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 Georgia*FIRST* 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 with 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.