



Correcting Sourcing Errors in the Sourcing Workbench

Navigation:

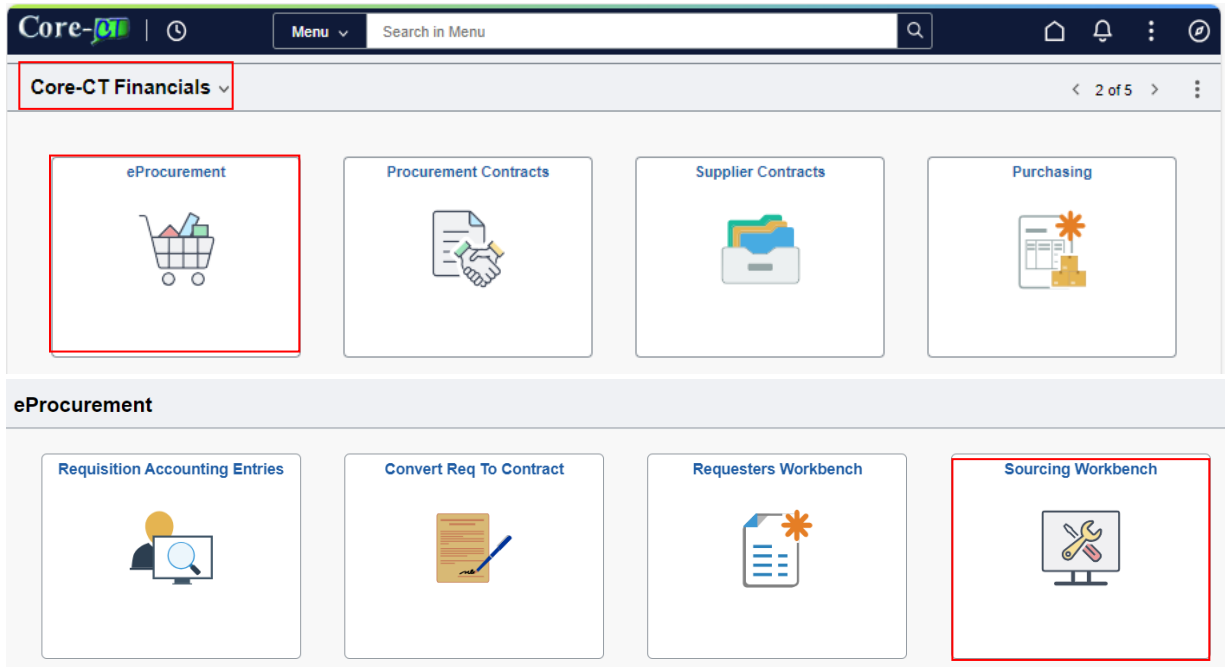


Nav Bar

Nav Bar > Menu > Core-CT Financials > Purchasing > Purchase Orders > Stage/Source Requests > Sourcing Workbench

Or

- Select **Core-CT Financials**
- Click **eProcurement** Tile
- Click **Sourcing Workbench** Tile



Enter the Business Unit, and then select the Stage Status "Error" and
Click the Search button

Sourcing Workbench

Sourcing

Search Criteria




Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	MHAM1	PO Stage Type	<input type="text"/>
Requisition ID	<input type="text"/>	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	Error
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Search

Select the line and click on the Line Details Icon



Search Results

Sel	Instance		*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	4791		Error	MHAM1	MHA-Young Barbara	0000010008	MAIN	Item	Fuse	0000038245	UNASSIGNED
<input type="checkbox"/>	4791		Error	MHAM1	MHA-Young Barbara	Supplier		Item	FINEPRO0149 - LINE 2 NO SUPPLI	0000038277	UNASSIGNED
<input type="checkbox"/>	4791		Error	MHAM1	MHA-Young Barbara	0000010009		Item	LINE 2	0000038285	UNASSIGNED
<input type="checkbox"/>	4791		Error	MHAM1	MHA-Young Barbara	0000010009		Item	LINE 1	0000038285	UNASSIGNED
<input type="checkbox"/>	4791		Error	MHAM1	MHA-Young Barbara	0000010009		Item	LINE 1	0000038284	UNASSIGNED

Select All UnSelect All

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Core-CT Financials > eProcurement
Updated as of: November 20, 2024

Sourcing Workbench
Sourcing Details

[Return to Sourcing Page](#)

Process Instance	4791	Item ID	Item
Business Unit	MHAM1		Fuse
Line	1	PO Stg Type	Requisition
Schedule	1	PO Stage ID	0000038245

Expand All Collapse All

▼ Staging Information

*Stage Status	Error	PO Process	AutoSelect
Staged Supplier	0000010008 GRAING0280-001	System Source	eProcure
Supp Loc	MAIN	Sourcing Method	Basic
<input type="checkbox"/> Let POCalc Override Supplier?		Pricing Information	Schedule Details
PO ID	24COREQTEST1 UNASSIGNED		

Message Contract pricing was not used because contract maximums would be exceeded.

> Source Transaction Information
> Requested Price

Save Notify Refresh

[Related Links](#)

Read the Error Message to understand the cause of the error. The most common errors are shown below:

If you receive the error message that reads:

Message: No vendor was found for order by description item. Either (1) Purge and enter a vendor on the transaction or (2) Recycle and navigate to Items > Define Controls > Item Categories, and enter a vendor for this item's category. PO Calculate will look for a vendor set up at the category for items ordered by description and, if found, will create the PO using this vendor.

You will need to take the following action:

1. Go to the Sourcing Workbench and change the requisition status from Error to Error Recycle
2. Enter the Supplier ID and select the magnifying glass to choose the supplier
3. Click Save

Once the supplier has been added to the Requisition, the requisition will source to a PO as expected.

If you receive the error message that reads:

Message:

Contract pricing was not used because contract maximums would be exceeded.

You will need to take the following action:

1. Go to the Sourcing Workbench and change the requisition status from Error to Reset Req and Purge (As long as your requisition is in error in the sourcing workbench, the *Contract Specialist* will not be able to access the contract to add the required funds).
2. Click Save
3. Immediately contact the agency that created the contract associated with the requisition to have them add additional funds. (DAS or a specific Agency Contract Division)

If the contracting agency does not get the funds on the contract prior to the next sourcing batch process (10 am, 12pm, 2pm, and overnight), the requisition will go into error again and you will have to follow the above steps again. Once the funds have been added to the contract, the requisition will source to a PO as expected without any changes to the requisition.

For all other Error messages: Change the Status from Error to Reset Req, and then Purge it.

Click Save

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Process Instance	4791	Item ID	Item
Business Unit	MHAM1		LINE 1
Line	1	PO Stg Type	Requisition
Schedule	1	PO Stage ID	0000038284

[Expand All](#) [Collapse All](#)

▼ **Staging Information**

*Stage Status	Error	PO Process	AutoSelect
Staged Supplier	0000010009 SUBURB3422-001 Eligible Suppliers	System Source	eProcure
Supp Loc	PUNCHOUT Supplier Details	Sourcing Method	Basic
<input type="checkbox"/> Let POCalc Override Supplier?		Pricing Information	Schedule Details
PO ID	18PSX0032AC		
	UNASSIGNED		

Message Either no supplier was found for this item (no supplier, or supplier_invoice table), or the given/found supplier/location is inactive.

> [Source Transaction Information](#)
> [Requested Price](#)

[Save](#) [Notify](#) [Refresh](#) [Related Links](#)

Return to Manage Requisition to edit the requisition.

Navigation:



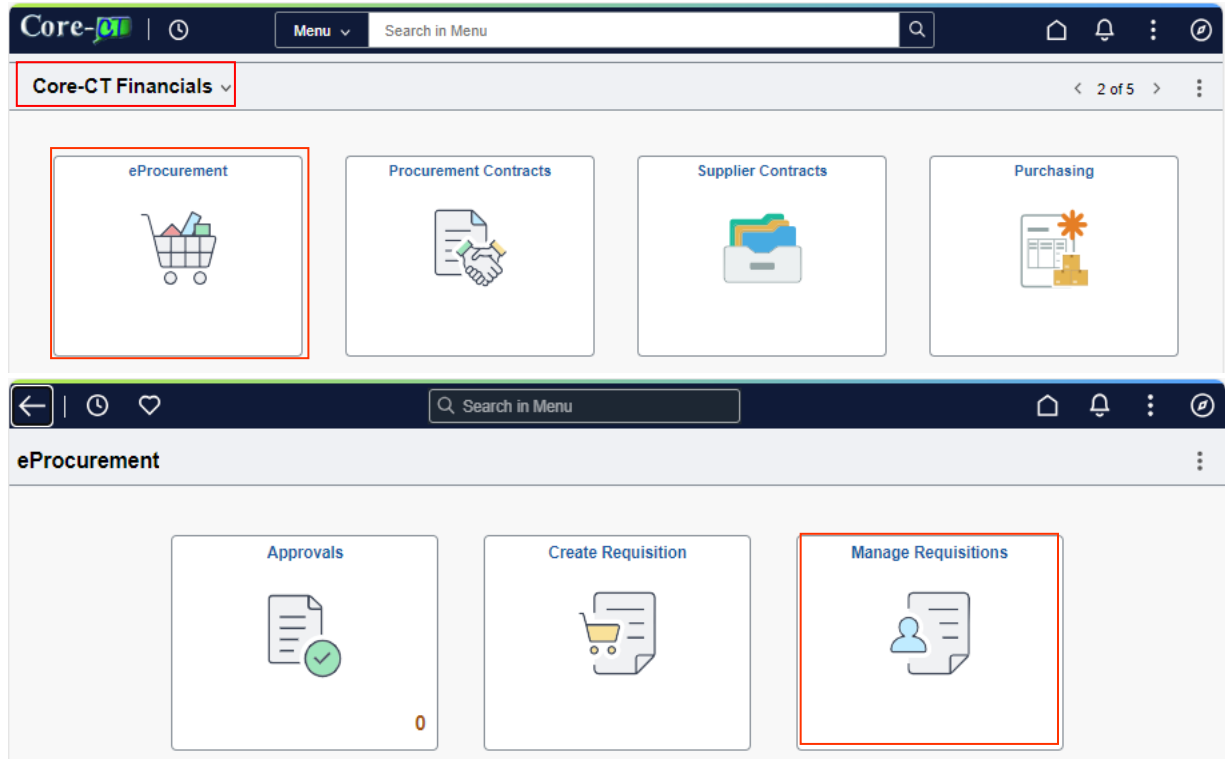
Nav Bar

Nav Bar > Menu > Core-CT Financials > eProcurement > Manage Requisition

Or

- Select **Core-CT Financials**
- Click **eProcurement Tile**
- Click **Manage Requisition**

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Make the necessary corrections and Save and Submit to reinitiate the approval workflow process.