How To
Find a Missing Requisition or Purchase Order

If you have searched for a requisition in Manage Requisitions and you receive the error “The Requester specified has no Requisitions.” – it is likely a simple fix. If you have further issues, please contact purchasing@kennesaw.edu.

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. In the NavBar menu, click Navigator > eProcurement > Manage Requisitions.
4. On the new page, clear out Date From, Date To, Request State, and Origin.
5. Enter the Requisition ID or PO ID and press Search. It should show up below! If not, please contact purchasing@kennesaw.edu.