



This Job Aid walks through the process of adding your shopper requisition preferences (favorites), shopping a punchout and then **reassigning** that order to another user in the Procurement Module.

GUS Cloud Finance Test						′ 🕨 🔂 🔞	DeptChair Test 🗸
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			Getting Started	My Dashboard	Setup and Maintenance	Tools	

Step	Action
1.	Begin by clicking on the Home icon at the top right of the screen to access the Gus Cloud Springboard .
2.	Click on the Purchase Requisition icon. If this icon is not visible, click on the Procurement icon which will reveal your task icons within the Procurement module. Click the Purchase Requisitions icon.



	Purchase Requisition page:						
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	The requisition preferences , located on the side toolbar is designed to help speed up the requisition process and minimize errors from entry by specifying default information for creating requisitions.				
	* PRIOR to accessing any punchout, change Requisition Preferences Requester name to the name of the admin you are shopping for.				
	Deliver to Location should always be Central Receiving (300 E Lindburg).				
	Favorite Charge Account should say REASSIGNED with Charge Account code of 9999.9.999999.0.0.0.0.0				
	This will default all lines on your order to these presets.				
	Shop Shop Shop Shop Shop Shop Shop Show Show				
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	Edit Requisition Preferences				
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4.	Snipping and Delivery Requester Jem Q Deliver-to Location Destination Type More				
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	Save and Close Cancel				
	Save and Close your preferences.				



Step	Action						
	Punchout links are displayed with the Vendor's logo.						
	I Browse Catalog						
	Apple Fastenal STAPLES Staples						
5.	B&H (Fisher Scientific HOD, The HON Company						
	CDW-G GRAINGER Grainger						
	DEELL Dell SHI						
6.	with any online purchase, and place your order following the prompts of the website.						
	Once you have submitted your "Check Out" from the website, your shopping cart will be redirected back to the Purchasing Requisitons Document Builder in Gus Cloud, at the top right of your screen. The items you are purchasing will be listed under your requisition number						
	▲ Requisition: REQ539						
	You added 1 line to the requisition.						
7.	Test 3.75 USD 💥						
	Total 3.75 USD						
	Edit and Submit						
	Quick Links						
	Shopping Lists Smart Forms						
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Step	Action
8.	Click Edit and Submit on the document builder to open the full requisiion and add your funding, description and other information.
	▲ Requisition: REQ539
	You added 1 line to the requisition.
	Recently added lines Test 3.75 USD X
	Total 3.75 USD
	Edit and Submit
9.	The Description box will auto fill and your client will complete that field. Use the Justification an internal information field- as you would a comment to let the client know what you have put in this order. Ex: "Here is John Doe's new laptop cart" or "Jane, here is the printer you asked for for John's new office" Edit Requisition: REQ1496 Requisitioning BU PSU Bushess Unt
10.	Spot check the requester name to assure it defaulted correctly from your preferences to be the name of the person you are shopping for. Spot check the funding (under billing) to be sure it is the Reassigned code 9999.9.999999.0.0.0.0 or 9999.9.541390.0.0.0.0 (Computers) which should have defaulted from your preferences.
11.	Use the Note to Supplier if you need the delivery to come attention you and not attention the client- "Requester". This is found at the bottom of the Requision screen.



Step	Action							
12.	Click Save and Close to save and close your requisition. This will return you to the purchase requisition home page.							
13.	Confirmation page including Requisition Number is displayed. Note your requisition number. You may want to print a copy of this REQ, once it is reassigned, you will no longer have access to it. Confirmation × Requisition REQ619 was saved. OK							
14.	Click OK to close the confirmation box.							
15.	On the requisition page, under My Requisitions, you will see your incomplete requisition. My Requisitions Actions View Format Image: The Preze Detach Image: The Preze Deta							



Step	Action					
	Highlight the line of Requisition by clicking on the far left side of it. Then, use your Action dropdown to select the Reassign function.					
	Actions View View Format View Format I I Freeze					
	Duplicate ption					
16.	Cancel Requisition Dell Chromebook 11 - Smart Se					
	Delete r MFC-7220, MFC-7225N, MFC-					
	Edit ones line (5) Quote # 123					
	Reassign group A for OH ABS					
	View Document History #123 & 456 or M30 3902 & 390					
	REQ432 Testing for Req Send PO to supplier					
17.	A Reassign Requisition pop-up window will appear. Reassign by users last name, first name. Reassign Requisition × Reassign To Jemil Q Jemison, Barbara Purchasing Administrative Officer bjemison@pittstate.edu 235-4167 Userset 102.50 USD Incomplete Not reserved 9/1/16 9.00 USD Approved Liquidated					
	Make sure to check box to indicate send notification to person . Click OK.					
18.	Reassign Requisition X					
	* Reassign To Jemison, Barbara Q					
	Send notification to this person					
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Step	Action					
19.	Back at your Home Shopping Page, once your screen has be longer see that Requisition listed under My Requisitions.	eeton Dec assistion assist	Agenval Sees Sees FAILUD Reprod 44.530 Agened 44.5300 Agened 44.5300 Agened	YOU S	Shou Crefer PCRF131 PCRF132 PCR2165	ld no
20.	Congratulations! You have reached the end of this tutorial. End of Process.					