

Quick Guide for SFS Users: Create an eMarketplace Requisition

This is a quick reference guide for creating an eMarketplace requisition in SFS. For more information on all of the features of the eMarketplace, please see the [user guide](#).

1. Log into SFS.
2. Navigate to **eProcurement > Requisition**
3. Enter requisition information, including Business Unit, Requester Field, and Requisition Name.
4. Select your **Card Number**, if using a P-Card as your payment method.
 - If your P-Card number is not available for selection, contact your Agency Procurement Card Administrator
5. Select **General Purchase** from the **Requisition Type** drop-down list.
6. Click the **OK** button.
7. Click the **NYS eMarketplace** link under the **Web** heading.
8. Search for products and add them to your cart.
9. Review your **Cart** (top-right corner of the screen):
 - Change quantities if you need to. Refresh your cart by clicking on the **Update** icon (blue arrows).
 - Remove an item from your cart by clicking on the **Delete** icon (recycling bin).
 - Bookmark any item(s) you want to purchase again in the future by clicking **Save as Shopping List**.
10. Click the **Submit** button to submit your cart. You will be returned to your requisition. Each line in the cart will become a line on the requisition.
 - Note that the eMarketplace will populate the below fields on each requisition line. You may change the Account Code if necessary. **ALL OTHER FIELDS** cannot be edited. If changed, the requisition may fail.

Description	Quantity
Supplier ID	Unit of Measure
NYS Contract ID	Total
Category Code	Supplier Item ID
Account	Manufacturer Item ID, if available
Price	
11. Click the **Show Ship To and Accounting** triangle for each line, one at a time.
12. Select **Add** or **Edit** under the Comments heading to include any comments for this line.
 - **NOTE:** Comments on the line will be passed to the supplier on the Purchase Order. Comments on the Header will not be passed to the supplier and are for internal use only.

- If a selection is made or if a form is filled in for an item in the eMarketplace, then a URL for those selections will appear in the Comments field on the requisition. **DO NOT REMOVE or EDIT this URL.**

13. Click the **OK** button. Repeat for any line where comments are needed.

- **NOTE:** Attachments cannot be added to an eMarketplace requisition. They will not be received by the vendor. Any attachments should be sent to vendor separately, referencing the Purchase Order number.

14. Verify the **Ship To** field populated correctly based on your login credentials.

15. Click on the **Accounting Lines** triangle.

16. On the **Chartfields1** tab, verify defaulted values are correct or enter the desired information into the **Location** and **GL Unit** fields.

17. On the **Chartfields2** tab, enter desired Chartfield information in the applicable fields or use the **Lookup** button to search for valid values.

- **NOTE:** To apply the same Shipping or Chartfield information to multiple lines, you may select the desired lines and click **Mass Change**. Do not make changes in the Line Information section.

18. Forward for approval:

- **Save for Later** enables saving the requisition with the option of completing it at a later time. Save for Later allows you to use the Preview Approvals link to review the approval workflow for the requisition.
- **Save & Submit** when you have completed all work on the requisition and are ready for approval process.

19. Once approved in workflow, the requisition will be sourced to a Purchase Order and electronically dispatched to the vendor. **Do not** send a scanned or faxed version of the order to the vendor to confirm.