

Step	Action	
Naviga	ation: eProcurement -	Requisition
1	Requisitions should may require a contra shipping and account	
2		Financials and click the <b>eProcurement</b> tile from the <b>Home Screen</b> <b>or Setup</b> on the left side menu.
	Homepage V	Service Unit Request   Service Unit Request
3		be in your <b>employee ID</b> in the <b>Requester</b> field and click <b>Search</b> .
	OU Homepage Manage Requisitions	eProcurement
	Create Requisition	Requester Setup
	Requester Setup	Enter any information you have and click Search. Leave fields blank for a list of all values.           Find an Existing Value
	Activity Summary	▼ Search Criteria
	Print POs	Requester begins with V
	Add/Update Supplier	Description begins with V
	Requisition Inquiry	Case Sensitive
	PO Inquiry	Search Clear Basic Search 🖾 Save Search Criteria
4	Note that once these	etup page, several pieces of information will need to be filled in. entries are made, they will default in for all <b>Requisitions</b> . If these be updated, navigate back to this page to make changes.



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14 Next, click on the magnifying glass next to **Category**. In the pop-up box that appears, change the **Search By** option to **Description** and type in part of the **description of the good/service**. Note that the **Category Codes** are the same as the **GL Codes**. Locate the correct category and click on the **category number**.

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5 OU_PUR_CATEGORIES	830360			YEE PLACEMENT/TEMP			*
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16	Scroll to the bottom of the screen under Additional Information. ANY notes entered in the additional information box will display as part of the Line Item Description on the formal Purchase Order that is sent to the supplier. Notes are <u>not</u> required, especially if they do not benefit the supplier in fulfilling the order. Notes that may benefit the supplier include special shipping instructions, RFP or quote numbers, contract numbers, etc. Please know that notes added in this section will automatically Send to Supplier, Show at Receipt, and Show at Voucher, but those boxes will not show as checked until the item is added to the cart.
17	when the basic details have been entered, click the Add to Cart button.
	Additional Information     Per Quote #RF-7856.     Send to Supplier     Show at Receipt   Show at Voucher   Add to Cart
18	At the top of the page, you'll see the <b>number of lines</b> in your cart. Continue to add order lines as needed. Note that you should only have one supplier per <b>Requisition</b> .
19	Note that for each unique item or service, a separate line will need to be added to the <b>Requisition</b> . This could include additional lines for shipping, wire transfers, administrative service fees, etc. <b>Hint</b> : PeopleSoft cannot process credits or negative balances on a <b>Requisition</b> . If discounts are noted on a quote, the credit needs to be applied to an existing line.
20	When the appropriate lines have been added to your <b>Requisition</b> , click <b>Checkout</b> .
	Home Kout
21	In the Checkout screen, <b>name your requisition</b> . This can be the supplier's name, the service being received, the area that the purchase is for, or the Marketplace Contract Number. Make it something that will be meaningful to look up the <b>Requisition</b> later.

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30	The first com	nment section i	s reserved for Pro	ocurement, but th	ne Add Attachm	nents
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24	To odd ottag	hmonto to the	Deguiaitien aliel	on the Add Att	a a human ta huma	rliple updar
31			Requisition, click			
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Header Comments Business Unit OUHSC Requisition ID 0000029589 Comments Use Standard Comments 1 Send to Supplier Show at Add Attachments OK Cancel	Browse No file selected.	.ast
	can be added by clicking Add Attachments aga 	in and following
Header Comments         Business Unit       OUHSC         Requisition ID       0000029589         Comments	Entered On: 05/31/2024 1:14:25PM	Help
33 Once all required inform	ation has been entered and attached, scroll to th	ne bottom of the
Screen and click Check		d Request Document
34 A pop-up box will appea perform budget checking	r noting that the <b>Requisition</b> will be placed in <mark>O</mark> g. Click <mark>OK</mark> .	pen Status to

Message
Budget Checking will save your requisition in an Open Status. (18036,39)
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 budget checking.
OK Cancel
35 PeopleSoft will begin the budget checking process. When complete, your <b>Budget</b>
Checking Status should display as Valid.
Check Budget
Save & submit 🔛 Save for Later 🕂 Add More Items 68 Preview Approvals 🖶 Add Request Document
<b>36</b> If a pop-up message appears indicating that there is an issue with the budget status, review your budget details to ensure that there are enough funds available to continue with orders on this chartfield spread.
Hint: Refer to the job aid on <b>Budget Details</b> for more information on how to look up this information.
Message There is 1 distribution line whose budget status is either error or warning. (10222,29)
<ul> <li>37 If the Budget Checking Status displays as Error, you will need to resolve the budget</li> </ul>
issues before the <b>Requisition</b> can be submitted.
Message Current document has failed budget check. (10222,23) Budget Checking Status:Error OK
38 Once budget checking is valid, click on the Save & submit button.
Check Budget          Save & submit       Save for Later       Add More Items       60 Preview Approvals       Request Document
39 The Confirmation screen will note that your <b>Requisition</b> has been submitted and your <b>Requisition Number</b> will be displayed.



	Confirmation				
Ye	our requisition has been submitted.				_
	Requested For			Number of Lines	1
	Requisition Name 0000				10,000.00 USD
	Requisition ID 0000			Pre-Encumbrance Balance	Not Available
	Business Unit OUH				
	Status Pend Priority Media				_
	Budget Status Valid				_
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	Department Manager A	oproval			
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40			44		
40	The workflow scree	en will show you who	the approve	rs are for your <b>Requ</b>	lisition.
44	<b>T</b>				at S. Managara
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42		tor only has assess	to their own	Poquiaitiona If on	aatiya
42		tor only has access			
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		Financial Approver			
				it all updated securi	ty form to request
	access to another F	Requester's <b>Requis</b> i	tions.		
43	If a <b>Requisition</b> is	denied by an Approv	er the Requ	ester will receive an	immediate email
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		for the denial. To ma			navigate back to
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45		Preview Approvals and in the pop-up box that ents box. The denial reasons will appear in the
Ca	ert Summary: Total Amount 100.00 USD Expand lines to review shipping and accounting details Requisition Lines 💿	Preview Approvals
	Line Description Item ID Supplier  Line Description Item ID AMERISOL AMERISOL N DRUG C  Select All / Deselect All Select lines to: A Add to F	Requisition 000000272 Name Requisition ID 000000272
Shi	pping Summary	Business Unit OUHSC Status Denied Priority Medium Budget Status Valid
	Edit for All Lines Ship To Location 1005_0001 Address 1108 NEWTON DRIVE ROOM 0001 NORMAN, OK 73069 Attention To Comments and Attachments	Department Manager Approval   Requisition 0000000272:Denied  Person Terry  Reg Department Managers  S52820:0:8:20 AM  Comments
	Enter requisition comments	Henson, Terry at 05/28/20 - 8:20 AM Update price to \$6,000.
Ар	Send to Supplier Show at Receipt Shown at proval Justification	Purchasing Approval   Requisition 0000000272:Denied  Purchasing Approval  Terminated  Multiple Approvers  Purchasing Approval
	Check Budget Budget Checkin	
46		uisition. Please note that each line of the denied s entered or else the system will not recognize
47		uisition has a valid budget status, click <b>Save &amp;</b> on for approval.
48	Once the <b>Confirmation</b> screen appears of the <b>Requisition</b> .	, click on View Printable Version to print a copy
С	onfirmation	
Yo	our requisition has been submitted.	
	Requested For	Number of Lines 1
	Requisition Name 0000000272	Total Amount 4,000.00 USD
	Requisition ID 000000272	Pre-Encumbrance Balance Not Available
	Business Unit OUHSC Status Pending	
	Priority Medium	
	Budget Status Valid	
6	View printable version	ि Check Budget
49	A pop-up box will appear asking if the di be printed. Click <b>Yes</b> .	stribution information for the <b>Requisition</b> should

	Message						
	Do you want to prin	nt the requisition	n with distrib	ution de	tails ?	(18036,11	614)
50	The details of the	Requisition will	appear and c	an be pri	nted fro	om this pag	je.
	Business Unit: OUHSC Requisition: 000000272 Requisition Name: 0000000272	Requester: 50 Requested By Entered Date:	y:		Status: Pendi Currency: US Requisition T	SD	
	Line: 1 Item Description: Services		Quantity: 1.0000	UOM: SVC	Price: 6000.00	000 Line Total: 6,0 Line Status: P	
	Ship Line: 1 Attention: J Ship Via: UPS	Ship To: 1005_0001 Due Date: Freight Terms:NA	Address: 1108 NEWT( ROOM 0001 NORMAN O United State:	K 73069		Shipping Quantity: Shipping Total: 6,00	1.0000 0.00
		Location Q 1005_0001 1.000	ty PCT 00 100.00	Amount 6,000.00	GL Unit OUHSC	Account 829100	
	Dept ADH01001	Fund EDGEN	<b>Ριος</b> 0	<b>jram</b> 0116		Class 00000	
	Open QTY 0.0000			Open Amt 6000.000			
	GL Base Amount	Currency	Sequence			italize	
- 5	6,000.00	USD	0			N	
51	If you have submined cancelled, you can line or lines of a P processing a <b>Cha</b> information.	n cancel the <b>Req</b> urchase Order ne	uisition as lo eed to be can	ng as it h celled, th	nas not nat proc	been fully cess is com	approved. If a pleted by
52	Locate the <b>Requis</b> arrow to the left of the <b>Status</b> column	f the <b>Requisition</b>	ID number. F				
ſ	Requisitions (?)						
	To view the lifespan and line items for a requination of the second seco	sition, make a selection from the A	ction dropdown list and clic				
	Req ID         Requisition Name           0000054240         FY25 Chiller Maintenand		nding Valid	Total 13	,465.51 USD	[Select Action]	✓ Go
	Requester Pamela E Neron Pre-Encumbrance Balance	Entered By Not Available	F	Priority Medium			
		<i>[</i> ]			<u>A</u>		
	Requisition Approvals	Inventory Orders	-	Receiving	Returns	Invoice	Payment
	Request Lifespan: Line Information			Persona	alize   Find   🖓	🗉   🔣 🛛 First 🕚	1 of 1 🕑 Last
	Line Description	Status	Price Currency	Quantity	UOM	Supplier	
	1 Provide and Overhead	d cooling Pending Approval	13465.51 USD		1.00 LOT	OKLAHOMA CHILLE CORPORATION	R
54	As long as the <b>Re</b>	quisition is in a	Pending stat	us, it can	be car	ncelled.	



To edit or p Req ID	54240 FY25 Chiller Maintenanc Requester Pamela E Neron		Request State B	udget Total	51 USD [Select Action] Approvals Cancel	~ <mark>60 00 00 00 00 00 00 00 00 00 00 00 00 0</mark>
			chase Change		Copy Edit	
	equisition Approvals		rders Request	Receiving	View Print	
Line I	nformation			Personalize	Find [ Select Action]	Last
Th	e next screen will	display the F	Requisition	Details. Click	the Cancel I	Requisition
	tton.	. ,	•			-
Requis	ition Details for:					
	Business Unit	NORMN		Date 07/0	3/2024	
	Requisition ID	0000054240		Status Pen	ding	
	Requisition Name	FY25 Chiller Mainter	ance for 4	Total	13,465.51 USD	
Line Det	ails					
Line	Item Description	Status	Price		Qty	Total
	1 Chiller and Overhead cooling maintenance at	Pending Approval	13,465.51000	Batch Lot	1.0000	13465.51
				Cance	el Requisition	
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			as Cancoll	ed.		
	e <b>Requisition</b> wil	l then display	as cancen			
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