This document outlines the process the Requester uses to submit a Cart to a Requisition in PeopleSoft eProcurement.

1. Sign into PeopleSoft.

   ![PeopleSoft Login Page]

   Click on eProcurement on the left menu bar.

2. Click Create Requisition. Name your Requisition by following the Business Process for your agency/college.
3. Click the Continue button to move forward to Step 2: Add Items and Services.

4. Click on the Blue Tab that reads: Web.

5. Click the Blue link that reads: Georgia Virtual Catalogs.

6. Georgia Virtual Catalogs Requestor’s profile is created online as soon as eProcurement Requestor first time doing punch out to Georgia Virtual Catalogs from TeamWorks TGM and User may be re-directed to verification of user profile. If so, review the profile information, validate or change, and proceed. Contact to your TeamWorks TGM agency security officer if you have your information incorrectly mapped or populated from TeamWorks TGM to Georgia Virtual Catalogs.

   Contact to Procurement Helpdesk if you experience any connection or system issues when punching out to Georgia Virtual Catalogs from TeamWorks TGM.

7. Click on Cart on the left menu, then View Draft Carts to see carts assigned to you.
Or click on Action Items in the upper right corner.

8. Click on the cart to activate it. Click on the Shopping Cart Name. On View Cart screen, you will see cart details. You can Return Cart, Make changes to the cart, or Proceed to Checkout.

9. To Return a Cart you must add Justification comments.

10. Click on Proceed to Checkout.

11. Click on User Attachments for this Request to view the attachments. Download any attachments to your computer. You will upload them into the Requisition when you return to PeopleSoft. Comments including the Shopper name and date of request will pass into the Requisition.

12. Click on Submit to Requisition and you are back in PeopleSoft on Create Requisition on page Step 2: Add Items and Services.

13. Click on Step 3: Review and Submit

Before making any changes, click on Save & Preview approvals button. Record your Business Unit and requisition ID.
number and click Edit Requisition.

14. You should be returned to the **Review and Submit** page. Your comments have been imported from SciQuest under Justification Comments and include Cart Name (Shopper information). Comments will clearly tell Requestor that the pulled over cart has internal attachments on Georgia Virtual Catalogs side.

15. Add and verify your default chart fields and shipping information by clicking the expand section arrow next to a requisition line.

16. Select the lines you want to modify or click Select All and click **Modify Line/Shipping/Accounting**. Search and add fields.

Click the **Load Values from Defaults** to see the requester's default chartfields. Then click Apply

- **In some colleges, this business process is delegated to the Buyer.**

17. Choose All Distribution Lines from the Distribution Change Options and click OK.
18. **IMPORTANT:** If you need to go back to the cart for an attachment, click the line 1 description.

Once you obtain the attachment, **do not click Submit to Requisition**, and click Cancel Punchout. You will return to your requisition.

19. When your requisition is complete, Click on save and Preview Approvals. *Click on Check Budget. If you want to add in an ad hoc Approver, click on the green plus sign where you want to insert this approver.
20. Click Submit. Requester will get Requisition Submission Confirmation and approver gets email notification as below to approve the requisition.

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From:         
To:           
Cc:           
Subject: Approval is requested for Requisition ID: 0000000022635 Business Unit: "Natural Resources, Due of "

A requisition has been entered which requires your attention.

Requirer:    
Business Unit: Natural Resources, Due of
Requisition ID: 0000000022635
Requisition Name:  
Date: 2013-12-03

If you are currently logged in to PeopleSoft, click the following link to navigate directly to the approval page:
If you are not currently logged in to PeopleSoft, click the following link to sign in. After logging in you can either review your worklist for access to the transaction, or click on the link above.
https://people.state.ga.us/psp/sao/SAO/EMPLOYEE/VR/PV_MAIN_MENU/PV_REQ_APPROVAL/G
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21. NOTE: Requesters may also shop in the Virtual Catalogs to create a Punch-out or Hosted Catalog cart. The requester may then assign the cart to the person set up as assignee in the Assigned Cart box.

Please refer to the Quick Reference Guide for Cart Shoppers.