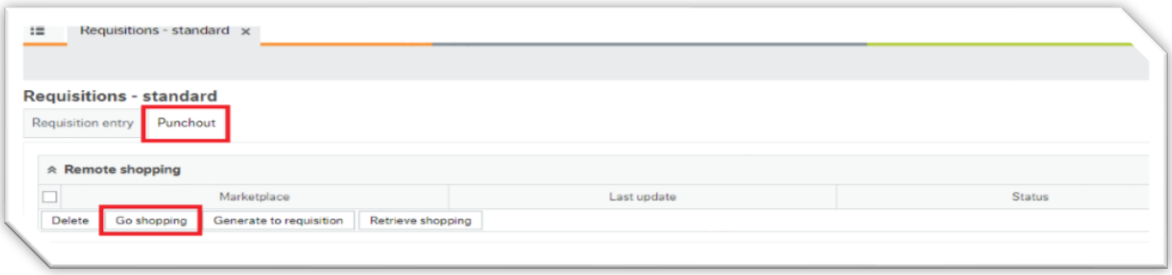
Create a Requisition in Self Service using Punchout

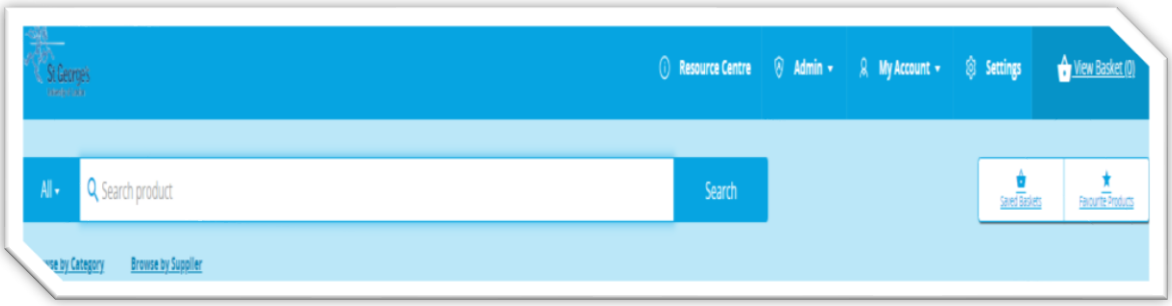
Login to FRIS - Menu - Procurement – Requisitioning – Requisition Standard



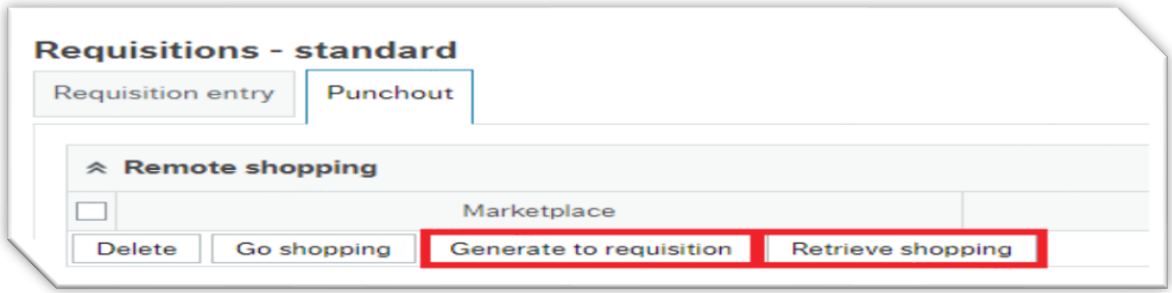
Whilst using punchout you will need to follow a different order to standard requisitioning. Enter **Subproject** code **before** you select **Go Shopping**. If unknown use search field ...

Once ready to view the shopping site click **Go Shopping**. It will automatically open a new window.

To search enter the applicable item description e.g., pen and either hit **enter on keyboard** or **search product** on the web page. You can search for products based on the following parameters: keywords or generic terms e.g., needle, Catalogue number, Brand name. Supplier e.g., Invitrogen, Required sizes/attributes e.g., 100gsm or Product applications.

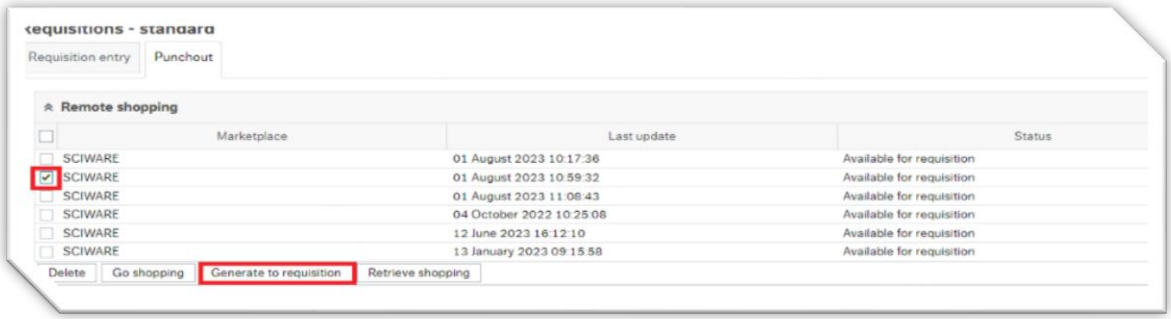


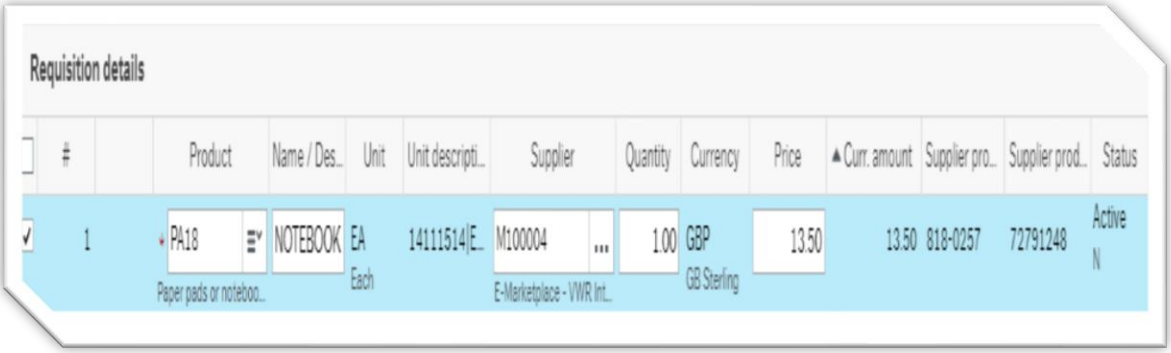
Once ready to extract your order from Marketplace, click **checkout**. It will automatically open a FRIS Self Service window, click **Retrieve Shopping** on Punchout tab. A line(s) will appear with the Marketplace name and date of update.



Click the line(s) you want to create a requisition for then click **Generate to Requisition**.

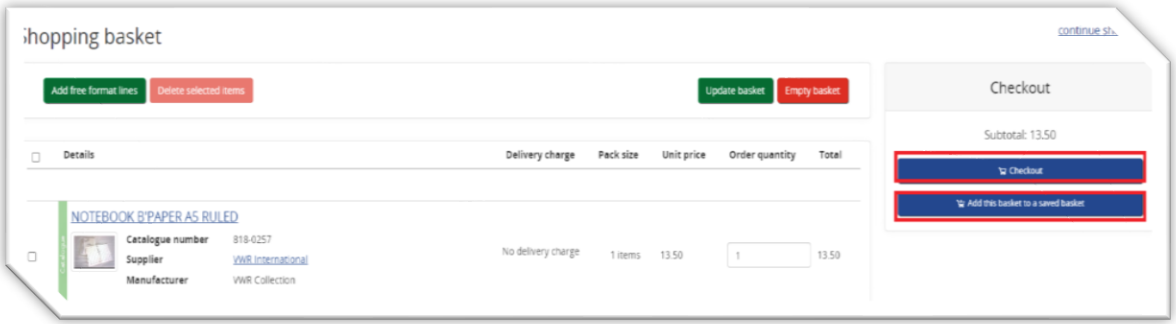
The lines will appear on the Requisition Entry tab as usual.





Follow usual requisition process, Click **Save** then requisition goes into workflow for approval and also to generate Purchase Order. A copy will also be available in Marketplace website scroll down to the bottom under **Manage Orders** on the marketplace dashboard.

If you order regularly, you can create a saved basket for future use. Once items have been added to your current basket, go to **Checkout,** and click **Add this basket to a saved basket.**



Enter a memorable name and click the **Create new saved basket button**. All saved baskets you create will be visible from your Marketplace home page.