

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.