Ordering Supplies – Creating a Purchase Requisition in PeopleSoft
Quick Reference Guide

Purpose: Use this document as a reference to create a basic requisition to order supplies in PeopleSoft.

Audience: Requesters

Set Defaults/Define Requisition

2. There are two options to navigate to create a requisition:
   a. On the right side of the Portal main page, click the Create Supply Chain Requisition link
   b. Click the Symphony Apps link on the left side of the Portal main page under the my AscensionHealth Pages section. Select the PeopleSoft FIN/SCM link. Navigate to Main Menu>eProcurement>Create Requisitions
3. Enter the desired Business Unit in the Business Unit: field. (This information will automatically populate if signed in through the Portal)
4. Click the in the Requester field to select the Requester ID.
5. Click
6. Verify Business Unit and Requester defaults. Change them if needed. (For the process to make changes or updates, review the Viewing and Overriding Requisition Defaults QRG.)
7. Enter a Requisition Name in the Requisition Name: field. (optional).
8. Select a priority option from the Priority: drop-down menu. The default is Medium NEVER USE Low. High is for STAT orders. Review the Processing STAT High Priority Orders QRG for more information about STAT orders.
9. Click or the Add Items and Services Link.

Adding Items and Services

10. Click the SciQuest tab.

- SciQuest (eMarketplace) – Search all catalogs for Item Master Items.
- Forms – Internal business forms such as business card. (not used at this time)
- Special Request (default) – Used to request items not found in SciQuest. Note: Every special request is reviewed by an MSC buyer.
11. Click the **eMarketplace** link.

12. Enter a description of the supply item or the manufacturing ID in the **Shop** field.

13. Click **GO**.

14. The items will display. Inventory items will filter to the top of the list. The **icon** will indicate items available in inventory. Contract items which match the search criteria will follow.

15. Verify the **Item ID**, **Description**, **UOM**, **Manufacturer** and **Supplier** when selecting from search results.

16. Enter the desired quantity in the **Quantity** field.

17. Click **Add to Cart**.

18. Click the shopping cart to review selected items.

19. Click **Save & Submit** to bring items in the cart into a requisition in PeopleSoft.

20. Click the **Review and Submit** link.

21. Review the **Requisition Summary** Box on the right for item(s), quantity and price.

22. Review each line of the requisition if necessary.

23. Click **Save & Submit** to enter the requisition into approval workflow. Once approved, the requisition will source to transfer stock or to create Purchase Orders to suppliers.

For additional assistance, please refer to the Basic Procurement training and/or your Local Super User. If your questions are still unanswered, contact the Ascension Health Ministry Service Center at 1.855.99AHMSC (1.855.992.4672).