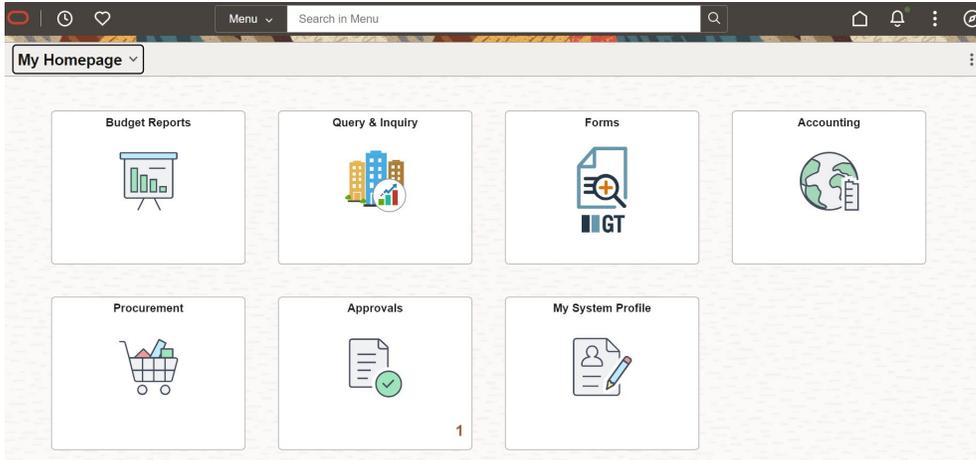
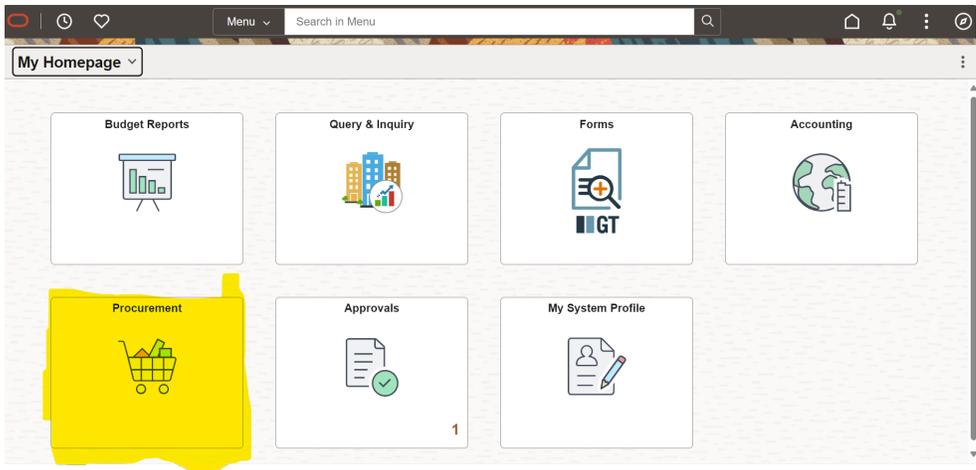


CREATING A WEB SUPPLIER REQUISTION

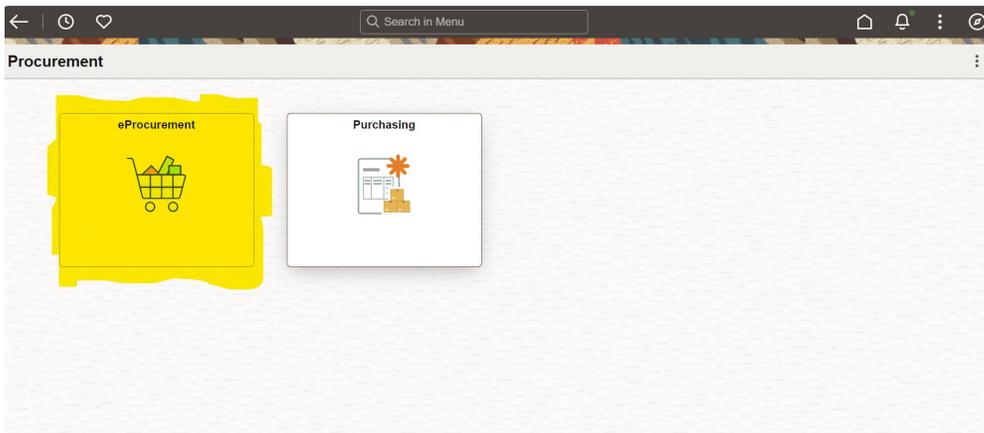
1.) Log into Peoplesoft Finance



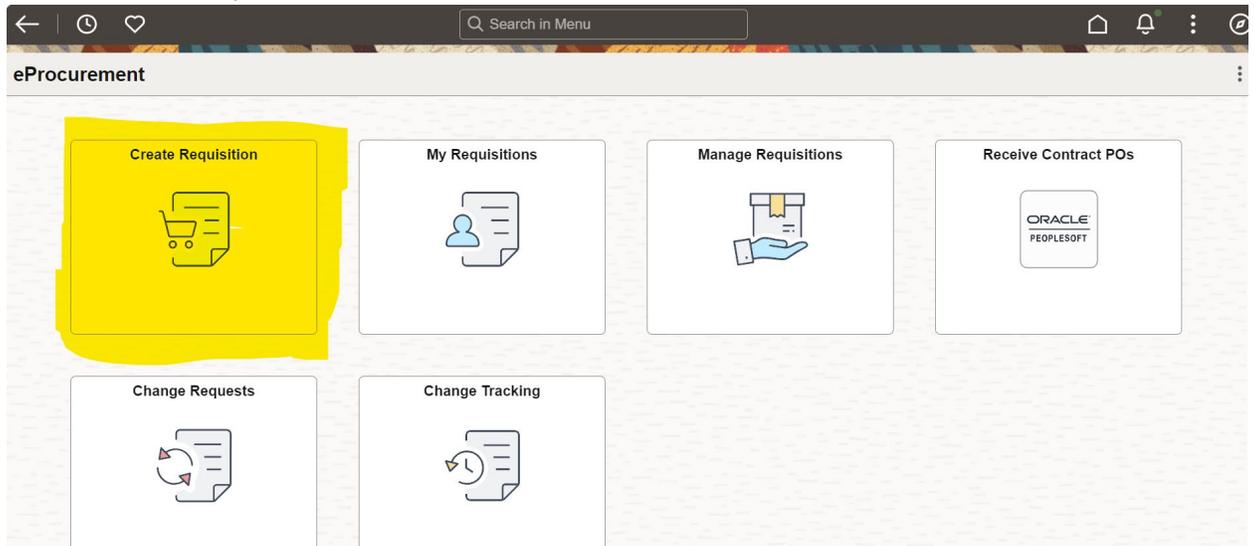
2.) Select the Procurement Tile



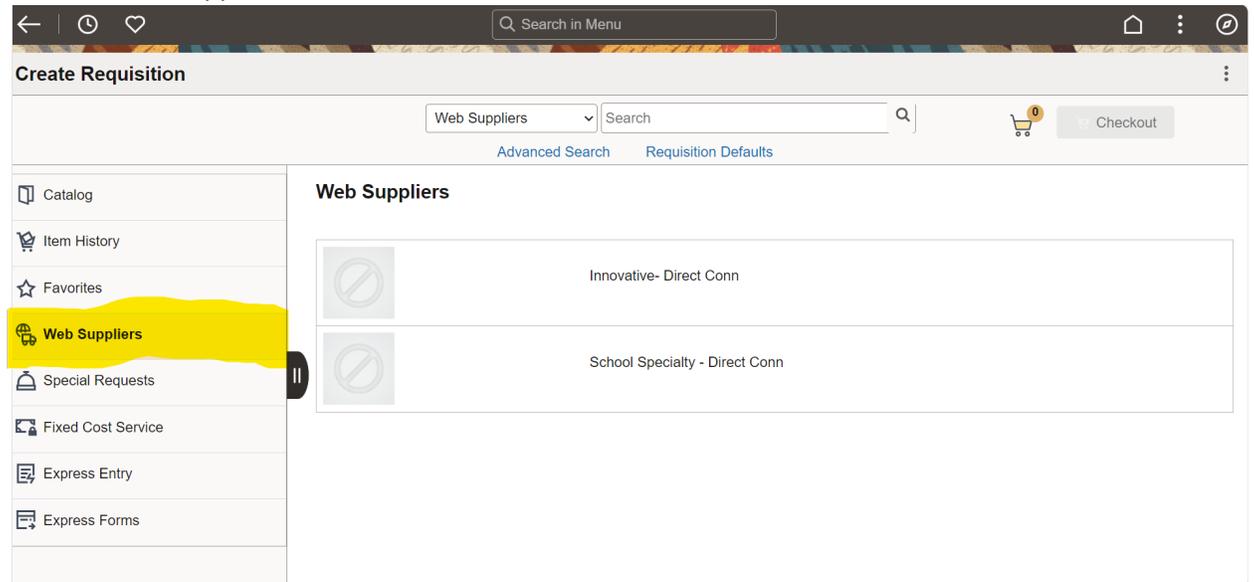
3.) Choose the eProcurement tile



4. Click create a requisition

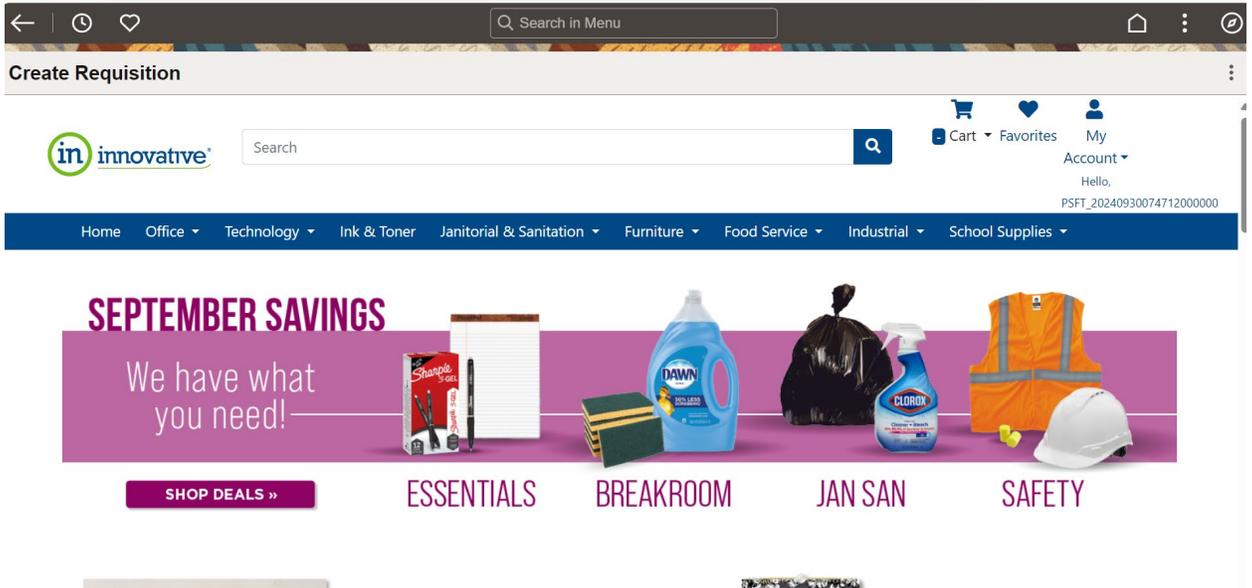


5. Select Web Supplier

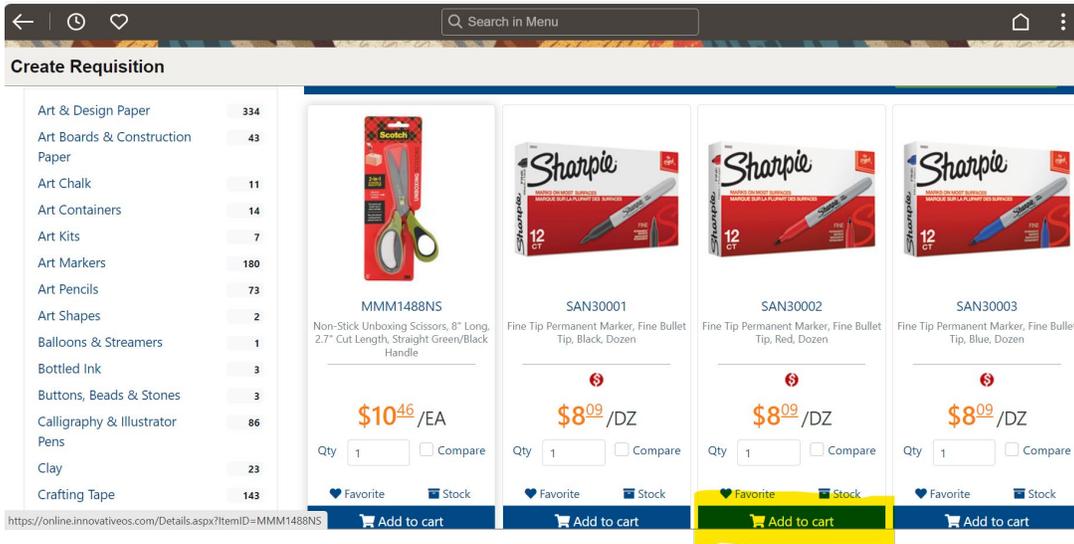


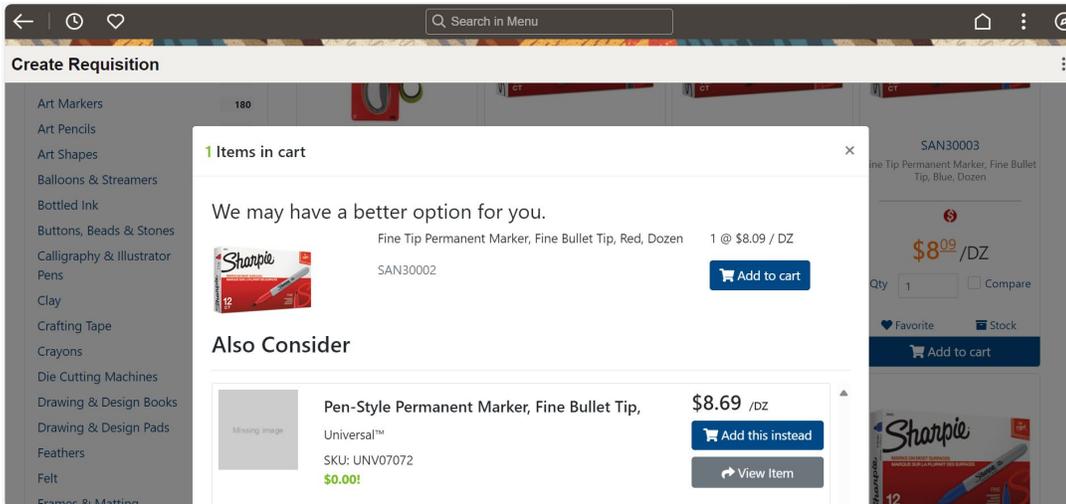
6. Choose one of the two vendors. The School Specialty vendor will require a school specialty login. For the purposes of these instructions, Innovative will be selected.

7. The system will take to the vendor storefront within the Oracle system.

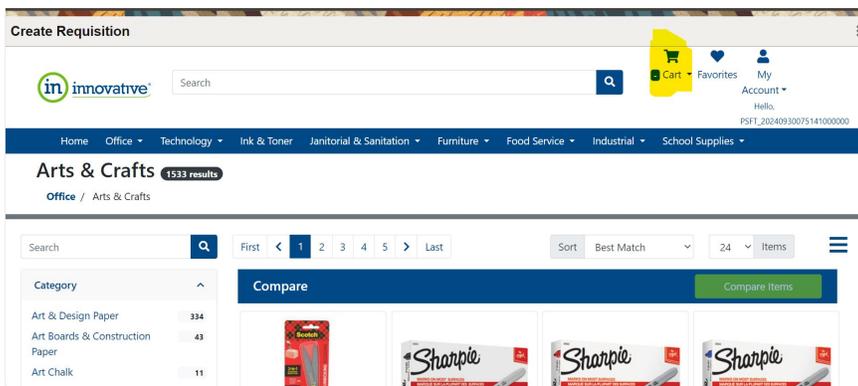


8. Select the items you would like to purchase from the storefront.

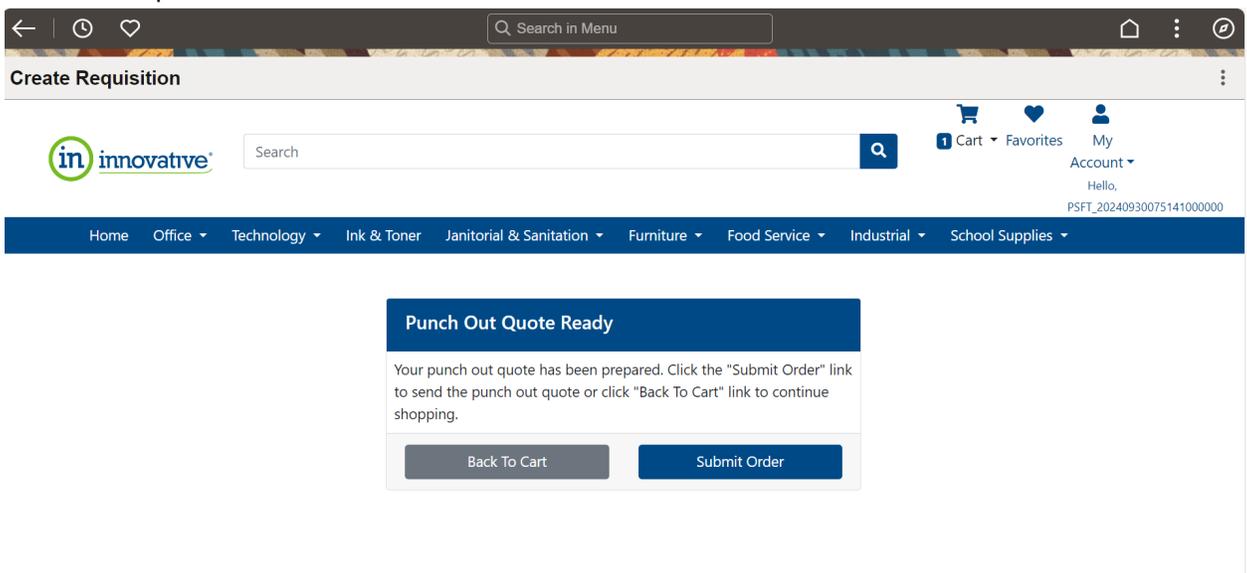




9. Click the cart icon



10. Click the proceed to submit order



11a. Enter the priority and the requisition name. The requisition name should be clear and meaningful to allow for review of the purchase against receipts. Scroll down

Create Requisition Order Total 11.60 USD

▼ **Requisition Summary**

Business Unit 62500 Saint Paul Public Schools

Requisition Name **Sept Snuffy Classroom Orde** Priority Medium ▼

Requester 533291 Brian Cihacek

Currency USD

▼ **Justification Comments**

11b. Enter your budget string by clicking to highlighted button and scrolling to the bottom of the next screen.

▼ **Requisition Lines Overview**

Select All Actions 1 row

<input type="checkbox"/>	<p>Line 1 External Item</p> <p>MARKER, SHARPIE, FINE PT, BK</p> <p>Item ID</p> <p>Supplier INNOVATIVE OFFICE SOLUTIONS LLC</p> <p><input type="button" value="Line Comments"/> <input type="button" value="Delete"/></p>	Quantity 1.0000	Unit of Measure DZ	Price 11.60	Currency USD	Total 11.60 USD	<input type="button" value="ScheduleDetails"/>
--------------------------	---	-----------------	--------------------	-------------	--------------	-----------------	--

Order Total 11.60 USD

11c. Enter the full chartfield by scroll over in the highlighted area

Requisition Line Details Done

Order Total 11.60 USD 1/1

1 row

Line 1
MARKER, SHARPIE, FINE PT, BK
External Item

Attention To Brian Cihacek

Due Date

Address Purchasing Department St. Paul, MN 55102

Distributions

Please enter GL Business Unit before selecting chartfield values

*Distribute By

Chartfields1 Details Budget Information Asset Information Show All

Distribution Line	Status	Dist Type	Location	Quantity	Open Qty	Percent	Merchandise Amount
1	Open		200112	1.0000	1.0000	100.0000	11

Click done in the upper right of the screen once the chartfield is entered.

12. Click submit on the checkout screen. From this screen you can also return to the storefront or save the requisition for later.

Continue Shopping Save Submit

Checkout Order Total 11.60 USD

Requisition Summary

Business Unit 62500 Saint Paul Public Schools Priority Medium

Requisition Name Sept Snuffy Classroom Orde

Requester 533291 Brian Cihacek

Currency USD

Header Comments

Justification Comments

13. Once submitted, you will receive the confirmation screen below.

Print Preview

Requisition Details

Business Unit 62500 Total Lines 1

Requisition ID 0000232093 Total Amount 11.60 USD

Requisition Name Sept Snuffy Classroom Orde Budget Checked Status Not Checked

Last Modified Date 09/30/2024 8:10:15AM

Status Pending Approval

Check Budget Pre-Check Budget

View Approval Chain

Next Steps

Edit this Requisition
Modify this requisition

14. From here, the requisition will follow the approval process and purchase order will be dispatched the vendor. Once the purchase order is received, the vendor will process it to fulfillment under the agreed contract terms and conditions (normally the next day after a purchase order is received) and will ship the product. Orders can be followed by logging into your individual storefront account.