How to Create a Requisition

Procure to Pay
p2pcampuscare@sdsu.edu
Step 1
Login to Oracle at https://aisfinprd.sdsu.edu:4443

(a) Click on SDSU PO Requestor

(b) Click on iProcurement Home
Step 2

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
Please select the appropriate choice

Drop-down menu for **Item Type** has 3 options:
- Goods – item price & quantity
- Services – rate & quantity
- Goods or Services – description & total amount
Amount Based

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

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

22-23 ABC CONSULTING SERVICES
SERVICE CONSULTING HOUR 10
$350 SERVICES QTY
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

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.

(b) When all lines are entered, click “View Cart and Checkout” button. A window will pop-up (see next slide).
Step 6

Click Edit
Step 7
Review & Edit Account String

(a) Click on the checkbox

(b) Click on the **Update** button
Opportunity to Revise & Add Information

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

Click Submit

Record the requisition number for your records
Thank You

Please contact p2pcampuscare@sdsu.edu if you have any questions.