



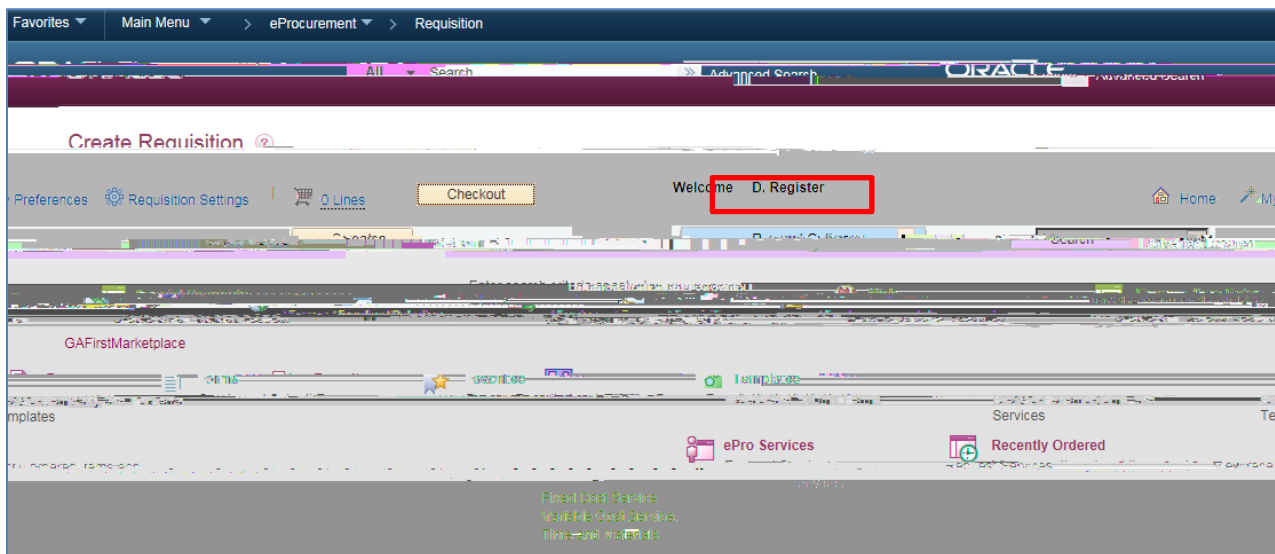
eProcurement Requisition Settings

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.



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.