**ePro Requester Do’s and Don’ts**

✔ Always enter a Contact Name, Dept. Name and a Phone Number in the Justification/Comments section and check the checkbox “Send to Vendor” so the vendor will have contact information for the order.

✔ Always check the Marketplace catalogs FIRST for your items before entering a special request.

✔ Always add a detailed description for your line items. You can never have too much information.
  - *Good Description*: Grey office chair, item #abc-123, Quote #111
  - *Bad Description*: abc-123
  - *Good Description*: Brochures for Preview Day
  - *Bad Description*: Brochures

✔ Always add justification comments if you are ordering a statewide contract item from a non-statewide contract vendor.

✔ Always select the best NIGP code. An NIGP code that starts with a “9” is a service and should ONLY be used for actual services rendered.

✔ Always utilize a Check Request for items that you have an invoice for and have already been purchased. Include a justification as to why you did not utilize a purchase order initially. Exemptions are memberships, subscriptions and registrations.

✔ Always include the SWC number in the comments section of the requisition when purchasing from a statewide contract.

✔ Always enter different items on separate lines.

✔ Always enter a vendor number on every requisition line.

🚫 DON’T use a special requisition for an item under $50. Utilize a PCARD or request reimbursement through petty cash.