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.

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