

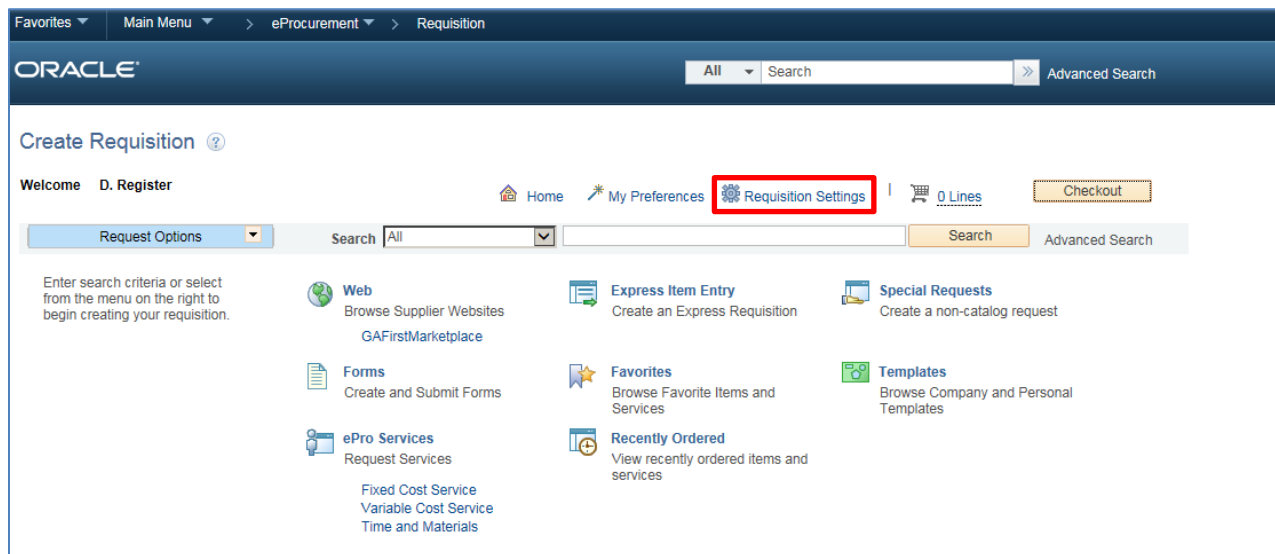
# eProcurement Requisition Settings

The Requisition Settings page allows users to define requisition information, including default values for requisition lines. Users can access the Requisition Settings page prior to creating a requisition or they can access the page (to update values) after a requisition has been created.

## 1. Using Requisition Settings prior to creating a requisition:

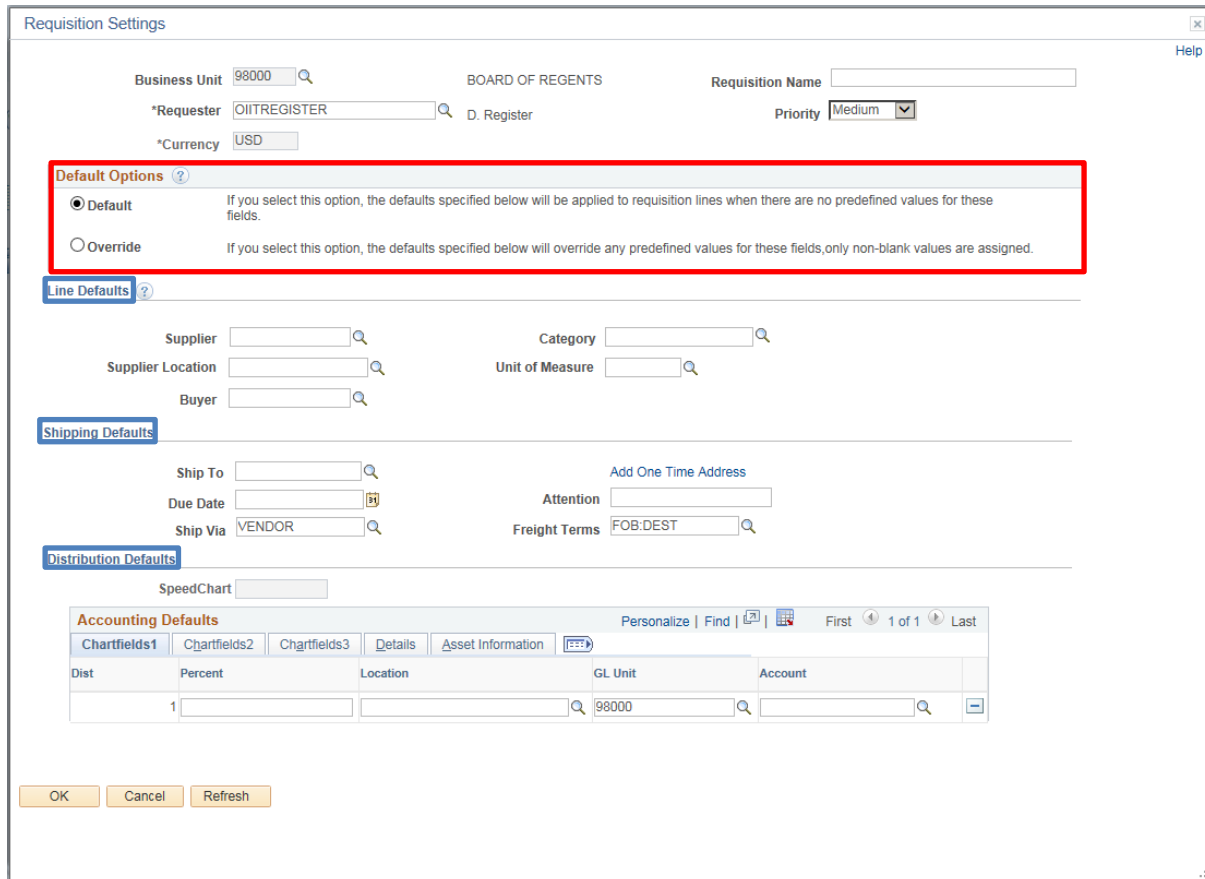
Users should choose this option when they want to specify default values that will be predefined on all lines added to that requisition. Entering predefined values via the Requisition Settings page eliminates the need to enter the information for each line and reduces the chance of information being entered incorrectly on a line.

Select the Requisition Settings link found on the Create Requisitions page prior to selecting the Special Requests or GAFirstMarketplace link.



Predefined values entered in Requisition Settings may be overwritten on a particular line, if necessary. If the majority of requisition lines share a particular value, that value may be entered in Requisition Settings and still be changed on any lines which require a different setting.

Users may specify default information at the requisition header level (Requester and Requisition Name) and may also enter Line Defaults, Shipping Defaults, and Distribution Defaults. These defaults will then be applied to the entire requisition at the line, shipment, or distribution levels.



Requisition Settings

Business Unit: 98000 BOARD OF REGENTS Requisition Name: [ ]

\*Requester: OITREGISTER D. Register Priority: Medium

\*Currency: USD

**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: [ ] Add One Time Address

Due Date: [ ] Attention: [ ]

Ship Via: VENDOR Freight Terms: FOB:DEST

**Distribution Defaults**

SpeedChart: [ ]

**Accounting Defaults**

Personalize | Find | First 1 of 1 Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information
Dist	Percent	Location	GL Unit	Account
1	[ ]	[ ]	98000	[ ]

OK Cancel Refresh

How these default values are applied to the requisition depends on the chosen Default Option.

- Default:** This option will apply the defaults specified on the Requisition Settings page only when there are no other values predefined at a higher level for the fields. If values for a particular field are predefined in the Requester Setup or specified elsewhere, the values entered in Requisition Settings will not be populated.
- Override:** This option will allow the defaults specified on the Requisition Settings page to override any predefined values and be populated on the requisition. Only defaults specified on the Requisition Settings page can override predefined values; if a field is left blank on the Requisition Settings page, it will not clear out predefined values, leaving a blank value in the field. The original value will remain.

**2. Using Requisition Setting page to update fields after a Requisition is created:**

Users choose this option to update fields on existing lines in which values were not previously entered and to specify default values that will be predefined on new lines to be added.

Select the Requisition Settings link after entering some or all lines of a requisition.

**NOTE:** Some fields will not be available to update on GAFirstMarketplace requisitions.

If default values are specified on the Requisition Settings page after lines have been added to the requisition, the default values will only be applied to the earlier lines where those fields are blank. Existing values on previously-added lines cannot be overridden using either of the Default Options.