The following changes will affect the Service Center Preferences and User pages only.
Approved eRequest eStores orders can now be sent directly to PeopleSoft eliminating the need for manual creation of requisitions as well as the subsequent duplication of the approval process.

**Service Center Preferences Page**

A new Service Center Preferences section has been added on the Preferences page for the Service Center user. This section contains a *Requisition Ship To* field with the default value of 381 (Stores and Receiving Building). This may be changed, if appropriate. A value may also be entered in the *Location* field. The values entered in these two fields will appear as the default values on the Service Center user page.

**Service Center User Page**

**Distribution Method Section**

*eStores* has been added to Distribution Method drop-down list and should be selected for eStores eRequests. This will activate the *Send to PeopleSoft* button as well as the *Ship To* and *Location* fields which will contain the default values entered on the Preferences page. These values may be changed by the Service Center user.

In addition, each item and its details will be shown. Below each item is a Show Chartfields link which will allow the user to view and make changes to any of the chartfield values.

**Sending the eStores Request to People Soft**

When the *Send to PeopleSoft* button is clicked, eRequest will validate the required fields and the eRequest will be sent to PeopleSoft. A requisition is then created and a Requisition ID is returned to eRequest immediately. After all PO’s and/or MSR’s are created, the batch process will update the eRequest with the PO/MSR numbers and mark the *Activity Status* Complete. The batch process runs every two hours.

**Important Notes:**

- **When eStores is selected** each item is listed with a Show Chartfield link that will display the chartfield values from the funding source. The *Account Value* will be overridden based on the corresponding PeopleSoft item category. All chartfield values are editable at the item level.

- **Only the first line of a multi-line chartfield distribution** will be sent to PeopleSoft for Stores/Inventory Items. The entire dollar amount for the item will be sent with the chartfield instead of the split/partial amount.

- The *Business Purpose*, *PR Number*, and *Contact Information* for the Requestor or Requested For individual will be sent to PeopleSoft and be included in the Header Comments of the PO.

- The Requisition *Distribution Method* should still be used when the order contains Capital Assets, needs to have line comments, needs to have more than one delivery location, or needs to have multiple header comments.

* Please see updated eRequest job aids for more details.*