

## 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
	P Requisition
	Manage Requisitions
	Manage Requisition Approvals
	Guide List
4	Review Requisition Settings page – name the req, confirm chartfields, etc.
	Business Unit 40300 Q Administrative Services, Dept Requisition Name "Requester ROBEMAR Q Margaret Robert 404/056-2831 Priority Medium V
	*Currency USD Accounting Date 05/14/2018
	Card Number V Expiration Date
	Use Procurement Card Default Options ②
	Default     If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
	Override If you select this option, the defaults specified below will override any predefined values for these fields,only non-blank values are assigned.
	Line Defaults ②
	Supplier     Q.     Category     Q.       Supplier Location     Q.     Unit of Measure     Q.
	Buyer Q
	Shipping Defaults Ship To PO_224001 Q
	Due Date B Attention
	Distribution Defaults SpeedChart
	Accounting Defaults Personalize   Find   🖉   🔛 First 🐵 1 of 1 🐵 Last
	Charthfelds1 Details Asset Information TTTD Dist Percent Location GL Unit Account Fund Dept Fund Src Program Class PC Bus Unit
	1 PO_224001 Q 40300 Q Q Q Q Q Q Q Q Q

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5	Click the OK button to move forward.
6	Click the Blue link that reads: Georgia Virtual Catalogs
	Team Georgia Virtual Catalogs Georgia Marketplace
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 <i>Welcome</i> and your name. The screen will also display a Product Search Tab in <b>Blue</b> 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 <b>Product Search</b> 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	<b>IF</b> , the product you are searching for is <b>not</b> on the page, click on <b>Product</b> <b>Search</b> 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	<b>IF</b> , the product you need to order is displayed on this page follow these steps:
13	<ol> <li>Locate the item and update the <i>Quantity</i> 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 <i>Quantity</i> field.</li> </ol>
14	2. Click the <b>Add to Cart</b> button . This will update your shopping cart.
15	<ol> <li>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.</li> </ol>
16	<ul> <li>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:</li> <li>Add Products → Edit Cart → Place Order</li> <li>To add more products Click Add Products. You will be taken back to the Product Search field.</li> <li>To make a change to the quantity update the Quantity field.</li> </ul>

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Step #	Do This:
	Then <b>Click</b> <i>Edit Cart</i> .
17	<ol> <li>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.</li> </ol>
18	Click the Save & Submit button.
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 000002167
	Business Unit 40300
	Status Approved
	Priority Medium
	Budget Status Not Checked
	View printable version Letit This Requisition Check Budget