

1. Select

using the hamburger menu or the sliding task bar in the center of the screen.



3. On the Purchase Requisitions page, under (: for this

, select the type of form you would like to create.

5.

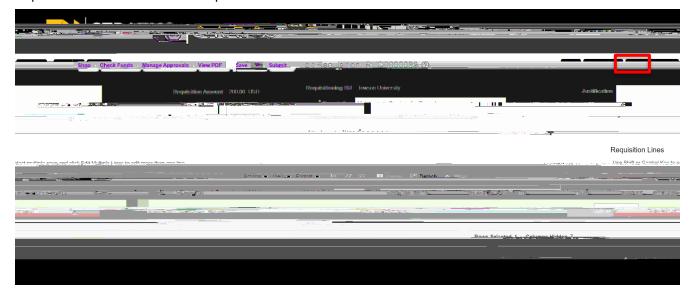
7. Click on the shopping cart icon to review your requisition

9.

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Shep - Check Funds - Ma	nage Approvals - View PBF Save 💁 Submit	o t Requisition: R 100000039 (9)	
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requisition at another time to complete and submit.



If there are no funds available for the requisition you submit, a box will indicate that and you will have the option to request an override.