

Work Instructions for using the Specials Requests with Split Chart Function in eProcurement

All purchase requisitions can be entered using the ePro system. If the vendor that you are trying to place a requisition with is not listed on the Create Requisition Screen as a direct connect supplier the order can be placed using the Special Requisition feature.

*For specialty items that are not available through the supplier direct connect catalogs you can also use the Special Request feature

Navigate to eProcurement>Requisition and follow all instructions to the following point.

Dist	Percent	Location	GL Unit	Fund	Dept	Program	Mycode	PC Bus Unit	Project	Activity
1		SK30210	SYRUN							

OK Cancel

Scroll Right to see the entire Accounting defaults screen

Mycode	PC Bus Unit	Project	Activity	Source Type	Bud Ref	Work Order	Budget Class
1							

Information entered in this screen applies to all requisitions lines unless changed at the line level at a later point in time.

Default Values:

Dist = Distribution line number defaults from the software, not available for editing

Percent = This is the percentage of the requisition that will be distributed to the chartstring that follows

Location = This value defaults to the requestor's physical location. Note if you are ordering product for another area other than your own, and the product is going to be delivered to Materials Distribution then update this field value to the area that you are ordering for

GL Unit = Default of SYRUN do not change

Fund = Determined by which Fund will be charged

Dept. = Enter the department number to be charged

Program = Enter the program number to be charged

MyCode = Optional per department, enter appropriate MyCode

PC Bus Unit = Only if a project chartstring is going to be charged enter SYRUN in this field, otherwise leave blank.

Project = Enter project number if applicable

Activity = Enter activity number if applicable

Source Type = This field is no longer used in requisitions and cannot be edited.

Bud Ref = Enter Bud Ref number if applicable

Work Order = Enter if applicable

Budget Class = Leave blank

Details Tab = There are no changes required on this tab leave as default

Asset Information Tab = There are no changes required on this tab leave as default

If multiple chartstrings will be charged for this requisition, select the "+" at the end of the first chartstring. A dialog box will appear asking you how many rows you would like to add. Enter the number of distribution lines that you would like to add and select OK (enter), see example below

syr.edu needs some information

Script Prompt:
Enter number of rows to add:

Name: Test Requisition for Training
Requisition ID: 0000097374
Priority: Medium

Default Options

Default: If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override: If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Supplier: M213323001
Supplier Location: 000001
Buyer:

Category:
Unit of Measure: EA

Shipping Defaults

Ship To: SW16100
Due Date: 11/15/2016
Attention: Joe Carfi

Distribution Defaults

SpeedChart:

Accounting Defaults Personalize | Find | First 1-2 of 2 Last

Chartfields1	Details	Asset Information							
Mycode	PC Bus Unit	Project	Activity	Source Type	Bud Ref	Work Order	Budget Class		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requisition Settings

Business Unit Syracuse University Requisition Name
 Requester Yandon, Melissa M Priority
 *Currency

Default Options ?

- Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
- Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults ?

Supplier Category
 Supplier Location Unit of Measure
 Buyer

Shipping Defaults

Ship To
 Due Date Attention

Distribution Defaults

SpeedChart

Accounting Defaults Personalize | Find | First 1-2 of 2 Last

Chartfields1 Details Asset Information

Dist	Percent	Location	GL Unit	Fund	Dept	Program	Mycode	PC Bus Unit	Project	Activity
1	75.0000	SW18100	SYRUN	11	31007	00001				
2	25.0000	SW18100	SYRUN	11	31012	00001				

The new distribution lines will appear and should be completed using the same method as identified above. Note: The total Percent of all distribution lines must equal 100%.

Select OK, you will be returned to the main screen. Proceed with main entry instructions

From the main screen you will select Special Requests from the left hand menu.

Create Requisition ?

Welcome Caramella,Cynthia

[Home](#)

[My Preferences](#)

[Requisition Settings](#)

[0 Lines](#)

[Checkout](#)

Request Options

Search

Web

Search








Advanced Search

Web

- WB MASON
- Grainger
- B + H Photo
- Fisher Scientific
- VWR International
- More...

[Special Requests](#)

Web ?

Merchant	Description
 WB MASON	Office Supplies
 Grainger	
 B + H Photo	Choose to DISPLAY the nonsecure items.
 Fisher Scientific	Fisher Scientific
 VWR International	VWR International
 GovConnection	Toners, computer peripherals and accessories
 Dell	Choose to DISPLAY the nonsecure items.