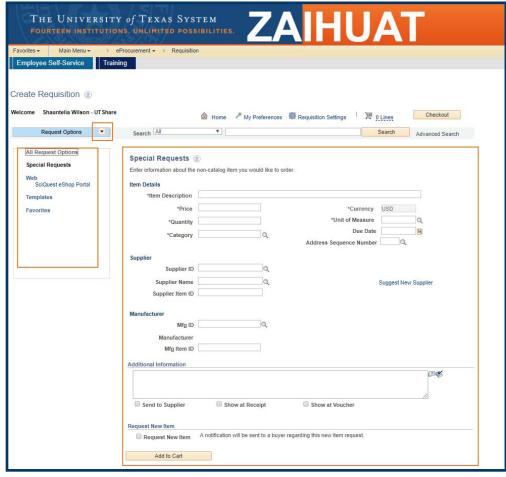# Create Requisition in 9.2

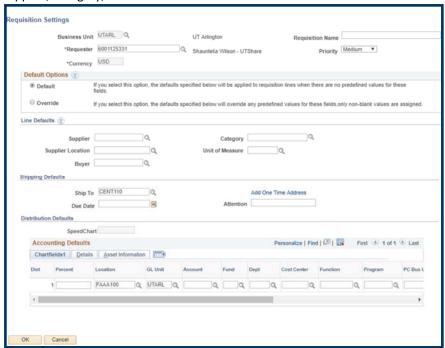## Create a Requsition in PeopleSoft 9.2

The Create Requisition Page has some small changes and a new look and feel in PS 9.2.

1. To enter a requisition navigate to: **Main Menu > Financials > eProcurement > Requisition**

2. The **Create Requisition** screen will have the Special Request form available as the default home screen. You can access eShop, Templates and Favorites by expanding the Request Options to the left of the page, if needed it is not already expanded.

3. Fill out the Special Request form to create requisitions for goods or services that are not included in eShop or shop by accessing the eShop Portal.

4. *(Optional for Special Request Only)* You can use the Requisition Settings link at the top middle of the page to Name the Requisition as well as define defaults, including Supplier, Category, and more.

NOTE: *You have the option to enter SpeedChart information with the Mass Change Feature on the Checkout—Review and Submit Page at the end of the Requisition.*
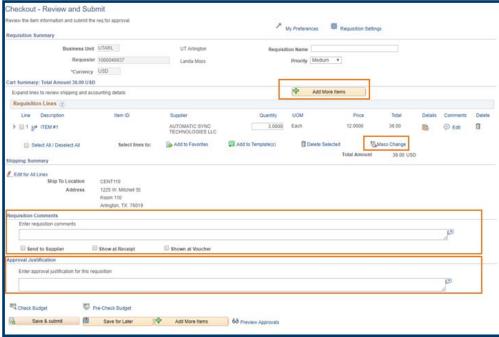
5. Press the **Add to Cart** button at the bottom of the screen. This will add the item to your shopping cart. You can then add another item (if you are using special request) or Checkout if you are finished.

♦ The **Shopping Cart** is a link and cart icon at the top middle of the page. You can also see your shopping cart summary to the right of the page if you chose this in My Preferences. Either place gives you an item count.

5. You will click the **Checkout** button to take you to the Checkout – Review and Submit page for the requisition where you can save the requisition and submit it for approval immediately or save for later. Apart from editing the requisition, you can add comments and attachments to them as well.

Checkout – Review and Submit

7. Review your Requisition. The fields are generally the same for the Checkout – Submit and Review Page. There are some additions highlighted below.

♦ **Add More Items** - Click to access the Requisition Home page where you should choose the same type of requisition to add more items to the cart (special item request, etc.)

♦ **Mass Change** - Click to access the Edit Lines/Shipping/Accounting for Selected Lines page (see screenshot the right), where you can change the ship to location, due date, and so on. You can also change the SpeedChart information.

♦ **Requisition Comments** and **Approval Justification** are now separate comment boxes in 9.2.

8. Once you have reviewed your requisition there is an option to Save for Later. You can also Check Budget, Save and Submit into workflow, and/or preview approvals.

Mass Change

Mass Change is the recommended method to enter Shipping/Accounting details for selected lines, where you can change the shipping location, delivery date, and so on. It is also the best way to Modify multiple lines for a any requisition.