



PeopleSoft Financials - Requisitions

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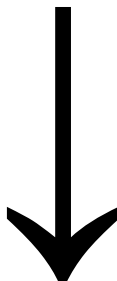
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Recommendations

Before starting any requisitions there are several key pieces of information you should check:

- 1) Are the items you plan to order on the bid list?
 - a) Bid list items can be verified on the [Purchasing Intranet Site](#).
- 2) Is the supplier/vendor you plan to use active and open for ordering?
 - a) Supplier status can be [reviewed in PeopleSoft](#).
- 3) Is the account string you plan to use active?
 - a) Run the [Budget Status Report](#) on the planned account string.
- 4) Confirm the origin number for your request to ensure the transaction enters the correct approval workflow.
 - a) Origin number can be confirmed here:  FCPS Origins .



Creating A Generic/Normal Requisition - ([Video](#))

First [Log Into PeopleSoft Financials](#) then from the FCPS Menu homepage under Suggested Actions Items **click Requisitions**.

Suggested Action Items



Requisitions

From the Requisitions menu **click Add** to start a new requisition or **click Find an Existing Value** to search for an existing requisition. *Note: The Business Unit should always be FCPS1.*

Requisitions

Add a New Value



Find an Existing Value

*Business Unit FCPS1

*Requisition ID NEXT

Add



From the Add/Update Requisitions screen **enter the Requisition Name using all capital letters**. *Note: The requisition name is for your records only. Examples: Who/What is it for, bill to SAF, school or department name, etc.*

Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit FCPS1

Requisition ID NEXT

Requisition Name



Copy From

Status Open

Budget Status Not Chk'd



☐ Hold From Further Processing

Under the Header block remember to **use your Default Origin** unless you have multiple Origin Numbers or if you are a Media Specialist. When ready to begin entering account string information **click on Requisition Defaults**.

Header

*Requester

*Requisition Date 01/23/2024

Origin 112

*Currency Code USD

Accounting Date 01/23/2024

Requester Info

Dollar

Amount Summary

Total Amount

0.000



Requisition Defaults
Requisition Activities

Add Comments

From the Requisition Defaults screen **enter the information** below. **Click OK** when finished.

Supplier – Select one using the magnifying glass and search look up (*This is a required field*)

Category – Type GENERIC. *Exceptions: [Open Purchase Orders](#) or [Check Enclosed](#)*

Unit of Measure – Select if you will be using the same one for multiple line items.

Supplier Location – Typical left on the default option but can be changed if needed. Check the bid list for confirmation.

Ultimate Use Code Most school orders will use 20 (Code 2 only needs to be used if the computer/laptop/tablet is not on the bid list)

The screenshot shows the 'Requisition Defaults' form. Red arrows point to the following fields: Buyer, Supplier, Category, Unit of Measure, Supplier Location, and Ultimate Use Code. The form includes sections for Line, Schedule, Distribution, and other details like Ship To, Due Date, Attention To, and Freight Terms.

Account/Fund/Dept/Program/Class/Project will be added based on Account String provided by the budget department list

The screenshot shows the 'Distributions' table. A red box highlights the columns: Account, Fund, Dept, Program, Class, and Project. The table has columns for Dist, Percent, GL Unit, Account, Fund, Dept, Program, Class, Project, Bud Ref, Budget Date, Location, and IN Unit.

Return to the Header block and **click Add Comments**.

The screenshot shows the 'Requisition Header' form. A red arrow points to the 'Add Comments' link. The form includes fields for *Requester, *Requisition Date, Origin, *Currency Code, and Accounting Date. It also shows an 'Amount Summary' section with 'Total Amount' and '0.000'.

In the Header Comment popup **enter your comments**. There are three types of Header Comments:

External or PO Comments (Default setting) - Check the **Send to Supplier** box which will display these comments on the purchase order.

Internal Comments - **Uncheck the Send to Supplier** box which will not display these comments on the purchase order.

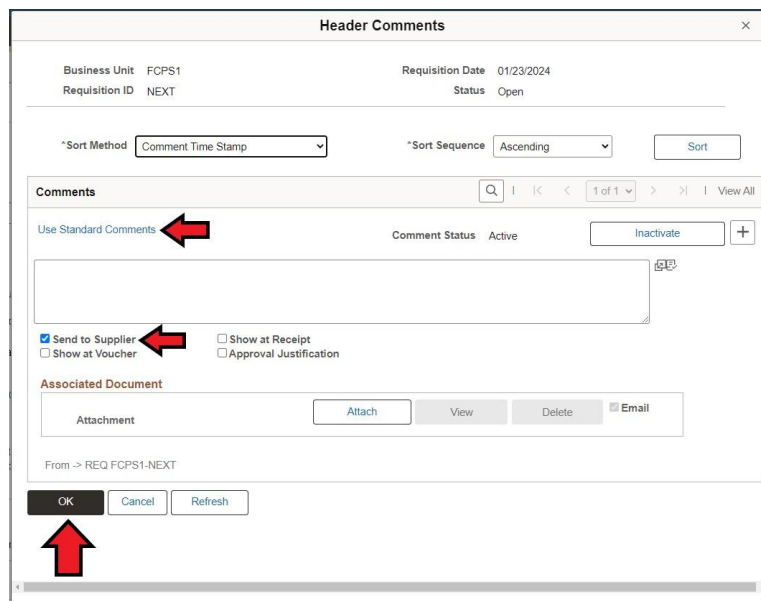
Standard Comments - **Click this link** as needed. Note: This is necessary for Open Purchase Orders – See directions for Creating an Open PO Requisitions.

If needed, under Associated Document **click Attach** and follow the file upload wizard to upload PDFs. If you need to attach more than one document **click Add Attachments** again then follow the file upload wizard. *Note: Make sure to **click the Send to Supplier** box on each attachment row that needs to be shared with the vendor.*

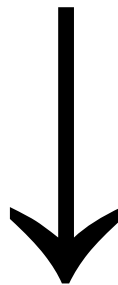
Attachments

Attachments					
	Attached File	User/Date Time	View	Send to Supplier	
1	Attachment_Example.pdf		View	☒	

When finished **click OK**.



Returning to the Add/Update Requisitions screen, **enter Line Items to be ordered**. To add more lines **click the plus button icon** at the end of the row.



Note: If you are ordering less than 25 items, each item must be entered line by line as seen below. If you have a list of 25 items or more to attach, see directions for [Creating An Attached List Requisition](#)

Add Items From

[Purchasing Kit Item Search](#) [Catalog Requester Items](#)

[Purchasing Kit Item Search](#) [Catalog Requester Items](#)

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls IP>

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1			0.0000			0	0.000	Open				
2			0.0000			0	0.000	Open				

[View Printable Version](#) [View Approvals](#) *Go to ...More...

If needed, **click on the Comment Icon** to add a Line Comment. *Note: If you check the box next to Send to Supplier (this is the default) – The comments will be printed on the purchase order. If you uncheck the box next to Send to Supplier – The comments are provided for internal review only and will not be printed on the purchase order. Click OK to close the comment box.*

When finished adding Line Items **click Save**.

Click View Approvals to see the approval path your requisition will go through. If incorrect, confirm the Origin or Category in your Header Box. If correct, go back to the Header Box and **click the Green Check Mark** to change the status from Open to Pending.

[View Printable Version](#) [View Approvals](#)

Save **Refresh**

Add/Update Requisitions

[Maintain Requisitions](#)

Requisition

Business Unit FCPS1 Status Open

Requisition ID NEXT Budget Status Not Chk'd

Requisition Name Copy From

☐ Hold From Further Processing

Click View Printable Version to see a PDF version of your requisition. This PDF can be saved or printed.

[View Printable Version](#) [View Approvals](#)

Save **Notify** **Refresh**

Note: Once a Requisition becomes a PO, you will no longer have the ability to view, print, and/or save it in the same form as when you are creating it. Additionally, you will not be able to print Requisitions created by others. To check the status of your requisition please see our documentation on the [Purchasing Dashboard>Document Status](#).

Find An Existing Requisition

First [Log Into PeopleSoft Financials](#) then from the FCPS Menu homepage under Suggested Actions Items **click Requisitions**.

Suggested Action Items



Requisitions

From the Requisitions menu **click Add** to start a new requisition or **click Find an Existing Value** to search for an existing requisition. *Note: The Business Unit should always be FCPS1.*

Requisitions

Add a New Value



Find an Existing Value

*Business Unit *Requisition ID

On the following screen use the search features to enter the desired information and click **Search**.

Requisitions

Find an Existing Value

Search Criteria

Use the following search to look for an existing Requisition.

Recent Searches Saved Searches

*Business Unit Requisition ID

Requisition Name Requisition Status

Origin Requester

Description Hold From Further Processing ☐

Supplier ID Name 1

Name 2

☐ Case Sensitive

From the search results area **click on the line of the expense** you wish to review.

Search Results

100 rows - Business Unit "FCPS1" - Only the first 100 rows can be displayed. Refine your search to see more.

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Description	Hold From Further Processing	Supplier ID	Name 1	Name 2	
FCPS1	E2025	HSL BARKAY/OLSEN #43	Approved	055			N	0000015808	BARKAY INC	PAUL DAVIS RESTORATION	>
FCPS1	E2024	HSL BARKAY/OLSEN #40	Approved	055			N	0000015808	BARKAY INC	PAUL DAVIS RESTORATION	>

Canceling A Requisition

Old Documentation Listed on Page 42 Under J Step 3 - [PDF 02 Requisitions.pdf](#)

Following the instructions [Finding An Existing Requisition](#). When the desired requisition is displayed **click the Red X at the top of the screen** any time prior to it being approved.

Status Pending

Budget Status Not Chk'd

☐ Hold From Further Processing



Checking The Status Of A Requisition

Old Documentation Listed on Page 45 Under J Step 4C - [PDF 02 Requisitions.pdf](#)

Following the instructions [Finding An Existing Requisition](#). From the search results area the **Requisition Status** column will display the desired information.

Search Results

100 rows - Business Unit "FCPS1" - Only the first 100 rows can be displayed. Refine your search to see more.

Business Unit	Requisition ID	Requisition Name*	Requisition Status↓	Origin	Requester	Description	Hold From Further Processing	Supplier ID	Name 1	Name 2	
FCPS1	E2008		Approved	023			N	0000007308	ELECTRIC MOTOR REPAIR CO	EMR	>
FCPS1	E1995		Approved	039			N	0000008853	PARLIGHTS CONCERT LIGHTING INC	PARLIGHTS INC	>

Viewing A Requisition Opened By Another Requester

First [Log Into PeopleSoft Financials](#) then from the FCPS Menu homepage scroll down to the Pcards & Purchasing section and **click Purchasing**.

Pcards & Purchasing

 PCard System

 Purchasing

 PCard Transaction Inquire

 PCard Recon Report

 PCard Workflow Tracking

 POs

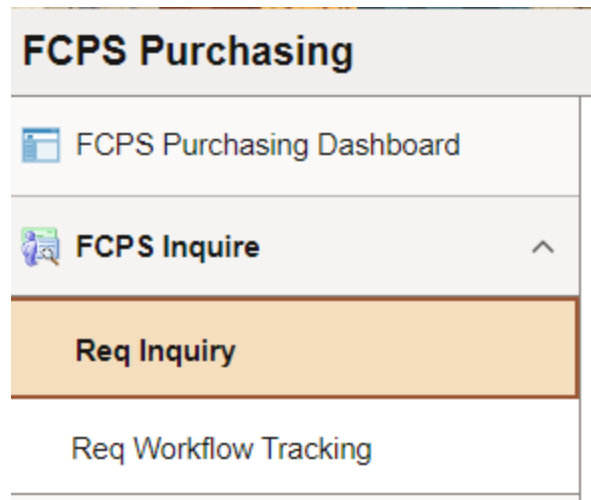
 Print POs

 Procurement Activity Report

 Purchasing Queries


Purchasing

From the Purchasing Dashboard **click the Requisitions** tile then using the navigation collection on the left hand side of the screen expand the **FCPS Inquire** menu option then **click Req Inquiry**.



From the Req Inquiry screen use the search options to **enter the Requisition ID number or other fields** then **click Search**.

Requisitions

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**
Use the following search to look for an existing Requisition.

Recent Searches: Choose from recent searches ✎ | Saved Searches: Choose from saved searches ✎

*Business Unit: [v] [] Q

Requisition ID: begins with []

Requisition Name: begins with []

Requisition Status: [v] []

Origin: begins with [] Q

Requester: begins with [] Q

Description: begins with [] Q

Hold From Further Processing: ☐

Supplier ID: begins with [] Q

Name 1: begins with []

Name 2: begins with []

^ Show fewer options

☐ Case Sensitive

 **Search** Clear

From the search results **click the desired line to view the requisition.**

☑ **Search Results**
100 rows - Business Unit "FCPS1" Requisition ID "324" - Only the first 100 rows can be displayed.
Refine your search to see more.

1-10 of 100 > > View All									
Business Unit	Requisition ID	Req Description	Requisition Status	Origin	Requester	Description	Hold From Further Processing	Supplier ID	
FCPS1	E324		Complete	039			Y	0000002594	>
FCPS1	E1324		Complete	039			Y	0000004026	>

Additional Types Of Requisitions

Attached List Requisition

In some cases you may need to attach a list or document to your requisition such as if you have a list of 25 items or more.

Following the instructions [Creating A Generic/Normal Requisition](#) until you get to the section for Header Comments and attachments. From the Header Comments popup screen **click Attach then follow the wizard to attach the appropriate list or document.** When finished you may complete the requisition by using the generic/normal steps.

Capital Asset Item Requisition

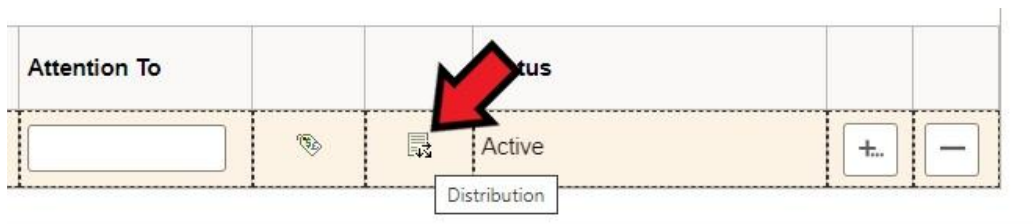
A Capital Asset Item is one with a value of \$5,000 or more. Review the Capital Asset Profile seen below to determine if this process is needed.

CA2310 - School Buses
CA2350 - Other Vehicles
CA3200 - Woodworking Machinery
CA3400 - Metalworking Machinery
CA3500 - Service and Trade Equipment
CA3700 - Mowers/Tractors/Snow/Garden Equip
CA3800 - Misc. Construction Equipment
CA3900 - Material Handling Equipment
CA4100- Refrigeration/AC Equipment
CA4900 - Vehicle Repair Equipment
CA5200- Measuring & Inspection Tools

CA5800 - Communication/Security/Sound Equip
CA6500 - Medical Equipment
CA6600 - Lab/Measuring Equip
CA6700 - Cameras/Projectors
CA6900-Training/Speaking Aids
CA7000 - Computers/Printers/Peripherals
CA7300 - Kitchen/Food Service Equip
CA7700 - Musical Instruments
CA7800 -Athletic/Sporting Equip
CA7900 - Ind Cleaning Equip

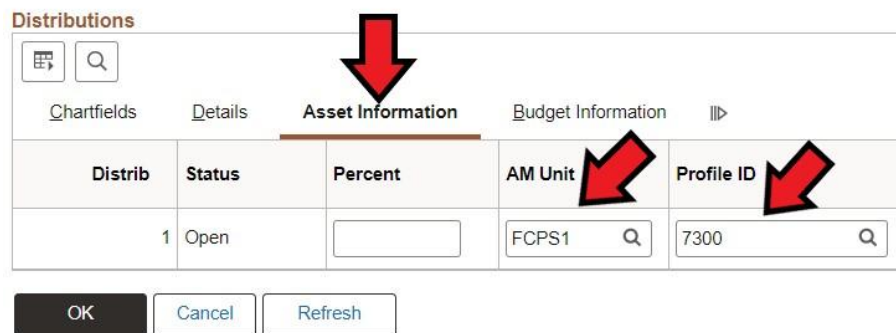
Following the instructions [Creating A Generic/Normal Requisition](#) until you get to the section for entering Line Item details. If the item is considered a Capital Asset scroll to the right of the line item detail then **click the icon for Schedule.**

From the Maintain Requisitions screen **click the icon for Distribution.**



The screenshot shows a table with columns: Attention To, Status, and Distribution. The Status column has a dropdown menu with 'Active' selected. The Distribution column has a '+' icon. A red arrow points to the '+' icon in the Distribution column.

On the Distribution Details screen **click Asset Information** then **confirm or adjust the AM Unit and Profile ID** fields as needed. **Click OK** then **Save** to return to the Main Page. From this point you may complete the requisition by using the generic/normal steps.



The screenshot shows the 'Distributions' screen with tabs: Chartfields, Details, Asset Information, and Budget Information. The 'Asset Information' tab is selected. Below the tabs is a table with columns: Distrib, Status, Percent, AM Unit, and Profile ID. The 'AM Unit' and 'Profile ID' fields are highlighted with red arrows. Below the table are buttons: OK, Cancel, and Refresh.

Check Enclosed Requisition

In some cases you may have a presenter and they bring the Invoice the day of the presentation. For those situations you can submit a requisition with a Check Enclosed.

Following the instructions [Creating A Generic/Normal Requisition](#) until you get to the section for entering Requisition Defaults. For Check Enclosed requisitions you will **type 005 in the Category field.**



The screenshot shows a table with columns: *UOM, Category, and Price. The 'Category' field is highlighted with a red arrow. Below the table are input fields for *UOM (EA), Category (005), and Price (0).

For Check Enclosed Requisitions you will also need to attach a scanned copy of the invoice/quote. Please follow the instructions for attachments found in the generic/normal requisitions steps. You may want to check the email box as well to ensure the supplier has this information as well. From this point you may complete the requisition by using the generic/normal steps.

Rate Based Requisition

Following the instructions [Creating A Generic/Normal Requisition](#) until you get to the section for entering Requisition Defaults. For Rate Based requisitions you will **type 002 in the Category field**.

Controls III▶

*UOM	Category	Price
EA	002	100.00



For Rate Based reqs you will also need to add Standard Comments. After entering the required information on the Line Item **click Add Comments**.

Status			
Open			



From the Line Comments pop-up **click Use Standard Comments**.

*Sort Method

Comments
Use Standard Comments
Use Item Specifications



From the Standard Comments popup **enter RTE (Rate Based) in the Comment Type field** then **enter RTE in the Comment ID field**. When finished **click OK**.

Standard Comments

Comments

*Action

Copy Comment

Comment Type

RTE

Comment ID

RATE

*Effective Date

07/24/2025

*Status

Active

Description

Rate

Short Desc

Rate

Comments

AUTHORIZED SIGNATURES:
GOOD THROUGH:
PARTIAL PAYMENTS

OK

Cancel

Refresh

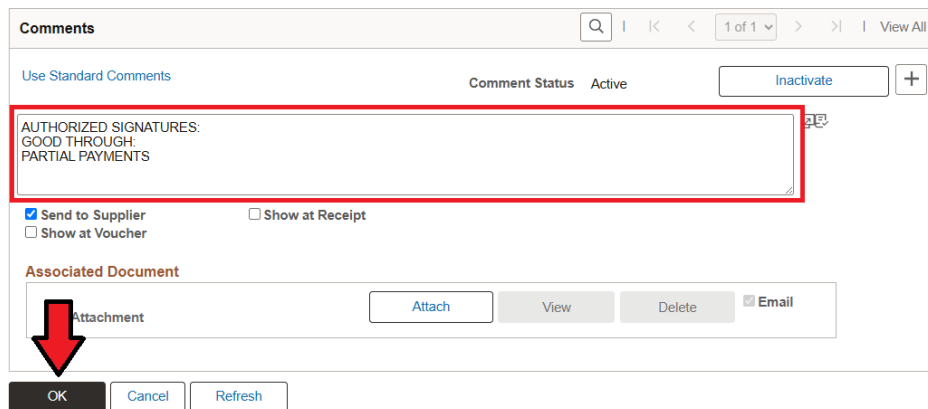


Returning to Line Comments **modify the comment to include the following:**

Authorized Signatures

Good through date

When finished **Click OK**



The screenshot shows a 'Comments' form. At the top, there's a search bar and navigation links. Below that, a 'Comment Status' section has 'Active' selected and 'Inactivate' as an option. A large text area is highlighted with a red border, containing the text: 'AUTHORIZED SIGNATURES:
GOOD THROUGH:
PARTIAL PAYMENTS'. Below this text area are two checkboxes: 'Send to Supplier' (checked) and 'Show at Receipt' (unchecked). There's also a 'Show at Voucher' checkbox. Underneath is an 'Associated Document' section with an 'Attachment' label and buttons for 'Attach', 'View', 'Delete', and 'Email'. At the bottom, there are three buttons: 'OK' (highlighted with a red arrow), 'Cancel', and 'Refresh'.

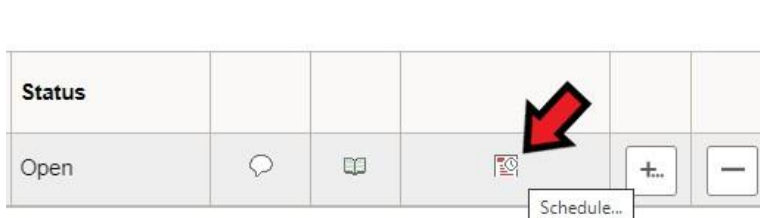
Lastly, make sure to **enter Rate Based Req in the Line Item description** then from this point you may complete the requisition by using the generic/normal steps.

Sensitive Asset Item Requisition

A Sensitive Asset Item is one with a value of \$500 to \$4,999. Review the Sensitive Asset Profile seen below to determine if this process is needed.

- S3700 Fuel Driven Equipment
 - Snow Blowers
 - Lawn Mowers
- S6700 Projectors/Cameras
 - Video Cameras
 - Projectors
 - Digital Cameras (including lenses)
 - Excludes Mounted Security Cameras
- S6800 Augmentative Communicative Devices
 - All Student Learning Devices
- S7600 Student Use Technical Equipment
 - Digital Music Players (iPods)
 - Mobile/Wireless Speakers
- S7900 Building Services Equipment
 - Pressure Washer

Following the instructions [Creating A Generic/Normal Requisition](#) until you get to the section for entering Line Item details. If the item is considered a Capital Asset scroll to the right of the line item detail then **click the icon for Schedule**.



The screenshot shows a table with several columns. The first column is labeled 'Status' and has the value 'Open'. To the right of 'Open' are several icons: a speech bubble, a book, and a calendar. A red arrow points to the calendar icon, which has a tooltip that says 'Schedule...'. To the right of the calendar icon are two more buttons: a plus sign and a minus sign.

From the Maintain Requisitions screen **click the icon for Distribution.**

The screenshot shows a table with columns: Attention To, Status, and others. A red arrow points to a small icon in the Status column, which is labeled 'Distribution' in a tooltip.

On the Distribution Details screen **click Asset Information** then **confirm or adjust the AM Unit and Profile ID** fields as needed. **Click OK** then **Save** to return to the Main Page. From this point you may complete the requisition by using the generic/normal steps.

The screenshot shows the 'Distributions' screen with tabs: Chartfields, Details, Asset Information, and Budget Information. The 'Asset Information' tab is selected. Below the tabs is a table with columns: Distrib, Status, Percent, AM Unit, and Profile ID. Red arrows point to the 'AM Unit' and 'Profile ID' fields. At the bottom are buttons: OK, Cancel, and Refresh.

Ship To Multiple Locations Requisition

In some cases you may have multiple line entries that need to go to different locations.

Following the instructions [Creating A Generic/Normal Requisition](#) until you get to the section for adding Line Items. With each Line Item added make sure to **click Ship To/Due Date** then adjust the **Ship To** field for each line item as needed. When finished you may complete the requisition by using the generic/normal steps.

The screenshot shows the 'Line' screen with tabs: Details, Ship To/Due Date, Status, Supplier Information, Item Information, Attributes, Contract, and Sourcing Control. The 'Ship To/Due Date' tab is selected. Below the tabs is a table with columns: Line, Item, Description, Due Date, Ship To, and Price. Red arrows point to the 'Ship To' field in the first two rows.

Split Cost Requisition

In some cases you may have to split the cost for a Line Item between two different account strings or have two Line Items with each having a different account string.

Following the instructions [Creating A Generic/Normal Requisition](#) until you get to the section for entering Line Item details. After entering the required information **click the icon for Schedule.**

The screenshot shows a table with columns: Status, and others. A red arrow points to a small icon in the Status column, which is labeled 'Schedule...' in a tooltip.

From the Maintain Requisitions screen **click the icon for Distribution.**

Attention To			Status		
			Active	+	-
			Distribution		

On the Distribution Details screen **click the Distribute By dropdown and select Amount.** Then **click the plus button on the Distributions lines to add a row and adjust the Merchandise Field as needed.** Click OK then **Save** to return to the Main Page. From this point you may complete the requisition by using the generic/normal steps.

Distribution Details

Maintain Requisitions

Distribution

Requisition ID NEXT

Line 1

Schedule 1

Ship To

*Distribute By Amount

SpeedChart

Item

Status Active

Description

Quantity 0.0000 EA

USD

Distributions

Chartfields

Details

Asset Information

Budget Information

Distrib	Status	Percent	Merchandise Amount	SL Unit	Account	Fund	Dept	Program	Class	Bud Ref	Project		
1	Open	100.0000	75.00	FCPS1			1029					+	-
2	Open		25.00	FCPS1			1029					+	-

OK

Cancel

Refresh

Open PO Requisition

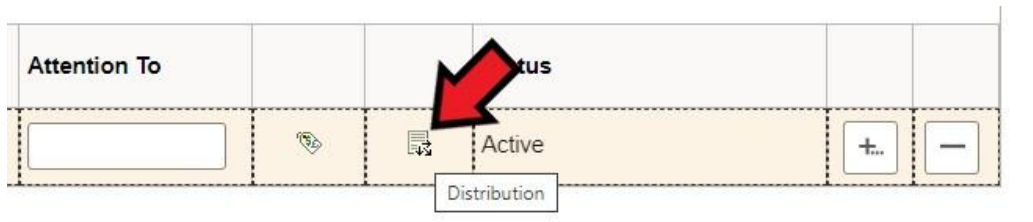
Following the instructions [Creating A Generic/Normal Requisition](#) until you get to the section for entering Requisition Defaults. For Open Purchase Order requisitions you will **type 001 in the Category field.**

*UOM	Category	Price
EA	001	100.00000

For Open POs you will also need to adjust the Distributed By field. After entering the required information on the Line Item **click the icon for Schedule.**

Status					
Open				+	-
			Schedule...		

From the Maintain Requisitions screen **click the icon for Distribution.**



On the Distribution Details screen **click the Distribute By dropdown and select Amount.**

A screenshot of the 'Distribution' section within the 'Maintain Requisitions' application. It shows fields for 'Requisition ID' (NEXT), 'Line' (1), 'Schedule' (1), and 'Ship To'. The '*Distribute By' dropdown menu is set to 'Amount', with a red arrow pointing to it. Below this is a 'SpeedChart' field with a search icon and a link to 'Multi-SpeedCharts'.

Return to the Main Page then **click Add Comments.** From the Header Comments popup **click Standard Comments.**



From the Standard Comments popup **enter OPN (Open Purchase Order) in the Comment Type field then enter OPEN in the Comment ID field.** When finished **click OK.**

A screenshot of the 'Standard Comments' popup form. It contains fields for '*Action' (Copy Comment), 'Comment Type' (OPN), 'Comment ID' (OPEN), '*Effective Date' (02/21/2024), '*Status' (Active), 'Description' (Open Purchase Order for), 'Short Desc' (Open PO), and a large text area for 'Comments' containing the text: 'OPEN PURCHASE ORDER FOR AUTHORIZED SIGNATURES: GOOD THROUGH: PARTIAL PAYMENTS'. A red arrow points to the 'OK' button at the bottom left.

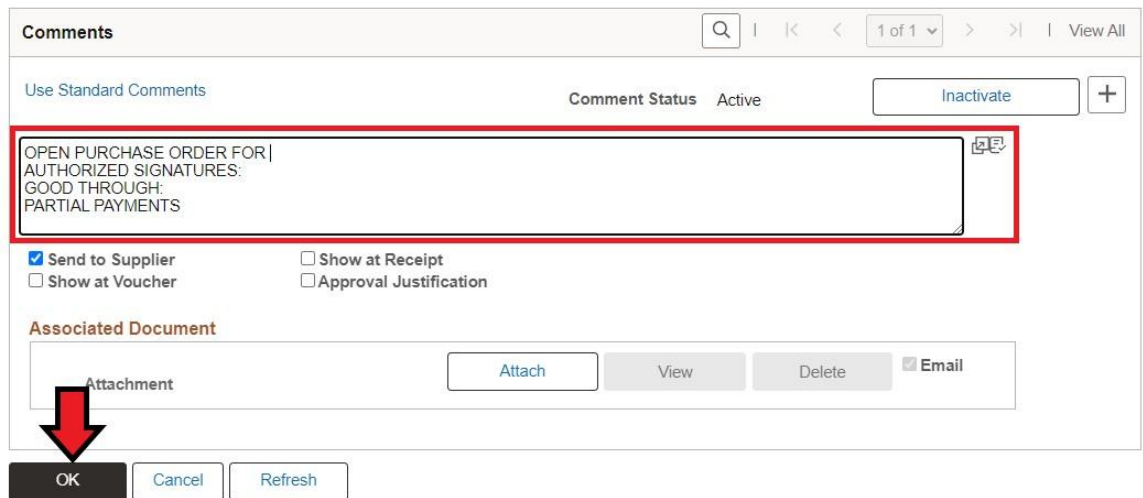
Returning to Header Comments page **modify the comment to include the following:**

The reason for the Open Purchase Order

The individual authorized to purchase

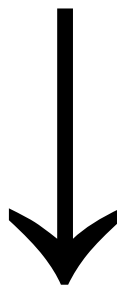
Good through date

When finished **Click OK**



The screenshot shows a 'Comments' form. At the top, there is a search bar and navigation controls. Below this, a tab labeled 'Use Standard Comments' is active. The 'Comment Status' is set to 'Active', and there is an 'Inactivate' button. The main text area contains the following text: 'OPEN PURCHASE ORDER FOR | AUTHORIZED SIGNATURES: | GOOD THROUGH: | PARTIAL PAYMENTS'. This text area is highlighted with a red rectangular box. Below the text area, there are four checkboxes: 'Send to Supplier' (checked), 'Show at Receipt' (unchecked), 'Show at Voucher' (unchecked), and 'Approval Justification' (unchecked). Below these checkboxes is the 'Associated Document' section, which includes an 'Attachment' field, an 'Attach' button, and 'View', 'Delete', and 'Email' buttons. At the bottom of the form, there are three buttons: 'OK', 'Cancel', and 'Refresh'. A red arrow points from the 'OK' button to the 'Associated Document' section.

Lastly, make sure to **enter OPEN PURCHASE ORDER in the Line Item description** then from this point you may complete the requisition by using the generic/normal steps.



Printing Request Requisition

[Additional Information on Printing Coordination](#)

Following the instructions [Creating A Generic/Normal Requisition](#) until you get to the section for entering Requisition Defaults. Use the following information for this specific type of requisition:

Supplier - 0123456789 (PRINTING – FCPS)

Category - 966 (PRINTING & RELATED SVCS)

Unit of Measure - EA

Supplier Location - Leave as defaults

Ship To - WAREHOUSE

Note: Use Warehouse for free shipping. All other locations you will be charged extra for shipping.

Ultimate Use Code - Type 40 (Printing Services)

Account String/Chartfield Information - Use codes provided by the budget department.

Business Unit	FCPS1	Requisition Date	11/11/2024
Requisition ID	NEXT	Status	Open

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, only non-blank values are assigned.

Line

Buyer		Unit of Measure	EA
Supplier	0123456789	Supplier Location	MAIN
Category	966	Supplier Lookup	

Schedule

Ship To	WAREHOUSE	*Distribute By	Quantity
Due Date		Ship Via	
Ultimate Use Code	40	Freight Terms	
Attention To			

[One Time Address](#)

Distribution

SpeedChart

When finished **click OK.**

OK	Cancel	Refresh
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From this point you may complete the requisition by using the [generic/normal steps](#) with one exception. **Enter the quantity as 1 and the price 0.00.** Once the requisition ends up with Public Affairs they will update those areas as well as supplier.

Questions

Technical Questions - PeopleSoft Helpdesk - BSG.HELPDESK@fcps.org

PeopleSoft Updates - [Business Services Technology Website](#)

[PeopleSoft Documentation Feedback Form](#)