


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.	<p>Select the ePro Special Item Requisition using either of the following navigation options: Use Home Page Tiles: Click on the Procurement tile, then select eProcurement > Manage Requisition OR Use NavBar: Click NavBar icon , Click Navigator option, then Select eProcurement > Manage Requisition</p>																																		
3.	<p>a) Enter the search criteria for the special item req you would like to update b) Select “Edit” under the [Select Action] drop down menu and click “Go”</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Manage Requisitions</p> <p>Requisition Search <input type="text"/> Keyword Search <input type="text"/></p> <p>▼ Search Requisitions</p> <p>To locate requisitions, edit the criteria below and click the Search button.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Business Unit <input type="text" value="40300"/></td> <td style="width: 25%;">Requisition Name <input type="text"/></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>Requisition ID <input type="text"/></td> <td>Request State <input type="text" value="All but Complete"/></td> <td>Budget Status <input type="text"/></td> <td></td> </tr> <tr> <td>Date From <input type="text" value="04/15/2022"/></td> <td>Date To <input type="text" value="04/22/2022"/></td> <td></td> <td></td> </tr> <tr> <td>Requester <input type="text" value="ROBEMAR"/></td> <td>Entered By <input type="text"/></td> <td>PO ID <input type="text"/></td> <td></td> </tr> </table> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Show Advanced Search</p> <hr/> <p>Requisitions ?</p> <p>To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Req ID</th> <th style="text-align: left;">Requisition Name</th> <th style="text-align: left;">BU</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Request State</th> <th style="text-align: left;">Budget</th> <th style="text-align: left;">Total</th> <th style="text-align: left;">[Select Action]</th> <th style="text-align: left;">Go</th> </tr> </thead> <tbody> <tr> <td>▶ 0000005165</td> <td>0000005165</td> <td>40300</td> <td>04/20/2022</td> <td>Approved</td> <td>Not Chk'd</td> <td>51.30 USD</td> <td> <ul style="list-style-type: none"> Approvals Cancel Check Budget Copy Edit View Cycle View Print [Select Action] </td> <td><input type="button" value="Go"/></td> </tr> </tbody> </table> <p>Create New Requisition Manage Receipts</p> </div>	Business Unit <input type="text" value="40300"/>	Requisition Name <input type="text"/>			Requisition ID <input type="text"/>	Request State <input type="text" value="All but Complete"/>	Budget Status <input type="text"/>		Date From <input type="text" value="04/15/2022"/>	Date To <input type="text" value="04/22/2022"/>			Requester <input type="text" value="ROBEMAR"/>	Entered By <input type="text"/>	PO ID <input type="text"/>		Req ID	Requisition Name	BU	Date	Request State	Budget	Total	[Select Action]	Go	▶ 0000005165	0000005165	40300	04/20/2022	Approved	Not Chk'd	51.30 USD	<ul style="list-style-type: none"> Approvals Cancel Check Budget Copy Edit View Cycle View Print [Select Action] 	<input type="button" value="Go"/>
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4.	<p>a) Click on the req line item description to view the details:</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Requisition Lines ?</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Line</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Item ID</th> <th style="text-align: left;">Supplier</th> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">UOM</th> <th style="text-align: left;">Price</th> <th style="text-align: left;">Total</th> <th style="text-align: left;">Details</th> <th style="text-align: left;">Comments</th> <th style="text-align: left;">Delete</th> </tr> </thead> <tbody> <tr> <td>▶ 1</td> <td>GOVSPEND License for the Audit</td> <td></td> <td>SMARTPROCURE INC</td> <td>1.0000</td> <td>Each</td> <td>859.6000</td> <td>859.60</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete	▶ 1	GOVSPEND License for the Audit		SMARTPROCURE INC	1.0000	Each	859.6000	859.60															
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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:

Special Requests ?

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

NIGP LOOKUP



Supplier

Supplier ID

Supplier Name SMARTPROCURE INC [Suggest New Supplier](#)

Supplier Item ID


5. a) Go back to the Edit Requisition page and click on the line details icon:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	GOVSPEND License for the Audit		SMARTPROCURE INC	1.0000	Each	859.6000	859.60		

- b) Unlink the contract id from the req line by clearing the value populated:

Line Details

Line Details ?

No Image Line 1  Trousers,Khaki S,M, L, XL, 2X,

Item Details ?

Contract Information ?

Use Contract if Available

Contract ID

Contract Details

Version

Contract Line

Category Line

Supplier Information ?

Manufacturer Information ?

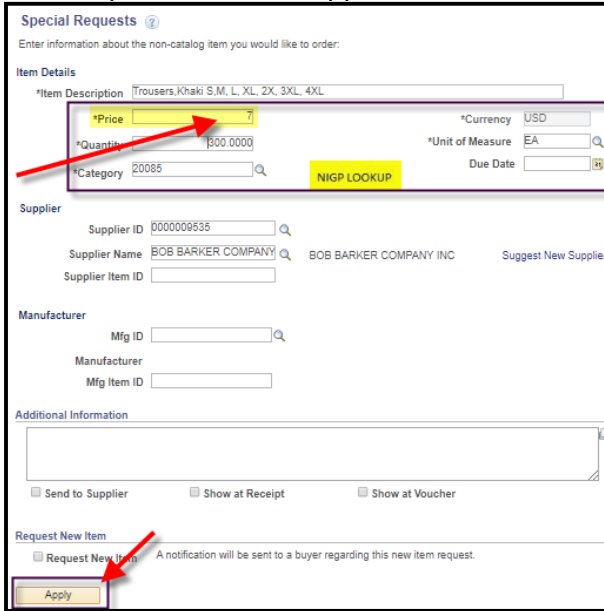
Source Controls ?

- Click OK

6. a) Click on the line-item description

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b) Edit the price and other applicable details:



Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description: Trousers,Khaki S,M, L, XL, 2X, 3XL, 4XL

*Price: 7 *Currency: USD

*Quantity: 300.0000 *Unit of Measure: EA

*Category: 20085 Due Date: []

Supplier

Supplier ID: 0000009635

Supplier Name: BOB BARKER COMPANY BOB BARKER COMPANY INC Suggest New Supplier

Supplier Item ID: []

Manufacturer

Mfg ID: []

Manufacturer: []

Mfg Item ID: []

Additional Information

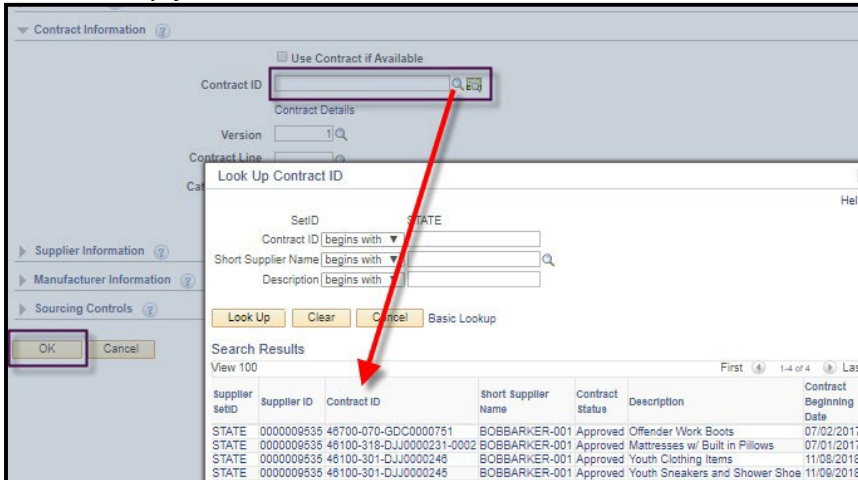
Send to Supplier Show at Receipt Show at Voucher

Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

- 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**.



Contract Information ?

Use Contract if Available

Contract ID: [] ?

Version: []

Contract Line: []

Look Up Contract ID

SetID: STATE

Contract ID | begins with []

Short Supplier Name | begins with []

Description | begins with []

Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Supplier setID	Supplier ID	Contract ID	Short Supplier Name	Contract Status	Description	Contract Beginning Date
STATE	0000009635	46700-070-GDC0000751	BOBBARKER-001	Approved	Offender Work Boots	07/02/2017
STATE	0000009635	46100-318-DJJ0000231-0002	BOBBARKER-001	Approved	Mattresses w/ Built in Pillows	07/01/2017
STATE	0000009635	46100-301-DJJ0000246	BOBBARKER-001	Approved	Youth Clothing Items	11/06/2018
STATE	0000009635	46100-301-DJJ0000245	BOBBARKER-001	Approved	Youth Sneakers and Shower Shoe	11/06/2018

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