

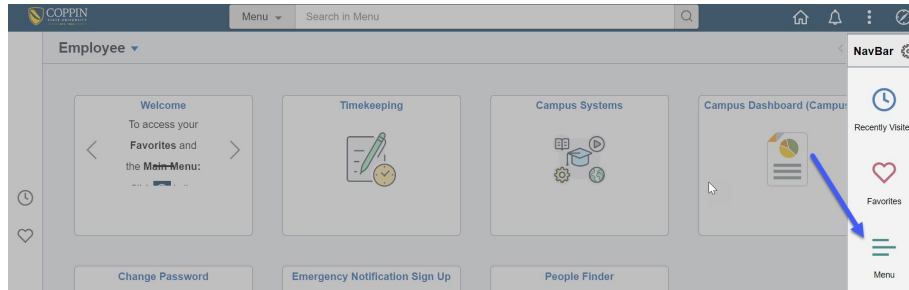
How Do I Enter a Requisition

1. Login to EagleLINKS

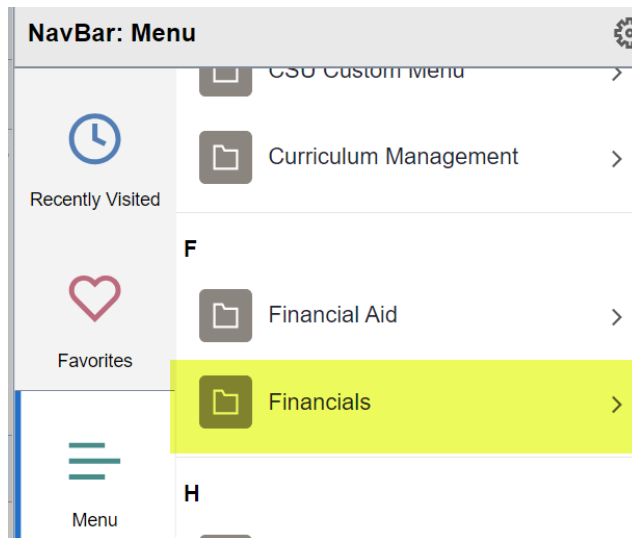
2. Click the **NavBar**  Icon in the upper right-hand corner



3. Click on **Menu**



4. Click **Financials**



5. Select **Purchasing > Add/Update Requisitions**

Requisitions

Requisitions

Use the following search to look for an existing Requisition.

Search Criteria

Business Unit:

Requisition ID:

Requisition Name:

Requisition Status:

Origin:

Requester:

Requester Name:

Hold From Further Processing:

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

6. Adding this to your favorites will provide easy access in the future. To Add to Your Favorites, follow the additional steps below.

7. Click Actions

Requisitions Home | Notifications | Help

Requisitions

Business Unit:

Requisition ID:

[Find an Existing Value](#) | [Add a New Value](#)

8. Click Add to Favorites

Requisitions Home | Notifications | Help

Requisitions

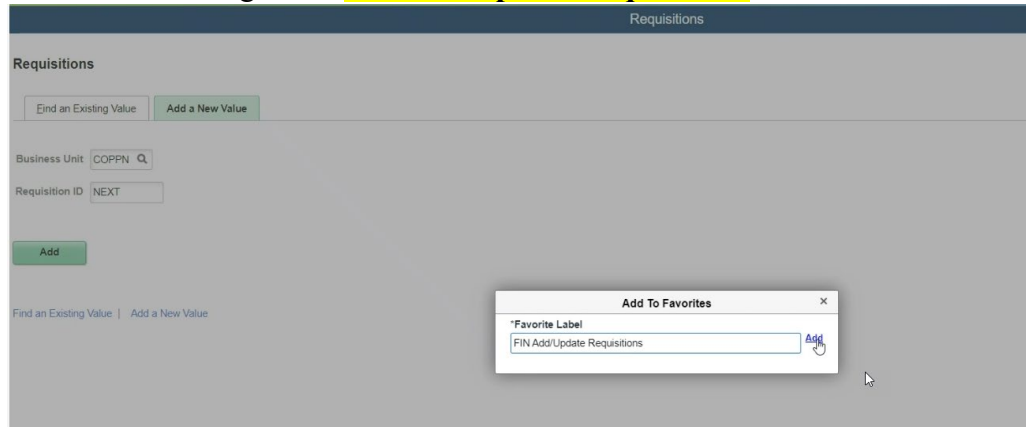
Business Unit:

Requisition ID:

[Find an Existing Value](#) | [Add a New Value](#)

Add to Favorites
 My Preferences
 Sign Out

9. Enter the following text – **FIN Add/Update Requisitions** and then click **Add**



10. To verify the page has been added to your Favorites, click **NavBar > Favorites**

