

How to Add Line Items
eProcurement - Special Request - Goods Requisition
Updated March 2007

All requisitions must include a description, quantity, unit of measure (UOM), category (State of Texas Commodity Code), and vendor item id#. Additionally, UCLIN requisitions must also include the manufacturer id#.

Definitions:

- Vendor Item ID # - the unique number assigned by the vendor you will be ordering from
See topic “How to Add the Vendor Item ID to a Special Requests – Goods Requisition” for more information.
- Manufacturer ID # - the company that manufactures/makes the item being ordered

Pathway: eProcurement > Create Requisition > Find Items > Special Request > Special Request - Goods

Create Requisition

Settings → Find Items → Modify Shipping → Modify Accounting → Review and Submit

Search:

Catalog Favorites Templates Forms Web **Special Request**

Request Type	Description
Special Request - Goods	Order goods not available in item catalogs
Special Request - Services	Fixed Cost Services
Special Request - Services	Variable Cost Services
Special Request - Services	Time and Materials

Enter a meaningful, detailed **Description**.

Catalog Favorites Templates Forms Web **Special Request**

Special Request - Goods

*Description:

*Category:

Enter or select an appropriate Category Code.

*Category:

Enter the appropriate **Price** for the Unit of Measure being purchased (e.g., 24.50 per box). Do not enter the \$ sign. Note: If the requisition is being processed as a DEP requisition under the Small Order System (SOS) Policy and Procedures, you would enter the price quote you received from the vendor.

*Price: *Currency:

*Qty: *Unit of Measure:

Enter the **Quantity** to be purchased.

*Qty: *Unit of Measure:

Vendor ID:

If you did not already select a vendor on the Settings page, the vendor can be selected in the same manner on this page. For detailed instructions, see the topic “How to Select a Vendor”.

Vendor ID:

Mfg ID:

When creating a UCLIN requisition, enter the appropriate Mfg ID:

Mfg ID: WINTHROP-BREON

Enter or select a **Due Date** (this should be the date the merchandise needs to arrive)

Due Date:

*Currency:

Enter or select the appropriate **Unit of Measure**.

*Unit of Measure:

Optionally, **Additional Information**/comments may be entered. Select the “Send to Vendor” box if the information should be included on the purchase order and transmitted to the vendor.

Additional Information:

Send to Vendor

Click the **Add Item** button.

Send to Vendor

To add additional line items to this same requisition, repeat the steps listed above. Once all line items have been entered, click the **Review and Submit** hyperlink to continue the requisition creation process and add the vendor item ID.