Creating a Marketplace Shopping Cart and Requisition

This job aid is designed to help you create a requisition from your own shopping cart in the Georgia*FIRST* Marketplace.

Note: A requisition cannot be sourced into a Purchase Order until all requisition lines are approved. Therefore, if you need an item quickly, it may be best to order it on its own one-line requisition. This is particularly true if other requisition lines require additional special approvals; such as an asset approval or IT approval.

1. Log into **PeopleSoft Financials**.

2. Select **eProcurement** in the menu.

3. Select **Requisition**.

4. Select the **GaFirst Marketplace** tab.

5. In the **Shop at the Top** section, enter a part number, description, or other information in the search field. Select a category if known in the drop down list to limit the results, and click the **Go** button.

6. Use the **Filter Results** on the left side of the page to further narrow down the results. Click on a **filter hyperlink** (i.e., Mandatory State Contract) or click the appropriate filter icon (funnel with green plus sign) to apply a filter.

   a. To remove a filter, click the appropriate "**remove selected filter**" icon (funnel with red minus sign).

7. To see more information about a product, click its **name/description hyperlink**. A pop-up box will display with that product's detailed information.

   a. You may add this item to your Shopping Cart directly from this pop-up by entering the desired quantity and selecting the appropriate action in the drop down menu. Click **Go**.

8. To add an item to your Shopping Cart from the original search results page, enter the desired **quantity** in the quantity field.

9. Select the **Add to Cart** button.

10. Add additional items by repeating steps 5 – 9; when finished adding all items, click on the **Cart Summary** link (cart name and icon) in the upper right corner of the screen to process the active Shopping Cart.

11. If desired, **rename** the cart different from the default name assigned, which includes the cart date, plus your User ID and sequential cart number for that date. To rename, click **View My Cart.** The cart name appears in the upper left of the screen. If you rename the cart, click the **Update** button.

12. Make any necessary updates to your shopping cart, such as updating quantities or removing items. You may also return to the **home/shop** page or click the **continue shopping** link to add additional items.

13. When you are ready to create your requisition, select the **Proceed to Checkout** button.

14. Select the **Issue Requisition** button.

15. Confirm the **Requisition Summary (ePro Shopping Cart)** is populated with your shopping cart items.

16. For each requisition line item, view and edit **Ship To Location**, **Chartfields**, and **Asset Information** if needed by using the line's **Expand** button, located to the left of the item's checkbox.

    a. Note: SciQuest can only support a single Ship To location per Vendor on a requisition, therefore, the Ship To identified on line 1 will be where all items are shipped.

17. Add comments in the **Justification/Comments** field if needed.

    a. Note: Any PO clauses assigned in SciQuest will be pre-populated in the Comments section.

    b. Do not include any slashes (/) in your comments.

18. Click the **Save and Preview Approvals** button.

19. Review the approval path and insert any ad hoc approvers if necessary.

20. Click the **Submit** button to route the requisition lines for approval.