

QUICK REFERENCE GUIDE

Updates to ePro Requisitions and Creating and Awarding Events in Strategic Sourcing

November 23, 2015

Updates to ePro Requisitions and Creating and Awarding Events in Strategic Sourcing

Several updates have been made related to creating ePro requisitions, and creating and awarding events in Strategic Sourcing. The updates include the following:

1. Requisitions with a blank *Document Type* (no document type value selected) require a valid inventory *Item ID* on each line.
2. Only requisitions with *Document Type* of “OMR” (Open Market Requisition) are allowed when copying requisition lines into events.
3. Events created by copying OMR requisition line(s) can only be awarded as Purchase Orders.

See below for more detailed information related to each of the updated areas.

Update 1: Requisitions with Blank Document Type Require Valid Inventory Item on each Line

Requisitions with a blank *Document Type* (no value selected in the *Document Type* field) are only intended for inventory transactions.

- An update has been made to require a valid *Inventory ID* on all requisition lines for requisitions where the *Document Type* field is left blank.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: G0201 Administration Department Origin: 446 Commissioners: **Doc Type (Buyer Only):** [dropdown]

*Requester: FIFER02 Erik Fernstrom Suggested Vendors *Currency: USD

Requisition Name: Agency Reference Priority: Medium

[Approval Exception](#)

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	TST_LN_1		10.0000	EACH	100.00000	1,000.00

Consolidate with other Reqs Override Suggested Vendor

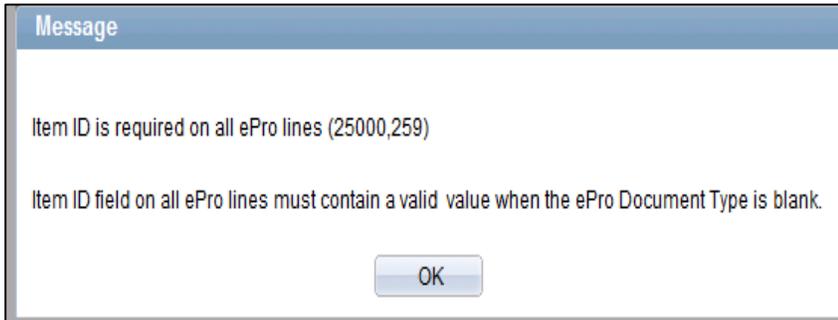
Shipping Line: 1 Due Date: Quantity: 10.0000 Price: 100.00000

Status: Active *Ship To: G020030000 [Modify Onetime Address](#)

Attention To: Erik Fernstrom [Add Shipto Comments](#)

*Distribute By: Qty SpeedChart:

- If a valid inventory *Item ID* is not found on all requisition lines and the *Document Type* field is blank, the following error message displays:



You can resolve the error message by either:

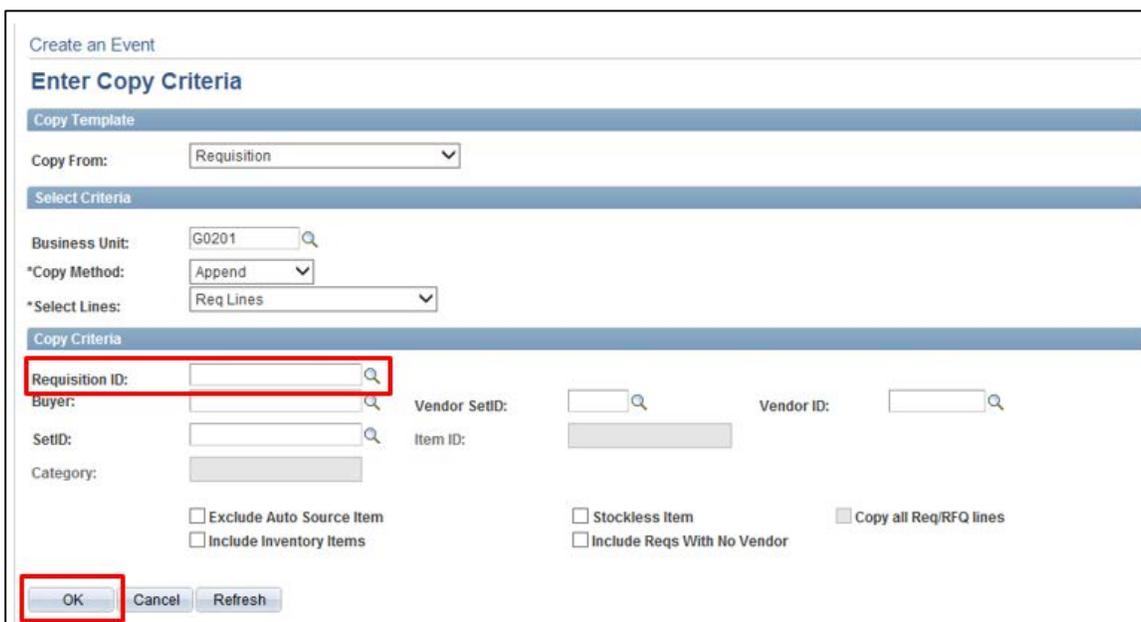
- Entering a valid inventory *Item ID* on all requisition lines.
- Selecting a valid *Document Type* for the requisition.

Update 2: Only Requisitions with an OMR Document Type are Allowed when Copying Requisition Lines into Events

Only requisition lines with the requisition *Document Type* “OMR” are allowed when copying lines into an event. An update has been made to prevent requisition lines from being copied if the requisition *Document Type* is not “OMR”.

The update is reflected in the requisition search on the *Enter Copy Criteria* page.

- If you search by *Requisition ID*, only requisitions with the *Document Type* “OMR” are available.
- If you click on the **OK** button without selecting an individual requisition, the search results will only include requisition lines with an “OMR” *Document Type*.



Update 3: Events Created by Copying OMR Requisition Line(s) can only be Awarded as Purchase Orders

Events that are created by copying OMR requisition line(s) should only be awarded as Purchase Orders. An update has been made to prevent all other Award Types for events that contain at least one line that is based on an OMR requisition.

Award Details New Window

Award Details [Award Summary](#) [Review Constraints](#) Hold From Further Processing

Business Unit: Origin: Event ID: Round: Version: Event Name: Responses Received: 0
 G0201 446 2000004118 1 1 TST
 Event Format: Event Type: Currency: End Date: Status: Go To:
 Buy Rfx USD 11/19/2015 2:30PM CST Pending Award

Show Award Details to Bidders

Display bids Display all bids Display bid scores Display bid's total bid price Display factors

Award Details First 1 of 1 Last

Bidder Name: BOR SON CONST CO Bidder Type: Vendor Buyer: FIFER02
 Award Type: Purchase Order Award Currency: Event USD Terms:
 PO Business Unit: Origin: Billing Location: T790001000

Award Number: 1 Total Award: 28.0000

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1			TST		EA	1.0000	9.0000	9.0000		
2			TST1		EA	1.0000	19.0000	19.0000		

Post Award