Creating a Catalog Request

1) Select **Requisition** to create a Catalog Requistion. This can be accessed either in the Common Actions box or the Create drop down menu.

2) You will be re-directed to the Catalog Home tab. Here you can search for items or suppliers.

3) Some Suppliers have a Punchout Catalog. These types of catalogs are hosted on the supplier’s own website where you may select items to purchase. To enter their catalog, select **Buy from Supplier**.  
   **Note:** Each Punchout Catalog is unique therefore the following steps may vary between websites.
You can perform searches in the Supplier's website and be provided with detailed information on the products.

Click **Add To Cart** to add an item in your requisition.

A confirmation that you have added an item to your cart will appear.

When you have added all the items you desire, click the **cart icon** and select **Checkout**.
4) You will be brought to the Summary page of your request to finalize the request.

a) The following fields are required to be filled:
   - Title
   - Ship to
   - Need-by Date
   - Deliver To (this defaults as yourself but may be changed to another person)

b) Optional fields:
   - Comments – You may choose to add comments for internal purposes or to relay information to the supplier. Select Visible to Supplier if you wish for the supplier to see the comments.
• Add Attachment:
  o Click Add Attachment.
  o In the following page, click Browse.
  o Search and select your document in the window provided then click Open.
  o Your document will appear in the field beside Browse to indicate it has been selected to be added to your request.
  o You can choose to click on the checkbox for Visible to supplier on the purchase order.
  o Click OK to be returned to the Summary Page.

c) Entering accounting information:
  i. To enter the FOP for your items, scroll down to the Line Items section, select the item and click on Actions then Edit.
  
  ii. The Line Item Details page will open. Scroll down to the Accounting – by Line Item section to enter the FOP.
  
  iii. Click on OK at the bottom or top of the page once the information is complete.

5) You will be returned to the Summary page of your requisition. Review your request once more to ensure all information is accurate. When satisfied, click on Submit to submit your purchase request for approval.

NOTE: Check the approval flow of your requisition. If you appear as the final approver, you will need to approve the request after the signing authority in order for a PO to generate. You must send the PO directly to the supplier.