

Step	Action
Naviga	ation: eProcurement – Requisition
1	Shoppers in the OU Marketplace only have the ability to shop for items. To completely fulfill an order, they must assign their cart to a Requester who is responsible for finalizing the order in PeopleSoft.
	Hint: Requesters inherit the ability to shop. For more information on the basic shopping process, please refer to the job aid for Shoppers on the OU Marketplace.
2	As a Requester, you will receive an email notification when a shopping cart has been assigned to you.
3	Before accessing a shopping cart for the first time, ensure that shipping and accounting defaults are set for all of your requisitions. Click the eProcurement tile from the Home Screen and select Requester Setup on the left side menu.
4	From this screen, type in your employee ID in the Requester field and click Search .
	Requester Setup Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value * Search Criteria Requester begins with Description begins with Image: Clear Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value Image: Clear Save Search Criteria
5	On the Requester Setup page, several pieces of information will need to be filled in. Note that once these entries are made they will default in for all requisitions. If these defaults ever need to be updated, navigate back to this page to make changes.
	ster Setup
ChartF	tion Defaults Ship To SetUD SOONR Ship To Requisition Status "Location SetUD SOONR "Location Origin PO Origin SetUD SOONR Origin ONL Currency USD Dollar Override Auto Item Substitute Fax Isee Only Assigned Catalogs Price Can Be Changed on Order
Ch GL Un <	A A A A A A A A A A A A A A A A A A A
Save	Return to Search Previous in List Notify Add Update/Display
6	First enter in your default Ship To location. This is where all items will ship by default. Click on the magnifying glass and enter in part of your building location the Description field and click Search . Click anywhere on the correct location line.



	Look Up Ship To ×
	Help
	Ship To Location begins with 🗸
	Description begins with V 865
	Search Clear Cancel Basic Lookup
	Search Results
	View 100
	ShipTo SetID Ship To Location Description
	SOONR RP865_0529 865 RESEARCH PARK 0529
	SOONR RP865_0530 865 RESEARCH PARK 0530
	SOONR RP865_0560 865 RESEARCH PARK 0560
that the Loca Ship To loca	your Location by performing the same steps as before with the Ship To address. Note ation is where invoices will be sent by default. This may or may not be the same as your tion.
phone num	
Requisition Defaults ShipTo SetID *Location SetID	SOONR Q *Location RP865_0530 Q • Open O Pending Approval
PO Origin SettD Currency Phone Fax	USD Q Dollar Override Auto Item Substitute 405/271-2410 Use Only Assigned Catalogs Price Can Be Changed on Order
	ields section, enter in the GL Unit, Fund, Org, Function, Entity and depending on the Source and Purpose may also be required. Do not enter in an Account.
ChartFields	I 1-1 of 1 → I View All
Chartfields >	
GL Unit Account	Fund Org Function Entity Source Purpose PC Bus Unit Project Activity
CUHSC Q Q	CLNOP Q OUP00801 Q 00124 Q
10 When these	fields have been entered, click Save at the bottom of the screen.



Requisiti	ion Defa	ults							
		ShipTo SetID	SOONR Q			Ship To	RP865_0530 Q		Requisition Status
		*Location SetID	SOONR Q			*Location	RP865_0530 Q		Open OPending Approval
		PO Origin SetID	SOONR Q			Origin	ONL Q		
		Currency	USD Q	Dollar			Override Auto Ite	em Substitute	
		Phone	405/271-241	0			Use Only Assigned	ed Catalogs	Price Can Be Changed on Order
		Fax					Consolidate with	other Reqs	Defaults Inventory BU
ChartFi	ields								
野	Q								I-1 of 1 ∨ I View All
Cha	artfields	₽							
GL Uni	it	Account	Fund	Org	Function	Entity	Source	Purpose Po	C Bus Unit Project Activity
OUHS	c Q	٩		OUP00801 Q	00124	۹ 00000	۹ ۵	4 Q	Q Q Q
<									>
Catalog In		n							
■ Q						1	• • 1-1 of 1 ~	View All	
Defau	ilt *	SetID *C	atalog ID		Description				
		SOONR Q	U_PUR_CATE	GORIES Q	Purchasing Ca	tegories		+ -	
						_			
Save	Retu	rn to Search	Previous in L	ist Next in L	List Notify				Add Update/Display
_									
11							ned to you, > Requisit i		uisition from the left side menu or
12		ck on the					P Roquiera		
Favorite	es 🔻	Main Menu 🔻	> En	nployee Self Ser	vice > R	equisition			
Oract		nuisition 🧠							
Creat	le Red	quisition @)						
Welcom	ne					🙆 Hom	ne 🛛 🥕 My Prefere	ences 🍀 Requisition	n Settings D Lines Checkout
	Rec	uest Options	•	Search /	All	~			Search Advanced Search
Entr									
from	the mer	criteria or selec ou on the right to		Web Browse	Supplier Web	sites	Create a n	e quests on-catalog request	
begi	n creatin	ig your requisitio	n.		arketplace				
_	_		_						
13	The	e Action It	ems ic	on 📕 wi	II indicat	te that t	here are pe	ending action	s you need to take. The
	Not	tifications	icon 4	will aler	t you to	any ne	w notificatio	ons	
Favorites +	Main Menu		> Requisition						
									♠ : Ø
	MARKET								All - Search (Alt+Q) Q 0.00 USD 👻 🖓 🎑 🖉
Sho	op 🕨 Shopping I	 snopping Home + Shopping 							40 Cancel PunchOut
14		ck on the Me.	Action	Items ic	on to se	e the p	ending Sho	pper carts ar	nd then click on Carts Assigned
	10	INIC.							



							Â		ø
All 👻	Search (Alt+	Q)	۹	0.00 US	D 📜	¢	 ~	2	L ^
Action It	tems							cel Punch	Out
My Assi	gned Approv	vals							
Carts Ass	igned To Me						7		
All of the per	nding shopping	g carts will	be displa	ayed.					
rîtes ▼ Main Menu ▼ > My Homepage	> Requisition								â
MARKETPLACE	med Centre						All ¥	Search (Alt+Q) Q	0.00 USD 📜 🗢 🚧
Cart Management									Crea
Draft Carts Assigned Carts									
Assign Substitute									
> Filter Assigned Carts									
1-7 of 7 Results		Cast Description	Data Constant		Tatal A	Custo	Pr. A	Assigned To . A	20 Pe
Type △ Shopping Cart Nar Normal 2020-04-29 105043		Cart Description	4/29/2020	•	Total	Created 343.37 USD Service:		Assigned To 🗠	Action
Normal 2020-04-30 105043			4/30/2020			541.47 USD Service:			View 🔻
Normal 2020-05-17 105043			5/17/2020			22.04 USD Service:			View 💌
Normal 2020-07-17 105043	01		5/17/2020			20.28 USD Service	i Testing		View 💌
Normal 2020-05-24 105043	01		5/24/2020			37.58 USD Service:	Testing		View 👻
	J 01		5/26/2020		3,8	197.58 USD Service:	Testing		View 💌
Normal 2020-05-26 105043			5/26/2020		2,4	451.43 USD Service:	a Testing		View -
Normal 2020-05-26 105043 Normal 2020-05-26 105043	01								
	801								20 Pe
Normal 2020-05-26 105043	1 01								20 Pi
Normal 2020-05-26 105043		click on the	e Shoppi	ing Cart	Name.	The de	etails of	the cart v	
Normal 2020-05-26 105043	iewing a cart,	click on the	e Shoppi	ing Cart	Name.	The de	etails of	the cart v	
Normal 2020-05-26 105043 1-7 of 7 Results To begin revi		click on the	e Shoppi	ing Cart	Name.	The de	etails of	the cart v	
Normal 2020-05-26 105043 1-7 of 7 Results To begin revi tttse + Main Menu + > My Homepage	iewing a cart,	click on the	e Shoppi	ing Cart	Name.	The de	etails of	the cart v	will be display
Normal 2020-05-26 105043 1-7 of 7 Results	iewing a cart,	click on the	e Shoppi	ing Cart	Name.	The de		the cart v	
Normal 2020-05-26 105043 1-7 of 7 Results To begin revi Main Menu* > My Homepage MarkETPLACE Stop , My Carts and Oders + Open My Active Stopp	iewing a cart, > Requisiton	click on the	e Shoppi	ing Cart	Name.	The de	AB • 1	iearch (Alt+Q) Q	will be display
Normal 2020-05-25 195943 1-7 of 7 Results To begin revi Man Menu* M(Hemepage MARKETPLACE Reg + My Carts and doin + Coon My Active Deep Shopping Cart for Services Test	iewing a cart, > Requisiton	click on the	e Shoppi	ing Cart	Name.	The de	AB • 1		vill be display
Normal 2020-05-26 105043 1-7 of 7 Results To begin revi Main Menu* > M/ Homepage MARKETPLACE Brog + M/ Catt and Orders + Open M/ Active Except Shopping Cart for Services test Name this cart: 2020-05-24 105043 01	iewing a cart, > Requisiton	click on the	e Shoppi	ing Cart	Name.	The de	AB • 1	iearch (Alt+Q) Q	xill be display
Normal 2020-05-25 195943 1-7 of 7 Results To begin revi Man Menu* M(Hemepage MARKETPLACE Reg + My Carts and doin + Coon My Active Deep Shopping Cart for Services Test	iewing a cart, > Requisiton	click on the	e Shoppi	ing Cart	Name.	The de	AB • 1	iearch (Alt+Q) Q	vill be display
Normal 2020-05-26 105043 1-7 of 7 Results 1-7 of 7 Results TO begin revision Market Place Mark Menu* > My Homepage Mark Menu* > My Homepage MARKETPLACE Brog + My Carts and Orders + Open My Active Enorghing Cart for Services Test Name this cart: 2020-05-24 105043 01 Have you made changes? Update	iewing a cart, > Requisiton	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	xill be display
Normal 2020-05-26 195043 1-7 of 7 Results TO begin revi Main Menu* MarketPlace WarksetPlace Nor - My Carts and Order + Corn by Active Brog Shopping Cart for Services test Name this cart: 2020-05-34 105043 01	iewing a cart, > Requisiton	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	xill be display
Normal 2020-05-26 105043 1-7 of 7 Results 1-7 of 7 Results To begin revis Market PLACE Brog + My Carts and Orders + Open My Active Encept Shopping Cart for Services Test Name this cart: 2020-05-24 105043 01 Have you made changes? Tupstee	iewing a cart, > Requisiton	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	AND A CONTRACT OF A CONTRACT O
Normal 2020-05-26 165043 1-7 of 7 Results TO begin revi To begin revi Man Menu* > My Homepage MARKETPLACE May W Cars and does + Coor My Active Stopp Shopping Carf for Services Test Name this cart: 2020-05-24 105043 01 Here you made changes? Update Freduct Description Product Description Pers S500A SigAN Bick-Eff	iewing a cart, Pequation region + Con-Dation region + Con-Dation	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Avill be display
Normal 2020-05-26 165043 1-7 of 7 Results TO begin revi tase Van Menu V Advertige MARKETPLACE Drog + My Carts and Orden + Open My Advertige Shopping Cart for Services Test Name this cart: 2020-05-24 105043 01 Have you made changes? Update Forduct Description Product Description Product Description Park Namber 70 5333 Manufacture 10 5320	iewing a cart, requision require to contact require to contact require to contact require to contact	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Arrise Andrew Shipping or Arriver Shipping or
Normal 2020-05-26 195043 1-7 of 7 Results TO begin review TO begin review Man Marce 2 Mr Anneegee Marce 1 Marce 2 Mr Anneegee Marce 2 Marce 2 Marc	iewing a cart, requision require to contact require to contact require to contact require to contact	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Avill be display
Normal 2020-05-25 195043 1-7 of 7 Results TO begin revis TO begin revis tese Van Menue V My Homepage MARKETPLACE Brog + My Carts and Orders + Open My Active Encep Shopping Cart for Services test Name this cart: 2020-05-24 105043 01 Have you made changes? Update Forduct Description Perh S5200 SIGN IR-H Perh Perh Perh Perh Perh Perh Perh Perh	iewing a cart, requisitor require - Cen-baftCat require - Cen-baftCat require - Centedon	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Arrise Andrew Shipping or Arr An action on (0 ferm selected) Unit Price Quantity 21.48 12.02 Unit Price Quantity 21.48 1.02 Unit Price Quantity 21.48 3.22
Normal 2020-05-26 195043 1-7 of 7 Results TO begin review TO begin review Man Manue Man Man Man Manue Man Manue Man Man Manue Man Manue Man Man M	iewing a cart, Prepatition Prepatition Prepatition Prepatition NE PT Pr Pr Pr Pr Pr Pr Pr Pr Pr	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	AND DE DISPLAY
Normal 2020-05-26 196043 1-7 of 7 Results TO begin review TO begin review Manual (1-10) Manual (1-10) Man	iewing a cart, Prepatition Prepatition Prepatition Prepatition NE PT Prepatition NE PT Prepatition A - (Pertial) Proffice ALBACK Mator Proffice Proffice Pro	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Avill be display
Normal 2020-05-26 196043 1-7 of 7 Results TO begin review TO begin review Manual (1-10) Manual (1-10) Man	iewing a cart, > Requisito arg Can + Cart-ButhCart brow Cart-ButhCart arg Can + Cart-ButhCart brow Ca	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Avill be display
Normal 2020 65 26 169643 1-7 07 7 Results Image: Contract of the service o	iewing a cart, Prepatition Prepatition Prepatition Prepatition NE PT Prepatition NE PT Prepatition A - (Pertial) Proffice ALBACK Mator Proffice Proffice Pro	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Avill be display
Normal 2020-05-26 196043 1-7 of 7 Results TO begin review TO begin review Manual (1-10) Manual (1-10) Man	iewing a cart, Prepatition Prepatition Prepatition Prepatition NE PT Prepatition NE PT Prepatition A - (Pertial) Proffice ALBACK Mator Proffice Proffice Pro	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Avill be display
Normal 2020 65 26 169643 1-7 07 7 Results Image: Contract of the service o	iewing a cart, Prepatition Prepatition Prepatition Prepatition NE PT Prepatition NE PT Prepatition A - (Pertial) Proffice ALBACK Mator Proffice Proffice Pro	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Avill be display
Normal 2020 65 26 169643 1-7 07 7 Results Image: Contract of the service o	iewing a cart, Prepatition Prepatition Prepatition Prepatition NE PT Prepatition NE PT Prepatition A - (Pertial) Proffice ALBACK Mator Proffice Proffice Pro	click on the	e Shoppi	ing Cart	Name.		Al •	earch (Alt+O) Q	Avill be display



	ing the cart, click on the button at the top or bottom of the cart to Review
Shipping.	
	2 Item(s) for a total of 37.58 USD
l	subtotal: 37.58 USD
	estimated tax, shipping & handling: 0.00 USD
	Review Shipping or Assign Cart
	in action on (0 items selected) 👻 Select All
	Unit Price Quantity Total
	21.48 1 21.48 12, DZ Update More Actions ▼
	3.22 5 16.10 □ 1, EA Update More Actions ▼
	Supplier subtotal 37.58 USD
	2 Item(s) for a total of 37.58 USD
	subtotal: 37.58 USD estimated tax, shipping & handling: 0.00 USD
	Review Shipping or Assign Cart
18 The shipping location	n selected by the Shopper will be displayed. To continue processing the cart, click
on the Send to Peo	bleSoft button at the top of the screen.
Favorites • Main Menu • > My Homepage > Requisition	
MARKETPLACE	All ~ Search (Alt+0) 및 37.58 USD 및 정 🖓 🖉 🖉
Orders > Search > Carts > Summary-Draft Cart	
General Shipping C Final Review	Send to PeopleSoft Assign Cart
	() Return to shopping cart. () Continue Shopping Information has been completed and this request is ready to be submitted. If the details, you may continue by clicking the button at the top of the page.
	une vesani, yva may contanue uy casking ine batton at the top of the page.
Cart Comments Attachments History Summary Shipping Supplier Info Taxes/S&H	⇔ ?
Hide header	General ? Shipping ?
Prepared by 53503	
	Is Instand 1100 k. LNDSAV Add SERVICCES Add SERVICCES OKC, OK 73104 Unded States
	View/edit by line item.
19 The shopping cart w	Il be returned to PeopleSoft as a requisition.



Favorite										
	es ▼ Main Menu ▼ →	My Homepage > Requisition	1							
Charle	baut Deview and Cub	n ma it								
	kout - Review and Sub									
Review th	the item information and submit the	e req for approval.		*	My Preferences	Requisition Settings				
Requisit	ition Summary				my Preferences	Requisitori Settings				
	Business Unit	OUHSC Q	OU Health Sciences	s Center Pe	quisition 2020-0	5-24 105043 01				
				Ke	Name Priority Medium					
	*0	USD			Priority					
	Currency	000			Custom	n Fields				
Cart Sur	mmary: Total Amount 37.58 U	sn.								
	nd lines to review shipping and ac				Add Me	ore Items				
	uisition Lines 👔	ş								
	Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
			Supplier STAPLES ADVANTAGE		Dozen	21.4800	21.48	Details		
] 1 🛞 PEN S520A SIGN BK-FIN			1.0000					🖓 Add	Î
	2 🚳 SHARPIE PROFESSIONA BLACK	L	STAPLES ADVANTAGE	5.0000	Each	3.2200	16.10	1	🖓 Add	Î
			Add to Favorites	Add to Template(s)	🗊 Delete Se	lected III Ma	ss Change			
	Select All / Deselect All	Select lines to:	Ha Coo to Lavorites	+m roa to remplate(a)	in Delete 26		so onalige			
1						Total Amount	37.58 US	D		
Shipping	g Summary									
🖉 Edit fo	for All Lines Ship To Location	1100_0142	-							
	Address	1100_0142 1100 N. LINDSAY	L	Ship To Confirmation						
		ROOM 0142								
		OKC, OK 73104								
	Attention To Comments	Attn: Services Testing								
Requisit	ition Comments and Attachm	ents								
Ente	ter requisition comments									
									2	
	Send to Supplier	Show at Receipt	Shown at Voucher			Add more	Comments an	d Attachmen	ts	
Approva	al Justification									
Ente	ter approval justification for this re	equisition								
									2	
T Che	eck Budget									
ि Che	eck Budget			<i>c</i> 1						
R Che	eck Budget Save & submit 🛛 🔠	Save for Later	Add More Items	6ð Preview Approvals	Add Request D	Document				
Che		Save for Later	Add More Items	ර්ථ Preview Approvals	Request D	Document				
Che	Save & submit	Λ					ave cr	eated	يا them ი	r the
	Save & submit	hat carts must t	be processed	by the Reques	ter as the	e Shoppers h	ave cro	eated	a them o	r the
20	Save & submit Please note the carts should be	hat carts must to be deleted. Car	be processed ts cannot be i	by the Reques managed/upda	ter as the ited by Re	e Shoppers h equesters.				r the
	Please note th carts should b To delete a sh	hat carts must to be deleted. Car hopping cart, na	be processed ts cannot be i	by the Reques managed/upda	ter as the ited by Re	e Shoppers h equesters.				r the
20	Save & submit Please note the carts should be	hat carts must to be deleted. Car hopping cart, na	be processed ts cannot be i	by the Reques managed/upda	ter as the ited by Re	e Shoppers h equesters.				r the
20 21	Please note th carts should b To delete a sh name. Click	hat carts must to be deleted. Car hopping cart, na	be processed ts cannot be i	by the Reques managed/upda	ter as the ited by Re	e Shoppers h equesters. e drop-down	box ne	ext to t	he cart	
20 21	Please note th carts should b To delete a sh	hat carts must to be deleted. Car hopping cart, na	be processed ts cannot be i	by the Reques managed/upda	ter as the ited by Re	e Shoppers h equesters.			he cart	r the
20 21	Please note th carts should b To delete a sh name. Click	hat carts must to be deleted. Car hopping cart, na	be processed ts cannot be i	by the Reques managed/upda	ter as the ited by Re	e Shoppers h equesters. e drop-down	box ne	ext to t	he cart	-
20 21	Save & submt Please note th carts should b To delete a sh name. Click MARKETPLACE	hat carts must to be deleted. Car hopping cart, na	be processed ts cannot be i	by the Reques managed/upda	ter as the ited by Re	e Shoppers h equesters. e drop-down	box ne	ext to t	he cart	-
20 21	Save & submt	hat carts must to be deleted. Car hopping cart, na	be processed ts cannot be i	by the Reques managed/upda	ter as the ited by Re	e Shoppers h equesters. e drop-down	box ne	ext to t	he cart	-
20 21	Save & submt Please note th carts should b To delete a sh name. Click MARKETPLACE	hat carts must to be deleted. Car hopping cart, na	be processed ts cannot be i	by the Reques managed/upda	ter as the ited by Re	e Shoppers h equesters. e drop-down	box ne	ext to t	he cart	0 0 1
20 21	Save & submit Please note th carts should b To delete a sh name. Click MARKETPLACE >> Viceneddes > Vicene > Aeguetate art Management Dart Cert Argyed Carts argyed Save	hat carts must to be deleted. Car hopping cart, na	be processed rts cannot be r avigate to ass	by the Reques managed/upda	ter as the ted by Re d click the	e Shoppers h equesters. e drop-down	box ne	ext to th	he cart	-
20 21 * * * * * * * * * * *	Save & submit Please note th carts should b To delete a sh name. Click MARKETPLACE * Vocanadows * we can * Angedene mathematical and Management Datt Cart Assigned Carts Save Assigned Carts	hat carts must t be deleted. Car hopping cart, na Delete .	be processed rts cannot be r avigate to ass	by the Reques managed/upda igned carts and	ter as the ted by Re d click the	e Shoppers h equesters. e drop-down	box ne	ext to th	he cart	-
20 21 * * * * * * * * * * *	Save & submit	hat carts must t be deleted. Car hopping cart, na Delete .	be processed its cannot be in avigate to ass	by the Reques managed/upda igned carts and	ter as the ted by Re d click the	e Shoppers h equesters. e drop-down	box ne	ext to th	he cart uso e si action	-
20 21 * * * * * * * * * * *	Save & submit	hat carts must t be deleted. Car hopping cart, na Delete .	be processed its cannot be in avigate to ass	by the Reques managed/upda igned carts and	ter as the ted by Re d click the	e Shoppers h equesters. e drop-down	box ne	ext to th	he cart	-
20 21 * * * * * * * * * * *	Save & submit	hat carts must t be deleted. Car hopping cart, na Delete .	be processed its cannot be in avigate to ass	by the Reques managed/upda igned carts and	ter as the ted by Re d click the	e Shoppers h equesters. e drop-down	box ne	ext to th	he cart uso e si action	-
20 21 **********************************	Save & submit	hat carts must b be deleted. Car hopping cart, na Delete .	or processed its cannot be in avigate to assist avigate to assist avigate to assist	by the Reques managed/upda igned carts and	ter as the ted by Re d click the	e Shoppers h equesters. e drop-down a -	box ne	ext to the	he cart	-
20 21 * * * * * * * * * * *	Save & submit	hat carts must be be deleted. Car hopping cart, na Delete.	oe processed ts cannot be in avigate to ass avigate to ass events avigate to ass avigate to avigate to ass avigate to ass avigate to avigate to avigate to avigate avigate to avigate t	by the Reques managed/upda igned carts and igned carts and	ter as the ted by Re d click the	e Shoppers h equesters. e drop-down a -	box ne	ext to the	he cart	- - - -
20 21 () () () () () () () () () () () () ()	Save & submit	hat carts must be be deleted. Car nopping cart, na Delete.	oe processed ts cannot be in avigate to ass avigate to ass output to avigate to ass avigate to avigate to ass avigate to avigate to a	by the Request managed/upda igned carts and igned carts and ig	ter as the ted by Re d click the economic and as been so	e Shoppers h equesters. e drop-down	box ne	Additi	he cart	
20 21 **********************************	Save & submit	hat carts must be be deleted. Car nopping cart, na Delete.	oe processed ts cannot be in avigate to ass avigate to ass output to avigate to ass avigate to avigate to ass avigate to avigate to a	by the Request managed/upda igned carts and igned carts and ig	ter as the ted by Re d click the economic and as been so	e Shoppers h equesters. e drop-down	box ne	Additi	he cart	
20 21 () () () () () () () () () () () () ()	Save & submit Please note th carts should b To delete a sh name. Click WARKETPLACE ** Vocanadoder * Vocan's Assynd Carts art Management Datt Carts Assynd Carts ary Sama The Shopper updates on th In the requisit	hat carts must be be deleted. Car nopping cart, na Delete.	oe processed ts cannot be in avigate to ass evident to ass otification whe will be sent to Accounting	by the Request managed/upda igned carts and igned carts and output the requester. Lines associat	ter as the ted by Re d click the essuarce is been so ed with th	e Shoppers h equesters. e drop-down	box ne seet(Ah-2) Assigned to a pplier.	Additi	he cart	
20 21 () () () () () () () () () () () () ()	Save & submit Please note th carts should b To delete a sh name. Click WARKETPLACE ** Vocanadoder * Vocan's Assynd Carts art Management Datt Carts Assynd Carts ary Sama The Shopper updates on th In the requisit	hat carts must be be deleted. Car nopping cart, na Delete.	oe processed ts cannot be in avigate to ass evident to ass otification whe will be sent to Accounting	by the Request managed/upda igned carts and igned carts and output the requester. Lines associat	ter as the ted by Re d click the essuarce is been so ed with th	e Shoppers h equesters. e drop-down	box ne seet(Ah-2) Assigned to a pplier.	Additi	he cart	



art Summary: Total Amount 37.58 USD										
Expand lines to review shipping and accountin	g details		÷	Add More Items	5					
Requisition Lines ②										
Line Description	Item ID	Supplier STAPLES ADVANTAGE	Quantity UOM		Price 21.4800	Total 21.48		mments	Delete	
TINE PEN S520A SIGN BK-FINE PT			1.0000			21.40		Add		
Shipping Line 1	*Ship To Address	1100_0142 Q 1100 N. LINDSAY	Add Shipto Comments	Quantity Price	1.0000	Price Adjustme	ent			
		ROOM 0142 OKC, OK 73104				Pegging Inquir				
	Attention To	Attn:				Pegging Work	bench			
	Due Date	ji ji				Custom Fields				
	Ship Via Freight Terms	UPS Q								
_										
	Accounting Lines *Distribute By	Qty V SpeedChart	Q							
	Accounting Lines	speedchart	~		Personalize F	nd View All 💷	I First	④ 1 of	l 🛞 Last	
	Chartfields1 Chartfields1	elds2 Details Details 2 A	sset Information Asset Inform	nation 2 Budg		TT)	1		- Luot	
	Account Fund	Org Function	Entity Source	Purpose	PC Bus U	Init Project	Activity	/		
6	EDGEN EDGEN	Q ADH01001 Q 00116	Q 00000 Q	Q	٩.	Q	Q	Q	+ -	
										_
		rmation from yo		default	. To upo	late the	individu	ual a	ccour	ntii
lines, make the	accounting	updates in this	section.							
5 To update all ad	counting lir	nes, click the Se	lect All/Desele	ect All b	box and	then clic	k on M	ass	Chan	ge
to the far right.	0									Č
art Summary: Total Amount 37.58 USD						٦				
Expand lines to review shipping and accourt	ting details			🔂 Add N	lore Items	J				
Requisition Lines (2)										
Line Description	Item ID	Supplier	Quantity	UOM	Pric				mments	De
I I PEN S520A SIGN BK-FINE PT		STAPLES ADVANTAGE	1.0000	Dozen	21.480				Add	Î
BLACK		STAPLES ADVANTAGE	5.0000	Each	3.220	0 16.1	10 📭	5	Add	Â
C Salast All / Desalast All	Select lines to:	Add to Eavorites	Add to Template(s)	Delete S	elected	- 個 Mass Chai	nge			
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	🗍 Delete Se	elected	Mass Cha	nge			
Select All / Deselect All	Select lines to:	Add to Favorites 🕼	🕅 Add to Template(s)	Î Delete So	elected Total Ame		nge .58 USD			
					Total Ame	ount 37	.58 USD			
6 A pop-up box w	ill appear w	here the chartfi	eld spread ca	n be up	Total Ame	Note that	.58 USD			
6 A pop-up box w enter OUHSC of	ill appear w or NORMN a	here the <mark>chartf</mark> i as the <mark>GL Unit</mark> a	eld spread ca llong with the r	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC c	ill appear w or NORMN a	here the chartfi	eld spread ca llong with the r	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC o click Load Valu	ill appear w or NORMN a les From D	here the <mark>chartf</mark> i as the <mark>GL Unit</mark> a	eld spread ca llong with the r	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of	ill appear w or NORMN a les From D	here the <mark>chartf</mark> i as the <mark>GL Unit</mark> a	eld spread ca llong with the r	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC o click Load Valu	ill appear w or NORMN a les From D	here the <mark>chartf</mark> i as the <mark>GL Unit</mark> a	eld spread ca llong with the r	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Valu Edit Lines/Shipping/Accounting for Selec ne Information @	ill appear w or NORMN a les From D ted Lines	here the chartfi as the GL Unit a efaults to load y	eld spread ca along with the r your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Note: The information below does not refile te data entered on this page will replace the resources.	ill appear w or NORMN a les From D ted Lines	here the chartfi as the GL Unit a efaults to load y	eld spread ca along with the r your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Note: The information below does not refile te data entered on this page will replace the or sourcing. Supplier ID	ill appear w or NORMN a nes From D ted Lines ted Lines	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the r your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ lete: The information below does not refile te data entered on this page will replace the or sourcing.	ill appear w or NORMN a les From D ted Lines	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the r your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ lete: The information below does not refile te data entered on this page will replace the or sourcing.	ill appear w or NORMN a nes From D ted Lines ted Lines	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Valu Edit Lines/Shipping/Accounting for Selec me Information @ Infect: The information below does not refine the data entered on this page will replace the or sourcing. Supplier ID Buyer	ill appear w or NORMN a nes From D ted Lines ted Lines	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ lote: The information below does not refile the data entered on this page will replace the or sourcing. Supplier ID Buyer Buyer Ship To Location Due Date	ill appear w or NORMN a tes From D ted Lines tet the data in the select is data in the correst Supplier Locat Categ	here the chartfi as the GL Unit a efaults to load y red requisition lines. When the 'd iding fields on the selected lines ory Q	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Information @ Supplier ID Buyer Buyer Supplier ID Buyer Buyer Ship To Location Due Date Ship Via	ill appear w or NORMN a les From D ted Lines ted Lines tet the data in the select is data in the correst Supplier Locat Categ	here the chartfi as the GL Unit a efaults to load y red requisition lines. When the 'd iding fields on the selected lines ory Q	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Mote: The information below does not refile te data entered on this page will replace the or sourcing. Supplier ID Buyer hipping Information Ship To Location Due Date	ill appear w or NORMN a tes From D ted Lines tet the data in the select is data in the correst Supplier Locat Categ	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Information @ Supplier ID Buyer Buyer Supplier ID Buyer Buyer Ship To Location Due Date Ship Via	ill appear w or NORMN a tes From D ted Lines tet the data in the select is data in the correst Supplier Locat Categ	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Information @ Supplier ID Buyer Supplier ID Buyer Ship To Location Ship To Location Ship Via Comments	ill appear w or NORMN a tes From D ted Lines tet the data in the select is data in the correst Supplier Locat Categ	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select me Information @ Information @ Supplier ID Buyer Supplier ID Buyer Ship To Location Due Date Ship Via Comments	ill appear w or NORMN a tes From D ted Lines tet the data in the select is data in the correst Supplier Locat Categ	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Valu Edit Lines/Shipping/Accounting for Selec me Information @ Information @ Supplier ID Buyer Supplier ID Buyer Ship To Location Due Date Ship Via Comments ccounting Lines	ill appear w or NORMN a tes From D ted Lines ted tata in the select te data in the correspon Supplier Locat Categ Atten Freight Ter	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select me Information @ Information @ Supplier ID Buyer Supplier ID Buyer Ship To Location Due Date Ship Via Comments	ill appear w or NORMN a tes From D ted Lines ted tata in the select te data in the correspon Supplier Locat Categ Atten Freight Ter	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Valu	ill appear w or NORMN a tes From D ted Lines ted tata in the select te data in the correspon Supplier Locat Categ Atten Freight Ter	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the '	eld spread ca along with the n your default info	n be up Iormal c	Total Ame dated. N chartfield	Note that spread	t you w	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ine Information @ Note: The information below does not reffe the data entered on this page will replace the or sourcing. Supplier ID Buyer Buyer Buyer Buyer Ship To Location Due bate Ship To Location Due bate Comments Please enter GL Business Unit before selecting Accounting Information	ill appear w or NORMN a tes From D ted Lines ted tata in the select te data in the correspon Supplier Locat Categ Atten Freight Ter	here the chartfi	eld spread ca along with the n your default info	n be up Iormal c	dated. N chartfield n and ma	ount 37	t you w fields c ates to	or yo	u can	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Information @ Information @ Buyer	ill appear worr NORMN a les From D ted Lines ted Lines supplier Locat Categ Atten Freight Ter other chartfield values	here the chartfi	eld spread ca along with the n your default info	n be up ormal c ormation	dated. N chartfield n and ma	ount 37	roject	or you	L Can r field	ls.
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Information @ Information @ Buyer	ill appear work of NORMN a les From D ted Lines ted Lines ted Lines supplier Locat Categ Atten Freight Ter	here the chartfi	eld spread ca along with the n your default info	n be up formation	dated. N chartfield n and ma	PC Bus Unit	t you w fields c ates to	or you	u can	ls.
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Information @ Information @ Buyer	ill appear worr NORMN a les From D ted Lines ted Lines supplier Locat Categ Atten Freight Ter other chartfield values	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the ' dding fields on the selected lines ion	eld spread ca along with the n your default info	n be up formation	dated. N chartfield n and ma	PC Bus Unit	roject	or you	L Can r field	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Information @ Information @ Buyer	ill appear worr NORMN a les From D ted Lines ted Lines supplier Locat Categ Atten Freight Ter other chartfield values	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the ' dding fields on the selected lines ion	eld spread ca along with the r your default info OK button is clicked, s that are available	n be up formation	dated. N chartfield n and ma	PC Bus Unit	roject	or you	L Can r field	
6 A pop-up box w enter OUHSC of click Load Value Edit Lines/Shipping/Accounting for Select ne Information @ Model: The information below does not refile te data entered on this page will replace the resourcing. Supplier ID Buyer Buyer Buyer Buyer Buyer Buyer Buyer Comments Comments Resee enter GL Business Unit before selecting Accounting Information	ill appear worr NORMN a les From D ted Lines ted Lines supplier Locat Categ Atten Freight Ter other chartfield values	here the chartfi as the GL Unit a efaults to load y ted requisition lines. When the ' dding fields on the selected lines ion	eld spread ca along with the r your default info OK button is clicked, s that are available	n be up formation	dated. N chartfield n and ma	PC Bus Unit	roject	or you	L Can r field	



	istribution Change Options							
	or option of the		He					
For	r the selected requisition lines th	at are available for sourcing, apply	distribution changes to					
	All Distribution Lines							
	Apply changes to all exist	-						
	O Matching Distribution Lines Apply changes to each existing distribution line by matching the distribution line numbers.							
	O Replace Distribution Li							
	Remove the existing distri	bution lines and replace with the dis	stribution lines changes.					
	OK Cancel							
_								
28	This will update the chartfie	eld spread on all requisition lines	5.					
	•							
	Next, review the Ship To I	_ocation . This location defaults	in from the Shopper's cart when they					
-	Next, review the Ship To L assigned the order. Ensur	_ocation . This location defaults	in from the Shopper's cart when they					
9	Next, review the Ship To I assigned the order. Ensur requested	_ocation . This location defaults e that the location selected will b	in from the Shopper's cart when they be able to receive the goods/services bein					
9	Next, review the Ship To I assigned the order. Ensur requested	_ocation . This location defaults e that the location selected will b	in from the Shopper's cart when they					
9	Next, review the Ship To L assigned the order. Ensur requested If the address should be up	_ocation . This location defaults e that the location selected will b	in from the Shopper's cart when they be able to receive the goods/services bein					
29 80	Next, review the Ship To I assigned the order. Ensur requested	_ocation . This location defaults e that the location selected will b	in from the Shopper's cart when they be able to receive the goods/services bein					
9 0 hipp	Next, review the Ship To L assigned the order. Ensur requested If the address should be up	_ocation . This location defaults e that the location selected will b	in from the Shopper's cart when they be able to receive the goods/services bein					
9 0 hipp	Next, review the Ship To L assigned the order. Ensur requested If the address should be up	_ocation . This location defaults e that the location selected will b	in from the Shopper's cart when they be able to receive the goods/services bein					
29 30 hipp	Next, review the Ship To L assigned the order. Ensur requested If the address should be up bing Summary dit for All Lines	Location . This location defaults e that the location selected will b odated, click on Edit for All Line	in from the Shopper's cart when they be able to receive the goods/services bein es and a pop-up box will appear.					
29 30 hipp	Next, review the Ship To L assigned the order. Ensur requested If the address should be up bing Summary dit for All Lines Ship To Location	Location. This location defaults that the location selected will be odated, click on Edit for All Line	in from the Shopper's cart when they be able to receive the goods/services bein es and a pop-up box will appear.					
	Next, review the Ship To L assigned the order. Ensur requested If the address should be up bing Summary dit for All Lines Ship To Location	Location. This location defaults e that the location selected will b odated, click on Edit for All Line 1100_0142 1100 N. LINDSAY	in from the Shopper's cart when they be able to receive the goods/services being es and a pop-up box will appear.					
29 30 hipp	Next, review the Ship To L assigned the order. Ensur requested If the address should be up bing Summary dit for All Lines Ship To Location	Location. This location defaults e that the location selected will b odated, click on Edit for All Line 1100_0142 1100 N. LINDSAY ROOM 0142	in from the Shopper's cart when they be able to receive the goods/services bein es and a pop-up box will appear.					
29 30 hipp	Next, review the Ship To L assigned the order. Ensur requested If the address should be up bing Summary dit for All Lines Ship To Location Address	Location. This location defaults that the location selected will be odated, click on Edit for All Line 1100_0142 1100 N. LINDSAY ROOM 0142 OKC, OK 73104	in from the Shopper's cart when they be able to receive the goods/services being es and a pop-up box will appear.					

The UNIVERSITY of OKLAHOMA

Edit Shipping For All Lines	Х
He Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.	lp
Shipping Information	- 1
Ship To Location	- 17
Due Date iii Attention	- 1
Ship Via	- 1
Comments	- 1
	- 1
Accounting Lines	- P
SpeedChart Q	- P
Please enter GL Business Unit before selecting other chartfield values	
Accounting Information Personalize Find 💷 🔐 First 🛞 1 of 1 🛞 Last	- P
Chartfields1 Details Asset Information	- P
Dist Percent Location GL Unit Account Fund Org Function E	
	- 1
	- 1
Load Values From Defaults	- 1
Load Values From Denaulas	- 1
	- 1
OK Cancel	
	_
32 Click the box next to Ship To Confirmation to confirm the address is correct.	
Shipping Summary	
snipping summary	
Edit for All Lines	<u> </u>
Ship To Location 1100_0142 Ship To Confirmation	<mark> </mark>
Address 1100 N. LINDSAY ROOM 0142	-
OKC, OK 73104	
Attention To	
Comments	
33 Once all required information has been entered and attached, scroll to the bottom of the screen and	
click Check Budget.	
Check Budget	
🗓 Save & submit 🗓 Save for Later 🔂 Add More Items 60 Preview Approvals 🗟 Add Request Docume	int
	ł
34 A pop-up box will appear noting that the requisition will be placed in Open Status to perform budget	
checking. Click OK.	
onooking. Onok OK.	
Massage	
Message	
	ł
Budget Checking will save your requisition in an Open Status. (18036,39)	ł
In order to perform budget checking on this requisition, it must first be saved in an Open Status. Press OK to continue. Press Cancel to return to your requisition without budge checking.	jet
checking.	
OK Cancel	
35 PeopleSoft will begin the budget checking process. When complete, your Budget Checking Status	
should display as Valid.	



Ch	eck Budget			Budg	et Checking Status: <u>Val</u>	id		
Ę	Save & submit	(B)	Save for Later	P	Add More Items	රිථ Preview Approvals		equest Document
						of Therew Approvals		squest Document
36	Click on Save &	Subm	it to submit yo	our requi	sition for approva	al.		
E CI	neck Budget							
	Save & submit		Save for Later	÷	Add More Items	6ට Preview Approvals		equest Document
			Save for Eater		Add more items	oo Preview Approvais	•Add R	equest Document
37	The Confirmati	on scre	en will note th	nat vour	requisition has be	een submitted and y	our Reg	uisition
0.	Number will be			lat you				
Favo	rites - Main Menu	I ≁ ⇒	My Homepage	> Requ	isition			
Cor	nfirmation							
Your	requisition has been sub	omitted.						
	Requested F	or				Number of	Lines	2
	Requisition Nam		05-24 105043 01			Total A		2 37.58 USD
	Requisition	ID 00000	00273			Pre-Encumbrance B	alance	
	Business Ur	nit OUHS	с					Not Available
	Statu	is Pendir	ng					
	Priori	ty Mediu	m					
	Budget Statu	ıs Valid						
€.,	/iew printable version	i	Edit This Requise	sition	Check Bu	dget		
De	partment Mana			_				
	2020-05-2 Department Manager			1				
	Pending	, approva						
	Multiple Appr Req Departm		pers					
	G							
	Apply Approval Char	nges						
ı.	reate New Requisition		Manage Requis	itiono				
- C	reate wew Requisition		manage Requis	nions				
20	The Department	L / Einen				ification that requisit	ion io r	unding
38						ification that requisit Is like Grants, HR, I		
						vill be sent to the Su		
						further action is need		