Building a Special Request Requisition
Special Request Requisitions

- For items that are not found in the GeorgiaFIRST Marketplace
- Can use a supplier that is in the Marketplace, but if the item can be found there, create a Marketplace Requisition
- Items are manually added to a Special Request Requisition
Requisition Settings

Click on Requisition
Requisition Settings

Click on the Special Request to add items.
Adding Items to a Special Request Requisition

Enter in the following: Item Description, Price, Quantity, Unit of Measure Category / NIGP code and Supplier information if you have it.

Item Description must tell what is being ordered not just a model number.
Adding Items to a Special Request Requisition

Category & NIGP Code are the same. You must enter in the NIGP/Category code in order to process the requisition and NIGP Codes **CANNOT END IN 00.**

Click on any of the Magnifying glass to pull up a list. Category/NIGP codes
Unit of Measurements
Supplier information
Adding Items to Special Request Requisition

Click on Checkout when requisition is complete
Completing the Special Request Requisition

- Can edit line schedule or distribution information
- To update multiple lines at the same time, select lines and click “Mass Change”
- Can add comments to requisition line by using Comments (call-out) icon at end of line
- Can add comments to requisition header in Justification/Comments
- To change a line’s schedule or distribution info, expand the line
- When finished, “Save for Later” and “Preview Approvals”
- “Submit” to route for requisition approval
Completing the Special Request Requisition

- Review and Submit
- Name the Requisition
- Verify Chart Strings
- Verify Shipping Location
- Add Attention To
- Add attachments

Attach quotes, proposals using the Comment bubble
Completing the Special Request Requisition
Additional Edits During Checkout

- Charging a Requisition line item to a different Chartstring
- Using Multiple Distributions for a Requisition line
- Entering Asset Information for an Item
- Creating an Amount-Only Requisition Line
- Inserting Ad-Hoc Approvers
Inserting Ad-Hoc Approvers

You can route to another approver by clicking on the + Start New Path.
Charging a Requisition Line Item to a Different Chartstring

Shipping information
Attention to information

Chart String information
Using Multiple Distributions for a Requisition Line

Split charges between departments by adding a second line to the Chartfield 1 tab. Don’t forget to add the chart string to the Chartfield 2 tab.
Creating an Amount-Only Requisition Line

Vendor Requisition

[Image of Oracle requisition screen with details]

- Business Unit: CompuGroup MC
- Requisition Name: [Blank]
- Priority: Medium
- Cert Summary: Total Amount $500.00 USD

Item Details:

- Consulting Services
  - Supplier: CompuGroup MC
  - Quantity: 1.0000
  - UOM: Each
  - Price: $500.00
  - Total: $500.00

Shipping Line 1

- Shipping to: RECEIVING
- Attention To: Jackson Vaglia
- Quantity: 1.0000
- Price: $500.00
- Price Adjustment: [Blank]

Status:

- New
- Pending Approval
- Approved

Notes:

- Add More Items
- Add One-Time Address
- Pegging Inquiry
- Pegging Workbench
Creating an Amount-Only Requisition Line