

# PROCUREMENT AND CONTRACTS

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PEOPLESFT REQUISITION  
TRAINING

FEBRUARY 21, 2025

**CSUDH**

DIRECTORY

**CSUDH**

CALIFORNIA STATE UNIVERSITY  
DOMINGUEZ HILLS



# Introductions

## **Maria Hernandez**

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## **Nicholas Salcido**

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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 Search a Requisition
6. How to print a Requisition
7. How to cancel a Requisition
8. How to print a PO
9. How to check the status of a Requisition
10. How to check which buyer is assigned to your requisition



# PeopleSoft Access and Users Guide

## Requisition User Guide

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

## PeopleSoft Access

- [CFS Access Request Form](#)

## Training Recording

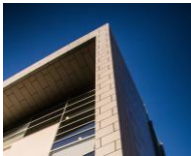
- Dropbox Link:  
<https://www.dropbox.com/sh/5pgodml015r32n3/AAD2lO2L7td64kutK12QFIC-a?dl=0>



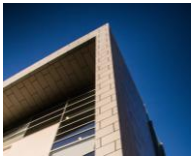
# PeopleSoft



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



# Questions?



# Contact Information

Thank You!

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