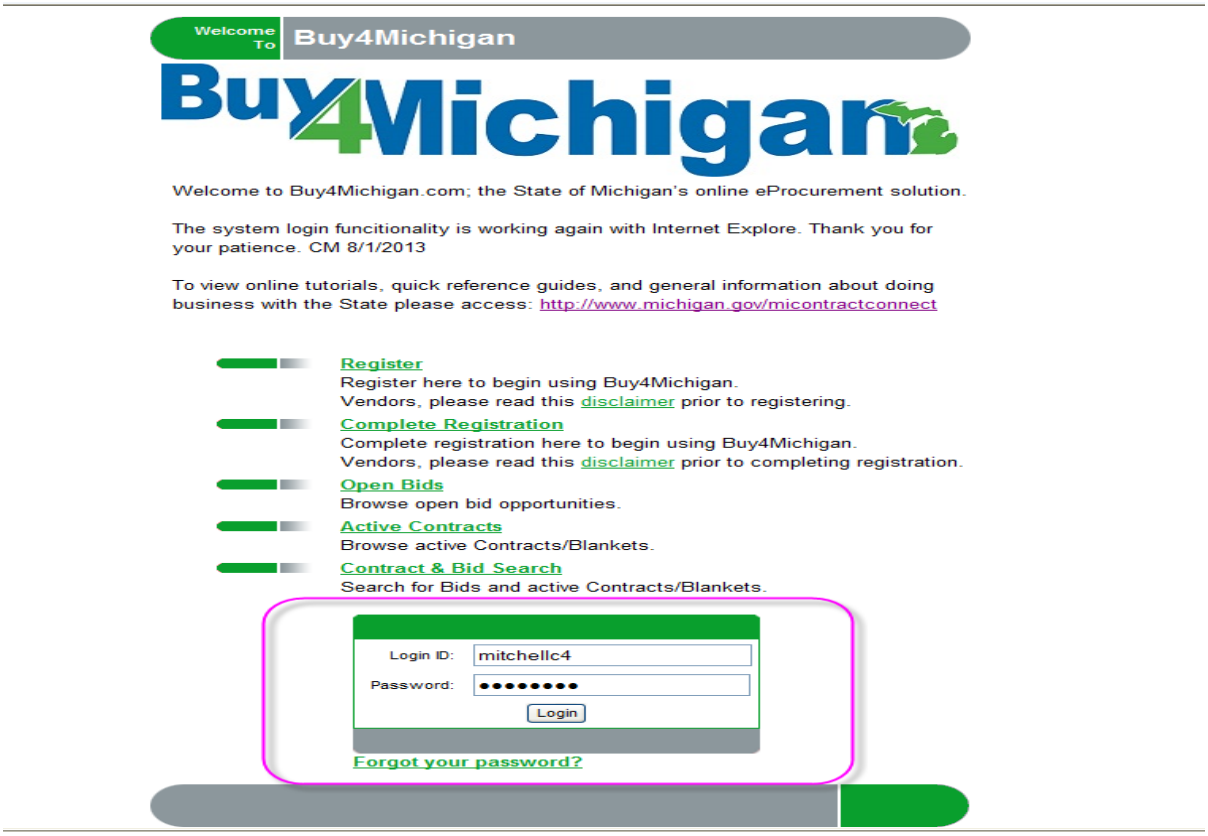
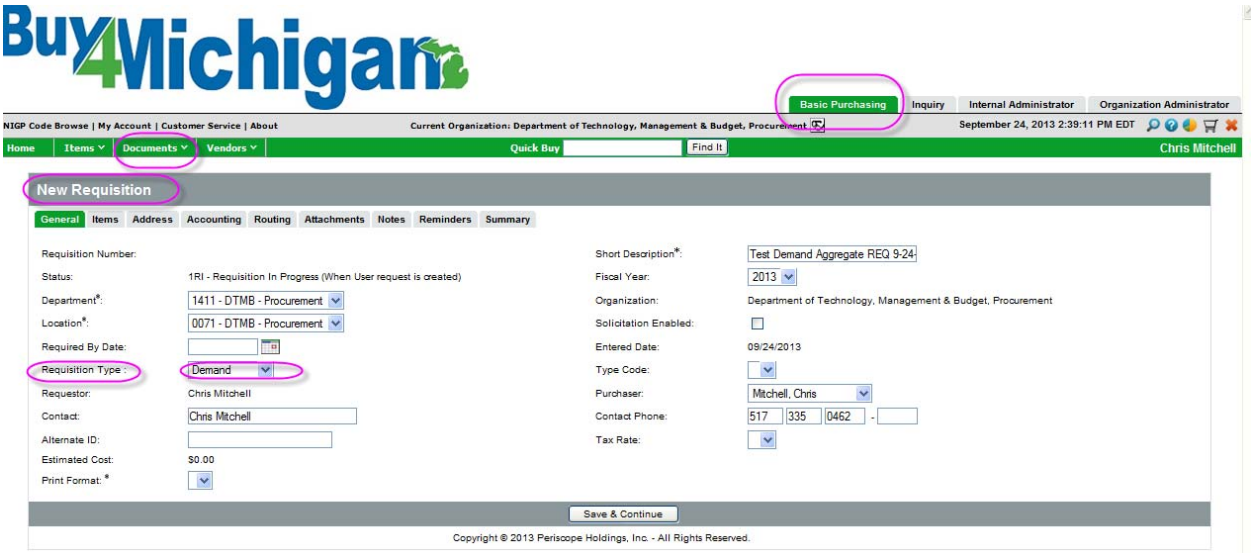
Screen Walk, Demand Aggregate Requisition for Cooperative Purchases

Login.

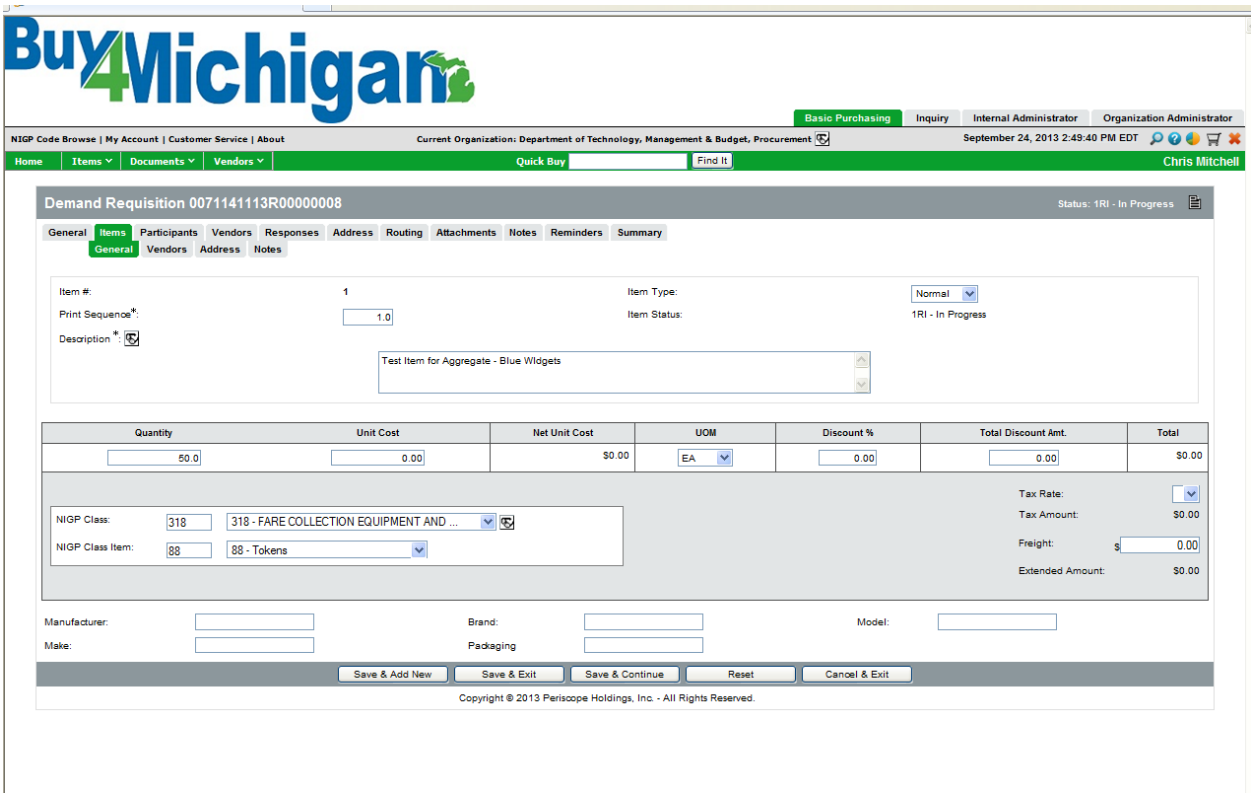


Go to your Basic Purchasing Tab, then Documents, Requisitions, New and select Demand from the Requisition Type drop down.

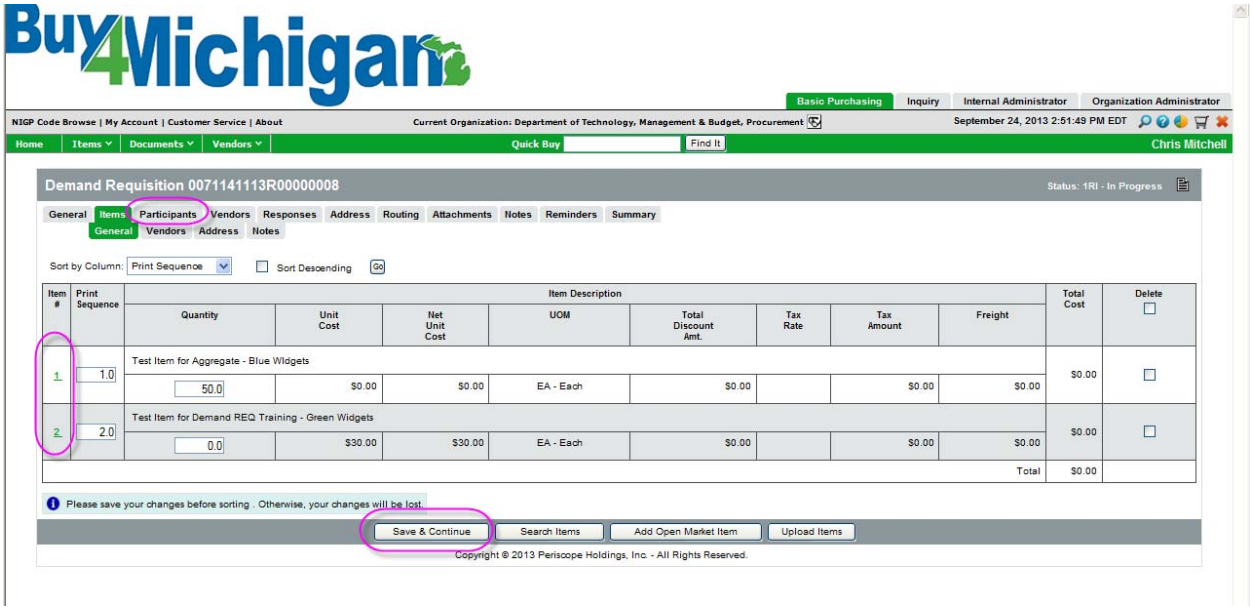


According to your login information many required fields will auto populate. Save & Continue

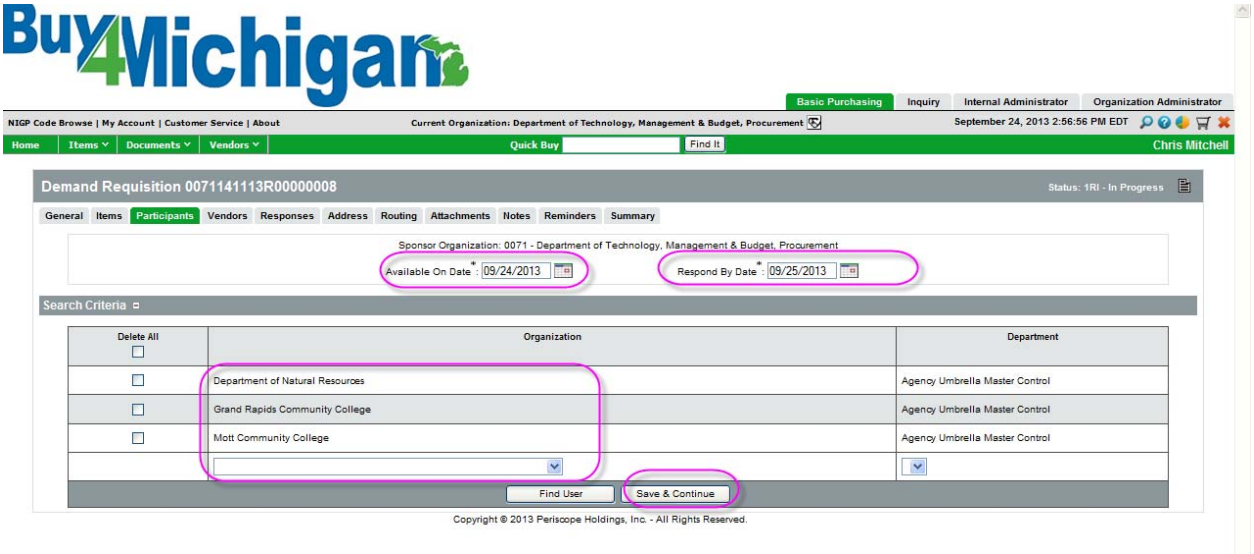
Go to Items tab and create items from scratch, via upload from Excel Import Form (Phase II), or through Search Items function.



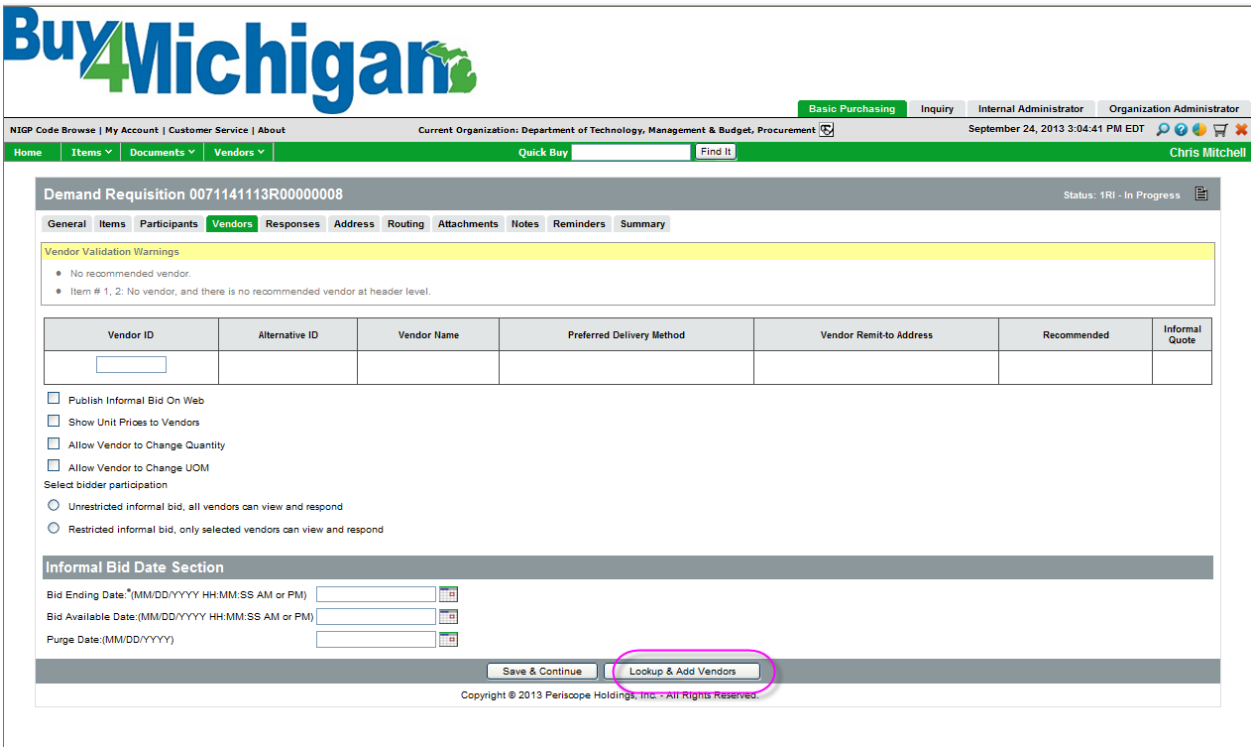
Continue until item list is complete. Save & Exit/Save & Continue. Go to Participants tab



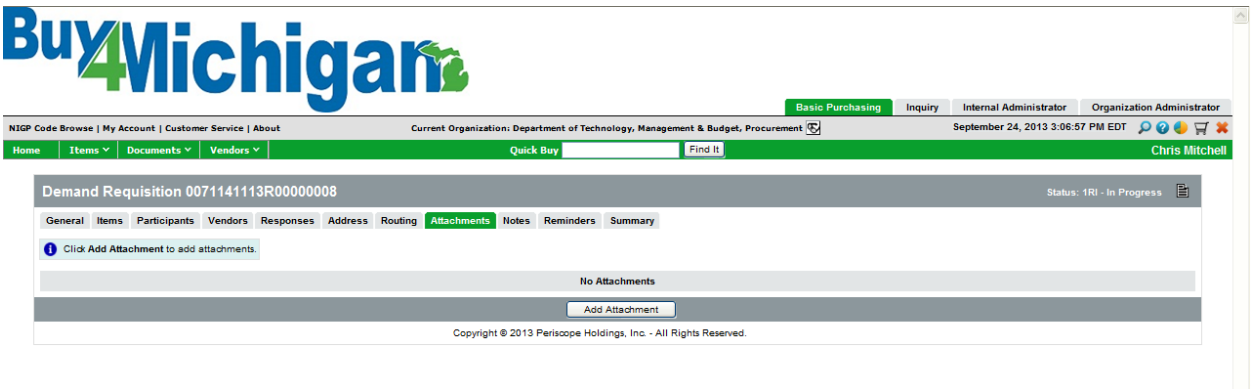
Set the Available Date and the Respond by Date, Choose participants from the drop down list, Save & Continue between each selection.



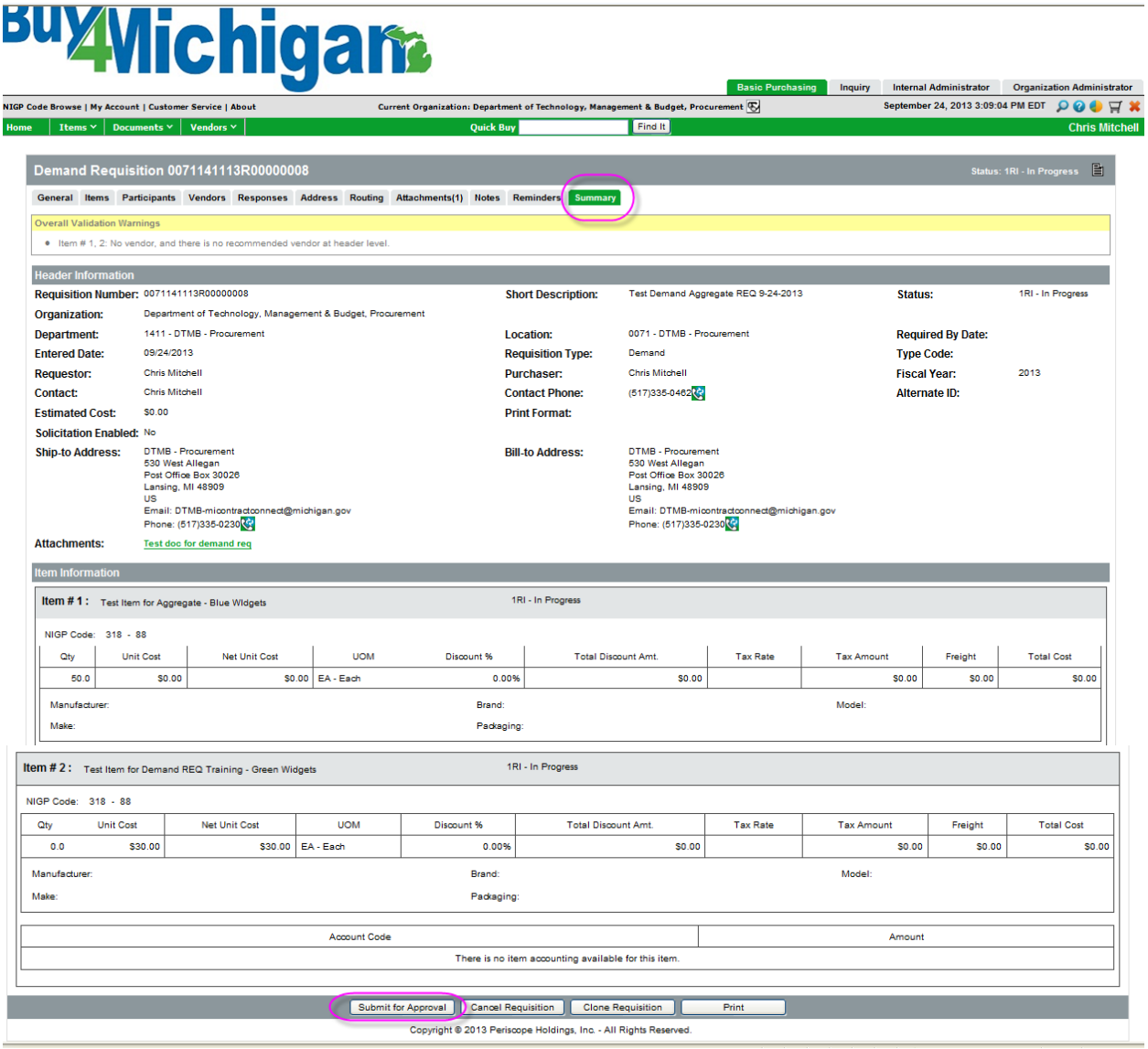
Go to vendors tab; look up and add vendors for resulting solicitation

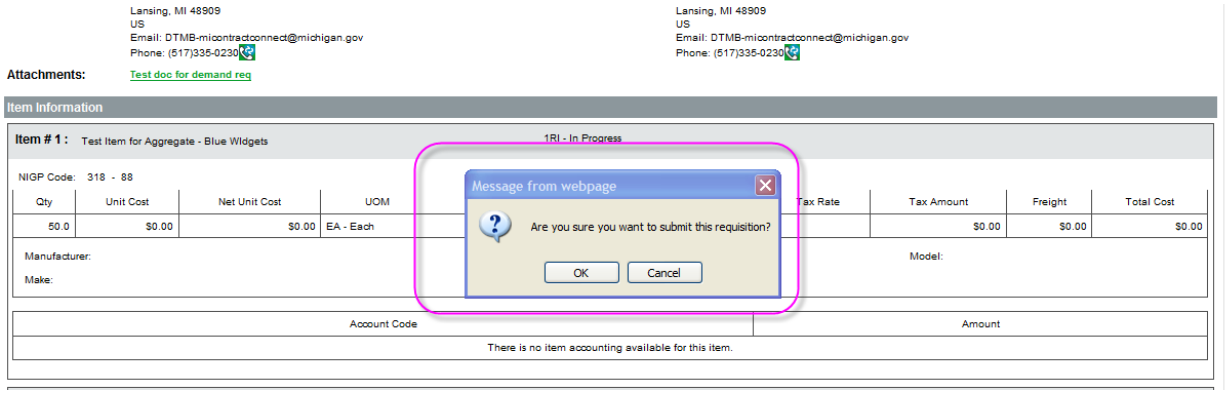


Attach any relevant documents, files, etc.

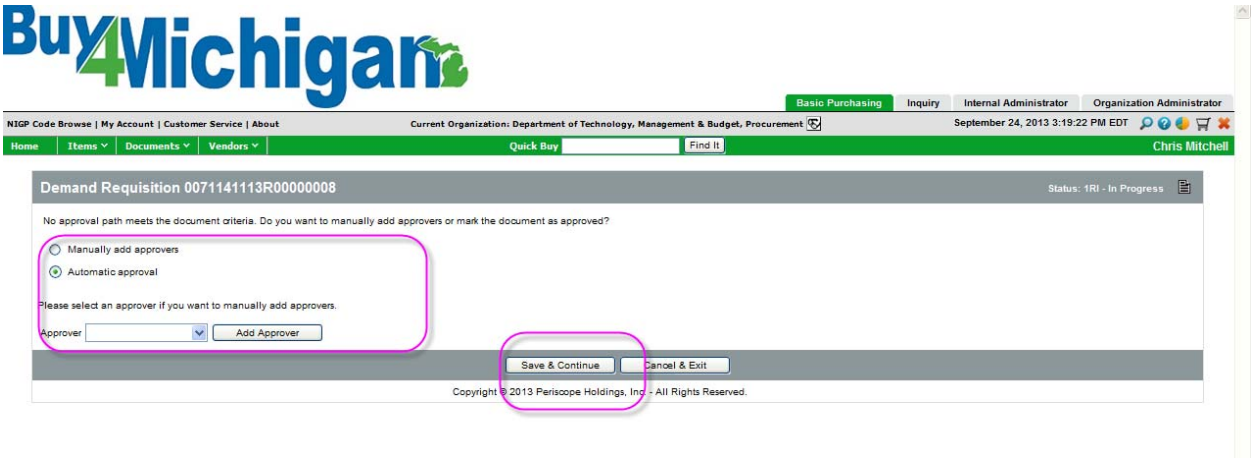
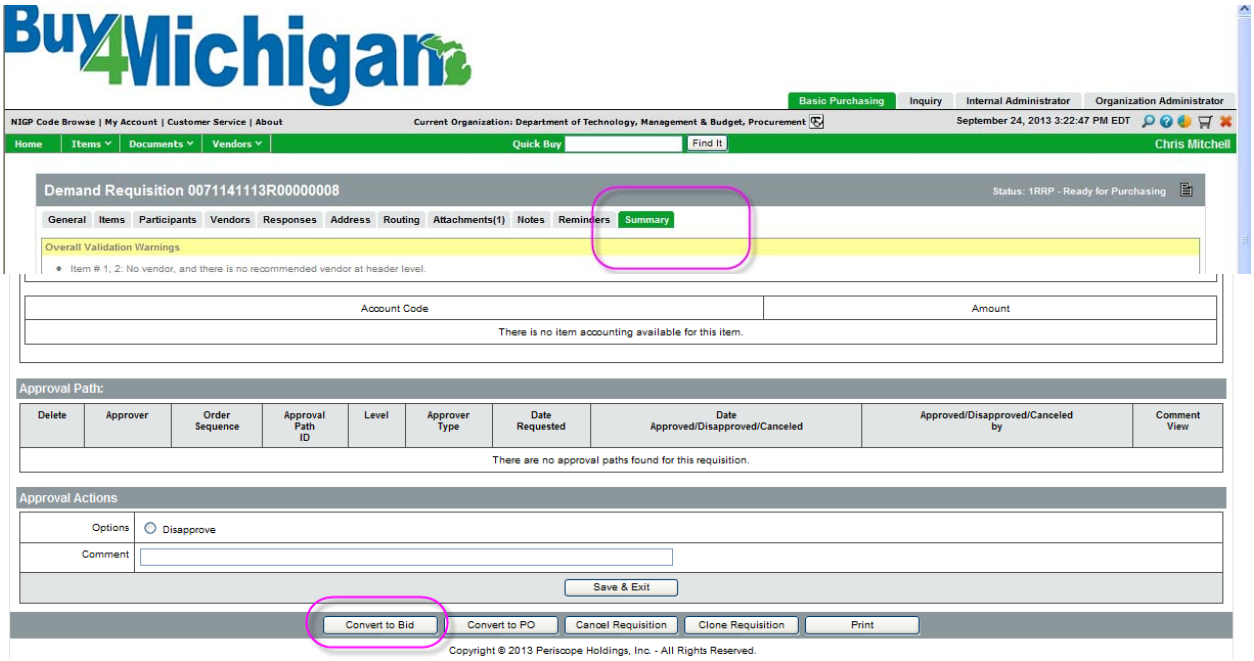


Review Summary for accuracy before submitting for approval.





Route for approval.



Once the date for responses has passed; accept/reject submitted items and quantities, then Convert to Bid from the Summary Tab