

CHANGE SUPPLIER ACTION

Last Updated on: 11/8/2010

East Carolina UNIVERSITY | Bridget Brown user settings | 2010-11-05 boulineauc 01 | 4 item(s), 46,385.00 USD

Cart - Draft Requisition

home/shop | favorites | forms | **cars/requisitions** | history | Settlement | user settings | more >> | AAA

active cart | draft carts | favorites | my requisitions

Continue Shopping

Shopping Cart | 4 Item(s) for a total of 46,385.00 USD | Proceed to Checkout

Save

Priority: Normal | Business Purpose / Note to Approvers: add note... | Backup Required: | Backup Type: None

Prepared by: Bridget Brown | Work Order #: | State Exempt: | Special Instructions: None

Prepared for: Charles Boulineau | Maint of Campus Operations: Select from profile values... | Notes to Suppliers: add note...

Cart Name: 2010-11-05 boulineauc 01

Supplier / Line Item Details

Show line details | For selected line items: Add To Favorites, Add To Favorites, Remove Selected Items, Remove All Items, Move to Another Cart, Change Supplier, Add to Draft Cart or Pending PR/P

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 2011 Heavy Duty 2 1/2 ton truck	truck	EA	42,985.00	1 EA	42,985.00 USD	<input checked="" type="checkbox"/>
2 6 year / 100,000 drivetrain warranty	warranty	EA	1,800.00	1 EA	1,800.00 USD	<input checked="" type="checkbox"/>
3 Sprayed bed liner	bedliner	EA	700.00	1 EA	700.00 USD	<input checked="" type="checkbox"/>
4 Aluminum Lid truck tool box	tool box	EA	900.00	1 EA	900.00 USD	<input checked="" type="checkbox"/>
Supplier subtotal					46,385.00 USD	
Subtotal					46,385.00	
Shipping					0.00	
Handling					0.00	
Total					46,385.00 USD	

Save | Proceed to Checkout

Important Note: This feature will allow requisitioners and approvers to change the supplier on multiple line items for draft carts and requisitions in one step. This option cannot be used on hosted, punch-out, or contract non-catalog items.

1. Select the check box in the column header to select all line items.
2. Click the **For Selected line items** drop down box and select **Change Supplier**.

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Prepared by: Bridget Brown | Work Order #: | State Exempt: | Special Instructions: None

Prepared for: Charles Boulineau | Maint of Campus Operations: Select from profile values... | Notes to Suppliers: add note...

Cart Name: 2010-11-05 boulineauc 01

Supplier / Line Item Details

Show line details | For selected line items: Change Supplier | Go

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 2011 Heavy Duty 2 1/2 ton truck	truck	EA	42,985.00	1 EA	42,985.00 USD	<input checked="" type="checkbox"/>
2 6 year / 100,000 drivetrain warranty	warranty	EA	1,800.00	1 EA	1,800.00 USD	<input checked="" type="checkbox"/>
3 Sprayed bed liner	bedliner	EA	700.00	1 EA	700.00 USD	<input checked="" type="checkbox"/>
4 Aluminum Lid truck tool box	tool box	EA	900.00	1 EA	900.00 USD	<input checked="" type="checkbox"/>
Supplier subtotal					46,385.00 USD	
Subtotal					46,385.00	
Shipping					0.00	
Handling					0.00	
Total					46,385.00 USD	

Save | Proceed to Checkout

3. Click the **Go** button to change supplier for all items.

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The screenshot shows the 'Cart - Draft Requisition' page for '2010-11-05 boulineauc 01'. The 'Supplier / Line Item Details' section lists items from 'Phelps Chevrolet & Scion Inc'. A 'Change Supplier' pop-up window is open, with 'Hastings Ford Inc' selected in the search field. The window has 'Save' and 'Cancel' buttons. Three numbered callouts (4, 5, 6) point to the pop-up window, the search input, and the selected supplier name, respectively.

- 4. **Note:** The Change Supplier pop-window is now displayed.
- 5. Begin typing the name of the new supplier until you see the desired supplier displayed.
- 6. Select the desired supplier name.

This screenshot is similar to the previous one, but the 'Change Supplier' pop-up window now shows 'Hastings Ford Inc' as the selected supplier. The 'Save' button is highlighted with a black arrow, and callout 7 points to it. The background interface remains the same, showing the cart details and the current supplier 'Phelps Chevrolet & Scion Inc'.

- 7. Click the **Save** button.

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Search for PR No. Go

home/shop favorites forms carts/requisitions history Settlement user settings more >> AA

active cart draft carts favorites my requisitions

Continue Shopping

Shopping Cart 4 Item(s) for a total of 46,385.00 USD

Save Proceed to Checkout

Priority Normal Business Purpose / Note to Approvers add note... Backup Required Backup Type None Special Instructions None Notes to Suppliers add note...

Prepared by Bridget Brown Work Order # State Exempt Maint of Campus Operations Select from profile values... Select from all values... Clear selected value...

Prepared for Charles Boulineau Select a different user...

Cart Name 2010-11-05 boulineauc 01

Supplier / Line Item Details For selected line items Add To Favorites Go

show line details

Hastings Ford Inc more info...

PO 1 Po Box 1886, Greenville, NC 27835-1886 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 2011 Heavy Duty 2 1/2 ton truck more info...	truck	EA	42,985.00	1 EA	42,985.00 USD
2 6 year / 100,000 drivetrain warranty more info...	warranty	EA	1,800.00	1 EA	1,800.00 USD
3 Sprayed bed liner more info...	bedliner	EA	700.00	1 EA	700.00 USD
4 Aluminum Lid truck tool box more info...	tool box	EA	900.00	1 EA	900.00 USD
Supplier subtotal					46,385.00 USD
Subtotal					46,385.00
Shipping					0.00
Handling					0.00
Total					46,385.00 USD

Save Proceed to Checkout

8.

8. The new supplier name is now displayed on the cart / requisition.
9. This completes the steps for the **Change Supplier Action**. See the **Review** procedures to continue the review process.