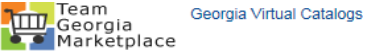# 9.2.38 eProcurement: Create a requisition for a Statewide Contract Item

Use this process to create a requisition for an item on a Statewide contract.
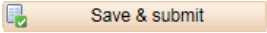
Step #	Do This:
1	Sign into PeopleSoft
2	Click Procurement tile. Procurement
3	Click Requisition ▽ **eProcurement** 🖳 Requisition 🖳 Manage Requisitions 🖳 Manage Requisition Approvals 🖳 DOAS Quick Reference Guide List
4	Review Requisition Settings page – name the req, confirm chartfields, etc.

5	Click the OK button to move forward.
6	Click the **Blue** link that reads: **Georgia Virtual Catalogs**
	Team Georgia Marketplace Georgia Virtual Catalogs
7	You will be taken to the Team Georgia Marketplace Homepage. This is where all of the Statewide Contracts will be available. This page will display the word *Welcome* and your name. The screen will also display a Product Search Tab in **Blue** and an empty search field to type products you need to search for. If you are at the home page, but the Product Search field did not display, please click on the **Product Search** tab and it will display.
8	In the Product Search field type what you need to search for. For example type the word: Chair
9	Click the gray **Search** button
10	This will bring you to a Search Results page which will display the number of products found**.**
11a	**IF**, the product you are searching for is **not** on the page, click on **Product Search** at the top of the page and refine your search results. You may need to try alternate words or phrases to locate the item you need to purchase. You can search by keywords, supplier name and product name. All search options are listed right above the search field.
12b	**IF**, the product you need to order is displayed on this page follow these steps:
13	1. Locate the item and update the *Quantity* field. If you need to order one item leave the quantity field with the number "1" already there. If you need to order more than one item type the amount in the *Quantity* field.
14	2. Click the **Add to Cart** button . This will update your shopping cart.
15	3. Scroll to the top to view your shopping cart. The shopping cart will display: picture of cart, date, user I.D., number of items in the cart and the total. **Click** on the Shopping Cart.
16	4. You will be taken into the shopping cart which will display what you selected to order. Review the cart. Here are the options **before** you place the order: Add Products → Edit Cart → Place Order • To add more products **Click** *Add Products*. You will be taken back to the **Product Search** field. • To make a change to the quantity update the Quantity field.

Step #	Do This:
	Then **Click** *Edit Cart*.
17	5. To Place the Order **Click** *Place Order*. You will be taken back to PeopleSoft to the Checkout – Review and Submit page. Notice that the Requisition Summary is updated with the item you ordered.
18	Click the Save & Submit button. Save & submit
19	You will be taken to the Confirmation page. **Confirmation** Your requisition has been submitted. Requested For Kristine Splieth 404/656-4018 Number of Lines 1 Requisition Name 0000002167 Total Amount 28.26 USD Requisition ID 0000002167 Business Unit 40300 Status Approved Priority Medium Budget Status Not Checked View printable version Edit This Requisition Check Budget