PEOPLESOFTH FINANCE FLUID
Accessing Requestion Creation &
Manage Requestion
Quick Guide

Improve your working style with
PeopleSoft Fluid Upgrade
The Procurement tile is located on the Employee Self Service homepage.

Select Employee Self Service on the banner. Then select the Procurement Tile.
Accessing Requisition Creation

The Requisition page provides access to enter new requisitions based on the access granted to the user:

- Requisition Entry
Accessing Manage Requisitions

The Manage Requisitions tab provides access to established Requisitions based on the access granted to the user:

- Requisition Entry
- Requisition Inquiry

![Image of Manage Requisitions interface]