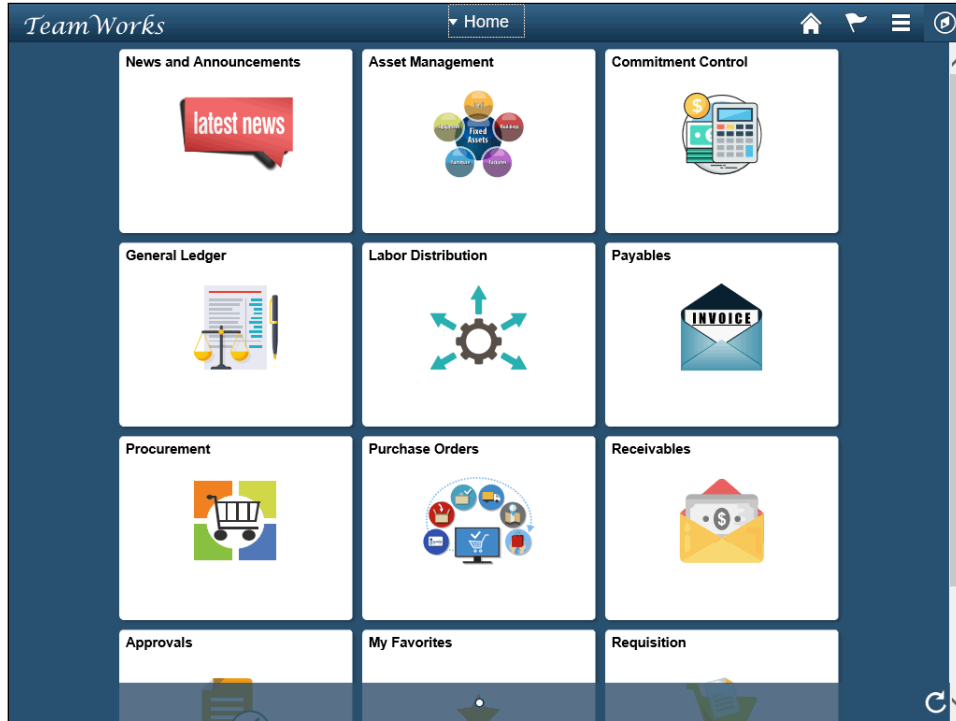

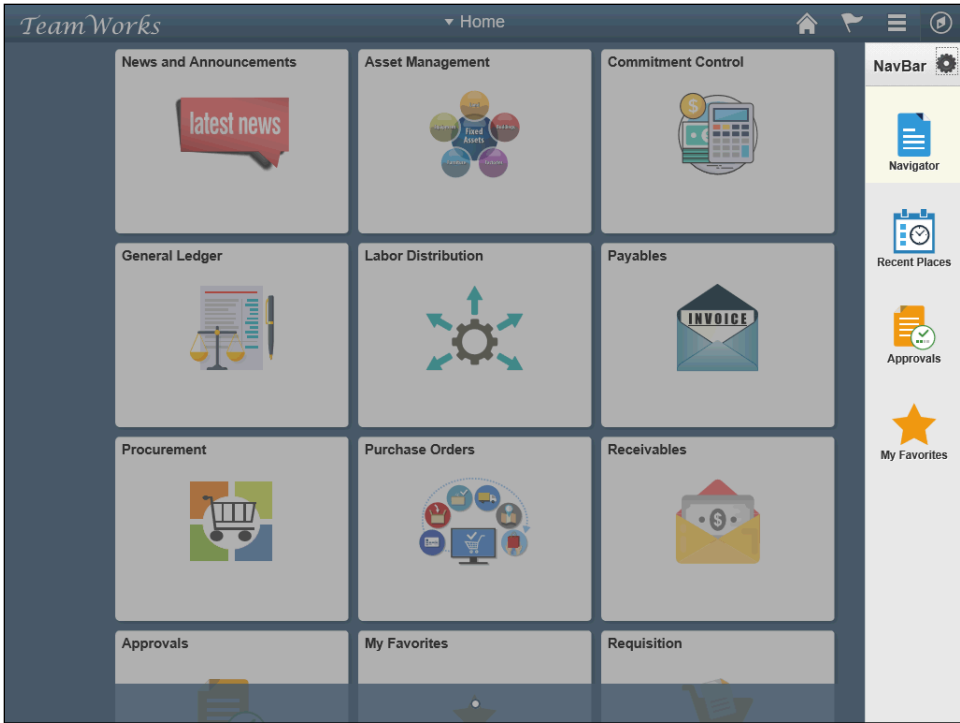



## Create Requisition (No Receiving) Activity - FN

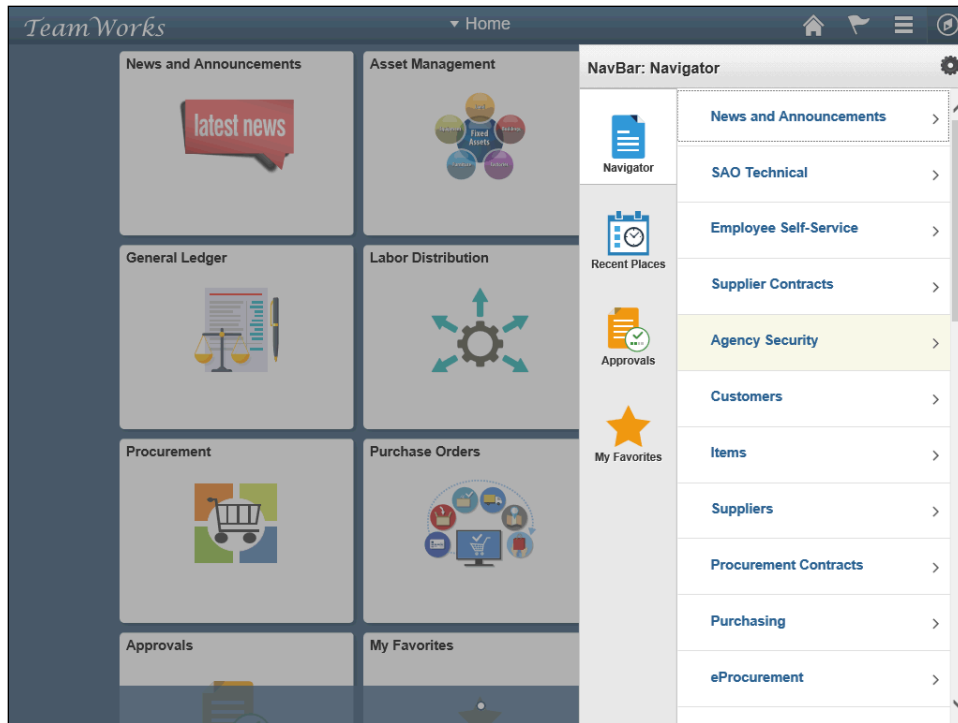
Below are the process steps to Change Procurement Security Access. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.




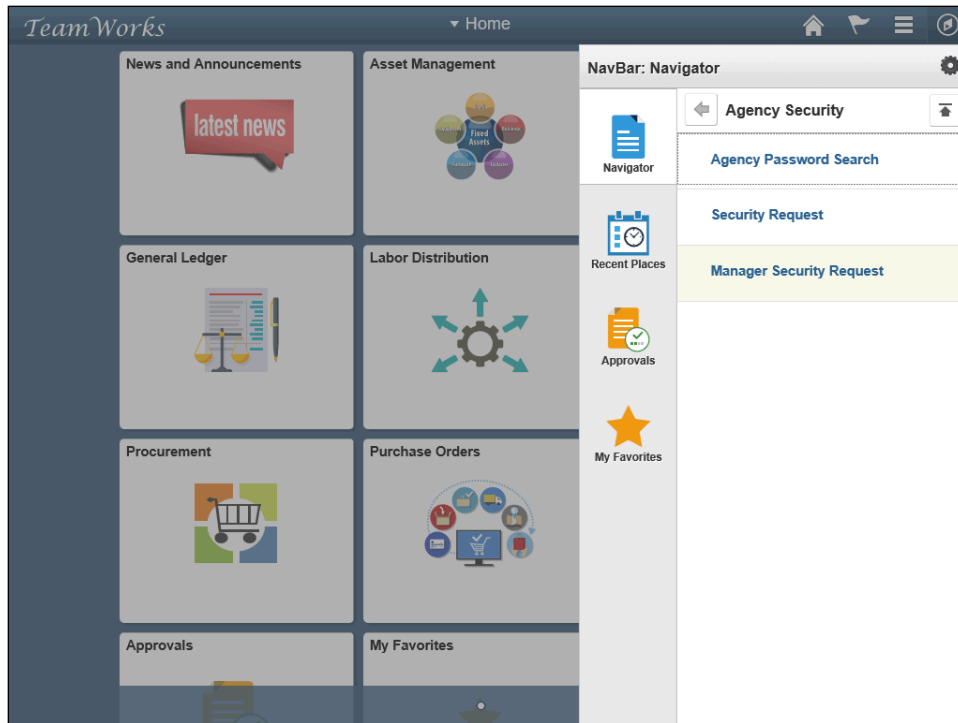
Step	Action
1.	<p>Begin by navigating to the <b>Manager Security Request</b> page.</p> <p><b>Note:</b> This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the <b>NavBar</b> icon.</p> 



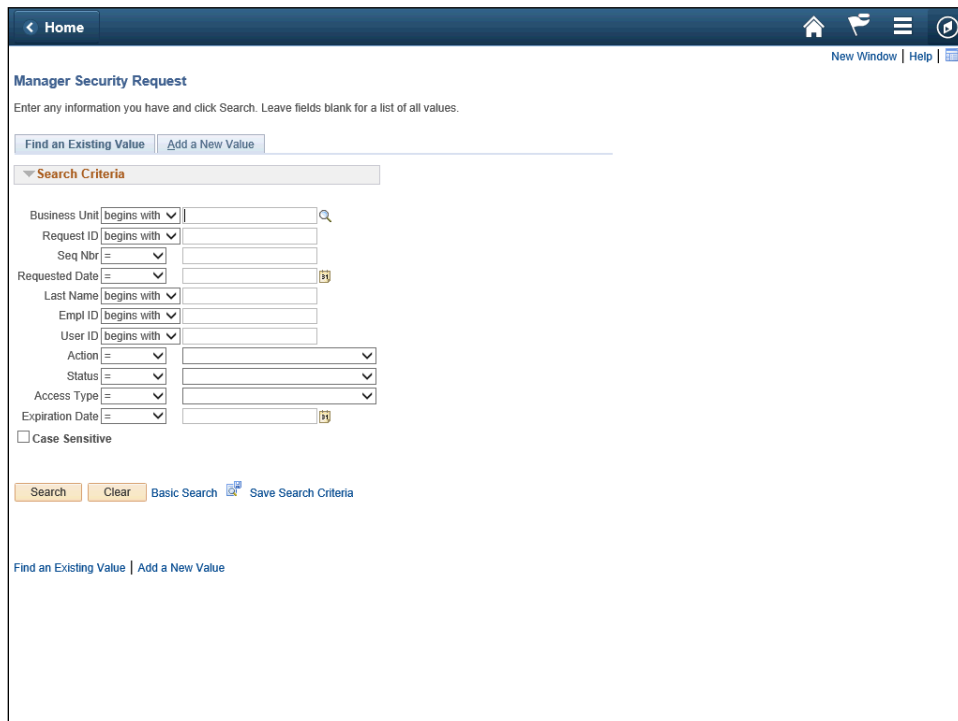
Step	Action
2.	Click the <b>Navigator</b> icon.  <b>Navigator</b>




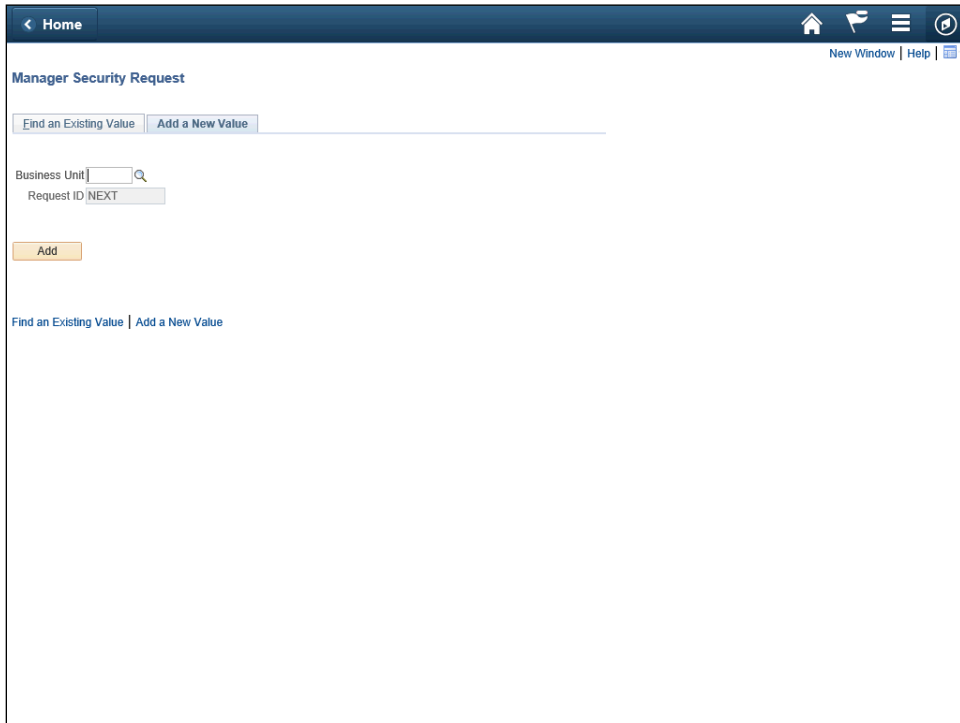
Step	Action
3.	Click the <b>Agency Security</b> link. <div style="border: 1px solid gray; padding: 10px; margin-top: 10px; text-align: center;">  </div>




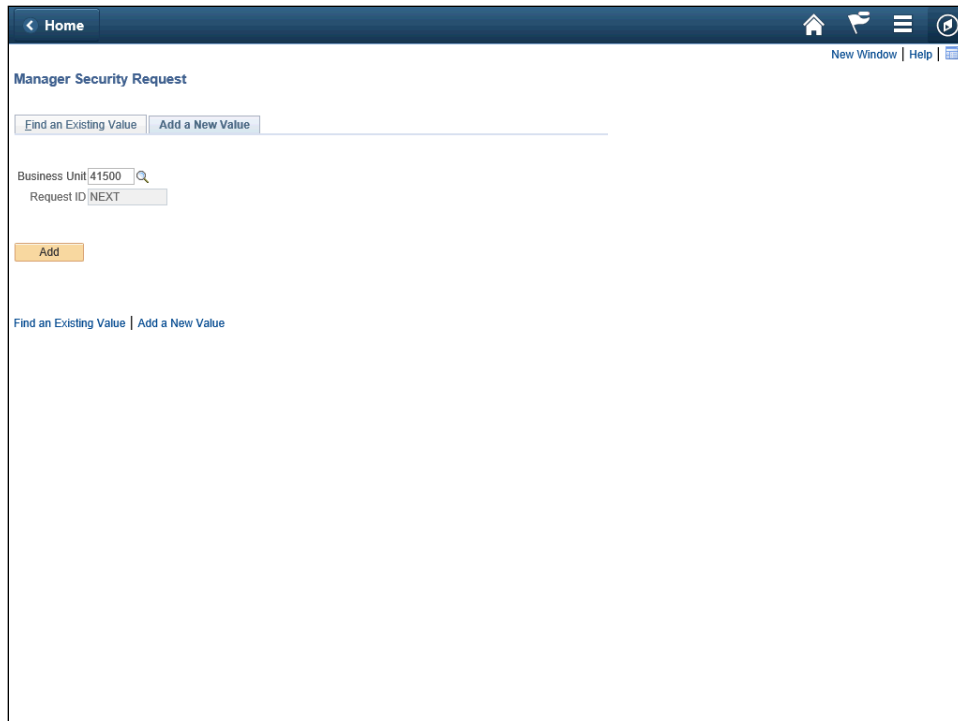
Step	Action
4.	Click the <b>Manager Security Request</b> link. <b>Manager Security Request</b>




Step	Action
5.	Click the <b>Add a New Value</b> tab. 



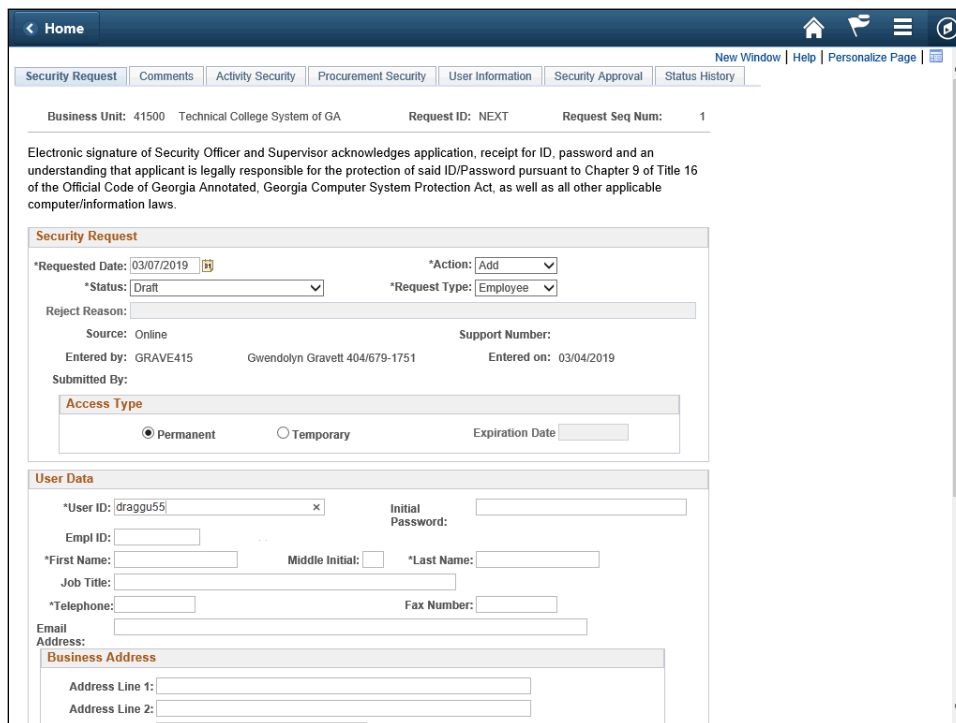
Step	Action
6.	Enter the appropriate information into the <b>Business Unit</b> field.  For this example, type <b>41500</b> . Business Unit 



Step	Action
7.	Click the <b>Add</b> button. 
8.	The manager would enter the information on the <b>Security Request</b> tab, <b>Comments</b> tab, and <b>Activity</b> tab as normal for the employee or contractor.  For this example the <b>Request Type</b> will remain at default: <i>Employee</i> .

Step	Action
9.	Click in the <b>User ID</b> field. <b>*User ID:</b> <span style="border: 2px solid red; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span>

Step	Action
10.	Enter the appropriate information into the <b>User ID</b> field.  For this example, type <b>draggi55</b> .



The screenshot shows a web browser window with a navigation bar at the top containing 'Home', 'New Window', 'Help', and 'Personalize Page'. Below the navigation bar is a menu with tabs: 'Security Request', 'Comments', 'Activity Security', 'Procurement Security', 'User Information', 'Security Approval', and 'Status History'. The main content area displays the following information:

- Business Unit: 41500 Technical College System of GA
- Request ID: NEXT
- Request Seq Num: 1

Below this is a disclaimer: "Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws."

The **Security Request** section contains the following fields:

- \*Requested Date: 03/07/2019
- \*Action: Add
- \*Status: Draft
- \*Request Type: Employee
- Reject Reason: (empty)
- Source: Online
- Support Number: (empty)
- Entered by: GRAVE415 Gwendolyn Gravett 404/679-1751
- Entered on: 03/04/2019
- Submitted By: (empty)

The **Access Type** section contains:

- Permanent
- Temporary
- Expiration Date: (empty)

The **User Data** section contains:

- \*User ID: draggi55
- Initial Password: (empty)
- Empl ID: (empty)
- \*First Name: (empty)
- Middle Initial: (empty)
- \*Last Name: (empty)
- Job Title: (empty)
- \*Telephone: (empty)
- Fax Number: (empty)
- Email: (empty)

The **Business Address** section contains:

- Address Line 1: (empty)
- Address Line 2: (empty)

Step	Action
11.	Press <b>[Tab]</b> .



Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

**Security Request**

\*Requested Date: 03/07/2019 [B] \*Action: Change  
 \*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:  
 Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019

Submitted By:

**Access Type**

Permanent  Temporary Expiration Date 01/01/1900

**User Data**

\*User ID: DRAGGU55 Initial Password:  
 Empl ID: 60607606

\*First Name: Dicey Middle Initial: N \*Last Name: Raggu  
 Job Title: Director of Accounting

\*Telephone: 678/404-1234 Fax Number:  
 Email Address: draggu@tcsge.edu

**Business Address**

Address Line 1: 1800 Century Place NE  
 Address Line 2: Suite 550

Step	Action
12.	Notice the blank, required fields auto-populate.
13.	<b>Note:</b> If the request is a change to an existing access, you must verify the <b>Activity Security</b> tab and select the <i>Remove</i> option; if it's checked under the <i>Add</i> option.

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Electronic signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

**Security Request**

\*Requested Date: 03/07/2019 [B] \*Action: Change  
 \*Status: Draft \*Request Type: Employee

Reject Reason:

Source: Online Support Number:  
 Entered by: GRAVE555 Wes Graven 404/678-1234 Entered on: 03/04/2019

Submitted By:

**Access Type**

Permanent  Temporary Expiration Date 01/01/1900

**User Data**


\*User ID: DRAGGU55 Initial Password:  
 Empl ID: 60607606

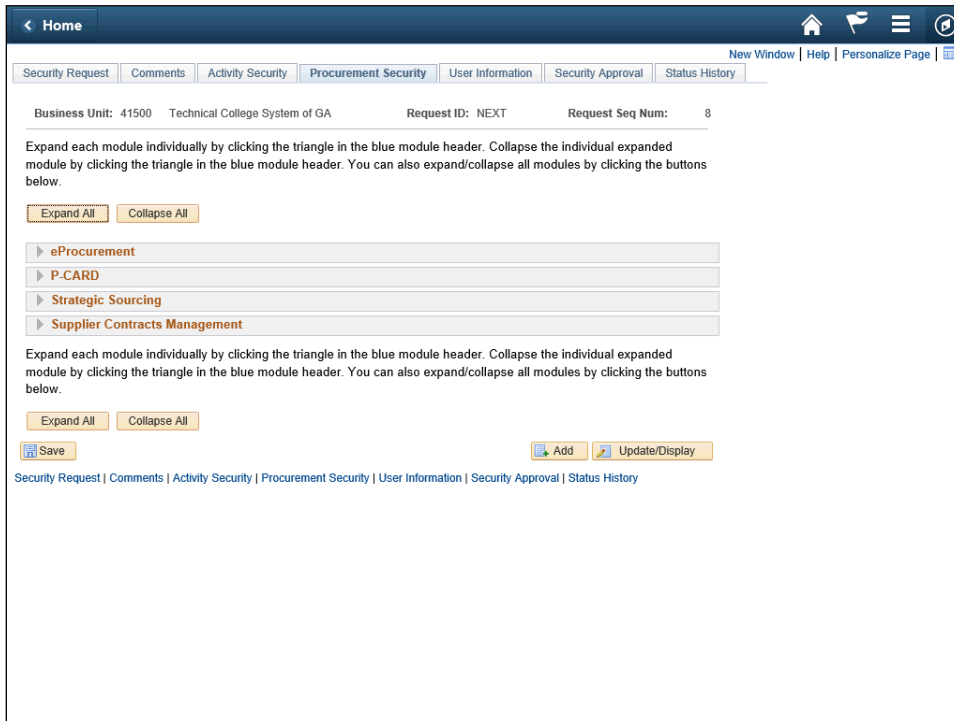
\*First Name: Dicey Middle Initial: N \*Last Name: Raggu  
 Job Title: Director of Accounting


\*Telephone: 678/404-1234 Fax Number:  
 Email Address: draggu@tcsge.edu

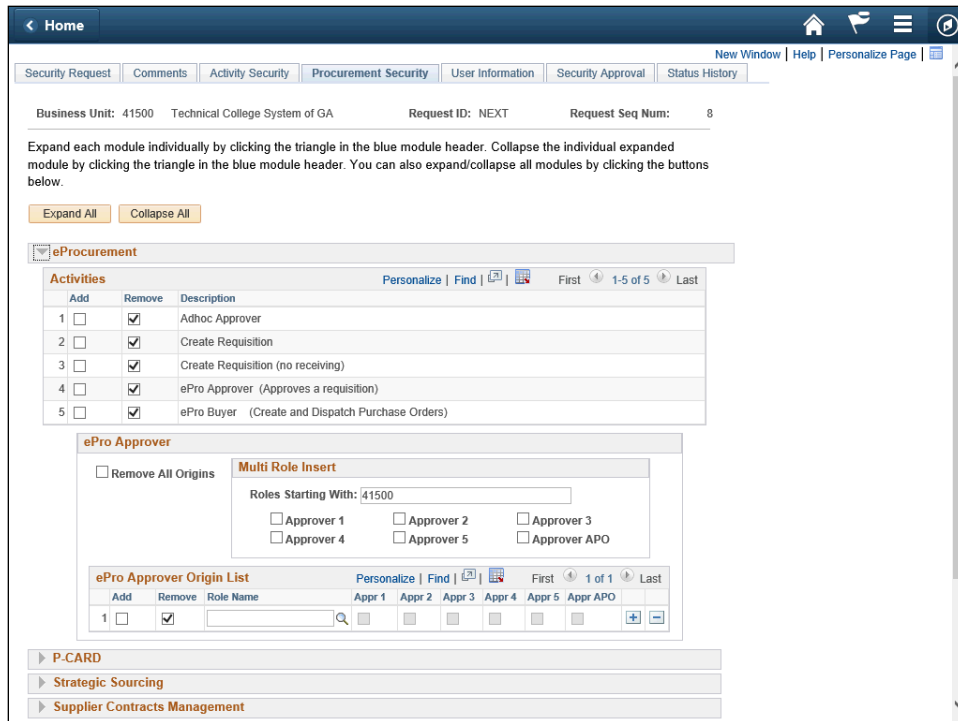
**Business Address**

Address Line 1: 1800 Century Place NE  
 Address Line 2: Suite 550

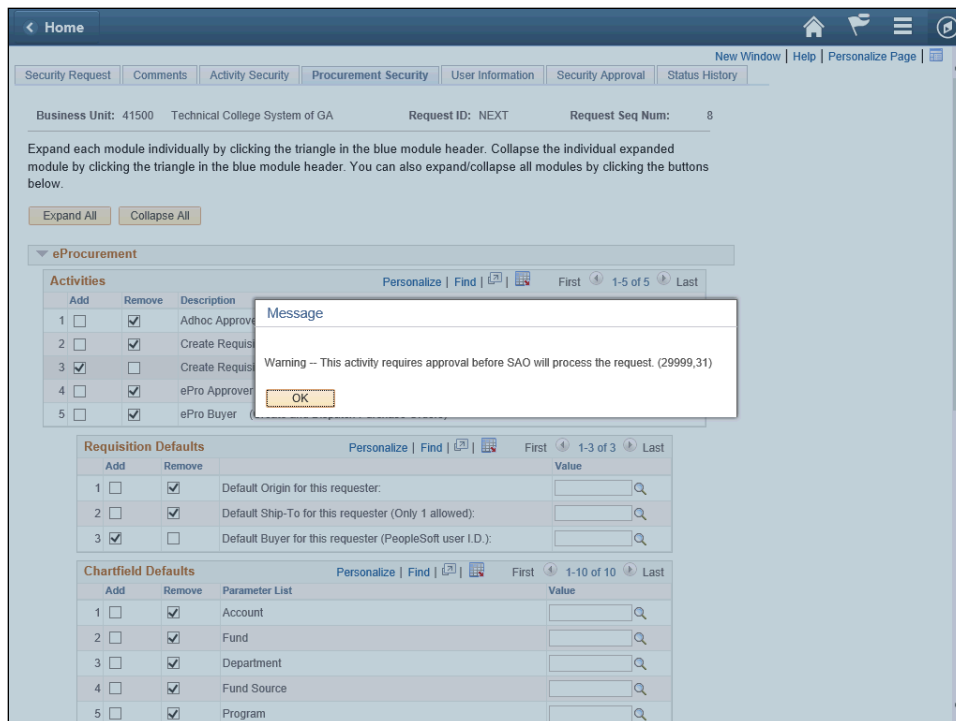
Step	Action
14.	Click the <b>Procurement Security</b> tab. 

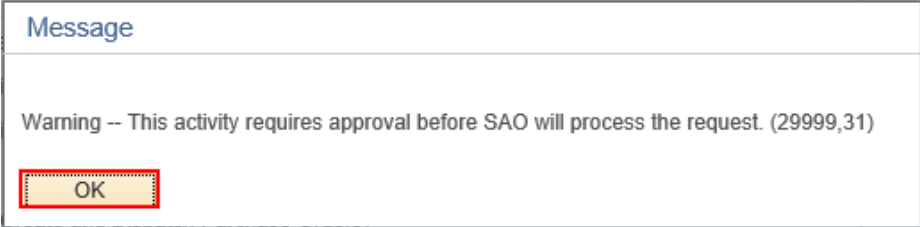


Step	Action
15.	Click the <b>eProcurement</b> arrow. 



Step	Action												
16.	<p>Click the <b>Create Requisition (no receiving)</b> option.</p> <p>The screenshot shows the 'eProcurement' module expanded to the 'Activities' table. The table has columns for Add, Remove, and Description. The row for 'Create Requisition (no receiving)' is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Add</th> <th>Remove</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Adhoc Approver</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Create Requisition</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Create Requisition (no receiving)</td> </tr> </tbody> </table>	Add	Remove	Description	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)
Add	Remove	Description											
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver											
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)											



Step	Action
17.	<p>Click the <b>OK</b> button.</p> 
18.	<p>Enter the <i>Requisition Defaults</i>.</p> <p><i>Requisition Defaults</i> are required fields but <i>Charfield Defaults</i> are optional. For this example, the <i>Charfield Defaults</i> will not be entered.</p>

Home

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

**eProcurement**

**Activities** Personalize | Find | First 1-5 of 5 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create Requisition (no receiving)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

**Requisition Defaults** Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed):
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):

**Chartfield Defaults** Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program	

Step	Action
19.	Click in the <b>Value</b> field.

**Requisition Defaults** Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester: <span style="border: 2px solid red; padding: 2px;"> </span>

Home > Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

**eProcurement**

**Activities** Personalize | Find | First 1-5 of 5 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create Requisition (no receiving)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

**Requisition Defaults** Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed):
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):

**Chartfield Defaults** Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program	

Step	Action
20.	Enter the appropriate information into the <b>Value</b> field.  For this example, type <b>TRV</b> .

Home > Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

**eProcurement**

**Activities** Personalize | Find | First 1-5 of 5 Last

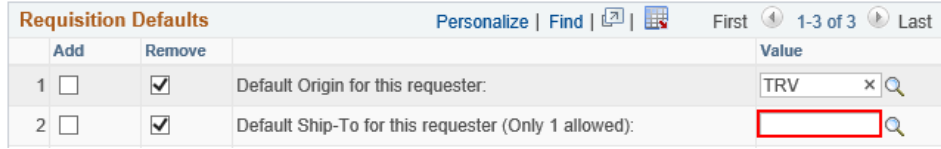
Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create Requisition (no receiving)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

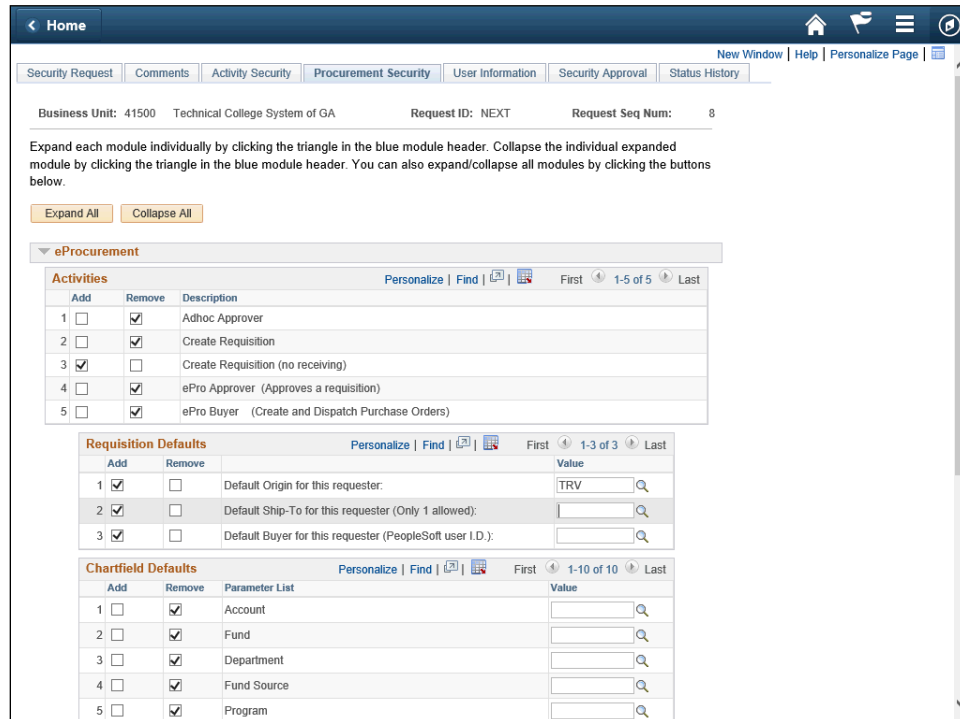
**Requisition Defaults** Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin for this requester: TRV
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed):
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):

**Chartfield Defaults** Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program	

Step	Action
21.	Click in the <b>Value</b> field. 



The screenshot shows the eProcurement system interface. At the top, there are navigation tabs: Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. Below these, it displays 'Business Unit: 41500 Technical College System of GA', 'Request ID: NEXT', and 'Request Seq Num: 8'. There are 'Expand All' and 'Collapse All' buttons. The 'eProcurement' section is expanded, showing an 'Activities' table with 5 rows. Below that is a 'Requisition Defaults' table with 3 rows. The 'Value' field for the second row, 'Default Ship-To for this requester (Only 1 allowed):', is highlighted with a red box. Below that is a 'Chartfield Defaults' table with 5 rows.

Step	Action
22.	Enter the appropriate information into the <b>Value</b> field.  For this example, type <b>PO_011001</b> .

Home

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

**eProcurement**

**Activities** Personalize | Find | First 1-5 of 5 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create Requisition (no receiving)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

**Requisition Defaults** Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: TRV
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): PO_011001 x
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):

**Chartfield Defaults** Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program	

Step	Action												
23.	<p>Click in the <b>Value</b> field.</p> <p><b>Requisition Defaults</b> Personalize   Find   First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Add</th> <th>Remove</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Default Origin for this requester: TRV</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Default Ship-To for this requester (Only 1 allowed): PO_011001 x</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Default Buyer for this requester (PeopleSoft user I.D.):</td> </tr> </tbody> </table>	Add	Remove	Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: TRV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): PO_011001 x	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):
Add	Remove	Value											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: TRV											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): PO_011001 x											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):											



Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

**eProcurement**

**Activities** Personalize | Find | First 1-5 of 5 Last

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create Requisition (no receiving)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

**Requisition Defaults** Personalize | Find | First 1-3 of 3 Last

Add	Remove	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: TRV
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): PO_011001
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):

**Chartfield Defaults** Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program	

Step	Action
24.	Enter the appropriate information into the <b>Value</b> field.  For this example, type <b>DRAGGU55</b> .

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

**eProcurement**

**Activities** Personalize | Find | First 1-5 of 5 Last


Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create Requisition (no receiving)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

**Requisition Defaults** Personalize | Find | First 1-3 of 3 Last


Add	Remove	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Origin for this requester: TRV
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Ship-To for this requester (Only 1 allowed): PO_011001
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.): DRAGGU55

**Chartfield Defaults** Personalize | Find | First 1-10 of 10 Last

Add	Remove	Parameter List	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fund Source	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program	

Step	Action
25.	Click the <b>User Information</b> tab. 

The screenshot displays the 'User Information' tab in a PeopleSoft application. At the top, there are navigation tabs: Security Request, Comments, Activity Security, Procurement Security, **User Information**, Security Approval, and Status History. Below the tabs, the page shows business unit information (41500 Technical College System of GA) and request details (Request ID: NEXT, Request Seq Num: 8). A message instructs the user to expand or collapse modules. The 'Purchasing' module is expanded, showing three sections: 'Default Ship To Address', 'Default Location', and 'Default Origin'. In the 'Default Ship To Address' section, the 'Ship To' field is highlighted with a red box. Below this are fields for address lines, city, state, and postal code. The 'Default Location' section has similar fields. The 'Default Origin' section includes a table with 'Add', 'Remove', and 'Value' columns, and a 'Default Origin (Location) Code' field. At the bottom, there is a 'Roles' section with 'Add', 'Remove', and 'Description' columns.

Step	Action
26.	Click in the <b>Ship To</b> field. <b>Ship To:</b> 

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

**Purchasing**

**Default Ship To Address**

ShipTo SetID: 41500 Ship To: [ ]

Address Line 1:  
Address Line 2:  
Address Line 3:  
City: State: Postal Code:

**Default Location**

Location Set ID: 41500 Location Code: [ ]

Address Line 1:  
Address Line 2:  
Address Line 3:  
City: State: Postal Code:

**Default Origin** Personalize | Find | [ ] [ ] First 1 of 1 Last

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin (Location) Code: [ ]

**Roles**

Add	Remove	Description
-----	--------	-------------

Step	Action
27.	Enter the appropriate information into the <b>Ship To:</b> field.  For this example, type <b>PO_011001</b> .

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

**Purchasing**

**Default Ship To Address**

ShipTo SetID: 41500 Ship To: PO\_011001 x [ ]

Address Line 1:  
Address Line 2:  
Address Line 3:  
City: State: Postal Code:

**Default Location**

Location Set ID: 41500 Location Code: [ ]

Address Line 1:  
Address Line 2:  
Address Line 3:  
City: State: Postal Code:

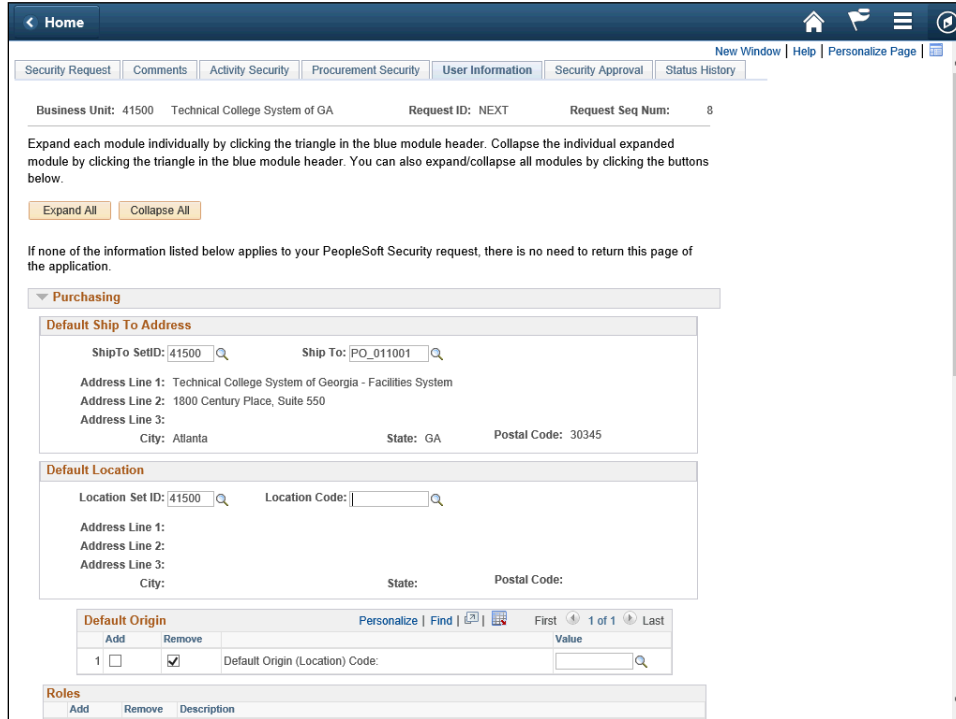
**Default Origin** Personalize | Find | [ ] [ ] First 1 of 1 Last


Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin (Location) Code: [ ]

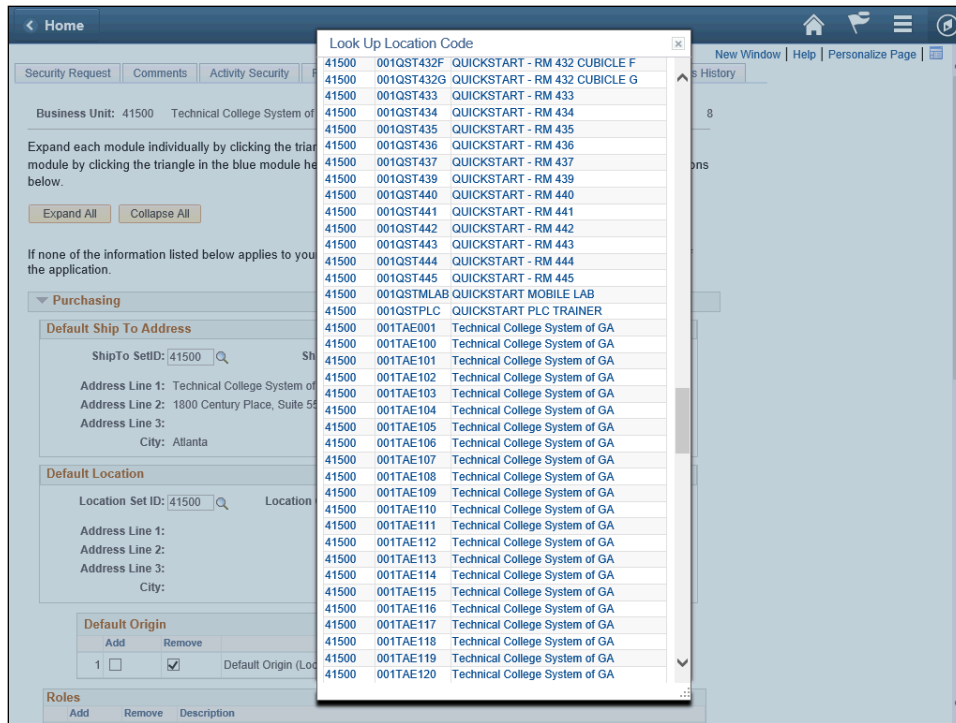
**Roles**


Add	Remove	Description
-----	--------	-------------

Step	Action
28.	Press <b>[Tab]</b> .



Step	Action
29.	<p><i>Default Ship To Address</i> auto-populates.</p> <p>Click the <b>Location Code</b> graphic.</p> <p><b>Location Code:</b> <input type="text"/> </p>
30.	Click the <b>Vertical</b> scrollbar.



Step	Action
31.	<p>Click the <b>001TAE001</b> link.</p> 

Home

Security Request | Comments | Activity Security | Procurement Security | **User Information** | Security Approval | Status History

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

**Purchasing**

**Default Ship To Address**

ShipTo SetID: 41500 Ship To: PO\_011001

Address Line 1: Technical College System of Georgia - Facilities System  
 Address Line 2: 1800 Century Place, Suite 550  
 Address Line 3:  
 City: Atlanta State: GA Postal Code: 30345

**Default Location**

Location Set ID: 41500 Location Code: 001TAE001 x

Address Line 1: 1800 Century Place  
 Address Line 2:  
 Address Line 3:  
 City: Atlanta State: GA Postal Code: 30345-0000

**Default Origin** Personalize | Find | First 1 of 1 Last

Add	Remove	Value
1 <input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin (Location) Code: <input type="text"/>

**Roles**

Add	Remove	Description
-----	--------	-------------

Step	Action
32.	Click in the <b>Value</b> field.

**Default Origin** Personalize | Find | First 1 of 1 Last

Add	Remove	Value
1 <input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin (Location) Code: <span style="border: 2px solid red; padding: 2px;"> </span>

Business Unit: 41500 Technical College System of GA Request ID: NEXT Request Seq Num: 8

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

**Purchasing**

**Default Ship To Address**

ShipTo SetID: 41500 Ship To: PO\_011001

Address Line 1: Technical College System of Georgia - Facilities System  
 Address Line 2: 1800 Century Place, Suite 550  
 Address Line 3:  
 City: Atlanta State: GA Postal Code: 30345

**Default Location**

Location Set ID: 41500 Location Code: 001TAE001

Address Line 1: 1800 Century Place  
 Address Line 2:  
 Address Line 3:  
 City: Atlanta State: GA Postal Code: 30345-0000

**Default Origin**

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin (Location) Code: <input type="text"/>

**Roles**

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Step	Action
33.	Enter the appropriate information into the <b>Value</b> field.  For this example, type <b>TRV</b> .

Expand All Collapse All

If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.

**Purchasing**

**Default Ship To Address**

ShipTo SetID: 41500 Ship To: PO\_011001

Address Line 1: Technical College System of Georgia - Facilities System  
 Address Line 2: 1800 Century Place, Suite 550  
 Address Line 3:  
 City: Atlanta State: GA Postal Code: 30345

**Default Location**

Location Set ID: 41500 Location Code: 001TAE001

Address Line 1: 1800 Century Place  
 Address Line 2:  
 Address Line 3:  
 City: Atlanta State: GA Postal Code: 30345-0000

**Default Origin**

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Default Origin (Location) Code: TRV

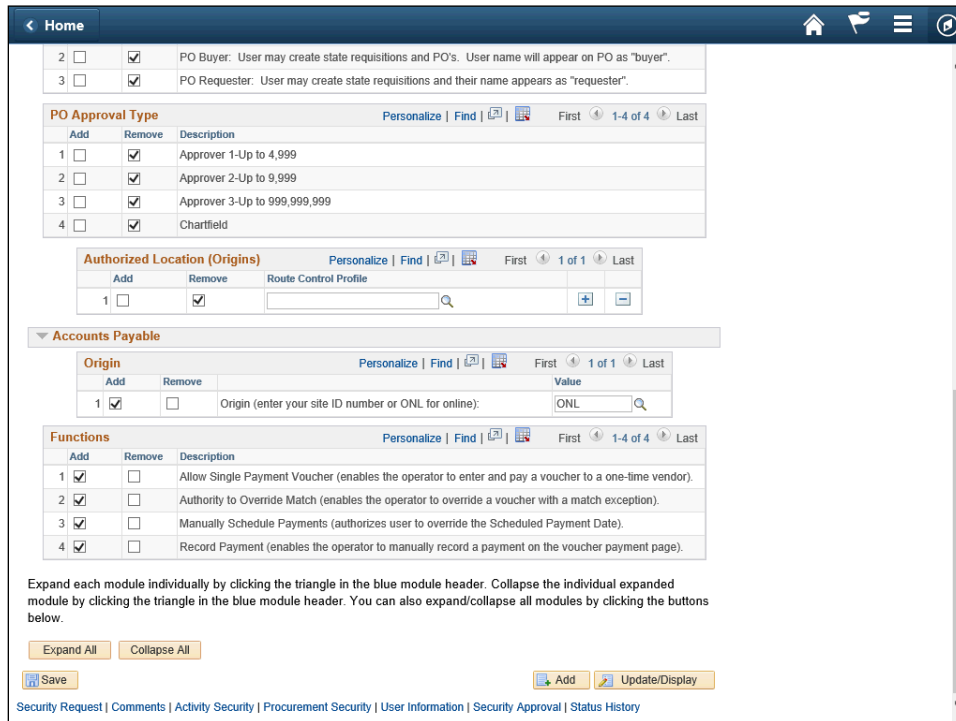
**Roles**


Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PO Approver: User generally does not create documents, but will approve requisitions or PO's.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer".
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PO Requester: User may create state requisitions and their name appears as "requester".

**PO Approval Type**

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 1-Up to 4,999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 2-Up to 9,999

Step	Action
34.	Press [Tab].
35.	Click the <b>Vertical</b> scrollbar.



Step	Action
36.	Click the <b>Save</b> button. 
37.	When the Security Request is completed by the manager, the manager will change the Status field from Draft to Manager Submitted. This will send an email to the Agency Security Officer and inform them that they have a Security Request to review and approve before it is sent to SAO to approve. An email is sent to SAO Security and they can now process the security request. When the security request is processed and completed, the Agency Security Officer will receive an email that the request is complete.

Step	Action
38.	Click <b>here</b> ( <a href="https://www.surveymonkey.com/r/25KG2HH">https://www.surveymonkey.com/r/25KG2HH</a> ) to take a quick survey.

Thank you!