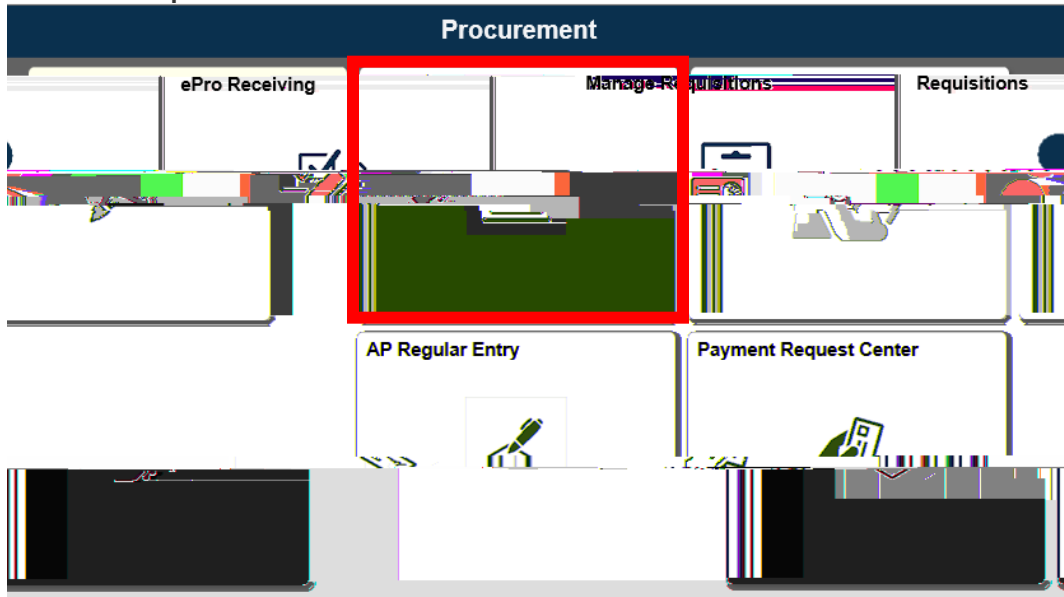


PeopleSoft- Creating a Requisition

2. Click Requisition tile.



Create Requisition

Welcome, Deonna

Request Options

Search All

Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

SmartCART
Browse Supplier Websites

Special Requests
Create a non-catalog request

Forms
Create and Submit

ePro Services
Request Services
Fixed Cost Service
Variable Cost Service
Time and

3. This is the Create Requisition screen.

The Request Options box is a dropdown menu of requisition options to choose from. You may either choose from the dropdown or options in the center of the screen.

4. Click the Requisition Settings link.

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8. Click the Special Requests link to begin placing your order.

The screenshot shows the PeopleSoft Special Requests form. The page title is "Special Requests" and the subtitle is "Enter information about the non-catalog item you would like to order:". The form is divided into several sections:

- Item Details:** This section contains input fields for "Item Description", "Price", "Quantity", and "Category".
- Supplier Information:** This section contains input fields for "Supplier ID" and "Supplier Name".
- Additional Information:** This section contains a large text area for additional details.
- Options:** Below the text area are three checkboxes: "Send to Supplier", "Show at Receipt", and "Show".
- Buttons:** At the bottom of the form is an "Add to Cart" button.

The page also features a navigation menu on the left with options like "All Request Options", "SmartCART", "Special Requests", "Forms", and "ePro Services". The top of the page shows the PeopleSoft logo and navigation links like "Main Menu" and "Requestion".

9. Enter your item information on this page.

- Enter Item Description
- Enter your price
- Quantity
- Unit of Measure
- Category
- Supplier ID

Once these steps are completed, click Add to Cart Button . This will

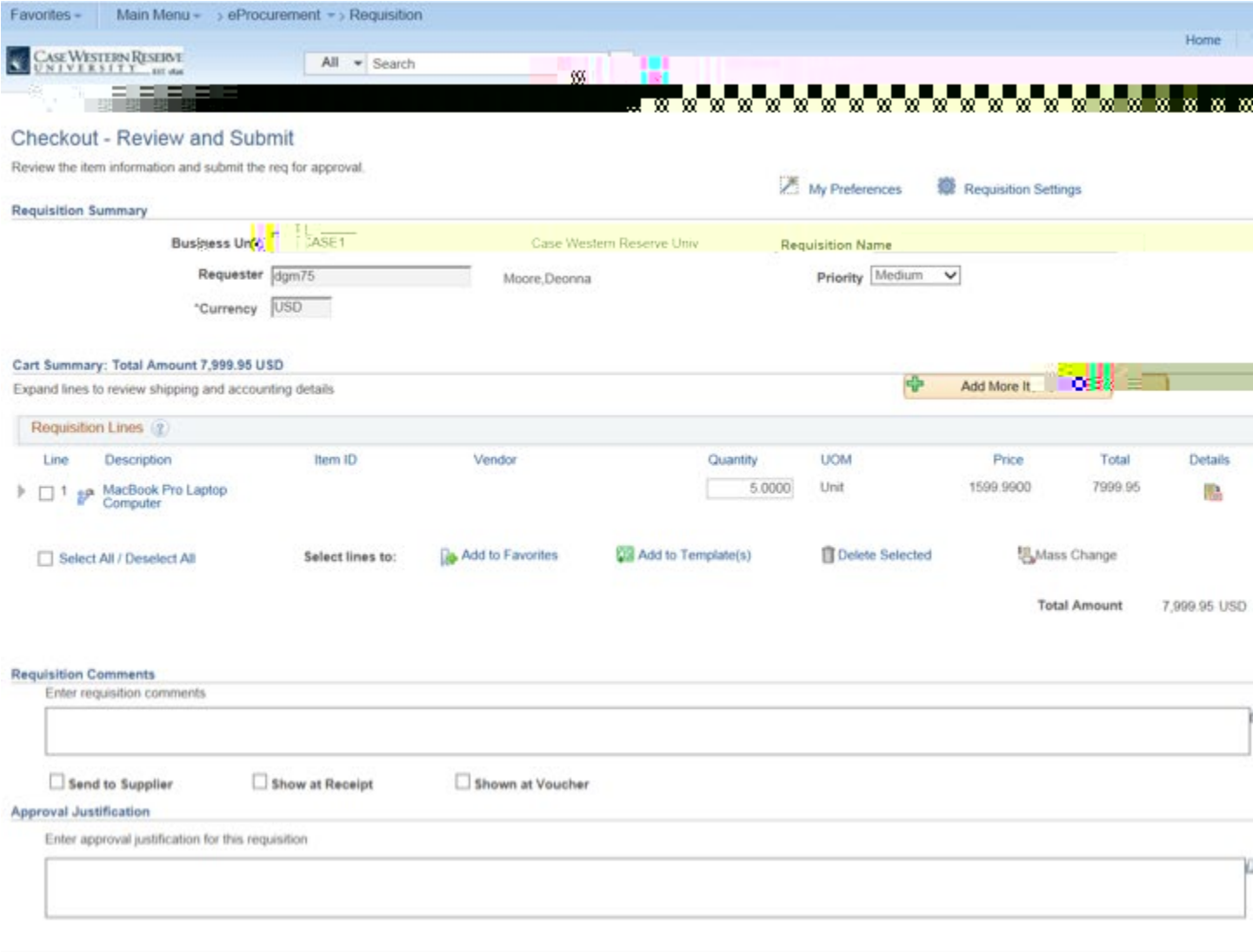
PeopleSoft- Creating a Requisition

put the item into your shopping cart shown at the top. You will notice that the icon with the shopping cart now has 1 item in it.

The screenshot shows the 'Create Requisition' page in PeopleSoft. The breadcrumb trail is 'Menu > eProcurement > Requisition'. The user is logged in as 'Moore, Deonna'. The page title is 'Create Requisition'. The navigation bar includes 'Home', 'My Preferences', 'Requisition Settings', and a shopping cart icon with '1 Line'. A 'Checkout' button is visible in the top right. The main content area is titled 'Special Requests' and includes a sub-header 'Item Details'. The form fields are: '*Item Description' (text input), '*Price' (text input), '*Currency' (dropdown menu set to 'USD'), and '*Category' (dropdown menu with a search icon). Below these are 'Supplier' fields: 'Supplier ID' and 'Supplier Name' (both with search icons). There is a link 'Suggest New Supplier Click for Vendor Form'. At the bottom of the form is an 'Additional Information' text area and three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. An 'Add to Cart' button is located at the bottom left of the form.

10. After you have completed the process of ordering items, click the Checkout box.

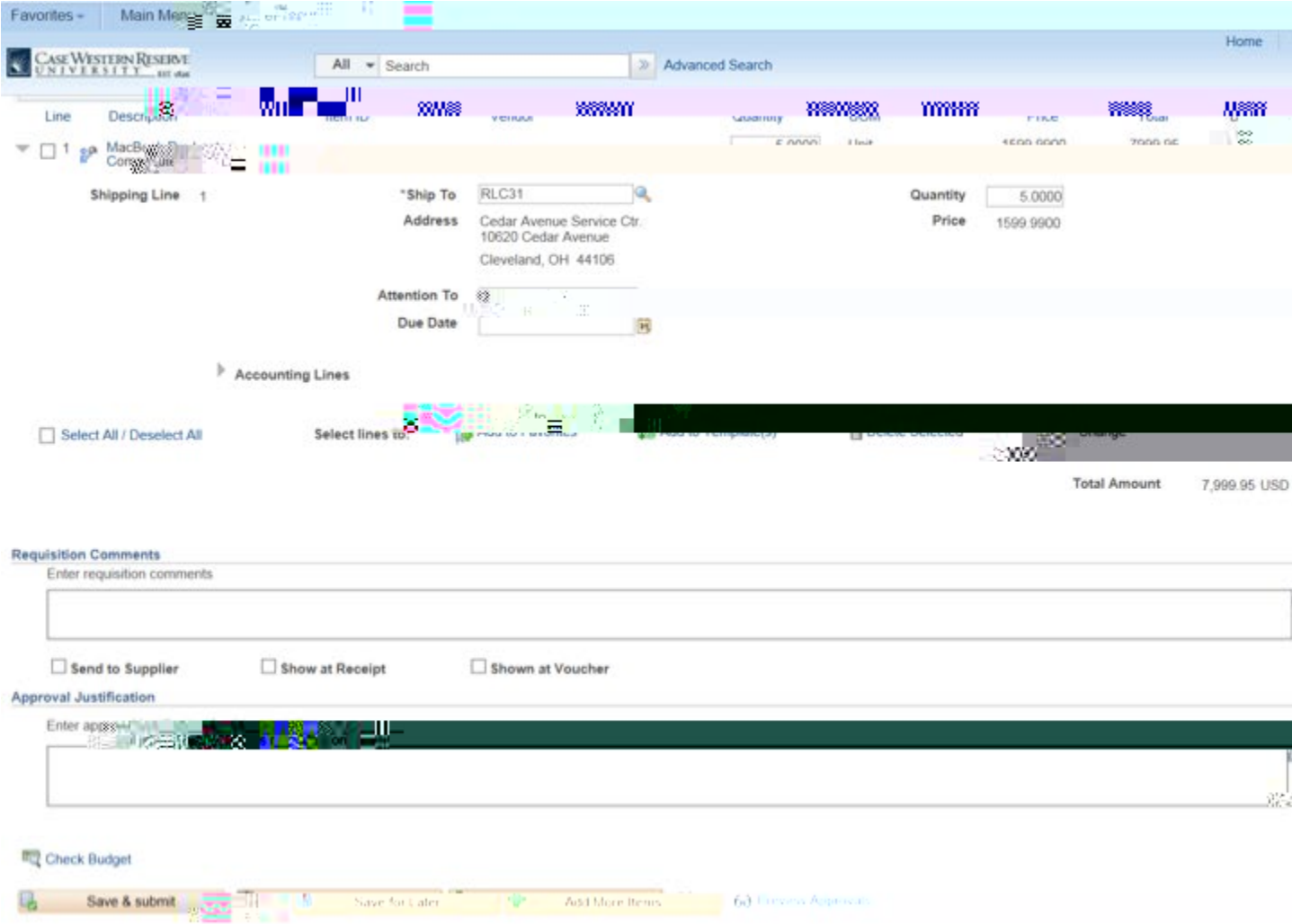
PeopleSoft- Creating a Requisition



11. From the Checkout – Review and Submit screen, you will review your items, and verify that all information is correct. Here, you would also add a Speedtype if you did not enter a default one under Requisition Settings.

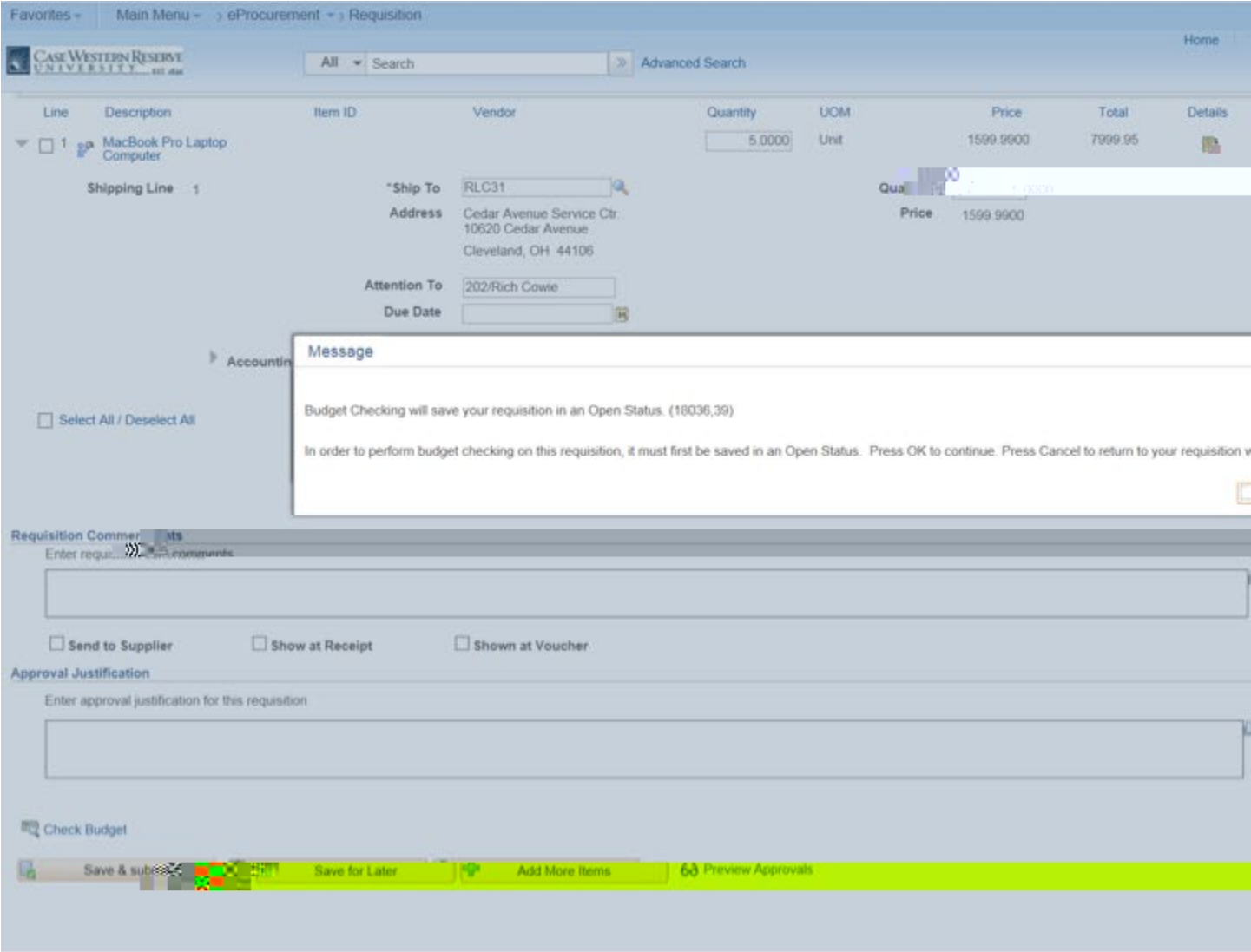
Add comments to the Requisition Comments section if necessary.

PeopleSoft- Creating a Requisition



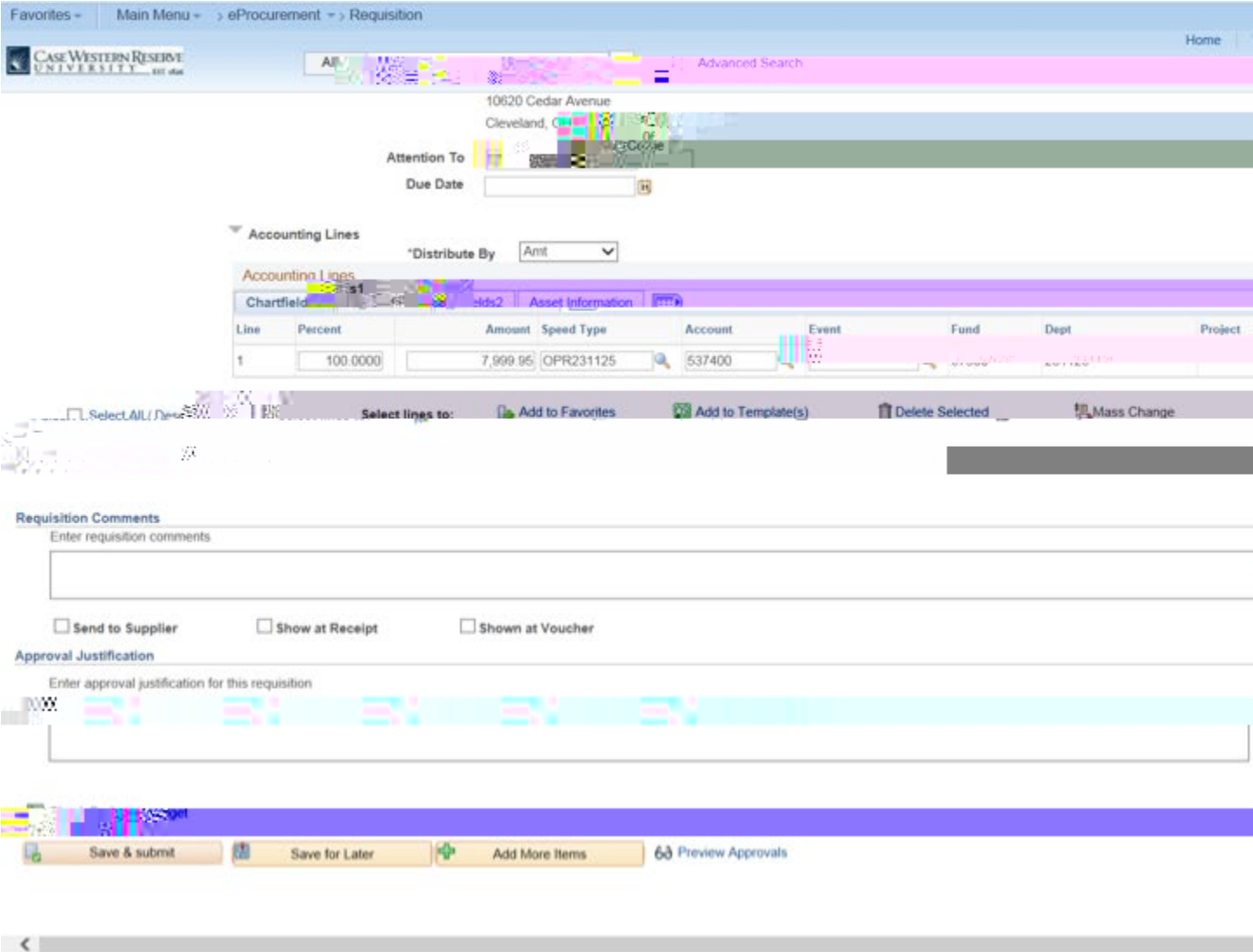
12. After reviewing order, click the Check Budget link.

PeopleSoft- Creating a Requisition



13. After reviewing message, click the OK button.

PeopleSoft- Creating a Requisition



- 14. After checking budget, click the Save and Submit button. If you need to save the requisition for later, click the Save for Later button. End of Procedure.