#### **CREATING A WEB SUPPLIER REQUISTION**

1.) Log into Peoplesoft Finance



2.) Select the Procurement Tile

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My Home	epage							:
	Budget Reports		Query & Inquiry		Forms		Accounting	
	Procurement		Approvals		My System Profile			
	\} ₩			1				

3.) Choose the eProcurement tile



# 4. Click create a requisition

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eProc	urem	lent		an an tha an		- <i>C</i> A. 3	:
		Create Requisition	My Requisitions	Manage Requisitions	Receive Contract POs		
			AF)		PEOPLESOFT		
		Change Requests	Change Tracking				
			×)				

# 5. Select Web Supplier

←   ⊙ ♡		Q Search in I	Menu			<u> </u>	Ø
Create Requisition							:
	V	Veb Suppliers	<ul> <li>Search</li> </ul>	٩	<b>,</b>	Checkout	
		Advanced Sea	rch Requisition Defaults				
Catalog	Web Supplier	5					
😫 Item History							
☆ Favorites			Innovative- Direct Conn				
Heb Suppliers			Oshard Ossaishty Disast Oss				
Special Requests			School Specially - Direct Con	n			
Fixed Cost Service							
Express Entry							
Express Forms							

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.

←   ⊙ ♡		Q Searc	ch in Menu	)	<u> </u>
Create Requisition					
Art & Design Paper	334				
Art Boards & Construction Paper	43	Scotch S	Chothio:	Chothio:	Chothio:
Art Chalk	11				Jimahon
Art Containers	14		MANDLE SLIT LA PLUMNIT DES SLAMACES	B MANOLE SLIFLA PLUMMET DES SLIMICES	ANAQUE SUR LA RUNNIT DES RUNCES
Art Kits	7		12 🖉	12	12
Art Markers	180		U.		<b>N</b>
Art Pencils	73				
Art Shapes	2	MMM1488NS	SAN30001	SAN30002	SAN30003
Balloons & Streamers	1	2.7" Cut Length, Straight Green/Black	Tip, Black, Dozen	Fine Tip Permanent Marker, Fine Bullet Tip, Red, Dozen	Fine Tip Permanent Marker, Fine Bullet Tip, Blue, Dozen
Bottled Ink	3		(3	(3	6
Buttons, Beads & Stones	3	1			
Calligraphy & Illustrator	86	<b>\$10</b> <sup>46</sup> /EA	\$809/DZ	\$809/DZ	\$809/DZ
Pens		Qty 1 Compare	Qty 1 Compare	Qty 1 Compare	Qty 1 Compare
Clay	23				
Crafting Tape	143	🖤 Favorite 🛛 🖬 Stock	🖤 Favorite 🛛 🖬 Stock	Favorite Stock	🖤 Favorite 🛛 🖬 Stock
https://online.innovativeos.com/Details.asp>	ItemID=MMM</td <td>1488NS 📜 Add to cart</td> <td>📜 Add to cart</td> <td>📜 Add to cart</td> <td>📜 Add to cart</td>	1488NS 📜 Add to cart	📜 Add to cart	📜 Add to cart	📜 Add to cart

~	• • • •	Q Search in Menu	<u> </u>
Cr	eate Requisition		
	Art Markers		di d
	Art Pencils Art Shapes	1 Items in cart	× SAN30003
	Balloons & Streamers Bottled Ink Buttons, Beads & Stones Calligraphy & Illustrator Pens Clav	We may have a better option for you. Fine Tip Permanent Marker, Fine Bullet Tip, Red, Dozen 1 @ \$8.09 / DZ SAN30002	Tip, Blue, Dozen
	Crafting Tape Crayons	Also Consider	Favorite     Favorite     Add to cart
	Drawing & Design Books Drawing & Design Books Drawing & Design Pads Feathers Felt Frames & Matting	Pen-Style Permanent Marker, Fine Bullet Tip,     \$8.69 /Dz       Universal™     ¥Add this instead       SKU: UNV07072     ★ View Item	Sharpie

# 9. Click the cart icon

ate Requisition										
innovative	Search						٩	Cart •	Favorites /	My Account - Hello, SFT_202409300751410000
Home Office -	Technology 👻	Ink & Toner	Janitorial &	Sanitation 👻	Furniture 👻	Food Service	- Industrial	School	Supplies 🝷	
Office / Arts & Crafts	٩	First < 1	2 3 4	5 <b>&gt;</b>	Last	Se	ort Best Match	1 ~	24	✓ Items
Office / Arts & Crafts earch Category	<b>م</b>	First < 1 Compare	2 3 4 e	5 >	Last	Sc	ort Best Match	ı v	24 Com	V Items
Office / Arts & Crafts earch Category krt & Design Paper	Q ^ 334	First < 1 Compare	2 3 4 e	1 5 >	Last	Si	Drt Best Match	1 ~	24 Com	<ul> <li>Items</li> </ul>
office / Arts & Crafts earch Category Art & Design Paper Art Boards & Construction Yaper	Q 334 43	First <b>&lt;</b> 1 Compare	2 3 4 e	5 > •C	Last	Si	ort Best Match	n ~	24 Com	v Items =

# 10. Click the proceed to submit order

←   © ♡	Q Search in Menu	<u>∩</u> : ∅
Create Requisition		:
Search Search	Cart - Favorites	My Account - Hello, PSFT_20240930075141000000
Home Office - Technology - Ink 8	t Toner Janitorial & Sanitation - Furniture - Food Service - Industrial - School Supplies -	,
	Durch Out Out to Decide	
	Punch Out Quote Ready	
	Your punch out quote has been prepared. Click the "Submit Order" link to send the punch out quote or click "Back To Cart" link to continue shopping.	
	Back To Cart 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

©	$\heartsuit$		Q Search in Menu	]	
Creat	e Requisition				
					Order Total 11.60 USD
~ Rec	uisition Summary				
	Business Unit	62500 Saint Paul Public Schools		Priority Medium ~	
	<b>Requisition Name</b>	Sept Snuffy Classroom Orde	•		
	Requester	533291 Brian Cihacek			
	Currency	USD			
		C Header Comments			
√ Jus	tification Comments	8			

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	1 row
•	Line 1 External Item MARKER,SHARPIE,FINE PT,BK Item ID Supplier INNOVATIVE OFFICE SOLUTIONS LLC C Line Comments	Quantity 1.0000	Unit of Measure DZ	<b>Price</b> 11.60	Currency USD	Total 11.60 USD	E ScheduleDetails	>
							Order Total 11.60 L	USD

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

← C	sc/ps/EMPLOYEE/ERP/c	PV_MOB_MENU.PV_MOB_85	5_CMP.GBL?Page=PV_MOB_8	855_SRCH_DC&A A ☆	0 ℃	Ē	≪s ··· 🍫
Cancel		Requisitio	on Line Details				Done
Order Total 11.60 USD						<	1/1 >
1 row	Attention To	Brian Cihacek		10tai 11.00 030			-
Q Line 1	Due Date	ä	]				
MARKER,SHARPIE,FINE PT,BK External Item	Address	Purchasing Department St. MN 55102	Paul,				
	Distributions	Ship To Comments	Price Adjustments	]			
	Please enter GL *Distribute By Chartfields	Business Unit before select Quantity ~ 1 Details Budget	ng chartfield values	ormation Show All			
	Distribution Line	Status î↓ <mark>Dist</mark> î↓ Loca	tion ↑J	Quantity ↑↓	Open Qty î↓ Per	rcent î↓	Merchandise Amoun
	1	Open 2001	12 <b>Q</b>	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.

0 0	Q Search in Menu	
Create Requisition		:
Checkout		Continue Shopping Save Submit
Requisition Summary Business Unit Requisition Name Requester Currency	62500 Saint Paul Public Schools Sept Snuffy Classroom Orde 533291 Brian Cihacek USD Header Comments	Priority Medium V
✓ Justification Comment	\$	

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

eckout Confirmati	on	and the let in the second	197 - 197 Statistics 147 S		nal y an ann chanadhan	NAMONA VARIANI POLITICA
						Print Preview
Requi	sition Details					
	Business Unit	62500		Total Lines	1	
	Requisition ID	0000232093		Total Amount	11.60 USD	
1	Requisition Name	Sept Snuffy Classroom Orde		Budget Checked	🔺 Not Checked	
L	ast Modified Date	09/30/2024 8:10:15AM	_	Status		
	Status	□ Pending Approval		& Check Budget	Rre-Check Budget	
	[	≸≣ View Approval Chain				
Next	Steps					
Ľ	Edit this Requisition	ı				
	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.