# 9.2.38 eProcurement:
# Update Pricing on a Special Item Requisition
# Linked to a Supplier Contract.
# Quick Reference Guide

Use this guide to understand how to update pricing details on a Special Item requisition line linked to a Supplier Contract. As of the 9.2 upgrade, the price, category code (NIGP), unit of measure, Supplier ID and name fields are greyed out when a req line is linked to a Supplier Contract. There is not a delivered way to update the requisition lines in mass, the change must be made individually, one line at a time.

| Step | Description |
|------|-------------|
| 1. | Sign into PeopleSoft |
| 2. | Select the ePro Special Item Requisition using either of the following navigation options:<br>Use Home Page Tiles:  Click on the Procurement tile, then select eProcurement > Manage Requisition **OR**<br><br>Use NavBar:  Click NavBar icon , Click Navigator option, then Select eProcurement > Manage Requisition |
| 3. | a) Enter the search criteria for the special item req you would like to update<br>b) Select "Edit" under the [Select Action] drop down menu and click "Go"<br><br> |
| 4. | a) **Click on the req line item description to view the details:**<br><br> |

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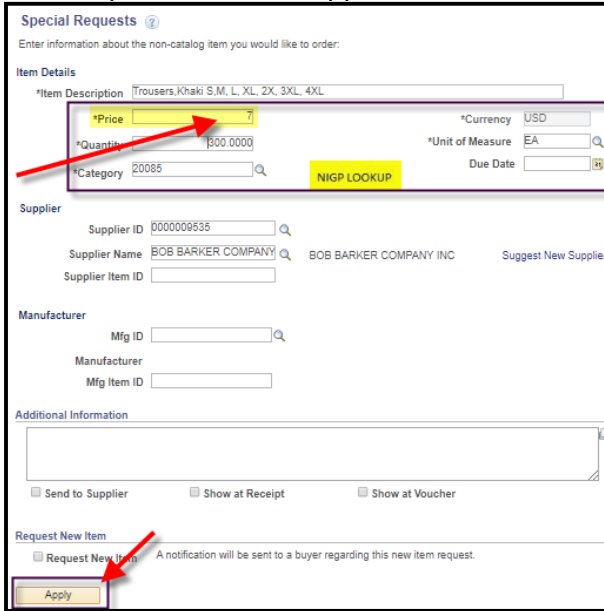|  |  |
|---|---|
|  | • Note that the price, category, unit of measure and supplier details are greyed out when you initially click on the req line-item description:<br><br>**Special Requests** ⑦<br>Enter information about the non-catalog item you would like to order:<br><br>**Item Details**<br>*Item Description: GOVSPEND License for the Audit Team<br>*Price: 859.6000    *Currency: USD<br>*Quantity: 1.0000    *Unit of Measure: EA<br>*Category: 20871    Due Date:<br>NIGP LOOKUP<br><br>**Supplier**<br>Supplier ID: 0000588378<br>Supplier Name: SMARTPROCURE INC   SMARTPROCURE INC    Suggest New Supplier<br>Supplier Item ID: |
| 5. | a) Go back to the Edit Requisition page and click on the line details icon:<br><br>**Requisition Lines** ⑦<br><br>| Line | Description | Item ID | Supplier | Quantity | UOM | Price | Total | Details | Comments |<br>|---|---|---|---|---|---|---|---|---|---|<br>| ▶ 1 | GOVSPEND License for the Audit | | SMARTPROCURE INC | 1.0000 | Each | 859.6000 | 859.60 | | Edit |<br><br>b) Unlink the contract id from the req line by clearing the value populated:<br><br>**Line Details**<br><br>Line Details ⑦<br><br>No Image    Line   1   Trousers,Khaki S,M, L, XL, 2X,<br><br>▶ Item Details ⑦<br>▼ Contract Information ⑦<br>    ☑ Use Contract if Available<br>    Contract ID:      <br>    Contract Details<br>    Version: 1<br>    Contract Line:<br>    Category Line:<br><br>▶ Supplier Information ⑦<br>▶ Manufacturer Information ⑦<br>☐ Source Controls ⑦<br><br>OK    Cancel<br><br>• Click OK |
| 6. | a) Click on the line-item description |

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b) Edit the price and other applicable details:



- Click Apply.

  *Note*: *If this is still a valid contract, you will need to relink it via the line details page demonstrated earlier. Simply re-select the correct contract Id and click* **OK**.



- Repeat steps 4-6 for each applicable line
- Proceed with other required edits and validations
- Save and Submit the requisition for approval.