



The Core Way- Stores

HOW TO SUBMIT A STORES REQUISITION IN PEOPLESOFT

How to get to the Requisition screen: **NavBar > Navigator > FSCM > Purchasing > Requisition > Add/Update Requisition.**

1. Select the **Add a New Value** tab
2. Click **Add**

The screenshot shows a mobile application interface for requisitions. At the top, there is a dark navigation bar with a back arrow and the text 'Buyer'. Below this is a section titled 'Requisitions'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted in blue, with a red circle containing the number '1' next to it. Below the tabs, there are two input fields. The first is labeled '*Business Unit' and contains the text 'p6500' with a search icon to its right. The second is labeled 'Requisition ID' and contains the text 'NEXT'. At the bottom of the screen, there is a blue button labeled 'Add' with a red circle containing the number '2' next to it.

3. Enter **Requisition Name** (Type in STORES.)

4. Click on **Add Comments**
(instructions for the warehouse. Example: Deliver to KOC room# 110)

5. Click on **Requisition Defaults**

NOTE:

If you added a Comments make sure to select the Show at Voucher box otherwise the warehouse can't see it the comment.

- Send to Supplier
- Show at Voucher
- Show at Receipt
- Approval Justification

The screenshot shows the 'Add/Update Requisitions' form. At the top, there is a dark header with a back arrow and the text 'Buyer' on the left, and 'Add/Update Requisitions' on the right. Below the header, the form contains several fields and sections:

- Business Unit:** 06500
- Status:** Pending
- Requisition ID:** NEXT
- Budget Status:** Not Chk'd
- Requisition Name:** A text input field with a red circle containing the number '3' and a 'Copy From' link to its right.
- Header ?** (Section header)
- *Requester:** 542885 (with a search icon) and Maribel Suarez
- *Requisition Date:** 02/14/2023 (with a calendar icon) and Requirer Info
- Origin:** ONL (with a search icon) and Online Entry
- *Currency Code:** USD and Dollar
- Accounting Date:** 02/14/2023 (with a calendar icon)
- Amount Summary ?** (Section header)
- Total Amount:** 0.00 USD
- 5 Requisition Defaults** (Section header)
- Requisition Activities** (Section header)
- 4 Add Comments** (Text with a red circle containing the number '4') and a yellow box with a red border containing the text 'Instruction for the warehouse.' with a red arrow pointing to the 'Add Comments' text.
- Add Items From ?** (Section header)
- Purchasing Kit** and **Catalog** (Text)
- Item Search** and **Requester Items** (Text)

6. Enter **Ship To** (enter the site where the order is going to)

7. Enter **Attention To**

8. Enter **Budget** number

9. Enter **Location** (enter the site where the order is going to)

10. Click **OK**

FOR SITE OR LOCATION
DO NOT USE 000000999

NOTE:

On the **Attention To** you must add the site being delivered to/name of the person this order is for & Room #
Example: SME/Jonny Joe/3

Requisition Defaults

Business Unit: 0800 Requisition Date: 02/24/2023
Requisition ID: NPTX Status: Pending

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.

Overrides: If you select this option, all default values entered on this page override the default values from the default hierarchy, only non-blank values are assigned.

Line

Buyer: [Q] Unit of Measure: [Q]
Supplier: [Q] Supplier Location: [Q]
Category: [Q] Supplier Lookup

Schedule

Ship To: [Q] *Distribute By: Quantity [v]
Due Date: [calendar]
Ultimate User Code: [Q] Ship Via: COMMON [Q]
Attention To: [Q] Freight Terms: DES [Q]
One Time Address

Distribution

SpeedChart

Distributions

| Dist | Percent | GL Unit | Fund | Resource | Goal | Function | Object | Site | Oper Unit | Proj Year | Affiliate | Fund Affl | Resource Affl | PC Bus Unit | Project | Activity | Source Type | Category | Subcategory | Budget Date | Location | PL Unit | |
|------|---------|-----------|----------|----------|------|----------|--------|------|-----------|-----------|-----------|-----------|---------------|-------------|---------|----------|-------------|----------|-------------|-------------|-----------------------|---------|-----|
| 1 | | 00000 [Q] | 0100 [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | [Q] | 02/24/2023 [calendar] | [Q] | [Q] |

Buttons: OK, Cancel, Refresh

(if using more than one budget select the + to add another budget line)

Site where it is going to (pointing to Ship To)

Site where it is going to (pointing to Attention To)

Site where it is going to (pointing to Location in Distributions table)

11. Click on **Catalog**

12. Select **Item Search Options**
(Recommend using the *List All*)

13. Select **Retrieve Items**

Requisition

Business Unit 06500
Requisition ID NEXT
Requisition Name TEST REQ [Copy From](#)

Status Pending
Budget Status Not Chk'd
 Hold From Further Processing

Header

*Requester 542885 Maribel Suarez
*Requisition Date 02/24/2023 [Requester Info](#)
Origin ONL Online Entry
*Currency Code USD Dollar
Accounting Date 02/24/2023

Amount Summary

Total Amount 0.00 USD

[Requisition Defaults](#) [Add Comments](#)
[Requisition Activities](#)

Add Items From

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

Line

1-1 of 1 | View All

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

| Line | Item | Description | Due Date | Ship To | Price |
|------|------|-------------|----------|------------|-------|
| 1 | | | | 0000000762 | 0 |

Order By Catalog

Help *Go to ...More...

Order By Catalog

Search Criteria

Catalog ITEMS
Category 000001

Item Search Options

Retrieve Items

List All **Select one**

- Alias
- Description
- Item ID
- List All
- Manufacturer
- Manufacturer Item ID

Category: All Items DO NOT USE

| Item | UOM | Description |
|------|-----|-------------|
| | | |
| | | |
| | | |
| | | |

Item Details Item Supplier Alias Line Page **Order**

14. **Select** an item by checking the box.

15. Enter the **Quantity**

16. Click **Order**

Note:
DON'T FORGET
TO BUDGET
CHECK

Order By Catalog

Order By Catalog ⓘ
Search Criteria

Catalog: ITEMS All Items
Category: 000001 All Items DO NOT USE
Item Search Options: List All

Retrieve Items Item Search

1 to 50 of 269

To view more items

When you click on VIEW ALL will only allow you to see 50 items at a time

Category: All Items DO NOT USE

| Category | Items | | | | |
|--------------------------|----------|----------------------|-------------------------|-----|------------------------------|
| All Items DO NOT USE | | | | | |
| Sel | Item | Qty Ordered | Default Unit of Measure | UOM | Description |
| <input type="checkbox"/> | 00010001 | <input type="text"/> | EA | Q | CUMULATIVE RECORD, ELEMENT. |
| <input type="checkbox"/> | 00010005 | <input type="text"/> | EA | Q | ENVELOPE, REPORT CARD K-5 |
| <input type="checkbox"/> | 00010035 | <input type="text"/> | EA | Q | REQUEST FOR RECORDS |
| <input type="checkbox"/> | 00010037 | <input type="text"/> | EA | Q | XEROX COPY ORDER |
| <input type="checkbox"/> | 00010050 | <input type="text"/> | EA | Q | PERSONAL VEHIC MILEAGE CLAIM |

1-5 of 50 View All

Click on the Description and it will list itme in alphabetical order.

Item Details Item Supplier Alias Line Page **Order**

17. Click on  to check your **Budget**

Your req has now been submitted

Maintain Requisitions

Requisition

Business Unit 06500
Requisition ID 0000054730
Requisition Name TEST REQ

Status Pending
Budget Status Not Chkd
 
 Hold From Further Processing

▼ Header ⓘ
*Requester 542885  Maribel Suarez
*Requisition Date 02/24/2023  Requirer Info
Origin ONL  Online Entry
*Currency Code USD Dollar
Accounting Date 02/24/2023 
[Requisition Defaults](#) [Add Comments](#)
[Requisition Activities](#)
[Document Status](#)

Amount Summary ⓘ
Total Amount 1.80 USD

Add Items From ⓘ
[Purchasing Kit Item Search](#) [Catalog Requirer Items](#)

Select Lines To Display ⓘ
Search for Lines
Line To [Retrieve](#)

You can see the price for each item.

Note:
DON'T FORGET TO BUDGET CHECK

Line ⓘ

| Line | Item | Description | Quantity | *UOM | Category | Price | Merchandise Amount | Status | | | | |
|------|----------|-------------------|----------|------|----------|---------|--------------------|---------|---|---|---|---|
| 1 | 00011022 | DIVIDER | 2.0000 | ST | 44120000 | 0.33000 | 0.66 | Pending |  |  |  |   |
| 2 | 00011048 | CLIP PAPER, NO. 1 | 5.0000 | BX | 44120000 | 0.12500 | 0.63 | Pending |  |  |  |   |
| 3 | 00011047 | CLIP PAPER, NO. 2 | 2.0000 | BX | 44120000 | 0.25400 | 0.51 | Pending |  |  |  |   |

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