1. From the Main Menu, choose: Purchasing, Requisitions, Add/Update Requisitions

2. Click on the Add a New Value tab, click on the Add button.
3. The Maintain Requisitions page displays:

You will begin to enter information for the requisition on this page.

**Requisition Name**: You can create your own name for the requisition which will aid in the searching of this order at a later time. Enter a name for the requisition which can be a combination of letters and numbers that will give meaning to this order.

**Item**: Leave blank

**Description**: Enter a specific description of the item such as an ID number, Page, SKU#, Catalog #, etc.

**Quantity**: Enter the requisition quantity.

**UOM**: Unit of Measure. Use the Look Up button to return a Unit of Measure list. Once you locate the measure, select it to return.

**Category**: Use the Look Up button to return a list of Categories. Locate the Category and click on any link of the Category to select it and return to the Requisition page.

**Price**: Price per Item.

4. To enter additional items to this requisition, click on the **Add** button at the end of Line 1. Add information for line 2.
5. Click on the Requisition Defaults link.

Requisition Defaults Page

Enter information as follows:

**Supplier/Vendor:** Enter the Supplier/Vendor ID number. If the Supplier/Vendor is unknown or if the Supplier/Vendor is not contained within the PeopleSoft database, use 0000001342 (Department of Purchasing). To search for a Supplier/Vendor, use the Look Up button, in the Short Supplier Name field type the first seven letters of the supplier/vendor name, select Look Up, then select the supplier/vendor link and it will populate the Supplier number and name in the field of the req (see below):
Due Date: Enter a realistic due date for the order. You can click on the Choose a Date button to return a calendar for easy date selection.

SpeedChart: Enter the department's 6-digit SpeedChart (AKA: SpeedType, Account Code).

6. Click on the OK button.

7. When the OK button is selected the Retrofit Page appears: Click on the Mark All link and then the OK button.

8. When the OK button is selected it returns to the Maintain Requisitions page.

9. Click on the Add Comments link:
10. Click on **Use Standard Comments** link

In the **Comment Type** field select the **Lookup** button

Select the **REQ Requisition-Departmental Info** link
11. Select the **Comment ID Lookup** button

Select the **DELI Departmental Delivery Info** link

Select **OK**
Now the **Department info may be entered** as shown below; then scroll down using the down arrow to enter the **Department Contact info** as shown below; click on the **OK** button to return to the Maintain Requisitions page:
12. On the Maintain Requisitions page Select SAVE
The Requisition ID number is now displayed:

To print the requisition, click on the View Printable Version link above the Save button in the bottom left corner of the PeopleSoft window. A new window will open with the report. Note: It may take up to 30 seconds for this screen to appear – please be patient and do not click the View Printable Version link a second time.

13. Click on the Submit for Approval green checkmark. This action submits the requisition to you Approver, once you select the green checkmark the Status will change to Pending. (If you are your own approver the status will change to Approved)