Creating a Special Request Requisition

This job aid is designed to help you create a Special Request Requisition. This is used for items that are non-contract/non-catalog items and not requested through the GeorgiaFIRST Marketplace.

1. Log into PeopleSoft Financials.
2. In the menu, select eProcurement.
3. Select Create Requisition.
4. Select the Special Request tab.
5. For each line that you want to enter, complete the following steps:
   a. Item Description; Item Price; Quantity; and Unit of Measure
   b. Category: enter/select the NIGP code for the item
   c. Due Date (optional)
   d. Supplier ID (optional; if not entered, the Buyer will select a Supplier)
   e. Enter any necessary comments and mark as Send to the Supplier, Show at Receipt, or Show at Voucher in the Additional Information section.
   f. Select the Add Item to Cart button.
   g. Confirm the Requisition Summary (“shopping cart”) updated with your new requisition line.
6. To add an additional requisition line, repeat steps 5a – 5g.
7. Select the Review and Submit link.
8. To update a line’s Ship To location or distribution, click the Expand button beside the line number and update the information.
   a. To update multiple lines’ information, select the lines you wish to modify and click the Modify Line/Shipping/Accounting button.
   b. Enter all necessary field changes and click “Apply.”
9. Enter any comments needed in the Justification/Comments field and select the appropriate checkbox(es) to route comments. Do not include any slashes (/) in the comments field.
10. Click the **Save & Preview Approvals** button.

11. Review the approval path and insert any additional approvers if needed.

12. Click the **Submit** button.