



Using the Mass Change Link

The Mass Change link can be used on the *Checkout – Submit* page to update/change multiple line/shipping/accounting values at the same time. On this example, we are using the State Catalog.

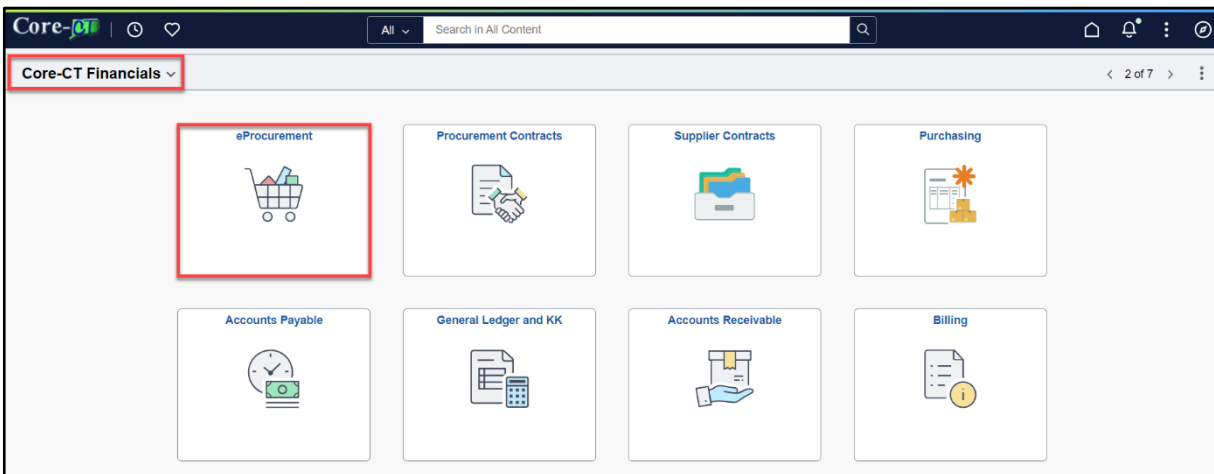
Navigation:

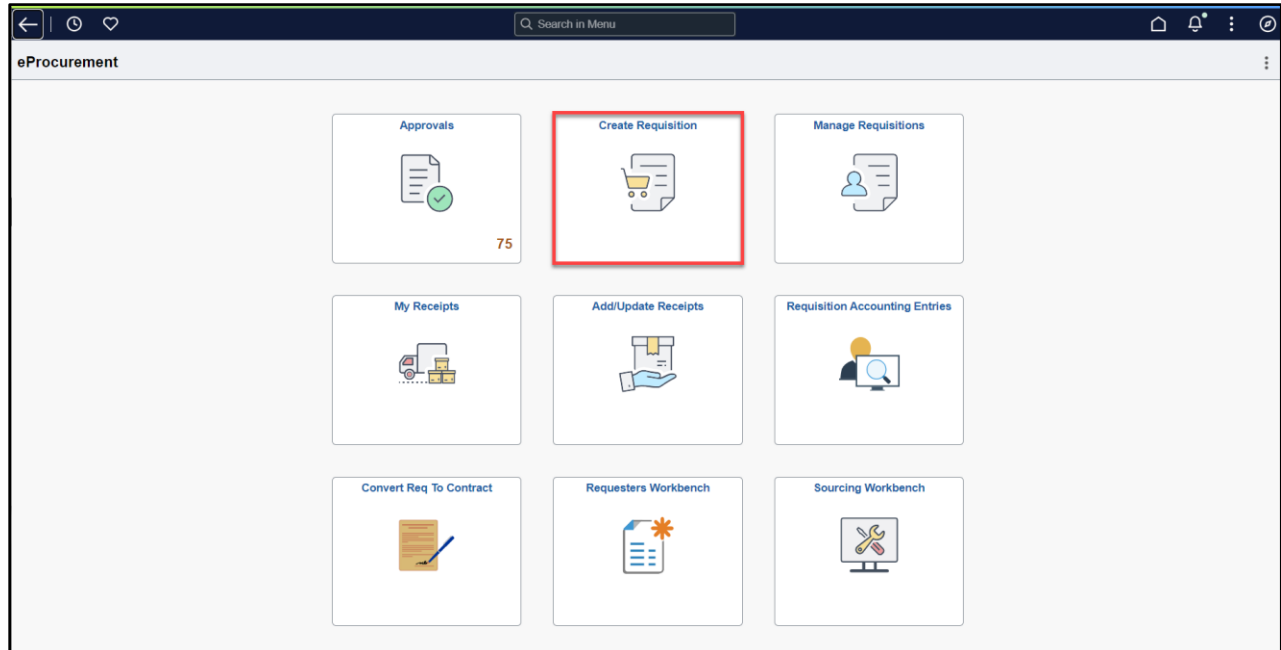


Nav Bar > Menu > Core-CT Financials > eProcurement > Create Requisition

OR

- Select **Core-CT Financials**
- Click **eProcurement** tile
- Click **Create Requisition** tile





Procedure:

1. **Business Unit** (BU defaults based on security; however, for users with multiple BU access, the correct BU must be *selected*)
2. Enter **Requisition Name**.
3. Enter the **Buyer**.
4. Add Chartfield information if needed, into the **Distribution Defaults**
5. Click **Done**.



Requisition Defaults

Header Defaults

Business Unit: DASM1
Requester: 085741
DAS-
Priority: Medium
Currency: USD

Requisition Name:
Use Procurement Card: No
Card Number:
Expiration Date:
Requisition Type: Requisition
Obligation Amount:

Line Defaults

Supplier ID:
Supplier Location:
Buyer:
Category:
Unit of Measure:

Shipping Defaults

Ship To: 0640000558
Add One Time Address
Due Date:
Attention:

Distribution Defaults

SpeedChart:

Chartfields1 | Chartfields2 | Chartfields3 | Details | Asset Information | Show All

Distribution Line	Percent	Location	GL Unit	Account	Fund	Dept	SID
1	100	ACORE	STATE			DAS23920	

6. Click the **Catalog** link

Create Requisition

Requisition Defaults

Catalog

- Web Suppliers
- Special Requests
- Fixed Cost Service
- Time and Materials
- Variable Cost Service
- Templates
- Favorites



7. Enter a description in the **Description Field**
8. Click **Search**

The screenshot shows the "Advanced Search" window. At the top right, there are "Clear" and "Search" buttons. Below them is a "Search Name" input field with a magnifying glass icon and a "Search Tips" link. A "Save Search Criteria" link is also present. The "Advanced Item Search" section is titled and contains a list of search fields. The "Description" field is selected with a dropdown menu set to "Contains Any" and the text "Pads" entered in the input box. Other fields include Manufacturer, Manufacturer ID, Supplier, Supplier ID, Item ID, UPN ID (set to "Equals"), Category ID, Supplier Item ID, Manufacturer Item ID, and Category, all with "Contains Any" dropdowns and empty input boxes.

Field	Operator	Value
*Search Contains	All	of the following search fields entered.
Description	Contains Any	Pads
Manufacturer	Contains Any	
Manufacturer ID	Contains Any	
Supplier	Contains Any	
Supplier ID	Contains Any	
Item ID	Contains Any	
UPN ID	Equals	
Category ID	Contains Any	
Supplier Item ID	Contains Any	
Manufacturer Item ID	Contains Any	
Category	Contains Any	



9. Select the desired supplier from the supplier filter; then, select each item to be added.

← | 🔄 | ❤️ | 🔍 Search in Menu | 🏠 | ⋮ | 🌐

Create Requisition | Requisition Defaults | 🛒 0 | Checkout

ePro Home

C & C JANITORIAL SUPPLIES INC

Items 1 through 181 of 181

Sort By Description

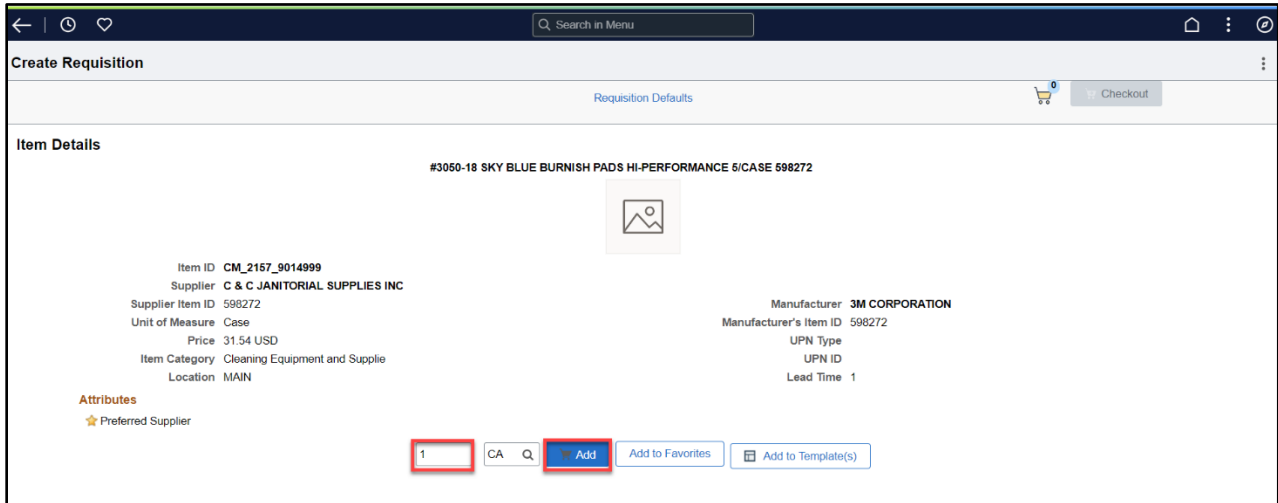
Item ID	Description	Price	Supplier	Manufacturer	Mfg Item ID	Action
CM_2157_9014999	#3050-18 SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598272	\$31.54	C & C JANITORIAL SUPPLIES INC	3M CORPORATION	598272	Add to Cart
CM_2157_9014997	#3050-19 SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598259	\$29.28	C & C JANITORIAL SUPPLIES INC	3M CORPORATION	598259	Add to Cart
CM_2157_9014996	#3050-20 INCH SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598258	\$32.00	C & C JANITORIAL SUPPLIES INC	3M CORPORATION	598258	Add to Cart
CM_2157_9015000	#3050-21 INCH SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598296	\$36.19	C & C JANITORIAL SUPPLIES INC	3M CORPORATION	598296	Add to Cart
CM_2157_9015001	#3050-24 INCH SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598302	\$50.61	C & C JANITORIAL SUPPLIES INC	3M CORPORATION	598302	Add to Cart
CM_2157_9014995	#3050-27 INCH SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598241	\$71.14	C & C JANITORIAL SUPPLIES INC	3M CORPORATION	598241	Add to Cart
CM_2157_9014940	#5000-12 AUTOSCRUBBER PAD 5/CASE 180446	\$15.05	C & C JANITORIAL SUPPLIES INC	3M CORPORATION	180446	Add to Cart
CM_2157_9014941	#5000-13 AUTOSCRUBBER PAD 5/CASE 180460	\$15.22	C & C JANITORIAL SUPPLIES INC	3M CORPORATION	180460	Add to Cart
CM_2157_9014942	#5000-14 AUTOSCRUBBER PAD 5/CASE 180477	\$17.02	C & C JANITORIAL SUPPLIES INC	3M CORPORATION	180477	Add to Cart

Supplier Name

- C & C JANITORIAL SUPPLIES INC (181)
- PARTS AUTHORITY LLC (28)
- SUBURBAN STATIONERS INC (10)
- W B MASON COMPANY INC (7)
- GENUINE PARTS COMPANY (2)
- GRAINGER INDUSTRIAL SUPPLY (2)

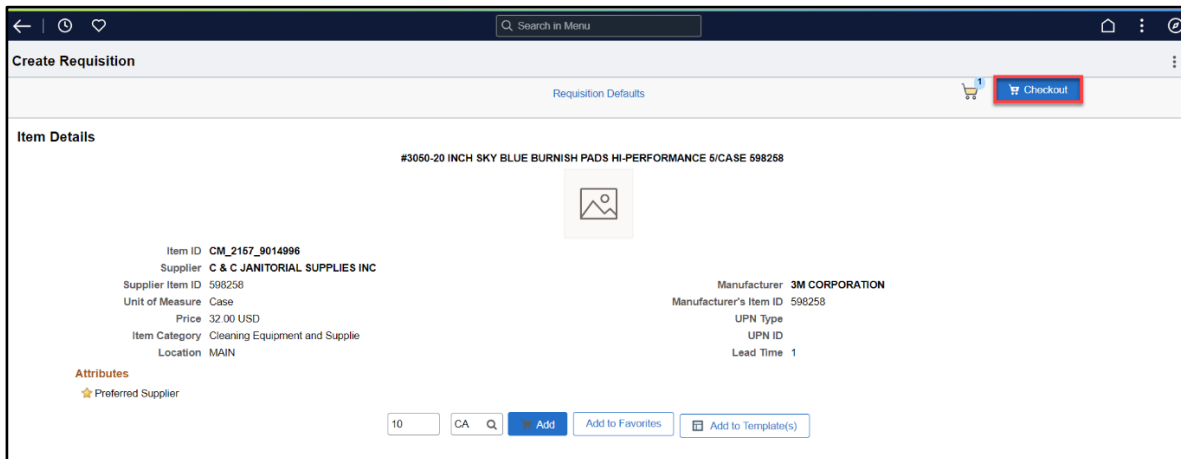


10. Enter the Quantity of each selected item in the **Quantity** field
11. Click the **Add to Cart** button



Note: Do this process for all line items you wish to place on your requisition.

12. Click the **Checkout** Button.





13. The Checkout page shows the Requisition Summary, Justification comments, and Requisition Lines Overview sections display. Review all details, including Schedules and Distributions.

The screenshot shows the 'Create Requisition' page. At the top right, there are buttons for 'Continue Shopping', 'Save', and 'Submit'. Below these, the 'Requisition Defaults' section shows 'Order Total 635.40 USD'. The 'Requisition Summary' section includes fields for Business Unit (DASM1 Dept of Administrative Svcs), Requisition Name (Enter a Requisition name), Requester (DAS-), Currency (USD), Priority (Medium), Requisition Type (Requisition), and Dispatch Method (Print). The 'Justification Comments' section is empty. The 'Requisition Lines Overview' section shows two lines:

Line	Item	Quantity	Unit of Measure	Price	Currency	Total
Line 1	#3050-18 SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598272	10	CA	31.54	USD	315.40 USD
Line 2	#3050-20 INCH SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598258	10	CA	32.00	USD	320.00 USD

Order Total 635.40 USD

14. For this example, let's say you need to change the Program Code. **Select** the Checkbox next to each line that needs to be updated.

The screenshot shows the 'Requisition Lines Overview' section with checkboxes selected for both lines. The 'Select All' checkbox is also checked.

Line	Item	Quantity	Unit of Measure	Price	Currency	Total
<input checked="" type="checkbox"/>	Line 1 Catalog Item #3050-18 SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598272	10	CA	31.54	USD	315.40 USD
<input checked="" type="checkbox"/>	Line 2 Catalog Item #3050-20 INCH SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598258	10	CA	32.00	USD	320.00 USD

Order Total 635.40 USD

15. Click the **Actions** dropdown



16. Select Mass Change

Create Requisition

Requisition Defaults

Continue Shopping Save Submit

Order Total 635.40 USD

Requisition Summary

Business Unit DASM1 Dept of Administrative Svcs
Requisition Name Enter a Requisition name
Requester DAS-
Currency USD
Priority Medium
Requisition Type Requisition
Dispatch Method Print
Obligation Amount

Justification Comments

Requisition Lines Overview

Select All Actions Mass Change

Line	Item	Quantity	Unit of Measure	Price	Currency	Total
Line 1	Catalog Item #3050-18 SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598272 Item ID CM_2157_9014999 Supplier C & C JANITORIAL SUPPLIES INC	10	CA	31.54	USD	315.40 USD
Line 2	Catalog Item #3050-20 INCH SKY BLUE BURNISH PADS HI-PERFORMANCE 5/CASE 598258 Item ID CM_2157_9014996 Supplier C & C JANITORIAL SUPPLIES INC	10	CA	32.00	USD	320.00 USD

Order Total 635.40 USD

17. Click the **Load Values from Defaults** button to view the values from the Requisition Defaults page, and replace the values you need changed



Cancel **Mass Change** Done

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID Buyer
Supplier Location Category

Shipping Information

Ship To Due Date
[Add One Time Address](#) Attention
Comments Ship Via Freight Terms

Distribution Information

*Apply Distribution Changes

Please enter GL Business Unit before selecting other chartfield values

1 row

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information	Show All
Distribution Line	Percent	Location	GL Unit	Account	
1	100.0000	ACORE	STATE		+ -

[Load Values From Defaults](#)

18. Enter a new Program code number in the **Program** field and click **Done**.



Cancel Done

Mass Change

▼ **Line Information**

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID Buyer
Supplier Location Category

▼ **Shipping Information**

Ship To Due Date
[Add One Time Address](#) Attention
Comments Ship Via Freight Terms

▼ **Distribution Information**

*Apply Distribution Changes

Please enter GL Business Unit before selecting other chartfield values

Chartfields1 **Chartfields2** Chartfields3 Details Asset Information Show All 1 row

Fund Code	Dept	SID	Program	Bud Ref
<input type="text" value="11000"/>	<input type="text" value="DAS23920"/>	<input type="text" value="10020"/>	<input type="text" value="14000"/>	<input type="text"/>

[Load Values From Defaults](#)

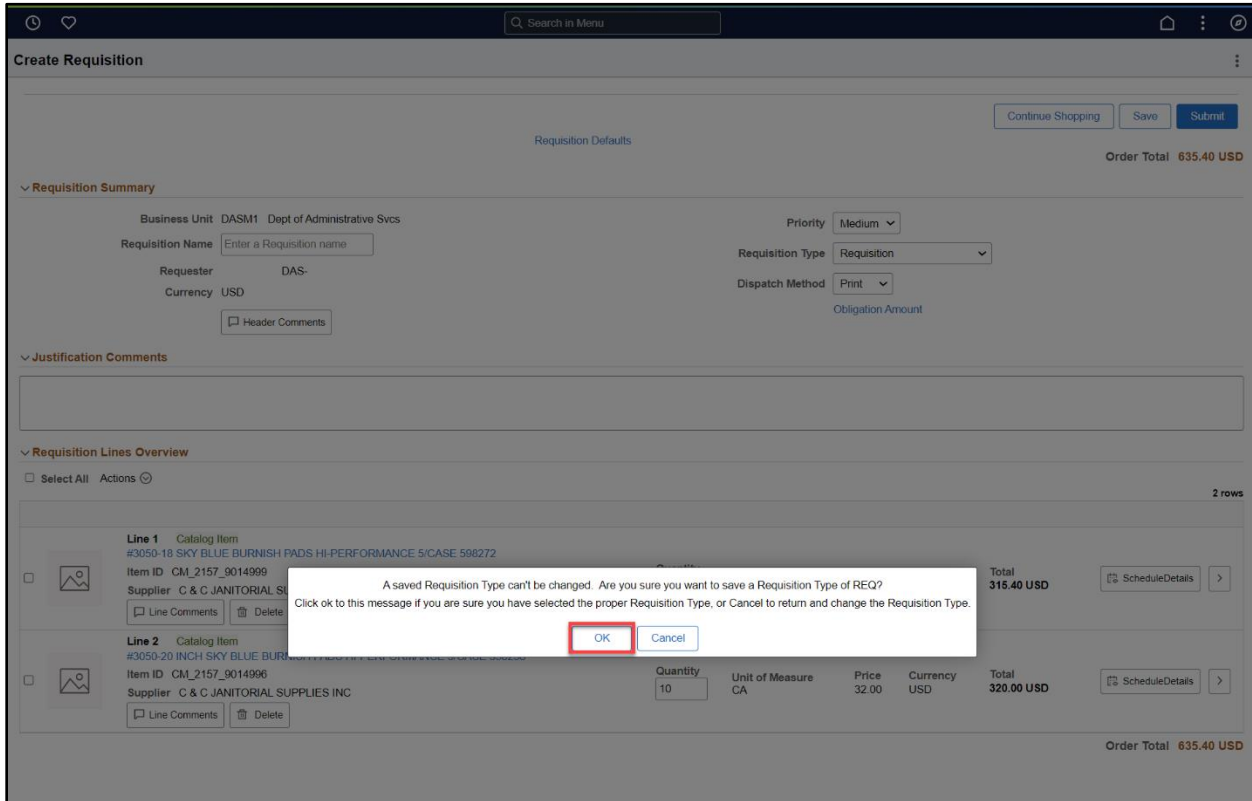
19. A message displays asking if you want the changes to be retrofitted/ applied onto the lines that have not been souced to PO. Click **OK**.

Retrofit field changes to the selected existing requisition lines/schedules not already sourced to POs.



20. Select **Submit** to save the requisition and begin the Approval Workflow process.

A message will display reminding you the Req Type cannot be changed once the req is saved, click Yes



21. The Approval Workflow Confirmation page is displayed. The system assigns a Requisition ID on the Confirmation page. The requisition will be routed through the normal ePro requisition approval process.

22. Click **OK**



The screenshot shows a web browser window with the title "Checkout Confirmation". The page content is as follows:

- Requisition Details**
 - Business Unit: DASM1
 - Requisition ID: 000008926
 - Requisition Name: 000008926
 - Last Modified Date: 09/19/2024 12:16:38PM
 - Status: Pending Approval
 - View Approval Chain (button)
 - Total Lines: 2
 - Total Amount: 635.40 USD
 - Budget Checked Status: Not Checked
 - Print Preview (button)
- Next Steps**
 - Edit this Requisition (Modify this requisition)
 - My Requisitions (Go to existing requisitions)
 - Create Requisition (Create another requisition)

The **Mass Change** functionality can also be applied from the **Manage Requisitions** tile by selecting the **Edit** action and following steps 12-22 above.