

# How to Create a Requisition

Procure to Pay  
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# Step 1

Login to Oracle at <https://aisfinprd.sdsu.edu:4443>

The screenshot shows the Oracle AISC Home page. The browser address bar displays the URL [https://aisfinprd.sdsu.edu:4443/OA\\_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=b9holnD8NLOZOKOy8GYuqA](https://aisfinprd.sdsu.edu:4443/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=b9holnD8NLOZOKOy8GYuqA). The page header includes the SDSU logo, the instance name 'finprd', and the user 'Logged In As NBANH@SDSU.EDU'. The main content area is titled 'Home' and contains a 'Navigator' section with a 'Personalize' button. The Navigator lists various applications, with 'SDSU PO Requestor' highlighted. A 'Favorites' section on the right lists several items, with 'iProcurement Home' highlighted. Two green arrows point from external text to these highlighted items.

(a) Click on **SDSU PO Requestor**

(b) Click on **iProcurement Home**



# Step 2

The screenshot shows the SDSU iProcurement website interface. At the top, there is a dark blue header with the SDSU logo, the text 'iProcurement', and several navigation icons (shopping cart, home, star, gear, notification bell with '0', help, and power). Below the header, there are two rows of navigation tabs. The first row contains 'Shop', 'Requisitions', and 'Receiving'. The second row contains 'Home', 'Shopping Lists', and 'Non-Catalog Request'. Below these tabs, the main content area is titled 'My Requisitions'. On the right side of this area, there is a 'Full List' button. Below the title, there is a table with the following columns: 'Requisition Description', 'Total (USD)', 'Status', 'Copy', and 'Change'. On the far right, there are two side panels: 'Shopping Cart' with the text 'Your cart is empty.' and 'Purchasing News'.

Stay in the **Shop** tab & click on the **Non-Catalog Request** subsection



# Step 3

Fill in the information for all required fields

## Notes:

- Click on the magnifying glass icon to search database
- Regarding supplier information, please search the supplier's name in the database first (click on the magnifying glass icon next to the **Supplier Name** box; if supplier is not found in database, then click "New Supplier" box and enter the information).
- *Again, check the "New Supplier" box ONLY if the supplier is truly new to SDSU*

The screenshot shows the Oracle iProcurement 'Non-Catalog Request' form. The form is titled 'Non-Catalog Request' and includes a 'Shopping Cart' section in the top right corner that says 'Your cart is empty.' The form contains several required fields, indicated by an asterisk (\*):

- Item Type (dropdown menu)
- Item Description (text input)
- Category (dropdown menu)
- Quantity (text input)
- Unit of Measure (dropdown menu)
- Unit Price (text input)
- Currency (dropdown menu, currently set to USD)
- Contract Number (text input)
- Supplier Name (text input with a magnifying glass icon)
- Site (text input with a magnifying glass icon)
- Contact Name (text input)
- Phone (text input)
- Supplier Item (text input)
- Line Type (dropdown menu)

A 'New Supplier' checkbox is located next to the Supplier Name field. The form also includes buttons for 'Clear All', 'Add to Favorites', and 'Add to Cart'.

# Please select the appropriate choice

File Edit View History Bookmarks Tools Help

Oracle iProcurement: Shop

https://aisfinprd.sdsu.edu:4443/OA\_HTML/OA.jsp?page=/oracle/apps/ix/catalog/shopping/webui/NonCatalogRequestPG&ti=1388711303&oapc=10&OAMC=10078 120%

SDSU iProcurement

Logged In As NBANH@SDSU.EDU

Shop Requisitions Receiving

Home Shopping Lists Non-Catalog Request

Non-Catalog Request

Clear All Add to Favorites Add to Cart

Shopping Cart  
Your cart is empty.

\* Indicates required field

\* Item Type

\* Item Description

\* Category

\* Quantity

\* Unit of Measure

\* Unit Price

\* Currency USD

Contract Number

New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

Additional Information

\* Line Type

Drop-down menu for **Item Type** has 3 options:

- Goods – item price & quantity
- Services – rate & quantity
- Goods or Services – description & total amount



# Amount Based

Shop Requisitions Receiving

Home Shopping Lists Non-Catalog Request

### Non-Catalog Request

Clear All Add to Favorites Add to Cart

Shopping Cart  
Your cart is empty.

\* Indicates required field

\* Item Type Goods or Services. I can provide description and Total Amount

\* Item Description

\* Category

\* Amount

\* Currency USD

Contract Number

New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

#### Additional Information

\* Line Type

22/23 HS 650 PERFORMANCE  
AUTOMATION SOLUTIONS INC  
TO PROVIDE BUILDING  
AUTOMATION SYSTEM SERVICES  
FOR HOUSING JULY 2022  
THROUGH JUNE 2023

SERVICE MAINT MISC

\$5,640

SERVICE AMOUNT

PERFORMANCE  
AUTOMATION  
SOLUTIONS INC

JOHN DOE  
123-456-7890



# Quantity Based - Goods

**SDSU iProcurement** | Logged In As NBANH@SDSU.EDU

Shop | Requisitions | Receiving

Home | Shopping Lists | **Non-Catalog Request**

**Non-Catalog Request** Clear All Add to Favorites Add to Cart **Shopping Cart**  
Your cart is empty.

\* Indicates required field

\* Item Type: Goods.I can provide description, item price and quantity

\* Item Description:

\* Category:

\* Quantity:

\* Unit of Measure:

\* Unit Price:

\* Currency: USD

Contract Number:

New Supplier

Supplier Name:

Site:

Contact Name:

Phone:

Supplier Item:

**Additional Information**

\* Line Type:

22/23 HS-650 HUBBELL WIRING  
DEVICE-KELLEMS LOCKING  
CONNECTOR Item 3D258 Mfr.  
Model HBL7506C

ELECTRICAL SUPPLIES

300

EACH

\$42.23

GOODS/SUPPLIES



# Quantity Based - Services

The screenshot displays the 'Non-Catalog Request' form in the SDSU iProcurement system. The form is titled 'Non-Catalog Request' and includes a 'Shopping Cart' section on the right indicating 'Your cart is empty.' The form contains several required fields, marked with an asterisk (\*). Annotations with teal arrows point from text labels on the left to specific form fields:

- '22-23 ABC CONSULTING SERVICES' points to the 'Item Description' field.
- 'SERVICE CONSULTING' points to the 'Category' dropdown menu.
- '10' points to the 'Quantity' input field.
- 'HOUR' points to the 'Unit of Measure' dropdown menu.
- '\$350' points to the 'Rate per Unit' input field.
- 'SERVICES QTY' points to the 'Line Type' dropdown menu.

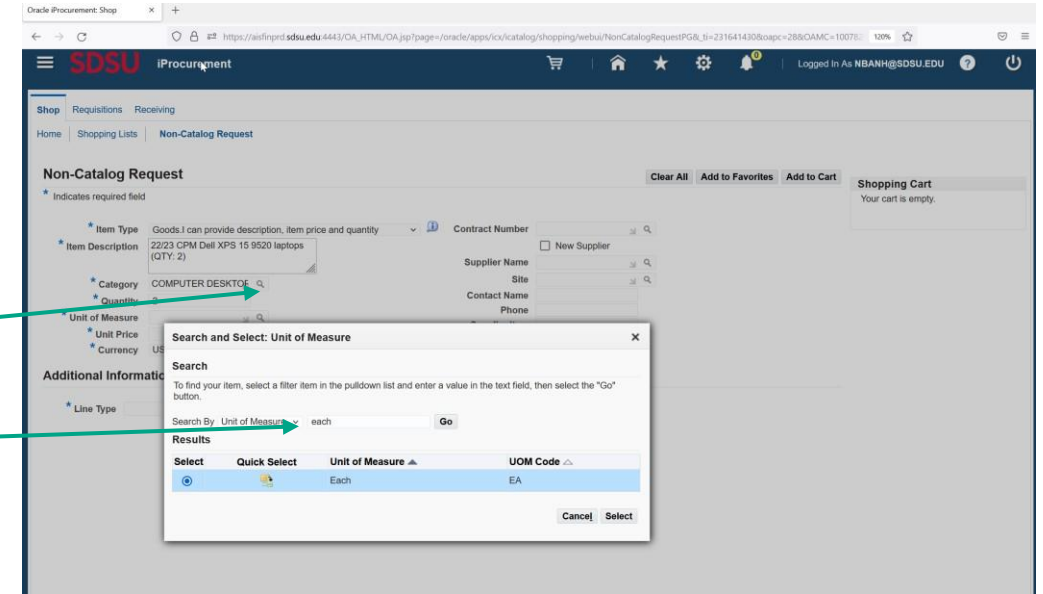
Other form fields include 'Item Type' (set to 'Services.I can provide description, rate and quantity'), 'Contract Number', 'Supplier Name', 'Site', 'Contact Name', 'Phone', and 'Supplier Item'. A 'New Supplier' checkbox is also present. The top navigation bar shows 'Shop', 'Requisitions', and 'Receiving' tabs, and the user is logged in as 'NBANH@SDSU.EDU'.



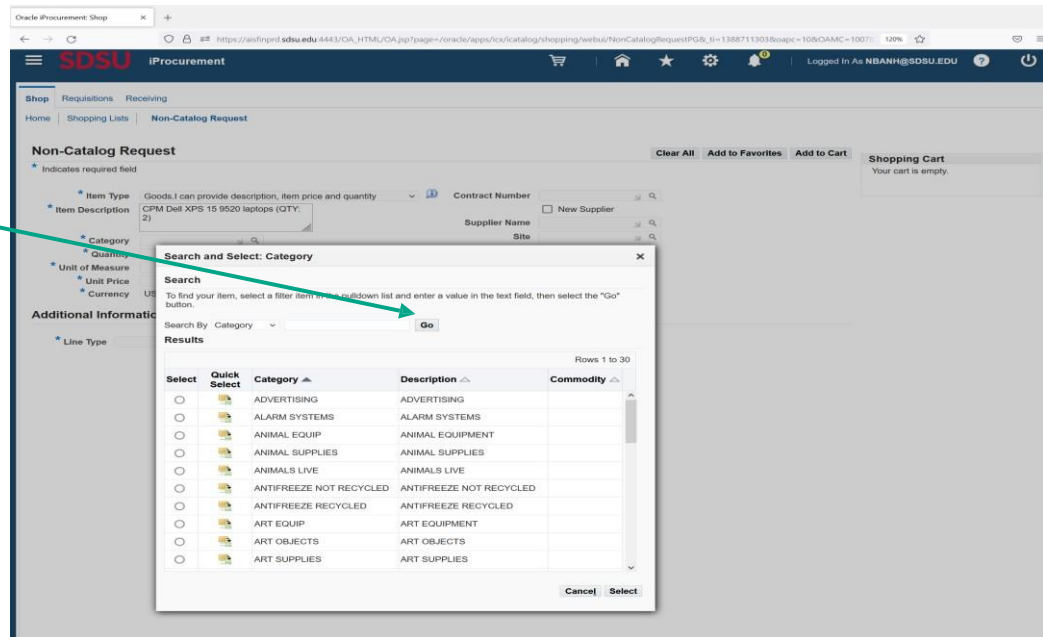


# Search function – Magnifying glass icon

When you click on the magnifying glass icon, a window pops up. You may enter a keyword in the search box and then click “Go”



Or, if you want to see a listing of all the options, then leave the search box blank and just click “Go”



# Step 4

SDSU iProcurement

Shop Requisitions Receiving

Home Shopping Lists Non-Catalog Request

**Non-Catalog Request** Clear All Add to Favorites Add to Cart

\* Indicates required field

\* Item Type  Contract Number

\* Item Description   New Supplier

\* Category  Supplier Name

\* Quantity  Site

\* Unit of Measure  Contact Name

\* Unit Price  Supplier Item

\* Currency

**Additional Information**

\* Line Type    
IT Hardware, Includes Maintenance and Support

**Shopping Cart**  
Your cart contains 1 line.  
Recently Added Lines  
22/23 CPM Dell ... 2 Each  
[View Cart and Checkout](#)

Once all the information is entered, click **“Add to Cart”**



# Step 5

(a) Repeat step 3 & 4 for each line entry if requisition is itemized as seen on your quote

The screenshot shows the 'Non-Catalog Request' form in the SDSU iProcurement system. The form is divided into several sections: 'Item Type' (Goods), 'Item Description' (22/23 CPM Dell XPS 15 9520 laptops (QTY: 2)), 'Category' (COMPUTER DESKTOP), 'Quantity' (1), 'Unit of Measure' (Each), 'Unit Price' (1756.28), and 'Currency' (USD). There are also fields for 'Contract Number', 'Supplier Name' (DELL MARKETING LP), 'Site' (1 WP DIRECT), 'Contact Name', 'Phone', and 'Supplier Item'. A 'View Cart and Checkout' button is located in the top right corner of the form area. A green arrow points from the text on the left to the 'View Cart and Checkout' button.

(b) When all lines are entered, click **“View Cart and Checkout”** button. A window will pop-up (see next slide)



# Step 6

The screenshot shows the SDSU IProcurement Non-Catalog Request form. The form includes fields for Item Type, Item Description, Category, Amount, Currency, Contract Number, Supplier Name, Site, Contact Name, and Supplier Item. A Shopping Cart modal is open, displaying a table with the following data:

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	22/23 CPM Dell XPS 15 9520 laptops (QTY: 2)	Each	2	1756.28 USD	3,512.56	
2	22/23 EWRF fee	Dollars	10	1 USD	10.00	
Total					3,522.56	

Below the table are buttons for Continue Shopping, Edit, Save, and Submit. A red arrow points to the Edit button with the text "Click Edit".

Click **Edit**



# Step 7

## Review & Edit Account String

(a) Click on the checkbox

(b) Click on the **Update** button

The screenshot displays the 'Edit and Submit Requisition 30154216' page in the SDSU iProcurement system. The page includes a navigation bar with 'Shop', 'Requisitions', and 'Receiving' tabs. The main content area shows the requisition details, including a total amount of 3,522.56 USD and a checkbox for 'Notify me with status updates for my Purchase Order'. A table of requisition lines is visible, with the first line selected. The table has columns for Item Number, Description, Quantity, Unit, Price, Amount (USD), Need By Date, Deliver-To Location, Attachment, SpotBuy Suppliers, and Delete. The 'Update' button in the table header is highlighted with a green arrow. Below the table is an 'Approvals' section with a 'Manage Approvals' button. The 'Update' button in the table header is highlighted with a green arrow.

Select Lines:	Update	Copy	Delete	***								
<input type="checkbox"/>	Details	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
<input checked="" type="checkbox"/>		22/23 CPM Deal XPS 15 9520 laptops (QTY: 2)	2	Each	1756.28 USD	3,512.56	22-Dec-2022 00:00:00	AD116		+		
<input type="checkbox"/>		22/23 EWRF fee	10	Dollars	1 USD	10.00	22-Dec-2022 00:00:00	AD116		+		
							Total	3,522.56				

# Opportunity to Revise & Add Information

The screenshot displays the 'Edit and Submit Requisition 30154216' interface. A modal window titled 'Requisition Information : Update Selected Line' is open, showing details for a requisition line. The 'Item' section includes description, category, quantity, unit of measure, unit price, and amount. The 'Supplier' section includes fields for supplier name, site, contact name, phone, fax, email, and supplier item. The 'Delivery' section includes 'Urgent' checkbox, need-by date, requester, and deliver-to location. The 'Notes' section has text boxes for 'Note To Buyer', 'Note To Supplier', and 'Note To Receiver'. The 'Billing' section includes a table for line accounting flexfield and a 'Total' row.

Line	Accounting Flexfield	GL Date	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete
1	63051.000.66030.0000.1006.3606	20-Dec-2022		100	2	3,512.56	
Total				100	2	3,512.56	

Review all the information you've entered to ensure accuracy and edit as needed. You may also add a "Note To Buyer".

Please ensure that the account string is correct, and if necessary, update it.



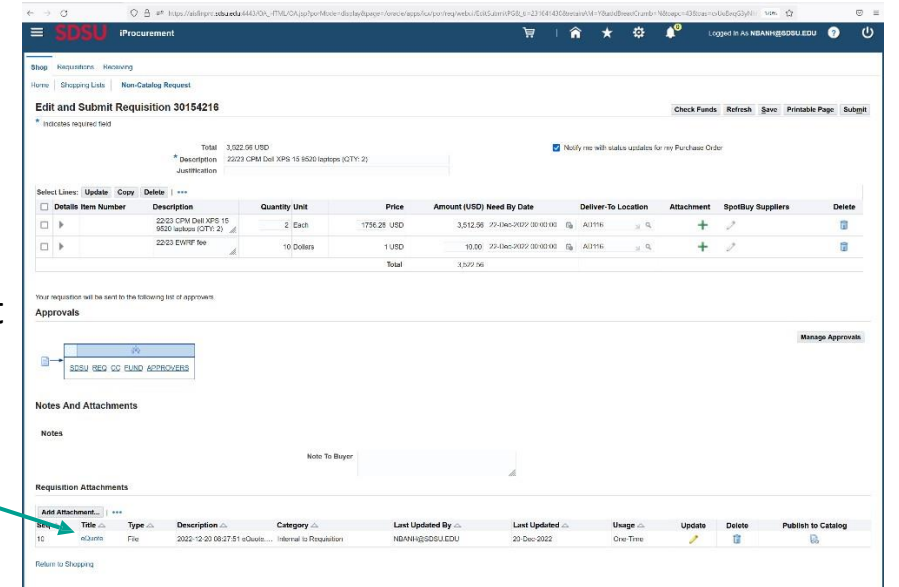
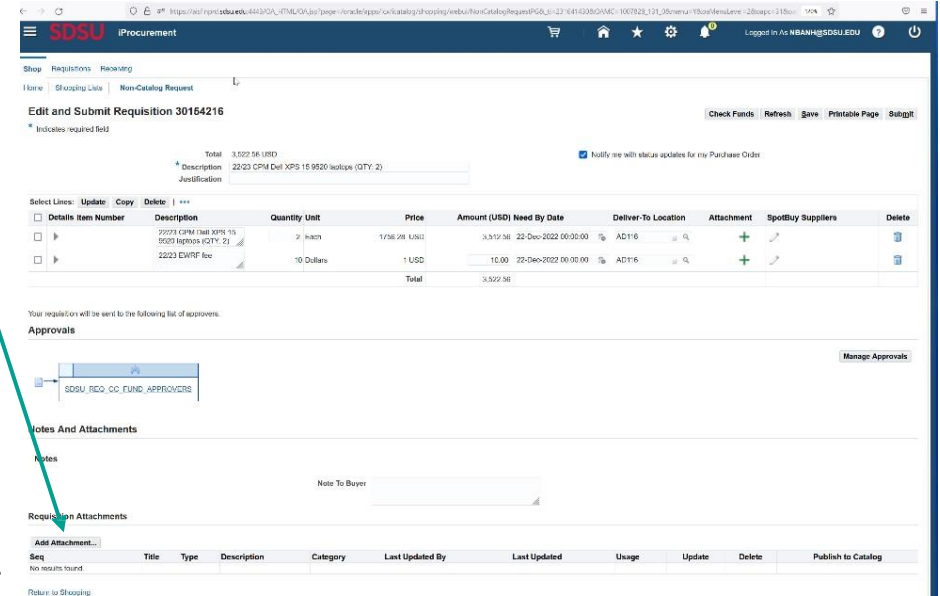
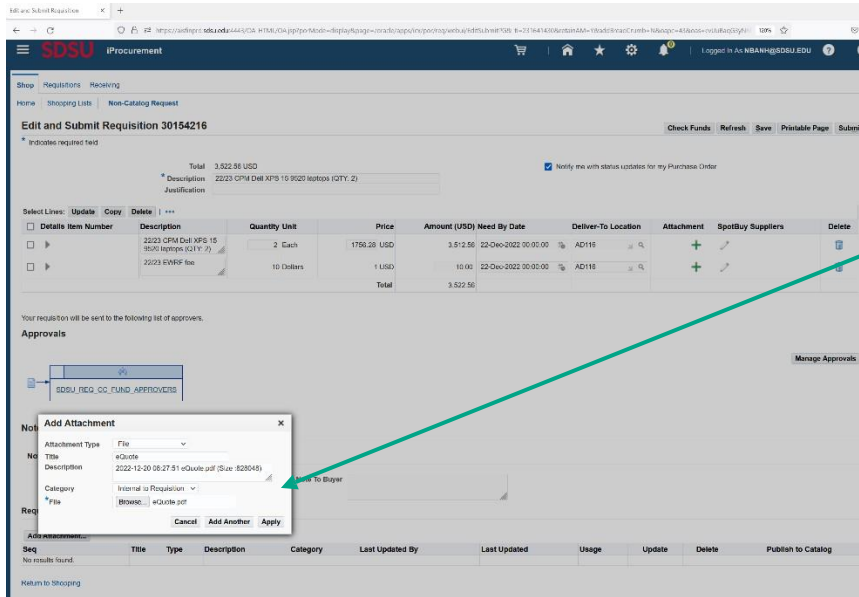
# Step 8

Click **Add Attachment** to attach your documents (e.g., Quote, TARP, proposal or contract received from vendor).

Keep attachment type as “File,” give each a name, and click **Browse** to select the document you want to attach.

If you have multiple documents to attach, click **Add Another** after each document until the last attachment. After the last attachment, click **Apply**

Note: Once the document(s) is successfully attached, it would be displayed under the Add Attachment section as seen here



# Step 9

Shop Requisitions Receiving

Home Shopping Lists Non-Catalog Request

### Edit and Submit Requisition 30154216

Check Funds Refresh Save Printable Page **Submit**

Total 3,522.56 USD

Description 22/23 CPM Dell XPS 15 9520 laptops (QTY: 2)

Justification

Select Lines: Update Copy Delete | \*\*\*

Details	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
<input type="checkbox"/>	▶	22/23 CPM Dell XPS 15 9520 laptops (QTY: 2)	2	Each	1756.28 USD	3,512.56	22-Dec-2022 00:00:00	AD116	+		
<input type="checkbox"/>	▶	22/23 EWRF fee	10	Dollars	1 USD	10.00	22-Dec-2022 00:00:00	AD116	+		
						<b>Total</b>					
						3,522.56					

Your requisition will be sent to the following list of approvers.

#### Approvals

Manage Approvals

SDSU\_REQ\_CC\_FUND\_APPROVERS

#### Notes And Attachments

Notes

Note To Buyer

#### Requisition Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
10	eQuote	File	2022-12-20 08:27:51 eQuote...	Internal to Requisition	NBANH@SDSU.EDU	20-Dec-2022	One-Time			

Return to Shopping

Click Submit

Shop Requisitions Receiving

Home Shopping Lists Non-Catalog Request

### Edit and Submit Requisition 30154216

Check Funds Refresh Save Printable Page **Submit**

Total 3,522.56 USD

Description 22/23 CPM Dell XPS 15 9520 laptops (QTY: 2)

Justification

Select Lines: Update Copy Delete | \*\*\*

Details	Item Number	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
<input type="checkbox"/>	▶	22/23 CPM Dell XPS 15 9520 laptops (QTY: 2)	2	Each	1756.28 USD	3,512.56	22-Dec-2022 00:00:00	AD116	+		
<input type="checkbox"/>	▶	22/23 EWRF fee	10	Dollars	1 USD	10.00	22-Dec-2022 00:00:00	AD116	+		
						<b>Total</b>					
						3,522.56					

Your requisition will be sent to the following list of approvers.

#### Approvals

Manage Approvals

SDSU\_REQ\_CC\_FUND\_APPROVERS

#### Notes And Attachments

Notes

Note To Buyer

#### Requisition Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
10	eQuote	File	2022-12-20 08:27:51 eQuote...	Internal to Requisition	NBANH@SDSU.EDU	20-Dec-2022	One-Time			

Return to Shopping

**Confirmation**

Requisition 30154216 has been submitted to Mccovey-Ford, Tamara Lynn for approval.

To check on this requisition's status, click on the Requisitions tab or look in My Requisitions on the Shop.

Continue Shopping

Record the requisition number for your records





# Thank You

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Please contact [p2pcampuscare@sdsu.edu](mailto:p2pcampuscare@sdsu.edu) if you have any questions.

