To access eProcurement features, select eProcurement from your menu. Click on the folder name to bring up the eProcurement Homepage, or on the + symbol to expand the folder.

- **Select Create Requisition** to create a new requisition
- **Select Approve Requisition** to approve or deny a requisition
- **Select Receive Items** to post receipt of purchased goods and services
- **Select Manage Requisitions** to manage your requisitions

**Create Requisition**
Create a new requisition by browsing or searching company or external catalogs.

**Approve Requisitions**
Take action on requisitions that require your approval.

**Receive Items**
Create, edit, and process receipts and return to vendor.

**Manage Requisitions**
Review requisitions, edit or view status, cancel, receive, and return to vendor.

**Purchasing Forms**
Access all purchasing forms (P-Card agreement form, P-Card dispute form, P-Card maintenance form, expense transfer form):
- Purchase Card Agreement Form
- Purchase Card Dispute Form
- Purchase Card Maintenance Form
- Expense Transfer Form

**Purchasing Pol/Proc**
View the Procurement Services Policy and Procedures manual, and the P-Card Policy and Procedures manual:
- Procurement Sys & Pol and Proc
- P-Card Policy and Procedures

**How Do I**
How Do I:
- Use eProcurement