Click the “eProcurement” link.
Click the “Create Requisition” link.
Enter a name for your requisition. This will make it easier to look up the requisition in the future. Set the Accounting Date according to the desired fiscal year. (7/01 or later for next fiscal year)
Click either the “Continue” button or “2. Add Items and Services” to proceed.
Click the “Special Item” link.
Click the small folder with the + sign to open the Category Tree.
Click the + sign on the folder containing the appropriate category. In this example, click “Equipment”.

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Choose Category Tree

*Select a category: All Purchase Items

Return
When the folder opens click on the appropriate category. (Note: The folder for a category will not contain a +.) In this example, click “Mntc Building Equip New.”
The Item Category assigns the account number to your requisition (account number will not be seen) and is used to route the requisition to a Buyer.
Updated Job Aid for Requesters
PeopleSoft Financials 9.1

Entering a Commodity Requisition

Fill in the “Unit of Measure” and the “Due Date.” Enter any Additional Information and click the boxes labeled, “Send to Vendor,” “Show at Receipt,” and “Show at Voucher.”
Updated Job Aid for Requesters  
PeopleSoft Financials 9.1  

Entering a Commodity Requisition

If the vendor is in PeopleSoft, it can be found using the “Vendor Lookup.” If it is a new vendor, click the “Suggest New Vendor” link and enter at least a vendor name, contact and phone number. When you are done, click OK.
Click the “Add Item” button to add the item to your requisition. A new blank entry screen will appear which can be used to add additional items to your requisition.
When you are done adding items click “Review and Submit”.
The screen will show all of the items on your requisition. For this requisition, there is only one line item.
If you need to adjust accounting charges before you submit the requisition, click on the small triangle next to the requisition line.
If you need to change the department on the requisition, click the tab labeled “Chartfields2.”
Entering a Commodity Requisition

Enter any comments to your approver in the box labeled “Comments.” If you want to save your requisition without submitting it for approval, click “Save and Preview Approvals.” If you would like to submit the requisition for approval, click “Save and Submit.”
When you click “Save and Submit,” this screen will appear telling you where the requisition has been submitted for approval. Once the requisition has been approved and successfully budget checked, it will be forwarded to the appropriate Buyer for action.