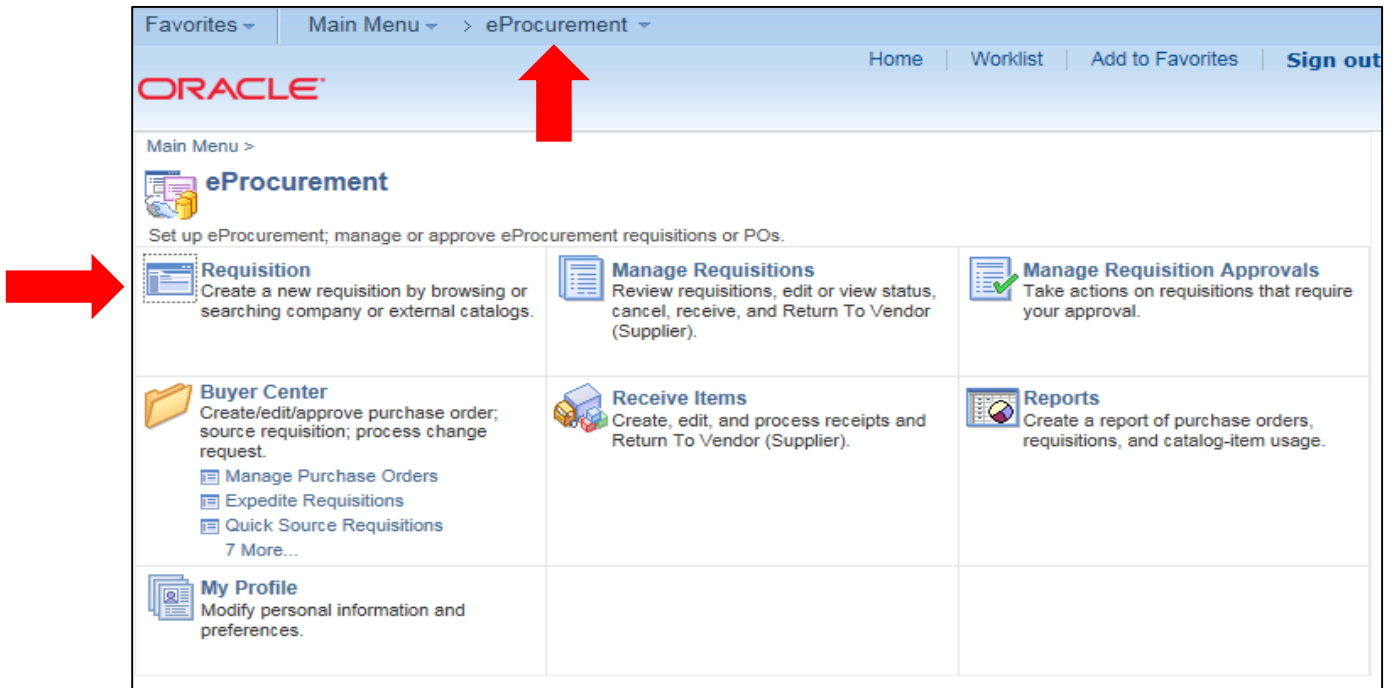
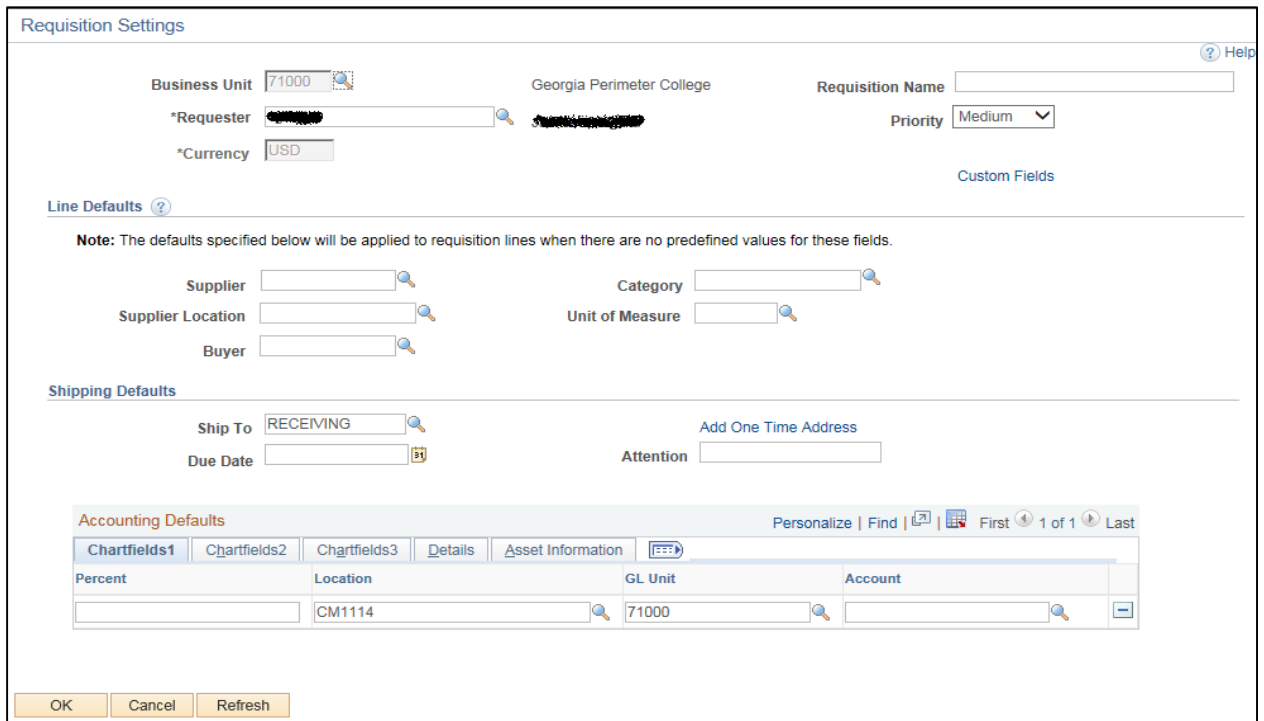


Create a Special Request Requisition

1. In PeopleSoft Financials Core System, select **eProcurement** from the menu.
2. Select **Requisitions**.



3. To enter Requisition Defaults (**Required Step**), click the **Requisition Settings** link.
 - a. Enter a name for your requisition (if left blank, the Requisition ID will be listed here after saving, this is not advised).
 - b. Expand the **Line Defaults** section by clicking on the expand button.



- c. To enter a default vendor for all requisition lines, select it using the Look Up icon.
- d. To enter a default Buyer for all requisition lines, select it using the Look Up icon. There are only 3 Buyers to select from.
- e. If all of your line items will have the same NIGP code, enter it in the **Category** field. A list of commonly used codes can be found [HERE](#)
- f. If all of your line items will have the same **Unit of Measure**, enter it or select it using the Look Up icon.
- g. To enter a default **Due Date** for each line item, enter it or select it using the Calendar icon. The Due Date for a Requisition is typically within 30 days of the current date.
- h. To enter a default **“Attention To”** for each line, enter in the Attention field.
- i. In the **Accounting Defaults – Chartfields 1** tab, the Location, GL Unit, and Department originally default from your User ID. If needed, you can change the Fund Code, Department, Program, Class, and Project that are to be charged for each line item.
- j. Click the **OK** button.

4. Select Special Requests

The screenshot displays the Oracle eProcurement interface for creating a requisition. The main content area is titled 'Create Requisition' and includes a search bar and a 'Request Options' dropdown. A grid of menu items is visible, with a red arrow pointing to the 'Special Requests' option, which is described as 'Create a non-catalog request'. Other options include 'Web', 'Forms', 'ePro Services', 'Express Item Entry', 'Favorites', and 'Recently Ordered'.

5. For each line that you want to enter, complete the following steps (some fields may have been completed through the requisition defaults – these defaults can be overwritten on this page if needed):
 - a. Enter an **Item Description**
 - b. Enter the **Price** of the item
 - c. Enter the **Quantity** requested
 - d. Enter or select the **Unit of Measure**
 - e. In the **Category** field, enter or select the NIGP Code for the item
 - f. Enter or select the **Due Date** for the item
 - g. Enter or select the **Supplier ID** for the item if you have a preferred vendor

- h. If you have any information that needs to be sent to the vendor, shown on the receipt, and/or shown on the voucher, enter it in the **Additional Information** field and select the appropriate checkboxes.

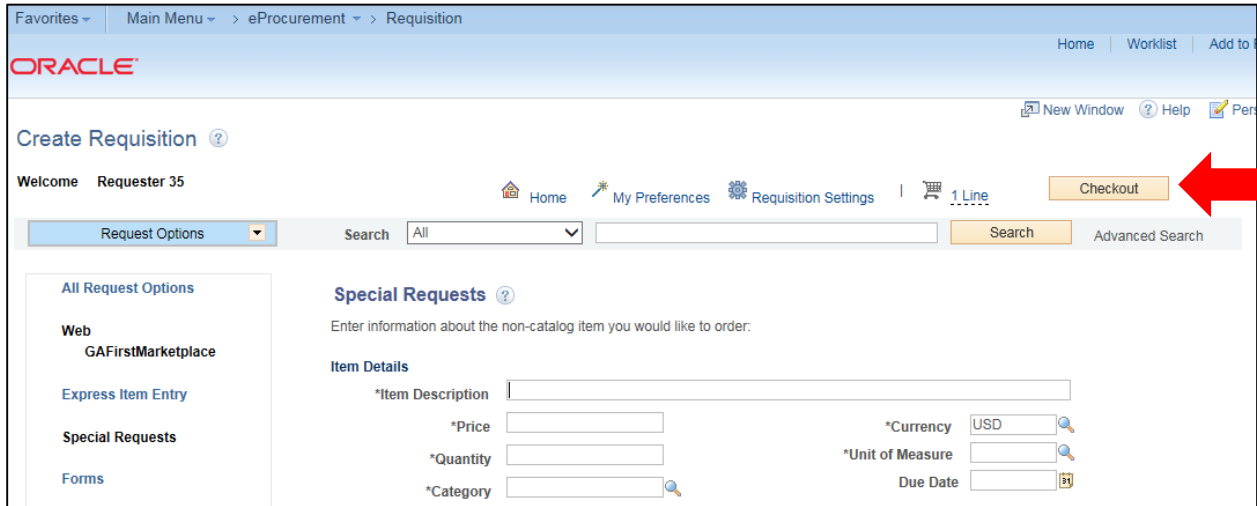
The screenshot shows the Oracle 'Create Requisition' interface. The 'Special Requests' section is active, displaying a form for entering information about a non-catalog item. The form includes sections for Item Details, Supplier, and Manufacturer, each with several input fields. The 'Additional Information' section is visible at the bottom but currently empty. A red arrow points to the 'Add to Cart' button at the bottom of the page.

- i. Select the **Add to Cart** button.

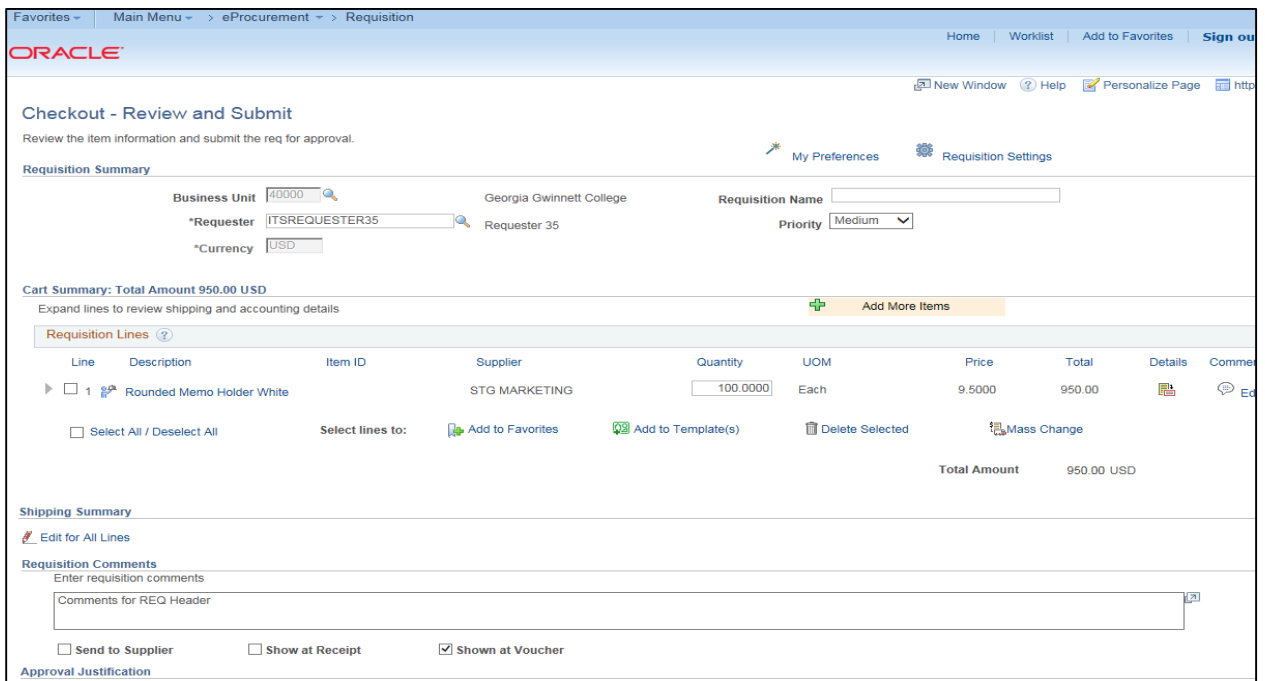
This screenshot shows the same Oracle 'Create Requisition' interface, but with the 'Special Requests' form populated. The 'Item Description' is 'Rounded Memo Holder White', the price is 9.50, quantity is 100, and category is 61500. The supplier is 'STG MARKETING'. The 'Additional Information' section is now active, showing a text area for comments and checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. A red arrow points to the 'Add to Cart' button at the bottom of the page.

- j. Confirm the **Requisition Summary** updated with your new requisition line.

- k. To add an addition requisition line, complete steps 5a through 5j again.
- 6. Select the **Checkout** button.



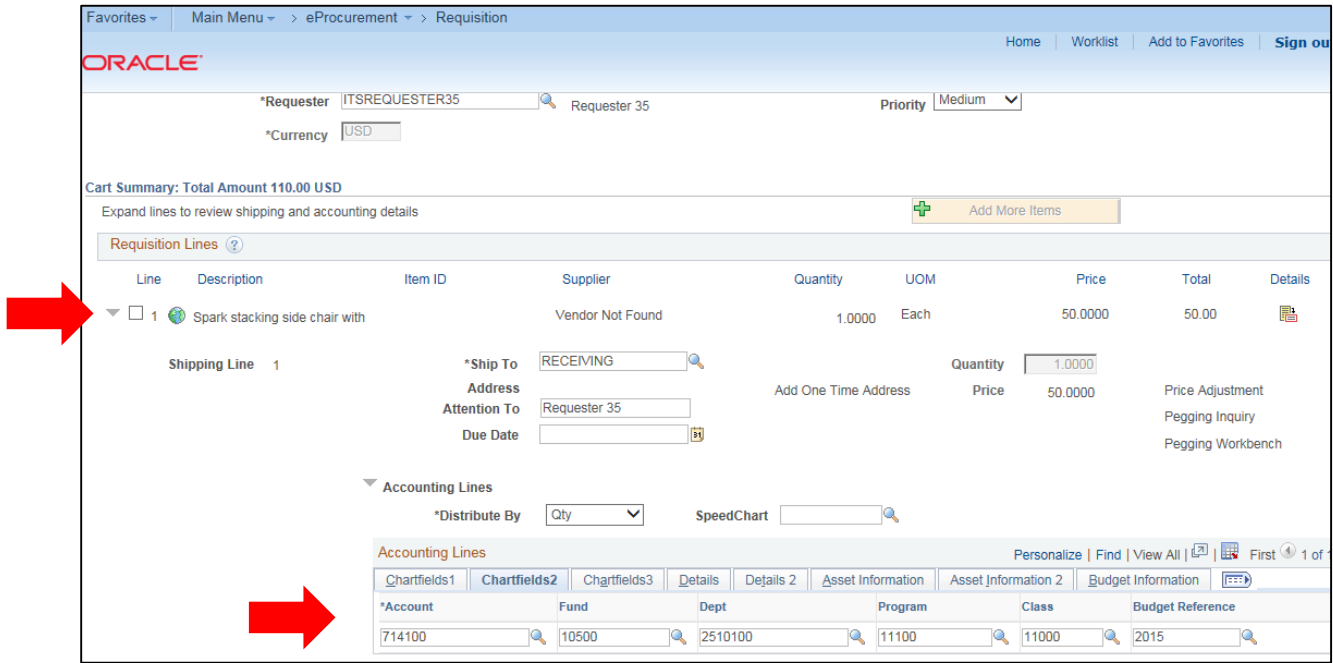
- 7. To update a requisition line’s distribution information, click its **Expand** button and make necessary updates.
- 8. To update multiple requisition line’s information simultaneously, select the lines to update with a check mark and then select the **Mass Change** link. Make all necessary updates, and apply to all selected lines.
- 9. To enter a **comment** on an individual requisition line, click that line’s **call out** (comment) icon. Enter the comments and select where you want the comment to appear.



- 10. Enter any justification or comments you wish to on the requisition header in the **Justification/Comments** field and select the appropriate checkboxes. Do not include any slashes (/) in your comments.

11. Click the **Save for Later** button, then the **Preview Approvals** link.
12. Insert any additional approvers if necessary.
13. Click the **Submit** button.

Charge a Requisition Line Item to a Different Chartstring



1. After adding items to requisition, ensure you are on the **Checkout - Review and Submit** page.
2. Expand the line you want to modify by clicking on its **Expand Section** button.
3. Locate the **Accounting Lines** section.
4. Go to the **Chartfields 2** tab to update the following if needed:
 - a. Account
 - b. Fund Code
 - c. Department
 - d. Program
 - e. Class
5. Go to the **Chartfields 3** tab to update the following if needed:
 - a. Project
6. Make other necessary changes and then continue with the Marketplace Requisition by selecting the **Save & Submit** button.

Charge Multiple Requisition Line Items to a Different Chartstring

1. After adding items to requisition, ensure you are on the **Checkout - Review and Submit** page.
2. Select the lines you want to change distribution information for by placing a **checkmark** in their **select** boxes.
3. Select the **Mass Change** button. (In v8.9, this link was called “Modify Line/Shipping/Accounting.”)
4. In the Accounting Information section, enter the new **Chartfields Values** and then click **Apply**.

5. On the **Distribution Change Options**, to apply changes to all selected lines, select the option “**All Distribution Lines**” and click **OK**.
6. Make any other necessary changes and then continue with the Marketplace Requisition by selecting the **Save & Submit** button.

Split Distribution(Split Funding) for a Requisition Line

The screenshot shows the Oracle eProcurement interface for a Requisition. At the top, it displays 'Requester: ITSREQUESTER35' and 'Priority: Medium'. Below this, a 'Cart Summary' indicates a total amount of 110.00 USD. The main section is titled 'Requisition Lines' and shows a table with one line: 'Spark stacking side chair with' (Line 1) with a quantity of 1,000 and a price of 50.00. Below the line details, there are sections for 'Shipping Line' and 'Accounting Lines'. The 'Accounting Lines' section is expanded, showing a table with two rows. The first row has a quantity of 50,000 and a price of 25.00. The second row also has a quantity of 50,000 and a price of 25.00. The 'Distribute By' dropdown is set to 'Amt'.

Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		MAIN	50.0000	25.00	40000	
2	Open		MAIN	50.0000	25.00	40000	

1. After adding items to requisition, ensure you are on the **Checkout - Review and Submit** page.
2. Expand the line by clicking on its **Expand Section** button.
3. Choose whether to **Distribute** by **Amount** or **Quantity** through the drop down list.
4. Locate the **Accounting Lines** section.
5. At the end of the line under the **Chartfields1** tab, click the **Add a New Row** button (+).
6. If distributing by **Quantity**, continue. If distributing by **Amount**, go to step 7.
 - a. In the original distribution line, edit the **quantity** for the revised distribution.
 - b. **Tab** out of the Quantity field. The **Percent** field should adjust accordingly.
 - c. In the new distribution line, enter the **quantity** for the second Chartstring.
 - d. **Tab** out of the **Quantity** field. The **Percent** field will adjust accordingly.
 - e. Make the necessary **changes** to the second string of Chartfields on the Chartfields 1, Chartfields 2, and Chartfields 3 tabs.
7. If distributing by **Amount**, continue. Otherwise, go to step 8.
 - a. In the original distribution line, edit the **amount** for the revised distribution.
 - b. **Tab** out of the Amount field. The **Percent** field should adjust accordingly.
 - c. In the new distribution line, enter the **amount** for the second Chartstring.
 - d. **Tab** out of the Amount field. The **Percent** field will adjust accordingly.

- e. Make the necessary **changes** to the second string of Chartfields on the Chartfields 1, Chartfields 2, and Chartfields 3 tabs.
8. Make any other necessary changes and then continue with the Marketplace Requisition by selecting the **Save and Preview Approvals** button.

Insert an Ad Hoc Approver

Department and Proj. Approval

The screenshot displays two requisition lines, both in an 'Initiated' state. Each line has a 'Department and Proj. Approver' section. The first approver listed for both is 'Diane Eleanor White' at the 'Req-Dept Mgr-Line Level'. A red arrow points to the green plus (+) button next to the user name in the Line 1 section, indicating where to click to add an additional approver.

1. After adding items to requisition, ensure you are on the **Checkout - Review and Submit** page.
2. Make any necessary changes to the line item information on the requisition.
3. Select the **Save for Later** button.
4. To insert an Ad Hoc approver, click the **green** plus (+) button where you want the approver to go.
5. Enter the **User ID** of the Ad Hoc approver, or use the look up button to select the User ID.
6. Select either the **Approver** or **Reviewer** radio button.
7. Click the **insert** button.
8. You should now see the additional approver in the approval chain.
9. To remove the Ad Hoc approver, select the **red** minus (-) button for that approver. Click **OK** when prompted.
10. Submit the requisition for approval by clicking the **Submit** button.