

# PROCUREMENT AND CONTRACTS

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PEOPLESFT REQUISITION  
TRAINING

JUNE 14, 2023

**CSUDH**

DIRECTORY

**CSUDH**

CALIFORNIA STATE UNIVERSITY  
DOMINGUEZ HILLS

# Introductions

## **Maria Hernandez**

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# Agenda

1. How to gain access to PeopleSoft
2. Where to obtain training recording and Requisition Entry Guide
3. How to enter a Requisition into Peoplesoft
4. Requisition Information entry requirement
5. How to print a Requisition
6. How to print a PO
7. How to check status of a Requisition
8. How to cancel a Requisition
9. How to check which buyer is assigned to your requisiton



# PeopleSoft Access and Users Guide

## Requisition User Guide

- [CFS 9.2 User Guide, Requisition Data Entry](#)

## PeopleSoft Access

- [CFS Access Request Form](#)

## Training Recording

- Dropbox Link:  
<https://www.dropbox.com/sh/5pgodml015r32n3/AAD2lO2L7td64kutK12QFIC-a?dl=0>



# PeopleSoft



<https://csyou.calstate.edu/Tools/Financial/common-financial-system/Pages/people-soft-tools.aspx>



# Questions?



# Contact Information

Thank You!

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