

How to Establish Amount Only Vs. Quantity Receiving on a Requisition

The purpose of this document is to provide requisition preparers visual instructions on how to change a non-CPS or blanket type of requisition's attributes so that the order may be received by amount rather than quantity.

Important Note: these instructions will only work when the quantity of 1 is used (e.g. 1 LOT, 1 EA). If the quantity is greater than one, EFS will override the quantity to always be "1" instead, which will result in incorrect pricing on the PO. If you need to change a line that has a quantity greater than one (e.g. 2 EA, 10 Boxes), the procurement specialist must change it on the PO: it cannot be changed on the requisition.

Navigate to eProcurement>Requisition. Enter the description, price, quantity, and other required information for each line. Once all lines have been entered, click <Checkout>.

On the checkout page, click the line details icon.

Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit: UMN01 University of Minnesota
*Requester: KBERNING Kristen Berning
Requisition Name:
*Currency: USD
Priority: Medium

Cart Summary: Total Amount 10.00 USD
Expand lines to review shipping and accounting details

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Test for Amount and Quantity			1.0000	Each	10.0000	10.00		Add	

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

Total Amount 10.00 USD

The **Line Details** subpage will appear. Click the *Amount Only* checkbox. Then, scroll to the bottom of the page and click <OK>.

Line Details

No Image Line 1 Test for Amount and Quantity Line Status Pending

Item Details

Merchandise Amount 10.00 USD

Item ID

Category W0130000

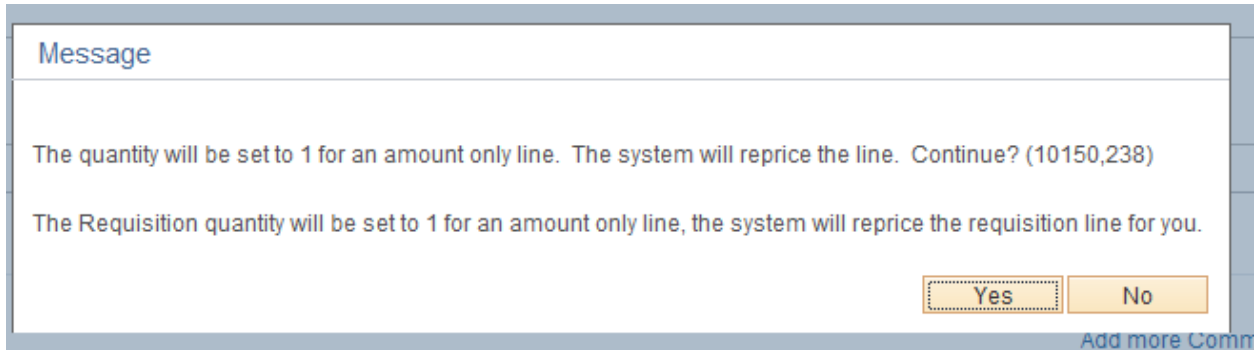
Physical Nature Goods

Buyer ANDER059

Buyer Information
Configuration Info

RFQ Required
 Device Tracking
 Zero Price Indicator
 Amount Only
 Inspection Required

A popup message will appear. Click <Yes>.



The line will change to now display the *Quantity* column as being unchangeable, and it will always be "1."

