


Amount Only PO

1. From **My Favorites**, click on **Requisition**.

2. On Create Requisition screen, click on **Express Item Entry**.

The screenshot displays the Oracle eProcurement interface. At the top, a navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A 'Favorites' dropdown menu is open, showing a list of items under 'My Favorites', with 'Requisition' highlighted and a red arrow pointing to it, labeled with a red '1'. Below this, the breadcrumb trail reads 'eProcurement > Requisition'. The main content area is titled 'Create Requisition' and features a search bar and a 'Request Options' dropdown. A grid of options is visible, including 'Express Item Entry' (Create an Express Requisition), 'Special Requests' (Create a non-catalog request), 'Templates' (Browse Company and Personal Templates), and 'ePro Services' (Request Services, Fixed Cost Service, Variable Cost Service, Time and Materials). A red arrow points to the 'Express Item Entry' option, labeled with a red '2'. The 'Recently Ordered' section lists items like 'SPECIAL SEATS' and 'LENOVO IBM THINK PAD'.

3. Click on  to expand **Description** line and type up to 254 characters. Click **Return**.

For Stores Use Only

Click here to expand


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Item ID	Supplier Item ID	Description	Quantity	UOM	Category	Price	Merchandise Amount	Supplier Name
1								

Add to Cart

Type up to 254 characters here, then click return.

Return

4. Fill out **Quantity**, **UOM**, **Category** and **Price**.
5. Use  to add/delete lines as needed.
6. Click **Add to Cart**. Item on cart will indicate number of lines.
7. Click on **Checkout**.

Oracle eProcurement Requisition interface showing the Express Item Entry screen. The interface includes a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area displays the 'Express Item Entry' table with columns for Item ID, Supplier Item ID, Description, Quantity, UOM, Category, Price, Merchandise Amount, and Supplier Name. A red box highlights the Quantity, UOM, Category, and Price columns, with a red arrow pointing to the text 'This will change to 2' above the table. A red arrow points to the '+' and '-' icons in the rightmost column of the table, with the number '5' next to it. A red arrow points to the 'Add to Cart' button, with the number '6' next to it. A message dialog box is open, displaying a question: 'Is there no charge for line 2 item? (18036,6097)'. The message text reads: 'You must set the zero price indicator to 'Yes' when the item price is zero. Press 'Yes' if this is a no charge item. The system will set this item's zero price indicator to 'Yes'. Press 'No' to go back to the previous page to change the price.' The dialog box has 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button, with the text 'Additional line item added with zero amount to complete description that exceeds 254 characters. When message comes up, click Yes.' next to it. The 'Checkout' button shows '7' lines.

Item ID	Supplier Item ID	Description	Quantity	UOM	Category	Price	Merchandise Amount	Supplier Name
1		LINDA RHOADES	1.0000	EA	10000000	4189251.	4189251.00	
2		SUB LEASE PAYMENTS:	1.0000	EA	10000000	0.0000		

8. Enter **Requisition Name** and choose level of **Priority**.
9. If you are using the same chartstring for multiple lines, click on **Select All/Deselect All**. (If not, click on line item and add chartstring individually).
10. Click on **Mass Change** .

Checkout - Review and Submit
Review the item information and submit the req for approval.

Requisition Summary

Business Unit: 05100 Vista Unified
 Requisition Name: LRRC/WAPA ERICKSON-HALL CONST
 Requester: 518490 Socorro Ugarte
 Priority: Medium
 *Currency: USD

Cart Summary: Total Amount 4,189,251.00 USD
 Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	LINDA RHOADES RECREATION CENTE			1.0000	Each	4189251.0000	4189251.00		Add	
2	SUB LEASE PAYMENTS: \$200,000			1.0000	Each	0.0000			Add	

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 4,189,251.00 USD

Shipping Summary
 Edit for All Lines

Requisition Comments
 Enter requisition comments

11. Enter **Supplier ID**, **Ship To Location**, **Due Date** and **Attention**. Ship to Location for services will be provided on training. No need to fill **Buyer**, **Supplier Location** and **Category**.
12. Enter **Location**, **Percent** and **Chartstring**. If using more than one (1) chartstring, indicate % to be charged to each account. Click on **+** **-** to add or delete lines as needed.
13. Click **OK**. On **Distribution Change Options**, click **OK**.

The screenshot shows the Oracle eProcurement 'Checkout - Review and Submit' page. A dialog box titled 'Edit Lines/Shipping/Accounting for Selected Lines' is open, allowing for modifications to requisition lines. The dialog is divided into three sections: Line Information, Shipping Information, and Accounting Lines.

Line Information: Contains fields for Supplier ID (111235), Supplier Location (MAIN), Buyer, and Category.

Shipping Information: Contains fields for Ship To Location (000000624), Address (Add One Time Address), Due Date (12/29/2015), and Attention (Mr. Cons).

Accounting Lines: A table with columns: Location, Percent, Fund, Resource, Goal, Function, Object, Site. A red box highlights the first row of data.

Red annotations are present: '11' points to the Ship To Location field; '12' points to the Location field in the Accounting Lines table; '13' points to the OK button at the bottom of the dialog.

Line	Description	Item ID	Supplier	Quantity	UOM
1	LINDA RHOADES RECREATION CENTE			1.0000	Each
2	SUB LEASE PAYMENTS: \$200,000			1.0000	Each

Location	Percent	Fund	Resource	Goal	Function	Object	Site
1 0000000760	100.0000	0100	9010158	0000	8500	620020E	760

14. On [Checkout - Review and Submit](#) page, click on [Details](#).

15. On [Line Details](#), click on [Amount Only](#). In the bottom of the page, click [OK](#). Message shows up, click [Yes](#). Note that the quantity field gets recessed (quantity set to 1 for amount only PO).

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)





Requisition Summary

Business Unit: 05100 Vista Unified
Requester: 518490 Socorro Ugarte
*Currency: USD
Requisition Name: LRRCVAPA ERICKSON-HALL CONST
Priority: Medium

Cart Summary: Total Amount 4,189,251.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	LINDA RHOADES RECREATION CENTE		ERICKSON-HALL CONST CO	1.0000	Each	4189251.000	4189251.00		Add	
2	SUB LEASE PAYMENTS: \$200,000		ERICKSON-HALL CONST CO	1.0000	Each				Add	

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Line Details

Line Details

Line 1 LINDA RHOADES RECREATION CENTE Line Status Pending

Item Details

Merchandise Amount 4189251.00 USD

Item ID

Category 10000000

Original Substituted Item Description

Physical Nature Goods

Buyer

Buyer Information

Configuration Info

Contract Information

Use Contract If Available

Contract ID

Contract Details

Version

Contract Line

Category Line

Amount Only

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16. Type **Requisition Comments** and **Approval Justification**.

Double check amount. **When submitted, the system does not allow price change on the requisition.**

Click **Save and Submit**.

Requisition Comments

Enter requisition comments

Enter Contract # and any information that you would like to send to Purchasing/Supplier.

Send to Supplier

Show at Receipt

Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Enter notes and justifications that you would like to send to approvers.

Check Budget

Pre-Check Budget

Save & submit

Save for Later

Add More Items

Preview Approvals

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17. On [Confirmation Page](#), system assigns [Requisition ID](#). [Budget Status: Not checked](#). Screen shows workflow.
18. Click on [Check Budget](#). [Budget status](#) would change to **Valid**.
19. Pre-encumbrance will show under total amount.

Confirmation

Your requisition has been submitted.

Requested For	Socorro Ugarte	Number of Lines	2
Requisition Name	LRRC/VAPA ERICKSON-HALL CONST	Total Amount	4,189,251.00 USD
Requisition ID	0000000161	Approval Justification	Enter notes and justifications that you would like to send to approvers.
Business Unit	05100		
Status	Pending		
Priority	Medium		
Budget Status	Not Checked		

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Pre-encumbrance will show here.

This will change to Valid after budget check (#18).

View printable version | Edit This Requisition | Check Budget | Pre-Check Budget

Function Approval

▼ LRRC/VAPA ERICKSON-HALL CONST: Pending

Function Approval

Pending

Alice Asias
Requisition Approval Function

Resource Approval

▼ LRRC/VAPA ERICKSON-HALL CONST: Awaiting Further Approvals

Resource Approval

Not Routed

Ana Machado
Requisition Approval Resource