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
- 3. Select
- 4. Select the tab.
- 5. In the box on the right side of the page, expand the by dicking on the expand button ().
- 6.
- 7. Under , select the shopping cart you wish to process by clicking on the
- 8. The cart is now active and can be updated if needed.
- 9. When ready to process the shopping cart into a requisition, dick the button.
- 10. Verify the information in the Header and Line details. Click the button to copy the cart into a PeopleSoft requisition.
- 11. On the page, change the from your User ID ID by entering it directly in the field and then tabbing out of the field, or by using the look up icon.
- 12. Click the button when you receive the message regarding default settings.
- 13. If the email notification you received from the Shopper indicated that 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 button.
  - b. On the and 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.

button.

- 15. Review the approval path and insert any additional ad hoc approvers if necessary.
- 16. Click the button to route the requisition lines for approval.