Creating a Marketplace Shopping Cart and Requisition

This job aid is designed to help you create a requisition from your own shopping cart in the GeorgiaFIRST Marketplace.

*Note: A requisition cannot be sourced into a Purchase Order until all requisition lines are approved. Therefore, if you need an item quickly, it may be best to order it on its own one-line requisition. This is particularly true if other requisition lines require additional special approvals; such as an asset approval or IT approval.*

1. Log into PeopleSoft Financials.
2. Select eProcurement in the menu.
3. Select Requisition.
4. Select the GaFirst Marketplace tab.
5. In the Shop at the Top section, enter a part number, description, or other information in the search field. Select a category if known in the drop down list to limit the results, and click the Go button.
6. Use the Filter Results on the left side of the page to further narrow down the results. Click on a filter hyperlink (i.e., Mandatory State Contract) or click the appropriate filter icon (funnel with green plus sign) to apply a filter.
   a. To remove a filter, click the appropriate “remove selected filter” icon (funnel with red minus sign).
7. To see more information about a product, click its name/description hyperlink. A pop-up box will display with that product’s detailed information.
   a. You may add this item to your Shopping Cart directly from this pop-up by entering the desired quantity and selecting the appropriate action in the drop down menu. Click Go.
8. To add an item to your Shopping Cart from the original search results page, enter the desired quantity in the quantity field.
9. Select the Add to Cart button.
10. Add additional items by repeating steps 5 – 9; when finished adding all items, click on the Cart Summary link (cart name and icon) in the upper right corner of the screen to process the active Shopping Cart.
11. If desired, **rename** the cart different from the default name assigned, which includes the cart date, plus your User ID and sequential cart number for that date. To rename, click **View My Cart**. The cart name appears in the upper left of the screen. If you rename the cart, click the **Update** button.

12. Make any necessary updates to your shopping cart, such as updating quantities or removing items. You may also return to the **home/shop** page or click the **continue shopping** link to add additional items.

13. When you are ready to create your requisition, select the **Proceed to Checkout** button.

14. Select the **Issue Requisition** button.

15. Confirm the **Requisition Summary (ePro Shopping Cart)** is populated with your shopping cart items.

16. For each requisition line item, view and edit **Ship To Location**, **Chartfields**, and **Asset Information** if needed by using the line’s **Expand** button, located to the left of the item’s checkbox.
   a. **Note**: SciQuest can only support a single Ship To location per Vendor on a requisition, therefore, the Ship To identified on line 1 will be where all items are shipped.

17. Add comments in the **Justification/Comments** field if needed.
   a. **Note**: Any PO clauses assigned in SciQuest will be pre-populated in the Comments section.
   b. Do not include any slashes (/) in your comments.

18. Click the **Save and Preview Approvals** button.

19. Review the approval path and insert any ad hoc approvers if necessary.

20. Click the **Submit** button to route the requisition lines for approval.