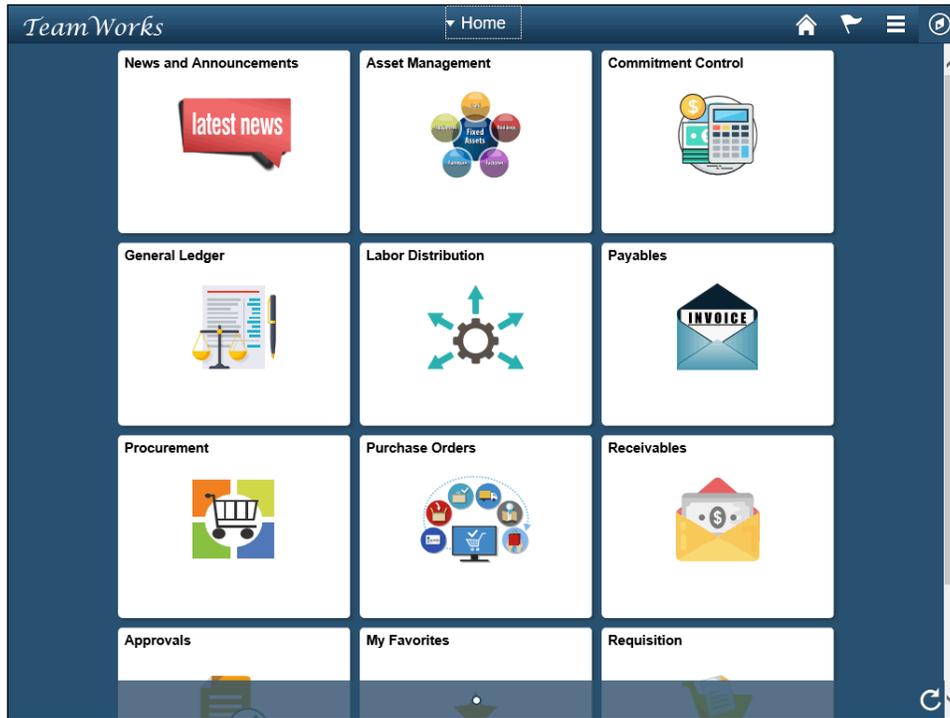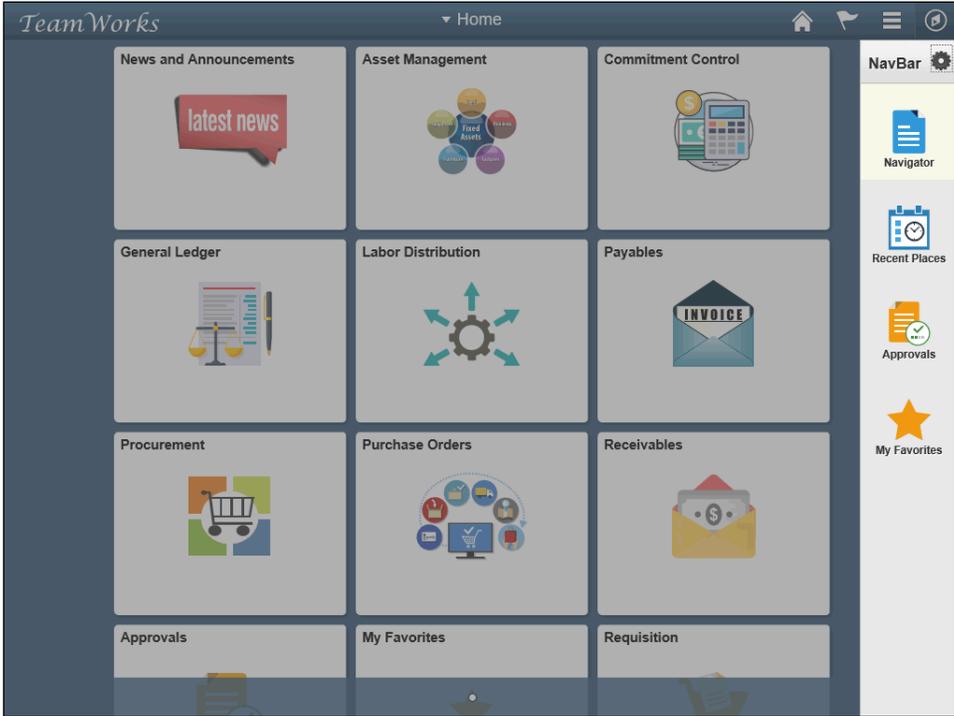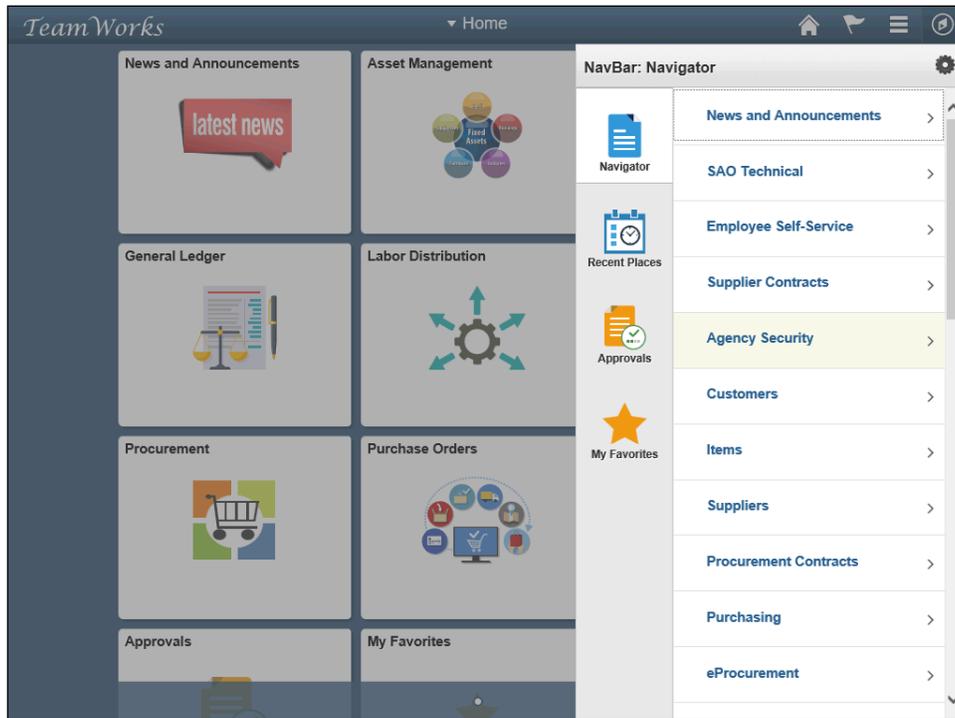# Create Requisition (No Receiving) Activity - FN

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.
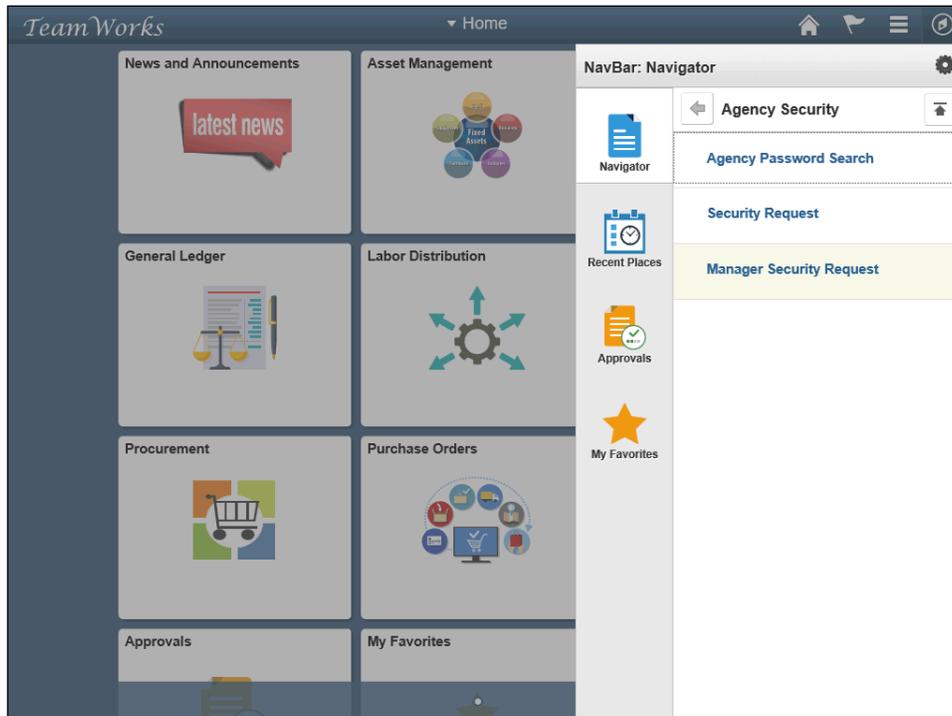

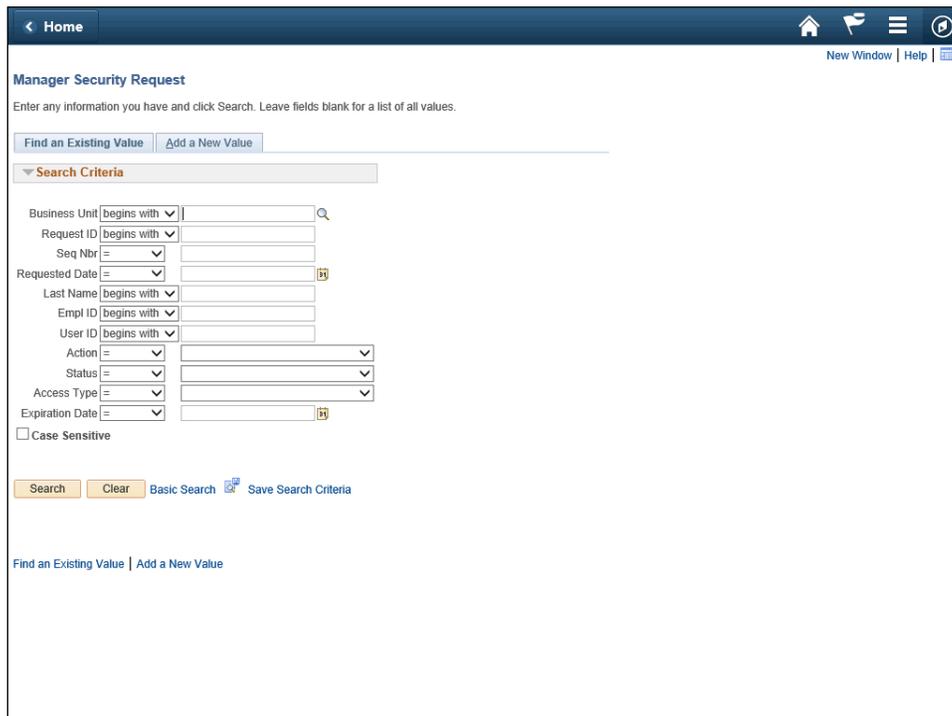| Step	Action
1.	Begin by navigating to the **Manager Security Request** page. **Note:** This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current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

Job Aid

Step	Action
2.	Click the **Navigator** icon.

Step	Action
3.	Click the **Agency Security** link.

Job Aid

Step	Action
4.	Click the **Manager Security Request** link.

Step	Action
5.	Click the **Add a New Value** tab. Add a New Value
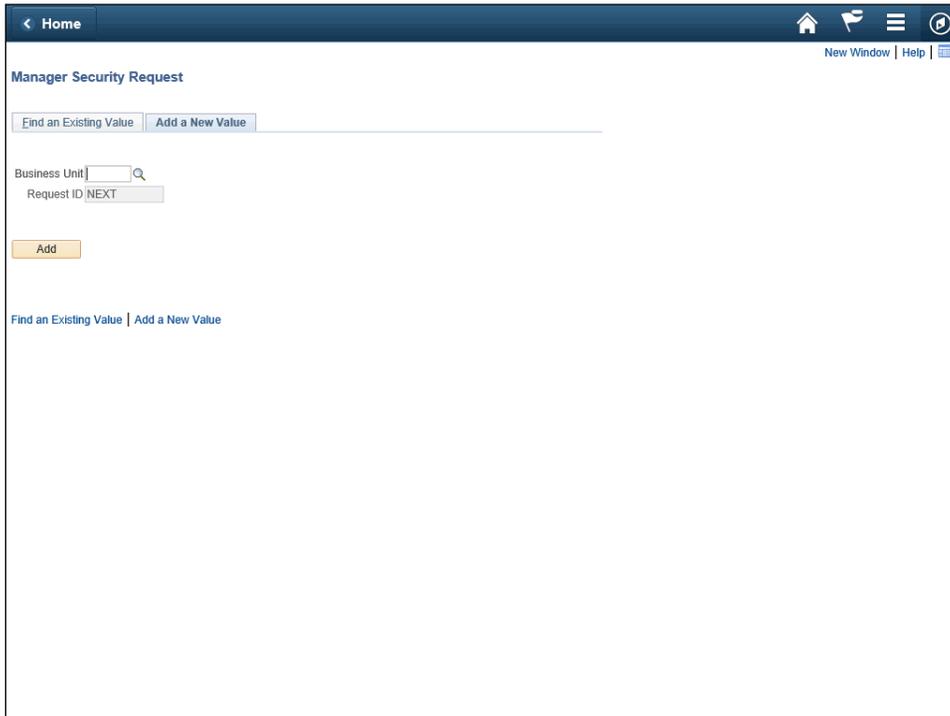
Step	Action
6.	Enter the appropriate information into the **Business Unit** field. For this example, type **41500**. Business Unit [ ] 🔍
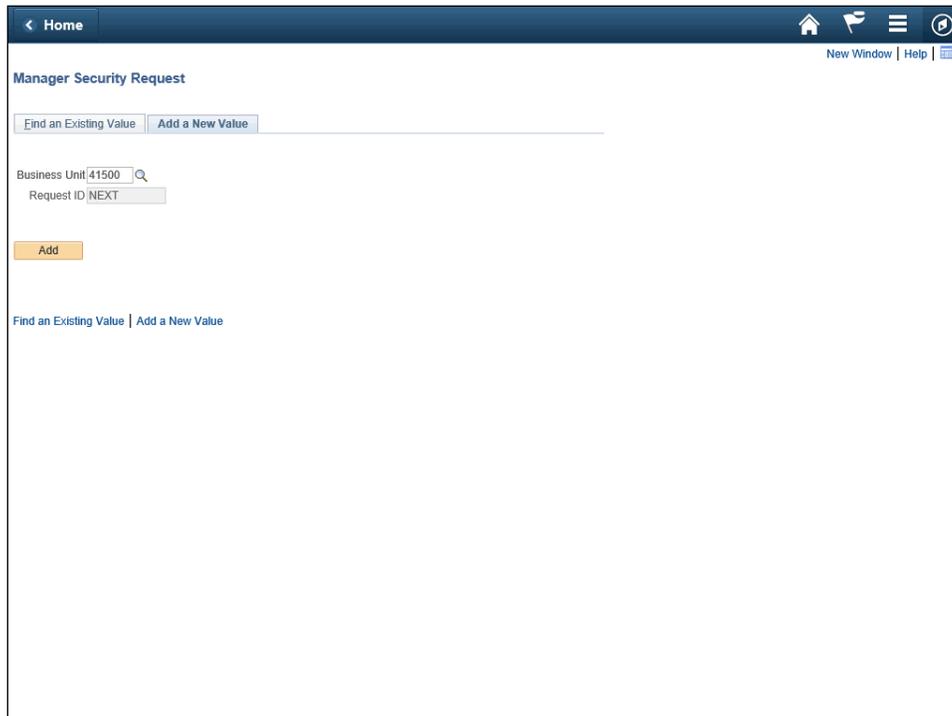
Step	Action
7.	Click the **Add** button.
8.	The manager would enter the information on the **Security Request** tab, **Comments** tab, and **Activity** tab as normal for the employee or contractor. For this example the **Request Type** will remain at default: *Employee*.

Step	Action
9.	Click in the **User ID** field.

Step	Action
10.	Enter the appropriate information into the **User ID** field. For this example, type **draggu55**.

Step	Action
11.	Press **[Tab]**.

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

Step	Action
14.	Click the **Procurement Security** tab. Procurement Security
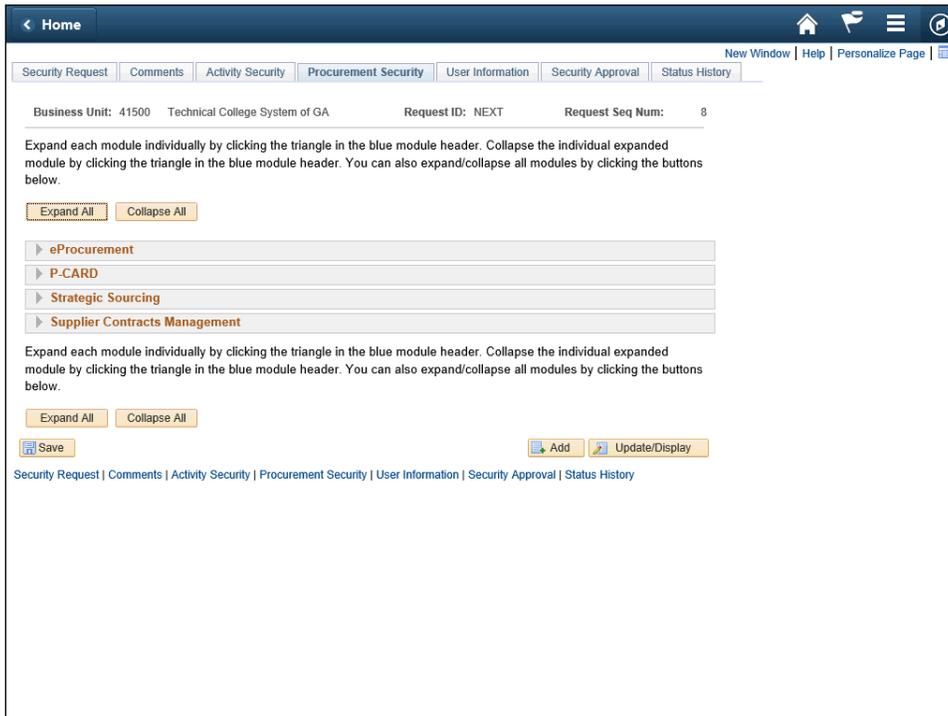
Step	Action
15.	Click the **eProcurement** arrow. ▶ eProcurement

Step	Action
16.	Click the **Create Requisition (no receiving)** option.
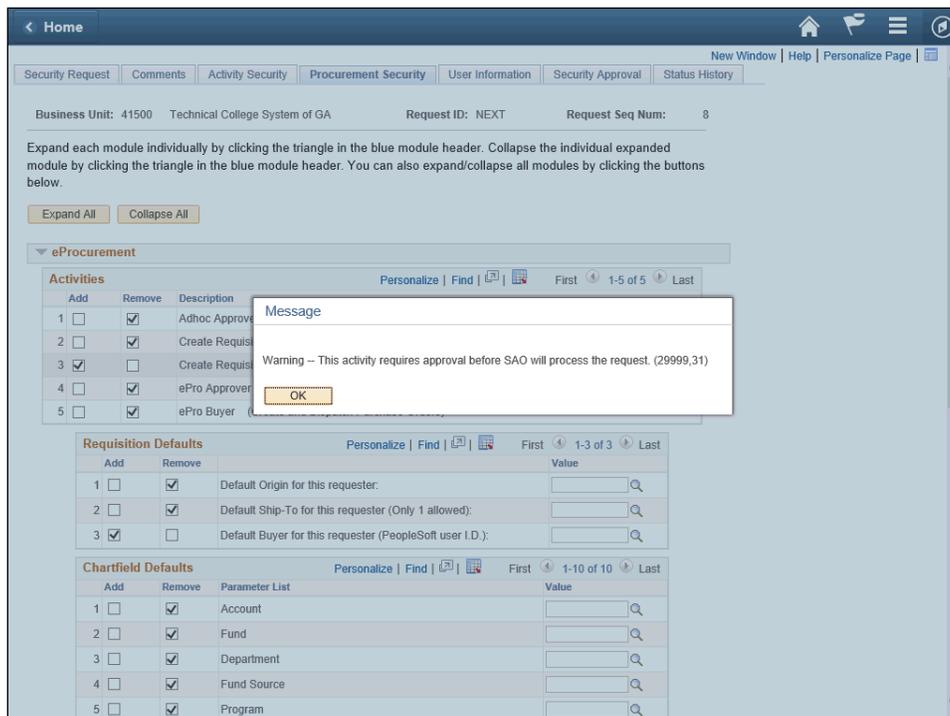
Step	Action
17.	Click the **OK** button. Message Warning -- This activity requires approval before SAO will process the request. (29999,31) OK
18.	Enter the *Requisition Defaults*. *Requisition Defaults* are required fields but *Charfield Defaults* are optional. For this example, the *Chartfield Defaults* will not be entered.
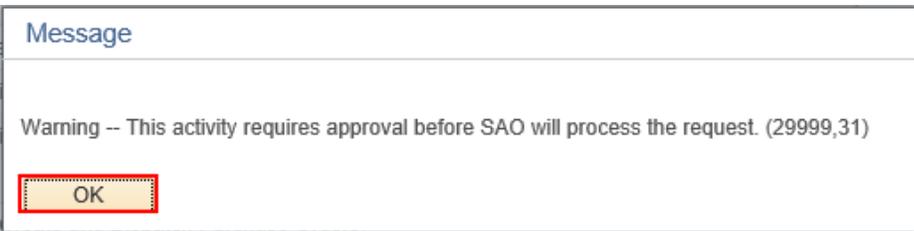
Step	Action
19.	Click in the **Value** field.

Job Aid

Step	Action
20.	Enter the appropriate information into the **Value** field. For this example, type **TRV**.

Step	Action
21.	Click in the **Value** field.

Step	Action
22.	Enter the appropriate information into the **Value** field.
	For this example, type **PO_011001**.

Step	Action
23.	Click in the **Value** field.

Step	Action
24.	Enter the appropriate information into the **Value** field. For this example, type **DRAGGU55**.

Step	Action
25.	Click the **User Information** tab. User Information

Step	Action
26.	Click in the **Ship To** field. Ship To:

Step	Action
27.	Enter the appropriate information into the **Ship To:** field. For this example, type **PO_011001**.

Step	Action
28.	Press **[Tab]**.

Step	Action
29.	*Default Ship To Address* auto-populates. Click the **Location Code** graphic.
30.	Click the **Vertical** scrollbar.
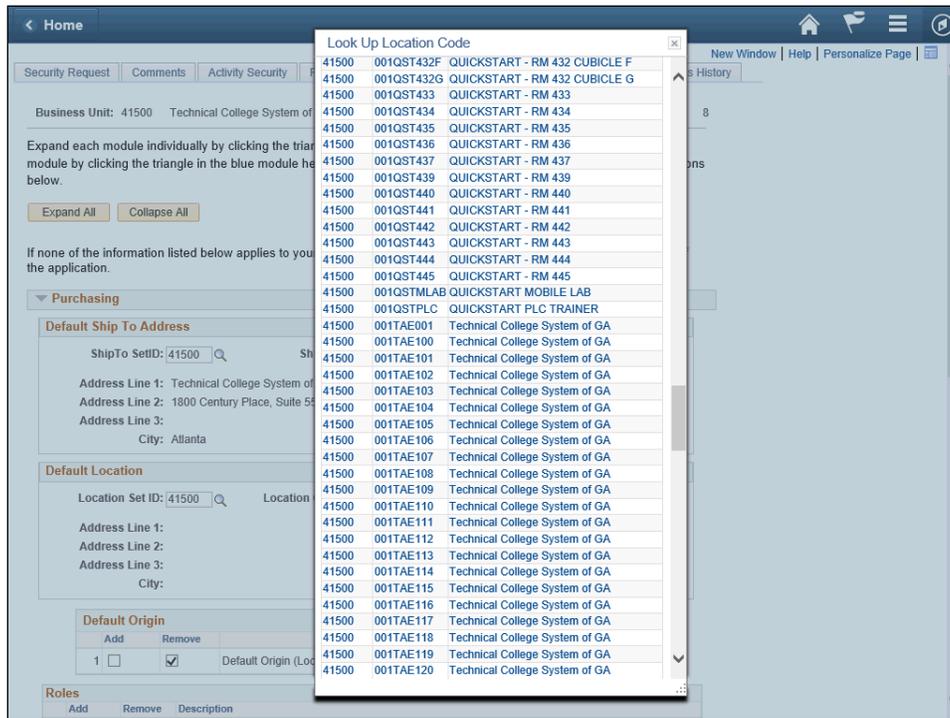
Step	Action
31.	Click the **001TAE001** link.

Step	Action
32.	Click in the **Value** field.

Step	Action
33.	Enter the appropriate information into the **Value** field. For this example, type **TRV**.

Step	Action
34.	Press **[Tab]**.
35.	Click the **Vertical** scrollbar.

Step	Action
36.	Click the **Save** 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 **here** (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!