# Expediting Requisitions

This job aid is designed to help you source Special Request Requisitions into Purchase Orders using the Expedite Requisitions process. While Georgia*FIRST* Marketplace requisitions will be sourced automatically via the Quick Source process in a recurring batch job, Expedite Requisitions is the primary job for sourcing Special Request Requisitions.

1. Log into **PeopleSoft Financials**.
2. Select **eProcurement** in the menu.
3. Select **Buyer Center**.
4. Select **Expedite Requisitions**.
5. Specify the **Search Criteria** to pull up the requisitions you want to expedite.
    a. To include requisitions that do not have a vendor yet, check the **Include Lines With No Supplier** checkbox.
6. Select the **Requisition ID** link to review requisition details or **Item Description** link to review the item's information.
7. To change or add a vendor:
    a. Select the requisition line's **Supplier Name** look up icon.
    b. Search for the vendor by Supplier ID or Supplier Short Name.
    c. Select the supplier you want applied to the requisition line.
8. To source a different quantity than that requested, update the quantity of the requisition line in the **PO Qty** field.
9. **Select the lines** you want to source into Purchase Orders by checking their **Include** checkboxes.
10. Specify a **Default Buyer**. The default Buyer ID will be placed on all requisition lines where the Buyer field is blank.
11. Select the **Build POs as Approved** checkbox.
12. To see how the POs will be built, select the **Preview** button.
13. Click the **Submit** button to initiate the expedite process.
14. Select the **Process Monitor** link to review the status of the **PV_PO_CREATE** process. Note the **process instance** (to be used when reviewing the Sourcing Workbench).
15. When the PV_PO_CREATE process has run to success and has been posted, click the **Details** link in the Process Monitor.
16. Select the **Message Log** link.

17. In the message log, note how many source documents were processed, as well as how many were completed without error.
18. Review the results of the Expedite process through the Sourcing Workbench; select **Purchasing** in the menu. This step is important as you will be able to see any requisition lines that did not successfully source.
19. Select **Purchase Orders**.
20. Select **Stage/Source Requests**.
21. Select **Sourcing Workbench**.
22. Enter the **Process Instance** from the Expedite Requisitions process (step 14). If you do not have the Process Instance, skip this step.
23. Enter/Select your **Business Unit**.
24. Click the **Search** button.
25. In the results, review the **Selected Items** tab for the Process Instance, Stage Status, Supplier ID, Requisition ID, and Purchase Order ID.
    a. You can use the **Sourcing Details** icon to provide additional details including Ship To location, quantity, and price.
26. To see the resulting purchase order, select the link from the **Purchase Order ID** column on the Selected Items tab. Alternatively, you can navigate to the **PO Add/Update** page and search for all POs by specifying various criteria including PO Date, etc.
27. The purchase orders are now available for further processing (i.e., Budget check, dispatch, etc.).