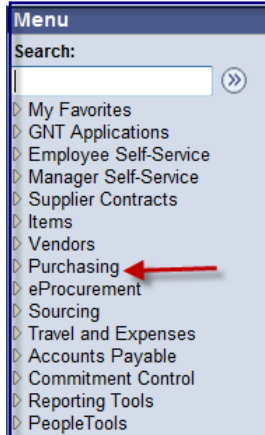
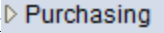
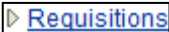

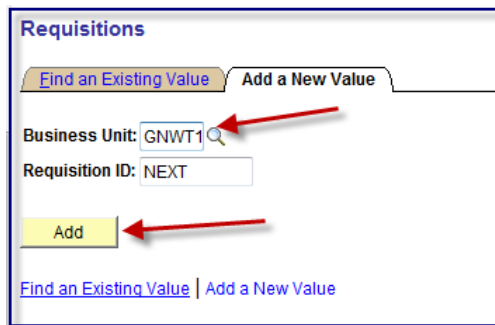




eProcurement: Create a Requisition

A requisition in PeopleSoft is an online form for requesting items or services.



Step	Action
1.	Otherwise click Purchasing link 
2.	Click the Requisitions link. 
3.	Click the Add/Update Requisitions link. 



Step	Action
4.	Click the Look up Business Unit button. 
5.	Select the applicable departmental Business Unit
6.	Click the Add button. 

Maintain Requisitions

Requisition

Business Unit: PWS01 Status: Open
 Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd
 Hold From Further Processing

▼ Header

*Requester: Jennifer.Doyle GNT Functional Lead [Requisition Defaults](#)
 *Requisition Date: 10/19/2015 [Requester Info](#) [Add Comments](#)
 Origin: ONL Online Entry [Requisition Activities](#)
 *Currency Code: CAD Dollar [Add Request Document](#)

Accounting Date: 10/19/2015

Amount Summary
 Total Amount:

Add Items From

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

Line

Line	Item	Description	Quantity	*UOM	Category
1			0.0000		

[View Printable Version](#) *Go to: [...More.](#)

Step	Action
7.	Click the Requisition Defaults link. Requisition Defaults

Maintain Requisitions

Requisition Defaults

Business Unit: FIN01 Requisition Date: 10/30/2015
 Requisition ID: 0000000074 Status: Open

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.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer: Unit of Measure:
 Vendor: Vendor Location:
 Category: [Vendor Lookup](#)

Schedule

Ship To: DOTCOR DOT - Corporate Services *Distribute by: Quantity
 Due Date: 11/11/2015 *Liquidate by: Amount
 Ultimate Use Code: [One Time Address](#)

Distribution

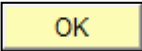
SpeedChart:





Distributions

Details [Asset Information](#)

Dist	Percent	GL Unit	Org	Account	Fund	Area	Sett	Prog	PC Bus Unit	Project	Activity
1	100.0000	GNWT1	15004	53010	01	11	005	00000			

OK Cancel Refresh

Step	Action
8.	Enter the applicable Ship To location for the goods or services.
9.	If this is a Sole Source requisition enter the Vendor that will be used for the sole source
10.	If this is a Sole Source requisition enter the Due Date for the contract start date See End of Guide
11.	Enter the applicable accounting in the Org, Account, Fund, Area, Sett, and Prog fields.
12.	If project costing is required complete PC Business Unit, Project, Activity, Source Type Category, Subcategory
13.	Click the OK button at the bottom of the page. 

Step	Action
14.	Click on the Item looking glass to select the applicable item. If the item is not listed use the Description field to enter the item or services being procured.
15.	Enter the required information into the Description field.
16.	Enter the desired information into the Quantity field.
17.	Enter the desired information into the UOM field.
18.	Click the Look up Category button. 
19.	Select the applicable Category.
20.	Enter the desired information into the Price field.
21.	The amount should only reflect this current year's fiscal budget. (Multi-year projects)
22.	If this requisition is an amount only purchase click the Amount Only box. If this is a zero dollar requisition, click the Zero Price Indicator box. Both are found on the Attributes tab. 
23.	If more lines are required click the plus button at the right hand side of the line.
24.	Click the Save button at the bottom of the page note the new requisition number and the Procurement Information is now populated. 
25.	Click the Schedule... button. 

Maintain Requisitions

Schedule

Business Unit: PWS01 Requisition Date: 10/19/2015
 Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item	Quantity	Amount
1	Construction Tender of Buildin	1.0000 Each	1,000,000.00 CAD

Schedule Customize | Find | View All | First | 1 of 1 | Last

Sched	*Ship To	Quantity	Price	Amount	Due Date	Status
1	PWSDI	1.0000	1,000,000.00	1,000,000.00		Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

Step	Action
26.	Click the Distribution button.  Confirm the accounting at the line level

Maintain Requisitions

Distribution

Requisition ID: NEXT Item: [Construction Tender of Buildin](#)
 Line: 1 Status: Active
 Schedule: 1

Ship To: PWSDIR PWS - Dire Quantity: 1.0000 EA
 *Distribute by: Quantity Open Quantity: 1.0000
 *Liquidate by: Amount Amount: 1,000,000.00 CAD

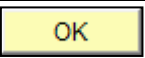
SpeedChart: [Multi-SpeedCharts](#)

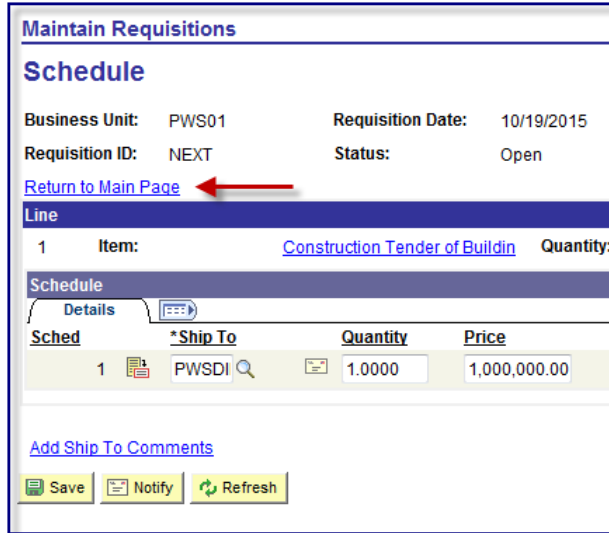
Distributions

Chartfields Details Asset Information

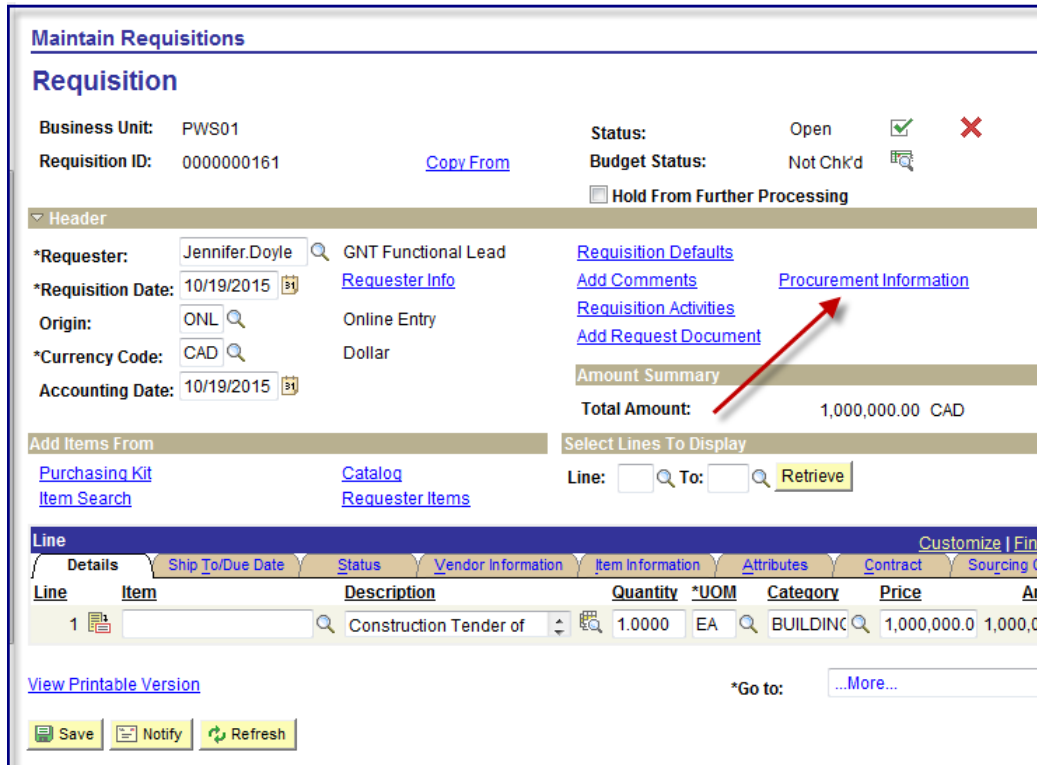
Distrib	Status	Percent	Quantity	Amount	GL Unit	Org	Account	Fund	Area	Sett	Prog	PC Unit
1	Open	100.0000	1.0000	1,000,000.00	GNWT1	32013	17610	01	11	105	00000	

OK Cancel Refresh

Step	Action
27.	Click the OK button. 



Step	Action
28.	Click the Return to Main Page link. Return to Main Page



Step	Action
29.	Click the Procurement Information link. Procurement Information

Requisition Additional Info
French Translation

Requisition

Req Bus Unit: PWS01

Req Id: 0000000161

Request #: NEXT

Requestor: GNT Functional Lead Phone:

Expand All Sections
Collapse All Sections

▼ Header Section

Contract Type:

Contract Method:

Request Type:

Procurement Type:

Price Structure:

GNWT BIP Applicable

Chapter 5 AIT Applicable

Security Required

▶ Multi Year Section

▶ Reporting Section

▶ Business Incentive Policy Section

▶ Submission Instruction Section


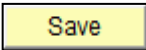
▶ Pre- Tender Section

▶ Document Distribution Section

Cancel
Save



Edit for Required Fields



Step	Action
30.	Click the Contract Type list. <input style="width: 150px;" type="text"/>
31.	Select the applicable Contract type
32.	Click the Contract Method list. <input style="width: 150px;" type="text"/>
33.	Select the applicable Contract Method
34.	Click the Request Type list. <input style="width: 150px;" type="text"/>
35.	Select the applicable Request Type
36.	Click the Procurement Type list. <input style="width: 150px;" type="text"/>

Step	Action
37.	Select the applicable Procurement Type
38.	Click the Price Structure list. 
39.	Select the applicable Price Structure
40.	
41.	Complete the Reporting Section as per your departmental business requirement. The Client Department is a required field.
42.	Complete the Business Incentive Policy Section when applicable
43.	Complete all applicable sections based on the Type of procurement
44.	Click the Save button at the bottom of the page. 

Maintain Requisitions


Requisition


Business Unit: PWS01 Status: Open  


Requisition ID: 0000000161 [Copy From](#) Budget Status: Not Ch'kd  


Hold From Further Processing


Header

*Requester: Jennifer.Doyle  GNT Functional Lead [Requisition Defaults](#)

*Requisition Date: 10/19/2015  [Requester Info](#) [Add Comments](#) [Procurement Information](#)

Origin: ONL  Online Entry [Requisition Activities](#)



*Currency Code: CAD  Dollar [Add Request Document](#)

Accounting Date: 10/19/2015 

Amount Summary





Total Amount: 1,000,000.00 CAD

Add Items From: [Purchasing Kit](#) [Catalog](#) [Requester Items](#) Select Lines To Display

[Item Search](#) Line:  To:  [Retrieve](#)

Line [Customize](#) | [Find](#) | [View](#)

Details [Ship To/Due Date](#) [Status](#) [Vendor Information](#) [Item Information](#) [Attributes](#) [Contract](#) [Sourcing Controls](#)

Line	Item	Description	Quantity	*UOM	Category	Price	Amount
1		 Construction Tender of 	1.0000	EA	BUILDINC 	1,000,000.0	1,000,000.00

[View Printable Version](#) *Go to: [...More...](#)

[Save](#) [Notify](#) [Refresh](#)

Air Charter Procurement

If Contract Type is Air Charter the Air Charter section populates. Click the Plus button to add additional flight details

▼ Air Charter Section

Number of Passengers: Number of Bags:
Total Freight Weight: Kg

Flight Details + -

From Location: To Location: Date and Time of Travel:

Hold / Pick Up
 Drop Off

Comments:

Sole Source procurement

If the Contract Method is Non-Comp Sole Source the Sole Source section populates. Complete applicable fields, and generate the Sole Source Form once complete.

▼ Sole Source Section

Sole Source Type: (1) (3) [Sole Source Form](#)

Sole Source Reason:

Explain and justify the reason for choosing the above (APPROPRIATE DOCUMENTATION MUST BE ATTACHED)
Explanation and Justification:

(2)