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Go to the Customer Data tab. Note the button identified as "Security & ADA"; click	the button.			
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A pop up data box will appear. Complete data entry in the seven (7) fields.				
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Create Purchase	Requisition	×
Security and ADA	\ Information	
Software Title	ABC Software for Higher Ed	
Users Count	100	
Version	4.6	
Contact Name	Dr.John Grisham	
Contact Email	grisham@txstate.edu	1
Renewal?	No ♥ Complete the questions. Note	I
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Once complete, click the "Return" button.

🔄 Create Purchase I	Requisition	×
Security and ADA	Information	
Software Title	ABC Software for Higher Ed	
Users Count	100	
Version	4.6	
Contact Name	Dr.John Grisham	
Contact Email	grisham@txstate.edu	
Renewal?	No 🗸	
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Note on the requisition that the Security & ADA light is now green to continue.



Save the requisition.

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Create	Purchase Requisition	

Receive the standard reminder to attach documentation received from the vendor. Click the green check.

🖙 Create	Purchase Requisition	×
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For pro	curement of software, attach a VPAT (Voluntary Product Accessibility Template)	
to the	requisition. If you don't have one, please request one from the vendor and	
attach	to the requisition. For software in the cloud, please have the vendor complete	
the Hig	her Education Cloud Vendor Assessment Tool (HECVAT). The HECVAT is located	
here:	http://infosecurity.txstate.edu/services/serviceEvaluationRequest.html	
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The requisition is saved and ready for the workflow approval process.

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