

How to Add a Manufacturer ID for UCLIN ePro Special Requests – Goods Requisition May 2006

When creating a UCLIN Special Request – Goods requisition in ePro, the end-user must include the manufacturer for each line item of the requisition. The manufacturer must be entered in the Mfg ID field.

Pathway: eProcurement > Create Requisition > Settings (optional) > Find Items > Special Request - Goods

When entering the item description for UCLIN Special Request – Goods, the end-user must select the appropriate Mfg ID. Click the Mfg ID look-up magnifying glass to display a listing of available manufacturers:

Create Requisition

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

Search:

Catalog Favorites Templates Forms Web **Special Request**

Special Request - Goods

*Description: #4523-56, Bandages, 50/case

*Category: 475-09

Due Date: 04/24/2006

*Price: 25.00000

*Currency: USD

*Qty: 3.0000

*Unit of Measure: CS

Vendor ID: 0000003235 BAXTER HEALTHCARE CORPORATION

Mfg ID:

Additional Information:

Send to Vendor

Enter part of the manufacturer's name in the Description field and click the Look Up button:

Look Up Mfg ID

SetID: UCLIN

Manufacturer ID: begins with

Description: begins with baxter

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information

[View All](#) First 1-100 of 300 [Last](#)

Manufacturer ID	Description
3MCOR_3M	3M CORP 3M HEALTH CARE
ABBOT_DI	ABBOTT LAB DIAGNOSTICS

When the appropriate manufacturer is located, click the Mfg ID or Description:

Look Up Mfg ID

SetID: UCLIN

Manufacturer ID: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Manufacturer ID	Description
BAXTE_BA	BAXTER HLTHCARE HOSPITAL SPPLY
BAXTE_BI	BAXTER HLTHCAREBI SCIENCE

Note: if the manufacturer is not known, select the "UNIDENTIFIED MANUFACTURER" option.

Manufacturer ID	Description
UNIDE	UNIDENTIFIED MANUFACTURER

Click the Add Item button:

Create Requisition

[Settings](#) → [Find Items](#) → [Modify Shipping](#) → [Modify Accounting](#) → [Review and Submit](#)

Search:

[Catalog](#) [Favorites](#) [Templates](#) [Forms](#) [Web](#) **[Special Request](#)**

Special Request - Goods

*Description: #4523-56, Bandages, 50/case

*Category: **Due Date:**

*Price: ***Currency:**

*Qty: ***Unit of Measure:**

Vendor ID: BAXTER HEALTHCARE CORPORATION

Mfg ID: BAXTER HLTHCARE HOSPITAL SPPLY

Additional Information:

Send to Vendor

The Mfg ID must be selected for each line item on all UCLIN Special Request – Goods Requisition. After all line items have been entered, click the Review and Submit hyperlink.

Note: The Vendor Item ID must also be entered for each line item on the requisition. Click the Item Details icon to enter the Vendor Item ID information. Once all line items have been updated with the appropriate detail information, the requisition is ready to budget check and submit for approval.