



























17. Flag all of the requisition lines as "Amount Only" as shown below.

- a. This is important: without this step, your PO encumbrance will not be correct after your PO is expended.
- b. Select the icon in the "Details" column for the line:

| Line | Description                    | Item ID | Supplier                   | Quantity | UOM  | Price    | Total  | Details | Comments | Delete |
|------|--------------------------------|---------|----------------------------|----------|------|----------|--------|---------|----------|--------|
| 1    | Annual Reserved Space for Vehi |         | Parking and Transportation | 1.0000   | Each | 750.0000 | 750.00 |         | Add      |        |

- c. On the "Line Details" page, select the checkbox for "Amount Only."

Line Details

Line Details

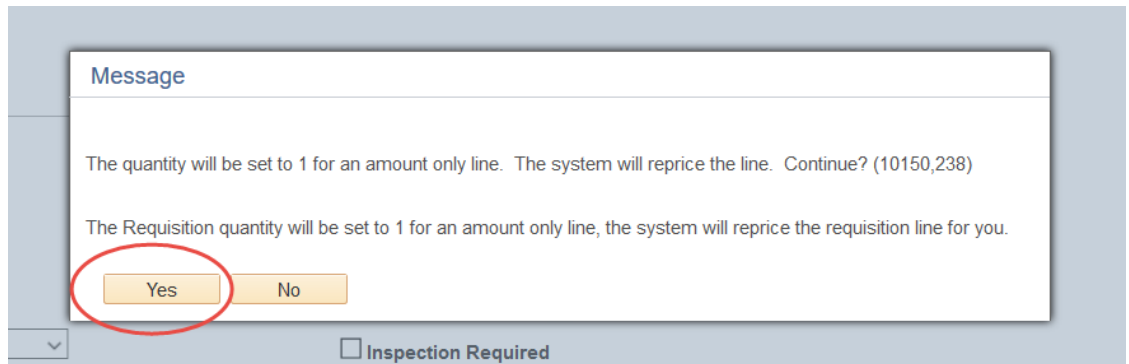
No Image    Line    1    Annual Reserved Space for Vehi    Line Status    Open

Item Details

|  |                 |   |
|--|-----------------|---|
| <b>Merchandise Amount</b>                    | 750.00 USD      | <input type="checkbox"/> RFQ Required           |
| <b>Item ID</b>                               |                 | <input type="checkbox"/> Device Tracking        |
| <b>Category</b>                              | AUX_PARK0000001 | <input type="checkbox"/> Zero Price Indicator   |
| <b>Original Substituted Item Description</b> |                 | <input type="checkbox"/> Stockless Item         |
| <b>Physical Nature</b>                       | Services        | <input checked="" type="checkbox"/> Amount Only |
| <b>Buyer</b>                                 | CRAYNE          | <input type="checkbox"/> Inspection Required    |

[Buyer Information](#)  
[Configuration Info](#)

- d. Scroll to the bottom of the page and select "OK."
- e. A message will pop up indicating that your quantity will be set to 1; this is ok. Select "Yes."



- f. Repeat for all lines.



18. Review your requisition.

19. When reviewed and ready to submit for approval:



20. The standard approval workflow will be initiated. Once the requisition is fully approved, it will become a purchase order and will be dispatched to the vendor when the applicable system processes run throughout the day.