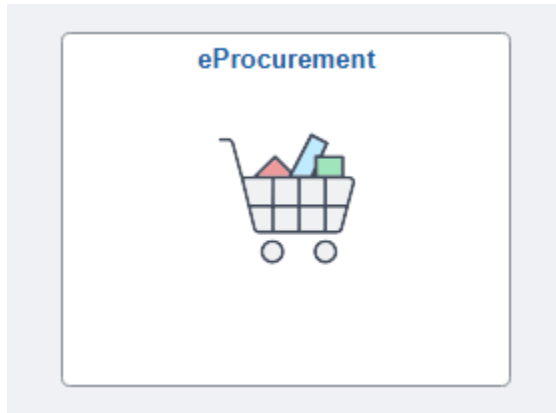


PUM 51 – Fluid eProcurement Delta Documentation

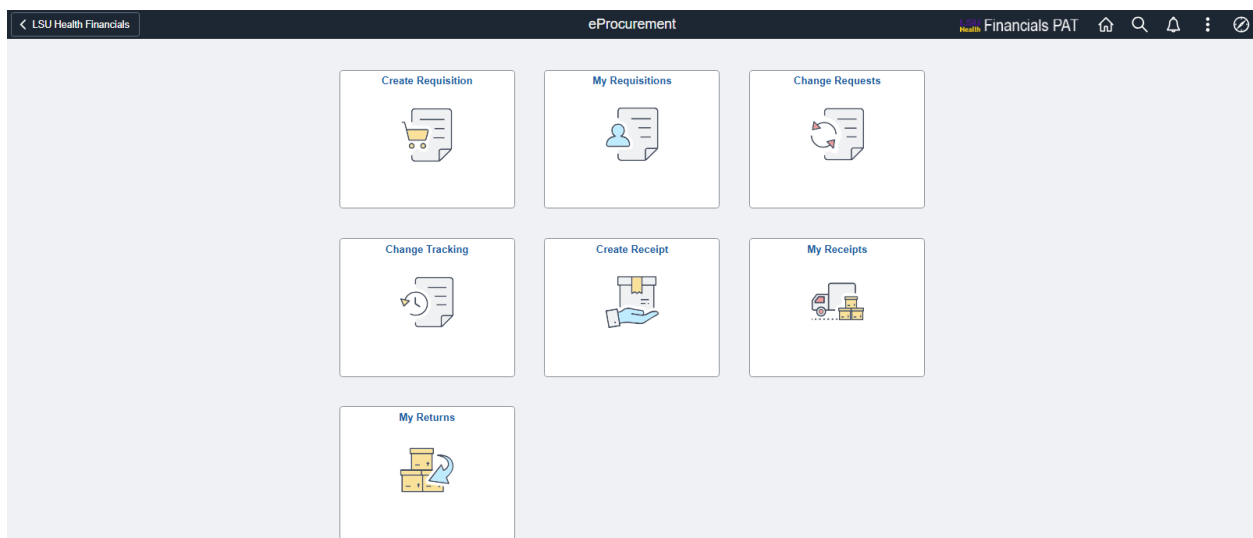
eProcurement Tile and Homepage

A new, delivered tile for eProcurement is available for adding to homepages:












The eProcurement Home page consists of tiles for:


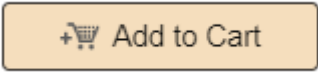

- Create Requisition
- My Requisitions
- Create Receipt
- My Receipts
- My Returns
- Requisition Change Requests
- Requisition Change Tracking
- Administrative tasks (available for ePro administrators only)





Common Elements Used with Fluid Requisitions

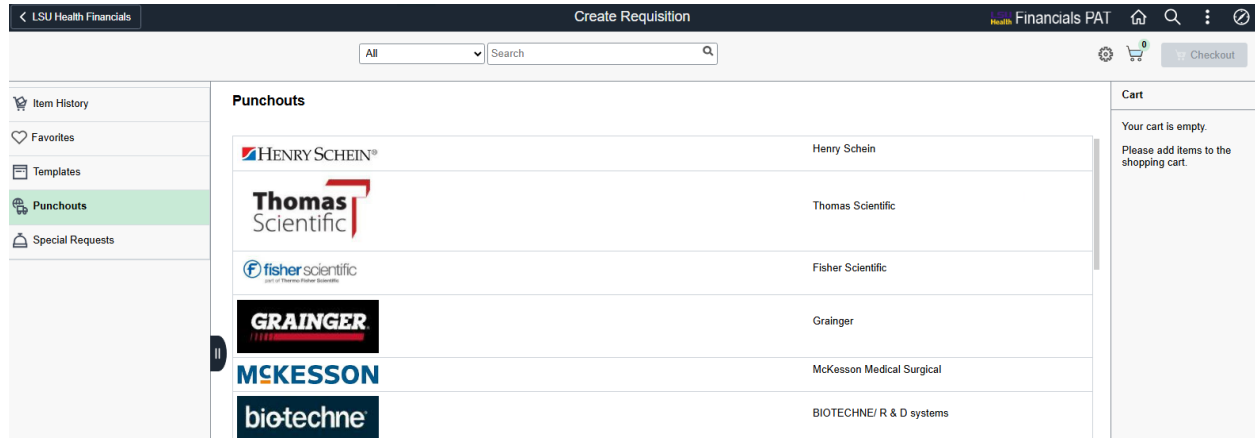
Field or Control	Description
 (Home)	Click to return to the main home page for the user.
 (Search)	Click to enter a global search.
 (More Actions)	Select to see the list of available actions such as the eProcurement Homepage, My Requisitions, Create Receipt, My Receipts, My Returns, Review Change Requests, and Review Change Tracking.
 (NavBar)	Click to expand the NavBar window, where you can select window content from options, such as Recent Places, My Favorites, Navigator, My Preferences, and Fluid Home. Click again to collapse the NavBar window.
 (Advanced Catalog Search)	Select to enter search terms, such as UPN ID to find requisition items. There are three different Search Results pages (PV_MOB_855_SRCH, PV_MOB_855_SRCHDC, and PV_MOB_855_SRCHFAV). The main page (PV_MOB_855_SRCH) can be configured through the Settings page. Search results are grouped based on Catalog items, Favorites, and Punchout; and displayed on different pages. The Catalog items search includes internal catalog items and external items from a marketplace. If the marketplace supports it, both internal and external catalog

Field or Control	Description
	<p>items appear on the same page based on the marketplace setup.</p> <p>A page indicator, displayed at the bottom of the Search Results page, indicates the search results belonging to different item categories. Select the page indicator to view other search results.</p>
 (Cart)	<p>The number indicates how many items are in the cart.</p>
 (Defaults and Settings)	<p>Select to access the Requisition Defaults Page. and eProcurement Requisition Settings.</p>
 (Menu)	<p>Select to open and close the left menu panel.</p>
<p>Sort By</p>	<p>Select any of the sort options (Description, Price - high to low, Price - low to high, and Relevance) in the <i>Sort By</i> drop-down to reorganize the search result. To configure the sort options, see Search Settings Page and Manage Weighted Sort Rules Page.</p>
 (Actions button)	<p>Select to display related actions that can be performed for the item. For example, Add to Cart, Add to Templates, and Add to Favorites.</p>

Field or Control	Description
Contract link	Select to access the Contract List window. This window displays item details, contract details and contract reference information. This link is only displayed when a contract is associated with the item.
Inventory link	Select to view the Item Availability window. This window displays item ID and ship to information with a message about availability for the ship to location. This link is only displayed when item availability is not available from the default shipping location.
Price Breaks link	Select to view the Supplier Price Breaks window. This window displays item and supplier information, as well as the supplier price for specific item quantities, also known as price breaks. This link is only available when price breaks are available for the item and from the supplier.
 (Preferred Supplier)	Displays this icon when the item has a preferred supplier. The preferred supplier appears on the Search Results and Item Details pages.
Item Details	Select any item name link to view the Item Details Page .
 (Add to cart)	Select this button to add an item to your cart.
 (Add to Favorites)	Select to add the item to your Favorites list. The icon changes color (fills in) if you have already added the item to your favorites.

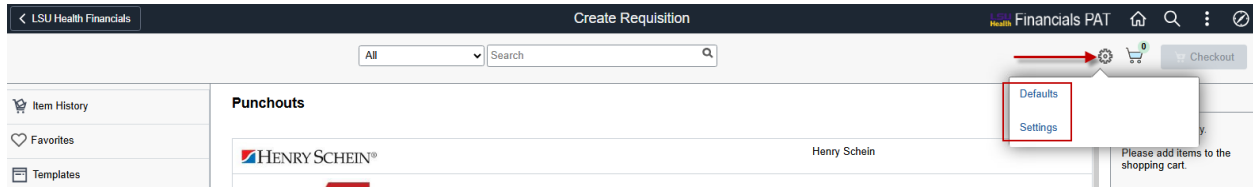
Field or Control	Description
 (Add to Templates)	Select to add the item to your Templates. The icon changes color (fills in) if you have already added the item to your templates.
 (Notifications)	Click to view actions and alerts in a notifications window.

Create Requisition



- Upon selecting the Create Requisition tile, an entirely new Fluid interface opens, consisting of:
 - Navigations on the left-hand side
 - Requisition creation in the center frame
 - Shopping cart on the right
 - The Settings icon (for entering Requisition Defaults and Settings), Cart icon, and Checkout button are located in the top-right corner.
- Currently, the landing page after selecting the Create Requisition tile is Requisition Defaults page
 - This landing page can be changed by the eProcurement administrator but is a global setting
 - Landing page cannot be configured on a per-user basis
- The Shopping Cart is visible by default
 - If the browser window is resized to be smaller, the shopping cart frame will collapse but can be expanded again

Requisition Defaults and Settings



- **Navigation:** Requisition Defaults and Settings can be accessed by selecting the Gear icon at the top-right corner

Requisition Defaults page

Cancel
Defaults
Done

▼ Header Defaults

Business Unit

Requester
Bucalan, Richard F

Priority

Currency

Acctg Date

Requisition Name

▼ Line Defaults

Supplier ID

Supplier Location

Buyer

Category

Unit of Measure

▼ Shipping Defaults

Ship To

Due Date

Attention

▼ Distribution Defaults

Accounting Tag

Chartfields | Details | Asset Information | Show All

Distribution Line	Percent	Location	GL Unit	Account	Operating Unit
1	0	LSUSH <input type="button" value="Q"/>	LSUNO <input type="button" value="Q"/>	549200 <input type="button" value="Q"/>	

- In classic eProcurement, this page was called Requisition Settings and is now called Requisition Defaults in fluid eProcurement
- This fluid version contains nearly all the same elements as the classic version, but with some notable differences
 - Elements are much larger compared to classic and will require scrolling vertically and horizontally

- Defaults Option section has been removed
- Override option does not exist anymore. The Mass Change function at checkout works in a similar way
- Acct Date field has moved to the Header Defaults section
- Distribution Defaults
 - Currently it does not fully display ****Notified dev team for fix****
 - Personalization (i.e. choosing which fields and their order to display) is not available
 - Only one Chartfields tab
 - Only one distribution line can be set

Requisition Settings

Settings ✕

Search Results Fields

Select the fields to be displayed in Search Results

Item ID Yes

Supplier Details Yes

Manufacturer Details Yes

UPN Details Yes

Lead Time Days Yes

Checkout Page

Expand Distribution with Schedule No

- This page is analogous to the My Preferences page in classic eProcurement
- It allows for a small level of personalization by the individual user but most will not utilize this page
- The default selections are the same as the classic version

Special Request Requisitions

LSU Health Financials Create Requisition

All Search

Item History Favorites Templates Punchouts **Special Requests**

Special Requests

Item Information

*Item Description 254 characters remaining

*Price *Currency Code

*Quantity *Unit of Measure

*Category Request New Item No

Due Date

Supplier Information

Supplier ID Supplier Location

Supplier Item ID

Manufacturer Information

Manufacturer ID Manufacturer's Item ID

Comment

Comment Text

Send Comment to Supplier
 Show Comment on Receipt
 Show Comment on Voucher

Cart

Your cart is empty.
Please add items to the shopping cart.

Checkout

- **Navigation:** Select the Special Requests option on the left-side navigation
- Fluid version contains all the same elements as the classic version
- Differences:
 - Elements are much larger compared to classic and will require scrolling vertically
 - Request New Item field has been moved to the Item Information section
 - Textbox for line comments is now labeled “Comment Text” instead of “Additional Information” in classic
- After clicking the “Add to Cart” button, the special request item will appear in the cart on the right-hand side

ePro Home Create Requisition

All Search

Item History Favorites Templates Punchouts **Special Requests**

Special Requests

Item Information

*Item Description 254 characters remaining

*Price *Currency Code

*Quantity *Unit of Measure

*Category Request New Item No

Due Date

Supplier Information

Supplier ID Supplier Location

Supplier Item ID

Manufacturer Information

Manufacturer ID Manufacturer's Item ID

Comment

Comment Text

Send Comment to Supplier
 Show Comment on Receipt
 Show Comment on Voucher

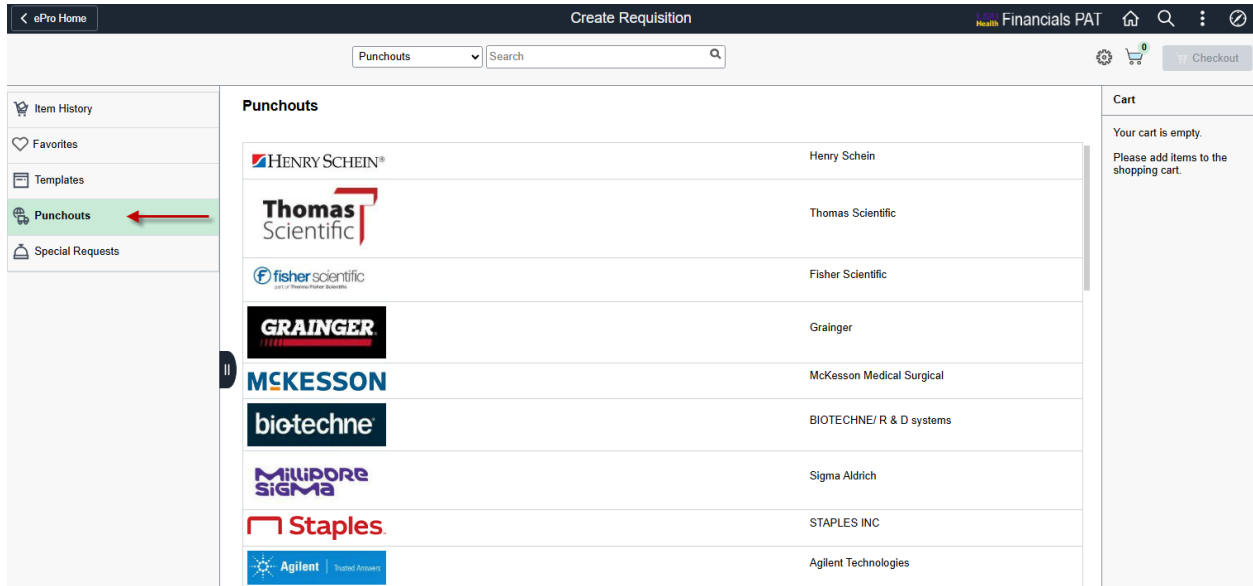
Cart

Total 5.00 USD

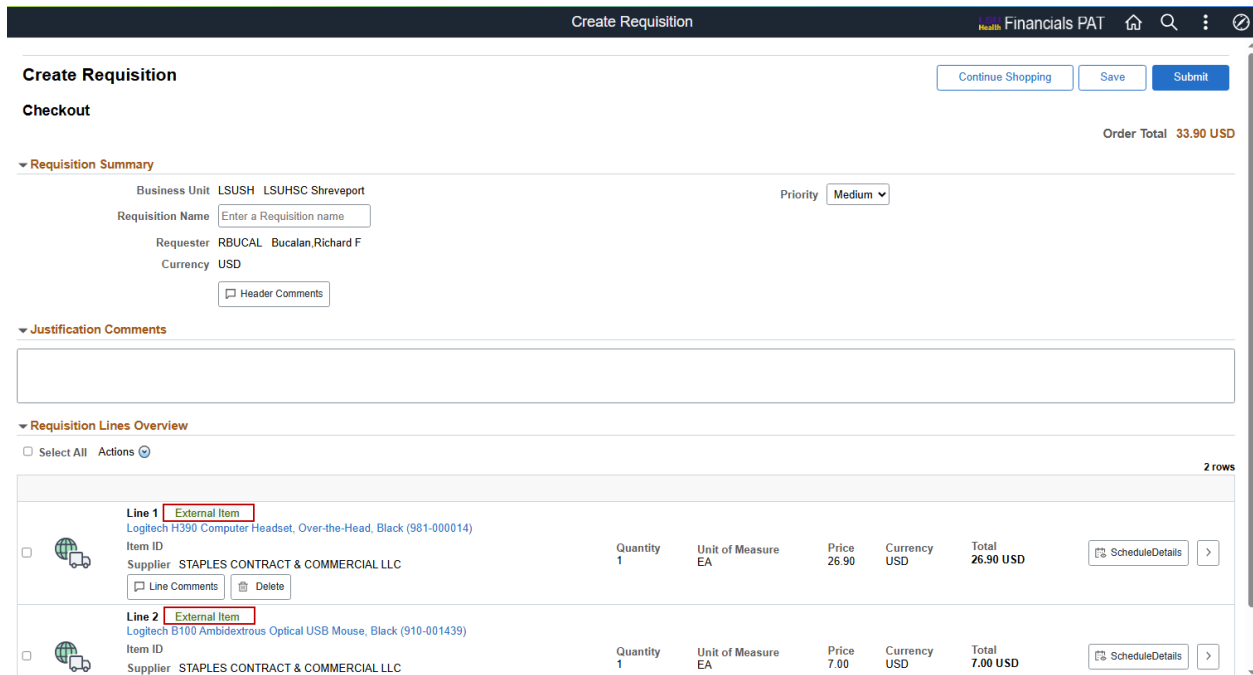
TEST ITEM 1
ODP BUSINESS SOLUTIONS, LLC
5.00 USD
1 EA

Checkout

Punchout Requisitions



- **Navigation:** Select the Punchouts option on the left-side navigation
- Fluid version looks more organized with a better layout



- After punching out and returning to Checkout Page, punchout items are marked as External Items
- The entire item description now displays on each line instead of a truncated description in classic

Requisition Lines Overview

Select All Actions

3 rows

Line	Description	Quantity	Unit of Measure	Price	Currency	Total	Actions
Line 1	External Item TK1951327T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Orange	1	EA	11.89	USD	11.89	ScheduleDetails >
	Item ID Supplier GRAINGER INC Line Comments Delete						
Line 2	External Item TK1951328T Extension Cord Location Outdoor Cord Length 25 ft Wire Size 12 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Blue Jacket Mat	1	EA	34.17	USD	34.17	ScheduleDetails >
	Item ID Supplier GRAINGER INC Line Comments Delete						
Line 3	External Item TK1951329T Cable Tie Standard Actual Length 7.9 in Width 0.3 in Nominal Length 8 in Locking Style Plastic Pawl Color Natural Basic Material - Cable Tie Nylon Tensile Strength 120 lb Flame Retardant Halogen-Free Plenum Rated Heavy Duty Nominal Max. Bundle	1	EA	10.33	USD	10.33	ScheduleDetails >
	Item ID Supplier GRAINGER INC Line Comments Delete						

List of currently working suppliers in PAT PUM 51 Testing

THOMAS SCIENTIFIC	000000859
FISHER SCIENTIFIC COMPANY, LLC	000000955
GRAINGER INC	000001231
Agilent	000004812
BIO RAD LABORATORIES INC	000004983
EPPENDORF NORTH AMERICA	000006217
GENESEE SCIENTIFIC	000016384
VWR Scientific	000038369
BIOTECHNE/ R & D systems	000001589
Illumina	000023313
Miltenyi Biotec Inc	000007219
Office Depot (NEW) ODP Business Sol	000041388
New England Bio Labs	000006621
Life Technologies	000007053
Abcam	000018865
USA Scientific, Inc	000006781

STAPLES	0000002106
Henry Schein	0000000548
Horizon Discovery	0000037332
Quartz	0000037206

Checkout Page

Create Requisition Health Financials PAT Continue Shopping Save Submit

Checkout Order Total 5.00 USD

Requisition Summary

Business Unit: LSUSH LSUHSC Shreveport Priority: Medium

Requisition Name:

Requester: RBUCAL Bucalan, Richard F

Currency: USD

Justification Comments

Requisition Lines Overview

Select All Actions 1 row

Line	Description	Quantity	Unit of Measure	Price	Currency	Total	Actions
Line 1	Special Request TEST ITEM 1	1	EA	5.00	USD	5.00 USD	<input type="button" value="ScheduleDetails"/> <input type="button" value="Line Comments"/> <input type="button" value="Delete"/>

Order Total 5.00 USD

- **Navigation:** Clicking the “Checkout” button located at the top-right corner
- Compared to classic eProcurement, it functionally works the same but with notable interface differences

Header Section / Requisition Summary

- Requisition Name field appears just below the business unit
- Requester cannot be changed
- Header comments are now entered by clicking the “Header Comments” button to open a separate pop-up window

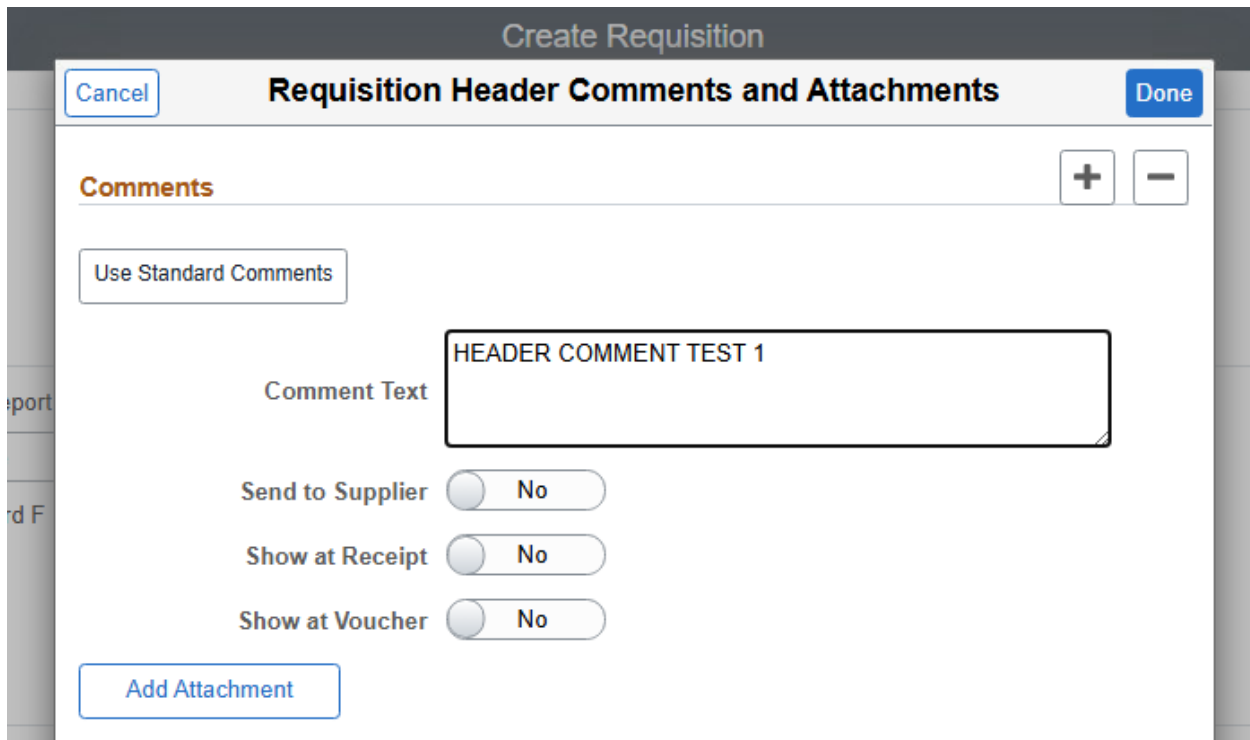
Requisition Summary

Business Unit: LSUSH LSUHSC Shreveport Priority: Medium

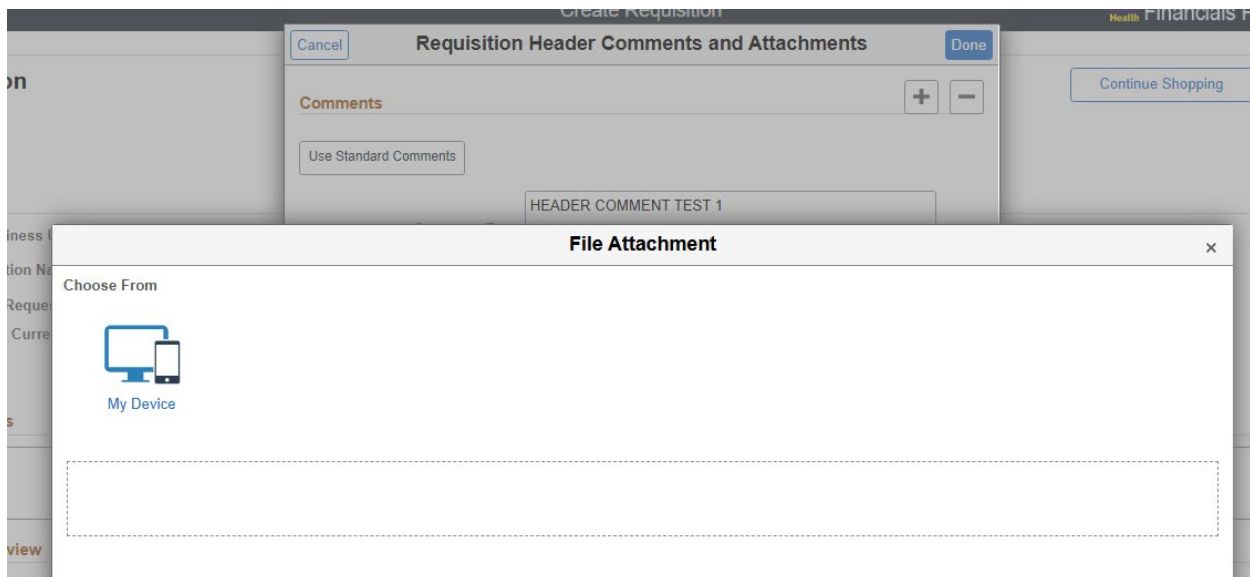
Requisition Name:

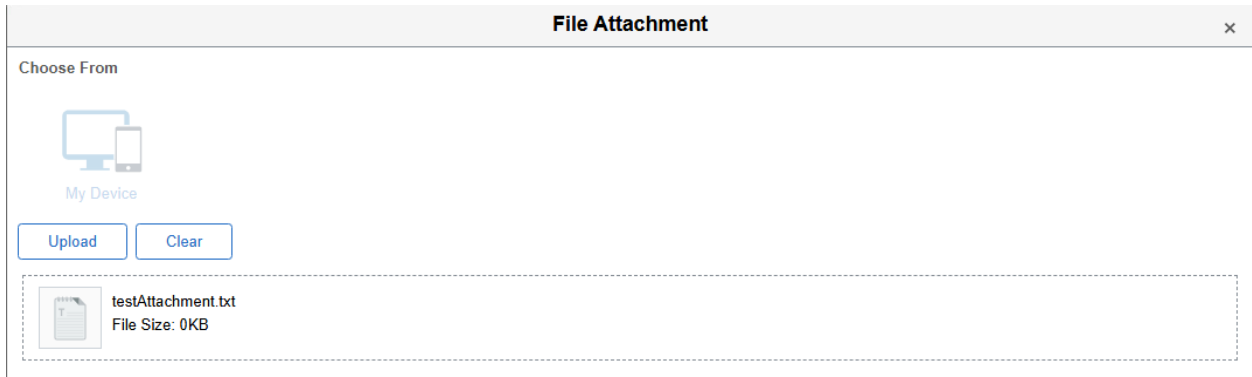
Requester: RBUCAL Bucalan, Richard F

Currency: USD

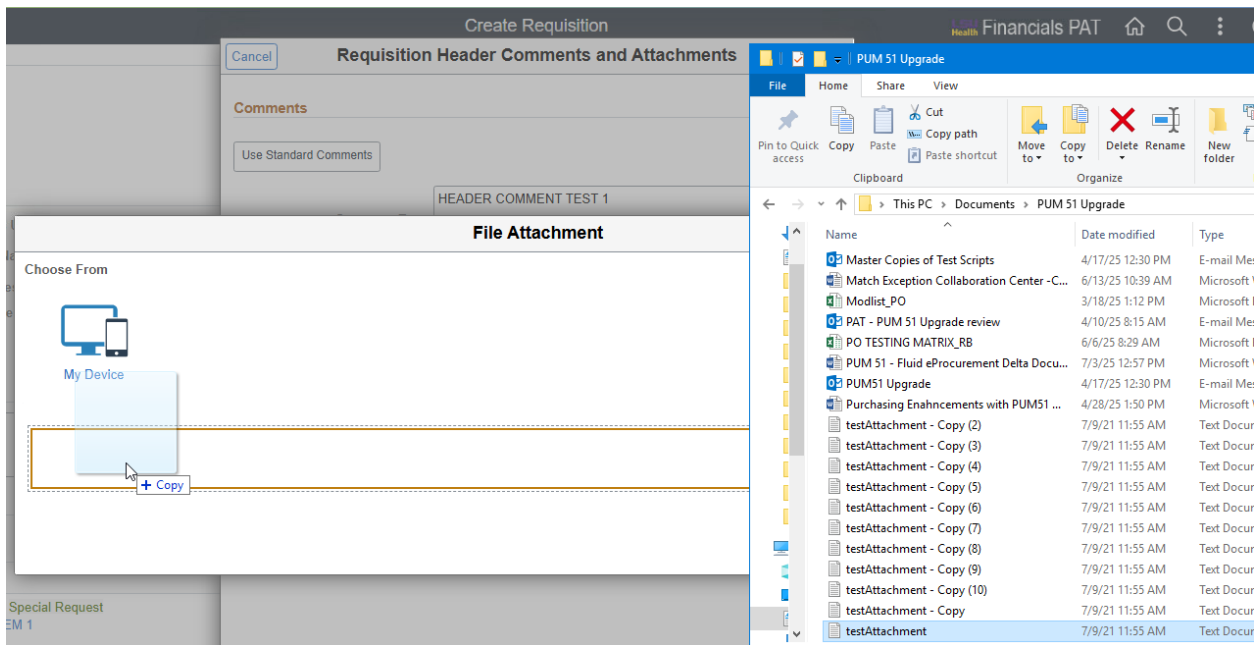


- Adding an attachment opens a new window with a “My Device” icon. Clicking this icon will bring up Windows Explorer to select an attachment





- An attachment can also be dragged and dropped into the attachment space



- Justification Comments section is now located below the header section and above the line section

Requisition Lines Section

▼ Requisition Lines Overview

Select All **Actions**

1 row

<input type="checkbox"/>		Line 1 Special Request TEST ITEM 1	Quantity 1	Unit of Measure EA	Price 5.00	Currency USD	Total 5.00 USD	ScheduleDetails
		Item ID Supplier ODP BUSINESS SOLUTIONS, LLC						
		Line Comments Delete						

Order Total 5.00 USD

- Requisition lines now look and interact very different compared to classic
- Links for schedule, line comments, and delete line are now clearly presented as buttons with text labels instead of icons
- Actions are now accessed through a sub-menu

▼ Justification Comments

▼ Requisition Lines Overview

Select All **Actions**

1 row

<input type="checkbox"/>		Line 1 Special Request TEST ITEM 1	Quantity 1	Unit of Measure EA	Price 5.00	Currency USD	Total 5.00 USD	ScheduleDetails
		Item ID Supplier ODP BUSINESS SOLUTIONS, LLC						
		Line Comments Delete						

Order Total 5.00 USD

- Line Comment contained the comment entered when the special request item was added to cart with “<<” & “>>” appended

Requisition Line Comments and Attachments

Cancel Done

Comments

Use Standard Comments

Comment Text <<TEST LINE COMMENT>>

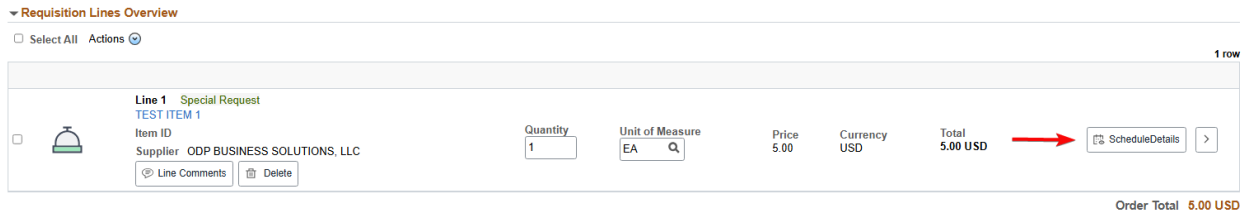
Send to Supplier **Yes**

Show at Receipt **Yes**

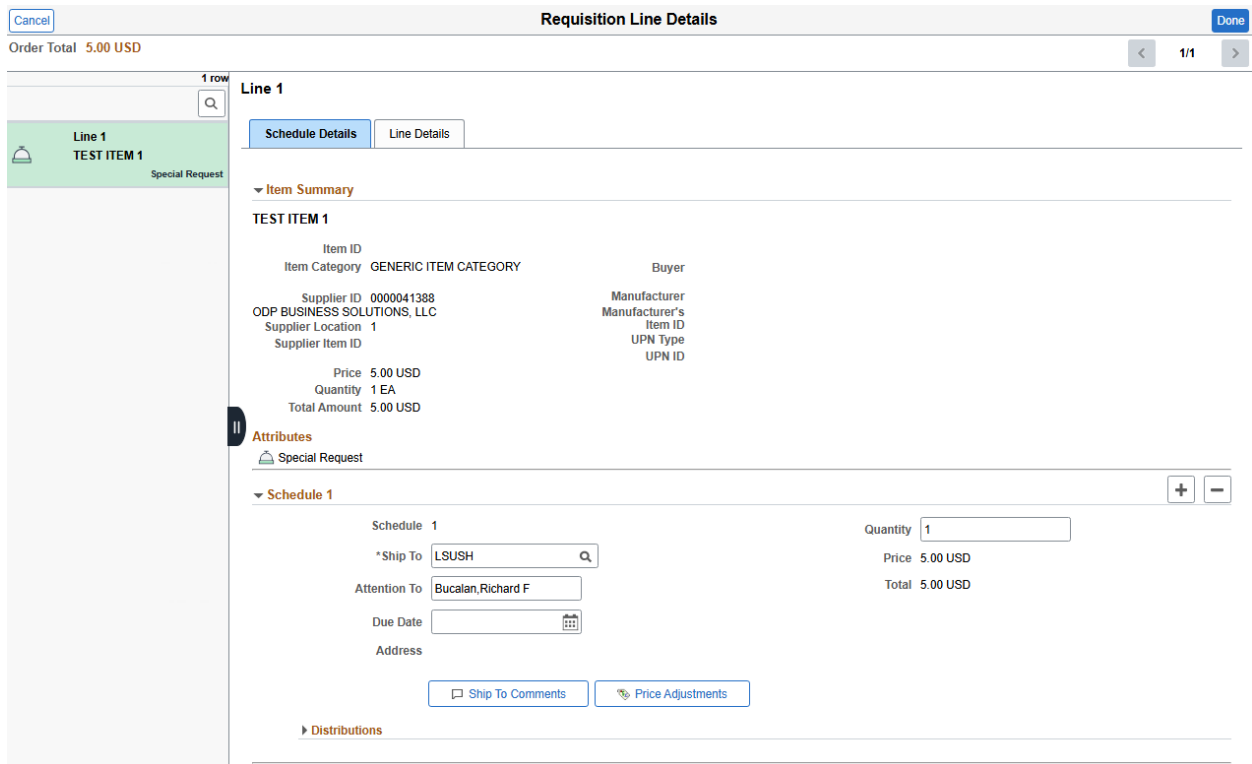
Show at Voucher **Yes**

Add Attachment

Schedule Page



- In classic eProcurement, the schedule information was accessed by expanding a section underneath each line item. In fluid, the schedule is now shown on a separate page.
- The Schedule Details page can be accessed by clicking on the “ScheduleDetails” button



- A line item can be selected on the left-hand frame and its schedule / line details will appear in the main body frame
- An item summary is displayed, and notably a new attribute showing that the item was a Special Request is visible. This is not available in classic ePro

Distribution Section

▼ Schedule 1 + -

Schedule 1 Quantity 1

*Ship To: LSUSH Price 5.00 USD

Attention To: Bucalan, Richard F Total 5.00 USD

Due Date:

Address:

[Ship To Comments](#) [Price Adjustments](#)

▼ Distributions

Please enter GL Business Unit before selecting chartfield values

*Distribute By: Quantity Accounting Tag

Chartfields1 Chartfields2 Chartfields3 Details Budget Information Asset Information Show All 1 row

Distribution Line	Status	Dist Type	Location	Quantity	Open Qty	Percent	Merchandise Amount	GL Business Unit
1	Open		LSUSH	1	1	100	5.00	LSUSH

- Distribution is now clearly marked as a sub-section under the Schedule and must be expanded to access
- It works the same as classic ePro

Accounting Tags

Cancel Accounting Tag Done

Total Quantity 1.0000
Remaining Quantity 1.0000
Undistributed Quantity 0.00

[Manage Favorites](#)

Accounting Tag List

No Data Exists

[Add](#)

- Clicking on the Accounting Tags link brings up a new pop-up page with a different way to enter accounting tags
- The Manage Favorites link allows the user to find and add their favorite accounting tags

Cancel Manage Favorites Save

Favorites 8550 rows

Favorites	Accounting Tag	Description
<input type="checkbox"/>	0005801001	Master of Public Health
<input type="checkbox"/>	0018711003	HOSPITAL ADM
<input type="checkbox"/>	0018711004	DO NOT USE - RURAL HOSP ADMIN
<input type="checkbox"/>	0018711005	DO NOT USE - RURAL HOSP A/H

- In order to find an accounting tag, the Filter icon must be clicked to open a new window

Cancel Save

Manage Favorites

Favorites 8550 rows

Favorites	Accounting Tag	Description
<input type="checkbox"/>	0005801001	Master of Public Health
<input type="checkbox"/>	0018711003	HOSPITAL ADM
<input type="checkbox"/>	0018711004	DO NOT USE - RURAL HOSP ADMIN
<input type="checkbox"/>	0018711005	DO NOT USE - RURAL HOSP A/H

- After an accounting tag has been entered, the magnifying glass next to it can be clicked and the specific accounting tag selected in the next window

Cancel Done

Manage Favorites

Accounting Tag

Description

Tag Group

Cancel Done

Lookup

Search for: Accounting Tag

▶ Search Criteria

▼ Search Results

1 row

Accounting Tag	Description
5497601001	INV EARN 549996150

- Clicking “Done” will add the accounting tag as a favorite

Cancel Done

Manage Favorites

Accounting Tag

Description

Tag Group

Cancel Save

Manage Favorites

Favorites 1 row

Favorites	Accounting Tag	Description
<input type="checkbox"/>	5497601001	INV EARN 549996150

- To add an Accounting Tag, click the “Add” button and then the “Filter Items” button on the next screen

Accounting Tag

Total Quantity 1.0000
 Remaining Quantity 1.0000
 Undistributed Quantity 0.00
[Manage Favorites](#)

Accounting Tag List

No Data Exists

Accounting Tag

Accounting Tag List

No Data Exists

- An Accounting Tag can be searched individually, or a favorite Accounting Tag can be selected by choosing the “Favorite” option from the List dropdown menu

Accounting Tag

List All

Accounting Tag All

Description Favorites

Tag Group

- After selecting “Favorites”, click the “Done” button and a list of favorite Accounting Tags will display. Select one and then click “Done”

Accounting Tag

Accounting Tag List 1 row

Select	Accounting Tag	Description
<input checked="" type="checkbox"/>	5497601001	INV EARN 549996150

- The next screen allocates the percentage or quantity of the line to be allocated to the Accounting Tag

Accounting Tag

Total Quantity 1.0000
 Remaining Quantity 1.0000
 Undistributed Quantity 0.50
[Manage Favorites](#)

Accounting Tag List 1 row

Accounting Tag	Description	Quantity
5497601001	INV EARN 549996150	<input type="text" value="0.0000"/>

Line Details

▼ Requisition Lines Overview

☐ Select All Actions

Line 1	Special Request	Quantity	Unit of Measure	Price	Currency	Total	
TEST ITEM 1		1	EA	5.00	USD	5.00 USD	ScheduleDetails >

Order Total 5.00 USD

- Line Details can be accessed by clicking on the arrow icon next to “ScheduleDetails”.

Cancel Requisition Line Details Done

Order Total 5.00 USD

1 row

Line 1
TEST ITEM 1
Special Request

Schedule Details Line Details

▼ Item Summary

TEST ITEM 1

Item ID
Item Category GENERIC ITEM CATEGORY
Original Substituted Item
Long Description TEST ITEM 1
Price 5.00 USD
Quantity 1 EA
Total Amount 5.00 USD

Physical Nature Goods
Buyer
Buyer Information
Show Configurator

Attributes
Special Request

Expand All Collapse All

Item Additional Information
Contract Information
Supplier Information
Manufacturer Information
Sourcing Controls

- Line Details sections are collapsed by default and must be expanded
- This page contains all the same fields as the classic ePro version with minor differences
 - The Item Details section in classic has been divided into the Item Summary and Item Additional Information sections in fluid

Requisition Line Actions

The screenshot shows a software interface for managing requisition lines. A dropdown menu titled "Actions" is open, listing four options: "Add to Favorites", "Add to Template(s)", "Delete", and "Mass Change". The "Mass Change" option is highlighted with a red box. Below the menu, a requisition line is visible for "Line 1 Special Request" (TEST ITEM 1) with a quantity of 1, unit of measure EA, and a price of 5.00 USD. The total for this line is 5.00 USD. The interface also shows a "Justification Comment" field and a "Requisition Lines Overview" section with a "Select All" button and an "Actions" dropdown.

- Actions to one, more, or all requisition lines can be done using the “Actions” menu
- **Favorites** adds the line item as a favorite for quick access to reordering
- **Add to Template** adds the item(s) to a template for reoccurring requisitions
- **Delete** removes the item(s) from the requisition
- **Mass Change** allows updating line, shipping, or distribution information for all lines selected

Mass Change

The screenshot displays the "Mass Change" interface. At the top, there's a section for "Distribution Information" with an "Accounting Tag" search field. Below it, the "*Apply Distribution Changes" dropdown is set to "All Distribution Lines". A prompt asks to "Please enter GL Business Unit". The main part of the interface is a table with columns: "Distribution Line", "Percent", "Location", "GL Unit", "Account", and "Alt Acct". The first row shows "Distribution Line" 1 with search icons in the "Location" and "GL Unit" columns. A "Load Values From Defaults" button is located below the table.

- With requisition defaults working differently in fluid ePro, Mass Change is now the only way to update multiple requisition lines that have multiple distribution lines
- Accounting Tags can be used, but only an existing Accounting Tag with multi-distributions can be used to update multi-distributions
 - i.e. an accounting tag for “requisition line 1 / distribution line 1” and a separate one for “requisition line 1 / distribution line 2” cannot be done
- Apply Distribution Changes options
 - **All Distribution Lines** – use this option if only 1 distribution should be applied to all line distributions
 - This includes if a requisition line contains multiple distributions

- **Matching Distribution Lines** – use this option if you want to update existing line distributions with a new one and delete unwanted lines
 - Not recommended to use
 - If a req line distribution contains 2 lines and the mass change updates only 1 line, “req line 1 / distribution 1” will be updated and “req line 1 / distribution 2” will be deleted
- **Replace Distribution Lines** – use this option if a new distribution split has to be applied to existing lines
 - Existing distributions will be completely replaced, regardless of the number of distribution lines for the line item
 - If req line 1 has only one distribution line and the mass change contains two distribution lines, req line 1’s distribution will then have two distribution lines after mass change

Mass Change vs. Requisition Defaults

- Requisition Defaults are for setting default values at the beginning of the requisition creation process, and these values will copy down to each requisition line / schedule / distribution
 - Only distribution line 1’s chartfields can be set
 - A requisition line with multiple distribution lines cannot be set
- Mass Change is for updating / replacing the defaults that are on the requisition lines toward the end of the requisition creation process
 - Use for correcting / updating existing distributions, or
 - Use for adding multi-line distributions to existing requisition lines

Other Notable Differences

- Justification Comments are located in the middle
- Shipping information is not displayed on the main checkout page and can only be viewed after selecting ScheduleDetails

Save Requisition without Submitting for Approval

- If the requester want to save a requisition without submitting for approval, select the Save button in the Checkout page
- The requisition will have a status of Open
- There is no option to Hold from Further Processing

LSU Health Financials PAT

Edit Requisition

Continue Shopping Save Submit

Checkout for Requisition ID 0095132

Order Total 347.69 USD

▼ Requisition Summary

Business Unit LSUSH LSUHSC Shreveport
 Requisition Name 0095132
 Requester RBUCAL Bucalan, Richard F
 Currency USD

Priority Medium
 Budget Check Status ▲ Not Checked

Check Budget Pre-Check Budget

Header Comments
 Preview Approvals

- To continue working on the requisition, it can be accessed through the My Requisitions page **(See the Requisition Management section below)**

LSU Health Financials My Requisitions

Requisition Search Keyword Search

12 rows

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
	0095132	LSUSH/0095132	08/13/2025	RBUCAL	➔ Open	Not Chk'd	347.69 USD

Checkout Confirmation

LSU Health Financials PAT

Checkout Confirmation

Print Preview

Requisition Details

Business Unit LSUSH
 Requisition ID 0095120
 Requisition Name 0095120
 Last Modified Date 07/10/2025 10:58:22AM
 Status ● Approved

Total Lines 1
 Total Amount 5.00 USD
 Budget Checked Status ▲ Not Checked

Check Budget Pre-Check Budget

View Approval Chain

Next Steps


- Edit this Requisition
Modify this requisition
- My Requisitions
Go to existing requisitions
- Create Requisition
Create another requisition

- The Checkout Confirmation page contains mostly the same elements as classic ePro except with larger, more intuitive buttons and spacing




- “Manage Requisitions” in classic has been replaced with “My Requisitions” in fluid
- Approval chain now opens as a separate window
- After budget checking successfully, the Budget Checked Status will update as Valid, and there will be links to Budget Details, where general KK details can be viewed, and Pre Encumbrance Details, where accounting entries can be viewed

[Print Preview](#)

Requisition Details

<p>Business Unit: LSUSH</p> <p>Requisition ID: 0095127</p> <p>Requisition Name: RECENT ITEM TEST</p> <p>Last Modified Date: 08/13/2025 8:23:17AM</p> <p>Status: ✔ Approved</p> <p>View Approval Chain</p>	<p>Total Lines: 1</p> <p>Total Amount: 347.69 USD</p> <p>Budget Checked Status: ✔ Valid Budget Details </p> <p>Pre-Encumbrance Balance: 347.69 USD Pre Encumbrance Details</p> <p>Check Budget Pre-Check Budget</p>
--	--

Next Steps

<p> Edit this Requisition</p> <p>Modify this requisition</p>
<p> My Requisitions</p> <p>Go to existing requisitions</p>
<p> Create Requisition</p> <p>Create another requisition</p>

Item History

The screenshot displays the 'Item History' interface. On the left, a navigation menu highlights 'Item History' with a red arrow. The main content area lists three items from the supplier GRAINGER INC. Each item includes a description, a price, and an 'Add to Cart' button. The items are:

- TK1951327T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Orange. Price: 11.89 USD.
- TK1951328T Extension Cord Location Outdoor Cord Length 25 ft Wire Size 12 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Blue Jacket Mat. Price: 34.17 USD.
- TK1951329T Cable Tie Standard Actual Length 7.9 in Width 0.3 in Nominal Length 8 in Locking Style Plastic Pawl Color Natural Basic Material - Cable Tie Nylon Tensile Strength 120 lb Flame Retardant Halogen-Free Plenum Rated Heavy Duty Nominal Max. Bundle. Price: 10.33 USD.

The right sidebar shows a 'Cart' with a total of 120.75 USD and a 'Checkout' button. The cart contains one item: Isolation Gown, PE Coated 47" Length, XL (Univ) 100 case, THOMAS SCIENTIFIC, 120.75 USD, 1 CS.

- **Navigation:** Select the Item History option on the left-side navigation
- Previously ordered items appear in a user's Item History for quick reordering
- The user will be redirect to the supplier's external website with the intended item in cart. The user would have to submit the cart to punchout

Favorites

The screenshot displays the 'Favorites' page in a procurement system. The page is titled 'Create Requisition' and shows a list of favorite items. The left-side navigation menu has 'Favorites' highlighted with a red arrow. The main content area shows two items:

- Item 1:** TK1951327T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Orange. Price: 11.89 USD. Supplier: GRAINGER INC.
- Item 2:** TK1951328T Extension Cord Location Outdoor Cord Length 25 ft Wire Size 12 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Blue Jacket Mat. Price: 34.17 USD. Supplier: GRAINGER INC.

The 'Cart' section on the right shows a total of 11.89 USD.

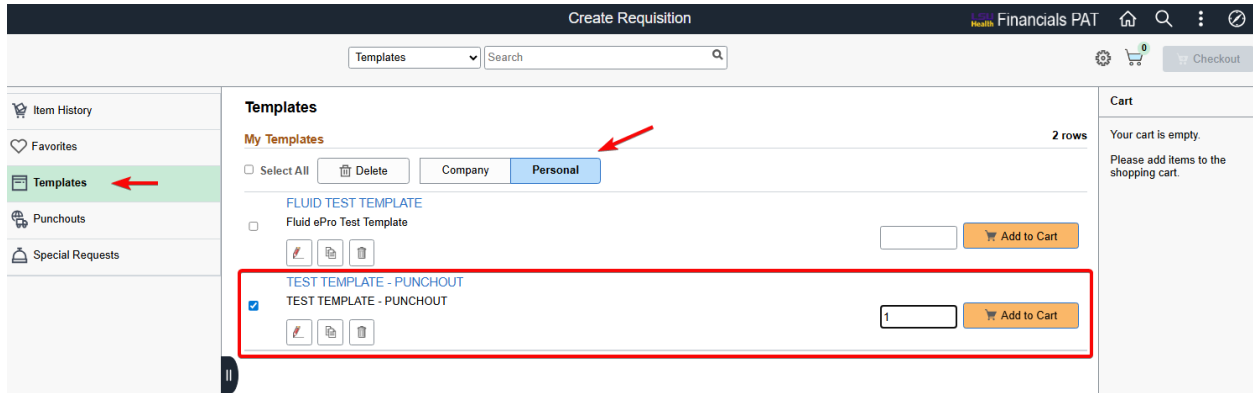
- **Navigation:** Select the Favorites option on the left-side navigation
- Items that have been marked as favorites can be selected for quick reordering
- In the Checkout page, an item can be marked as a favorite by selecting the item, opening the Actions menu, and then selecting Add to Favorites

The screenshot shows the 'Checkout' page with the 'Actions' menu open for a selected item. The 'Add to Favorites' option is highlighted with a red arrow. The item details and pricing are visible below the menu:

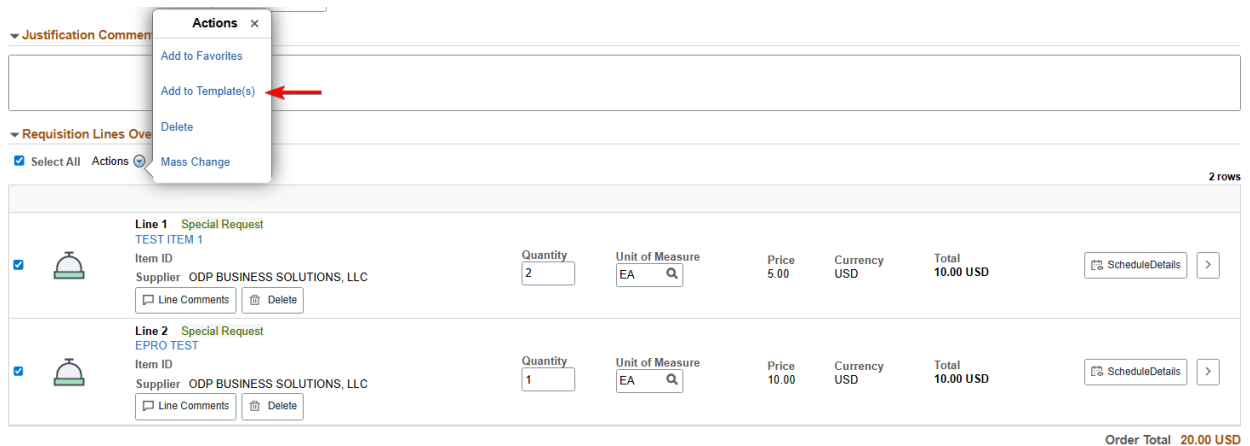
Quantity	Unit of Measure	Price	Currency	Total
1	EA	11.89	USD	11.89 USD

Order Total 11.89 USD

Templates



- **Navigation:** Select the Templates option on the left-side navigation, and then select Personal for templates that the user created themselves
- If there is a specific requisition that is ordered repeatedly, users can create entire requisition templates for quick reordering
- In the Checkout page, a template can be created by selecting the items, opening the Actions menu, and then selecting Add to Template
- Items can be added to an existing template or to a new template



Add To Template

Cancel

Save

New Template Details

Template Name

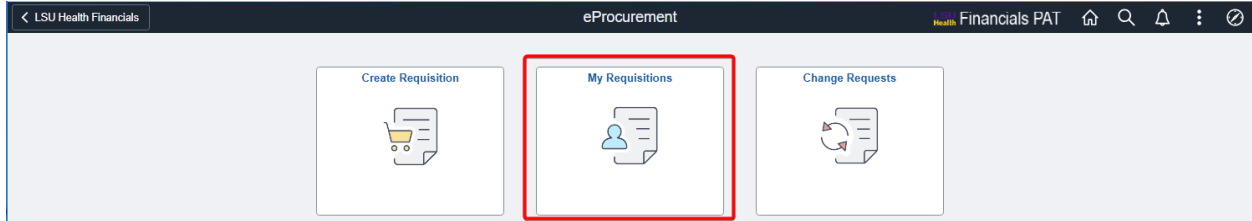
Description

Choose Existing Template

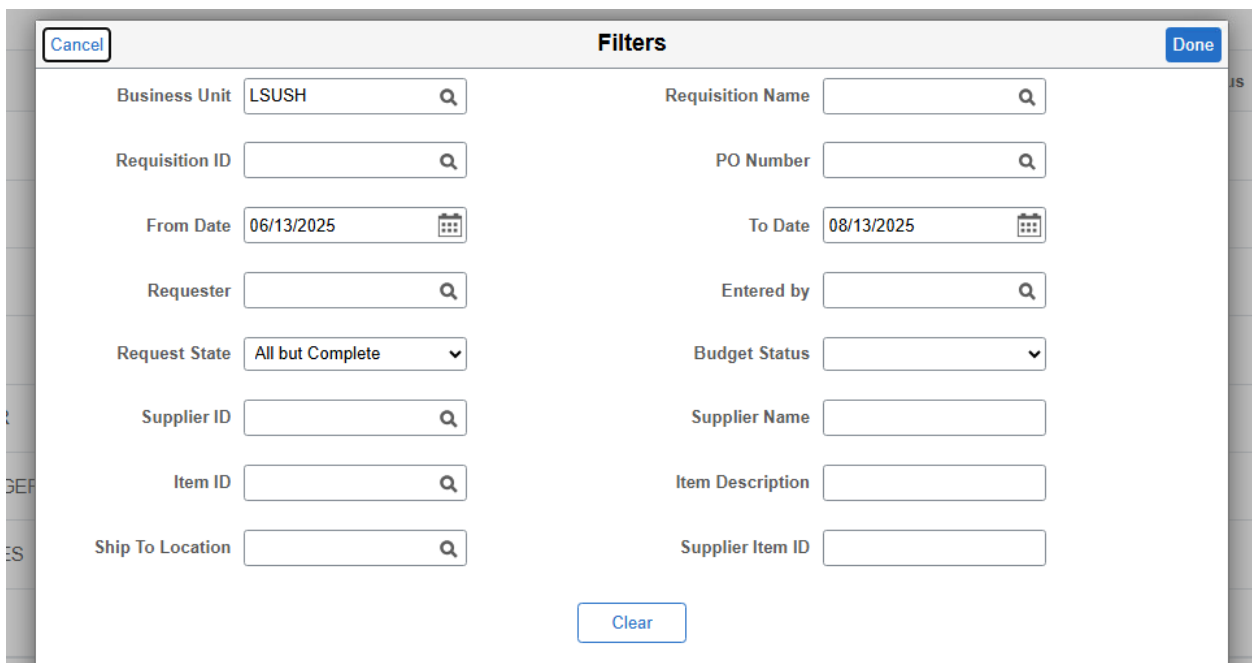
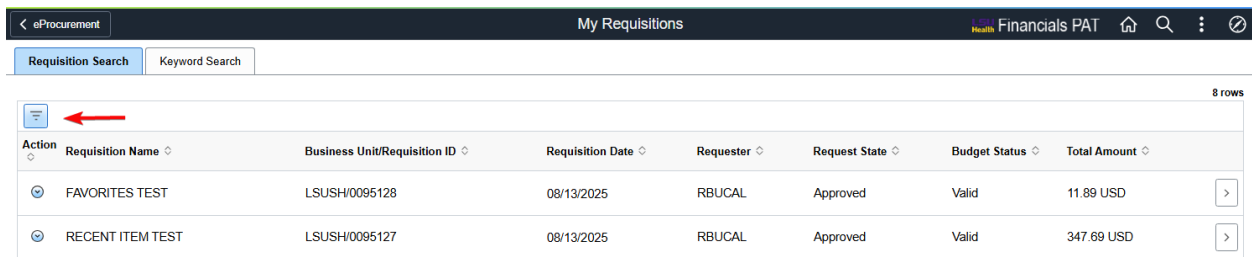
<input type="checkbox"/> Template Name	<input type="checkbox"/> Template Description
<input type="checkbox"/> FLUID TEST TEMPLATE	Fluid ePro Test Template
<input type="checkbox"/> TEST TEMPLATE - PUNCHOUT	TEST TEMPLATE - PUNCHOUT

Requisition Management

To manage existing requisitions, select the My Requisitions tile in the eProcurement homepage. This page replaces the “Manage Requisitions” page used in classic eProcurement



In the My Requisitions page, select the Filter icon to refine search results



After setting filter values, a list of requisitions will be shown in the search results

Requisition Search

8 rows

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount	
<input checked="" type="radio"/>	FAVORITES TEST	LSUSH/0095128	08/13/2025	RBUCAL	Approved	Valid	11.89 USD	>
<input checked="" type="radio"/>	RECENT ITEM TEST	LSUSH/0095127	08/13/2025	RBUCAL	Approved	Valid	347.69 USD	>
<input checked="" type="radio"/>	SUPPLIER DEFAULT TEST	LSUSH/0095126	07/15/2025	RBUCAL	Approved	Valid	5.00 USD	>
<input checked="" type="radio"/>	SUPPLIER DEFAULT TEST	LSUSH/0095125	07/15/2025	RBUCAL	Approved	Not Chk'd	54.00 USD	>
<input checked="" type="radio"/>	FLUID EPRO TEST - FISHER	LSUSH/0095124	07/11/2025	RBUCAL	Approved	Not Chk'd	572.10 USD	>
<input checked="" type="radio"/>	FLUID EPRO TEST - GRAINGER	LSUSH/0095123	07/11/2025	RBUCAL	Approved	Not Chk'd	56.39 USD	>
<input checked="" type="radio"/>	FLUID EPRO TEST - STAPLES	LSUSH/0095122	07/11/2025	RBUCAL	Approved	Not Chk'd	33.90 USD	>
<input checked="" type="radio"/>	0095120	LSUSH/0095120	07/10/2025	RBUCAL	Approved	Not Chk'd	5.00 USD	>

Requisition Actions

Clicking on the tiny arrow icon to the left of the requisition name brings up several actions

Request State	Budget Status	Total Amount	Requester	Request Date	Business Unit/Requisition ID
Approved	Valid	11.89 USD	RBUCAL	08/13/2025	LSUSH/0095128
Approved	Valid	347.69 USD	RBUCAL	08/13/2025	LSUSH/0095127
Approved	Valid	5.00 USD	RBUCAL	07/15/2025	LSUSH/0095126
Approved	Not Chk'd	54.00 USD	RBUCAL	07/15/2025	LSUSH/0095125

Details

Requisition Summary

Requisition Name	FAVORITES TEST	Requester	Bucalan, Richard F
Business Unit	LSUSH	Entered By	Bucalan, Richard F
Requisition ID	0095128	Budget Check Status	Valid
Requisition Date	08/13/2025	Total Amount	11.89 USD
Request State	Approved	Pre-Encumbrance Balance	11.89 USD

Requisition Lifeline

Lines

Item Image	Description	Item ID	Supplier ID	Supplier Name	Ship To	Line State	Quantity	UOM	Price	Total Amount
	Line 1 - TK1965268T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket C...		0000001231	GRAINGER INC	LSUSH	Approved	1	EA	11.89	11.89 USD

- The Details action displays the requisition lifeline and header & line details of the requisition. Associated documents (PO's, receipts, etc.) can be viewed from this page
- Individual requisition lines can also be canceled from this page
- The Details page can also be accessed by clicking in the general space of the requisitions in My Requisitions or the right-arrow at the end of the requisition space

Action	Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
	FAVORITES TEST	LSUSH/0095128	08/13/2025	RBUCAL	Approved	Valid	11.89 USD

- To exit the Details page, click on the X icon at the top-right of the page

Copy

My Requisitions Create Requisition Financials PAT Home Search More Close

Edit Shopping Cart
2 item(s) to buy now.

▼ **Requisition Summary**

Business Unit: LSUSH
 Requisition Name:
 Requester: RBUICAL
 Currency: USD

Item Description	Status	Price	Currency	Quantity	Unit of Measure	
Logitech H390 Computer Headset, Over-the-Head, Black (981-000014)	Pending	26.90	USD	1	EA	<input type="button" value="Delete"/>
Logitech B100 Ambidextrous Optical USB Mouse, Black (910-001439)	Pending	7.00	USD	1	EA	<input type="button" value="Delete"/>

Total 33.90 USD

- Copying a requisition brings up the Edit Shopping Cart page where items can be removed from cart
- Selecting the Checkout button brings up the Checkout page, where comments and attachments can be added and line details / chartfields can be edited

View Print

Business Unit: LSUSH		Requester: RBUICAL		Status: Approved	
Requisition: 0095128		Requested By: Bucalan, Richard F		Currency: USD	
Requisition Name: FAVORITES TEST		Entered Date: 8/13/25		Requisition Total: 11.89	
Vendor: 0000001231				Accounting Date: 08/13/2025	

Line: 1	Item Description: TK1965268T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Orange	Quantity: 1	UOM: EA	Price: 11.89	Line Total: 11.89
Line Status: Approved					

Ship Line: 1	Ship To: LSUSH	Address:	Shipping Quantity: 1
Attention: Bucalan, Richard F	Due Date:	1501 Kings Highway	Shipping Total: 11.89
Ship Via: GRND	Freight Terms: PP&A	Shreveport LA 71103	
		United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	LSUSH	1	100.00	11.89	LSUSH	549200

Dept	Fund	Program	Class
1663000	111	00001	10105

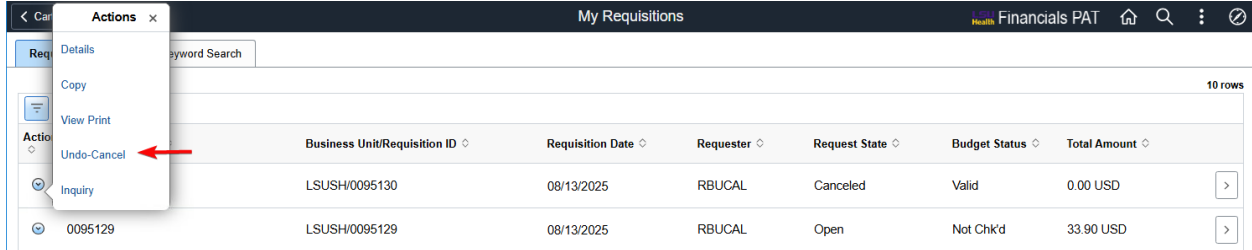
Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
11.89	USD	0	N

- A printout using the Oracle default printing template with the option to display distribution details

Cancel

- Selecting Cancel will cancel the entire requisition
- Depending on the filter parameters, the canceled requisition will still display in the My Requisitions page and there will be a new action to undo cancel

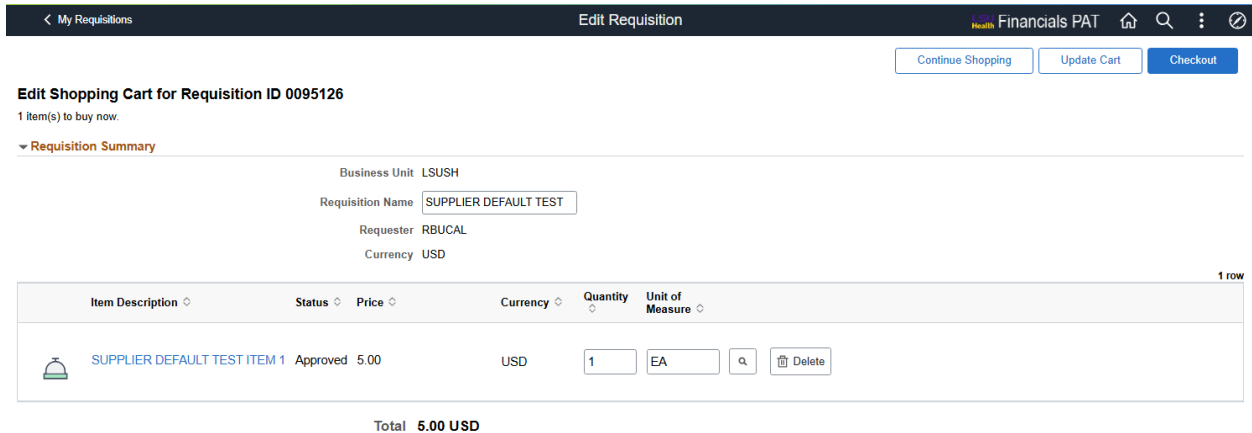


The screenshot shows the 'My Requisitions' page with a table of requisitions. An 'Actions' dropdown menu is open over the first row, with 'Undo-Cancel' highlighted by a red arrow. The table has columns for Business Unit/Requisition ID, Requisition Date, Requester, Request State, Budget Status, and Total Amount.

Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
LSUSH/0095130	08/13/2025	RBUCAL	Canceled	Valid	0.00 USD
0095129 LSUSH/0095129	08/13/2025	RBUCAL	Open	Not Chk'd	33.90 USD

Edit

- Similar to the Copy action, the Edit action brings up the Edit Shopping Cart page where quantities and UOM (if the item is special request) can be edited



The screenshot shows the 'Edit Requisition' page for Requisition ID 0095126. It displays a summary of the requisition and a table of items. The summary includes Business Unit (LSUSH), Requisition Name (SUPPLIER DEFAULT TEST), Requester (RBUCAL), and Currency (USD). The table has columns for Item Description, Status, Price, Currency, Quantity, and Unit of Measure. A single item is listed: 'SUPPLIER DEFAULT TEST ITEM 1' with a status of 'Approved', a price of 5.00, and a quantity of 1. The total amount is 5.00 USD.

Item Description	Status	Price	Currency	Quantity	Unit of Measure
SUPPLIER DEFAULT TEST ITEM 1	Approved	5.00	USD	1	EA

Total 5.00 USD

- Selecting the Checkout button brings up the Checkout page, where comments and attachments can be added and line details / chartfields can be edited

View Approval

Request for FAVORITES TEST
11.89 USD

Approved on 08/13/2025

Summary

Business Unit LSUSH
Routed Date August 13, 2025
Requester Bucalan, Richard F

More Information

View Printable Version

Lines

Line Number	Item Description	Merchandise Amount
1	TK1965268T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Orange	11.89 USD

Approval Chain

Approval Chain

Req approval - one step

FAVORITES TEST Approved

Comments

System at 08/13/25 - 8:31 AM
Self Approved (10081,4050)

- Brings up a separate pop-up window where the approval chain can be displayed

Inquiry

Requisition Details

Financials PAT

Order Total 11.89 USD
Pre-Encumbrance Balance 11.89 USD
[Pre Encumbrance Details](#)

Requisition Summary

Business Unit LSUHSC Shreveport Priority Medium
Requisition Name FAVORITES TEST Cardmember Number
Requester RBUCAL Bucalan, Richard F Expiration Date
Currency Code USD Use Procurement Card No
Request State Approved Budget Check Status Valid

Header Comments...

Justification Comments

Requisition Lines Overview

Line	Item Description	Line Status	Quantity	Unit of Measure	Price	Currency	Total
1	TK1965268T Lighted Extension Cord Location Outdoor Cord Length 10 ft Wire Size 14 AWG Max. Amps 15.0 A Voltage 125V AC Plug Configuration NEMA 5-15P Receptacle Configuration NEMA 5-15R Cord Ending Single Connector Number of Outlets 1 Jacket Color Orange	Approved	1	EA	11.89	USD	11.89 USD

Line Comments

Order Total 11.89 USD
Pre-Encumbrance Balance 11.89 USD
[Pre Encumbrance Details](#)

- Opens a separate window with a read-only page showing requisition details