Purchasing Training
Creating a Property Requisition with Multiple Lines

Overview:

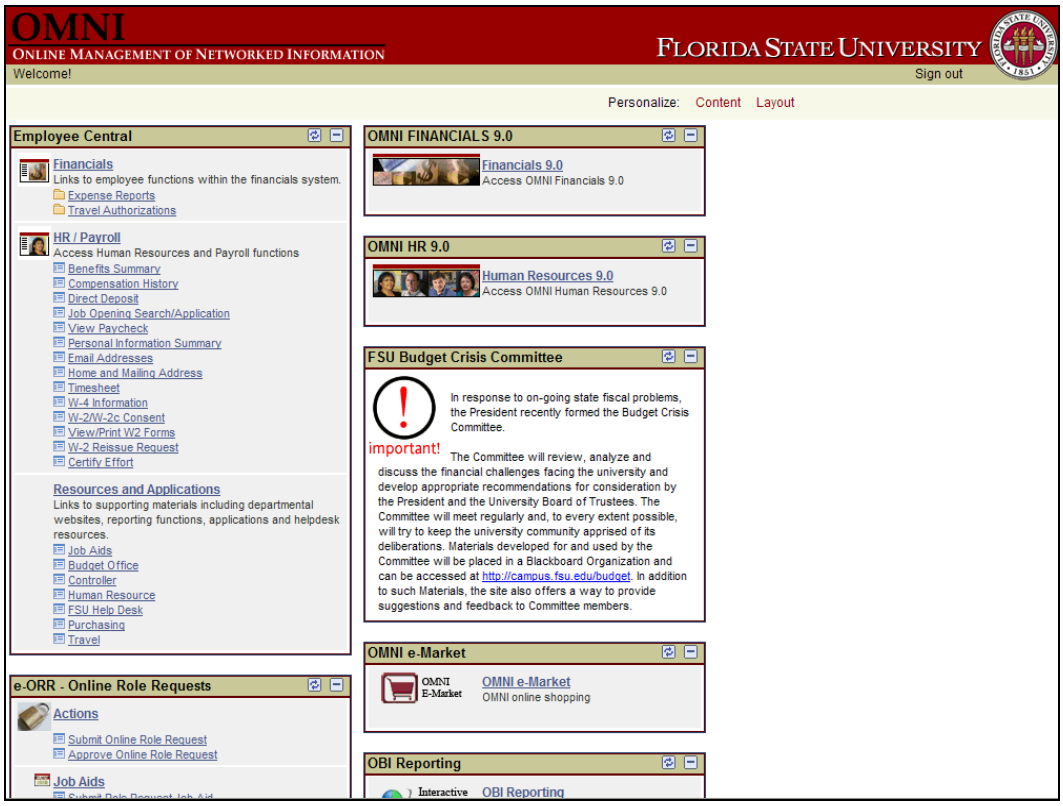
Understanding the Creating a Property Requisition with Multiple Lines (as a single OCO item) Process

This tutorial explains how to create a property Requisition in eProcurement that will have multiple lines but need only 1 property tag. You will code each line with the OCO category code. Once the Requisition is complete and ready to be submitted to approval workflow, you must enter a comment to explain to both Purchasing staff and Property Records staff that this order is a single item with many parts and will require only 1 property tag.

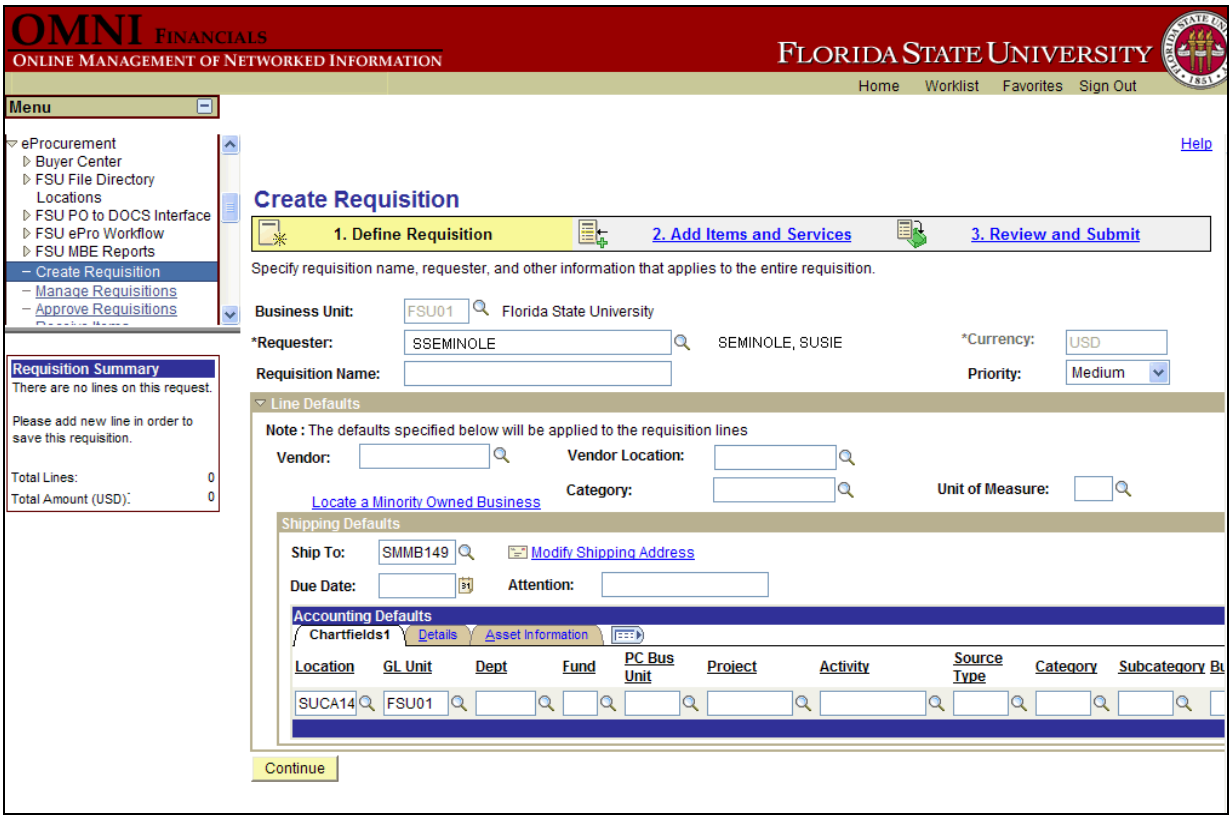
Procedure

Scenario:
In this topic, you will learn how to create a multi-line property Requisition.

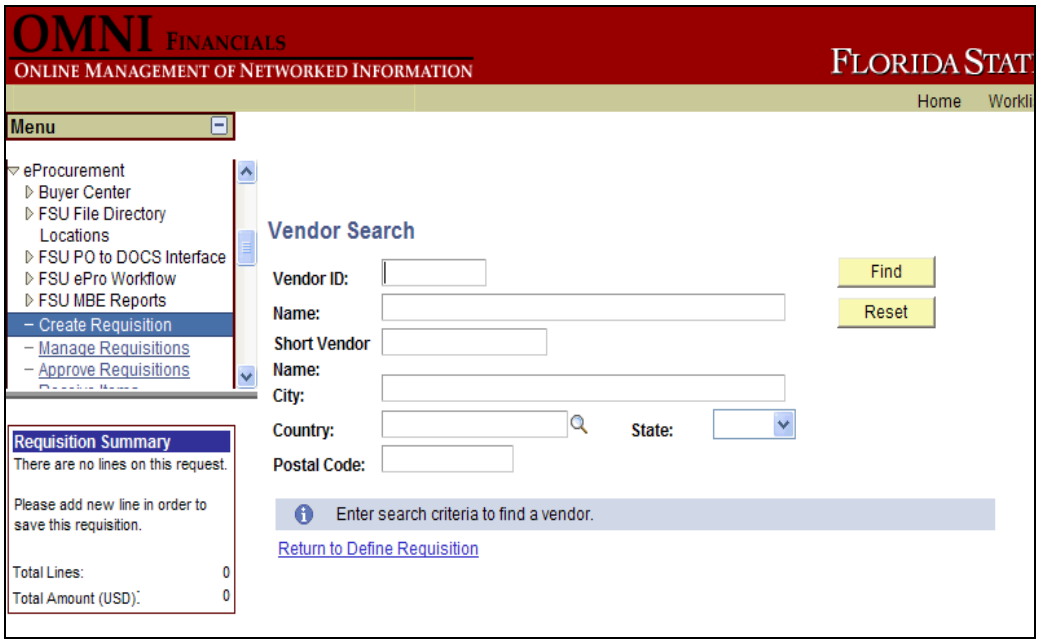
Key Information:
Vendor
Item
Quantity
Budget Information



Step	Action
1.	Click the **Financials 9.0** link. Financials 9.0
2.	Click the **eProcurement** link. eProcurement
3.	Click the **Create Requisition** link. Create Requisition

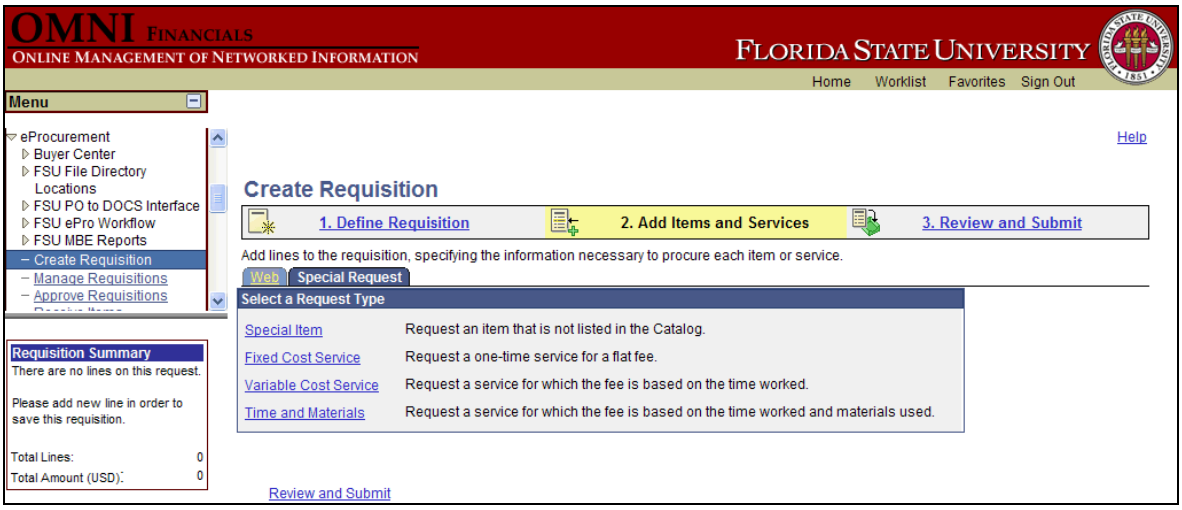


Step	Action
4.	Click the **Vendor Lookup** button.

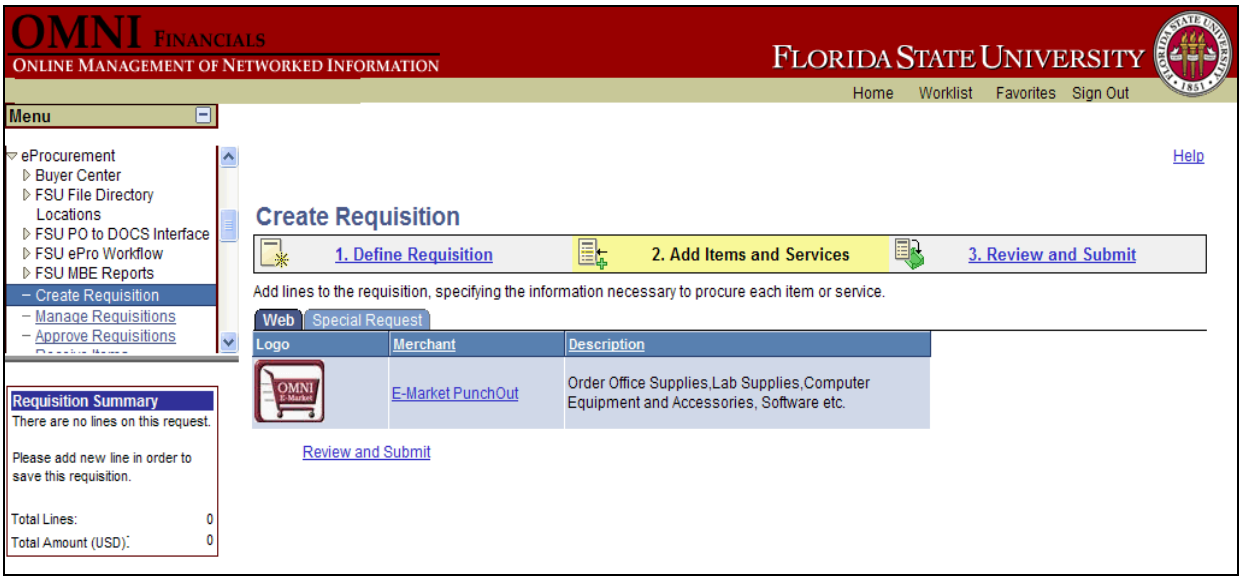


Step	Action
5.	For all E-Market orders, enter "**0000005914**" into the **Vendor** field.
6.	Click the **Find** button. Find
7.	Click the **0000005914** link. 0000005914

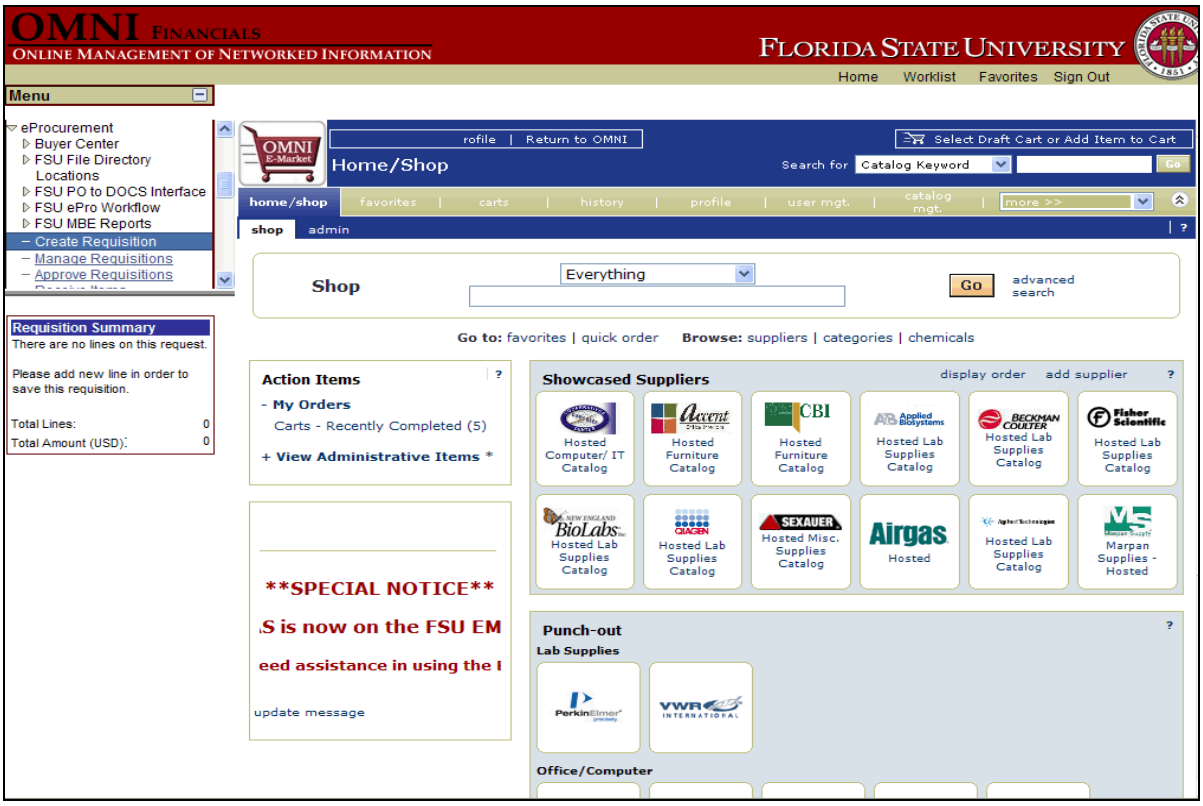
Step	Action
8.	Enter your Department ID into the **Dept ID** field.
9.	Enter your **Fund** code.
10.	To enter Project information, enter the following: **PC Bus Unit**: FSU01 **Project**: <Your Project Number> **Activity**: 1
11.	Click the **Continue** button. Continue



Step	Action
12.	To go to E-Market, click the **Web** tab. Web

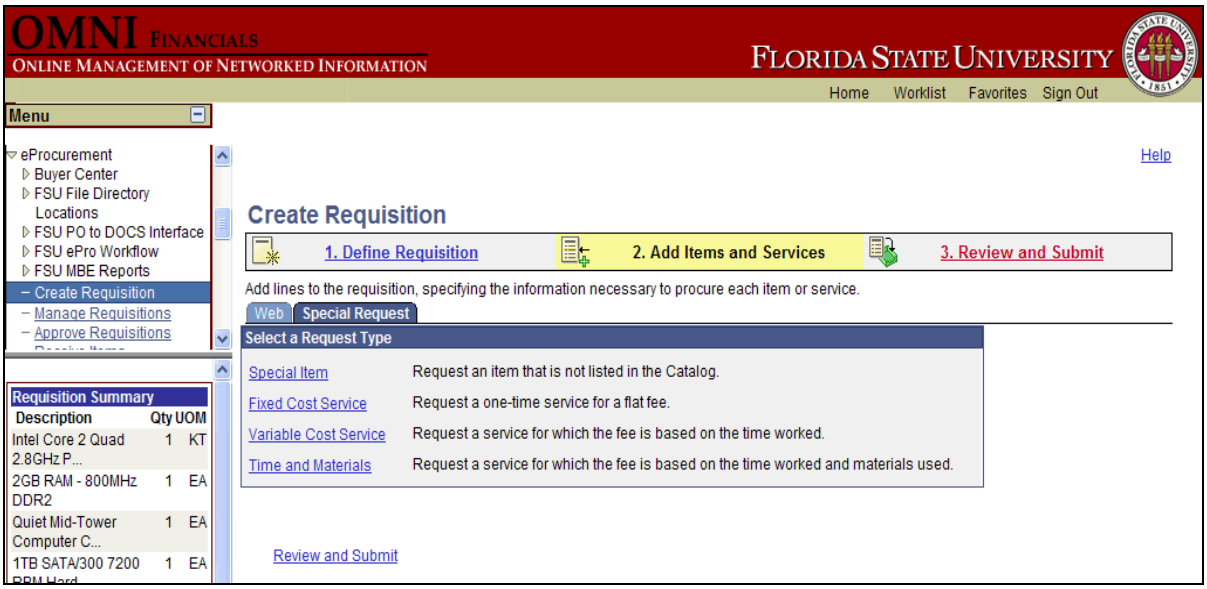


Step	Action
13.	Click the **E-Market PunchOut** link. E-Market PunchOut

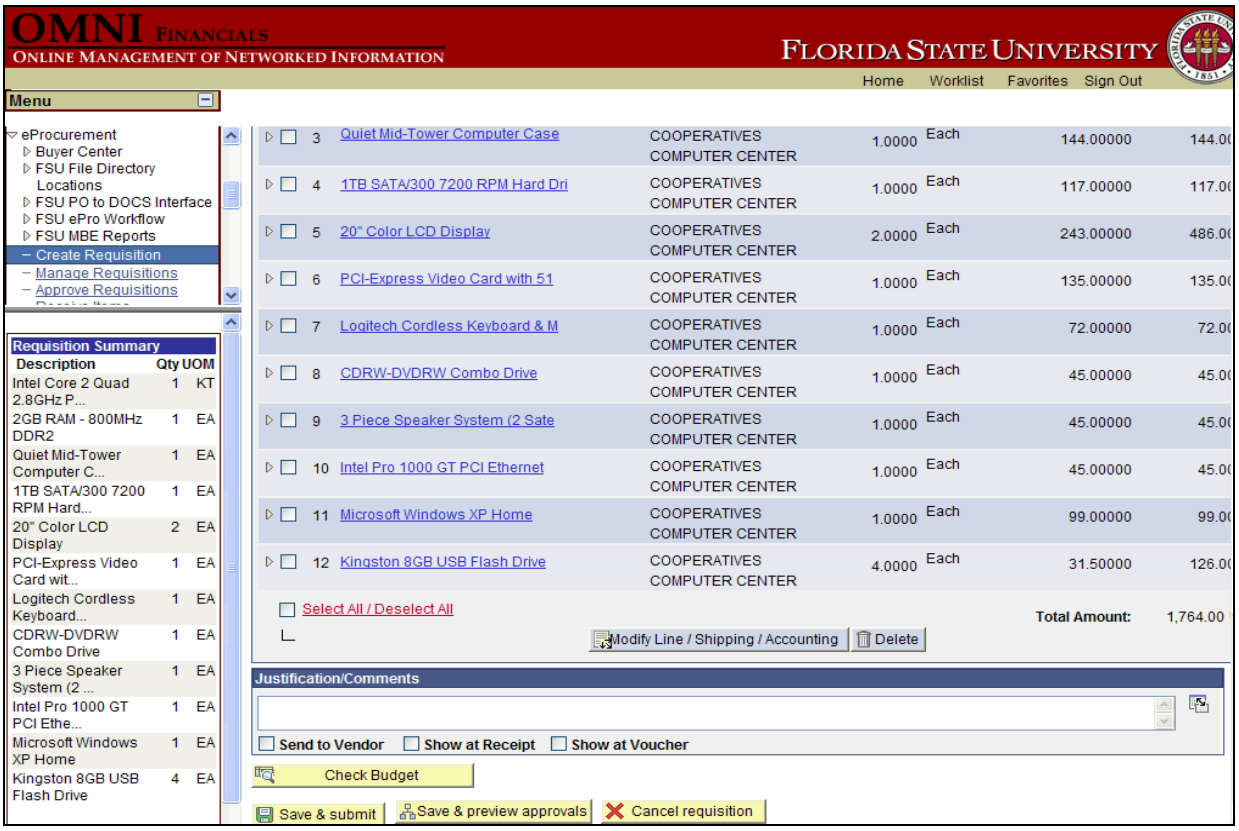


Step	Action
14.	Choose the desired vendor to complete your order. For the purpose of this example, we will submit an order to Cooperatives Computer Center.
15.	Click the **Categories** link. Categories
16.	Click the **view (incl. sub-categories)** link to see all products. view (incl. sub-categories)
17.	Search for your desired items.
18.	Once you have found the desired item, click the **Add to Cart** button to add the item. Add to Cart
19.	Continue adding items as needed.
20.	Click the **Add to Cart** button. Add to Cart
21.	Click the link on the top right hand corner of the page to submit an order for these items. **2009-12-08 01 | 16 item(s), 1,764.00 USD**
22.	To name your cart, enter a cart name into the **Description** field.

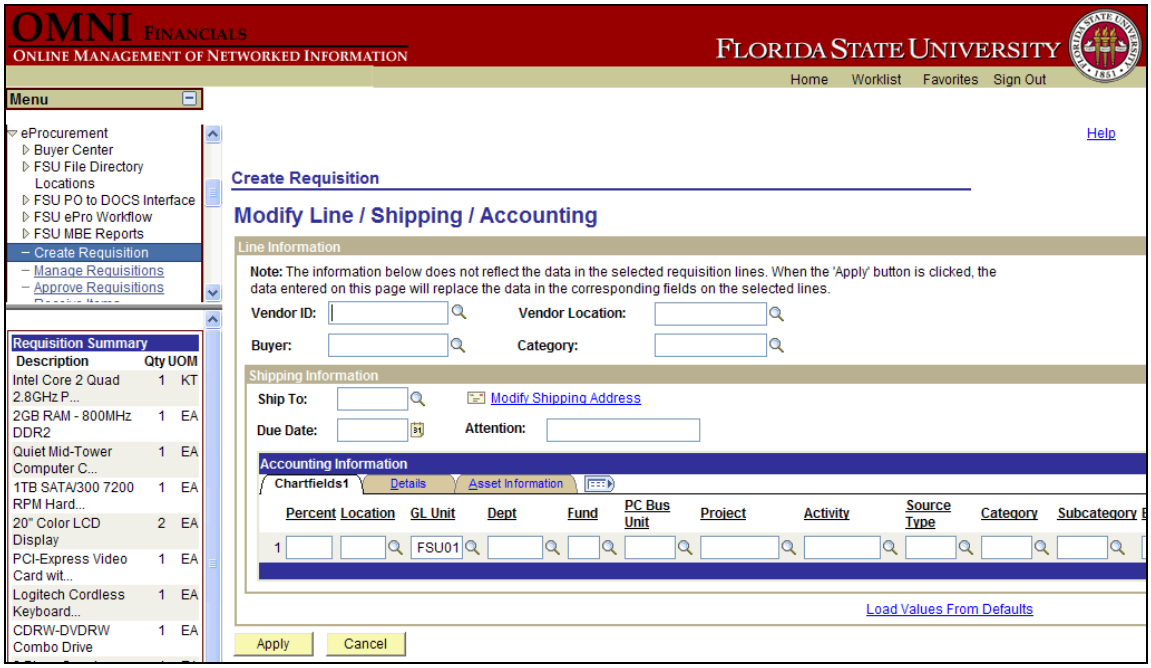
Step	Action
23.	Click the **Save** button. Save
24.	Click the **Submit Cart to OMNI** link. Submit Cart to Omni



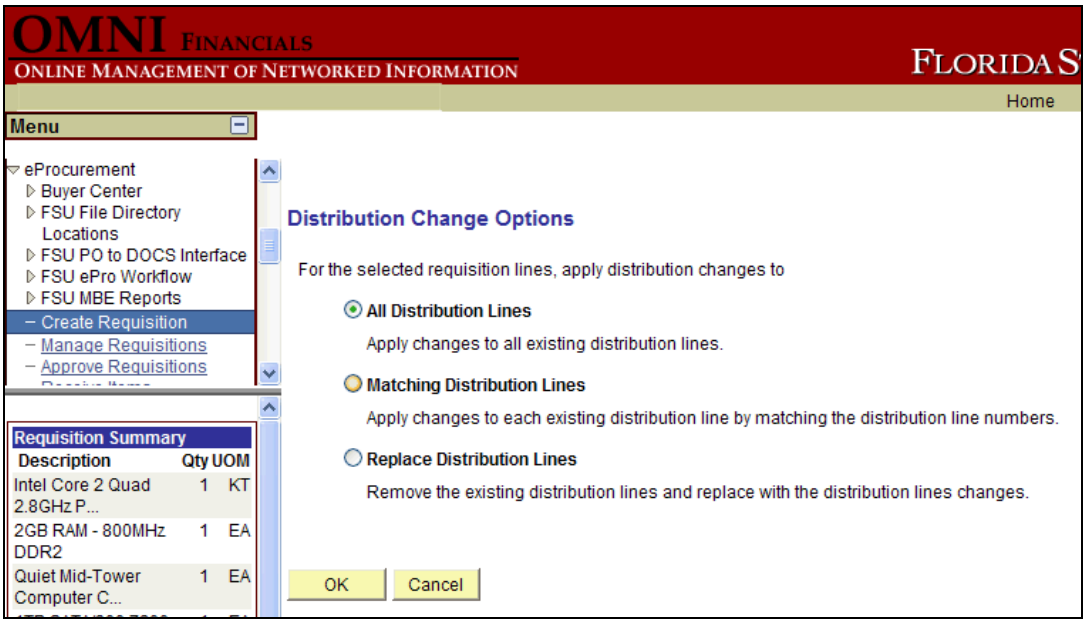
Step	Action
25.	Click the **3. Review and Submit** link. 3. Review and Submit



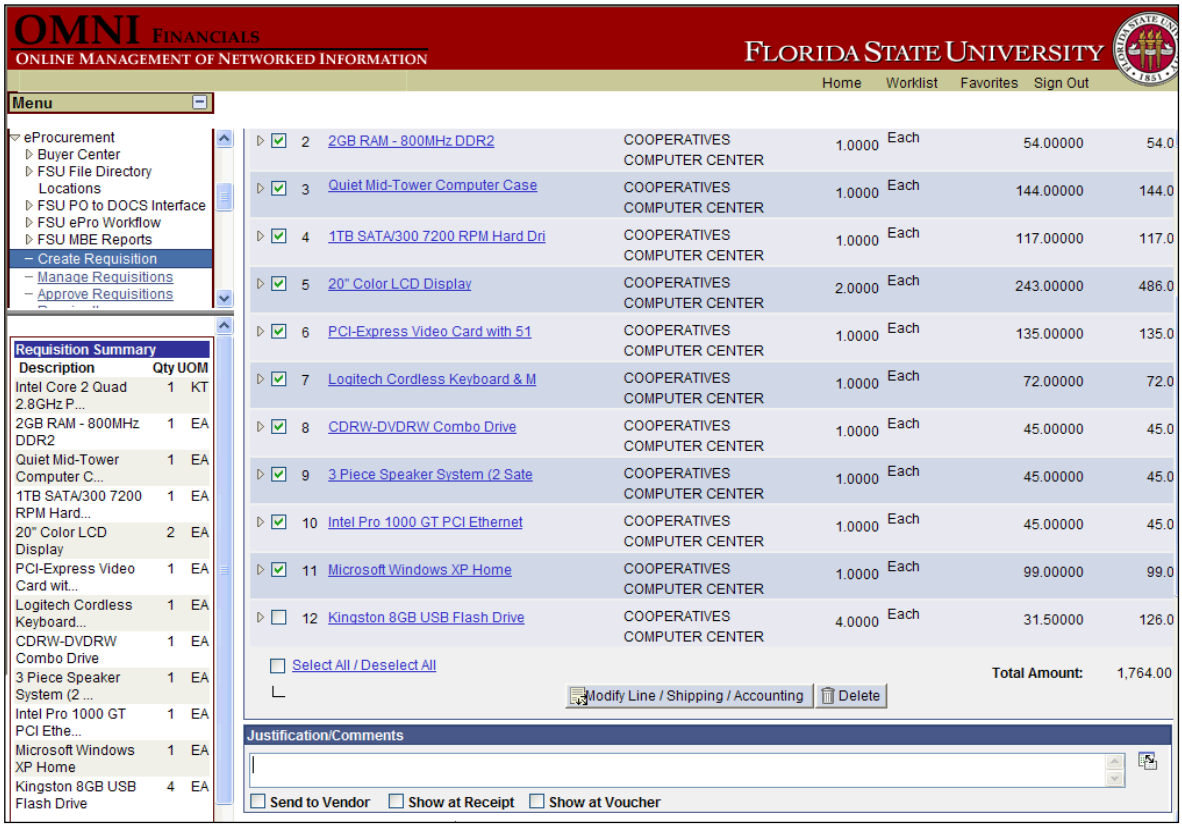
Step	Action
26.	Because the total cost of these items is over $1000, a property tag is required. To code this item correctly, identify the category code assigned by E-Market and update with the corresponding OCO code. Click the **Select All / Deselect All** link. Select All / Deselect All
27.	If an item is ***not*** a piece of the property, uncheck that line item so it is not included in the cost of the property tag.
28.	Click the **Modify Line / Shipping / Accounting** button. Modify Line / Shipping / Accounting



Step	Action
29.	Click the **Look up Category** button.
30.	Search for the category associated with the items you have ordered. Click in the **Description** field and type the first four of five letters of the item.
31.	Click the **Look Up** button. Look Up
32.	Select the appropriate category code for the items you have ordered labeled as "OCO."
33.	Click the **Apply** button. Apply



Step	Action
34.	Click the **Matching Distribution Lines** option. Matching Distribution Lines
35.	Click the **OK** button. OK



Step	Action
36.	Enter an explanation of how this order needs to be tagged in the **Justification Comments** box at the bottom of the page.
37.	Now that the item is coded correctly and descriptive comments have been added, click the **Save & submit** button. Save & submit

Step	Action
38.	Click the **Home** link to return to the main menu. Home
39.	**Congratulations!** You have completed this topic. **End of Procedure.**