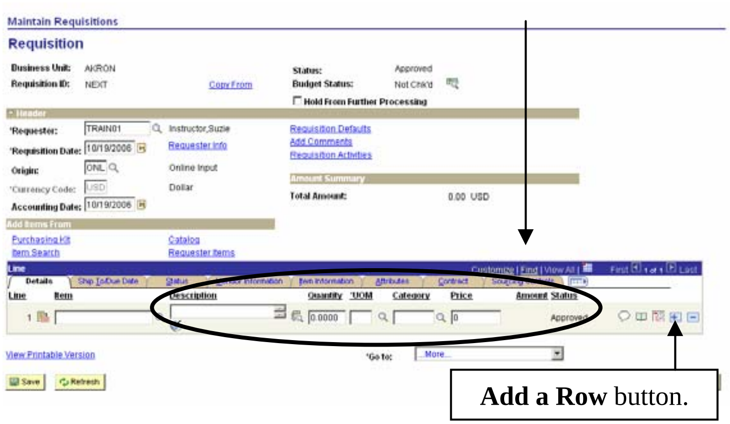
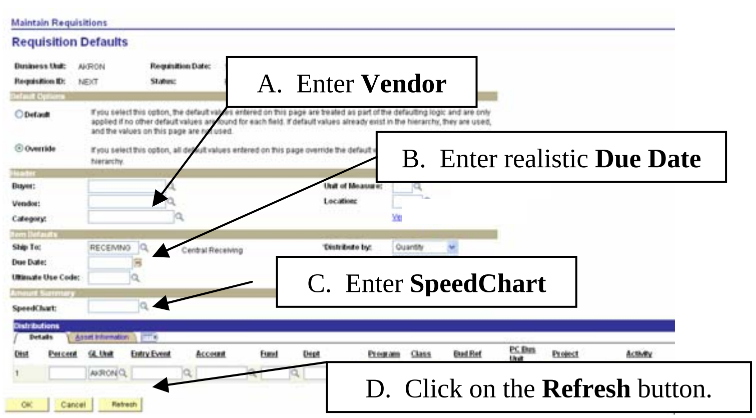
# PeopleSoft Requisitions Version 8.9 (One Vendor, One SpeedChart) Quick Reference Guide

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

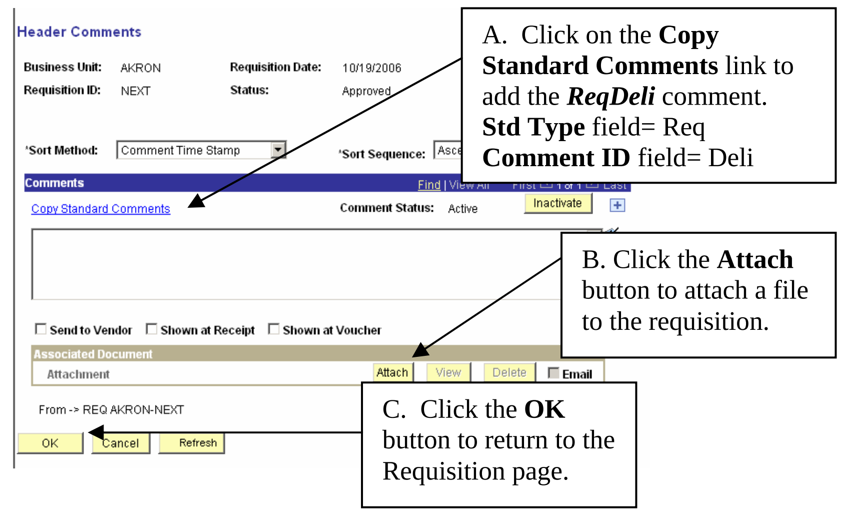
**Step 2**: On the Requisition page, enter **Description**, **Quantity**, **UOM**, **Category**, and **Price**.




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




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




**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.

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