

Managing Requisitions

1. In PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter **search criteria** for your requisitions.
4. Click the **Search** button.
5. To see a requisition’s lifespan, click the **expand** button next to requisition.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000500089	0000500089	40000	03/09/2015	Pending	Not Chk'd	950.00 USD	[Select Action] Go
▶ 0000500088	0000500088	40000	03/09/2015	Pending	Not Chk'd	363.87 USD	[Select Action] Go
▶ 0000500053	35BUY04 Equipment	40000	03/07/2015	PO(s) Dispatched	Valid	6,114.84 USD	[Select Action] Go
▶ 0000500021	35ACT11 Supplies	40000	03/06/2015	PO(s) Dispatched	Valid	510.00 USD	[Select Action] Go



6. To see details about an active or completed stage in the lifespan, click on the lifespan icon.
7. To see the approval path for a requisition, click on the **Approvals** lifespan icon.
8. To see requisition line information, click on the **line description**.
9. To see requisition schedule and distribution information, click on the **Requisition lifespan** icon and then select the **Requisition and Schedule Information** link.

0000500053 35BUY04 Equipment 40000 03/07/2015 PO(s) Dispatched Valid 6,114.84 USD [Select Action] Go

Requester Requester 35 Entered By Requester 35 Priority Medium
Pre-Encumbrance Balance 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line Information Personalize Find First 1-2 of 2 Last

Line	Description	Status	Price	Quantity	UOM	Supplier
1	Server Cabinet With Fan and ...	PO Dispatched	5938.00000 USD	1.0000 EA	Graybar, Inc.	X
2	Server Bracket, Type Server ...	PO Dispatched	176.84000 USD	1.0000 EA	Graybar, Inc.	X

Edit a Requisition

Manage Requisitions New Window He

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit 40000 Requisition Name
Requisition ID Request State All but Complete Budget Status
Date From 03/02/2015 Date To 03/09/2015 Origin
Requester ITSREQUESTER35 Entered By PO ID

Search Clear Show Advanced Search

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
0000500089	0000500089	40000	03/09/2015	Pending	Not Chk'd	950.00 USD Edit Go
0000500088	0000500088	40000	03/09/2015	Pending	Not Chk'd	363.87 USD [Select Action] Go
0000500053	35BUY04 Equipment	40000	03/07/2015	PO(s) Dispatched	Valid	6,114.84 USD [Select Action] Go
0000500021	35ACT11 Supplies	40000	03/06/2015	PO(s) Dispatched	Valid	510.00 USD [Select Action] Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

1. In PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. In the search field, enter the **Requisition ID** that needs to be edited (you may need to clear some of the search fields).

4. Click the **Search** button.
5. In the Requisition ID's action drop-down list, select **Edit Requisition**.
6. Click the **Go** button.
7. To update the requisition line information, select the link under **Description**. Make the necessary changes and then return to 3. Review and Submit.
8. To update an individual requisition line Chartfield information, click its **expand** button. Make the necessary changes.
9. To update multiple requisition lines at one time, select the lines to be edited and then select the **Mass Change** link. Make the necessary edits.
10. Select the **Save & Preview Approvals** button.
11. If reinitiating the approval process, consider adding a **comment** to inform your approvers of this.
12. Insert any **ad hoc approvers** if necessary.
13. Click the **Submit** button.

Delete a Requisition Line

Edit Requisition - Review and Submit
Review the item information and submit the req for approval.

Requisition Summary

Business Unit: 40000 Georgia Gwinnett College Requisition Name: 0000500089
 Requester: ITSREQUESTER35 Requester 35 Requisition ID: 0000500089
 *Currency: USD Priority: Medium

Cart Summary: Total Amount 950.00 USD
Expand lines to review shipping and accounting details [Add More Items](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	Rounded Memo Holder White		STG MARKETING	100.0000	Each	9.5000	950.00		

Select All / Deselect All Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) **Delete Selected** [Mass Change](#)

Total Amount 950.00 USD

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2. Select **Manage Requisitions**.
3. Enter the **Requisition ID** in the Search Criteria (you may need to clear some of the search fields).
4. Click the **Search** button.
5. In the Requisition ID's action drop-down list, select **Edit Requisition**.
6. Click the **Go** button.
7. **Select** the line(s) you want to delete.
8. Click the **Delete** button.
9. To confirm the deletion, click the **OK** button.
10. Click the **Save and Submit** button.

Cancel a Requisition

1. From the PeopleSoft Financials Core system, select **eProcurement** in the menu.
2. Select **Manage Requisitions**.
3. Enter the **Requisition ID** in the Search Criteria (you may need to clear some of the search fields).
4. Click the **Search** button.
5. In the Requisition ID's action drop-down list, select **Cancel Requisition**.
6. Click the **Go** button.
7. On the Requisition Details page, select the **Cancel Requisition** button.
8. On the Manage Requisitions page, the requisition status should change to Canceled.