



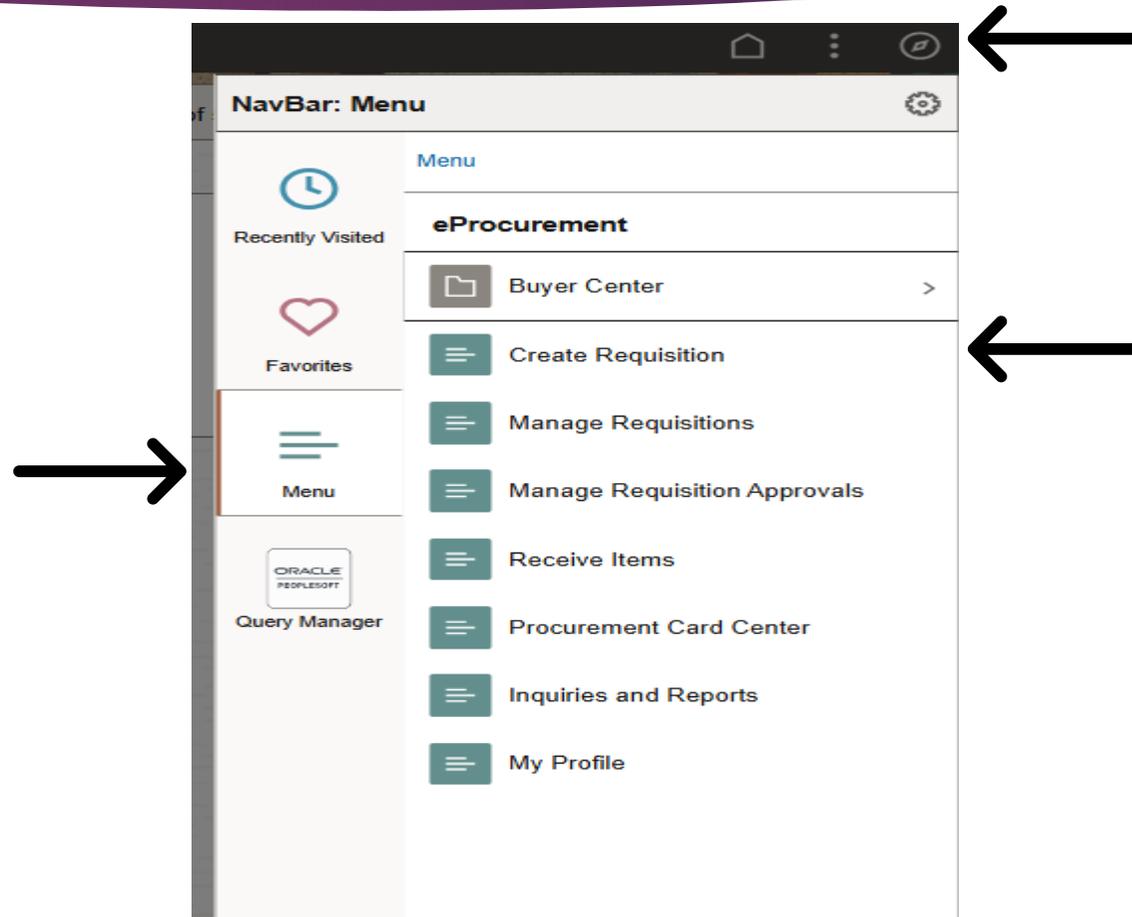
Building a Special Request Requisition

Special Request Requisition

- ▶ For items that are not found in the GeorgiaFIRST Marketplace
- ▶ Can use a supplier that is in the Marketplace. If the item can be found there, create a Marketplace Requisition
- ▶ Items are manually added to a Special Request Requisition

Requisition Settings

- ▶ Click on the Nav Bar
- ▶ Click on Menu
- ▶ Click on Create Requisition



Requisition Settings

► Click on Special Requests

The screenshot shows a web application interface for requisitions. At the top, there is a navigation bar with links for Home, My Preferences, Requisition Settings, and 0 Lines, along with a Checkout button. Below this is a search bar with a dropdown menu set to 'All', a search input field, a Search button, and an Advanced Search link. The main content area features a grid of navigation options:

- Web**: Browse Supplier Websites, GAFirstMarketplace
- Express Item Entry**: Create an Express Requisition
- Special Requests**: Create a non-catalog request (indicated by a black arrow)
- Favorites**: Browse Favorite Items and Services
- Templates**: Browse Company and Personal Templates
- Recently Ordered**: View recently ordered items and services
 - Delta Cap Flyers Qty 500
 - Shipping
 - HL_DESFIRE_Pre-Print- QTY 4,...

Adding items to a Special Request Requisition

- ▶ Enter in the following: Item Description, Price, Quantity, Unit of Measure, Category/NIGP code and Supplier ID
- ▶ Item Description must tell what is being ordered not just a model number.

Create Requisition ?

Welcome Ingram,Amy

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

All Request Options

- Web
- GAFirstMarketplace
- Express Item Entry
- Special Requests**
- Favorites
- Templates
- Recently Ordered

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 Amount Only

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.

Adding Items to a Special Request Requisition

Create Requisition ?

Welcome Ingram, Amy

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

- All Request Options
- Web
 - GAFirstMarketplace
- Express Item Entry
- Special Requests
- Favorites
- Templates
- Recently Ordered

Special Requests ?

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

Item Details

*Item Description

*Price

*Quantity

*Category

*Currency

*Unit of Measure

Due Date

Amount Only

Supplier

Supplier ID

Supplier Name

Supplier Item ID

[Suggest New Supplier](#)

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.

Click on any of the Magnifying glasses to pull up a list. Category/NIGP codes, Unit of Measure, and supplier id.

Category/NIGP code are the same. You must enter in the Category/NIGP Code in order to process the requisition and the code CANNOT END in 00.

Create Requisition ?

Welcome Ingram,Amy

[Home](#)

[My Preferences](#)

[Requisition Settings](#)

[0 Lines](#)

[Checkout](#)

Request Options

Search All

[Search](#)

[Advanced Search](#)

All Request Options

[Web](#)
[GAFirstMarketplace](#)

[Express Item Entry](#)

Special Requests

[Favorites](#)

[Templates](#)

[Recently Ordered](#)

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

Amount Only

Supplier

Supplier ID

Supplier Name

Supplier Item ID

[Suggest New Supplier](#)

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.

[Add to Cart](#)



Click add to cart, then checkout when all information has been added.

If a quote has multiple lines, click add to cart and add multiple lines, then checkout.



Completing the Special Request Requisition

- ▶ Line schedule or distribution information can be edited.
- ▶ To update multiple lines at the same time, select lines and click “Mass change”.
- ▶ Add comments to the requisition by using comments icon at the end of the line.
- ▶ Add comments to the requisition header in Justification/comments.
- ▶ To change a line’s schedule or distribution information, expand the line.
- ▶ When completed, “save for later” and “preview approvals”.
- ▶ “Save and Submit” to route for requisition approval.

Completing the Special Request Requisition

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

Home Worklist Add to Favorites Sign o

ORACLE

New Window Help Personalize Page ht

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit Georgia Perimeter College
*Requester Jackson, Vagillia
*Currency
Requisition Name ←
Priority

Cart Summary: Total Amount 500.00 USD
Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Consulting Services		D R C NETWORKS TRAINING & CONSULTING	<input type="text" value="1.0000"/>	Each	500.0000	500.00		Add ←	

Shipping Line 1

*Ship To
Address
Attention To
Due Date

Add One Time Address
Quantity
Price 500.0000
Price Adjustment
Pegging Inquiry
Pegging Workbench

Name the requisition, verify Chart strings and shipping Location, add attention to, Add attachments, review And submit.

Attach quotes using the Comments bubble

Completing the Special Request Requisition

When the requisition is submitted, it is routed to the department for approval then to Procurement.

Department and Proj. Approval

▼ **Line 1:Initiated** + Start New Path
Rounded Memo Holder White

Department and Proj. Approver

+ → **Not Routed** → +
Diane Eleanor White
Req-Dept Mgr-Line Level

Buyer Approval - NonCatalog

▼ **Requisition 0000500089:Initiated** + Start New Path

Buyer Approval

+ → **Not Routed** → +
Multiple Approvers
Buyer Approval

Return

Apply Approval Changes

Additional Edits during checkout

- ▶ Charging a requisition line item to a different chartstring.
- ▶ Using multiple distributions for a requisition line.
- ▶ Entering asset information for an item.
- ▶ Creating an amount-only requisition line.

Charging a requisition line item to a different chartstring

Shipping attention to information →

Chart string information →

The screenshot displays the Oracle eProcurement Requisition interface. At the top, the breadcrumb navigation shows 'Main Menu > eProcurement > Requisition'. The Oracle logo is visible on the left. The page includes search fields for '*Requester' (ITSREQUESTER35) and '*Currency' (USD), along with a 'Priority' dropdown set to 'Medium'. A 'Cart Summary' indicates a total amount of 110.00 USD. Below this, a table of 'Requisition Lines' is shown with columns for Line, Description, Item ID, Supplier, Quantity, UOM, Price, Total, and Details. Line 1 is expanded to show shipping details, including a 'Shipping Line' with a quantity of 1.0000 and a price of 50.0000. The shipping address is 'RECEIVING' and the attention is 'Requester 35'. Below the shipping details, the 'Accounting Lines' section is expanded, showing a table with columns for *Account, Fund, Dept, Program, Class, and Budget Reference. The accounting line is set to 714100, 10500, 2510100, 11100, 11000, and 2015 respectively.

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	Spark stacking side chair with		Vendor Not Found	1.0000	Each	50.0000	50.00	

*Ship To Address	Quantity	Price	Price Adjustment
RECEIVING	1.0000	50.0000	

*Account	Fund	Dept	Program	Class	Budget Reference
714100	10500	2510100	11100	11000	2015

Using multiple distributions for a Requisition line

The screenshot shows the Oracle Requisition Lines interface. At the top, there are navigation menus and the Oracle logo. Below that, there are search fields for Requester (ITSREQUESTER35) and Priority (Medium). A Cart Summary indicates a total amount of 110.00 USD. The main section displays a Requisition Line for 'Spark stacking side chair with' with a quantity of 1.0000 and a price of 50.0000. Below this, there are sections for Shipping Line and Accounting Lines. The Accounting Lines section is expanded, showing a table with two lines, each with a 50.0000 percent distribution.

Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		MAIN	50.0000	25.00	40000	
2	Open		MAIN	50.0000	25.00	40000	

Split charges between departments by adding a second line to the chartfield 1 tab. Do not forget to add the chart string to the chartfield 2 tab.

Creating an amount-only Requisition line

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

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Home | Worklist | Add to Favorites | Sign o

New Window | Help | Personalize Page | ht

Checkout - Review and Submit

Review the item information and submit the req for approval.

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

Requisition Summary

Business Unit Georgia Perimeter College
*Requester Jackson, Vagillia
*Currency
Requisition Name
Priority

Cart Summary: Total Amount 500.00 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	Consulting Services		D R C NETWORKS TRAINING & CONSULTING	<input type="text" value="1.0000"/>	Each	500.0000	500.00		Add	

Shipping Line 1

*Ship To
Address
Attention To
Due Date

Add One Time Address

Quantity
Price 500.0000

Price Adjustment
Pegging Inquiry
Pegging Workbench

Creating an amount-only Requisition line

Line Details

Line Details ?

No Image Line 1 Consulting Services Line Status Open

Item Details ?

Merchandise Amount	500.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	00500	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item Description		<input type="checkbox"/> Amount Only
		<input type="checkbox"/> Inspection Required