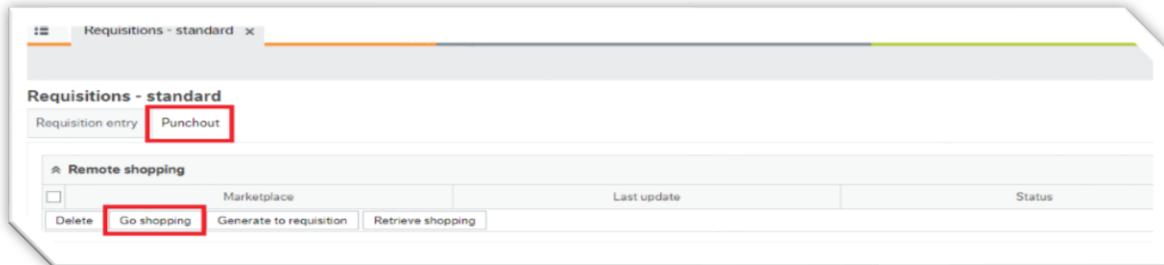


# Create a Requisition in Self Service using Punchout

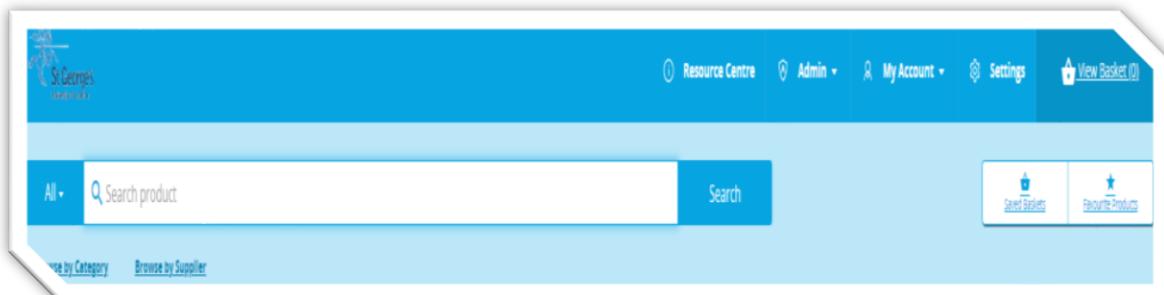
## Login to FRIS - Menu - Procurement – Requisitioning – Requisition Standard



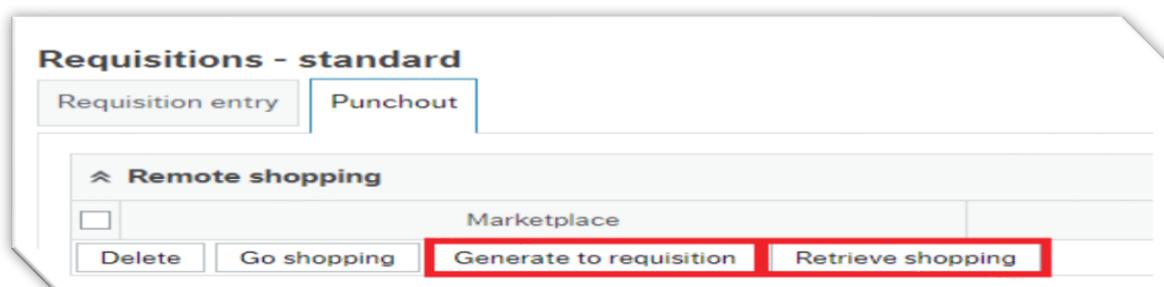
Whilst using punchout you will need to follow a different order to standard requisitioning. Enter **Subproject code before** you select **Go Shopping**. If unknown use search field

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.

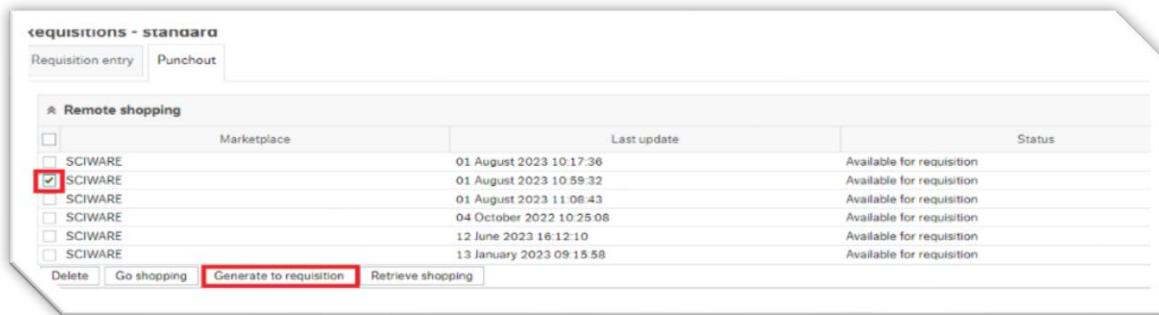


Once ready to extract your order from Marketplace, click **checkout**. It will automatically open a FRIS Self Service window, click **Retrieve Shopping** on Punchout tab. A line(s) will appear with the Marketplace name and date of update.



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.



Marketplace	Last update	Status
SCIWARE	01 August 2023 10:17:36	Available for requisition
SCIWARE	01 August 2023 10:59:32	Available for requisition
SCIWARE	01 August 2023 11:08:43	Available for requisition
SCIWARE	04 October 2022 10:25:08	Available for requisition
SCIWARE	12 June 2023 16:12:10	Available for requisition
SCIWARE	13 January 2023 09:15:58	Available for requisition

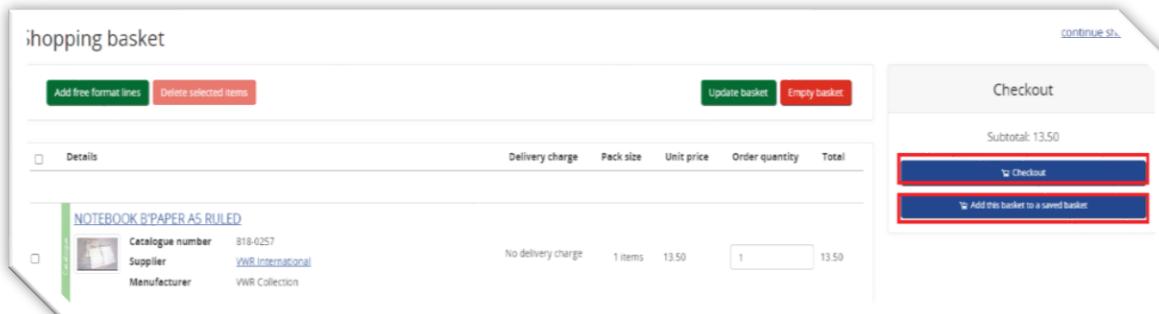


#	Product	Name / Des...	Unit	Unit descripti...	Supplier	Quantity	Currency	Price	▲ Curr. amount	Supplier pro...	Supplier prod...	Status
1	PA18	NOTEBOOK	EA	14111514	M100004	1.00	GBP	13.50	13.50	818-0257	72791248	Active

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.

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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**.



Details	Delivery charge	Pack size	Unit price	Order quantity	Total
NOTEBOOK B/PAPER AS RULED Catalogue number: 818-0257 Supplier: VWR International Manufacturer: VWR Collection	No delivery charge	1 items	13.50	1	13.50

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.