

PeopleSoft Requisitions Version 8.9 (One Vendor, One SpeedChart)



Step 1: Navigation Path: Purchasing> Requisitions>Add/Update Requisitions (the Requisition page displays)

Step 2: On the Requisition page, enter **Description, Quantity, UOM, Category, and Price.**

Add a Row button.

Step 3: From the Requisition page, click on the **Requisition Defaults** link. Follow steps A, B, C and D as seen below.

A. Enter Vendor

B. Enter realistic Due Date

C. Enter SpeedChart

D. Click on the Refresh button.

Step 4: To add Comments to the Requisition, click on the **Add Comments** link.

A. Click on the Copy Standard Comments link to add the ReqDeli comment. Std Type field= Req Comment ID field= Deli

B. Click the Attach button to attach a file to the requisition.

C. Click the OK button to return to the Requisition page.

Step 5: On the Requisition page, click on the **Save** button. Note the **Req ID** number in upper left corner of the page.

Step 6: Initiating the Workflow process. You must do this on ALL requisitions.

- From the main menu, select **Purchasing, Requisitions, Approve Amounts.**
- Verify that the **Approval Status** field reads, "Initial."
- Click on the **Save** button.