**Raising E-requisitions**

1. E-requisition is used to request procurement of goods or services, defining the specifications and covering other details such as what is needed, when it is needed, and where it is needed. From the e-requisition, a buyer will source the necessary goods or services, evaluate the offers of relevant suppliers, and conclude the process by placing a Purchase Order with a specified supplier.

1. Once general planning for procurement is complete, an e-requisition for goods or services is raised by a UNDP employee and submitted for approval to the appropriate Project Manager.

**An e-requisition impacts Quantum as follows:**

* An e-requisition is accessible for all employees and contingent work to create the e-requisition which is approved by the Project Manager and then processed by the Buyer
* E-requisitions do not affect the General Ledger and are not included in delivery or other expense amounts and report

1. According to the ICF, all procurement activities should produce an e-requisition. Therefore, all project e-requisitions must be entered in Quantum and be approved by the Project Managers who are responsible for running the project on a day-to-day basis within the requirements laid down by the Project Board. E-requisitions are not required below USD 5,000 where a PO is also not required. For travel related transactions see [POPP Duty Travel](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpopp.undp.org%2FSitePages%2FPOPPChapter.aspx%3FTermID%3D4cecfbf6-ce1c-482d-842b-0f1d5f872eb4&data=02%7C01%7C%7Cfebcc5f087da48b8fafe08d623054a8d%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C636734902952991965&sdata=Rf2yEumGhr3%2FEtoiTEKprx9mvM2JlLFCK94BFQI%2BRRA%3D&reserved=0).