# eProcurement: Create a requisition for a Special Item

| Step # | Do This: |
|---|---|
| 1 | Sign into PeopleSoft |
| 2 | Click **eProcurement** |
| 3 | Click **Create Requisition** |
| 4 | Review Step 1: **Define Requisition**. *Some agencies name the requisition on this page using the origin code the order they order for.* |
| 5 | Click the Continue button to move forward **Add Items and Services** |
| 6 | Click the Blue tab that reads: **Special Request** |
| 7 | Click the Blue link in that tab that reads: **Special Item** |
| 8a | Enter the **Item Description** in the corresponding field |
| 8b | Enter the **Price** in the corresponding field |
| 8c | Enter the **Quantity** in the corresponding field |
| 8d | 1. Enter it in Category CD. Otherwise,<br>2. Click the Magnifying Glass next to **Category CD**.<br>3. Click the triangle to expand the Search Categories box<br>4. Type in the item you are looking for and click "FIND". Do not push enter in the keyboard.<br>5. Select a category that corresponds to the item you are purchasing.<br>6. You will be brought back to the **Create Requisition** page with a code populated in the **Category CD** field. |
| 8e | 1. Enter a **Unit of Measure**. Otherwise,<br>2. Select a **Unit of Measure** from the list by clicking on the corresponding blue link.<br>3. You will be brought back to the **Create Requisition** page with a code populated in the **Unit of Measure** field. |
| 8f | (Optional)<br>1. Enter **Vendor ID.** Otherwise,<br>2. Click the Magnifying Glass next to **Vendor ID** to find a **Vendor ID** |
| 8g | (Optional) Enter a **Vendor Item ID** |
| 8h | (Optional) Enter a **Due Date** |
| 8i | (Optional) Click **Suggest a Vendor** link if you are using a vendor that is not in the system. Buyer has to initiate the request with SAO. |
| 9 | Click **Add Item**. Your item is added and the page will clear itself in order to allow you to add any additional items. |
| 10 | (Optional) Repeat step 8 to add additional items |
| 11 | Click the tab **Review and Submit** |
| 12 | Choose a **Card Number** from the dropdown |
| 13 | Select the **Authorized DPA checkbox** if the requisition is over $250,000 and you have preauthorization from SPD Buyer. |
| 14 | (Optional) Click the chevron next to the Line# to change the **chartfield information**. |
| 15 | (Optional) Click the Line Details icon to the right of the Total (Letter icon) to uncheck the "RFQ Required" box if the requisition is not going to be sourced. |
| 16 | (Optional) Click the bubble icon to add any additional comments/attachments to the item |
| 17 | (Optional) Add any comments in the Justification/Comments box |

| Step # | Do This: |
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| 18 | (Optional) Click the Save & preview approvals box to see what the approval workflow route or to ad-hoc approvers. |
| 19 | Click **Submit** |
| 20 | (Optional) Click **Check Budget** to validate budget. |