

How To Add Lines to a Submitted Requisition

If you need to add lines to a requisition you have submitted, this will walk you through the steps to do so. Typically, this occurs if a requester has forgotten to add an item. Please submit a service request via service.kennesaw.edu/ofs with any questions.

- Log in to PeopleSoft via <u>https://www.usg.edu/gafirst-fin/</u>by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
- 2. Click the compass icon at the top right of the page. This opens the NavBar menu.
 - a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.

	▼ Employee Self Service	
GeorgiaFIRST Financial Website	Pagelets GF a Shopper Access	
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- 3. On the NavBar menu, click Navigator > eProcurement > Manage Requisitions.
- 4. Clear out all filters except for Business Unit (43000).

Manage Requisitions

Requisition Search	Keyword Search						
▼ Search Requisitions							
To locate requisitions, edit the criteria below and click the Search button.							
Business U	nit 43000	Q	Requisition Name			Q	
Requisition	ID	Q	Request State	~	Budget Status	~	
Date Fro	om	Ħ	Date To	1	Origin	Special Reques 🗸	
Reques	ter	Q	Entered By	Q	PDID		
						Marketplace Requisition	
Search	Clear		Show Advanced Search			Special Request	

5. Enter the **Requisition ID** and press **Search**.



6. The requisition will show up below. Click the dropdown menu on the right side of the listing, select **Edit**, and press **Go**.

Requisitions ②								
To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.								
	Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶	0000535673	Capital Restoration/CY	43000	10/11/2019	Pending	Not Chk'd	1,253.88 USD Edit	Go

- 7. A message will pop up saying the requisition is pending approval and the edits may reinitialize the approval process. **Press OK**.
- 8. At the bottom of the page you'll find an **Add More Items** button, click it.

-	Save & submit	(B	Save for Later	¢	Add More Items	6 Preview Approvals

- 9. You'll be brought to a separate page similar to the requisition homepage, click **Special Requests**.
- 10. You'll be brought to the **Item Details** page; enter the needed information and click **Add to Cart** to add the item (line) to the requisition. Repeat if necessary.
- 11. When you're done adding lines, click **Checkout** at the top right of the Item Details page.
- 12. You will be brought to the Edit Requisition page where you can finalize the changes by clicking **Save and Submit** at the bottom of the page. This will send the requisition back through the approval process.