**How to Create a Tejas Punchout Requisiton:**

*\*\*Prior to creating your order, you should have been provided with a quote from IT. If you do not have a quote, contact IT services to request one.\*\**

* Under the Procurement tab, click Purchase Requisitions:



* Click the Tejas Office Products link:



* Navigate to the desired item(s) using the categories on the welcome page. Example: If you want to purchase a laptop, click on FS Laptops.



* Select items to add to cart by clicking red button on right of each item:

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* When you are finished adding items, click the cart icon in the upper right corner to review your order.
* Enter a description for the order as well as any additional email addresses to receive notifications regarding this order:



* Add quote number under document notes. Click Checkout:



* Requisition will be created and website will re-direct back to Cloud. Update the order description, and add any attachments needed (*In attachments window, make sure to select the category drop down arrow “To Buyer”. You can change ‘Title’ or leave it as is. Leave ‘Description’ blank. Click OK.):* 
* Click Save, click Submit.