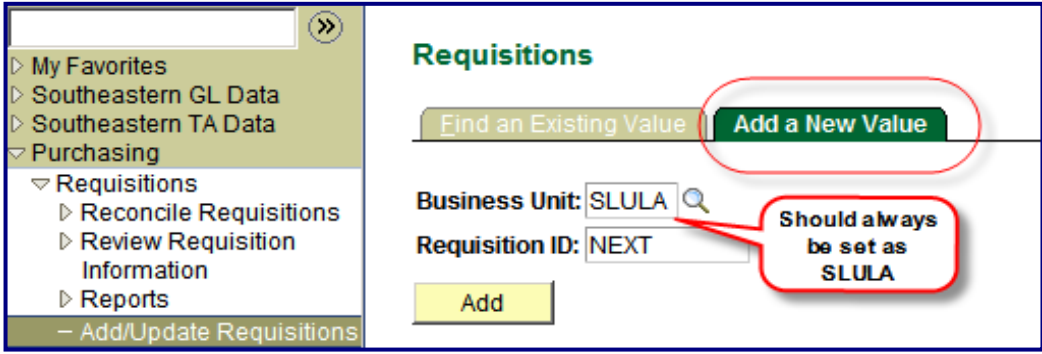


PLEASE NOTE: For purchases that must be approved by more than one budget unit head, use the "Multi-Budget Unit Head Purchase Request" form found on the Purchasing Department web page. Do not enter a PeopleSoft requisition.

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**.



Requisitions

Find an Existing Value **Add a New Value**

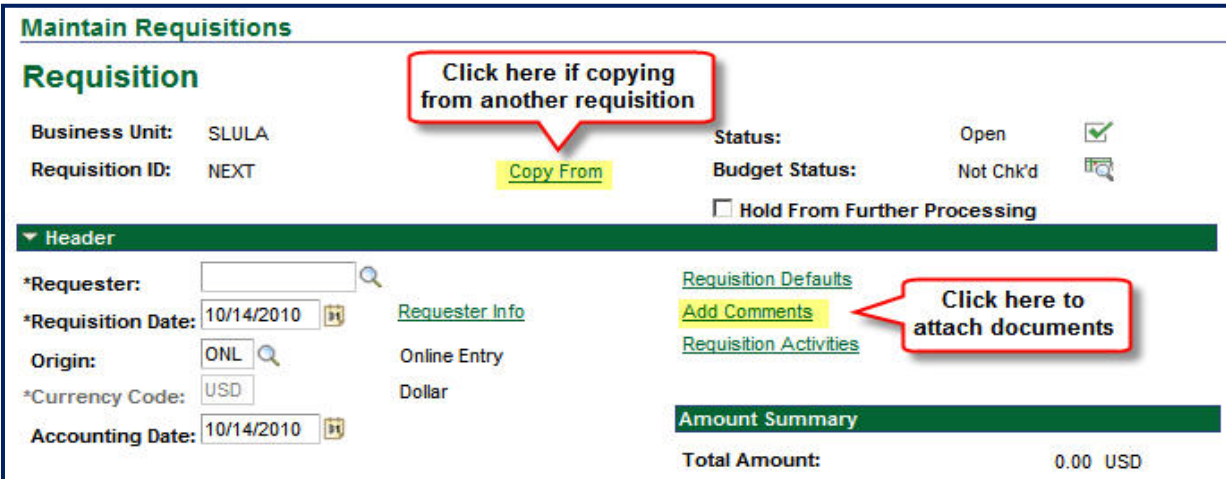
Business Unit: SLULA

Requisition ID: NEXT

Add

Should always be set as SLULA

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**.



Maintain Requisitions

Requisition

Business Unit: SLULA

Requisition ID: NEXT

Status: Open

Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: [Field]

*Requisition Date: 10/14/2010

Origin: ONL

*Currency Code: USD

Accounting Date: 10/14/2010

Requester Info

Online Entry

Dollar

Requisition Defaults

Add Comments

Requisition Activities

Amount Summary

Total Amount: 0.00 USD

Click here if copying from another requisition

Click here to attach documents

ENTERING A PURCHASE 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".)

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer:

Vendor:

Category:

Unit of Measure:

Vendor Location: [Vendor Lookup](#)

If vendor not listed, fill out Vendor Request form

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.

Schedule

Ship To: ***Distribute by:**

Due Date:

Ultimate Use Code: [One Time Address](#)

Distribution


SpeedChart:

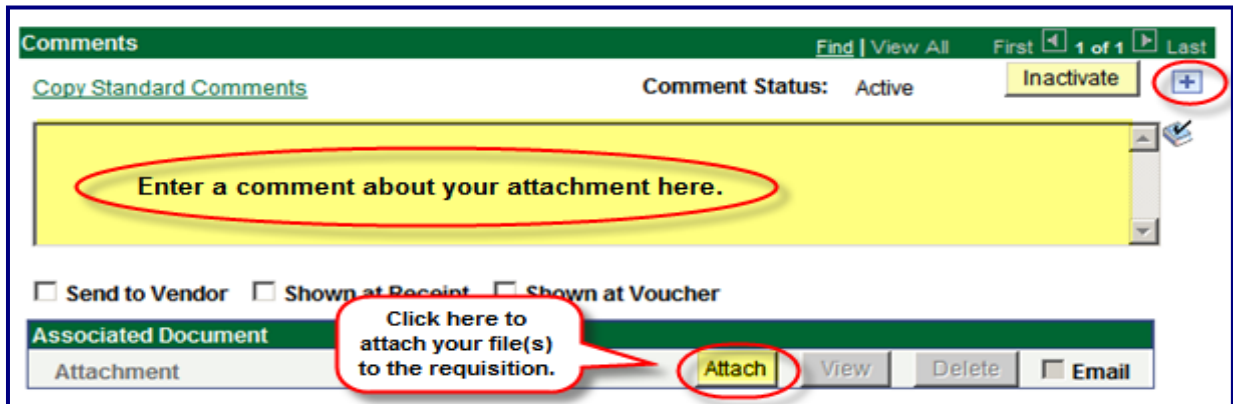
Distributions

Details [Asset Information](#)

Dist	Percent	GL Unit	Account	Fund	Budget Unit	Program	Class	Bud Ref	Project
1		SLULA <input type="button" value="🔍"/>							


ENTERING A PURCHASE REQUISITION

- 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.



Comments

Find | View All First 1 of 1 Last

Copy Standard Comments Comment Status: Active Inactivate 


Enter a comment about your attachment here.

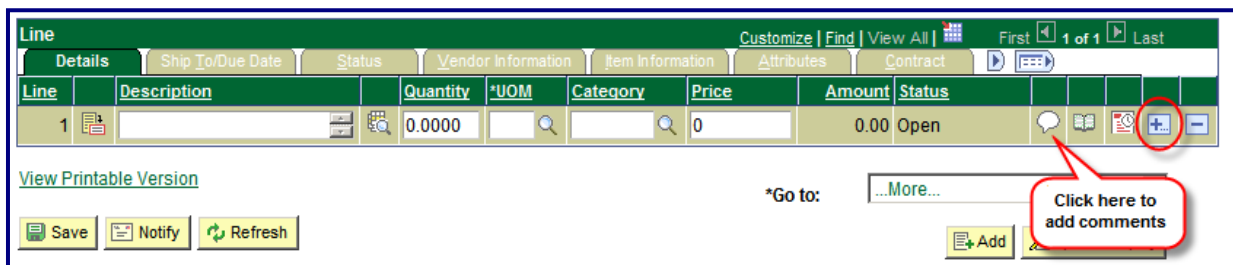
Send to Vendor Shown at Receipt Shown at Voucher

Associated Document

Attachment	Action
	Attach View Delete <input type="checkbox"/> Email



Click here to attach your file(s) to the requisition.

- 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.



Line

Customize | Find | View All First 1 of 1 Last

Line	Description	Quantity	*UOM	Category	Price	Amount	Status	Action
1		0.0000			0	0.00	Open	 

View Printable Version

*Go to: ...More...

Save Notify Refresh Add

Click here to add comments

- 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.