



# BIDSYNC

## Creating a Requisition Quick Reference Guide

**1** **Navigate to [www.bidsync.com](http://www.bidsync.com)**  
Select the "Purchasing" tab, the "Requisitions" tab, and then click "New Purchase Request" at the right hand side of the screen.

**2** **Enter the following information**

- **Requisition Number**
- **Acquisition Clasification**  
Select from IT Goods and Services, or Non-IT Goods and Services.
- **Acquisition Method**  
Select from the available drop down menu.
- **Department**  
Select from the available drop down menu.
- **Routing Code**  
Select from the available drop down menu.
- **Blanket PO**  
Indicate if it is a Blanket PO by checking the box.
- **Buyer Contact**  
Click the Search link to the right and select from the listed users.
- **Ship to**  
Enter the shipping destination.
- **Requested Delivery Date**  
Select the date using the calendar.
- **Bill to**  
Indicate using the drop down menu.
- **Special Instructions**  
Enter any special instructions that relate to the requisition.
- **Attachments**  
Upload any pertinent documents by clicking the "Upload Attachment" link and follow the prompts.

**3** **Add Item Information  
Currently under Contract**

If the item you wish to add to your requisition is currently under contract, select the button titled "Add Item".

Use search tool to locate the item of interest. Once you have entered your criteria select the "Find" button.

Search by:

- **Title or Product Code**  
Enter the key items and select the proper radio button.
- **Supplier**  
Click the link to the right and locate the supplier.
- **Contract Type**
- **UNSPSC Classification**

**4** **Add Item Information  
Not under Contract**

If the item you wish to add to your requisition is currently not under contract, select the link titled "New Item".

Enter the following:

- **Item Title**
- **Product Code (Optional)**
- **Unit of measure, quantity and unit price**  
Once the quantity and unit price are entered, a total price will automatically be calculated.
- **Supplier**  
Use the link to the right to select supplier.
- **Item Description**
- **UNSPSC Classification Code**  
Find the code for your solicitation's line items by entering keywords, or the specific UNSPSC code into the search field and click search. Once search results display, you can click the "Hints" button to display further details of the search results. When you have found the correct classification code highlight it and click the "Add Classifications" button. Add as many codes as necessary to cover all line items in the solicitation.
- **Add Additional Items**

**5** **Repeat process for each line item**

**6** **Enter 5 Digit Bill Code, password and click  
"Checkout"**