

ASU Procurement Process Training

How to Create a Requisition

ASU Procurement Department:

Staneshia Thomas (Interim Director)

Emony Johnson (Staff Associate)

Shunqulla Moore (Staff Associate)

Department of Procurement

How to create a Requisition

- Go to PeopleSoft Main Page,
 - E-Procurement, then Manage Requisition
 - Create New Requisition, then click Special Requests
 - Start Completing the information on Special Request page
 - Item Description
 - Price
 - Quantity
 - Category (click on magnifying glass, search by category/description, click find)
 - Unit of Measure
 - Due Date
 - Supplier ID
 - Supplier Name
 - Then click, Add to cart
 - Then click Checkout
 - Add more Comments and Attachments
 - Attach supporting documentations here
 - Check Budget
 - Click Save & Submit

Welcome Staneshia Thomas

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

All Request Options

Catalog
All Purchase Items

Web
Dell online catalog
Staples online catalog

Express Item Entry

Special Requests

Forms

Favorites

Templates

ePro Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Recently Ordered

External Catalogs

Special Requests

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

Supplier

Supplier ID

Supplier Name [Suggest New Supplier](#)

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer Mfg Item ID

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.



Department of Procurement

Adding Supporting Documentation To Requisition

- Go to PeopleSoft Main Page,
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 - Start Completing the information on Special Request page
 - Item Description
 - Price
 - Quality
 - Category (click on magnifying glass, search by category/description. click find
 - Unit of Measure
 - Due Date
 - Supplier ID
 - Supplier Name
 - Then click, Add to cart
 - Then click Checkout
 - **Click Add more Comments and Attachments**
 - **Attach supporting documentations here**



Header Comments

Business Unit ALASU

Requisition Date 07/20/2021

Status Open

Comments Find First 1 of 1 Last

Use Standard Comments Entered On:

1

Send to Supplier Show at Receipt Show at Voucher

Add Attachments

OK Cancel



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 - Add more Comments and Attachments
 - Attach supporting documentations here
 - **Check Budget**
 - **Click Save & Submit**

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit Alabama State University Requisition Name
*Requester Patricia Thomas Priority
*Currency

Cart Summary: Total Amount 1.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Pens		Lowes Home Center	1.0000	Each	1.0000	1.00			

Select All / Deselect All Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount 1.00 USD

Shipping Summary

[Edit for All Lines](#)

Ship To Location RECEIVING
Address 1251 S. Decatur St.
Inventory and Receiving
Montgomery, AL 36104
Attention To Patricia Thomas
Comments

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

[Add more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

[Check Budget](#) [Pre-Check Budget](#)
[Save & submit](#) [Save for Later](#) [Add More Items](#) [Preview Approvals](#)



Department of Procurement

CONTACT INFORMATION



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