1. After logging in to PeopleSoft Financials, navigate to Add/Update Requisitions: Purchasing -> Requisitions -> Add/Update Requisitions

2. Click on the Add a New Value tab. The Business ID must be SLULA and the Requisition ID must be NEXT.

3. In the Header section of the Requisition screen of the Maintain Requisitions page, fill out the Requester, Requisition Date, & Accounting Date. Then click on Requisition Defaults. Note: To copy from another requisition, click on Copy From before choosing Requisition Defaults.

PLEASE NOTE: For purchases that must be approved by more than one budget unit head, use the "Multi-Budget Unit Head Purchase Request" form found on the Purchasing Department web page. Do not enter a PeopleSoft requisition.
4. On the **Default Options** section, check the **Override** option. Then complete the **Buyer, Vendor, Category, Unit of Measure**, and confirm that **Vendor Location** is "1".  
(Note: If vendor # is not in the system, complete a PeopleSoft Vendor Request form found on the PeopleSoft Financials webpage located in Leonet. For "To be Bid" purchases, use vendor number 0000002107, "TOBEBID".)

5. In the **Schedule** section, complete the **Due Date**. **Your Ship To code will automatically appear and should not be changed.** In the **Distribution** section, complete the **Speedchart #** field - which is the same # as the Budget Unit #. For instructions on creating a requisition that is paid by more than one budget with the same budget unit head, refer to the Training Topics link on the PeopleSoft Financials webpage. Click on the **OK** button to return to the Requisition page.
6. Back on the Requisition Header screen, click on the Add Comments link. Attach any documents required by Southeastern’s Purchasing Dept. to the first comment. Click on the "plus" icon to add more comments without attachments.

7. In the Line section, enter item information in the Description, Quantity, and Price fields. Use the bubble icon for line comments. If more than one item is being purchased, click on the “plus” icon.

8. After all information has been entered, click on the Save button. Make sure the status changes to Pending.

If it does not change to Pending, click the box on the status line.