

Store Requisition

DRAFT

1. From **My Favorites**, click on **Requisition**.

2. On Create Requisition screen, click on **Express Item Entry**.

The screenshot displays the Oracle eProcurement user interface. At the top, a navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A 'Favorites' dropdown menu is open on the left, listing various options. A red arrow labeled '1' points to the 'Requisition' option in this menu. Below the menu, the breadcrumb trail shows 'eProcurement > Requisition'. The main content area is titled 'Create Requisition' and features a search bar and a 'Request Options' dropdown. A grid of options is visible, including 'Catalog', 'Favorites', 'Recently Ordered', 'Express Item Entry', 'Templates', 'Special Requests', and 'ePro Services'. A red arrow labeled '2' points to the 'Express Item Entry' option, which is described as 'Create an Express Requisition'. The 'ePro Services' section lists 'Request Services', 'Fixed Cost Service', 'Variable Cost Service', and 'Time and Materials'.

3. For store/warehouse items, click on lookup icon and choose **Item ID**.

The screenshot shows the Oracle eProcurement Requisition page. A 'Look Up Item ID' dialog box is open, displaying search criteria and a list of search results. The search criteria are: SetID: 05100, Item ID: begins with, Category: begins with, and Description: begins with. The search results table lists various items with their Item ID, Category ID, and Description. A red circle highlights the search results table with the text 'Click on items/s you want to order from here.'

Look Up Item ID

SetID: 05100

Item ID: begins with

Category: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Item ID	Category ID	Description
00010000	44120000 00029	VISITOR BADGE LABELS, DYMO-2.2
00010005	44120000 00029	TAPE, CORRECTION & COVER-UP,6
00010008	44120000 00029	ENVELOPES, MANILA, ANCHOR CLAS
00010009	44120000 00029	ENVELOPES, MANILA,RAFT 9"X12"
00010010	44120000 00029	ENVELOPES, NO CLASP, 12" X 15-
00010011	44120000 00029	ENVELOPES, WHITE, PLAIN, #10BO
00010014	44120000 00029	ENVELOPE, INTER-OFFICE, 10" X
00010020	44120000 00029	CORRECTION FLUID, WHITE, ALLPU
00010021	44120000 00029	MARKERS, DRY ERASE, BLACK CHIS
00010024	44120000 00029	FOLDER, FILE, MANILA, LETTERAS
00010025	44120000 00029	GLUE STICK, RUBS ON PURPLE DRI
00010026	44120000 00029	GLUE, ROLL ON, 1.7 OZ., PLASTI
00010027	44120000 00029	INDEX CARDS, 3" X 5", PLAIN WH
00010028	44120000 00029	INDEX CARDS, 3" X 5", RULED, W
00010029	44120000 00029	INDEX CARDS, 5" X 8", PLAIN, W
00010030	44120000 00029	INDEX CARDS, 5" X 8", RULED, W
00010040	44120000 00029	NOTEBOOK, SHORTHAND 80 SHEETS,
00010050	44120000 00029	LOOSE-LEAF RINGS, 1" DIAMETER
00010051	44120000 00029	CLIP, BINDER, 1/2" MINI, 1/4"
00010054	44120000 00029	CLIP, BINDER, 3/4" SMALL, 3/8"
00010055	44120000 00029	STAPLE REMOVER
00010056	44120000 00029	CLIP, BINDER, 1-1/4" MEDIUM,5/
00010057	44120000 00029	RECEIPT BOOK, CARBONLESS ADAMS
00010058	44120000 00029	CLIP, BINDER, 2" WIDE, 1" CAPA

Click on items/s you want to order from here.

4. When you click on **Item ID: Supplier Item ID, Description, UOM, Category, Price, & Supplier Name** will be automatically filled.
5. Type in **Quantity**. If you need additional items, click on plus sign (+) and repeat steps 3 to 5 as needed.
6. Click **Add to Cart**.
7. Item on cart will indicate number of lines.
8. Click on **Checkout**.

Home My Preferences Requisition Settings | 0 Lines Checkout

Search All Search Advanced Search

Express Item Entry 4

Line Personalize Find View All First 1 of 1 Last

Item ID	Supplier Item ID	Description	Quantity	UOM	Category	Price	Merchandise Amount	Supplier Name		
1 00010000	306882	VISITOR BADGE LABELS, DYMO-2.25" X 4", 1760756	15	RL	44120000	19.5000		OFFICE DEPOT INC	+	-

Add to Cart

Home My Preferences Requisition Settings | 0 Lines Checkout 8

Search All Search Advanced Search

Express Item Entry 7

Line Personalize Find View All First 1-2 of 2 Last

Item ID	Supplier Item ID	Description	Quantity	UOM	Category	Price	Merchandise Amount	Supplier Name		
1 00010000	306882	VISITOR BADGE LABELS, DYMO-2.25" X 4", 1760756	15.0000	RL	44120000	19.5000	292.50	OFFICE DEPOT INC	+	-
2 00010005	#1452-1	TAPE, CORRECTION & COVER-UP.6 LINE. WHITE	20.00	EA	44120000	3.4000		SOUTHWEST SCHOOL & OFFICE	+	-

Add to Cart 6

This will change to two(2)

Click here for additional items

9. Enter **Requisition Name**. For stores, **requisition name** should start with **SXXXXXXXX**.

10. If you are using the same chartstring for multiple lines, click on **Select All/Deselect All**. (If not, click on line items and add chartstring individually.)

11. Click on **Mass Change** link.

Links - SDCOE Customer R... Requisition

https://sdfi92.erp.sdcoe.net/psp/sdfi92/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_PROCURE_REQ.GBL?BUSINESS_UNIT=05100&REQ_ID=NEXT&PAGE=PV_ALL_RQST_OPTION&Fol Search

Home Worklist Add to Favorites Sign out

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: 05100 Vista Unified Requisition Name: S Admin supplies **9**
Requester: 518490 Socorro Ugarte Priority: Medium
*Currency: USD

Cart Summary: Total Amount 360.50 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	VISITOR BADGE LABELS, DYMO-2.2	00010000	OFFICE DEPOT INC	15.0000	roll	19.5000	292.50		Add	
2	TAPE, CORRECTION & COVER-UP	00010005	SOUTHWEST SCHOOL & OFFICE	20.0000	Each	3.4000	68.00		Add	

Select All / Deselect All **10** Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change **11**

Total Amount 360.50 USD

Shipping Summary

Edit for All Lines

Requisition Comments

Enter requisition comments

12. Enter **Ship to Location** , **Due Date** and **Attention** information.
13. Enter **Percent** and **Chartstring**. If using more than one (1) chartstring, indicate % to be charged to each account. Click on **+** or **-** to add or delete lines as needed.
14. Click **OK**.

Matching Distribution Lines

Apply changes to each existing distribution line by matching the distribution line numbers.

Will appear. Click **OK**.

For stores: No need to fill this out

12

13

14

OK **Cancel**

Line	Description	Item ID	Supplier
1	VISITOR BADGE LABELS, DYMO-2.2	00010000	OFFICE DEPOT INC
2	TAPE, CORRECTION & COVER-UP,6	00010005	SOUTHWEST SCHOOL & OFFICE

Chartfields1	Percent	Fund	Resource	Goal	Function	Object	Site
1	50.0000	0100	0000111	0000	2700	4300000	140
2	50.0000	0100	0100000	0000	2700	4300000	140

15. Type **Requisition Comments** and **Approval Justification**. Click **Save and Submit**.
16. System assigns **Requisition ID**. Screen shows workflow (Requisition is with Lisa Lee for resource approval.)
17. Click on **Check Budget**. **Budget status** should change to **Valid**.

Requisition Comments
Enter requisition comments

This is to put in stores order for admin supplies. ← 15

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification
Enter approval justification for this requisition

Type justifications and notes here. ←

Check Budget Pre-Check Budget Budget Checking Status: Not Checked

Save & submit Save for Later Add More Items Preview Approvals

This will change to Valid after budget check (#17), and req will be pre-encumbered.

Confirmation
Your requisition has been submitted.

Requested For Socorro Ugarte	Number of Lines 2
Requisition Name 140 Stores	Total Amount 360.50 USD
Requisition ID 0000000125 16	
Business Unit 05100	
Status Pending	
Priority Medium	
Budget Status Not Checked	

Pre-encumbrance will show here →

View printable version Edit This Requisition Check Budget 17 Pre-Check Budget

Resource Approval

140 Stores: Pending View/Hide Comments

Resource Approval

Pending

Lisa Lee
Requisition Approval Resource

Comment History

Apply Approval Changes

Create New Requisition Manage Requisitions