

JOB AID

Sending a Cart to FI\$CAL

Purpose: This job aid guides Department Buyers through locating an RFO in eMarketplace, reviewing supplier offers, awarding the selected offer, attaching and validating the FI\$CAL workflow, sending the awarded RFO to FI\$CAL, and verifying the requisition details after the transfer.

LOCATE THE RFO

Navigate to the RFO list and open the RFO you want to review and award.

Step 1: Navigate to eMarketplace.

Open your browser and go to the eMarketplace landing page.

Step 2: Browse RFOs.

From the top navigation, hover over Sourcing, then click "Browse RFO's."



Step 3: Open the RFO.

Locate the RFO and click the RFO Name to open it. Review the offers submitted by the supplier and identify the offer you intend to award.

Step 4: Select the offer to award.

Click the trophy icon aligned with the offer you want to award.

Offer # 2	In progress	100 USD	
Offer # 1	Submitted	0.0000 USD	

Step 5: Confirm the award.

When the confirmation message appears, review the message and click "Award proposal" to continue. The results of the RFO will transfer to the cart.

Do you really want to award this proposal?

Once a proposal is awarded, it cannot be canceled.
 The Purchase Requisition is automatically updated and the Spot Quote is closed!

[Cancel](#)
[Award proposal](#)

ATTACH WORKFLOW & VALIDATE

Attach the FI\$CAL workflow and confirm the RFO validates successfully before sending it to FI\$CAL.

Step 6: Attach the workflow.

Click "Attach Workflow" to initiate the FI\$CAL workflow.

[Attach Workflow](#)

Step 7: Confirm successful validation.

Confirm the "Validated Successfully" message appears at the top. The "Send to FI\$CAL" button will also become available.

[Save](#)
[Send to FI\\$CAL](#)
[Back to Catalog](#)
[Other Actions](#)

Fields marked by an asterisk * are mandatory
 Validated successfully

Header

Cart Name *
 John Smith Cart 8/13/2026 en

Requester *
 Hatch Carl

FI\$CAL ID
 0000010690

Status
 In progress

Items & Services

0 Selected Actions

#	Type	Item Name	Detailed Description	Supplier	Quantity	Unit of Measure	Price	Total
489-2	Product	Honey Graham Crackers	Honey Graham Crackers Item Packaging: 2pk, 200 per case Kosher?: No Halal?: No Brand: Kellogg's SKU #: 3010038406 (ADOLPH INC)		1.00	Case	19.48	19.48

1 Record(s)

Amount (Excl. Tax): 19.48 USD
 Amount (Incl. Tax): 19.48 USD

SEND TO FISCAL & VERIFY

Send the awarded RFO to FISCAL, verify the requisition details, and complete the remaining PO fields.

Step 8: Send the RFO to FISCAL.

When the "Send to FISCAL" button becomes available, click "Send to FISCAL" to continue.

Send to FISCAL

Step 9: Verify the requisition in FISCAL.

You will be redirected to FISCAL. Review the requisition line(s) and verify the LPA Contract ID, item description, supplier, quantity, price, total, and other item details match the awarded RFO in eMarketplace.

Checkout - Review and Submit
 Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit: 5175 Dept of Child Support Services Requisition Name:
 *Requester: Z_REQUISITION_PROCESSOR DCSS Req Proc 1 Priority: Medium
 *Currency: USD
 *Acquisition Type:
 *Acquisition Method:
 Exemption code: LPA Contract ID: 1-24-89-06

Cart Summary: Total Amount 19.48 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delet
1	Honey Graham Add Crackers - Honey EFP/SABRC		DALOHPI CN	1.0000	Case	19.4800	19.48		Add	

☐ Select All / Deselect All Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount 19.48 USD

Step 10: Complete the remaining PO fields.

Complete the remaining PO fields in accordance with the applicable FISCAL job aid.

Your eMarketplace RFO has been sent to FISCAL

You have reviewed and awarded the supplier offer, attached and validated the workflow, sent the RFO to FISCAL, and verified the requisition details.

Final check

Before continuing in FISCAL, confirm the requisition information matches the awarded RFO and supplier offer in eMarketplace.

Resources

For questions, contact the eMarketplace team at eMarketplace@dgs.ca.gov.