How To
Add Lines to a Submitted Requisition

If you need to add lines to a requisition you have submitted, this will walk you through the steps to do so. Typically, this occurs if a requester has forgotten to add an item. Please submit a service request via service.kennesaw.edu/ofs with any questions.

1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
   a. NOTE: Do not click the GFM Shopper Access tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.
3. On the NavBar menu, click Navigator > eProcurement > Manage Requisitions.
4. Clear out all filters except for Business Unit (43000).
5. Enter the Requisition ID and press Search.
6. The requisition will show up below. Click the dropdown menu on the right side of the listing, select **Edit**, and press **Go**.

7. A message will pop up saying the requisition is pending approval and the edits may reinitialize the approval process. **Press OK**.

8. At the bottom of the page you’ll find an **Add More Items** button, click it.

9. You’ll be brought to a separate page similar to the requisition homepage, click **Special Requests**.

10. You’ll be brought to the **Item Details** page; enter the needed information and click **Add to Cart** to add the item (line) to the requisition. Repeat if necessary.

11. When you’re done adding lines, click **Checkout** at the top right of the Item Details page.

12. You will be brought to the Edit Requisition page where you can finalize the changes by clicking **Save and Submit** at the bottom of the page. This will send the requisition back through the approval process.