

# Creating a Marketplace Requisition from an Assigned Shopping Cart

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Once you receive email notification that a cart has been assigned to you, use this job aid to help you build a requisition from that assigned shopping cart.

1. Log into PeopleSoft Financials.
2. In the menu, select **eProcurement**.
3. Select **Requisition**.
4. Select the **GaFirst Marketplace** tab.
5. In the **Action Items** box on the right side of the page, expand the **View Approvals** by clicking on the expand button (+).
6. Select the “**Carts Assigned to me**” link.
7. Under **Drafts Assigned to Me**, select the shopping cart you wish to process by clicking on the **Shopping Cart Name**.
8. The cart is now active and can be updated if needed.
9. When ready to process the shopping cart into a requisition, click the **Proceed to Checkout** button.
10. Verify the information in the Header and Line details. Click the **Issue Requisition** button to copy the cart into a PeopleSoft requisition.
11. On the **Review and Submit** page, change the **Requester** from your User ID to the Shopper’s User ID by entering it directly in the field and then tabbing out of the field, or by using the look up icon. This will change the requisition accounting and shipping defaults, along with the “Attention to” for shipping purposes to match the actual shopper.
12. Click the **Yes** button when you receive the message regarding default settings.
13. If the email notification you received from the Shopper indicated that the Shopper’s default Chartfields should not be used, you will need to update the accounting lines in the requisition.
  - a. Expand the requisition line that needs different Chartfields by clicking on its **Expand** button.
  - b. On the **Chartfields2** and **Chartfields3** tab, update the Chartfields as indicated by the Shopper.
  - c. If a Speedchart is specified, it can be applied directly to the line(s) here as well.

14. When finished updating the Requisition, select the **Save & Preview approvals** button.
15. Review the approval path and insert any additional ad hoc approvers if necessary.
16. Click the **Submit** button to route the requisition lines for approval.