**Creating a Special Request Requisition Job Aid**

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 within the Georgia*FIRST* Marketplace.

1. Log into PeopleSoft Financials.
2. In the menu, select **eProcurement**.
3. Select **Create Requisition**.
4. Select **Add Items and Services**.
5. Select the **Special Request** tab.
6. Select the **Special Item** link.
7. For each line that you want to enter, complete the following steps:
   1. Item Description; Item Price; Quantity; and Unit of Measure
   2. Category: enter/select the NIGP code for the item
   3. Due Date (optional)
   4. Vendor ID (optional; if not entered, the Buyer will select a vendor)
   5. Enter any necessary comments and mark as **send to the vendor**, **show at receipt**, or **show at voucher** in the **Additional Information** section.
   6. Select the **Add Item** button.
   7. Confirm the **Requisition Summary** (“shopping cart”) updated with your new requisition line.
8. To add an additional requisition line, repeat steps 7a – 7g.
9. Select the **Review and Submit** link.
10. To update a line’s **Ship To** location or **distribution**, click the **Expand** button beside the line number and update the information.
    1. To update multiple lines’ information, select the lines you with to modify and click the **Modify Line/Shipping/Accounting** button.
    2. Enter all necessary field changes and click “**Apply**.”
11. 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.
12. Click the **Save & Preview Approvals** button.
13. Review the approval path and insert any additional approvers if needed.
14. Click the **Submit** button.