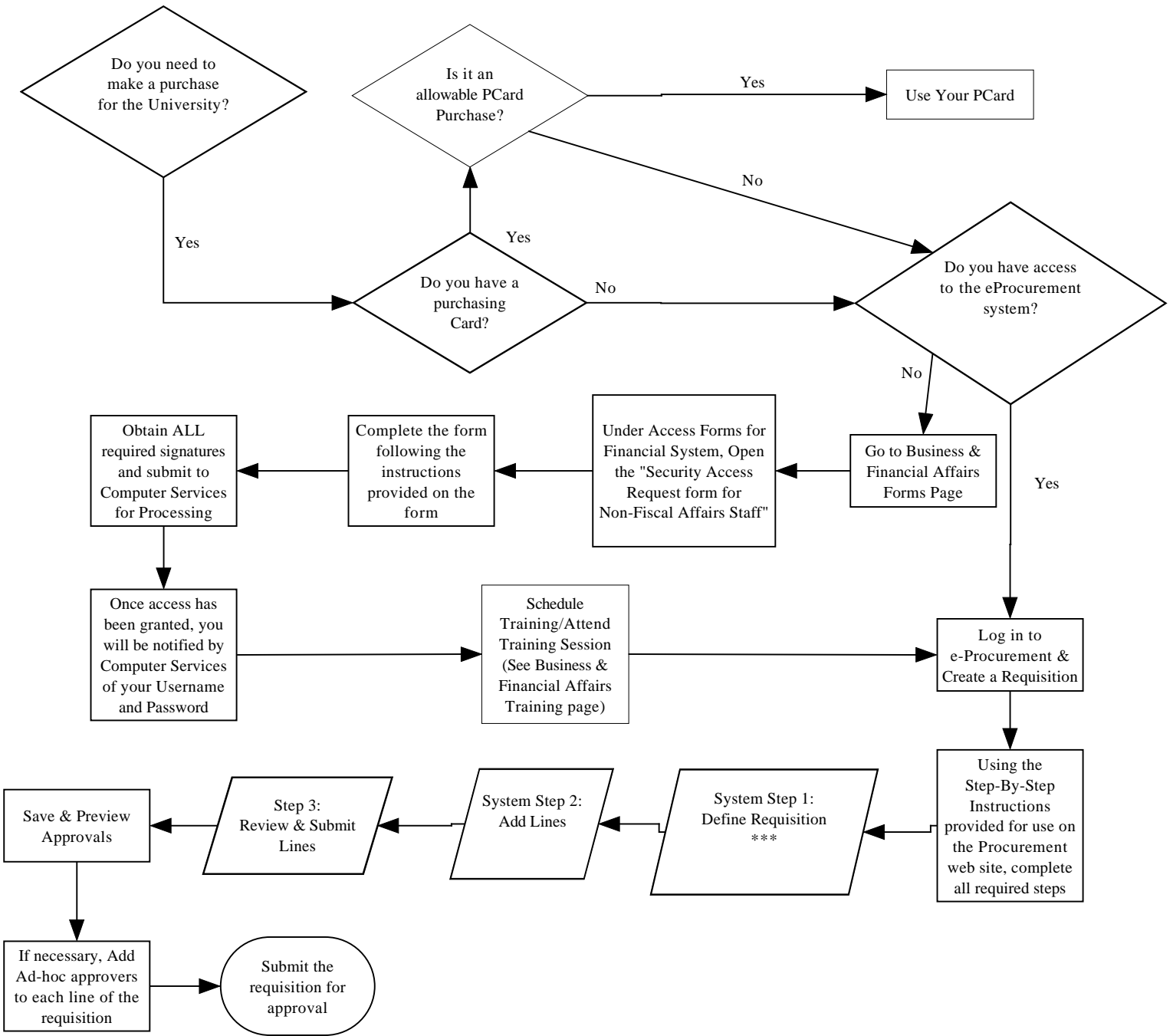


DECISION TREE: USING E-PROCUREMENT AND CREATING AN E-PROCUREMENT REQUISITION



***If the vendor is not available in the system, logout of the system, and complete the vendor request form. Once the vendor is added to the system, login back into the system to create the requisition.