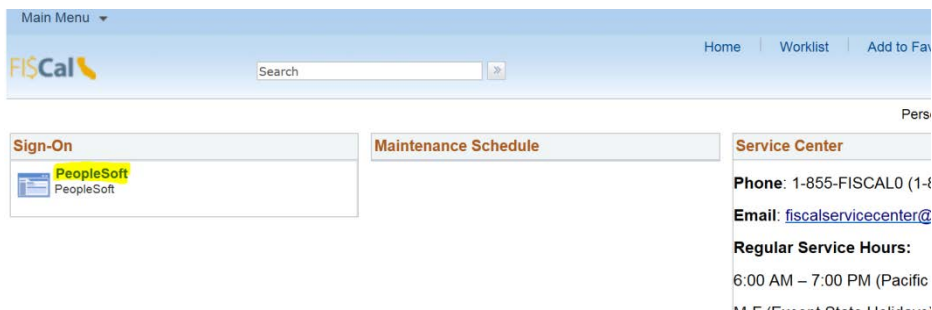


OTA FISCAL DESK PROCEDURES  
**CREATE REQUISITION FOR DGS – OTA SUBMITTAL**  
**NEW PURCHASE REQUEST/PURCHASE ORDER CHANGE (POC) REQUEST**

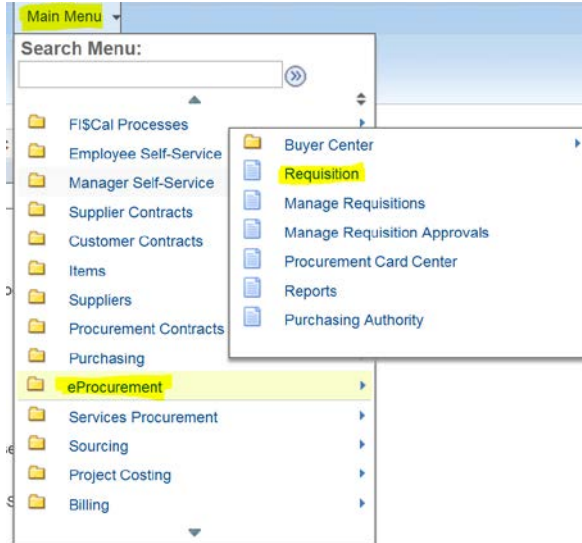
Use these procedures if you are a FISCAL transacting agency and you need to submit a FISCAL Requisition to request a new purchase or to submit a Purchase Order Change (POC) change request.

**NOTE: OTA NO LONGER ACCEPTS A STD. 96 FROM FISCAL TRANSACTING AGENCIES WHEN REQUESTING A REQUISITION/PURCHASE ORDER CHANGE**

1. Login to FISCAL
2. Under “**Sign On**” Click on the “**PeopleSoft**” link

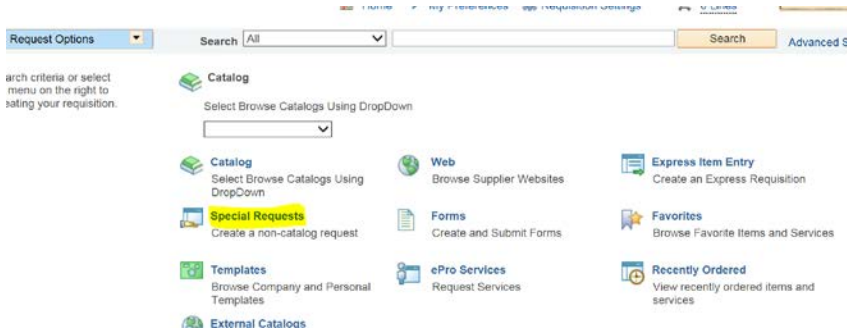


3. Navigate: **Main Menu > eProcurement > Requisition**



**OTA FISCAL DESK PROCEDURES**  
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**NEW PURCHASE REQUEST/PURCHASE ORDER CHANGE (POC) REQUEST**

4. Click the “**Special Requests**” link



5. Enter valid values into the following fields for line item #1:

**Item Description:** **New Request**: Enter appropriate item description **matching the vendor’s quote** **Change Request**: Use the following item description format (POC #X – Description of change)(e.g. POC #1 – Optional Year One 2/2/17 – 2/1/18 – Software Maintenance and Support)

**Price:** Enter unit price of line item **matching the vendor’s quote**

**Quantity:** Enter the quantity for the line item **matching the vendor’s quote**

**Unit of Measure:** Use Look Up to select appropriate UOM **matching the vendor’s quote**

**Category:** Use Look Up to search and select the appropriate UNSPSC code

**Due Date:** Use the calendar icon to select the appropriate date the line item will be delivered or services will start, if this information is unknown at this time leave this field blank

**Additional Information:** Type any additional information that pertains to the item (e.g. model #)

**Example:**

Enter information about the non-catalog item you would like to order:

**Item Details**

\*Item Description Truck

\*Price 55,000.00 \*Currency USD

\*Quantity 5 \*Unit of Measure EA

\*Category 25101604 \*Due Date 01/31/2017

**Supplier**

Supplier ID  
 Supplier Name  
 Supplier Item ID

Advanced Supplier Search  
 Suggest New Supplier

**Manufacturer**

Mfg ID  
 Manufacturer  
 Mfg Item ID

**Additional Information**

Specification 5465-1110

Send to Supplier  Show at Receipt  Show at Voucher

**Request New Item**

Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

OTA FISCAL DESK PROCEDURES  
**CREATE REQUISITION FOR DGS – OTA SUBMITTAL**  
**NEW PURCHASE REQUEST/PURCHASE ORDER CHANGE (POC) REQUEST**

6. Click the “Add to Cart” button
7. Repeat Step #5-6 to add additional line items

**NOTE: Enter a Sales/Use tax line item if applicable. FISCAL Requisitions do not calculate tax per line item automatically**

8. Click the “Checkout” button at the top of the page

9. On the ‘Checkout-Review and Submit’ page enter values into the following fields:

**Requisition Name:** **New Request:** Enter a brief description of your request,  
**Change Request:** Enter description of POC using the following format (POC #X for PO #X)(e.g. POC #2 for PO #100349, POC #5 for PO #2750-000004586)  
**Acquiition Type:** Use Look Up to select the appropriate acquisition type  
**Acquisition Method:** Use Look Up to select the appropriate acquisition method

**Example:**

Checkout - Review and Submit

Review the item information and submit the req for approval.

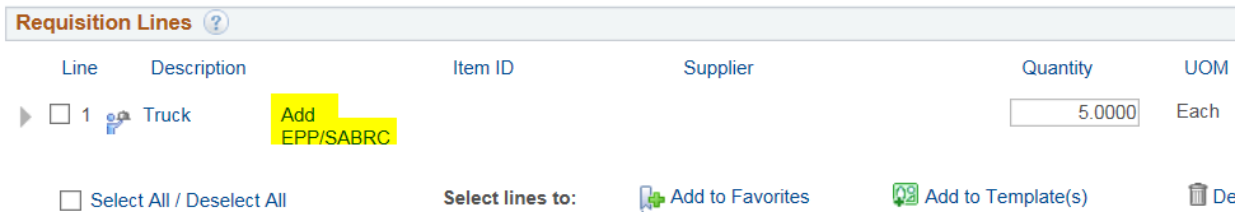
OTA FISCAL DESK PROCEDURES

**CREATE REQUISITION FOR DGS – OTA SUBMITTAL**

**NEW PURCHASE REQUEST/PURCHASE ORDER CHANGE (POC) REQUEST**

10. Click the ‘**Add EPP/SABRC**’ button for each line items that contains recycled materials or falls under the CalRecycle reporting guidelines. Please review the following links for more information on what needs to be reported: [EPP Buying Green](#); [CalRecycle Buying Recycled Products](#); [State Agency Buy Recycled Campaign \(SABRC\)](#)

**If the line items do not contain recycle materials or fall under the CalRecycle reporting guidelines skip to step #13**



11. For each SABRC line item enter values into the following fields on the ‘**EPP/SABRC**’ page:

**DGS Purchasing Standard:** Use the Look Up to select the appropriate item from the list (if this line item is related to an LPA, leave this field blank)

**Take Back:** Use Drop Down to select ‘Yes’ or ‘No’ (Take Back applies to toner cartridges, CFL light bulbs, batteries, paint and carpet)

**SABRC Reportable:** Use Drop down to select ‘Yes’ or ‘No’ (Yes = item is included in 1 of the 11 categories)

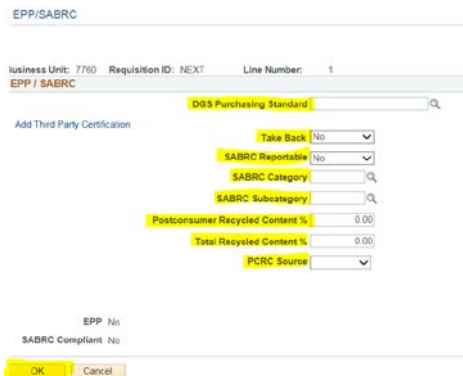
**SABRC Category:** Use Look Up to select the appropriate item from the list (identifies which of the 11 categories is applicable) [Product Categories and Examples](#)

**SABRC Subcategory:** Use Look Up to select the appropriate item from the list

**Postconsumer Recycle Content %:** Enter the percent of postconsumer recycle content

**Total Recycled Content %:** Enter the percent of recycled content (total recycled includes the postconsumer recycled content)



**PCRC Source:** Use the drop down to select the appropriate PCRC Source



OTA FISCAL DESK PROCEDURES  
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12. Click the 'OK' button

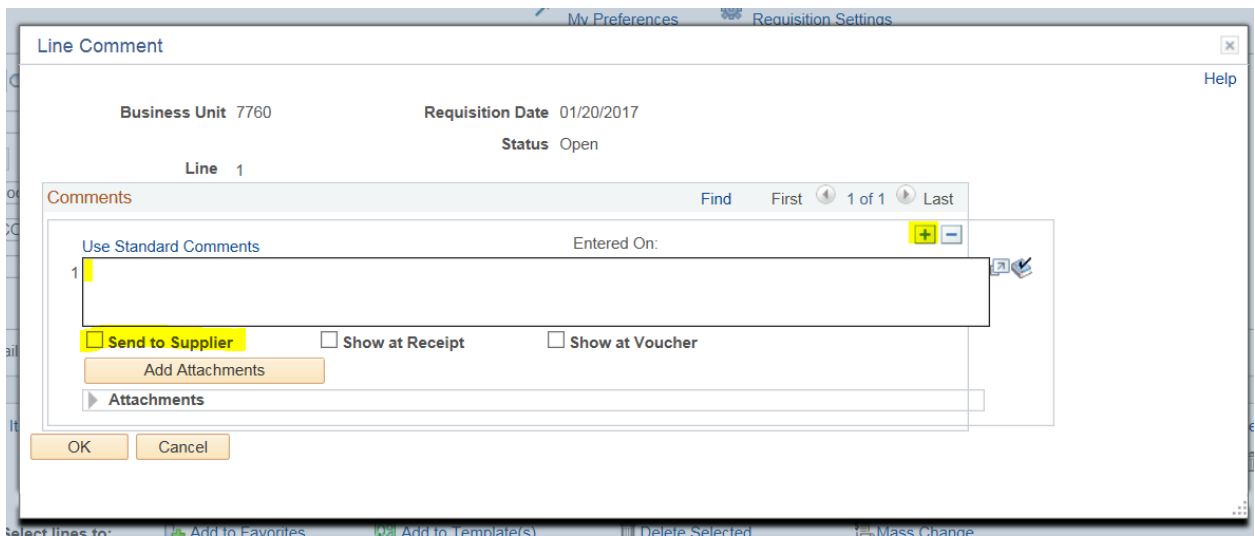
13. Click on the 'Comments' icon for the first line item

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ 1	Truck	Add EPP/SABRC		5.0000	Each	55000.0000	275000.00		 Edit	

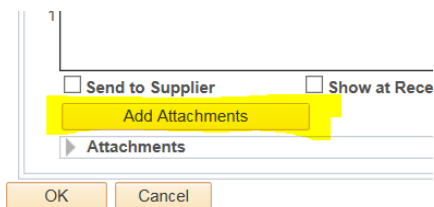
14. Enter appropriate comment(s) into the comment box(es), to add more comments click the '+' button

**NOTE: Ensure that one of your comments is your DGS Billing Code, formerly known as your CAN. This information is required on the PO in FISCAL, and the OTA buyer cannot complete the dispatch of your PO without this number. Also, make sure to provide contact information for the Subject Matter Expert (SME) for the procurement.**

15. Check the 'Send to Supplier' checkbox for each comment and attachment

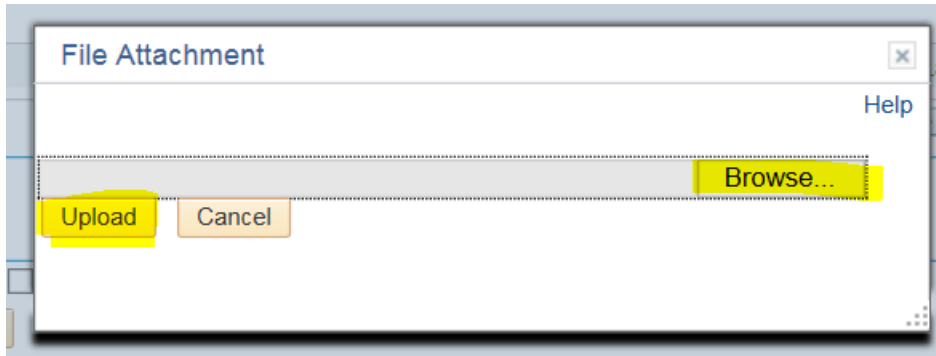


16. Click the "Add Attachments" button



OTA FISCAL DESK PROCEDURES  
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17. Click the “**Browse**” button and search for and select the desired attachment

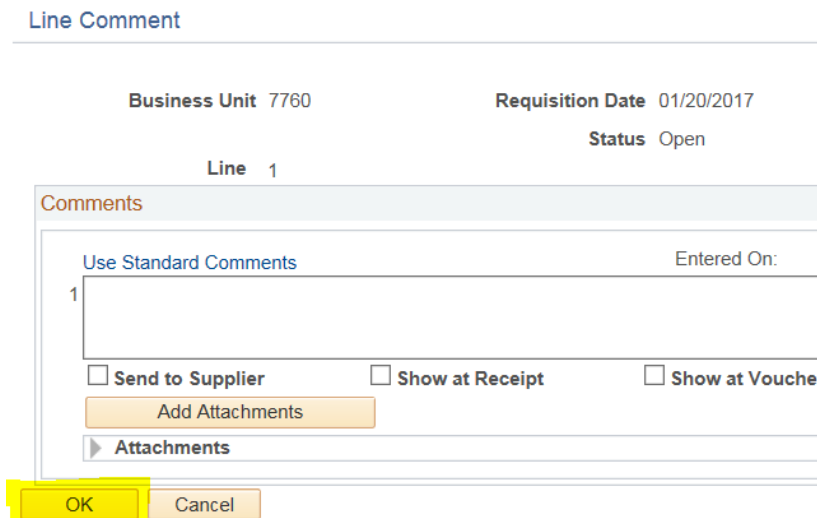


**NOTE: MINIMUM ATTACHMENT REQUIREMENTS FOR IT PURCHASE REQUESTS: SOW, SIMM 71B, QUOTE(S), PROPRIETARY LETTER (IF APPLICABLE), PRIOR PO (IF APPLICABLE)**

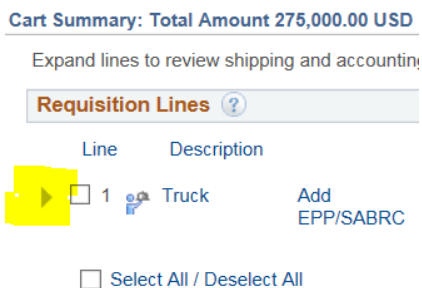
18. Click the “**Upload**” button

19. For additional attachments repeat steps #16-18

20. Click the “**OK**” button



21. Click the small arrow to the left of the first line item to expand



OTA FISCAL DESK PROCEDURES

**CREATE REQUISITION FOR DGS – OTA SUBMITTAL**

**NEW PURCHASE REQUEST/PURCHASE ORDER CHANGE (POC) REQUEST**

22. Use the Look Up to change the 'Ship To' field to the correct ship to location for that line item (once selected the correct address should display next to 'Address')

▼ □ 1 Truck Add EPP/SABRC

Shipping Line 1

\*Ship To 0000000001

Address Street  
City, CA 95814

Attention To Eugene Shemereko

Due Date 01/31/2017

23. Click small arrow next to 'Accounting Lines'

▼ □ 1 Truck Add EPP/SABRC

Shipping Line 1

\*Ship To 0000000001

Address Street  
City, CA 95814

Attention To Eugene Shemereko

Due Date 01/31/2017

\*Distribute By Qty SpeedChart \*Liquidate By Amt

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open			5.0000	100.0000	275,000.00	7760	

24. Use the 'Accounting Lines' Section to select all the appropriate Chartfields "Accounting Information" for the line item

25. Repeat steps #21-24 for all line items

26. Collapse the 'Accounting Lines' by clicking the small arrow next to where it says 'Accounting Lines'

27. Click on the 'Check Budget' link

Check Budget Pre-Check Budget

Save & submit Save for Later

OTA FISCAL DESK PROCEDURES

**CREATE REQUISITION FOR DGS – OTA SUBMITTAL**

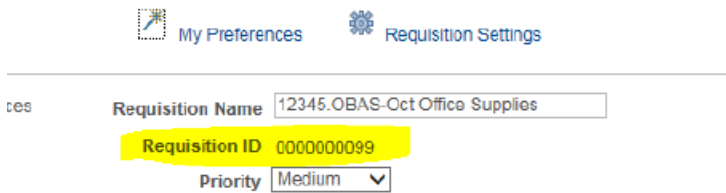
**NEW PURCHASE REQUEST/PURCHASE ORDER CHANGE (POC) REQUEST**

28. When the warning message appears click the 'OK' button (the system will now take some time to think)



29. Once the budget check is complete you should now see: **Budget Checking Status: Valid**

30. At the top of the page you will now see a 'Requisition ID' (make note of this number, this number is now your official request number)



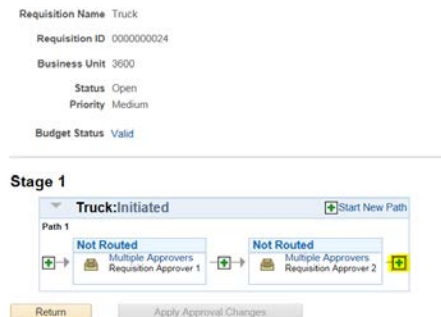
31. Click the "Preview Approvals" link



**NOTE: Approver #1 should be a procurement supervisor/manager; Approver #2 should be an accounting official. If your approval path does not contain the correct approvers, please contact [fiscalservicecenter@fiscal.ca.gov](mailto:fiscalservicecenter@fiscal.ca.gov).**

**NOTE: All Requisitions being submitted to OTA that require additional approvers (e.g. OFAM) within the approval path must be inserted prior to Kimberley Carey (see below)**

32. In the Approver Path, Click on the green "+" sign to ad hoc the OTA data entry employee (**Kimberley Carey**) as the last approver





OTA FISCAL DESK PROCEDURES  
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33. Click the Look Up for the ‘**User ID:**’ field

https://financials.fiscal.ca.gov/psc/psfpd1\_neww

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:

Insert as:  Approver  
 Reviewer

34. Use the ‘**Name**’ search field to find the appropriate OTA data entry employee, and then click the “**Insert**” button (contact [IAU@dgs.ca.gov](mailto:IAU@dgs.ca.gov) to confirm the current OTA Requisition ad hoc approver)

Approver/Reviewer Search

Name: begins with

User ID: begins with

Search Results

1 - 61 of 61

35. Click the ‘**Insert**’ button

Insert additional approver or reviewer

Choose an approver or reviewer to in

User ID: 10001254

Insert as:  Approver  
 Reviewer

36. Click the “**Apply Approval Changes**” button

Not Routed Multiple Approvers Requisition Approver 1

Not Routed Multiple Requisition

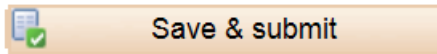
OTA FISCAL DESK PROCEDURES

**CREATE REQUISITION FOR DGS – OTA SUBMITTAL**

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37. Click the “Return” button

38. Click the “Save & submit” button, this will submit the Requisition to the approvers in the approval path as well as One Time Acquisitions for processing



**NOTE: ENSURE THE CHARTFIELD AND ACCOUNT INFORMATION IS ACCURATE BEFORE SUBMITTING THE REQUISITION FOR PROCESSING. ONCE WE BEGIN TO PROCESS YOUR REQUISITION, ANY CHANGES THAT NEED TO BE MADE TO THE PURCHASE ORDER OR REQUISITION WILL REQUIRE CANCELLING THE PURCHASE ORDER. REVISING A REQUISITION WILL RETRIGGER THE INITIAL APPROVAL PROCESS AND ADD UNNECESSARY DELAYS IN THE PROCUREMENT PROCESS.**