



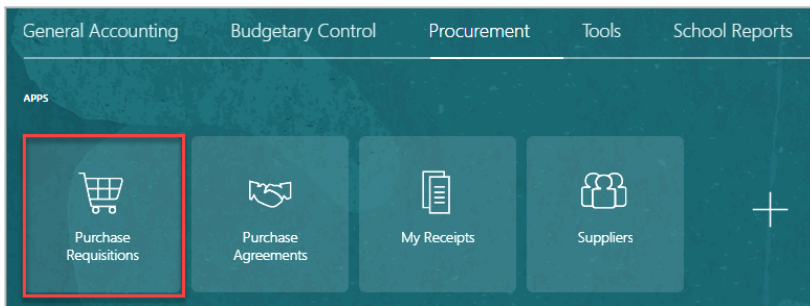
Duplicate and Edit Lines in a Non-Catalog Requisition

In this topic you will learn how to duplicate and edit lines in a non-catalog requisition. This is useful when you will have the same supplier for multiple line items and do not want to reenter the same supplier information for each line.

Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

Directions

1. Scroll to the **Procurement** menu and click on the **Purchase Requisitions** tile.



2. In the **Non-Catalog Requests** block, click on the **Goods and Items** link.




Note: For more information about non-catalog requisitions see the [Create a Non-Catalog Requisition support guide](#).

3. In the **Item Description** field, enter the appropriate description for the goods or services, e.g., "Tambourine."

* Item Description	<input type="text" value="Tambourine"/>
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Duplicate and Edit Lines in a Non-Catalog Requisition

4. Click the **Search**  icon to find the category. Then, click **Advanced** to do an advanced search. This will provide more accurate search results.

Line Type Goods

* Item Description Tambourine

* Category Name 

Search and Select: Category Name

Search 

Category Name

Description

5. On the **Advanced** search screen, enter your search criteria. Select a search operator, i.e., “**Contains**” and enter a keyword, i.e. “**Music**”. Then, click **Search**.

Search

Category Name Contains music

Description Starts with

Search Reset Add Fields ▼ Reorder

6. Locate the desired search result and **highlight** the row. Then, click the **OK** button.
Note: The row will turn blue once it is selected.

Category Name Contains music

Description Starts with

Search Reset Add Fields ▼ Reorder

Category Name	Description
208.86 Sound or Music Editing Softw...	Sound or Music Editing Software, Microcomputer
580.00 Musical Instruments, Access...	Musical Instruments, Accessories, Supplies

OK Cancel



Which NCR category should I use?

Non-Catalog Request (NCR) categories determine the requisition approval path.

The correct category should be selected to ensure that the item(s) being ordered are approved for MCPS use.

A list of NCR categories can be found in the Non-Catalog Requests block under “NCR Category Codes”

Non-Catalog Requests

- **NCR Category Codes**
- Goods and Items
- Goods or Services Billed by US \$



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7. Enter the appropriate **Quantity**, **UOM Name**, and **Price** for quantity-based line items.
Note: The value of U.S. Dollars (USD) will default in the **Price** field for Goods and Items. When ordering Goods and Services, you will enter the amount in USD for the total purchase in the **Amount** field.

* Quantity

* UOM Name

* Price

Currency

8. Enter the **Supplier** name. If you do not know the correct name for the **Supplier** in the Hub, use **Advanced Search**. Click on the magnifying glass, then click on “Advanced” in the pop-up window.

Supplier

Supplier Site

Supplier Contact

Search and Select: Supplier

Search

Advanced

** At least one is required

** Supplier

9. Use the search operator “Contains” and type in a keyword, e.g., “music” to search for the supplier. Then click **Search**.

Search

** Supplier Contains

** Supplier Number Starts with

** Alternate Name Starts with

Search Reset Add Fields Reorder

10. Locate the appropriate supplier and highlight the row. Click the **OK** button.
Note: The row will turn blue once selected.

Supplier Number	Supplier	D-U-N-S Number	Alternate Name
208109	Maryland Music Educators Assoc		
219116	Menchey Music Service, Inc		
210869	Music In Motion Inc		
200279	Music Is Elementary Inc		
312674	Music Sales Digital Services LLC		
220000	Stentor's Sheet Music Inc		

OK Cancel



Duplicate and Edit Lines in a Non-Catalog Requisition

11. The supplier information will be filled in based on your selection. Verify the supplier information is correct and click the **Add to Cart** button.

Supplier: Music Is Elementary Inc

* Supplier Site: CLEVELAND


Supplier Contact: Johnson, William

Phone: (800)8887502


Fax: (440)4613631


Email:

Supplier Item:

Add to Shopping List Add to Cart Done  0

12. Click the shopping cart icon, then click **Review** to go to the requisition.

Add to Shopping List Add to Cart Done  1

 Tambourine
\$20.00 Each 5

Total \$100.00

Review Submit

13. On the requisition page, select the line item you wish to duplicate. It will highlight in blue.

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.
This requisition contains lines which cannot be modified.

Actions View Format Freeze Detach Wrap View Lines Disabled for Edit

Line	Description	Category Name
4	Tambourine	580.00 Musical Instru...

14. Then, click on the **Actions** drop-down menu and select **Duplicate**. This will create an identical line item on your requisition.

This requisition contains lines which cannot be modified.

Actions View Format Freeze Detach Wrap View Lines Disabled for Edit

Duplicate Edit Delete

5 Tambourine



Duplicate and Edit Lines in a Non-Catalog Requisition

15. In the pop-up window, make changes to the item description, category (if necessary), quantity, UOM, and price, to add a new item to the requisition. Then, click OK. Notice your supplier information stays the same.

Edit Line: 6

Line Type: Goods

* Item Description: Recorder

* Category Name: 580.00 Musical Instruments, Access

* Quantity: 35

* UOM Name: Each

* Price: 100.00

Currency: USD

☐ Negotiated

Agreement: [Search]

☐ New supplier

Supplier: Music Is Elementary Inc

* Supplier Site: CLEVELAND

Supplier Contact: Johnson, William

Phone: (800)8887502

Fax: (440)4613631

Email: [Search]

Supplier Item: [Search]

OK **Cancel**

16. Review your updated requisition to see the new line. If you need to add more items, repeat steps 14-15.

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.
This requisition contains lines which cannot be modified.

Actions View Format [Edit Multiple Lines] Freeze Detach Wrap View Lines Disabled for Edit

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Funds	Status	Delete
6	Recorder	580.00 Musical Instru...	35	Each	100.00 USD	3,500.00	Not reserved		✕
4	Tambourine	580.00 Musical Instru...	5	Each	20.00 USD	100.00	Not reserved		✕
5	Tambourine	580.00 Musical Instru...	5	Each	20.00 USD	100.00	Not reserved		✕

17. Click **Save and Close** to exit your requisition.

Shop Check Funds Manage Approvals View PDF **Save** Submit

Save and Close

Note: Do not submit your requisition at this time! Remember to complete the usual tasks before submitting your requisition. For more information about creating a non-catalog request, see the [Create a Non-Catalog Request](#) support guide.

18. Click **OK** on the confirmation pop-up window.

Confirmation

Requisition 16127 was saved.

OK



Duplicate and Edit Lines in a Non-Catalog Requisition

19. Click on the **Home** icon to return to the Hub homepage.



Note: Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.

Last updated 14-May-2021