

## How to Add a Vendor Item ID to an ePro Special Requests – Goods Requisition May 2006

When creating a Special Request – Goods requisition in ePro, the end-user must include the vendor’s catalog number for each line item of the requisition. The vendor’s catalog number must be entered in the Vendor Item ID field located on the Line Details page.

From the Requisition Review & Submit page, click the Line Details icon:

**Create Requisition**

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

Requisition Name: Vendor Item ID      \*Origin: DEP

\*Requester: klyates      Yates-Young, Kim      Priority: Medium

Requisition Summary							View All	First	1 of 1	Last
	Description	*Qty	Unit	Price	Total					
<input type="checkbox"/>	1 #4523-56, Bandages, 50/case	3.0000	Case	25.000	75.00					
<input type="checkbox"/> Select All / Deselect All					<b>Total Amount:</b>	75.00	USD			

Enter the vendor’s catalog number in the Vendor Item ID field and click the OK button:

Line: 1      #4523-56, Bandages, 50/case

**Item Details**

Amount: 75.00      USD

Category: 03065 BANDAGES,      [View Hierarchy](#)

Buyer:      [Buyer Information](#)

Vendor: 0000003235      BAXTER HEALTHCARE CORPORATION

Vendor Location: 01-BAXTER      BAXTER HEALTHCARE CORPORATION

Vendor's Catalog:     

Vendor Item ID: 4523-56

Manufacturer ID:     

Manufacturer's Item ID:      UPN ID:

Physical Nature: Goods

RFQ Required       Zero Price Indicator       Inspection Required

Device Tracking       Stockless Item

[Configuration Info](#)

Contract

Sourcing Controls

OK      Cancel

Note: This step needs to be repeated for each line item on the Special Request – Goods Requisition. After all Vendor Item ID’s have been entered, the requisition can be budget checked and submitted for approval.