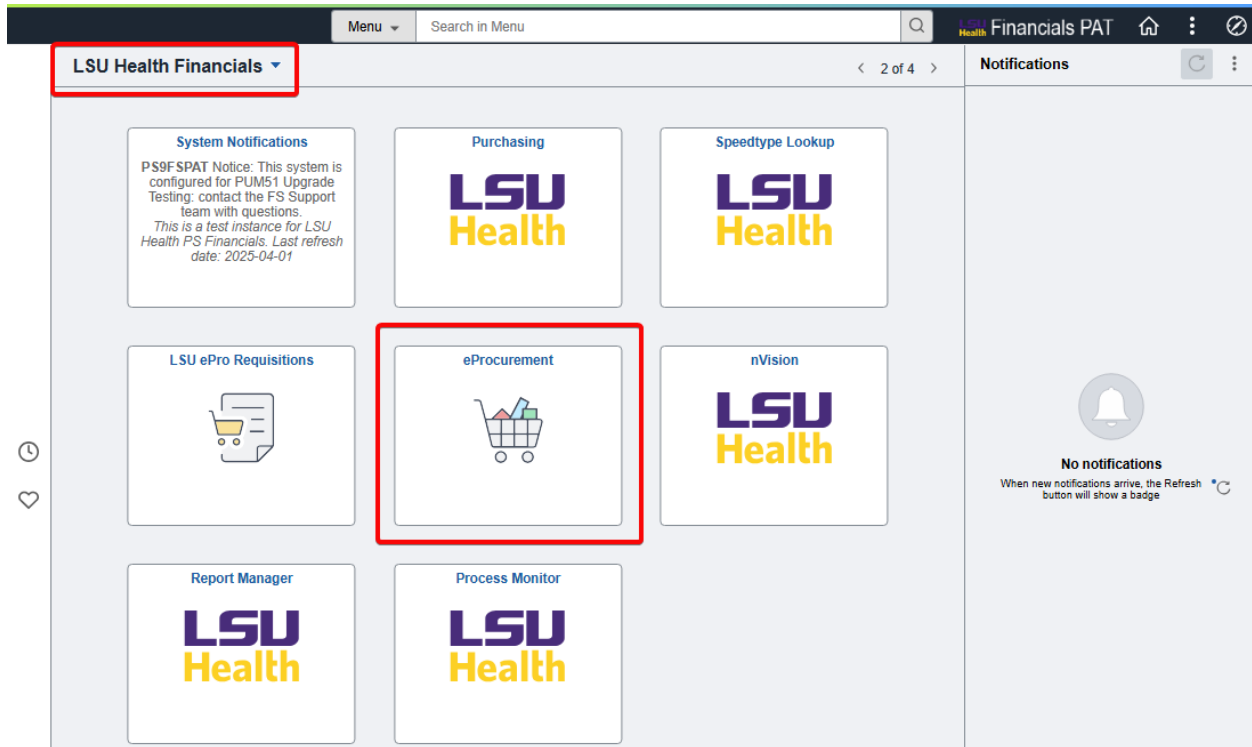


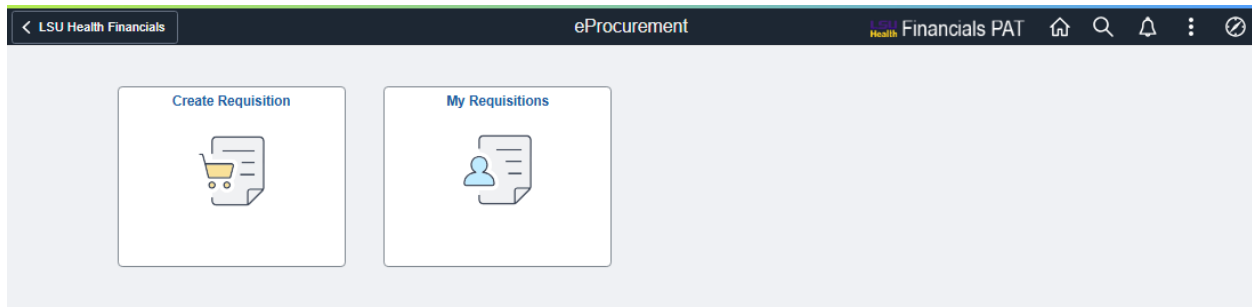
PUM 51 – Fluid eProcurement Requestor Guide

Getting Started

To access Fluid eProcurement, select the **LSU Health Financials Homepage** and then the **eProcurement Tile**



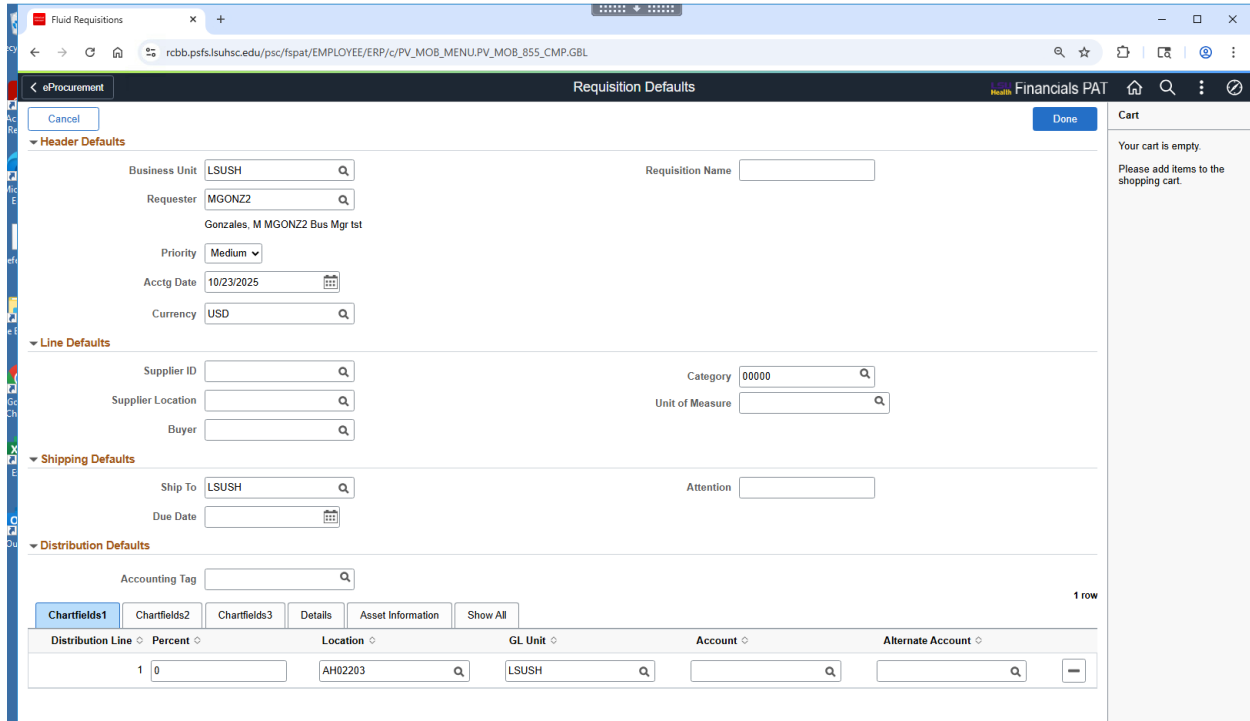
Within the eProcurement tile, two tiles will be available. The **Create Requisition** tile is for creating new requisitions. The **My Requisition** tile is for performing new tasks on existing requisitions, such as edit, approve, cancel, and print.



Create Requisition

Requisition Defaults

To create a requisition, select the **Create Requisition** tile. This will open the **Requisition Defaults** page, where initial values for the requisition can be set.



This page is entirely optional – all, some, or no values can be entered here. Whichever values that are entered will be present in the requisition going forward. To expand the various sections, click on the arrow next to each section header

Sections collapsed:

- ▶ Line Defaults
- ▶ Shipping Defaults
- ▶ Distribution Defaults

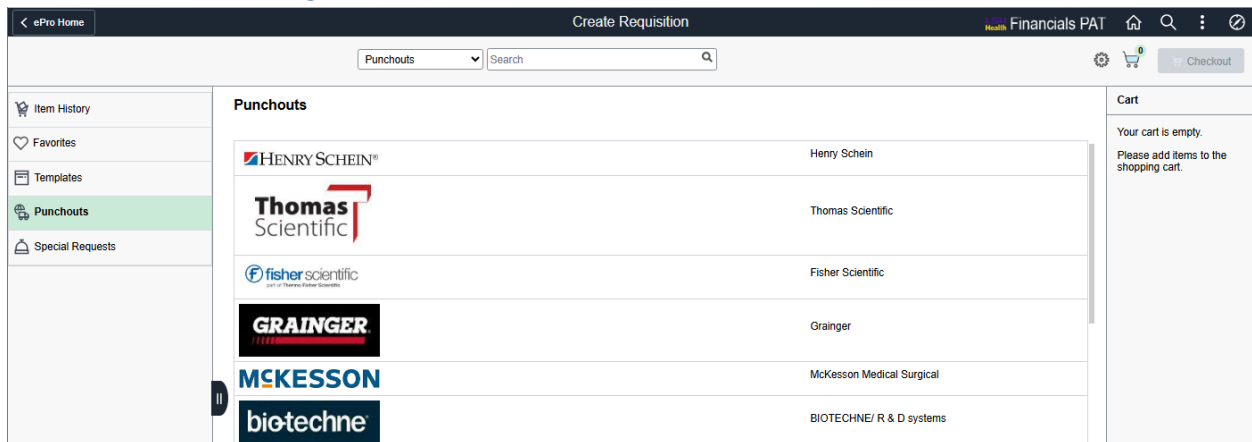
Sections expanded:



Once done with this page, click on the **Done** button at the top-right of the page.

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eProcurement Main Page



The eProcurement Main page for creating requisitions has 3 sections

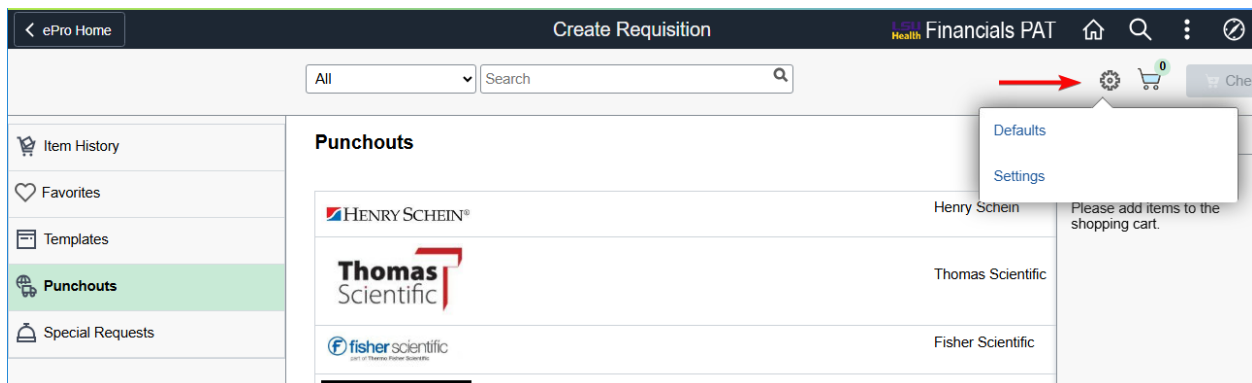
- Navigation frame for Item History, Favorites, Templates, Punchouts, and Special Requests
- Main frame where that will display the page chosen from the Navigation frame. By default, the Punchouts page is displayed
- Gear Icon and Cart frame showing what is currently in the requester's cart

Navigation frame

- The Item History page allows the requester to re-order items that were recently requested
- The Favorites page allows requesters to order items that were saved as Favorites, which can be special request items and punchout items
- Templates page allows the user to submit full requisitions that were saved as templates
- Punchouts page shows a list of punchout suppliers that the requester can select to view and order from the supplier's external ordering catalog
- Special Requests are for requesting all other items that aren't available from or chosen not to order from punchout suppliers

Gear Icon and Cart

- Near the top-right of the page is a **Gear Icon**. Selecting it will display a sub-menu for **Requisition Defaults** and **Settings**
- Items currently in cart can be viewed in the **Cart Frame**



Requisition Defaults page via Gear Icon

The screenshot shows a 'Defaults' modal window. At the top, there are 'Cancel' and 'Done' buttons. The 'Header Defaults' section contains the following fields:

- Business Unit: LSUSH
- Requisition Name: (empty field)
- Requester: RBU CAL
- Bucalan, Richard F
- Priority: Medium
- Currency: USD
- Acctg Date: 10/08/2025 (highlighted with a red box)

Below the 'Header Defaults' section are three expandable sections: 'Line Defaults', 'Shipping Defaults', and 'Distribution Defaults'.

The Requisition Defaults page can be accessed via the Gear Icon, and this page is nearly identical to the version used when first selecting the Create Requisition tile.

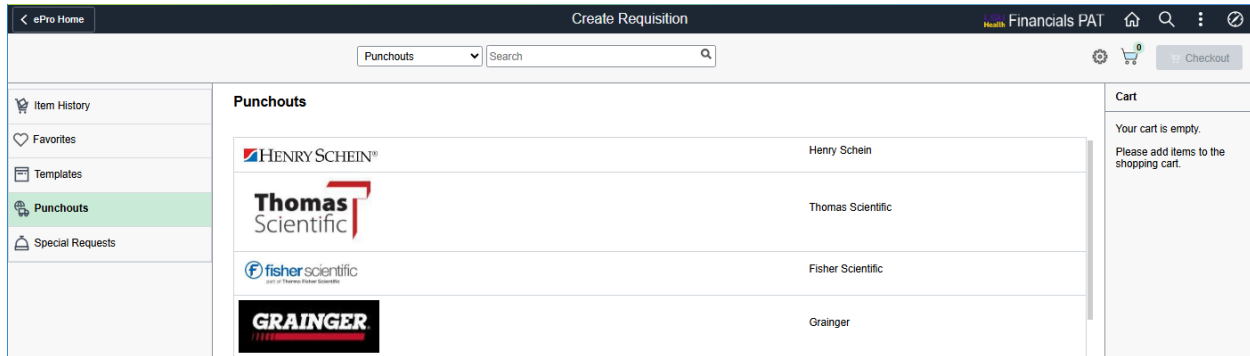
Accounting Date can be set to a future date using the Requisition Defaults page or here via Gear Icon. This is required for creating a next-fiscal-year requisition. Updating the Accounting Date will also update the Budget Date for each requisition line (i.e. items in cart).

However, any other changes made in this page are not retroactive and will not affect items that were in cart before the changes. For example, if an item was already in cart and a different chartfield, such as Account, was used, the Account for the item in cart will not update to the new one, but any additional items added to cart will have the new Account number.

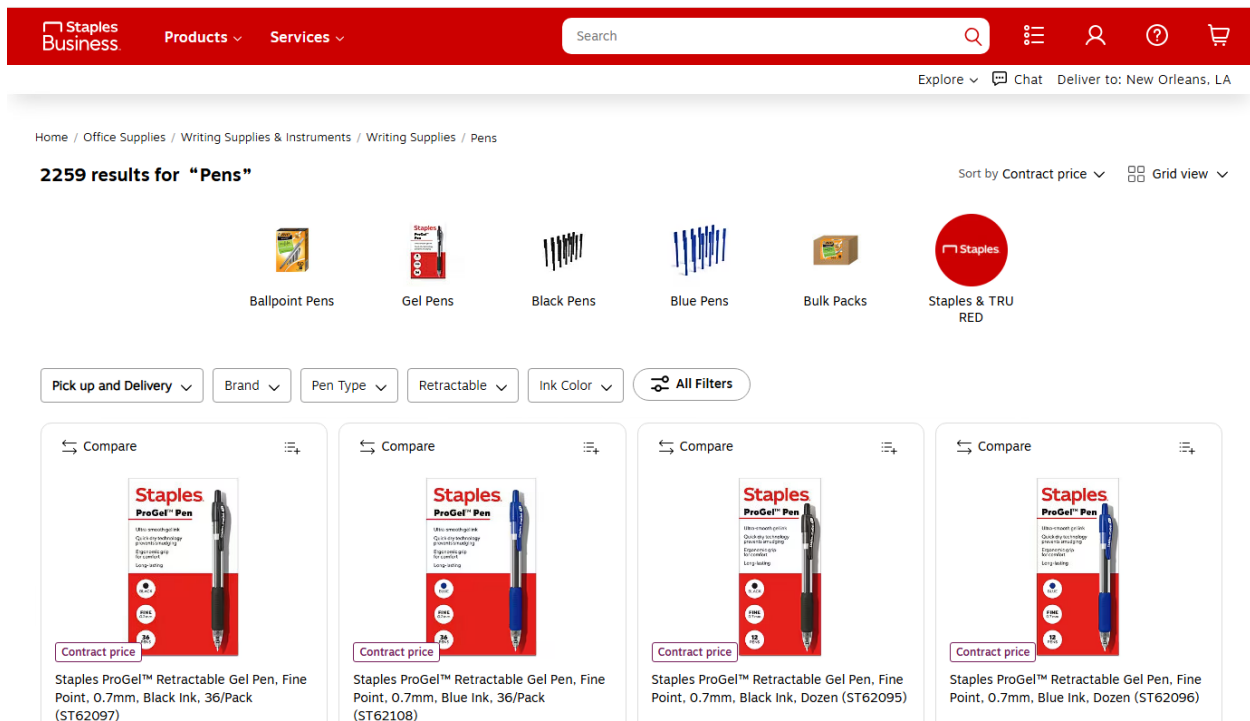
To reiterate, the purpose of Requisition Defaults page is to set initial values for requisition items. If the desired action is to update values for all existing items in cart, the Mass Change function explained later in this guide would have to be utilized. This is a critical change from prior versions of requisitioning.

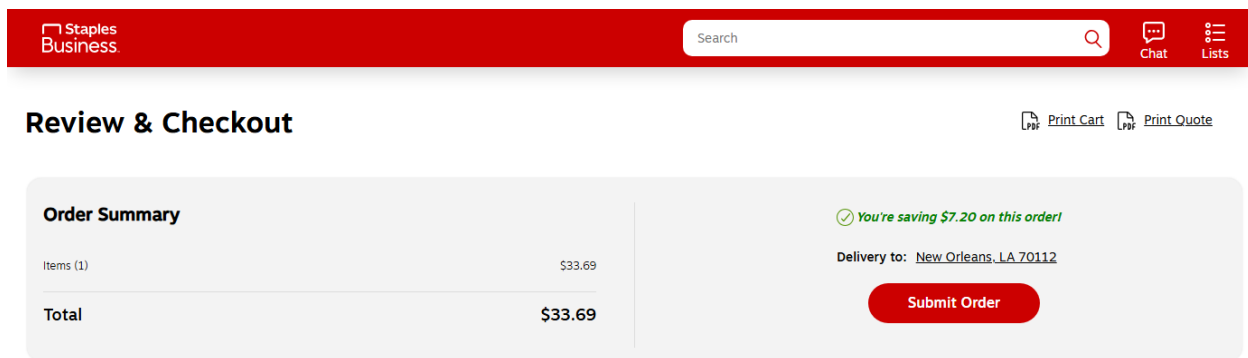
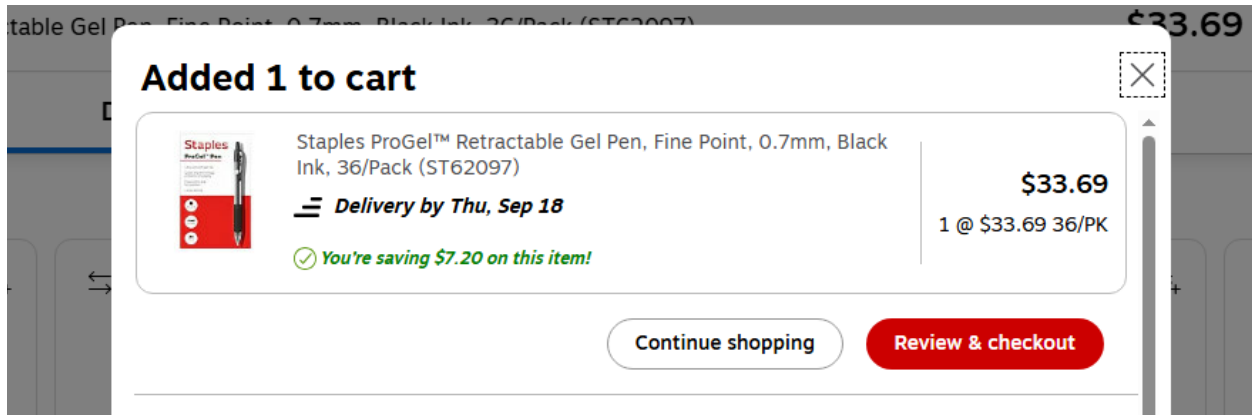
Punchout Requisitions

To access punchout requisitions, select **Punchouts** from the Navigation frame

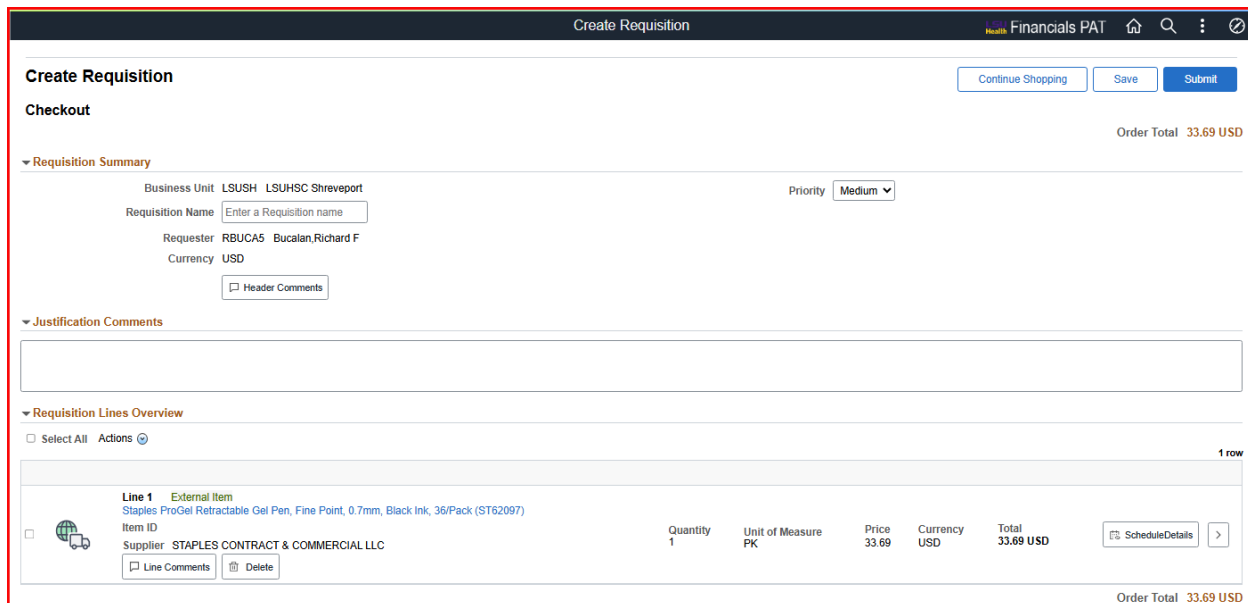


Selecting a supplier will bring up their external website for ordering directly from their catalog. In this example, **Staples** was chosen and pens were ordered





Once all items have been added to cart, check out and then submit order to return to PeopleSoft.



Returning to PeopleSoft brings up the eProcurement Checkout page, where comments, attachments, and chartfield information can be entered before submitting the requisition for approval.

Punchout items are marked as “External Item” on their requisition line.

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Special Requests

To create a Special Request requisition, select **Special Request** from the Navigation frame

Create Requisition Financials PAT Home Search Settings Shopping Cart Checkout

Special Requests

Item Information

*Item Description 254 characters remaining

*Price

*Quantity

*Category 00000

Due Date

*Currency Code USD

*Unit of Measure

Request New Item ☐ No

Supplier Information

Supplier ID

Supplier Location

Supplier Item ID

Manufacturer Information

Manufacturer ID

Manufacturer's Item ID

Comment

Comment Text

☐ Send Comment to Supplier

☐ Show Comment on Receipt

☐ Show Comment on Voucher

Cart

Your cart is empty.
Please add items to the shopping cart.

Enter a description for the special request item, the price, the quantity, and the unit of measure. Enter the Supplier if known.

A comment for this line item can be entered in the **Comment** section.

For this example, the following was entered:

- Item Description: SPECIAL REQUEST ITEM
- Price: 5.00
- Quantity: 1
- Unit of Measure: EA
- Supplier: 0000041388 ODP Business Solutions
- Comment: SPECIAL REQUEST COMMENT

Special Requests

Item Information

*Item Description: SPECIAL REQUEST ITEM (234 characters remaining)

*Price: 5.00

*Quantity: 1

*Category: 00000

Due Date: [Calendar Icon]

*Currency Code: USD

*Unit of Measure: EA

Request New Item: ☐ No

Supplier Information

Supplier ID: 0000041388

Supplier Location: [Search]

Supplier Item ID: [Search]

Manufacturer Information

Manufacturer ID: [Search]

Manufacturer's Item ID: [Search]

Comment

Comment Text: [Text Area]

☐ Send Comment to Supplier

☐ Show Comment on Receipt

☐ Show Comment on Voucher

[Add to cart](#)

Cart

Your cart is empty.
Please add items to the shopping cart.

Select the **Add to Cart** button to add this special request item to the cart

Special Requests

Item Information

*Item Description: [Empty] (254 characters remaining)

*Price: [Empty]

*Quantity: [Empty]

*Category: 00000

Due Date: [Calendar Icon]

*Currency Code: USD

*Unit of Measure: [Empty]

Request New Item: ☐ No

Cart

Total: 5.00 USD

SPECIAL REQUEST ITEM
ODP BUSINESS SOLUTIONS, LLC
5.00 USD
1 EA

[Checkout](#)

Select the **Checkout** button at the top-right to go to the Checkout page.

Checkout

Create Requisition

Continue Shopping Save Submit

Order Total 5.00 USD

Requisition Summary

Business Unit LSUSH LSUHSC Shreveport

Requisition Name

Requester RBUCAS5 Bucalan, Richard F

Currency USD

Priority Medium

☐ Header Comments

Justification Comments

Requisition Lines Overview

Select All Actions

1 row

Line	Item ID	Supplier	Quantity	Unit of Measure	Price	Currency	Total	Actions
Line 1	Special Request SPECIAL REQUEST ITEM	ODP BUSINESS SOLUTIONS, LLC	1	EA	5.00	USD	5.00 USD	ScheduleDetails Delete

Order Total 5.00 USD

Use the Checkout page to review the contents of the requisition, to make final adjustments to quantity & UOM, add last-minute items to the requisition, to edit the chartfield distribution, and to submit the requisition for approval.

Requisition Header

A name for the requisition can be entered in the header. If left blank, the requisition's ID number will automatically populate.

A level of priority can be assigned to the requisition. By default, all requisitions are medium priority.

Comments and Attachments

Comments can be entered at the header, line, and justification levels.

Cancel Requisition Header Comments and Attachments Done

Comments

Use Standard Comments

Comment Text

Send to Supplier ☐ No

Show at Receipt ☐ No

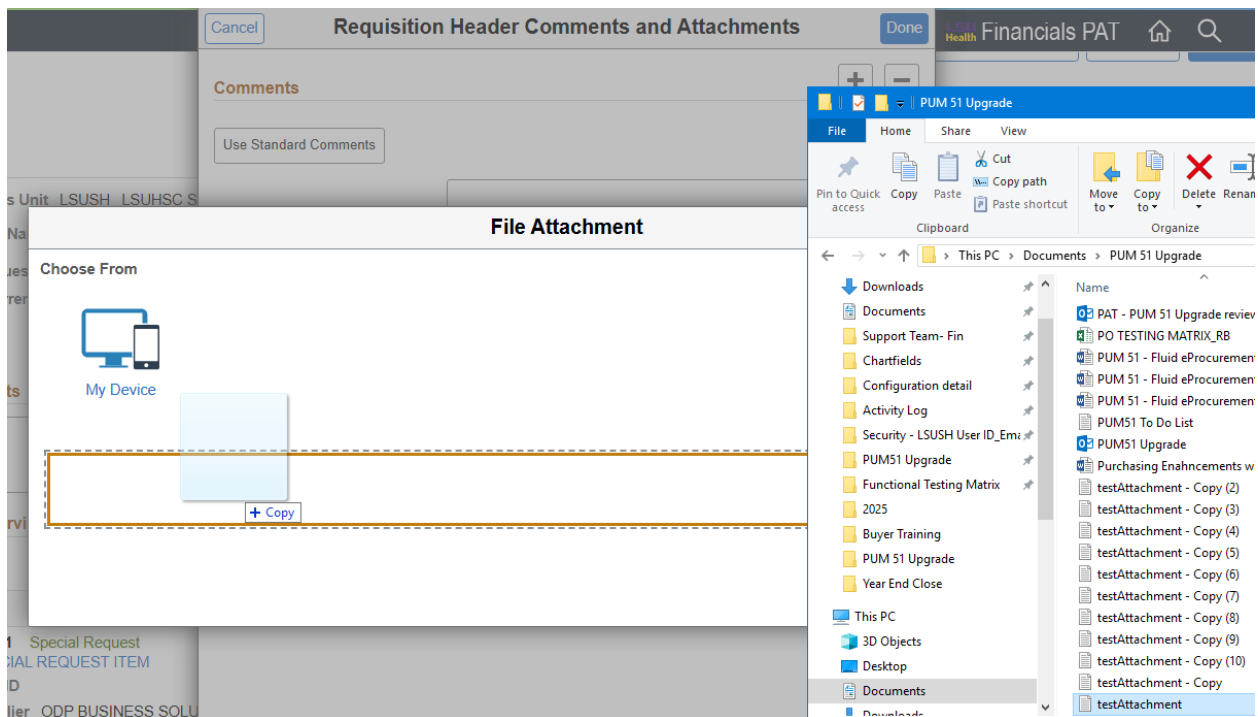
Show at Voucher ☐ No

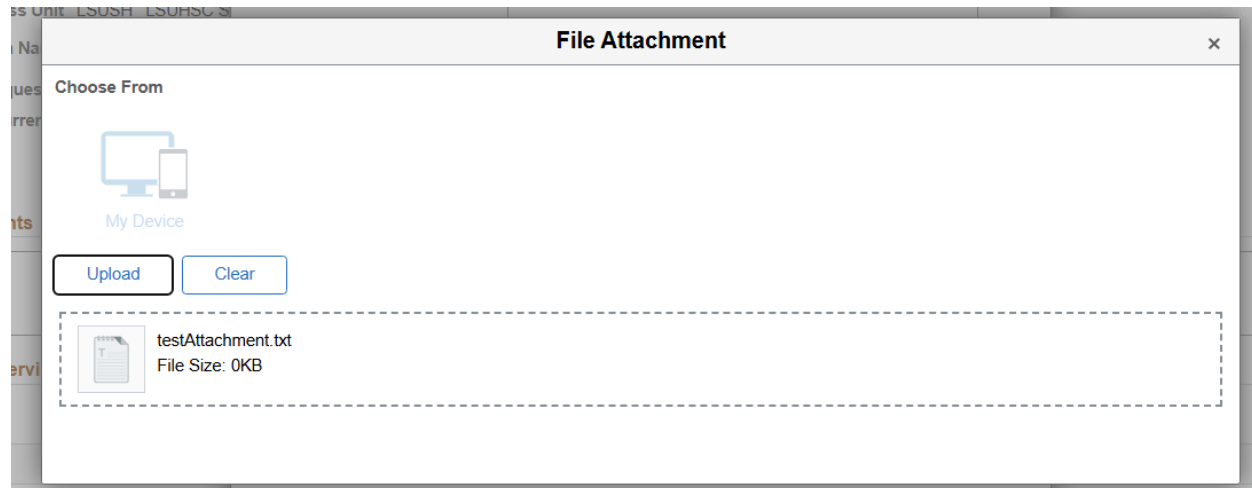
Add Attachment

To add an attachment, select the **Add Attachment** button.



The attachment can be added by selecting the **My Device** button and then searching for the attachment on your device, or the attachment can be dragged-and-dropped from a separate window into the blank space below the button. Up to 10 attachments can be added, but no more than 3 can be added at one time.





Under the Header, Justification Comments can be added. **Here is where justification for the requisition is entered and these comments appear on the Requisition Approvals page for approver review.**

▼ Justification Comments

Requisition Lines Section

Create Requisition Financials PAT

Order Total **5.00 USD**

▼ Requisition Summary

Business Unit LSUSH LSUHSC Shreveport

Requisition Name

Requester RBUCA5 Bucalan, Richard F

Currency USD

Priority Medium ▼

▼ Justification Comments

▼ Requisition Lines Overview

☐ Select All Actions

	Line 1 Special Request	Quantity	Unit of Measure	Price	Currency	Total	
☐	SPECIAL REQUEST ITEM Item ID Supplier ODP BUSINESS SOLUTIONS, LLC Line Comments Delete	1	EA Q	5.00	USD	5.00 USD	ScheduleDetails ➤

Order Total **5.00 USD**

Each item in the cart is shown as a line item in the requisition. Final adjustments to quantity and unit of measure (only if the item is a special request) can be made.

Line comments can be added by selecting the **Line Comments** button.

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To update more details of the item and to update the shipping and chartfield information, click on the **ScheduleDetails** button at the end of the line.

Requisition Line Details page – Schedule Details tab

Requisition Line Details

Order Total 10.00 USD

Line 1

Schedule Details | Line Details

Item Summary

SPECIAL REQUEST ITEM

Item ID
Item Category: GENERIC ITEM CATEGORY
Buyer
Supplier ID: 0000041388
ODP BUSINESS SOLUTIONS, LLC
Manufacturer
Supplier Location
Manufacturer's Item ID
Supplier Item ID
UPN Type
UPN ID

Price: 5.00 USD
Quantity: 1 EA
Total Amount: 5.00 USD

Attributes

Special Request

In the Requisition Line Details page, a tab for Schedule Details and one for Line Details are available for each item in the requisition. Navigating between items can be done using the left-hand menu.

The Schedule Details tab displays an item summary and shipping information. The Ship To location, item quantity, and Due Date can be updated in this section. Ship To Comments can also be added.

Requisition Line Details page – Distributions Section

Requisition Line Details

Order Total 10.00 USD

Line 1

SPECIAL REQUEST ITEM

Line 2

SPECIAL REQUEST ITEM 2

Supplier Item ID
Price: 5.00 USD
Quantity: 1 EA
Total Amount: 5.00 USD

UPN ID

Attributes

Special Request

Schedule 1

Quantity: 1

*Ship To: LSUSH
Price: 5.00 USD
Total: 5.00 USD

Attention To: Bucalan, Richard F

Due Date
Address

Ship To Comments | Price Adjustments

Distributions

Please enter GL Business Unit before selecting chartfield values

*Distribute By: Quantity Accounting Tag

Chartfields1 | Chartfields2 | Chartfields3 | Details | Budget Information | Asset Information | Show All

Distribution Line	Status	Dist Type	Location	Quantity	Open Qty	Percent	Merchandise Amount	GL Business Unit
1	Open		LSUSH	1	1	100	5.00	LSUSH

Chartfield and budget information can be updated in the Distributions section across several tabs. Below are the noteworthy fields and the tabs where they can be found:

- Chartfields 1 – Location, Quantity, Percent, GL Business Unit
- Chartfields 2 – Account, Fund, Department, Program code, Class
- Chartfields 3 – PC Business Unit, Project, Activity
- Budget Information – Budget status, Pre-encumbrance balance

The Distribution method for this line item can be set to Quantity or Amount using the dropdown menu just above Chartfields 1 tab.

Chartfields can also be entered by using the **Accounting Tag** link just above the Details and Budget Information tabs.

Using Accounting Tags in the Distribution section

In the Distribution section of the Requisition Line Details – Schedule page and in the Requisition Defaults page, Accounting Tags can be used to efficiently enter chartfield information.

Accounting Tag found in the Requisition Defaults page

The screenshot displays the 'Requisition Defaults' page. The 'Header Defaults' section includes fields for Business Unit (LSUSH), Requirer (RBUCA5), Priority (Medium), and Currency (USD). The 'Line Defaults' section includes 'Shipping Defaults'. The 'Distribution Defaults' section is highlighted with a red box, showing an 'Accounting Tag' input field. The 'Chartfields' section shows tabs for Chartfields1, Chartfields2, Chartfields3, Details, Asset Information, and Show All. The 'Distribution Line' table shows a single line item with a quantity of 1 and a location of LSUSH. The 'Cart' sidebar on the right shows a total of 10.00 USD and two special request items for ODP Business Solutions, LLC.

Accounting Tag found in the Requisition Line Details – Schedule page

Cancel **Requisition Line Details** Done

Order Total 10.00 USD 1/2

2 rows

Line 1 SPECIAL REQUEST ITEM Special Request

Line 2 SPECIAL REQUEST ITEM 2 Special Request

Supplier Item ID Price 5.00 USD Quantity 1 EA Total Amount 5.00 USD

Attributes

Special Request

Schedule 1

Quantity 1

*Ship To LSUSH Price 5.00 USD Total 5.00 USD

Attention To Bucalan,Richard F

Due Date

Address

Ship To Comments Price Adjustments

Distributions

Please enter GL Business Unit before selecting chartfield values

*Distribute By Quantity Accounting Tag

Chartfields1 Chartfields2 Chartfields3 Details Budget Information Asset Information Show All

Distribution Line	Status	Dist Type	Location	Quantity	Open Qty	Percent	Merchandise Amount	GL Business Unit
1	Open		LSUSH	1	1	100	5.00	LSUSH

Add a Favorite Accounting Tag

After opening the Accounting Tag link, a new pop-up page will appear with two interactable elements – **Manage Favorites** and **Add** button under the Accounting Tag List section.

Cancel **Accounting Tag** Done

Total Quantity 1.0000

Remaining Quantity 1.0000

Undistributed Quantity 0.00

Manage Favorites

Accounting Tag List

No Data Exists

Add

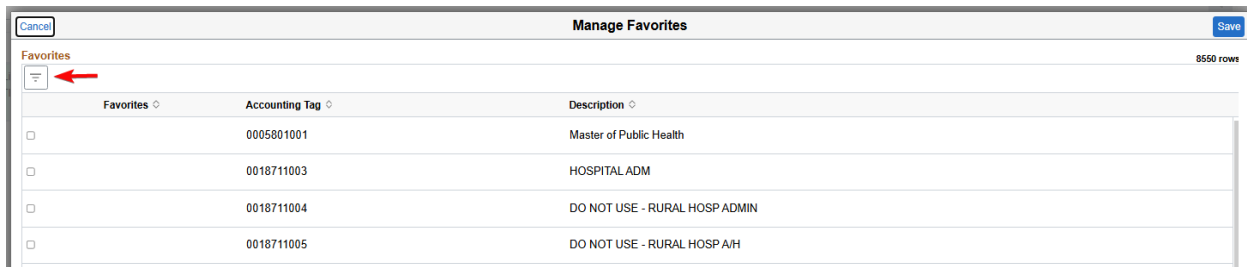
Select the **Manage Favorites** link to find and add favorite accounting tags

Cancel **Manage Favorites** Save

Favorites 8550 rows

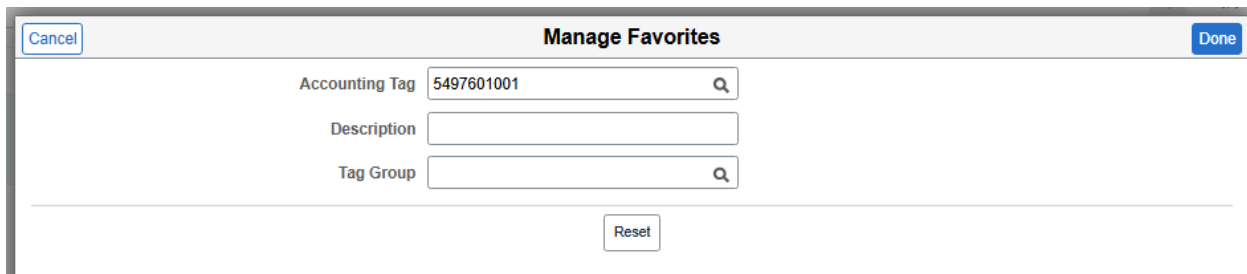
Favorites	Accounting Tag	Description
☐	0005801001	Master of Public Health
☐	0018711003	HOSPITAL ADM
☐	0018711004	DO NOT USE - RURAL HOSP ADMIN
☐	0018711005	DO NOT USE - RURAL HOSP ADMIN

In order to find an accounting tag, the Filter icon must be clicked to open a new window



Favorites	Accounting Tag	Description
☐	0005801001	Master of Public Health
☐	0018711003	HOSPITAL ADM
☐	0018711004	DO NOT USE - RURAL HOSP ADMIN
☐	0018711005	DO NOT USE - RURAL HOSP A/H

After an accounting tag has been entered, the magnifying glass next to it can be clicked and the specific accounting tag selected in the next window. In this example, 5497601001 was entered as the Accounting Tag

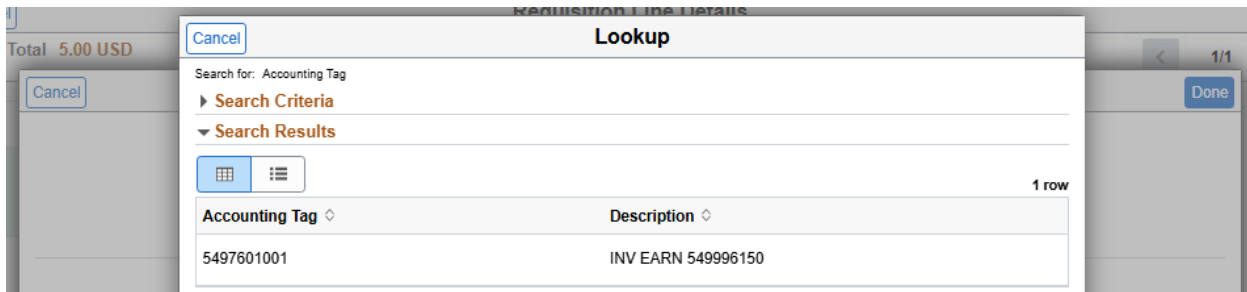


Accounting Tag: 5497601001

Description:

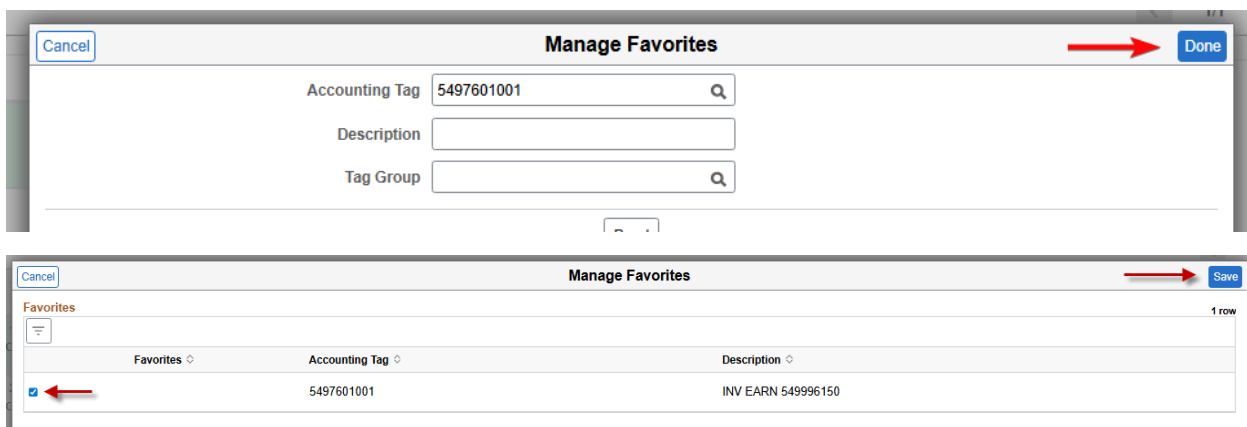
Tag Group:

Reset



Accounting Tag	Description
5497601001	INV EARN 549996150

Selecting the **Done** button will add the accounting tag as a favorite. Select the checkbox for the Accounting Tag and then **Save**. The accounting tag will not save as a Favorite if the checkbox isn't checked.



Favorites	Accounting Tag	Description
☒	5497601001	INV EARN 549996150

Adding an Accounting Tag as a Favorite **does not** select it for use in the requisition just yet.

Use a Favorite Accounting Tag for a Requisition

To add an Accounting Tag for the requisition, click the **Add** button and then the **Filter Items** button on the next screen

Accounting Tag [Cancel] [Done]

Total Quantity 1.0000
 Remaining Quantity 1.0000
 Undistributed Quantity 0.00
[Manage Favorites](#)

Accounting Tag List

No Data Exists

[Add] ←

Accounting Tag [Cancel] [Done]

Accounting Tag List 8550 rows

←

Select	Accounting Tag	Description
☐	0005801001	Master of Public Health
☐	0018711003	HOSPITAL ADM
☐	0018711004	DO NOT USE - RURAL HOSP ADMIN

An Accounting Tag can be searched individually, or a favorite Accounting Tag can be selected by choosing the “Favorite” option from the List dropdown menu

Accounting Tag [Cancel] [Done]

List: All

Accounting Tag: All

Description: **Favorites** ←

Tag Group: [Search]

[Reset]

After selecting “Favorites”, click the **Done** button and a list of favorite Accounting Tags will display. Select one and then click **Done**. Then, select the checkbox for the accounting tag and select **Done**

Accounting Tag [Cancel] [Done]

Accounting Tag List 1 row

Select	Accounting Tag	Description
☒	5497601001	INV EARN 549996150

The next screen allocates the percentage or quantity of the line to be allocated to the accounting tag. For single-distribution accounting tags, allocate the entire quantity or 100%.

Cancel Done

Accounting Tag

Total Quantity 1.0000
Remaining Quantity 1.0000
Undistributed Quantity 0.50
[Manage Favorites](#)

Accounting Tag List 1 row

Accounting Tag	Description	Quantity
5497601001	INV EARN 549996150	0.0000

Use a Non-favorite Accounting Tag for a Requisition

If a non-favorite accounting tag is used, set **List** to **All**. If the exact accounting tag is known, enter it in the **Accounting Tag** text box. Then select **Done**.

Cancel Done

Accounting Tag

List All

Accounting Tag 0030411001

Description

Tag Group

If the exact accounting tag is not known, select the magnifying glass in the accounting tag text box. A new lookup window will appear.

Cancel Lookup

Search for: Accounting Tag

Search Criteria

Search Results

Only the first 300 results can be displayed.

300 rows

Accounting Tag	Description
0005801001	Master of Public Health
0018711003	HOSPITAL ADM
0018711004	DO NOT USE - RURAL HOSP ADMIN
0018711005	DO NOT USE - RURAL HOSP A/H

Expand the **Search Criteria** section in order to search by initial accounting tag digits or description and click **Search**. In this example, the text “electronic” was used to search for an accounting tag.

Lookup

Search for: Accounting Tag

▼ **Search Criteria** Show Operators

Accounting Tag (begins with)

Description (begins with)

▼ **Search Results**

Accounting Tag **Description** 1 row

0030411001	Electronic Services
------------	---------------------

The next screen allocates the percentage or quantity of the line to be allocated to the accounting tag. For single-distribution accounting tags, allocate the entire quantity or 100%.

Accounting Tag Done

Total Quantity 1.0000
Remaining Quantity 1.0000
Undistributed Quantity 1.00
[Manage Favorites](#)

Accounting Tag List 1 row

Accounting Tag	Description	Quantity
0030411001	Electronic Services	1.0000

After applying an accounting tag to the requisition line, the relevant fields in Chartfields 2 and Chartfields 3 tabs will update.

Requisition Line Actions

Above the first requisition line, a menu for **Actions** is available, where an action can be performed on one or many requisition lines.

Create Requisition

Financials PAT

Continue Shopping Save Submit

Order Total 1.00 USD

Checkout

Requisition Summary

Business Unit LSUSH LSUHSC Shreveport

Requisition Name Enter a Requisition name

Requester RBUCAS Bucalan, Richard F

Currency USD

Header Comments

Justification Comments

Requisition Lines Overview

Select All Actions

Line 1 Special Request
SPECIAL REQUEST ITEM

Item ID

Supplier ODP BUSINESS SOLUTIONS, LLC

Quantity 1

Unit of Measure EA Q

Price 1.00

Currency USD

Total 1.00 USD

ScheduleDetails

Line Comments Delete

Order Total 1.00 USD

To execute an action on all requisition lines, select the checkbox next to **Select All**

Requisition Lines Overview

Select All Actions

Line 1 Special Request
SPECIAL REQUEST ITEM

Item ID

Supplier ODP BUSINESS SOLUTIONS, LLC

Quantity 1

Unit of Measure EA Q

Price 1.00

Currency USD

Total 1.00 USD

ScheduleDetails

Line Comments Delete

Line 2 Special Request
SPECIAL REQUEST ITEM 2

Item ID

Supplier ODP BUSINESS SOLUTIONS, LLC

Quantity 2

Unit of Measure EA Q

Price 10.00

Currency USD

Total 20.00 USD

ScheduleDetails

Line Comments Delete

Order Total 21.00 USD

To select specific line(s), select the checkbox next to the desired requisition line

Requisition Lines Overview

Select All Actions

Line 1 Special Request
SPECIAL REQUEST ITEM

Item ID

Supplier ODP BUSINESS SOLUTIONS, LLC

Quantity 1

Unit of Measure EA Q

Price 1.00

Currency USD

Total 1.00 USD

ScheduleDetails

Line Comments Delete

Line 2 Special Request
SPECIAL REQUEST ITEM 2

Item ID

Supplier ODP BUSINESS SOLUTIONS, LLC

Quantity 2

Unit of Measure EA Q

Price 10.00

Currency USD

Total 20.00 USD

ScheduleDetails

Line Comments Delete

Order Total 21.00 USD

[Add to Favorites](#)

Requisition line items can be added as a Favorite for quick access to reordering. Special Requests and Punchout items can be added as favorites.

Justification Comments

Requisition Lines Overview

☐ Select All Actions

- Add to Favorites
- Add to Template(s)
- Delete
- Mass Change

	Line #	Description	Quantity	Unit of Measure	Price	Currency	Total	
☒	Line 1	Special Request SPECIAL REQUEST ITEM	1	EA Q ₁	Price 1.00	Currency USD	Total 1.00 USD	ScheduleDetails >
		Item ID Supplier: ODP BUSINESS SOLUTIONS, LLC						Line Comments Delete
☐	Line 2	Special Request SPECIAL REQUEST ITEM 2	2	EA Q ₁	Price 10.00	Currency USD	Total 20.00 USD	ScheduleDetails >
		Item ID Supplier: ODP BUSINESS SOLUTIONS, LLC						Line Comments Delete

Order Total 21.00 USD

In this example, requisition line 1 and the action **Add to Favorites** was selected. A message will display to confirm this action.

Cancel

Confirmation

Done

The following item(s) with supplier will be added to your favorites:

Added
Item Description: SPECIAL REQUEST ITEM, Supplier: 0000041388, Supplier Name: ODP BUSINESS SOLUTIONS, LLC

Do not show this message again ☐ No

The item is available in the **Favorites** page on the eProcurement Main page

Create Requisition

Health Financials PAT

Favorites Search

[Item History](#)

Favorites

Select All Actions

SPECIAL REQUEST ITEM

Supplier	Supplier ID	Supplier Item ID	Price	EA
ODP BUSINESS SOLUTIONS, LLC Manufacturer	0000041388 Manufacturer ID	Manufacturer Item ID	1.00 USD	EA

[Add to Cart](#)

Cart

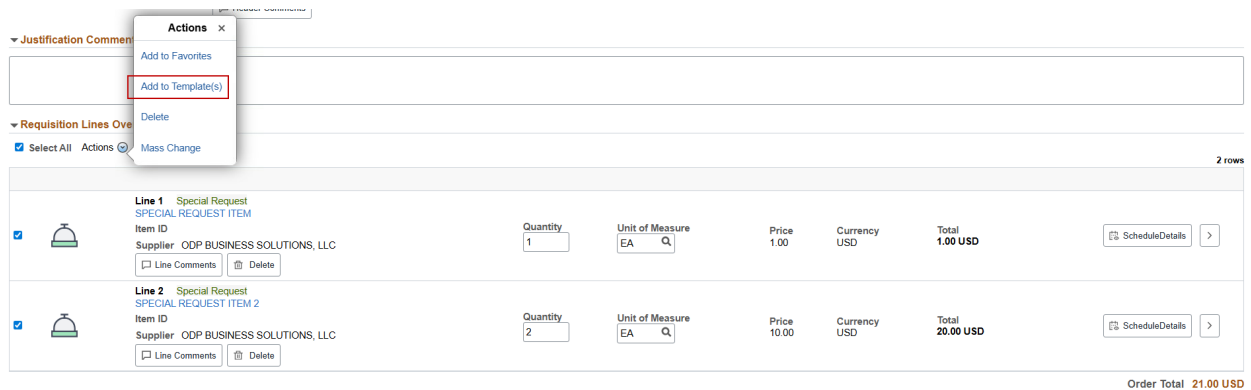
Total 21.00 USD

SPECIAL REQUEST ITEM 2

ODP BUSINESS SOLUTIONS, LLC
1.00 USD

Add to Template(s)

Requisition Templates can be created for reordering entire requisitions or multiple recurring requisition line items



In this example, lines 1 & 2 and the action **Add to Template(s)** was selected. A new window will display for adding a new template or adding these lines to an existing template.

The 'Add To Template' dialog box is shown. It has a 'Cancel' button and a 'Save' button. The 'New Template Details' section contains fields for 'Template Name' and 'Description'. The 'Choose Existing Template' section is empty.

For a new template, enter a template name and description and then Save

Add To Template

Cancel
Save

New Template Details

Template Name

Description

Choose Existing Template

The template is now available in the **Templates - Personal** page on the eProcurement Main Page

Create Requisition Financials PAT

Templates
Search

- Item History
- Favorites
- Templates**
- Punchouts
- Special Requests

Templates

My Templates 1 rows

Company
Personal

SPECIAL REQUEST TEMPLATE

Template for Special Request Items

Add to Cart

No Personal Template(s) available.

Cart

Total 21.00 USD

SPECIAL REQUEST ITEM 2

ODP BUSINESS SOLUTIONS, LLC

10.00 USD

2 EA

SPECIAL REQUEST ITEM

ODP BUSINESS SOLUTIONS, LLC

1.00 USD

1 EA

New items can also be added to existing templates. In this example, line 3 is added to SPECIAL REQUEST ITEM TEMPLATE

- Justification Comments
- Requisition Lines Overview

Actions

Add to Favorites

Add to Template(s)

Delete

Mass Change

Line	Item ID	Supplier	Quantity	Unit of Measure	Price	Currency	Total
Line 1	SPECIAL REQUEST SPECIAL REQUEST ITEM	ODP BUSINESS SOLUTIONS, LLC	1	EA	1.00	USD	1.00 USD
Line 2	SPECIAL REQUEST SPECIAL REQUEST ITEM 2	ODP BUSINESS SOLUTIONS, LLC	2	EA	10.00	USD	20.00 USD
Line 3	SPECIAL REQUEST SPECIAL REQUEST ITEM 3	ODP BUSINESS SOLUTIONS, LLC	2	EA	2.00	USD	4.00 USD

3 rows

Order Total 25.00 USD

Add To Template

CancelSave

New Template Details

Template Name

Description

Choose Existing Template

☒	Template Name ▾	Template Description ▾
☒	SPECIAL REQUEST TEMPLATE	Template for Special Request Items

Delete

One or more selected lines can be removed with the **Delete** action. In this example, requisition line 3 is deleted

The screenshot illustrates the process of deleting a requisition line. It is divided into three parts:

- Top Section:** Shows the 'Justification Comments' and 'Requisition Lines Overview' tabs. The 'Requisition Lines Overview' tab is active, displaying a table with 3 rows. Line 3 is selected, and the 'Delete' button in the 'Actions' menu is highlighted.
- Middle Section:** A confirmation dialog box appears, asking 'Are you sure you want to delete the selected line(s)?' with 'Yes' and 'No' buttons.
- Bottom Section:** The 'Requisition Lines Overview' tab shows the result after deleting line 3. The table now displays 2 rows (Line 1 and Line 2), and the 'Order Total' is 0.00 USD.

Requisition Lines Overview Table (Initial State):

Line	Description	Item ID	Supplier	Quantity	Unit of Measure	Price	Currency	Total
Line 1	Special Request SPECIAL REQUEST ITEM 1		ODP BUSINESS SOLUTIONS, LLC	1	EA	0.00	USD	0.00 USD
Line 2	Special Request SPECIAL REQUEST ITEM 2		ODP BUSINESS SOLUTIONS, LLC	2	EA	0.00	USD	0.00 USD
Line 3	Special Request SPECIAL REQUEST ITEM 3		ODP BUSINESS SOLUTIONS, LLC	2	EA	0.00	USD	0.00 USD

Requisition Lines Overview Table (After Deletion):

Line	Description	Item ID	Supplier	Quantity	Unit of Measure	Price	Currency	Total
Line 1	Special Request SPECIAL REQUEST ITEM 1		ODP BUSINESS SOLUTIONS, LLC	1	EA	0.00	USD	0.00 USD
Line 2	Special Request SPECIAL REQUEST ITEM 2		ODP BUSINESS SOLUTIONS, LLC	2	EA	0.00	USD	0.00 USD

How to update Requisition Lines using Mass Change action

Requisition lines can be updated on an individual line basis using all the pages and features explained above. However, to make changes to multiple requisition lines and their distributions (i.e. account, department, fund, program, class, and project ID) at one time, the **Mass Change** action is recommended.

In the old version of eProcurement and in the older version of requisitions before that, changes to Requisition Line Distributions were often made in the Requisition Defaults page. That is not possible anymore with fluid eProcurement. Changes to entire requisitions must be made with the Mass Change action or done on requisition lines individually.

Select one or more requisition lines, and then select the **Mass Change** action

The screenshot shows the 'Requisition Lines Overview' page. An 'Actions' dropdown menu is open, with 'Mass Change' highlighted. Below the menu, three requisition lines are listed, each with a checkbox for selection. The lines are:

Line	Item	Supplier	Quantity	Unit of Measure	Price	Currency	Total
Line 1	Special Request SPECIAL REQUEST ITEM 1	ODP BUSINESS SOLUTIONS, LLC	1	EA	1.00	USD	1.00 USD
Line 2	Special Request SPECIAL REQUEST ITEM 2	ODP BUSINESS SOLUTIONS, LLC	2	EA	10.00	USD	20.00 USD
Line 3	Special Request SPECIAL REQUEST ITEM 3	ODP BUSINESS SOLUTIONS, LLC	2	EA	2.00	USD	4.00 USD

Order Total: 25.00 USD

The Mass Change window will display

The 'Mass Change' window is displayed, showing the following sections:

- Line Information:** Includes fields for Supplier ID, Supplier Location, Buyer, and Category.
- Shipping Information:** Includes fields for Ship To, Due Date, and Attention.
- Distribution Information:** Includes fields for Accounting Tag and *Apply Distribution Changes (set to 'All Distribution Lines').

A note states: "Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing."

Below the sections, there is a table for 'Distribution Line' information:

Distribution Line	Percent	Location	GL Unit	Account	Alt Acct
1					

Buttons at the bottom include 'Load Values From Defaults'.

Under Line Information and Shipping Information, specific frequently-updated fields can be changed, such as Supplier ID, Buyer, Ship To, and Due Date

Updating Requisition Line Distributions

In the old versions of eProcurement and Add/Update Requisitions, the common practice for updating account, department, fund, program, class, and project ID was done in Requisition Defaults. This practice is not valid anymore. It must be done using **Mass Change**.

In the **Distribution Information** section, fields from the requisition line distribution can be updated.

▼ **Distribution Information**

Accounting Tag

*Apply Distribution Changes ▼

Please enter GL Business Unit before selecting other chartfield values

1 row

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information	Show All
Distribution Line ▾	Percent ▾	Location ▾	GL Unit ▾	Account ▾	
1		Q	LSUSH Q	Q	+ -

Below is a list of the primary chartfields for updating

- First, enter **LSUSH** in the **Chartfields1 - GL Unit** chartfield
- Chartfields1 tab: **Account**
- Chartfields2 tab: **Fund code, Dept, Program, Class**
- Chartfields3 tab: **PC Business Unit, Project, Activity**

These fields can be entered manually, or an Accounting Tag can be used.

Using an Accounting Tag in Mass Change

An Accounting Tag can be used to update requisition line distributions in Mass Change.

****Warning**** The values of the Accounting Tag will replace whatever is on the requisition line distribution. If the selected Accounting Tag has only 1 distribution but your existing requisition line distribution has 2 lines, then the 2 distributions will be replaced by the 1 distribution found in the accounting tag.

Only an accounting tag with multiple distributions can update requisition lines with multiple distributions. In general, it is not recommended to use an accounting tag if updating requisition lines with multiple distributions.

The screenshot shows the 'Mass Change' window with tabs for Line Information, Shipping Information, and Distribution Information. The 'Accounting Tag' field is highlighted with a red box. Below it, there is a dropdown for 'Apply Distribution Changes' set to 'All Distribution Lines'. A message states: 'Please enter GL Business Unit before selecting other chartfield values'. Below this is a table with columns: Chartfields1, Chartfields2, Chartfields3, Details, Asset Information, and Show All. The 'Chartfields1' tab is active, showing a table with columns: Distribution Line, Percent, Location, GL Unit, Account, and Alt Acct. The first row shows '1' in the Distribution Line column. A 'Load Values From Defaults' button is at the bottom.

Manually enter a specific Accounting Tag or select the magnifying glass to search for one.

The screenshot shows the 'Lookup' window for Accounting Tags. The search criteria section shows 'SetID: LSUSH' and 'Accounting Tag (begins with)' with a text input field. There are 'Search' and 'Clear' buttons. The search results section shows a table with columns: Accounting Tag and Description. The results are as follows:

Accounting Tag	Description
0005801001	Master of Public Health
0018711003	HOSPITAL ADM
0018711004	DO NOT USE - RURAL HOSP ADMIN
0018711005	DO NOT USE - RURAL HOSP A/H
0018711006	DO NOT USE - RURAL HOSP-MED
0018751001	STAT. DED.-HOSPITAL
0018751003	FUNC ADJ - HOSPITAL
0018751004	FY11 BUDGET CUT ASSESSMENT

Only the first 300 results can be displayed. 300 rows.

In the search page, enter the initial digits of the Accounting Tag if the full accounting tag isn't known and then select Search.

[Cancel](#) **Lookup**

Search for: Accounting Tag

▼ **Search Criteria** [Show Operators](#)

SetID: LSUSH

Accounting Tag (begins with)

▼ **Search Results** Only the first 300 results can be displayed.

Accounting Tag **Description**

0005801001	Master of Public Health
0018711003	HOSPITAL ADM
0018711004	DO NOT USE - RURAL HOSP ADMIN
0018711005	DO NOT USE - RURAL HOSP A/H
0018711006	DO NOT USE - RURAL HOSP-MED

300 rows

The search results display all accounting tags that start with the initial digits entered

[Cancel](#) **Lookup**

Search for: Accounting Tag

► **Search Criteria**

▼ **Search Results**

Accounting Tag **Description**

0018711003	HOSPITAL ADM
0018711004	DO NOT USE - RURAL HOSP ADMIN
0018711005	DO NOT USE - RURAL HOSP A/H
0018711006	DO NOT USE - RURAL HOSP-MED
0018751001	STAT. DED.-HOSPITAL
0018751003	FUNC ADJ - HOSPITAL
0018751004	FY11 BUDGET CUT ASSESSMENT
0018751007	Hospital Alloc from MS Instr
0018751008	Hosp - Termination Pay
0018771001	EACMC LEGACY COSTS

10 rows

Apply Distribution Changes Options

After entering updated chartfields values, select which type of distribution change is required in the **Apply Distribution Changes** menu.

The screenshot shows the 'Mass Change' dialog box. The 'Distribution Information' tab is selected. A dropdown menu for '*Apply Distribution Changes' is open, showing four options: 'All Distribution Lines', 'All Distribution Lines', 'Matching Distribution Lines', and 'Replace Distribution Lines'. Below the dropdown is a table with the following data:

Distribution Line	Percent	Location	GL Unit	Account
1	100.0000	LSUSH	LSUSH	549200

At the bottom of the dialog is a button labeled 'Load Values From Defaults'.

There are certain key distinctions between each option.

- **All Distribution Lines** – use this option if only 1 distribution should be applied to all line distributions. This includes if a requisition line contains multiple distributions. In this option, only the chartfields that were updated will be changed in the existing distributions.
 - For example, if only the department is changed, only the department on the requisition line distributions will be changed. All other existing values in the requisition line distributions will remain the same.
- **Matching Distribution Lines** – use this option if you want to update existing line distributions with a new one and delete unwanted lines
 - If a req line distribution contains 2 lines and the mass change updates only 1 line, “req line 1 / distribution 1” will be updated and “req line 1 / distribution 2” will be deleted
 - **Not recommended to use**
- **Replace Distribution Lines** – use this option if a new distribution split must be applied to existing lines. This is the default choice when using an accounting tag
 - Existing distributions will be completely replaced, regardless of the number of distribution lines for the line item
 - If requisition line 1 has only one distribution line and the mass change contains two distribution lines, requisition line 1’s distribution will then have two distribution lines after mass change
 - If only one chartfield was entered (i.e. department) and all other chartfields were left blank, then the requisition line distribution will be changed to have only the department chartfield value and all others will be empty.

Save the Requisition without Submitting

To save the requisition without submitting, select the **Save** button in the Checkout page

This will save the requisition and create a requisition ID number. The **Edit Shopping Cart** page will display, and the requisition name, quantities, and units of measure can be edited. To continue, select the **Checkout** button.

Item Description	Status	Price	Currency	Quantity	Unit of Measure	
SPECIAL REQUEST ITEM	Open	1.00	USD	1	EA	Delete
SPECIAL REQUEST ITEM 2	Open	10.00	USD	2	EA	Delete
SPECIAL REQUEST ITEM 3	Open	2.00	USD	2	EA	Delete

Total 25.00 USD

If checkout is not selected at this time, the requisition can be access again using the **My Requisitions** tile within eProcurement. ****See Managing Requisitions section for further explanation****

Submit Requisition and Checkout Confirmation

To complete the requisition and submit for approval, select the **Submit** button

Edit Requisition

Checkout for Requisition ID 0095153

Order Total 25.00 USD

Requisition Summary

Business Unit LSUSH LSUHSC Shreveport

Requisition Name 0095153

Requester RBUCA5 Bucalan, Richard F

Currency USD

Priority Medium

Budget Check Status **Not Checked**

[Check Budget](#) [Pre-Check Budget](#)

[Header Comments](#)

[Continue Shopping](#) [Save](#) [Submit](#)

The **Checkout Confirmation** page will display.

Checkout Confirmation

[Print Preview](#)

Requisition Details

Business Unit LSUSH

Requisition ID 0095153

Requisition Name 0095153

Last Modified Date 09/25/2025 10:56:16AM

Status Pending Approval

Total Lines 3

Total Amount 25.00 USD

Budget Checked Status **Not Checked**

[Check Budget](#) [Pre-Check Budget](#)

[View Approval Chain](#)

Next Steps

[Edit this Requisition](#)
Modify this requisition

[My Requisitions](#)
Go to existing requisitions

[Create Requisition](#)
Create another requisition

Select the **View Approval Chain** button to view who can approve the requisition. This will open a separate window

Approval Flow

Req approval - one step

Requisition 0095153 Pending

Req approval - one step

Pending

Multiple Approvers
Req Department Approver

Select the **Multiple Approvers** link to view the list of approvers.

Approver Information

Dooley, Wanda G
Pending

Detail Information

Phone

Mobile

Email wdoolf1@lsuhsc.edu

Dooley, Wanda G
Pending

Williams, Tatesia M.
Pending

Other actions available in this page:

- **Check Budget** to perform a budget check on the requisition. However, this cannot be done until the requisition has been approved.
- Select **Print Preview** to view a PDF version of the entire requisition that can be printed.
- **Edit this Requisition** to make changes to the requisition
- **My Requisitions** navigates to the page where other existing requisitions can be accessed
- **Create Requisition** navigates to the eProcurement Main Page for creating a new requisition

Managing Requisitions

To manage an existing requisition, select the **My Requisitions** tile within eProcurement

The screenshot shows the eProcurement interface. At the top, there's a navigation bar with 'LSU Health Financials', 'eProcurement', and 'Financials PAT'. Below this, there are two tiles: 'Create Requisition' and 'My Requisitions'. The 'My Requisitions' tile is highlighted with a red box. Below the tiles, there's a section titled 'My Requisitions' with a 'Requisition Search' button and a 'Keyword Search' input field. Below this is a table with 2 rows of requisition data.

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
	0095154	LSUSH/0095154	09/25/2025	RBUCA5	Approved	Not Chk'd	18.23 USD
	0095153	LSUSH/0095153	09/25/2025	RBUCA5	Pending	Not Chk'd	25.00 USD

By default, the My Requisitions page will display requisitions created by you on the current date (today). To filter for more or fewer requisitions, select the **Filter** button at the top-left of the requisition section.

This screenshot is similar to the previous one, but with a red arrow pointing to the filter button (a small icon with a downward arrow) located at the top-left of the requisition table. The table data remains the same.

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
	0095154	LSUSH/0095154	09/25/2025	RBUCA5	Approved	Not Chk'd	18.23 USD
	0095153	LSUSH/0095153	09/25/2025	RBUCA5	Pending	Not Chk'd	25.00 USD

The filter options page will display

The screenshot shows the 'My Requisitions' page with a 'Filters' modal open. The modal has a 'Cancel' button at the top left and a 'Done' button at the top right. Below the title 'Filters', there are two columns of search fields. The left column includes: Business Unit (text input with 'LSUSH'), Requisition ID (text input), From Date (calendar icon with '09/25/2025'), Requester (text input with 'RBUCA5'), Request State (dropdown menu with 'All but Complete'), Supplier ID (text input), Item ID (text input), and Ship To Location (text input). The right column includes: Requisition Name (text input), PO Number (text input), To Date (calendar icon), Entered by (text input), Budget Status (dropdown menu), Supplier Name (text input), Item Description (text input), and Supplier Item ID (text input). A 'Clear' button is located at the bottom center of the modal.

Delete the date in the **From Date** field to view all your requisitions. Or enter a time span in the **From Date and To Date** to view requisitions from a specific date range.

If you have access to edit requisitions for other people, delete the value in the **Requester** field.

Viewing Requisition Details

To view details of the requisition, click anywhere in the general line of the requisitions or select the > button at the end of the line

< eProcurement

My Requisitions

LSU Health Financials PAT

Requisition Search

Keyword Search

3 rows

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount	
	0095155	LSUSH/0095155	09/25/2025	RBUCA5	Open	Not Chk'd	1.00 USD	
	0095154	LSUSH/0095154	09/25/2025	RBUCA5	Approved	Not Chk'd	18.23 USD	
	0095153	LSUSH/0095153	09/25/2025	RBUCA5	Pending	Not Chk'd	25.00 USD	

This will display the **Details** page, where information on the requisition can be viewed.

Details

Cancel Requisition

Requisition Summary

Requisition Name

0095155

Business Unit

LSUSH

Requisition ID

0095155

Requisition Date

09/25/2025

Request State

Open

Requester

Bucalan, Richard F

Entered By

Bucalan, Richard F

Budget Check Status

Not Chk'd

Total Amount

1.00 USD

Requisition Lifeline

Requisition

Approvals

Inventory

Purchase Orders

Change Request

Receiving

Delivery

Returns

Invoice

Payment

Lines

Item Image	Description	Item ID	Supplier ID	Supplier Name	Ship To	Line State	Quantity	UOM	Price	Total Amount	
	Line 1 - SPECIAL REQUEST ITEM		0000041388	ODP BUSINESS SOLUTIONS, LLC	LSUSH	Open	1	EA	1.00	1.00 USD	Cancel Line >

Requisition Summary shows header information.

Requisition Lifeline displays the current status in the procure-to-pay lifecycle by coloring the icon for each stage. For example, the requisition above has been created but not sourced to a purchase order. In the example below, the requisition had been approved, sourced to a PO, invoiced, and paid.

Details ×

▼ **Requisition Summary**

Requisition Name 6047100	Requester Rawls, Lorna S
Business Unit LSUSH	Entered By Rawls, Lorna S
Requisition ID 6047100	Budget Check Status Valid
Requisition Date 10/31/2024	Total Amount 1,004.53 USD
Request State PO(s) Dispatched	

▼ **Requisition Lifeline**

To cancel the entire requisition, select the **Cancel Requisition** button at the top-left of the page. Or to cancel a specific line, select the **Cancel Line** button at the end of the line.

Details ×

Cancel Requisition

▼ **Requisition Summary**

Requisition Name 0095155	Requester Bucalan, Richard F
Business Unit LSUSH	Entered By Bucalan, Richard F
Requisition ID 0095155	Budget Check Status Not Chk'd
Requisition Date 09/25/2025	Total Amount 1.00 USD
Request State Open	

▼ **Requisition Lifeline**

Lines

Item Image	Description	Item ID	Supplier ID	Supplier Name	Ship To	Line State	Quantity	UOM	Price	Total Amount	
	Line 1 - SPECIAL REQUEST ITEM		0000041388	ODP BUSINESS SOLUTIONS, LLC	LSUSH	Open	1	EA	1.00	1.00 USD	Cancel Line >

To exit out of this page, click on the tiny **X** at the very top-right corner

Details



Cancel Requisition

▼ Requisition Summary

Requisition Name	0095155	Requester	Bucalan, Richard F
Business Unit	LSUSH	Entered By	Bucalan, Richard F
Requisition ID	0095155	Budget Check Status	Not Chk'd
Requisition Date	09/25/2025	Total Amount	1.00 USD
Request State	Open		

Updating an Existing Requisition

To edit an existing requisition, select the **Action Menu** button at the very left of the requisition and then select the **Edit** option.

The screenshot shows the 'My Requisitions' page with a table of requisitions. The 'Actions' menu is open for the first requisition (ID 0095155). The 'Edit' option is highlighted with a red box.

Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
LSUSH/0095155	09/25/2025	RBUCA5	Open	Not Chk'd	1.00 USD
LSUSH/0095154	09/25/2025	RBUCA5	Approved	Not Chk'd	18.23 USD
LSUSH/0095153	09/25/2025	RBUCA5	Pending	Not Chk'd	25.00 USD

The **Edit Shopping Cart** page will display, where high-level values can be updated, such as requisition name, item quantity and unit of measure. Select the **Checkout** button to continue with checking out and submitting the requisition.

The screenshot shows the 'Edit Shopping Cart for Requisition ID 0095155' page. The page displays the requisition summary and a table with one item: 'SPECIAL REQUEST ITEM'.

Requisition Summary

Business Unit: LSUSH
 Requisition Name: 0095155
 Requester: RBUCA5
 Currency: USD

Item Description	Status	Price	Currency	Quantity	Unit of Measure
SPECIAL REQUEST ITEM	Open	1.00	USD	1	EA

Total 1.00 USD

In the Checkout page, more values such as chartfields and item details can be updated before submission.

Edit Requisition

Financials PAT

Continue Shopping

Save

Submit

Checkout for Requisition ID 0095155

Order Total 1.00 USD

▼ Requisition Summary

Business UnitLSUSHLSUHSC Shreveport

Requisition Name0095155

RequesterRBUCA5Bucalan, Richard F

CurrencyUSD

PriorityMedium

Budget Check Status▲ Not Checked

Check Budget

Pre-Check Budget

Header Comments

Preview Approvals

▼ Justification Comments

▼ Requisition Lines Overview

Select All

Actions

1 row

☐	Line 1Special Request SPECIAL REQUEST ITEM Item ID SupplierODP BUSINESS SOLUTIONS, LLC	Status Open	Quantity 1	Unit of Measure EA	Price 1.00	Currency USD	Total 1.00 USD	ScheduleDetails >
--------------------------	--	-----------------------------------	----------------------------------	--	----------------------------------	------------------------------------	--------------------------------------	--

Line Comments

Delete

Order Total 1.00 USD

Other Actions in My Requisitions Page

Depending on the request state of the requisition, several more actions are available.

The screenshot shows the 'My Requisitions' page with a search bar and a table of requisitions. An 'Actions' dropdown menu is open, showing options: Details, Copy, View Print, Budget Check, Cancel, PreBudget Check, Edit, and Inquiry. The table has 3 rows and columns: Business Unit/Requisition ID, Requisition Date, Requester, Request State, Budget Status, and Total Amount.

Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
LSUSH/0095155	09/25/2025	RBUCA5	Open	Not Chk'd	1.00 USD
LSUSH/0095154	09/25/2025	RBUCA5	Approved	Prov Valid	18.23 USD
LSUSH/0095153	09/25/2025	RBUCA5	Pending	Not Chk'd	25.00 USD

Details

This option is the same as the **View Requisition Details** explained above.

Copy

The screenshot shows the 'Edit Shopping Cart' page. At the top, there are buttons for 'Continue Shopping', 'Update Cart', and 'Checkout'. Below the buttons, the page title is 'Edit Shopping Cart' with a subtitle '2 Item(s) to buy now.' and a 'Requisition Summary' section. The summary shows Business Unit: LSUSH, Requisition Name: Enter a Requisition name, Requester: RBUCAL, and Currency: USD. Below the summary is a table of items with 2 rows and columns: Item Description, Status, Price, Currency, Quantity, and Unit of Measure. Each item has a 'Delete' button.

Item Description	Status	Price	Currency	Quantity	Unit of Measure
Logitech H390 Computer Headset, Over-the-Head, Black (981-000014)	Pending	26.90	USD	1	EA
Logitech B100 Ambidextrous Optical USB Mouse, Black (910-001439)	Pending	7.00	USD	1	EA

Total 33.90 USD

Copying a requisition brings up the Edit Shopping Cart page where items can be removed from the cart. Selecting the Checkout button brings up the Checkout page, where comments and attachments can be added and line details / chartfields can be edited

[View Print](#)

Business Unit: LSUSH		Requester: RBUCAL		Status: Approved	
Requisition: 0095128		Requested By: Bucalan, Richard F		Currency: USD	
Requisition Name: FAVORITES TEST		Entered Date: 8/13/25		Requisition Total: 11.89	
Vendor: 0000001231				Accounting Date: 08/13/2025	

Line: 1	Item Description: TK1965268T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Orange	Quantity: 1	UOM: EA	Price: 11.89	Line Total: 11.89
Line Status: Approved					

Ship Line: 1	Ship To: LSUSH	Address:	Shipping Quantity: 1
Attention: Bucalan, Richard F	Due Date:	1501 Kings Highway	Shipping Total: 11.89
Ship Via: GRND	Freight Terms: PP&A	Shreveport LA 71103	
		United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	LSUSH	1	100.00	11.89	LSUSH	549200

Dept	Fund	Program	Class
1663000	111	00001	10105

Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
11.89	USD	0	N

A PDF version of the full requisition is displayed and can be printed.

Budget Check

Select to check the budget of the requisition. Only Approved requisitions can be budget checked.

PreBudget Check

To see if the requisition will pass budget check without committing to do so, select PreBudget Check. If successful, the budget status will update to **Prov Valid** for provisionally valid

<

eProcurement

My Requisitions

Financials PAT

Home

Search

More

Requisition Search

Keyword Search

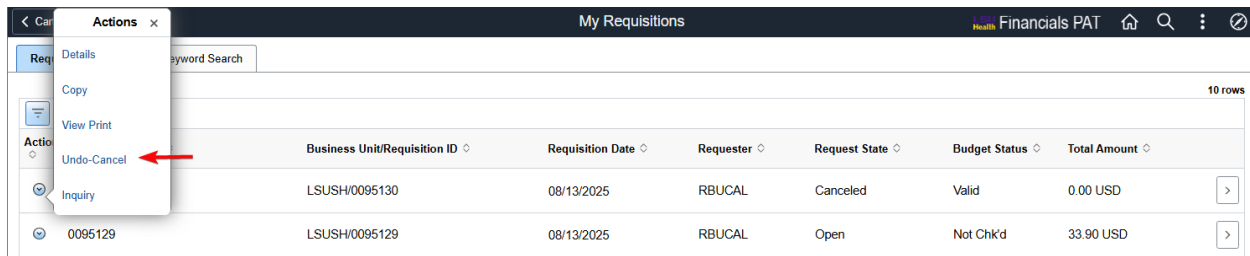
3 rows

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
	0095155	LSUSH/0095155	09/25/2025	RBUCA5	Open	Not Chk'd	1.00 USD
	0095154	LSUSH/0095154	09/25/2025	RBUCA5	Approved	Prov Valid	18.23 USD
	0095153	LSUSH/0095153	09/25/2025	RBUCA5	Pending	Not Chk'd	25.00 USD

Cancel

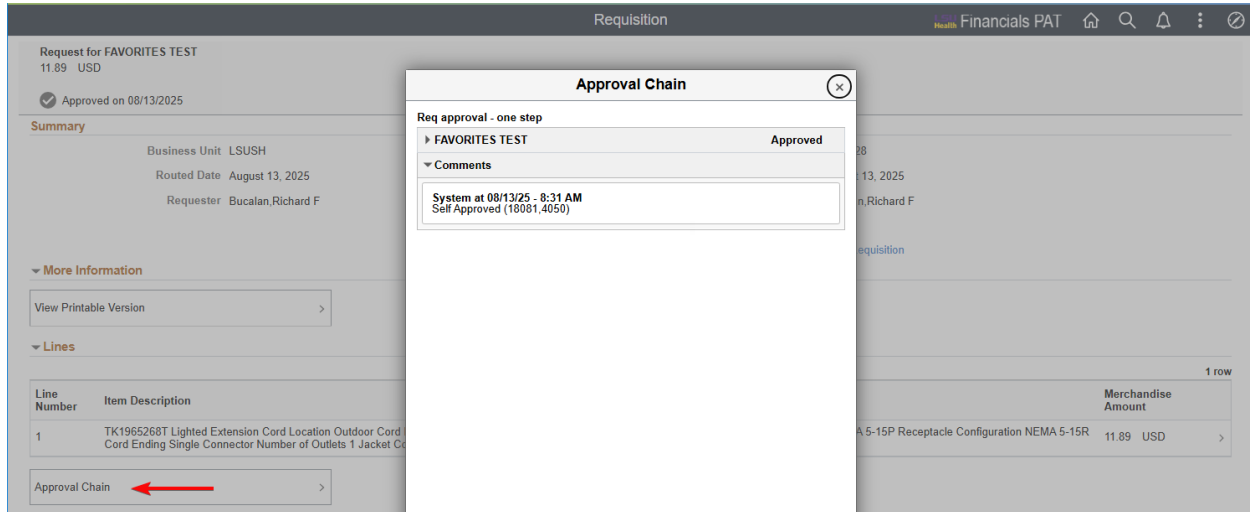
Selecting Cancel will cancel the entire requisition. Depending on the filter parameters, the canceled requisition will still display in the My Requisitions page and there will be a new action to undo cancel.

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Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
LSUSH/0095130	08/13/2025	RBUCAL	Canceled	Valid	0.00 USD
LSUSH/0095129	08/13/2025	RBUCAL	Open	Not Chkd	33.90 USD

View Approval



Request for FAVORITES TEST
11.89 USD

Approved on 08/13/2025

Summary

Business Unit LSUSH
Routed Date August 13, 2025
Requester Bucalan, Richard F

More Information

View Printable Version

Lines

Line Number	Item Description	Merchandise Amount
1	TK1965268T Lighted Extension Cord Location Outdoor Cord Cord Ending Single Connector Number of Outlets 1 Jacket Co	11.89 USD

Approval Chain

A separate window will display the current approval status of the requisition.

Inquiry

Requisition Details

Financials PAT

Home

Search

Menu

Refresh

Order Total 11.89 USD

Pre-Encumbrance Balance 11.89 USD

Pre Encumbrance Details

Requisition Summary

Business Unit LSUHSC Shreveport

Requisition Name FAVORITES TEST

Requester RBUCAL Bucalan, Richard F

Currency Code USD

Request State Approved

Priority Medium

Cardmember Number

Expiration Date

Use Procurement Card No

Budget Check Status Valid

Header Comments...

Justification Comments

Requisition Lines Overview

1 row

TK1965268T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Orange

Item ID

Supplier Item ID 1XUP4

Line Comments

Line Status Approved

Quantity 1

Unit of Measure EA

Price 11.89

Currency USD

Total 11.89 USD

>

Order Total 11.89 USD

Pre-Encumbrance Balance 11.89 USD

Pre Encumbrance Details

This will display a read-only version of the requisition.