

QUICK REFERENCE GUIDE

Using Line Items Defaults (Sourcing)

June 1, 2011; Revised Dec. 12, 2011

Using Line Item Defaults When Creating an Event

To speed the process of adding Line/Schedule (Details) information to lines within the event, buyers may want to use the Item Line Default link. This is especially useful if you have to create multiple lines for an event. This process is done on an event-by-event basis.

1. **Navigate** to Sourcing, Create Events, Event Details
2. Add the required information to create a new event
3. Click the **Add** button
4. Enter header information on the Event Summary page
5. Click on the **Item Line Defaults** link in Event Details page (Step 2: Configure Line Items)
6. Enter the information you want to show up on the event line items in the fields provided in the **Line/Sched. Defaults** section
7. Click the **OK** button to save the information
8. Click the **Line Items** link to add lines and their related information to the event
9. Click **Advanced Definition** tab
10. Click **Details** link
11. Verify that fields you added information to in the Item Line Defaults section have been transferred to the appropriate fields. Check several lines to ensure that all information was defaulted as requested.
12. Click **Return to Event Overview** link
13. Continue with event creation process and post the event.

Financial Management System

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Favorites | Main Menu > Sourcing > Maintain Events > Event Workbench

Modify an Event

Event Line Defaults

Business Unit: G0201 Event ID: 2000000229 Round: 1 Version: 1 Event Format: Sell Event Type: Auction

Line/Sched Defaults

Default Options:

Due Date:

Ship To Location:

Ship Via:

Alternate Units of Measure:

Ship From Location:

Freight Terms:

Line Bid Factor Defaults

Bid Factor Defaults Option:

Override Start Price Weight

Ignore Setup Default Rules

Append To on Copy From Event

Start Price Weighting Default:

Bid Factors

Seq Nbr	*Bid Factor	Question	Type	Display Bid Factor?	Response Required	Weighting
1	<input type="text"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="0.00000"/> <input type="button" value="+"/> <input type="button" value="-"/>

[Add Bid Factors by Group](#)

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