
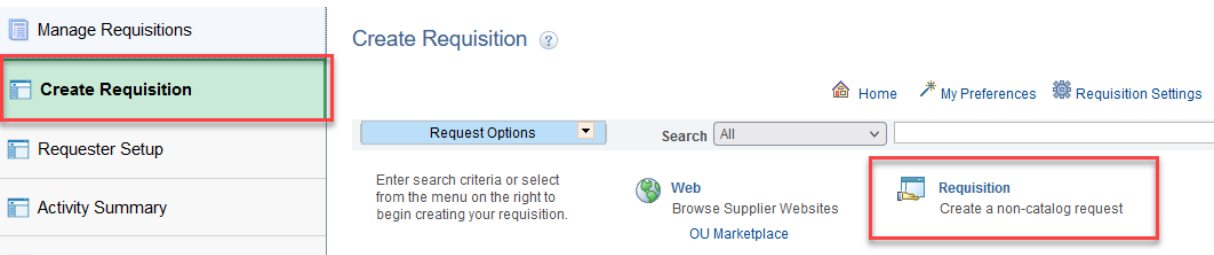
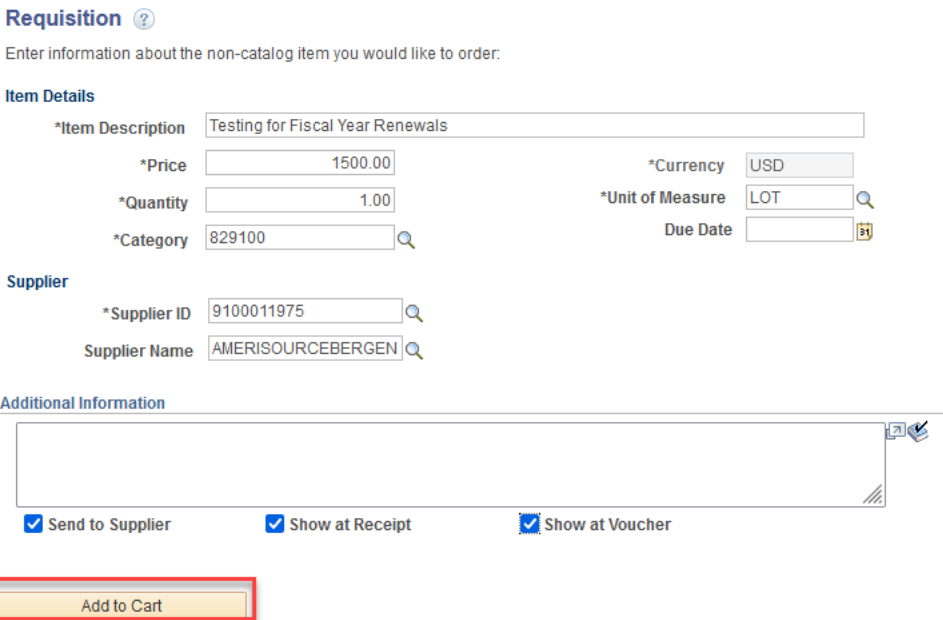




Step	Action
1	After logging into PeopleSoft Financials, you will access Requisition via the Homescreen under eProcurement and then click on Requisition . You can also get to the screen via Nav Bar > Navigator > eProcurement > Requisition
	
2	Click on Requisition . 
3	Enter the required Item Details including Item Description, Price, Quantity, Unit of Measure, Category, and Supplier ID. Note: If the order has an 'indefinite quantity'. or is a service or unknown quantity contract, then LOT is used, and the quantity is always 1.
	



4 Add as many Items to the Cart as needed and then click **Checkout** when ready to review the Requisition Summary. Please name your requisition **FY25** followed by the Jaggaer/Marketplace contract request form ID number.

Requisition Summary

Business Unit: NORMN OU Norman Campus
 *Requester: [Search]
 *Currency: USD
 Requisition Name: **FY25 Requisition**
 Priority: Medium

Cart Summary: Total Amount 1,500.00 USD

Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Testing for Fiscal Year Renewa	AMERISOURCEBERGE N DRUG CORPORATION	1.00	Batch Lot	1500.00	1500.00	Details	Add	Delete

Total Amount 1,500.00 USD

5 Click on **Details** to review the Item Details and check the Fiscal Year Renewal Box. **Only one box can be checked here.** Only check the **Fiscal Year Renewal** box **Fiscal Year Renewal** for Requisitions that will begin in the new fiscal year. Leave the Amount Only box unchecked, as this will be automatically assigned to service coded lines. Scroll down and Click **OK**. The Physical Nature should be assigned to the appropriate type based on the Item Category Code.

NOTE: BE SURE TO CHECK THE FISCAL YEAR RENEWAL BOX FOR EVERY LINE ITEM ASSOCIATED WITH THIS REQUISITION.

No Image Line 1 Testing for Fiscal Year Renewa Line Status Open

Item Details

Merchandise Amount: 1500.00 USD
 Category: 829100
 Original Substituted Item Description
 Physical Nature: Services
 Buyer

Waiting on Bid
 Device Tracking
 Fiscal Year Renewal
 Amount Only
 Inspection Required

Buyer Information
 Configuration Info



6 Review the Requisition Lines Details including the Accounting Lines, enter in correct Shipping Summary and check Ship To Confirmation, add Requisition Comments and necessary attachments. Click on Send to Supplier, Show at Receipt, and Shown on Voucher if you would like those items to transfer over to the PO.

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher Add

Approval Justification

Enter approval justification for this requisition

Return to Requisition

Save for Later Add More Items Preview Approvals Add Request Document

7 Click **Save for Later**. This will Save the Requisition and update the Requisition Date, the Accounting Date, and Budget Date to 07/01/2024. The Budget Check and Save and Submit buttons will not be available until 07/01/2024. To exit the requisition, select the **Return to Requisition** link.

8 To search for your newly created Fiscal Year Renewal Requisitions, you can use the **Manage Requisitions** screen under the **eProcurement** tile. The system automatically updates the Requisition Date to 07/01/2024. You can search by the putting in your **Business Unit, Request State = Open** and the **Date From and Date to = 07/01/2024**.

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: NORMN Requisition Name: _____

Requisition ID: _____ Request State: Open Budget Status: _____

Date From: 07/01/2024 Date To: 07/01/2024 Origin: _____ Org: _____

Requester: _____ Entered By: _____ Supplier: _____ PO ID: _____

Search Clear [Show Advanced Search](#)

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000049504	FY25 Requisition	NORMN	07/01/2024	Open	Not Chk'd	1,500.00 USD	[Select Action] Go

9 If you have additional questions, please email Procurement at askpurchasing@ouhsc.edu or phone Procurement at 405-325-2811 to request assistance.