## Procurement: Create an Amazon Requisition

*For all Employees*

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<th><strong>Purpose:</strong></th>
<th>To create an Amazon Requisition.</th>
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<td><strong>How to Access:</strong></td>
<td>Log into the Bear Trax application. Select the task in the Navigator.</td>
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<td><strong>Procedure:</strong></td>
<td>Complete the following steps to create an Amazon Requisition:</td>
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1. Navigate to the **Procurement – Purchase Requisitions**.

![Procurement - Purchase Requisitions](image)

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

![Requisitions](image)
3. 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.

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

4. After adding the request to your cart, you can select the Cart icon to review your requisition.
5. 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.

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

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