# Requisition - Basic Entry

1. **Navigate to**: Main Menu > eProcurment > Requisition

2. **Select**: Special Requests

3. **Enter**: Item Description, Price, Quantity, NIGP Class, Unit of Measure, Due Date. Click ‘Add to Cart’.

4. **Click**: Checkout

5. **Enter**: Requisition Name

6. **Click** the Line 1 arrow button to reveal Shipping Line 1.

7. **Click** the Accounting Lines arrow to reveal the chartfield entry.

8. **Select** the ‘Chartfields2’ tab and enter the chartfield values required for your agency.

9. Scroll to the bottom of the page and **click** ‘Save and submit’.

10. If the save is successful you will be taken to the Confirmation page.
