

Quick Guide for SFS Users: How to Create a Requisition & Purchase Order

This is a quick reference guide for creating a requisition and purchase order in the eMarketplace. For more information on all of the features of the eMarketplace, please see the [user guide](#).

NOTE: Your organization must be registered as an authorized user of OGS centralized contracts to receive a login and password for the eMarketplace. To request a **user ID and temporary password**, complete the [registration form](#) on the Procurement Services website.

1. Log into the eMarketplace: <https://secure.perfect.com>
2. Start a search in the **Search Catalogs** box, or select **Buy > New Requisition from Search Manager**.
3. Search for products and add them to your cart.
4. Review your **Cart** (top-right corner of the screen):
 - Change quantities if you need to. Refresh your cart by clicking on the **Update** icon (blue arrows).
 - Remove an item from your cart by clicking on the **Delete** icon (recycling bin).
 - Bookmark any item(s) you want to purchase again in the future by clicking **Save as Shopping List**.
5. Click the **Submit** button to submit your cart and create the requisition.
 - A pop-up window will let you know the items in your cart have been submitted into a requisition > Click **OK**.
6. Click the **Item Details** icon (magnifying glass) in the **Actions** column to add your **Payment Method**. You may also review and add information in the following fields:
 - Bill To Address
 - Ship To Address
 - Special Instructions
 - Shipping Instructions
7. Click **Apply to All Items** to apply Payment Method and other information to every line on the requisition.
 - You may use different payment methods on different lines. However, you cannot use different shipping addresses on different lines on a single requisition.
8. Click the **Save** button (top left corner).
9. Click the **Submit** button (top right corner) to submit the requisition.
 - A pop-up window will let you know your order has been successfully submitted to the vendor through eMarketplace.