



Finance and Procurement ePro – Amount Only Requisitions

Introduction

Depending on the frequency and value of individual orders it may be practical to request an Amount Only Purchase order, to enable multiple invoices of different values to be placed against a single Purchase Order.

Overview of Procedure

This process consists of the following steps for the Requestor: 1) Create ePro Requisition as Amount Only using a Special Request/Special Item, 2) Identify Purchase Order Number, 3) Receipt by value of invoice and record PO number and receipt number on invoice.

Process

Create a Special Request/Special Item and complete comment fields appropriately (please see the Quick Reference Guide called 'Creating Requisitions' and navigate to 'Special Requests').

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Special Item

*Item Description:

*Price: *Currency:

*Quantity: *Unit of Measure:

*Category:

Vendor ID:

Vendor Name:

Vendor Item ID:

Mfg ID:

Manufacturer:

Mfg Item ID:

[Suggest New Vendor](#)

Additional Information

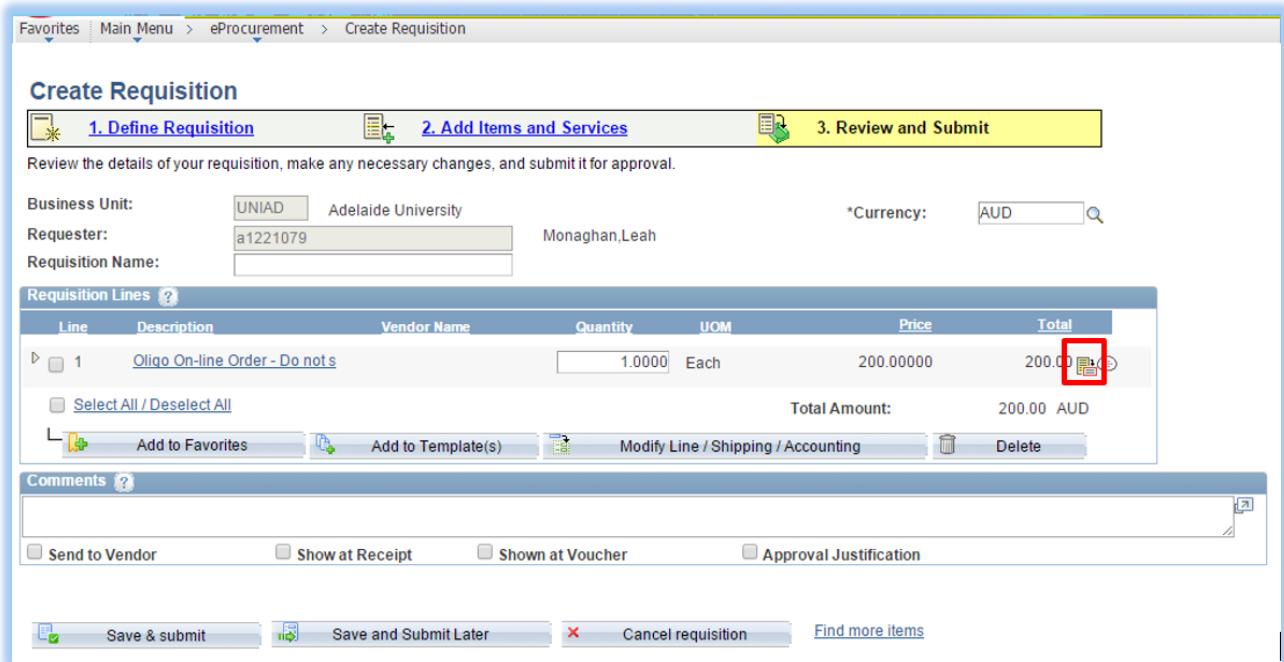
Send to Vendor Show at Receipt Show at Voucher

Request New Item

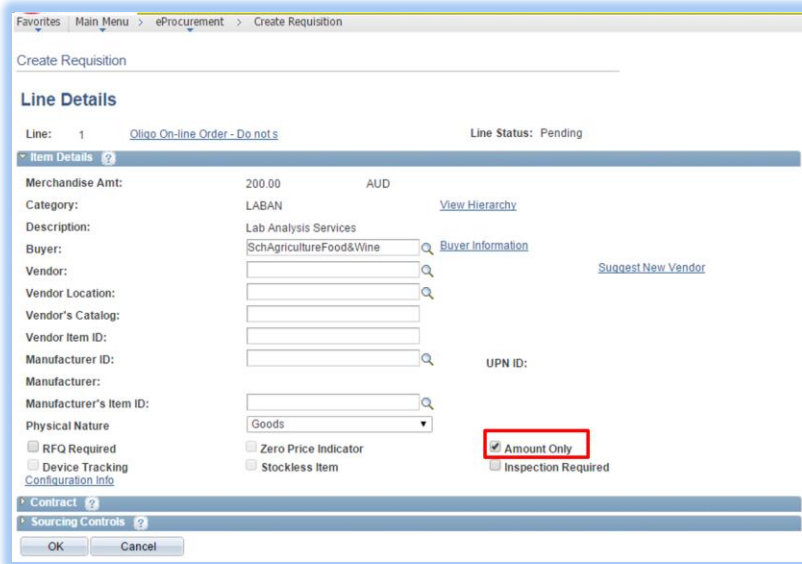
Request New Item

Add attachments using the speech bubble icon.

Select Edit the Item line details (as below).



Set the requisition Item to be an Amount only. This will allow for receipting to be completed using the value of the goods, rather than the quantity of goods.



Contact Us

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

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