# Buyer: How to Create a Requisition

This document provides managers with the steps necessary to create a new requisition. This guide uses standard IQN VMS configuration. Your specific setup may vary slightly based on your company's configuration. Configuration based on the Decision Manager and embedded decision trees is outside the scope of this document.

## To create a new requisition:

1. Log in to IQNavigator using your *user name* and *password*. *Make your Buyer Organization selection during login or use the Change Organization feature once your Home dashboard appears.*
2. Click the **Create** menu drop-down arrow located in the Header Menu bar.
3. Click **Create Requisition**. The Create Requisition screen appears.
4. Click the drop-down arrow to select a job title from a list of system templates or begin typing in the **Job Title/Rate Card Title** text box to search for a job title by name. The auto suggestion/type ahead functionality recommends job titles that match what you type.

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|  | Use the Job Title Filter link to narrow your search by Job Level or Job Category. If your new requisition is similar to a recently created requisition, then check the **Copy from Previous Jobs** list. You can click and then edit an item from this list to create your new requisition rather than build one out from scratch. |

1. Select a *job title* from the list of options. The screen will refresh to display additional data entry fields below the Job Title/Rate Card Title field based on your selection.
2. Click the **Rate Card Identifier** drop-down arrow to determine the correct rates. Your selection identifies the appropriate rate or rate ranges for this requisition. The screen refreshes to display the full requisition record.

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|  | Take note of all fields indicated by a red asterisk (\*). These indicate required fields. All required fields must be complete in order to save or submit the requisition record. Estimated Requisition Amount data fields automatically re-calculate if you enter data that impacts these estimates. Just click anywhere in the white space outside the data entry fields to trigger the calculator. |

1. Complete all of the *required* (\*) fields. Complete other fields as needed.

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|  | Cost Allocation is an optional field. It includes required fields but the asterisks are only visible AFTER you click the “Add New” button. |

1. Click **Submit**. The Edit Requisition screen appears with a status alert message stating, “You have submitted successfully. If you would like to add approvers, click "Add" button”.

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|  | *Use the Save Draft option if you need to exit the record but plan to complete the requisition and submit it at a future time. Use the Retract option should you need to pull a submitted requisition out of the approval workflow and return it to “Edit Requisition” status.* |

1. Review the listed approvers in the Approval Workflow section.
2. Make a note of the Requisition number for future reference.