KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

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.

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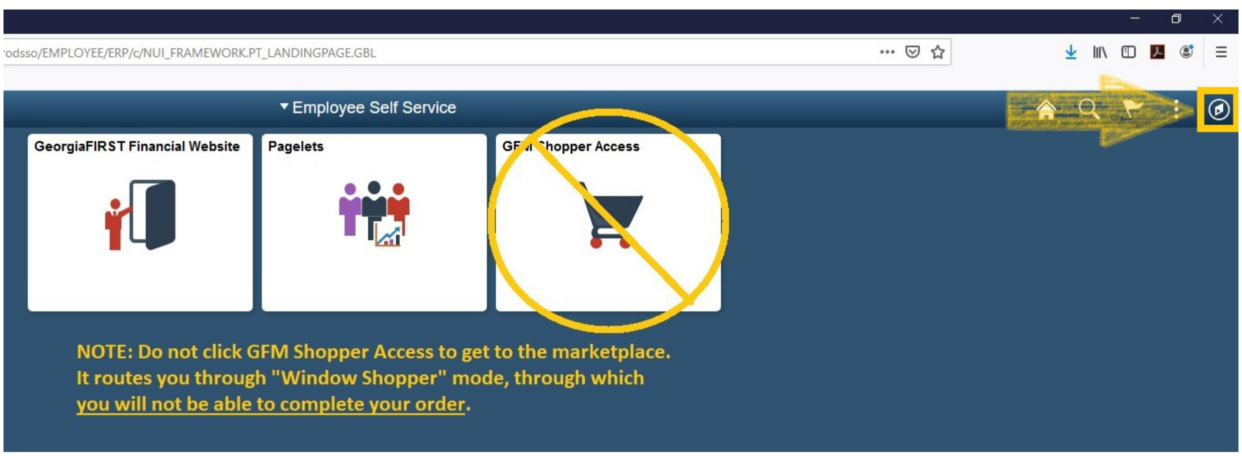
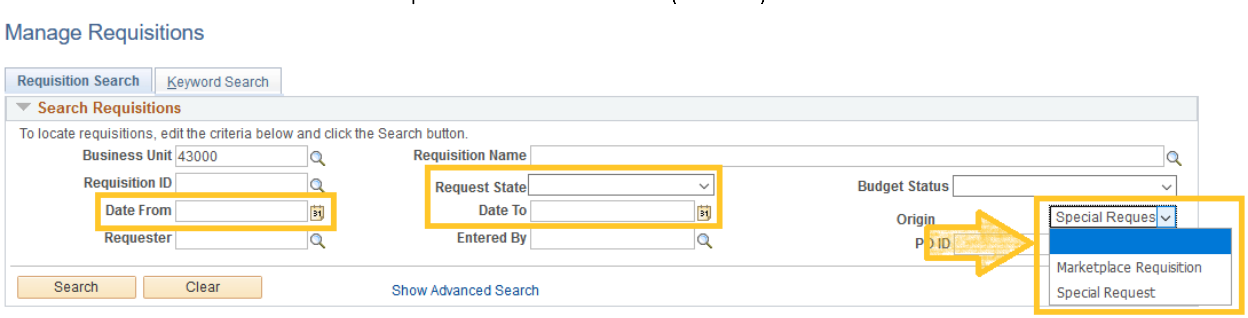
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking **GeorgiaFIRST Financials** under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
2. Click the compass icon at the top right of the page. This opens the **NavBar** menu.
    a. NOTE: Do not 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.

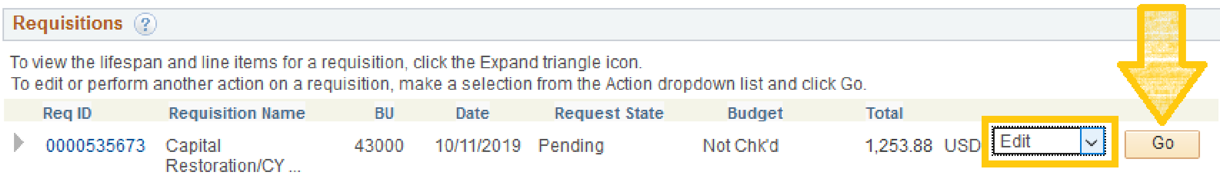


3. On the NavBar menu, click **Navigator** > **eProcurement** > **Manage Requisitions**.
4. Clear out all filters except for Business Unit (43000).

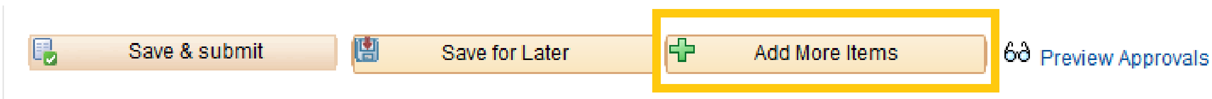


5. Enter the **Requisition ID** and press **Search**.

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.