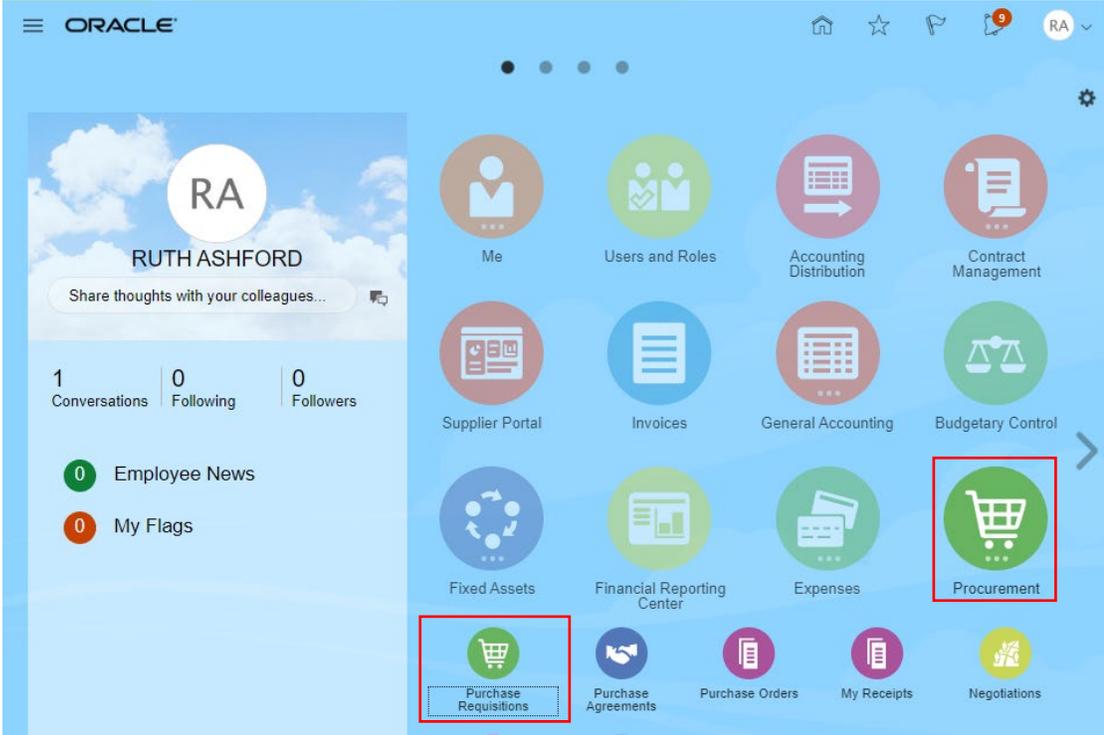


Create Requisition from a Catalog (Internal and Punchout)

Audience: Requesters

Purpose: A punchout catalog consists of items that the supplier maintains. In the Purchase Requisitions work area, a requester can click a link to the external supplier site from the Requisitions page or the Search Results page. Here requesters can add items from the external site to the requisition being created. After shopping at a supplier's site, you are returned to the Purchase Requisitions work area. If you return from punchout with items, you are returned to the **Edit Requisition** page where you can see the goods added as lines to the requisition. Follow the normal process to edit and submit the requisition. Note: You can shop only at internet sites to which Self Service Procurement directs you through a link. This job aid will assist you with creating a purchase requisition from a catalog.

Step	Action
1	<p>Create a purchase requisition from an Internal Catalog.</p> <p>Log into Oracle Home Page -> Procurement > Purchase Requisitions</p>  <p>The screenshot shows the Oracle Home Page for user RUTH ASHFORD. The navigation path 'Home Page -> Procurement > Purchase Requisitions' is highlighted in yellow. The Procurement icon, which is a shopping cart, is highlighted with a red box. Below it, the 'Purchase Requisitions' icon is also highlighted with a red box.</p>
2	<p>In the Requisitions window, click in the Search field, and enter an item to search.</p>

3	<p>Click the Search button.</p>																				
4	<p>Search results will display with a default quantity of "1", noting description and price per unit of measure. From the returned results, select a line item and click the Add to Cart button.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Price (USD)</th> <th>UOM</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Non-Latex Examination Gloves - Large - 100/box</td> <td>8.20</td> <td>Each</td> <td>1</td> <td>8.20 USD</td> </tr> <tr> <td>Non-Latex Examination Gloves - Medium - 100/box</td> <td>8.20</td> <td>Each</td> <td>1</td> <td>8.20 USD</td> </tr> <tr> <td>Non-Latex Examination Gloves - Small - 100/box</td> <td>8.20</td> <td>Each</td> <td>1</td> <td>8.20 USD</td> </tr> </tbody> </table>	Description	Price (USD)	UOM	Quantity	Amount	Non-Latex Examination Gloves - Large - 100/box	8.20	Each	1	8.20 USD	Non-Latex Examination Gloves - Medium - 100/box	8.20	Each	1	8.20 USD	Non-Latex Examination Gloves - Small - 100/box	8.20	Each	1	8.20 USD
Description	Price (USD)	UOM	Quantity	Amount																	
Non-Latex Examination Gloves - Large - 100/box	8.20	Each	1	8.20 USD																	
Non-Latex Examination Gloves - Medium - 100/box	8.20	Each	1	8.20 USD																	
Non-Latex Examination Gloves - Small - 100/box	8.20	Each	1	8.20 USD																	
5	<p>Click the Shopping Cart and select Review to return to the Edit Requisition page.</p>																				
6	<p>The Edit Requisition page is now displayed.</p> <p>Select Y/N option for *State Contract - If yes, please insert Contract Number.</p>																				

Edit Requisition: 1193

Requisitioning BU: Lucas County

Description: Non-Latex Examination Gloves - Large - 100/box

Justification: [Empty]

Requisition Amount: 8.20 USD
Approval Amount: 8.20 USD
Funds Status: Not reserved
Attachments: None

* State Contract - If yes, please Insert Contract Number: Yes

State Contract Number: [Empty]

* Sole Source - If yes please attach proof of Sole Source: [Empty]

* Resolution Attached: [Empty]

* Will Services be performed on Lucas County property?: [Empty]

Requisition Lines

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Non-Latex Examination Gloves - Large - 100/box	345	1	Each	8.20 USD	8.20	Not reserved	X
Total						8.20		

7 Enter if 'Y' is selected enter a number in the **State Contract Number** field.

Edit Requisition: 1193

Requisitioning BU: Lucas County

Description: Non-Latex Examination Gloves - Large - 100/box

Justification: [Empty]

Requisition Amount: 8.20 USD
Approval Amount: 8.20 USD
Funds Status: Not reserved
Attachments: None

* State Contract - If yes, please Insert Contract Number: Yes

State Contract Number: A-1234567890Q

* Sole Source - If yes please attach proof of Sole Source: [Empty]

* Resolution Attached: [Empty]

* Will Services be performed on Lucas County property?: [Empty]

Requisition Lines

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Non-Latex Examination Gloves - Large - 100/box	345	1	Each	8.20 USD	8.20	Not reserved	X
Total						8.20		

Rows Selected 1 Columns Hidden 8

Line 1: Details

Delivery

8 Select Y/N ***Sole Source** ("If yes please attach proof of Sole Source"). In this example select **'N'**.

Edit Requisition: 1193

Requisitioning BU: Lucas County

Description: Non-Latex Examination Gloves - Large - 100/box

Justification: [Empty]

Requisition Amount: 8.20 USD
Approval Amount: 8.20 USD
Funds Status: Not reserved
Attachments: None

* State Contract - If yes, please Insert Contract Number: Yes

State Contract Number: A-12345678

* Sole Source - If yes please attach proof of Sole Source: No

* Resolution Attached: [Empty]

* Will Services be performed on Lucas County property?: [Empty]

Requisition Lines

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Non-Latex Examination Gloves - Large - 100/box	345	1	Each	8.20 USD	8.20	Not reserved	X
Total						8.20		

Rows Selected 1 Columns Hidden 8

9 Select Y/N ***Resolution Attached**. In this example select **'N'**.

<p>10</p>	<p>Select Y/N *Will Services be performed on Lucas County property? In this example select 'N'. *****</p>
<p>11</p>	<p>Does this purchase require the attachment of the LCIS Checklist? If so, please attach in the Attachments section below.</p>
<p>12</p>	<p>Click the Check Funds button.</p>

13 You can choose to View the Funds Check Results, or simply click the **OK** button.

14 Click the **Save** button.

15 Click the **Manage Approvals** button.

Shop
Check Funds
Manage Approvals
View PDF
Save ▼
Submit

Requisition Amount 8.20 USD

Approval Amount 8.20 USD

Funds Status Passed

Attachments None +

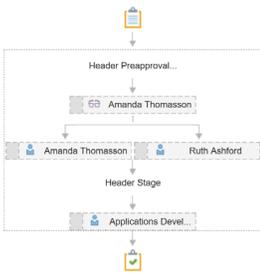
Review the approval path for the requisition.

LUCAS COUNTY
Home Star Search AT

Manage Approvals (Requisition 1193) Back Submit

Options ▼
Apply
Reset ▼

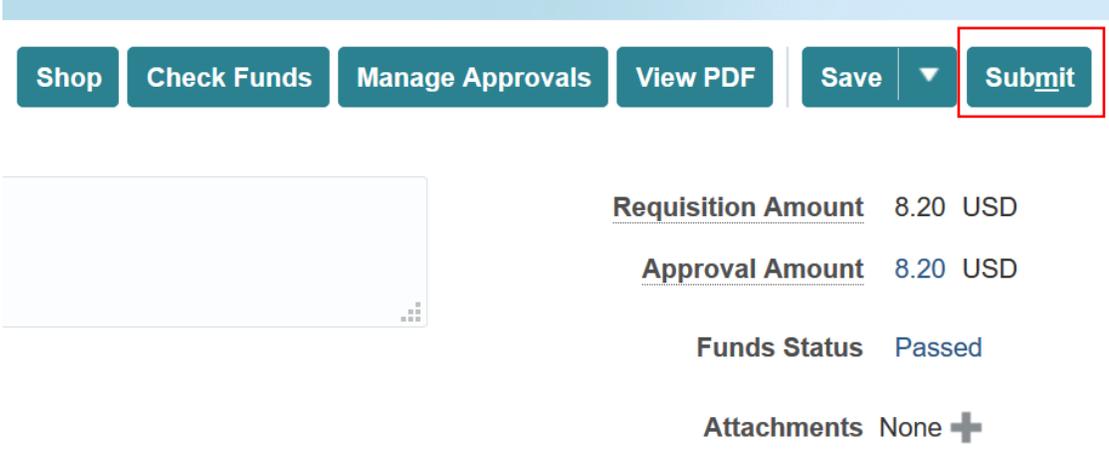
Section	Stage or Participant
1	Header Preapproval Stage
1.1	Amanda Thomasson - Requester FYI
1.2	Parallel
1.2.1	Pre Approval Header First Responder Wins
1.2.1.1	Amanda Thomasson - Pre Approval Header First Responder Wins
1.2.1.2	Ruth Ashford - Pre Approval Header First Responder Wins
2	Header Stage

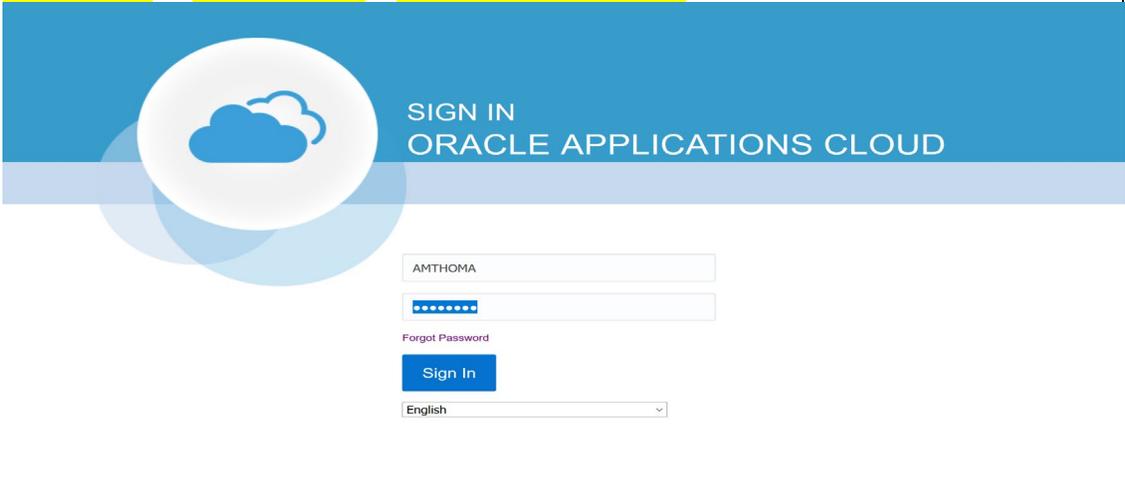
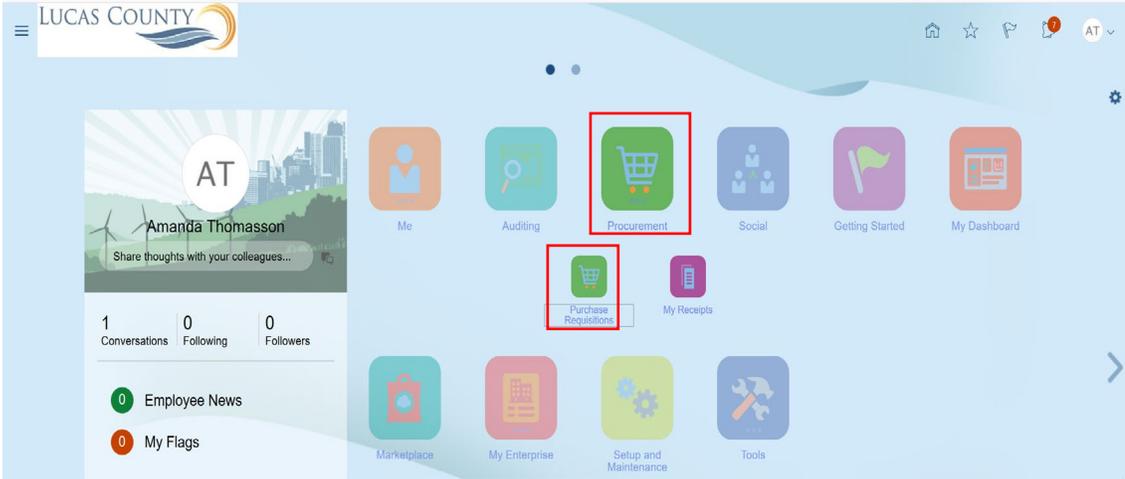


```

graph TD
    A[Header Preapproval...] --> B[Amanda Thomasson]
    B --> C[Amanda Thomasson]
    B --> D[Ruth Ashford]
    C --> E[Header Stage]
    D --> E
    E --> F[Applications Devel...]
            
```

16	Click the Back button.
17	Click the Submit button.

	 <p>Shop Check Funds Manage Approvals View PDF Save Submit</p> <p>Requisition Amount 8.20 USD Approval Amount 8.20 USD Funds Status Passed Attachments None +</p>
18	Click the OK button.

Step	Action
	Create a purchase requisition from a Punchout catalog.
1	<p>Log into Oracle. Home Page -> Procurement > Purchase Requisitions</p>  
2	Under the Top Categories section click the Staples icon.

3 Under Related Suppliers select **Staples** link.

This will connect you to the supplier site for ordering.

4 Search for Item by name or number.

5 Update the **Quantity and Add to Cart.**

Account Number: 1844267DET Messages Help My Account

Staples LUCAS COUNTY \$0.00 Review Cart (0)

SEARCH BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD

Home / Paper & Stationery / Copy Paper / Copy & Multipurpose Paper

PDF VERSION PRINT

****10 CASES COPY PAPER****

Staples Item # 135848 | MFR Item #135848/TR56958 | Customer Item #833860
Brand Name/Manufacturer: Staples
★★★★★ (5919) | Write a Review

\$415.00
\$349.90 BX/10 Add to List

ON CONTRACT

Delivery Check Delivery Date

10 Add

CUSTOMERS ALSO VIEWED

On Contract

Staples 8.5" x 14" Copy Paper, 20 lbs., 92 Brightness, 500/Ream, 10 \$63.11 CT/5000

1 Add to Cart

On Contract

6 Click the **Review & Check Out** button.

Added to Cart

****10 CASES COPY PAPER****

Customer Item # 833860 Staples Item # 135848 MFR Item # 135848/TR56958

10 @ \$349.90 BX/10 **Item total: \$3,499.00**

Review & Checkout Continue Shopping

FREQUENTLY BOUGHT TOGETHER

<p>On Contract</p> <p>Post-it® Super Sticky Notes have 2X the sticking power</p> <p>★★★★★</p> <p>Post-it® Super Sticky Notes, 3" x 3", Canary Yellow, 90 Sheets/Pad, ...</p> <p>\$10.67 PK/12</p> <p>1 Add to Cart</p>	<p>On Contract</p> <p>★★★★★</p> <p>Staples 11" x 17" Copy Paper, 20 lbs., 92 Brightness, 500/Ream, 5</p> <p>\$48.12 CT/2500</p> <p>1 Add to Cart</p>	<p>On Contract</p> <p>★★★★★</p> <p>Staples Memo Pads, 3" x 5", College, Assorted, 75 Sheets/Pad, 5 Pads/Pack</p> <p>\$5.49 PK/5</p> <p>1 Add to Cart</p>	<p>On Contract</p> <p>★★★★★</p> <p>Staples 8.5" x 14" Copy Paper, 20 lbs., 92 Brightness, 500/Ream, 10</p> <p>\$63.11 CT/5000</p> <p>1 Add to Cart</p>
---	---	---	---

7 Click the **Submit Order** button. This will return you back to the requisition.

Staples SEARCH

BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD

My Cart Print as PDF

Items for Delivery

Subtotal \$3,499.00
TOTAL \$3,499.00

SUBMIT ORDER

Clear Cart Update Cart

Subtotal \$3,499.00
TOTAL \$3,499.00

SUBMIT ORDER

8 View the Source information. Does this purchase require the attachment of the LCIS Checklist? If so, attach in the Attachments section.

Edit Requisition: 1193 Shop Check Funds Manage Approvals View PDF Save Submit

Requisitioning BU Lucas County

* Description Staples **10 CASES COPY PAPER**

Justification

Requisition Amount 3,499.00 USD

Approval Amount Calculate Amount with Tax

Funds Status Not reserved

Attachments None

* State Contract - If yes, please insert Contract Number Yes

State Contract Number A-12345678900

* Sole Source - If yes please attach proof of Sole Source No

* Resolution Attached No

* Will Services be performed on Lucas County property? No

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
2	**10 CASES COPY PAPER**	640	10	Each	349.90 USD	3,499.00	Not reserved	X
Total						3,499.00		

Rows Selected 1 Columns Hidden 8

Line 2: Details

Delivery

9 The **Edit Requisition** page is now displayed. Select Y/N option for ***State Contract - If yes, please insert Contract Number.**

Edit Requisition: 1193

Requisitioning BU Lucas County

* Description Staples **10 CASES COPY PAPER**

Justification

Requisition Amount 3,499.00 USD

Approval Amount Calculate Amount with Tax

Funds Status Not reserved

Attachments None

* State Contract - If yes, please Insert Contract Number Yes

State Contract Number A-12345678900

* Sole Source - If yes please attach proof of Sole Source No

* Resolution Attached No

* Will Services be performed on Lucas County property? No

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
2	**10 CASES COPY PAPER**	640	10	Each	349.90 USD	3,499.00	Not reserved	X
Total						3,499.00		

Rows Selected 1 Columns Hidden 8

Line 2: Details

Delivery

10

Enter if 'Y' is selected enter a number in the **State Contract Number** field.

Edit Requisition: 1193

Requisitioning BU Lucas County

* Description Staples **10 CASES COPY PAPER**

Justification

Requisition Amount 3,499.00 USD

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Requisition Lines

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Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
2	**10 CASES COPY PAPER**	640	10	Each	349.90 USD	3,499.00	Not reserved	X
Total						3,499.00		

Rows Selected 1 Columns Hidden 8

Line 2: Details

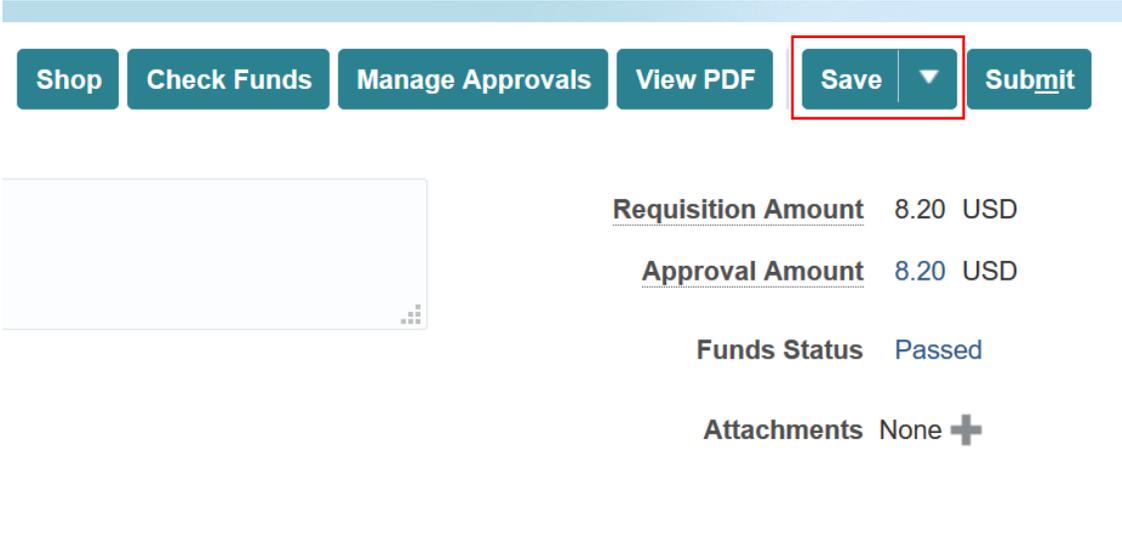
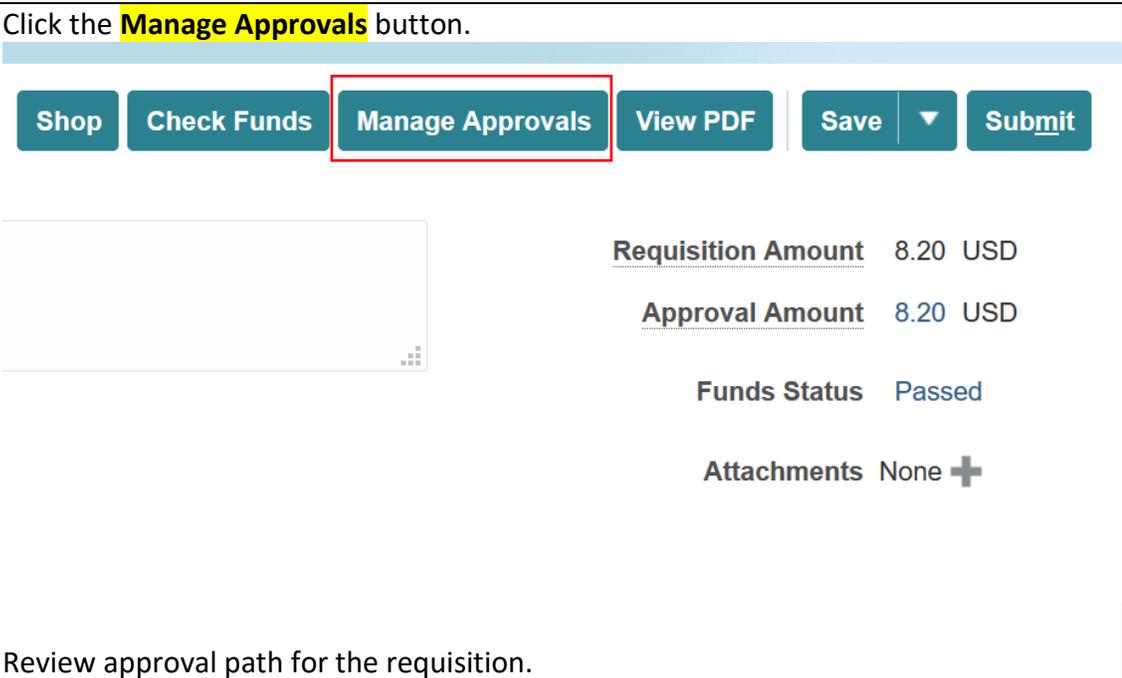
Delivery

11

Select Y/N ***Sole Source** ("If yes please attach proof of Sole Source"). In this example select **'N'**

	<p>Edit Requisition: 1193</p> <p>Requisitioning BU Lucas County</p> <p>* Description Staples **10 CASES COPY PAPER**</p> <p>Justification</p> <p>Requisition Amount 3,499.00 USD</p> <p>Approval Amount Calculate Amount with Tax</p> <p>Funds Status Not reserved</p> <p>Attachments None</p> <p>* State Contract - If yes, please Insert Contract Number Yes</p> <p>State Contract Number A-12345678900</p> <p>* Sole Source - If yes please attach proof of Sole Source No</p> <p>* Resolution Attached No</p> <p>* Will Services be performed on Lucas County property? No</p> <p>Requisition Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Category Name</th> <th>Quantity</th> <th>UOM Name</th> <th>Price</th> <th>Amount (USD)</th> <th>Funds Status</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>**10 CASES COPY PAPER**</td> <td>640</td> <td>10</td> <td>Each</td> <td>349.90 USD</td> <td>3,499.00</td> <td>Not reserved</td> <td>X</td> </tr> <tr> <td colspan="6">Total</td> <td>3,499.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Rows Selected 1 Columns Hidden 8</p> <p>Line 2: Details</p> <p>Delivery</p>	Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete	2	**10 CASES COPY PAPER**	640	10	Each	349.90 USD	3,499.00	Not reserved	X	Total						3,499.00		
Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete																				
2	**10 CASES COPY PAPER**	640	10	Each	349.90 USD	3,499.00	Not reserved	X																				
Total						3,499.00																						
<p>12</p>	<p>Select Y/N *Resolution Attached. In this example select 'N'.</p> <p>Edit Requisition: 1193</p> <p>Requisitioning BU Lucas County</p> <p>* Description Staples **10 CASES COPY PAPER**</p> <p>Justification</p> <p>Requisition Amount 3,499.00 USD</p> <p>Approval Amount Calculate Amount with Tax</p> <p>Funds Status Not reserved</p> <p>Attachments None</p> <p>* State Contract - If yes, please Insert Contract Number Yes</p> <p>State Contract Number A-12345678900</p> <p>* Sole Source - If yes please attach proof of Sole Source No</p> <p>* Resolution Attached No</p> <p>* Will Services be performed on Lucas County property? No</p> <p>Requisition Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Category Name</th> <th>Quantity</th> <th>UOM Name</th> <th>Price</th> <th>Amount (USD)</th> <th>Funds Status</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>**10 CASES COPY PAPER**</td> <td>640</td> <td>10</td> <td>Each</td> <td>349.90 USD</td> <td>3,499.00</td> <td>Not reserved</td> <td>X</td> </tr> <tr> <td colspan="6">Total</td> <td>3,499.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Rows Selected 1 Columns Hidden 8</p> <p>Line 2: Details</p> <p>Delivery</p>	Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete	2	**10 CASES COPY PAPER**	640	10	Each	349.90 USD	3,499.00	Not reserved	X	Total						3,499.00		
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2	**10 CASES COPY PAPER**	640	10	Each	349.90 USD	3,499.00	Not reserved	X																				
Total						3,499.00																						
<p>13</p>	<p>Select Y/N *Will Services be performed on Lucas County property? In this example select 'N'.</p>																											

	<p>Edit Requisition: 1193</p> <p>Requisitioning BU: Lucas County</p> <p>Description: Staples **10 CASES COPY PAPER**</p> <p>State Contract - If yes, please Insert Contract Number: Yes</p> <p>State Contract Number: A-12345678900</p> <p>Sole Source - If yes please attach proof of Sole Source: No</p> <p>Resolution Attached: No</p> <p>* Will Services be performed on Lucas County property? No</p> <p>Requisition Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Category Name</th> <th>Quantity</th> <th>UOM Name</th> <th>Price</th> <th>Amount (USD)</th> <th>Funds Status</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>**10 CASES COPY PAPER**</td> <td>640</td> <td>10</td> <td>Each</td> <td>349.90 USD</td> <td>3,499.00</td> <td>Not reserved</td> <td>X</td> </tr> <tr> <td colspan="6">Total</td> <td>3,499.00</td> <td></td> <td></td> </tr> </tbody> </table>	Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete	2	**10 CASES COPY PAPER**	640	10	Each	349.90 USD	3,499.00	Not reserved	X	Total						3,499.00		
Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete																				
2	**10 CASES COPY PAPER**	640	10	Each	349.90 USD	3,499.00	Not reserved	X																				
Total						3,499.00																						
14	<p>Click the Check Funds button.</p> <p>Edit Requisition: 1193</p> <p>Requisitioning BU: Lucas County</p> <p>Description: Non-Latex Examination Gloves - Large - 100/box</p> <p>State Contract - If yes, please Insert Contract Number: Yes</p> <p>State Contract Number: A-12345678900</p> <p>Sole Source - If yes please attach proof of Sole Source: No</p> <p>Resolution Attached: No</p> <p>Will Services be performed on Lucas County property? No</p> <p>Requisition Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Category Name</th> <th>Quantity</th> <th>UOM Name</th> <th>Price</th> <th>Amount (USD)</th> <th>Funds Status</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Non-Latex Examination Gloves - Large - 100/box</td> <td>345</td> <td>1</td> <td>Each</td> <td>8.20 USD</td> <td>8.20</td> <td>Passed</td> <td>X</td> </tr> <tr> <td colspan="6">Total</td> <td>8.20</td> <td></td> <td></td> </tr> </tbody> </table> <p>Confirmation: The transaction passed the funds check process. View Funds Check Results OK</p>	Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete	1	Non-Latex Examination Gloves - Large - 100/box	345	1	Each	8.20 USD	8.20	Passed	X	Total						8.20		
Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete																				
1	Non-Latex Examination Gloves - Large - 100/box	345	1	Each	8.20 USD	8.20	Passed	X																				
Total						8.20																						
15	Click the OK button.																											
16	Click the Save button.																											

	 <p>Shop Check Funds Manage Approvals View PDF Save ▼ Submit</p> <p>Requisition Amount 8.20 USD</p> <p>Approval Amount 8.20 USD</p> <p>Funds Status Passed</p> <p>Attachments None +</p>
<p>17</p>	<p>Click the Manage Approvals button.</p>  <p>Shop Check Funds Manage Approvals View PDF Save ▼ Submit</p> <p>Requisition Amount 8.20 USD</p> <p>Approval Amount 8.20 USD</p> <p>Funds Status Passed</p> <p>Attachments None +</p> <p>Review approval path for the requisition.</p>

Manage Approvals (Requisition 1193)

Options Apply Reset

Section	Stage or Participant
1	Header Preapproval Stage
1.1	Amanda Thomasson - Requester FYI
1.2	Parallel
1.2.1	Pre Approval Header First Responder Wins
1.2.1.1	Amanda Thomasson - Pre Approval Header First Responder Wins
1.2.1.2	Ruth Ashford - Pre Approval Header First Responder Wins
2	Header Stage

```

graph TD
    A[Header Preapproval...  
Amanda Thomasson] --> B[Amanda Thomasson]
    A --> C[Ruth Ashford]
    B --> D[Header Stage  
Applications Devel...]
    C --> D
  
```

18 Click the **Back** button.

19 Click the **Submit** button.

Shop Check Funds Manage Approvals View PDF Save Submit

Requisition Amount 8.20 USD

Approval Amount 8.20 USD

Funds Status Passed

Attachments None +

20 Click the **OK** button.