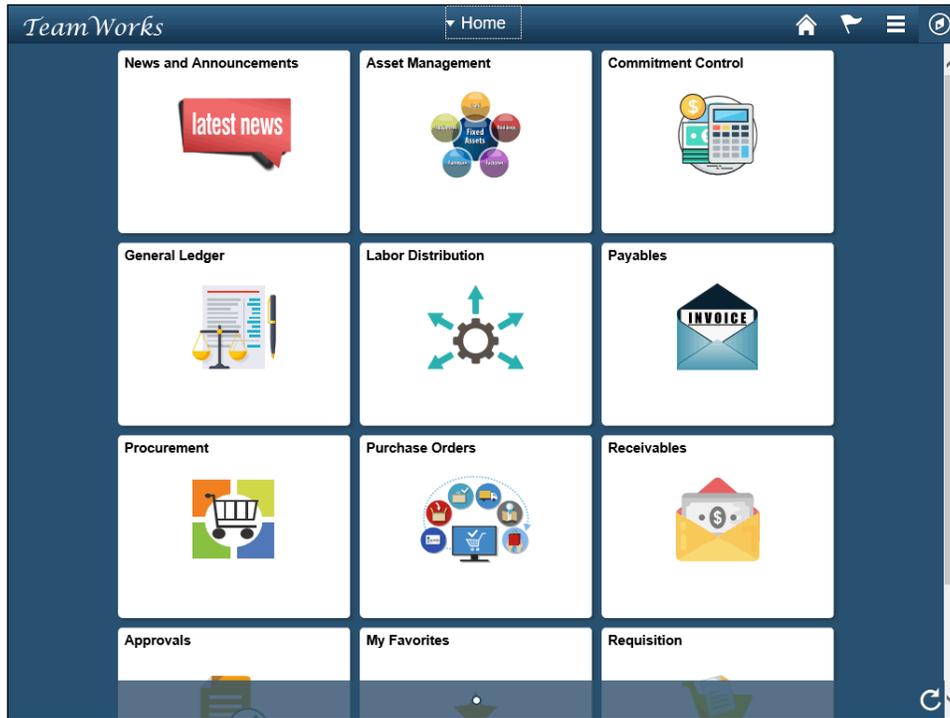
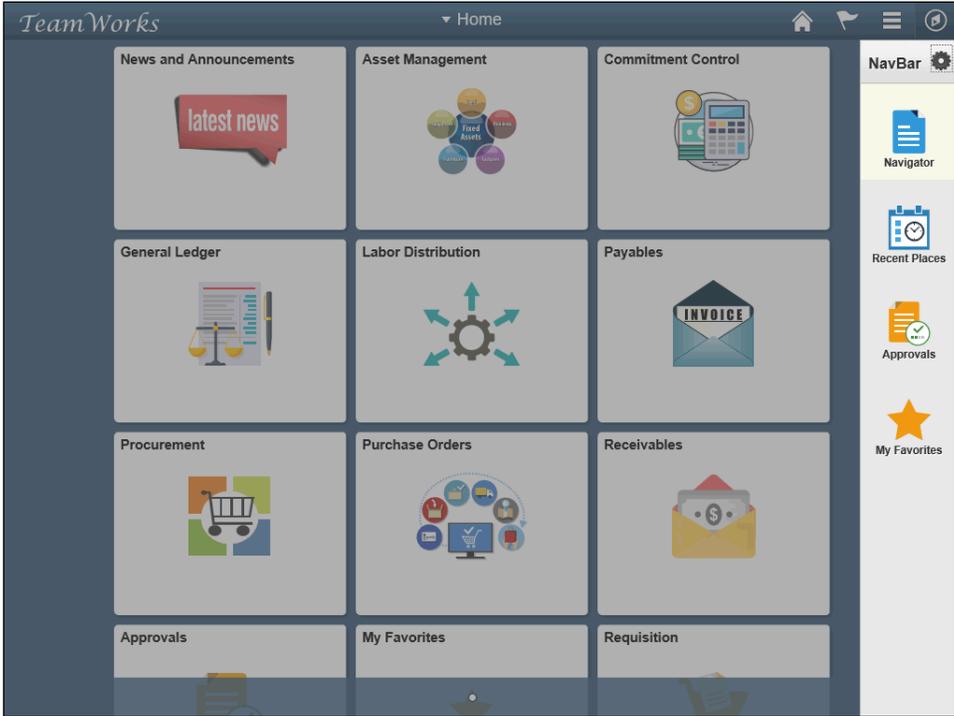


## Create Requisition (No Receiving) Activity - FN

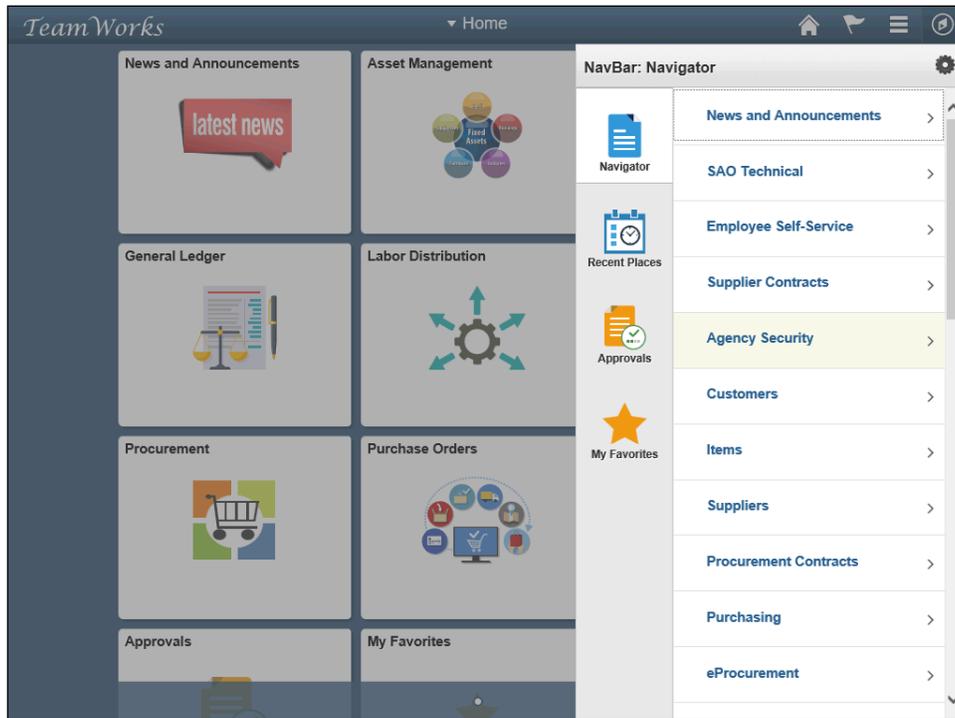
Below are the process steps to Change Procurement Security Access. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



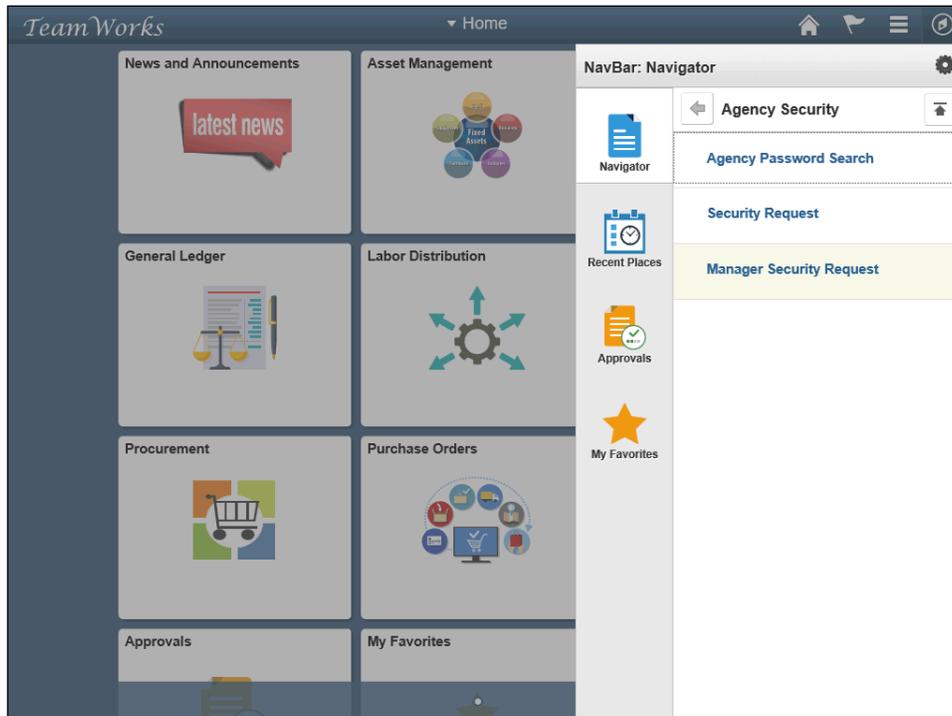
Step	Action
1.	<p>Begin by navigating to the <b>Manager Security Request</b> page.</p> <p><b>Note:</b> This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand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



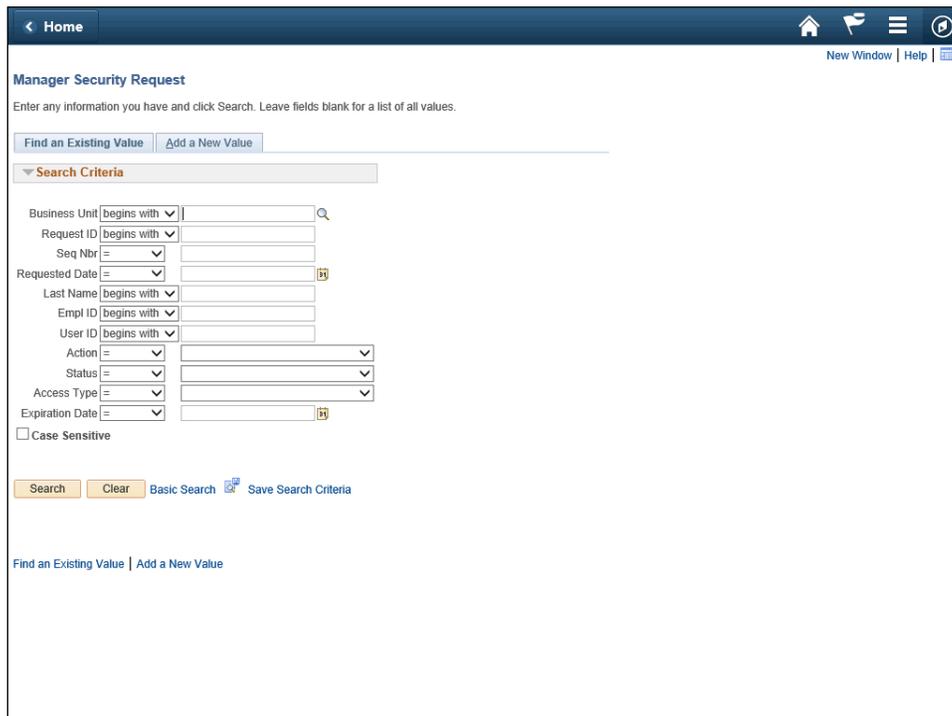
Step	Action
2.	Click the <b>Navigator</b> icon.  <b>Navigator</b>



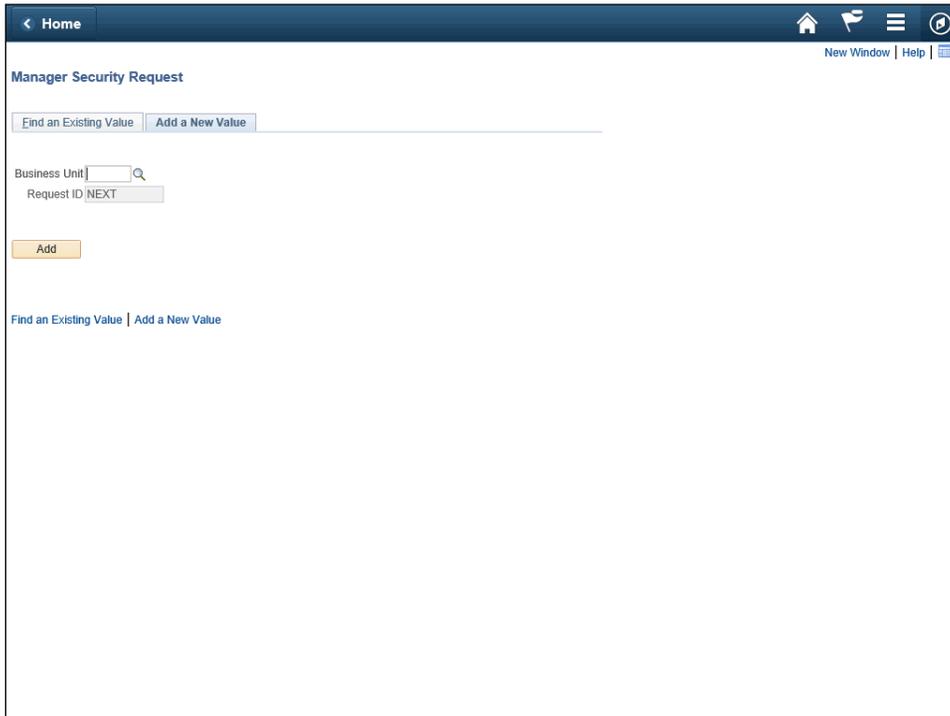
Step	Action
3.	Click the <b>Agency Security</b> link. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px; text-align: center;"> <span style="font-size: 1.2em; font-weight: bold; color: #0056b3;">Agency Security</span> <span style="color: #0056b3; font-size: 1.5em; font-weight: bold;">&gt;</span> </div>



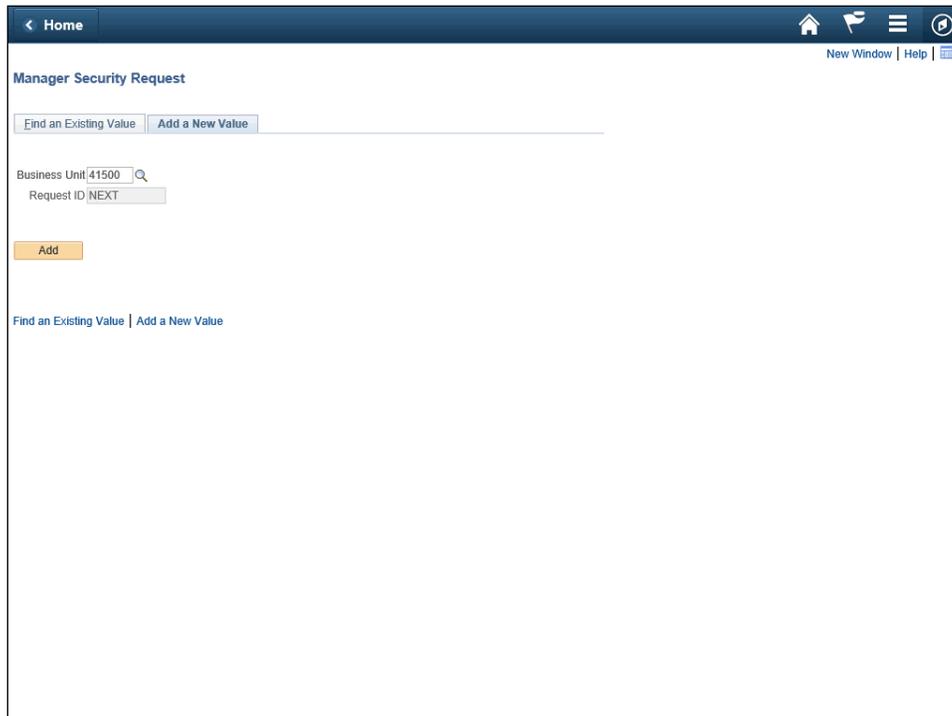
Step	Action
4.	Click the <b>Manager Security Request</b> link. <b>Manager Security Request</b>



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



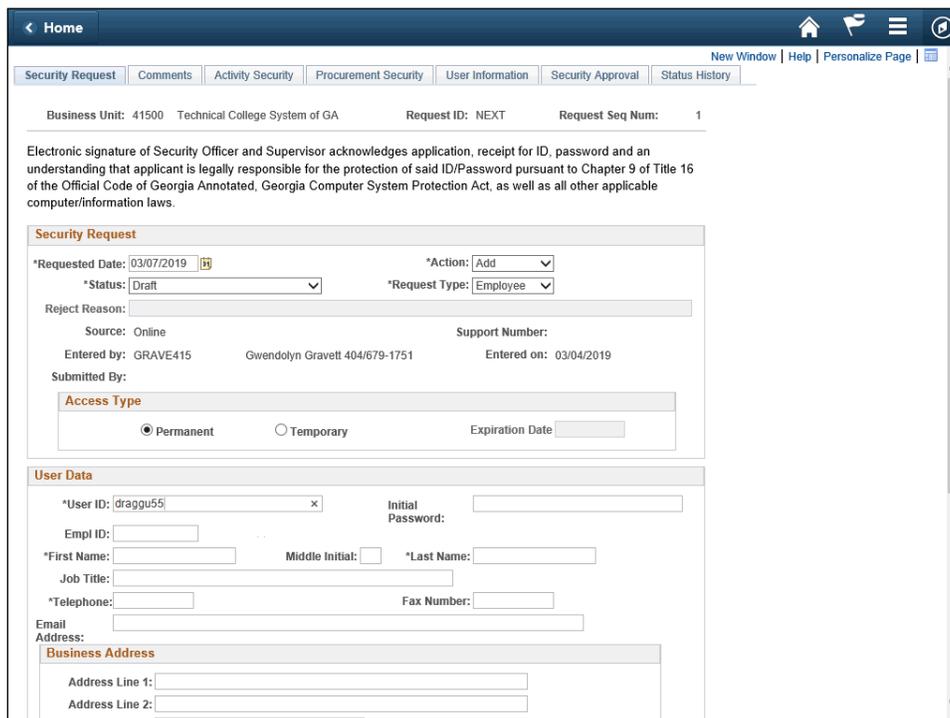
Step	Action
6.	Enter the appropriate information into the <b>Business Unit</b> field. For this example, type <b>41500</b> . Business Unit 



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 paragraph of text: "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 includes:

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

The **Access Type** section includes:

- Permanent
- Temporary
- Expiration Date: (empty field)

The **User Data** section includes:

- \*User ID: draggu55 (highlighted with a red box)
- Initial Password: (empty field)
- Empl ID: (empty field)
- \*First Name: (empty field)
- Middle Initial: (empty field)
- \*Last Name: (empty field)
- Job Title: (empty field)
- \*Telephone: (empty field)
- Fax Number: (empty field)
- Email: (empty field)

The **Business Address** section includes:

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

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

The screenshot shows a web application interface for a Security Request. The top navigation bar includes 'Home', 'New Window', 'Help', and 'Personalize Page'. Below the navigation, there are tabs for '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: 8

A disclaimer states: "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 includes:

- \*Requested Date: 03/07/2019
- \*Status: Draft
- \*Action: Change
- \*Request Type: Employee
- Reject Reason: (empty field)
- Source: Online
- Support Number: (empty field)
- Entered by: GRAVE555
- Wes Graven 404/678-1234
- Entered on: 03/04/2019
- Submitted By: (empty field)

The **Access Type** section includes:

- Permanent
- Temporary
- Expiration Date: 01/01/1900

The **User Data** section (highlighted with a red box) includes:

- \*User ID: DRAGGU55
- Initial Password: (empty field)
- Empl ID: 60607606
- \*First Name: Dicey
- Middle Initial: N
- \*Last Name: Raggu
- Job Title: Director of Accounting
- \*Telephone: 678/404-1234
- Fax Number: (empty field)
- Email Address: draggu@tcsq.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.

This screenshot is identical to the one above, showing the Security Request form with the User Data section highlighted. The form fields and their values are as follows:

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

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."

**Security Request** section:

- \*Requested Date: 03/07/2019
- \*Status: Draft
- \*Action: Change
- \*Request Type: Employee
- Reject Reason: (empty field)
- Source: Online
- Support Number: (empty field)
- Entered by: GRAVE555
- Wes Graven 404/678-1234
- Entered on: 03/04/2019
- Submitted By: (empty field)

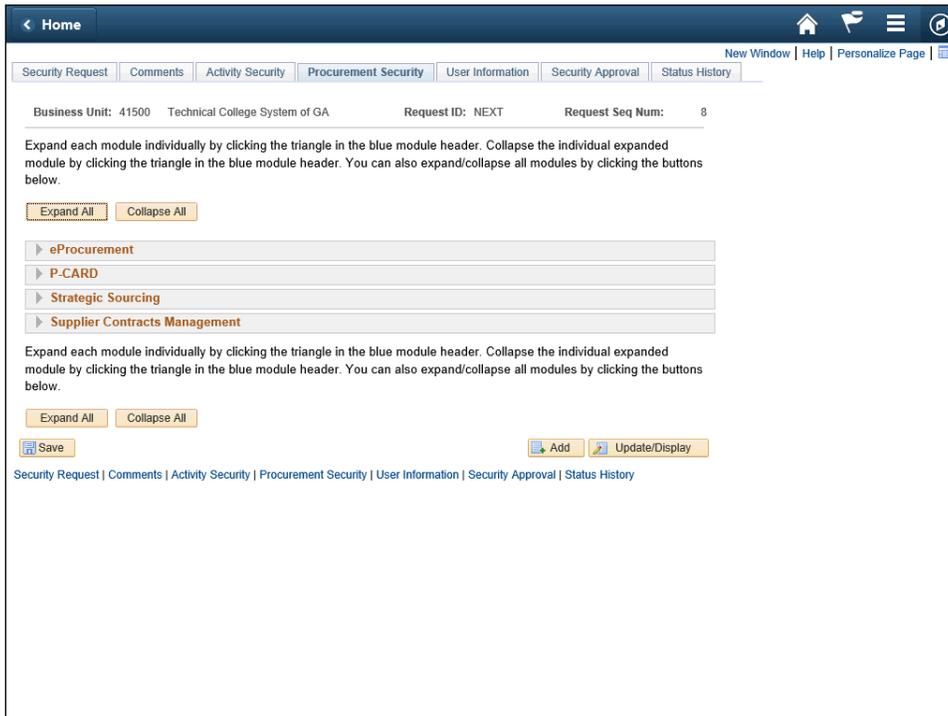
**Access Type** section:

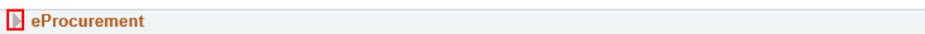
- Permanent
- Temporary
- Expiration Date: 01/01/1900

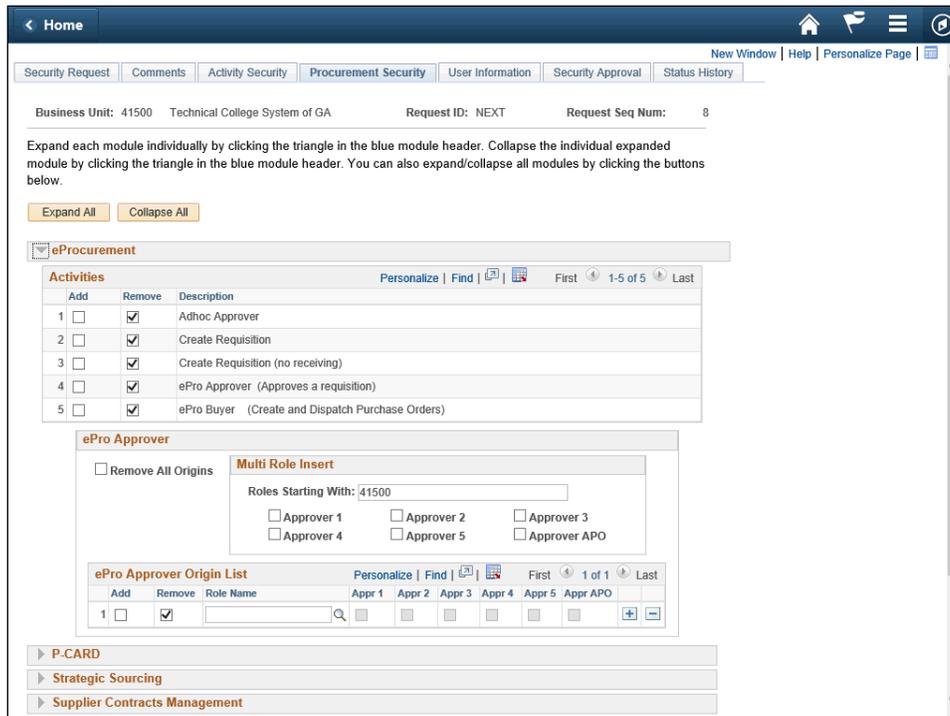
**User Data** section (highlighted with a red box):

- \*User ID: DRAGGU55
- Initial Password: (empty field)
- Empl ID: 60607606
- \*First Name: Dicey
- Middle Initial: N
- \*Last Name: Raggu
- Job Title: Director of Accounting
- \*Telephone: 678/404-1234
- Fax Number: (empty field)
- Email Address: draggu@tcsq.edu
- Business Address**
  - Address Line 1: 1800 Century Place NE
  - Address Line 2: Suite 550

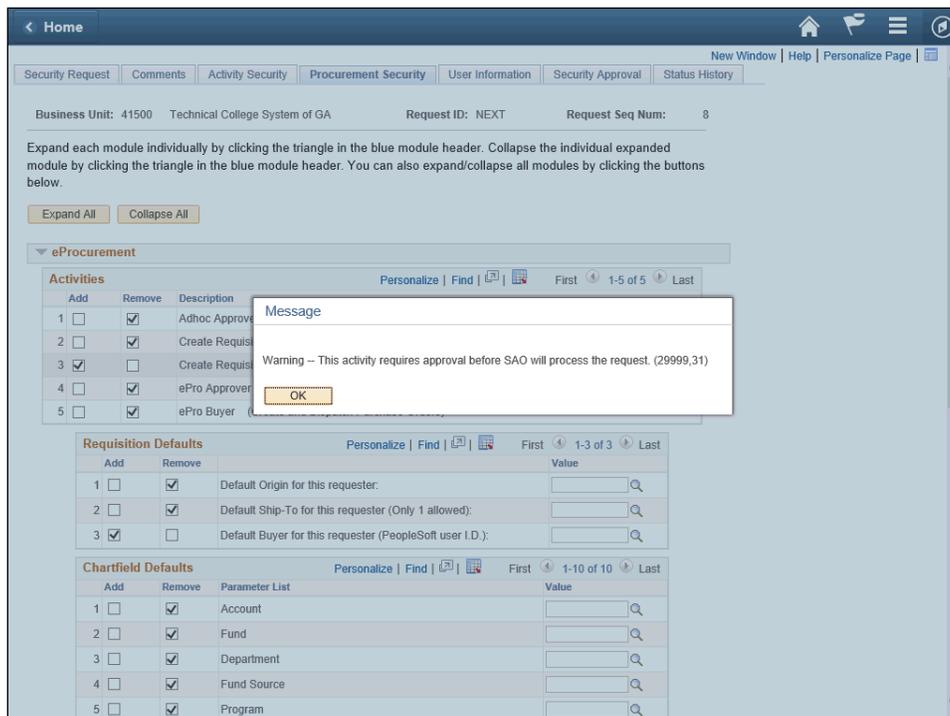
Step	Action
14.	Click the <b>Procurement Security</b> tab. 

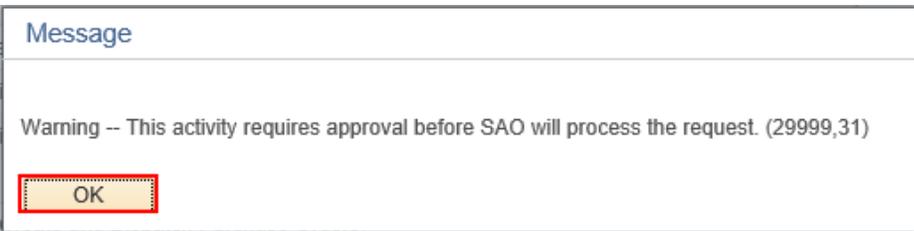


Step	Action
15.	Click the <b>eProcurement</b> arrow. 



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, indicating it is the selected option for this step.</p>



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)

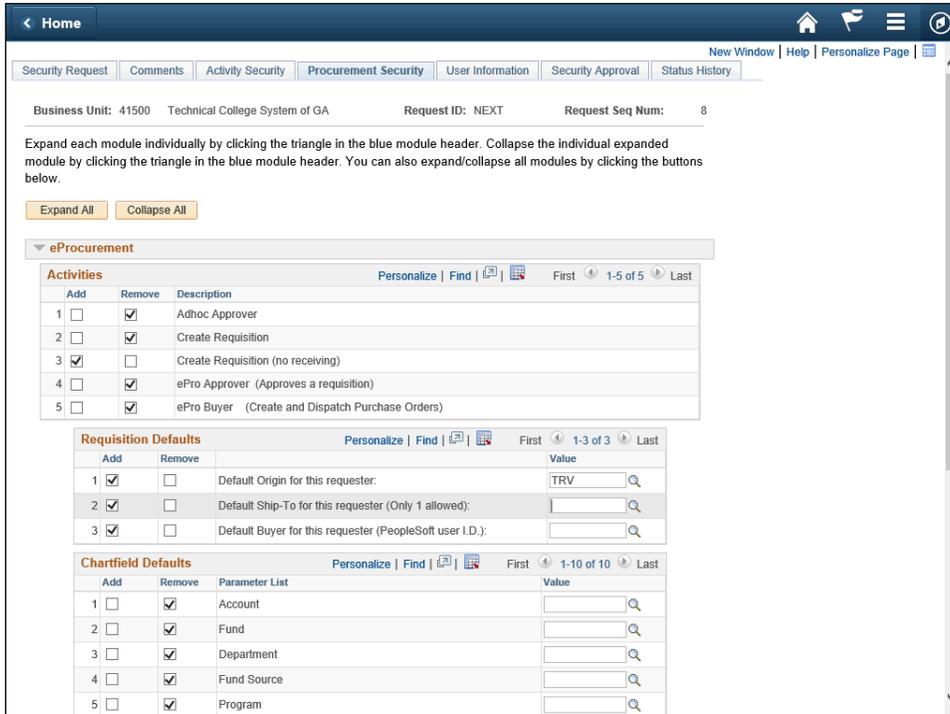
**Requisition Defaults** Personalize | Find | First 1-3 of 3 Last

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 for Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History. Below these, the Business Unit is 41500 (Technical College System of GA), Request ID is NEXT, and Request Seq Num is 8.

Instructions: 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.

Buttons: Expand All, Collapse All

**eProcurement**

**Activities**

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**

Add	Remove	Description	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):	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Default Buyer for this requester (PeopleSoft user I.D.):	

**Chartfield Defaults**

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
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)

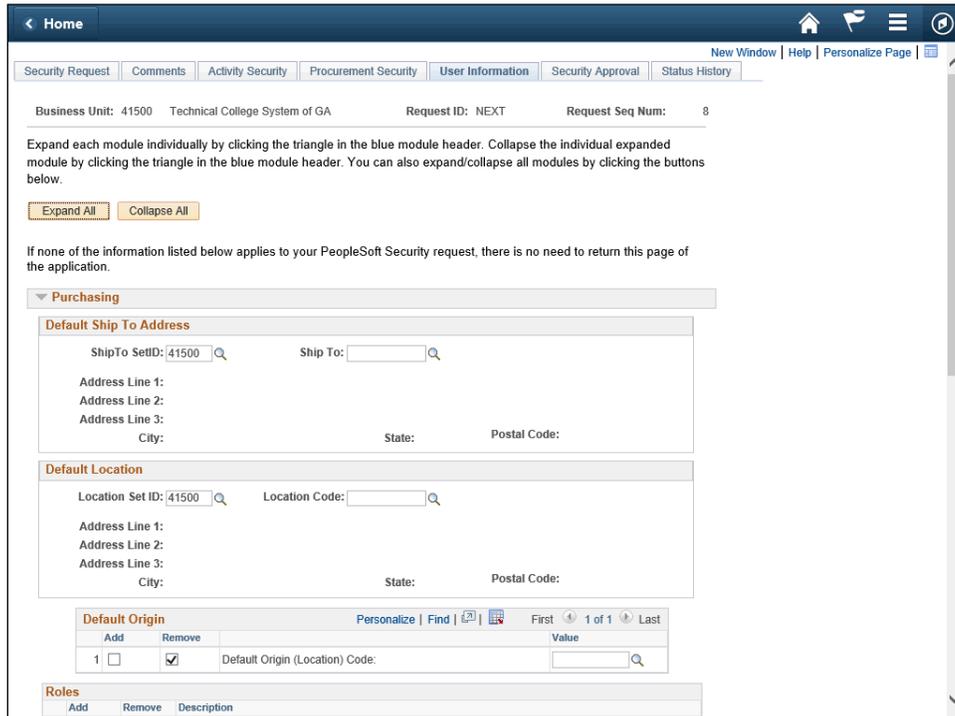
**Requisition Defaults** Personalize | Find | First 1-3 of 3 Last

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. 



Home New Window | Help | Personalize Page

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.

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
26.	Click in the <b>Ship To</b> field. <b>Ship To:</b> <input style="border: 2px solid red;" type="text"/>

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:

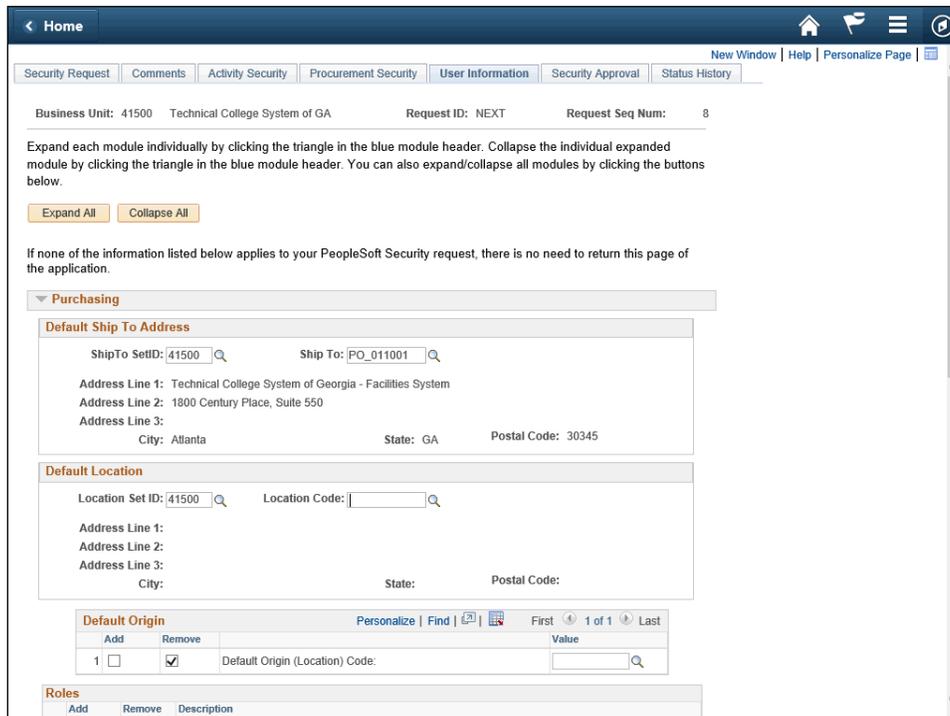
**Default Origin** Personalize | Find | [ ] [ ] First 1 of 1 Last

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

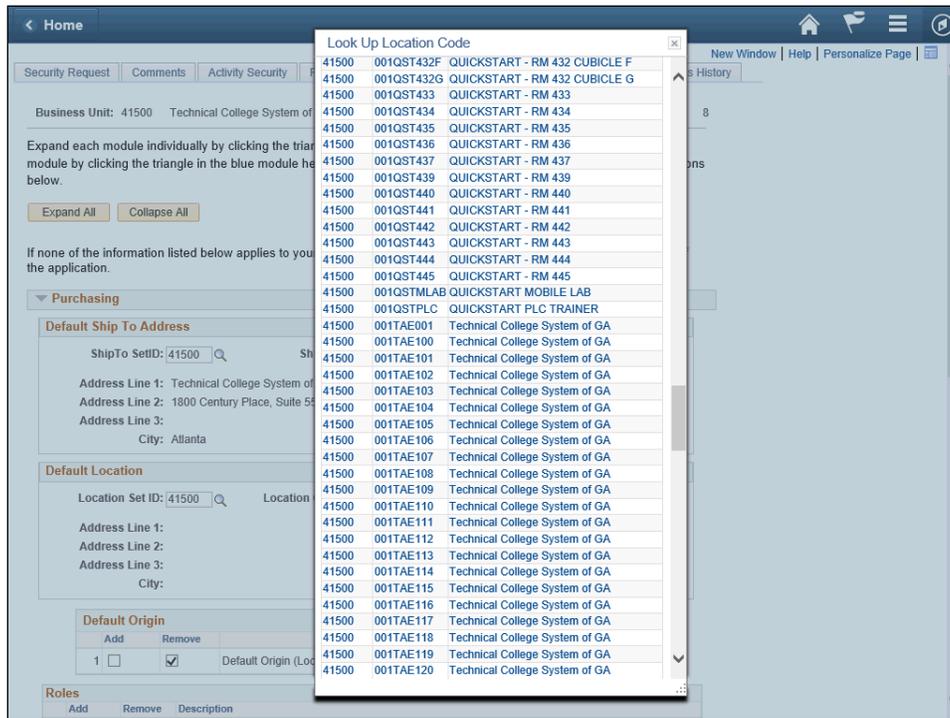
**Roles**

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.	<p>Click in the <b>Value</b> field.</p>

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:

**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

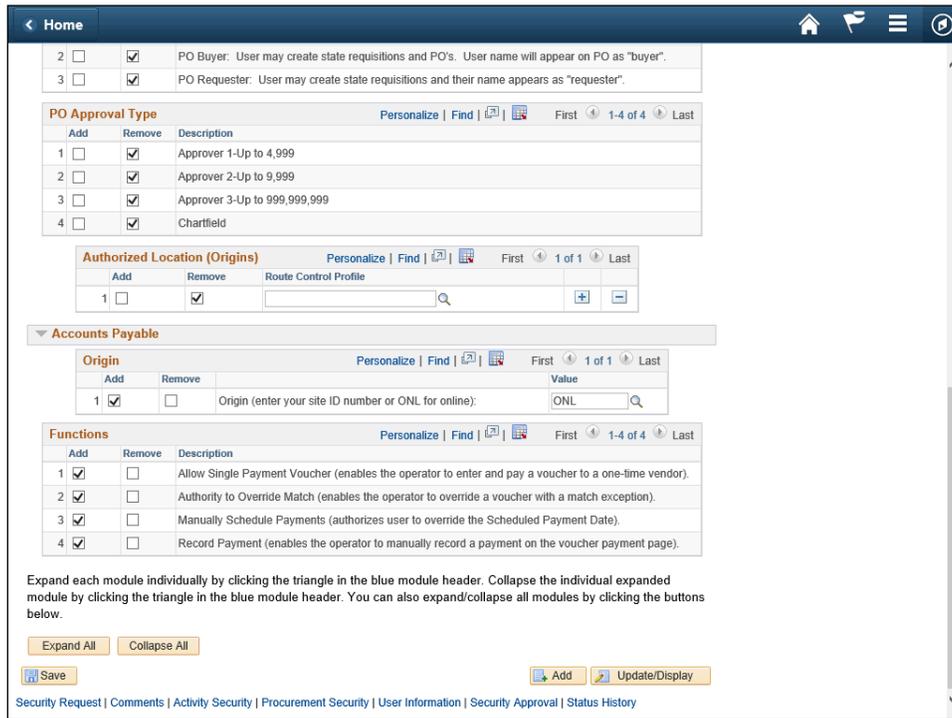
**Roles**

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!