**Product information**

Product Dimensions	9.6 x 8.8 x 15.2 inches
Item Weight	6.57 pounds
Shipping Weight	8.8 pounds (View shipping rates and policies)
Manufacturer	Hamilton Beach
<b>ASIN</b>	<b>B00H4LN7K2</b>
Domestic Shipping	Item can be shipped within U.S.
International Shipping	This item can be shipped to select countries outside of the U.S. <a href="#">Learn More</a>
Item model number	70725A
Customer Reviews	 4.1 out of 5 stars 1,910 customer reviews
Best Sellers Rank	#1,005 in Kitchen & Dining (See Top 100 in Kitchen & Dining) #6 in Food Processors
Date first listed on Amazon	April 7, 2014

**Technical Specification**

[User Manual \[pdf\]](#)  
[Specification Sheet \[pdf\]](#)  
[Warranty \[pdf\]](#)






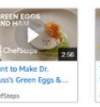
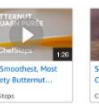

**Warranty & Support**

Product Warranty: For warranty information about this product, please [click here](#) [PDF]


**Feedback**

If you are a seller for this product, would you like to suggest updates through seller support?  
Would you like to tell us about a lower price?

**Related video shorts** [Upload your video](#)

- Hamilton Beach 12-Cup Stack and Snap Food... 
- Smooth, Creamy Avocado Purée 
- How to Make Crystal-Clear Chicken... 
- Sneak Veggies into Your Desserts 
- How to Make Heals: Style Ketchup at Home 
- Want to Make Dr. Seuss's Green Eggs &... 
- The Smoothest, Most Velvety Buttermut... 
- Super-Savory French-Classic Purée 

- After adding the request to your cart, you can select the *Cart icon* to review your requisition.

Create Noncatalog Request Add to Shopping List **Add to Cart** Done 

Item Type: Goods or services billed by quantity

\* Item Description:

\* Category Name:

\* Quantity: 1

\* UOM Name:

\* Price:

\* Currency: USD

Negotiated

New supplier

\* Supplier:

Supplier Site:

Supplier Contact:



Phone:

Fax:

Email:

Supplier Item:

Attachments

View  

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

- Once you are in the *Edit Requisition* window, change your Suggested Buyer to **Debra Schwamberger** and enter in your **Account Number**. Then **Submit** your requisition.

Create Noncatalog Request

Item Type: Goods or services billed by quantity

\* Item Description: [Empty]

\* Category Name: [Empty]

\* Quantity: 1

\* UOM Name: [Empty]

\* Price: [Empty]

\* Currency: USD

Negotiated

\* Supplier: [Empty]

Supplier Site: [Empty]

Supplier Contact: [Empty]

Phone: [Empty]

Fax: [Empty]

Email: [Empty]

Supplier Item: [Empty]

Buttons: Add to Shopping List, Add to Cart, Done, [View 2]

Attachments

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Edit Requisition: REQ105237

Requisitioning BU: Shawnee State University BU

Justification: [Empty]

Emergency purchase order number required

Requisition Amount: 66.98 USD

Approval Amount: 66.98 USD

Funds Status: Not reserved

Attachments: None

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

Requisition Lines

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	TEST PO BOOKHLN7K2 HAMILTON BEACH 70725A 12-CUP STACK & SNAP FOOD PROCES...	Choppers for the phy...	1	EA	49.99 USD	49.99	Not reserved	X
2	TEST PO B00RF9J8DY CARTMAN ORANGE 39-PEICE TOOL SET-GENERAL HOUSEHOLD H...	Miscellaneous Suppl...	1	EA	16.99 USD	16.99	Not reserved	X
<b>Total</b>						<b>66.98</b>		

Rows Selected 1 Columns Hidden 8

Line 1: Details

Delivery

\* Requester: Merritt, DeeAnn

Urgent: No

Requested Delivery Date: 8/21/19

\* Suggested Buyer: Schwamberger, Debra

Deliver-to Location Type: Internal

\* Deliver-to Location: Main Campus

Deliver-to Address: P940 2nd St, PORTSMOUTH, OH 45662, UNITED STATES

Billing

Charge Account	Budget Date	Percentage	Quantity	Amount (USD)	Funds Status	Delete
10-1010-50-10074-82101-100	8/14/19	100	1	49.99	Not reserved	X
<b>Total</b>				<b>49.99</b>		

- A confirmation message will appear, click **OK**. Your requisition will be visible under *Recent Requisitions* with a Pending Approval status.

Requisitions More Tasks ▾ Manage Requisitions 0

Shop by Category ▾  Requester: DeeAnn Merritt ✎

**Recent Requisitions** View More

REQ105237	TEST PO BOOKHLN7K2 HAMILTON BEACH 70725A 12-CUP S...	Pending approval
REQ103528	Removal and disposal of waste streams, waste materials	Approved
REQ102594	Mercury spill cleanup in ATC. Proposal number 05786	Approved

**Recent Purchases**

**Confirmation** ✕

Requisition REQ105237 was submitted.

[View PDF](#) 0/0

## Final Notes

By following these steps, you have successfully created and submitted an Amazon Requisition.