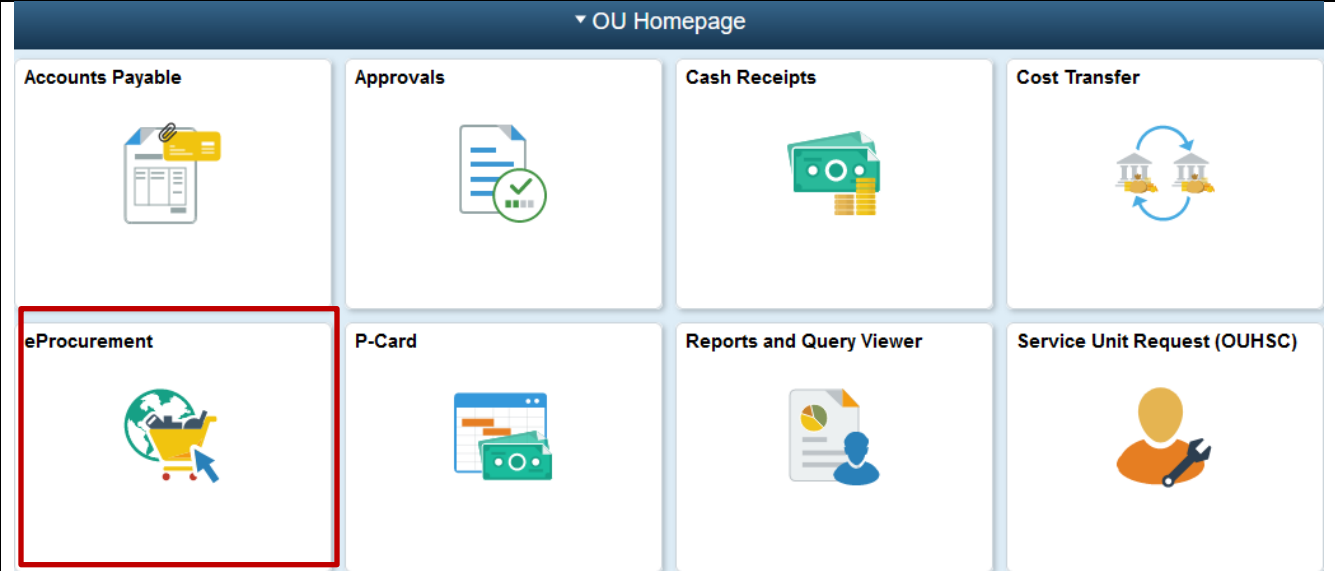
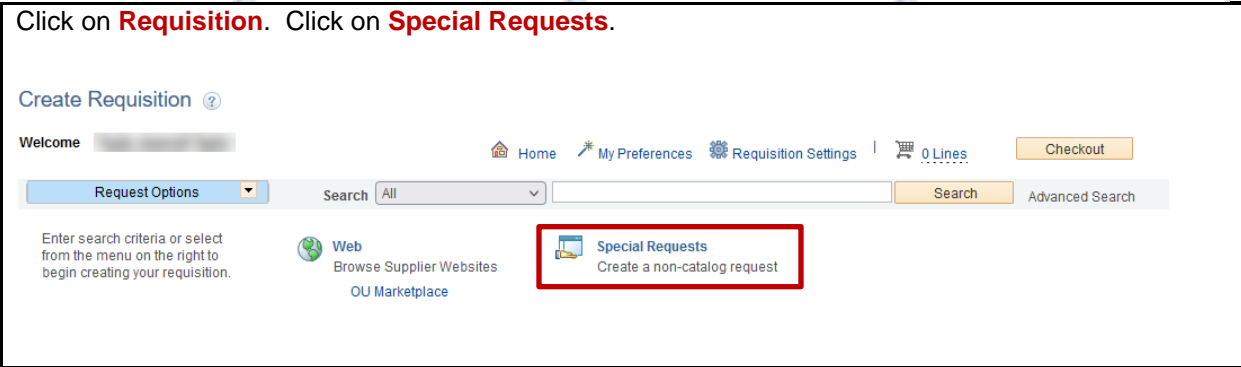




Step	Action
1	<p>After logging into PeopleSoft Financials, you will access <b>Requisition</b> via the Homescreen under <b>eProcurement</b> and then click on <b>Requisition</b>. You can also get to the screen via <b>Nav Bar &gt; Navigator &gt; eProcurement &gt; Requisition</b></p>
	
2	<p>Click on <b>Requisition</b>. Click on <b>Special Requests</b>.</p> 
3	<p>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.</p>



### Special Requests ?

Enter information about the non-catalog item you would like to order:

#### Item Details

\*Item Description

\*Price  \*Currency

\*Quantity  \*Unit of Measure

\*Category  Due Date

#### Supplier

\*Supplier ID

Supplier Name

#### Additional Information

Add Additional Information as needed

- Send to Supplier
- Show at Receipt
- Show at Voucher

**Add to Cart**

4 Add as many Items to the Cart as needed and then click **Checkout** when ready to review the Requisition Summary.

Business Unit  OU Health Sciences Center

\*Requester  Twyla Juarez Taylor

\*Currency

Requisition Name

Priority

Cart Summary: Total Amount 1,500.00 USD

Expand lines to review shipping and accounting details

Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Testing for New Fiscal Year	AMERISOURCEBERGE N DRUG CORPORATION	1500.0000	Batch Lot	1.0000	1500.00		Add	

Total Amount 1,500.00 USD

5 On the Requisition Name, please use **FY23** at the beginning. Click on **Details** to review the Item Details and check the Fiscal Year Renewal Box. Users only need to 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. Click **OK**. The Physical Nature should be assigned to the appropriate type based on the Item Category.

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



Line Details

Line Details ?

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 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.

Shipping Summary

Edit for All Lines

Ship To Location RP865\_0560 Ship To Confirmation

Address 865 RESEARCH PKWY ROOM 0560 OKLAHOMA CITY, OK 73104-3609

Attention To Twyla Juanzell Taylor

Comments

Requisition Comments and Attachments

Enter requisition comments

Testing for New Fiscal Year Requisition

Send to Supplier Show at Receipt Shown at Voucher

Add more Comments and Attachments

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 07/01/2022. The Budget Check and Save and Submit buttons will not be available until 07/01/2022. 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 07/01/2022. You can search by the putting in your **Business Unit, Request State = Open** and the **Date From and Date to = 07/01/2022**.



**Manage Requisitions**

**Search Requisitions**

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

Business Unit	<input type="text" value="NORMN"/>	Requisition Name	<input type="text"/>
Requisition ID	<input type="text"/>	Request State	<input type="text" value="Open"/>
Date From	<input type="text" value="07/01/2022"/>	Date To	<input type="text" value="07/01/2022"/>
Requester	<input type="text"/>	Entered By	<input type="text"/>
		Origin	<input type="text"/>
		Supplier	<input type="text"/>
		Budget Status	<input type="text"/>
		Org	<input type="text"/>
		PO ID	<input type="text"/>

[Show Advanced Search](#)

**9** If you have additional questions, please email Procurement at [askpurchasing@ouhsc.edu](mailto:askpurchasing@ouhsc.edu) or phone Procurement at 405-325-2811 to request assistance.