

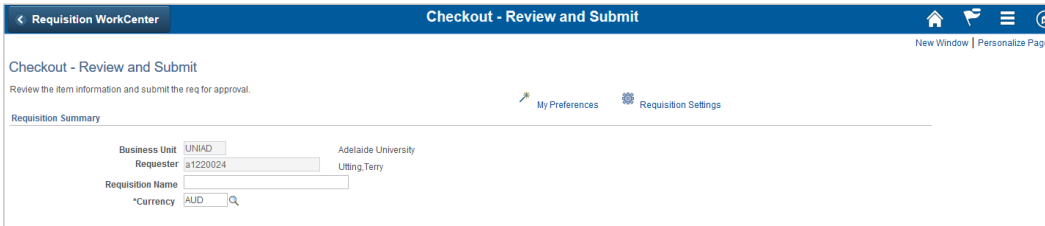
# eProcurement – Changing the Department ID and Project Code

## Introduction

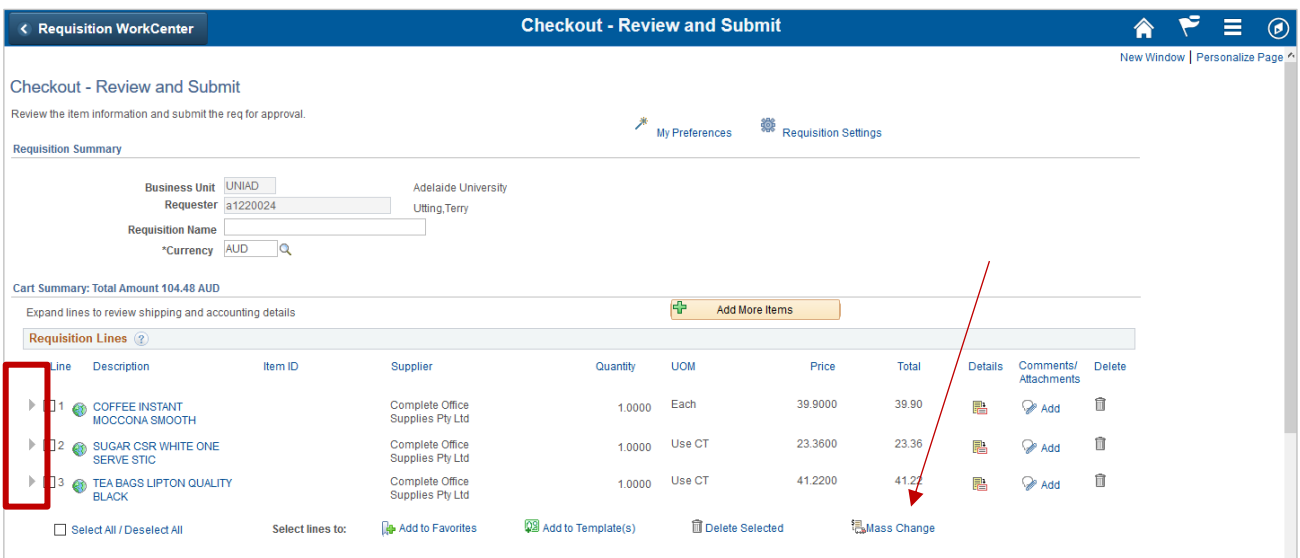
When you create a Requisition or edit one (prior to a purchase order being created), you can change the Department ID and Project Code from the Checkout - Review and Submit page. Your Department ID and Project Code will default to the one you provided on your access form. If you are ordering a goods or services that are to be charged to a different department or project to your default ones, follow the instructions below. You can change the ID or code for the Requisition as a whole (all Requisition lines) or for individual Requisition lines.

## Procedure

1. Proceed to the Checkout - Review and Submit page



2. Click on the **arrow** ► next to the item line you want to change the Department ID or Project Code for  
If you have multiple lines and want to change them all, click **Select All** and click **Mass Change**



Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments/ Attachments	Delete
1	COFFEE INSTANT MOCCONA SMOOTH		Complete Office Supplies Pty Ltd	1,000.00	Each	39.9000	39.90		Add	Delete
2	SUGAR CSR WHITE ONE SERVE STIC		Complete Office Supplies Pty Ltd	1,000.00	Use CT	23.3600	23.36		Add	Delete
3	TEA BAGS LIPTON QUALITY BLACK		Complete Office Supplies Pty Ltd	1,000.00	Use CT	41.2200	41.22		Add	Delete

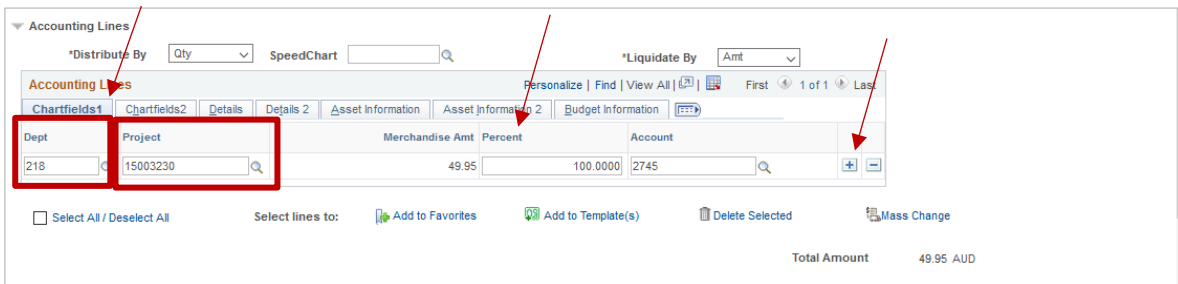
Select All / Deselect All   
 Select lines to:

3. Edit the following details as required:

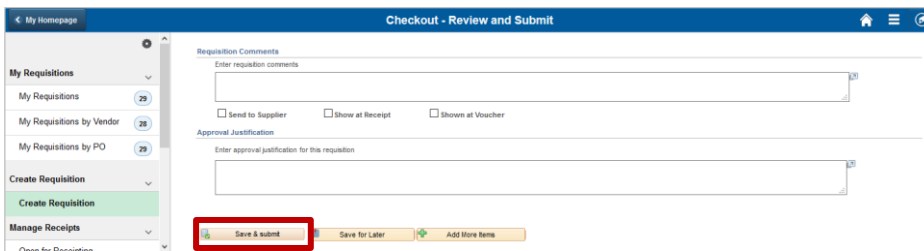
- **Department ID (Dept)** – The default ID will be based on your original request to access the finance system. If the item/s you are requesting are for an alternate department change the code by searching for it or typing in the new ID number
- **Project Code** - The default project code will be based on your original request to access the finance system. If the item/s you are purchasing are for an alternate project, enter the project code. You can either type the numbers in manually or use the lookup function to find the other code. If the request is to be split across multiple projects, add an additional line by clicking the +, enter the second project code and specify how the funding will be split in the **Percent** field

**Note:** Your tabs may look different to the image below according to your personalization. If you cannot see the above details, click through the tabs. If you want to personalize your Chartfields1 tab, refer to the personalization QRG

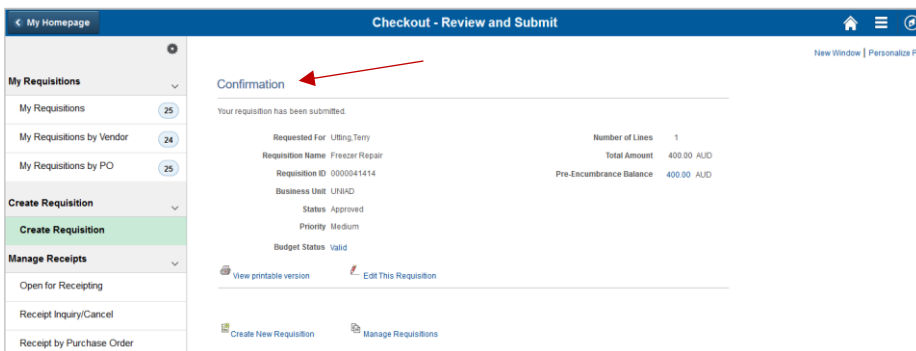
You do not need to change or delete any other pre-populated field such as the Activity ID field



4. When you have completed your edits, click **Save & Submit**



You will see a **Confirmation** message when your requisition has been submitted



**Note:** Your requisition will be reviewed by the Purchasing Team prior to a Purchase Order being dispatched. You can follow the status of your requisition through the Manage Requisition function

## Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.  
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