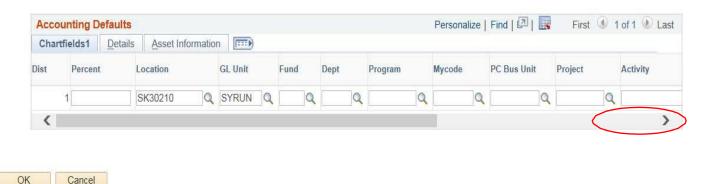
Work Instructions for using the Specials Requests with Split Chart Function in eProcurement

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.



Scroll Right to see the entire Accounting defaults screen



Information entered in this screen applies to <u>all requisitions lines</u> 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

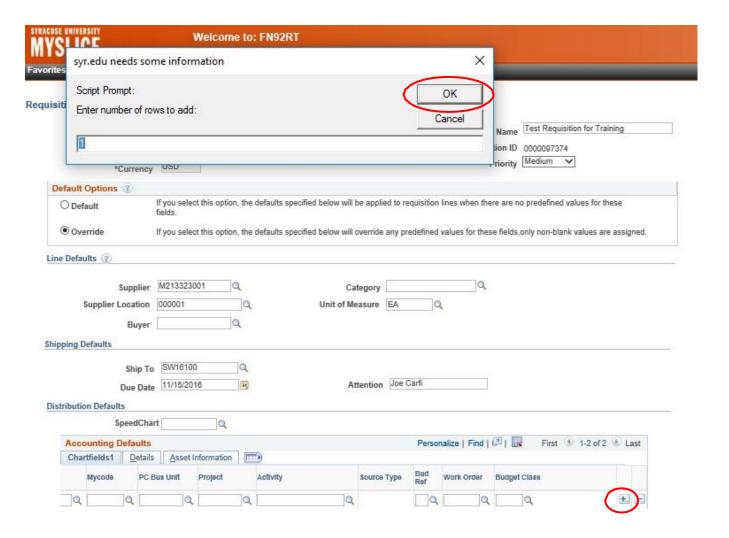
Work Order = Enter if applicable

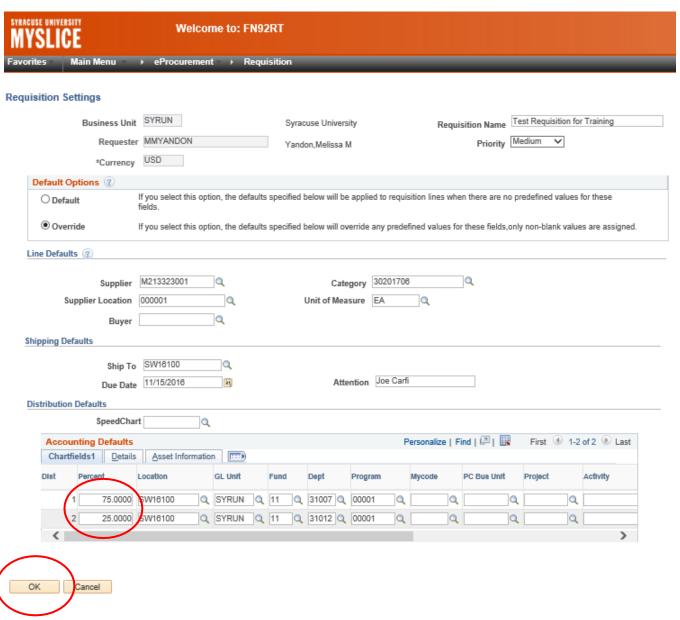
Budget Class = Leave blank

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





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.

